

Quick instruction of CMAXS SPICS(HQS)

- 1. Connect CMAXS by clicking short cut of "Go-Global".
- Input user name and password. CMAXS window is coming.
- Please double-click CMAXS_Startup icon.
- CMAXS Start-up launcher is coming. Please click SIPCS icon.



- 3. On the "Guidance" window, select [Close].
- 4. The operational flow of CMAXS is displayed on the "Menu" screen.

- 2. "Password Input Dialog" is displayed.
- Enter password and press [Enter] key.

< Default setting >

Password	Name
Manager	MAN
SI1	SI1
SI2	SI2
SI3	SI3
SI4	SI4
SI5	SI5

※The "login name" and "authority" is decided by the password.

- ① Routine work →Chapter I
- ② Yearly work →Refer manual
- ③ When needed →Refer manual

I . Routine Work Flow

CMAXS Spare Parts Inventory Control System [HQS] - Ver.1.0.1.9

No	Ship's Name	Code	Delivery
1	TEST1 MARU	TE1	2009/06/02
2	TEST2 MARU	TE2	2010/08/02
3	TEST3 MARU	TE3	2011/06/02

When requisition was received.

- Data Import
- Input Assessed Qty.
- Request Quotation
- Make Order Sheet
- Data Export

When delivery data was received.

- Data Import
- Review Delivery List

When annual report was received.

- Data Import
- Review Annual Report

When it is necessary

- Review Parts List
- Review/Update Master Data
- Review History
- Password Change
- Control Change
- Database Backup & Restore



1. Input Assessed Qty



2. Make Quotation Sheet



3. Make Order Sheet

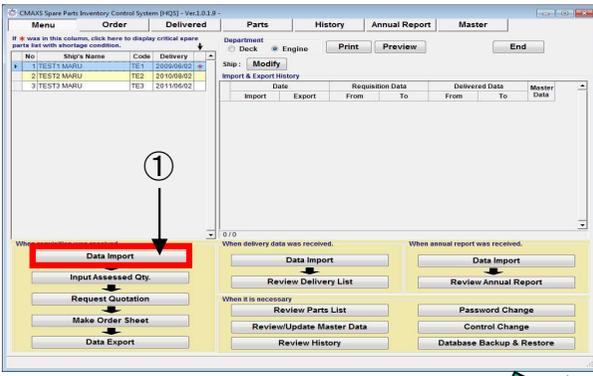


4. Review Delivery List

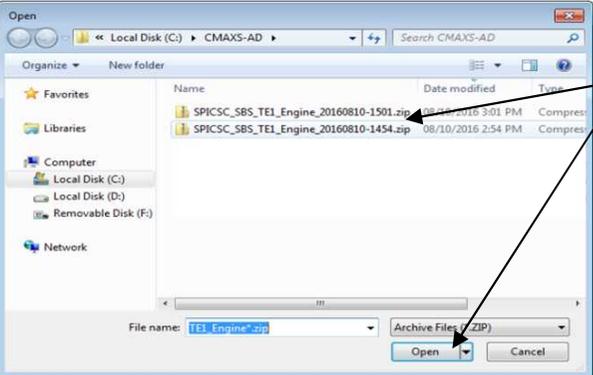
1-1. Input Assessed Qty (How to import data)

When you receive requisition data from vessel, please import the data at first.

1. On the "Menu" screen, select [Data Import].



2. Select file for import. Then, select [Open].
3. Select [OK] at Import Dialog.

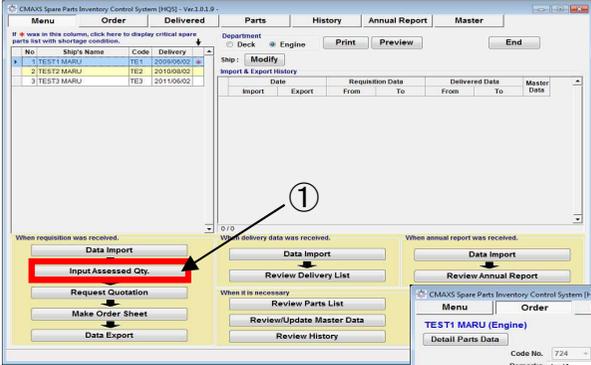


4. Select [OK] at completion message dialog.

1-2. Input Assessed Qty

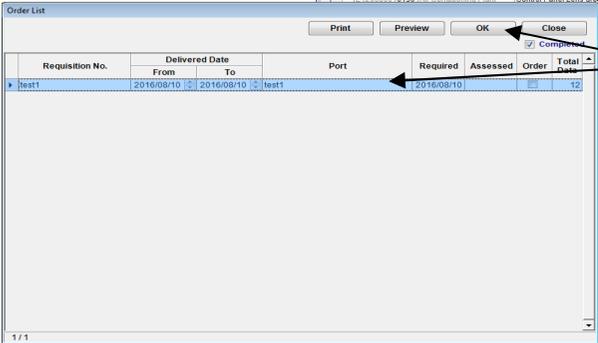
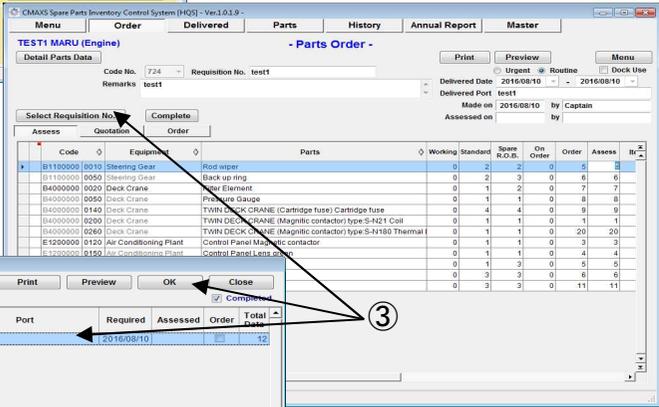
After importing requisition data, please input assessed Parts/Qty.

1. On the “Menu” screen, select [Input Assessed Qty].

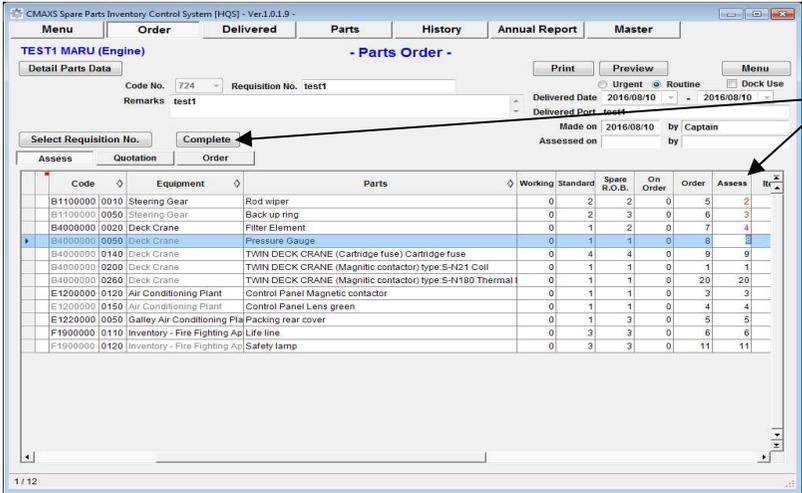


2. Requisition data is displayed on “Order” screen.

※ If there are asterisk (*) at the head, SBS comments are existed to the parts.



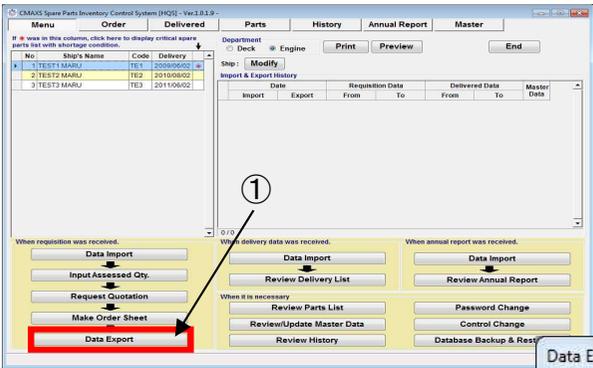
4. Enter quantity of assessment and select “Complete” button.



3. (*If necessary) If you want to see other Requisition No. data, select [Select Requisition No.]. Select subject and [OK] at “Order List” screen, then selected requisition data is displayed on “Order” Screen.

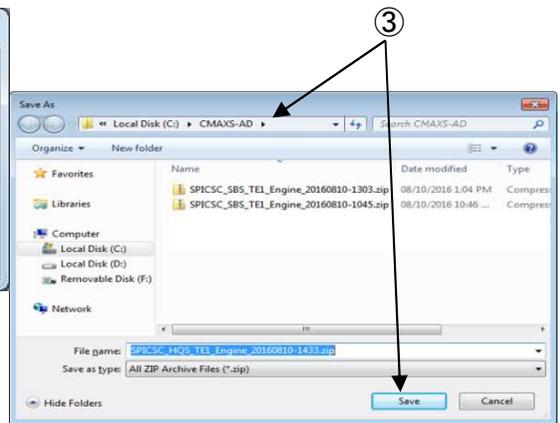
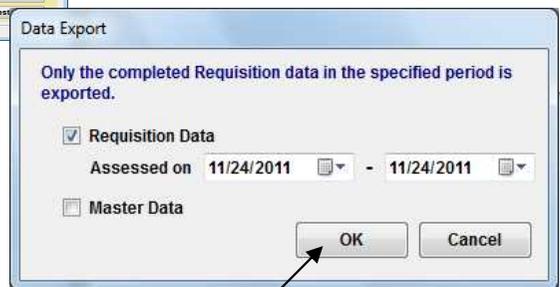
1-3. Input Assessed Qty (How to export data)

1. On the “Menu” screen, select [Data Export].

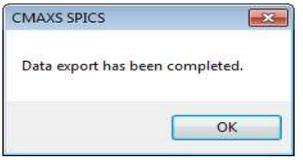


2. “Data Export” dialog is displayed. Select [OK].

3. Select “save folder” for export file. Then, select [Save] button.



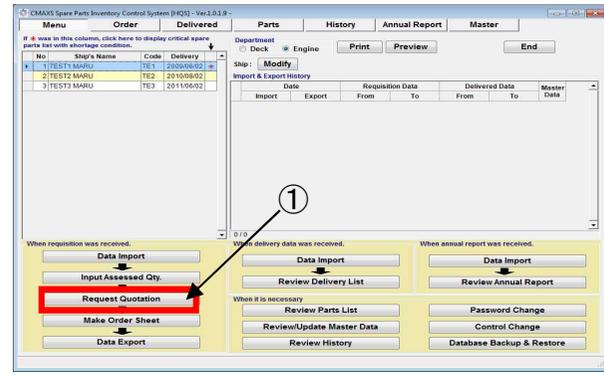
4. Select [OK] at completion message dialog.



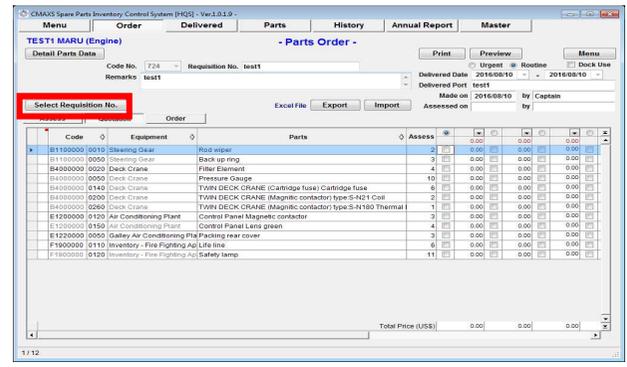
Please attach the export file to E-mail without change. And then send to vessel.

2. Make Quotation Sheet

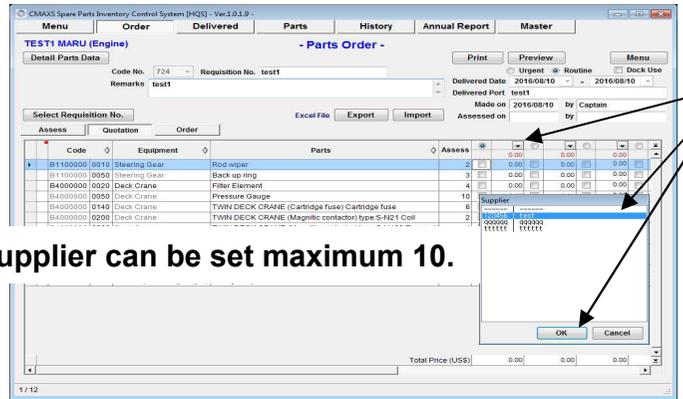
1. On the "Menu" screen, select [Request Quotation].



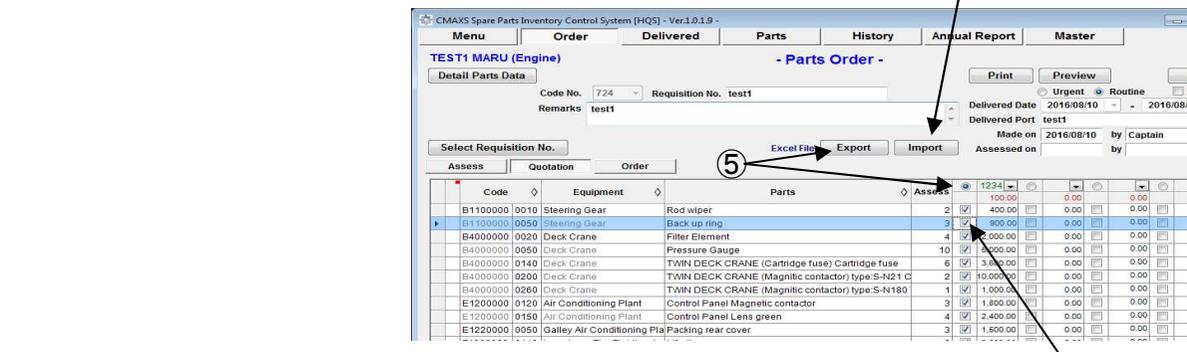
2. "Order" screen is displayed.
 If you make Quotation Sheet by other import data, select the data by [Select Requisition No.] button.



3. Click [▼], select supplier. Then, click [OK] button(*).



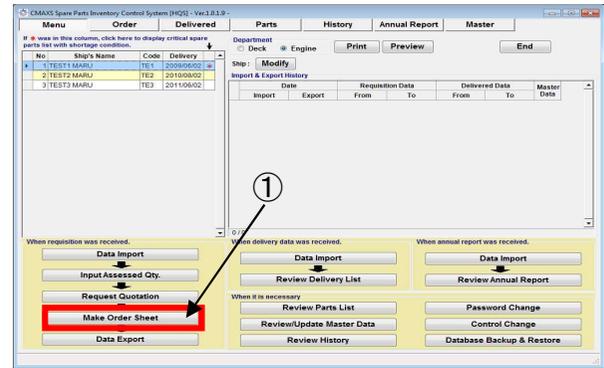
(*) Supplier can be set maximum 10.



4. Put check mark only you need item for quotation sheet.
5. You can make Quotation sheet as Excel file for each supplier. Select supplier by radio button. Then, select [Export].
6. "Export" dialog is displayed. Select "OK" button, then quotation sheet can be made by Excel.
7. Send quotation sheet to supplier.
8. (*If necessary) When you get replying this quotation sheet from supplier, select [Import] to import it.

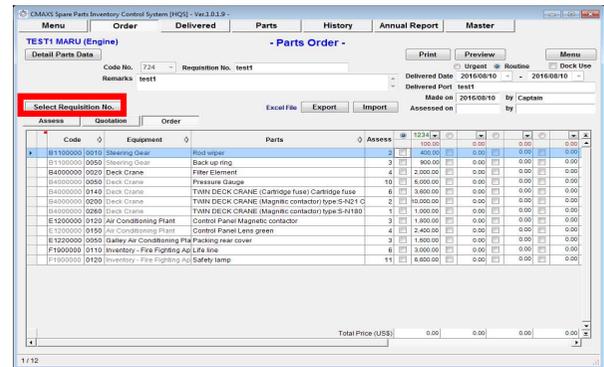
3. Make Order Sheet

1. On the “Menu” screen, select [Make Order Sheet].

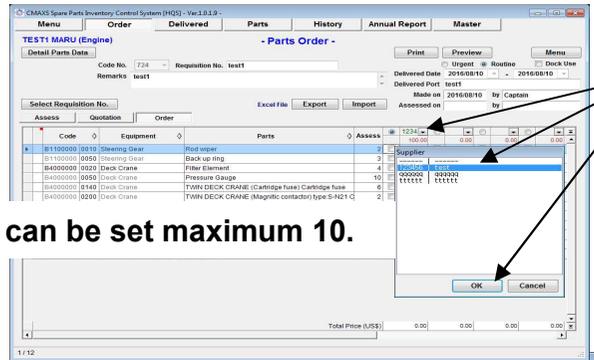


2. “Order” screen is displayed.

If you make Order Sheet by other import data, select the data by [Select Requisition No.] button.



3. Click [▼], and select supplier(*).



(* Supplier can be set maximum 10.

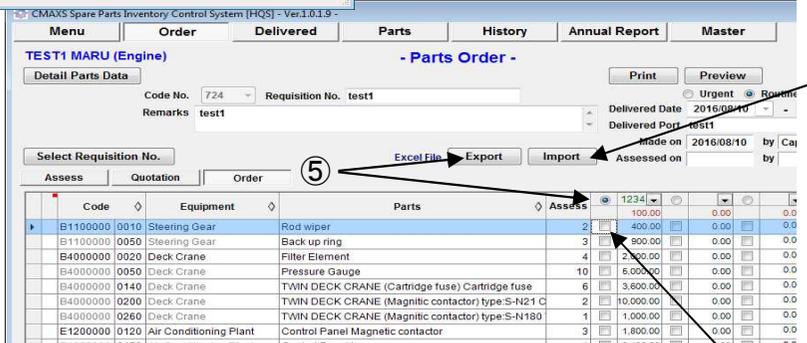
4. Put check mark only you need item for Order sheet (*One supplier can be selected for each parts)

5. You can make Order sheet as Excel file for each supplier. Select supplier by radio button. Then, select [Export].

6 “Export” dialog is displayed. Select [OK] button, then Order sheet can be made by Excel.

7. Send Order sheet to supplier.

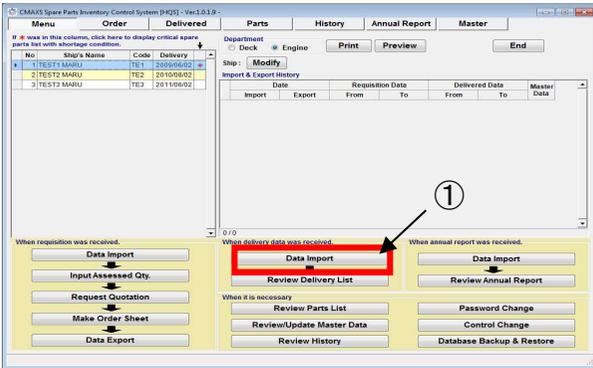
8. (*If necessary) When you get replying this quotation sheet from supplier, select [Import] to import it.



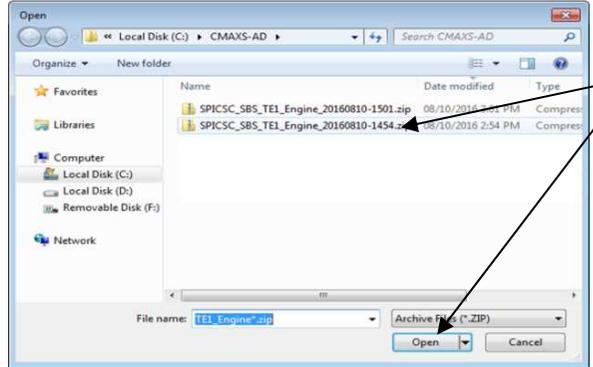
4. Review Delivery List (How to import data)

When you receive delivery report from vessel , please import the data at first.

1. On the “Menu” screen, select [Data Import].



2. Select file for import. Then, select [Open].
3. Select [OK] at Import Dialog.

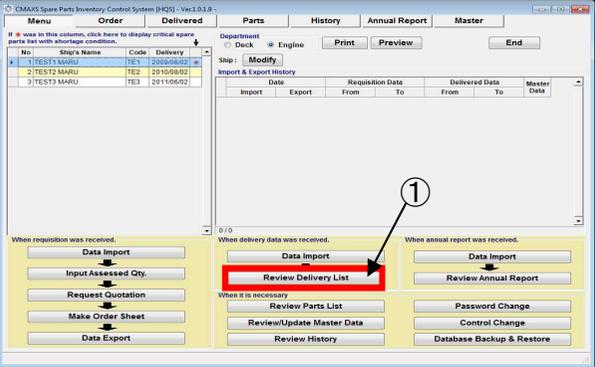


4. Select [OK] at completion message dialog.

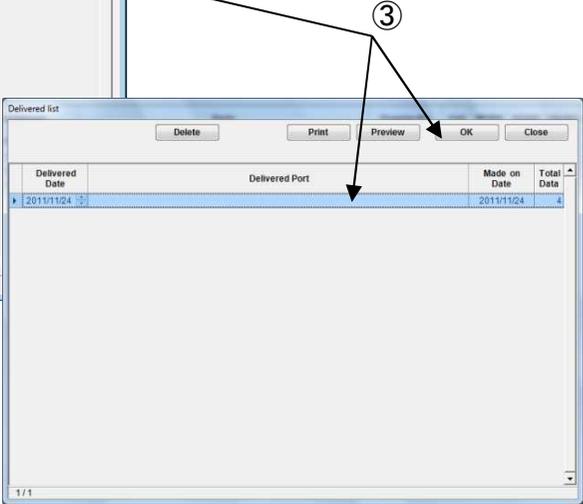
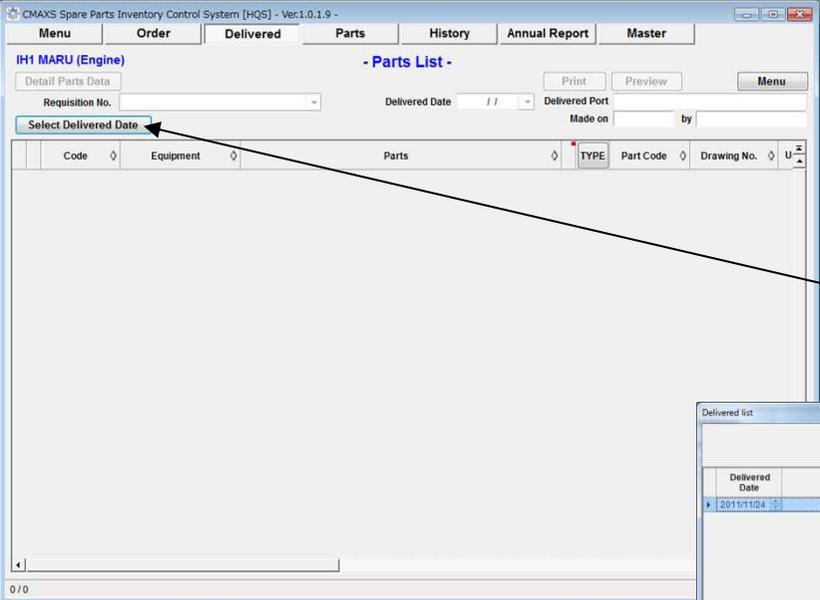
4. Review Delivery List

After importing delivery report, please review delivery list.

1. On the “Menu” screen, select [Review Delivery List].



2. “Delivered” screen is displayed. Then, check delivered list.



3. (*If necessary) If you want to see other Delivered data, select [Select Delivered Data], then “Delivered List” dialog is displayed. Select subject and [OK], then selected Delivered data is displayed on “Delivered Parts List” Screen.