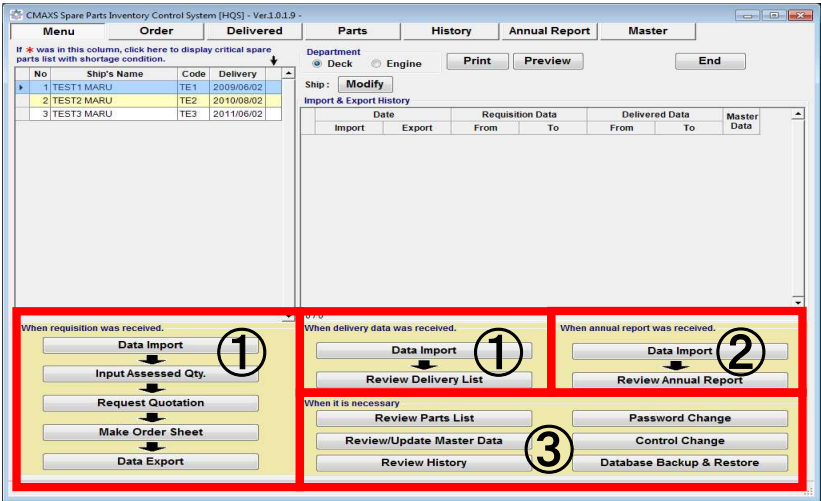


Quick instruction of CMAXS SPICS(HQS)

- 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.



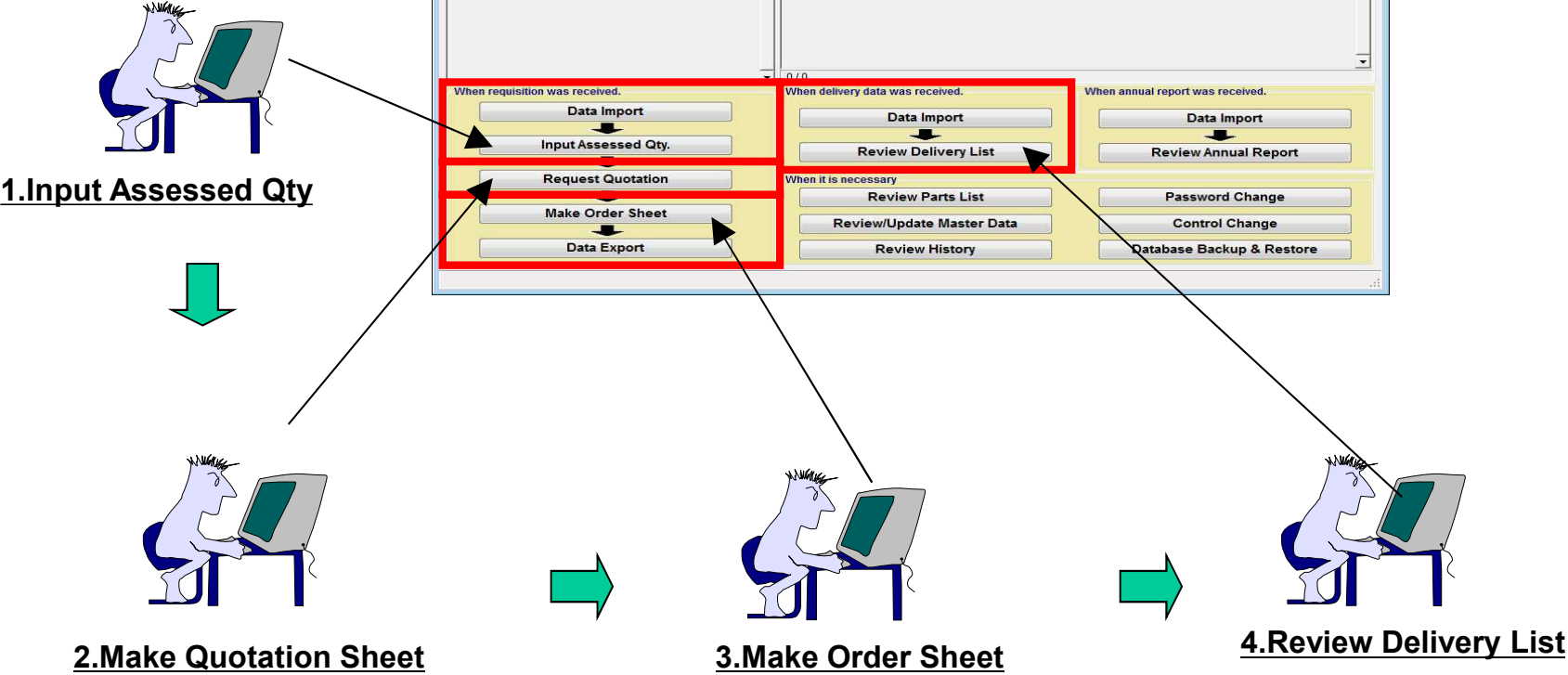
< Default setting >

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

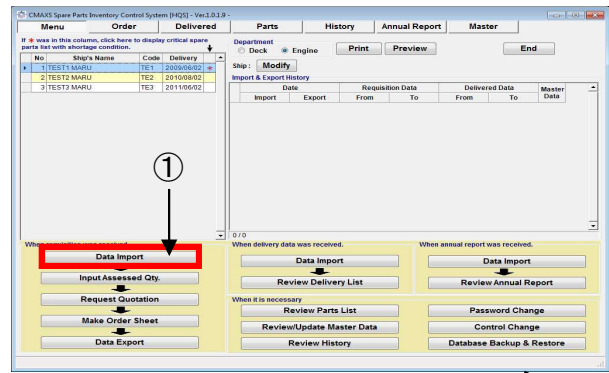
I . Routine Work Flow



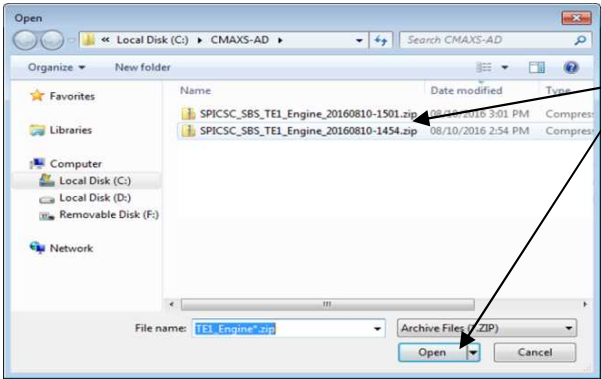
1-1. Input Assessed Qty (How to import data)

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.

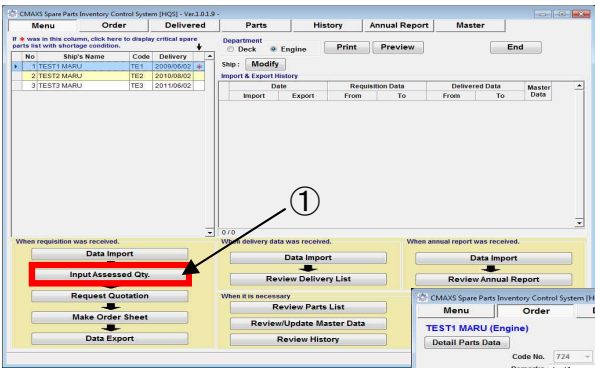


4. Select [OK] at completion message dialog.

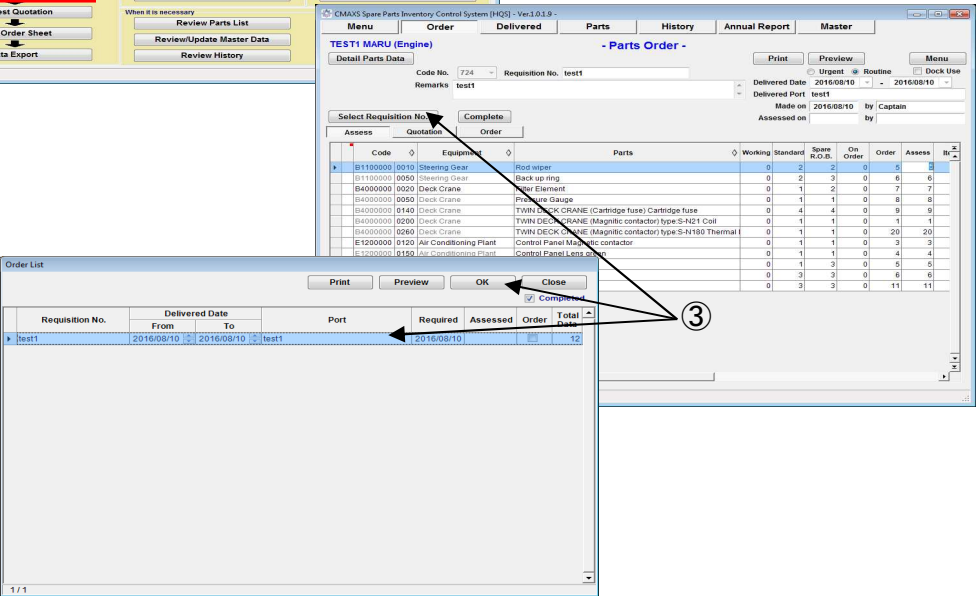
1-2. Input Assessed Qty

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

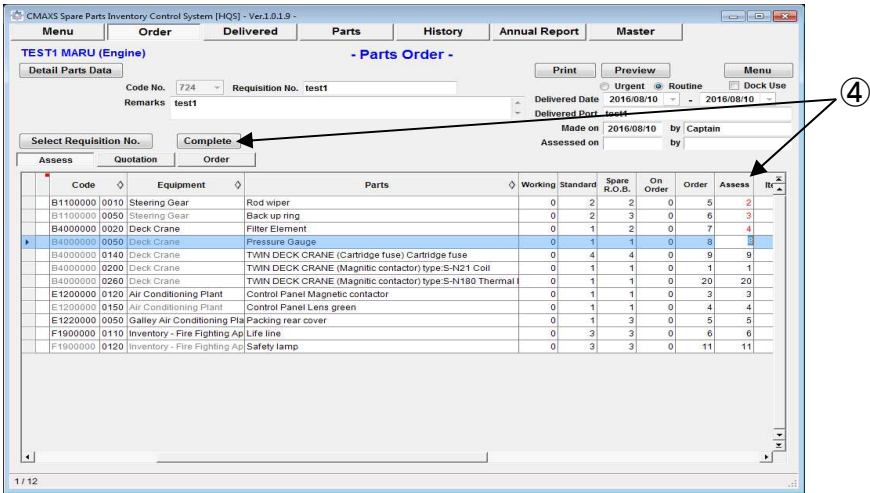
1. On the “Menu”screen, select [Input Assessed Qty].



2. Requisition data is displayed on “Order” screen.
※ If there are asterisk (*) at the head, SBS comments are existed to the parts.



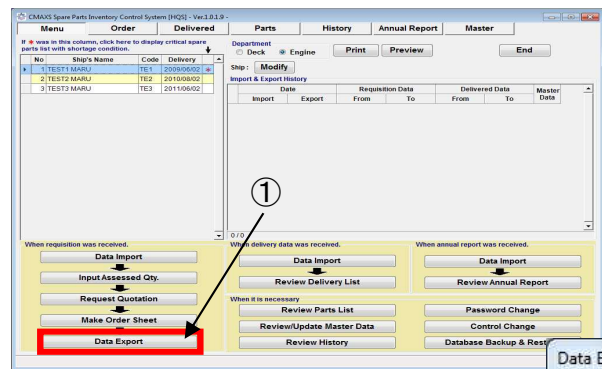
4. Enter quantity of assessment and select “Complete” button.



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.

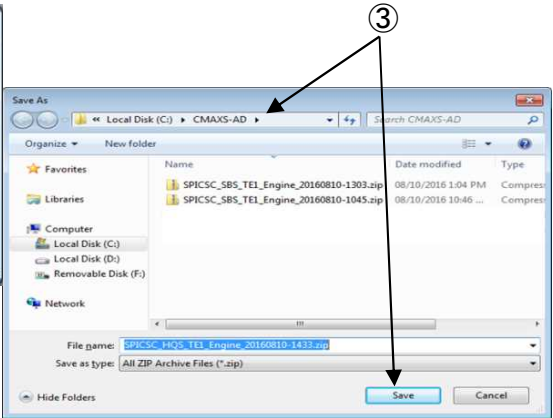
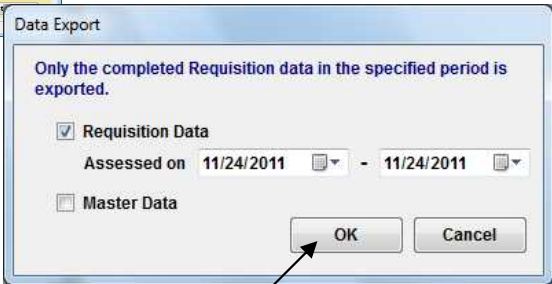
1-3. Input Assessed Qty (How to export data)

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

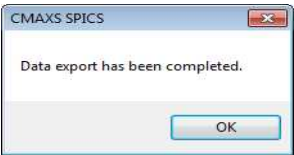


2. “Data Export” dialog is displayed. Select [OK].

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



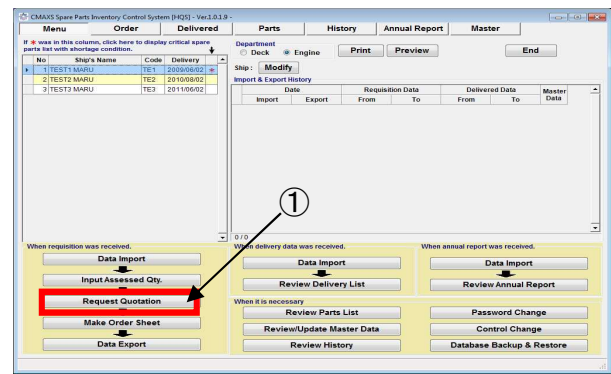
4. Select [OK] at completion message dialog.



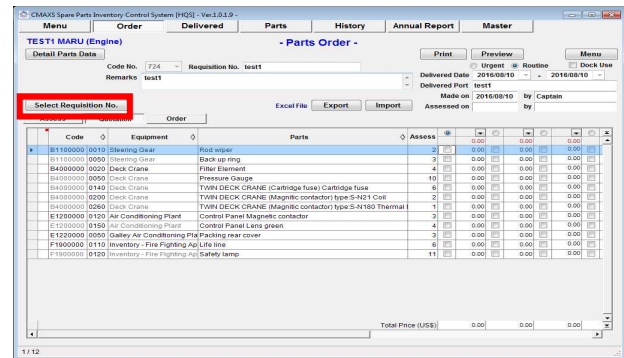
Please attach the export file to E-mail without change.
And then send to vessel.

2. Make Quotation Sheet

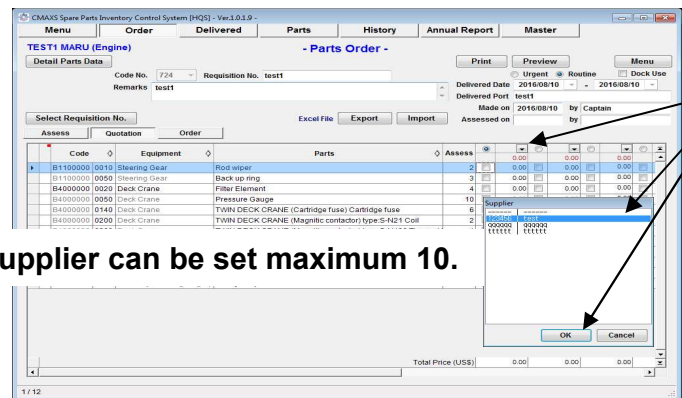
1. On the “Menu” screen, select [Request Quotation].



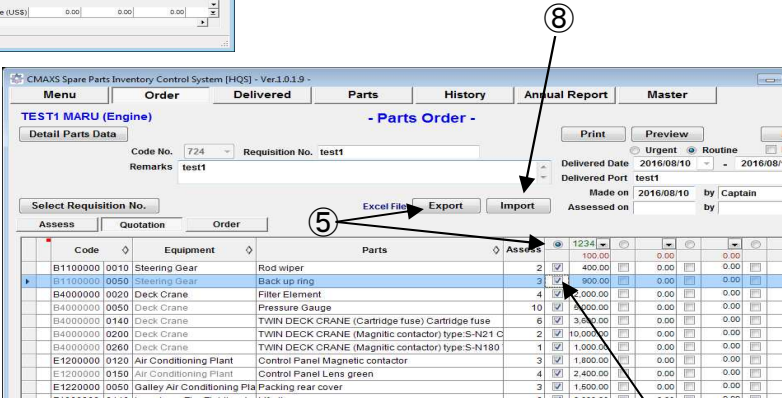
2. “Order” screen is displayed.
If you make Quotation Sheet by other import data, select the data by [Select Requisition No.] button.



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



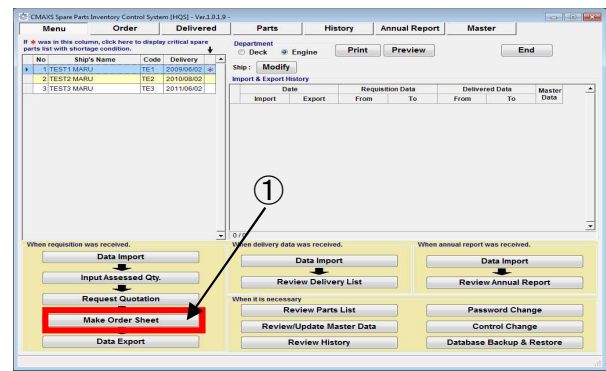
(*) Supplier can be set maximum 10.



- 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.

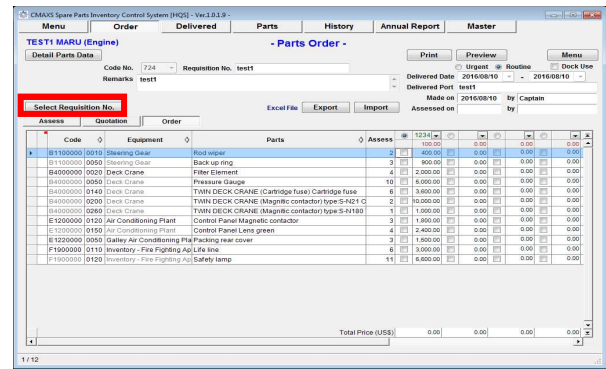
3. Make Order Sheet

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

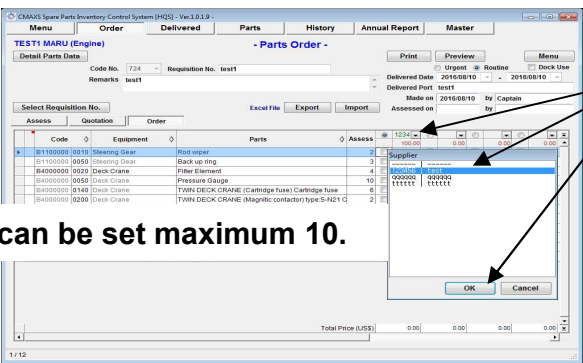


2. “Order” screen is displayed.

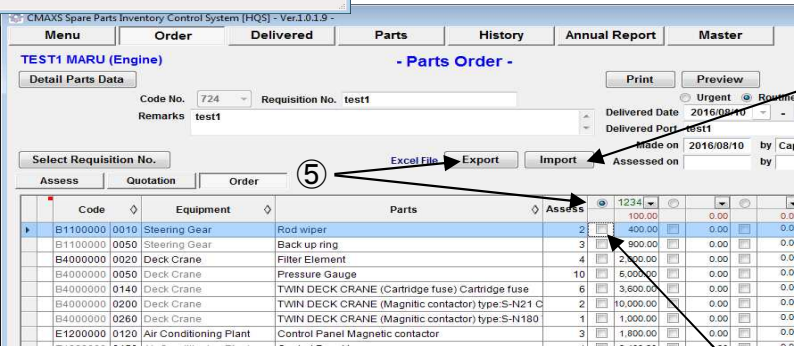
If you make Order Sheet by other import data, select the data by [Select Requisition No.] button.



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.

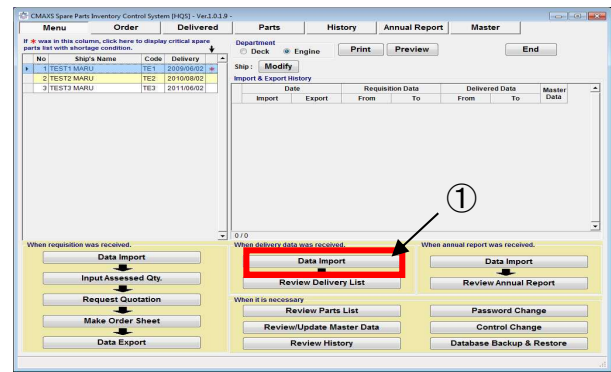
7. Send Order sheet to supplier.

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

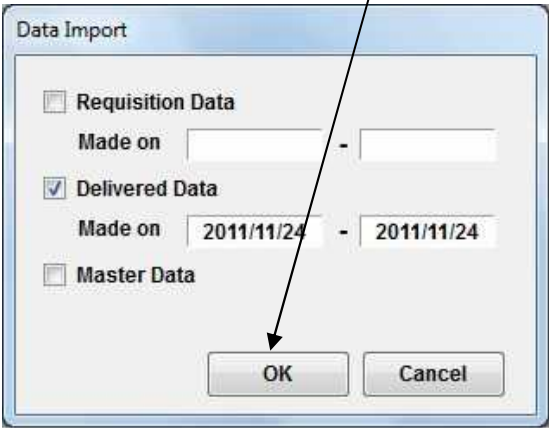
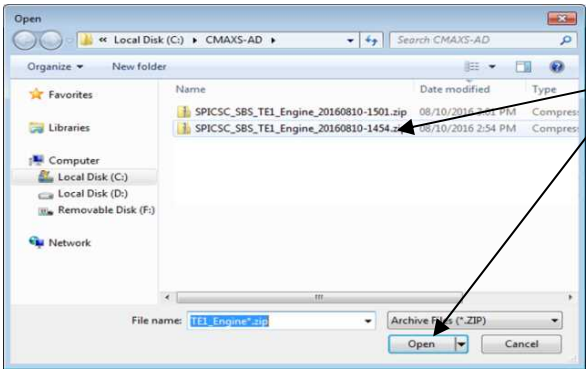
4. Review Delivery List (How to import data)

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.

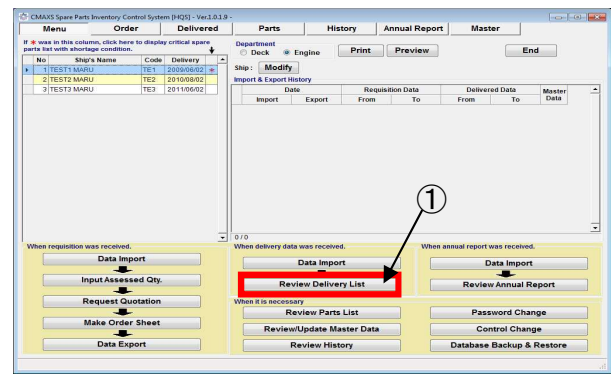


4. Select [OK] at completion message dialog.

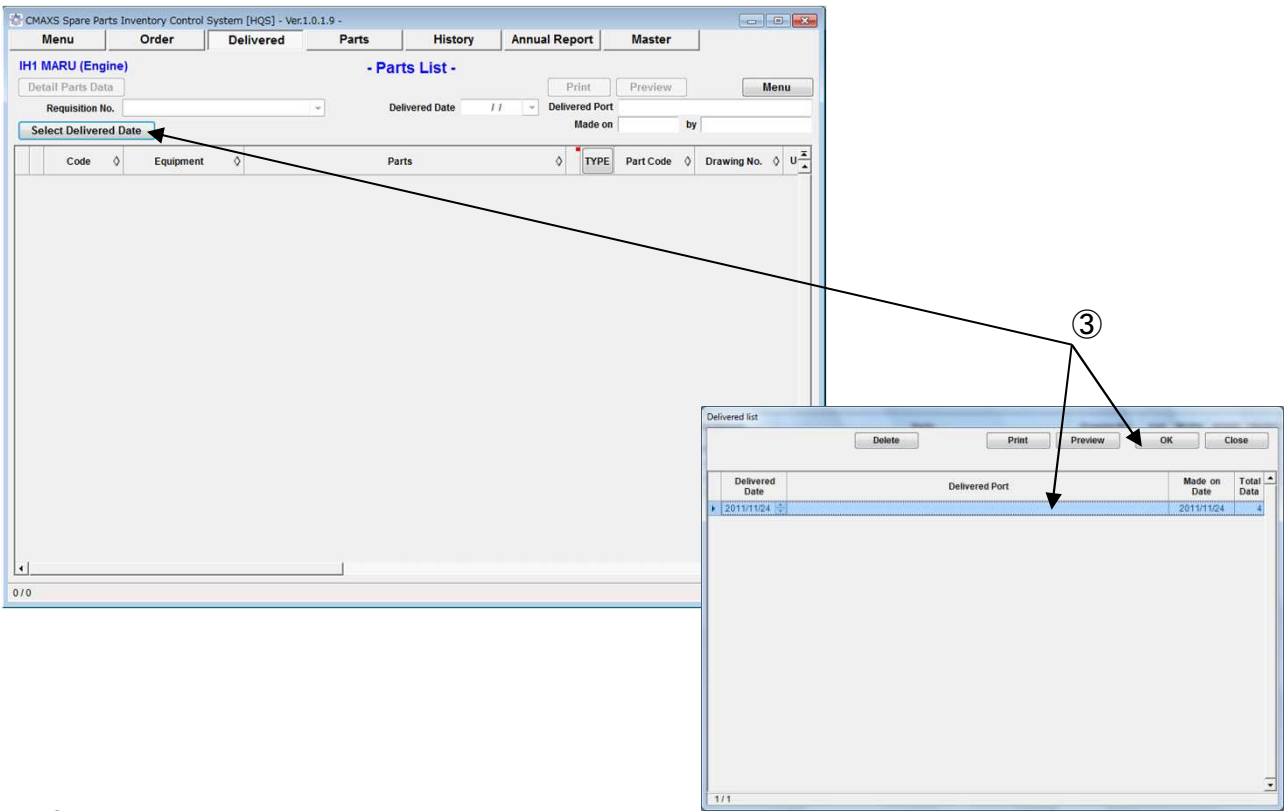
4. Review Delivery List

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.