**EVANTAGE SOLUTIONS SDN BHD**

# Computerized Maintenance Management System

# (CMMS)

# *USER MANUAL*

## *(New Invoice)*

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# DOCUMENT CONTROL

**Document No**       :      CMMS/SI/INVOICE/SI01

**Document Name**   :      New Invoice

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| Revision No | Revision Date | By | Description of Changes |
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| 1.0 | 01/08/2024 | Najmi | First Version of User Manual – New Invoice |

# Scenario

Procurement team creates a purchase order (PO) for the necessary items, which is sent to the supplier. Once the supplier delivers the parts or services, the delivery is recorded in the CMMS, and the supplier provides an invoice. The invoice is verified against the PO and delivery details, and, once approved, it is processed for payment, completing the transaction. In this syllabus, we will guide on how to create new supplier invoice in CMMS Web Core.

# 1. New Supplier Invoice

## What it's for

To record and track payments for goods or services provided by a supplier as part of the maintenance process.

## Create New Supplier Invoice

1.1 On the left of the system, click on **Procurement > Supplier Invoice**.



**Figure 1.1**

1.2 Click on **New** button to create new supplier invoice.



**Figure 1.2**

1.3    Fill in the Supplier Invoice Information:

| Field | Value | Have Master File? |
|---|---|---|
| PO Number | : <PO Number> | YES |
| Supplier Invoice No | : <Supplier Invoice No> | NO |
| Invoice Date | : <Date> | NO |
| Status | : <Status> | YES |
| Payment Method | : <Payment Method> | YES |
| Currency Code | : <Currency> | YES |

*(Note: Master file are control by System Admin).*

1.4    Click on the **Invoice line** subtab to open the Invoice line view.

1.5    Click on **Add** button to add new PO Line no.

1.6    Fill in the Invoice line Information:

| Field | Value | Have Master File? |
|---|---|---|
| PO Line No | : <The PO Line> | YES |
| Description | : AUTO FILLED | |
| Invoice Qty | : 100 | NO |
| UOM | : AUTO FILLED | |
| Retail Price | : AUTO FILLED | |

*(Note: Master file are control by System Admin).*

1.7    Click on **Save** button to create the Supplier Invoice.



**Figure 1.3**

1.8     The Supplier Invoice no would be generated and click **OK** to continue.



**Figure 1.4**

1.8     The Supplier Invoice no would be generated and click **OK** to continue.

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