



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
Prepared By : Muhamad Najmi bin Badrila
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DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
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.

The screenshot shows the 'Supplier Invoice' form with the following annotations:

- 1.3 Insert:** A red box highlights the 'PO Number' field (PO100020), 'Supplier Code' (SUPPLIER), 'Supplier Invoice No' (REF12345), 'Invoice Date' (07/10/2024), 'Status' (NEW (NEW)), 'Payment Method' (INV), and 'Currency Code' (RM 1.0000000000000000).
- 1.4 Click:** A blue box highlights the 'Invoice Line' subtab in the bottom navigation bar.
- 1.5 Click:** A blue box highlights the 'Add' button in the bottom right corner.
- 1.6 Insert:** A red box highlights the first line item in the 'Invoice Line' table, which contains 'SCREW' with a quantity of 100.0000 and a unit price of 10.0000.
- 1.7 Click:** A blue box highlights the 'Save' button in the top toolbar.

Figure 1.3

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

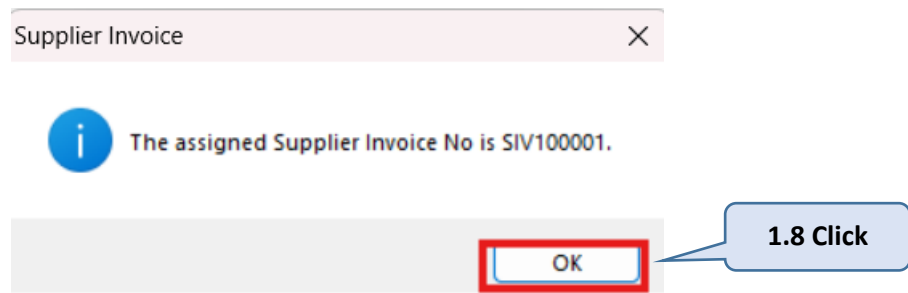


Figure 1.4