



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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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**.



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

LAST QUERY			Define	View	New	Save	Cancel	Post	...
Invoice No	Invoice Date	Status		PO Number	Payment Method	de	Discount	Currency Code	Exchange Rate
					IND				

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.

1.3 Insert

1.4 Click

1.5 Click

1.6 Insert

1.7 Click

Figure 1.3

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

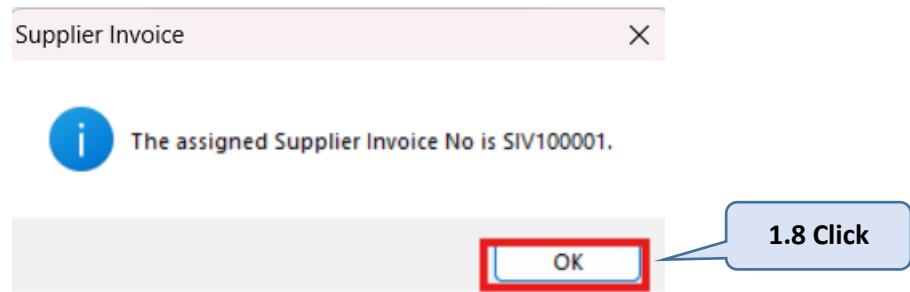


Figure 1.4