



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit Invoice)

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DOCUMENT CONTROL

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Revision No	Revision Date	By	Description of Changes
1.0	01/08/2024	Najmi	First Version of User Manual – Edit 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 edit supplier invoice in CMMS Web Core.

1. Edit 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.

Edit the Supplier Invoice

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



- 1.2 Choose the supplier invoice that want to be edit.

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

Invoice No	Invoice Date	Status	PO Number	Payment Method	Supplier I. No	Discount	Currency Code	Exchange Rate	
SIV100001	07/10/2024	NEW (NEW)	PO100020	INV	REF12345	SUPPLIER	.00	RM	1.00000000000000

1.4 Fill in the Supplier Invoice Information:

Field	Value	Have Master File?
Description	: For Work Order no "CWO100001"	NO

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

1.5 Click on **Save** button to save the following edit.

1.4 Edit

1.5 Click

Line No	PO Line No	Description	Invoice Qty	UOM	Retail Price	Unit Price	Net Price	Total	Tax Code	Tax Rate	Tax Value	Discount Percentage	Discount Amount
1	1	SCREW	5.0000	PIECES	10.0000	10.0000	10.0000	50.00		.00	.0000	0.00	.0000

Figure 1.3