



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Add Reference)

TABLE OF CONTENT

Scenario..... 4

1. Add Reference 4

DOCUMENT CONTROL

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Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Add Reference

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. Add Reference

What it's for

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

Add attachment to the Supplier Invoice

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

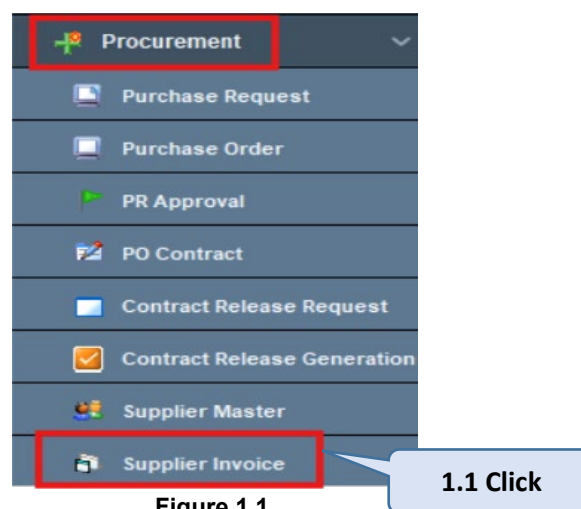


Figure 1.1

- 1.2 Choose the Supplier invoice that wants to be edit.
- 1.3 Click on **Edit** button to edit the supplier invoice information.

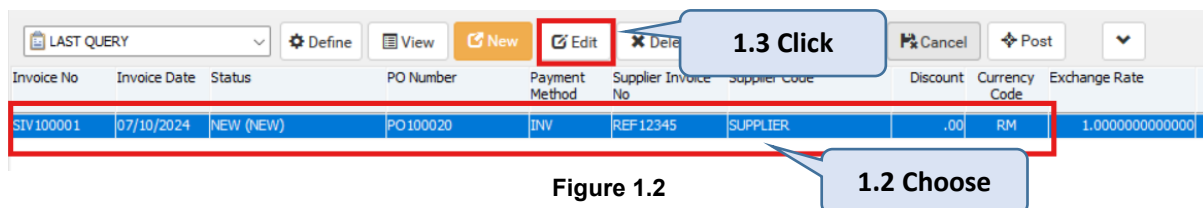


Figure 1.2

- 1.4 Click on the Reference subtab.
- 1.5 Click on **Add** button to add the reference.

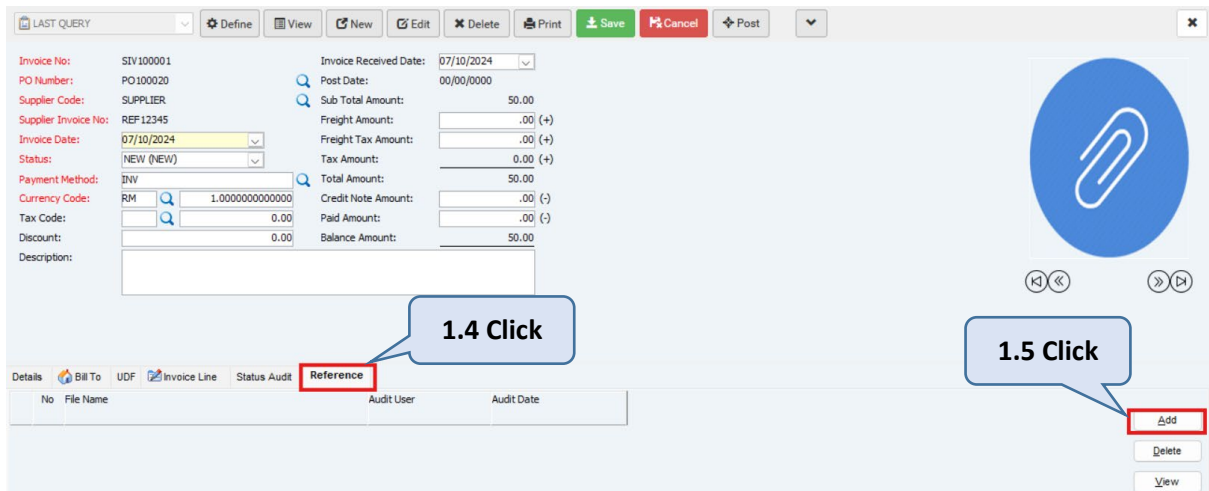


Figure 1.3

- 1.6 Choose the attachment that want to be add.
- 1.7 Click on **Open** button to save the attachment.

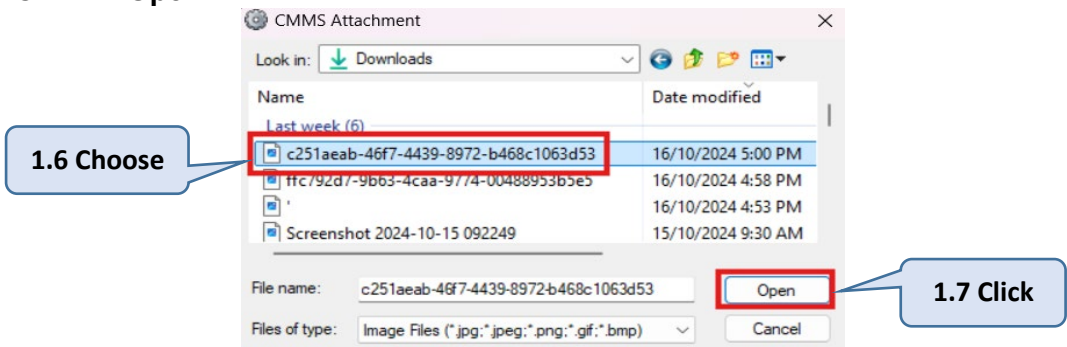


Figure 1.4

- 1.8 Click on **Save** button to save the attachment.

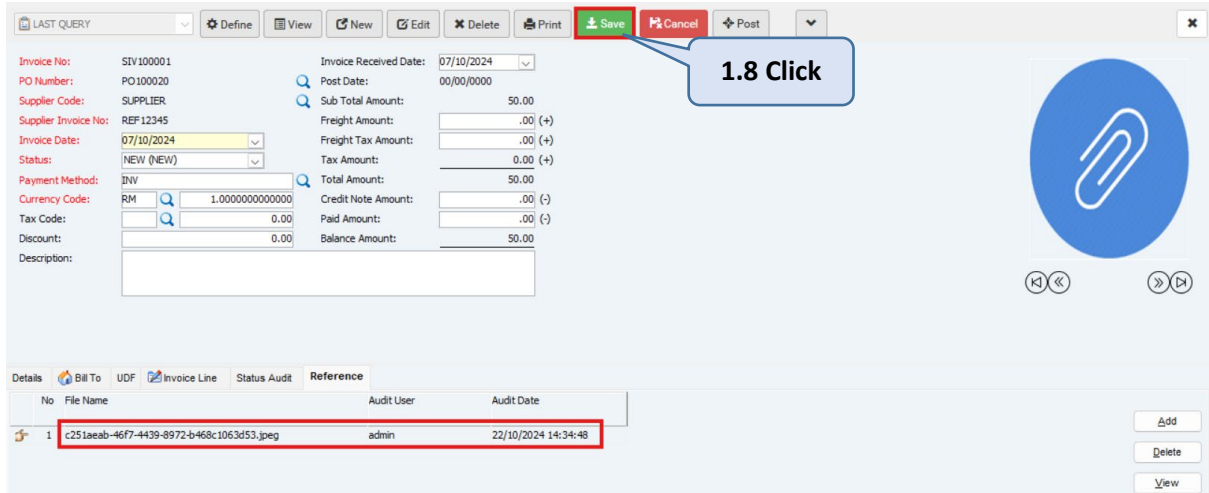


Figure 1.5