



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Add Reference)

TABLE OF CONTENT

Scenario.....	4
1. Add Reference	4

DOCUMENT CONTROL

Document No : CMMS/SI/INVOICE/SI03

Document Name : Add Reference

Prepared By : Muhamad Najmi bin Badrila

Creation Date : 20/06/2024

Revision : 1.0

DOCUMENT REVISION HISTORY

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**.



- 1.2 Choose the Supplier invoice that wants to be edit.

- 1.3 Click on **Edit** button to edit the supplier invoice information.

The image shows a table-based edit screen for a supplier invoice. The columns are: LAST QUERY, Define, View, New, Edit, Delete, Cancel, Post, Invoice No, Invoice Date, Status, PO Number, Payment Method, Supplier Invoice No, Supplier Code, Discount, Currency Code, and Exchange Rate. A row for invoice SIV100001 is selected, with its entire row highlighted by a red box. A callout bubble with the text '1.2 Choose' points to the row, and another callout bubble with the text '1.3 Click' points to the 'Edit' button.

LAST QUERY	Define	View	New	Edit	Delete	Cancel	Post	Invoice No	Invoice Date	Status	PO Number	Payment Method	Supplier Invoice No	Supplier Code	Discount	Currency Code	Exchange Rate
				Edit				SIV100001	07/10/2024	NEW (NEW)	PO100020	INV	REF12345	SUPPLIER	.00	RM	1.000000000000000

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

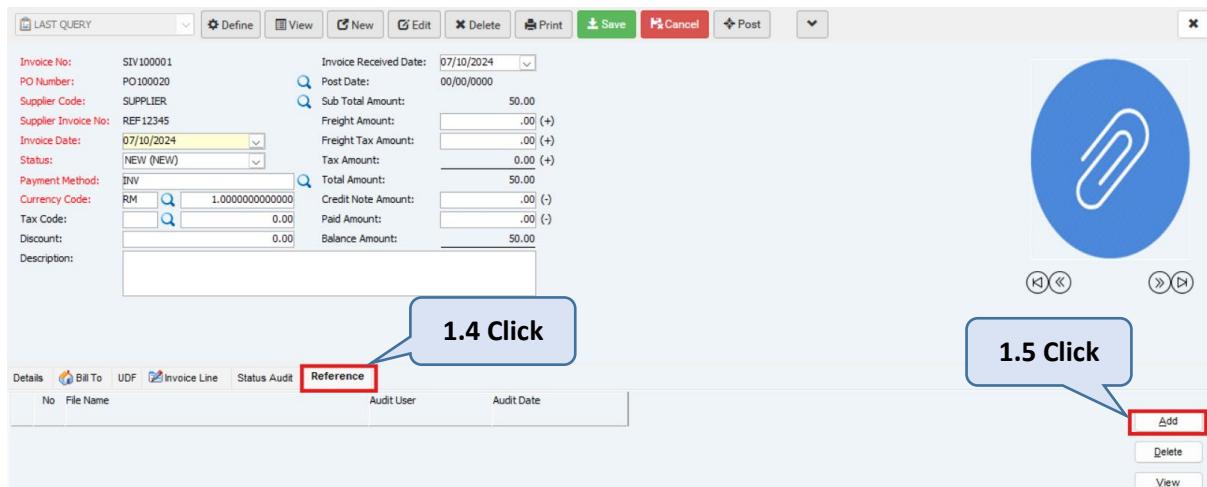


Figure 1.3

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

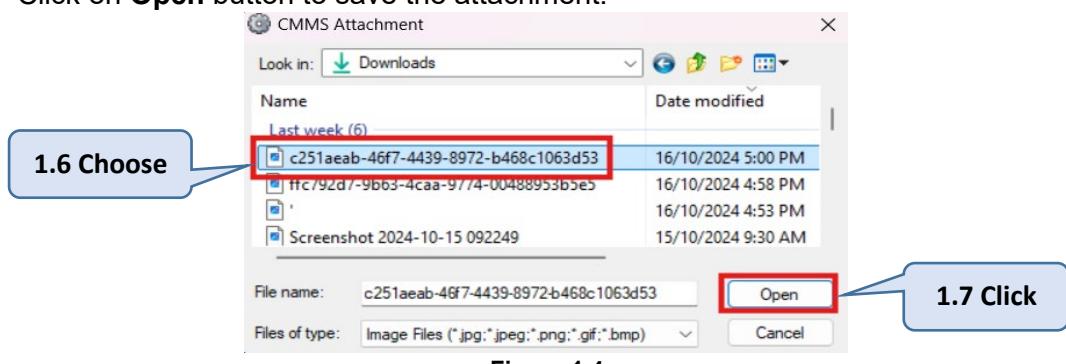


Figure 1.4

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

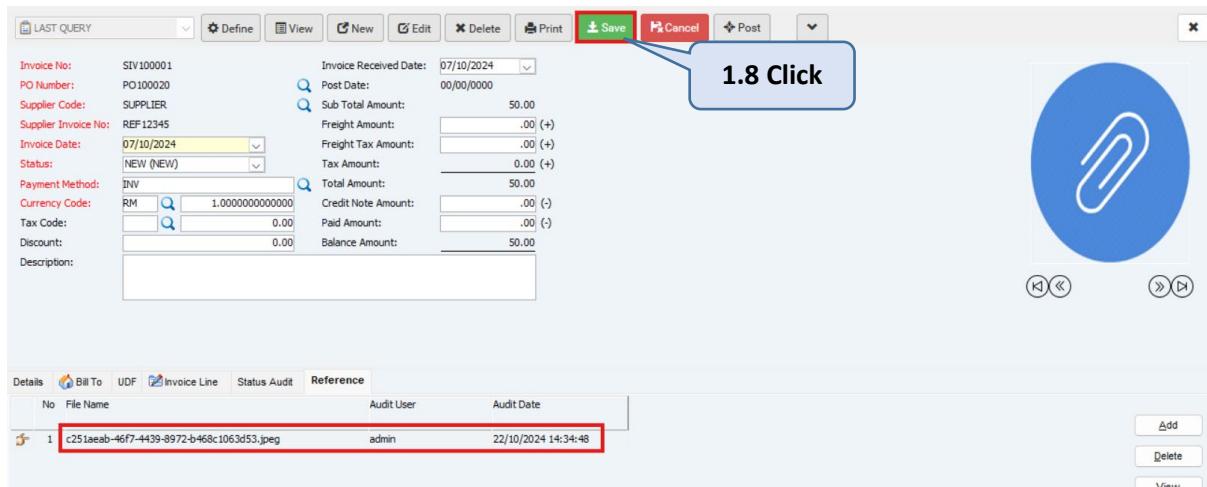


Figure 1.5