EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Print)

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DOCUMENT CONTROL

Document No	:	CMMS/SI/INVOICE/SI05
Document Name	:	Print
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 – Print

Scenario

The procurement team needs a hard copy of a supplier invoice for internal record-keeping and audit purposes. After confirming the receipt of goods and verifying the invoice against the purchase order (PO) and delivery details, they navigate to the invoice management section in CMMS Web Core. They locate the specific invoice, select the print option, and print a copy of the invoice for filing, ensuring it aligns with the organization's documentation requirements.

1. Print Supplier Invoice

What it's for

Printing a supplier invoice in CMMS Web Core provides a physical record for documentation and audit purposes.

Print the Supplier Invoice

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

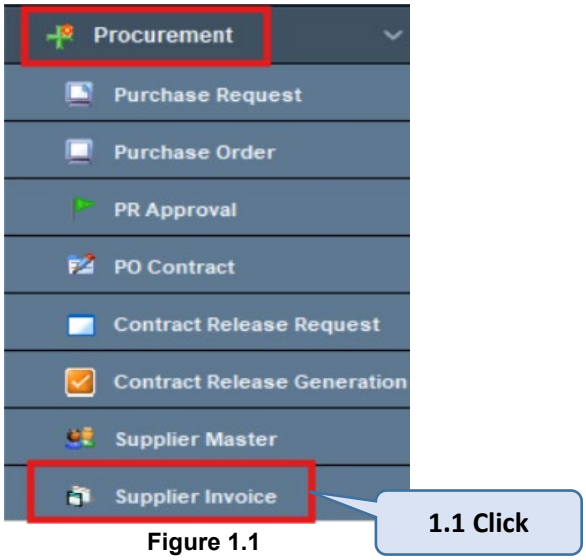

Figure 1.1

1.2 Choose the supplier invoice that want to be print.

1.3 Click on **Print** button to print the supplier invoice.

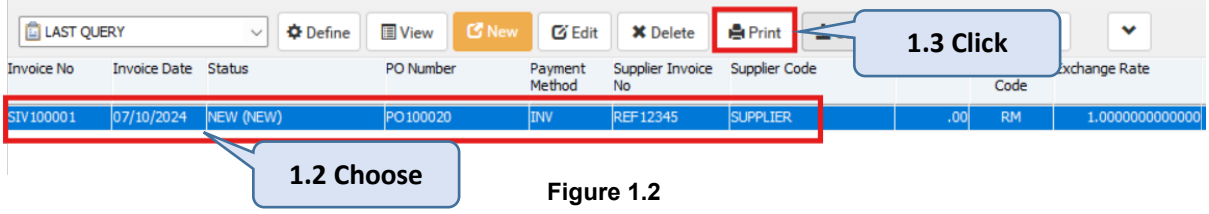

Figure 1.2

1.4 The supplier invoice now is ready to be print with all the information has been displayed. Click on **Print** button to continue.

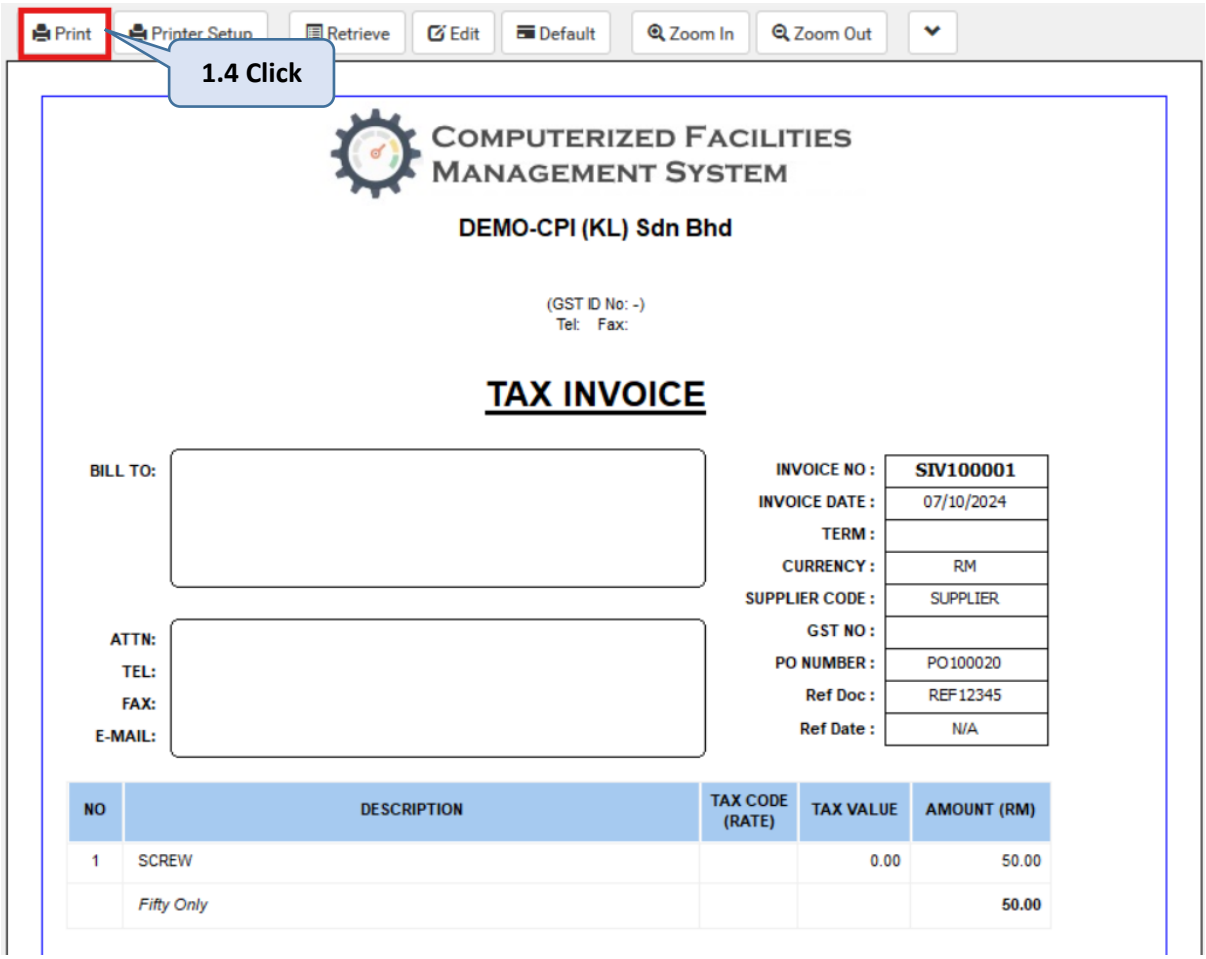

Figure 1.3

1.5 Click on **OK** button to continue and it will print on the local printer.

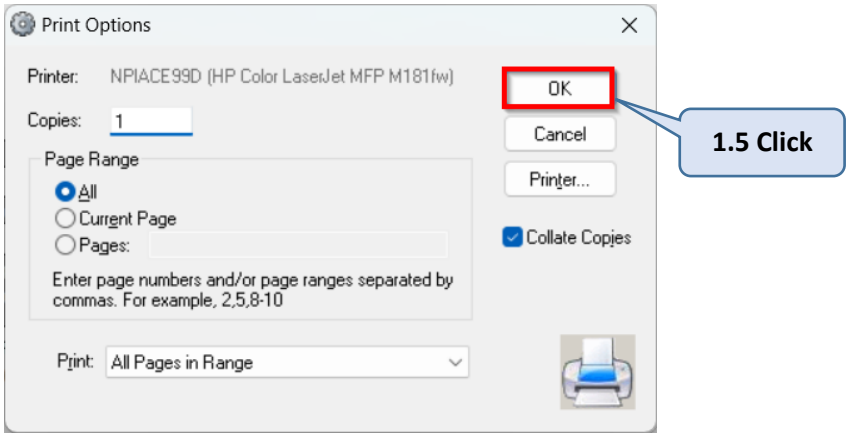

Figure 1.4