



**EVANTAGE SOLUTIONS SDN BHD**

# **Computerized Maintenance Management System (CMMS)**

***USER MANUAL***  
***(Post Invoice)***

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# DOCUMENT CONTROL

**Document No** : CMMS/SI/INVOICE/SI06  
**Document Name** : Post 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 – Post Invoice

## Scenario

After the supplier delivers the required goods or services, the procurement team reviews the supplier invoice to ensure it matches the purchase order (PO) and delivery records in the CMMS. Once all details are confirmed accurate, the team navigates to the invoice management section of CMMS Web Core, selects the appropriate invoice, and posts it for payment processing. This action ensures the invoice is officially logged in the system, triggering the payment workflow and moving the transaction toward completion.

## 1. Post Supplier Invoice

### What it's for

Posting a supplier invoice in CMMS Web Core records it in the system and initiates the payment process.

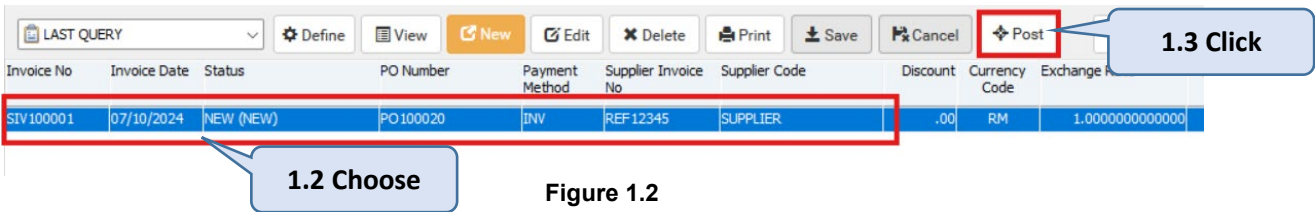
### Post the Supplier Invoice

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



1.2 Choose the supplier invoice that want to be post.

1.3 Click on **Post** button to post the supplier invoice.



- 1.4 A popup will be shown stated if you want to post the supplier invoice. Click on **Yes** button to continue.

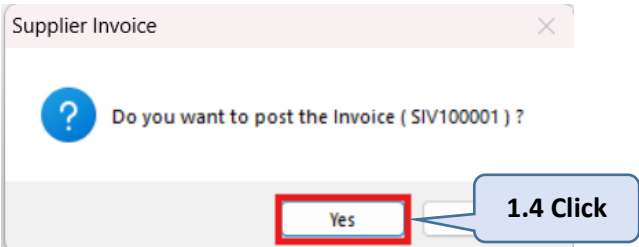


Figure 1.3

- 1.5 The supplier invoice has been successfully posted. Click on **OK** button to continue.

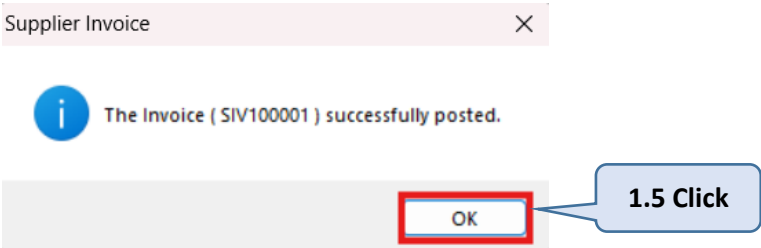


Figure 1.4

- 1.6 The status of the supplier invoice has been changed to **POSTED(PST)** and the document now can only be view and not allowed for any changes.

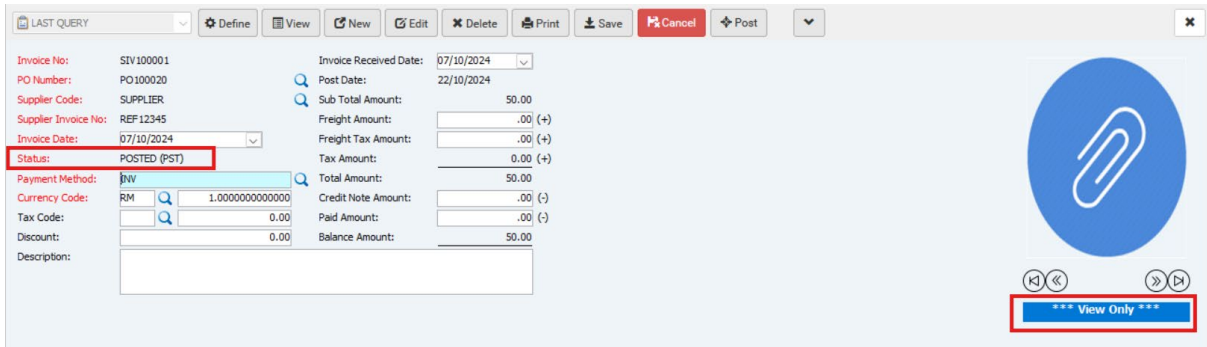


Figure 1.5