

ABSTRACT

Invoice is an important document in a project where the invoice functions as a payment transaction tool. Invoice documents are used to collect payments from a company or business entity that has been registered by tax. The invoice document contains a list of goods purchased pr services used in accordance with a Purchase Order (PO). Before this invoice document was created, there were several documents related to the invoice itself. The absence of a special format in making invoice documents causes each company to have a different format. The unit that handles invoice documents at PT.NexWave Indonesia is the Technical Assistant (TA) or Project Admin, where the Technical Assistant is in charge of assisting the Project Manager (PM) in managing project administration. TA has the task of attaching documents related to the invoice before submitting it to the Finance department to make payments to the vendor. These documents include tax invoices, BAST, PO, PR, SIP Budget and supporting attachments.

Keywords : Payment, Invoice.