

PROCUREMENT

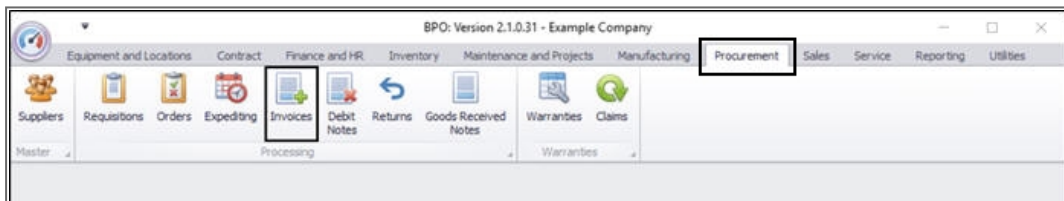
ADD / EDIT / DELETE INVOICE

Supplier Invoices are created once Goods and/or Services are **received**, and can be created automatically off the back of a goods received note if received at the same time, or added later (e.g. month end) when received from the Supplier.

Supplier Invoices must be **accepted** to be processed in full.

Deleting a supplier invoice will re-open the GRN.

Ribbon Access: *Procurement > Invoices*



1

SELECT THE STATUS

1. This screen will open by default in the **New** status.
2. You can click on the **drop-down arrow** in this field and
3. select an alternative status from the drop-down **menu**, if required.

2

- The **Purchase Invoices** listed in the data grid, will be according to the site and status selection.

3

VIEW PURCHASE INVOICE DETAILS

1. Select the row of the Purchase Invoice that you wish to **view**.
2. Click on **View**.



The **Edit Supplier Invoice - []** screen will be displayed.

1. As you have navigated here via the **View** button - you can only view all the supplier details and item details of this Purchase Invoice.
2. You will note there is no Save button, only a **Back** button. This is because the supplier invoice details are uneditable - this is a '**View**' only screen. Click on this **Back** button to return to the **Purchase Invoice Listing** screen.



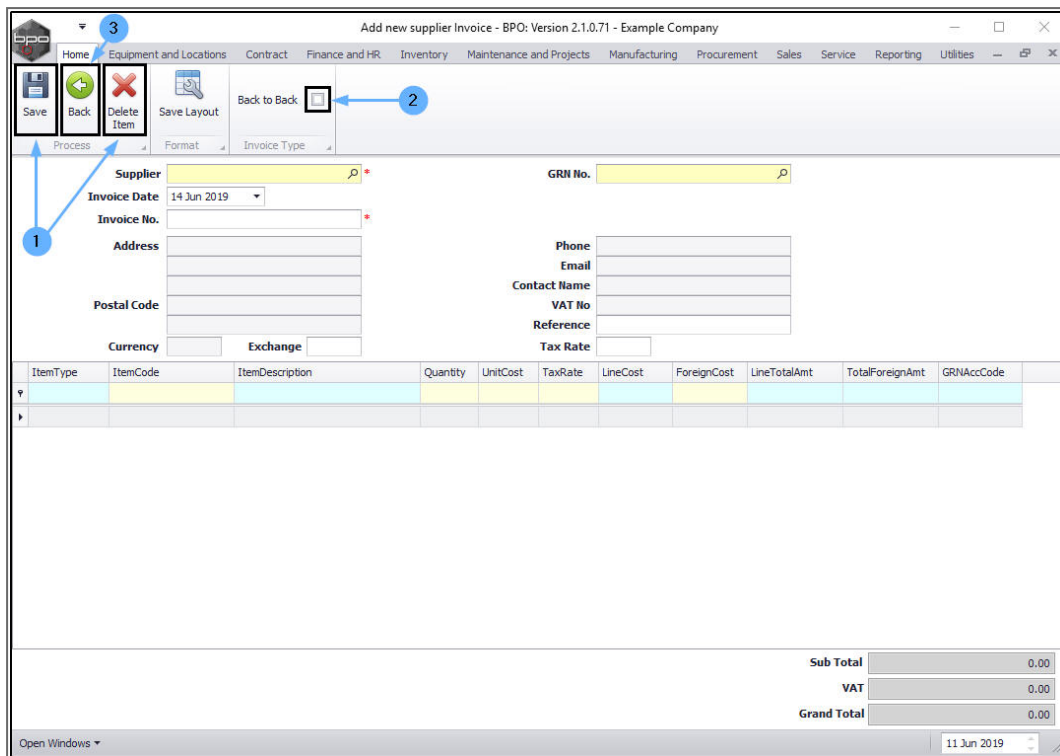
ADD A PURCHASE INVOICE

- In the **Purchase Invoice Listing** screen, click on **Add**.



The **Add new supplier Invoice** screen will be displayed.

1. From here you can follow the process to Add, Edit and Save a supplier invoice.
 - You can also Delete an Item from the supplier invoice, if required.
2. From here, you can also create a Back to Back supplier invoice.
3. Click on **Back** to return to the **Purchase Invoice Listing** screen.



The screenshot shows the 'Add new supplier Invoice' form. The title bar indicates 'Add new supplier Invoice - BPO: Version 2.1.0.71 - Example Company'. The menu bar includes Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. The toolbar contains buttons for Save, Back, Delete Item, Save Layout, and Back to Back. The form fields are organized into sections: Supplier (with a search icon), Invoice Date (14 Jun 2019), Invoice No., Address, Postal Code, Currency, and Exchange. To the right, there are fields for GRN No., Phone, Email, Contact Name, VAT No, Reference, and Tax Rate. Below these is a table with columns: ItemType, ItemCode, ItemDescription, Quantity, UnitCost, TaxRate, LineCost, ForeignCost, LineTotalAmt, TotalForeignAmt, and GRNAccCode. At the bottom right, there are summary fields: Sub Total (0.00), VAT (0.00), and Grand Total (0.00). The status bar at the bottom shows 'Open Windows' and the date '11 Jun 2019'. Three blue callout numbers are present: '1' points to the 'Process' button, '2' points to the 'Back to Back' button, and '3' points to the 'Delete Item' button.

VIEW AND EDIT PURCHASE INVOICE DETAILS

In the *Purchase Invoice Listing* screen,

1. Click on the row selector in front of the Purchase Invoice that you wish to **view** or **edit** the details of
2. Click on **Edit**.

Purchase Invoice Listing - BPO: Version 2.1.0.71 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Approve Decline Save Layout Workspaces Print Export

Durban New Refresh

2

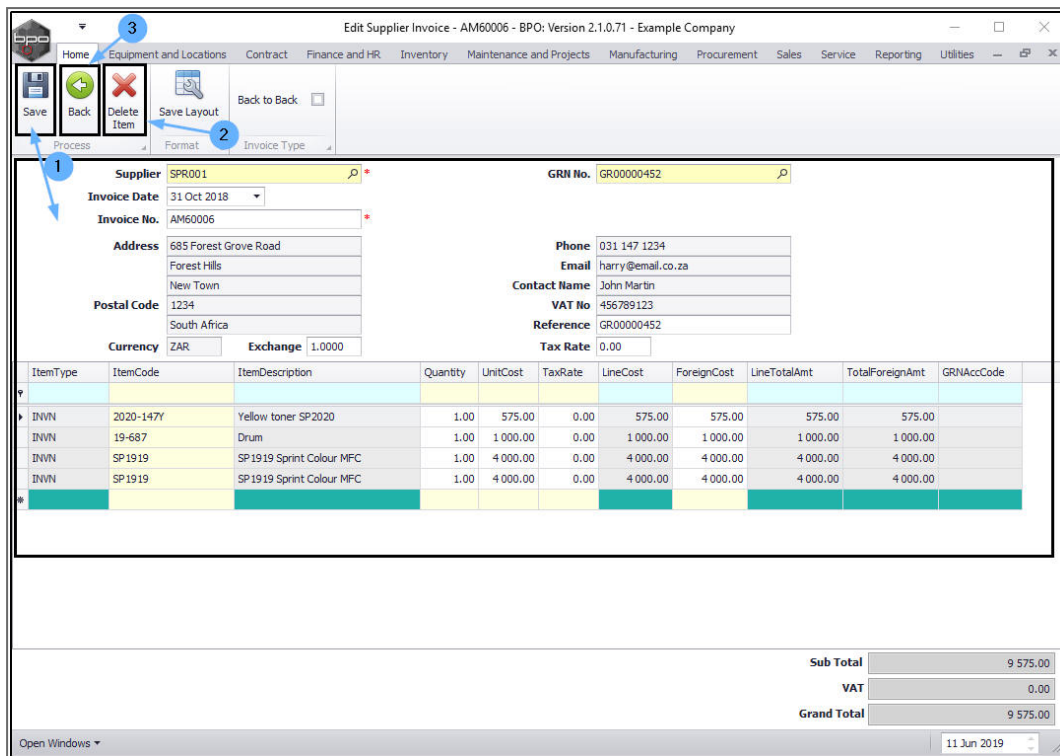
1

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo	Status	Con
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000158	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000158	ZAR	1.00	14.00	500.00	570.00	456789123	A	
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	
N	AM60006	SPR001	Sprint Distributors Local	31 Oct 2018	GR00000452	ZAR	1.00	0.00	9 575.00	9 575.00	456789123	A	
N	AM200200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000454	ZAR	1.00	0.00	1 800.00	1 800.00	456789123	A	
N	AM100007	SPR001	Sprint Distributors Local	23 Sep 2018	GR00000440	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A	
N	AK0111	TON002	Tonys Copy Shop	12 Jun 2019	GR00000464	ZAR	1.00	15.00	300.00	345.00	9874561321	A	
N	AB9000	SPR001	Sprint Distributors Local	21 Sep 2018	GR00000439	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A	
N	AB100200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000453	ZAR	1.00	0.00	2 700.00	2 700.00	456789123	A	
N	AB0198765	TON002	Tonys Copy Shop	13 Sep 2018	GR00000431	ZAR	1.00	15.00	45 000.00	51 750.00	9874561321	A	
N	789456	SPR001	Sprint Distributors Local	31 Oct 2016		ZAR	1.00	14.00	200.00	228.00	456789123	A	
N	334455	MET001	Metro Peach	09 Oct 2018	GR00000447	ZAR	1.00	15.00	150.00	172.50	1234567	A	
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	
N	112233	GRE001	Green Office	09 Oct 2018	GR00000446	ZAR	1.00	15.00	1 500.00	1 725.00	123456789	A	
N	0101	SPR001	Sprint Distributors Local	09 Oct 2018	GR00000448	ZAR	1.00	0.00	800.00	800.00	456789123	A	

Open Windows 11 Jun 2019

The **Edit Supplier Invoice - []** screen will be displayed.

1. As you have navigated here via the **Edit** button, you can now follow the process to **Edit** the details and then **Save** the edited Supplier Invoice.
2. You can **Delete an Item** from the Supplier Invoice.
3. If you do not wish to make or save any changes, you can click on **Back** to return to the **Purchase Invoice Listing** screen.



VIEW AND EDIT SUPPLIER INVOICE ITEMS

1. You can View items invoiced by going through the *Items* data grid and follow the process to [edit](#) or [delete an item](#) from the supplier invoice, as required.

SAVE THE EDITED SUPPLIER INVOICE

2. Save the edited details when you are done.

CO3 Edit Supplier Invoice - AM60006 - BPO: Version 2.1.0.71 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout Back to Back

Supplier: SPR001 GRN No.: GR00000452

Invoice Date: 31 Oct 2018

Invoice No.: AM60006

Address: 685 Forest Grove Road, Forest Hills, New Town, 1234, South Africa

Phone: 031 147 1234, Email: harry@email.co.za, Contact Name: John Martin, VAT No: 456789123, Reference: GR00000452

Currency: ZAR Exchange: 1.0000 Tax Rate: 0.00

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN Acc Code
INVN	2020-147Y	Yellow toner SP2020	1.00	575.00	0.00	575.00	575.00	575.00	575.00	
INVN	19-687	Drum	1.00	1 000.00	0.00	1 000.00	1 000.00	1 000.00	1 000.00	
INVN	SP1919	SP1919 Sprint Colour MFC	1.00	4 000.00	0.00	4 000.00	4 000.00	4 000.00	4 000.00	
INVN	SP1919	SP1919 Sprint Colour MFC	1.00	4 000.00	0.00	4 000.00	4 000.00	4 000.00	4 000.00	

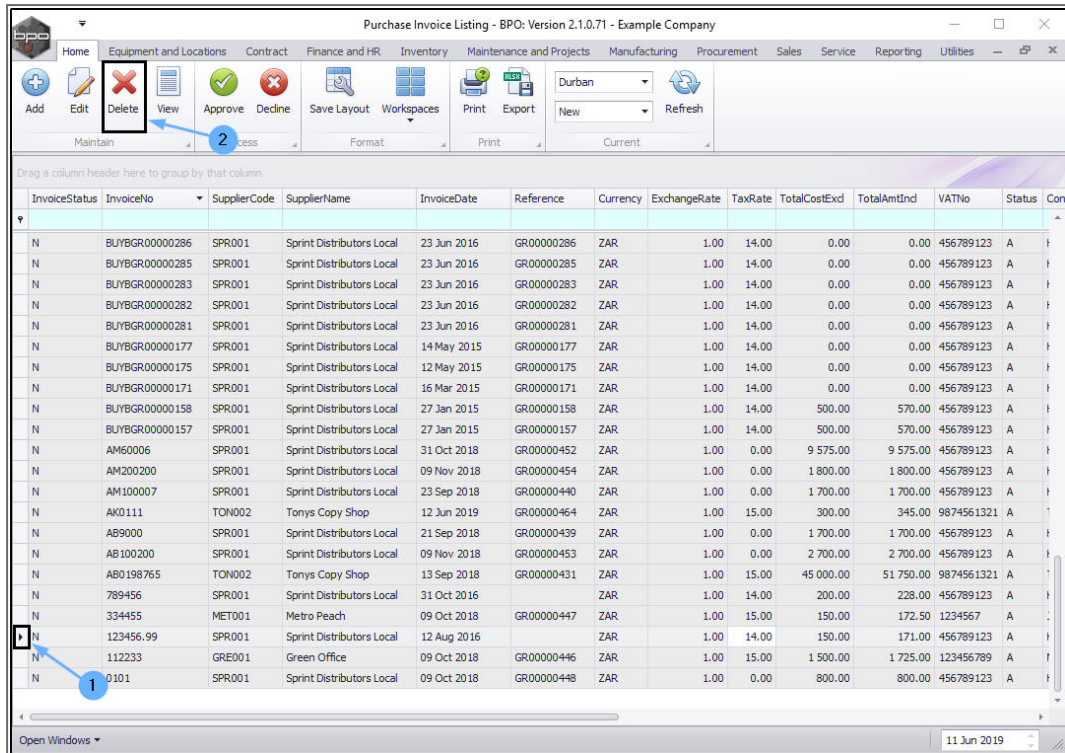
Sub Total: 9 575.00
VAT: 0.00
Grand Total: 9 575.00

Open Windows 11 Jun 2019

DELETE A SUPPLIER INVOICE

In the *Purchase Invoice Listing* screen,

1. Select the **row** of the supplier invoice that you wish to delete.
2. Follow the process to Delete the supplier invoice.



ADD SUPPLIER INVOICE

The *Purchase Invoice Listing* screen will be displayed.

- Select the *Site*.
 - In this image, *Durban* has been selected.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export

Durban

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	GR000000	ExchangeR...	TaxRate	TotalCostExcl
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000157	ZAR	1.00	14.00
N	BUYBGR00000158	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000158	ZAR	1.00	14.00
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00
N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	ZAR	1.00	14.00
N	SWAPGR00000180	SUP001	Buy Back Supplier	06 Jul 2015	GR00000180	ZAR	1.00	14.00
N	SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	ZAR	1.00	14.00
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00
N	BUYBGR00000287	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000287	ZAR	1.00	14.00
N	SIN741	SPR001	Sprint Distributors Local	05 Jul 2016	GR00000293	ZAR	1.00	14.00
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00
N	sinv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00
N	SINW11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00
N	SIN4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00

Open Windows 09 Oct 2017

- Click on **Add**.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities











Durban
 New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

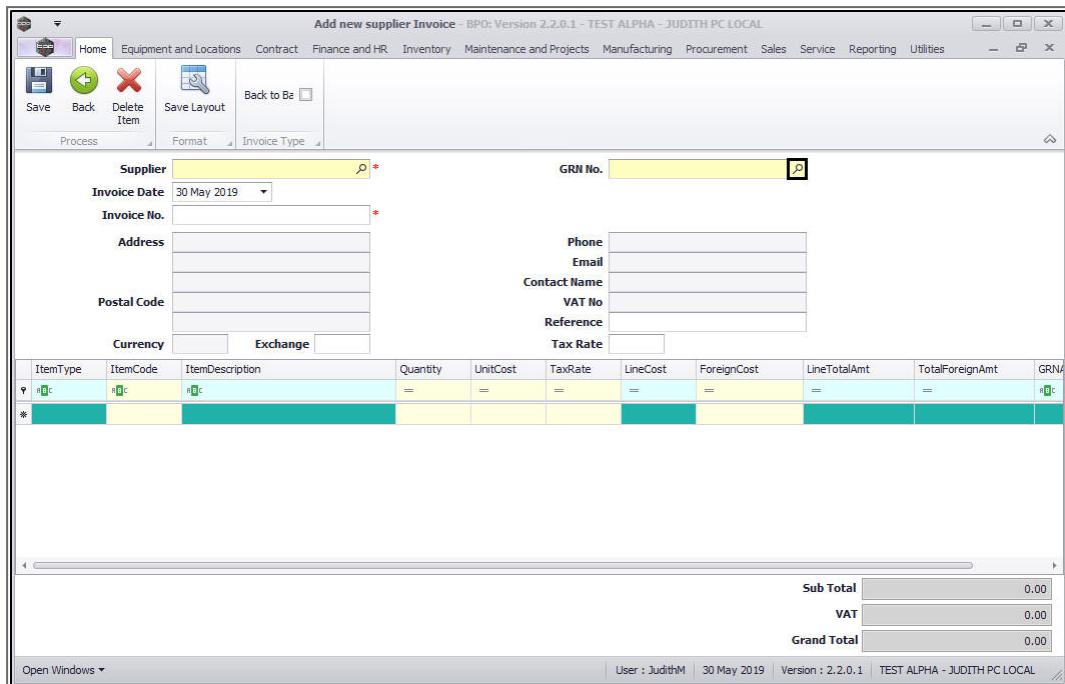
InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExd
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000157	ZAR	1.00	14.00	500.
N	BUYBGR00000158	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000158	ZAR	1.00	14.00	500.
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.
N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	ZAR	1.00	14.00	15 000.
N	SWAPGR00000180	SUP001	Buy Back Supplier	06 Jul 2015	GR00000180	ZAR	1.00	14.00	15 000.
N	SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	ZAR	1.00	14.00	4 000.
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00	0.
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.
N	BUYBGR00000287	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000287	ZAR	1.00	14.00	0.
N	SINV741	SPR001	Sprint Distributors Local	05 Jul 2016	GR00000293	ZAR	1.00	14.00	45 000.
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.
N	sinv7461223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.

Open Windows ▾ 09 Oct 2017

Selecting GRN No. First

The **Add new supplier Invoice** screen will be displayed.

- Click on the **search** button in the **GRN No.** field.



The **Select a GRN to invoice** screen will be displayed.

- Click on the **row selector** in front of the **GRN** that you wish to invoice.
- Click on **Ok**.

Add new supplier Invoice - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Back to Bc

Process | Format | Invoice Type

Supplier: GRN No.:

Invoice Date: 30 May 2019

Invoice No.:

Address:

Postal Code:

Currency: Exchange:

Item Type | Item Code | Item Description

GRN No	GRN Type	PO Code	Supplier Code	Supplier Name	Event Date	Total Foreign Amt	GRN No
GR00000123	NS	PO0000129	SPR001	Sprint Distributors Local	29 Jan		
GR00000124	ST	PO0000132	SPR001	Sprint Distributors Local	04 Mar		
GR00000125	ST	PO0000133	SPR001	Sprint Distributors Local	04 Mar		
GR00000127	ST	PO0000142	SPR001	Sprint Distributors Local	30 May		

Sub Total: 0.00

VAT: 0.00

Grand Total: 0.00

Open Windows | User: JudithM | 30 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- All the fields will auto populate except the **Invoice No.** field.
- Type in the relevant invoice number in the **Invoice No.** field

Add new supplier Invoice - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Back to Bc

Process | Format | Invoice Type

Supplier: SPR001 GRN No.: GR00000127

Invoice Date: 30 May 2019

Invoice No.:

Address: 77 Crompton Street
Pinetown Central
Pinetown

Postal Code: 3610

Currency: ZAR Exchange: 1.0000

Phone:

Email:

Contact Name: Joshua Reeds

VAT No: 980765456

Reference: PO0000142

Tax Rate: 15.00

Item Type | Item Code | Item Description | Quantity | Unit Cost | Tax Rate | Line Cost | Foreign Cost | Line Total Amt | Total Foreign Amt | GRN No

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN No
INVN	2020-147K	SP2020 Black Toner	10.00	300.00	15.00	3 000.00	300.00	3 450.00	3 450.00	
INVN	SP2020MFC	SP2020 Sprint MFC	1.00	5 000.00	15.00	5 000.00	5 000.00	5 750.00	5 750.00	
INVN	2020-856	SP2020 Drum	1.00	3 000.00	15.00	3 000.00	3 000.00	3 450.00	3 450.00	

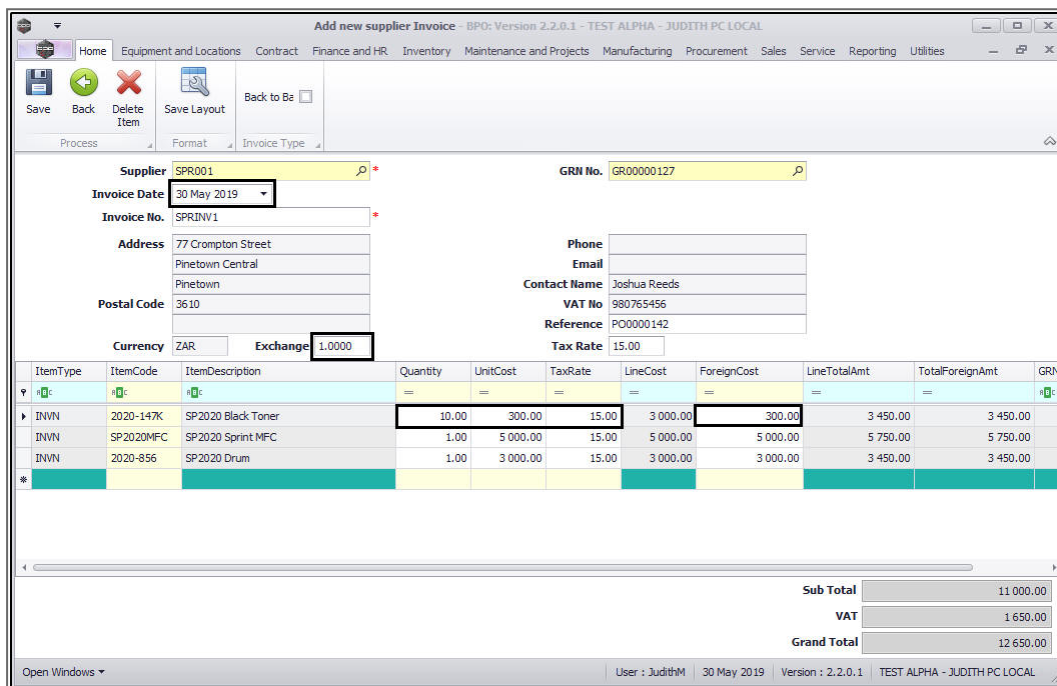
Sub Total: 11 000.00

VAT: 1 650.00

Grand Total: 12 650.00

Open Windows | User: JudithM | 30 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- You can edit the following fields if required:
 - Invoice Date
 - Exchange
 - Quantity
 - Unit Cost
 - Tax Rate
 - Foreign Cost



Partial Invoice

You may have received a partial shipment from a supplier in which case you may wish to edit the quantity of the

Edit the Quantity

You can create an invoice for less than the quantity that was initially received.

- In the **Quantity** text box, type in or use the arrows to input the desired quantity.
- In this image, the quantity for **2020-147K** has been changed from **10** to **9**.

Add new supplier Invoice - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout Back to Bs

Process Format Invoice Type

Supplier SPR001 GRN No. GR00000127

Invoice Date 30 May 2019 Invoice No. SPRINV1

Address 77 Crompton Street Pinetown Central Pinetown Postal Code 3610

Phone Email Contact Name Joshua Reeds VAT No 980765456 Reference PO0000142

Currency ZAR Exchange 1.0000 Tax Rate 15.00

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN
INVN	2020-147K	SP2020 Black Toner	9	300.00	15.00	2 700.00	300.00	3 105.00	3 105.00	
INVN	SP2020MFC	SP2020 Sprint MFC	1.00	5 000.00	15.00	5 000.00	5 000.00	5 750.00	5 750.00	
INVN	2020-856	SP2020 Drum	1.00	3 000.00	15.00	3 000.00	3 000.00	3 450.00	3 450.00	

Sub Total 10 700.00

VAT 1 605.00

Grand Total 12 305.00

Open Windows User : JudithM 30 May 2019 Version : 2.2.0.1 TEST ALPHA - JUDITH PC LOCAL

Delete an Item

- You can delete an item from the supplier invoice.
- Click on the **row selector** in front of the item that you wish to delete from the invoice.
- Click on **Delete Item**.

Add new supplier Invoice - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | **Delete Item** | Save Layout | Back to Bs

Process | Format | Invoice Type

Supplier SPR001 **GRN No.** GR00000127

Invoice Date 30 May 2019

Invoice No. SPRINV1

Address 77 Crompton Street
Pinetown Central
Pinetown
Postal Code 3610

Phone
Email
Contact Name Joshua Reeds
VAT No 980765456
Reference PO0000142
Currency ZAR **Exchange** 1.0000
Tax Rate 15.00

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN
INVN	2020-147K	SP2020 Black Toner	9.00	300.00	15.00	2 700.00	300.00	3 105.00	3 105.00	
INVN	SP2020MFC	SP2020 Sprint MFC	1.00	5 000.00	15.00	5 000.00	5 000.00	5 750.00	5 750.00	
INVN	2020-856	SP2020 Drum	1.00	3 000.00	15.00	3 000.00	3 000.00	3 450.00	3 450.00	

Sub Total 10 700.00
VAT 1 605.00
Grand Total 12 305.00

Open Windows | User : JudithM | 30 May 2019 | Version : 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- A **Confirm delete line** message will pop up asking you;
 - **Are you sure you want to remove this line from the invoice?**
- Click on **Yes**.

Add new supplier Invoice - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | **Delete Item** | Save Layout | Back to Bs

Process | Format | Invoice Type

Supplier SPR001 **GRN No.** GR00000127

Invoice Date 30 May 2019

Invoice No. SPRINV1

Address 77 Crompton Street
Pinetown Central
Pinetown
Postal Code 3610

Phone
Email
Contact Name Joshua Reeds
VAT No 980765456
Reference PO0000142
Currency ZAR **Exchange** 1.0000
Tax Rate 15.00

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN
INVN	2020-147K	SP2020 Black Toner	9.00	300.00	15.00	2 700.00	300.00	3 105.00	3 105.00	
INVN	SP2020MFC	SP2020 Sprint MFC	1.00	5 000.00	15.00	5 000.00	5 000.00	5 750.00	5 750.00	
INVN	2020-856	SP2020 Drum	1.00	3 000.00	15.00	3 000.00	3 000.00	3 450.00	3 450.00	

Sub Total 10 700.00
VAT 1 605.00
Grand Total 12 305.00

Open Windows | User : JudithM | 30 May 2019 | Version : 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

Confirm delete line

Are you sure you want to remove this line from the invoice?

Yes **No**

- The item will be **removed** from the invoice.
- Repeat the same process for other items, if required.

Add new supplier Invoice - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Back to Be | Invoice Type

Supplier: SPR001 | GRN No.: GR00000127

Invoice Date: 30 May 2019 | Invoice No.: SPRINV1

Address: 77 Crompton Street, Pinetown Central, Pinetown, 3610

Phone: | Email: | Contact Name: Joshua Reeds | VAT No: 980765456 | Reference: PO0000142

Currency: ZAR | Exchange: 1.0000 | Tax Rate: 15.00

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN
INVN	2020-147K	SP2020 Black Toner	9.00	300.00	15.00	2 700.00	300.00	3 105.00	3 105.00	
INVN	SP2020MFC	SP2020 Sprint MFC	1.00	5 000.00	15.00	5 000.00	5 000.00	5 750.00	5 750.00	

Sub Total: 7 700.00
VAT: 1 155.00
Grand Total: 8 855.00

Open Windows | User: JudithM | 30 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

Save the Invoice (GRN not fully invoiced)

- Click on **Save**.

Add new supplier Invoice - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Back to Be

Process | Format | Invoice Type

Supplier: SPR001 | GRN No.: GR00000127

Invoice Date: 30 May 2019

Invoice No.: SPRINV1

Address: 77 Crompton Street, Pinetown Central, Pinetown, 3610

Postal Code: 3610

Currency: ZAR | Exchange: 1.0000

Phone: | Email: | Contact Name: Joshua Reeds | VAT No: 980765456 | Reference: PO0000142 | Tax Rate: 15.00

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN
INVN	2020-147K	SP2020 Black Toner	9.00	300.00	15.00	2 700.00	300.00	3 105.00	3 105.00	
INVN	SP2020MFC	SP2020 Sprint MFC	1.00	5 000.00	15.00	5 000.00	5 000.00	5 750.00	5 750.00	

Sub Total: 7 700.00

VAT: 1 155.00

Grand Total: 8 855.00

Open Windows | User: JudithM | 30 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- If you changed the quantity on any of the items, an ***Input Validation*** message will pop up asking you;
 - ***The quantity of items on the Supplier Invoice is different from the quantity of items on the corresponding GRN for item Code [] on row [], a manual adjustment is necessary to bring these items (into /out) of stock. Is this correct?***
- Click on **Yes**.

Add new supplier Invoice - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Supplier: SPR001 GRN No. GR00000127

Invoice Date: 30 May 2019

Invoice No. SPRINV1

Address: 77 Crompton Street, Pinetown Central, Pinetown, 3610

Phone: , Email: , Contact Name: , Job No: ,

Currency: ZAR Exchange: 1.0000

Item Type	Item Code	Item Description	Foreign Cost	Line Total Amt	Total Foreign Amt
INVN	2020-147K	SP2020 Black Toner	300.00	3 105.00	3 105.00
INVN	SP2020MFC	SP2020 Sprint MFC	5 000.00	5 750.00	5 750.00

Sub Total 7 700.00
VAT 1 155.00
Grand Total 8 855.00

Open Windows User: JudithM 30 May 2019 Version: 2.2.0.1 TEST ALPHA - JUDITH PC LOCAL

- A **Process Validation** message will pop up asking you;
 - **Is this GRN No. fully invoiced?**
- Click on **No**.

Add new supplier Invoice - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Supplier: SPR001 GRN No. GR00000127

Invoice Date: 30 May 2019

Invoice No. SPRINV1

Address: 77 Crompton Street, Pinetown Central, Pinetown, 3610

Phone: , Email: , Contact Name: Joshua Reeds, Job No: 80765456, ,

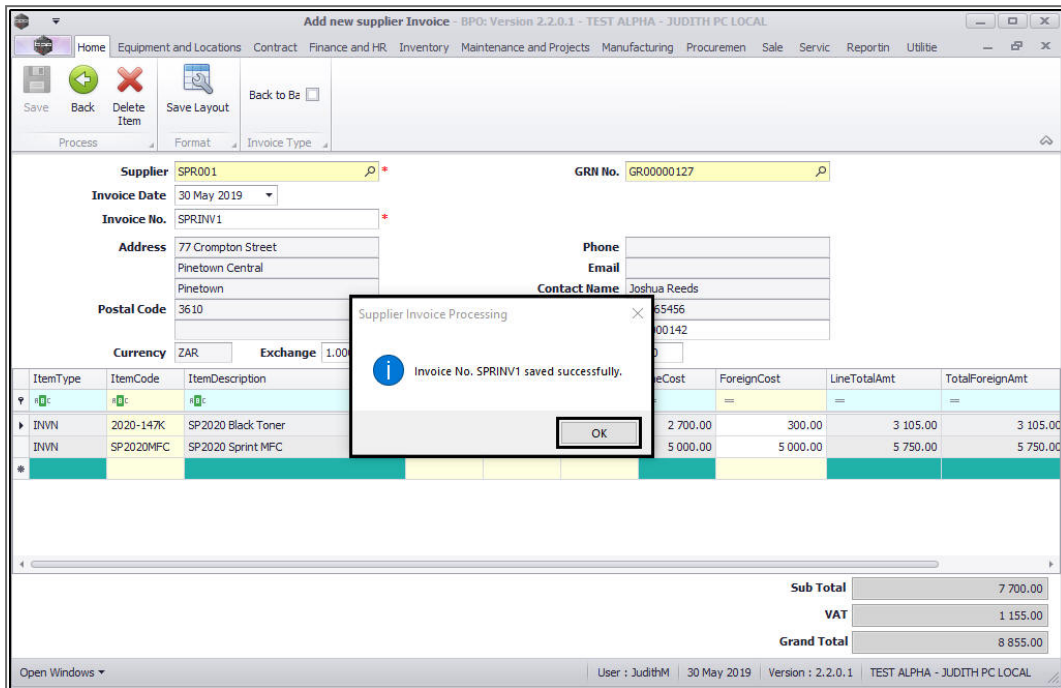
Currency: ZAR Exchange: 1.0000

Item Type	Item Code	Item Description	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt
INVN	2020-147K	SP2020 Black Toner	2 700.00	300.00	3 105.00	3 105.00
INVN	SP2020MFC	SP2020 Sprint MFC	5 000.00	5 000.00	5 750.00	5 750.00

Sub Total 7 700.00
VAT 1 155.00
Grand Total 8 855.00

Open Windows User: JudithM 30 May 2019 Version: 2.2.0.1 TEST ALPHA - JUDITH PC LOCAL

- A **Supplier Invoice Processing** message will pop up telling you;
 - **Invoice No. saved successfully.**
- Click on **OK**.



The screenshot shows the 'Add new supplier Invoice' window with the following details:

- Supplier:** SPR001
- GRN No.:** GR00000127
- Invoice Date:** 30 May 2019
- Invoice No.:** SPRINV1
- Address:** 77 Crompton Street, Pinetown Central, Pinetown
- Postal Code:** 3610
- Currency:** ZAR
- Exchange:** 1.00
- Contact Name:** Joshua Reeds
- Phone:** 55456
- Email:** 00142

A modal window titled 'Supplier Invoice Processing' is displayed in the center, showing the message: 'Invoice No. SPRINV1 saved successfully.' with an 'OK' button.

Item Type	Item Code	Item Description	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt
INVN	2020-147K	SP2020 Black Toner	2 700.00	300.00	3 105.00	3 105.00
INVN	SP2020MFC	SP2020 Sprint MFC	5 000.00	5 000.00	5 750.00	5 750.00
Sub Total					7 700.00	
VAT					1 155.00	
Grand Total					8 855.00	

Footer: User : JudithM | 30 May 2019 | Version : 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

Print the Invoice (GRN not fully invoiced)

- A **Report Generation** message will pop up asking you;
 - **Do you want to print the invoice []?**
- Click on **Yes** if you want to print the invoice.
- For the purpose of this manual, **Yes** was selected.

Add new supplier Invoice - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sale | Service | Reportin | Utilite

Save | Back | Delete Item | Save Layout | Back to Be

Process | Format | Invoice Type

Supplier: SPR001 | GRN No.: GR00000127

Invoice Date: 30 May 2019 | Invoice No.: SPRINV1

Address: 77 Crompton Street, Pinetown Central, Pinetown | Postal Code: 3610

Phone: | Email: | Contact Name: Joshua Reeds

Currency: ZAR | Exchange: 1.0000

Report Generation: Do you want to print the invoice SPRINV1? [Yes] [No]

Item Type	Item Code	Item Description	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt
INVN	2020-147K	SP2020 Black Toner	2 700.00	300.00	3 105.00	3 105.00
INVN	SP2020MFC	SP2020 Sprint MFC	5 000.00	5 000.00	5 750.00	5 750.00

Sub Total: 7 700.00
VAT: 1 155.00
Grand Total: 8 855.00

Open Windows | User: JudithM | 30 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- The **Report Preview** screen will be displayed.
- From here you can **View, Print, Export** or **Email**.
- **Close** the Report Preview screen when done.

Preview

File | View | Background

Supplier Invoice
TEST ALPHA - JUDITH PC LOCAL

test | Postbox No: | Area: | City: | South Africa: | 0000

Reg No.: 0000000 | Fax No.: 000 000 0000 | VAT No.: 0000000 | Tel No.: 000 000 0000

Document Ref.: SPRINV1
Date: 30 May 2019
Reference: PO0000142
GRN No.: GR00000127

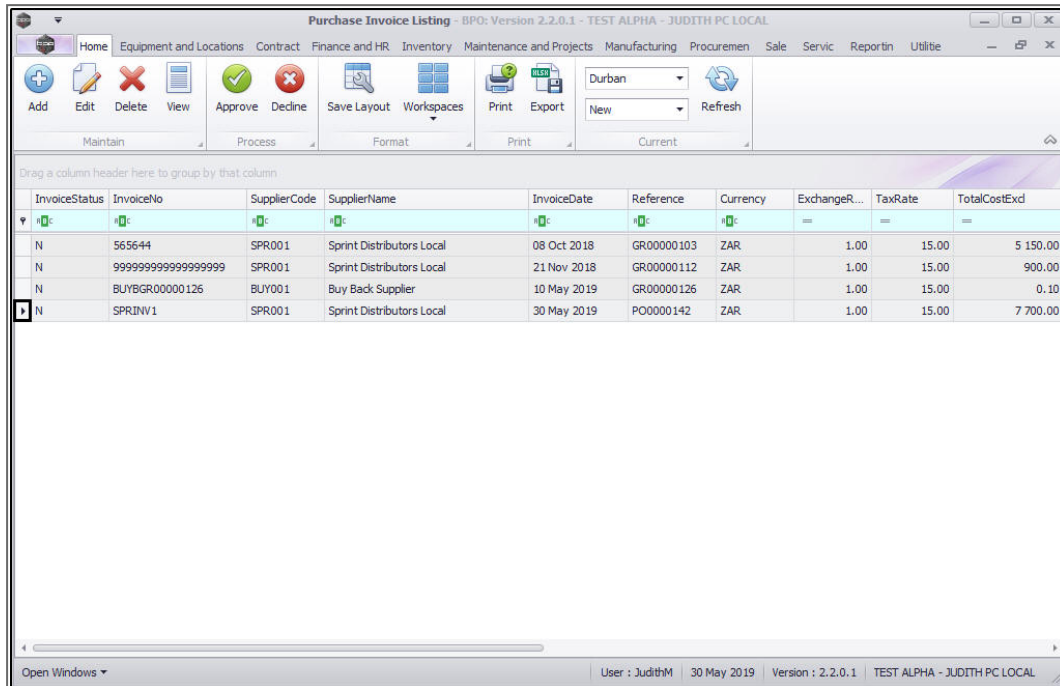
Supplier Details:

Name: Sprint Distributors Local | VAT No.: 980765456 | Currency: ZAR | Postal Address: 77 Crompton Street, Pinetown Central, Pinetown, 3610

Item Code	Item Description	Serial No.	Quantity	Unit Price	Net Price	Total
2020-147K	SP2020 Black Toner		9.00	300.00	2 700.00	3 105.00
SP2020MFC	SP2020 Sprint MFC	2020-9807P	1.00	5 000.00	5 000.00	5 750.00

Page 1 of 1 | 100%

- The new invoice will be displayed in the **Purchase Invoice Listing** screen in **Status** - New



InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExd
N	565644	SPR001	Sprint Distributors Local	08 Oct 2018	GR00000103	ZAR	1.00	15.00	5 150.00
N	99999999999999999999	SPR001	Sprint Distributors Local	21 Nov 2018	GR00000112	ZAR	1.00	15.00	900.00
N	BUYBGR00000126	BUY001	Buy Back Supplier	10 May 2019	GR00000126	ZAR	1.00	15.00	0.10
N	SPRINV1	SPR001	Sprint Distributors Local	30 May 2019	PO0000142	ZAR	1.00	15.00	7 700.00

Select a Supplier First

- The **Add new supplier Invoice** screen will be displayed.
- Click on the **search** button in the **Supplier** field.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back

Process Format Invoice Type

Supplier GRN No.

Invoice Date 09 Oct 2017

Invoice No.

Address

Phone

Email

Contact Name

VAT No.

Reference

Postal Code

Currency Exchange

Tax Rate

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt

Sub Total 0.00

VAT 0.00

Grand Total 0.00

Open Windows 09 Oct 2017

- The **Select a supplier to configure the supply info** screen will be displayed.

- Click on the **row selector** in front of the **Supplier** that you wish link this invoice to.
- Click on **Ok**.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back

Process Format Invoice Type

Supplier

Invoice Date 09 Oct 2017

Invoice No.

Address

Postal Code

Currency Exchange

Item Type Item Code Item Description

PR007 Printer World Forex Matthew Sage SHPA A PT 76859444

SPR001 Sprint Distributors Local Harry Jackson GEN A PS 45678912

SPR002 Sprint International George Matthews GEN A PS 45625874

PAP001 The Paper Warehouse Joseph Manning GEN A PT 12345678

TOW001 Tonys Copy Shop Tony SHPA A PS 98745613

TWI001 Twinkle Office Automats... Gary Marks GEN A SE 98765432

Sub Total 0.00

VAT 0.00

Grand Total 0.00

Open Windows 09 Oct 2017

Select a supplier to configure the supply info

Home

Ok Back Save Layout

Process Format

Drag a column header here to group by that column

SupplierCode	SupplierName	ContactName	SupplierType	Status	Class	VATNo
PR007	Printer World Forex	Matthew Sage	SHPA	A	PT	76859444
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	PS	45678912
SPR002	Sprint International	George Matthews	GEN	A	PS	45625874
PAP001	The Paper Warehouse	Joseph Manning	GEN	A	PT	12345678
TOW001	Tonys Copy Shop	Tony	SHPA	A	PS	98745613
TWI001	Twinkle Office Automats...	Gary Marks	GEN	A	SE	98765432

- The selected supplier details will auto populate the relevant fields.
- Type an invoice number in the **Invoice No.** field.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back

Process Format Invoice Type

Supplier: SPR001 GRN No.

Invoice Date: 09 Oct 2017

Invoice No.

Address: 685 Forest Grove Road
Forest Hills
New Town

Postal Code: 1234
South Africa

Currency: ZAR Exchange: 1.0000

Phone: 031 147 1234
Email: harry@email.co.za
Contact Name: John Martin
VAT No: 456789123
Reference:
Tax Rate: 14.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt

Sub Total: 0.00
VAT: 0.00
Grand Total: 0.00

Open Windows 09 Oct 2017

- Click on the **search** button in the **GRN No.** field.

Add new supplier Invoice - BPO; Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back

Process Format Invoice Type

Supplier: SPR001 GRN No.

Invoice Date: 09 Oct 2017

Invoice No.: 01111

Address: 685 Forest Grove Road
Forest Hills
New Town

Phone: 031 147 1234

Email: harry@email.co.za

Postal Code: 1234

Contact Name: John Martin

South Africa

VAT No: 456789123

Currency: ZAR Exchange: 1.0000

Reference:

Tax Rate: 14.00

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt

Sub Total: 0.00

VAT: 0.00

Grand Total: 0.00

Open Windows 09 Oct 2017

- The **Select a GRN to invoice** screen will be displayed and will list all the GRN's linked to the selected supplier.
- Click on the **row selector** in front of the **GRN** that you wish to raise an invoice for.
- Click on **Ok**.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back

Process Format Invoice Type

Supplier SPR001 GRN No.

Invoice Date 09 Oct 2017

Invoice No. 01111

Address 685 Forest Grove Road
Forest Hills
New Town

Postal Code 1234
South Africa

Currency ZAR Exchange 1.0000

ItemType	ItemCode	ItemDescription

Select a GRN to invoice

Home

Ok Back Save Layout

Process Format

Drag a column header here to group by that column

GRNNo	GRNType	POCode	SupplierCode	SupplierName	EventDate	EventTime	Reference
GR00000022	ST	PO00000024	SPR001	Sprint Distributors Local	14 Apr 2014	13:04:33	PO000
GR00000026	NS	PO00000028	SPR001	Sprint Distributors Local	23 Apr 2014	00:00:00	
GR00000027	NS	PO00000029	SPR001	Sprint Distributors Local	23 Apr 2014	00:00:00	
GR00000040	ST	PO00000041	SPR001	Sprint Distributors Local	07 May 2014	14:16:32	
GR00000041	ST	PO00000042	SPR001	Sprint Distributors Local	07 May 2014	15:43:28	
GR00000059	ST	PO00000061	SPR001	Sprint Distributors Local	26 Jun 2014	13:25:53	
GR00000060	ST	PO00000067	SPR001	Sprint Distributors Local	26 Jun 2014	13:25:53	

Sub Total 0.00

VAT 0.00

Grand Total 0.00

Open Windows 09 Oct 2017

- The **Items** data grid will now display the **items received**.
- The **Reference** field will now display a **PO reference number**.
- Verify the details and click on **Save**.

Add new supplier Invoice - BPO; Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back

Supplier: SPR001 GRN No.: GR00000022

Invoice Date: 09 Oct 2017

Invoice No.: 01111

Address: 685 Forest Grove Road
Forest Hills
New Town

Phone: 031 147 1234

Email: harry@email.co.za

Postal Code: 1234

Contact Name: John Martin

VAT No.: 456789123

Reference: PO0000024

Currency: ZAR Exchange: 1.0000 Tax Rate: 14.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
DINV	SP1818	Sprint copier	1.00	500.00	14.00	500.00	500.00	570.00	570.00	

Sub Total: 500.00

VAT: 70.00

Grand Total: 570.00

Open Windows 09 Oct 2017

Save Invoice (GRN fully invoiced)

- A ***Process Validation*** message box will pop up asking;
 - ***Is the GRN No. fully invoiced?***
- Click on ***Yes***.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back

Process Format Invoice Type

Supplier: SPR001 GRN No.: GR00000022

Invoice Date: 09 Oct 2017

Invoice No.: 01111

Address: 685 Forest Grove Road
Forest Hills
New Town

Phone: 031 147 1234

Email: harry@email.co.za

Postal Code: 1234

Contact Name: John Martin

VAT No.: 456789123

Currency: ZAR Exchange: 1.0000

Reference: PO0000024

Tax Rate: 14.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
▶ INVN	SP1818	Sprint copier	1.00	500.00	14.00	500.00	500.00	570.00	570.00	

Process Validation

Is the GRN No. fully invoiced?

Yes No

Sub Total: 500.00

VAT: 70.00

Grand Total: 570.00

Open Windows 09 Oct 2017

Print Supplier Invoice (GRN fully invoiced)

- A **Report Generation** message box will pop up asking;
 - ***Do you want to print the invoice []?***
- Click on **Yes**.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back

Process Format Invoice Type

Supplier: SPR001 GRN No.: GR00000022

Invoice Date: 09 Oct 2017

Invoice No.: 01111

Address: 685 Forest Grove Road
Forest Hills
New Town

Phone: 031 147 1234

Email: harry@email.co.za

Postal Code: 1234

Contact Name: John Martin

Currency: ZAR Exchange: 1.0000

VAT No: 456789123

Reference: PO0000024

Tax Rate: 14.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
DVM	SP1818	Sprint copier	1.00	500.00	14.00	500.00	500.00	570.00	570.00	

Report Generation

Do you want to print the invoice 01111?

Yes No

Sub Total: 500.00

VAT: 70.00

Grand Total: 570.00

Open Windows 09 Oct 2017

- The **Report Preview** screen will be displayed.
- From here you can **View, Print, Export** or **Email**.
- **Close** the Report Preview screen when done.

- A **Supplier Invoice Processing** screen will pop up informing you that;
 - **Invoice No. [] saved successfully.**
- Click on **OK**.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export

Durban New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExd
N	GRV348	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000278	ZAR	1.00	14.00	22 000.
N	BUYBGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	ZAR	1.00	14.00	1 400.
N	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	ZAR	1.00	14.00	350.
N	sinv741223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.
N	12345	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	500.
N	01111	SPR001	Sprint Distributors Local	07 Sep 2016	PO0000024	ZAR	1.00	14.00	500.
N	234243234234	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	900.
N	SINV12344566	TON001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	500.
N	123456.99	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.
N	BUYBGR00000175	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000175	ZAR	1.00	14.00	0.
N	inv1	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	11 500.
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.
N	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.00	0.00	49.
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.

Supplier Invoice Processing

Invoice No. 01111 saved successfully.

OK

Open Windows ▾ 09 Oct 2017

- You can now view the newly created supplier invoice in the **Purchase Invoice Listing** screen.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export

Durban New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	TotalCostExd	Currency	ExchangeRate	TaxRate	TotalAmtInd	VATNo	Stat
N	SINV741	SPR001	Sprint Distributors Local	05 Jul 2016	GR00000293	45 000.00	ZAR	1.00	14.00	51 300.00	456789123	A
N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	15 000.00	ZAR	1.00	14.00	17 100.00	0000000000	A
N	SWAPGR00000180	SUP001	Buy Back Supplier	06 Jul 2015	GR00000180	15 000.00	ZAR	1.00	14.00	17 100.00	0000000000	A
N	SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	4 000.00	ZAR	1.00	14.00	4 560.00	0000000000	A
N	GR347	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000340	160 741.00	ZAR	1.00	14.00	183 244.74	456789123	A
N	PO172	SPR001	Sprint Distributors Local	06 Jun 2017	GR00000349	8 000.00	ZAR	1.00	14.00	9 120.00	456789123	A
N	GRN351	SPR001	Sprint Distributors Local	06 Jun 2017		350.00	ZAR	1.00	14.00	399.00	456789123	A
N	GRN352	YES001	Young Electric	06 Jun 2017	PO0000366	20.00	ZAR	1.00	14.00	22.80	3245064654	A
N	GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000278	22 000.00	ZAR	1.00	14.00	25 080.00	456789123	A
N	BUYBGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	1 400.00	ZAR	1.00	14.00	1 596.00	456789123	A
N	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	350.00	ZAR	1.00	14.00	399.00	456789123	A
N	inv7461223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	3 500.00	ZAR	1.00	14.00	3 990.00	456789123	A
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		150.00	ZAR	1.00	14.00	171.00	456789123	A
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	2 500.00	ZAR	1.00	14.00	2 850.00	456789123	A
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		500.00	ZAR	1.00	14.00	570.00	456789123	A
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PO0000024	500.00	ZAR	1.00	14.00	570.00	456789123	A
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		900.00	ZAR	1.00	14.00	1 026.00	456789123	A
N	SINV12344566	TON001	Tonys Copy Shop	12 Apr 2017		500.00	ZAR	1.00	14.00	570.00	9874561321	A
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		150.00	ZAR	1.00	14.00	171.00	456789123	A
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	0.00	ZAR	1.00	14.00	0.00	456789123	A
N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		11 500.00	ZAR	1.00	14.00	13 110.00	456789123	A
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	125.00	ZAR	1.00	14.00	142.50	456789123	A
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	0.00	ZAR	1.00	14.00	0.00	456789123	A

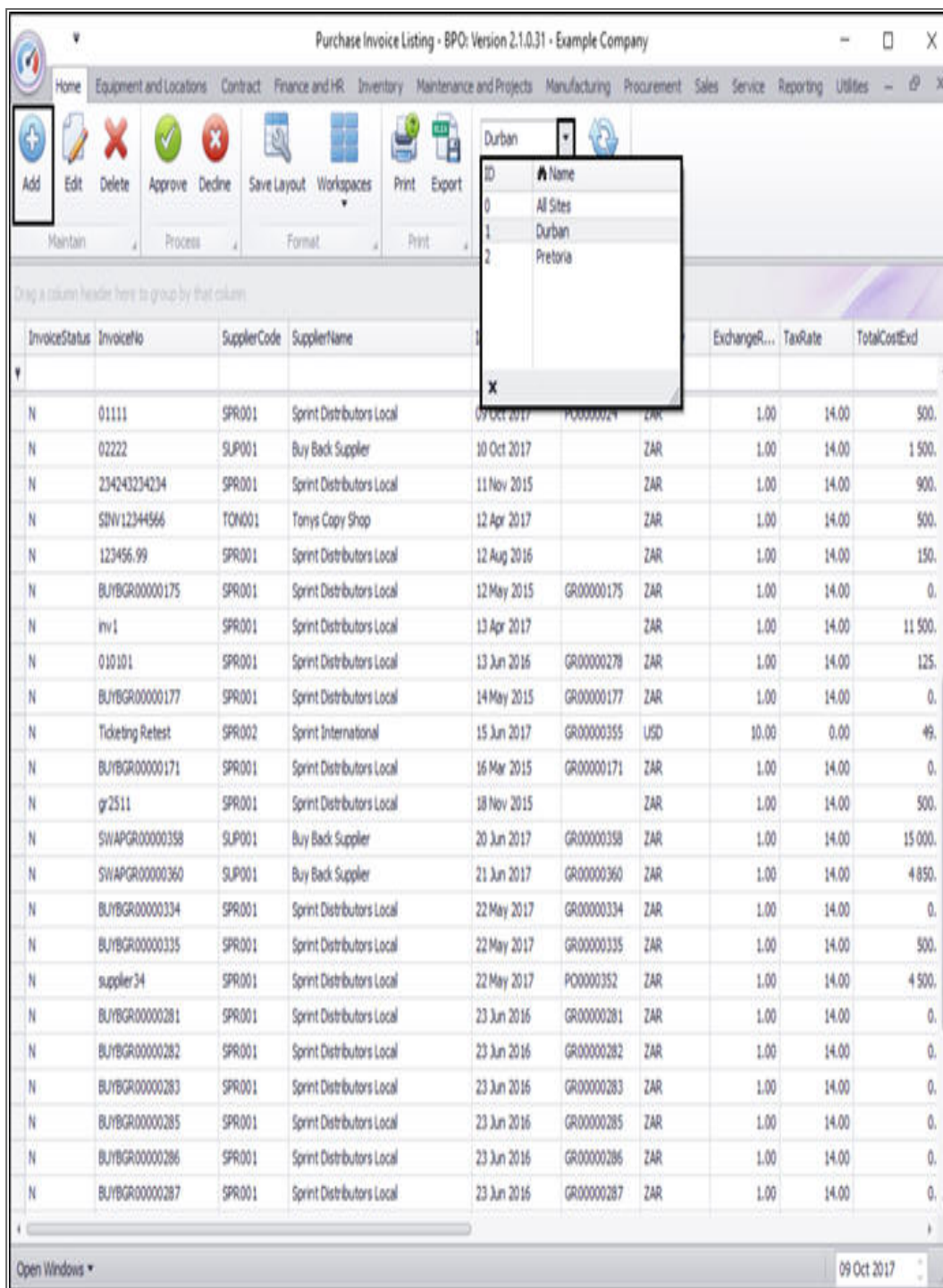
Open Windows 09 Oct 2017

- You can now follow the process to **accept the Supplier Invoice**.

ADD BACK TO BACK SUPPLIER INVOICE

In the *Purchase Invoice Listing* screen,

- Select the *Site*
 - In this image *Durban* has been selected.
- Click on *Add*.



- The **Add new supplier invoice** screen will be displayed.
- Click on the **Back to Back** Invoice Type check box.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back

Process Format Invoice Type

Supplier GRN No.

Invoice Date 10 Oct 2017

Invoice No.

Address

Phone

Email

Contact Name

VAT No.

Reference

Currency Exchange

Tax Rate

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt

Sub Total 0.00

VAT 0.00

Grand Total 0.00

Open Windows 09 Oct 2017

- Click on the **search** button in the **Supplier** field.
- The **Select a supplier to configure the supply info** screen will be displayed.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | WorkSpaces | Back to Back

Process | Format | Invoice Type

Supplier:

Invoice Date: 10 Oct 2017

Invoice No.:

Address:

Postal Code:

Currency: Exchange:

Select a supplier to configure the supply info

Home | Ok | Back | Save Layout | Process | Format

Drag a column header here to group by that column

Item Type	Item Code	Item Description	Supplier Code	Supplier Name	Contact Name	Supplier Type	Status	Total Foreign Amt
			MS55	A	A	GEN	A	
			888	Abc Store	Abi	GEN	A	
			BON001	Bonsai Bonanza	Teddy Miller	GEN	A	
			SUP001	Buy Back Supplier	Supplier Co...	BUY	A	
			DUR001	Durban Copy Shop	Megan Jones	GEN	A	
			MET001	Metro Peach	Jessica Johns	GEN	A	

Sub Total: 0.00
 VAT: 0.00
 Grand Total: 0.00

Open Windows | 09 Oct 2017

- Click on the **row selector** in front of the **Supplier** you wish to create Back to Back invoices for .
- Click on **Ok**.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | WorkSpaces | Back to Back ☒ | Invoice Type

Supplier: | Invoice Date: 10 Oct 2017 | Invoice No.: | Address: | Postal Code: | Currency: | Exchange:

Select a supplier to configure the supply info

Home | ☒ Ok | ☐ Back | Save Layout

Process | Format

Drag a column header here to group by that column

Item Type	Item Code	Item Description	Supplier Code	Supplier Name	Contact Name	Supplier Type	Status	Total Foreign Amt
			M555	A	A	GEN	A	
			888	Abi Store	Abi	GEN	A	
			BON001	Bonsai Bonanza	Teddy Miller	GEN	A	
			SUP001	Buy Back Supplier	Supplier Co...	BUY	A	
			DUR001	Durban Copy Shop	Megan Jones	GEN	A	
			MET001	Metro Peach	Jessica Johns	GEN	A	

Sub Total: 0.00
VAT: 0.00
Grand Total: 0.00

Open Windows | 09 Oct 2017

- Type in an **Invoice Number** for this Back to Back supplier invoice.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back ☒

Process Format Invoice Type

Supplier SUP001

Invoice Date 10 Oct 2017

Invoice No. 02222

Address PO Box 000

Area

City

Postal Code 0000

South Africa

Currency ZAR Exchange 1.0000

Billing Period

Serial No.

Phone

Email

Contact Name

VAT No 0000000000

Reference

Tax Rate 14.00

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt

Sub Total 0.00

VAT 0.00

Grand Total 0.00

Open Windows 09 Oct 2017

- [illegible]

-
- Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company**
- Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities
- Save | Back | Delete Item | Save Layout | WorkSpaces | Back to Back | Process | Format | Invoice Type
- Supplier: SUP001
- Invoice Date: 10 Oct 2017 | Billing Period: [Dropdown]
- Invoice No.: 02222
- Address: PO Box 000
Area
City
Postal Code: 0000
South Africa
- Currency: ZAR | Exchange
- Select a Billing Period to invoice**
- Home | [Checkmark] | [Back] | Save Layout | Process | Format
- | Item Type | Item Code | Item Description | Line Total Amt | Total Foreign Amt |
|-----------|-----------|------------------|----------------|-------------------|
| | | fd Billing Pe... | | |
| | | 1 | | |
| | | 2 | | |
| | | 3 | | |
| | | 4 | | |
| | | 5 | | |
| | | 6 | | |
| | | 7 | | |
- Sub Total: 0.00
VAT: 0.00
Grand Total: 0.00
- Open Windows | 09 Oct 2017

- **Serial No** : If the finance house has invoiced you per machine;
 - Click on the **search** button in the **Serial No.** field.
- The **Select a Billing Period to invoice** screen will be displayed.
 - You can search for and select the **serial number**.
Otherwise all serial numbers invoiced via contract billing for this finance party will display.
 - You can remove items from the list to ensure the invoice matches, and raise another Back to Back invoice for the remaining items.
 - The rule is to ensure that this matches the Supplier's (finance party's) invoice to your company.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back

Supplier SUP001 Invoice Date 10 Oct 2017 Billing Period Invoice No. 022222 Serial No. Address PO Box 000 Area City Postal Code 0000 South Africa Currency ZAR Exchange

ItemType	ItemCode	ItemDescription	LineTotalAmt	TotalForeignAmt
CIFE	R	19-12345-Rental Fee	570.00	570.00
CIFE	R	19-12345-Rental Fee	570.00	570.00
CIFE	R	2020-10204-Rental Fee	399.00	399.00
CIFE	R	19-12345-Rental Fee	570.00	570.00
CIFE	R	2020-10204-Rental Fee	399.00	399.00

Sub Total 2 200.00
VAT 308.00
Grand Total 2 508.00

Open Windows 09 Oct 2017

Select the back-to-back machine to be invoiced.

Home

Ok Back Save Layout

Process Format

fld Contrac...	fld Contrac...	fld Serial No	fld Invoice No	fld Billing Pe...
6	CO00000005	19-12345	INV0000166	1
6	CO00000005	19-12345	INV0000167	1
6	CO00000005	19-12345	INV0000272	1
23	CO00000019	2020-10204	INV0000175	1
23	CO00000019	2020-10204	INV0000276	1

- Click on the **row selector** in front of the machine you wish to raise an invoice for.
- Click on **Ok**.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back

Supplier SUP001 Invoice Date 10 Oct 2017 Billing Period Invoice No. 02222 Serial No.

Address PO Box 000 Area City Postal Code 0000 South Africa Currency ZAR Exchange

Select the back-to-back machine to be invoiced.

Home Ok Back Save Layout Process Format

ItemType	ItemCode	ItemDescription	fld Contrac...	fld Contrac...	fld Serial No	fld Invoice No	fld Billing Pe...	LineTotalAmt	TotalForeignAmt	
CIFE	R	19-12345-Rental Fee						00	570.00	570.00
CIFE	R	19-12345-Rental Fee						00	570.00	570.00
CIFE	R	2020-10204-Rental Fee	6	CO00000005	19-12345	IN00000166	1	00	399.00	399.00
CIFE	R	19-12345-Rental Fee	6	CO00000005	19-12345	IN00000167	1	00	570.00	570.00
CIFE	R	2020-10204-Rental Fee	6	CO00000005	19-12345	IN00000272	1	00	399.00	399.00
			23	CO00000019	2020-10204	IN00000175	1			
			23	CO00000019	2020-10204	IN00000276	1			

Sub Total 2 200.00 VAT 308.00 Grand Total 2 508.00

Open Windows 09 Oct 2017

Save Back to Back Invoice

- The selected items will now be displayed in the ***Items*** data grid.
- Click on **Save**.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back

Supplier SUP001

Invoice Date 10 Oct 2017

Invoice No. 02222

Address PO Box 000

Area

City

Postal Code 0000

South Africa

Currency ZAR Exchange 1.0000

Billing Period 1

Serial No. 19-12345

Phone

Email

Contact Name

VAT No 0000000000

Reference

Tax Rate 14.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
CIFE	R	19-12345-Rental Fee	1	500.00	14.00	500.00	500.00	570.00	570.00	
CIFE	R	19-12345-Rental Fee	1	500.00	14.00	500.00	500.00	570.00	570.00	
CIFE	R	19-12345-Rental Fee	1	500.00	14.00	500.00	500.00	570.00	570.00	

Sub Total 1 500.00

VAT 210.00

Grand Total 1 710.00

Open Windows 09 Oct 2017

Print Back to Back Invoice

- A ***Report Generation*** message box will pop up asking;
 - ***Do you want to print the invoice []?***
- Click on ***Yes*** if you do want to print it.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back

Process Format Invoice Type

Supplier SUP001

Invoice Date 10 Oct 2017

Invoice No. 02222

Address PO Box 000

Area

City

Postal Code 0000

South Africa

Currency ZAR Exchange 1.0000

Billing Period 1

Serial No. 19-12345

Phone

Email

Contact Name

VAT No 0000000000

Reference

Tax Rate 14.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
CIFE	R	19-12345-Rental Fee	1	500.00	14.00	500.00	500.00	570.00	570.00	
CIFE	R	19-12345-Rental Fee	1	500.00	14.00	500.00	500.00	570.00	570.00	
CIFE	R	19-12345-Rental Fee	1	500.00	14.00	500.00	500.00	570.00	570.00	

Report Generation

Do you want to print the invoice 02222?

Yes No

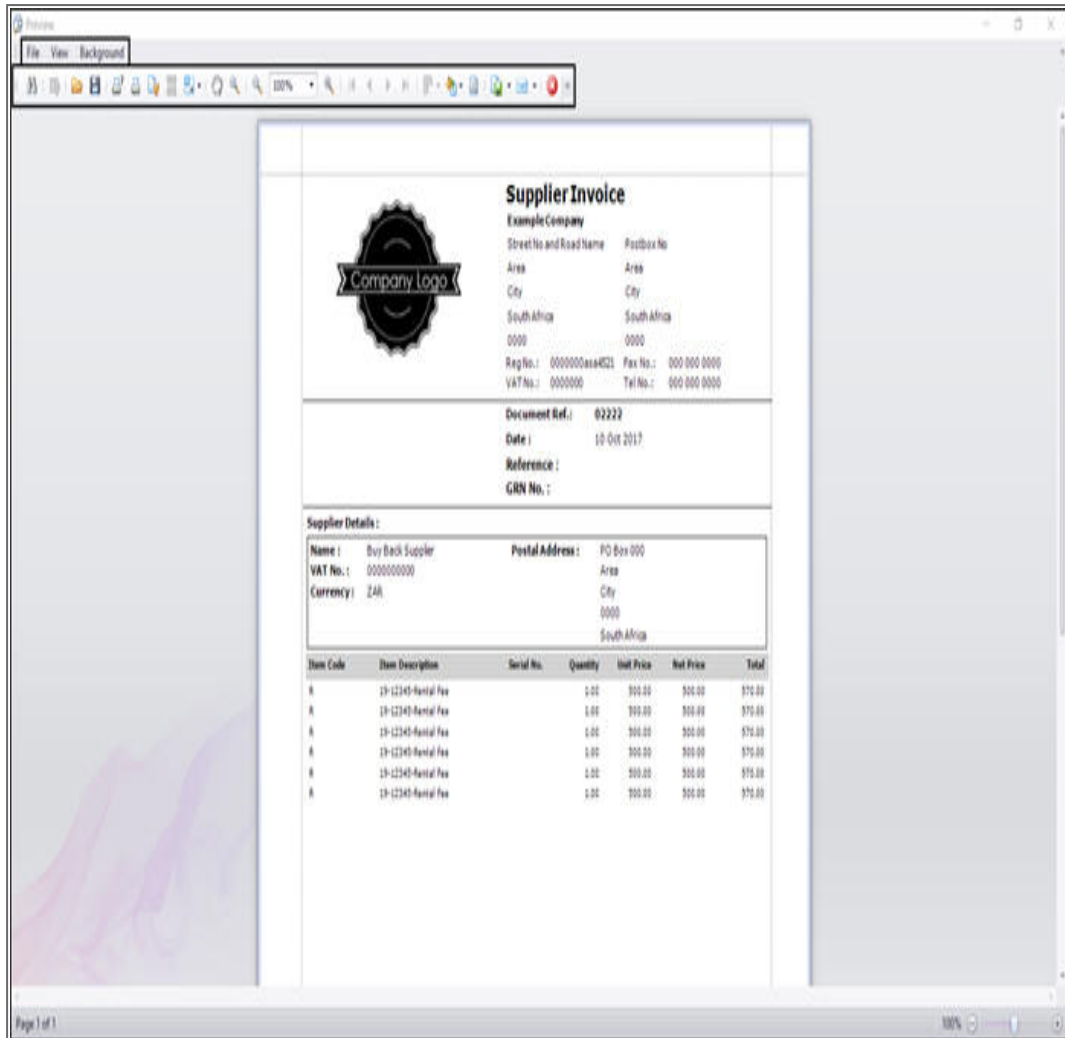
Sub Total 1 500.00

VAT 210.00

Grand Total 1 710.00

Open Windows 09 Oct 2017

- The **Report Preview** screen will be displayed.
- From here you can **View, Print, Export** or **Email**.
- **Close** the Report Preview screen when done.



Supplier Invoice

Example Company

Street No and Road Name: Postbox No: Area: City: South Africa: South Africa: 0000: 0000: Reg No.: 00000000000000000000 Fax No.: 000 000 0000 VAT No.: 00000000 Tel No.: 000 000 0000

Document Ref.: 02222

Date: 10 Oct 2017

Reference:

GRN No.:

Supplier Details:

Name: Buy Back Supplier **Postal Address:** PO Box 000 Area: City: 0000: South Africa:

VAT No.: 0000000000 **Currency:** ZAR

Item Code	Item Description	Serial No.	Quantity	Unit Price	Net Price	Total
A	10-12345-Rental Fee		1.00	\$00.00	\$00.00	\$70.00
A	10-12345-Rental Fee		1.00	\$00.00	\$00.00	\$70.00
A	10-12345-Rental Fee		1.00	\$00.00	\$00.00	\$70.00
A	10-12345-Rental Fee		1.00	\$00.00	\$00.00	\$70.00
A	10-12345-Rental Fee		1.00	\$00.00	\$00.00	\$70.00
A	10-12345-Rental Fee		1.00	\$00.00	\$00.00	\$70.00

Page 1 of 1

- A **Supplier Invoice Processing** message box will pop up informing you that;
 - **Invoice No. [] saved successfully.**
- Click on **OK**.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo
N	inv7461223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.00	3 990.00	456789123
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	456789123
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	456789123
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.00	570.00	456789123
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PC0000024	ZAR	1.00	14.00	500.00	570.00	456789123
N	02222	SUP001	Buy Back Supplier	10 Oct 2017		ZAR	1.00	14.00	1 500.00	1 710.00	000000000
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.00	1 026.00	456789123
N	SINV12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.00	570.00	987456132
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123
N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	11 500.00	13 110.00	456789123
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.00	142.50	456789123
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123
N	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.00	0.00	49.00	49.00	456258741
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.00	1 140.00	456789123
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	456789123
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	000000000
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	000000000
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	456789123
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	456789123
N	supplier34	SPR001	Sprint Distributors Local	22 May 2017	PC00000352	ZAR	1.00	14.00	4 500.00	5 130.00	456789123
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123

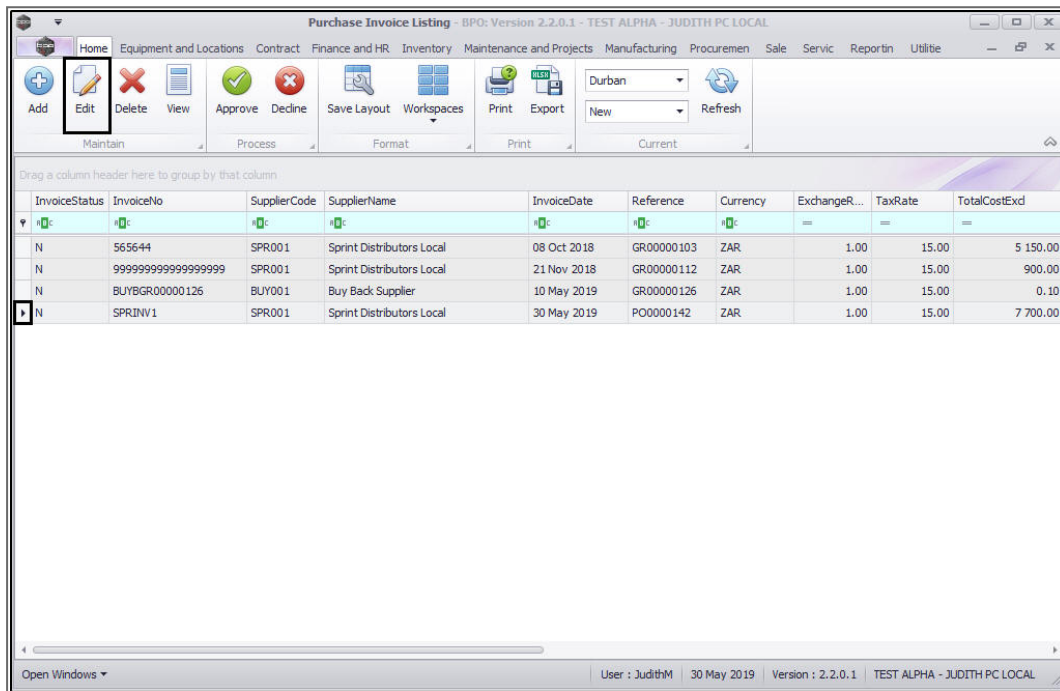
Open Windows 09 Oct 2017

You can now follow the process to **accept the Supplier Invoice**.

EDIT SUPPLIER INVOICE

In the **Purchase Invoice Listing** screen,

- click on the **row selector** in front of the **supplier invoice** you wish to edit.
- Click on **Edit**.



- The **Edit Supplier Invoice** screen will be displayed.
- You can edit the following fields if required:
 - Invoice Date
 - Invoice No
 - Exchange
 - Quantity
 - Unit Cost
 - Tax Rate
 - Foreign Cost
- You can also delete items if required.

Edit Supplier Invoice - SPRINV1 - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sale | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Back to Be

Process | Format | Invoice Type

Supplier: SPR001 | GRN No.: GR00000127

Invoice Date: 30 May 2019 | Invoice No.: SPRINV1

Address: 77 Crompton Street, Pinetown Central, Pinetown, 3610

Phone: | Email: | Contact Name: Joshua Reeds | VAT No: 980765456 | Reference: PO0000142 | Tax Rate: 15.00

Currency: ZAR | Exchange: 1.0000

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt
INVN	2020-147K	SP2020 Black Toner	9.00	300.00	15.00	2 700.00	300.00	3 105.00	3 105.00
INVN	SP2020MFC	SP2020 Sprint MFC	1.00	5 000.00	15.00	5 000.00	5 000.00	5 750.00	5 750.00

Sub Total: 7 700.00
VAT: 1 155.00
Grand Total: 8 855.00

Open Windows | User: JudithM | 30 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- After making the required changes, click on **Save**.

Edit Supplier Invoice - SPRINV1 - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sale | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Back to Be

Process | Format | Invoice Type

Supplier: SPR001 | GRN No.: GR00000127

Invoice Date: 30 May 2019 | Invoice No.: SPRINV1

Address: 77 Crompton Street, Pinetown Central, Pinetown, 3610

Phone: | Email: | Contact Name: Joshua Reeds | VAT No: 980765456 | Reference: PO0000142 | Tax Rate: 15.00

Currency: ZAR | Exchange: 1.0000

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt
INVN	2020-147K	SP2020 Black Toner	9.00	400.00	15.00	3 600.00	400.00	4 140.00	4 140.00
INVN	SP2020MFC	SP2020 Sprint MFC	1.00	5 000.00	15.00	5 000.00	5 000.00	5 750.00	5 750.00

Sub Total: 8 600.00
VAT: 1 290.00
Grand Total: 9 890.00

Open Windows | User: JudithM | 30 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- The processes that will follow will depend on whether you are fully invoicing the GRN or partially invoicing the GRN.

DELETE SUPPLIER INVOICE

In the *Purchase Invoice Listing* screen,

- click on the *row selector* in front of the *supplier invoice* you wish to delete.
- Click on *Delete*.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit **Delete** Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExd	TotalAmtInd	VATNo
N	sinv7461223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.00	3 990.00	456789123
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	456789123
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	456789123
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.00	570.00	456789123
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PO0000024	ZAR	1.00	14.00	500.00	570.00	456789123
N	02222	SUP001	Buy Back Supplier	10 Oct 2017		ZAR	1.00	14.00	1 500.00	1 710.00	000000000
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.00	1 026.00	456789123
N	SINV12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.00	570.00	987456132
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123
N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	11 500.00	13 110.00	456789123
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.00	142.50	456789123
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123
N	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.00	0.00	49.00	49.00	456258741
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.00	1 140.00	456789123
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	456789123
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	000000000
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	000000000
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	456789123
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	456789123
N	supplier34	SPR001	Sprint Distributors Local	22 May 2017	PO0000352	ZAR	1.00	14.00	4 500.00	5 130.00	456789123
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123

Open Windows 09 Oct 2017

- A **Process Validation** message box will pop up asking;
 - **Are you sure that you want to delete this supplier**

invoice? This will open the associated GRN.

- Click on **Yes**.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo
N	sinv7461223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.00	3 990.00	456789123
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	456789123
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	456789123
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.00	570.00	456789123
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PC00000024	ZAR	1.00	14.00	500.00	570.00	456789123
N	Process Validation										
N						ZAR	1.00	14.00	1 500.00	1 710.00	000000000
N						ZAR	1.00	14.00	900.00	1 026.00	456789123
N						ZAR	1.00	14.00	500.00	570.00	987456132
N						ZAR	1.00	14.00	150.00	171.00	456789123
N						ZAR	1.00	14.00	0.00	0.00	456789123
N						ZAR	1.00	14.00	11 500.00	13 110.00	456789123
N						ZAR	1.00	14.00	125.00	142.50	456789123
N						ZAR	1.00	14.00	0.00	0.00	456789123
N	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.00	0.00	49.00	49.00	456258741
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.00	1 140.00	456789123
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	456789123
N	SIWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	000000000
N	SIWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	000000000
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	456789123
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	456789123
N	supplier 34	SPR001	Sprint Distributors Local	22 May 2017	PC00000352	ZAR	1.00	14.00	4 500.00	5 130.00	456789123
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123

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- A ***Supplier Invoice - Process*** message box will pop up informing you that;
 - ***This supplier invoice [] has been deleted.***
- Click on **OK**.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo
N	inv 7461223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.00	3 990.00	456789123
N	STNV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	456789123
N	STNV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	456789123
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.00	570.00	456789123
N	01111	SPR001					1.00	14.00	500.00	570.00	456789123
N	02222	SUP001					1.00	14.00	1 500.00	1 710.00	000000000
N	234243234234	SPR001					1.00	14.00	900.00	1 026.00	456789123
N	STNV12344566	TON001					1.00	14.00	500.00	570.00	987456132
N	123456.99	SPR001					1.00	14.00	150.00	171.00	456789123
N	BUYBGR00000175	SPR001					1.00	14.00	0.00	0.00	456789123
N	inv1	SPR001					1.00	14.00	11 500.00	13 110.00	456789123
N	010101	SPR001					1.00	14.00	125.00	142.50	456789123
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123
N	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.00	0.00	49.00	49.00	456258741
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.00	1 140.00	456789123
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	456789123
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	000000000
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	000000000
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	456789123
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	456789123
N	supplier 34	SPR001	Sprint Distributors Local	22 May 2017	PO0000352	ZAR	1.00	14.00	4 500.00	5 130.00	456789123
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123

Supplier Invoice - Process

The supplier invoice gr2441, has been deleted.

OK

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- The deleted invoice can now be viewed in the **Purchase Invoice Listing** screen where the **status** is set to **Deleted**.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export

Durban Deleted Refresh

Status StatusDesc
D Deleted
N New
U Updated

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	TotalCostExcl	TotalAmtIncl	VATNo	Status			
D	08:38:11	SPR001	Sprint Distributors Local	01 May 2014	GR000000000	0.00	15 000.00	17 100.00	456789123	I		
D	15:25:26	SPR001	Sprint Distributors Local	01 May 2014	GR000000000	0.00	500.00	570.00	456789123	I		
D	15:44:45	SPR001	Sprint Distributors Local	04 Jul 2014	GR000000084	ZAR	1.00	14.00	3 500.00	3 990.00	456789123	I
D	10:57:05	TON001	Tonys Copy Shop	07 Jan 2015	GR000000151	ZAR	1.00	14.00	450.00	513.00	9874561321	I
D	10:55:51	SPR001	Sprint Distributors Local	13 Aug 2014		ZAR	1.00	14.00	1 750.00	1 995.00	456789123	I
D	15:11:42	SPR001	Sprint Distributors Local	16 Nov 2015	GR000000223	ZAR	1.00	14.00	500.00	570.00	456789123	I
D	11:23:22	SPR002	Sprint International	17 Apr 2014		USD	8.00	0.00	425.00	425.00	456258741	I
D	12:41:02	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	5 500.00	6 270.00	456789123	I
D	gr 24411...	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.00	1 140.00	456789123	I
D	14:11:57	SPR001	Sprint Distributors Local	21 Jul 2014	GR000000093	ZAR	1.00	14.00	950.00	1 083.00	456789123	I

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Related Topics

- [Print Supplier Invoice](#)
- [Accept Supplier Invoice](#)

MNU.132.001

