

PROCUREMENT

INTRODUCTION TO SUPPLIER INVOICES

A Supplier Invoice is a financial transaction document issued by a Supplier to a Customer, which lists the stock or services sold. This document notes the amount payable to the Supplier as well as any applicable taxes and shipping costs.

Supplier Invoices are created once Goods 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.

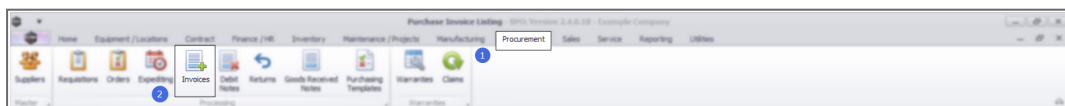
Supplier Invoices must be **accepted** to be processed in full (post to the financial system).

Deleting a supplier invoice will re-open the GRN.

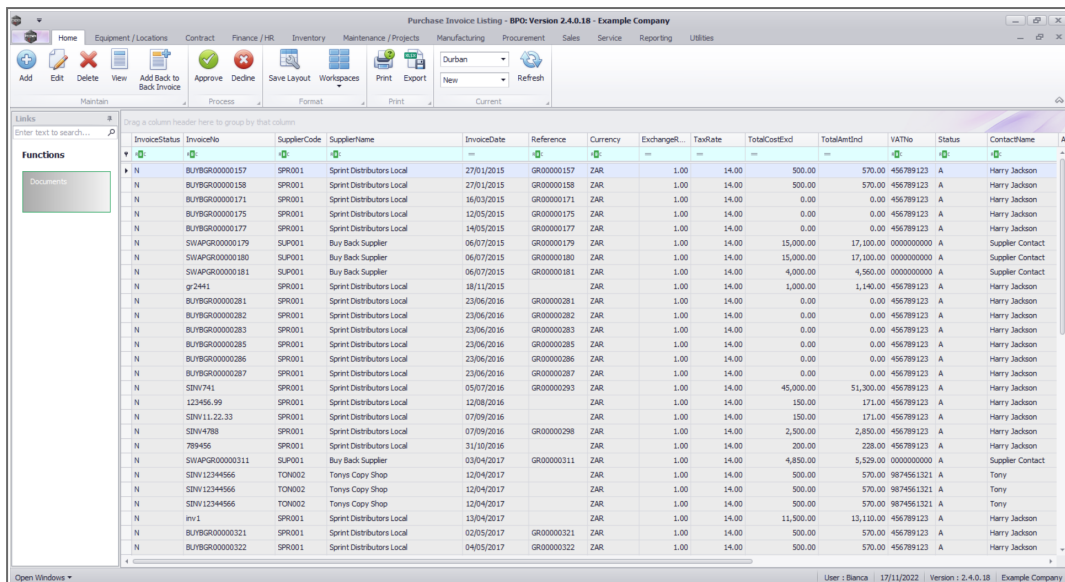
A Back to Back Supplier Invoice is a Supplier Invoice that can be created off the back of a Contract Invoice which has Fee or Meter Charges with a Third Party Finance element. These are charges invoiced to a customer that are then paid to the Supplier for services rendered.

SUPPLIER INVOICE LISTING SCREEN

Ribbon Select *Procurement > Invoices*



The **Supplier Invoices Listing** screen will be displayed.



InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExcl	TotalInclnd	VATNo	Status	ContactName
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27/01/2015	GR00000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000158	SPR001	Sprint Distributors Local	27/01/2015	GR00000158	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16/03/2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12/05/2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14/05/2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	SWAPGR00000179	SUP001	Buy Back Supplier	06/07/2015	GR00000179	ZAR	1.00	14.00	15,000.00	17,100.00	000000000	A	Supplier Contact
N	SWAPGR00000180	SUP001	Buy Back Supplier	06/07/2015	GR00000180	ZAR	1.00	14.00	15,000.00	17,100.00	000000000	A	Supplier Contact
N	SWAPGR00000181	SUP001	Buy Back Supplier	06/07/2015	GR00000181	ZAR	1.00	14.00	4,000.00	4,560.00	000000000	A	Supplier Contact
N	gr2441	SPR001	Sprint Distributors Local	18/11/2015		ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23/06/2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23/06/2016	GR00000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23/06/2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23/06/2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23/06/2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000287	SPR001	Sprint Distributors Local	23/06/2016	GR00000287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	SDW741	SPR001	Sprint Distributors Local	05/07/2016	GR00000293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson
N	123456.99	SPR001	Sprint Distributors Local	12/08/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
N	SDW11.22.33	SPR001	Sprint Distributors Local	07/09/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
N	SDW4788	SPR001	Sprint Distributors Local	07/09/2016	GR00000298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson
N	789456	SPR001	Sprint Distributors Local	21/10/2016		ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson
N	SWAPGR00000311	SUP001	Buy Back Supplier	03/04/2017	GR00000311	ZAR	1.00	14.00	4,850.00	5,329.00	000000000	A	Supplier Contact
N	SDW12344566	TON002	Tony's Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	SDW12344566	TON002	Tony's Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	SDW12344566	TON002	Tony's Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	inv1	SPR001	Sprint Distributors Local	13/04/2017		ZAR	1.00	14.00	11,500.00	13,110.00	456789123	A	Harry Jackson
N	BUYBGR00000321	SPR001	Sprint Distributors Local	02/05/2017	GR00000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000322	SPR001	Sprint Distributors Local	04/05/2017	GR00000322	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson

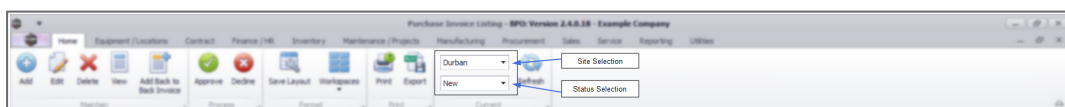
Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

Upon opening, this screen will default to the **New** status.



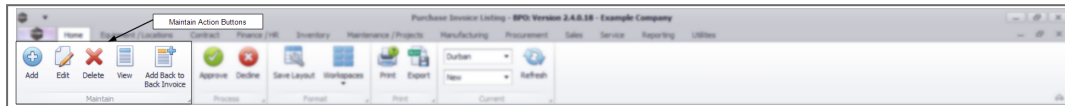
SUPPLIER INVOICE RIBBON ACTION BUTTONS

The ribbon **action** buttons will be available (bold) or unavailable (greyed out) depending on the status selection, and security right access level. The

following functionality is available from this screen:

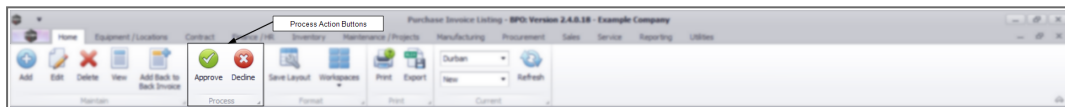
MAINTAIN BUTTONS

- Add, Edit, Delete, View, Add Back to Back Invoice



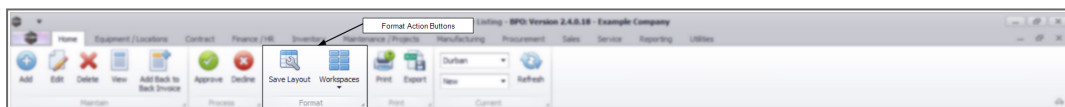
PROCESS BUTTONS

- Approve, Decline



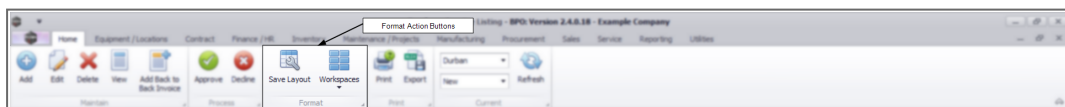
FORMAT BUTTONS

- Save Layout and Workspaces.



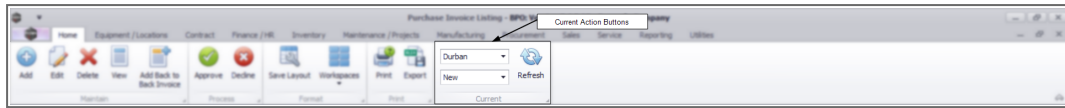
PRINT BUTTONS

- Print Supplier Invoice and Export listing to Excel.



CURRENT BUTTONS

- Site Selection, Status Selection and Refresh listing.



LINKS PANEL

FUNCTIONS

- Documents.

Related Topics

Standard Supplier Invoice

- [Supplier Invoice Intro](#)
- [Add Supplier Invoice](#)
- [Edit Supplier Invoice](#)
- [Delete Supplier Invoice](#)
- [View Supplier Invoice](#)
- [Print Supplier Invoice](#)
- [Approve Supplier Invoice](#)
- [Decline Supplier Invoice](#)
- [Supplier Invoice Documents](#)

Back to Back Supplier Invoice

- [B2B Supplier Invoice Intro](#)
- [Add B2B Supplier Invoice](#)
- Edit (same process as [Edit Supplier Invoice](#))
- Delete (same process as [Delete Supplier Invoice](#))
- View (same process as [View Supplier Invoice](#))
- Print (same process as [Print Supplier Invoice](#))
- Approve (same process as [Approve Supplier Invoice](#))
- Documents (same process as [Documents for Supplier Invoice](#))

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