

PROCUREMENT

ADD SUPPLIER INVOICE

As noted in the <u>Supplier Invoice Introduction</u>, a Supplier Invoice can be generated when <u>receiving Stock with Supplier Invoice</u> or when <u>receiving Services</u> with Supplier Invoice.

But if the Supplier sends the Invoice after the goods or services are received, you can manually create the Supplier Invoice.

Ribbon Select Procurement > Invoices



The *Supplier Invoices Listing* screen will be displayed.

Home Equipm	ent / Locations	Contract Finance / H	R Inventory	Mainte	nance / Pro	jects	Manufacturing	Pro	curement :	Sales Serv	ce Reporting	Utilities					— d
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	► N	BUYBGR00000157	SPR001	Sprint Distr	butors Loc	al l	27/01	/2015	GR00000	157 ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
	N	BUYBGR00000158	SPR001	Sprint Distr	butors Loc	al l	27/01	/2015	GR00000	158 ZAR	1.00	0 14.00	500.00	570.00	456789123	A	Harry Jackson
	N	BUYBGR00000171	SPR001	Sprint Distr	butors Loc	al l	16/03	/2015	GR00000	171 ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	BUYBGR00000175	SPR001	Sprint Distr	ibutors Loc	al I	12/05	/2015	GR00000	175 ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	BUYBGR00000177	SPR001	Sprint Distr	butors Loc	el de la companya de	14/05	/2015	GR00000	177 ZAR	1.00	0 14.00	0.00	0.00	456789123	A	Harry Jackson
	N	SWAPGR00000179	SUP001	Buy Back S	upplier		06/07	/2015	GR00000	179 ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Conta
	N	SWAPGR00000180	SUP001	Buy Back S	upplier		06/07	/2015	GR00000	180 ZAR	1.00	0 14.00	15,000.00	17,100.00	0000000000	A	Supplier Conta
	N	SWAPGR00000181	SUP001	Buy Back S	upplier		06/07	/2015	GR00000	181 ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Conta
	N	gr2441	SPR001	Sprint Distr	butors Loc	el la	18/11	/2015		ZAR	1.00	0 14.00	1,000.00	1,140.00	456789123	A	Harry Jackson
	N	BUYBGR00000281	SPR001	Sprint Distr	butors Loc	al I	23/06	/2016	GR000002	281 ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	BUYBGR00000282	SPR001	Sprint Distr	ibutors Loc	al l	23/06	/2016	GR000002	282 ZAR	1.00	0 14.00	0.00	0.00	456789123	A	Harry Jackson
	N	BUYBGR00000283	SPR001	Sprint Distr	ibutors Loc	al in the second	23/06	/2016	GR000002	283 ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	BUYBGR00000285	SPR001	Sprint Distr	ibutors Loc	al .	23/06	/2016	GR000002	285 ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	BUYBGR00000286	SPR001	Sprint Distr	butors Loc	al in the second	23/06	/2016	GR000002	286 ZAR	1.00	0 14.00	0.00	0.00	456789123	A	Harry Jackson
	N	BUYBGR00000287	SPR001	Sprint Distr	ibutors Loc	el de la companya de	23/06	/2016	GR000002	287 ZAR	1.00	0 14.00	0.00	0.00	456789123	A	Harry Jackson
	N	SINV741	SPR001	Sprint Distr	butors Loc	al in the second	05/07	/2016	GR000002	293 ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson
	N	123456.99	SPR001	Sprint Distr	ibutors Loc	al .	12/08	/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
	N	SINV11.22.33	SPR001	Sprint Distr	butors Loc	N .	07/09	/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
	N	SINV4788	SPR001	Sprint Distr	ibutors Loc	el la	07/09	/2016	GR000002	298 ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson
	N	789456	SPR001	Sprint Distr	butors Loc	al 👘	31/10	/2016		ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson
	N	SWAPGR00000311	SUP001	Buy Back S	upplier		03/04	/2017	GR000003	311 ZAR	1.00	0 14.00	4,850.00	5,529.00	0000000000	A	Supplier Conta
	N	SINV12344566	TON002	Tonys Cop	y Shop		12/04	/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
	N	SINV12344566	TON002	Tonys Cop	y Shop		12/04	/2017		ZAR	1.00	0 14.00	500.00	570.00	9874561321	A	Tony
	N	SINV12344566	TON002	Tonys Cop	y Shop		12/04	/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
	N	inv1	SPR001	Sprint Distr	ibutors Loc	al l	13/04	/2017		ZAR	1.00	0 14.00	11,500.00	13,110.00	456789123	A	Harry Jackson
	N	BUYBGR00000321	SPR001	Sprint Distr	butors Loc	N .	02/05	/2017	GR000003	321 ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
	N	BUYBGR00000322	SPR001	Sprint Distr	ibutors Loc	el la	04/05	/2017	GR000003	322 ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
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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.



ADD SUPPLIER INVOICE

• Click on the *Add* button.

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	+ N	BLYBGR00000157	SPR001	Sprint Distr	ributors Local	27	01/2015	GR00000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	
	N	BUYBGR00000158	SPR001		ributors Local		01/2015	GR00000158	ZAR	1.00		500.00		456789123		Harry Jackson	
	N	BUYBGR00000171	SPR001		ributors Local		03/2015	GR00000171	ZAR	1.00				456789123		Harry Jackson	
	N	BUYBGR00000175	SPR001	Sprint Distr	ributors Local	12	05/2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BUYBGR00000177	SPR001	Sprint Distr	ributors Local	14	05/2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	SWAPGR00000179	SUP001	Buy Back S	upplier	06	07/2015	GR00000179	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contact	į
	N	SWAPGR00000180	SUP001	Buy Back S	upplier	06	07/2015	GR00000180	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contact	į
	N	SWAPGR00000181	SUP001	Buy Back S	upplier	06	07/2015	GR00000181	ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Contact	5
	N	gr2441	SPR001	Sprint Distr	ributors Local	18,	11/2015		ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson	
	N	BUYBGR00000281	SPR001	Sprint Distr	ributors Local	23	06/2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BUYBGR00000282	SPR001	Sprint Distr	ributors Local	23	06/2016	GR00000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BUYBGR00000283	SPR001	Sprint Distr	ributors Local	23	06/2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BUYBGR00000285	SPR001	Sprint Distr	ributors Local	23	06/2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BUYBGR00000286	SPR001	Sprint Distr	ributors Local	23	06/2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BUYBGR00000287	SPR001	Sprint Distr	ributors Local	23	06/2016	GR00000287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	SDW741	SPR001	Sprint Distr	ributors 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 Distr	ributors Local	12	08/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	
	N	SINV11.22.33	SPR001	Sprint Distr	ributors Local	07	09/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	
	N	SINV4788	SPR001	Sprint Distr	ributors Local	07	09/2016	GR00000298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	Α	Harry Jackson	
	N	789456	SPR001	Sprint Distr	ributors Local	31	10/2016		ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson	
	N	SWAPGR00000311	SUP001	Buy Back S	upplier	03	04/2017	GR00000311	ZAR	1.00	14.00	4,850.00	5,529.00	0000000000	Α	Supplier Contact	;
	N	SINV12344566	TON002	Tonys Cop	y Shop	12	04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
	N	SINV12344566	TON002	Tonys Cop	y Shop	12,	04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
	N	SINV12344566	TON002	Tonys Cop	y Shop	12	04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
	N	inv1	SPR001	Sprint Distr	ributors Local	13	04/2017		ZAR	1.00	14.00	11,500.00	13,110.00	456789123	Α	Harry Jackson	
	N	BUYBGR00000321	SPR001	Sprint Distr	ributors Local	02	05/2017	GR00000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	
	N	BUYBGR00000322	SPR001	Sprint Distr	ributors Local	04	05/2017	GR00000322	ZAR	1.00	14.00	500.00	570.00	456789123	Α	Harry Jackson	

The *Supplier Invoice maintain* screen will be displayed.

• Search for and select the *Supplier*



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SUPPLIER INVOICE HEADER

The *Supplier Invoice header* fields will populate with the Supplier Details and Supplier Invoice Date.

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• Search for and select the *GRN No.*. This list will only display GRNs that are available for generating a Supplier Invoice.

Tips:



- The Invoice from the Supplier will usually note the corresponding Purchase Order number, which you can use to filter the list if you don't have the GRN number handy.
- If the GRN does not display in the list, then either the GRN has not been created yet, or the Supplier Invoice has already been created. You can use the *Supplier Invoice Match* Report In <u>Report-</u> ing to see where this order is in the process.

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			DSGR	R00000482	ST	PO0000244	SPR001	Sprint Distributors Local	06/09/2018	00:00:00	PO0000244	N			
			DSGR	200000487	ST	PO0000432	SPR001	Sprint Distributors Local	07/09/2018	00:00:00	PO0000432	N			
			DSGR	200000489	ST	PO0000185	SPR001	Sprint Distributors Local	11/09/2018	00:00:00	PO0000185	N			
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This will populate the *GRN No.* field and the *Supplier Invoice Items* and *Totals*.

• Search for and select the *Supplier*



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Forest Hills	Email harry@em	email.co.za			
New Town	Contact Name John Mart	rtin			
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South Africa	Reference PO000047	473			
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				Sub Total	700.00
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Supplier Invoice Number

• Type in the *Invoice No.* from the Supplier.

Note You can create Multiple Supplier Invoices per GRN, but the Supplier Invoice number must be unique.

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New Town Contact Name John Martin	
Postal Code 1234 VAT No 456789123	
South Africa Reference P0000473	
Currency ZAR Exchange L0000 Tax Rate 15.00	

Exchange Rate

If this is a *Foreign Currency Supplier*, then it will be a good idea to check that the *Exchange Rate* is correctly set. The value that is populated by default is pulled from the configured <u>Exchange Rates</u>, which should ideally be updated every morning.



• You can override the *Exchange Rate* by typing it in here.

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	Ad	dress 685 Forest Gro	ve Road		Phone	031 147 1234						
		Forest Hills			Email	harry@email.co.za						
		New Town			Contact Name	John Martin						
	Postal	Code 1234			VAT No	456789123						
		South Africa			Reference	PO0000473						
	Cur	rency ZAR	Exchange 1.0000		Tax Rate	15.00						

Reference

The *Reference* number is populated with the *Reference Number* from the Goods Received Note when the *GRN* is selected for Stock GRNs, which usually the **Purchase Order number** (if this was not changed manually). For *Non Stock GRNs* there is no **Reference Number** field, so the system will fetch an auto-populate this with the orginating **Purchase Order** number. You can change or add to this reference, if required, by typing into the field.

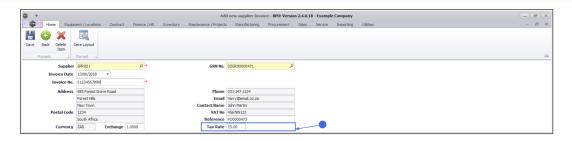
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	Forest Hills		harry@email.co.za			
	New Town	Contact Name	John Martin			
Postal Code	1234	VAT No	456789123			
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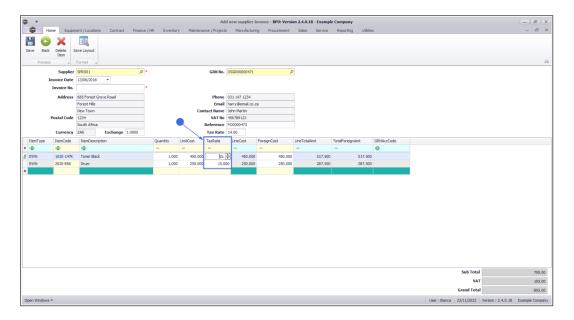
Tax Rate

The *Tax Rate* percentage is populated when the Supplier is selected and is retrieved from the <u>Supplier detail</u>. This value can be changed, but does not update the line items.

• If a Tax Rate percentage change occurred, and the Supplier detail has not been updated, or if the Supplier Invoice was created prior to said change, you can update the tax rate on the individual line items.







SUPPLIER INVOICE ITEMS

The Supplier Invoice on BPO should match the Invoice from the Supplier, so make sure to check that all items exist and that all quantities and costs are correct.

Line Item Cost

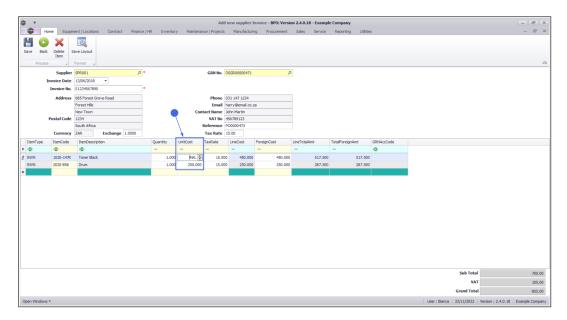
Pricing may have changed between the time the Purchase Order was created and receiving the Supplier Invoice. If the Supplier Invoice is received at the same time as the GRN, the unit costs can be updated when receiving the goods or services and this value will pull through to the Supplier Invoice.



However, in this instance, we are creating the Supplier Invoice after the GRN has been processed. Therefore, checking these costs against the Invoice from the Supplier is important.

Financial Posting Note:

- The value difference between the cost of the item on the GRN and Supplier Invoice will post to the Supplier Variance account via the <u>SIVA driver</u> when the Supplier Invoice is <u>Approved</u>.
- Type in the correct *UnitCost* where a change has occurred.



Partial Supplier Invoice

The Supplier may Invoice some of the goods or services received, and send another invoice for the remaining items. If this is the case, you can change the quantities or remove lines. Once the remainder of the items have been Invoice by the Supplier, you can create a another Supplier Invoice for these remaining items.



Partial Quantities

You can change the *Quantity* to less than the GRN amount, if necessary.

• Type in or use the arrows to adjust the quantity to match the Invoice from the Supplier.

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Increasing Quantities

You can change the *Quantity* to more than the GRN amount, if necessary, but you will need to create a Stock Adjustment in order to match the Supplier Invoice.

• Type in or use the arrows to adjust the quantity to match the Invoice from the Supplier.



	Add new supplier Invoice - BPO: Version 2.5.1.4 - Example Company	
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Supplier SPR001	ρ • GRN No. DSGR00000482 ρ	
Invoice Date 06/09/2018 -		
Invoice No. 5987654321	•	
Address 685 Forest Grove Road	Phone 031 147 1234	
Forest Hills	Email harry@email.co.za	
New Town	Contact Name John Martin	
Postal Code 1234	VAT No 456789123	
South Africa	Reference PO0000244	
Currency ZAR Exchange 1.0000		
ItemType ItemCode ItemDescription	Quantity UnitCost TaxRate LineCost ForeignCost LineTotalAmt TotalForeignAmt GRNAcc	Code
10: 10: 10:	0	
INVN 2020-147K Black toner SP2020	2 🗘 450.000 15.000 900.000 450.000 1,035.000 1,035.000	

Partial Line Items

You can *Delete Line Items*, if necessary.

- Select the line of the item to be removed.
- Click on the *Delete* button.

Note Double check that you are removing the correct line, especially where multiple Serialized Items or Batches exist, but at different costs.



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INVN	204-147		1.00					402.500					
INVN	204-147	SP204 Black Toner	1.00	350.000	15.00	0 350.000	350.000	402.500	402.500				
											Sub Total		700.0
											VAT		105.00
											VAT Grand Total		105.00

A message box will come up asking: *Are you sure you want to remove this line from the invoice?*

• Click on the **Yes** button.

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	Invoice No									
		685 Forest Grove Road			Phone	031 147 1234				
	Addres	Forest Hills				harry@email.co.za				
		New Town		Co	ntact Name					
	Postal Cod	e 1234			VAT No	456789123				
		South Africa			Reference	PO0000216				
	Currenc	y ZAR Exchange 1.0000			Tax Rate	15.00				
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									Sub Total	700.00
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										805.00
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Check Totals

Do a final comparison against the Sub Total, VAT and Grand Total against those on the Invoice from the Supplier.

SAVE SUPPLIER INVOICE

Once you have ensured that all the Supplier Invoice details are correct, you can save.

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		51234567890												
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	Address	685 Forest Grove Road Forest Hills				031 147 1234 harry@email.co		-						
		New Town		60	ntact Name		-20	-						
	Postal Code					456789123		-						
		South Africa			Reference									
	Currency	ZAR Exchange 1.0000			Tax Rate	15.00								
ItemTyp	pe ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode				
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► INVN	2020-1476	Black toner SP2020	2.00	450.000	15.00	0 900.00	450.000	1,035.000	1,035.00	10				
*														
												Sub Total		900.00
												VAT		135.00
												Grand Total		1,035.00
Open Win	dows -										User : Blanca	22/11/2022	Version : 2.4.0.18 Examp	le Company

• Click on the *Save* button.

A message box will come up asking: Is the GRN No. fully invoiced?

If this is a Partial Supplier Invoice, then select No, otherwise select Yes.



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	Home Equip	ment / Locations Cont	ract Finance / H	R Inventor	/ Mainteni	ance / Projects	Manuf	acturing Procurement	Sales Service	Reporting Utili	ties				_ & ×
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	Invoice No.	S1234567890	•												
	Address	685 Forest Grove Road				Phone	031 147 12	34							
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										,					
													Sub Total		900.00
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												G	rand Total		1,035.00
Open Windo	ws 🕶											User : Blanca 22,	2/11/2022	Version : 2.4.0.18	Example Company

If quantities were changed change, a message box will come up noting: *The quantity of items on the Supplier Invoice is different from the quantity of items on the corresponding GRN for Item Code [part number] on row [row number], a manual adjustment is necessary to bring these items (into/out of) stock. Is this correct?*

 Click on the Yes button, if you are sure. Else select No to stop the save process, and correct the relevant quantities.

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Home Equipment / Locations	Contract Finance / HR Inventory Maintenance / Project	s Manufacturing Procurement Sales Se	ervice Reporting Utilities		_ & ×
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Process A Format A					\$
Supplier SPR001	e * GRN No.	GR00000157			
	•				
Invoice No. BUYBGR00000157	•				
Address 685 Forest Grove	Road Phone	031 147 1234			
Forest Hills		harry@email.co.za			
Postal Code 1234	Contact Name VAT No	John Martin 456789123			
South Africa		GR00000157			
Currency ZAR E	xchange 1.0000 Tax Rate	15.00			
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				Sub Total	1,000.00
				VAT	150.00
				Grand Total	1,150.00
Open Windows 🕶				User : Bianca 01/12/2022	Version : 2.4.0.18 Example Company



A message box will come up noting: *Invoice No. [invoice number] saved successfully.*

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- Click on the *Ok* button.

PRINT SUPPLIER INVOICE

A message box will come up asking: *Do you want to print the invoice [invoice number]?*

 Click on *Yes* if you would like to print. This will bring up the Print Preview.



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-	Home Equips	nent / Locations Contract Finance /	/HR Inventory Maint	enance / Projects	Manufact	uring Procurement	Sales Service	Reporting	Utilities		_ & ×
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	Supplier			GRN No.	DSGR0000051	ر 7	D				
	Invoice Date										
		\$1234567890 *									
	Address	685 Forest Grove Road			031 147 1234						
		Forest Hills			harry@email.c	o.za					
		New Town		Contact Name							
	Postal Code	1234 South Africa		VAT No Reference	456789123						
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										VAT	
											135.00
										Grand Total	1,035.00
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From here you can View, Print, Export or Email the purchase Order.

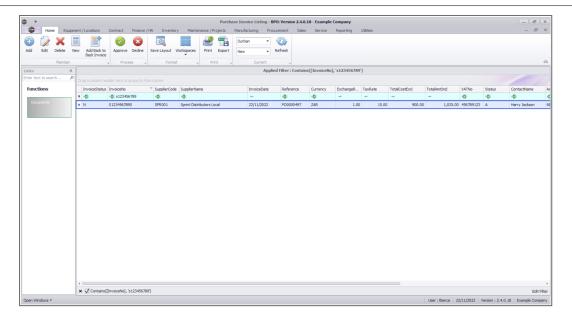
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	Supplier Invoice	
	Example Company Street No and Road Name PO Box 1234	
	Street No and Road Name PO Box 1234 Area New Town	
Company Logo	City Durban	
	South Africa South Africa	
	0000 1234	
	Reg No.: 0000000asa4521 Fax No.: 031 12 4545	
	VATNo.: 0000000 Tel No.: 031 123 4567	
	Document Ref.: \$1234567890	
	Date: 22/11/2022 00:00:00	
	Reference: P00000497 GRN No.: DSGR00000517	
	GRN NO.: DSGR00000517	
Supplier Details :		
Name : Sprint Distributors Local VAT No. : 456789123	Postal Address : 685 Forest Grove Road Forest Hills	
Currency: ZAR	NewTown	
	1234	
	South Africa	U
Item Code Item Description	Serial No. Quantity Unit Price Net Price Total	
2020-147K Black toner 5P2020	2.00 450.00 900.00 1,035.00	
e Developit	1002	
Page 1 of 1	100% 💬 —	

• Close the *Print Preview* when done.

VIEW SUPPLIER INVOICE

The new Supplier Invoice will display in the Supplier Invoice listing screen. If you do not see it, then click on the Refresh button.





The Supplier Invoice must be <u>Approved</u> in order to post the financial transaction.

Financial Posting Note:

• The financial transaction will post via the <u>SINV driver</u> when the Supplier Invoice is <u>Approved</u>.

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 <u>Approve Supplier Invoice</u>)
- Documents (same process as **Documents for Supplier Invoice**)

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