

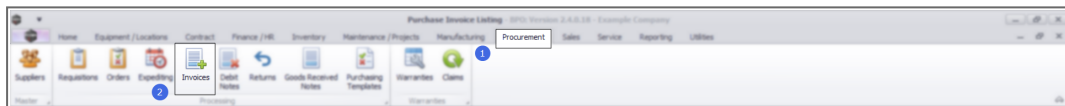
## PROCUREMENT

### ADD SUPPLIER INVOICE

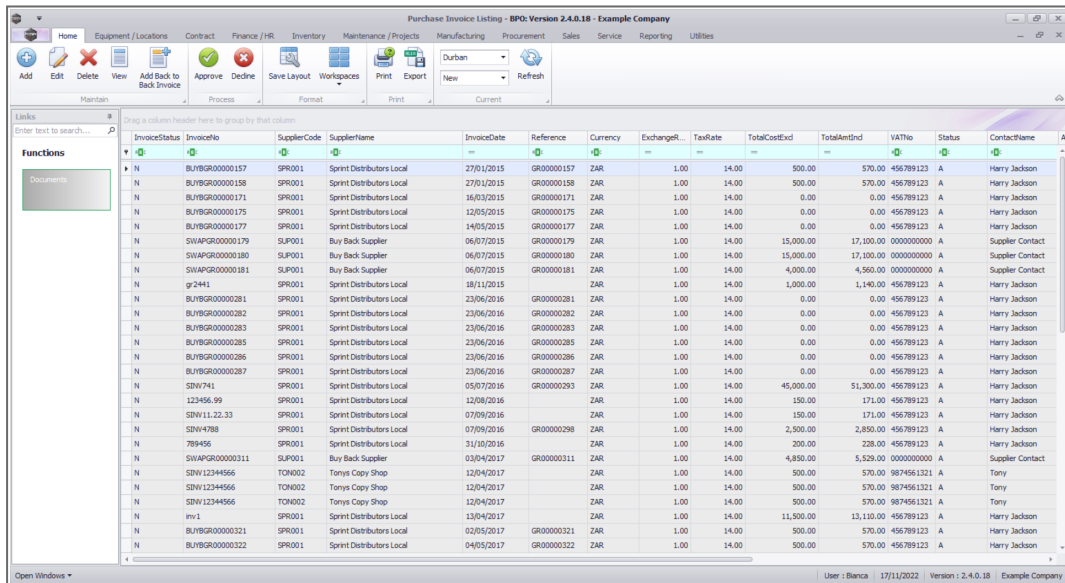
As noted in the [Supplier Invoice Introduction](#), a Supplier Invoice can be generated when [receiving Stock with Supplier Invoice](#) or when [receiving Services with Supplier Invoice](#).

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.



InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExcl	TotalAmtExcl	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	31/10/2016		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	4,800.00	5,520.00	000000000	A	Supplier Contact
N	SDW12344566	TOM002	Tony's Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	SDW12344566	TOM002	Tony's Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	SDW12344566	TOM002	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

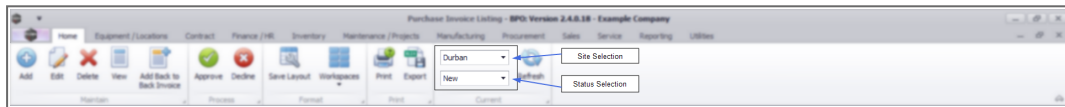
**Select the Site**

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.

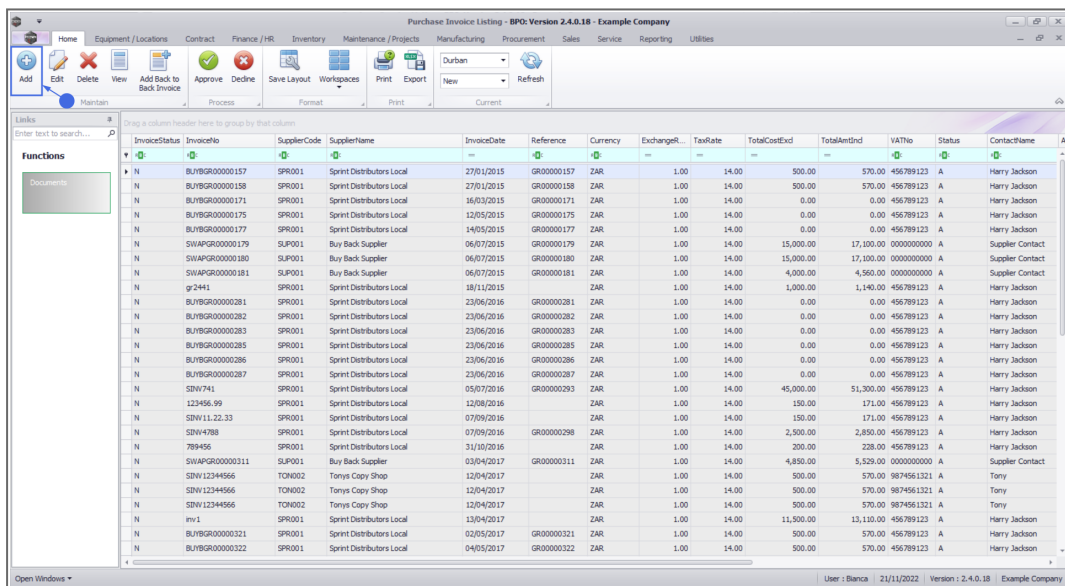
If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

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



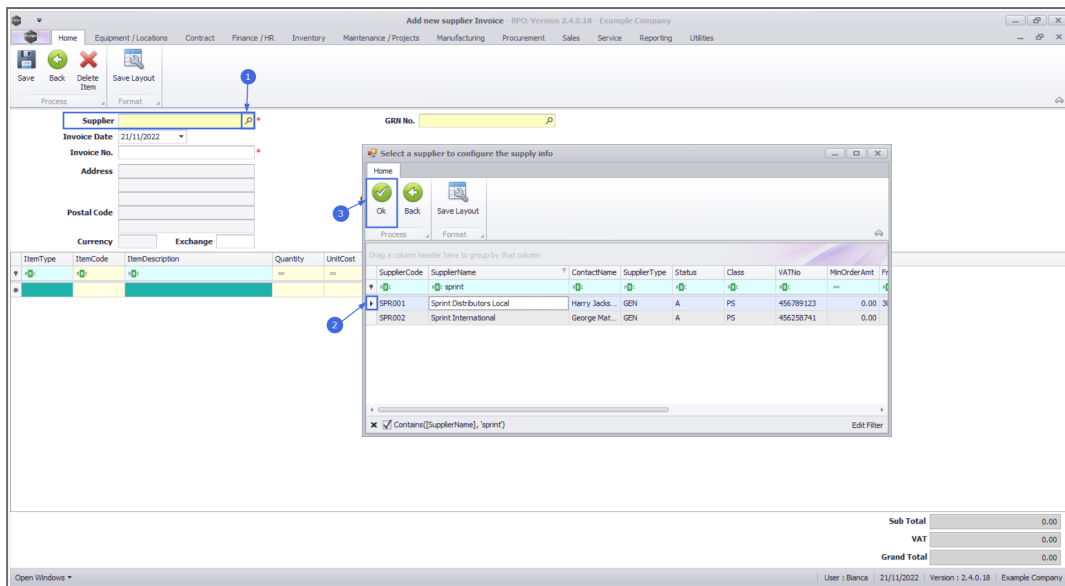
## ADD SUPPLIER INVOICE

- Click on the **Add** button.



The **Supplier Invoice maintain** screen will be displayed.

- Search for and select the **Supplier**



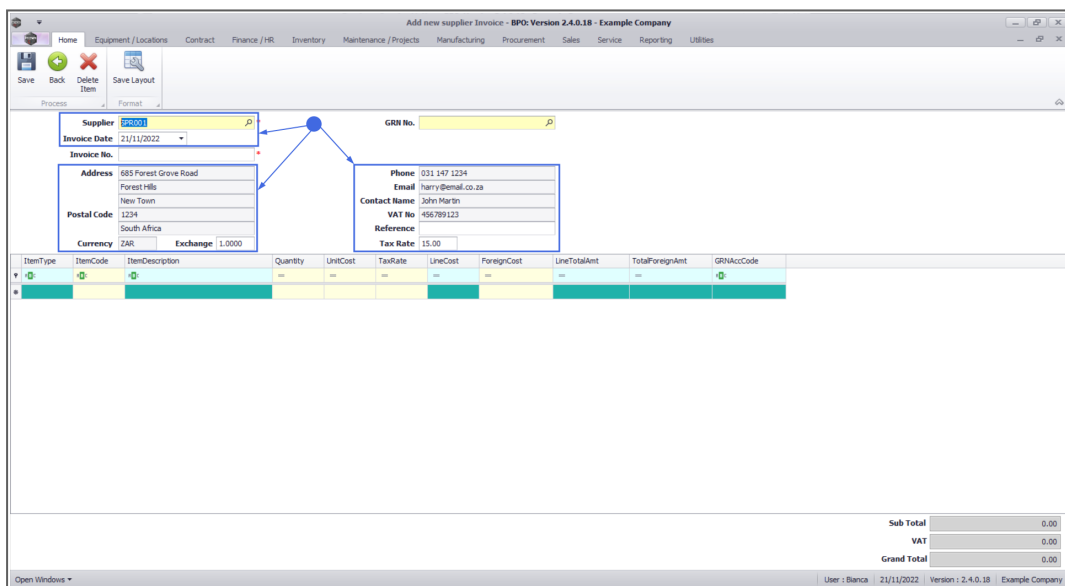
The screenshot shows the 'Add new supplier Invoice' window. A modal titled 'Select a supplier to configure the supply info' is open, displaying a table of suppliers. The main window has fields for Supplier, Invoice Date, Invoice No., Address, Postal Code, Currency, and Exchange. The modal table lists suppliers with columns for Supplier Code, Supplier Name, Contact Name, Supplier Type, Status, Class, VAT No, and Min Order Amt.

Supplier Code	Supplier Name	Contact Name	Supplier Type	Status	Class	VAT No	Min Order Amt
SPR001	Sprint Distributors Local	Harry Jads...	GEN	A	PS	456789123	0.00
SPR002	Sprint International	George Mat...	GEN	A	PS	456258741	0.00

Sub Total: 0.00  
VAT: 0.00  
Grand Total: 0.00

## SUPPLIER INVOICE HEADER

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



The screenshot shows the 'Add new supplier Invoice' window with the header fields populated. The Supplier field is set to 'SPR001'. The Invoice Date is '21/11/2022'. The Address field is populated with '685 Forest Grove Road, Forest Hills, New Town, 1234, South Africa'. The Phone field is '031 147 1234', Email is 'harry@email.co.za', Contact Name is 'John Martin', VAT No is '456789123', and Reference is '15.00'.

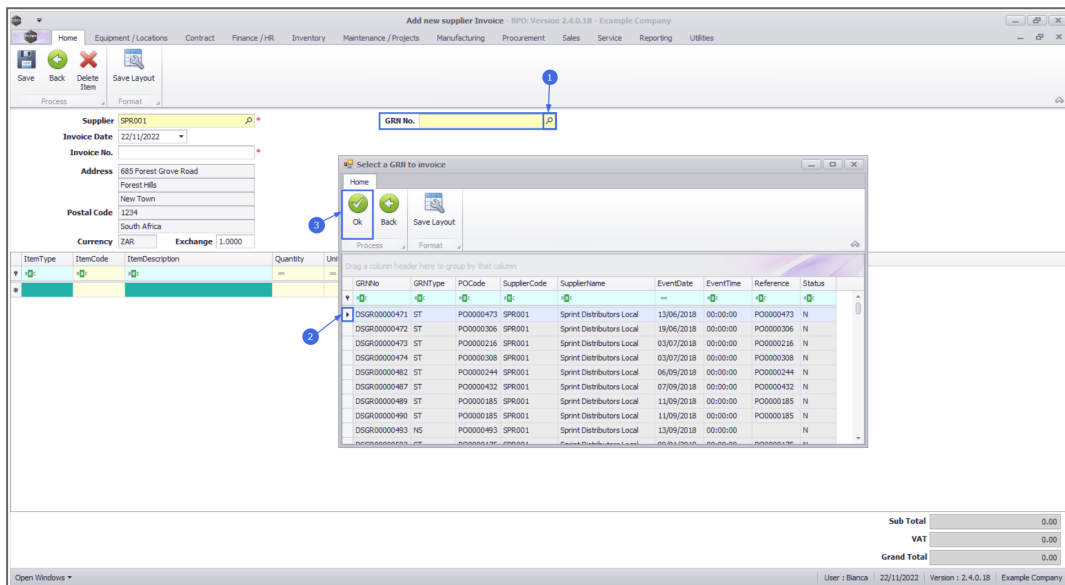
Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN Acc Code

Sub Total: 0.00  
VAT: 0.00  
Grand Total: 0.00

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

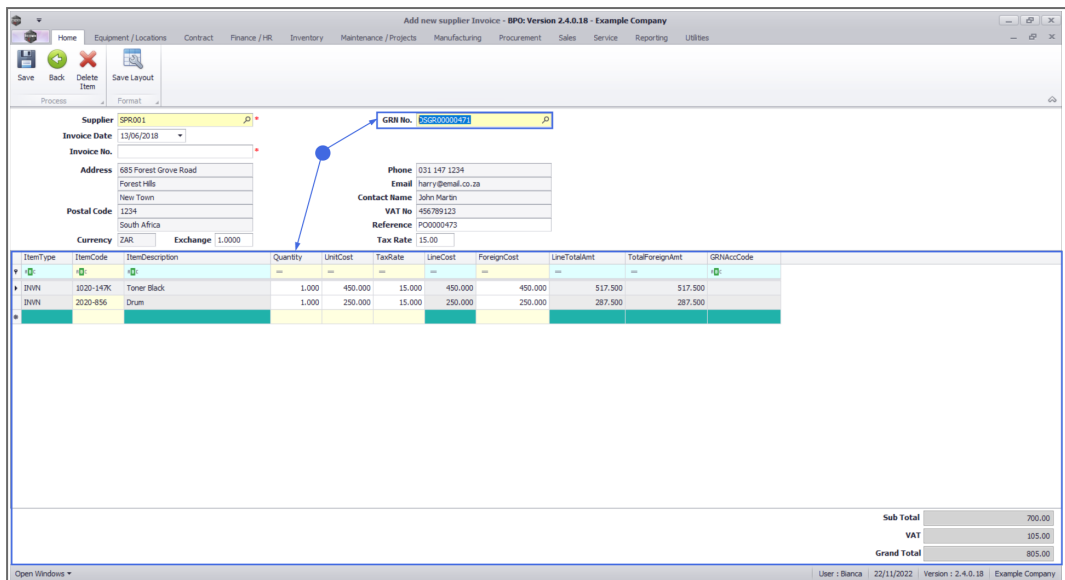
**Tips:**

- 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 [Reporting](#) to see where this order is in the process.



This will populate the **GRN No.** field and the **Supplier Invoice Items** and **Totals**.

- Search for and select the **Supplier**

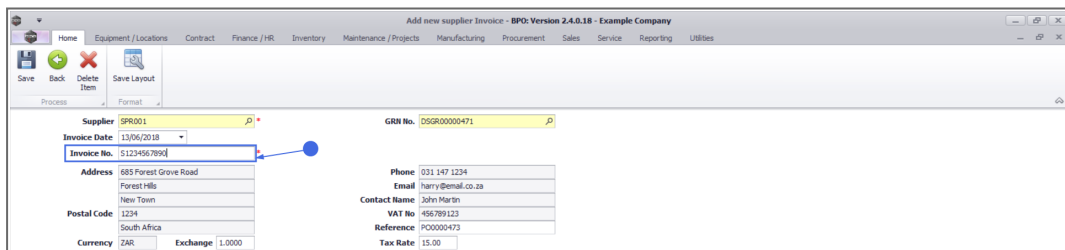


## Supplier Invoice Number

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



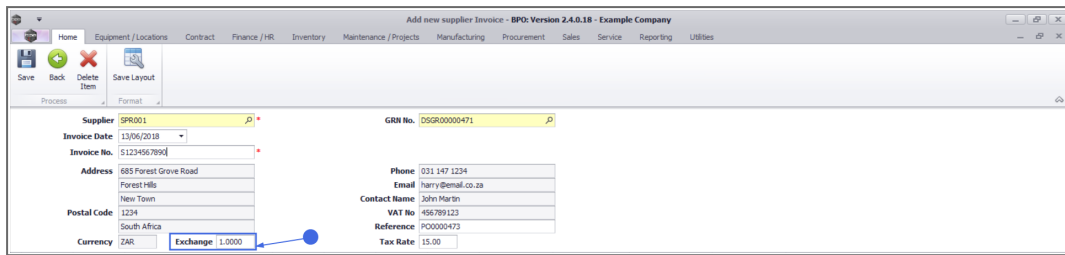
Note You can create Multiple Supplier Invoices per GRN, but the Supplier Invoice number must be unique.



## 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 [Exchange Rates](#), which should ideally be updated every morning.

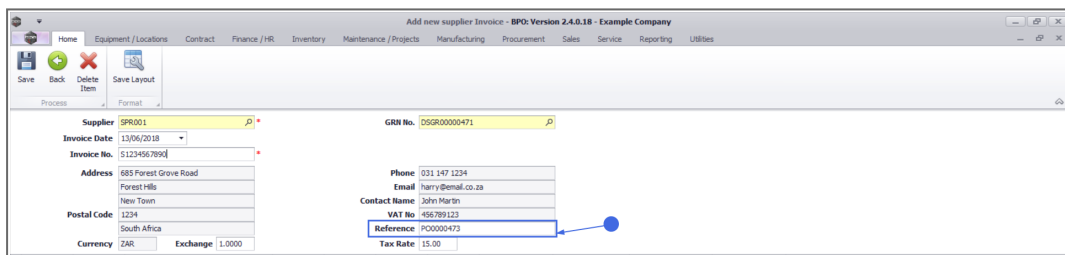
- You can override the **Exchange Rate** by typing it in here.



The screenshot shows the 'Add new supplier Invoice' form. The 'Exchange' field is highlighted with a blue arrow, indicating it can be overridden. The form includes fields for Supplier (SPR001), GRN No. (05GR00000471), Invoice Date (13/06/2018), Invoice No. (5123456789), Address (685 Forest Grove Road, Forest Hills, New Town, 1234, South Africa), Currency (ZAR), Phone (031 147 1234), Email (harry@emal.co.za), Contact Name (John Martin), VAT No (456789123), Reference (PO0000473), and 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 originating **Purchase Order** number. You can change or add to this reference, if required, by typing into the field.



The screenshot shows the 'Add new supplier Invoice' form. The 'Reference' field is highlighted with a blue arrow, indicating it can be changed or added to. The form includes fields for Supplier (SPR001), GRN No. (05GR00000471), Invoice Date (13/06/2018), Invoice No. (5123456789), Address (685 Forest Grove Road, Forest Hills, New Town, 1234, South Africa), Currency (ZAR), Exchange (1.0000), Phone (031 147 1234), Email (harry@emal.co.za), Contact Name (John Martin), VAT No (456789123), Reference (PO0000473), and Tax Rate (15.00).

## Tax Rate

The **Tax Rate** percentage is populated when the Supplier is selected and is retrieved from the [Supplier detail](#). 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.

Add new supplier Invoice - BPO: Version 2.4.0.18 - Example Company

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

Save Back Delete Save Layout

Process Format

Supplier: SPR001 GRN No.: DSGR00000471

Invoice Date: 13/06/2018

Invoice No.: S123456789

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: PO0000473

Currency: ZAR Exchange: 1.0000

Tax Rate: 15.00

Add new supplier Invoice - BPO: Version 2.4.0.18 - Example Company

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

Save Back Delete Save Layout

Process Format

Supplier: SPR001 GRN No.: DSGR00000471

Invoice Date: 13/06/2018

Invoice No.: S123456789

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: PO0000473

Currency: ZAR Exchange: 1.0000

Tax Rate: 14.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
#	JNIN	1020-147K Toner Black	1.000	450.000	15.00	450.000	450.000	517.500	517.500	
#	JNIN	2020-856 Drum	1.000	250.000	15.000	250.000	250.000	287.500	287.500	

Sub Total: 700.00  
VAT: 105.00  
Grand Total: 805.00

Open Windows User: Bianca 22/11/2022 Version: 2.4.0.18 Example Company

## 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.

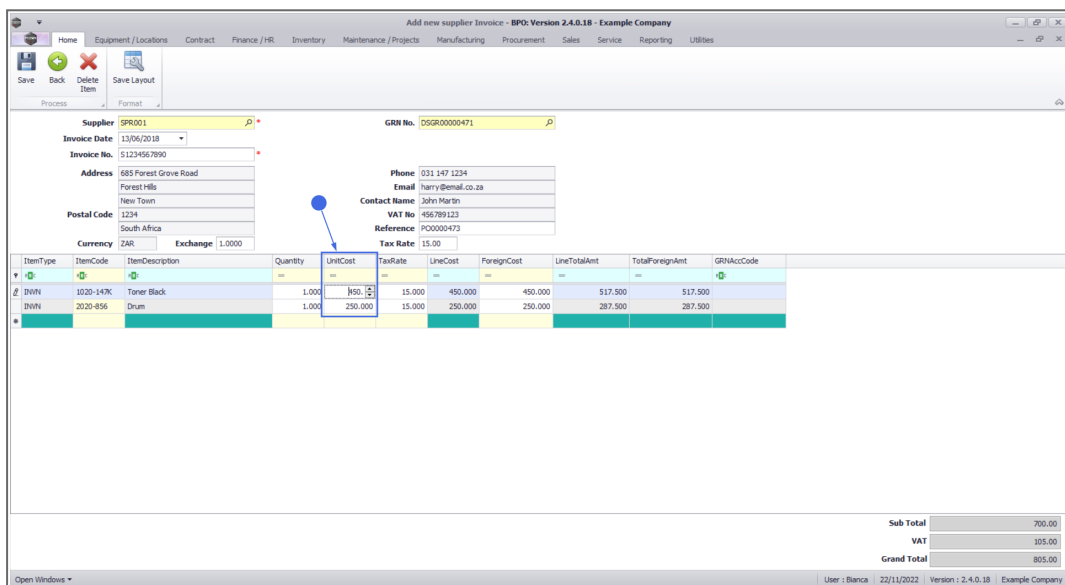
### Line Item Cost

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 SIVA driver when the Supplier Invoice is Approved.
- Type in the correct **UnitCost** where a change has occurred.



Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN Acc Code
INVT	1020-147K	Toner Black	1,000	150.00	15.000	150,000	450,000	517,500	517,500	
INVT	2020-856	Drum	1,000	250.00	15.000	250,000	250,000	287,500	287,500	

Sub Total	700.00
VAT	105.00
Grand Total	805.00

### Partial Supplier Invoice

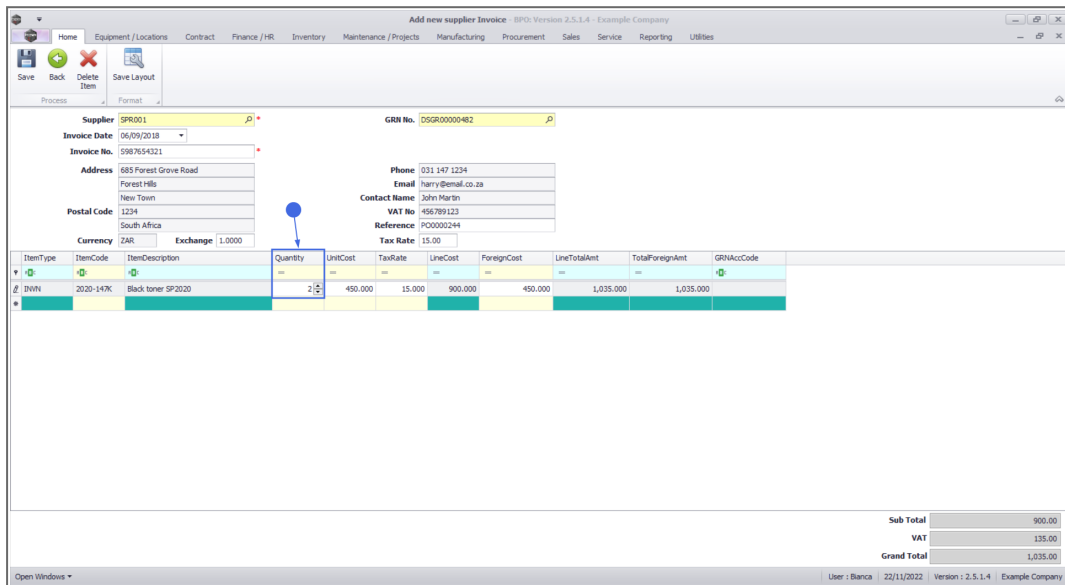
The Supplier may Invoice some of the goods or services received, and send another invoice for the remaining items. If this is the case, you can change the quantities or remove lines. Once the remainder of the items have been Invoice by the Supplier, you can create a another Supplier Invoice for these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



Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN Code
#	2020-147K	Black toner SP2020	2	450.000	15.000	900.000	450.000	1,035.000	1,035.000	

Sub Total	900.00
VAT	135.00
Grand Total	1,035.00

## 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

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

Save Back Delete Save Layout

Supplier: SPR001 GRN No.: DSGR00000482

Invoice Date: 06/09/2018 Invoice No.: 5987654321

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

Phone: 031 147 1234 Email: harry@emal.co.za Contact Name: John Martin VAT No: 456789123 Reference: PO0000244 Tax Rate: 15.00

Currency: ZAR Exchange: 1.0000

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNaccCode
#	BNVH	2020-147K Black toner SP2020	2	450.000	15.000	900.000	450.000	1,035.000	1,035.000	

Sub Total: 900.00  
VAT: 135.00  
Grand Total: 1,035.00

Open Windows User: Bianca 22/11/2022 Version: 2.5.1.4 Example Company

## 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.

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

Save Back Delete Item Save Layout

Supplier: SPR001 GRN No.: DSGR00000473

Invoice Date: 03/07/2018

Invoice No.:

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: PO0000216, Tax Rate: 15.00

Currency: ZAR Exchange: 1.0000

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
INVN	204-147K	SP204 Black Toner	1.000	350.000	15.000	350.000	350.000	402.500	402.500	
INVN	204-147K	SP204 Black Toner	1.000	350.000	15.000	350.000	350.000	402.500	402.500	

Sub Total: 700.00  
VAT: 105.00  
Grand Total: 805.00

User: Bianca 22/11/2022 Version: 2.4.0.18 Example Company

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

- Click on the **Yes** button.

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

Save Back Delete Item Save Layout

Supplier: SPR001 GRN No.: DSGR00000473

Invoice Date: 03/07/2018

Invoice No.:

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: PO0000216, Tax Rate: 15.00

Currency: ZAR Exchange: 1.0000

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
INVN	204-147K	SP204 Black Toner	1.000	350.000	15.000	350.000	350.000	402.500	402.500	
INVN	204-147K	SP204 Black Toner	1.000	350.000	15.000	350.000	350.000	402.500	402.500	

Confirm delete line  
Are you sure you want to remove this line from the invoice?  
Yes No

Sub Total: 700.00  
VAT: 105.00  
Grand Total: 805.00

User: Bianca 22/11/2022 Version: 2.4.0.18 Example Company

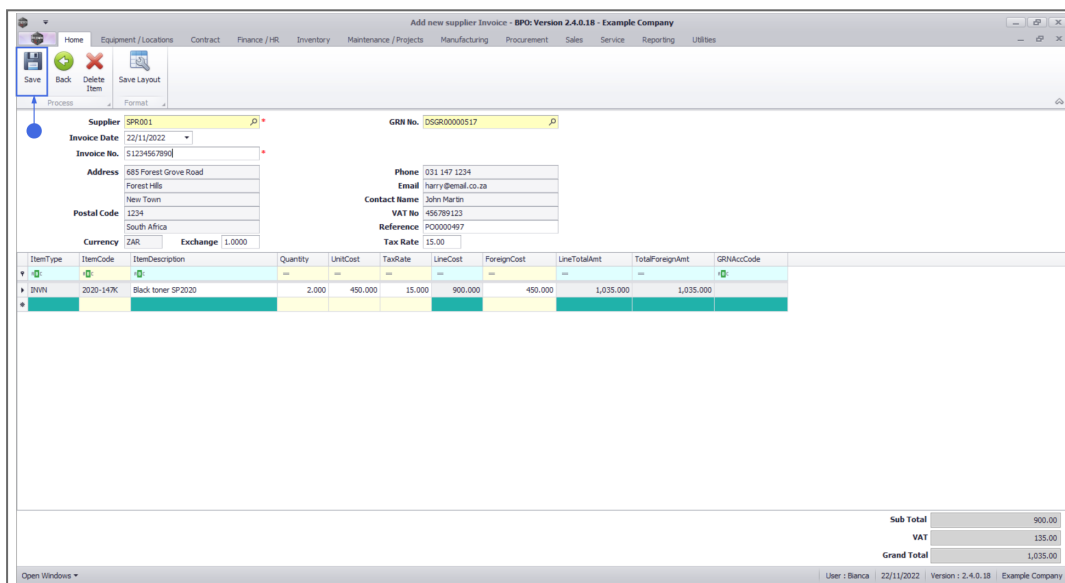
## Check Totals

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.

- Click on the **Save** button.

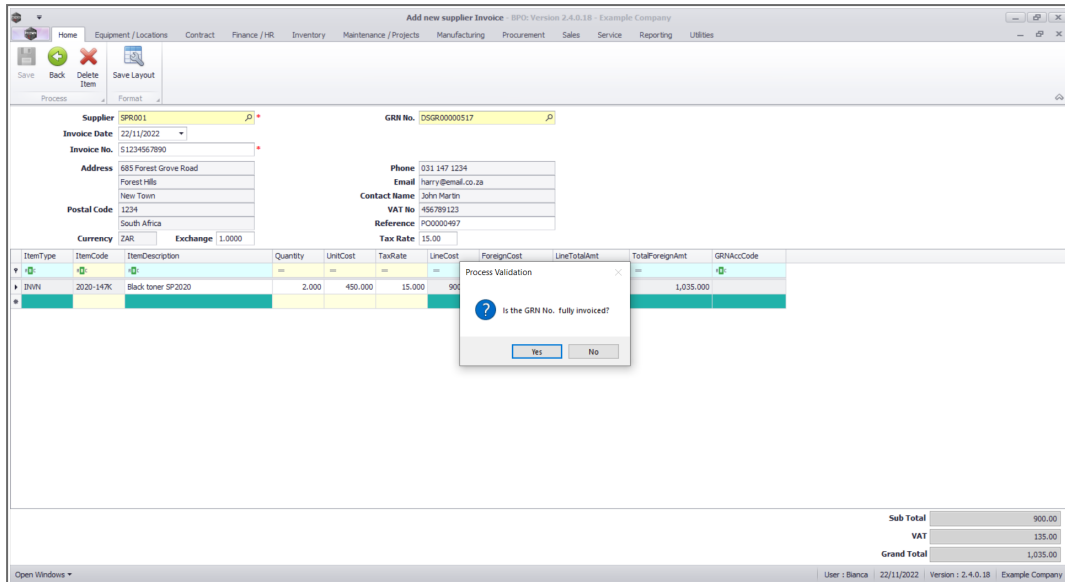


ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
INVIN	2020-147K	Black toner SP2020	2,000	450,000	15,000	900,000	450,000	1,035,000	1,035,000	

Sub Total	900.00
VAT	135.00
Grand Total	1,035.00

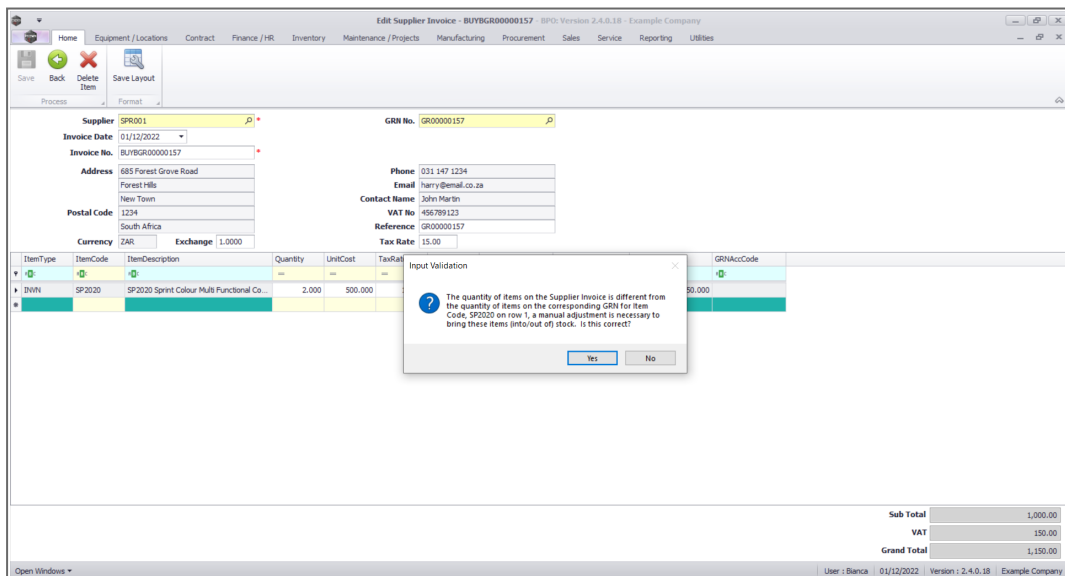
A message box will come up asking: **Is the GRN No. fully invoiced?**

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



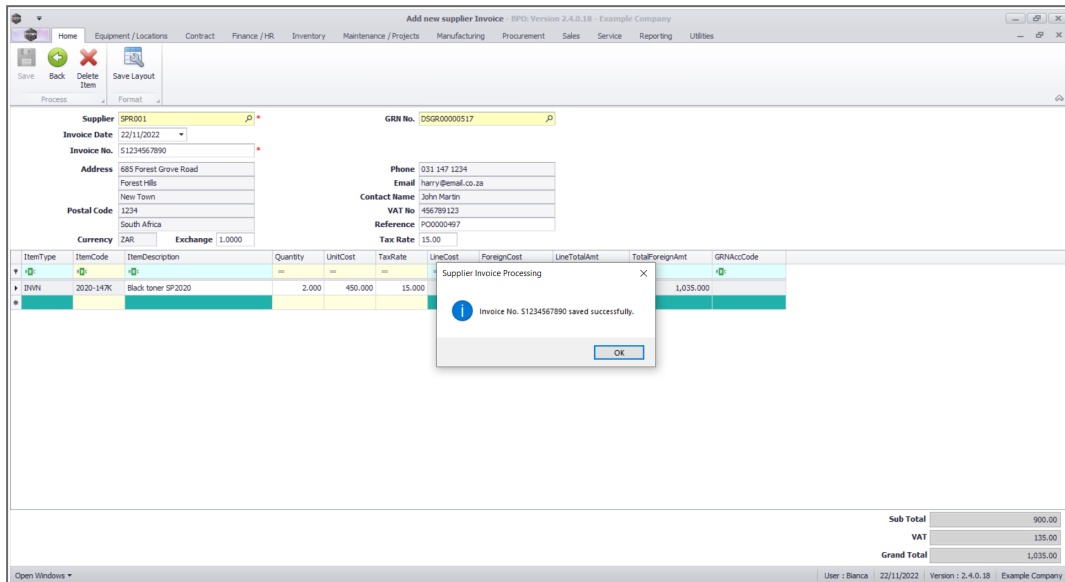
If quantities were changed change, a message box will come up noting: ***The quantity of items on the Supplier Invoice is different from the quantity of items on the corresponding GRN for Item Code [part number] on row [row number], a manual adjustment is necessary to bring these items (into/out of)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



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

- 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.

Add new supplier Invoice - BPD: Version 2.4.0.18 - Example Company

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

Save Back Delete Save Layout

Supplier: SPR001 GRN No.: DSGR00000517

Invoice Date: 22/11/2022 Invoice No.: 51234567890

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

Phone: 031 147 1234 Email: harry@emal.co.za Contact Name: John Martin VAT No.: 456789123 Reference: PO0000497 Tax Rate: 15.00

Currency: ZAR Exchange: 1.0000

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAnt	TotalForeignAnt	GRNAccCode
BNVNI	2020-147K	Black toner SP2020	2.000	450.000	15.000				1,035.000	

Report Generation

Do you want to print the invoice 51234567890?

Yes No

Sub Total: 900.00 VAT: 135.00 Grand Total: 1,035.00

User: Bianca 22/11/2022 Version: 2.4.0.18 Example Company

From here you can View, Print, Export or Email the purchase Order.

- Close the **Print Preview** when done.

Preview

File View Background

Supplier Invoice

Example Company

Street/No and Road Name: PO Box 1234, Area: New Town, City: Durban, South Africa, 1234, Reg No.: 00000000000000000000, VAT No.: 00000000, Fax No.: 031 12 4545, Tel No.: 031 123 4567

Document Ref.: S1234567890 Date: 22/11/2022 00:00:00 Reference: PO0000497 GRN No.: DSGR00000517

Supplier Details:

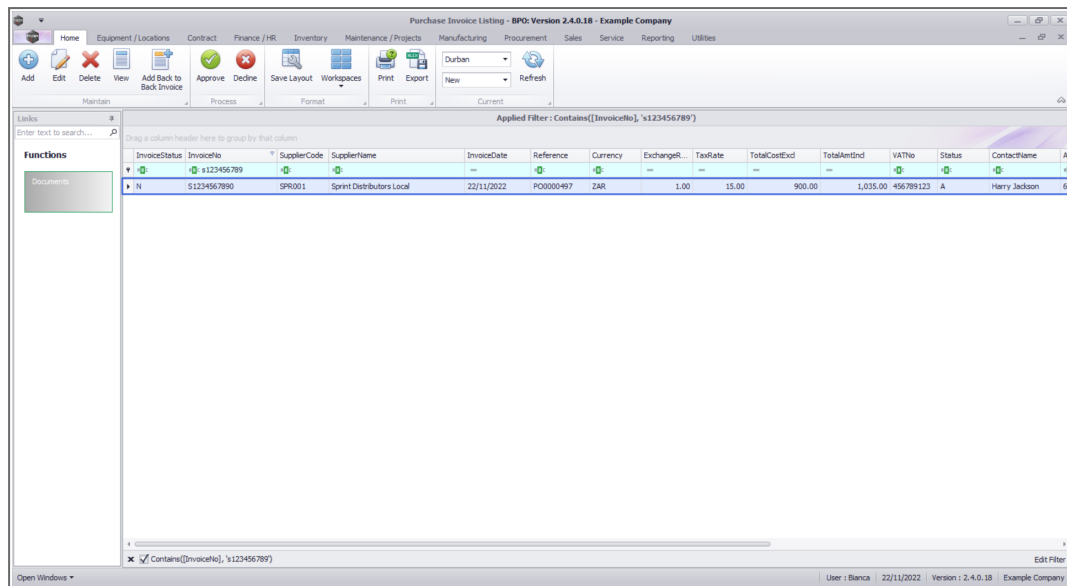
Name: Sprint Distributors Local VAT No.: 456789123 Currency: ZAR Postal Address: 685 Forest Grove Road, Forest Hills, New Town, 1234, South Africa

Item Code	Item Description	Serial No.	Quantity	Unit Price	Net Price	Total
2020-147K	Black toner SP2020		2.00	450.00	900.00	1,035.00

Page 1 of 1 100%

## 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.



InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExcl	TotalInclVat	VATNo	Status	ContactName	Ad
N	s123456789	SPR0001	Sprint Distributors Local	22/11/2022	PO0000497	ZAR	1.00	15.00	900.00	1,035.00	456789123	A	Harry Jackson	66

The Supplier Invoice must be [Approved](#) in order to post the financial transaction.

## Financial Posting Note:

- The financial transaction will post via the [SINV driver](#) when the Supplier Invoice is [Approved](#).

## 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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