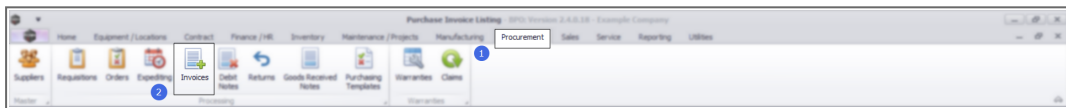


PROCUREMENT

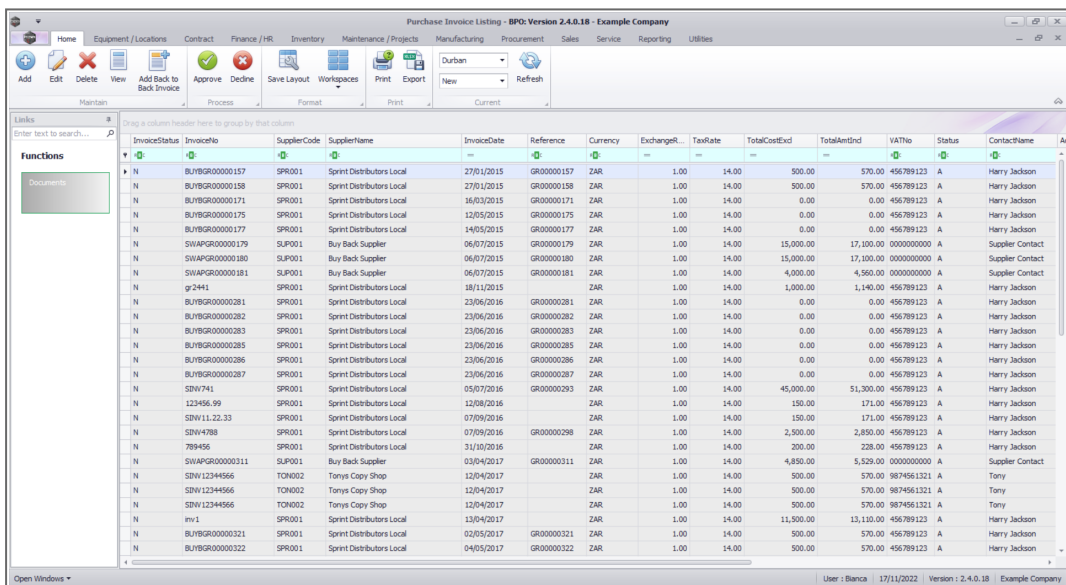
EDIT SUPPLIER INVOICE

Supplier Invoices should be double checked before approval, and if an issue is found (for instance a change in cost that was not correctly updated on the Supplier Invoice) then the Supplier Invoice can be edited.

Ribbon Select *Procurement* > *Invoices*



The *Supplier Invoices Listing* screen will be displayed.



InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR	TaxRate	TotalCostExcl	TotalInclInd	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	4,560.00	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	SPR001	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	4,850.00	5,529.00	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

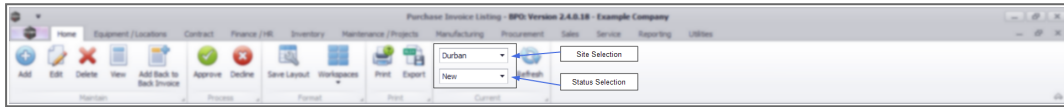
Select the Site

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.

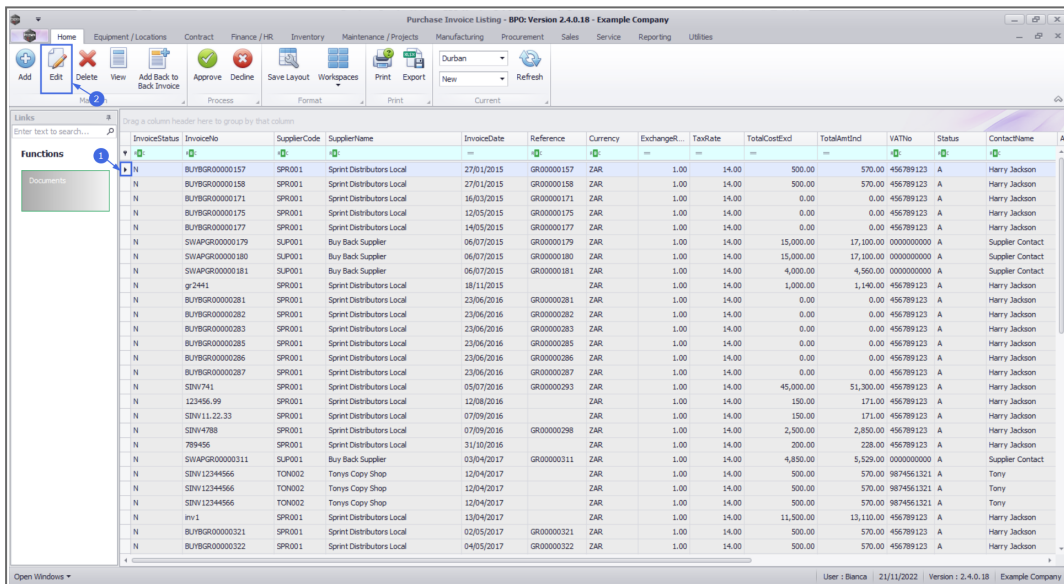
If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

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



EDIT SUPPLIER INVOICE

- Select the **Supplier Invoice** you wish to edit.
- Click on the **Edit** button.



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

Edit Supplier Invoice - SNVGRS18POS14 - 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 Item Save Layout

Supplier: SPR001 GRN No.: DSGR00000518

Invoice Date: 23/11/2022 Invoice No.: SNVGRS18POS14

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: PO00000514 Tax Rate: 15.00

Currency: ZAR Exchange Rate: 1.0000

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN Acc Code
+	INVI	K147-888123 K147 Magenta Toner	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

Open Windows User: Bianca 30/11/2022 Version: 2.4.0.18 Example Company

SUPPLIER INVOICE HEADER

The following details can be changed when editing the *Supplier Invoice header*:

- Invoice Date, Invoice Number, Exchange Rate, Reference and Tax Rate.

Edit Supplier Invoice - SNVGRS18POS14 - 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 Item Save Layout

Supplier: SPR001 GRN No.: DSGR00000518

Invoice Date: 23/11/2022 Invoice No.: SNVGRS18POS14

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: PO00000514 Tax Rate: 15.00

Currency: ZAR Exchange Rate: 1.0000

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN Acc Code
+	INVI	K147-888123 K147 Magenta Toner	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

Open Windows User: Bianca 30/11/2022 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.

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

Supplier: SPR001 GRN No: DSGR00000471

Invoice Date: 13/06/2018 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: PO0000473 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	GRN Acc Code
INVN	1020-147K	Toner Black	1.000	150.00	15.000	450.000	450.000	517.500	517.500	
INVN	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

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.

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 Item 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@gmail.co.za Contact Name John Martin VAT No 456789123 Reference PO0000244 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	GRN Acc Code
#	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

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 Item 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@gmail.co.za Contact Name John Martin VAT No 456789123 Reference PO0000244 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	GRN Acc Code
#	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

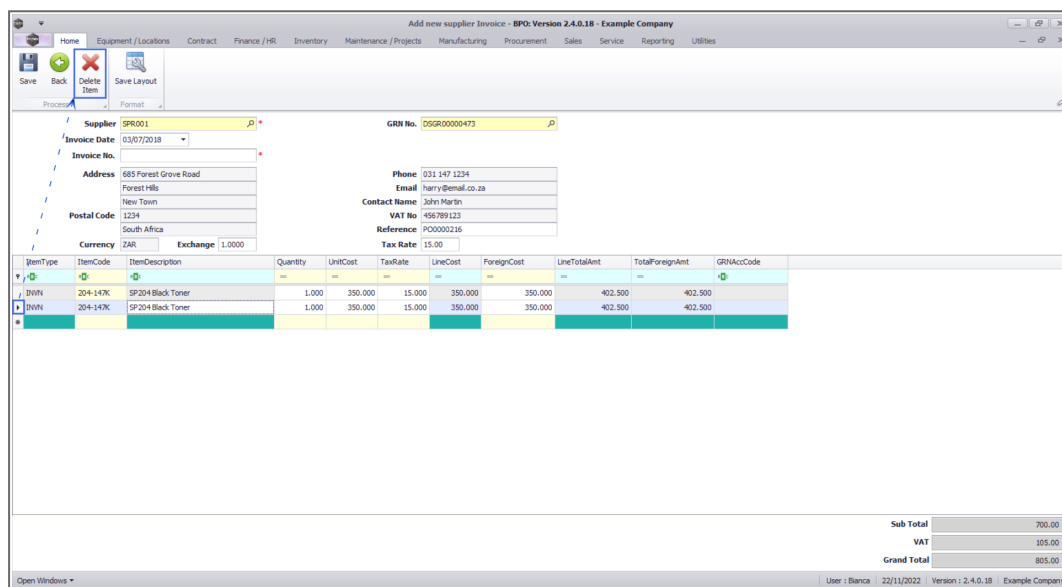
Partial Line Items

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.



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

- Click on the **Yes** button.

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

Supplier: SPR001 GRN No.: DSGR00000473

Invoice Date: 03/07/2018

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: PO00000216

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 Acc Code
INVIN	204-147K	SP204 Black Toner	1.000	350.000	15					402.500
INVIN	204-147K	SP204 Black Toner	1.000	350.000	15					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

Open Windows

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.

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 Item Save Layout

Supplier: SPR001 GRN No: 05GR00000517

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@email.co.za

Contact Name: John Martin

VAT No: 456789123

Reference: PO0000497

Currency: ZAR Exchange: 1.0000

Tax Rate: 15.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
2020-147K	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

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

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**.

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 Item Save Layout

Supplier: SPR001 GRN No: 05GR00000517

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@email.co.za

Contact Name: John Martin

VAT No: 456789123

Reference: PO0000497

Currency: ZAR Exchange: 1.0000

Tax Rate: 15.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
2020-147K	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

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

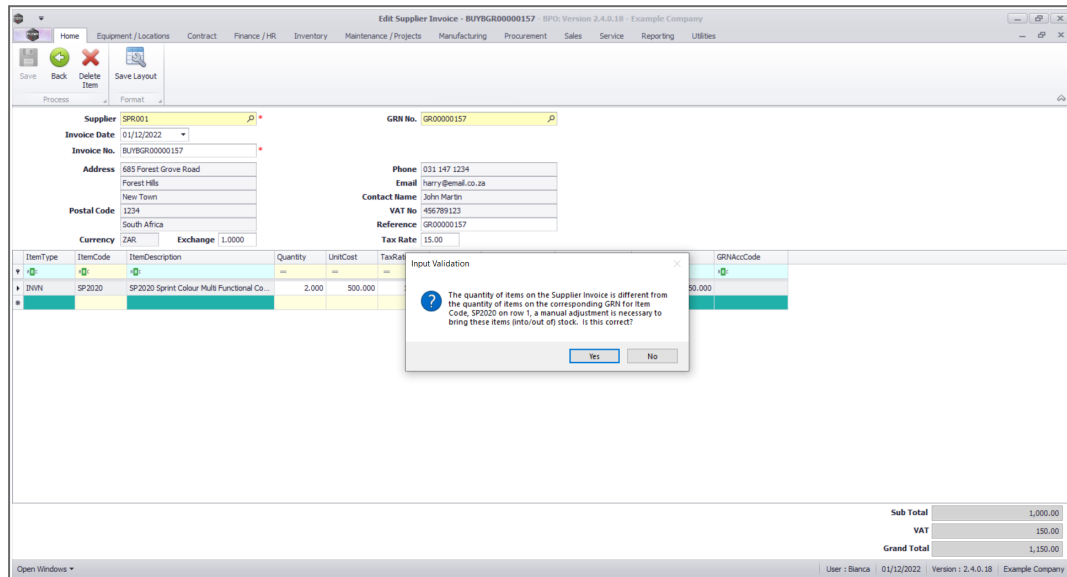
Process Validation: Is the GRN No. fully invoiced?

Yes No

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***

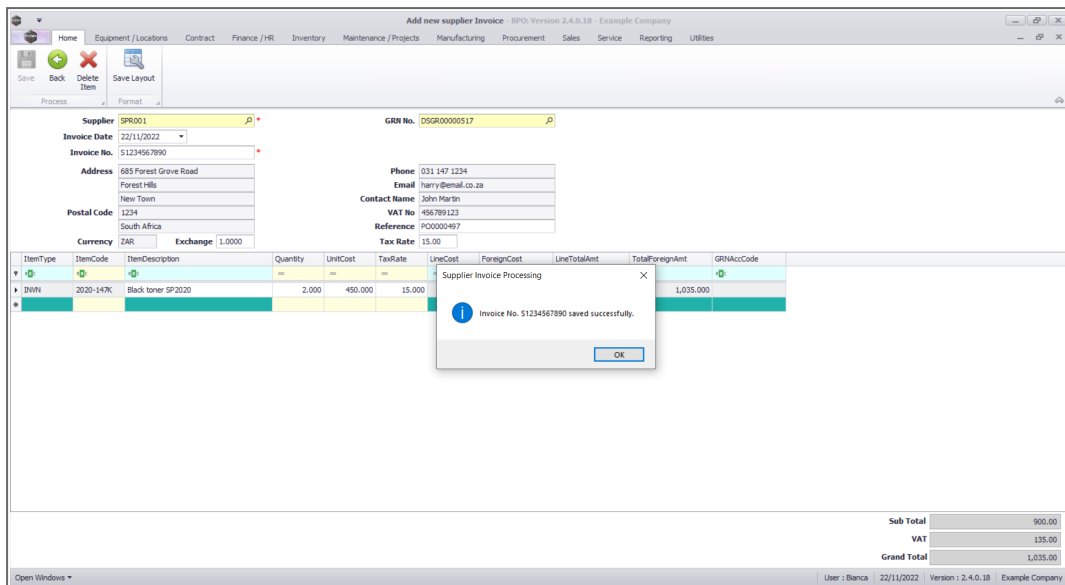
number], a manual adjustment is necessary to bring these items (into/out of) stock. Is this correct?

- 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.**

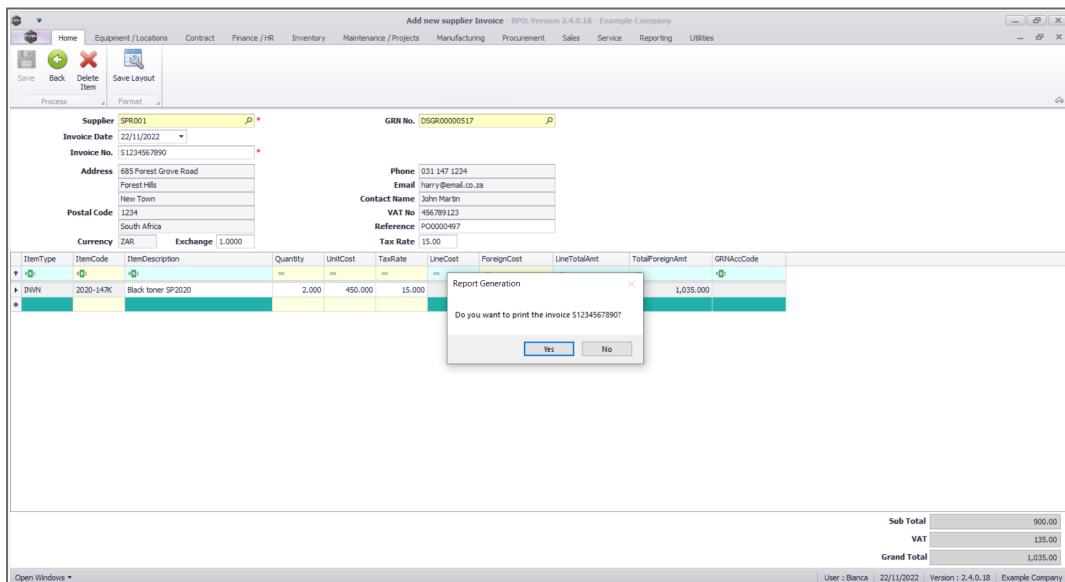
- Click on the **Ok** button.



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.



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

- The image shows a PDF document titled "Supplier Invoice" displayed in a web browser window. The browser's address bar shows the file path "C:\Users\user\Desktop\Supplier Invoice.pdf". The PDF content is a supplier invoice for "Example Company".

Supplier Invoice
Example Company

Company Logo: A circular logo with a gear-like border and the text "Company Logo" in the center.

Address Information:

Street No and Road Name	PO Box 1234
Area	New Town
City	Durban
South Africa	South Africa
0000	1234
Reg No.: 00000000sa4521	Fax No.: 031 12 4545
VAT No.: 00000000	Tel No.: 031 123 4567

Document Ref.: S1234567890

Date: 22/11/2022 00:00:00

Reference: P00000497

GRN No.: DSGR00000517

Supplier Details:

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

Item Table:

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

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

Purchase Invoice Listing - BPO: Version 2.4.0.18 - Example Company

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

Add | Edit | Delete | View | Add Back to Back Invoice | Approve | Decline | Save Layout | Workspaces | Print | Export | New | Refresh

Maintain | Process | Format | Print | Current

Applied Filter : Contains[InvoiceNo], 's123456789'

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRt...	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Status	ContactName
N	51234567890	SPR001	Sprint Distributors Local	22/11/2022	PO0000497	ZAR	1.00	15.00	900.00	1,035.00	456789123	A	Harry Jackson

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

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](#))

MNU.132.006

