

## 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



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			N	123456.99		SPR001	Sprint Distr	ibutors Local		12/08/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
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The *Supplier Invoices Listing* screen will be displayed.

#### 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.

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			N	BUYBGR000		SPR001	Sprint Distr				23/06/2016		000285	ZAR	1.00		0.00		456789123		Harry Jackson	
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#### **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.

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Address 685 Forest Grove Road	Phone	031 147 1234		
Forest Hills		harry@email.co.za		
New Town	Contact Name	John Martin		
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#### 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.



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#### **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.



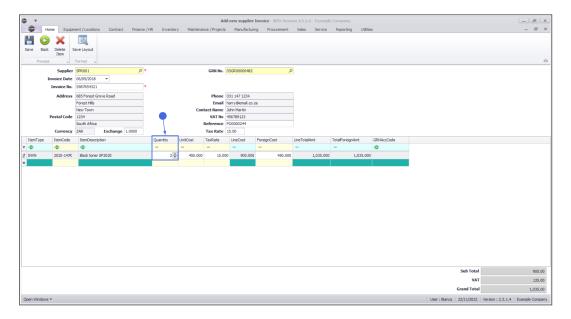
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#### **Increasing Quantities**

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.



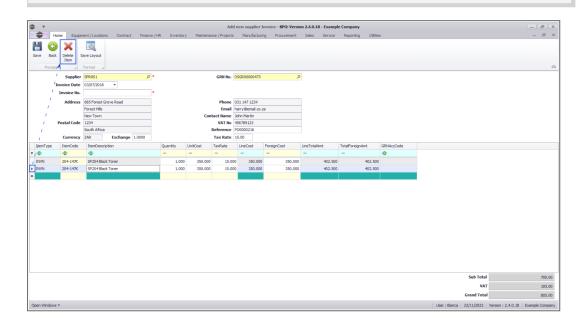


#### **Partial Line Items**

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.



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Open Win	dows 🔻										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.

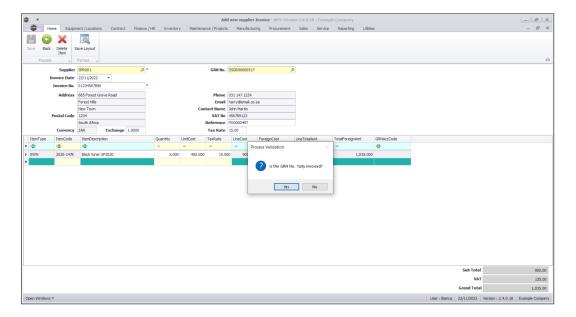
• Click on the *Save* button.



				Add	new supplier	Invoice - BPO: Versi	on 2.4.0.18 - Examp	le Company			- 8
Home Equip	pment / Locations Contract Finance	/HR Inventor	y Maintena	ince / Projects	Manufactur	ing Procurement	Sales Service	Reporting Utilit	ties		- 8
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	e 22/11/2022 ·										
	. S1234567890										
	685 Forest Grove Road			-	031 147 1234						
Address	s 685 Forest Grove Road Forest Hills				031 147 1234 harry@email.co.		-				
	New Town		Cor	ntact Name							
Postal Code	e 1234				456789123		1				
	South Africa			Reference	PO0000497		]				
Currency	y ZAR Exchange 1.0000			Tax Rate	15.00						
ItemType ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode		
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	1 <b>0</b> :										
INVN 2020-147K		2.000		15.00	0 900.000	450.000	1,035.000	1,035.00	00		
				15.00	0 900.000	450.000	1,035.000	1,035.00	20		
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				15.00	9 900.000	450.000	1,035.000	1,035.00	00	Sub Total VAT Grand Total	90 13

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.

<b>\$</b> -								Edit Suppl	ier Invoice -	BUYBGRO	0000157 - Bi	0: Version	2.4.0.18 - 1	xample Com	apany			- 2 >	ā
-	Home E	quipmer	nt / Locations C	Contract	Finance / H	R Inventor	y Mainter	ance / Project	s Manufac	cturing	Procurement	Sales	Service	Reporting	Utilities			_ 8 >	
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	Invoice D	ate 0	1/12/2022 -																
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	Addr	ess 6	85 Forest Grove Ro	bad				Phone	031 147 123	4									
		F	orest Hills					Email	harry@email.	.co.za									
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	Curre	ncy 2	AR Exc	hange 1	.0000			Tax Rate	15.00										
ItemTyp		de	ItemDescription			Quantity	UnitCost	TaxRat	put Validatio	n					GRNAccCode				4
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<ul> <li>INVN</li> </ul>	SP2020		SP2020 Sprint Cold	our Multi Fu	unctional Co	2.000	500.00	0	The o	quantity of	f items on the	Supplier In	voice is diffe	rent from	50.000				
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l																Sub Total		1,000.00	-
																VAT		1,000.00	
																Grand Total		1,150.00	
																			d
Open Wind	lows *															User : Bianca 01/12/2022	Version : 2.4.0.18	Example Compan	ſ

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

• Click on the *Ok* button.



4 v						Ad	ld new supp	lier Invoice - BPO: Vers	ion 2.4.0.18 - Exa	mple Com	pany					- 2	x
	Home Equipr	nent / Locations	Contract Fin	nance / HR Inv	entory Maint	enance / Project	s Manufa	cturing Procurement	Sales Servi	ce Rep	orting Uti	ities				_ 8	×
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	Invoice Date		•														
	Invoice No.	S1234567890		•													
	Address	685 Forest Grove	e Road			Phone	031 147 12	34									
		Forest Hills					harry@ema										
		New Town				Contact Name			_								
	Postal Code						456789123										
		South Africa	Exchange 1.0000				PO0000497										
	Currency					Tax Rate											
ItemType		ItemDescription	n	Quantity		TaxRate	LineCost		LineTotalAmt		oreignAmt	GRNAccCode					
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														Sub Total		900.0	10
														VAT		135.0	10
														Grand Total		1,035.0	10
Open Windor	ws 🕶												User : Bianca	22/11/2022	Version : 2.4.0.18	Example Comp	my

#### 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 Equip	ment/Locations Contract Finance	/HR Inver	itory Mainten	ance / Projects	Manufact	uring Procuremen	t Sales Servic	ce Reporting Uti	lities		_ 8 3
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	Supplier	SPR001 /2 *			GRN No.	DSGR0000051	7	Q				
	Invoice Date	22/11/2022 -										
	Invoice No.	\$1234567890										
	Address	685 Forest Grove Road			Phone	031 147 1234						
	Address	Forest Hills				harry@email.c		-				
		New Town		Co	ntact Name							
	Postal Code					456789123		_				
		South Africa			Reference	PO0000497		_				
	Currency	ZAR Exchange 1.0000			Tax Rate	15.00						
ItemType		ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode		
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INVN	2020-147K	Black toner SP2020	21	450.00	0 15.00	Rep	ort Generation		× 1.035.0	200		
								Yes No				
											Sub Total	900.0
											VAT Grand Total	135.0

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



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

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	Supplier Invoice Example Company
	StretNo and Road Name PO Box 1234
	Local Area NewTown
<u>Z company</u>	City Dobai
	South Africa South Africa 0000 1234
	00000 11234 Reg No.: 0000000a5a4521 Fax No.: 031124545
	VATNo.: 0000000 Tel No.: 0311234567
	Document Ref.: \$1234567890
	Date: 22/11/2022 00:00:00
	Reference : P00000497 GRN No. : D5GR00000517
Supplier Details : Name : Sprint Distri	butors Local Postal Address : 685 Forest Grove Road
Name : Sprint Distri VAT No. : 456789123	
Currency: ZAR	New Town
	1234 South Africa
Item Code Item Des	cription Serial No. Quantity Unit Price Net Price Total
2020-147K Black tone	er 592020 2.00 450.00 900.00 1.035.00
	-
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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.

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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
- <u>Approve Supplier Invoice</u>
- 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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