

PROCUREMENT

PRINT SUPPLIER INVOICE

You may want to print or email the Supplier Invoice document. For Supplier Invoices, it is <u>Approving</u> a Supplier Invoice that will process the financial transaction to the linked Financial System.

Ribbon Select Procurement > Invoices



Ψ				Purcha	se Invoice Listing - B	PO: Version 2.4.0	18 - Example	Company						_ 8
Home Equipment	nt / Locations	Contract Finance / H	R Inventory	Maintenance / Projects	Manufacturing Pro	curement Sales	Service	Reporting	Utilities					- ć
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r text to search P	InvoiceStatus	itatus InvoiceNo SupplierCode		SupplierName	InvoiceDate	Reference	Currency	ExchangeR	TaxRate	TotalCostExd	TotalAmtInd	VATNo	Status	ContactName
unctions	1 10:	(D)	 (0) 	10:	-	-O:	10:	-	-	-	-	<d:< td=""><td>-O:</td><td>(D:</td></d:<>	-O:	(D :
	▶ N	BUYBGR00000157	SPR001	Sprint Distributors Local	27/01/2015	GR00000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
Documents	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	0000000000	A	Supplier Conta
	N	SWAPGR00000180	SUP001	Buy Back Supplier	06/07/2015	GR00000180	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Conta
	N	SWAPGR00000181	SUP001	Buy Back Supplier	06/07/2015	GR00000181	ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Conta
	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	SINV741	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	Α	Harry Jackson
	N	SINV11.22.33	SPR001	Sprint Distributors Local	07/09/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
	N	SINV4788	SPR001	Sprint Distributors Local	07/09/2016	GR00000298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	Α	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	0000000000	Α	Supplier Conta
	N	SINV12344566	TON002	Tonys Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
	N	SINV12344566	TON002	Tonys Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
	N	SINV12344566	TON002	Tonys 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	Α	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	Α	Harry Jackson

The *Supplier Invoices Listing* screen will be displayed.

Select the Site

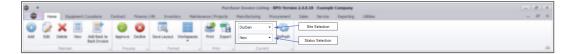
Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.



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.



PRINT SUPPLIER INVOICE

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

-	Home E	a inmant	/Locations	Contract Fina	ance / HR Inver	toru Maiot	enance / P	alacta	Mague	acturing	Procuremen	t Sales	Service	Reporting	Utilities						
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kdd	Edit Delete	View	Add Back to Back Invoice	Approve Ded	line Save Layout	Workspaces	Print	Export	New		Refrest										
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			InvoiceStatus	Invoiceno	supplerc.	de SupplierN	ame			InvoiceDat	е ке Ю	erence	Currency	ExchangeR	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Status	ContactName	
Funct	ions		-	-									-					-			
Door	mente	ب	N	BUYBGR00000157			tributors Lo			27/01/201		00000157	ZAR	1.00				456789123		Harry Jackson	
			N	BUYBGR00000158			tributors Lo			27/01/201		00000158	ZAR	1.00				456789123		Harry Jackson	
			N	BUYBGR00000171			tributors Lo			16/03/201		00000171	ZAR	1.00				456789123		Harry Jackson	
			N	BUYBGR00000175 BUYBGR00000177			tributors Lo tributors Lo			12/05/201		00000175	ZAR	1.00				456789123 456789123		Harry Jackson	
			N	SWAPGR00000177		Buy Back		cai		14/05/201		00000177	ZAR	1.00				456789123		Harry Jackson Supplier Conta	
			N	SWAPGR0000017 SWAPGR0000018		Buy Back				06/07/201		00000179	ZAR	1.00				0000000000		Supplier Conta Supplier Conta	
			N	SWAPGR0000018 SWAPGR0000018		Buy Back Buy Back				06/07/201		00000180	ZAR	1.00				00000000000		Supplier Conta	
			N	gr2441	SPR001		tributors Lo	cal		18/11/201		//////////	ZAR	1.00				456789123		Harry Jackson	
			N	BUYBGR00000281			tributors Lo			23/06/201		0000281	ZAR	1.00				456789123		Harry Jackson	
			N	BUYBGR00000282			tributors Lo			23/06/201		00000281	ZAR	1.00				456789123		Harry Jackson	
			N	BUYBGR00000283			tributors Lo			23/06/201		00000283	ZAR	1.00				456789123		Harry Jackson	
			N	BUYBGR00000285			tributors Lo			23/06/201		00000285	ZAR	1.00				456789123		Harry Jackson	
			N	BUYBGR00000286			tributors Lo			23/06/201		0000286	ZAR	1.00				456789123		Harry Jackson	
			N	BUYBGR00000287			tributors Lo			23/06/201		0000287	ZAR	1.00				456789123		Harry Jackson	
			N	SINV741	SPR001	Sprint Dis	tributors Lo	cal		05/07/201		0000293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson	
			N	123456.99	SPR001	Sprint Dis	tributors Lo	cal		12/08/201			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	
			N	SINV11.22.33	SPR001	Sprint Dis	tributors Lo	cal		07/09/201			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	ĩ
			N	SINV4788	SPR001	Sprint Dis	tributors Lo	cal		07/09/201	GR GR	0000298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson	ĩ
			N	789456	SPR001	Sprint Dis	tributors Lo	cal		31/10/201	5		ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson	ĩ
			N	SWAPGR0000031	1 SUP001	Buy Back	Supplier			03/04/201	7 GR	00000311	ZAR	1.00	14.00	4,850.00	5,529.00	0000000000	A	Supplier Conta	ac
			N	SINV12344566	TON002	Tonys Co	py Shop			12/04/201	7		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
			N	SINV 12344566	TON002	Tonys Co	py Shop			12/04/201	7		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
			N	SINV12344566	TON002	Tonys Co	py Shop			12/04/201	7		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
			N	inv1	SPR001	Sprint Dis	tributors Lo	cal		13/04/201	7		ZAR	1.00	14.00	11,500.00	13,110.00	456789123	Α	Harry Jackson	Ē
			N	BUYBGR00000321	SPR001	Sprint Dis	tributors Lo	cal		02/05/201	7 GR	00000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	ĩ
			N	BUYBGR00000322	2 SPR001	Sprint Dis	tributors Lo	cal		04/05/201	7 GR	00000322	ZAR	1.00	14.00	500.00	570.00	456789123	А	Harry Jackson	Ē
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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.



Print Supplier Invoice

Home	Equipment /	Locations	Contract	Finance / HR Inventor	v Maintenar	ice / Projects Manufacturing F	rocurement S	ales Service I	Reporting	Utilities						8
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Functions	Ŧ	-	• D :	1 0 :	(D):	(B)	-	* 0 <	×0:	-	-	-	-	(0)	×0:	- 0
		262	N	SINVGRN518PO514	SPR001	Sprint Distributors Local	23/11/2022	PO0000514	ZAR	1.00	15.00	900.00	1,035.00	456789123	A	H
Documents		261	N	S1234567890	SPR001	Sprint Distributors Local	22/11/2022	PO0000497	ZAR	1.00	15.00	900.00	1,035.00	456789123	A	Ha
		259	N	SINVPGRN471PO473	SPR001	Sprint Distributors Local	13/06/2018	PO0000473	ZAR	1.00	15.00	700.00	805.00	456789123	A	н
		257	N	SINVGRN515	SPR001	Sprint Distributors Local	22/11/2022	PO0000190	ZAR	1.00	15.00	60.00	69.00	456789123	A	Ha
		256	N	SINVPGRN490	SPR001	Sprint Distributors Local	11/09/2018	PO0000185	ZAR	1.00	15.00	98.00	112.70	456789123	A	н
		255	N	BUYBDSGR00000508	SPR001	Sprint Distributors Local	03/05/2019	DSGR00000508	ZAR	1.00	15.00	450.00	517.50	456789123	A	Ha
		249	N	SINV-PO497	SPR001	Sprint Distributors Local	19/11/2018	DSGR00000497	ZAR	1.00	15.00	15,300.00	17,595.00	456789123	A	н
		248	N	BUYBDSGR00000496	SPR001	Sprint Dist				1.00	15.00	0.00	0.00	456789123	A	н
		247	N	SWAPDSGR00000495	SUP001	Buy Back S			×	1.00	15.00	7,500.00	8,625.00	000000000	A	S
		240	N	BUYBGR00000437	SPR001	Sprint Dist				1.00	14.00	500.00	570.00	456789123	A	н
		239	239 N BUYBGR00000436 SPR001 Sprint Dist Do you want to print the supplier invoice SINVGRN518				ice SINVGRN518PO51	4?	1.00	14.00	500.00	570.00	456789123	A	н	
		238	N	BUYBGR00000435	SPR001	Sprint Dist			_	1.00	14.00	500.00	570.00	456789123	A	н
		237	N	BUYBGR00000434	SPR001	Sprint Dist		Yes No		1.00	14.00	500.00	570.00	456789123	A	H
		236	N	BUYBGR00000433	SPR001	Sprint Dist				1.00	14.00	500.00	570.00	456789123	Α	н
		235	N	BUYBGR00000432	SPR001	Sprint Distributors Local	16/04/2018	GR00000432	ZAR	1.00	14.00	500.00	570.00	456789123	A	н
		234	N	BUYBGR00000431	SPR001	Sprint Distributors Local	16/04/2018	GR00000431	ZAR	1.00	14.00	500.00	570.00	456789123	A	н
		233	N	BUYBGR00000430	SPR001	Sprint Distributors Local	16/04/2018	GR00000430	ZAR	1.00	14.00	500.00	570.00	456789123	A	в
		232	N	BUYBGR00000429	SPR001	Sprint Distributors Local	16/04/2018	GR00000429	ZAR	1.00	14.00	500.00	570.00	456789123	A	н
		225	N	SWAPGR00000407	SUP001	Buy Back Supplier	08/01/2018	GR00000407	ZAR	1.00	14.00	1,910.60	2,178.08	000000000	A	S
		221	N	SWAPGR00000403	SUP001	Buy Back Supplier	06/12/2017	GR00000403	ZAR	1.00	14.00	3,500.00	3,990.00	0000000000	A	S
		219	N	SWAPGR00000401	SUP001	Buy Back Supplier	05/12/2017	GR00000401	ZAR	1.00	14.00	129.98	148.18	000000000	A	S
		218	N	BUYBGR00000396	SPR001	Sprint Distributors Local	17/11/2017	GR00000396	ZAR	1.00	14.00	500.00	570.00	456789123	Α	н
		217	N	SWAPGR00000392	SUP001	Buy Back Supplier	30/10/2017	GR00000392	ZAR	1.00	14.00	4,000.00	4,560.00	000000000	A	S
		216	N	SWAPGR00000391	SUP001	Buy Back Supplier	30/10/2017	GR00000391	ZAR	1.00	14.00	4,850.00	5,529.00	000000000	Α	S
		215	N	sinv45678	SPR001	Sprint Distributors Local	13/09/2017	GR00000390	ZAR	1.00	14.00	30.00	34.20	456789123	A	н
		213		SINV-GRN388	SPR001	Sprint Distributors Local	15/08/2017		ZAR	1.00		3,675.00		456789123		н
		205	N	SIMV-365	DUR001	Durban Conv Shon	13/07/2017		740	1.00	14.00	700.00	798.00	987654321	4	M

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

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

File View Background	*
Supplier Invoice Example Company Strettlo and Road Name POBox 1234	
Example Company Strette and Road Name PO Box 1234	â
Example Company Strette and Road Name PO Box 1234	
Example Company Strette and Road Name PO Box 1234	
Example Company Structure and Road Name PO Box 1234	
Street No and Road Name PO Box 1234	
Company Logo City Durban	
South Africa South Africa	
0000 1234	
RegNo.: 00000005452; FaxNo.: 001124545 VaTNo.: 000000 TelHos: 001124557	
Document Ref.: \$1234567890	
Date: 22/11/2022 00:00	
Reference: PO0000497	
GRN No.: DSGR00000517	
Supplier Details :	
Name : Sprint Distributors Local Postal Address : 685 Forest Grove Road	
VAT No.: 458739123 Forest Hills Currency: ZAR New Yown	
1234	
South Africa	U
Item Code Item Description Serial No. Quantity Unit Price Net Price Total	
2020-147K Black toner 592020 2.00 450.00 900.00 1.033.00	
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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**)

MNU.132.008