

PROCUREMENT

VIEW SUPPLIER INVOICE

This displays the Supplier Invoice detail in View Only mode.

Ribbon Select Procurement > Invoices

	9 ×	Purchase Invoice Lating - 8PCk Version 2.4.0.28 - Ecomple Company													- PX	
Ш	0	Home	Equipment / Locations	Contract	Finance /HR	Inventory	Maintenance /	Projects	tanufactu	Procurement	Sales	Service	Reporting	Utilities		- 0 ×
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L	Suppliers	Requisito	ons Orders Expedition	Invoices	Debit Returns Notes	Goods Received Notes	Purchasing Templates	Warranties	Claims							
	Master ,			Proce	gniae			Vianant	в.,							-

The *Supplier Invoices Listing* screen will be displayed.

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text to search P	Invoice	tatus Is	nvoiceNo	SupplierCode	SupplierNat	me	Inv	oiceDate	Reference	e Curre	ency	ExchangeR	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Status	ContactName
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	▶ N	8	UYBGR00000157	SPR001	Sprint Distr	ibutors Local	27	01/2015	GR00000	157 ZAR		1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
	N	в	UYBGR00000158	SPR001	Sprint Distr	ibutors Local	27	01/2015	GR00000	158 ZAR		1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
	N	8	UYBGR00000171	SPR001	Sprint Distr	ibutors Local	16	03/2015	GR00000	171 ZAR		1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	8	UYBGR00000175	SPR001	Sprint Distr	ibutors Local	12	05/2015	GR00000	175 ZAR		1.00	14.00	0.00	0.00	456789123	A	Harry Jackso
	N	8	UYBGR00000177	SPR001	Sprint Distr	ibutors Local	14	05/2015	GR00000	177 ZAR		1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	s	WAPGR00000179	SUP001	Buy Back S	upplier	06	07/2015	GR00000	179 ZAR		1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Cont
	N	s	WAPGR00000180	SUP001	Buy Back S	upplier	06	07/2015	GR00000	180 ZAR		1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Cont
	N	s	WAPGR00000181	SUP001	Buy Back S	upplier	06	07/2015	GR00000	181 ZAR		1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Con
	N	9	r2441	SPR001	Sprint Distr	ibutors Local	18,	(11/2015		ZAR		1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackso
	N	B	UYBGR00000281	SPR001	Sprint Distr	ibutors Local	23	06/2016	GR000002	281 ZAR		1.00	14.00	0.00	0.00	456789123	A	Harry Jackso
	N	8	UYBGR00000282	SPR001	Sprint Distr	ibutors Local	23	06/2016	GR000002	282 ZAR		1.00	14.00	0.00	0.00	456789123	A	Harry Jackso
	N	B	UYBGR00000283	SPR001	Sprint Distr	ibutors Local	23	06/2016	GR000002	283 ZAR		1.00	14.00	0.00	0.00	456789123	A	Harry Jackso
	N	8	UYBGR00000285	SPR001	Sprint Distr	ibutors Local	23	06/2016	GR000002	285 ZAR		1.00	14.00	0.00	0.00	456789123	A	Harry Jackso
	N	B	UYBGR00000286	SPR001	Sprint Distr	ibutors Local	23	06/2016	GR000002	286 ZAR		1.00	14.00	0.00	0.00	456789123	A	Harry Jackso
	N	8	UYBGR00000287	SPR001	Sprint Distr	ibutors Local	23	06/2016	GR000002	287 ZAR		1.00	14.00	0.00	0.00	456789123	A	Harry Jackso
	N	s	INV741	SPR001	Sprint Distr	ibutors Local	05	07/2016	GR000002	293 ZAR		1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackso
	N	1	23456.99	SPR001	Sprint Distr	ibutors Local	12	08/2016		ZAR		1.00	14.00	150.00	171.00	456789123	A	Harry Jackso
	N	s	ENV11.22.33	SPR001	Sprint Distr	ibutors Local	07	09/2016		ZAR		1.00	14.00	150.00	171.00	456789123	A	Harry Jackso
	N	s	INV4788	SPR001	Sprint Distr	ibutors Local	07	09/2016	GR000002	298 ZAR		1.00	14.00	2,500.00	2,850.00	456789123	А	Harry Jackso
	N	7	189456	SPR001	Sprint Distr	ibutors Local	31	(10/2016		ZAR		1.00	14.00	200.00	228.00	456789123	A	Harry Jackson
	N	s	WAPGR00000311	SUP001	Buy Back S	upplier	03	04/2017	GR000003	311 ZAR		1.00	14.00	4,850.00	5,529.00	0000000000	А	Supplier Cont
	N	s	INV 12344566	TON002	Tonys Cop	y Shop	12	04/2017		ZAR		1.00	14.00	500.00	570.00	9874561321	A	Tony
	N	S	INV 12344566	TON002	Tonys Cop	y Shop	12,	04/2017		ZAR		1.00	14.00	500.00	570.00	9874561321	Α	Tony
	N	s	INV 12344566	TON002	Tonys Cop	y Shop	12	04/2017		ZAR		1.00	14.00	500.00	570.00	9874561321	A	Tony
	N	ir	1/1	SPR001	Sprint Distr	ibutors Local	13	04/2017		ZAR		1.00	14.00	11,500.00	13,110.00	456789123	А	Harry Jackson
	N	В	UYBGR00000321	SPR001	Sprint Distr	ibutors Local	02	05/2017	GR000003	321 ZAR		1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
	N	8	UYBGR00000322	SPR001	Sprint Distr	ibutors Local	04	05/2017	GR000003	322 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.



VIEW SUPPLIER INVOICE

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

				Purchas	e invoice Listing	- DPO: VEISION 2.4.0	16 - Example	Company						
Home Equipmer	nt / Locations	Contract Finan	nce / HR Inventor	y Maintenance / Projects	Manufacturing	Procurement Sales	Service	Reporting	Utilities					
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text to search P	InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDat	e Reference	Currency	ExchangeR	TaxRate	TotalCostExd	TotalAmtInd	VATNo	Status	ContactName
ctions 👔 🛉	r +0:	1 0 :	 O 	4 0 :	-	×0:	(0)	-	-	-	-	<d:< td=""><td>100</td><td>(0)</td></d:<>	1 0 0	(0)
	N	BUYBGR00000157	SPR001	Sprint Distributors Local	27/01/201	GR00000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
tuments	N	BUYBGR00000158	SPR001	Sprint Distributors Local	27/01/201	GR00000158	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
	N	BUYBGR00000171	SPR001	Sprint Distributors Local	16/03/201	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso
	N	BUYBGR00000175	SPR001	Sprint Distributors Local	12/05/201	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso
	N	BUYBGR00000177	SPR001	Sprint Distributors Local	14/05/201	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso
	N	SWAPGR00000179	SUP001	Buy Back Supplier	06/07/201	GR00000179	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Con
	N	SWAPGR00000180	SUP001	Buy Back Supplier	06/07/201	GR00000180	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Con
	N	SWAPGR00000181	SUP001	Buy Back Supplier	06/07/201	GR00000181	ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Con
	N	gr2441	SPR001	Sprint Distributors Local	18/11/201		ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackso
	N	BUYBGR00000281	SPR001	Sprint Distributors Local	23/06/2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso
	N	BUYBGR00000282	SPR001	Sprint Distributors Local	23/06/2010	GR00000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso
	N	BUYBGR00000283	SPR001	Sprint Distributors Local	23/06/2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso
	N	BUYBGR00000285	SPR001	Sprint Distributors Local	23/06/2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso
	N	BUYBGR00000286	SPR001	Sprint Distributors Local	23/06/2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso
	N	BUYBGR00000287	SPR001	Sprint Distributors Local	23/06/2010	GR00000287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jacks
	N	SINV741	SPR001	Sprint Distributors Local	05/07/2016	GR00000293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackso
	N	123456.99	SPR001	Sprint Distributors Local	12/08/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackso
	N	SINV11.22.33	SPR001	Sprint Distributors Local	07/09/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackso
	N	SINV4788	SPR001	Sprint Distributors Local	07/09/2010	GR00000298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackso
	N	789456	SPR001	Sprint Distributors Local	31/10/2016		ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackso
	N	SWAPGR00000311	SUP001	Buy Back Supplier	03/04/2013	GR00000311	ZAR	1.00	14.00	4,850.00	5,529.00	0000000000	A	Supplier Cont
	N	SINV12344566	TON002	Tonys Copy Shop	12/04/2013		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
	N	SINV12344566	TON002	Tonys Copy Shop	12/04/2013		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
	N	SINV12344566	TON002	Tonys Copy Shop	12/04/2013		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
	N	inv1	SPR001	Sprint Distributors Local	13/04/2013		ZAR	1.00	14.00	11,500.00	13,110.00	456789123	A	Harry Jackson
	N	BUYBGR00000321	SPR001	Sprint Distributors Local	02/05/2013	GR00000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
	N	BUYBGR00000322	SPR001	Sprint Distributors Local	04/05/2013	GR00000322	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson

The Supplier Invoice maintain screen will open in read only mode.

• Click on the *Back* button when done.



ф т.					Edit Supp	plier Invoice	- 51234567890 - BPO:	Version 2.4.0.18 - E	xample Company				_ # X
-	Home Equip	ent / Locations Contract Finance	/HR Inventor	y Mainteni	ance / Projects	s Manufa	cturing Procurement	Sales Service	Reporting Utiliti	es			_ & ×
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	Supplier	SPR001			GRN No.	DSGR000005	517						
	Invoice Date	22/11/2022 -											
	Invoice No.	\$1234567890 •											
	Address	685 Forest Grove Road			Phone	031 147 123	4						
		Forest Hills		Er			.co.za	-					
		New Town		Con		e John Martin							
	Postal Code	1234	VAT			to 456789123							
		South Africa			Reference	PO0000497							
	Currency	ZAR Exchange 1.0000			Tax Rate	15.00							
ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode			
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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

- <u>B2B Supplier Invoice Intro</u>
- 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.132.011