

# PROCUREMENT

# **INTRODUCTION TO SUPPLIER INVOICES**

A Supplier Invoice is a financial transaction document issued by a Supplier to a Customer, which lists the stock or services sold. This document notes the amount payable to the Supplier as well as any applicable taxes and shipping costs.

Supplier Invoices are created once Goods or Services are **received**, and can be created automatically off the back of a goods received note if received at the same time, or added later (e.g. month end) when received from the Supplier.

Supplier Invoices must be accepted to be processed in full (post to the financial system).

Deleting a supplier invoice will re-open the GRN.

A Back to Back Supplier Invoice is a Supplier Invoice that can be created off the back of a Contract Invoice which has Fee or Meter Charges with a Third Party Finance element. These are charges invoiced to a customer that are then paid to the Supplier for services rendered.

## **SUPPLIER INVOICE LISTING SCREEN**

Ribbon Select Procurement > Invoices



The *Supplier Invoices Listing* screen will be displayed.



#### Introduction to Supplier Invoices

-	Home 8	Equipment	/Locations	Contract	Finance / H	R Inventory	Mainte	nance / Pr	jects	Manufi	acturing	Proc	urement	Sales	Service	Reporting	Utilities					_ ć
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			Back Invoice				-															
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ter text	to search	Q	InvoiceStatus	InvoiceNo		SupplierCode	SupplierNa	me			InvoiceD	ate	Refere	nce	Currency	ExchangeR	TaxRate	TotalCostExd	TotalAmtInd	VATNo	Status	ContactName
Functions			×0:	(D)		(0)	0				-		-0:		10:	-	-	-	-	<0:	-O:	·O:
			N	BUYBGR0000	00157	SPR001	Sprint Dist	ributors Lor	al		27/01/20	15	GR000	00157	ZAR	1.	14.00	500.00	570.00	456789123	A	Harry Jackson
			N	BUYBGR0000	00158	SPR001	Sprint Dist	ributors Lo	al		27/01/20	15	GR000	00158	ZAR	1.	14.00	500.00	570.00	456789123	A	Harry Jackson
			N	BUYBGR0000	00171	SPR001	Sprint Dist	nbutors Los	al		16/03/20	15	GR000	00171	ZAR	1.	14.00	0.00	0.00	456789123	A	Harry Jackson
			N	BUYBGR0000	00175	SPR001	Sprint Dist	ributors Lo	al		12/05/20	15	GR000	00175	ZAR	1.	14.00	0.00	0.00	456789123	A	Harry Jackson
			N	BUYBGR0000	00177	SPR001	Sprint Dist	ributors Lor	al		14/05/20	15	GR000	00177	ZAR	1.	14.00	0.00	0.00	456789123	A	Harry Jackson
			N	SWAPGR000	00179	SUP001	Buy Back S	upplier			06/07/20	15	GR000	00179	ZAR	1.	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contac
			N	SWAPGR000	00180	SUP001	Buy Back S	iupplier			06/07/20	15	GR000	00180	ZAR	1.	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contac
			N	SWAPGR000	00181	SUP001	Buy Back S	lupplier			06/07/20	15	GR000	00181	ZAR	1.	00 14.00	4,000.00	4,560.00	0000000000	A	Supplier Contac
			N	gr2441		SPR001	Sprint Dist	ributors Lor	al		18/11/20	15			ZAR	1.	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson
			N	BUYBGR0000	00281	SPR001	Sprint Dist	ributors Lo	al		23/06/20	16	GR000	00281	ZAR	1.	14.00	0.00	0.00	456789123	A	Harry Jackson
			N	BUYBGR0000	00282	SPR001	Sprint Dist	ributors Lo	al		23/06/20	16	GR000	00282	ZAR	1.	14.00	0.00	0.00	456789123	A	Harry Jackson
			N	BUYBGR0000	00283	SPR001	Sprint Dist	ributors Lo	al		23/06/20	16	GR000	00283	ZAR	1.	14.00	0.00	0.00	456789123	A	Harry Jackson
			N	BUYBGR0000	00285	SPR001	Sprint Dist	ributors Lor	al		23/06/20	16	GR000	00285	ZAR	1.	14.00	0.00	0.00	456789123	A	Harry Jackson
			N	BUYBGR0000	00286	SPR001	Sprint Dist	ributors Lo	al		23/06/20	16	GR000	00286	ZAR	1.	00 14.00	0.00	0.00	456789123	A	Harry Jackson
			N	BUYBGR0000	00287	SPR001	Sprint Dist	ributors Lor	al		23/06/20	16	GR000	00287	ZAR	1.	14.00	0.00	0.00	456789123	A	Harry Jackson
			N	SINV741		SPR001	Sprint Dist	ributors Lo	al		05/07/20	16	GR000	00293	ZAR	1.	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson
			N	123456.99		SPR001	Sprint Dist	ributors Los	al		12/08/20	16			ZAR	1.	00 14.00	150.00	171.00	456789123	A	Harry Jackson
			N	SINV11.22.3	13	SPR001	Sprint Dist	ributors Lo	al		07/09/20	16			ZAR	1.	14.00	150.00	171.00	456789123	A	Harry Jackson
			N	SINV4788		SPR001	Sprint Dist	ributors Lor	al		07/09/20	16	GR000	00298	ZAR	1.	00 14.00	2,500.00	2,850.00	456789123	A	Harry Jackson
			N	789456		SPR001	Sprint Dist	ributors Lo	al		31/10/20	16			ZAR	1.	14.00	200.00	228.00	456789123	A	Harry Jackson
			N	SWAPGR000	00311	SUP001	Buy Back S	iupplier			03/04/20	17	GR000	00311	ZAR	1.	14.00	4,850.00	5,529.00	0000000000	A	Supplier Contac
			N	SINV123445	66	TON002	Tonys Cop	y Shop			12/04/20	017			ZAR	1.	14.00	500.00	570.00	9874561321	A	Tony
			N	SINV123445	66	TON002	Tonys Cop	y Shop			12/04/20	17			ZAR	1.	00 14.00	500.00	570.00	9874561321	A	Tony
			N	SINV123445	66	TON002	Tonys Cop	y Shop			12/04/20	017			ZAR	1.	14.00			9874561321	A	Tony
			N	inv1		SPR001	Sprint Dist	ributors Lor	al		13/04/20	017			ZAR	1.	14.00	11,500.00	13,110.00	456789123	A	Harry Jackson
			N	BUYBGR0000		SPR001	Sprint Dist	ributors Lor	al		02/05/20	017	GR000		ZAR	1.				456789123	A	Harry Jackson
			N	BUYBGR0000	00322	SPR001	Sprint Dist	ributors Lor	al		04/05/20	017	GR000	00322	ZAR	1.	14.0	500.00	570.00	456789123	Α	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.



## SUPPLIER INVOICE RIBBON ACTION BUTTONS

The ribbon **action** buttons will be available (bold) or unavailable (greyed out) depending on the status selection, and security right access level. The



following functionality is available from this screen:

## **MAINTAIN BUTTONS**

• Add, Edit, Delete, View, Add Back to Back Invoice



## **PROCESS BUTTONS**

• Approve, Decline

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Add	Edit C	Delete	Vew	Add Back to Back Invoice	Approve	Dedine	Save Layout Wor	kspaces *	Print	Export	New	٠	Refresh						
		Maintain			Proce	100	Format		Print			rant							- 64

## FORMAT BUTTONS

• <u>Save Layout</u> and <u>Workspaces</u>.



#### **PRINT BUTTONS**

• Print Supplier Invoice and Export listing to Excel.



#### **CURRENT BUTTONS**

• Site Selection, Status Selection and Refresh listing.





## **LINKS PANEL**

#### **FUNCTIONS**

• Documents.

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Mainta		Process	Parmat	•	-			Current											
ks	*	Links Panel																	
er text to search	P	Status Invoicefilo	SupplerCode	Scolette	ne		10	voiceDate	Refer	ence	Currency	ExchangeR	TaxRate	TotalCostExd	TotalAmtInd	VATNo	Status	ContactName	
unctions		•	•	•							•	-	-	-	-	•	•	•	
	+ N	BJ//BGR00000157	SPR:001	Sprint Dist	rbutors Lo	cal	27	/01/2015	GROOM	000157	ZAR	1.00	14.00	500.00	\$70.00	456789123	A	Harry Jackson	
	N	BJ//BGR00000158	SPR:001	Sprint Dist	rbutors Lo	cal	27	/01/2015	GROOM	000158	ZAR	1.00	14.00	500.00	\$70.00	456789123	A	Harry Jackson	
	N	BJ//BGR00000171	SPR.001	Sprint Dist	rbutors Lo	cal	36	/03/2015	GROOM	000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BUYBGR00000175	SPR:001	Sprint Dist	ibutors Lo	cal	12	(05/2015	GROOM	000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BJ//BGR00000177	SPR:001	Sprint Dist	ibutors Lo	cal	14	05/2015	GROOM	000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	SWAPGR00000179	SUP001	Buy Back 1	Lopler		06	/07/2015	GROOM	000179	ZAR	1.00	14.00	15,000.00	17,100.00	000000000	A	Supplier Contact	i
	N	SWAPGR00000 180	SUP001	Buy Back 1	appler		06	/07/2015	GROOM	000 180	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Suppler Contact	i
	N	SWAPGR00000181	SJP001	Buy Back 1	lappler		06	/07/2015	GR.000	100181	ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Suppler Contact	i
	N	gr2441	SPR001	Sprint Dist	rbutors Lo	cal	18	/11/2015			ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson	
	N	8J//8GR00000281	SPR001	Sprint Dist	rbutors Lo	cal	23	(06/2016	GR.000	000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BJ//BGR00000282	SPR001	Sprint Dist	rbutors Lo	cal	23	(06/2016	GROOM	000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BJ//BGR00000283	SPR:001	Sprint Dist	rbutors Lo	cal	23	(06/2016	GR.000	000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BJ//BGR00000285	SPR001	Sprint Dist	rbutors Lo	cal	23	(06/2016	GROOM	000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BJ//BGR00000286	SPR:001	Sprint Dist	rbutors Lo	cal	23	(06/2016	GR.000	000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BJ//BGR00000287	SPR:001	Sprint Dist	rbutors Lo	cal	23	(06/2016	GROOM	00287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	SBW741	SPR:001	Sprint Dist	rbutors Lo	cal	05	/07/2016	GR.000	000293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson	
	N	123456.99	SPR:001	Sprint Dist	rbutors Lo	cal	12	(08/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	
	N	SBW11.22.33	SPR:001	Sprint Dist	rbutors Lo	cal	07	/09/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	
	N	S2N/4788	SPR:001	Sprint Dist	ributors Lo	cal .	07	/09/2016	GROOM	000298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson	
	N	789456	SPR:001	Sprint Dist	ibutors Lo	cal	31	/10/2016			ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson	
	N	SWAPGR00000311	SJP001	Buy Back 1	Lopler		03	(04/2017	GROOM	000311	ZAR	1.00	14.00	4,850.00	5,529.00	0000000000	A	Supplier Contact	ŝ
	N	SINV12344566	TON002	Tonys Cop	y Shop		12	(04/2017			ZAR	1.00	14.00	500.00	\$70.00	9874561321	A	Tany	
	N	SINV12344566	TON002	Tonys Cop	y Shop		12	(04/2017			ZAR	1.00	14.00	500.00	\$70.00	9874561321	A	Tony	
	N	SINV12344566	TON002	Tonys Cop	y Shop		12	(04/2017			ZAR	1.00	14.00	500.00	\$70.00	9874561321	A	Tany	
	N	inv1	SPR:001	Sprint Dist	ributors Lo	cal	13	(04/2017			ZAR	1.00	14.00	11,500.00	13,110.00	456789123	A	Harry Jackson	
	N	BJ//BGR00000321	SPR:001	Sprint Dist	rbutors Lo	cal	02	(05/2017	GROOM	000321	ZAR	1.00	14.00	500.00	\$70.00	456789123	A	Harry Jackson	
	N	BUYBGR00000322	SPR:001	Sprint Dist	rbutors Lo	cal .	04	05/2017	GROOM	000322	ZAR	1.00	14.00	500.00	\$70.00	456789123	A	Harry Jackson	

#### **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 <u>View Supplier Invoice</u>)
- 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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