

# PROCUREMENT

## SUPPLIER INVOICE ATTACHED DOCUMENTS

You can link digital documents to Supplier Invoice in order to store additional information related to a Supplier Invoice.

All digital documents are saved to a <u>repository that is specified in BPO Con-</u><u>figurator</u>. Your company may have a specific shared location on the server where all these documents can be stored, that the relevant windows users have access to.

#### Ribbon Select Procurement > Invoices



Home Equi	pmen	t / Locations	Contract Finance			nance / F				curement	Sales	Service	Reporting	Utilities					- 6	-
) 🚺 🗙			<b>V</b>	2				Durb	an 🔻	3										
id Edit Delete	View	Add Back to Back Invoice	Approve Dedine	Save Layout W	orkspaces	Print	Export	New	•	Refresh										
Maintain			A Process A	Format		Pr	int 🦼		Current											
(5 1																				
r text to search	<u>م</u>	InvoiceStatus	InvoiceNo	SupplierCode	SupplierNat	ne			InvoiceDate	Refere	nce	Currency	ExchangeR	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Status	ContactName	
nctions	۲	-O:	(D)	-O-	×0:				-	-0-		(0)	-	-	-	-	•0:	10C	(D)	
		N	BUYBGR00000157	SPR001	Sprint Distr	butors L	ocal		27/01/2015	GR000	00157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	
		N	BUYBGR00000158	SPR001	Sprint Distr	butors L	ocal		27/01/2015	GR000	00158	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	
		N	BUYBGR00000171	SPR001	Sprint Distr	butors L	ocal		16/03/2015	GR000	00171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	1	N	BUYBGR00000175	SPR001	Sprint Distr	ibutors L	ocal		12/05/2015	GR000	00175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
		N	BUYBGR00000177	SPR001	Sprint Distr	butors L	ocal		14/05/2015	GR000	00177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
		N	SWAPGR00000179	SUP001	Buy Back S	upplier			06/07/2015	GR000	00179	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contac	ŝ
		N	SWAPGR00000180	SUP001	Buy Back S	upplier			06/07/2015	GR000	00180	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contac	1
		N	SWAPGR00000181	SUP001	Buy Back S	upplier			06/07/2015	GR000	00181	ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Contac	;
		N	gr2441	SPR001	Sprint Distr	butors L	ocal		18/11/2015			ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson	
		N	BUYBGR00000281	SPR001	Sprint Distr	butors L	ocal		23/06/2016	GR000	00281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
		N	BUYBGR00000282	SPR001	Sprint Distr	ibutors L	ocal		23/06/2016	GR000	00282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
		N	BUYBGR00000283	SPR001	Sprint Distr	butors L	ocal		23/06/2016	GR000	00283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
		N	BUYBGR00000285	SPR001	Sprint Distr	ibutors L	ocal		23/06/2016	GR000	00285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
		N	BUYBGR00000286	SPR001	Sprint Distr	butors L	ocal		23/06/2016	GR000	00286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
		N	BUYBGR00000287	SPR001	Sprint Distr	ibutors L	ocal		23/06/2016	GR000	00287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
		N	SINV741	SPR001	Sprint Distr	butors L	ocal		05/07/2016	GR000	00293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson	
		N	123456.99	SPR001	Sprint Distr	ibutors L	ocal		12/08/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	
		N	SINV11.22.33	SPR001	Sprint Distr	butors L	ocal		07/09/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	
		N	SINV4788	SPR001	Sprint Distr	butors L	ocal		07/09/2016	GR000	00298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson	
		N	789456	SPR001	Sprint Distr	butors L	ocal		31/10/2016			ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson	
		N	SWAPGR00000311	SUP001	Buy Back S	upplier			03/04/2017	GR000	00311	ZAR	1.00	14.00	4,850.00	5,529.00	0000000000	A	Supplier Contac	1
		N	SINV12344566	TON002	Tonys Copy	y Shop			12/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
		N	SINV12344566	TON002	Tonys Copy	y Shop			12/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
		N	SINV12344566	TON002	Tonys Copy	y Shop			12/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
		N	inv1	SPR001	Sprint Distr	butors L	ocal		13/04/2017			ZAR	1.00	14.00	11,500.00	13,110.00	456789123	A	Harry Jackson	
		N	BUYBGR00000321	SPR001	Sprint Distr	butors L	ocal		02/05/2017	GR000	00321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	
		N	BUYBGR00000322	SPR001	Sprint Distr	butors L	ocal		04/05/2017	GR000	00322	ZAR	1.00	14.00	500.00	570.00	456789123	A	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.



### LINK DOCUMENT

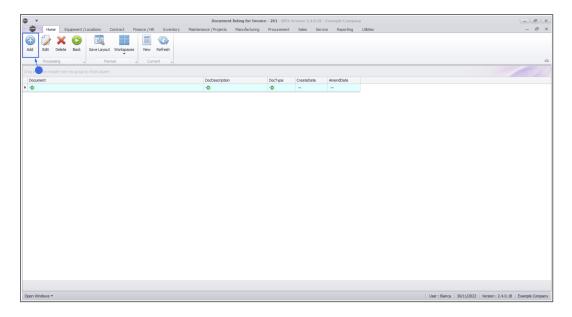
- Select the *Supplier Invoice* you wish to link a document to.
- Click on the *Document* tile.

Home Home	Equipme	nt / Locations	Contract	Finance / Hi	R Inventor	Mainte	nance / Pr	ojects	Manufi	acturing P	ocurement	Sales	Service	Reporting	Utilities					— d
) 🍃 🕻	× 🔳	-	$\checkmark$	8	23		4		Durb	an 🔹	2									
dd Edit D	elete Vier	<ul> <li>Add Back to Back Invoic</li> </ul>		Dedine 5	Save Layout V	/orkspaces	Print	Export	New	•	Refresh									
,	faintain		Proc	ess d	Format		Prin	it ,		Current										
ks																				
r text to search	ρ	InvoiceStatu			SupplierCode	Supplicitie				InvoiceDate	Refere	2008	Currency	ExchangeR	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Status	ContactName
inctions		* IO: 1	10:		10:		in.			=	×0:	a nou	(D:	=	-	-	-	0	10:	(D:
neciona		N N	BUYBGROOD	00157	SPR001	Sprint Distr	buters Lo	-al		27/01/2015	GR000	00157	ZAR	1.00	14.00	500.00	570.00	456789123	-	Harry Jackson
		N	BUYBGROOD		SPR001	Sprint Distr				27/01/2015	GR000		ZAR	1.00		500.00		456789123		Harry Jackson
		N	BUYBGROOD		SPR001	Sprint Dist				16/03/2015	GR000		ZAR	1.00		0.00		456789123		Harry Jackson
		N	BUYBGR000		SPR001	Sprint Distr				12/05/2015	GR000		ZAR	1.00				456789123		Harry Jackson
1		N	BUYBGROOD		SPR001	Sprint Distr				14/05/2015	GR000		ZAR	1.00				456789123		Harry Jackson
2		N	SWAPGR00		SUP001	Buy Back S				06/07/2015	GR000		ZAR	1.00				00000000000		Supplier Conta
		N	SWAPGR00		SUP001	Buy Back S				06/07/2015	GR000		ZAR	1.00				0000000000		Supplier Conta
		N	SWAPGR00	000181	SUP001	Buy Back S	upplier			06/07/2015	GR000	00181	ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Conta
		N	gr2441		SPR001	Sprint Distr	butors Lo	al		18/11/2015			ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson
		N	BUYBGROOD	00281	SPR001	Sprint Distr	butors Lo	al		23/06/2016	GR000	00281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
		N	BUYBGR000	00282	SPR001	Sprint Distr	ibutors Lo	al		23/06/2016	GR000	00282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
		N	BUYBGR000	00283	SPR001	Sprint Distr	butors Lo	a		23/06/2016	GR000	00283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
		N	BUYBGROOD	00285	SPR001	Sprint Distr	butors Lo	al		23/06/2016	GR000	00285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
		N	BUYBGROOD	100286	SPR001	Sprint Distr	butors Lo	al		23/06/2016	GR000	00286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
		N	BUYBGROOD	00287	SPR001	Sprint Distr	ibutors Lo	al		23/06/2016	GR000	00287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
		N	SINV741		SPR001	Sprint Distr	butors Lo	al		05/07/2016	GR000	00293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson
		N	123456.99		SPR001	Sprint Distr	ibutors Lo	al		12/08/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
		N	SINV11.22.	33	SPR001	Sprint Distr	butors Lo	al		07/09/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
		N	SINV4788		SPR001	Sprint Distr	ibutors Lo	al		07/09/2016	GR000	00298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson
		N	789456		SPR001	Sprint Distr	butors Lo	al		31/10/2016			ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson
		N	SWAPGR00	000311	SUP001	Buy Back S	upplier			03/04/2017	GR000	00311	ZAR	1.00	14.00	4,850.00	5,529.00	0000000000	A	Supplier Conta
		N	SINV12344	566	TON002	Tonys Cop	y Shop			12/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
		N	SINV12344	566	TON002	Tonys Cop	y Shop			12/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
		N	SINV12344	566	TON002	Tonys Cop	y Shop			12/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
		N	inv1		SPR001	Sprint Distr	ibutors Lo	al		13/04/2017			ZAR	1.00	14.00	11,500.00	13,110.00	456789123	A	Harry Jackson
		N	BUYBGR000	00321	SPR001	Sprint Distr	butors Lo	cal		02/05/2017	GR000	00321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
		N	BUYBGR000	00322	SPR001	Sprint Distr	ibutors Lo	al		04/05/2017	GR000	00322	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
		4 C														-				

The *Supplier Invoice maintain* screen will be displayed.



• Click on the *Add* button.



The *Document maintain* screen will be displayed.

• *File:* You can either Drag and Drop a file into the text box or search for the file. The search will open a Windows Explorer screen for you to navigate to the file location.

<b>\$</b> *		New Document for I	Invoice No.: 51234567890 - BPO: Version 2.4.0.18	- Example Company		- 8 x
	quipment / Locations Contract Finance / HR Inventory	Maintenance / Projects Ma	anufacturing Procurement Sales Service	Reporting Utilities		– 8 ×
💾 😋						
Save Back						
Process a						۵
File	Drop file here	Select File			×	
Path			« CO3Projects > DocTeam > ExampleDocs			
		← → ~ ↑ 📙	« COsprojects > Docleam > ExampleDocs	ب ق ب	Search ExampleDocs	
Repository Path	C: \ProgramData\CO3 Technologies\BPO\SharedDocument	Organize 🔻 New	w folder		8= • 💷 😧	
	pupples anvoice (	<ul> <li>OneDrive</li> </ul>	^ Name	Date modified	Type Size	
File Description	* *	This PC	SupplierInvoice_001	2022/11/30 14:36	Microsoft Word D 65	
		3D Objects	SupplierInvoice_S1234567890	2022/11/30 14:37	Adobe Acrobat D 135	
		Desktop				
Doc Type		Documents				
		Downloads Music				
		Pictures				
		Videos				
		Local Disk (C:)	1			
		Network	~ <			
			File name: SupplierInvoice_S1234567890	All fi	les (*.*)	
			Supplication Construction		Open Cancel	
Open Windows 🕶					User : Bianca 30/11,	2022 Version : 2.4.0.18 Example Company



- *Path:* This will populate once you have selected the file.
- *Repository Path:* The <u>repository that is specified in BPO Con-</u><u>figurator</u>.
- *File Description:* Type in a meaningful description for the document you are linking.
- **Doc Type:** Click on the drop-down arrow and select a document type from the list. These document types are <u>set up in BPO Configurator</u>.

v		New Docume	nt for Invoice No. : 51234567890	BPO: Version 2.4.0.18	- Example Company			- 8
Home E	quipment / Locations Contract Finance / HR Inv	ventory Maintenance / Projects	Manufacturing Procurement	Sales Service	Reporting Utilities			- 8
e Back								
roless								
	SupplierInvoice_S1234567890.pdf	• 9						
Path	C: \CO3Projects\DocTeam\ExampleDocs	•						
Repository Path	C:\ProgramData\CO3Technologies\BPO\SharedDocument \SupplierInvoice\							
File Description	Scan of original supplier invoice from the supplier							
Doc Type	Customer document sample							
n Windows 🔻						User : Bianca 30/11/2022	Version : 2.4.0.18	Example Com

• Click on the *Save* button.

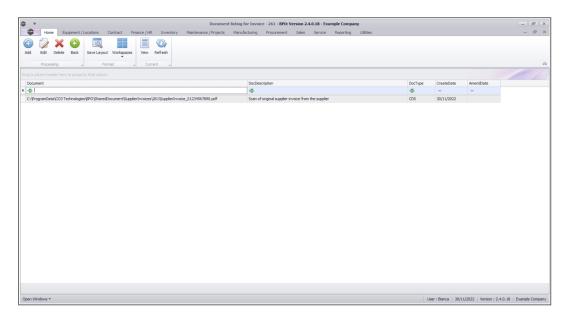
A message box will come up noting: *The document [document description] for Invoice [invoice number] has been saved.* 

• Click on the *Ok* button.



	Document listing for Invoice	- 261 - BPO: V	ersion 2.4.0.18 - I	Example Company	iy 📃	- PX
Home Equipment / Locations Contract Finance / HR Inventory Maintena	nce / Projects Manufacturing	Procurement	Sales Servic	e Reporting	Utilities	_ & ×
🕒 🍃 🗙 😋 🔯 📑 📑 🌚						
Add Edit Delete Back Save Layout Workspaces View Refresh						
•						
Processing a Format a Current a						\$
						1
		DocType	CreateDate	AmendDate		
Y 10:	1 <b>0</b> :	( <b>D</b> )	-	-		
					1	
	Document Processing			×		
	The document \$1234567890 h	t : SupplierInvoi has been saved.	ce_\$1234567890.p	of for Invoice		
	-					
				ОК		
				UN	J	
Open Windows *					Liser : Bianca 30/11/2022 Version : 2.4.0.18 Eva	nole Company

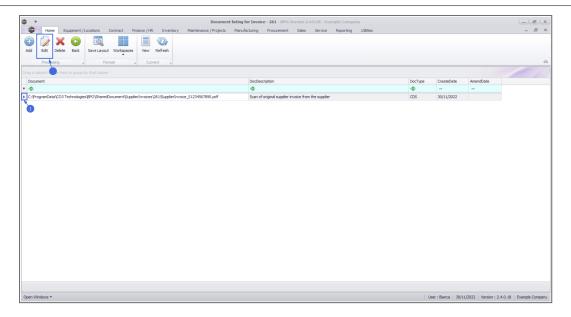
The document will be added to the listing. Click on *Refresh* if you do not see it.



### **EDIT DOCUMENT**

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





A message box will come up asking: *Are you sure you want to edit the doc-ument [document path\file name] for [invoice number]?* 

• Click on the **Yes** button.

🔿 👻 Document listing f	or Invoice - 261 - BPO: Version 2.4.0.18 - Example Company			- 8 x
Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufa	icturing Procurement Sales Service Reporting Utilities			_ & ×
Image: Several system     Image: Several system     Image: Several system     Image: Several system       Add     Edt     Detek     Back     Several system     Image: Several system       Processing     Format     Current     Current				~
Drag a column header here to group by that column				
Document	DocDescription	DocType Cr	reateDate Ame	ndDate
T 10:	10:	0		
C:\ProgramData\CO3 Technologies\BPO\SharedDocument\SupplierInvoices\261\SupplierInvoice_S1234567890.pdf	Scan of original supplier invoice from the supplier	CDS 30	0/11/2022	
C Tec	Very user provident is not the document, Program/Suit (33) melogest (970) Shared Document (Upperformation) (cs) 251/54 eterminede, 5123-569/80.pdf, fr of 5123-659/80 Very Net			
Open Windows *		Liner - P	Sanca 30/11/2022	Version : 2.4.0.18 Example Company
open minous -		User : b	Marila 30/11/2022	tersion 2.4.0.10 Example Company

You can change the *File Description* and *Document Type*. If you select a different file, a new document record will be created against this Supplier Invoice.



• Click on the *Save* button.

<b>\$</b> *			New Document for Invoice N	<b>51234567890</b> - BPO: Ver	sion 2.4.0.18 - Example C	ompany			- 8 x
	upment / Locations Contract Finan	ce / HR Inventory M	laintenance / Projects Manufacturin	g Procurement Sales	Service Reporting	Utilities			- 8 ×
Save Back									
Process _									~
		• م							
	SupplierInvoice_S1234567890.pdf C:\CO3Projects\DocTeam\ExampleDocs	• م							
Path	C: (CO 3Projects (poc ream (cxamplebocs								
Repository Path	C: \ProgramData\CO3 Technologies\BPO\Sha \SupplierInvoice\	redDocument							
File Description	Scan of original supplier invoice from the supp	pler ^ •							
Doc Type	Customer document sample								
	cootane occane compre								
Open Windows 🕶						1	Jser : Bianca 30/11/2022	Version : 2.4.0.18	Example Company

### **DELETE DOCUMENT**

- Select the *Document* you wish to delete.
- Click on the *Delete* button.

Processo         Processo         Control         Control         Amendbate         Control         Control         Amendbate         Amendbate         Control         Amendbate         Amendbate         Control         Control         Amendbate         Amendbate         Control         Control         Amendbate         Amendbate         Control         Control         Amendbate         Control		J for Invoice - 261 - BPO: Version 2.4.0.18 - Example Company				- 8 x
Add       Bate	Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manu	ufacturing Procurement Sales Service Reporting Utilities				_ & ×
Document         Dockscroption         Dock/per         Oreakbalte         Amendbalte           Image: Construction of the stand	Add Edit Delete Back Save Layout Workspaces View Refresh					\$
Image:	Drag a column header he group by that column					
C/Program Cutols (203 Technologies (PPO)Chaned Document (Supplet: Invoice: 5123466 1996) pdf Scan of original appletr invoice from the appletr CCS 30(11/2022	Document	DocDescription	DocType	CreateDate /	mendDate	
	* 10:	10:	(0)	-	-	
	C: \ProgramData \CO3 Technologies\BPO\SharedDocument\SupplierInvoices\261\SupplierInvoice_S1234567890.pdf	Scan of original supplier invoice from the supplier	CDS	30/11/2022		
Ven Windows + User : Biora : 30/11/2022   Version : 2.4.0.18   Exemple Company						
	Open Windows 🕶		User	: Bianca 30/11/20	22 Version : 2,4.0,18	Example Company



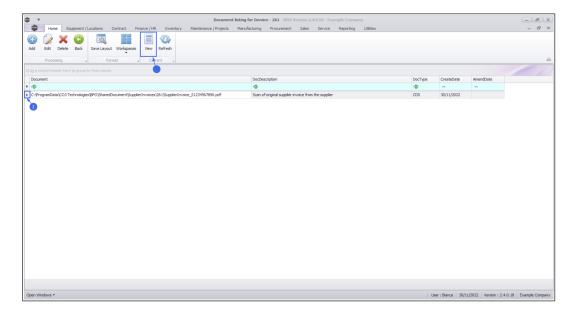
A message box will come up asking: *Are you sure you want to remove this document [document path\file name] for [invoice number]?* 

• Click on the **Yes** button.

	Document listing for Invoice	e - 261 - BPO: 1	Version 2.4.0.1	8 - Example Compar	ıγ	- BX
Home Equipment / Locations Contract Finance / HR Inventory Mainten	ance / Projects Manufacturing	Procurement	Sales Se	rvice Reporting	Utilities	– 8 ×
Add Edit Delete Back Save Layout Workspaces View Refresh						
Ŧ						
Processing a Format a Current a						~
Document	DocDescription	DocType	CreateDate	AmendDate		
• ID:	1 <b>0</b> 0	<ul> <li>Image: Constraint of the second second</li></ul>	-	-		
C:\ProgramData\CO3 Technologies\BPO\SharedDocument\SupplierInvoices\261\SupplierInvoice_S12	Scan of original supplier invoice fro	. CDS	30/11/2022			
C:\ProgramData\CO3 Technologies\BPO\SharedDocument\SupplierInvoices\261\SupplierInvoice_001	Supplier Invoice email trail	COMP	30/11/2022			
	Delete Document					
			nove this docum			
	C:\ProgramDi	ata\CO3				
	Technologies pplierInvoice_	\BPO\SharedDo _001.docx', from	cument\Supplie Invoice S12345	erInvoices\261\Su 67890?		
			Yes	No		
					]	
Open Windows *					liter -	Bianca 30/11/2022 Version : 2.4.0.18 Example Company
open making					User :	oranto ovy 14/2022 Version 1 214.0.10 Example Company

#### **VIEW DOCUMENT**

- Select the *Document* you wish to view.
- Click on the *View* button.





If you have the relevant application installed and set as the default for this type of file, that application will launch and you can view the document.

Image: Transmit Transmi Transmit Transmit Transmit Transmit Transmit Transmit Transmit T	ф. т.				Document lis	ting for Invoice -	261 - BPO									- Ø x
Af Est Delet Rol       Sign In         More Tools       SuppliedInvoice_S12_X         Processory       Image: Sign In         Image: Sign In       Image: Sign In </td <td>Home Equipment / Locations</td> <td>SupplierInvoice_</td> <td>1234567890.pd</td> <td>- Adobe Acrobat Re</td> <td>ader (64-bit)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> <td>×</td> <td>- &amp; ×</td>	Home Equipment / Locations	SupplierInvoice_	1234567890.pd	- Adobe Acrobat Re	ader (64-bit)								-		×	- & ×
Processy       Image: Solution former is growed to formed former is growed for the former is growed formed former is growed for the former is growed former is growed for the former is growed for the former is growed for the former is growed former is growed for the former is growed former is growed for the former is growe	🕒 🗇 🗙 🙆 🛛	File Edit View S	ign Window	Help												
Company Name       INVOICE         Company Address       INVOICE #100         Phone       Pacipient Name         Company Name       Company Name         Company Address       INVOICE #100         Pacipient Name       DATE: ENTER DATE         Fax: Enter fax       SHIP TO:         Recipient Name       Company Name         Company Stogan       Company Name         Company Company Name       Company Name         Company Name       Company Name         Company Streat Address       Street Address         City, ST ZIP Code       City, ST ZIP Code         Phone       Phone         Your comments       2         SaleSPERSON       P.O. NUMBER       SHIPPED VIA       F.O.B. POINT       TERMS	Add Edit Delete Back Save Lay	Home Tool	s Supp	lierInvoice_S12	c							?		Sig	n In	
Company Name       INVOICE         Company Address       INVOICE #100         Phone       Pacipient Name         Company Name       Company Name         Company Address       INVOICE #100         Pacipient Name       DATE: ENTER DATE         Fax: Enter fax       SHIP TO:         Recipient Name       Company Name         Company Stogan       Company Name         Company Company Name       Company Name         Company Name       Company Name         Company Streat Address       Street Address         City, ST ZIP Code       City, ST ZIP Code         Phone       Phone         Your comments       2         SaleSPERSON       P.O. NUMBER       SHIPPED VIA       F.O.B. POINT       TERMS	Processing				1 / 1	m, 🤺		(+) 100%	- H	. m			D.		0	~
Company Name       INVOICE         Company Slogan       INVOICE         Company Slogan       INVOICE         Company Address       INVOICE #100         Fax: Enter fax       DATE: ENTER DATE         To:       SHIP TO:         Recipient Name       Company Name         Company Name       Company Name         Company Name       Company Name         Street Address       Street Address         City, ST ZIP Code       Chy, ST ZIP Code         Phone       Image: Comments         Comments       Image: Comments         SALESPERSON       P.O. NUMBER       REQUISITIONER         SALESPERSON       P.O. NUMBER       SHIPPED VIA         F.O.B. POINT       TERMS	Drag a column header here to group by that colu					• •	0	0	I↔ī	*						
COmpany Name     Company Sogan     Company Sogan     Company Address     Company Address     Company Address     Company Address     Company Address     Street Address     Street Address     Street Address     Company Name														<u> </u>	Q	
Company Slogan Company Slogan Company Address INVOICE #100 Phone: Enter fax DATE: ENTER DATE TO: SHIP TO: Recipient Name Company Name Street Address Street Address Company Name COMMENTS OR SPECIAL INSTRUCTIONS: Your comments Company IN F.O.B. POINT TERMS	* (0:														-	
Company Address       INVOICE #100       Company Address         Phone: Enter phone       DATE: ENTER DATE       Company Address         Fax: Enter fax       DATE: ENTER DATE       Company Address         To:       SHIP TO:       Company Name       Company Name         Company Name       Company Name       Company Name       Company Name         Street Address       Street Address       Street Address       E         City, ST ZIP Code       City, ST ZIP Code       ComMents on SPECIAL INSTRUCTIONS:       Comments         Your comments       Your comments       44	C:\ProgramData\CO3 Technologies\BPO\Share			•							INV	00	E		L9	
Company Address       INVOICE I/100       Company fail         Phone: Enter fax       DATE: ENTER DATE       Company fail         Fax: Enter fax       SHIP TO:       Company Name         TO:       SHIP TO:       Company Name         Company Name       Company Name       Company Name         Street Address       Street Address       Street Address         City, ST ZIP Code       City, ST ZIP Code       City         Phone       Phone       Company Name         COMMENTS OR SPECIAL INSTRUCTIONS:       Z         Your comments       Z         SALESPERSON       P.O. NUMBER       REQUISITIONER       SHIPPED VIA       F.O.B. POINT       TERMS		Com	oany Slogan													
Phone: Enter phone     INVOICE #100     Company       Fax: Enter fax     DATE: ENTER DATE     P       TO:     SHIP TO:     P       Recipient Name     Company Name     Company Name       Company Name     Company Name     P       Street Address     Street Address     E       City, ST ZIP Code     City, ST ZIP Code     P       Phone     Phone     P       COMMENTS OR SPECIAL INSTRUCTIONS:     Z       Your comments     Z       SALESPERSON     P.O. NUMBER       REQUISITIONER     SHIPPED VIA       F.O.B. POINT     TERMS		Com	nany Addres												<b>U</b> =	
Fax: Enter fax       DATE: ENTER DATE         TO:       SHIP TO:         Recipient Name       Recipient Name         Company Name       Company Name         Street Address       Street Address         City, ST 2IP Code       City, ST 2IP Code         Phone       Phone         COMMENTS OR SPECIAL INSTRUCTIONS:       ✓         Your comments       ✓         SALESPERSON       P.O. NUMBER       REQUISITIONER         SHIPPED VIA       F.O.B. POINT       TERMS											INVO	ICE #1	.00		Po	
TO:     SHIP TO:       Recipient Name     Recipient Name       Company Name     Company Name       Street Address     Image: Company Name       Street Address     Image: Company Name       Street Address     Image: Company Name       Comments     Phone       Comments     Image: Comments       SALESPERSON     P.O. NUMBER       REQUISITIONER     SHIPPED VIA       F.O.B. POINT     TERMS											DATE: ENT	FER DA	TE			
Company Name Company Name Street Address Street Address City, ST 2IP Code City, ST 2IP Code Phone Phon		то:					SHIP T	·o:							₽.	
Company Name     Company Name       Street Address     Street Address       City, ST ZIP Code     City, ST ZIP Code       Phone     Phone       COMMENTS OR SPECIAL INSTRUCTIONS:     Image: Comments       Your comments     Image: Comments		Reci	pient Name				Recipi	ient Name							D.	
City, ST ZIP Code City, ST ZIP Code Phone Phone Phone 2000 2000 2000 2000 2000 2000 2000 20															- <b>-</b>	
Phone															50	
COMMENTS OR SPECIAL INSTRUCTIONS: Your comments  SALESPERSON P.O. NUMBER REQUISITIONER SHIPPED VIA F.O.B. POINT TERMS																
Your comments 42							THONG								密	
SALESPERSON P.O. NUMBER REQUISITIONER SHIPPED VIA F.O.B. POINT TERMS				SPECIAL INSTRU	CTIONS:										0	
SALESPERSON P.O. NUMBER REQUISITIONER SHIPPED VIA F.O.B. POINT TERMS		Tour	comments												10	
SALESPERSON P.O. NUMBER REQUISITIONER SHIPPED VIA F.O.B. POINT TERMS															B	
Enter here Enter here Enter here Enter here Due on receint		SA	ESPERSON	P.O. NUM	ABER	REQUISITIC	DNER	SHIPPED VI	F.O.B.	POINT	TER	MS			-	
		Ente	r here	Enter here		Enter here		Enter here	Enter h	nere	Due on	receip	t			
													_			
QUANTITY DESCRIPTION UNIT PRICE TOTAL		C	UANTITY		1	DESCRIPTION			UNIT	PRICE	тот	AL				
850 1100 m <		8.50 x 11.00 in													÷	
		0,00 x 11,00 m				_		_		-						
Open Windows * User : Banca 30/11/2022   Version : 2.40.18 Example Company	Open Windows 🕶													Use	er : Bianca	30/11/2022 Version : 2.4.0.18 Example Company

#### **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

- <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.132.001