

## PROCUREMENT

## **PRINT A SUPPLIER INVOICE**

*Ribbon Access: Procurement > Invoices* 

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	¥					BPO: Version 2.1	.0.31 - Example	Company				ž		Х
9	Equipment and	Locations	Contract	Finance an	d HR Invent	tory Maintenar	nce and Projects	Manufacturi	Procurement	Sales	Service	Reporting	Utilities	
Supplers Macher	Requisitions	Orders	Expediting	Invoices Di No	ebit Returns	Goods Received Notes	Warrantes -	Q Cains						
Master ,				Processing	otes	Notes	Warranties							
Open Win	dows •											09 Oct 3	2017	1

The *Purchase Invoice Listing* screen will be displayed.

Select the Site and Status



- Select the *Site*.
  - In this image *Durban* has been selected.

) Home E	Equipment and Locations	Contract Fir	Purchase Invoice Listing - BPO: ance and HR Inventory Maintenance	Version 2.1.0.31 and Projects 1 Durban	Example Comp Ianufacturing Pi	any rocurement	Sales Service	-Reporting Util	□ > te: - 8
Add Edit Maintain rag a column hea	Deete Approve De	one Save La	Format A Print Loport	0 Al 1 Du 2 Pre	Sites ban toria				
InvoiceStatus	InvoiceNo	SupplerCode	SupplerName				ExchangeR	TaxRate	TotalCostExd
				10		_		10171010	
N	R MRGR000001200	500001	Greint Dietrife store Local	X		k	1.00	14.00	500
N	RL//RCR00000321	SPR001	Sprint Distributors Local	02 May 2017	GR00000121	ZAR	1.00	14.00	50
N	SWAPGR00000311	9.P001	Buy Back Suppler	03 Apr 2017	GR00000311	ZAR	1.00	14.00	485
N	BUYBGR00000322	SPR001	Sprint Distributors Local	04 May 2017	GR00000322	ZAR	1.00	14.00	50
N	SINV741	SPR001	Sprint Distributors Local	05 3.4 2016	GR00000293	ZAR	1.00	14.00	45 00
N	SWAPGR00000179	9UP001	Buy Back Suppler	06 3.4 2015	GR00000179	ZAR	1.00	14.00	15 00
N	SWAPGR00000180	SUP001	Buy Back Suppler	06 3/4 2015	GR00000180	ZAR	1.00	14.00	15 00
N	SWAPGR00000181	SUP001	Buy Back Suppler	06 34 2015	GR00000181	ZAR	1.00	14.00	400
N	GR347	SPR001	Sprint Distributors Local	06 Jun 2017	P00000340	ZAR	1.00	14.00	160 74
N	P0172	SPR001	Sprint Distributors Local	06 Jun 2017	GR00000349	ZAR	1.00	14.00	800
N	GRN351	SPR.001	Sprint Distributors Local	06 Jun 2017		ZAR	1.00	14.00	35
N	GRN352	YE5001	Young Electric	06 Jun 2017	P00000366	ZAR	1.00	14.00	2
N	GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	P00000278	ZAR	1.00	14.00	22.00
N	BUYBGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	ZAR	1.00	14.00	140
N	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	ZAR	1.00	14.00	35
N	sinv 746 1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 50
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	15
N	S0NV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 50
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	50
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	P00000024	ZAR	1.00	14.00	50
N	02222	SUP001	Buy Back Suppler	10 Oct 2017		ZAR	1.00	14.00	1 50
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	90
	CHAIN STATES	700/001	Tonue Conv Guo	12 Apr 2017		740	1.00	14.00	60



## **SELECT SUPPLIER INVOICE**

- Click on the *row selector* in front of the *supplier invoice* you wish to print.
- Click on *Print*.

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ed y corrue ve	icar none ta group by th	( CILIN							
InvoiceStatus	InvoiceNo	SupplerCode	SupplerName	InvoiceDate	<ul> <li>Reference</li> </ul>	Currency	ExchangeR	TaxRate	TotalCostExcl
	D 00000000000	200.001	Parist Back days and	A314- 3017	AD 54444554	210	1.44	14.00	10
N	BUYBGR00000320	SPR001	Sprint Distributors Local	02 May 2017	GR00000320	ZAR	1.00	14.00	500
N	BUTBURUUUUU321	59001	Sprint Distributors Local	02 May 2017	GR00000321	24R	1.00	14.00	20
N	BIVBCD000011	50P001	Cryint Particle Incel	03 Mpr 2017	000000000000000000000000000000000000000	740	1.00	14.00	102
N	CBA/741	C00001	Covint Distributors Local	05 34 2017	000000322	740	1.00	14.00	45.00
N	SWAPGR00000179	SUPODI	Buy Bark Suppler	06 3/ 2015	GR00000179	ZAR	1.00	14.00	15.00
N	SWAPGR00000180	SUP001	Buy Back Suppler	06 34 2015	GR00000180	ZAR	1.00	14.00	1500
N	SWAPGR00000181	SLP001	Buy Back Suppler	06 3.4 2015	GR00000181	ZAR	1.00	14.00	400
N	GR347	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000340	ZAR	1.00	14.00	160 74
N	P0172	SPR001	Sprint Distributors Local	06 Jun 2017	GR00000349	ZAR	1.00	14.00	8 00
N	GRN351	SPR001	Sprint Distributors Local	06 Jun 2017		ZAR	1.00	14.00	35
N	GRN352	YE5001	Young Electric	06 Jun 2017	PO0000366	ZAR	1.00	14.00	2
N	GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000278	ZAR	1.00	14.00	22 00
N	BUYBGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	ZAR	1.00	14.00	140
N	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	ZAR	1.00	14.00	35
N	snv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 50
N	SDW11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	15
N	50NV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 50
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	50
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	P00000024	ZAR	1.00	14.00	50
N	02222	SUP001	Buy Back Suppler	10 Oct 2017		ZAR	1.00	14.00	1.50
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	90
N	SINV12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	50

• A *Report Generation* message box will pop up asking;

• Do you want to print the supplier invoice [ ]?

• Click on Yes.



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a more status	1110/CD10	Subbuc co	ue suppresmane	anverse	- Neierence	contency	Exerenger	Textupic	roundoore no
N	BUYBGR00000320	SPR001	Sprint Distributors Local	02 May 2017	GR00000320	ZAR	1.00	14.00	50
N	BUYBGR00000321	SPR001	Sprint Distributors Local	02 May 2017	GR00000321	ZAR	1.00	14.00	50
N	SWAPGR0000031	1 SUP001	Buy Back Suppler	03 Apr 2017	GR00000311	ZAR	1.00	14.00	485
N	BUYBGR00000322	SPR001	Sprint Distributors Local	04 May 2017	GR00000322	ZAR	1.00	14.00	50
N	SINV741	SPR001	Sprint Distributors Local	05 Jul 2016	GR00000293	ZAR	1.00	14.00	45 00
N	SWAPGR0000017	9 SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	ZAR	1.00	14.00	15 00
N	SWAPGR0000018	5UP001	Report Generation		BC	ZAR	1.00	14.00	15 00
N	SWAPGR0000018	1 SUP001			81	ZAR	1.00	14.00	400
N	GR347	SPR001	Do you want to print the suppli	er invoice BL/YBGR000	003682	ZAR	1.00	14.00	160 74
N	PO172	SPR001			46	ZAR	1.00	14.00	8 00
N	GRN351	SPR001	_			ZAR	1.00	14.00	35
N	GRN352	YE\$001		Yes	No	ZAR	1.00	14.00	
N	GRN348	SPR001			В	ZAR	1.00	14.00	22.0
N	BUYBGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	ZAR	1.00	14.00	14
N	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	ZAR	1.00	14.00	35
N	sinv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	35
N	SIW11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	1
N	SDW4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2.50
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	\$
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	P00000024	ZAR	1.00	14.00	5
N	02222	SUP001	Buy Back Suppler	10 Oct 2017		ZAR	1.00	14.00	15
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	9
N	SIW12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	5



## **REPORT PREVIEW**

- The *Report Preview* screen will be displayed.
  - From here you can *View*, *Print*, *Export* or *Email*.
- *Close* the Report Preview screen when done.

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Reference :         G400000368 GRN Ho. 1         G400000368 GRN Ho. 1           Supplier Details :         Postal Address:         465 Prest OnverKind Freetrick           VAT No. :         462190122 Generacy:         Postal Address:         465 Prest OnverKind Freetrick           VAT No. :         462190122 Generacy:         Postal Address:         465 Prest OnverKind Freetrick           Time Cale         Time Onvertick         Forest OnverKind South Array         Forest OnverKind Freetrick           Titl:         Aprest opper         100 - 00 - 00 - 00 - 00 - 00 - 00 - 00		30	ompany Logo	Supplie Example Co Street Ise an Area City South Africa 9000 Beg No. 0 VAT No. 0 Document J Date 1	er Invol mpany dRood Name 000000aso#5 000000 lef.: DV 07	Peebbes3 Area City South Afr 9000 21. Fais Ne.: Tel No.: <b>YBGR000003</b> Out 2017	io ica 000 000 0000 000 000 0000 164			
Supplier Details :         Postal Address :         Mark :         Sport/Carboburg:Load         Postal Address :         MET Rest: Offset:Converting           VAT No. :         #60750123         Postal Address :         Mem Trunt         1234           Currency:         248         Mem Trunt         1234           Photo Info         Sport/Carboburg:Load         Mem Trunt         1244           Photo Info         Sport/Carboburg:Load         Mem Trunt         1244           Photo Info         Sport/Carboburg:Load         Mem Trunt         1244           Photo Info         Sport/Carboburg:Load         14040         14040         15440           Photo Info         Sport/Carboburg:Load         14040         14040         15440           Photo I				Reference GRN No. 1	I GR	00000368 00000368				
Name i         Sport-Controlution (column         Postal Address i:         diff freest Control Town Road           VAT No. 1:         456/25123         Forest Mile         Internet           Currency:         248.         New Treet         1234           2010         Sport-Control Town Road         Sport-Control Town Road         Note           Mile Cole         Teen Description         Sport-Control Town Road         Note           Mile Cole         Teen Description         Sport-Control Town Road         1406.00         1406.00           Mile Cole         Teen Description         Sport-Control Town Road         1406.00         1406.00         1506.00           Mile Cole         Teen Description         Sport-Control Town Road         1406.00         1406.00         1506.00           Mile Cole         Teen Control Town Road         Sport-Control Town Road         1406.00         1506.00         1506.00           Mile State Sport-Control Town Road         Sport-Control Town Road         1406.00         1506.00         1506.00           Mile State Sport-Control Town Road         Sport-Control Town Road         1206.00         1406.00         1506.00           Mile State Sport-Control Town Road         State Sta		Supplier Det	als (							
Buni Colo         Statistic         Statistic <t< th=""><th></th><th>Name   VAT No. : Currency:</th><th>Sprint Distributions Local 454/795123 244</th><th>Postal Add</th><th>Iress ( 6) Pr N 1 S</th><th>IS Forest Grav prest Hills ew Town 234 outh Africa</th><th>e Road</th><th></th><th></th><th></th></t<>		Name   VAT No. : Currency:	Sprint Distributions Local 454/795123 244	Postal Add	Iress ( 6) Pr N 1 S	IS Forest Grav prest Hills ew Town 234 outh Africa	e Road			
1913         Apenicage         x13-539         1.00         1.462.00         1.962.00           1913         Spenicage         x13-639         1.00         1.462.00         1.962.00      1913         Spenicage<		them Code	Item Description	Secial No.	Quantity	Del Price	Not Price	Total		
1923         Sportugier         123-539         142         145.52         145.53         129.55           1923         Sportugier         123-539         122         145.55         145.55         129.55           1923         Sportugier         123-539         122         145.55         145.55         159.55           1923         Sportugier         123-539         122         140.55         145.55         159.55           1923         Sportugier         123-539         123         145.59         126         159.55           1923         Sportugier         123-539         126         140.59         140.59         159.55           1923         Sportugier         123-539         140.59         140.59         159.55		191818	farmi ungler	1818-6589	1.00	1 400.00	1 405.55	1 596.00		
M12.5         Spint caper         M24.57         1.04.57         1.05.05         1.04.50         1.04.50           101.5         Spint caper         M24.518         1.02         1.05.55         1.05.55         1.05.55           101.5         Spint caper         M24.518         1.02         1.05.55         1.05.55         1.05.55           101.25         Spint caper         M24.518         1.02         1.05.55         1.05.55         1.05.55           101.25         Spint caper         M24.518         1.02         1.05.55         1.05.55         1.05.55           101.25         Spint caper         M24.518         1.02         1.05.55         1.05.55         1.05.55           101.26         Spint caper         M24.518         1.02         1.05.55         1.05.55         1.05.55           101.81         Spint caper         M24.518         1.05         1.05.55         1.05.55         1.05.55           101.81         Spint caper         M24.518         1.05         1.05.55         1.05.55         1.05.55           101.81         Spint caper         M24.518         1.05         1.05.55         1.05.55         1.05.55           101.81         Spint caper         M24.518         1.05.5		\$71818	Sprimi capier	1818-6389	1.00	1 400.00	1 400.00	1 996.00		
IP323         Iparcagae         ID428         122         1403.0         154.00           IP334         Sprin cigae         ID3450         122         1403.0         154.00           IP334         Sprin cigae         ID3450         122         1403.0         154.00           IP334         Sprin cigae         ID3450         122         1403.0         154.00           IP334         Sprin cigae         ID34500         122         1403.0         156.00           IP334         Sprin cigae         ID34500         123         1403.0         156.00         156.0           IP134         Sprin cigae         ID34500         135         1403.0         156.0         156.0           IP134         Sprin cigae         ID34500         135         1403.0         156.0         156.0           IP134         Sprin cigae         ID34500         135         1403.0         156.0		191818	Sprint cupier	1818-6589	101	1 403.00	1 400.00	1 596.00		
IP349         Spencaper         H2849         1.0         1.4034         1.4014         1.98.0           IP141         Spencaper         H2849         1.0         1.4034         1.4014         1.98.0           IP141         Spencaper         H28498         1.0         1.4035         1.4030         1.98.0           IP141         Spencaper         H18459         1.0         1.4030         1.99.0         1.99.0           IP141         Spencaper         H19459         1.0         1.403.0         1.99.0         1.99.0           IP141         Spencaper         H19459         1.0         1.403.0         1.99.0         1.99.0           IP141         Spencaper         H19459         1.0         1.403.0         1.99.0         1.99.0 <td>And the second s</td> <td>10110</td> <td>fiprine cogiae</td> <td>1018-0207</td> <td>1.00</td> <td>1 400.00</td> <td>1 400.00</td> <td>1 396-27</td> <td></td> <td></td>	And the second s	10110	fiprine cogiae	1018-0207	1.00	1 400.00	1 400.00	1 396-27		
473:01         Sperit caper         103:150         120         1403:00         120         1403:00         120         1403:00           274:01         Sperit caper         101:04:00         101         1403:00         1204:00         1204:00           274:01         Sperit caper         101:04:00         101         1403:00         1605:00         1204:00           274:01         Sperit caper         101:04:00         120         1403:00         1605:00         1504:00           274:01         Sperit caper         101:04:00         140         1404:00         1504:00           274:01         Sperit caper         101:04:00         140         1400:00         1504:00           274:01         Sperit caper         101:04:00         1400:00         1504:00         1504:00 <t< td=""><td></td><td>191818</td><td>Sprint copie/</td><td>1810-6589</td><td>1.00</td><td>1 400.00</td><td>1.405.00</td><td>1 296.00</td><td></td><td></td></t<>		191818	Sprint copie/	1810-6589	1.00	1 400.00	1.405.00	1 296.00		
BP101         Spent caper         H104500         1.00         1.00.00         1.00.00           20103         Spent caper         H104500         1.00         1.00.00         1.00.00           20103 </td <td></td> <td>371818</td> <td>Sprint capier</td> <td>1818-6589</td> <td>1.02</td> <td>1 400.00</td> <td>1 400.00</td> <td>1 296.00</td> <td></td> <td></td>		371818	Sprint capier	1818-6589	1.02	1 400.00	1 400.00	1 296.00		
PTULI         Remit copie         ULD-SUB         1.35         1.405.05         1.405.05         1.904.05           327.02         Specific copie         ULD-SUB         1.005.05         1.405.05         1.904.05         1.904.05           327.02         Specific copie         ULD-SUB         1.005.05         1.405.05         1.904.05         1.904.05           327.03         Specific copie         ULD-SUB         1.005.05         1.405.05         1.904.05           327.03         Specific copie         ULD-SUB         1.405.05         1.405.05         1.904.05           327.03         Specific copie         ULD-SUB         1.40         1.405.05         1.405.05         1.904.05           327.04         Specific copie         ULD-SUB         1.40         1.405.05         1.405.05         1.904.05           327.04         Specific copie         ULD-SUB         1.40         1.405.05         1.405.05         1.904.05           327.04         Specific copie         ULD-SUB         1.40         1.405.05         1.904.05         1.904.05           327.04         Specific copie         ULD-SUB         1.405.05         1.405.05         1.904.05           327.04         Specific copie         ULD-SUB         1.40		191818	Sprint capier	1818-6389	1H	1 400.00	1.400.00	1 296.00		
JP1610         Spentcopue         H10-5019         L60         L406.00         L406.00         L50.00           JP1610         Spentcopue         H20-5019         L60         L406.00         L50.00         L50.00           JP1610         Spentcopue         H20-5019         L50.00         L50.00         L50.00         L50.00         L50.00         L50.00 <td></td> <td>15/11/1</td> <td>Sprint copier</td> <td>11/5-6303</td> <td>1.10</td> <td>1 400.00</td> <td>1.400,00</td> <td>1 594-00</td> <td></td> <td></td>		15/11/1	Sprint copier	11/5-6303	1.10	1 400.00	1.400,00	1 594-00		
BTR10         Barint cogine         HEB-520         1.40         1.40.00         1.50.00           DFURM         Spare cogine         HEB-5200         L.30         1.40.00         1.50.00           DFURM         Lane cogine         HEB-5200         L.40.00         1.50.00         1.50.00         1.50.00		76/16/9	Sprint capier	010-6509	1,05	1400.00	1 400.00	1396-00		
PF164         Speer copie         181-5439         L34         1-65.57         1-68.64         176.60           PF153         Speer copie         183-6439         L32         1-66.55         1-66.55         1-56.65           PF153         Speer copie         183-6439         L32         1-66.55         1-56.65           PF153         Speer copie         183-6439         L32         1-66.55         1-56.65           PF153         Speer copie         1832-6439         L32         1-66.55         1-56.55           PF154         Speer copie         1832-6439         L32         1-66.55         1-56.55           PF154         Speer copie         1832-6439         L32         1-66.55         1-56.55           PF154         Speer copie         1832-6439         L32         1-66.55         1-56.55		15/878	Eprint copier	1019-0209	1,00	2 400.00	1 400.00	1 \$94.20		
PULIS         Family column         1823-5089         1.00         1465.50         1786.50           3P1518         Sport column         1812-5089         1.00         1462.50         1786.50           3P1518         Sport column         1812-5089         1.00         1462.50         1786.50           3P1518         Sport column         1812-5089         1.00         1462.50         1786.50           3P1518         Lement column         1812-5089         1.00         1462.50         1786.50           3P1518         Lement column         1812-5089         1.40         1462.50         1786.50		15/11/1	Sprint copier	1111-1309	1.14	1 400.00	1 403.00	1 396.00		
JP153         Spectrogan         JB145499         Life         140529         Life         140529         Life         171629           JP1533         Spectrogan         JB145499         Life         140529         Life         150620         Life         JF0409         JF0409         Life         JF0409         JF04009         JF0400		IN LIGH	Barint ungener	1010-0309	1.00	1 400.00	1 400.00	1 396.00		
P133         Spectropar         J134-GBP         145         140.00         156.00           P133         Intercopar         J124-GBP         145         140.00         156.00           P133         Intercopar         J124-GBP         145         140.00         156.00		Tarta ra	Sprint Explan	1010-0309	3.00	3 400.00	1 400.00	1 314.00		
171413 Tarret colar 1114-1119 1.01 1.400.00 1.794.00		191818	Sprint cigier	1818-6389	1.00	3 400.00	1 400.00	1 396.00		
		15/111	Barint codiar	1219-0309	1.00	1 400.00	1 400.00	1396.00		

MNU.132.002