



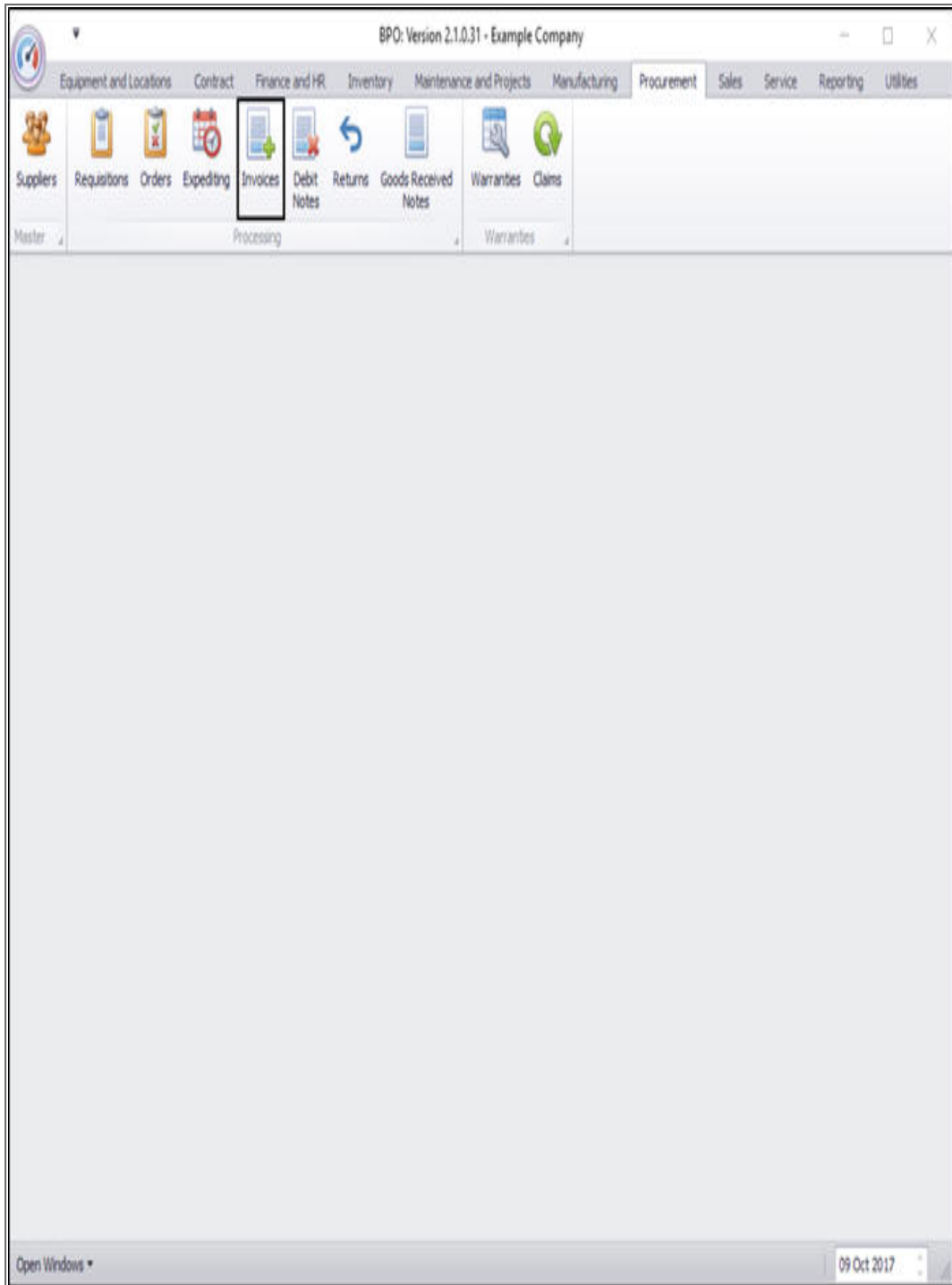
# PROCUREMENT

## PRINT A SUPPLIER INVOICE

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*Ribbon Access: Procurement > Invoices*

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The ***Purchase Invoice Listing*** screen will be displayed.

Select the Site and Status

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

The screenshot shows a software window titled "Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company". The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu bar is a toolbar with icons for Add, Edit, Delete, Approve, Decline, Save Layout, Workspaces, Print, and Export. A dropdown menu is open, showing a list of sites: 0 All Sites, 1 Durban (highlighted), and 2 Pretoria. The main area displays a table of purchase invoices with columns for InvoiceStatus, InvoiceNo, SupplierCode, SupplierName, Date, GR, ExchangeR..., TaxRate, and TotalCostExd. The table contains 25 rows of data, including suppliers like Sprint Distributors Local and Buy Back Supplier.

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	Date	GR	ExchangeR...	TaxRate	TotalCostExd	
N	BUYGR00000320	SPR001	Sprint Distributors Local	02 May 2017	GR00000320	ZAR	1.00	14.00	500.
N	BUYGR00000321	SPR001	Sprint Distributors Local	02 May 2017	GR00000321	ZAR	1.00	14.00	500.
N	SWAPGR00000311	SUP001	Buy Back Supplier	03 Apr 2017	GR00000311	ZAR	1.00	14.00	4 850.
N	BUYGR00000322	SPR001	Sprint Distributors Local	04 May 2017	GR00000322	ZAR	1.00	14.00	500.
N	SIN4741	SPR001	Sprint Distributors Local	05 Jul 2016	GR00000293	ZAR	1.00	14.00	45 000.
N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	ZAR	1.00	14.00	15 000.
N	SWAPGR00000180	SUP001	Buy Back Supplier	06 Jul 2015	GR00000180	ZAR	1.00	14.00	15 000.
N	SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	ZAR	1.00	14.00	4 000.
N	GR347	SPR001	Sprint Distributors Local	06 Jun 2017	PO00000340	ZAR	1.00	14.00	160 741.
N	PO172	SPR001	Sprint Distributors Local	06 Jun 2017	GR00000349	ZAR	1.00	14.00	8 000.
N	GRN351	SPR001	Sprint Distributors Local	06 Jun 2017		ZAR	1.00	14.00	350.
N	GRN352	YES001	Young Electric	06 Jun 2017	PO00000366	ZAR	1.00	14.00	20.
N	GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	PO00000278	ZAR	1.00	14.00	22 000.
N	BUYGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	ZAR	1.00	14.00	1 400.
N	BUYGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	ZAR	1.00	14.00	350.
N	sinv7461223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PO00000024	ZAR	1.00	14.00	500.
N	02222	SUP001	Buy Back Supplier	10 Oct 2017		ZAR	1.00	14.00	1 500.
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.
N	SINV12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.

## SELECT SUPPLIER INVOICE

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

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export

Durban New Refresh

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExcl
N	BUYBGR00000320	SPR001	Sprint Distributors Local	02 May 2017	GR00000320	ZAR	1.00	14.00	500.
N	BUYBGR00000321	SPR001	Sprint Distributors Local	02 May 2017	GR00000321	ZAR	1.00	14.00	500.
N	SWAPGR00000311	SUP001	Buy Back Supplier	03 Apr 2017	GR00000311	ZAR	1.00	14.00	4 850.
N	BUYBGR00000322	SPR001	Sprint Distributors Local	04 May 2017	GR00000322	ZAR	1.00	14.00	500.
N	SIN741	SPR001	Sprint Distributors Local	05 Jul 2016	GR00000293	ZAR	1.00	14.00	45 000.
N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	ZAR	1.00	14.00	15 000.
N	SWAPGR00000180	SUP001	Buy Back Supplier	06 Jul 2015	GR00000180	ZAR	1.00	14.00	15 000.
N	SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	ZAR	1.00	14.00	4 000.
N	GR347	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000340	ZAR	1.00	14.00	160 741.
N	PO172	SPR001	Sprint Distributors Local	06 Jun 2017	GR00000349	ZAR	1.00	14.00	8 000.
N	GRN351	SPR001	Sprint Distributors Local	06 Jun 2017		ZAR	1.00	14.00	350.
N	GRN352	YES001	Young Electric	06 Jun 2017	PO0000366	ZAR	1.00	14.00	20.
N	GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000278	ZAR	1.00	14.00	22 000.
N	BUYBGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	ZAR	1.00	14.00	1 400.
N	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	ZAR	1.00	14.00	350.
N	sinv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PO0000024	ZAR	1.00	14.00	500.
N	02222	SUP001	Buy Back Supplier	10 Oct 2017		ZAR	1.00	14.00	1 500.
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.
N	SINV12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.

Open Windows 09 Oct 2017

- A **Report Generation** message box will pop up asking;
  - **Do you want to print the supplier invoice [ ]?**
- Click on **Yes**.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExcl
N	BUYBGR00000320	SPR001	Sprint Distributors Local	02 May 2017	GR00000320	ZAR	1.00	14.00	500.
N	BUYBGR00000321	SPR001	Sprint Distributors Local	02 May 2017	GR00000321	ZAR	1.00	14.00	500.
N	SWAPGR00000311	SUP001	Buy Back Supplier	03 Apr 2017	GR00000311	ZAR	1.00	14.00	4 850.
N	BUYBGR00000322	SPR001	Sprint Distributors Local	04 May 2017	GR00000322	ZAR	1.00	14.00	500.
N	SINV741	SPR001	Sprint Distributors Local	05 Jul 2016	GR00000293	ZAR	1.00	14.00	45 000.
N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	ZAR	1.00	14.00	15 000.
N	SWAPGR00000180	SUP001	Buy Back Supplier	06 Jul 2015	GR00000180	ZAR	1.00	14.00	15 000.
N	SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	ZAR	1.00	14.00	4 000.
N	GR347	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	ZAR	1.00	14.00	160 741.
N	PO172	SPR001	Sprint Distributors Local	07 Oct 2017	PO00000149	ZAR	1.00	14.00	8 000.
N	GR1351	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	350.
N	GR1352	YES001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	20.
N	GR1348	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	22 000.
N	BUYBGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	ZAR	1.00	14.00	1 400.
N	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	ZAR	1.00	14.00	350.
N	sinv 741223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	150.
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017	GR00000297	ZAR	1.00	14.00	500.
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PO0000024	ZAR	1.00	14.00	500.
N	02222	SUP001	Buy Back Supplier	10 Oct 2017	GR00000368	ZAR	1.00	14.00	1 500.
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015	GR00000368	ZAR	1.00	14.00	900.
N	SINV12344566	TON001	Tony's Copy Shop	12 Apr 2017	GR00000368	ZAR	1.00	14.00	500.

Report Generation

Do you want to print the supplier invoice BUYBGR00000368?

Open Windows ▾ 09 Oct 2017



## 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.

**Supplier Invoice**

**Example Company**  
 Street No and Road Name      Postbox No  
 Area      Area  
 City      City  
 South Africa      South Africa  
 0000      0000  
 Reg No.: 0000000000000000      Fax No.: 000 000 0000  
 VAT No.: 00000000      Tel No.: 000 000 0000

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Document Ref.: 0UYBGR00000368  
 Date: 07 Oct 2017  
 Reference 1: GR00000368  
 GRN No. 1: GR00000368

**Supplier Details:**

<b>Name:</b> Sprint Distributors Local	<b>Postal Address:</b> 605 Forest Grove Road
<b>VAT No.:</b> 456789123	Forest Hills
<b>Currency:</b> ZAR	New Town
	1234
	South Africa

Item Code	Item Description	Serial No.	Quantity	Unit Price	Net Price	Total
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00
SP123	Sprint copier	1010-4300	1.00	1,400.00	1,400.00	2,940.00

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