

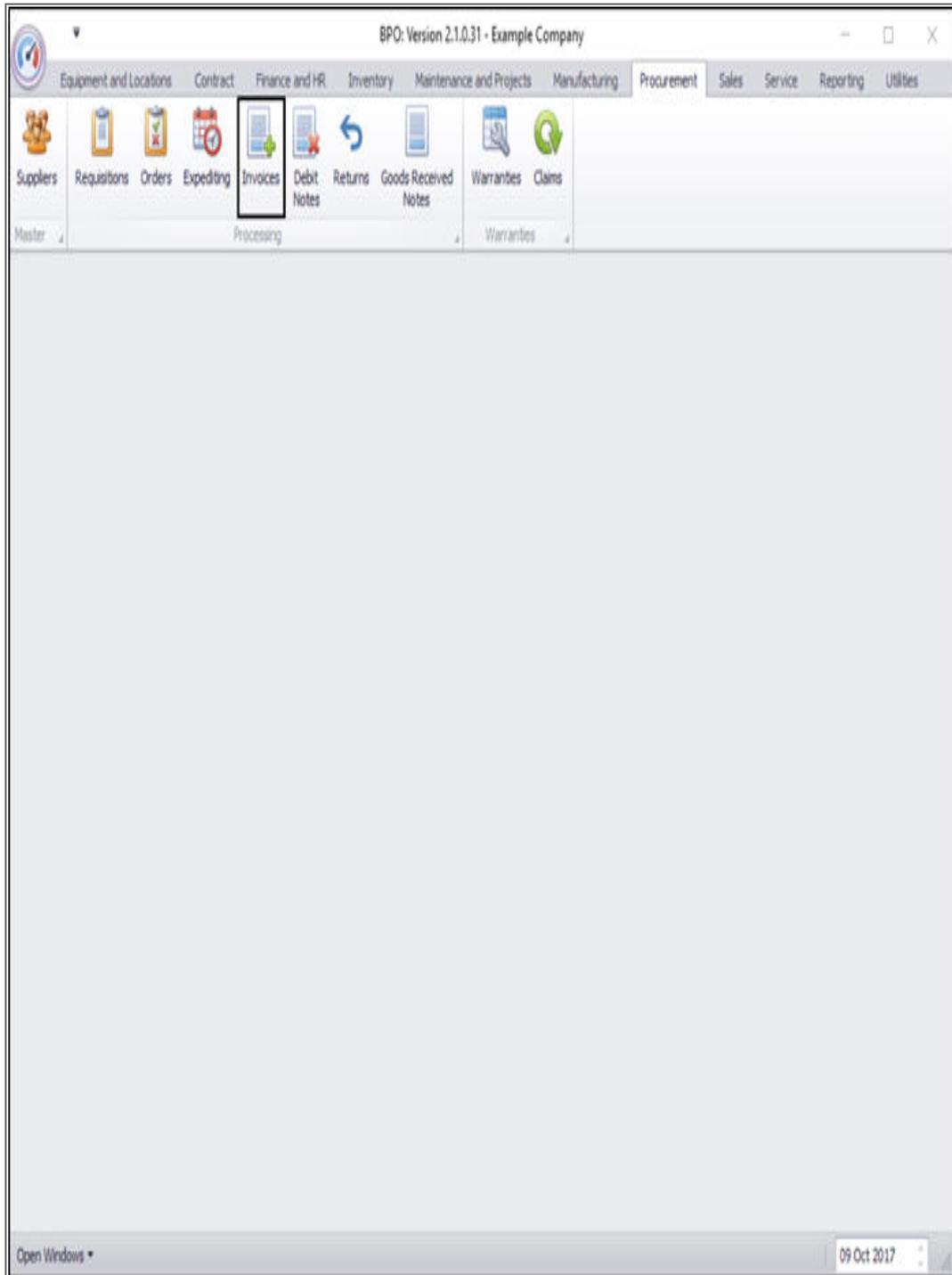
PROCUREMENT

APPROVE A SUPPLIER INVOICE

Approving a Supplier Invoice is a very important step in the procurement process. Only once the Supplier Invoice is '**Approved**', will the relevant accounting transactions post. Once approved, if there are any issues with the invoice, a **Supplier Debit Note** will need to be raised against it. This Supplier Debit Note will **reverse** the Supplier Invoice.

Important Note: A **Stock Supplier Return / Non Stock Supplier Return** must be raised before the Supplier Debit Note can be raised against the Supplier Invoice.

Ribbon Access: *Procurement > Invoices*



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

Select the Site and Status

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

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo
N	GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	1.00	22 000.00	25 080.00	4567891
N	GRN351	SPR001	Sprint Distributors Local	06 Jun 2017	1.00	350.00	399.00	4567891
N	GRN352	YES001	Young Electric	06 Jun 2017	1.00	20.00	22.80	3245064
N	PO172	SPR001	Sprint Distributors Local	06 Jun 2017	1.00	8 000.00	9 120.00	4567891
N	BUYGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	1.00	1 400.00	1 596.00	4567891
N	BUYGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	1.00	350.00	399.00	4567891
N	SDN11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016	1.00	150.00	171.00	4567891
N	SDN4788	SPR001	Sprint Distributors Local	07 Sep 2016	1.00	2 500.00	2 850.00	4567891
N	inv 74b 1223	SPR001	Sprint Distributors Local	07 Sep 2016	1.00	3 500.00	3 990.00	4567891
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017	1.00	500.00	570.00	4567891
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	1.00	500.00	570.00	4567891
N	02222	SUP001	Buy Back Supplier	10 Oct 2017	1.00	1 500.00	1 710.00	000000C
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015	1.00	900.00	1 026.00	4567891
N	SDN12344566	TON001	Tonys Copy Shop	12 Apr 2017	1.00	500.00	570.00	9874561
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016	1.00	150.00	171.00	4567891
N	BUYGR00000175	SPR001	Sprint Distributors Local	12 May 2015	1.00	0.00	0.00	4567891
N	inv 1	SPR001	Sprint Distributors Local	13 Apr 2017	1.00	11 500.00	13 110.00	4567891
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	1.00	125.00	142.50	4567891
N	BUYGR00000177	SPR001	Sprint Distributors Local	14 May 2015	1.00	0.00	0.00	4567891
N	BUYGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	1.00	0.00	0.00	4567891
N	gr 2511	SPR001	Sprint Distributors Local	18 Nov 2015	1.00	500.00	570.00	4567891
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	1.00	15 000.00	17 100.00	000000C
N	BUYGR00000334	SPR001	Sprint Distributors Local	22 May 2017	1.00	0.00	0.00	4567891

- Select the **Status**.
- This must be set to **New**.

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo
N	GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	14.00	22 000.00	25 080.00	4567891
N	GRN351	SPR001	Sprint Distributors Local	06 Jun 2017	14.00	350.00	399.00	4567891
N	GRN352	YES001	Young Electric	06 Jun 2017	1.00	20.00	22.80	3245064
N	PQ172	SPR001	Sprint Distributors Local	06 Jun 2017	1.00	8 000.00	9 120.00	4567891
N	BUYBGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	1.00	1 400.00	1 596.00	4567891
N	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	1.00	350.00	399.00	4567891
N	SDN11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016	1.00	150.00	171.00	4567891
N	SDN4788	SPR001	Sprint Distributors Local	07 Sep 2016	1.00	2 500.00	2 850.00	4567891
N	snv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	1.00	3 500.00	3 990.00	4567891
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017	1.00	500.00	570.00	4567891
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	1.00	500.00	570.00	4567891
N	02222	SUP001	Buy Back Supplier	10 Oct 2017	1.00	1 500.00	1 710.00	0000000
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015	1.00	900.00	1 026.00	4567891
N	SDN12344566	TON001	Tonys Copy Shop	12 Apr 2017	1.00	500.00	570.00	9874561
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016	1.00	150.00	171.00	4567891
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	1.00	0.00	0.00	4567891
N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017	1.00	11 500.00	13 110.00	4567891
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	1.00	125.00	142.50	4567891
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	1.00	0.00	0.00	4567891
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	1.00	0.00	0.00	4567891
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015	1.00	500.00	570.00	4567891
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	1.00	15 000.00	17 100.00	0000000
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	1.00	0.00	0.00	4567891

SELECT SUPPLIER INVOICE

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

APPROVE INVOICE

- Click on *Approve*.

Note: As Approval is selected this **financial transaction** will post to Evolution.

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	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.00	570.00	4567891
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PO0000024	ZAR	1.00	14.00	500.00	570.00	4567891
N	02222	SLP001	Buy Back Supplier	10 Oct 2017		ZAR	1.00	14.00	1 500.00	1 710.00	0000000
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.00	1 026.00	4567891
N	SINV12344566	TOW001	Tony's Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.00	570.00	9874561
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	4567891
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	4567891
N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	11 500.00	13 110.00	4567891
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.00	142.50	4567891
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	4567891
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	4567891
N	SWAPGR00000358	SLP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	0000000
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	4567891
N	supplier34	SPR001	Sprint Distributors Local	22 May 2017	PO0000352	ZAR	1.00	14.00	4 500.00	5 130.00	4567891
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000287	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000287	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000157	ZAR	1.00	14.00	500.00	570.00	4567891

Open Windows ▾ 09 Oct 2017

- A **Supplier Invoice - Process** message box will pop up informing you that;

- *The supplier invoice, no. [] has been processed as accepted.*
- Click on **OK**.

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

Maintain Process Format Print Current

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExd	TotalAmtIncl	VATNo
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.00	570.00	4567891
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PO0000024	ZAR	1.00	14.00	500.00	570.00	4567891
N	02222	SUP001	Buy Back Supplier	10 Oct 2017		ZAR	1.00	14.00	1 500.00	1 710.00	0000000
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.00	1 026.00	4567891
N	SINV12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.00	570.00	9874561
N	123456 00	SPR001	Sprint Distributors Local	12 Jun 2016		ZAR	1.00	14.00	150.00	171.00	4567891
N					0000175	ZAR	1.00	14.00	0.00	0.00	4567891
N						ZAR	1.00	14.00	11 500.00	13 110.00	4567891
N					0000278	ZAR	1.00	14.00	125.00	142.50	4567891
N					0000177	ZAR	1.00	14.00	0.00	0.00	4567891
N					0000171	ZAR	1.00	14.00	0.00	0.00	4567891
N						ZAR	1.00	14.00	500.00	570.00	4567891
N					0000358	ZAR	1.00	14.00	15 000.00	17 100.00	0000000
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	4567891
N	supplier34	SPR001	Sprint Distributors Local	22 May 2017	PO0000352	ZAR	1.00	14.00	4 500.00	5 130.00	4567891
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000287	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000287	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000157	ZAR	1.00	14.00	500.00	570.00	4567891

Supplier Invoice - Process

The supplier invoice, no. BUYBGR00000335 has been processed as accepted.

OK

Open Windows 09 Oct 2017

- The accepted supplier invoice can now be viewed in the **Purchase Invoice Listing** screen where the **Status** is set to **Updated**.

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	ExchangeR...	TaxRate	TotalCostExd
U	Contractors Invoice	SPR001	Sprint Distributors Local	1.00	14.00	800.
U	TestPSRN	SPR001	Sprint Distributors Local	1.00	14.00	250.
U	BDN5478	SUP001	Buy Back Supplier	23 Sep 2014	ZAR	1.00 14.00 500.
U	SIN74586699	SPR001	Sprint Distributors Local	23 Sep 2014	ZAR	1.00 14.00 450.
U	SIN147963	SPR001	Sprint Distributors Local	23 Sep 2014	ZAR	1.00 14.00 350.
U	BUYGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335 ZAR	1.00 14.00 500.
U	INV1020-100	SPR001	Sprint Distributors Local	22 Jun 2015	ZAR	1.00 14.00 7850.
U	BUYGR00000025	SPR001	Sprint Distributors Local	22 Apr 2014	GR00000025 ZAR	1.00 14.00 500.
U	SIWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360 ZAR	1.00 14.00 4850.
U	123147	SPR001	Sprint Distributors Local	21 Jul 2014	ZAR	1.00 14.00 750.
U	SIN98765	SPR001	Sprint Distributors Local	20 Aug 2014	ZAR	1.00 14.00 650.
U	gr2662	SPR001	Sprint Distributors Local	19 Nov 2015	ZAR	1.00 14.00 1500.
U	gr2651	SPR001	Sprint Distributors Local	19 Nov 2015	ZAR	1.00 14.00 1000.
U	gr259	SPR001	Sprint Distributors Local	19 Nov 2015	ZAR	1.00 14.00 1500.
U	collection v2.1.0.4	SPR001	Sprint Distributors Local	19 May 2017	PO0000337 ZAR	1.00 14.00 679.
U	SIN9876	SPR001	Sprint Distributors Local	19 Feb 2015	GR00000167 ZAR	1.00 14.00 1250.
U	gr248	SPR001	Sprint Distributors Local	18 Nov 2015	ZAR	1.00 14.00 3600.
U	gr2433	SPR001	Sprint Distributors Local	18 Nov 2015	ZAR	1.00 14.00 1000.
U	gr243	SPR001	Sprint Distributors Local	18 Nov 2015	ZAR	1.00 14.00 4500.
U	gr2403	SPR001	Sprint Distributors Local	18 Nov 2015	ZAR	1.00 14.00 500.
U	gr2402	SPR001	Sprint Distributors Local	18 Nov 2015	ZAR	1.00 14.00 500.
U	gr240	SPR001	Sprint Distributors Local	18 Nov 2015	ZAR	1.00 14.00 500.
U	gr239	SPR001	Sprint Distributors Local	18 Nov 2015	ZAR	1.00 14.00 5500.

MNU.132.003