

## 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* 



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9	Equipment and L	ocations	Contract	Finance	andHR	Inventory	Maintenar	nce and Projects	Man	ufacturing	Procurement	Sales	Service	Reporting	Utilities	
Supplers	Requisitions	Orders	Expediting	Invoices	Debit R Notes	s eturns Go	bods Received Notes	Warrantes Warrantes	Claims							
Master .				Processing	Notes		Notes	Warranter								
Open Win	dows *													09 Oct 3	2017	

The *Purchase Invoice Listing* screen will be displayed.

Select the Site and Status



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

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InvoiceStatus	InvoiceNo +	SupplerCode	SupplerName	InvoiceDate +	R			TaxRate	TotalCostExd	TotalAmtInd	VATN
					x						
	GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	P0000270	DWK	1.00	14.00	22 000.00	25 080.00	4567
	GRN351	SPR001	Sprint Distributors Local	06 Jun 2017		ZAR	1.00	14.00	350.00	399.00	4567
	GRN352	YE5001	Young Electric	06 Jun 2017	P00000366	ZAR	1.00	14.00	20.00	22.80	3245
	PO172	SPR001	Sprint Distributors Local	06 Jun 2017	GR00000349	ZAR	1.00	14.00	8 000.00	9 120.00	4567
l.	BUYBGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	ZAR	1.00	14.00	1 400.00	1 596.00	4567
	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	ZAR	1.00	14.00	350.00	399.00	456
	SIW11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	4567
	SDW4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2850.00	456
	sinv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.00	3 990.00	456
	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1,00	14.00	500.00	570.00	456
	01111	SPR001	Sprint Distributors Local	09 Oct 2017	P00000024	ZAR	1.00	14.00	500.00	\$70.00	4567
	02222	SUP001	Buy Back Suppler	10 Oct 2017		ZAR	1.00	14.00	1 500.00	1 710.00	0000
	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.00	1026.00	456
1	SIW12344566	T0N001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.00	\$70.00	987
6	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456
(	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456
(	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	11 500.00	13 110.00	456
1	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.00	142.50	456
	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456
0	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456
1	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	456
(	SWAPGR00000358	9UP001	Buy Back Suppler	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	000
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- Select the *Status*.
  - This must be set to *New*.

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N	GRN351	SPR001	Sprint Distributors Local	06 Jun 2017	x		1	14.00	350.00	399.00	45678
N	GRN352	YES001	Young Electric	05 Jun 2017	P00000366	ZAR	1.00	14.00	20.00	22.80	3245
N	P0172	SPR001	Sprint Distributors Local	06 Jun 2017	GR00000349	ZAR	1.00	14.00	8 000.00	9 120.00	4567
N	BUYBGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	ZAR	1.00	14.00	1 400.00	1 596.00	4567
N	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	ZAR	1.00	14.00	350.00	399.00	4567
N	SDW11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	4567
N	SDNV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	4567
N	sinv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.00	3 990.00	4567
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.00	570.00	4567
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	P00000024	ZAR	1.00	14.00	500.00	570.00	4567
N	02222	SUP001	Buy Back Suppler	10 Oct 2017		ZAR	1.00	14.00	1 500.00	1 710.00	0000
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.00	1026.00	4567
N	5DW12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.00	570.00	9874
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	4567
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	4567
N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	11 500.00	13 110.00	4567
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.00	142.50	4567
N	BUYBGR00000177	\$PR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	4567
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	4567
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	4567
N	SWAPGR00000358	SUP001	Buy Back Suppler	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	0000
Ň.	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	4567



#### **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.



InvoiceDate • Print Export Print Export Print Export InvoiceDate • 08 Jun 2017 09 Oct 2017 10 Oct 2017 11 Nov 2015 12 Aug 2016 12 Aug 2016 13 Apr 2017 13 Jun 2016 14 May 2015 16 Mar 2015	E and Projects Durban New Cu Reference PO0000024 GR00000175 GR00000175	Manufactu Anurrent Currency ZAR	Ing Procurement Infesh ExchangeRate ExchangeRate 1.00	TaxRate 14.00 14.00 14.00 14.00 14.00 14.00 14.00	ervice Reporting TotalCostExcl 500.00 500.00 900.00 900.00 500.00 1500.00 11500.00 11500.00	Utilities - TotalAmtInd 570.00 570.00 1 710.00 1 026.00 570.00 1 711.00 0.00 13 110.00	4567891 4567891 0000000 4567891 9874561 9874561 4567891 4567891
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10 Oct 2017 11 Nov 2015 12 Apr 2017 12 Aug 2016 12 May 2015 13 Apr 2017 13 Jun 2016 14 May 2015 16 Mar 2015	GR00000175 GR00000278 GR00000177	ZAR ZAR ZAR ZAR ZAR ZAR ZAR	1.00 1.00 1.00 1.00 1.00 1.00 1.00	14.00 14.00 14.00 14.00 14.00 14.00	1 500.00 900.00 500.00 150.00 0.00 11 500.00	1 710.00 1 026.00 570.00 171.00 0.00 13 110.00	0000000 4567891 987456 4567891 4567891 4567891
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18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	45678
20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	000000
22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	456785
22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	456785
22 May 2017	P00000352	ZAR	1.00	14.00	4 500.00	5 130.00	45678
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23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	45678
23 Jun 2016	GR00000285	ZAR	1,00	14.00	0.00	0.00	45678
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23 Jun 2016	GR00000287	ZAR	1.00	14.00	0.00	0.00	45678
27 Jan 2015	GR00000157	ZAR	1.00	14.00	500.00	\$70.00	45678
5 SPR001 Sprint Distributors Local 6 SPR001 Sprint Distributors Local 7 SPR001 Sprint Distributors Local 7 SPR001 Sprint Distributors Local	5 SPR001 Sprint Distributors Local 23 Jun 2016 6 SPR001 Sprint Distributors Local 23 Jun 2016 7 SPR001 Sprint Distributors Local 23 Jun 2016 7 SPR001 Sprint Distributors Local 27 Jan 2015	SPR001         Sprint Distributors Local         23 Jun 2016         GR00000285           6         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000286           7         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000287           7         SPR001         Sprint Distributors Local         27 Jan 2015         GR00000157	S SPR001         Sprint Distributors Local         23 Jun 2016         GR00000285         ZAR           6         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000286         ZAR           7         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000287         ZAR           7         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000287         ZAR           7         SPR001         Sprint Distributors Local         27 Jan 2015         GR00000157         ZAR	SPR001         Sprint Distributors Local         23 Jun 2016         GR00000285         ZAR         1.00           6         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000286         ZAR         1.00           7         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000286         ZAR         1.00           7         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000287         ZAR         1.00           7         SPR001         Sprint Distributors Local         27 Jan 2015         GR00000187         ZAR         1.00	SPR001         Sprint Distributors Local         23 Jun 2016         GR00000285         ZAR         1.00         14.00           6         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000286         ZAR         1.00         14.00           7         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000287         ZAR         1.00         14.00           7         SPR001         Sprint Distributors Local         27 Jan 2015         GR00000157         ZAR         1.00         14.00           7         SPR001         Sprint Distributors Local         27 Jan 2015         GR00000157         ZAR         1.00         14.00	SPR001         Sprint Distributors Local         23 Jun 2016         GR00000285         ZAR         1.00         14.00         0.00           6         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000286         ZAR         1.00         14.00         0.00           7         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000286         ZAR         1.00         14.00         0.00           7         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000287         ZAR         1.00         14.00         0.00           7         SPR001         Sprint Distributors Local         27 Jan 2015         GR00000157         ZAR         1.00         14.00         500.00	SPR001         Sprint Distributors Local         23 Jun 2016         GR00000285         ZAR         1.00         14.00         0.00         0.00           6         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000286         ZAR         1.00         14.00         0.00         0.00           6         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000286         ZAR         1.00         14.00         0.00         0.00           7         SPR001         Sprint Distributors Local         23 Jun 2016         GR00000287         ZAR         1.00         14.00         0.00         0.00           7         SPR001         Sprint Distributors Local         27 Jan 2015         GR00000157         ZAR         1.00         14.00         500.00         570.00
	22 May 2017 23 Jun 2016 23 Jun 2016 27 Jan 2015	22 May 2017 GR00000335 22 May 2017 P00000352 23 Jun 2016 GR00000281 23 Jun 2016 GR00000283 23 Jun 2016 GR00000283 23 Jun 2016 GR00000285 23 Jun 2016 GR00000286 23 Jun 2016 GR00000287 27 Jan 2015 GR00000157	22 May 2017         GR00000335         ZAR           22 May 2017         P00000352         ZAR           23 Jun 2016         GR00000281         ZAR           23 Jun 2016         GR00000282         ZAR           23 Jun 2016         GR00000283         ZAR           23 Jun 2016         GR00000283         ZAR           23 Jun 2016         GR00000285         ZAR           23 Jun 2016         GR00000287         ZAR           23 Jun 2016         GR00000287         ZAR           23 Jun 2015         GR00000287         ZAR	22 May 2017         GR00000335         ZAR         1.00           22 May 2017         PO0000352         ZAR         1.00           23 Jun 2016         GR00000281         ZAR         1.00           23 Jun 2016         GR00000282         ZAR         1.00           23 Jun 2016         GR00000282         ZAR         1.00           23 Jun 2016         GR00000283         ZAR         1.00           23 Jun 2016         GR00000285         ZAR         1.00           23 Jun 2016         GR00000285         ZAR         1.00           23 Jun 2016         GR00000286         ZAR         1.00           23 Jun 2016         GR00000286         ZAR         1.00           23 Jun 2016         GR00000286         ZAR         1.00           23 Jun 2016         GR00000287         ZAR         1.00           23 Jun 2015         GR00000287         ZAR         1.00           27 Jan 2015         GR0000157         ZAR         1.00	22 May 2017         GR00000335         ZAR         1.00         14.00           22 May 2017         P00000352         ZAR         1.00         14.00           23 Jun 2016         GR00000281         ZAR         1.00         14.00           23 Jun 2016         GR00000282         ZAR         1.00         14.00           23 Jun 2016         GR00000282         ZAR         1.00         14.00           23 Jun 2016         GR00000283         ZAR         1.00         14.00           23 Jun 2016         GR00000285         ZAR         1.00         14.00           23 Jun 2016         GR00000285         ZAR         1.00         14.00           23 Jun 2016         GR00000285         ZAR         1.00         14.00           23 Jun 2016         GR00000287         ZAR         1.00         14.00           23 Jun 2016         GR00000287         ZAR         1.00         14.00           27 Jan 2015         GR00000157         ZAR         1.00         14.00	22 May 2017         GR00000335         ZAR         1.00         14.00         500.00           22 May 2017         PO0000352         ZAR         1.00         14.00         4 500.00           23 Jun 2016         GR00000281         ZAR         1.00         14.00         0.00           23 Jun 2016         GR00000282         ZAR         1.00         14.00         0.00           23 Jun 2016         GR00000282         ZAR         1.00         14.00         0.00           23 Jun 2016         GR00000285         ZAR         1.00         14.00         0.00           23 Jun 2016         GR00000285         ZAR         1.00         14.00         0.00           23 Jun 2016         GR00000285         ZAR         1.00         14.00         0.00           23 Jun 2016         GR00000287         ZAR         1.00         14.00         0.00           23 Jun 2016         GR00000287         ZAR         1.00         14.00         0.00           23 Jun 2015         GR00000287         ZAR         1.00         14.00         0.00           27 Jan 2015         GR00000157         ZAR         1.00         14.00         500.00	22 May 2017         GR00000335         ZAR         1.00         14.00         500.00         570.00           22 May 2017         PO0000352         ZAR         1.00         14.00         4.500.00         5 130.00           23 Jun 2016         GR00000281         ZAR         1.00         14.00         0.00         0.00           23 Jun 2016         GR00000282         ZAR         1.00         14.00         0.00         0.00           23 Jun 2016         GR00000283         ZAR         1.00         14.00         0.00         0.00           23 Jun 2016         GR00000283         ZAR         1.00         14.00         0.00         0.00           23 Jun 2016         GR00000285         ZAR         1.00         14.00         0.00         0.00           23 Jun 2016         GR00000285         ZAR         1.00         14.00         0.00         0.00           23 Jun 2016         GR00000286         ZAR         1.00         14.00         0.00         0.00           23 Jun 2016         GR00000287         ZAR         1.00         14.00         0.00         0.00           27 Jun 2015         GR0000157         ZAR         1.00         14.00         500.00         570.00

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



# • The supplier invoice, no. [] has been processed as accepted.

• Click on OK.

	Equipment and Locato	ons contract	Finance and HK Univer	tory Mantenano	Je and Projects	Manufactur	ing Procurement	2969 3	srvice Reporting	Utilities -	-tr
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	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1,00	14.00	500.00	570.00	45678
	01111	SPR001	Sprint Distributors Local	09 Oct 2017	P00000024	ZAR	1.00	14.00	500.00	570.00	45678
	02222	SUP001	Buy Back Suppler	10 Oct 2017	C. S. C. Sollins	ZAR	1.00	14.00	1 500.00	1 710.00	00000
	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.00	1026.00	45678
6	SINV 12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.00	\$70.00	9874
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Supp	BUYBGR00000334 BUYBGR00000334 BUYBGR00000335 Ruppler 34 BUYBGR00000281	sPR001 SPR001 SPR001 SPR001 SPR001	UVBGR00000335 has been Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local	OK 22 May 2017 22 May 2017 22 May 2017 23 Jun 2016	0000173 0000177 0000177 0000171 0000171 GR00000334 GR00000335 PC0000352 GR00000281	ZAR ZAR ZAR ZAR ZAR ZAR ZAR ZAR ZAR ZAR	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	14.00 14.00 14.00 14.00 14.00 14.00 14.00 14.00 14.00 14.00	11 500.00 125.00 0.00 500.00 15 000.00 0.00 500.00 4 500.00 0.00	13 110.00 142.50 0.00 570.00 17 100.00 0.00 570.00 5 130.00 0.00	4567 4567 4567 4567 4567 4567 4567 4567
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• The accepted supplier invoice can now be viewed in the *Purchase Invoice Listing* screen where the *Status* is set to *Updated*.

Home	Equipment and Locations	Contract Fr	sance and HR. Driventory Maintenance	e and Projects	Manufacturing Pr	oairement	Sales Service	Reporting Util	)es = 12 <sup>4</sup>
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U	TestPSRN	SPR001	Sprint Distributors Local	x		1	1.00	14.00	2
U	B0N5478	9UP001	Buy Back Suppler	23 Sep 2014		ZAR	1.00	14.00	5
U	SINV74586699	SPR001	Sprint Distributors Local	23 Sep 2014		ZAR	1.00	14.00	4
U	SINV147963	SPR001	Sprint Distributors Local	23 Sep 2014		ZAR	1.00	14.00	3
U	BU//BGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	5
U	DNV 1020-100	SPR001	Sprint Distributors Local	22 Jun 2015		ZAR	1.00	14.00	78
U	BUYBGR00000025	SPR001	Sprint Distributors Local	22 Apr 2014	GR00000025	ZAR	1.00	14.00	5
U	SWAPGR00000360	SUP001	Buy Back Suppler	21 Jun 2017	GR00000360	ZAR	1.00	14.00	48
U	123147	SPR001	Sprint Distributors Local	21 34 2014		ZAR	1.00	14.00	7
U	SINV98765	SPR001	Sprint Distributors Local	20 Aug 2014		ZAR	1.00	14.00	6
U	gr2662	SPR001	Sprint Distributors Local	19 Nov 2015		ZAR	1.00	14.00	19
U	gr2651	SPR001	Sprint Distributors Local	19 Nov 2015		ZAR	1.00	14.00	10
U	gr259	SPR001	Sprint Distributors Local	19 Nov 2015		ZAR	1.00	14.00	19
U	collection v2.1.0.4	SPR001	Sprint Distributors Local	19 May 2017	P00000337	ZAR	1.00	14.00	6
U	SIN9876	SPR001	Sprint Distributors Local	19 Feb 2015	GR00000167	ZAR	1.00	14.00	12
U	gr248	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	36
U	gr2433	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	10
U	gr243	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	45
U.	gr2403	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	5
0	92402	SPR001	sprint Distributors Local	18 Nov 2015		ZAR	1.00	14,00	8
0	gr240	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	8
U	9239	599(001	sprint Distributors Local	18 NOV 2015		ZAR	1.00	14.00	55

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