PROCUREMENT
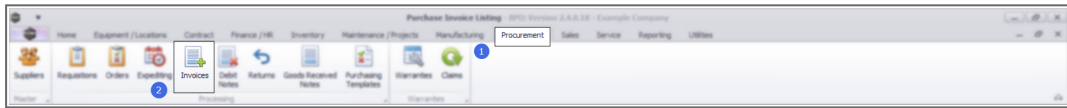
PRINT SUPPLIER INVOICE

You may want to print or email the Supplier Invoice document. For Supplier Invoices, it is Approving a Supplier Invoice that will process the financial transaction to the linked Financial System.

Ribbon Select *Procurement > Invoices*

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.
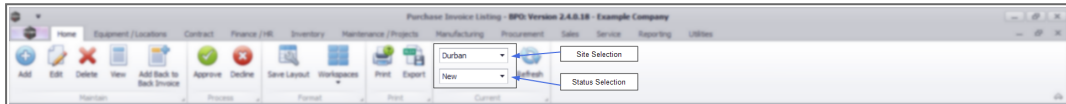
PRINT SUPPLIER INVOICE

- Select the *Supplier Invoice* you wish to edit.
- Click on the *Print* button.
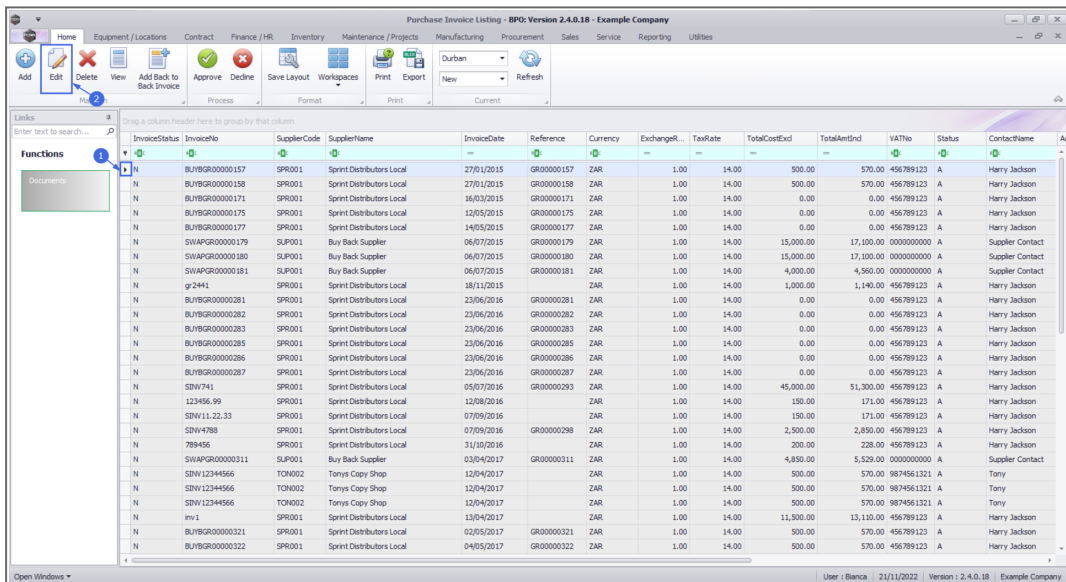
A message box will come up asking: *Do you want to print the invoice [invoice number]?*

- Click on *Yes* if you would like to print. This will bring up the Print Preview.

From here you can View, Print, Export or Email the purchase Order.

- Close the *Print Preview* when done.

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

- [B2B Supplier Invoice Intro](#)
- [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.132.008