

PROCUREMENT

VIEW SUPPLIER INVOICE

This displays the Supplier Invoice detail in View Only mode.

Ribbon Select Procurement > Invoices

0 ×									Purcha	e Invoic	e Listing - BPO: Versio	n 2.4.0.18	- Example	Company				(#)(X
	Home	Equipment / L	ocations	Contract	Finan	ice / HR	Inventory	Maintenance)	Projects	Hanufactu	Procurement	Sales	Service	Reporting	Utilities		-	. # ×
25		X	1	_		6		1		Q	1							
Supplers	Requisito	ns Orders	Copediting	Invoices	Debit Notes	Returns	Goods Received Notes	Purchasing Templates	Warranties	Claims								
Master ,				Proce					Vianant	es ,								-

The *Supplier Invoices Listing* screen will be displayed.

Home Eq	uipment	/Locations	Contract F	Finance / HR	Inventory	Mainte	nance / Pro	jects	Manufact	uring Pr	ocurement	Sales	Service	Reporting	Utilities						-	8
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er text to search	<u>م</u>	InvoiceStatus	InvoiceNo		SupplierCode	SupplierNa	me		I	nvoiceDate	Refer	ence	Currency	Exchange	R TaxRate		TotalCostExcl	TotalAmtInd	VATNo	Status	ContactName	ŗ
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	•	N	BUYBGR00000	157	SPR001	Sprint Distr	ibutors Loc	el de la companya de	2	7/01/2015	GR00	000157	ZAR	1	.00	14.00	500.00	570.00	456789123	A	Harry Jackson	
		N	BUYBGR00000	158	SPR001	Sprint Distr	ibutors Loc	el	2	7/01/2015	GR00	000158	ZAR	1	.00	14.00	500.00	570.00	456789123	A	Harry Jackson	ń
		N	BUYBGR00000	171	SPR001	Sprint Distr	ibutors Loc	al la	1	16/03/2015	GR00	000171	ZAR	1	.00	14.00	0.00	0.00	456789123	A	Harry Jackson	ŝ
		N	BUYBGR00000	175	SPR001	Sprint Distr	ibutors Loc	le	1	2/05/2015	GR00	000175	ZAR	1	.00	14.00	0.00	0.00	456789123	A	Harry Jackson	ń
		N	BUYBGR00000	177	SPR001	Sprint Distr	ibutors Loc	le	1	4/05/2015	GR00	000177	ZAR	1	.00	14.00	0.00	0.00	456789123	A	Harry Jackson	ń
		N	SWAPGR0000	0179	SUP001	Buy Back S	upplier		0	6/07/2015	GR00	000179	ZAR	1	.00	14.00	15,000.00	17,100.00	000000000	A	Supplier Cont	9
		N	SWAPGR00000	0180	SUP001	Buy Back S	upplier		0	6/07/2015	GR00	000180	ZAR	1	.00	14.00	15,000.00	17,100.00	0000000000	Α	Supplier Cont	3
		N	SWAPGR00000	0181	SUP001	Buy Back S	upplier		0	6/07/2015	GR00	000181	ZAR	1	.00	14.00	4,000.00	4,560.00	000000000	A	Supplier Cont	9
		N	gr2441		SPR001	Sprint Distr	ibutors Loc	el de la	1	18/11/2015			ZAR	1	.00	14.00	1,000.00	1,140.00	456789123	Α	Harry Jackson	h
		N	BUYBGR00000	281	SPR001	Sprint Distr	ibutors Loc	el	2	3/06/2016	GR00	000281	ZAR	1	.00	14.00	0.00	0.00	456789123	A	Harry Jackson	ń
		N	BUYBGR00000	282	SPR001	Sprint Distr	ibutors Loc	el de	2	3/06/2016	GR00	00282	ZAR	1	.00	14.00	0.00	0.00	456789123	Α	Harry Jackson	1
		N	BUYBGR00000	283	SPR001	Sprint Distr	ibutors Loc	el	2	3/06/2016	GR00	000283	ZAR	1	.00	14.00	0.00	0.00	456789123	A	Harry Jackson	'n
		N	BUYBGR00000	285	SPR001	Sprint Distr	ibutors Loc	el la	2	3/06/2016	GR00	000285	ZAR	1	.00	14.00	0.00	0.00	456789123	Α	Harry Jackson	h
		N	BUYBGR00000	286	SPR001	Sprint Distr	ibutors Loc	el	2	3/06/2016	GR00	000286	ZAR	1	.00	14.00	0.00	0.00	456789123	Α	Harry Jackson	ń
		N	BUYBGR00000	287	SPR001	Sprint Distr	ibutors Loc	el 🛛	2	3/06/2016	GR00	00287	ZAR	1	.00	14.00	0.00	0.00	456789123	Α	Harry Jackson	h
		N	SINV741		SPR001	Sprint Distr	ibutors Loc	el	c	15/07/2016	GR00	000293	ZAR	1	.00	14.00	45,000.00	51,300.00	456789123	Α	Harry Jackson	h
		N	123456.99		SPR001	Sprint Distr	ibutors Loc	el 🛛	1	12/08/2016			ZAR	1	.00	14.00	150.00	171.00	456789123	Α	Harry Jackson	h
		N	SINV11.22.33		SPR001	Sprint Distr	ibutors Loc	el	0	7/09/2016			ZAR	1	.00	14.00	150.00	171.00	456789123	A	Harry Jackson	ń
		N	SINV4788		SPR001	Sprint Distr	ibutors Loc	el 🛛	0	7/09/2016	GR00	000298	ZAR	1	.00	14.00	2,500.00	2,850.00	456789123	Α	Harry Jackson	ń
		N	789456		SPR001		ibutors Loc	el		31/10/2016			ZAR			14.00	200.00		456789123		Harry Jackson	i
			SWAPGR00000	0311	SUP001	Buy Back S	upplier		0	3/04/2017	GR00	000311	ZAR	1	.00	14.00	4,850.00	5,529.00	0000000000	Α	Supplier Cont	a
		N	SINV12344566		TON002	Tonys Cop	y Shop			2/04/2017			ZAR			14.00	500.00		9874561321		Tony	
		N	SINV12344566		TON002	Tonys Cop	y Shop		1	12/04/2017			ZAR	1	.00	14.00	500.00	570.00	9874561321	A	Tony	
		N	SINV12344566		TON002	Tonys Cop	y Shop		1	2/04/2017			ZAR	1	.00	14.00	500.00	570.00	9874561321	A	Tony	
		N	inv1		SPR001	Sprint Distr	ibutors Loc	al	1	13/04/2017			ZAR	1	.00	14.00	11,500.00	13,110.00	456789123	Α	Harry Jackson	1
		N	BUYBGR00000	321	SPR001	Sprint Distr	ibutors Loc	al	0	2/05/2017	GR00	000321	ZAR	1	.00	14.00	500.00	570.00	456789123	Α	Harry Jackson	ń
		N	BUYBGR00000	322	SPR001	Sprint Distr	ibutors Loc	l	0	14/05/2017	GR00	000322	ZAR	1	.00	14.00	500.00	570.00	456789123	Α	Harry Jackson	ń

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.



VIEW SUPPLIER INVOICE

- Select the *Supplier Invoice* you wish to edit.
- Click on the *View* button.

-	Home 5	quipment	/Locations	Contract	Finance /	HR Inventory	Mainte	nance / Projects	Manufacturin		ourement	Sales	Service		Utilities					_	
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nter text to	o search	<i>р</i>	InvoiceStatus	InvoiceNo		SupplierCode	SupplierNa	me	Invo	ceDate	Refer	ence	Currency	ExchangeR	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Status	ContactName	ne
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			N	BUYBGR00000	0157	SPR001	Sprint Distr	ributors Local	27/0	1/2015	GR00	000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackso	ion
			N	BUYBGR00000	0158	SPR001	Sprint Distr	ributors Local	27/0	1/2015	GR00	000158	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackso	not
			N	BUYBGR00000	0171	SPR001	Sprint Distr	ributors Local	16/0	3/2015	GR00	000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso	ion
			N	BUYBGR00000	0175	SPR001	Sprint Distr	ributors Local	12/0	5/2015	GR00	000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso	ion
			N	BUYBGR00000	0177	SPR001	Sprint Distr	ributors Local	14/0	5/2015	GR00	000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso	ion
			N	SWAPGR0000	0179	SUP001	Buy Back S	lupplier	06/0	7/2015	GR00	000179	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Con	ntact
			N	SWAPGR0000	0180	SUP001	Buy Back S	iupplier	06/0	7/2015	GR00	000180	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Con	ntact
			N	SWAPGR0000	0181	SUP001	Buy Back S	lupplier	06/0	7/2015	GR00	000181	ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Con	ntac
			N	gr2441		SPR001	Sprint Distr	ributors Local	18/1	1/2015			ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackso	ion
			N	BUYBGR00000	0281	SPR001	Sprint Distr	ributors Local	23/0	6/2016	GR00	000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso	ion
			N	BUYBGR00000	0282	SPR001	Sprint Distr	ributors Local	23/0	6/2016	GR00	000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso	ion
			N	BUYBGR00000	0283	SPR001	Sprint Distr	ributors Local	23/0	6/2016	GR00	000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso	ion
			N	BUYBGR00000	0285	SPR001	Sprint Distr	ributors Local	23/0	6/2016	GR00	000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso	ion
			N	BUYBGR00000	0286	SPR001	Sprint Distr	ributors Local	23/0	6/2016	GR00	000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso	ion
			N	BUYBGR00000	0287	SPR001	Sprint Distr	ributors Local	23/0	6/2016	GR00	000287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackso	ion
			N	SINV741		SPR001	Sprint Distr	ributors Local	05/0	7/2016	GR00	000293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackso	ion
			N	123456.99		SPR001	Sprint Distr	ributors Local	12/0	8/2016			ZAR	1.00	14.00	150.00	171.00	456789123	Α	Harry Jackso	ion
			N	SINV11.22.33		SPR001	Sprint Distr	ributors Local	07/0	9/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackso	ion
			N	SINV4788		SPR001	Sprint Distr	ributors Local	07/0	9/2016	GR00	000298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackso	ion
			N	789456		SPR001	Sprint Distr	ributors Local	31/1	0/2016			ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackso	ion
			N	SWAPGR0000	0311	SUP001	Buy Back S	lupplier	03/0	4/2017	GR00	000311	ZAR	1.00	14.00	4,850.00	5,529.00	0000000000	A	Supplier Con	ntact
			N	SINV1234456	6	TON002	Tonys Cop	y Shop	12/0	4/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
			N	SINV1234456	6	TON002	Tonys Cop	y Shop	12/0	4/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	Α	Tony	
				SINV1234456	6	TON002	Tonys Cop			4/2017			ZAR	1.00	14.00	500.00		9874561321		Tony	
			N	inv1		SPR001	Sprint Distr	ributors Local	13/0	4/2017			ZAR	1.00	14.00	11,500.00	13,110.00	456789123	Α	Harry Jackso	ion
				BUYBGR00000	0321	SPR001	Sprint Distr	ributors Local		5/2017			ZAR	1.00	14.00	500.00		456789123	A	Harry Jackso	ion
			N	BUYBGR00000	0322	SPR001	Sprint Distr	ributors Local	04/0	5/2017	GR00	000322	ZAR	1.00	14.00	500.00	570.00	456789123	Α	Harry Jackso	ion

The Supplier Invoice maintain screen will open in read only mode.

• Click on the *Back* button when done.



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New Park Bar Nature Bar Nate Nate Nature <th< td=""><td></td><td>Address</td><td>685 Forest Grove Road</td><td></td><td></td><td>Phone</td><td>031 147 1234</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>		Address	685 Forest Grove Road			Phone	031 147 1234							
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Related Topics

Standard Supplier Invoice

- Supplier Invoice Intro
- Add Supplier Invoice
- Edit Supplier Invoice
- Delete Supplier Invoice
- View Supplier Invoice
- Print Supplier Invoice
- <u>Approve Supplier Invoice</u>
- Decline Supplier Invoice
- Supplier Invoice Documents

Back to Back Supplier Invoice

- <u>B2B Supplier Invoice Intro</u>
- 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.132.011