

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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| dd Edit Delete | View | Add Back to Back Invoice | Approve D | Decline S | ave Layout W | orkspaces | Print | Export | New | • | Refresh | | | | | | | | | | | |
| Mainta | | Back Invoice | Process | | Format | • | Prin | | | Current | | | | | | | | | | | | |
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| ks | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | _ | |
|--------------|-------------|----------|-----------------------------|--------------|-----------|---------------|--------------|------------------|--------------|--------|----------|--------|----------|-----------|-----------|---------------|-------------|------------|--------|--------------|-------|
| Ð (| 2 × | | - | \checkmark | × | 2 | | 😫 💼 | Durban | • | | | | | | | | | | | |
| vdd E | Edit Delete | View | Add Back to Back Invoice | Approve | Dedine | Save Layout W | /orkspaces | Print Export | New | • | Refresh | | | | | | | | | | |
| | Maint | sin | 2 | Process | s , | Format | | Print 4 | | urrent | 4 | | | | | | | | | | |
| nks | | # Dr | | | | | | | | | | | | | | | | | | | |
| 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.



| Surfact Suffact | Ψ. | | | | | Edit Supp | dier Invoice - S | 1234567890 - BPO: | Version 2.4.0.18 - E | cample Company | | | | - 80 |
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| a S = C + C + C + C + C + C + C + C + C + C | 4 | 51 | | | | | | | | | | | | |
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| Invision in the field of the field | | Supplier | SPR001 | | | GRN No. | DSGR00000517 | | | | | | | |
| Addreg GS Forest Grow Radie Forest Biole GS Fore | | Invoice Date | 22/11/2022 * | | | | | | | | | | | |
| Find Total Grand Control Grand Contr | | Invoice No. | \$1234567890 | | | | | | | | | | | |
| 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 | | | | | | | |
| Image: Probability of the state of | | | Forest Hills | | | Email | harry@email.co. | za | 1 | | | | | |
| South Fac South Fac <t< td=""><td></td><td></td><td></td><td></td><td>Co</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<> | | | | | Co | | | | | | | | | |
| Currency Zé Kodange Lobol Financial Lobol Financial Des Cale Res Ca | | Postal Code | | | | | | | | | | | | |
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| NN 2020-147K Back tame \$P2020 2.000 460.000 1.035.000 1.035.000 NN 2020-147K Back tame \$P2020 2.000 460.000 1.035.000 1.035.000 NN 2020-147K Back tame \$P2020 2.000 460.000 1.035.000 1.035.000 Stab Total 5.00 1.000 1.000 1.000 1.000 1.000 Grand Total 1.000 1.000 1.000 1.000 1.000 1.000 | | | | | | | | | | | | | | |
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| VAT 1155 Grand Total 1,035 | | | | | | | | | | | | | | |
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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