

PROCUREMENT

INTRODUCTION TO BACK TO BACK SUPPLIER INVOICES

A Back to Back Supplier Invoice is a Supplier Invoice that can be created off the back of a Contract Invoice which has Fee or Meter Charges with a Third Party Finance element. These are charges invoiced to a customer that are then paid to the Supplier for services rendered.

SUPPLIER INVOICE LISTING SCREEN

Ribbon Select Procurement > Invoices



Home	E a da		Locations	Contract	Finance /	HR Inventory	Malaka	nance / Projects	Manufactur		ocurement		8 - Example Service		Utilities					- 8	
	cqup	ment /	- COLORUMIS	Contract			Mairie		Manufactur	ing ri	ocurement.	Jores	36I VIUE	Reporting	Ouroes						1
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iter text to search.	,¢		InvoiceStatus	InvoiceNo		SupplierCode	SupplierNa	me	Im	voiceDate	Refer	ence	Currency	ExchangeR	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Status	ContactName	
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		+	N	BUYBGR000	00157	SPR001	Sprint Distr	ibutors Local	27	/01/2015	GR00	000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	
Documents			N	BUYBGR000	00158	SPR001	Sprint Distr	ibutors Local	27	/01/2015	GR00	000158	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	
			N	BUYBGR000	00171	SPR001	Sprint Distr	ibutors Local	16	/03/2015	GR00	000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	BUYBGR000	00175	SPR001	Sprint Distr	ibutors Local	12	/05/2015	GR00	000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	BUYBGR000	00177	SPR001	Sprint Distr	ibutors Local	14	/05/2015	GR00	000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	SWAPGR000	000179	SUP001	Buy Back S	upplier	06	/07/2015	GR00	000179	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contact	ćt
			N	SWAPGR000	000180	SUP001	Buy Back S	upplier	06	/07/2015	GR00	000180	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contact	ct
			N	SWAPGR000	000181	SUP001	Buy Back S	upplier	06	/07/2015	GR00	000181	ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Contact	ćt
		1	N	gr2441		SPR001	Sprint Distr	ibutors Local	18	/11/2015			ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson	
			N	BUYBGR000	00281	SPR001	Sprint Distr	ibutors Local	23	/06/2016	GR00	000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	BUYBGR000	00282	SPR001	Sprint Distr	ibutors Local	23	/06/2016	GR00	000282	ZAR	1.00	14.00	0.00	0.00	456789123	Α	Harry Jackson	
			N	BUYBGR000	00283	SPR001	Sprint Distr	ibutors Local	23	/06/2016	GR00	000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
		1	N	BUYBGR000	00285	SPR001	Sprint Distr	ibutors Local	23	/06/2016	GR00	000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	BUYBGR000	00286	SPR001	Sprint Distr	ibutors Local	23	/06/2016	GR00	000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	BUYBGR000	00287	SPR001	Sprint Distr	ibutors Local	23	/06/2016	GR00	000287	ZAR	1.00	14.00	0.00	0.00	456789123	Α	Harry Jackson	
			N	SINV741		SPR001	Sprint Distr	ibutors Local	05	/07/2016	GR00	000293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson	
			N	123456.99		SPR001	Sprint Distr	ibutors Local	12	/08/2016			ZAR	1.00	14.00	150.00	171.00	456789123	Α	Harry Jackson	
			N	SINV11.22.3	33	SPR001	Sprint Distr	ibutors Local	07	/09/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	
			N	SINV4788		SPR001	Sprint Distr	ibutors Local	07	/09/2016	GR00	000298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson	
			N	789456		SPR001	Sprint Distr	ibutors Local	31	/10/2016			ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson	
		1	N	SWAPGR000	000311	SUP001	Buy Back S	upplier	03	/04/2017	GR00	000311	ZAR.	1.00	14.00	4,850.00	5,529.00	0000000000	A	Supplier Contact	đ
			N	SINV123445	66	TON002	Tonys Cop	y Shop	12	/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
			N	SINV123445	66	TON002	Tonys Cop	y Shop	12	/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	Α	Tony	
			N	SINV123445	66	TON002	Tonys Cop	y Shop	12	/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
			N	inv1		SPR001	Sprint Distr	ibutors Local	13	/04/2017			ZAR	1.00	14.00	11,500.00	13,110.00	456789123	A	Harry Jackson	
			N	BUYBGR000	00321	SPR001	Sprint Distr	ibutors Local	02	/05/2017	GR00	000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	
			N	BUYBGR000	00322	SPR001	Sprint Distr	ibutors Local	04	/05/2017	GR00	000322	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	

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.



SUPPLIER INVOICE RIBBON ACTION BUTTONS

The ribbon **action** buttons will be available (bold) or unavailable (greyed out) depending on the status selection, and security right access level. The following functionality is available from this screen:

MAINTAIN BUTTONS

• Add, Edit, Delete, View, Add Back to Back Invoice



PROCESS BUTTONS

• Approve, Decline





FORMAT BUTTONS

• <u>Save Layout</u> and <u>Workspaces</u>.



PRINT BUTTONS

• <u>Print Supplier Invoice</u> and Export listing to Excel.

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all Edit	Delete Vew Add Back to	Approve Decline Sa	ave Layout Workspaces	🔐 📆 Dutan 🔹 🥝	
	Back Invoice Maintain	Process	Format 4	Red , Carned ,	-

CURRENT BUTTONS

• Site¹ Selection, Status Selection and Refresh listing.

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G		×			0	8			2	1	Durban	٠	8								
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LINKS PANEL

FUNCTIONS

• <u>Documents</u>.

¹A site is most commonly used in the system to define a branch within a company.



Introduction to B2B Supplier Invoices

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	+ N	BUYBGR00000157	SPR001	Sprint Dist	Butors Loc	ai .	27)	01/2015	GR00	000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	
	N	BJYBGR00000158	SPR:001	Sprint Dist				01/2015		000158	ZAR	1.00				456789123		Harry Jackson	
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	N	BUYBGR00000175	SPR:001	Sprint Dist				05/2015		000175	ZAR	1.00				456789123		Harry Jackson	
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	N	gr2441	SPR:001	Sprint Dist				11/2015			ZAR	1.00				456789123		Harry Jackson	
	N	BUYBGR00000281	SPR:001	Sprint Dist				06/2016		000281	ZAR	1.00				456789123		Harry Jackson	
	N	BUYBGR00000282	SPR:001	Sprint Dist				06/2016		000282	ZAR	1.00				456789123		Harry Jackson	
	N	BUYBGR00000283	SPR:001	Sprint Dist				06/2016		000283	ZAR	1.00				456789123		Harry Jackson	
	N	BUYBGR00000285	SPR:001	Sprint Dist				06/2016		000285	ZAR	1.00				456789123		Harry Jackson	
	N	BUYBGR00000286	SPR:001	Sprint Dist				06/2016		000296	ZAR	1.00				456789123		Harry Jackson	
	N	BJ//BGR00000287	SPR:001	Sprint Dist				06/2016		000287	ZAR	1.00				456789123		Harry Jackson	
	N	52N/741	SPR:001	Sprint Dist				07/2016	GR00	000293	ZAR	1.00				456789123		Harry Jackson	
	N	123456.99	SPR:001	Sprint Dist				08/2016			ZAR	1.00				456789123		Harry Jackson	
	N	SBW11.22.33	SPR:001	Sprint Dist				09/2016			ZAR	1.00				456789123		Harry Jackson	
	N	S2NV-4788	SPR:001	Sprint Dist				09/2016	GR00	000298	ZAR	1.00				456789123		Harry Jackson	
	N	789456	SPR.001	Sprint Dist		8		10/2016			ZAR	1.00				456789123		Harry Jackson	
	N	SWAPGR00000311	SUP001	Buy Back S				04/2017	GR00	000311	ZAR	1.00				0000000000		Supplier Contact	ļ
	N	SINV12344566	TON002	Tonys Cap				04/2017			ZAR	1.00				9874561321		Tony	
	N	SINV12344566	TON002	Tonys Cap				04/2017			ZAR	1.00				9874561321		Tany	
	N	SINV12344566	TON002	Tonys Cap				04/2017			ZAR	1.00				9874561321		Tany	
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	N	BUYBGR00000321	SPR:001	Sprint Dist				05/2017		000321	ZAR	1.00				456789123		Harry Jackson	
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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
- Approve Supplier Invoice
- 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**)

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