

PROCUREMENT

ADD BACK TO BACK SUPPLIER INVOICE

Contracts with <u>Fees</u> or <u>Meters</u> with a Finance Party linked, must be <u>billed</u> before the B2B Supplier Invoice can be created, as these are charges billed to the customer on behalf of a third party.

Version Compatibility¹

You now have the ability to load multiple supplier invoices that big companies tend to send and match them by grouping lines into said invoice number as per the supplier's schedule thus decreasing time taken to create invoices separately.

Ribbon Select Procurement > Invoices



The *Supplier Invoices Listing* screen will be displayed.

¹ **BPO2**² v2.4.0.18 or higher

²Business Process Optimizer - This is CO3's second core software suite, which has now been updated to Nucleus Service.



Add B2B Supplier Invoice

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		N	BUYBGR00000158	SPR001	Sprint Dist	ributors Local		27/01/2015	GR0000	00158	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
		N	BUYBGR00000171	SPR001	Sprint Dist	ributors Local		16/03/2015	GR0000	00171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
		N	BUYBGR00000175	SPR001	Sprint Dist	ributors Local		12/05/2015	GR0000	00175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
		N	BUYBGR00000177	SPR001	Sprint Dist	ributors Local		14/05/2015	GR0000	00177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
		N	SWAPGR00000179	SUP001	Buy Back S	lupplier		06/07/2015	GR0000	00179	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contac
		N	SWAPGR00000180	SUP001	Buy Back S	iupplier		06/07/2015	GR0000	00180	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contac
		N	SWAPGR00000181	SUP001	Buy Back S	lupplier		06/07/2015	GR0000	00181	ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Contac
		N	gr2441	SPR001	Sprint Dist	ributors Local		18/11/2015			ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson
		N	BUYBGR00000281	SPR001	Sprint Dist	ributors Local		23/06/2016	GR0000	00281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
		N	BUYBGR00000282	SPR001	Sprint Dist	ributors Local		23/06/2016	GR0000	00282	ZAR	1.00	14.00	0.00	0.00	456789123	Α	Harry Jackson
		N	BUYBGR00000283	SPR001	Sprint Dist	ributors Local		23/06/2016	GR0000	00283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
		N	BUYBGR00000285	SPR001	Sprint Dist	ributors Local		23/06/2016	GR0000	00285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
		N	BUYBGR00000286	SPR001	Sprint Dist	ributors Local		23/06/2016	GR0000	00286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
		N	BUYBGR00000287	SPR001	Sprint Dist	ributors Local		23/06/2016	GR0000	00287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
		N	SINV741	SPR001	Sprint Dist	ributors Local		05/07/2016	GR0000	00293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson
		N	123456.99	SPR001	Sprint Dist	ributors Local		12/08/2016			ZAR	1.00	14.00	150.00	171.00	456789123	Α	Harry Jackson
		N	SINV11.22.33	SPR001	Sprint Dist	ributors Local		07/09/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
		N	SINV4788	SPR001	Sprint Dist	ributors Local		07/09/2016	GR0000	00298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	А	Harry Jackson
		N	789456	SPR001	Sprint Dist	ributors Local		31/10/2016			ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson
		N	SWAPGR00000311	SUP001	Buy Back S	lupplier		03/04/2017	GR0000	00311	ZAR	1.00	14.00	4,850.00	5,529.00	0000000000	Α	Supplier Contac
		N	SINV12344566	TON002	Tonys Cop	y Shop		12/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
		N	SINV12344566	TON002	Tonys Cop	y Shop		12/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
		N	SINV12344566	TON002	Tonys Cop	y Shop		12/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
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		N	BUYBGR00000321	SPR001	Sprint Dist	ributors Local		02/05/2017	GR0000	00321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
		N	BUYBGR00000322	SPR001	Sprint Dist	ributors Local		04/05/2017	GR0000	00322	ZAR	1.00	14.00	500.00	570.00	456789123	Α	Harry Jackson

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.



ADD SUPPLIER INVOICE

• Click on the *Add Back to Back Invoice* button.



Add B2B Supplier Invoice

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			N	BUYBGR0000	0158	SPR001	Sprint Distr	ributors Local		27/01	1/2015	GR000	00158	ZAR	1.0	14.00	500.00	570.00	456789123	A	Harry Jackson
			N	BUYBGR0000	0171	SPR001	Sprint Distr	ributors Local		16/03	3/2015	GR000	00171	ZAR	1.0	14.00	0.00	0.00	456789123	A	Harry Jackson
			N	BUYBGR0000	0175	SPR001	Sprint Distr	ributors Local		12/05	6/2015	GR000	00175	ZAR	1.0	14.00	0.00	0.00	456789123	A	Harry Jackson
			N	BUYBGR0000	0177	SPR001	Sprint Distr	ributors Local		14/05	5/2015	GR000	00177	ZAR	1.0	14.00	0.00	0.00	456789123	A	Harry Jackson
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			N	gr2441		SPR001	Sprint Distr	ributors Local		18/11	/2015			ZAR	1.0	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson
			N	BUYBGR0000	0281	SPR001	Sprint Distr	ributors Local		23/06	6/2016	GR000	00281	ZAR	1.0	14.00	0.00	0.00	456789123	A	Harry Jackson
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			N	BUYBGR0000	0283	SPR001	Sprint Distr	ributors Local		23/06	6/2016	GR000	00283	ZAR	1.0	14.00	0.00	0.00	456789123	A	Harry Jackson
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			N	SINV741		SPR001	Sprint Distr	ributors Local		05/07	7/2016	GR000	00293	ZAR	1.0	0 14.00	45,000.00	51,300.00	456789123	A	Harry Jackson
			N	123456.99		SPR001	Sprint Distr	ributors Local		12/08	8/2016			ZAR	1.0	14.00	150.00	171.00	456789123	A	Harry Jackson
			N	SINV11.22.3	3	SPR001	Sprint Distr	ributors Local		07/09	/2016			ZAR	1.0	14.00			456789123	A	Harry Jackson
			N	SINV4788		SPR001		ributors Local		07/09		GR000		ZAR	1.0				456789123		Harry Jackson
			N	789456		SPR001	Sprint Distr	ributors Local		31/10	/2016			ZAR	1.0				456789123		Harry Jackson
			N	SWAPGR000		SUP001	Buy Back S			03/04		GR000		ZAR	1.0				0000000000		Supplier Contac
			N	SINV123445		TON002	Tonys Cop				/2017			ZAR	1.0				9874561321		Tony
			N	SINV123445		TON002	Tonys Cop				/2017			ZAR	1.0				9874561321		Tony
			N	SINV123445	56	TON002	Tonys Cop				/2017			ZAR	1.0				9874561321		Tony
			N	inv1		SPR001		ributors Local			/2017			ZAR	1.0				456789123		Harry Jackson
			N	BUYBGR0000		SPR001		ributors Local		02/05		GR000		ZAR	1.0				456789123		Harry Jackson
			N	BUYBGR0000	0322	SPR001	Sprint Distr	ributors Local		04/05	6/2017	GR000	00322	ZAR	1.0	0 14.00	500.00	570.00	456789123	А	Harry Jackson

SUPPLIER INVOICE HEADER

The *Back to Back Supplier Invoice maintain* screen will be displayed, where the **Supplier / Finance Party** and **Billing Period** must be selected. You can optionally further filter the items by **Serial Number**.

The screen contains two data grids - the *right grid* will contain the *Invoice Header* where you will be prompted for an **Invoice Number** and the *left grid* contains a list of the available **fee and / or meter line items**, which populates once the Supplier has been selected.



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• Search for and select the *Supplier*

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• Search for and select the *Billing Period*

The list of items billed for the selected **supplier** and **billing period** will display.



Back to Back Supplier Invoices - BPO: Version 2.4.0.18 - Example Comp	iny – Øx
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The list of relevant *Fees* and *Meters* will populate

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You can further filter the list if you would like, by selecting the **Serial Number**. This is optional.

• Search for and select the *Serial Number*. The lookup list will display the contract invoice number related to the back to back charge.



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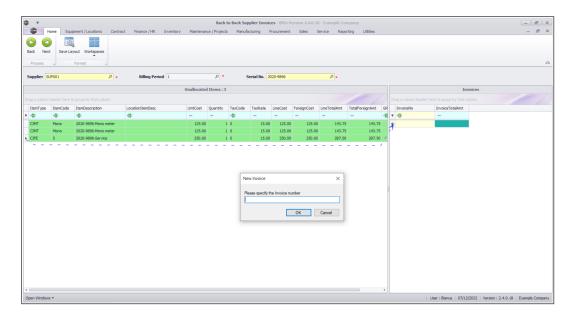
- Select the item, then *drag and drop* into the *invoice header data grid* on the right.
 - Use either [Shift] + select or [Ctrl] + select to highlight multiple items.

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You can drag the item(s) into a *new row* to create a *new invoice*, or into an invoice that has already been created. At this point, no invoice headers have been created yet.



On dragging the item(s) into a new row, you will be prompted for the *Supplier Invoice Number*.



- Type in the *Supplier Invoice Number*.
- Click on the *Ok* button.

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The new line will be populated with the *Supplier Invoice number* and the *Invoice Total Amount* (based on the current items listed).



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Below the Invoice line, the *Invoice Items* sub data grid will expand and display the fees and / or meters that you dragged across.

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You can now *drag and drop more items* into this Invoice Header or into a new line to create a new Invoice Header.



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Once you have moved all the relevant items to the invoice header(s):

• Click on the *Next* button.

Note You may have remaining unallocated items, but are still able to move onto the next step, as there could be items that were not invoiced by the Supplier. Once the Supplier sends the invoice for those items, you can create an Invoice for those.

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SUPPLIER INVOICE SUMMARY

If you have created multiple Invoice Headers, you will be shown a summary of the Invoice headers and the underlying items per invoice.

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If you find items that should not be on the list, you will have the ability to delete those lines (via right click).

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Once you have ensured the correct lines exist in this summary:



• Click on the *Next* button.

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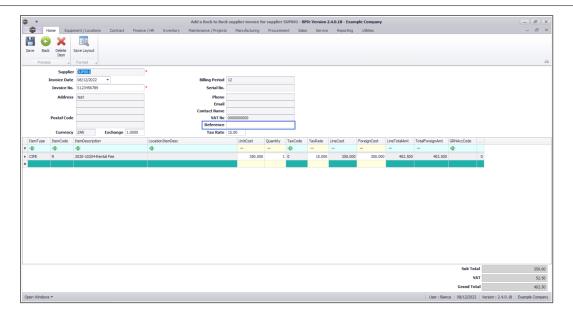
SUPPLIER INVOICE MAINTAIN

You will see the **Back to Back Supplier Invoice maintain screen** for the Invoice header you created previously. If you created multiple invoice headers, you will see the details for the first Invoice Header.

All the Invoice header details will be populated, but you can set the Reference:

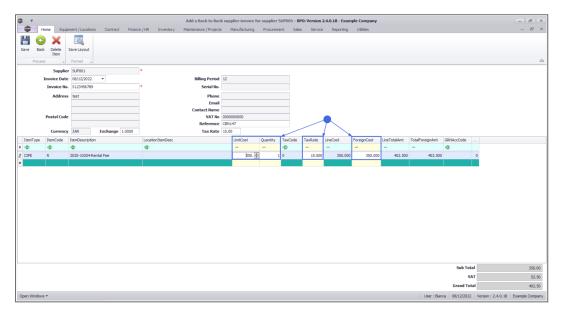
• Type in the *Reference* number for this B2B Supplier Invoice.





Supplier Invoice Items

You can check that the item details are correct and amend if necessary, but removing line items or editing the following fields: the *Quantity*, *Unit Cost*, *Foreign Cost* and *Tax Rate* columns are editable.



Once you have checked all the details and reviewed the totals to make sure they match the invoice from the Supplier / Finance Party:



• Click on the *Save* button.

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A message box will come up noting: *Invoice No [invoice number] saved successfully.*

• Click on the *Ok* button.

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PRINT SUPPLIER INVOICE

A message box will come up asking: *Do you want to print the invoice [invoice number]?*

• Click on the **Yes** button, if you wish to Print Preview the document at this point.

2 Preview			- 8 x
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		Supplier Invoice	
		Example Company Street No and Road Name PO Box 1234	
		Area New Town	
	Company Logo	City Durban	
		South Africa South Africa	
		0000 1234 Reg No.: 0000000asa4521 Fax No.: 031 12 4545	
		VATNo.: 0000000 Tel No.: 0311234567	
		Document Ref.: S123456789	
		Date: 08/12/2022 00:00:00	
		Reference : CBN147	
		GRN No. :	
	Supplier Details :		
	Name : Buy Back Supplier VAT No.: 000000000	Postal Address : test	
	Currency: ZAR		
I	Item Code Item Description	Serial No. Quantity Unit Price Net Price Total	
	R 2020-10204-Rental Fee	1.00 350.00 350.00 402.50	
4			
Page 1 of 1			100% 🕞 🔶 🔶

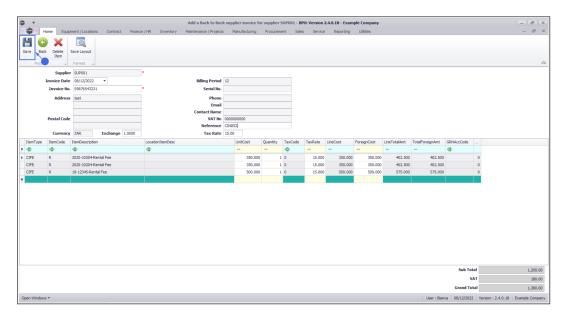
MULTIPLE SUPPLIER INVOICES

If you created *multiple* invoice headers, you will send the next *Back to Back Supplier Invoice* detail populated in the maintain screen.



Ψ			Add a Back to Back	r supplier invoice f	or supplier SI	10001 - BPO	Version 2	4.0.18 - Evam	nole Company					- 8
-	Home Equip	ment / I arations Contract Ensors	HR Inventory Maintenance / Projects											- 8
ave Bac	k Delete Item	Save Layout												
Proces		Format 🛃												
		supoo1	*											
	Invoice Date		Billing Period	12										
	Invoice No.	. \$9876543231	Serial No.											
	Address	test	Phone											
			Email											
			Contact Name											
	Postal Code		VAT No Reference	000000000										
	Currency	ZAR Exchange 1.0000	Tax Rate	15.00										
temType		ItemDescription	LocationItemDesc	UnitCost	Quantity	TaxCode 1	TaxRate	LineCost	ForeignCost	Line Total Lock	TotalForeignAmt	GRNAccCode		
tem i ype	+D:		I D:	=				=	=		TotalPoreignamt	GRIVACCCODE		
IFE	-	2020-10204-Rental Fee		350.000			15.000	350.000		402,500			0	
CIFE	R	2020-10204-Rental Fee		350.000			15.000	350.000		402.500			0	
IFE	R	19-12345-Rental Fee		500.000			15.000	500.000					0	
												Sub Tot		
													π	1,200 180 1,380

Follow the steps above to update the details above, then *Save*. Go on to *Print Preview*, if required.



VIEW SUPPLIER INVOICE(S)

The *invoice(s)* will be display in the listing under the *New* status.



Add B2B Supplier Invoice

1	Home	Equi	ioment /	Locations	Contract	Finan	ce / HR	Inventor	Mair	ntenary	e / Projects	Man	ufactur	ina Pr	ourement	t Sales	Servio	e De	eporting U	tilities							- 8
-		cqu	(man)		Contract	_	cc / me	-		The Frank is				-	400	C DUICS	Del Tre	c 10	pointy o	UNDED							
Ð		Χ.						2		l C	3 T		urban	-	- C												
Add	Edit De	slete	View	Add Back to Back Invoice	Approv	e Dedin	e Sav	e Layout V	/orkspace	s P	rint Exp	ort Ne	ew	•	Refresh												
	М	laintain			Pro	cess	4	Format		4	Print	4		Current		4											
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nter tex	t to search.		p																							1	
			-	. InvoiceSta		eNo		SupplierC		plierNa	ne			InvoiceD		Reference	Curr	ency	ExchangeR.		xRate	TotalCostExd		otalAmtInd	VATNo	Status	ContactName
Funct	ions		Ψ.	·0:	1 0			× O :	10:					-	_	1 0 :	·D:		-	-		-			4 0 0	(D):	(D)
200			•	N		543231		SUP001		Back S				08/12/20		CIN852	ZAR		1.0		15.00		00.00		000000000		Supplier Cont
				N	S1234			SUP001	-	Back S				08/12/20		CBN 147	ZAR		1.0	_	15.00		50.00		0000000000		Supplier Cont
				N	82813			SUP001		Back S				01/12/20			ZAR		1.0		15.00		00.00		0000000000		Supplier Cont
			· 📖	N		1567890		SPR001			butors Loci			22/11/20		PO0000497	ZAR		1.0		15.00		00.00		456789123		Harry Jackso
				N		GRN471P	0473	SPR001			butors Loca			13/06/20		PO0000473	ZAR		1.0		15.00		00.00		456789123		Harry Jackso
				N		RN515		SPR001			butors Loci			22/11/20		PO0000190	ZAR		1.0		15.00		50.00		456789123		Harry Jackso
				N		GRN490		SPR001			butors Loca			11/09/20		PO0000185	ZAR		1.0		15.00		8.00		456789123		Harry Jackso
				N		DSGR0000		SPR001			butors Loci			03/05/20		DSGR00000			1.0		15.00		50.00		456789123		Harry Jackso
				N		DSGR0000		SPR001			butors Loca	al 🛛		15/11/20		DSGR00000			1.0		15.00		0.00		456789123		Harry Jackso
				N	SWAP	DSGR000	00495	SUP001	Buy	Back S	pplier			15/11/20		DSGR00000			1.0		15.00		00.00	8,625.0	000000000000000000000000000000000000000	A	Supplier Con
				N		R000004		SPR001			butors Loca			16/04/20		GR00000433			1.0		14.00		00.00		456789123		Harry Jackso
				N	BUYB	3R000004	136	SPR001	Spri	int Distr	butors Loci	al i		16/04/20	18	GR00000438			1.0	00	14.00	50	00.00	570.0	456789123	A	Harry Jackso
				N	BUYB	R000004	135	SPR001	Spri	int Distr	butors Loci	al 👘		16/04/20	18	GR00000435	ZAR		1.0	00	14.00	50	00.00	570.0	456789123	A	Harry Jackso
				N	BUYB	3R000004	134	SPR001	Spri	int Distr	butors Loci	el 🛛		16/04/20	18	GR00000434			1.0	00	14.00	50	00.00	570.0	456789123	A	Harry Jackso
				N	BUYB	R000004	133	SPR001	Spri	int Distr	butors Loci	al 👘		16/04/20	18	GR00000433	ZAR		1.0	00	14.00	50	00.00	570.0	456789123	A	Harry Jackso
				N	BUYB	GR000004	132	SPR001	Spri	int Distr	butors Loci	el 🛛		16/04/20	18	GR00000433	ZAR		1.0	00	14.00	50	00.00	570.0	456789123	Α	Harry Jackso
				N	BUYB	R000004	131	SPR001	Spri	nt Distr	butors Loci	al 👘		16/04/20	18	GR0000043	ZAR		1.0	00	14.00	50	00.00	570.0	456789123	A	Harry Jackso
				N	BUYB	GR000004	k30	SPR001	Spri	int Distr	butors Loci	al i		16/04/20	18	GR00000430	ZAR		1.0	00	14.00	50	00.00	570.0	456789123	Α	Harry Jackso
				N	BUYB	R000004	129	SPR001	Spri	int Distr	butors Loca	al 👘		16/04/20	18	GR00000425	ZAR		1.0	00	14.00	50	00.00	570.0	456789123	A	Harry Jackso
					SWAP	GR00000	407	SUP001	Buy	Back S	ppier			08/01/20	18	GR00000407	ZAR		1.0	00	14.00	1,91	10.60	2,178.0	8 000000000	A	Supplier Con
				N	SWAP	GR00000	403	SUP001	Buy	Back S	ppler			06/12/20	17	GR00000403	ZAR		1.0	00	14.00	3,50	00.00	3,990.0	000000000	A	Supplier Con
					SWAP	GR00000	401	SUP001	Buy	Back S	ppier			05/12/20	17	GR0000040	ZAR		1.0	00	14.00	12	29.98	148.1	8 000000000	A	Supplier Con
				N	BUYB	R000003	196	SPR001	Spri	int Distr	butors Loci	al i		17/11/20	17	GR00000396	ZAR		1.0	00	14.00	50	00.00	570.0	456789123	A	Harry Jackso
					SWAP	GR00000	392	SUP001	Buy	Back S	pplier			30/10/20	17	GR00000392	ZAR		1.0	00	14.00	4,00	00.00	4,560.0	000000000	A	Supplier Con
					SWAP	GR00000	391	SUP001	Buy	Back S	ppler			30/10/20	17	GR0000039	ZAR		1.0	00	14.00	4,85	50.00	5,529.0	000000000	A	Supplier Cont
					sinv4	5678		SPR001	Spri	int Distr	butors Loci	el 👘		13/09/20	17	GR00000390	ZAR		1.0	00	14.00	3	30.00	34.2	456789123	Α	Harry Jackso
				N	STNV-	GRNRR		SPR 001	Sori	int Distr	hutors Lora	4		15/08/20	17		74P		11	nn	14.00	3.61	75.00	4 189 9	456789123	۵	Harry Tarkso

The Supplier Invoice must be <u>Approved</u> in order to post the financial transaction.

Financial Posting Note:

• The financial transaction will post via the <u>SINV driver</u> when the Supplier Invoice is <u>Approved</u>.

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



- 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 <u>Approve Supplier Invoice</u>)
- Documents (same process as **Documents for Supplier Invoice**)

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