

PROCUREMENT

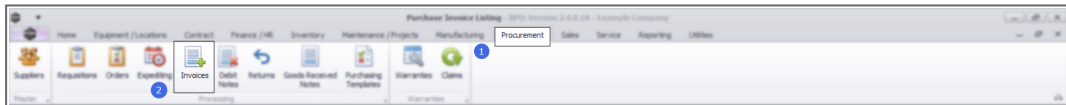
ADD BACK TO BACK SUPPLIER INVOICE

Contracts with Fees or Meters with a Finance Party linked, must be billed 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 **BPO**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.

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR	TaxRate	TotalCostExcl	TotalAmdnd	VATNo	Status	ContactName
N	BUYGR000001157	SPR001	Sprint Distributors Local	27/01/2015	GR00000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYGR000001158	SPR001	Sprint Distributors Local	27/01/2015	GR00000158	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYGR000001171	SPR001	Sprint Distributors Local	16/03/2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR000001175	SPR001	Sprint Distributors Local	12/05/2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR000001177	SPR001	Sprint Distributors Local	14/05/2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	SWAPGR000001179	SUP001	Buy Back Supplier	06/07/2015	GR00000179	ZAR	1.00	14.00	15,000.00	17,100.00	000000000	A	Supplier Contact
N	SWAPGR000001180	SUP001	Buy Back Supplier	06/07/2015	GR00000180	ZAR	1.00	14.00	15,000.00	17,100.00	000000000	A	Supplier Contact
N	SWAPGR000001181	SUP001	Buy Back Supplier	06/07/2015	GR00000181	ZAR	1.00	14.00	4,000.00	4,560.00	000000000	A	Supplier Contact
N	gr2441	SPR001	Sprint Distributors Local	18/11/2015		ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson
N	BUYGR0000020281	SPR001	Sprint Distributors Local	23/06/2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR0000020282	SPR001	Sprint Distributors Local	23/06/2016	GR00000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR0000020283	SPR001	Sprint Distributors Local	23/06/2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR0000020285	SPR001	Sprint Distributors Local	23/06/2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR0000020286	SPR001	Sprint Distributors Local	23/06/2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR0000020287	SPR001	Sprint Distributors Local	23/06/2016	GR00000287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	SDW741	SPR001	Sprint Distributors Local	05/07/2016	GR00000293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson
N	123456.99	SPR001	Sprint Distributors Local	12/08/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
N	SDW 11.22.33	SPR001	Sprint Distributors Local	07/09/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
N	SDW4788	SPR001	Sprint Distributors Local	07/09/2016	GR00000298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson
N	789456	SPR001	Sprint Distributors Local	21/10/2016		ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson
N	SWAPGR000003111	SUP001	Buy Back Supplier	03/04/2017	GR00000311	ZAR	1.00	14.00	4,800.00	5,520.00	000000000	A	Supplier Contact
N	SDW 12344566	TON002	Tony's Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	SDW 12344566	TON002	Tony's Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	SDW 12344566	TON002	Tony's Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	inv 1	SPR001	Sprint Distributors Local	13/04/2017		ZAR	1.00	14.00	11,500.00	13,110.00	456789123	A	Harry Jackson
N	BUYGR00000321	SPR001	Sprint Distributors Local	02/05/2017	GR00000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYGR00000322	SPR001	Sprint Distributors Local	04/05/2017	GR00000322	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson

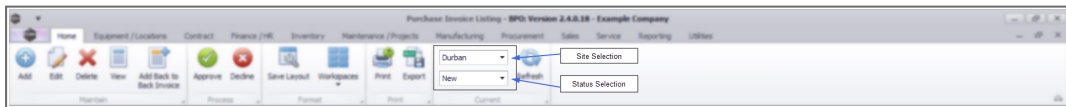
Select the Site

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

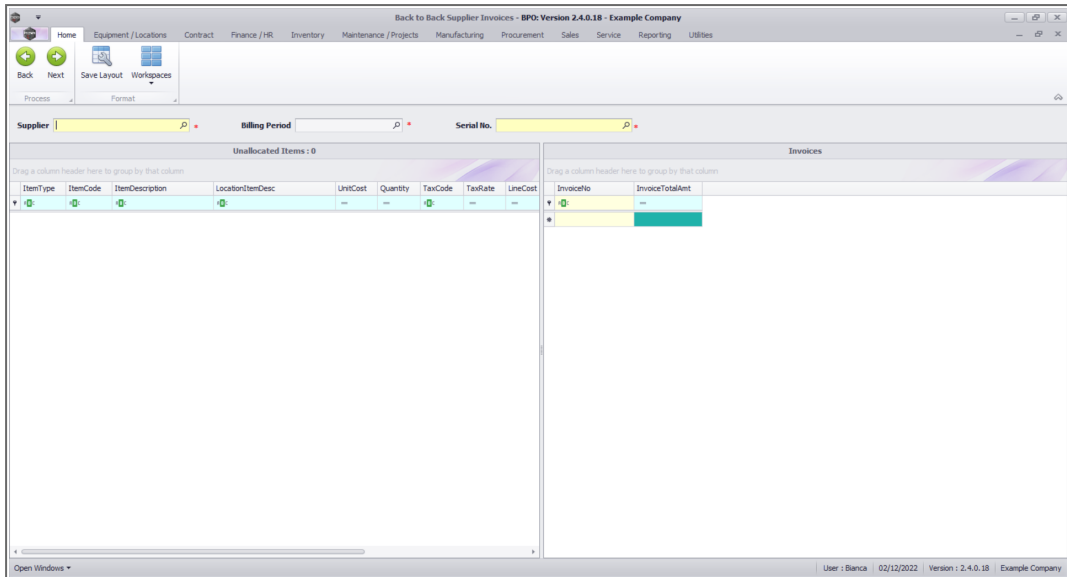
- Click on the **Add Back to Back Invoice** button.

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExc	TotalAmtInd	VATNo	Status	ContactName
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27/01/2015	GR00000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000158	SPR001	Sprint Distributors Local	27/01/2015	GR00000158	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16/03/2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12/05/2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14/05/2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	SWAPGR00000179	SUP001	Buy Back Supplier	06/07/2015	GR00000179	ZAR	1.00	14.00	15,000.00	17,100.00	000000000	A	Supplier Contact
N	SWAPGR00000180	SUP001	Buy Back Supplier	06/07/2015	GR00000180	ZAR	1.00	14.00	15,000.00	17,100.00	000000000	A	Supplier Contact
N	SWAPGR00000181	SUP001	Buy Back Supplier	06/07/2015	GR00000181	ZAR	1.00	14.00	4,000.00	4,560.00	000000000	A	Supplier Contact
N	gr2441	SPR001	Sprint Distributors Local	18/11/2015		ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23/06/2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23/06/2016	GR00000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23/06/2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23/06/2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23/06/2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000287	SPR001	Sprint Distributors Local	23/06/2016	GR00000287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	SDW 741	SPR001	Sprint Distributors Local	05/07/2016	GR00000293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson
N	123456.99	SPR001	Sprint Distributors Local	12/08/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
N	SDW 11.22.33	SPR001	Sprint Distributors Local	07/09/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
N	SDW 4788	SPR001	Sprint Distributors Local	07/09/2016	GR00000298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson
N	789456	SPR001	Sprint Distributors Local	21/10/2016		ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson
N	SWAPGR00000311	SUP001	Buy Back Supplier	03/04/2017	GR00000311	ZAR	1.00	14.00	4,850.00	5,529.00	000000000	A	Supplier Contact
N	SDW 12344566	TON002	Tony's Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	SDW 12344566	TON002	Tony's Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	SDW 12344566	TON002	Tony's Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	inv 1	SPR001	Sprint Distributors Local	13/04/2017		ZAR	1.00	14.00	11,500.00	13,110.00	456789123	A	Harry Jackson
N	BUYBGR00000321	SPR001	Sprint Distributors Local	02/05/2017	GR00000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000322	SPR001	Sprint Distributors Local	04/05/2017	GR00000322	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson

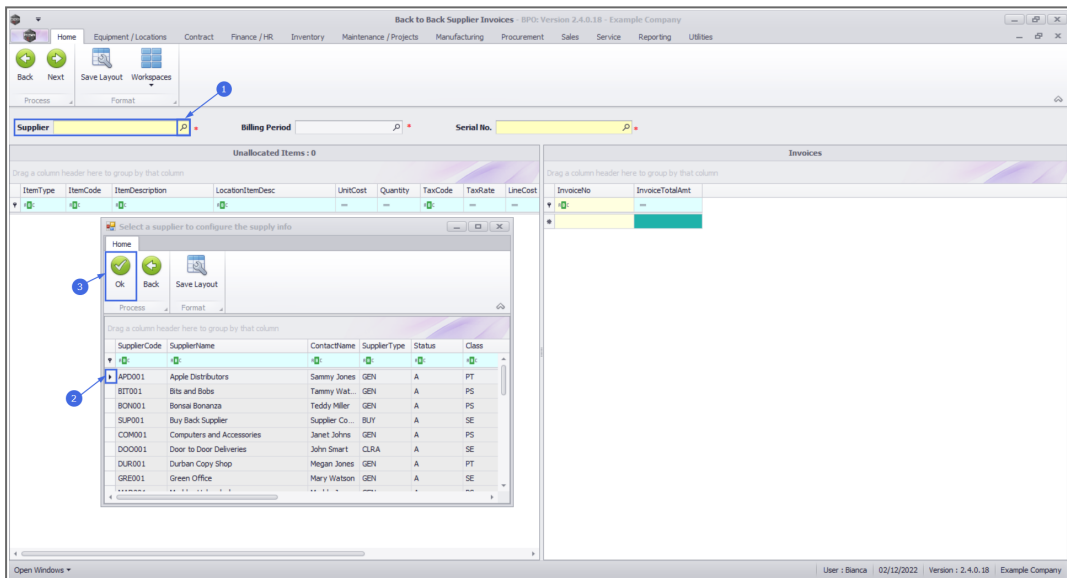
SUPPLIER INVOICE HEADER

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.

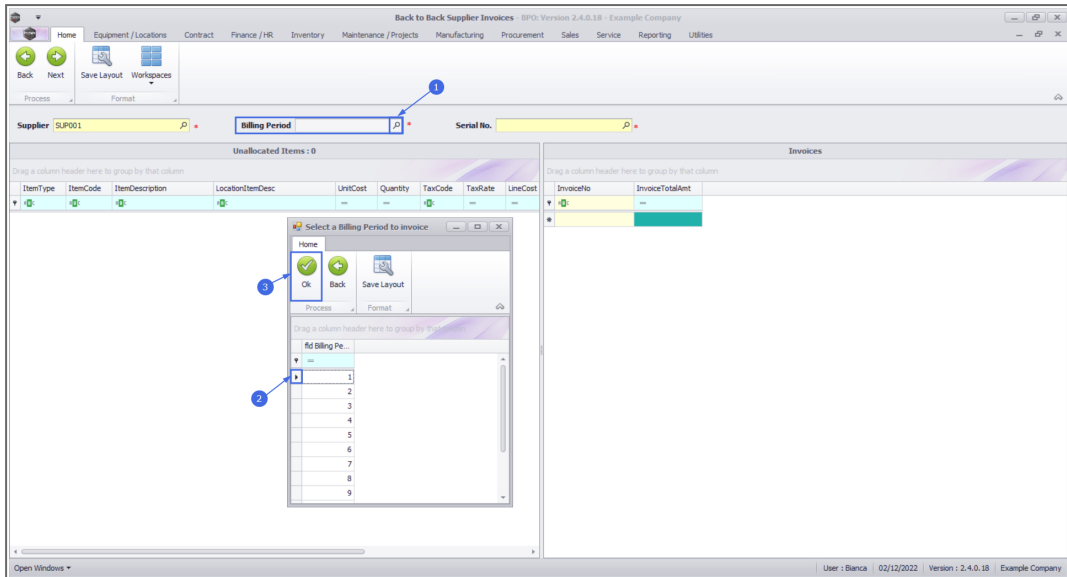


- Search for and select the **Supplier**

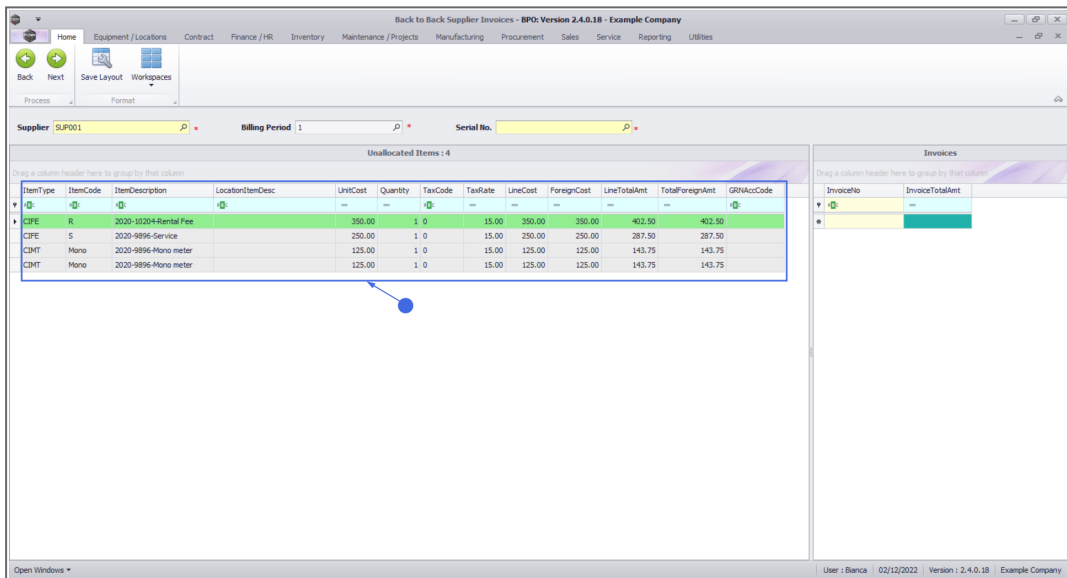


- Search for and select the **Billing Period**

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

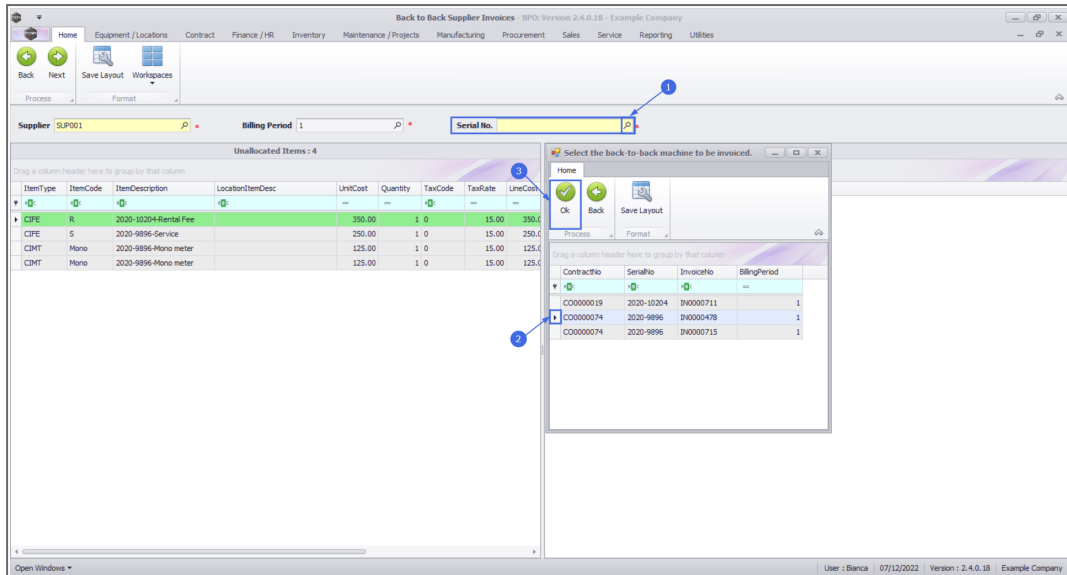


The list of relevant **Fees** and **Meters** will populate

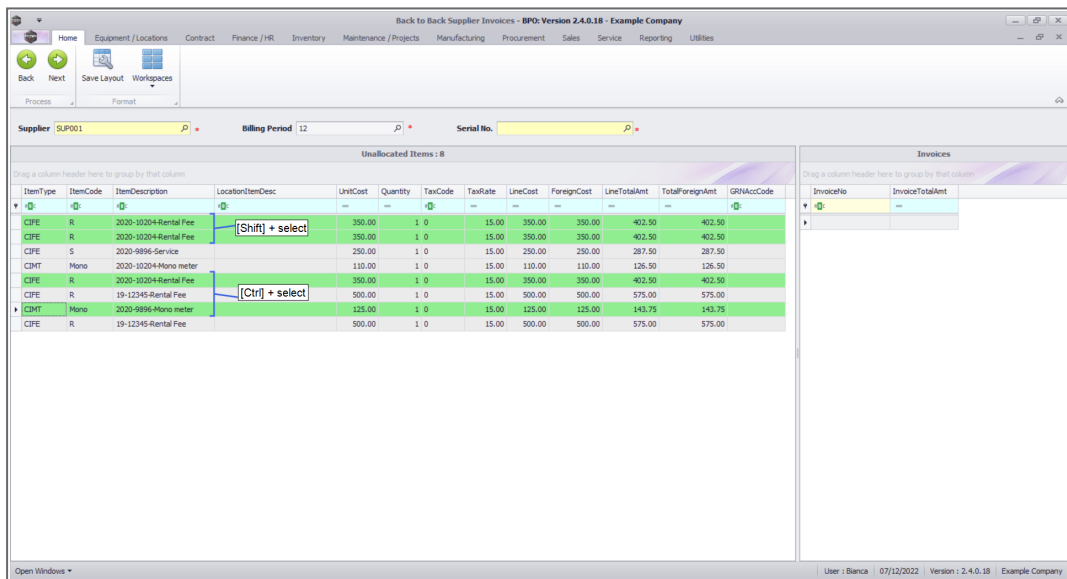


You can further filter the list if you would like, by selecting the **Serial Number**. This is optional.

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

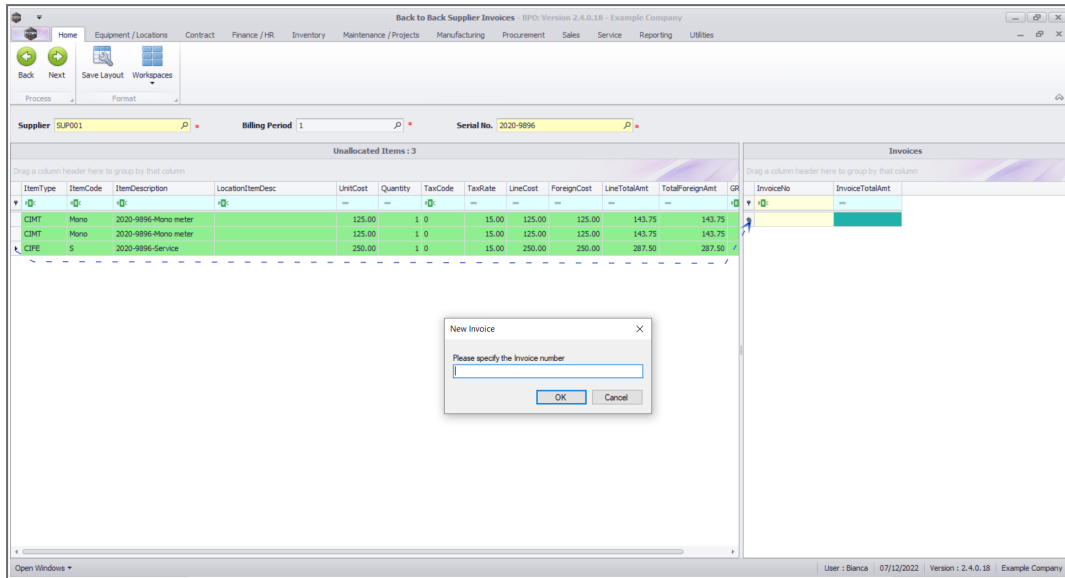


- Select the item, then **drag and drop** into the **invoice header data grid** on the right.
 - Use either **[Shift] + select** or **[Ctrl] + select** to highlight multiple items.

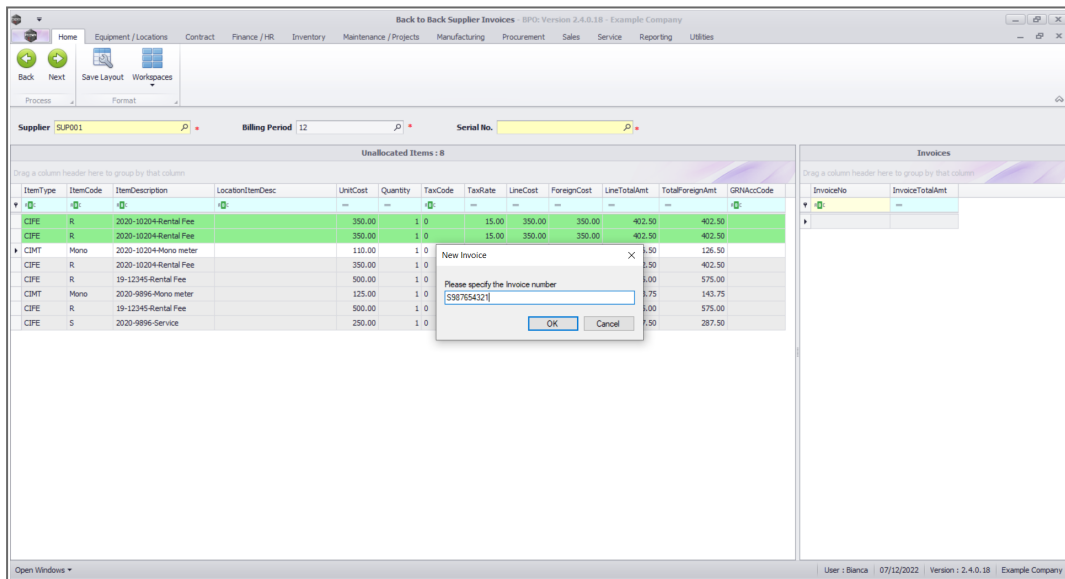


You can drag the item(s) into a **new row** to create a **new invoice**, or into an invoice that has already been created. At this point, no invoice headers have been created yet.

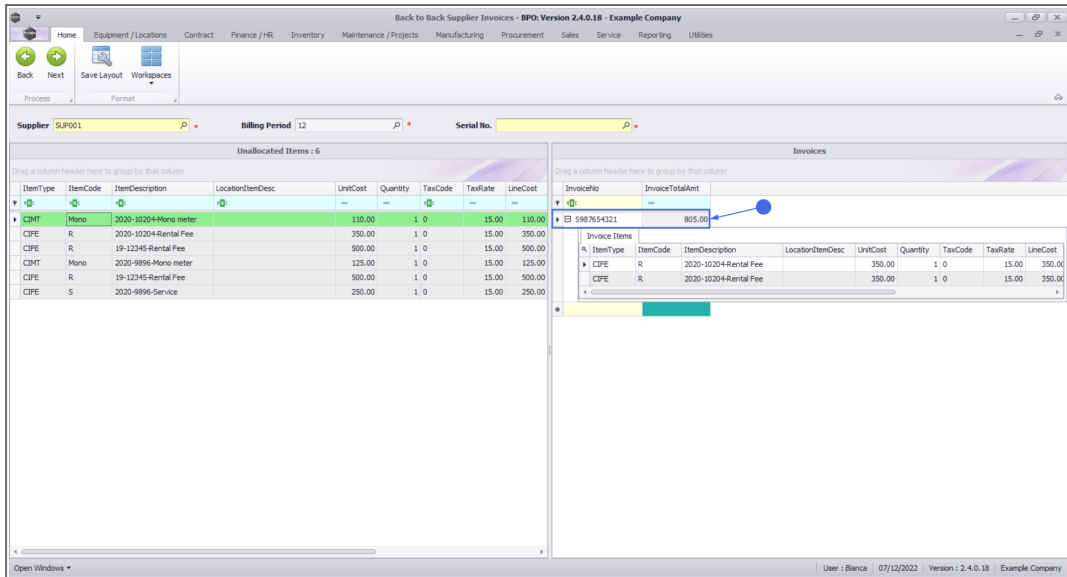
On dragging the item(s) into a new row, you will be prompted for the **Supplier Invoice Number**.



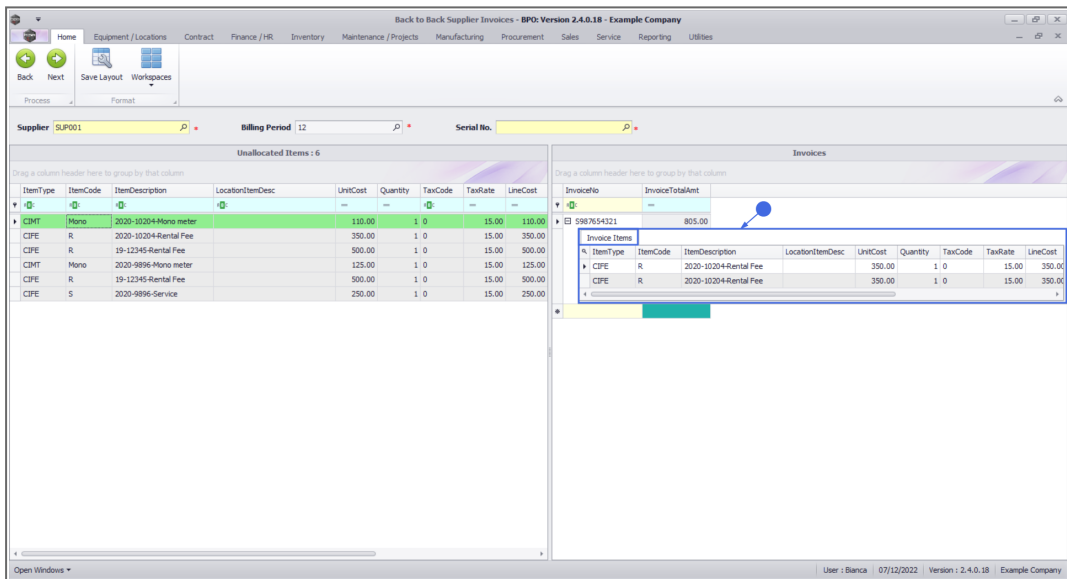
- Type in the **Supplier Invoice Number**.
- Click on the **Ok** button.



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



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



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

The screenshot shows the 'Add B2B Supplier Invoice' screen. The 'Unallocated Items' table on the left contains the following data:

ItemType	ItemCode	ItemDescription	LocationItemDesc	UnitCost	Quantity	TaxCode	TaxRate	LineCost
CMPT	Mono	2020-9896-Mono meter		125.00	1	0	15.00	125.00
CFPE	R	19-12345-Rental Fee		500.00	1	0	15.00	500.00
CFPE	S	2020-9896-Service		250.00	1	0	15.00	250.00

The 'Invoices' table on the right shows the following data:

InvoiceNo	InvoiceTotalAmt
5987654321	805.00

Below the invoice header, there are two 'Invoice Items' tables. The first table shows items for invoice 5987654321:

ItemType	ItemCode	ItemDescription	LocationItemDesc	UnitCost	Quantity	TaxCode	TaxRate	LineCost
CFPE	R	2020-10204-Rental Fee		350.00	1	0	15.00	350.00
CFPE	R	2020-10204-Rental Fee		350.00	1	0	15.00	350.00

The second table shows items for invoice 5123456789:

ItemType	ItemCode	ItemDescription	LocationItemDesc	UnitCost	Quantity	TaxCode	TaxRate	LineCost
CMPT	Mono	2020-10204-Mono meter		110.00	1	0	15.00	110.00
CFPE	R	2020-10204-Rental Fee		350.00	1	0	15.00	350.00
CFPE	R	19-12345-Rental Fee		500.00	1	0	15.00	500.00

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.

The screenshot shows the 'Add B2B Supplier Invoice' screen after clicking the 'Next' button. The 'Unallocated Items' table on the left now contains the following data:

ItemType	ItemCode	ItemDescription	LocationItemDesc	UnitCost	Quantity	TaxCode	TaxRate	LineCost
CFPE	S	2020-9896-Service		250.00	1	0	15.00	250.00
CMPT	Mono	2020-9896-Mono meter		125.00	1	0	15.00	125.00
CMPT	Mono	2020-10204-Mono meter		110.00	1	0	15.00	110.00
CFPE	R	19-12345-Rental Fee		500.00	1	0	15.00	500.00

The 'Invoices' table on the right shows the following data:

InvoiceNo	InvoiceTotalAmt
5987654321	1,380.00

Below the invoice header, there are two 'Invoice Items' tables. The first table shows items for invoice 5987654321:

ItemType	ItemCode	ItemDescription	LocationItemDesc	UnitCost	Quantity	TaxCode	TaxRate	LineCost
CFPE	R	2020-10204-Rental Fee		350.00	1	0	15.00	350.00
CFPE	R	19-12345-Rental Fee		500.00	1	0	15.00	500.00
CFPE	R	2020-10204-Rental Fee		350.00	1	0	15.00	350.00

The second table shows items for invoice 5123456789:

ItemType	ItemCode	ItemDescription	LocationItemDesc	UnitCost	Quantity	TaxCode	TaxRate	LineCost
CFPE	R	2020-10204-Rental Fee		350.00	1	0	15.00	350.00

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.

The screenshot shows the 'Supplier Invoice Summary' interface. At the top, there are navigation buttons (Home, Back, Next, Save Layout, Workspaces) and a menu (Process, Format). Below this, there are input fields for 'Supplier' (SUP001), 'Billing Period' (12), and 'Serial No.'. The main area is titled 'Invoices' and contains a table with columns: InvoiceNo, InvoiceTotalAmt, and a list of 'Invoice Items'. Each 'Invoice Item' row includes columns: ItemType, ItemCode, ItemDescription, LocationItemDesc, UnitCost, Quantity, TaxCode, TaxRate, LineCost, ForeignCost, LineTotalAmt, TotalForeignAmt, and GRNAccCode.

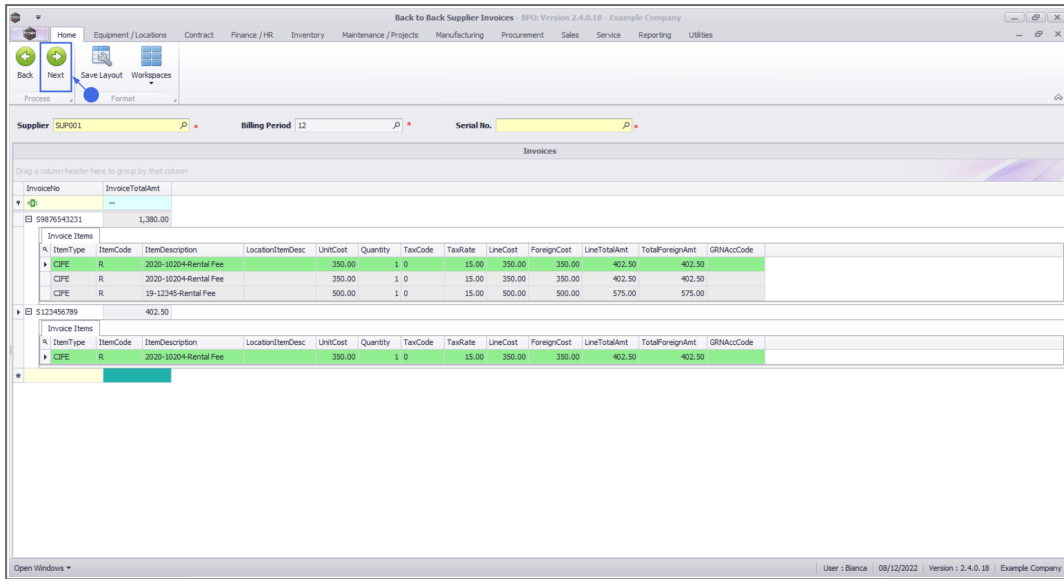
InvoiceNo	InvoiceTotalAmt	Invoice Items																																																				
59876543231	1,380.00	<table border="1"> <thead> <tr> <th>ItemType</th> <th>ItemCode</th> <th>ItemDescription</th> <th>LocationItemDesc</th> <th>UnitCost</th> <th>Quantity</th> <th>TaxCode</th> <th>TaxRate</th> <th>LineCost</th> <th>ForeignCost</th> <th>LineTotalAmt</th> <th>TotalForeignAmt</th> <th>GRNAccCode</th> </tr> </thead> <tbody> <tr> <td>CFPE</td> <td>R</td> <td>2020-10204-Rental Fee</td> <td></td> <td>350.00</td> <td>1</td> <td>0</td> <td>15.00</td> <td>350.00</td> <td>350.00</td> <td>402.50</td> <td>402.50</td> <td></td> </tr> <tr> <td>CFPE</td> <td>R</td> <td>2020-10204-Rental Fee</td> <td></td> <td>350.00</td> <td>1</td> <td>0</td> <td>15.00</td> <td>350.00</td> <td>350.00</td> <td>402.50</td> <td>402.50</td> <td></td> </tr> <tr> <td>CFPE</td> <td>R</td> <td>19-12345-Rental Fee</td> <td></td> <td>500.00</td> <td>1</td> <td>0</td> <td>15.00</td> <td>500.00</td> <td>500.00</td> <td>575.00</td> <td>575.00</td> <td></td> </tr> </tbody> </table>	ItemType	ItemCode	ItemDescription	LocationItemDesc	UnitCost	Quantity	TaxCode	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode	CFPE	R	2020-10204-Rental Fee		350.00	1	0	15.00	350.00	350.00	402.50	402.50		CFPE	R	2020-10204-Rental Fee		350.00	1	0	15.00	350.00	350.00	402.50	402.50		CFPE	R	19-12345-Rental Fee		500.00	1	0	15.00	500.00	500.00	575.00	575.00	
ItemType	ItemCode	ItemDescription	LocationItemDesc	UnitCost	Quantity	TaxCode	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode																																										
CFPE	R	2020-10204-Rental Fee		350.00	1	0	15.00	350.00	350.00	402.50	402.50																																											
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CFPE	R	19-12345-Rental Fee		500.00	1	0	15.00	500.00	500.00	575.00	575.00																																											
5123456789	402.50	<table border="1"> <thead> <tr> <th>ItemType</th> <th>ItemCode</th> <th>ItemDescription</th> <th>LocationItemDesc</th> <th>UnitCost</th> <th>Quantity</th> <th>TaxCode</th> <th>TaxRate</th> <th>LineCost</th> <th>ForeignCost</th> <th>LineTotalAmt</th> <th>TotalForeignAmt</th> <th>GRNAccCode</th> </tr> </thead> <tbody> <tr> <td>CFPE</td> <td>R</td> <td>2020-10204-Rental Fee</td> <td></td> <td>350.00</td> <td>1</td> <td>0</td> <td>15.00</td> <td>350.00</td> <td>350.00</td> <td>402.50</td> <td>402.50</td> <td></td> </tr> </tbody> </table>	ItemType	ItemCode	ItemDescription	LocationItemDesc	UnitCost	Quantity	TaxCode	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode	CFPE	R	2020-10204-Rental Fee		350.00	1	0	15.00	350.00	350.00	402.50	402.50																											
ItemType	ItemCode	ItemDescription	LocationItemDesc	UnitCost	Quantity	TaxCode	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode																																										
CFPE	R	2020-10204-Rental Fee		350.00	1	0	15.00	350.00	350.00	402.50	402.50																																											

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

This screenshot is identical to the previous one, but with a context menu open over the second 'CFPE' item of the first invoice. The menu options are 'Process' and 'Delete Item'.

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

- Click on the **Next** button.



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.

Add a Back to Back supplier invoice for supplier SLP001 - BPO: Version 2.4.0.18 - Example Company

Supplier: SLP001

Invoice Date: 08/12/2022

Invoice No.: S123456789

Address: test

Postal Code:

Currency: ZAR Exchange: 1.0000

Billing Period: 12

Serial No.:

Phone:

Email:

Contact Name:

VAT No.: 0000000000

Reference:

Tax Rate: 15.00

Item Type	Item Code	Item Description	Location/Item Desc	Unit Cost	Quantity	Tax Code	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN Acc Code
CFPE	R	2020-10204-Rental Fee		350.000	1.0		15.000	350.000	350.000	402.500	402.500	0

Sub Total: 350.00

VAT: 52.50

Grand Total: 402.50

User: Bianca | 08/12/2022 | Version: 2.4.0.18 | Example Company

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.

Add a Back to Back supplier invoice for supplier SLP001 - BPO: Version 2.4.0.18 - Example Company

Supplier: SLP001

Invoice Date: 08/12/2022

Invoice No.: S123456789

Address: test

Postal Code:

Currency: ZAR Exchange: 1.0000

Billing Period: 12

Serial No.:

Phone:

Email:

Contact Name:

VAT No.: 0000000000

Reference: CBN147

Tax Rate: 15.00

Item Type	Item Code	Item Description	Location/Item Desc	Unit Cost	Quantity	Tax Code	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN Acc Code
CFPE	R	2020-10204-Rental Fee		350.000	1.0		15.000	350.000	350.000	402.500	402.500	0

Sub Total: 350.00

VAT: 52.50

Grand Total: 402.50

User: Bianca | 08/12/2022 | Version: 2.4.0.18 | Example Company

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.

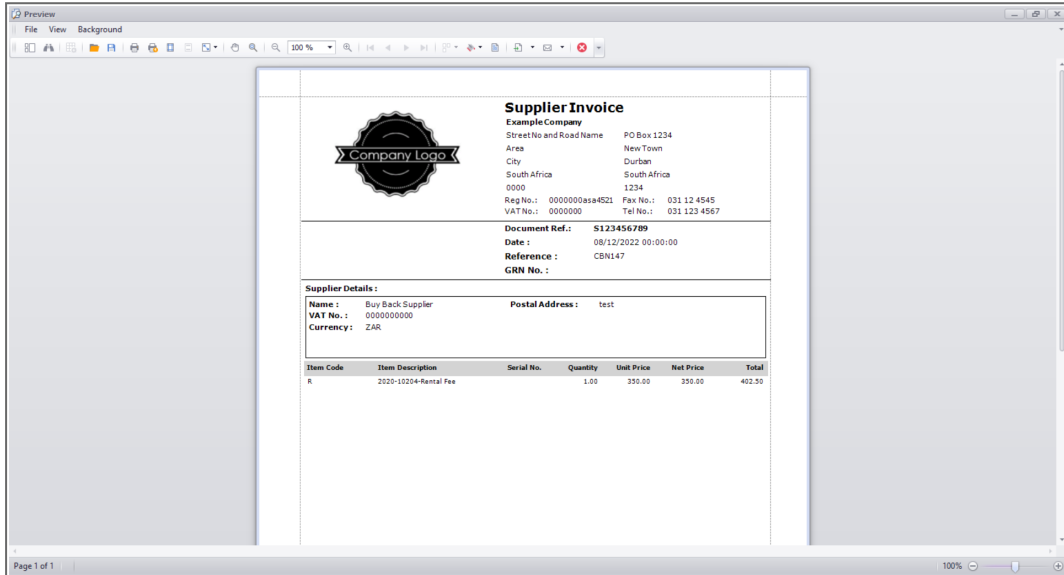
A message box will come up noting: **Invoice No [invoice number] saved successfully.**

- Click on the **Ok** button.

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.



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.

Add a Back to Back supplier invoice for supplier SUP001 - BPO: Version 2.4.0.18 - Example Company

Supplier: SUP001

Invoice Date: 08/12/2022

Invoice No.: 59876543231

Address: test

Postal Code:

Currency: ZAR Exchange: 1.0000

Billing Period: 12

Serial No.:

Phone:

Email:

Contact Name:

VAT No.: 0000000000

Reference:

Tax Rate: 15.00

Item Type	Item Code	Item Description	Location/Item Desc	Unit Cost	Quantity	Tax Code	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN/Acc Code
CFPE	R	2020-10204-Rental Fee		350.000	1 0		15.000	350.000	350.000	402.500	402.500	0
CFPE	R	2020-10204-Rental Fee		350.000	1 0		15.000	350.000	350.000	402.500	402.500	0
CFPE	R	19-12345-Rental Fee		500.000	1 0		15.000	500.000	500.000	575.000	575.000	0

Sub Total: 1,200.00
VAT: 180.00
Grand Total: 1,380.00

User: Bianca 08/12/2022 Version: 2.4.0.18 Example Company

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

Add a Back to Back supplier invoice for supplier SUP001 - BPO: Version 2.4.0.18 - Example Company

Supplier: SUP001

Invoice Date: 08/12/2022

Invoice No.: 59876543231

Address: test

Postal Code:

Currency: ZAR Exchange: 1.0000

Billing Period: 12

Serial No.:

Phone:

Email:

Contact Name:

VAT No.: 0000000000

Reference: CNB52

Tax Rate: 15.00

Item Type	Item Code	Item Description	Location/Item Desc	Unit Cost	Quantity	Tax Code	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN/Acc Code
CFPE	R	2020-10204-Rental Fee		350.000	1 0		15.000	350.000	350.000	402.500	402.500	0
CFPE	R	2020-10204-Rental Fee		350.000	1 0		15.000	350.000	350.000	402.500	402.500	0
CFPE	R	19-12345-Rental Fee		500.000	1 0		15.000	500.000	500.000	575.000	575.000	0

Sub Total: 1,200.00
VAT: 180.00
Grand Total: 1,380.00

User: Bianca 08/12/2022 Version: 2.4.0.18 Example Company

VIEW SUPPLIER INVOICE(S)

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

Invoice Status	Invoice No	Supplier Code	Supplier Name	Invoice Date	Reference	Currency	Exchange R.	Tax Rate	Total Cost USD	Total Amt USD	VAT No	Status	Contact Name
N	59876543231	SLP001	Buy Back Supplier	08/12/2022	CTN852	ZAR	1.00	15.00	1,200.00	1,380.00	000000000	A	Supplier Contact
N	5123456789	SLP001	Buy Back Supplier	08/12/2022	CTN147	ZAR	1.00	15.00	350.00	402.50	000000000	A	Supplier Contact
N	828123456	SLP001	Buy Back Supplier	01/12/2022		ZAR	1.00	15.00	3,500.00	4,025.00	000000000	A	Supplier Contact
N	51234567890	SPR001	Sprint Distributors Local	22/11/2022	PO0000497	ZAR	1.00	15.00	900.00	1,035.00	456789123	A	Harry Jackson
N	SNWGRN477PFC473	SPR001	Sprint Distributors Local	13/06/2018	PO0000473	ZAR	1.00	15.00	700.00	805.00	456789123	A	Harry Jackson
N	SNWGRN515	SPR001	Sprint Distributors Local	22/11/2022	PO0000190	ZAR	1.00	15.00	60.00	69.00	456789123	A	Harry Jackson
N	SNWGRN490	SPR001	Sprint Distributors Local	11/09/2018	PO0000185	ZAR	1.00	15.00	98.00	112.70	456789123	A	Harry Jackson
N	BUYBDSGR00000508	SPR001	Sprint Distributors Local	03/05/2019	DSGR00000508	ZAR	1.00	15.00	450.00	517.50	456789123	A	Harry Jackson
N	BUYBDSGR00000496	SPR001	Sprint Distributors Local	15/11/2018	DSGR00000496	ZAR	1.00	15.00	0.00	0.00	456789123	A	Harry Jackson
N	SWAPGR00000495	SLP001	Buy Back Supplier	15/11/2018	DSGR00000495	ZAR	1.00	15.00	7,500.00	8,625.00	000000000	A	Supplier Contact
N	BUYBGR00000437	SPR001	Sprint Distributors Local	16/04/2018	GR00000437	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000436	SPR001	Sprint Distributors Local	16/04/2018	GR00000436	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000435	SPR001	Sprint Distributors Local	16/04/2018	GR00000435	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000434	SPR001	Sprint Distributors Local	16/04/2018	GR00000434	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000433	SPR001	Sprint Distributors Local	16/04/2018	GR00000433	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000432	SPR001	Sprint Distributors Local	16/04/2018	GR00000432	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000431	SPR001	Sprint Distributors Local	16/04/2018	GR00000431	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000430	SPR001	Sprint Distributors Local	16/04/2018	GR00000430	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000429	SPR001	Sprint Distributors Local	16/04/2018	GR00000429	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	SWAPGR00000407	SLP001	Buy Back Supplier	08/01/2018	GR00000407	ZAR	1.00	14.00	1,910.60	2,176.08	000000000	A	Supplier Contact
N	SWAPGR00000403	SLP001	Buy Back Supplier	06/12/2017	GR00000403	ZAR	1.00	14.00	3,500.00	3,960.00	000000000	A	Supplier Contact
N	SWAPGR00000401	SLP001	Buy Back Supplier	05/12/2017	GR00000401	ZAR	1.00	14.00	129.98	148.18	000000000	A	Supplier Contact
N	BUYBGR00000396	SPR001	Sprint Distributors Local	17/11/2017	GR00000396	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	SWAPGR00000392	SLP001	Buy Back Supplier	30/10/2017	GR00000392	ZAR	1.00	14.00	4,000.00	4,560.00	000000000	A	Supplier Contact
N	BUYBGR00000391	SLP001	Buy Back Supplier	30/10/2017	GR00000391	ZAR	1.00	14.00	4,850.00	5,529.00	000000000	A	Supplier Contact
N	SNW45678	SPR001	Sprint Distributors Local	13/09/2017	GR00000390	ZAR	1.00	14.00	30.00	34.20	456789123	A	Harry Jackson
N	CTN47323N198	SPR001	Sprint Distributors Local	14/08/2017		ZAR	1.00	14.00	6,676.00	7,600.00	456789123	A	Harry Jackson

The Supplier Invoice must be **Approved** in order to post the financial transaction.

Financial Posting Note:

- The financial transaction will post via the **SINV driver** when the Supplier Invoice is **Approved**.

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](#))

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