We are currently updating our site; thank you for your patience.

PROCUREMENT

INTRODUCTION TO SUPPLIER INVOICES

A Supplier Invoice is a financial transaction document issued by a Supplier to a Customer, which lists the stock or services sold. This document notes the amount payable to the Supplier as well as any applicable taxes and shipping costs.

Supplier Invoices are created once Goods or Services are **received**, and can be created automatically off the back of a goods received note if received at the same time, or added later (e.g. month end) when received from the Supplier.

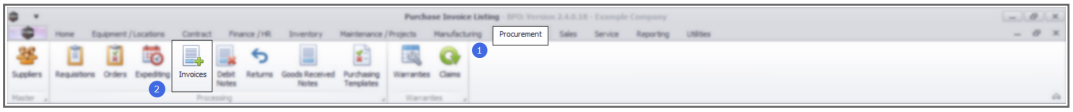
Supplier Invoices must be accepted to be processed in full (post to the financial system).

Deleting a supplier invoice will re-open the GRN.

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**



The **Supplier Invoices Listing** screen will be displayed.

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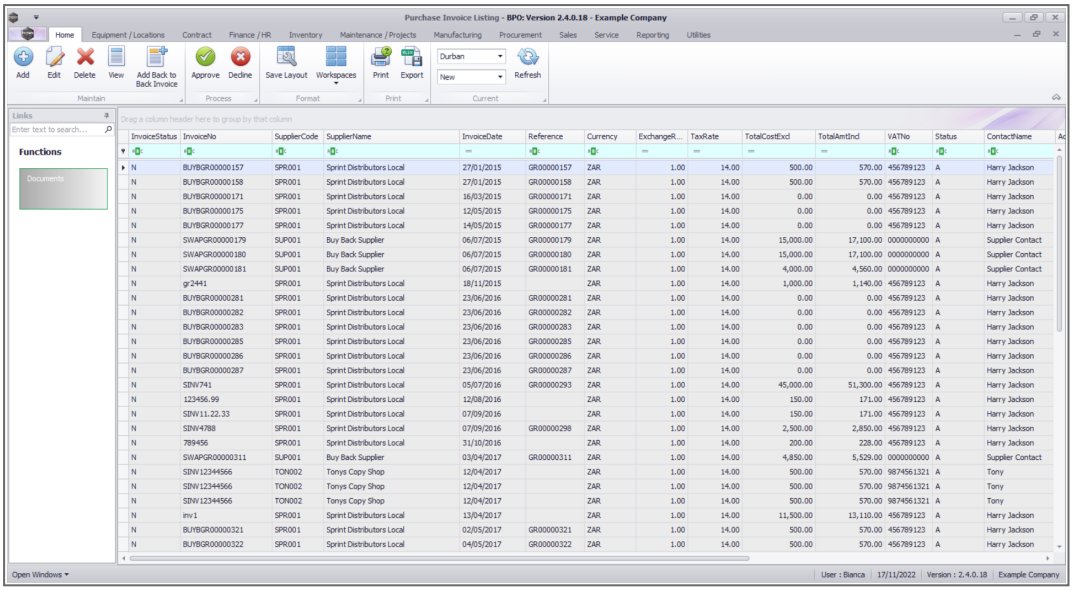

Select the Site

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

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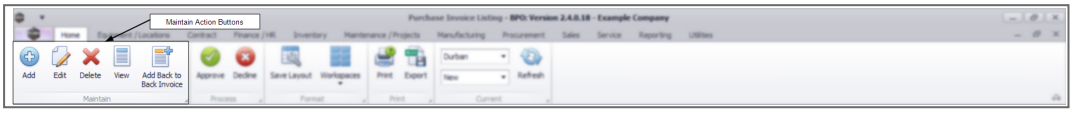
following functionality is available from this screen:

MAINTAIN BUTTONS

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



PROCESS BUTTONS

- Approve, Decline

FORMAT BUTTONS

- Save Layout and Workspaces.

PRINT BUTTONS

- Print Supplier Invoice and Export listing to Excel.

CURRENT BUTTONS

- Site Selection, Status Selection and Refresh listing.

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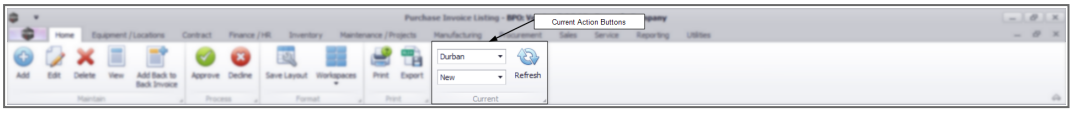
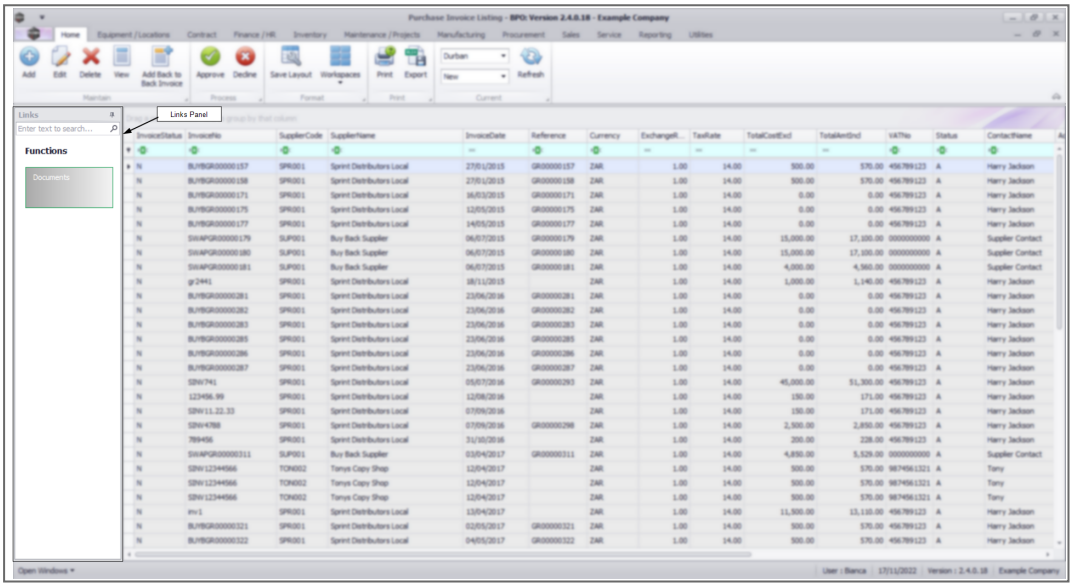


LINKS PANEL

FUNCTIONS

- Documents.



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

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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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