

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.

Help v2024.5.0.7/1.0 - Pg 1 - Printed: 21/08/2024



Introduction to Supplier Invoices

Home Equip	ment / Locations	Contract Finance /	HR Inventory	Mainte	nance / Projec	ts Ma	anufacturing	Procuremen	t Sales	Service	Reporting	Utilities					- 6
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ter text to search 🔎		us InvoiceNo	SupplierCode	SupplierNa	me		InvoiceD	te Re	ference	Currency	ExchangeR	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Status	ContactName
unctions	9 10:	10:	10:	*D:			=	100		il:	=	-	-	-	-O:	10:	10:
uncoons	E N	BLYBGR00000157	SPR001	Sprint Distributors Local			27/01/20		00000157	ZAR	1.00					A	Harry Jackson
Documents	N	BUYBGR00000158	SPR001		ibutors Local		27/01/20		00000157	ZAR	1.00				456789123		Harry Jackson
	N	BUYBGR00000171	SPR001		ibutors Local		16/03/20		00000133	ZAR	1.00				456789123		Harry Jackson
	N	BUYBGR00000175	SPR001		ibutors Local		12/05/20		00000175	ZAR	1.00				456789123		Harry Jackson
	N	BLYBGR00000177	SPR001		ibutors Local		14/05/20		00000173	ZAR	1.00				456789123		Harry Jackson
	N	SWAPGR00000179	SUP001	Buy Back S			06/07/20		00000179	ZAR	1.00				0000000000		Supplier Contac
	N	SWAPGR00000180	SUP001	Buy Back S			06/07/20		00000180	ZAR	1.00				0000000000		Supplier Contac
	N	SWAPGR00000181	SUP001	Buy Back S			06/07/20		00000181	ZAR	1.00				0000000000		Supplier Contac
	N	gr2441	SPR001		ibutors Local		18/11/20			ZAR	1.00				456789123		Harry Jackson
	N	BUYBGR00000281	SPR001		ibutors Local		23/06/20		00000281	ZAR	1.00				456789123		Harry Jackson
	N	BUYBGR00000282	SPR001		ibutors Local		23/06/20		00000282	ZAR	1.00				456789123		Harry Jackson
	N	BUYBGR00000283	SPR001	Sprint Distr	ibutors Local		23/06/20	16 GR	00000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	BUYBGR00000285	SPR001		ibutors Local		23/06/20		00000285	ZAR	1.00		0.00		456789123		Harry Jackson
	N	BUYBGR00000286	SPR001	Sprint Distr	ibutors Local		23/06/20		00000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	BUYBGR00000287	SPR001	Sprint Distr	ibutors Local		23/06/20	16 GR	00000287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	SINV741	SPR001	Sprint Distr	ibutors Local		05/07/20	16 GR	00000293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson
	N	123456.99	SPR001	Sprint Distr	ibutors Local		12/08/20	16		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
	N	SINV11.22.33	SPR001	Sprint Distr	ibutors Local		07/09/20	16		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
	N	SINV4788	SPR001	Sprint Distr	ibutors Local		07/09/20	16 GR	00000298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson
	N	789456	SPR001	Sprint Distr	ibutors Local		31/10/20			ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson
	N	SWAPGR00000311	SUP001	Buy Back S	upplier		03/04/20	17 GR	00000311	ZAR	1.00	14.00	4,850.00	5,529.00	0000000000	A	Supplier Contac
	N	SINV 12344566	TON002	Tonys Cop	y Shop		12/04/20	17		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
	N	SINV 12344566	TON002	Tonys Cop	y Shop		12/04/20	17		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
	N	SINV12344566	TON002	Tonys Cop	y Shop		12/04/20	17		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
	N	inv1	SPR001	Sprint Distr	ibutors Local		13/04/20	17		ZAR	1.00	14.00	11,500.00	13,110.00	456789123	A	Harry Jackson
	N	BUYBGR00000321	SPR001	Sprint Distr	ibutors Local		02/05/20	17 GR	00000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
	N	BUYBGR00000322	SPR001	Sprint Distr	ibutors Local		04/05/20	17 GR	00000322	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.



SUPPLIER INVOICE RIBBON ACTION BUTTONS

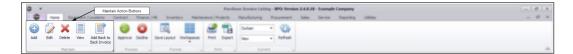
The ribbon **action** buttons will be available (bold) or unavailable (greyed out) depending on the status selection, and security right access level. The



following functionality is available from this screen:

MAINTAIN BUTTONS

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



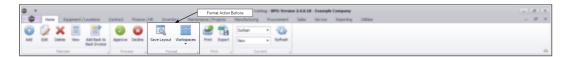
PROCESS BUTTONS

• Approve, Decline

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FORMAT BUTTONS

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



PRINT BUTTONS

• Print Supplier Invoice and Export listing to Excel.



CURRENT BUTTONS

• Site Selection, Status Selection and Refresh listing.





LINKS PANEL

FUNCTIONS

• Documents.

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M Edit Delete	View Add Bac Back Inv		Save Layout V	intepaces	Print	Export	New		Refresh										
Maintain	100.11	Process .	Format		Pre			urrent											
ks 4		Links Panel																	
er text to search J	Invacatio	atus Invoicetio	SupplerCode	Suppleme	ne		(inclusion)	iceDate	Refer	ence	Currency	ExchangeR	TaxRate	TotalCostExd	TotalAmtInd	VATNo	Status	ContactName	
unctions		0	•	•			-				•	-	-	-	-	•	•	•	
	+ N	BJ//BGR00000157	SPR001	Sprint Distributors Local			27/	27/01/2015		100000157 ZAR	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	
	N	BJ//BGR00000158	SPR.001	Sprint Dist	ributors Loc	4	27/	1/2015	GROOM	000158	ZAR	1.00	14.00	500.00	\$70.00	456789123	A	Harry Jackson	
	N	BUYBGR00000171	SPR001	Sprint Distributors Local			16/03/2015		GROOM	GR00000171	ZAR	1.00	14.00	0.00	0.07	456789123	A	Harry Jackson	
	N	BUYBGR00000175	SPR:001	Sprint Dist	ributors Loc	ai .	12/	15/2015	GROOM	000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BUYBGR00000177	SPR.001	Sprint Dist	ributors Loc	4	14/	15/2015	GROOM	000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	SWAPGR00000179	9.P001	Buy Back 1	Lopler		06/	17/2015	GROOM	000179	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contact	į
	N	SWAPGR00000180	9.P001	Buy Back 1	Lopler		06,0	17/2015	GROOM	000 180	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contact	į
	N	SWAPGR00000181	SUP001	Buy Back 1	Lopler		06/	17/2015	GROOM	000181	ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Contact	į
	N	gr2441	SPR001	Sprint Dist	ributors Loc	ai .	18/	11/2015			ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson	
	N	BUYBGR00000281	SPR:001	Sprint Dist	ributors Loc	ai .	23/	6/2016	GROOM	000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BUYBGR00000282	SPR001	Sprint Dist	ributors Loc	ai .	23/	6/2016	GROOM	000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BUYBGR00000283	SPR:001	Sprint Dist	ributors Loc	ai -	23/	6/2016	GR.000	000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BUYBGR00000285	SPR001	Sprint Dist	ributors Loc	ai .	23/	6/2016	GROOM	000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BJ//BGR00000286	SPR:001	Sprint Dist	ributors Loc	ai 👘	23/	6/2016	GROOM	000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	BJYBGR00000287	SPR001	Sprint Dist	ributors Loc	ai .	23/	6/2016	GROOM	000287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
	N	SDN/741	SPR:001	Sprint Dist	ributors Loc	ai 🛛	05/	17/2016	GROOM	000293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson	
	N	123456.99	SPR:001	Sprint Dist	ributors Loc	ai 👘	12/	18/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	
	N	SINV11.22.33	SPR001	Sprint Dist	ributors Loc	ai 👘	0.7/	19/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	
	N	S2N/4788	SPR:001	Sprint Dist	ributors Loc	ai -	0.7/	19/2016	GROOM	000298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson	
	N	789456	SPR.001	Sprint Dist	ributors Loc	ai -	31/	10/2016			ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson	
	N	SWAPGR00000311	9JP001	Buy Back 1	Lopler		0.3/	14/2017	GROOM	000311	ZAR	1.00	14.00	4,850.00	5,529.00	0000000000	A	Supplier Contact	į
	N	SBW12344566	TON002	Tonys Cop	ry Shop		12/	14/2017			ZAR	1.00	14.00	500.00	\$70.00	9874561321	A	Tany	
	N	SINV12344566	TON002	Tonys Cop	ry Shop		12/	14/2017			ZAR	1.00	14.00	500.00	\$70.00	9874561321	A	Tany	
	N	SBW12344566	TON002	Tonys Cop	ry Shop		12/	14/2017			ZAR	1.00	14.00	500.00	\$70.00	9874561321	A	Tany	
	N	ev1	SPR001	Sprint Dist	ributors Loc	ai 🛛	13/	14/2017			ZAR	1.00	14.00	11,500.00	13, 110.00	456789123	A	Harry Jackson	
	N	BJ//BGR00000321	SPR001	Sprint Dist	ributors Loc	ai 🛛	02/	15/2017	GROOM	000321	ZAR	1.00	14.00	500.00	\$70.00	456789123	A	Harry Jackson	
	N	BUYBGR00000322	SPR:001	Sprint Dist	ributors Loc	ai 🛛	04/	15/2017	GROOM	000322	ZAR	1.00	14.00	500.00	\$70.00	456789123	A	Harry Jackson	

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 <u>View Supplier Invoice</u>)
- 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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