

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

# PROCUREMENT

## **PRINT A SUPPLIER INVOICE**

**Ribbon Access:** Procurement > Invoices

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	v					BPO: Version 2.1	1.0.31 - Example	Compa	ny				2	0	
y Eq	upment and L	ocations	Contract	Finance ar	idHR Inve	ntory Maintena	nce and Projects	Man	ufacturing	Procurement	Sales	Service	Reporting	Utilities	
Ψ.	ĩ	XAL	10		5		2	Q							
pplers	Requisitions			Invoices D	ebit Returns	Goods Received	1.1.1.1								
ster 4				Processing	otes	Notes	Warranties								
en Windo	WS *												09 Oct	2017	į,

#### The **Purchase Invoice Listing** screen will be displayed.

Select the Site and Status

Help v2024.5.0.7/1.0 - Pg 2 - Printed: 21/08/2024



- Select the Site.
  - In this image **Durban** has been selected.

3		En innent and Location	Contract R	Purchase Invoice Listing - BPO sance and HR Inventory Maintenan				Coles Renize	Deportion (19)	0 >
Ad	) 💋	X 🔮	edne Save La	1 📕 🖉 📬	Durban ID 0 4 1 1	A Name Al Sites Durban		ARG ALLE	reporting to	10 - 0
					4	Pretoria				
1	nvoiceStatus	InvoiceNo	SupplerCode	SupplerName				ExchangeR	TaxRate	TotalCostExd
ŕ				and the second	10		_	and a decay	10000	
1		BL//BGR00000320	SPR001	Sprint Distributors Local	×		k	1.00	14.00	500
N		BL/YBGR00000321	SPR001	Sprint Distributors Local	02 May 2017	GR00000321	ZAR	1.00	14.00	
N		SWAPGR00000311	SUP001	Buy Back Suppler	03 Apr 2017	GR00000311	ZAR	1.00	14.00	
N		BUYBGR00000322	SPR001	Sprint Distributors Local	04 May 2017	GR00000322	ZAR	1.00	14.00	
1	1			Sprint Distributors Local	05 3,4 2016	GR00000293	ZAR	1.00	14.00	45 000
١	1	SWAPGR00000179	SUP001	Buy Back Suppler	06 3.4 2015	GR00000179	ZAR	1.00	14.00	15 00
1	1	SWAPGR00000180	SUP001	Buy Back Suppler	06 3.4 2015	GR00000180	ZAR	1.00	14.00	15 000
1	1	SWAPGR00000181	SUP001	Buy Back Supplier	06 34 2015	GR00000181	ZAR	1.00	14.00	4 000
1	1	GR347	SPR001	Sprint Distributors Local	06 Jun 2017	P00000340	ZAR	1.00	14.00	160 741
1	1	P0172	SPR001	Sprint Distributors Local	06 Jun 2017	GR00000349	ZAR	1.00	14.00	8 000
١	1	GRN351	SPR001	Sprint Distributors Local	06 Jun 2017		ZAR	1.00	14.00	35
1	1	GRN352	YES001	Young Electric	06 Jun 2017	P00000366	ZAR	1.00	14.00	2
1	1	GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	P00000278	ZAR	1.00	14.00	22 000
1	(	BUYBGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	ZAR	1.00	14.00	1.400
1	1	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	ZAR	1.00	14.00	35
١	1	sinv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500
1	6	SDW11.22.33	SPR001 Sprint Distributors Local		07 Sep 2016		ZAR	1.00	14.00	15
1	1	SDNV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500
١	1	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	50
١	1	01111	SPR001	Sprint Distributors Local	09 Oct 2017	P00000024	ZAR	1.00	14.00	50
h	1	02222	SUP001	Buy Back Supplier	10 Oct 2017		ZAR	1.00	14.00	1 50
h	1	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	90
١	1	SDN 12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	50
	en Windows *									Oct 2017



### **SELECT SUPPLIER INVOICE**

- Click on the **row selector** in front of the **supplier invoice** you wish to print.
- Click on **Print**.

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Home	Equipment and Locations	Contract Fir	ance and HR Driventory Maintenu	ance and Projects	Manufacturing	Procurement	Sales Service	Reporting Uti	les - 67
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Add Edit	Delete Approve De	dne Save La	Service Contractory and the service of the	1 p-	• Refresh				
			•	10 Later					
Maintain	A Process		Format 4 Print	4 Curr	611. J	4			
InvoiceStatus	InvoiceNo	SupplerCode	SupplerName	InvoiceDate	* Reference	Currency	ExchangeR	TaxRate	TotalCostExd
N	BUYBGR00000320	SPR001	Sprint Distributors Local	02 May 2017	GR00000320	ZAR	1.00	14.00	500
N	BUYBGR00000321	SPR001	Sprint Distributors Local	02 May 2017	GR00000321	ZAR	1.00	14.00	
N	BUYBGR00000321 SPR001 SWAPGR00000311 SUP001		Buy Back Suppler	03 Apr 2017	GR00000311	ZAR	1.00	14.00	4850
N	BUYBGR00000322	SPR001	Sprint Distributors Local	04 May 2017	GR00000322	ZAR	1.00	14.00	500
N	5DW741	SPR001	Sprint Distributors Local	05 3.4 2016	GR00000293	ZAR	1.00	14.00	45 000
N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	ZAR	1.00	14.00	15 000
N	SWAPGR00000180	SUP001	Buy Back Supplier	06 3.4 2015	GR00000180	ZAR	1.00	14.00	15 000
N	SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	ZAR	1.00	14.00	4000
N	GR347 SPR00		Sprint Distributors Local	06 Jun 2017	P00000340	ZAR	1.00	14.00	160 741
N	P0172	SPR001	Sprint Distributors Local	06 Jun 2017	GR00000349	ZAR	1.00	14.00	8 000
N	GRN351	SPR001	Sprint Distributors Local	06 Jun 2017		ZAR	1.00	14.00	350
N	GRN352	YE5001	Young Electric	06 Jun 2017	P00000366	ZAR	1.00	14.00	20
N	GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	P00000278	ZAR	1.00	14.00	22 000
N	GRN348 SPR001 BUYBGR00000368 SPR001		Sprint Distributors Local	07 Oct 2017	GR00000368	ZAR	1.00	14.00	1 400
N	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	ZAR	1.00	14.00	350
N	snv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500
N	SIW11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150
N	51NV4788 SPR001		Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	P00000024	ZAR	1.00	14.00	500
N	02222	SUP001	Buy Back Supplier	10 Oct 2017		ZAR	1.00	14.00	1 500
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900
N	SINV12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	50

• A **Report Generation** message box will pop up asking;

• Do you want to print the supplier invoice []?

• Click on Yes.

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Home	Equipment and Locations	Contract Fir	sance and HR Inventory Maintenar	ce and Projects N	lanufacturing	Procurement 5	Sales Service	Reporting Util	tes - d <sup>o</sup>
3 🚺	X 🔮 🕻	3 🗵		Durban	• 🚯				
Add Edit	Delete Approve Dec	ine Save La	yout Workspaces Print Export	New	• Refresh				
Maintain	Process		Format , Print	Curre	nt				
		1							14
InvoiceStatus	de here is goup by Itali Invocatio		6 exteriore	InvoiceDate	Reference	Currency	EvelanceD	TavOata	TotalCostExd
Involcestatus	1UNOICEN0	SupplierCode	SupplerName	Tuvorcenare	· Kelerence	currency	ExchangeR	1400441E	TotalCostExcl
N	BU//BGR00000320	SPR001	Sprint Distributors Local	02 May 2017	GR00000320	ZAR	1.00	14.00	50
	BUYBGR00000321	SPR001	Sprint Distributors Local	02 May 2017	GR00000321	ZAR	1.00		50
	\$WAPGR00000311	SUP001	Buy Back Suppler	03 Apr 2017	GR00000311	ZAR	1.00		485
	BUYBGR00000322	SPR001	Sprint Distributors Local	04 May 2017	GR00000322	ZAR	1.00		50
N	SINV741 SPR001		Sprint Distributors Local	05 Jul 2016 GR00000293		ZAR	1.00	14.00	45 00
N	SWAPGR00000179	SUP001	Buy Back Suppler			ZAR	1.00	14.00	15 00
N	SWAPGR00000180	SUP001	port Generation	- Landard - Contractor	80	ZAR	1.00	14.00	15 00
N	SWAPGR00000181	SUP001	1971 (B) 1979 (B) (B)		81	ZAR	1.00	14.00	400
N	GR347	SPR001	Do you want to print the supplier inv	also DI IVDCD/WW	0 69.61	ZAR	1.00	14.00	160 74
N	P0172	SPR001	po you want to print the supplier inv	DICE DUTDONUUU	13901	ZAR	1.00	14.00	8 00
N	GRN351	SPR001			_	ZAR	1.00	14.00	35
N	GRN352	YES001	Y	s N	No 6		1.00	14.00	2
N	GRN348	SPR001			8	ZAR	1.00	14.00	22.00
N	8U//BGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	ZAR	1.00	14.00	140
N	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	ZAR	1.00	14.00	35
N	sinv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 50
N	SIW11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	15
N	SIW 4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 50
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	50
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	P00000024	ZAR	1.00	14.00	50
N	02222	SUP001	Buy Back Suppler	10 Oct 2017		ZAR	1.00	14.00	150
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	90
N	SIW 12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	50



#### **REPORT PREVIEW**

- The **Report Preview** screen will be displayed.
  - From here you can View, Print, Export or Email.
- Close the Report Preview screen when done.

Supplier Data/s         Supplier Data/s           Deciminant         Supplier Data/s           Data	* 0	1				12	Q • 21 • Q	1 - 1 - P - <b>5 - 3</b>	• 4, 1
Date I         67 Git 2017           Reference I:         0,00000344           GRN No. I:         0,00000344           Supplier Details I         Spirit Clash-budges Load           Wat No. I:         0,00000344           VAT No. I:         0,00000344           Torrency:         244           Name I:         Spirit Clash-budges Load           VAT No. I:         0,00000344           Torrency:         244           Spirit Clash-budges Load         Forest Sulfs           Currency:         244           Spirit Clash-budges Load         Spirit Sulfs           Britis         Spirit Clash-budges Load           This				a DOO DOO DOOO DOO DOO DOOO	Peotbox.Ne Area City South Afric 0000 1 Fax No.: Tel No.:	mpany dRood Name 000000.nto 45 000000	Example Cr Street No en Aree City South Africe 9000 Reg No.1 0 VAT No.1 0	ompany Logo (	X
Name i         Sport Subbules Load         Postal Address :         Off Freest Ourse Read           VAT No. :         45079123         Freest Mite         Freest Mite           Uarrescy:         248         New Team         1224           224         South Adrops         South Adrops         New Team           Phen Code         Item Description         South Adrops         Next South Adrops           Phen Code         Item Conception         South Adrops         Next South Adrops           Phent Code         Item Conception         South Adrops         Next South Adrops           Phent Code         Item Conception         South Adrops         Next South Adrops           Partial         Sperintagen         Stati-Statis         128         1402.00         1402.00         1294.00           Partial         Sperintagen         Stati-Statis         128         1402.00         1402.00         1294.00           Partial         Sperintagen         Stati-Statis         Statis         Sperintagen         Statis         1402.00         1294.00           Partial         Sperintagen         Statis         Sperintagen         Statis         Sperintagen         Statis           Partial         Sperintagen         Statis-Statis         1402				68	Det 2017 0000368	07 1 GR	Date ( Reference		
P123         Apeni cape         x12-628         1.0         4.45.00         1.95.00           P123         Speri cape         x12-628         1.45.00         1.45.00         1.95.00           P1243         Speri cape         x12-6288         1.45.00         1.45.00         1.95.00           P1243         Speri cape         x12-6288         1.45.00         1.45.00         1.95.00           P1243         Speri cape         x12-6289         1.45.00         1.45.00         1.95.00				Roal	restHills wTown 34	Po Ne 12	Postal Adv	Sprint Distributors Local 456789123	Name   VAT No. (
Pitte         Junit coper         121-618         1.05         1.450.00         1.450.00         1.950.00           Pitte         Junit coper         121-618         1.00         1.450.00         1.450.00         1.950.00           Pitte         Spont coper         121-618         1.400.00         1.450.00         1.450.00         1.950.00           Pitte         Spont coper         121-618         1.400.00         1.450.00         1.950.00           Pitte         Spont coper         121-618         1.20         1.400.00         1.950.00           Pitte         Spont coper         121-618         1.200.00         1.400.00         1.950.00           Pitte         Spont coper         121-618 <th></th> <th></th> <th>Total</th> <th>Bel Price</th> <th>bel free</th> <th>Quantity</th> <th>Secial No.</th> <th>them Description</th> <th>Them Code</th>			Total	Bel Price	bel free	Quantity	Secial No.	them Description	Them Code
IP313     Spent caper     123 4399     1.0     145.00     194.00       IP313     Spent caper     1214439     1.00     146.00     194.00       IP314     Spent caper     1214439     1.00     146.00     194.00       IP314     Spent caper     1214439     1.00     146.00     194.00       IP318     Spent caper     1214439     1.00     146.00     194.00       IP318     Spent caper     1214599     1.00     146.00     194.00       IP318     Spent caper     1214599     1.00     146.00     194.00       IP318     Spent caper     1214599     1.00     194.00     194.00       IP318     Spent caper     1214190     1.00     194.00									
Mid.td         Sport coper         H21430         5.00         1.40.50         1.40.50         1.40.50           H21.td         Sport coper         H21.430         1.40         1.40.50         1.40.50         1.54.50           H21.td         Sport coper         H21.4300         1.40         1.40.50         1.40.50         1.54.50           H21.td         Sport coper         H21.4300         1.40         1.40.50         1.54.50           H21.td         Sport coper         H11.4400         1.40         1.54.50         1.54.50           H21.td         Sport coper         H11.4400         1.40         1.40.50         1.54.50           H21.td         Sport coper         H11.4400         1.									
HT23         April rapper         H24299         1.20         1.40,55         1.40,55         1.54,55           D13.8         Sprin rapper         H184.50         1.80         1.40,55         1.40,55         1.54,55           D13.8         Sprin rapper         H184.50         1.80         1.40,55         1.40,55         1.54,55           D13.8         Sprin rapper         H184.50         1.80         1.40,55         1.40,55         1.54,55           D13.9         Sprin rapper         H184.50         1.80         1.40,55         1.40,55         1.40,55           D13.9         Sprin rapper         H184.50         1.80         1.40,55         1.40,55         1.54,55           D13.9         Sprin rapper         H184.50         1.40         1.40,55         1.40,55         1.54,55           D13.9         Sprin rapper         H184.50         1.40         1.40         1.40,55         1.54,55           D13.9         Sprin rapper         H184.50         1.40         1.40         1.40,55         1.54,55           D19.9         Sprin rapper         H184.50         1.40         1.40,55         1.54,55         1.54,55           D19.9         Sprin rapper         H184.50         1.40									
P1813         Sprint oper         1824399         1.01         1.40.01         1.40.00         1.54.00           191213         Sprint oper         182.4539         1.02         1.40.00         1.94.00         1.94.00           191213         Sprint oper         182.4539         1.02         1.40.00         1.94.00         1.94.00           191214         Sprint oper         118.4590         1.01         1.40.00         1.94.00         1.94.00           191216         Sprint oper         118.4590         1.00.00         1.94.00         1.94.00         1.94.00           191216         Sprint oper         118.4590         1.40.00         1.40.00         1.94.00         1.94.00           191213         Sprint oper         118.4590								(c)	
Initial         Iperatorya         Id2-6589         120         140.00         150.00         156.00           IPIdad         Speercoper         ID3-6589         1.00         1.40.00         1.40.00         1.96.00           IPIdad         Speercoper         ID3-6589         1.00         1.40.00         1.40.00         1.96.00           IPIdad         Speercoper         ID3-6519         1.00         1.40.00         1.96.00         1.96.00           IPIdad         Speercoper         ID3-6519         1.00         1.40.00         1.96.00         1.96.00           IPIdad         Speercoper         ID3-6519         1.00         1.40.00         1.96.00         1.96.00           IPIdad         Speercoper         ID3-6519         1.20         1.40.00         1.40.00         1.96.00           IPIdad         Speercoper         ID3-65199         1.20 <td></td> <th></th> <td></td> <td></td> <td></td> <td></td> <td></td> <td>C</td> <td></td>								C	
171213         Dumm capate         1815-6200         1.30         1.402.00         1.506.20           171413         Sprint capate         0118-6200         1.606.00         1.406.00         1.506.20           171413         Sprint capate         0118-6200         1.606.00         1.406.00         1.506.20           171413         Entrin capate         0118-6200         1.606.20         1.406.00         1.506.20           171413         Entrin capate         0118-6200         1.606.20         1.606.20         1.506.20           171413         Entrin capate         0118-6200         1.606.20         1.606.20         1.506.20           171413         Entrin capate         0118-6200         1.201         1.606.20         1.506.20           171414         Entrin capate         0118-6200         1.201         1.606.20         1.506.20									
JP1818         Sprint copie         UE16 539         1.81         1.405.01         1.956.01           JP1818         Eprint copie         UE16 539         1.85         2.405.01         1.956.01           JP1818         Eprint copie         UE16 539         1.85         2.405.01         1.956.01           JP1818         Eprint copie         UE16 5399         1.81         1.405.00         1.956.01           JP1818         Eprint copie         UE16 5399         1.81         1.405.00         1.956.00           JP1818         Eprint copie         UE16 54599         1.81         1.405.00         1.956.00			1296.00	1403.00	1 400.00	111	1818-5589	Sprint capier	171818
ID1010         Lprint raywe         L015-5590         L02         L405.00         1 405.00         1 506.00           ID1010         Sprint capare         L016-5590         L30         L 405.00         1 405.00         1 506.00           ID1010         Sprint capare         L016-5590         L30         L 405.00         1 405.00         1 506.00           ID1010         Sprint capare         L016-5500         L30         1 405.00         1 405.00         1 506.00			1 396.00	1 400.00	1 400.00	134	1810-6168	Sprint ungiar	121318
191818 Sportcopar 1128-539 1.31 1.405.50 1.405.60 1.906.00 191238 Sportcopar 1128-539 1.20 1.405.55 1.405.55 1.556.65			1396.00	1400.00	1400.00	1.00	1110-6509	Sprint capier	1918H
Pith Specialize 123-028 141 14120 14120 13450				1 400 00	2 400.00	1.00	1018-0509	Eprint copier	121818
				1 403.65	1 400.00	1.14	1016430	Sprint capier	171818
			1 \$96.00	1 400.00	1 400.00	3.00	1010-0309	Eprint engen	191111
			1 114.00	1 400.00	3 400.00	1.00	1818-6389	Sprint capter	101010
191313 Sprint capar 1810-4395 1.00 1.400.00 1.906.00									
191410 Server 1010-5030 1.00 1.00.00 1.90.00			1316.00	1 400.00	1 400.00	1.00	1018-0308	Sarintossiar	171818

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