

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

PROCUREMENT

EDIT SUPPLIER INVOICE

Supplier Invoices should be double checked before approval, and if an issue is found (for instance a change in cost that was not correctly updated on the Supplier Invoice) then the Supplier Invoice can be edited.

Ribbon Select Procurement > Invoices



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

Maintain Ks a Drag a er text to search	a column header here to group by the voiceStatus InvoiceNo		+	Current Curren	Refresh Reference GR00000157 GR00000171 GR00000175 GR00000175 GR00000179 GR00000179 GR00000179	Currency Currency Carency Care C	ExchangeR 	TaxRate 	TotalCestExd 500.00 500.00 0.00 0.00	570.00	VATNo • 0 - 456789123 456789123 456789123 456789123	A	ContactName ID: Harry Jackson Harry Jackson Harry Jackson
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N		SPR001	Sprint Distributors Local	23/06/2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	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	SINV741	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	SINV11.22.33	SPR001	Sprint Distributors Local	07/09/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
N	SINV4788	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	31/10/2016		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	0000000000	A	Supplier Contac
N	SINV12344566	TON002	Tonys Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	SINV12344566	TON002	Tonys Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	SINV12344566	TON002	Tonys Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	inv1	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

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.



EDIT SUPPLIER INVOICE

- Select the **Supplier Invoice** you wish to edit.
- Click on the **Edit** button.

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			N	BUYBGR00000158	SPR001	Sprint Distr	ributors Local		27/01/2015	GR00	000158	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	
			N	BUYBGR00000171	SPR001	Sprint Distr	ributors Local		16/03/2015	GR00	000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	1
			N	BUYBGR00000175	SPR001	Sprint Distr	ributors Local		12/05/2015	GR00	000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	BUYBGR00000177	SPR001	Sprint Distr	ributors Local		14/05/2015	GR00	000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	SWAPGR00000179	SUP001	Buy Back S	upplier		06/07/2015	GR00	000179	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contac	ict
			N	SWAPGR00000180	SUP001	Buy Back S	lupplier		06/07/2015	GR00	000180	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contac	ict
			N	SWAPGR00000181	SUP001	Buy Back S	lupplier		06/07/2015	GR00	000181	ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Contac	JC
			N	gr2441	SPR001	Sprint Distr	ributors Local		18/11/2015			ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson	1
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			N	BUYBGR00000282	SPR001	Sprint Distr	ributors Local		23/06/2016	GR00	000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	c
			N	BUYBGR00000283	SPR001	Sprint Distr	ributors Local		23/06/2016	GR00	000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	ſ
			N	BUYBGR00000285	SPR001	Sprint Distr	ributors Local		23/06/2016	GR00	000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	C
			N	BUYBGR00000286	SPR001	Sprint Distr	ributors Local		23/06/2016	GR00	000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	l
			N	BUYBGR00000287	SPR001	Sprint Distr	ributors Local		23/06/2016	GR00	000287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	c
			N	SINV741	SPR001	Sprint Distr	ributors Local		05/07/2016	GR00	000293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson	C.
			N	123456.99	SPR001	Sprint Distr	ributors Local		12/08/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	1
			N	SINV11.22.33	SPR001	Sprint Distr	ributors Local		07/09/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	1
			N	SINV4788	SPR001	Sprint Distr	ributors Local		07/09/2016	GR00	000298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson	Ē
			N	789456	SPR001	Sprint Distr	ributors Local		31/10/2016			ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson	Ē
			N	SWAPGR00000311	SUP001	Buy Back S	upplier		03/04/2017	GR00	000311	ZAR	1.00	14.00	4,850.00	5,529.00	0000000000	A	Supplier Contac	jc!
			N	SINV 12344566	TON002	Tonys Cop	y Shop		12/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
			N	SINV 12344566	TON002	Tonys Cop	y Shop		12/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
			N	SINV 12344566	TON002	Tonys Cop	y Shop		12/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
			N	inv1	SPR001	Sprint Distr	ributors Local		13/04/2017			ZAR	1.00	14.00	11,500.00	13,110.00	456789123	A	Harry Jackson	ľ
			N	BUYBGR00000321	SPR001	Sprint Distr	ributors Local		02/05/2017	GR00	000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	ľ
			N	BUYBGR00000322	SPR001	Sprint Distr	ributors Local		04/05/2017	GR00	000322	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	ľ
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The **Supplier Invoice maintain** screen will be displayed.

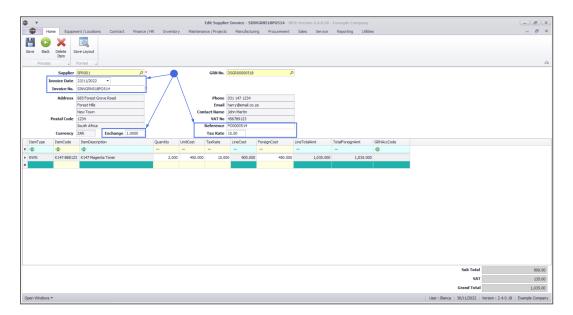


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ItemType ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode		
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	1.127 Magenta Toner	2.000	450.000	15.000	900.000	450.000	1,035.000	1,035.000			
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SUPPLIER INVOICE HEADER

The following details can be changed when editing the **Supplier Invoice** header:

• Invoice Date, Invoice Number, Exchange Rate, Reference and Tax Rate.





SUPPLIER INVOICE ITEMS

The Supplier Invoice on BPO should match the Invoice from the Supplier, so make sure to check that all items exist and that all quantities and costs are correct.

Line Item Cost

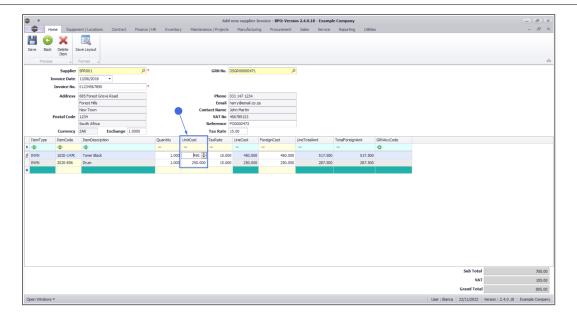
Pricing may have changed between the time the Purchase Order was created and receiving the Supplier Invoice. If the Supplier Invoice is received at the same time as the GRN, the unit costs can be updated when receiving the goods or services and this value will pull through to the Supplier Invoice.

However, in this instance, we are creating the Supplier Invoice after the GRN has been processed. Therefore, checking these costs against the Invoice from the Supplier is important.

Financial Posting Note:

- The value difference between the cost of the item on the GRN and Supplier Invoice will post to the Supplier Variance account via the <u>SIVA driver</u> when the Supplier Invoice is <u>Approved</u>.
- Type in the correct **UnitCost** where a change has occurred.





Partial Supplier Invoice

The Supplier may Invoice some of the goods or services received, and send another invoice for the remaining items. If this is the case, you can change the quantities or remove lines. Once the remainder of the items have been Invoice by the Supplier, you can create a another Supplier Invoice for these remaining items.

Partial Quantities

You can change the **Quantity** to less than the GRN amount, if necessary.

• Type in or use the arrows to adjust the quantity to match the Invoice from the Supplier.



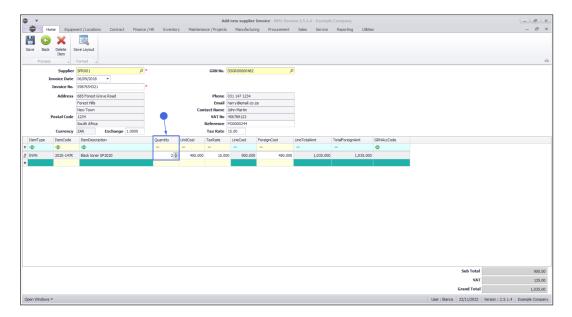
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Increasing Quantities

You can change the **Quantity** to more than the GRN amount, if necessary,

but you will need to create a Stock Adjustment in order to match the Supplier Invoice.

• Type in or use the arrows to adjust the quantity to match the Invoice from the Supplier.



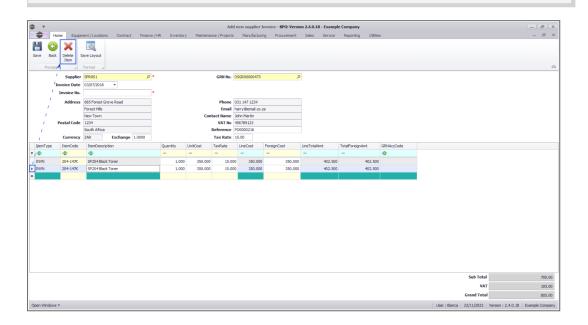


Partial Line Items

You can **Delete Line Items**, if necessary.

- Select the line of the item to be removed.
- Click on the **Delete** button.

Note Double check that you are removing the correct line, especially where multiple Serialized Items or Batches exist, but at different costs.



A message box will come up asking: **Are you sure you want to remove this line from the invoice?**

• Click on the **Yes** button.



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		Forest Hills			arry@email.co.za					
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									Sub Total	700.00
									VAT	105.00
									Grand Total	805.00
Open Winde	ows 🔻								User : Bianca 22/11/2022 Ver	rsion : 2.4.0.18 Example Company

Check Totals

Do a final comparison against the Sub Total, VAT and Grand Total against those on the Invoice from the Supplier.

SAVE SUPPLIER INVOICE

Once you have ensured that all the Supplier Invoice details are correct, you can save.

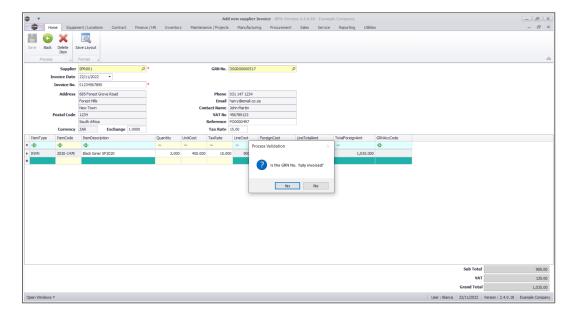
• Click on the **Save** button.



Ŧ					Add	new supplier	Invoice - BPO: Versi	on 2.4.0.18 - Examp	le Company			- 8
Horr	ne Equipri	ment / Locations Contract Finance / I	HR Inventor	ry Maintena	nce / Projects	Manufactur	ng Procurement	Sales Service	Reporting Utiliti	es		_ @
10	~	55										
	~	24										
sve Back	Delete S Item	Save Layout										
Process		Format										
	Supplier				con no	DSGR00000517	ر					
					GKN NO.	USGR00000517	,					
	voice Date											
1		\$1234567890										
		685 Forest Grove Road				031 147 1234						
		Forest Hills				harry@email.co.	za					
	Postal Code	New Town		Cor	tact Name	John Martin 456789123						
		1234 South Africa			Reference							
	Currency				Tax Rate							
ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode		
(D:		10:	=	=	=	=	=	une rotarent	=	0		
INVN	2020-147K		2.000					1,035.000				
24414	2020-14/K	block tonic 3F2020	2.000	100.000	15.00	500,000	430.000	1,000.000	1,035.00			
											Sub Total VAT	
												900. 135. 1,035.

A message box will come up asking: Is the GRN No. fully invoiced?

• If this is a Partial Supplier Invoice, then select **No**, otherwise select **Yes**.



If quantities were changed change, a message box will come up noting: **The** quantity of items on the Supplier Invoice is different from the quantity of items on the corresponding GRN for Item Code [part number] on row [row



number], a manual adjustment is necessary to bring these items (into/out of) stock. Is this correct?

• Click on the **Yes** button, if you are sure. Else select **No** to stop the save process, and correct the relevant quantities.

ф т.						Edit Supplie	er Invoice - BUYB	3GR0000157 - B	PO: Versio	n 2.4.0.18 - E	Example Com	apany		Ģ	- 8 x
	Home Equi	ment / Locations Cor	ntract Finance / I	HR Inventor	y Mainteni	ance / Projects	Manufacturing	g Procurement	Sales	Service	Reporting	Utilities			_ & ×
153 6		23													
Save B	lack Delete	-													
Save D	lack Delete Item	Save Layout													
Pro	cess 4	Format 4													\diamond
	Supplie	SPR001	• م			GRN No.	GR00000157		p						
	Invoice Dat	01/12/2022 -													
	Invoice No	BUYBGR00000157	•												
	Addres	685 Forest Grove Road	d			Phone	031 147 1234								
		Forest Hills	-				harry@email.co.za	•	-						
		New Town			Co	ntact Name	John Martin								
	Postal Cod	1234				VAT No	456789123								
		South Africa				Reference	GR00000157								
	Currenc	ZAR Excha	ange 1.0000			Tax Rate	15.00								
ItemType	e ItemCode	ItemDescription		Quantity	UnitCost	TaxRat	out Validation				~	GRNAccCode			
Υ 1 Ω:	(D)	4 0 4		-	-	- "						(D)			
 INVN 	SP2020	SP2020 Sprint Colour	r Multi Functional Co	. 2.000	500.000) :	The quant	tity of items on the	Supplier In	woice is diffe	rent from	50.000			
•							the quanti	ity of items on the 020 on row 1, a ma	correspond	ting GRN for	Item				
							bring thes	se items (into/out o	if) stock. Is	this correct?	issary to				
										Yes	No				
L													Sub Total		1,000.00
													VAT		150.00
													Grand Total		1,150.00
Open Wind	ows -												User : Bianca 01/12/2022	Version : 2.4.0.18 Ex	
															and a straight of

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

• Click on the **Ok** button.



4 v						Ad	d new supp	lier Invoice - BPO: Vers	ion 2.4.0.18 - Exa	mple Com	pany					- 2	×
	Home Equipr	nent / Locations	Contract Fin	ance / HR Inve	entory Maint	enance / Project	s Manufa	cturing Procurement	Sales Servi	ice Rep	orting Uti	ities				_ 8	×
	3 🗙	2															
Save Ba	ack Delete S Item	Save Layout															
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1100							_										
	Supplier			• م		GRN No.	DSGR00000	517	Q								
	Invoice Date		•														
	Invoice No.	S1234567890		•													
	Address	685 Forest Grove	e Road			Phone	031 147 123	34									
		Forest Hills					harry@emai		_								
		New Town				Contact Name			_								
	Postal Code						456789123		_								
		South Africa	Exchange 1.0000				PO0000497										
	Currency					Tax Rate											
ItemType		ItemDescription	n	Quantity		TaxRate	LineCost		LineTotalAmt		oreignAmt	GRNAccCode					
<u>۲</u> (D):	1 0 :	1 0 :		-	-	-		lier Invoice Processing		×	_	(D)					
 INVN 	2020-147K	Black toner SP2	2020	2	2.000 450.0	100 15.0	00				1,035.0	00					
*								Invoice No. \$12345	67890 saved succes	sfully.							
										OK							
											1						
														Sub Total		900.	00
														VAT		135.	00
														Grand Total		1,035.	00
Open Windor	ws 🕶												User : Bianca	22/11/2022	Version : 2.4.0.18	Example Comp	any

PRINT SUPPLIER INVOICE

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

• Click on **Yes** if you would like to print. This will bring up the Print Preview.

Ŧ					Add	l new supplie	r Invoice - BPO: Ve	rsion 2.4.0.18 - Exar	mple Company			- 81
-	Home Equip	ment / Locations Contract Finance	/HR Inve	ntory Mainter	ance / Projects	Manufact	uring Proguremen	t Sales Servic	ce Reporting Uti	lities		_ 8
				,								
) 🗙 🛛	2										
ave Ba		Save Layout										
	Item											
Proc	255 A	Format 🔺										-
	Supplier	SPR001 /P *			GRN No.	DSGR0000051	17	Q				
	Invoice Date	22/11/2022 -										
	Invoice No.	\$1234567890										
	Address	685 Forest Grove Road			Phone	031 147 1234						
	Address	Forest Hills				harry@email.c		-				
		New Town		6	intact Name							
	Postal Code					456789123		_				
		South Africa			Reference	PO0000497						
	Currency	ZAR Exchange 1.0000			Tax Rate	15.00						
ItemType		ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode		
·0:	-O:	×0×	-	-	-					0		
INVN	2020-147K	Black toner SP2020	2	.000 450.00	0 15.00	Rep	ort Generation		× 1.035.0	200		
								Yes No				
											Sub Total	
											VAT	900.0 135.0 1,035.0

From here you can View, Print, Export or Email the purchase Order.



• Close the **Print Preview** when done.

(2 Preview	- 8 ×
File View Background	· · · · · · · · · · · · · · · · · · ·
10 AL 11 10 10 10 10	
Supplier Invoice	
Example Company Street No and Road Name PO Box 1234	
Company Logo City Durben	
South Africa South Africa	
0000 1234 Reg No.: 0000000asa4521 Fax No.: 031 12	1545
VATNO: 0000000 TelNo: 03112	
Document Ref.: \$1234567890	
Date: 22/11/2022 00:00	
Reference : PO0000497	
GRN No. : D5GR00000517	
Supplier Details :	
Name : Sprint Distributors Local Postal Address : 685 Forest Grove Road VAT No. : 456789123 Forest Hills	
Currency: ZAR New Town	
1234	
South Africa Item Code Item Description Serial No. Quantity Unit Price Net Pri	ce Total
Item Code Item Description Serial No. Quantity Unit Price Net Pri 2020-147K Black toner 592020 2.00 450.00 900.	
	100000
Page 1 of 1	100% 💬 — 🕕 🕀

VIEW SUPPLIER INVOICE

The new Supplier Invoice will display in the Supplier Invoice listing screen. If you do not see it, then click on the Refresh button.

Maintain Links # Enter text to search P Functions	_																			10
Ad Edt Delete Wew Mantain Links # Functions										ting - BPO: Ver										
Maintain inks # iter text to search / Functions	Equipme	ent / Locations	Contract	Finance / H	R Inventory		-	-	Manufacturing	Procuremen	t Sales	Service	Reporting	Utilities						2
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• •	· /																			
		InvoiceStat	us InvoiceNo		SupplierCode	SupplierNar	me		Invoio	Date Re	erence	Currency	ExchangeR	TaxRate	TotalCostExd	TotalAmtInd	VATNo	Status	ContactName	
		Y 10:	(0 : s123456	5789	(D)	-O:			-	-0		(D)	-	-	-	-	(D)	(0)	0:	
		▶ N	S123456789	90	SPR001	Sprint Distr	ibutors Loc	al	22/11	2022 PO	0000 4 97	ZAR	1.00	15.00	900.00	0 1,035	.00 456789123	A	Harry Jackson	
en Windows *																				



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

- <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 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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