

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

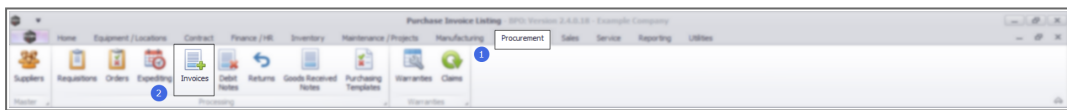
## PROCUREMENT

### DELETE SUPPLIER INVOICE

There could be a few reasons why you may need to delete a Supplier Invoice, as noted below.

- The supply is being returned to Supplier, for instance, if stock is damaged.
- Items were removed from the Supplier Invoice, when they should not have been removed. These items cannot be added back onto the Supplier Invoice.

#### Ribbon Select Procurement > Invoices



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

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo	Status	ContactName
N	BUYGR00000157	SPR001	Sprint Distributors Local	27/01/2015	GR0000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYGR00000158	SPR001	Sprint Distributors Local	27/01/2015	GR0000158	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYGR00000171	SPR001	Sprint Distributors Local	16/03/2015	GR0000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR00000175	SPR001	Sprint Distributors Local	12/05/2015	GR0000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR00000177	SPR001	Sprint Distributors Local	14/05/2015	GR0000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	SWAPGR00000179	SLP001	Buy Back Supplier	06/07/2015	GR0000179	ZAR	1.00	14.00	15,000.00	17,100.00	000000000	A	Supplier Contact
N	SWAPGR00000180	SLP001	Buy Back Supplier	06/07/2015	GR0000180	ZAR	1.00	14.00	15,000.00	17,100.00	000000000	A	Supplier Contact
N	SWAPGR00000181	SLP001	Buy Back Supplier	06/07/2015	GR0000181	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	BUYGR00000281	SPR001	Sprint Distributors Local	23/06/2016	GR0000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR00000282	SPR001	Sprint Distributors Local	23/06/2016	GR0000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR00000283	SPR001	Sprint Distributors Local	23/06/2016	GR0000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR00000285	SPR001	Sprint Distributors Local	23/06/2016	GR0000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR00000286	SPR001	Sprint Distributors Local	23/06/2016	GR0000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR00000287	SPR001	Sprint Distributors Local	23/06/2016	GR0000287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	SDN741	SPR001	Sprint Distributors Local	05/07/2016	GR0000293	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	SDW11.122.33	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	GR0000298	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	SLP001	Buy Back Supplier	03/04/2017	GR0000311	ZAR	1.00	14.00	4,850.00	5,529.00	000000000	A	Supplier Contact
N	SDW1234566	TON002	Tony's Copy Shop	12/04/2017	ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
N	SDW1234566	TON002	Tony's Copy Shop	12/04/2017	ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
N	SDW1234566	TON002	Tony's 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	BUYGR00000321	SPR001	Sprint Distributors Local	02/05/2017	GR0000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYGR00000322	SPR001	Sprint Distributors Local	04/05/2017	GR0000322	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson

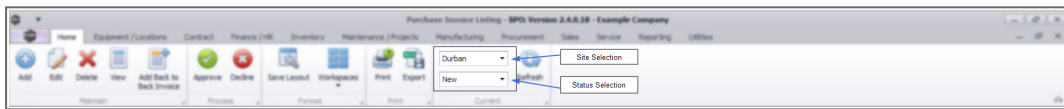
## Select the Site

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.

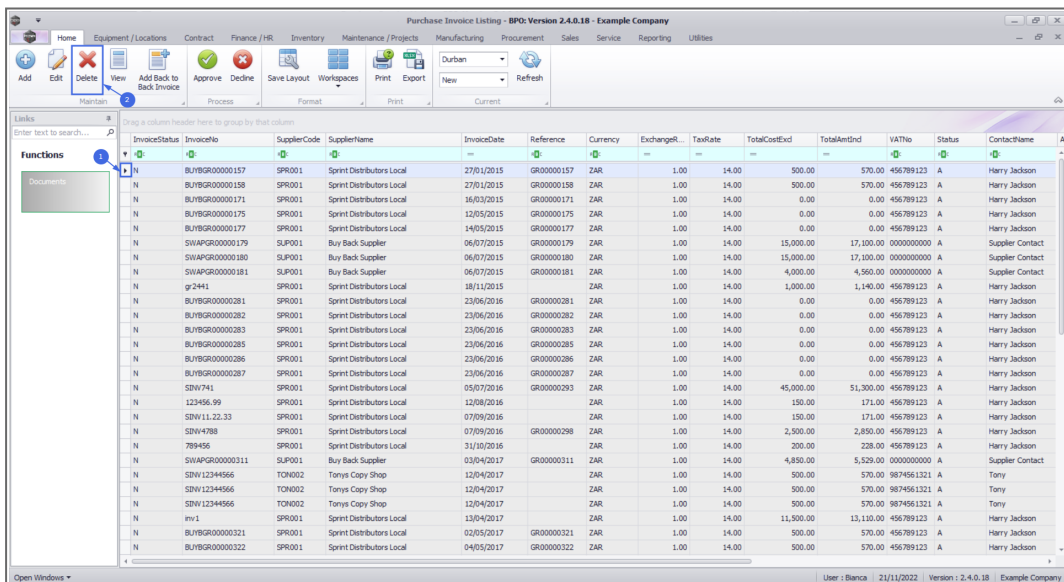
If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

Upon opening, this screen will default to the **New** status.



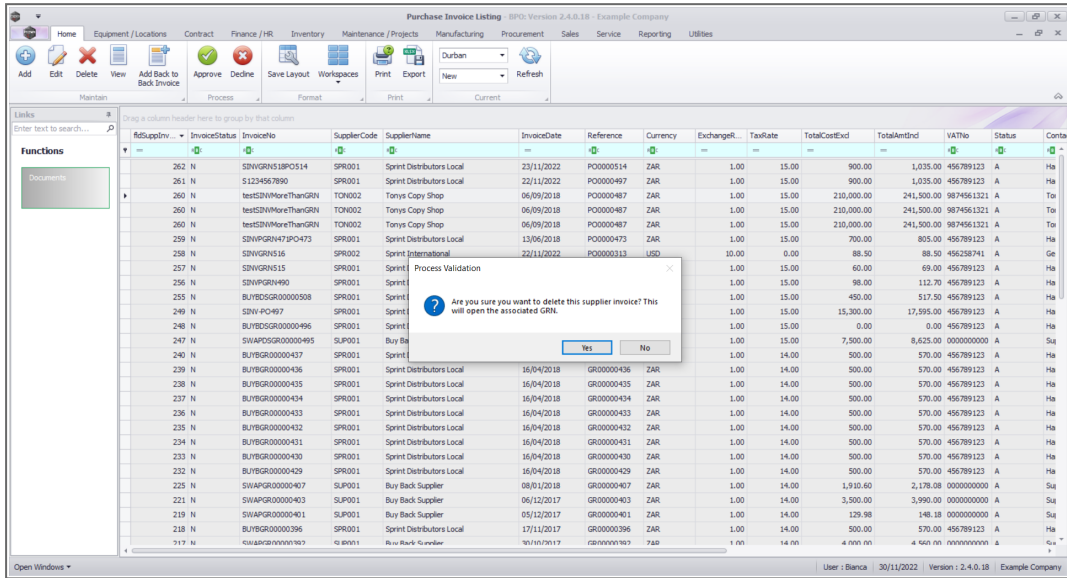
## DELETE SUPPLIER INVOICE

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



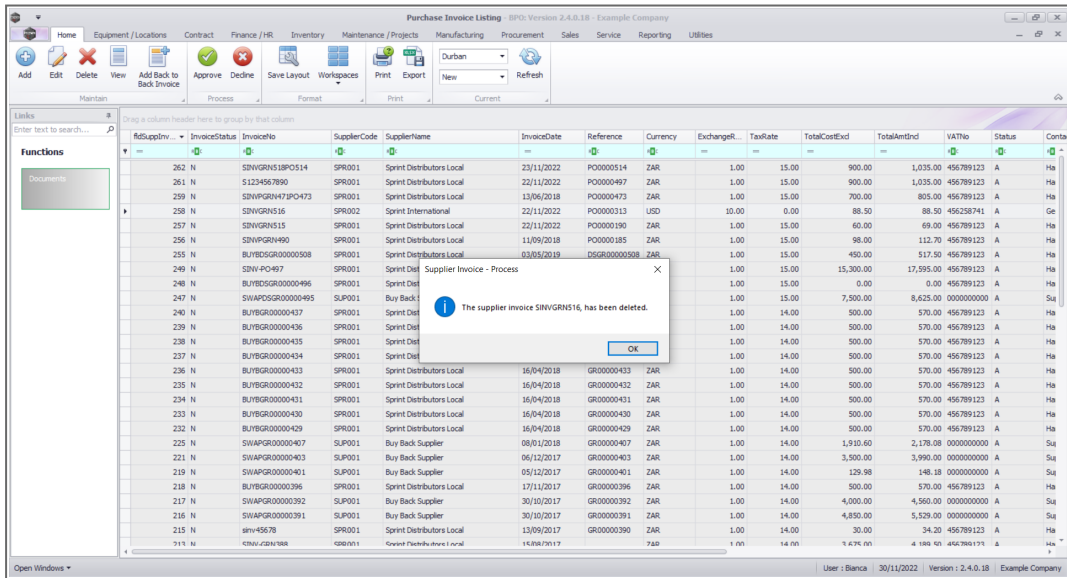
A message box will come up asking: **Are you sure you want to delete this supplier invoice? This will open the associated GRN?**

- Click on the **Yes** button.



A message box will come up noting: **The supplier invoice [supplier invoice number], has been deleted.**

- Click on the **Ok** button.



The Supplier Invoice can be found by selecting the **Deleted** status filter.

RefSupplv	InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRt	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo	Status	Contact
260 D		testSINMoreThanGRN1	TON002	Tonys Copy Shop	06/09/2018	PO0000487	ZAR	1.00	15.00	210,000.00	241,500.00	9874561321	I	Tony
260 D		testSINMoreThanGRN1	TON002	Tonys Copy Shop	06/09/2018	PO0000487	ZAR	1.00	15.00	210,000.00	241,500.00	9874561321	I	Tony
260 D		testSINMoreThanGRN1	TON002	Tonys Copy Shop	06/09/2018	PO0000487	ZAR	1.00	15.00	210,000.00	241,500.00	9874561321	I	Tony
258 D		SINWGRN51611:10:22	SPR002	Sprint International	22/11/2022	PO0000313	USD	10.00	0.00	88.50	88.50	456258741	I	Georg
249 D		SINV-PO49712:59:24	SPR001	Sprint Distributors Local	19/11/2018	DSGR00000497	ZAR	1.00	15.00	15,300.00	17,595.00	456789123	I	Harry
214 D		SINV-PO40213:04:52	SPR002	Sprint International	30/08/2017	GR00000389	USD	10.00	0.00	350.00	350.00	456258741	I	Georg
201 D		WO - N6GRN08:32:21	MET001	Metro Peach	01/08/2017	GR00000362	ZAR	1.00	14.00	500.00	570.00	1234567	I	Jessic
196 D		supplier 2413:00:33	SPR001	Sprint Distributors Local	22/05/2017	PO0000352	ZAR	1.00	14.00	4,300.00	5,130.00	456789123	I	Harry
142 D		12:41:02	SPR001	Sprint Distributors Local	18/11/2015		ZAR	1.00	14.00	5,000.00	6,270.00	456789123	I	Harry
129 D		2342432423415:35:29	SPR001	Sprint Distributors Local	11/11/2015		ZAR	1.00	14.00	900.00	1,026.00	456789123	I	Harry
127 D		15:11:42	SPR001	Sprint Distributors Local	16/11/2015	GR00000223	ZAR	1.00	14.00	500.00	570.00	456789123	I	Harry
102 D		10:57:05	TON002	Tonys Copy Shop	07/01/2015	GR00000151	ZAR	1.00	14.00	450.00	513.00	9874561321	I	Tony
102 D		10:57:05	TON002	Tonys Copy Shop	07/01/2015	GR00000151	ZAR	1.00	14.00	450.00	513.00	9874561321	I	Tony
102 D		10:57:05	TON002	Tonys Copy Shop	07/01/2015	GR00000151	ZAR	1.00	14.00	450.00	513.00	9874561321	I	Tony
87 D		10:55:51	SPR001	Sprint Distributors Local	13/08/2014		ZAR	1.00	14.00	1,750.00	1,995.00	456789123	I	Harry
81 D		14:11:57	SPR001	Sprint Distributors Local	21/07/2014	GR00000093	ZAR	1.00	14.00	950.00	1,083.00	456789123	I	Harry
78 D		15:44:45	SPR001	Sprint Distributors Local	04/07/2014	GR00000084	ZAR	1.00	14.00	3,500.00	3,990.00	456789123	I	Harry
22 D		11:23:22	SPR002	Sprint International	17/04/2014		USD	8.00	0.00	425.00	425.00	456258741	I	Georg
21 D		15:25:26	SPR001	Sprint Distributors Local	01/05/2014	GR00000022	ZAR	1.00	14.00	500.00	570.00	456789123	I	Harry
6 D		08:38:11	SPR001	Sprint Distributors Local	01/05/2014	GR00000006	ZAR	1.00	14.00	15,000.00	17,100.00	456789123	I	Harry

From here you could do various processing depending on the situation, for instance:

- You could create a [Supplier Return for Stock](#), or [Supplier Return for Services](#) (Non Stock).
- [Recreate the Supplier Invoice](#).

## 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](#))

MNU.132.007

