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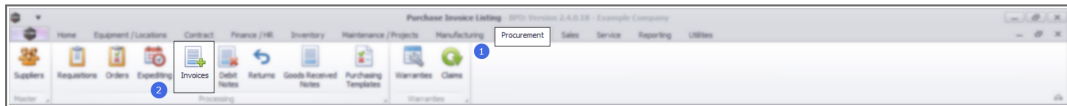
PROCUREMENT

APPROVE SUPPLIER INVOICE

This will process the Supplier Invoice financial transaction via the <u>SINV driver</u> to the linked Financial System.

Once approved, if there are any issues with the invoice, a Supplier Debit Note will need to be raised against it. This Supplier Debit Note will **reverse** the Supplier Invoice.

Ribbon Select **Procurement > Invoices**

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

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.
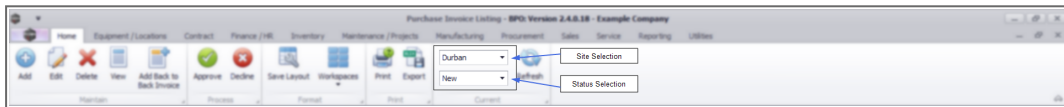
APPROVE SUPPLIER INVOICE

- Select the **Supplier Invoice** you wish to edit.
- Click on the **Approve** button.
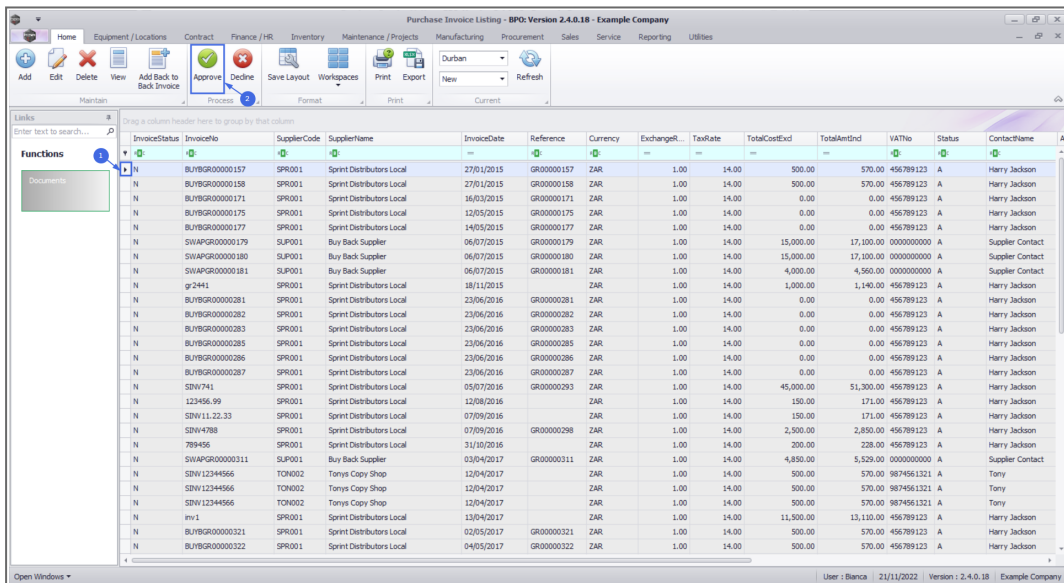
A message box will come up noting: **The supplier invoice, no. [invoice number] has been processed as accepted.**

- Click on **Ok**.

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

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](#))

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