

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 SINV driver 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.

				Purchase	Invoice Listing - BF	'0: version 2.4.0.	18 - Example	Company						
Home E	quipment / Locations	Contract Finance /	HR Inventory	Maintenance / Projects Ma	nufacturing Proo	urement Sales	Service	Reporting	Utilities					- 6
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		us InvoiceNo		SupplierName	InvoiceDate	Reference	Currency	ExchangeR	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Status	ContactName
unctions	* + O C	(D :	 (0) 	-O:	-	 O: 	1 0 :	-	-	-	-	·0:	×0:	·0:
	► N	BUYBGR00000157	SPR001	Sprint Distributors Local	27/01/2015	GR00000157	ZAR	1.00		500.00		456789123		Harry Jackson
	N	BUYBGR00000158	SPR001	Sprint Distributors Local	27/01/2015	GR00000158	ZAR	1.00		500.00		456789123		Harry Jackson
	N	BUYBGR00000171	SPR001	Sprint Distributors Local	16/03/2015	GR00000171	ZAR	1.00		0.00		456789123		Harry Jackson
	N	BUYBGR00000175	SPR001	Sprint Distributors Local	12/05/2015	GR00000175	ZAR	1.00		0.00		456789123		Harry Jackson
	N	BUYBGR00000177	SPR001	Sprint Distributors Local	14/05/2015	GR00000177	ZAR	1.00		0.00		456789123		Harry Jackson
	N	SWAPGR00000179	SUP001	Buy Back Supplier	06/07/2015	GR00000179	ZAR	1.00				0000000000		Supplier Contac
	N	SWAPGR00000180	SUP001	Buy Back Supplier	06/07/2015	GR00000180	ZAR	1.00		15,000.00		0000000000		Supplier Contac
	N	SWAPGR00000181	SUP001	Buy Back Supplier	06/07/2015	GR00000181	ZAR	1.00		4,000.00		0000000000		Supplier Contac
	N	gr2441	SPR001	Sprint Distributors Local	18/11/2015		ZAR	1.00		1,000.00		456789123		Harry Jackson
	N	BUYBGR00000281	SPR001	Sprint Distributors Local	23/06/2016	GR00000281	ZAR	1.00		0.00		456789123		Harry Jackson
	N	BUYBGR00000282	SPR001	Sprint Distributors Local	23/06/2016	GR00000282	ZAR	1.00		0.00		456789123		Harry Jackson
	N	BUYBGR00000283	SPR001	Sprint Distributors Local	23/06/2016	GR00000283	ZAR	1.00		0.00		456789123		Harry Jackson
	N	BUYBGR00000285	SPR001	Sprint Distributors Local	23/06/2016	GR00000285	ZAR	1.00		0.00			A	Harry Jackson
	N	BUYBGR00000286	SPR001	Sprint Distributors Local	23/06/2016	GR00000286	ZAR	1.00		0.00		456789123		Harry Jackson
	N	BUYBGR00000287	SPR001	Sprint Distributors Local	23/06/2016	GR00000287	ZAR	1.00		0.00		456789123		Harry Jackson
	N	SINV741	SPR001	Sprint Distributors Local	05/07/2016	GR00000293	ZAR	1.00		45,000.00		456789123		Harry Jackson
	N	123456.99	SPR001	Sprint Distributors Local	12/08/2016		ZAR	1.00		150.00		456789123		Harry Jackson
	N	SINV11.22.33	SPR001	Sprint Distributors Local	07/09/2016		ZAR	1.00		150.00		456789123		Harry Jackson
	N	SINV4788	SPR001	Sprint Distributors Local	07/09/2016	GR00000298	ZAR	1.00		2,500.00		456789123		Harry Jackson
	N	789456	SPR001	Sprint Distributors Local	31/10/2016		ZAR	1.00		200.00		456789123		Harry Jackson
	N	SWAPGR00000311	SUP001	Buy Back Supplier	03/04/2017	GR00000311	ZAR	1.00		4,850.00		0000000000		Supplier Contac
	N	SINV12344566	TON002	Tonys Copy Shop	12/04/2017		ZAR	1.00		500.00		9874561321		Tony
	N	SINV12344566	TON002	Tonys Copy Shop	12/04/2017		ZAR	1.00		500.00		9874561321		Tony
	N	SINV12344566	TON002	Tonys Copy Shop	12/04/2017		ZAR	1.00		500.00		9874561321		Tony
	N	inv1	SPR001	Sprint Distributors Local	13/04/2017		ZAR	1.00		11,500.00		456789123		Harry Jackson
	N	BUYBGR00000321	SPR001	Sprint Distributors Local	02/05/2017	GR00000321	ZAR	1.00		500.00		456789123		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.



APPROVE SUPPLIER INVOICE

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

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Home Ec	quipment / Location	ns Contract Finance	HR Inventor	/ Mainte	nance / Pro	jects	Manufact	iring Pro	curement	Sales	Service	Reporting	Utilities						8
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ter text to search	Invoices	tatus InvoiceNo	SupplierCode	SupplierNa	me		D	voiceDate	Refere	ence	Currency	ExchangeR	TaxRate	TotalCostExd	TotalAmtInd	VATNo	Status	ContactName	
Functions 🛛 🧃	1 T I I I I I I I I I I I I I I I I I I	(0)	 •••• 	4 0 0				-	×0:		(0)	-	-	-	-	<0:	1 0 0	 (0) 	
	► N	BUYBGR00000157	SPR001	Sprint Distr	ibutors Loc	el de la companya de	2	7/01/2015	GR000	00157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	,
	N	BUYBGR00000158	SPR001	Sprint Distr	ibutors Loc	el	2	7/01/2015	GR000	00158	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	ŝ
	N	BUYBGR00000171	SPR001	Sprint Distr	ibutors Loc	al la	1	6/03/2015	GR000	00171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	i
	N	BUYBGR00000175	SPR001	Sprint Distr	ibutors Loc	le	1	2/05/2015	GR000	00175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	i
	N	BUYBGR00000177	SPR001	Sprint Distr	ibutors Loc	el de la	1	4/05/2015	GR000	00177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	i
	N	SWAPGR00000179	SUP001	Buy Back S	upplier		0	6/07/2015	GR000	00179	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Conta	э
	N	SWAPGR00000180	SUP001	Buy Back S	upplier		0	6/07/2015	GR000	00180	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Conta	5
	N	SWAPGR00000181	SUP001	Buy Back S	upplier		0	6/07/2015	GR000	00181	ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Conta	ð
	N	gr2441	SPR001	Sprint Distr	ibutors Loc	el de la	1	8/11/2015			ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson	1
	N	BUYBGR00000281	SPR001	Sprint Distr	ibutors Loc	le	2	3/06/2016	GR000	00281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	ì
	N	BUYBGR00000282	SPR001	Sprint Distr	ibutors Loc	el de	2	3/06/2016	GR000	00282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	1
	N	BUYBGR00000283	SPR001	Sprint Distr	ibutors Loc	el	2	3/06/2016	GR000	00283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	r,
	N	BUYBGR00000285	SPR001	Sprint Distr	ibutors Loc	el la	2	3/06/2016	GR000	00285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	1
	N	BUYBGR00000286	SPR001	Sprint Distr	ibutors Loc	le	2	3/06/2016	GR000	100286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	r,
	N	BUYBGR00000287	SPR001	Sprint Distr	ibutors Loc	el de la	2	3/06/2016	GR000	00287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	1
	N	SINV741	SPR001	Sprint Distr	ibutors Loc	el	0	5/07/2016	GR000	00293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson	r,
	N	123456.99	SPR001	Sprint Distr	ibutors Loc	el 🛛	1	2/08/2016			ZAR	1.00	14.00	150.00	171.00	456789123	Α	Harry Jackson	ł,
	N	SINV11.22.33	SPR001	Sprint Distr	ibutors Loc	le	0	7/09/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	i.
	N	SINV4788	SPR001	Sprint Distr	ibutors Loc	el de	0	7/09/2016	GR000	00298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson	1
	N	789456	SPR001		ibutors Loc	al		1/10/2016			ZAR	1.00				456789123		Harry Jackson	
	N	SWAPGR00000311	SUP001	Buy Back S	upplier		0	3/04/2017	GR000	00311	ZAR	1.00	14.00	4,850.00	5,529.00	0000000000	A	Supplier Conta	80
	N	SINV12344566	TON002	Tonys Cop	y Shop			2/04/2017			ZAR	1.00				9874561321		Tony	
	N	SINV12344566	TON002	Tonys Cop	y Shop		1	2/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
	N	SINV12344566	TON002	Tonys Cop	y Shop			2/04/2017			ZAR	1.00				9874561321		Tony	
	N	inv1	SPR001		ibutors Loc			3/04/2017			ZAR	1.00				456789123		Harry Jackson	
	N	BUYBGR00000321	SPR001	Sprint Distr	ibutors Loc	al	0	2/05/2017	GR000	00321	ZAR	1.00			570.00	456789123	A	Harry Jackson	í.
	N	BUYBGR00000322	SPR001	Sprint Distr	ibutors Loc	el 🛛	0	4/05/2017	GR000	00322	ZAR	1.00	14.00	500.00	570.00	456789123	Α	Harry Jackson	i.



A message box will come up noting: The supplier invoice, no. [invoice number] has been processed as accepted.

X						Purchase Invoice Listin	- BPO: Version 2.4									8)
Home 8	iquipment / Lo	cations	Contract Fi	nance / HR Inventory	Maintenand	ce / Projects Manufacturing	Procurement Sal	es Service F	Reporting	Utilities					-	8
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Functions	T =		4 0 4	(0)	(D)	(0)	-	4 0 4	4 0 0	-	-	-	-	(D)	8 0 0	- 10
	•	262	N	SINVGRN518PO514	SPR001	Sprint Distributors Local	23/11/2022	PO0000514	ZAR	1.00	15.00	900.00	1,035.00	456789123	A	Ha
Documents		261	N	S1234567890	SPR001	Sprint Distributors Local	22/11/2022	PO0000497	ZAR	1.00	15.00	900.00	1,035.00	456789123	A	Ha
		259	N	SINVPGRN471PO473	SPR001	Sprint Distributors Local	13/06/2018	PO0000473	ZAR	1.00	15.00	700.00	805.00	456789123	A	Ha
		257	N	SINVGRN515	SPR001	Sprint Distributors Local	22/11/2022	PO0000190	ZAR	1.00	15.00	60.00	69.00	456789123	A	Ha
		256	N	SINVPGRN490	SPR001	Sprint Distributors Local	11/09/2018	PO0000185	ZAR	1.00	15.00	98.00	112.70	456789123	A	Ha
		255	N	BUYBDSGR00000508	SPR001	Sprint Distributors Local	03/05/2019	DSGR00000508	ZAR	1.00	15.00	450.00	517.50	456789123	Α	Ha
		249	N	SINV-PO497	SPR001	Sprint Distributors Local	19/11/2018	DSGR00000497	ZAR	1.00	15.00	15,300.00	17,595.00	456789123	A	H H Si
		248	N	BUYBDSGR00000496	SPR001	Sprint Dis Supplier Invoice - Pro	cess		×	1.00	15.00	0.00	0.00	456789123	A	н
		247	N	SWAPDSGR00000495	SUP001	Buy Back				1.00	15.00	7,500.00	8,625.00	000000000	A	Su
		240	N	BUYBGR00000437	SPR001	Sprint Dis	er invoice, no. SINVGI	RN518PO514 has be	en	1.00	14.00	500.00	570.00	456789123	Α	Ha
		239	N	BUYBGR00000436	SPR001	Sprint Dis processed a	as accepted.			1.00	14.00	500.00	570.00	456789123		H
		238	N	BUYBGR00000435	SPR001	Sprint Dis				1.00	14.00	500.00	570.00	456789123	A	н
		237	N	BUYBGR00000434	SPR001	Sprint Dis		OK		1.00	14.00	500.00	570.00	456789123	A	в
		236	N	BUYBGR00000433	SPR001	Sprint Dis				1.00	14.00	500.00	570.00	456789123	Α	н
		235	N	BUYBGR00000432	SPR001	Sprint Distributors Local	16/04/2018	GR00000432	ZAR	1.00	14.00	500.00	570.00	456789123	A	н
		234	N	BUYBGR00000431	SPR001	Sprint Distributors Local	16/04/2018	GR00000431	ZAR	1.00	14.00	500.00	570.00	456789123	A	н
		233	N	BUYBGR00000430	SPR001	Sprint Distributors Local	16/04/2018	GR00000430	ZAR	1.00	14.00	500.00	570.00	456789123	A	в
		232	N	BUYBGR00000429	SPR001	Sprint Distributors Local	16/04/2018	GR00000429	ZAR	1.00	14.00	500.00	570.00	456789123	Α	н
		225	N	SWAPGR00000407	SUP001	Buy Back Supplier	08/01/2018	GR00000407	ZAR	1.00	14.00	1,910.60	2,178.08	000000000	A	SL
		221	N	SWAPGR00000403	SUP001	Buy Back Supplier	06/12/2017	GR00000403	ZAR	1.00	14.00	3,500.00	3,990.00	000000000	A	S
		219	N	SWAPGR00000401	SUP001	Buy Back Supplier	05/12/2017	GR00000401	ZAR	1.00	14.00	129.98	148.18	000000000	A	S
		218	N	BUYBGR00000396	SPR001	Sprint Distributors Local	17/11/2017	GR00000396	ZAR	1.00	14.00	500.00	570.00	456789123	A	н
		217	N	SWAPGR00000392	SUP001	Buy Back Supplier	30/10/2017	GR00000392	ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	S
		216		SWAPGR00000391	SUP001	Buy Back Supplier	30/10/2017	GR00000391	ZAR	1.00				000000000		S
		215		sinv45678	SPR001	Sprint Distributors Local	13/09/2017	GR00000390	ZAR	1.00				456789123		н
		213		SINV-GRN388	SPR001	Sprint Distributors Local	15/08/2017		ZAR	1.00				456789123		н
	1	208	N	SINV-365	DUR001	Durhan Conv Shon	13/07/2017		7 <u>4</u> 0	1.00	14.00	700.00	798.00	987654321	4	M

• Click on Ok.

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

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-	Home	Equi	ipment ,	/Locations	Contract	Finance / HR	Inventory	Maintenan	ce / Project	Manufact.	ring Procurement	Sales	Service I	Reporting	Utilities					-	8
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_			•	20	52 U	SINVGRN	518PO514	SPR001	Sprint Dis	tributors Local	23/11/	022	PO0000514	ZAR	1.00	15.00	900.00	1,035.00	456789123	A	H
				25	54 U	SINVPO50	01	SPR001	Sprint Dis	tributors Local	09/01/2	8019	DSGR00000506	ZAR	1.00	15.00	800.00	920.00	456789123	Α	F
				2!	53 U	SINV-POS	500	SPR001	Sprint Dis	tributors Local	09/01/	8019	PO0000500	ZAR	1.00	15.00	700.00	805.00	456789123	Α	
				25	52 U	SWAPDSO	3R00000500	SUP001	Buy Back	Supplier	19/11/	8018	DSGR00000500	ZAR	1.00	15.00	129.98	149.48	000000000	A	
				2!	51 U	SINV-PO4	97-2	SPR001	Sprint Dis	tributors Local	19/11/	8018	DSGR00000499	ZAR	1.00	15.00	15,300.00	17,595.00	456789123	A	
				25	50 U	SINV-PO4	198	SPR001	Sprint Dis	tributors Local	19/11/	8018	DSGR00000498	ZAR	1.00	15.00	30.00	34.50	456789123	Α	
				24	16 U	SINV4558	8712596523	SPR001	Sprint Dis	tributors Local	18/09/	8018	PO0000494	ZAR	1.00	15.00	1,400.00	1,610.00	456789123	A	
			24	45 U	SINV6985	69856	SPR001	Sprint Dis	tributors Local	12/09/	8018	DSGR00000491	ZAR	1.00	14.00	800.00	912.00	456789123	A		
			24	14 U	SINV7845	578457845	SPR001	Sprint Dis	tributors Local	10/09/	8018	PO0000490	ZAR	1.00	14.00	4,950.00	5,643.00	456789123	A		
				24	43 U	test1020-	-478a	SPR001	Sprint Dis	tributors Local	10/05/	8018	GR00000448	ZAR	1.00	14.00	500.00	570.00	456789123	Α	1
				24	12 U	SWAPGRO	00000-140	SUP001	Buy Back	Supplier	17/04/	8018	GR00000440	ZAR	1.00	14.00	7,500.00	8,550.00	000000000	A	5
				24	41 U	BUYBGRO	0000438	SPR001	Sprint Dis	tributors Local	16/04/	8018	GR00000438	ZAR	1.00	14.00	500.00	570.00	456789123	A	1
				23	31 U	SINVb2b1	L5perc	SUP001	Buy Back	Supplier	27/02/	018		ZAR	1.00	15.00	2,200.00	2,530.00	000000000	A	5
				23	90 U	SINV-15P	erc	SPR001	Sprint Dis	tributors Local	13/02/	8018		ZAR	1.00	15.00	900.00	1,035.00	456789123	A	1
				23	89 U	Test15Pe	rcVat	SPR001	Sprint Dis	tributors Local	21/02/	8018		ZAR	1.00	15.00	15,900.00	18,285.00	456789123	A	1
				23	28 U	b2binvoio	e12345	SPR001	Sprint Dis	tributors Local	01/02/	8018		ZAR	1.00	14.00	107.63	122.70	456789123	A	
				23	27 U	SWAPGRO	00000409	SUP001	Buy Back	Supplier	08/01/	018	GR00000409	ZAR	1.00	14.00	3,500.00	3,990.00	000000000	A	
				23	26 U	SWAPGRO	00000408	SUP001	Buy Back	Supplier	08/01/2	8018	GR00000408	ZAR	1.00	14.00	1,910.60	2,178.08	0000000000	A	
				23	24 U	SWAPGRO	00000406	SUP001	Buy Back	Supplier	08/01/	018	GR00000406	ZAR	1.00	14.00	1,910.60	2,178.08	000000000	A	
				22	23 U	test8754:	1258964523	TON002	Tonys Co	py Shop	27/11/	017	PO0000412	ZAR	1.00	14.00	7,500.00	8,550.00	9874561321	Α	
				23	23 U	test8754	1258964523	TON002	Tonys Co	py Shop	27/11/	017	PO0000412	ZAR	1.00	14.00	7,500.00	8,550.00	9874561321	A	
				22	23 U	test8754	1258964523	TON002	Tonys Co	py Shop	27/11/	017	PO0000412	ZAR	1.00	14.00	7,500.00	8,550.00	9874561321	Α	
				23	22 U	SWAPGRO	00000404	SUP001	Buy Back	Supplier	06/12/	8017	GR00000404	ZAR	1.00	14.00	500.00	570.00	000000000	Α	
				22	20 U	SWAPGRO	00000402	SUP001	Buy Back	Supplier	06/12/	2017	GR00000402	ZAR	1.00	14.00	3,500.00	3,990.00	000000000	Α	
				21	L2 U	SINV-GRN	1387	SPR001	Sprint Dis	tributors Local	14/08/	8017	PO0000401	ZAR	1.00	14.00	10,000.00	11,400.00	456789123	Α	1
				21	L1 U	SINV-GRN	1384	SPR001	Sprint Dis	tributors Local	08/08/	8017	PO0000322	ZAR	1.00	14.00	166,022.49	189,265.64	456789123	Α	
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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

- 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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