

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

PROCUREMENT

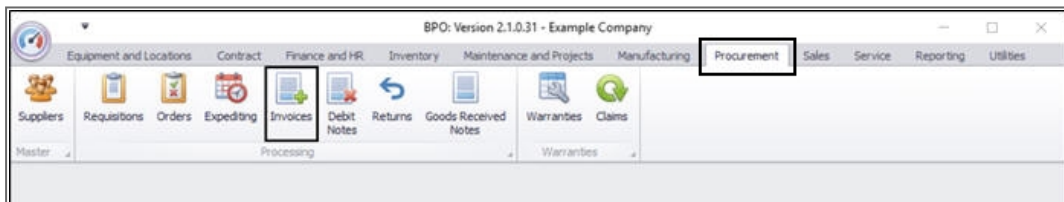
ADD / EDIT / DELETE INVOICE

Supplier Invoices are created once Goods and/or Services are **received**, and can be created automatically off the back of a goods received note if received at the same time, or added later (e.g. month end) when received from the Supplier.

Supplier Invoices must be **accepted** to be processed in full.

Deleting a supplier invoice will re-open the GRN.

Ribbon Access: Procurement > Invoices



InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo	Status
N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	ZAR	1.00	14.00	15 000.00	17 100.00	0000000000	A
N	SWAPGR00000180	SUP001	Buy Back Supplier	06 Jul 2015	GR00000180	ZAR	1.00	14.00	15 000.00	17 100.00	0000000000	A
N	SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	ZAR	1.00	14.00	4 000.00	4 560.00	0000000000	A
N	SWAPGR00000311	SUP001	Buy Back Supplier	03 Apr 2017	GR00000311	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	0000000000	A
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A
N	SWAPGR00000361	SUP001	Buy Back Supplier	04 Jul 2017	GR00000361	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A
N	SWAPGR00000366	SUP001	Buy Back Supplier	19 Jul 2017	GR00000366	ZAR	1.00	14.00	129.98	148.18	0000000000	A
N	SWAPGR00000391	SUP001	Buy Back Supplier	30 Oct 2017	GR00000391	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A
N	SWAPGR00000392	SUP001	Buy Back Supplier	30 Oct 2017	GR00000392	ZAR	1.00	14.00	4 000.00	4 560.00	0000000000	A
N	SWAPGR00000401	SUP001	Buy Back Supplier	05 Dec 2017	GR00000401	ZAR	1.00	14.00	129.98	148.18	0000000000	A
N	SWAPGR00000403	SUP001	Buy Back Supplier	06 Dec 2017	GR00000403	ZAR	1.00	14.00	3 500.00	3 990.00	0000000000	A
N	SWAPGR00000407	SUP001	Buy Back Supplier	08 Jan 2018	GR00000407	ZAR	1.00	14.00	1 910.60	2 178.08	0000000000	A
N	SWAPGR00000409	SUP001	Buy Back Supplier	08 Jan 2018	GR00000409	ZAR	1.00	14.00	3 500.00	3 990.00	0000000000	A
N	SWAPGR00000449	SUP001	Buy Back Supplier	11 Oct 2018	GR00000449	ZAR	1.00	15.00	4 500.00	5 175.00	0000000000	A
N	0101	SPR001	Sprint Distributors Local	09 Oct 2018	GR00000448	ZAR	1.00	0.00	800.00	800.00	456789123	A
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123	A
N	789456	SPR001	Sprint Distributors Local	31 Oct 2016		ZAR	1.00	14.00	200.00	228.00	456789123	A
N	AB100200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000453	ZAR	1.00	0.00	2 700.00	2 700.00	456789123	A
N	AB9000	SPR001	Sprint Distributors Local	21 Sep 2018	GR00000439	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A
N	AM100007	SPR001	Sprint Distributors Local	23 Sep 2018	GR00000440	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A
N	AM200200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000454	ZAR	1.00	0.00	1 800.00	1 800.00	456789123	A
N	AM60006	SPR001	Sprint Distributors Local	31 Oct 2018	GR00000452	ZAR	1.00	0.00	9 575.00	9 575.00	456789123	A

SELECT THE STATUS

1. This screen will open by default in the **New** status.
2. You can click on the **drop-down arrow** in this field and
3. select an alternative status from the drop-down **menu**, if required.

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Referen	TotalCostExcl	TotalAmtIncl	VATNo	Status	Con			
N	SWAPGR0000179	SUP001	Buy Back Supplier	06 Jul 2015	GR0000	15 000.00	17 100.00	0000000000	A	!			
N	SWAPGR0000180	SUP001	Buy Back Supplier	06 Jul 2015	GR0000	15 000.00	17 100.00	0000000000	A	!			
N	SWAPGR0000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	ZAR	1.00	14.00	4 000.00	4 560.00	0000000000	A	!
N	SWAPGR0000311	SUP001	Buy Back Supplier	03 Apr 2017	GR00000311	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A	!
N	SWAPGR0000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	0000000000	A	!
N	SWAPGR0000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A	!
N	SWAPGR0000361	SUP001	Buy Back Supplier	04 Jul 2017	GR00000361	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A	!
N	SWAPGR0000366	SUP001	Buy Back Supplier	19 Jul 2017	GR00000366	ZAR	1.00	14.00	129.98	148.18	0000000000	A	!
N	SWAPGR0000391	SUP001	Buy Back Supplier	30 Oct 2017	GR00000391	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A	!
N	SWAPGR0000392	SUP001	Buy Back Supplier	30 Oct 2017	GR00000392	ZAR	1.00	14.00	4 000.00	4 560.00	0000000000	A	!
N	SWAPGR0000401	SUP001	Buy Back Supplier	05 Dec 2017	GR00000401	ZAR	1.00	14.00	129.98	148.18	0000000000	A	!
N	SWAPGR0000403	SUP001	Buy Back Supplier	06 Dec 2017	GR00000403	ZAR	1.00	14.00	3 500.00	3 990.00	0000000000	A	!
N	SWAPGR0000407	SUP001	Buy Back Supplier	08 Jan 2018	GR00000407	ZAR	1.00	14.00	1 910.60	2 178.08	0000000000	A	!
N	SWAPGR0000409	SUP001	Buy Back Supplier	08 Jan 2018	GR00000409	ZAR	1.00	14.00	3 500.00	3 990.00	0000000000	A	!
N	SWAPGR0000449	SUP001	Buy Back Supplier	11 Oct 2018	GR00000449	ZAR	1.00	15.00	4 500.00	5 175.00	0000000000	A	!
N	0101	SPR001	Sprint Distributors Local	09 Oct 2018	GR00000448	ZAR	1.00	0.00	800.00	800.00	456789123	A	!
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	!
N	789456	SPR001	Sprint Distributors Local	31 Oct 2016		ZAR	1.00	14.00	200.00	228.00	456789123	A	!
N	AB100200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000453	ZAR	1.00	0.00	2 700.00	2 700.00	456789123	A	!
N	AB9000	SPR001	Sprint Distributors Local	21 Sep 2018	GR00000439	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A	!
N	AM100007	SPR001	Sprint Distributors Local	23 Sep 2018	GR00000440	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A	!
N	AM200200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000454	ZAR	1.00	0.00	1 800.00	1 800.00	456789123	A	!
N	AM60006	SPR001	Sprint Distributors Local	31 Oct 2018	GR00000452	ZAR	1.00	0.00	9 575.00	9 575.00	456789123	A	!

- The **Purchase Invoices** listed in the data grid, will be according to the site and status selection.

Purchase Invoice Listing - BPO: Version 2.1.0.71 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo	Status
N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	ZAR	1.00	14.00	15 000.00	17 100.00	0000000000	A
N	SWAPGR00000180	SUP001	Buy Back Supplier	06 Jul 2015	GR00000180	ZAR	1.00	14.00	15 000.00	17 100.00	0000000000	A
N	SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	ZAR	1.00	14.00	4 000.00	4 560.00	0000000000	A
N	SWAPGR00000311	SUP001	Buy Back Supplier	03 Apr 2017	GR00000311	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	0000000000	A
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A
N	SWAPGR00000361	SUP001	Buy Back Supplier	04 Jul 2017	GR00000361	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A
N	SWAPGR00000366	SUP001	Buy Back Supplier	19 Jul 2017	GR00000366	ZAR	1.00	14.00	129.98	148.18	0000000000	A
N	SWAPGR00000391	SUP001	Buy Back Supplier	30 Oct 2017	GR00000391	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A
N	SWAPGR00000392	SUP001	Buy Back Supplier	30 Oct 2017	GR00000392	ZAR	1.00	14.00	4 000.00	4 560.00	0000000000	A
N	SWAPGR00000401	SUP001	Buy Back Supplier	05 Dec 2017	GR00000401	ZAR	1.00	14.00	129.98	148.18	0000000000	A
N	SWAPGR00000403	SUP001	Buy Back Supplier	06 Dec 2017	GR00000403	ZAR	1.00	14.00	3 500.00	3 990.00	0000000000	A
N	SWAPGR00000407	SUP001	Buy Back Supplier	08 Jan 2018	GR00000407	ZAR	1.00	14.00	1 910.60	2 178.08	0000000000	A
N	SWAPGR00000409	SUP001	Buy Back Supplier	08 Jan 2018	GR00000409	ZAR	1.00	14.00	3 500.00	3 990.00	0000000000	A
N	SWAPGR00000449	SUP001	Buy Back Supplier	11 Oct 2018	GR00000449	ZAR	1.00	15.00	4 500.00	5 175.00	0000000000	A
N	0101	SPR001	Sprint Distributors Local	09 Oct 2018	GR00000448	ZAR	1.00	0.00	800.00	800.00	456789123	A
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123	A
N	789456	SPR001	Sprint Distributors Local	31 Oct 2016		ZAR	1.00	14.00	200.00	228.00	456789123	A
N	AB100200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000453	ZAR	1.00	0.00	2 700.00	2 700.00	456789123	A
N	AB9000	SPR001	Sprint Distributors Local	21 Sep 2018	GR00000439	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A
N	AM100007	SPR001	Sprint Distributors Local	23 Sep 2018	GR00000440	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A
N	AM200200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000454	ZAR	1.00	0.00	1 800.00	1 800.00	456789123	A
N	AM60006	SPR001	Sprint Distributors Local	31 Oct 2018	GR00000452	ZAR	1.00	0.00	9 575.00	9 575.00	456789123	A

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VIEW PURCHASE INVOICE DETAILS

1. Select the row of the Purchase Invoice that you wish to **view**.
2. Click on **View**.

Purchase Invoice Listing - BPO: Version 2.1.0.71 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Process 2

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo	Status	Con
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000158	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000158	ZAR	1.00	14.00	500.00	570.00	456789123	A	
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	
N	AM60006	SPR001	Sprint Distributors Local	31 Oct 2018	GR00000452	ZAR	1.00	0.00	9 575.00	9 575.00	456789123	A	
N	AM200200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000454	ZAR	1.00	0.00	1 800.00	1 800.00	456789123	A	
N	AM100007	SPR001	Sprint Distributors Local	23 Sep 2018	GR00000440	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A	
N	AK0111	TON002	Tonys Copy Shop	12 Jun 2019	GR00000464	ZAR	1.00	15.00	300.00	345.00	9874561321	A	
N	AB9000	SPR001	Sprint Distributors Local	21 Sep 2018	GR00000439	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A	
N	AB100200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000453	ZAR	1.00	0.00	2 700.00	2 700.00	456789123	A	
N	AB0198765	TON002	Tonys Copy Shop	13 Sep 2018	GR00000431	ZAR	1.00	15.00	45 000.00	51 750.00	9874561321	A	
N	789456	SPR001	Sprint Distributors Local	31 Oct 2016	GR00000447	ZAR	1.00	14.00	200.00	228.00	456789123	A	
N	334455	MET001	Metro Peach	09 Oct 2018	GR00000447	ZAR	1.00	15.00	150.00	172.50	1234567	A	
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016	GR00000447	ZAR	1.00	14.00	150.00	171.00	456789123	A	
N	112233	GRE001	Green Office	09 Oct 2018	GR00000446	ZAR	1.00	15.00	1 500.00	1 725.00	123456789	A	
N	0101	SPR001	Sprint Distributors Local	09 Oct 2018	GR00000448	ZAR	1.00	0.00	800.00	800.00	456789123	A	

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The **Edit Supplier Invoice - []** screen will be displayed.

1. As you have navigated here via the **View** button - you can only view all the supplier details and item details of this Purchase Invoice.
2. You will note there is no Save button, only a **Back** button. This is because the supplier invoice details are uneditable - this is a '**View**' only screen. Click on this **Back** button to return to the **Purchase Invoice Listing** screen.

Supplier: SPR001 **GRN No.:** GR00000452

Invoice Date: 31 Oct 2018 **Invoice No.:** AM60006

Address: 685 Forest Grove Road, Forest Hills, New Town, 1234, South Africa

Phone: 031 147 1234 **Email:** harry@email.co.za

Contact Name: John Martin **VAT No.:** 456789123

Reference: GR00000452 **Tax Rate:** 0,00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccC
INWN	2020-147Y	Yellow toner SP2020	1.00	575.00	0.00	575.00	575.00	575.00	575.00	
INWN	19-687	Drum	1.00	1 000.00	0.00	1 000.00	1 000.00	1 000.00	1 000.00	
INWN	SP1919	SP 1919 Sprint Colour MFC	1.00	4 000.00	0.00	4 000.00	4 000.00	4 000.00	4 000.00	
INWN	SP1919	SP 1919 Sprint Colour MFC	1.00	4 000.00	0.00	4 000.00	4 000.00	4 000.00	4 000.00	

Sub Total: 9 575.00
VAT: 0.00
Grand Total: 9 575.00

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ADD A PURCHASE INVOICE

- In the **Purchase Invoice Listing** screen, click on **Add**.

Purchase Invoice Listing - BPO: Version 2.1.0.71 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

[Add](#)
[Edit](#)
[Delete](#)
[View](#)
[Approve](#)
[Decline](#)
[Save Layout](#)
[Workspaces](#)
[Print](#)
[Export](#)

Durban [Refresh](#)
 New

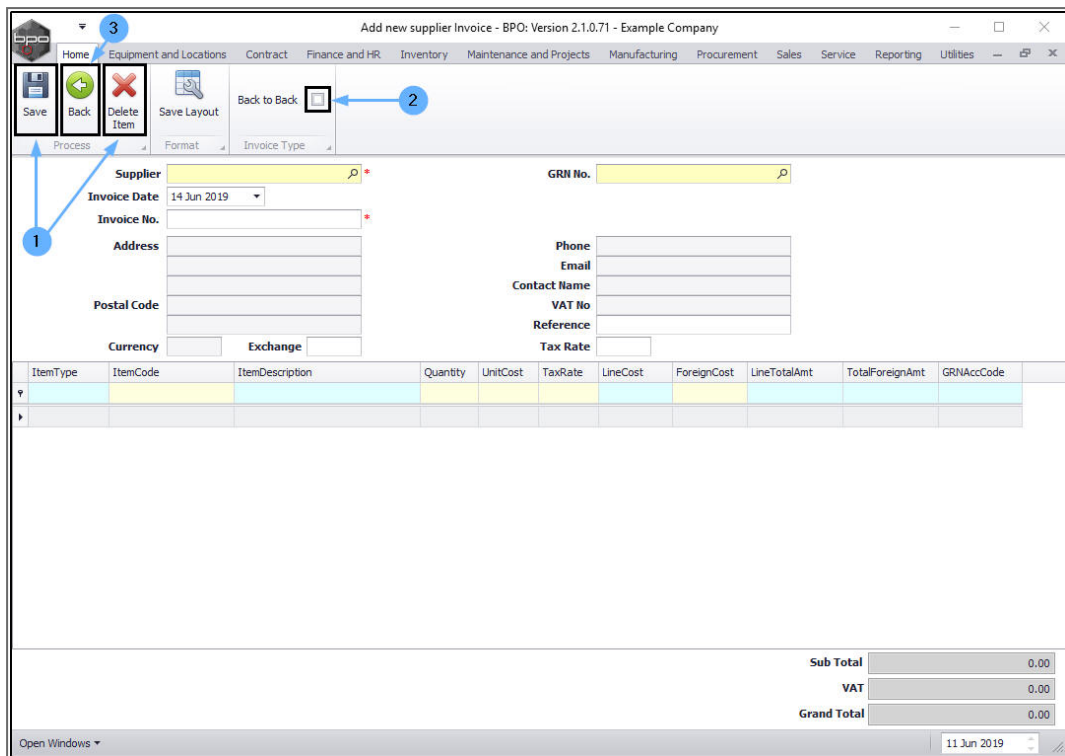
Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo	Status	Con
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000158	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000158	ZAR	1.00	14.00	500.00	570.00	456789123	A	
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	
N	AM60006	SPR001	Sprint Distributors Local	31 Oct 2018	GR00000452	ZAR	1.00	0.00	9 575.00	9 575.00	456789123	A	
N	AM200200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000454	ZAR	1.00	0.00	1 800.00	1 800.00	456789123	A	
N	AM100007	SPR001	Sprint Distributors Local	23 Sep 2018	GR00000440	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A	
N	AK0111	TON002	Tonys Copy Shop	12 Jun 2019	GR00000464	ZAR	1.00	15.00	300.00	345.00	9874561321	A	
N	AB9000	SPR001	Sprint Distributors Local	21 Sep 2018	GR00000439	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A	
N	AB100200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000453	ZAR	1.00	0.00	2 700.00	2 700.00	456789123	A	
N	AB0198765	TON002	Tonys Copy Shop	13 Sep 2018	GR00000431	ZAR	1.00	15.00	45 000.00	51 750.00	9874561321	A	
N	789456	SPR001	Sprint Distributors Local	31 Oct 2016		ZAR	1.00	14.00	200.00	228.00	456789123	A	
N	334455	MET001	Metro Peach	09 Oct 2018	GR00000447	ZAR	1.00	15.00	150.00	172.50	1234567	A	
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	
N	112233	GRE001	Green Office	09 Oct 2018	GR00000446	ZAR	1.00	15.00	1 500.00	1 725.00	123456789	A	
N	0101	SPR001	Sprint Distributors Local	09 Oct 2018	GR00000448	ZAR	1.00	0.00	800.00	800.00	456789123	A	

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The **Add new supplier Invoice** screen will be displayed.

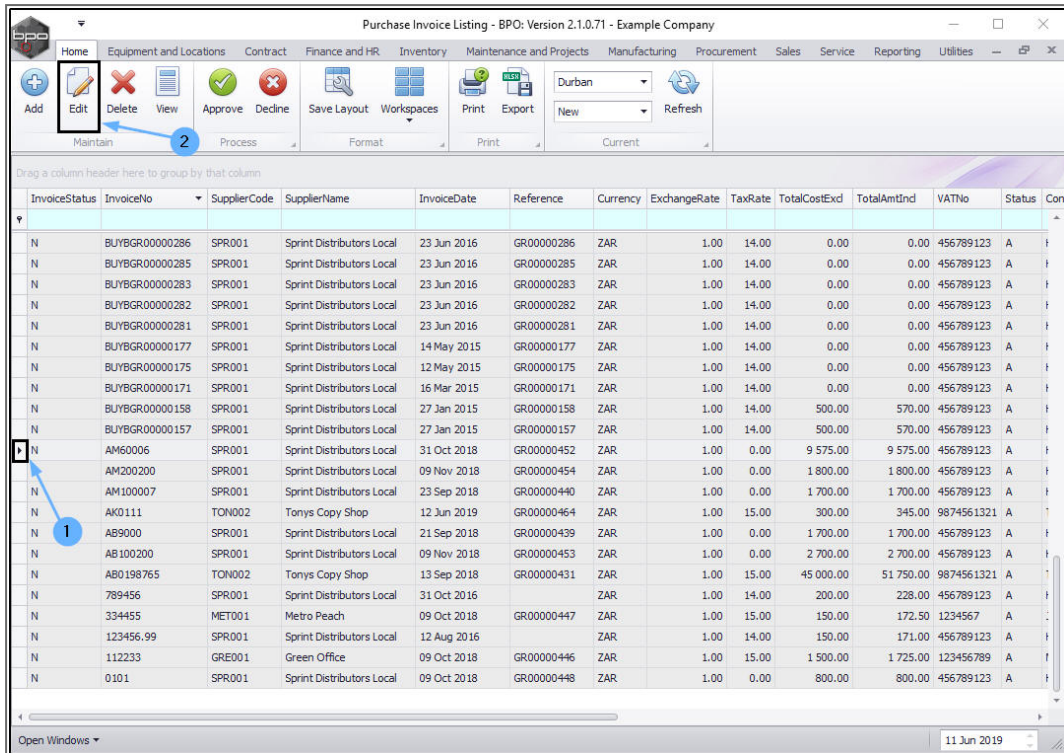
- From here you can follow the process to [Add, Edit and Save](#) a supplier invoice.
 - You can also [Delete an Item](#) from the supplier invoice, if required.
- From here, you can also create a [Back to Back](#) supplier invoice.
- Click on **Back** to return to the **Purchase Invoice Listing** screen.



VIEW AND EDIT PURCHASE INVOICE DETAILS

In the **Purchase Invoice Listing** screen,

1. Click on the row selector in front of the Purchase Invoice that you wish to **view** or **edit** the details of
2. Click on **Edit**.



The **Edit Supplier Invoice - []** screen will be displayed.

1. As you have navigated here via the **Edit** button, you can now follow the process to **Edit** the details and then **Save** the edited Supplier Invoice.
2. You can **Delete an Item** from the Supplier Invoice.
3. If you do not wish to make or save any changes, you can click on **Back** to return to the **Purchase Invoice Listing** screen.

Supplier Invoice - AM60006 - BPO: Version 2.1.0.71 - Example Company

Supplier: SPR001 | GRN No.: GR00000452

Invoice Date: 31 Oct 2018 | Invoice No.: AM60006

Address: 685 Forest Grove Road, Forest Hills, New Town, 1234, South Africa

Phone: 031 147 1234 | Email: harry@email.co.za | Contact Name: John Martin | VAT No: 456789123 | Reference: GR00000452 | Tax Rate: 0.00

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN Acc Code
INVN	2020-147Y	Yellow toner SP2020	1.00	575.00	0.00	575.00	575.00	575.00	575.00	
INVN	19-687	Drum	1.00	1 000.00	0.00	1 000.00	1 000.00	1 000.00	1 000.00	
INVN	SP1919	SP1919 Sprint Colour MFC	1.00	4 000.00	0.00	4 000.00	4 000.00	4 000.00	4 000.00	
INVN	SP1919	SP1919 Sprint Colour MFC	1.00	4 000.00	0.00	4 000.00	4 000.00	4 000.00	4 000.00	

Sub Total: 9 575.00
VAT: 0.00
Grand Total: 9 575.00

VIEW AND EDIT SUPPLIER INVOICE ITEMS

1. You can View items invoiced by going through the **Items** data grid and follow the process to [edit](#) or [delete an item](#) from the supplier invoice, as required.

SAVE THE EDITED SUPPLIER INVOICE

2. Save the edited details when you are done.

Supplier: SPR001 GRN No.: GR00000452

Invoice Date: 31 Oct 2018

Invoice No.: AM60006

Address: 685 Forest Grove Road, Forest Hills, New Town, 1234, South Africa

Phone: 031 147 1234
Email: harry@email.co.za
Contact Name: John Martin
VAT No: 456789123
Reference: GR00000452
Currency: ZAR Exchange: 1.0000 Tax Rate: 0.00

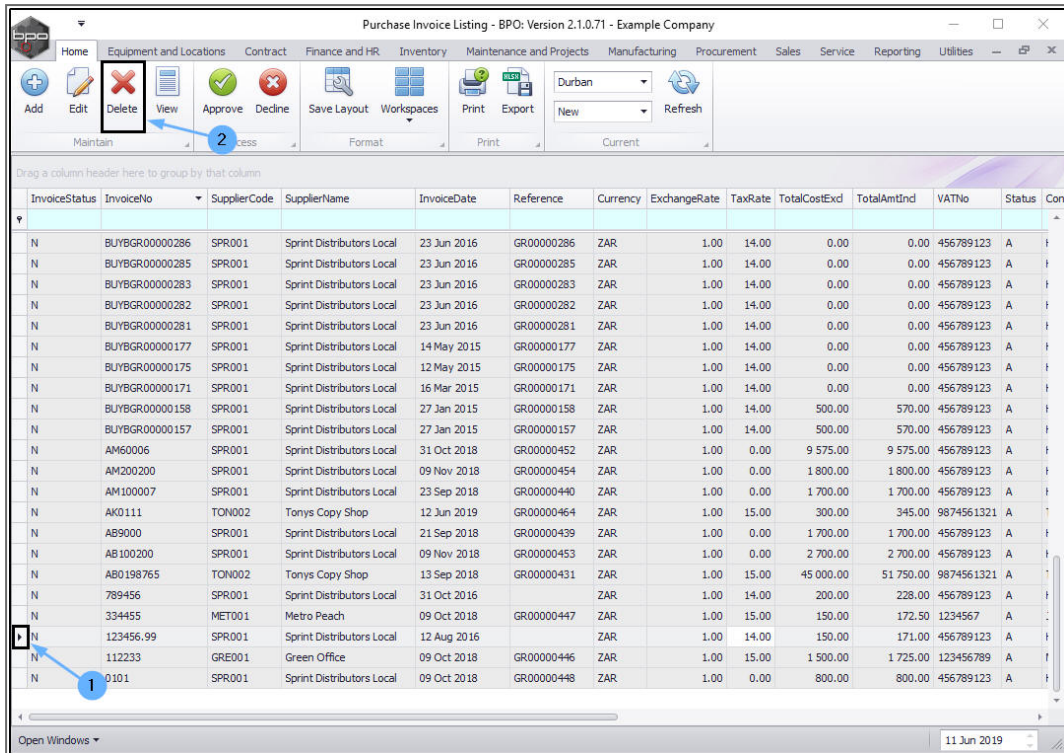
ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
INNN	2020-147Y	Yellow toner SP2020	1.00	575.00	0.00	575.00	575.00	575.00	575.00	
INNN	19-687	Drum	1.00	1 000.00	0.00	1 000.00	1 000.00	1 000.00	1 000.00	
INNN	SP1919	SP1919 Sprint Colour MFC	1.00	4 000.00	0.00	4 000.00	4 000.00	4 000.00	4 000.00	
INNN	SP1919	SP1919 Sprint Colour MFC	1.00	4 000.00	0.00	4 000.00	4 000.00	4 000.00	4 000.00	

Sub Total: 9 575.00
VAT: 0.00
Grand Total: 9 575.00

DELETE A SUPPLIER INVOICE

In the **Purchase Invoice Listing** screen,

1. Select the **row** of the supplier invoice that you wish to delete.
2. Follow the process to [Delete](#) the supplier invoice.



ADD SUPPLIER INVOICE

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

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

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export

Durban

ID	Name
0	All Sites
1	Durban
2	Pretoria

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	GR00000157	ZAR	ExchangeR...	TaxRate	TotalCostExcl
N	BUYGR00000157	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000157	ZAR	1.00	14.00	500.
N	BUYGR00000158	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000158	ZAR	1.00	14.00	500.
N	BUYGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.
N	BUYGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.
N	BUYGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.
N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	ZAR	1.00	14.00	15 000.
N	SWAPGR00000180	SUP001	Buy Back Supplier	06 Jul 2015	GR00000180	ZAR	1.00	14.00	15 000.
N	SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	ZAR	1.00	14.00	4 000.
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.
N	BUYGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.
N	BUYGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.
N	BUYGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.
N	BUYGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00	0.
N	BUYGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.
N	BUYGR00000287	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000287	ZAR	1.00	14.00	0.
N	SIN741	SPR001	Sprint Distributors Local	05 Jul 2016	GR00000293	ZAR	1.00	14.00	45 000.
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.
N	sin74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.
N	SINW11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.
N	SIN4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.

Open Windows ▾ 09 Oct 2017

- Click on **Add**.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Drag a column header here to group by that column

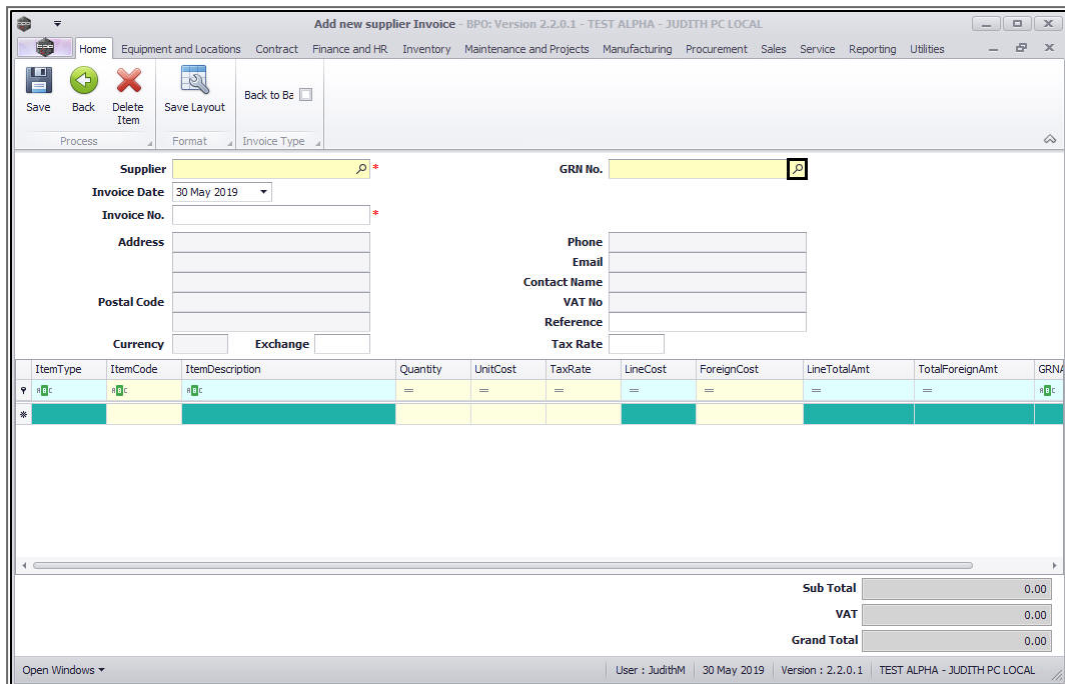
InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExd
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000157	ZAR	1.00	14.00	500.
N	BUYBGR00000158	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000158	ZAR	1.00	14.00	500.
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.
N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	ZAR	1.00	14.00	15 000.
N	SWAPGR00000180	SUP001	Buy Back Supplier	06 Jul 2015	GR00000180	ZAR	1.00	14.00	15 000.
N	SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	ZAR	1.00	14.00	4 000.
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00	0.
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.
N	BUYBGR00000287	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000287	ZAR	1.00	14.00	0.
N	SIN741	SPR001	Sprint Distributors Local	05 Jul 2016	GR00000293	ZAR	1.00	14.00	45 000.
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.
N	sin7461223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.
N	SIN11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.
N	SIN4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.

Open Windows ▾ 09 Oct 2017

Selecting GRN No. First

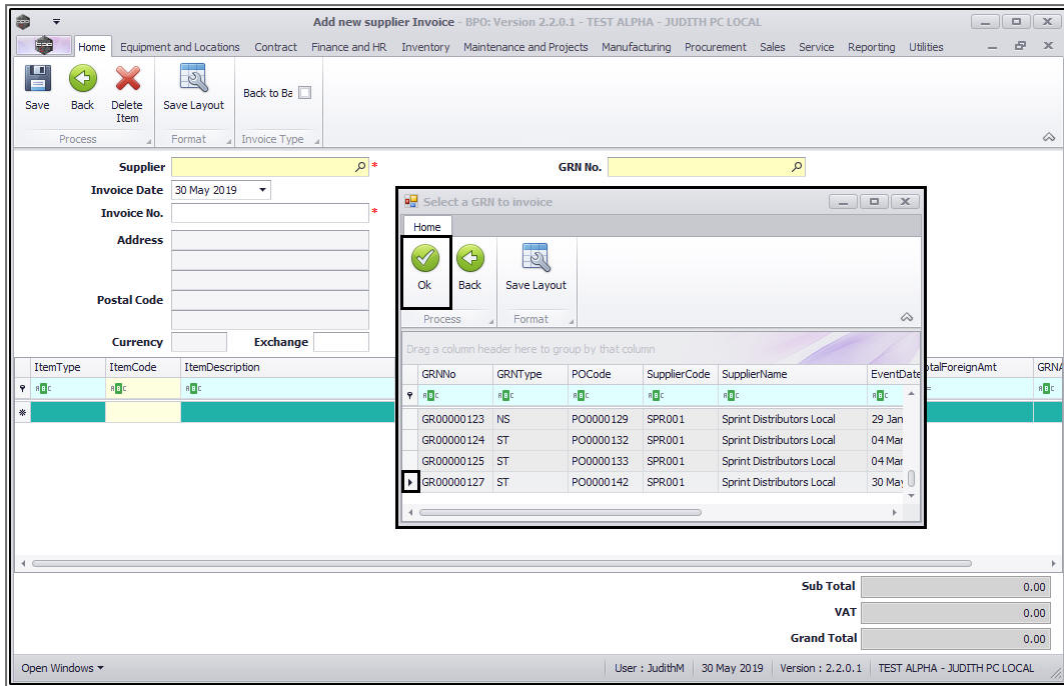
The **Add new supplier Invoice** screen will be displayed.

- Click on the **search** button in the **GRN No.** field.

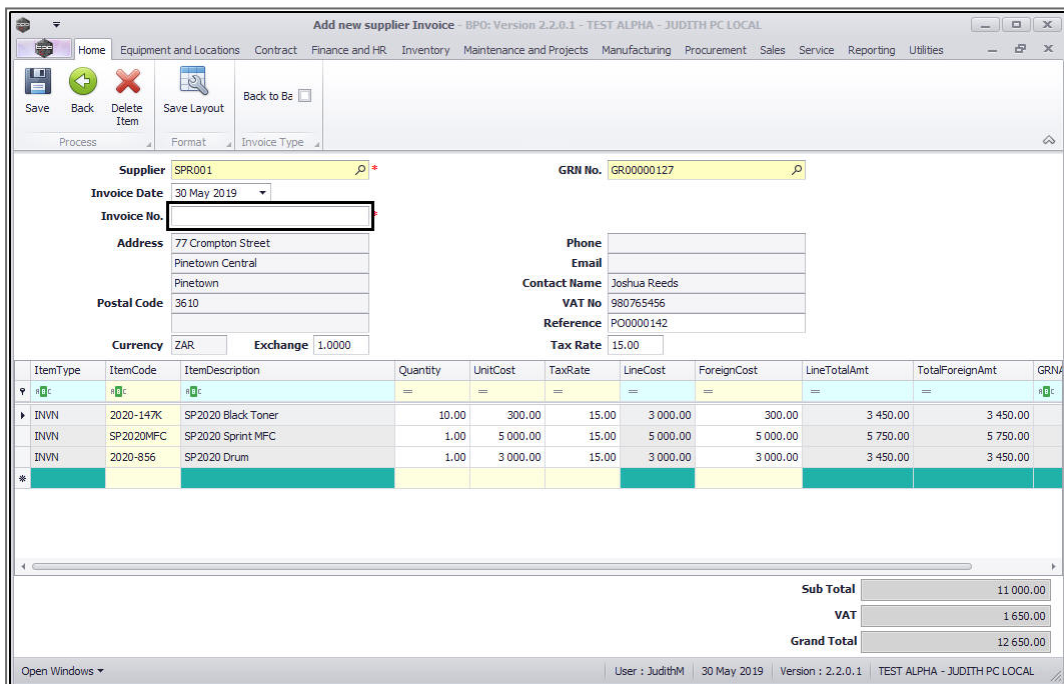


The **Select a GRN to invoice** screen will be displayed.

- Click on the **row selector** in front of the **GRN** that you wish to invoice.
- Click on **Ok**.



- All the fields will auto populate except the **Invoice No.** field.
- Type in the relevant invoice number in the **Invoice No.** field



- You can edit the following fields if required:
 - Invoice Date
 - Exchange
 - Quantity
 - Unit Cost
 - Tax Rate
 - Foreign Cost

Partial Invoice

You may have received a partial shipment from a supplier in which case you may wish to edit the quantity of the

Edit the Quantity

You can create an invoice for less than the quantity that was initially received.

- In the **Quantity** text box, type in or use the arrows to input the desired quantity.
- In this image, the quantity for **2020-147K** has been changed from **10** to **9**.

The screenshot displays the 'Add new supplier Invoice' window. The top menu includes Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. The main form contains the following fields:

- Supplier: SPR001
- GRN No.: GR00000127
- Invoice Date: 30 May 2019
- Invoice No.: SPRINV1
- Address: 77 Crompton Street, Pinetown Central, Pinetown
- Postal Code: 3610
- Phone: (empty)
- Email: (empty)
- Contact Name: Joshua Reeds
- VAT No: 980765456
- Reference: PO0000142
- Currency: ZAR
- Exchange: 1.0000
- Tax Rate: 15.00

The table below shows the invoice items:

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN
INVN	2020-147K	SP2020 Black Toner	9	300.00	15.00	2 700.00	300.00	3 105.00	3 105.00	
INVN	SP2020MFC	SP2020 Sprint MFC	1.00	5 000.00	15.00	5 000.00	5 000.00	5 750.00	5 750.00	
INVN	2020-856	SP2020 Drum	1.00	3 000.00	15.00	3 000.00	3 000.00	3 450.00	3 450.00	

Summary Totals:

- Sub Total: 10 700.00
- VAT: 1 605.00
- Grand Total: 12 305.00

Footer: User: JudithM | 30 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

Delete an Item

- You can delete an item from the supplier invoice.
- Click on the **row selector** in front of the item that you wish to delete from the invoice.
- Click on **Delete Item**.

Add new supplier Invoice - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | **Delete Item** | Save Layout | Back to Be

Supplier: SPR001 | GRN No.: GR00000127

Invoice Date: 30 May 2019 | Invoice No.: SPRINV1

Address: 77 Crompton Street, Pinetown Central, Pinetown, Postal Code: 3610

Phone: | Email: | Contact Name: Joshua Reeds | VAT No: 980765456 | Reference: PO0000142 | Tax Rate: 15.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRN
INWN	2020-147K	SP2020 Black Toner	9.00	300.00	15.00	2 700.00	300.00	3 105.00	3 105.00	
INWN	SP2020MFC	SP2020 Sprint MFC	1.00	5 000.00	15.00	5 000.00	5 000.00	5 750.00	5 750.00	
INWN	2020-856	SP2020 Drum	1.00	3 000.00	15.00	3 000.00	3 000.00	3 450.00	3 450.00	

Sub Total: 10 700.00
VAT: 1 605.00
Grand Total: 12 305.00

User: JudithM | 30 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- A **Confirm delete line** message will pop up asking you;
 - **Are you sure you want to remove this line from the invoice?**
- Click on **Yes**.

Add new supplier Invoice - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | **Delete Item** | Save Layout | Back to Be

Supplier: SPR001 | GRN No.: GR00000127

Invoice Date: 30 May 2019 | Invoice No.: SPRINV1

Address: 77 Crompton Street, Pinetown Central, Pinetown, Postal Code: 3610

Phone: | Email: | Contact Name: Joshua Reeds | VAT No: 980765456 | Reference: PO0000142 | Tax Rate: 15.00

Confirm delete line

Are you sure you want to remove this line from the invoice?

Yes No

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRN
INWN	2020-147K	SP2020 Black Toner	9.00	300.00	15.00	2 700.00	300.00	3 105.00	3 105.00	
INWN	SP2020MFC	SP2020 Sprint MFC	1.00	5 000.00	15.00	5 000.00	5 000.00	5 750.00	5 750.00	
INWN	2020-856	SP2020 Drum	1.00	3 000.00	15.00	3 000.00	3 000.00	3 450.00	3 450.00	

Sub Total: 10 700.00
VAT: 1 605.00
Grand Total: 12 305.00

User: JudithM | 30 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- The item will be **removed** from the invoice.
- Repeat the same process for other items, if required.

Save the Invoice (GRN not fully invoiced)

- Click on **Save**.

Add new supplier Invoice - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Back to Be

Supplier: SPR001 | GRN No.: GR00000127

Invoice Date: 30 May 2019

Invoice No.: SPRINV1

Address: 77 Crompton Street, Pinetown Central, Pinetown

Postal Code: 3610

Currency: ZAR | Exchange: 1.0000

Phone: | Email: | Contact Name: Joshua Reeds | VAT No: 980765456 | Reference: PO0000142 | Tax Rate: 15.00

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt	GRN
INVN	2020-147K	SP2020 Black Toner	9.00	300.00	15.00	2 700.00	300.00	3 105.00	3 105.00	
INVN	SP2020MFC	SP2020 Sprint MFC	1.00	5 000.00	15.00	5 000.00	5 000.00	5 750.00	5 750.00	

Sub Total: 7 700.00
VAT: 1 155.00
Grand Total: 8 855.00

User: JudithM | 30 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- If you changed the quantity on any of the items, an **Input Validation** message will pop up asking you;
 - **The quantity of items on the Supplier Invoice is different from the quantity of items on the corresponding GRN for item Code [] on row [], a manual adjustment is necessary to bring these items (into /out) of stock. Is this correct?**
- Click on **Yes**.

The screenshot shows the 'Add new supplier Invoice' form in a software application. The form includes fields for Supplier (SPR001), Invoice Date (30 May 2019), Invoice No. (SPRINV1), Address (77 Crompton Street, Pinetown Central, Pinetown, 3610), Currency (ZAR), and Exchange rate. A table lists items with columns for ItemType, ItemCode, ItemDescription, ForeignCost, LineTotalAmt, and TotalForeignAmt. An 'Input Validation' dialog box is open, displaying the message: 'The quantity of items on the Supplier invoice is different from the quantity of items on the corresponding GRN for Item Code: 2020-147K on row 1, a manual adjustment is necessary to bring these items (into/out of) stock. Is this correct?'. The 'No' button is highlighted.

ItemType	ItemCode	ItemDescription	ForeignCost	LineTotalAmt	TotalForeignAmt
INWN	2020-147K	SP2020 Black Toner	300.00	3 105.00	3 105.00
INWN	SP2020MFC	SP2020 Sprint MFC	5 000.00	5 750.00	5 750.00

Sub Total: 7 700.00
 VAT: 1 155.00
 Grand Total: 8 855.00

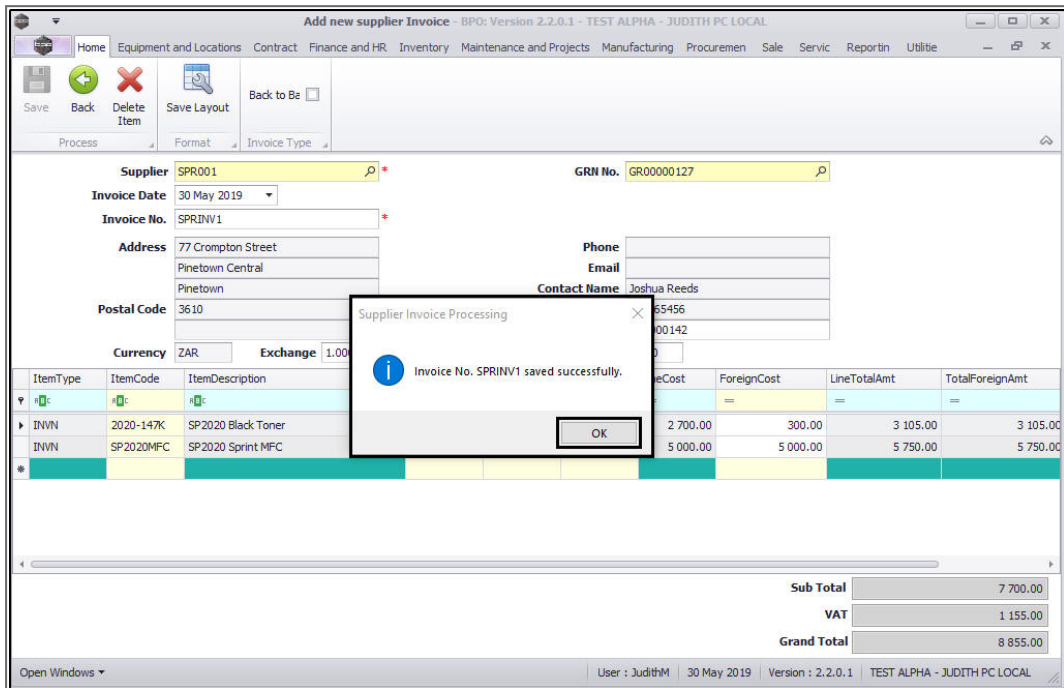
- A **Process Validation** message will pop up asking you;
 - **Is this GRN No. fully invoiced?**
- Click on **No**.

The screenshot shows the same 'Add new supplier Invoice' form. A 'Process Validation' dialog box is open, displaying the message: 'Is the GRN No. fully invoiced?'. The 'No' button is highlighted. The form fields and table are identical to the previous screenshot.

ItemType	ItemCode	ItemDescription	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt
INWN	2020-147K	SP2020 Black Toner	2 700.00	300.00	3 105.00	3 105.00
INWN	SP2020MFC	SP2020 Sprint MFC	5 000.00	5 000.00	5 750.00	5 750.00

Sub Total: 7 700.00
 VAT: 1 155.00
 Grand Total: 8 855.00

- A **Supplier Invoice Processing** message will pop up telling you;
 - **Invoice No. saved successfully.**
- Click on **OK**.



Print the Invoice (GRN not fully invoiced)

- A **Report Generation** message will pop up asking you;
 - **Do you want to print the invoice []?**
- Click on **Yes** if you want to print the invoice.
- For the purpose of this manual, **Yes** was selected.

ItemType	ItemCode	ItemDescription	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt
INWN	2020-147K	SP2020 Black Toner	2 700.00	300.00	3 105.00	3 105.00
INWN	SP2020MFC	SP2020 Sprint MFC	5 000.00	5 000.00	5 750.00	5 750.00

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

- The new invoice will be displayed in the **Purchase Invoice Listing** screen in **Status - New**

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	Exchanger...	TaxRate	TotalCostExd
N	565644	SPR001	Sprint Distributors Local	08 Oct 2018	GR00000103	ZAR	1.00	15.00	5 150.00
N	9999999999999999999999	SPR001	Sprint Distributors Local	21 Nov 2018	GR00000112	ZAR	1.00	15.00	900.00
N	BUYBGR00000126	BUY001	Buy Back Supplier	10 May 2019	GR00000126	ZAR	1.00	15.00	0.10
N	SPRINV1	SPR001	Sprint Distributors Local	30 May 2019	PO0000142	ZAR	1.00	15.00	7 700.00

Select a Supplier First

- The **Add new supplier Invoice** screen will be displayed.
- Click on the **search** button in the **Supplier** field.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | WorkSpaces | Back to Back

Process | Format | Invoice Type

Supplier: GRN No.:

Invoice Date: 09 Oct 2017

Invoice No.:

Address:

Phone:

Email:

Contact Name:

VAT No.:

Reference:

Postal Code:

Currency: Exchange:

Tax Rate:

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt

Sub Total: 0.00

VAT: 0.00

Grand Total: 0.00

Open Windows | 09 Oct 2017

- The **Select a supplier to configure the supply info** screen will be displayed.

- Click on the **row selector** in front of the **Supplier** that you wish link this invoice to.
- Click on **Ok**.

SupplierCode	SupplierName	ContactName	SupplierType	Status	Class	VATNo
PR007	Printer World Forex	Matthew Sage	SHPA	A	PT	76859444
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	PS	45678912
SPR002	Sprint International	George Matthews	GEN	A	PS	45625874
PAP001	The Paper Warehouse	Joseph Manning	GEN	A	PT	12345678
TOW001	Tonys Copy Shop	Tony	SHPA	A	PS	98745613
TWI001	Twinkle Office Automat...	Gary Marks	GEN	A	SE	98765432

Summary:

Sub Total	0.00
VAT	0.00
Grand Total	0.00

- The selected supplier details will auto populate the relevant fields.
- Type an invoice number in the **Invoice No.** field.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back

Process Format Invoice Type

Supplier: SPR001 GRN No.:

Invoice Date: 09 Oct 2017

Invoice No.:

Address: 685 Forest Grove Road
Forest Hills
New Town

Postal Code: 1234
South Africa

Phone: 031 147 1234
Email: harry@email.co.za
Contact Name: John Martin
VAT No: 456789123
Reference:

Currency: ZAR Exchange: 1.0000 Tax Rate: 14.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt

Sub Total: 0.00
VAT: 0.00
Grand Total: 0.00

Open Windows 09 Oct 2017

- Click on the **search** button in the **GRN No.** field.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Workspaces | Back to Back

Process | Format | Invoice Type

Supplier:

GRN No.

Invoice Date: 09 Oct 2017

Invoice No.

Address:

Postal Code:

Currency: Exchange:

Phone:
 Email:
 Contact Name:
 VAT No:
 Reference:
 Tax Rate:

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt
▼									
•									

Sub Total: 0.00
 VAT: 0.00
 Grand Total: 0.00

Open Windows | 09 Oct 2017

- The **Select a GRN to invoice** screen will be displayed and will list all the GRN's linked to the selected supplier.
- Click on the **row selector** in front of the **GRN** that you wish to raise an invoice for.
- Click on **Ok**.

Supplier Invoice Details:

- Supplier: SPR001
- GRN No.:
- Invoice Date: 09 Oct 2017
- Invoice No.: 01111
- Address: 685 Forest Grove Road, Forest Hills, New Town, 1234, South Africa
- Currency: ZAR, Exchange: 1.0000

GRNNo	GRNType	POCode	SupplierCode	SupplierName	EventDate	EventTime	Reference
GR00000022	ST	PO0000024	SPR001	Sprint Distributors Local	14 Apr 2014	13:04:33	PO000
GR00000026	NS	PO0000028	SPR001	Sprint Distributors Local	23 Apr 2014	00:00:00	
GR00000027	NS	PO0000029	SPR001	Sprint Distributors Local	23 Apr 2014	00:00:00	
GR00000040	ST	PO0000041	SPR001	Sprint Distributors Local	07 May 2014	14:16:32	
GR00000041	ST	PO0000042	SPR001	Sprint Distributors Local	07 May 2014	15:43:28	
GR00000059	ST	PO0000061	SPR001	Sprint Distributors Local	26 Jun 2014	13:25:53	
GR00000060	ST	PO0000067	SPR001	Sprint Distributors Local	26 Jun 2014	13:25:53	

Summary:

Sub Total	0.00
VAT	0.00
Grand Total	0.00

- The **Items** data grid will now display the **items received**.
- The **Reference** field will now display a **PO reference number**.
- Verify the details and click on **Save**.

Add new supplier Invoice - BPO; Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | WorkSpaces | Back to Back

Supplier SPR001 **GRN No.** GR00000022
Invoice Date 09 Oct 2017
Invoice No. 01111
Address 685 Forest Grove Road
 Forest Hills
 New Town
Postal Code 1234
 South Africa
Currency ZAR **Exchange** 1.0000
Phone 031 147 1234
Email harry@email.co.za
Contact Name John Martin
VAT No 456789123
Reference PO0000024
Tax Rate 14.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
	DWN	SP1818 Sprint copier	1.00	500.00	14.00	500.00	500.00	570.00	570.00	

Sub Total 500.00

VAT 70.00

Grand Total 570.00

Open Windows | 09 Oct 2017

Save Invoice (GRN fully invoiced)

- A **Process Validation** message box will pop up asking;
 - **Is the GRN No. fully invoiced?**
- Click on **Yes**.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | WorkSpaces | Back to Back

Process | Format | Invoice Type

Supplier: SPR001 | GRN No.: GR00000022

Invoice Date: 09 Oct 2017

Invoice No.: 01111

Address: 685 Forest Grove Road, Forest Hills, New Town, Postal Code: 1234, South Africa

Phone: 031 147 1234 | Email: harry@email.co.za | Contact Name: John Martin | VAT No: 456789123 | Reference: PO0000024 | Tax Rate: 14.00

Currency: ZAR | Exchange: 1.0000

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
	DVN	SP1818 Sprint copier	1.00	500.00	14.00	500.00	500.00	570.00	570.00	

Process Validation

Is the GRN No. fully invoiced?

Yes No

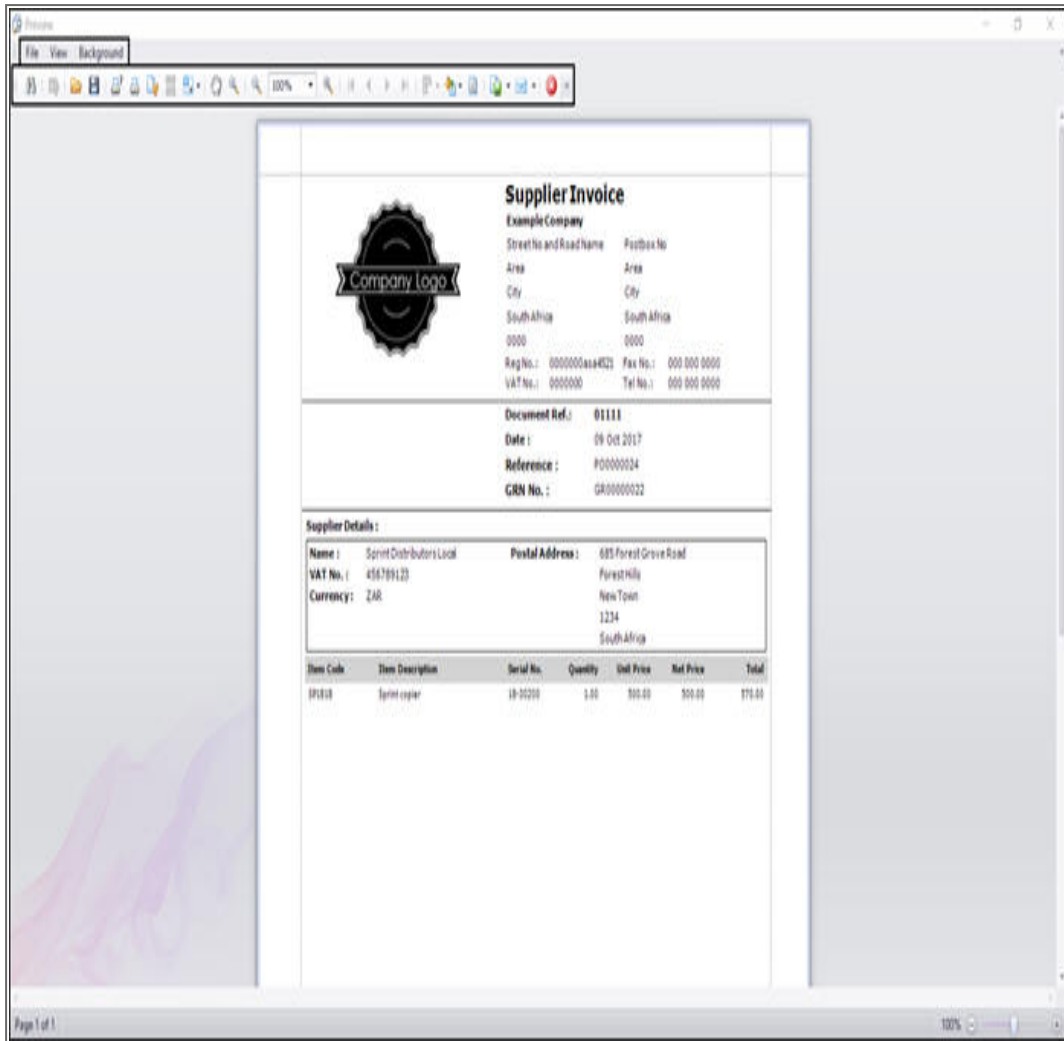
Sub Total: 500.00
VAT: 70.00
Grand Total: 570.00

Open Windows | 09 Oct 2017

Print Supplier Invoice (GRN fully invoiced)

- A **Report Generation** message box will pop up asking;
 - **Do you want to print the invoice []?**
- Click on **Yes**.

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



- A **Supplier Invoice Processing** screen will pop up informing you that;
 - **Invoice No. [] saved successfully.**
- Click on **OK**.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | Approve | Decline | Save Layout | Workspaces | Print | Export | Durban | New | Refresh

Maintain | Process | Format | Print | Current

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExd
N	GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000278	ZAR	1.00	14.00	22 000.
N	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	inv741223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.
N	SINW11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.
N	SINW4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.
N	12345	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	500.
N	01111	SPR001	Sprint Distributors Local	07 Sep 2016	PO0000024	ZAR	1.00	14.00	500.
N	234243234234	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	900.
N	SINW12344566	TON001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	500.
N	123456.99	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.
N	BUYBGR00000175	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000175	ZAR	1.00	14.00	0.
N	inv1	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	11 500.
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.
N	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.00	0.00	49.
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.

Supplier Invoice Processing

Invoice No. 01111 saved successfully.

OK

Open Windows | 09 Oct 2017

- You can now view the newly created supplier invoice in the **Purchase Invoice Listing** screen.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	TotalCostExd	Currency	ExchangeRate	TaxRate	TotalAmtInd	VATNo	Stat
N	SINV741	SPR001	Sprint Distributors Local	05 Jul 2016	GR00000293	45 000.00	ZAR	1.00	14.00	51 300.00	456789123	A
N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	15 000.00	ZAR	1.00	14.00	17 100.00	000000000	A
N	SWAPGR00000180	SUP001	Buy Back Supplier	06 Jul 2015	GR00000180	15 000.00	ZAR	1.00	14.00	17 100.00	000000000	A
N	SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	4 000.00	ZAR	1.00	14.00	4 560.00	000000000	A
N	GR347	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000340	160 741.00	ZAR	1.00	14.00	183 244.74	456789123	A
N	PO172	SPR001	Sprint Distributors Local	06 Jun 2017	GR00000349	8 000.00	ZAR	1.00	14.00	9 120.00	456789123	A
N	GRN351	SPR001	Sprint Distributors Local	06 Jun 2017		350.00	ZAR	1.00	14.00	399.00	456789123	A
N	GRN352	YES001	Young Electric	06 Jun 2017	PO0000366	20.00	ZAR	1.00	14.00	22.80	3245064654	A
N	GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000278	22 000.00	ZAR	1.00	14.00	25 080.00	456789123	A
N	BUYBGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	1 400.00	ZAR	1.00	14.00	1 596.00	456789123	A
N	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	350.00	ZAR	1.00	14.00	399.00	456789123	A
N	inv 74b 1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	3 500.00	ZAR	1.00	14.00	3 990.00	456789123	A
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		150.00	ZAR	1.00	14.00	171.00	456789123	A
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	2 500.00	ZAR	1.00	14.00	2 850.00	456789123	A
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		500.00	ZAR	1.00	14.00	570.00	456789123	A
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PO0000024	500.00	ZAR	1.00	14.00	570.00	456789123	A
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		900.00	ZAR	1.00	14.00	1 026.00	456789123	A
N	SINV12344566	TOW001	Tonys Copy Shop	12 Apr 2017		500.00	ZAR	1.00	14.00	570.00	9874561321	A
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		150.00	ZAR	1.00	14.00	171.00	456789123	A
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	0.00	ZAR	1.00	14.00	0.00	456789123	A
N	inv 1	SPR001	Sprint Distributors Local	13 Apr 2017		11 500.00	ZAR	1.00	14.00	13 110.00	456789123	A
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	125.00	ZAR	1.00	14.00	142.50	456789123	A
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	0.00	ZAR	1.00	14.00	0.00	456789123	A

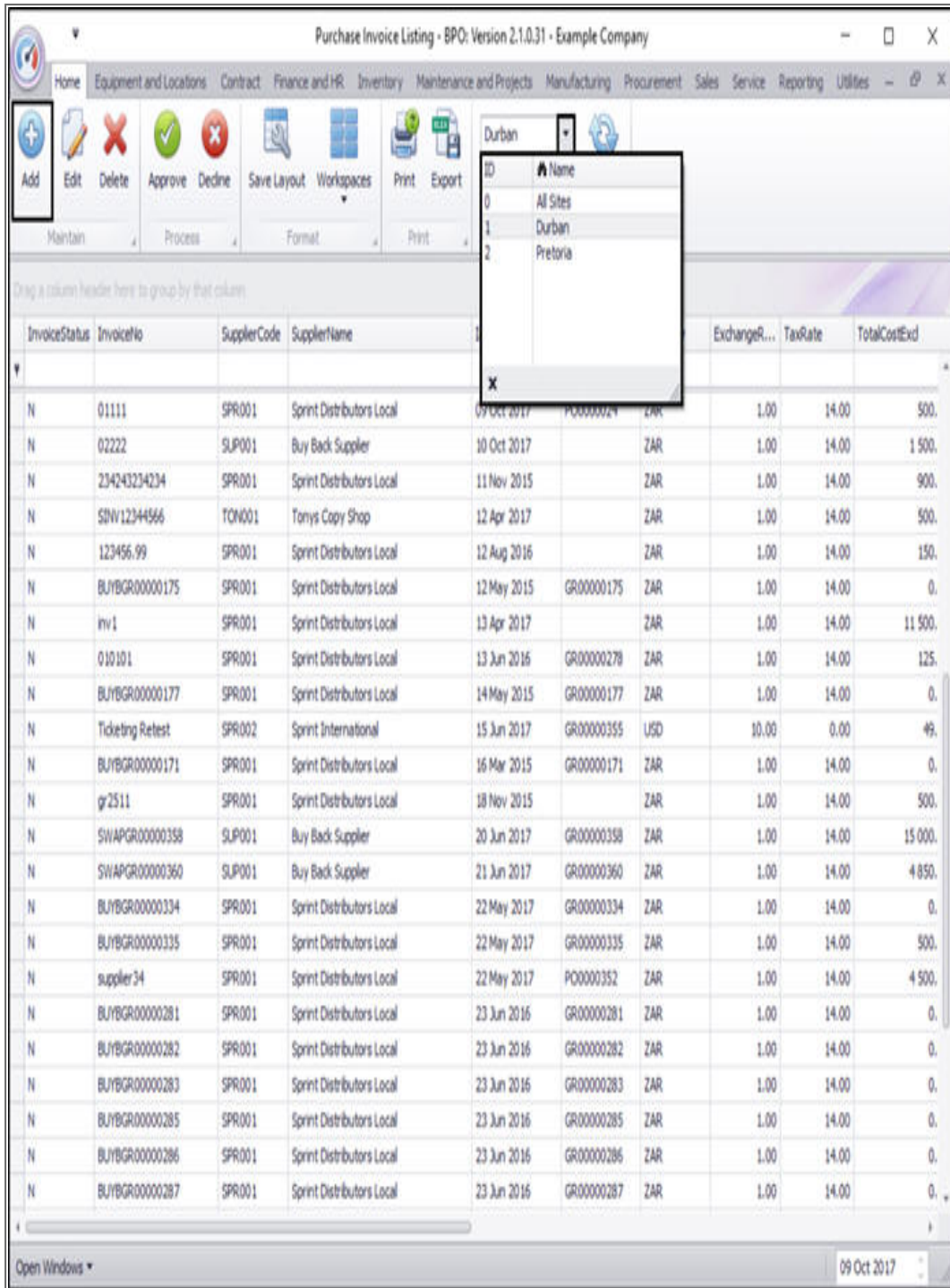
Open Windows 09 Oct 2017

- You can now follow the process to **accept the Supplier Invoice**.

ADD BACK TO BACK SUPPLIER INVOICE

In the **Purchase Invoice Listing** screen,

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



- The **Add new supplier invoice** screen will be displayed.
- Click on the **Back to Back** Invoice Type check box.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout WorkSpaces Back to Back

Process Format Invoice Type

Supplier GRN No.

Invoice Date 10 Oct 2017

Invoice No.

Address

Phone

Email

Contact Name

Postal Code

VAT No

Reference

Currency Exchange

Tax Rate

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt

Sub Total 0.00

VAT 0.00

Grand Total 0.00

Open Windows 09 Oct 2017

- Click on the **search** button in the **Supplier** field.
- The **Select a supplier to configure the supply info** screen will be displayed.

Note: The Supplier here is the finance house who has invoiced your company for the bank rental that your company has invoiced the client.

- Click on the **row selector** in front of the **Supplier** you wish to create Back to Back invoices for .
- Click on **Ok**.

The screenshot shows the 'Add new supplier Invoice' application window. The main form includes fields for Supplier, Invoice Date (10 Oct 2017), Invoice No., Address, Postal Code, Currency, and Exchange. A modal window titled 'Select a supplier to configure the supply info' is open, displaying a table of suppliers. The 'SUP001' row, 'Buy Back Supplier', is selected. The 'Ok' button in the modal is highlighted with a red box. The bottom of the main window shows a summary table with Sub Total, VAT, and Grand Total, all at 0.00.

SupplierCode	SupplierName	ContactName	SupplierType	Status
M555	A	A	GEN	A
888	Abi Store	Abi	GEN	A
BON001	Bonsai Bonanza	Teddy Miller	GEN	A
SUP001	Buy Back Supplier	Supplier Co...	BUY	A
DUR001	Durban Copy Shop	Megan Jones	GEN	A
MET001	Metro Peach	Jessica Johns	GEN	A

Sub Total	0.00
VAT	0.00
Grand Total	0.00

- Type in an **Invoice Number** for this Back to Back supplier invoice.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | WorkSpaces | Back to Back

Process | Format | Invoice Type

Supplier: SUP001

Invoice Date: 10 Oct 2017

Invoice No.: 02222

Address: PO Box 000
Area
City

Postal Code: 0000
South Africa

Currency: ZAR | Exchange: 1.0000

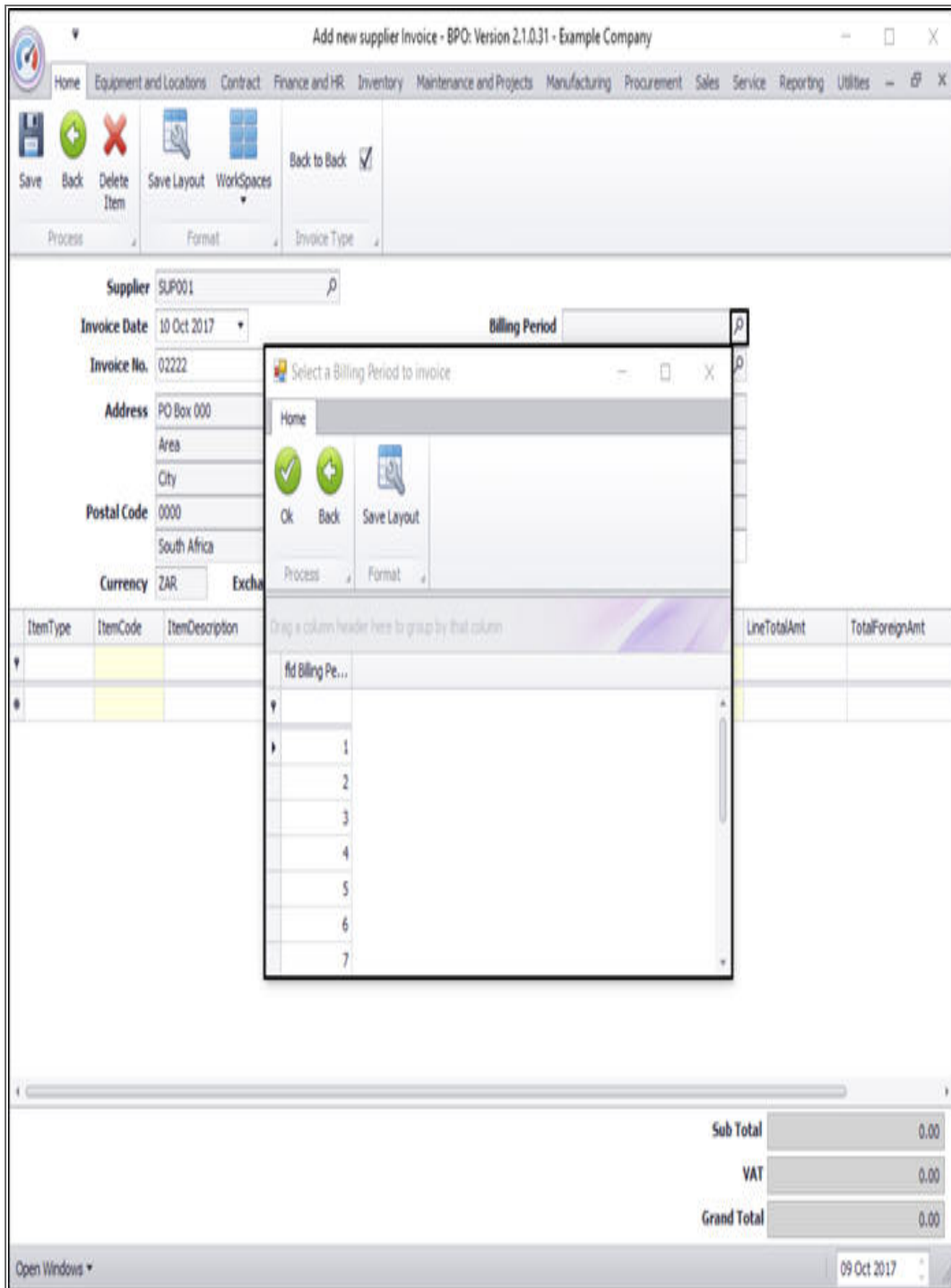
Billing Period
Serial No.
Phone
Email
Contact Name
VAT No: 0000000000
Reference
Tax Rate: 14.00

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt

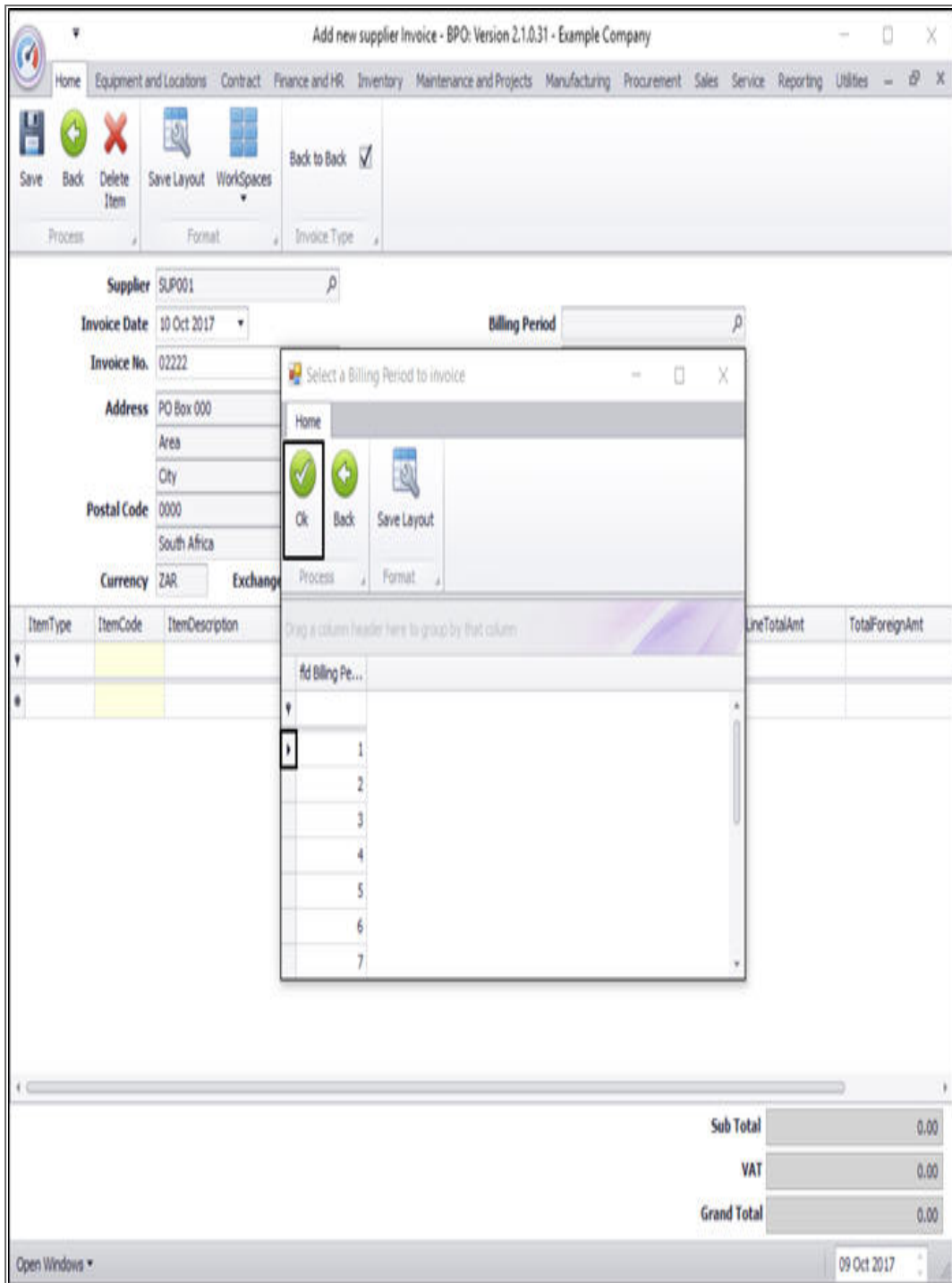
Sub Total: 0.00
VAT: 0.00
Grand Total: 0.00

Open Windows | 09 Oct 2017

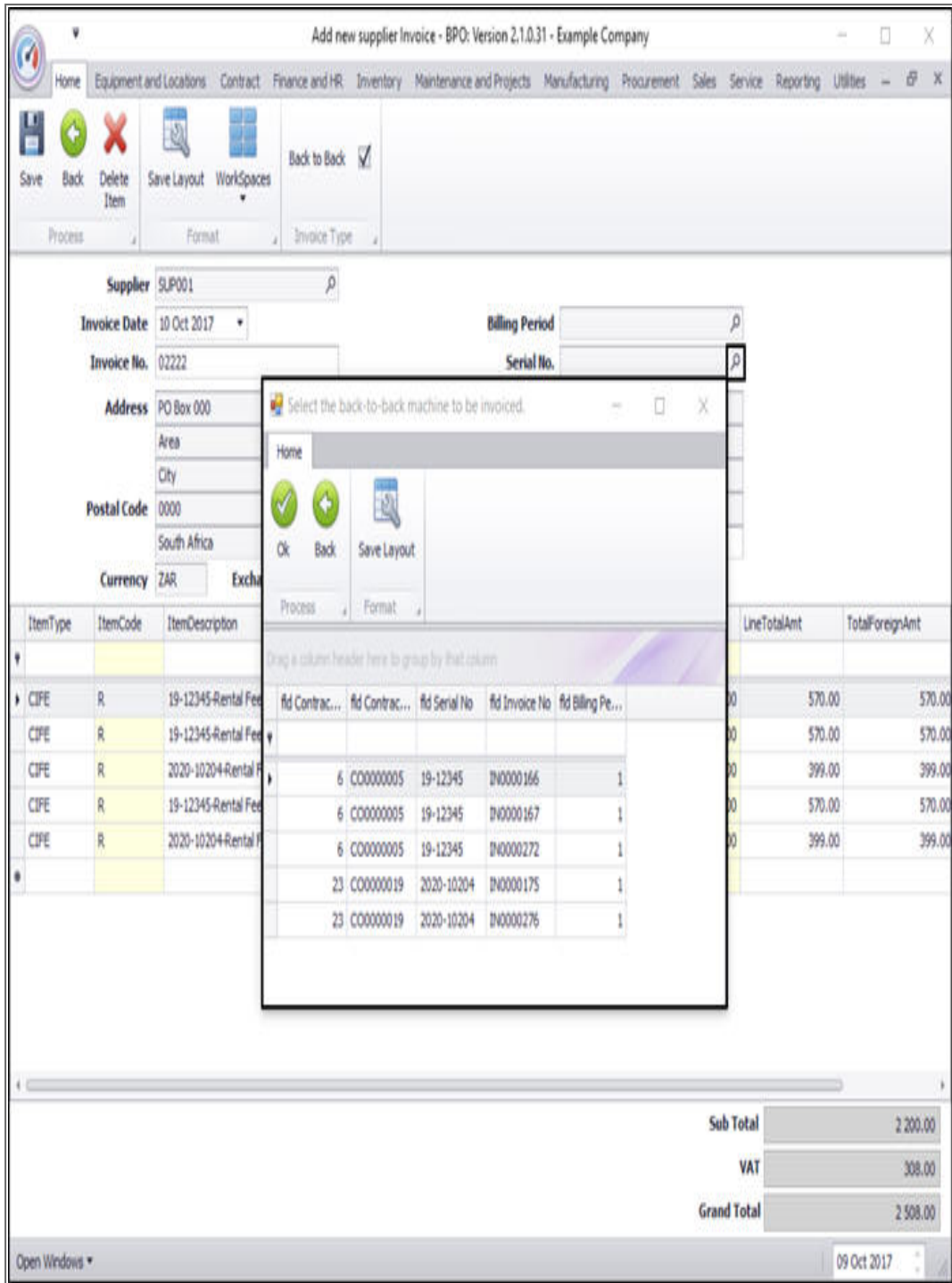
- Click on the **search** button in the **Billing Period** field.
- The **Select a Billing Period to invoice** screen will be displayed.



- Click on the **row selector** in front of the **Billing Period** you wish to invoice.
- Click on **Ok**.



- **Serial No** : If the finance house has invoiced you per machine;
 - Click on the **search** button in the **Serial No.** field.
- The **Select a Billing Period to invoice** screen will be displayed.
 - You can search for and select the **serial number**.
Otherwise all serial numbers invoiced via contract billing for this finance party will display.
 - You can remove items from the list to ensure the invoice matches, and raise another Back to Back invoice for the remaining items.
 - The rule is to ensure that this matches the Supplier's (finance party's) invoice to your company.



- Click on the **row selector** in front of the machine you wish to raise an invoice for.
- Click on **Ok**.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | WorkSpaces | Back to Back

Supplier: SUP001 | Invoice Date: 10 Oct 2017 | Billing Period: | Invoice No.: 02222 | Serial No.: | Address: PO Box 000 | Area: | City: | Postal Code: 0000 | South Africa | Currency: ZAR | Exchange:

ItemType	ItemCode	ItemDescription	fld Contrac...	fld Contrac...	fld Serial No	fld Invoice No	fld Billing Pe...	LineTotalAmt	TotalForeignAmt	
CIFE	R	19-12345-Rental Fee						00	570.00	570.00
CIFE	R	19-12345-Rental Fee						00	570.00	570.00
CIFE	R	2020-10204-Rental Fee	6	CO0000005	19-12345	IN0000166	1	00	399.00	399.00
CIFE	R	19-12345-Rental Fee	6	CO0000005	19-12345	IN0000167	1	00	570.00	570.00
CIFE	R	2020-10204-Rental Fee	6	CO0000005	19-12345	IN0000272	1	00	399.00	399.00
			23	CO0000019	2020-10204	IN0000175	1			
			23	CO0000019	2020-10204	IN0000276	1			

Sub Total: 2 200.00
VAT: 308.00
Grand Total: 2 508.00

Open Windows | 09 Oct 2017

Save Back to Back Invoice

- The selected items will now be displayed in the **Items** data grid.
- Click on **Save**.

Add new supplier Invoice - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | WorkSpaces | Back to Back

Supplier: SUP001

Invoice Date: 10 Oct 2017

Invoice No.: 02222

Address: PO Box 000

Postal Code: 0000

Currency: ZAR Exchange: 1,0000

Billing Period: 1

Serial No.: 19-12345

Phone:

Email:

Contact Name:

VAT No: 000000000

Reference:

Tax Rate: 14.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
CIFE	R	19-12345-Rental Fee	1	500.00	14.00	500.00	500.00	570.00	570.00	
CIFE	R	19-12345-Rental Fee	1	500.00	14.00	500.00	500.00	570.00	570.00	
CIFE	R	19-12345-Rental Fee	1	500.00	14.00	500.00	500.00	570.00	570.00	

Sub Total: 1 500.00

VAT: 210.00

Grand Total: 1 710.00

Open Windows | 09 Oct 2017

Print Back to Back Invoice

- A **Report Generation** message box will pop up asking;
 - **Do you want to print the invoice []?**
- Click on **Yes** if you do want to print it.

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

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export
 Durban
New
Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExcl
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PO0000024	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	SINY12344566	TON001	Tony's Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.
N	BUYBGR	Supplier Invoice Processing		12 May 2015	GR00000175	ZAR	1.00	14.00	0.
N	inv1			13 Apr 2017		ZAR	1.00	14.00	11 500.
N	010101			13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.
N	BUYBGR			14 May 2015	GR00000177	ZAR	1.00	14.00	0.
N	Ticket			15 Jun 2017	GR00000355	USD	10.00	0.00	49.
N	BUYBGR			16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.
N	gr2441			18 Nov 2015		ZAR	1.00	14.00	1 000.
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.
N	supplier 34	SPR001	Sprint Distributors Local	22 May 2017	PO0000352	ZAR	1.00	14.00	4 500.
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00	0.
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.

Open Windows | 09 Oct 2017

- You can now view the newly raised invoice in the **Purchase Invoice Listing** screen.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo
N	smv7461223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.00	3 990.00	456789123
N	SINW11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	456789123
N	SINW4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	456789123
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.00	570.00	456789123
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PC00000024	ZAR	1.00	14.00	500.00	570.00	456789123
N	02222	SUP001	Buy Back Supplier	10 Oct 2017		ZAR	1.00	14.00	1 500.00	1 710.00	000000000
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.00	1 026.00	456789123
N	SINW12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.00	570.00	987456132
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123
N	BUYGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123
N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	11 500.00	13 110.00	456789123
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.00	142.50	456789123
N	BUYGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123
N	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.00	0.00	49.00	49.00	456258741
N	BUYGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.00	1 140.00	456789123
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	456789123
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	000000000
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	000000000
N	BUYGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	456789123
N	BUYGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	456789123
N	supplier34	SPR001	Sprint Distributors Local	22 May 2017	PC00000352	ZAR	1.00	14.00	4 500.00	5 130.00	456789123
N	BUYGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123

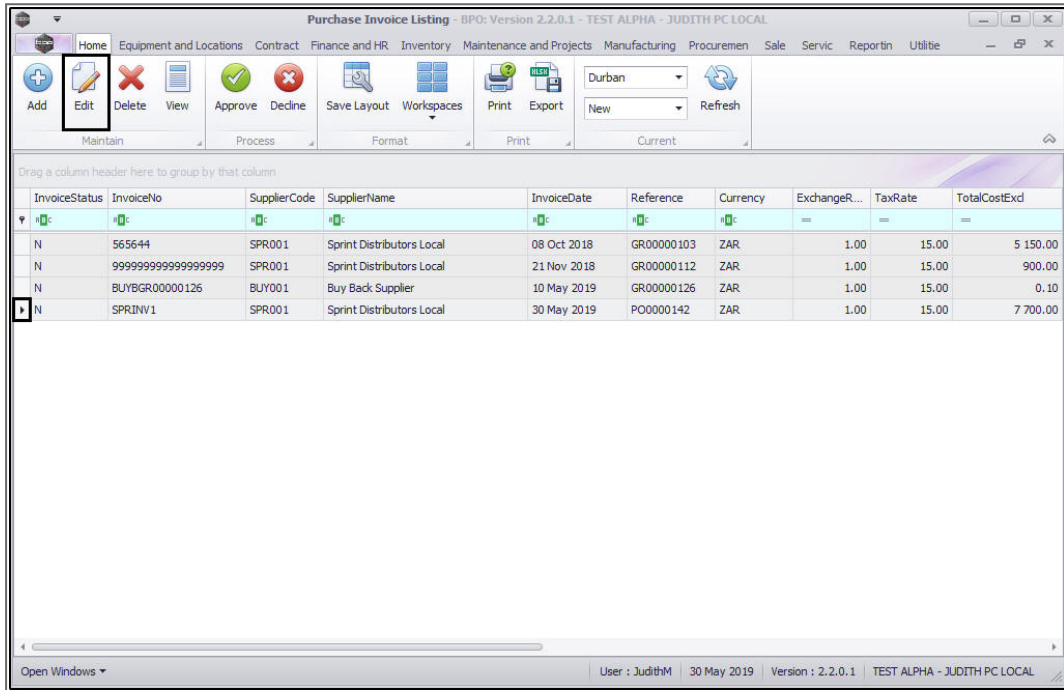
Open Windows ▾ 09 Oct 2017

You can now follow the process to [accept the Supplier Invoice](#).

EDIT SUPPLIER INVOICE

In the **Purchase Invoice Listing** screen,

- click on the **row selector** in front of the **supplier invoice** you wish to edit.
- Click on **Edit**.



- The **Edit Supplier Invoice** screen will be displayed.
- You can edit the following fields if required:
 - **Invoice Date**
 - **Invoice No**
 - **Exchange**
 - Quantity
 - **Unit Cost**
 - **Tax Rate**
 - **Foreign Cost**
- You can also delete items if required.

Edit Supplier Invoice - SPRINV1 - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sale | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Back to Be

Supplier: SPR001 | GRN No.: GR00000127

Invoice Date: 30 May 2019 | Invoice No.: SPRINV1

Address: 77 Crompton Street, Pinetown Central, Pinetown, 3610

Phone: | Email: | Contact Name: Joshua Reeds | VAT No: 980765456 | Reference: PO0000142 | Tax Rate: 15.00

Currency: ZAR | Exchange: 1.0000

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt
INVN	2020-147K	SP2020 Black Toner	9.00	300.00	15.00	2 700.00	300.00	3 105.00	3 105.00
INVN	SP2020MFC	SP2020 Sprint MFC	1.00	5 000.00	15.00	5 000.00	5 000.00	5 750.00	5 750.00

Sub Total: 7 700.00
VAT: 1 155.00
Grand Total: 8 855.00

User: JudithM | 30 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- After making the required changes, click on **Save**.

Edit Supplier Invoice - SPRINV1 - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sale | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Back to Be

Supplier: SPR001 | GRN No.: GR00000127

Invoice Date: 30 May 2019 | Invoice No.: SPRINV1

Address: 77 Crompton Street, Pinetown Central, Pinetown, 3610

Phone: | Email: | Contact Name: Joshua Reeds | VAT No: 980765456 | Reference: PO0000142 | Tax Rate: 15.00

Currency: ZAR | Exchange: 1.0000

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt
INVN	2020-147K	SP2020 Black Toner	9.00	400.00	15.00	3 600.00	400.00	4 140.00	4 140.00
INVN	SP2020MFC	SP2020 Sprint MFC	1.00	5 000.00	15.00	5 000.00	5 000.00	5 750.00	5 750.00

Sub Total: 8 600.00
VAT: 1 290.00
Grand Total: 9 890.00

User: JudithM | 30 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- The processes that will follow will depend on whether you are [fully invoicing the GRN](#) or [partially invoicing the GRN](#).

DELETE SUPPLIER INVOICE

In the **Purchase Invoice Listing** screen,

- click on the **row selector** in front of the **supplier invoice** you wish to delete.
- Click on **Delete**.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit **Delete** Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo
N	sinv7461223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.00	3 990.00	456789123
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	456789123
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	456789123
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.00	570.00	456789123
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PO0000024	ZAR	1.00	14.00	500.00	570.00	456789123
N	02222	SUP001	Buy Back Supplier	10 Oct 2017		ZAR	1.00	14.00	1 500.00	1 710.00	000000000
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.00	1 026.00	456789123
N	SINV12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.00	570.00	987456132
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123
N	BUYGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123
N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	11 500.00	13 110.00	456789123
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.00	142.50	456789123
N	BUYGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123
N	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.00	0.00	49.00	49.00	456258741
N	BUYGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.00	1 140.00	456789123
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	456789123
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	000000000
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	000000000
N	BUYGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	456789123
N	BUYGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	456789123
N	supplier34	SPR001	Sprint Distributors Local	22 May 2017	PO0000352	ZAR	1.00	14.00	4 500.00	5 130.00	456789123
N	BUYGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123

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- A **Process Validation** message box will pop up asking;
 - **Are you sure that you want to delete this supplier**

invoice? This will open the associated GRN.

- Click on **Yes**.

Process Validation

Are you sure you want to delete this supplier invoice? This will open the associated GRN.

Yes No

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExd	TotalAmtInd	VATNo
N	sim7461223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.00	3 990.00	456789123
N	SINW11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	456789123
N	SINW4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	456789123
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.00	570.00	456789123
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PC00000024	ZAR	1.00	14.00	500.00	570.00	456789123
N			Process Validation				1.00	14.00	1 500.00	1 710.00	000000000
N							1.00	14.00	900.00	1 026.00	456789123
N							1.00	14.00	500.00	570.00	987456132
N							1.00	14.00	150.00	171.00	456789123
N							1.00	14.00	0.00	0.00	456789123
N							1.00	14.00	11 500.00	13 110.00	456789123
N							1.00	14.00	125.00	142.50	456789123
N							1.00	14.00	0.00	0.00	456789123
N	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.00	0.00	49.00	49.00	456258741
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123
N	gr241	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.00	1 140.00	456789123
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	456789123
N	SIWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	000000000
N	SIWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	000000000
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	456789123
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	456789123
N	supplier34	SPR001	Sprint Distributors Local	22 May 2017	PC00000352	ZAR	1.00	14.00	4 500.00	5 130.00	456789123
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123

- A **Supplier Invoice - Process** message box will pop up informing you that;
 - **This supplier invoice [] has been deleted.**
- Click on **OK**.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | Approve | Decline | Save Layout | Workspaces | Print | Export | Durban | New | Refresh

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExd	TotalAmtIncl	VATNo
N	inv7461223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.00	3 990.00	456789123
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	456789123
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	456789123
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.00	570.00	456789123
N	01111	SPR001					1.00	14.00	500.00	570.00	456789123
N	02222	SUP001					1.00	14.00	1 500.00	1 710.00	000000000
N	234243234234	SPR001					1.00	14.00	900.00	1 026.00	456789123
N	SINV12344566	TON001					1.00	14.00	500.00	570.00	987456132
N	123456.99	SPR001					1.00	14.00	150.00	171.00	456789123
N	BUYBGR00000175	SPR001					1.00	14.00	0.00	0.00	456789123
N	inv1	SPR001					1.00	14.00	11 500.00	13 110.00	456789123
N	010101	SPR001					1.00	14.00	125.00	142.50	456789123
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123
N	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.00	0.00	49.00	49.00	456258741
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.00	1 140.00	456789123
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	456789123
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	000000000
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	000000000
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	456789123
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	456789123
N	supplier34	SPR001	Sprint Distributors Local	22 May 2017	PC00000352	ZAR	1.00	14.00	4 500.00	5 130.00	456789123
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123

Supplier Invoice - Process

The supplier invoice gr2441, has been deleted.

OK

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- The deleted invoice can now be viewed in the **Purchase Invoice Listing** screen where the **status** is set to **Deleted**.

Purchase Invoice Listing - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export

Deleted Refresh

Status StatusDesc

D Deleted
N New
U Updated

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	TotalCostExcl	TotalAmtIncl	VATNo	Status
D	08:38:11	SPR001	Sprint Distributors Local	01 May 2014	GR000000000	15 000.00	17 100.00	456789123	D
D	15:25:26	SPR001	Sprint Distributors Local	01 May 2014	GR000000000	500.00	570.00	456789123	D
D	15:44:45	SPR001	Sprint Distributors Local	04 Jul 2014	GR000000084	3 500.00	3 990.00	456789123	D
D	10:57:05	TON001	Tonys Copy Shop	07 Jan 2015	GR00000151	450.00	513.00	9874561321	D
D	10:55:51	SPR001	Sprint Distributors Local	13 Aug 2014	ZAR	1 750.00	1 995.00	456789123	D
D	15:11:42	SPR001	Sprint Distributors Local	16 Nov 2015	GR00000223	500.00	570.00	456789123	D
D	11:23:22	SPR002	Sprint International	17 Apr 2014	USD	425.00	425.00	456258741	D
D	12:41:02	SPR001	Sprint Distributors Local	18 Nov 2015	ZAR	5 500.00	6 270.00	456789123	D
D	gr24411...	SPR001	Sprint Distributors Local	18 Nov 2015	ZAR	1 000.00	1 140.00	456789123	D
D	14:11:57	SPR001	Sprint Distributors Local	21 Jul 2014	GR00000093	950.00	1 083.00	456789123	D

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Related Topics



Add, Edit, Delete Supplier Invoice

- [Print Supplier Invoice](#)
- [Accept Supplier Invoice](#)

MNU.132.001