

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

PROCUREMENT

APPROVE A SUPPLIER INVOICE

Approving a Supplier Invoice is a very important step in the procurement process. Only once the Supplier Invoice is '**Approved**', will the relevant accounting transactions post. 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.

Important Note: A Stock Supplier Return / Non Stock Supplier Return must be raised before the Supplier Debit Note can be raised against the Supplier Invoice.

Ribbon Access: Procurement > Invoices



2	•				BPO: Version 2.1	.0.31 - Example	Company				2	0	
9 E	quipment and t	locations C	ontract Financ	ce and HR Inve	ntory Maintenar	nce and Projects	Manufacturi	g Procurement	Sales	Service	Reporting	Usities	
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upplers	Requisitions		editing Invoices	Debit Returns	Goods Received	Warranties (
				Notes	Notes								
ister 👍	-		Processing		-	Warranties	5 4						

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

Select the Site and Status

Help v2024.5.0.7/1.0 - Pg 2 - Printed: 04/07/2024



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

) Home	quipment and Location	ons Contract	Finance and HR Inven	tory Maintenan	e and Projects	Manufacturing	Procurement	Sales Se	rvice Reporting) Utilities -	e :
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InvoiceStatus	InvoiceNo +	SupplierCode	SupplerName	InvoiceDate +	R			TaxRate	TotalCostExd	TotalAmtInd	VATNo
N	GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	×	08	100	14.00	22 000.00	25 080.00	456789
N	GRN351	SPR001	Sprint Distributors Local			ZAR	1.00		350.00		456789
N	GRN352	YE5001	Young Electric	06 Jun 2017	PO0000366	ZAR	1.00		20.00		324506
N	P0172	SPR001	Sprint Distributors Local	06 Jun 2017	GR00000349	ZAR	1.00		8 000.00		
N	BUYBGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	ZAR	1.00	14.00	1 400.00	1 596.00	456785
N	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	ZAR	1.00	14.00	350.00	399.00	456785
N	SDW11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	45678
N	SDW4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	456789
N	sinv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.00	3 990.00	456789
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1,00	14.00	500.00	570.00	456789
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	P00000024	ZAR	1.00	14.00	500.00	\$70.00	456789
N	02222	SUP001	Buy Back Suppler	10 Oct 2017		ZAR	1.00	14.00	1 500.00	1 710.00	000000
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.00	1 0 26.00	456789
N	SINV12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.00	\$70.00	98745
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	45678
N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	11 500.00	13 110.00	456785
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.00	142.50	456785
N.	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	45678
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	45678
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	00000
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	45678
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- Select the Status.
 - This must be set to **New**.

Home	Equipment and Locati	ons Contract	Purchase invo	ice Listing - BPO				Sales Se	ervice Reporting	- O	1.00
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N	GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	P			14.00	22 000.00	25 080.00	4567891
N	GRN351	SPR001	Sprint Distributors Local	06 Jun 2017	×	4		14.00	350.00	399.00	4567891
N	GRN352	YES001	Young Electric	06 Jun 2017	P00000366	ZAR	1.00	14.00	20.00	22.80	3245064
N	P0172	SPR001	Sprint Distributors Local	06 Jun 2017	GR00000349	ZAR	1.00	14.00	8 000.00	9 120.00	456789
N	BUYBGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	ZAR	1.00	14.00	1 400.00	1 596.00	4567893
N	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	ZAR	1.00	14.00	350.00	399.00	4567891
N	SDW11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	4567891
N	5DVV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	4567891
N	sinv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.00	3 990.00	4567891
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.00	\$70.00	4567891
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	P00000024	ZAR	1.00	14.00	500.00	570.00	4567891
N	02222	SUP001	Buy Back Suppler	10 Oct 2017		ZAR	1,00	14.00	1 500.00	1 710.00	0000000
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.00	1 0 2 6.00	456789
N	50W12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.00	570.00	987456
N	123456.99	SPR:001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789
N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	11 500.00	13 110.00	456789
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.00	142.50	456789
N	BJ//BGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	456789
N	SWAPGR00000358	SUP001	Buy Back Suppler	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	000000
N	BUYBGR00000334	SPR.001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	456789
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SELECT SUPPLIER INVOICE

• Click on the **row selector** in front of the **supplier invoice** you wish to **approve**.

APPROVE INVOICE

• Click on Approve.

Note: As Approval is selected this financial transaction will post to Evolution.



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Home	Equipment and Locati	ons Contract	Finance and HR Inver	story Maintenani	te and Projects	Manufacturing	Procurement	Sales 5	ervice Reportin	g Utilities -	8
3 👔	X	8	2	8	Durban	• 6					
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InvoiceStatus	InvoiceNo +	SupplerCode	SupplierName	InvoiceDate +	Reference	Currency 8	ExchangeRate	TaxRate	TotalCostExd	TotalAmtInd	VATNo
,											
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.00	570.00	4567891
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	P00000024	ZAR	1.00	14.00	500.00	570.00	4567891
N	02222	SUP001	Buy Back Suppler	10 Oct 2017		ZAR	1.00	14.00	1 500.00	1 710.00	0000000
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.00	1 026.00	4567891
N	5IW 12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.00	570.00	9874561
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	4567891
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	4567891
N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	11 500.00	13 110.00	4567891
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.00	142.50	4567891
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	4567891
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	4567891
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	4567891
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	0000000
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	4567891
N	8UY8GR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	456789)
N	suppler34	SPR001	Sprint Distributors Local	22 May 2017	P00000352	ZAR	1.00	14.00	4 500.00	5 130.00	4567891
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	4567893
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.00	0.00	456789
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	456789
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1,00	14.00	0.00	0.00	456789
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	456789
N	BUYBGR00000287	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000287	ZAR	1.00	14.00	0.00	0.00	456789
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000157	ZAR	1.00	14.00	500.00	570.00	456789
-	Party March 200	1997.263	Provide the second cost								,

• A **Supplier Invoice - Process** message box will pop up informing you that;



• The supplier invoice, no. [] has been processed as accepted.

• Click on OK.

9	Home	Equipment and	Locatio	ons Contr							Sales 5	ervice Reportin	- C g Utilites -	1.00	
}	0	X		x	2	2	A	Durban	• 4	3					
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Invo	iceStatus	InvoiceNo		SupplerCo	de SupplerName	InvoiceDate	•	Reference	Currency	ExchangeRate	TaxRate	TotalCostExd	TotalAmtInd	VATN	Q
N		12345	ello • SupplierCode SupplierName Invoid ello • SupplierCode SupplierName Invoid SPR001 Sprint Distributors Local 08 Jun SPR001 Sprint Distributors Local 09 Oct SUP001 Buy Back Supplier 10 Oct 3234234 SPR001 Sprint Distributors Local 11 Nor 2244566 TON001 Tonys Copy Shop 12 Apr Code - Process	cal 08 Jun 2017	1		ZAR	1,00	14.00	500.00	570.00	4567	891		
N		01111		Image: Seve Layout Image: Seve Layout Image: Seve Layout Process Format SupplerCode SupplerName SPR001 Sprint Distributors Loc SPR011 Sprint Distributors Loc <	cal 09 Oct 2017	1	P00000024	ZAR	1.00	14.00	500.00	570.00	4567	89	
N		Note: Approve Dedne Process Process InvoiceHo SupplerCod 12345 SpR001 01111 SpR001 01111 SPR001 02222 SPR001 234243234234 SPR001 02222 SPR001 SUV12344566 TON001 STARE.co conon SUV12344566 TON001 Stare.co conon SupplerCod conon SupplerCod spR001 SupplerCod SpR001 SupplerCod SpR001 SupplerCod SpR001 SupplerCod SpR01 SupBGR0000283 <	Buy Back Suppler	10 Oct 2017	7		ZAR	1.00	14.00	1 500.00	1 710.00	0000	000		
N		2342432342	234243234234 SPR001 Sprint Distributors Le		cal 11 Nov 201	5		ZAR	1.00	14.00	900.00	1026.00	4567	89	
N		SINV123449	V12344566 TON001 Tonys Copy Shop 1 ats: 00 500001 Codent Distributives Local 3	12 Apr 2017	1		ZAR	1,00	14.00	500.00	\$70.00	9874	56		
N	-	and the second sec							ZAR	1.00	14.00	150.00	171.00	4567	89
N	Shbb	opher Invoice - Process						0000175	ZAR	1.00	14.00	0.00	0.00	4567	89
N									ZAR	1.00	14.00	11 500.00	13 110.00	4567	89
N		The supplier invoice, no. BUYBGR00000335 has been processed accepted.					85	0000278	ZAR	1.00	14.00	125.00	142.50	4567	89
N								0000177	ZAR	1,00	14.00	0.00	0.00	4567	89
N	_							0000171	ZAR	1.00	14.00	0.00	0.00	4567	89
N			ier Involce - Process The supplier involce, no. BUYBGR00000335 has been pr accepted.		OK	/		ZAR	1.00	14.00	500.00	570.00	4567	89	
N			r Imoice - Process The supplier invoice, no. BUYBGR00000335 has been pr accepted. UYBGR00000334 SPR001 Sprint Distributors Local 22	UN	_	0000358	ZAR	1.00	14.00	15 000.00	17 100.00	0000	000		
Ν	_	BUYBGR0000	0334	SPR001	Sprint Distributors Lo	cal 22 May 201	7	GR00000334	ZAR	1,00	14.00	0.00	0.00	4567	89
N		BUYBGROOOD	0335	SPR001	Sprint Distributors Lo	cal 22 May 201	7	GR00000335	ZAR	1.00	14.00	500.00	570.00	4567	89
N		suppler34		SPR001	Sprint Distributors Lo	cal 22 May 201	7	PO0000352	ZAR	1.00	14.00	4 500.00	5 130.00	4567	89
Ν		BUYBGR0000	0281	SPR001	Sprint Distributors Lo	cal 23 Jun 2016	5	GR00000281	ZAR	1.00	14.00	0.00	0.00	4567	89
N		BUYBGR0000	0282	SPR001	Sprint Distributors Lo	cal 23 Jun 2016	5	GR00000282	ZAR	1.00	14.00	0.00	0.00	4567	89
N		BUYBGROOOD	0283	SPR001	Sprint Distributors Lo	cal 23 Jun 2016	5	GR00000283	ZAR	1.00	14.00	0.00	0.00	4567	89
N		BUYBGROOOD	0285	SPR001	Sprint Distributors Lo	cal 23 Jun 2016	5	GR00000285	ZAR	1.00	14.00	0.00	0.00	4567	89
N		BUYBGROOOD	0286	SPR001	Sprint Distributors Lo	cal 23 Jun 2016		GR00000285	ZAR	1.00	14.00	0.00	0.00	4567	89
N		BUYBGR0000	0287	SPR001	Sprint Distributors Lo	cali 23 Jun 2016	5	GR00000287	ZAR	1.00	14.00	0.00	0.00	4567	85
N		BUYBGROOO	0157	SPR001	Sprint Distributors Lo	cal 27 Jan 2015	5	GR00000157	ZAR	1.00	14.00	500.00	570.00	4567	89
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• The accepted supplier invoice can now be viewed in the **Purchase Invoice Listing** screen where the **Status** is set to **Updated**.

Но	me Equipmen	Purchase Invoice Listing - 8 ipment and Locations Contract Finance and HR Inventory Mainter		Maintenance	and Projects	Manufacturing	Procurement	Sales Service	Reporting Uti	ites - 19	0	
•	Edt Delete	Aprove De	dre Save La	yout Workspaces	1	Durban Updated Status	Refresh AstusDesc Deleted					
						N	New					
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U	Contract	ors Invoice	SPR001	Sprint Distributors Local				_	1.00	14.00	8	800
U	TestPSRI	N.	SPR001	Sprint Distributors Local		x		h	1.00	14.00		250
U	80\5478		SUP001	Buy Back Supplier		23 Sep 2014		ZAR	1.00	14.00		
U.	51NV745			Sprint Distributors Local		23 Sep 2014		ZAR	1.00	14.00		450
U	SINV147	963	SPR001	Sprint Distributors Local Sprint Distributors Local		23 Sep 2014		ZAR	1.00	14.00	3	350
U	BUYBGRO	00000335	SPR001	Sprint Distributors Local			GR00000335	ZAR	1.00	14.00	5	500
U	DNV 1020	-100	SPR001	Sprint Distributors Local		22 Jun 2015		ZAR	1.00	14.00	78	850
U	BUYBGR	0000025	SPR001	Sprint Distributors Local		22 Apr 2014	GR00000025	ZAR	1.00	14.00		500
U	SWAPGR	00000360	SUP001	Buy Back Suppler		21 Jun 2017	GR00000360	ZAR	1.00	14.00	48	850
U	123147		SPR001	Sprint Distributors Local		21 3.4 2014		ZAR	1.00	14.00	,	750
U	SINV987	65	SPR001	Sprint Distributors Local		20 Aug 2014		ZAR	1.00	14.00	(650
U	gr 2662		SPR001	Sprint Distributors Local		19 Nov 2015		ZAR	1.00	14.00	15	500
U	gr2651		5PR.001	Sprint Distributors Local		19 Nov 2015		ZAR	1.00	14.00	10	000
U	gr259		SPR001	Sprint Distributors Local		19 Nov 2015		ZAR	1.00	14.00	15	500
U	collector	v2.1.0.4	SPR001	Sprint Distributors Local		19 May 2017	P00000337	ZAR	1.00	14.00	(67
U	SIN9876		SPR001	Sprint Distributors Local		19 Feb 2015	GR00000167	ZAR	1.00	14.00	13	250
U	gr248		SPR001	Sprint Distributors Local		18 Nov 2015		ZAR	1.00	14.00	36	600
U	gr2433		SPR001	Sprint Distributors Local		18 Nov 2015		ZAR	1.00	14.00	10	000
U	gr243		SPR001	Sprint Distributors Local		18 Nov 2015		ZAR	1.00	14.00	43	50
U	gr2403		SPR001	Sprint Distributors Local		18 Nov 2015		ZAR	1.00	14.00	5	50
U	gr2402		5PR001	Sprint Distributors Local		18 Nov 2015		ZAR	1.00	14,00	5	50
U	gr240		SPR001	Sprint Distributors Local		18 Nov 2015		ZAR	1.00	14.00		50
U	g 239		SPR001	Sprint Distributors Local		18 Nov 2015		ZAR	1.00	14.00	55	50

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