

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

# PROCUREMENT

## **DELETE SUPPLIER INVOICE**

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

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

#### Ribbon Select Procurement > Invoices



																Company								
Hom	ne E	quipment	t / Locations	Contract	Finance / H	R Inventory	r Mainte	nance / Pr	jects	Manuf	acturing	Proc	urement	Sales	Service	Reporting	Uti	ities					-	8
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			N	BUYBGR000	00157	SPR001	Sprint Dist	ributors Lo	al		27/01/2	015	GR000	00157	ZAR		1.00	14.00	500.0	570.00	456789123	4	Harry Jackson	
		÷	N	BUYBGR000		SPR001	Sprint Dist				27/01/2		GROOD		ZAR		1.00	14.00	500.0		456789123		Harry Jackson	
			N	BUYBGR000		SPR001	Sprint Dist				16/03/2		GR000		ZAR		1.00	14.00	0.0		456789123		Harry Jackson	
			N	BUYBGR000	00175	SPR001	Sprint Dist	ributors Lor	al		12/05/2	015	GR000	00175	ZAR		1.00	14.00	0.0	0.00	456789123	A	Harry Jackson	
			N	BUYBGR000	00177	SPR001	Sprint Dist	ributors Los	al		14/05/2	015	GR000	00177	ZAR		1.00	14.00	0.0	0.00	456789123	A	Harry Jackson	a.
			N	SWAPGR00	000179	SUP001	Buy Back S	upplier			06/07/2	015	GR000	00179	ZAR		1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Conta	a
			N	SWAPGR00	000180	SUP001	Buy Back S	upplier			06/07/2	015	GR000	00180	ZAR		1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Conta	a
			N	SWAPGR00	000181	SUP001	Buy Back S	upplier			06/07/2	015	GR000	00181	ZAR		1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Conta	a
			N	gr2441		SPR001	Sprint Dist	ributors Lor	al		18/11/2	015			ZAR		1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson	•
			N	BUYBGR000	00281	SPR001	Sprint Dist	ributors Lo	al		23/06/2	016	GR000	00281	ZAR		1.00	14.00	0.0	0.00	456789123	A	Harry Jackson	'n
			N	BUYBGR000	00282	SPR001	Sprint Dist	ributors Lor	al		23/06/2	016	GR000	00282	ZAR		1.00	14.00	0.0	0.00	456789123	Α	Harry Jackson	6
			N	BUYBGR000	00283	SPR001	Sprint Dist	ributors Lor	al		23/06/2	016	GR000	00283	ZAR		1.00	14.00	0.0	0.00	456789123	A	Harry Jackson	'n
			N	BUYBGR000	00285	SPR001	Sprint Dist	ributors Lor	al		23/06/2	016	GR000	00285	ZAR		1.00	14.00	0.0	0.00	456789123	A	Harry Jackson	•
			N	BUYBGR000	00286	SPR001	Sprint Dist	ributors Lo	al		23/06/2	016	GR000	00286	ZAR		1.00	14.00	0.0	0.00	456789123	A	Harry Jackson	'n
			N	BUYBGR000	00287	SPR001	Sprint Dist	ributors Lor	al		23/06/2	016	GR000	00287	ZAR		1.00	14.00	0.0	0.00	456789123	A	Harry Jackson	6
			N	SINV741		SPR001	Sprint Dist	ributors Lor	al		05/07/2	016	GR000	00293	ZAR		1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson	'n
			N	123456.99		SPR001	Sprint Dist	ributors Lo	al		12/08/2	016			ZAR		1.00	14.00	150.00	171.00	456789123	Α	Harry Jackson	•
			N	SINV11.22.	33	SPR001	Sprint Dist	ributors Lo	al		07/09/2	016			ZAR		1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	'n
			N	SINV4788		SPR001	Sprint Dist	ributors Lo	al		07/09/2	016	GR000	100298	ZAR		1.00	14.00	2,500.00	2,850.00	456789123	Α	Harry Jackson	n
			N	789456		SPR001	Sprint Dist	ributors Lo	al		31/10/2	016			ZAR		1.00	14.00	200.00	228.00	456789123	A	Harry Jackson	'n
			N	SWAPGR00	000311	SUP001	Buy Back S	upplier			03/04/2	017	GR000	00311	ZAR		1.00	14.00	4,850.00	5,529.00	0000000000	Α	Supplier Conta	ac
			N	SINV123449	666	TON002	Tonys Cop	y Shop			12/04/2	017			ZAR		1.00	14.00	500.00	570.00	9874561321	A	Tony	
			N	SINV123445	566	TON002	Tonys Cop	y Shop			12/04/2	017			ZAR		1.00	14.00	500.00	570.00	9874561321	A	Tony	
			N	SINV123449	966	TON002	Tonys Cop	y Shop			12/04/2	017			ZAR		1.00	14.00	500.00	570.00	9874561321	A	Tony	
			N	inv1		SPR001	Sprint Dist	ributors Lor	al		13/04/2	017			ZAR		1.00	14.00	11,500.00	13,110.00	456789123	A	Harry Jackson	'n
			N	BUYBGR000	00321	SPR001	Sprint Dist	ributors Loo	al		02/05/2	017	GR000	00321	ZAR		1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	n.
			N	BUYBGR000	00322	SPR001	Sprint Dist	ributors Lor	al		04/05/2	017	GR000	00322	ZAR		1.00	14.00	500.0	570.00	456789123	Α	Harry Jackson	•

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

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#### Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

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

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



### **DELETE SUPPLIER INVOICE**

• Select the **Supplier Invoice** you wish to edit.

Ψ								Purcha	se Invoice Listing - E	PO: Version	2.4.0.18 - Exampl	e Company							2)
ф в	ome Equ	ipment / Lo	cations	Contract Fina	ance / HR	Inventory	Mainte	nance / Projects	Manufacturing Pro	curement	Sales Service	Reporting	Utilities					- 6	5
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	-	N A		BUYBGR00000157	7	SPR001	Sprint Distr	butors Local	27/01/2015	GR00000	157 ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	Ŀ
		N		BUYBGR00000158	8	SPR001	Sprint Distr	butors Local	27/01/2015	GR00000	158 ZAR	1.00	0 14.00	500.00	570.00	456789123	A	Harry Jackson	l
		N		BUYBGR0000017	1	SPR001	Sprint Distr	butors Local	16/03/2015	GR00000	171 ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	į.
		N		BUYBGR0000017		SPR001	Sprint Distr	butors Local	12/05/2015	GR00000		1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	l
		N		BUYBGR00000177	7	SPR001	Sprint Distr	butors Local	14/05/2015	GR00000	177 ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	į,
		N		SWAPGR0000017	79	SUP001	Buy Back S	upplier	06/07/2015	GR00000	179 ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contac	ĸ
		N		SWAPGR0000018	30	SUP001	Buy Back S	upplier	06/07/2015	GR00000	180 ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contac	ĸ
		N		SWAPGR0000018	31	SUP001	Buy Back S	upplier	06/07/2015	GR00000	181 ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Contac	ĸ
		N		gr2441		SPR001	Sprint Distr	butors Local	18/11/2015		ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson	Ĺ
		N		BUYBGR0000028	1	SPR001	Sprint Distr	butors Local	23/06/2016	GR00000		1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	l
		N		BUYBGR00000283	2	SPR001	Sprint Distr	butors Local	23/06/2016	GR00000	282 ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	Ĺ
		N		BUYBGR00000283		SPR001	Sprint Distr	ibutors Local	23/06/2016	GR00000		1.00	14.00	0.00		456789123		Harry Jackson	l
		N		BUYBGR00000285	5	SPR001	Sprint Distr	butors Local	23/06/2016	GR00000	285 ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	Ĺ
		N		BUYBGR00000288		SPR001	Sprint Distr	butors Local	23/06/2016	GR00000		1.00		0.00		456789123		Harry Jackson	l
		N		BUYBGR00000283	7	SPR001	Sprint Distr	butors Local	23/06/2016	GR00000	287 ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	l
		N		SINV741		SPR001	Sprint Distr	butors Local	05/07/2016	GR00000	293 ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson	l
		N		123456.99		SPR001	Sprint Distr	butors Local	12/08/2016		ZAR.	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	l
		N		SINV11.22.33		SPR001	Sprint Distr	butors Local	07/09/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	L
		N		SINV4788		SPR001	Sprint Distr	butors Local	07/09/2016	GR00000	298 ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson	L
		N		789456		SPR001	Sprint Distr	ibutors Local	31/10/2016		ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson	L
		N		SWAPGR0000031	11	SUP001	Buy Back S	upplier	03/04/2017	GR00000	311 ZAR	1.00	14.00	4,850.00	5,529.00	0000000000	A	Supplier Contac	1C
		N		SINV12344566		TON002	Tonys Cop	y Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
		N		SINV12344566		TON002	Tonys Cop		12/04/2017		ZAR	1.00				9874561321		Tony	
		N		SINV12344566		TON002	Tonys Cop	y Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
		N		inv1		SPR001	Sprint Distr	butors Local	13/04/2017		ZAR	1.00	14.00	11,500.00	13,110.00	456789123	A	Harry Jackson	i
		N		BUYBGR0000032		SPR001	Sprint Distr	butors Local	02/05/2017	GR00000		1.00				456789123	A	Harry Jackson	i
		N		BUYBGR00000322	2	SPR001	Sprint Distr	butors Local	04/05/2017	GR00000	322 ZAR	1.00	14.00	500.00	570.00	456789123	Α	Harry Jackson	ï

• Click on the **Decline** button.

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

- . Save Layout Workspa Add Back to Back Invoice Approve Dedine Print Export G Add Edit Delete View Refresh Durb New Functions 1.00 1.00 1.00 1.00 1.00 15.00 15.00 15.00 15.00 15.00 0.00 88.5 15.00 15.00 15.00 15.00 14.00 14.00 14.00 14.00 Are you sure you want to delete this s will open the associated GRN. Yes No SPR00 SPR00 SPR00 SUP00 SUP00 SUP00 233 500.0 232 GRO 225 1,910.60 221 N 219 N 218 N 217 N 14.00 14.00 14.00 3,500.00 129.98 SPR00 17/11/2017 456789123 1 : 2.4.0.18 E
- Click on the **Yes** button.

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

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_			262	N	SINVGRN518PO514	SPR001	Sprint Distri	butors Local	23/11/20		PO0000514	ZAR	1.00	15.0	900.00	1,035.00	0 456789123	A	н
Docu			261	N	S1234567890	SPR001	Sprint Distri	butors Local	22/11/20	22	PO0000497	ZAR	1.00	15.00	900.00	1,035.00	456789123	A	F
			259	N	SINVPGRN471PO47	SPR001	Sprint Distri	butors Local	13/06/20	18	PO0000473	ZAR	1.00	15.00	700.00	805.00	456789123	A	
			258	N	SINVGRN516	SPR002	Sprint Inter	national	22/11/20	22	PO0000313	USD	10.00	0.00	88.50	88.50	456258741	A	
			257	N	SINVGRN515	SPR001	Sprint Distri	butors Local	22/11/20	22	PO0000190	ZAR	1.00	15.00	60.00	69.00	456789123	A	
			256	N	SINVPGRN490	SPR001	Sprint Distri	butors Local	11/09/20	18	PO0000185	ZAR	1.00	15.00	98.00	112.70	456789123	A	
			255	i N	BUYBDSGR0000050	SPR001	Sprint Distri	butors Local	03/05/20	19	DSGR00000508	ZAR	1.00	15.00	450.00	517.50	456789123	A	
			249	N	SINV-PO497	SPR001	Sprint Dist	Supplier Invoice -	Process			×	1.00	15.00	15,300.00	17,595.00	456789123	A	
			248	N	BUYBDSGR0000049	5 SPR001	Sprint Dist						1.00	15.00	0.00	0.00	456789123	A	
			247	N	SWAPDSGR000004	5 SUP001	Buy Back :						1.00	15.00	7,500.00	8,625.00	000000000	A	
			240	N	BUYBGR00000437	SPR001	Sprint Dist	The sup	oplier invoice SINV	GRN516, I	has been delete	ed.	1.00	14.00	500.00	570.00	456789123	A	
			239	N	BUYBGR00000436	SPR001	Sprint Dist						1.00	14.00	500.00	570.00	456789123	A	
			238	N	BUYBGR00000435	SPR001	Sprint Dist				OK	_	1.00	14.00	500.00	570.0	456789123	A	
			237	N	BUYBGR00000434	SPR001	Sprint Dist				UK.		1.00	14.00	500.00	570.00	456789123	A	
			236	N	BUYBGR00000433	SPR001	Sprint Distri	butors Local	16/04/20	18	GR00000433	ZAR	1.00	14.00	500.00	570.00	456789123	A	
			235	N	BUYBGR00000432	SPR001	Sprint Distri	butors Local	16/04/20	18	GR00000432	ZAR	1.00	14.00	500.00	570.00	456789123	A	
			234	F N	BUYBGR00000431	SPR001	Sprint Distri	butors Local	16/04/20	18	GR00000431	ZAR	1.00	14.00	500.00	570.00	456789123	A	
			233	N	BUYBGR00000430	SPR001	Sprint Distri	butors Local	16/04/20	18	GR00000430	ZAR	1.00	14.00	500.00	570.00	456789123	A	
			232	N	BUYBGR00000429	SPR001	Sprint Distri	butors Local	16/04/20	18	GR00000429	ZAR	1.00	14.00	500.00	570.00	456789123	A	
			225	i N	SWAPGR00000407	SUP001	Buy Back Su	pplier	08/01/20	18	GR00000407	ZAR	1.00	14.00	1,910.60	2,178.08	000000000	A	1
			221	N	SWAPGR00000403	SUP001	Buy Back Su	pplier	06/12/20	17	GR00000403	ZAR	1.00	14.00	3,500.00	3,990.00	000000000	Α	
			219	N	SWAPGR00000401	SUP001	Buy Back Su	pplier	05/12/20	17	GR00000401	ZAR	1.00	14.00	129.98	148.18	000000000	A	
			218	N	BUYBGR00000396	SPR001	Sprint Distri	butors Local	17/11/20	17	GR00000396	ZAR	1.00	14.00	500.00	570.00	456789123	A	
			217	N	SWAPGR00000392	SUP001	Buy Back Su	pplier	30/10/20	17	GR00000392	ZAR	1.00	14.00	4,000.00	4,560.00	000000000	A	
			216	N	SWAPGR00000391	SUP001	Buy Back Su	pplier	30/10/20	17	GR00000391	ZAR	1.00	14.00	4,850.00	5,529.00	000000000	A	
			215		sinv45678	SPR001	Sprint Distri		13/09/20		GR00000390	ZAR	1.00				456789123		
			211	I N	STNV-GDN388	SPR 001	Sprint Distri	hutors Local	15/08/20	17		7 <u>4</u> 0	1.00	14.00	3 675 00	4 189 50	456789123	4	

• Click on the **Ok** button.



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

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	•	260	D	testSINVMore	eThanGRN1	TON002	Tonys Co	py Shop	06/09/2018	PO00	0487	ZAR	1.00	15.00	210,000.00	241,500.00	9874561321	I	Tor
Documents		260	D	testSINVMore	eThanGRN1	TON002	Tonys Co	py Shop	06/09/2018	PO00	0487	ZAR	1.00	15.00	210,000.00	241,500.00	9874561321	I	Tor
		260	D	testSINVMore	eThanGRN1	TON002	Tonys Co	py Shop	06/09/2018	PO00	0487	ZAR	1.00	15.00	210,000.00	241,500.00	9874561321	I	Tor
	_	258	B D	SINVGRN516	11:10:22	SPR002	Sprint Int	ernational	22/11/2023	PO00	0313	USD	10.00	0.00	88.50	88.50	456258741	I	Ge
		245	D	SINV-PO4971	12:59:24	SPR001	Sprint Dis	tributors Local	19/11/2018	DSGR	0000497	ZAR	1.00	15.00	15,300.00	17,595.00	456789123	I	Ha
		214	ŧ D	SINV-PO4021	13:04:52	SPR002	Sprint Int	ernational	30/08/2013	GR00	00389	USD	10.00	0.00	350.00	350.00	456258741	I	Ge
		201	L D	WO - NSGRN	08:32:21	MET001	Metro Pea	sch	01/08/201	GR00	00362	ZAR	1.00	14.00	500.00	570.00	1234567	I	Je
		196	5 D	supplier3413:	:00:33	SPR001	Sprint Dis	tributors Local	22/05/201	PO00	0352	ZAR	1.00	14.00	4,500.00	5,130.00	456789123	I	Ha
		143	2 D	12:41:02		SPR001	Sprint Dis	tributors Local	18/11/201			ZAR	1.00	14.00	5,500.00	6,270.00	456789123	I	Ha
		125	P D	23424323423	3415:35:29	SPR001	Sprint Dis	tributors Local	11/11/201			ZAR	1.00	14.00	900.00	1,026.00	456789123	I	Ha
		123	7 D	15:11:42		SPR001	Sprint Dis	tributors Local	16/11/201	GR00	00223	ZAR	1.00	14.00	500.00	570.00	456789123	I	Ha
		103	2 D	10:57:05		TON002	Tonys Co	py Shop	07/01/201	GR00	00151	ZAR	1.00	14.00	450.00	513.00	9874561321	I	То
		103	2 D	10:57:05		TON002	Tonys Co	py Shop	07/01/201	GR00	00151	ZAR	1.00	14.00	450.00	513.00	9874561321	I	Tor
		103	2 D	10:57:05		TON002	Tonys Co	py Shop	07/01/201	GR00	00151	ZAR	1.00	14.00	450.00	513.00	9874561321	I	Tor
		83	7 D	10:55:51		SPR001	Sprint Dis	tributors Local	13/08/2014			ZAR	1.00	14.00	1,750.00	1,995.00	456789123	I	Ha
		8	L D	14:11:57		SPR001	Sprint Dis	tributors Local	21/07/2014		00093	ZAR	1.00	14.00	950.00	1,083.00	456789123	I	Ha
		78	B D	15:44:45		SPR001	Sprint Dis	tributors Local	04/07/2014	GR00	00084	ZAR	1.00	14.00	3,500.00	3,990.00	456789123	I	Ha
		23	2 D	11:23:22		SPR002	Sprint Int	ernational	17/04/2014			USD	8.00	0.00	425.00		456258741		Ge
		2	L D	15:25:26		SPR001	Sprint Dis	tributors Local	01/05/2014	GR00	00022	ZAR	1.00	14.00	500.00	570.00	456789123	I	Ha
			5 D	08:38:11		SPR001	Sprint Dis	tributors Local	01/05/2014	GR00	00006	ZAR	1.00	14.00	15,000.00	17,100.00	456789123	I	Ha

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

- You could create a <u>Supplier Return for Stock</u>, or <u>Supplier Return</u> <u>for Services</u> (Non Stock).
- <u>Recreate the Supplier Invoice</u>.

#### **Related Topics**

Standard Supplier Invoice

- Supplier Invoice Intro
- Add Supplier Invoice
- Edit Supplier Invoice
- Delete Supplier Invoice
- View Supplier Invoice
- Print Supplier Invoice
- Approve Supplier Invoice
- Decline Supplier Invoice
- Supplier Invoice Documents

Back to Back Supplier Invoice



- <u>B2B Supplier Invoice Intro</u>
- Add B2B Supplier Invoice
- Edit (same process as Edit Supplier Invoice)
- Delete (same process as **Delete Supplier Invoice**)
- View (same process as <u>View Supplier Invoice</u>)
- Print (same process as **Print Supplier Invoice**)
- Approve (same process as Approve Supplier Invoice)
- Documents (same process as **Documents for Supplier Invoice**)

MNU.132.007