

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

PROCUREMENT

PRINT SUPPLIER INVOICE

You may want to print or email the Supplier Invoice document. For Supplier Invoices, it is <u>Approving</u> a Supplier Invoice that will process the financial transaction to the linked Financial System.

Ribbon Select Procurement > Invoices



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

Ψ				P	urchase Invo	ice Listing - Bi	PO: Version 2.4.0	.18 - Example	Company						6
Home Equipme	ent / Locations	Contract Finance / H	R Inventory	Maintenance / Projec	ts Manufac	turing Proc	urement Sale	s Service	Reporting	Utilities					- 4
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d Edit Delete Vie	w Add Back to Back Invoice		Save Layout W	/orkspaces Print Ex	port New	•	Refresh								
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s #				-	-		-								1
r text to search															
	InvoiceStatus			SupplierName		InvoiceDate	Reference	Currency	ExchangeR	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Status	ContactName
nctions	▼ #0:	(D)	4 0 0	4 0 4		-	4 0 4	1 0 0	-	-	-	-	4 0 0	* 0 ¢	(D)
	▶ N	BUYBGR00000157	SPR001	Sprint Distributors Local		27/01/2015	GR00000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
	N	BUYBGR00000158	SPR001	Sprint Distributors Local		27/01/2015	GR00000158	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
	N	BUYBGR00000171	SPR001	Sprint Distributors Local		16/03/2015	GR00000171	ZAR	1.00		0.00		456789123		Harry Jackson
	N	BUYBGR00000175	SPR001	Sprint Distributors Local		12/05/2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	BUYBGR00000177	SPR001	Sprint Distributors Local		14/05/2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	SWAPGR00000179	SUP001	Buy Back Supplier		06/07/2015	GR00000179	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Conta
	N	SWAPGR00000180	SUP001	Buy Back Supplier		06/07/2015	GR00000180	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Conta
	N	SWAPGR00000181	SUP001	Buy Back Supplier		06/07/2015	GR00000181	ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Conta
	N	gr2441	SPR001	Sprint Distributors Local		18/11/2015		ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson
	N	BUYBGR00000281	SPR001	Sprint Distributors Local		23/06/2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	BUYBGR00000282	SPR001	Sprint Distributors Local		23/06/2016	GR00000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	BUYBGR00000283	SPR001	Sprint Distributors Local		23/06/2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	BUYBGR00000285	SPR001	Sprint Distributors Local		23/06/2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	BUYBGR00000286	SPR001	Sprint Distributors Local		23/06/2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	BUYBGR00000287	SPR001	Sprint Distributors Local		23/06/2016	GR00000287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
	N	SINV741	SPR001	Sprint Distributors Local		05/07/2016	GR00000293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson
	N	123456.99	SPR001	Sprint Distributors Local		12/08/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
	N	SINV11.22.33	SPR001	Sprint Distributors Local		07/09/2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
	N	SINV4788	SPR001	Sprint Distributors Local		07/09/2016	GR00000298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson
	N	789456	SPR001	Sprint Distributors Local		31/10/2016		ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson
	N	SWAPGR00000311	SUP001	Buy Back Supplier		03/04/2017	GR00000311	ZAR	1.00	14.00	4,850.00	5,529.00	0000000000	A	Supplier Conta
	N	SINV12344566	TON002	Tonys Copy Shop		12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
	N	SINV12344566	TON002	Tonys Copy Shop		12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
	N	SINV12344566	TON002	Tonys Copy Shop		12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
	N	inv1	SPR001	Sprint Distributors Local		13/04/2017		ZAR	1.00	14.00	11,500.00	13,110.00	456789123	A	Harry Jackson
	N	BUYBGR00000321	SPR001	Sprint Distributors Local		02/05/2017	GR00000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
	N	BUYBGR00000322	SPR001	Sprint Distributors Local		04/05/2017	GR00000322	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
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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.



PRINT SUPPLIER INVOICE

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

Home	-		/ Locations	Contract	Finance /			nance / Proj	400	Manufact.	-	ocurement		Service	Reporting	Utlities						1
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	_	-	N	BUYBGR0000	0157	SPR001	Sprint Distr	ibutors Loca	1	2	7/01/2015	GR00	000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	
			N	BUYBGR0000	0158	SPR001	Sprint Distr	ibutors Loca	1	2	7/01/2015	GR00	000158	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	
			N	BUYBGR0000	0171	SPR001	Sprint Distr	ibutors Loca	1	1	6/03/2015	GR00	000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	BUYBGR0000	0175	SPR001	Sprint Distr	ibutors Loca	1	1	2/05/2015	GR00	000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	BUYBGR0000	0177	SPR001	Sprint Distr	ibutors Loca	1	1	4/05/2015	GR00	000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	SWAPGR000	00179	SUP001	Buy Back S	upplier		0	6/07/2015	GR00	000179	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contact	d
			N	SWAPGR000	00180	SUP001	Buy Back S	upplier		0	6/07/2015	GR00	000180	ZAR	1.00	14.00	15,000.00	17,100.00	0000000000	A	Supplier Contact	ć
			N	SWAPGR000	00181	SUP001	Buy Back S	upplier		0	6/07/2015	GR00	000181	ZAR	1.00	14.00	4,000.00	4,560.00	0000000000	A	Supplier Contact	d
			N	gr2441		SPR001	Sprint Distr	ibutors Loca	1	1	8/11/2015			ZAR	1.00	14.00	1,000.00	1,140.00	456789123	A	Harry Jackson	
			N	BUYBGR0000	0281	SPR001	Sprint Distr	ibutors Loca	1	2	3/06/2016	GR00	000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	BUYBGR0000	0282	SPR001	Sprint Distr	ibutors Loca	1	2	3/06/2016	GR00	000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	BUYBGR0000	0283	SPR001	Sprint Distr	ibutors Loca	1	2	3/06/2016	GR00	000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	BUYBGR0000	0285	SPR001	Sprint Distr	ibutors Loca	1	2	3/06/2016	GR00	000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	BUYBGR0000	0286	SPR001	Sprint Distr	ibutors Loca	1	2	3/06/2016	GR00	000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	BUYBGR0000	0287	SPR001	Sprint Distr	ibutors Loca	1	2	3/06/2016	GR00	000287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson	
			N	SINV741		SPR001	Sprint Distr	ibutors Loca	1	0	5/07/2016	GR00	000293	ZAR	1.00	14.00	45,000.00	51,300.00	456789123	A	Harry Jackson	
			N	123456.99		SPR001	Sprint Distr	ibutors Loca	1	1	2/08/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	
			N	SINV11.22.3	3	SPR001	Sprint Distr	ibutors Loca	1	0	7/09/2016			ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	
			N	SINV4788		SPR001	Sprint Distr	ibutors Loca	1	0	7/09/2016	GR00	000298	ZAR	1.00	14.00	2,500.00	2,850.00	456789123	A	Harry Jackson	
			N	789456		SPR001	Sprint Distr	ibutors Loca	1	3	1/10/2016			ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson	
			N	SWAPGR000	00311	SUP001	Buy Back S	upplier		0	3/04/2017	GR00	000311	ZAR	1.00	14.00	4,850.00	5,529.00	0000000000	A	Supplier Contact	á
			N	SINV123445	56	TON002	Tonys Cop	y Shop		1	2/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
			N	SINV123445	56	TON002	Tonys Cop	y Shop		1	2/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
			N	SINV 123445	56	TON002	Tonys Cop	y Shop		1	2/04/2017			ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
			N	inv1		SPR001	Sprint Distr	ibutors Loca	1	1	3/04/2017			ZAR	1.00	14.00	11,500.00	13,110.00	456789123	A	Harry Jackson	
			N	BUYBGR0000	0321	SPR001	Sprint Distr	ibutors Loca		0	2/05/2017	GR00	000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	
			N	BUYBGR0000	0322	SPR001	Sprint Distr	ibutors Loca	1	0	4/05/2017	GR00	000322	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson	

A message box will come up asking: **Do you want to print the invoice** [invoice number]?



• Click on **Yes** if you would like to print. This will bring up the Print Preview.

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	Home	Б	quipment	t / Locations	Contract	Finance / HR	Inventory	Mainteni	ance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities					-	8
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			•	2	62 N	SINVGRN	518PO514	SPR001	Sprint Dis	tributors Local	23/11/20	22	PO0000514	ZAR	1.00	15.00	900.00	1,035.00	456789123	A	н
				2	61 N	S123456	7890	SPR001	Sprint Dis	tributors Local	22/11/20	22	PO0000497	ZAR	1.00	15.00	900.00	1,035.00	456789123	Α	н
				2	59 N	SINVPGR	N471PO473	SPR001	Sprint Dis	tributors Local	13/06/20	18	PO0000473	ZAR	1.00	15.00	700.00	805.00	456789123	Α	8
				2	57 N	SINVGRN	515	SPR001	Sprint Dis	tributors Local	22/11/20	22	PO0000190	ZAR	1.00	15.00	60.00	69.00	456789123	A	
				2	56 N	SINVPGR	N490	SPR001	Sprint Dis	tributors Local	11/09/20	18	PO0000185	ZAR	1.00	15.00	98.00	112.70	456789123	Α	
				2	55 N	BUYBDSG	R00000508	SPR001	Sprint Dis	tributors Local	03/05/20	19	DSGR00000508	ZAR	1.00	15.00	450.00	517.50	456789123	A	
				2	49 N	SINV-PO-	497	SPR001	Sprint Dis	tributors Local	19/11/20	18	DSGR00000497	ZAR	1.00	15.00	15,300.00	17,595.00	456789123	A	
		2	48 N	BUYBDSG	R00000496	SPR001	Sprint Dis	Report Generati	0.0			X	1.00	15.00	0.00	0.00	456789123	A			
				2	47 N	SWAPDS	GR00000495	SUP001	Buy Back	Report Generati	011				1.00	15.00	7,500.00	8,625.00	000000000	Α	
				2	40 N	BUYBGRO	0000437	SPR001	Sprint Dis						1.00	14.00	500.00	570.00	456789123	A	
		2	39 N	BUYBGRO	0000436	SPR001	Sprint Dis	Do you want to	print the supplier in	woice Sil	WGRN518PO51	4?	1.00	14.00	500.00	570.00	456789123	A			
		2	38 N	BUYBGRO	0000435	SPR001	Sprint Dis					_	1.00	14.00	500.00		456789123	A			
		2	37 N	BUYBGRO	0000434	SPR001	Sprint Dis	•	[Yes	No		1.00	14.00	500.00	570.00	456789123	Α			
				2	36 N	BUYBGRO	0000433	SPR001	Sprint Dis	i					1.00	14.00	500.00	570.00	456789123	A	
				2	35 N	BUYBGRO	0000432	SPR001	Sprint Dis	tributors Local	16/04/20	18	GR00000432	ZAR	1.00	14.00	500.00	570.00	456789123	A	
				2	34 N	BUYBGRO	0000431	SPR001	Sprint Dis	tributors Local	16/04/20	18	GR00000431	ZAR	1.00	14.00	500.00	570.00	456789123	A	
				2	33 N	BUYBGRO	0000430	SPR001	Sprint Dis	tributors Local	16/04/20	18	GR00000430	ZAR	1.00	14.00	500.00	570.00	456789123	Α	
				2	32 N	BUYBGRO	0000429	SPR001	Sprint Dis	tributors Local	16/04/20	18	GR00000429	ZAR	1.00	14.00	500.00	570.00	456789123	Α	
				2	25 N	SWAPGR	00000407	SUP001	Buy Back	Supplier	08/01/20	18	GR00000407	ZAR	1.00	14.00	1,910.60	2,178.08	000000000	Α	
				2	21 N	SWAPGR	00000403	SUP001	Buy Back	Supplier	06/12/20	17	GR00000403	ZAR	1.00	14.00	3,500.00	3,990.00	000000000	Α	
				2	19 N	SWAPGR	00000-401	SUP001	Buy Back	Supplier	05/12/20	17	GR00000401	ZAR	1.00	14.00	129.98	148.18	000000000	Α	
				2	18 N	BUYBGRO	0000396	SPR001	Sprint Dis	tributors Local	17/11/20	17	GR00000396	ZAR	1.00	14.00	500.00	570.00	456789123	Α	
		2	17 N	SWAPGR	00000392	SUP001	Buy Back	Supplier	30/10/20	17	GR00000392	ZAR	1.00	14.00	4,000.00	4,560.00	000000000	Α			
				2	16 N	SWAPGR	00000391	SUP001	Buy Back	Supplier	30/10/20	17	GR00000391	ZAR	1.00	14.00	4,850.00	5,529.00	000000000	A	
				2	15 N	sinv4567	8	SPR001	Sprint Dis	tributors Local	13/09/20	17	GR00000390	ZAR	1.00	14.00	30.00	34.20	456789123	Α	
					13 N	SINV-GRI		SPR001		tributors Local	15/08/20			ZAR	1.00				456789123		
					N RO	SINV-369		DLI2001	Durban C	nnv Shan	13/07/20	17		740	1.00	14.00	700.00	798.00	987654321	4	

From here you can View, Print, Export or Email the purchase Order.

• Close the **Print Preview** when done.

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	~~~	Supplier Invoice	
		Example Company	
		Street No and Road Name PO Box 1234	
	Company Logo 🕻	Area New Town City Durban	
		South Africa South Africa	
		0000 1234	
		Reg No.: 0000000asa4521 Fax No.: 031 12 4545	
		VATNo.: 0000000 Tel No.: 031 123 4567	
		Document Ref.: S1234567890	
		Date: 22/11/2022 00:00:00	
		Reference : PO0000497	
		GRN No.: DSGR00000517	
	Supplier Details :		
	Name : Sprint Distributors Local VAT No. : 456789123	Postal Address : 685 Forest Grove Road Forest Hills	
	VAT No.: 456789123 Currency: ZAR	Forest Hills New Town	
	contently to the	1234	
		South Africa	U
	Item Code Item Description	Serial No. Quantity Unit Price Net Price Total	
	2020-147K Black toner SP2020	2.00 450.00 900.00 1,035.00	
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#### **Related Topics**

Standard Supplier Invoice



- Supplier Invoice Intro
- Add Supplier Invoice
- Edit Supplier Invoice
- Delete Supplier Invoice
- View Supplier Invoice
- Print Supplier Invoice
- <u>Approve Supplier Invoice</u>
- Decline Supplier Invoice
- Supplier Invoice Documents

Back to Back Supplier Invoice

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

MNU.132.008