

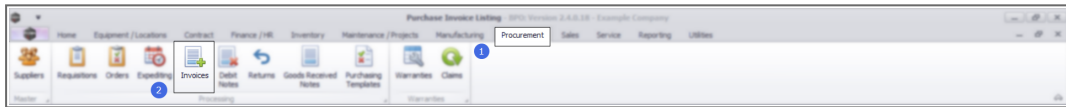
We are currently updating our site; thank you for your patience.

PROCUREMENT

DECLINE SUPPLIER INVOICE

If the Supplier Invoice was incorrectly created, it can be Declined. This will reinstate the associated GRN and you can [Add the Supplier Invoice](#) again.

Ribbon Select Procurement > Invoices



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

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo	Status	ContactName
N	BUYGR00000157	SPR001	Sprint Distributors Local	27/01/2015	GR0000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYGR00000158	SPR001	Sprint Distributors Local	27/01/2015	GR0000158	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYGR00000171	SPR001	Sprint Distributors Local	16/03/2015	GR0000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR00000175	SPR001	Sprint Distributors Local	12/05/2015	GR0000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR00000177	SPR001	Sprint Distributors Local	14/05/2015	GR0000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	SWAPGR00000179	SUP001	Buy Back Supplier	06/07/2015	GR0000179	ZAR	1.00	14.00	15,000.00	17,100.00	000000000	A	Supplier Contact
N	SWAPGR00000180	SUP001	Buy Back Supplier	06/07/2015	GR0000180	ZAR	1.00	14.00	15,000.00	17,100.00	000000000	A	Supplier Contact
N	SWAPGR00000181	SUP001	Buy Back Supplier	06/07/2015	GR0000181	ZAR	1.00	14.00	4,000.00	4,560.00	000000000	A	Supplier Contact
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	BUYGR00000281	SPR001	Sprint Distributors Local	23/06/2016	GR0000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR00000282	SPR001	Sprint Distributors Local	23/06/2016	GR0000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR00000283	SPR001	Sprint Distributors Local	23/06/2016	GR0000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR00000285	SPR001	Sprint Distributors Local	23/06/2016	GR0000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR00000286	SPR001	Sprint Distributors Local	23/06/2016	GR0000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYGR00000287	SPR001	Sprint Distributors Local	23/06/2016	GR0000287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	SDW741	SPR001	Sprint Distributors Local	05/08/2016	GR0000293	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	SDW11.22.33	SPR001	Sprint Distributors Local	07/09/2016	ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson	
N	SDW4788	SPR001	Sprint Distributors Local	07/09/2016	GR0000298	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	GR0000311	ZAR	1.00	14.00	4,850.00	5,529.00	000000000	A	Supplier Contact
N	SDW1234566	TON002	Tony's Copy Shop	12/04/2017	ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
N	SDW1234566	TON002	Tony's Copy Shop	12/04/2017	ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony	
N	SDW1234566	TON002	Tony's 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	BUYGR00000321	SPR001	Sprint Distributors Local	02/05/2017	GR0000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYGR00000322	SPR001	Sprint Distributors Local	04/05/2017	GR0000322	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson

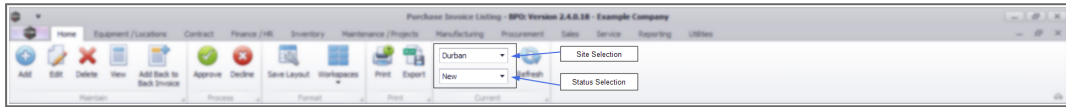
Select the Site

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

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

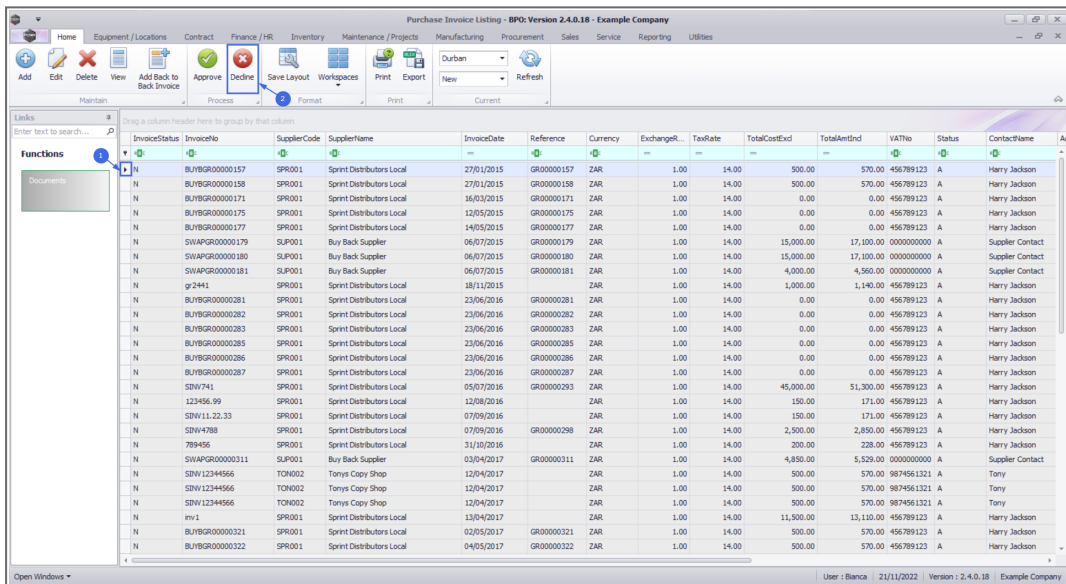
If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

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



DECLINE SUPPLIER INVOICE

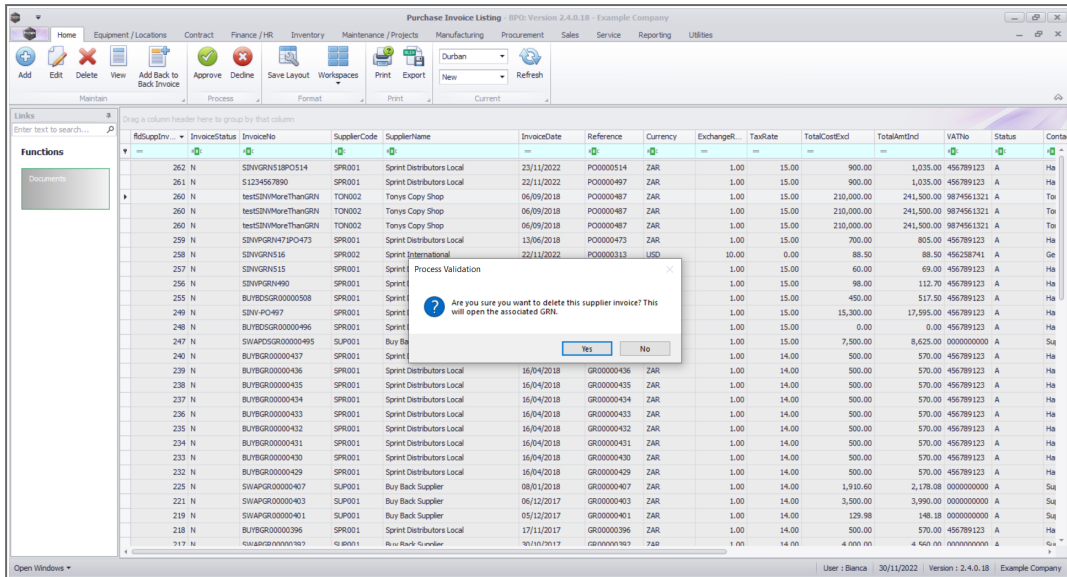
- Select the **Supplier Invoice** you wish to edit.
- Click on the **Decline** button.



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

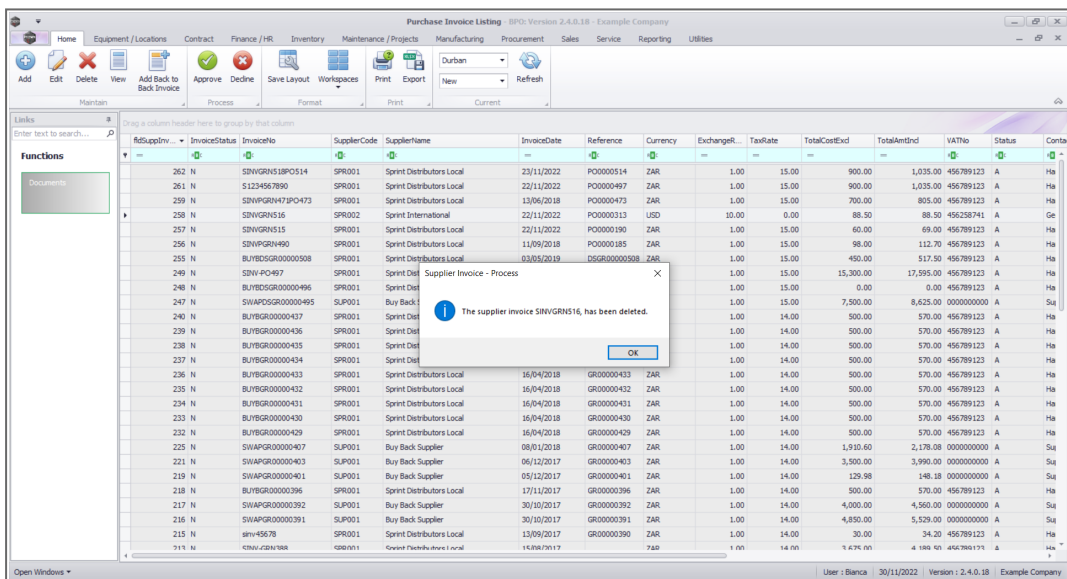
- Click on the **Yes** button.

Decline Supplier Invoice



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

- Click on the **Ok** button.



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

InvoiceNo	SupplierName	InvoiceDate	Reference	Currency	ExchangeRt	TaxRate	TotalCostExcl	TotalAmntInd	VATNo	Status	Contact
260 D	testSINMoreThanGRN1	06/09/2018	PO0000487	ZAR	1.00	15.00	210,000.00	241,500.00	9874561321	I	Tony
260 D	testSINMoreThanGRN1	06/09/2018	PO0000487	ZAR	1.00	15.00	210,000.00	241,500.00	9874561321	I	Tony
260 D	testSINMoreThanGRN1	06/09/2018	PO0000487	ZAR	1.00	15.00	210,000.00	241,500.00	9874561321	I	Tony
238 D	SIN\GRN51611:10:22	22/11/2022	PO0000313	USD	10.00	0.00	88.50	88.50	456258741	I	George
249 D	SIN\PO49712:59:24	19/11/2018	D5GR00000497	ZAR	1.00	15.00	15,300.00	17,995.00	456789123	I	Harry
214 D	SIN\PO40213:04:52	30/08/2017	GR00000389	USD	10.00	0.00	350.00	350.00	456258741	I	George
201 D	WO - NSGRN08:32:21	01/08/2017	GR00000362	ZAR	1.00	14.00	500.00	570.00	1234567	I	Jessica
196 D	supplier 2413:00:33	22/05/2017	PO0000352	ZAR	1.00	14.00	4,500.00	5,130.00	456789123	I	Harry
192 D	12-41:02	18/11/2015		ZAR	1.00	14.00	5,500.00	6,270.00	456789123	I	Harry
129 D	2349322429415:35:29	11/11/2015		ZAR	1.00	14.00	900.00	1,026.00	456789123	I	Harry
127 D	15:11:42	16/11/2015	GR00000223	ZAR	1.00	14.00	500.00	570.00	456789123	I	Harry
102 D	10:57:05	07/01/2015	GR00000151	ZAR	1.00	14.00	450.00	513.00	9874561321	I	Tony
102 D	10:57:05	07/01/2015	GR00000151	ZAR	1.00	14.00	450.00	513.00	9874561321	I	Tony
102 D	10:57:05	07/01/2015	GR00000151	ZAR	1.00	14.00	450.00	513.00	9874561321	I	Tony
87 D	10:55:51	13/08/2014		ZAR	1.00	14.00	1,750.00	1,995.00	456789123	I	Harry
81 D	14:11:57	21/07/2014	GR00000093	ZAR	1.00	14.00	950.00	1,083.00	456789123	I	Harry
78 D	15:44:45	04/07/2014	GR00000084	ZAR	1.00	14.00	3,500.00	3,990.00	456258741	I	Harry
22 D	11:23:22	17/04/2014		USD	8.00	0.00	425.00	425.00	456258741	I	George
21 D	15:23:26	01/05/2014	GR00000022	ZAR	1.00	14.00	500.00	570.00	456789123	I	Harry
6 D	08:38:11	01/05/2014	GR00000006	ZAR	1.00	14.00	15,000.00	17,100.00	456789123	I	Harry

From here you could can [Recreate the Supplier Invoice](#).

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

- [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](#))



Decline 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.132.010

