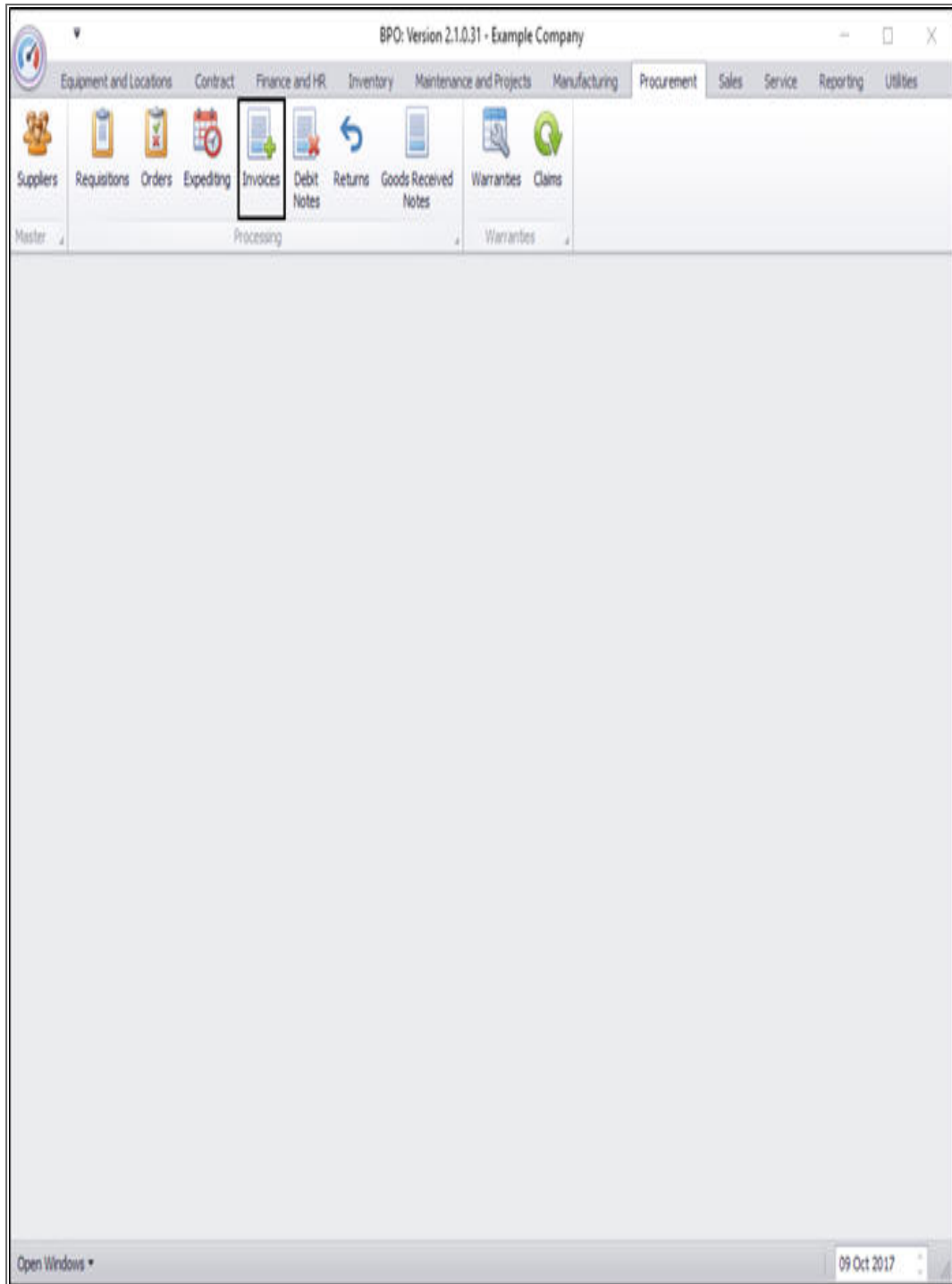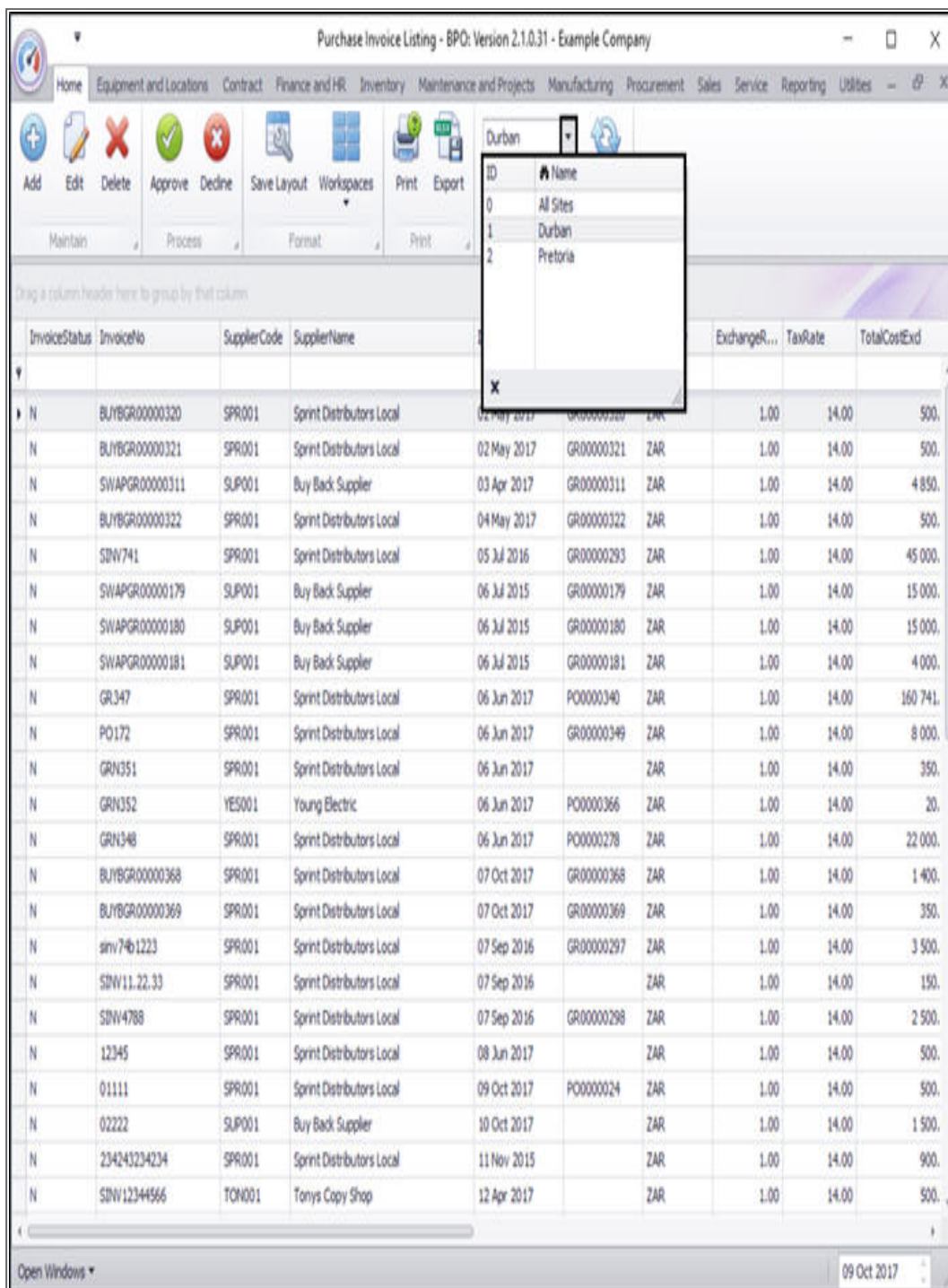# PROCUREMENT

PRINT A SUPPLIER INVOICE

Ribbon Access: *Procurement > Invoices*

The *Purchase Invoice Listing* screen will be displayed.

Select the Site and Status

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

SELECT SUPPLIER INVOICE

- Click on the *row selector* in front of the *supplier invoice* you wish to print.
- Click on *Print*.

- A *Report Generation* message box will pop up asking;

  - *Do you want to print the supplier invoice [ ]?*

- Click on *Yes*.

REPORT PREVIEW

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

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