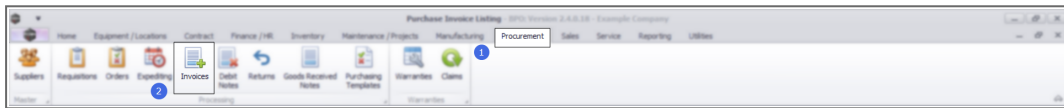


PROCUREMENT

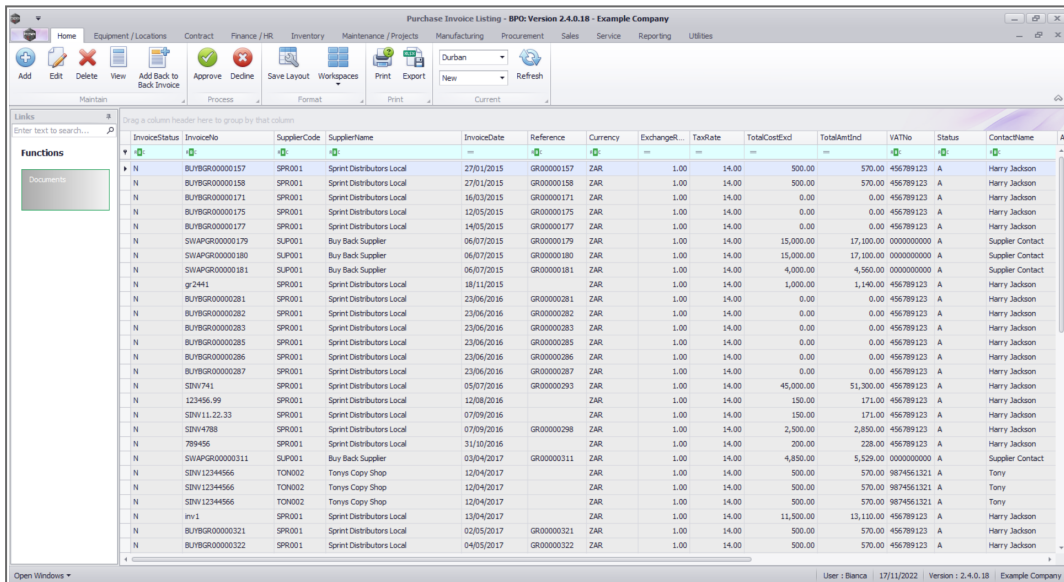
VIEW SUPPLIER INVOICE

This displays the Supplier Invoice detail in View Only mode.

Ribbon Select *Procurement > Invoices*



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



InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalCostIncl	VATNo	Status	ContactName
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	14.00	0.00	0.00	456789123	A	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	SLP001	Buy Back Supplier	06/07/2015	GR00000179	ZAR	1.00	14.00	15,000.00	17,100.00	000000000	A	Supplier Contact
N	SWAPGR00000180	SLP001	Buy Back Supplier	06/07/2015	GR00000180	ZAR	1.00	14.00	15,000.00	17,100.00	000000000	A	Supplier Contact
N	SWAPGR00000181	SLP001	Buy Back Supplier	06/07/2015	GR00000181	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	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	SDW741	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	SDW11.12.33	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	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	SLP001	Buy Back Supplier	03/04/2017	GR00000311	ZAR	1.00	14.00	4,800.00	5,520.00	000000000	A	Supplier Contact
N	SDW12344566	TOK002	Tony's Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	SDW12344566	TOK002	Tony's Copy Shop	12/04/2017		ZAR	1.00	14.00	500.00	570.00	9874561321	A	Tony
N	SDW12344566	TOK002	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	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

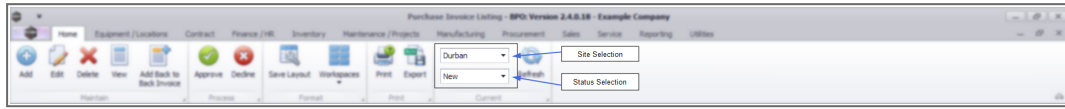
Select the Site

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.

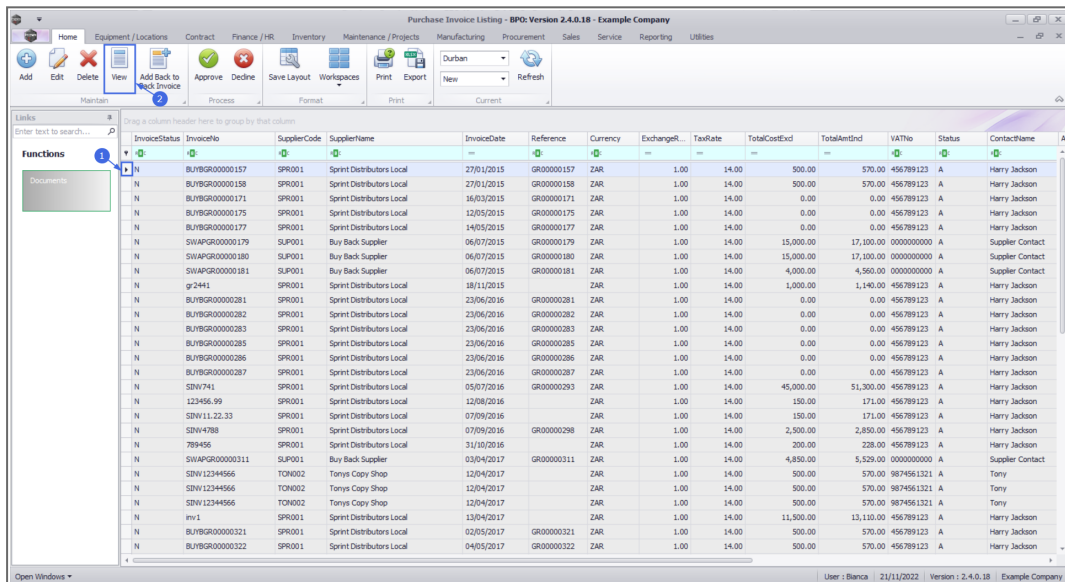
If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

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



VIEW SUPPLIER INVOICE

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



The Supplier Invoice maintain screen will open in read only mode.

- Click on the **Back** button when done.

Home

Equipment / Locations

Contract

Finance / HR

Inventory

Maintenance / Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

Back

Save Layout

Supplier

SPR001

GRN No.

D5GR00000517

Invoice Date

22/11/2022

Invoice No.

51234567890

Address

685 Forest Grove Road

Forest Hills

New Town

1234

South Africa

Phone

031 147 1234

Email

harry@emal.co.za

Contact Name

John Martin

VAT No

456789123

Reference

PO0000497

Tax Rate

15.00

Currency

ZAR

Exchange

1.0000

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNaccCode
• INVN	2020-147K	Black toner SP2020	2.000	450.000	15.000	900.000	450.000	1,035.000	1,035.000	

Sub Total

900.00

VAT

135.00

Grand Total

1,035.00

Open Windows

User : Bianca

30/11/2022

Version : 2.4.0.18

Example Company

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 \[View Supplier Invoice\]\(#\)\)](#)
- [Print \(same process as \[Print Supplier Invoice\]\(#\)\)](#)



View Supplier Invoice

- Approve (same process as [Approve Supplier Invoice](#))
- Documents (same process as [Documents for Supplier Invoice](#))

MNU.132.011