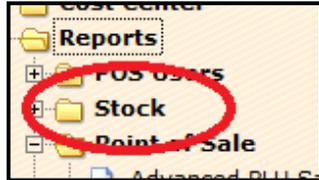
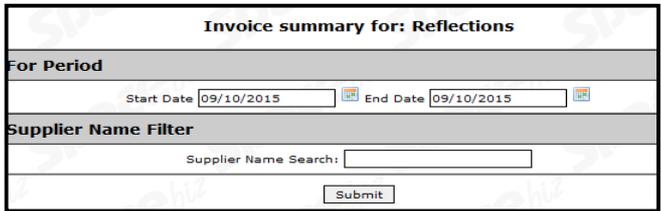
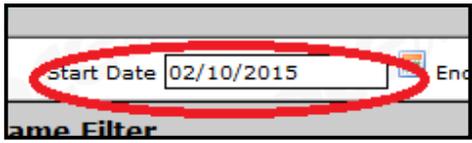
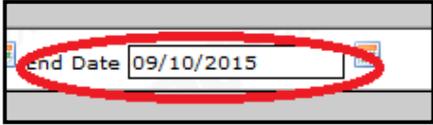
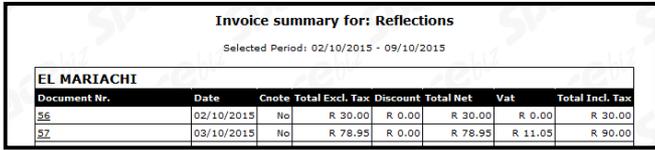


# SUPPLIER INVOICES

- Reports on all GRV's, credit notes and transferred captured and finalized on SPACEbiz for a selected period of time

<u>STEPS TO FOLLOW</u>	<u>VISUAL REFERENCE</u>
1. Open SPACEbiz back office.	
2. Navigate to REPORTS.	
3. Click on STOCK.	
4. Click on SUPPLIER INVOICES.	
5. INVOICE SUMMARY screen will open.	
6. In START DATE block, enter date from which to draw the report.	

<p>7. In END DATE block, enter date up to ind including the date the report is required for.</p>	
<p>8. Enter Creditors name in the field for SUPPLIER NAME SEARCH or leave blank for a full report</p>	
<p>9. Click on SUBMIT.</p>	
<p>10. INVOICE SUMMARY screen, reflecting ALL invoices captured and finalized for the selected period, will open.</p>	
<p>11. To view the details of any invoice, click on the DOCUMENT NUMBER and the finalized Invoice will be displayed</p>	