

# 1. New Supplier Invoice

Finance > Supplier > Invoice Manager > New Supplier Invoice > Select Supplier > Next > Select PO Number (if any) > Finish > Save

The screenshot shows the 'New Supplier Invoice' page in a web application. The interface includes a top navigation bar with tabs for 'Property', 'Tenant/Owner', 'Finance', 'Maintenance', 'Portal', and 'Control Panel'. The 'Finance' tab is selected and highlighted with a red box (1). Below the navigation bar, there are tabs for 'Home Page' and 'New Supplier Invoice x'. The main content area is titled 'New Supplier Invoice' and contains four numbered steps: 1. Supplier's Name (ABC PEST MANAGEMENT PTE LTD), 2. PO Number(s) (No PO Number), 3. Invoice Number (Please Select), and 4. Invoice Currency (SGD Singapore Dollar). A 'Select Supplier' pop-up window is open, displaying a table of suppliers with columns for 'Contact Code' and 'Supplier Name'. The table is highlighted with a red rounded rectangle (2). The 'Supplier' menu item in the left sidebar is highlighted with a red box (3). The 'Next' button at the bottom right is highlighted with a red box (5). A yellow circle with the number 4 is placed over the 'CERTIS CISCO SECURITY TECHNOLOGY PTE LTD' row in the supplier list.

Contact Code	Supplier Name
12288	Eric & Company Ltd
199002307R	TRANE DISTRIBUTION PTE LTD
200406375W	LIONG CONSTRUCTION PTE LTD
200410167W	CERTIS CISCO SECURITY TECHNOLOGY PTE LTD
BBQ321	BBQ Electric Manager
CCIC123	Condo Image Company
CS/20001	Cleaning Tech Co
CS/20002	Happy Landscape Company
CS/20003	Swimming Pool Pte Ltd
CS/20004	Tree Pruning Co Ltd
CS/20005	Playground Tech Ltd
CS/20006	Pest Terminator Pte Ltd
CS/20007	Eagle Pte Ltd
CS/20008	Lind Lifts Technology PL
CS/21002	ABC PEST MANAGEMENT PTE LTD
Lift2020SS	Lift Maintenance Co Ltd
Trellis001	Trellis Clean Pte Ltd

Property Tenant/Owner Finance Maintenance Portal Control Panel

Home Page New Supplier Invoice x

**New Supplier Invoice** 1 - Supplier's Name 2 - Select Purchase Orders 3 - Copy From 4 - Invoice Currency

1. **Supplier's Name**  
ABC PEST MANAGEMENT PTE LTD

2. **PO Number(s)**  
Demo/PO/2104018

3. **Invoice Number**  
Please Select

4. **Invoice Currency**  
SGD

Non-PO Invoice  
 Pending PO Invoice  
 Select PO Numbers from the followings

**Select Purchase Order(s)** 6

Find What:

PO Number	Date	Contact Name	Amount	Curr	<input type="checkbox"/>
Demo/PO/2104018	29 Apr 2021	ABC PEST MANAGEMENT PTE LTD	500.00	SGD	<input checked="" type="checkbox"/>

Total Page: 1

Supplier Name: ABC PEST MANAGEMENT PTE LTD Invoice Date: 29 Apr 2021 Credit Term: 30

Invoice Number:  Due Date: 29 May 2021

PO Number(s): Demo/PO/2104018

**Invoice Details**

Description: PEST CONTROL - MAY 21 Item Code:

Account Code: 61310 Pest Control Services Quantity/UOM: 1 Unit Price (SGD): 500.00

Profit Centre:  GST Category: TX - Standard-Rated Purchase

Permit No:   GST Inclusive

PO/Item No: Demo/PO/2104018 / 1

SN	Item Code/Item Description	Quantity/UOM	Unit Price	Amount	GST
1	PEST CONTROL - MAY 21 61310 Pest Control Services	1	500.00	500.00	Y

Click Add Item to add new row

Select All

Sub-Totals: 500.00

Tax Amount: % 7 35.00  Edit

Total Amount (SGD): 535.00 7

Last Updated By is Not Available |

Note : Same as Purchase Order, user allow to amended the information (eg. Invoice Number, Description, Account Code) before post.