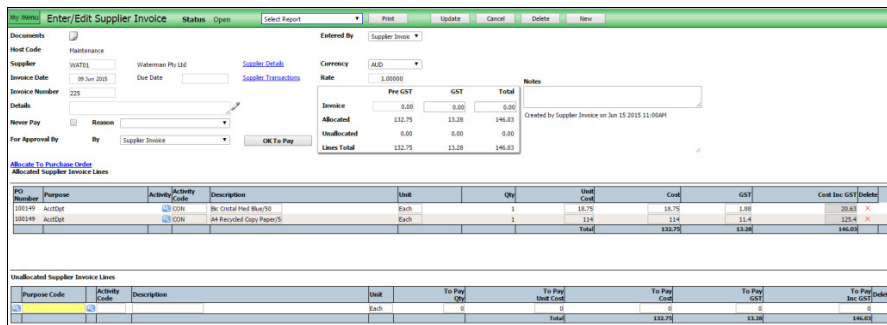


WebReq Supplier Invoice

WebReq's online Supplier Invoice module lets you:

- Automatic uploading into WebReq of Supplier Invoices received by email
- Automatic Supplier Selection based on Domain name of the senders email
- Multiple Approvers
- Approver Rules based on:
 - Specific
 - The Approvers of a selected Purchase Order
 - Approval Trees
- Email based approvals (including Smart Phones)
- Supplier Portal so Suppliers can enter their own invoices or update the status on the work that they have undertaken directly
- allocate, as required, Invoice/Credit line(s) against all or part of an existing Purchase Order, or against multiple existing Purchase Orders
- manually enter Supplier Invoice lines that do not have an associated Purchase Order
- Attachments available via Document Management
- batch invoices flagged as OK to Pay
- export batches to your accounting system for payment

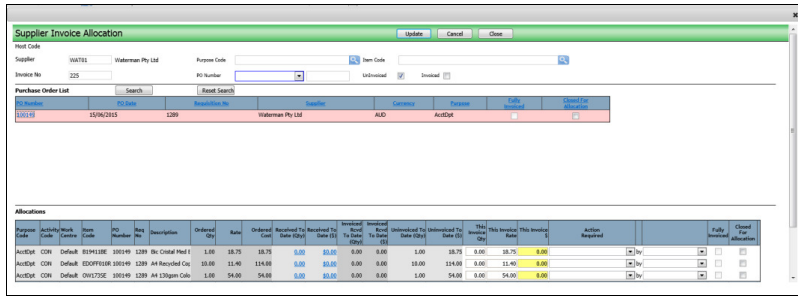


The screenshot displays the 'Enter/Edit Supplier Invoice' window. It includes a header with 'Enter/Edit Supplier Invoice' and 'Status: Open'. Below this, there are fields for 'Head Code' (Maintenance), 'Supplier' (WATTEL), 'Supplier' (Waterman Pty Ltd), 'Invoice Date' (30 Jun 2015), 'Invoice Number' (225), and 'Currency' (AUD). A summary table shows 'Pre GST', 'GST', and 'Total' for 'Invoice', 'Allocated', and 'Unallocated' amounts. Below the summary is a table of 'Allocated Supplier Invoice Lines' with columns for PO Number, Purpose, Activity Code, Description, Unit, Qty, Unit Cost, Cost, GST, and Cost Inc GST. The table contains three rows of data for different activities.

PO Number	Purpose	Activity Code	Description	Unit	Qty	Unit Cost	Cost	GST	Cost Inc GST	Delete
100149	Activity	621 COB	300 Clear Print Res(10)	Each	1	18.75	18.75	1.00	20.63	X
100149	Activity	621 COB	All Enclosed Copy Paper(5)	Each	1	114	114	11.4	125.4	X
			Total			132.75	13.28	146.03		

When allocating a Supplier Invoice to an existing Purchase Order, each line displays:

- what was ordered on the original PO
- what has already been Received to Date, and
- what has already been Invoiced to Date



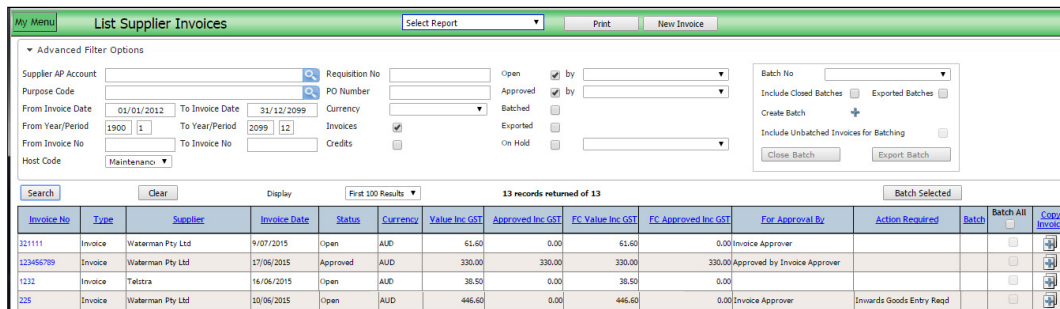
If appropriate, **Action Required** can be used to enforce compliance with any of the following requirements before the Supplier invoice can be approved:

- Requisition and PO required
- Requisition needs PO Approval
- Amendment Requisition and PO required
- Inwards Goods Entry required

List Supplier Invoices screen

Comprehensive search criteria on the List Supplier Invoices screen make it easy to locate invoices, and to drilldown into any individual invoice from this screen.

A Copy Invoice facility is included so that an existing Supplier Invoice can be used as a template which can then be edited.



Key Features of WebReq's Supplier Invoice module:

- Quick and easy to learn
- Eliminates paperwork
- Track Action Required and Corrective Action taken in approval process
- Automated interfaces to financials
- Company policies are enforced
- Provides a full online audit trail
- Numerous detailed and summary reports via industry standard Microsoft Reporting Services.
- Highly flexible data analysis capability

For more information, please visit www.webreq.com.au or email us at sales@webreq.com.au