DIANO

DIANO ACADEMY · MODULE COURSE M13

Suppliers and purchases

From an approved supplier to a paid bill, with the three-way match

For: Company Admin, Procurement and Finance User · **Length:** 40 minutes · **Track:** M: Per module · **Version:** 5 November 2026

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Suppliers and purchases

WHO IT IS FOR
Company Admin, Procurement and Finance User

LENGTH
40 minutes

BEFORE THIS COURSE
M12 Stock helps.

YOU WILL BE ABLE TO
Add and approve a supplier, raise and approve a purchase order, record goods received, capture and approve the bill, and pay it.

Buying in DIANO has built-in checks: a supplier is approved before you can pay it, an order is approved before it goes out, and the bill is checked against the order and the goods received. This course follows **From supplier to payment: the whole buying journey** (diano.co.za/help/app/suppliers-pos-bills-payments.html) and its linked articles.

Who does what

Step	Who
Add a supplier, requisitions, purchase orders, goods received	Company Admin and Procurement
Approve a supplier, approve a purchase order	A Company Admin
Capture and approve supplier invoices (bills), pay them	A Company Admin or Finance User
View	Accountant and Auditor

Add and approve a supplier

1. Open **Procurement & Supply Chain**, then **Suppliers**, and press **+ New supplier**.
2. Fill in the name and details (VAT number, address, payment terms, bank details) and press **Save**. The supplier is a **Draft**.
3. Press ··· on the row, then **Submit for approval**.
4. Another Company Admin presses ···, then **Approve and activate…**. The supplier is now **Active**.

> Until a supplier is Active you can't approve a purchase order, a bill or a payment for it. Changed bank details on an Active supplier wait for another Company Admin (**Approve bank details**). If you are the only Company Admin, a new supplier is saved as Active at once, and DIANO records why.

Order and receive

1. Optional: **Purchase requisitions**, then **+ New requisition**: Submitted, Recommended and Approved, then **Convert to order**.

2. **Purchase orders**, then **+ New purchase order**. Choose the supplier, add the lines and press **Save Purchase Order**. It is a Draft.
3. A Company Admin presses ⋯, then **Approve**.
4. Press **View**, then **Print** or **Save/PDF**, and send it. Then press ⋯, then **Mark sent**.
5. When the goods arrive: ⋯, then **Copy to › Goods received**. Type what arrived and press **Record GRN**.

Capture the bill and pay it

1. **Purchase invoices**, then **+ New purchase invoice**. Under **Purchase order**, choose the order and tick the goods received this invoice covers.
2. For services with no order, choose **No purchase order — a direct bill (subcontractor, services)**.
3. Type the **Supplier's invoice number**, the **Date**, the **Due date**, the **Tax amount** and the **Total**. Press **Capture invoice**. It shows **Captured**.
4. Someone other than the person who captured it presses **Approve**.
5. Pay it: **Payments**, then **+ New payment**. Choose the supplier and the bills, and press **Record payment** (course M07).

> DIANO checks the order, the goods received and the invoice against each other (the three-way match). A direct bill under the company's approval limit may be approved by the person who captured it; a Company Admin sets the limit.

Common mistakes

- **Trying to order from a Draft supplier.** Get it approved first.
- **Capturing the bill before the goods received note.** The order won't be in the list.
- **Approving your own bill** above the approval limit.
- **Editing a saved purchase order.** Cancel it with a reason and make a new one.

Exercise (practice company)

1. As **Lerato Khumalo (Procurement)**, add supplier **Midrand Fasteners (example)**, VAT No 4000000299, terms 30 days. Submit it for approval.
2. As **Pieter van Wyk (Company Admin)**, approve and activate it.
3. As Lerato, make a purchase order to **SteelWorks Distributors (Pty) Ltd (example)** for 10 × STL-PL6 at 1 800.00. Save it.
4. As Pieter, approve it. As Lerato, save the PDF and press **Mark sent**, then record the goods received for all 10.
5. As **Ayesha Patel (Finance User)**, capture the supplier's invoice SW-90001 (example) for the order, tax 2 700.00, total 20 700.00.

6. As Pieter, approve the bill. As Ayesha, pay it.

Where to read more

- Help Centre: From supplier to payment · Add a supplier · Create and approve a purchase order · Capture a supplier invoice (bill) · Pay a supplier
- Next course: M07 Receipts and payments, M12 Stock