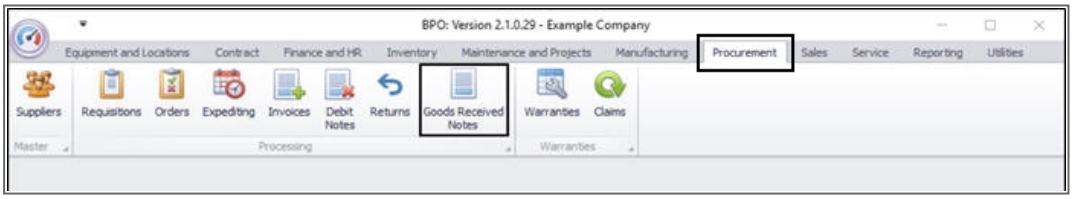
PROCUREMENT

INTRODUCTION TO GOODS RECEIVED NOTES

Definition: A Goods Received Note (**GRN**) is a document produced when goods are received. It will usually accompany goods to any inspection and is used to check against supplier invoices before payment.

The Goods Received Note Listing screen is only to view and print Goods Received Notes that have already been generated. View Receive Stock Items into Store or Receive Non-Stock Items links below in order to raise the Goods Received Note.

Ribbon Access: *Procurement > Goods Received Notes*



VIEW GRN LIST

The ***Goods Received Notes Listing*** screen will be displayed.

VIEW STOCK GRNS

- BPO2 will default to the ***Stock GRNs*** frame.

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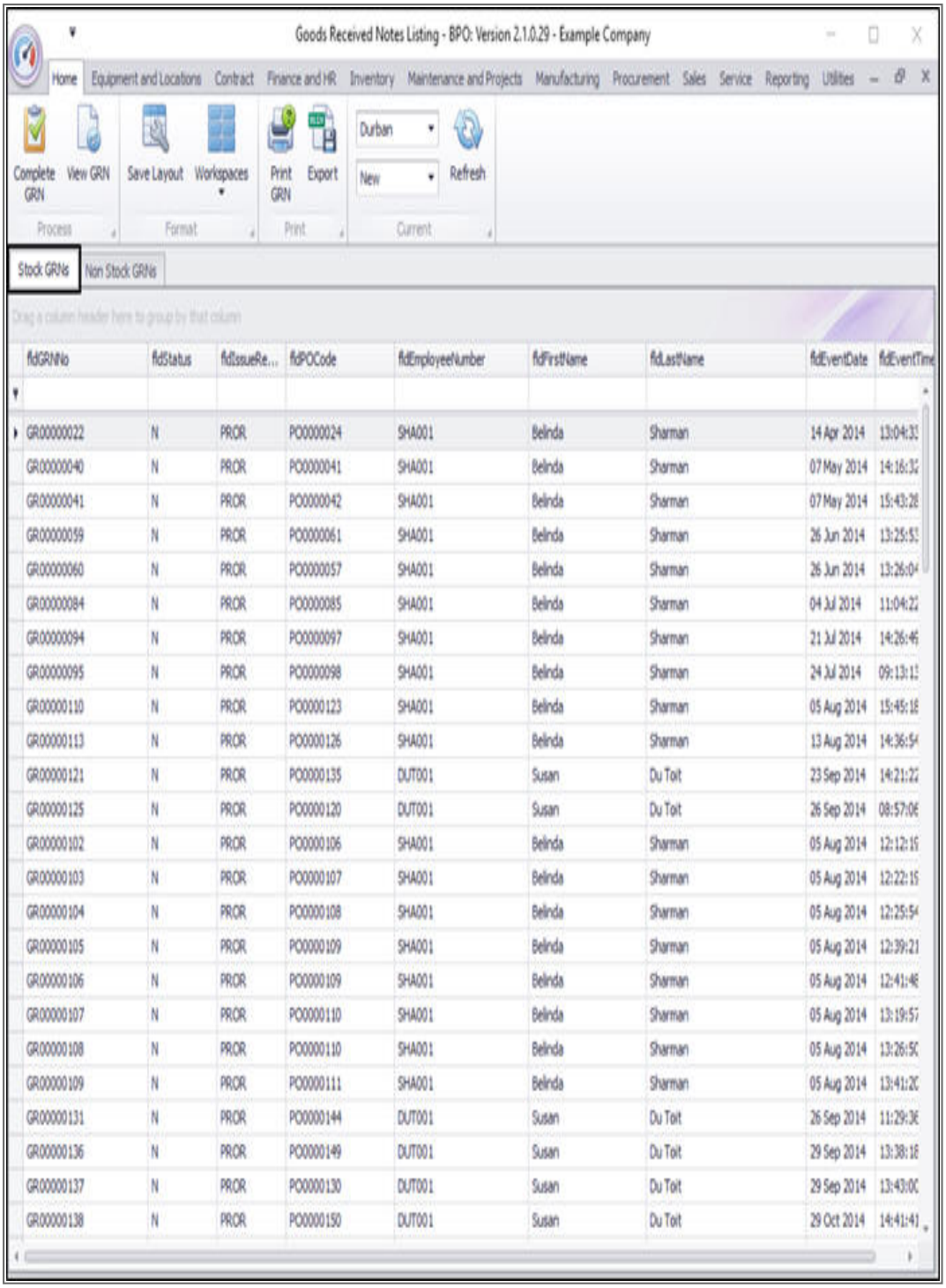

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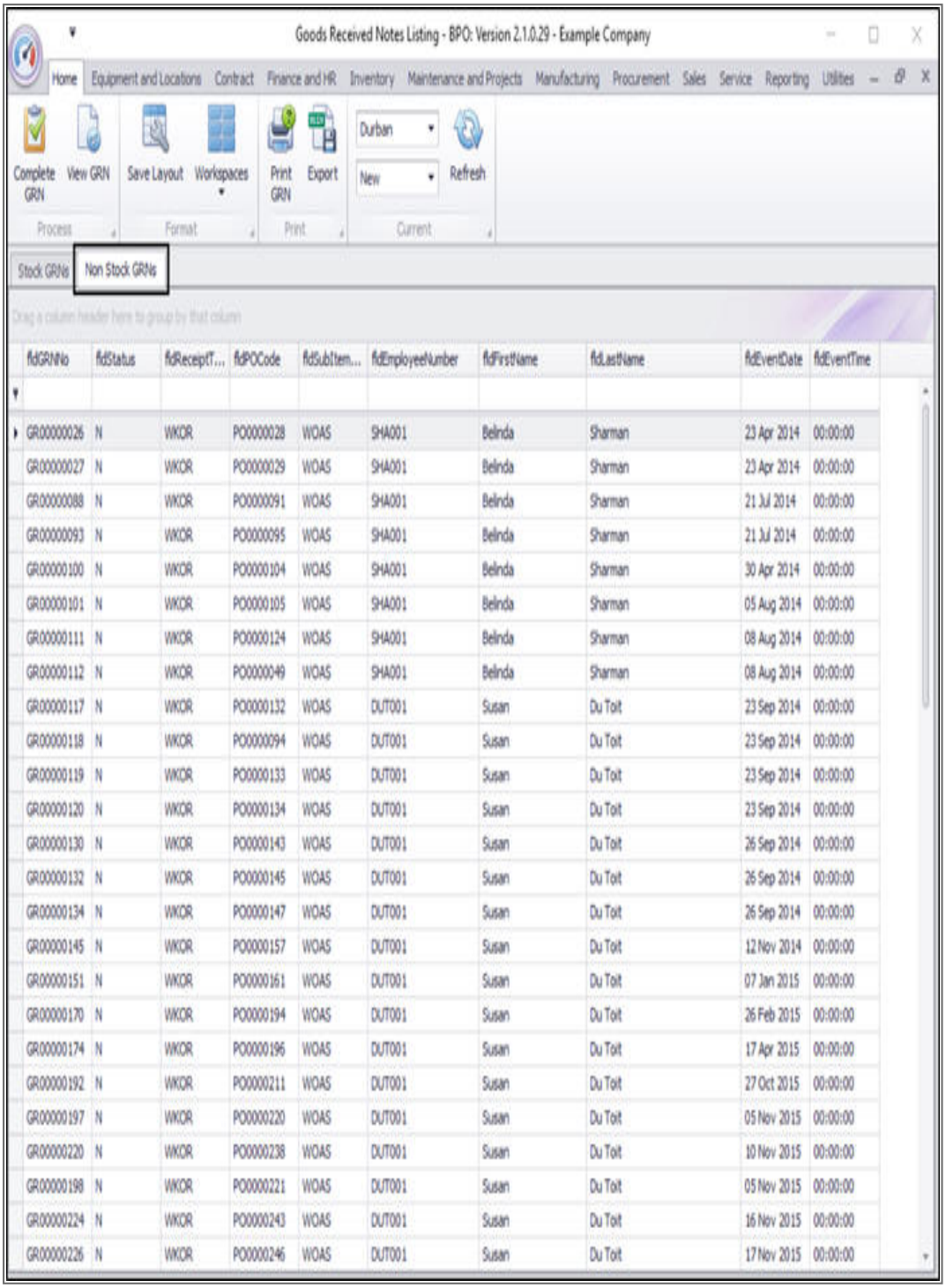
VIEW NON STOCK GRNS

- Click on the ***Non-Stock GRNs*** tab to change the list setting.



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VIEW GRN STATUS

- Click on the drop-down arrow in the ***Status*** field to display the GRN ***Status*** selection menu.
- This will enable you to find goods received notes under the following
    - New
    - Completed
    - Cancelled

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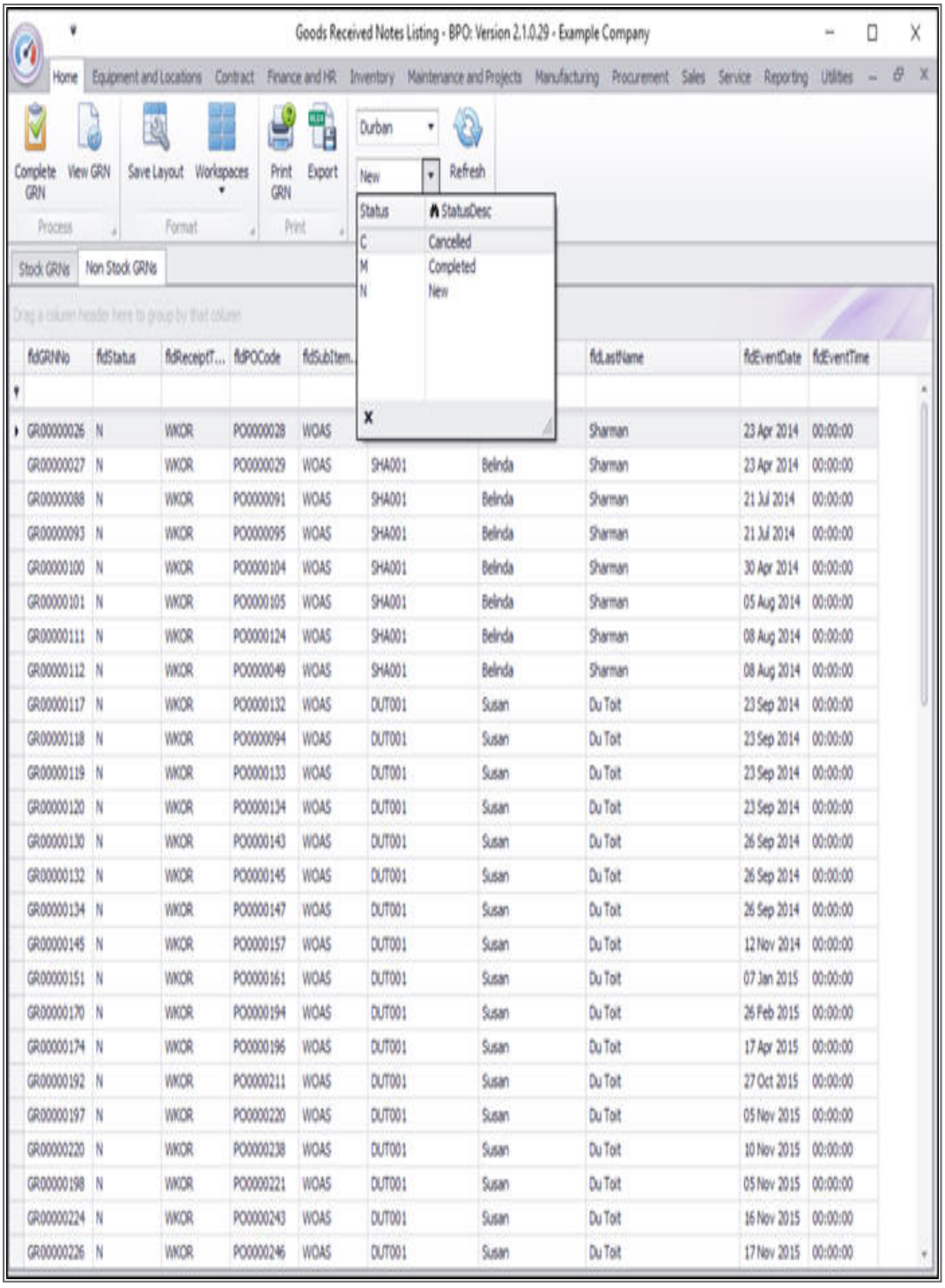

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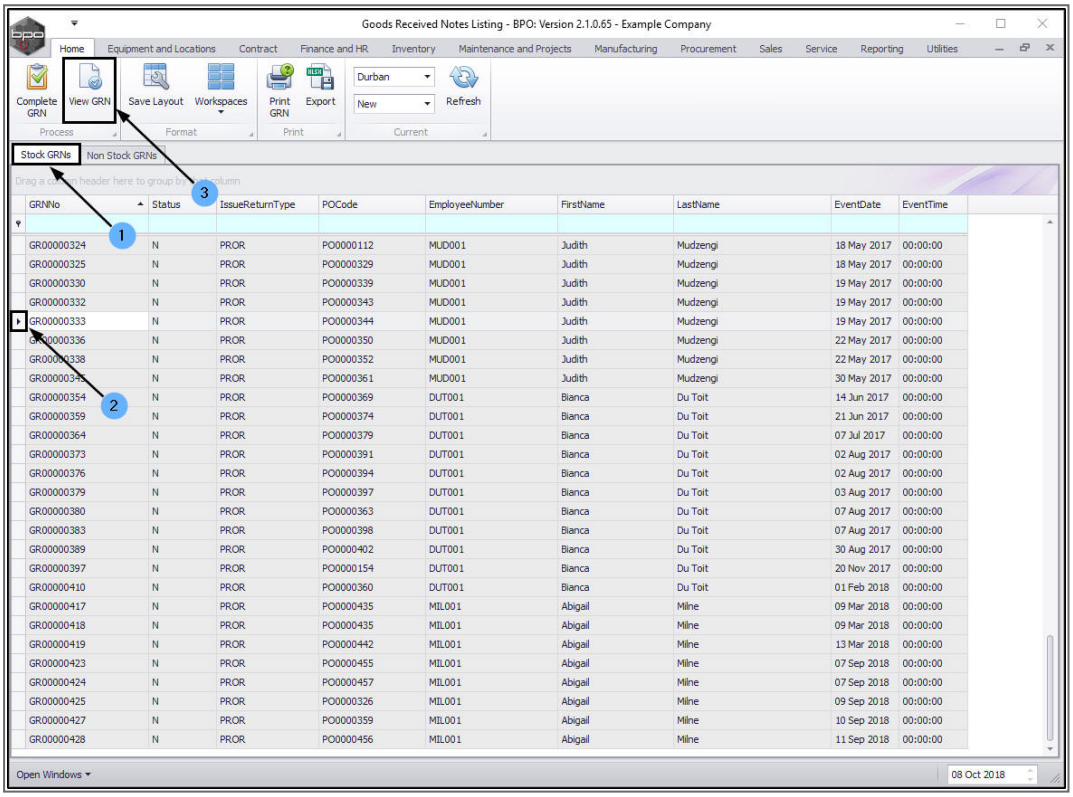
VIEW STOCK GRN DETAILS AND PARTS

1. Ensure that you have selected the ***Stock GRNs*** tab.
2. Click on the ***row selector*** in front of the ***Stock Goods Received Note*** that you wish to view in ***detail***.
3. Click on ***View GRN***.

Note: You can view a Stock GRN in ***any*** status.



The ***View Goods Receipt Note [ ]*** screen will be displayed. Here you can view more information concerning the selected Stock Goods Received Note:

1. View the linked ***purchase order number***, ***receiver*** name, ***receipt date***, receipt ***comments*** and whether on receipt of goods an ***invoice*** was generated or not.

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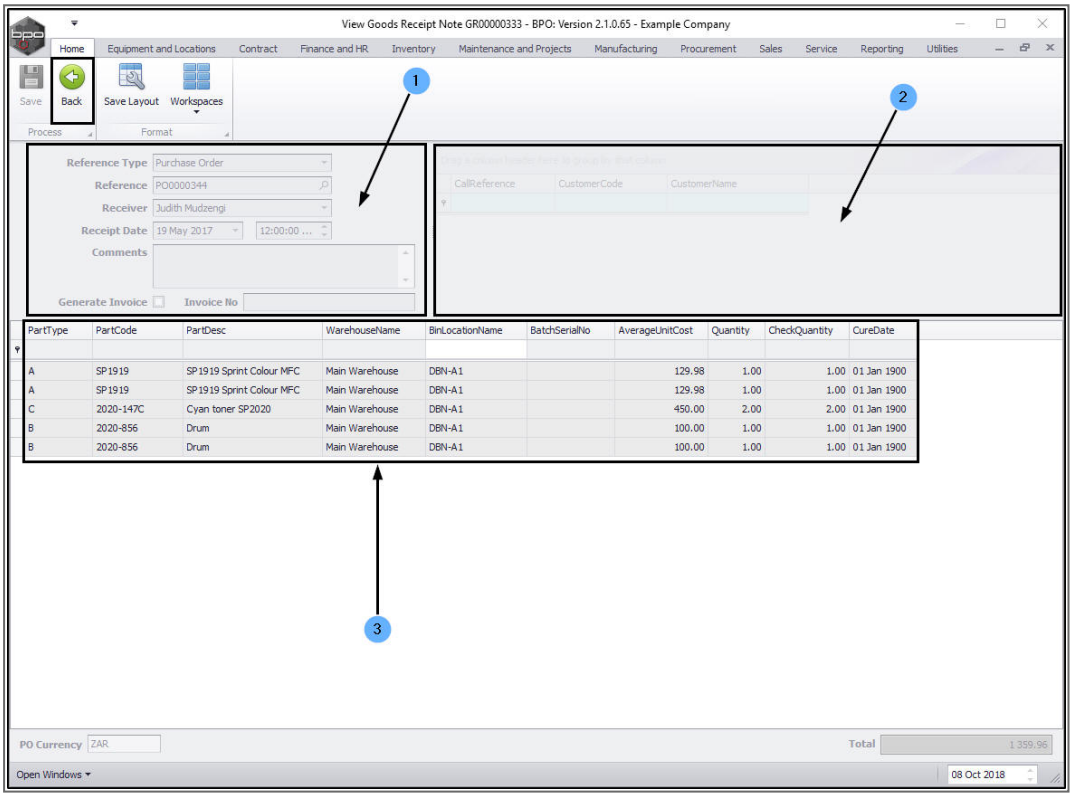
2. If this GRN is related to a ***call*** / ***project*** this will be listed here along with the ***customer code*** and ***name***.
3. View details of the ***parts (Items)*** received, which ***warehouse*** and ***bin*** they were received into and the ***quantity*** of each part type that was received.

Note: **A**, **B** and **C-Class** part types can be received on a Stock GRN.



VIEW NON-STOCK GRN DETAILS AND SERVICES

1. Ensure that you have selected the ***Non Stock GRNs*** tab.
2. Click on the ***row selector*** in front of the ***Non Stock Goods Received Note*** that you wish to view in ***detail***.
3. Click on ***View GRN***.

Note: You can view a Non Stock GRN in ***any*** status.

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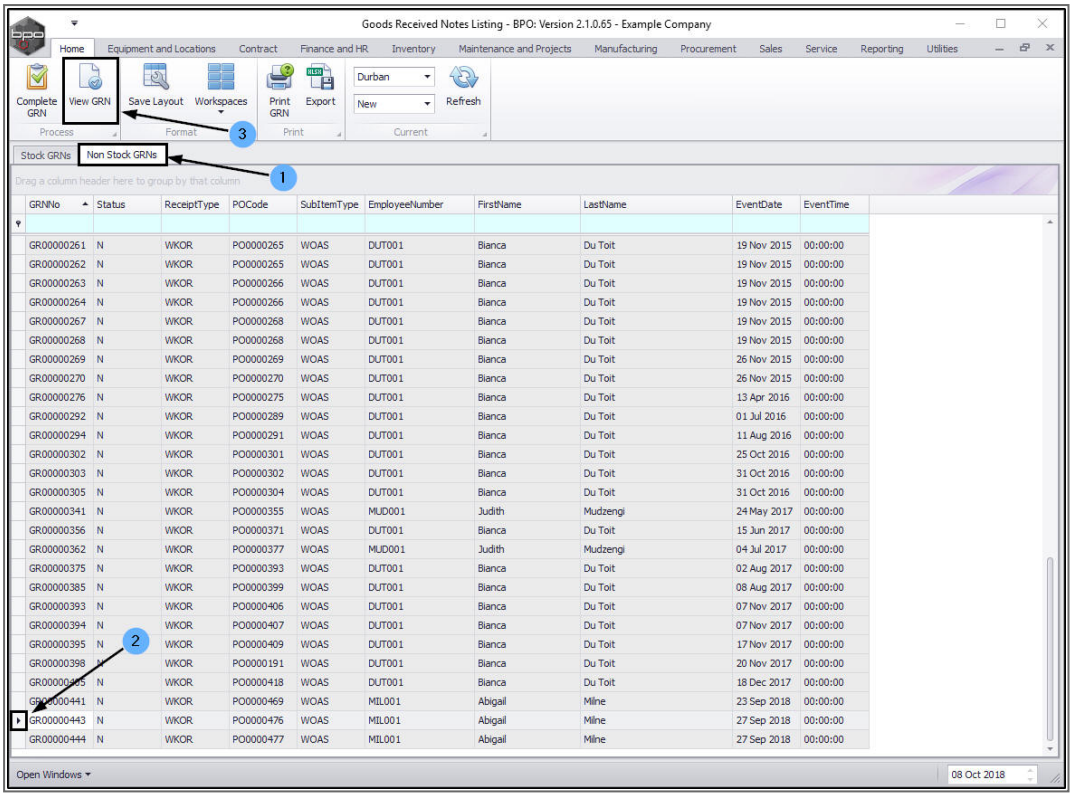

The ***View Non Stock GRN: [ ]*** screen will be displayed. Here you can view more information concerning the selected Non Stock Goods Received Note:

1. View the linked ***Supplier*** code and name, the ***Event Date/Time***, the linked ***Purchase Order No.*** and whether on receipt of goods an ***invoice*** was generated or not.
2. The ***Supplier Details*** will be listed here, along with the ***Currency*** , ***Exchange rate*** and ***Tax Rate*** set up on this supplier.
3. View details of the ***parts (Services)*** received and the ***quantity*** of each service that was received.

Note: Only **Services** can be received on a Non Stock GRN.

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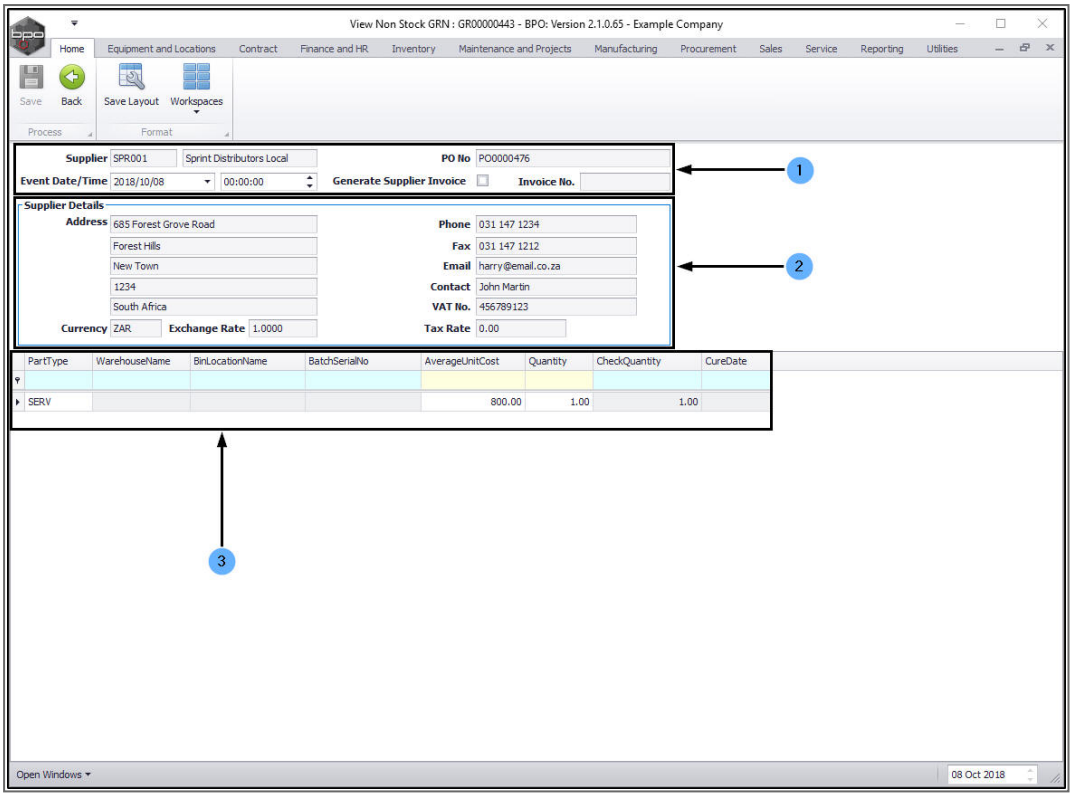

Related Topics

- Receive Stock Items into Store
- Receive Non-Stock Items (Services)
- Print Goods Received Notes
- Receiving Alternate Parts

BPO.MNU.055

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