

# PROCUREMENT

# **RECEIVE NON-STOCK GRN (SERVICES)**

In order to acknowledge **receipt of services** rendered by a third party, you have to **receive services** in BPO2. This will enable you to be able to raise a **supplier invoice**.

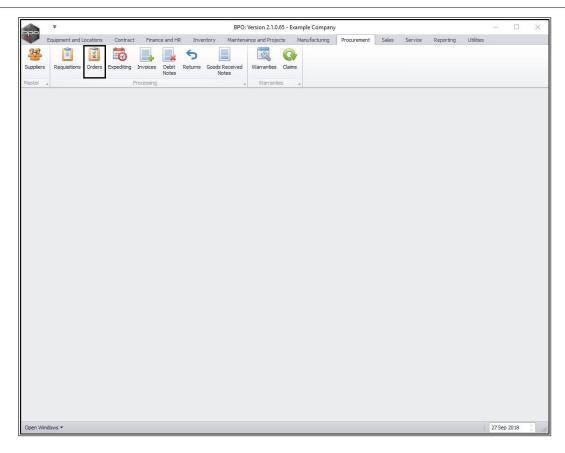
There are 2 ways in which you can receive services:

- i. Receive a Non-Stock GRN <u>without</u> creating a supplier invoice (at the point of receipt).
- ii. Receive a Non-Stock GRN and <u>create</u> a supplier invoice (at the point of receipt.)

# RECEIVE NON STOCK GRN <u>WITHOUT</u> SUPPLIER INVOICE

Ribbon Access: Procurement > Orders





The *Purchase Order Listing* screen will be displayed.

Select the Site and Status

- Select the *site*.
  - In this image, *Durban* has been selected.



Home Equipment	and Locations	Contract	Finance a	nd HR	Inventory Ma	aintenance a	nd Projects	Manufacturing Procu	ement Sale	s Service	Reporti	ing Utilities —	8
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	+ PO0000440	MAINT	SUPPLIER	N	Bianca Du Toit		SPR001	Sprint Distributors Local	13 Mar 2018	10:24:27		Generated from sales	order
Notes	PO0000448	MAINT	SUPPLIER	N	Abigail Milne	Copier	SPR001	Sprint Distributors Local	17 Aug 2018	13:40:54			
	PO0000449	MAINT	SUPPLIER	N	Abigail Milne	Copier	MET001	Metro Peach	17 Aug 2018	13:40:54			
	PO0000426	MAINT	INV	N	Abigail Milne		TON002	Tonys Copy Shop	20 Feb 2018	22:45:02			
Addresses	PO0000470	MAINT	INV	N	Bianca Du Toit		SPR001	Sprint Distributors Local	24 Sep 2018	22:32:33			
	PO0000471	MAINT	INV	N	Judith Mudzengi		TON002	Tonys Copy Shop	25 Sep 2018	01:55:36	Test PO	Test PO	
	PO0000472	MAINT	INV	N	Judith Mudzengi		SPR001	Sprint Distributors Local	25 Sep 2018	01:55:36	Test PO	Test PO	
	PO0000473	MAINT	INV	N	Bianca Du Toit		SPR001	Sprint Distributors Local	25 Sep 2018	02:05:35			
Delivery Instructions	PO0000475												
Delivery Instructions	P00000473	MAINT	INV	N	Abigail Milne		SPR001	Sprint Distributors Local	25 Sep 2018	02:11:30			
Delivery Instructions		MAINT	INV	N	Abigal Mine		SPR001	Sprint Distributors Local	25 Sep 2018	02:11:30			
Delivery Instructions		MAINT	INV	N	Abigal Mine		SPR001	Sprint Distributors Local	25 Sep 2018	02:11:30			
Delivery Instructions		MAINT	INV	N	Abigail Mine		SPR.001	Sprint Distributors Local	25 Sep 2018	02:11:30			
Delivery Instructions		MAINT	INV	N	Abigail Mine		SPR001	Sprint Distributors Local	25 Sep 2018	02:11:30			

• Select the *Printed* status.

Help v2.5.1.4 - Pg 3 - Printed: 27/06/2024



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Home Equipment	and Locations	Contract	Finance ar	nd HR	Inventory Ma	aintenance ar	nd Projects	Mar	ufacturing I	Procun	ement Sale	es Serv	rice Repor	ting Utili	ies —	Ð
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	PO0000472 PO0000473	MAINT	INV	N	Bianca Du Toit		SPR001 SPR001		rint Distributors I			02:05:3		Test PO		
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#### NON STOCK PURCHASE ORDER

- Select the *row* of the *Non-Stock* purchase order you wish to receive.
- Click on *Non Stock GRN*.

**Note**: This **Non Stock GRN** button will be *grey* (inactive) if you have selected a <u>parts/equipment</u> item purchase order instead of a <u>service</u> purchase order.



Home Equipmen	t and Locations	Contract	Finance a	nd HR I	nventory Main	tenance and Projects	Manufacturing Procuremer	it Sa	les Service	Reporting	Utilities —	8
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Delivery Instructions	PO0000408	MAINT	SUPPLIER	WOAS	WKOR	WO0001282	Project linked to a customer loc	P	Bianca Du Toit		SPR001	Sprint
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	PO0000413	MAINT	SUPPLIER	WOAS	WKOR	WO0001615	Created for production batch		Bianca Du Toit		SPR001	Sprint
	PO0000427	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Judith Mudzengi		SPR001	Sprint
	PO0000430	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young
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	PO0000450	MAINT	SUPPLIER	WOAS	WKOR	WO0001645	New Deal Sale Installation 1234	P	Abigail Milne	SP2020 Sp		Sprint
	PO0000451	MAINT	SUPPLIER	WOAS	WKOR	WO0001384	Procurement - Work Order	P	Judith Mudzengi	SP19-12 C	SPR001	Sprint
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### **CONFIRM GRN PROCESSING**

- A GRN Processing message box will pop up asking;
  - Are you sure you want to create a Goods Received Note (GRN) for this purchase order: []?
- Click on Yes.



Home Equipmen	t and Locations	Contract	Finance a	nd HR Ir	nventory Main	tenance and Project	s Manufacturing Procurem	ent Sa	les Service	Reporting	Utilities -	8
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100000	PO0000381	MAINT	SUPPLIER	WOAS	WKOR	WO0001528	Work Order Linked to an asset	P	Judith Mudzengi	SP2020 Sp	MET001	Metro
Notes	PO0000382	MAINT	SUPPLIER	WOAS	WKOR	WO0001531	Nonstock WIP Item Test	P	Judith Mudzengi	К147 Куос	SPR001	Sprint
	PO0000383	CAP	ASSET		CTRT	CO0000042	CO0000042	Р	Judith Mudzengi		SUP001	Buy B
	PO0000385	MAINT	SUPPLIER	WOAS	WKOR	WO0001536	Paper Jam - Service Required	P	Judith Mudzengi	SP19-12 C	MET001	Metro
Addresses	PO0000386	MAINT	SUPPLIER	WOAS	WKOR	WO0001536	Paper Jam - Service Required	Ρ	Judith Mudzengi	SP19-12 C	SPR001	Sprint
	PO0000404	CAP	ASSET		CTRT	CO0000042	CO000042	P	Bianca Du Toit		SUP001	Buy B
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	PO0000427	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Judith Mudzengi		SPR001	Sprint
	PO0000430	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young
	PO0000431	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young
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	PO0000436	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		SPR001	Sprint
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	PO0000444	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		1111	AB Go
	PO0000447	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young
	PO0000450	MAINT	SUPPLIER	WOAS	WKOR	WO0001645	New Deal Sale Installation 1234	Р	Abigail Milne	SP2020 Sp	SPR001	Sprint
	PO0000451	MAINT	SUPPLIER	WOAS	GRN Processing	1		- ×	Judith Mudzengi	SP19-12 C	SPR001	Sprint
	PO0000452	MAINT	INV						Abigail Milne		SPR001	Sprint
	PO0000453	MAINT	INV		Are you sure yo	ou want to create a	Goods Received Note (GRN) for t	his	Abigail Milne		TON002	Tonys
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	PO0000466	MAINT	INV						Abigail Milne		SPR001	Sprint
	PO0000467	MAINT	SUPPLIER				Yes N	D	Abigail Milne		SPR001	Sprint
	PO0000469	MAINT	SUPPLIER	WOAS					Abigail Milne		SPR001	Sprint
	▶ PO0000476	MAINT	SUPPLIER	WOAS	WKOR	WO0001697	Site Inspection Required	P	Abigail Milne		SPR001	Sprint
	10											

The *Create Non Stock GRN* screen will be displayed.

# NON-STOCK SUPPLIER DETAILS

The Supplier details frame will be populated with the supplier linked to the purchase order.

- 1. **Event Date/Time** These fields are editable.
  - **Date:** Either type in or click on the drop-down arrow and use the calendar function to select an alternative date.
  - **Time:** Either type in or use the directional arrows to select an alternative time.

## **GENERATE SUPPLIER INVOICE CHECK BOX**

2. Generate Supplier Invoice: Ensure that this check box is <u>un</u>-ticked.



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		Forest Hil	ls					031 147 121								
		New Tow	n					harry@email.	.co.za							
		1234						John Martin								
		South Afr						456789123								
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#### **AVERAGE UNIT COST**

- 1. Click in the *Average Unit Cost* text box.
  - Directional *arrows* will appear.
  - If required, you can type in or use these arrows to *edit* the unit cost for the service items you are receiving.

# SAVE NON-STOCK GRN

2. When you have finished checking/editing the details, click on *Save*.



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Home	E	Equipment	t and Lo	cations	Contrac	t Fin	ance and H	R Inven	tory Main	ntenance	e and Proje	ects	Manufacturing	Procurement	Sale	s Servio	e Reportin	g Utilit	ies	- 1	9	×
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		1234					1		Contact	John N	Martin											
		South Af	frica				1		VAT No.	45678	89123											
Curr	ency	ZAR	Exe	change R	ate 1.00	00			Tax Rate	0.00												
PartType	Iter	mCode	Item	Desc			Ware	nouseName	BinLocatio	onName	В	atchSei	ialNo	AverageUnitCo	st (	Quantity	CheckQuanti	tý	Curel	Date		
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- A Non-Stock GRN Processing message box will pop up informing you;
  - <sup>°</sup> Goods Received Note No. [] saved successfully.
- Click on OK.



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Home	Equipment ar	nd Locations	Contract	Finance	and HR Ir	iventory Maii	ntenance a	nd Projects	Manufacturing	Procurement	Sales Ser	vice Reporti	ng Utili	ties —	8
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vent Date/Time	2018/09/27		00:00:00	\$	Generate Su	pplier Invoice		Invoice No.		Ť.					
Supplier Details									1	-					
	685 Forest	Grove Road				Phone	031 147	1234							
	Forest Hills					Fax	031 147	1212							
	New Town					Email	harry@e	mail.co.za							
	1234			l l		Contact	John Mar	tin							
	South Africa	a		i i		VAT No.	4567891	23							
Currency	ZAR	Exchange	Rate 1.0000	1		Tax Rate	0.00								
PartType Ite	emCode	ItemDesc			WarehouseNa	me BinLocati	onName	BatchS	erialNo	AverageUnitCost	Quantity	CheckQuan	tity	CureDat	2
SERV IN	ICD	Inspection								800.		1.00	1.00		_
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# **PRINT NON-STOCK-GRN**

- A Report Generation message box will pop up asking;
  - Do you want to print this non stock GRN, number []?
- Click on Yes.



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	Home	Equipment	and Locations	Contract	Financ	ce and HR	Invent	tory Main	itenano	ce and Projects	Manufactu	ring Pro	ourement	Sale	es Servio	e Report	ing Uti	ties	- 6	9 X
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		1234						Contact												
		South Af	rica					VAT No.												
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#### **REPORT PREVIEW**

- The *Report Preview* screen will be displayed.
- From here you can *View*, *Print*, *Export* or *Email* the Goods Received Note.
- Close the Report Preview screen when done.



	Goods Received Note	
	Example Company	
Company Logo	Street No and Road Name PO Box 1234 Area New Town	
	City Durban South Africa South Africa	
	0000 1234	
	RegNo.: 0000000asa4521 FaxNo.: 031124545 VATNo.: 0000000 TelNo.: 0311234567	
Processed By : Abigail Milne	Document Ref.:         GR00000443           Date:         27.5ep.2018           PO No.:         P00000476	
Reference: Received By : MIL001 Abigail Milne	Supplier : Sprint Distributors Local	
Code Description INSP Inspection	Quantity Unit Price Line Cost 1 800.00 800.00	

### **VIEW NON-STOCK PO IN CLOSED STATUS**

- You will return to the *Purchase Order Listing* screen which will still be set to the *Printed* status.
- The selected purchase order will now be *removed* from this status:Printed listing screen.



Home Equipment	t and Locations	Contract	Finance ar	nd HR In	ventory Main	tenance and Project	s Manufacturin	ng Procurement :	Sales Service	Reporting	Utilities —	Ð
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nter text to search 🔎	POCode	POType	POClass	ItemType	OriginatorType	OriginCode	OriginDesc	Stati	Is RequestorName	AssetDesc	SupplierCode	Supplie
Functions	e l	rorype	1000033	remitype	originator rype	Cinglifeodic	Onghiocae	Stat	is requestorroune	Hadelbeac	Suppliercouc	Sobbie
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Notes	PO0000347 PO0000411	MAINT	INV		WHSE	Main Warehouse	Main Warehouse		Bianca Du Toit		SPR001	Sprint
	PO0000411 PO0000430	MAINT	INV		WHSE	Main Warehouse	Main Warehouse		Abigail Milne		YES001	Young
	PO0000430	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	-	Abigail Milne		YES001	Young
Addresses	PO0000434	MAINT	INV		WHSE	Main Warehouse	Main Warehouse		Abigail Milne		1111	AB Gor
Houreadea.	PO0000434	MAINT	INV		WHSE	Main Warehouse	Main Warehouse		Abigail Milne		SPR001	Sprint
	PO0000437	MAINT	INV		WHSE	Main Warehouse	Main Warehouse		Abigail Milne		YES001	Young
	PO0000438	MAINT	INV		WHSE	Main Warehouse	Main Warehouse		Abigail Milne		SPR001	Sprint
Delivery Instructions	PO0000439	MAINT	INV		WHSE	Main Warehouse	Main Warehouse		Abigail Milne		SPR001	Sprint
	PO0000444	MAINT	INV		WHSE	Main Warehouse	Main Warehouse		Abigail Milne		1111	AB Go
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	PO0000427	MAINT	INV		WHSE	Main Warehouse	Main Warehouse		Judith Mudzengi		SPR001	Sprint
	PO0000170	CAP	REPAIR		CTRT	CO0000013	CO0000013	- · ·	Bianca Du Toit		SPR001	Sprint
	PO0000202	CAP	ASSET		CTRT	CO0000026	CO0000026	P	Bianca Du Toit		SUP001	Buy Ba
	PO0000204	CAP	ASSET		CTRT	CO000028	CO000028	P	Bianca Du Toit		SUP001	Buy Ba
	PO0000205	CAP	ASSET		CTRT	CO0000028	CO0000028	P	Bianca Du Toit		SUP001	Buy Ba
	PO0000206	CAP	ASSET		CTRT	CO000028	CO000028	p	Bianca Du Toit		SUP001	Buy Ba
	PO0000315	CAP	ASSET		CTRT	CO0000031	CO0000031	P	Judith Mudzengi		SUP001	Buy Ba
	PO0000373	CAP	ASSET		CTRT	CO0000042	CO0000042	p	Belinda Sharman		SUP001	Buy Ba
	PO0000375	CAP	ASSET		CTRT	CO0000042	CO0000042	P	Bianca Du Toit		SUP001	Buy B
	PO0000376	CAP	ASSET		CTRT	PC0000001	PC0000001	P	Judith Mudzengi		SUP001	Buy B
	PO0000383	CAP	ASSET		CTRT	CO0000042	CO0000042	P	Judith Mudzengi		SUP001	Buy B
	PO0000404	CAP	ASSET		CTRT	CO0000042	CO0000042	p	Bianca Du Toit		SUP001	Buy B
	PO0000405	CAP	ASSET		CTRT	CO0000044	CO0000044	P	Bianca Du Toit		SUP001	Buy B
	PO0000467		SUPPLIER		CTRT	CO0000043	CO0000043	p	Abigail Milne		SPR001	Sprint
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- Change the status to *Closed*.
- The selected purchase order has been *moved* to this status: Closed listing screen.



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		PO0000424	CAP	ASSET	WOAS	WKOR	WO0001651	Buy Ba	ck - Serial No.	1912-102	С	Abigail Milne	SP19-12 C	SPR001	Sprint D
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and the second		PO0000429	MAINT	INV		WHSE	Main Warehouse	Main V	/arehouse		С	Abigail Milne		SPR001	Sprint D
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		PO0000433	MAINT	INV		WHSE	Main Warehouse	Main V	/arehouse		С	Abigail Milne		SPR001	Sprint D
		PO0000435	MAINT	INV		WHSE	Main Warehouse	Main V	/arehouse		С	Abigail Milne		SPR001	Sprint D
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		PO0000446	MAINT	INV		WHSE	Main Warehouse	Main V	/arehouse		С	Abigail Milne		SPR002	Sprint I
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		PO0000458	MAINT	INV		WHSE	Main Warehouse	Main V	/arehouse		С	Abigail Milne		TON002	Tonys (
		PO0000459	MAINT	INV		WHSE	Main Warehouse	Main V	/arehouse		С	Abigail Milne		SPR001	Sprint D
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		PO0000468	MAINT	SUPPLIER		CTRT	CO000043	CO000	0043		С	Abigail Milne		SPR001	Sprint D
		PO0000475	MAINT	SUPPLIER		CTRT	CO0000042	C0000	0042		С	Abigail Milne		SPR001	Sprint (
		PO0000476	MAINT	SUPPLIER	WOAS	WKOR	WO0001697	Site In	spection Requ	ired	С	Abigail Milne		SPR001	Sprint [

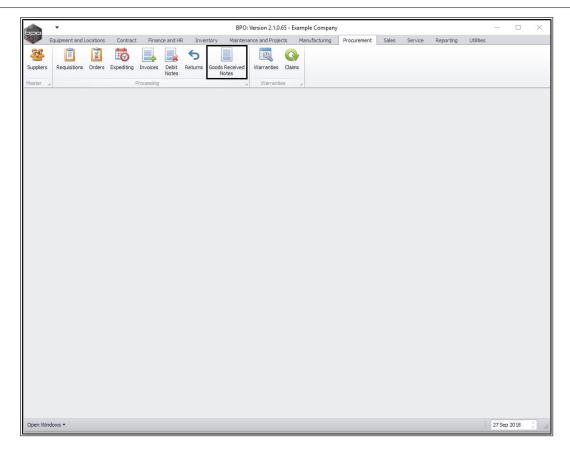
Note: Remember to create the supplier invoice.

# VIEW RAISED NON-STOCK GRN

To view the GRN, navigate to the Goods Received Notes Listing screen;

**Ribbon Access:** *Procurement > Goods Received Notes* 





The Goods Received Notes Listing screen will be displayed.

- 1. Ensure that the *correct site* is selected and the status is set to *New*.
- 2. Ensure that you have clicked on the *Non Stock GRN* tab to display all the Non Stock GRNs.
- 3. Now you will be able to view the newly raised GRN.



Home	Equipmen	nt and Locations	Contract	Finance and HR	t Inventory M	laintenance and Projects	Manufacturing F	Procurement Sales	Service Report	ing Utilities	- 6	p
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GRNNo	Status	ReceiptType	POCode	SubItemType	EmployeeNumber	FirstName	LastName	EventDate	EventTime			
GR00000269	Ν	WKOR	PO0000269	WOAS	DUT001	Bianca	Du Toit	26 Nov 2015	00:00:00			
GR00000270	N	WKOR	PO0000270	WOAS	DUT001	Bianca	Du Toit	26 Nov 2015				
GR00000276	N	WKOR	PO0000275	WOAS	DUT001	Bianca	Du Toit	13 Apr 2016	00:00:00			
GR00000258	N	WKOR	PO0000263	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	00:00:00			
GR00000292	N	WKOR	PO0000289	WOAS	DUT001	Bianca	Du Toit	01 Jul 2016	00:00:00			
GR00000294	N	WKOR	PO0000291	WOAS	DUT001	Bianca	Du Toit	11 Aug 2016	00:00:00			
GR00000302	N	WKOR	PO0000301	WOAS	DUT001	Bianca	Du Toit	25 Oct 2016	00:00:00			
GR00000303	N	WKOR	PO0000302	WOAS	DUT001	Bianca	Du Toit	31 Oct 2016	00:00:00			
GR00000305	N	WKOR	PO0000304	WOAS	DUT001	Bianca	Du Toit	31 Oct 2016	00:00:00			
GR00000246	N	WKOR	PO0000253	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	00:00:00			
GR00000244	N	WKOR	PO0000253	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	00:00:00			
GR00000245	N	WKOR	PO0000253	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015				
GR00000254		WKOR	PO0000259	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	00:00:00			
GR00000255	N	WKOR	PO0000260	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	00:00:00			
GR00000256	N	WKOR	PO0000261	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	00:00:00			
GR00000257	N	WKOR	PO0000262	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	00:00:00			
GR00000341		WKOR	PO0000355	WOAS	MUD001	Judith	Mudzengi	24 May 2017				
GR00000356		WKOR	PO0000371	WOAS	DUT001	Bianca	Du Toit	15 Jun 2017	00:00:00			
GR00000362		WKOR	PO0000377	WOAS	MUD001	Judith	Mudzengi	04 Jul 2017	00:00:00			
GR00000375		WKOR	PO0000393	WOAS	DUT001	Bianca	Du Toit	02 Aug 2017				
GR00000385	N	WKOR	PO0000399	WOAS	DUT001	Bianca	Du Toit	08 Aug 2017				
GR00000393		WKOR	PO0000406	WOAS	DUT001	Bianca	Du Toit	07 Nov 2017		3	5	
GR00000394		WKOR	PO0000407	WOAS	DUT001	Bianca	Du Toit	07 Nov 2017				
GR00000395		WKOR	PO0000409	WOAS	DUT001	Bianca	Du Toit	17 Nov 2017		/		
GR00000405		WKOR	PO0000418	WOAS	DUT001	Bianca	Du Toit	18 Dec 2017	00:00:00			
GR00000441		WKOR	PO0000469	WOAS	MIL001	Abigail	Milne	23 Sep 2018	00:00:00			
GR00000443	N	WKOR	PO0000476	WOAS	MIL001	Abigail	Milne	27 Sep 2018	00:00:00			

# NON STOCK GOODS RECEIVED NOTE WITH SUPPLIER INVOICE

In the *Purchase Order Listing* screen;

Select the Site and Status

1. Ensure that the correct *site* is selected and the status is set to *Printed*.

#### NON-STOCK PURCHASE ORDER

- 1. Select the row of the *Non-Stock* purchase order.
- 2. Click on *Non Stock GRN*.



Home Eq	uipment and Locations	Contract	Finance a	ad UD To	ventory Main	tenance and Projects	s Manufacturing Procuremen	t Sa	les Service	Reporting	Utilities -	8
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Concerner and Concerner	PO0000382	MAINT	SUPPLIER	WOAS	WKOR	WO0001531	Nonstock WIP Item Test	Ρ	Judith Mudzengi	К147 Куос	SPR001	Sprint
Notes	PO0000383	CAP	ASSET		CTRT	CO0000042	CO0000042	Р	Judith Mudzengi		SUP001	Buy Ba
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_	PO0000386	MAINT	SUPPLIER	WOAS	WKOR	WO0001536	Paper Jam - Service Required	Ρ	Judith Mudzengi	SP19-12 C	SPR001	Sprint
Addresses	PO0000404	CAP	ASSET		CTRT	CO0000042	CO0000042	Ρ	Bianca Du Toit		SUP001	Buy Ba
	PO0000405	CAP	ASSET		CTRT	CO0000044	CO0000044	Ρ	Bianca Du Toit		SUP001	Buy Ba
	PO0000408	MAINT	SUPPLIER	WOAS	WKOR	WO0001282	Project linked to a customer loc	Ρ	Bianca Du Toit		SPR001	Sprint
Delivery Instruction	PO0000411	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Bianca Du Toit		SPR001	Sprint
	PO0000413	MAINT	SUPPLIER	WOAS	WKOR	WO0001615	Created for production batch	Ρ	Bianca Du Toit		SPR001	Sprint
	PO0000427	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Judith Mudzengi		SPR001	Sprint
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	PO0000431	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young
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	PO0000438	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint
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	PO0000450	MAINT	SUPPLIER	WOAS	WKOR	WO0001645	New Deal Sale Installation 1234	P	Abigail Milne	SP2020 Sp	SPR001	Sprint
	▶ PO0000451	MAINT	SUPPLIER	WOAS	WKOR	WO0001384	Procurement - Work Order	P	Judith Mudzengi	SP19-12 C	SPR001	Sprint
	PO0000452	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint
	PO0000453	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		TON002	Tonys
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-	PO0000466	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		SPR001	Sprint
	PO0000467	MAINT	SUPPLIER		CTRT	CO000043	CO0000043	P	Abigail Milne		SPR001	Sprint
	PO0000469	MAINT	SUPPLIER	WOAS	WKOR	WO0001698	Site Inspection for Network Cab	P	Abigail Milne		SPR001	Sprint
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## **CONFIRM GRN PROCESSING**

- A GRN Processing message box will pop up asking;
  - Are you sure you want to create a Goods Received
    - Note (GRN) for this purchase order: []?
- Click on Yes.



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	and Locations	Contract	Finance a	nd HK In	wentory Main	tenance and Project		nufacturing	Procuren	ient Sa	iles Service	Reporting	Utilities -	D <sup>2</sup>
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	POCode	<ul> <li>POType</li> </ul>	POClass	ItemType	OriginatorType	OriginCode	Origin	Desc		Status	RequestorName	AssetDesc	SupplierCode	Supplie
Functions	9													
100000	PO000038	2 MAINT	SUPPLIER	WOAS	WKOR	WO0001531	Nonst	ock WIP Iten	n Test	Ρ	Judith Mudzengi	К147 Куос	SPR001	Sprint D
Notes	PO000038	3 CAP	ASSET		CTRT	CO0000042	CO00	00042		P	Judith Mudzengi		SUP001	Buy Ba
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	PO0000386	5 MAINT	SUPPLIER	WOAS	WKOR	WO0001536	Paper	Jam - Servio	e Required	P	Judith Mudzengi	SP19-12 C	SPR001	Sprint D
Addresses	PO000040-	+ CAP	ASSET		CTRT	CO0000042	CO00	00042		P	Bianca Du Toit		SUP001	Buy Bad
	PO000040	5 CAP	ASSET		CTRT	CO0000044	CO00	00044		P	Bianca Du Toit		SUP001	Buy Bag
and the second second second	PO0000408	8 MAINT	SUPPLIER	WOAS	WKOR	WO0001282	Projec	t linked to a	customer loc.	Р	Bianca Du Toit		SPR001	Sprint D
Delivery Instructions	PO000041	MAINT	INV		WHSE	Main Warehouse	Main \	Varehouse		P	Bianca Du Toit		SPR001	Sprint D
	PO000041	MAINT	SUPPLIER	WOAS	WKOR	WO0001615	Creat	ed for produ	ction batch -	Р	Bianca Du Toit		SPR001	Sprint D
	PO000042	7 MAINT	INV		WHSE	Main Warehouse	Main \	Varehouse		P	Judith Mudzengi		SPR001	Sprint D
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	PO000044	7 MAINT	INV				Yes		No	Р	Abigail Milne		YES001	Young E
	PO000045	MAINT	SUPPLIER			L	TES		NO	Р	Abigail Milne	SP2020 Sp	SPR001	Sprint D
	PO000045	L MAINT	SUPPLIER	WOAS	WKOR	WO0001384	Procu	rement - Wo	rk Order	Р	Judith Mudzengi	SP19-12 C	SPR001	Sprint D
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	PO0000466		INV		WHSE	Main Warehouse		Varehouse		P	Abigail Milne		SPR001	Sprint
	PO000046		SUPPLIER		CTRT	CO0000043	COOO			P	Abigail Milne		SPR001	Sprint
	PO0000469		SUPPLIER	WOAS	WKOR	WO0001698			Network Cab	P	Abigail Milne		SPR001	Sprint
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# **GENERATE SUPPLIER INVOICE CHECK BOX**

• In the supplier details frame, click in the *Generate Supplier Invoice* check box.



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	Home	Equipment a	and Locations	Contract	Finan	nce and HR	Inventory	Maint	tenance	and Projects	Manufacturing	Procurement	Sales Servi	ce Reporting	Utiliti	es —	₽ ×
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Event	Date/Time	2018/09/2	7 •	00:00:00	÷	Generat	e Supplier In	voice		Invoice No.							
Supp	lier Details			0.0				2.1									
	Address	685 Fores	t Grove Road					Phone	031 14	7 1234							
		Forest Hills	3					Fax	031 14	7 1212							
		New Town						Email	harry@	pemail.co.za							
		1234					C	ontact	John M	lartin							
		South Afri	ca				V	AT No.	456789	9123							
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### ADD SUPPLIER INVOICE NO.

• The supplier *Invoice No.* text box will now be *'activated'* and you will be able to type in the supplier invoice number.



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	Address	685 Forest	Grove Road					Phone	031 1	47 1234									
		Forest Hills	6					Fax	031 1	47 1212									
		New Town						Email	harry	@email.co	o.za								
		1234						Contact											
		South Afric						VAT No.		39123									
	Currency	ZAR	Exchange	Rate 1.0000			1	ax Rate	0.00										
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# SAVE NON STOCK GRN

• When you have finished adding the supplier invoice number and have checked the *Average Unit Cost*, click on *Save*.

**Note**: On *Save* - the *GRN* will be created and the *Supplier Invoice* will be raised. However the Supplier Invoice must still be <u>accepted</u>.



	Ŧ					Cr	eate Non Stoc	k GRN -	BPO: \	Version 2.1.0.6	5 - Example Co	ompany						×	
	Home	Equipment	and Locations	Contract	Fina	nce and HR	Inventory	Mainte	enance	and Projects	Manufacturin	ng Procurement	Sales	Service	Reporting	Utilitie	is —	8	×
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- A Non Stock GRN Processing message box will pop up informing you;
  - Goods Received Note No. [] saved successfully.
- Click on OK.



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# **PRINT GRN**

- A *Report Generation* message box will pop up asking;
  - Do you want to print this non stock GRN, number []?
- Click on Yes.



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#### **REPORT PREVIEW**

- The *Report Preview* screen will come up.
- From here you can *View*, *Print*, *Export* or *Email* the Goods Received Note.
- *Close* the Report Preview screen when done.



	Goods Received Note Example Company	
	Street No and Road Name PO Box 1234	
Company Logo 🕻	Area New Town City Durban	
$\langle \cdot \rangle$	South Africa South Africa	
	0000 1234 Reg No.: 0000000asa4521 Fax No.: 031 12 4545	
	VATNo.: 00000000 Tel No.: 031 123 4567	
Processed By : Abigail Milne	Document Ref.:         GR00000445           Date :         27 Sep 2018           PO No. :         PO0000451	
Reference: Received By : MIL001 Abigail Milne	Supplier: Sprint Distributors Local	
Code Description	Quantity Unit Price Line Cost 1 800.00 800.00	

### **VIEW PURCHASE ORDER IN CLOSED STATUS**

You can now find the purchase order in the *Purchase Order List-ing* screen where the status is set to *closed*.



Home Equipment	and Locations	Contract	Finance ar	d HD In	ventory Main	tenance and Project	Manufacturing Procuremer	it Sa	les Service	Reporting	Utilities -	Ð
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Functions	9											
	PO0000425	CAP	ASSET	WOAS	WKOR	WO0001652	Buy Back - Serial No. 2020-98765	С	Abigail Milne	SP2020 Sp	SPR001	Sprint (
Notes	PO0000428	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Judith Mudzengi		TON002	Tonys (
	PO0000429	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint D
	PO0000432	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint [
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	PO0000435	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint I
	PO0000441	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint I
Delivery Instructions	PO0000442	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		SPR001	Sprint
	PO0000443	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		1111	AB Goo
	PO0000445	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		TON002	Tonys
	PO0000446	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR002	Sprint 1
	▶ PO0000451	MAINT	SUPPLIER	WOAS	WKOR	WO0001384	Procurement - Work Order	С	Judith Mudzengi	SP19-12 C	SPR001	Sprint [
	PO0000455	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		TON002	Tonys
	PO0000456	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		SPR001	Sprint I
	PO0000457	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
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	PO0000463	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
	PO0000464	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		TON002	Tonys
	PO0000465	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		TON002	Tonys
	PO0000468	MAINT	SUPPLIER		CTRT	CO000043	C0000043	с	Abigail Milne		SPR001	Sprint
	PO0000475	MAINT	SUPPLIER		CTRT	CO0000042	C00000042	с	Abigail Milne		SPR001	Sprint
	PO0000476	MAINT	SUPPLIER	WOAS	WKOR	WO0001697	Site Inspection Required	с	Abigail Milne		SPR001	Sprint
	PO0000477	MAINT	SUPPLIER	WOAS	WKOR	WO0001697	Site Inspection Required	с	Abigail Milne		SPR001	Sprint
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# **VIEW THE LINKED PURCHASE INVOICE**

To *view* the purchase invoice, navigate to the *Purchase Invoice Listing* screen.

**Ribbon Access:** *Procurement > Invoices* 



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Functio	ons	9	•											
			PO0000425	CAP	ASSET	WOAS	WKOR	WO0001652	Buy Back - Serial No. 2020-98765	с	Abigail Milne	SP2020 Sp	SPR001	Sprint [
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			PO0000429	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	c	Abigail Milne		SPR001	Sprint I
			PO0000432	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		SPR001	Sprint I
Addres			PO0000433	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		SPR001	Sprint I
			PO0000435	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		SPR001	Sprint
			PO0000441	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		SPR001	Sprint
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			PO0000451	MAINT	SUPPLIER	WOAS	WKOR	WO0001384	Procurement - Work Order	С	Judith Mudzengi	SP19-12 C	SPR001	Sprint
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			PO0000458	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		TON002	Tonys
			PO0000459	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
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			PO0000462	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		TON002	Tonys
			PO0000463	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
			PO0000464	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		TON002	Tonys
			PO0000465	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		TON002	Tonys
			PO0000468	MAINT	SUPPLIER		CTRT	CO000043	CO0000043	С	Abigail Milne		SPR001	Sprint
			PO0000475	MAINT	SUPPLIER		CTRT	CO0000042	CO0000042	С	Abigail Milne		SPR001	Sprint
			PO0000476	MAINT	SUPPLIER	WOAS	WKOR	WO0001697	Site Inspection Required	С	Abigail Milne		SPR001	Sprint
			PO0000477	MAINT	SUPPLIER	WOAS	WKOR	WO0001697	Site Inspection Required	С	Abigail Milne		SPR001	Sprint

In the *Purchase Invoice Listing* screen,

Select the Site and Status

- 1. Ensure that the correct *site* is selected and the status is set to *New*.
- 2. Use the **filter row** or the scroll bar to find the **newly created** invoice.



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N         SIN           N         SW/	INV-GRN355 WAPGR00000358 WAPGR00000360 WAPGR00000361 INV45678 WAPGR00000391 WAPGR00000391 JYBGR00000396 WAPGR00000396	SPR002 SUP001 SUP001 SUP001 SUP001 SUP001 SUP001 SUP001 SPR001	Spect International Buy Back Supplier Buy Back Supplier Buy Back Supplier Buy Back Supplier Buy Back Supplier Buy Back Supplier Sprint Distributors Local	15 Jun 2017 20 Jun 2017 21 Jun 2017 04 Jul 2017 19 Jul 2017 19 Sep 2017 30 Oct 2017 30 Oct 2017	GR00000355 GR00000358 GR00000360 GR00000361 GR00000366 GR00000390 GR00000391 SR00000392	USD ZAR ZAR ZAR ZAR ZAR ZAR ZAR	10.00 1.00 1.00 1.00 1.00 1.00 1.00	0.00 14.00 14.00 14.00 14.00 14.00	49.00 15 000.00 4 850.00 4 850.00 129.98	49.0 17 100.0 5 529.0 5 529.0 148.1
N         SW/	VAPGR00000358 VAPGR00000360 VAPGR00000361 VAPGR00000366 Inv45678 VAPGR00000391 JYBGR00000392 JYBGR00000396 VAPGR00000401	SUP001 SUP001 SUP001 SUP001 SPR001 SUP001 SPR001	Buy Back Supplier Buy Back Supplier Buy Back Supplier Buy Back Supplier Sprint Distributors Local Buy Back Supplier Buy Back Supplier Sprint Distributors Local	20 Jun 2017 21 Jun 2017 04 Jul 2017 19 Jul 2017 13 Sep 2017 30 Oct 2017 30 Oct 2017	GR00000358 GR00000360 GR00000361 GR00000366 GR00000390 GR00000391 SR00000392	ZAR ZAR ZAR ZAR ZAR ZAR ZAR	1.00 1.00 1.00 1.00 1.00 1.00	14.00 14.00 14.00 14.00 14.00	15 000.00 4 850.00 4 850.00 129.98	17 100.0 5 529.0 5 529.0 148.1
N SW/ N SW/ N SW/ N SW/ N SW/ N SW/ N SW/ N SW/ N SW/ N SW/	WAPGR00000360 WAPGR00000361 WAPGR00000366 hv45678 WAPGR00000391 WAPGR00000392 JYBGR00000396 WAPGR00000401	SUP001 SUP001 SUP001 SPR001 SUP001 SUP001 SPR001	Buy Back Supplier Buy Back Supplier Buy Back Supplier Sprint Distributors Local Buy Back Supplier Buy Back Supplier Sprint Distributors Local	21 Jun 2017 04 Jul 2017 19 Jul 2017 13 Sep 2017 30 Oct 2017 30 Oct 2017	GR00000360 GR00000361 GR00000366 GR00000390 GR00000391 SR00000392	ZAR ZAR ZAR ZAR ZAR ZAR	1.00 1.00 1.00 1.00 1.00	14.00 14.00 14.00 14.00	4 850.00 4 850.00 129.98	5 529.0 5 529.0 148.1
N         SW/	WAPGR00000361 WAPGR00000366 hv45678 WAPGR00000391 WAPGR00000392 JVBGR00000396 WAPGR00000401	SUP001 SUP001 SPR001 SUP001 SUP001 SPR001	Buy Back Supplier Buy Back Supplier Sprint Distributors Local Buy Back Supplier Buy Back Supplier Sprint Distributors Local	04 Jul 2017 19 Jul 2017 13 Sep 2017 30 Oct 2017 30 Oct 2017	GR00000361 GR00000366 GR00000390 GR00000391 BR00000392	ZAR ZAR ZAR ZAR	1.00 1.00 1.00 1.00	14.00 14.00 14.00	4 850.00 129.98	5 529.0 148.1
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N sinv N SW/ N SW/ N BUY N SW/ N SW/ N SW/ N SW/	nv 45678 WAPGR00000391 WAPGR00000392 JYBGR00000396 WAPGR00000401	SPR001 SUP001 SUP001 SPR001	Sprint Distributors Local Buy Back Supplier Buy Back Supplier Sprint Distributors Local	13 Sep 2017 30 Oct 2017 30 Oct 2017	GR00000390 GR00000391 GR00000392	ZAR ZAR	1.00 1.00	14.00		
N SWA N SWA N BUY N SWA N SWA N SWA N SWA	NAPGR00000391 NAPGR00000392 JYBGR00000396 NAPGR00000401	SUP001 SUP001 SPR001	Buy Back Supplier Buy Back Supplier Sprint Distributors Local	30 Oct 2019 30 Oct 2017	GR00000391 GR00000392	ZAR	1.00		30.00	34.2
N SW. N BUY N SW. N SW. N SW. N SW.	//APGR00000392 JYBGR00000396 //APGR00000401	SUP001 SPR001	Buy Back Supplier Sprint Distributors Local	30 Oct 2017	CR00000392			14.00		
N BUY N SW/ N SW/ N SW/ N SW/	JYBGR00000396 NAPGR00000401	SPR001	Sprint Distributors Local			ZAR	10.00		4850.00	5 529.0
N SWA N SWA N SWA N SWA	VAPGR00000401			17 Nov 2017	CD00000206		1.00	14.00	4 000.00	4 560.0
N SWA		SUP001			GROODOGGO	ZAR	1.00	14.00	500.00	570.0
N SWA	VAPGR00000403		Buy Back Supplier	05 Dec 2017	GR00000401	ZAR	1.00	14.00	129.98	148.1
N SW		SUP001	Buy Back Supplier	06 Dec 2017	GR00000403	ZAR	1.00	14.00	3 500.00	3 990.0
	NAPGR00000407	SUP001	Buy Back Supplier	08 Jan 2018	GR00000407	ZAR	21.00	14.00	1 9 10.60	2 178.0
N BUY	WAPGR00000409	SUP001	Buy Back Supplier	08 Jan 2018	GR00000409	ZAR	1.00	14.00	3 500.00	3 990.0
	JYBGR00000412	SPR001	Sprint Distributors Local	13 Feb 2018	GR00000412	ZAR	1.00	0.00	3 308.00	3 500.0
N BUY	JYBGR00000413	SPR001	Sprint Distributors Local	13 Feb 2018	GR00000413	ZAR	1.00	0.00	3 250.00	3 250.0
N INV	IV0100001	SPR002	Sprint International	10 Sep 2018	GR00000426	USD	9.87	0.00	49.00	49.0
N INV	IV606001	TON002	Tonys Copy Shop	11 Sep 2018	GR00000429	ZAR	1.00	15.00	250.00	287.5
N ABO	80198765	TON002	Tonys Copy Shop	13 Sep 2018	GR00000431	ZAR	1.00	15.00	45 000.00	51 750.0
N SPR	PR0100099	SPR002	Sprint International	13 Sep 2018	GR00000432	USD	9.87	0.00	100.00	100.0
N INV	IV010000999	SPR001	Sprint Distributors Local	13 Sep 2018	GR00000433	ZAR	1.00	0.00	9 750.00	9 750.0
N AB9	89000	SPR001	Sprint Distributors Local	21 Sep 2018	GR00000439	ZAR	1.00	0.00	1 700.00	1 700.0
N AM:	M100007	SPR001	Sprint Distributors Local	23 Sep 2018	GR00000440	ZAR	1.00	0.00	1 700.00	1 700.0
N INV	IV90000	SPR001	Sprint Distributors Local	27 Sep 2018	GR00000445	ZAR	1.00	0.00	800.00	800.0
N GR3	R347	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000340	ZAR	1.00	14.00	160 741.00	183 244.7
N Full	ull Quantity	SPR001	Sprint Distributors Local	30 May 2017	PO0000361	ZAR	1.00	14.00	1 400.00	1 596.0
N Tes	est AB01	SPR001	Sprint Distributors Local	11 Sep 2018	PO0000439	ZAR	1.00	0.00	1 050.00	1 050.0

### **VIEW PURCHASE INVOICE**

- Select the *row* of the *invoice*.
- Click on *View*.



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N	SINV-G	RN355	S	PR002	Sprint Internation	nal		15 Jun 2	017	GR0000035	5 USD	10.00	0.00	49.00	4	19.
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N	SWAPG	R0000039	2 S	UP001	Buy Back Supplie	r		30 Oct 2	017	GR00000393	2 ZAR	1.00	14.00	4 000.00	4 56	0.
N	BUYBGR	00000396	S	PR001	Sprint Distributor	s Local		17 Nov 2	017	GR00000396	5 ZAR	1.00	14.00	500.00	57	0.
N	SWAPG	R0000040	1 S	UP001	Buy Back Supplie	r		05 Dec 2	017	GR0000040	1 ZAR	1.00	14.00	129.98	14	8.
N	SWAPG	R0000040	3 S	UP001	Buy Back Supplie	r		06 Dec 2	017	GR00000403	3 ZAR	1.00	14.00	3 500.00	3 990	0.
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N	BUYBGF	00000412	S	PR001	Sprint Distributor	s Local		13 Feb 2	018	GR0000041	2 ZAR	1.00	0.00	3 500.00	3 50	0.
N	BUYBGF	00000413	S	PR001	Sprint Distributor	s Local		13 Feb 2	018	GR0000041	3 ZAR	1.00	0.00	3 250.00	3 25	0.
N	INV010	0001	S	PR002	Sprint Internation	nal		10 Sep 2	018	GR00000426	6 USD	9.87	0.00	49.00	4	19.
N	INV606	001	т	ON002	Tonys Copy Shop	2		11 Sep 2	018	GR00000429	9 ZAR	1.00	15.00	250.00	28	7.
N	AB0198	765	т	ON002	Tonys Copy Shop	2		13 Sep 2	018	GR0000043	1 ZAR	1.00	15.00	45 000.00	51 75	0.
N	SPR010			PR002	Sprint Internation			13 Sep 2		GR00000433		9.87			100	
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N	AM 1000	107	S	PR001	Sprint Distributor	s Local		23 Sep 2	018	GR0000044	D ZAR	1.00	0.00	1 700.00	1 70	0.
N	INV900	00		PR001	Sprint Distributor			27 Sep 2		GR0000044		1.00			80	
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N	Full Qua			PR001	Sprint Distributor			30 May 3		PO0000361	ZAR	1.00			1 596	
N	Test AB	01	S	PR001	Sprint Distributor	s Local		11 Sep 2	018	PO0000439	ZAR	1.00	0.00	1 050.00	1 0 5	0.

- The *Edit Supplier Invoice* screen will be displayed.
- Here you can view the invoice. You will note that the *linked GRN number* is recorded on the invoice.



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