

PROCUREMENT

COMPLETE GRN

To correctly complete a GRN, a <u>Supplier Invoice</u> should be raised and <u>approved</u>.

The only time this **Complete a GRN** method should be used, is where there will <u>not</u> be a supplier invoice for the purchase.

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



2								BPO: Version 2.1.0.32 - Example Company)
9	Equipment and I	Locations	Contract	Finance	e and HR	Inventory	Maintena	nce and Projec	s Ma	nufacturing	Procurement	Sales	Service	Reporting	Utilities	ľ.
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pplers	Requisitons	-		Second W	Debit i	2.62	ods Received	~	1.77							
					Notes		Notes									
ister 🔒				Processing				Warrant	6	£]		-	-		-	

The Goods Received Notes Listing screen will be displayed.

Select the Site and Status



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

Home Equipme	ent and Locations	Contract Fin		ed Notes Listing - BPO: Version entory Maintenance and Proje		Procurement Sales Service	- C	- # >
Complete Vew GRN GRN Process - Stack GRNs Non Stac	Format	orkspaces Pri	nt Export	Durban				
fidGRNNio	fidStatus	AdissueRe	fdPOCode	x	tName	fidLastName	fdEventDate	fdEventTin
•			L	•	lis			
GR00000040	N	PROR	P00000041	SHA001	Belinda	Sharman	07 May 2014	14:16:35
GR00000041	N	PROR	P00000042	SHA001	Belnda	Sharman	07 May 2014	15:43:28
GR00000059	N	PROR	P00000061	SHA001	Belinda	Sharman	26 Jun 2014	13:25:52
GR00000060	N	PROR	P00000057	SHA001	Beinda	Sharman	26 Jun 2014	13:26:04
GR00000084	N	PROR	PO000085	SHA001	Belinda	Sharman	04 34 2014	11:04:22
GR00000094	N	PROR	P00000097	SHA001	Beinda	Sharman	21 34 2014	14:26:45
GR00000095	N	PROR	PC0000098	SHA001	Beinda	Sharman	24.34 2014	09:13:13
GR00000110	N	PROR	P00000123	SHA001	Belinda	Sharman	05 Aug 2014	15:45:18
GR00000113	N	PROR	P00000126	SHA001	Belinda	Sharman	13 Aug 2014	14:36:54
GR00000121	N	PROR	P00000135	DUT001	Susan	Du Toit	23 Sep 2014	14:21:22
GR00000125	N	PROR	PO0000120	DUT001	Susan	Du Toit	26 Sep 2014	08:57:06
GR00000102	N	PROR	P00000106	9HA001	Beinda	Sharman	05 Aug 2014	12:12:15
GR00000103	N	PROR	PO0000107	SHA001	Beinda	Sharman	05 Aug 2014	12:22:15
GR00000104	N	PROR	PO0000108	SHA001	Belinda	Sharman	05 Aug 2014	12:25:54
GR00000105	N	PROR	PO0000109	SHA001	Beinda	Sharman	05 Aug 2014	12:39:21
GR00000106	N	PROR	PO0000109	SHA001	Belinda	Sharman	05 Aug 2014	12:41:40
GR00000107	N	PROR	P00000110	SHA001	Belnda	Sharman	05 Aug 2014	13:19:57
GR00000108	N	PROR	P00000110	SHA001	Beinda	Sharman	05 Aug 2014	13:26:50
GR00000109	N	PROR	PO0000111	SHA001	Beinda	Sharman	05 Aug 2014	13:41:20
GR00000131	N	PROR	P00000144	DUT001	Susan	Du Toit	26 Sep 2014	11:29:36
GR00000136	N	PROR	P00000149	DUT001	Susan	Du Toit	29 Sep 2014	13:38:18
GR00000137	N	PROR	P00000130	DUT001	Susan	Du Tolt	29 Sep 2014	13:43:00



• Select the *Status*.

•	This	should	be	set to	o New .
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-						.0.64 - Example Company		11070-2-1	- 1
Home Equ	ulpment and Locati		-	ventory Maintenance and	Projects Manufactu	ing Procurement Sales	Service Reportin	ng Utilities	
V 3	21		Durban	- 2					
omplete View GRN	Save Layout V	Vorkspaces Print	Export New	 Refresh 					
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GR00000022	N	PROR	PO0000024	SHA001	Belinda	Sharman	14 Apr 2014	13:04:33	
	N								
GR00000040	N	PROR	PO0000041	SHA001	Belinda	Sharman	07 May 2014		
GR00000041		PROR	PO0000042	SHA001	Belinda	Sharman	07 May 2014		
GR00000059	N	PROR	PO0000061	SHA001	Belinda	Sharman	26 Jun 2014	13:25:53	
GR0000060	N	PROR	PO0000057 PO0000085	SHA001	Belinda	Sharman	26 Jun 2014 04 Jul 2014	13:26:04 11:04:22	
GR00000084	N	PROR	PO0000085 PO0000097	SHA001	Belinda	Sharman	04 Jul 2014 21 Jul 2014	11:04:22 14:26:49	
GR00000094		PROR		SHA001	Belinda	Sharman			
GR00000095 GR00000102	N	PROR	PO0000098 PO0000106	SHA001 SHA001	Belinda Belinda	Sharman Sharman	24 Jul 2014	09:13:13	
							05 Aug 2014		
GR00000103	N	PROR	PO0000107	SHA001	Belinda	Sharman	05 Aug 2014		
GR00000104	N	PROR	PO0000108	SHA001	Belinda	Sharman	05 Aug 2014		
GR00000105	N	PROR	PO0000109	SHA001	Belinda	Sharman	05 Aug 2014		
GR00000106	N	PROR	PO0000109	SHA001	Belinda	Sharman	05 Aug 2014		
GR00000107	N	PROR	PO0000110	SHA001	Belinda	Sharman	05 Aug 2014		
GR00000108	N	PROR	PO0000110	SHA001	Belinda	Sharman	05 Aug 2014		
GR00000109	N	PROR	PO0000111	SHA001	Belinda	Sharman	05 Aug 2014		
GR00000110	N	PROR	PO0000123	SHA001	Belinda	Sharman	05 Aug 2014		
GR00000113	N	PROR	PO0000126	SHA001	Belinda	Sharman	13 Aug 2014		
GR00000121	N	PROR	PO0000135	DUT001	Bianca	Du Toit	23 Sep 2014	and a second	
GR00000125	N	PROR	PO0000120	DUT001	Bianca	Du Toit	26 Sep 2014	08:57:06	
GR00000131	N	PROR	PO0000144	DUT001	Blanca	Du Toit	26 Sep 2014		
GR00000136	N	PROR	PO0000149	DUT001	Bianca	Du Toit	29 Sep 2014	13:38:18	
GR00000137	N	PROR	PO0000130	DUT001	Bianca	Du Toit	29 Sep 2014	13:43:00	
GR00000138	N	PROR	PO0000150	DUT001	Bianca	Du Toit	29 Oct 2014	14:41:41	
GR00000139	N	PROR	PO0000119	DUT001	Bianca	Du Toit	29 Oct 2014	16:33:18	
GR00000140	N	PROR	PO0000151	DUT001	Bianca	Du Toit	06 Nov 2014		
GR00000141	N	PROR	PO0000152	DUT001	Bianca	Du Toit	11 Nov 2014		
GR00000142	N	PROR	PO0000154	DUT001	Blanca	Du Toit		16:06:11	
GR00000143	N	PROR	PO0000155	DUT001	Bianca	Du Toit	11 Nov 2014		
GR00000144	N	PROR	PO0000156	DUT001	Bianca	Du Toit	11 Nov 2014		
GR00000146	N	PROR	PO0000103	DUT001	Blanca	Du Toit	18 Nov 2014		
GR00000147	N	PROR	PO0000153	DUT001	Bianca	Du Toit	18 Nov 2014		
GR00000148	N	PROR	PO0000158	DUT001	Bianca	Du Toit	26 Nov 2014		
GR00000149	N	PROR	PO0000159	DUT001	Bianca	Du Toit	26 Nov 2014		
GR00000150	N	PROR	PO0000160	DUT001	Bianca	Du Toit	07 Jan 2015	10:35:07	

SELECT GRN TO COMPLETE

- Select the *row* of the *GRN* you wish to *complete*.
- Click on *Complete GRN*.



Hone Equipme	int and Locations	Contract Fin	ance and HR Invent	tory Maintenance and Project	s Manufacturing	Procurement Sales Serv	ice Reporting Ut	lites – d	9
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Stock GRNs Non Stoc	GRNS								_
fidGRNINO	 fidStatus 	fdIssueRe	fidPOCode	fdEnployeeNumber	fdFirstName	fdLastName	fdEventDate	fdEventTime	
,									
GR00000367	N	PROR	P00000385	M0.001	Sarah	Mider	05 Oct 2017	00:00:00	1
GR00000366	N	PROR	P00000383	MIL001	Sarah	Mider	05 Oct 2017	00:00:00	
GR00000365	N	PROR	P00000384	MBL001	Sarah	Milder	05 Oct 2017	00:00:00	
GR00000359	N	PROR	P00000374	DUT001	Susan	Du Toit	21 Jun 2017	00:00:00	
GR00000354	N	PROR	P00000369	DUT001	Susan	Du Toit	14 Jun 2017	00:00:00	
GR00000348	N	PROR	PC0000278	DUT001	Susan	Du Toit	06 Jun 2017	00:00:00	
GR00000347	N	PROR	PO0000340	DUT001	Susan	Du Toit	06 Jun 2017	00:00:00	
GR00000345	N	PROR	PO0000361	MUD001	Mark	Mudderveld	30 May 2017	00:00:00	
GR00000336	N	PROR	P00000350	MUD001	Mark	Mudderveid	22 May 2017	00:00:00	
GR00000333	N	PROR	P00000344	MUD001	Mark	Mudderveld	19 May 2017	00:00:00	
GR00000332	N	PROR	P00000343	MUD001	Mark	Mudderveld	19 May 2017	00:00:00	
GR00000330	N	PROR	PC0000339	MUD001	Mark	Mudderveld	19 May 2017	00:00:00	
GR00000325	N	PROR	PO0000329	MUD001	Mark	Mudderveld	18 May 2017	00:00:00	
GR00000324	N	PROR	PC0000112	MUD001	Mark	Mudderveld	18 May 2017	00:00:00	
GR00000319	N	PROR	P00000320	DUT001	Susan	Du Toit	13 Apr 2017	11:19:40	
GR00000318	N	PROR	PO0000319	DUT001	Susan	Du Toit	13 Apr 2017	11:17:35	
GR00000317	N	PROR	PC0000318	DUT001	Susan	Du Toit	13 Apr 2017	11:14:03	
GR00000316	N	PROR	P00000312	DUT001	Susan	Du Toit	13 Apr 2017	11:13:48	
GR00000315	N	PROR	PO0000307	DUT001	Susan	Du Toit	12 Apr 2017	13:42:47	
GR00000314	N	PROR	P00000317	DUT001	Susan	Du Toit	12 Apr 2017	13:41:50	
GR00000312	N	PROR	P00000316	DUT001	Susan	Du Toit	10 Apr 2017	15:25:41	
GR00000310	N	PROR	P00000299	DUT001	Susan	Du Toit	16 Mar 2017	15:43:16	
GR00000308	N	PROR	P00000309	DUT001	Susan	Du Toit	16 Mar 2017	11:36:08	



GRN INVOICE QUERY

- A GRN Processing message box will pop up asking;
 - ° Is this GRN, Reference: [] fully invoiced?
- Click on Yes.

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🥑 Home Equ	pment and Locabo	ns Contract Fin	ance and HR I Inv	ventory Maintenance	and Projects Manufacturing	Procurement Sales Ser	vice Reporting Ut	lites – i	ð :
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•									
GR00000367	N	PROR	P00000385	MIL001	Sarah	Mider	05 Oct 2017	00:00:00	
GR00000366	N	PROR.	P00000383	MIL001	Sarah	Milder	05 Oct 2017	00:00:00	
GR00000365	N	PROR	P00000384	MIL001	Sarah	Mider	05 Oct 2017	00:00:00	
GR00000359	N	PROR	P00000374	DUT001	Susan	Du Tolt	21 Jun 2017	00:00:00	
GR00000354	N	PROR	P00000369	DUT001	Susan	Du Toit	14 Jun 2017	00:00:00	
GR00000348	N	PROR	P00000278	DUT001	Susan	Du Tolt	06 Jun 2017	00:00:00	
GR00000347	N	PROR	P00000340	DUT001	Susan	Du Toit	06 Jun 2017	00:00:00	
GR00000345	N	GRN Processing		11.000001.	Mark	Mudderveid	30 May 2017	00:00:00	
GR00000336	N	and Constrainty			Mark	Mudderveld	22 May 2017	00:00:00	
GR00000333	N	1.11. 001 0.4	C 800000	1	Mark	Mudderveid	19 May 2017	00:00:00	
GR00000332	N	is this GKN, Ket	erence: UKUUUU	347 fully invoiced?	Mark	Mudderveld	19 May 2017	00:00:00	
GR00000330	N				Mark	Mudderveid	19 May 2017	00:00:00	
GR00000325	N		Yes	No	Mark	Mudderveld	18 May 2017	00:00:00	
GR00000324	N				Mark	Mudderveld	18 May 2017	00:00:00	
GR00000319	N	PROR	P00000320	DUT001	Susan	Du Tolt	13 Apr 2017	11:19:40	
GR00000318	N	PROR	P00000319	DUT001	Susan	Du Toit	13 Apr 2017	11:17:35	
GR00000317	N	PROR	P00000318	DUT001	Susan	Du Toit	13 Apr 2017	11:14:03	
GR00000316	N	PROR	P00000312	DUT001	Susan	Du Tolt	13 Apr 2017	11:13:48	
GR00000315	N	PROR	P00000307	DUT001	Susan	Du Toit	12 Apr 2017	13:42:47	
GR00000314	N	PROR	P00000317	DUT001	Susan	Du Toit	12 Apr 2017	13:41:50	
GR00000312	N	PROR	P00000316	DUT001	Susan	Du Tolt	10 Apr 2017	15:25:41	
GR00000310	Ν	PROR	P00000299	DUT001	Susan	Du Tolt	16 Mar 2017	15:43:16	
GR00000308	N	PROR	P00000309	DUT001	Susan	Du Toit	16 Mar 2017	11:36:08	

• A second message box will pop you informing you that;

• The GRN, Reference: [] has been completed.



U Home Equip	nent and Locations	Contract Fin	ance and HR	Inventory	Maintenance and Pro	ojects Manufactu	ring Procu	enent Sal	es Service	Reporting U	sibes –	Ø
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fidGRINNo	 fidStatus 	fdIssueRe	fdPOCode	1	dEmployeeNumber	fdFirstNam	e	ficLastNam	e	fdEventDate	fdEventTm	e
۲												
GR00000367	N	PROR	P00000385	,	41.001	Sarah		Mider		05 Oct 2017	00:00:00	
GR00000366	N	PROR	P00000383	,	4L001	Sarah		Mider		05 Oct 2017	00:00:00	
GR00000365	N	PROR	P00000384		41.001	Sarah		Mider		05 Oct 2017	00:00:00	
GR00000359	N	PROR	P00000374	C	XUT001	Susan		Du Toit		21 Jun 2017	00:00:00	
GR00000354	N	PROR	PO0000369	(XUT001	Susan		Du Toit		14 Jun 2017	00:00:00	
GR00000348	N	PROR	P00000278	C	XUT001	Susan		Du Toit		06 Jun 2017	00:00:00	
GR00000347	N	PROR	P00000340	C	XUT001	Susan		Du Toit		06 Jun 2017	00:00:00	
GR00000345	N	PROR	P00000361	-	10.00			× ddervel	d	30 May 2017	00:00:00	
GR00000336	N	PROR	PO0000350					ddervel	đ	22 May 2017	00:00:00	
GR00000333	N	PROR	P00000344	The CON	Defense Com	003/7 has been a	has been completed		d	19 May 2017	00:00:00	
GR00000332	N	PROR	P00000343	The UKN	, Reference : UNUUU	00347 has been ci	ompieted	ddervel	d	19 May 2017	00:00:00	
GR00000330	N	PROR	P00000339			-		ddervel	d	19 May 2017	00:00:00	
GR00000325	N	PROR	P00000329			1	OK	ddervel	đ	18 May 2017	00:00:00	
GR00000324	N	PROR	P00000112			_		dervel	đ	18 May 2017	00:00:00	
GR00000319	N	PROR	P00000320	C	XUT001	Susan		Du Toit		13 Apr 2017	11:19:40	
GR00000318	N	PROR	P00000319	C	DUT001	Susan		Du Toit		13 Apr 2017	11:17:35	
GR00000317	N	PROR	P00000318	C	XUT001	Susan		Du Toit		13 Apr 2017	11:14:03	
GR00000316	N	PROR	PO0000312	C	XUT001	Susan		Du Toit		13 Apr 2017	11:13:48	
GR00000315	N	PROR	P00000307	C	XUT001	Susan		Du Toit		12 Apr 2017	13:42:47	
GR00000314	N	PROR	P00000317	C	XUT001	Susan		Du Toit		12 Apr 2017	13:41:50	
GR00000312	N	PROR	PO0000316	0	XJT001	Susan		Du Toit		10 Apr 2017	15:25:41	
GR00000310	N	PROR	P00000299	0	0,0001	Susan		Du Toit		16 Mar 2017	15:43:16	
GR00000308	N	PROR	PO0000309	0	007001	Susan		Du Toit		16 Mar 2017	11:36:08	



VIEW COMPLETED GRN

• You can now view the *completed* GRN in the *Goods Received Notes Listing* screen where the Status is set to *Completed*.



Complete GIUN Process	Format	vispaces Pri GR	nt Export	Ventory Mantenance and Projects Durban Completed Refresh Status A StatusDesc Canceled Canceled Canceled	Manufacturing (trocurement Sales Service	Reporting Utilities	- 8 3
Stock GRNs Non Stock		310		M <u>Completed</u> N New			-	
fidGRNNo	 fdStatus 	fdissueRe	6000-la		itiane	fd.astName	fdEventDate	fdEventTi
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GR00000369	M	PROR	P00000388	all second	Euch	Mider	07 Oct 2017	16:42:00
GR00000368 GR00000364	M	PROR	P00000387 P00000382	MIL001 MIL001	Sarah Sarah	Mider	07 Oct 2017	16:40:37 09:33:31
GR00000363	M	PROR	P00000382	MIL001 MIL001	Sarah	Mider	29 Sep 2017	09:24:35
GR00000362		PROR	P00000381	MIL001 MIL001	Sarah	Mider	29 Sep 2017	09:23:00
GR00000361	M	PROR	P00000380	MIL001	Sarah	Mider	29 Sep 2017	13:11:25
GR00000360	M	PROR	P00000375	DU/T001	Susan	Du Tot	28 Sep 2017 21 Jun 2017	15:11:55
GR00000358	M	PROR	P00000373	944001	Beinda	Sharman	20 Jun 2017	15:11:55
GR00000355	M	PROR	P00000370	MUD001	Mark	Mudderveld	15 Jun 2017	00:00:00
GR00000355	M	PROR	P00000366	DUT001	Susan	Du Tot	06 Jun 2017	00:00:00
GR00000350	M	PROR	P00000364	DUT001	Susan	Du Tot	06 Jun 2017	00:00:00
GR00000349	M	PROR	P00000172	DUT001	Susan	Du Tolt	06 Jun 2017	00:00:00
GR00000347	M	PROR	P00000340	DUT001	Susan	Du Tolt	06 Jun 2017	00:00:00
GR00000346	M	PROR	P00000362	MUD001	Mark	Mudderveld	30 May 2017	11120101
GR00000338	M	PROR	P00000352	MUD001	Mark	Mudderveld	22 May 2017	00:00:00
GR00000337	M	PROR	P00000351	MUD001	Mark	Mudderveld	22 May 2017	
GR00000335	M	PROR	P00000349	DUT001	Susan	Du Tot	22 May 2017	12:49:55
GR00000334	M	PROR	P00000348	MUD001	Mark	Mudderveld	22 May 2017	
GR00000329	M	PROR	P00000337	MUD001	Mark	Mudderveld	19 May 2017	
GR00000328	M	PROR	P00000334	MUD001	Mark	Mudderveld	18 May 2017	
GR00000327	M	PROR	P00000333	MUD001	Mark	Mudderveld	18 May 2017	
GR00000326	M	PROR	P00000330	MUD001	Mark	Mudderveld	18 May 2017	

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