

We are currently updating our site; thank you for your patience.

# 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 <u>supplier invoices</u> before payment.

The Goods Received Note Listing screen is only to view and print Goods Received Notes that have already been generated. View <u>Receive Stock Items</u> <u>into Store</u> or <u>Receive Non-Stock Items</u> 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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#### Introduction to Goods Received Note

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GR00000022	N	PROR	P00000024	SHA001	Beinda	Sharman	14 Apr 2014	13:04:33
GR00000040	N	PROR	P00000041	9HA001	Belinda	Sharman	07 May 2014	14:16:35
GR00000041	N	PROR	P00000042	9HA001	Belinda	Sharman	07 May 2014	15:43:28
GR00000059	N	PROR	P00000061	9HA001	Belnda	Sharman	26 Jun 2014	13:25:53
GR00000060	N	PROR	P00000057	SHA001	Belinda	Sharman	26 Jun 2014	13:26:04
GR00000084	N	PROR	P00000085	9HA001	Beinda	Sharman	04 Jul 2014	11:04:22
GR00000094	N	PROR	P00000097	9HA001	Belinda	Sharman	21 Jul 2014	14:26:45
GR00000095	N	PROR	P0000098	9HA001	Belnda	Sharman	24 Jul 2014	09:13:15
GR00000110	N	PROR	P00000123	SHA001	Belinda	Sharman	05 Aug 2014	15:45:18
GR00000113	N	PROR	PO0000126	9HA001	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	P00000120	DUT001	Susan	Du Toit	26 Sep 2014	08:57:06
GR00000102	N	PROR	P00000106	SHA001	Belinda	Sharman	05 Aug 2014	12:12:19
GR00000103	N	PROR	P00000107	SHA001	Belinda	Sharman	05 Aug 2014	12:22:15
GR00000104	N	PROR	P00000108	SHA001	Belinda	Sharman	05 Aug 2014	12:25:54
GR00000105	N	PROR	PO0000109	SHA001	Belinda	Sharman	05 Aug 2014	12:39:21
GR00000106	N	PROR	P00000109	SHA001	Belinda	Sharman	05 Aug 2014	12:41:48
GR00000107	Ň	PROR	PO0000110	SHA001	Belinda	Sharman	05 Aug 2014	13:19:57
GR00000108	N	PROR	P00000110	SHA001	Beinda	Sharman	05 Aug 2014	13:26:50
GR00000109	N	PROR	P00000111	SHA001	Belnda	Sharman	05 Aug 2014	13:41:20
GR00000131	N	PROR	P00000144	DUT001	Susan	Du Toit	26 Sep 2014	11:29:36
GR00000136	N	PROR	PO0000149	DUT001	Susan	Du Toit	29 Sep 2014	13:38:18
GR00000137	N	PROR	PO0000130	DUT001	Susan	Du Toit	29 Sep 2014	13:43:00
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#### **VIEW NON STOCK GRNS**

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

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GR00000112	N	WKOR	P00000049	WOAS	9HA001	Belnda	Sharman	08 Aug 2014	00:00:00	
GR00000117	N	WKOR	P00000132	WOAS	DUTO01	Susan	Du Toit	23 Sep 2014	00:00:00	
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GR00000120	N	WKOR	P00000134	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00	
GR00000130	N	WKOR	P00000143	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00	
GR00000132	N	WKOR	P00000145	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00	
GR00000134	N	WKOR	P00000147	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00	
GR00000145	N	WKOR	P00000157	WOAS	DU/T001	Susan	Du Toit	12 Nov 2014	00:00:00	
GR00000151	N	WKOR	P00000161	WOAS	DUT001	Susan	Du Toit	07 Jan 2015	00:00:00	
GR00000170	N	WKOR	P00000194	WOAS	DUT001	Susan	Du Toit	26 Feb 2015	00:00:00	
GR00000174	N	WKOR	P00000196	WOAS	DUT001	Susan	Du Toit	17 Apr 2015	00:00:00	
GR00000192	N	WKOR	P00000211	WOAS	DUT001	Susan	Du Toit	27 Oct 2015	00:00:00	
GR00000197	N	WKOR	P00000220	WOAS	DUT001	Susan	Du Toit	05 Nov 2015	00:00:00	
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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



#### Introduction to Goods Received Note

<u>a</u> '				Goods Rece	ived Notes Li	sting - BPO: Version 2.1.	0.29 - Example	Company		÷ (	2	Х
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GR00000026	N	WKOR	P0000028	WOAS	x		1 9	arman	23 Apr 2014	00:00:00	1	
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GR00000093	N	WKOR	P00000095	WOAS	SHA001	Beinda	9	arman	21 3.6 2014	00:00:00		
GR00000100	N	WKOR	P00000104	WOAS	SHA001	Beinda	9	arman	30 Apr 2014	00:00:00		
GR00000101	N	WKOR	P00000105	WOAS	SHA001	Belinda	9	arman	05 Aug 2014	00:00:00		
GR00000111	N	WKOR	P00000124	WOAS	9HA001	Belnda	9	aman	08 Aug 2014	00:00:00		
GR00000112	N	WKOR	P00000049	WOAS	SH4001	Belnda	9	iarman	08 Aug 2014	00:00:00		
GR00000117	N	WKOR	P00000132	WOAS	DUT001	Susan	D	Toit	23 Sep 2014	00:00:00		
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GR00000132	N	WKOR	P00000145	WOAS	DUT001	Susan	Du	Toit	26 Sep 2014	00:00:00		
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GR00000224	N	WKOR	P00000243	WOAS	DUT001	Susan	D	Toit	16 Nov 2015	00:00:00		
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#### VIEW STOCK GRN DETAILS AND PARTS

- 1. Ensure that you have selected the **Stock GRNs** tab.
- Click on the row selector in front of the <u>Stock</u> 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.

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GR00000324	N	PROR	PO0000112	MUD001	Judith	Mudzengi	18 May 2017	00:00:00	
GR00000325	N	PROR	PO0000329	MUD001	Judith	Mudzengi	18 May 2017	00:00:00	
GR00000330	N	PROR	PO0000339	MUD001	Judith	Mudzengi	19 May 2017	00:00:00	
GR00000332	N	PROR	PO0000343	MUD001	Judith	Mudzengi	19 May 2017	00:00:00	
GR00000333	N	PROR	PO0000344	MUD001	Judith	Mudzengi	19 May 2017	00:00:00	
GK00000336	N	PROR	PO0000350	MUD001	Judith	Mudzengi	22 May 2017	00:00:00	
GR00000338	N	PROR	PO0000352	MUD001	Judith	Mudzengi	22 May 2017	00:00:00	
GR00000345	N	PROR	PO0000361	MUD001	Judith	Mudzengi	30 May 2017	00:00:00	
GR00000354	N	PROR	PO0000369	DUT001	Bianca	Du Toit	14 Jun 2017	00:00:00	
GR00000359	N	PROR	PO0000374	DUT001	Bianca	Du Toit	21 Jun 2017	00:00:00	
GR00000364	N	PROR	PO0000379	DUT001	Bianca	Du Toit	07 Jul 2017	00:00:00	
GR00000373	N	PROR	PO0000391	DUT001	Bianca	Du Toit	02 Aug 2017	00:00:00	
GR00000376	N	PROR	PO0000394	DUT001	Bianca	Du Toit	02 Aug 2017	00:00:00	
GR00000379	N	PROR	PO0000397	DUT001	Bianca	Du Toit	03 Aug 2017	00:00:00	
GR00000380	N	PROR	PO0000363	DUT001	Bianca	Du Toit	07 Aug 2017	00:00:00	
GR00000383	N	PROR	PO0000398	DUT001	Bianca	Du Toit	07 Aug 2017	00:00:00	
GR00000389	N	PROR	PO0000402	DUT001	Bianca	Du Toit	30 Aug 2017	00:00:00	
GR00000397	N	PROR	PO0000154	DUT001	Bianca	Du Toit	20 Nov 2017	00:00:00	
GR00000410	N	PROR	PO0000360	DUT001	Bianca	Du Toit	01 Feb 2018	00:00:00	
GR00000417	N	PROR	PO0000435	MIL001	Abigail	Mine	09 Mar 2018	00:00:00	
GR00000418	N	PROR	PO0000435	MIL001	Abigail	Mine	09 Mar 2018	00:00:00	
GR00000419	N	PROR	PO0000442	MIL001	Abigail	Mine	13 Mar 2018	00:00:00	
GR00000423	N	PROR	PO0000455	MIL001	Abigail	Mine	07 Sep 2018	00:00:00	
GR00000424	N	PROR	PO0000457	MIL001	Abigail	Mine	07 Sep 2018	00:00:00	
GR00000425	N	PROR	PO0000326	MIL001	Abigail	Mine	09 Sep 2018	00:00:00	
GR00000427	N	PROR	PO0000359	MIL001	Abigail	Mine	10 Sep 2018	00:00:00	
GR00000428	N	PROR	PO0000456	MIL001	Abigail	Milne	11 Sep 2018	00:00:00	

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

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



- 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 Goods Re	ceipt Note GR000003	33 - BPO: Version 2	2.1.0.65 - Example Con	npany			-		$\times$
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### **VIEW NON-STOCK GRN DETAILS AND SERVICES**

- 1. Ensure that you have selected the **Non Stock GRNs** tab.
- Click on the row selector in front of the <u>Non Stock</u> 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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po					GOODS NECENED NOTE	s Listing - BPO: Version	2.1.0.05 - Example C	ompany					
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GR00000261	N	WKOR	PO0000265	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00				
GR00000262	N	WKOR	PO0000265	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00				
GR00000263	N	WKOR	PO0000266	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00				
GR00000264	N	WKOR	PO0000266	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00				
GR00000267	N	WKOR	PO0000268	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00				
GR00000268	N	WKOR	PO0000268	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00				
GR00000269	N	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	00:00:00				
GR00000276	N	WKOR	PO0000275	WOAS	DUT001	Bianca	Du Toit	13 Apr 2016	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				
GR00000341	N	WKOR	PO0000355	WOAS	MUD001	Judith	Mudzengi	24 May 2017	00:00:00				
GR00000356	N	WKOR	PO0000371	WOAS	DUT001	Bianca	Du Toit	15 Jun 2017	00:00:00				
GR00000362	N	WKOR	PO0000377	WOAS	MUD001	Judith	Mudzengi	04 Jul 2017	00:00:00				
GR00000375	N	WKOR	PO0000393	WOAS	DUT001	Bianca	Du Toit	02 Aug 2017	00:00:00				
GR00000385	N	WKOR.	PO0000399	WOAS	DUT001	Bianca	Du Toit	08 Aug 2017	00:00:00				
GR00000393	N	WKOR.	PO0000405	WOAS	DUT001	Bianca	Du Toit	07 Nov 2017	00:00:00				
GR00000394	N	WKOR	P00000407	WOAS	DUT001	Bianca	Du Toit	07 Nov 2017	00:00:00				
GR00000395	N 2	WKOR	PO0000409	WOAS	DUT001	Bianca	Du Toit	17 Nov 2017	00:00:00				
GR00000398	1	WKOR	PO0000191	WOAS	DUT001	Bianca	Du Toit	20 Nov 2017	00:00:00				
GR00000405	N	WKOR	PO0000418	WOAS	DUT001	Bianca	Du Toit	18 Dec 2017	00:00:00				
GB00000441	N	WKOR	PO0000469	WOAS	MIL001	Abigail	Mine	23 Sep 2018	00:00:00				
GR00000443	Ν	WKOR	PO0000476	WOAS	MIL001	Abigail	Milne	27 Sep 2018	00:00:00				
GR00000444	N	WKOR	PO0000477	WOAS	MIL001	Abigail	Mine	27 Sep 2018	00:00:00				

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

- View the linked Supplier code and name, the Event Date/Time, the linked Purchase Order No. and whether on <u>receipt of goods</u> an invoice was generated or not.
- 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.



	Ŧ				View I	Non Stock GRN : GR	00000443 -	BPO: Version	2.1.0.65 - Exampl	le Company				-		×
0	Home	Equipment and L	ocations C	ontract	Finance and HR	Inventory Ma	intenance a	and Projects	Manufacturing	Procuremen	: Sales	Service	Reporting	Utilities	-	8 X
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		New Town			U.	Email	harry@en	nail.co.za		-	(	2				
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#### **Related Topics**

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

BPO.MNU.055