

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*

							BPO: Version 2.1.	0.29 - Example	e Compan	ny .		-		100		×
9 1	Equipment and L	ocations	Contract	Financ	e and HR	Inven	tory Maintenan	ce and Projects	a Manu	facturing	Procurement	Sales	Service	Reporting	Utilities	
Suppliers	Requisitons	Orders	Expediting	Invoices	Debit Notes	S Returns	Goods Received Notes	Warranties	Q Claims							
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VIEW GRN LIST

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

VIEW STOCK GRNS

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



Introduction to Goods Received Note

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fidGRNNo	fidStatus	fidIssueRe	fdPOCode	fdEmployeeNumber	fdFirstName	ficLastName	fdEventDate	fdEventT
GR00000022	N	PROR	P00000024	SHA001	Belinda	Sharman	14 Apr 2014	13:04:33
GR00000040	N	PROR	PO0000041	SHA001	Belinda	Sharman	07 May 2014	14:16:32
GR00000041	N	PROR	PO0000042	\$HA001	Belinda	Sharman	07 May 2014	15:43:28
GR00000059	N	PROR	P00000061	9HA001	Belnda	Sharman	26 Jun 2014	13:25:53
GR00000060	N	PROR	PO0000057	9HA001	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	SHA001	Belinda	Sharman	21 Jul 2014	14:26:45
GR00000095	N	PROR	P00000098	9HA001	Belnda	Sharman	24 Jul 2014	09:13:13
GR00000110	N	PROR	PO0000123	SHA001	Belinda	Sharman	05 Aug 2014	15:45:18
GR00000113	N	PROR	PO0000126	SH4001	Belinda	Sharman	13 Aug 2014	14:36:54
GR00000121	N	PROR	PO0000135	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	SHA001	Belinda	Sharman	05 Aug 2014	12:12:19
GR00000103	N	PROR	PO0000107	5HA001	Belinda	Sharman	05 Aug 2014	12:22:15
GR00000104	N	PROR	P00000108	5HA001	Belinda	Sharman	05 Aug 2014	12:25:54
GR00000105	N	PROR	PC00000109	SHA001	Belnda	Sharman	05 Aug 2014	12:39:21
GR00000106	N	PROR	P00000109	5HA001	Belinda	Sharman	05 Aug 2014	12:41:48
GR00000107	N	PROR	PO0000110	SHA001	Belinda	Sharman	05 Aug 2014	13:19:57
GR00000108	N	PROR	PC0000110	SHA001	Belinda	Sharman	05 Aug 2014	13:26:50
GR00000109	N	PROR	PO0000111	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	PC0000149	DUT001	Susan	Du Toit	29 Sep 2014	13:38:18
GR00000137	N	PROR	PO0000130	00/7001	Susan	Du Toit	29 Sep 2014	13:43:00
GR00000138	N	PROR	PO0000150	DUT001	Susan	Du Toit	29 Oct 2014	14:41:41



VIEW NON STOCK GRNS

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

0				Goods Receiv	ed Notes Listing - BPC	Version 2.1.0.29 - 1	Example Company		2.0))
Home	Equipment and	Locations Co	ntract Financ	ce and HR In	entory Maintenance	and Projects Manu	facturing Procurement Sal	ies Service Reportin	g Ublites -	8
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GR00000026	N	WKOR	P0000028	WOAS	9HA001	Belinda	Sharman	23 Apr 2014	00:00:00	
GR00000027	N	WKOR	P00000029	WOAS	SHA001	Belnda	Sharman	23 Apr 2014	00:00:00	
GR00000088	N	WKOR	P00000091	WOAS	9HA001	Belinda	Sharman	21 JJ 2014	00:00:00	
GR00000093	N	WKOR	P00000095	WOAS	SHA001	Belnda	Sharman	21 Jul 2014	00:00:00	
GR00000100	N	WKOR	P00000104	WOAS	9HA001	Belinda	Sharman	30 Apr 2014	00:00:00	
GR00000101	N	WKOR	PO0000105	WOAS	9HA001	Belinda	Sharman	05 Aug 2014	00:00:00	
GR00000111	N	WKOR	P00000124	WOAS	9HA001	Belinda	Sharman	08 Aug 2014	00:00:00	
GR00000112	N	WKOR	P00000049	WOAS	9HA001	Belnda	Sharman	08 Aug 2014	00:00:00	
GR00000117	N	WKOR	P00000132	WOAS	DUT001	Susan	Du Tolt	23 Sep 2014	00:00:00	
GR00000118	N	WKOR	P00000094	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00	
GR00000119	N	WKOR	PO0000133	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00	
GR00000120	N	WKOR	P00000134	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00	
GR00000130	N	WKOR	P00000143	WOAS	DUT001	Susan	Du Tolt	26 Sep 2014	00:00:00	
GR00000132	N	WKOR	PO0000145	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00	
GR00000134	N	WKOR	PO0000147	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00	
GR00000145	N	WKOR	PO0000157	WOAS	DUT001	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	PO0000194	WOAS	DUT001	Susan	Du Toit	26 Feb 2015	00:00:00	
GR00000174	N	WKOR	P00000195	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	
GR00000220	N	WKOR	PO0000238	WOAS	DUT001	Susan	Du Toit	10 Nov 2015	00:00:00	
GR00000198	N	WKOR	P00000221	WOAS	DUT001	Susan	Du Toit	05 Nov 2015	00:00:00	
GR00000224	N	WKOR	P00000243	WOAS	DUT001	Susan	Du Toit	16 Nov 2015	00:00:00	
GR00000226	N	WKOR	P00000246	WOAS	DUT001	Susan	Du Toit	17 Nov 2015	00:00:00	



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

Home	Equipment and	Incohore Po				sting - BPO: Version 2.1.0.29 - antenance and Projecta Manu		lat Cassina Danvella		- 0	X
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GR00000026	N	WKOR	P00000028	WOAS	x		Sharman	23 Apr 2014	00:00:00	6	
GR00000028		WKOR.	P00000028 P00000029	WOAS	9HA001	Belnda	Sharman	23 Apr 2014 23 Apr 2014	00:00:00		
GR00000027		WKOR	P00000029	WOAS	SH4001	Beinda	Sharman	23 Apr 2014	00:00:00		
GR00000093		WKOR	P00000095	WOAS	SHA001	Beinda	Sharman	21 34 2014	00:00:00		
GR00000100		WKOR	P00000104	WOAS	SHA001	Beinda	Sharman	30 Apr 2014	00:00:00		
GR00000101		WKOR	P00000105	WOAS	SHA001	Beinda	Sharman	05 Aug 2014			
GR00000111		WKOR	P00000124	WOAS	SHA001	Beinda	Sharman	08 Aug 2014			
GR00000112		WKOR	P00000049	WOAS	SHA001	Beinda	Sharman	08 Aug 2014			
GR00000117		WKOR	P00000132	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00		
GR00000118		WKOR	P00000094	WOAS	DUT001	Susan	Du Toit	23 Sep 2014			
GR00000119		WKOR	P00000133	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00		
GR00000120		WKOR	P00000134	WOAS	DUT001	Susan	Du Toit	23 Sep 2014			
GR00000130		WKOR	P00000143	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00		
GR00000132		WKOR	P00000145	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00		
GR00000134		WKOR	P00000147	WOAS	DUT001	Susan	Du Toit	26 Sep 2014			
GR00000145		WKOR	P00000157	WOAS	DUT001	Susan	Du Toit	12 Nov 2014	00:00:00		
GR00000151		WKOR	P00000161	WOAS	DUT001	Susan	Du Toit	07 Jan 2015	00:00:00		
GR00000170		WKOR	P00000194	WOAS	DUT001	Susan	Du Toit	26 Feb 2015			
GR00000174		WKOR		WOAS	DUT001	Susan	Du Toit	17 Apr 2015			
GR00000192		WKOR	P00000211	WOAS	DUT001	Susan	Du Toit	27 Oct 2015	122.02.00		
GR00000197	Ň	WKOR	P00000220	WOAS	DUT001	Susan	Du Toit	05 Nov 2015			
GR00000220	N	WKOR	P00000238	WOAS	DUT001	Susan	Du Toit	10 Nov 2015	00:00:00		
GR00000198	N	WKOR	P00000221	WOAS	DUT001	Susan	Du Toit	05 Nov 2015			
GR00000224		WKOR	P00000243	WOAS	DUT001	Susan	Du Toit	16 Nov 2015			
GR00000226		WKOR		WOAS	DUT001	Susan	Du Toit	17 Nov 2015			



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 <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.

Home Equ	ipment and Loca	itions Contract Fi	nance and HR In	ventory Maintenance and	Projects Manufacturing	Procurement Sales	Service Reporti	ng Utilities —	8
mplete View GRN	Save Layout	Workspaces Print I GRN	Export New	• Refresh					
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g a colorn header he	re to group by	3							
GRNNo	▲ Status	IssueReturnType	POCode	EmployeeNumber	FirstName	LastName	EventDate	EventTime	
<u> </u>									
GR00000324	N	PROR	PO0000112	MUD001	Judith	Mudzengi	18 May 2017		
GR00000325	N	PROR	PO0000329	MUD001	Judith	Mudzengi	18 May 2017		
GR00000330	N	PROR	PO0000339	MUD001	Judith	Mudzengi	19 May 2017		
SR00000332	N	PROR	PO0000343	MUD001	Judith	Mudzengi	19 May 2017		
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		
GR00000354	N	PROR	PO0000369	DUT001	Bianca	Du Toit	14 Jun 2017	00:00:00	
GR00000359 🥌	Ň	PROR	PO0000374	DUT001	Bianca	Du Toit	21 Jun 2017	00:00:00	
GR00000364	N	PROR	PO0000379	DUT001	Blanca	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	
SR00000419	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	
SR00000424	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.



- 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 Rece	ipt Note GR0000033	3 - BPO: Version 2.1	1.0.65 - Example Com	pany			-		\times
Hor	e Equipment and	Locations Contract Fir	nance and HR Invento	ory Maintenance	and Projects Ma	inufacturing Procu	rement S	ales Service	Reporting	Utilities	- 4	7 X
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	Receiver Jud		- ×	9					/			
	Receipt Date 19							,				
		May 2017 + 12:00:00										
	Comments		-									
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Gen	ierate Invoice 🛄	Invoice No										
PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	CureDate	1		
9								,				
A	SP1919	SP 1919 Sprint Colour MFC	Main Warehouse	DBN-A1		129.98	1.00	1.00	01 Jan 1900			
A	SP 19 19	SP 19 19 Sprint Colour MFC	Main Warehouse	DBN-A1		129.98	1.00	1.00	01 Jan 1900			
С	2020-147C	Cyan toner SP2020	Main Warehouse	DBN-A1		450.00	2.00	2.00	01 Jan 1900			
в	2020-856	Drum	Main Warehouse	DBN-A1		100.00	1.00	1.00	01 Jan 1900			
в	2020-856	Drum	Main Warehouse	DBN-A1		100.00	1.00	1.00	01 Jan 1900			
			Î									
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P0 Currence	y ZAR		3						Total			59.96

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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ļ	Home	Equipmen	it and Locations	Contract	Finance and H	R Inventory N	Naintenance and Projects	Manufacturing	Procurement Sales	Service	Reporting	Utilities	 8
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G	R00000261	N	WKOR	PO0000265	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00			
		N	WKOR	PO0000265	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00			
	R00000263	N	WKOR	PO0000266	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015				
G	R00000264	N	WKOR	PO0000266	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00			
G	R00000267	N	WKOR	PO0000268	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00			
G	R00000268	N	WKOR	PO0000268	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00			
G	R00000269	N	WKOR	PO0000269	WOAS	DUT001	Bianca	Du Toit	26 Nov 2015	00:00:00			
G	R00000270	N	WKOR	P00000270	WOAS	DUT001	Bianca	Du Toit	26 Nov 2015	00:00:00			
G	R00000276	N	WKOR	PO0000275	WOAS	DUT001	Bianca	Du Toit	13 Apr 2016	00:00:00			
G	R00000292	N	WKOR	PO0000289	WOAS	DUT001	Bianca	Du Toit	01 Jul 2016	00:00:00			
G	R00000294	N	WKOR	PO0000291	WOAS	DUT001	Bianca	Du Toit	11 Aug 2016	00:00:00			
G	R00000302	N	WKOR	PO0000301	WOAS	DUT001	Bianca	Du Toit	25 Oct 2016	00:00:00			
G	R00000303	N	WKOR	PO0000302	WOAS	DUT001	Bianca	Du Toit	31 Oct 2016	00:00:00			
G	R00000305	N	WKOR	PO0000304	WOAS	DUT001	Bianca	Du Toit	31 Oct 2016	00:00:00			
G	R00000341	N	WKOR	PO0000355	WOAS	MUD001	Judith	Mudzengi	24 May 2017	00:00:00			
G	R00000356	N	WKOR	PO0000371	WOAS	DUT001	Bianca	Du Toit	15 Jun 2017	00:00:00			
G	R00000362	N	WKOR	PO0000377	WOAS	MUD001	Judith	Mudzengi	04 Jul 2017	00:00:00			
3	R00000375	Ν	WKOR	PO0000393	WOAS	DUT001	Bianca	Du Toit	02 Aug 2017	00:00:00			
G	R00000385	N	WKOR	PO0000399	WOAS	DUT001	Bianca	Du Toit	08 Aug 2017	00:00:00			
3	R00000393	Ν	WKOR	PO0000406	WOAS	DUT001	Bianca	Du Toit	07 Nov 2017	00:00:00			
G	R00000394	N	WKOR	PO0000407	WOAS	DUT001	Bianca	Du Toit	07 Nov 2017				
3	R00000395	N 2	WKOR	PO0000409	WOAS	DUT001	Bianca	Du Toit	17 Nov 2017	00:00:00			
3	R00000398	*	WKOR	PO0000191	WOAS	DUT001	Bianca	Du Toit	20 Nov 2017	00:00:00			
S	R00000405	N	WKOR	PO0000418	WOAS	DUT001	Bianca	Du Toit	18 Dec 2017	00:00:00			
,		Ν	WKOR	PO0000469	WOAS	MIL001	Abigail	Mine	23 Sep 2018	00:00:00			
		N	WKOR	PO0000476	WOAS	MIL001	Abigail	Mine	27 Sep 2018				
	R00000444	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 receipt of goods 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 Non St	ock GRN : GR	00000443 -	BPO: Version	2.1.0.65 - Exampl	le Company						×
0	Home	Equipment and L	ocations Contract	Finance and HR Inv	entory Ma	intenance a	nd Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	- 1	₽ ×
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	Suppli	er SPR001	Sprint Distributors Local		PO No	P0000047	76								
Event	Date/Tin	e 2018/10/08	▼ 00:00:00	Generate Supp	lier Invoice		nvoice No.								
Suppl	ier Detail	s													
	Addre	685 Forest Grov	ve Road		Phone	031 147 1	234								
		Forest Hills			Fax	031 147 1	212								
		New Town		4	Email	harry@en	nail.co.za		-		2				
		1234				John Mart									
		South Africa				45678912	3								
	Current	y ZAR Ex	change Rate 1.0000		Tax Rate	0.00									
PartT	ype I	VarehouseName	BinLocationName	BatchSerialNo	AverageUr	iitCost	Quantity	CheckQuantity	CureDat	e					
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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