

PROCUREMENT

RECEIVE NON-STOCK GRN (SERVICES)

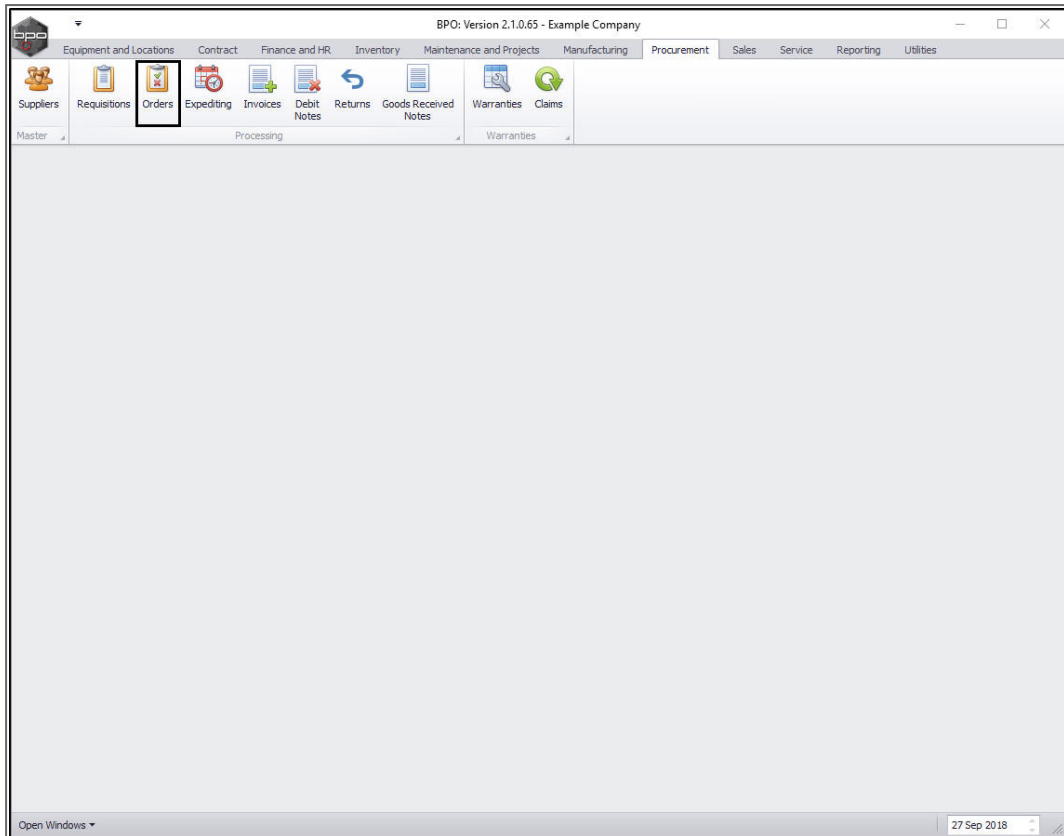
In order to acknowledge **receipt of services** rendered by a third party, you have to **receive services** in BPO2. This will enable you to be able to raise a **supplier invoice**.

There are 2 ways in which you can receive services:

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

RECEIVE NON STOCK GRN WITHOUT 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.

Purchase Order Listing - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

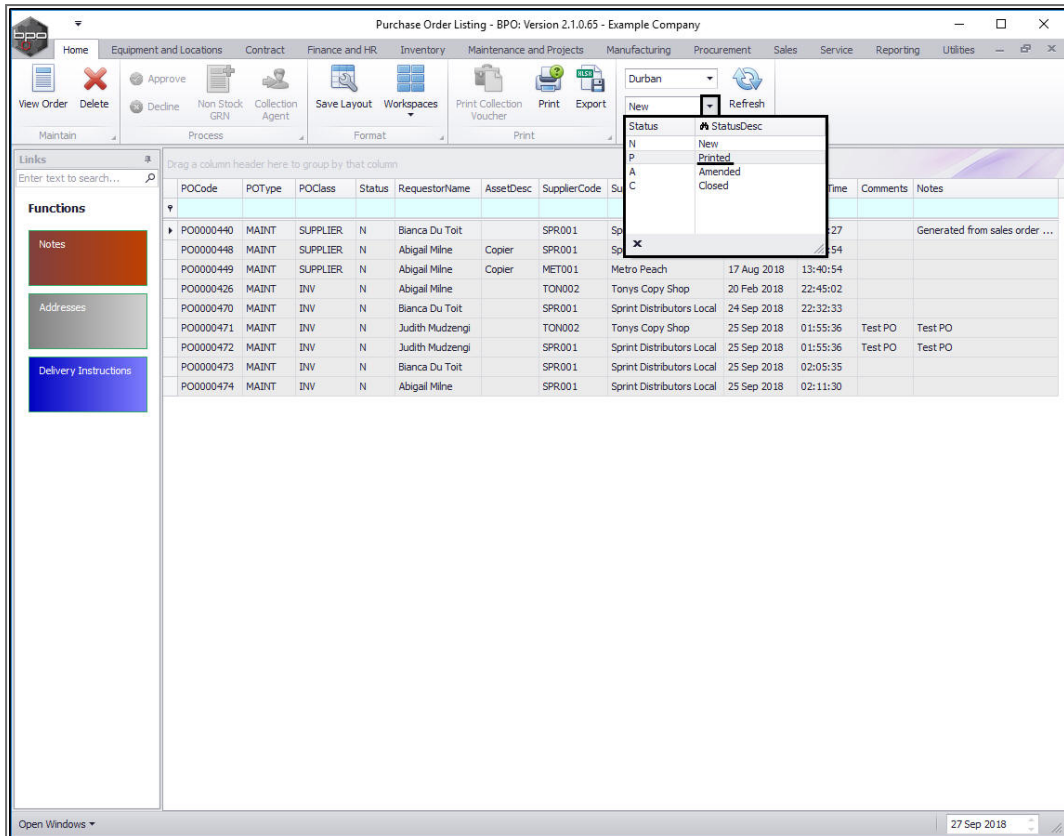
View Order | Delete | Approve | Dedline | Non Stock GRN | Collection Agent | Save Layout | Workspaces | Print Collection Voucher | Print | Export | Durban | New | Refresh

Links: Enter text to search... Drag a column header here to group by that column

POCode	POType	POClass	Status	RequestorName	AssetDesc	SupplierCode	SupplierName	EventDate	EventTime	Comments	Notes
PO0000440	MAINT	SUPPLIER	N	Blanca Du Toit		SPR001	Sprint Distributors Local	13 Mar 2018	10:24:27		Generated from sales order ...
PO0000448	MAINT	SUPPLIER	N	Abigail Mine	Copier	SPR001	Sprint Distributors Local	17 Aug 2018	13:40:54		
PO0000449	MAINT	SUPPLIER	N	Abigail Mine	Copier	MET001	Metro Peach	17 Aug 2018	13:40:54		
PO0000426	MAINT	INV	N	Abigail Mine		TON002	Tonys Copy Shop	20 Feb 2018	22:45:02		
PO0000470	MAINT	INV	N	Blanca 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	Blanca Du Toit		SPR001	Sprint Distributors Local	25 Sep 2018	02:05:35		
PO0000474	MAINT	INV	N	Abigail Mine		SPR001	Sprint Distributors Local	25 Sep 2018	02:11:30		

Open Windows | 27 Sep 2018

- Select the **Printed** status.



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 parts/equipment item purchase order instead of a service purchase order.

Purchase Order Listing - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

View Order | Delete | Approve | Non Stock GRN | Collection Agent | Save Layout | Workspaces | Print Collection Voucher | Print | Export | Durban | Printed | Refresh

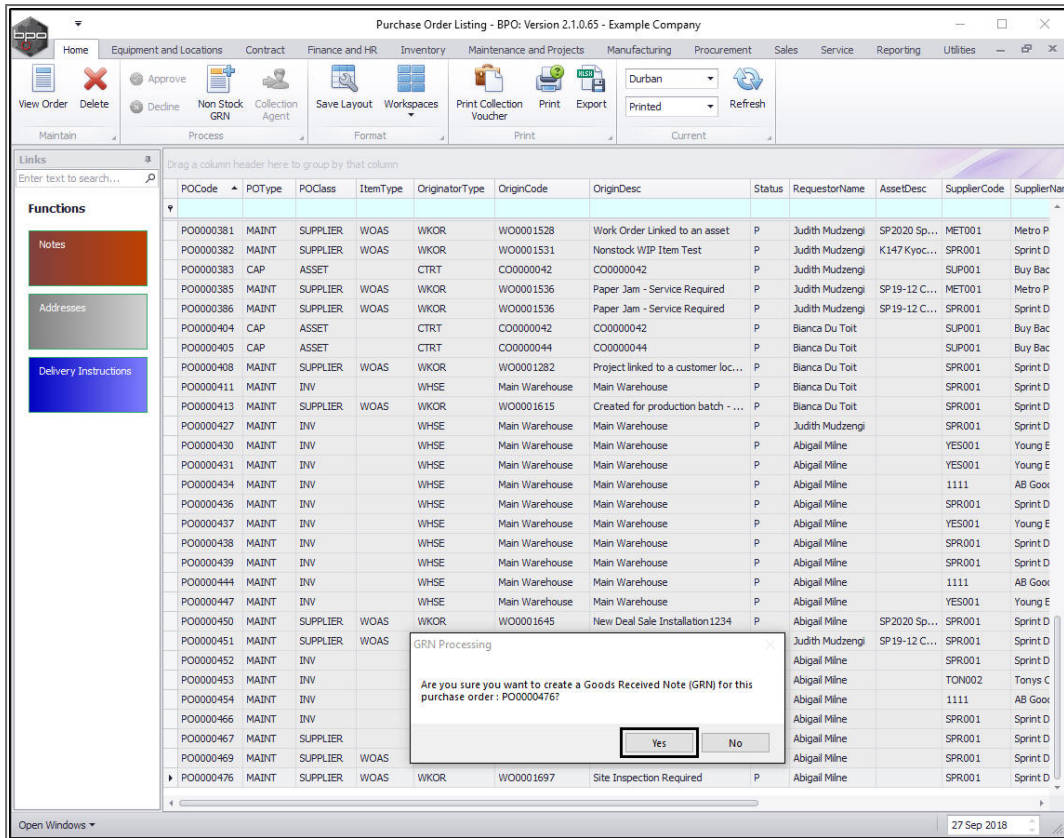
Links: Enter text to search... Drag a column header here to group by that column

POCode	POType	POClass	ItemType	OriginatorType	OriginCode	OriginDesc	Status	RequestorName	AssetDesc	SupplierCode	SupplierName
PO0000381	MAINT	SUPPLIER	WOAS	WKOR	WO0001528	Work Order Linked to an asset	P	Judith Mudzengi	SP2020 Sp...	MET001	Metro P
PO0000382	MAINT	SUPPLIER	WOAS	WKOR	WO0001531	Nonstock WIP Item Test	P	Judith Mudzengi	K147 Kyoc...	SPR001	Sprint D
PO0000383	CAP	ASSET	CTRT		CO0000042		P	Judith Mudzengi		SUP001	Buy Bac
PO0000385	MAINT	SUPPLIER	WOAS	WKOR	WO0001536	Paper Jam - Service Required	P	Judith Mudzengi	SP19-12 C...	MET001	Metro P
PO0000386	MAINT	SUPPLIER	WOAS	WKOR	WO0001536	Paper Jam - Service Required	P	Judith Mudzengi	SP19-12 C...	SPR001	Sprint D
PO0000404	CAP	ASSET	CTRT		CO0000042		P	Bianca Du Toit		SUP001	Buy Bac
PO0000405	CAP	ASSET	CTRT		CO0000044		P	Bianca Du Toit		SUP001	Buy Bac
PO0000408	MAINT	SUPPLIER	WOAS	WKOR	WO0001282	Project linked to a customer loc...	P	Bianca Du Toit		SPR001	Sprint D
PO0000411	MAINT	INV	WHSE		Main Warehouse	Main Warehouse	P	Bianca Du Toit		SPR001	Sprint D
PO0000413	MAINT	SUPPLIER	WOAS	WKOR	WO0001615	Created for production batch - ...	P	Bianca Du Toit		SPR001	Sprint D
PO0000427	MAINT	INV	WHSE		Main Warehouse	Main Warehouse	P	Judith Mudzengi		SPR001	Sprint D
PO0000430	MAINT	INV	WHSE		Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young E
PO0000431	MAINT	INV	WHSE		Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young E
PO0000434	MAINT	INV	WHSE		Main Warehouse	Main Warehouse	P	Abigail Milne		1111	AB Goo
PO0000436	MAINT	INV	WHSE		Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint D
PO0000437	MAINT	INV	WHSE		Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young E
PO0000438	MAINT	INV	WHSE		Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint D
PO0000439	MAINT	INV	WHSE		Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint D
PO0000444	MAINT	INV	WHSE		Main Warehouse	Main Warehouse	P	Abigail Milne		1111	AB Goo
PO0000447	MAINT	INV	WHSE		Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young E
PO0000450	MAINT	SUPPLIER	WOAS	WKOR	WO0001645	New Deal Sale Installation 1234	P	Abigail Milne	SP2020 Sp...	SPR001	Sprint D
PO0000451	MAINT	SUPPLIER	WOAS	WKOR	WO0001384	Procurement - Work Order	P	Judith Mudzengi	SP19-12 C...	SPR001	Sprint D
PO0000452	MAINT	INV	WHSE		Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint D
PO0000453	MAINT	INV	WHSE		Main Warehouse	Main Warehouse	P	Abigail Milne		TON002	Tony's C
PO0000454	MAINT	INV	WHSE		Main Warehouse	Main Warehouse	P	Abigail Milne		1111	AB Goo
PO0000466	MAINT	INV	WHSE		Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint D
PO0000467	MAINT	SUPPLIER	CTRT		CO0000043		P	Abigail Milne		SPR001	Sprint D
PO0000469	MAINT	SUPPLIER	WOAS	WKOR	WO0001698	Site Inspection for Network Cab...	P	Abigail Milne		SPR001	Sprint D
PO0000476	MAINT	SUPPLIER	WOAS	WKOR	WO0001697	Site Inspection Required	P	Abigail Milne		SPR001	Sprint D

Open Windows | 27 Sep 2018

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**.



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

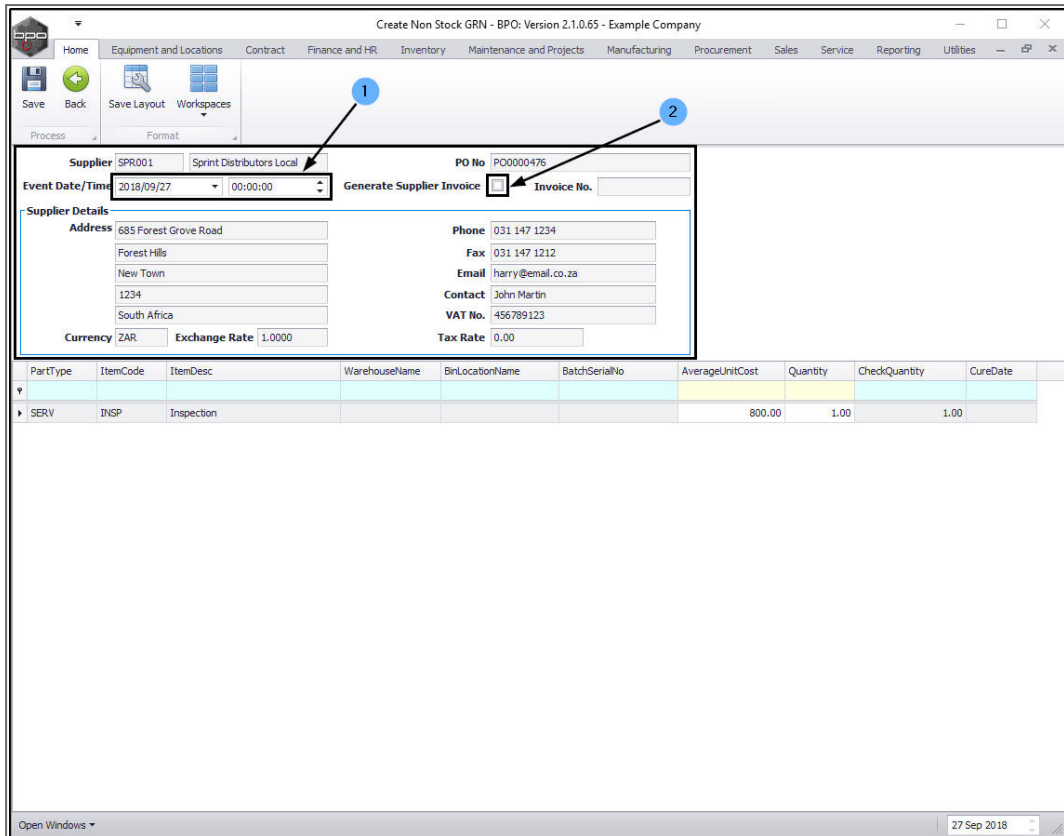
NON-STOCK SUPPLIER DETAILS

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 un-ticked.

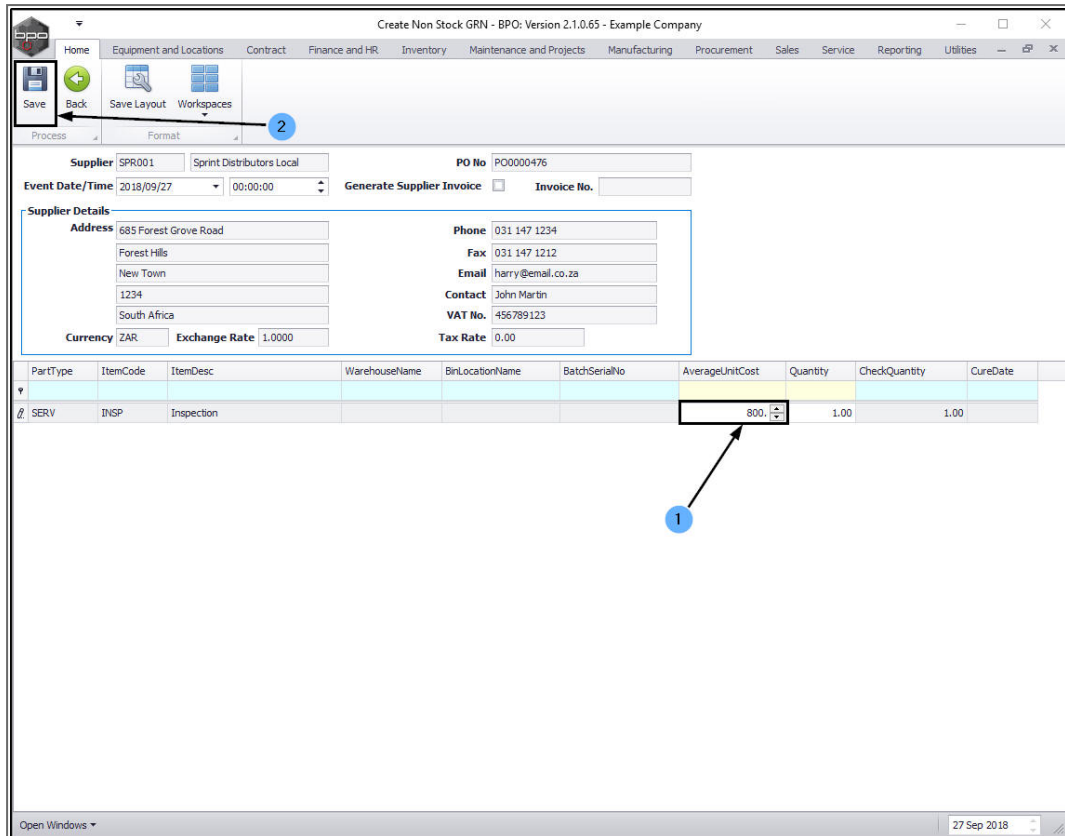


AVERAGE UNIT COST

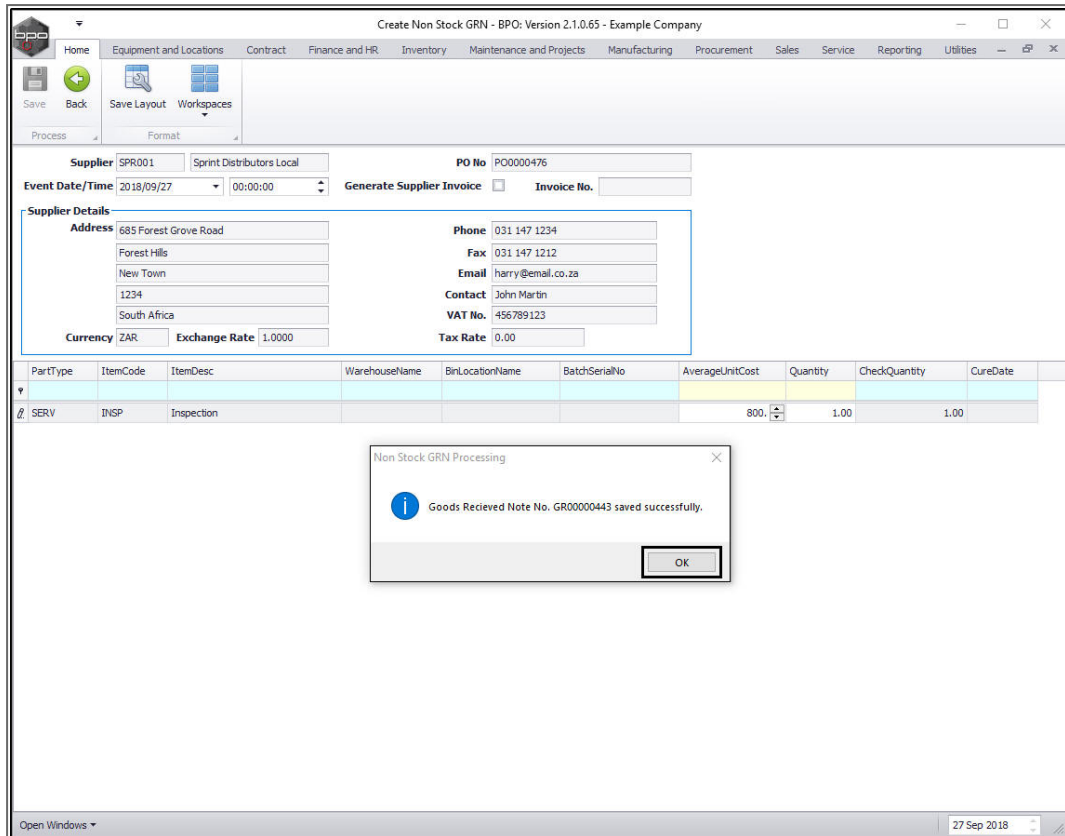
1. Click in the **Average Unit Cost** text box.
 - Directional **arrows** will appear.
 - If required, you can type in or use these arrows to **edit** the unit cost for the service items you are receiving.

SAVE NON-STOCK GRN

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



- A **Non-Stock GRN Processing** message box will pop up informing you;
 - **Goods Received Note No. [] saved successfully.**
- Click on **OK**.



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**.

Create Non Stock GRN - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Supplier: SPR001 | Sprint Distributors Local | PO No: PO0000476

Event Date/Time: 2018/09/27 | 00:00:00 | Generate Supplier Invoice: | Invoice No.:

Supplier Details

Address: 685 Forest Grove Road, Forest Hills, New Town, 1234, South Africa

Phone: 031 147 1234 | Fax: 031 147 1212 | Email: harry@email.co.za | Contact: John Martin | VAT No.: 456789123 | Tax Rate: 0.00

Currency: ZAR | Exchange Rate: 1.0000

PartType	ItemCode	ItemDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	CureDate
✓	SERV	INSP	Inspection			800	1.00	1.00	

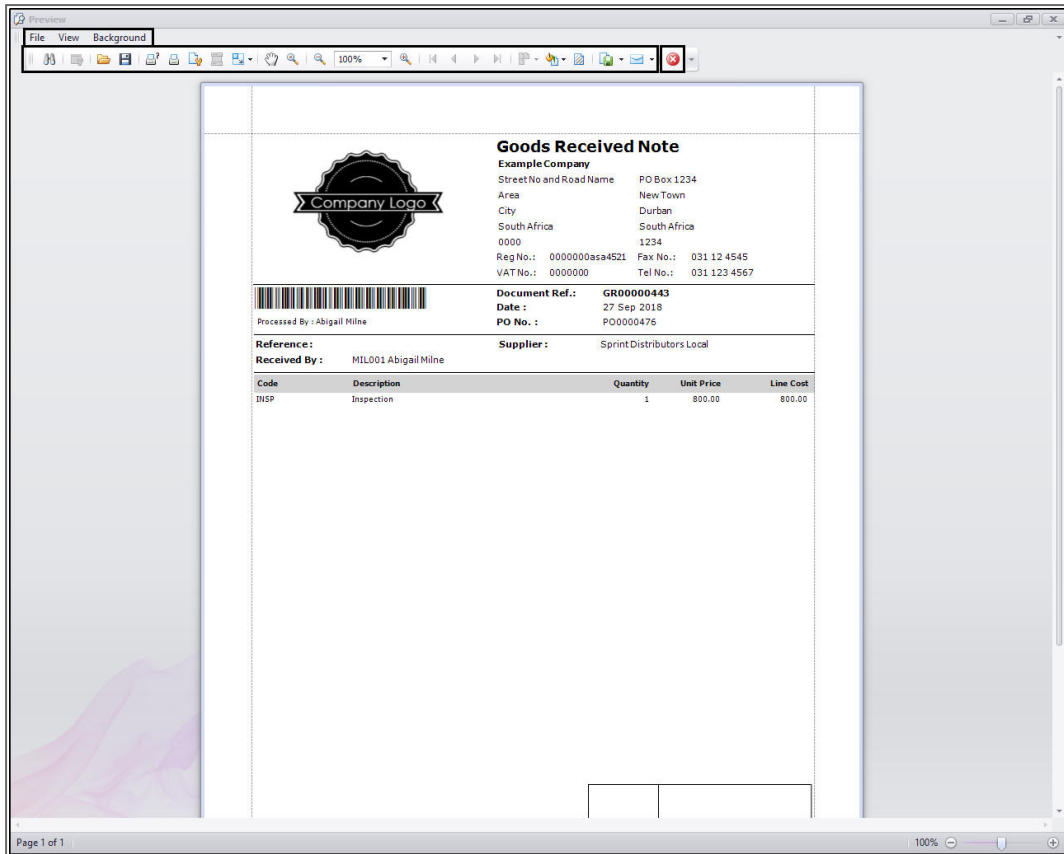
Report Generation

Do you want to print this non stock GRN, number GR00000443?

Open Windows | 27 Sep 2018

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.



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.

Purchase Order Listing - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

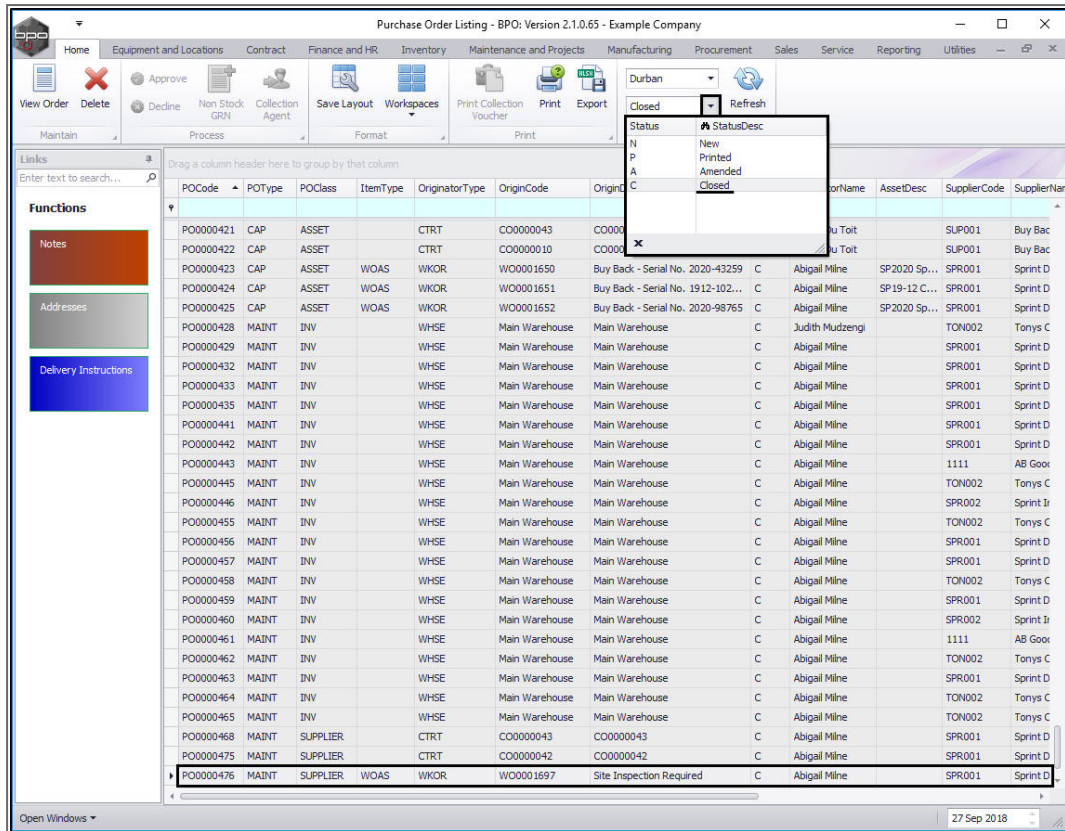
View Order | Delete | Approve | Decline | Non Stock GRN | Collection Agent | Save Layout | Workspaces | Print Collection Voucher | Print | Export | Durban | Printed | Refresh

Links: Enter text to search... | Drag a column header here to group by that column

POCode	POType	POClass	ItemType	OriginatorType	OriginCode	OriginDesc	Status	RequestorName	AssetDesc	SupplierCode	SupplierName
PO0000347	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Judith Mudzengi		SPR001	Sprint D
PO0000411	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Bianca Du Toit		SPR001	Sprint D
PO0000430	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young E
PO0000431	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young E
PO0000434	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		1111	AB Goo
PO0000436	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint D
PO0000437	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young E
PO0000438	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint D
PO0000439	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint D
PO0000444	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		1111	AB Goo
PO0000447	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young E
PO0000452	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint D
PO0000453	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		TON002	Tony C
PO0000454	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		1111	AB Goo
PO0000466	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint D
PO0000427	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Judith Mudzengi		SPR001	Sprint D
PO0000170	CAP	REPAIR		CTRT	CO0000013	CO0000013	P	Bianca Du Toit		SPR001	Sprint D
PO0000202	CAP	ASSET		CTRT	CO0000026	CO0000026	P	Bianca Du Toit		SUP001	Buy Bac
PO0000204	CAP	ASSET		CTRT	CO0000028	CO0000028	P	Bianca Du Toit		SUP001	Buy Bac
PO0000205	CAP	ASSET		CTRT	CO0000028	CO0000028	P	Bianca Du Toit		SUP001	Buy Bac
PO0000206	CAP	ASSET		CTRT	CO0000028	CO0000028	P	Bianca Du Toit		SUP001	Buy Bac
PO0000315	CAP	ASSET		CTRT	CO0000031	CO0000031	P	Judith Mudzengi		SUP001	Buy Bac
PO0000373	CAP	ASSET		CTRT	CO0000042	CO0000042	P	Belinda Sharman		SUP001	Buy Bac
PO0000375	CAP	ASSET		CTRT	CO0000042	CO0000042	P	Bianca Du Toit		SUP001	Buy Bac
PO0000376	CAP	ASSET		CTRT	PC0000001	PC0000001	P	Judith Mudzengi		SUP001	Buy Bac
PO0000383	CAP	ASSET		CTRT	CO0000042	CO0000042	P	Judith Mudzengi		SUP001	Buy Bac
PO0000404	CAP	ASSET		CTRT	CO0000044	CO0000044	P	Bianca Du Toit		SUP001	Buy Bac
PO0000405	CAP	ASSET		CTRT	CO0000044	CO0000044	P	Bianca Du Toit		SUP001	Buy Bac
PO0000467	MAINT	SUPPLIER		CTRT	CO0000043	CO0000043	P	Abigail Milne		SPR001	Sprint D

Open Windows | 27 Sep 2018

- Change the status to **Closed**.
- The selected purchase order has been **moved** to this status: Closed listing screen.

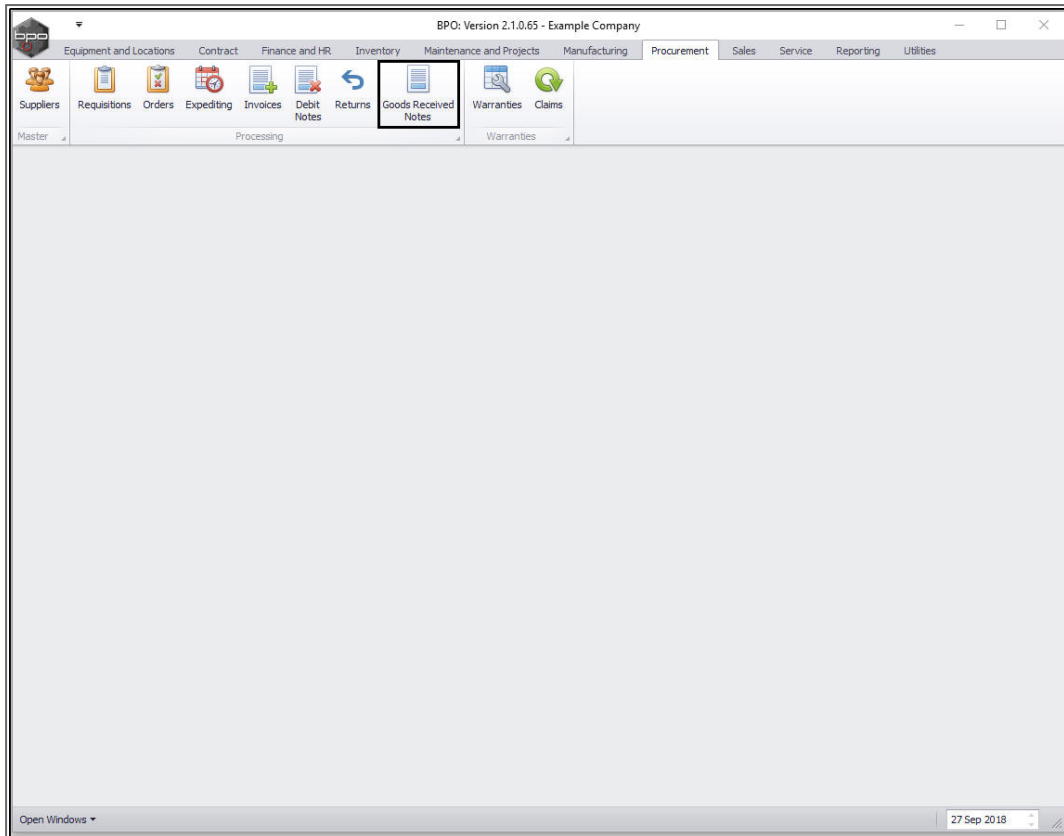


Note: Remember to create the [supplier invoice](#).

VIEW RAISED NON-STOCK GRN

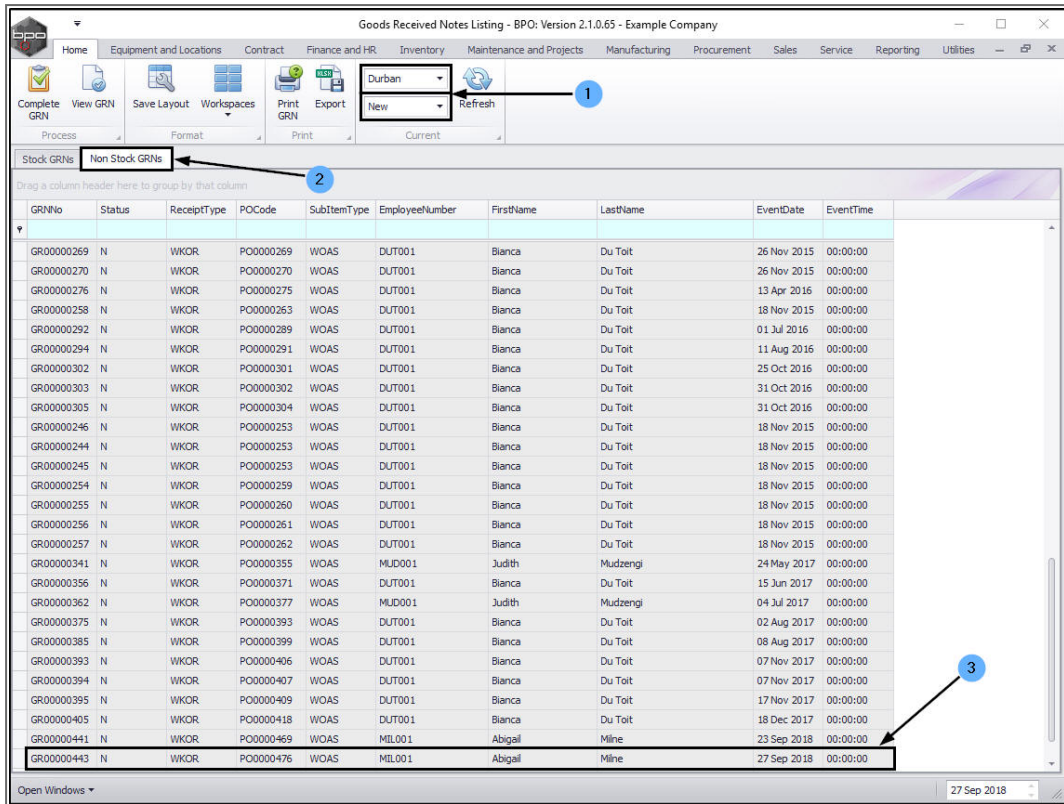
- To **view** the GRN, navigate to the **Goods Received Notes Listing** screen;

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.



NON STOCK GOODS RECEIVED NOTE WITH SUPPLIER INVOICE

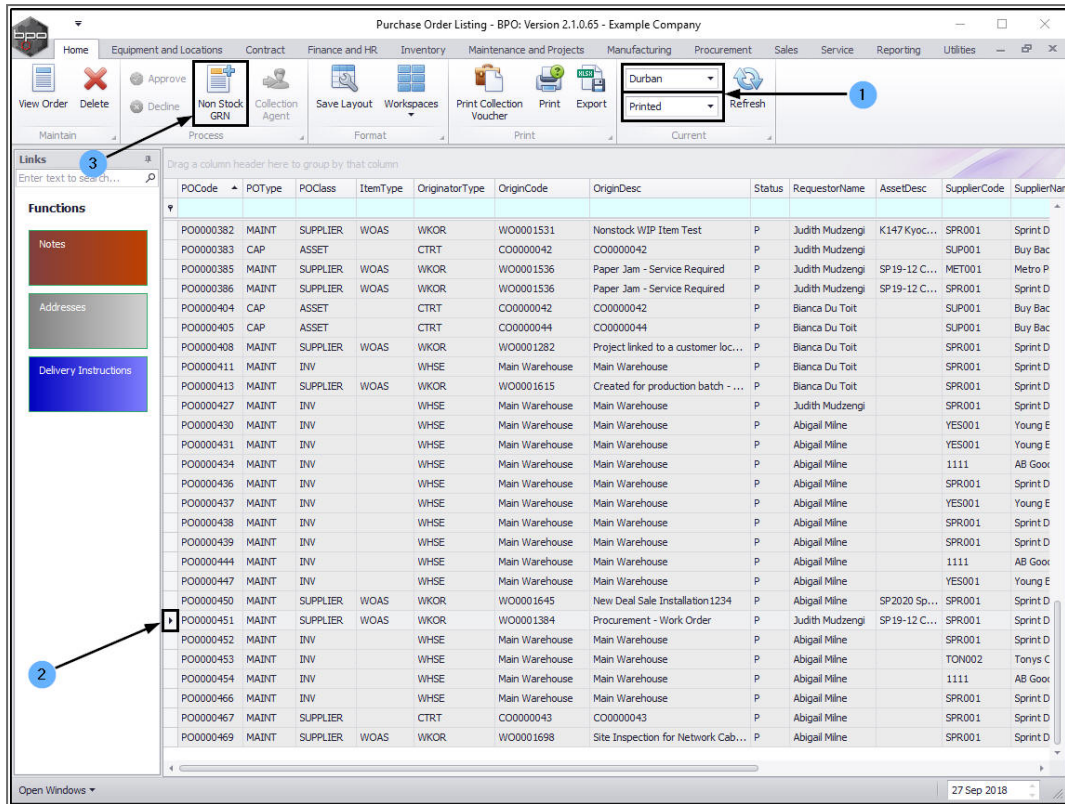
In the *Purchase Order Listing* screen;

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*.



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**.

Purchase Order Listing - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

View Order | Delete | Approve | Decline | Non Stock GRN | Collection Agent | Save Layout | Workspaces | Print Collection Voucher | Print | Export | Durban | Printed | Refresh

Links: Enter text to search... Functions: Notes, Addresses, Delivery Instructions

POCode	POType	POClass	ItemType	OriginatorType	OriginCode	OriginDesc	Status	RequestorName	AssetDesc	SupplierCode	SupplierName
PO0000382	MAINT	SUPPLIER	WOAS	WKOR	WO0001531	Nonstock W/P Item Test	P	Judith Mudzengi	K147 Kyoc...	SPR001	Sprint D
PO0000383	CAP	ASSET	CTRT	CO0000042	CO0000042		P	Judith Mudzengi		SUP001	Buy Bac
PO0000385	MAINT	SUPPLIER	WOAS	WKOR	WO0001536	Paper Jam - Service Required	P	Judith Mudzengi	SP19-12 C...	MET001	Metro P
PO0000386	MAINT	SUPPLIER	WOAS	WKOR	WO0001536	Paper Jam - Service Required	P	Judith Mudzengi	SP19-12 C...	SPR001	Sprint D
PO0000404	CAP	ASSET	CTRT	CO0000042	CO0000042		P	Bianca Du Toit		SUP001	Buy Bac
PO0000405	CAP	ASSET	CTRT	CO0000044	CO0000044		P	Bianca Du Toit		SUP001	Buy Bac
PO0000408	MAINT	SUPPLIER	WOAS	WKOR	WO0001282	Project linked to a customer loc...	P	Bianca Du Toit		SPR001	Sprint D
PO0000411	MAINT	INV	WHSE	Main Warehouse	Main Warehouse		P	Bianca Du Toit		SPR001	Sprint D
PO0000413	MAINT	SUPPLIER	WOAS	WKOR	WO0001615	Created for production batch - ...	P	Bianca Du Toit		SPR001	Sprint D
PO0000427	MAINT	INV	WHSE	Main Warehouse	Main Warehouse		P	Judith Mudzengi		SPR001	Sprint D
PO0000430	MAINT	INV	WHSE	Main Warehouse	Main Warehouse		P	Abigail Milne		YES001	Young E
PO0000431	MAINT	INV	WHSE	Main Warehouse	Main Warehouse		P	Abigail Milne		YES001	Young E
PO0000434	MAINT	INV	WHSE	Main Warehouse	Main Warehouse		P	Abigail Milne		1111	AB Gook
PO0000436	MAINT	INV					P	Abigail Milne		SPR001	Sprint D
PO0000437	MAINT	INV					P	Abigail Milne		YES001	Young E
PO0000438	MAINT	INV					P	Abigail Milne		SPR001	Sprint D
PO0000439	MAINT	INV					P	Abigail Milne		SPR001	Sprint D
PO0000444	MAINT	INV					P	Abigail Milne		1111	AB Gook
PO0000447	MAINT	INV					P	Abigail Milne		YES001	Young E
PO0000450	MAINT	SUPPLIER					P	Abigail Milne	SP2020 Sp...	SPR001	Sprint D
PO0000451	MAINT	SUPPLIER	WOAS	WKOR	WO0001384	Procurement - Work Order	P	Judith Mudzengi	SP19-12 C...	SPR001	Sprint D
PO0000452	MAINT	INV	WHSE	Main Warehouse	Main Warehouse		P	Abigail Milne		SPR001	Sprint D
PO0000453	MAINT	INV	WHSE	Main Warehouse	Main Warehouse		P	Abigail Milne		TON002	Tony's C
PO0000454	MAINT	INV	WHSE	Main Warehouse	Main Warehouse		P	Abigail Milne		1111	AB Gook
PO0000466	MAINT	INV	WHSE	Main Warehouse	Main Warehouse		P	Abigail Milne		SPR001	Sprint D
PO0000467	MAINT	SUPPLIER	CTRT	CO0000043	CO0000043		P	Abigail Milne		SPR001	Sprint D
PO0000469	MAINT	SUPPLIER	WOAS	WKOR	WO0001698	Site Inspection for Network Cab...	P	Abigail Milne		SPR001	Sprint D

GRN Processing
Are you sure you want to create a Goods Received Note (GRN) for this purchase order : PO0000451?
Yes No

Open Windows | 27 Sep 2018

GENERATE SUPPLIER INVOICE CHECK BOX

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

Create Non Stock GRN - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Supplier: SPR001 | Sprint Distributors Local | PO No: PO0000451

Event Date/Time: 2018/09/27 | 00:00:00 | Generate Supplier Invoice: | Invoice No.:

Supplier Details

Address: 685 Forest Grove Road, Forest Hills, New Town, 1234, South Africa

Phone: 031 147 1234 | Fax: 031 147 1212 | Email: harry@email.co.za | Contact: John Martin | VAT No.: 456789123 | Currency: ZAR | Exchange Rate: 1.0000 | Tax Rate: 0.00

PartType	ItemCode	ItemDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	CureDate
▶ SERV	INSP	Inspection				800.00	1.00	1.00	

Open Windows | 27 Sep 2018

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.

Create Non Stock GRN - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Supplier: SPR001 | Sprint Distributors Local | PO No: PO0000451

Event Date/Time: 2018/09/27 | 00:00:00 | Generate Supplier Invoice: | Invoice No: INV90000

Supplier Details

Address: 685 Forest Grove Road, Forest Hills, New Town, 1234, South Africa

Phone: 031 147 1234 | Fax: 031 147 1212 | Email: harry@email.co.za | Contact: John Martin | VAT No: 456789123 | Tax Rate: 0.00

Currency: ZAR | Exchange Rate: 1.0000

PartType	ItemCode	ItemDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	CureDate
SERV	INSP	Inspection				800.00	1.00	1.00	

Open Windows | 27 Sep 2018

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 accepted.

Create Non Stock GRN - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Supplier: SPR001 | Sprint Distributors Local | PO No: PO0000451

Event Date/Time: 2018/09/27 | 00:00:00 | Generate Supplier Invoice: | Invoice No.: INV90000

Supplier Details

Address: 685 Forest Grove Road, Forest Hills, New Town, 1234, South Africa

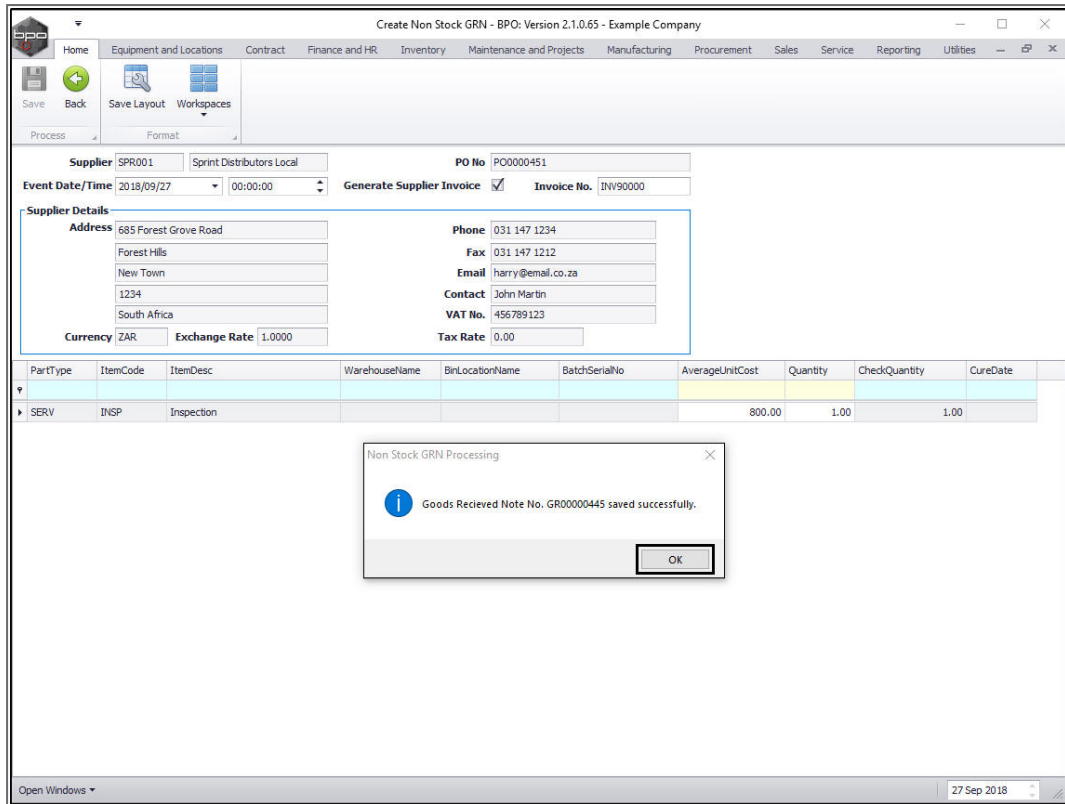
Phone: 031 147 1234 | Fax: 031 147 1212 | Email: harry@email.co.za | Contact: John Martin | VAT No.: 456789123 | Tax Rate: 0.00

Currency: ZAR | Exchange Rate: 1.0000

PartType	ItemCode	ItemDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	CureDate
?	SERV	INSP	Inspection			800.	1.00	1.00	

Open Windows | 27 Sep 2018

- A **Non Stock GRN Processing** message box will pop up informing you;
 - **Goods Received Note No. [] saved successfully.**
- Click on **OK**.



PRINT GRN

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

Create Non Stock GRN - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Supplier: SPR001 | Sprint Distributors Local | PO No: PO0000451

Event Date/Time: 2018/09/27 | 00:00:00 | Generate Supplier Invoice: | Invoice No.: INV90000

Supplier Details

Address: 685 Forest Grove Road, Forest Hills, New Town, 1234, South Africa

Phone: 031 147 1234 | Fax: 031 147 1212 | Email: harry@email.co.za | Contact: John Martin | VAT No.: 456789123 | Tax Rate: 0.00

Currency: ZAR | Exchange Rate: 1.0000

PartType	ItemCode	ItemDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	CureDate
SERV	INSP	Inspection				800.00	1.00	1.00	

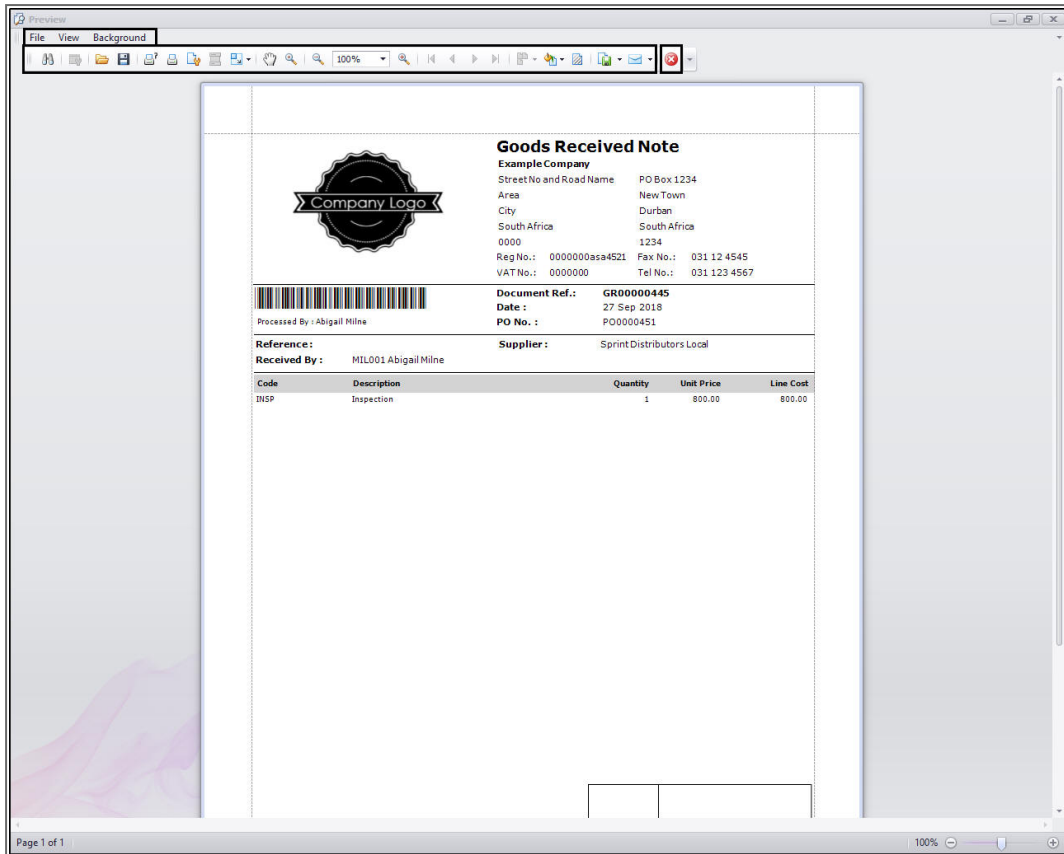
Report Generation

Do you want to print this non stock GRN, number GR00000445?

Open Windows | 27 Sep 2018

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.



VIEW PURCHASE ORDER IN CLOSED STATUS

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

Purchase Order Listing - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

View Order | Delete | Approve | Decline | Non Stock GRN | Collection Agent | Save Layout | Workspaces | Print Collection Voucher | Print | Export | Durban | Closed | Refresh

Links: Enter text to search...
 Functions: Notes, Addresses, Delivery Instructions

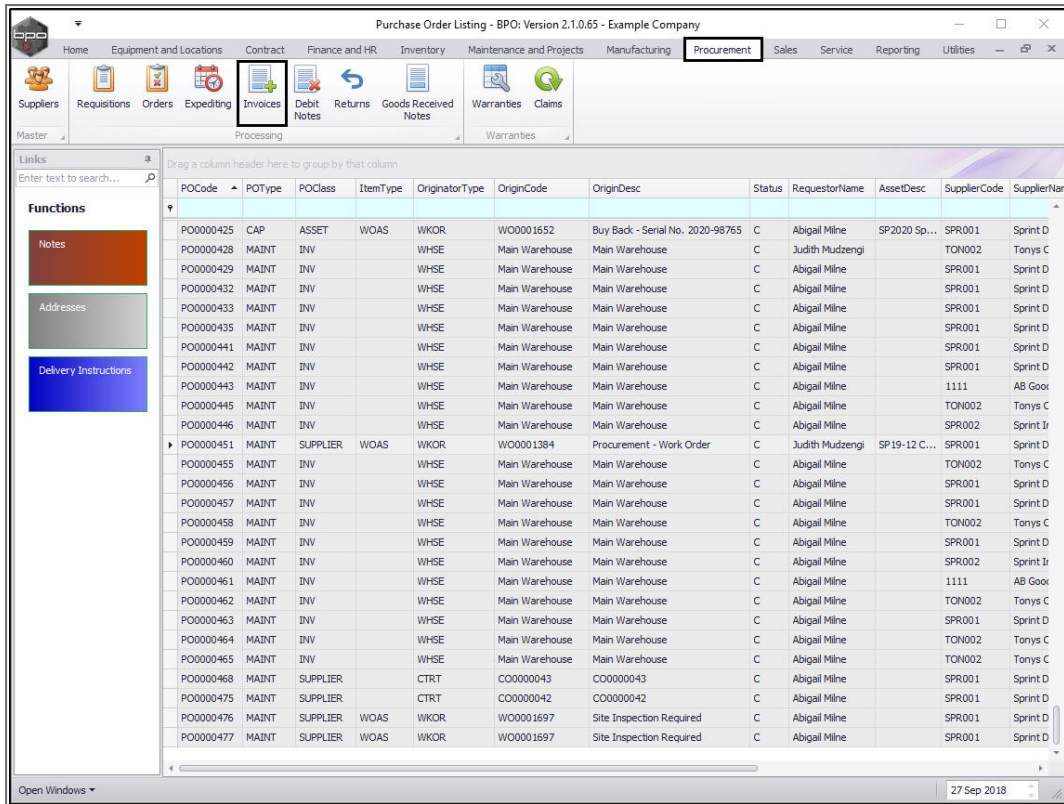
POCode	POType	POClass	ItemType	OriginatorType	OriginCode	OriginDesc	Status	RequestorName	AssetDesc	SupplierCode	SupplierName
PO0000425	CAP	ASSET	WOAS	WKOR	W00001652	Buy Back - Serial No. 2020-98765	C	Abigail Milne	SP2020 Sp...	SPR001	Sprint D
PO0000428	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Judith Mudzengi		TON002	Tony's C
PO0000429	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		SPR001	Sprint D
PO0000432	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		SPR001	Sprint D
PO0000433	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		SPR001	Sprint D
PO0000435	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		SPR001	Sprint D
PO0000441	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		SPR001	Sprint D
PO0000442	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		SPR001	Sprint D
PO0000443	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne	1111	AB Goo	
PO0000445	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		TON002	Tony's C
PO0000446	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		SPR002	Sprint D
PO0000451	MAINT	SUPPLIER	WOAS	WKOR	W00001384	Procurement - Work Order	C	Judith Mudzengi	SP19-12 C...	SPR001	Sprint D
PO0000455	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		TON002	Tony's C
PO0000456	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		SPR001	Sprint D
PO0000457	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		SPR001	Sprint D
PO0000458	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		TON002	Tony's C
PO0000459	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		SPR001	Sprint D
PO0000460	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		SPR002	Sprint D
PO0000461	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne	1111	AB Goo	
PO0000462	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		TON002	Tony's C
PO0000463	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		SPR001	Sprint D
PO0000464	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		TON002	Tony's C
PO0000465	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		TON002	Tony's C
PO0000468	MAINT	SUPPLIER		CTRT	CO0000043	CO0000043	C	Abigail Milne		SPR001	Sprint D
PO0000475	MAINT	SUPPLIER		CTRT	CO0000042	CO0000042	C	Abigail Milne		SPR001	Sprint D
PO0000476	MAINT	SUPPLIER	WOAS	WKOR	W00001697	Site Inspection Required	C	Abigail Milne		SPR001	Sprint D
PO0000477	MAINT	SUPPLIER	WOAS	WKOR	W00001697	Site Inspection Required	C	Abigail Milne		SPR001	Sprint D

Open Windows | 27 Sep 2018

VIEW THE LINKED PURCHASE INVOICE

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

Ribbon Access: *Procurement > Invoices*



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.

Purchase Invoice Listing - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExcd	TotalAmtInd	VA
N	C class issue	SPR001	Sprint Distributors Local	30 May 2017	GR00000346	ZAR	1.00	14.00	400.00	456.00	
N	SINV-GRN355	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.00	0.00	49.00	49.00	
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	
N	SWAPGR00000361	SUP001	Buy Back Supplier	04 Jul 2017	GR00000361	ZAR	1.00	14.00	4 850.00	5 529.00	
N	SWAPGR00000366	SUP001	Buy Back Supplier	19 Jul 2017	GR00000366	ZAR	1.00	14.00	129.98	148.18	
N	smv45678	SPR001	Sprint Distributors Local	13 Sep 2017	GR00000390	ZAR	1.00	14.00	30.00	34.20	
N	SWAPGR00000391	SUP001	Buy Back Supplier	30 Oct 2017	GR00000391	ZAR	1.00	14.00	4 850.00	5 529.00	
N	SWAPGR00000392	SUP001	Buy Back Supplier	30 Oct 2017	GR00000392	ZAR	1.00	14.00	4 000.00	4 560.00	
N	BUYGR00000396	SPR001	Sprint Distributors Local	17 Nov 2017	GR00000396	ZAR	1.00	14.00	500.00	570.00	
N	SWAPGR00000401	SUP001	Buy Back Supplier	05 Dec 2017	GR00000401	ZAR	1.00	14.00	129.98	148.18	
N	SWAPGR00000403	SUP001	Buy Back Supplier	06 Dec 2017	GR00000403	ZAR	1.00	14.00	3 500.00	3 990.00	
N	SWAPGR00000407	SUP001	Buy Back Supplier	08 Jan 2018	GR00000407	ZAR	1.00	14.00	1 910.60	2 178.08	
N	SWAPGR00000409	SUP001	Buy Back Supplier	08 Jan 2018	GR00000409	ZAR	1.00	14.00	3 500.00	3 990.00	
N	BUYGR00000412	SPR001	Sprint Distributors Local	13 Feb 2018	GR00000412	ZAR	1.00	0.00	3 250.00	3 250.00	
N	BUYGR00000413	SPR001	Sprint Distributors Local	13 Feb 2018	GR00000413	ZAR	1.00	0.00	3 250.00	3 250.00	
N	INV0100001	SPR002	Sprint International	10 Sep 2018	GR00000426	USD	9.87	0.00	49.00	49.00	
N	INV606001	TON002	Tonys Copy Shop	11 Sep 2018	GR00000429	ZAR	1.00	15.00	250.00	287.50	
N	AB0198765	TON002	Tonys Copy Shop	13 Sep 2018	GR00000431	ZAR	1.00	15.00	45 000.00	51 750.00	
N	SPR0100099	SPR002	Sprint International	13 Sep 2018	GR00000432	USD	9.87	0.00	100.00	100.00	
N	INV01000999	SPR001	Sprint Distributors Local	13 Sep 2018	GR00000433	ZAR	1.00	0.00	9 750.00	9 750.00	
N	AB9000	SPR001	Sprint Distributors Local	21 Sep 2018	GR00000439	ZAR	1.00	0.00	1 700.00	1 700.00	
N	AM100007	SPR001	Sprint Distributors Local	23 Sep 2018	GR00000440	ZAR	1.00	0.00	1 700.00	1 700.00	
N	INV9000	SPR001	Sprint Distributors Local	27 Sep 2018	GR00000445	ZAR	1.00	0.00	800.00	800.00	
N	GR347	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000340	ZAR	1.00	14.00	160 741.00	183 244.74	
N	Full Quantity	SPR001	Sprint Distributors Local	30 May 2017	PO0000361	ZAR	1.00	14.00	1 400.00	1 596.00	
N	Test AB01	SPR001	Sprint Distributors Local	11 Sep 2018	PO0000439	ZAR	1.00	0.00	1 050.00	1 050.00	

Open Windows | 27 Sep 2018

VIEW PURCHASE INVOICE

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

Purchase Invoice Listing - BPO: Version 2.1.0.65 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExcl	TotalAmtIncl	VA
N	C class issue	SPR001	Sprint Distributors Local	30 May 2017	GR00000346	ZAR	1.00	14.00	400.00	456.00	
N	SINV-GRN355	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.00	0.00	49.00	49.00	
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	
N	SWAPGR00000361	SUP001	Buy Back Supplier	04 Jul 2017	GR00000361	ZAR	1.00	14.00	4 850.00	5 529.00	
N	SWAPGR00000366	SUP001	Buy Back Supplier	19 Jul 2017	GR00000366	ZAR	1.00	14.00	129.98	148.18	
N	smv45678	SPR001	Sprint Distributors Local	13 Sep 2017	GR00000390	ZAR	1.00	14.00	30.00	34.20	
N	SWAPGR00000391	SUP001	Buy Back Supplier	30 Oct 2017	GR00000391	ZAR	1.00	14.00	4 850.00	5 529.00	
N	SWAPGR00000392	SUP001	Buy Back Supplier	30 Oct 2017	GR00000392	ZAR	1.00	14.00	4 000.00	4 560.00	
N	BUYGR00000396	SPR001	Sprint Distributors Local	17 Nov 2017	GR00000396	ZAR	1.00	14.00	500.00	570.00	
N	SWAPGR00000401	SUP001	Buy Back Supplier	05 Dec 2017	GR00000401	ZAR	1.00	14.00	129.98	148.18	
N	SWAPGR00000403	SUP001	Buy Back Supplier	06 Dec 2017	GR00000403	ZAR	1.00	14.00	3 500.00	3 990.00	
N	SWAPGR00000407	SUP001	Buy Back Supplier	08 Jan 2018	GR00000407	ZAR	1.00	14.00	1 910.60	2 178.08	
N	SWAPGR00000409	SUP001	Buy Back Supplier	08 Jan 2018	GR00000409	ZAR	1.00	14.00	3 500.00	3 990.00	
N	BUYGR00000412	SPR001	Sprint Distributors Local	13 Feb 2018	GR00000412	ZAR	1.00	0.00	3 500.00	3 500.00	
N	BUYGR00000413	SPR001	Sprint Distributors Local	13 Feb 2018	GR00000413	ZAR	1.00	0.00	3 250.00	3 250.00	
N	INV0100001	SPR002	Sprint International	10 Sep 2018	GR00000426	USD	9.87	0.00	49.00	49.00	
N	INV606001	TON002	Tonys Copy Shop	11 Sep 2018	GR00000429	ZAR	1.00	15.00	250.00	287.50	
N	AB0198765	TON002	Tonys Copy Shop	13 Sep 2018	GR00000431	ZAR	1.00	15.00	45 000.00	51 750.00	
N	SPR0100099	SPR002	Sprint International	13 Sep 2018	GR00000432	USD	9.87	0.00	100.00	100.00	
N	INV01000999	SPR001	Sprint Distributors Local	13 Sep 2018	GR00000433	ZAR	1.00	0.00	9 750.00	9 750.00	
N	AB9000	SPR001	Sprint Distributors Local	21 Sep 2018	GR00000439	ZAR	1.00	0.00	1 700.00	1 700.00	
N	AM100007	SPR001	Sprint Distributors Local	23 Sep 2018	GR00000440	ZAR	1.00	0.00	1 700.00	1 700.00	
N	INV90000	SPR001	Sprint Distributors Local	27 Sep 2018	GR00000445	ZAR	1.00	0.00	800.00	800.00	
N	GR347	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000340	ZAR	1.00	14.00	160 741.00	183 244.74	
N	Full Quantity	SPR001	Sprint Distributors Local	30 May 2017	PO0000361	ZAR	1.00	14.00	1 400.00	1 596.00	
N	Test AB01	SPR001	Sprint Distributors Local	11 Sep 2018	PO0000439	ZAR	1.00	0.00	1 050.00	1 050.00	

Open Windows 27 Sep 2018

- 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.

CO3 Edit Supplier Invoice - INV90000 - BPC: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Back | Save Layout | Back to Back

Supplier: SPR001 * GRN No.: GR00000445

Invoice Date: 27 Sep 2018

Invoice No.: INV90000 *

Address: 685 Forest Grove Road, Forest Hills, New Town, South Africa

Phone: 031 147 1234

Email: harry@email.co.za

Contact Name: John Martin

VAT No.: 456789123

Reference: GR00000445

Currency: ZAR Exchange: 1.0000

Tax Rate: 0.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode
SERV	INSP	Inspection	1.00	800.00	0.00	800.00	800.00	800.00	800.00	

Sub Total: 800.00

VAT: 0.00

Grand Total: 800.00

Open Windows | 27 Sep 2018

MNU.054.001