# 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*
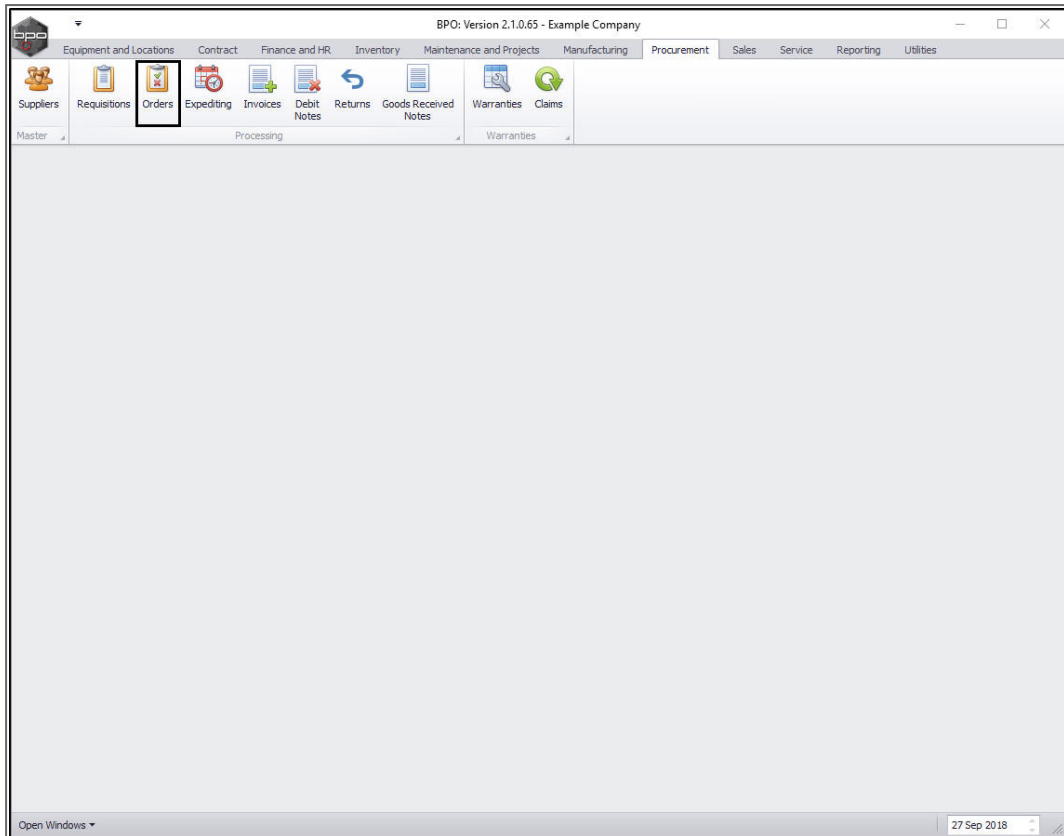
The *Purchase Order Listing* screen will be displayed.

Select the Site and Status

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

- Select the *Printed* status.
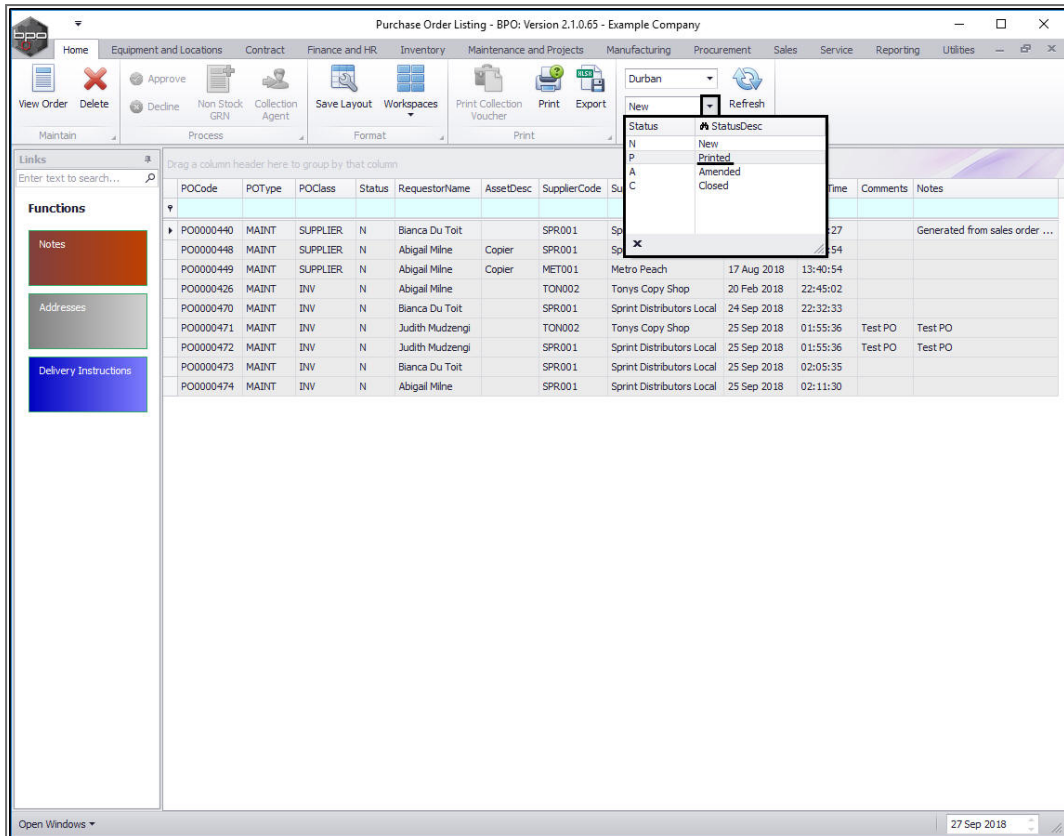
NON STOCK PURCHASE ORDER

- 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.

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

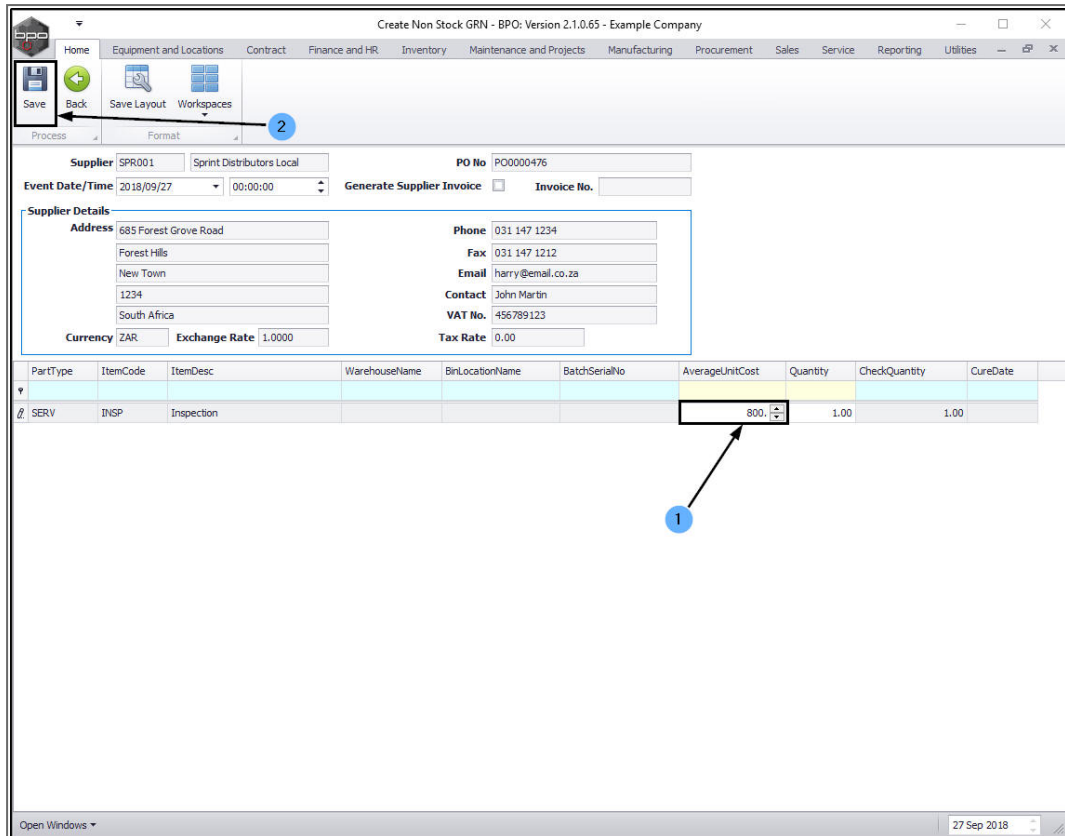2. **Generate Supplier Invoice:** Ensure that this check box is <u>un</u>-ticked.
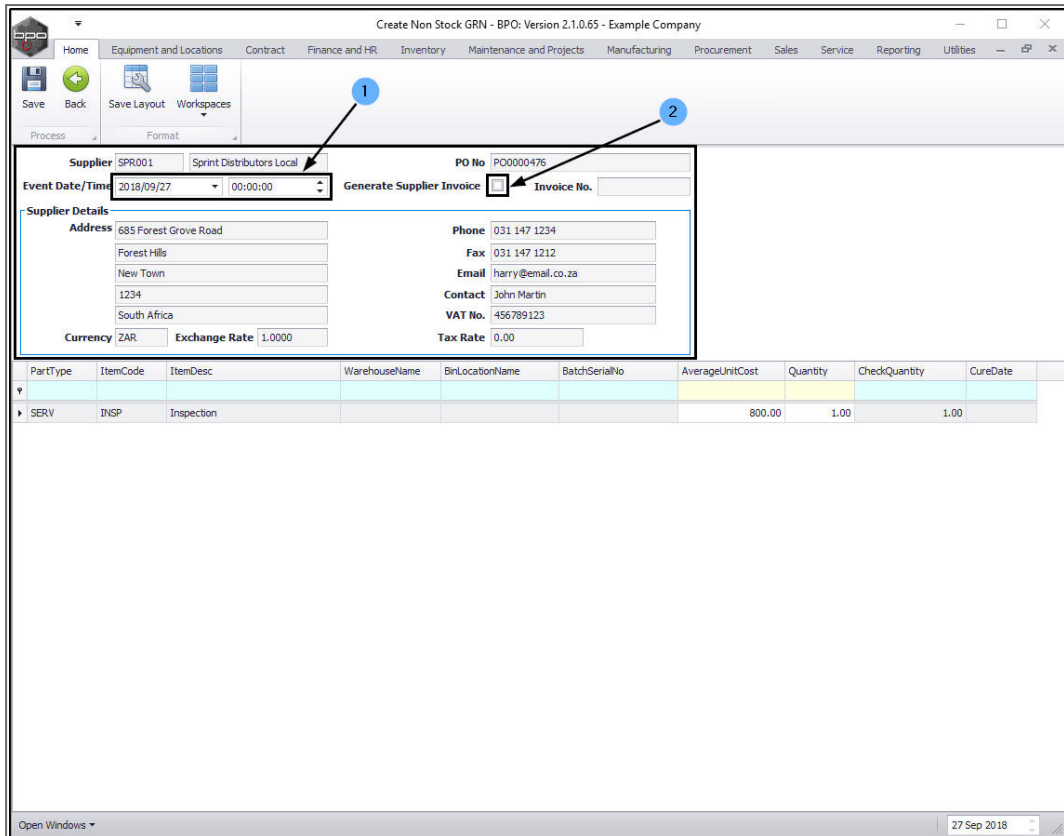
AVERAGE UNIT COST

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*.
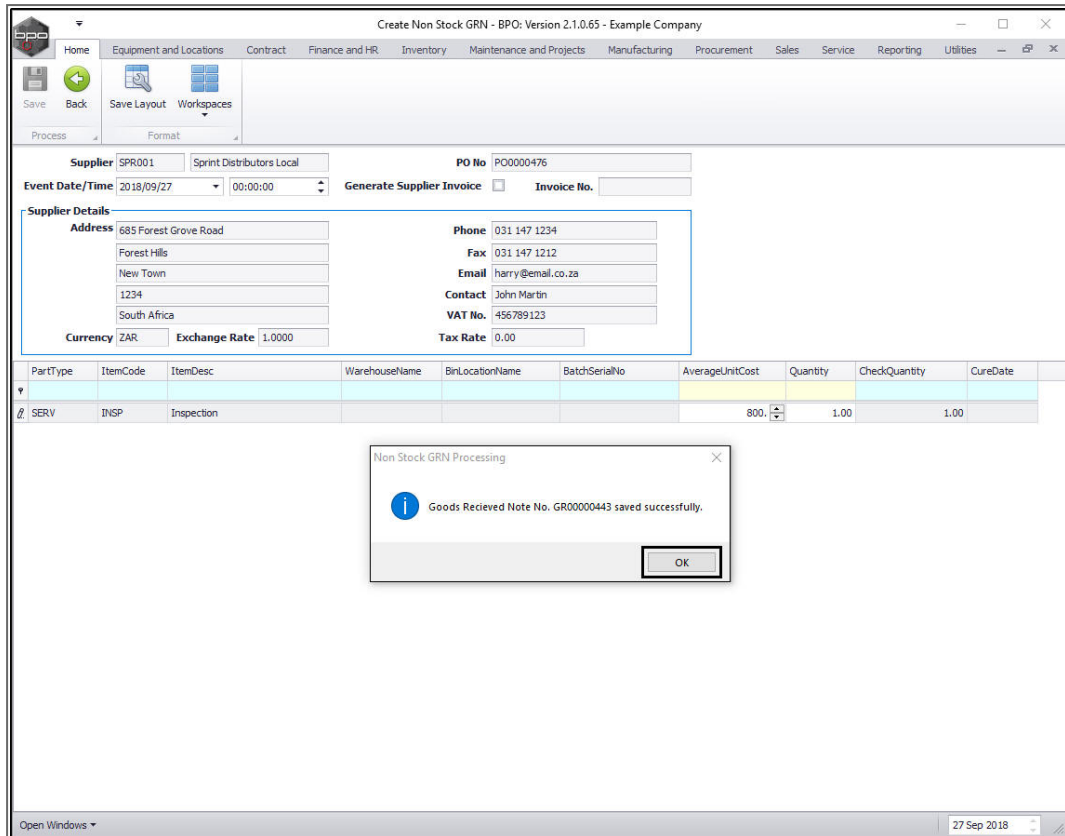
PRINT NON-STOCK-GRN

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

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.
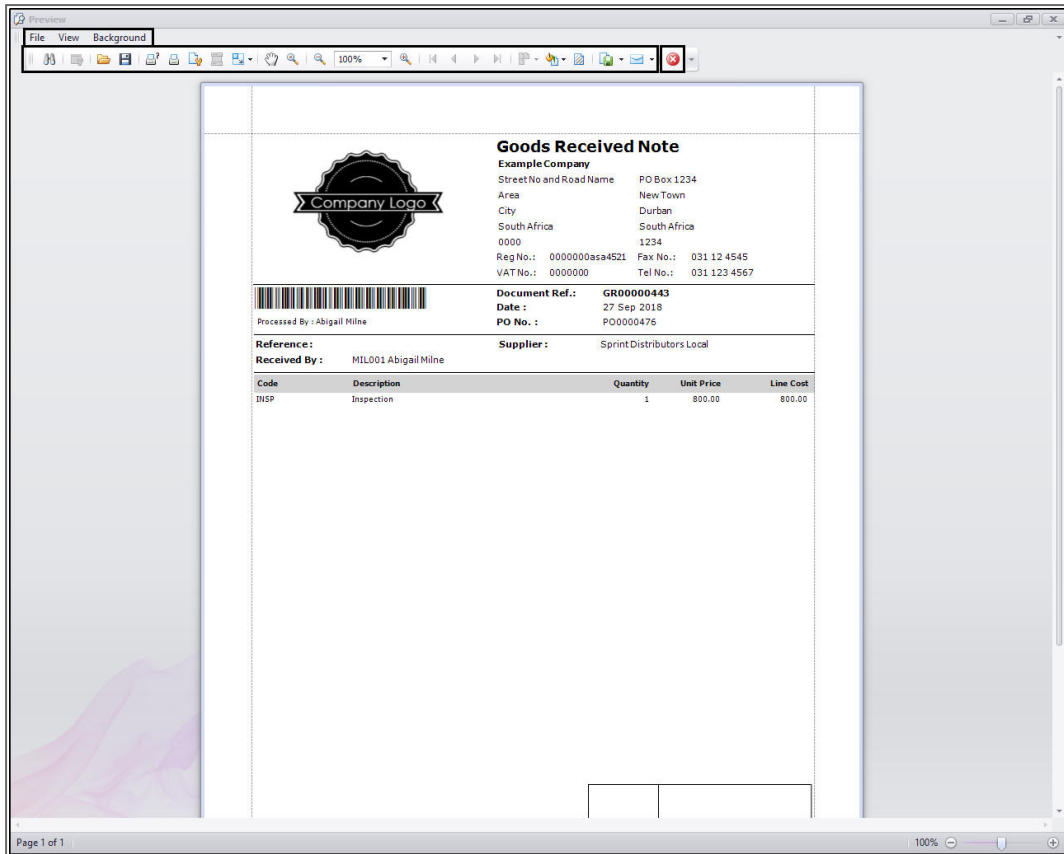
VIEW NON-STOCK PO IN CLOSED STATUS

- 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.

- Change the status to *Closed*.
- The selected purchase order has been *moved* to this status: Closed listing screen.
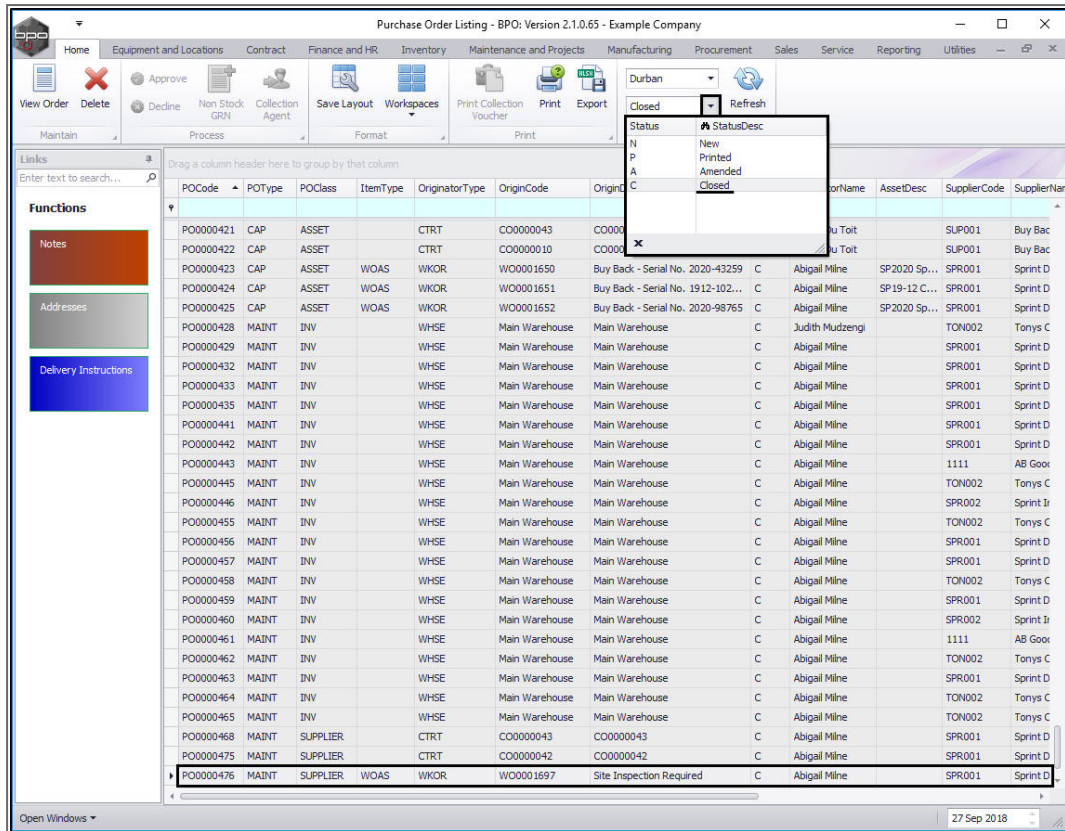
Note: Remember to create the supplier invoice.

VIEW RAISED NON-STOCK GRN

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

Ribbon Access: *Procurement > Goods Received Notes*
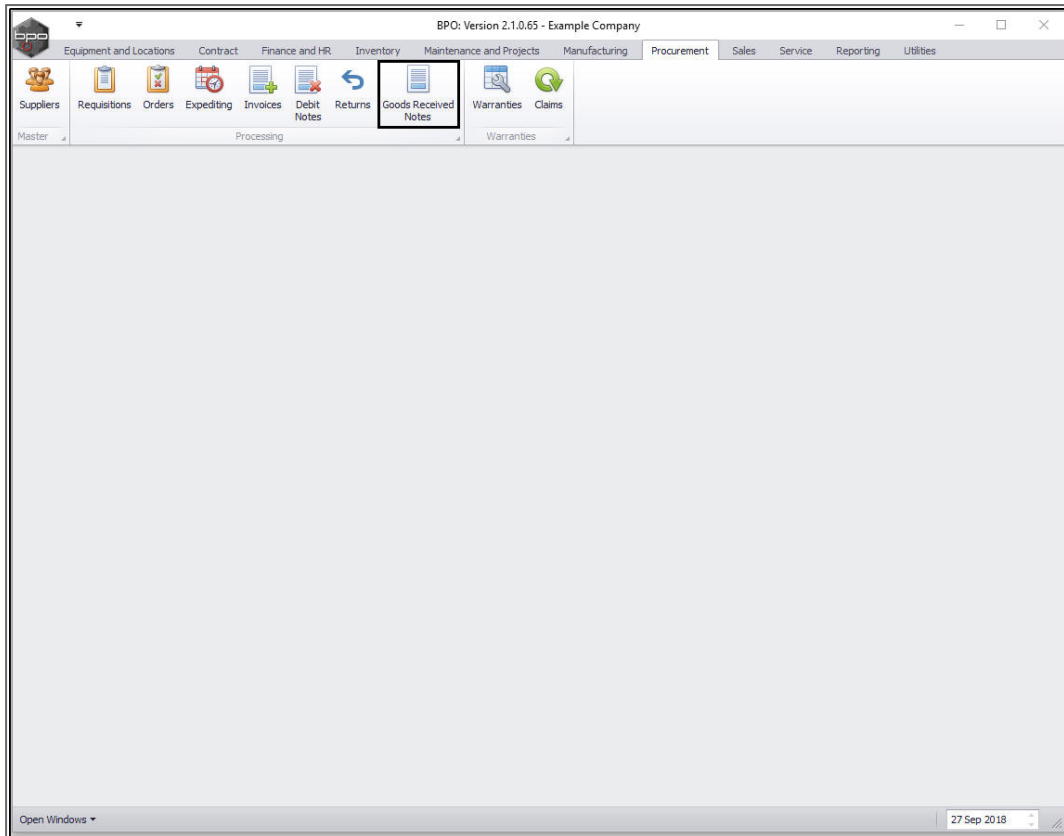
The *Goods Received Notes Listing* screen will be displayed.

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 <u>Non</u> Stock GRNs.
3. Now you will be able to view the newly raised GRN.
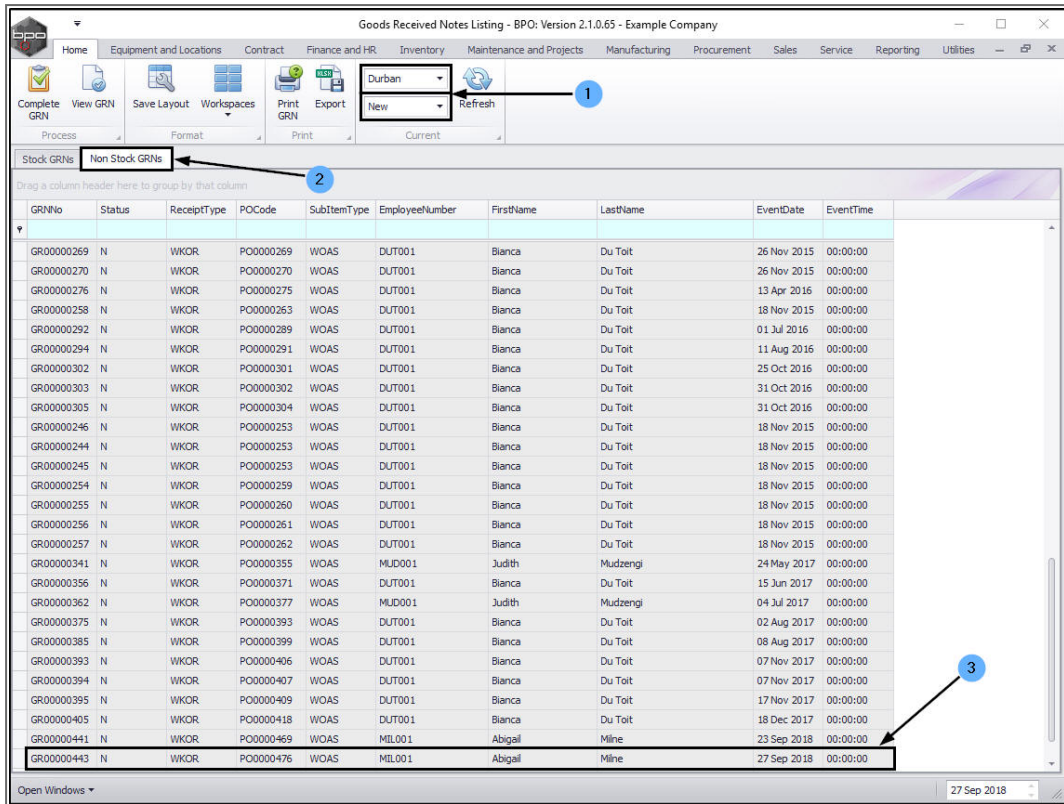
NON STOCK GOODS RECEIVED NOTE WITH SUPPLIER INVOICE

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*.

GENERATE SUPPLIER INVOICE CHECK BOX

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

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.

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.

- 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*.

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.
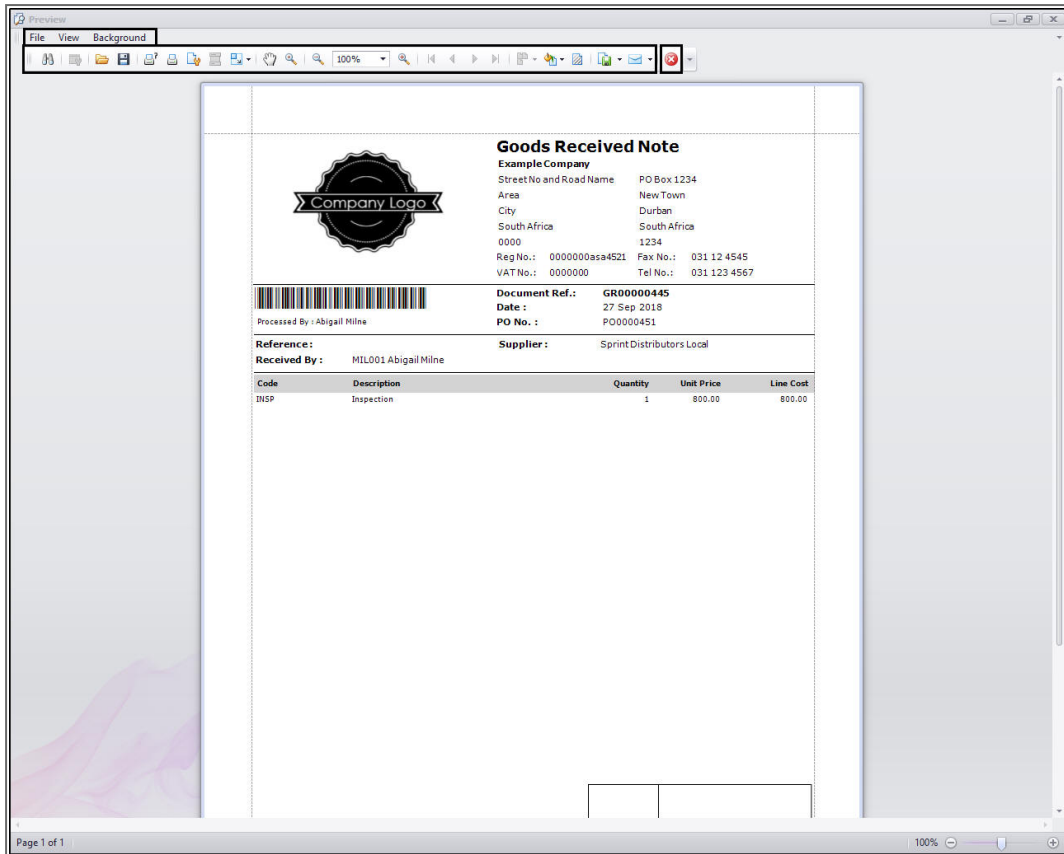
VIEW PURCHASE ORDER IN CLOSED STATUS

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

VIEW THE LINKED PURCHASE INVOICE

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

Ribbon Access: *Procurement > Invoices*
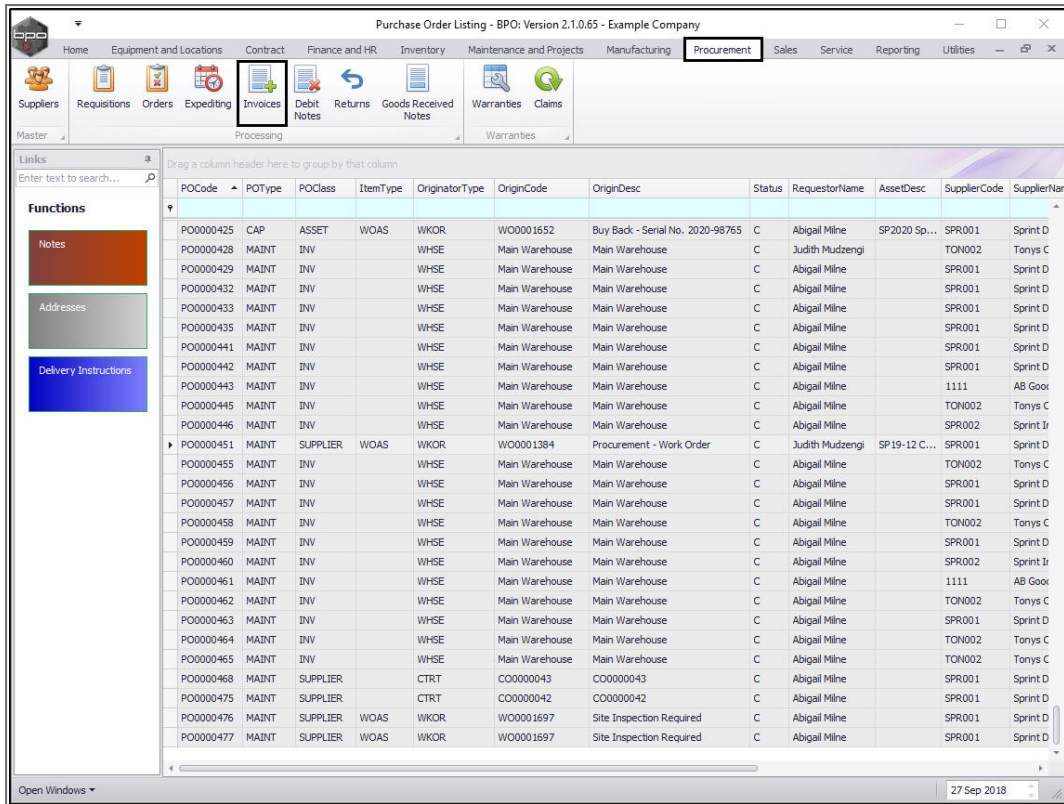
In the *Purchase Invoice Listing* screen,

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.

VIEW PURCHASE INVOICE

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

- 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.

MNU.054.001