

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

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.



-				Pur	chase Order Listir	ng - BPO: Ve	rsion 2.1.0.65 -	Example Company				- 0	\times
Home Equipment	and Locations	Contract	Finance a	nd HR	Inventory Ma	aintenance ar	nd Projects	Manufacturing Procu	ement Sa	les Service	Reporti	ng Utilities —	8 X
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Enter text to search P	POCode	POType	POClass	Status	RequestorName	AssetDesc	SupplierCode	SupplierName	EventDate	EventTime	Comments	Notes	
Functions	9												
	+ PO0000440	MAINT	SUPPLIER	N	Bianca Du Toit		SPR001	Sprint Distributors Local	13 Mar 2018	10:24:27		Generated from sales	order
Notes	PO0000448	MAINT	SUPPLIER	N	Abigail Milne	Copier	SPR001	Sprint Distributors Local	17 Aug 2018	13:40:54			
	PO0000449	MAINT	SUPPLIER	N	Abigail Milne	Copier	MET001	Metro Peach	17 Aug 2018	13:40:54			
	PO0000426	MAINT	INV	N	Abigail Milne		TON002	Tonys Copy Shop	20 Feb 2018	22:45:02			
Addresses	PO0000470	MAINT	INV	N	Bianca 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	
Delivery Instructions	PO0000473	MAINT	INV	N	Bianca Du Toit		SPR001	Sprint Distributors Local	25 Sep 2018	02:05:35			
	PO0000474	MAINT	INV	N	Abigail Milne		SPR001	Sprint Distributors Local	25 Sep 2018	02:11:30			
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• Select the **Printed** status.

Help v2024.5.0.7/1.0 - Pg 3 - Printed: 21/08/2024

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					Pur	chase Order Listin	ng - BPO: Ve	rsion 2.1.0.65 -	- Exa	imple Compan	у					-		Č.	×
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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 <u>parts/equipment</u> item purchase order instead of a <u>service</u> purchase order.



Home Equipment and	d Locations	Contract	Finance a	nd HR In	iventory Ma	aintenance and Project	Manufacturing Procure	ement 5	ales Service	Reporting	Utilities -	8
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	PO0000381	MAINT	SUPPLIER	WOAS	WKOR	WO0001528	Work Order Linked to an asse	t P	Judith Mudzengi	SP2020 Sp	MET001	Me
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Addresses	PO0000386	MAINT	SUPPLIER	WOAS	WKOR	WO0001536	Paper Jam - Service Required	Р	Judith Mudzengi	SP19-12 C	SPR001	Sp
	PO0000404	CAP	ASSET		CTRT	CO0000042	CO0000042	P	Bianca Du Toit		SUP001	Bu
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	PO0000451	MAINT	SUPPLIER	WOAS	WKOR	WO0001384	Procurement - Work Order	P	Judith Mudzengi	SP19-12 C	SPR001	Sp
	PO0000452	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		SPR001	Sp
	PO0000453	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		TON002	То
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•	PO0000476	MAINT	SUPPLIER	WOAS	WKOR	WO0001697	Site Inspection Required	P	Abigail Milne		SPR001	Spr

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.



Home Equipment	t and Locations	Contract	Finance a	nd HR In	wentory Ma	intenance and Project	s Manufacturing Procuren	nent Sa	ales Service	Reporting	Utilities -	æ
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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.



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		Forest Hi	lls				Fax	031 147 1212	2							
		New Tow	'n				Email	harry@email.	co.za							
		1234 South Af	ica.				Contact	John Martin								
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Open W	/indows •													27	Sep 2018	÷.,

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**.



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



Process Format Porture Sprint Distributors Local PO No PO0000476 Supplier SPR001 Sprint Distributors Local PO No Invoice No. Supplier Details Generate Supplier Invoice Invoice No. Invoice No. Address 685 Forest Grove Road Fax 031 147 1234 Forest Hills Fax 031 147 1234 New Town Iz34 Contact John Martin South Africa VAT No. 456789123 Currency ZAR Exchange Rate L000 PartType ItemOcde ItemDesc WarehouseName BirLocationName Bath/SerialNo				CreDate	
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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.



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	Home	Equipment	and Locations	Contract	Finan	ce and HR	Invent	ory Main	itenance	and Projects	Manufacturi	ing Procuremer	nt S	ales Sen	vice	Reporting	Utilitie	CureDate .00 27 Sep 2018	Ð	×
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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.



		Goods Received Note	
		ExampleCompany	
	Company Logo	Street No and Koad Name PO Box 1234 Area New Town	
		City Durban South Africa South Africa	
		0000 1234	
		RegNo.: 0000000asa4521 FaxNo.: 031124545 VATNo.: 0000000 TelNo.: 0311234567	
	Processed By : Abiaal Milne	Document Ref.: GR00000443 Date : 27 Sep 2018 PO No. : PO0000476	
	Reference: Received By : MIL001 Abigail Milne	Supplier : Sprint Distributors Local	
	Code Description	Quantity Unit Price Line Cost	
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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.



Home F	auinment ~	nd Locations	Contract	Finance	nd HP In	ventory Main	tenance and Project	Manufacturing	Programment C	alac Service	Reporting	1 Itilities	8
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Hotes		PO0000411	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Bianca Du Toit		SPR001	Sprint
		PO0000430	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		YES001	Young
10000		PO0000431	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young
Addresses		PO0000434	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		1111	AB Go
		PO0000436	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint
		PO0000437	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young
Delivery Instruction	ons	PO0000438	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprin
		PO0000439	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		SPR001	Sprin
		PO0000444	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		1111	AB Go
		PO0000447	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young
		PO0000452	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint
		PO0000453	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		TON002	Tonys
		PO0000454	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		1111	AB Go
		PO0000466	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		SPR001	Sprin
		PO0000427	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Judith Mudzengi		SPR001	Sprin
		PO0000170	CAP	REPAIR		CTRT	CO000013	CO000013	P	Bianca Du Toit		SPR001	Sprin
		PO0000202	CAP	ASSET		CTRT	CO000026	CO000026	P	Bianca Du Toit		SUP001	Buy B
		PO0000204	CAP	ASSET		CTRT	CO000028	CO000028	P	Bianca Du Toit		SUP001	Buy B
		PO0000205	CAP	ASSET		CTRT	CO000028	CO000028	P	Bianca Du Toit		SUP001	Buy E
		PO0000206	CAP	ASSET		CTRT	CO000028	CO000028	P	Bianca Du Toit		SUP001	Buy B
		PO0000315	CAP	ASSET		CTRT	CO000031	CO000031	P	Judith Mudzengi		SUP001	Buy E
		PO0000373	CAP	ASSET		CTRT	CO0000042	CO000042	P	Belinda Sharman		SUP001	Buy B
		PO0000375	CAP	ASSET		CTRT	CO0000042	CO0000042	Р	Bianca Du Toit		SUP001	Buy E
		PO0000376	CAP	ASSET		CTRT	PC0000001	PC0000001	Р	Judith Mudzengi		SUP001	Buy B
		PO0000383	CAP	ASSET		CTRT	CO0000042	CO0000042	Р	Judith Mudzengi		SUP001	Buy B
		PO0000404	CAP	ASSET		CTRT	CO0000042	CO000042	Р	Bianca Du Toit		SUP001	Buy B
		PO0000405	CAP	ASSET		CTRT	CO0000044	CO0000044	P	Bianca Du Toit		SUP001	Buy B
		PO0000467	MAINT	SUPPLIER		CTRT	CO0000043	CO000043	P	Abigail Milne		SPR001	Sprint
<u></u>		•											

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



po					Purcha	se Order Listing	- BPO: version 2.1.	0.00 - Exa	imple Compa	any					
Home E	quipmenta	and Locations	Contract	Finance a	ind HR In	ventory Main	tenance and Project	s Mar	nufacturing	Procurement	Sales	Service	Reporting	Utilities -	Ð
	🔘 App	orove	2	2			ጓ 🗳 🗳	5	Durban	- 62					
/iew Order Delete	🕲 Dec	line Non Stod	k Collection	Save La	yout Work	spaces Print C	ollection Print E	xport	Closed		1				
Maintain		Process			Format		Print		Status	M StatusDes					
links				-		- 1,			P	New				11	
inter text to search	- P								A	Amended					1
		POCode 🔺	POType	POClass	ItemType	OriginatorType	OriginCode	Origin	C	Closed		torName	AssetDesc	SupplierCode	Supplie
Functions		9													
		PO0000421	CAP	ASSET		CTRT	CO000043	CO000				u Toit		SUP001	Buy Ba
Notes		PO0000422	CAP	ASSET		CTRT	CO0000010	CO000	x			// Pu Toit		SUP001	Buy Ba
		PO0000423	CAP	ASSET	WOAS	WKOR	WO0001650	Buy Ba	ick - Serial No.	2020-43259 0	1	Abigail Milne	SP2020 Sp	SPR001	Sprint
-		PO0000424	CAP	ASSET	WOAS	WKOR	WO0001651	Buy Ba	ick - Serial No.	1912-102 0	1	Abigail Milne	SP19-12 C	SPR001	Sprint
Addresses		PO0000425	CAP	ASSET	WOAS	WKOR	WO0001652	Buy Ba	ick - Serial No.	2020-98765 0	1	Abigail Milne	SP2020 Sp	SPR001	Sprint
		PO0000428	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C	1	Judith Mudzengi		TON002	Tonys
		PO0000429	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C	1	Abigail Milne		SPR001	Sprint
Delivery Instruction	ons	PO0000432	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C	1	Abigail Milne		SPR001	Sprint
Concentration of the second		PO0000433	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C)	Abigail Milne		SPR001	Sprint
		PO0000435	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	c	- 4	Abigail Milne		SPR001	Sprint
		PO0000441	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C	1	Abigail Milne		SPR001	Sprint
		PO0000442	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C		Abigail Milne		SPR001	Sprint
		PO0000443	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C	1	Abigail Milne		1111	AB Go
		PO0000445	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C	1	Abigail Milne		TON002	Tonys
		PO0000446	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C	1	Abigail Milne		SPR002	Sprint
		PO0000455	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C	1	Abigail Milne		TON002	Tonys
		PO0000456	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C	1	Abigail Milne		SPR001	Sprint
		PO0000457	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	c	- 1	Abigail Milne		SPR001	Sprint
		PO0000458	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	c	1	Abigail Milne		TON002	Tonys
		PO0000459	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C	1	Abigail Milne		SPR001	Sprint
		PO0000460	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	c	1	Abigail Milne		SPR002	Sprint
		PO0000461	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C	1	Abigail Milne		1111	AB Go
		PO0000462	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C	1	Abigail Milne		TON002	Tonys
		PO0000463	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C	1	Abigail Milne		SPR001	Sprint
		PO0000464	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	c)	Abigail Milne		TON002	Tonys
		PO0000465	MAINT	INV		WHSE	Main Warehouse	Main W	/arehouse	C	- 1	Abigail Milne		TON002	Tonys
		PO0000468	MAINT	SUPPLIER		CTRT	CO0000043	C0000	0043	c	1	Abigail Milne		SPR001	Sprint
		PO0000475	MAINT	SUPPLIER		CTRT	CO0000042	C0000	0042	c	1	Abigail Milne		SPR001	Sprint
		• PO0000476	MAINT	SUPPLIER	WOAS	WKOR	WO0001697	Site In	spection Requ	ired C		Abigail Milne		SPR001	Sprint

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 Stock GRNs</u>.
- 3. Now you will be able to view the newly raised GRN.



Home	Equipmen	nt and Locations	Contract	Finance and HR	Inventory N	Naintenance and Projects	Manufacturing Pro	curement Sales	Service Rep	orting Utilities	_	5
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1 .	0	23			urban •							
plete View	GRN Sav	e Layout Worksp	paces Print	Export N	ew 👻 Re	fresh						
Process		Format	P	int	Current							
				and a	Contone							-
tock GRNs	Von Stock GR	NS									_	-
				2								
GRNNo	Status	ReceiptType	POCode	SubItemType	EmployeeNumber	FirstName	LastName	EventDate	EventTime			
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			
GR00000258	N	WKOR	PO0000263	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	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	Ν	WKOR	PO0000304	WOAS	DUT001	Bianca	Du Toit	31 Oct 2016	00:00:00			
GR00000246	Ν	WKOR	PO0000253	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	00:00:00			
GR00000244	N	WKOR	PO0000253	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	00:00:00			
GR00000245	N	WKOR	PO0000253	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	00:00:00			
GR00000254	N	WKOR	PO0000259	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	00:00:00			
GR00000255	N	WKOR	PO0000260	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	00:00:00			
GR00000256	Ν	WKOR	PO0000261	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	00:00:00			
GR00000257	N	WKOR	PO0000262	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	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	PO0000406	WOAS	DUT001	Bianca	Du Toit	07 Nov 2017	00:00:00	3		
GR00000394	N	WKOR	PO0000407	WOAS	DUT001	Bianca	Du Toit	07 Nov 2017	00:00:00			
GR00000395	N	WKOR	PO0000409	WOAS	DUT001	Bianca	Du Toit	17 Nov 2017	00:00:00	/		
GR00000405	N	WKOR	PO0000418	WOAS	DUT001	Bianca	Du Toit	18 Dec 2017	00:00:00	/		
GR00000441	N	WKOR	PO0000469	WOAS	MIL001	Abigail	Milne	23 Sep 2018	00:00:00			
GR00000443	N	WKOR	PO0000476	WOAS	MIL001	Abigail	Milne	27 Sep 2018	00:00:00			

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.



				Purcha	se Order Listing	- BPO: Version 2.1.	0.65 - Example Company				- 0	\times
Home Equip	ment and Locations	Contract	Finance ar	nd HR In	ventory Main	tenance and Project	s Manufacturing Procuremen	t Sa	les Service	Reporting	Utilities -	8
	Approve	~	2			<u>`</u>	Durban -	3	1			
view Order Delete	Decline GRN	Agent	Save La	yout works	v Vou	cher	Printed • Ret	resn	-			
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Enter text to search	P pocede t	DOTune	DOCIDER	ItomTuno	OriginatorTuna	OriginCada	OriginDoor	Status	Deguesterbisme	AssotDees	SupplierCode	Cuppling
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Tunctions	00000282	MAINT		WOAS	WKOD.	W00001E21	Nonstock WID Itom Tost	D	Judith Mudaanai	K147 Kups	500.001	Corint D
Notes	P00000382	CAR	ACCET	WORD	CTRT	000001331	CO0000042	r D	Judith Mudzengi	KIT/ Kyuc	SUDDO1	Buy Bac
0.000	P00000385	MAINT	SLIDDI TED	WOAS	WKOP	WO0001536	Paper 1am - Service Dequired	P	Judith Mudzengi	SP19-12.C	METO01	Metro P
	P00000385	MAINT	SLIPPI TER	WOAS	WIKOR	W00001536	Paper Jam - Service Required	P	Judith Mudzengi	SP19-12 C	SPR001	Sprint D
Addresses	P00000404	CAP	ASSET		CTRT	CO0000042	CO0000042	P	Bianca Du Toit	0.12.12.0	SUP001	Buy Bar
Those could	P00000405	CAP	ASSET		CTRT	C00000044	C00000012	P	Bianca Du Toit		SUP001	Buy Bac
and the second	PO0000408	MAINT	SLIPPI TER	WOAS	WKOR	WO0001282	Project linked to a customer loc	p	Bianca Du Toit		SPR001	Sprint D
and the second second second	P00000411	MAINT	TNV	monio	WHSE	Main Warehouse	Main Warehouse	P	Bianca Du Toit		SPR 001	Sprint D
Delivery Instructions	P00000413	MAINT	SLIPPI TER	WOAS	WKOR	W00001615	Created for production batch -	P	Bianca Du Toit		SPR001	Sprint D
	PO0000427	MAINT	INV	in on to	WHSE	Main Warehouse	Main Warehouse	P	Judith Mudzenni		SPR001	Sprint D
	PO0000430	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young F
	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	Р	Abigail Milne		SPR001	Sprint D
	PO0000437	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		YES001	Young
	PO0000438	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		SPR001	Sprint D
	PO0000439	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		SPR001	Sprint D
	PO0000444	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		1111	AB Goo
	PO0000447	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young
	PO0000450	MAINT	SUPPLIER	WOAS	WKOR	WO0001645	New Deal Sale Installation 1234	Р	Abigail Milne	SP2020 Sp	SPR001	Sprint [
	PO0000451	MAINT	SUPPLIER	WOAS	WKOR	WO0001384	Procurement - Work Order	P	Judith Mudzengi	SP19-12 C	SPR001	Sprint [
/	PO0000452	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint [
	PO0000453	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		TON002	Tonys (
2	PO0000454	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Р	Abigail Milne		1111	AB Goo
-	PO0000466	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	Ρ	Abigail Milne		SPR001	Sprint D
	PO0000467	MAINT	SUPPLIER		CTRT	CO0000043	CO0000043	Р	Abigail Milne		SPR001	Sprint D
	PO0000469	MAINT	SUPPLIER	WOAS	WKOR	WO0001698	Site Inspection for Network Cab	Р	Abigail Milne		SPR001	Sprint D
S. 1997											Para ana ana	

CONFIRM GRN PROCESSING

- A GRN Processing message box will pop up asking;
 - $^\circ~$ Are you sure you want to create a Goods Received
 - Note (GRN) for this purchase order: []?
- Click on Yes.



-				Purcha	se Order Listing	g - BPO: Version 2.1.	0.65 - Ex	ample Comp	any				- 0	×
Home Equipment	and Locations	Contract	Finance an	nd HR In	ventory Mai	ntenance and Project	s Ma	nufacturing	Procureme	nt Sa	les Service	Reporting	Utilities -	8,
📄 💥 🐵 A	prove	2	en			n 🚇 n	-	Durban	- 4	2				
View Order Delete	Non Sted	Collection	Savela	S 📖	naces Drint (Collection Print F	whort	Distant.		frech				
	GRN	Agent	Save La	your works	Vo	ucher	Aport	Printed	•	in cari				
Maintain "	Process		4	Format	4	Print	- 34	Cu	rrent					
Links #														
Enter text to search P	POCode +	POType	POClass	ItemType	OriginatorType	OriginCode	Origin	Desc		Status	RequestorName	AssetDesc	SupplierCode	Supplier
Functions	9	Totpe	100.000	room pe	originator r ppc	. ongricout	Gright			510105	requestorrance	ribbetbebe		ouppile
	PO0000382	MAINT	SUPPLIER	WOAS	WKOR	WO0001531	Nonst	ock WIP Item 1	Test	р	Judith Mudzengi	K147 Kvoc	SPR001	Sprint D
Notes	PO0000383	CAP	ASSET	in on is	CTRT	CO0000042	COUD	00042		P	Judith Mudzengi	ing to higher the	SUP001	Buy Bac
	PO0000385	MAINT	SUPPLIER	WOAS	WKOR	WO0001536	Paper	Jam - Service	Required	Р	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
Addresses	PO0000404	CAP	ASSET		CTRT	CO0000042	C000	00042		P	Bianca Du Toit		SUP001	Buy Bac
	PO0000405	CAP	ASSET		CTRT	C00000044	COOO	00044		P	Bianca Du Toit		SUP001	Buy Bac
and the second	PO0000408	MAINT	SUPPLIER	WOAS	WKOR	WO0001282	Projec	t linked to a cu	ustomer loc	P	Bianca Du Toit		SPR001	Sprint D
Delivery Instructions	PO0000411	MAINT	INV		WHSE	Main Warehouse	Main V	Varehouse		P	Bianca Du Toit		SPR001	Sprint D
	PO0000413	MAINT	SUPPLIER	WOAS	WKOR	WO0001615	Creat	ed for producti	ion batch	. Р	Bianca Du Toit		SPR001	Sprint D
	PO0000427	MAINT	INV		WHSE	Main Warehouse	Main V	Varehouse		P	Judith Mudzengi		SPR001	Sprint D
	PO0000430	MAINT	INV		WHSE	Main Warehouse	Main V	Varehouse		Ρ	Abigail Milne		YES001	Young E
	PO0000431	MAINT	INV		WHSE	Main Warehouse	Main V	Varehouse		Ρ	Abigail Milne		YES001	Young E
	PO0000434	MAINT	INV		WHSE	Main Warehouse	Main \	Varehouse		Ρ	Abigail Milne		1111	AB Goo
	PO0000436	MAINT	INV	GRN Proc	essing				- X.	Ρ	Abigail Milne		SPR001	Sprint D
	PO0000437	MAINT	INV		0000007					Р	Abigail Milne		YES001	Young
	PO0000438	MAINT	INV	Are you	sure you want t	o create a Goods Re	ceived N	ote (GRN) for	this	Ρ	Abigail Milne		SPR001	Sprint [
	PO0000439	MAINT	INV	purchase	e order : PO000	0451?				Ρ	Abigail Milne		SPR001	Sprint D
	PO0000444	MAINT	INV							Ρ	Abigail Milne		1111	AB Goo
	PO0000447	MAINT	INV			1	Yes	N	lo	Ρ	Abigail Milne		YES001	Young I
	PO0000450	MAINT	SUPPLIER			L				Ρ	Abigail Milne	SP2020 Sp	SPR001	Sprint D
	▶ PO0000451	MAINT	SUPPLIER	WOAS	WKOR	WO0001384	Procu	rement - Work	Order	Ρ	Judith Mudzengi	SP19-12 C	SPR001	Sprint D
	PO0000452	MAINT	INV		WHSE	Main Warehouse	Main \	Varehouse		Ρ	Abigail Milne		SPR001	Sprint D
	PO0000453	MAINT	INV		WHSE	Main Warehouse	Main V	Varehouse		Р	Abigail Milne		TON002	Tonys (
	PO0000454	MAINT	INV		WHSE	Main Warehouse	Main \	Varehouse		P	Abigail Milne		1111	AB Goo
	PO0000466	MAINT	INV		WHSE	Main Warehouse	Main V	Varehouse		Ρ	Abigail Milne		SPR001	Sprint D
	PO0000467	MAINT	SUPPLIER		CTRT	CO000043	CO00	00043		Ρ	Abigail Milne		SPR001	Sprint D
	PO0000469	MAINT	SUPPLIER	WOAS	WKOR	WO0001698	Site In	spection for N	letwork Cab.	. Р	Abigail Milne		SPR001	Sprint D
	10									-				
est manage	1									-				

GENERATE SUPPLIER INVOICE CHECK BOX

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



	Ŧ					Cr	eate Non Sto	ck GRN	- BPO:	Version 2.1.0	55 - Example Cor	npany				C		×
0	Home	Equipment a	and Locations	Contract	Finar	nce and HR	Inventory	Maini	tenance	e and Projects	Manufacturing	Procurement	Sales Servi	ce Reporting	Utilit	es —	Ð	×
H		2																
Save	Back S	ave Layout	t Workspac	es														
Proce	ess "	For	mat															
	Supplier	SPR001	Sprint	Distributors Loc	al			PO No	PO000	0451		_						
Event	Date/Time	2018/09/2	27 •	00:00:00	\$	Generat	e Supplier Ir	voice		Invoice No								
Supp	lier Details											-						
	Address	685 Fores	t Grove Road	1				Phone	031 14	17 1234								
		Forest Hill	s					Fax	031 14	17 1212								
		New Town	1					Email	harry	pemail.co.za								
		1234 South Afri					, L	ontact	John N	1artin 0172								
	Currency	ZAR	Exchange	e Rate 1.0000	1		Ta	x Rate	0.00	5125								
	Forest Hills Fax 031 147 1212 Hew Town Email harry@email.co.za 1224 John Mattin John Mattin Suth Africa VAT No. 466793123 PartType ItemCode ItemDesc WarehouseName BitLocationName BatchSeriaNio AverageUnitCost Quantity CureDate SERV INSP Inspection 1.00 1.00 1.00 1.00																	
Parti	lype Ite	mCode	ItemDesc			Warehous	servame B	inLocation	nName	Batch	senaino	AverageUnitCost	Quantity	CheckQuantity		Cureba	e	
 SEDV 	/ TNP	2D	Inspection									800 (10 1.0	0	1.00			
Open W	/indows *														27	Sep 2018	< 1	

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.

Help v2024.5.0.7/1.0 - Pg 18 - Printed: 21/08/2024



- -									Create N	on Stock GRN	- BPO	: Version	2.1.0.65	- Example Com	pany							>
Home	E	quipment	and Loo	ations	C	Contract	Fina	nce and Hi	R Inve	entory Mair	ntenand	ce and Pro	jects	Manufacturing	Procurement	Sal	les Servic	e Repo	rting	Utilities	-	Ð
		5	-																			
		ESS																				
Save Back	50	ave Layou	it vvoi	*	s																	
Process		For	mat																			
Sup	plier	SPR001		Sprint D	Distrib	utors Loci	al			PO No	PO00	00451										
Event Date/1	Time	2018/09/	27	-	00:0	00:00	\$	Gener	rate Supp	lier Invoice	1	Invoi	ice No.	INV90000								
- Supplier Det	ails	-		- 27	L.C.See	112-4130						be guided out										
Add	ress	685 Fores	st Grove	Road						Phone	031 1	147 1234										
	Ĩ	Forest Hil	ls							Fax	031 1	147 1212										
		New Town	n							Email	harry	@email.co	o.za									
	Ĩ	1234								Contact	John	Martin										
		South Afr	ica							VAT No.	4567	89123										
Curre	ency	ZAR	Exc	hange	Rate	1.0000				Tax Rate	0.00											
PartType	Iter	nCode	Item	Desc				Wareh	ouseName	BinLocatio	onName	2	BatchSe	rialNo	AverageUnitCost		Quantity	CheckQui	antity	С	ureDate	
SERV	INS	P	Inspe	ection											8	00.00	1.00			1.00		
Open Windows	•																			27 Se	p 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 <u>accepted</u>.

Help v2024.5.0.7/1.0 - Pg 19 - Printed: 21/08/2024



	Ŧ					Cr	eate Non Stoc	k GRN	- BPO:	Version 2.1.0	65 - Example C	ompany								\times
0	Home	Equipment	and Locations	Contract	Finar	nce and HR	Inventory	Maini	tenance	e and Projects	Manufactur	ing Procureme	nt S	ales Ser	vice	Reporting	Utilitie	is —	Ð	×
		SU																		
Save	Back	Save Layou	ut Workspac	es																
	-		•	2																
Proce	ess "	Fo	rmat	4																
	Suppli	er SPR001	Sprint	Distributors Lo	cal			PO No	PO000	0451										
Event	Date/Tir	ne 2018/09/	/27 🔹	00:00:00	\$	Generat	e Supplier Inv	oice	\checkmark	Invoice No	. INV90000									
Suppl	lier Detai	ls							December 199											
	Addre	55 685 Fore	st Grove Road				P	hone	031 14	7 1234										
		Forest Hi	ilis					Fax	031 14	17 1212										
		1024	'n				60	email	loho M	pemail.co.za										
		South Af	rica				VA	T No.	45678	9123										
	Curren	cy ZAR	Exchang	e Rate 1.000	0		Tax	Rate	0.00											
		1											and be a							
PartT	ype	ItemCode	ItemDesc			Warehous	seName Bin	Location	nName	Batch	SerialNo	AverageUnit	lost	Quantity	0	CheckQuantity		CureDat	e	
A SEDV		INSP	Inspection										800	1 1	00		1.00			
											0									
Open W	indows *																27 S	iep 2018		

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



	Ŧ					Cre	ate Non S	tock GRN	- BPO:	Version 2.1	.0.65 -	Example Co	ompany					5		3	×
0	Import Basis point Finance and R Inventory Mantenance and Project Manufacturing Procurement Sele Service Reporting UBB / 20 Single Finant Finance PO Inf Procurement Sele Service Reporting UBB / 20 Import Sele Service Reporting UBB / 20 Service Sele No																				
Save	Back 5	ave Layou	t Workspace	25																	
Proce	West Bagement and location Carthact Paneta Mantenance and Projects Manufacturing Paneta Reporting Ulbits Image Paneta Supple Format Format Point Point	_																			
Fuent	Supplier	SPRUUI	Sprint L	Astributors Loca		Concerto	Cuppling	PUNO	POUU	JU451			_								
Event	bate/ fille	2018/09/	21 •	00:00:00	•	Generate	Supplier	Invoice	N	Invoice	NO. 11	10000									
Supp	Address	685 Fores	st Grove Road	}	1			Phone	031 1	47 1234											
		Forest Hil	ls					Fax	031 1	47 1212											
		New Tow	n		1			Email	harry	@email.co.za											
		1234						Contact	John I	Martin											
		Porest His Item Code Item Code	VAT No.	45678	9123																
	Clark role sold Sin * Price Waterland Locks Clark role sold Sin * Price Sin * Render Role Role Role Role Role Role Role Role																				
Part1																					
9																					
 SERV 	/ IN	SP	Inspection											800.00)	1.00	1.	00			
						Non	Goc	ds Reciev	ed Not	e No. GR000	00445 :	saved succes	OK								
Onen W	lindows •																	27 Sep	2018		

PRINT GRN

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



	Ŧ					Ci	eate Non S	tock GRN	- BPO:	: Version 2.1.0	65 - Example (Company								×
0	Home	Equipment	and Locations	Contract	Finan	ce and HR	Invento	γ Mair	ntenanc	e and Projects	Manufactu	ring Proc	rement	Sales	Service	Reporting	Utiliti	es —	₽	×
Save	Back !	ave Layou	t Workspace	25																
Proce	55 "d	For	mat																	
Norm Exagenetical Goodons Carthact Prance and H8 Inventory Mantenance and Projects Manufacturing Procurement Sales Service Reporting Utilities - IV Image: Service Supplier Sales Service The service has a service of the service has a service of the service has a service																				
Event	Date/Time	2018/09/	27 🔹	00:00:00	\$	Generat	e Supplier	Invoice	\checkmark	Invoice N	. INV90000									
Suppl	ier Details	COT 5	t Course David	s.				Dhama	021.1	47 1024		t								
	nuuress	Constitut	st Grove Road		-			Phone	031 1	47 1234		l T								
		New Town	n n		-			Fmail	barry	.97 1212 @email.co.za										
		1234			-			Contact	John I	Martin										
Press Femat Supplier F0001 Spritt Detributions Local P0 No F00000451 Supplier Detail Status Invoice No. Invoice No. Invoice No. Supplier Detail Status Fax S01147/1224 Fax S01147/1224 Name Fax S01147/1224 Fax S01147/1224 Fax S01147/1224 New Torin Each data Martin South Africa Corract One Corract One Dot Dot Dot Dot Corract Corract Dot Dot </td <td></td> <td></td>																				
	Currency	ZAR	Exchange	Rate 1.0000				Tax Rate	0.00			A.								
PartT	ype Ite	mCode	ItemDesc			Warehou	seName	BinLocatio	onName	e Batd	SerialNo	Average	UnitCost	Quar	tity	CheckQuantity		CureDate		
9																				
 SERV 	IN	SP	Inspection										800.	00	1.00		1.00			
						Rej	port Gener	t to print t	this nor	n stock GRN, r	s	00445?								
Open W	Address 635 Forces Konow Road Forces Hills Rev Tom Rev Tom Report Generation Do you want to print this non stock GRM, number GR0000445? Ves No																			

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.



			Goods Beceiv	ad Note			
	5		Example Company	eunote			
	N Com		Street No and Road Name Area	PO Box 12 New Town	234 n		
		hpany Logo (City	Durban			
	L L		0000	1234	ica		
		\sim	Reg No.: 0000000asa4	21 Fax No.:	031 12 4545		
			VATNo.: 0000000	Tel No.:	031 123 4567		
			Date : 27	Sep 2018			
	Processed By : Abigail	Milne	PO No. : PO	0000451			
	Reference: Received By :	MIL001 Abigail Milne	Supplier : Sp	int Distributors	s Local		
	Code	Description		Quantity I	Unit Price	Line Cost	
	INSP	Inspection		1	800.00	800.00	
App			_				

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**.



					Purcha	se Order Listing	- BPO: Version 2.1.	0.65 - Example Company				- 0	I ×
Home I	Equipment	and Locations	Contract	Finance a	nd HR In	ventory Main	tenance and Project	s Manufacturing Procureme	nt Sa	les Service	Reporting	Utilities —	Ð
	🕥 Ap	prove	2	2			` 😫 '	Durban 🔹	3				
view Order Delete	3 De	dine Non Stod GRN	k Collection Agent	Save La	yout Works	Print Co Vou	ollection Print E cher	Closed - Re	fresh				
Maintain	4	Process		4	Format		Print	4 Current					
inks	4												
inter text to search.	P	POCode +	POType	POClass	ItemType	OriginatorType	OriginCode	OriginDesc	Status	RequestorName	AssetDesc	SupplierCode	Supplie
Functions		Ŷ											
	_	PO0000425	CAP	ASSET	WOAS	WKOR	WO0001652	Buy Back - Serial No. 2020-98765	с	Abigail Milne	SP2020 Sp	SPR001	Sprint
Notes		PO0000428	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Judith Mudzengi		TON002	Tonys
		PO0000429	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		SPR001	Sprint
		PO0000432	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		SPR001	Sprint
Addresses		PO0000433	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
		PO0000435	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
		PO0000441	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
Delivery Instruct	tions	PO0000442	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
		PO0000443	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		1111	AB Go
		PO0000445	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		TON002	Tonys
		PO0000446	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR002	Sprint
	1	▶ PO0000451	MAINT	SUPPLIER	WOAS	WKOR	WO0001384	Procurement - Work Order	С	Judith Mudzengi	SP19-12 C	SPR001	Sprint
	1	PO0000455	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		TON002	Tonys
		PO0000456	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
		PO0000457	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
		PO0000458	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		TON002	Tonys
		PO0000459	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
		PO0000460	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR002	Sprint
		PO0000461	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		1111	AB Go
		PO0000462	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		TON002	Tonys
		PO0000463	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
		PO0000464	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		TON002	Tonys
		PO0000465	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		TON002	Tonys
		PO0000468	MAINT	SUPPLIER		CTRT	CO000043	CO0000043	С	Abigail Milne		SPR001	Sprint
		PO0000475	MAINT	SUPPLIER		CTRT	CO0000042	CO0000042	С	Abigail Milne		SPR001	Sprint
		PO0000476	MAINT	SUPPLIER	WOAS	WKOR	WO0001697	Site Inspection Required	С	Abigail Milne		SPR001	Sprint
		PO0000477	MAINT	SUPPLIER	WOAS	WKOR	WO0001697	Site Inspection Required	С	Abigail Milne		SPR001	Sprint
		10											
	_								2				

VIEW THE LINKED PURCHASE INVOICE

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

Ribbon Access: Procurement > Invoices



						Purcha	ise Order Listing	g - BPO: Version 2.1.0	.65 - Example Company	_			- 0	×
Home Home	e Equipi	ment an	d Locations	Contract	Finance a	and HR Ir	iventory Mai	ntenance and Projects	Manufacturing Procurem	ent Sa	ales Service	Reporting	Utilities -	Ð
Suppliers Re	equisitions	Orders	Expediting	Invoices	Debit Ret Notes	turns Goods	Received Wa	arranties Claims						
laster "			P	rocessing				Warranties 4						
Links		a D												
Enter text to se	earch	2	POCode +	POType	POClass	ItemType	OriginatorType	OriginCode	OriginDesc	Status	RequestorName	AssetDesc	SupplierCode	Supplie
Functions		ę												
		-	PO0000425	CAP	ASSET	WOAS	WKOR	WO0001652	Buy Back - Serial No. 2020-9876	5 C	Abigail Milne	SP2020 Sp	SPR001	Sprint
Notes			PO0000428	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Judith Mudzengi		TON002	Tonys
			PO0000429	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		SPR001	Sprint
			PO0000432	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		SPR001	Sprint
Addresses			PO0000433	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
			PO0000435	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
			PO0000441	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	с	Abigail Milne		SPR001	Sprint
Delivery In	nstructions		PO0000442	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
			PO0000443	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		1111	AB Go
			PO0000445	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		TON002	Tonys
			PO0000446	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR002	Sprint
			PO0000451	MAINT	SUPPLIER	WOAS	WKOR	WO0001384	Procurement - Work Order	С	Judith Mudzengi	SP19-12 C	SPR001	Sprint
			PO0000455	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		TON002	Tonys
			PO0000456	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
			PO0000457	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
			PO0000458	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		TON002	Tonys
			PO0000459	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
			PO0000460	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR002	Sprint
			PO0000461	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	C	Abigail Milne		1111	AB Go
			PO0000462	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		TON002	Tonys
			PO0000463	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		SPR001	Sprint
			PO0000464	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		TON002	Tonys
			PO0000465	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	С	Abigail Milne		TON002	Tonys
			PO0000468	MAINT	SUPPLIER		CTRT	CO000043	CO0000043	С	Abigail Milne		SPR001	Sprint
			PO0000475	MAINT	SUPPLIER		CTRT	CO0000042	CO0000042	С	Abigail Milne		SPR001	Sprint
			PO0000476	MAINT	SUPPLIER	WOAS	WKOR	WO0001697	Site Inspection Required	С	Abigail Milne		SPR001	Sprint
			PO0000477	MAINT	SUPPLIER	WOAS	WKOR	WO0001697	Site Inspection Required	С	Abigail Milne		SPR001	Sprint
		4	0											
1000													27.0 2010	- A

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.



	Ŧ						Purcha	se Invoice	Listing - BPC	: Version	2.1.0.65 - Ex	ample Compa	iny			- 0	
2	Home	Equipn	nent and L	ocations	Contract	Finance a	and HR I	nventory	Maintenanc	e and Proj	iects Mar	nufacturing	Procurement	Sales Service	e Reporting U	tiities —	8
3	1	¥			~	5			853	Durban	•	452					
		Delete	Manu		Dealine			en Drink		11	_	- Contractor	 1				
AUU	Cuit	Delete	VIEW	Approve	Decirie	Save Layout	workspace	es Phili	Export	New	۲.	Refresh	-				
	Maint	tain	34	Proc	ess "	For	nat		int 🗳		Current						
Invoid	ceStatus	InvoiceN	0	s	upplierCode	SupplierNam	e		InvoiceDa	te	Reference	Currency	ExchangeR	TaxRate	TotalCostExcl	TotalAmtInd	/
					-												
N		C dass is	sue	s	PRODI	Sprint Distrib	outors Local		30 May 2	017	GR00000346	ZAR	1.00	14.00	400.00	45	56.0
N		SINV-GRI	N355	S	PR002	Sprint Intern	ational		15 Jun 20	17	GR00000355	USD	10.00	0.00	49.00	4	49.0
N		SWAPGR	00000358	s	UP001	Buy Back Se	oplier		20 Jun 20	17	GR00000358	ZAR	1.00	14.00	15 000.00	17 10	0.00
N		SWAPGR	00000360) S	UP001	Buy Back Su	pplier		21 Jun 20	17	GR00000360	ZAR	1.00	14.00	4850.00	5 52	29.0
N		SWAPGR	00000361	l S	UP001	Buy Back Su	pplier		04 Jul 20	17	GR00000361	ZAR	1.00	14.00	4850.00	5 52	29.0
N		SWAPGR	00000366	s s	UP001	Buy Back Su	pplier	~	19 Jul 20	17	GR00000366	ZAR	1.00	14.00	129.98	14	48.
N		sinv4567	8	S	PR001	Sprint Distrib	outors Local		13 Sep 20	017	GR00000390	ZAR	1.00	14.00	30.00	3	34.3
N		SWAPGR	00000391	L S	UP001	Buy Back Su	pplier		30 Oct 20	17	GR00000391	ZAR	1.00	14.00	4 850.00	5 52	29.
N		SWAPGR	00000392	2 S	UP001	Buy Back Su	pplier		30 Oct 20	17	CR00000392	ZAR	1.00	14.00	4 000.00	4 56	50.
N		BUYBGRO	0000396	S	PR001	Sprint Distrib	outors Local		17 Nov 20	017	GR00008396	ZAR	1.00	14.00	500.00	57	70.
N		SWAPGR	00000401	L S	UP001	Buy Back Su	pplier		05 Dec 20	017	GR00000401	ZAR	1.00	14.00	129.98	14	48.
N		SWAPGR	00000403	s s	UP001	Buy Back Su	pplier		06 Dec 20)17	GR00000403	ZAR	1.00	14.00	3 500.00	3 99	90.
N		SWAPGR	00000407	7 S	UP001	Buy Back Su	pplier		08 Jan 20	18	GR00000407	ZAR	2	14.00	1 910.60	2 17	78.
N		SWAPGR	00000409) S	UP001	Buy Back Su	pplier		08 Jan 20	18	GR00000409	ZAR	1.00	14.00	3 500.00	3 99	90.
Ν		BUYBGRO	00000412	S	PR001	Sprint Distrib	outors Local		13 Feb 20	18	GR00000412	ZAR	1.00	0.00	3 508,00	3 50	00.
N		BUYBGRO	00000413	S	PRO01	Sprint Distrib	outors Local		13 Feb 20	018	GR00000413	ZAR	1.00	0.00	3 250.00	3 25	50.
N		INV0100	001	S	PR002	Sprint Intern	national		10 Sep 20	18	GR00000426	USD	9.87	0.00	49.00	4	49.
N		INV6060	01	т	ON002	Tonys Copy	Shop		11 Sep 20	018	GR00000429	ZAR	1.00	15.00	250.00	-28	37.
N		AB01987	65	T	ON002	Tonys Copy	Shop		13 Sep 20	18	GR00000431	ZAR	1.00	15.00	45 000.00	51 75	50,
N		SPR0100	099	S	PR002	Sprint Intern	national		13 Sep 20	18	GR00000432	USD	9.87	0.00	100.00	10	.00
N		INV0100	00999	S	PR001	Sprint Distrib	outors Local		13 Sep 20	18	GR00000433	ZAR	1.00	0.00	9 750.00	9 75	50.
N		AB9000		S	PR001	Sprint Distrib	outors Local		21 Sep 20	18	GR00000439	ZAR	1.00	0.00	1 700.00	1 70	.00
N		AM10000)7	S	PR001	Sprint Distrib	outors Local		23 Sep 20	018	GR00000440	ZAR	1.00	0.00	1 700.00	1 70	.00
N		INV9000	D	S	PR001	Sprint Distrib	outors Local		27 Sep 20	18	GR00000445	ZAR	1.00	0.00	800.00	80	30.
N		GR347		S	PR001	Sprint Distrib	outors Local		06 Jun 20	17	PO0000340	ZAR	1.00	14.00	160 741.00	183 24	44.
N		Full Quar	ntity	S	PR001	Sprint Distrib	outors Local		30 May 20	017	PO0000361	ZAR	1.00	14.00	1 400.00	1 59	96.
N		Test AB0	1	S	PR001	Sprint Distrib	outors Local		11 Sep 20	18	PO0000439	ZAR	1.00	0.00	1 050.00	105	50,1

VIEW PURCHASE INVOICE

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



	*	_				P	urchase Inv	oice Li	sting - BP	D: Versio	n 2.1.0.65 - Ex	ample Comp	any			- 0	
	Home	Equipr	ment and	Locations	Contract	Finance and HR	Invento	ry	Maintenan	ce and Pr	ojects Mai	nufacturing	Procurement 5	Sales Service	Reporting U	tilities —	æ
Ð		×		\checkmark		2		_	8653	Durbar	11 . .	2					
Add	Edit	Delete	View	Approv	ve Decline	Save Layout Wor	kspaces	Print	Export	New	•	Refresh					
	Malak	a la				Frank	•	Dela			Contract						
	Maint	lain		Pro	icess a	Pormat	4	enr	1L		current	A					
Invoi	ceStatus	InvoiceN	ю		SupplierCode	SupplierName			InvoiceD	ate	Reference	 Currency 	ExchangeR	TaxRate	TotalCostExd	TotalAmtInd	
N		C class is	ssue		SPR001	Sprint Distributors I	Local		30 May 2	017	GR00000346	ZAR	1.00	14.00	400.00	4	56
N		SINV-GR	N355		SPR002	Sprint Internationa	í		15 Jun 2	017	GR00000355	USD	10.00	0.00	49.00		49
i –		SWAPGR	10000035	8	SUP001	Buy Back Supplier			20 Jun 2	017	GR00000358	ZAR	1.00	14.00	15 000.00	17 10	00
I.		SWAPGR	20000036	0	SUP001	Buy Back Supplier			21 Jun 2	017	GR00000360	ZAR	1.00	14.00	4850.00	5 53	2
ĺ.		SWAPGR	10000036	1	SUP001	Buy Back Supplier			04 Jul 20	17	GR0000036:	ZAR	1.00	14.00	4850.00	5 53	2
(SWAPGR	20000036	6	SUP001	Buy Back Supplier			19 Jul 20	17	GR00000366	ZAR	1.00	14.00	129.98	14	4
		sinv4567	78		SPR001	Sprint Distributors I	Local		13 Sep 2	017	GR00000390	ZAR	1.00	14.00	30.00	3	3
		SWAPGR	20000039	1	SUP001	Buy Back Supplier			30 Oct 2	017	GR0000039	ZAR	1.00	14.00	4 850.00	5 53	2
		SWAPGR	10000039	2	SUP001	Buy Back Supplier			30 Oct 2	017	GR00000392	ZAR	1.00	14.00	4 000.00	4 56	6
		BUYBGR	00000396	2	SPR001	Sprint Distributors I	Local		17 Nov 2	017	GR00000396	ZAR	1.00	14.00	500.00	5	7
		SWAPGR	10000040	1	SUP001	Buy Back Supplier			05 Dec 2	017	GR0000040	ZAR	1.00	14.00	129.98	14	4
		SWAPGR	20000040	3	SUP001	Buy Back Supplier			06 Dec 2	017	GR00000403	ZAR	1.00	14.00	3 500.00	3 99	9
		SWAPGR	20000040	7	SUP001	Buy Back Supplier			08 Jan 2	018	GR00000407	ZAR	1.00	14.00	1 9 10.60	2 1	7
		SWAPGR	20000040	9	SUP001	Buy Back Supplier			08 Jan 2	018	GR00000409	ZAR	1.00	14.00	3 500.00	3 99	9
		BUYBGR	00000412	2	SPR001	Sprint Distributors I	Local		13 Feb 2	018	GR00000412	ZAR	1.00	0.00	3 500.00	3 50	0
		BUYBGR	00000413	i,	SPR001	Sprint Distributors I	Local		13 Feb 2	018	GR00000413	ZAR	1.00	0.00	3 250.00	3 2	5
		INV0100	001		SPR002	Sprint Internationa	l.		10 Sep 2	018	GR00000426	USD	9.87	0.00	49.00	14	4
		INV6060	01		TON002	Tonys Copy Shop			11 Sep 2	018	GR00000429	ZAR	1.00	15.00	250.00	- 28	8
		AB01987	765		TON002	Tonys Copy Shop			13 Sep 2	018	GR00000431	ZAR	1.00	15.00	45 000.00	51 7	5
		SPR0100	0099		SPR002	Sprint Internationa	l		13 Sep 2	018	GR00000432	USD	9.87	0.00	100.00	10	0
		INV0100	00999		SPR001	Sprint Distributors	Local		13 Sep 2	018	GR00000433	ZAR	1.00	0.00	9 750.00	9 7	5
		AB9000			SPR001	Sprint Distributors	Local		21 Sep 2	018	GR00000439	ZAR	1.00	0.00	1 700.00	1 70	0
		AM 1000	07		SPR001	Sprint Distributors I	Local		23 Sep 2	018	GR00000440	ZAR	1.00	0.00	1 700.00	170	0
		INV9000	0		SPR001	Sprint Distributors	Local		27 Sep 2	018	GR00000445	ZAR	1.00	0.00	800.00	80	0
		GR347			SPR001	Sprint Distributors	Local		06 Jun 2	017	PO0000340	ZAR	1.00	14.00	160 741.00	183 24	4
l.		Full Quar	ntity		SPR001	Sprint Distributors	Local		30 May 2	017	PO0000361	ZAR	1.00	14.00	1 400.00	1 59	96
į –		Test ABO	01		SPR001	Sprint Distributors I	Local		11 Sep 2	018	PO0000439	ZAR	1.00	0.00	1 050.00	10	50
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- 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.



				E	dit Supplier Inv	voice - INV9000	00 - BPO: Ver	sion 2.1.0.65 -	Example Company			- 0	×
Home	Equipmen	t and Locations	Contract	Finance and	HR Invent	ory Mainter	nance and Pro	jects Manu	facturing Procurem	ent Sales Serv	ice Reporting L	Itilities —	8)
Back Save	Ba E Layout	nvoice Type											
	Supplier	SPR001		•			GRN No.	GR00000445		7			
Invoice Date		27 Sep 2018 🔻											
	Invoice No.	INV90000		+									
Address Postal Code		685 Forest Grove Road Forest Hills New Town		1.5			Phone	031 147 1234	8				
					Email harry@email.co.za								
						Cor	ntact Name	John Martin					
		1234					VAT No	456789123					
		South Africa					Reference	GR00000445					
	Currency	ZAR	Exchange 1	.0000			Tax Rate	0.00					
ItemType	ItemCode	ItemDescript	ion		Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccC	ode
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										Sut	VAT		800.00
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Open Windows *												27 Sep 2018	÷ •

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