

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

# PROCUREMENT

## **COMPLETE GRN**

To correctly complete a GRN, a <u>Supplier Invoice</u> should be raised and <u>approved</u>.

The only time this **Complete a GRN** method should be used, is where there will <u>not</u> be a supplier invoice for the purchase.

**Ribbon Access:** Procurement > Goods Received Notes

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2	٠					BP	BPO: Version 2.1.0.32 - Example Company									
2	Equipment and I	Locations	Contract	Finance	and HR	Inventory	Maintena	nce and Proje	cts Ma	nufacturing	Procurement	Sales	Service	Reporting	Utilities	1
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The Goods Received Notes Listing screen will be displayed.

Select the Site and Status

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

Home Equipme	ent and Locations	Contract Fin		ed Notes Listing - BPO: Version entory Maintenance and Proje		Procurement Sales Service	- C	- # >
Complete Vew GRN GRN Process - Stack GRNs Non Stac	Format	orkspaces Pri	nt Export	Durban				
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GR00000040	N	PROR	P00000041	SHA001	Belinda	Sharman	07 May 2014	14:16:35
GR00000041	N	PROR	P00000042	SHA001	Beinda	Sharman	07 May 2014	15:43:28
GR00000059	N	PROR	P00000061	SHA001	Belinda	Sharman	26 Jun 2014	13:25:52
GR00000060	N	PROR	P00000057	SHA001	Beinda	Sharman	26 Jun 2014	13:26:04
GR00000084	N	PROR	PO000085	SHA001	Belinda	Sharman	04 34 2014	11:04:22
GR00000094	N	PROR	P00000097	SHA001	Beinda	Sharman	21 34 2014	14:26:45
GR00000095	N	PROR	PC0000098	SHA001	Beinda	Sharman	24.34 2014	09:13:13
GR00000110	N	PROR	P00000123	SHA001	Belinda	Sharman	05 Aug 2014	15:45:18
GR00000113	N	PROR	P00000126	SHA001	Belinda	Sharman	13 Aug 2014	14:36:54
GR00000121	N	PROR	P00000135	DUT001	Susan	Du Toit	23 Sep 2014	14:21:22
GR00000125	N	PROR	PO0000120	DUT001	Susan	Du Toit	26 Sep 2014	08:57:06
GR00000102	N	PROR	P00000106	9HA001	Beinda	Sharman	05 Aug 2014	12:12:15
GR00000103	N	PROR	PO0000107	SHA001	Beinda	Sharman	05 Aug 2014	12:22:15
GR00000104	N	PROR	PO0000108	SHA001	Belinda	Sharman	05 Aug 2014	12:25:54
GR00000105	N	PROR	PO0000109	SHA001	Beinda	Sharman	05 Aug 2014	12:39:21
GR00000106	N	PROR	PO0000109	SHA001	Belinda	Sharman	05 Aug 2014	12:41:40
GR00000107	N	PROR	P00000110	SHA001	Belnda	Sharman	05 Aug 2014	13:19:57
GR00000108	N	PROR	P00000110	SHA001	Beinda	Sharman	05 Aug 2014	13:26:50
GR00000109	N	PROR	PO0000111	SHA001	Beinda	Sharman	05 Aug 2014	13:41:20
GR00000131	N	PROR	P00000144	DUT001	Susan	Du Toit	26 Sep 2014	11:29:36
GR00000136	N	PROR	P00000149	DUT001	Susan	Du Toit	29 Sep 2014	13:38:18
GR00000137	N	PROR	P00000130	DUT001	Susan	Du Tolt	29 Sep 2014	13:43:00



• Select the Status.

•	This	should	be	set	to	New.
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				Goods Received Notes Li	sting - BPO: Version 2.1.	0.64 - Example Company			222	Ø
Home Eq.	upment and Locat	tions Contract F	inance and HR In	ventory Maintenance and	Projects Manufacturi	ng Procurement Sales	Service Reportin	ng Utilities		- 8
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GR00000022	N	PROR	PO000024	SHA001	Belinda	Sharman	14 Apr 2014	13:04:33		
GR00000040	N	PROR	PO0000041	SHA001	Belinda	Sharman	07 May 2014			
3R00000041	N	PROR	PO0000042	SHA001	Belinda	Sharman	07 May 2014			
3R00000059	N	PROR	PO0000061	SHA001	Belinda	Sharman	26 Jun 2014	13:25:53		
R00000060	N	PROR	PO0000057	SHA001	Belinda	Sharman	26 Jun 2014	13:26:04		
R00000084	N	PROR	PO0000085	SHA001	Belinda	Sharman	04 Jul 2014	11:04:22		
SR00000094	N	PROR	PO0000097	SHA001	Belinda	Sharman	21 Jul 2014	14:26:49		
R0000095	N	PROR	PO0000098	SHA001	Belinda	Sharman	24 Jul 2014	09:13:13		
GR00000102	N	PROR	PO0000106	SHA001	Belinda	Sharman	05 Aug 2014	12:12:19		
R00000103	N	PROR	PO0000107	SHA001	Belinda	Sharman	05 Aug 2014	12:22:19		
R00000104	N	PROR	PO0000108	SHA001	Belinda	Sharman	05 Aug 2014			
SR00000105	N	PROR	PO0000109	SHA001	Belinda	Sharman	05 Aug 2014	12:39:21		
SR00000106	N	PROR	PO0000109	SHA001	Belinda	Sharman	05 Aug 2014	12:41:48		
SR00000107	N	PROR	PO0000110	SHA001	Belinda	Sharman	05 Aug 2014	13:19:57		
SR00000108	N	PROR	PO0000110	SHA001	Belinda	Sharman	05 Aug 2014	13:26:50		
GR00000109	N	PROR	PO0000111	SHA001	Belinda	Sharman	05 Aug 2014	13:41:20		
GR00000110	N	PROR	PO0000123	SHA001	Belinda	Sharman	05 Aug 2014	15:45:18		
GR00000113	N	PROR	PO0000126	SHA001	Belinda	Sharman	13 Aug 2014	14:36:54		
GR00000121	N	PROR	PO0000135	DUT001	Bianca	Du Toit	23 Sep 2014	14:21:22		
GR00000125	N	PROR	PO0000120	DUT001	Bianca	Du Toit	26 Sep 2014	08:57:06		
GR00000131	N	PROR	PO0000144	DUT001	Bianca	Du Toit	26 Sep 2014	11:29:36		
SR00000136	N	PROR	PO0000149	DUT001	Bianca	Du Toit	29 Sep 2014	13:38:18		
GR00000137	N	PROR	PO0000130	DUT001	Bianca	Du Toit	29 Sep 2014	13:43:00		
GR00000138	N	PROR	PO0000150	DUT001	Bianca	Du Toit	29 Oct 2014	14:41:41		
R00000139	N	PROR	PO0000119	DUT001	Bianca	Du Toit	29 Oct 2014	16:33:18		
R00000140	N	PROR	PO0000151	DUT001	Bianca	Du Toit	06 Nov 2014			
R00000141	N	PROR	PO0000152	DUT001	Bianca	Du Toit	11 Nov 2014			
R00000142	N	PROR	PO0000154	DUT001	Bianca	Du Toit	11 Nov 2014			
R00000143	N	PROR	PO0000155	DUT001	Bianca	Du Toit	11 Nov 2014			
R00000144	N	PROR	PO0000156	DUT001	Bianca	Du Toit	11 Nov 2014			
R00000146	N	PROR	PO0000103	DUT001	Bianca	Du Toit	18 Nov 2014			
R00000147	N	PROR	PO0000153	DUT001	Bianca	Du Toit	18 Nov 2014			
R00000148	N	PROR	PO0000158	DUT001	Bianca	Du Toit	26 Nov 2014			
R00000149	N	PROR	PO0000159	DUT001	Bianca	Du Toit	26 Nov 2014			
R00000150	N	PROR	PO0000160	DUT001	Bianca	Du Toit	07 Jan 2015	10:35:07		

#### **SELECT GRN TO COMPLETE**

- Select the **row** of the **GRN** you wish to **complete**.
- Click on **Complete GRN**.



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,									
GR00000367	N	PROR	P00000385	M0.001	Sarah	Mider	05 Oct 2017	00:00:00	1
GR00000366	N	PROR	P00000383	MIL001	Sarah	Mider	05 Oct 2017	00:00:00	
GR00000365	N	PROR	P00000384	MBL001	Sarah	Milder	05 Oct 2017	00:00:00	
GR00000359	N	PROR	P00000374	DUT001	Susan	Du Toit	21 Jun 2017	00:00:00	
GR00000354	N	PROR	P00000369	DUT001	Susan	Du Toit	14 Jun 2017	00:00:00	
GR00000348	N	PROR	PC0000278	DUT001	Susan	Du Toit	06 Jun 2017	00:00:00	
GR00000347	N	PROR	PO0000340	DUT001	Susan	Du Toit	06 Jun 2017	00:00:00	
GR00000345	N	PROR	PO0000361	MUD001	Mark	Mudderveld	30 May 2017	00:00:00	
GR00000336	N	PROR	P00000350	MUD001	Mark	Mudderveid	22 May 2017	00:00:00	
GR00000333	N	PROR	P00000344	MUD001	Mark	Mudderveld	19 May 2017	00:00:00	
GR00000332	N	PROR	P00000343	MUD001	Mark	Mudderveld	19 May 2017	00:00:00	
GR00000330	N	PROR	PC0000339	MUD001	Mark	Mudderveld	19 May 2017	00:00:00	
GR00000325	N	PROR	PO0000329	MUD001	Mark	Mudderveld	18 May 2017	00:00:00	
GR00000324	N	PROR	PC0000112	MUD001	Mark	Mudderveld	18 May 2017	00:00:00	
GR00000319	N	PROR	P00000320	DUT001	Susan	Du Toit	13 Apr 2017	11:19:40	
GR00000318	N	PROR	PO0000319	DUT001	Susan	Du Toit	13 Apr 2017	11:17:35	
GR00000317	N	PROR	PC0000318	DUT001	Susan	Du Toit	13 Apr 2017	11:14:03	
GR00000316	N	PROR	P00000312	DUT001	Susan	Du Toit	13 Apr 2017	11:13:48	
GR00000315	N	PROR	PO0000307	DUT001	Susan	Du Toit	12 Apr 2017	13:42:47	
GR00000314	N	PROR	P00000317	DUT001	Susan	Du Toit	12 Apr 2017	13:41:50	
GR00000312	N	PROR	P00000316	DUT001	Susan	Du Toit	10 Apr 2017	15:25:41	
GR00000310	N	PROR	P00000299	DUT001	Susan	Du Toit	16 Mar 2017	15:43:16	
GR00000308	N	PROR	P00000309	DUT001	Susan	Du Toit	16 Mar 2017	11:36:08	



#### **GRN INVOICE QUERY**

- A GRN Processing message box will pop up asking;
  - $^\circ~$  Is this GRN, Reference: [ ] fully invoiced?
- Click on Yes.

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	GR00000367 GR00000366	N	PROR	P00000385 P00000383	MIL001		Sarah Sarah	Mider	05 Oct 2017	00:00:00	
	GR00000365	N	PROR	P00000383		MEL001 MEL001	Sarah	Mider	05 Oct 2017 05 Oct 2017	00:00:00	
	GR00000359	N	PROR	P00000374		DUT001	Susan	Du Tolt	21 Jun 2017	00:00:00	
	GR00000354	N	PROR	P000003/9		DUT001	Susan	Du Toit	14 Jun 2017	00:00:00	
	GR.00000348	N	PROR	P00000278		DUT001	Susan	Du Toit	06 Jun 2017	00:00:00	
	GR00000347	N	PROR	P00000340		DUT001	Susan	Du Toit	06 Jun 2017	00:00:00	
	GR00000345	N	00230		8. 		Mark	Mudderveld	30 May 2017	0.000	
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(	GR00000332	N	Is this GRN, Refe	erence : GR0000	0347 fully	/invoiced?	Mark	Mudderveld	19 May 2017		
1	GR00000330	N					Mark	Mudderveld	19 May 2017		
1	GR00000325	N		Var		No	Mark	Mudderveld	18 May 2017	00:00:00	
(	GR00000324	N		Yes		No	Mark	Mudderveld	18 May 2017	00:00:00	
1	GR00000319	N	PROR	P00000320		DUT001	Susan	Du Toit	13 Apr 2017	11:19:40	
1	GR00000318	N	PROR	P00000319		DUT001	Susan	Du Toit	13 Apr 2017	11:17:35	
(	GR.00000317	N	PROR	P00000318		DUT001	Susan	Du Toit	13 Apr 2017	11:14:03	
(	GR00000316	N	PROR	P00000312		DUT001	Susan	Du Toit	13 Apr 2017	11:13:48	
(	GR00000315	N	PROR	P00000307		DUT001	Susan	Du Toit	12 Apr 2017	13:42:47	
1	GR00000314	N	PROR	P00000317		DUT001	Susan	Du Toit	12 Apr 2017	13:41:50	
1	GR00000312	N	PROR.	P00000316		DUT001	Susan	Du Tolt	10 Apr 2017	15:25:41	
(	GR00000310	N	PROR	P00000299		DUT001	Susan	Du Toit	16 Mar 2017	15:43:16	
1	GR00000308	N	PROR	P00000309		DUT001	Susan	Du Toit	16 Mar 2017	11:36:08	

• A second message box will pop you informing you that;

• The GRN, Reference: [] has been completed.



U Home Equip	nent and Locations	Contract Fin	ance and HR	Inventory	Maintenance and Pro	ojects Manufactu	ring Procu	enent Sal	es Service	Reporting U	sibes –	Ø
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۲												
GR00000367	N	PROR	P00000385	,	41.001	Sarah		Mider		05 Oct 2017	00:00:00	
GR00000366	N	PROR	P00000383	,	4L001	Sarah		Mider		05 Oct 2017	00:00:00	
GR00000365	N	PROR	P00000384		41.001	Sarah		Mider Du Toit		05 Oct 2017	00:00:00	
GR00000359	N	PROR	P00000374	0	XUT001	Susan				21 Jun 2017	00:00:00	
GR00000354	N	PROR	PO0000369	(	XUT001	Susan		Du Toit		14 Jun 2017	00:00:00	
GR00000348	N	PROR	P00000278	C	XUT001	Susan		Du Toit		06 Jun 2017	00:00:00	
GR00000347	N	PROR	P00000340	C	XUT001	Susan		Du Toit		06 Jun 2017	00:00:00	
GR00000345	N	PROR	P00000361	-	10.00			× ddervel	d	30 May 2017	00:00:00	
GR00000336	N	PROR	PO0000350					ddervel	đ	22 May 2017	00:00:00	
GR00000333	N	PROR	P00000344	The CON	The GRN, Reference : GR00000347 has been com			ddervel	d	19 May 2017	00:00:00	
GR00000332	N	PROR	P00000343	The UKN	, Reference : UNUUU	00347 has been ci	ompieted	ddervel	d	19 May 2017	00:00:00	
GR00000330	N	PROR	P00000339			-		ddervel	d	19 May 2017	00:00:00	
GR00000325	N	PROR	P00000329			1	OK	ddervel	đ	18 May 2017	00:00:00	
GR00000324	N	PROR	P00000112			_		dervel	đ	18 May 2017	00:00:00	
GR00000319	N	PROR	P00000320	C	XUT001	Susan		Du Toit		13 Apr 2017	11:19:40	
GR00000318	N	PROR	P00000319	C	DUT001	Susan		Du Toit		13 Apr 2017	11:17:35	
GR00000317	N	PROR	P00000318	C	XUT001	Susan		Du Toit		13 Apr 2017	11:14:03	
GR00000316	N	PROR	PO0000312	C	XUT001	Susan		Du Toit		13 Apr 2017	11:13:48	
GR00000315	N	PROR	P00000307	C	XUT001	Susan		Du Toit		12 Apr 2017	13:42:47	
GR00000314	N	PROR	P00000317	C	XUT001	Susan		Du Toit		12 Apr 2017	13:41:50	
GR00000312	N	PROR	PO0000316	0	XJT001	Susan		Du Toit		10 Apr 2017	15:25:41	
GR00000310	N	PROR	P00000299	0	0,0001	Susan		Du Toit		16 Mar 2017	15:43:16	
GR00000308	N	PROR	PO0000309	0	007001	Susan		Du Toit		16 Mar 2017	11:36:08	



### **VIEW COMPLETED GRN**

• You can now view the **completed** GRN in the **Goods Received Notes Listing** screen where the Status is set to **Completed**.



Completer View CRN GRAN Process	Format	Contract Fin	nt Export	entory Maintenance and Projects Aurban • Ook Completed • Refresh Hatus A StatusDesc Canceled Completed	Manufacturing	Procurement Soles Service	Reporting Utilities	- 0 3
Stock GRNs Non Stoc		. column	N	New			1	-
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1								
GR00000369	м	PROR	P00000388	x	1	Mider	07 Oct 2017	16:42:00
GR00000368	м	PROR	P00000387	M8L001	Sarah	Mider	07 Oct 2017	16:40:37
GR00000364	м	PROR	P00000382	MIL001	Sarah	Milder	29 Sep 2017	09:33:31
GR00000363	м	PROR	P00000381	MIL001	Sarah	Mider	29 Sep 2017	09:24:35
GR00000362	M	PROR	P00000380	MIL001	Sarah	Mider	29 Sep 2017	09:23:00
GR00000361	м	PROR	P00000379	M0L001	Sarah	Mider	28 Sep 2017	13:11:23
GR00000360	м	PROR	P00000375	DUT001	Susan	Du Toit	21 Jun 2017	15:11:55
GR00000358	м	PROR	P00000373	SHA001	Beinda	Sharman	20 Jun 2017	15:43:15
GR00000355	м	PROR	P00000370	MUD001	Mark	Mudderveld	15 Jun 2017	00:00:00
GR00000352	м	PROR	P00000366	DUT001	Susan	Du Toit	06 Jun 2017	00:00:00
GR00000350	M	PROR	P00000364	DUT001	Susan	Du Toit	06 Jun 2017	00:00:00
GR00000349	м	PROR	PO0000172	DUT001	Susan	Du Toit	06 Jun 2017	00:00:00
GR00000347	М	PROR	P00000340	DUT001	Susan	Du Toit	06 Jun 2017	00:00:00
GR00000346	м	PROR	P00000362	MUD001	Mark	Mudderveld	30 May 2017	00:00:00
GR00000338	М	PROR	P00000352	MUD001	Mark	Mudderveld	22 May 2017	00:00:00
GR00000337	М	PROR	P00000351	MUD001	Mark	Mudderveld	22 May 2017	00:00:00
GR00000335	М	PROR	P00000349	DUT001	Susan	Du Toit	22 May 2017	12:49:55
GR00000334	м	PROR	P00000348	MUD001	Mark	Mudderveld	22 May 2017	09:49:12
GR00000329	М	PROR	P00000337	MUD001	Mark	Mudderveld	19 May 2017	00:00:00
GR00000328	М	PROR	P00000334	MUD001	Mark	Mudderveld	18 May 2017	00:00:00
GR00000327	М	PROR	P00000333	MUD001	Mark	Mudderveld	18 May 2017	00:00:00
GR00000326	м	PROR	P00000330	MUD001	Mark	Mudderveld	18 May 2017	00:00:00

#### MNU.055.002

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