

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

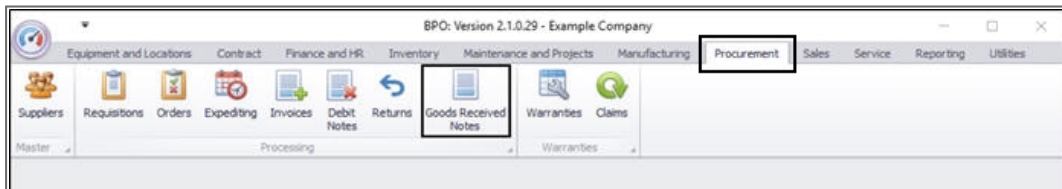
PROCUREMENT

INTRODUCTION TO GOODS RECEIVED NOTES

Definition: A Goods Received Note (**GRN**) is a document produced when goods are received. It will usually accompany goods to any inspection and is used to check against [supplier invoices](#) before payment.

The Goods Received Note Listing screen is only to view and print Goods Received Notes that have already been generated. View [Receive Stock Items into Store](#) or [Receive Non-Stock Items](#) links below in order to raise the Goods Received Note.

Ribbon Access: Procurement > Goods Received Notes



VIEW GRN LIST

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

VIEW STOCK GRNS

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

Goods Received Notes Listing - BPO: Version 2.1.0.29 - Example Company

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

Complete GRN | View GRN | Save Layout | Workspaces | Print GRN | Export GRN | Durban | New | Refresh

Process | Format | Print | Current

Stock GRNs | Non Stock GRNs

Drag a column header here to group by that column

fdGRNNo	fdStatus	fdIssueRe...	fdPOCode	fdEmployeeNumber	fdFirstName	fdLastName	fdEventDate	fdEventTime
GR0000022	N	PROR	PO000024	SHA001	Belinda	Sharman	14 Apr 2014	13:04:31
GR0000040	N	PROR	PO000041	SHA001	Belinda	Sharman	07 May 2014	14:16:31
GR0000041	N	PROR	PO000042	SHA001	Belinda	Sharman	07 May 2014	15:43:28
GR0000059	N	PROR	PO000061	SHA001	Belinda	Sharman	26 Jun 2014	13:25:51
GR0000060	N	PROR	PO000057	SHA001	Belinda	Sharman	26 Jun 2014	13:26:04
GR0000084	N	PROR	PO000085	SHA001	Belinda	Sharman	04 Jul 2014	11:04:22
GR0000094	N	PROR	PO000097	SHA001	Belinda	Sharman	21 Jul 2014	14:26:46
GR0000095	N	PROR	PO000098	SHA001	Belinda	Sharman	24 Jul 2014	09:13:11
GR0000110	N	PROR	PO000123	SHA001	Belinda	Sharman	05 Aug 2014	15:45:18
GR0000113	N	PROR	PO000126	SHA001	Belinda	Sharman	13 Aug 2014	14:36:54
GR0000121	N	PROR	PO000135	DUT001	Susan	Du Toit	23 Sep 2014	14:21:22
GR0000125	N	PROR	PO000120	DUT001	Susan	Du Toit	26 Sep 2014	08:57:06
GR0000102	N	PROR	PO000106	SHA001	Belinda	Sharman	05 Aug 2014	12:12:16
GR0000103	N	PROR	PO000107	SHA001	Belinda	Sharman	05 Aug 2014	12:22:15
GR0000104	N	PROR	PO000108	SHA001	Belinda	Sharman	05 Aug 2014	12:25:54
GR0000105	N	PROR	PO000109	SHA001	Belinda	Sharman	05 Aug 2014	12:39:21
GR0000106	N	PROR	PO000109	SHA001	Belinda	Sharman	05 Aug 2014	12:41:46
GR0000107	N	PROR	PO000110	SHA001	Belinda	Sharman	05 Aug 2014	13:19:57
GR0000108	N	PROR	PO000110	SHA001	Belinda	Sharman	05 Aug 2014	13:26:50
GR0000109	N	PROR	PO000111	SHA001	Belinda	Sharman	05 Aug 2014	13:41:20
GR0000131	N	PROR	PO000144	DUT001	Susan	Du Toit	26 Sep 2014	11:29:36
GR0000136	N	PROR	PO000149	DUT001	Susan	Du Toit	29 Sep 2014	13:38:16
GR0000137	N	PROR	PO000130	DUT001	Susan	Du Toit	29 Sep 2014	13:43:00
GR0000138	N	PROR	PO000150	DUT001	Susan	Du Toit	29 Oct 2014	14:41:41

VIEW NON STOCK GRNS

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

Goods Received Notes Listing - BPO: Version 2.1.0.29 - Example Company

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

Complete GRN View GRN Save Layout Workspaces Print GRN Export GRN Durban New Refresh

Process Format Print Current

Stock GRNs **Non Stock GRNs**

Drag a column header here to group by that column

fdGRNNo	fdStatus	fdReceipt...	fdPOCode	fdSubItem...	fdEmployeeNumber	fdFirstName	fdLastName	fdEventDate	fdEventTime
GR0000026	N	WKOR	PO000028	WOAS	SHA001	Belinda	Sharma	23 Apr 2014	00:00:00
GR0000027	N	WKOR	PO000029	WOAS	SHA001	Belinda	Sharma	23 Apr 2014	00:00:00
GR0000088	N	WKOR	PO000091	WOAS	SHA001	Belinda	Sharma	21 Jul 2014	00:00:00
GR0000093	N	WKOR	PO000095	WOAS	SHA001	Belinda	Sharma	21 Jul 2014	00:00:00
GR0000100	N	WKOR	PO000104	WOAS	SHA001	Belinda	Sharma	30 Apr 2014	00:00:00
GR0000101	N	WKOR	PO000105	WOAS	SHA001	Belinda	Sharma	05 Aug 2014	00:00:00
GR0000111	N	WKOR	PO000124	WOAS	SHA001	Belinda	Sharma	08 Aug 2014	00:00:00
GR0000112	N	WKOR	PO000049	WOAS	SHA001	Belinda	Sharma	08 Aug 2014	00:00:00
GR0000117	N	WKOR	PO000132	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00
GR0000118	N	WKOR	PO000094	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00
GR0000119	N	WKOR	PO000133	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00
GR0000120	N	WKOR	PO000134	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00
GR0000130	N	WKOR	PO000143	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00
GR0000132	N	WKOR	PO000145	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00
GR0000134	N	WKOR	PO000147	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00
GR0000145	N	WKOR	PO000157	WOAS	DUT001	Susan	Du Toit	12 Nov 2014	00:00:00
GR0000151	N	WKOR	PO000161	WOAS	DUT001	Susan	Du Toit	07 Jan 2015	00:00:00
GR0000170	N	WKOR	PO000194	WOAS	DUT001	Susan	Du Toit	26 Feb 2015	00:00:00
GR0000174	N	WKOR	PO000196	WOAS	DUT001	Susan	Du Toit	17 Apr 2015	00:00:00
GR0000192	N	WKOR	PO000211	WOAS	DUT001	Susan	Du Toit	27 Oct 2015	00:00:00
GR0000197	N	WKOR	PO000220	WOAS	DUT001	Susan	Du Toit	05 Nov 2015	00:00:00
GR0000220	N	WKOR	PO000238	WOAS	DUT001	Susan	Du Toit	10 Nov 2015	00:00:00
GR0000198	N	WKOR	PO000221	WOAS	DUT001	Susan	Du Toit	05 Nov 2015	00:00:00
GR0000224	N	WKOR	PO000243	WOAS	DUT001	Susan	Du Toit	16 Nov 2015	00:00:00
GR0000226	N	WKOR	PO000246	WOAS	DUT001	Susan	Du Toit	17 Nov 2015	00:00:00

VIEW GRN STATUS

- Click on the drop-down arrow in the **Status** field to display the GRN **Status** selection menu.
- This will enable you to find goods received notes under the following
 - New
 - Completed
 - Cancelled

Goods Received Notes Listing - BPO: Version 2.1.0.29 - Example Company

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

Durban

Complete GRN View GRN Save Layout Workspaces Print GRN Export GRN

Process Format Print

Stock GRNs Non Stock GRNs

Drag a column header here to group by that column

fdGRNNo	fdStatus	fdRecept...	fdPOCode	fdSubItem...		fdLastName	fdEventDate	fdEventTime
GR0000026	N	WKOR	PO000028	WOAS		Sharma	23 Apr 2014	00:00:00
GR0000027	N	WKOR	PO000029	WOAS	SHA001	Belinda Sharma	23 Apr 2014	00:00:00
GR0000088	N	WKOR	PO000091	WOAS	SHA001	Belinda Sharma	21 Jul 2014	00:00:00
GR0000093	N	WKOR	PO000095	WOAS	SHA001	Belinda Sharma	21 Jul 2014	00:00:00
GR0000100	N	WKOR	PO0000104	WOAS	SHA001	Belinda Sharma	30 Apr 2014	00:00:00
GR0000101	N	WKOR	PO0000105	WOAS	SHA001	Belinda Sharma	05 Aug 2014	00:00:00
GR0000111	N	WKOR	PO0000124	WOAS	SHA001	Belinda Sharma	08 Aug 2014	00:00:00
GR0000112	N	WKOR	PO0000049	WOAS	SHA001	Belinda Sharma	08 Aug 2014	00:00:00
GR0000117	N	WKOR	PO0000132	WOAS	DUT001	Susan Du Toit	23 Sep 2014	00:00:00
GR0000118	N	WKOR	PO0000094	WOAS	DUT001	Susan Du Toit	23 Sep 2014	00:00:00
GR0000119	N	WKOR	PO0000133	WOAS	DUT001	Susan Du Toit	23 Sep 2014	00:00:00
GR0000120	N	WKOR	PO0000134	WOAS	DUT001	Susan Du Toit	23 Sep 2014	00:00:00
GR0000130	N	WKOR	PO0000143	WOAS	DUT001	Susan Du Toit	26 Sep 2014	00:00:00
GR0000132	N	WKOR	PO0000145	WOAS	DUT001	Susan Du Toit	26 Sep 2014	00:00:00
GR0000134	N	WKOR	PO0000147	WOAS	DUT001	Susan Du Toit	26 Sep 2014	00:00:00
GR0000145	N	WKOR	PO0000157	WOAS	DUT001	Susan Du Toit	12 Nov 2014	00:00:00
GR0000151	N	WKOR	PO0000161	WOAS	DUT001	Susan Du Toit	07 Jan 2015	00:00:00
GR0000170	N	WKOR	PO0000194	WOAS	DUT001	Susan Du Toit	26 Feb 2015	00:00:00
GR0000174	N	WKOR	PO0000196	WOAS	DUT001	Susan Du Toit	17 Apr 2015	00:00:00
GR0000192	N	WKOR	PO0000211	WOAS	DUT001	Susan Du Toit	27 Oct 2015	00:00:00
GR0000197	N	WKOR	PO0000220	WOAS	DUT001	Susan Du Toit	05 Nov 2015	00:00:00
GR0000220	N	WKOR	PO0000238	WOAS	DUT001	Susan Du Toit	10 Nov 2015	00:00:00
GR0000198	N	WKOR	PO0000221	WOAS	DUT001	Susan Du Toit	05 Nov 2015	00:00:00
GR0000224	N	WKOR	PO0000243	WOAS	DUT001	Susan Du Toit	16 Nov 2015	00:00:00
GR0000226	N	WKOR	PO0000246	WOAS	DUT001	Susan Du Toit	17 Nov 2015	00:00:00

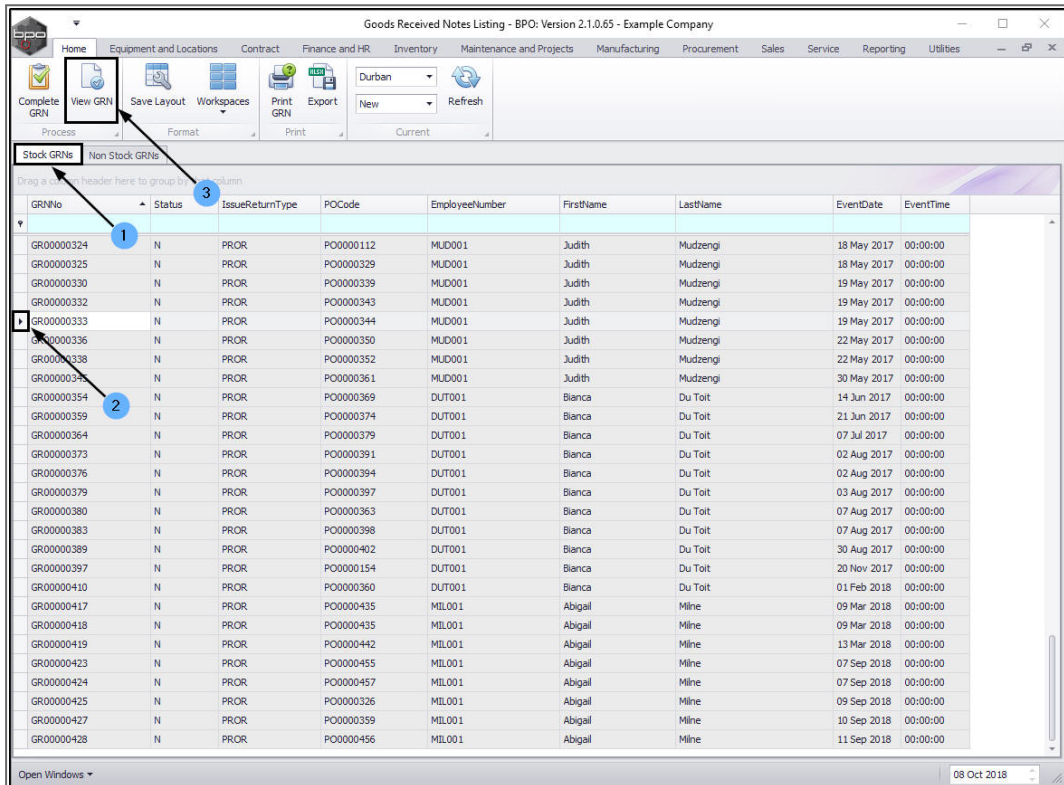
Status Legend:

- C: Canceled
- M: Completed
- N: New

VIEW STOCK GRN DETAILS AND PARTS

1. Ensure that you have selected the **Stock GRNs** tab.
2. Click on the **row selector** in front of the **Stock Goods Received Note** that you wish to view in **detail**.
3. Click on **View GRN**.

Note: You can view a Stock GRN in **any** status.

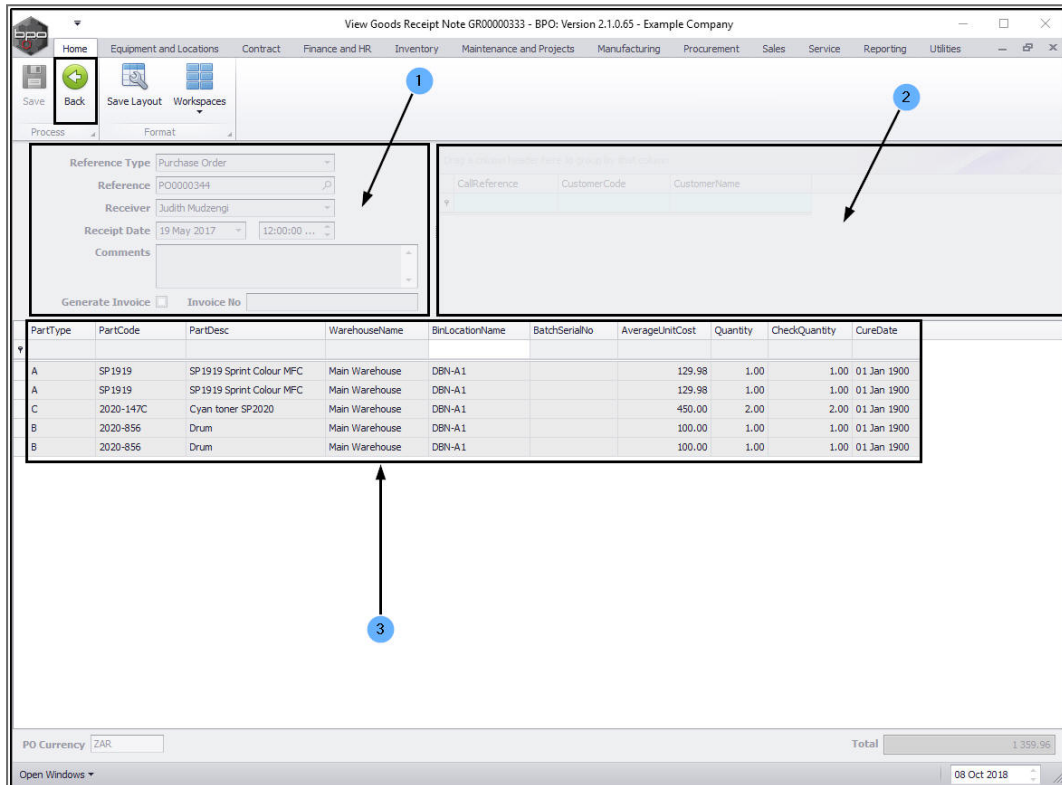


The **View Goods Receipt Note []** screen will be displayed. Here you can view more information concerning the selected Stock Goods Received Note:

1. View the linked **purchase order number**, **receiver** name, **receipt date**, receipt **comments** and whether on **receipt of goods** an **invoice** was generated or not.

- If this GRN is related to a **call / project** this will be listed here along with the **customer code** and **name**.
- View details of the **parts (Items)** received, which **warehouse** and **bin** they were received into and the **quantity** of each part type that was received.

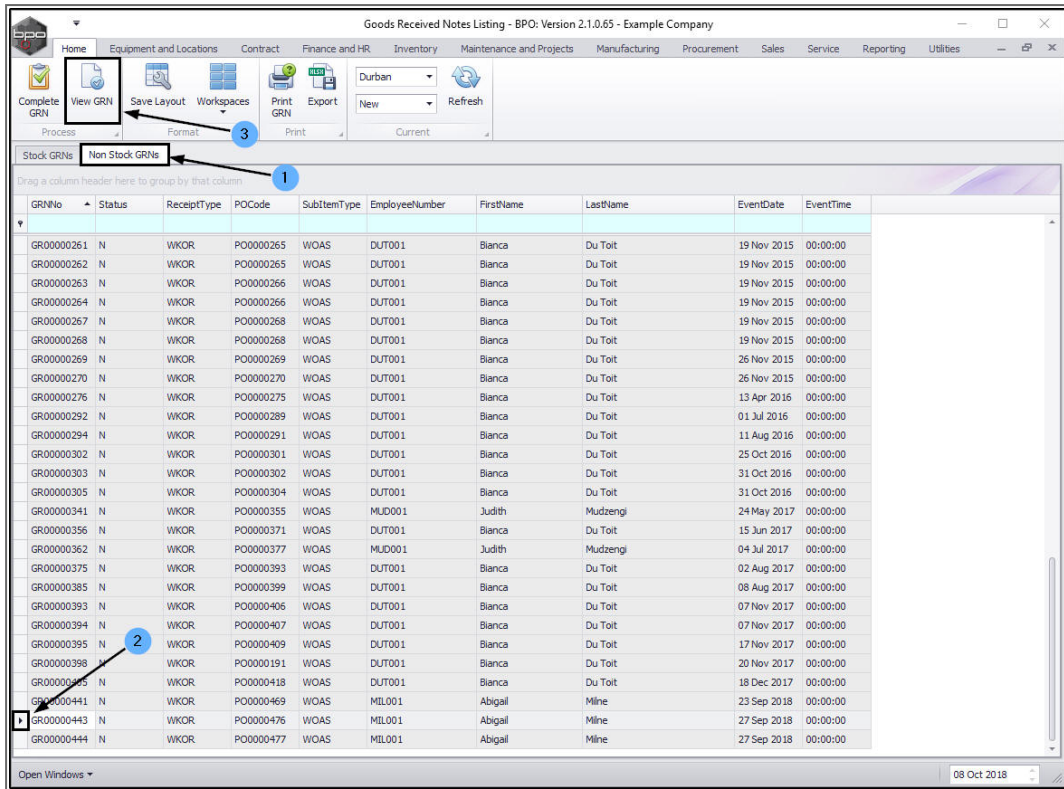
Note: **A, B** and **C-Class** part types can be received on a Stock GRN.



VIEW NON-STOCK GRN DETAILS AND SERVICES

- Ensure that you have selected the **Non Stock GRNs** tab.
- Click on the **row selector** in front of the **Non Stock Goods Received**
Note that you wish to view in **detail**.
- Click on **View GRN**.

Note: You can view a Non Stock GRN in **any** status.



The **View Non Stock GRN: []** screen will be displayed. Here you can view more information concerning the selected Non Stock Goods Received Note:

1. View the linked **Supplier** code and name, the **Event Date/Time**, the linked **Purchase Order No.** and whether on receipt of goods an **invoice** was generated or not.
2. The **Supplier Details** will be listed here, along with the **Currency** , **Exchange rate** and **Tax Rate** set up on this supplier.
3. View details of the **parts (Services)** received and the **quantity** of each service that was received.

Note: Only **Services** can be received on a Non Stock GRN.

View Non Stock GRN : GR0000443 - BPO: Version 2.1.0.65 - Example Company

Supplier: SPR001 Sprint Distributors Local PO No: PO0000476

Event Date/Time: 2018/10/08 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	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	CureDate
SERV				800.00	1.00	1.00	

Related Topics

- [Receive Stock Items into Store](#)
- [Receive Non-Stock Items \(Services\)](#)
- [Print Goods Received Notes](#)
- [Receiving Alternate Parts](#)

BPO.MNU.055

