

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

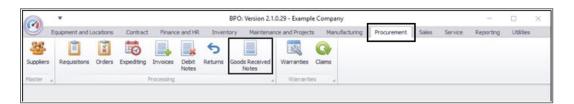
# PROCUREMENT

# **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 <u>supplier invoices</u> before payment.

The Goods Received Note Listing screen is only to view and print Goods Received Notes that have already been generated. View <u>Receive Stock Items</u> <u>into Store</u> or <u>Receive Non-Stock Items</u> 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.

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# Introduction to Goods Received Note

Mome	Equipment and Locations	Contract Fin	ance and HR Invento	ry Maintenance and Projects	Manufacturing	Procurement Sales Service F	Reporting Utilities -	- # >
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	der here to group by th	t alum						1
fidGRNNo	fidStatus	fdlssueRe	fdPOCode	fdEmployeeNumber	fdFirstName	fidLastName	fdEventDate	fdEventTir
GR00000022	N	PROR	P00000024	9HA001	Belinda	Sharman	14 Apr 2014	13:04:33
GR00000040	N	PROR	P00000041	9HA001	Belinda	Sharman	07 May 2014	14:16:32
GR00000041	N	PROR	P00000042	9HA001	Belinda	Sharman	07 May 2014	15:43:28
GR00000059	N	PROR	P00000061	944001	Beinda	Sharman	26 Jun 2014	13:25:53
GR00000060	N	PROR	P00000057	9HA001	Belinda	Sharman	26 Jun 2014	13:26:04
GR00000084	N	PROR	P00000085	9HA001	Beinda	Sharman	04 Jul 2014	11:04:22
GR00000094	N	PROR	P00000097	9HA001	Belinda	Sharman	21 Jul 2014	14:26:45
GR00000095	N	PROR	P00000098	9HA001	Belnda	Sharman	24 Jul 2014	09:13:15
GR00000110	N	PROR	P00000123	9HA001	Belinda	Sharman	05 Aug 2014	15:45:18
GR00000113	N	PROR	P00000126	944001	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	P00000120	DUT001	Susan	Du Toit	26 Sep 2014	08:57:06
GR00000102	N	PROR	P00000106	9HA001	Belinda	Sharman	05 Aug 2014	12:12:19
GR00000103	N	PROR	P00000107	9HA001	Belinda	Sharman	05 Aug 2014	12:22:15
GR00000104	N	PROR	P00000108	944001	Belinda	Sharman	05 Aug 2014	12:25:54
GR00000105	N	PROR	PC0000109	SHA001	Belnda	Sharman	05 Aug 2014	12:39:21
GR00000106	N	PROR	P00000109	SHA001	Belinda	Sharman	05 Aug 2014	12:41:48
GR00000107	N	PROR	PO0000110	9HA001	Belinda	Sharman	05 Aug 2014	13:19:57
GR00000108	N	PROR	P00000110	9HA001	Belinda	Sharman	05 Aug 2014	13:26:50
GR00000109	N	PROR	PO0000111	SHA001	Belnda	Sharman	05 Aug 2014	13:41:20
GR00000131	N	PROR	P00000144	DUT001	Susan	Du Toit	26 Sep 2014	11:29:36
GR00000136	N	PROR	PO0000149	DUT001	Susan	Du Toit	29 Sep 2014	13:38:18
GR00000137	N	PROR	PO0000130	DUT001	Susan	Du Toit	29 Sep 2014	13:43:00
GR00000138	N	PROR	PO0000150	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.

<u>a '</u>				Goods Receiv	ed Notes Listing - BPC	: Version 2.1.0.29 - I	Example Company		8. 0	X
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•		110000000000000000000000000000000000000								
GR00000026	N	WKOR	P00000028	WOAS	9HA001	Belinda	Sharman	23 Apr 2014	00:00:00	
GR00000027		WKOR	P00000029	WOAS	SHA001	Beinda	Sharman	23 Apr 2014	00:00:00	
GR00000088	N	WKOR	P00000091	WOAS	SHA001	Belinda	Sharman	21 3.4 2014	00:00:00	
GR00000093	N	WKOR	P00000095	WOAS	SHA001	Belnda	Sharman	21 34 2014	00:00:00	
GR00000100	N	WKOR	P00000104	WOAS	SHA001	Belinda	Sharman	30 Apr 2014	00:00:00	
GR00000101	N	WKOR	P00000105	WOAS	9HA001	Belinda	Sharman	05 Aug 2014	00:00:00	
GR00000111	N	WKOR	P00000124	WOAS	SHA001	Belinda	Sharman	08 Aug 2014	00:00:00	
GR00000112	N	WKOR	P00000049	WOAS	9HA001	Belnda	Sharman	08 Aug 2014	00:00:00	
GR00000117	N	WKOR	P00000132	WOAS	DUT001	Susan	Du Tolt	23 Sep 2014	00:00:00	
GR00000118	N	WKOR	P00000094	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00	
GR00000119	N	WKOR	P00000133	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00	
GR00000120	N	WKOR	P00000134	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00	
GR00000130	N	WKOR	P00000143	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00	
GR00000132	N	WKOR	P00000145	WOAS	007001	Susan	Du Toit	26 Sep 2014	00:00:00	
GR00000134	N	WKOR	P00000147	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00	
GR00000145	N	WKOR	PO0000157	WOAS	DU/T001	Susan	Du Toit	12 Nov 2014	00:00:00	
GR00000151	N	WKOR	P00000161	WOAS	007001	Susan	Du Toit	07 Jan 2015	00:00:00	
GR00000170	N	WKOR	P00000194	WOAS	007001	Susan	Du Toit	26 Feb 2015	00:00:00	
GR00000174	N	WKOR	P00000195	WOAS	DUT001	Susan	Du Toit	17 Apr 2015	00:00:00	
GR00000192	N	WKOR	P00000211	WOAS	DUT001	Susan	Du Toit	27 Oct 2015	00:00:00	
GR00000197	N	WKOR	P00000220	WOAS	DUT001	Susan	Du Toit	05 Nov 2015	00:00:00	
GR00000220	N	WKOR	P00000238	WOAS	DUT001	Susan	Du Toit	10 Nov 2015	00:00:00	
GR00000198	N	WKOR	P00000221	WOAS	DUT001	Susan	Du Tolt	05 Nov 2015	00:00:00	
GR00000224	N	WKOR	P00000243	WOAS	DUT001	Susan	Du Toit	16 Nov 2015	00:00:00	
GR00000226	N	WKOR	P00000246	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



# Introduction to Goods Received Note

Home	Equipment and	Incohore Po				sting - BPO: Version 2.1.0.29 - antenance and Projecta Manu		las Camina Danvilla		- 8	X
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GR00000026	N	WKOR	P00000028	WOAS	x		Sharman	23 Apr 2014	00:00:00	6	
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GR00000027		WKOR	P00000029	WOAS	SH4001	Beinda	Sharman	23 Apr 2014	00:00:00		
GR00000093		WKOR	P00000095	WOAS	SHA001	Beinda	Sharman	21 34 2014	00:00:00		
GR00000100		WKOR	P00000104	WOAS	SHA001	Beinda	Sharman	30 Apr 2014	00:00:00		
GR00000101		WKOR	P00000105	WOAS	SHA001	Beinda	Sharman	05 Aug 2014			
GR00000111		WKOR	P00000124	WOAS	SHA001	Beinda	Sharman	08 Aug 2014			
GR00000112		WKOR	P00000049	WOAS	SHA001	Beinda	Sharman	08 Aug 2014			
GR00000117		WKOR	P00000132	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00		
GR00000118		WKOR	P00000094	WOAS	DUT001	Susan	Du Toit	23 Sep 2014			
GR00000119		WKOR	P00000133	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00		
GR00000120		WKOR	P00000134	WOAS	DUT001	Susan	Du Toit	23 Sep 2014			
GR00000130		WKOR	P00000143	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00		
GR00000132		WKOR	P00000145	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00		
GR00000134		WKOR	P00000147	WOAS	DUT001	Susan	Du Toit	26 Sep 2014			
GR00000145		WKOR	P00000157	WOAS	DUT001	Susan	Du Toit	12 Nov 2014	00:00:00		
GR00000151		WKOR	P00000161	WOAS	DUT001	Susan	Du Toit	07 Jan 2015	00:00:00		
GR00000170		WKOR	P00000194	WOAS	DUT001	Susan	Du Toit	26 Feb 2015			
GR00000174		WKOR		WOAS	DUT001	Susan	Du Toit	17 Apr 2015			
GR00000192		WKOR	P00000211	WOAS	DUT001	Susan	Du Toit	27 Oct 2015	122.02.00		
GR00000197	Ň	WKOR	P00000220	WOAS	DUT001	Susan	Du Toit	05 Nov 2015			
GR00000220	N	WKOR	P00000238	WOAS	DUT001	Susan	Du Toit	10 Nov 2015	00:00:00		
GR00000198	N	WKOR	P00000221	WOAS	DUT001	Susan	Du Toit	05 Nov 2015			
GR00000224		WKOR	P00000243	WOAS	DUT001	Susan	Du Toit	16 Nov 2015			
GR00000226		WKOR		WOAS	DUT001	Susan	Du Toit	17 Nov 2015			



# VIEW STOCK GRN DETAILS AND PARTS

- 1. Ensure that you have selected the **Stock GRNs** tab.
- Click on the row selector in front of the <u>Stock</u> 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.

Home Eq	uipment and Locat	ions Contract Fi	nance and HR In	ventory Maintenance and	Projects Manufacturing	Procurement Sales	Service Reporti	ng Utilities — 🗗
mplete View GRN	Save Layout		Export New	▼ Coresh				
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~	ere to group by	<b>Column</b>						
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GR00000324	N	PROR	PO0000112	MUD001	Judith	Mudzengi	18 May 2017	00:00:00
GR00000325	N	PROR	PO0000329	MUD001	Judith	Mudzengi	18 May 2017	00:00:00
GR00000330	Ň	PROR	PO0000339	MUD001	Judith	Mudzengi	19 May 2017	00:00:00
GR00000332	N	PROR	PO0000343	MUD001	Judith	Mudzengi	19 May 2017	00:00:00
GR00000333	N	PROR	PO0000344	MUD001	Judith	Mudzengi	19 May 2017	00:00:00
GK00000336	N	PROR	PO0000350	MUD001	Judith	Mudzengi	22 May 2017	00:00:00
GR00000338	N	PROR	PO0000352	MUD001	Judith	Mudzengi	22 May 2017	00:00:00
GR00000345	N	PROR	PO0000361	MUD001	Judith	Mudzengi	30 May 2017	00:00:00
GR00000354	N	PROR	PO0000369	DUT001	Bianca	Du Toit	14 Jun 2017	00:00:00
GR00000359 🧲	N	PROR	PO0000374	DUT001	Bianca	Du Toit	21 Jun 2017	00:00:00
GR00000364	N	PROR	PO0000379	DUT001	Bianca	Du Toit	07 Jul 2017	00:00:00
GR00000373	N	PROR	PO0000391	DUT001	Bianca	Du Toit	02 Aug 2017	00:00:00
GR00000376	N	PROR	PO0000394	DUT001	Bianca	Du Toit	02 Aug 2017	00:00:00
GR00000379	N	PROR	PO0000397	DUT001	Bianca	Du Toit	03 Aug 2017	00:00:00
GR00000380	N	PROR	PO0000363	DUT001	Bianca	Du Toit	07 Aug 2017	00:00:00
GR00000383	N	PROR	PO0000398	DUT001	Bianca	Du Toit	07 Aug 2017	00:00:00
GR00000389	N	PROR	PO0000402	DUT001	Blanca	Du Toit	30 Aug 2017	00:00:00
GR00000397	N	PROR	PO0000154	DUT001	Bianca	Du Toit	20 Nov 2017	00:00:00
GR00000410	N	PROR	PO0000360	DUT001	Bianca	Du Toit	01 Feb 2018	00:00:00
GR00000417	N	PROR	PO0000435	MIL001	Abigail	Mine	09 Mar 2018	00:00:00
GR00000418	N	PROR	PO0000435	MIL001	Abigail	Mine	09 Mar 2018	00:00:00
GR00000419	N	PROR	PO0000442	MIL001	Abigail	Mine	13 Mar 2018	00:00:00
GR00000423	N	PROR	PO0000455	MIL001	Abigail	Mine	07 Sep 2018	00:00:00
GR00000424	N	PROR	PO0000457	MIL001	Abigail	Mine	07 Sep 2018	00:00:00
GR00000425	N	PROR	PO0000326	MIL001	Abigail	Mine	09 Sep 2018	00:00:00
GR00000427	N	PROR	PO0000359	MIL001	Abigail	Mine	10 Sep 2018	00:00:00
GR00000428	N	PROR	PO0000456	MIL001	Abigail	Milne	11 Sep 2018	00:00:00

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

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



- 2. If this GRN is related to a **call** / **project** this will be listed here along with the **customer code** and **name**.
- 3. 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 Goods Rec	eipt Note GR0000033	3 - BPO: Version 2.	.1.0.65 - Example Com	ipany				
Hom	Equipment and	Locations Contract Fi	inance and HR Invent	tory Maintenance	and Projects Ma	anufacturing Procu	rement S	Sales Service	Reporting	Utilities	- 8 ×
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	Receiver Jud	lith Mudzengi	~	9				,	1		
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Con	erate Invoice 🗍	Invoice No									
PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	CureDate		
٩				2217770				1 1022			
A	SP 19 19 SP 19 19	SP 19 19 Sprint Colour MFC SP 19 19 Sprint Colour MFC	Main Warehouse Main Warehouse	DBN-A1 DBN-A1		129.98			01 Jan 1900 01 Jan 1900		
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PO Currency	y ZAR								Total		1 359.96

# **VIEW NON-STOCK GRN DETAILS AND SERVICES**

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

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

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	Home		nt and Locations	Contract	Finance and H		Maintenance and Projects	Manufacturing	Procurement Sales	Service	Reporting	Utilities	-	8
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ċ	R00000261	N	WKOR	PO0000265	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00				
G	R00000262	N	WKOR	PO0000265	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00				
G	R00000263	N	WKOR	PO0000266	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00				
G	R00000264	N	WKOR	PO0000266	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00				
G	R00000267	N	WKOR	PO0000268	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00				
G	R00000268	N	WKOR	PO0000268	WOAS	DUT001	Bianca	Du Toit	19 Nov 2015	00:00:00				
G	R00000269	N	WKOR.	PO0000269	WOAS	DUT001	Bianca	Du Toit	26 Nov 2015	00:00:00				
G	R00000270	N	WKOR	PO0000270	WOAS	DUT001	Bianca	Du Toit	26 Nov 2015	00:00:00				
G	R00000276	N	WKOR	PO0000275	WOAS	DUT001	Bianca	Du Toit	13 Apr 2016	00:00:00				
G	R00000292	N	WKOR	PO0000289	WOAS	DUT001	Bianca	Du Toit	01 Jul 2016	00:00:00				
G	R00000294	N	WKOR	PO0000291	WOAS	DUT001	Bianca	Du Toit	11 Aug 2016	00:00:00				
G	R00000302	Ν	WKOR	PO0000301	WOAS	DUT001	Bianca	Du Toit	25 Oct 2016	00:00:00				
G	R00000303	Ν	WKOR	PO0000302	WOAS	DUT001	Bianca	Du Toit	31 Oct 2016	00:00:00				
G	R00000305	N	WKOR	PO0000304	WOAS	DUT001	Bianca	Du Toit	31 Oct 2016	00:00:00				
G	R00000341	N	WKOR	PO0000355	WOAS	MUD001	Judith	Mudzengi	24 May 2017	00:00:00				
G	R00000356	N	WKOR	PO0000371	WOAS	DUT001	Bianca	Du Toit	15 Jun 2017	00:00:00				
G	R00000362	N	WKOR	PO0000377	WOAS	MUD001	Judith	Mudzengi	04 Jul 2017	00:00:00				
		N	WKOR	PO0000393	WOAS	DUT001	Bianca	Du Toit	02 Aug 2017	00:00:00				
		N	WKOR	PO0000399	WOAS	DUT001	Bianca	Du Toit	08 Aug 2017	00:00:00				
	R00000393		WKOR	PO0000405	WOAS	DUT001	Bianca	Du Toit	07 Nov 2017	00:00:00				
		N	WKOR	PO0000407	WOAS	DUT001	Bianca	Du Toit	07 Nov 2017	00:00:00				
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	R00000398		WKOR	PO0000191	WOAS	DUT001	Bianca	Du Toit	20 Nov 2017	00:00:00				
	/	N	WKOR	PO0000418	WOAS	DUT001	Bianca	Du Toit	18 Dec 2017	00:00:00				
		N	WKOR	PO0000469	WOAS	MIL001	Abigail	Mine	23 Sep 2018	00:00:00				
		N	WKOR	PO0000476	WOAS	MIL001	Abigail	Mine	27 Sep 2018	00:00:00				
G	R00000444	N	WKOR	PO0000477	WOAS	MIL001	Abigail	Mine	27 Sep 2018	00:00:00				

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

- View the linked Supplier code and name, the Event Date/Time, the linked Purchase Order No. and whether on <u>receipt of goods</u> an invoice was generated or not.
- 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.



	Ŧ				View I	Non Stock GRN : GR	00000443 -	BPO: Version	2.1.0.65 - Exampl	le Company				-		×
0	Home	Equipment and L	ocations C	ontract	Finance and HR	Inventory Ma	intenance a	and Projects	Manufacturing	Procuremen	: Sales	Service	Reporting	Utilities	-	8 X
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		Forest Hills				Fax	031 147 1	1212								
		New Town			U.		harry@en			-	(	2				
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		South Africa			1		45678912	23								
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#### **Related Topics**

- <u>Receive Stock Items into Store</u>
- <u>Receive Non-Stock Items (Services)</u>
- Print Goods Received Notes
- <u>Receiving Alternate Parts</u>

BPO.MNU.055