

INVENTORY

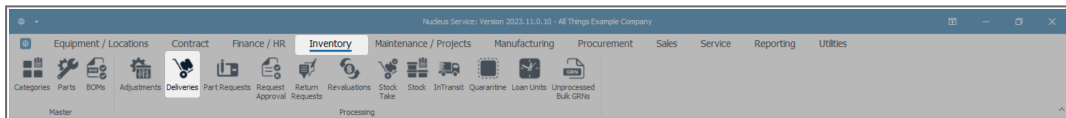
RECEIVE - GOODS INTO QUARANTINE WAREHOUSE



Refer to [Receiving Goods with Landed Cost Revaluation](#) process overview for more information.

Once you have added and printed the relevant **Purchase Order(s)** for the stock, you can receive the stock into the **Quarantine Warehouse**.

Ribbon Select Inventory > Deliveries



- The **Goods awaiting delivery** screen will be displayed.

PURCHASE ORDER TO BE RECEIVED INTO QUARANTINE

- Select the **Purchase Order** for the goods that you wish to **receive** into **Quarantine**.
- There may be **2** or more lines in the data grid with the same purchase order number - as there will be a **separate line** for each Part Code ordered. You can select any one of the lines to receive the Purchase Order.
- Click on **Receive**.

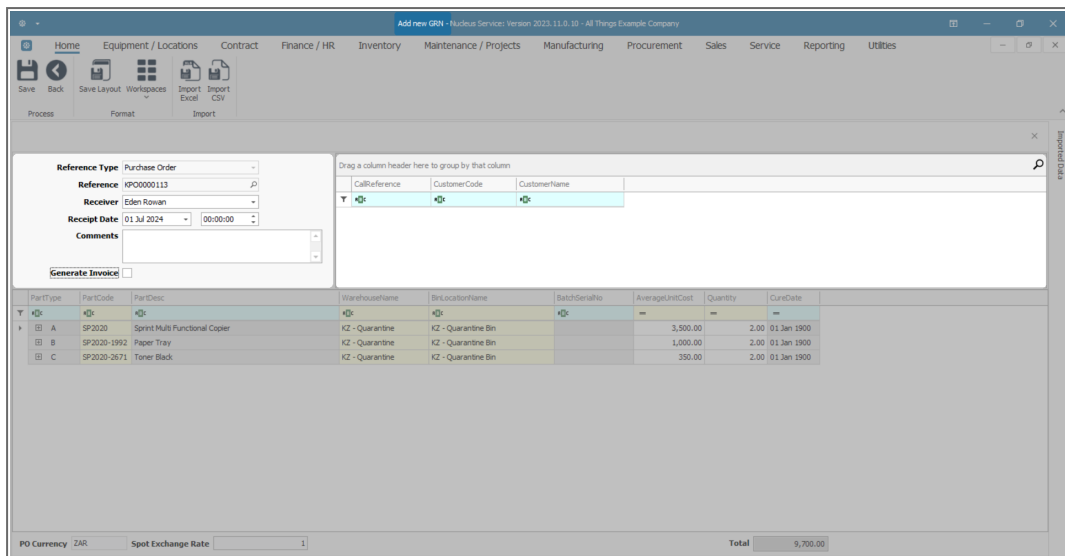
POCode	SupplierCode	SupplierName	EventDate	PartType	PartCode	PartDesc	WarehouseName	BinLocationName	UnitCost	Quantity	ExpDate	RequestorName
KPO000083	SPR001	Sprint Distributors Local	24 Jun 2024	C	SP2020-6143	High Yield Reset Lever Gear	KZ - Main		587.00	2.00	01 Jul 2024	Eden Rowan
KPO000084	SPR001	Sprint Distributors Local	24 Jun 2024	A	TT5550	Sprint Multi Functional Copier	KZ - Main		3,500.00	3.00	01 Jul 2024	Eden Rowan
KPO000086	SPR001	Sprint Distributors Local	24 Jun 2024	B	TT5550-1992	Paper Tray	KZ - Main		1,000.00	1.00	01 Jul 2024	Eden Rowan
KPO000090	SPR001	Sprint Distributors Local	24 Jun 2024	C	SP2020-6143	High Yield Reset Lever Gear	KZ - Main		587.00	1.00	01 Jul 2024	Eden Rowan
KPO000091	WM1001A1	Sprint Copiers	24 Jun 2024	A	0015SprintPhotoCopier	0015SprintPhotoCopier	KZ - Main		3,000.00	2.00	25 Jun 2024	Eden Rowan
KPO000093	SPR001	Sprint Distributors Local	25 Jun 2024	A	SP2020	Sprint Multi Functional Copier	KZ - Main		3,500.00	5.00	03 Jul 2024	Brightie B
KPO000095	SPR001	Sprint Distributors Local	26 Jun 2024	A	SP2020	Sprint Multi Functional Copier	KZ - Main		3,500.00	5.00	03 Jul 2024	Brightie B
KPO000096	SPR001	Sprint Distributors Local	26 Jun 2024	C	H147SP-0102	Toner Magenta	KZ - Main		450.00	1.00	03 Jul 2024	Brightie B
KPO000106	SPR001	Sprint Distributors Local	01 Jul 2024	B	SP2020-1992	Paper Tray	KZ - Main		1,000.00	2.00	08 Jul 2024	Brightie B
KPO000107	SPR001	Sprint Distributors Local	01 Jul 2024	A	SP2020	Sprint Multi Functional Copier	KZ - Main		3,500.00	2.00	08 Jul 2024	Brightie B
KPO000108	SPR001	Sprint Distributors Local	01 Jul 2024	A	SP2020	Sprint Multi Functional Copier	KZ - Main		3,500.00	2.00	08 Jul 2024	Brightie B
KPO000109	SPR001	Sprint Distributors Local	01 Jul 2024	A	SP2020	Sprint Multi Functional Copier	KZ - Main		3,500.00	2.00	08 Jul 2024	Brightie B
KPO000110	SPR001	Sprint Distributors Local	01 Jul 2024	B	SP2020-7223	Fuser Unit	KZ - Main		3,750.00	5.00	08 Jul 2024	Eden Rowan
KPO000111	SPR001	Sprint Distributors Local	01 Jul 2024	C	SP2020-2671	Toner Black	KZ - Main		350.00	1.00	08 Jul 2024	Eden Rowan
KPO000112	SPR001	Sprint Distributors Local	01 Jul 2024	A	SP2020	Sprint Multi Functional Copier	KZ - Main		3,500.00	2.00	08 Jul 2024	Eden Rowan
KPO000112	SPR001	Sprint Distributors Local	01 Jul 2024	B	SP2020-3671	Staple Unit	KZ - Main		3,500.00	2.00	08 Jul 2024	Eden Rowan
KPO000113	SPR001	Sprint Distributors Local	01 Jul 2024	C	SP2020-2671	Toner Black	KZ - Main		350.00	2.00	08 Jul 2024	Eden Rowan
KPO000113	SPR001	Sprint Distributors Local	01 Jul 2024	A	SP2020	Sprint Multi Functional Copier	KZ - Main		3,500.00	2.00	08 Jul 2024	Eden Rowan
KPO000113	SPR001	Sprint Distributors Local	01 Jul 2024	B	SP2020-1992	Paper Tray	KZ - Main		1,000.00	2.00	08 Jul 2024	Eden Rowan
KPO000113	SPR001	Sprint Distributors Local	01 Jul 2024	C	SP2020-2671	Toner Black	KZ - Main		350.00	2.00	08 Jul 2024	Eden Rowan

- An **Inventory - GRN** message box will pop up asking -
 - Are you sure you want to receive the purchase order []
- Click on **Yes**.

POCode	SupplierCode	SupplierName	EventDate	PartType	PartCode	PartDesc	WarehouseName	BinLocationName	UnitCost	Quantity	ExpDate	RequestorName
KPO000083	SPR001	Sprint Distributors Local	24 Jun 2024	C	SP2020-6143	High Yield Reset Lever Gear	KZ - Main		587.00	2.00	01 Jul 2024	Eden Rowan
KPO000084	SPR001	Sprint Distributors Local	24 Jun 2024	A	TT5550	Sprint Multi Functional Copier	KZ - Main		3,500.00	3.00	01 Jul 2024	Eden Rowan
KPO000086	SPR001	Sprint Distributors Local	24 Jun 2024	B	TT5550-1992	Paper Tray	KZ - Main		1,000.00	1.00	01 Jul 2024	Eden Rowan
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KPO000113	SPR001	Sprint Distributors Local	01 Jul 2024	C	SP2020-2671	Toner Black	KZ - Main		350.00	2.00	08 Jul 2024	Eden Rowan

- The **Add new GRN** screen will be displayed with all relevant details filled in.
 - **Reference Type:** This will auto populate with Purchase Order.

- **Reference:** This will auto populate with the original purchase order number.
- **Receiver:** This will auto populate with the person currently logged on to the system. You can click on the drop-down arrow and select from the list, an alternative person if required.
- **Receipt Date and Time:** This will auto populate with the current date and time.
 - **Date:** You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date, if required.
 - **Time:** You can either type in or use the arrow indicators to select an alternative time, if required.
- **Comments:** Type a comment relevant to this new GRN, if required.
- **Generate Invoice:** Leave this check box un-ticked.
- If this GRN is linked to a **call** then the call reference number and customer code and name will be displayed here.

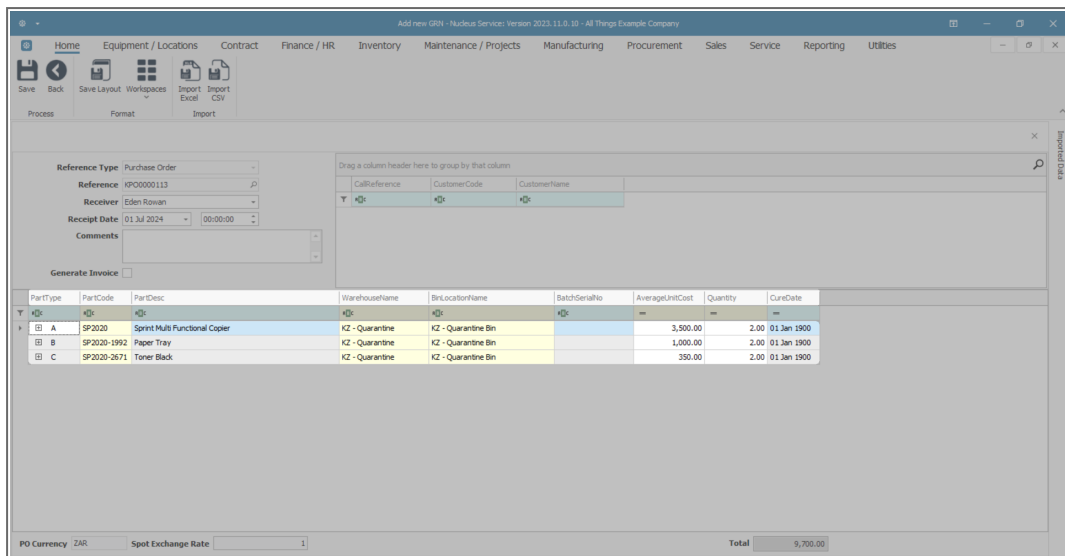


PARTS DATA GRID

- The Parts data grid will auto populate with the details of the:
 - **Part Type**
 - **Part Code**
 - **Part Description**
 - **Average Unit Cost**
 - **Quantity** as on the purchase order.
- If you have set up the **required configuration**, you will see the goods have been automatically received into the **Quarantine Warehouse and Bin**.

RECEIVE A OR B-CLASS ITEM

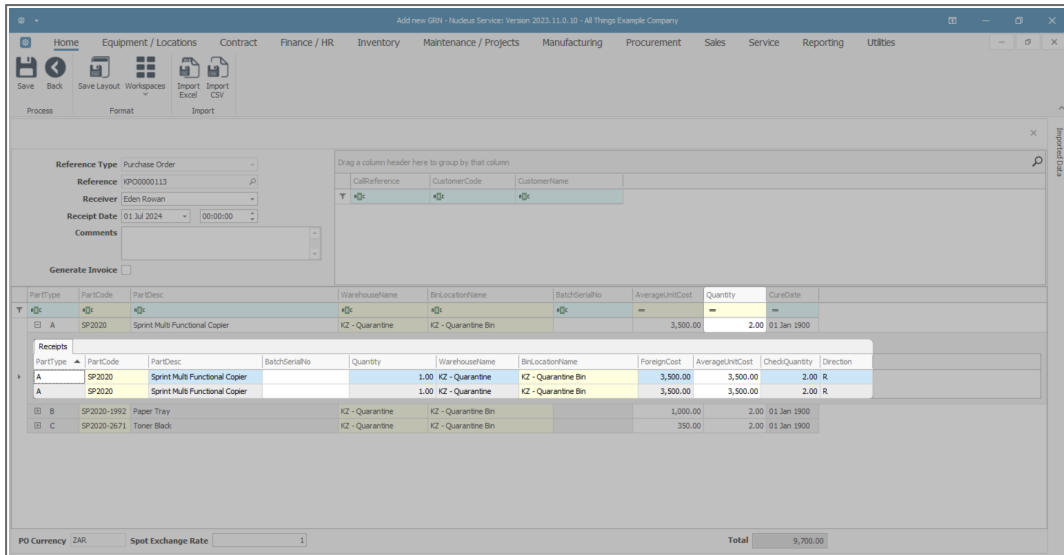
- Click on the **expand** button in the Part Type column of the first item row.
 - Note that this is an **A**-Class item.



- The **Receipts** frame will be expanded.

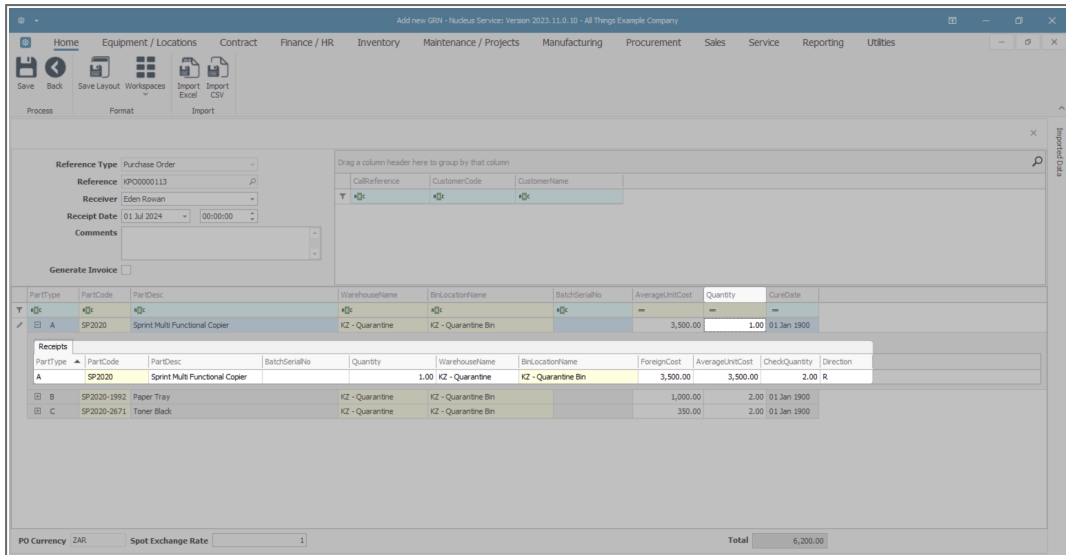
CHECK / EDIT QUANTITY A OR B-CLASS ITEM

- As this is an **A-Class** part/item, if there is more than one A-Class part ordered then each item is placed on an individual line (row). This is because each **A** or **B-Class** item needs to have a **unique serial number**. There will only ever be **1** item per row.
 - In this example, there is a **Quantity** of **2** items ordered so there are **2** corresponding receipt lines.

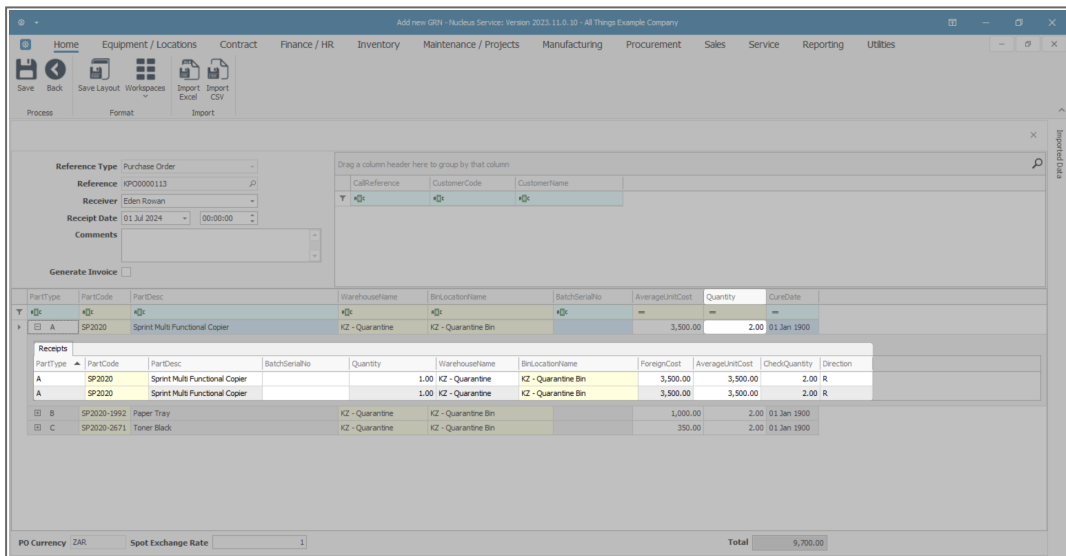


If the number of **A** or **B**-Class items delivered **differs** from the quantity on the purchase order, then the **total quantity** in the **Parts** frame, (not the Receipts frame), must be changed.

- In the **Parts** frame, (not the Receipts frame), click in the **Quantity** field and either type in or use the directional arrows to select the actual quantity received.
- In this image, the quantity has been changed to **1**.
- Either **click outside** of the **Quantity** field or press **Enter** on your keyboard.
- The **Receipts** frame will now display a list of only **1** item line which corresponds with the edited quantity.



- To edit the quantity back to the original amount, type **2** back into the **Quantity** field, then click away (or press **Enter**). The frame will re-adjust and create **2** item lines again.



NOTE ON OVER SUPPLY

If you have received **more** items than expected, you have the option to do either of the following:

Option 1

Receive the **original** order quantity and continue with this GRN, and then create a **new** [Purchase Requisition](#) and [Order](#) to receive the remaining surplus quantity.

Option 2

If you want to match your **Supplier Invoice** to your GRN, you will need to **close / discard** the current GRN and create a **new** [Purchase Requisition](#) and [Order](#) for the new quantity.

ADD SERIAL NUMBERS – A OR B-CLASS ITEM

Each **A** or **B**-Class item must have it's own unique serial number typed into the **Batch Serial No** field.

- Click in each field and type a unique number in each one.

Note: This example uses an **A**-Class item but **B**-Class items are received in exactly the same way as an **A**-Class item, each item on a separate line, each needing it's own unique serial number.

PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	ForeignCost	AverageUnitCost	CheckQuantity	Direction
A	SP2020	Sprint Multi Functional Copier	K2 - Quarantine	K2 - Quarantine Bin		3,500.00	3,500.00	2.00	R
Receipts									
A	SP2020	Sprint Multi Functional Copier	K2 - Quarantine	K2 - Quarantine Bin	1	3,500.00	3,500.00	2.00	R
A	SP2020	Sprint Multi Functional Copier	K2 - Quarantine	K2 - Quarantine Bin		3,500.00	3,500.00	2.00	R
B	SP2020-1992	Paper Tray	K2 - Quarantine	K2 - Quarantine Bin		1,000.00	2.00	01 Jan 1900	
C	SP2020-2671	Toner Black	K2 - Quarantine	K2 - Quarantine Bin		350.00	2.00	01 Jan 1900	
						Total	9,700.00		

- When you have added the serial numbers, move across to the **Average Unit Cost** fields.

CHECK/ EDIT AVERAGE UNIT COST – A OR B-CLASS ITEM

It may be that each **A** or **B**-Class item has either increased or decreased in price since the purchase order was first raised.

- Click in the **Average Unit Cost** field of each item and either type in or use the directional arrows to select the actual unit cost per line, if it has changed.
- When you have finished adding **Serial Numbers** and checking the **Unit Cost** of each **A** or **B**-Class item.
- **Collapse** this Receipts frame.

Reference Type: Purchase Order
 Reference: KP0000113
 Receiver: Eden Rowan
 Receipt Date: 01 Jul 2024 00:00:00

PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CurrDate		
A	SP2020	Sprint Multi Functional Copier	KZ - Quarantine	KZ - Quarantine Bin		3,500.00	2.00	01 Jan 1900		
Receipts										
PartType	PartCode	PartDesc	BatchSerialNo	Quantity	WarehouseName	BinLocationName	ForeignCost	AverageUnitCost	CheckQuantity	Direction
A	SP2020	Sprint Multi Functional Copier	SP2020-4123000	1.00	KZ - Quarantine	KZ - Quarantine Bin	3,500.00	3,500.00	2.00	R
A	SP2020	Sprint Multi Functional Copier	SP2020-4124000	1.00	KZ - Quarantine	KZ - Quarantine Bin	3,500.00	3,500.00	2.00	R
B	SP2020-1992	Paper Tray		1,000.00	KZ - Quarantine	KZ - Quarantine Bin	1,000.00	2.00	01 Jan 1900	
C	SP2020-2671	Toner Black		350.00	KZ - Quarantine	KZ - Quarantine Bin	350.00	2.00	01 Jan 1900	

PO Currency: ZAR | Spot Exchange Rate: 1 | Total: 9,700.00

RECEIVE C-CLASS ITEM

- Click on the **expand** button in the row of the **C-Class** item.

Reference Type: Purchase Order
 Reference: KP0000113
 Receiver: Eden Rowan
 Receipt Date: 01 Jul 2024 00:00:00

PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CurrDate
A	SP2020	Sprint Multi Functional Copier	KZ - Quarantine	KZ - Quarantine Bin		3,500.00	2.00	01 Jan 1900
B	SP2020-1992	Paper Tray	KZ - Quarantine	KZ - Quarantine Bin		1,000.00	2.00	01 Jan 1900
C	SP2020-2671	Toner Black	KZ - Quarantine	KZ - Quarantine Bin		350.00	2.00	01 Jan 1900

PO Currency: ZAR | Spot Exchange Rate: 1 | Total: 9,700.00

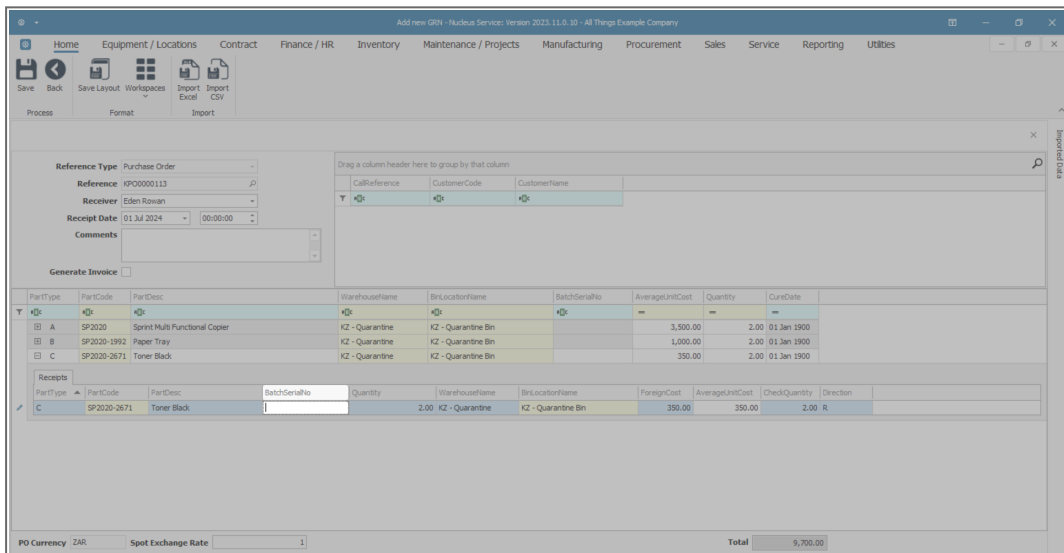
- The **Receipts** frame will be expanded.

ADD BATCH NO. TO C-CLASS ITEM

- You will note that there is only **1** receipt line for this item, although there are **2** items on order. This is because you can receive **C-Class** items in **batches** and link more than one C-Class item to a batch number.

If you are using the Stock Batch Tracking option, make sure you type in the batch number for **C-Class** (non-serialised) items when doing the GRN. For more details, refer to [Inventory: Stock Batches](#).

- Click in the **Batch Serial No** field and type in a batch number for these **C-Class** items, if required.

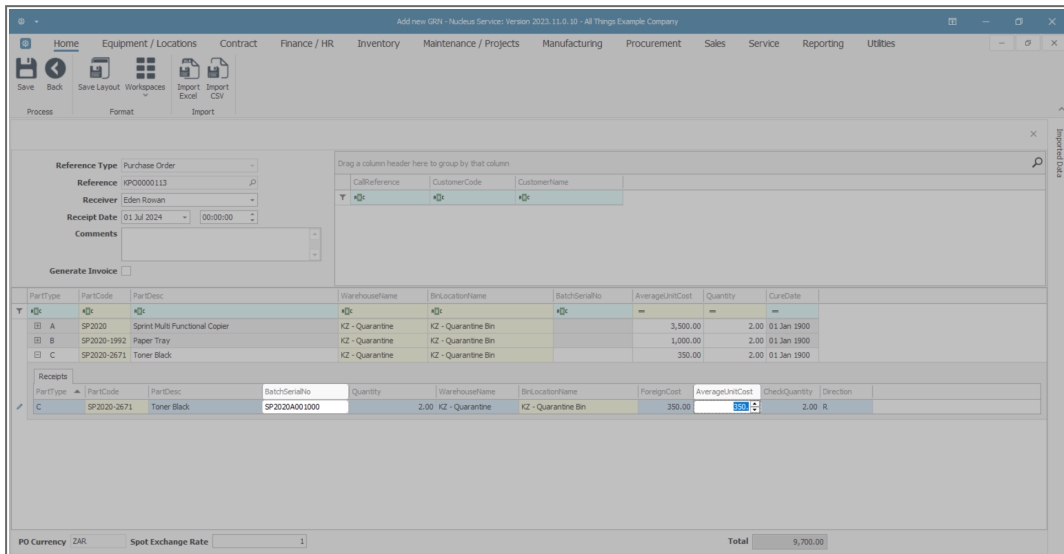


- When you have added the batch number, if required, move across to the **Average Unit Cost** field.

CHECK / EDIT THE AVERAGE UNIT COST - C-CLASS ITEM

It may be that this **C-Class** item has either increased or decreased in price since the purchase order was first raised.

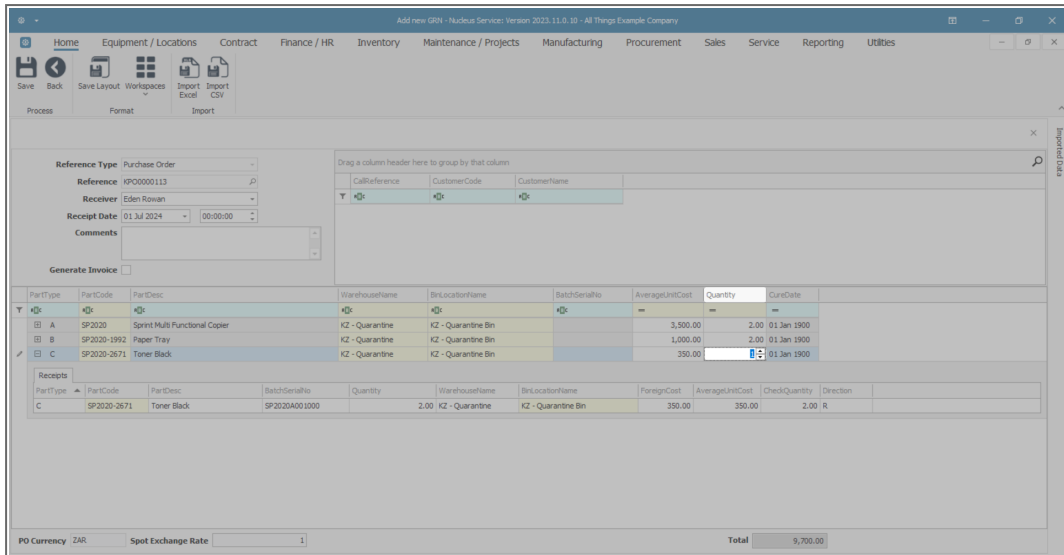
- Click in the **Average Unit Cost** field and either type in or use the direction arrows to **edit** the average cost of these **C-Class** items, if required.



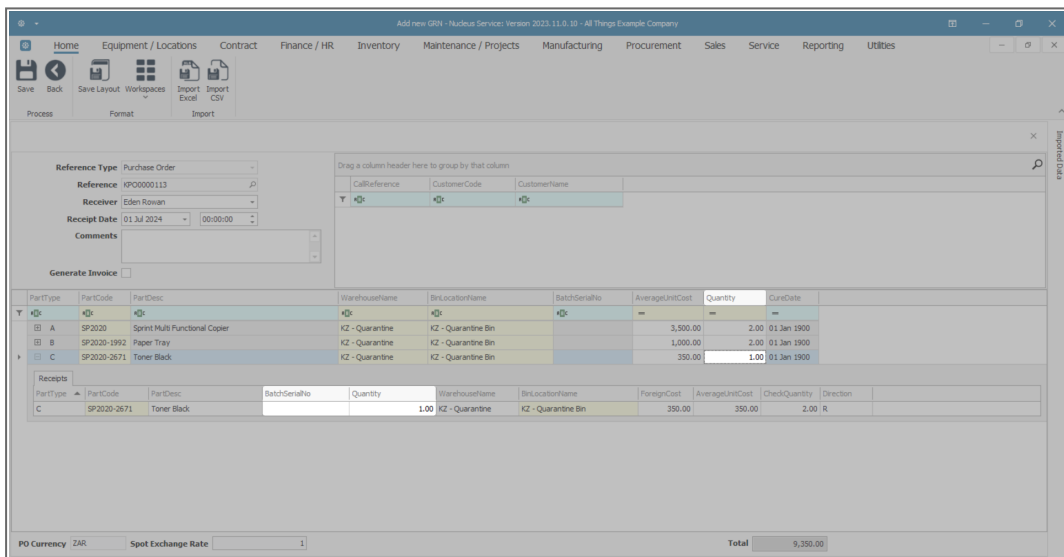
CHECK / EDIT THE QUANTITY - C-CLASS ITEM

If the number of items delivered **differs** from the quantity on the purchase order, then the total quantity in the **Parts** frame (not the Receipts frame) must be changed.

- In the **Parts** frame, click in the **Quantity** field, and either type in or use the direction arrows to select the actual quantity received. (If, for example, the delivery contained less than the purchase order quantity.)
- In this example, the quantity has been changed to **1**.
- The **Receipts** frame Quantity has not yet changed - you will need to **click outside** of the Quantity field or press **Enter** on your keyboard.



- The Quantity in the **Receipts** frame will now correspond with the edited quantity.
- You may need to type the **Batch No** in again.



- To edit the quantity back to the original amount, type the original number back into the **Parts** frame Quantity field. Click outside of the frame. The **Receipts** frame will re-adjust to the original quantity.

Note: A GRN cannot record or receive more than the **purchase order** quantity.

NOTE ON OVER SUPPLY

If you have received **more** items than expected, you have the option to do either of the following:

Option 1

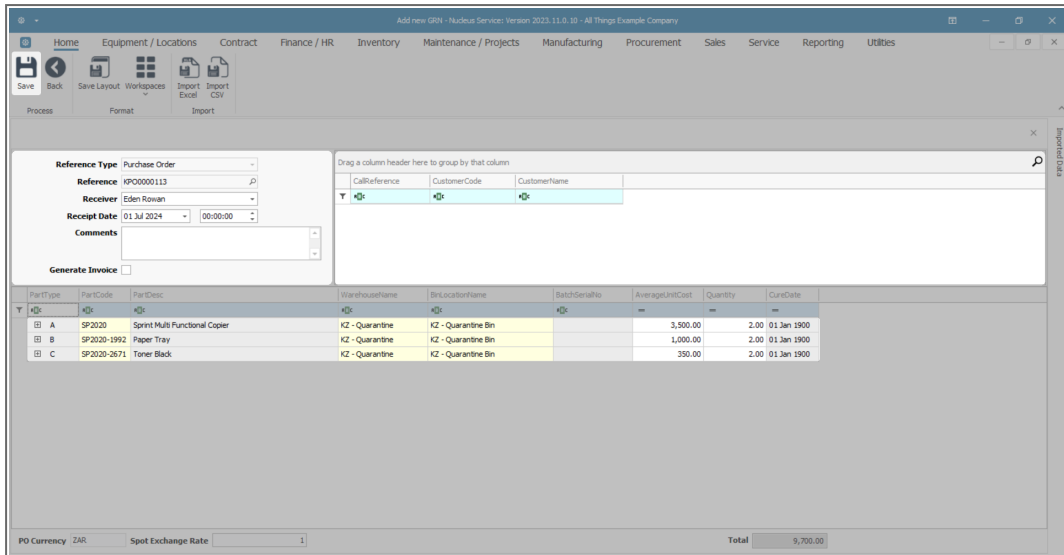
Receive the **original** order quantity and continue with this GRN, and then create a **new** [Purchase Requisition](#) and [Order](#) to receive the remaining surplus quantity.

Option 2

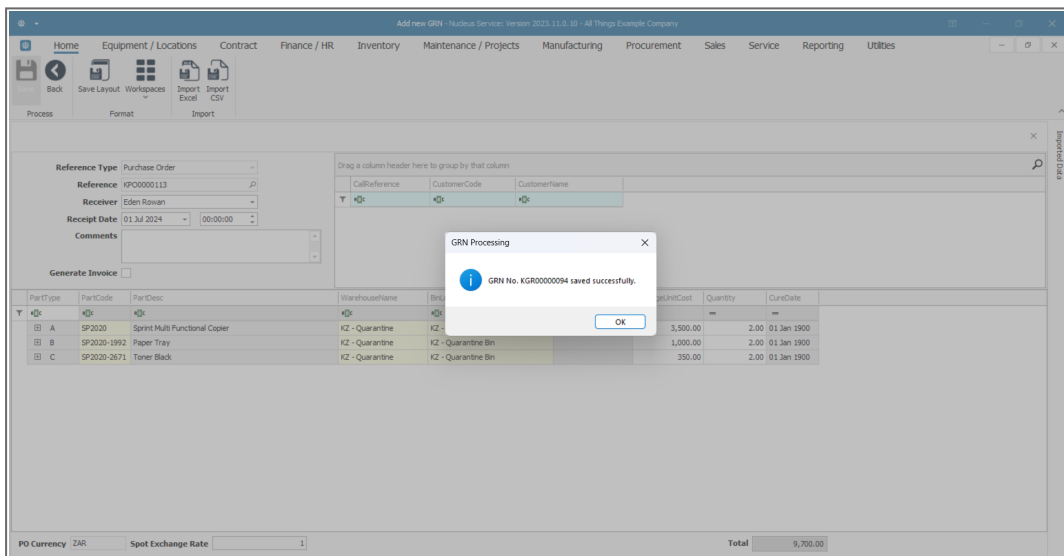
If you want to match your **Supplier Invoice** to your GRN, you will need to **close / discard** the current GRN and create a **new** [Purchase Requisition](#) and [Order](#) for the new quantity.

SAVE THE GRN

- When you have finished checking / editing the details on the GRN, click on **Save**.

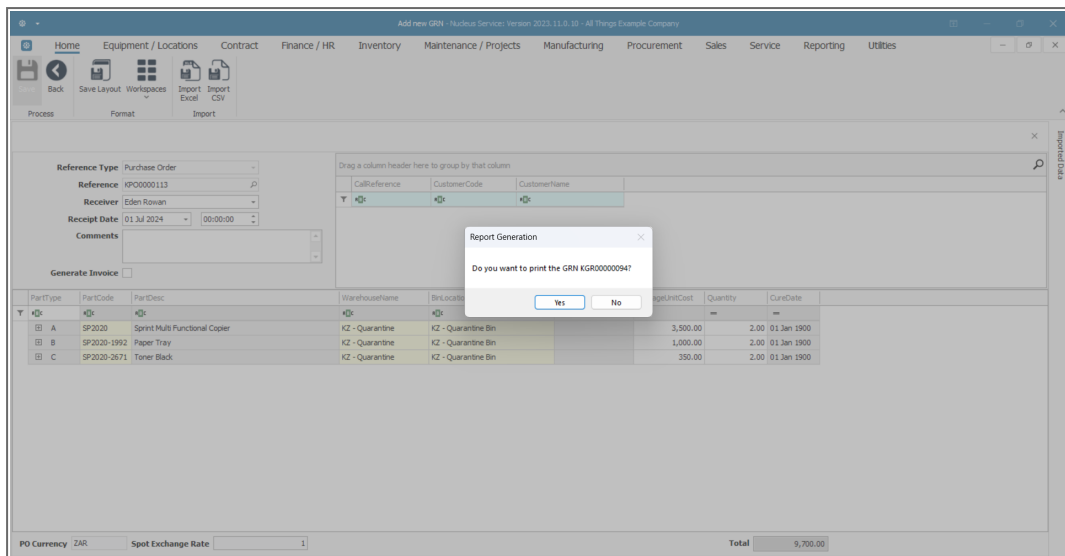


- A **GRN Processing** message box will pop up informing you that -
 - **GRN No. [] saved successfully.**
- Click on **Ok**.



PRINT THE GRN

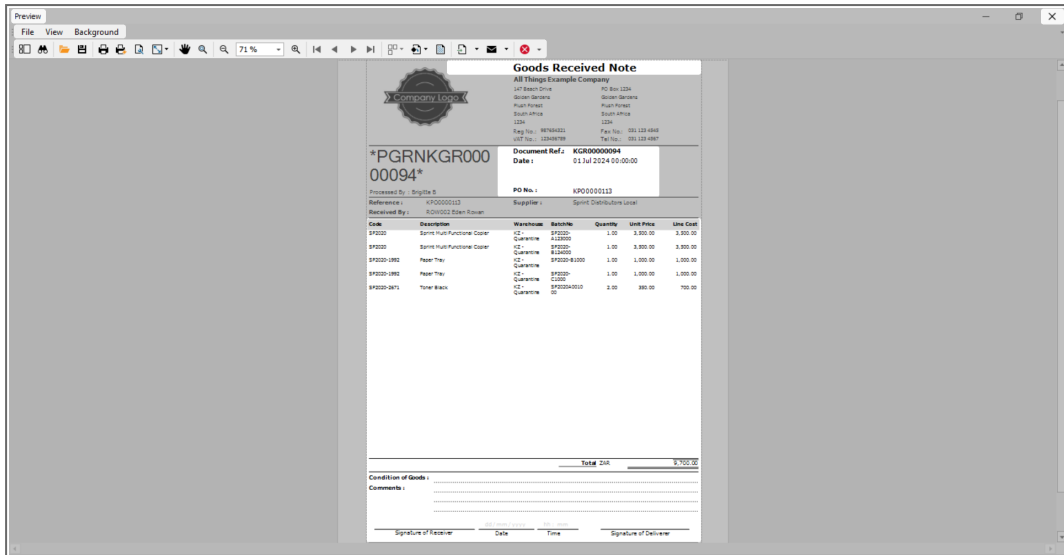
- A **Report Generation** message box will pop up asking -
 - **Do you want to Print the GRN []?**
- Click on **Yes**.



The **Report Preview** screen will be displayed.

Here you can see -

- The goods have been received into the **Quarantine Warehouse**.
- The **Batch/Serial Numbers** that you entered have been linked to the items.
- The **Quantity, Unit Price** and **Line Costs** have pulled through (with any changes made in the Add new GRN screen).
- From here you can **View, Print, Export** or **Email** the Goods Received Note.
- **Close** the Report Preview screen when you are done.



- You will return to the **Goods Awaiting Delivery** screen, the purchase order that you received will no longer be in this screen.
- You now need to follow the process to [Create a Non-Stock Service Requisition for the Shipping Costs - Quarantine](#) for these items received.

Related Topics

- [Procurement: Create Non-Stock Service Request for Shipping Costs - Quarantine](#)
- [Quarantine: Revalue Goods](#)
- [Revaluations: Edit Revaluation Request](#)
- [Revaluations: Approve Revaluation Request](#)
- [Return Goods to Supplier from Quarantine Warehouse](#)

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