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).

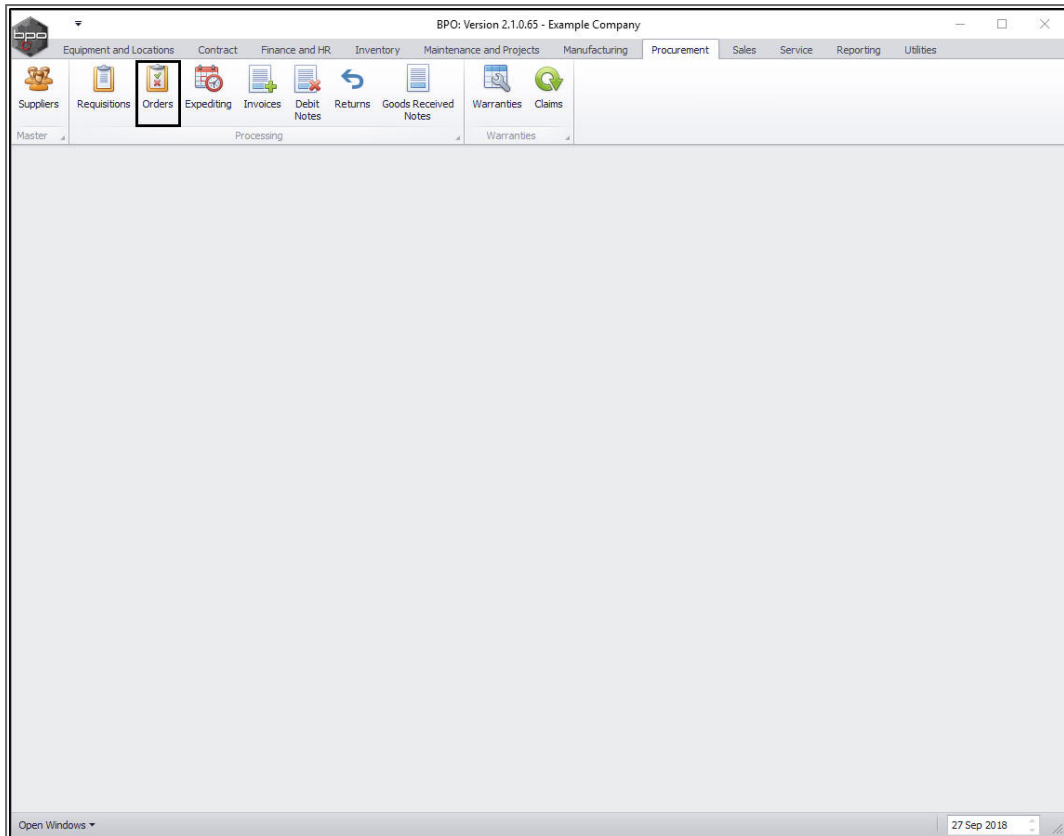ii. Receive a Non-Stock GRN and <u>create</u> a supplier invoice (at the point of receipt.)

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.

- Select the **Printed** status.
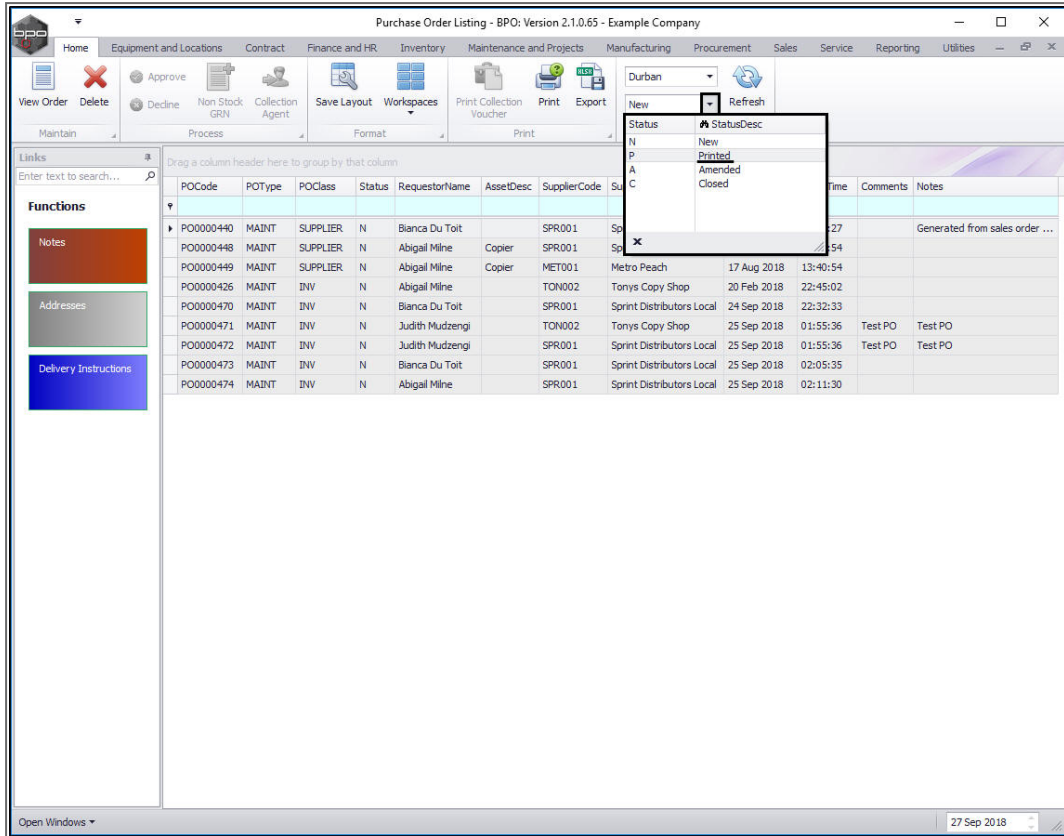
NON STOCK PURCHASE ORDER

- 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 parts/equipment item purchase order instead of a service purchase order.

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**.

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.
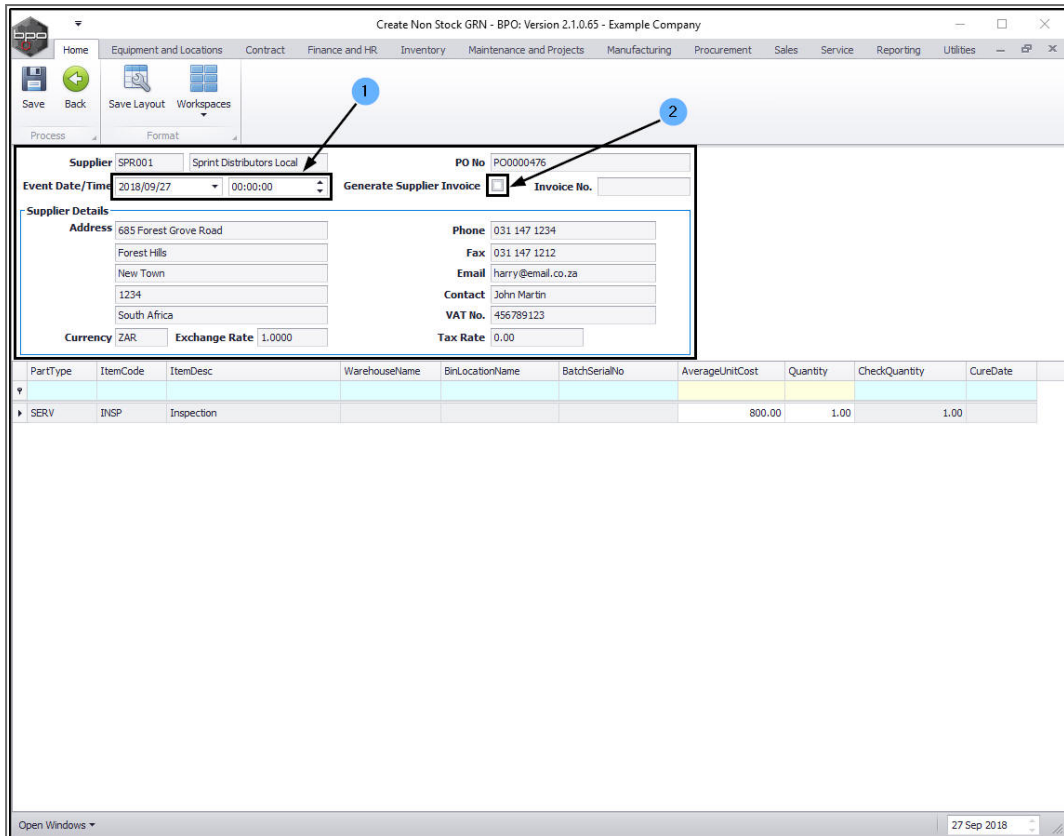
AVERAGE UNIT COST

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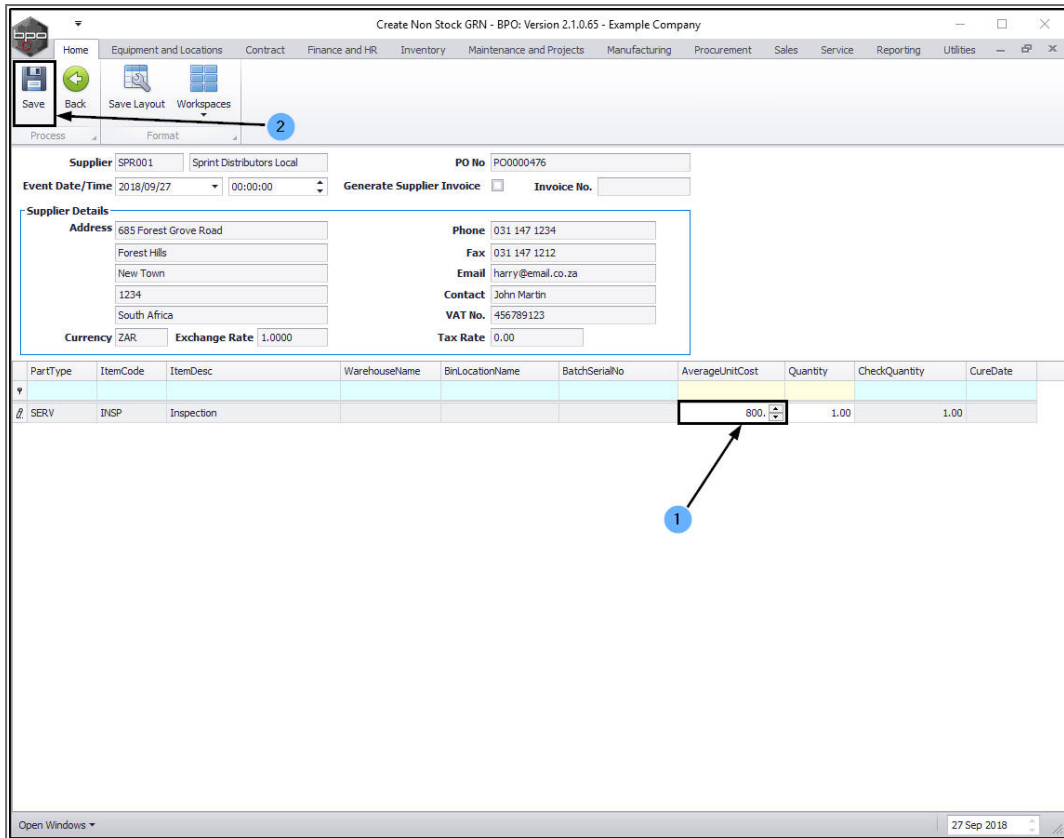
- A **Non-Stock GRN Processing** message box will pop up informing you;
  - **Goods Received Note No. [ ] saved successfully.**
- Click on **OK**.
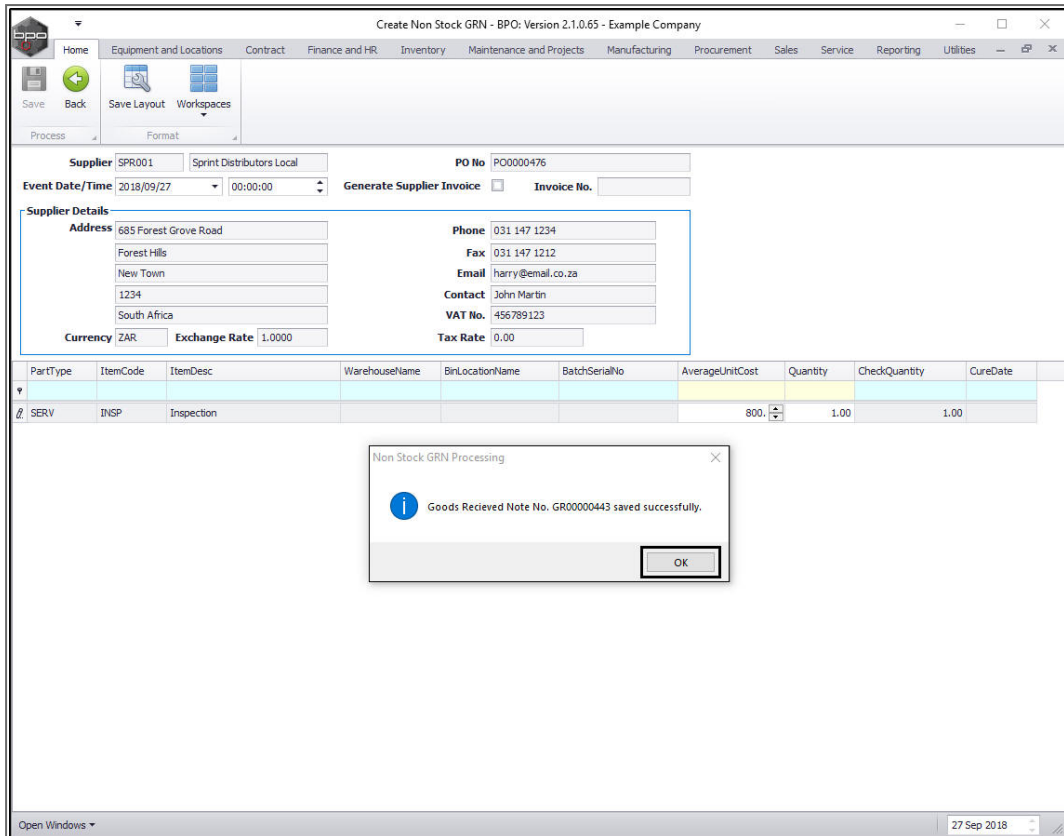
PRINT NON-STOCK-GRN

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

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.
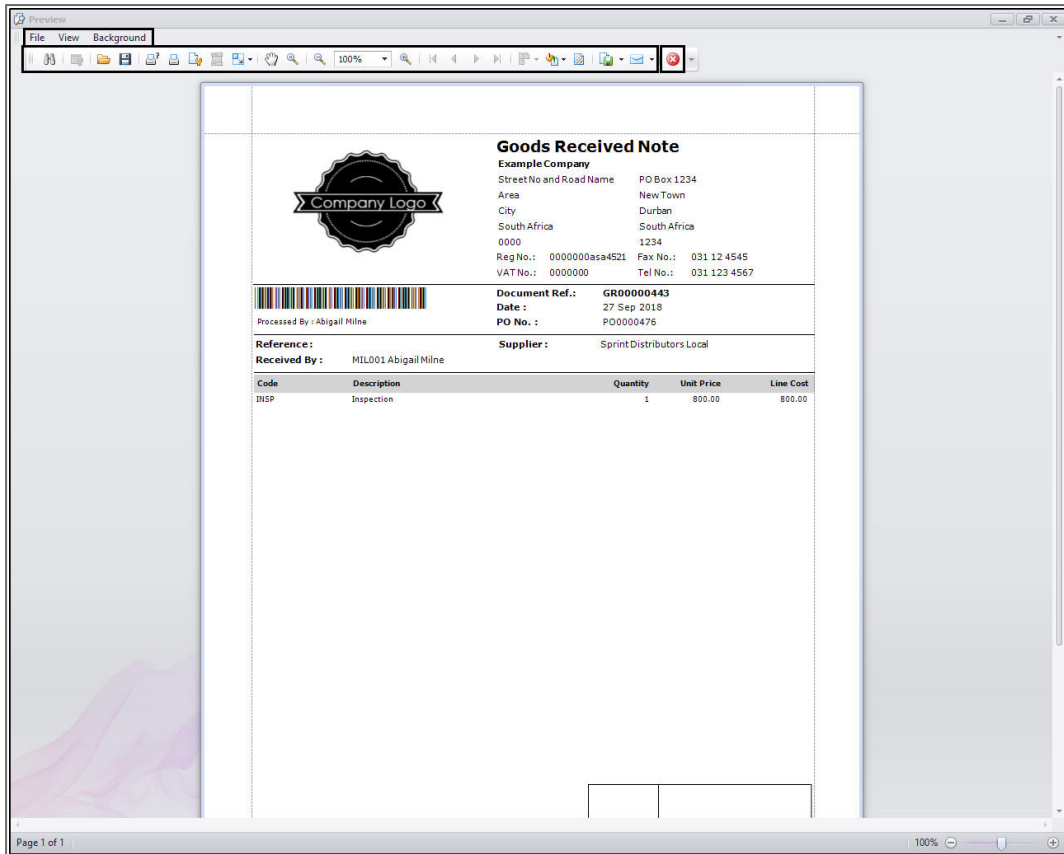
VIEW NON-STOCK PO IN CLOSED STATUS

- 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.

- Change the status to **Closed**.
- The selected purchase order has been **moved** to this status: Closed listing screen.
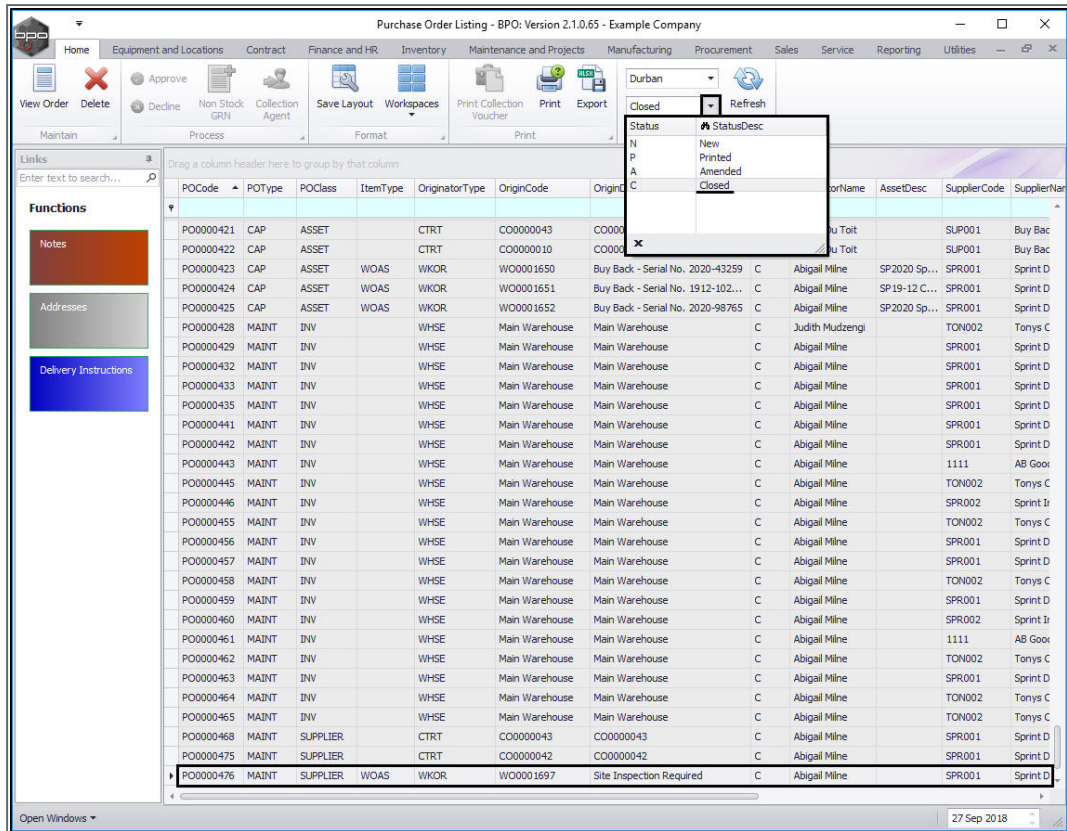
Note: Remember to create the supplier invoice.

VIEW RAISED NON-STOCK GRN

- To **view** the GRN, navigate to the **Goods Received Notes Listing** screen;

Ribbon Access: Procurement > Goods Received Notes
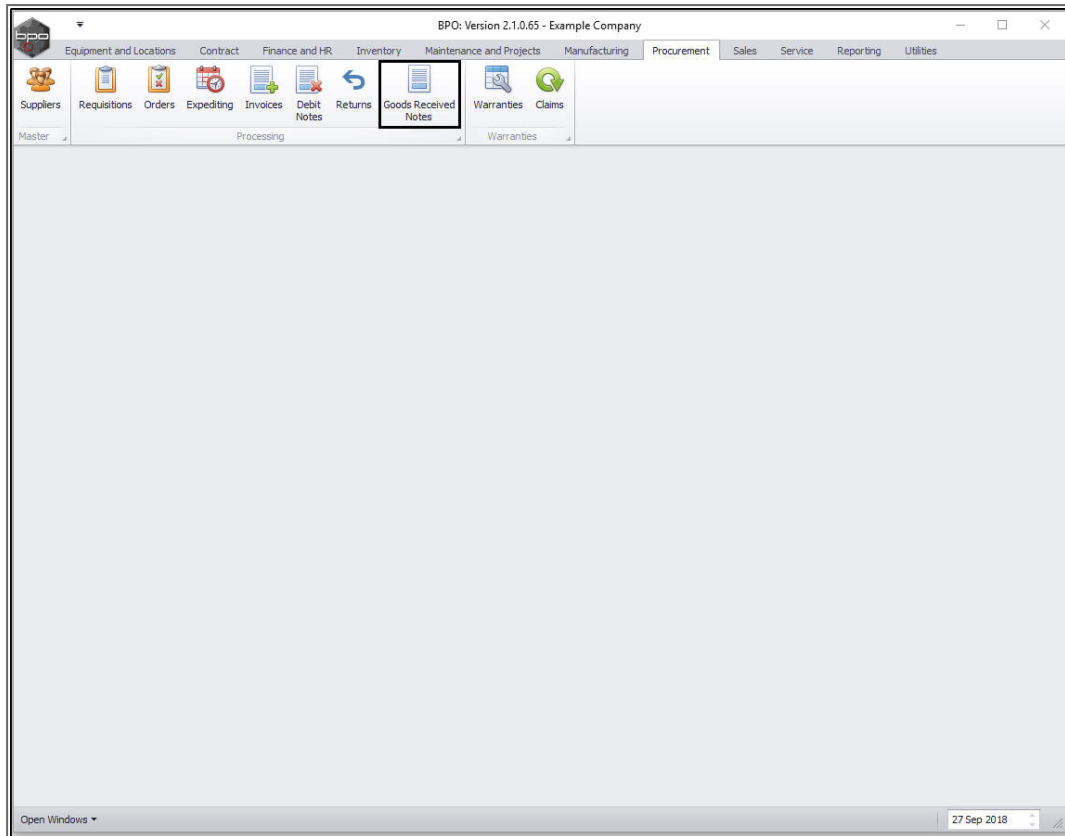
The **Goods Received Notes Listing** screen will be displayed.

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 Non Stock GRNs.
3. Now you will be able to view the newly raised GRN.
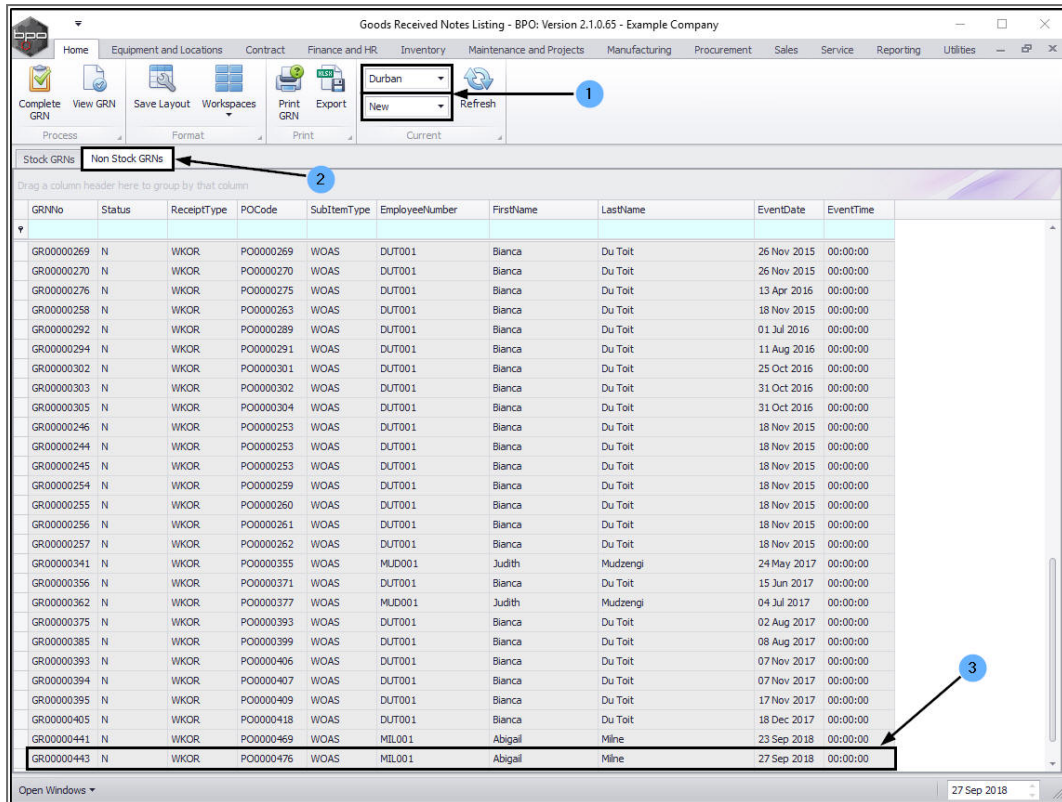
NON STOCK GOODS RECEIVED NOTE WITH SUPPLIER INVOICE

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**.

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**.

GENERATE SUPPLIER INVOICE CHECK BOX

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

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.

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 accepted.

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

PRINT GRN

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

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.
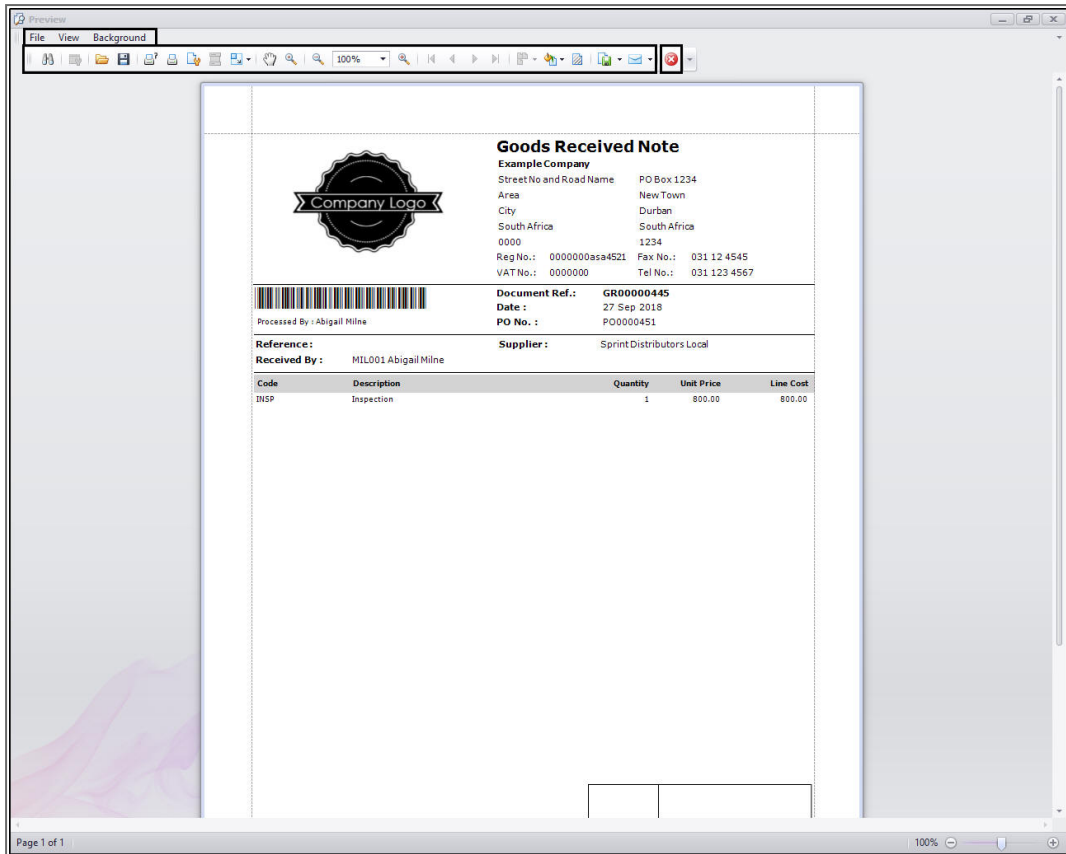
VIEW PURCHASE ORDER IN CLOSED STATUS

- You can now find the purchase order in the **Purchase Order Listing** screen where the status is set to **closed**.

VIEW THE LINKED PURCHASE INVOICE

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

Ribbon Access: Procurement > Invoices

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.

VIEW PURCHASE INVOICE

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

- 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.

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