

INVENTORY

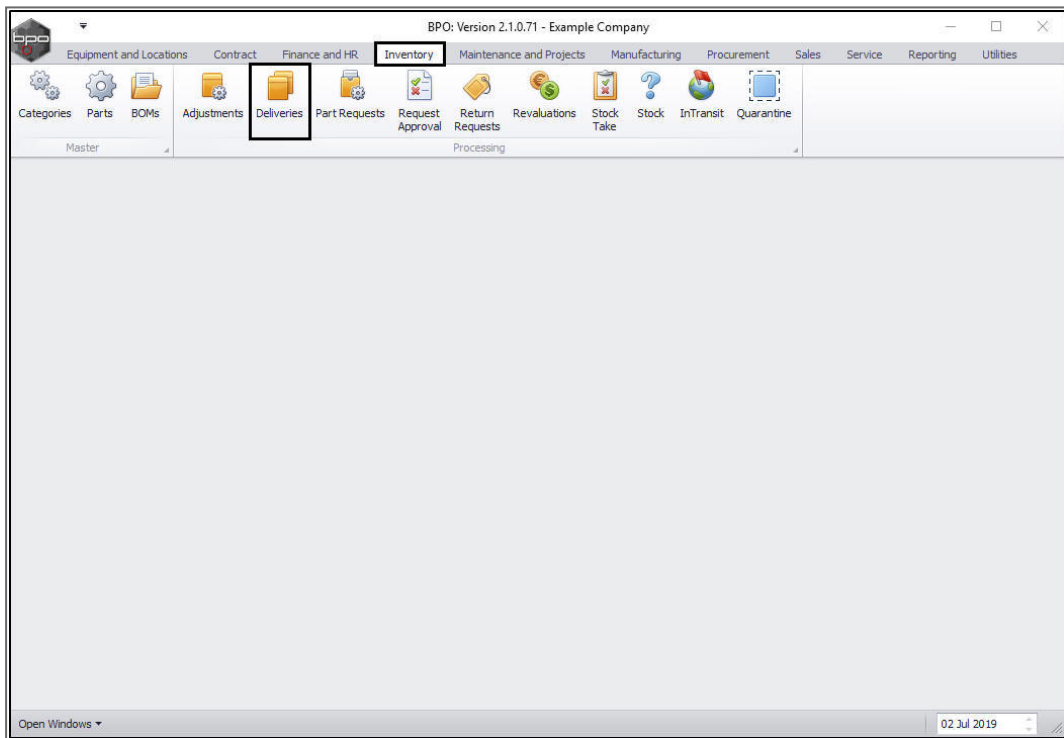
RECEIVE - GOODS INTO QUARANTINE WAREHOUSE



Refer to [For a detailed handling of this topic 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.

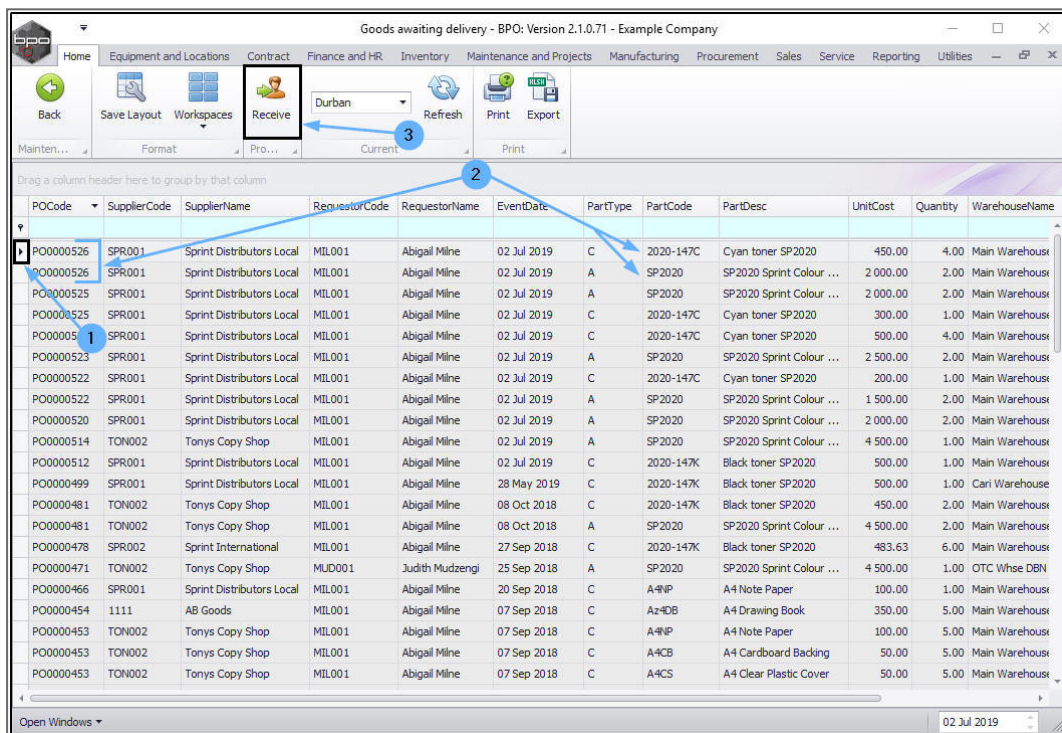
Ribbon Access: *Inventory > Deliveries*



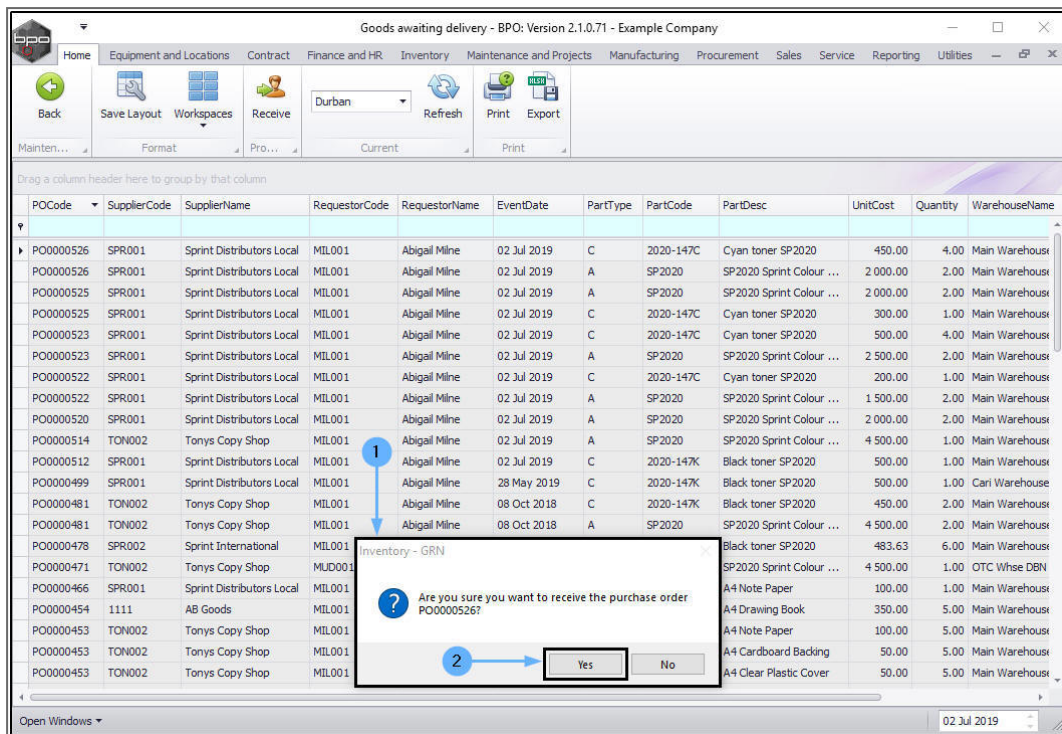
The ***Goods Awaiting Delivery*** listing screen will be displayed.

PURCHASE ORDER TO BE RECEIVED INTO QUARANTINE

1. Select the **Purchase Order** for the goods that you wish to **receive** into **Quarantine**.
2. 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.
3. Click on **Receive**.



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



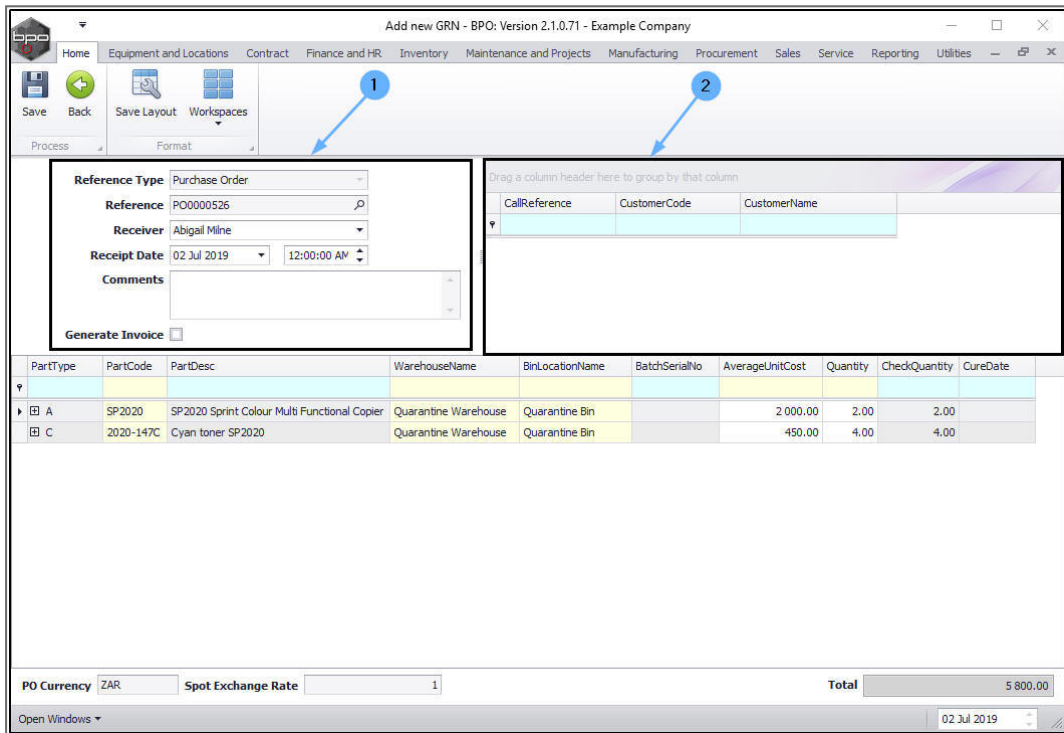
1. The **Add new GRN** screen will be displayed with all relevant details filled in.

- **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.

2. 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

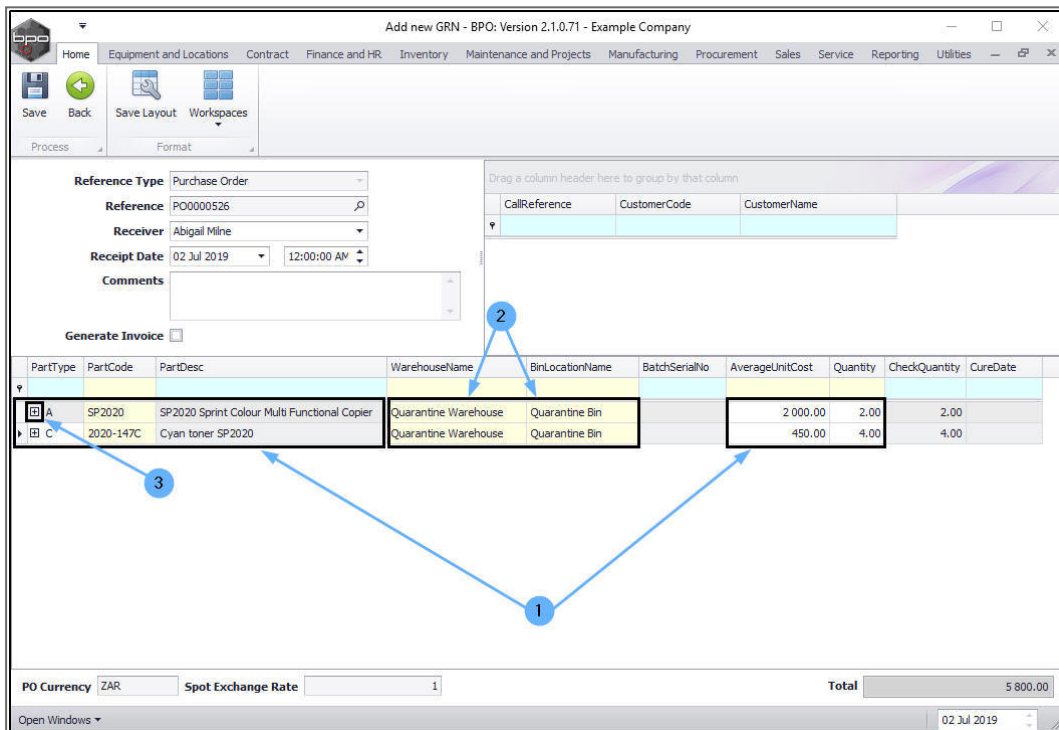
1. The Parts data grid will auto populate with the details of the:

- **Part Type**
- **Part Code**
- **Part Description**

- **Average Unit Cost** and
 - **Quantity** as on the purchase order.
2. 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

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



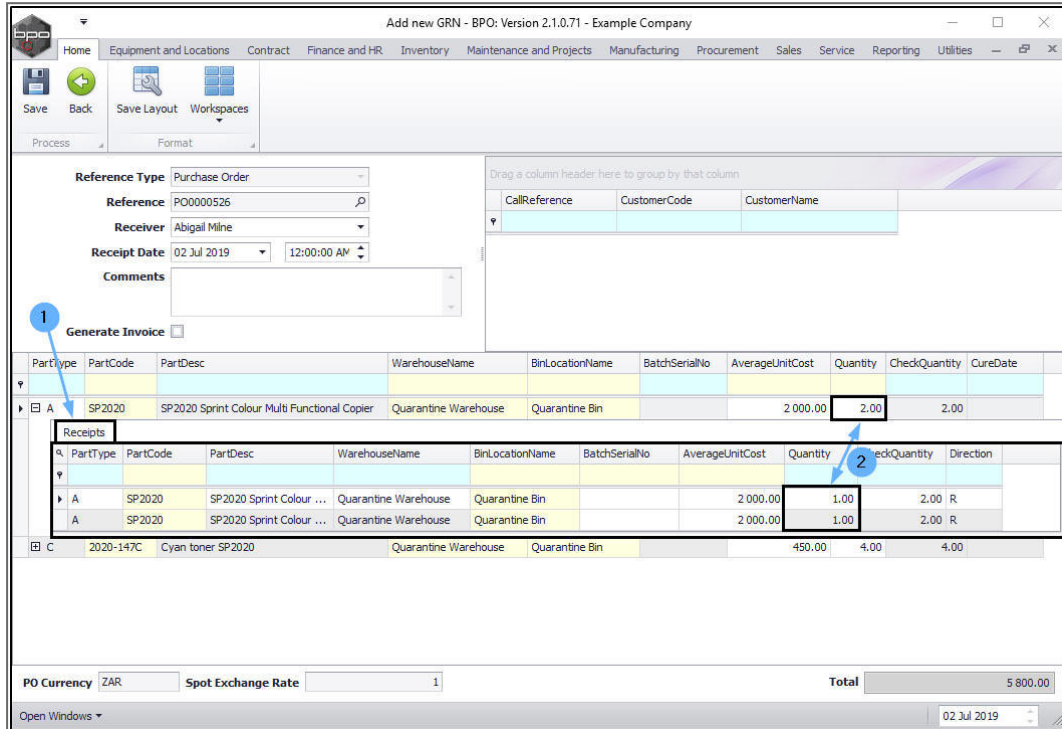
1. The **Receipts** frame will be expanded.

CHECK / EDIT QUANTITY A OR B-CLASS ITEM

2. 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

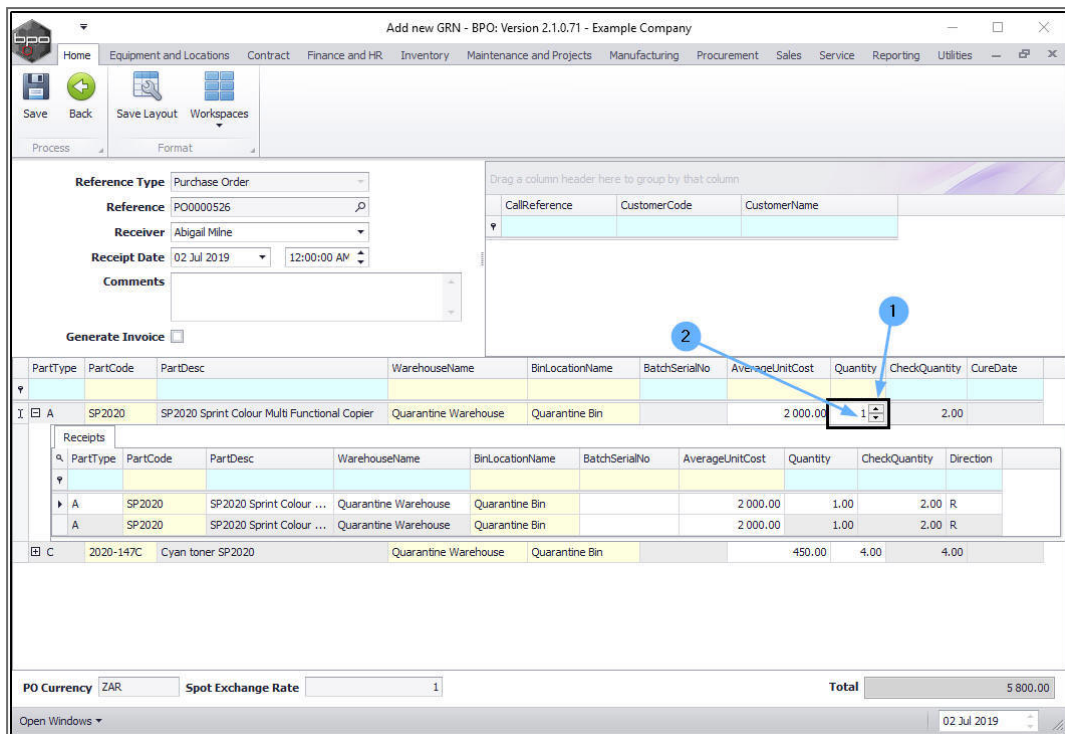
because each A or B-class item needs to have a **unique serial number**.
There will only ever be 1 item per row.

- 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.

1. 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.
2. 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 only 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, receive the whole **original** order quantity, and create a **new** Purchase Requisition and Order - so as to be able to receive the remaining surplus quantity.

Add new GRN - BPO: Version 2.1.0.71 - Example Company

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

Save | Back | Save Layout | Workspaces

Process | Format

Reference Type: Purchase Order
 Reference: PO0000526
 Receiver: Abigail Milne
 Receipt Date: 02 Jul 2019 12:00:00 AM
 Comments:
 Generate Invoice:

PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	CureDate
A	SP2020	SP2020 Sprint Colour Multi Functional Copier	Quarantine Warehouse	Quarantine Bin		2 000.00	1.00	2.00	
Receipts									
PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	Direction
A	SP2020	SP2020 Sprint Colour ...	Quarantine Warehouse	Quarantine Bin		2 000.00	1.00	2.00	R
C	2020-147C	Cyan toner SP2020	Quarantine Warehouse	Quarantine Bin		450.00	4.00	4.00	

PO Currency: ZAR | Spot Exchange Rate: 1 | Total: 3 800.00

Open Windows | 02 Jul 2019

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.

1. 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.

2. 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.

Reference Type: Purchase Order
 Reference: PO0000526
 Receiver: Abigail Milne
 Receipt Date: 02 Jul 2019 12:00:00 AM
 Generate Invoice:

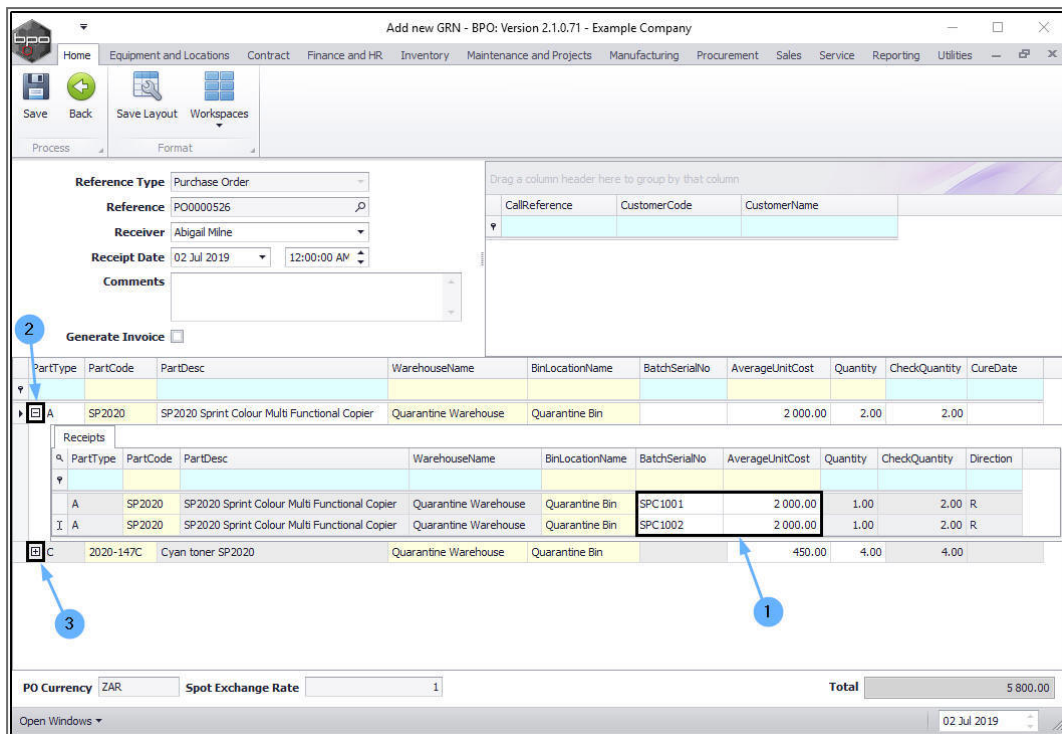
PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	CureDate
A	SP2020	SP2020 Sprint Colour Multi Functional Copier	Quarantine Warehouse	Quarantine Bin		2 000.00	2.00	2.00	
Receipts									
PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	Direction
A	SP2020	SP2020 Sprint Colour ...	Quarantine Warehouse	Quarantine Bin	SPC1001	2 000.00	1.00	2.00	R
A	SP2020	SP2020 Sprint Colour ...	Quarantine Warehouse	Quarantine Bin	SPC1002	2 000.00	1.00	2.00	R
C	2020-147C	Cyan toner SP2020	Quarantine Warehouse	Quarantine Bin		450.00	4.00	4.00	

PO Currency: ZAR Spot Exchange Rate: 1 Total: 5 800.00
 Open Windows: 02 Jul 2019

1. When you have finished adding **Serial Numbers** and checking the **Unit Cost** of each A or B-class item,
2. **Collapse** this Receipts frame.

RECEIVE C-CLASS ITEM

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



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

ADD BATCH NO. TO C-CLASS ITEM

2. You will note that there is only **1** receipt line for this item, although there are **4** 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](#).

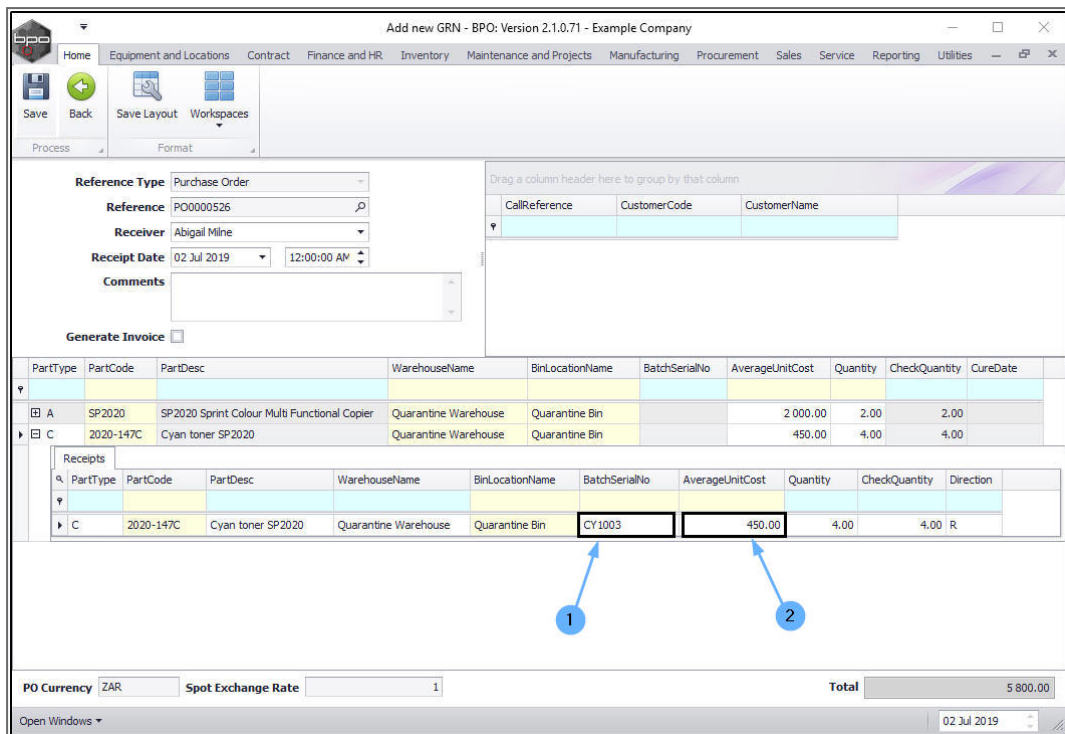
3. Click in the **Batch Serial No** field and type in a batch number for these C-class items, if required.

1. 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.

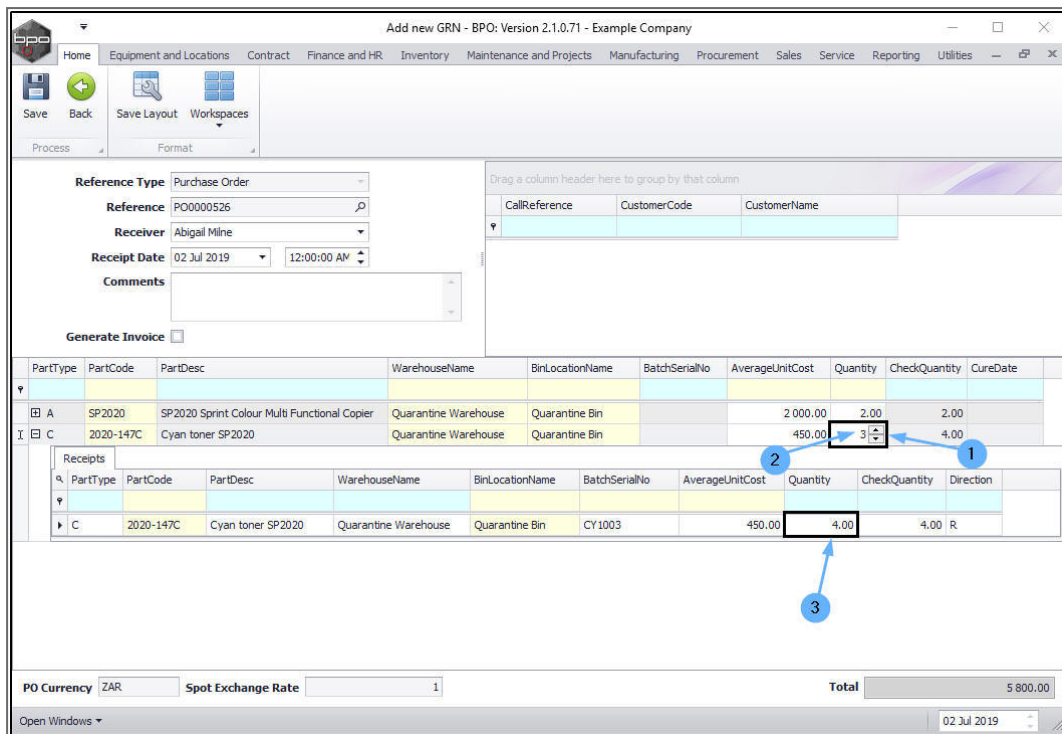
2. Click in the ***Average Unit Cost*** field and either type in or use the direction arrows to ***edit*** the average cost of these **C**-class items, if required.



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.

1. 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 amount.)
2. In this example, the quantity has been changed to **3**.
3. The **Receipts** frame Quantity has not yet changed - you will need to **click outside** of the Quantity field or press **Enter** on your keyboard.



1. The Quantity in the **Receipts** frame will now correspond with the edited quantity.
2. 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: You cannot receive more than the amount ordered on a GRN.

Note on Over Supply

If you have received more items than expected, receive the whole **original** order quantity, then create a **new** Purchase Requisition and Order - so as to be able to receive the remaining surplus quantity.

Add new GRN - BPO: Version 2.1.0.71 - Example Company

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

Save | Back | Save Layout | Workspaces

Process | Format

Reference Type: Purchase Order
 Reference: PO0000526
 Receiver: Abigail Milne
 Receipt Date: 02 Jul 2019 12:00:00 AM
 Comments:
 Generate Invoice:

PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	CureDate
A	SP2020	SP2020 Sprint Colour Multi Functional Copier	Quarantine Warehouse	Quarantine Bin		2 000.00	2.00	2.00	
C	2020-147C	Cyan toner SP2020	Quarantine Warehouse	Quarantine Bin		450.00	3.00	4.00	

Receipts

PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	Direction
C	2020-147C	Cyan toner SP2020	Quarantine Warehouse	Quarantine Bin		450.00	3.00	4.00	R

PO Currency: ZAR | Spot Exchange Rate: 1 | Total: 5 350.00

Open Windows | 02 Jul 2019

SAVE THE GRN

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

Add new GRN - BPO: Version 2.1.0.71 - Example Company

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

Save | Back | Save Layout | Workspaces

Process | Format

Reference Type: Purchase Order
 Reference: PO0000526
 Receiver: Abigail Milne
 Receipt Date: 02 Jul 2019 12:00:00 AM
 Comments:
 Generate Invoice:

PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	CureDate
A	SP2020	SP2020 Sprint Colour Multi Functional Copier	Quarantine Warehouse	Quarantine Bin		2 000.00	2.00	2.00	
C	2020-147C	Cyan toner SP2020	Quarantine Warehouse	Quarantine Bin		450.00	4.00	4.00	

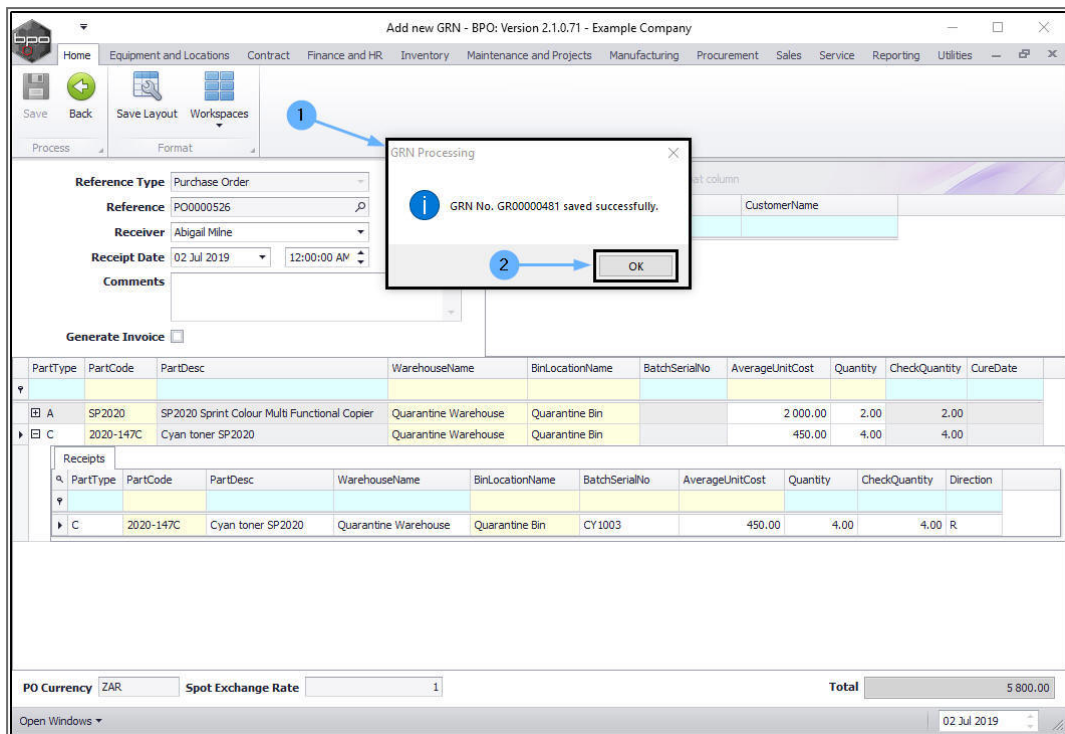
Receipts

PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	Direction
C	2020-147C	Cyan toner SP2020	Quarantine Warehouse	Quarantine Bin	CY1003	450.00	4.00	4.00	R

PO Currency: ZAR | Spot Exchange Rate: 1 | Total: 5 800.00

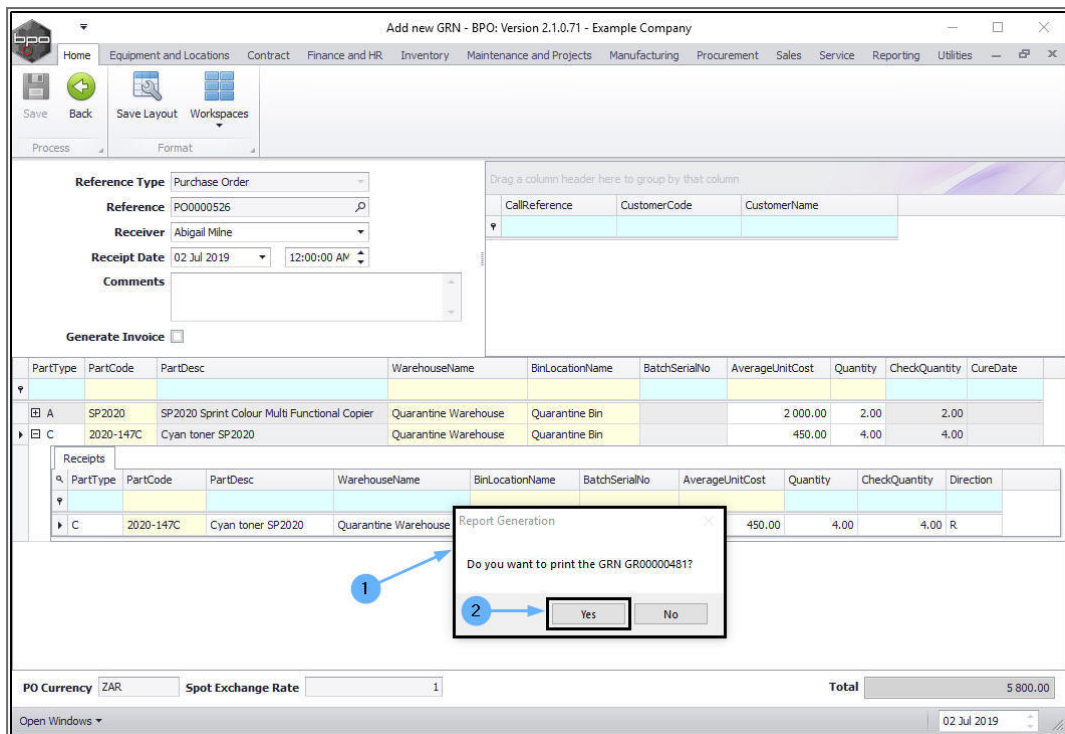
Open Windows | 02 Jul 2019

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



PRINT THE GRN

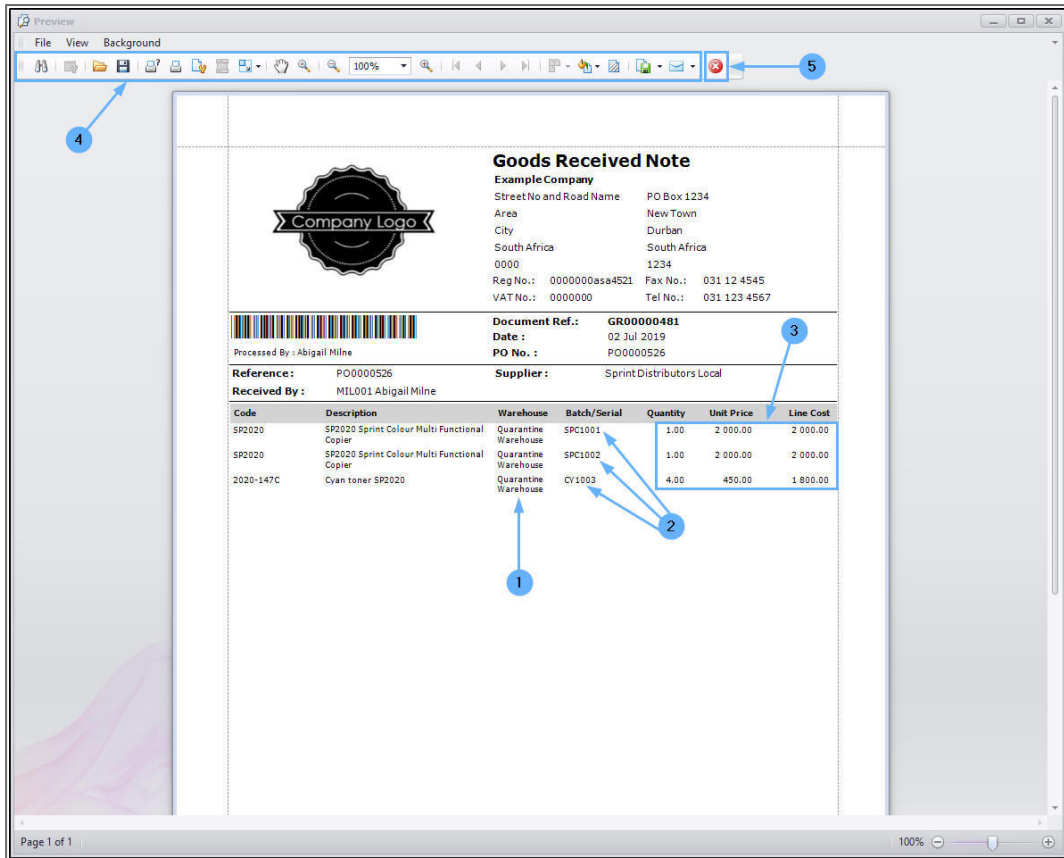
1. A **Report Generation** message box will pop up asking:
 - **Do you want to Print the GRN []?**
2. Click on **Yes**.



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

Here you can see;

1. The goods have been received into the **Quarantine Warehouse**.
2. The **Batch/Serial Numbers** that you entered have been linked to the items.
3. The **Quantity, Unit Price** and **Line Costs** have pulled through (with any changes, if made, in the Add new GRN screen).
4. From here you can **View, Print, Export** or **Email** the Goods Received Note.
5. **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](#)

MNU.030.004

