

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

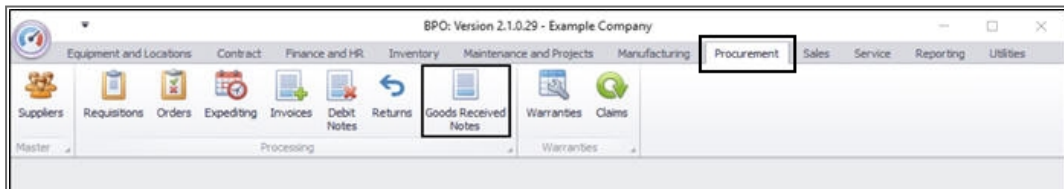
PROCUREMENT

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 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
GR00000022	N	PROR	PO0000024	SHA001	Belinda	Sharman	14 Apr 2014	13:04:31
GR00000040	N	PROR	PO0000041	SHA001	Belinda	Sharman	07 May 2014	14:16:31
GR00000041	N	PROR	PO0000042	SHA001	Belinda	Sharman	07 May 2014	15:43:28
GR00000059	N	PROR	PO0000061	SHA001	Belinda	Sharman	26 Jun 2014	13:25:51
GR00000060	N	PROR	PO0000057	SHA001	Belinda	Sharman	26 Jun 2014	13:26:04
GR00000084	N	PROR	PO0000085	SHA001	Belinda	Sharman	04 Jul 2014	11:04:22
GR00000094	N	PROR	PO0000097	SHA001	Belinda	Sharman	21 Jul 2014	14:26:46
GR00000095	N	PROR	PO0000098	SHA001	Belinda	Sharman	24 Jul 2014	09:13:11
GR00000110	N	PROR	PO0000123	SHA001	Belinda	Sharman	05 Aug 2014	15:45:16
GR00000113	N	PROR	PO0000126	SHA001	Belinda	Sharman	13 Aug 2014	14:36:54
GR00000121	N	PROR	PO0000135	DUT001	Susan	Du Toit	23 Sep 2014	14:21:22
GR00000125	N	PROR	PO0000120	DUT001	Susan	Du Toit	26 Sep 2014	08:57:06
GR00000102	N	PROR	PO0000106	SHA001	Belinda	Sharman	05 Aug 2014	12:12:16
GR00000103	N	PROR	PO0000107	SHA001	Belinda	Sharman	05 Aug 2014	12:22:15
GR00000104	N	PROR	PO0000108	SHA001	Belinda	Sharman	05 Aug 2014	12:25:54
GR00000105	N	PROR	PO0000109	SHA001	Belinda	Sharman	05 Aug 2014	12:39:21
GR00000106	N	PROR	PO0000109	SHA001	Belinda	Sharman	05 Aug 2014	12:41:46
GR00000107	N	PROR	PO0000110	SHA001	Belinda	Sharman	05 Aug 2014	13:19:57
GR00000108	N	PROR	PO0000110	SHA001	Belinda	Sharman	05 Aug 2014	13:26:50
GR00000109	N	PROR	PO0000111	SHA001	Belinda	Sharman	05 Aug 2014	13:41:20
GR00000131	N	PROR	PO0000144	DUT001	Susan	Du Toit	26 Sep 2014	11:29:36
GR00000136	N	PROR	PO0000149	DUT001	Susan	Du Toit	29 Sep 2014	13:38:16
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.

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
GR00000026	N	VKOR	PO0000028	WOAS	SHA001	Belinda	Sharman	23 Apr 2014	00:00:00
GR00000027	N	VKOR	PO0000029	WOAS	SHA001	Belinda	Sharman	23 Apr 2014	00:00:00
GR00000088	N	VKOR	PO0000091	WOAS	SHA001	Belinda	Sharman	21 Jul 2014	00:00:00
GR00000093	N	VKOR	PO0000095	WOAS	SHA001	Belinda	Sharman	21 Jul 2014	00:00:00
GR00000100	N	VKOR	PO0000104	WOAS	SHA001	Belinda	Sharman	30 Apr 2014	00:00:00
GR00000101	N	VKOR	PO0000105	WOAS	SHA001	Belinda	Sharman	05 Aug 2014	00:00:00
GR00000111	N	VKOR	PO0000124	WOAS	SHA001	Belinda	Sharman	08 Aug 2014	00:00:00
GR00000112	N	VKOR	PO0000049	WOAS	SHA001	Belinda	Sharman	08 Aug 2014	00:00:00
GR00000117	N	VKOR	PO0000132	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00
GR00000118	N	VKOR	PO0000094	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00
GR00000119	N	VKOR	PO0000133	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00
GR00000120	N	VKOR	PO0000134	WOAS	DUT001	Susan	Du Toit	23 Sep 2014	00:00:00
GR00000130	N	VKOR	PO0000143	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00
GR00000132	N	VKOR	PO0000145	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00
GR00000134	N	VKOR	PO0000147	WOAS	DUT001	Susan	Du Toit	26 Sep 2014	00:00:00
GR00000145	N	VKOR	PO0000157	WOAS	DUT001	Susan	Du Toit	12 Nov 2014	00:00:00
GR00000151	N	VKOR	PO0000161	WOAS	DUT001	Susan	Du Toit	07 Jan 2015	00:00:00
GR00000170	N	VKOR	PO0000194	WOAS	DUT001	Susan	Du Toit	26 Feb 2015	00:00:00
GR00000174	N	VKOR	PO0000196	WOAS	DUT001	Susan	Du Toit	17 Apr 2015	00:00:00
GR00000192	N	VKOR	PO0000211	WOAS	DUT001	Susan	Du Toit	27 Oct 2015	00:00:00
GR00000197	N	VKOR	PO0000220	WOAS	DUT001	Susan	Du Toit	05 Nov 2015	00:00:00
GR00000220	N	VKOR	PO0000238	WOAS	DUT001	Susan	Du Toit	10 Nov 2015	00:00:00
GR00000198	N	VKOR	PO0000221	WOAS	DUT001	Susan	Du Toit	05 Nov 2015	00:00:00
GR00000224	N	VKOR	PO0000243	WOAS	DUT001	Susan	Du Toit	16 Nov 2015	00:00:00
GR00000226	N	VKOR	PO0000246	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

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

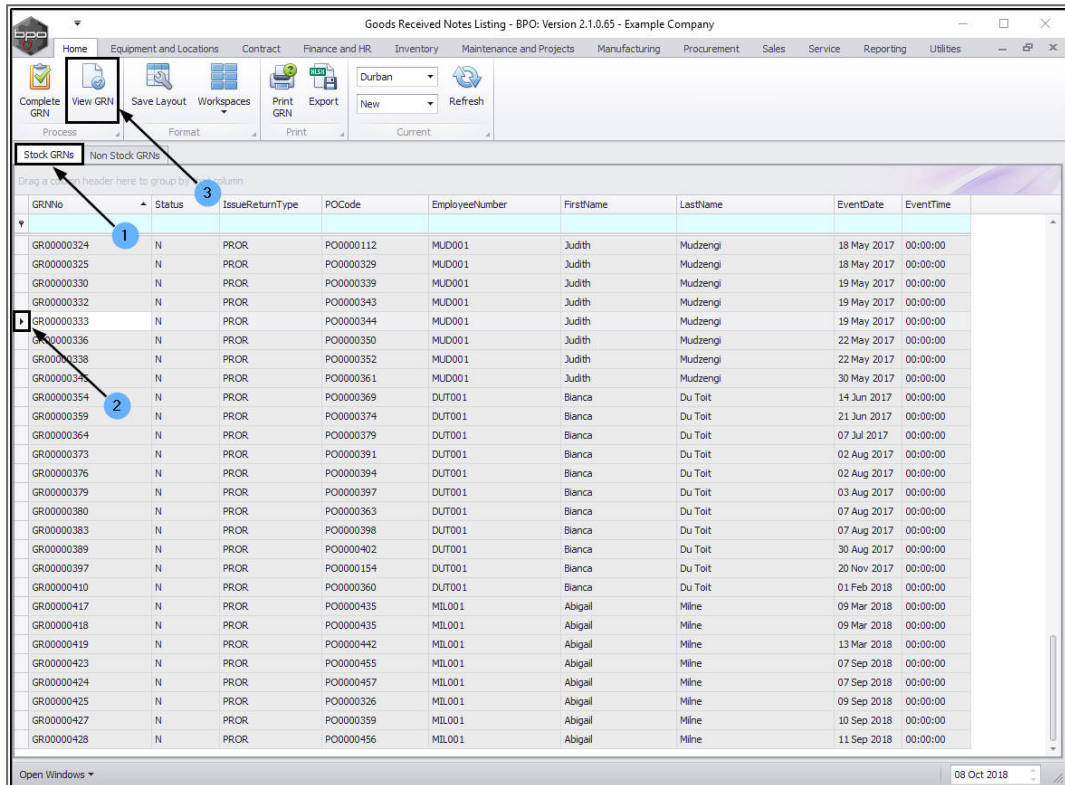
GRN No Status Receipt PO Code Sub Item Last Name Event Date Event Time

GR00000026	N	VKOR	PO0000028	WOAS		Sharma	23 Apr 2014	00:00:00
GR00000027	N	VKOR	PO0000029	WOAS	SHA001	Belinda Sharma	23 Apr 2014	00:00:00
GR00000088	N	VKOR	PO0000091	WOAS	SHA001	Belinda Sharma	21 Jul 2014	00:00:00
GR00000093	N	VKOR	PO0000095	WOAS	SHA001	Belinda Sharma	21 Jul 2014	00:00:00
GR00000100	N	VKOR	PO0000104	WOAS	SHA001	Belinda Sharma	30 Apr 2014	00:00:00
GR00000101	N	VKOR	PO0000105	WOAS	SHA001	Belinda Sharma	05 Aug 2014	00:00:00
GR00000111	N	VKOR	PO0000124	WOAS	SHA001	Belinda Sharma	08 Aug 2014	00:00:00
GR00000112	N	VKOR	PO0000049	WOAS	SHA001	Belinda Sharma	08 Aug 2014	00:00:00
GR00000117	N	VKOR	PO0000132	WOAS	DUT001	Susan Du Toit	23 Sep 2014	00:00:00
GR00000118	N	VKOR	PO0000094	WOAS	DUT001	Susan Du Toit	23 Sep 2014	00:00:00
GR00000119	N	VKOR	PO0000133	WOAS	DUT001	Susan Du Toit	23 Sep 2014	00:00:00
GR00000120	N	VKOR	PO0000134	WOAS	DUT001	Susan Du Toit	23 Sep 2014	00:00:00
GR00000130	N	VKOR	PO0000143	WOAS	DUT001	Susan Du Toit	26 Sep 2014	00:00:00
GR00000132	N	VKOR	PO0000145	WOAS	DUT001	Susan Du Toit	26 Sep 2014	00:00:00
GR00000134	N	VKOR	PO0000147	WOAS	DUT001	Susan Du Toit	26 Sep 2014	00:00:00
GR00000145	N	VKOR	PO0000157	WOAS	DUT001	Susan Du Toit	12 Nov 2014	00:00:00
GR00000151	N	VKOR	PO0000161	WOAS	DUT001	Susan Du Toit	07 Jan 2015	00:00:00
GR00000170	N	VKOR	PO0000194	WOAS	DUT001	Susan Du Toit	26 Feb 2015	00:00:00
GR00000174	N	VKOR	PO0000196	WOAS	DUT001	Susan Du Toit	17 Apr 2015	00:00:00
GR00000192	N	VKOR	PO0000211	WOAS	DUT001	Susan Du Toit	27 Oct 2015	00:00:00
GR00000197	N	VKOR	PO0000220	WOAS	DUT001	Susan Du Toit	05 Nov 2015	00:00:00
GR00000220	N	VKOR	PO0000238	WOAS	DUT001	Susan Du Toit	10 Nov 2015	00:00:00
GR00000198	N	VKOR	PO0000221	WOAS	DUT001	Susan Du Toit	05 Nov 2015	00:00:00
GR00000224	N	VKOR	PO0000243	WOAS	DUT001	Susan Du Toit	16 Nov 2015	00:00:00
GR00000226	N	VKOR	PO0000246	WOAS	DUT001	Susan Du Toit	17 Nov 2015	00:00:00

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.



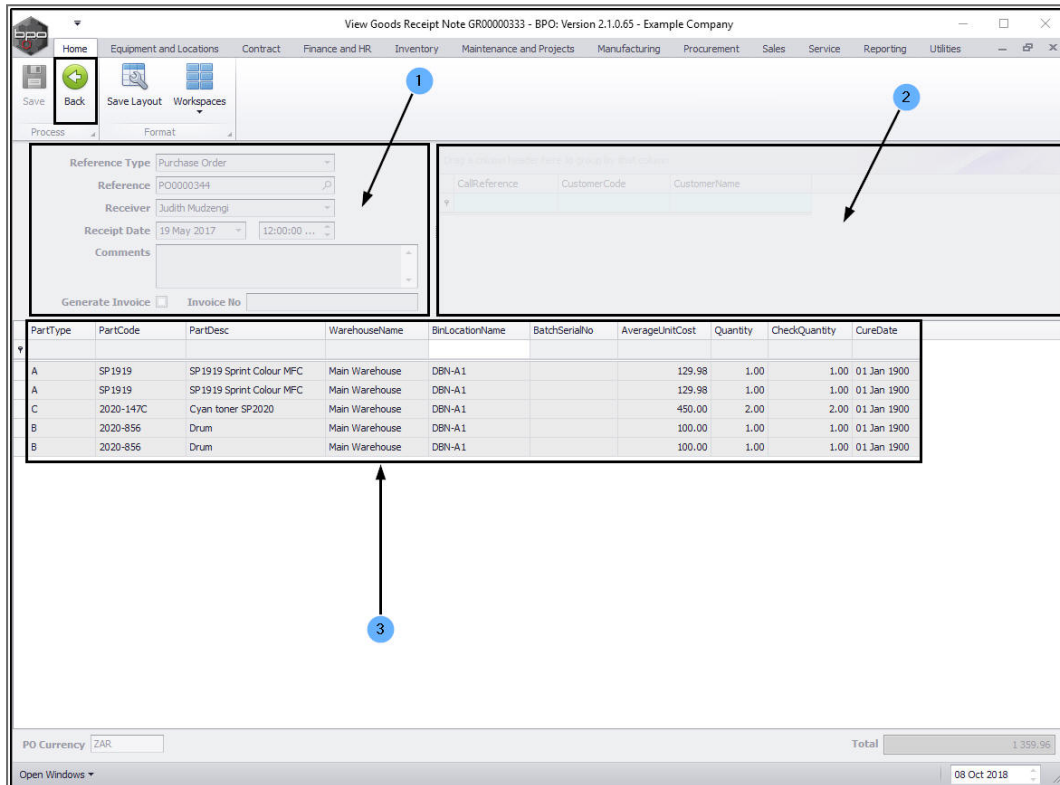
GRNNo	Status	IssueReturnType	POCode	EmployeeNumber	FirstName	LastName	EventDate	EventTime
GR00000324	N	PROR	PO0000112	MUD001	Judith	Mudzengi	18 May 2017	00:00:00
GR00000325	N	PROR	PO0000329	MUD001	Judith	Mudzengi	18 May 2017	00:00:00
GR00000330	N	PROR	PO0000339	MUD001	Judith	Mudzengi	19 May 2017	00:00:00
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
GR00000336	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
GR00000341	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	Bianca	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	Milne	09 Mar 2018	00:00:00
GR00000418	N	PROR	PO0000435	MIL001	Abigail	Milne	09 Mar 2018	00:00:00
GR00000419	N	PROR	PO0000442	MIL001	Abigail	Milne	13 Mar 2018	00:00:00
GR00000423	N	PROR	PO0000455	MIL001	Abigail	Milne	07 Sep 2018	00:00:00
GR00000424	N	PROR	PO0000457	MIL001	Abigail	Milne	07 Sep 2018	00:00:00
GR00000425	N	PROR	PO0000326	MIL001	Abigail	Milne	09 Sep 2018	00:00:00
GR00000427	N	PROR	PO0000359	MIL001	Abigail	Milne	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:

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.

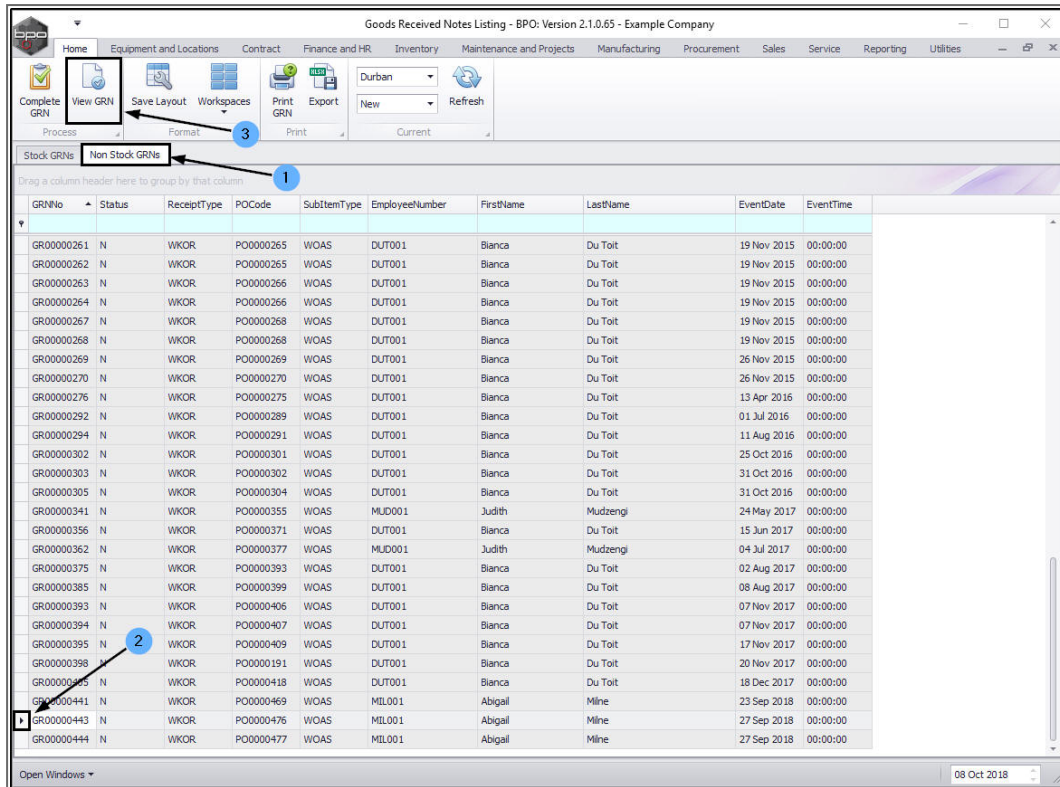


PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity	CheckQuantity	CureDate
A	SP1919	SP1919 Sprint Colour MFC	Main Warehouse	DBN-A1		129.98	1.00	1.00	01 Jan 1900
A	SP1919	SP1919 Sprint Colour MFC	Main Warehouse	DBN-A1		129.98	1.00	1.00	01 Jan 1900
C	2020-147C	Cyan toner SP2020	Main Warehouse	DBN-A1		450.00	2.00	2.00	01 Jan 1900
B	2020-856	Drum	Main Warehouse	DBN-A1		100.00	1.00	1.00	01 Jan 1900
B	2020-856	Drum	Main Warehouse	DBN-A1		100.00	1.00	1.00	01 Jan 1900

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 : GR00000443 - BPO: Version 2.1.0.65 - 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

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	

Open Windows 08 Oct 2018

Related Topics

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

BPO.MNU.055

