

IES Purchasing: GRV Processing

IES Purchasing: Goods Received (GRV) Processing

Purpose

The purpose of this Document is to explain how to process Goods Received on Purchase Orders.

Summary of Order Types

CP = Central Purchasing
 ASO = Automated Stock Orders
 DDP = Delegated Direct Purchasing
 MOD = Manufacture On Demand

Introduction

GRV = Goods Received Voucher, and GRV Processing comprise the 'Goods Received' events.

Source Document

Source Documents are primary input to Purchase Order processing. The source document for GRV processing is typically either the Delivery Note as received from the Supplier, or the Event Status Print for GRV processing (see the User Manual for Purchasing Event Status Prints).

Where to Process

GRV Processing is part of what is referred to as Purchase Order Events, and the Purchase Order Events are all processed from the visual Event Screens, where the entire status of a Purchase Order is visible on a single screen.



From the main Purchasing options, choose "Order Event Processing" and then choose the appropriate option for the Order type, i.e. Standard CP/ASO, Indent CP/ASO (pre-paid Orders), or DDP Order Processing. MOD Orders must be processed from the MOD Sheets in Manufacture.

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1 Order Detail
2 Events

PO NUMBER

Purchase Order Events

The system will open the appropriate screen according to the option selected, and at "PO Number" you must either type the Order Number to process, or use the lookup to select the correct Order.

PO NUMBER <input type="text" value="030000"/>							
>>> On Order	Code	Descr	Unit	Price	Quantity	Actual	*
1	3008412	e/1 OLYMPUS CAMERA	ea		10.00	3.00	
2	0150019	e/2 OLYMPUS STRIUS	ea		5.00	7.00	
ON ORDER							
GRV / Price Adj / Cancel							
Supplements							
Landed Costs							
>>> Received	Code	Descr	Unit	Price	Quantity	Actual	*
1							
RECEIVED							
Invoicing / Goods Return							

Any Purchase Order Events may be processed on this screen, but this document is about Goods Received processing specifically, and as such we will only discuss the GRV events.

The GRV event may be processed on any or all Order Items currently showing in the "On Order" section. To activate a GRV event, you can either dbl-click on an item in this section, or choose the "GRV / Price Adj / Cancel" function. The system responds as follows: -

SINGLE SELECT: Please Select -

Select just 1 ...

1	Item Full Delivery
2	Item Short Delivery
3	Item Surplus Delivery
4	Item Price Adjustment
5	Item Cancellation
6	Auto Grv All Order Items

Select ALL
Show Full Line
Cancel
OK

Options 1, 2, 3 and 6 are all GRV events. Option 6 will facilitate GRV processing of all Order Items in 1 step (if you have access to this function on your Profile), whereas options 1, 2 and 3 are used for processing 1 Order Item at a time.

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We start with option **1: Item Full Delivery**

SINGLE SELECT: please select now -

select 1 Item, please

1	3008412	c/1	OLYMPUS CAMEDIA MASTER PRO 4.2
2	0150019	c/2	OLYMPUS STYLUS ZOOM 105 QD KIT

Select ALL Show Full Line Cancel OK

The next step is to select the Item to Receive. Bearing in mind that 'Full Delivery' means that the exact Quantity that is shown as On Order for the selected Item will be processed as Received.

Full Delivery [3] ((ENG))

Action: Full Item Delivery

Trans Date: 16/04/2006

Period: 68 [Jun 2005]

Batch:

Order Number: CP3000

Grv / Deliv No: CP3000

Order Item: 3008412

Item Code: c/1

Description: OLYMPUS CAMEDIA MASTER PRO 4.2

Unit: ea

Price: 10.00

Quantity: 3.00

	Actual	Currency
1	30.00	Local

Store: Main Store

Quit Process

If "batching" is ON, then you will have to capture a Batch Number. If not, then only the "Grv / Deliv No" field has to be satisfied. This is usually the Supplier's Delivery Note number.

After this, you may choose PROCESS to complete the GRV step for this Order Item.

Hint: The Transaction Date and Period may be amended from what the system defaults, but this is usually not necessary. (See the User Manual for "Period Control on PO's."

Once you choose PROCESS, you will visually see the Order Item disappearing from the "On Order" section, and appearing in the "Received" section of the Order.

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