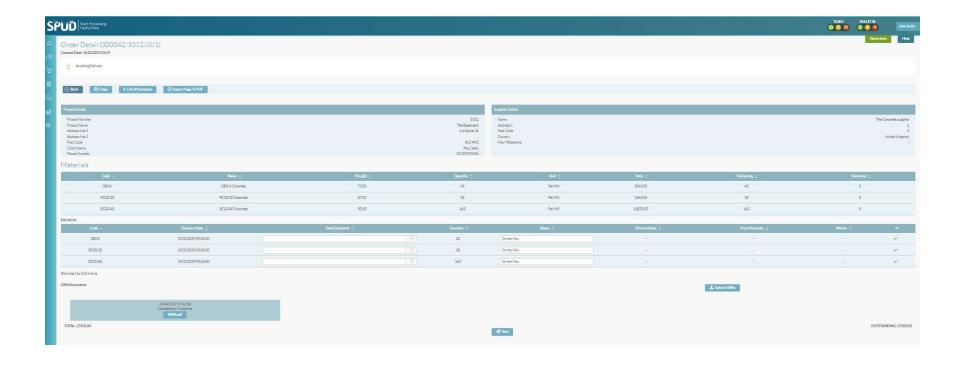
SPUD Start Processing Useful Data	GRN TRAINING	
ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-15	Issue No: 01	Issue Date: 01.06.19

Purchasing / Orders



SPUD Start Processing Useful Data	GRN TRAINING	
ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-15	Issue No: 01	Issue Date: 01.06.19

Go to the browser bar and click on



- Then click on ORDERS and click on the order number you would like to GRN.
- This page shows you all the corresponding information, Project, Materials and Deliveries as pictured above.
- Under the Delivery box you will see on the right-hand side to the end of the page



- Click on this button and this will allow you to upload your GRNs that correspond to this order, you can upload a file from your computer or take a picture with your phone and upload through the APP.
- To confirm receipt of the items, click on the



You can now adjust the delivery date or quantity received.