

# 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

TRNG RELETRN John Smith

Order Detail (000042/1012/JS/1)  
Created Date: 18.03.2019 23:19

Awaiting Delivery

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**Project Details**

Project Number: 1012  
 Project Name: The Basement  
 Address line 1: 4-6 Spiler St  
 Address line 2: -  
 Post Code: AL3 4PQ  
 Client Name: The Client  
 Phone Number: 01727576055

**Supplier Details**

Name: The Concrete supplier  
 Address 1: 1  
 Post Code: 1  
 Country: United Kingdom  
 Main Telephone: -

**Materials**

Code	Name	Price@	Quantity	Unit	Total	Delivering	Delivered
GEN1	GEN1 Concrete	73.00	42	Per MG	3066.00	42	0
RC28/20	RC28/20 Concrete	87.00	18	Per MG	1566.00	18	0
RC32/40	RC32/40 Concrete	90.00	142	Per MG	12870.00	142	0

**Deliveries**

Code	Delivery Date	Date Delivered	Quantity	Status	Driver Name	From/Postcode	Vehicle
GEN1	19.02.2019 09:24:00	<input type="text"/>	42	On the Way	-	-	<input checked="" type="checkbox"/>
RC28/20	19.02.2019 09:24:00	<input type="text"/>	18	On the Way	-	-	<input checked="" type="checkbox"/>
RC32/40	19.02.2019 09:24:00	<input type="text"/>	142	On the Way	-	-	<input checked="" type="checkbox"/>

Showing 1 to 3 of 3 rows

**GRN Documents**




20.04.2019 17:42:58  
 Uploaded by: Customer  
8600.pdf

TOTAL: 17502.00 OUTSTANDING: 17502.00

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- 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.