

BULK UPLOADING GRN

ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-16	Issue No: 01	Issue Date: 01.06.19

[Purchasing/Orders/Bulk Upload GRNs](#)

Created after: Created before:

Order ID:

Call off orders

Orders

Order Number	Created By <input type="text" value="d"/>	Created Date <input type="text" value="v"/>	Status <input type="text" value="d"/>	Supplier <input type="text" value="d"/>	GRN Documents <input type="text" value="d"/>	Invoices <input type="text" value="d"/>	Call Off <input type="text" value="d"/>	Requisition	Action
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- Go to the browser bar and hover over **PURCHASING**.
- Then click on **ORDERS**
- Click on which is on the right -hand side of the page. This will allow you to upload all **GRNs** in one go to align with any orders you have made (the file name needs to be identical to the purchase order number).