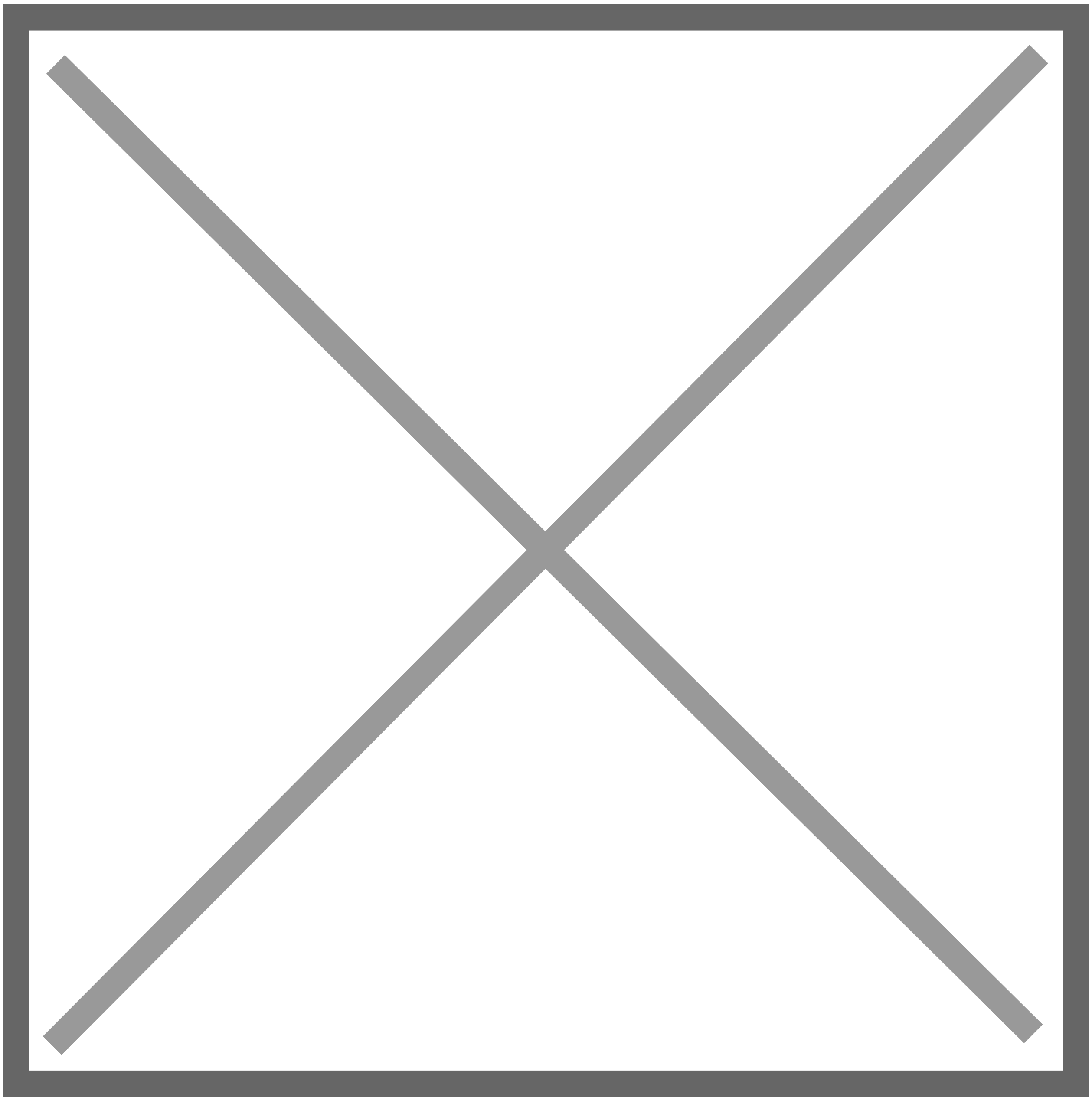
GRV Attachments

Select Goods Received Note (GRV) menu item

Enter the Supplier Name and select the required Date Range

Click Search

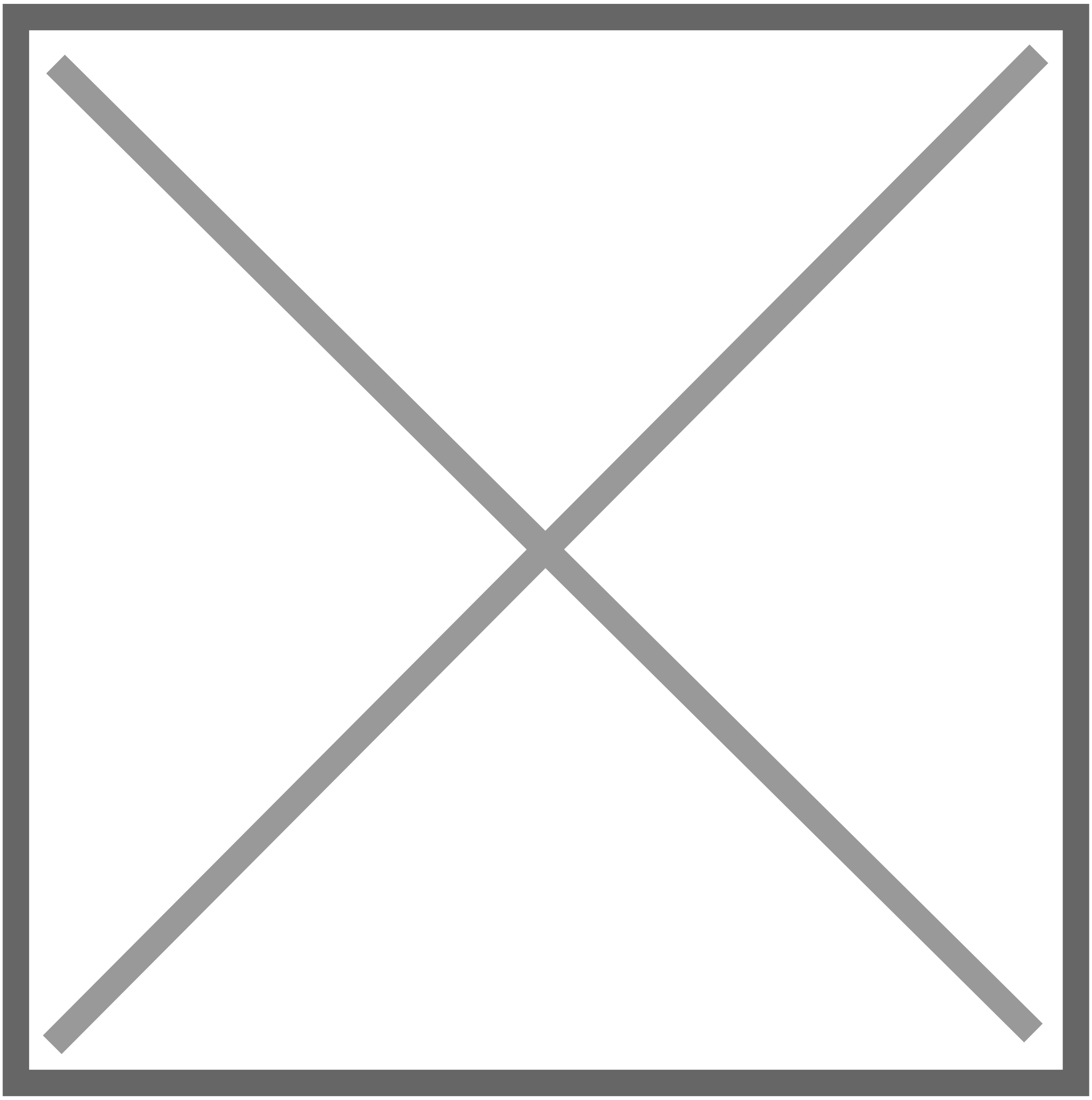


You can Double Click the Line or Click on Amend, in which case the GRV will open and you can then verify any details.

Typically, there would be not need to make any changes at this stage.

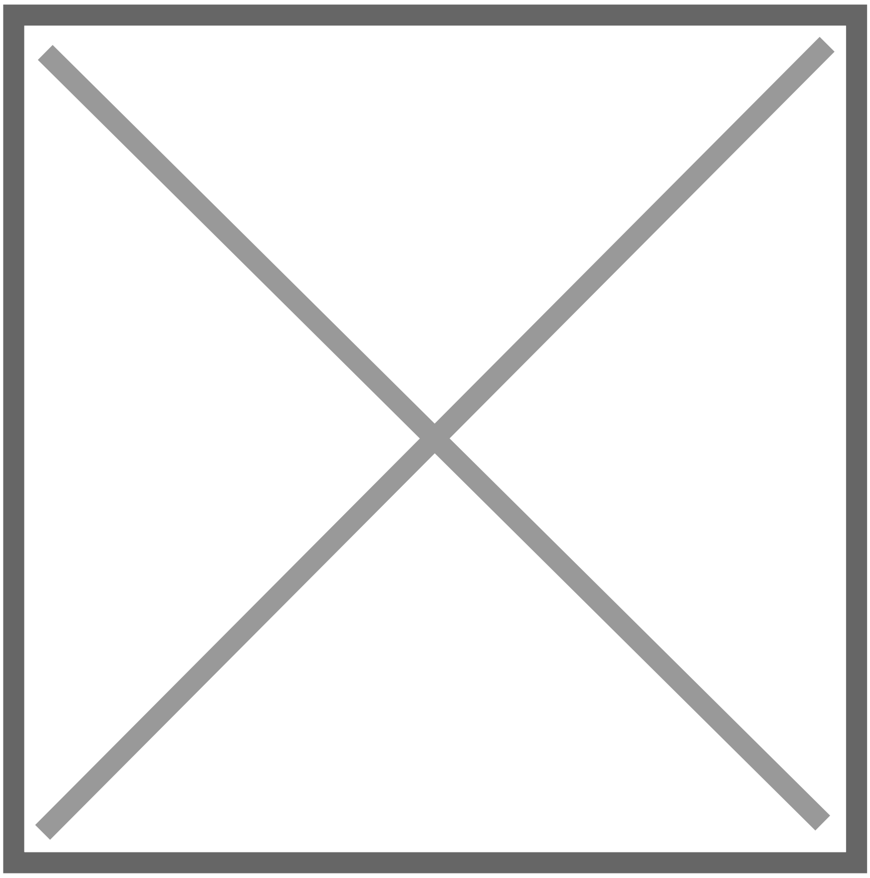
The Supplier invoice should now be attached to the GRV:

Double click the line (on the above screen)



Click on the Attachments Tab

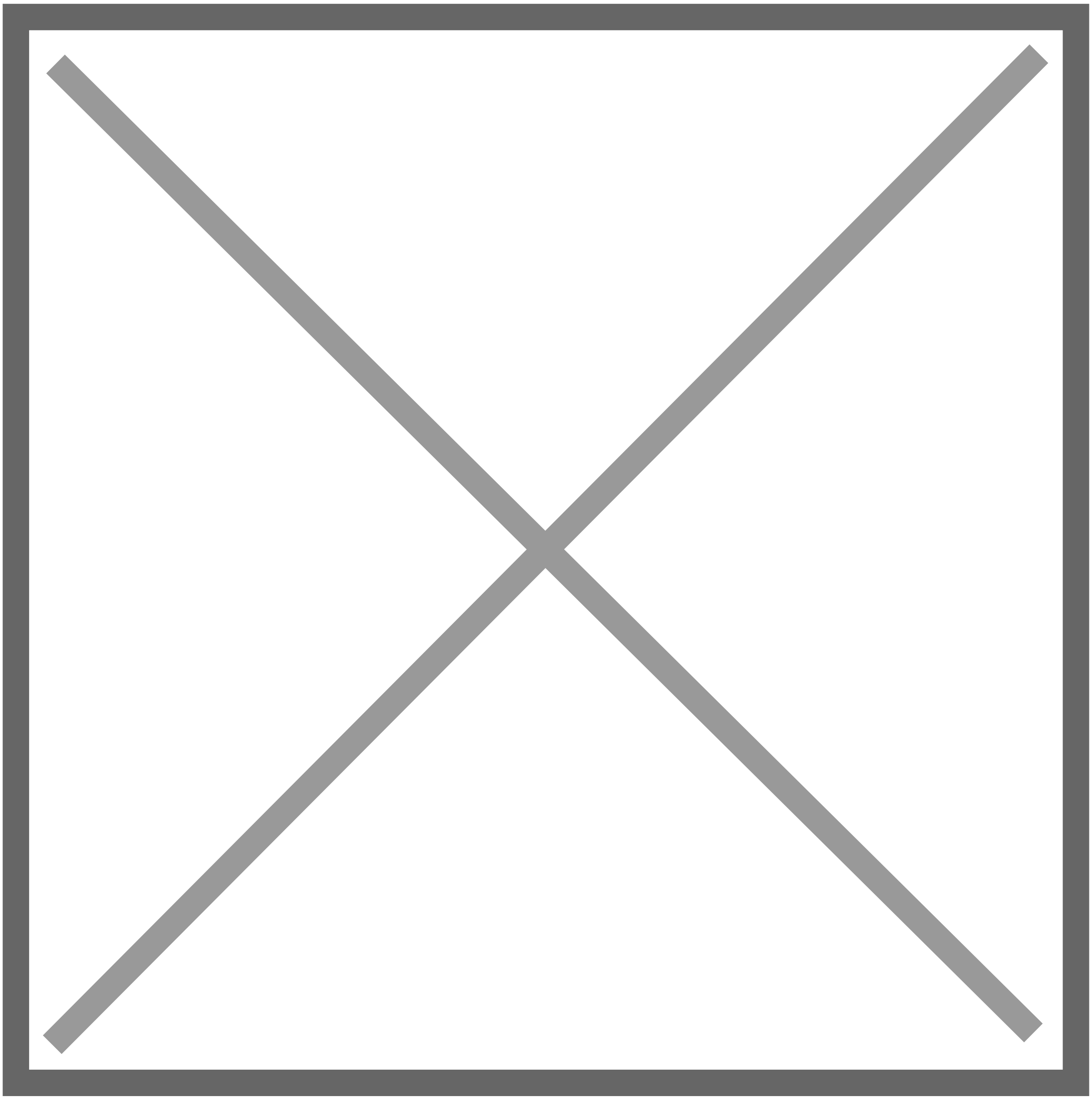
Click Upload Attachment



Enter a description for the document

Click on Browse to search for the files saved on your PC

Once found and selected, click the Upload Button



The document will be uploaded.

You can click on “View Attachment” Button to view the document

Click Close Button

Revision #2
Created 21 July 2023 10:25:29 by Paige
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