

Purchase Order Serial Number Import

Once you receive your order, you may have multiple serial numbers to import into the Purchase Order before pushing it through to GRV,

Creditors Module > Activity > O/S Stock Orders & Receiving

- Click on the "**Functions**" drop-down menu
- Click on "**Serial Import/Export**"

Creditors Module

O/S Stock Orders & Receiving Search

Search | Part-Full Receive Screen | Receive All Shortcut | Barcode Scan | Un-Confirm All | View PO | Complete | Print

Basic Search | Scan Search | Custom Search

PO Number: [] Supplier: []
Date From: 2026-01-03 Date To: 2026-02-02
Description: [] Reference: []
Status: All Job Number: []

Overdue Items 5 | Today Items 2 | Next 7 Days 0 | Arrived On Site 0

Orders Waiting | Received Scan | Arrived On Site | Delivery Schedule | Items Due

Page 1 of 1 | Remove Paging: [] | Follow up Email [] | Revert to PO [] | Close PO [] | Print PO Barcode []

#	Att	Memo	Status	Ship	Progress	PO Date	ETA Of Ship	Received Date	Job Number	PO Number	Code	Supplier
1						2026-02-02				PO160	DEF001	DEF Company

O/S Stock Orders & Receiving Detail

Attachments | Memo | Create Reminder | View PO | Delivery Date | Follow Up | Functions | Temperature Update | Save | Close | View Stock Req | Receive Stock | Receive All | Print | Complete

Basic | Address | Shipping | Docs | Custom Fields | Scan

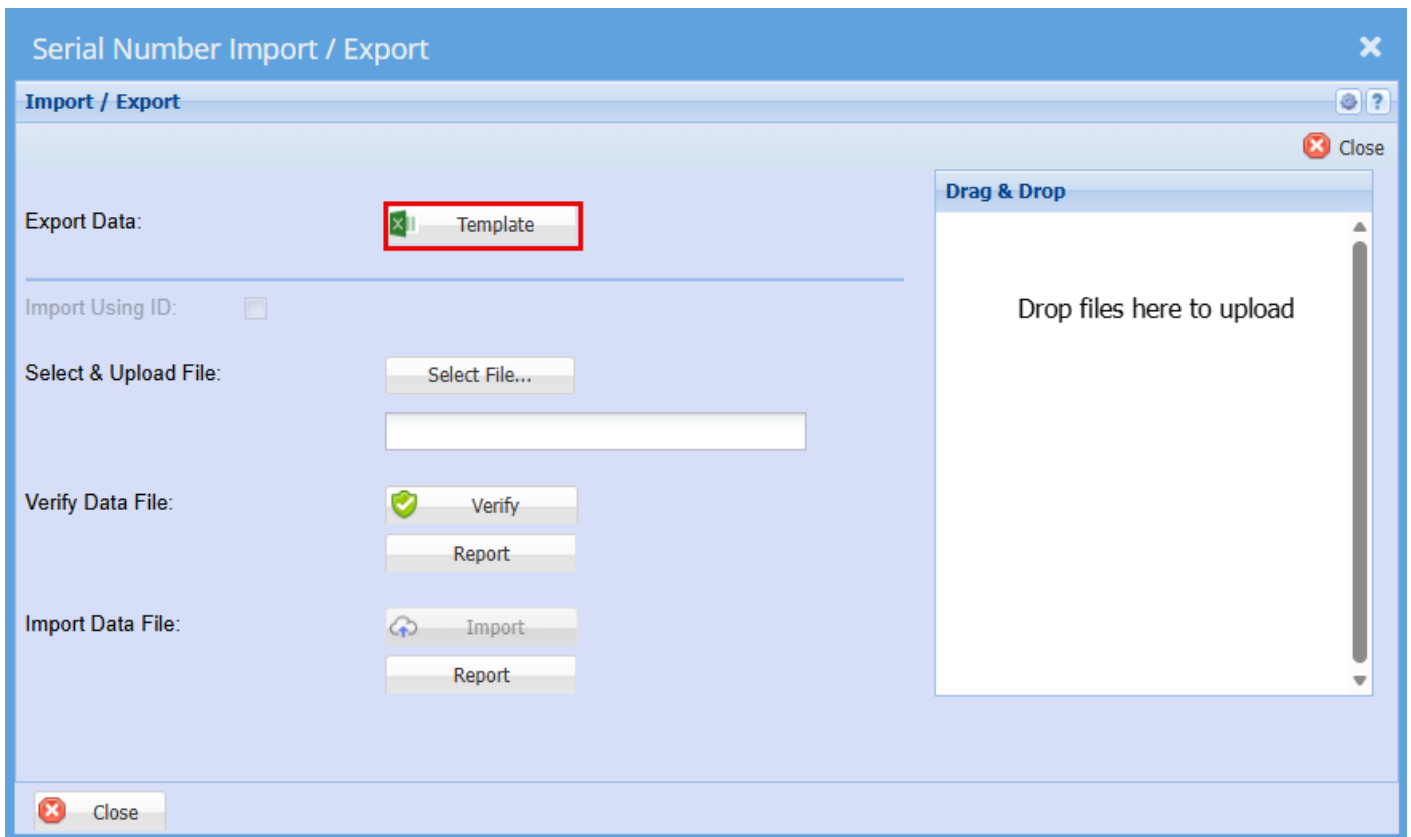
PO Number: PO160 PO Status: Ordered
Supplier: DEF001 Description: Serial Number Import
Supplier Name: DEF Company Reference: []
Received Date: [] Currency: NZ Dollar Exchange Rate: 1
PO Date: 2026-02-02 Long Description: []
Ship To: Branch Arrived At Site: []

Items

#	Image	Seq No	Stock Type	Code	Supplier Item Code	Description	Delivery Date	Day	Order Qty	Received Qty	MC U
1		1.00	Stock	COM/LAPTOP		Laptop HP 350	2026-02-02	Mon	4		1
2		2.00	Stock	CPU/1151/I7/7...		Intel CPU i7 77...	2026-02-02	Mon	2		

A window will appear allowing you to export a template that can be used for the import.

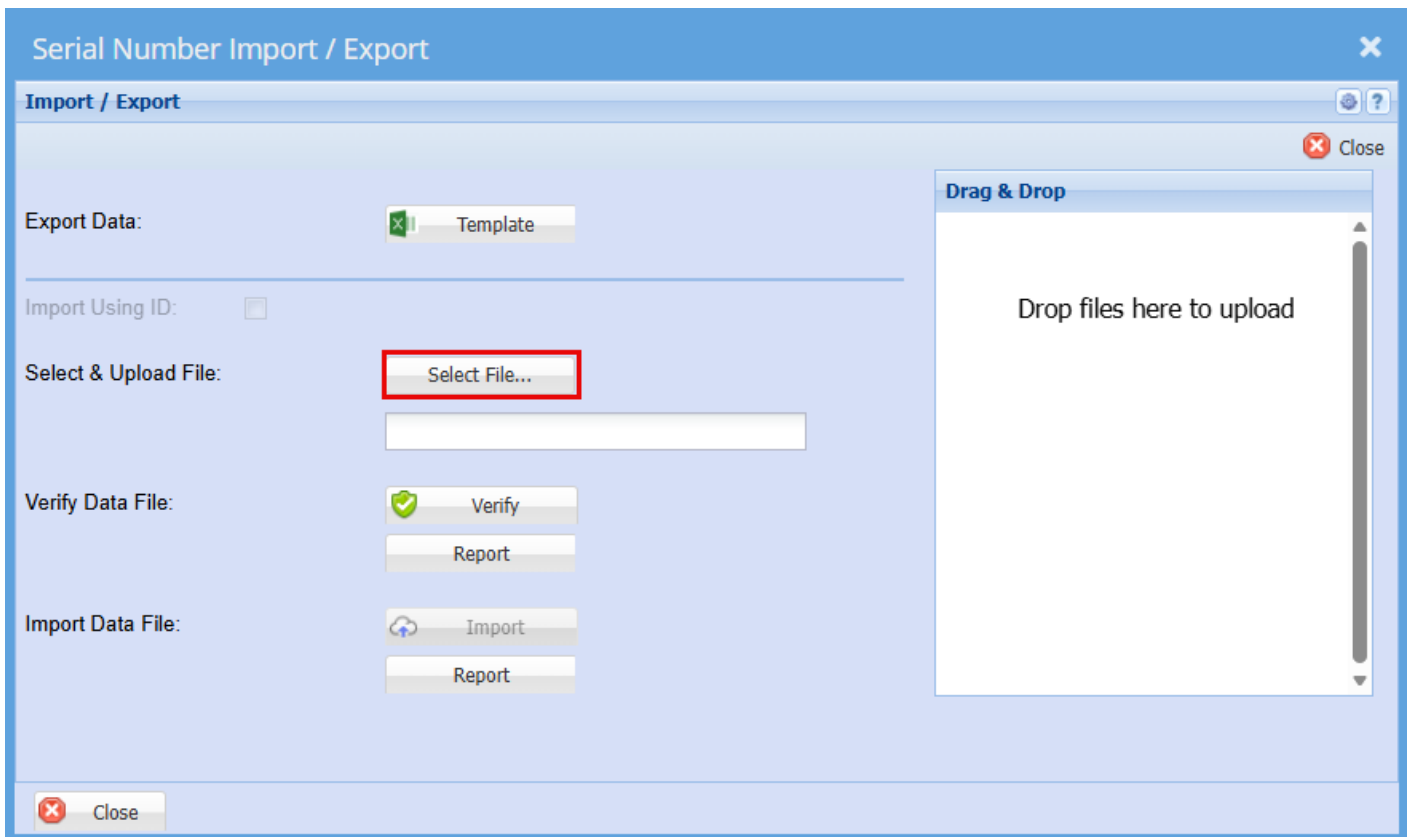
- Click on "**Template**" this will download an excel file



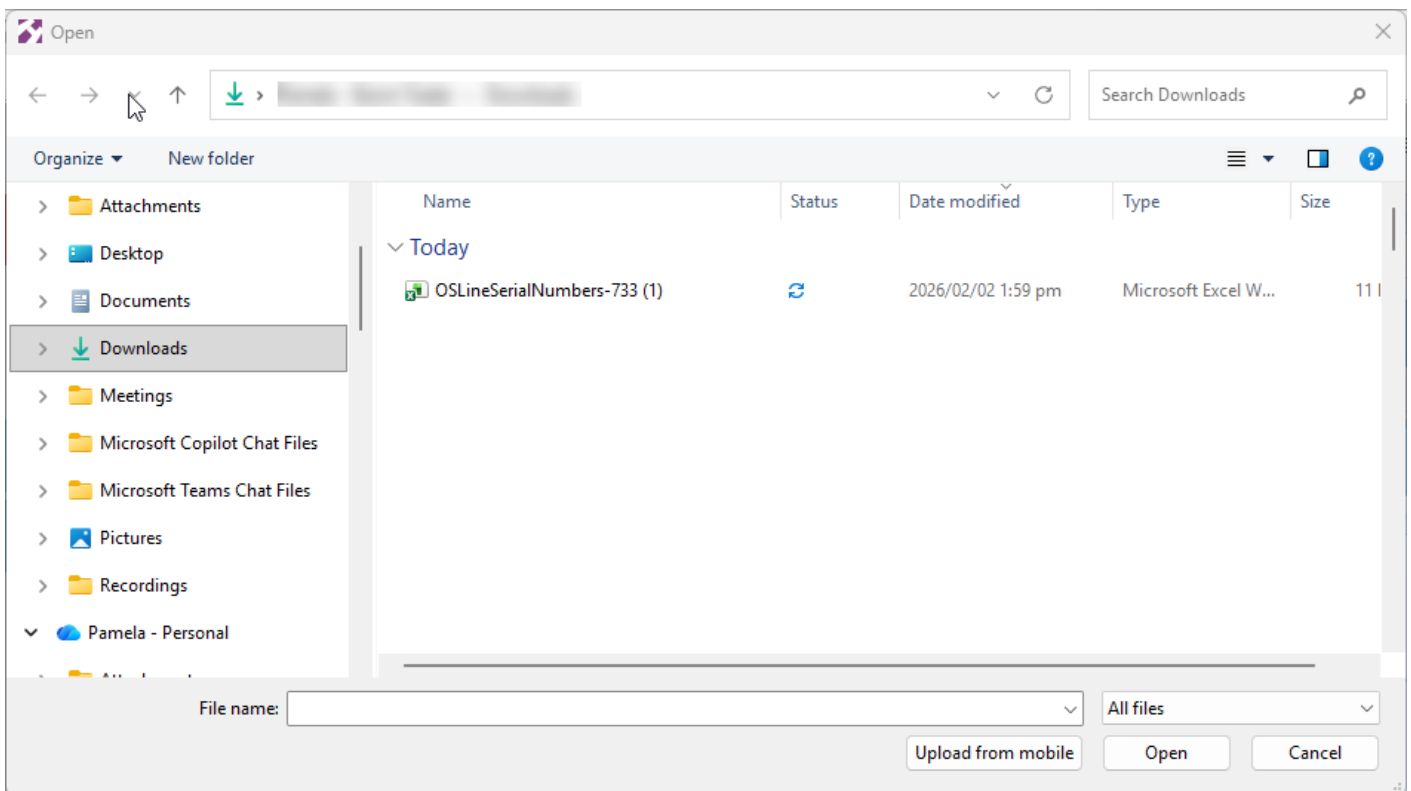
- Enter the serial numbers here, with each item listed on a separate line as shown below.
- Save the file to your computer.

	A	B	C	D	E	F	G
1	Item Code	Serial No	Internal Serial No	Best Before Date	Production Code	Weight	
2	COM/LAPTOP	159159159		2027/02/02	270202	1.2	
3	COM/LAPTOP	159159160		2027/02/02	270202	1.2	
4	COM/LAPTOP	159159161		2027/02/02	270202	1.2	
5	COM/LAPTOP	159159629		2027/02/02	270202	1.2	
6	CPU/1151/I7/7700	7775898		2027/02/02	270202	0.8	
7	CPU/1151/I7/7700	7775899		2027/02/02	270202	0.8	
8							
9							
10							

- Go back to the "**Serial Number Import/Export**" Screen
- Click "**Select File**"

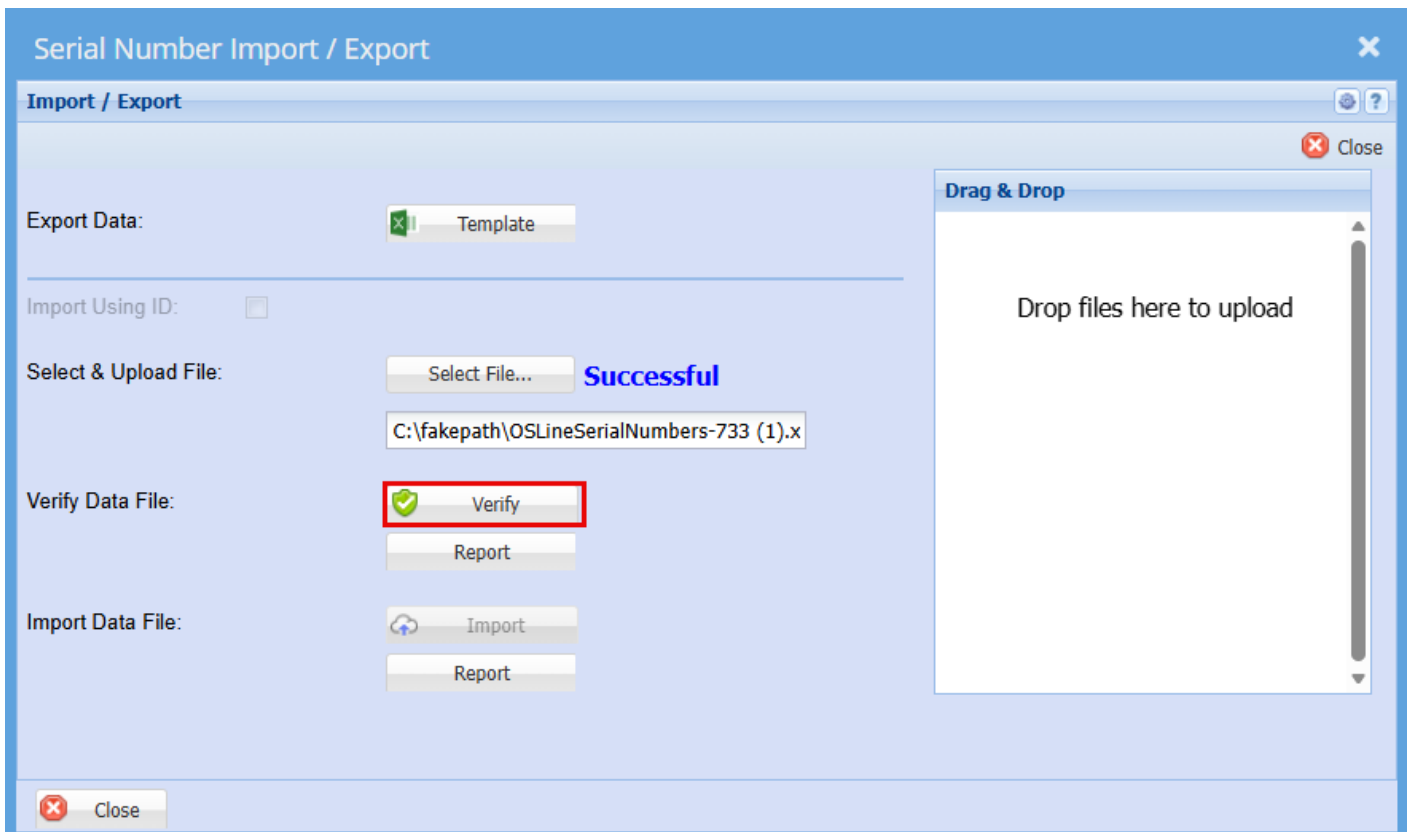


- Find the file you have saved.
- **"Double Click"** the file or click **"Open"**



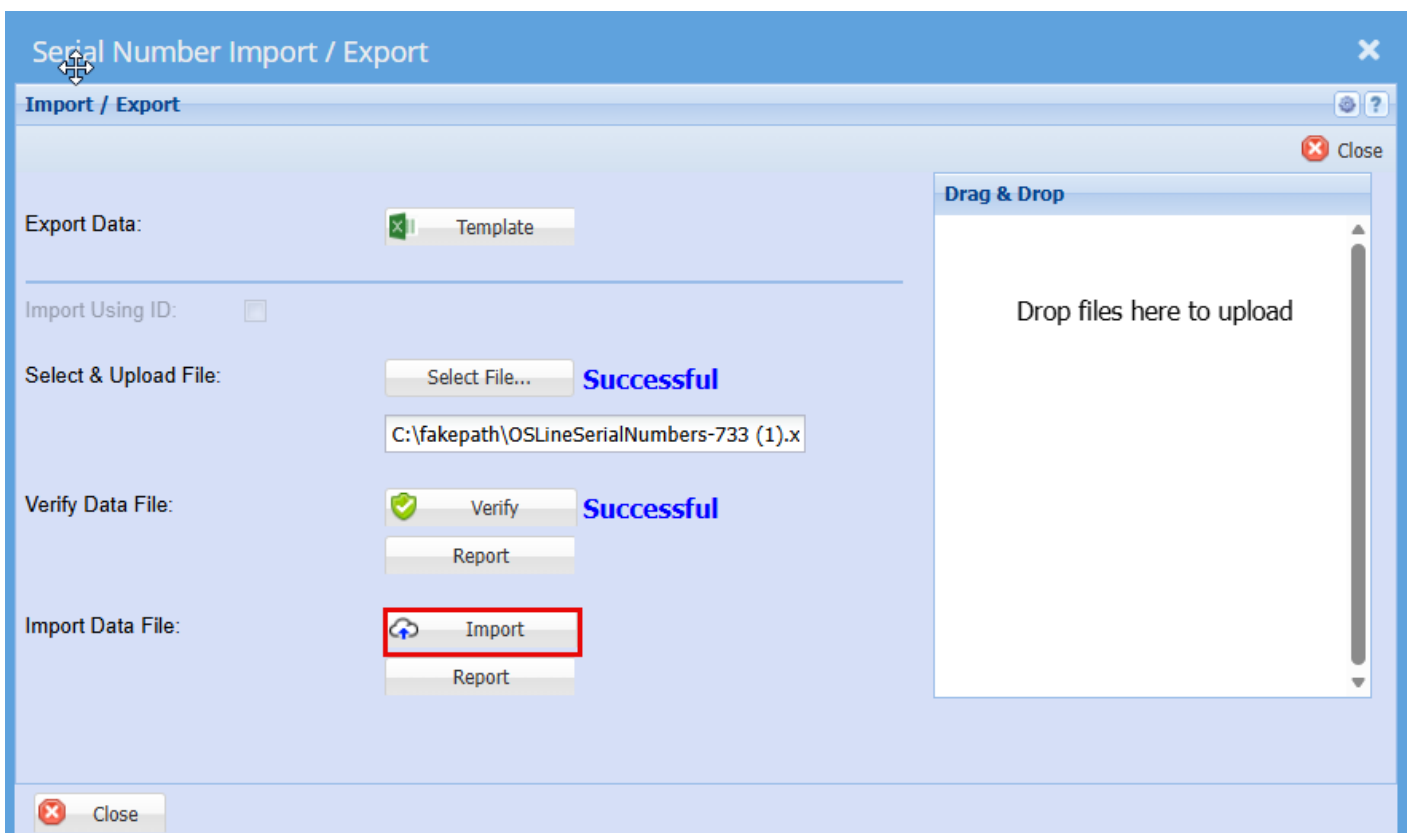
You should get a Successful Import

- Click **"Verify"**



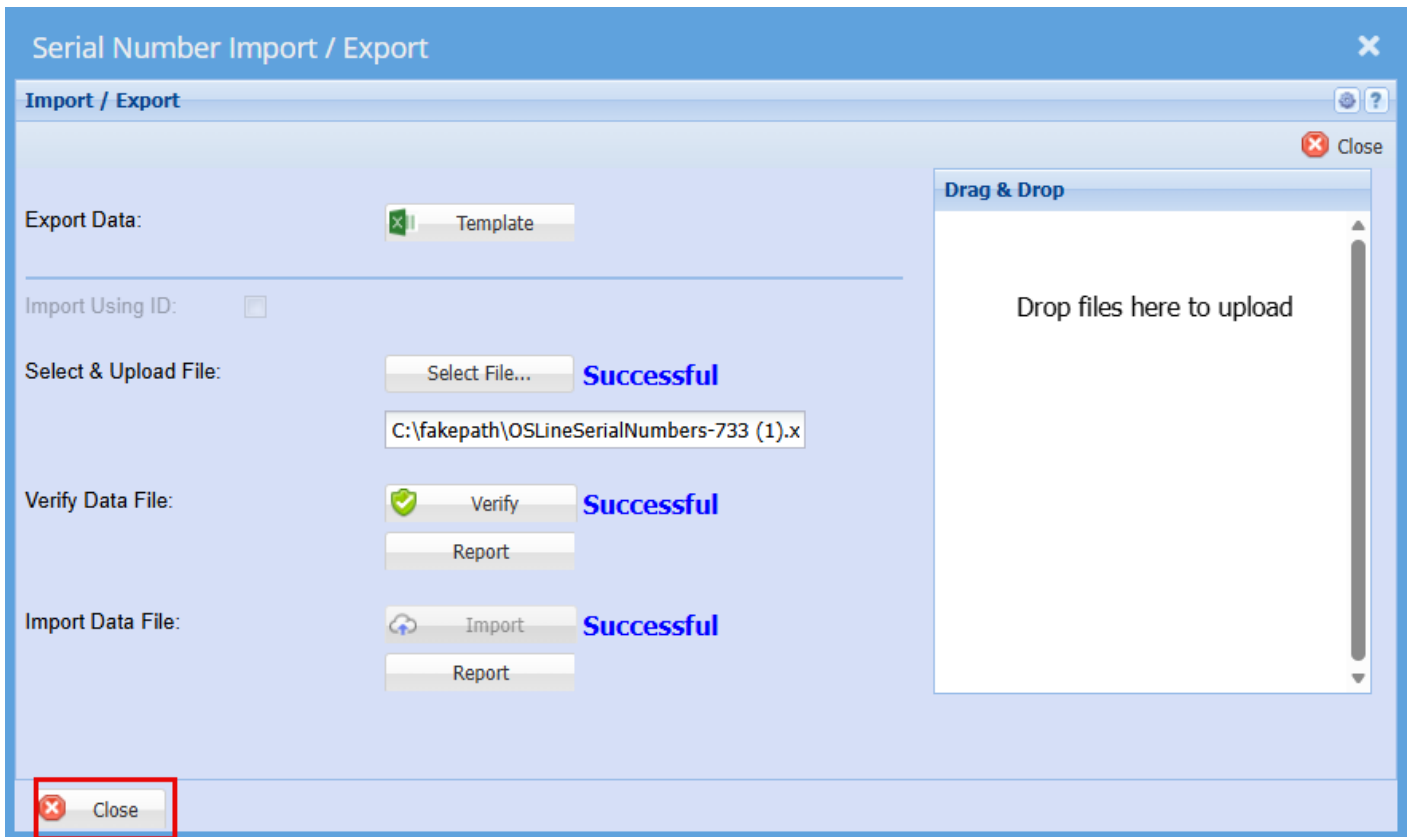
You should again get a successful for verification

- Click "**Import**"



You should then get a Successful for Import.

Click "**Close**"



You can go check to make sure by clicking the "**Show Lines**" button

You will see the "**Received Qty**" values update.

O/S Stock Orders & Receiving Detail

Attachments

Memo

Create Reminder

View PO

Delivery Date

Follow Up

Functions

Basic

Address

Shipping

Docs

Custom Fields

Scan

Save

Close

View Stock Req

Receive Stock

Receive All

Print

Complete

PO Number:

PO160

PO Status:

Ordered

Supplier:

DEF001

Description:

Serial Number Import

Supplier Name:

DEF Company

Reference:

Received Date:

2026-02-02

Currency:

NZ Dollar

Exchange Rate:

1

PO Date:

2026-02-02

Long Description:

Ship To:

Branch

Arrived At Site:

☐

Items

Page 1 of 1

Paging

Confirm Scan

Add

Delete

Cost Change

Show Lines

#	Image	Seq No	Stock Type	Code	Supplier Item Code	Description	Delivery Date	Day	Order Qty	Received Qty	MC U
1		1.00	Stock	COM/LAPTOP		Laptop HP 350	2026-02-02	Mon	4	4	1
2		2.00	Stock	CPU/1151/I7/7...		Intel CPU i7 77...	2026-02-02	Mon	2	2	

Footer

Internal Contact:

Acck Support

Requested By:

Acck Support

Comments:

% Received:

100

Total Received Qty:

6

- To view the serial number, double click on the Serialised item line.
- Click on "**Serial Numbers**"

×

Receive Stock

Serial Numbers

Batch Nos

Serial Import / Export

Stock Item:

COM/LAPTOP

Stock Description:

Laptop HP 350

Supplier Item Code:

Ordered Qty:

4

Unprocessed Balance:

4

Total Received Qty:

4

Received Qty:

4

Each

UOM:

0

Each

Temperature:

Save & Next

Save & Close

Close

×

Create Serial Numbers

Search

Add

Remove

Print Grid

Add Subserial Number

Auto Generate

Close

Serial Numbers

Fixed Assets

Serial Number:

Internal Serial Number:

Scan Internal:

Required Serial Numbers:

0

Page 1 of 1

Remove Paging:

Displaying 1 - 4 of 4

	#	Serial Number	Internal Serial Num	Sub Serial Number	Brought Into Use D	Residual Value	Best Before Date	Production Code	Weight
☐	1	159159159					2027-02-02	270202	1.2
☐	2	159159160					2027-02-02	270202	1.2
☐	3	159159161					2027-02-02	270202	1.2
☐	4	159159629					2027-02-02	270202	1.2

Save

Close

Revision #2

Created 2 February 2026 00:32:13 by Pamela

Updated 25 May 2026 20:39:41 by Paige