Serial Number Import (GRV)

Using the GRV import for serial numbers is appropriate when you do not have a purchase order and want to skip that step, going straight to creating the GRV.

Creditors Module > Activity > Goods Received Note (GRV)

- Search for your GRV
- Double Click on your GRV to open

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- **Open the GRV** by double-clicking it
- Click on "**Functions**"
- Click on **Serial Import/Export**

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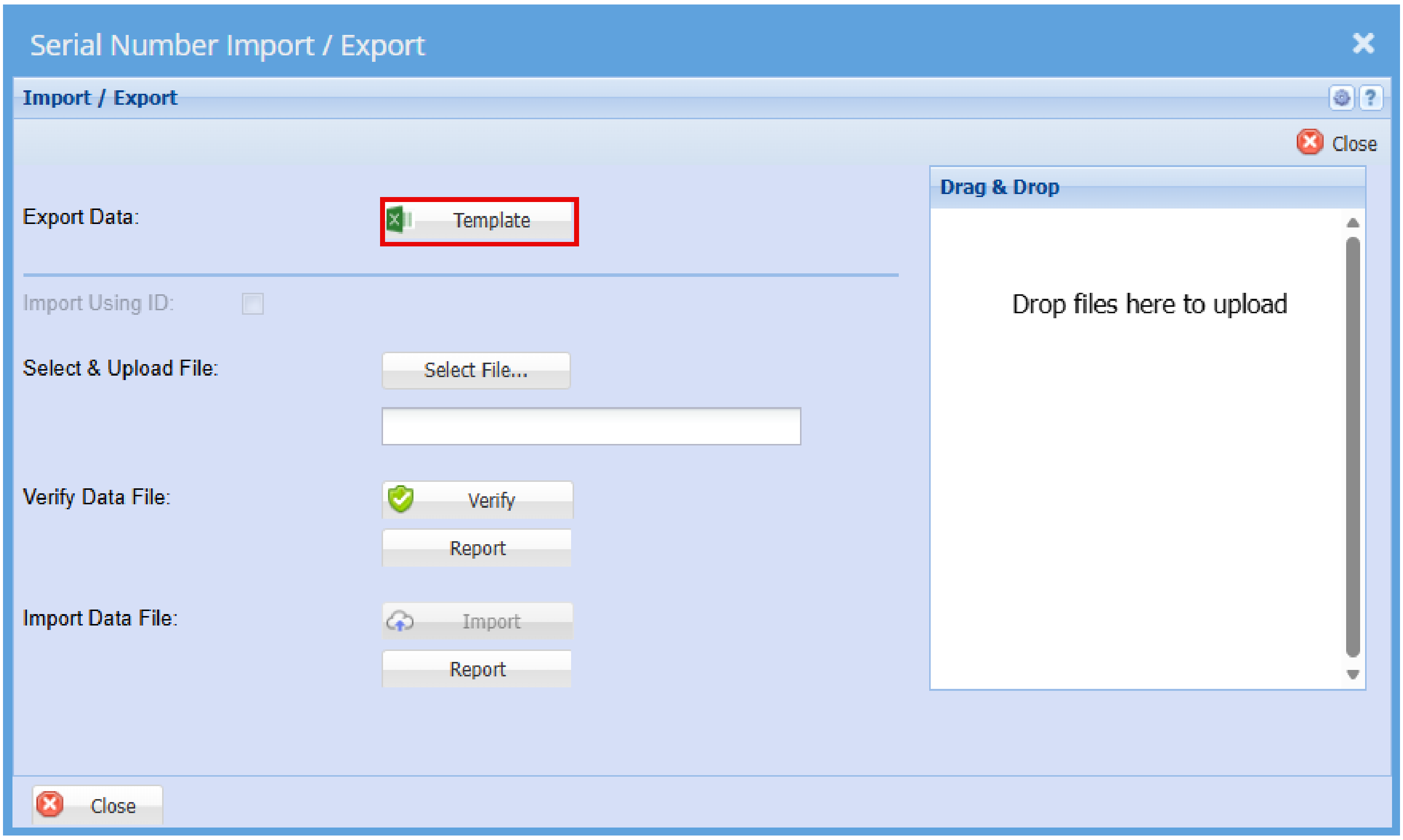
A window will appear allowing you to export a template that can be used for the import.

- 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.

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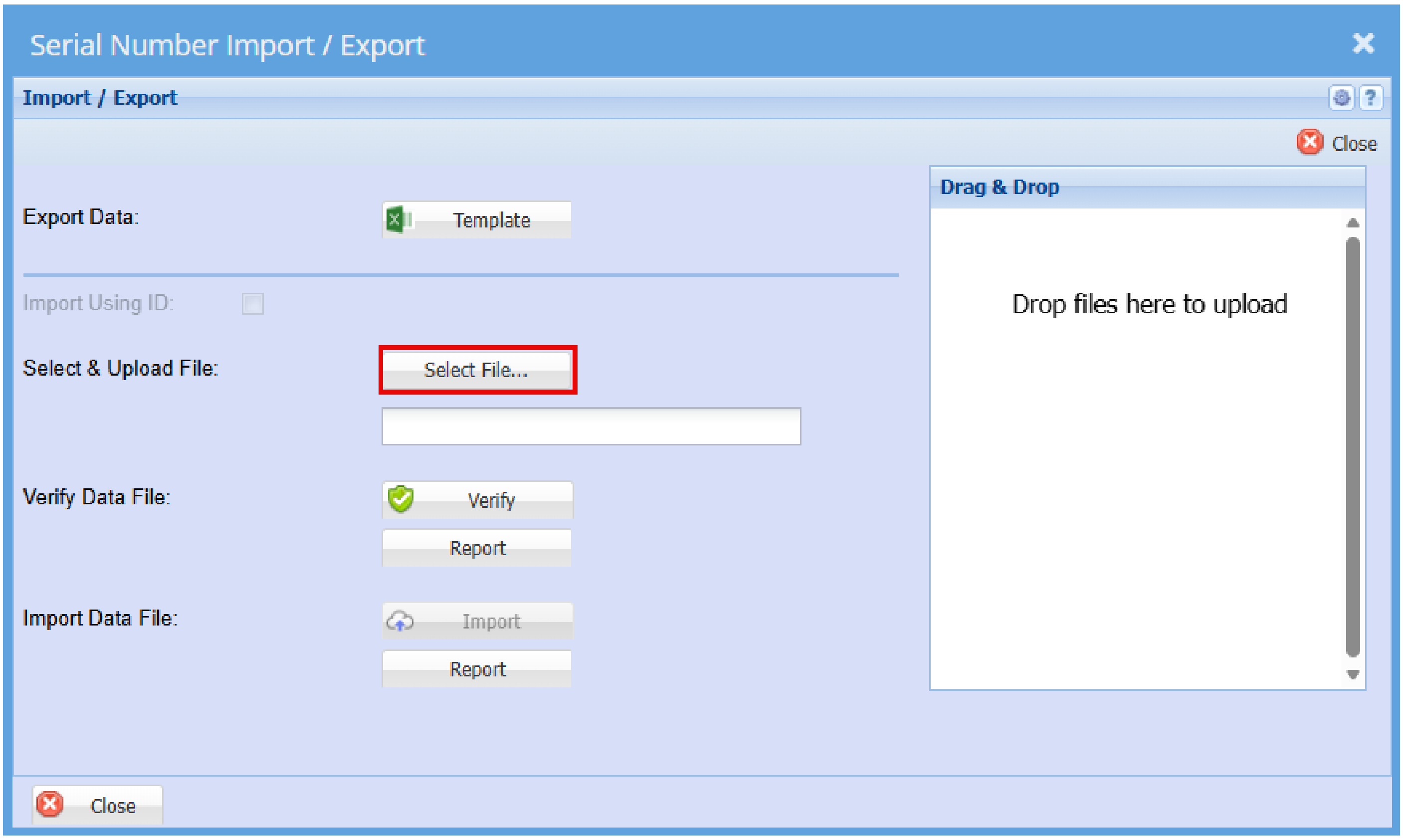
- Go back to the "**Serial Number Import/Export**" Screen
- Click "**Select File**"



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

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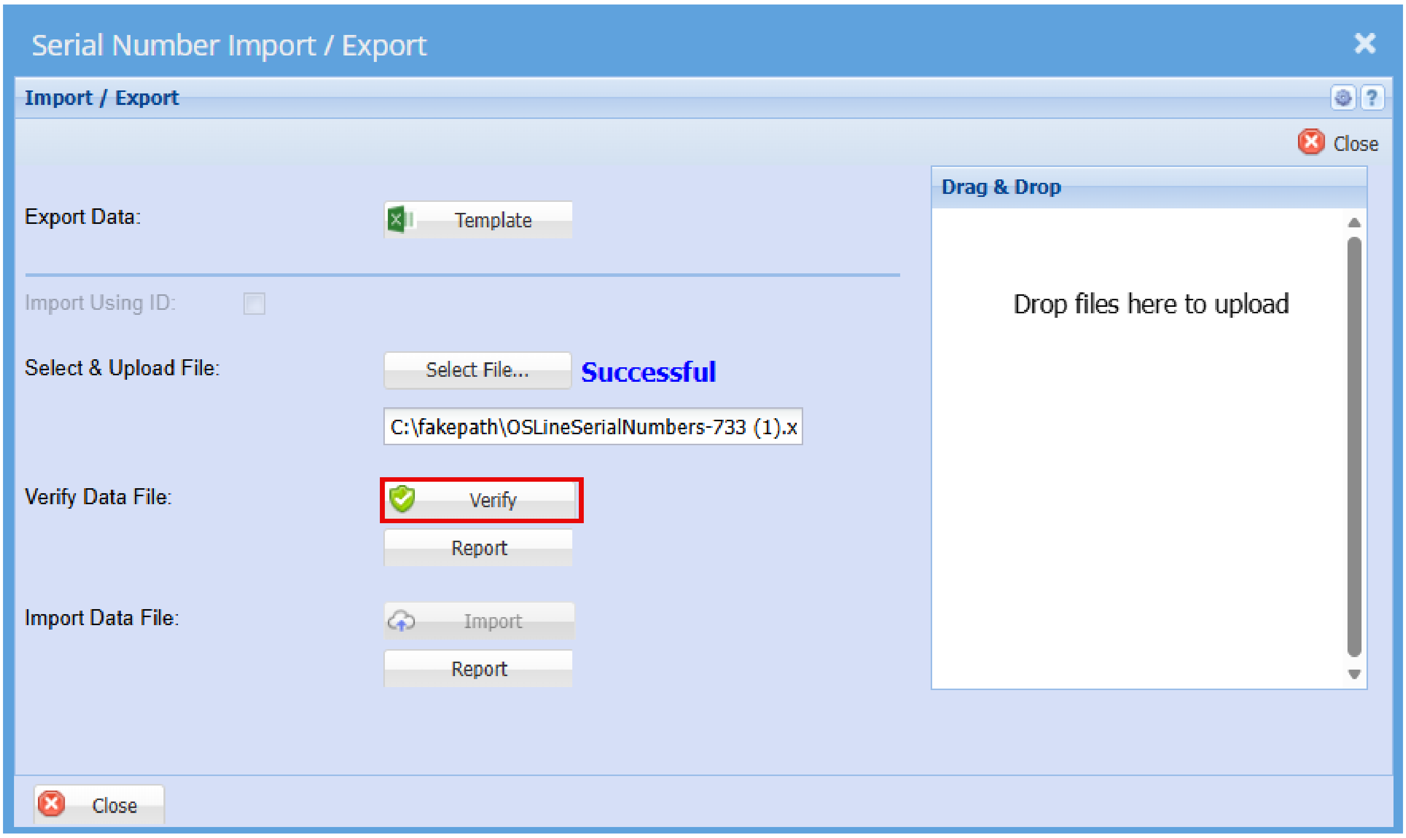
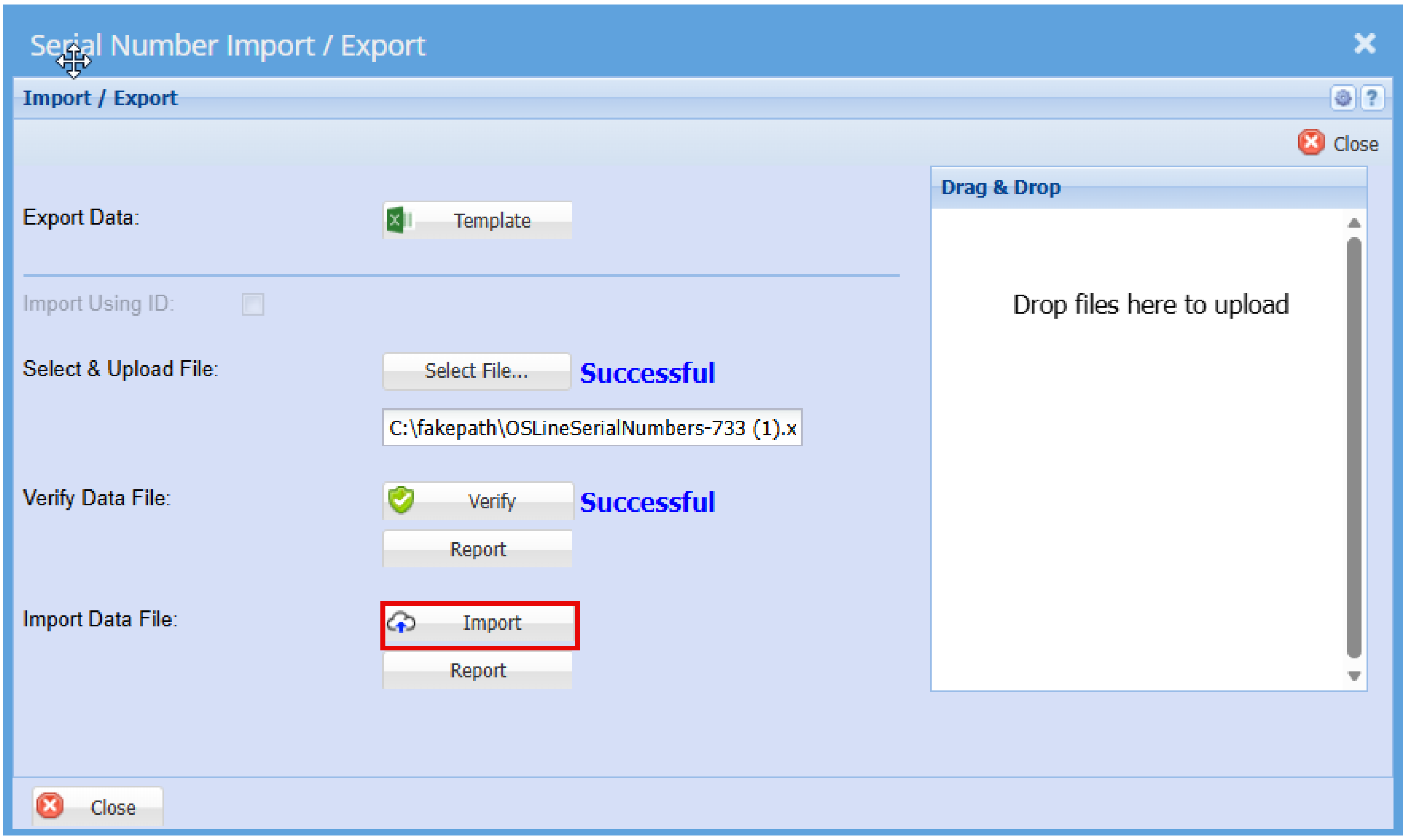
You should get a Successful Import

- Click "**Verify**"



You should again get a successful for verification

- Click "**Import**"



You should then get a Successful for Import.

Click "**Close**"

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• **Double-click** to open the line item.
• Click the “**Serial Nos**” button.

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This will show you all your serial numbers per item

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