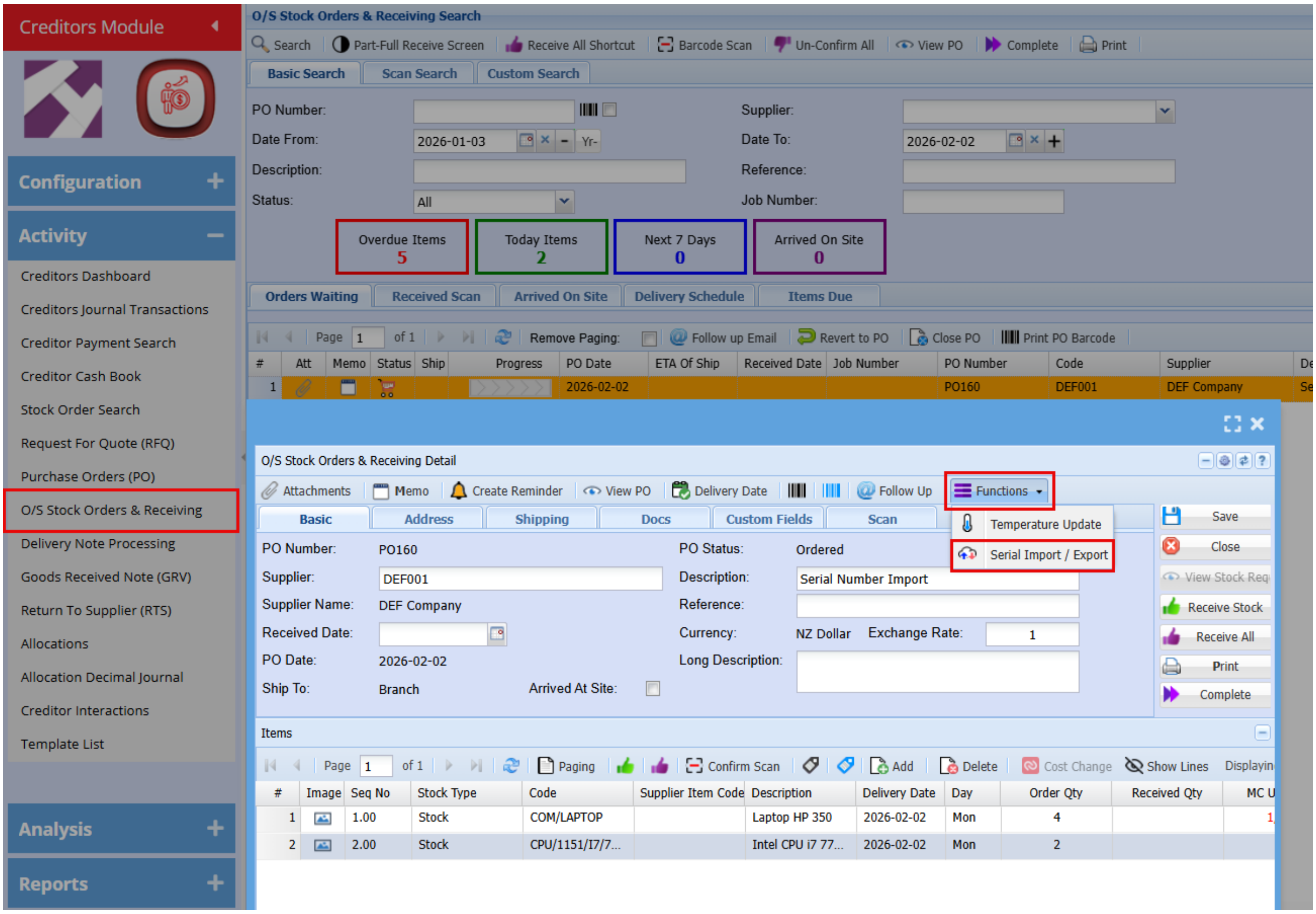
Serial Number Import (Purchase Order)

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

Purchase Order Serial Number Import

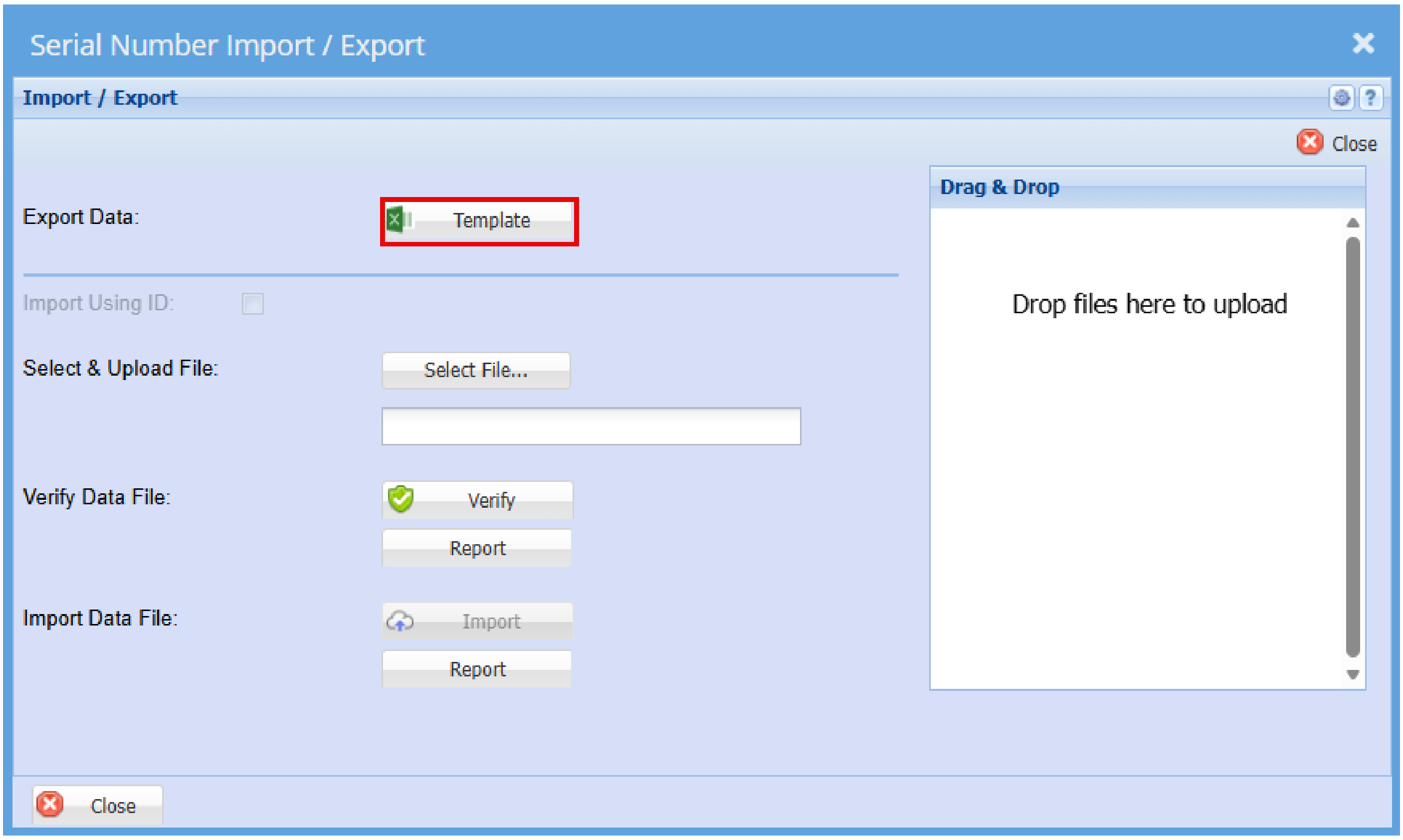
Creditors Module > Activity > O/S Stock Orders & Receiving

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

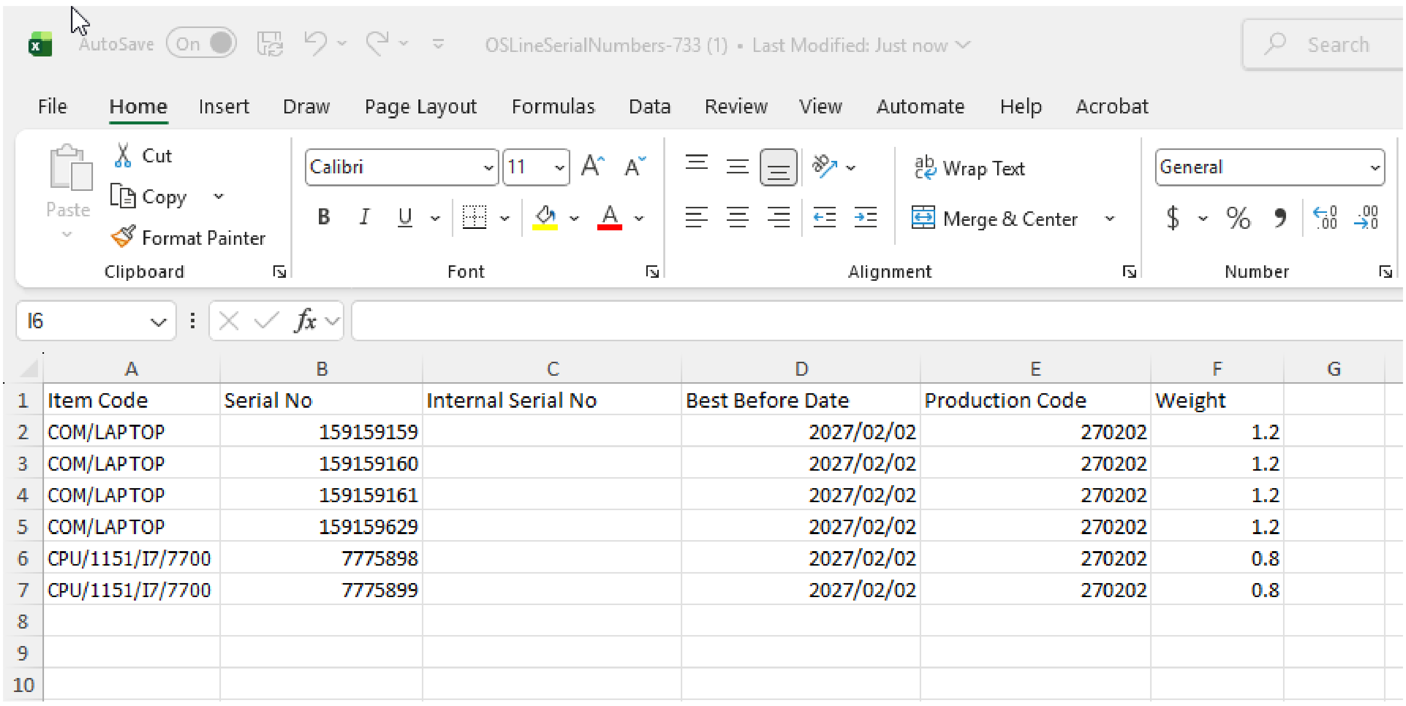


A window will appear allowing you to export a template that can be used for the import.

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

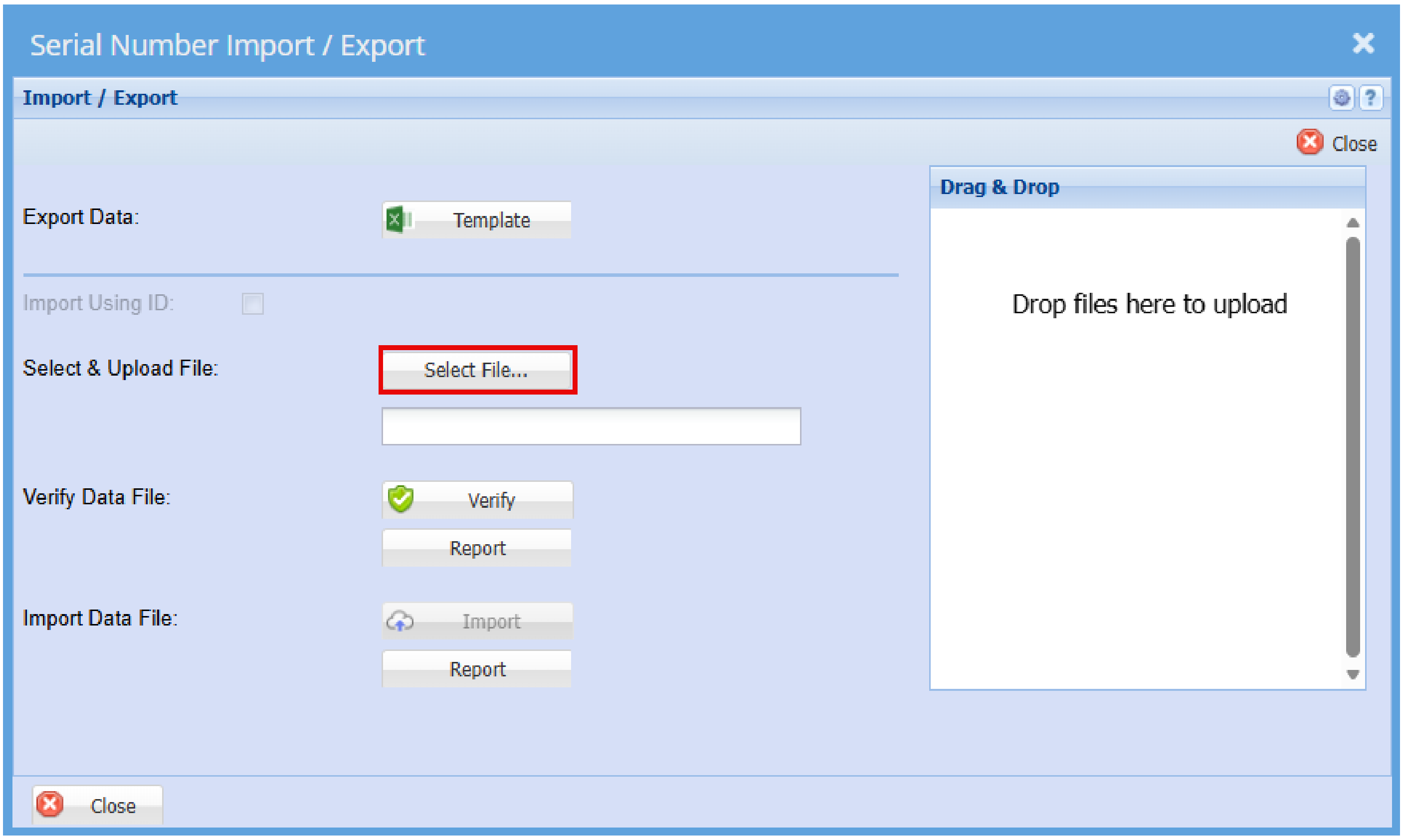


- Enter the serial numbers here, with each item listed on a separate line as shown below.
- Save the file to your computer.

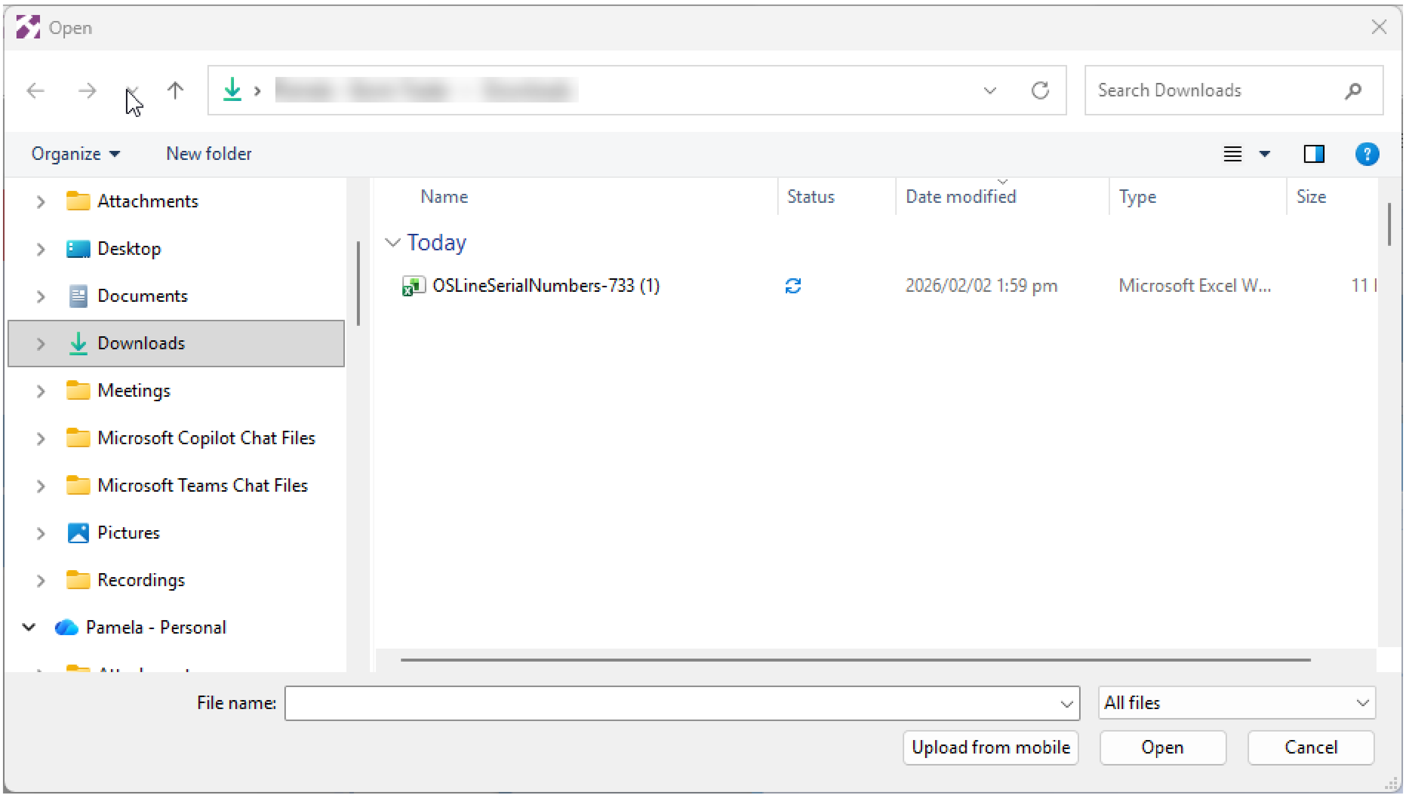


	A	B	C	D	E	F	G
1	Item Code	Serial No	Internal Serial No	Best Before Date	Production Code	Weight	
2	COM/LAPTOP	159159159		2027/02/02	270202	1.2	
3	COM/LAPTOP	159159160		2027/02/02	270202	1.2	
4	COM/LAPTOP	159159161		2027/02/02	270202	1.2	
5	COM/LAPTOP	159159629		2027/02/02	270202	1.2	
6	CPU/1151/I7/7700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

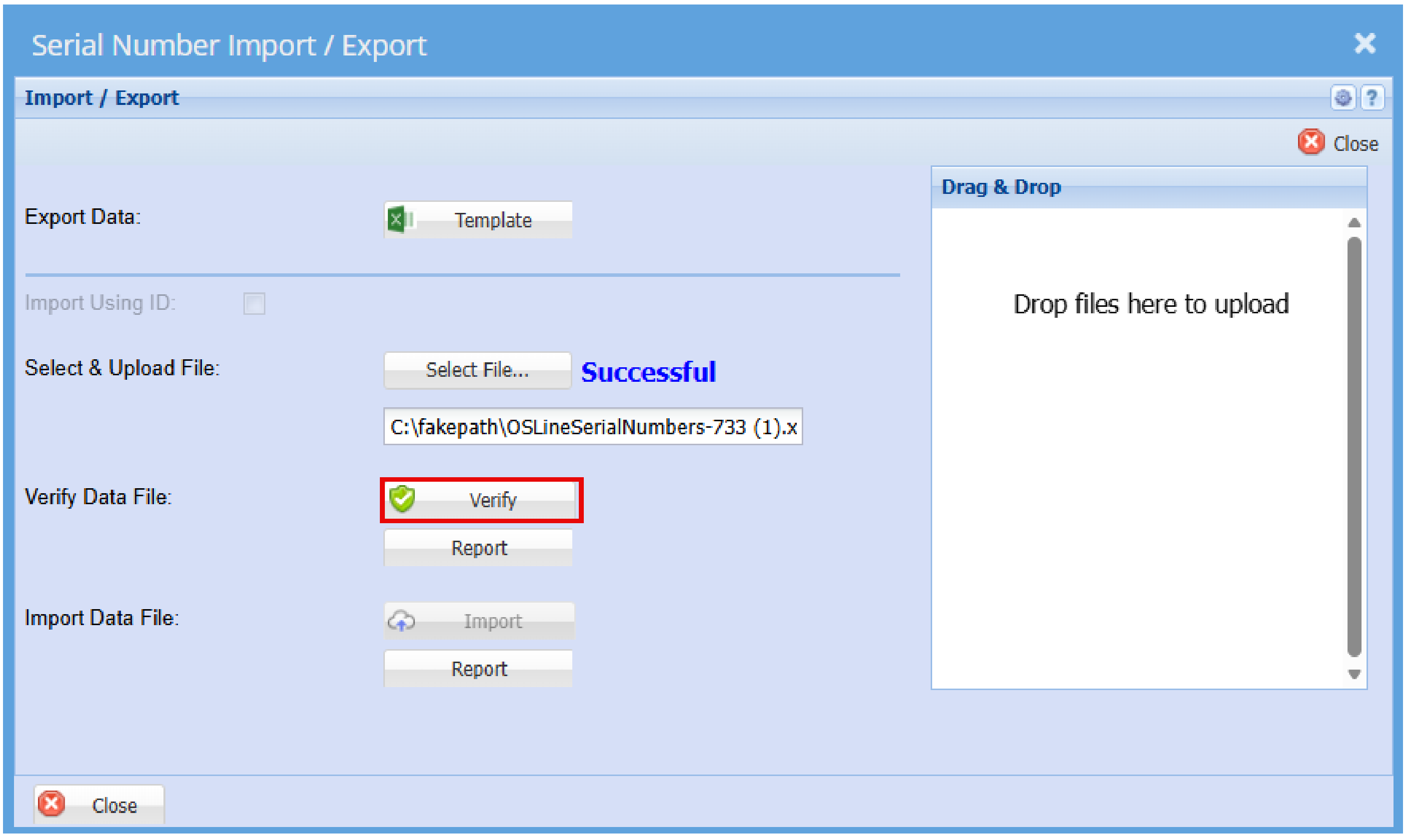


- Find the file you have saved.
- "**Double Click**" the file or click "**Open**"



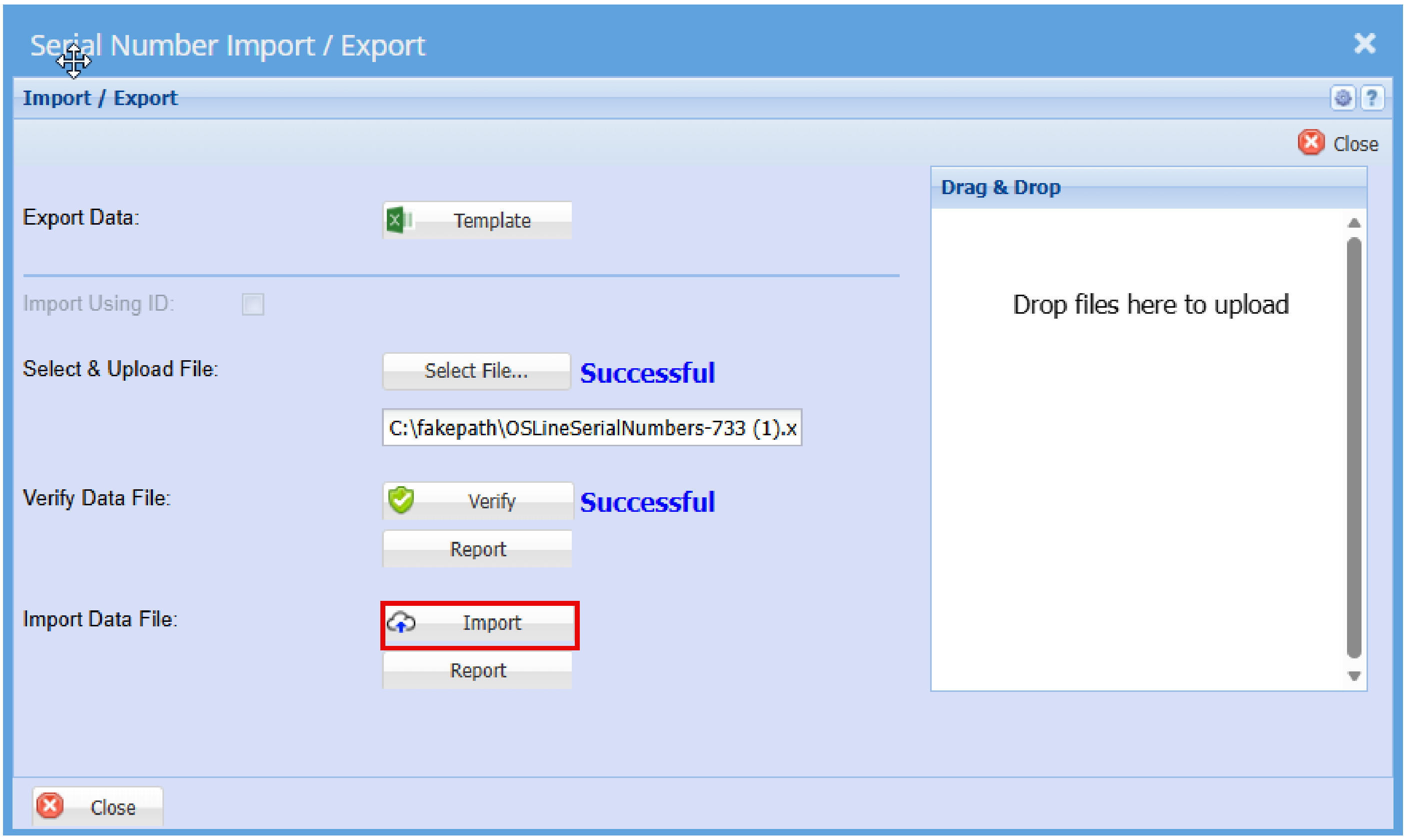
You should get a Successful Import

- Click "**Verify**"



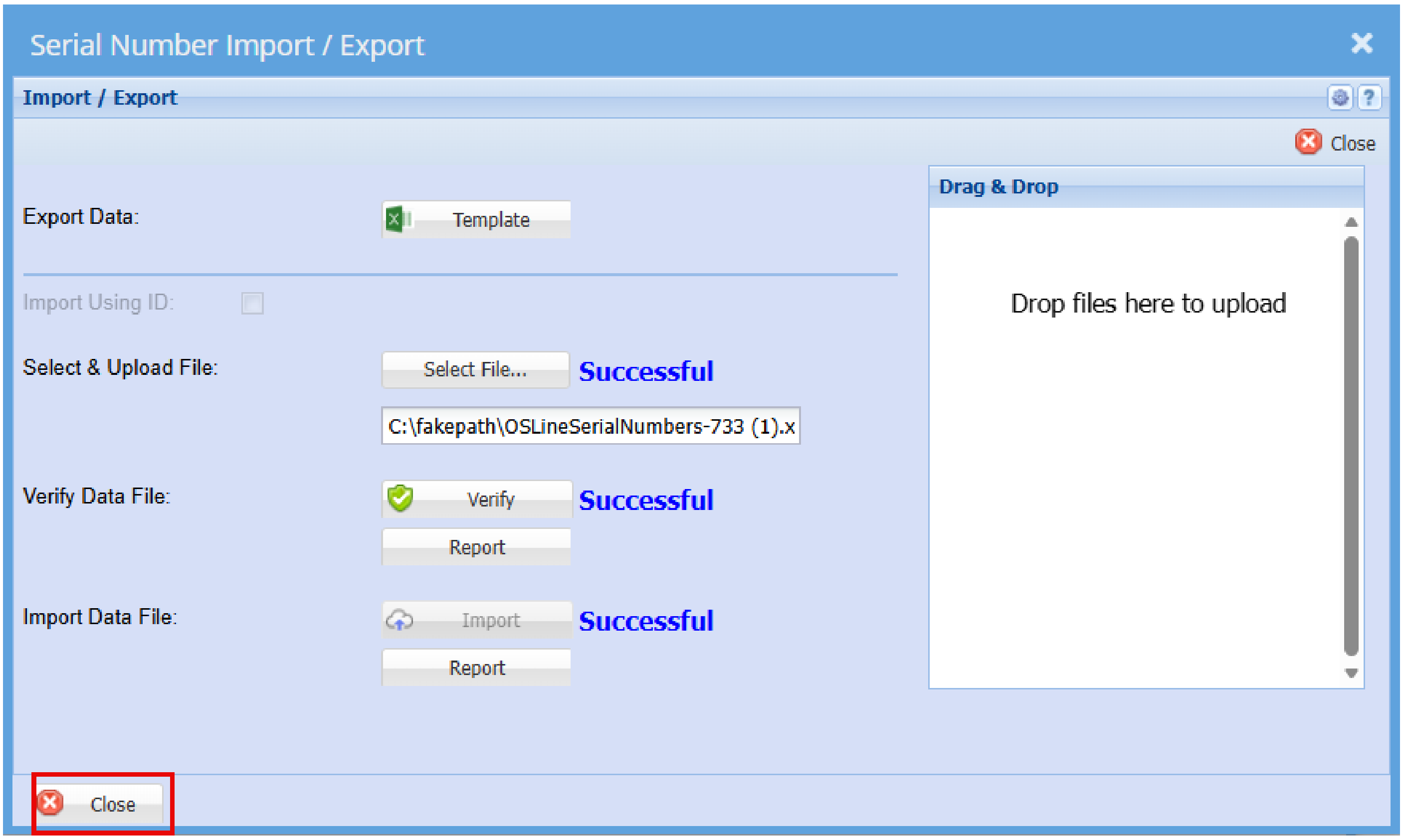
You should again get a successful for verification

- Click "**Import**"



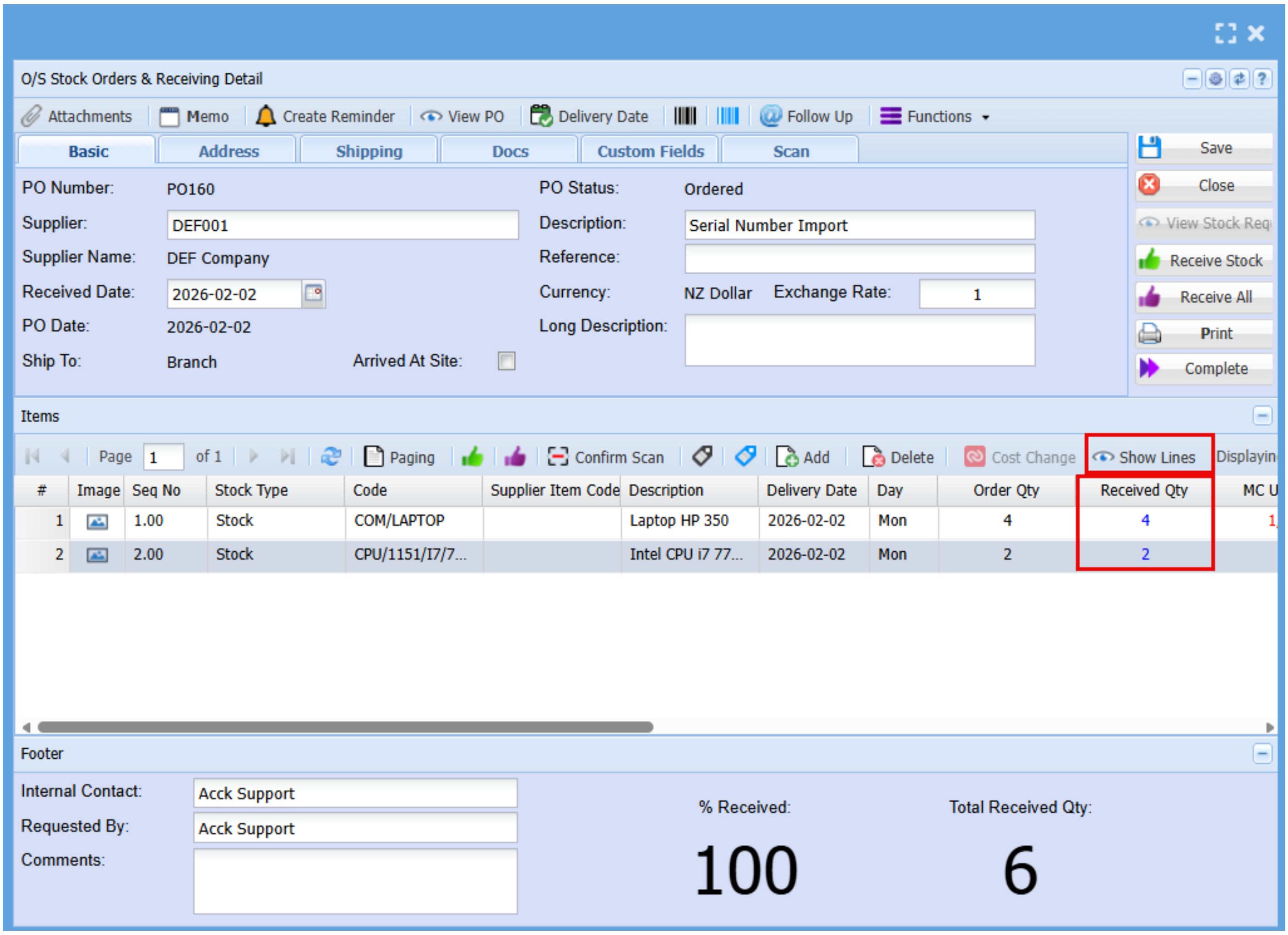
You should then get a Successful for Import.

Click "**Close**"

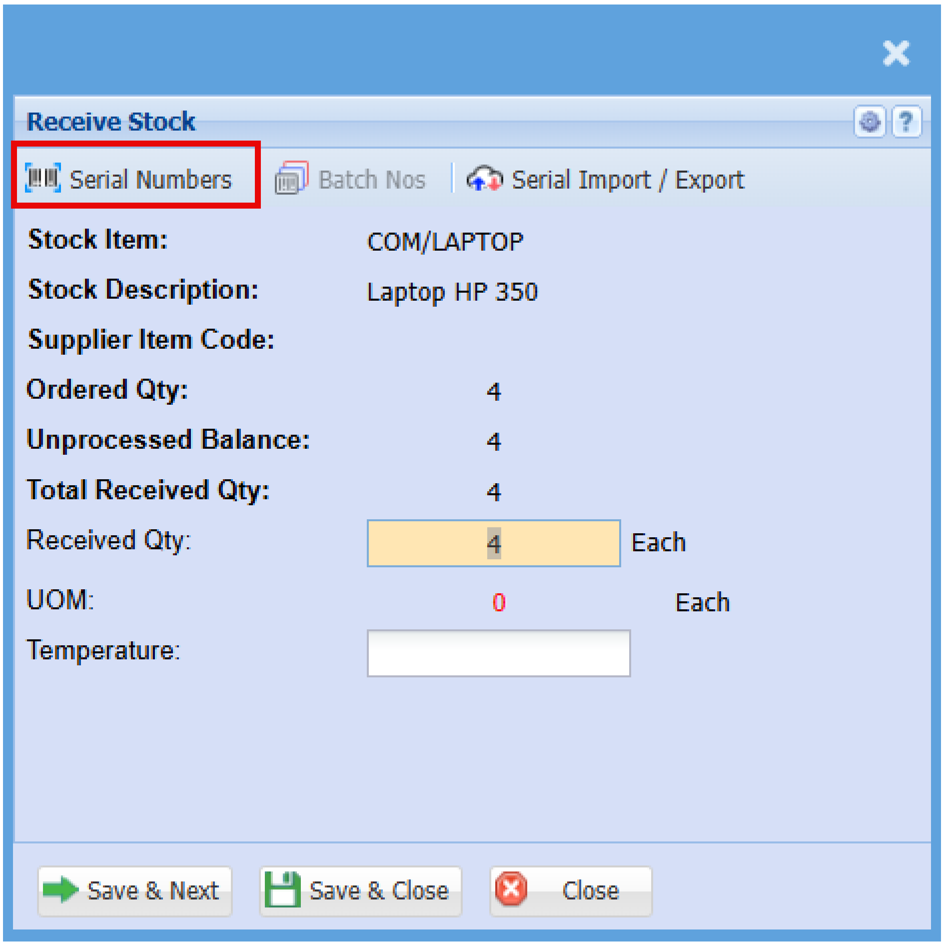


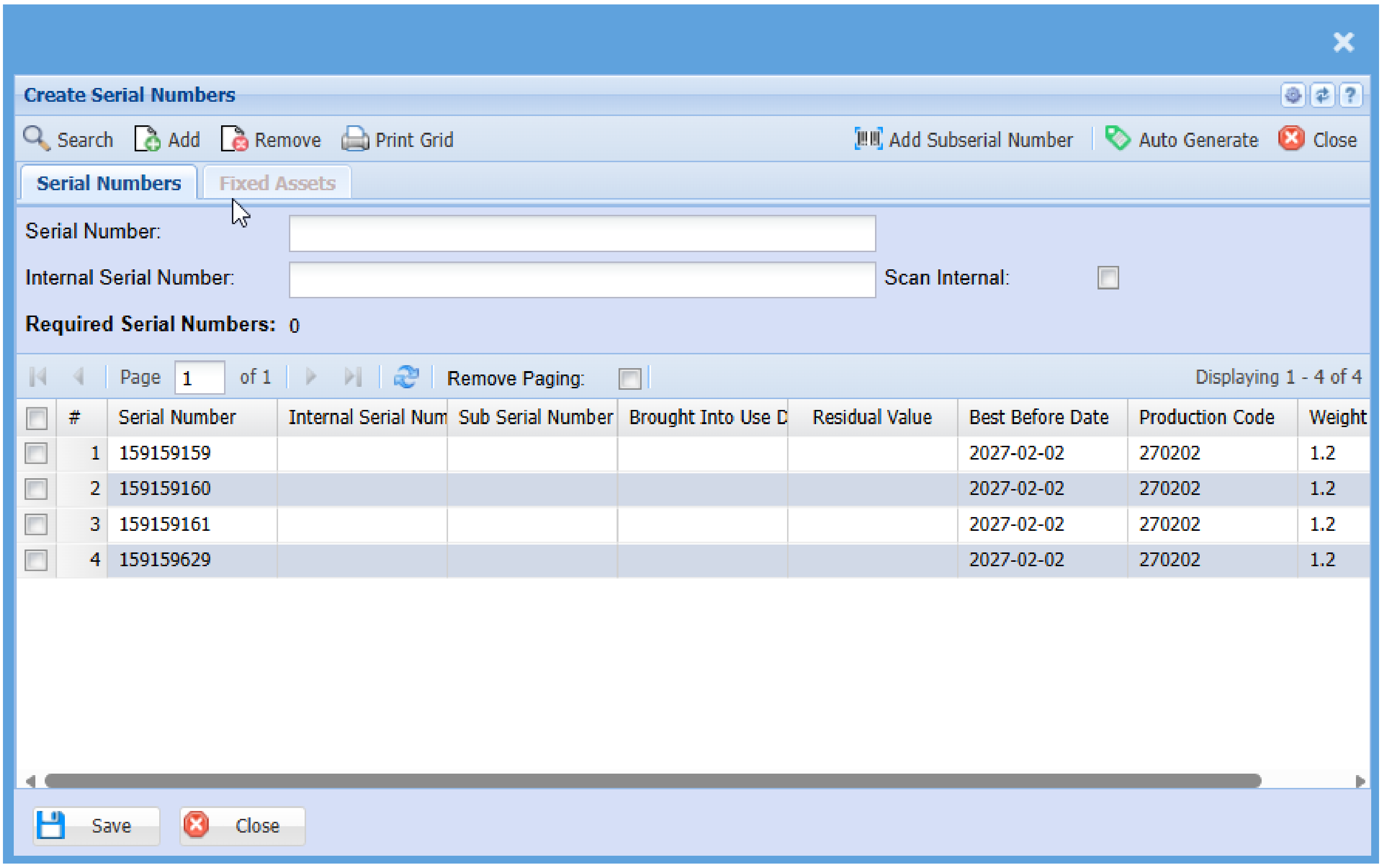
You can go check to make sure by clicking the "**Show Lines**" button

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



- 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

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