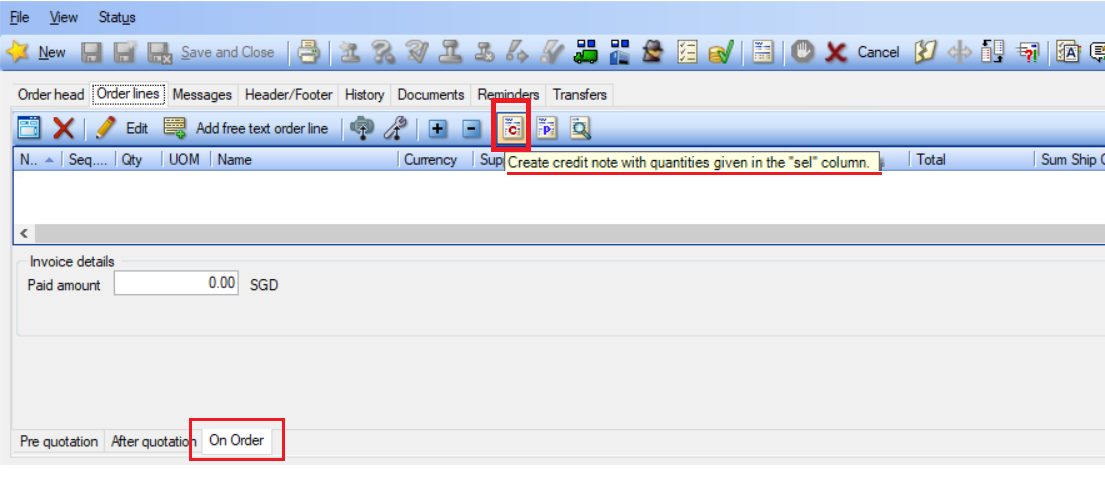
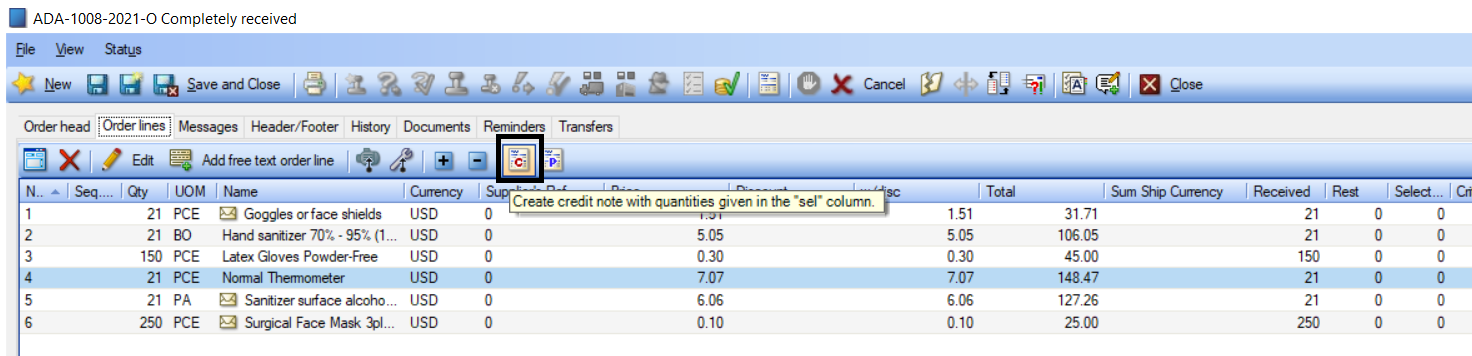
## How to Receive the order item (GRN)

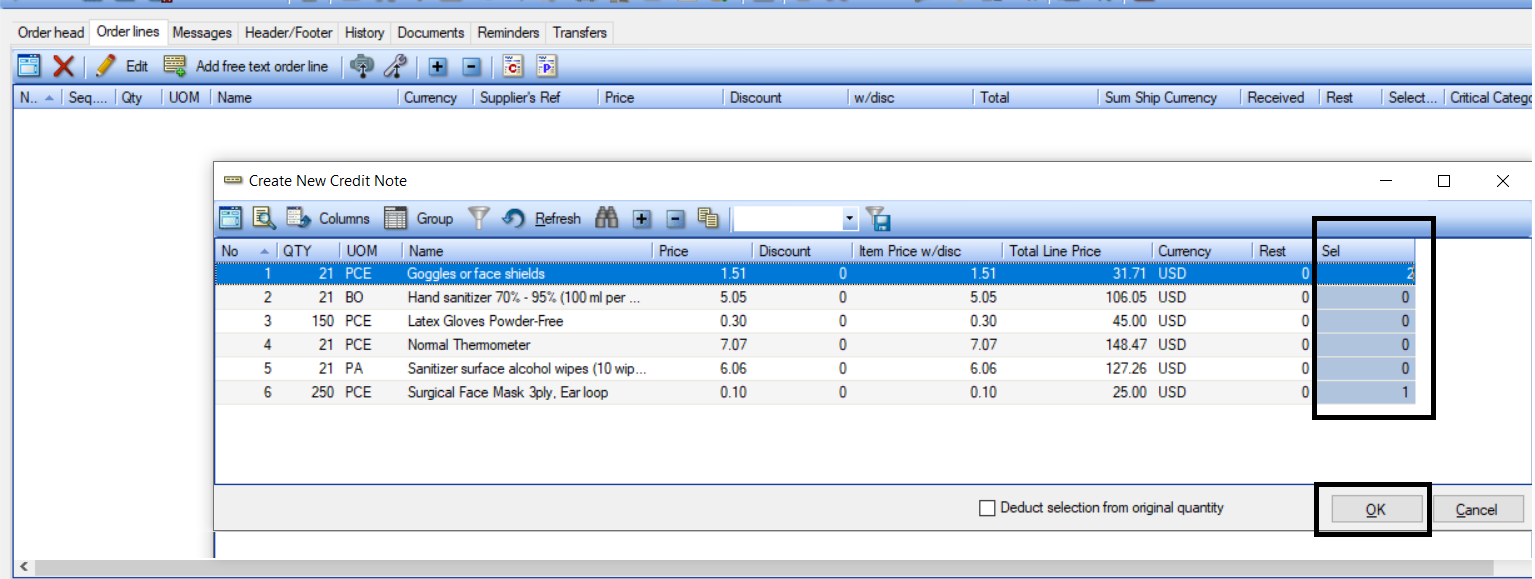
1. Go to [**Purchasing**] 🡪 [**Overview**] To view one unit.
2. Select the “PO” from the grid which is for the credit note.
3. Go to the PO [On order] tab , and click on Icon C  to create credit note with qualities given in the “sel” column



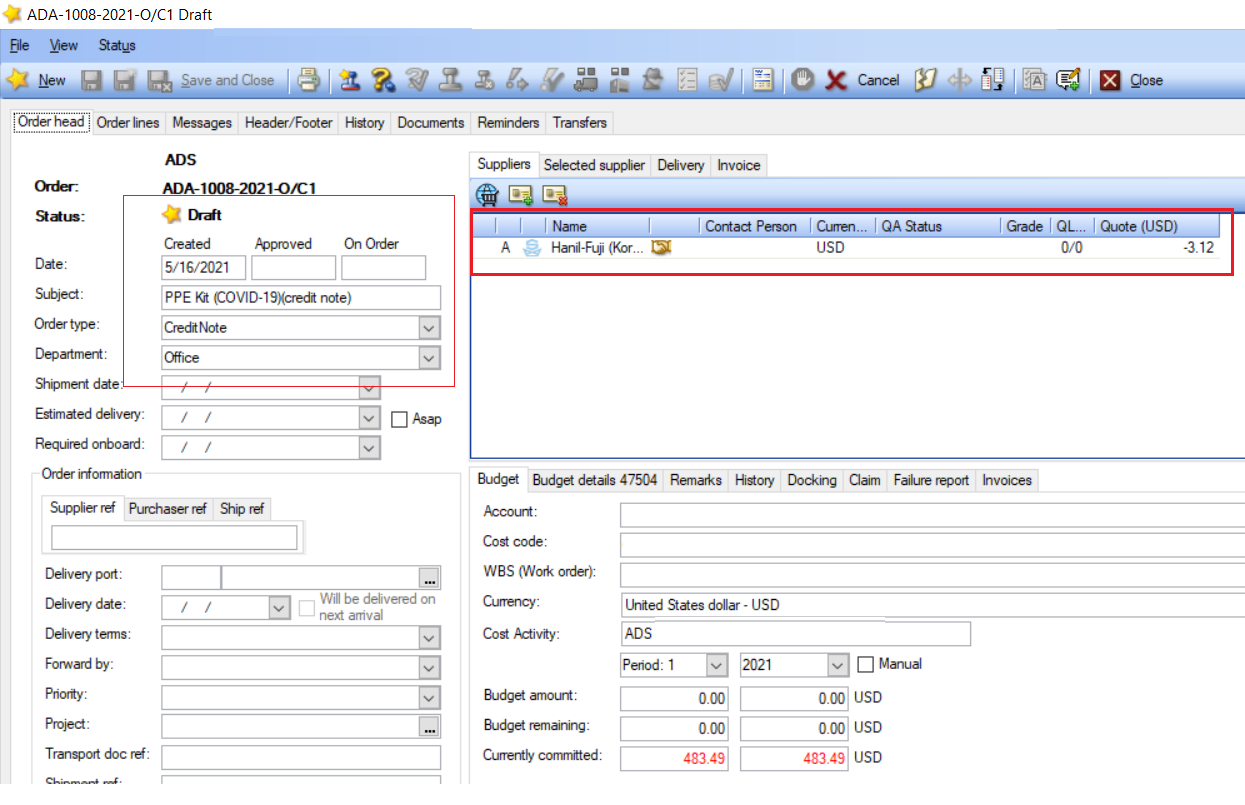
1. Click on [C] icon on the On order screen.



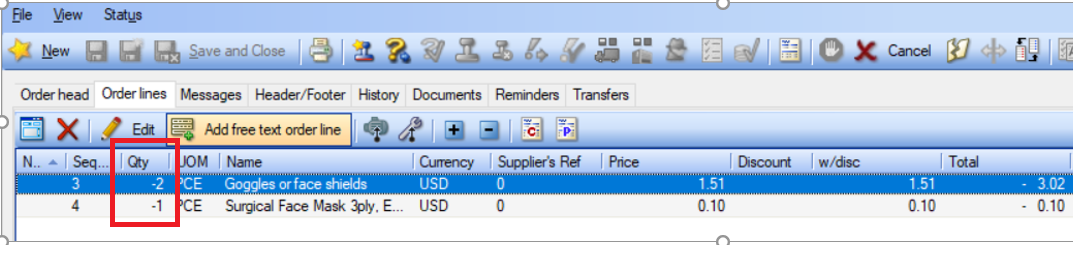
1. You will now be presented with another paal to fill in the return quantity in the “sel” column
2. Enter the quantity and click OK.



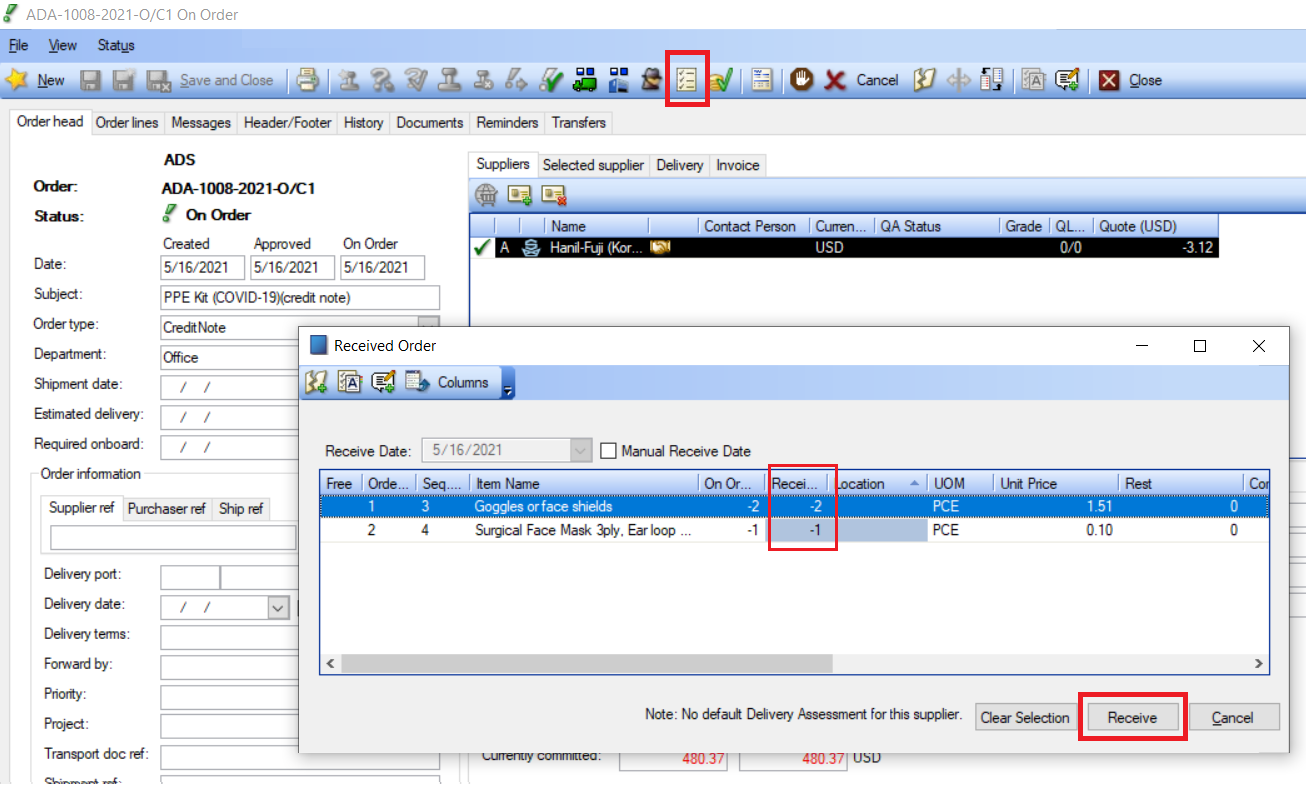
1. You will now be presented with another window with a draft Credit note.
2. The credit note information is auto fill up.
   1. Subject: same subject ended with word “credit note”
   2. Order type: Credit **note**
   3. Department: = same as Original PO
   4. Supplier: same as Original PO



* 1. Item line price: same as Original PO
  2. Item line quantity: in negative



1. The rest of the step is same as Purchase Order.
2. Receiving of credit note with quantity in negative. Complete the form and Click “**Receive**”
3. Upon receiving, the stock quantity will be deducted from the stock.



1. The Order number and the PO’s credit note

Graphical user interface, text, application, email

Description automatically generated