GRN & GRN Approval Module Acknowledgment

To: Megha Ma’am

Date: 25 July 2025

Dear Megha Ma’am,  
  
We have successfully developed and implemented the Goods Receipt Note (GRN) module along with GRN Approval Level 1 and Level 2 in the BP ERP system. This solution is tailored to ensure accurate material inward tracking, cost recording, and document traceability, integrated with Purchase Orders (PO) and approval workflows.

# ✅ Summary of Features Implemented

## 🔹 GRN Entry Module

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| --- | --- |
| **Functionality** | **Description** |
| PO Fetching | Automatically fetches item and financial details from the selected PO. |
| Editable Qty/Amount | Received quantity is editable. Amount recalculates dynamically based on the quantity. |
| Tax and Charges | Freight, PAF, Other Tax, Round-Off, and their GST components are fetched from the PO and can be edited. |
| GRN Number | A unique GRN number is generated upon successful submission. |
| Document Upload | Users can attach multiple documents (images, PDFs, Word, Excel, TXT). |
| Validation | Both Document Type and File Upload are mandatory for submission. |
| Delete Function | Users can delete uploaded documents before submission. |

## 🔹 GRN Approval Modules (Level 1 & Level 2)

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| --- | --- |
| **Functionality** | **Description** |
| Document View Only | Uploaded documents are visible in both approval levels, but not editable or deletable. |
| Approval Status | Approvers can approve or reject with remarks. |
| Rollback Handling | On rejection, the GRN moves back to the previous level (Level 2 → Level 1 → GRN). |
| Rejection Details | Rejection remarks are visible at each rollback stage. Level 2 also shows Level 1 remarks. |

# 🖊️ Your Acknowledgment

**You acknowledge that the GRN and GRN Approval modules:**- Ensure seamless integration with PO for auto-fetching items and charges.  
- Allow controlled editing of received quantities and amounts.  
- Provide a structured and auditable document upload mechanism.  
- Enable layered approvals with proper rollback and comment tracking.  
- Restrict upload actions only to GRN level, ensuring data integrity.

# 📄 Client Signature Section

|  |  |  |
| --- | --- | --- |
| Name | Date | Signature |
| Megha Ma’am |  |  |

Thank you for your collaboration, trust, and continued support.

Warm regards,  
Suswin