

# mGRN User Guide

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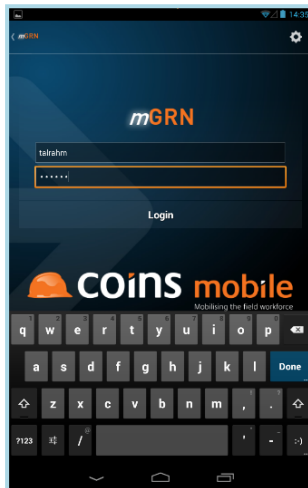
**THIS USER GUIDE WAS CREATED USING MADCAP FLARE.**

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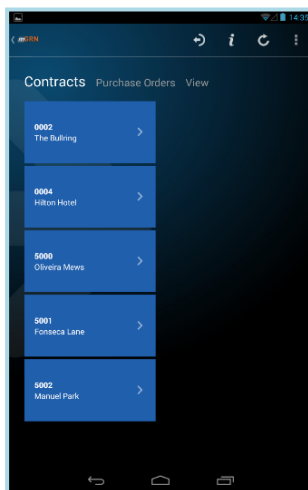
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# 1 Log In

Locate and open the mGRN application from the device application menu. The Login page will be displayed prompting the user to enter the Username & Password.

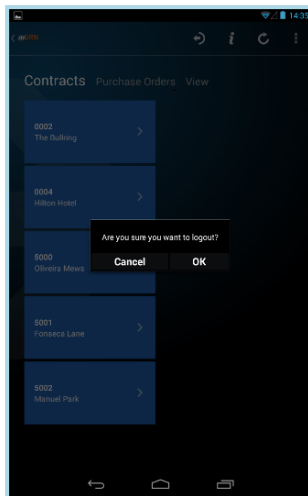


After login, the user will be presented with a list of Contracts.

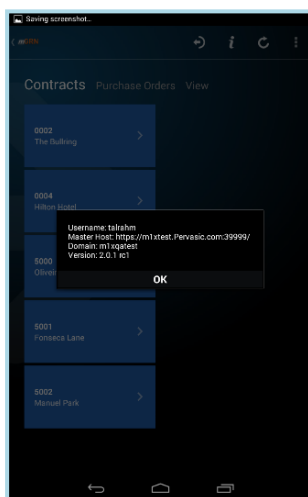


There are a several buttons at the top of the screens.






## User information



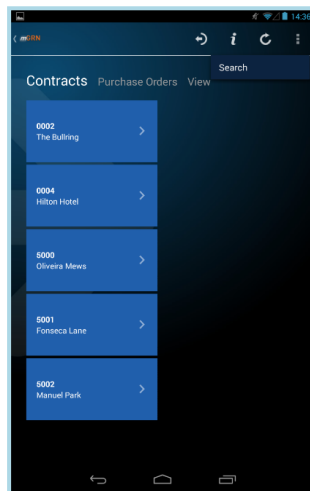
 **Refresh-** to refresh the screen & to send/receive updates.

**Search-** This is shown by tapping the menu button  at top right. This is used to search the screen the user is on.

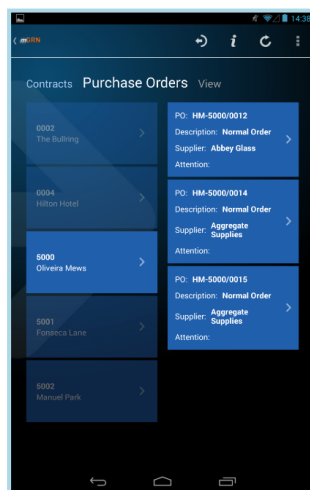
## 2 Screen Flow

After login, the user will be presented with a list of Contracts. The contracts the users can view are defined by security in the Contract Status module.

Each contract will show the contract name & number. The name of the screen is highlighted by the white coloured large text.



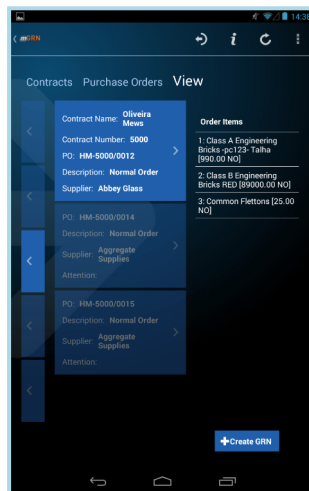
After the user selects a contract from the list, they will be presented with a list of Purchase Orders for that Contract.



Each PO can render the following details

- PO number
- Short description
- Supplier name
- Contract name & number(When viewed)

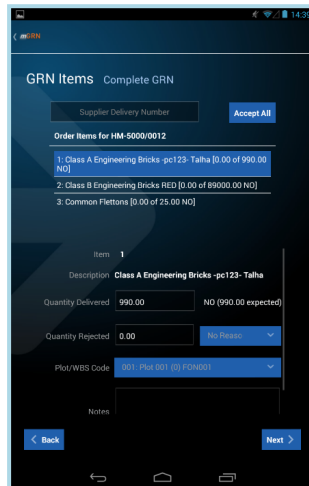
Selecting a Purchase Order will present the View Screen. This will display the Orders made against the PO.



It will also allow the user to create new GRN by tapping on the line item or by selecting the 'Create GRN' button.

### 3 Material GRN

Once you have selected a Purchase Order, tap Create GRN



The following details can be entered:

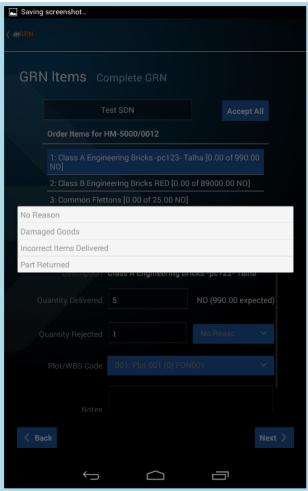
Supplier Delivery number (Ticket No) - this is a unique number inserted by the user to give reference to the GRN.

Each item has a Description, Quantity delivered & expected, and list of WBS codes.

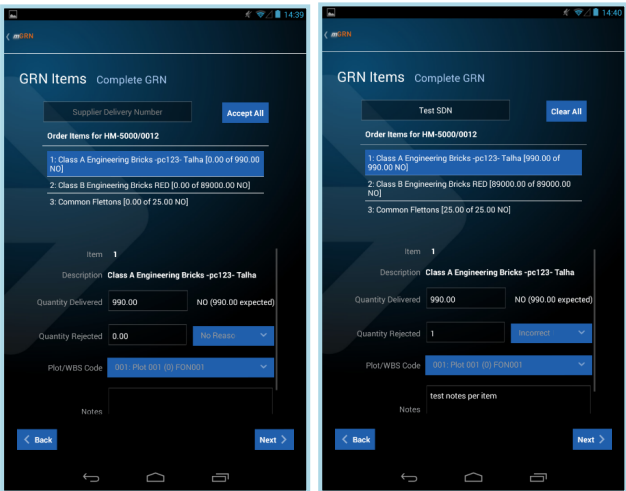


There are fields for inserting Quantity rejected with a list of reasons for rejection and Notes per item.

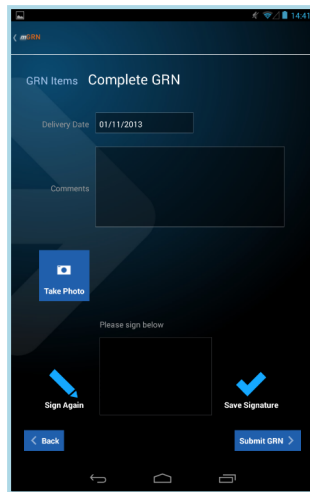




There is an Accept All and a Clear All button. The user can utilise this if all items are delivered as expected.



Tap Next to move onto the Complete GRN screen.



On this screen, the user can:

- set the delivery date of the material.
- Insert comments
- Take max of 3 photos
- Confirm with Signature
- Submit the GRN.



On tapping Submit GRN, the data is transmitted from the device to the Coins Procurement module under **Material GRN**

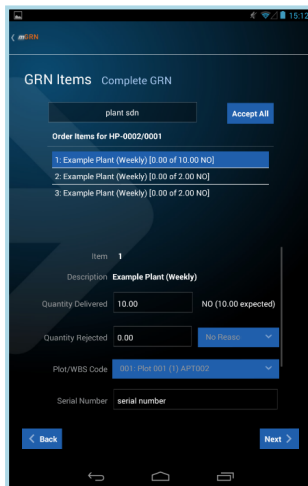


**Note:** If no internet connection is available, any data not transmitted is saved on the device until the connection is re-established.

## 4 Plant GRN



Once you have selected a Purchase Order, tap Create GRN



The following details can be entered:

- Supplier Delivery number (Ticket No) - this is a unique number inserted by the user to give reference to the GRN.
- Each item has a Description, Quantity delivered & expected and list of WBS codes.
- There are fields for inserting Quantity rejected with a list of reasons for rejection and Notes per item.

- There is an Accept All and a Clear All button. The user can utilise this if all items are delivered as expected.

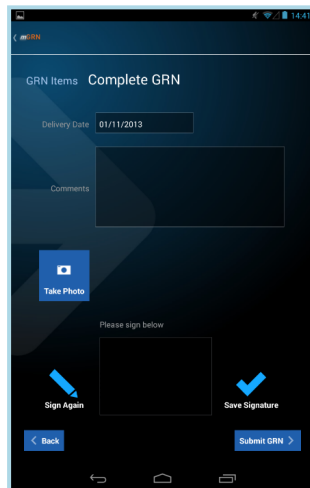
**Note:** For Plant there is an additional field for Serial number.

All the inserted information is unique to each item.

Material and Plant PO are differentiated within the PO number.

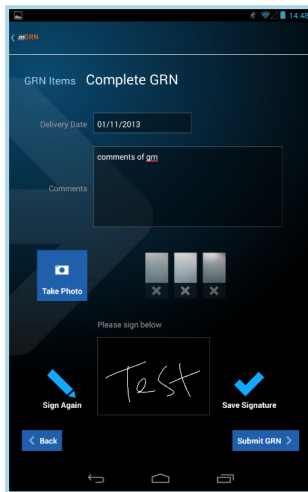
For example: Materials are denoted as HM, whereas Plant are HP.

Tap Next to move onto the Complete GRN screen.



On this screen, the user can:

- set the delivery date of the material.
- Insert comments
- Take max of 3 photos
- Confirm with Signature
- Submit the GRN.



On tapping Submit GRN, the data is transmitted from the device to the Coins Procurement module under **Material GRN**

**Note:** If no internet connection is available, any data not transmitted is saved on the device until the connection is re-established.