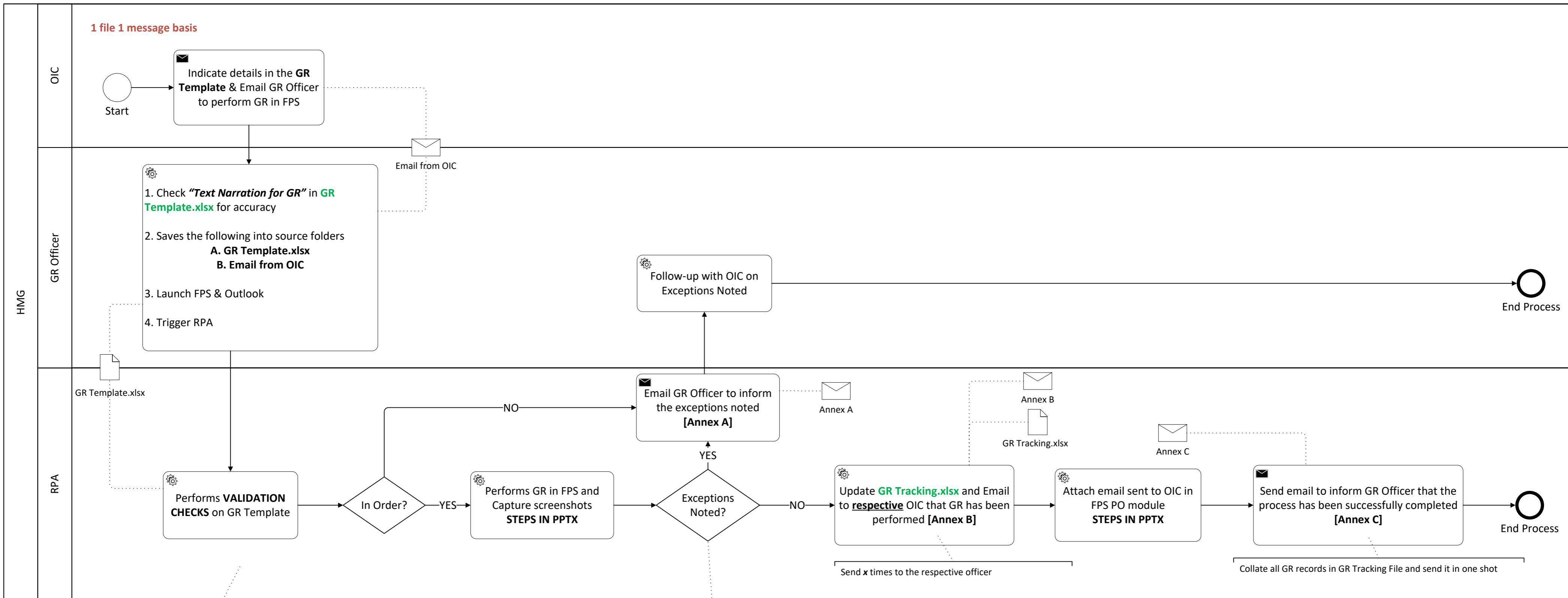


Reference – Good Receipts Workflow Overview



The following fields **cannot be blank**:

- Requested by
- Section
- Purchase Order No.
- Document Date
- For each GR item, if PO line item no. is **filled**, the following fields **cannot be blank**:
 - PO line description
 - GR Quantity
 - GR Amount (Before GST)
 - GR Text Narration

Documents to be attached in Annex

- A – GR Template.xlsx
- B – UPDATED GR Template.xlsx (With GR done screenshots), Email from OIC (Screenshot of Request)
- C – GR Tracking.xlsx, Screenshot of Annex B email

Exception Scenarios:

- Missing info in GR Template – Refer to VALIDATION CHECKS
- Invalid PO** – The PO listed does not exist/is incorrect
- Insufficient PO amount** – Err msg: "FPS PO quantity for GR is insufficient to perform GR. Please follow-up to amend the PO before re-performing GR."
- Mismatch Error (2 possible scenarios) – Vendor name is mismatch, PO line item. & PO line item description in requisition form mismatch with PO
- FPS Session not found
- Windows Error (2 possible scenarios) – Window block, Window not found
- Attachment not uploaded
- Entity Error – OIC & GR Officer is the same person (Normally they are separate entity)

****To attach screenshot error**

RPA GR Process Workflow Ver 1.5 (FINALIZED)

