

PO Collaboration –GRN Approval

Objective

The goal of this user manual is to:

- Understand the process of Submitting the GRN and GRN details tracking.
- This is only applicable to Asset PO's.

Target Audience:

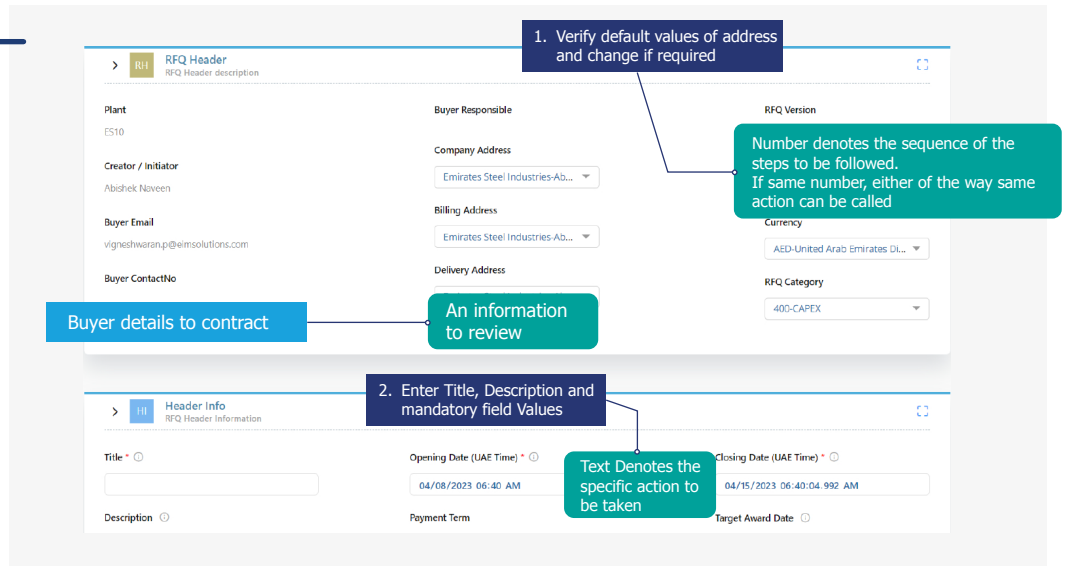
Suppliers



Course Pre-requisites:

ESA-SCH-User Guide-02-PO – GRN Create

Notations Used in Training Manual



1. Verify default values of address and change if required

Number denotes the sequence of the steps to be followed. If same number, either of the way same action can be called

Buyer details to contract

An information to review

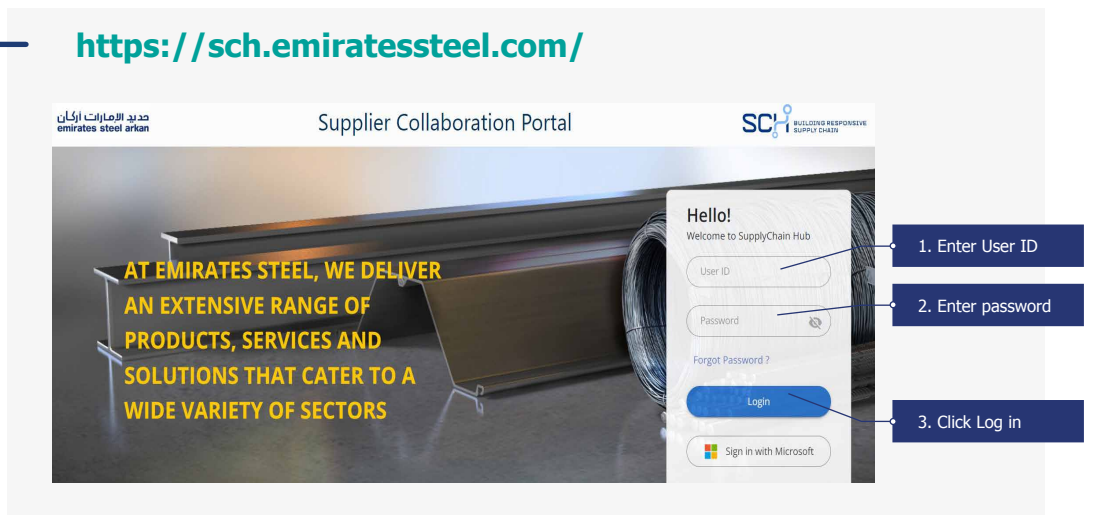
2. Enter Title, Description and mandatory field Values

Text Denotes the specific action to be taken

Login To SCH Portal

Login Page

<https://sch.emiratessteel.com/>



Supplier Collaboration Portal

AT EMIRATES STEEL, WE DELIVER AN EXTENSIVE RANGE OF PRODUCTS, SERVICES AND SOLUTIONS THAT CATER TO A WIDE VARIETY OF SECTORS

Hello!
Welcome to SupplyChain Hub

1. Enter User ID

2. Enter password

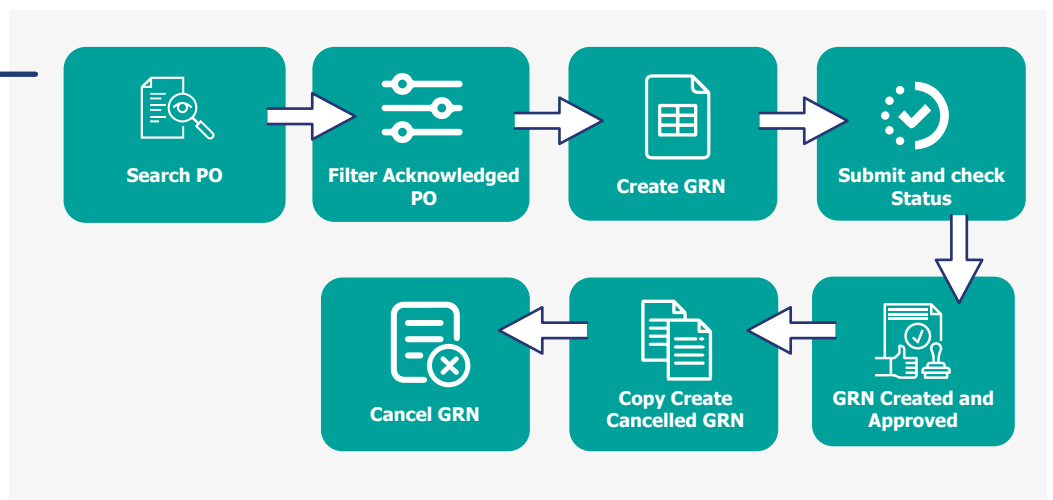
3. Click Log in

PO to Payment Display

GRN Overview

- For the GRN with status = "Posted", Invoice Submit option is enabled
- Only when PO Status = "Acknowledged" for special category POs, Goods Receipt can be submitted
- PO Status set to Acknowledged automatically when the GRN is updated by ESA warehouse team and supplier can track the complete GRN details under GRN List Menu
- For special procurement PO's(Asset, Projects etc.) supplier can be able to submit the GRN with status set to "Pending for Approval" and it will be sent for approval
- When GRN Cancelled, status set to "Cancelled" and "Copy GRN" option enabled in PO details page to resubmit
- For the GRN with status = "Posted", Invoice Submit option is enabled.

**Submit
GRN-Invoice**



**Purchase
Order List**

On click of PO List, list of PO based on Buyer Responsible for Buyer, End User responsible for End User will be displayed

PO Number	PO Date	Last Changed On	Header Text	PO PDF	Message	Ack Status	Delivery Status	Invoice Status	Currency	PO Value
550902043	Oct 25, 2023	Oct 25, 2023				New			AED	2,500.00
550902064	Oct 30, 2023	Nov 1, 2023				New			AED	3,700.00
550901648	Jun 14, 2023	Sep 29, 2023				New				
550902069	Oct 31, 2023	Oct 31, 2023				New				
550902063	Oct 30, 2023	Nov 1, 2023				Acknowledged			AED	1,550.00
570901010	Oct 24, 2023	Nov 9, 2023				Acknowledged			AED	540.00
550902077	Nov 1, 2023	Nov 2, 2023				Acknowledged			AED	4,500.00

Status Indicate whether Supplier Acknowledged or Yet to

On click of PO Number PO history will be displayed

**PO History -
Header**

PO Header Details

PO Number	5509127290	PO Date	31 Oct 2023	Ack Status	Acknowledged	PaymentTerm	90GR 90 Days From GRN date
Supplier ID	0000013183	Supplier Name	Shiva steels Pvt Ltd	Vendor	0000013183 Shiva steels Pvt Ltd	Incoterm	FCA Free Carrier
Buyer Id	403710	Buyer Name	Vasantharam Ramakrishnan	Buyer	403710 Vasantharam Ramakrishnan	Shipping Partner	
Currency	AED	Delivered Value	210.00	Buyer		PO Pdf :	
Exchange Rate	1.00	Involved Value	0.00	Shipping Partner			
PO Value	2,100.00	Paid Value	0.00	Email Id	vijay.r@eimsolutions.com		
Open Value	0.00	Tax Value	105.00				

**PO History -
Item/GRN**

PO Item Details

PO Item	Material/Service	Acknowledge Date	Ack Status	Order Qty	Open Qty	Order Unit	Unit Price	Item Value	Currency	Tax Amount
1	4600064 OIL HYD/P/NH68 ADNOC208 LDRUM	Oct 31, 2023	Acknowledged	20,000	18,000	DR	50.00	1,000.00	AED	50,000
2	4600063 OIL HYD/P/NH 32 ADNOC208 LDRUM	Oct 31, 2023	Acknowledged	20,000	18,000	DR	55.00	1,100.00	AED	55,000

History of GRN

SCH GRN No	Created On	GRN Status	Remark	SAP GRN No	GRN Value	Currency	Posted On	Message	Invoice Det
100000081	Oct 31, 2023	Posted	GRN Material Document Number Created Successfully...	5000206965	210.00	AED	Oct 31, 2023		

Click over here or GRN List Menu and select GRN for details

**PO History -
Invoice/Payment**

History of Invoice

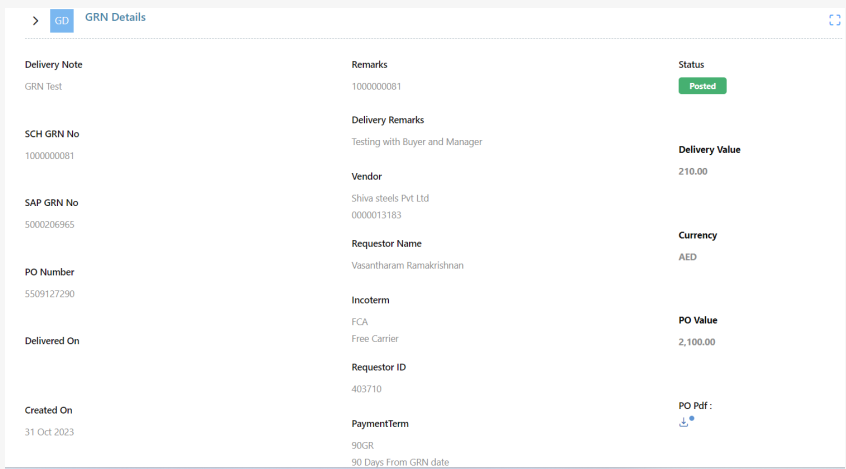
SCH Invoice No	Created On	Invoice Status	SAP Invoice No	Message	Invoice Value	Currency	Invoice Date	Supplier Invoice No	Created By	Copy Invoice
100000090	Oct 31, 2023	Accepted By Finance	5105689252		220.50	AED	Oct 31, 2023	INV7892	13183	...
Total					220.50					

Click over here or Invoice List Menu and select Invoice for details

History of Payments

Payment No	Check No	Status	Payment Date	Amount Paid	Currency	Beneficiary Name	Bank Name	Supplier	Total Doc Amount	Total Loc Amount	Cls
5321000184	--	Initiated	--	--	--	--	--	Shiva steels Pvt Ltd 13183	220.50	220.50	Oct
Total					0.00				220.50	220.50	

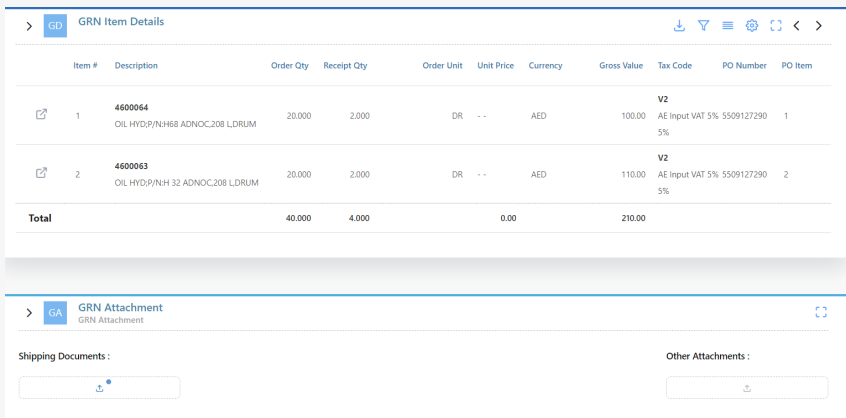
GRN Detail - Header



GRN Details

Delivery Note GRN Test	Remarks 100000081	Status Posted
SCH GRN No 100000081	Delivery Remarks Testing with Buyer and Manager	Delivery Value 210.00
SAP GRN No 5000206965	Vendor Shiva steels Pvt Ltd 0000013183	Currency AED
PO Number 5509127290	Requestor Name Vasantharam Ramakrishnan	PO Value 2,100.00
Delivered On	Incoterm FCA Free Carrier	PO Pdf: Download
Created On 31 Oct 2023	Requestor ID 403710	
	PaymentTerm 90GR 90 Days From GRN date	

GRN Item and Attachment



GRN Item Details

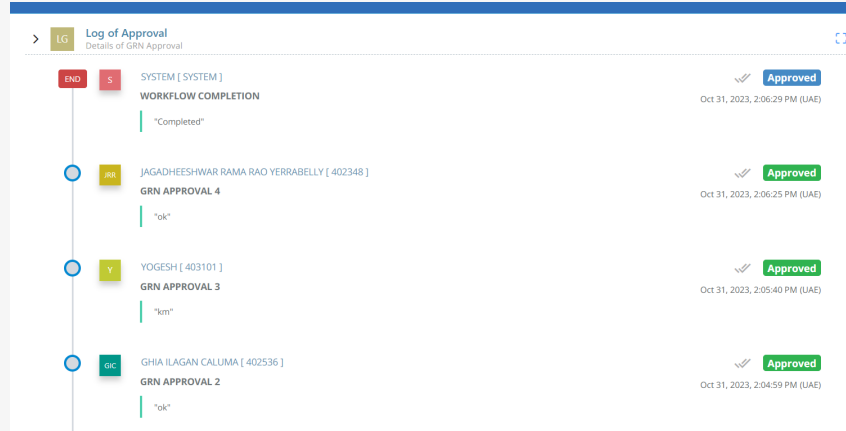
Item #	Description	Order Qty	Receipt Qty	Order Unit	Unit Price	Currency	Gross Value	Tax Code	PO Number	PO Item
1	4600064 OIL HYDP/NH48 ADNOC208 LDRUM	20.000	2.000	DR	--	AED	100.00	V2 AE Input VAT 5% 5509127290 5%	5509127290	1
2	4600063 OIL HYDP/NH 32 ADNOC208 LDRUM	20.000	2.000	DR	--	AED	110.00	V2 AE Input VAT 5% 5509127290 5%	5509127290	2
Total		40.000	4.000			0.00	210.00			

GRN Attachment

Shipping Documents:

Other Attachments:

GRN Approval Log

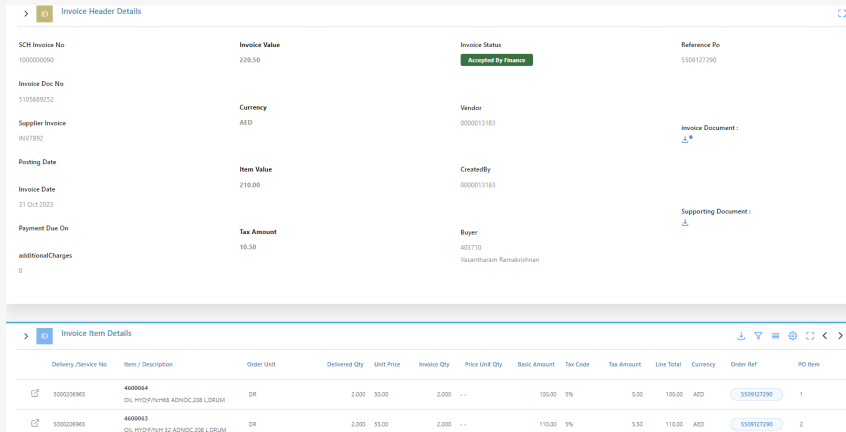


Log of Approval

Details of GRN Approval

- SYSTEM [SYSTEM]** - WORKFLOW COMPLETION - Approved - Oct 31, 2023, 2:06:29 PM (UAE) - "Completed"
- JAGADHEESHWAR RAMA RAO YERRABELLY [402348]** - GRN APPROVAL 4 - Approved - Oct 31, 2023, 2:06:25 PM (UAE) - "ok"
- YOGESH [403101]** - GRN APPROVAL 3 - Approved - Oct 31, 2023, 2:05:40 PM (UAE) - "ok"
- GHIA ILAGAN CALUMA [402536]** - GRN APPROVAL 2 - Approved - Oct 31, 2023, 2:04:59 PM (UAE) - "ok"

Invoice Header and Item data



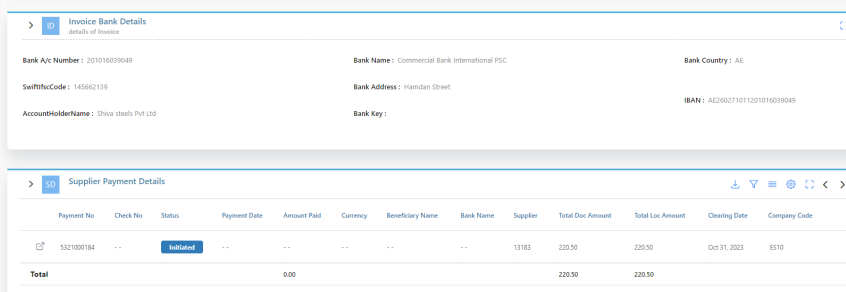
Invoice Header Details

SCH Invoice No 100000090	Invoice Value 220.50	Invoice Status Accepted By Finance	Reference Po 5509127290
Invoice Doc No 310560521	Currency AED	Vendor 0000013183	Invoice Document: Download
Supplier Invoice INV7892	Item Value 210.00	CreatedBy 0000013183	Supporting Document: Download
Posting Date Invoice Date 31 Oct 2023	Tax Amount 10.50	Buyer 403710 Vasantharam Ramakrishnan	
Payment Due On additionalCharges 0			

Invoice Item Details

Delivery /Service No	Item / Description	Order Unit	Delivered Qty	Unit Price	Invoice Qty	Price Unit Qty	Base Amount	Tax Code	Tax Amount	Live Total	Currency	Order Ref	PO Item
5000206965	4600064 OIL HYDP/NH48 ADNOC208 LDRUM	DR	2.000	95.00	2.000	--	100.00	5%	5.00	100.00	AED	5509127290	1
5000206965	4600063 OIL HYDP/NH 32 ADNOC208 LDRUM	DR	2.000	95.00	2.000	--	110.00	5%	5.50	110.00	AED	5509127290	2

Invoice Bank and Payment detail



Invoice Bank Details

Bank A/c Number : 201016039049
Swift/Bic Code : 145662139
AccountHolderName : Shiva steels Pvt Ltd

Bank Name : Commercial Bank International PSC
Bank Address : Hamdan Street
Bank Key :

Bank Country : AE
IBAN : AE260271011201016039049

Supplier Payment Details

Payment No	Check No	Status	Payment Date	Amount Paid	Currency	Beneficiary Name	Bank Name	Supplier	Total Doc Amount	Total Loc Amount	Cheque Date	Company Code
5321000184	--	Initiated	--	--	--	--	--	13183	220.50	220.50	Oct 31, 2023	ES10
Total				0.00					220.50	220.50		

GRN Approval

GRN Submitted in Approval

Check the GRN Number Created

Observe the status as Pending For Approval

On click of this icon – you can understand with whom it is pending for approval

Item #	Material/Service	Acknowledge Date	Ask Status	Order Qty	Open Qty	Order Unit	Unit Price	Item Value
1	2009358 MOTOR&P&N&S/LA/LS20-45AA90<D	Sep 26, 2023	Acknowledged	200,000	80,000	PCS	10,000	2,000,000
2	2009359 MOTOR&P&N&S/LA/LS20-45AA90<D	Sep 26, 2023	Acknowledged	200,000	180,000	PCS	10,000	2,000,000

SCH GRN No.	Created On	GRN Status	SAP GRN No.	GRN Value	Currency	Message	Delivery No.
1000000990	Oct 15, 2023	Pending For Approval	5000001179	1,050,000	AED		12345
1000000889	Oct 15, 2023	Pending For Approval	5000001177	100,000	AED		
1000000956	Sep 26, 2023	Final	5000005077	200,000	AED		

GRN Approval Notification

1. Select GRN approval to display tasks

Code	Description	Count
AL	All	68
CA	CapitalSparesRequest	1
AU	AUCTION Approval Work...	22
RF	RFQ Publish	33
RF	RFQ TER	7
GR	GRN Approval	1
SI	Single Source Purchase ...	4

GRN Approval Inbox

1. Click on Task to open transaction

Profile	Workflow	Business Component	Previous Action By	Supplier Name	Delivery Date	Created Date
SL	GRN Approval	1000000100		VEND3248	--	Nov 8, 2023
	42288 GRN Approval GRN Approval 1	GRN		Shiva steels Pvt Ltd		

Approve GRN

1. Click on Approve

2. Enter Approval Note, if required.

3. Click OK to Approve

Approve the GRN 1000000100 submitted by Shiva steels Pvt Ltd for GRN Approval 1?

Next Approver

Based on Business Rules

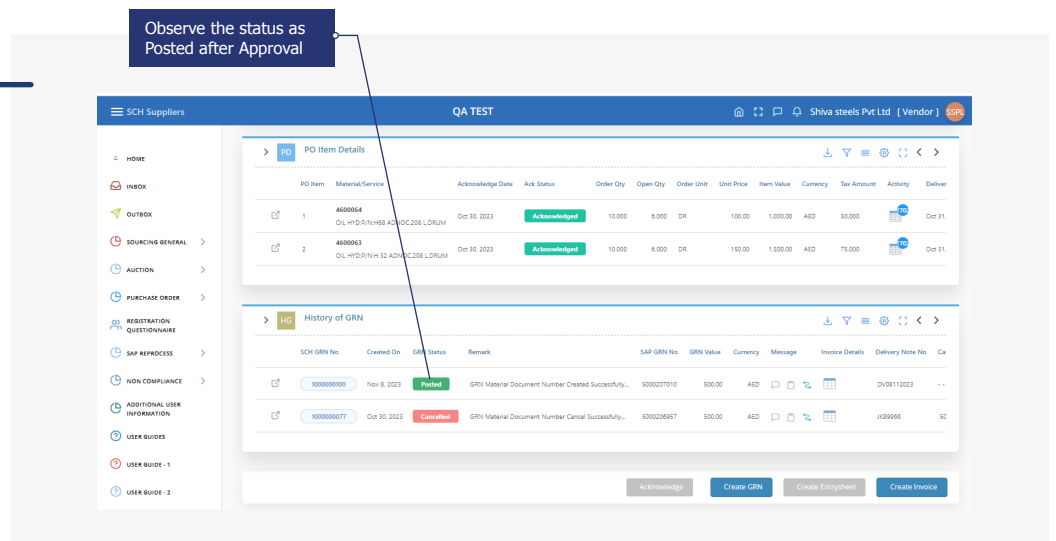
Remarks

Approve

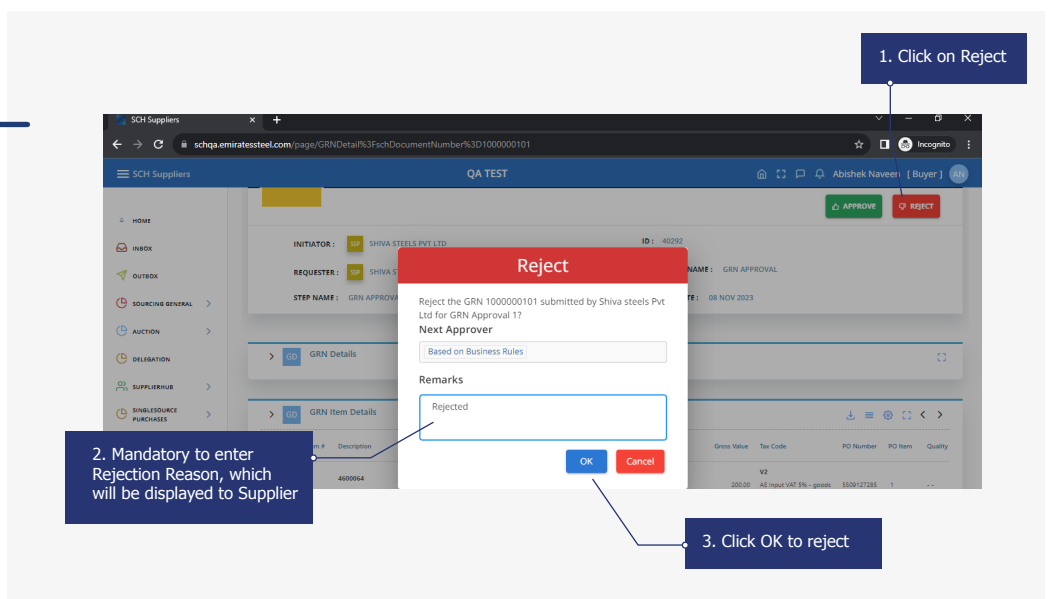
OK Cancel

APPROVE REJECT

GRN status after Approved



Reject GRN



GRN Status after Rejection

