

I have received a query "QR20 GRN not created, Please advise GRN number for this invoice" or “missing receipt” or “provide the GRN”

GRN = Good Receive Note

1. Check if the GRN is created directly in XA / ARIBA or MCSS

In XA :

infor (BB) I0007_BB_France DGBB_9.2.1

File Customize Navigation Help

SKF

3

Scheduled ReceiptsPurchase OrdersPurchase Order ItemsPurchase Order HistoryPurchase Order History ItemsItem LocationsInventory Transaction HistoryBuyer-PO-PO ItemsItems-On Hand Qty-Requisition-POItem - Vendor - POPurchasing ActivityItem Follow UpItem consumption historyPurchase Order Approval historyRequisition approval historyRequisition-follow upFollow up Requisitions

PO Basic DataPO MRP RecommendationPO MaintenancePO Follow upPO Analysis Support

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Production

SKF - Engineering EPDM
SKF - Production Planning
SKF - Purchasing
SKF - Procurement1
SKF - Goods Receiving
SKF - Finance
SKF - Codes and Tables

Powered by infor

infor (BB) Inventory Transaction History

File Display Maintain Customize User Navigation Help

Site = SPO (temporary) - Trans...

Inventory Transaction History

Site	SPO	Pla	Bu	Txn	Whs	Item	Description	Posted	Posted time	Order	Project no	Vendor	Vendor name	Receipt FIFO	Location	GRN	Bat
DGF	BR1	18	6	RP = Receive Purchased Item to Stock	18	OM6044BIH	OM-6044 BIH	12/10/2024	4:06:55 PM	P223944		00186X	TMD GROUP DOO	12/10/2024	PAR58	752/24	272
DGF	BR1	18	6	RP = Receive Purchased Item to Stock	18	OM6044BIH	OM-6044 BIH	12/10/2024	4:06:53 PM	P223944		00186X	TMD GROUP DOO	12/10/2024	PAR58	752/24	272

In ARIBA :

< SKF

EPxxxxxx - BF-21D-Fournitures bureau-JPG

Status: Received

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review More

Close

Print

Summary

Approval Flow

Receipts

History

Receipts

Receipt ID	Title	Order ID	Order Title	Date	Status
RC2139635	BF-21D-Fournitures bureau-JPG	EPxxxxxx	BF-21D-Fournitures bureau-JPG	Tue, 3 Dec, 2024	Approved

In MCSS :

PUGRI

S00023- NO MORE INFORMATION TO DISPLAY
 PUGRI MCSS 35 PRODUKTION MUEHLHEIM 25/09/11 16:00:28
 PAGE 1 RECEIVED/INVOICED INQUIRY - ORDER
 FUNCTION : I (I)
 P.O.NO. : P368886,001 001 DATE: 25/09/11 STATUS : C
 VENDOR : EURS036750 BILSTEIN GMBH & CO. KG AUTHOR :
 ITEM: 71085901 DESCR: JS74SCR 1.00x70.0

ORD.QTY.:	12000.00	DEL.QTY.:	12000.00	PUOM :	KG
REC.QTY.:	0.00	O/S.QTY.:	0.00	INVCD AMT :	0.00
-----RECEIVED--- EUR -----INVOICED---					
DATE	DELIVERED	RECEIVED	REJECTED	DATE	REG-NO
G.R.N.	DECLARED	IN-RECEIVING	IN-INSPECT	DOCUMENT-NUMBER	QUANTITY
25/09/11	12000.00	0.00	0.00		0.00
3724144	12000.00	12000.00	0.00		0.00

00939-NO MORE RECEIPTS FOR THIS ORDER NO

a. If GRN not created, several possibilities:

- If we have physically received the goods, create the GRN in XA / ARIBA or MCSS
 ⇒ Then, “Cancel and resend” the invoice

Cancel and resend

- If we have not received the goods, we can “Put on hold” the invoice and wait the goods.
 When goods are received, “Cancel and resend” the invoice

Put on hold

- If we have not received the goods, we also can contact the supplier directly in BASWARE Cloud via “Dispute” and ask more details

Dispute

b. If GRN created in XA / ARIBA or MCSS

“Reject” the invoice, give the GRN to CAP

Reject

You can also ask if the GRN is already matched.

If the GRN is already used on another invoice, check that this invoice is not a duplicate.

DTP related :

I have created GRN in XA but it is not reflected in Basware.docx

I have received a query QR24 The advised GRN number already matched with another invoice - GRN has been utilized for another invoice.docx

2. If you are an advanced user (“SKF Advanced Display” role), you can check in BASWARE Cloud if IMDs are available

➔ “Accrual reports” to create or to open if already created

Steps to create :

- 1 - Accounts payable
- 2 - Accruals reports
- 3 - Create report

basware Home Accounts payable Gorsse Cella, SKF

Invoices Activity center **Accrual reports** 2

< **Accrual reports** Quick filter 245 All reports Open

Report name	Organization	Type	Status	Creation time	Report date	Report expiration date	Created by	Notification recipient
IMD AL FR 09-12-2024	SKF FRANCE S.A.	Purchase orders	Completed	09/12/2024 09:33	09/12/2024 09:33	09/12/2025 09:33	LEGOURD AURELIE	-
IMD AL FR 05-12-2024	SKF FRANCE S.A.	Purchase orders	Completed	05/12/2024 16:43	05/12/2024 16:43	05/12/2025 16:43	LEGOURD AURELIE	-
838V INVOICES	SKF FRANCE S.A.	Invoices	Completed	28/11/2024 09:02	28/11/2024 09:02	28/11/2025 09:02	Orion Antoine	-
IMD AL FR 27-11-2024	SKF FRANCE S.A.	Purchase orders	Completed	27/11/2024 10:10	27/11/2024 10:10	27/11/2025 10:10	LEGOURD AURELIE	-
IMD CG FR 22-11-2024	SKF FRANCE S.A.	Purchase orders	Completed	22/11/2024 12:12	22/11/2024 12:12	22/11/2025 12:12	Guilbot Christelle	-
21/11/2024	SKF INDUSTRIE S.P.A.	Purchase orders	Completed	21/11/2024 11:43	21/11/2024 11:43	21/11/2025 11:43	Allora Fabrizio	-
IMD AL FR 14-11-2024	SKF FRANCE S.A.	Purchase orders	Completed	14/11/2024 09:17	14/11/2024 09:17	14/11/2025 09:17	LEGOURD AURELIE	-

[Untitled] New Cancel Create x

Report name * Expiration date

IMDs France - 10/12/2024 10/12/2025 14:54

Report data

Organizations * SKF FRANCE S.A. x

☐ Invoice ☒ Order lines and receipts

Reporting date

☒ Today 10/12/2024

Includes all open documents that were created or matched in the past 365 days. The report will be scheduled to run 22:00 - 02:00 (UTC+00:00)

☐ Custom date

Email notification

The following recipients receive an email notification when the report is ready to download

☐ Send email notification to

Language and region

Language determines the language for column headers and other text. Region determines date and number formats. Choose the options that the recipients prefer

Language en-US English (United States) Region fr-FR French (France)

To open :

Download report

basware									
Home Accounts payable   Gorse Celia, SKF									
Invoices Activity center Accrual reports									
< Accrual reports   Open									
Quick filter 246 All reports 									
Create report									
Report name	Organization	Type	Status	Creation time	Report date	Report expiration date	Created by	Notification receipt	
IMD AL FR 09-12-2024	SKF FRANCE S.A.	Purchase orders	Completed	09/12/2024 09:33	09/12/2024 09:33	09/12/2025 09:33	LEGOURD AURELIE	 	
IMD AL FR 05-12-2024	SKF FRANCE S.A.	Purchase orders	Completed	05/12/2024 16:43	05/12/2024 16:43	05/12/2025 16:43	LEGOURD AURELIE	 	

Check if your GRN is available in the download file :

Net Price	GR Net Price	PO Number	Row Index	GR Number	Product Code	Description	Quantity to Match	Unit Code	Net Sum to Match	Currency	Organization Element Code	Organization Element Name	Invoicing Supplier Code	Invoicing Supplier Name	Buyer Name	Ordered By	Quantity	Net Total	Quantity	GR Value (Net Total)	Status	IMD Number	GR Item Number	Delivery Note Number	Delivery Date
283,44	283,44	P222922	0002	20184937			10,00	PC	2 834,38	EUR	9531		02028X	ATLANTIC GMBH	Vigouroux Guimarae		10,00	2 834,38	10,00	2 834,38	Unmatche	953120184937-0001	24010205		21/11/2024
6,50	6,50	P546383	0001	00381807	YH-G202-3-PL		216,00	PC	1 404,00	EUR	9531		00087X	TAIZHOU YIHONG INDU Daske Jaci Thorigny f			216,00	1 404,00	216,00	1 404,00	Unmatche	953100381807-0001	802408526		19/11/2024
20,64	20,64	P537705	0001	00376639	BAR-0200 AE		990,00	PC	20 433,60	EUR	9531		CHN577	SKF SHANGHAI AUTOM Minnier Fal			990,00	20 433,60	990,00	20 433,60	Unmatche	953100376639-0002	584029634		17/10/2024
48,00	48,00	P207177	0045	20167402			5,00	PC	240,00	EUR	9531		21525X	SERVI LOIRE	Rivoalen f Rivoalen f		5,00	240,00	5,00	240,00	Unmatche	953120167402-0001	41717		04/04/2024
61,40	61,40	P560848	0001	00380246	221109		24,00	PC	1 473,60	EUR	9531		02932X	SERCORE TECH S.L	Minnier Fal POPEK CH		24,00	1 473,60	24,00	1 473,60	Unmatche	953100380246-0001	P560848		12/11/2024
0,39	0,39	EP1199391	1	RC1803255			1 008,00	PC	393,12	EUR	9531		75131X	SCHOEN DISTRIBUTION Goncalves Neau Jear			1 008,00	393,12	1 008,00	393,12	Unmatche	RC1803255-1	19012024		12/01/2024
8,78	8,78	P546352	0001	00381673	YH-RE120-3		1 026,00	PC	9 008,28	EUR	9531		00087X	TAIZHOU YIHONG INDU Daske Jaci Thorigny f			1 026,00	9 008,28	1 026,00	9 008,28	Unmatche	953100381673-0002	802408525		20/11/2024
343,00	343,00	P501597580	5	RC1809020			1,00	PC	343,00	EUR	9531		56912X	KCHICKE INDUSTRIELE Document E. Mancau			1,00	343,00	1,00	343,00	Unmatche	RC1809020-5	P501597580		10/01/2024

If GRN available “Reject” the invoice and give to CAP the GRN

