



GENESIS

How to Guide How to do Receiving on the mobile application

MRJ Consultants

37 Weavind Ave, Eldoraigne, Centurion, 0157

Tel: (012) 654 0300

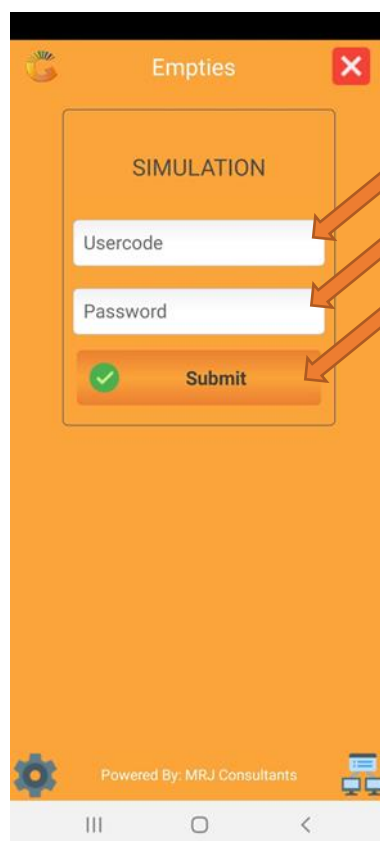
Mail: helpdesk@mrj.co.za



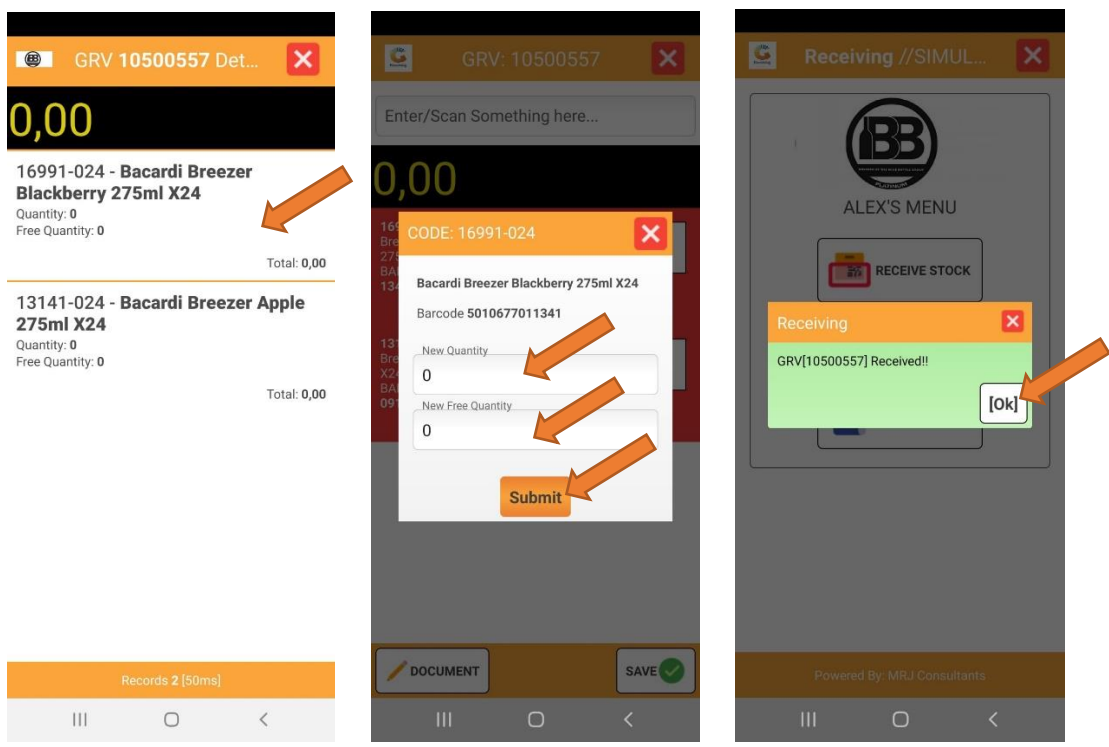
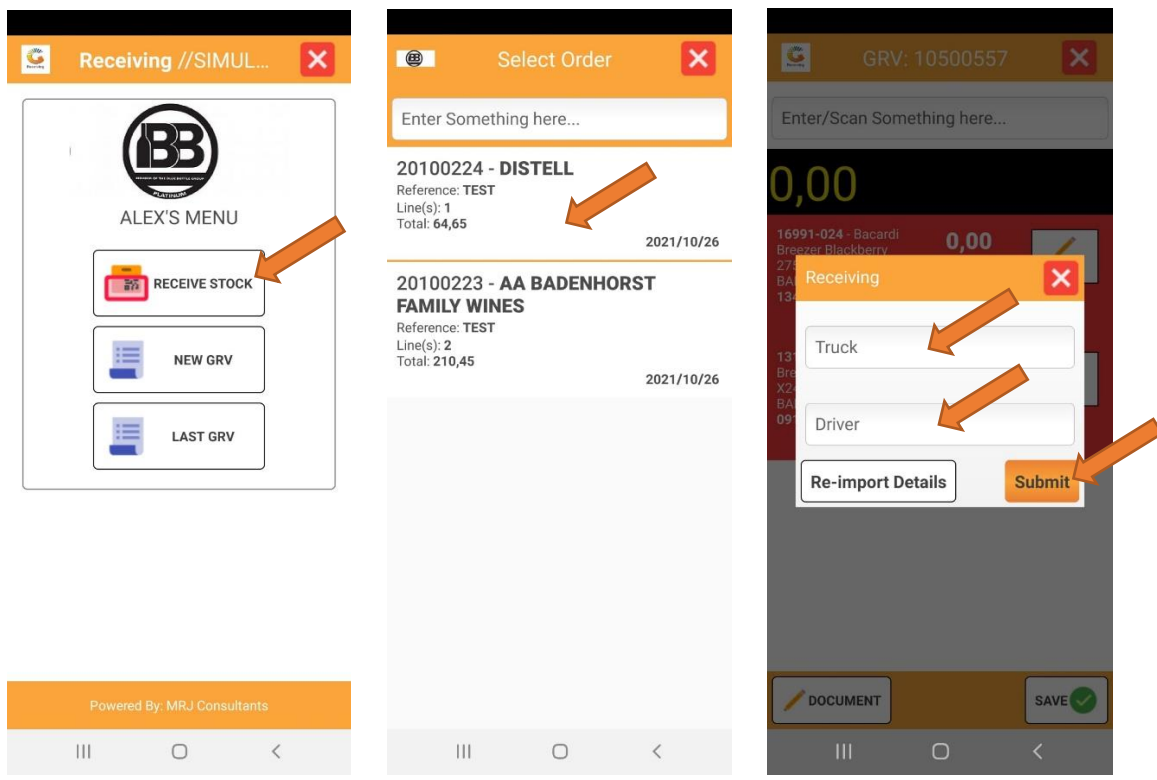
1. On your mobile device open the Receiving application.



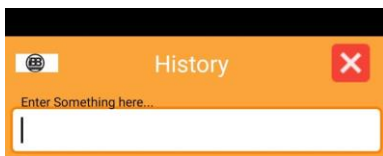
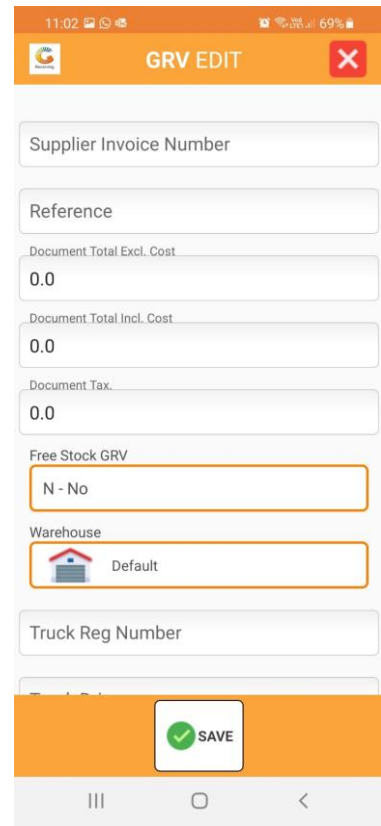
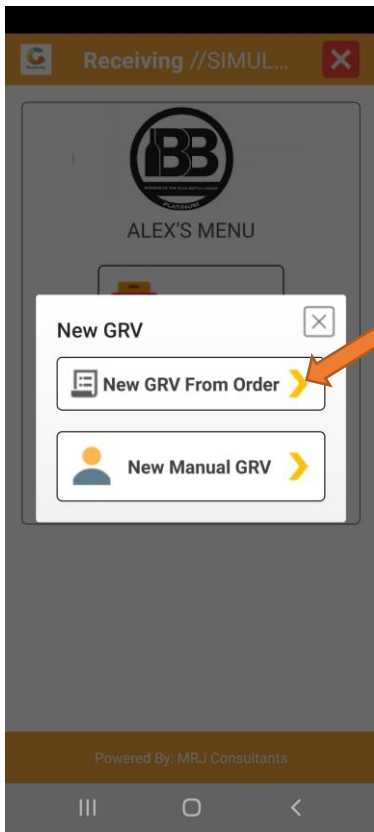
2. Once in you will have to put your user code and password in. This is the same login credentials used on your Genesis login. Once all the information has been inputted Press submit to proceed.



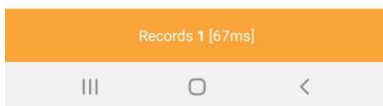
- Once opened select Receive option then you will see all Purchase Orders, from here you can select the desired PO and amend if need be. Once completed save and continue.



- Under New GRV you can select the desired Creditor edit the GRV Details such as Supplier Invoice Number, Reference, Costs etc then press save. And continue.



✓ NO: 10500557
 Date: 2021/10/26
 Doc Ref: YVONNE
 Doc No: 12545225
 Doc Date: 2021/10/26



FAQ

What is Receive Stock used for, and under New GRV, what is New GRV From Order and New Manual GRV used for. How do the two options connect with each other?

What is Receive stock used for:

What is New GRV from order used for:

What is New manual GRV used for: