

# USER MANUAL

## Generation of GRN Certificate: -

- **Menu Link** : Login→SRIC→ Purchase→ 03. Generation of GRN/Service Certificate
- Here, You will get the list of Orders to generate GRN certificate, click on the **POCEED NOW** button for the details you wish to continue.
- Once you click on proceed now, the details of the selected order will be available in another table at the bottom. Scroll down the window to get the detailed table, now click on **GET ORDER ITEMS**.

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GRN / Service Certificate Preparation >

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PROJECT CODE	PURCHASE ORDER NO	PURCHASE ODER DATE	VENDOR CODE	VENDOR NAME	INST REF NO	REMARKS	ACCESS AS	ACTION
C/CAAS	768/IIT/SRIC/ANMC-16/CH/CAAS/CPRF-SBI/2020	2021-03-31	V/2016/486	PERKIN ELMER (INDIA) PVT LTD	ORD/2020-2021/SRIC/6	BRONZE NON-COMPREHENSIVE COMBINED AMC	SRIC Admin	<a href="#">✓ PROCEED NOW</a>
C/APAM	9999/IIT/SRIC/SLEQ-58/DE/APAM/CPRF-SBI/2021	2021-07-02	V/2016/46	Chakraborty Brothers	ORD/2021-2022/SRIC/1	Ubbelohde Viscometer	SRIC Admin	<a href="#">✓ PROCEED NOW</a>
C/FCMA	284/IIT/SRIC/COMP-109/CS/FCMA/CPRF-SBI/2020	2020-10-09	V/2016/575	WIZERTECH INFORMATICS PVT LTD	ORD/2020-2021/SRIC/5	LAPTOP	SRIC Admin	<a href="#">✓ PROCEED NOW</a>

Showing 1 to 3 of 3 rows

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#	ORDER ID	FUND BOOKING	SUB ORDER ID	ORDER AMOUNT	ORDER TYPE	ITEM COUNT	ACTION
1	ORD/2021-2022/SRIC/1	YES	ORD/2021-2022/SRIC/1/1	221015.00	Purchase Order	1) Ordered Item / Proposed Service Count: 5 2) No of Item Group / Completion Service Group: 2 3) Receive Item Count / Completion Service Measure: 2 4) Partial Count Of Service Completion: 0	<a href="#">GET ORDER ITEMS</a>

- Once you will click on **GET ORDER ITEMS**, then you will get a page as shown below.
- Click on **RECEIVE ITEMS**.

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GRN / Service Certificate Preparation > Search Orders For Asset / Work / AMC Details Entry >

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#	STATUS AND DESCRIPTION	ITEM COST FACTOR	ITEM GROUP WISE COUNT	ACTION
1	1) order type: Purchase Order 2) status: No Item or Service Entered yet 3) description: CPU	1) mesuring unit: pcs 2) unit price: 20000.00 3) currency: INR	1) Item / Service Group wise count: 5 2) Receive Item / Full Service Completion: 0 3) Partial Service Completion: 0	<a href="#">RECEIVE ITEMS</a>

- Fill all the fields as per your receiving details and Click on **Get Possible Entries**.

**Asset Entry Form For Group Item Entry Against Purchase Order**
✕

**Asset Group**

**Current Location**

**Asset Status**

**Placed In Service**

**Measuring Unit**

**Quantity**

**foreign cost**

**foreign currency**

**Value Of Total Item**

**Depreciation Start date**

**Estimated Life in Day(s)**

**Insurance Coverage**

**Warranty**

**Initial Po Wo Oo Ref**

**Asset Description**

\*\*\* All the fields are mandatory. If any field not apply to you then please fill 0 or NA.

- Once you fill all the receiving details and click on **Get Possible Entries** you will get a screen as shown below.
- Check all the details properly and click on **Save the Entered Details**.

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GRN / Service Certificate Preparation > Search Orders For Asset / Work / AMC Details Entry > [Receive Item / Give Service Completion Against Order](#)

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#	PURCHASE ORDER AND ASSET IDS	ASSET LOCTIONS	ASSET GROUP AND DESCRIPTION	ASSET DATES AND COSTS	ASSET OTHER MEASURES
1	1) financial year: 2021-2022 2) sub order id: ORD/2019-2020/SRIC/8/1 3) item id: ORD/2019-2020/SRIC/8/1/1	1) organization: 2) cost centre: Not Applicable 3) project: Not Applicable 4) current location: Enterprise Resource Planning	1) asset status: Received in Good Condition 2) asset group: Computer and Peripherals 3) description: CPU	1) placed in service: 29-07-2021 2) depreciation start date: 29-07-2021 3) foreign cost: 0 4) foreign currency: NA 5) INR. cost: 120000	1) service type: Group Wise Item Receive 2) service unit: pcs 3) ref: na 4) insurance: 200 5) warranty: 5 6) Entry By(EC): 18009

- Once you save the details you will get a screen as shown below and now you have to do final submission by clicking on **Final Submit** Button against the details you have saved. Now you will get a new pop-up as shown in next Screenshot.

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#	STATUS AND DESCRIPTION	ITEM COST FACTOR	ITEM GROUP WISE COUNT	ACTION
1	1) order type: Purchase Order 2) status: All Item Received or service completed 3) description: CPU	1) mesuring unit: pcs 2) unit price: 20000.00 3) currency: INR	1) Item / Service Group wise count: 5 2) Receive Item / Full Service Completion: 5 3) Partial Service Completion: 0	<a href="#">VIEW ENTRIES / UPDATE RECEIVED ITEMS</a> <a href="#">PRINT GRN</a> <a href="#">FINAL SUBMIT</a>

- Here you have to select the date from dropdown and click on **Get Entries** button then click on **Final Submit The Selected Items** button. Now, the generation of GRN certificate is complete. You can take the print-out.

**Final Submit Of Received Item / Service Completed** ✕

**Select Entry Dates:**

[Get Entries](#)

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[Final Submit The Selected Items](#) [Close](#)