

August 8, 2026

Received

Warehouse		Goods Receipt Notes				
☒ Goods Receipt		☒ Stock (By Shipment)				
GRN	Warehouse	Shipment no.	Supplier	Received on	Received by	P. O. no.
Q	Q	Q	Q	Q	Q	Q
RN25.1001	Test		Shotec S.A.E	20 Feb 2025	Said Hamza	PO23.1004
RN25.1002	Test		Shotec S.A.E	20 Feb 2025	Said Hamza	PO23.1004
RN25.1003	Test		Shotec S.A.E	20 Feb 2025	Said Hamza	PO23.1004
RN24.1162	6Th Of October		RPE	02 Jul 2024	Mosallam Samy	PO24.1074
RN26.1029	6Th Of October		NETZSCH Pumpen Systeme GmbH	30 Jul 2026	Fatma2 Mohamed	PO25.1003
RN24.1231	6Th Of October		NETZSCH Pumpen Systeme GmbH	30 Sep 2024	Sahar Mahmoud	sPO24.1005
sGRN24.1035	6Th Of October		NETZSCH Pumpen Systeme GmbH	28 Feb 2024	Sahar Muhamoud	sPO23.1005
sGRN24.1100	6Th Of October	kjlkjk	NETZSCH Pumpen Systeme GmbH	23 May 2024	Sahar Muhamoud	sPO24.1001
RN24.1208	6Th Of October		NETZSCH Pumpen Systeme GmbH	19 Aug 2024	Sahar Mahmoud	sPO24.1009
sGRN24.1046	6Th Of October		NETZSCH Pumpen Systeme GmbH	10 Mar 2024	Sahar Muhamoud	sPO24.1000
sGRN24.1003	6Th Of October		NETZSCH Pumpen Systeme GmbH	16 Jan 2024	Sahar Muhamoud	sPO23.1013
RN24.1029	6Th Of October		NETZSCH Pumpen Systeme GmbH	19 Feb 2024	Sahar Mahmoud	PO22.1002
sGRN23.1000	6Th Of October		LEWA GmbH	06 Dec 2023	Sahar Muhamoud	sPO23.1004
RN26.1020	6Th Of October		LEWA GmbH	29 Jul 2026	Fatma2 Mohamed	PO24.1000
sGRN24.1014	6Th Of October		LEWA GmbH	29 Jan 2024	Sahar Muhamoud	sPO23.1010
sGRN24.1067	6Th Of October		LEWA GmbH	17 Mar 2024	Sahar Muhamoud	sPO23.1006
sGRN23.1000	6Th Of October		LEWA GmbH	27 Nov 2023	Sahar Muhamoud	sPO23.1000
RN23.1004	6Th Of October		LEWA GmbH	15 Nov 2023	Sahar Mahmoud	sPO23.1001
sGRN24.1165	6Th Of October		LEWA GmbH	03 Jul 2024	Sahar Muhamoud	sPO24.1003
RN24.1228	6Th Of October		LEWA GmbH	21 Sep 2024	Sahar Mahmoud	sPO24.1004

Received

Overview

The Received list shows goods receipt records that have been received in the warehouse. Warehouse and purchasing users use this list to locate received shipments and review the related GRN, warehouse shipment, supplier, receipt date, receiving user, and purchase order information. Use it when you need to verify a receipt, find a supplier delivery, or prepare a list for export.

Workflow

1. Open the received goods receipt list.

Navigate to **Warehouse**, then select **Goods Receipt** and open **received-shipment**. The list displays received records with columns such as **GRN**, **Warehouse Shipment no.**, **Supplier**, **Received on**, **Received by**, and **P. O. no.**

2. Decide whether you need a specific receipt or the full received list.

- To find a specific record, enter a known value in **Search**, such as a GRN number, supplier name, warehouse shipment number, or purchase order number.
- Select **Apply filter** to refresh the list using the search criteria.
- To review all available records again, adjust or remove the search value and select **Apply filter**.

Tip: Search by the most specific value available, such as the GRN or purchase order number, to reduce the number of matching receipts.

3. Review the matching receipt before using it for follow-up work.

Confirm the visible list information against the receipt you are looking for:

- **GRN** identifies the goods receipt record.
- **Warehouse Shipment no.** identifies the related warehouse shipment.
- **Supplier** identifies the supplier associated with the receipt.
- **Received on** shows the receipt date.
- **Received by** shows the user who recorded the receipt.
- **P. O. no.** shows the related purchase order number.

Use these details to distinguish receipts from the same supplier or receipts received on the same date.

4. Decide whether the current list layout supports your review.

- Select **Columns Chooser** to choose the columns you want to display.
- Select **Standard Layout** to return to the standard list arrangement.
- To save a separate arrangement, select **Add Layout**, enter a value in **Layout name**, and select **Save**.
- To retain changes to the active layout, select **Update Current**.
- To discard a layout that is no longer needed, select **Delete Current** or **Delete**, as appropriate.
- Select **Cancel** if you do not want to save the layout changes.

Note: Use a named layout when you regularly review received shipments by purchase order, supplier, or receiving user.

5. Decide whether the filtered results need to be shared or analysed outside the list.

Select **Export** after applying the required search and column choices. Export only the list view that you have checked, so the exported results reflect the receipts and columns relevant to the task.

Examples

A warehouse manager needs to confirm whether a supplier delivery linked to purchase order **P023.1004** has been received.

1. Open **Warehouse**, select **Goods Receipt**, and open **received-shipment**.
2. Enter **P023.1004** in **Search** and select **Apply filter**.
3. Review the matching rows and compare the **GRN**, **Supplier**, **Received on**, and **Received by** values to identify the required receipt.
4. If the manager needs to send the result to the purchasing team, select **Columns Chooser** and retain the relevant receipt columns. Then select **Export**.

Tips

Tip: Use the **P. O. no.** column when reconciling received goods with a supplier purchase order.

Tip: Keep **Received on** and **Received by** visible in your layout when investigating who recorded a receipt and when it was recorded.

Warning: Review the filtered list before selecting **Export**. The export reflects the records currently shown in the list.

Troubleshooting

Symptom	Likely cause	Fix
The expected receipt is not displayed.	The search value may not match the visible receipt information.	Search using another known value, such as the GRN, supplier name, warehouse shipment number, or purchase order number, then select Apply filter .
The list has too many results to review efficiently.	The search criteria are too broad.	Enter a more specific value in Search and select Apply filter .
Required receipt information is not visible in the list.	The active layout does not show the needed columns.	Select Columns Chooser and adjust the visible columns, or select Standard Layout .
A saved layout is no longer useful.	The layout was created for a previous review purpose.	Select Delete Current or Delete to remove the layout.

Related pages

- [Packages](#)
- [Stock](#)
- [Warehouse — Learning Path](#)
- [Warehouse — Overview](#)
- [Delivery Note](#)
- [External Service](#)
- [Inspection](#)
- [Issue Goods](#)
- [Awaiting Inspection](#)
- [Awaiting Storage](#)
- [Delivery Note](#)
- [External Service](#)
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- [Issue Goods](#)
- [Stock By Products](#)