



F&Y Furniture Manufacturers CC – Reg No: 2003 / 029145 / 23
**Furniture Manufacturers & Importers of Quality
Furniture**

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GRV Admin

Introduction:

The following process provides guidance and instructions to Head Office Administrators in respect of how to check MFA Store paperwork regarding GRV's.

Scope:

This process applies to all Head Office Store Administrators and GRV clerks who play a role in monitoring the daily and weekly delivery of goods.

The below process must be followed when checking store GRV's:

1. Paperwork that must be received:
 - Supplier Delivery Note
 - Tax Invoice
 - GRV
2. When checking/confirming GRV's processed by stores, the below information must be confirmed (GRV vs Invoice) to ensure that the GRV was processed correctly by the respective store.
 - 2.1. Quantity of items are correct.
 - 2.2. Code of items are correct.
 - 2.3. Description of items received.
 - 2.4. Unit price (if any).
3. The below are examples of how the paperwork should be received from MFA Stores.

4. Tax Invoice:

Must have a Goods Received stamp as well as the GRV stamp with information completed accordingly.

Delivery Note					
Invoice From HEAD OFFICE LOT 1456, BERG ROAD MARBURG PORT SHEPSTONE SOUTH AFRICA		Telephone +27 (0)39 685 5747 Fax +27 (0)39 685 5757 E Mail info@multiwood.co.za Vat Registration No 4280184021 Invoice Date 12/11/2021			
Invoice To MFA - LUSIKI PLAZA LUSIKISIKI		Deliver To MFA - LUSIKI PLAZA SHOP NO.1 LUSIKI PLAZA MAIN STREET LUSIKISIKI			
Account No LP0001	Invoice Date 12/11/2021	Order Number	Representative I Rep I	Invoice Number MWIRV13872	Page 1 of 1

Item Code	Description	Quantity
ZDB	2 DOOR BASE	4.00
FKSHWA	KEM FLORA K/S 3PC SIDE DISPLAY BLK/WHY / ASH/MENK	2.00
LINDHSA	LINDI HEADBOARD VINYL BLACK 1600X900	2.00
LYNETTBSA	LYNETTE HEADBOARD PVC 2 TONE 1600X900	1.00
SOFAHAW	SOFA SLEIGH HEADBOARD WHITE	2.00
BBQN	BED KURL IN BB COMFORT QUEEN 152CM	1.00
METRO	LOUNGE SUITE METRO 4PC CORNER BROWN(REC)	1.00
BAMBOOMASTERQN	BED KURL IN BAMBOO MASTER DySDED FELLOWTDP 152CM	1.00

GOODS RECIEVED
 SECURITY CHECK: Sign
 DATE: 13/11/2021
 MULTI FURNITURE AND APPLIANCES
 LUSIKI PLAZA

MFA LUSIKI PLAZA
 GRV done: Sign
 Date: 13/11/2021
 Sign: Sign

Signature: Sign
Date: 13/11/2021

Number of Items

14

T&CS
 - ALL CASH DEPOSIT FEES WILL BE
 DEBITED TO YOUR ACCOUNT WITH MULTIWOOD
 -ALL GLASS PRODUCTS WILL BE CHECKED BEFORE
 DRIVERS LEAVE

Created: 12/11/2021 17:30:50

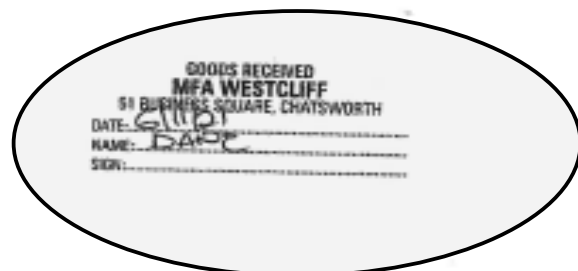
5. Goods Received Voucher

Must have a Goods Received stamp as well as the GRV stamp with information completed accordingly.

Goods Received Voucher	
<p>WESTCLIFF SHOP 21 AND 22 51 BUSINESS PARK</p>	<p style="text-align: center;"></p> <p>Telephone: 031 401 0698 Fax: E Mail: westcliff@mfastores.co.za Vat Registration No: Invoice Date: 06/11/2021</p>
<p style="text-align: center;">Supplier</p> <p>MULTIWOOD</p>	<p style="text-align: center;">Deliver To</p> <p>MULTIWOOD</p>

Account No	GRV Date	Order Number	Representative	GRV Number	Page
001	06/11/2021		1	MWDM13743	1 of 1

Item Code	Description	Quantity	Unit Price	Disc %	Vat %	Line Total
RAIRB	ROUND ARM CORNER + OTTOMAN BLA	2.00	2 150.00	0.00%	15.00%	4 300.00
RESTCASADEL	BED RESTONIC CASABLANCA DOUBLE	1.00	3 799.00	0.00%	15.00%	3 799.00
LISBONS	BED EDILO MULTI LISBON DOUBLE	2.00	3 199.00	0.00%	15.00%	6 398.00
BARCELONAB	BED EDILO MULTI BARCELONA DOUBLE	1.00	3 850.00	0.00%	15.00%	3 850.00
LUNAB	LUNA SINGLE RECLINER DARK BROWN	2.00	2 150.00	0.00%	15.00%	4 300.00
VENADOQN	BED EDILO VENADO QUEEN	1.00	5 760.00	0.00%	15.00%	5 760.00
BUGATE	LOUNGE SUITE BUGATI 3 ACTION 3PC	1.00	10 999.00	0.00%	15.00%	10 999.00




Extra Charges No Description 0.00 No Description 0.00 No Description 0.00 No Description 0.00	Number of Items 10	Subtotal (Exclusive) 34 266.09 Discount 0.00 Vat 5 139.91 Total 39 406.00
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Created: 06/11/2021 16:46:39

Store Goods Received Stamp and GRV Stamp

[illegible]

APPROVED BY:

Name	Designation	Signature	Date
Veerad Ramsarup	Human Resources Manager		07 November 2022