**GRIR Report – Management and Oversight Supplemental Guide**

**Last Updated**: 04/2023

This document provides the management and oversight for the Goods Receipt Invoice Receipt, or GRIR report. The report should be reviewed regularly by each area for needed action online items.

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| Management | |
| First identifier is the Action; the second identifier is the Days Old field. | |
| **Return Delivery** | * Review as soon as possible. * Review the Invoice Reconciliation and IRE Approval reports for pending invoices. * Verify additional/replacement items will not be received.  If no, process the return delivery in Ariba and close the PO. |
| **Quantity Issue** | * Review as soon as possible. * GR > IR:   + Validate the quantity of items physically received and correct in Ariba if necessary.   + Review the Invoice Reconciliation and IRE Approval reports for pending invoices and process any needed reconciliations, if applicable. * IR > GR:   + Validate the quantity of items physically received and correct in Ariba if necessary.   + If the full GR has already been processed, contact [AP@purdue.edu](mailto:AP@purdue.edu).  They will need to manually clear the GRIR. |
| **Invoice Needed** | * Validate that the item(s) were physically received should be completed at 30 days, if not physically received, and then the receipt should be reversed in Ariba. * If the item(s) will not be received, the PO should be closed in Ariba. * If the items are still expected, an email with the updated delivery date should be sent to [pshelpdesk@purdue.edu](mailto:pshelpdesk@purdue.edu). |
| **Credit Memo Needed** | * Credit will be in the form of a check for all vendors, except our strategic partners. * Should be reviewed within 30 days, if no vendor response or unsatisfactory results please include Procurement Services to assist in resolving the situation. * An email to [pshelpdesk@purdue.edu](mailto:pshelpdesk@purdue.edu) with details of the activities taken place to date, with contact information. |
| **Blocked Invoice** | * Blocked Invoices are reviewed centrally in Procurement Services and if department action is required, the department will be contacted. |
| **Other Issue** | * Procurement Services will be reviewing these and if department action is required, the department will be contacted. |
| Oversight | |
| Regularly, typically weekly, the report is updated and posted to the [Procure-to-Pay SharePoint site](https://purdue0.sharepoint.com/sites/Procure/training/Shared%20Documents/Forms/AllItems.aspx?FilterField1=Focus&FilterValue1=Procure%2Dto%2DPay&FilterType1=LookupMulti&viewid=7f973315%2D2e59%2D43b4%2D8f96%2Dce1e526b19ee), as well as sent via email to business offices. | |