

Receipt vouchers (RV)

 **Fix Me!** A1 proofreading not yet effective for this page. In the meantime, you can ask any questions on the [forum](#).

Receipt notes are the documents that you give to the delivery person, or that you transmit to the supplier, to acknowledge receipt, or not, of the goods that you ordered.

List of receipts

[illegible]

The list screen displays the receipts issued during the exercise.

The **Generate** button allows you to generate a supplier invoice from the current receipt slip.

Establishment of a receipt

Bon de réception

BR Réception en attente

3 21/12/25 01:52:58 JT
21/12/25 01:53:09 JT

Fournisseur: COMPTOIR DES MATÉRIAUX - Y. HALFER Nature: MORTIER PIERRE DM 25KG OK ✓

Raison sociale: COMPTOIR DES MATÉRIAUX N/Ref: Annuler ✕

A l'attention de: M. Yves HALFER ☐ Brouillon ☒ Transmis Date: 21/12/2025

Adresse: Z.I 41 A Attendu: Récept. le:

47 Rue du Gén Patton

CP/Ville: 45330 MALESHERBES FRA

Référence commande:

Nb palettes: 0 Nombre de colis: 1 Total HT: 3 300,00

Poids brut (kgs): 0,000 Volume (m³): 0,00 TVA: 660,00

Transporteur: Total TTC: 3 960,00 Net: 3 960,00

Items de la pièce Détails Notes Signature

Familles	Libellé ligne	Unité	PU HT	PU TTC	Qté	Mtt HT	% TVA	Mtt TTC
MPDM25	MORTIER PIERRE DM 25KG	Sac 25Kgs	60,00	72,00	50,00	3 000,00	20,00	3 600,00
MBB-25	MONOBLANC DE BLANC 25KG	Sac 25 kgs	12,00	14,40	25,00	300,00	20,00	360,00

The form screen contains the following data:

- the **nature** of good. This is the general nature of the voucher, for example “kitchen utensils”
- the **supplier** from which the delivery comes. The supplier selection combo displays contacts for whom a voucher was issued less than a year ago. You can choose any other contact using the selection button next to the combo. It is the business address data that is displayed (as opposed to the billing address and delivery address).
- the **draft** box indicates that the RV is being drafted, its entry has not been completed.
- The various dates concerning the voucher: the **date** of establishment of the voucher, the date of **expected** receipt of the goods, the date of actual **receipt**.

Bon de réception

BR

Réception en attente

321/12/2501:52:58JT
21/12/2501:53:09JT

FournisseurCOMPTOIR DES MATÉRIAUX - Y. HALFER

Raison socialeCOMPTOIR DES MATÉRIAUX

A l'attention deM. Yves HALFER

AdresseZ.I 41 A
47 Rue du Gén Patton

CP/Ville45330MALESHERBESFRA

NatureMORTIER PIERRE DM 25KG

N/Ref

☐ Brouillon☒ Transmis

Date21/12/2025

Attendu

Récept. le

OK

Annuler

Référence commande

Nb palettes0

Nombre de colis1

Total HT3 300,00

Poids brut (kgs)0,000

Volume (m³)0,00

TVA660,00

Transporteur

Total TTC3 960,00

Net3 960,00

Items de la pièce

Détails

Notes

Signature

Familles	Libellé ligne	Unité	PU HT	PU TTC	Qté	Mtt HT	% TVA	Mtt TTC
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MBB-25	MONOBLANC DE BLANC 25KG	Sac 25 kgs	12,00	14,40	25,00	300,00	20,00	360,00

- The **Details** tab allows you to note information about the RV.

Items de la pièce

Détails

Notes

Signature

Suivi parEN

OrigineSalon

Mode paiement<non précisé>

Cdts livraisonAvion

Expédition

Tracking colis

INCOTERM

- The **Notes** tab allows you to note any other useful information.

Items de la pièce | Détails | **Notes** | Signature

Calibri 10 B I U

EN le 28/12/18 02:26 : colis arrivé en temps et en heure

- The **Signatures** tab allows the receptionist and delivery person to sign the RV.

Bon de réception

BR Réception en attente

Fournisseur: COMPTOIR DES MATÉRIAUX - Y. HALFER Nature: MORTIER PIERRE DM 25KG

Raison sociale: COMPTOIR DES MATÉRIAUX N/Ref:

A l'attention de: M. Yves HALFER

☐ Brouillon ☒ Transmis Date: 21/12/2025

OK Annuler

If the **transmitted** box is checked, the RV has been transmitted to the supplier by mail, email, or any other means, and the voucher can no longer be modified. It is necessary to uncheck the box for it to become checked again, if your privileges allow you to do so.

Deleting a receipt is possible for all users (as opposed to deleting invoices, reserved for Gestan users with administrator rights).

Other articles

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Billing: supplier invoicing

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