

Goods Receipt against an Inbound Delivery

Use

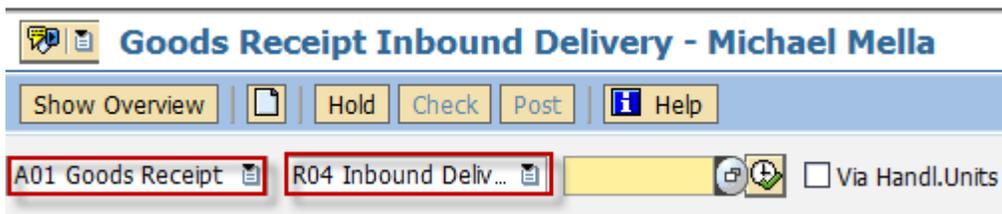
This activity is performed to GR against an Inbound Delivery number.

Procedure

1. Access the transaction using any of the following navigation options:

SAP menu	<i>Logistics → Materials Management → Inventory Management → Goods Movement → MIGO</i>
Transaction code	MIGO

2. In the **MIGO screen**, choose **A01 - Goods Receipt** with reference to **R04 - Inbound Delivery**.

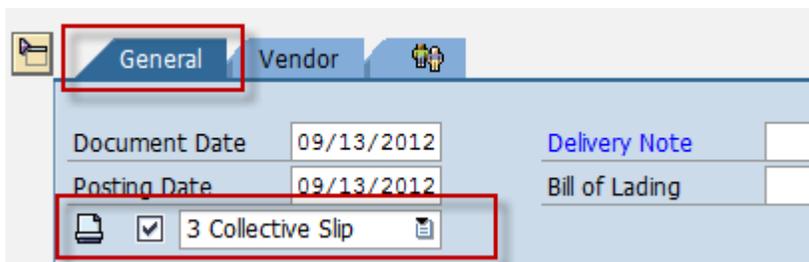


3. Input the Inbound Delivery Number or press **F4** to begin a search.
4. Make sure that the **movement type** at the right most part of the screen is **GR Goods Receipt 101**. Otherwise, type **101** in the box.



5. Press **Enter**. The details of the Inbound Delivery will be copied into the MIGO screen.
6. In the **Header Data Area**, choose **General** tab and make the following entries as applicable:

Field name	User action and values	Comment
	3 Collective Slip	Print Active/Inactive



7. In the **Detail Data Area**, choose **Quantity** tab and make the following entries as applicable:

Field name	User action and values	Comment
Qty in Unit of Entry	Numeric value	Change the default quantity if partial delivery.

The screenshot shows the SAP Detail Data Area with the 'Quantity' tab selected. The 'Qty in Unit of Entry' field is highlighted with a red box and contains the value '50'. Other fields include 'Qty in SKU' with the value '50' and 'PC' buttons.

8. In the **Detail Data Area**, choose **Where** tab and make the following entries as applicable:

Field name	User action and values	Comment
Storage Location	Choose from the dropdown list	Location on where you wish to store the material being received
Goods Recipient	Text value	Input additional name if necessary
Text	Text value	Input additional text if necessary

The screenshot shows the SAP Detail Data Area with the 'Where' tab selected. The 'Where' tab is highlighted with a red box. Fields for 'Plant' (Valenzuela 2 (P2)), 'Storage Location' (PRPTY EMD/ MP), 'Goods recipient' (MIS-MMM), and 'Text' (Additional text...) are highlighted with red boxes.

9. In the **Detail Data Area**, choose **Purchase Order Data** tab and make the following entries as applicable:

Field name	User action and values	Comment
Del. Completed Ind.	List Box	Choose 2 – Set If there is no more expected delivery for this purchase order, that is, the PO is already closed.

The screenshot shows the SAP Detail Data Area with the 'Purchase Order Data' tab selected. The 'Purchase Order Data' tab is highlighted with a red box. The 'Del. Completed' Ind. field is highlighted with a red box and contains the value '1 Set automa...'. Other fields include 'Purchase Order' with the value '4700024767' and '10'.

10. Tick the **Item OK** check box.

The screenshot shows the 'Item OK' check box, which is checked and highlighted with a red dashed box. The 'Line' field contains the value '1'.

11. Click the **Check**  button.
12. A dialog box will appear containing system messages. Confirm all warning messages. Note that an **Error Message** will prevent you from posting the document.
13. Confirm messages by pressing **Enter**.
14. Click **Save**  icon or **Post**  button to post the document.

Result

1. A material document is created.
2. The purchase order history tab of the PO is updated.
 - a. Access the transaction using any of the following navigation options:

SAP menu	<i>Logistics → Materials Management → Purchasing → Purchase Order → Display</i>
Transaction code	ME23N

- b. In the **Standard PO screen**, choose  icon.
- c. In the **Select Document dialog box**, enter the PO number,
- d. Press **Enter**.
- e. The Purchase Order is displayed. Notice a new tab added to the Purchase Order: **Purchase Order History**. The tab is updated by the goods receipt done.