Goods Receipt from Vendor

Create an Inbound Delivery

Use

This activity is performed to create an Inbound Delivery.

Procedure

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

SAP menu	Logistics Execution → Inbound Process → Goods Receipt for Inbound Delivery → Inbound Delivery →Create → Single Documents
Transaction code	**VL31N**

2. On the *Create Inbound Delivery Initial Screen*, make the following entries then press **Enter**.

Field Name	User action and values	Comment
Vendor		Required
Purchase Order		Required
Delivery		
Delivery Date		Required
External ID	DR#	Required
Means of Trans.	Van / Truck Plate #	Required

3. On the *Inbound Delivery Create: Overview screen,* click the **Header Details** icon.

4. On the *Inbound Delivery Create: Header Details screen,* go to **Shipment** tab and make the following entries as applicable:

Field name	User action and values	Comment
BillOfLad.		Waybill

5. On the *Inbound Delivery Create: Header Details screen,* go to **Text** tab and make the following entries as applicable:

Field name	User action and values	Comment
Transport Information		Optional
Reference Number		Optional
VQC Number		Optional
CA Number		Optional
Padlock		Optional
Arrival Date		Optional
Arrival Time In		Optional
Arrival Time Out		Optional
Unloading Date		Optional
Unloading Time In		Optional
Unloading Time Out		Optional

6. Click the **Save** 💾 icon.

Result

An inbound delivery number is created.

Inbound Delivery 180073355 has been saved