

Goods Issue to an Internal Order (Uniforms)

Use

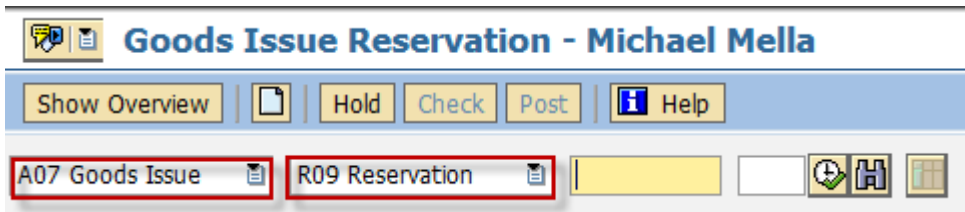
This activity is performed to issue a material to an internal order.

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 **A07 - Goods Issue** with reference to **R09 - Reservation**.



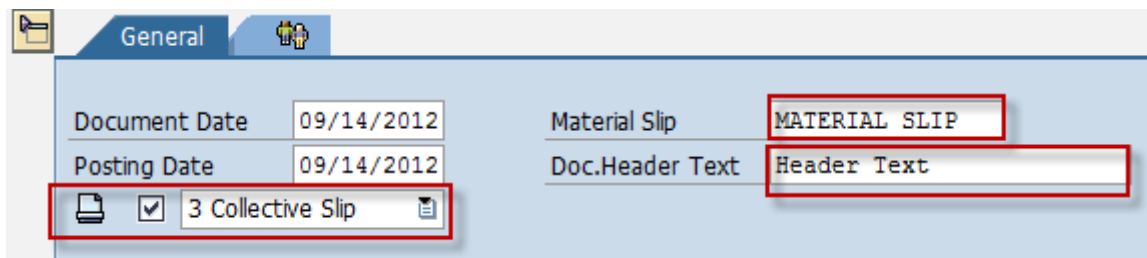
3. Input the Reservation Number or press **F4** to begin a search.
4. Make sure that the **movement type** at the right most part of the screen is **Advn. To Emp. – Z61**. Otherwise, type **Z61** in the box.



5. Press **Enter**. The details of the Reservation 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
Material Slip		Required
Doc. Header Text		Required



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	Quantity to be issued.

The screenshot shows the SAP interface with the 'Quantity' tab selected. The 'Qty in Unit of Entry' field is highlighted with a red box and contains the value '25'. The 'Qty in SKU' field also contains '25'. The 'PC' (Plant Code) field is visible next to both quantity fields.

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 get the material being issued
Goods Recipient	Text value	Input additional name if necessary
Text	Text value	Input additional text if necessary

The screenshot shows the SAP interface with the 'Where' tab selected. The 'Storage Location' field is highlighted with a red box and contains 'PRPTY OFC SUPL'. The 'Goods recipient' field also contains '3420720967'. Other visible fields include 'Movement Type' (261), 'Plant' (Valenzuela 2 (P2)), and 'Stock type' (Unre).

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

Field name	User action and values	Comment
Final Issue	Tick Box	Indicate that a reservation item is completed.

The screenshot shows the SAP interface with the 'Reservation' tab selected. The 'Final Issue' checkbox is highlighted with a red box and is checked. Other visible fields include 'Reservation' (655129), 'Reqmt Date' (09/14/2012), 'Reqmt Qty' (25), and 'Created by' (Michael Mella).



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



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

A material document is created for the issuance of goods / items.

