



Post a Goods Receipt in SAP



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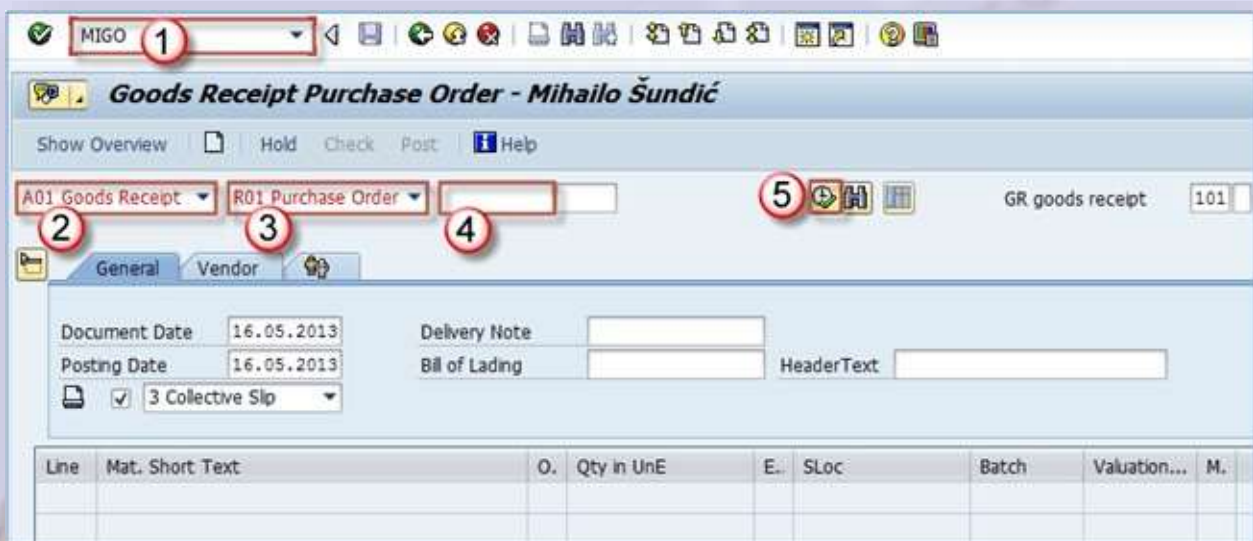
How to Create Goods Receipt in SAP: MIGO, MB1C, MB03

To create goods receipt, you can use MIGO or MB1C transaction.

Mostly people use MIGO as it's designed to have all the options for all of the movement scenarios.

Step 1)

1. Execute the MIGO transaction.
2. Choose A1 – Goods receipt process.
3. Choose R01 – Purchase order.
4. Enter your purchase order number here.
5. Click on execute button.




The screenshot shows the SAP MIGO transaction interface. The title bar displays 'MIGO' with a red circle '1' around it. Below the title bar, the window title is 'Goods Receipt Purchase Order - Mihailo Šundić'. The interface includes a menu bar with 'Show Overview', 'Hold', 'Check', 'Post', and 'Help'. Below the menu bar, there are two dropdown menus: 'A01 Goods Receipt' (with a red circle '2') and 'R01 Purchase Order' (with a red circle '3'). To the right of these dropdowns is a text input field (with a red circle '4') and an 'Execute' button (with a red circle '5'). The 'GR goods receipt' field shows the value '101'. Below the dropdowns, there are tabs for 'General' and 'Vendor'. The 'General' tab is active, showing fields for 'Document Date' (16.05.2013), 'Posting Date' (16.05.2013), 'Delivery Note', 'Bill of Lading', and 'HeaderText'. There is also a checkbox for '3 Collective Slip'. At the bottom, there is a table with columns: Line, Mat. Short Text, O., Qty in UnE, E., SLoc, Batch, Valuation..., and M.

Step 2)

Our material is transferred to the item overview section.

Choose posting and document date (recommended to stay as today like it's default).

A01 Goods Receipt R01 Purchase Order 4500018385

General Vendor 

Document Date: 16.05.2013 Delivery Note: Vendor: Vendor

Posting Date: 16.05.2013 Bill of Lading: HeaderText:

3 Collective Slip

Line	Mat. Short Text	O.	Qty in UnE	E.	SLoc
1	LCD TV 40"	<input type="checkbox"/>	2		PAL Lager 0001

Step 3)

1. You can choose on the header level – Vendor tab to view vendor information.
2. If you click on the line item number, you will see several tabs in the bottom of the screen appear, and you can choose any of those to view some specific information about the item.
3. If you choose Material tab, you will see the general material data.

General **Vendor**

Vendor **1**
 Vendor 1

Line	Mat. Short Text	O.	Qty in UnE	E.	SLoc	Profit Ce...
2 1	LCD TV 40"	<input type="checkbox"/>	2	PAL	Lager 0001	SAP-DUMMY

Material **3**
 Vendor Material No.
 Material Group
 EAN in Order Unit
 EAN Check

Step 4)

Check the Quantity information in this tab. You can do goods receipt for less than the initial value if you change it. You will still see the ordered quantity in the bottom of the screen.

Material **Quantity** Where Purchase Order Data Partner Account Assignment

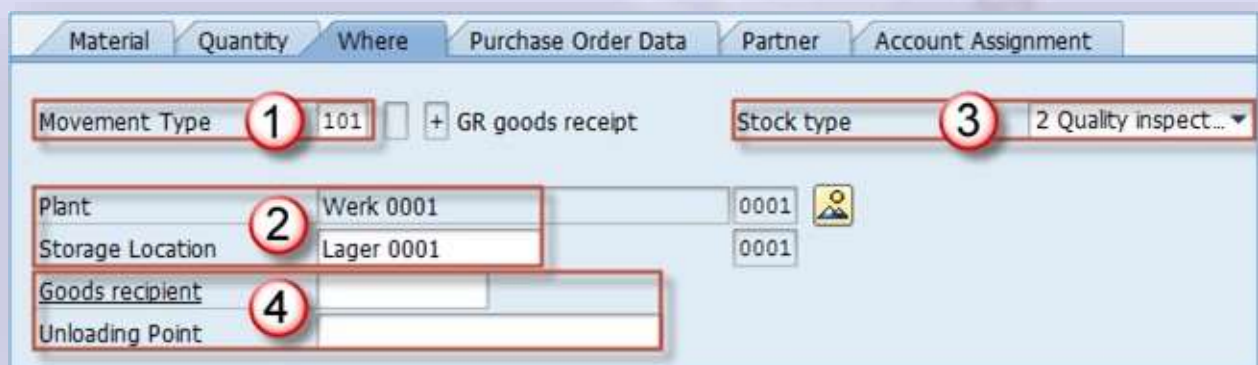
Qty in Unit of Entry
 Qty in SKU
 Qty in Delivery Note
 Quantity Ordered
 No. Containers

Step 5)

The next tab contains information about the destination for the goods.

1. You can see the movement type used for receipt process,
2. destination plant and storage location,
3. as well as stock type upon receipt. We can see that this material is going to be posted to quality inspection (this indicator is set in material master and has been referenced in earlier topics), so it will not be available for use until confirmed to be in satisfying quality.
4. There's also information about goods recipient and unloading point.

If you need to change the storage location, or override the stock posting type, you can do it here..




The screenshot shows the 'Where' tab in SAP with the following fields and values:

Field	Value
Movement Type	101 + GR goods receipt
Stock type	2 Quality inspect...
Plant	Werk 0001
Storage Location	Lager 0001
Goods recipient	
Unloading Point	

Step 6)

You can find purchase order related data in this tab.

1. You can change the update type for delivery completed indicator (on the purchase order). It is set to be automatically updated upon posting, but you can change it if your process requires a different approach.

Material	Quantity	Where	Purchase Order Data	Partner	Account Assignment
Purchase Order	4500018385	10		Item Category	Standard
"Del.Completed" Ind.	1 Set automa...			<input type="checkbox"/> Del. Compl. Ind. PO Item	
Incoterms	EXW Wien				

- After review of all of the tabs, and after you have assured that your data is accurate, you can flag the items as OK. Now you can post the document.




Hold	Check	Post
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Upon posting, you will see that material document has been generated.

Material document 5000023571 posted

Now you can check the material document by using transaction code MB03.

- Execute the transaction MB03.
- Enter material document and document year.
- Press ENTER.

	MB03	1	
Display Material Document: Initial Screen			
			
Material Doc.	5000023571		
Mat. Doc. Year	2013		

You can see some basic information about the document and items.

Double click the item.

Display Material Document 500023571 : Overview

Details from Item Material Accounting Documents...

Posting Date: 16.05.2013 Name: MSUNDIC

Item	Quantity	EUn	Material	Plnt	SLoc	PO	Item	S	DCI
		BUn	Material Description			Batch	R	MvT	S S
1	2	PAL	10599999	0001	0001	4500018385	10		<input checked="" type="checkbox"/>
	24	PCS	LCD TV 40"					101	+ X

On item details, you can see some additional item information.

Messages WM Details... Material

Purchase Order: 4500018385 10 Movement Type: 101 GR goods receipt

Plant: 0001 Werk: 0001

Vendor: VENDOR1 Vendor: 1

Material: 10599999 LCD TV 40"

Quantity in

Unit of Entry: 2 PAL Stor. Location: 0001 Stock Type: X

Stockkeepg Unit: 24 PCS

Delv. Compl.

Further Information

Company Code: 0001 Fiscal Yr: 2013

You are done with posting the goods receipt. The process is the same for the production order, as well as for the inbound delivery.

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