

Return Delivery of a Goods Receipt

Receivers perform this procedure to return goods that have been received based on a Purchase Order (PO). This does not apply to Stock Transport Orders (STO). This procedure is used when the Receiving Plant has received incorrect quantities, incorrect goods, damaged, and/or outdated goods from the supplier.

IMPORTANT NOTE: It's very important to go by the ITEM field and not the LINE field when doing a Goods Receipt (GR) because there are times that a PO line item is already fully received, so it will not appear any longer when you pull up the GR screen. If you go by the line field, you could inadvertently enter a GR on the incorrect line item. That is why it is so important to make sure you use the ITEM field. Use the end-user procedures on the training website to set your defaults so the ITEM field is set next to your Line field so you don't have to scroll to your right continuously.

1. Select Goods Receipt from the Business Transaction Type field dropdown menu
2. Select Purchase Order from the Reference field dropdown menu
3. Enter the Purchase Order (PO) number in the appropriate field
4. Enter Movement Type 122
5. Select the checkbox next to the PRINTER icon in the individual slip field if a print out of this transaction is required. *Note: Change the individual slip to collective slip.*
6. Select the EXECUTE button

Goods Receipt Purchase Order - Cynthia Anderson

Menu ◀ Back Cancel Exit System ◿ Show Overview Restart Hold Check Post Help

Goods Receipt ◿ Purchase Order ◿ 4300385012 Plant GR for PO reversal 102

General Vendor

Document Date 10/18/2013 Delivery Note

Posting Date 10/18/2013 Bill of Lading HeaderText

Collective Slip ◿

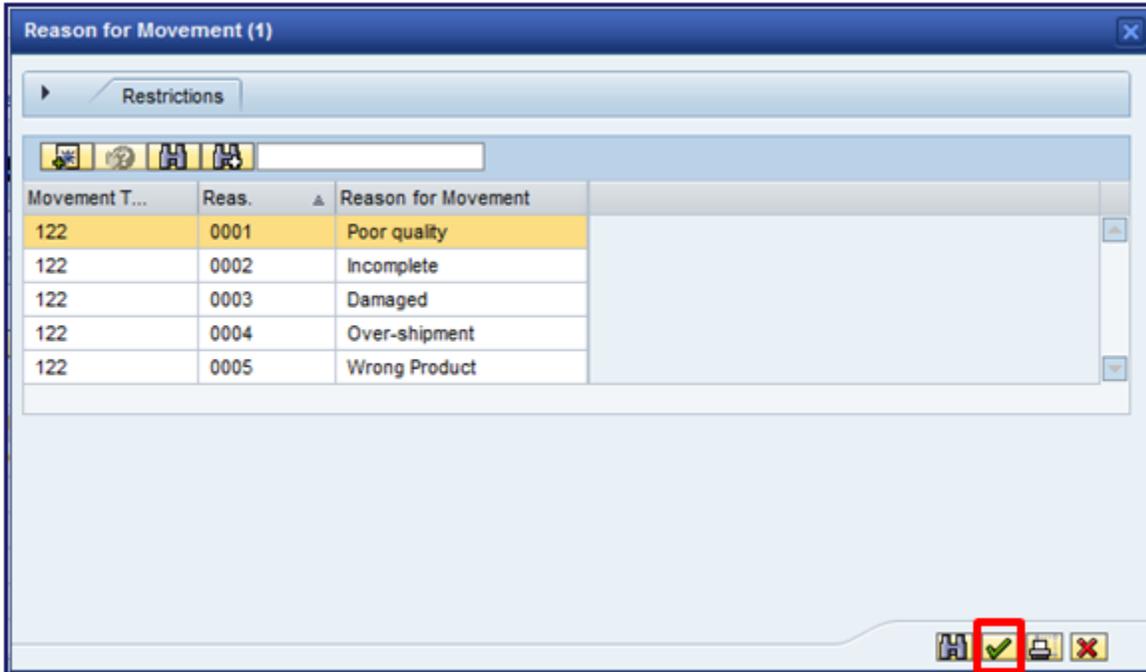
7. Select the Quantity tab
 - a. Enter the Qty in Unit of Entry. This is the amount that will be returned to the supplier.

The screenshot shows the SAP Purchase Order line item configuration for the 'Quantity' tab. The 'Qty in Unit of Entry' field is highlighted with a red box and contains the value '10' and unit 'EA'. Other fields include 'Qty in Delivery Note', 'Quantity Ordered' (100.000 EA), 'Quantity Received' (100.000), and 'No. Containers'. The 'Item OK' checkbox is unchecked, and the 'Line' field shows '1'.

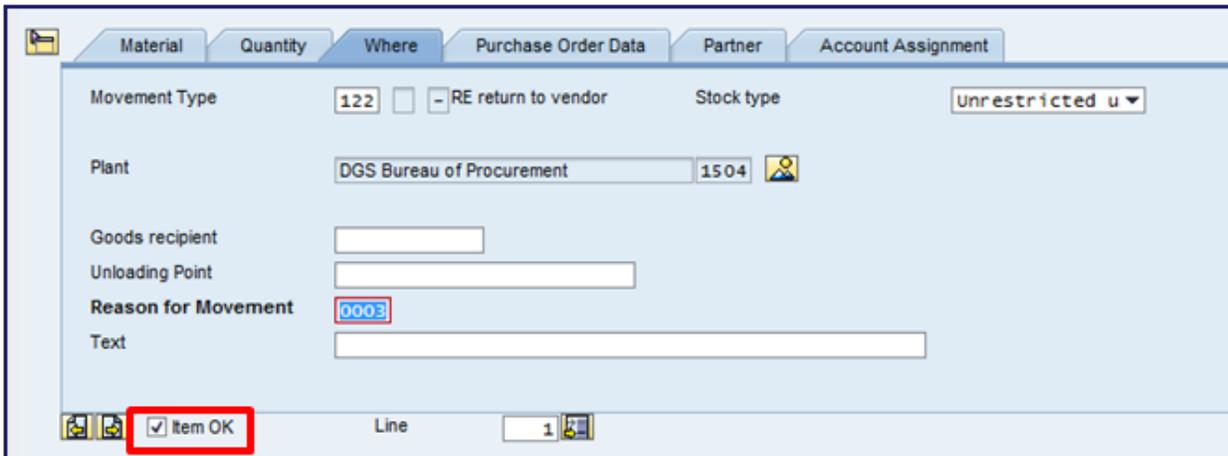
8. Select the Where tab
 - a. Select the Reason for Movement match code

The screenshot shows the SAP Purchase Order line item configuration for the 'Where' tab. The 'Reason for Movement' field is highlighted with a red box. Other fields include 'Movement Type' (122), 'Plant' (DGS Bureau of Procurement 1504), 'Goods recipient', 'Unloading Point', and 'Text'. The 'Item OK' checkbox is unchecked, and the 'Line' field shows '1'.

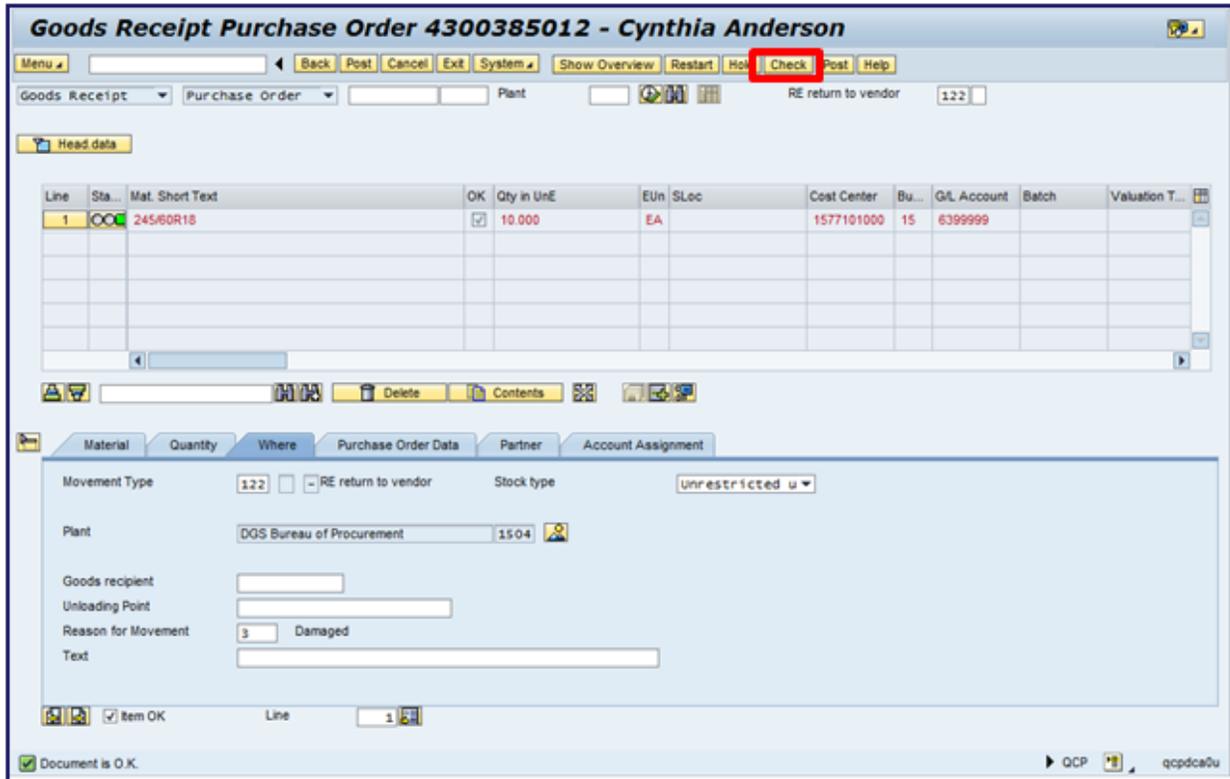
9. Select the applicable reason from the list and select the CONTINUE button
 - a. Example: 0001 – Poor quality



10. Select the Item OK checkbox



11. Select the CHECK button



12. The screen displays the message "Document is O.K."

13. Select the POST button



14. The Goods Receipt Purchase Order – User Name screen displays with a message of the material document number posted