

## ***UAMS INTERNAL PROCEDURES***

**NUMBER:** 105.2.09  
**CONTACT:** Receiving Mgr  
**DATE:** July 1, 2004

**SECTION:** SUPPORT SERVICES  
**AREA:** DISTRIBUTION SERVICES  
**SUBJECT:** PROCEDURE TO RECEIVE AGAINST AN OPEN PURCHASE ORDER IN SAP

### **PURPOSE**

The purpose of this procedure is to receive goods against an open Purchase Order. Correct receiving is mandatory in order to have correct inventory maintenance with current moving average pricing. If the receiving procedure is performed correctly the system will replenish accurately. Appropriate receiving authorization (MIGO) is necessary in order to receive in SAP.

### **PROCEDURE**

First go to transaction **MIGO**

- Enter the PO # in the designated field at the top of the screen
- Enter the invoice or packing slip number from the delivery document (packing slip) which accompanied the shipment in the delivery note field
  - In the field directly below the packing slip number enter your initials
  - In the GR/GI Slip # field, notate "P/S Inside" for receipts keyed when packing slip was found inside of carton.
- Press the execute button (the clock icon) and the available items to be received will appear.
- The item detail portion of the screen must be closed in order for you to see the maximum number of items available on the migo screen.
- Match the items on the delivery document to the items on the MIGO screen and place a check mark in the quantity requested field if the quantity is the same on the document and the screen.
  - If only partial quantity ordered has been shipped, then the quantity requested should be changed to match what was shipped so the system will only post the partially received amount.
  - You can change the quantity by highlighting the quantity then keying over with actual amount received.
- At this point make sure there is a check in the box next to the field box that says "collective item" next to the print icon. This ensures that a printed receiving ticket prints when you post the transaction.
- Lastly, post by clicking on the word "post" on the toolbar or clicking on the diskette icon on the top of "MIGO" screen. A receiving document will print and should be attached to the associated item(s) (package) received.