

How to Process a Goods Receipt in SAP Using MIGO

This guide walks you through the complete Goods Receipt (GR) process in SAP, from understanding the concept to posting the document and verifying the resulting material and accounting documents. Goods Receipt is the process of confirming that materials ordered in a purchase order have been received at a plant or warehouse.

Prerequisites

Before you begin, make sure you have the following information ready:

- Purchase Order (PO) Number: e.g., 4500017231
- Vendor name: e.g., ABC Vendor / C.E.B. BERLIN
- Material code: e.g., 100-100
- Quantity ordered: e.g., 10 pieces
- Plant code: e.g., 1000
- Access to the SAP Easy Access screen

Understanding the goods receipt process

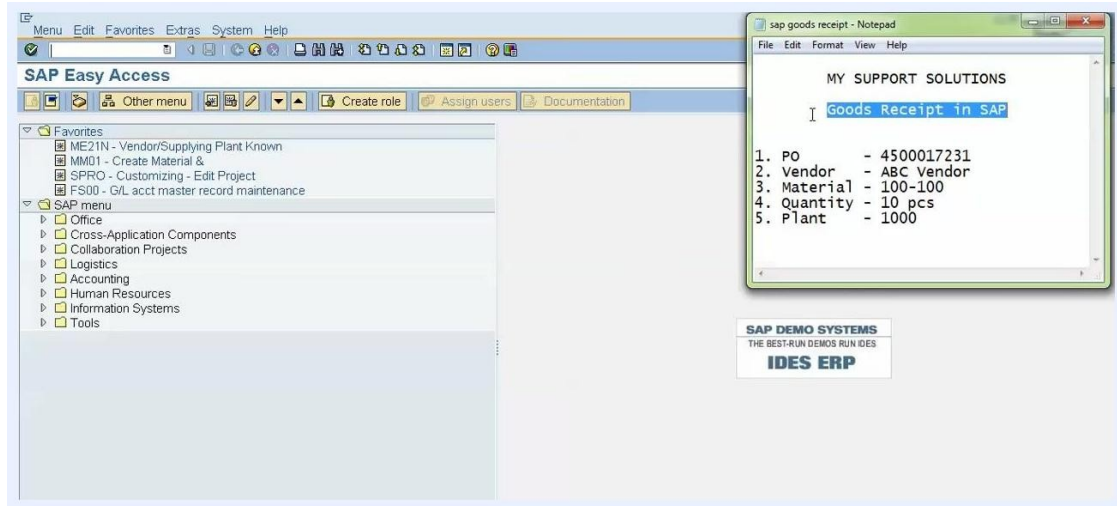
A Goods Receipt confirms that materials ordered on a purchase order have arrived at the specified plant or warehouse. In a typical scenario:

- The company raises a purchase order with a vendor.
- The vendor dispatches the ordered material to the plant.
- Upon arrival, plant personnel check the quality and quantity of the received goods.
- After verification, plant personnel create a Goods Receipt Note (GRN) in SAP.
- The GRN confirms that the materials listed in the purchase order have been received at the specified plant.

For reference, this guide uses the following example data:

- PO Number: 4500017231
- Vendor: ABC Vendor
- Material: 100-100
- Quantity: 10 pcs

- Plant: 1000



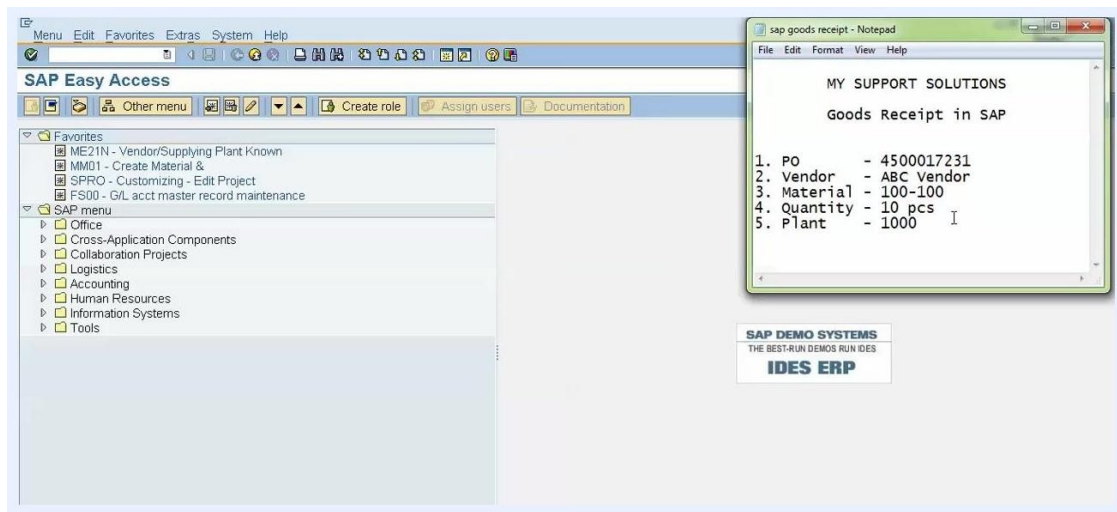
SAP Easy Access screen with a Notepad displaying "MY SUPPORT SOLUTIONS", "Goods Receipt in SAP," and the example PO details: 1. PO – 4500017231, 2. Vendor – ABC Vendor, 3. Material – 100-100, 4. Quantity – 10 pcs, 5. Plant – 1000. The SAP Easy Access menu is visible on the left, with folders for Office, Logistics, Accounting, and others.

Once the GRN is created, SAP automatically generates two documents:

- Material Document: Records the movement of materials.
- Accounting Document: Records the financial impact of the goods receipt.

Step 1: Open the SAP Easy Access screen

Make sure you are on the SAP Easy Access screen and have your purchase order details on hand for reference.



SAP Easy Access screen with a Notepad showing the purchase order details for reference.

Step 2: Start the goods receipt transaction

Enter transaction code MIGO in the command field on the SAP Easy Access screen and press Enter to begin the goods receipt process.

Step 3: Select goods receipt against the purchase order

On the MIGO screen, configure the following:

- Action: A01 Goods Receipt
- Reference Document: R01 Purchase Order

Enter your Purchase Order Number (e.g., 4500017231) in the corresponding field, and confirm that the Movement Type is set to 101 (Goods Receipt for Purchase Order). Movement Type 101 is the standard type used for goods receipt against a purchase order.

The screenshot shows the SAP MIGO screen with the following configuration:

- Document Date:** 24.03.2019
- Posting Date:** 24.03.2019
- Delivery Note:** (empty)
- Bill of Lading:** (empty)
- GR/GI Slip No.:** (empty)
- Vendor:** C.E.B. BERLIN
- HeaderText:** (empty)
- GR goods receipt:** 101
- Material:** Gehäuse
- Quantity:** 10
- Profit Center:** 1010
- Stock Type:** Unrestricted

Line	Mat.	Short Text	Li	OK	Qty in UnE	EUnS	SLoc	Profit Center	Batch	Valuation Ty.	Mo	Stock Type	PI
1	Gehäuse				10	PC		1010			101	Unrestricted	

MIGO screen with the Goods Receipt action selected, Purchase Order set as the reference, PO number 4500017231 entered, and Movement Type 101 configured.

Step 4: Review the displayed purchase order contents

Press Enter after entering the purchase order number. SAP displays the contents of the purchase order, including:

- Material: 100-100 (Short Text: Gehäuse)
- Quantity: 10 (in PC – pieces)
- Vendor: C.E.B. BERLIN (per system master data)
- Profit Center: 1010
- Stock Type: Unrestricted

- Movement Type: 101
- Document Date: 24.03.2019
- Posting Date: 24.03.2019

The screenshot displays the SAP MIGO (Goods Receipt) screen for Purchase Order 4500017231. The 'General' tab is active, showing the following details:

- Document Date:** 24.03.2019
- Posting Date:** 24.03.2019
- Vendor:** C.E.B. BERLIN
- Profit Center:** 1010
- Material:** Gehäuse
- Quantity:** 10
- Stock Type:** Unrestricted
- Movement Type:** 101

The bottom section of the screen shows the material 'Gehäuse' and its valuation type '100-100'.

MIGO screen showing purchase order details: Material 100-100, Quantity 10, Vendor C.E.B. BERLIN, Profit Center 1010, Stock Type Unrestricted, Movement Type 101, and Document/Posting Date 24.03.2019.

Step 5: Enter delivery note and shipment references

In the Delivery Note field, enter the vendor's delivery challan or note number as provided with the shipment.

Depending on the vendor and your local requirements, you can also fill in these optional fields:

- **Bill of Lading:** For import (foreign) vendors, enter the Bill of Lading document number. For domestic vendors, enter the LR (Lorry Receipt) number or docket number.
- **GR/GI Slip No.:** Enter the Goods Receipt/Goods Issue slip number if required by your country's regulations. This field is mandatory only in certain countries.
- **Header Text:** Add additional notes if your organization requires them.

The vendor name (e.g., C.E.B. BERLIN) and other PO details remain visible for reference.

Goods Receipt Purchase Order 4500017231 - User

Show Overview | Hold | Check | Post | Help

A01 Goods Receipt | R01 Purchase Order | Plant | GR goods receipt 101

General | Vendor

Document Date 24.03.2019 | Delivery Note | Vendor C.E.B. BERLIN
Posting Date 24.03.2019 | Bill of Lading | HeaderText
1 Individual Slip | GR/GI Slip No.

Line	Mat. Short Text	U	OK	Qty in UnE	EU	S	SLoc	Profit Center	Batch	Valuation Ty.	Mo.	D	Stock Type	PI
1	Gehäuse			10	PC			1010					101 + Unrestricted	

Delete | Contents

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

Material Gehäuse | 100-100
Vendor Material No.

SAP MIGO screen showing the Delivery Note, Bill of Lading, and GR/GI Slip No. fields, along with vendor details.

Step 6: Review and adjust the received quantity

Click the Quantity tab at the bottom of the screen. In the Qty in Unit of Entry field, enter the actual quantity received:

- If you received the full quantity as per the PO (e.g., 10 PC), leave the value unchanged.
- If you received a different quantity (e.g., 9 PC), update the field accordingly.

You can also update the Qty in SKU and Qty in Delivery Note fields if required.

The screenshot shows the SAP MIGO (Goods Receipt Purchase Order) screen for document 4500017231. The 'Quantity' tab is active, displaying a table with columns: Line, Mat, Short Text, Li, OK, Qty in UnE, EUnS, SLoc, Profit Center, Batch, Valuation Ty, Mo, D, Stock Type, and PI. The first line item (Line 1) for material 'Gehäuse' shows a quantity of 10 in the 'Qty in UnE' field. The 'Vendor' field is set to 'C.E.B. BERLIN'. The 'GR/QT Slip No.' field is empty. The 'Material' field at the bottom is set to 'Gehäuse' and the 'Vendor Material No.' field is empty.

Line	Mat	Short Text	Li	OK	Qty in UnE	EUnS	SLoc	Profit Center	Batch	Valuation Ty	Mo	D	Stock Type	PI
1	Gehäuse				10	PC		1010			101		Unrestricted	

SAP MIGO screen with the Quantity tab open, showing the Qty in Unit of Entry and Qty in SKU fields.

Step 7: Specify the storage location and goods recipient

Click the Where tab. In the Storage Location field, enter the code for the physical location where the material will be stored within your plant:

- If the storage location was already specified in the purchase order, this field may be pre-filled.
- If not, enter it manually (e.g., S10).

In the Goods recipient field, enter the name or code of the person or department receiving the goods (e.g., S30). Confirm that the Plant field is correctly set (e.g., Werk Hamburg, code 1000), and that Movement Type is 101 with Stock type set to Unrestricted use.

The screenshot shows the SAP MIGO screen with the 'Where' tab selected. The 'General' tab at the top shows 'Document Date' and 'Posting Date' as 24.03.2019, 'Vendor' as C.E.B. BERLIN, and 'GR/GI Slip No.' as empty. The 'Where' tab shows 'Movement Type' as 101, 'Stock type' as Unrestricted use, 'Plant' as Werk Hamburg (1000), 'Storage Location' as S, and 'Goods recipient' as S30. The 'Material' tab shows 'Line 1' for material 'Gehäuse' with a quantity of 10. The 'Purchase Order Data' tab shows 'Profit Center' as 1010. The 'Partner' tab shows 'Batch' as empty. The 'Account Assignment' tab shows 'Valuation Ty' as empty, 'Mo' as 101, and 'D' as Unrestricted use. The bottom status bar shows 'MIGO' and 'gcecc82 OVR'.

SAP MIGO screen with the Where tab open, showing Storage Location (S10), Goods recipient (S30), Plant (Werk Hamburg, 1000), Movement Type (101), and Stock type (Unrestricted use).

Step 8: Verify the storage location entry

Review the Storage Location field in the Where tab:

- If the storage location (e.g., S30) is already specified in the purchase order, you do not need to re-enter it.
- If the field is empty and your process requires it, enter the appropriate storage location code.

Confirm that the Plant field is set to Werk Hamburg with code 1000, Movement Type is 101, and Stock type is Unrestricted use. Double-check all entries for accuracy before proceeding.

The screenshot shows the SAP MIGO 'Where' tab for a Goods Receipt (GR) transaction. The 'Movement Type' is set to 101, and the 'Stock type' is 'Unrestricted use'. The 'Plant' is set to 'Werk Hamburg' with code 1000. The 'Storage Location' is set to 'S30'. The 'Goods recipient' field is empty. The 'Document Date' and 'Posting Date' are both 24.03.2019. The 'Vendor' is 'C.E.B. BERLIN'. The 'Line' table shows one line item for 'Gehäuse' with a quantity of 10 and a profit center of 1010.

Line	Mat. Short Text	Li	OK	Qty in UnE	EUn	S	SLoc	Profit Center	Batch	Valuation Ty.	Mo	D	Stock Type	PI
1	Gehäuse			10				1010					101 + Unrestricted	

SAP MIGO "Where" tab showing the Storage Location field set to S30, an empty Goods recipient field, Plant set to Werk Hamburg (1000), Movement Type 101, and Stock type Unrestricted use.

Step 9: Enter the goods recipient name

In the Where tab, locate the Goods recipient field and enter the name of the person who will receive or unload the goods – typically the individual responsible for handling the delivery within the company. Leave the field blank if not specified, or enter the appropriate name per your company's process.

This screenshot is identical to the previous one, but the 'Goods recipient' field in the 'Where' tab is highlighted with a yellow background, indicating it is the field to be edited next.

SAP screen showing the Goods recipient field highlighted in the Where tab, along with the Plant, Storage Location, and Stock type fields.

Step 10: Verify and set the stock type

The Stock type field defaults to Unrestricted use, meaning the goods are available for immediate use or sale. If required, click the dropdown in the Stock type field to select a different option:

- Unrestricted use
- Quality inspection
- Blocked stock

Choose the stock type that matches your requirements.

The screenshot displays the SAP 'GR goods receipt' form. At the top, the document type is 'A01 Goods Receipt' and the reference is 'R01 Purchase Order'. The 'GR goods receipt' field is set to '101'. The 'General' tab is active, showing fields for 'Document Date' (24.03.2019), 'Posting Date' (24.03.2019), 'Delivery Note', 'Bill of Lading', 'Vendor' (C.E.B. BERLIN), and 'HeaderText'. Below this is a table with columns: Line, Mat. Short Text, Li, OK, Qty in UnE, EUn, S, Loc, Profit Center, Batch, Valuation Ty, Mo, D, Stock Type, and PI. The first row shows '1 Gehäuse' with a quantity of '10' and a stock type of 'Unrestricted use'. Below the table is a 'Delete' button and a 'Contents' button. The 'Material' tab is active, showing 'Movement Type' (101), 'Plant' (Werk Hamburg), 'Storage Location' (S30), and 'Goods recipient'. The 'Stock type' dropdown menu is open, showing three options: 'Unrestricted use' (highlighted), '2 Quality inspection', and '3 Blocked stock'.

Line	Mat. Short Text	Li	OK	Qty in UnE	EUn	S	Loc	Profit Center	Batch	Valuation Ty	Mo	D	Stock Type	PI
1	Gehäuse			10	PC			1010					Unrestricted use	

Dropdown menu for the Stock type field showing the options: Unrestricted use, Quality inspection, and Blocked stock.

Step 11: Set a valid storage location

In the Where tab, locate the Storage Location field and enter the correct storage location code. If you enter an invalid code (e.g., S30), SAP displays a message such as: "No hits were found for storage location S30 in plant 1000." Use the dropdown to select a valid storage location, such as 0001.

The screenshot shows the SAP GR goods receipt screen. The 'General' tab is active, displaying document details for document 101. The 'Where' tab is selected, showing the 'Storage Location' field with a dropdown menu open, displaying options S30 and 0001. A warning message at the bottom states: "No hits were found for storage location S30 in plant 1000".

Line	Mat. Short Text	U	OK	Qty in UnE	EU	S	SLoc	Profit Center	Batch	Valuation Ty.	Mo.	D	Stock Type	PI
1	Gehäuse			10	PC			1010					101 + Unrestricted	VA

Storage Location field being edited, with a dropdown showing options S30 and 0001, and a warning message about an invalid storage location.

Step 12: Review and adjust the goods receipt quantity

Switch to the Quantity tab and enter the actual quantity received in the Qty in Unit of Entry and Qty in SKU fields. For example, if the purchase order was for 10 pieces but only 9 were received, enter "9" in both fields. SAP will treat the purchase order as still open for the remaining quantity unless you mark the delivery as complete.

The screenshot shows the SAP Goods Receipt (GR) interface. The 'Quantity' tab is active, displaying the 'Qty in Unit of Entry' and 'Qty in SKU' fields, both set to 9. The 'Unit of Entry' and 'Unit of Measure' are both set to PC. A Notepad window is open in the top right corner, displaying the following text:

```
MY SUPPORT SOLUTIONS
Goods Receipt in SAP
1. PO - 4500017231
2. Vendor - ABC Vendor
3. Material - 100-100
4. Quantity - 10 pcs
5. Plant - 1000
```

Quantity tab showing Qty in Unit of Entry and Qty in SKU both set to 9 PC, with the rest of the SAP interface visible.

Step 13: Set the delivery completed indicator (if applicable)

Go to the Purchase Order Data tab and locate the Delivery Completed indicator. If you want SAP to treat the purchase order as fully received – even though the quantity received is less than ordered – set this indicator. This prevents the system from expecting further goods receipts for this order.

Step 14: Review the purchase order data

In the Purchase Order Data tab, confirm the following:

- The Purchase Order field shows the correct PO number: 4500017231.
- The Del. Completed Ind. field is set to 2 Set, indicating the delivery is considered complete even though the full quantity was not received.
- The Item Category is Standard.
- The Qty in UnE (Quantity in Unit of Entry) is 9.

- The SLoc (Storage Location) is Materiallager, and the Profit Center is 1010.

Goods Receipt Purchase Order 4500017231 - User

Show Overview | Hold | Check | Post | Help

A01 Goods Receipt | R01 Purchase Order | Plant | GR goods receipt | 101

General | Vendor

Document Date: 24.03.2019 | Delivery Note | Vendor: C.E.B. BERLIN
 Posting Date: 24.03.2019 | Bill of Lading | HeaderText
☐ 1 Individual Slip | GR/GI Slip No.

Line	Mat. Short Text	U	OK	Qty in UnE	EU	SLoc	Profit Center	Batch	Valuation Ty.	Mo.	D	Stock Type	Pint
1	Gehäuse		☒	9	PC	Materiallager	1010			101	+	Unrestricted	Werk

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

Purchase Order: 4500017231 | 10 | Item Category: Standard

SAP screen showing the Purchase Order Data tab with PO number 4500017231, Del. Completed Ind. set to 2 Set, and quantity fields filled in.

Step 15: Confirm the item is marked OK

In the item overview section, make sure the checkbox under the OK column is selected for the relevant line item. This indicates the item is ready for processing. If it is not already checked, click the checkbox to select it.

Step 16: Validate the document

Click the Check button at the top of the screen. This prompts SAP to validate the entered data and display any warnings or informational messages.

The screenshot shows the SAP 'Goods Receipt Purchase Order' screen for document 4500017231. The 'Check' button is highlighted with a mouse cursor. The 'OK' flag for line item 1 is checked. The screen displays various fields for document date, posting date, vendor, and a table with item details.

Line	Mat. Short Text	U	OK	Qty in UnE	EUn	SLoc	Profit Center	Batch	Valuation Ty.	Mo	D	Stock Type	Plant
1	Gehäuse		☒	9	PC	Materiallager	1010					101 + Unrestricted	Werk

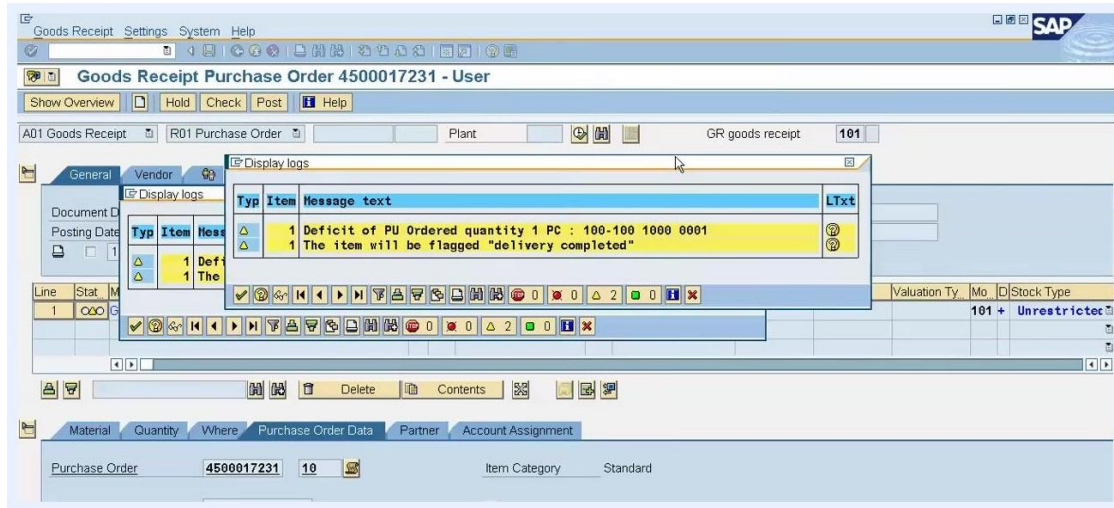
SAP screen with the cursor on the Check button, the item OK flag checked, and all relevant fields filled in.

Step 17: Review system messages

After clicking Check, a Display logs window appears with important messages:

- Deficit of PU Ordered quantity 1 PC: Indicates that the purchase order was for 10 pieces, but only 9 are being received.
- The item will be flagged 'delivery completed': Confirms that SAP will treat the order as complete despite the shortfall.

Carefully read these messages to understand any discrepancies or warnings before proceeding.

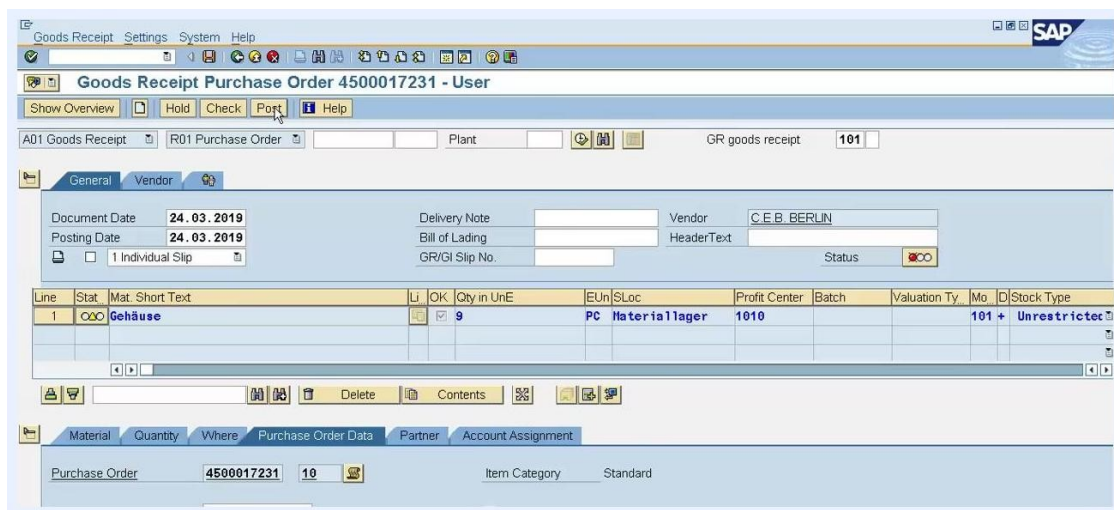


Display logs window showing the messages: "Deficit of PU Ordered quantity 1 PC" and "The item will be flagged delivery completed."

If the messages are informational and require no further action, close the Display logs window to proceed.

Step 18: Post the goods receipt document

Once all data is verified and warnings are acknowledged, click the Post button at the top of the screen. This finalizes the goods receipt and triggers SAP to generate the necessary documents.



SAP screen with the cursor on the Post button, ready to finalize the goods receipt.

Upon posting, SAP creates two types of documents:

- Material Document: Records the physical movement of goods into inventory.
- Accounting Document: Records the financial impact of the goods receipt in the company's accounts.

Step 19: Verify the posted goods receipt screen

After posting, SAP returns to the main Goods Receipt Purchase Order screen, displaying the purchase order number (4500017231), vendor (C.E.B. BERLIN), and item details (Material: Gehäuse, Quantity: 9 PC, Storage Location: Materiallager, Profit Center: 1010). The Purchase Order Data tab remains visible, confirming the Del. Completed Ind. is set to 2 Set.

The screenshot shows the SAP 'Goods Receipt Purchase Order 4500017231 - User' screen. The 'Purchase Order Data' tab is active. The document date and posting date are both 24.03.2019. The vendor is C.E.B. BERLIN. The item details table shows one line item: Line 1, Material 'Gehäuse', Quantity 9 PC, Storage Location 'Materiallager', Profit Center '1010', and Stock Type '101 + Unrestricted'. The 'Del. Completed Ind.' is set to '2 Set'.

Line	Stat	Mat. Short Text	Li	OK	Qty in UnE	EU/SLoc	Profit Center	Batch	Valuation Ty.	Mo	D	Stock Type
1	OCO	Gehäuse			9	PC Materiallager	1010					101 + Unrestricted

SAP Goods Receipt screen showing PO 4500017231, vendor C.E.B. BERLIN, item Gehäuse, quantity 9 PC, and the delivery completed indicator set.

Step 20: Access the material document

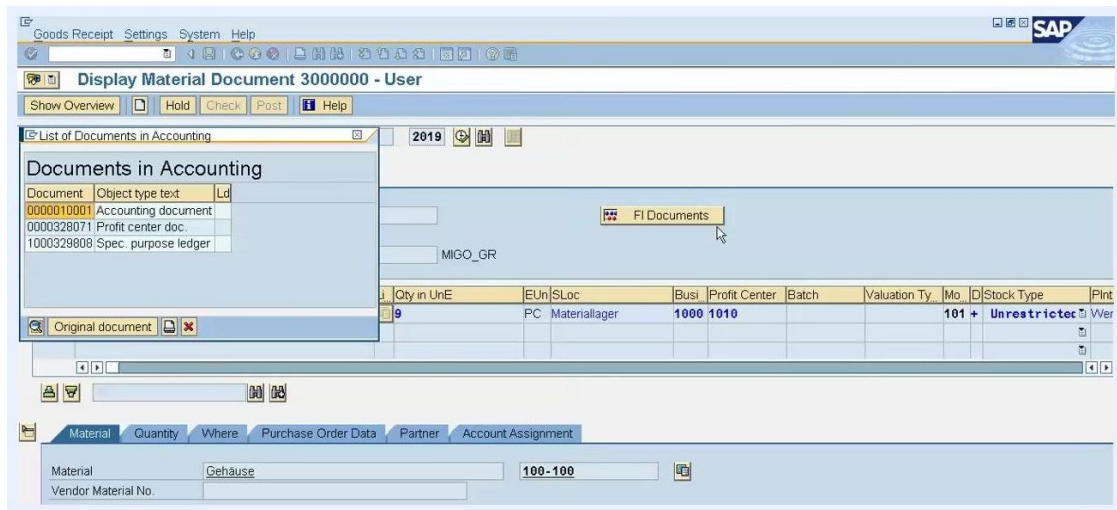
SAP automatically displays the Display Material Document screen for the newly created material document (e.g., 3000000). This screen shows the material (Gehäuse), quantity (9 PC), storage location (Materiallager), profit center (1010), document year (2019), and movement type (101 – Unrestricted).

Step 21: View the associated accounting documents

Click the FI Documents button to view the financial documents linked to the material document. A pop-up window titled Documents in Accounting appears, listing all related accounting entries, such as:

- 0000110001: Accounting document
- 0000328071: Profit center document
- 1000329808: Special purpose ledger

Each document is categorized by its object type text for easy identification.



SAP Display Material Document screen with the Documents in Accounting pop-up showing the accounting document, profit center document, and special purpose ledger.

Ensure that all expected documents (material and accounting) appear in the list. If needed, click any document number to view its details or the original document for further verification.

Summary

By following these steps, you have:

- Understood the purpose and flow of the Goods Receipt process in SAP.
- Used transaction code MIGO to process a goods receipt against a purchase order.
- Entered delivery references, adjusted received quantities, and specified storage locations.
- Validated and posted the goods receipt document.
- Verified that both the Material Document and Accounting Document were generated correctly.

This confirms that the goods receipt has been successfully posted and all related documents have been generated in SAP, ensuring both inventory and financial records are up to date.