Steps for Goods Receipt in SAP MM

The process of **goods receipt** in SAP MM involves verifying and recording the receipt of materials against purchase orders. It ensures accurate inventory updates and quality checks are completed efficiently. This step is crucial for maintaining supply chain integrity and financial accuracy.

Step-by-Step Procedure

1. **Login to SAP:** Log into the SAP system using your credentials.
2. **Navigate to Goods Receipt:** Go to `Logistics > Materials Management > Inventory Management > Goods Movement` or use the transaction code `MIGO`.
3. **Select Goods Movement Type:** Choose the movement type, typically `101` for goods receipt against a purchase order.
4. **Enter Reference Document:** Select *Goods Receipt* and enter the relevant purchase order number.
5. **Verify Item Details:** Check material, quantity, and storage location details. Adjust or confirm as necessary.
6. **Inspect Materials (Optional):** If quality inspection is enabled, forward the materials for quality check.
7. **Post Goods Receipt:** Click *Check* to validate entries, then click *Post* to complete the goods receipt transaction.
8. **Print Goods Receipt Slip:** Print and retain the goods receipt slip, if required, for physical receiving and documentation.
9. **Update Inventory:** System updates inventory and relevant financial accounts automatically.

Notes

- Ensure accuracy during entry to avoid discrepancies in inventory and accounts.
- Coordinate with the quality and finance teams as required.
- Goods receipt may trigger further processes such as invoice verification or payment release.