

## Goods Receipt

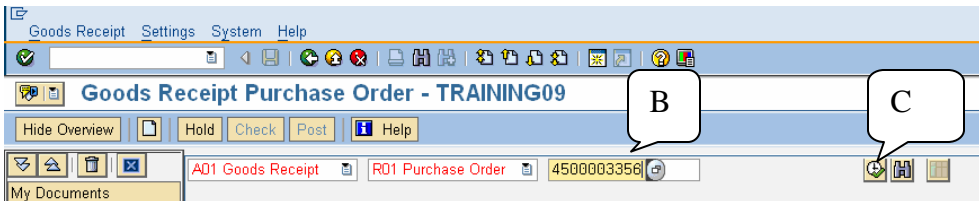
Prior to SAP, a goods receipt involved a signature on a green form which was sent to Purchasing. A **goods receipt** will need to be entered into the SAP system via transaction code, **MIGO\_GR**. The vendor will not be paid until the goods receipt is entered into SAP.

- Enter transaction code, **MIGO\_GR** from the SAP Easy Access screen (A).



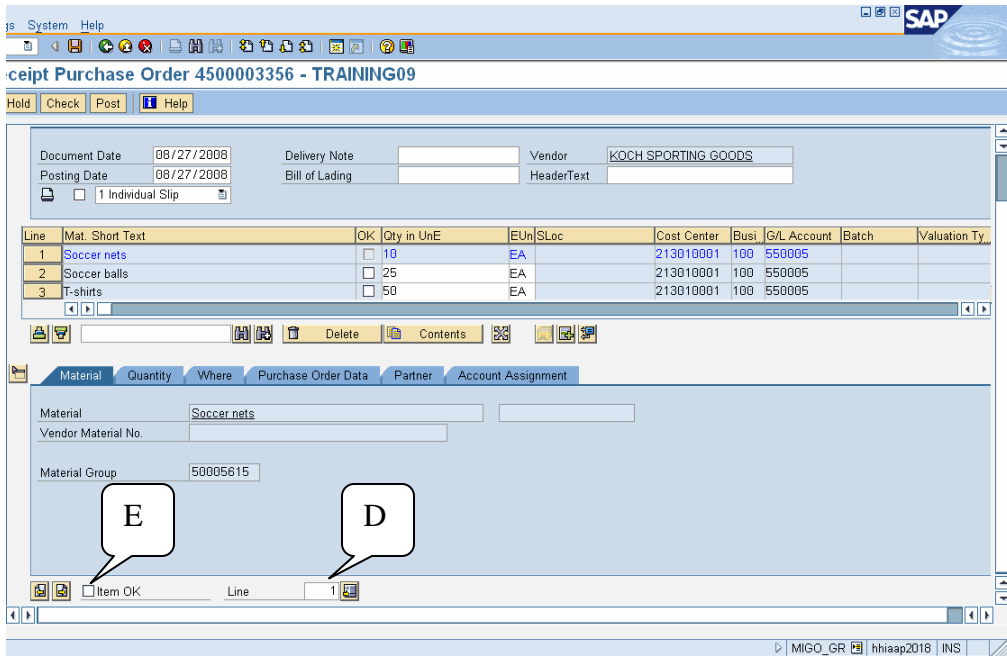
### SAP Easy Access

- Enter the Purchase Order number (B).
- Click Execute (C).

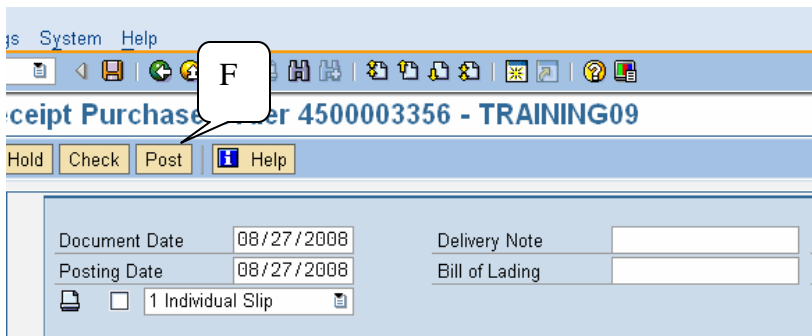


- Select the appropriate line item for receipt (D).
- Check Item OK box (E).

**Note:** If quantity needs to be changed, click the quantity tab and modify the Qty in Unit of Entry field.



- Click Post (F).



Only purchase order numbers that begin with '45' will require a goods receipt. The vendor will not be paid until a goods receipt is entered through **MIGO\_GR**. Once all goods have been received under MIGO\_GR for a purchase order number, a message would display at the bottom of the screen, "does not contain any selectable items."