The warehouse receives material, and most of the material is received into SAP Inventory Management (IM), which creates a transfer requirement and then a transfer order in SAP Warehouse Management (WM). It is important to ensure that the material is moved into the warehouse stock correctly.

5 Goods Receipts

In warehouse management, a goods receipt is the movement of material into the warehouse from an external source, which could be a production system, a vendor, etc. The warehouse-management system checks the goods receipt for accuracy and then processes it, moving the material into the warehouse and increasing the stock levels of the material received. A goods receipt into the warehouse is triggered by one of two documents, which can be either:

- A transfer requirement from inventory management or production
- An inbound delivery if handling-unit management or external system is used

Chapter 11 provides more information on handling-unit management and storage-unit management.

Now that we have introduced the concept of goods receipts, we can go on to discuss the goods receipt process with inbound deliveries in detail.

5.1 Goods Receipt with Inbound Delivery

The handling unit (HU) is found in functionality outside of SAP WM. It is a physical unit that combines packaging materials with the materials inside. When the HU enters the warehouse, it is stored as a storage unit.

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>A handling unit in the beverage industry could be a plastic crate and 12 bottles of soda. The HU contains all the information from the materials in the handling unit, such as batch numbers and serial numbers.</td>
</tr>
</tbody>
</table>
An HU can also be nested, which means that a single unit can be made from several smaller units. For instance, in the beverage industry, a shrink-wrapped crate of soda may be one handling unit, but is made up of 24 soda bottles that are also handling units.

This section will review the goods receipt with inbound deliveries, so we will first discuss inbound deliveries.

### 5.1.1 Inbound Delivery Overview

An inbound delivery can be created with reference to a number of processes, which are:

- Purchase order
- Stock transport order
- Customer return

There are many reasons to create inbound deliveries. The most useful one is that we can perform some processes in SAP before the material arrives and a goods receipt is posted. The vendor can send information about the inbound delivery, which informs the warehouse of the HUs that are being sent, the information that they contain, and the precise date and time of delivery.

### 5.1.2 Creating an Inbound Delivery

We can create an inbound delivery using the information from a vendor regarding a single purchase order for which it is supplying the material. The transaction to create a manual inbound delivery is Transaction VL31N. This can be found using the navigation path: SAP • Logistics • Logistics Execution • Inbound Delivery • Inbound Delivery • Create • Single Documents.

Figure 5.1 shows the initial screen for the creation of a manual inbound delivery. The vendor number and the purchase order number are required fields. Let’s discuss them here:

- **Delivery date**
  The delivery date is the date the vendor has given for delivery of the material. This is not necessarily the date stipulated in the purchase order to the vendor.

- **External ID**
  This is the identification that the vendor has assigned to this delivery. It may be the vendor’s outbound delivery number or any identification that it requires. This field can be up to 35 characters long.
Means of trans.
The means of transport is the packaging material type. It can be configured using the Transaction VHAR or by using the navigation path: IMG • Logistics Execution • Shipping • Packing • Define Packaging Material Type. The packaging material type defines how the materials are shipped.

Means of transport ID
The field to the right of the Means of trans. field is the identification field, where a reference can be entered. For example, if the means of transport was a truck, then the means of transport ID may be the license plate of the truck, or the trailer number or the vehicle VIN number. Up to 20 characters can be entered into this field.

Figure 5.1 shows the item overview for the inbound delivery being created. The delivery quantity and the item number have been entered with the purchase order placed into the reference document field. The delivery item category field has been filled with ELN, which is used for inbound deliveries. The system proposes this value, but it can be changed. The value determines how the line item is processed.

From this screen, the inbound delivery can be processed and an inbound delivery number is returned to the screen after posting.
5.1.3 Creating a Transfer Order for an Inbound Delivery

Once the inbound delivery has been created, the transfer order is created with reference to the inbound delivery document. Use Transaction LT0F to create a transfer order for an inbound delivery. The transaction can be found using the navigation path: SAP • Logistics • Logistics Execution • Inbound Process • Goods Receipt for Inbound Delivery • Putaway • Create Transfer Order • For Inbound Delivery.

Figure 5.3 shows the initial screen of Transaction LT0F that shows the selections that can be made to aid the creation of a transfer order. You must have the warehouse number and the inbound delivery when creating the transfer order. The other selection fields shown in Figure 5.3 are optional.

5.1.4 Using the Inbound Delivery Monitor

If the inbound delivery is not known when using Transaction LT0F, you can use the Inbound Delivery Monitor to display open and completed deliveries. You also can use the monitor to process inbound and outbound deliveries.
Figure 5.3 also shows that the Inbound Delivery Monitor can be accessed through Transaction LT0F, by using the **Delivery Monitor Inb. Deliveries** button on the initial screen. Otherwise the Inbound Delivery Monitor can be executed by Transaction VL06I or by using the navigation path: **SAP - Logistics - Logistics Execution - Information System - Goods Receipt - Inbound Delivery Lists - Inbound Delivery Monitor**.

In Figure 5.4, the monitor allows a number of selection options. In this section, we are creating transfer orders based on goods receipts. Therefore, you should select **For Goods Receipt** on the monitor.
Figure 5.4 Initial Selection Screen for Inbound Delivery Monitor: Transaction VL06I

Figure 5.5 Inbound Delivery Monitor for Goods Receipts Selection Screen
Figure 5.5 shows the selection fields that can be entered to search for particular inbound deliveries based on the following search criteria. These are:

- **PO Data**
  A range for the purchase order and purchase order item

- **Time Data**
  The delivery date entered into the inbound delivery document

- **Putaway Data**
  The storage location and warehouse number

The other two indicators in this area refer to warehouse checks at the header or item level.

If the **Check at Header Level** indicator is set, then the system will only find inbound deliveries that have warehouse numbers in the header that meet the selection criteria.

If the **Check at Item Level** indicator is set, then all deliveries that include at least one item that meets the warehouse number criteria are selected. Let’s take a look at these:

- **Partner Data**
  The vendor number or a range of vendor numbers of the required inbound deliveries

- **Doc. Data**
  The inbound delivery number and the external delivery number

- **Material Data**
  The UPC code or the vendor material number, if these are known

Once all the search criteria have been entered into the search, you can execute the transaction by choosing **Program • Execute** from the header menu or by using the **F8** function key.

After the data was entered into the selection criteria, the resulting inbound deliveries, shown in Figure 5.6, were found to have met those criteria. A transfer order can be created from a chosen inbound delivery by selecting **Subsequent Functions • Create Transfer Order** from the header menu.

In Figure 5.7 a dialog box will appear requiring an entry of parameters for creation of the transfer order from the inbound delivery. The **Adopt Putaway Qty** field can be entered with one of the options shown in Figure 5.7.
Once you have selected a parameter, the process of creating a transfer order is performed in the background. If the transfer order is created, the system will generate a message that the transfer order has been created successfully or has not been.

If the transfer order has been created, you can see the document flow for the inbound delivery by selecting the inbound delivery from Figure 5.6 and choosing Environment • Document Flow from the header menu.

Figure 5.8 shows the original inbound delivery and the handling unit associated with it. The transfer order has been created for the inbound delivery and is shown as an element of document flow.
Goods Receipt with Inbound Delivery

5.1

Transaction LT21 enables display of the transfer order, noted in the document flow for the inbound delivery.

Figure 5.8  Document Flow for Inbound Delivery 190000208, Showing Created Transfer Order Number 22

Figure 5.9  Display of Transfer Order Created for Inbound Delivery: Transaction LT21

Figure 5.9 shows the transfer order created for the inbound delivery. The system sets the confirmation flag because the transfer order was confirmed when the transfer order was created in the Inbound Delivery Monitor.

Now that we have examined the goods-receipt process with inbound deliveries, let us look at what happens when goods receipts are made without inbound deliveries.
5.2 Goods Receipt Without Inbound Delivery

A goods receipt for a delivery that is not an inbound delivery occurs when the material is not packed, as it is with an HU. This occurs when material arrives at the receiving dock from the vendor without any containers or pallets. The goods receipt occurs in the IM module, and a transfer requirement is created for the movement of the material into the warehouse.

5.2.1 Goods Receipt in Inventory Management

Goods receipts relevant to a warehouse-management system can be produced by the arrival of material at the plant from a purchase order with a vendor. A goods receipt can be defined as a company’s formal acceptance that materials were received from a vendor against a purchase order. Once the material is received and the transaction completed, the value of the material is posted to the general ledger.

The goods-receipt transaction is accessed through Transaction MIGO. The transaction can be accessed via the navigation path: SAP Menu • Logistics • Materials Management • Inventory Management • Goods Movement • Goods Receipt • For Purchase Order • GR for Purchase Order.

Figure 5.10 Goods Receipt for Purchase Order in IM Module: Transaction MIGO
Figure 5.10 shows the goods receipt for a purchase order of **Material 1905**. It also shows the quantity of material that will be receipted into **Plant 3000** and the **GR goods receipt** type 101, which represents a goods receipt for a purchase order.

### 5.2.2 Review of the Material Documents

After all the relevant details such as storage location, batch number, etc., have been added to the goods-receipt transaction, the goods receipt can be posted. If the goods receipt does not return any error messages, the transaction will post and display the number of the material document for the movement of the material.

To view the material document, use the Transaction MB03. This can be found using the navigation path **SAP Menu · Logistics · Materials Management · Inventory Management · Material Document · Display**. On the initial screen, enter the material document number displayed after the goods receipt posted and the year, as shown in Figure 5.11.

![Initial Screen for Display of Material Document: Transaction MB03](image)

After the material document number and the fiscal year have been entered, the material document can be displayed.

Figure 5.12 shows the material document that was created during the processing of the goods receipt for a purchase order. The material document shows the material, plant, storage location where the material will be stored, purchase order number, the batch number of the material being receipted, and the movement type of the goods receipt that produced the material document.

In addition the material document contains an option to show the accounting documents created because the material was received at the plant and moved into stock. The company therefore assumes financial liability for the material.
Figure 5.13 shows the accounting document relevant to the goods receipt of the material from the purchase order. The two lines of the accounting document show the financial liability moving from the account 191100 (goods receipt account) to the account 792000, which is the finished goods inventory account.

5.2.3 Review of Stock Levels after Goods Receipt

Once the goods receipt of the purchase order into inventory is complete, a stock overview can be performed to show the material in stock. The stock
Goods Receipt Without Inbound Delivery

5.2 Overview can be executed using the Transaction MMBE. This can be accessed using the navigation path: SAP Menu › Logistics › Materials Management › Inventory Management › Environment › Stock › Stock Overview.

5.2.4 Display of the Transfer Requirement

The goods receipt of the material from the purchase order has been receipted into stock, as shown by the material documents and the stock overview program. This information reflects the movement into the stock location relevant to IM, but not movement relevant to WM.

When the movement into the storage location was made, a transfer requirement would have been created, as the storage location is warehouse-managed. The transfer requirement can be found by using Transaction LB11 that allows for a search of the transfer requirements by material number. This transaction can be found by using the navigation path: SAP Menu › Logistics › Logistics Execution › Internal Warehouse Processes › Transfer Requirement › Display › For Material.

Figure 5.14 Stock Overview of Material 1905 in All Stock Locations: Transaction MMBE

The stock overview screen shows the material that has been posted as a result of the goods receipt. The information regarding the material 1905, such as the batch number 505, is shown on the stock overview, shown in Figure 5.14. It matches the information in the material document, shown in Figure 5.12.
Figure 5.15  Display Transfer Requirements for Single Material: Transaction LB11

Figure 5.15 shows the initial screen of the Transaction LB11. To find all the transfer requirements for the material that has been goods-receipted, you can enter the material number, warehouse number, and plant. Other information such as shipment type can also be entered. In this example, the Shipment Type “E” has been entered, restricting the transfer-requirement search to stock placements.

Figure 5.16  Display of Transfer Requirement Resulting From Search Criteria: Transaction LB11
Figure 5.16 shows the transfer requirement found using the search criteria entered in Figure 5.15. The transfer requirement has been created as a result of the goods receipt for the purchase order. The line item shows the transfer requirement number, movement type, and description that created the transfer requirement, the purchase order number that has been receipted into stock, and the quantity on the transfer requirement.

Now that we have identified the transfer requirement, we can convert it to a transfer order. As Figure 5.16 shows, there are two ways to do this. A transfer order can be created in the foreground or the background.

To convert to a transfer order in the foreground, the **TO in Foreground** button can be selected or the Ctrl + Shift + F8 function keys. The transfer order can also be created from the header menu and choosing Environment • TO in Foreground.

![Figure 5.17 Conversion of Transfer Requirement to Transfer Order: Transaction LB11](image)

Figure 5.17 shows the first screen displayed after the **TO in Foreground** button is selected. You can review and change the information if necessary. Once it is correct the **Generate + Next Mat** button can be selected to complete the line item.
Figure 5.18 shows the transfer order that has been created from the information that was shown in Figure 5.17. The transfer order can be posted by selecting **Transfer Order • Posting** from the header menu or the function keys Ctrl + S.

Once the transfer order has been posted, the system returns to the display of transfer requirements, as shown in Figure 5.16, and the transfer order number is displayed at the bottom of the screen.

### 5.2.5 Display of the Transfer Order

The transfer order that is created by the conversion of the transfer requirement to a transfer order can be seen using Transaction LT21 if the transfer order number is known. If just the material is known, use Transaction LT24 or follow the navigation menu path: **SAP Menu • Logistics • Logistics Execution • Internal Warehouse Processes • Stock Transfer • Display Transfer Order • For Material**.

Figure 5.19 shows the initial selection criteria screen for the display of transfer orders. All the transfer orders can be displayed for a material in a warehouse. In this example, the transfer order created for the goods receipt of material 1905 is being searched for, and the selection criteria reflect this.
Goods Receipt Without Inbound Delivery

5.2

Figure 5.20 shows the transfer order that has been created for the purchase order 4500017557 that was receipted into the plant. A transfer requirement has been created to start the putaway in the warehouse. The conversion of the transfer requirement to the transfer order and the confirmation of the transfer order have moved the 23 units of material 1905 into the warehouse storage bin 01–01–01 in storage type 001.
In the last two sections, we described goods receipts with and without inbound deliveries. Now we shall examine goods receipts that do not involve inventory management.

### 5.3 Goods Receipt Without Inventory Management

At first glance, this process may appear somewhat abnormal. Normally, materials are receipted into a storage location, and that triggers a transfer requirement and a transfer order in WM. However, there are materials in the warehouse that sometimes do not require a goods receipt in IM, but are required for warehouse operations. An example of this is packaging materials, such as pallets and crates. These are used for material storage and shipment, but do not have to be goods-receipted into IM.

#### 5.3.1 Create the Transfer Order for the Goods Receipt

The transfer order can be created without reference to a goods receipt from IM or a transfer requirement in WM. A transfer order can be created in Transaction LT01 or via the SAP navigation path: SAP Menu → Logistics → Logistics Execution → Internal Warehouse Processes → Stock Transfer → Create Transfer Order → No Source Object.

![Initial Screen for Creating Transfer Order Without IM: Transaction LT01](image)
Goods Receipt Without Inventory Management

Figure 5.21 shows the initial screen for creating the transfer order using Transaction LT01. The goods-movement number 501 used here refers to a receipt without a purchase order. In this scenario, a vendor may have dropped off a shipment of 200 pallets to be used in the shipment of parts. Many industries use pallets that are leased to them at a very small charge per day; e.g., GKN pallets.

**Note**

A GKN pallet is a series of blue wooden strips and blocks crafted into a square shape, about 1.2 square meters. It is manufactured by CHEP, a division of GKN, and is rented to a company for a few cents per day.

Figure 5.22 shows the detail screen for Transaction LT01. The screen shows that the material putaway will come from the source storage type 902, which is the goods-receipt area. The system will generate the destination storage type and storage bin. To create the transfer order, use the function keys Ctrl + S or **Transfer Order • Posting** from the header menu. Once posting is complete, the system will return to the initial screen and display the transfer order number it has created.
5.3.2 Display the Transfer Order for the Goods Receipt

The information in the transfer order can be reviewed by displaying the contents of the transfer order using Transaction LT21 or following the SAP navigation path: SAP Menu • Logistics • Logistics Execution • Internal Warehouse Processes • Stock Transfer • Display Transfer Order • Single Document. The transaction requires that just the warehouse number and the transfer order number be entered to display the transfer-order details.

![Figure 5.23 Display of Transfer Order Created for Material Goods Receipt Without IM: Transaction LT21](image)

Figure 5.23 shows the detail of the line item in the transfer order created for the goods receipt. The material has been moved from storage type 902, storage section 001, and storage bin WE-ZONE to storage type 001, storage section 001, and storage bin 01–01–01. Note that the quantity of 200 has not been confirmed because the confirmation indicator next to the warehouse number has not been set by the system.

5.3.3 Display the Stock Levels

Prior to the posting of the transfer order and the receipt of the material into the warehouse stock, the stock levels for the material in the warehouse can be reviewed. To do this, use Transaction LS24 or follow the SAP navigation path: SAP Menu • Logistics • Logistics Execution • Internal Warehouse Processes • Bins and Stock • Display • Bin Stock per Material.
Figure 5.24 shows initial screen for Transaction LS24 that allows selections to be made to report on the stock levels for the material required. In this example, the display for stock levels of material 1920 is limited to the warehouse number 088, but for all storage types.

Figure 5.25 shows the stock levels for material 1920. It shows that the material is located in receiving area and not yet moved to storage type 001 and
placed in bin **01–01–01**. Therefore, the transfer order should be confirmed using Transaction LT12 or by following the navigation menu path: **SAP Menu • Logistics • Logistics Execution • Internal Warehouse Processes • Stock Transfer • Confirm Transfer Order • Single Document • In One Step.**

Figure 5.26 shows the information required to confirm the transfer order and move the material from the goods receipt area to the storage bin **01–01–01** in storage type **001**.

You can confirm the movement by checking the bin stock using Transaction LS24. Enter the same information in the initial screen as in Figure 5.24. The resulting screen after confirmation of the transfer order shows the material posted into the correct storage bin. The final placement of the material in the warehouse is shown in Figure 5.27.
5.4 Summary

Material is receipted into stock using purchase orders or production orders. The material can easily be goods-receipted using inventory management, but a number of steps are needed to move and store the material in SAP WM. This chapter explained procedures required when material is brought into the warehouse, either as a normal receipt or as a receipt that involves handling units.

Chapter 6 will examine the opposite of goods receipt: goods issue. Moving the material from the warehouse involves a variety of procedures that you should understand clearly.
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