Jharkhand Bijli Vitran Nigam Limited.

MATERIALS MANAGEMENT

USER MANUAL

INVENTORY MANAGEMENT

Envision. Engage. Empower.

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SAP MM – Inventory Management

Inventory Management having following Points:

1) Goods Receipt Process
2) Material Reservation Process
3) Transfer Posting Process
4) Goods Issue Process
5) Material Scrap Process
6) Purchase Return Process
7) Stock Transfer Process

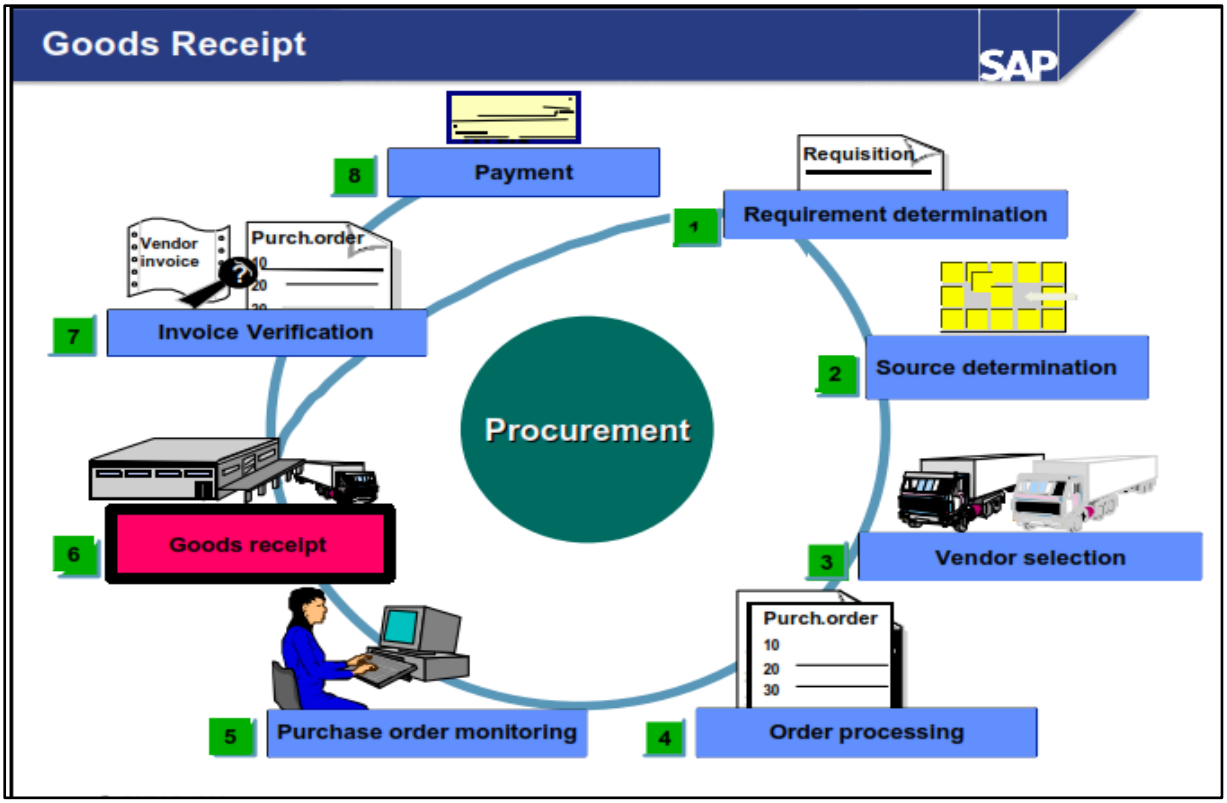
1 Goods Receipt Process:

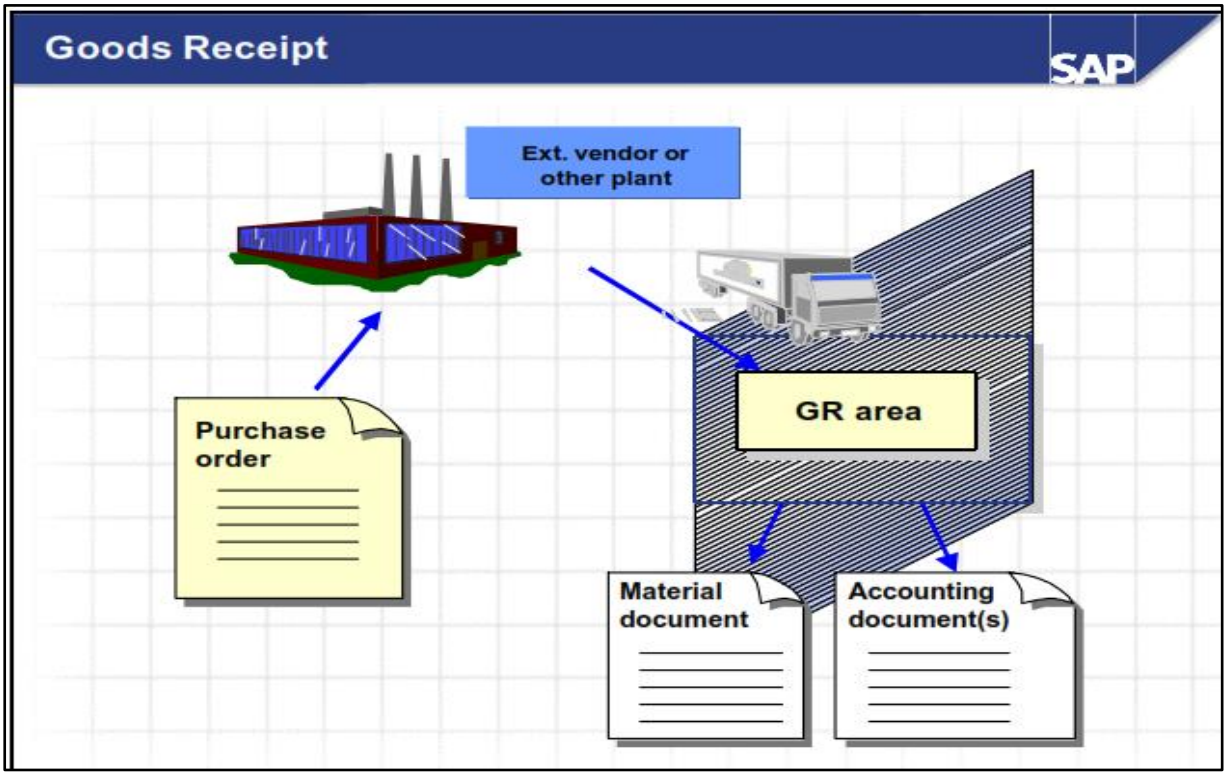
Goods receipt is the phase where the material is received by the ordering party and its condition and quality are verified. Depending upon the movement type, stock is posted in inventory with the help of goods receipt. Goods receipt will show the increase in warehouse stock.

Goods receipt has two scenarios:

- Creation of Goods Receipt
- Cancellation of Goods Receipt

Goods Receipt is to post the receipt of goods from an external Vendor. A goods receipt leads to an increase in warehouse stock.


Goods Receipt
SAP
Payment
8
Requisition
Requirement determination
1
Vendor invoice
Purch.order
Invoice Verification
7
Source determination
2
Procurement
Goods receipt
6
Vendor selection
3
Purch.order
10
20
30
Purchase order monitoring
5
Order processing
4


Goods Receipt
SAP
Ext. vendor or other plant
Purchase order
GR area
Material document
Accounting document(s)

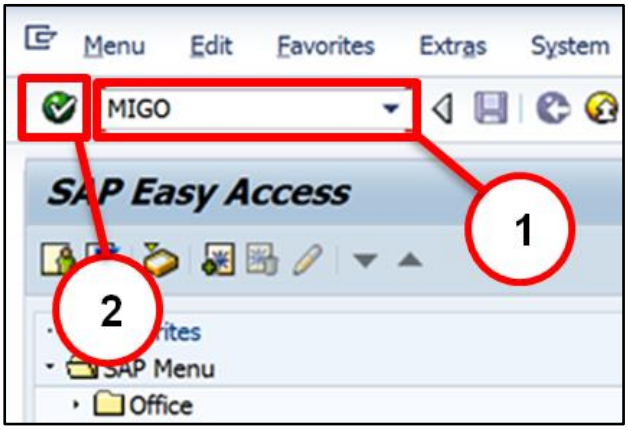
Goods Receipt for Purchase Orders:

1.1 Create Goods Receipt:-

Path to Create Goods Receipt w.r.to Purchase Order:-

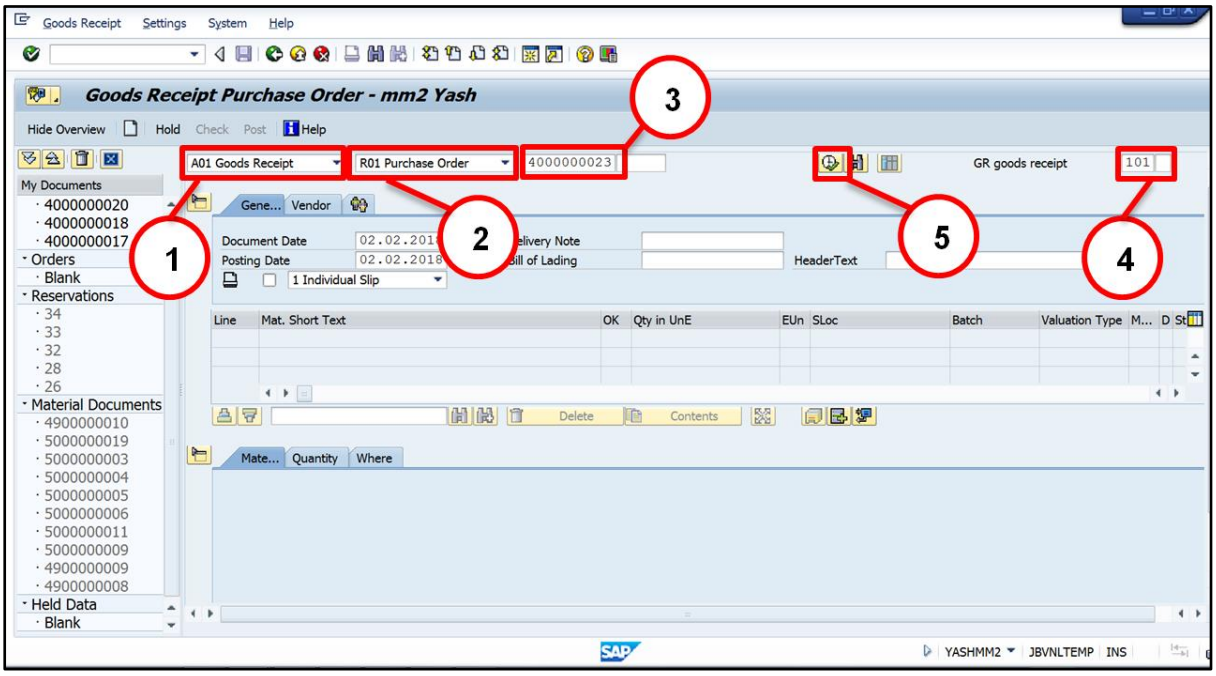
SAP Menu Path	Logistics => Materials Management => Inventory Management => Goods Movement => Goods Movement (MIGO)
SAP T-code	MIGO

1.1.1 SAP Easy Access



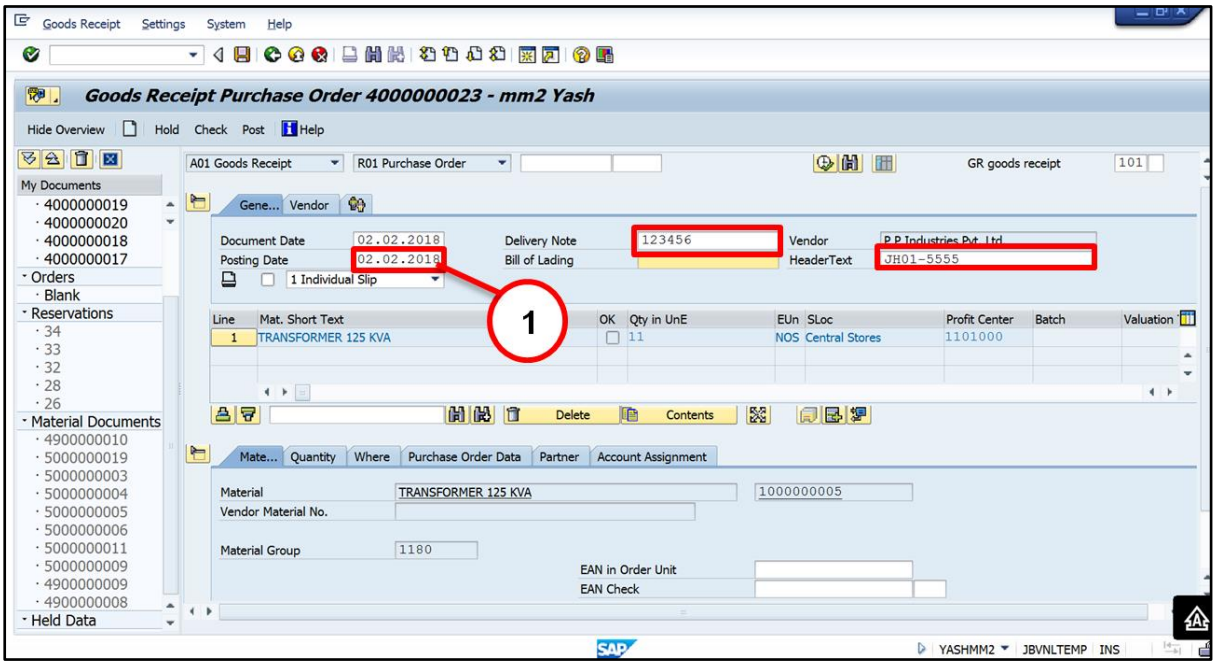
Step	Action
(1)	**MIGO** is now entered in the **Transaction box**.
(2)	Click **Enter** .

1.1.2 MIGO – Goods Receipt



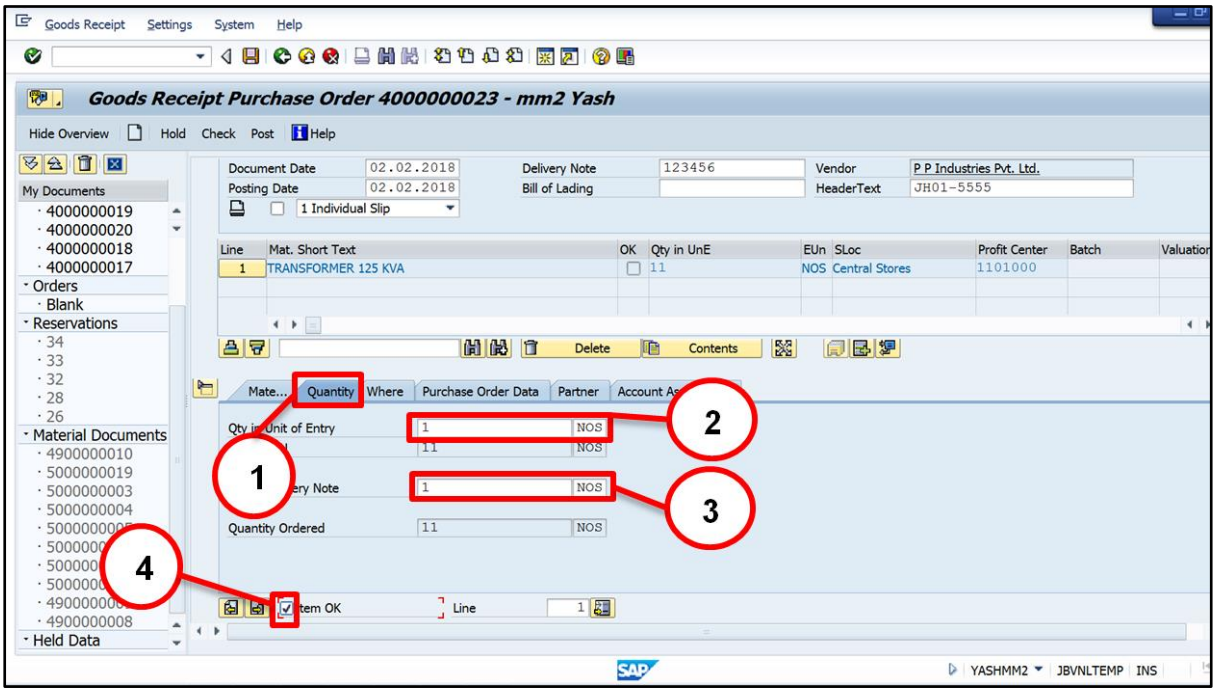
Step	Action
(1)	**Executable Action in Transaction MIGO:** Goods Receipt
(2)	**Reference Document for MIGO Transaction:** Purchase Order
(3)	**PO:** Input/Select PO Number
(4)	**Movement Type & Sp Indicator:-** Select Movement type 101. If Purchase order is related with Project then make special indicator as **"Q"**
(5)	Click **Execute**

1.1.3 MIGO – Goods Receipt



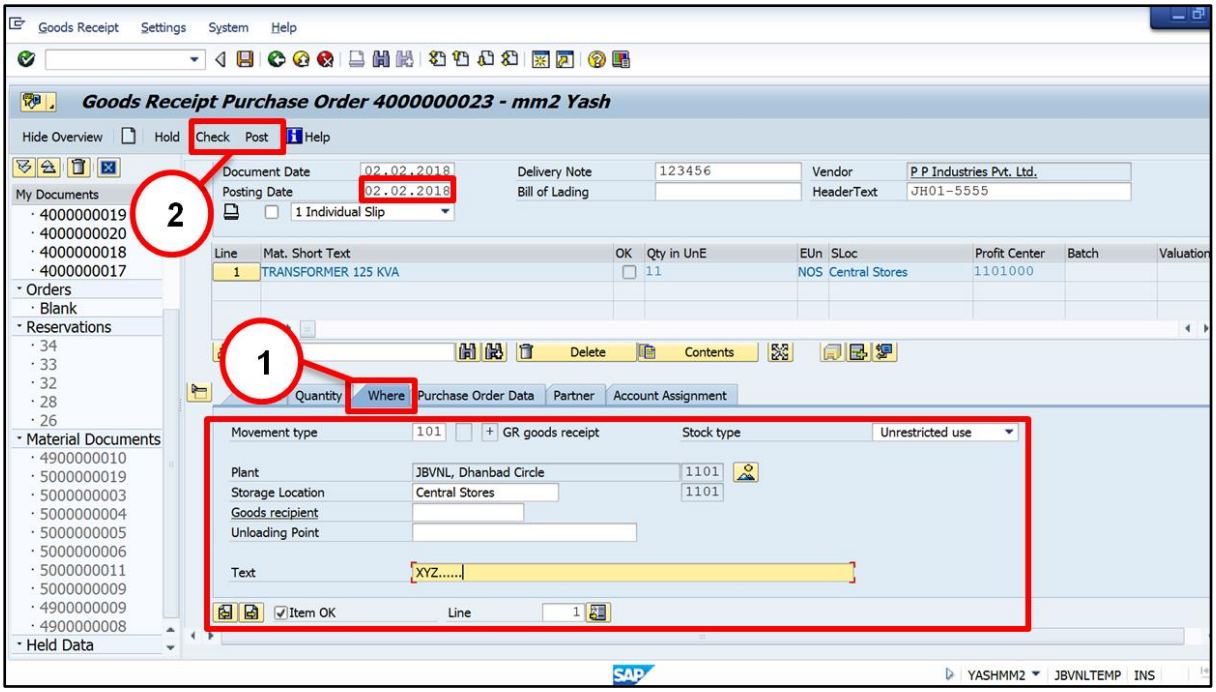
Step	Action
(1)	**Posting date:** Check Posting Date
	Delivery Note:- Update Invoice / Delivery no
	Header text:- Update vehicle no (Optional)

1.1.4 MIGO – Goods Receipt



Step	Action
(1)	**Qty:** Select Tab
(2)	**Qty U En:** Input Qty & UOM
(2)	**Delivery Note:** Input Qty & UOM
(3)	**Item OK:-** Tick

1.1.5 MIGO – Goods Receipt



Step	Action
(1)	Select **Where** Tab
	Check Where tab information. (Storage location, Stock type, Add text in text field in required)
	Check Posting date before Posting Document.
(2)	Click **Post**

1.2 Cancel Goods Receipt:-

Path to Cancel Goods Receipt:-

SAP Menu Path	Logistics => Materials Management => Inventory Management => Goods Movement => Goods Movement (MIGO)
SAP T-code	MIGO

You can cancel Good receipt document, by selecting **"cancellation"** with reference to **"Material Document"** and Post it.

102 Movement type will trigger after posting.

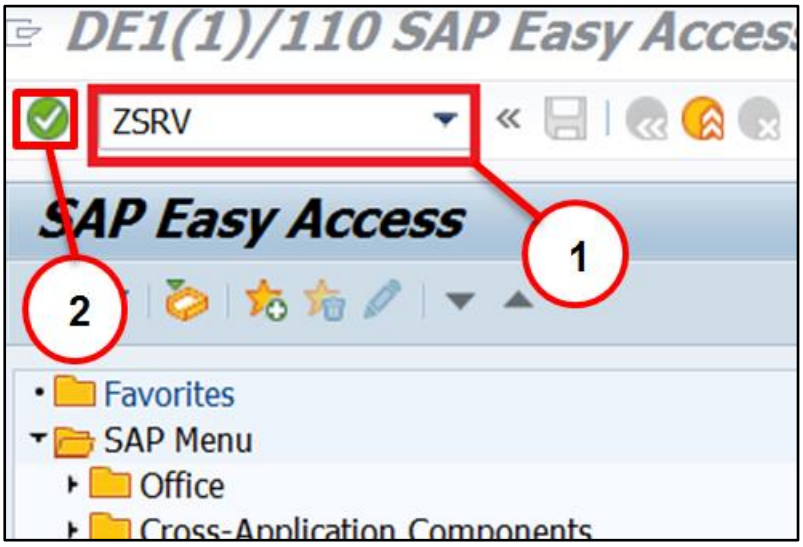
1.3 Create SRV:-

Path to Cancel Goods Receipt:-

SAP T-code	ZSRV

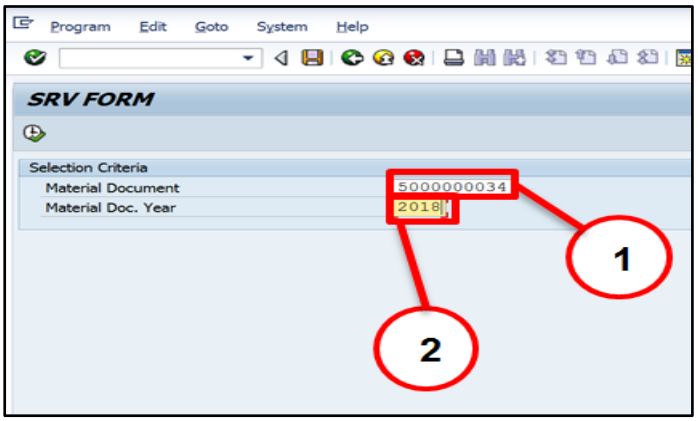
Mandatory to create SRV immediate after creating Goods Receipt document / Material Document

1.3.1 SAP Easy Access



Step	Action
(1)	**ZSRV** is now entered in the **Transaction box**.
(2)	Click **Enter**.

1.3.2 ZSRV – SRV FORM



Step	Action
(1)	**Material Document:** Input
(2)	**Material Document year:** Input

JHARKHAND URJA VIKAS NIGAM LIMITED E.B. - 230

Stores Received and Payment Authorising Services

S.R.B.No. **5000000034** Date: **17/02/18**

Follow
Office Copy.....I
Suppliers(Payment).....II
Accounts.....III
Purchaser.....IV

Circle: JBVNL,RanchiCircle(1601) Name of the Store: CentralStores(1601)

Certified that following stores have been received on: 17/02/18 From M/s: PPIndustriesPvt.Ltd.(1000001)

In Compliance with Board"s*/ESE Circle Purchase order number: 4000000028 dated: 16/02/18 and Subsequent amendments no: 0 dated: 16/02/18 as

As per R.R*/Truck Received no dated Or/local delivery against supplier's invoice/Challan no 4000000028 dated 17/02/18

The Stores have been inspected and examined by me the quantity accepted have been found to be in good condition and in accordance with the approved sample*/specification and design as specified in the purchase order

Item No.of the order	Material Code No	Breif Description of stores including Brand of makers	Unit	Quantity accepted (Both in Words and Figure	Rate as in Purchase Order	Rate in Words	Amount(Col.5 X6)	Store Ledger Folio No. & Closing Balance after Posting of Ledger		Priced Ledger Folio No. & Closing Balance		REMARKS	Firms Bill No. & Date	Date of Passing the bill with initials of dealing assistant
								Folio No.	Closing Balance	Ledger Folio No.	Closing Balance			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
10	1000000070	Digital Clamp meter (Meco 3150)	NOS	1.000 (ONE NUM)	633,728.00	SIX LAKH THIRTY THREE THOUSAND SEVEN HUNDRED TWENTY EIGHT ONLY	633,728.00							
20	1000000007	TRANSFORMER 100 KVA	NOS	1.000 (ONE NUM)	140,800.00	ONE LAKH FORTY THOUSAND EIGHT HUNDRED ONLY	140,800.00							
30	1000000005	TRANSFORMER 125 KVA	NOS	1.000 (ONE NUM)	172,800.00	ONE LAKH SEVENTY TWO THOUSAND EIGHT HUNDRED ONLY	172,800.00							

Deduction to be made from supplier's Bills:-
(a) On account of last Supply by.....days/week@.....
(b) On account of Freight/Transport and handing charges paid on behalf of supplier.....
(c) On account of Wharfage/Demurrage charges paid for supplier's fault.....
(d) On account of advance payment made.....
(e) On any other account.....

Signature of Store Keeper Signature of Asstt.Engineer Signature of Executive Engineer

Priced by..... Check by..... Posted in Priced Ledger by.....

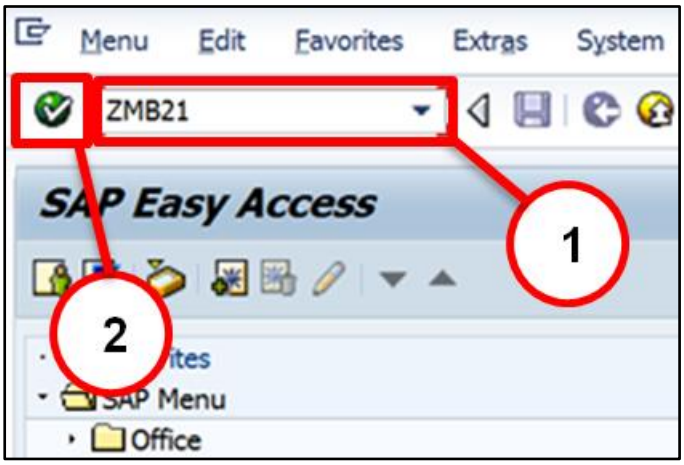
Note:- (1) Strike out which is not applicable.
(2) All changes e.g.unit rate,Sales tax,Excise duty etc..to be given.
(3) Column 1 to 7, and column 9 shall be filled in Store department.
(4) Column 8 and 10, 12 & 13 shall be filled by the Account Officer.

2 Material Reservation Process:

2.1 Create Material Reservation:-

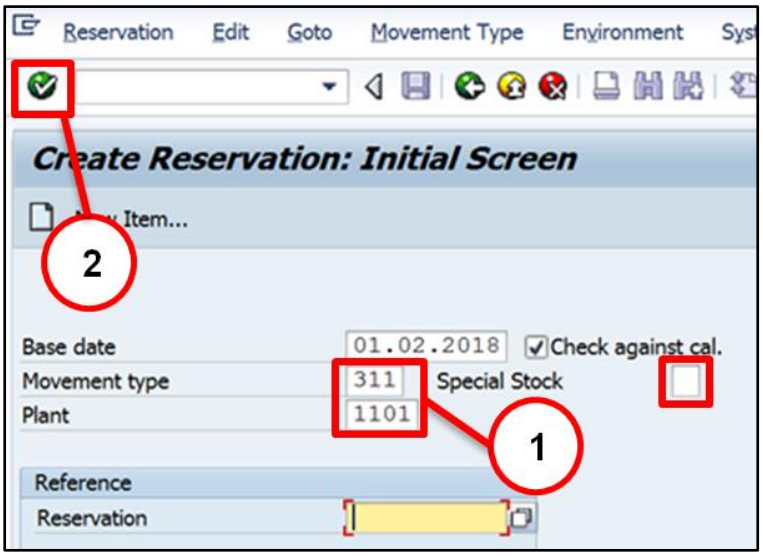
SAP T-code	ZMB21

2.1.1 SAP Easy Access



Step	Action
(1)	**ZMB21** is now entered in the **Transaction box**.
(2)	Click **Enter**.

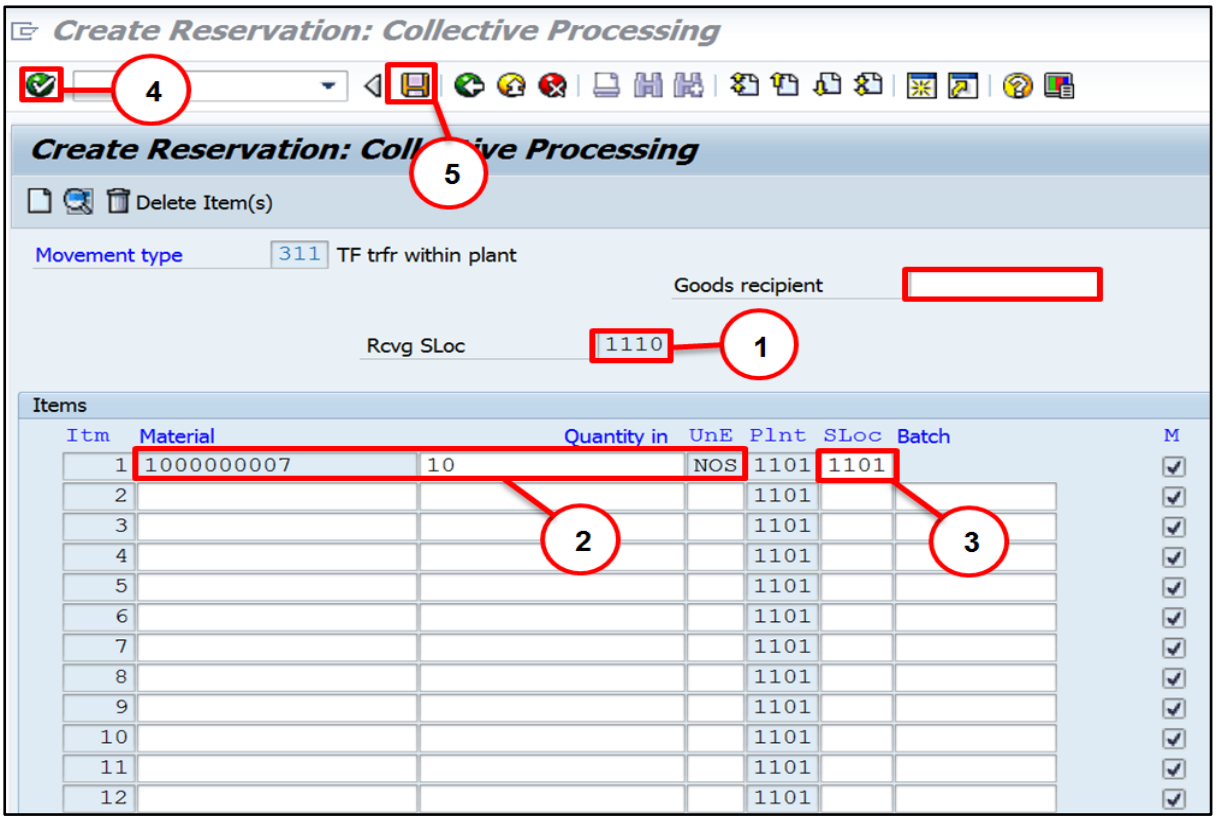
2.1.2 ZMB21 – Create Reservation



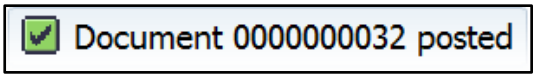
Step	Action
(1)	**Movement Type , Plant:** Input/Select Movement type & Plant.
	Special Stock indicator for Special Stock material Only.

Step	Action
(2)	Click **Enter**

2.1.3 ZMB21 – Create Reservation



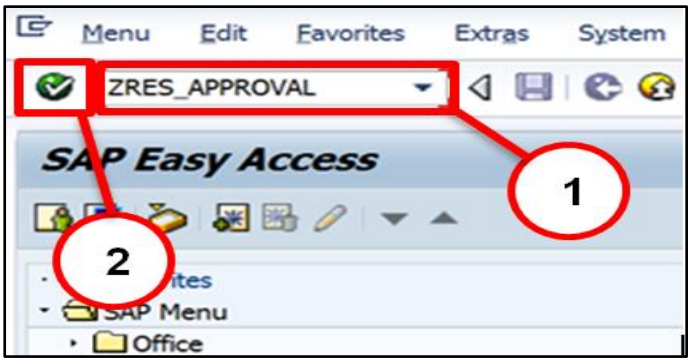
Step	Action
(1)	**Receiving S Location:** Input/Select S Location
	You can add name /text in Goods Recipient (Optional)
(2)	**Material, Qty , UOM:** Input Material and Qty
(3)	**S Location:** Input/Select Issue S Location
(4)	Click **Enter**
(5)	Click **Save**



2.2 Display Material Reservation:-

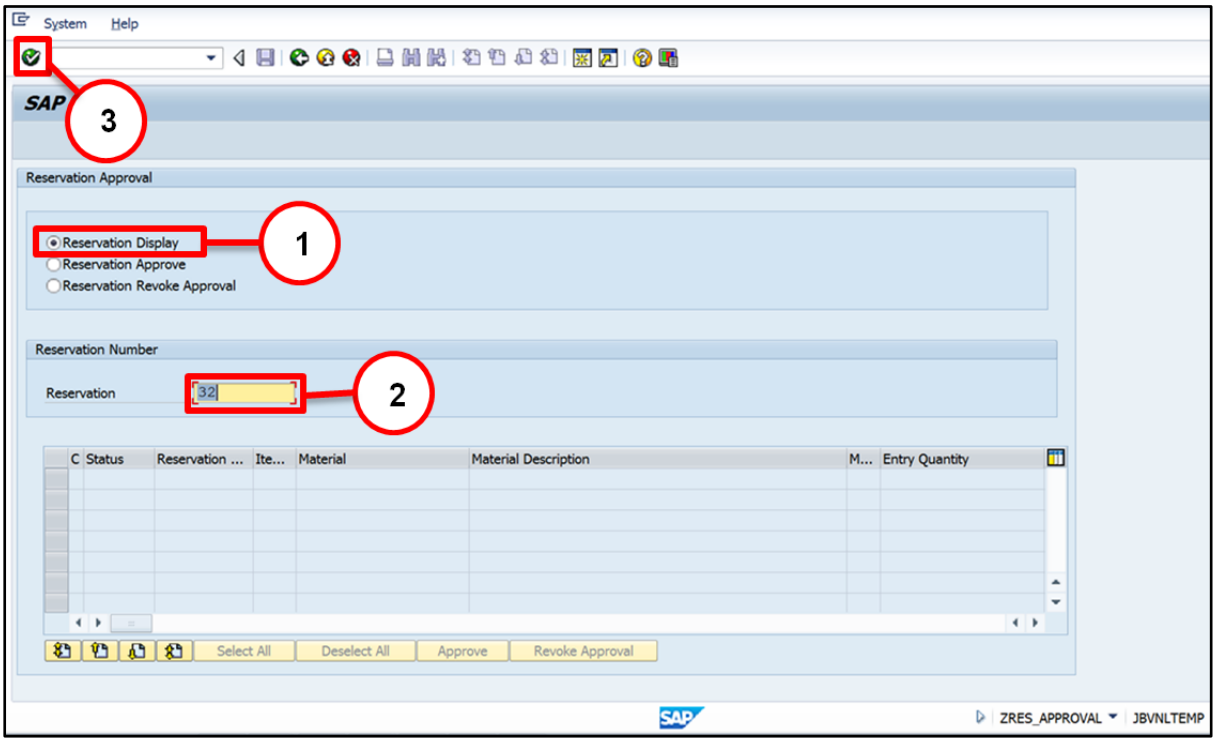
SAP T-code	ZRES_APPROVAL

2.2.1 SAP Easy Access



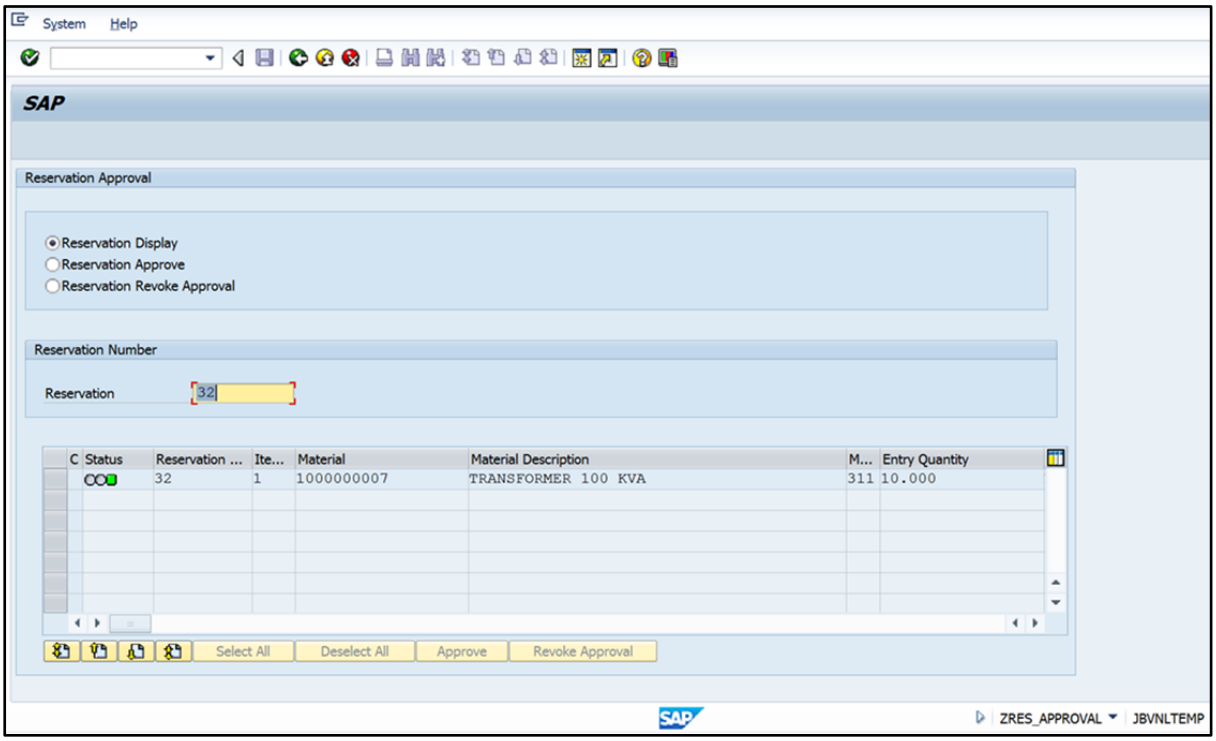
Step	Action
(1)	**ZRES_APPROVAL** is now entered in the **Transaction box**.
(2)	Click **Enter** .

2.2.2 ZRES_APPROVAL – Reservation Approval



Step	Action
(1)	**Reservation Display:** Tick
(2)	**Reservation Number:** Input Reservation Number
(3)	Click **Enter**

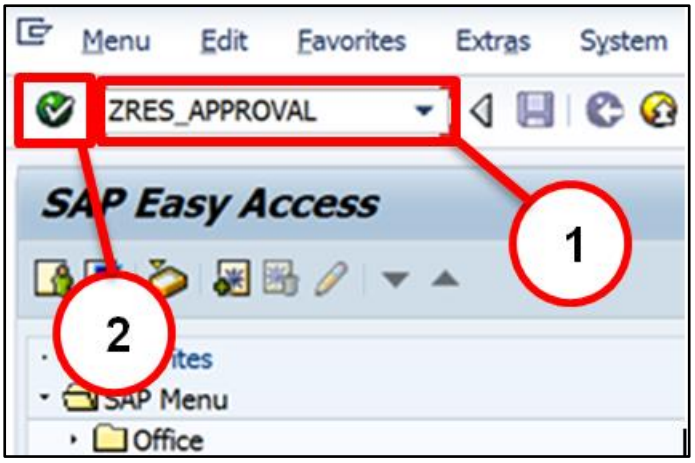
2.2.3 ZRES_APPROVAL – Reservation Approval



2.3 Approve Material Reservation:-

SAP T-code	ZRES_APPROVAL

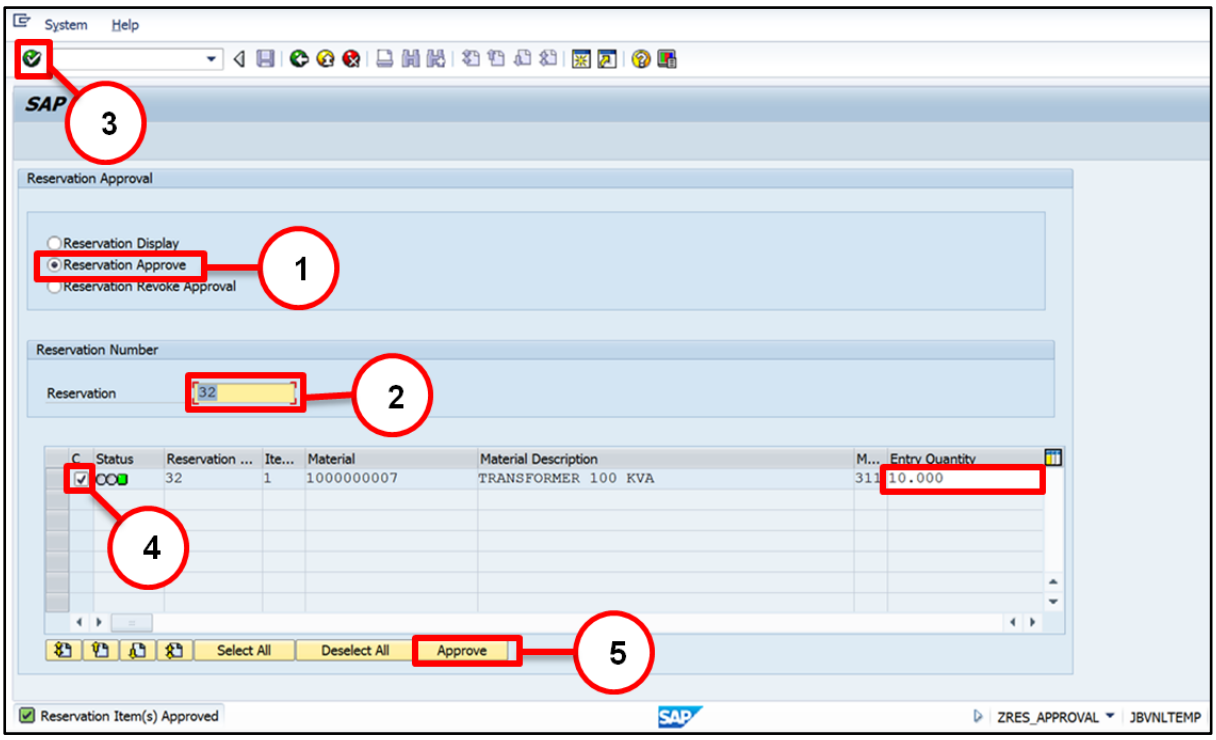
2.3.1 SAP Easy Access



Step	Action
(1)	**ZRES_APPROVAL** is now entered in the **Transaction box**.

Step	Action
(2)	Click **Enter**.

2.3.2 ZRES_APPROVAL – Reservation Approval

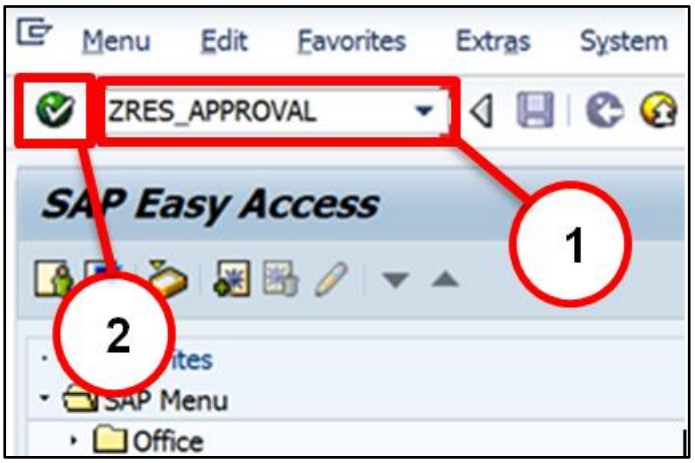


Step	Action
(1)	**Reservation Approve:** select
(2)	**Reservation Number:** Input Reservation Number
(3)	Click **Enter**
	Change Reservation qty , If required
(4)	Select Item (Tick)
(5)	Click **Approve**

2.4 Revoke-Approval of Material Reservation:-

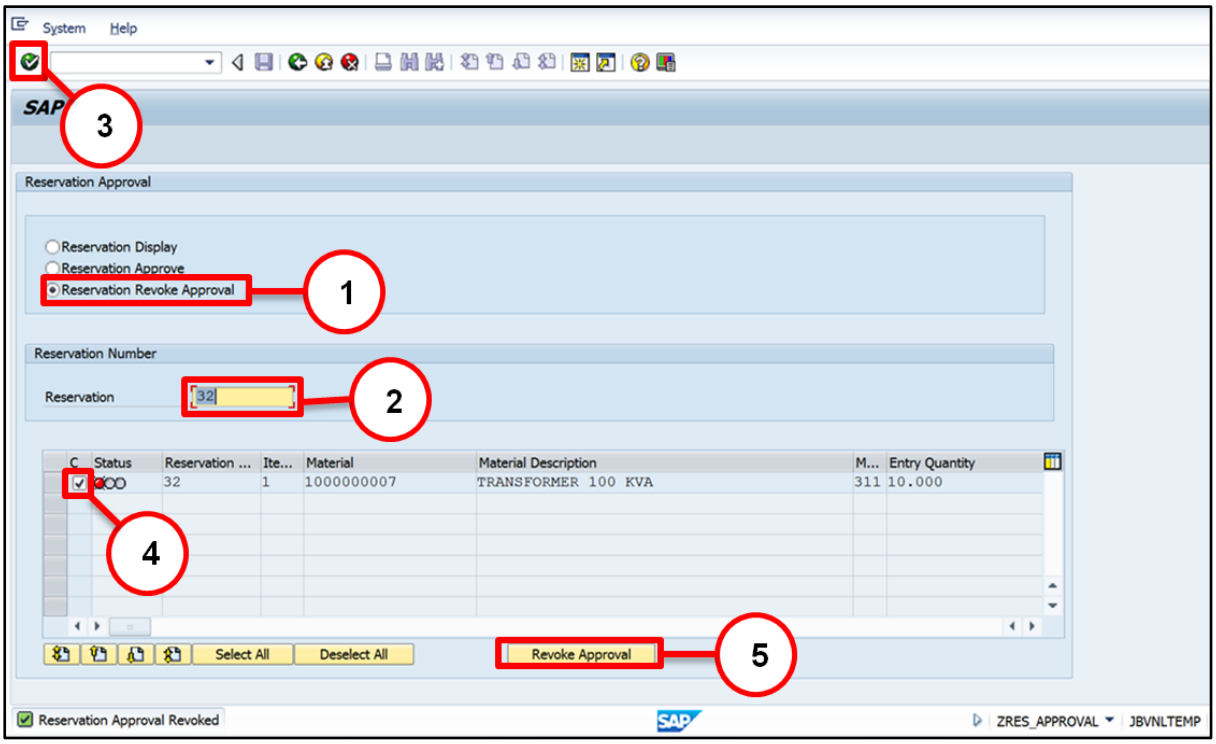
SAP T-code	ZRES_APPROVAL

2.4.1 SAP Easy Access



Step	Action
(1)	**ZRES_APPROVAL** is now entered in the **Transaction box**.
(2)	Click **Enter**.

2.4.2 ZRES_APPROVAL – Reservation Approval



Step	Action
(1)	**Reservation Revoke Approval:** Select
(2)	**Reservation Number:** Input Reservation Number
(3)	Click **Enter**
(4)	Select Item (Tick)
(5)	Click **Revoke Approval**

3 Transfer Posting:

This for removing materials from storage in one storage location and place them in another storage location. This can occur either within one plant or between two plants or company codes.

A transfer posting usually refers to a change in a material's stock. This is used to represent organizational-relevant transfers within the company (for example, decentralized storage.)

So, the transfer posting is a change in book keeping information - about a material. For most posting changes, the goods remain in the same physical location.

For Example,

- Changing a material number
- Changing ownership of stock from one plant to another

Approved Reservation used to transfer material Sloc to Sloc.

Sr.No.	Movement Type	MVT Description
3.1	311	TF trfr within plant (S Loc to S Loc)

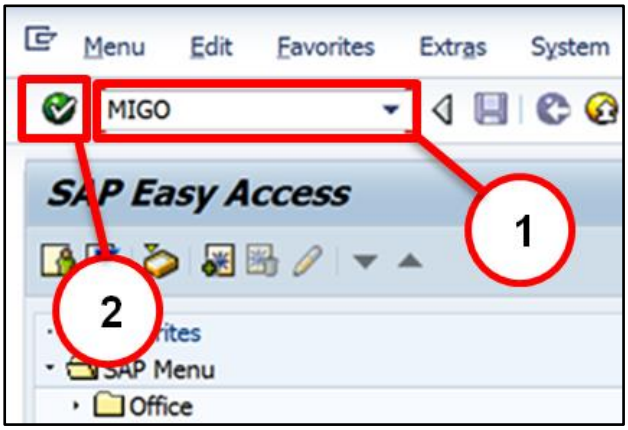
3.1 Material Transfer:-

Path to Material Transfer:-

SAP Menu Path	Logistics => Materials Management => Inventory Management

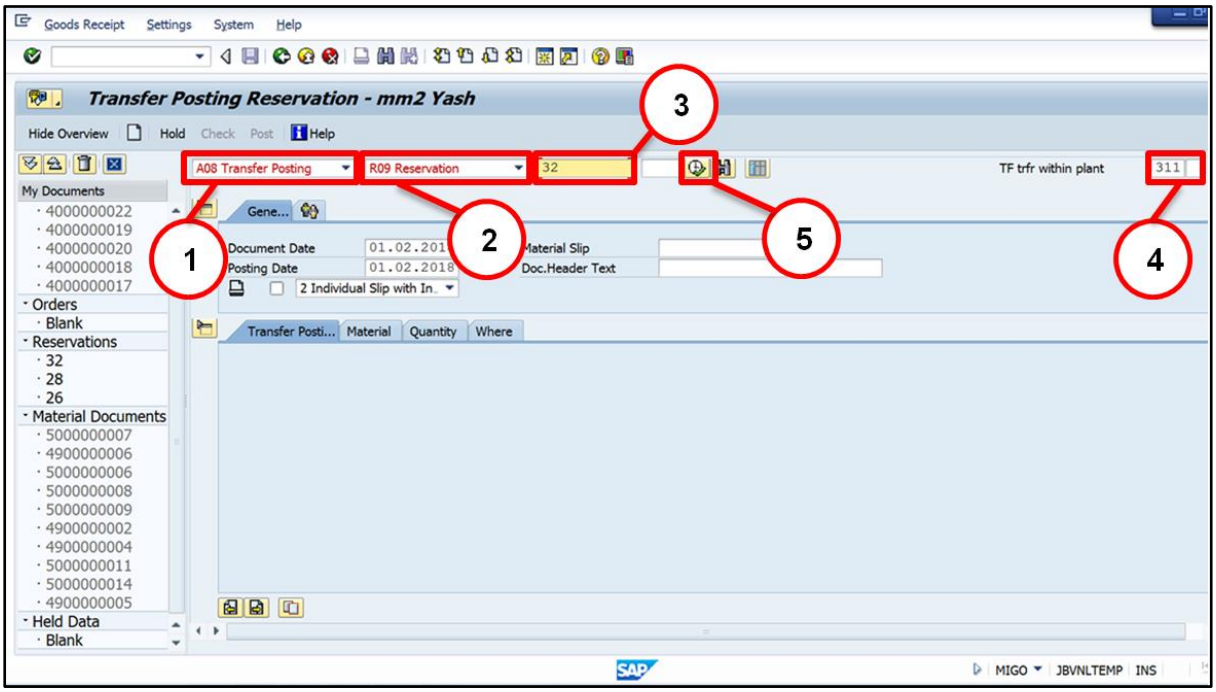
	=> Goods Movement => Goods Movement (MIGO)
SAP T-code	MIGO

3.1.1 SAP Easy Access



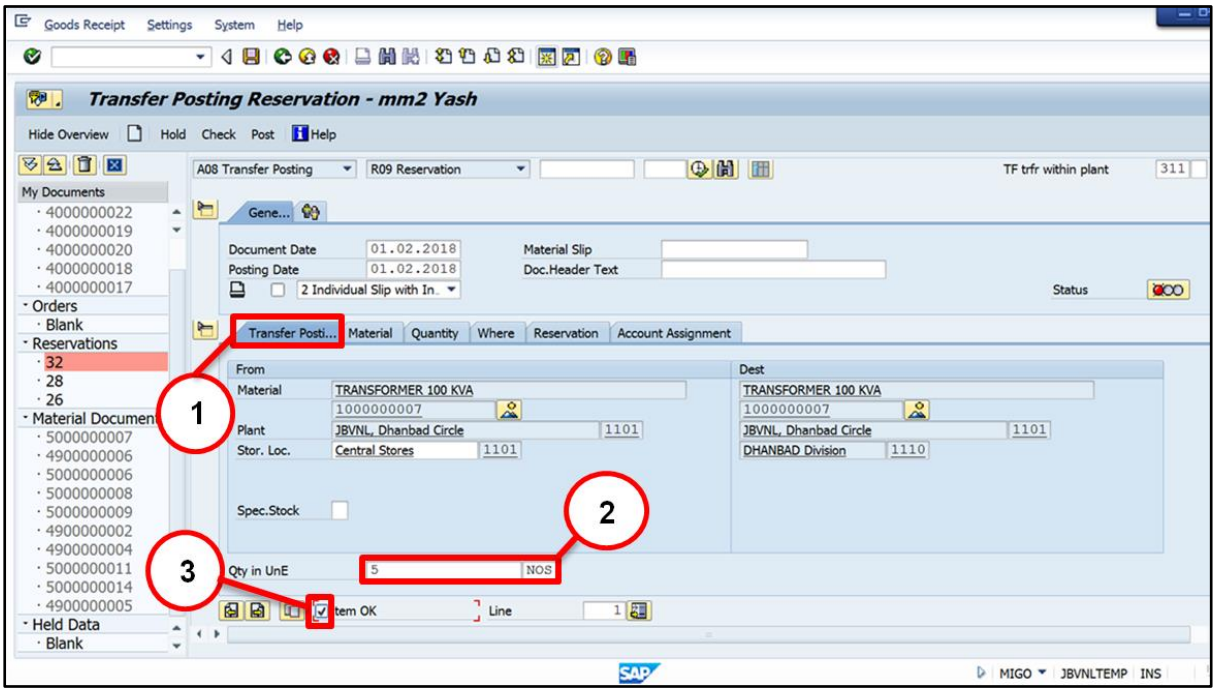
Step	Action
(1)	**MIGO** is now entered in the **Transaction box**.
(2)	Click **Enter**.

3.1.2 MIGO – Transfer Posting

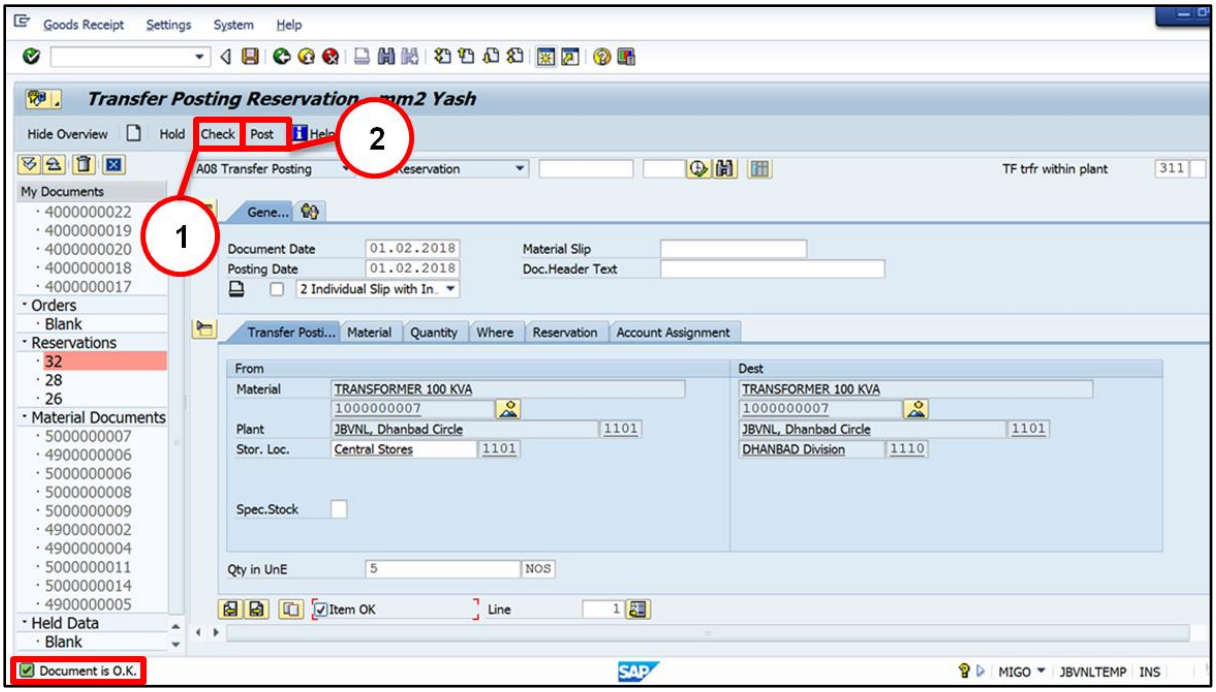


Step	Action
(1)	**Executable Action in Transaction MIGO:** Transfer Posting
(2)	**Reference Document for MIGO Transaction:** Reservation
(3)	**Reservation:** Input/Select Reservation Number
(4)	**Movement Type & Sp Indicator:-** Select Movement type
(5)	Click **Execute**

3.1.3 MIGO – Transfer Posting



Step	Action
(1)	**Transfer Posting:** Select Tab
(2)	**Qty , UOM:** Input Qty
(3)	**Item OK:-** Tick



Step	Action
(1)	Click **Check**
	Document id OK information massage shown at the bottom of screen
(2)	Click **Post**

3.2 Create Gate Pass:-

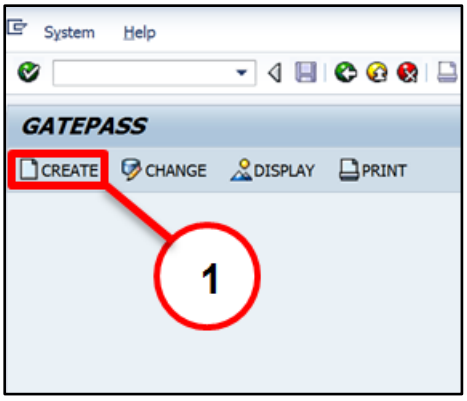
Path to Material Transfer:-

SAP T-code	ZGATEPASS

3.2.1 SAP Easy Access

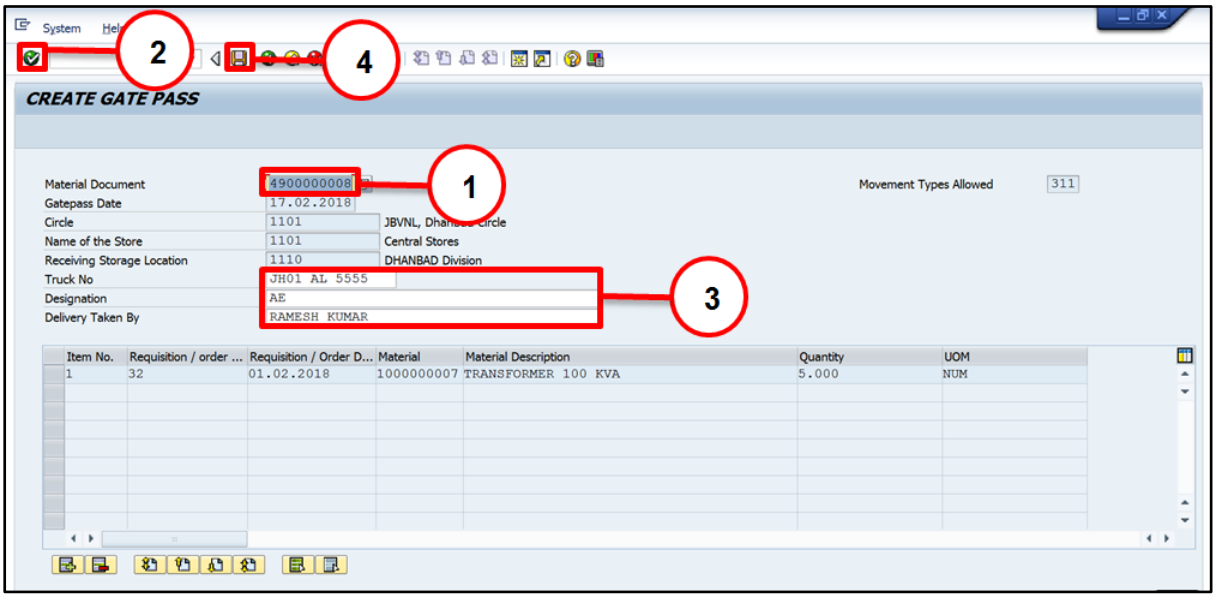
Step	Action
(1)	**ZGATEPASS** is now entered in the **Transaction box**.
(2)	Click **Enter**.

3.2.2 ZGATEPASS – Create Gate Pass

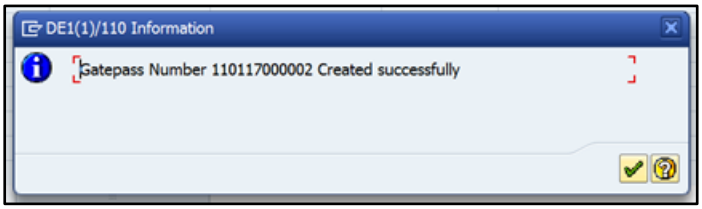


Step	Action
(1)	Click **Create**

3.2.3 ZGATEPASS – Create Gate Pass



Step	Action
(1)	**Material Document:** Input/Select
(2)	Click **Enter**
(3)	**Truck No, Designation, Delivery Taken by:** Input
(4)	Click **Save**

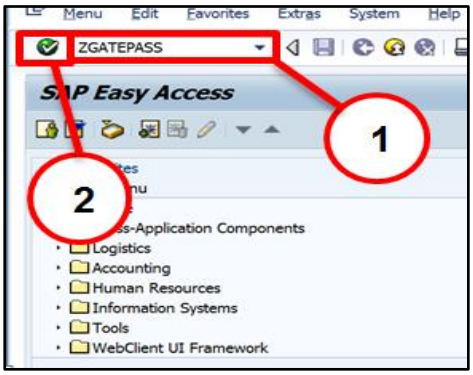


3.3 Print Gate Pass:-

Path to Material Transfer:-

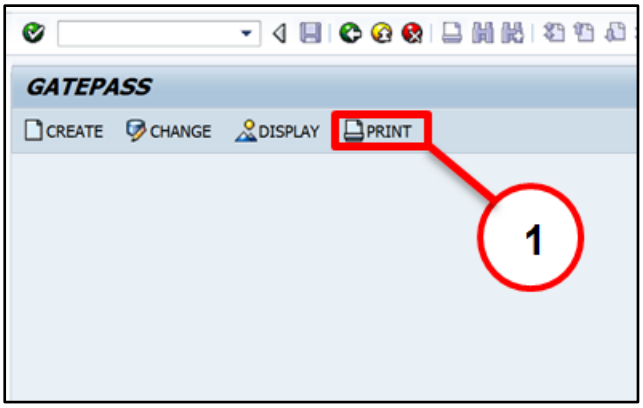
SAP T-code	ZGATEPASS

3.3.1 SAP Easy Access



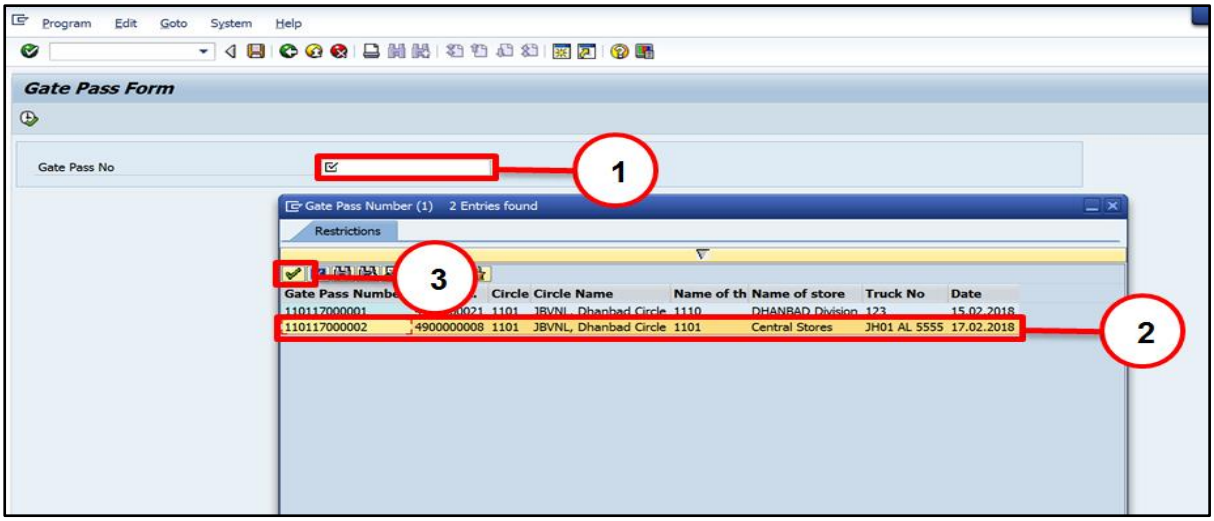
Step	Action
(1)	**ZGATEPASS** is now entered in the **Transaction box**.
(2)	Click **Enter**.

3.3.2 ZGATEPASS – Create Gate Pass



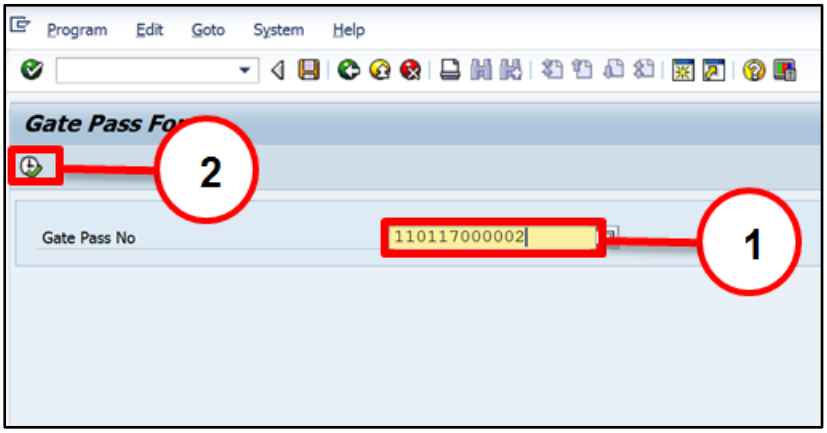
Step	Action
(1)	Click **Print**

3.3.3 ZGATEPASS – Create Gate Pass



Step	Action
(1)	**Gate Pass No:** Input/Select
(2)	Select **Gate Pass No**
(3)	Click **Enter**

3.3.4 ZGATEPASS – Create Gate Pass



Step	Action
(1)	**Gate Pass No:** Input/Select
(2)	Click **Execute**

GATEPASS
JHARKHAND STATE ELECTRICITY BOARD

Gate Pass No : 110117000002

Circle / Division : 1101-JBVNL, Dhanbad Circle
Name of Store : 1101-Central Stores
Receiving Plant : -
Receiving storage location : 1110 - DHANBAD Division
Vendor : -

Item	Requisition / Order No	Requisition / Order Date	Material	Material Description	Quantity	UOM
1	32	Feb 1, 2018	1000000007	TRANSFORMER 100 KVA	5	NOS

H.R.No : **Date :**
Truck No. : JH01 AL 5555
Delivery taken by : RAMESH KUMAR

(Signature in full) **Signature of Issuing Officer and Designation**

Designation :
Date :

4 Goods issue Process:

Goods issue means moving a stock out of inventory that may be due to several reasons like withdrawing of material for sampling or returning the goods back to the vendor. A goods issue results in a decrease in quantity in the warehouse. Follow the steps given below to post a goods issue.

Mostly used for consumable material goods issue or to decrease the sock after use.

Approved Reservation used to Issue Goods to Cost Center.

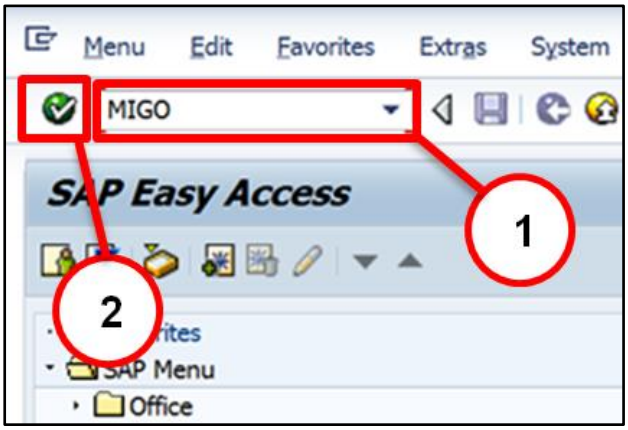
Sr.No.	Movement Type	MVT Description
3.1	201	Goods issue to Cost Center

4.1 Goods issue:-

Path to Goods issue:-

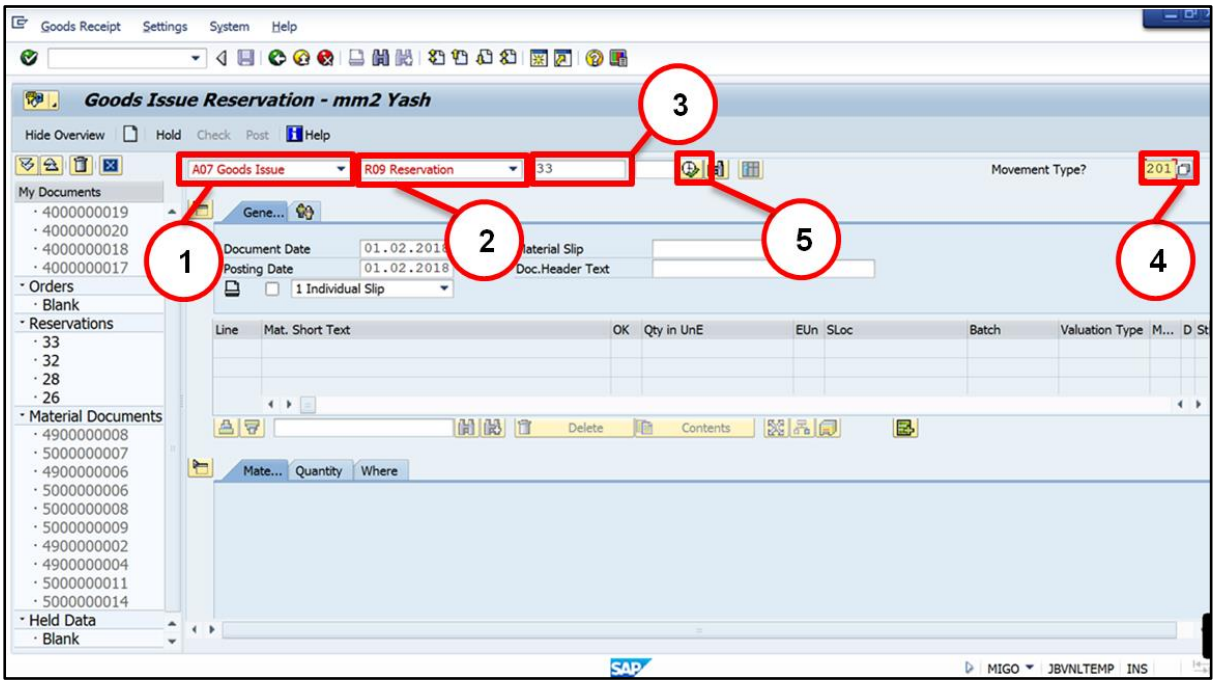
SAP Menu Path	Logistics => Materials Management => Inventory Management => Goods Movement => Goods Movement (MIGO)
SAP T-code	MIGO

4.1.1 SAP Easy Access



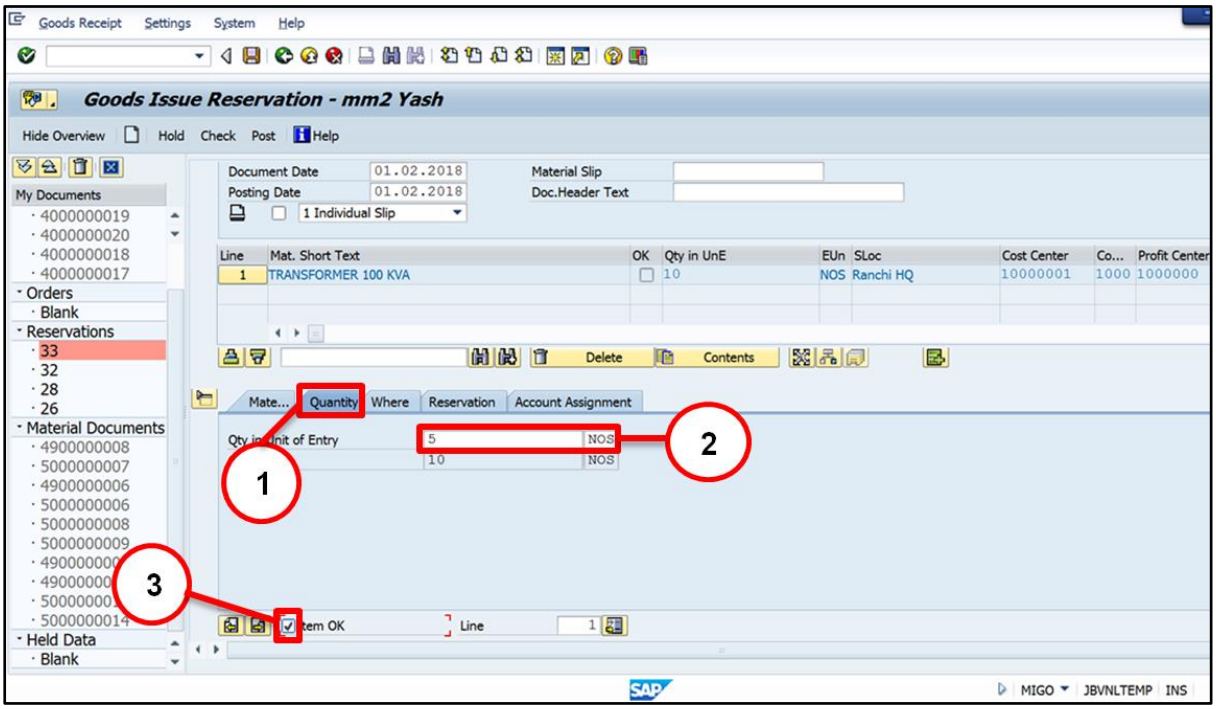
Step	Action
(1)	**MIGO** is now entered in the **Transaction box**.
(2)	Click **Enter** .

4.1.2 MIGO – Goods issue



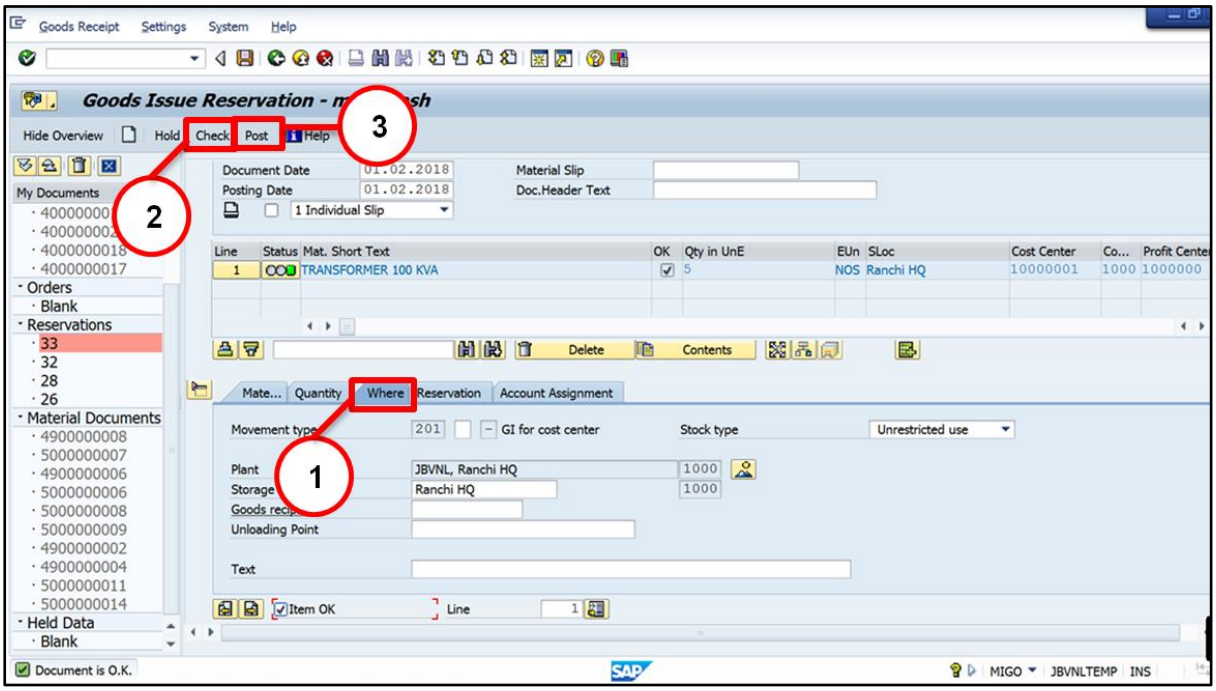
Step	Action
(1)	**Executable Action in Transaction MIGO:** Goods Issue
(2)	**Reference Document for MIGO Transaction:** Reservation
(3)	**Reservation:** Input/Select Reservation Number
(4)	**Movement Type & Sp Indicator:-** Select Movement type 201
(5)	Click **Execute**

4.1.3 MIGO – Goods issue



Step	Action
(1)	**Qty:** Select Tab
(2)	**Qty , UOM:** Input Qty
(3)	**Item OK:-** Tick

4.1.4 MIGO – Goods issue



Step	Action
(1)	Click **Check**
	Document id OK information massage shown at the bottom of screen
(2)	Click **Post**

5 Material Scrapping Process:

The Scrapping of a material is done when the particular material has been damaged. The material that has been identified as scrap material needs to be removed from stock and the value is reduced.

5.1 Create Scrap Receipt:-

Path to Goods Receipt:-

SAP Menu Path	Logistics => Materials Management => Inventory Management => Goods Movement => Goods Movement (MIGO)
SAP T-code	MIGO

Executable Action in Transaction MIGO: - Goods Receipt

Reference Document for MIGO Transaction: - Other

User 561 MVT for Scrap material Receipt

5.2 Create Scrap issue/Removal:-

Path to Material Scrap issue:-

SAP Menu Path	Logistics => Materials Management => Inventory Management => Goods Movement => Goods Movement (MIGO)
SAP T-code	MIGO

Executable Action in Transaction MIGO: - Goods Receipt

Reference Document for MIGO Transaction: - Other

User 551 MVT for Scrap material issue / Disposal

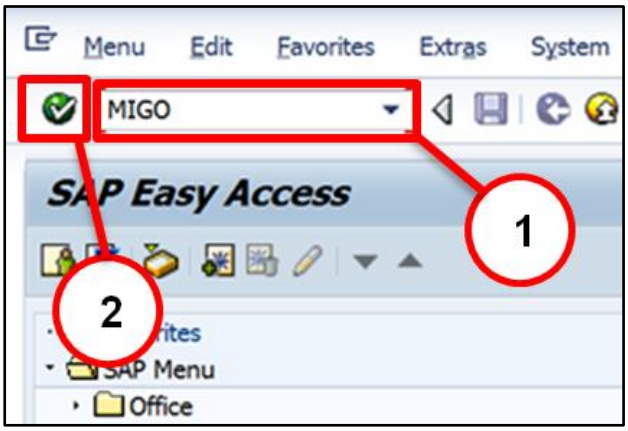
6 Purchase Return Process:

6.1 Create Return Delivery before Invoice:-

Path to Return Delivery:-

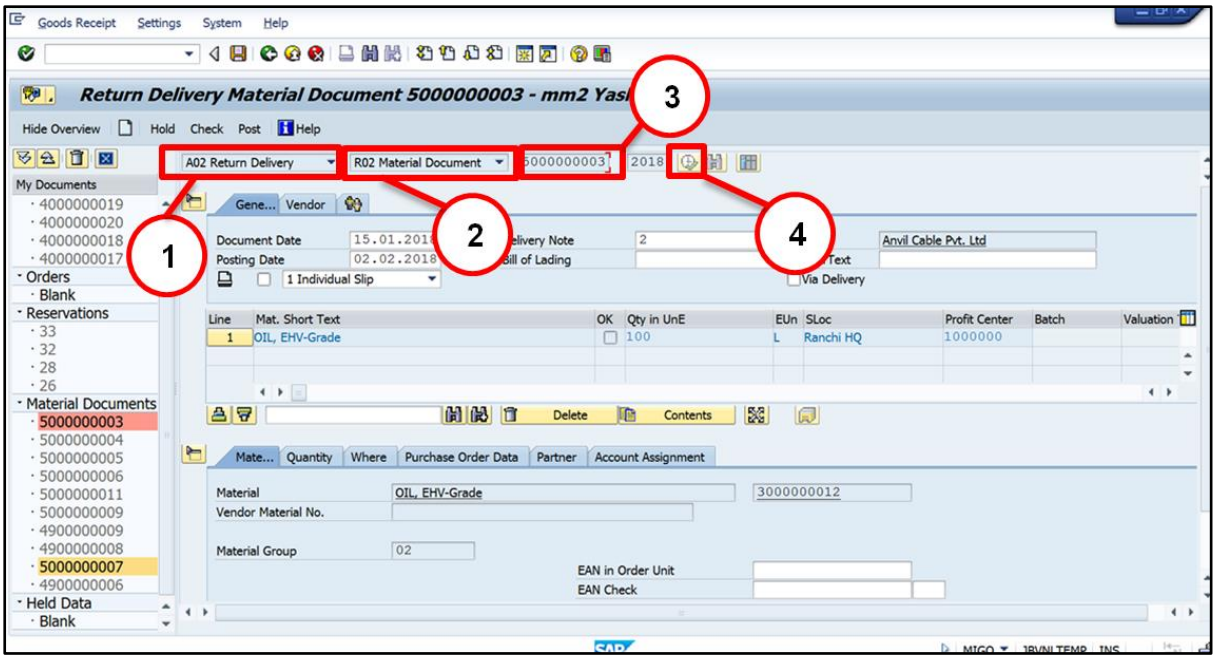
SAP Menu Path	Logistics => Materials Management => Inventory Management => Goods Movement => Goods Movement (MIGO)
SAP T-code	MIGO

6.1.1 SAP Easy Access



Step	Action
(1)	**MIGO** is now entered in the **Transaction box**.
(2)	Click **Enter**.

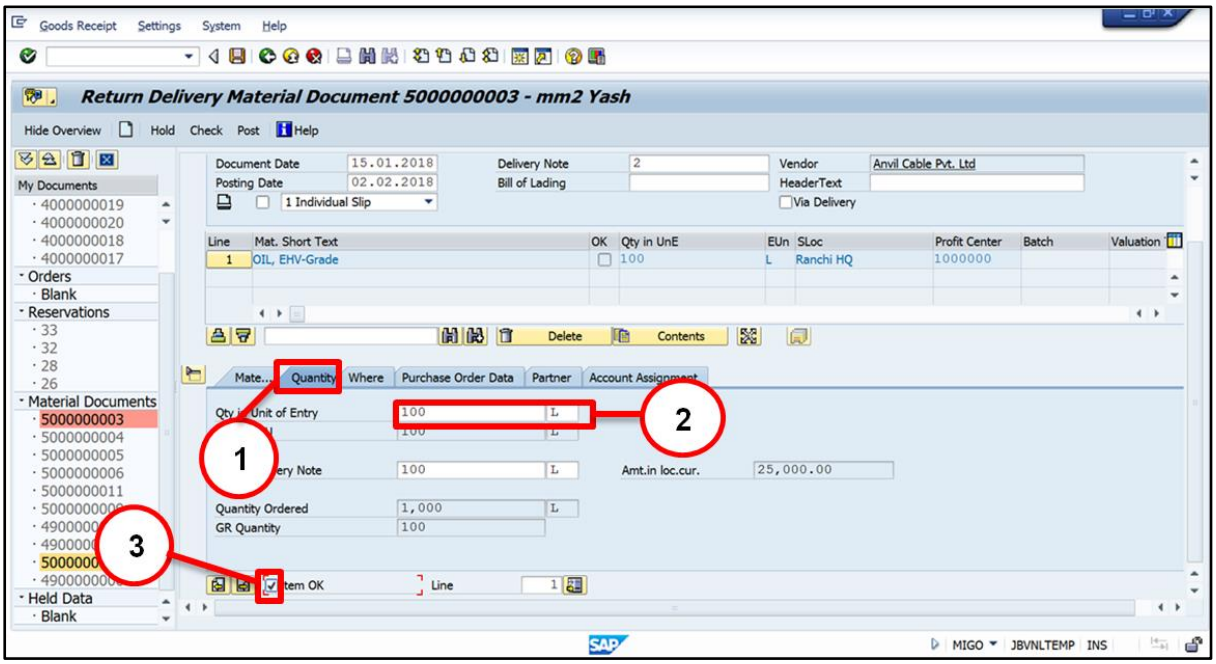
6.1.2 MIGO – Return Delivery



Step	Action

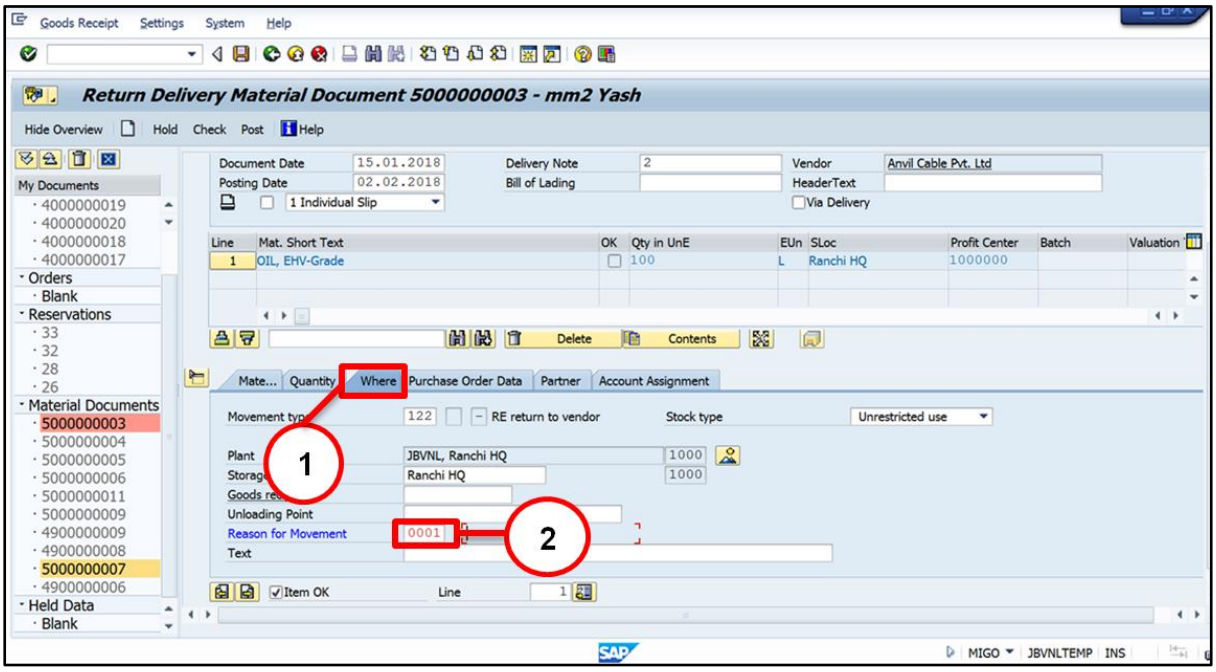
Step	Action
(1)	**Executable Action in Transaction MIGO:** Return Delivery
(2)	**Reference Document for MIGO Transaction:** Mat. Document no
(3)	**Material Document:** Input/Select Mat.Doc Number
(4)	Click **Execute**

6.1.3 MIGO – Return Delivery



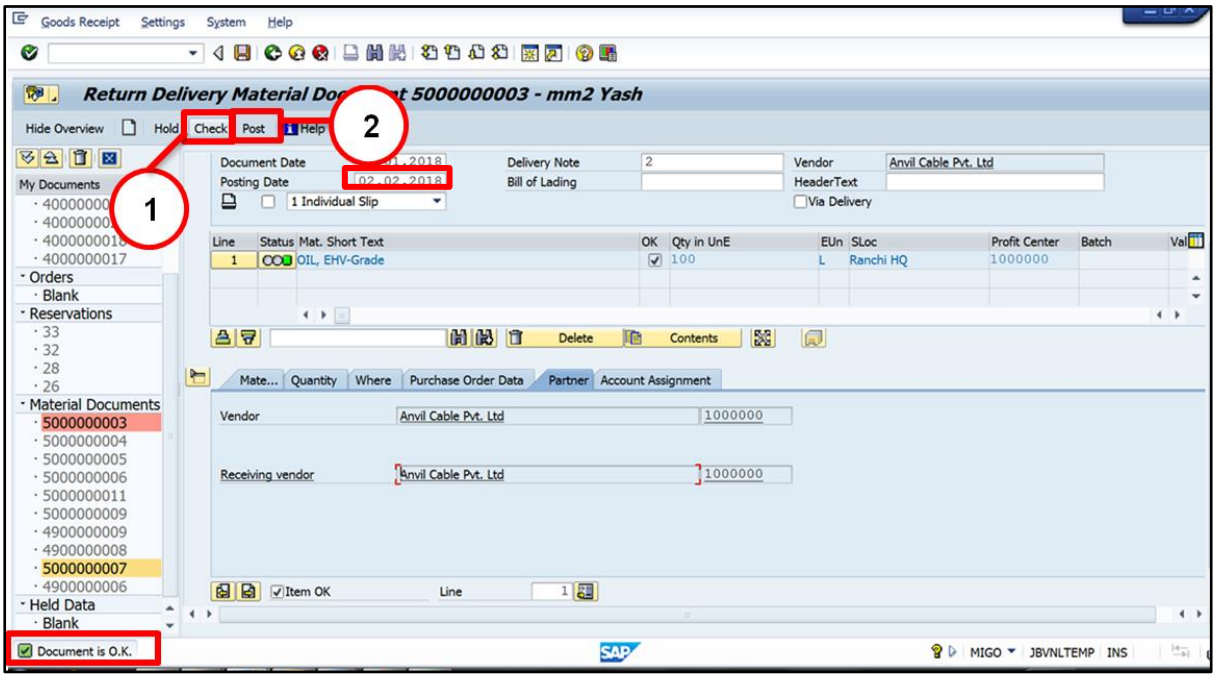
Step	Action
(1)	**Qty:** Select Tab
(2)	**Qty , UOM:** Input Qty
(3)	**Item OK:-** Tick

6.1.4 MIGO – Return Delivery



Step	Action
(1)	**Where:** Select Tab
(2)	**Reason for Movement:** Input Reason for movement(Poor Quality Material)

6.1.5 MIGO – Return Delivery



Step	Action
(1)	Click **Check**
	Document id OK information massage shown at the bottom of screen
	Check Posting Date before posting Document
(2)	Click **Post**

7 Stock Transfer:

7.1 Create Stock Tranp. Order:-

SAP T-code	ME21N

Create Order for document type ZSTO with specifying supply plant and receiving plant.

7.2 Release Stock Tranp. Order:-

SAP T-code	ME29N

7.3 Goods Issue in Supplying Plant:-

SAP T-code	MIGO

Executable Action in Transaction MIGO: - Good Issue

Reference Document for MIGO Transaction: - Purchase Order

351 MVT for Stock Transfer

7.4 Create Goods Receipt in Receiving Plant:-

Path :-

SAP Menu Path	Logistics => Materials Management => Inventory Management => Goods Movement => Goods Movement (MIGO)
SAP T-code	MIGO

Executable Action in Transaction MIGO: - Goods Receipt

Reference Document for MIGO Transaction: - Purchase Order

101 MVT for Goods Receipt

Manual End