**Remove Obsolete**

**Materials**

**MIGO**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Remove obsolete/ damaged stock from inventory

Not Applicable

**Website Application:**

**Note(s):**

* **Step 1:** First use Transaction ZMB19 to determine the amount of stock on hand to be removed.  
    
  This transaction is only to be used when purposefully eliminating stock of materials due to obsolescence or damage.  
    
  If you are returning stock to a vendor due to overstocking, but will retain some inventory of the item, then use Transaction Return Portion of Inventory (ME21N, MIGO).

1. Open Transaction **MIGO** (See Note(s))
2. *Goods Issue Other – {Username}* window opens
   1. Trans./Event Field – <*Select*> *Goods Issue*
   2. Reference Doc. Field – <*Select*> *Other*
   3. Movement Type Field – <*Select*> 201
   4. Doc. Header Text Field – Input
      1. Obsolete; or
      2. Damaged
   5. Mat. Short Text Field – Input nine-digit DOT inventory number
   6. Qty in UNE Field – Input quantity marking as obsolete/damaged.
   7. Plant Field – Input four-digit code (i.e., Alamance = 6001)
   8. SLoc Field – Input Storage Location four-digit code   
      (i.e., Alamance = 8001)
   9. Cost Center Field – Input 7800000000 (10 digits) (Always)
   10. <*Click*> **Save icon** 

Note: If the part needs to be removed from multiple storage locations each one will need its own line.  
  
In cases of obsolescence, since all stock is being removed, use Transaction ZMM06 – Flag Material for Deletion process to flag the obsolete materials for deletion.

Updated

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