**Receipt**

**Input Correction**

**ME22N**

 Dept. of Public Instr.

Transportation

**Procedure:**

The transaction described is for when a PO generation is attempted, however, an item on the PO is not extended to the Plant

Not Applicable

**Website Application:**

**Note(s):**

* **Step 3 -** If an error – back up, make necessary changes then proceed.
* Before you continue with this tutorial you MUST complete the tutorial Setup - Extending Material. Once the step for Extending Material is complete you can return and finish processing the purchase order.
* If Transaction ME21N displays the window “Save faulty document,” <*Click*> the Hold button. The screen will display the message “Dummy purchase order held under the number 4500\_ \_ \_ \_ \_ \_” on the bottom status line. Record the Dummy PO number; it is required in Transaction ME22N.
1. Open Transaction **ME22N**
2. *Held Dummy purchase order ########## Created by {user}* window opens
3. <*Click*> **Other Purchase Order icon** 
4. *Select Document* window opens
	1. Pur. Order Field - Input the correct Dummy Purchase Order Number from the ME21N.
	2. <*Click*> Other Document button 
5. *Held Dummy purchase order ########## Created by {user}* window opens
	1. <*Click*> **Check icon** 
6. *Messages* window opens
	1. <*Click*> **Continue icon** 
7. *Held Dummy purchase order ########## Created by {user}* window opens
	1. <*Highlight*> one or more lines to remove
	2. <*Click*> **Delete icon** 
	3. <*Click*> **Save icon **
	4. <*ESC*>

Updated

12-18-2019

**Receipt of**

**Inventory**

**ME21N**

**MIGO**

 Dept. of Public Instr.

Transportation

**Procedure:**

Input received materials into inventory

Not Applicable

**Website Application:**

**Note(s):**

* **Before stocking fuel**, it is important to know current:
* Quantity; and
* Moving price
* **Common Errors:**
* Usage of wrong DOT number;
* Quantity incorrect;
* Price incorrect

**Note:** The above errors can be easily corrected if discovered promptly; however, when neglected due to the high volume of product movement, it can be a more tasking procedure to correct.

* These transactions are not for receiving fuel (diesel or unleaded); that process requires a different MIGO transaction. If stocking fuel visit DPI’s website <http://www.ncbussafety.org/BSIP/StepbyStep.html> and select the tutorial titled Fuel – Receipt (MIGO)
* Inventory items are required to be extended to your plant before they are input into inventory. If items are not currently extended visit DPI’s website <http://www.ncbussafety.org/BSIP/StepbyStep.html> and select the tutorial titled Material – Stocked - Extend Inventory (ZMM01Z)
1. Open Transaction **ME21N**
2. *Create Purchase Order* window opens
	1. Trans./Event Field – Use dropdown; choose *Goods Receipt*
	2. Reference Doc. Field – Use dropdown; choose *Other*
	3. Fuel Entry SHP/DPI Field – Input 971 (Always) (May default)
	4. Material Slip Field – Input invoice Bill of Landing number (BOL #)
	5. <*Click*> Detail Data button 
3. *Detail Data – Material Tab*
4. Input 9-digit material number (Make sure you input the correct fuel)
	1. 159000054 = Diesel
	2. 159000055 = Unleaded
5. *Detail Data – Quantity Tab*
6. Qty in Unit of Entry Field - Input total quantity of fuel (net) received.
7. Ext. Amount LC Field - Input total price paid for the fuel.
(This total will include the fuel cost as well as all the necessary taxes and fees.)
8. *Detail Data – Where Tab*
9. Plant Field - Input four-digit plant code (i.e., Alamance =6001)
10. Storage Location Field- Input four-digit plant code (i.e., Alamance =8001)
11. <*Click* > **Execute icon** 
12. <*Click*> **Save icon** 
13. Record Material Document number of the vendor’s invoice
(Displayed in status bar)
14. <*Click*> **Exit icon** 
* Run Transaction **ZMB20** after stocking fuel to verify quantities and pricing of fuel stocked.

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