**Receipt of**

**Inventory**

**ME21N**

**MIGO**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Input received materials into inventory

Not Applicable

**Website Application:**

**Note(s):**

* **Step 3 -** If an error – back up, make necessary changes then proceed.
* 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
3. Vendor Field – Input 23 (Always)
4. PO Quantity Field – Input quantity of material items to stock.
5. Material Field - Input nine-digit DOT number of items to stock.
6. OUN (Unit of Measure) Field – Input
   1. EA = Each,
   2. Gal = Gallons,
   3. QT = Quarts, etc.
7. Net Price Field – Input unit price plus prorated Tax and Shipping
8. Plant Field – Input four-digit code (i.e., Alamance = 6001)   
   (Pre-set in initial set-up)
9. Storage Location Field - Input four-digit code (i.e., Alamance = 8001)  
   (Pre-set in initial set-up)
10. <*Click*> **Header icon** 
11. <*Click*> Status Tab
    1. Verify amount ordered. Quantity should match the quantity from the invoice.
    2. Verify price. Value should match invoice total.

See Note(s)

* 1. <*Click*> **Check icon** ![A picture containing screenshot

     Description automatically generated]()
     1. System may display messages in a dialog box about delivery dates and info records – these can be ignored.
     2. Any other error messages must be resolved   
        (See ME22N on how to correct Purchase Order).
  2. <*Click*> **Continue icon** 

Updated

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**Website Application:**

**Note(s):**

* **Step 6g -** If the top check box is grayed out; minimize the Detail Data button at the bottom of the screen. When this is done the check box field will look similar to the other boxes.
  1. <*Click*> **Save icon** 

1. *Save Document* window opens
2. <*Click*> **Save button** 

The Dummy Purchase Order Number will display in the status bar at the bottom of the screen.

1. Record this number on the invoice   
   (It is required to complete the next step)
2. <*ESC*>
3. Open Transaction **MIGO**
4. *Goods Receipt Purchase Order – {user}* window opens
   1. Trans./Event Field – Use dropdown; choose *Goods Receipt*
   2. Reference Doc. Field – Use dropdown; choose *Purchase Order*
   3. Movement Type Field – Input 101 (Always) (May Default)
   4. Purchase Order Field – Input purchase order number generated from the ME21N posting
   5. <*Enter*>
   6. <*Check*> the boxes of the OK column next to each item you want to receive. (See Note(s))
   7. <*Click*> Save icon 

System will place the Material Document Number in the bottom Status Bar.

* 1. Record this number on the invoice
  2. <*ESC*>

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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 A picture containing screenshot

      Description automatically generated
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** A picture containing clipart

    Description automatically generated

* Run Transaction **ZMB20** after stocking fuel to verify quantities and pricing of fuel stocked.

Updated

12-18-2019