



SAP User Manual for Goods Return

**Indian Ports Association (IPA)
Implementation of Port EBS Project
Enterprise Business System**

**Business Process Manual for
Goods Return**

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SAP User Manual for Goods Return

This document is a desk reference tailored to the Inventory Management Specialists. It is intended to provide information that will be helpful to support the Goods Return Process.

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Document History:

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Revision History			
Date	Document Version	Document Revision Description	Author
29.07.2020	1.0	Initial Version	Sridhar Thangavel, Ashish Mogrekar.

Reviewed and Approved By			
Name	Title	Date	Approved



SAP User Manual for Goods Return

Introduction:

The purpose of the document is to give awareness of the complete cycle of how the Goods Return Process handled in S4H (SAP) to the respective users.

Summary:

In this chapter, we are going to learn about how Goods Return transactions will be handled in SAP system.

Its starts right from creation of Return Purchase Order, Return Delivery, Quality Rejection, creation of credit memo, etc.,

The **Goods Return** is coming under **6.20 (Goods Return)** in SAP MM/QM SRS Document.



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1. Vendor Return Delivery - Quality Return (Movement Type - 124)

1.1. Quality Inspection

Step 1:

- Enter Transaction Code **QE51N** in command bar (or) Follow the below navigation path.

Transaction Code	QE51N
Menu Path	Easy Access → SAP Menu → Logistics → Quality Management → Quality Inspection → Inspection Result → QE51N

The screenshot shows the SAP Easy Access interface. At the top, there is a search bar containing 'QE51N' and a dropdown arrow. Below the search bar, there are navigation options: 'SAP menu', 'SAP Business Workplace', 'Other menu', 'Add to Favorites', and 'Delete Favorites'. The main menu is expanded to show a tree structure. The 'Logistics' folder is expanded, and the 'Quality Management' folder is also expanded. Under 'Quality Management', the 'Quality Inspection' folder is expanded, and the 'Inspection Result' folder is expanded. The 'QE51N - Results Recording' option is highlighted with a red box.

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Step 2:

- In Inspection Lot selection screen, provide following details,
 - Plant: **1000**
 - Lot Created on: **05.08.2020**
 - Click on **“Execute”**.

The screenshot shows the 'Inspection Lot Selection' screen in SAP. The 'Plant' field is set to '1000' and the 'Lot Created On' field is set to '29.07.2020'. The 'Execute' button is highlighted at the bottom right. Callouts indicate the steps: '1. Enter Plant', '2. Enter Lot Created on', and '3. Click on “Execute”'.

Step 3:

- System will Display List of Inspection Lot Created

The screenshot shows the 'Record Results: Characteristic Overview' screen. The 'Inspector Insp. start time' field is highlighted with a red box. The 'Material' field is '1000000390' and the 'Insp. Lot' field is '1000000361'. The 'Plant' field is '1000'. The table below shows the inspection results.

Ac...	Re...	S...	Short Text for Characteri...	Specifications	Inspect	Inspected	Sl...	Res
		1	Quality Testing with Certi...	Quality Inspection Result...	10			

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Step 4:

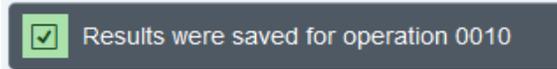
- Select the Inspection Lot: **1000000361**
- Enter Inspected quantity **100**. Select Result as **Reject**
- Click on **“Save”**

The screenshot shows the SAP Quality Inspection Results screen. The 'Inspection Lot' field is highlighted with a red box and a callout bubble stating '1. Inspection Lot: 1000000361'. The 'Inspected' field is highlighted with a red box and a callout bubble stating '2. Inspected quantity 10 & Result: Reject'. The 'Result' field is highlighted with a red box and a callout bubble stating '3. Click on “Save”'. The 'Save' button at the bottom right is also highlighted with a red box.

Ac...	Re...	S...	Short Text for Characteri...	Specifications	Inspect	Inspected	Si...	Result	Original Value	Val...	Defect Class
		1	Quality Testing with Certi...	Quality Inspection Result...	10	10		13 Reject			

Step 5:

- System will display





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Step 6:

- Enter Transaction Code **QA11** in command bar.

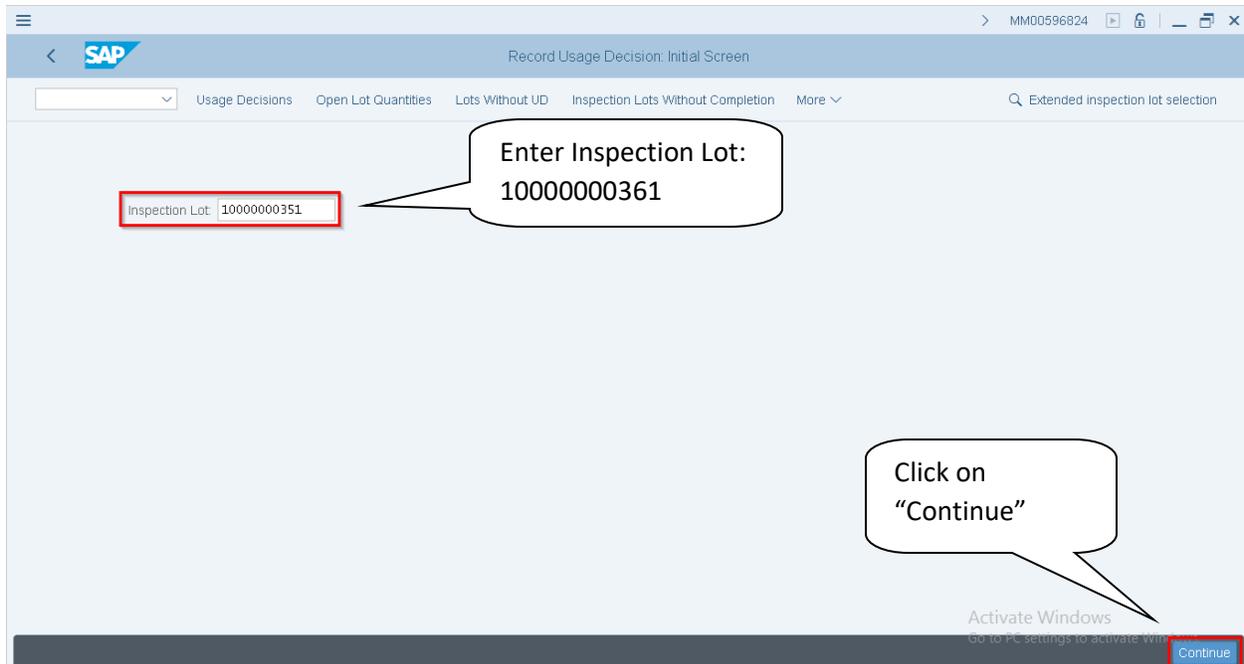
The screenshot displays the SAP Easy Access interface. At the top, the SAP logo is on the left, and 'SAP Easy Access' is on the right. Below the logo is a search bar containing 'QA11'. To the right of the search bar are links for 'SAP menu', 'SAP Business Workplace', 'Other menu', 'Add to Favorites', and 'Delete Favorites'. The main navigation menu is visible on the left, with 'Logistics' expanded. Under 'Logistics', the following items are listed: Equipment and Tools Management, Materials Management, Governance, Risk and Compliance, Sales and Distribution, Logistics Execution, SCM Extended Warehouse Management, Transportation Management, Production, Production - Process, Advanced Planning, Plant Maintenance, Customer Service, Quality Management, Quality Planning, Quality Inspection, Worklist, Inspection Lot, Processing, Usage Decision, QA11 - Record, and QA12 - Change with History. The 'QA11 - Record' item is highlighted with a red box. The right side of the interface shows a blue abstract graphic.



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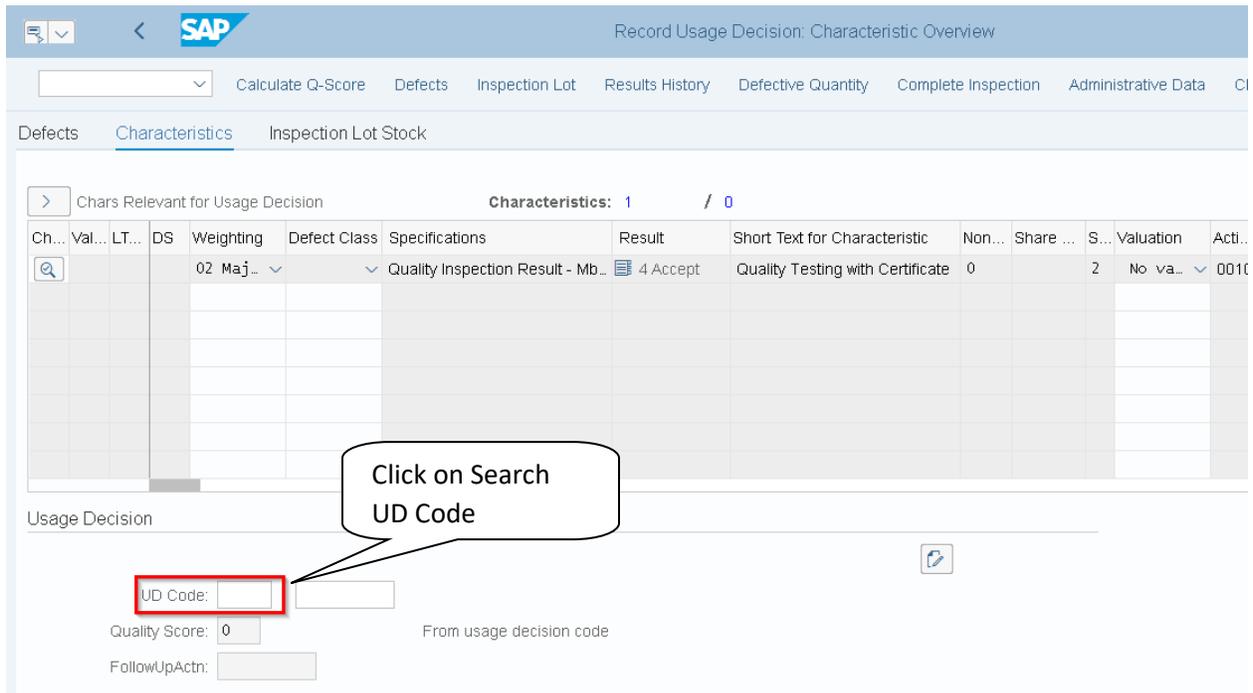
Step 7:

- Enter Inspection Lot: **1000000361**
- Click on **“Continue”**



Step 8.

- System will display Record Usage Decision Characteristic Overview Screen
- Click on Search UD Code





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Step 9.

- Select Usage Decision **Accept** from the shown list
- Click on **“Choose”**

Usage Decision for Inspection Lot

Decision	Usage Decisions
> Z1	01 Goods receipt (Warehous...
> A	Accept
> A0	Acceptance (automatic stock posting)
> A1	Other batch
> A2	Other material
> AX	Other acceptance decision (see UD text)
> R	Rejected
> R11	Return delivery of defective quantity
> R111	Return def. qty. with mail
> R12	Return the total lot quantity
> R121	Return the lot quantity with mail
> R2	Rework the rejected quantity
> R21	Rework the rej. qty. with mail
> R3	Scrapping of rejected quantity
> R31	Scrap the rej. qty. with mail
> R4	Start 100% inspection
> RQ	Rejection with Q-activity
> RX	Other rej. decision (see the UD text)

Choose



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Step 10:

- System will update UD Code A 01 Accept

Record Usage Decision: Characteristic Overview

Calculate Q-Score Defects Inspection Lot Results History Defective Quantity Complete Inspection Administrative D

Chars Relevant for Usage Decision Characteristics: 1 / 0

Ch...	Val...	LT...	DS	Weighting	Defect Class	Specifications	Result	Short Text for Characteristic	Non...	Share ...	S...	Valuation
			02	Maj...		Quality Inspection Result - Mb...	4 Accept	Quality Testing with Certificate	0		2	No va...

Usage Decision

UD Code: A 01 ACCEPT

Quality Score: 100 From usage decision code

FollowUpActn: MANUAL

Step 11:

- Click on Inspection Lot Stock Tab
- To post in Return Posting; enter Quantity 10
- Press Enter
- Click on "Save" Button

Record Usage Decision: Stock

Stock Posting Log Material Documents... Stock Inspection Lot Q-Info Record Change History More

Material: 1000000390 LAMPS ELECTRIC, HPMV, FLUOR...

System Status: UD ICCO SPRQ

End Date: 05.08.2020 Inspection complete

Defects Characteristics Inspection Lot Stock

Insp. Lot Qty: 10: EA Insp. Stock:

Sample Size: 10: EA GR Blocked Stck:

Doc...

Quantity posted To be posted

Total: 0 0

To Unrestricted Use: 0

To Sample Consumptn: 0

GR Blocked Stock: 0

Return Posting: 0 10

Document Document Document

Activate Windows Go to PC settings to activate Windows. Save Cancel



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Step 12:

- System will Open Return Delivery Tab, Enter Reason for Mvmt: **0001 & Text**

The screenshot shows the SAP 'Return Delivery' screen. At the top, there is a title bar with a menu icon on the left and a close icon on the right. Below the title bar, the 'Purchasing Document' is set to '4601000004' and the 'Item' is '10'. A message states 'Document item for posting : Return delivery'. The main area contains two input fields: '*Reason for Mvmt:' with the value '0001' and 'Text:' with the value 'Poor Quality'. At the bottom right, there are two buttons: 'Continue' and 'Cancel', both highlighted with red boxes.

Step 13:

- Click on **Save**
- System will record Usage Decision for selected Lot & display

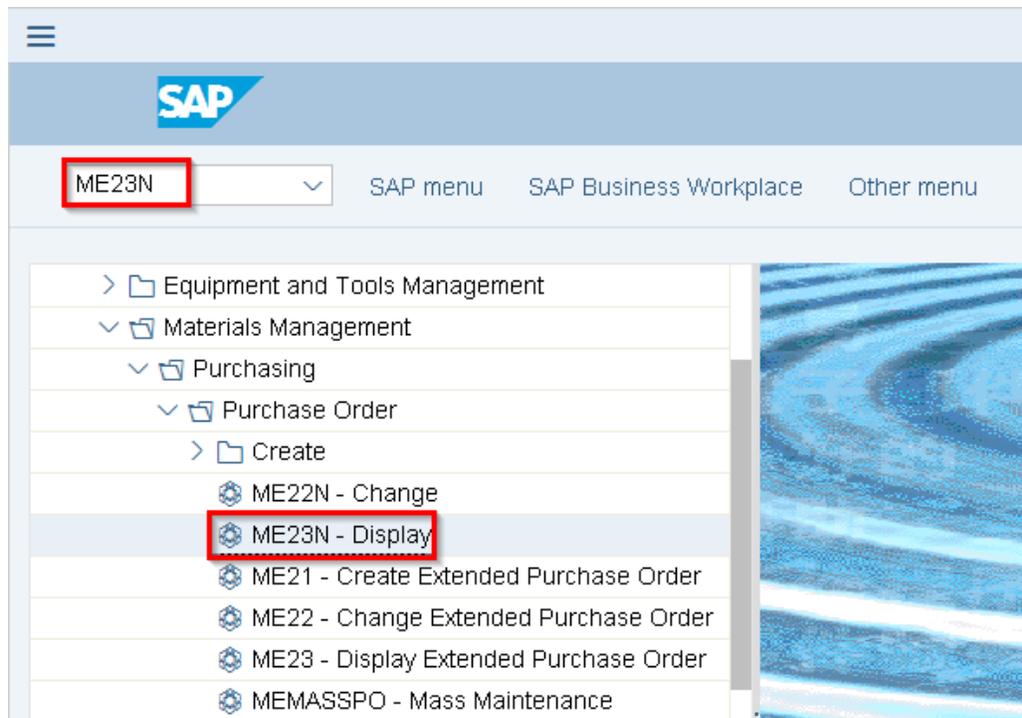
Usage decision for lot 1000 010000000361 is saved

The screenshot shows the SAP 'Record Usage Decision: Stock' screen. The top navigation bar includes 'SAP' and various menu options like 'Stock Posting Log', 'Material Documents...', 'Stock', 'Inspection Lot', 'Q-Info Record', 'Change History', and 'More'. The main area displays material details: 'Material: 1000000390' (LAMPS ELECTRIC, HPMV, FLUORESC), 'System Status: UD ICCO SPRQ', and 'End Date: 05.08.2020'. Below this, there are tabs for 'Defects', 'Characteristics', and 'Inspection Lot Stock'. The 'Inspection Lot Stock' tab is active, showing a table with columns for 'Quantity posted' and 'To be posted'. The table has rows for 'Total', 'To Unrestricted Use', 'To Sample Consumptrn', 'GR Blocked Stock', and 'Return Posting'. The 'Return Posting' row shows a value of '10' in the 'To be posted' column. To the right of the table, there are checkboxes for 'Insp. Stock' and 'GR Blocked Stck', and a 'Doc...' button. At the bottom right, there is a 'Save' button highlighted with a red box and a callout bubble containing the word 'Save'. A watermark 'Activate Windows' is visible in the background.

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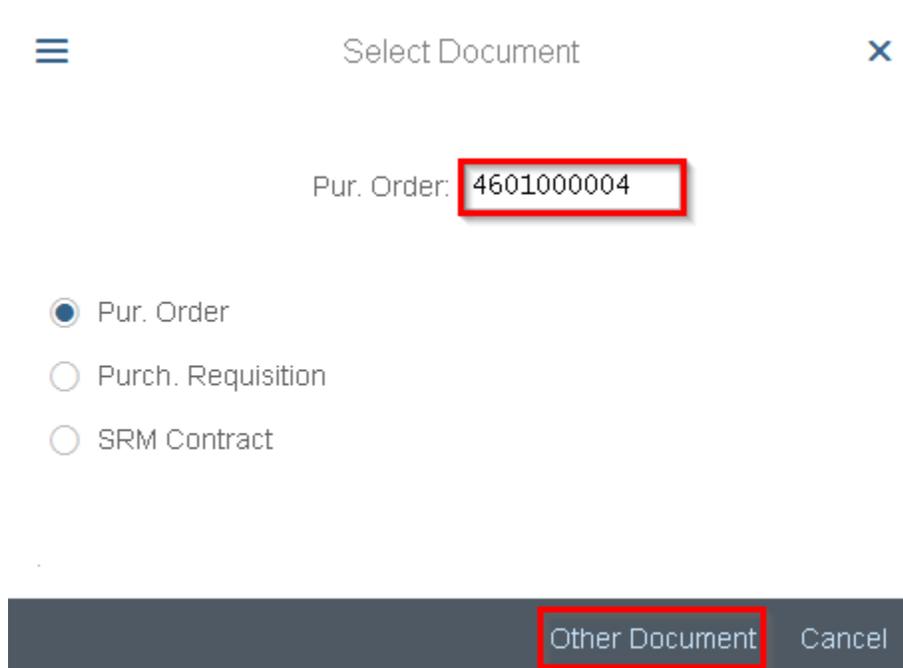
Step 14:

- Vendor Return Document posted will be updated in the Purchase Order history
- Enter Transaction Code **ME23N**



Step 7:

- Click on Other **Purchase Order** & Enter Pur. Order: **4601000004**
- Click on **Other Document** Button.





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Step 8:

- Verify the Updated return posting in the Purchase Order under the “**Purchase Order History**” tab.
- Click the **Exit** icon to exit the transaction.

The screenshot shows the SAP interface for a Purchase Order. The top bar indicates 'Direct Purch Order 4601000004 Created by Ashish Mogrekar'. Below this, there are navigation options: Document Overview On, Create, Display/Change, Other Purchase Order, Print Preview, Messages, and Help. The main area displays the Purchase Order details for item 10, material 1000000390, 'LAMPS ELECTRIC, HPMV, FL...', with a quantity of 10 EA and a posting date of 05.08.2020. A callout box labeled '1. Purchase Order History Tab' points to the 'Purchase Order History' tab in the navigation bar. Below the navigation bar, the 'Purchase Order History' table is visible. A callout box labeled '2. Return Posting Updated' points to the table. The table has columns: Sh. Te., MVT, Material Document Item, Posting Date, Quantity, Delivery cost quantity, OUn, Amt. in Loc. Cur., L. cur, Qty in OPU, and DelCostQty (OPU). The table contains two rows of return postings and a summary row. The first row shows a return posting for WE 124 5001000065 on 05.08.2020 with a quantity of 0. The second row shows a return posting for WE 103 5101000067 on 05.08.2020 with a quantity of 0. The summary row is labeled 'Tr./Ev. Goods receipt' and shows a total quantity of 0, currency EA, and amount 0.00 INR.

Sh. Te.	MVT	Material Document Item	Posting Date	Quantity	Delivery cost quantity	OUn	Amt. in Loc. Cur.	L. cur	Qty in OPU	DelCostQty (OPU)
WE	124	5001000065	1 05.08.2020	0		0 EA	0.00 INR		0	
WE	103	5101000067	1 05.08.2020	0		0 EA	0.00 INR		0	
Tr./Ev. Goods receipt				0		EA	0.00 INR		0	

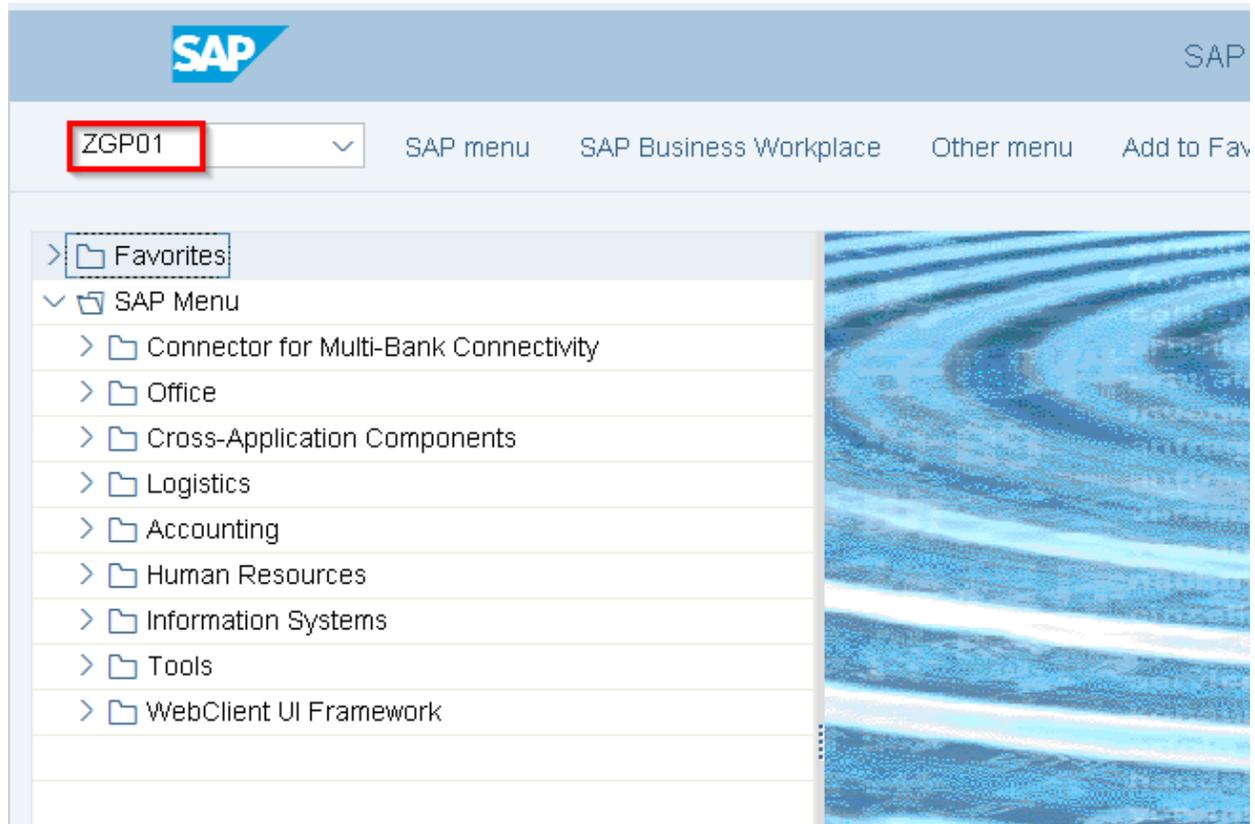


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1.2. Create Gate Pass

Step 1:

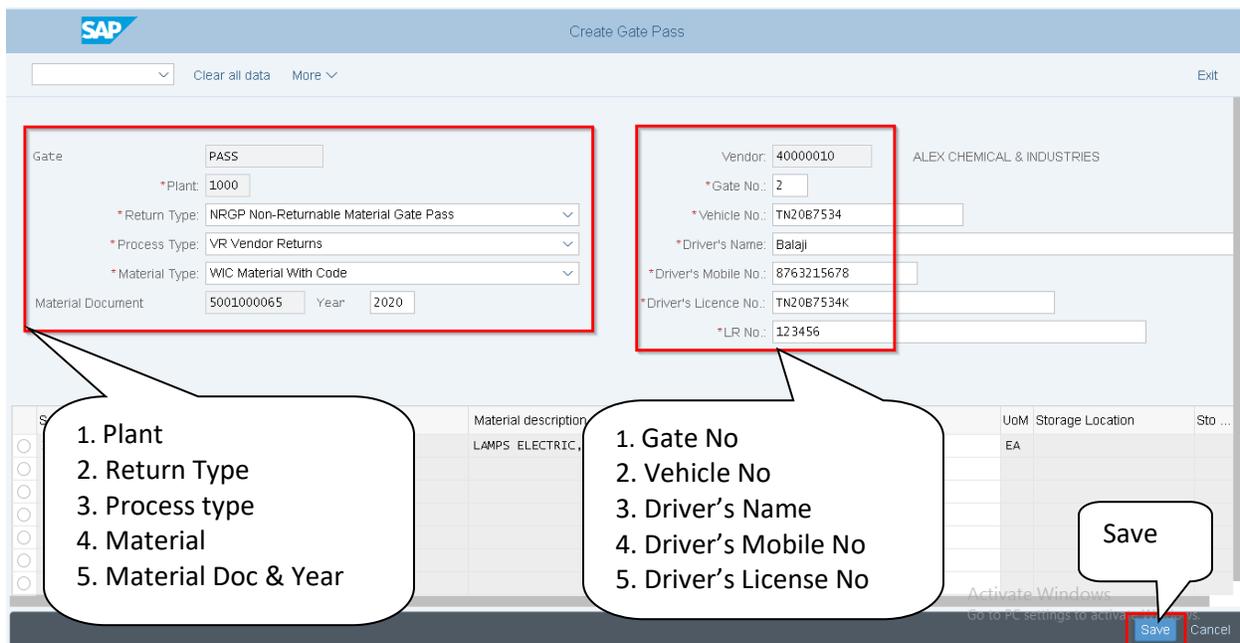
- Enter Transaction Code **ZGP01** in command bar (or) Follow the below navigation path.



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Step 2:

- In Create Gate Pass Screen, Provide Below Details;
 - Plant: **1000**
 - Return Type: **Non-Returnable Gate Pass**
 - Process type: **Vendor Return**
 - Material Type: **Material with Code**
 - Material Doc: **5001000065**
 - Year: **2020**
- Enter Gate Details and Press **Enter**
 - Gate No:
 - Vehicle No:
 - Driver's Name
 - Driver's Mobile No
 - Driver's License No
 - LR. No
- System will fetch the details with reference to material document and display
- Click on **Save**



The screenshot shows the SAP 'Create Gate Pass' interface. The form is divided into two main sections. The left section, highlighted with a red box, contains the following fields: Gate (PASS), Plant (1000), Return Type (NRGP Non-Returnable Material Gate Pass), Process Type (VR Vendor Returns), Material Type (WIC Material With Code), Material Document (5001000065), and Year (2020). The right section, also highlighted with a red box, contains: Vendor (40000010), Gate No. (2), Vehicle No. (TN2087534), Driver's Name (Balaji), Driver's Mobile No. (8763215678), Driver's Licence No. (TN2087534K), and LR No. (123456). Below the form, two callout boxes list the field groups: the first lists Plant, Return Type, Process type, Material, and Material Doc & Year; the second lists Gate No, Vehicle No, Driver's Name, Driver's Mobile No, and Driver's License No. A 'Save' button is highlighted with a red box and a callout bubble.

Step 3:

- System will Create a Gate pass and display message

 Gate Pass : 4100000051 Created



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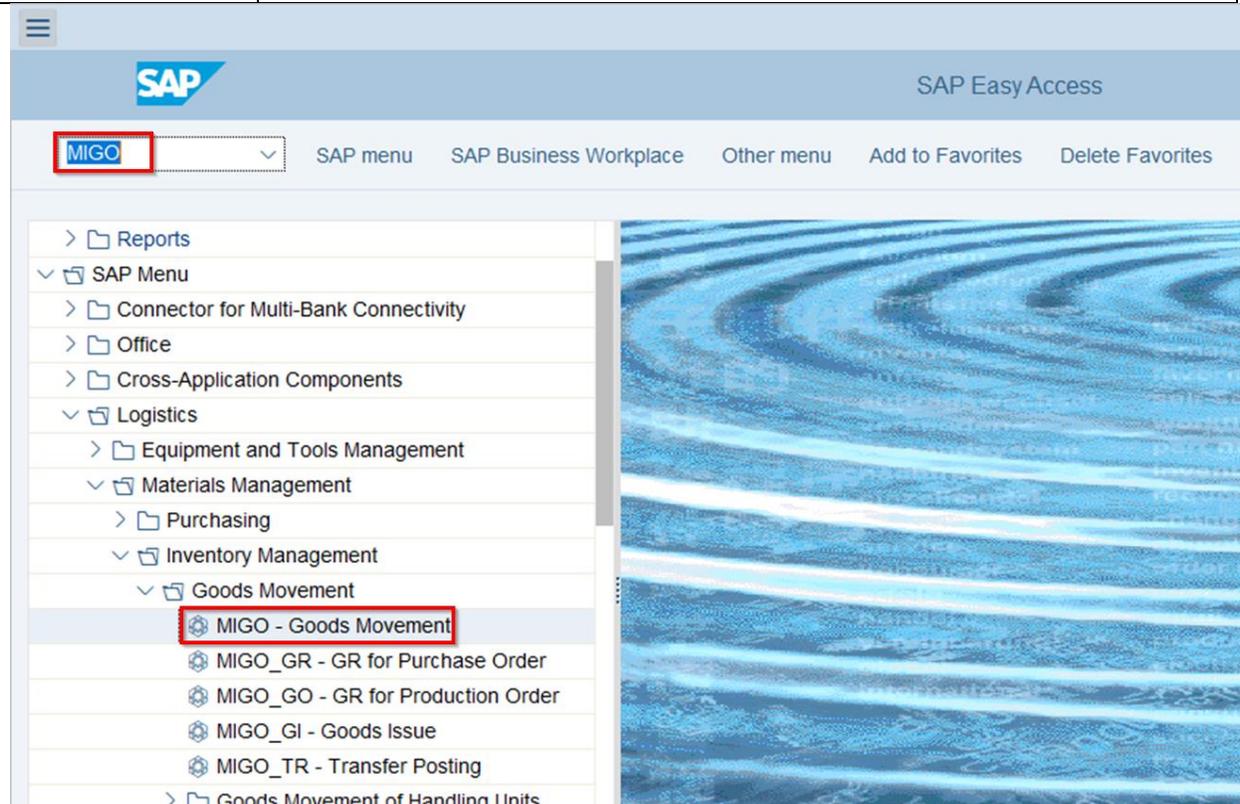
2. Vendor Return Delivery - After Quality acceptance & before Invoice Posting (Movement Type - 122)

2.1. Return Delivery:

Step 1:

Enter Transaction Code **MIGO** in command bar (or) Follow the below navigation path.

Transaction Code	MIGO
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Inventory Management → Goods Movement → MIGO -Goods Movement
Role	SKEEPER





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Step 2:

- Select “A02 Return Delivery” in transaction with reference to “R02 Material Document: 5101000069”
- Press Enter.

Return Delivery Material Document 5101000069 - Ashish Mogrekar

Show Overview More

A02 Return Delivery R02 Material Document 5101000069 2020

General Vendor Cust. Header Flds

Document Date: 05.08.2020 Delivery Note: Vendor: ALEX CHEMICAL & INDUSTRIES
Posting Date: 05.08.2020 Bill of Lading: HeaderText:
 1 Individual Slip Via Delivery

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Profit Center
1	LAMPS ELECTRIC, HPMV, FLUORESC	<input type="checkbox"/>	10	EA	Receipt Store	1005



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Step 3:

- In **Where** Tab,
 - Provide Movement Type: **122**
 - Reason for Movement: **1**
 - Text: **Poor Quality**
- Select **Item Ok** Checkbox.

Return Delivery Material Document 5101000069 - Ashish Mogrekar

Show Overview More

Material Quantity **Where** Purchase Order Data Partner Account Assignment Cust. Item Flds

Movement type: **122** - RE return to vendor Stock type: Unrestricted-Use

Plant: Mumbai Port Trust 1000

Storage location: Receipt Store 0001

Goods recipient: Ashish

Unloading Point:

Reason for Movement: **1** Poor quality

Text: Poor Quantity

Item OK Line: 1



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Step 4:

- Enter Quantity: 10

Return Delivery Material Document 5101000069 - Ashish Mogrekar

Show Overview More

Material **Quantity** Where Purchase Order Data Partner Account Assignment Cust. Item Flds

Qty in Unit of Entry: 10 EA

Qty in SKU: 10 EA

Qty in Delivery Note: Amt.in Loc.Cur.: 930.00

Quantity Ordered: 10 EA

GR Quantity: 10 No. Containers:



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Step 5:

- Click on **Check** Button. System will check for errors in the document. If no error found it display " Document is O.K. " message.
- Click on **Post** Button. system will create material document and display Material document 5101000070 posted message.

The screenshot displays the SAP Vendor Return document interface. At the top, there are navigation options like 'Show Overview' and 'More'. Below this is a toolbar with icons for 'Delete', 'Contents', and a home icon. The main area contains various input fields for document details, including 'Qty in Unit of Entry', 'Qty in SKU', 'Qty in Delivery Note', 'Quantity Ordered', 'GR Quantity', 'Amt. in Loc. Cur.', and 'No. Containers'. At the bottom of the document area, there is a status bar with 'Item OK' and 'Line: 1'. Below the status bar, a message bar shows a green checkmark and the text 'Document is O.K. View details'. At the very bottom, a dialog box is open with buttons for 'Post', 'Cancel', 'Restart', 'Hold', and 'Check'. Two callout boxes are present: '1. Check' pointing to the 'Check' button and '2. Post' pointing to the 'Post' button.

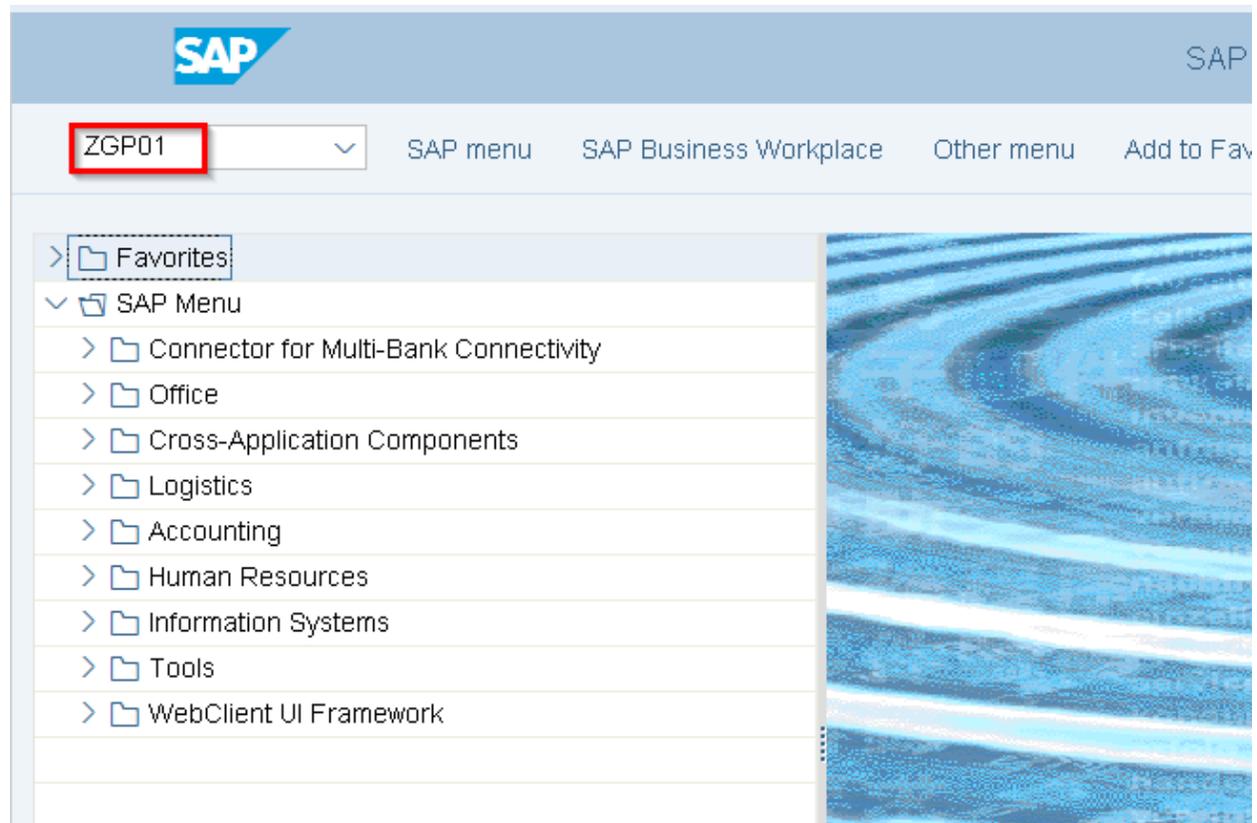


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2.2. Create Gate Pass:

Step 1:

- Enter Transaction Code **ZGP01** in command bar (or) Follow the below navigation path.



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Step 2:

- In Create Gate Pass Screen, Provide Below Details;
 - Plant: **1000**
 - Return Type: **Non-Returnable Gate Pass**
 - Process type: **Vendor Return**
 - Material Type: **Material with Code**
 - Material Doc: **5001000070**
 - Year: **2020**
- Enter Gate Details and Press **Enter**
 - Gate No:
 - Vehicle No:
 - Driver's Name
 - Driver's Mobile No
 - Driver's License No
 - LR. No
- System will fetch the details with reference to material document and display
- Click on **Save**

The screenshot shows the SAP 'Create Gate Pass' interface. The form is divided into two main sections, each highlighted with a red box. The left section contains fields for Plant (1000), Return Type (NRCP Non-Returnable Material Gate Pass), Process Type (VR Vendor Returns), Material Type (WIC Material With Code), Material Document (5101000070), and Year (2020). The right section contains Vendor (40000010), Gate No. (2), Vehicle No. (TN20B7534), Driver's Name (Balaji), Driver's Mobile No. (8763215678), Driver's Licence No. (TN20B7534K), and LR No. (123456). Below the form, two callout boxes list the fields in each section. A 'Save' button is highlighted with a red box and a callout bubble.

Material description	UoM	Storage Location	Sto ...
LAMPS ELECTRIC,	EA	0001	REC...

Step 3:

- System will Create a Gate pass and display Gate Pass : 4100000053 Created message



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3. Goods Return with Return Purchase Order (Movement Type - 161)

3.1. Create Return Purchase Order:

Step 1:

- Enter Transaction code **ME21N** in command Bar and Press Enter or follow the below navigation menu path.

Transaction Code	ME21N
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Purchasing → Purchase Order → Create → ME21N – Vendor/ Supplying Plant Known
Role	PURASST1

The screenshot shows the SAP SAP menu interface. At the top, the SAP logo is visible on the left and 'SAP' on the right. Below the logo, there is a search bar containing 'ME21N' and a dropdown arrow. To the right of the search bar are links for 'SAP menu', 'SAP Business Workplace', 'Other menu', and 'Add to Favorites'. Below the search bar, a list of menu items is displayed. The 'Logistics' folder is expanded, showing 'Equipment and Tools Management', 'Materials Management', 'Purchasing', 'Purchase Order', and 'Create'. The 'Create' folder is further expanded, showing several transaction codes: 'ME21N - Vendor/Supplying Plant Known', 'ME58 - Via Requisition Assignment List', 'ME59 - Automatically via Purchase Requi...', 'ME22N - Change', and 'ME23N - Display'. The 'ME21N - Vendor/Supplying Plant Known' item is highlighted with a red box.



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Step 2:

- Select Document Type: **ZZDP**
- Vendor: **40000010**
- In **Org Data** Tab, Provide
 - Purch Org: **1000**
 - Purch Group: **101**
 - Company Code: **1000**

The screenshot shows the SAP 'Create Purchase Order' interface. The document type is set to 'ZZDP Direct Purch Order' (labeled 1. Doc Type). The vendor is '40000010 ALEX CHEMICAL & INDUSTRIE...' (labeled 2. Vendor). The 'Org. Data' tab is selected, showing 'Purch. Org.: 1000 Mumbai Port Trust', 'Purch. Group: 101 Material Mgmt', and 'Company Code: 1000 Mumbai Port Trust' (labeled 3. Org Data). A callout box points to these fields with the text 'Purch Org, Purch Group Company Code'.

Step 2:

- Enter Material: **2000000001**
- PO Quantity: **1**
- Plant: **1000**
- Storage Location: **1001**
- Select **Rejection Indicator** Checkbox
- Press Enter

The screenshot shows the SAP 'Create Purchase Order' interface with the 'Item' table. The material is '2000000001' (labeled 1. Material), the quantity is '1' (labeled 2. Quantity), the plant is '1000' (labeled 3. Plant), and the storage location is '1001' (labeled 4. Storage Location). The 'Rejection Indicator' checkbox is checked (labeled 5. Rejection Indicator Checkbox).

S...	I...	A	I	Material	Short...	PO Quant...	OUn	C Deliv. D...	N	Plnt	Stor. Location	B...	Sto...	...	Req...	Req...	I...	Inf...	Re...	Free T.
				2000000001		1				1000	1001								<input checked="" type="checkbox"/>	
										INR										<input type="checkbox"/>
										INR										<input type="checkbox"/>
										INR										<input type="checkbox"/>
										INR										<input type="checkbox"/>
										INR										<input type="checkbox"/>
										INR										<input type="checkbox"/>
										INR										<input type="checkbox"/>
										INR										<input type="checkbox"/>
										INR										<input type="checkbox"/>

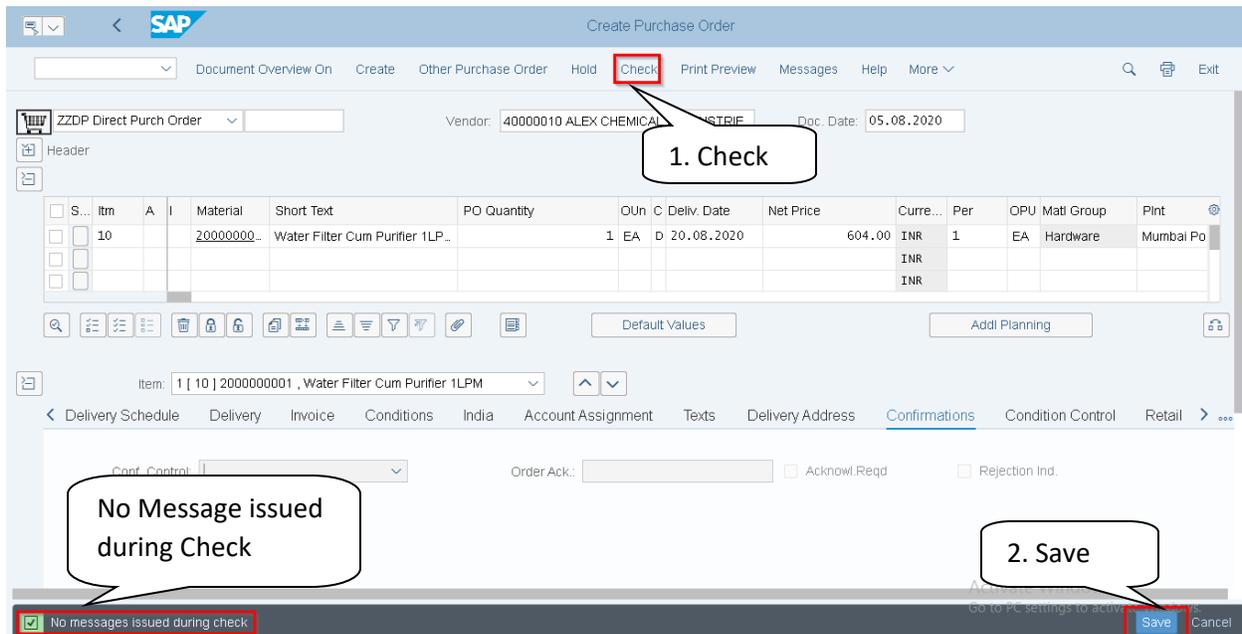


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Step 3:

- Click on **Check** Button. System will check for errors in the document. If no error found it display "No Message during Check" message.
- Click on **Save**.
- System will Create a Purchase order and display

 Direct Purch Order created under the number 4601000006 message



The screenshot shows the SAP 'Create Purchase Order' interface. The 'Check' button in the top menu is highlighted with a red box and a callout bubble labeled '1. Check'. The main table contains one item: Item 10, Material 200000000, Short Text 'Water Filter Cum Purifier 1LP..', PO Quantity 1, and Net Price 604.00. Below the table, the 'No Message issued during Check' message is displayed in a callout bubble. The 'Save' button at the bottom right is also highlighted with a red box and a callout bubble labeled '2. Save'. At the bottom left, a status bar shows a green checkmark and the text 'No messages issued during check'.

S...	Itm	A	I	Material	Short Text	PO Quantity	OU	C	Deliv. Date	Net Price	Curre...	Per	OPU	Matl Group	Plant
<input type="checkbox"/>	10			200000000	Water Filter Cum Purifier 1LP..	1	EA	D	20.08.2020	604.00	INR	1	EA	Hardware	Mumbai Po

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3.2. Return Purchase Order Release

Step 1:

- Login as **Approver 1** (Assistant Engineer) in SAP System

Client: 500

*User: 10100050

*Password: *****

Logon Language: EN

Step 2:

- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace

SAP Easy Access

SBWP SAP menu SAP Business Workplace Other menu Add to Favorites Delete

- Favorites
 - T Codes
 - Reports
- SAP Menu
 - Connector for Multi-Bank Connectivity
 - Office
 - SBWP - Workplace
 - Telephone Integration
 - Appointment Calendar



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Step 3:

- Expand “Inbox” button, under workflow “Please Approve Purchase Order 4601000006” message will appear.
- Double Click on “Please Approve Purchase Order 4601000006”

SAP Business Workplace of Ashish Mogrekar

Workflow 66

Double Click on “Approve Purchase Order 4601000006”

Exe.	Title	Status
✓	Please approve the Purchase Order 4601000006	

Please approve the Purchase Order 4601000006

Step 4:

- System will open the Return Purchase order document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

SAP Direct Purch Order 4601000006 Created by Ashish Mogrekar

Click on back button

ZZDP Direct Purch Order Vendor: 40000010 ALEX CHEMICAL & INDUSTRIE... Doc. Date: 0

S...	ltn	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date
	10			2000000001	Water Filter Cum Purifier 1LP...		1	EA	D 20.08.2020

Item: 1 [10] 2000000001 , Water Filter Cum Purifier 1LPM

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assig



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Step 5:

- Click on “**Approve**” Button to approve the Return Purchase Order.

Workflow Create Import More ▾

Please approve the Purchase Order 4601000006

Choose one of the following alternatives

Approve

Reject

Display

Approval or Rejection History

Hold

Step 6:

- Return Purchase Order will be approved with level 1.
- Return Purchase Order Approval Request notification is forwarded to Approver 2.

Step 7:

- Login as **Approver 2** (Executive Engineer) in SAP System.

SAP SAP

New password More ▾

Client: 500

*User: 10100051

*Password: *****

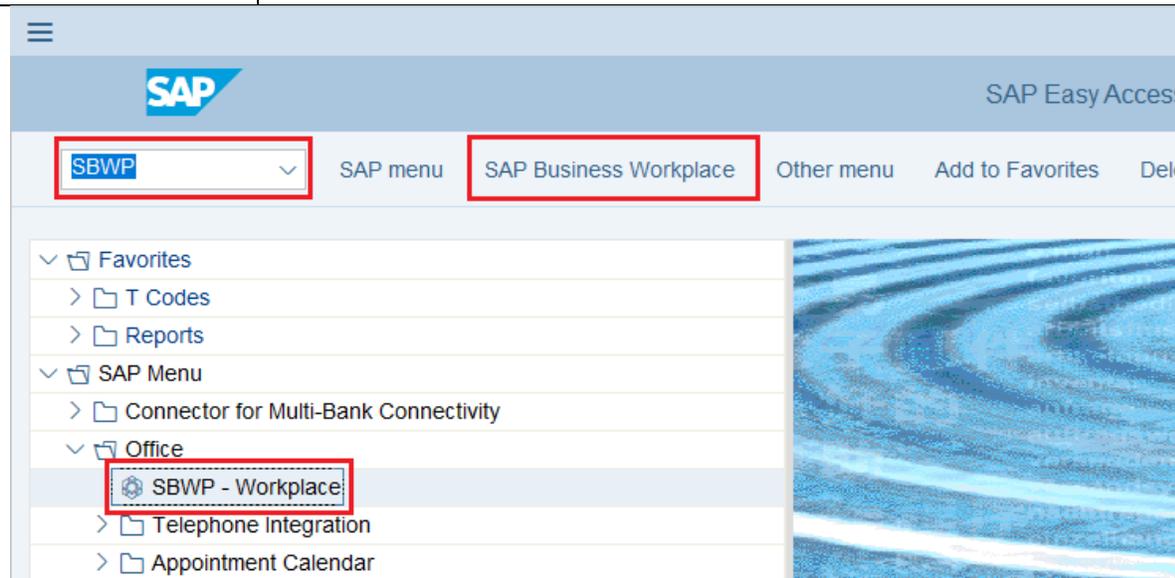
Logon Language: EN

SAP User Manual for Vendor Return

Step 8:

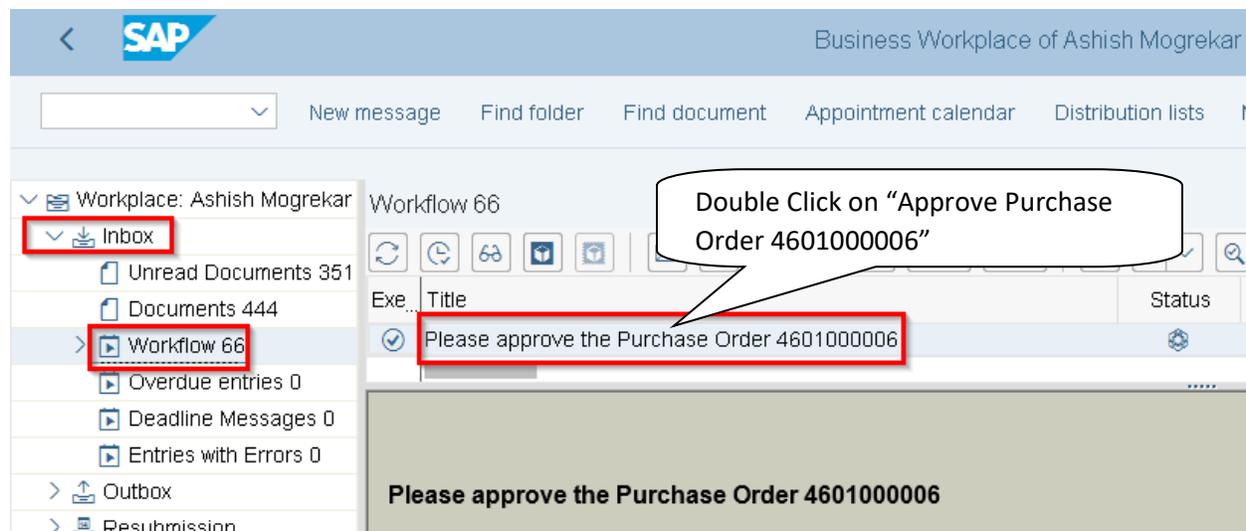
- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace



Step 9:

- Expand “**Inbox**” button, under workflow “**Please Approve Purchase Order 4601000006**” message will appear.
- Double Click on “**Please Approve Purchase Order 4601000006**”



SAP User Manual for Vendor Return

Step 10:

- System will open the Return Purchase order document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

Direct Purch Order 4601000006 Created by Ashish Mogrekar

Document C... Change Other Purchase Order Print Preview Messages H...

ZZDP Direct Purch Order 4601000006 Vendor: 40000010 ALEX CHEMICAL & INDUSTRIE... Doc. Date: 0

Header

S...	itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date
	10			2000000001	Water Filter Cum Purifier 1LP...		1	EA	D 20.08.2020

Item: 1 [10] 2000000001 , Water Filter Cum Purifier 1LPM

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assig

Step 11:

- Click on **Approve** Button to approve the Return Purchase Order.

Please approve the Purchase Order 4601000006

Choose one of the f...

Approve

Reject

Display

Approval or Rejection History

Hold

Step 12:

- Return Purchase Order will be approved with level 2.
- Return Purchase Order Approval Request notification is forwarded to Approver 3.



SAP User Manual for Vendor Return

Step 13:

- Login as **Approver 3** (Dy HOD) in SAP System.

The screenshot shows the SAP login interface. At the top left is the SAP logo. Below it is a search bar with a dropdown arrow. To the right of the search bar are the links 'New password' and 'More'. The main login area contains the following fields: 'Client: 500', '*User: 10100049', '*Password: *****', and 'Logon Language: EN'. The user and password fields are highlighted with a red box.

Step 14:

- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace

The screenshot shows the SAP Easy Access menu. At the top left is the SAP logo. To the right is the text 'SAP Easy Access'. Below the logo is a search bar containing 'SBWP'. To the right of the search bar are the links 'SAP menu', 'SAP Business Workplace', 'Other menu', 'Add to Favorites', and 'Delete'. Below the search bar is a list of menu items: 'Favorites', 'T Codes', 'Reports', 'SAP Menu', 'Connector for Multi-Bank Connectivity', 'Office', 'SBWP - Workplace', 'Telephone Integration', and 'Appointment Calendar'. The 'SBWP - Workplace' item is highlighted with a red box.

SAP User Manual for Vendor Return

Step 15:

- Expand “Inbox” button, under workflow “Please Approve Purchase Order 4601000006” message will appear.
- Double Click on “Please Approve Purchase Order 4601000006”

The screenshot shows the SAP Business Workplace interface for Ashish Mogrekar. The left sidebar shows the navigation tree with 'Inbox' and 'Workflow 66' highlighted. The main area displays a list of messages, with one message titled 'Please approve the Purchase Order 4601000006' selected. A callout box points to this message with the text 'Double Click on “Approve Purchase Order 4601000006”'. Below the list, the message content is visible: 'Please approve the Purchase Order 4601000006'.

Step 16:

- System will open the Return Purchase order document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

The screenshot shows the SAP Direct Purchase Order document in Display mode. The document title is 'Direct Purch Order 4601000006 Created by Ashish Mogrekar'. A callout box points to the back button in the top left corner with the text 'Click on back button'. Below the header, there is a table with the following data:

S...	ltn	A	I	Material	Short Text	PO Quantity	OU	C	Deliv. Date
	10			<u>2000000001</u>	Water Filter Cum Purifier 1LP...		1	EA	D 20.08.2020

Below the table, there is a search bar and a list of tabs: Material Data, Quantities/Weights, Delivery Schedule, Delivery, Invoice, Conditions, India, and Account Assig.



SAP User Manual for Vendor Return

Step 17:

- Click on **“Approve”** Button to approve the Return Purchase Order.

Please approve the Purchase Order 4601000006

Choose one of the following

- Approve**
- Reject
- Display
- Approval or Rejection History
- Hold

Step 18:

- Return Purchase Order will be approved with level 3.
- Return Purchase Order Approval Request notification is forwarded to Approver 4.

Step 19:

- Login as **Approver 4** (CME) in SAP System.

SAP

Client: 500

* User: 10100048

* Password: *****

Logon Language: EN

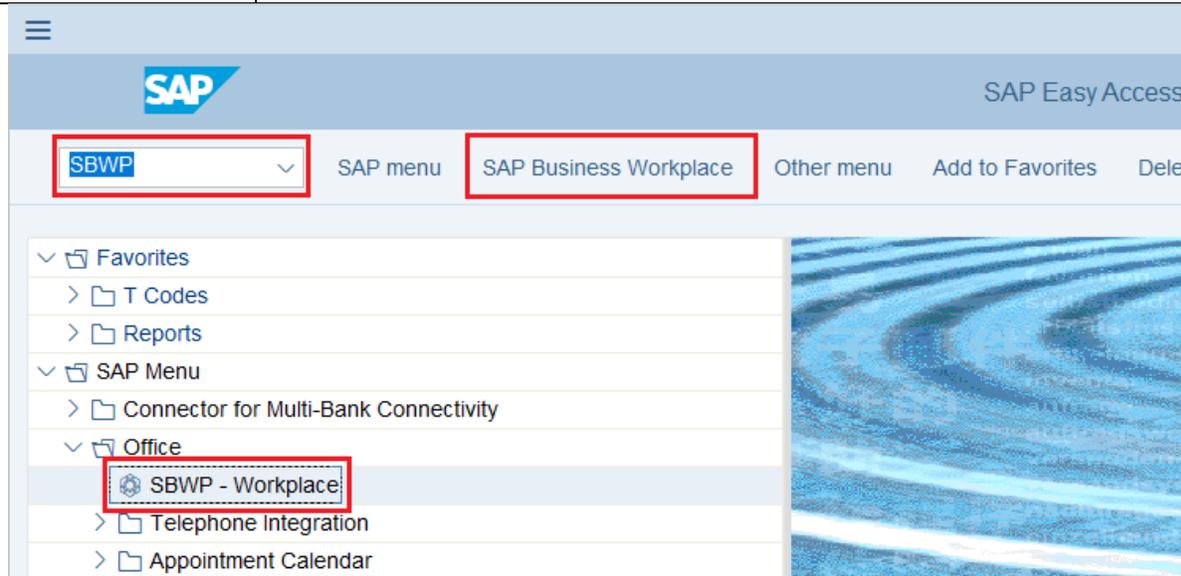
Enter Approver User ID and Password

SAP User Manual for Vendor Return

Step 20:

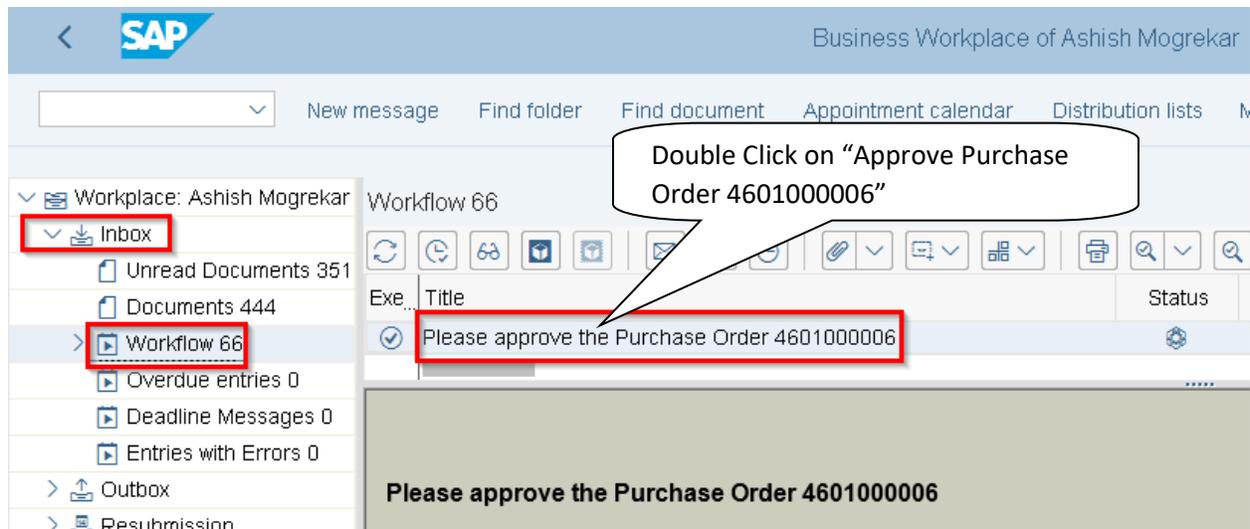
- Click on **SAP Business Workplace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace



Step 21:

- Expand “**Inbox**” button, under workflow “**Please Approve Purchase Order 4601000006**” message will appear.
- Double Click on “**Please Approve Purchase Order 4601000006**”



SAP User Manual for Vendor Return

Step 22:

- System will open the Return Purchase order document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

Direct Purch Order 4601000006 Created by Ashish Mogrekar

Document Overview | Other Purchase Order | Print Preview | Messages | Help

ZZDP Direct Purch Order | 4601000006 | Vendor: 40000010 ALEX CHEMICAL & INDUSTRIE... | Doc. Date: 0

Header

S...	Itm	A	I	Material	Short Text	PO Quantity	OU	C	Deliv. Date
	10			2000000001	Water Filter Cum Purifier 1LP...		1	EA	D 20.08.2020

Item: 1 [10] 2000000001 , Water Filter Cum Purifier 1LPM

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | India | Account Assign

Step 23:

- Click on **Approve** Button to approve the Return Purchase Order.

Please approve the Purchase Order 4601000006

Choose one of the following actions:

- Approve**
- Reject
- Display
- Approval or Rejection History
- Hold



SAP User Manual for Vendor Return

Step 24:

- Return Purchase Order will be approved with level 4.
- Once the Purchase Order is approved by all 4 level approvers, a notification is triggered to initiator & Preceding Approvers stating **“Purchase Order 4601000006 is approved”**.

The screenshot displays the SAP Business Workplace interface. At the top, the SAP logo is on the left, and the user's name 'Ashish Mogrekar' is on the right. Below the header, there are navigation options: 'New message', 'Find folder', 'Find document', 'Appointment calendar', 'Distribution lists', and 'More'. The left sidebar shows a folder tree under 'Workplace: Ashish Mogrekar', with 'Inbox' expanded and 'Unread Documents 353' highlighted. The main area shows a list of unread documents with columns for 'Me...', 'Type', 'Title', 'Atta...', and 'Author'. Two documents are listed: 'Purchase Order 4601000006 is approved.' and 'JMS 1100000015 is approved.', both from 'SAP_WFRT'. The selected document is expanded to show the email content: 'Purchase Order 4601000006 is approved.', 'Hello Sir/Madam,', 'Purchase Order 4601000006 is approved.', 'Approved by: MM00596824 Ashish Mogrekar', 'Regards, MM00596824 Ashish Mogrekar'.



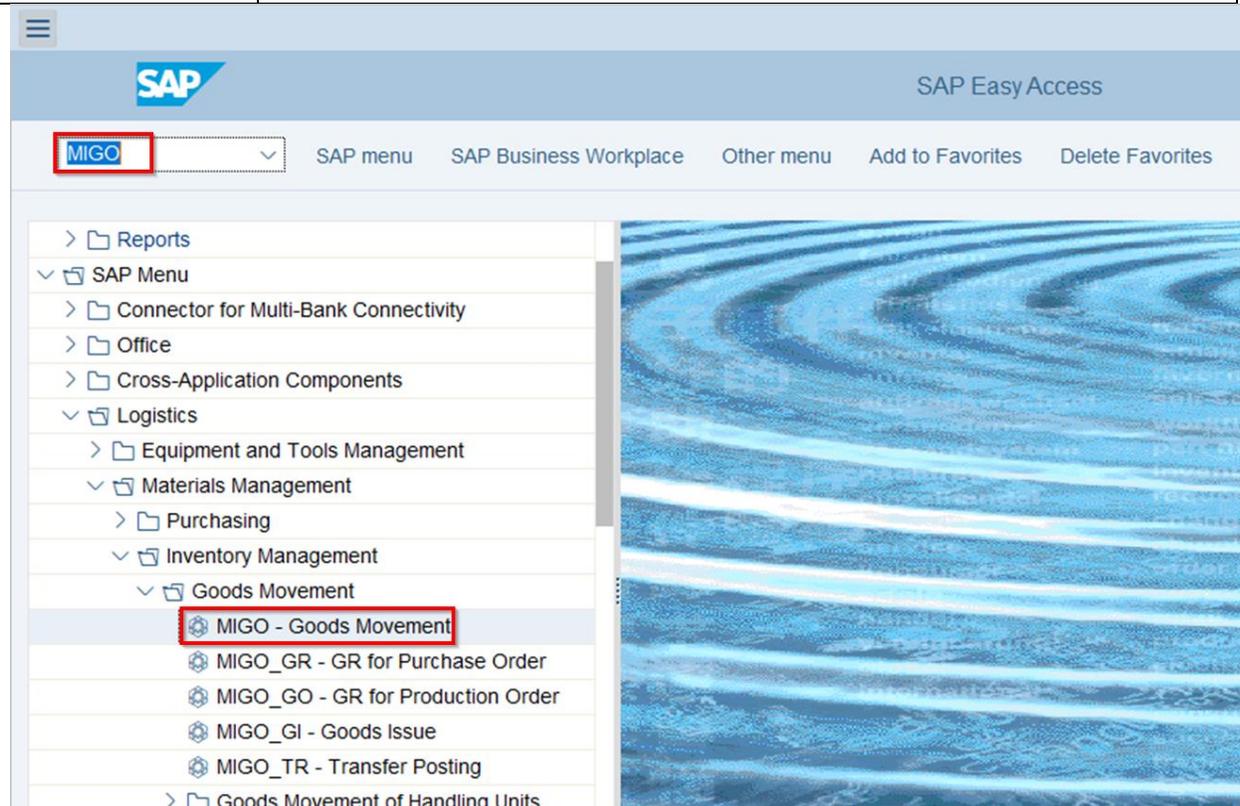
SAP User Manual for Vendor Return

3.3. Return Delivery:

Step 1:

Enter Transaction Code **MIGO** in command bar (or) Follow the below navigation path.

Transaction Code	MIGO
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Inventory Management → Goods Movement → MIGO -Goods Movement
Role	SKEEPER





SAP User Manual for Vendor Return

Step 2:

- Select “A01 Goods Receipt” in transaction with reference to “R01 Purchase Order: 4601000006”
- Press Enter.

The screenshot shows the SAP 'Goods Receipt Purchase Order' entry screen. The title bar reads 'Goods Receipt Purchase Order - Ashish Mogrekar'. Below the title bar, there are navigation options 'Show Overview' and 'More'. The main input area contains three dropdown menus: 'A01 Goods Receipt', 'R01 Purchase Order', and '4601000006'. To the right, there are search and list icons, and a field for 'GR goods receipt' with the value '101'. Below this, there are tabs for 'General', 'Vendor', and 'Cust. Header Flds'. Under the 'Cust. Header Flds' tab, there are input fields for 'Gate Pass Number' and 'Transfer to Third Party System'.

Step 3:

- In **Where** Tab,
 - Provide Movement Type: **161**
 - Stock Type: Unrestricted
 - Reason for Movement: **1**
 - Text: **Damaged**

The screenshot shows the 'Where' tab in the SAP 'Goods Receipt Purchase Order' entry screen. The title bar reads 'Goods Receipt Purchase Order 4601000006 - Ashish Mogrekar'. Below the title bar, there are navigation options 'Show Overview' and 'More'. The main input area contains several fields: 'Movement type: 161', 'Stock type: Unrestricted-Use', 'Plant: Mumbai Port Trust 1000', 'Storage location: Central Store 1001', 'Goods recipient: Ashish', 'Unloading Point', 'Reason for Movement: 1', and 'Text: Damaged'. At the bottom, there are icons for 'Item OK' and 'Line: 1'.



SAP User Manual for Vendor Return

Step 4:

- Enter Quantity: **1**
- Select **Item Ok** Check box
- Click on **Check Button**. System will check for errors in the document. If no error found it display " Document is O.K. " message Click on Check

SAP Goods Receipt Purchase Order 4601000006 - Ashish Mogrekar

Show Overview More

Find Exit

Material **Quantity** Where Purchase Order Data Partner Account Assignment Cust. Item Flids

Qty in Unit of Entry: **1** EA

Qty in SKU: **1** EA

Qty in Delivery Note:

Quantity Ordered: **1** EA

No. Containers:

Item OK Line: **1**

Activate Windows
Go to PC settings to activate Windows

Document is O.K. View details Post Cancel Restart Hold **Check**

Step 5:

- Click on **Post Button**. system will create material document and display Material document 5101000071 message.



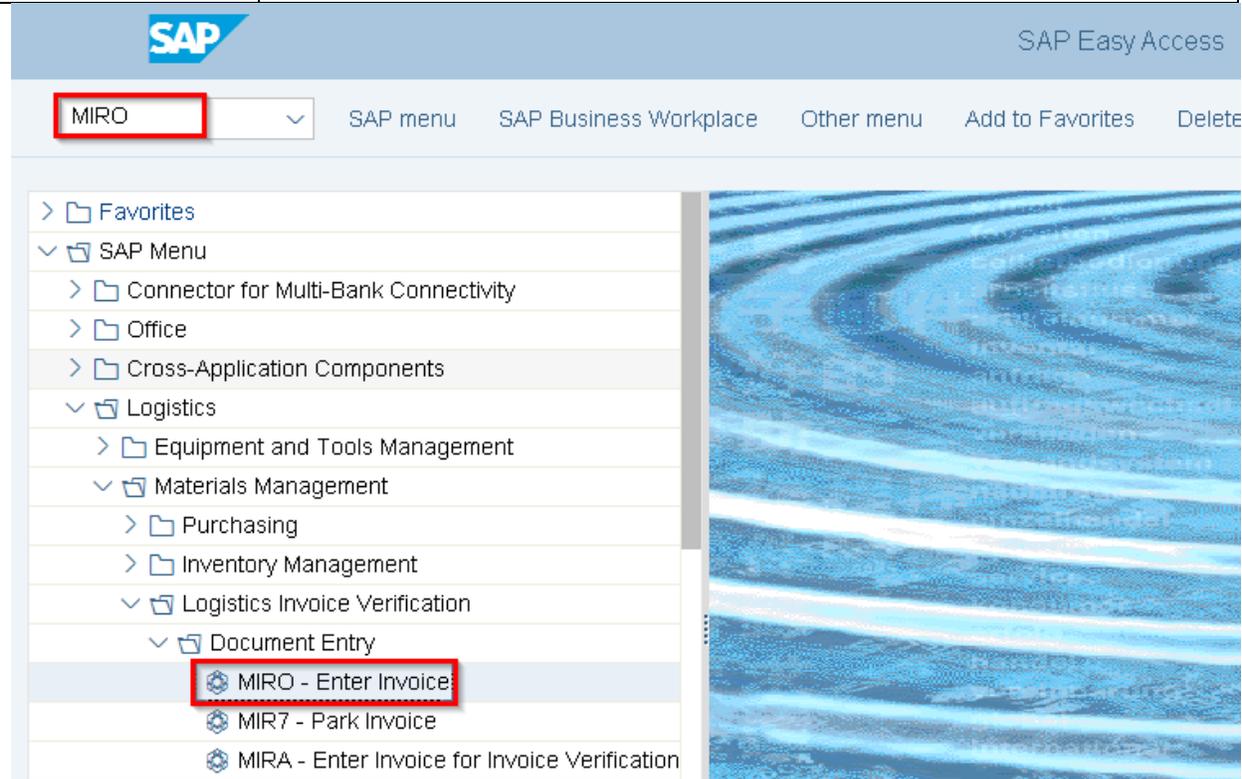
SAP User Manual for Vendor Return

3.4. Credit Memo

Step 1:

- Enter Transaction code **MIRO** in command Bar

Transaction Code	MIRO
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Logistic Invoice Verification → Document Entry → MIRO
Role	All Users



Step 2:

- Enter Company Code: **1000** and click **Continue**





SAP User Manual for Vendor Return

Step 3:

- In Park Incoming Invoice Screen, provide below details;
 - Transaction: Credit Memo
 - Invoice Date: **05.08.2020**
 - Purchase order: **4601000006** & Press **Enter**

The screenshot shows the SAP 'Enter Incoming Invoice' interface for Company Code 1000. The 'Transaction' dropdown is set to '2 Credit Memo'. The 'Document date' is set to '05.08.2020'. The 'Purchase Order' dropdown is set to '1 Purchase Order/Scheduling Agreement' and the PO number '4601000006' is entered in the adjacent field. Callouts identify these three key fields: '1. Transaction', '2. Document Date', and '3. Purchase Order'.

Enter Incoming Invoice: Company Code 1000

Transaction: 2 Credit Memo

Document date: 05.08.2020

PO Reference: 1 Purchase Order/Scheduling Agreement

4601000006



SAP User Manual for Vendor Return

Step 4:

- System will copy details with reference to PO & Display.
- Select the Tax Code: **V1**
- Click on **“Calculate Tax Check Box”**, Tax Amount will be calculated as per selected Tax Code and displayed.
- Provide Amount including Tax Amount
- Click on **Simulate** Button

The screenshot shows the SAP Vendor Return form. The transaction type is '2 Credit Memo'. The 'Simulate' button is highlighted in the top navigation bar. The 'Amount' field is set to '634.20'. The 'Calculate Tax' checkbox is checked. The 'Document date' is '06.08.2020' and the 'Posting Date' is '05.08.2020'. The currency is 'INR'. The vendor name is 'ALEX CHEMICAL & INDUST' and the address is '16 GOVIND NAGAR, 400057 VILE PARLE, INDIA'. The bank key is 'IBKL000' and the bank account is '3076511'. The bank name is 'IDBI BANK LTD, PALGHAR'. The payment terms are 'Due immediately'.

Annotations:

- 1. Select Checkbox (points to the checked 'Calculate Tax' checkbox)
- 2. Enter Amount (points to the 'Amount: 634.20' field)
- 3. Click on Simulate (points to the 'Simulate' button in the top navigation bar)



SAP User Manual for Vendor Return

Step 5:

- System will display FI Documents posting details.
- Click on **Post** Button.

Simulate Document in INR (Document currency)

Position	A	G/L	Act/Mat/Ast/Vndr	Amount	Curr...	Purchasing D...	Item	T...	Jurisd. Code	Tax date	Bus....	Cost Ce®
1	K	18110001	ALEX CHEMICAL & INDUS..	625.20	INR			**				
2	S	18160008	GR/IR Clearing	604.00-	INR	4601000006	10	V1				
3	S	23500000	CGST- Input Credit	15.10-	INR			V1				
4	S	23500001	SGST- Input Credit	15.10-	INR			V1				
1200000000	S	18150019	TDS Payable - Sec 194C	9.00	INR							

Debit: 634.20 Credit: 634.20 Bal.: 0.00

Post

Back Post Cancel

Step 8:

- System will post the document and displays “ Document no. 6010000031 created ” message.

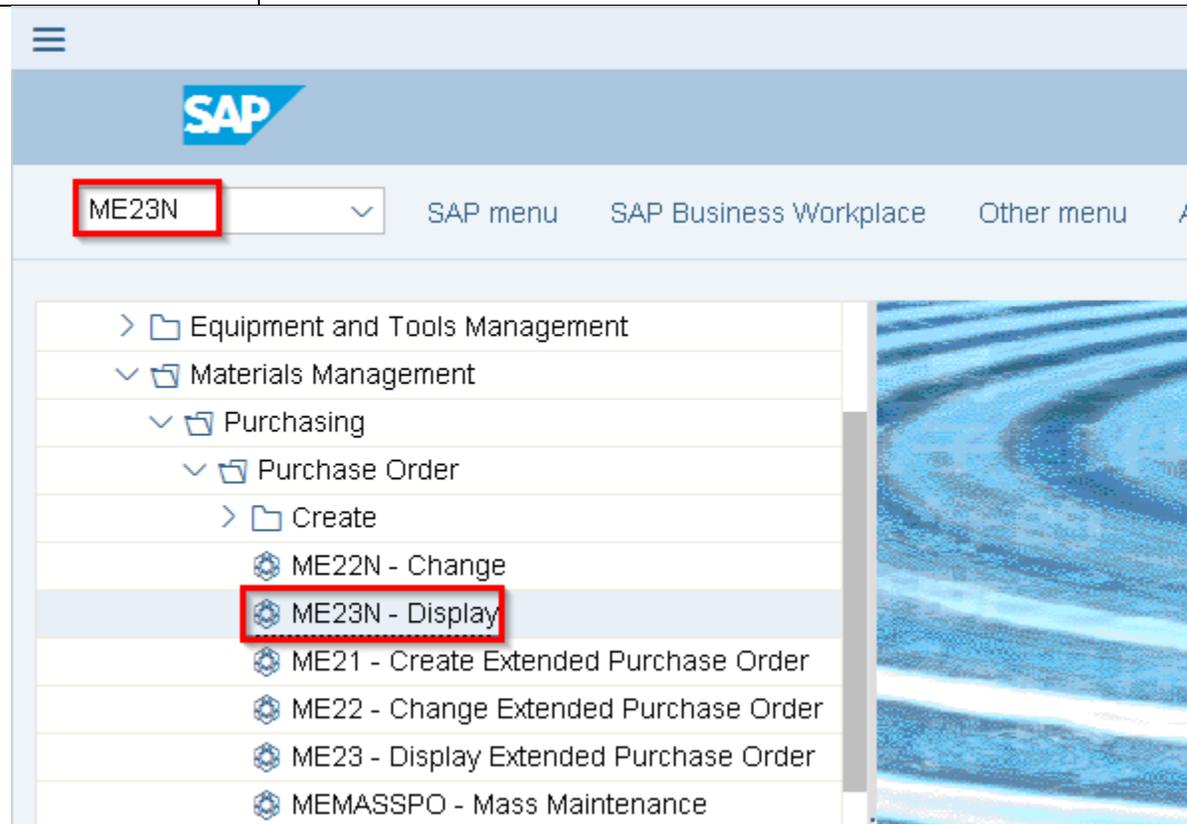


SAP User Manual for Vendor Return

Step 9:

- Invoice will be parked for approval and same will be updated in the Purchase Order History.
- Enter Transaction Code **ME23N** in command bar (or) Follow the below navigation path.

Transaction Code	ME23N
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Purchasing → Purchase Order → Display → ME23N
Role	All Users





SAP User Manual for Vendor Return

Step 10:

- Click on **Other Purchase Order** and Enter Pur. Order: **4601000006**
- Click on **Other Document** Button.

Select Document

Pur. Order: 4601000006

Pur. Order
 Purch. Requisition
 SRM Contract

Other Document Cancel

Step 11:

- Click on **“Purchase Order History”** tab, posted document will be updated

Direct Purch Order 4601000006 Created by Ashish Mogrekar

Document Overview On Create Display/Change Other Purchase Order Print Preview Messages He

Item: 1 [10] 2000000001 , Water Filter Cum Purifier 1LPM

Delivery Schedule Delivery Invoice Conditions India Account Assignment **Purchase Order History** Tex

Sh. Te...	MVT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OUN	Amount in Loc.C...	L.cur	Qty in OP...	DelCost
WE	161	51010000071	1	05.08.2020	1-	0	EA	604.00-	INR	1-	
Tr./Ev. Goods receipt											
					1-		EA	604.00-	INR	1-	
RE-L		60100000031	1	05.08.2020	1-	0	EA	604.00-	INR	1-	
Tr./Ev. Invoice receipt											
					1-		EA	604.00-	INR	1-	

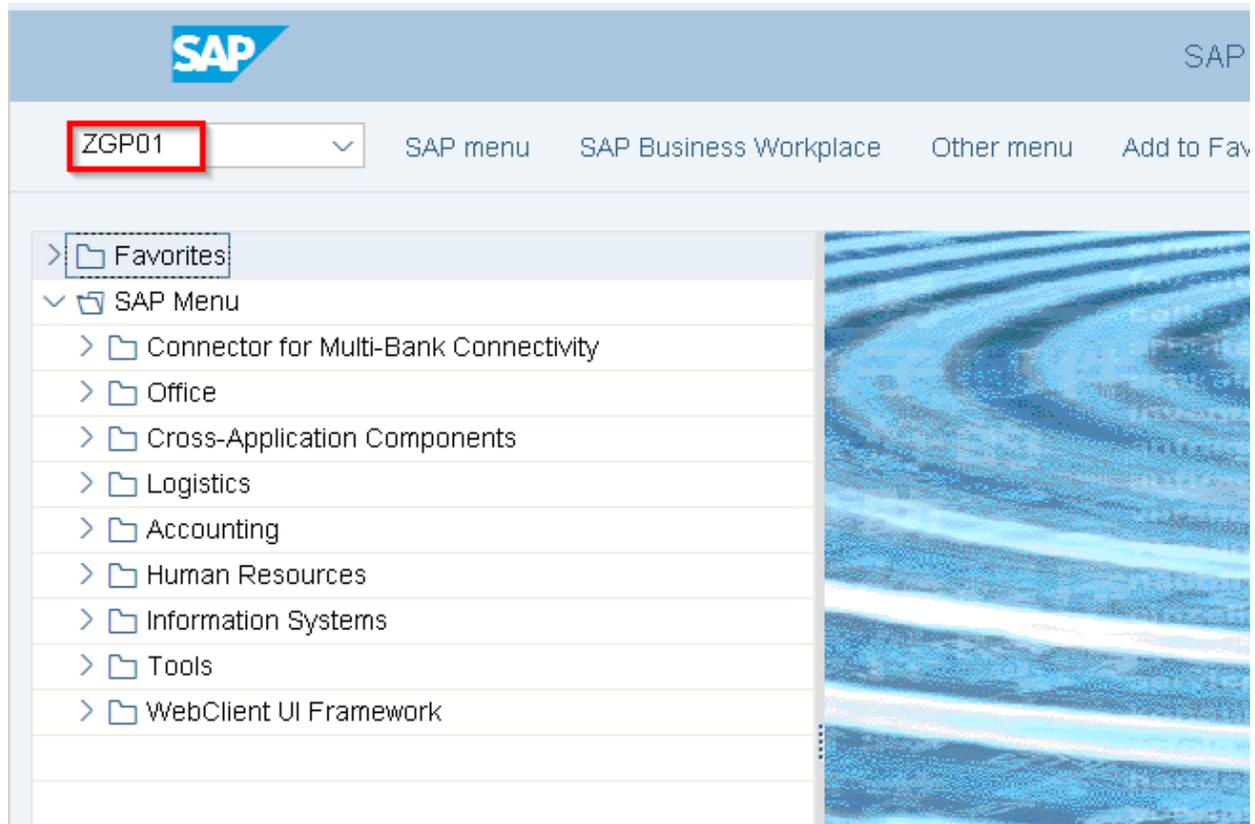


SAP User Manual for Vendor Return

3.5. Create Gate Pass

Step 1:

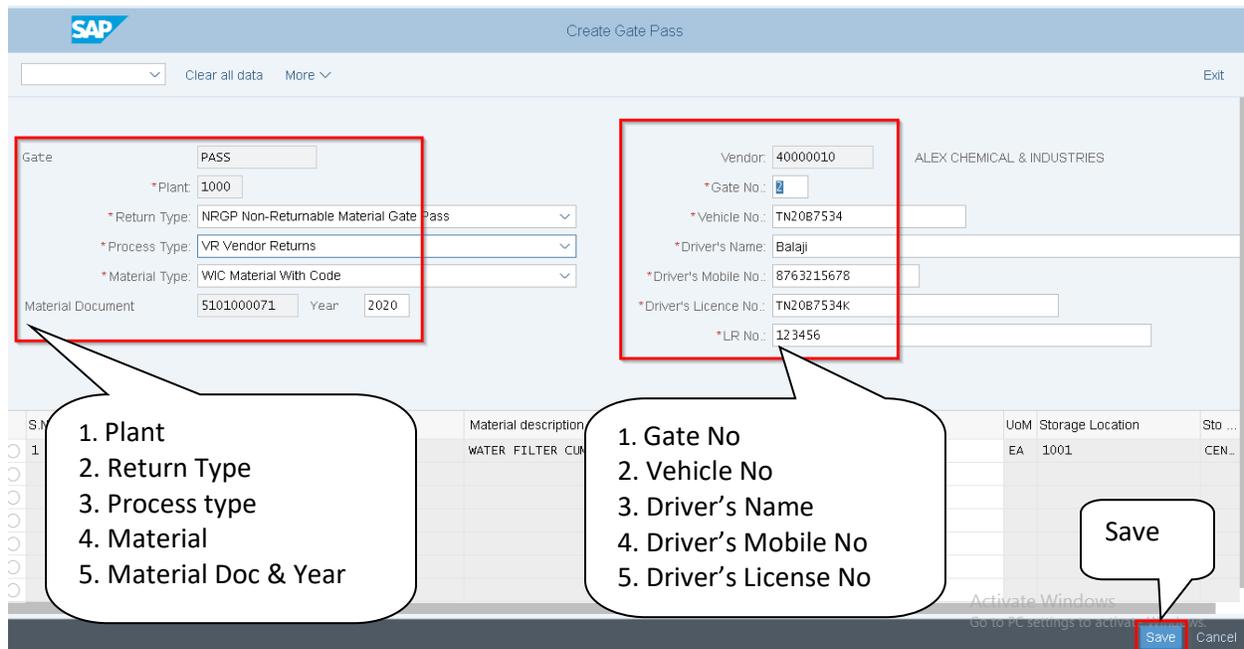
- Enter Transaction Code **ZGP01** in command bar (or) Follow the below navigation path.



SAP User Manual for Vendor Return

Step 2:

- In Create Gate Pass Screen, Provide Below Details;
 - Plant: **1000**
 - Return Type: **Non-Returnable Gate Pass**
 - Process type: **Vendor Return**
 - Material Type: **Material with Code**
 - Material Doc: **5101000071**
 - Year: **2020**
- Enter Gate Details and Press **Enter**
 - Gate No:
 - Vehicle No:
 - Driver's Name
 - Driver's Mobile No
 - Driver's License No
 - LR. No
- System will fetch the details with reference to material document and display
- Click on **Save**



The screenshot shows the SAP 'Create Gate Pass' interface. Two red boxes highlight the input fields for material details and vendor details. Callout boxes provide a numbered list of fields for each box. A 'Save' button is also highlighted with a callout.

Field	Value
Gate	PASS
*Plant	1000
*Return Type	NRGP Non-Returnable Material Gate Pass
*Process Type	VR Vendor Returns
*Material Type	WIC Material With Code
Material Document	5101000071
Year	2020
Vendor	40000010
*Gate No.	
*Vehicle No.	TN20B7534
*Driver's Name	Balaji
*Driver's Mobile No.	8763215678
*Driver's Licence No.	TN20B7534K
*LR No.	123456

Callout 1 (Material Details):

1. Plant
2. Return Type
3. Process type
4. Material
5. Material Doc & Year

Callout 2 (Vendor Details):

1. Gate No
2. Vehicle No
3. Driver's Name
4. Driver's Mobile No
5. Driver's License No

Callout 3 (Action):

Save

Step 3:

- System will Create a Gate pass and display  Gate Pass : 4100000055 Created message Approval:



SAP User Manual for Vendor Return

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