



# TAFIS

## **TAFIS - USER GUIDE**

**MATERIAL MANAGEMENT (MM) MODULE  
PROCUREMENT – GOODS RECEIVED**



## 1. Introduction

This user guide acts as a reference for **Treasury Accounting and Financial Information System (TAFIS) – Material Management-Inventory Management to create Goods Received process**. All individual names and information used in this user guide have been created for guidance on using the system. Where possible, user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental. Changes and updates to the system may lead to updates to the user guide from time to time.

## 2. Further Assistance

Should you have any inquiries or require additional assistance with the user guide materials, please contact **TAFIS** at **+673 2383444** or e-mail to at [tafis.ppp@mofe.gov.bn](mailto:tafis.ppp@mofe.gov.bn)

## 3. Roles and Responsibilities

The responsibilities for each role in the **Material Management – Inventory Management on Goods Received** is described below.

NO.	ROLE	RESPONSIBILITIES
1	Procurement Team	Goods Received: <ul style="list-style-type: none"> <li>Verify Order Confirmation (CO) and Advance Shipping Notice (ASN)</li> </ul> Service Entry Sheet: <ul style="list-style-type: none"> <li>Verify Order Confirmation (CO)</li> </ul>
2	Warehouse Staff	Goods Received: <ul style="list-style-type: none"> <li>Create Goods Received for Material Stock, Material Stock Non-Valuated, Asset, Material Non-Stock and Material Service</li> <li>Block / Unblock Goods Received</li> </ul>
3	Warehouse Head	Goods Received: <ul style="list-style-type: none"> <li>Approve Goods Received.</li> </ul>

*Table 1 Roles and Responsibilities*



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## 4. List of Processes

Processes involved in the Material Management - Procurement module are listed below:

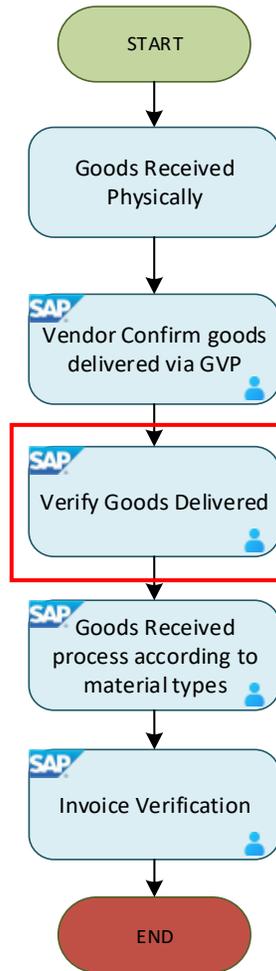
NO.	PROCESS ID	PROCESS DESCRIPTION
1	4.1	Verify Order Confirmation and Advance Shipping Notice
2	4.2	Goods Received for Material Stock
3	4.3	Goods Received for Material Stock Non-Valuated
4	4.4	Goods Received for Material Non-Stock
5	4.5	Goods Received for Asset
6	4.6	Service Entry Sheet
7	4.7	Goods Received Block / Unblock Stock
8	4.8	Cancel Submitted Goods Received



**4.1 Verify Order Confirmation and Advance Shipping Notice**

Once goods have been delivered, vendor / supplier needs to confirm goods have been delivered to departments via Government Vendor Portal before departments can process Goods Received in SAP GUI system.

Goods Received Overview Process Flow



Below is the activity that can be executed to Confirm Goods Delivered:

NO.	ACTIVITIES
1	Verify Order Confirmation and Advance Shipping Notice



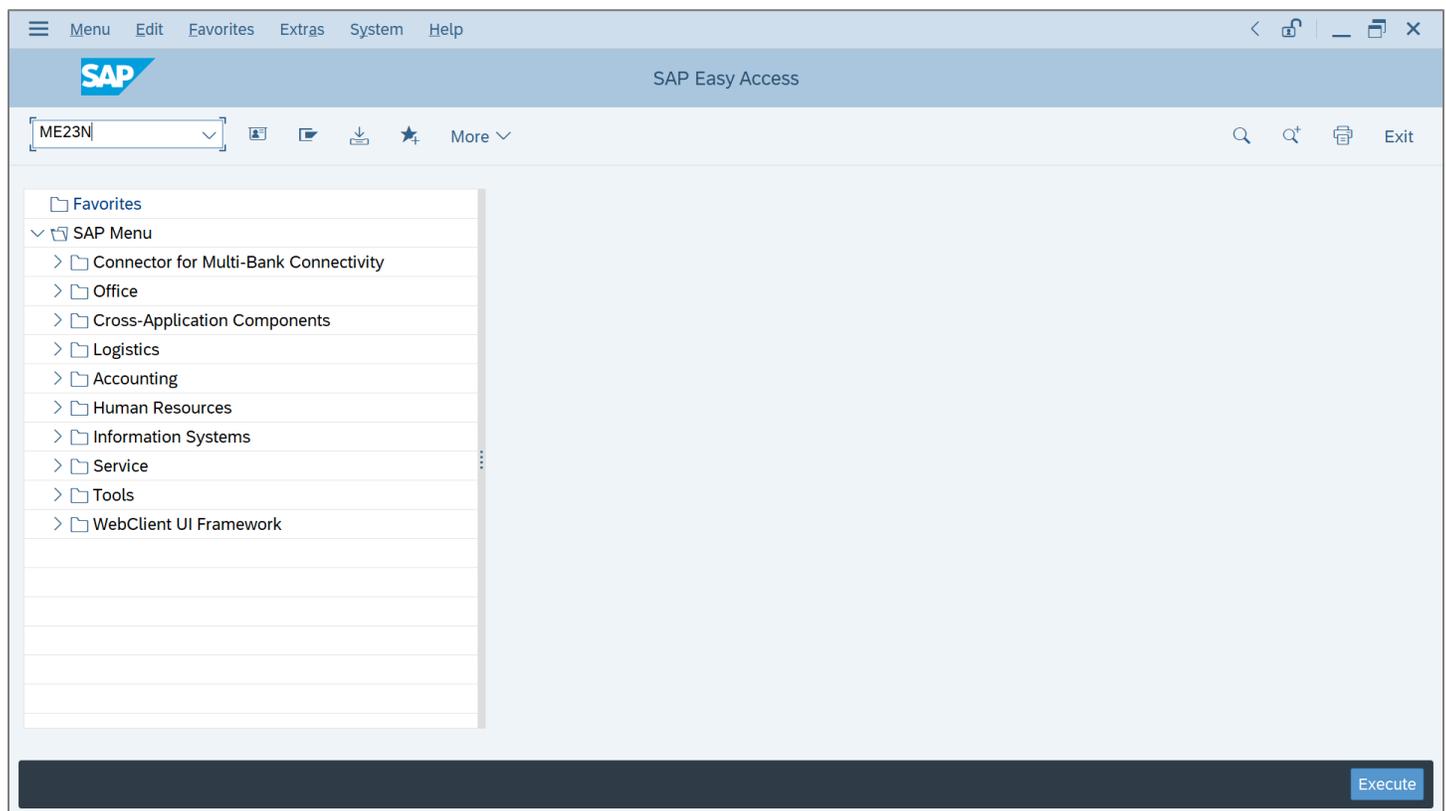
### 4.1.1 Verify Order Confirmation and Advance Shipping Notice

Procurement team of the department can verify order confirmation to indication goods have been delivered and confirmed by the vendor via SAP GUI before warehouse team can proceed to Goods Received process.

<b>Role</b>	Procurement Team
<b>Transaction Code</b>	ME23N

Log into SAP GUI and proceed with the following steps.

Step 1: Enter the Transaction Code **ME23N** in SAP Menu. Then press **Enter** on the keyboard.





Outcome: Display Purchase Order page will be displayed.

Step 2: Click on .

The screenshot shows the SAP Purchase Order document overview for document 4500005243. The top toolbar contains various icons, with a red box highlighting the document icon (a document with a magnifying glass) and the number '2' next to it. Below the toolbar, the document header shows 'ZNB Std PO f/ NonWarrant' with document number '4500005243', supplier 'RC00000318 ABC Sdn Bhd', and document date '26.03.2024'. A table below lists items, with item 10 'Cleaning' highlighted. The net price for this item is 6,000.00 BND. Below the table, there are buttons for 'Default Values' and 'Add Planning'. At the bottom, there are tabs for 'Services', 'Limits', 'Material Data', 'Quantities/Weights', 'Delivery Schedule', 'Delivery', 'Invoice', 'Conditions', 'Account Assignment', and 'Purchase Order History'. The 'Material Data' tab is active, showing fields for 'Material group' (SC-SUPP03), 'Supplier Mat. No.', 'EAN/UPC', 'Supplier Batch', and 'Product Type Group'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Outcome: **Select Document** pop-up will be displayed.

Step 3: Fill in the Purchase Order number in the **Pur. Order** field.

The screenshot shows the 'Select Document' pop-up dialog. The 'Pur. Order' field contains the number '4500005270', which is highlighted with a red box and the number '3' next to it. Below the field, there are three radio buttons: 'Pur. Order' (selected), 'Purch. Requisition', and 'SRM Contract'. At the bottom, there is an 'Other Document' button with a red X icon.

Step 4: Press **Enter** on the keyboard.



Outcome: Purchase Order document will be displayed.

Step 5: Scroll down to Item Details, click on **Confirmations** tab.

CC	D	Delivery Date	Time	Quantity	Reference	Handover Date	Handover ...	Created on	Start Date	End Date
LA	D	31.03.2024	12:00:00	2	ASN-4500005270	00:00:00	00:00:00	31.03.2024		
AB	D	15.04.2024	12:00:00	2	Con-4500005270	00:00:00	00:00:00	30.03.2024		

Outcome: For Material, **LA – Order Acknowledgement** in **CC** column indicates that the vendor / supplier has already confirmed the delivery via the system. Warehouse team / department verify information in the line item and proceed to do Goods Received process.

CC	D	Delivery Date	Time	Quantity	Reference	Handover Date	Handover ...	Created on	Start Date	End Date
LA	D	31.03.2024	12:00:00	2	ASN-4500005270	00:00:00	00:00:00	31.03.2024		
AB	D	15.04.2024	12:00:00	2	Con-4500005270	00:00:00	00:00:00	30.03.2024		

For Service, under **Purchase Order History** tab, **Tr./Ev. Service entry** will be displayed to indicate that the service has been done and accepted.

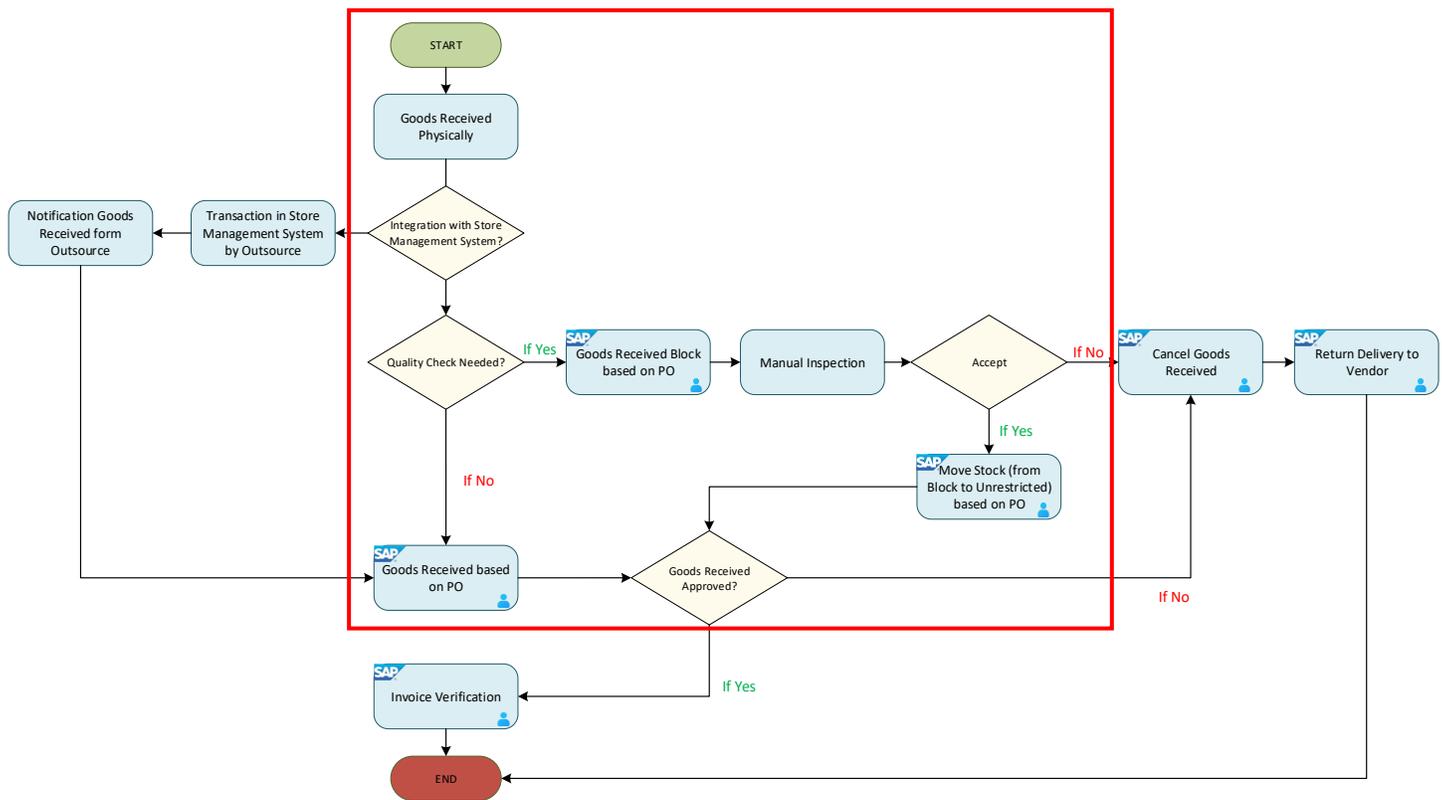
Sh. Te...	M..	Service	Material Docume..	lt.	Posting Date	ΣQuant.	Delivery cost quantity	OUn	ΣAmt.in Loc.C..	L.cur	ΣQty in OP..	DelCostQty (OPU
Lerf			1000000348		06.05.2024				400.00	BND		
<b>Tr./Ev. Service entry</b>									<b>400.00</b>	<b>BND</b>		



## 4.2 Goods Received for Material Stock

Beras, Gula and Bendera are identified as Material Stock in TAFIS, and this user guide provides goods received process for Beras/Gula and Bendera. The difference between goods received for Beras/Gula and Bendera is the vendor itself. For Beras/Gula, the vendors are mainly from Cambodia and Thailand and thus they have no access to Government Vendor Portal (GVP), thus requires inspection and Goods Received integration with outsource system. While vendor/s for Bendera are local only and will have access to Government Vendor Portal (GVP), thus inspection and Goods Received process can be done by department.

Goods Received for Material Stock Process Flow



Below are the activities that can be executed for Goods Received for Material Stock

NO.	ACTIVITIES
1	Goods Received based on Purchase Order (PO) for Beras & Gula
2	Goods Received based on PO for Bendera
3	Submit Financial Regulation (FR) form for Goods Received



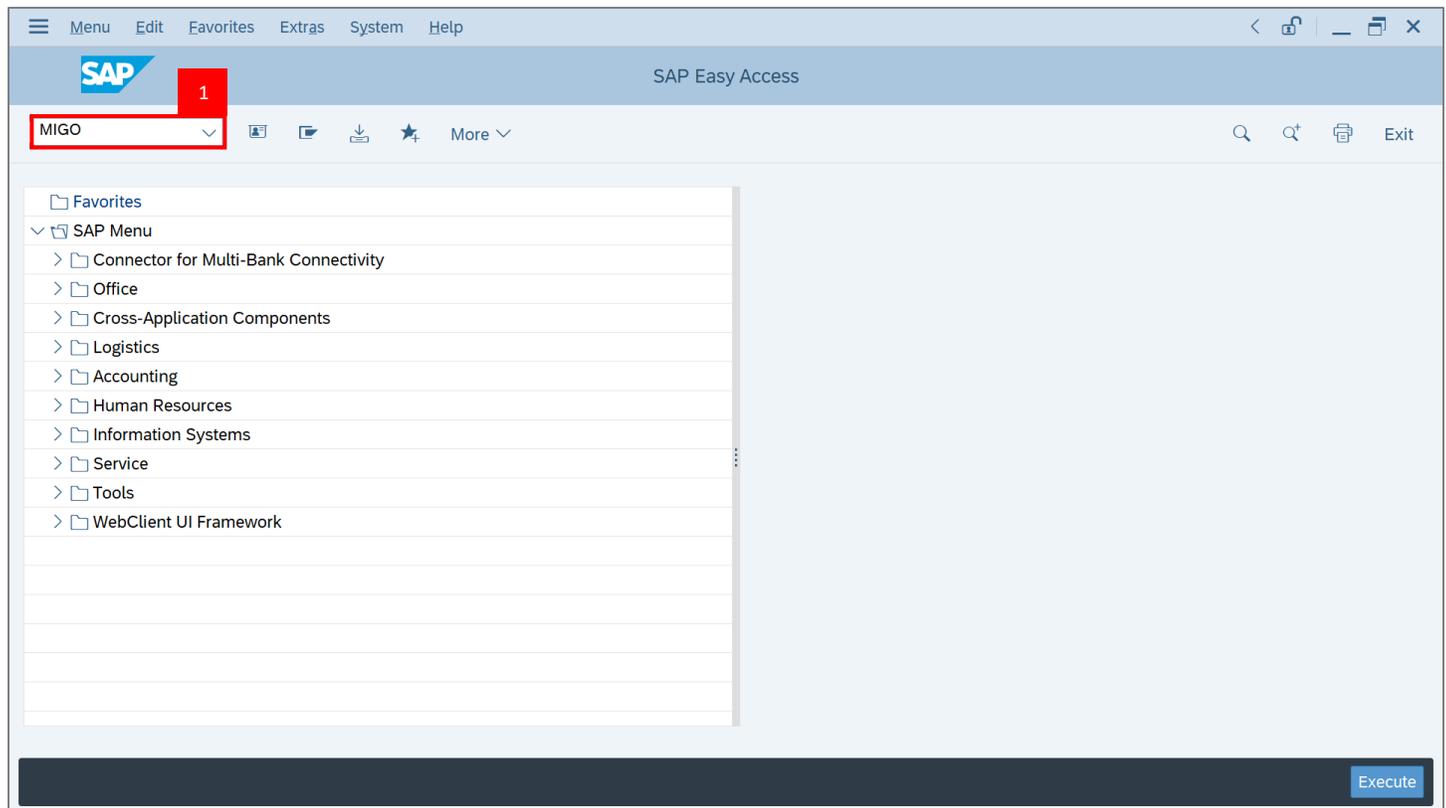
**4.2.1 Goods Received based on Purchase Order (PO) for Beras & Gula**

Once the vendor has delivered the item physically, Receiver will proceed to record Goods Received in the SAP GUI.

<b>Role</b>	Warehouse Staff
<b>Transaction Code</b>	MIGO

Log into SAP GUI and proceed with the following steps.

Step 1: Enter the Transaction Code **MIGO** in SAP Menu. Then press **Enter** on the keyboard.





Outcome: **Goods Receipt Purchase Order** page will be displayed.

SAP Goods Receipt Purchase Order - TRN\_MMPCR30

Hide Overview More

Find Exit

A01 Goods Receipt R01 Purchase Order

Document Date: 15.03.2024 Delivery Note:

Posting Date: 15.03.2024 Bill of Lading: HeaderText:

1 Individual Slip

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Seg

Restart Hold

Step 2: Select **A01 Goods Receipt** from the dropdown menu for event selection.

A01 Goods Receipt R01 Purchase Order

A01 Goods Receipt 2

A02 Return Delivery

A03 Cancellation

A04 Display .03.2024 Delivery Note:

A05 Release GR Blocked Stock .03.2024 Bill of Lading: HeaderText:

A06 Subsequent Delivery

A07 Goods Issue

A08 Transfer Posting W OK Qty in UnE EUn SLoc Stock Seg

A09 Remove from Storage

A10 Place in Storage

A11 Subsequent Adjustment

A12 Change



Step 3: Select **R01 Purchase Order** from the dropdown menu for reference document.

The screenshot shows the SAP MM interface for creating a Goods Receipt. The 'Reference Document' dropdown menu is open, displaying a list of document types. 'R01 Purchase Order' is highlighted with a red box and a red '3' in the corner. Other options include R02 Material Document, R04 Inbound Delivery, R05 Outbound Delivery, R06 Transport, R07 Transport ID Code, R08 Order, R09 Reservation, and R10 Other. The main form shows 'A01 Goods Receipt' selected in the document type dropdown and 'R01 Purchase Order' in the reference document dropdown. The 'Individual' checkbox is checked, and the quantity is set to '1 Individual'. The table below the form is empty.

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Seg

Step 4: Input the **Purchase Order** number in the following field.

The screenshot shows the SAP MM interface with the purchase order number '4500005217' entered in the reference document field, highlighted with a red box and a red '4'. The document type is 'A01 Goods Receipt' and the reference document is 'R01 Purchase Order'. The 'Individual Slip' checkbox is checked. The 'Document Date' and 'Posting Date' are both set to '25.03.2024'. The 'Delivery Note', 'Bill of Lading', and 'HeaderText' fields are empty. The table below the form is empty.

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Segment	Batch



Step 5: Click on  for the movement type.

Outcome: **Movement Type** pop-up will be displayed.

Step 6: Select movement type **101**.

MvT	S	Text
101		Goods receipt for purchase order into warehouse/stc
102		Goods receipt for purchase order into warehouse - r
103		Goods receipt for purchase order into GR blocked st
104		Goods receipt for purchase order -> GR blkd stock -
105		Release GR blocked stock for warehouse
105	B	Release GR blocked stock for customer stock
106		Release GR blocked stock for warehouse - reversal
106	B	Release GR blocked stock for customer stock - reve
107		Goods receipt to valuated blocked stock

Step 7: Press **Enter** on the keyboard.



Outcome: Purchase order details will be auto populated

Step 8: Tick **Print** Box.

Step 9: Click on  and select **3 Collective Slip**.

Step 10: Press **Enter** on the keyboard.

*Note: Details will be auto populated from Purchase Order and verify all line details and details below.*

1. *Material*
2. *Quantity*

Line	Mat. Short Text	W OK	Qty in UnE	EUn
1	Beras Wangi [Thai Hom Mali Rice]	<input type="checkbox"/>	0.200	BAG

3. *Purchase Order Number*
4. *Requisitioner*



Step 11: Under **Where** tab, fill in the **Storage Location** field.

The screenshot shows the 'Where' tab in SAP MM. The 'Movement type' is '101' with a '+' icon and 'GR goods receipt'. The 'Plant' is 'KEMENTERIAN KEWANGAN & EKONOMI' and 'D010'. The 'Storage location' field is highlighted with a red box and contains 'D001', with a red '11' next to it. Other fields like 'Goods Recipient', 'Unloading Point', and 'Text' are empty.

*Note: Storage Location can be defined when creating Purchase Requisition / Purchase Order documents and can be changed in Goods Received process if required.*

Step 12: Under **Where** tab, fill in the **Goods Recipient** field.

The screenshot shows the 'Where' tab in SAP MM. The 'Movement type' is '101' with a '+' icon and 'GR goods receipt'. The 'Plant' is 'KEMENTERIAN KEWANGAN & EKONOMI' and 'D010'. The 'Storage location' is 'D001'. The 'Goods Recipient' field is highlighted with a red box and contains 'Abu', with a red '12' next to it. Other fields are empty.

Step 13: Under **Where** tab, fill in the **Text** field (Optional).

The screenshot shows the 'Where' tab in SAP MM. The 'Movement type' is '101' with a '+' icon and 'GR goods receipt'. The 'Plant' is 'KEMENTERIAN KEWANGAN & EKONOMI' and 'D010'. The 'Storage location' is 'D001'. The 'Goods Recipient' is 'Abu'. The 'Text' field is highlighted with a red box and contains 'Delivered by Driver A', with a red '13' next to it.



Step 14: Under **Batch** tab, field in the **Batch** field.

Quantity Where Purchase Order Data Partner **Batch** Account Assign

Batch: 2425011123 14 Classification

Supplier Batch:   SU Batch

*Note: Batch number will be manually inputted following the format as agreed by State Store, MOFE as below:*

**YY/MM/UNIQUE NUMBER/TREASURY NUMBER**

Step 15: Click on  of **Item OK** to check.

Material Quantity Where Purchase Order Data Partner **Batch** Account Assignment

Batch: 2425011123 Classification 

Supplier Batch:   SU Batch

Valuation Type: 2425011123

 15  Item OK Line: 1 



Step 16: Click on **Check** button.

Goods Receipt Purchase Order 4500005217 - NAJIB

Document Date: 25.03.2024  
 Posting Date: 25.03.2024  
 Supplier: hazmin

Line	Mat. Short Text	W OK	Qty in UnE	EUn	S...	SLoc	Profit Center	Stock Segment
1	Beras Wangi [Thai Hom Mali Rice]	<input type="checkbox"/>	0.200	BAG	⌂		SD01A01	

Buttons: Post, Cancel, Restart, Hold, **Check**

Step 17: Should the message “Document is O.K.” appears, click **Post** to proceed.

Goods Receipt Purchase Order 4500005217 - NAJIB

Batch: 2425011123  
 Supplier Batch:   
 Valuation Type: 2425011123

Buttons: Post, 17, Restart, Hold, Check

Message:  Document is O.K. [View details](#)





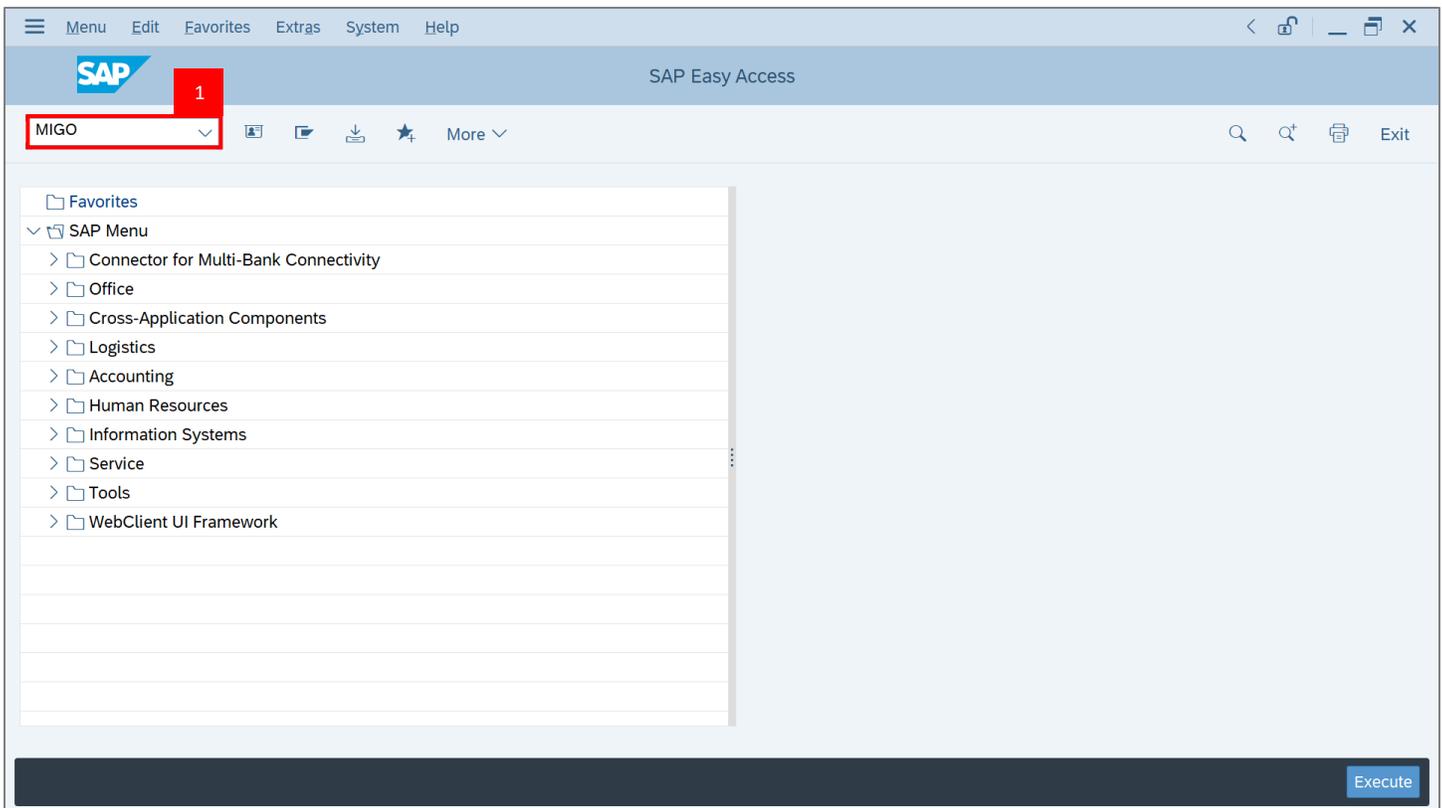
**4.2.2 Goods Received based on PO for Bendera.**

Once the vendor has delivered the item physically, Receiver will proceed to record Goods Received in the SAP GUI.

<b>Role</b>	Warehouse Staff
<b>Transaction Code</b>	MIGO

Log into SAP GUI and proceed with the following steps.

Step 1: Enter the Transaction Code **MIGO** in SAP Menu. Then press **Enter** on the keyboard.





Outcome: **Goods Receipt Purchase Order** page will be displayed.

Step 2: Select **A01 Goods Receipt** from the dropdown menu for event selection.



Step 3: Select **R01 Purchase Order** from the dropdown menu for reference document.

The screenshot shows the SAP MM interface for creating a Goods Receipt. The 'Reference Document' dropdown menu is open, displaying a list of document types. 'R01 Purchase Order' is highlighted with a red box and a red '3' next to it. Other options include R02 Material Document, R04 Inbound Delivery, R05 Outbound Delivery, R06 Transport, R07 Transport ID Code, R08 Order, R09 Reservation, and R10 Other. The main form shows 'A01 Goods Receipt' as the document type and 'R01 Purchase Order' as the selected reference document. The 'Individual' checkbox is checked.

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Seg

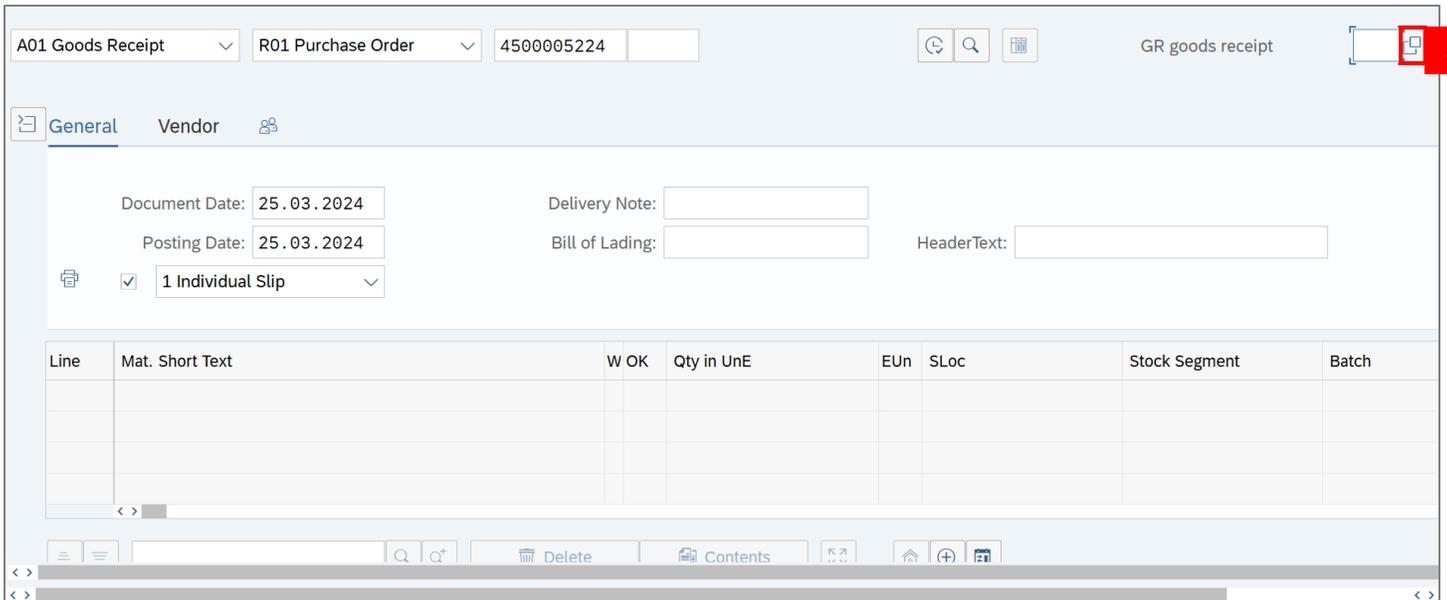
Step 4: Input the **Purchase Order** number in the following field.

The screenshot shows the SAP MM interface with the 'Purchase Order' number '4500005224' entered in the 'Reference Document' field. The number is highlighted with a red box and a red '4' next to it. The 'Individual Slip' checkbox is checked. The 'Document Date' and 'Posting Date' are both set to '25.03.2024'. The main form shows 'A01 Goods Receipt' as the document type and 'R01 Purchase Order' as the selected reference document. The 'GR goods receipt' field contains '101'.

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Segment	Batch



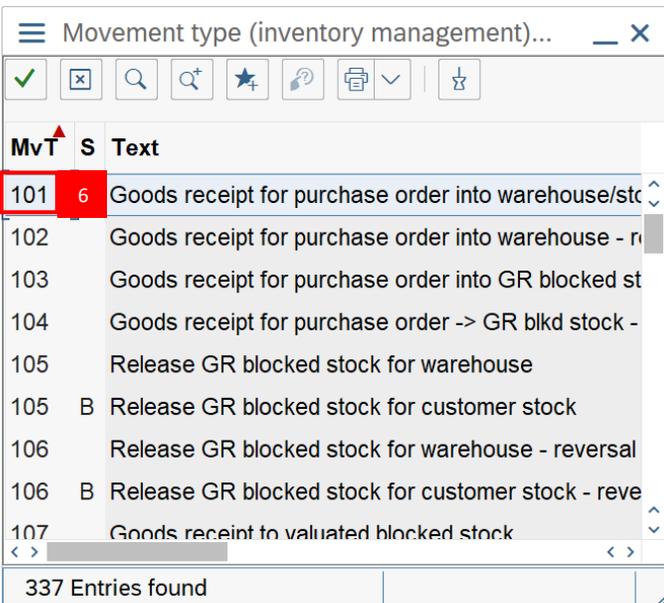
Step 5: Click on  for the movement type.



The screenshot shows the SAP MM 'GR goods receipt' header. At the top, there are dropdowns for 'A01 Goods Receipt', 'R01 Purchase Order', and a text field '4500005224'. On the right, there are icons for refresh, search, and print, and a 'GR goods receipt' label with a document icon highlighted in red with the number '5'. Below the header, there are tabs for 'General' and 'Vendor'. The 'General' tab contains fields for 'Document Date: 25.03.2024', 'Posting Date: 25.03.2024', 'Delivery Note:', 'Bill of Lading:', and 'HeaderText:'. There is also a checkbox for '1 Individual Slip'. Below this is a table with columns: Line, Mat. Short Text, W OK, Qty in UnE, EUn, SLoc, Stock Segment, and Batch. The table is currently empty. At the bottom, there are navigation icons and a 'Delete' button.

Outcome: **Movement Type** pop-up will be displayed.

Step 6: Select movement type **101**.



The screenshot shows the 'Movement type (inventory management)...' pop-up window. It has a title bar with a menu icon, a search icon, and a close icon. Below the title bar are several icons: a checkmark, a document with a close icon, a magnifying glass, a magnifying glass with a plus sign, a star, a hand, a printer, a dropdown arrow, and a trash can. The main area is a list with columns 'MvT', 'S', and 'Text'. The first row is highlighted in blue and has a red box around the '101' in the 'MvT' column and a red box with the number '6' in the 'S' column. The text for this row is 'Goods receipt for purchase order into warehouse/stc'. Other rows include '102 Goods receipt for purchase order into warehouse - r', '103 Goods receipt for purchase order into GR blocked st', '104 Goods receipt for purchase order -> GR blkd stock -', '105 Release GR blocked stock for warehouse', '105 B Release GR blocked stock for customer stock', '106 Release GR blocked stock for warehouse - reversal', '106 B Release GR blocked stock for customer stock - reve', and '107 Goods receipt to valuated blocked stock'. At the bottom, it says '337 Entries found'.

Step 7: Press **Enter** on the keyboard.



Outcome: Purchase order details will be auto populated

Step 8: Tick **Print** Box.

General Vendor

Document Date: 25.03.2024

Posting Date: 25.03.2024

**8** Individual Slip

Step 9: Click on  and select **3 Collective Slip**.

**9** 1 Individual Slip

1 Individual Slip

Lir 2 Individual Slip with Inspection Text

**3 Collective Slip** **9**

Step 10: Press **Enter** on the keyboard.

*Note: Verify all line details and details below.*

1. *Material*
2. *Quantity*

Mat. Short Text	W OK	Qty in UnE
Bendera - Siti	<input type="checkbox"/>	0.100

3. *Purchase Order Number*
4. *Requisitioner*

Material Quantity Where Purchase Order Data

Purchase order: **4500005224** 10

"Del.Completed" Ind.: 1 Set automaticall.

Requisitioner: **Ali**



Step 10: Under **Where** tab, fill in the **Storage Location** field.

The screenshot shows the 'Where' tab of the SAP MM interface. The 'Movement type' is set to '101' with a '+' icon and 'GR goods receipt' label. The 'Plant' is 'KEMENTERIAN KEWANGAN & EKONOMI' and 'D010'. The 'Storage location' field is highlighted with a red box and contains 'D100' and '10'. Other fields like 'Goods Recipient', 'Unloading Point', and 'Text' are empty.

Step 11: Under **Where** tab, fill in the **Goods Recipient** field.

The screenshot shows the 'Where' tab of the SAP MM interface. The 'Movement type' is '101' with 'GR goods receipt'. The 'Plant' is 'KEMENTERIAN KEWANGAN & EKONOMI' and 'D010'. The 'Storage location' is 'D100'. The 'Goods Recipient' field is highlighted with a red box and contains 'Abu' and '11'. Other fields are empty.

Step 12: Under **Where** tab, fill in the **Text** field (Optional).

The screenshot shows the 'Where' tab of the SAP MM interface. The 'Movement type' is '101' with 'GR goods receipt'. The 'Plant' is 'KEMENTERIAN KEWANGAN & EKONOMI' and 'D010'. The 'Storage location' is 'D100'. The 'Goods Recipient' is 'Abu'. The 'Text' field is highlighted with a red box and contains 'Delivered by Driver A' and '12'.



Step 13: Click on  of **Item OK** to check.

The screenshot shows the SAP MM Goods Receipt form. At the bottom left, the 'Item OK' checkbox is checked and highlighted with a red box containing the number 13. The form fields include: Movement type: 101 + GR goods receipt; Stock type: Unrestricted-Use; Plant: KEMENTERIAN KEWANGAN & EKONOMI D010; Storage location: D100; Goods Recipient: Abu; Unloading Point: (empty); Text: Delivered by Driver A.

Step 14: Click on  button.

The screenshot shows the same SAP MM Goods Receipt form as in Step 13. At the bottom right, the 'Check' button is highlighted with a red box containing the number 14. The 'Item OK' checkbox remains checked. The form fields are identical to the previous step.



Step 14: Should the message “Document is O.K.” appears, click **Post** to proceed.

The screenshot shows the SAP MM Goods Receipt (GR) screen. At the top, there is a navigation bar with icons for home, search, and other functions. Below this, the main data area contains the following information:

- Movement type: 101 + GR goods receipt
- Stock type: Unrestricted-Use
- Plant: KEMENTERIAN KEWANGAN & EKONOMI D010
- Storage location: MOFE D001
- Goods Recipient: Abu
- Unloading Point: (empty)
- Text: Delivered by Driver A

At the bottom of the screen, a status bar displays a green checkmark and the message "Document is O.K. View details". To the right of this message, a red box highlights the "Post" button, which is also highlighted with a red box in the image. Other buttons in the status bar include "Cancel", "Restart", "Hold", and "Check".

Outcome: Material document created.

The screenshot shows the SAP MM Goods Receipt screen after the document has been posted. The main data area contains the following information:

- Document Date: 25.03.2024
- Posting Date: 25.03.2024
- Delivery Note: (empty)
- Bill of Lading: (empty)
- HeaderText: (empty)
- 1 Individual Slip

Below the data area, there is a table with the following columns: Line, Mat. Short Text, W OK, Qty in UnE, EUn, SLoc, Stock Segment, and Batch. The table is currently empty.

At the bottom of the screen, a status bar displays a green checkmark and the message "Material document 5000000336 posted View details". To the right of this message, a blue "Restart" button is visible, along with a "Hold" button.



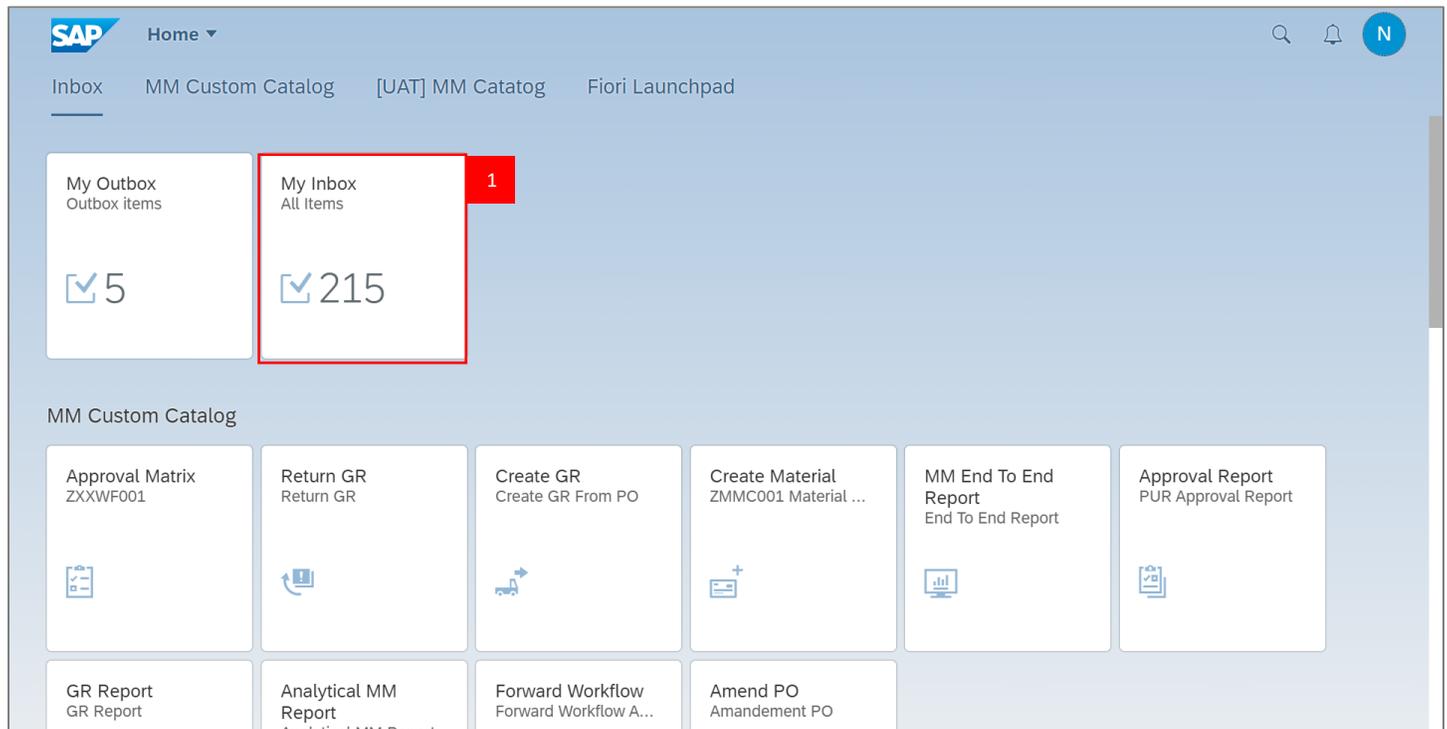
### 4.2.3 Submit Financial Regulation (FR) form for Goods Received

<b>Role</b>	Warehouse Head
<b>Link</b>	SAP FIORI

Once Goods Received have been created in SAP GUI, Warehouse Head will proceed to review and submit the Financial Regulation (FR) document in SAP FIORI.

Log into SAP FIORI and proceed with the following steps.

Step 1: Click on **My Inbox**.





Outcome: **My Inbox** page will be displayed.

The screenshot shows the SAP My Inbox interface. The top navigation bar includes the SAP logo, 'My Inbox', and search, notification, and user icons. The main area is divided into a left sidebar and a right main panel. The sidebar shows a list of tasks under 'All Tasks (100)', including 'Approval PO 4500005236', 'Approval GR 5000000341 Year 2024', 'Approval GR 5000000340 Year 2024', and 'Approval GR 5000000339 Year 2024'. The main panel displays details for the selected task 'Std PO f/ NonWarrant' (4500005236). It includes a search bar, a list of icons (info, clipboard, paperclip, link), and sections for 'Basic Data' and 'Delivery and Payment'. The 'Basic Data' section lists: Purchase Order: Std PO f/ NonWarrant (4500005236), Supplier: ABC Sdn Bhd (RC00000318), Created By: NAJIB, Created On: 25.03.2024, and Net Value: 50.00 BND. The 'Delivery and Payment' section lists: Payment Terms: () and Incoterms: -. A 'Recipient' section shows: Company Code: MoFE (Min: Finance & Ec) (SD) and Purchasing Group: BAG.PENTADBIRAN SM (DAA). At the bottom, there are action buttons: Approve, Reject, Show Log, Forward, and a share icon.

Step 2: Input the Goods Received document number in the search bar.

Note: You can either fill in the entire GR Document Number in full, or by utilising the last three or four numbers of the Document Number, i.e. XXXXXXXX151 of Document Number 5000000151

The screenshot shows the SAP My Inbox interface with a search filter applied. The top navigation bar is the same as in the previous screenshot. The sidebar now shows 'All Tasks (1)' with a red box around the number '2' and a search bar containing '5000000151'. The main panel displays details for the selected task 'Approval GR 5000000151 Year 2024'. It includes a search bar, a list of icons (info, clipboard, paperclip, link), and sections for 'Basic Data' and 'Delivery and Payment'. The 'Basic Data' section lists: Purchase Order: Std PO f/ NonWarrant (4500005236), Supplier: ABC Sdn Bhd (RC00000318), Created By: NAJIB, Created On: 25.03.2024, and Net Value: 50.00 BND. The 'Delivery and Payment' section lists: Payment Terms: () and Incoterms: -. A 'Recipient' section shows: Company Code: MoFE (Min: Finance & Ec) (SD) and Purchasing Group: BAG.PENTADBIRAN SM (DAA). At the bottom, there are action buttons: Approve GR, Reject GR, Show Log, Forward, Open Task, and a share icon.



Step 3: Select the Goods Received document.

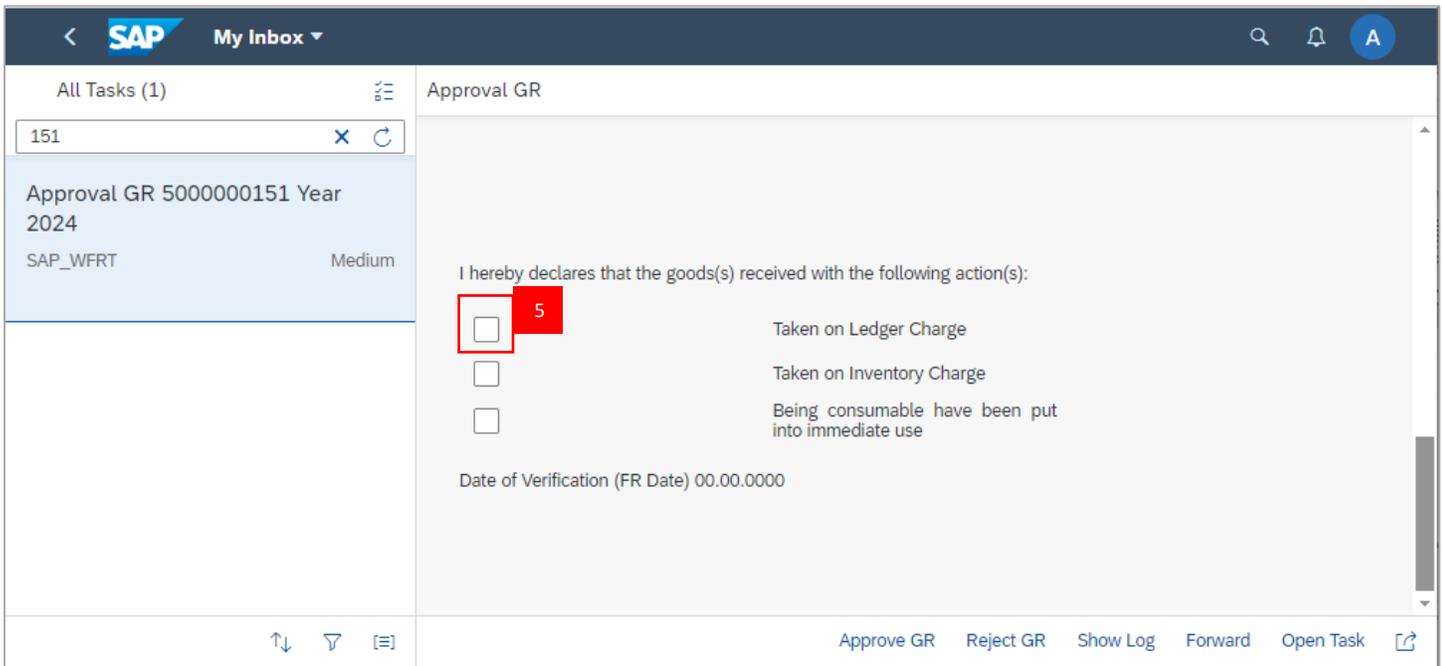
The screenshot shows the SAP My Inbox interface. On the left, under 'All Tasks (1)', a search field contains '5000000151' with a red '3' above it. Below the search field, a task card is highlighted with a red border. The card displays: 'Approval GR 5000000151 Year 2024', 'SAP\_WFRT', and 'Medium'. On the right, the main view shows the details for 'Approval GR 5000000151 Year 2024', including 'SAP\_WFRT', 'Status: Ready', 'Priority: Medium', and 'Created on Jun 7, 2024, 12:17 AM'. Below the details are icons for information, calendar, and attachments.

Step 4: Check detailed information provided in the document.

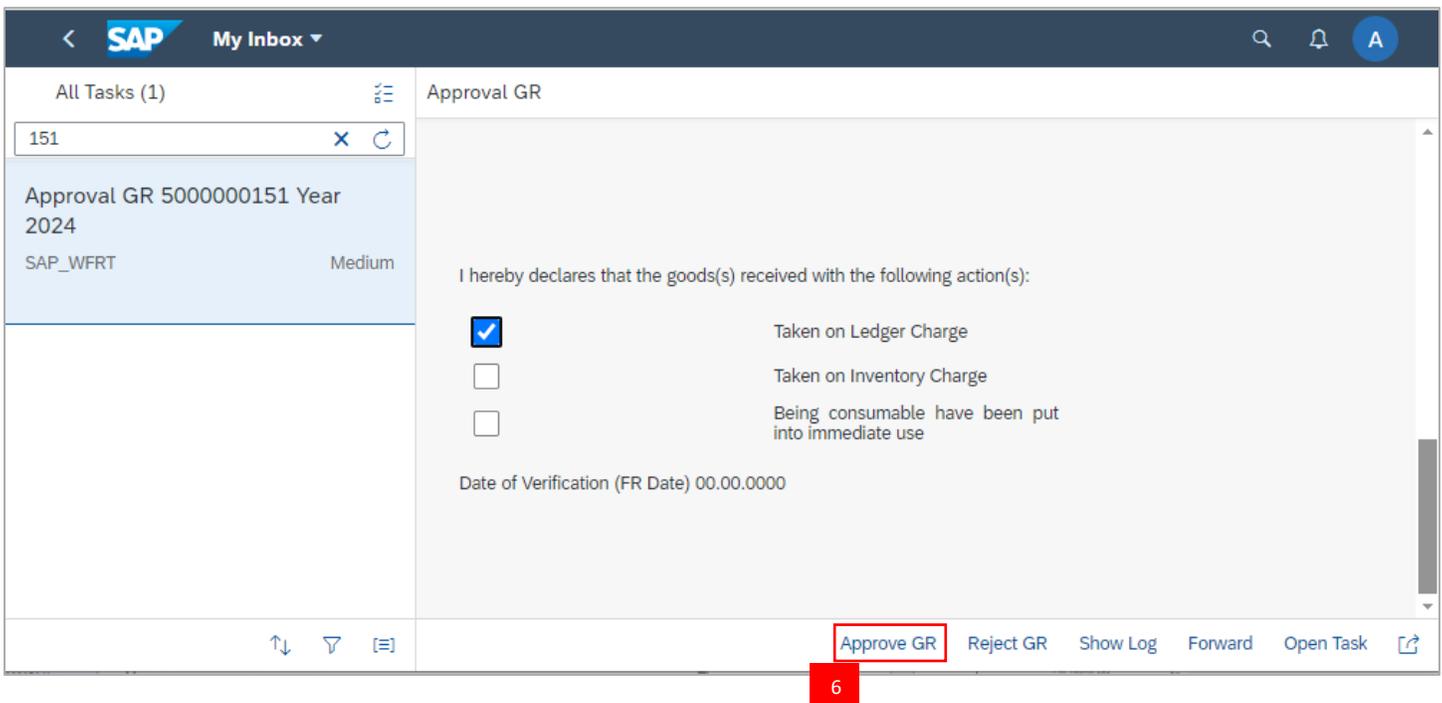
The screenshot shows the detailed view of the task 'Approval GR 5000000151 Year 2024'. The left sidebar shows the task card with a search field containing '151'. The main view displays the task details, including 'SAP\_WFRT', 'Status: Ready', 'Priority: Medium', and 'Created on Jun 7, 2024, 12:17 AM'. Below the details are icons for information, calendar, and attachments. A red box highlights the document details section, which includes: 'Received By : NAJIB - NAJIB', 'GR Create At : 07.06.2024 - 00:17:38', 'Purchase Order : Std PO f/ NonWarrant ( 4500000319 )', 'Company : SD - MoFE (Min: Finance & Ec)', 'Purc Group : DAA', 'PO Creator : ALIF - ALIF', 'PO Create At : 07.06.2024', and 'Supplier : RC0000011 - TEST INTEGRATION\_11'. Below this, a table shows: 'Material 000000003000000020', 'Short Text AA Battery', 'Batch', 'Price 500.00 BND', and 'Quantity 10.000 ST'. A red '4' is in the top right corner of the document details section. At the bottom, there are navigation buttons: 'Approve GR', 'Reject GR', 'Show Log', 'Forward', and 'Open Task'.



Step 5: Scroll Down and click on  of “Taken on Ledger Charge” to check the document.



Step 6: Click on **Approve GR** to approve the Goods Received.



Outcome: **Submit Decision** pop-up will be displayed.



Step 7: Input message in the **Decision Note** field (Optional).

Submit Decision

You selected "Approve GR".

Decision Note:

Proceed to payment

7

Submit Cancel

Step 8: Click on 

Submit Decision

You selected "Approve GR".

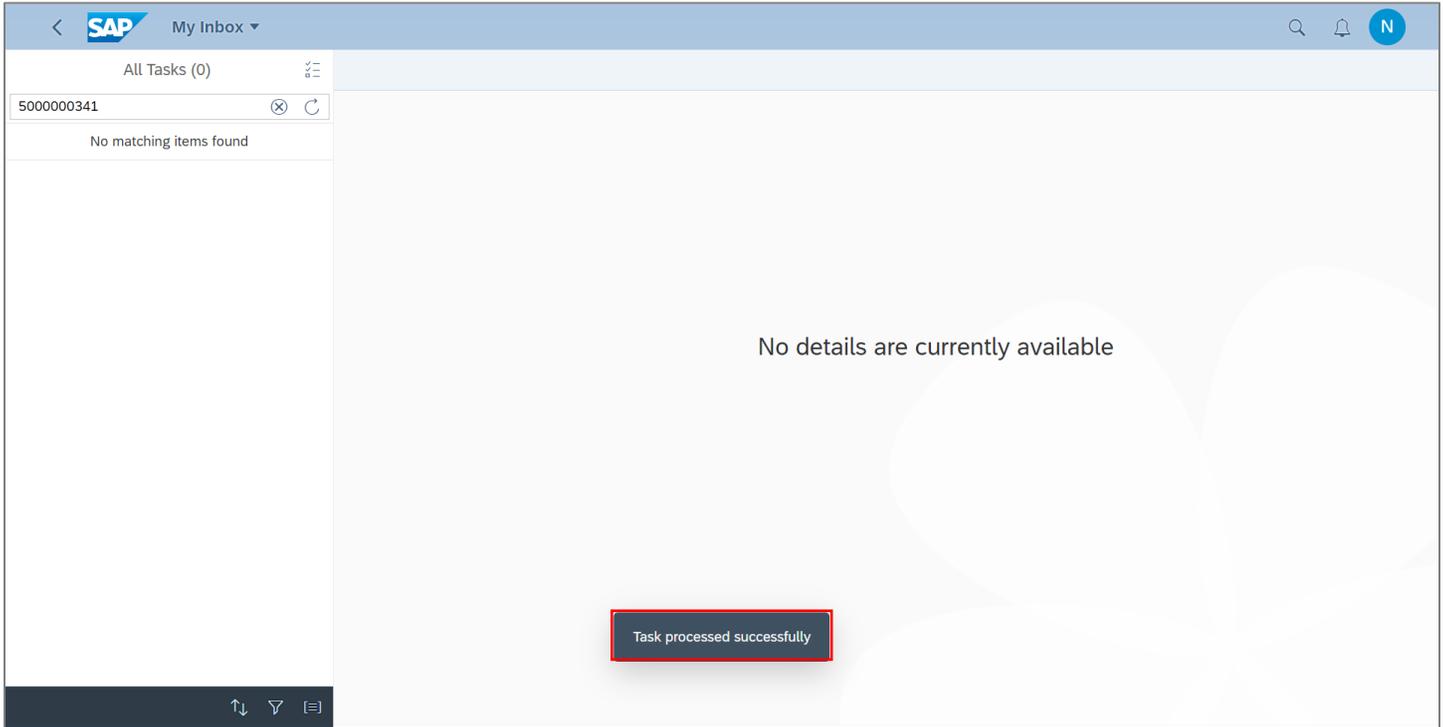
Decision Note:

Proceed to payment

8 Submit Cancel



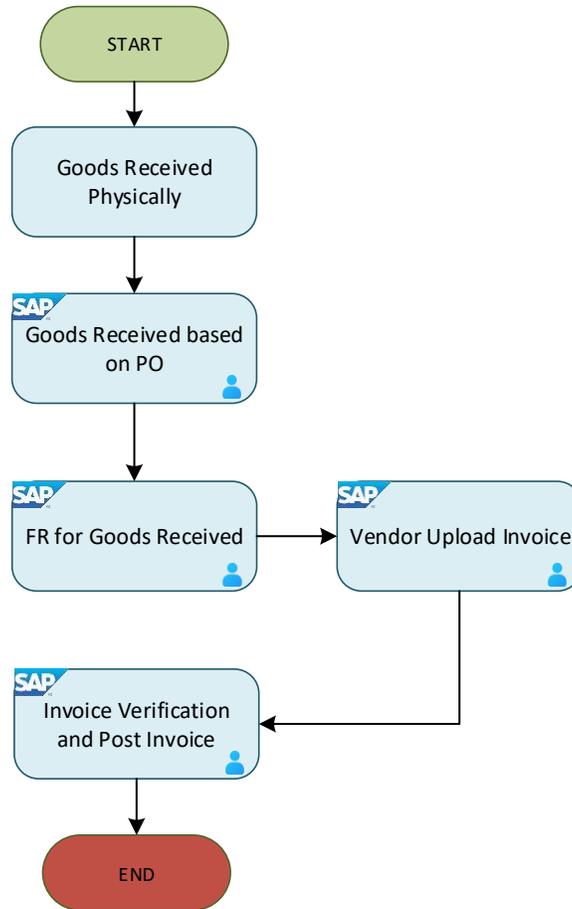
Outcome: **Task processes successfully** message will appear, and the item will disappear from **My Inbox**, and display at the **My Outbox**.





**4.3 Goods Received for Material Stock Non-Valuated**

Goods Received for Material Stock Non-Valuated Process Flow



Below are the activities that can be executed for Goods Received for Material Stock Non-Valuated.

NO.	ACTIVITIES
1	Goods Received based on Purchase Order (PO)
2	Submit Financial Regulation (FR) form for Goods Received



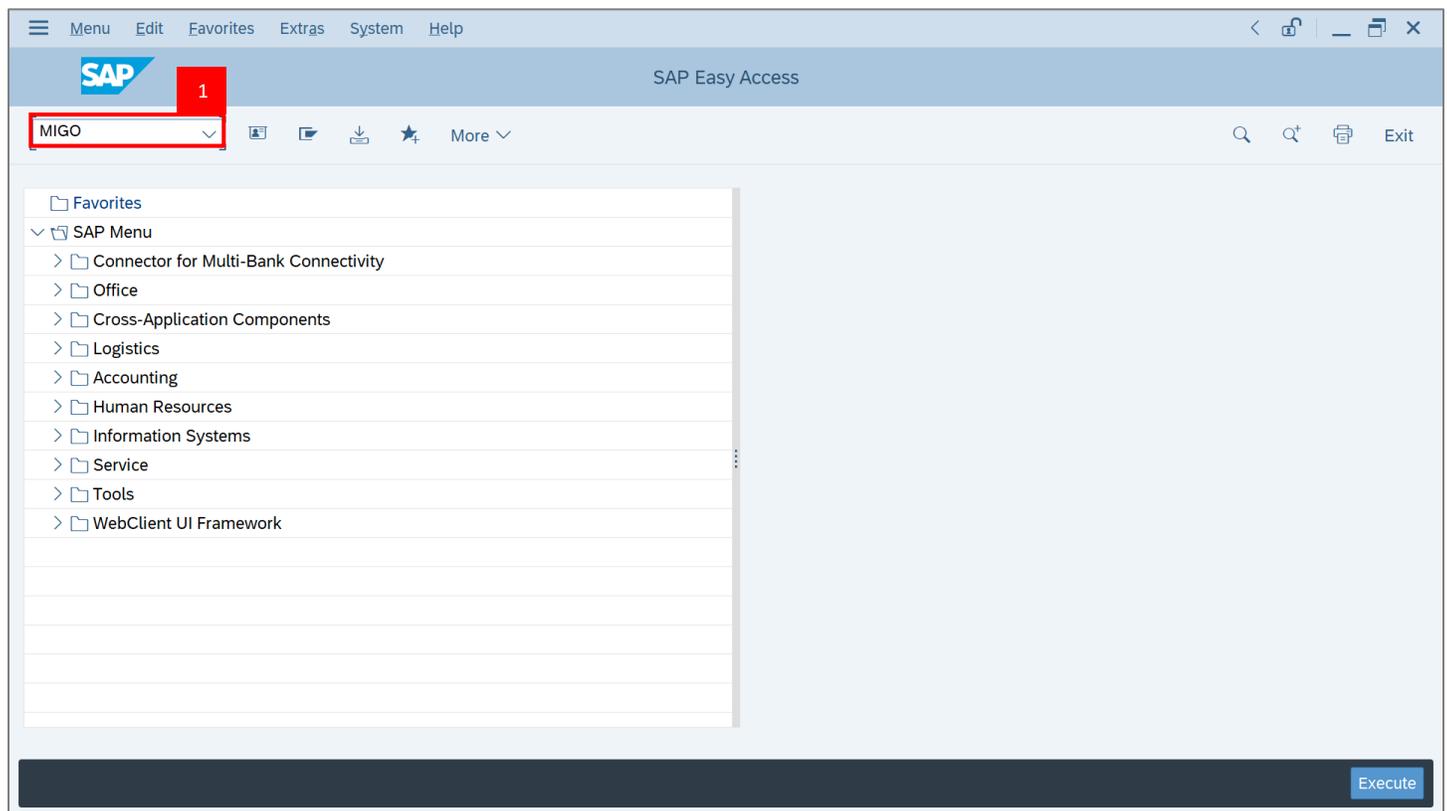
### 4.3.1 Goods Received based on PO

Once the vendor has delivered the item physically, Receiver will proceed to record Goods Received in the SAP GUI.

<b>Role</b>	Warehouse Staff
<b>Transaction Code</b>	MIGO

Log into SAP GUI and proceed with the following steps.

Step 1: Enter the Transaction Code **MIGO** in SAP Menu. Then press **Enter** on the keyboard.







Step 3: Select **R01 Purchase Order** from the dropdown menu for reference document.

A01 Goods Receipt | R01 Purchase Order | GR goo

General Vendor

Document Date: 28.03.2024  
 Posting Date: 28.03.2024

1 Individual

Delivery Note:   
 Bill of Lading:  HeaderText:

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Seg

Step 4: Input the **Purchase Order** number in the following field.

A01 Goods Receipt | R01 Purchase Order | 4500005264 | GR into blocked stck

General Vendor

Document Date: 28.03.2024  
 Posting Date: 28.03.2024

1 Individual Slip

Delivery Note:   
 Bill of Lading:  HeaderText:

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Segment	Batch



Step 5: Click on  for the movement type.

Outcome: **Movement Type** pop-up will be displayed.

Step 6: Select movement type **101**.

MvT	S	Text
101		Goods receipt for purchase order into warehouse/stc
102		Goods receipt for purchase order into warehouse - r
103		Goods receipt for purchase order into GR blocked st
104		Goods receipt for purchase order -> GR blkd stock -
105		Release GR blocked stock for warehouse
105	B	Release GR blocked stock for customer stock
106		Release GR blocked stock for warehouse - reversal
106	B	Release GR blocked stock for customer stock - reve
107		Goods receipt to valuated blocked stock

Step 7: Press **Enter** on the keyboard.



Outcome: Purchase order details will be auto populated

Step 8: Tick **Print** Box.

Step 9: Click on  and select **3 Collective Slip**.

Step 10: Press **Enter** on the keyboard.

*Note: Verify all line details and details below.*

1. *Material*
2. *Quantity*

Mat. Short Text	W OK	Qty in UnE
Ms Headset	<input type="checkbox"/>	10

3. *Purchase Order Number*
4. *Requisitioner*

Material	Quantity	Where	Purchase Order Data
			Purchase order: 4500005264 10
			"Del.Completed" Ind.: 1 Set automaticall
			Requisitioner: Ali



Step 11: Under **Where** tab, fill in the **Storage Location** field.

Quantity	Where	Purchase Order Data	Partner	Account Assignment	
Movement type:	101	<input type="checkbox"/>	+	GR for acct assgmt	Stock typ
Plant:	KEMENTERIAN KEWANGAN & EKONOMI	D010			
Storage location:	D001				
Goods Recipient:	<input type="text"/>				
Unloading Point:	<input type="text"/>				
Text:	<input type="text"/>				

Step 12 : Under **Where** tab, fill in the **Goods Recipient** field.

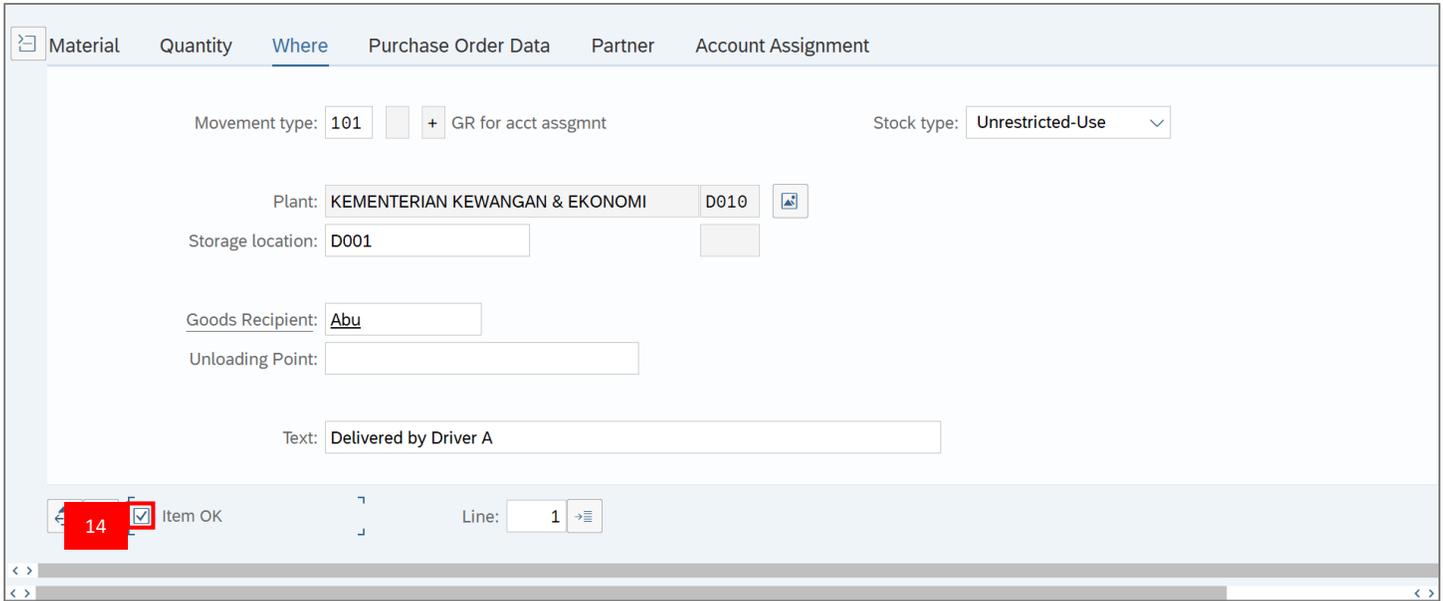
Quantity	Where	Purchase Order Data	Partner	Account Assignment	
Movement type:	101	<input type="checkbox"/>	+	GR for acct assgmt	Stock typ
Plant:	KEMENTERIAN KEWANGAN & EKONOMI	D010			
Storage location:	D001				
Goods Recipient:	Abu				
Unloading Point:	<input type="text"/>				
Text:	<input type="text"/>				

Step 13: Under **Where** tab, fill in the **Text** field (Optional).

Quantity	Where	Purchase Order Data	Partner	Account Assignment	
Movement type:	101	<input type="checkbox"/>	+	GR for acct assgmt	Stock typ
Plant:	KEMENTERIAN KEWANGAN & EKONOMI	D010			
Storage location:	D001				
Goods Recipient:	Abu				
Unloading Point:	<input type="text"/>				
Text:	Delivered by Driver A				



Step 14: Click on  of **Item OK** to check.



Material    Quantity    **Where**    Purchase Order Data    Partner    Account Assignment

Movement type: 101    + GR for acct assgmt    Stock type: Unrestricted-Use

Plant: KEMENTERIAN KEWANGAN & EKONOMI    D010

Storage location: D001

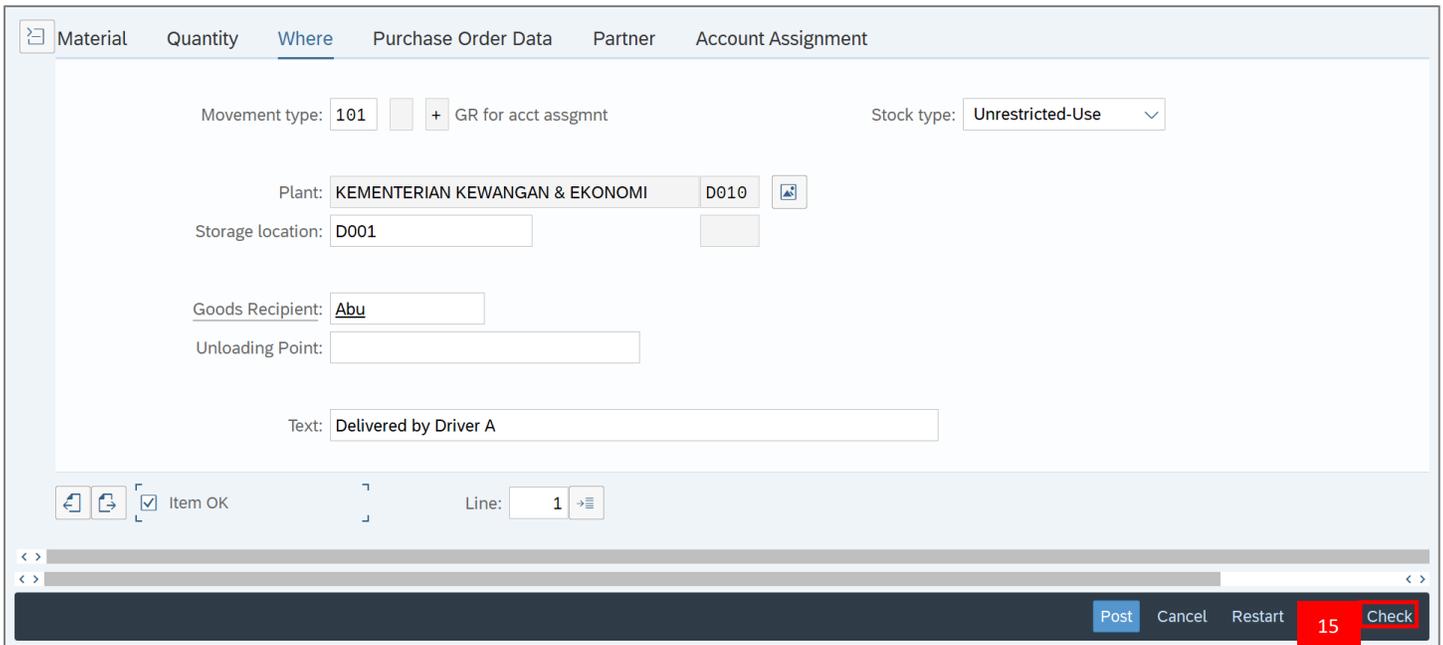
Goods Recipient: Abu

Unloading Point:

Text: Delivered by Driver A

 Item OK    Line: 1

Step 15: Click on **Check** button.



Material    Quantity    **Where**    Purchase Order Data    Partner    Account Assignment

Movement type: 101    + GR for acct assgmt    Stock type: Unrestricted-Use

Plant: KEMENTERIAN KEWANGAN & EKONOMI    D010

Storage location: D001

Goods Recipient: Abu

Unloading Point:

Text: Delivered by Driver A

 Item OK    Line: 1

Post    Cancel    Restart    **15**    Check



Step 16: Should the message “Document is O.K.” appears, click **Post** to proceed.

Material    Quantity    Where    Purchase Order Data    Partner    Account Assignment

Movement type: 101    + GR for acct assgmt    Stock type: Unrestricted-Use

Plant: KEMENTERIAN KEWANGAN & EKONOMI    D010

Storage location: MOFE    D001

Goods Recipient: Abu

Unloading Point:

Text: Delivered by Driver A

Item OK    Line: 1

Document is O.K. [View details](#)    16    **Post**    Cancel    Restart    Hold    Check

Outcome: Material document created.

Show Overview    More    Find    Exit

Document Date: 28.03.2024    Delivery Note:

Posting Date: 28.03.2024    Bill of Lading:    HeaderText:

1 Individual Slip

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Segment	Batch

Delete    Contents    Distribute Qty

Material    Quantity    Where

Material document 5000000351 posted [View details](#)    Restart    Hold



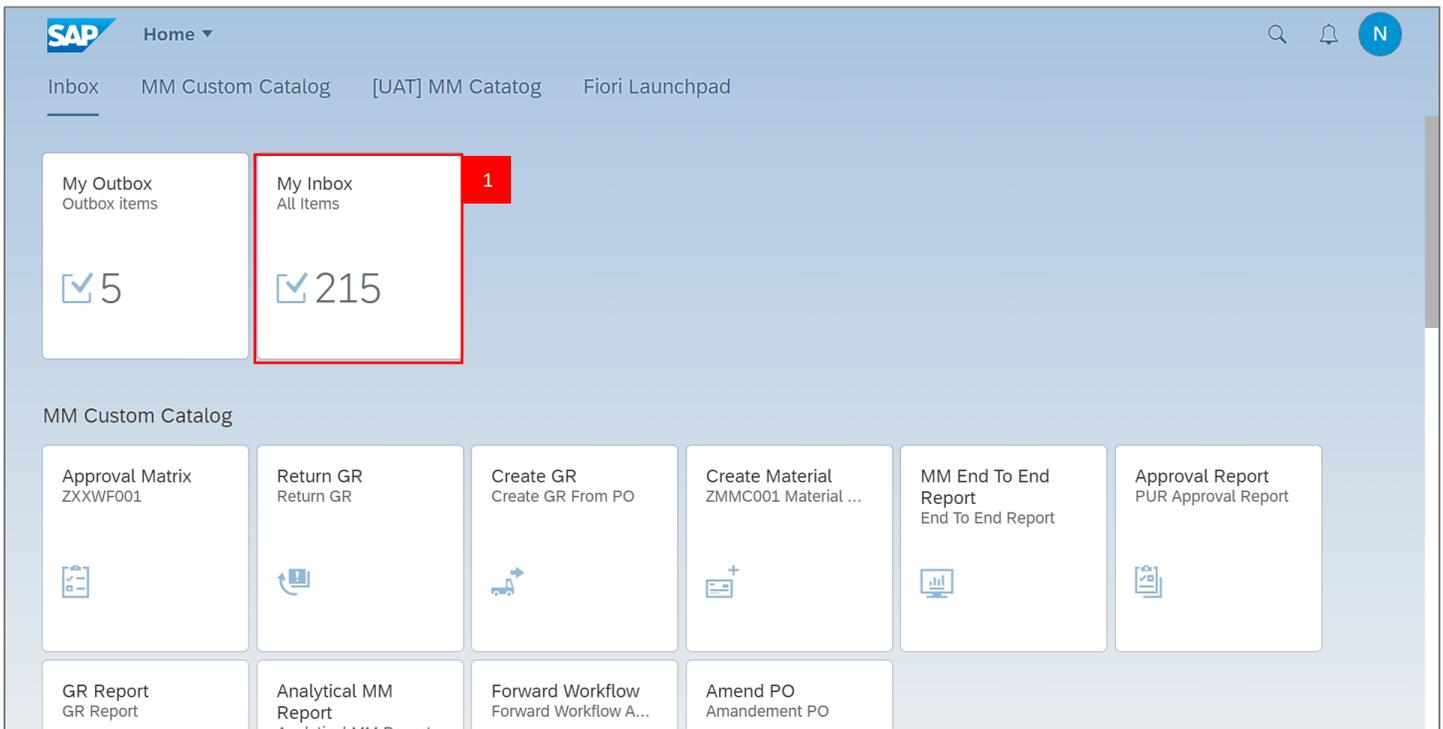
### 4.3.2 Submit Financial Regulation (FR) form for Goods Received

<b>Role</b>	Warehouse Head
<b>Link</b>	SAP FIORI

Once Goods Received have been created in SAP GUI, Warehouse Head will proceed to review and submit the Financial Regulation (FR) document in SAP FIORI.

Log into SAP FIORI and proceed with the following steps.

Step 1: Click on **My Inbox**.





Outcome: **My Inbox** page will be displayed.

The screenshot shows the SAP My Inbox interface. The top navigation bar includes the SAP logo, 'My Inbox', and user initials 'N'. Below the navigation bar, there are two main sections: a task list on the left and a detailed view of a selected task on the right.

**Task List (Left):**

- All Tasks (100)
- Search bar
- Approval PO 4500005236  
BAG.PENTADBIRAN SM  
SAP\_WFRT Medium
- Approval GR 5000000341 Year 2024  
SAP\_WFRT Medium
- Approval GR 5000000340 Year 2024  
SAP\_WFRT Medium
- Approval GR 5000000339 Year 2024

**Task Detail View (Right):**

- Approval PO
- Std PO f/ NonWarrant  
4500005236
- Information icon (i), Checklist icon (0), Attachment icon (0), Link icon (0)
- Basic Data:**
  - Purchase Order: [Std PO f/ NonWarrant \(4500005236\)](#)
  - Supplier: ABC Sdn Bhd (RC00000318)
  - Created By: NAJIB
  - Created On: 25.03.2024
  - Net Value: 50.00 BND
- Delivery and Payment:**
  - Payment Terms: ()
  - Incoterms: -
  - Incoterms (Part 2): -
- Recipient:**
  - Company Code: MoFE (Min: Finance & Ec) (SD)
  - Purchasing Group: BAG.PENTADBIRAN SM (DAA)
- Bottom actions: Approve, Reject, Show Log, Forward

Step 2: Input the Goods Received document number in the search bar.

Note: You can either fill in the entire GR Document Number in full, or by utilising the last three or four numbers of the Document Number, i.e. XXXXXXX151 of Document Number 5000000151

The screenshot shows the SAP My Inbox interface with a search filter applied. The top navigation bar includes the SAP logo, 'My Inbox', and user initials 'A'. Below the navigation bar, there are two main sections: a task list on the left and a detailed view of a selected task on the right.

**Task List (Left):**

- All Tasks (1)
- Search bar containing '5000000151' with a red highlight and a search icon
- Approval GR 5000000151 Year 2024  
SAP\_WFRT Medium

**Task Detail View (Right):**

- Approval GR
- Approval GR 5000000151 Year 2024
- SAP\_WFRT
- Status: Ready
- Priority: Medium
- Created on Jun 7, 2024, 12:17 AM
- Information icon (i), Checklist icon (0), Attachment icon (0), Link icon (0)
- Bottom actions: Approve GR, Reject GR, Show Log, Forward, Open Task



Step 3: Select the Goods Received document.

The screenshot shows the SAP My Inbox interface. On the left, under 'All Tasks (1)', a task card is highlighted with a red border. The card contains the text: 'Approval GR 5000000151 Year 2024', 'SAP\_WFRT', and 'Medium'. Above the card, a search bar contains the text '5000000151', and a red box with the number '3' is positioned over it. The main area of the inbox displays the details for the selected task: 'Approval GR 5000000151 Year 2024', 'SAP\_WFRT', 'Status: Ready', 'Priority: Medium', and 'Created on Jun 7, 2024, 12:17 AM'. Below the details are icons for information, list, attachments, and links.

Step 4: Check detailed information provided in the document.

The screenshot shows the SAP My Inbox interface with the task card expanded to show detailed information. A red box with the number '4' highlights the detailed data fields. The details include: 'Received By : NAJIB - NAJIB', 'GR Create At : 07.06.2024 - 00:17:38', 'Purchase Order : Std PO f/ NonWarrant ( 4500000319 )', 'Company : SD - MoFE (Min: Finance & Ec)', 'Purc Group : DAA', 'PO Creator : ALIF - ALIF', 'PO Create At : 07.06.2024', and 'Supplier : RC0000011 - TEST INTEGRATION\_11'. Below this, a table lists material details: 'Material 000000003000000020', 'Short Text AA Battery', 'Batch', 'Price 500.00 BND', and 'Quantity 10.000 ST'. At the bottom, there are action buttons: 'Approve GR', 'Reject GR', 'Show Log', 'Forward', and 'Open Task'.



Step 5: Scroll Down and click on  of “Taken on Ledger Charge” to check the document.

All Tasks (1) 151

Approval GR 5000000151 Year 2024  
SAP\_WFRT Medium

I hereby declares that the goods(s) received with the following action(s):

- 5 Taken on Ledger Charge
- Taken on Inventory Charge
- Being consumable have been put into immediate use

Date of Verification (FR Date) 00.00.0000

Approve GR Reject GR Show Log Forward Open Task

Step 6: Click on **Approve GR** to approve the Goods Received.

All Tasks (1) 151

Approval GR 5000000151 Year 2024  
SAP\_WFRT Medium

I hereby declares that the goods(s) received with the following action(s):

- Taken on Ledger Charge
- Taken on Inventory Charge
- Being consumable have been put into immediate use

Date of Verification (FR Date) 00.00.0000

**Approve GR** Reject GR Show Log Forward Open Task

6



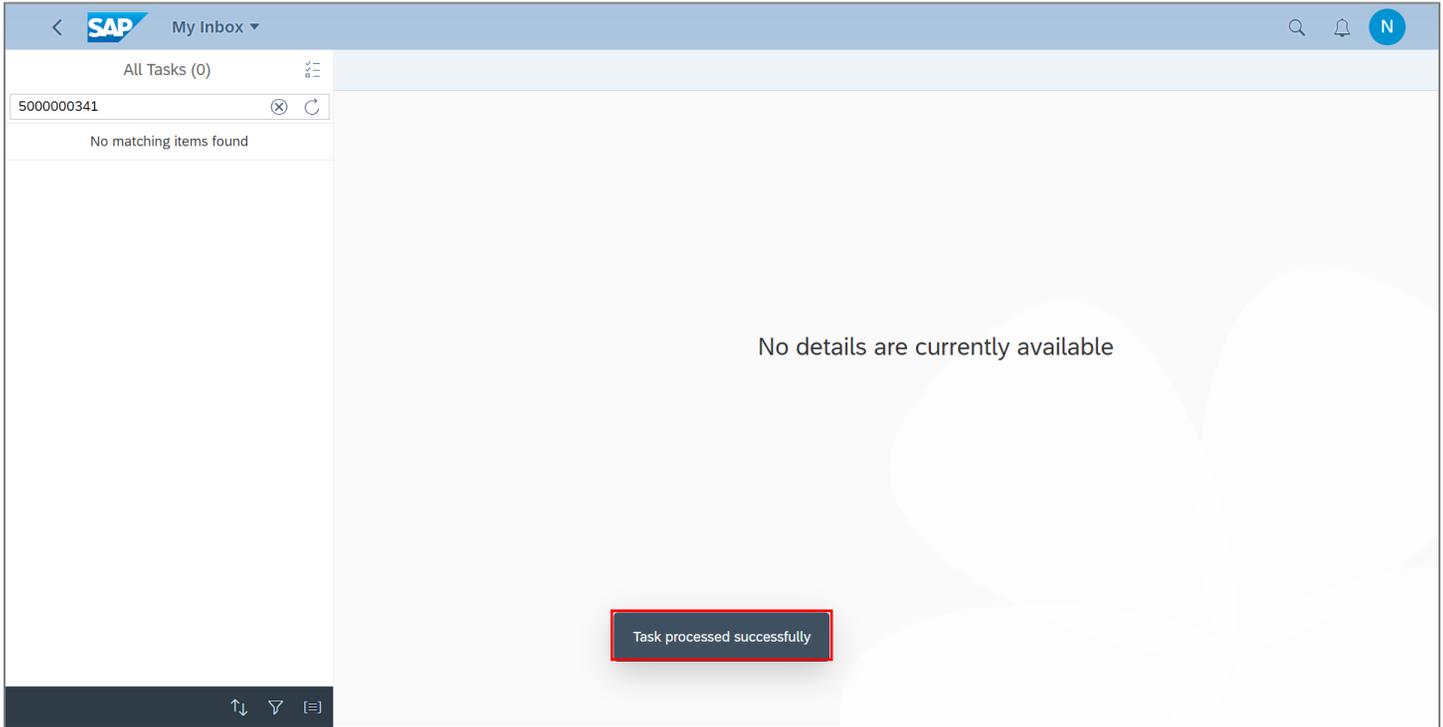
Outcome: **Submit Decision** pop-up will be displayed.

Step 7: Input message in the **Decision Note** field (Optional).

Step 8: Click on 



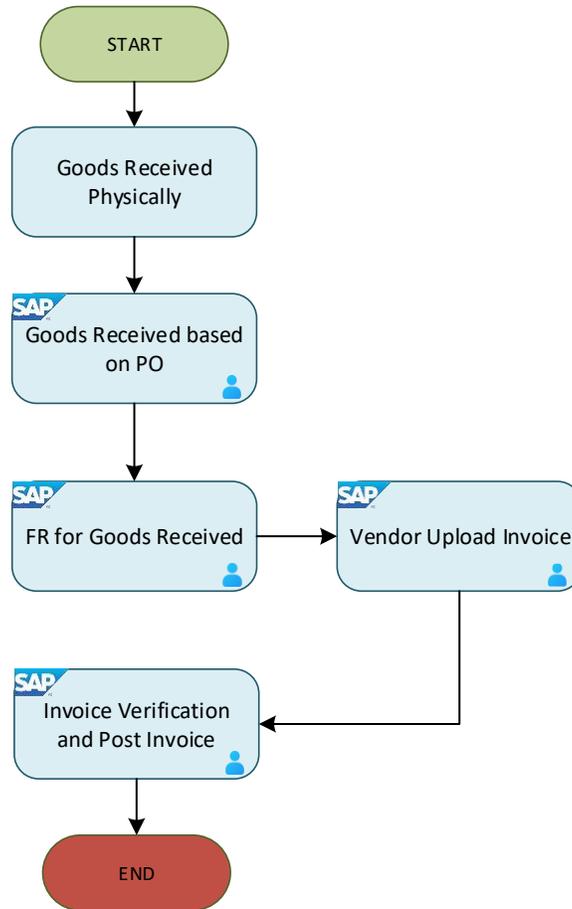
Outcome: **Task processes successfully** message will appear, and the item will disappear from **My Inbox**, and display at the **My Outbox**.





**4.4 Goods Received for Material Non-Stock**

Goods Received for Material Non-Stock Process Flow



Below are the activities that can be executed for Goods Received for Material Stock Non-Valuated.

NO.	ACTIVITIES
1	Goods Received based on Purchase Order (PO)
2	Submit Financial Regulation (FR) form for Goods Received



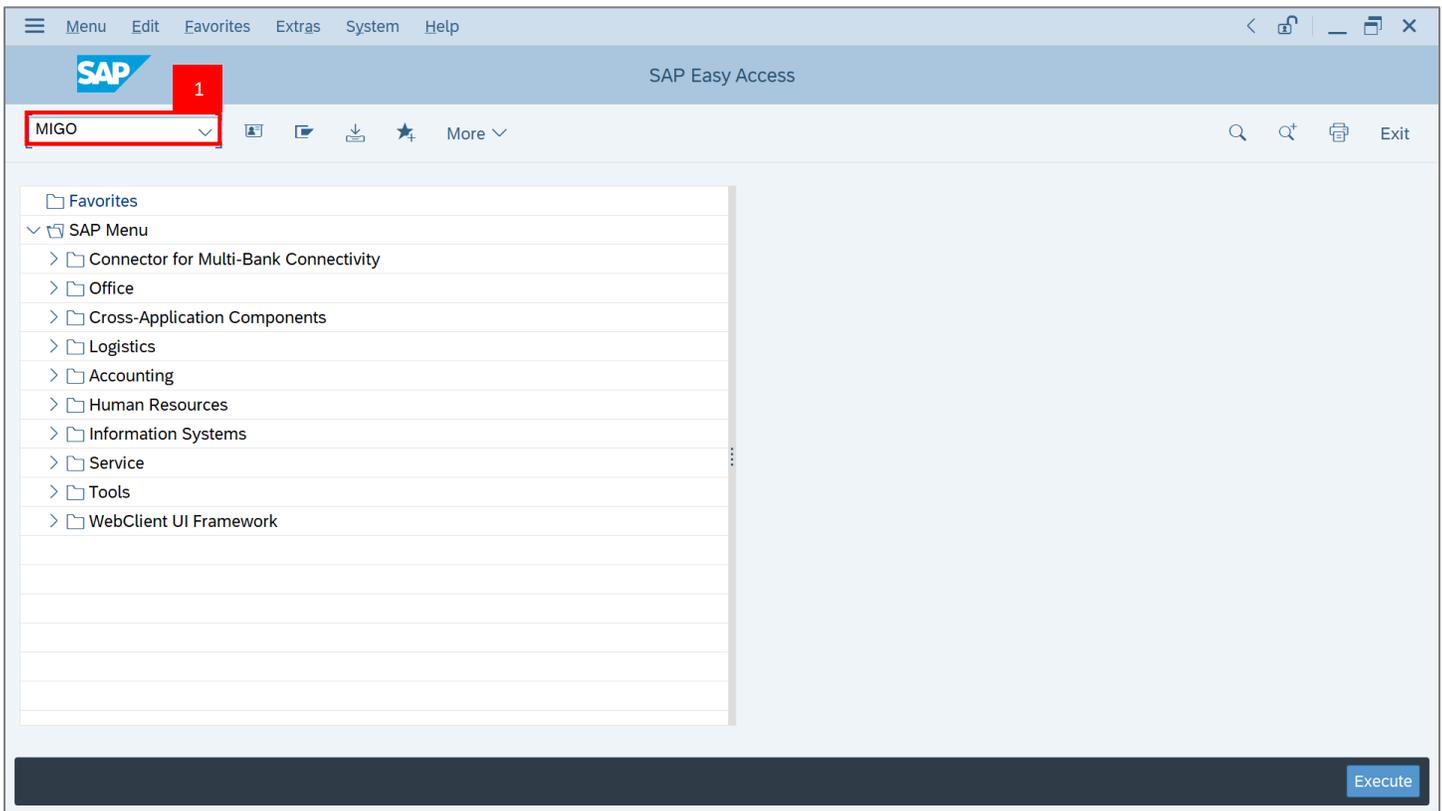
### 4.4.1 Goods Received based on PO

Once the vendor has delivered the item physically, Receiver will proceed to record Goods Received in the SAP GUI.

<b>Role</b>	Warehouse Staff
<b>Transaction Code</b>	MIGO

Log into SAP GUI and proceed with the following steps.

Step 1: Enter the Transaction Code **MIGO** in SAP Menu. Then press **Enter** on the keyboard.





Outcome: **Goods Receipt Purchase Order** page will be displayed.

Step 2: Select **A01 Goods Receipt** from the dropdown menu for event selection.



Step 3: Select **R01 Purchase Order** from the dropdown menu for reference document.

The screenshot shows the SAP MM interface for a Goods Receipt. The 'Reference Document' dropdown menu is open, displaying a list of document types. 'R01 Purchase Order' is highlighted with a red box and a red '3' next to it. Other options include R02 Material Document, R04 Inbound Delivery, R05 Outbound Delivery, R06 Transport, R07 Transport ID Code, R08 Order, R09 Reservation, and R10 Other. The 'A01 Goods Receipt' dropdown is also visible, and the 'Vendor' tab is selected.

Step 4: Input the **Purchase Order** number in the following field.

The screenshot shows the SAP MM interface with the reference document number '4500005234' entered in the 'Reference Document' field. The number is highlighted with a red box and a red '4' next to it. The 'A01 Goods Receipt' dropdown is still selected. The 'Document Date' and 'Posting Date' are both set to '25.03.2024'. The '1 Individual Slip' checkbox is checked. The 'Vendor' tab is selected, and the 'GR goods receipt' field shows '101'.



Step 5: Click on  for the movement type.

Outcome: **Movement Type** pop-up will be displayed.

Step 6: Select movement type **101**.

Step 7: Press **Enter** on the keyboard.



Outcome: Purchase order details will be auto populated

Step 8: Tick **Print** Box.

Step 9: Click on  and select **3 Collective Slip**.

Step 10: Press **Enter** on the keyboard.

*Note: Verify all line details and details below.*

1. *Material*
2. *Quantity*

Mat. Short Text	W OK	Qty in UnE
A4 paper	<input type="checkbox"/>	10

3. *Purchase Order Number*
4. *Requisitioner*



Step 11: Under **Where** tab, fill in the **Goods Recipient** field.

The screenshot shows the 'Where' tab of the SAP MM interface. The 'Movement type' is set to 101. The 'Plant' is 'KEMENTERIAN KEWANGAN & EKONOMI' with 'D010' as the storage location. The 'Goods Recipient' field is highlighted with a red box and contains the text 'Abu'. A red box with the number '11' is placed over the 'Goods Recipient' field.

Step 12: Under **Where** tab, fill in the **Text** field (Optional).

The screenshot shows the 'Where' tab of the SAP MM interface. The 'Goods Recipient' field is still 'Abu'. The 'Text' field at the bottom is highlighted with a red box and contains the text 'Delivered by Driver A'. A red box with the number '12' is placed over the 'Text' field.

Step 13: Click on  of **Item OK** to check.

The screenshot shows the 'Where' tab of the SAP MM interface. The 'Text' field now contains 'Delivered by Driver A'. At the bottom left, the 'Item OK' button is highlighted with a red box and a checkmark. A red box with the number '13' is placed over the 'Item OK' button.



Step 14: Click on **Check** button.

Material | Quantity | **Where** | Purchase Order Data | Partner | Account Assignment

Movement type: 101 + GR for acct assgmt Stock type: Unrestricted-Use

Plant: KEMENTERIAN KEWANGAN & EKONOMI D010

Goods Recipient: Abu

Unloading Point:

Text: Delivered by Driver A

Item OK Line: 1

Post Cancel Restart **14** Check

Step 15: Should the message “Document is O.K.” appears, click **Post** to proceed.

Material | Quantity | **Where** | Purchase Order Data | Partner | Account Assignment

Movement type: 101 + GR for acct assgmt Stock type: Unrestricted-Use

Plant: KEMENTERIAN KEWANGAN & EKONOMI D010

Goods Recipient: Abu

Unloading Point:

Text: Delivered by Driver A

Item OK Line: 1

Document is O.K. [View details](#)

**15** Post Cancel Restart Hold Check





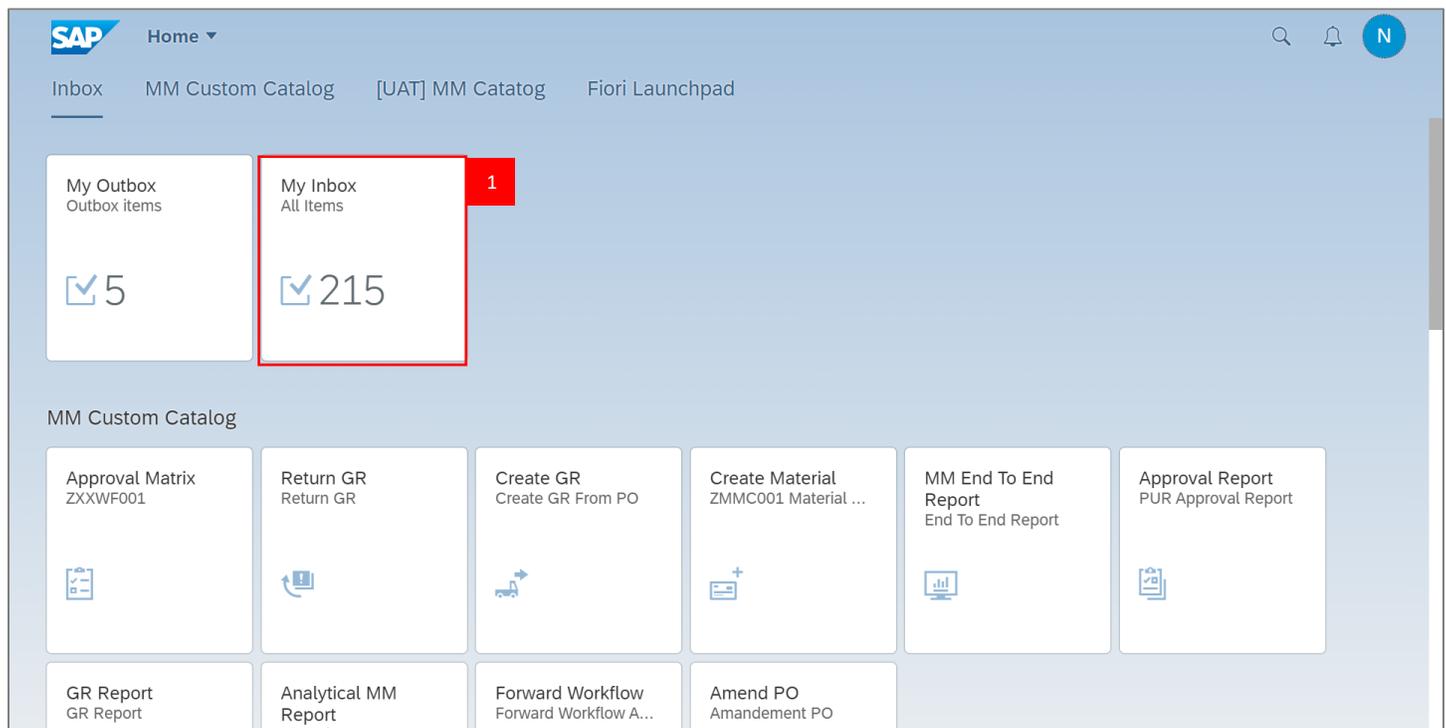
## 4.4.2 Submit Financial Regulation (FR) form for Goods Received

<b>Role</b>	Warehouse Head
<b>Link</b>	SAP FIORI

Once Goods Received have been created in SAP GUI, Warehouse Head will proceed to review and submit the Financial Regulation (FR) document in SAP FIORI.

Log into SAP FIORI and proceed with the following steps.

Step 1: Click on **My Inbox**.





Outcome: **My Inbox** page will be displayed.

The screenshot shows the SAP My Inbox interface. The top navigation bar includes the SAP logo, 'My Inbox', and search, notification, and user icons. Below the navigation bar, there are two main sections: a task list on the left and a task details view on the right.

**Task List (Left):**

- All Tasks (100)
- Search bar with a magnifying glass icon.
- Task 1: Approval PO 4500005236, BAG.PENTADBIRAN SM, SAP\_WFRT, Medium priority.
- Task 2: Approval GR 5000000341 Year 2024, SAP\_WFRT, Medium priority.
- Task 3: Approval GR 5000000340 Year 2024, SAP\_WFRT, Medium priority.
- Task 4: Approval GR 5000000339 Year 2024, SAP\_WFRT, Medium priority.

**Task Details (Right):**

- Header: Approval PO
- Title: Std PO f/ NonWarrant
- ID: 4500005236
- Icons: Information (i), Clipboard (0), Paperclip (0), Link (0).
- Basic Data:**
  - Purchase Order: Std PO f/ NonWarrant (4500005236)
  - Supplier: ABC Sdn Bhd (RC00000318)
  - Created By: NAJIB
  - Created On: 25.03.2024
  - Net Value: 50.00 BND
- Delivery and Payment:**
  - Payment Terms: ()
  - Incoterms: -
  - Incoterms (Part 2): -
- Recipient:**
  - Company Code: MoFE (Min: Finance & Ec) (SD)
  - Purchasing Group: BAG.PENTADBIRAN SM (DAA)
- Bottom actions: Approve, Reject, Show Log, Forward.

Step 2: Input the Goods Received document number in the search bar.

Note: You can either fill in the entire GR Document Number in full, or by utilising the last three or four numbers of the Document Number, i.e. XXXXXXX151 of Document Number 5000000151

The screenshot shows the SAP My Inbox interface after a search. The top navigation bar is similar to the previous screenshot, but the user icon shows 'A'.

**Task List (Left):**

- All Tasks (1) with a red box containing the number '2'.
- Search bar containing '5000000151' with a red border and a magnifying glass icon.
- Task: Approval GR 5000000151 Year 2024, SAP\_WFRT, Medium priority.

**Task Details (Right):**

- Header: Approval GR
- Title: Approval GR 5000000151 Year 2024
- ID: SAP\_WFRT
- Status: Ready
- Priority: Medium
- Created on Jun 7, 2024, 12:17 AM
- Icons: Information (i), Clipboard (0), Paperclip (0), Link (0).
- Bottom actions: Approve GR, Reject GR, Show Log, Forward, Open Task.



Step 3: Select the Goods Received document.

The screenshot shows the SAP My Inbox interface. On the left, under 'All Tasks (1)', a task card is highlighted with a red border. The card contains the text: 'Approval GR 5000000151 Year 2024', 'SAP\_WFRT', and 'Medium'. A red box with the number '3' is positioned in the top right corner of the task card. The main area of the screen displays the details for 'Approval GR 5000000151 Year 2024', including the status 'Ready' and priority 'Medium', and the creation date 'Jun 7, 2024, 12:17 AM'. Below the details are icons for information, calendar, and attachments.

Step 4: Check detailed information provided in the document.

The screenshot shows the detailed view of the 'Approval GR 5000000151 Year 2024' document. The left sidebar shows the task card. The main area displays the document title, status 'Ready', priority 'Medium', and creation date 'Jun 7, 2024, 12:17 AM'. Below this are icons for information, calendar, and attachments. A red box with the number '4' is positioned in the top right corner of the document details area. The document details include:

- Received By : NAJIB - NAJIB
- GR Create At : 07.06.2024 - 00:17:38
- Purchase Order : Std PO f/ NonWarrant ( 4500000319 )
- Company : SD - MoFE (Min: Finance & Ec)
- Purc Group : DAA
- PO Creator : ALIF - ALIF
- PO Create At : 07.06.2024
- Supplier : RC0000011 - TEST INTEGRATION\_11

At the bottom, there is a table with the following data:

Material	Short Text	Batch	Price	Quantity
000000003000000020	AA Battery		500.00 BND	10.000 ST

At the bottom right, there are buttons for 'Approve GR', 'Reject GR', 'Show Log', 'Forward', and 'Open Task'.



Step 5: Scroll Down and click on  of “Being Consumable have been put into immediate use” to check the document.

SAP My Inbox

All Tasks (1)

151

Approval GR 5000000151 Year 2024

SAP\_WFRT Medium

Approval GR

I hereby declares that the goods(s) received with the following action(s):

- Taken on Ledger Charge
- Taken on Inventory Charge
- Being consumable have been put into immediate use

Date of Verification (FR Date) 00.00.0000

Approve GR Reject GR Show Log Forward Open Task

Step 6: Click on **Approve GR** to approve the Goods Received.

SAP My Inbox

All Tasks (1)

151

Approval GR 5000000151 Year 2024

SAP\_WFRT Medium

Approval GR

I hereby declares that the goods(s) received with the following action(s):

- Taken on Ledger Charge
- Taken on Inventory Charge
- Being consumable have been put into immediate use

Date of Verification (FR Date) 00.00.0000

Approve GR Reject GR Show Log Forward Open Task



Outcome: **Submit Decision** pop-up will be displayed.

Step 7: Input message in the **Decision Note** field (Optional).

Submit Decision

You selected "Approve GR".

Decision Note:

Proceed to payment

Submit Cancel

Step 8: Click on 

Submit Decision

You selected "Approve GR".

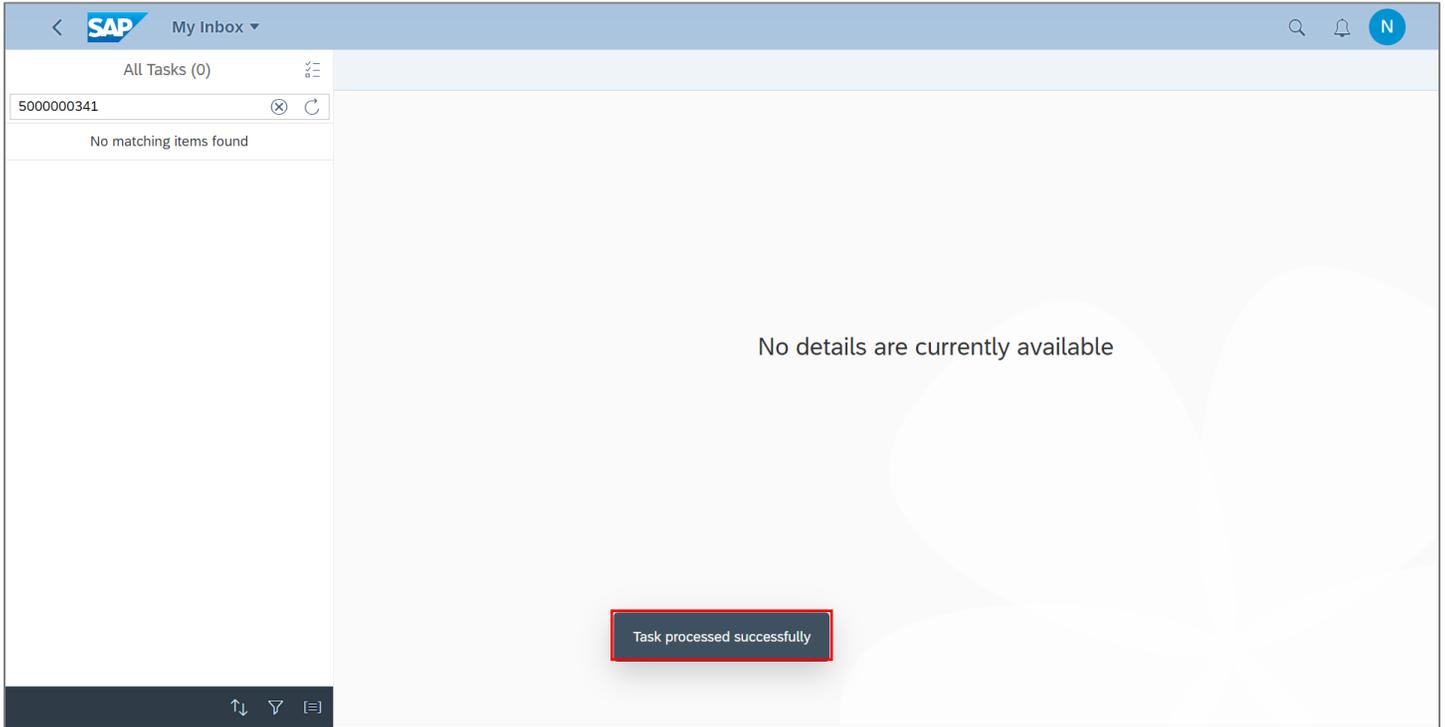
Decision Note:

Proceed to payment

8 Submit Cancel



Outcome: **Task processes successfully** message will appear, and the item will disappear from **My Inbox**, and display at the **My Outbox**.

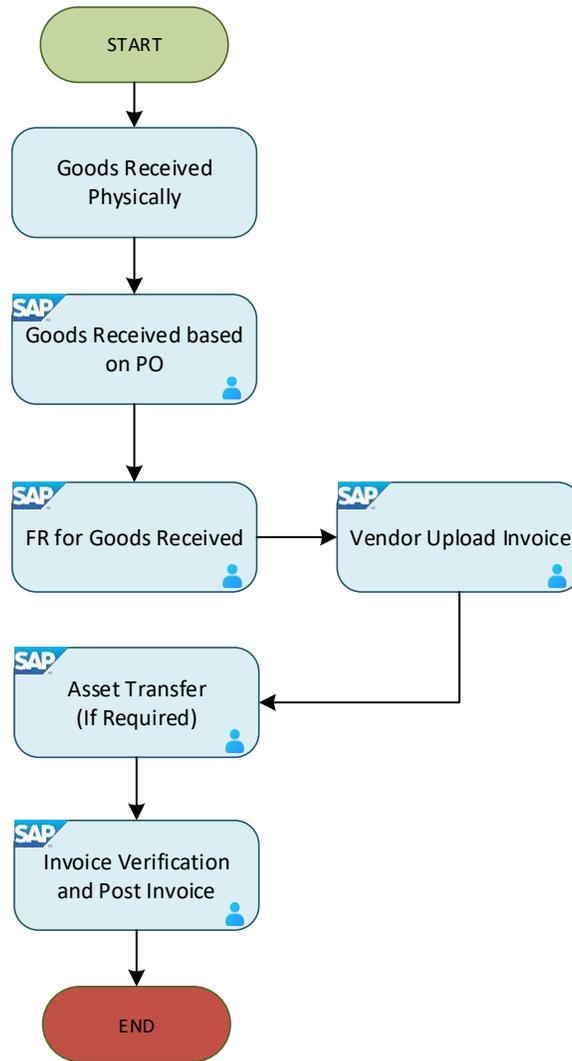






**4.5 Goods Received for Asset**

Goods Received for Asset Process Flow



Below are the activities that can be executed for Goods Received for Asset

NO.	ACTIVITIES
1	Goods Received based on Purchase Order (PO)
2	Submit Financial Regulation (FR) form for Goods Received



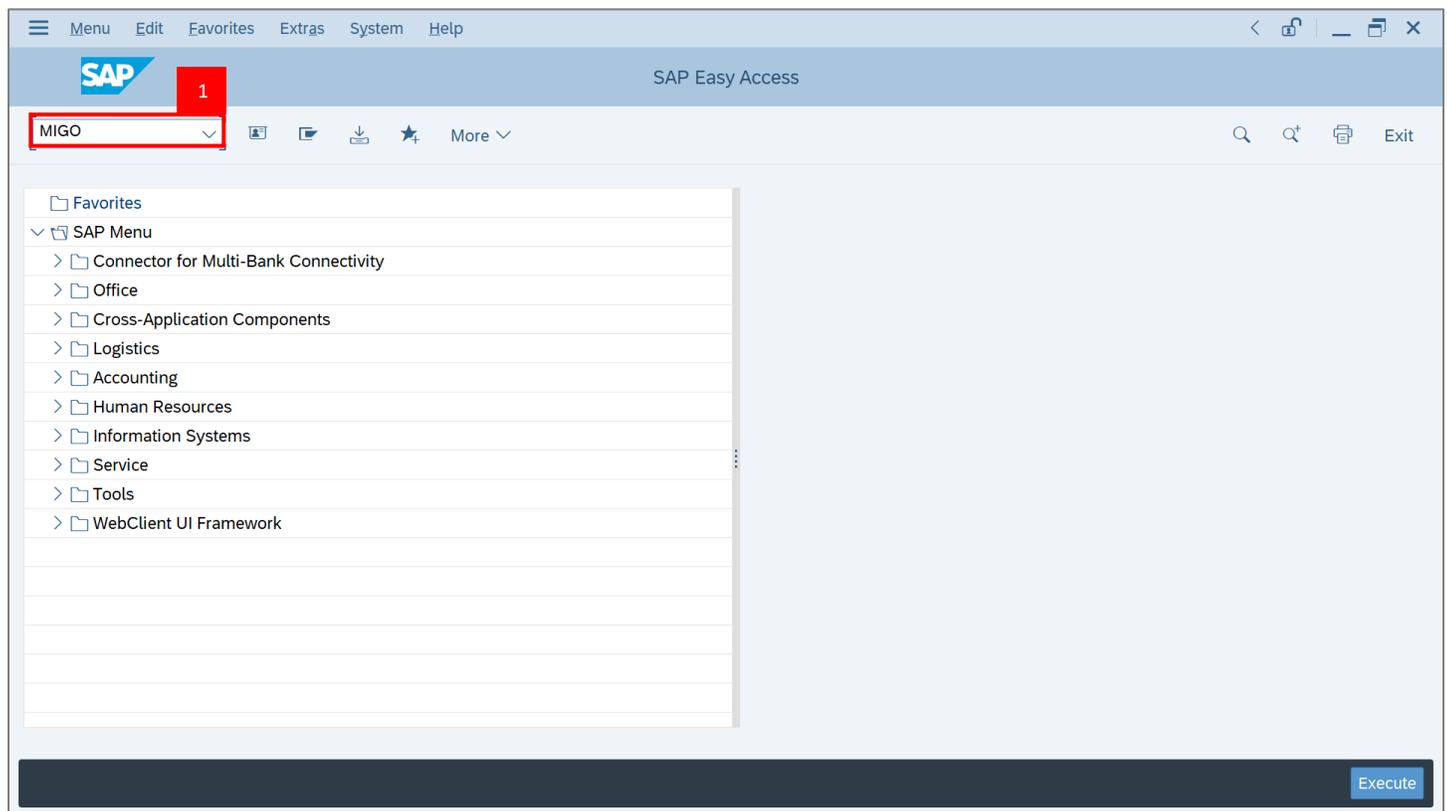
### 4.5.1 Goods Received based on PO

Once the vendor has delivered the item physically, Receiver will proceed to record Goods Received in the SAP GUI.

<b>Role</b>	Warehouse Staff
<b>Transaction Code</b>	MIGO

Log into SAP GUI and proceed with the following steps.

Step 1: Enter the Transaction Code **MIGO** in SAP Menu. Then press **Enter** on the keyboard.







Step 3: Select **R01 Purchase Order** from the dropdown menu for reference document.

The screenshot shows the SAP MM interface for a Goods Receipt. The 'Reference Document' dropdown menu is open, displaying a list of document types. 'R01 Purchase Order' is highlighted with a red box and a red '3' in the corner, indicating it is the selected option. Other options include R02 Material Document, R04 Inbound Delivery, R05 Outbound Delivery, R06 Transport, R07 Transport ID Code, R08 Order, R09 Reservation, and R10 Other. The main form shows 'A01 Goods Receipt' as the document type and 'R01 Purchase Order' as the reference document. The 'Document Date' and 'Posting Date' are both set to 25.03.2024. The '1 Individual' checkbox is checked. The table below the form is empty.

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Seg

Step 4: Input the **Purchase Order** number in the following field.

The screenshot shows the SAP MM interface with the 'Reference Document' field now containing the number '4500005235'. The 'Document Date' and 'Posting Date' are both set to 25.03.2024. The '1 Individual Slip' checkbox is checked. The table below the form is empty.

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Segment	Batch



Step 5: Click on  for the movement type.

Outcome: **Movement Type** pop-up will be displayed.

Step 6: Select movement type **101**.

MvT	S	Text
101	6	Goods receipt for purchase order into warehouse/stc
102		Goods receipt for purchase order into warehouse - r
103		Goods receipt for purchase order into GR blocked st
104		Goods receipt for purchase order -> GR blkd stock -
105		Release GR blocked stock for warehouse
105	B	Release GR blocked stock for customer stock
106		Release GR blocked stock for warehouse - reversal
106	B	Release GR blocked stock for customer stock - reve
107		Goods receipt to valuated blocked stock

Step 7: Press **Enter** on the keyboard.



Outcome: Purchase order details will be auto populated

Step 8: Tick **Print** Box.

Step 9: Click on and select **3 Collective Slip**.

Step 10: Press **Enter** on the keyboard.

*Note: Verify all line details and details below.*

1. *Material*
2. *Quantity*

Mat. Short Text	W OK	Qty in UnE
Office Furniture	<input type="checkbox"/>	10

3. *Purchase Order Number*
4. *Requisitioner*



Step 11: Under **Where** tab, fill in the **Goods Recipient** field.

The screenshot shows the 'Where' tab of the SAP MM interface. The 'Movement type' is set to 101 with a '+ GR for asset' option. The 'Plant' is 'KEMENTERIAN KEWANGAN & EKONOMI' with 'D010' as the storage location. The 'Goods Recipient' field is filled with 'Abu' and is highlighted with a red box and the number 11. The 'Unloading Point' and 'Text' fields are empty.

Step 12: Under **Where** tab, fill in the **Text** field (Optional).

The screenshot shows the 'Where' tab of the SAP MM interface. The 'Movement type' is 101. The 'Plant' is 'KEMENTERIAN KEWANGAN & EKONOMI' with 'D010' as the storage location. The 'Goods Recipient' field is filled with 'Abu'. The 'Text' field is filled with 'Delivered by Driver A' and is highlighted with a red box and the number 12.

Step 13: Click on  of **Item OK** to check.

The screenshot shows the 'Where' tab of the SAP MM interface. The 'Movement type' is 101. The 'Plant' is 'KEMENTERIAN KEWANGAN & EKONOMI' with 'D010' as the storage location. The 'Goods Recipient' field is filled with 'Abu'. The 'Text' field is filled with 'Delivered by Driver A'. The 'Item OK' button is highlighted with a red box and the number 13. The 'Line' field is set to 1.



Step 14: Click on **Check** button.

Material | Quantity | **Where** | Purchase Order Data | Partner | Account Assignment

Movement type: 101 + GR for asset | Stock type: Unrestricted-Use

Plant: KEMENTERIAN KEWANGAN & EKONOMI | D010

Goods Recipient: Abu

Unloading Point:

Text: Delivered by Driver A

Item OK | Line: 1

Post | Cancel | Restart | **14** | **Check**

Step 15: Should the message “Document is O.K.” appears, click **Post** to proceed.

Material | Quantity | **Where** | Purchase Order Data | Partner | Account Assignment

Movement type: 101 + GR for asset | Stock type: Unrestricted-Use

Plant: KEMENTERIAN KEWANGAN & EKONOMI | D010

Goods Recipient: Abu

Unloading Point:

Text: Delivered by Driver A

Item OK | Line: 1

Document is O.K. [View details](#)

**15** | **Post** | Cancel | Restart | Hold | Check





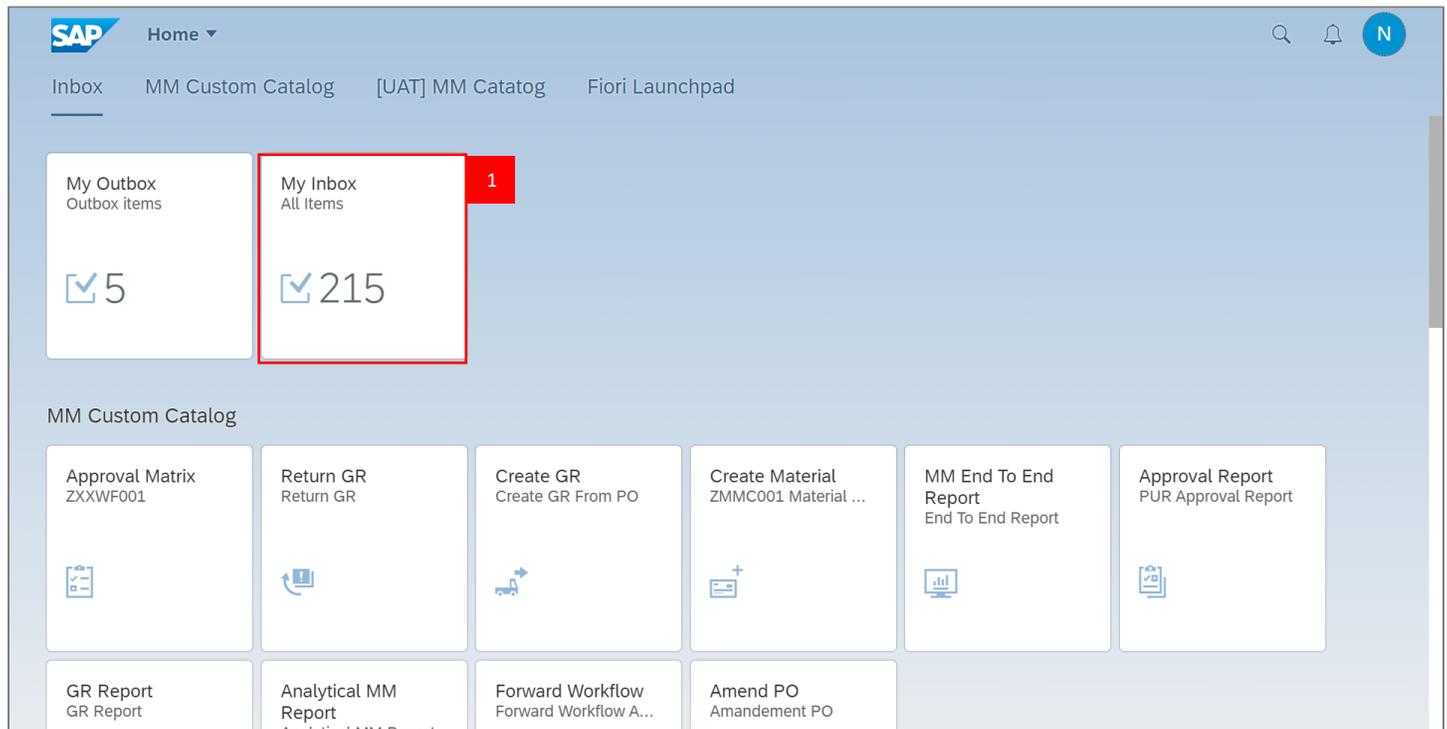
## 4.5.2 Submit Financial Regulation (FR) form for Goods Received

<b>Role</b>	Warehouse Head
<b>Link</b>	SAP FIORI

Once Goods Received have been created in SAP GUI, Warehouse Head will proceed to review and submit the Financial Regulation (FR) document in SAP FIORI.

Log into SAP FIORI and proceed with the following steps.

Step 1: Click on **My Inbox**.





Outcome: **My Inbox** page will be displayed.

The screenshot shows the SAP My Inbox interface. The top navigation bar includes the SAP logo, 'My Inbox', and search, notification, and user icons. The main area is divided into a left sidebar and a right main panel. The sidebar shows a list of tasks under 'All Tasks (100)', including 'Approval PO 4500005236', 'Approval GR 5000000341 Year 2024', 'Approval GR 5000000340 Year 2024', and 'Approval GR 5000000339 Year 2024'. The main panel displays details for the selected 'Approval PO' task, including the title 'Std PO f/ NonWarrant', document number '4500005236', and various icons. Below this, there are sections for 'Basic Data' (Purchase Order, Supplier, Created By, Created On, Net Value) and 'Delivery and Payment' (Payment Terms, Incoterms). A 'Recipient' section is also visible at the bottom.

Step 2: Input the Goods Received document number in the search bar.

Note: You can either fill in the entire GR Document Number in full, or by utilising the last three or four numbers of the Document Number, i.e. XXXXXXX151 of Document Number 5000000151

The screenshot shows the SAP My Inbox interface with a search filter applied. The top navigation bar is similar to the previous screenshot. The sidebar shows 'All Tasks (1)' with a red box containing the number '2'. The search bar in the sidebar contains the text '5000000151'. The main panel displays details for the selected 'Approval GR' task, including the title 'Approval GR 5000000151 Year 2024', document number '5000000151', and status 'Ready'. The task is assigned to 'SAP\_WFRT' and has a 'Medium' priority. It was created on 'Jun 7, 2024, 12:17 AM'. Below the task details, there are icons for information, checklist, attachments, and links. At the bottom, there are buttons for 'Approve GR', 'Reject GR', 'Show Log', 'Forward', and 'Open Task'.



Step 3: Select the Goods Received document.

The screenshot shows the SAP My Inbox interface. On the left, under 'All Tasks (1)', a task card is highlighted with a red border. The card contains the text: 'Approval GR 5000000151 Year 2024', 'SAP\_WFRT', and 'Medium'. Above the search bar in the task list, a red box contains the number '3'. The main view shows the details for 'Approval GR 5000000151 Year 2024', with status 'Ready' and priority 'Medium'. It was created on Jun 7, 2024, at 12:17 AM. Below the title are icons for information, list, attachments, and links.

Step 4: Check detailed information provided in the document.

The screenshot shows the detailed view of the 'Approval GR 5000000151 Year 2024' document. A red box highlights the detailed information section, which includes the following data:

Received By	: NAJIB - NAJIB
GR Create At	: 07.06.2024 - 00:17:38
Purchase Order	: Std PO f/ NonWarrant ( 4500000319 )
Company	: SD - MoFE (Min: Finance & Ec)
Purc Group	: DAA
PO Creator	: ALIF - ALIF
PO Create At	: 07.06.2024
Supplier	: RC0000011 - TEST INTEGRATION_11

Below this section is a table with the following data:

Material	Short Text	Batch	Price	Quantity
000000003000000020	AA Battery		500.00 BND	10.000 ST

A red box with the number '4' is placed above the detailed information section. At the bottom of the document view, there are action buttons: 'Approve GR', 'Reject GR', 'Show Log', 'Forward', and 'Open Task'.



Step 5: Scroll Down and click on  of “Taken on Inventory Charge” to check the document.

All Tasks (1) 151

Approval GR 5000000151 Year 2024  
SAP\_WFRT Medium

I hereby declares that the goods(s) received with the following action(s):

- Taken on Ledger Charge
- Taken on Inventory Charge
- Being consumable have been put into immediate use

Date of Verification (FR Date) 00.00.0000

Approve GR Reject GR Show Log Forward Open Task

Step 6: Click on **Approve GR** to approve the Goods Received.

All Tasks (1) 151

Approval GR 5000000151 Year 2024  
SAP\_WFRT Medium

I hereby declares that the goods(s) received with the following action(s):

- Taken on Ledger Charge
- Taken on Inventory Charge
- Being consumable have been put into immediate use

Date of Verification (FR Date) 00.00.0000

Approve GR Reject GR Show Log Forward Open Task



Outcome: **Submit Decision** pop-up will be displayed.

Step 7: Input message in the **Decision Note** field (Optional).

Submit Decision

You selected "Approve GR".

Decision Note:

Proceed to payment

Submit Cancel

Step 8: Click on 

Submit Decision

You selected "Approve GR".

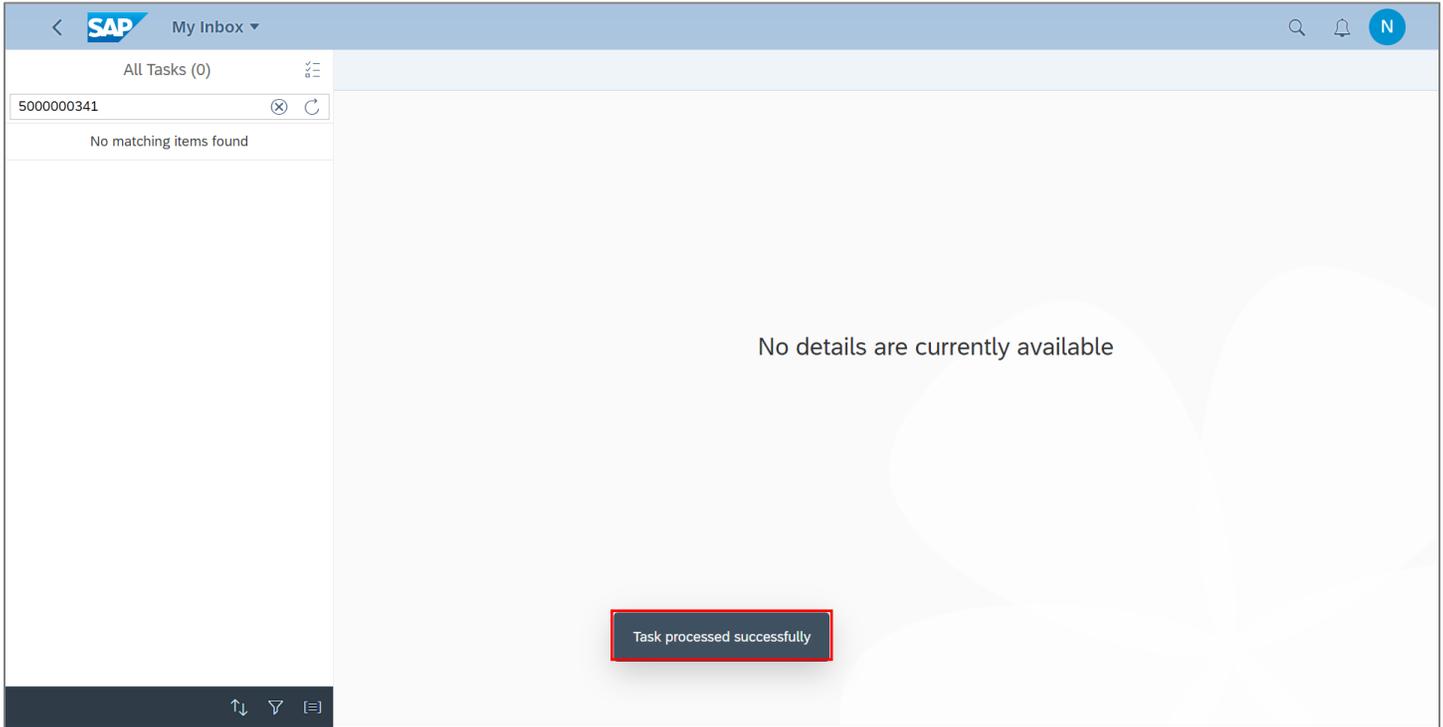
Decision Note:

Proceed to payment

8 Submit Cancel



Outcome: **Task processes successfully** message will appear, and the item will disappear from **My Inbox**, and display at the **My Outbox**.





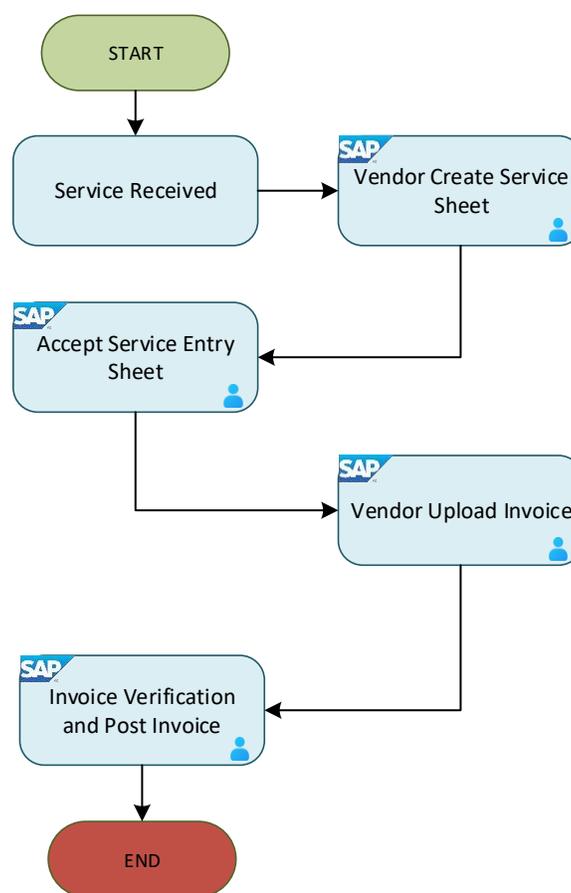
## 4.6 Service Entry Sheet

Service Entry Sheet is a document for verification of the services done by vendors before vendor can proceed to submit invoice accordingly.

There are two options to proceed with Service Entry Sheet process:

1. Accept Service Entry Sheet submitted by Vendor based on Purchase Order **OR**
2. Create and Accept Service Entry Sheet based on Purchase Order (Optional)

Service Entry Sheet Process Flow



Below is the activity that can be executed for Goods Received for Service (Service Entry Sheet).

NO.	ACTIVITIES
1	Accept Service Entry Sheet submitted by Vendor based on Purchase Order.
2	Create and Accept Service Entry Sheet based on Purchase Order.



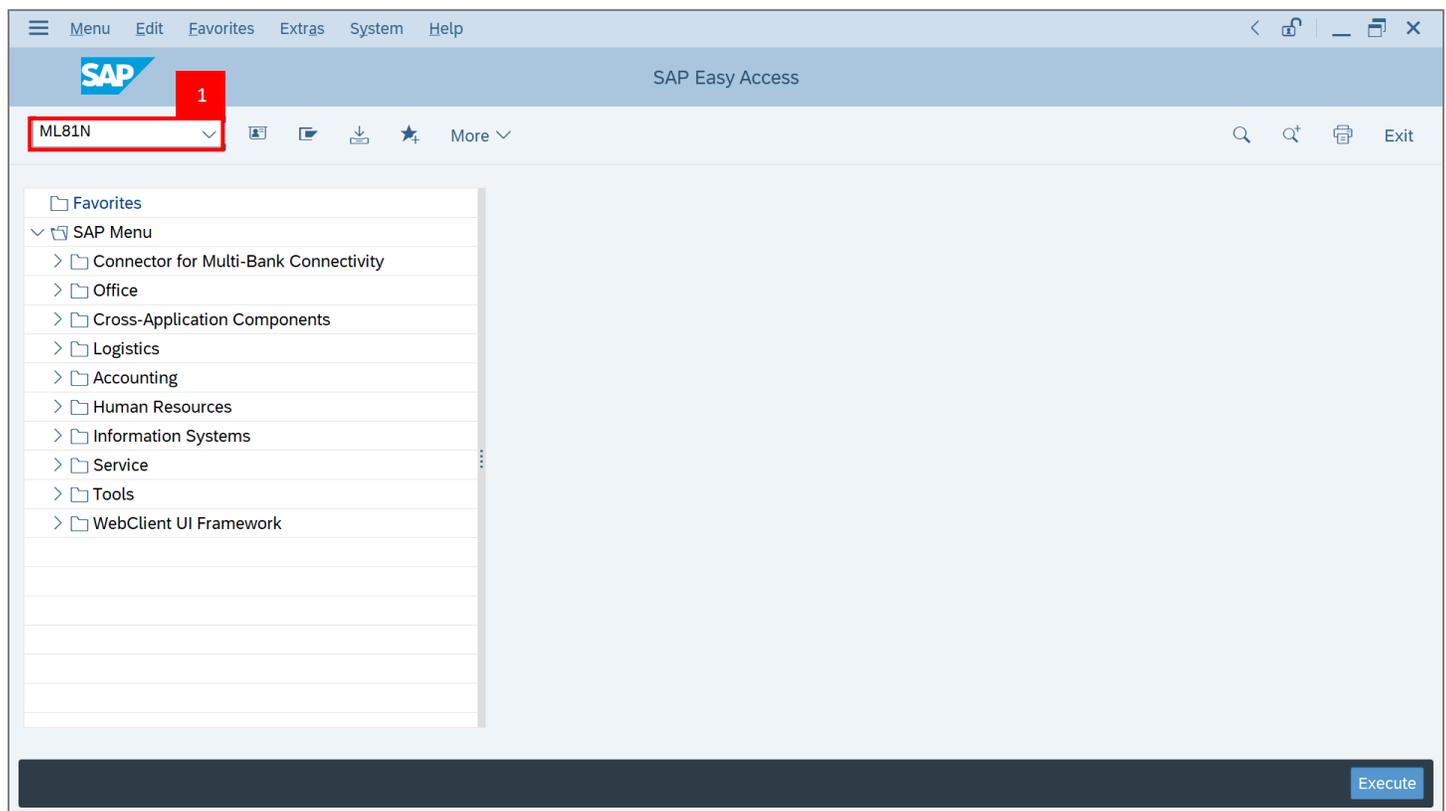
### 4.6.1 Accept Service Entry Sheet submitted by Vendor based on PO

Once the vendor has submitted the Service Entry Sheet, Warehouse Staff / Requestor will proceed to accept the sheet in the SAP GUI.

<b>Role</b>	Warehouse Staff
<b>Transaction Code</b>	ML81N

Log into SAP GUI and proceed with the following steps.

Step 1: Enter the Transaction Code **ML81N** in SAP Menu. Then press **Enter** on the keyboard.





Outcome: **Service Entry Sheet** page will be displayed.

The screenshot shows the SAP Service Entry Sheet interface. At the top, there is a navigation bar with 'Entry Sheet', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below this, the SAP logo and 'Service Entry Sheet' title are present. A search bar and 'Other Purchase Order' button are visible. The main area contains several input fields: 'Entry Sheet:', 'For Purchase Order:' (with a value of 0 and a currency symbol), and 'Short Text:'. There are also checkboxes for 'Returns Indicator'. Below these are tabs for 'Basic Data', 'Accept. Data', 'Vals', 'Long Txt', and 'History'. The 'Basic Data' tab is active, showing fields for 'Acct Assgt Cat.', 'External Number:', 'Service Loc.', 'Period:', 'Price Ref.', 'PRsp. Intern.', and 'PRsp. Extern.'. At the bottom, there is a table with columns: 'Line', 'D... P C U', 'Service No.', 'Short Text', and 'Quantit'. The table has five rows, numbered 10 to 50, with 'Quantit' values of 0.000. A 'Line: 10' field is visible at the bottom right. A status bar at the bottom left shows a green checkmark and the text 'Customizing incorrectly maintained'.

Step 2: Click on **Other Purchase Order**

This screenshot is identical to the previous one, showing the SAP Service Entry Sheet interface. The 'Other Purchase Order' button is highlighted with a red box, and a red box with the number '2' is placed above it, indicating the step to click. The rest of the interface, including the input fields, tabs, and table, remains the same as in the previous screenshot.



Outcome: **Select Purchase Order/Entry Sheet** pop-up will be displayed.

Step 3: Input purchase order document number in **Purchase order** field.

Step 4: Press **Enter** on the keyboard.

Outcome: **Document Tree** will be displayed, and Purchase Order document will be extracted to the Service Entry Sheet.

Purchase Orders/Entry Sheets	Supplier	Pur. Doc.	Item	Entry Sh.
> Cleaning Bangunan A	ROYAL BRUNEI CORPORATION	4500006879	10	
> Cleaning Bangunan A	ROYAL BRUNEI CORPORATION	4500006244	10	
> Cleaning	ROYAL BRUNEI CORPORATION	4500005862	10	

The right-hand panel contains the following fields:

- Entry Sheet: [ ]
- For Purchase Order: 4500006879 10 [ ]
- Short Text: [ ]
- Basic Data | Accept. Data | Vals | Long Txt | History
- Doc.: [ ]
- Posting: [ ]
- Reference: [ ]
- Doc. Text: [ ]



Step 4: Click on  of the Purchase Order document.

Purchase Orders/Entry Sheets	Supplier	Pur. Doc.	Item	Entry Sh.
 Cleaning Bangunan A	ROYAL BRUNEI CORPORATION	4500006879	10	
 Cleaning Bangunan A	ROYAL BRUNEI CORPORATION	4500006244	10	
 Cleaning	ROYAL BRUNEI CORPORATION	4500005862	10	

Outcome: **Service Entry Sheet** submitted by vendor will be displayed.

Step 5: Double-Click on the Service Entry Sheet document.

Purchase Orders/Entry Sheets	Supplier	Pur. Doc.	Item	Entry Sh.
 Cleaning Bangunan A	ROYAL BRUNEI CORPORATION	4500006879	10	
 Cleaning Bangunan A	ROYAL BRUNEI CORPORATION	4500006244	10	
 Cleaning	ROYAL BRUNEI CORPORATION	4500005862	10	
		4500006879	10	100000879



Outcome: **Service Entry Sheet** based on Purchase Order will be displayed on the right side of the page.

The screenshot shows the SAP Service Entry Sheet interface. The main area is titled "1000000879 Display Entry Sheet". It contains several input fields for "Entry Sheet", "For Purchase Order", "Short Text", "Doc.", "Posting", "Reference", and "Doc. Text". The "Doc." field is set to "19.05.2024", "Posting" is "19.05.2024", and "Reference" is "SES-4500006879". A red box highlights the "Basic Data" section.

Step 6: Scroll down to check and verify the list of service delivered by vendor based on Purchase Order. Note: The services listed are the ones vendor indicated they have completed the service and ready to claim.

The screenshot shows the SAP Service Entry Sheet interface with the table of service lines expanded. A red box highlights the table, and a red circle with the number "6" is next to it. The table has the following data:

Line	P	C	U	S...	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2024	10	AU	100.00	BND	1D1004
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2025	12	AU	100.00	BND	1D1004
<input type="checkbox"/> 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2026	12	AU	100.00	BND	1D1004



Step 7: Should the information submitted by vendor is correct, click on  to edit the document.

The screenshot shows the SAP 'Display Entry Sheet' interface for document 1000000879. The 'Basic Data' tab is active, displaying document details: Doc.: 19.05.2024, Posting: 19.05.2024, Reference: SES-4500006879. Below this is a table with 3 lines:

Line	P	C	U	S...	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2024	10	AU	100.00	BND	1D1004
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2025	12	AU	100.00	BND	1D1004
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2026	12	AU	100.00	BND	1D1004

An edit icon (pencil) is highlighted with a red box and the number '7' in the top toolbar.

Outcome: Accept button will appear.

Step 8: Click on  to accept the service entry sheet.

The screenshot shows the SAP 'Change Entry Sheet' interface for document 1000000879. The 'Basic Data' tab is active, displaying document details: Entry Sheet: 1000000879, For Purchase Order: 4500006879 10, Short Text: SES-4500006879. The 'Accept' button (flag icon) is highlighted with a red box and the number '8' in the top toolbar.

Below the document details is a table with 2 columns:

Line	D... P C U Service No.	Short Text



Outcome: The status will change from ●○○ No acceptance: to ○▲○ Will be accepted:.

The screenshot shows the SAP 'Change Entry Sheet' interface for document 1000000879. The status is 'Will be accepted:' (highlighted in red). The interface includes a navigation menu on the left, a header with document details, and a main area with tabs for 'Basic Data', 'Accept. Data', 'Vals', 'Long Txt', and 'History'. The 'Accept. Data' tab is active, showing fields for 'Doc.', 'Posting', 'Reference', and 'Doc. Text'. A table at the bottom shows columns for 'Line', 'D... P C U', 'Service No.', and 'Short Text'. A 'Save' button is visible at the bottom right.

Step 9: Click on Save

This screenshot is identical to the previous one, but the 'Save' button at the bottom right is now highlighted with a red box, indicating the next step in the process.



Outcome: The status of service entry sheet will turn to “Accepted”

The screenshot shows the SAP 'Display Entry Sheet' interface. The entry sheet number is 1000000879, which is highlighted with a red box and labeled 'Accepted:'. The purchase order is 4500006879. The document is dated 19.05.2024. The document tree on the left shows 'Cleaning Bangunan A' with a sub-entry 'SES-4500006879'.

Note: The list of Service Entry Sheet documents will be displayed in Document Tree every time Vendor created new service entry sheet based on that Purchase Order. One Purchase Order may have one or multiple service entry sheets depending on claims.

This screenshot shows the same SAP interface but with the document tree expanded. A red box highlights the following data in the document tree:

Purchase Orders/Entry Sheets	Supplier	Pur. Doc.	Item	Entry Sh.
Cleaning Bangunan A	ROYAL BRUNEI CORPORATION	4500006879	10	
SES-4500006879		4500006879	10	1000000879
Cleaning Bangunan A	ROYAL BRUNEI CORPORATION	4500006244	10	
Cleaning	ROYAL BRUNEI CORPORATION	4500005862	10	



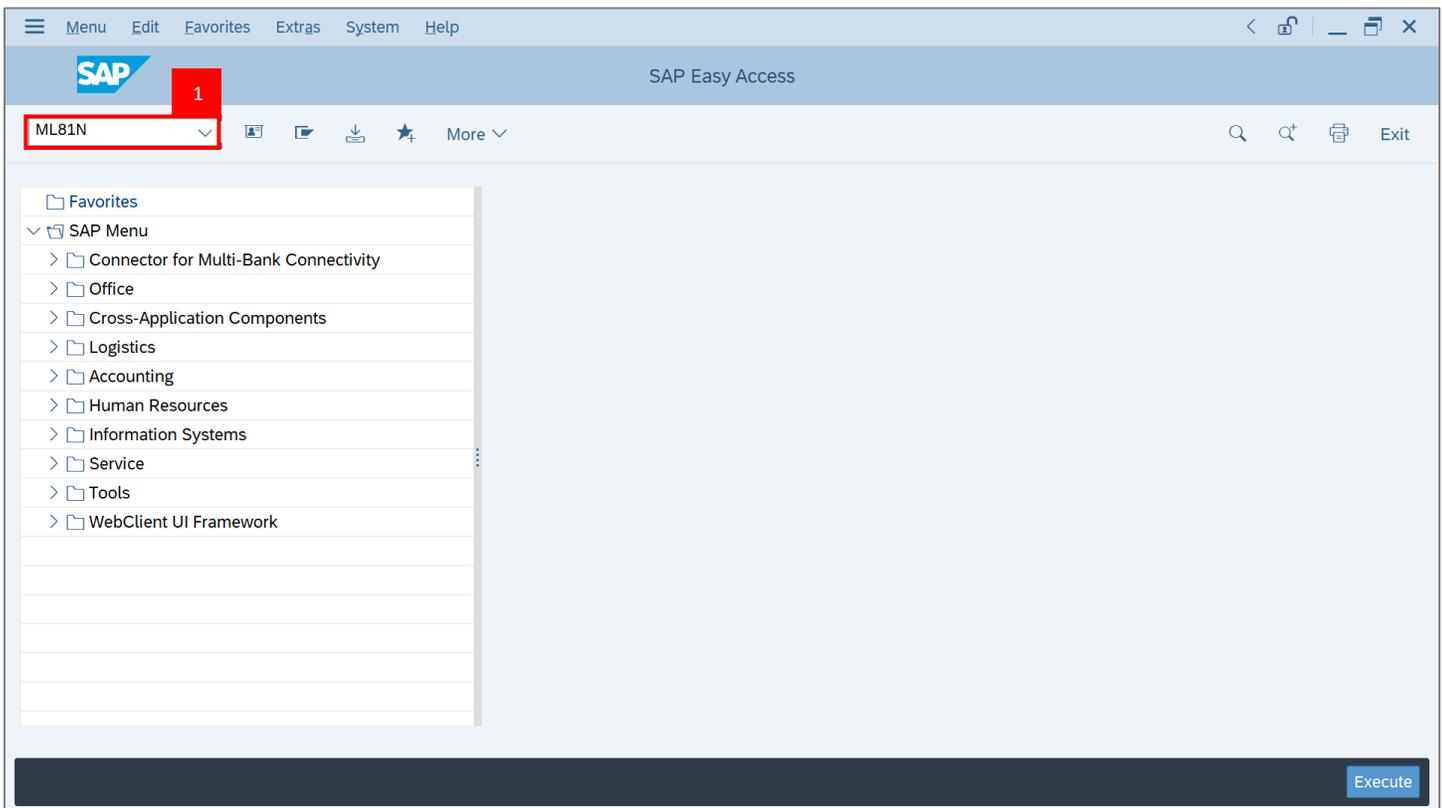
### 4.6.2 Revoke/Delete Service Entry Sheet submitted by Vendor

If the service entry sheet has been accepted but changes are required, the warehouse staff or requestor may need to revoke and delete the initial acceptance in SAP GUI.

<b>Role</b>	Warehouse Staff
<b>Transaction Code</b>	ML81N

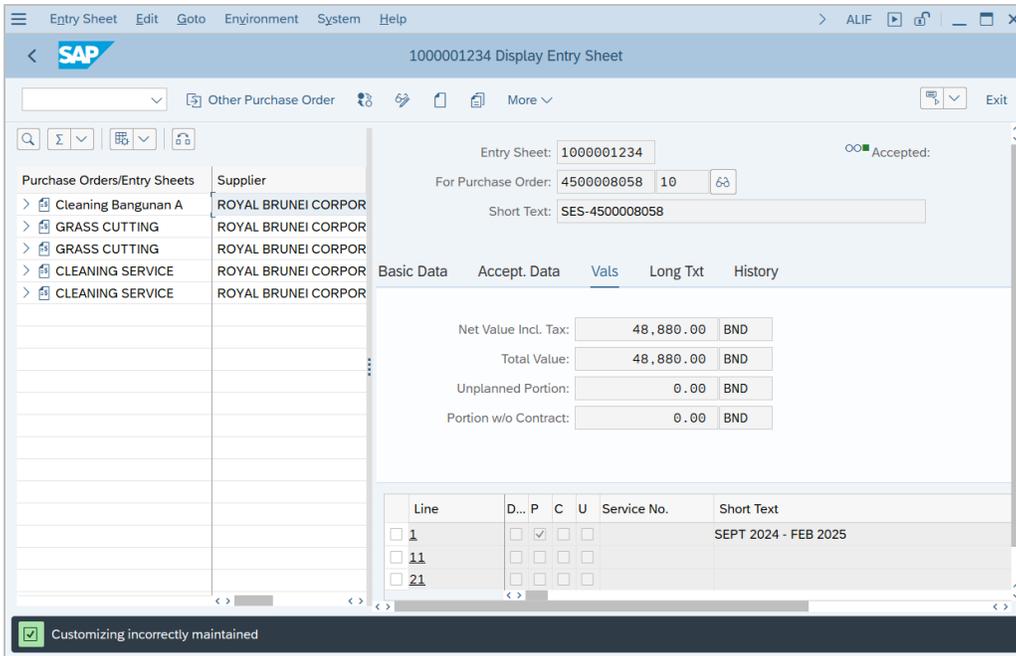
Log into SAP GUI and proceed with the following steps.

Step 1: Enter the Transaction Code **ML81N** in SAP Menu. Then press **Enter** on the keyboard.

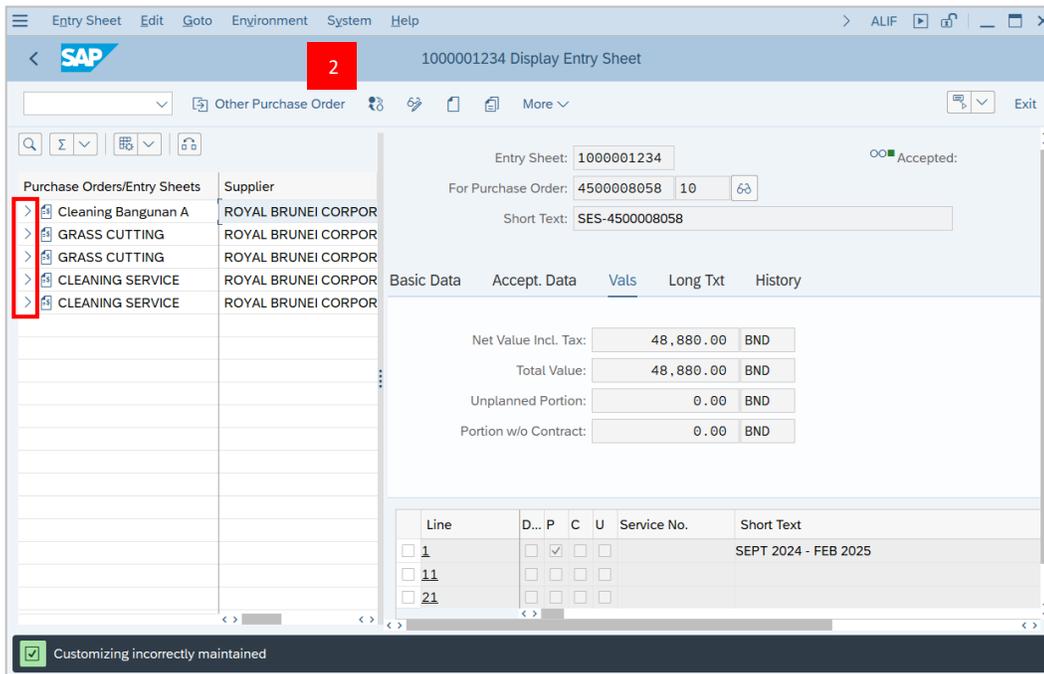




Outcome: **Service Entry Sheet** page will be displayed.

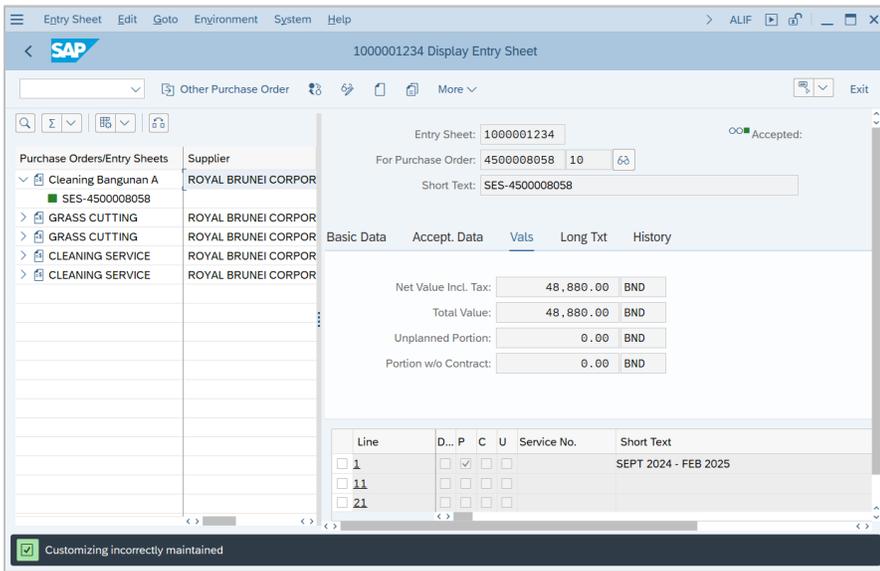


Step 2: Click on the  button on the desired existing **Purchase Orders/Entry Sheets** listing to proceed.

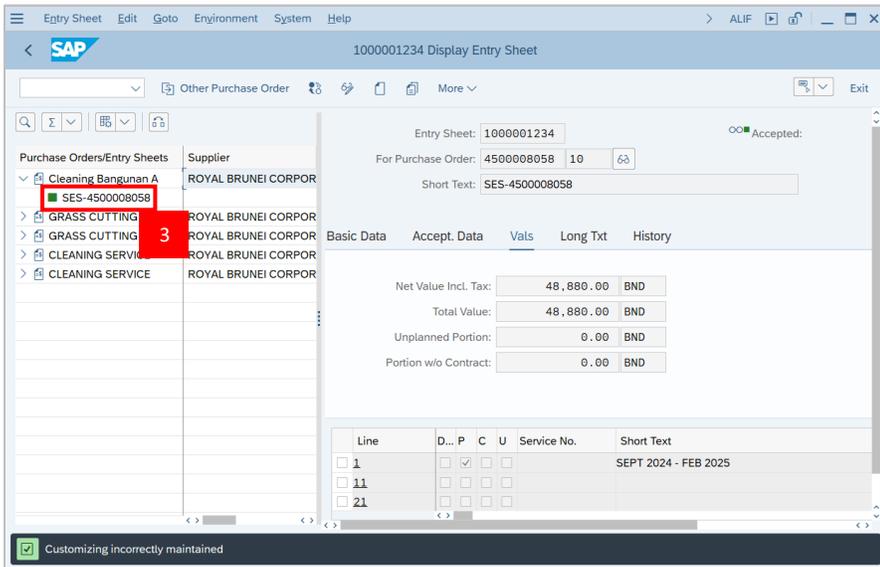




Outcome: **Accepted**  Service Entry Sheet will be displayed.

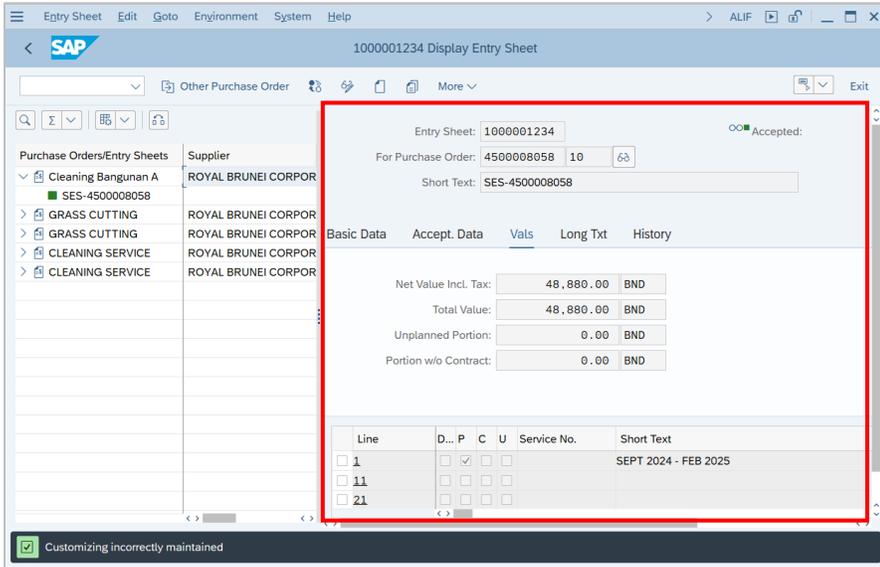


Step 3: **Double-click** on the Service Entry Sheet number to proceed.

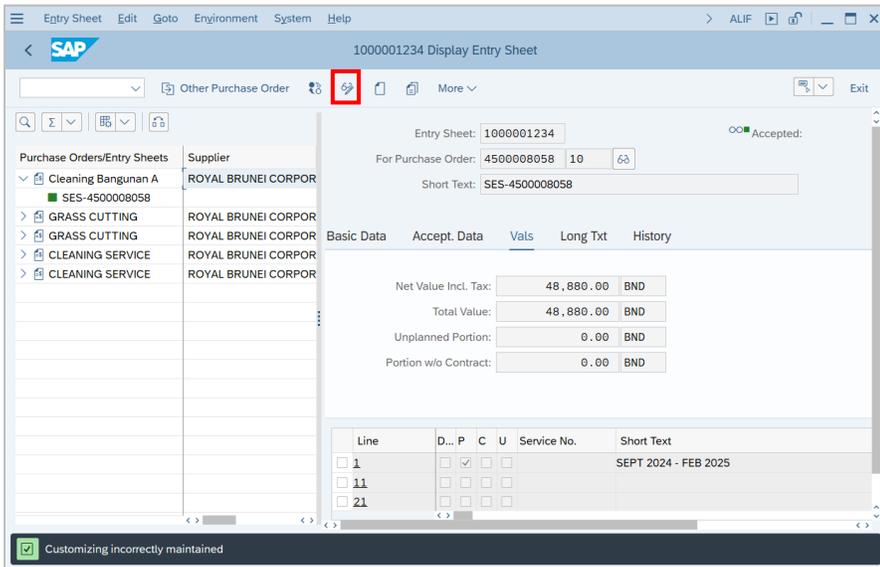




Outcome: Service Entry Sheet details will appear on the right side of the page.



Step 4: Click on  button to proceed.





Step 5: Click on  button to proceed.

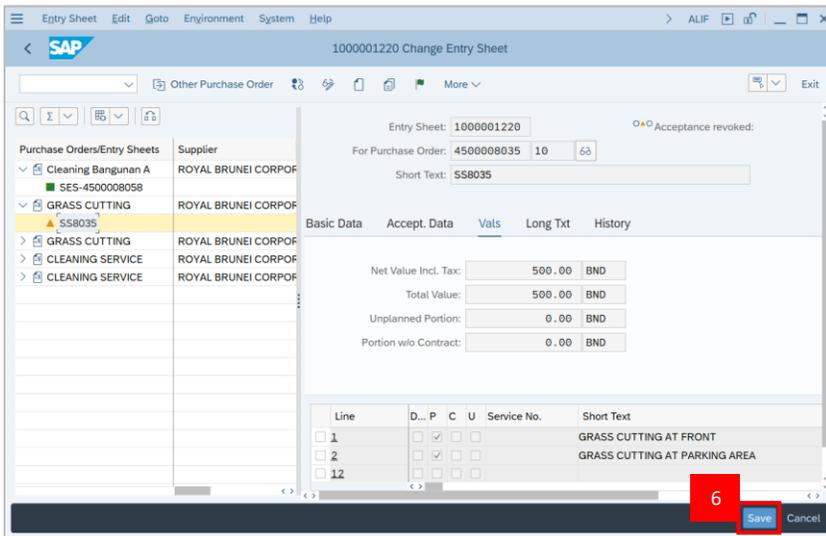
The screenshot shows the SAP 'Change Entry Sheet' interface for document 1000001234. The 'More' menu in the top toolbar is expanded, and a red box highlights the back arrow icon. The main area displays 'Basic Data' for the entry sheet, including 'Entry Sheet: 1000001234', 'For Purchase Order: 4500008058', and 'Short Text: SES-4500008058'. The 'Vals' tab is active, showing financial data: Net Value Incl. Tax: 48,880.00 BND, Total Value: 48,880.00 BND, Unplanned Portion: 0.00 BND, and Portion w/o Contract: 0.00 BND. A table below lists line items, with line 1 selected and showing a quantity of 48,880 and short text 'SEPT 2024 - FEB 2025'. The status bar at the bottom indicates 'Customizing incorrectly maintained' and has 'Save' and 'Cancel' buttons.

Outcome: **Service Entry Sheet Status will be changed to 'Acceptance Revoked'.**

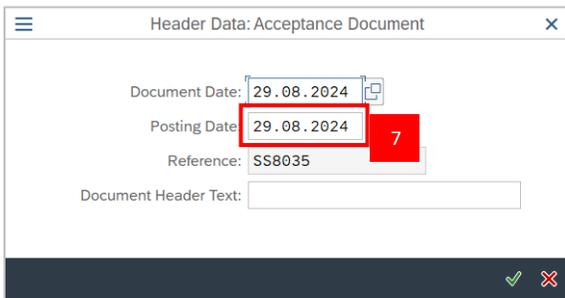
The screenshot shows the SAP 'Change Entry Sheet' interface for document 1000001220. The 'More' menu is expanded, and a red box highlights the status 'Acceptance revoked:'. The main area displays 'Basic Data' for the entry sheet, including 'Entry Sheet: 1000001220', 'For Purchase Order: 4500008035', and 'Short Text: SS8035'. The 'Vals' tab is active, showing financial data: Net Value Incl. Tax: 500.00 BND, Total Value: 500.00 BND, Unplanned Portion: 0.00 BND, and Portion w/o Contract: 0.00 BND. A table below lists line items, with line 1 selected and showing a quantity of 500 and short text 'GRASS CUTTING AT FRONT'. The status bar at the bottom has 'Save' and 'Cancel' buttons.



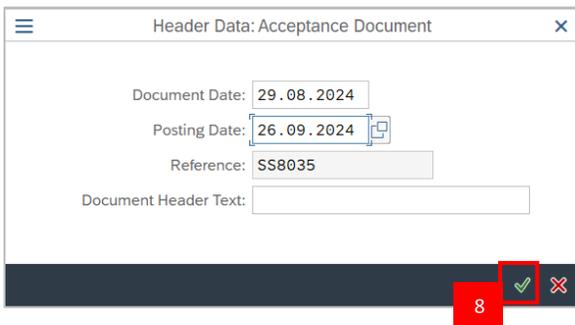
Step 6: Click  button to proceed.



Step 7: **Header Data: Acceptance Document** popup will be displayed, if not, may proceed to **Step 9**. Change the **Posting Date** to the current today's date.



Step 8: Click  button to proceed.





Step 9: Service Entry Sheet status will change to 'No Acceptance'.

The screenshot shows the SAP 'Display Entry Sheet' interface for entry sheet 1000001220. The status is 'No acceptance', indicated by a red box around the text '• No acceptance:'. The interface includes a navigation pane on the left with a tree view of purchase orders and entry sheets, a main data area with tabs for 'Basic Data', 'Accept. Data', 'Vals', 'Long Txt', and 'History', and a table at the bottom listing service lines. A status bar at the bottom indicates 'Customizing incorrectly maintained'.

Line	D...	P	C	U	Service No.	Short Text
<input type="checkbox"/> 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		GRASS CUTTING AT FRONT
<input type="checkbox"/> 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		GRASS CUTTING AT PARKING AREA
<input type="checkbox"/> 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Step 10: Click on  to proceed.

This screenshot is identical to the previous one, but with a red box highlighting the 'Edit' icon (a pencil) in the top navigation bar. The number '10' is written in white on a red background over the icon. The rest of the interface, including the 'No acceptance' status and the service lines table, remains the same.



Step 11: Click on  button to proceed.

The screenshot shows the SAP 'Change Entry Sheet' interface for document 1000001220. The 'More' menu is open, and the trash icon is highlighted with a red box containing the number 11. The interface includes a left-hand navigation pane with a tree view of purchase orders, a main data entry area with tabs for 'Basic Data', 'Accept. Data', 'Vals', 'Long Txt', and 'History', and a table at the bottom with columns for 'Line', 'D...', 'P', 'C', 'U', 'Service No.', and 'Short Text'. The table contains three rows: Line 1 (GRASS CUTTING AT FRONT), Line 2 (GRASS CUTTING AT PARKING AREA), and Line 12. A status bar at the bottom indicates 'Customizing incorrectly maintained' and has 'Save' and 'Cancel' buttons.

Step 12: Service Entry Sheet status will be changed to 'Deleted'. Click on  button to proceed.

The screenshot shows the same SAP 'Change Entry Sheet' interface, but the status of the document has changed to 'Deleted', which is highlighted with a red box. The 'Save' button at the bottom right is also highlighted with a red box containing the number 12. The rest of the interface, including the navigation pane, data entry area, and table, remains the same as in the previous screenshot.



Outcome: Notification will show to inform changes are saved.

Entry Sheet Edit Goto Environment System Help > ALIF [Icons] [Icons] [Icons] X

< **SAP** 1000001220 Display Entry Sheet

[Dropdown] [Other Purchase Order] [Icons] [More] [Exit]

[Search] [Sum] [Grid] [Home]

Purchase Orders/Entry Sheets	Supplier
✓ Cleaning Bangunan A ■ SES-4500008058	ROYAL BRUNEI CORPOF
✓ GRASS CUTTING [SS8035]	ROYAL BRUNEI CORPOF
> GRASS CUTTING	ROYAL BRUNEI CORPOF
> CLEANING SERVICE	ROYAL BRUNEI CORPOF
> CLEANING SERVICE	ROYAL BRUNEI CORPOF

Entry Sheet: 1000001220 Deleted: [Icon]

For Purchase Order: 4500008035 10 63

Short Text: SS8035

Basic Data Accept. Data Vals Long Txt History

Net Value Incl. Tax: 500.00 BND

Total Value: 500.00 BND

Unplanned Portion: 0.00 BND

Portion w/o Contract: 0.00 BND

Line	D...	P	C	U	Service No.	Short Text
<input type="checkbox"/> 1	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>		GRASS CUTTING AT FRONT
<input type="checkbox"/> 2	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>		GRASS CUTTING AT PARKING AREA
<input type="checkbox"/> 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Customizing incorrectly maintained



Entry Sheet Edit Goto Environment System Help > ALIF

1000001220 Change Entry Sheet

Other Purchase Order More

Entry Sheet: 1000001220 Deleted:

For Purchase Order: 4500008035 10 63

Short Text: SS8035

Purchase Orders/Entry Sheets	Supplier
Cleaning Bangunan A SES-4500008058	ROYAL BRUNEI CORPO
GRASS CUTTING SS8035	ROYAL BRUNEI CORPO
GRASS CUTTING	ROYAL BRUNEI CORPO
CLEANING SERVICE	ROYAL BRUNEI CORPO
CLEANING SERVICE	ROYAL BRUNEI CORPO

Basic Data Accept. Data **Vals** Long Txt History

Net Value Incl. Tax: 500.00 BND

Total Value: 500.00 BND

Unplanned Portion: 0.00 BND

Portion w/o Contract: 0.00 BND

Line	D...	P	C	U	Service No.	Short Text
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		GRASS CUTTING AT FRONT
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		GRASS CUTTING AT PARKING AREA
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Customizing incorrectly maintained Save

Entry Sheet Edit Goto Environment System Help > ML81N

1000000879 Display Entry Sheet

Other Purchase Order 7

Basic Data **Accept. Data** Vals Long Txt History

Doc.: 19.05.2024

Posting: 19.05.2024

Reference: SES-4500006879

Doc. Text:

Line	P	C	U	S...	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2024	10	AU	100.00	BND	1D1004
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2025	12	AU	100.00	BND	1D1004
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2026	12	AU	100.00	BND	1D1004

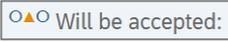
Line: 1

Outcome: Accept button will appear.



Step 8: Click on  to accept the service entry sheet.

The screenshot shows the SAP 'Change Entry Sheet' interface for document 1000000879. The status is 'No acceptance' (indicated by a red circle and two empty circles). The 'Accept. Data' tab is active, showing document details: Doc.: 19.05.2024, Posting: 19.05.2024, Reference: SES-4500006879. The left sidebar shows a tree view with 'SES-4500006879' selected. A red box highlights the 'Accept' icon (a green flag) in the top toolbar.

Outcome: The status will change from  to .

The screenshot shows the same SAP 'Change Entry Sheet' interface, but the status has changed to 'Will be accepted' (indicated by a green triangle and two empty circles), which is highlighted with a red box. The 'Accept. Data' tab remains active, and the document details are the same. The left sidebar now shows 'SES-4500006879' with a green triangle icon. At the bottom right, 'Save' and 'Cancel' buttons are visible.



Step 9: Click on Save

100000879 Change Entry Sheet

Entry Sheet: 100000879 Will be accepted:  Returns Indicator

For Purchase Order: 4500006879 10 63

Short Text: SES-4500006879

Doc.: 19.05.2024

Posting: 19.05.2024

Reference: SES-4500006879

Doc. Text:

Line	D...	P	C	U	Service No.	Short Text

9 Save Cancel

Outcome: The status of service entry sheet will turn to “Accepted”

100000879 Display Entry Sheet

Entry Sheet: 100000879 Accepted: Returns Indicator

For Purchase Order: 4500006879 10 63

Short Text: SES-4500006879

Doc.: 19.05.2024

Posting: 19.05.2024

Reference: SES-4500006879

Doc. Text:

Line	D...	P	C	U	Service No.	Short Text



Note: The list of Service Entry Sheet documents will be displayed in Document Tree every time Vendor created new service entry sheet based on that Purchase Order. One Purchase Order may have one or multiple service entry sheets depending on claims.

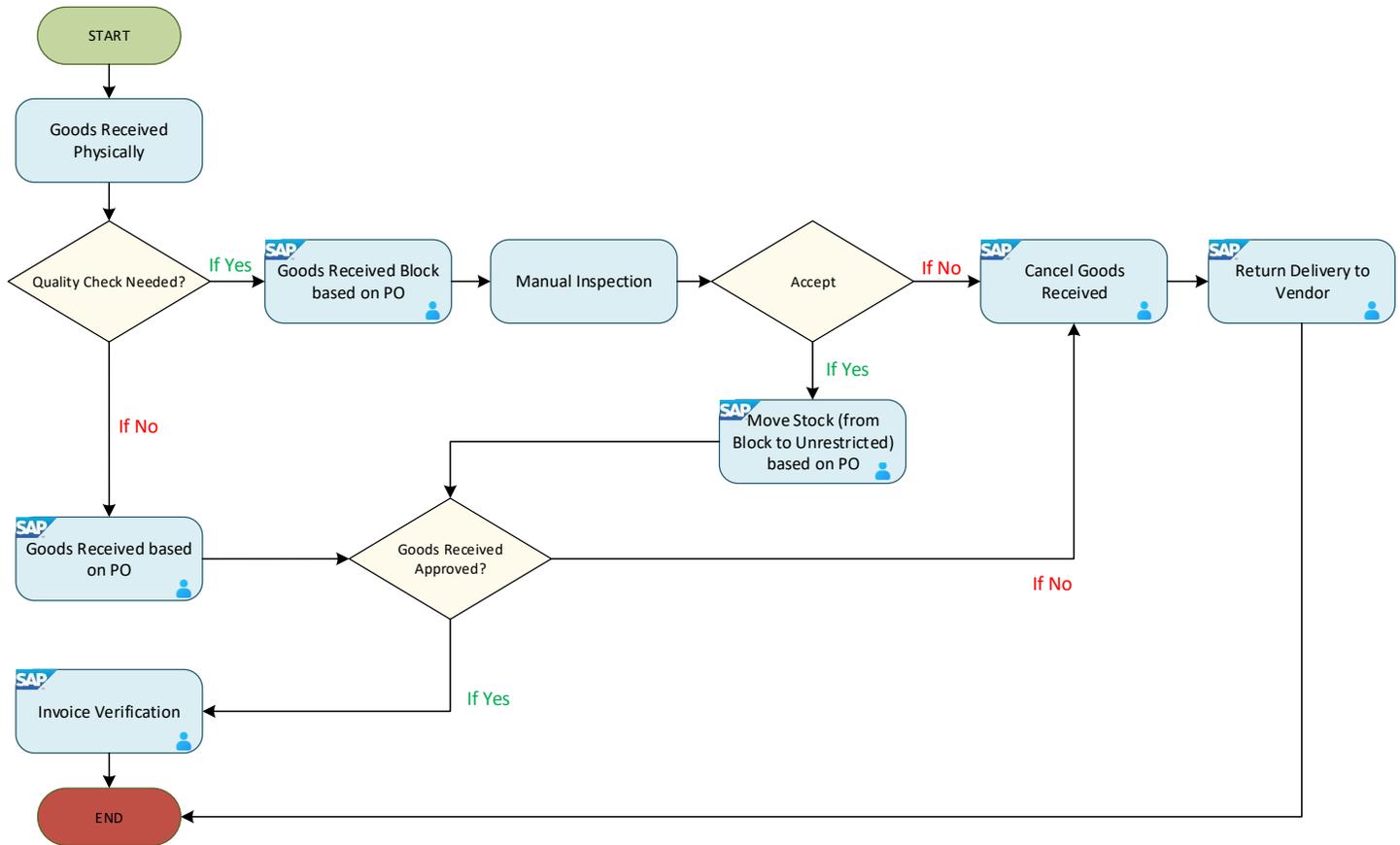
Purchase Orders/Entry Sheets	Supplier	Pur. Doc.	Item	Entry Sh.
<ul style="list-style-type: none"> <li>Cleaning Bangunan A                             <ul style="list-style-type: none"> <li>SES-4500006879</li> </ul> </li> <li>Cleaning Bangunan A</li> <li>Cleaning</li> </ul>	ROYAL BRUNEI CORPORATION	4500006879	10	1000000879
	ROYAL BRUNEI CORPORATION	4500006244	10	
	ROYAL BRUNEI CORPORATION	4500005862	10	





**4.7 Goods Received Block/Unblock Stock**

Goods Received Block/Unblock Stock is an optional process for Material Stock Non-Valuated and Asset should the materials requires inspection before fully accepting the materials delivered by vendor.



Below are the activities that can be executed for Goods Received Block/Unblock Stock.

NO.	ACTIVITIES
1	Goods Received based on PO Block Stock
2	Goods Received based on PO Unblock Stock



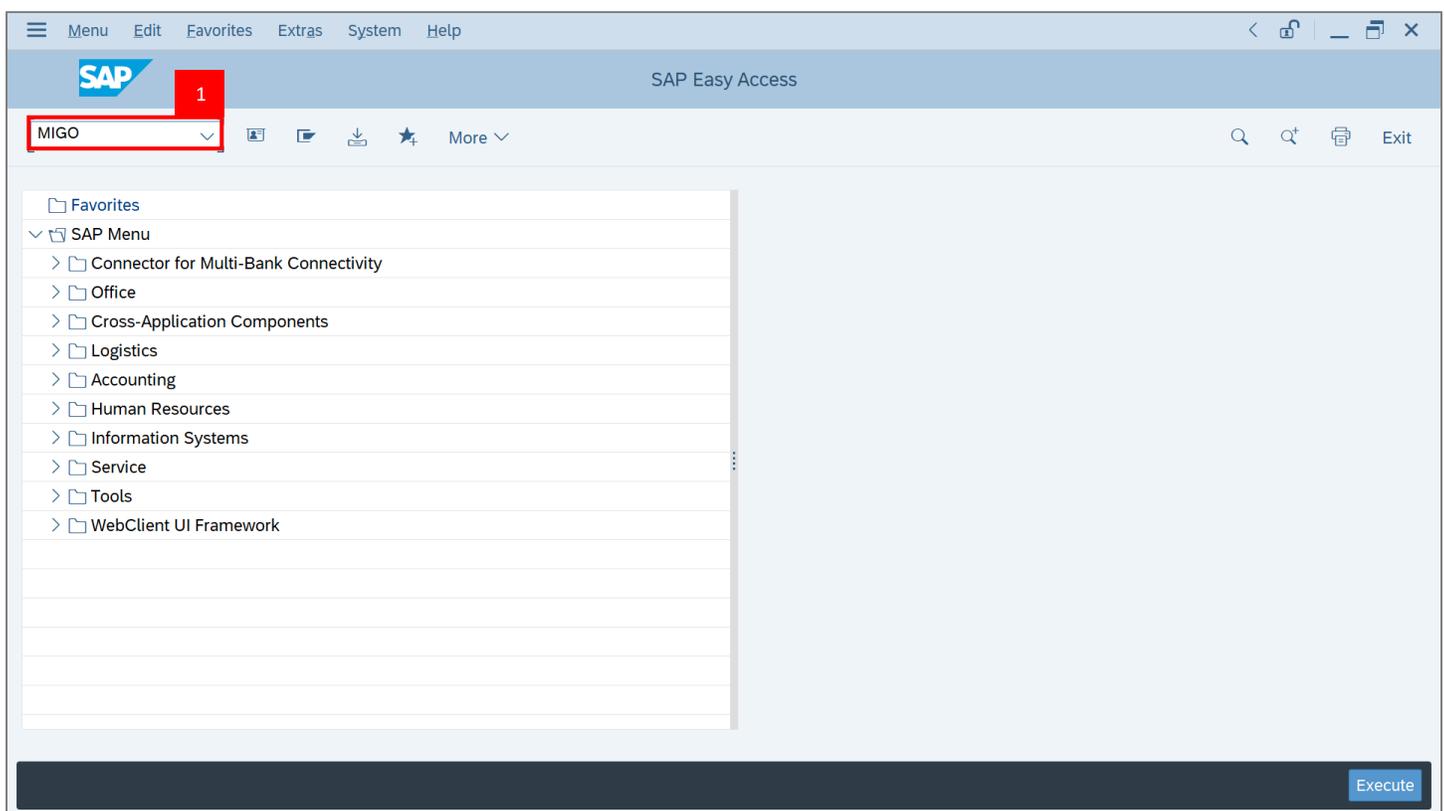
### 4.7.1 Goods Received based on PO Block Stock

Should the material delivered by Vendor requires inspection, the material should be identified as Blocked Stock in the system before finalizing the Goods Received.

<b>Role</b>	Warehouse Staff / Receiver
<b>Transaction Code</b>	MIGO

Log into SAP GUI and proceed with the following steps.

Step 1: Enter the Transaction Code **MIGO** in SAP Menu. Then press **Enter** on the keyboard.



Outcome: **Goods Receipt Purchase Order** page will be displayed.



Goods Receipt Purchase Order - TRN\_MMPCR30

Hide Overview More

Find Exit

A01 Goods Receipt R01 Purchase Order

My Documents

- Purchase Orders
  - Blank
- Orders
  - Blank
- Reservations
  - Blank
- Material Documents
  - Blank
- Held Data
  - Blank

General Vendor

Document Date: 15.03.2024 Delivery Note:

Posting Date: 15.03.2024 Bill of Lading: HeaderText:

1 Individual Slip

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Seg

Restart Hold

Step 2: Select **A01 Goods Receipt** from the dropdown menu for event selection.

A01 Goods Receipt R01 Purchase Order

A01 Goods Receipt 2

A02 Return Delivery

A03 Cancellation

A04 Display .03.2024 Delivery Note:

A05 Release GR Blocked Stock .03.2024 Bill of Lading: HeaderText:

A06 Subsequent Delivery

A07 Goods Issue

A08 Transfer Posting W OK Qty in UnE EUn SLoc Stock Seg

A09 Remove from Storage

A10 Place in Storage

A11 Subsequent Adjustment

A12 Change



Step 3: Select **R01 Purchase Order** from the dropdown menu for reference document.

The screenshot shows the SAP MM interface for creating a Goods Receipt. The 'Reference Document' dropdown menu is open, listing various document types. 'R01 Purchase Order' is highlighted with a red box and a red '3' next to it. Other options include R02 Material Document, R04 Inbound Delivery, R05 Outbound Delivery, R06 Transport, R07 Transport ID Code, R08 Order, R09 Reservation, and R10 Other. The main form shows 'A01 Goods Receipt' selected in the document type dropdown and 'R01 Purchase Order' in the reference document dropdown. The 'Individual' checkbox is checked, and the quantity is set to '1 Individual'. The table below the form is empty.

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Seg

Step 4: Input the **Purchase Order** number in the following field.

The screenshot shows the SAP MM interface with the 'Reference Document' field now containing the number '4500005237', which is highlighted with a red box and a red '4' next to it. The document type remains 'A01 Goods Receipt'. The 'Individual' checkbox is checked, and the quantity is '1 Individual Slip'. The 'Document Date' and 'Posting Date' are both set to '25.03.2024'. The table below the form is empty.

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Segment	Batch



Step 5: Click on  for the movement type.

Outcome: **Movement Type** pop-up will be displayed.

Step 6: Select movement type **103**.

Step 7: Press **Enter** on the keyboard.



Outcome: Purchase order details will be auto populated

Step 8: Tick **Print** Box.

The screenshot shows the 'General' tab of a document header. The 'Document Date' and 'Posting Date' are both set to 25.03.2024. Below these, there is a dropdown menu with 'Individual Slip' selected. To the left of this dropdown is a print icon, which is highlighted with a red box. A red box with the number '8' is also placed over the 'Individual Slip' text.

Step 9: Click on and select **3 Collective Slip**.

The screenshot shows the dropdown menu from the previous step. The menu is open, showing three options: '1 Individual Slip', '2 Individual Slip with Inspection Text', and '3 Collective Slip'. The '3 Collective Slip' option is highlighted with a red box. A red box with the number '9' is placed over the dropdown arrow.

Step 10: Press **Enter** on the keyboard.

*Note: Verify all line details and details below.*

1. *Material*
2. *Quantity*

Mat. Short Text	W OK	Qty in UnE
Office Furniture	<input type="checkbox"/>	10

3. *Purchase Order Number*
4. *Requisitioner*

The screenshot shows the 'Purchase Order Data' section of a document. The 'Purchase order:' field contains the number '4500005234', which is highlighted with a red box. The quantity '10' is also highlighted. Below this, the 'Requisitioner:' field contains the name 'Ali', which is also highlighted with a red box.



Step 11: Under **Where** tab, fill in the **Goods Recipient** field.

The screenshot shows the 'Where' tab of the SAP MM interface. The 'Movement type' is set to 103. The 'Plant' is 'KEMENTERIAN KEWANGAN & EKONOMI' with 'D010' as the storage location. The 'Goods Recipient' field is highlighted with a red box and contains the text 'Abu'. A red box with the number '11' is placed over the 'Goods Recipient' field.

Step 12: Under **Where** tab, fill in the **Text** field (Optional).

The screenshot shows the 'Where' tab of the SAP MM interface. The 'Goods Recipient' field contains 'Abu'. The 'Text' field at the bottom is highlighted with a red box and contains the text 'Ready for inspection'. A red box with the number '12' is placed over the 'Text' field.

Step 13: Click on  of **Item OK** to check.

The screenshot shows the 'Where' tab of the SAP MM interface. The 'Text' field contains 'Ready for inspection'. At the bottom left, the 'Item OK' button is checked, and a red box with the number '13' is placed over it. The 'Line' field shows '1'.



Step 14: Click on **Check** button.

Material    Quantity    Where    Purchase Order Data    Partner    Account Assignment

Movement type: 103    + GR asset to blkd st.

Plant: KEMENTERIAN KEWANGAN & EKONOMI    D010

Goods Recipient: Abu

Unloading Point:

Text: Ready for inspection

Item OK    Line: 1

Post    Cancel    Restart    **14**    Check

Step 15: Should the message “Document is O.K.” appears, click **Post** to proceed.

Material    Quantity    Where    Purchase Order Data    Partner    Account Assignment

Movement type: 103    + GR asset to blkd st.

Plant: KEMENTERIAN KEWANGAN & EKONOMI    D010

Goods Recipient: Abu

Unloading Point:

Text: Ready for inspection

Item OK    Line: 1

Document is O.K. [View details](#)    **15**    Post    Cancel    Restart    Hold    Check





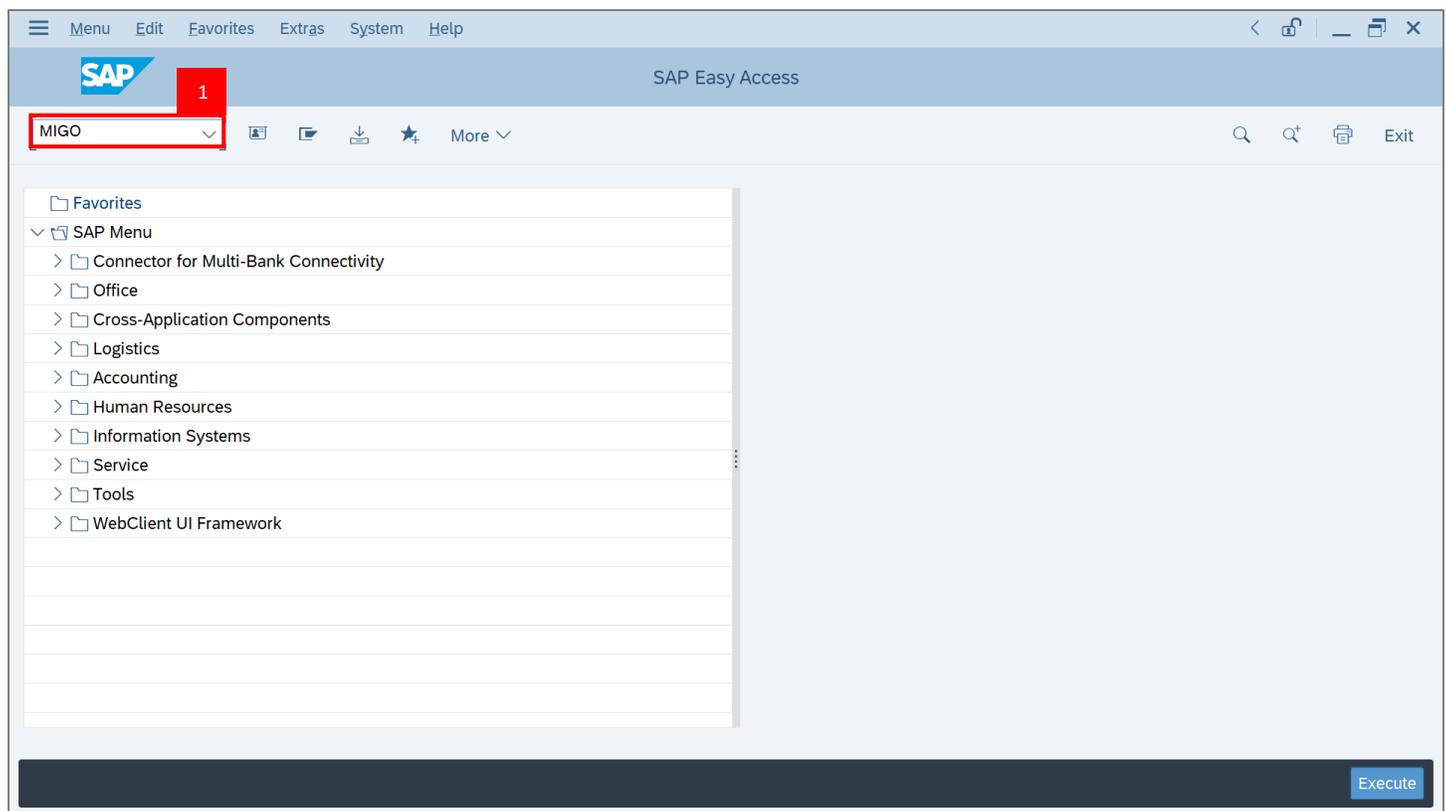
## 4.7.2 Goods Received based on PO Unblock Stock

Once the inspection is done, and the quality inspection is approved manually, the Warehouse team can proceed to move the Blocked Stock to Unrestricted to finalise Goods Received process.

<b>Role</b>	Warehouse Staff / Receiver
<b>Transaction Code</b>	MIGO

Log into SAP GUI and proceed with the following steps.

Step 1: Enter the Transaction Code **MIGO** in SAP Menu. Then press **Enter** on the keyboard.





Outcome: **Goods Receipt Purchase Order** page will be displayed.

Step 2: Select **A05 Release GR Blocked Stock** from the dropdown menu for event selection.



Step 3: Select **R02 Material Document** from the dropdown menu for reference document.

The screenshot shows the SAP MM 'Goods Receipt' form. The 'Reference Document' dropdown menu is open, listing various document types. 'R02 Material Document' is highlighted with a red box and the number 3. The 'Movement Type' dropdown is set to 'R01 Purchase Order'. The 'GR into blocked stck' field contains the value '103'. The 'Document Date' and 'Posting Date' fields are empty. The 'Delivery Note', 'Bill of Lading', and 'HeaderText' fields are also empty. The table below the form is empty.

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Segment	Batch

Step 4: Input the **Material Document** number of Blocked Stock in the following field.

The screenshot shows the SAP MM 'Release GR Blocked' form. The 'Material Document' field is highlighted with a red box and the number 4, containing the value '5000000342'. The 'Movement Type' dropdown is set to 'R02 Material Document'. The 'Document Date' and 'Posting Date' fields are set to '25.03.2024'. The 'Delivery Note', 'Bill of Lading', and 'HeaderText' fields are empty. The table below the form is empty.

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Segment	Batch

*Note: The movement type will automatically be 105 for release block (Unblock)*

Step 5: Press **Enter** on the keyboard.



Outcome: Material Document details will be auto populated

Step 6: Tick **Print** Box.

Step 7: Click on  and select **3 Collective Slip**.

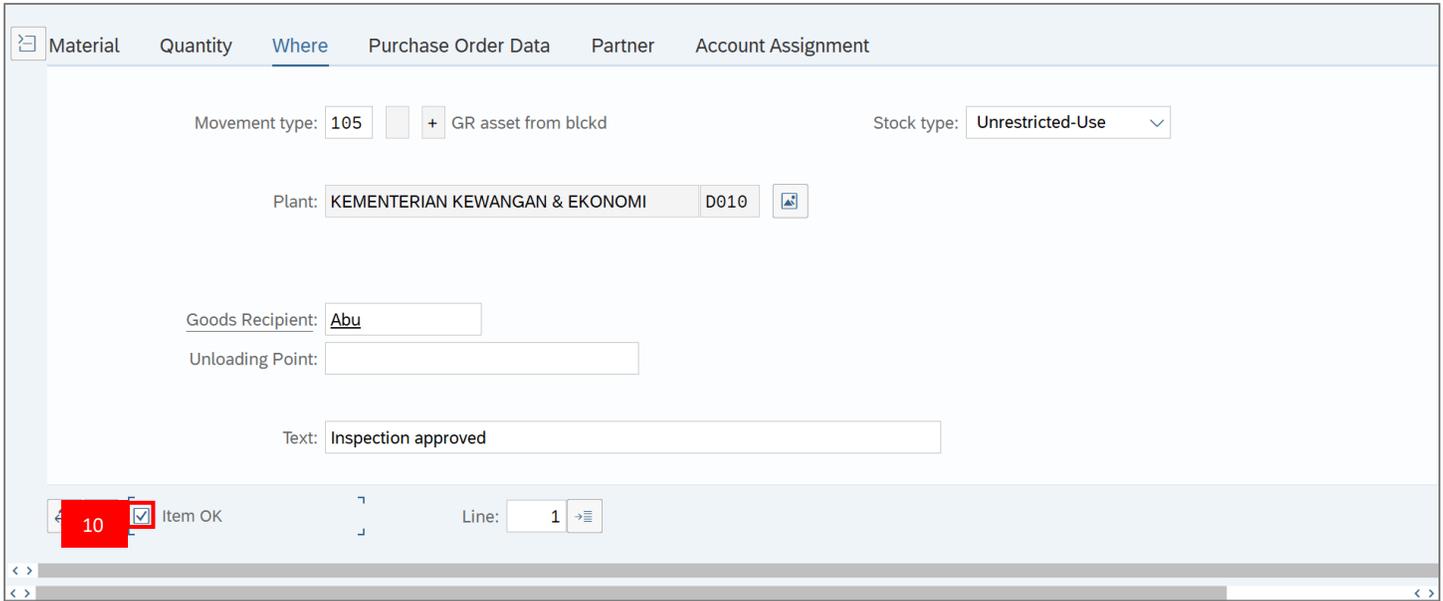
Step 8: Press **Enter** on the keyboard.

Step 9: Under **Where** tab, fill in the **Text** field (Optional).

*Note: Additional step may be required to put in the Batch number if the material type is Material Stock, refer to activity 4.1.1, Step 14 for adding batch number process.*



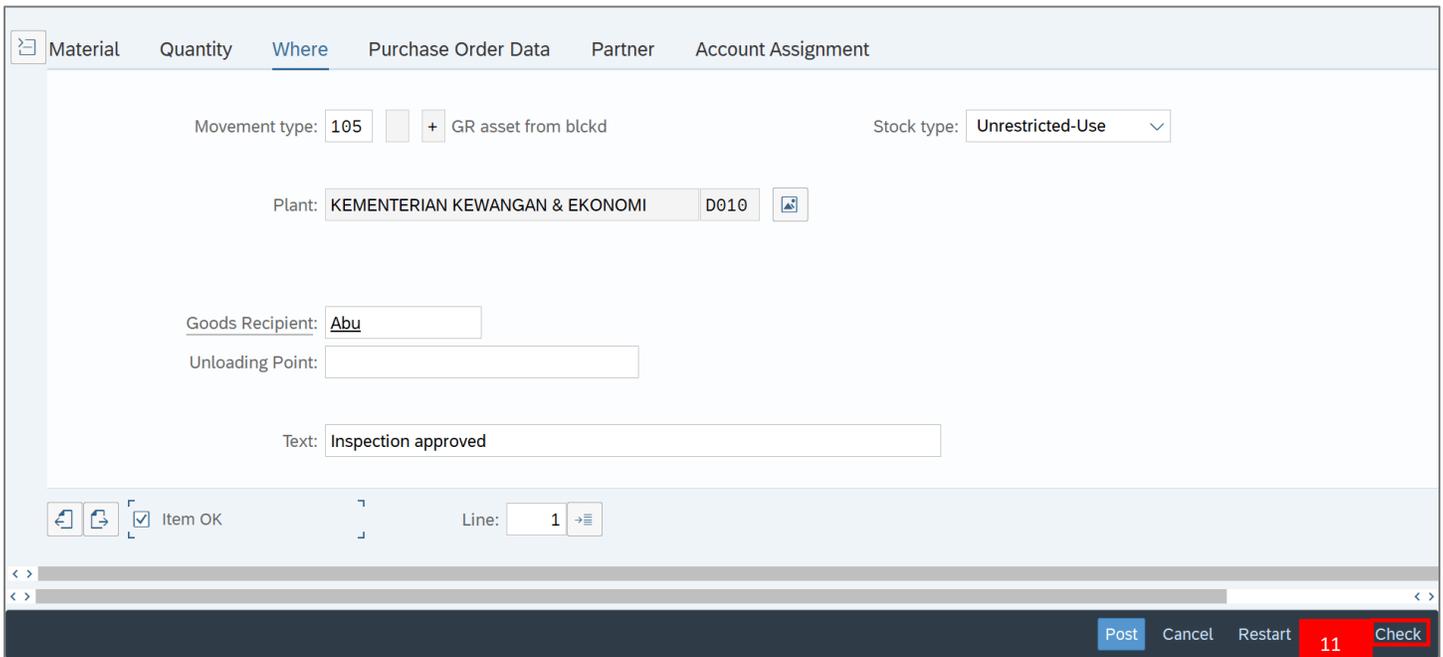
Step 10: Click on  of **Item OK** to check.



The screenshot shows the SAP MM Goods Receipt form with the following fields and values:

- Material: [ ]
- Quantity: [ ]
- Where: [ ]
- Purchase Order Data: [ ]
- Partner: [ ]
- Account Assignment: [ ]
- Movement type: 105 [ ] + GR asset from blkcd
- Stock type: Unrestricted-Use [v]
- Plant: KEMENTERIAN KEWANGAN & EKONOMI D010 [img alt="Plant icon" data-bbox="535 188 555 203"/>
- Goods Recipient: Abu [ ]
- Unloading Point: [ ]
- Text: Inspection approved [ ]
- Item OK:  [ ]
- Line: 1 [img alt="Line icon" data-bbox="415 338 430 353"/>

Step 11: Click on  button.



The screenshot shows the SAP MM Goods Receipt form with the following fields and values:

- Material: [ ]
- Quantity: [ ]
- Where: [ ]
- Purchase Order Data: [ ]
- Partner: [ ]
- Account Assignment: [ ]
- Movement type: 105 [ ] + GR asset from blkcd
- Stock type: Unrestricted-Use [v]
- Plant: KEMENTERIAN KEWANGAN & EKONOMI D010 [img alt="Plant icon" data-bbox="535 545 555 560"/>
- Goods Recipient: Abu [ ]
- Unloading Point: [ ]
- Text: Inspection approved [ ]
- Item OK:  [ ]
- Line: 1 [img alt="Line icon" data-bbox="415 695 430 710"/>
- Buttons: Post, Cancel, Restart, **11**, **Check**



Step 12: Should the message “Document is O.K.” appears, click **Post** to proceed.

Material    Quantity    Where    Purchase Order Data    Partner    Account Assignment

Movement type: 105    + GR asset from blkcd    Stock type: Unrestricted-Use

Plant: KEMENTERIAN KEWANGAN & EKONOMI    D010

Goods Recipient: Abu

Unloading Point:

Text: Inspection approved

Item OK    Line: 1

**Document is O.K. View details**    **12 Post**    Cancel    Restart    Hold    Check

Outcome: Material document created.

Document Date: 25.03.2024    Delivery Note:

Posting Date: 25.03.2024    Bill of Lading:    HeaderText:

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Segment	Batch

Material    Quantity    Where

**Material document 5000000343 posted View details**    Restart    Hold

*Note: After Material Document is posted, approval via SAP FIORI is not required as after GR Unblock process has been done.*



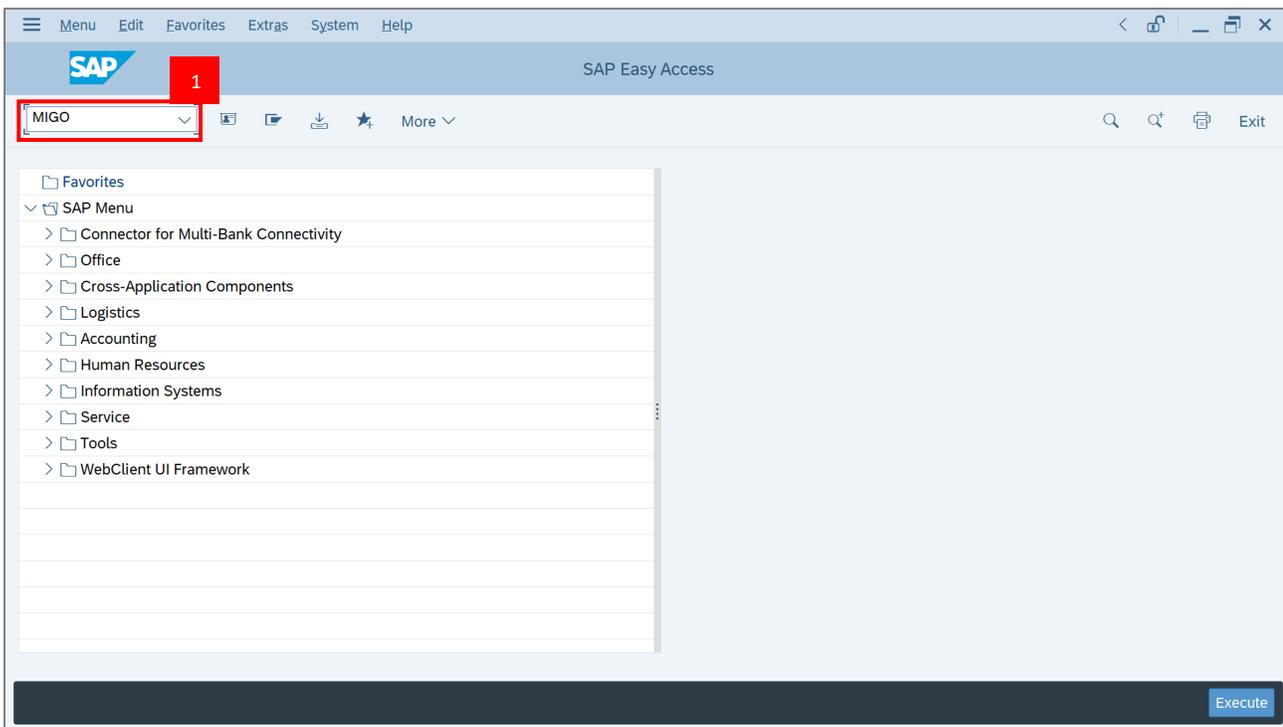
## 4.8 Cancel Submitted Goods Received

If the goods receipt has already been issued by the Warehouse Staff but there are discrepancies in the details, the submitted goods receipt will need to be cancelled. It is also necessary to ensure that no invoice has already been issued by the vendor prior to this step.

<b>Role</b>	Warehouse Staff
<b>Transaction Code</b>	MIGO

Log into SAP GUI and proceed with the following steps.

Step 1: Enter the Transaction Code **MIGO** in SAP Menu. Then press **Enter** on the keyboard.



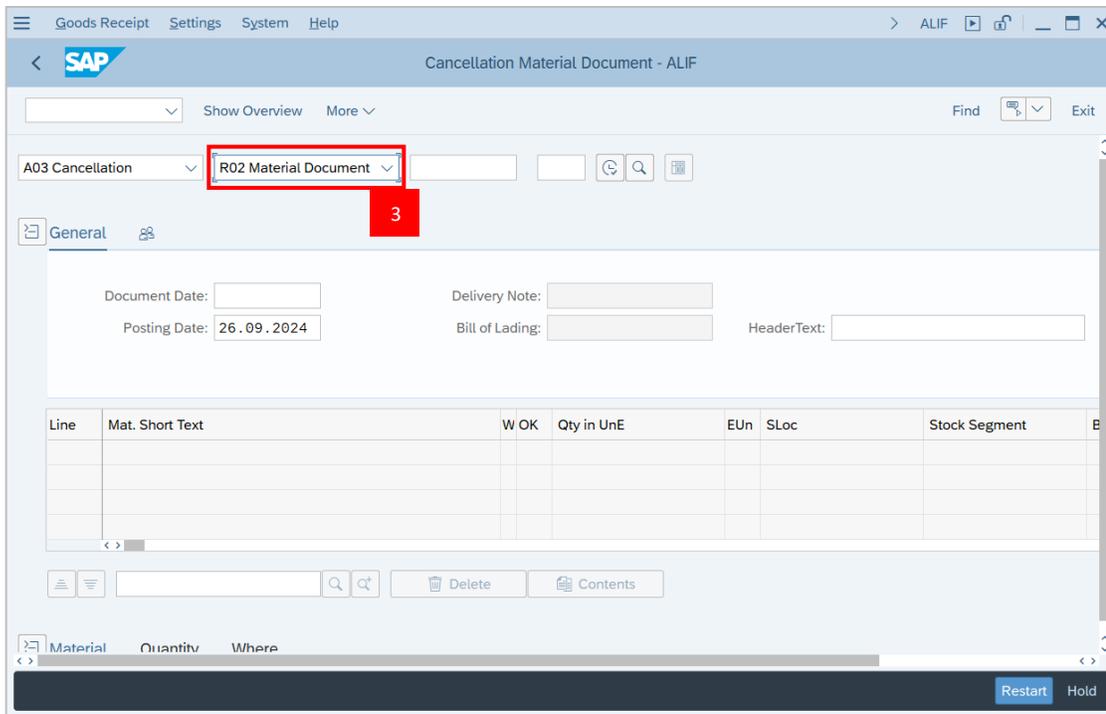


Outcome: **Goods Receipt Purchase Order** page will be displayed.

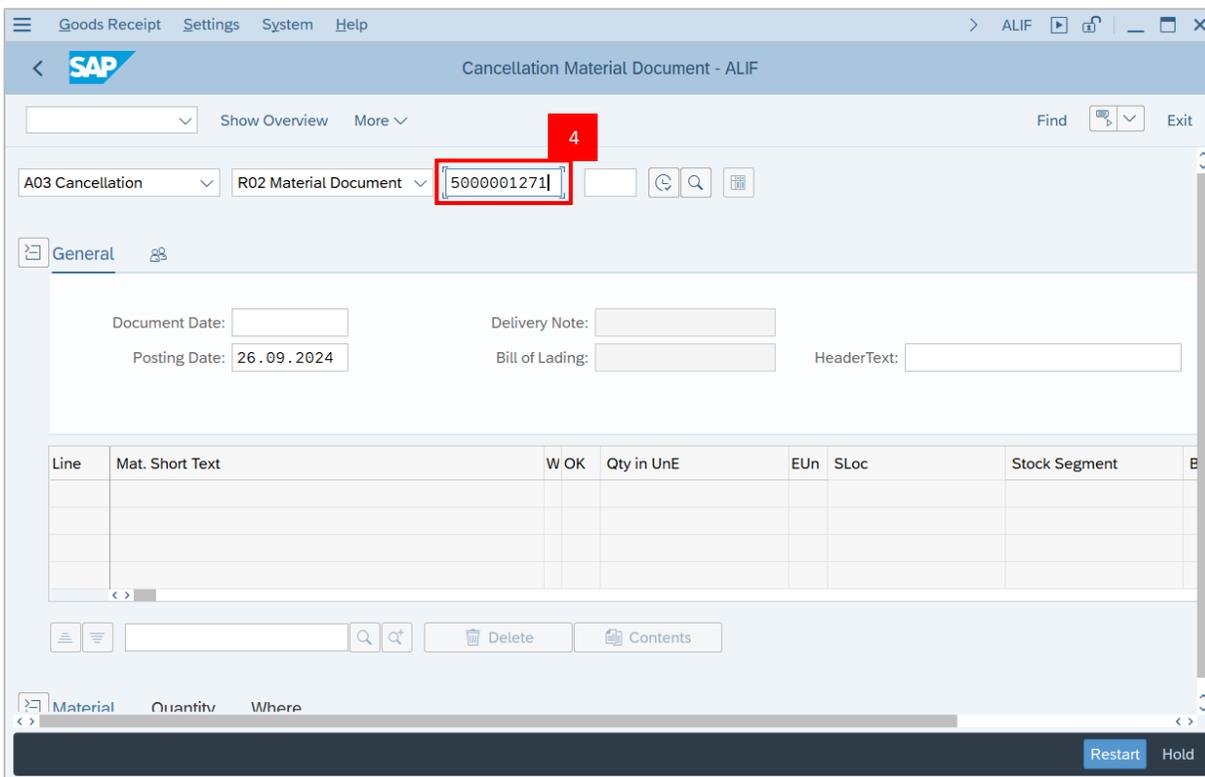
Step 2: Select **A03 Cancellation** from the dropdown menu for event selection.



Step 3: **R02 Material Document** will be automatically selected from the dropdown menu.



Step 4: Fill in the **Goods Receipt** Material Document Number in the Material Document field. Press **Enter** to proceed.





Note: To identify the Goods Receipt Material Document Number, it can be viewed in the Purchase Order, under the Item Details Section, under the Purchase Order History tab.

The screenshot shows the SAP Purchase Order History tab for a purchase order. The main table displays the following data:

Sh. Text	M.	Material Document	Item	Posting Date	Quantity	Delivery cost quant.	OUUn	z Amt.in Loc.C.	L. cur	z Qty in OPUUn	DelCostQty (OPU..	Order Price Unit	Amount	Crcy	Reference
WE	1	5000001271		1 23.08.2024	1,000	0	RIM	5,000.00	BND	1,000	0	RIM	5,000.00	BND	
Tr./Ev. Goods receipt					1,000		RIM	5,000.00	BN	1,000		RIM	5,000.00	BN	

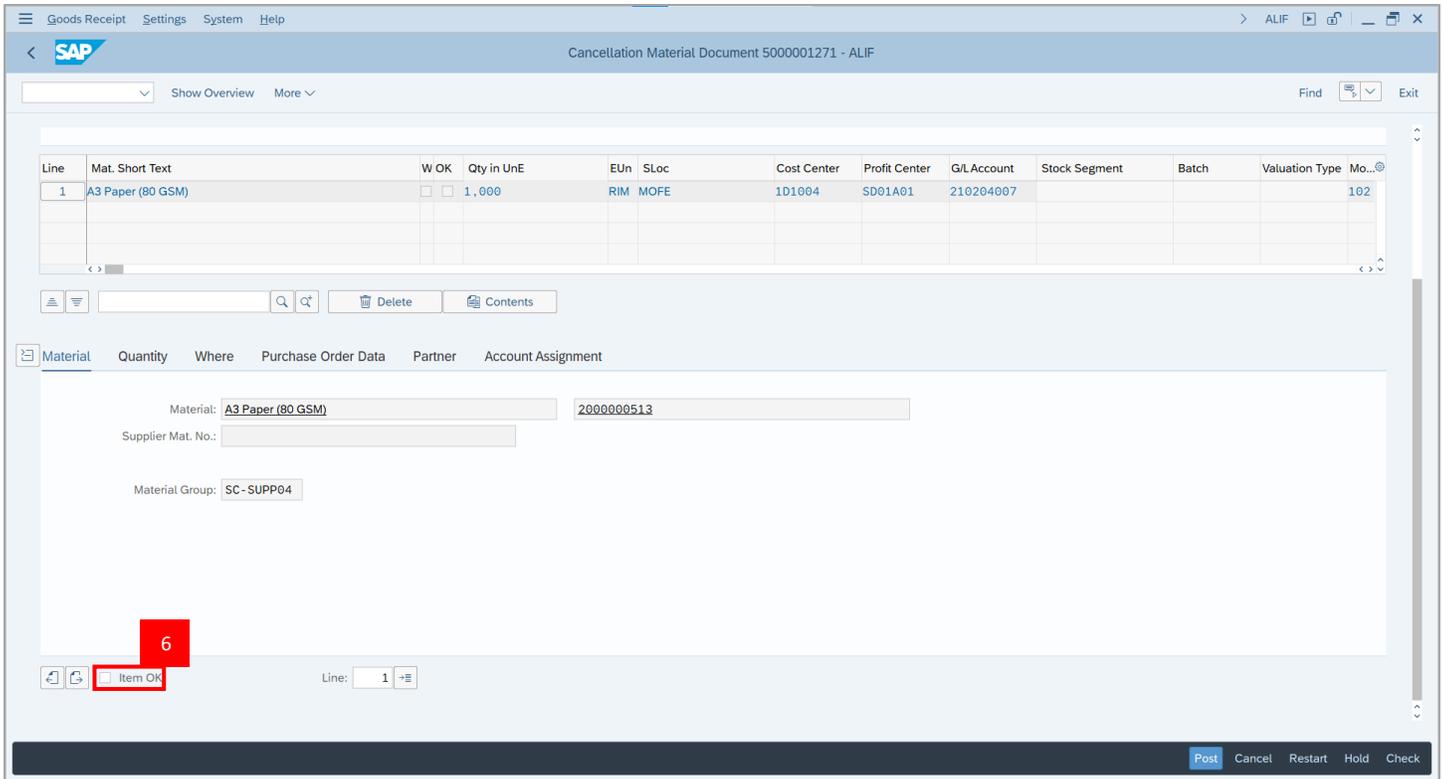
Step 5: Material Document information will be displayed. Ensure **Print via Output Control** checkbox Scroll down to proceed.

The screenshot shows the SAP Goods Receipt screen for a cancellation material document. The 'General' tab is active, and the '3 Collective Slip' checkbox is checked. The main table displays the following data:

Line	Text	WOK	Qty in UnE	EUn	SLoc	Cost Center	Profit Center	G/L Account	Stock Segment
1	A3 Paper (80 GSM)		1,000	RIM	MOFE	1D1004	SD01A01	210204007	

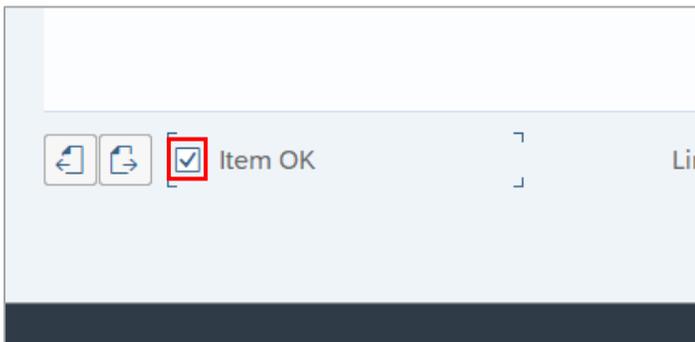


Step 6: Under the **Detail Data** section, tick on the **Item OK** checkbox section to proceed.



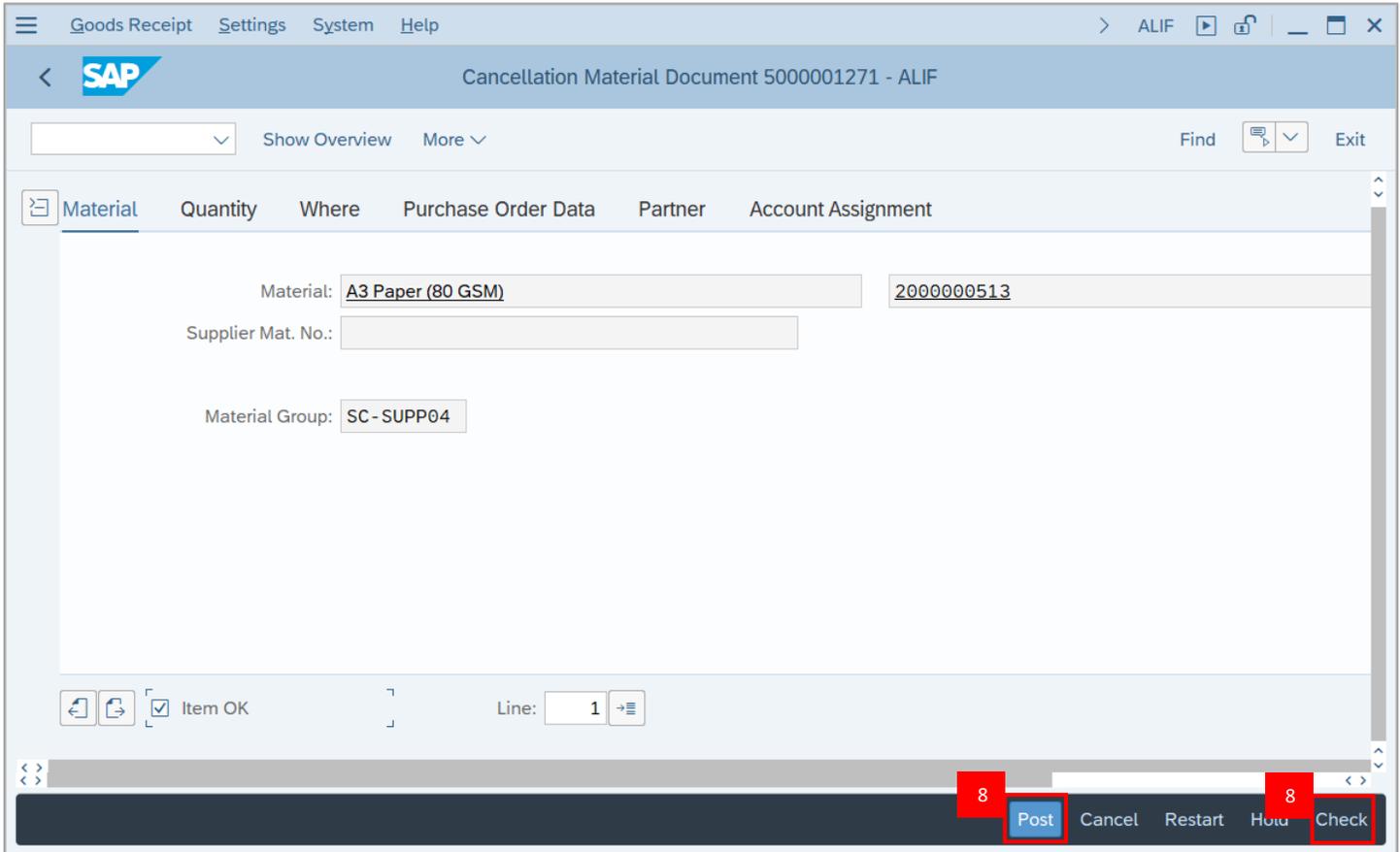
Outcome: **Item OK** checkbox will be ticked.

Note: For additional line item, repeat the process in Step 6 until all **Item OK** checkbox is ticked.



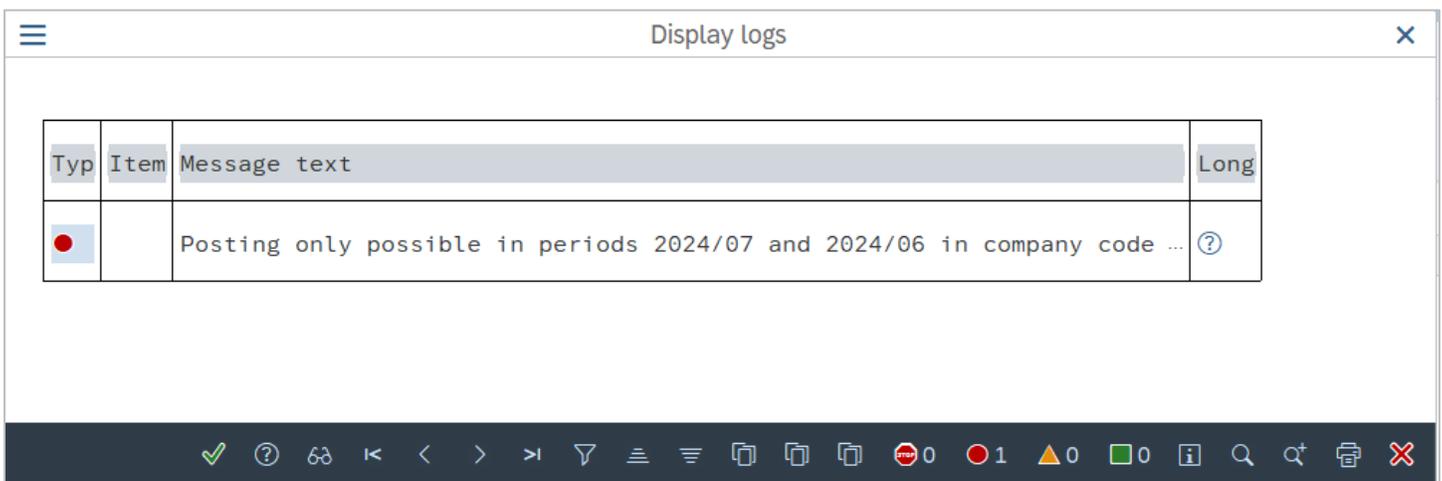


Step 8: Click on **Check** to run a systems checkup on the Cancellation form, and then click **Post** to proceed.



Outcome: Notification will be displayed on the bottom left of the screen. Material Document number for cancellation created.

Note: Should Posting Date issue arise, may change the **Posting Date** to the date of cancellation document creation.





Step 9: Change the **Posting Date**.

Goods Receipt Settings System Help > ALIF

Cancellation Material Document 5000001271 - ALIF

Show Overview More Find Exit

A03 Cancellation R02 Material Document 5000001271 2024

General Vendor

Document: 23.08.2024 Delivery Note: Supplier: TechFusion Innovations  
Posting Date: 23.08.2024 Bill of Lading: HeaderText:  
3 Collective Slip Status:

Line	Status	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Cost Center
1	OO	A3 Paper (80 GSM)	<input type="checkbox"/>	1,000	RIM	MOFE	1D1004

Delete Contents

Post Cancel Restart Hold Check

Step 9: Click **Post** to proceed.



Goods Receipt Settings System Help > ALIF

**SAP** Cancellation Material Document 5000001271 - ALIF

Show Overview More ▾ Find ▾ Exit

A03 Cancellation ▾ R02 Material Document ▾ 5000001271 2024

General Vendor

Document Date: 23.08.2024 Delivery Note: Supplier: TechFusion Innovations  
 Posting Date: 11.10.2024 Bill of Lading: HeaderText:  
 3 Collective Slip Status: ●

Line	Status	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Cost Center
1	○○	A3 Paper (80 GSM)	<input type="checkbox"/>	1,000	RIM	MOFE	1D1004

Delete Contents

8 Post Cancel Restart Hold Check

Outcome: **Material Document Number** has been created.

Goods Receipt Settings System Help > ALIF

**SAP** Cancellation Material Document - ALIF

Show Overview More ▾ Find ▾ Exit

A03 Cancellation ▾ R02 Material Document ▾ 5000001436 2024

General

Document Date: Delivery Note:  
 Posting Date: 11.10.2024 Bill of Lading: HeaderText:

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Segment

Delete Contents

Material document 5000001436 posted [View details](#) Restart Hold