

CREATE A GOODS RECEIPT – MIGO (PUR-016)
SAINT LOUIS PUBLIC SCHOOLS

1. **SCOPE:** This procedure discusses the process used to perform a Goods Receipt.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2. **RESPONSIBILITY:**

- Purchasing

3. **APPROVAL AUTHORITY:**

Executive Purchasing/Budget Director _____

4. **DEFINITIONS:**

Signature

Date

SLPS – Saint Louis Public Schools

SAP – Information system used by SLPS

5. **PROCEDURE:**

Goods Receipt – MIGO

5.1. Click in the **Command Field**, type **MIGO** and then press the **Enter** key.

Note: The **Goods Receipt Purchase Order Screen** is displayed.

5.2. Click (goods receipt) from the **Movement Type** drop down list.

5.3. Click (purchase order) from the **Reference Document** drop down list.

5.4. Enter the **Purchase Order Document Number** in the **Purchase Order Number** field, or click purchase order number  (search help) button to search for the desired purchase order. e.g. **4500140405**

Note: There are additional fields in this screen that if not known, can help you locate a particular purchase order.

5.5. Click  (enter) button to display the purchase order.

5.6. Review the displayed purchase order.

5.7. Click (item ok) button.

5.8. Click (check) button to check the purchase order for any errors.

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5.9. Click  (post) button to post the purchase order to the SAP system.

5.10. Record the **Material Document Number** that was posted.

6. RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SAP Issued	Computer	3 years	Discard as desired	Password protected

7. REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/01/08	A	Initial Release

* * * E n d o f p r o c e d u r e * * *