

Receive material from purchase

The action requires the "**create goods receipt**" permission.

An existing purchase order can be used to receive purchased material to stock.

Material from **one purchase** order can be received with **multiple goods receipts**, if needed.

The screenshot shows the SAP purchase order interface for P-02446-2025. The 'Order items' table contains one item with a quantity of 100 and an amount of €50.00. Below this, the 'Goods receipt' section is visible, featuring a table with columns for 'GOODS RECEIPT', 'STATUS', and 'CREATED BY'. A red arrow points to a purple button labeled 'Create new goods receipt' at the bottom of this section.

To do this, go to the purchase order, open the "**Goods receipts**" section and click the "**Create new goods receipt**" button. This will open the "**New goods receipt for order**" form.

The screenshot shows the 'New goods receipt for Order # P-02446-2025' form. It includes fields for 'DATE RECEIVED' (23.06.2025), 'DOCUMENT DATE' (23.06.2025), and 'PARTNER DOCUMENT'. Below these is a table with columns for 'PRODUCT', 'PARTNER SKU', 'WANTED SHIPMENT DATE', 'CONFIRMED DELIVERY DATE', 'WAREHOUSE', 'QUANTITY', 'AMOUNT', and 'TOTAL AMOUNT'. A red arrow points to the 'DATE RECEIVED' field, another to 'DOCUMENT DATE', a third to 'PARTNER DOCUMENT', a fourth to the 'PRODUCT' field (KML.0000010.000JOGURT-NAVADNI-LONCEK), a fifth to the 'WANTED SHIPMENT DATE' field (7/7/2025), a sixth to the 'CONFIRMED DELIVERY DATE' field (Empty), a seventh to the 'WAREHOUSE' field (Empty), and an eighth to the 'QUANTITY' field (100). A purple button labeled 'Create new goods receipt' is at the bottom.

To create a new receipt, first fill out the form that appears:

1. **Date received:** enter the date, when the material was receive.
2. **Document date:** enter the date, when the document was made.
3. **Partner document:** enter the document number, provided by the material supplier
4. **Reference number:** enter the reverence number, provided by the material supplier

If no partner **document** and/or **reference number** was provided, "/" should be entered.

Once the form is filled out, select the products that will be received to stock with this goods receipt. You can select only some, or all if needed.

Once form is filled out and products are selected, click the "**Create new goods receipt**" button to create a new goods receipt.

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Basic information

ORDER # P-02446-2025

PARTNER MLEKARNA CELEJA, d.o.o., SI92813020

MOVEMENT TYPE Goods receipt from purchase

DOCUMENT DATE 23. 06 - 2025

REFERENCE NO. /

ORDER #

PARTNER DOCUMENT NO. /

DOCUMENT TYPE Goods Receipt from Purchase

DATE RECEIVED 23. 06 - 2025

STATUS NEW

Amount values

CURRENCY CODE EUR

CURRENCY RATE 1,0000

COSTS IN CURRENCY

COST CALCULATION TYPE

Items

PRODUCT	INVOICE	WAREHOUSE LOCATION	QUANTITY	COUNTED QUANTITY	AMOUNT	TOTAL AMOUNT	COSTS
KML 0000010.000: JOGURT-NAVADNI-LONCEK Product must have weight defined		Kuhinja	100 piece	100	€0.50 50.00	€50.00	€0.00

Error information

Save

Once the goods receipt is created, make sure that information on goods receipt items (**warehouse location** the material is set to be received and its counted quantity) is correct. Edit it if needed and then save the changes.

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Data successfully updated. CLEAR CLEAR ALL

Basic information

ORDER # P-02446-2025

PARTNER MLEKARNA CELEIA, d.o.o., SI92813020

MOVEMENT TYPE Goods receipt from purchase

DOCUMENT DATE 23. 06. 2025

REFERENCE NO. /

ORDER #

PARTNER DOCUMENT NO. /

DOCUMENT TYPE Goods Receipt from Purchase

DATE RECEIVED 23. 06. 2025

STATUS

Amount values

CURRENCY CODE EUR

CURRENCY RATE 1,0000

COSTS IN CURRENCY

COST CALCULATION TYPE

Items

PRODUCT QUANTITY Add new Book to stock

PRODUCT	INVOICE	WAREHOUSE LOCATION	QUANTITY	COUNTED QUANTITY	AMOUNT	TOTAL AMOUNT	COSTS
KML.0000010.000-JOGURT-NAVADNI-LONCEK Product must have weight defined							
Name Jogurt navadni lonček							
Weight plastic package (g) 0 g		Kuhinja	100 piece	100	€0.50 50.00	€50.00	€0.00
Weight carton package (g) 0 g							
Tariff code Empty							
Country of origin Empty							
Stock 0 / 0							

Error information

Save

Once the goods receipt is ready, click **"Book to stock"** button to book the receipt.

If the booking to stock was successful, the goods receipt will have its status updated to **"Booked"**.

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Basic information

ORDER # P-02446-2025

PARTNER MLEKARNA CELEIA, d.o.o., SI92813020

MOVEMENT TYPE Goods receipt from purchase

DOCUMENT DATE 23. 06. 2025

REFERENCE NO. /

ORDER #

PARTNER DOCUMENT NO. /

DOCUMENT TYPE Goods Receipt from Purchase

DATE RECEIVED 23. 06. 2025

STATUS **BOOKED**

Amount values

CURRENCY CODE EUR

CURRENCY RATE 1,0000

COSTS IN CURRENCY

COST CALCULATION TYPE

Items

PRODUCT	INVOICE	WAREHOUSE LOCATION	QUANTITY	COUNTED QUANTITY	AMOUNT	TOTAL AMOUNT	COSTS
KML.0000010.000-JOGURT-NAVADNI-LONCEK Product must have weight defined							
Name Jogurt navadni lonček							
Weight plastic package (g) 0 g		Kuhinja	100 piece	100	€0.50 50.00	€50.00	€0.00
Weight carton package (g) 0 g							
Tariff code Empty							
Country of origin Empty							
Stock 0 / 0							

Error information

Save

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