**How to create / reverse goods receipt in SAP – MIGO**

In order to create Goods Receipt in SAP

1. Select transaction **Goods Movement MIGO** in the search bar at the top of SAP Business Client panel
2. **For Goods Receipt**:
    a. Select: **Good Receipt**
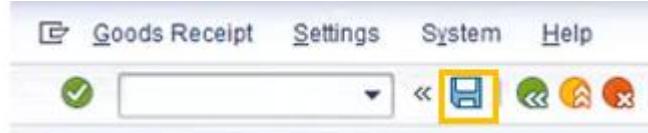   b. Enter Purchase Order number and click on the **Execute** button

Goods Receipt Purchase Order - Krzyminska Justyna

| Goods Receipt | ∨ | Purchase Order | ∨ | 4300427686 🔍 | | | |

   c. Populate **Document Date** (= Delivery date) and Delivery Note fields in the **General** section.
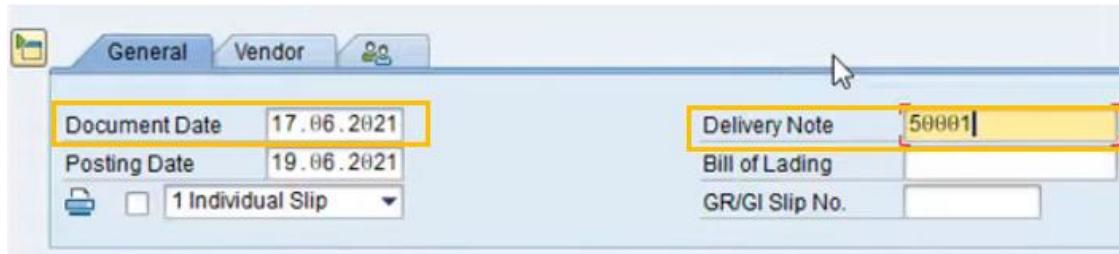
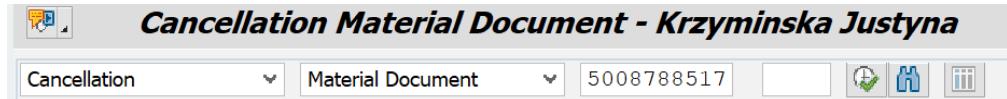   d. Populate Qty in Unit of Entry field and check Item OK checkbox in the Quantity tab
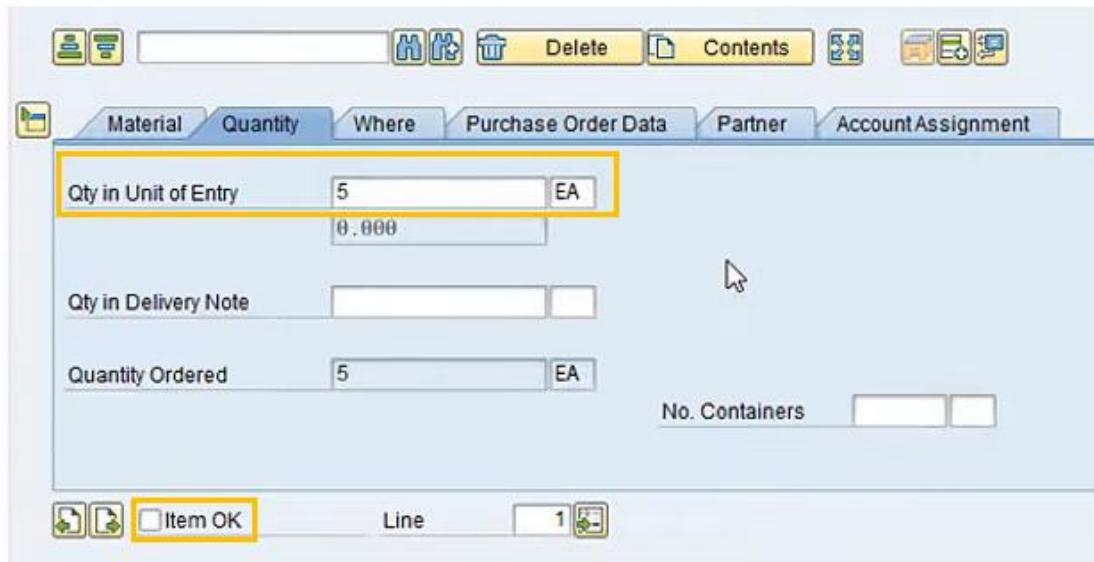
   e. Click on **Post** icon in the top to post the Goods Receipt

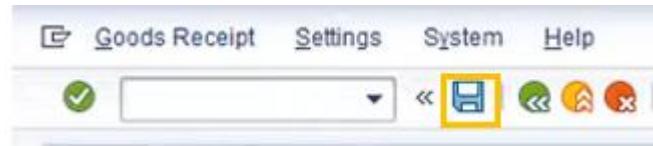3. **For Goods Receipt reversal:**
   a. Select: **Cancellation**
   b. Enter Material Document number of the Goods Receipt you want to reverse and click on the **Execute** button (Material Document number can be checked in the Purchase Order History tab in the transaction ME23N)

   c. Select Item: Ok indicator for items for which Good Receipt should be reversed

   d. Click on **Post** icon in the top to post the Goods Receipt

Related articles

How to create / reverse goods receipt in Ariba

How to create / reverse goods receipt in SAP - VL32N

I have received a query "Please create GRN"