

How to create / reverse goods receipt in XA

In order to create / return goods receipt in XA, follow the below instructions based on SKF XA training materials [LINK TO TRAINING MATERIAL](#)



Components goods receiving no inspection needed

Receive purchased item to stock = RP – SKF Goods receiving – Schedule Receipt

- Select the PO for which goods receiving has to be performed.
- Verify open quantity vs quantity on the delivery document/invoice. If the quantity arrived is higher than open quantity, contact planner/buyer
- Validate vendor name on delivery document/invoice vs vendor on PO
- Validate if inspection on receipt is N or Y to be able to select the correct template
- **Inspection on receipt No: Click on receive and select template SKF RP**
 - **TRANSACTION DATE** = Receipt date; The Transaction date is stored in "Inventory Transaction History" and is used for SDP measurement as GR date.
 - **QUANTITY** = Quantity arrived (automatically PO open quantity appears but it can be changed)
 - **LOCATION** = Location in Whs
 - **BATCH LOT** = For traceability
 - **FIFO Date** = Arrival/Production date
 - **GOODS RECEIVED NOTE** = Goods received note /Dispatch advice number
- After having filled in all data, click on 'Continue'. Goods receiving will be completed and RP transaction will be generated.
- Stock quantity and value will be increased for inventory items but not for miscellaneous

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Components goods receiving inspection needed Receive to dock = RD and Receive to inspection = RI – SKF Goods receiving – Schedule Receipt

- Select the PO for which goods receiving has to be performed.
- Verify open quantity vs quantity on the delivery document. If the quantity arrived is higher than open quantity, contact planner/buyer
- Validate vendor name on delivery document/invoice vs vendor on PO
- Validate if inspection on receipt is N or Y to be able to select the correct template
- **Inspection on receipt Yes : Click on receive and select template SKF RD&RI or only RI (without RD)**
 - **TRANSACTION DATE** = Receipt date; The Transaction date is stored in "Inventory Transaction History" and is used for SDP measurement as GR date.
 - **QUANTITY** = Inspection Quantity arrived at inspection (automatically PO open quantity appears)
 - **LOCATION** = Inspection location in Whs
 - **BATCH LOT** = For traceability
 - **FIFO Date** = Arrival/Production date
 - **GOODS RECEIVED NOTE** = Goods received note /Dispatch advice number
- After having filled in all data, click on 'Continue'. Goods receiving will be completed and RD&RI transaction will be generated.
- Stock quantity and value will NOT be increased, and the quality status will be «waiting for inspection». Material is not available for movements to channel
- After inspection approval, for the QTY on inspection a "Approve Purchase Item (PQ)" (Path: SKF – SKF-Goods Receiving – Goods Receiving PO & Service – Item locations) transaction must be performed to make the goods available (increase the stock quantity and value).

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Return Material to Supplier (VR)

VR = Return Purchased Item: used by purchasing/quality to report stock returned to the vendor

Inventory Transaction History

Order	Item	Description	Quantity	Unit of Measure	Location	Batch/Lot	Goods received note	Amount	Reference	Reason
10016645	C03	10016645	5	PC	Place			0.0000		

Return Purchased Item to Vendor (VR)

Template: Default

Order: P500208

P.O. line: 1

Release: 0

Warehouse: C03

Item: 10016645

Quantity: 5

Unit of measure: PC = Piece

Resupply: ☒

Location: RCV03

Batch/Lot: 123TEST

Goods received note: DISPATCH 1003

Amount: 0.0000

Reference:

Reason: (blank)

☐ Auto advance

Continue **Bypass** **Cancel** **Help**

How to return material to supplier:

Path: SKF Goods Receiving → SKF – Physical Inventory → Inventory Transaction History.

- Search and select the GR transaction (RP = Receive Purchased Item to Stock) which has to be return to the vendor, completely or partially
- Click Maintain → Procurement Transactions → Return P.O. item to Vendor (VR).
- Template = SKF
- Quantity = return quantity;
- Resupply = if the Vendor has to resupply the quantity returned; indicates if it is requested the resupply of the material returned, against the same PO number.
- Reason = reason code

Verify the following conditions:

- Existing quantity at stock with the same batch lot and FIFO date;
- The Purchase Order has to be Active (it's not Active if the Status is equal to 60 = Complete.

Click Continue.

Remark: in case of mistake, it's possible to write off repeating the transaction with negative quantity.

Related articles

I have received a query "QR20 GRN not created, Please advise GRN number for this invoice"

I have received a query "QR22 The quantity on the invoice is different than the quantity on PO" / "GRN is not sufficient to match this invoice"

Training resources

[XA PROCUREMENT PLANNING TRAINING MATERIAL](#)