

RETURNS TO VENDOR:

BUSINESS SCENARIO:

In our day-day business practise we come across various reasons where we need to return back certain stock to vendor due to damages, excess stock, expiry goods ..etc

This process of 'RETURNS TO VENDOR' starts with Returns PO and ends with creation of Credit memo in SAP

Who are involved in this process:

Site/DC

Vendor

Needed data:

Vendor code

Article code

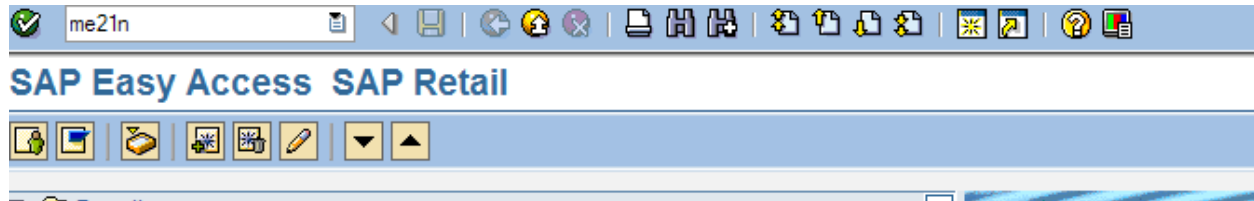
Required quantity of stock availability

Condition details(Gross price)

tax data

*** NOTE: This process is used in case of invoice verification had already completed for the returning articles/stock.**

STEP 1: USE T.CODE: ME21N



STEP 2: SELECT DOCUMENT TYPE: RETURNS PO


-ENTER PURCHASING DETAILS

-ENTER VENDOR CODE TO WHOM STOCK IS RETURNING

Create Purchase Order

The screenshot shows the 'Create Purchase Order' form in SAP. The form has a header section with tabs for 'Document Overview On', 'Hold', 'Print Preview', 'Messages', and 'Personal Setting'. Below the header, there is a section for 'ZRO Return PO' with a 'Vendor' field set to '100000 Godrej Head Office' and a 'Loc. date' field set to '11.07.2008'. The form also includes a section for 'Delivery/Invoice' with tabs for 'Conditions', 'Texts', 'Address', 'Communication', 'Partners', 'Additional Data', 'Org. Data', and 'Status'. The 'Conditions' tab is selected, showing a table with the following data:

| | | |
|--------------|------|-----------------------|
| Purch. Org. | 5000 | Do not use |
| Purch. Group | 203 | FMCG West |
| Company Code | 5000 | AADHAAR RETAILING LTD |

STEP 3: ENTER ARTICLE CODE, SITE/DC CODE, QTY  ACTIVATE THE RETURNS ITEM AND CHECK THE PRICE AND TAX DETAILS

Create Purchase Order

Document Overview On

ZRO Return PO Vendor 100000 Godrej Head Office Doc. date 11.07.2008

Header

| S | Item | A | I | Article | Short Text | PO Quantity | O | C | Deliv. Date | Net Price | Curr. | Per | O | Mdse Cat. | Site |
|---|------|---|---|------------|--------------------|-------------|---|----|-------------|-----------|-------|-----|----|-----------|------|
| | 10 | | | 1000000000 | BATH MATTRESS ASRT | | 1 | EA | 11.07.2008 | 30.00 | INR | 1 | EA | TRUTHFUL | 9101 |
| | | | | | | | | | | | INR | | | | |
| | | | | | | | | | | | INR | | | | |
| | | | | | | | | | | | INR | | | | |

Default Values Addl Planning

Item 1 [10] 100000000 , BATH MATTRESS ASRT

Article Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery Address Confirmations Co...

Qty 1 EA Net 30.00- INR

Pricing Elements

| N | CnTy | Name | Amount | Crcy | per | U | Condition value | Curr. | Status | NumC | OUn | CCon | Un | Condition value |
|---|------|---------------------|--------|------|-----|------|-----------------|-------|--------|------|-----|------|----|-----------------|
| | | Net Price | 30.00 | INR | | 1 EA | 30.00- INR | INR | | 1 | EA | 1 | EA | 0 |
| | | % Disc on Gross (I) | | % | | | 0.00 INR | INR | | 0 | | 0 | | 0 |

STEP 4: MAINTAIN HEADER TEXT: CLICK ON HEADER----->TEXTS

ZRO Return PO Vendor 100000 Godrej Head Office Doc. date 11.07.2008

Header

| Item | Mdse Cat. | Site | Stor. Location | Batch | Reqmt No. | Requisitioner | IM Material | Info Rec. | R | Fr |
|-----------------------|-----------|------|----------------|-------|-----------|---------------|-------------|-----------|-------------------------------------|----|
| Expand Header Ctrl+F2 | TRUTHFUL | 9101 | Saleable NonAg | | | | | 530000000 | <input checked="" type="checkbox"/> | |

Create Purchase Order

Document Overview On

ZRO Return PO Vendor 100000 Godrej Head Office Doc. date 11.07.2008

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status

Header Texts A

GAVL Text Header text Header note Pricing types

DUE TO DAMAGES/EXPIRY/EXCESS STOCK

1 Continuous-te

STEP 5: CHECK FOR MESSAGES

Create Purchase Order

Document Overview On | | | | | | Messages | | | Personal Setting

ZRO Return PO | | Check (Ctrl+Shift+F3) | 00 Godrej Head Office | Doc. date | 11.07.2008 |

Delivery/Invoice | Conditions | **Texts** | Address | Communication | Partners | Additional Data | Org. Data | Status

Header Texts | A | DUE TO DAMAGES/EXPIRY/EXCESS STOCK

GAVL Text | Header text

Create Purchase Order

Document Overview On | | | | | | Messages | | | Personal Setting

ZRO Return PO | | Vendor | 100000 Godrej Head Office | Doc. date | 11.07.2008 |

Delivery/Invoice | Conditions | **Texts** | Address | Communication | Partners | Additional Data | Org. Data | Status

Header Texts | A | DUE TO DAMAGES/EXPIRY/EXCESS STOCK

GAVL Text | Header text

Messages

| Typ | Message text | LText |
|-----|--|-------|
| | No message generated for output of purchasing document | |

Color 2 (Dark Gray)

| | | | | | | | | | | | | | |

STANDARD MESSAGE TYPES&MEANING IN SAP:

THERE ARE 3 TYPES OF MESSAGES IN SAP

1. **ERROR MESSAGE:** THIS MESSAGE APPEARS WITH RED COLOR

EX: Company code 3000 not defined for purchasing organization 5000

2. **WARNING MESSAGE:** THIS MESSAGE APPEARS WITH YELLOW COLOR AND ALLOWS USER TO CONTINUE THE TRANSACTION


EX:

Messages



| Typ | Message text | LText |
|-----|--|-------|
| | No message generated for output of purchasing document | |

3. **INFOMATION MESSAGE:** THIS MESSAGE APPEARS WITH GREEN COLOR AND ALLOWS USER TO CONTINUE THE TRANSACTION

EX:



 Return PO created under the number 6000000001

STEP 6: PROCESS THE GR FOR THE ABOVE CREATED RETURNS PO

A01 Goods Receipt  R01 Purchase Order 

NOTE: SINCE WE HAD CREATED RETURNS PO WE NEED TO SELECT ABOVE OPTIONS AS PER THE SAP STANDARD.

-click on item ok

  ☒ Item OK

-Enter the delivery note & Header text

| | | | |
|----------------|------|------------|---------------------|
| Delivery Note | TEST | Vendor | Godrei Head Office |
| Bill of Lading | | HeaderText | DUE TO EXCESS STOCK |

Goods Receipt Purchase Order 6000000001 - SAYEE

Show Overview | Hold | Check | Post | Help

A01 Goods Receipt | R01 Purchase Order | Site | GR goods receipt | 101

General | Vendor

Document Date: 11.07.2008 | Delivery Note: TEST | Vendor: Godrej Head Office
 Posting Date: 04.2008 | Bill of Lading: | HeaderText: DUE TO EXCESS STOCK
☐ 1 Individual Slip

| Line | Stat | Art | Short Text | OK | Qty in UnE | E | SLoc | Profit Center | Batch | Valuation T... | M | D | Stock Type |
|------|------|---------------|------------|-------------------------------------|------------|----|------------------|---------------|-------|----------------|---|-----|------------|
| 1 | CO | BATH MATTRESS | ASRT | <input checked="" type="checkbox"/> | 1 | EA | Saleable NonAgr1 | 910101 | | | | 161 | Unrestr1 |

Article | Quantity | Where | Purchase Order Data | Partner | Account Assignment

Article: BATH MATTRESS ASRT | 100000000
 Vendor Article No.:
 Merchandise Category: ASVGRGTRF
 EAN in Order Unit: 100000000
 EAN Check:

☒ Item OK | Line: 1

MIGO | GAVLAPP4 | OVR

STEP 7: POST THE DOCUMENT

Show Overview | Hold | Check | Post | Help

A01 Goods Receipt | R01 Purchase Order | Post Document (Shift+F11) |

AFTER POSTING A DOCUMENT SYSTEM WILL GENERASTE A GR DOCUMENT FOR THE RETURNS PO

Goods Receipt Settings System Help

Goods Receipt Purchase Order - SAYEE

Show Overview Hold Check Post Help

A01 Goods Receipt R01 Purchase Order Site GR goods receipt 101

General Vendor

Document Date 11.07.2008 Delivery Note
Posting Date 11.07.2008 Bill of Lading HeaderText
1 Individual Slip

| Line | Art. Short Text | OK | Qty in UnE | E... | SLoc | Batch | Valuation T... | M... | D | Stock Type | Site |
|------|-----------------|----|------------|------|------|-------|----------------|------|---|------------|------|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Delete Contents

Article Quantity Where

Article document 5000000029 posted MIGO GAVLAPP4 OVR

Step 8: CREATE A CREDIT MEMO FOR RETURNS PO

Enter Incoming Invoice: Company Code 5000

Show PO structure Show worklist Hold Simulate Messages Help

Transaction 2 Credit memo Balance 30.00- INR

Basic data Payment Details Tax Withholding tax

Document date 11.07.2008 Reference
 Posting Date 27.04.2008
 Amount INR ☐ Calculate tax
 Tax amount
 Bus.place/sectn /
 Text
 Paymt terms Due immediately
 Baseline Date 27.04.2008

Vendor 0000100000
 Godrej Head Office
 Street/House number 400036 MUMBAI
 INDIA
 Bank acct

1 Purchase Order/Scheduling Agreement 6000000001 1 Goods/service items
 Layout 7_6310 All information

| Item | Amount | Quantity | Or... | Purchase... | Item | Procurement Doc. | PO Text |
|------|--------|----------|-------|-------------|------|------------------|----------|
| 1 | 30.00 | | 1 EA | 6000000001 | 10 | | BATH MAT |

MAINTAIN TEXT

Transaction 2 Credit memo Balance 30.00- INR

Basic data Payment Details Tax Withholding tax

Document date 11.07.2008 Reference
 Posting Date 27.04.2008
 Amount INR ☐ Calculate tax
 Tax amount
 Bus.place/sectn /
 Text
 Paymt terms Due immediately
 Baseline Date 27.04.2008

Vendor 0000100000

- Basic data
- Payment
- Details
- Tax
- Withholding tax
- Contacts
- Note**

Details Tax Withholding tax Contacts **Note**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

DUE TO EXCESS STOCK/EXPIRAY/DAMAGE..ETC AS PER APPROVAL FROM Mr/Ms.....

* Li 2, Co 13 Ln 1 - Ln 2 of 2 lines

Enter Incoming Invoice: Company Code 5000

Post the document

System will generate a MIRO document number

Use MIR4 transaction to see the details of credit memo created in SAP

Use ZIVPRT transaction to print the credit memo

Text Edit Goto System Help

Print Preview of LP01 Page 00001 of 00001

Archive Print and Archive

Aadhaar Retailing Limited
DC Branch

Date: 27.04.2008

INVOICE VERIFICATION NOTE

Vendor's Name: Godrej Head Office
Vendor's Address: Street/House number
MUMBAI, Maharashtra, 400036, India

Reference PO number: 6000000001

SAP Invoice Number: 5105600118
SAP FI Number:

| Item | GRN | Article | Article Description | UOM | Discount | Basic cost | VAT(% / Amt.) | Landing Cost including VAT | PO Quantity | Accepted Quantity | Total Cost | |
|---|------------|------------|---------------------|-----|----------|------------|----------------|----------------------------|-------------|-------------------|------------------------|-------|
| 0001 | 5000000029 | 1000000000 | BATH MATTRESS | EA | | 30.00 | 0.00 | 30.00 | 1.000 | 1.00 | 30.00 | |
| | | | ASRT | | | | 0.00 | | | | | |
| | | | | | | | | | | | 30.00 | |
| Gross Cost | | | | | | | | | | | | |
| | | | | | | | | | | | VAT | 0.00 |
| | | | | | | | | | | | CESS | 0.00 |
| | | | | | | | | | | | Total cost without VAT | 30.00 |
| | | | | | | | | | | | Additional Cost | 0.00 |
| | | | | | | | | | | | Unpl. Del. Csts | 0.00 |
| | | | | | | | | | | | Discount | 0.00 |
| | | | | | | | | | | | Net Cost | 30.00 |
| Special Note: | | | | | | | | | | | | |
| DUE TO EXCESS STOCK/EXPIRAY/DAMAGE..ETC AS PER APPROVAL FROM Mr/MS..... | | | | | | | | | | | | |
| Reference :TEST | | | | | | | | | | | | |

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