1 Page

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

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

STEP 1: USE T.CODE: ME21N

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<u>STEP 2</u>: SELECT DOCUMENT TYPE: RETURNS PO

-ENTER PURCHASING DETAILS

-ENTER VENDOR CODE TO WHOM STOCK IS RETURNING

Create Purchase Order

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	Company Code	5000 AADH	AAR RETAILING	GLTD						

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

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<u>STEP 4</u>: MAINTAIN HEADER TEXT: CLICK ON HEADER------→TEXTS

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Create Purchase Order

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STEP 5: CHECK FOR MESSAGES

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Create Purchase Order

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: E Messages

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	No message generated for output of purchasing document	2

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

EX:

<u>STEP 6</u>: 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					
	Delivery Note	TEST	Vendor	Godrej Head Office]
-Enter the delivery note & Header text	Bill of Lading		HeaderText	DUE TO EXCESS STOCK	j

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<u>STEP 7:</u> POST THE DOCUMENT

Show Overview Hold Check Post Help	
A01 Goods Receipt 🖹 R01 Purchase Order	

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

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

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