	Returning Inventory **(Purchase Order/Goods Receipt)**	**ME21N** **MIGO**

Use this procedure when you have returned some materials to the vendor for a credit, but the return is a different price/quantity from the original purchase.

Basic Commands

Back	
Cancel	
Help	
Exit	
Enter	
Save	
Execute	

Movement Types

When cancelling an entire receipt, use MIGO alone to cancel the material document.

When obsoleting the entire stock of an item use MIGO alone to issue the part as obsolete

1. From the **SAP R/3 System Easy Access** screen or from your favorites, enter or select transaction code **ME21N.**

2. Click ✅ or press **Enter**. The **Create Purchase Order** screen displays. Defaults set are displayed.

      See **First Time Transaction Setup Guide**

3. Enter **23** in **Vendor** field (in space to the right of the word Vendor)**.**

4. For each item, enter the following:
      - **PO Quantity**
      - **Material** (DOT material number)
      - **Net Price** (this is *Price* per *Unit* of the item)
      - **Check the Return checkbox** on the item to return

5. Click on **Check** icon.

      - System may display messages in a dialog box about delivery dates and info records- these can be ignored..**Any other error messages must be resolved**. Click on the green check.

6. Click on 💾 .

7. Record Purchase Order number on invoice.

8. **Receive Material Into Inventory**: Enter **/NMIGO** from the **Create Purchase Order** screen.

      - Alternatively, you can click on 🔙 to return to the **SAP Easy Access Screen** and enter or select transaction code **MIGO.**

9. In the first **Matchcode** field, select **Goods receipt**.

10. In the second **Matchcode** field, select **Purchase order**.

11. The **Movement type** should change to **101 GR goods receipt**.

      (The line items will have movement type 161 for returns)

9. Enter Purchase Order in field with blinking cursor. Click 🔽 or press enter.- System pulls in items from Purchase Order.

13. Put a check in the **OK** box next to each item you want to receive.

14. Click on 💾 . System puts the **Material Document** number in the **Status Bar**. Note this on the invoice.