



GFEBS SUS Job Aid: Acceptor Training for SUS Pilot Quantity Based Contracts

Purpose: To provide a step-by-step guide for accepting value based SUS Pilot contracts in GFEBS.

Audience: Army CORs/Acceptors for SUS Pilot Contracts

NOTE: WAWF Gov't View Only Folder** does not currently contain SUS documents

****WAWF to update to have ability to view SUS documents – date TBD**

| <p>Instruction:</p> <p>Step 1: Login to GFEBS</p> <p>a. Click the GFEBS Login Link below: https://prodep.gfebs-erp.army.mil/</p> <p>b. Once you see the screen as shown to the right, click on the “CAC Login” button.</p> | <p>Screenshot:</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--------------|------------|---|----------|-------------------|----------|--|------------------------------|------------|------------|------------------------------|--|--|------------------------------|------------|------------|------------------------------------|--|--|------------------------------|------------|------------|-------------------------------------|--|--|-------------------------------|------------|------------|---|--|--|--------------------------------|------------|------------|-----------------|--|
| <p>Step 2: Enter GFEBS ERP</p> <p>Click on the “ERP” button.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Step 3: OPTIONAL - Validate GFEBS Roles for performing acceptance</p> <p>NOTE: Only need to do this step prior to submitting first acceptance in GFEBS to ensure you have correct roles.</p> <p>a. In the command box, type in t-code “SU01D” and hit enter.</p> <p>b. In the “User” field, type in your CAC card DoD ID # and click “Display” button. (DoD ID # is found on the back of your CAC card)</p> <p>c. Click on the “Roles” tab and verify you have the following roles for GR & SUS GR Processor functions:</p> <p><i>EPC_EC_SC_GD_RCPT_PROC__0000</i></p> <p><i>EPC_EC_SUS_GD_RCPT_PROC__0000</i></p> | <table><thead><tr><th>Status</th><th>Role</th><th>T-Start Date</th><th>End Date</th><th>Short Description</th><th>Indir...</th></tr></thead><tbody><tr><td></td><td>EPC_EC_SC_GD_RCPT_PROC__0000</td><td>08/28/2013</td><td>12/31/9999</td><td>CR - Goods Receipt Processor</td><td></td></tr><tr><td></td><td>EPC_EC_SC_PUR_REQ_APPR__0000</td><td>08/07/2012</td><td>12/31/9999</td><td>CR - Purchase Requisition Approver</td><td></td></tr><tr><td></td><td>EPC_EC_SC_PUR_REQ_PROC__0000</td><td>04/02/2010</td><td>12/31/9999</td><td>CR - Purchase Requisition Processor</td><td></td></tr><tr><td></td><td>EPC_EC_SUS_GD_RCPT_PROC__0000</td><td>08/07/2016</td><td>12/31/9999</td><td>CR - SUS Goods receipt Processor - limited to NON - ARN</td><td></td></tr><tr><td></td><td>EPS_EC_FM_GENERAL_DISPLAY_0000</td><td>08/28/2013</td><td>12/31/9999</td><td>SR - FM Display</td><td></td></tr></tbody></table> | Status | Role | T-Start Date | End Date | Short Description | Indir... | | EPC_EC_SC_GD_RCPT_PROC__0000 | 08/28/2013 | 12/31/9999 | CR - Goods Receipt Processor | | | EPC_EC_SC_PUR_REQ_APPR__0000 | 08/07/2012 | 12/31/9999 | CR - Purchase Requisition Approver | | | EPC_EC_SC_PUR_REQ_PROC__0000 | 04/02/2010 | 12/31/9999 | CR - Purchase Requisition Processor | | | EPC_EC_SUS_GD_RCPT_PROC__0000 | 08/07/2016 | 12/31/9999 | CR - SUS Goods receipt Processor - limited to NON - ARN | | | EPS_EC_FM_GENERAL_DISPLAY_0000 | 08/28/2013 | 12/31/9999 | SR - FM Display | |
| Status | Role | T-Start Date | End Date | Short Description | Indir... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | EPC_EC_SC_GD_RCPT_PROC__0000 | 08/28/2013 | 12/31/9999 | CR - Goods Receipt Processor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | EPC_EC_SC_PUR_REQ_APPR__0000 | 08/07/2012 | 12/31/9999 | CR - Purchase Requisition Approver | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | EPC_EC_SC_PUR_REQ_PROC__0000 | 04/02/2010 | 12/31/9999 | CR - Purchase Requisition Processor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | EPC_EC_SUS_GD_RCPT_PROC__0000 | 08/07/2016 | 12/31/9999 | CR - SUS Goods receipt Processor - limited to NON - ARN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | EPS_EC_FM_GENERAL_DISPLAY_0000 | 08/28/2013 | 12/31/9999 | SR - FM Display | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Instruction:**Step 4: Review and Post Service Acceptance***(Quantity Based Contracts)*

After the vendor creates an Advanced Shipping Notice (ASN) for quantity based purchase orders (POs), GFEBS generates an Inbound Delivery for the COR/Acceptor to review and accept. Follow the steps below to perform acceptance in GFEBS.

NOTE: You will **NOT** post acceptance in WAWF for SUS contracts – only in GFEBS.

- In the command field box, type in the t-code “VL06i” and hit enter.
- Click “List of Inbound Deliveries” button.

Screenshot:

REVOKE/DELETE
See Back Up Information Section, Item #5
(You have already performed acceptance steps 4a thru 4m)

REJECT/DELETE
See Back Up Information Section, Item #6
(You have **NOT** performed acceptance steps 4a thru 4m yet)

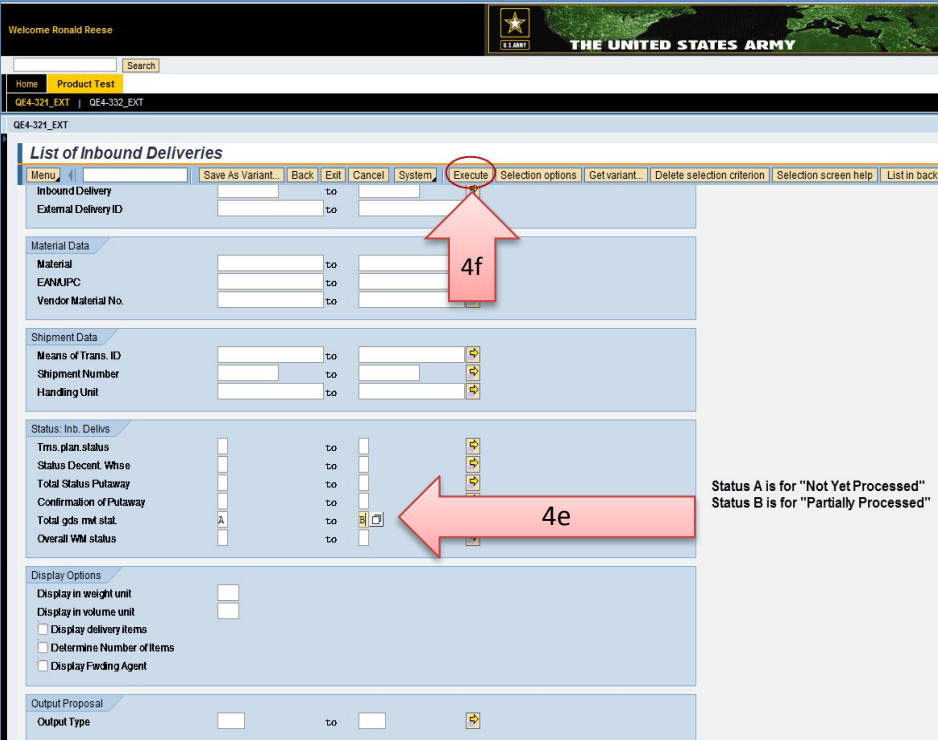
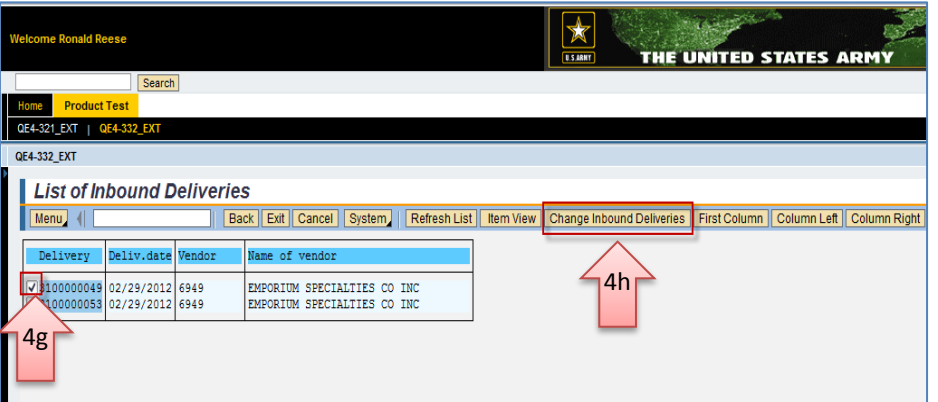
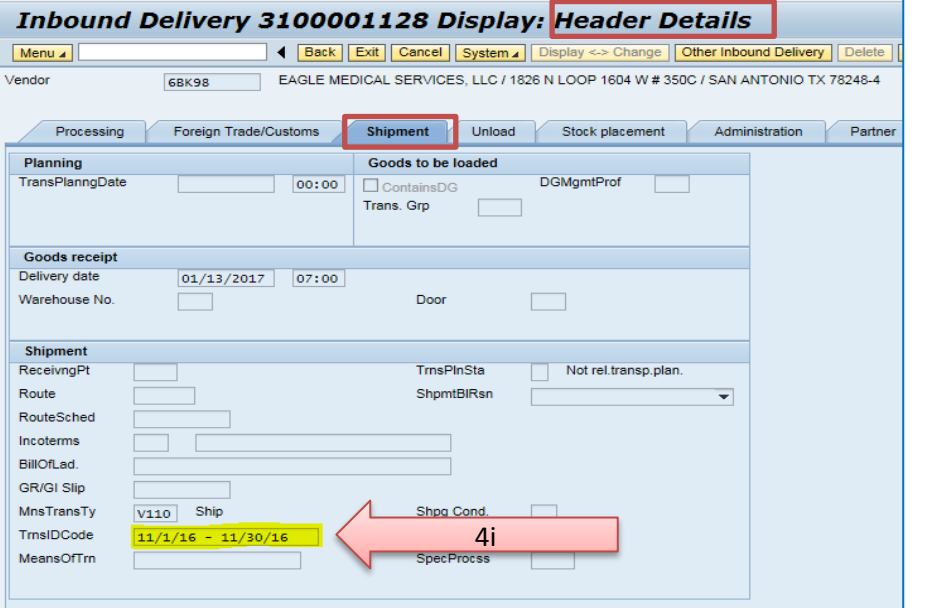
1. Click on button "List of Inbound Deliveries"

- Leave delivery date range blank since normally based on the PO delivery date which is usually the end of the POP.
- Enter PO # and/or Vendor CAGE code of your assigned vendor.

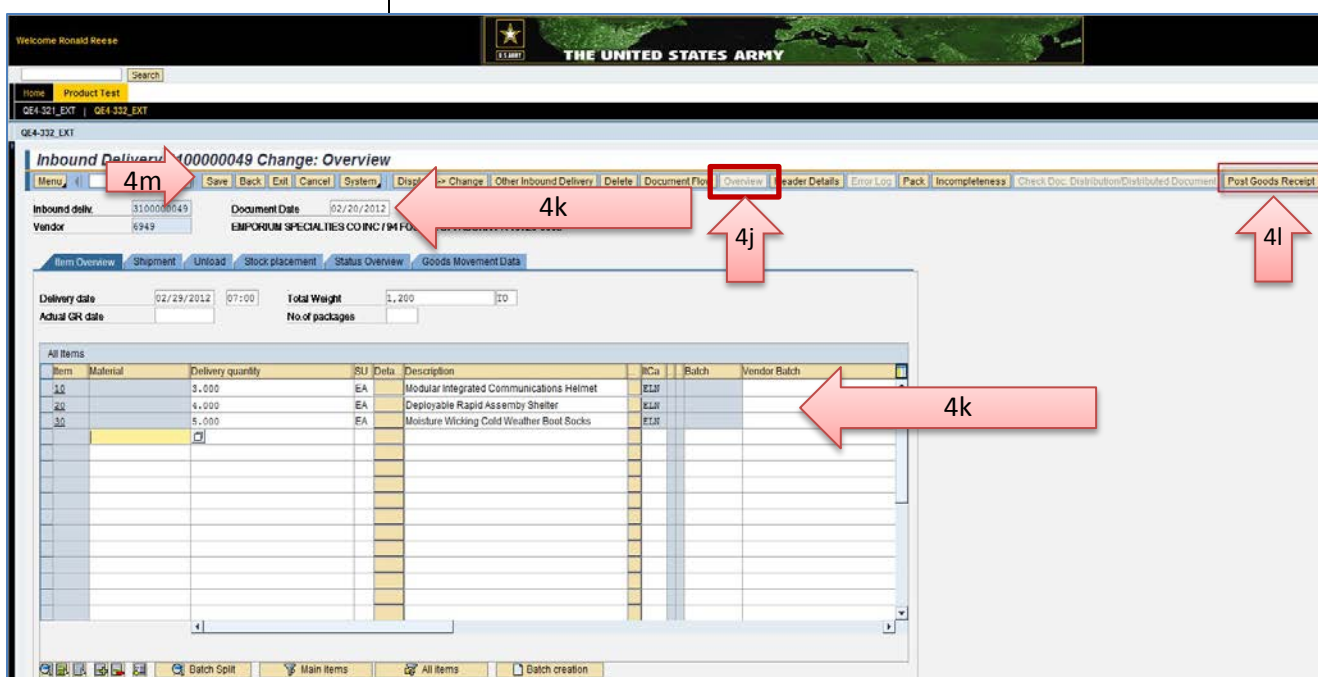
NOTE: If you do not know the Vendor CAGE code, refer to Item #4 in the Background Information section of this document to find Vendor CAGE code.

4c

4d

| Instruction: | Screenshot: |
|---|---|
| <p>Step 4: Review and Post Service Acceptance - Continued (Quantity Based Contracts)</p> <p>e. Scroll down and find “Total gds mvt stat.” field and enter “A” (open) and “B” (partial).</p> <p>f. Click “Execute” to begin query.</p> |  <p>4f</p> <p>4e</p> <p>Status A is for "Not Yet Processed" Status B is for "Partially Processed"</p> |
| <p>g. From the List of Inbound Deliveries, select the inbound delivery line you want to process.</p> <p>h. Click “Change Inbound Delivery” button to review and post acceptance.</p> |  <p>4h</p> <p>4g</p> |
| <p>i. Navigate to “Header Details” and click on “Shipment” tab to verify the Vendor listed the period of performance (POP) in the “TrnsIDCode” field. If you do not see the POP, refer to back Up Item # 6 to reject Inbound Delivery back to Vendor.</p> |  <p>4i</p> |

| Instruction: | Screenshot: |
|--|---|
| <p>Step 4: Review and Post Service Acceptance - Continued (Quantity Based Contracts)</p> <p>j. Click “Overview” to return to delivery information.</p> <p>k. Review vendor submitted information for accuracy.</p> <p>l. Change “Document Date” to current date; UNLESS you are posting acceptance more than 7 days after the date you see in the “Doc” field. If more than 7 days, add 7 days to the existing “Doc” date.</p> <p>m. If approve, click “Post Goods Receipt”.</p> <p>n. Click “Save”.</p> | <p>NOTE: After clicking “Save”, a message will appear at bottom of screen stating “Inbound delivery changed”. PO History shows Goods Receipt (=Acceptance) posted.</p> |



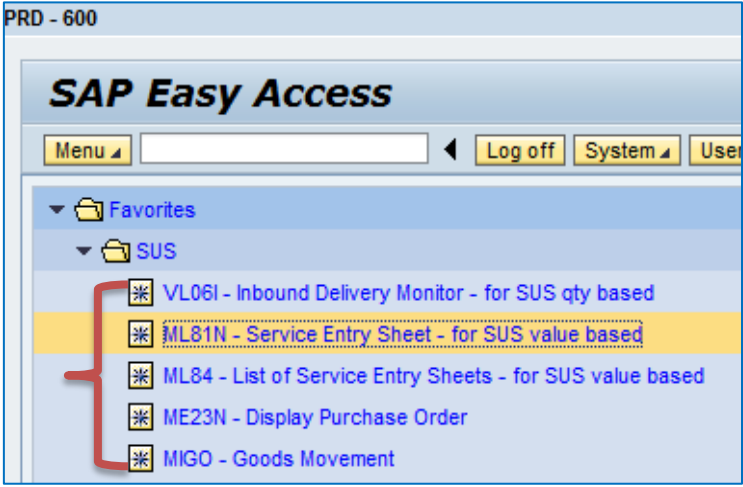
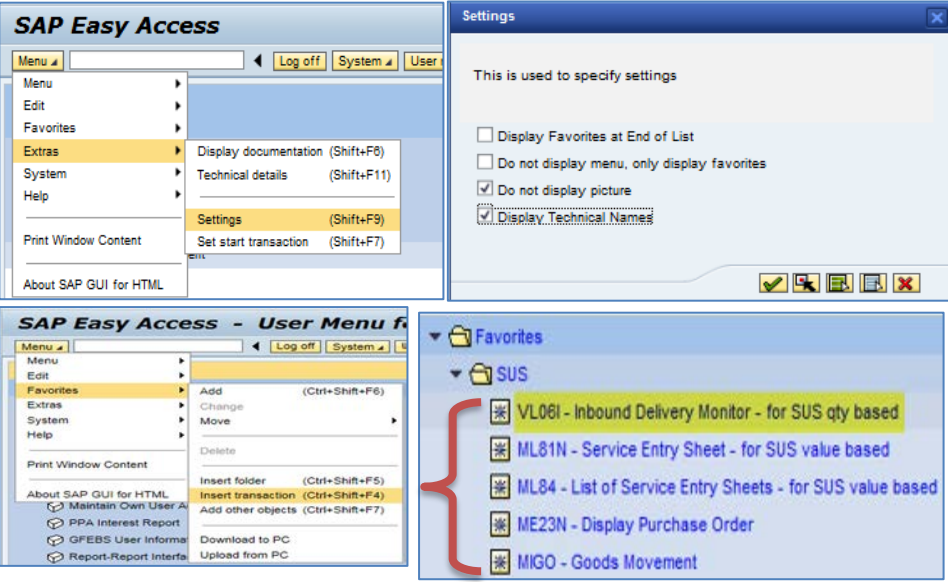
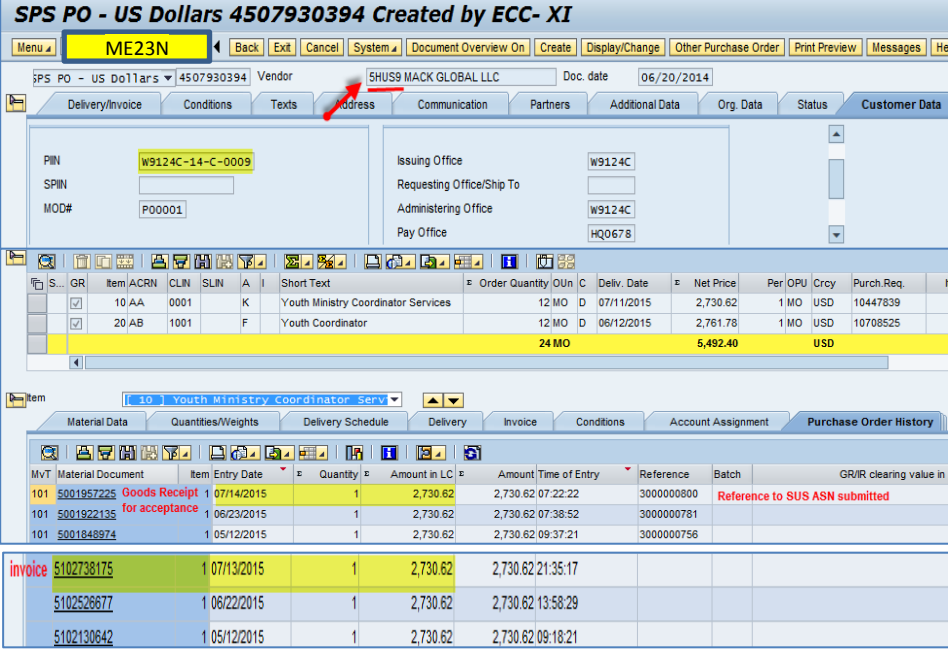
You have successfully accepted a SUS Pilot quantity based contract in GFEBS!

REVOKE/DELETE

See Back Up Information Section, Item #5
(You have already performed acceptance steps 4a thru 4m)

REJECT/DELETE

See Back Up Information Section, Item #6
(You have **NOT** performed acceptance steps 4a thru 4m yet)

| | |
|---|--|
| <p>BACK UP INFORMATION:</p> <p>Item 1: List of all Transaction Codes (T-Codes) needed to perform acceptance</p> <ol style="list-style-type: none"> VL06I – Inbound Delivery Monitor – for SUS qty based contracts ML81N – Service Entry Sheet (SES) – for SUS value based contracts ML84 – List of SESs ME23N – Display Purchase Order (PO) MIGO – Goods Movement <p>NOTE: Recommend adding these t-codes to your GFEBS favorites folder. See Item 2 below.</p> | <p>Screenshot:</p>  |
| <p>Item 2: Turn on T-Code Display and Save T-Codes to Favorites Folder</p> <p>Turn on T-Code display:</p> <ol style="list-style-type: none"> Click Menu > Extras > Settings Recommend checking box for following: <ul style="list-style-type: none"> Do not display picture Display Technical Names <p>Click green check mark to save.</p> <p>Save T-codes to favorites folder:</p> <ol style="list-style-type: none"> Click Menu > Favorites > Insert Transaction Type T-codes listed in Item 1 above, one at a time, and hit enter. Will now display under favorites folder |  |
| <p>Item 3: Use t-code → ME23N Display PO Obligation</p> <ol style="list-style-type: none"> Type in t-code “ME23N” into command box and click enter <p>NOTE: If not on home page, type /n before to return to home page before entering the t-code.</p> <ol style="list-style-type: none"> PO header shows Contract # (SPIIN/SPIIN) and vendor CAGE PO History tab shows listing of Goods Receipts for Acceptance with SUS reference. Scroll down the screen and you’ll see linked invoices. <p>Once the vendor submits the ASN, the invoice will post to PO history. Once the COR/Acceptor posts acceptance, the Goods Receipt will appear on PO history.</p> |  |

| BACK UP INFORMATION: | Screenshot: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|------------|------------|------------|---|-------------------|---------------|-------------------|-----------|---------------------|---------------|----------------------|---------------|----------------------|------------|------------|----------|------------|-----------|------------|------------|------------|------------|--|-----------|---|----|------------|------------|---------------------|------|------------|------------|---|------------|------------|-----|-----|------------|---|------------|----|--|-----------------------------|---|----|------------|-------|---------------------|------|------------|--|---|------------|------------|-----|-----|------------|---|------------|----|--|--------------|---|----|------------|-------|---------------------|------|------------|--|---|------------|------------|-----|-----|------------|---|------------|----|--|------|---|----|------------|-------|---------------------|------|------------|--|---|------------|------------|-----|-----|------------|---|------------|----|--|---|---|----|------------|-------|------------|------|------------|--|---|------------|------------|----|----|------------|---|------------|----|--|---|---|----|------------|-------|------------|------|------------|--|---|------------|------------|----|----|------------|---|------------|----|--|--|-------|----|------------|-------|------------|------|------------|--|---|------------|------------|----|----|
| Item 4: Nightly Background Job listing Open Inbound Deliveries sent to COR/Acceptor daily via email In email to COR/Acceptor, there is a list of all open Inbound Deliveries with the corresponding PO # / Delivery # – example to the right. | <div>0X8U1 Data Sciences International PO 4550162953</div> <table><tr><th>Delivery</th><th>Created by</th><th>Time</th><th>Created on</th><th>CDI</th><th>Delivery Date</th><th>BIORI.ad</th><th>Vendor</th><th>TrpT</th><th>TrmsDCode</th><th>GRVGI SI</th><th>Document Date</th><th>Ac. GI date</th><th>SNBI</th><th>IDTrS</th><th>ExtDeliv</th></tr><tr><td>3100001219</td><td>XIAPPLRFC</td><td>14:21:36</td><td>01/16/2017</td><td></td><td>01/16/2017</td><td></td><td>0X8U1</td><td></td><td></td><td></td><td>01/16/2017</td><td></td><td></td><td></td><td>3000001360</td></tr></table> | Delivery | Created by | Time | Created on | CDI | Delivery Date | BIORI.ad | Vendor | TrpT | TrmsDCode | GRVGI SI | Document Date | Ac. GI date | SNBI | IDTrS | ExtDeliv | 3100001219 | XIAPPLRFC | 14:21:36 | 01/16/2017 | | 01/16/2017 | | 0X8U1 | | | | 01/16/2017 | | | | 3000001360 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delivery | Created by | Time | Created on | CDI | Delivery Date | BIORI.ad | Vendor | TrpT | TrmsDCode | GRVGI SI | Document Date | Ac. GI date | SNBI | IDTrS | ExtDeliv | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3100001219 | XIAPPLRFC | 14:21:36 | 01/16/2017 | | 01/16/2017 | | 0X8U1 | | | | 01/16/2017 | | | | 3000001360 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Below is an example of the nightly background job listing <u>ALL</u> open inbound deliveries. | <div>VENDOR CAGE CODE</div> <table><tr><th>Delivery</th><th>GR</th><th>Purch.Doc.</th><th>Item</th><th>Material</th><th>Description</th><th>Delivery quantity</th><th>SU</th><th>Deliv.date</th><th>Vendor</th><th>Name of vendor</th><th>PLM</th><th>External Delivery ID</th><th>OS</th><th>Ref.doc.</th><th>Ref.doc.</th><th>RefItm</th><th>RefItm</th></tr><tr><td>3100001286</td><td>A</td><td>4502001358</td><td>10</td><td></td><td>MUSICIANS</td><td>1</td><td>MO</td><td>09/30/2015</td><td>48C08</td><td>MSB ANALYTICS, INC.</td><td>JCKL</td><td>3000000843</td><td></td><td>A</td><td>4502001358</td><td>4502001358</td><td>220</td><td>220</td></tr><tr><td>3100001286</td><td>A</td><td>4502001358</td><td>20</td><td></td><td>CATHOLIC RELIGIOUS EDUCATOR</td><td>1</td><td>MO</td><td>09/30/2015</td><td>48C08</td><td>MSB ANALYTICS, INC.</td><td>JCKL</td><td>3000000843</td><td></td><td>A</td><td>4502001358</td><td>4502001358</td><td>240</td><td>240</td></tr><tr><td>3100001286</td><td>A</td><td>4502001358</td><td>30</td><td></td><td>JEWISH RABBI</td><td>1</td><td>MO</td><td>09/30/2015</td><td>48C08</td><td>MSB ANALYTICS, INC.</td><td>JCKL</td><td>3000000843</td><td></td><td>A</td><td>4502001358</td><td>4502001358</td><td>250</td><td>250</td></tr><tr><td>3100001286</td><td>A</td><td>4502001358</td><td>40</td><td></td><td>IMAM</td><td>1</td><td>MO</td><td>09/30/2015</td><td>48C08</td><td>MSB ANALYTICS, INC.</td><td>JCKL</td><td>3000000843</td><td></td><td>A</td><td>4502001358</td><td>4502001358</td><td>260</td><td>260</td></tr><tr><td>3100001445</td><td>A</td><td>4506505584</td><td>10</td><td></td><td>CLIN 1001-CDC,YC, & SSI Custodial Service</td><td>1</td><td>MO</td><td>09/30/2015</td><td>3EP96</td><td>SS&S, INC.</td><td>JCKL</td><td>3000000839</td><td></td><td>A</td><td>4506505584</td><td>4506505584</td><td>31</td><td>31</td></tr><tr><td>3100001445</td><td>A</td><td>4506505584</td><td>20</td><td></td><td>CLIN 1003- Additional buffing per month</td><td>1</td><td>MO</td><td>09/30/2015</td><td>3EP96</td><td>SS&S, INC.</td><td>JCKL</td><td>3000000839</td><td></td><td>A</td><td>4506505584</td><td>4506505584</td><td>51</td><td>51</td></tr><tr><td>3100001445</td><td>A</td><td>4506505584</td><td>30</td><td></td><td>CLIN 1002- Contracting Manpoer Reporting</td><td>1.000</td><td>EA</td><td>09/30/2015</td><td>3EP96</td><td>SS&S, INC.</td><td>JCKL</td><td>3000000839</td><td></td><td>A</td><td>4506505584</td><td>4506505584</td><td>61</td><td>61</td></tr></table> | Delivery | GR | Purch.Doc. | Item | Material | Description | Delivery quantity | SU | Deliv.date | Vendor | Name of vendor | PLM | External Delivery ID | OS | Ref.doc. | Ref.doc. | RefItm | RefItm | 3100001286 | A | 4502001358 | 10 | | MUSICIANS | 1 | MO | 09/30/2015 | 48C08 | MSB ANALYTICS, INC. | JCKL | 3000000843 | | A | 4502001358 | 4502001358 | 220 | 220 | 3100001286 | A | 4502001358 | 20 | | CATHOLIC RELIGIOUS EDUCATOR | 1 | MO | 09/30/2015 | 48C08 | MSB ANALYTICS, INC. | JCKL | 3000000843 | | A | 4502001358 | 4502001358 | 240 | 240 | 3100001286 | A | 4502001358 | 30 | | JEWISH RABBI | 1 | MO | 09/30/2015 | 48C08 | MSB ANALYTICS, INC. | JCKL | 3000000843 | | A | 4502001358 | 4502001358 | 250 | 250 | 3100001286 | A | 4502001358 | 40 | | IMAM | 1 | MO | 09/30/2015 | 48C08 | MSB ANALYTICS, INC. | JCKL | 3000000843 | | A | 4502001358 | 4502001358 | 260 | 260 | 3100001445 | A | 4506505584 | 10 | | CLIN 1001-CDC,YC, & SSI Custodial Service | 1 | MO | 09/30/2015 | 3EP96 | SS&S, INC. | JCKL | 3000000839 | | A | 4506505584 | 4506505584 | 31 | 31 | 3100001445 | A | 4506505584 | 20 | | CLIN 1003- Additional buffing per month | 1 | MO | 09/30/2015 | 3EP96 | SS&S, INC. | JCKL | 3000000839 | | A | 4506505584 | 4506505584 | 51 | 51 | 3100001445 | A | 4506505584 | 30 | | CLIN 1002- Contracting Manpoer Reporting | 1.000 | EA | 09/30/2015 | 3EP96 | SS&S, INC. | JCKL | 3000000839 | | A | 4506505584 | 4506505584 | 61 | 61 |
| Delivery | GR | Purch.Doc. | Item | Material | Description | Delivery quantity | SU | Deliv.date | Vendor | Name of vendor | PLM | External Delivery ID | OS | Ref.doc. | Ref.doc. | RefItm | RefItm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3100001286 | A | 4502001358 | 10 | | MUSICIANS | 1 | MO | 09/30/2015 | 48C08 | MSB ANALYTICS, INC. | JCKL | 3000000843 | | A | 4502001358 | 4502001358 | 220 | 220 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3100001286 | A | 4502001358 | 20 | | CATHOLIC RELIGIOUS EDUCATOR | 1 | MO | 09/30/2015 | 48C08 | MSB ANALYTICS, INC. | JCKL | 3000000843 | | A | 4502001358 | 4502001358 | 240 | 240 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3100001286 | A | 4502001358 | 30 | | JEWISH RABBI | 1 | MO | 09/30/2015 | 48C08 | MSB ANALYTICS, INC. | JCKL | 3000000843 | | A | 4502001358 | 4502001358 | 250 | 250 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3100001286 | A | 4502001358 | 40 | | IMAM | 1 | MO | 09/30/2015 | 48C08 | MSB ANALYTICS, INC. | JCKL | 3000000843 | | A | 4502001358 | 4502001358 | 260 | 260 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3100001445 | A | 4506505584 | 10 | | CLIN 1001-CDC,YC, & SSI Custodial Service | 1 | MO | 09/30/2015 | 3EP96 | SS&S, INC. | JCKL | 3000000839 | | A | 4506505584 | 4506505584 | 31 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3100001445 | A | 4506505584 | 20 | | CLIN 1003- Additional buffing per month | 1 | MO | 09/30/2015 | 3EP96 | SS&S, INC. | JCKL | 3000000839 | | A | 4506505584 | 4506505584 | 51 | 51 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3100001445 | A | 4506505584 | 30 | | CLIN 1002- Contracting Manpoer Reporting | 1.000 | EA | 09/30/2015 | 3EP96 | SS&S, INC. | JCKL | 3000000839 | | A | 4506505584 | 4506505584 | 61 | 61 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item 5: Return Delivery to Vendor (MIGO Movement 122) a. Obtain “Material Document #” of the Goods Receipt by entering t-code “ME23N” which displays the PO and PO item history. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b. Enter t-code “MIGO” and select “Return Delivery” from the Goods Receipt drop down menu. c. Select “Material Document” from the Purchase Order drop down menu. d. Enter the material document number found in step 5a above to return to vendor, then click on icon to Execute. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

BACK UP INFORMATION:

Item 5: Return Delivery to Vendor (MIGO Movement 122) – Continued

- e. You should now see the document to be reversed.
- f. Select “Where” tab at the bottom and select a “Reason for Movement” from the available pull down menu.
NOTE: The reason codes are system default options and not currently being used for reporting purposes so any code is acceptable.
- g. Enter something in the “Text” field (required field).
- h. Click “Item OK” box
- i. Complete steps 5 a-h for all lines that need to be reversed and returned to vendor. Click icon next to the “Line” # field to move to next line item.
- j. After completing all lines, click on “Check” (top of screen) and verify no errors.
- k. If no errors, click “Post” button (top of screen).

Screenshot:

Return Delivery Material Document 5000006168 - Ronald Reese

Document Date: 11/24/2015, Posting Date: 11/24/2015, Delivery Note: 3100000578, Vendor: GREGORY PEST CONTROL, INC.

Material: Text SUS, Quantity: 10.000, Stock type: 122 - Mnestriote

Reason for Movement: 0002, Text: Vendor entered the wrong quantity

Buttons: Check, Post, Item OK

- l. When return delivery action is completed, you will see “Material document ##### posted” at the bottom of the screen.
- m. The Material Document for the Reversal will now appear in the history of the PO with a movement type of “122” and will appear with a negative quantity.

SPS PO - US Dollars 4550000231 Created by Ronald Reese

Document Overview On, Print Preview, Messages, Personal Setting

Material Document: 5000006169, 2015

| Sh. Text | Mvt | Material Document | Item | Posting Date | Quantity | Delivery cost quantity | OU | Amount in LC |
|-------------------------|-----|-------------------|------|--------------|----------|------------------------|----|--------------|
| WE | 122 | 5000006169 | 1 | 11/24/2015 | 10.000 | 0.000 | EA | 880.00 - U |
| WE | 101 | 5000006168 | 1 | 11/24/2015 | 10.000 | 0.000 | EA | 880.00 - U |
| Tr./Ev. Goods receipt | | | | | 0.000 | | EA | 0.00 U |
| RE-L | | 5105606417 | 5 | | 10.000 | 0.000 | EA | 880.00 - U |
| Tr./Ev. Invoice receipt | | | | | 10.000 | | EA | 880.00 U |

Material document 5000006169 posted

BACK UP INFORMATION:**Item 6: Reject/Delete Delivery to Vendor**

If a vendor makes a mistake on entering an ASN after they have created an inbound delivery that does not need to be accepted or the acceptor determines that the entry is incorrect and therefore does not want to accept delivery, then it will be necessary to **delete** the inbound delivery rather than accept it.

- Follow steps 4a thru 4f on pages 2 & 3.
- Click "Item View"

Screenshot:

List of Inbound Deliveries

Menu [] [Back] [Exit] [Cancel] [System] [Refresh List] [Item View]

| Delivery | Deliv.date | Vendor | Name of vendor |
|-------------------------------------|------------|--------|-----------------------------------|
| <input type="checkbox"/> 3100000379 | 11/02/2016 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. |
| <input type="checkbox"/> 3100000816 | 01/10/2017 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. |
| <input type="checkbox"/> 3100001219 | 01/16/2017 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. |
| <input type="checkbox"/> 3100001296 | 01/09/2017 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. |
| <input type="checkbox"/> 3100001357 | 01/10/2017 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. |
| <input type="checkbox"/> 3100001676 | 12/22/2016 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. |
| <input type="checkbox"/> 3100001855 | 10/19/2016 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. |
| <input type="checkbox"/> 3100001895 | 11/14/2016 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. |
| <input type="checkbox"/> 3100001975 | 12/07/2016 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. |
| <input type="checkbox"/> 3100002005 | 12/13/2016 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. |

- Select the line you wish to delete.
- Click on "Change Inbound Deliveries" to enter change mode.

List of Inbound Deliveries

Menu [] [Back] [Exit] [Cancel] [System] [Refresh List] [Header View] [Change Inbound Deliveries] [First Column] [Column Left] [Column Right] [Last Column] [Choose Detail] [Select All] [Deselect All]

| Delivery | GR | Purch.Doc. | Item | Material | Description | Delivery quantity | Uo | Deliv.date | Vendor | Name of vendor | Plant | External Delivery |
|------------|----|------------|------|----------|---|-------------------|----|------------|--------|-----------------------------------|-------|-------------------|
| 3100001219 | C | 455042963 | 10 | | transmitter exchange tallent not | 16.000 | EA | 11/02/2016 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. | ABER | 3000001203 |
| 3100001219 | C | 455042963 | 20 | | gonemah software sys # pre-pkg-cfg | 1.000 | EA | 01/10/2017 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. | ABER | 3000001330 |
| 3100001219 | C | 455042963 | 20 | | router for equipment mcrarren | 1.000 | EA | 01/10/2017 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. | ABER | 3000001330 |
| 3100001219 | C | 455042963 | 30 | | matrix 2.0 plus discount of \$210 | 1.000 | EA | 01/10/2017 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. | ABER | 3000001330 |
| 3100001219 | C | 455042963 | 40 | | 34 port gb switch plus power cord | 1.000 | EA | 01/10/2017 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. | ABER | 3000001330 |
| 3100001219 | C | 455042963 | 50 | | freight | 1.000 | EA | 01/10/2017 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. | ABER | 3000001330 |
| 3100001219 | A | 455042963 | 50 | | Tallenta-PD exchng # 270-0160-001x chan | 16.000 | EA | 01/16/2017 | 0X8U1 | DATA SCIENCES INTERNATIONAL, INC. | ABER | 3000001360 |

- Click "Delete"
- From the popup box, click "Yes" to confirm deletion
- The system will provide a confirmation message at the bottom of the screen that states, "Inbound Delivery ##### deleted". Confirm you see the message. Example below.

Inbound Delivery 3100001219 Change: Overview

Menu [] [Save] [Back] [Exit] [Cancel] [System] [Display <-> Change] [Other Inbound Delivery] [Delete] [Document Flow] [Overview] [Header Details] [Error Log] [Pack] [Incompleteness]

Inbound deliv. [3100001219] Document Date [01/16/2017]
Vendor [0X8U1] DATA SCIENCES INTERNATIONAL, INC. / 119 STE 100 / SAINT PAUL MN 55112

Item Overview | Shipment | Unload

Delivery date [01/16/2017] 07
Actual GR date []

All Items

| Item | Material | Delivery c |
|------|----------|------------|
| 10 | | 16.000 |

Do you really want Inbound Delivery 3100001219 to delete?

[Yes] [No] [X] [Cancel]

Inbound Delivery 3100001219 deleted