

**LOGISTICS & WAREHOUSING**

**S O P**

# **STANDARD OPERATING PROCEDURES**

**Prepared by**

**G.M. Khaled (Planning Head)**

**Team Leader**

**Tariq Mohammed (Stock Asst. Manager)**

**Thameem Ahmed (SAP Executive Planning)**

**Team Members**

**FIRST EDITION: Oct, 2013**

## **ACKNOWLEDGMENT**

We take this opportunity to express a deep sense of gratitude to **Mr. Mohamad Ali Balsharaf**, CEO, Balsharaf Group, for his cordial support, and guidance, which helped us in completing this task through various stages.

We are obliged to the staff members of Balsharaf Group **M/s Sajid Riaz (CIO), Maqsood Ali Khan, Hisham Korany, Maher Sabri & Rakesh Karpurapu, Mohmed Amir Khan (CFO), Kassab Abdul Baqi** and **Al Sayed Mustafa Hamuodh**, Purchasing team **Nashat Mhmuod Hassan (Purchasing Manager) & Meer Dafar Khan** for their valuable inputs provided to us in their respective fields. We are grateful for their cooperation during the compilation of SOP's.

We appreciate & thank our staff members :

**G. M. Khaled** (Planning Head)

**Amr Moustafa Abdel Wahab** (National Warehouse Manager)

**Tariq Mohammed** (Asst Manager Stock)

**Thameem Ahmed** (SAP Executive Planning) for design of Flow Charts and manual.

**Khaja Nayyar Ahmed** (Warehouse Supervisor System)

For their support in preparing and coordinating with IT, Finance, Purchasing, Logistics, Sales & Marketing team for making this manual happening.

And we also thank our other staff members and warehouse Employees (Storekeepers, Assist. Store Keepers and EDP's) for their constant support without which this task would not be possible.

Best Regards

**Ashraf Elsayed Abdelghaffar**

Director Logistics & Transportation

## Message from Management

We ask all staff to co-operate in implementing SOPs & comply procedures as outlined in this manual . These procedures will help us in better control, transparency & information is readily available for all departments convenience and avoid duplication of work at different levels. There is always a room for improvement, Later on we will revise for further improvements in our next edition.

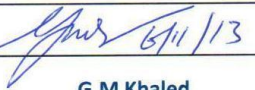
### Approved By



**Mohamad Ali Balsharaf**  
(CEO)



**Ashraf Elsayed Abdel Ghaffar**  
(Logistics & Transportation Director)



**G.M Khaled**  
(Planning Head)



**Sajid Riaz**  
(CIO)



**Mohamed Amir Khan**  
(CFO)

### AGREEMENT

The undersigned employee of Balsharaf Group acknowledges receipt of a copy of Balsharaf Group Warehouse SOP's Manual.

As a condition of his association or employment with Balsharaf Group, a employee agrees to abide by the terms of this Manual as presently adopted and as amended in the future by publication from management of any changes.

\_\_\_\_\_  
Employee Name & Signature

\_\_\_\_\_  
Date

# Warehouse Standard Operating Procedures (SOP)

SAP Snap Shots.....5

# SAP Snap Shots

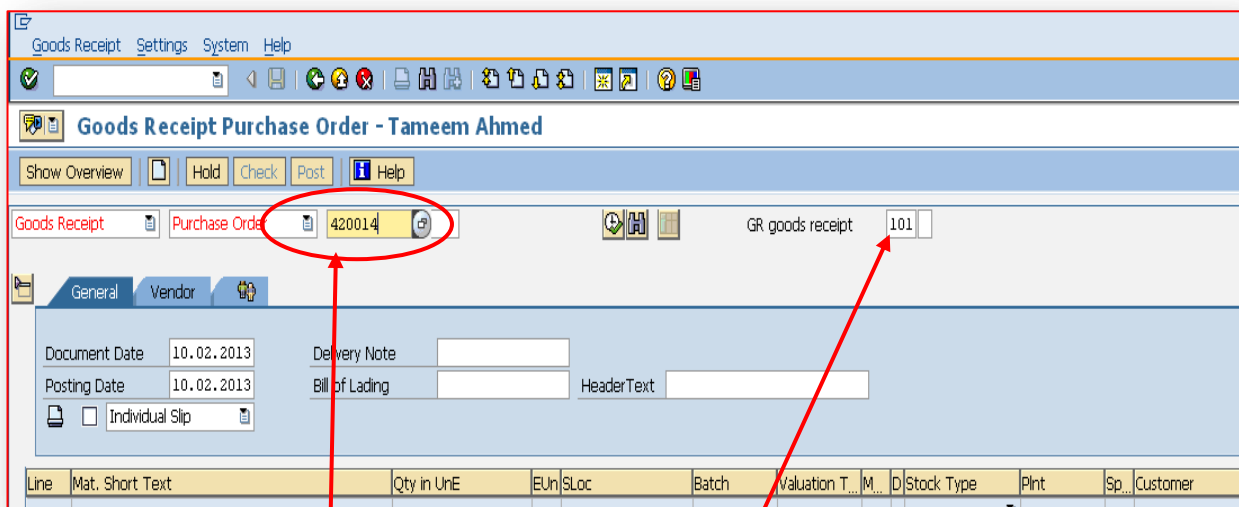
## 1. Goods Receiving (Inbound)

### a. Receiving From Supplier

**Print Purchase Order Check list (PO Check list): Tcode ME23N enter the PO number & press enter**



**Click on **Print Preview** button and **select Pur Ord check list** as output Goods Receipt with reference to Purchase Order (Vendor Receiving): Transaction MIGO**





### Damaged / Quality Issues :

If Damaged Qty is less than or equal to 5 Cartons per Shipment Click Distribute Qty button and select Stock type as **Blocked Stock** and click Adopt

If Damaged Qty is more than 5 Cartons per shipment click Distribute Qty button and select Stock type as **Quality Inspection Stock** and click Adopt

Distribute Quantity: 100.000 CAR for Item 0001

Material: Spout Gum (Red) 8\*3\*18 250500  
Plant: Riyadh RDC 1001

Qty in UoE	Stock Type	Mvmt Type	Stor. Location	Batch
50	Unrestricted use	101	Sweets WH No1	
40	Quality Inspection	101	Sweets WH No1	
5	Blocked stock	101	Sweets WH No1	
	Quality Inspection	101	Sweets WH No1	
	Blocked stock	101	Sweets WH No1	
	Unrestricted use	101	Sweets WH No1	
	Unrestricted use	101	Sweets WH No1	
	Unrestricted use	101	Sweets WH No1	
	Unrestricted use	101	Sweets WH No1	
	Unrestricted use	101	Sweets WH No1	
	Unrestricted use	101	Sweets WH No1	
	Unrestricted use	101	Sweets WH No1	
	Unrestricted use	101	Sweets WH No1	
	Unrestricted use	101	Sweets WH No1	
	Unrestricted use	101	Sweets WH No1	
	Unrestricted use	101	Sweets WH No1	

Already distributed: 0.000 CAR

Buttons: Check, Adopt, X

Proceed further by entering the correct Manufacture dates for each line as shown

Material | Quantity | Where | Purchase Order Data | Partner | Batch | Account Assignment | WM

Batch: 0000051099 Classification

Vendor Batch:

Date of Manufacture: 01.05.2013

SLED/BBD: 21.04.2015

**Goods Receipt Purchase Order 452542 - TARIQ MOHAMMED**

Show Overview | Hold | Check | Post | Help

Goods Receipt | Purchase Order | GR goods receipt | 101

**General** | Vendor

Document Date: 21.11.2013 | Delivery Note: | Vendor: Balsharaf Trading Co.,  
 Posting Date: 21.11.2013 | Bill of Lading: | HeaderText: |  
 Collective Slip

Line	Mat.	Short Text	Qty in UnE	E...	SLoc	Batch	Valuation ...	M...	D Stock
1		Spout Gum (Red) 8*3*18	100.000		CAR Sweets WH No1				101 + Unre

Material | Quantity | Where | Purchase Order Data | Partner | Batch | Account Assignment | WM

Movement Type: 101 | GR goods receipt | Stock type: Unrestricted use

Plant: Riyadh RDC | 1001  
 Storage Location: Sweets WH No1 | SL23  
 Goods recipient: |  
 Unloading Point: |

Go to **where TAB** and enter the **storage location**

Then click on **check button** to see any error message if no messages

click on **Collective slip** & **Post** and note down the **material doc Number**.

Material document 5000005251 posted



**Print Goods Receipt Note (GRN) – T Code MB90 & Enter Year & Material Document no. and press F8. Other fields should be same as below**

**Output from Goods Movements**

Messages

Output Type  to

Transmission Medium  to

Sort order

Processing mode

Goods Movements

Material Doc. Year

Material Document  to

**Select the material document No. and press F8**

List Edit Goto Settings System Help

**Output from Goods Movements**

Mat. Doc.	Item	Out.	Med	Material	Material Description	Plnt	SLoc
<input checked="" type="checkbox"/> 5000005271	1	WE03	1	190300	Safana Corn Oil 6*1.8 LTR	1001	SL01

## Create Transfer Order

Enter **TCode LT03** and press enter

**Create Transfer Order for Material Document: Initial Screen**

Material Document: 5000023589

Material Doc. Year: 2013

Warehouse Number:

Control: Foreground/Backgrnd: Foreground

Enter **Material Document Number** and press enter

**Create TO for Delivery: Overview Deliveries**

Generate TO Item

Warehouse Number: 123 | Delivery Priority: 0

Delivery: 80052030 | Picking Date: 10.02.2013

Shipping Point: 1001 | Loading Date: 10.02.2013

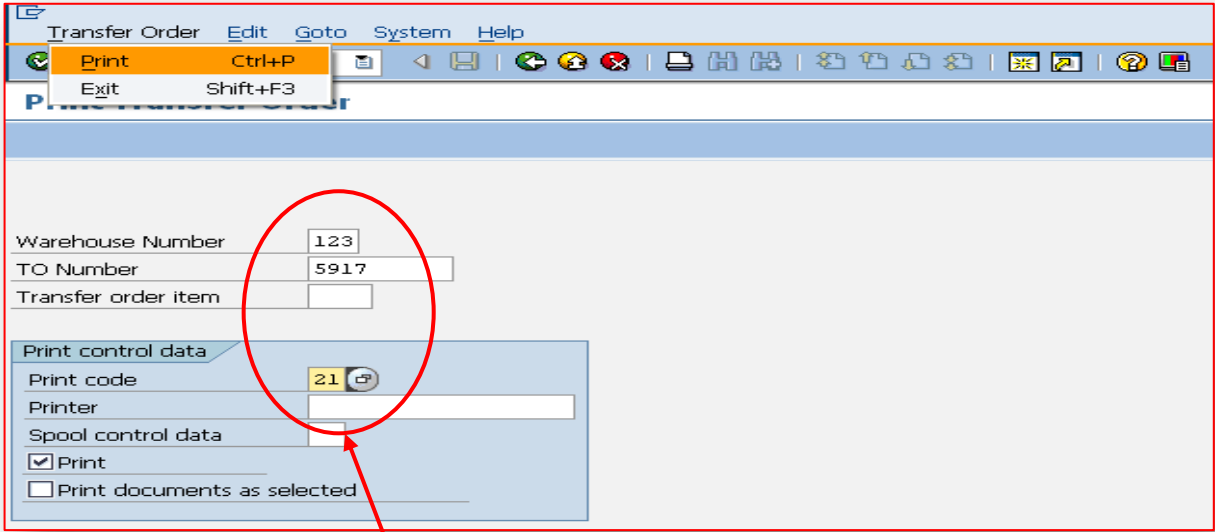
Delivery	Item	Material	Description	SLoc	Plant	Batch	Picking quantity	Sal...	2...	T...	Shi...	D...	Picking Date
80052030	900001	240380	Melo Marshmallow Jelly-L12*190g	S123	1001	0000032991	9	CAR				0	
80052030	900002	240380	Melo Marshmallow Jelly-L12*190g	S123	1001	0000032992	1	CAR				0	
80052030	900003	240380	Melo Marshmallow Jelly-L12*190g	S123	1001	0000032993	15	CAR				0	

Click on **Generate TO items** and click on **save** and note down the **TO Number**.

Transfer order 0000002384 created

**Print Transfer Order**

Type **TCODE LT31** and press enter



Enter **warehouse Number**, **TO Number** and **print code** and go to transfer order menu and select **print**.

Print:

OutputDevice **PDF1**

Page selection

Spool Request

Name SMART 10000700

Title

Authorization

Spool Control

Print immediately

Delete After Output

New Spool Request

Close Spool Request

Spool retention pd 8 Day(s)

Storage Mode Print only

Number of Copies

Number 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page Do Not Print

Recipient

Department

Print Print preview

Select the **output device** and click on **print**

The output of the printed document .

Print Preview for PDF1 Page 00001 of 00001

Archive Print and Archive

PICKING / PUTAWAY LIST

Transfer Order No 0000005917

Delivery No 5000005253

PO No 420016

Plant Riyadh RDC-1001

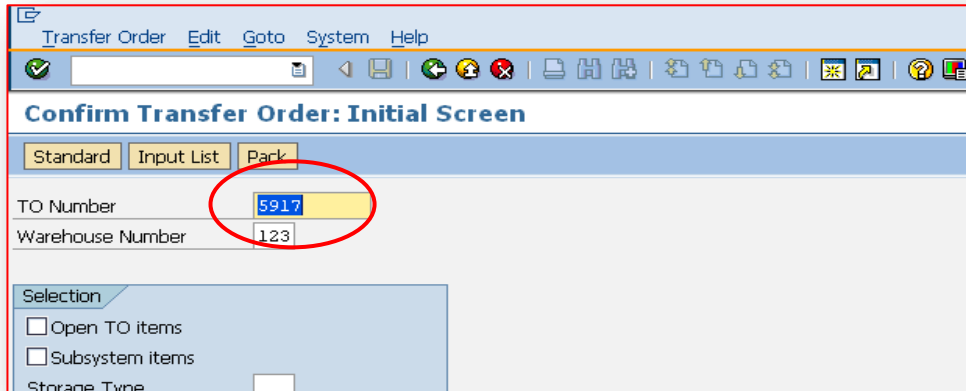
Ware house 123

Material No	Description	Vendor Batch.no	Expiry Date	Storage Type	Storage Bin	Target Qty	UOH
240380	Melo Marshmallow Jelly-1L2*190g میلو مارشمالو جیلی 190*12		01.02.2014	902	ST-001-01	50.000	C&R

Authorized Signatory

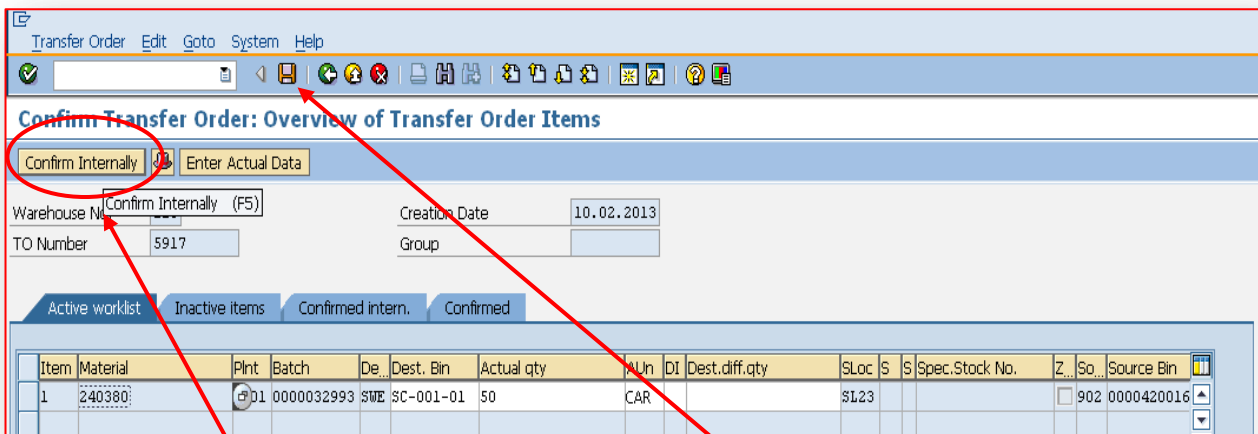
## Confirm Transfer Order

Type **TCode LT12** and then press enter



The screenshot shows the SAP 'Confirm Transfer Order: Initial Screen'. The title bar includes 'Transfer Order', 'Edit', 'Goto', 'System', and 'Help'. Below the title bar is a menu bar with 'Standard', 'Input List', and 'Pack' options. The main area contains input fields for 'TO Number' (value: 5917) and 'Warehouse Number' (value: 123). A 'Selection' section below has checkboxes for 'Open TO items' and 'Subsystem items', and a 'Storage Type' field. A red circle highlights the 'TO Number' field.

Enter **TO Number** and **Warehouse Number** and then press **enter**



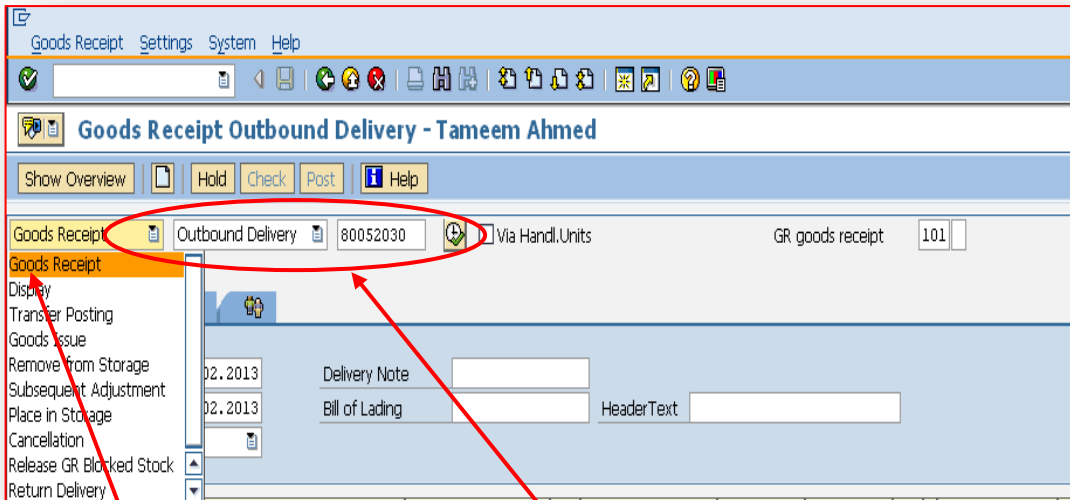
The screenshot shows the SAP 'Confirm Transfer Order: Overview of Transfer Order Items' screen. The title bar includes 'Transfer Order', 'Edit', 'Goto', 'System', and 'Help'. Below the title bar is a menu bar with 'Confirm Internally' and 'Enter Actual Data' options. The main area contains input fields for 'Warehouse No.' (value: 123), 'TO Number' (value: 5917), 'Creation Date' (value: 10.02.2013), and 'Group'. Below the input fields are tabs for 'Active worklist', 'Inactive items', 'Confirmed intern.', and 'Confirmed'. A table below the tabs displays the transfer order items. A red circle highlights the 'Confirm Internally' button, and a red arrow points from it to the 'Confirm Internally (F5)' button. Another red arrow points from the 'Confirm Internally (F5)' button to the 'Confirm Internally' button.

Item	Material	Plant	Batch	De...	Dest. Bin	Actual qty	Alt...	DI	Dest.diff.qty	SLoc	S	S	Spec.Stock No.	Z...	So...	Source Bin
1	240380	01	0000032993	SWE	SC-001-01	50		CAR		S123					902	0000420016

Then press **confirms internally** to confirm TO and click **save**.

### **b. Receiving From Branches:**

Type **TCode MIGO** and press enter



Select **Goods receipt** and enter **outbound delivery Number** and press **enter**.

**Goods Receipt Purchase Order 452542 - TARIQ MOHAMMED**

Show Overview | Hold | Check | Post | Help

Goods Receipt | Purchase Order | GR goods receipt | 101

**General** | Vendor

Document Date: 21.11.2013 | Delivery Note: | Vendor: Balsharaf Trading Co.,  
 Posting Date: 21.11.2013 | Bill of Lading: | HeaderText: |  
 **Collective Slip**

Line	Mat. Short Text	Qty in UoE	E...	SLoc	Batch	Valuation ...	M...	D Stoc
1	Spout Glim (Red) 8*3*18	100.000	CAR	Sweets WH No1			101	+ Unre

Material | **Quantity** | Where | Purchase Order Data | Partner | Batch | Account Assignment | WM

Movement Type: 101 | GR goods receipt | Stock type: Unrestricted use

Plant: Riyadh RDC | 1001  
 Storage Location: **Sweets WH No1** | SL23  
 Goods recipient: |  
 Unloading Point: |

Go to **where** TAB and enter the **storage location**

Then click on **check button** to see any error message if no messages

click on **Collective slip** & **Post** and note down the **material doc Number**.

 Material document 5000005251 posted

Create Transfer order : Enter **TCode LT03** and press enter

The screenshot shows the SAP 'Create Transfer Order for Delivery Note: Initial Screen' interface. The 'Warehouse Number' field is set to '123' and the 'Delivery' field is set to '80052030'. The 'Control' section includes 'Activate Item' (checked), 'Foreground/Backgrnd' set to 'System-Guided', and 'Adopt Pick Quantity' (unchecked).

Enter **Warehouse Number** and **OBD number** and press enter

The screenshot shows the 'Create TO for Delivery: Overview Deliveries' screen. The 'Generate TO Item' button is circled in red. The 'Warehouse Number' is '123', 'Delivery' is '80052030', and 'Shipping Point' is '1001'. The 'Items' table below shows three entries for 'Melo Marshmallow Jelly-L12\*190g'.

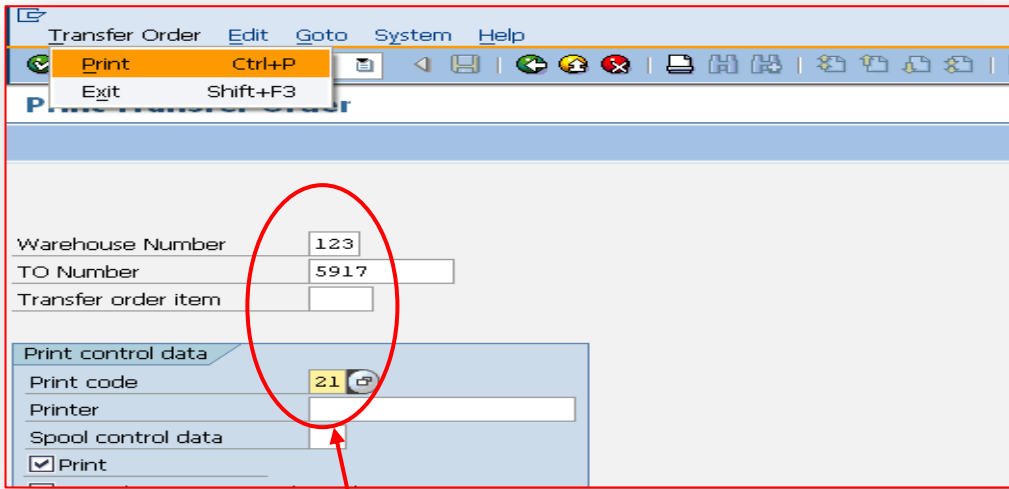
Delivery	Item	Material	Description	SLoc	Plant	Batch	Picking quantity	Sal..2..	T..Shi..	D..	Picking Date
80052030	900001	240380	Melo Marshmallow Jelly-L12*190g	SL23	1001	0000032991	9	CAR	0		
80052030	900002	240380	Melo Marshmallow Jelly-L12*190g	SL23	1001	0000032992	1	CAR	0		
80052030	900003	240380	Melo Marshmallow Jelly-L12*190g	SL23	1001	0000032993	15	CAR	0		

Click on **Generate TO items** and click on **save** and note down the **TO Number**.

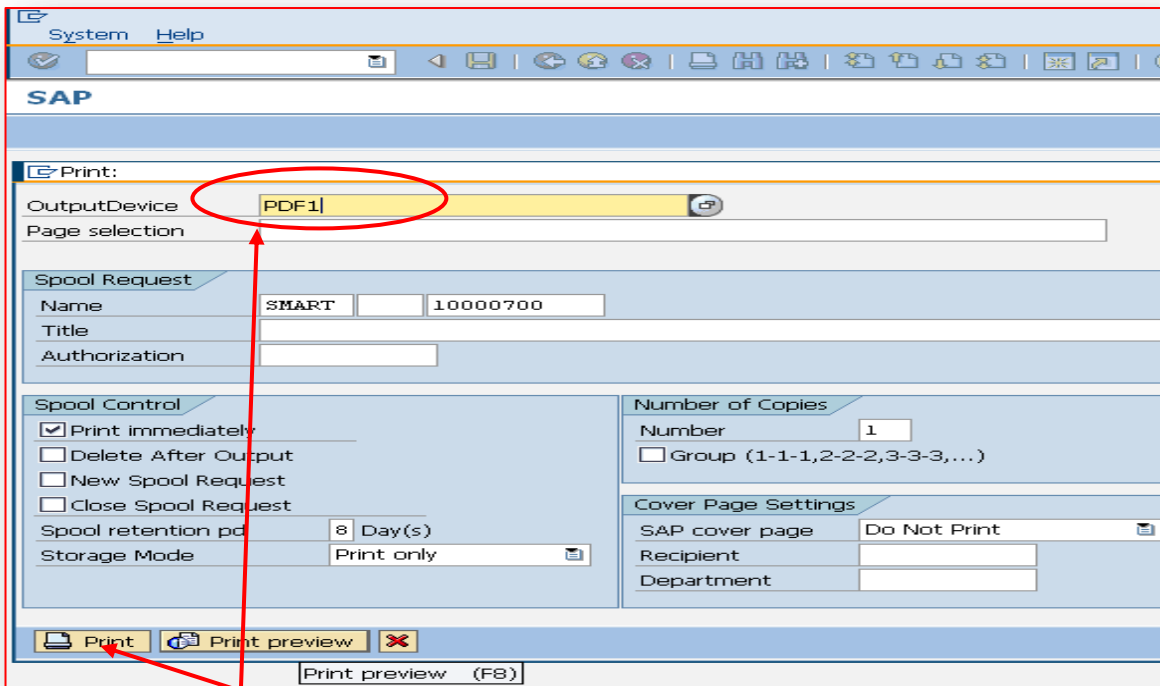
Transfer order 0000002384 created



Print Transfer Order : Type **TCode LT31** and press enter



Enter **warehouse Number**, **TO Number** and **print code** and go to transfer order menu and select **print**.



Select the **output device** and click on **print**

The output of the printed document .

Print Preview for PDF1 Page 00001 of 00001

Archive Print and Archive

**PICKING / PUTAWAY LIST**

Transfer Order No 0000005917  
Delivery No 5000005253  
PO No 420016  
Plant Riyadh RDC-1001  
Ware house 123

Material No	Description	Vendor Batch no	Expiry Date	Storage Type	Storage Bin	Target Qty	UOM
240280	Melo Marshmallow Jelly-L12*130g مجنو مارشمالو جيل 150*12		01.02.2014	902	3C-001-01	50.000	CAR

Authorized Signatory

Confirm Transfer Order: Type **TCode LT12** and then press enter

Transfer Order Edit Goto System Help

Confirm Transfer Order: Initial Screen

Standard Input List Pack

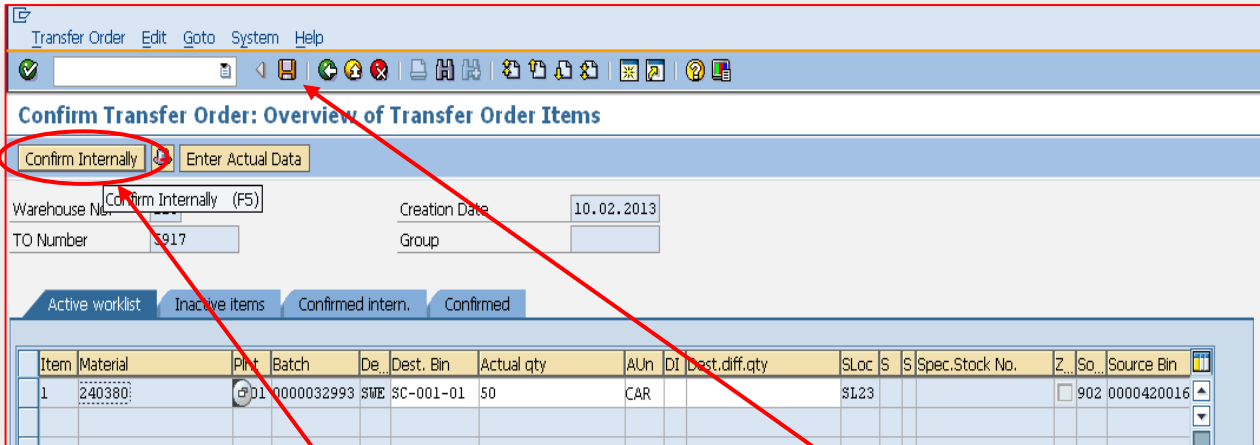
TO Number 5917  
Warehouse Number 123

Selection

Open TO items  
 Subsystem items

Storage Type  
Picking Area

Enter **TO Number** and **Warehouse Number** and then press enter

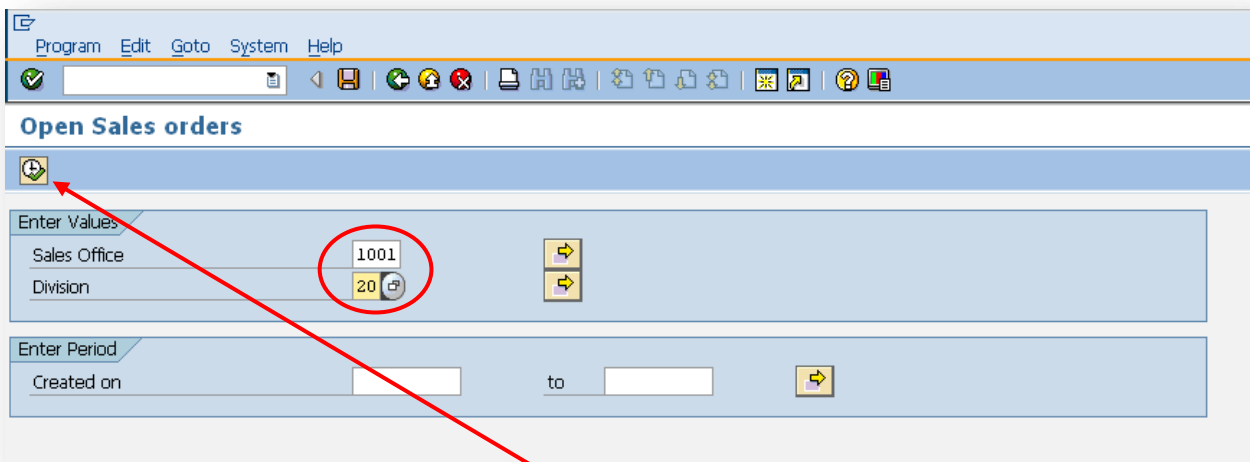


Then press **confirms internally** to confirm TO and click **save**.

## 2. Good Issue (Outbound)

### a. Issue to Customers:

Type **TCode ZVA05** and then press enter



Enter **Sales Office** and **Division** and then press **Execute**.

Open Sales orders

OPEN SALES ORDERS

No. of hits: 32

Date created	Sales Order	Division	Amount	Arabic Name	Credit Block	Return Status	Order Type	Channel	Sales Off.	Customer	Description
03.04.2012	0000328581	20	0.14	تاي نناجم - بتكدم ءالمرع			ZOR	30	1001	0017213700	يرنا
05.04.2012	0000329733	20	3,870.00	كي نطولا تاجت نمر لاء م...			ZOR	60	1001	0019317501	يرنا
07.04.2012	0000330417	20	2,318.00	كي برع لاء دعاسم قسي سؤم			ZOR	60	1001	0084110008	يرنا
10.04.2012	0000332619	20	46,647.00	كي برع لاء لاجولاء ءوعوم رجم			ZOR	30	1001	0011206200	يرنا
11.04.2012	0000332780	20	590.00	ن عيب - بتكدم ءالمرع			ZOR	30	1001	0017210700	يرنا
16.04.2012	0000335334	20	0.20	تاي نناجم - بتكدم ءالمرع			ZOR	30	1001	0017213700	يرنا
19.04.2012	0000336729	20	50.00	ن عيب - بتكدم ءالمرع			ZOR	30	1001	0017210700	يرنا
26.04.2012	0000339561	20	6,760.00	كي نطولا تاجت نمر لاء فررع			ZOR	60	1001	0084631086	يرنا
05.05.2012	0000341520	20	0.16	تاي نناجم - بتكدم ءالمرع			ZOR	30	1001	0017213700	يرنا
12.05.2012	0000344236	20	8,506.50	ن عيب - بتكدم ءالمرع			ZOR	30	1001	0017210700	يرنا
15.05.2012	0000345484	20	14,154.00	كي نطولا تاجت نمر لاء فررع	Credit Block		ZOR	60	1001	0084631086	يرنا
02.08.2012	0000346436	20	73.00	لء دي ز دللء ادبع درجم			ZOR	30	1001	0084631081	يرنا
03.08.2012	0000346437	20	73.00	لء دي ز دللء ادبع درجم			ZOR	30	1001	0084631081	يرنا
23.10.2012	0000346454	20	26,640.00	تارورث قياوسا			ZOR	60	1001	0011301700	يرنا

Clear the sales order which are open.

Create Outbound Delivery: Type **TCode VL01N** and then press enter

Create Outbound Delivery with Order Reference

With Order Reference | W/o Order Reference

Shipping point: 1001 Riyadh-RDC-Shipping Point

Sales order data

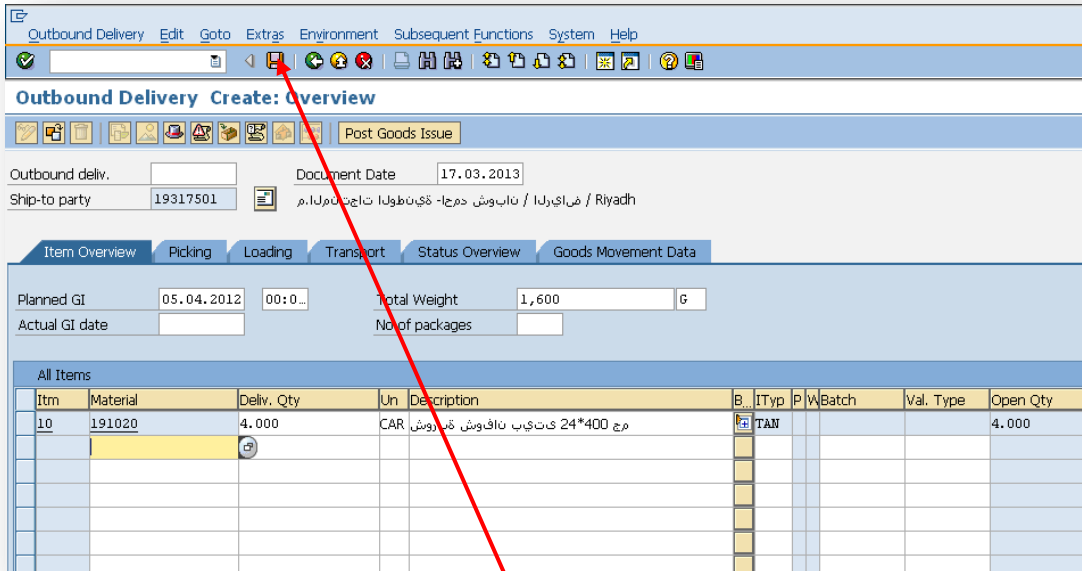
Selection date: 17.03.2013

Order: 329733

From item:

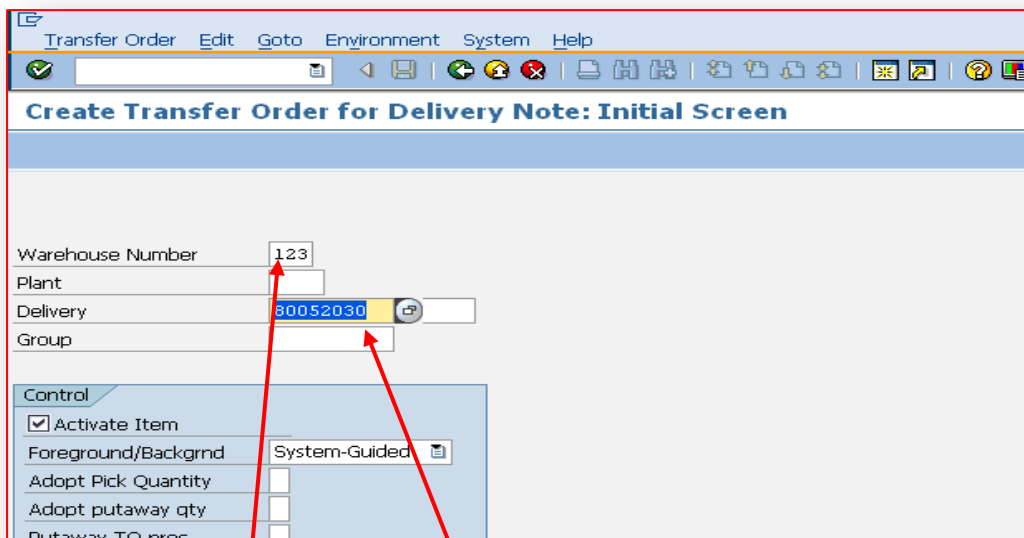
To item:

Enter **Shipping Point** and **Sales Order Number** and then press **enter**

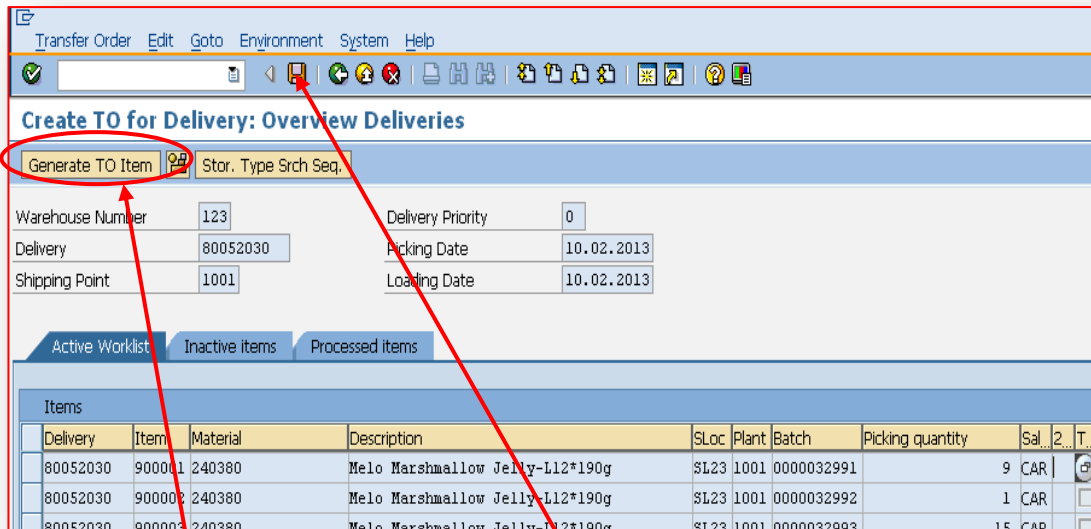


Check the data entered and click on **save** and note down the **OBD Number**.

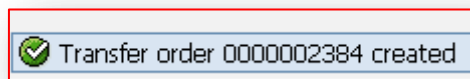
Create Transfer Order: Enter TCode LT03 and press enter



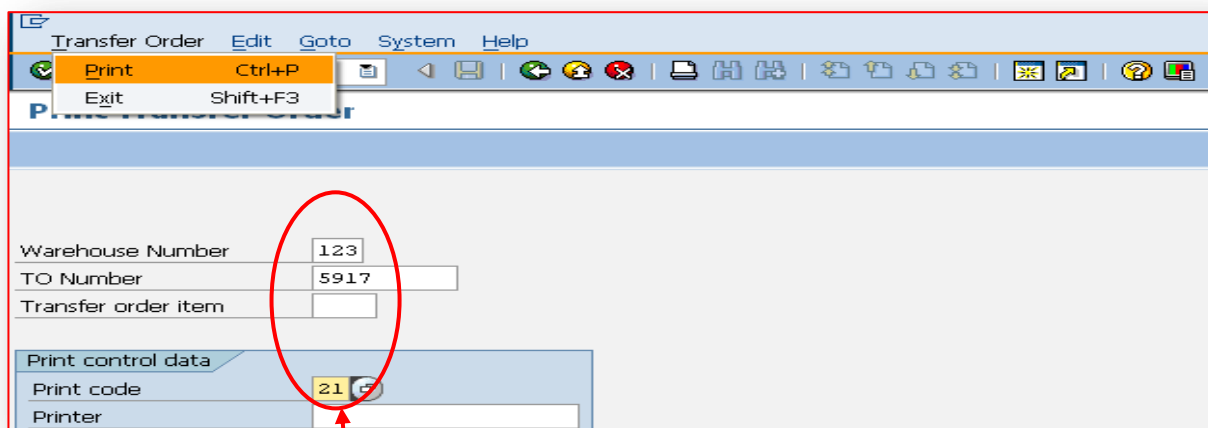
Enter **Warehouse Number** and **OBD number** and press **enter**



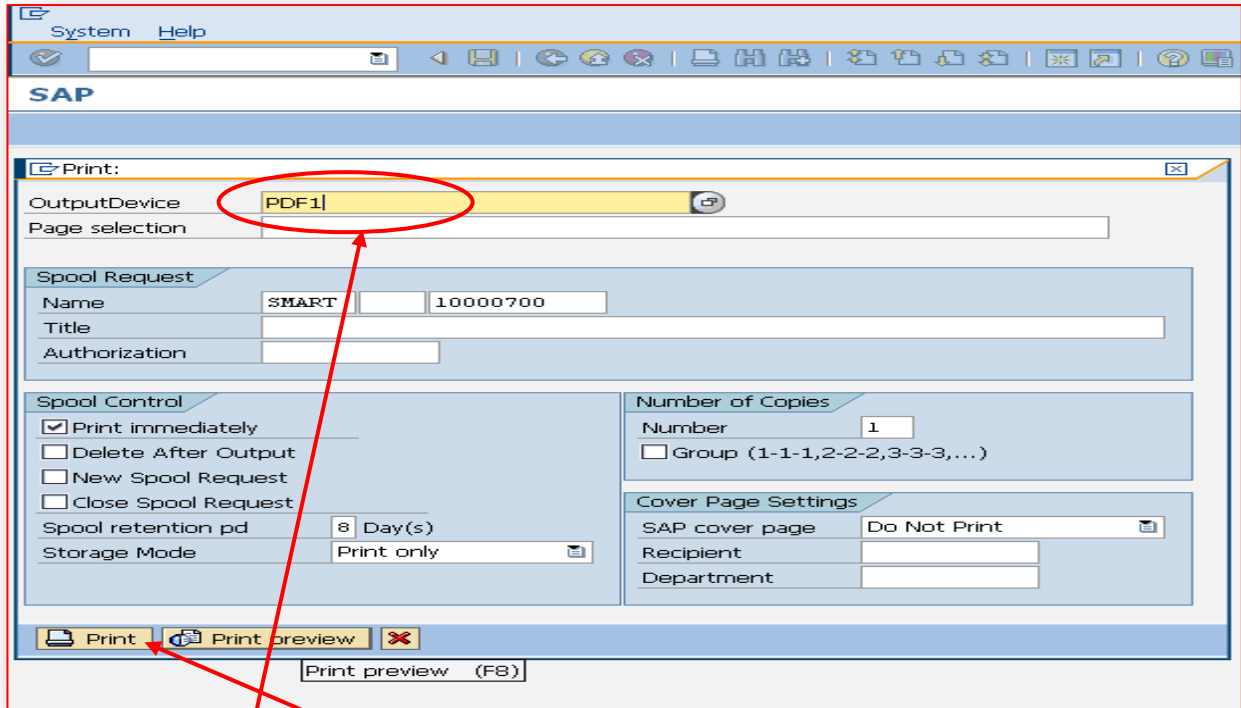
Click on **Generate TO items** and click on **save** and note down the **TO Number**.



Print Transfer Order: Type **TCode LT31** and press enter



Enter **warehouse Number**, **TO Number** and **print code** and go to transfer order menu and select **print**.



Select the **output device** and click on **print**

The output of the printed document .

**PICKING / PUTAWAY LIST**

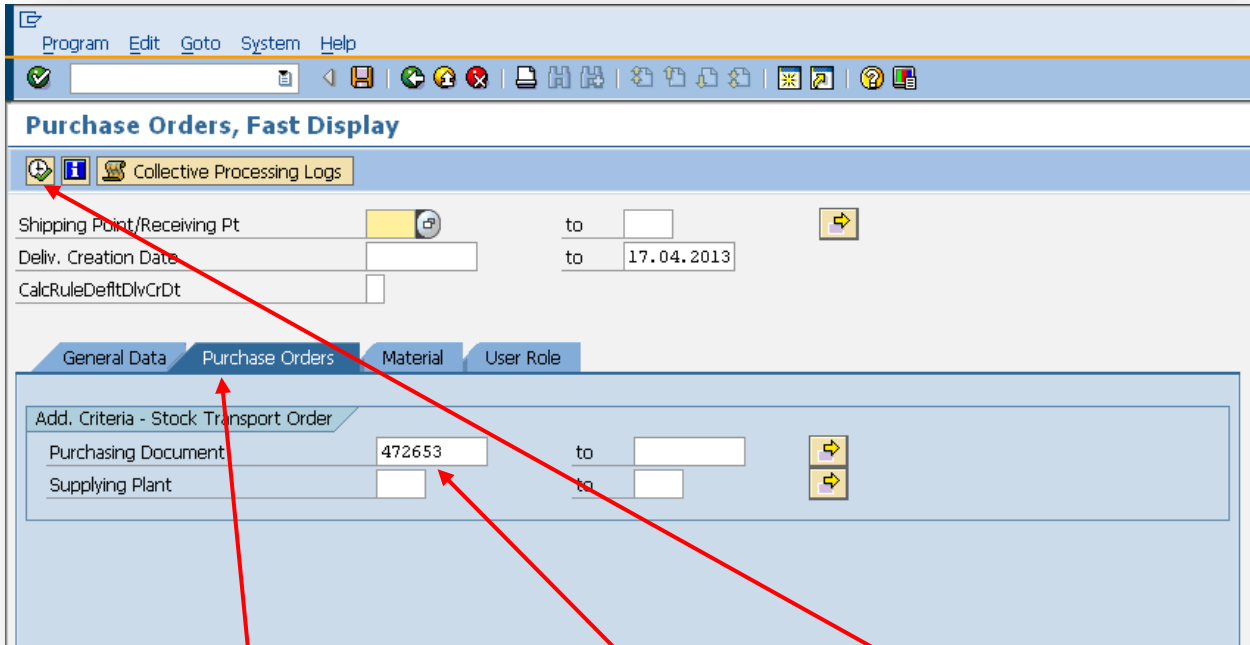
Transfer Order No 0000005917  
 Delivery No 5000005253  
 PO No 420016  
 Plant Riyadh RDC-1001  
 Ware house 123

Material No	Description	Vendor Batch.no	Expiry Date	Storage Type	Storage Bin	Target Qty	UOM
240380	Melo Marshmallow Jelly-L12*190g ميلو مارشمالو جيلاب 190*12		01.02.2014	302	3C-001-01	50.000	C&R

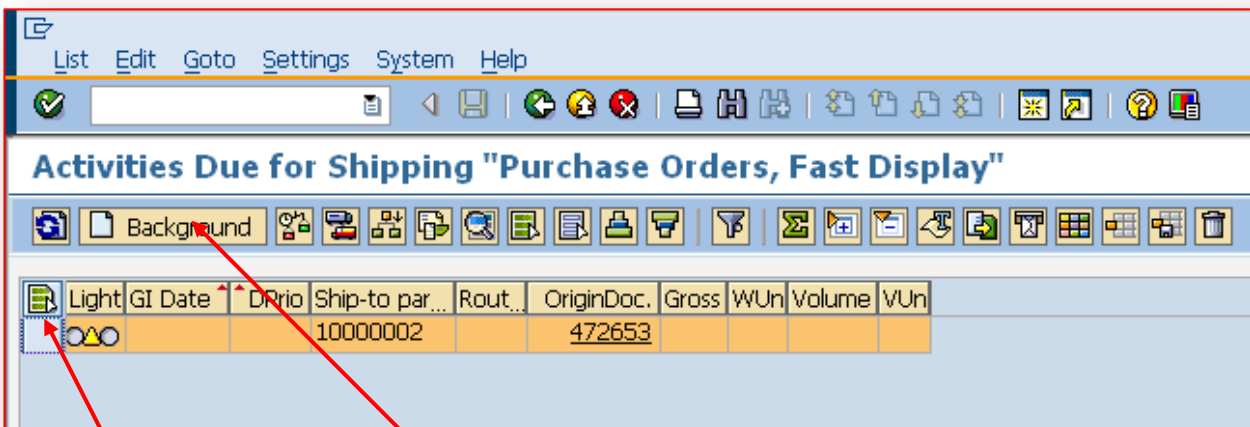
Authorized Signatory

## b. Issue to Branches:

Enter TCode **VL10B** and press enter



Click on **Purchase order TAB** and enter the **PO Number** and click on **execute**



Select the line and click on **background**



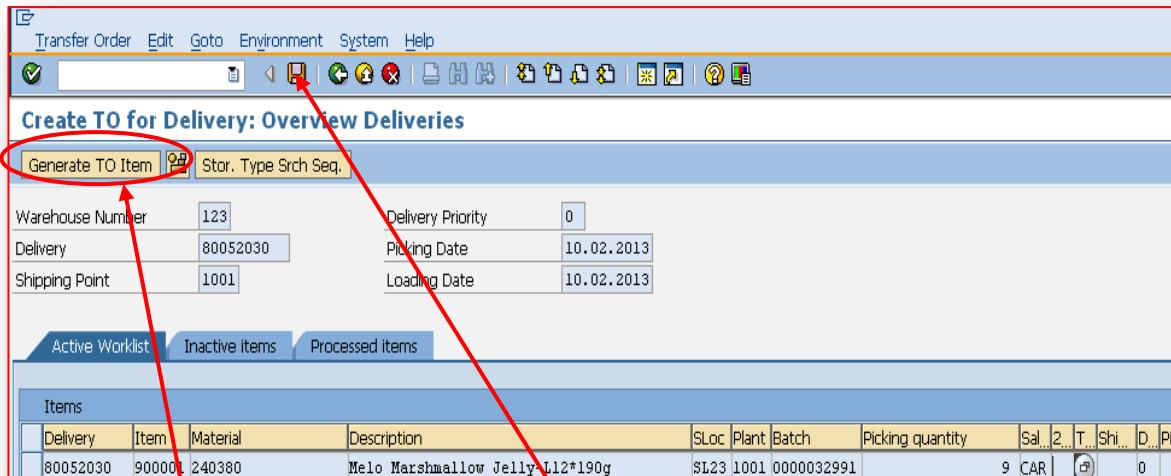
Light	Goods Issue	DPrio	Ship-to par...	Rout...	OriginDoc.	Gross	WUn	Volume	WUn	SD Doc.
☉☉	18.03.2013		10000002		472653	0	KG			80052049
☉☉			10000002		472653					

Click on **show / hide delivery icon** to generate OBD number and **note down the OBD number**

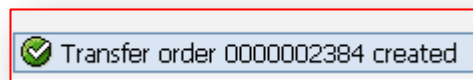
Enter **TCode LT03** and press enter

Warehouse Number: 123  
 Plant:   
 Delivery: 80052030  
 Group:   
 Control  
 Activate Item  
 Foreground/Backgrnd: System-Guided  
 Adopt Pick Quantity:   
 Adopt putaway qty:

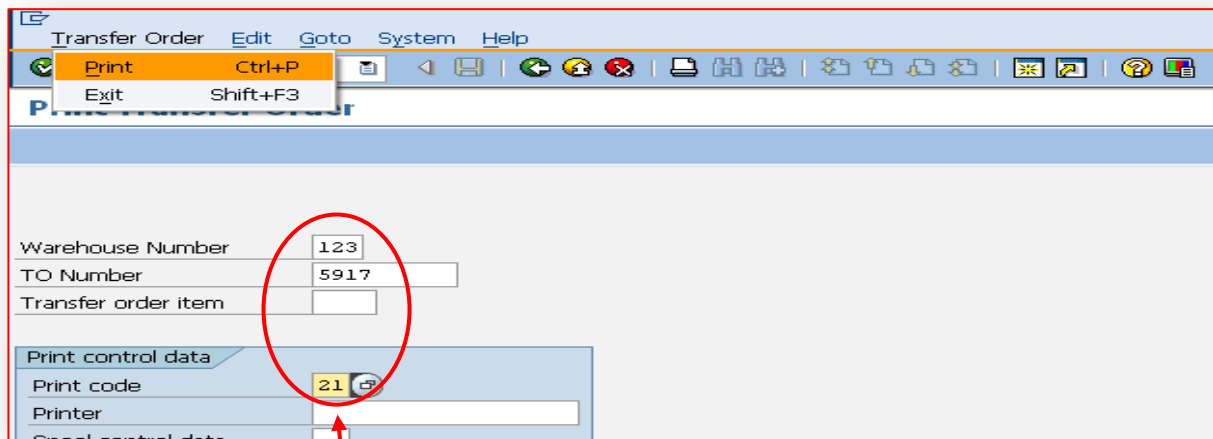
Enter **Warehouse Number** and **OBD number** and press **enter**



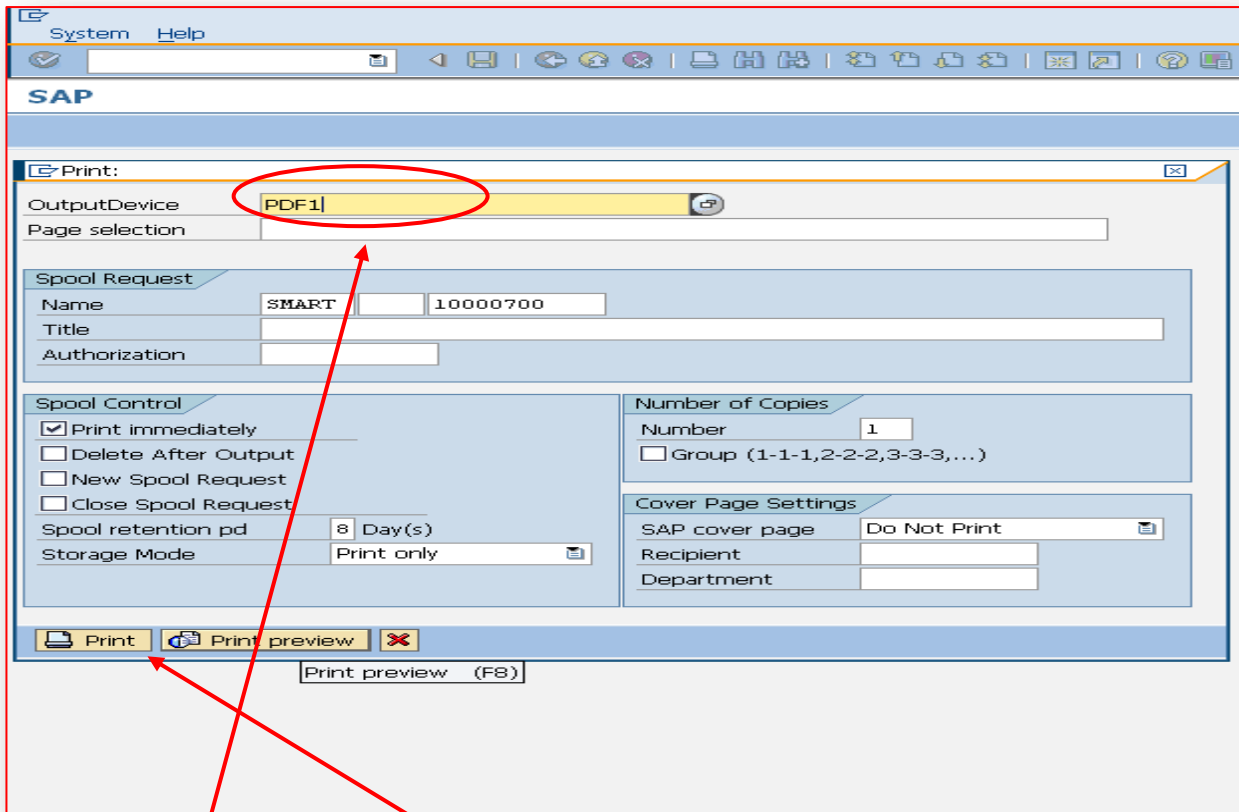
Click on **Generate TO items** and click on **save** and note down the **TO Number**.



Print Transfer Order: Type **TCode LT31** and press enter



Enter **warehouse Number**, **TO Number** and **print code** and go to transfer order menu and select **print**.



Select the **output device** and click on **print**

The output of the printed document .

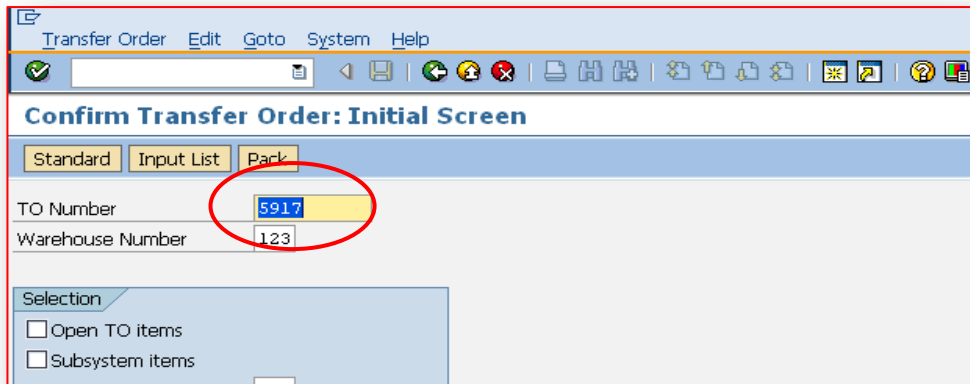
**PICKING / PUTAWAY LIST**

Transfer Order No 0000005917  
 Delivery No 5000005253  
 PO No 420016  
 Plant Riyadh RDC-1001  
 Ware house 123

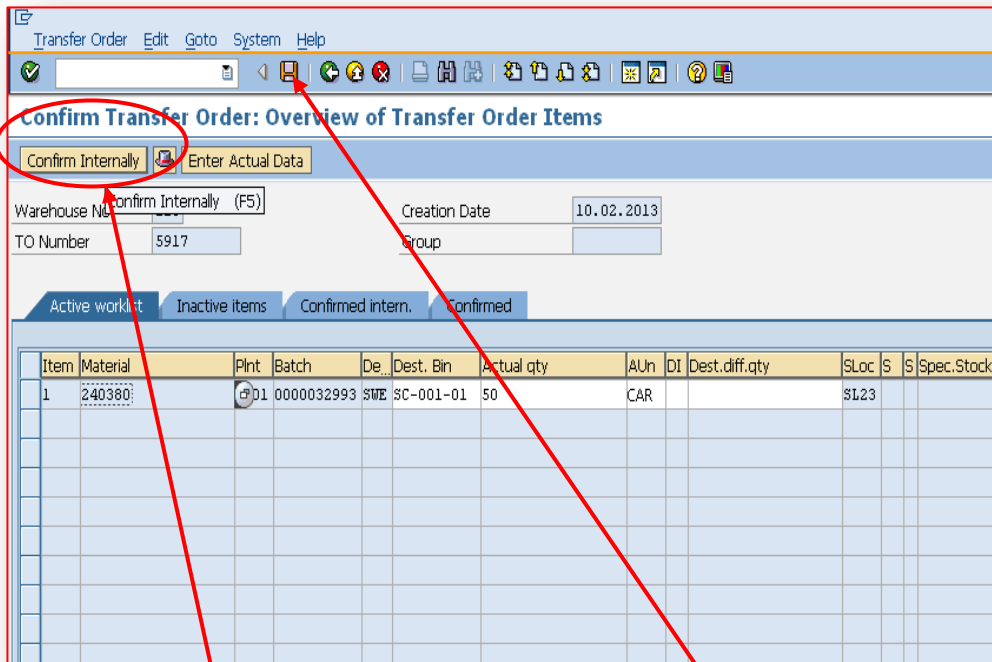
Material No	Description	Vendor Batch.no	Expiry Date	Storage Type	Storage Bin	Target Qty	UOM
240280	Melo Marshmallow Jelly-L12*190g میلو مارشمالو جیلی 190*12		01.02.2014	902	SC-001-01	50.000	C&B

Authorized Signatory

Confirm Transfer Order: Type **TCode LT12** and then press enter



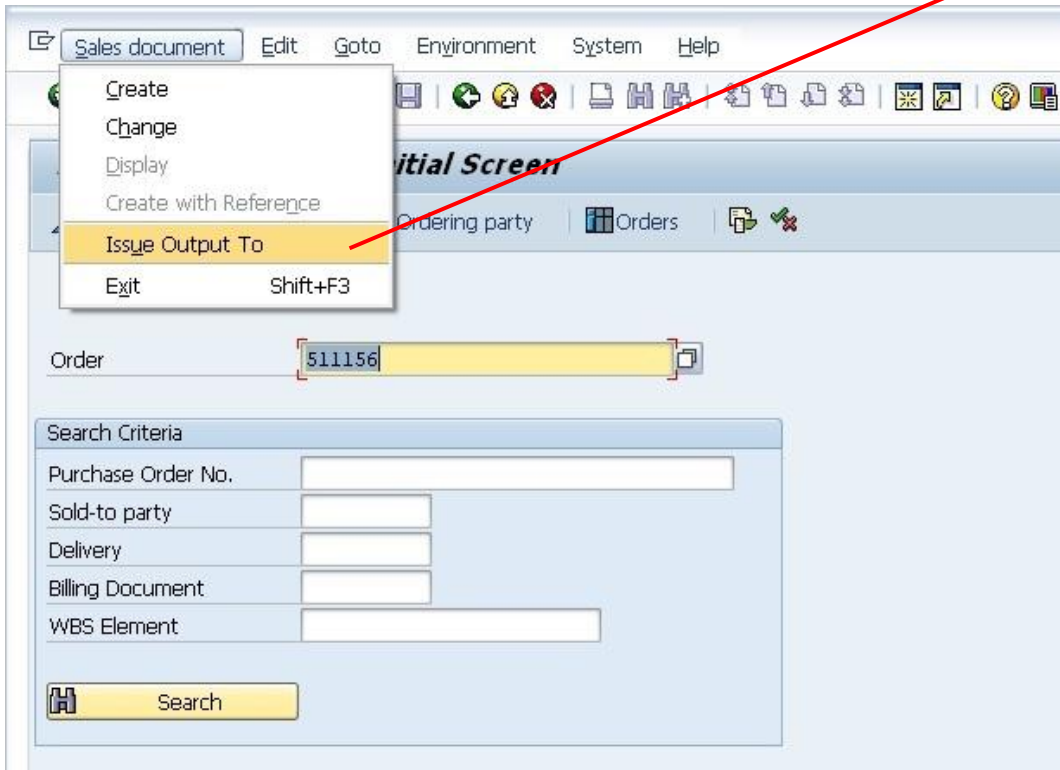
Enter **TO Number** and **Warehouse Number** and then press enter



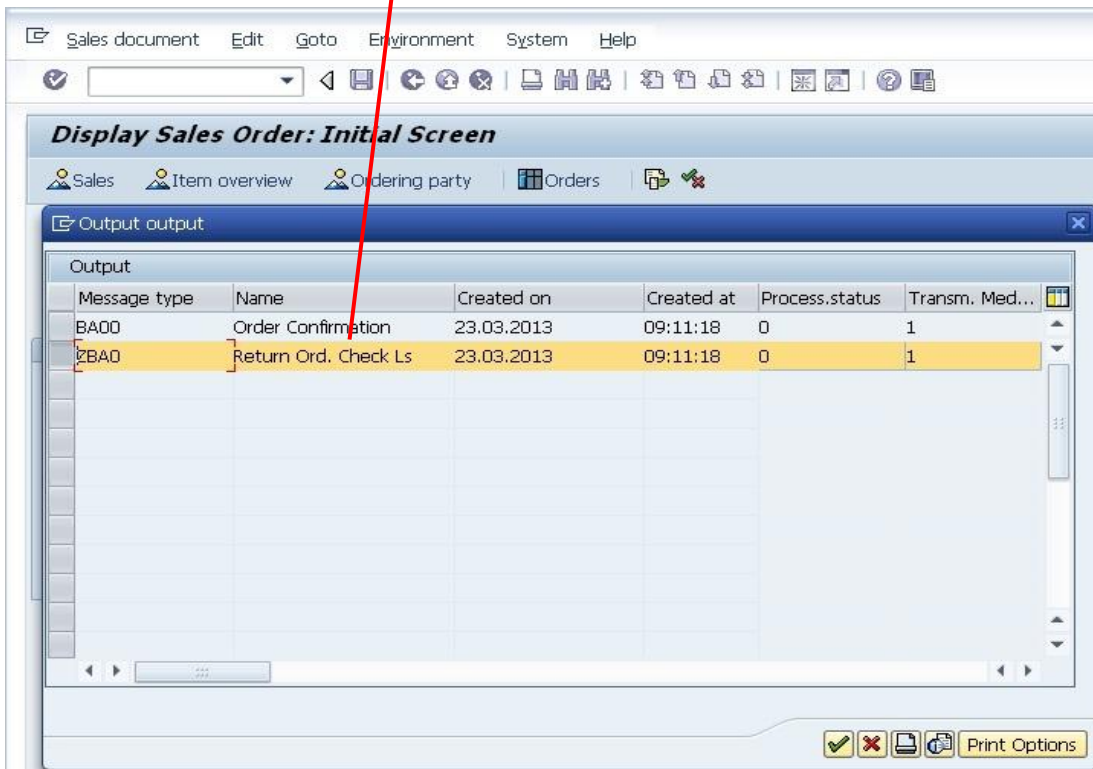
Then press **confirms internally** to confirm TO and click **save**.

### 3. Customer Returns

Printing Customer Returns Check list **TCode VA03** and click on Issue Output to



Select the Returns Ord Chk List and press Print



Enter **TCode VL01N** and press enter (To create OBD with reference to Returns order

**Create Outbound Delivery with Order Reference**

With Order Reference | W/o Order Reference

Shipping point: 1001 Riyadh-RDC-Shipping Point

Sales order data

Selection date: 18.03.2013

Order: 511155

From item:

No)

Enter **Returns order No** and press enter

Outbound Delivery Edit Goto Extras Environment Subsequent Functions System Help

Post Goods Receipt

Outbound deliv. Document Date: 18.03.2013

Ship-to party: 11301700 Riyadh / Riyadha / نامی ناس نایا راکرم اعطیلال / تاروت قاس

Planned GI: 18.03.2013 00: ... Total Weight: 4,400 G

Actual GI date: No. of packages:

Itm	Material	Deliv. Qty	Un	Description	B.	IType	P	WBatch	Val. Type	Open Qty
10	239200	5.000	CAR	مچ 6*12*80 کلاوچ و تیبیب		REN		0000027898		5.000
20	239200	50.000	CAR	مچ 6*12*80 کلاوچ و تیبیب		REN		0000028440		50.000

Enter Qty

as per the Customer Returns Check list provided by Warehouse Keeper and click on

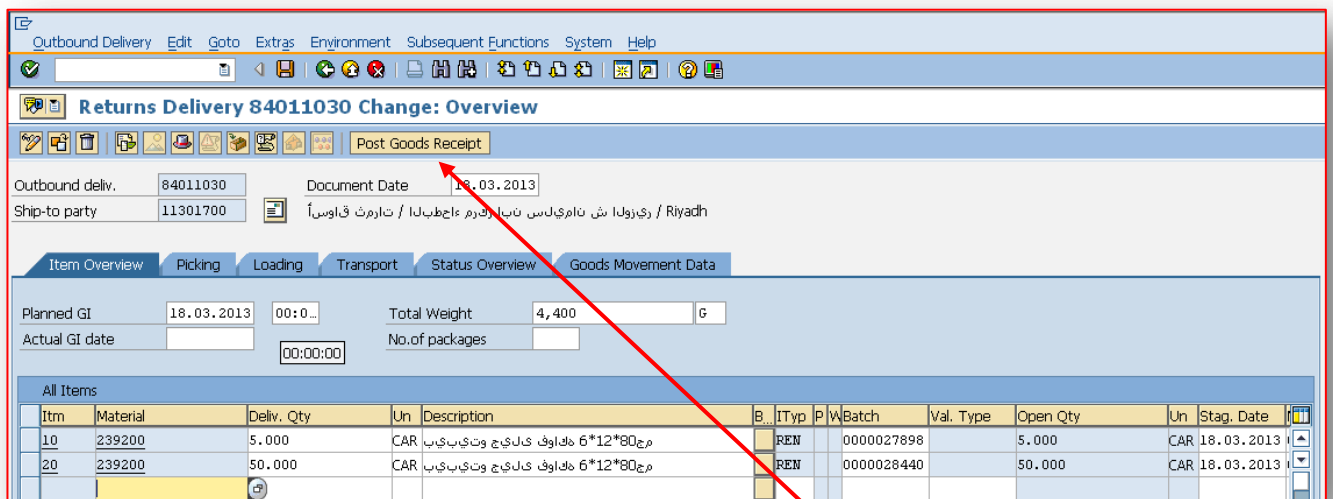
**save** and note down the delivery number

Returns Delivery 84011030 has been saved

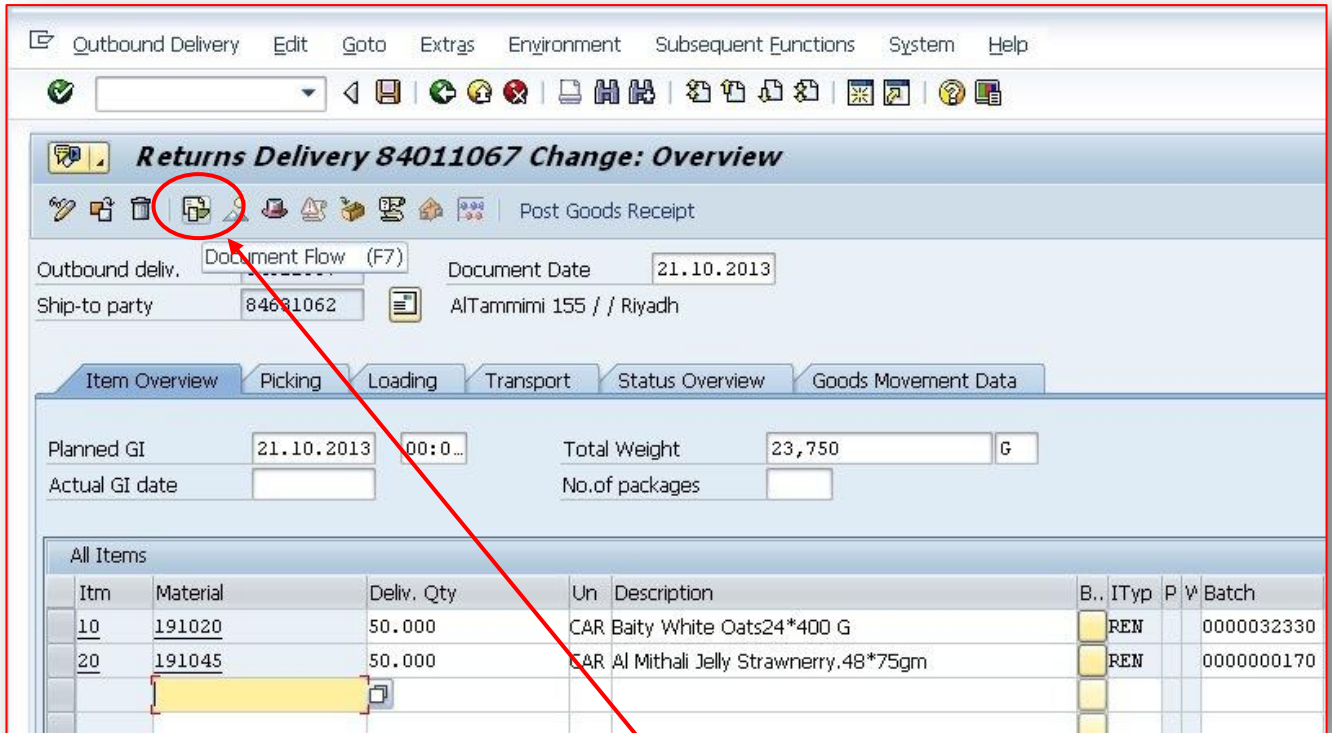
Enter **TCode VL02N** (To perform PGR)



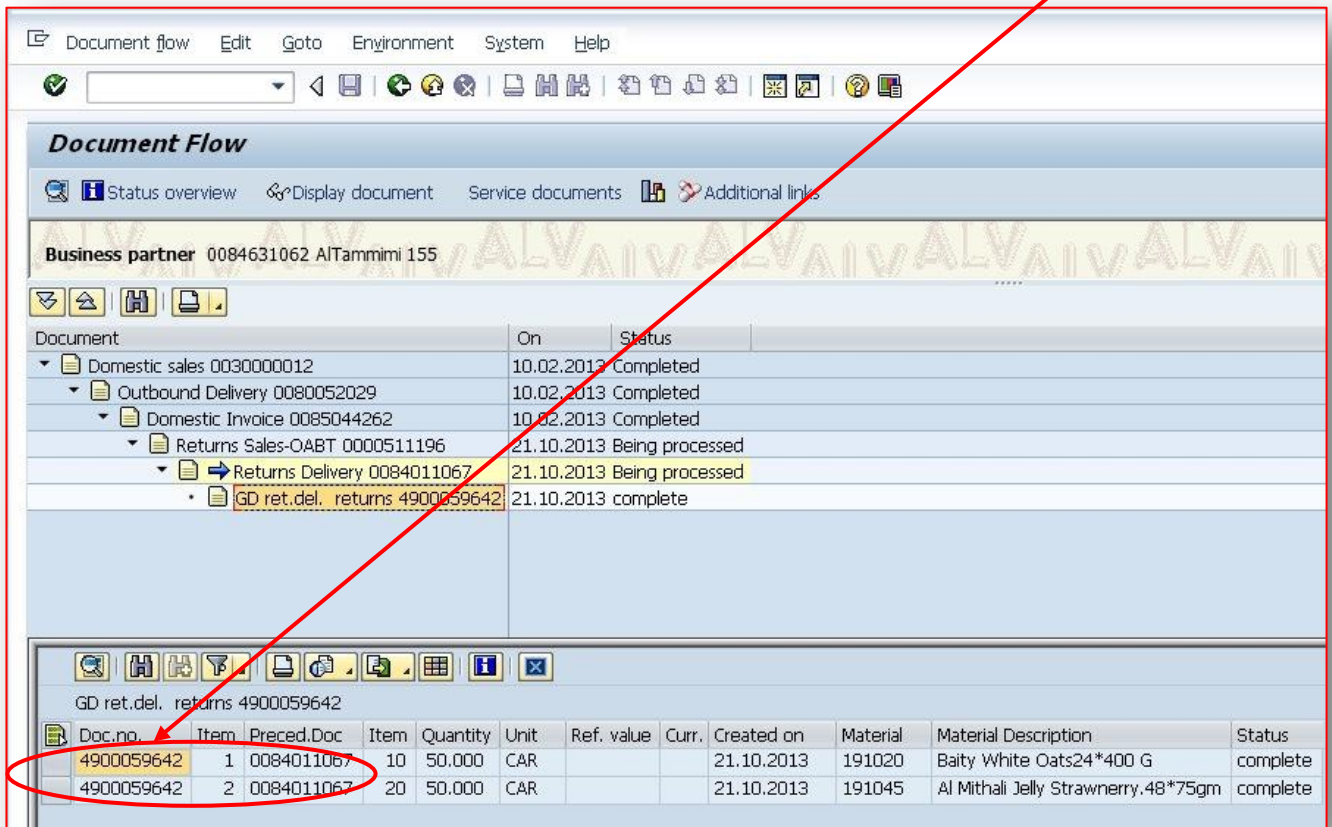
Type **OBD number** and press enter



Make necessary correction if required and click on **post goods receipt TAB** good will be recorded in return stock.



Enter **TCode VL02N** and click on **Document Flow button** and note the **Doc No.**





**TO Creation & confirmation with reference to the above document no.**

The screenshot shows a software window titled "Create Transfer Order for Material Document: Initial Screen". The window has a menu bar with "Transfer Order", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area contains the following fields:

Material Document	4900059642
Material Doc. Year	2013
Warehouse Number	

Below these fields is a "Control" section with a dropdown menu labeled "Foreground/Backgrnd" set to "Foreground".

The screenshot shows a software window titled "Confirm Transfer Order: Initial Screen". The window has a menu bar with "Transfer Order", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area contains the following fields:

Standard    Input List    Pack

TO Number	2430
Warehouse Number	103

Below these fields is a "Selection" section with two checkboxes:

- Open TO items
- Subsystem items

Good stock should be moved to unrestricted area (Mvt type 453)

To do this perform MIGO transfer posting as shown below.

Type TCode MIGO and press enter

The screenshot shows the SAP MIGO Transfer Posting Other - Tameem Ahmed interface. The 'Transfer Posting' and 'Other' buttons are circled in red. The 'TP returns to own' field is set to '453' and is also circled. The 'Material' field is 'BEBETO JELLY FRUITS 6\*12\*80G' and the 'Quantity' is '25.000'.

Dest	From
Material: BEBETO JELLY FRUITS 6*12*80G 239200	BEBETO JELLY FRUITS 6*12*80G 239200
Plant: Riyadh RDC 1001	Riyadh RDC 1001
Stor. Loc.: Sweets WH No1 \$123	Sweets WH No1 \$123
Batch:	
Spec. Stock:	

Qty in UnE: 25.000 CAR

Select transfer posting and others select Mvt type 453 (GR returns to unrestricted area) enter Material No, Plant, Storage location, Batch No. & Qty to be moved to unrestricted area. Then click on check and then post and note down the material doc Number.

TO Creation **LT06** & confirmation **LT12** with reference to the Mat doc No.

**Create Transfer Order for Material Document: Initial Screen**

Material Document 5000023589

Material Doc. Year 2013

Warehouse Number

Control

Foreground/Backgrnd Foreground

Transfer Order Edit Goto System Help

**Confirm Transfer Order: Initial Screen**

Standard Input List Pack

TO Number 2430

Warehouse Number 103

Selection

Open TO items

Subsystem items

## 4. Write Off (Customer Returns & In-house)

Damaged / Expired stock to be moved from Returns Stock to blocked Stock (Mvt type to 459) for Write off

Type **TCode MIGO** and press enter

The screenshot shows the SAP MIGO 'Transfer Posting Other' interface. At the top, there are menu options: 'Goods Receipt', 'Settings', 'System', and 'Help'. Below the title bar, there are buttons for 'Show Overview', 'Hold', 'Check', 'Post', and 'Help'. The 'Transfer Posting' and 'Other' buttons are circled in red. To the right, the 'TP returns to own' field is circled in red and contains the value '453'. The main area is divided into several tabs: 'General', 'Transfer Posting', 'Material', 'Quantity', 'Where', 'Partner', 'Batch', and 'WM'. The 'General' tab is active, showing 'Document Date' and 'Posting Date' as 18.03.2013. Below this, there are fields for 'Material Slip' and 'Doc.Header Text'. The 'Transfer Posting' tab is also visible, showing a table with 'Dest' and 'From' columns. The 'Dest' column contains 'Material: BEBETO JELLY FRUITS 6\*12\*80G', '239200', 'Plant: Rivadh RDC', 'Stor. Loc.: Sweets WH No1', and 'Batch:'. The 'From' column contains 'Material: BEBETO JELLY FRUITS 6\*12\*80G', '239200', 'Plant: Rivadh RDC', 'Stor. Loc.: Sweets WH No1', and 'Batch:'. At the bottom, there is a 'Qty in UnE' field with the value '25.000' and a 'CAR' field.

Select **transfer posting** and **others** select **Mvt type 459**(Return Stock to Blocked Stock) enter **Material No, Plant, Storage Location, Batch No.** and **Qty** to be moved to blocked area. Then click on **check** and then **post** and note down the material doc Number.

For Inhouse Damaged & Expired Products follow the above procedure use **Movement Type 344**

TO Creation **LT06** & confirmation **LT12** with reference to the material doc no.

**Create Transfer Order for Material Document: Initial Screen**

Material Document 5000023589

Material Doc. Year 2013

Warehouse Number

Control

Foreground/Backgrnd Foreground

Transfer Order Edit Goto System Help

Confirm Transfer Order: Initial Screen

Standard Input List Pack

TO Number 2430

Warehouse Number 103

Selection

Open TO items

Subsystem items

## 5. Vendor Return (HO)

Type **TCode MIGO** and press enter

The screenshot shows the SAP MIGO transaction interface. The title bar reads 'Return Delivery Material Document 5000005253 - Tameem Ahmed'. Below the title bar, there are buttons for 'Show Overview', 'Hold', 'Check', 'Post', and 'Help'. The main area has a dropdown menu set to 'Return Delivery' and a text field containing '5000005253'. Below this, there are tabs for 'General' and 'Vendor'. The 'General' tab is active, showing fields for 'Document Date' (10.02.2013), 'Posting Date' (18.03.2013), 'Delivery Note', 'Bill of Lading', 'Vendor' (sweet House), and 'HeaderText'. There is also a checkbox for 'Via Delivery'. At the bottom, there is a table header with columns: 'Line', 'Mat. Short Text', 'Qty in UnE', 'EUn', 'SLoc', 'Batch', 'Valuation T...', 'M...', 'D', and 'Stock Type'.

Select **return delivery** from drop down and also enter the **material doc Number** go to **Quantity TAB** and enter the required Qty .

The screenshot shows the 'Where' tab in the SAP MIGO transaction. The 'Movement Type' is set to '122' with a minus sign and the text 'RE return to vendor'. The 'Stock type' is 'Unrestricted use'. The 'Plant' is 'Riyadh RDC' with the number '1001'. The 'Storage Location' is 'Sweets WH No1' with the number 'SL23'. There are fields for 'Goods recipient', 'Unloading Point', 'Reason for Movement', and 'Text'. A red arrow points to the 'Reason for Movement' field.

go to **Where TAB** and enter the **reason for movement** tick on **item check** then click on **check TAB** and **click on post** and note down the **material doc Number**.

The screenshot shows a message box with a green checkmark icon and the text 'Material document 5000005269 posted'. A red arrow points from the text in the previous block to this message box.

Type **TCode LT06** (create TO W.R.T material doc) and press enter

EXIT (SHIFT+F3)

### Create Transfer Order for Material Document: Initial Screen

---

Material Document

Material Doc. Year

Warehouse Number

Control

Foreground/Backgrnd

Type the **material doc Number and year** and press enter

Transfer Order Edit Goto Environment System Help

**Create TO from TR: Overview of Transfer Requirement**

Generate TO Item Stor. Type Srch Seq.

Movement Type  Cancel GR for pur. order  Trnsfr Priority

Source Stor.Ty.  Planned Date

DestStorType   Planned Time

Req. Number

Active Worklist Inactive Items Processed items

Item	Material	S...	S...	Selected quantity	Alt...	Open quantity	Z...	Q	T...	Batch	Plant	SLoc
1	240380			50.000	CAR	50.000				0000032993	1001	S123

Enter the **required Qty** and Click on **Generate TO item** and then click on **save** and **note down the TO number**

Transfer order 0000005927 created

Type **TCode LT12** (confirm TO) and press enter

Transfer Order Edit Goto System Help

**Confirm Transfer Order: Initial Screen**

Standard Input List Pack

TO Number 5927  
Warehouse Number 123

**Selection**

Open TO items  
 Subsystem items  
Storage Type  
Picking Area

**Control**

Foreground/Backgrnd: Foreground  
Adopt Pick Quantity  
Adopt putaway qty  
 Close TR

**Confirmation**

Pick + transfer  
 Pick  
 Transfer

Enter TO number and warehouse number and press enter

Transfer Order Edit Goto System Help

**Confirm Transfer Order: Overview of Transfer Order Items**

Confirm Internally Enter Actual Data

Warehouse No. 123 Creation Date 18.03.2013  
TO Number 5927 Group

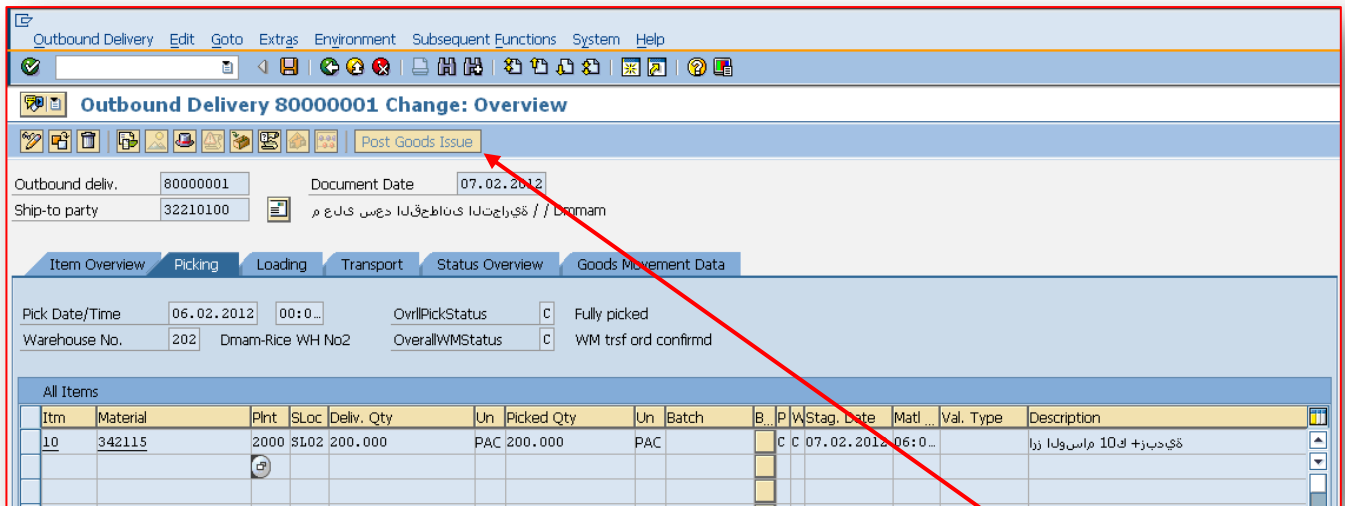
Active worklist Inactive items Confirmed intern. Confirmed

Item	Material	Plant	Batch	SO	Source Bin	Actual qty	AUn	DI	Dest.diff.qty	SLoc	S	Spec.Stock No.	Z...	De...	Dest. Bin
1	240380	01	0000032993	SWE	SC-001-01	50.000	CAR			123				902	0000420016

Type the required Qty and then click on **confirm internally** and then click on **save**.

Type **TCode VL02N** (PGI) and press enter





And then enter the OBD number and press enter and then Click on **post good issue TAB**

## 6. CO Packing Process (HO)

Purchase Order Edit Goto Environment System Help

**Create Purchase Order**

Document Overview On Print Preview Messages Personal Setting

Subcontracting PO Vendor 11002 Balsharaf Trading Co., Doc. date 18.03.2013

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

Purch. Org. 1000 BAL TRADE P.ORG  
Purch. Group 609 Logistics  
Company Code 0ABT OMAR ALI BALSHARAF EST

S.	Itm	Material	Short Text	PO Quantity	O.	C	Deliv. Date	Net Price	Curre.	Per	O.	Matl Group	Plnt	Stor. Location	Batch
	10	343577	INDIA GATE CLASSIC RI ...	21.000	PAC	D	18.03.2013		SAR	1	PAC	Al Wesam	Riyadh RDC	Rice WH No1	

Default Values Add Planning

Item [ 10 ] 343577, INDIA GATE CLASSIC RICE 1K( ...

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Texts Delivery Address Confirmations Condition Control

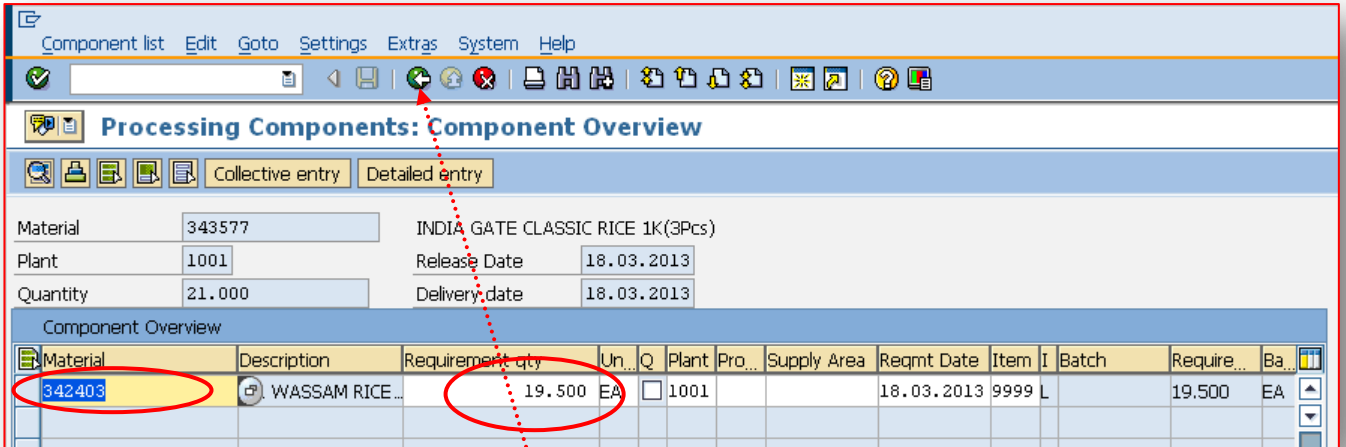
Material group 0062 Revision Level  
Vendor mat. no. EAN/UPC  
Vendor sub-range

Components  
Explode BOM

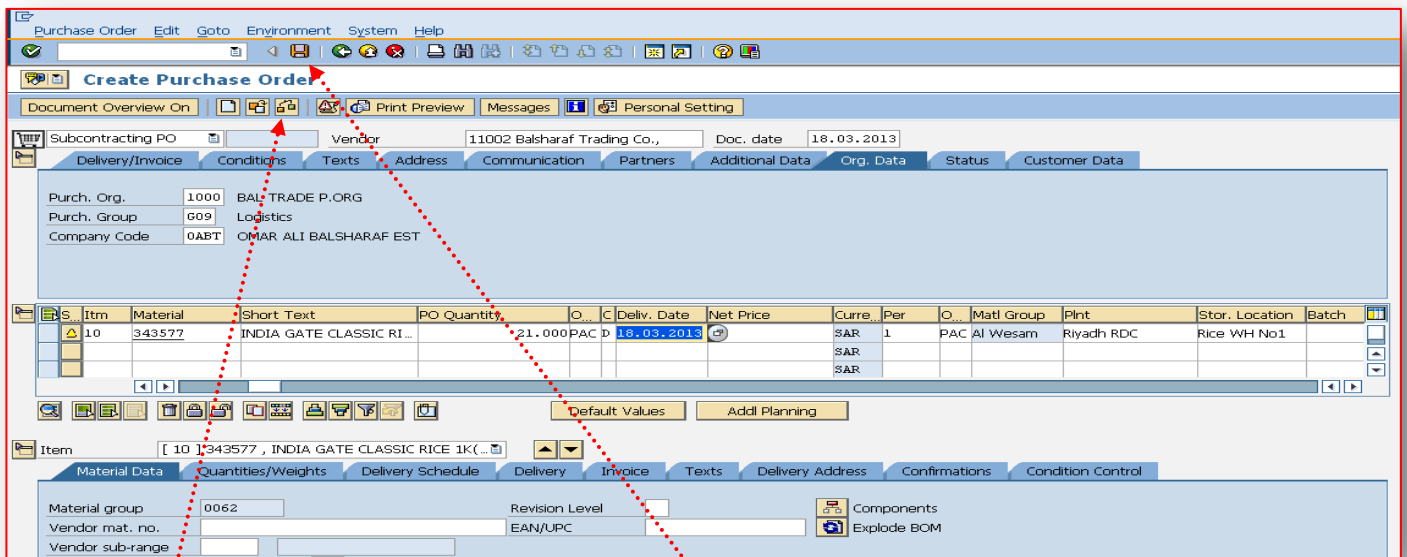
Select **subcontract PO** from the drop down list and **enter vendor code**

**Fill Purch. Org, purch. Group and company code**

Enter the **material number (Finished goods)** **PO quantity, net price**(if present else tick **free by scrolling in header TAB**) , **supplying plant and storage location** and **click on component** and follow the screen below.



Enter component details such as **material number** (base material number from the **CO- Packing sheet**) **required Qty** and click **back**

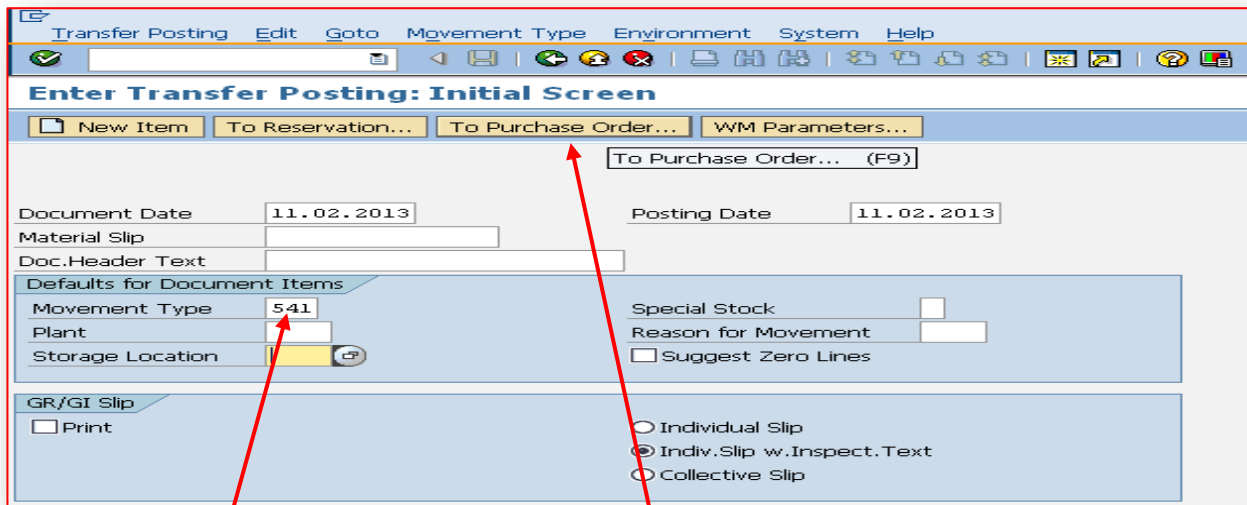


click on **check** and if no message appear click on **Save** and **note down the PO number.**

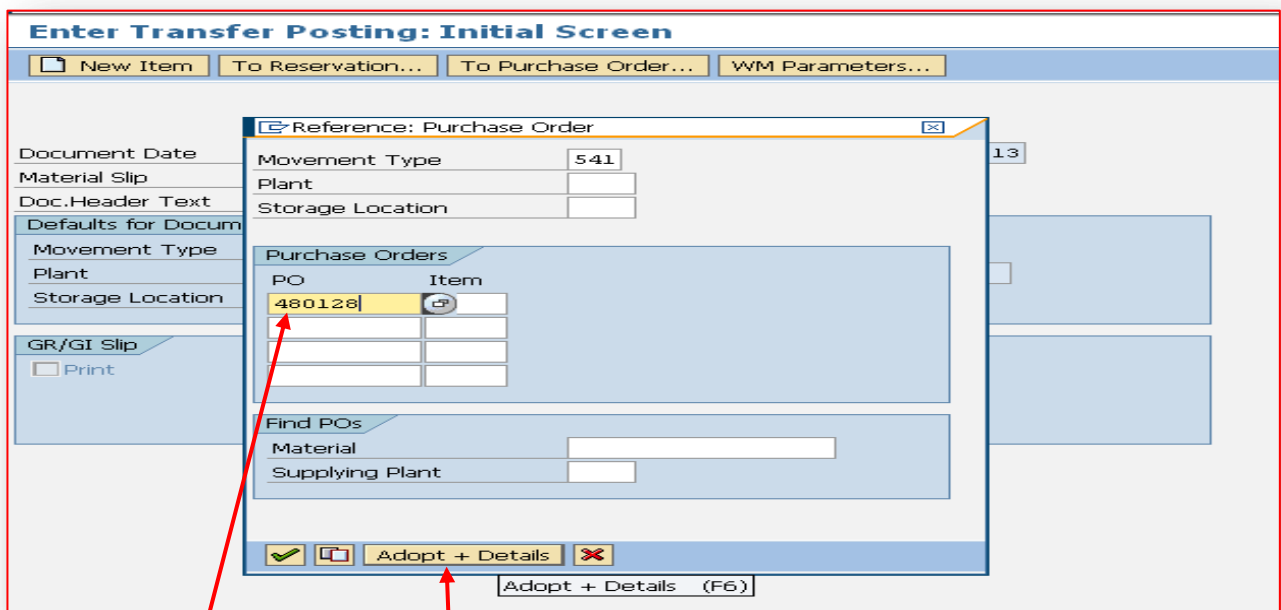
Subcontracting PO created under the number 480146

### Issue Material to Co Packer

Type **TCode MB1B** and press enter



Enter **Movement type** and click on to **Purchase order TAB**



Enter **PO Number** and click **Adopt+ Details**

Transfer Posting Edit Goto Movement Type Environment System Help

**Enter Transfer Posting: New Item 0001**

Movement Type 541 GI whse to subc.stck  
 Material 343025 AL BUSTAN BRAND RICE 8\*5 K  
 Stock Material

Quantity in  
 Unit of Entry 15 BAG Plant 1001 Stor. Loc. s110  
 Batch \*

Account Assignment  
 Goods recipient  
 Receiving Plant  
 Receiving Batch  
 Vendor 102062  
 No. Containers  
 Text  
 Manuf. Date/BBD

Enter **Storage location** and also check the **quantity** and press enter.

Enter **storage location** and \* in **batch field** (it only entered when material is related to expiry date) and press enter

**Note:** Batch is entered only If the material is related to batch then it will take you to batch creation screen if it does not belong to batch then it will take you to next item

Batch Determtn Edit Goto Environment System Help

**Batch Determination MM: Select Batches**

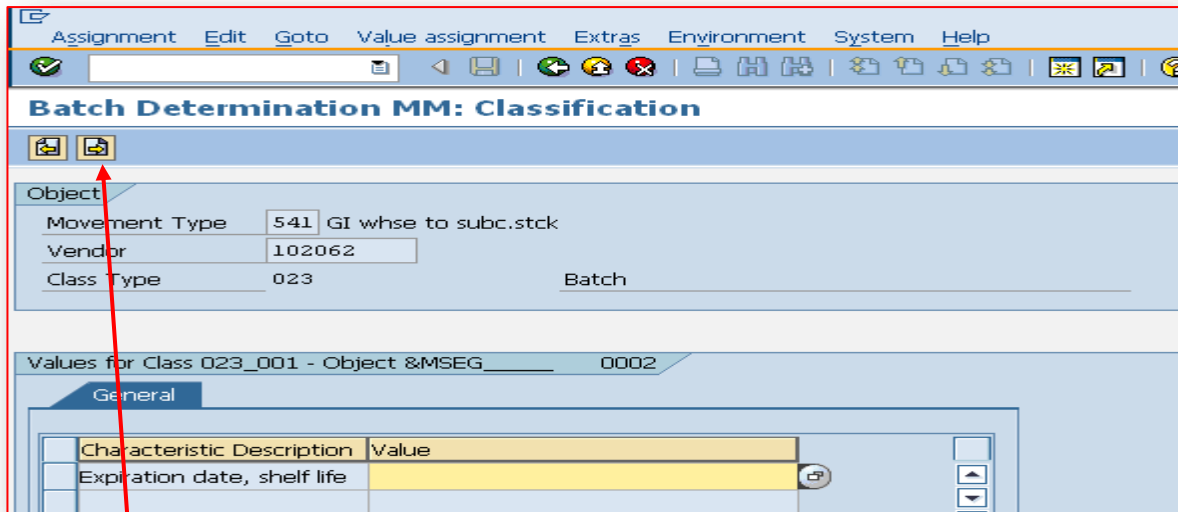
Copy Classification... Strategy analysis Log...

Movement Type 541 GI whse to subc.stck  
 Vendor 102062

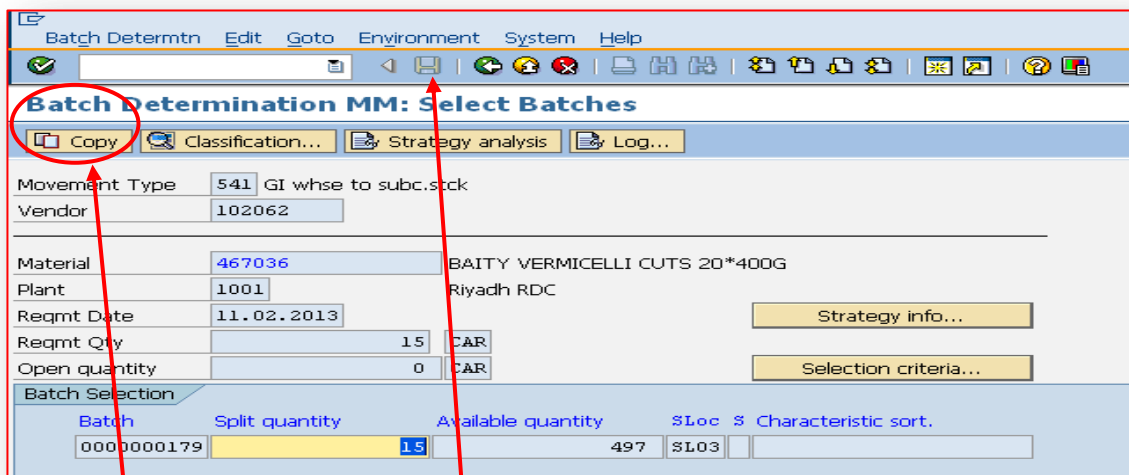
Material 467036 BAITY VERMICELLI CUTS 20\*400G  
 Plant 1001 Riyadh RDC  
 Reqmt Date 11.02.2013 Strategy info...  
 Reqmt Qty 15 CAR  
 Open quantity 15 CAR Selection criteria...

Batch Selection  
 Batch Split quantity Available quantity Desc \$ Characteristic sort.

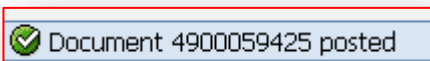
Click on **selection criteria**



Click on **Next TAB**



Click on **Copy TAB** and click on **save** and note down the **document Number**.



Type **TCode LT06** (create TO W.R.T material doc) and press enter

The screenshot shows the initial screen for creating a transfer order. The title bar includes 'Exit (Shift+F3)'. The main title is 'Create Transfer Order for Material Document: Initial Screen'. There are three input fields: 'Material Document' with the value '5000005269', 'Material Doc. Year' with '2013', and 'Warehouse Number' which is empty. A red circle highlights the 'Material Document' field. At the bottom, there is a 'Control' section with a dropdown menu set to 'Foreground/Backgrnd' and 'Foreground' selected.

Type the **material doc Number and year** and press enter

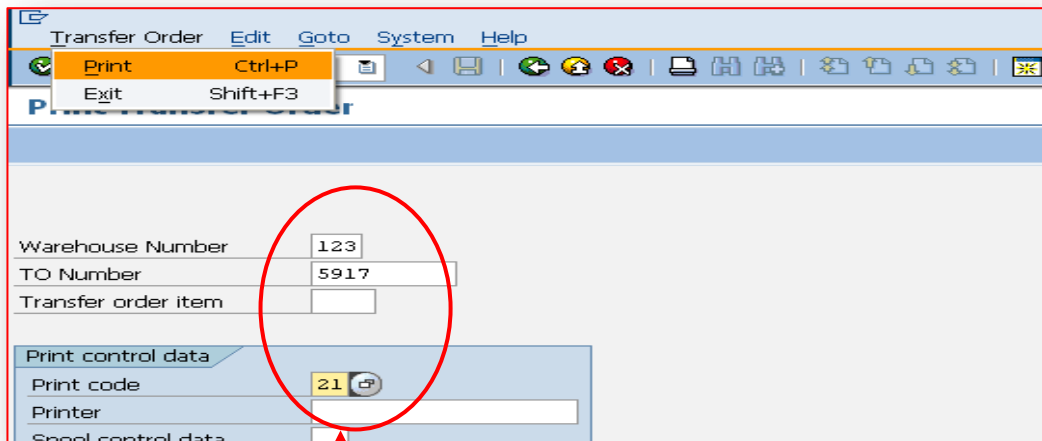
The screenshot shows the 'Overview of Transfer Requirement' screen. The title bar includes 'Transfer Order Edit Goto Environment System Help'. The main title is 'Create TO from TR: Overview of Transfer Requirement'. There are several input fields: 'Movement Type' (102), 'Cancel GR for pur. order' (checkbox), 'Trnsfr Priority' (checkbox), 'Source Stor.Ty.' (empty), 'Planned Date' (18.03.2013), 'DestStorType' (902 0000420016), 'Planned Time' (23:59:59), and 'Req. Number' (B 420016). There are buttons for 'Generate TO Item' and 'Stor. Type Srch Seq.'. Below the fields are tabs for 'Active Worklist', 'Inactive items', and 'Processed items'. At the bottom, there is a table with columns: Item, Material, S... S, Selected quantity, Alt..., Open quantity, Z... Q, T..., Batch, and Plan.

Item	Material	S... S	Selected quantity	Alt...	Open quantity	Z... Q	T...	Batch	Plan
1	240380		50.000	CAR	50.000			0000032993	100

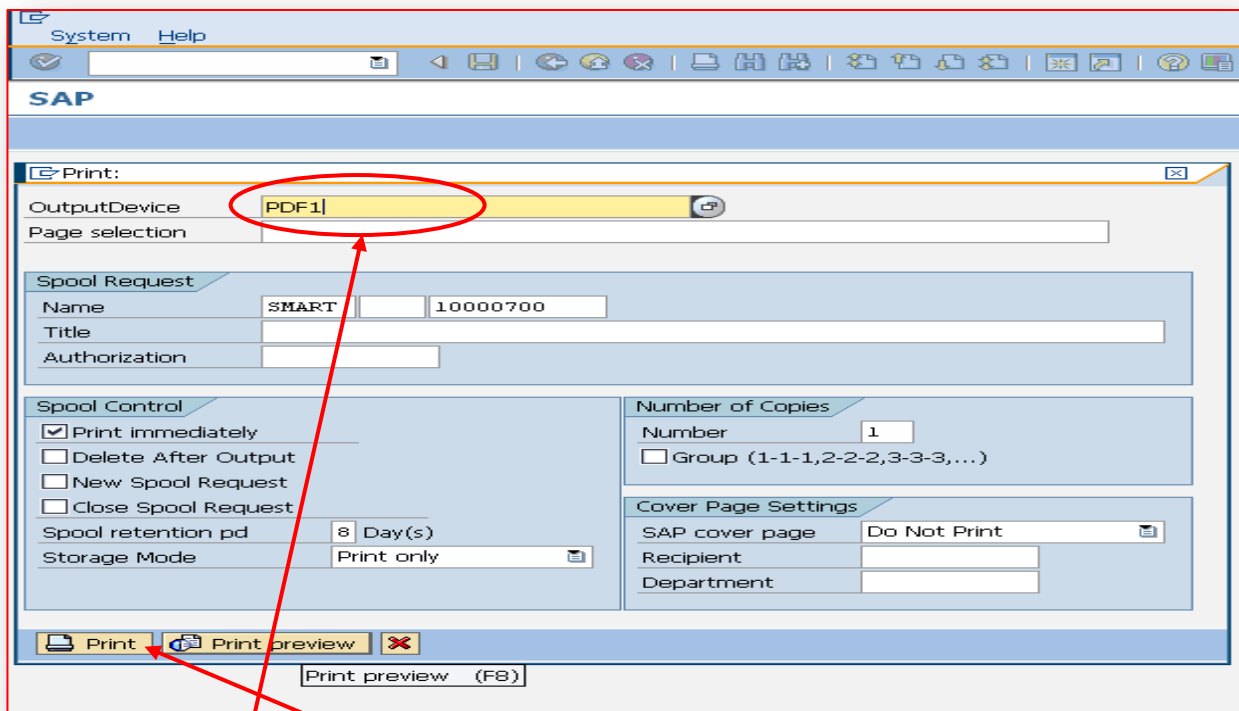
Enter the **required Qty** and Click on **Generate TO item** and then click on **save** and **note down the TO number**

The screenshot shows a message box with a green checkmark icon and the text 'Transfer order 0000005927 created'.

Type **TCode LT31** and press enter



Enter **warehouse Number**, **TO Number** and **print code** and go to transfer order menu and select **print**.



Select the **output device** and click on **print**



The output of the printed document .

**PICKING / PUTAWAY LIST**

Transfer Order No      0000005917  
Delivery No            5000005253  
PO No                    420016  
Plant                    Riyadh    RDC-1001  
Ware house            123

Material No	Description	Vendor Batch.no	Expiry Date	Storage Type	Storage Bin	Target Qty	UOM
240280	Melo Marshmallows Jelly-L12*190g میلو مارشمالو جیلی 190*12		01.02.2014	902	SC-001-01	50.000	C&R

Authorized Signatory

Type **TCode LT12** and then press enter

Transfer Order   Edit   Goto   System   Help

**Confirm Transfer Order: Initial Screen**

Standard   Input List   Pack

TO Number      5917  
Warehouse Number      123

**Selection**

Open TO items  
 Subsystem items  
Storage Type        
Picking Area     

**Control**

Foreground/Backgrnd      Foreground  
Adopt Pick Quantity        
Adopt putaway qty        
 Close TR

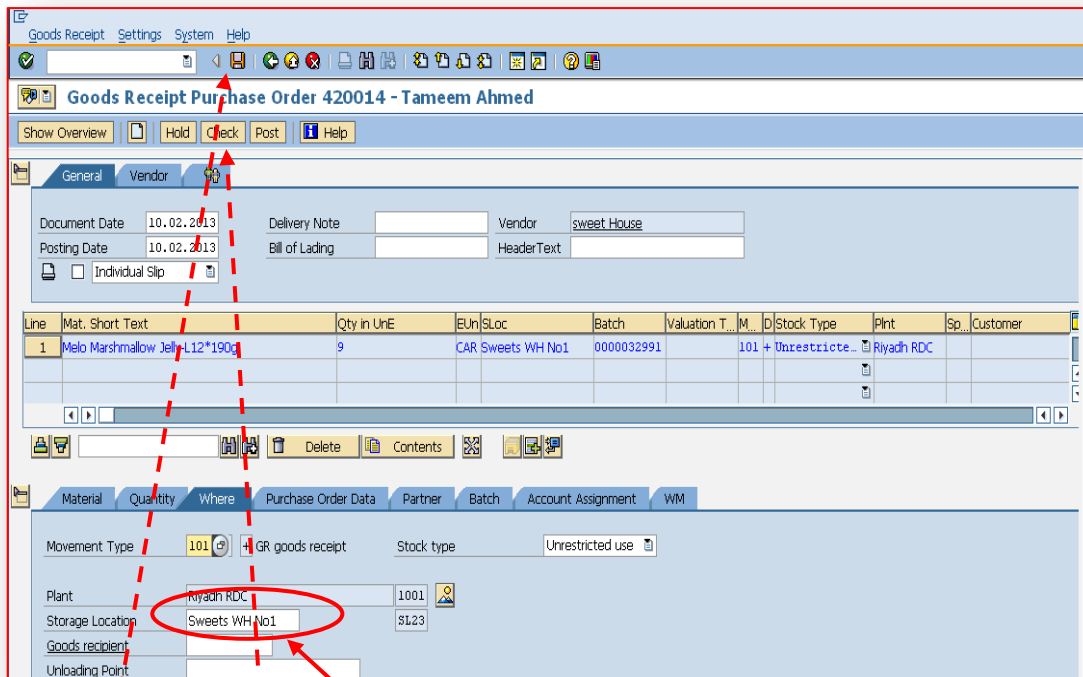
## Goods Receipt with reference to Subcontract PO : Transaction MIGO

The screenshot shows the SAP MIGO transaction interface. The title bar reads "Goods Receipt Purchase Order - Tameem Ahmed". Below the title bar, there are buttons for "Show Overview", "Hold", "Check", "Post", and "Help". The main area contains a "Goods Receipt" tab and a "Purchase Order" tab. The PO number "420014" is entered in the PO field and is circled in red. To the right, the "GR goods receipt" field contains the value "101", also circled in red. Below this, there are tabs for "General" and "Vendor". The "General" tab is active, showing fields for "Document Date" (10.02.2013), "Posting Date" (10.02.2013), "Delivery Note", "Bill of Lading", and "HeaderText". At the bottom, a table header is visible with columns: Line, Mat. Short Text, Qty in UnE, EUH SLoc, Batch, Valuation T..., M..., D Stock Type, Plnt, Sp..., Cu...

Type **Purchase Order (PO) Number** and **Mvt Type 101** and press enter

The screenshot shows the SAP MIGO transaction interface with the "Quantity" tab selected. The title bar reads "Goods Receipt Purchase Order 420014 - Tameem Ahmed". Below the title bar, there are buttons for "Show Overview", "Hold", "Check", "Post", and "Help". The main area contains a "General" tab and a "Vendor" tab. The "General" tab is active, showing fields for "Document Date" (10.02.2013), "Posting Date" (10.02.2013), "Delivery Note", "Bill of Lading", "Vendor" (sweet House), and "HeaderText". Below this, a table is visible with columns: Line, Mat. Short Text, Qty in UnE, EUH SLoc, Batch, Valuation T..., M..., D Stock Type, Plnt, Sp..., Customer. The first row shows: 1, Melo Marshmallow Jelly-L12\*190g, 9, CAR, , , 101 + Unrestrictive, Riyadh RDC. Below the table, there are buttons for "Delete", "Contents", and "Account Assignment". At the bottom, there are tabs for "Material", "Quantity", "Where", "Purchase Order Data", "Partner", "Batch", and "Account Assignment". The "Quantity" tab is active, showing fields for "Qty in Unit of Entry" (9), "Qty in SKU" (9), and "Qty in Delivery Note". The value "9" in the "Qty in Unit of Entry" field is circled in red.

Go to **Quantity TAB** and enter the **actual GR Quantity**



Go to **where TAB** and enter the **storage location**

Then click on **check button** to see any error message if no messages **save** and note down the **material doc Number**.

click on

Material document 5000005251 posted

TO Creation **LT06** & confirmation **LT12** with reference to the material doc no.

**Create Transfer Order for Material Document: Initial Screen**

Material Document 5000023589

Material Doc. Year 2013

Warehouse Number

Control

Foreground/Backgrnd Foreground

Transfer Order Edit Goto System Help

Confirm Transfer Order: Initial Screen

Standard Input List Pack

TO Number 2430

Warehouse Number 103

Selection

Open TO items

Subsystem items