PO AND MIGO FOR PURCHASE OF MATERIAL FROM VENDOR

USE T CODE: ME21N

SELECT NEED BASE ODRER

ENTER VENDOR CODE

ENTER PURCH ORG-2000, PURCH GROUP-040 AND COMPANY CODE-1024

ENTER MATERIAL NO ,ENTER PO QTY, ORDER UNIT-NOS,NET PRICE-COST OF INDIVIDUAL ITEM WITHOUT TAX,PLANT-2419 FOR NASIK, STORE LOCATION AT APPROPRIATE TAB.

ENTER TAX CODE-I1



CHECK TOTAL BILL AMOUNT INCLUDING TAX UNDER CONDITION TAB



SAVE PO

NOTE DOWN PO NO AT BOTTOM LEFT.

To take print out of migo

Steps

Use T code migo –Select display, Material document ,then enter doc number[migo number],Execute





Tick on box to the left of collective slip, you will see.



Now use T code Mb90

Enter Output type:ZGR,Transmission medium 1,Sort order -01 ,processing mode:1 [for first time print, 2 for consequent time print], Execute



You will see



Tick in check box of material document and click on execute





See print preview before taking print if you wish.

