

## **Lesson 1 - Goods Receipt in ECC**

### **Slide 1**

In lesson one of Goods Receipt in ECC, the learning objective is to introduce key terms and concepts related to the receipt of goods in SCEIS.

- Supplier Relationship Management (SRM) is an SAP module that facilitates the full cycle of procurement processes within agencies and between agencies and suppliers.
- Enterprise Central Component (ECC) is the core system of SCEIS where master data is stored. The goods receipt process will be performed in ECC.
- The Goods Receiver is an end-user who has been predefined by each agency to perform the role of receiving goods in SCEIS.
- MIGO is the transaction code that will be used by the goods receiver to receive goods in ECC. A goods receipt will let the Finance Department know that the item has been delivered. Once a goods receipt has been completed and an invoice has been received, payment can be made.

### **Slide 2**

Another key concept to know is the procurement process flow in SCEIS which begins in SRM with the shopping cart creation.

The agency can determine the routing of the shopping cart for approval. After the shopping cart has been approved, the shopping cart will route to a buyer for processing.

The buyer will create a purchase order or create a solicitation, follow the appropriate solicitation process including evaluation of vendor bids and make awards through the creation of a contract or purchase order. Once the vendor delivers the good or service, the goods receiver will create a goods receipt in ECC.

## **Lesson 2 - How to Receive Goods**

### **Slide 3**

Before you begin the Goods Receipt process go to the SCEIS website at [sceis.sc.gov](http://sceis.sc.gov) so that you can access SRM.

Click on the “SCEIS Logins” button and

### **Slide 4**

Then click on the [Supplier-Relationship Management](#) (SRM) link.

### **Slide 5**

To log into the SRM portal, enter your [user ID and password](#) and click on “LogOn.”

### **Slide 6**

To receive goods in ECC, click on the “[Goods Receipt \(MIGO\)](#)” tab.

### **Slide 7**

SCEIS has prepared step-by-step guides that demonstrate how to complete:

- MIGO Goods Receipt

- MIGO Goods Receipt (specific to DOT)

- MIGO Cancellation and

- MIGO Return Delivery

These demonstrations are available through the SCEIS web site. To get started simply click on this link to our uPerform information.

## **Lesson 3 - Best Practices and Tips**

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When processing a Goods Receipt it is best to perform a goods receipt on all purchases by first verifying that the good or service ordered has been received. Also give attention to selecting the correct movement type in the MIGO transaction.

Finally, remember that it is important to post all goods receipts and invoices prior to year-end.

**Lesson 4 – Summary****400**

You should now be able to:

- Understand the key terms and concepts related to the receipt of goods in SCEIS
- Describe the process flow of procurement and SAP relevant modules

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