

# IMWM - IM Receiver

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## **Purpose/Definition**

Within Inventory Management/Warehouse Management (IMWM), the Inventory Management (IM) - Receiver role is responsible for processing and verifying the receipt of goods from a vendor or internal source and the return of goods to a vendor or internal source.

## **Mapping Guidance**

This role must be mapped to a position within the IM - Receiver's plant/ storage location functioning in Supply Chain Shared Services.

## **Mapping Rules**

Positions that receive this role CANNOT be mapped with following role(s):

- None

Positions that receive this role MUST be mapped with following role(s):

- IMWM - IM Inventory Display
- IMWM - IM Inventory Issuer
- SRM - Purchasing Display

## **Responsibilities**

- Create Return Goods Authorization numbers for any returned items to a vendor or a storage location.
- Notify Inventory Administrator of any discrepancies between the Purchase Order (PO) and the quantity received.
- Process all receipts from vendors and internal sources in a manner based on departmental operating guidelines.
- Process all returns to vendors or storage locations.
- Process data entry of received goods into SAP.
- Reverse goods movements when applicable for cancelled or altered requisitions.
- Verify goods received against a packing slip or materials document.

## **Tools**

- Intranet/Internet
- SAP Business Suite

## **Knowledge and Skills**

The following knowledge and skills are required prior to SAP End User Training:

- Read and write English sufficiently to complete the SAP Transactions.
- Use a PC or MAC and its operating system and browser to access a website on the Hopkins intranet.

Knowledge of:

- Inventory/warehouse management concepts and processes

Required knowledge and skills can be obtained from established training programs in JHU and JHHS.

NOTE: The HopkinsOne Project will provide SAP End User Training that includes training on:

- How to perform SAP transactions.
- How SAP transactions relate to the business process.
- How SAP transactions relate to the system as a whole.