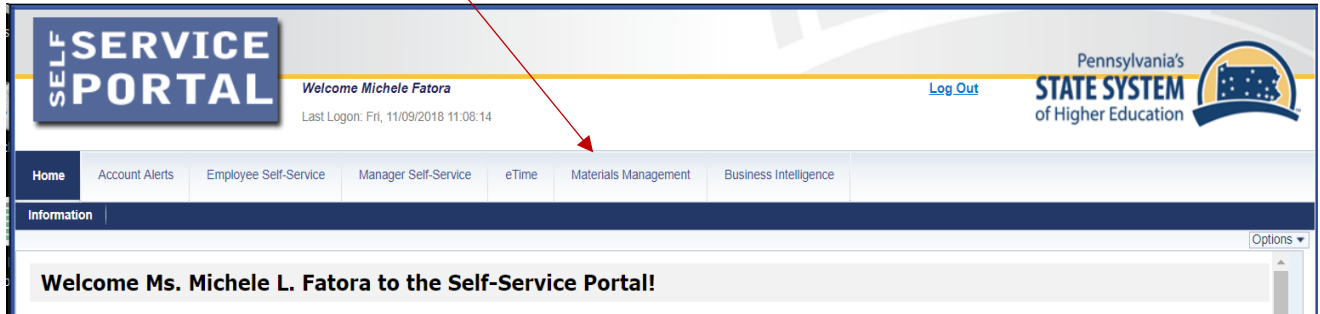


Create a Central Storeroom Reservation – ESS (PASSHE Self Service Portal)

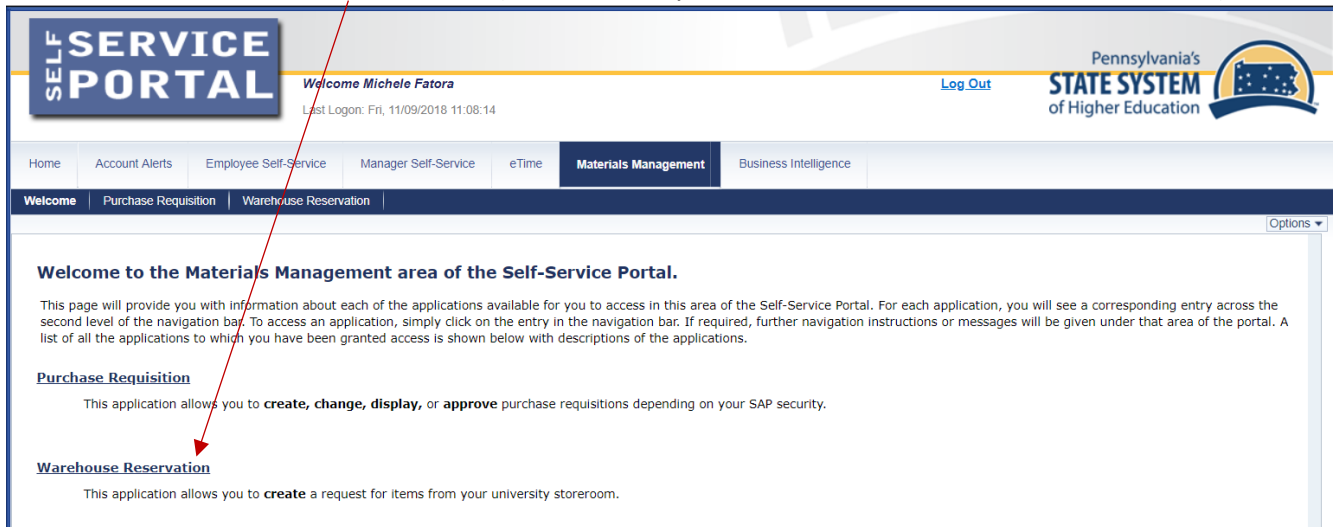
Log into your ESS Portal

Once in the Portal – locate the **Materials Management Tab** – click on the tab

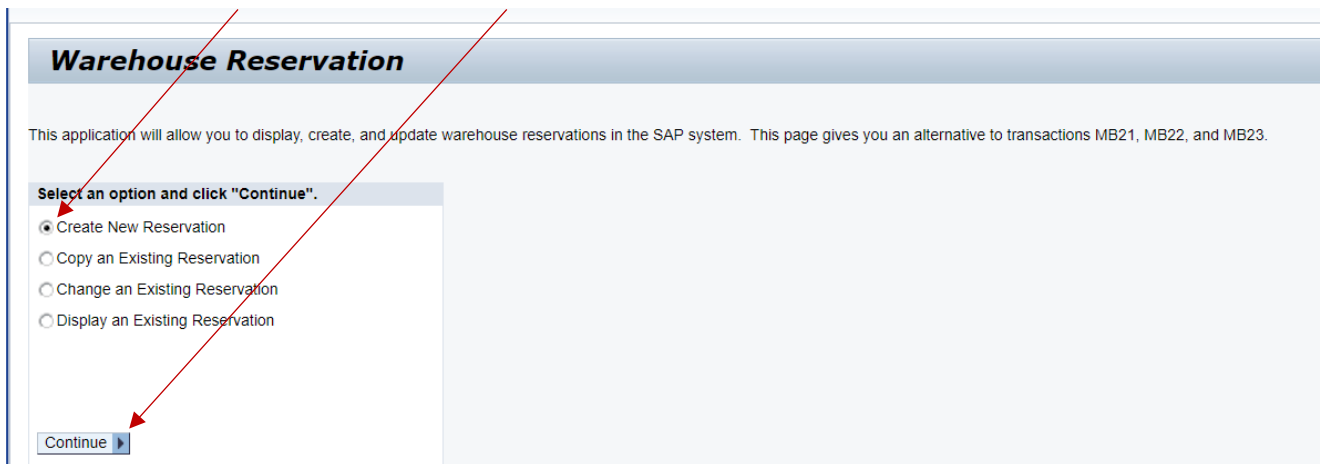


You will see 2 options – Purchase Requisition (this will allow you to enter requisitions through ESS)

Warehouse Reservation (this will allow you to enter a Central Storeroom Reservation)



Time to **Create a New Reservation** – click Continue



Plant 40

Movement:

201 for CC

221 for WBS

Cost Center

Additional Information

Material #

Quantity

Goods Recipient

Who is getting it

Unloading Point

Where is it going

Requested Date

Default

Save Material

Create Warehouse Reservation

Reservation Information -- Complete all fields marked with an *

University: 40 Indiana University
 Movement Type: * 201 Cost Center From Warehouse
 Cost Center: * 4005622202
 Additional Info: Urgent - need by Monday AM

Added Materials

Material #	Description	Quantity	UoM	Unit Price	Total Price	Goods Recipient	Unloading Point	Req Date
Add New Line								

Reservation Material Information

Material #: * 14508 [Show Warehouse Listing](#)
 Quantity: * 10
 Goods Recipient: * Fatora, Michele
 Unloading Point: * Robertshaw 52
 Requested Date: * 11/9/2018

[Save Material](#) [Cancel Changes](#)

[Save Warehouse Reservation](#)

You will now see the items that you ordered

Click

Add New line to add another material

Create Warehouse Reservation

Reservation Information -- Complete all fields marked with an *

University: 40 Indiana University
 Movement Type: * 201 Cost Center From Warehouse
 Cost Center: * 4005622202 STOREROOM ADMIN.
 Additional Info: Urgent - need by Monday AM

Added Materials

Material #	Description	Quantity	UoM	Unit Price	Total Price	Goods Recipient	Unloading Point	Req Date
14508	PAPER, COPIER, WHITE 8 1/2"X11" 20LB	10	RM	\$2.78	\$27.80	Fatora, Michele	Robertshaw 52	11/9/2018

Total Reservation Price: \$27.80

[Add New Line](#)

To Search for a material

Click the Match code icon next to the Material #

A search box will appear

Movement Type: * 201 Cost Center From Warehouse
 Cost Center: * 4005622202 STOREROOM ADMIN.
 Additional Info: Urgent - need by Monday AM

Added Materials

Material #	Description
14508	PAPER, COPIER, WHITE 8 1/2"X11" 20LB

Total Reservation Price: \$27.80

[Add New Line](#)

Reservation Material Information

Material #: * [Match Code](#)
 Quantity: * 0
 Goods Recipient: * Fatora, Michele
 Unloading Point: * Robertshaw 52
 Requested Date: * 11/9/2018

[Save Material](#) [Cancel Changes](#)

Material Search

Enter the description (or part of the description) in the box below. Then click the search button to load all matching results.

Description:

[Search](#)

[Close Window](#)

How to use the Material Search

Description Box

Search using one word, singular format

Hit Enter after entering the search word

All IUP materials that contain your search word will appear

Click on the material of your choice

Click on Select for Reservation button

The Material Search window displays a search box with the text 'pencil'. Below the search box is a 'Search' button. The search results are listed in a table with columns for 'Number' and 'Description'. The results are:

Number	Description
14438	ERASERS, PENCIL CAP, CHISEL SHAPED
14439	ERASER, PENCIL, BEVELED EDGE, MEDIUM
14523	PENCIL, GENERAL OFFICE, YELLOW, 2
15263	PENCIL, MECHANICAL, 05MM 2, BLACK LEAD

Below the table is a 'Select for Reservation' button and a 'Close Window' button.

Item you chose will appear

Enter Quantity

Save Material

The Reservation Material Information form displays the following fields:

- Material #: 14438 (ERASERS, PENCIL CAP, CHISEL SHAPED) [Show Warehouse Listing](#)
- Quantity: 6 ea (Unit Price: \$0.03)
- Goods Recipient: Fatora, Michele
- Unloading Point: Robertshaw 52
- Requested Date: 11/9/2018

Buttons: Save Material, Cancel Changes, Save Warehouse Reservation

Items you ordered will now appear, continue adding additional items (per above instructions)

You will be able to see the **total of your reservation** as you enter materials

Once finished, Click **Save Warehouse Reservation**

The Create Warehouse Reservation form displays the following information:

Reservation Information -- Complete all fields marked with an *

- University: 40 Indiana University
- Movement Type: * 201 Cost Center From Warehouse
- Cost Center: * 4005622202 STOREROOM ADMIN.
- Additional Info: Urgent - need by Monday AM

Added Materials

Material #	Description	Quantity	UoM	Unit Price	Total Price	Goods Recipient	Unloading Point	Req Date
14508	PAPER, COPIER, WHITE 8 1/2"X11" 20LB	10	RM	\$2.78	\$27.80	Fatora, Michele	Robertshaw 52	11/9/2018
14438	ERASERS, PENCIL CAP, CHISEL SHAPED	6	EA	\$0.03	\$0.18	Fatora, Michele	Robertshaw 52	11/9/2018

Total Reservation Price: \$27.98

Buttons: Add New Line, Save Warehouse Reservation

At this point you can right click and choose to print the screen if you'd like to have a hard copy of your reservation – you will also be able to print from the “display” screen (see below)

Once Reservation is saved – you will be given a Reservation number

Reservation 0000187597 has been created in the system.

The reservation number will be needed for future reference, budget reference, questions, etc.

If you need to make a change to your reservation

Choose Change Reservation

Enter your reservation number

Click the Continue Button

Warehouse Reservation

This application will allow you to display, create, and update warehouse reservations in the SAP system. This page gives you an alternative to transactions MB21, MB22, and MB23.

Select an option and click "Continue".

Create New Reservation
 Copy an Existing Reservation
 Change an Existing Reservation
 Display an Existing Reservation

Reservation #:

You can ONLY make a change to your reservation if there is NO check mark in the Final Issue Box (below)

If there is a check mark in the Final Issue Box – you will need to contact the Central Storeroom for instructions

NOTE: If you want to add a material or increase the quantity (and the box is checked) you will need to enter a new reservation

Reservation Information -- Complete all fields marked with an *

University: Indiana University
 Movement Type: Cost Center From Warehouse
 Cost Center: STOREROOM ADMIN.
 Additional Info:

Added Materials

Material #	Description	Quantity	UoM	Unit Price	Total Price	Goods Recipient	Unloading Point	Req Date	Issued Qty	Final Issue
14508	PAPER, COPIER, WHITE 8 1/2"X11" 20LB	10	RM	\$2.78	\$27.80	Fatora, Mich	Robertshaw 52	11/9/2018	0	<input type="checkbox"/>
14438	ERASERS, PENCIL CAP, CHISEL SHAPED	6	EA	\$0.03	\$0.18	Fatora, Mich	Robertshaw 52	11/9/2018	0	<input type="checkbox"/>

Total Reservation Price: \$27.98

Click on the material in which you want to make the change

The material will now be highlighted and boxes will appear that you can change

Added Materials

Material #	Description	Quantity	UoM	Unit Price	Total Price	Goods Recipient	Unloading Point	Req Date	Issued Qty	Final Issue
14508	PAPER, COPIER, WHITE 8 1/2"X11" 20LB	10	RM	\$2.78	\$27.80	Fatora, Mich	Robertshaw 52	11/9/2018	0	<input type="checkbox"/>
14438	ERASERS, PENCIL CAP, CHISEL SHAPED	6	EA	\$0.03	\$0.18	Fatora, Mich	Robertshaw 52	11/9/2018	0	<input type="checkbox"/>

Total Reservation Price: \$27.98

Reservation Material Information

Material #: ERASERS, PENCIL CAP, CHISEL SHAPED [Show Warehouse Listing](#)

Quantity: ea (Unit Price: \$0.03)

Goods Recipient:

Unloading Point:

Requested Date:

You can Edit (click edit button and make desired changes) or you can Delete the Material After changes are made – Click the Save Warehouse Reservation Button

To Display or Hard Print your Reservation

Choose **Display and Existing Reservation**

Enter your reservation number

Click the **Continue** Button

Warehouse Reservation

This application will allow you to display, create, and update warehouse reservations in the SAP system. This page gives you an alternative to transactions MB21, MB22, and MB23.

Select an option and click "Continue".

- Create New Reservation
- Copy an Existing Reservation
- Change an Existing Reservation
- Display an Existing Reservation

Reservation #:

Your Reservation will now be displayed

Display Warehouse Reservation 187597

Reservation Information -- Complete all fields marked with an *

University: Indiana University
Movement Type: Cost Center From Warehouse
Cost Center: STOREROOM ADMIN.
Additional Info:

Added Materials

Material #	Description	Quantity	UoM	Unit Price	Total Price	Goods Recipient	Unloading Point	Req Date	Issued Qty	Final Issue
14508	PAPER, COPIER, WHITE 8 1/2"X11" 20LB	10	RM	\$2.78	\$27.80	Fatora, Mich	Robertshaw 52	11/9/2018	0	<input type="checkbox"/>
14438	ERASERS, PENCIL CAP, CHISEL SHAPED	6	EA	\$0.03	\$0.18	Fatora, Mich	Robertshaw 52	11/9/2018	0	<input type="checkbox"/>

Total Reservation Price: \$27.98

To Hard Copy print – place your cursor above the Reservation number, Right Click and Choose Print (different printers will react differently)