

Instructions for submitting a Reservation for an item from the Palmer Storeroom inventory (If you know the material number).

Once you are logged into SAP:

MB21-Create (This the Create a Reservation transaction)

Enter

Enter the Date

Enter Movement Type (Typically this will be **201** for a cost center purchase)

Enter Plant (This will always be **60** for Millersville University)

Press **Enter**

Goods Recipient – Enter who is placing the order.

TAB

Cost Center – enter the cost center of the requesting department.

Tab to **Material Number** (or you can place the cursor in this block).

Enter your desired **Material Number**.

Tab to **Quantity**

Enter the **Quantity** you want to order.

Tab to the next **Material** number; continue these steps until all materials you wish to order have been entered.

Press **Enter** (a new screen will appear)

You will see an error message at the bottom of your screen telling you “**Unloading Pt.** must be entered”.

Place your cursor in the **Unload Pt** block; enter the address where the material will be delivered.

Press **Enter**

Once all of the above is done, click the **Save** icon at the top of the screen

Your document number will appear at the bottom of the screen.

Reservation of a Material (If you do not know the material number)

Once you logged into SAP:

MB21-Create (This is the Create a Reservation transaction).

Enter

Base Date: Today’s Date (the day you are entering the reservation) will default.

Enter Movement Type (Typically this will be 201 for a cost center purchase)

Enter Plant (this will always be **60** for Millersville)

Press **Enter**

Goods Recipient – Enter who is placing the order.

TAB

Cost Center – Enter the cost center of the department.

Tab to **Material Number** (or you can place the cursor in the block)

TO SEARCH FOR A MATERIAL:

Click on the “drop down box”, choose the tab that says “**Plant Material by Description.**”

Type in a word from the description you are looking for with an * before, after or before and after.

Click **Enter**, all items within your specified search criteria will appear.

Double click on the item you want to order, it will default into the reservation form.

Tab to **Quantity**

Enter the **Quantity** you want to order.

Press **Enter** (a new screen will appear)

You will see an error message at the bottom of the screen telling you **Unloading Pt.** must be entered.

Place your cursor in the **Unload Pt.** block and enter the address to where the material will be delivered.

Press **Enter**

You will be directed back to the page to order materials.

Tab to the next **Material Number**; continue these steps until all materials you wish to order have been entered.

Once all of the above is done, click the **Save** icon at the top of the screen.

Your **Document Number** will appear at the bottom of the screen.