

Storeroom – Finding Costs of a Reservation (Using the ESS Portal)

Welcome Michele Fatora

Materials Management

Welcome

Welcome to the Materials Management area of the Self-Service Portal.

This page will provide you with information about each of the applications available for you to access in this area of the Self-Service Portal. To access an application, simply click on the entry in the navigation bar. If required, further navigation options are shown below with descriptions of the applications.

Warehouse Reservation

This application allows you to create a request for items from your university store room.

Log into the ESS Portal

Choose the Materials Management Tab

Choose Warehouse Reservation

NOTE: This option will appear on your ESS portal if you have the SAP role for entering requisitions and reservation. If you do not have this option your budget holder will need to notify cost accounting (currently Lorelee Bertig)

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Warehouse Reservation

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This application will allow you to display, create, and update warehouse reservations in the SAP system. This page gives you an alternative to transaction:

Select an option and click "Continue".

Create New Reservation

Copy an Existing Reservation

Change an Existing Reservation

Display an Existing Reservation

Reservation #: 97229

Continue

To View the reservation:

Choose Display an Existing Reservation

Enter your reservation number

Choose Continue

You will now see your reservation:

Material Number

Description

Qty

Cost Information

ALL other info from reservation

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Warehouse Reservation

Display Warehouse Reservation 97229

Reservation Information -- Complete all fields marked with an *

University: * 40 Indiana University

Movement Type: * 201 Cost Center From Warehouse

Cost Center: * 4025421004 Privatized Housing - Foundation- Ph I

Additional info:

Material #	Description	Quantity	UoM	Unit Price	Total Price	Goods Recipient	Unloading Point	Req Date	Issued Qty	Final Issue
15694	LAMP, COMP FL, 18W 4PIN	20	EA	\$3.60	\$72.00	KingWilliam	Putt Suites-G31	5/4/2011	20	✓
15631	LAMP, FL, 40 W 4PIN 22.5" SUITES	4	CS	\$44.46	\$177.84	KingWilliam	Putt Suites-G31	5/4/2011	4	✓
14668	BAG, PLASTIC, CLEAR, 56 GAL, 100 CS	6	CS	\$14.84	\$89.04	KingWilliam	Putt Suites-G31	5/4/2011	6	✓
14708	HOOK, SHOWER CURTAIN, 1 3/8" D NICKEL	200	EA	\$0.10	\$20.00	KingWilliam	Putt Suites-G31	5/4/2011	200	✓
12477	SPRAY, ANT AND ROACH, 15OZ AEROSAL CAN	2	EA	\$2.82	\$5.64	KingWilliam	Putt Suites-G31	5/4/2011	2	✓
13386	SPRAY, WASP AND HORNET, NONCONDUCTIVE	2	EA	\$3.92	\$7.84	KingWilliam	Putt Suites-G31	5/4/2011	2	✓
13145	FLASHLIGHT, PLASTIC, 2 D BATTERIES	1	EA	\$2.07	\$2.07	KingWilliam	Putt Suites-G31	5/4/2011	1	✓
12986	BATTERY, D 13AMP 15V	2	EA	\$0.57	\$1.14	KingWilliam	Putt Suites-G31	5/4/2011	2	✓

Total Reservation Price: \$375.57