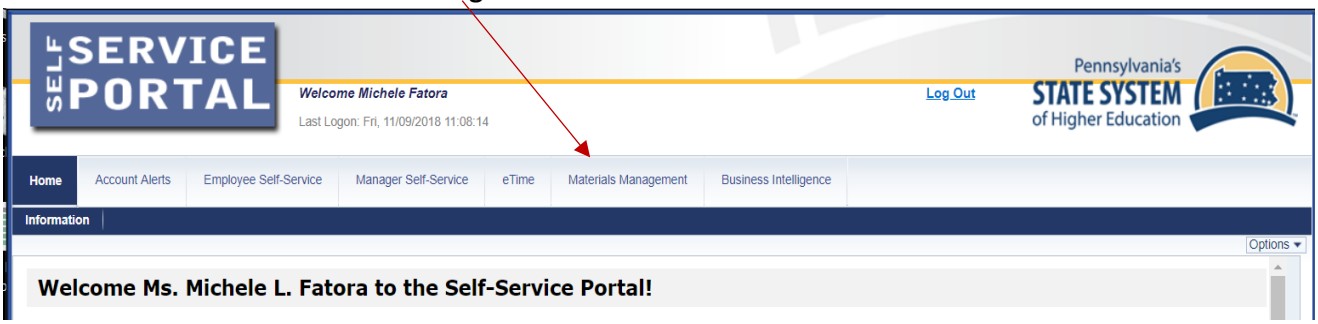
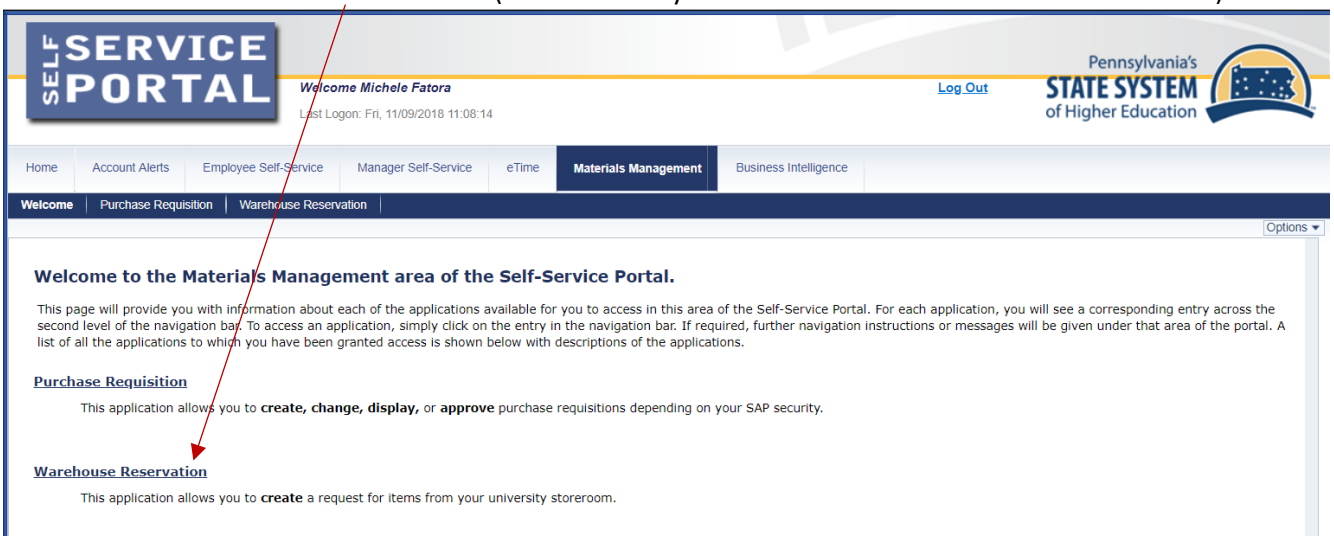
Create a Central Storeroom Reservation – ESS (PASSHE Self Service Portal)

Log into your ESS Portal

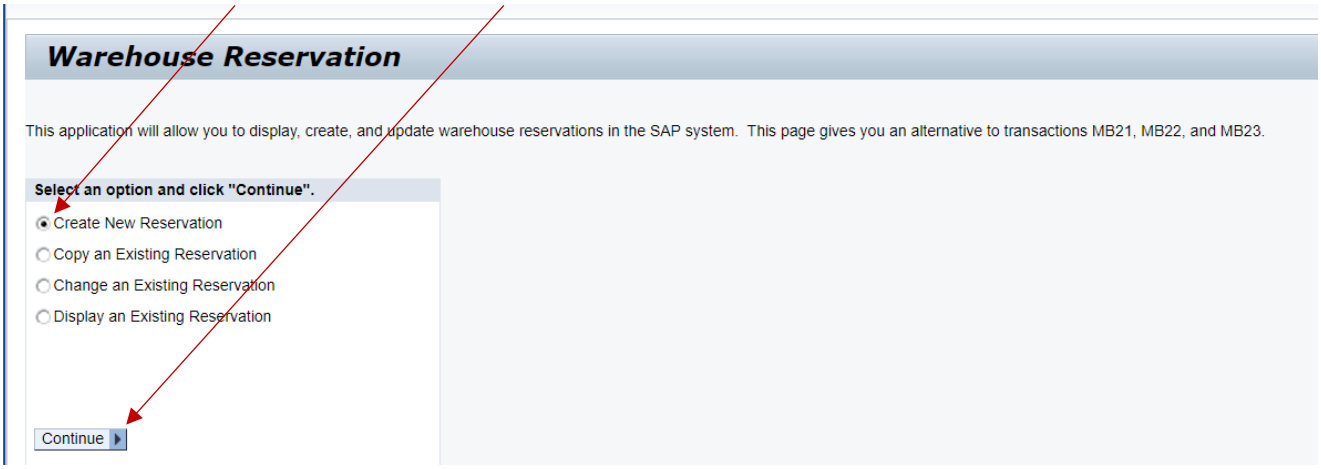
Once in the Portal – locate the **Materials Management Tab** – click on the tab



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

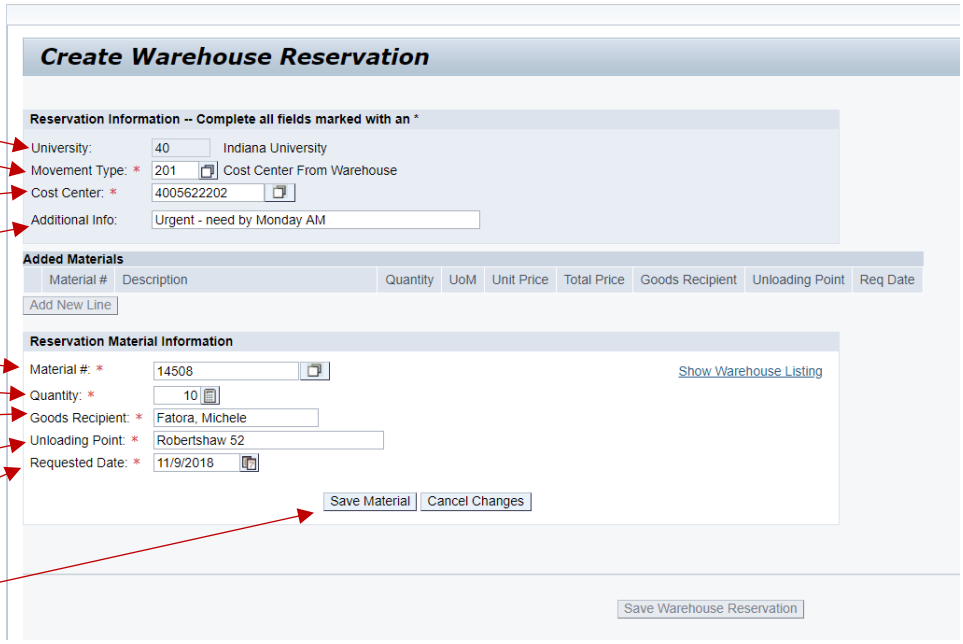
Unloading Point

Where is it going

Requested Date

Default

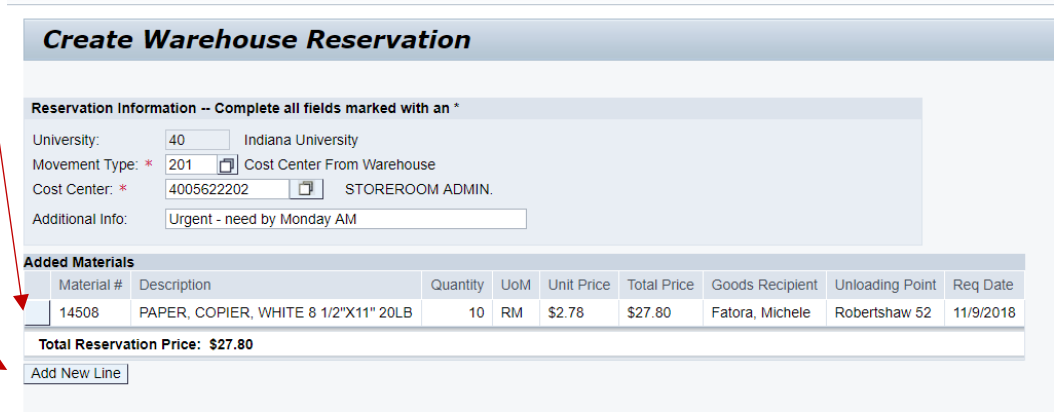
Save Material



You will now see the items that you ordered

Click

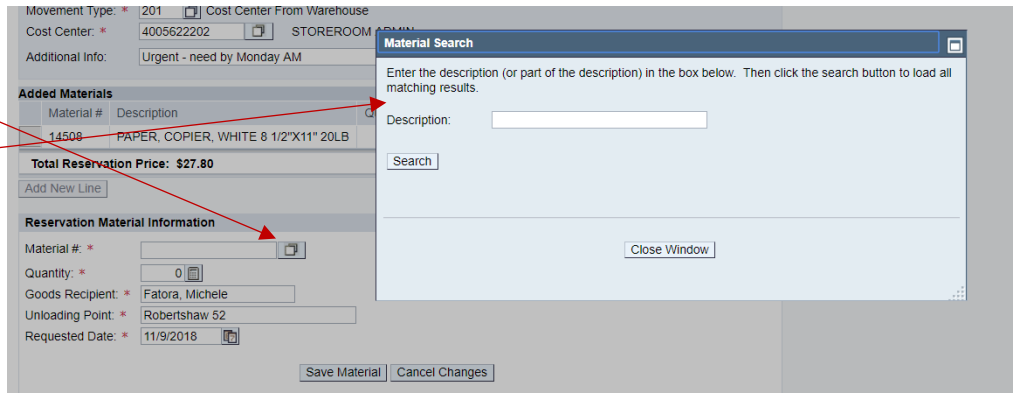
Add New line to add another material



To Search for a material

Click the Match code icon next to the Material #

A search box will appear



How to use the Material Search

Description Box

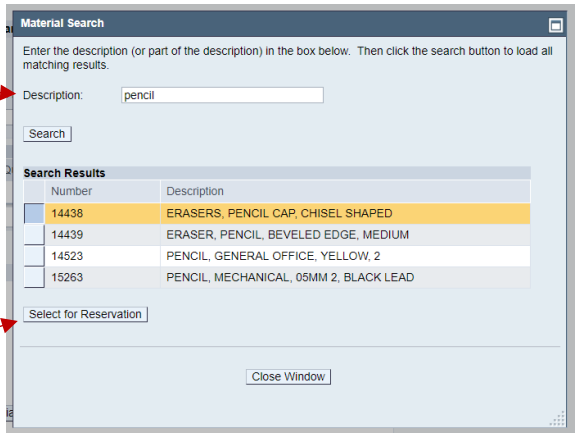
Search using one word, singular format

Hit Enter after entering the search word

All IUP materials that contain your search word will appear

Click on the material of your choice

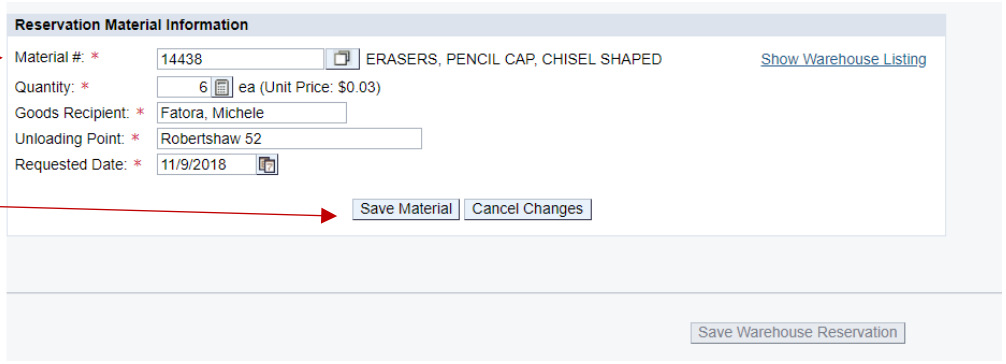
Click on Select for Reservation button



Item you chose will appear

Enter Quantity

Save Material



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**

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

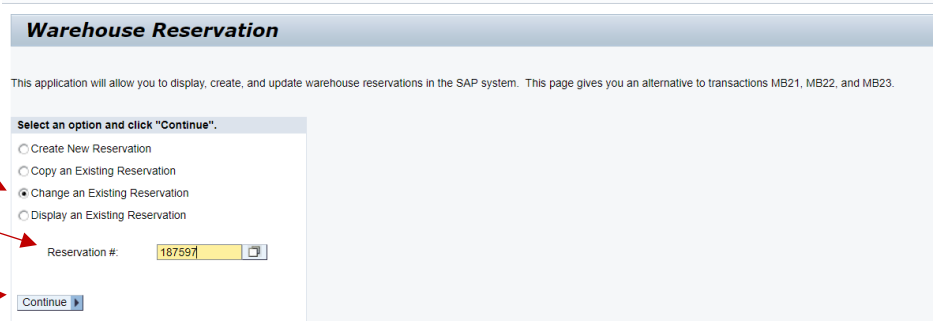
The reservation number will be needed for future reference, budget reference, questions, etc.

If you need to make a change to your reservation

Choose **Change Reservation**

Enter your reservation number

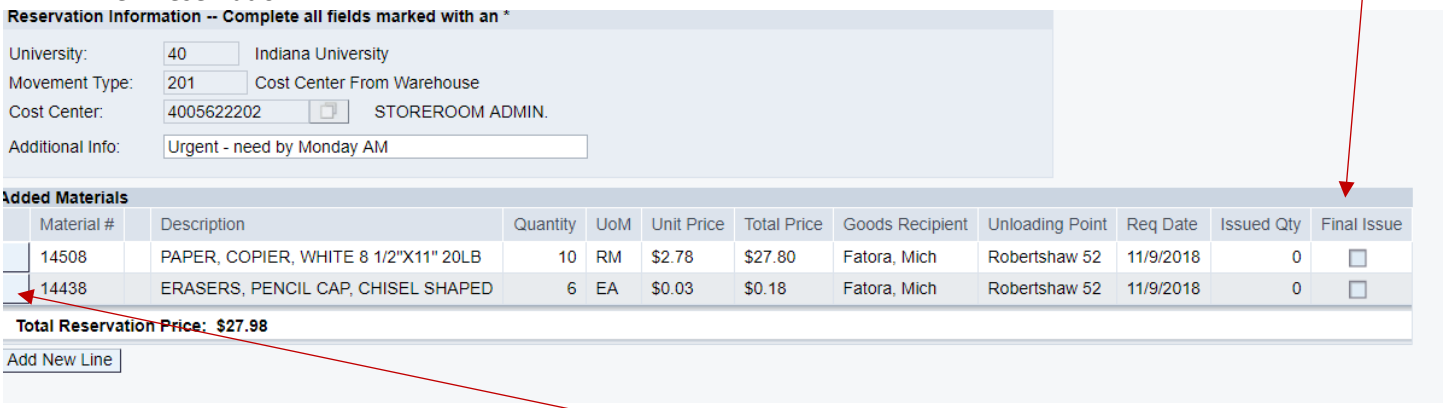
Click the **Continue** Button



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

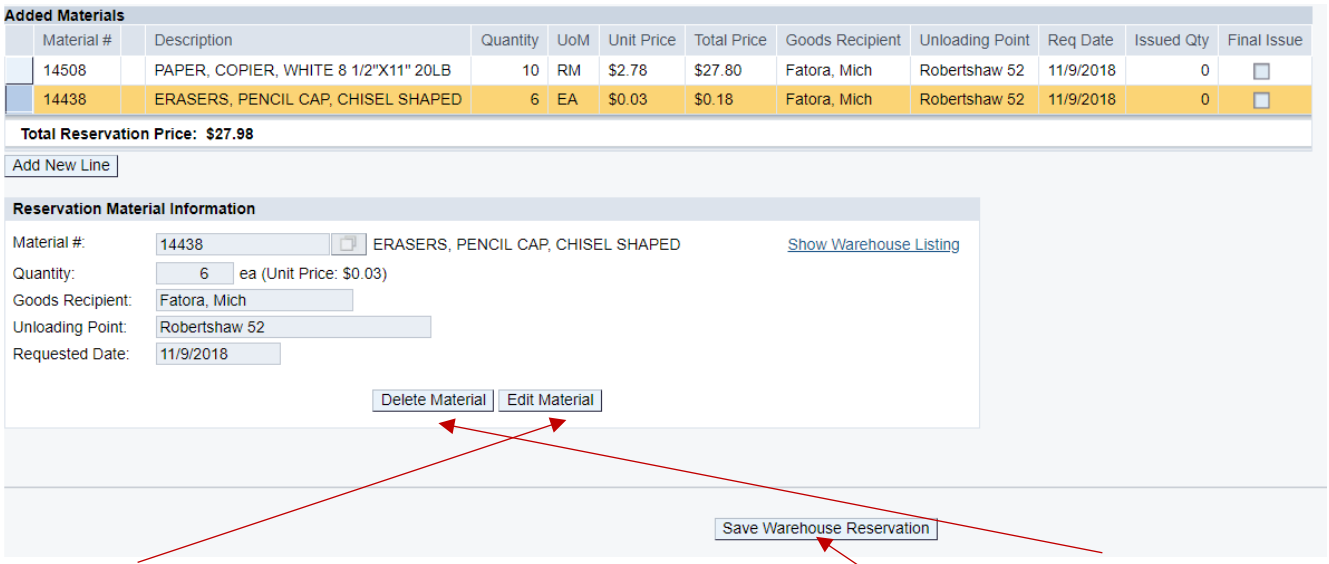
If there is a check mark in the Final Issue Box – you will need to contact the Central Storeroom for instructions

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



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



You can Edit (click edit button and make desired changes) or you can Delete the Material

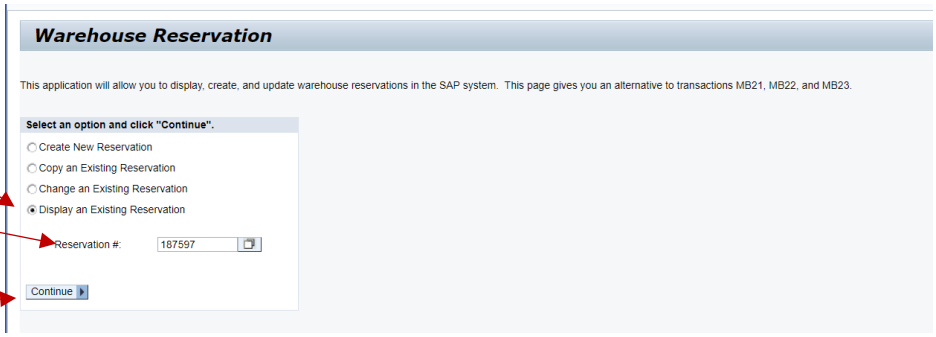
After changes are made – Click the Save Warehouse Reservation Button

To Display or Hard Print your Reservation

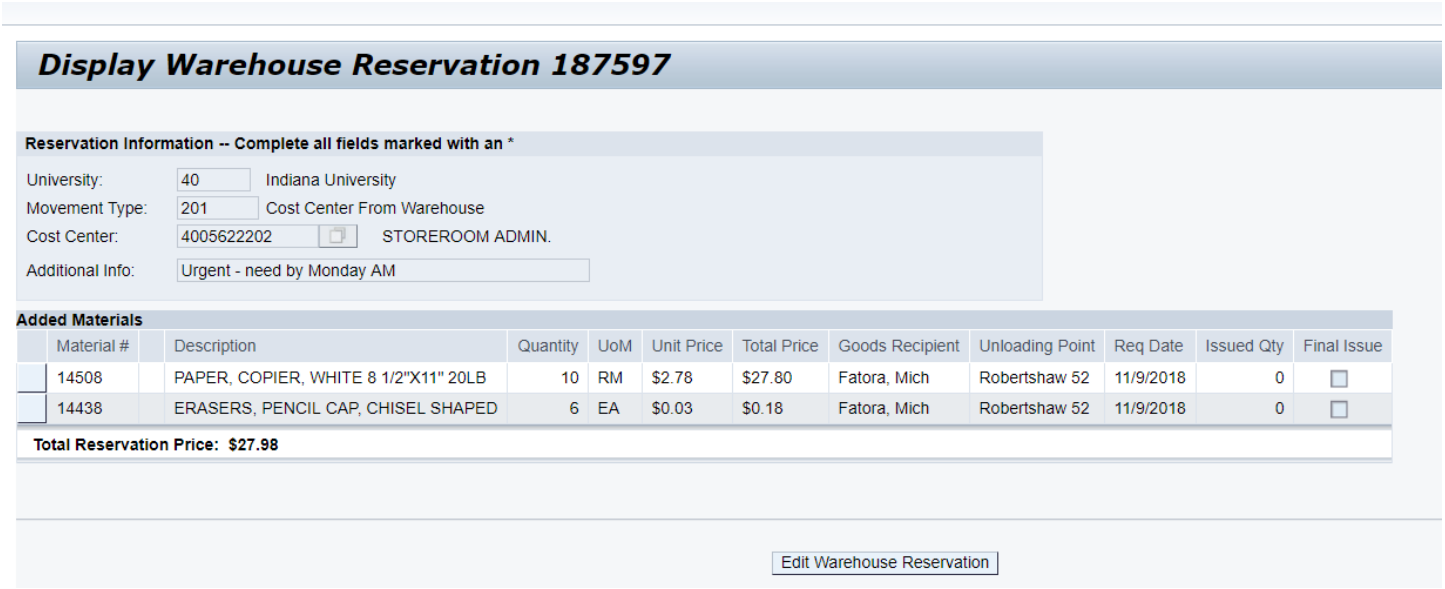
Choose **Display and Existing Reservation**

Enter your reservation number

Click the **Continue** Button



Your Reservation will now be displayed



Display Warehouse Reservation 187597

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	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	
14438	ERASERS, PENCIL CAP, CHISEL SHAPED	6	EA	$0.03	$0.18	Fatora, Mich	Robertshaw 52	11/9/2018	0	

Total Reservation Price: $27.98

Edit Warehouse Reservation

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