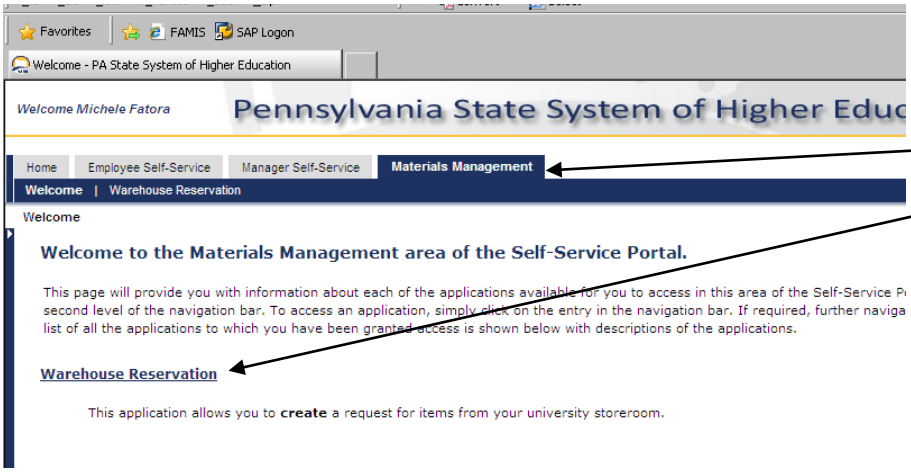
Storeroom – Finding Costs of a Reservation (Using the ESS Portal)

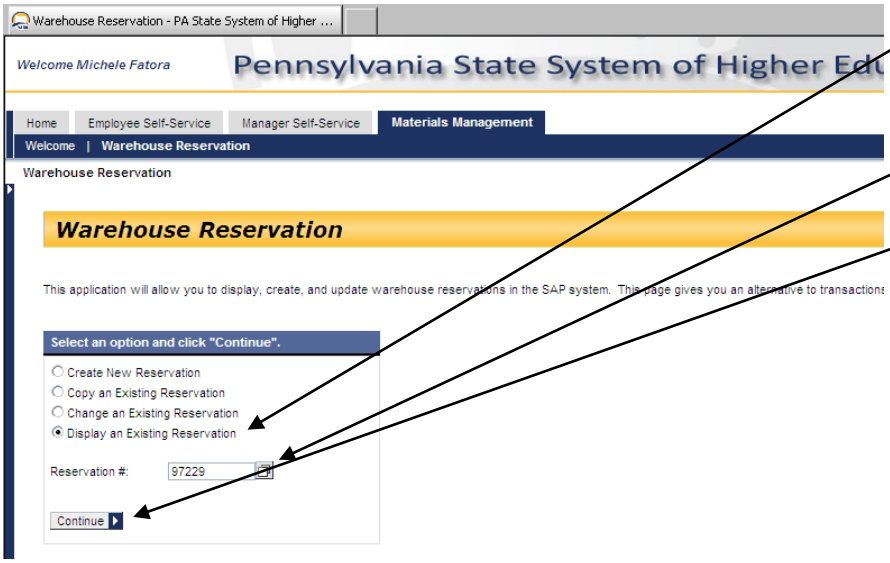


Log into the ESS Portal

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 Loralee Bertig)

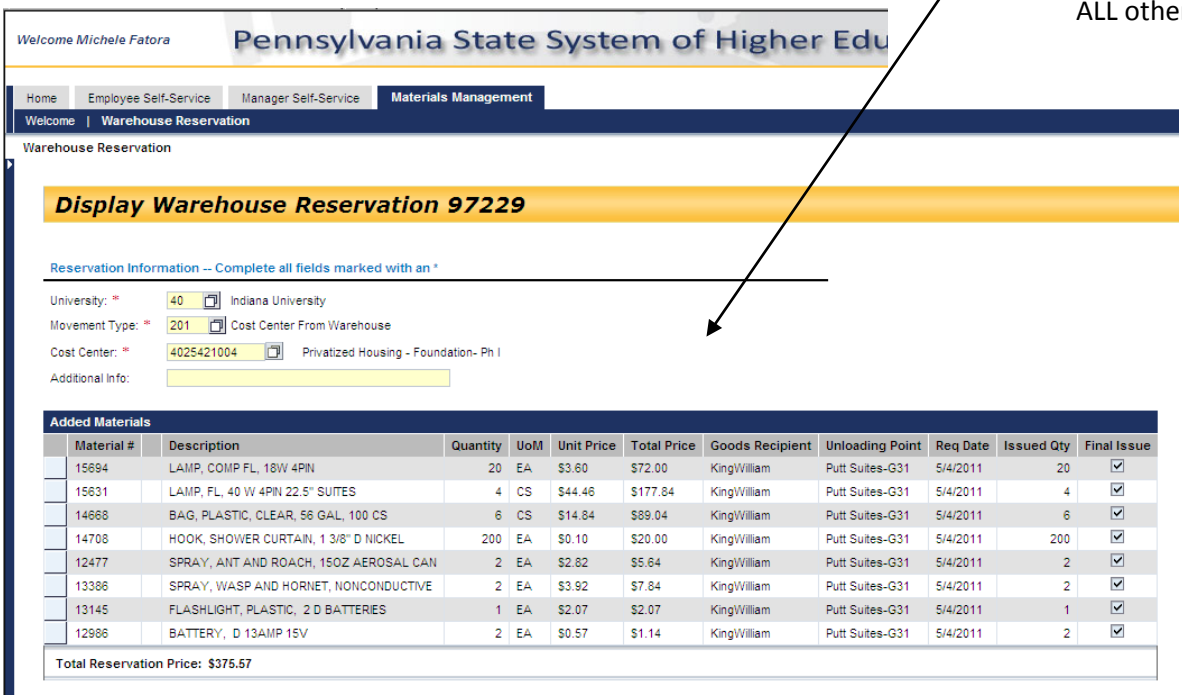


To View the reservation:

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