

Material (Storeroom) Reservation Reference Guide via SAP

1. Check budget availability
2. **MB21 Transaction** (creating Material Reservation)
3. Fill in the following fields:
 - a. Movement Type: 201 for Cost Center or 221 for Grants
 - b. Plant: 45

Click on green enter icon

 - c. Goods Recipient: Building/Room Number
 - d. Cost Center: 10 Digit Cost Center or wbs element number
 - e. Material
 - i. Click on drop down - be sure you are on the search tab titled "Plant Material by Description"
 - ii. enter item name with (*) before and after the item, i.e. *pen*
 - iii. double click on the supply needed
 - iv. material number will populate in material field
 - f. Quantity: Enter quantity desired
 - g. SLoc: OFFS (office supplies)

Click on green enter icon

****SAP will populate the Unit of Measure (UnE) field to show you how the storeroom distributes the product you are requesting. (Each, box, ream)**

4. A screen will populate and ask you to enter your unloading point. Type in your Building and Room number where you need your supplies delivered, i.e. AD 223
5. When all items are ordered, click on orange disc save icon
6. SAP will assign a material reservation number.

DISPLAY MATERIAL RESERVATION MB23 TRANSACTION

1. Most recent material reservation number will display
2. Click on green enter icon to view reservation
3. Hard copy reservation for your records

CHANGE MATERIAL RESERVATION MB22 TRANSACTION

1. Enter the material reservation number to be changed
2. Click the green check enter icon
3. Edit the items you want to change or add new items
4. To **delete** an item click the small box under the "D" to the right side of the item
5. Click the orange save icon