

UAMS INTERNAL PROCEDURES

NUMBER: 2.15
CONTACT: Warehouse Mgr.
DATE: July 1, 2004
REVIEW DATE: May 2011

SECTION: SUPPLY CHAIN
AREA: DISTRIBUTION SERVICES
PROCEDURE: PROCEDURE TO RETRIEVE DAILY RESERVATION ORDERS

PURPOSE

This procedure is a main practice in the supply chain. Reservations are keyed into SAP by campus requisitioners and the Warehouse Manager retrieves them daily for processing. Access and authority in SAP is required for this transaction. This procedure must be performed daily in the morning to ensure that orders are picked and delivered in a timely basis.

PROCEDURE

- Go to ZMMPICKLIST transaction in SAP
- Choose "current reservation"
- Tab to requirement date (which will default to today's date), then tab over and select an ending date by using the drop down box
- Tab to checking rule
 - enter RP and click on time clock
 - Put check in "Print immediately field"
- Click on "Print Preview". This shows all the posted reservations by the end users that have not yet been processed.
- DS personnel then log these reservation numbers manually and print them by clicking on the "Printer icon" just to the right of the menu field.
- After printing the reservations DS personnel separate them according to each department's delivery day established by Distribution Services.