Materials Management
Material Handlers
MM_HI_300

Introduction

• Content
• Objectives
Course Content

• Unit 1 – Organizational Structure and Master Data
• Unit 2 – MIGO Functions and Features
• Unit 3 – Basic Inventory Concepts and Processes
• Unit 4 – Goods Receipts
• Unit 5 – Reservations & Goods Issues
• Unit 6 – Transfer Postings
• Course Summary

Learning Objectives

• At the conclusion of this course you should be able to:
  • Understand the relationship between the organizational structure and master data
  • Use the MIGO transaction to execute various goods movements in SAP
  • Create a personal favorites list of frequently used movement types
  • Understand the relationship between goods movements and movement types
  • Execute goods movements in SAP
Learning Objectives cont’d

• At the conclusion of this course you should be able to:
  - Cancel/ reverse goods movements
  - Execute a return to vendor transaction, issue goods to cost centers, reservations and scrap
  - Transfer materials from one location to another
  - Pick and issue materials to reservations
  - Differentiate between a stock material and non-stock material

Unit 1

Organizational Structure and Material Master
Learning Objectives

• At the conclusion of this unit you should be able to:
  ♦ Understand the organizational structure from an inventory management viewpoint
  ♦ Display a material master plant and storage location views
  ♦ Determine which materials are stock and non-stock

UK Enterprise Structure
Material Master

- UK manages the basic data on all its materials in the material master
- The material master stores all the relevant data needed to procure, consume and store a material
- Data in the material master is organized by levels (client, plant, storage location, etc.)
- Materials are also grouped together using material types
- Material types group together materials with similar attributes
- UK Hospital Inventory is using three material types:
  - ZIBE – Stocked hospital supplies
  - ZIEN – Services
  - ZLAG – Non-stocked hospital supplies

Display a Material – MM03

Select the “views” to be displayed by selecting the box to the left of the view

Based on the views selected, organizational values are required
Material Master – Basic Data 1

- UKY Data: Displays information specific to UK materials
- General data: The General Item Category Group is used to flag a material

Purchasing View

- The Mfr part number is the actual vendor part number and will be printed on the purchase order
Material Master – Plant/Storage Data 1

- The Storage bin field is used to identify the location of the material in the Storage Location (WRHS–166)

Material Master – Plant Stock

- Plant Stock displays the stock situation within the plant (UK00)
Material Master – Storage Location Stock

- Storage Location Stock displays the stock available within the storage location (0001)
- Stock in transfer is also displayed

Summary

- You should now be able to:
  - Understand the organizational structure from an inventory management viewpoint
  - Display material master views
  - Determine which materials are stock and non-stock
Unit 2

Inventory Management Overview

Learning Objectives

• At the conclusion of this unit you should be able to:
  • Understand the high level process overview
  • Understand the goods movement concept in SAP
  • Describe different kinds of goods movements in SAP and their relationship to movement types
**Key Process Changes –**

<table>
<thead>
<tr>
<th>Before SAP</th>
<th>In SAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPTREQ</td>
<td>MIGO/MB1A – Goods Issue 201</td>
</tr>
<tr>
<td>REFILL</td>
<td>MB21 – Create Reservation</td>
</tr>
<tr>
<td>PROCFORM/FILLSTK</td>
<td>ZMM_PICKT MB26 ZMM_SHORT</td>
</tr>
<tr>
<td>REFILL – RECVREFL</td>
<td>MIGO – A09 Remove from storage 313 MIGO – A10 Place in Storage 315 MIGO – A08-Transfer Posting 314</td>
</tr>
<tr>
<td>POINQ</td>
<td>ME2M – By Material ME2L – By Vendor</td>
</tr>
<tr>
<td>Maintain/Refill Emergency Supply Carts</td>
<td>MB1A</td>
</tr>
</tbody>
</table>

**Goods Movements**

- A Goods Movement is movement of inventory that changes inventory balances in a given location
- Goods movements are represented by movement types
- Movement types are 3 digit numerical codes that describe the inventory transaction
- All material movements require the use of a combination of material master data and movement types
- You will not be able to perform some movement types if there is not inventory in the plant or storage location
- Material documents and accounting documents are generated real-time providing an audit trail for the goods movement
Material Movements – Examples

These are examples of typical material movements:

• Goods Receipts
• Goods Issues
• Stock Transfers (One Step or Two Step)
• Transfer Postings

**UK uses other movement types for Physical Inventory**

Movement Types

Goods Receipt
- Movement type 101
- Cancel/Reverse GR
- Return to Vendor
Goods Receipts

- Goods receipts for stock material increase inventory
- A packing slip is required at time of receipt with a purchase order number on the document
- Stock/Non-Stock materials have the same movement type
- The referenced purchase order is updated to reflect the material as delivered

Stock Material (101)

Goods Issues

- Goods issues move inventory from one account to another (from an inventory stock account to a departmental account)
- Each type of goods issue is represented by a different movement type
- Examples of goods issues are:

  Reservation (201)
  Cost center (201)
  Scrap (551)
Stock Transfer Types

- Stock Transfers
  - Physical goods movement
  - Stock transfers can have one or two steps.

Material / Accounting Documents

- Material documents provide an on-line audit trail of the goods movement type executed
- Each movement type and reversal movement type will generate a material document
- An accounting document will provide an on-line audit trail of the associated dollars with the movement type
- Not all transactions generate an accounting document: for example a material is moved between storage locations
Effects of Goods Receipt

Created Automatically

Stock or Consumption Accounts are Updated

Inventory Quantity is Updated

Summary

• You should now be able to:
  
  - Explain the use of movement types
  
  - Understand the relationship between transaction and reference documents
  
  - Understand the relationship between movement types and transaction
Unit 3

MIGO Features & Functions

Learning Objectives

• At the conclusion of this unit you should be able to:
  • Explain a transaction variant
  • Understand the relationship between transaction variants and reference documents
  • Understand the relationship between movement types and transaction variants
  • Create a Personal List for frequently used movement types
Transaction Variants

- Transaction variants describe the type of goods movement and must correspond to the appropriate goods movement.
- SAP defaults the last transaction variant executed by the user and may need to be changed for the current goods movement.
- All MIGO transaction variants can be accessed using the transaction code: MIGO-Goods Movement.
Reference Documents

- Reference documents are linked to Transaction Variants

- Examples of reference documents are:
  - Purchase Orders
  - Reservations

- Only certain reference documents are allowed for each transaction variant

- SAP will display Error Messages in the event a user tries to use the wrong combination of Transaction Variant and Reference Document

Goods Receipt Reference Documents

The goods receipt transaction variant controls what documents can be referenced (used) for the goods receipt
Goods Issue Reference Documents

The reference documents for a goods issue are different then those for a goods receipt.

Based on the reference document selected, SAP will prompt the user for the appropriate document number.

Transfer Posting Reference Documents

The combination of transaction variant and reference document also determines the appropriate movement types for the transaction.
Movement Types

Movement Types:

• Represent the type of goods movement
• Control how the goods can be moved
• Determine how the screen looks and what information must be entered
• Movement types must be used anytime material is received, issued or transferred

Personal List Favorites

To display list of movement types click or you can press the F4 key to display
Delete Line Items From Personal List

To delete a line item from your Personal list:
1. Select the line item
2. Click on the *Delete from pers. value list* icon

Display All Values

To display all movement types:
1. Click on the *Display All Values* icon
2. SAP will display all movement types
3. Scroll down to display all movement types
Exercise

Exercise 3.1
• Navigate to the MIGO
• Create a personal favorite list for movement types: 101, 102, 201, 202, 221, 222, 313, 314, 315
• Click on the different transaction variants
• Link transaction variants to reference documents

Summary
• You should now be able to:
  • Explain the use of transaction variants
  • Understand the relationship between transaction variants and reference documents
  • Understand the relationship between movement types and transaction variants
  • Create a Personal List for frequently used movement types
  • Post a goods movement
Unit 4

Goods Receipts

Learning Objectives

• At the conclusion of this unit you should be able to:
  • Post goods receipts for:
    ▪ A single purchase order
    ▪ Multiple line item purchase order
    ▪ A partial delivery
  • Cancel / Reverse a goods receipt
  • Display the material documents
  • Understand the impact of a goods receipt
  • Return a material to a vendor
Process Flow: GR for Stock Materials

Receive Stocked Items Against a P.O

Execute Transaction MIGO and create a receipt against a specified Purchase Order Movement Type 101

Execute Transaction MIGO to return Stock materials to a Vendor Movement Type 122

GR = Goods Receipt

Transaction Variant = Goods Receipt
Referencing Document = Purchase Order
Movement Type = 101
MIGO Process – 1

First line item is "Display" only

Details for the first line item is defaulted to the Detail data section
**MIGO Process – 3**

**Quantity?**
How much is being received (open order qty. defaults)

**Where?**
Plant (UK00) & Storage Location (0001)

**MIGO Process – 4**

The “Item OK” indicator must be selected for each line item

Post the goods movement by clicking on either of the Post icons
**Goods Receipt for Consumables**

**Receive Non-Stocked Items Against a P.O**

- Non-Stocked materials are not inventory managed – they do not go into inventory upon receipt.
- Non-Stocked materials are “consumed” by a cost center, an order, or WBS element

**Goods Receipt for a Cost Center**

- The **Goods Recipient** and **Unloading Point** let the Material Handler know where to deliver the goods.
The “Item OK” indicator **MUST** be selected for all line items that are part of the goods receipt.
Item “OK”

All items **must** be checked “OK” to be posted in SAP

Partial Goods Receipts

Partial goods receipts are allowed in SAP

Partial goods receipts mean that *receipt quantity is less than the ordered quantity.*

The open order quantity (quantity still to be received) is displayed on the purchase order line item

Any number of partial goods receipts can be recorded for a PO line item up to the ordered quantity.

**Example:**

- Ordered Quantity = 50
- Goods Receipt Quantity = 20
- Open Order = 30

*Over deliveries are not allowed in the system!*
Partial Goods Receipts cont’d

1st Receipt:
Quantity ordered = 10
1st receipt quantity = 3

2nd Receipt:
Open order qty. = 7
The open order quantity is displayed for the next receipt

GR for PO Number Unknown

• If the PO number is not on the accompanying paperwork for the goods receipt, you may search for the PO using the F4 (possible options) key

Click on the List Selection icon and SAP displays a list of all possible search criteria
Under/Over-Delivery Tolerances

- The Under- and Over-delivery tolerances are set in the purchase order.
- SAP will issue warning and/or error messages for under- and over-deliveries
  - Under-tolerance – soft warning message ⚠️
  - Over-tolerance – hard error message 🔴

Printing Goods Receipts Slips

- Goods receipts transactions can be printed to a pre-defined printer
- Select (3) Collective Slip – Includes all items in the goods receipt
Display Material Document – MIGO

SAP Easy Access

Goods Receipts Documents

Purchase Order
Baxter Medical Supplies
123 Main Street
Lavonia, GA 30553

Goods Receipt

Accounting Document

Material Document
Exercise

Exercise 4.1
• GR for POs:
  • Single Item
  • Consumable
  • Multiple items
  • Partial receipts
  • Display a material document

Cancel a Goods Receipt
• Canceling a goods movement in SAP is very common
• Cancel is the method SAP uses to correct an incorrect goods movement
• The basic rule to cancel any goods movement in SAP is to take the originating movement type number and add “1” to equal new movement type number
• For example:
  • Goods receipt: 101 + 1 = 102
  • Goods receipt reversal: 102
Cancel a Goods Receipt Process – 1

- From the SAP Easy Access menu, enter MIGO in the Command field and press the Enter key.
- SAP will navigate to the MIGO transaction.

- Select the transaction variant (A03) "Cancellation"
- The reference document (R02) Material document defaults
- Enter the material document for the GR and press the Enter key
- SAP will display the details of the material document

Cancel a Goods Receipt Process – 2

- Click on the Where tab – The movement type is 102
- Click in Text field and type reason for cancellation
- Select the Item OK checkbox

Click on the Post button or the Post icon.
Cancel a Goods Receipt Process – 3

- When the transaction is posted, SAP will update the Open Order quantity on the purchase order
- The vendor can resend the correct material

![Before cancellation](image)

![After cancellation](image)

Return to Vendor

GR = 2 CV (case)

- 1 CV is OK – we will keep it
- 1 CV does not have needles and we need to send it back to the vendor
Return to Vendor Process – 1

Transaction Variant = (A02)  
Return Delivery
Reference Document = (R02)  
Material Document for original GR

SAP defaults the GR quantity  
Quantity can be changed to return ONLY the damaged quantity (1 CV)

Return to Vendor Process – 2

Return to Vendor transaction require a Reason code

Click on the Where tab  
Use the F4 Possible Options key s to select the appropriate reason for the return

*Note the movement type is a 122
Return to Vendor Process – 3

- Select the Post button or the Post icon

When the transaction is posted, SAP will change the Open Order quantity on the purchase order.

The vendor can resend “good” material.

Before Posting

After Posting
Exercise

Exercise 4.2
• Cancel/Reverse a single line item GR
• Cancel/Reverse a multiple line item GR
• Return to Vendor

Summary

• You should be able to:
  • Post goods receipts for:
    ▪ A single purchase order
    ▪ Multiple line item purchase order
    ▪ A partial delivery
  • Cancel / Reverse a goods receipt
  • Display the material documents
  • Understand the impact of a goods receipt
  • Return a material to a vendor
Unit 5

Goods Issues & Reservations

Learning Objectives
• At the conclusion of this unit you should be able to:
  • Understand the concept of goods issues in SAP
  • Understand what reservations are and why they are used
  • Post goods issues using MIGO and MB1A for:
    ▪ Cost centers
    ▪ Reservations
    ▪ WBS Elements
    ▪ To scrap
Learning Objectives cont’d

• At the conclusion of this unit you should be able to:
   Use custom transactions to mass process reservations:
    ▪ ZMM_PICKT
    ▪ MB26
    ▪ ZMM_SHORT
   Cancel / Reverse Goods Issues
   Print goods issues material documents

Reservations

Reservations are:

• Requests to the warehouse or stores to keep a material ready for issue at a future date for a certain purpose

• Placeholders in SAP used to ensure that a material is available when required

• Created manually or automatically via MRP

Reservation

Material: 50024
Req. Date: 05/01/06
Quantity: 20 ea.
Reservations

- The following movement types are used when creating a reservation:
  - 201 – Issue material to a cost center
  - 311 – Goods transfer from one storage location to another storage location. These are created automatically by MRP
- A goods issue against the reservation will relieve the inventory from one location and consume it into another

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Reservation Structure

### Reservation Header
- Information maintained at the header applies to all line items on the reservation

### Item Overview
- The item overview displays all line items on the reservation

### Item Detail
- Item details are specific for each line item. Each line item can have a different requirements date. System will default to today’s date

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### Reservation Header:
- Base Date: Check against Cal.
- Movement type: Plant

### Item Overview:
- Cost Center: Material
- Quantity: Storage Location
- Movements Allowed

### Item Details:
- Requirements Date: Recipient
- Unloading point: Text
Create a Reservation Process – 1

- From the SAP Easy Access menu, enter MB21 in the Command field and press the Enter key
- SAP navigates to the transaction

**Base date:** The date the material is required

**Movement type:** The type of goods movement used to issue the reservation

**Plant:** UK00

Press the Enter key, or click on the New item button or the Create icon

Reservation Process – 2

Enter the Cost Center, material number, quantity and storage location

M = Movements Allowed (accept the default). Press the Enter key.

To display the details of the line item, double-click on the material number
Reservation Process – 3

SAP displays the item details for the material.

You may add or change existing information

Click on the Post icon to post the reservation

Note: Additional line items may be added by clicking on the New item button or Overview icon

List of Reservations - MB26

This transaction can be used to execute various lists to display reservations before posting goods movements

For the purpose of displaying a list of reservations, any combination of material(s), cost centers and requirements date can be used.
Exercise

Exercise 5.1
- Create a reservation for a cost center
- Use MB26 to execute a list of reservations

Goods Issues
- Goods issues typically move inventory from one G/L account to another (From hospital inventory stock account to hospital clinical laboratory)
- Each type of goods issue is represented by a different movement type in the system
- Examples of goods issues are:
  - Reservation (201)
  - Cost center (201)
  - Scrap (551)
The first step in reservation management is to execute a pick list. This list will print at designated locations and lists all materials and their quantities that need to be picked from the storage location.

ZMM_PICKT has two selection criteria:
- Status of Reservation: M or B
- Required Date: Today’s date

After executing ZMM_PICKT, SAP creates the pick ticket that will tell the storage location what materials to pick. The list will print at designated printers.
Posting Goods Movements – MB26

From the SAP Easy Access menu, enter MB26 in the Command field and press the Enter key. SAP navigates to the Picking List screen. Enter a selection criteria such as material, reservation number, or date. Click on the Execute icon or press the F8 key.

SAP displays the reservations that meet the selection criteria.

Picking List – 2

- Select the line items to be posted
- Click on the Stock Determination button to default the storage location
- Click on the Post icon to post the goods movements

Note: As soon as the transaction is posted, the inventory for the selected line items is reduced.
Completion Indicator

Reservation
Qty. = 10

Scroll right as Completion Indicator Must Be Set

Confirm Picked Quantities – ZMM_SHORT

Multiple selections allow you to enter a list of reservation numbers instead of entering a range of reservation numbers.
ZMM_SHORT

- After picking the materials from the warehouse, this transaction is printed and sent with the material
- It displays the requested quantity, the picked quantity and shortages (if applicable)
- The shortage quantity will not be filled at a later date (fill and kill)

Exercise

Exercise 5.2
- Execute ZMM_PICKT
- Post goods movements using MB26
- Execute ZMM_SHORT
Process Flow: GI to a Cost Center

Note: GI = Goods Issue

MIGO Goods Issue to a Cost Center – 1

- Transaction Variant = (A07) Goods Issue
- Reference Document = (R10) Others
- Movement Type = 201*

*Must have Cost Center number
MIGO Goods Issue to Cost Center – 2

1. Enter the material number

2. Enter the quantity needed

3. Enter the plant and storage location of the issue

4. Enter the Cost center number

5. Post the goods issue

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Goods Issue – MB1A

- Enter Movement type, plant and storage location

- Enter Material number and quantity

- Several materials can be entered if they are going to the same cost center
**Goods Issue – Reverse Charges**

Movement type 202 will credit the cost center for the material quantity.

**Process Flow: GI to a WBS Element**

To a WBS Element

- Execute Transaction MB1A to Issue Stocked Items to a WBS Element - Movement Type 221
- Execute Transaction MIGO to Issue Stocked Items to a WBS Element - Movement Type 221
- Execute Transaction MIGO to reverse a goods movement - Movement Type 222

**Note:** GI = Goods Issue
MIGO Goods Issue to WBS Element – 1

- Transaction Variant = (A07) Goods Issue
- Reference Document = (R10) Others
- Movement Type = 221*

*Must have WBS Element number.

Goods Issue to WBS Element – 2

1. Enter the Material number
2. Enter the quantity
3. Enter the plant and storage location
4. Enter the WBS Element number
5. Post the goods issue
Goods Issue to Scrap – 1

- Transaction Variant = (A07) Goods Issue
- Reference Document = (R10) Others
- Movement Type = 551

*Must know the cost center used for scrapping.

Goods Issue to Scrap – 2

1. Enter the material number
2. Enter the Quantity
3. Enter the plant and storage location
4. Enter the cost center used for scrapping
5. Post the transaction
Printing Material Document

- Goods issue material documents can be printed by selecting the print checkbox and (3) Collective slip

Cancel Goods Issue – 1

- Transaction Variant = (A03) Cancellation*
- Reference Document = (R02) Material Document
- Movement Type = 202

*SAP can cancel the entire line item. Changes cannot be made (i.e. change quantity)
If the material document contains multiple line items, individual line items can be selected and cancelled.
Cancel / Reverse Goods Issue – 2

1. Enter the material number
2. Enter the Quantity
3. Enter the plant and storage location
4. See note below
5. Post the transaction

Exercise 5.3
- Post a Goods Issue using MIGO
- Post Goods Issue using MB1A
- Cancel a Goods Issue from one cost center and issue to another
- Print material documents
Summary

• You should now be able to:
  • Understand the concept of goods issues in SAP
  • Understand what reservations are and why they are used
  • Post goods issues using MIGO and MB1A for:
    ▪ Cost centers
    ▪ Reservations
    ▪ WBS Elements
    ▪ To scrap

Summary cont’d

• You should now be able to:
  • Use custom transactions to mass process reservations:
    ▪ ZMM_PICKT
    ▪ MB26
    ▪ ZMM_SHORT
  • Cancel / Reverse Goods Issues
  • Print goods issues material documents
Transfer Postings

Learning Objectives

• At the conclusion of this unit you should be able to:
  • Execute a two step transfer posting
  • Display stock in transfer
  • Cancel a two step transfer posting
Stock Transfers – 2 Step

- Execute Transaction MIGO to create a transfer to a storage location - Movement Type 313
- Execute Transaction MIGO to place transferred items in stock at receiving location - Movement Type 315
- Execute Transaction MIGO to reverse stock in transit - Movement Type 314

Transfer Postings

- Goods movements do not only occur in the form of goods receipts and goods issues. Internal stock transfers might also be necessary.
- A stock transfer from storage location to storage location in the same plant causes an update of the stock quantities in both storage locations.
- Stock transfers can be executed using a one-step or two-step procedure.
- UK will use a two-step procedure.
One-Step vs. Two Step–Transfer Postings

• The one-step procedure is entered in a single transaction. Material is removed from and placed in storage simultaneously.

• The two-step procedure displays stock in transfer. After the goods issue is posted at the issuing point, the stock appears "in transfer" at the receiving location.

Storage Loc. To Storage Loc. – Two Step

1. Remove from storage (Movement 313)
2. Place in storage (Movement 315)
Step 1: Remove From Storage (313)

Stock in Transfer is displayed in the Material Master - Storage Location Stock view
Step 2: Place in Storage (315)

Display Storage Location Stock

<table>
<thead>
<tr>
<th>Storage location stocks in current period</th>
<th>Unrest.-use stock</th>
<th>Restricted-use stock</th>
<th>In quality resp.</th>
<th>Blocked</th>
<th>Returns</th>
<th>Stock in transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrest. consignment</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Restricted consignment</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Crgst in inspection</td>
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<tr>
<td>Blocked consignment</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Stock in Transfer is cleared and added to Unrestricted stock
Cancel / Reverse Goods Movements

- The general rule to cancel a movement is to add “1” to the movement type that created the movement
  - A 102 cancels a 101
  - A 222 cancels a 221
  - A 314 cancels a 313
  - A 316 cancels a 315

- Cancellations are generally mistakes that are easily corrected in SAP with the corresponding movement type

Cancel / Reverse 313

- To cancel / reverse a 313:
  - You executed a 313 to put material in transfer to S&D (0002). Before you posted the 315, you discovered that the material needs to go to OR (0003) instead
  - The 313 must be cancelled (314) to put the stock back in transfer status, then transferred to the correct storage location
Cancel/Reverse a Two-Step Transfer Posting

• To cancel the entire two-step transfer posting (313 and 315) you must cancel the 315 material document first **then** the cancel the 313 material document

• For example:
  ▪ You executed a 313 to put material in transfer to S&D (0002). Then you posted the 315.
  ▪ You discovered that the material needs to go to OR (0003) instead
  ▪ The 315 must be cancelled (316) first
  ▪ The 313 can then be cancelled with a 314
  ▪ The material can then be transferred to the correct storage location

Cancel/Reverse: Process

1st: Cancel the 315 material document

2nd: Cancel the 313 material document
Summary

• You should be able to:
  • Execute a two step transfer posting
  • Display stock in transfer
  • Cancel / Reverse a two step transfer posting Post

Course Summary

• You should be able to:
  • Understand the relationship between the organizational structure and master data
  • Use the MIGO transaction to execute various goods movements in SAP
  • Create a personal favorites list of frequently used movement types
  • Execute goods movements in SAP
  • Cancel/ reverse goods movements
Course Summary cont’d

• You should now be able to:
  • Understand the relationship between goods movements and movement types
  • Execute a return to vendor transaction, issue goods to cost centers, reservations and scrap
  • Transfer materials from one location to another
  • Pick and issue materials to reservations
  • Differentiate between a stock material and non-stock material