

1. Purchase requisition
  2. Reservation from Store
- 

## 1. Purchase Requisition

### Work Instruction

## Create General Procurement Requisition for departments

### Purpose

- A purchase requisition is an internal document that has a request or instruction to Purchasing to procure a certain quantity of a material or a service so that it is available at a certain point in time. It can be fulfilled through purchase orders or longer-term purchase agreements.

### Prerequisites

- Material Master Data
- Quantity
- Delivery Date
- Account Assignment

### Menu Path

To go to the *Create: Procurement Requisition: Initial Screen*, use the following standard menu path:

- **Logistics → Materials management → Purchasing → PR → Create**

### Transaction Code

- ME51N

### Work Steps

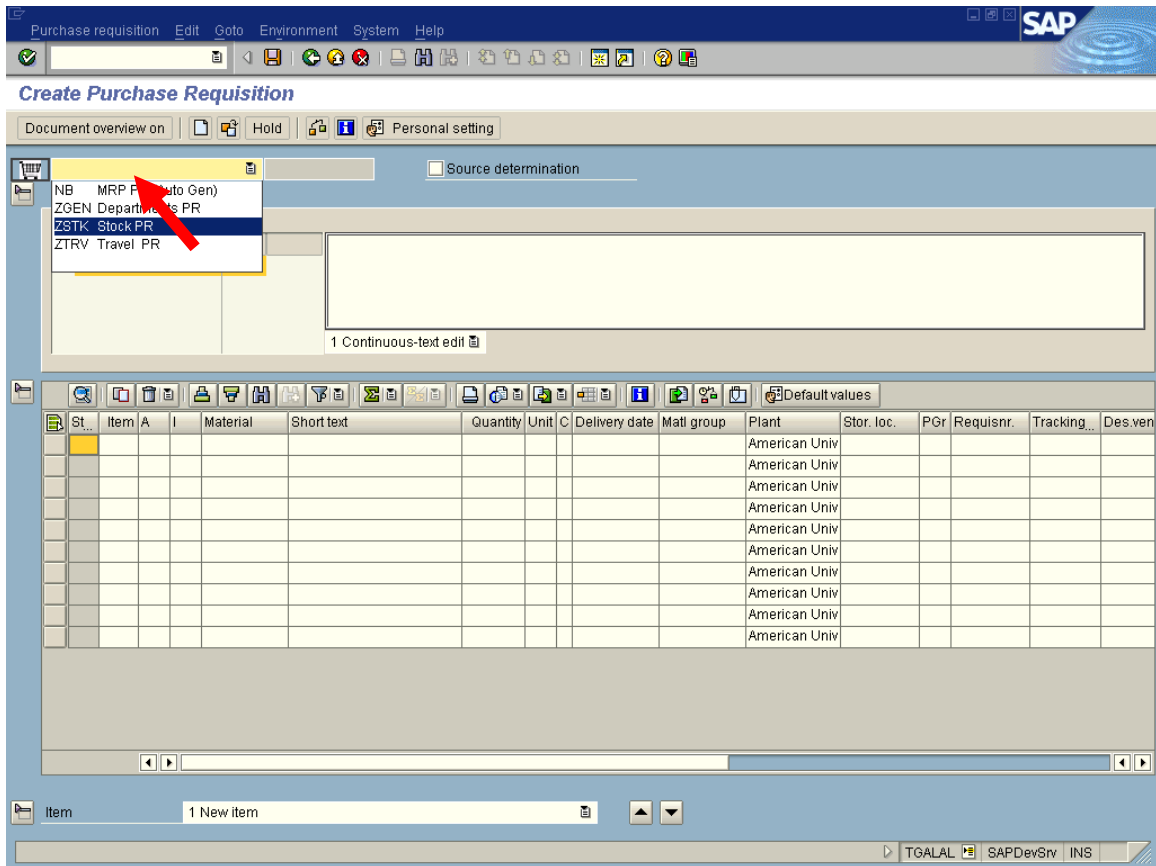
1. The following letters indicate the field (status) to be updated:

- R:** Required Entry
- O:** Optional Entry
- C:** Conditional Entry



#### **General PR:-**



- I. Account Assignment "K" for all supplies and services.
- II. Account Assignment "A" for all assets either for Cost Center or Project (Grants).
- III. Account Assignment "P" for all project (Grant) items (Supplies & Services).



The fields given above are described as under.

| Field         | R/O/C | Description/Action  |
|---------------|-------|---|
| Document Type | R     | User should choose Department PR (ZGEN) from the PR types list. Click on  to get drop down as below<br><div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <br/>NB MRP PR (Auto Gen)                     <br/>ZGEN Departments PR                     <br/>ZSTK Stock PR                     <br/>ZTRV Travel PR                 </div> |

# I. Account Assignment “K Cost Center”:

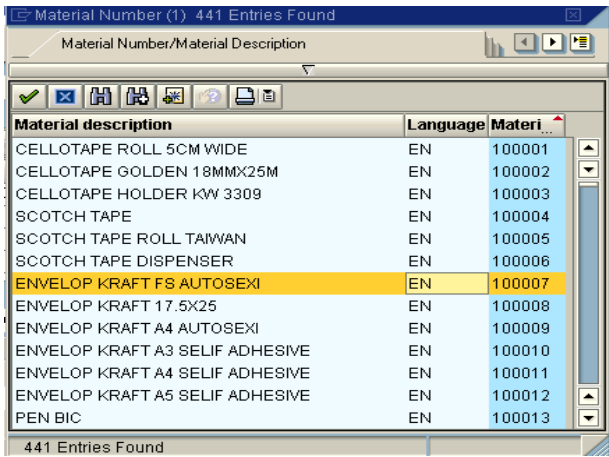
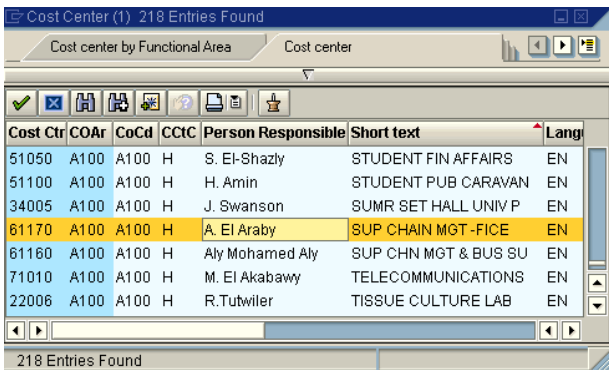
The screenshot shows the SAP 'Create Purchase Requisition' interface. The 'Account assignment' tab is active, displaying the following details:

- Material: 100300 CD COMBO FOR I
- Quantity: 10
- Unit: EA
- Plant: American Univ
- Purchasing Org: A100
- Requisition: xyz
- Tracking No: A1
- Des. vendor: 12
- Fixed vend: 11
- Plant: 3
- Purchasing Org: 8
- Requisition: 7
- Tracking No: 9
- Des. vendor: 12

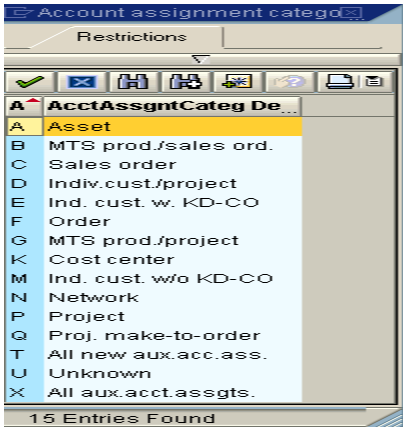
In the 'Account assignment' section, the 'AccAssCat' is set to 'K Cost center'. The 'Distribution' is 'Single account assignment'. The 'CoCode' is 'A100 American Ur'. The 'G/L account no.' is '61100160'. The 'Business Area' is 'A001'. The 'CO Area' is 'A100'. The 'Cost Center' is '11000' (with a red '5' next to it). The 'Fund' is '10100000' (with a red '6' next to it). The 'Functional Area' is '1000'. The 'Funds Center' is '11000'. The 'Grant' is 'AUCDUMMYGRANT'. The 'Commitment item' is '61100160'.

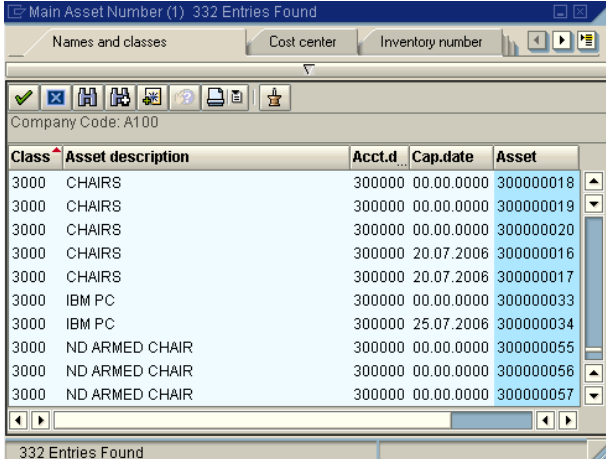
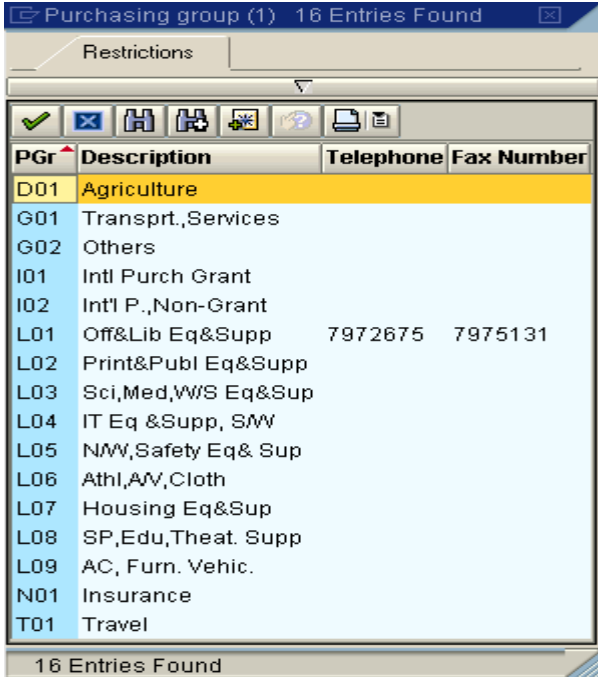
The 'Valuation' section shows a 'Valuation price' of '750.00' (with a red '10' next to it) and a 'Total value' of '7,500.00'. The 'Goods receipt' and 'Inv. Receipt' checkboxes are checked, while 'GR Non-Val.' is unchecked.

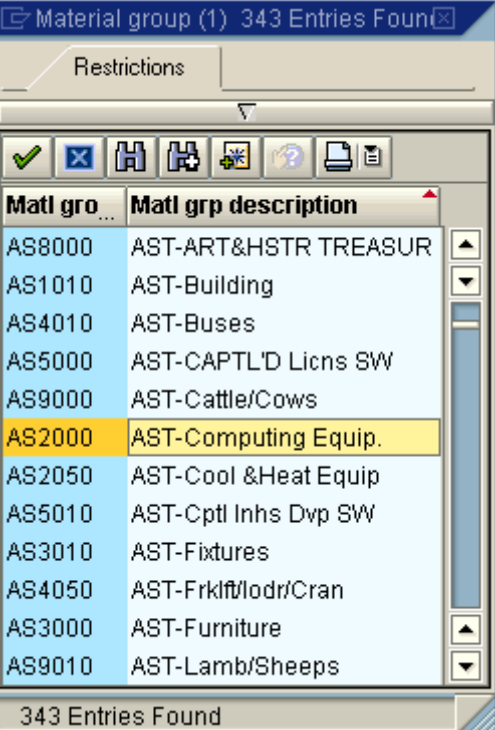
|                              |          |  |
|------------------------------|----------|--|
| <p>1- Account Assignment</p> | <p>R</p> | <p>Choose (K) for Cost Center</p> <p>The screenshot shows the 'Account assignment category' selection dialog box. The 'Restrictions' section is visible. The list of categories includes:</p> <ul style="list-style-type: none"> <li>A AcctAssgntCateg De...</li> <li>A Asset</li> <li>B MTS prod./sales ord.</li> <li>C Sales order</li> <li>D Indiv.cust./project</li> <li>E Ind. cust. w. KD-CO</li> <li>F Order</li> <li>G MTS prod./project</li> <li>K Cost center</li> <li>M Ind. cust. w/o KD-CO</li> <li>N Network</li> <li>P Project</li> <li>Q Proj. make-to-order</li> <li>T All new aux.acc.ass.</li> <li>U Unknown</li> <li>X All aux.acct.assgts.</li> </ul> <p>The 'K Cost center' option is highlighted in blue, and a red arrow points to it. The dialog box also shows '15 Entries Found' at the bottom.</p> |
|------------------------------|----------|--|

| 2- Material Code                 | R           | <p>Choose the Material Code from the material list</p>  <p>The screenshot shows a SAP window titled 'Material Number (1) 441 Entries Found'. The table lists materials with columns for 'Material description', 'Language', and 'Material'. The selected row is 'ENVELOP KRAFT FS AUTOSEXI' with material number 100007.</p> <table border="1"> <thead> <tr> <th>Material description</th> <th>Language</th> <th>Material</th> </tr> </thead> <tbody> <tr><td>CELLOTAPE ROLL 5CM WIDE</td><td>EN</td><td>100001</td></tr> <tr><td>CELLOTAPE GOLDEN 18MMX25M</td><td>EN</td><td>100002</td></tr> <tr><td>CELLOTAPE HOLDER KW 3309</td><td>EN</td><td>100003</td></tr> <tr><td>SCOTCH TAPE</td><td>EN</td><td>100004</td></tr> <tr><td>SCOTCH TAPE ROLL TAIWAN</td><td>EN</td><td>100005</td></tr> <tr><td>SCOTCH TAPE DISPENSER</td><td>EN</td><td>100006</td></tr> <tr><td><b>ENVELOP KRAFT FS AUTOSEXI</b></td><td><b>EN</b></td><td><b>100007</b></td></tr> <tr><td>ENVELOP KRAFT 17.5X25</td><td>EN</td><td>100008</td></tr> <tr><td>ENVELOP KRAFT A4 AUTOSEXI</td><td>EN</td><td>100009</td></tr> <tr><td>ENVELOP KRAFT A3 SELIF ADHESIVE</td><td>EN</td><td>100010</td></tr> <tr><td>ENVELOP KRAFT A4 SELIF ADHESIVE</td><td>EN</td><td>100011</td></tr> <tr><td>ENVELOP KRAFT A5 SELIF ADHESIVE</td><td>EN</td><td>100012</td></tr> <tr><td>PEN BIC</td><td>EN</td><td>100013</td></tr> </tbody> </table>  | Material description | Language           | Material                   | CELLOTAPE ROLL 5CM WIDE | EN                 | 100001     | CELLOTAPE GOLDEN 18MMX25M | EN    | 100002 | CELLOTAPE HOLDER KW 3309 | EN | 100003       | SCOTCH TAPE         | EN | 100004 | SCOTCH TAPE ROLL TAIWAN | EN   | 100005 | SCOTCH TAPE DISPENSER | EN                  | 100006 | <b>ENVELOP KRAFT FS AUTOSEXI</b> | <b>EN</b> | <b>100007</b> | ENVELOP KRAFT 17.5X25 | EN         | 100008               | ENVELOP KRAFT A4 AUTOSEXI | EN           | 100009      | ENVELOP KRAFT A3 SELIF ADHESIVE | EN       | 100010             | ENVELOP KRAFT A4 SELIF ADHESIVE | EN        | 100011 | ENVELOP KRAFT A5 SELIF ADHESIVE | EN   | 100012 | PEN BIC         | EN                   | 100013 |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
|----------------------------------|-------------|--|----------------------|--------------------|----------------------------|-------------------------|--------------------|------------|---------------------------|-------|--------|--------------------------|----|--------------|---------------------|----|--------|-------------------------|------|--------|-----------------------|---------------------|--------|----------------------------------|-----------|---------------|-----------------------|------------|----------------------|---------------------------|--------------|-------------|---------------------------------|----------|--------------------|---------------------------------|-----------|--------|---------------------------------|------|--------|-----------------|----------------------|--------|-------|------|------|---|---------------|--------------------|----|-------|------|------|---|------------|--------------------|----|
| Material description             | Language    | Material   |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| CELLOTAPE ROLL 5CM WIDE          | EN          | 100001   |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| CELLOTAPE GOLDEN 18MMX25M        | EN          | 100002   |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| CELLOTAPE HOLDER KW 3309         | EN          | 100003   |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| SCOTCH TAPE                      | EN          | 100004   |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| SCOTCH TAPE ROLL TAIWAN          | EN          | 100005   |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| SCOTCH TAPE DISPENSER            | EN          | 100006   |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| <b>ENVELOP KRAFT FS AUTOSEXI</b> | <b>EN</b>   | <b>100007</b>  |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| ENVELOP KRAFT 17.5X25            | EN          | 100008   |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| ENVELOP KRAFT A4 AUTOSEXI        | EN          | 100009   |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| ENVELOP KRAFT A3 SELIF ADHESIVE  | EN          | 100010   |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| ENVELOP KRAFT A4 SELIF ADHESIVE  | EN          | 100011   |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| ENVELOP KRAFT A5 SELIF ADHESIVE  | EN          | 100012   |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| PEN BIC                          | EN          | 100013   |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 3- Plant                         | R           | Enter the Plant number ( <b>A110</b> )   |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 4- Qty                           | R           | Enter the requested quantity for selected material(s)  |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 5- Cost Center                   | R           | <p>Requested department should enter its own cost center unique number or choose it from the list.</p>  <p>The screenshot shows a SAP window titled 'Cost Center (1) 218 Entries Found'. The table lists cost centers with columns for 'Cost Ctr', 'COAr', 'CoCd', 'CCTc', 'Person Responsible', 'Short text', and 'Lang'. The selected row is '61170' with short text 'SUP CHAIN MGT -FICE'.</p> <table border="1"> <thead> <tr> <th>Cost Ctr</th> <th>COAr</th> <th>CoCd</th> <th>CCTc</th> <th>Person Responsible</th> <th>Short text</th> <th>Lang</th> </tr> </thead> <tbody> <tr><td>51050</td><td>A100</td><td>A100</td><td>H</td><td>S. El-Shazly</td><td>STUDENT FIN AFFAIRS</td><td>EN</td></tr> <tr><td>51100</td><td>A100</td><td>A100</td><td>H</td><td>H. Amin</td><td>STUDENT PUB CARAVAN</td><td>EN</td></tr> <tr><td>34005</td><td>A100</td><td>A100</td><td>H</td><td>J. Swanson</td><td>SUMR SET HALL UNIV P</td><td>EN</td></tr> <tr><td><b>61170</b></td><td><b>A100</b></td><td><b>A100</b></td><td><b>H</b></td><td><b>A. El Araby</b></td><td><b>SUP CHAIN MGT -FICE</b></td><td><b>EN</b></td></tr> <tr><td>61160</td><td>A100</td><td>A100</td><td>H</td><td>Aly Mohamed Aly</td><td>SUP CHN MGT &amp; BUS SU</td><td>EN</td></tr> <tr><td>71010</td><td>A100</td><td>A100</td><td>H</td><td>M. El Akabawy</td><td>TELECOMMUNICATIONS</td><td>EN</td></tr> <tr><td>22006</td><td>A100</td><td>A100</td><td>H</td><td>R.Tutwiler</td><td>TISSUE CULTURE LAB</td><td>EN</td></tr> </tbody> </table> | Cost Ctr             | COAr               | CoCd                       | CCTc                    | Person Responsible | Short text | Lang                      | 51050 | A100   | A100                     | H  | S. El-Shazly | STUDENT FIN AFFAIRS | EN | 51100  | A100                    | A100 | H      | H. Amin               | STUDENT PUB CARAVAN | EN     | 34005                            | A100      | A100          | H                     | J. Swanson | SUMR SET HALL UNIV P | EN                        | <b>61170</b> | <b>A100</b> | <b>A100</b>                     | <b>H</b> | <b>A. El Araby</b> | <b>SUP CHAIN MGT -FICE</b>      | <b>EN</b> | 61160  | A100                            | A100 | H      | Aly Mohamed Aly | SUP CHN MGT & BUS SU | EN     | 71010 | A100 | A100 | H | M. El Akabawy | TELECOMMUNICATIONS | EN | 22006 | A100 | A100 | H | R.Tutwiler | TISSUE CULTURE LAB | EN |
| Cost Ctr                         | COAr        | CoCd   | CCTc                 | Person Responsible | Short text                 | Lang                    |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 51050                            | A100        | A100   | H                    | S. El-Shazly       | STUDENT FIN AFFAIRS        | EN                      |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 51100                            | A100        | A100   | H                    | H. Amin            | STUDENT PUB CARAVAN        | EN                      |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 34005                            | A100        | A100   | H                    | J. Swanson         | SUMR SET HALL UNIV P       | EN                      |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| <b>61170</b>                     | <b>A100</b> | <b>A100</b>  | <b>H</b>             | <b>A. El Araby</b> | <b>SUP CHAIN MGT -FICE</b> | <b>EN</b>               |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 61160                            | A100        | A100   | H                    | Aly Mohamed Aly    | SUP CHN MGT & BUS SU       | EN                      |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 71010                            | A100        | A100   | H                    | M. El Akabawy      | TELECOMMUNICATIONS         | EN                      |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 22006                            | A100        | A100   | H                    | R.Tutwiler         | TISSUE CULTURE LAB         | EN                      |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 6- Fund                          | R           | For K Account Assignment, enter ( <b>10100000</b> )  |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 7- Requisitioner                 | R           | Indicates the short name of the person who requested the material(s) and his extension phone number. (i.e. Tarek 5672)   |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 8- POrg                          | R           | Purchase Organization number, enter ( <b>A100</b> )  |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 9- Tracking Number               | R           | Number or Text that facilitates the monitoring of the procurement of required materials or group together the purchasing documents that exist for a certain material requirement.  |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 10- Valuation Price              | R           | Price for <b>unit</b> item.  |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 11- Delivery Date                | O           | Modify and change the delivery date according to the needs of the requested department.  |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |
| 12- Des. vendor                  | O           | Specifies the number of the vendor suggested by the requisitioner to the purchasing department for this purchase order.  |                      |                    |                            |                         |                    |            |                           |       |        |                          |    |              |                     |    |        |                         |      |        |                       |                     |        |                                  |           |               |                       |            |                      |                           |              |             |                                 |          |                    |                                 |           |        |                                 |      |        |                 |                      |        |       |      |      |   |               |                    |    |       |      |      |   |            |                    |    |

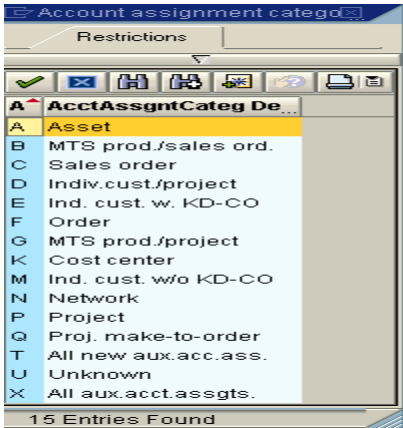
## II. Account Assignment “A Assets”:

|                       |   |   |
|-----------------------|---|---|
| 1- Account Assignment | R | Choose (A) for Assets<br> |
| 2- Plant              | R | Enter the Plant number (A110)   |
| 3- Qty                | R | Enter the requested quantity. (Qty should be only “one” for each line item)                                   |

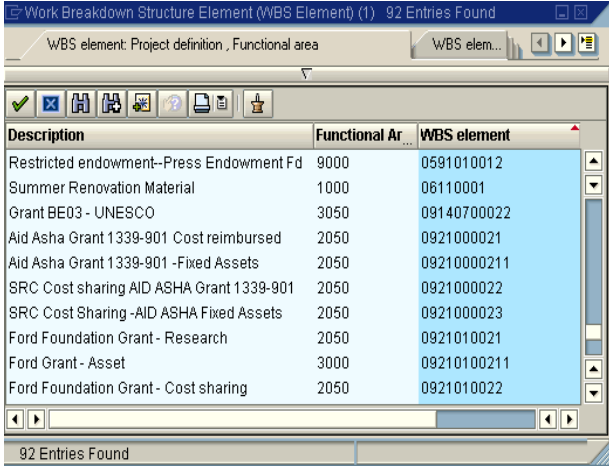
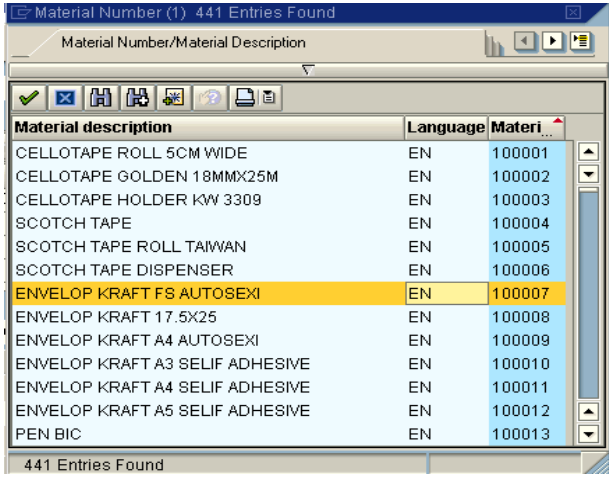
|                     |   |  |
|---------------------|---|--|
| 4- Asset            | R | <p>Requested department should enter the asset number or choose it from the list.</p>                                        |
| 5- Requisitioner    | R | <p>Indicates the short name of the person who requested the material(s) and his extension phone number. (i.e. Tarek 5672)</p>  |
| 6- PGr              | R | <p>Enter the Purchase Group who should handle this requisition from the Purchasing Department or choose from the list.</p>  |
| 7- POrg             | R | <p>Purchase Organization number, enter (<b>A100</b>)</p>   |
| 8- Unit             | R | <p>Justify the Unit of Measure for the requested item.</p>   |
| 9- Short Text       | R | <p>For Asset item, the requested department will be required only to enter a short text for the requested item.<br/><b>Note:</b> Material Code is not required for asset account assignment.</p>               |
| 10- Tracking Number | R | <p>Number or Text that facilitates the monitoring of the procurement of required materials or group together the purchasing documents that exist for a certain material requirement.</p>                       |



|                     |   |   |
|---------------------|---|---|
| 11- Matl Group      | R | <p>Enter the Material Group related to Asset, or choose from the list. The Material Group starts with "AS" followed by the first 4 digits of the created asset number.</p>  |
| 12- Delivery Date   | O | Modify and change the delivery date according to the needs of the requested department.   |
| 13- Valuation Price | R | Price for <b>unit</b> item.   |

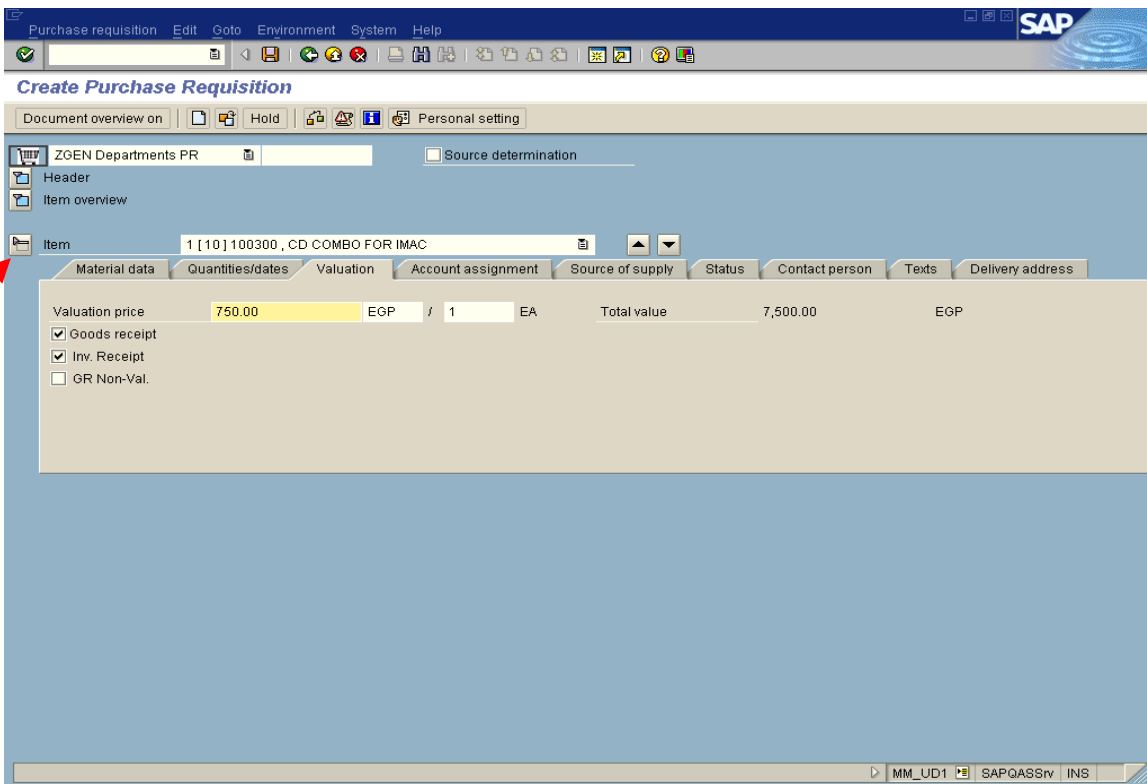
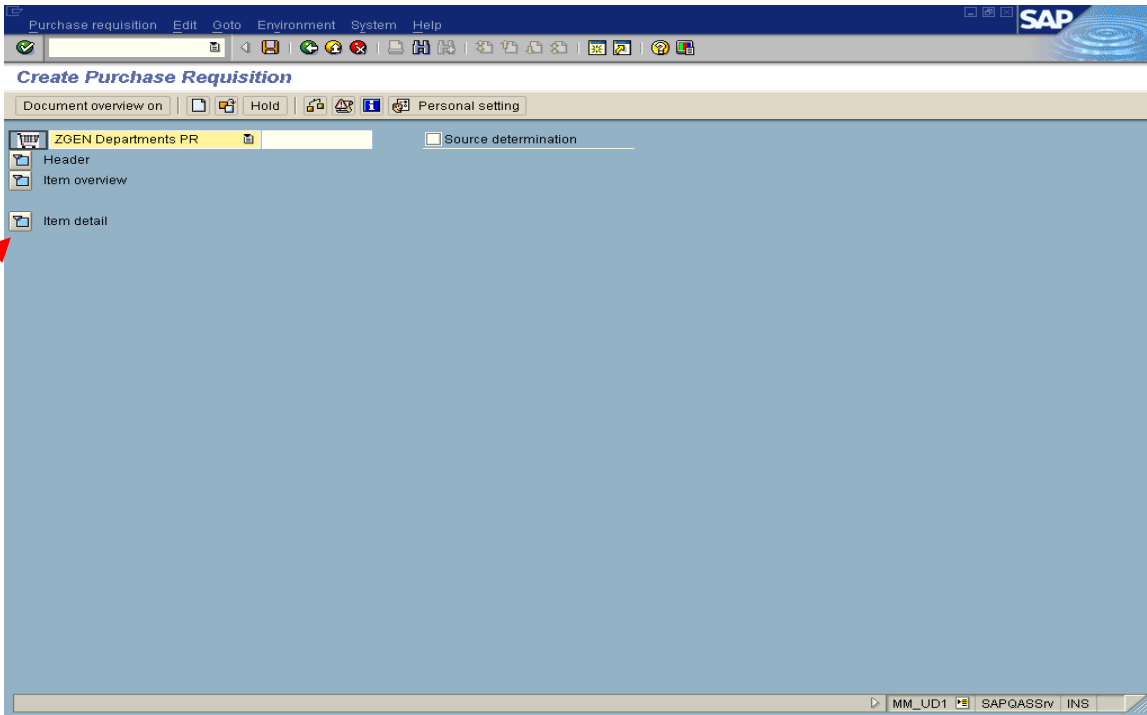
### III. Account Assignment “P Project (Grant)”:

|                       |   |   |
|-----------------------|---|---|
| 1- Account Assignment | R | Choose (P) for Project (Grant)  |
| 2- Plant              | R | Enter the Plant number (A110)   |
| 3- Qty                | R | Enter the requested quantity.   |

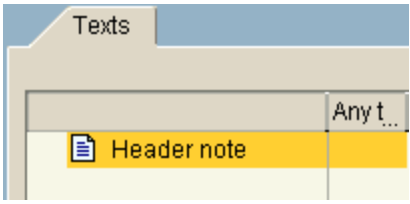

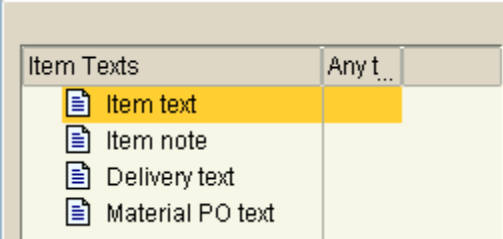



|                     |   |   |
|---------------------|---|---|
| 4- WBS Element      | R | <p>Requested department should enter the WBS Element number or choose it from the list.</p>     |
| 5- Requisitioner    | R | Indicates the short name of the person who requested the material(s) and his extension phone number. (i.e. Tarek 5672)  |
| 6- PGr              | R | Retrieved from the Material Master.   |
| 7- POrg             | R | Purchase Organization number, enter ( <b>A100</b> )   |
| 8- Unit             | R | Retrieved from the Material Master.   |
| 9- Material Code    | R | <p>Choose the Material Code from the material list</p>   |
| 10- Tracking Number | R | Number or Text that facilitates the monitoring of the procurement of required materials or group together the purchasing documents that exist for a certain material requirement. |
| 11- Matl Group      | R | Retrieved from the Material Master.   |
| 12- Valuation Price | R | Price for <b>unit</b> item.   |
| 13- Delivery Date   | O | Modify and change the delivery date according to the needs of the requested department.   |
| 14- Des. vendor     | O | Specifies the number of the vendor suggested by the requisitioner to the purchasing department for this purchase order.   |


2. Click on  Item details button to get the below screen and also click on  button to close it.




3. Update the following Required, Optional, and Conditional fields, as needed:

| Field  | R/O/C | Description/Action  |
|--|-------|---|
| Header note:<br>e.g. <u>"This PR has an attachment"</u>  | O     | The following text for the Header PR will just appear on PR without any reflection on RFQ or PO<br> |
|  for Item Details | O     | The following texts for each item separately.<br>   |

 Item text, Delivery text and Material PO text will be appeared on the PO, however, Item note and Header note are just internal notes from the requested department to the Purchasing Office.

4. Click on  to check if there are any mistakes. Check warning/error messages and resolve them to save and send the PR

5. Click on  to save the Procurement Requisition

| Result   |
|--|
| Procurement Requisition is created with message reporting the unique PR serial number. |

## 2. Reservation from Stores

### Work Instruction

#### Create Reservation from Stores

##### Purpose

- This transaction is used by different departments to order items from different university stores.

##### Prerequisites

- Reservation should be created for materials available in stores.

##### Menu Path

To go to the *Create: Reservation: Initial Screen*, use the following standard menu path:

- **Logistics** → **Materials management** → **Inventory Management** → **MB21 Create Reservation**

##### Transaction Code

- MB21

##### Work Steps



For the most part, fund center must be the same as cost center.

#### 4. The following letters indicate the field (status) to be updated:

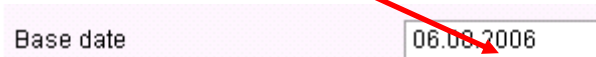
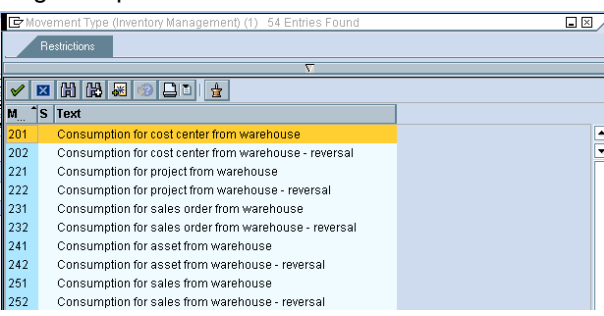
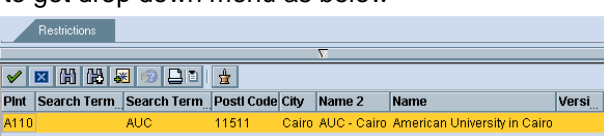
- R:** Required Entry
- O:** Optional Entry
- C:** Conditional Entry


## Create Reservation: Initial Screen

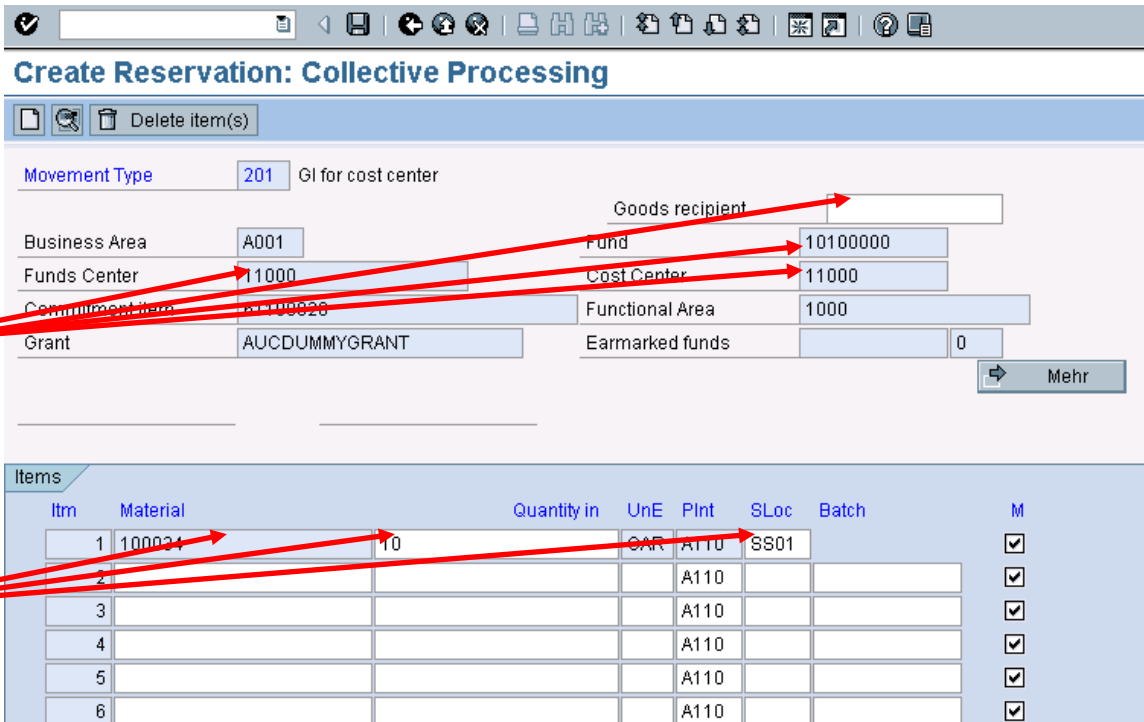
The screenshot shows the 'Create Reservation: Initial Screen' with the following fields and values:

- Base date: 06.08.2006
- Movement Type: 201
- Plant: A110
- Check against cal.:
- Reference: Reservation



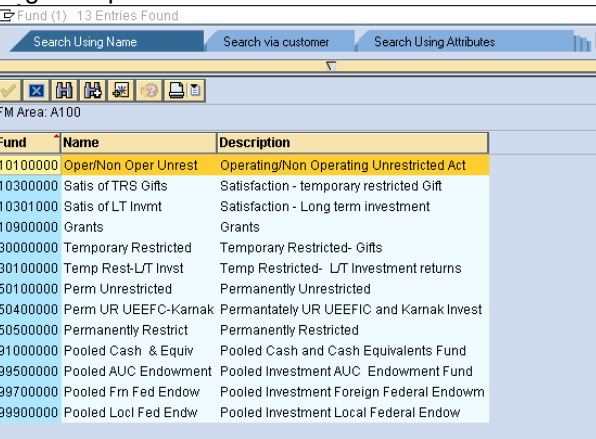
The fields given above are described as under.


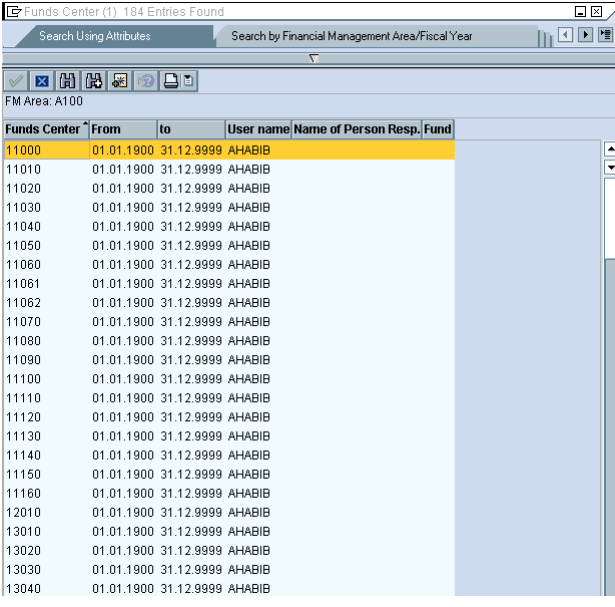

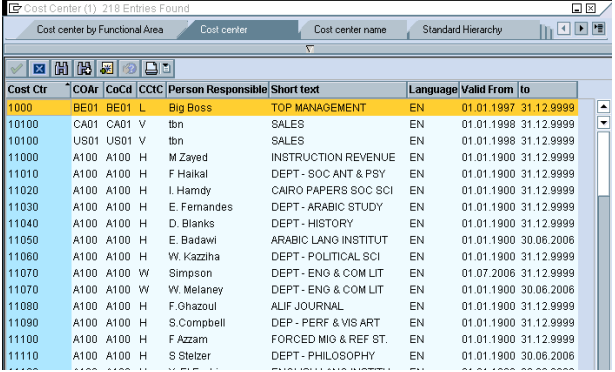

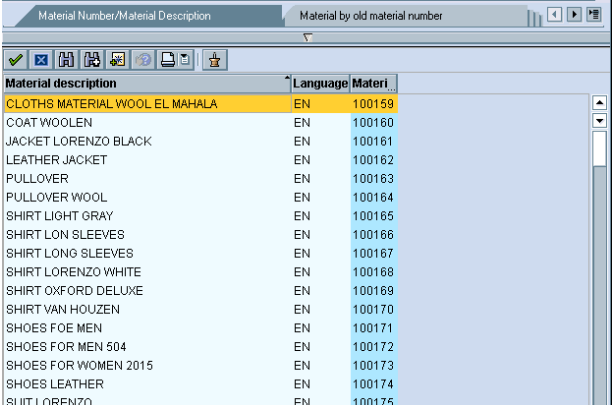
| Field         | R/O/C | Description/Action  |
|---------------|-------|---|
| Base Date     | O     | Defines receiving required date<br>   |
| Movement Type | R     | Defines the movement type by clicking on<br>Movement Type 201<br>to get drop down menu as below<br> |
| Plant         | R     | Define Plant as A110 by clicking on<br>Plant A110<br>to get drop down menu as below<br>             |

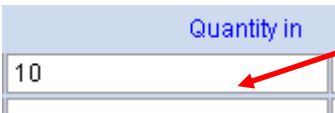

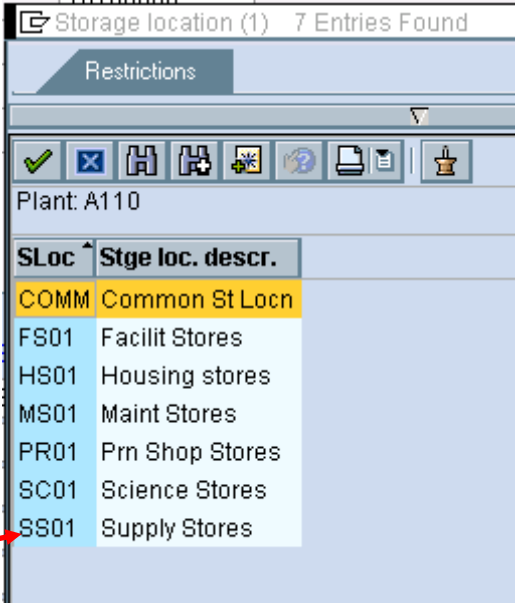
Click on  to be transferred to the following screen:



The fields given above are described as under.

| Field           | R/O/C | Description/Action  |
|-----------------|-------|---|
| Goods Recipient | O     | Defines the recipient name<br>  |
| Fund            | R     | Defines the Fund by clicking on<br><br>to get drop down menu as below<br> |

| Field                          | R/O/C      | Description/Action   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
|--------------------------------|------------|--|----------------------|----------------------|----------------------|--------------------------------|----------------------|------------|-------------|------------|------------|----------------------|------|--------|----------------|------------|----------------|----------|------------|------------|---------------|------------|------------|------------------|------|--------|-------------------|------------|------------|--------------------|------|--------|---------------------|------------|------------|---------------------|------------|------------|------------------|------------|------------|---------------|---------|---------------------|-------------------|------------|------------|----------------------|------|--------|---------------|------------|----------------------|--------------|------------|------------|-------|------------|------------|--------|---------|----------------------|-------|------------|------------|--------|------|------|-------|-------------|---------------------|--------|------------|------------|-------|------------|------------|--------|----------|----------------|-------|------------|------------|--------|------|------|-------|------------|----------------------|--------|------------|------------|-------|------------|------------|--------|-----------|----------------------|-------|------------|------------|--------|------|------|-------|------------|----------------------|--------|------------|------------|-------|------------|------------|--------|-----------|----------------------|-------|------------|------------|--------|------|------|-------|------------|--------------|--------|------------|------------|-------|------------|------------|--------|------------|----------------------|-------|------------|------------|--------|------|------|-------|------------|----------------------|--------|------------|------------|-------|------------|------------|--------|-----------|-------------------|----|------------|------------|
| Fund Center                    | R          | <p>Define fund center by clicking on </p> <p>to get drop down menu as below</p>  <p>Funds Center (1) 184 Entries Found</p> <p>Search Using Attributes Search by Financial Management Area/Fiscal Year</p> <p>FM Area: A100</p> <table border="1"> <thead> <tr> <th>Funds Center</th> <th>From</th> <th>to</th> <th>User name</th> <th>Name of Person Resp.</th> <th>Fund</th> </tr> </thead> <tbody> <tr><td>11000</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11010</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11020</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11030</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11040</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11050</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11060</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11061</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11062</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11070</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11080</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11090</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11100</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11110</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11120</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11130</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11140</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11150</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>11160</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>12010</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>13010</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>13020</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>13030</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> <tr><td>13040</td><td>01.01.1900</td><td>31.12.9999</td><td>AHABIB</td><td></td><td></td></tr> </tbody> </table>  | Funds Center         | From                 | to                   | User name                      | Name of Person Resp. | Fund       | 11000       | 01.01.1900 | 31.12.9999 | AHABIB               |      |        | 11010          | 01.01.1900 | 31.12.9999     | AHABIB   |            |            | 11020         | 01.01.1900 | 31.12.9999 | AHABIB           |      |        | 11030             | 01.01.1900 | 31.12.9999 | AHABIB             |      |        | 11040               | 01.01.1900 | 31.12.9999 | AHABIB              |            |            | 11050            | 01.01.1900 | 31.12.9999 | AHABIB        |         |                     | 11060             | 01.01.1900 | 31.12.9999 | AHABIB               |      |        | 11061         | 01.01.1900 | 31.12.9999           | AHABIB       |            |            | 11062 | 01.01.1900 | 31.12.9999 | AHABIB |         |                      | 11070 | 01.01.1900 | 31.12.9999 | AHABIB |      |      | 11080 | 01.01.1900  | 31.12.9999          | AHABIB |            |            | 11090 | 01.01.1900 | 31.12.9999 | AHABIB |          |                | 11100 | 01.01.1900 | 31.12.9999 | AHABIB |      |      | 11110 | 01.01.1900 | 31.12.9999           | AHABIB |            |            | 11120 | 01.01.1900 | 31.12.9999 | AHABIB |           |                      | 11130 | 01.01.1900 | 31.12.9999 | AHABIB |      |      | 11140 | 01.01.1900 | 31.12.9999           | AHABIB |            |            | 11150 | 01.01.1900 | 31.12.9999 | AHABIB |           |                      | 11160 | 01.01.1900 | 31.12.9999 | AHABIB |      |      | 12010 | 01.01.1900 | 31.12.9999   | AHABIB |            |            | 13010 | 01.01.1900 | 31.12.9999 | AHABIB |            |                      | 13020 | 01.01.1900 | 31.12.9999 | AHABIB |      |      | 13030 | 01.01.1900 | 31.12.9999           | AHABIB |            |            | 13040 | 01.01.1900 | 31.12.9999 | AHABIB |           |                   |    |            |            |
| Funds Center                   | From       | to   | User name            | Name of Person Resp. | Fund                 |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11000                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11010                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11020                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11030                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11040                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11050                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11060                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11061                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11062                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11070                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11080                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11090                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11100                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11110                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11120                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11130                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11140                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11150                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11160                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 12010                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 13010                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 13020                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 13030                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 13040                          | 01.01.1900 | 31.12.9999   | AHABIB               |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| Cost Center                    | R          | <p>Define cost center by clicking on </p> <p>to get drop down menu as below</p>  <p>Cost Center (1) 218 Entries Found</p> <p>Cost center by Functional Area Cost center Cost center name Standard Hierarchy</p> <table border="1"> <thead> <tr> <th>Cost Ctr</th> <th>COAr</th> <th>CoCd</th> <th>CCTC</th> <th>Person Responsible</th> <th>Short text</th> <th>Language</th> <th>Valid From</th> <th>to</th> </tr> </thead> <tbody> <tr><td>1000</td><td>BE01</td><td>BE01</td><td>L</td><td>Big Boss</td><td>TOP MANAGEMENT</td><td>EN</td><td>01.01.1997</td><td>31.12.9999</td></tr> <tr><td>10100</td><td>CA01</td><td>CA01</td><td>V</td><td>Itbn</td><td>SALES</td><td>EN</td><td>01.01.1998</td><td>31.12.9999</td></tr> <tr><td>10100</td><td>US01</td><td>US01</td><td>V</td><td>Itbn</td><td>SALES</td><td>EN</td><td>01.01.1998</td><td>31.12.9999</td></tr> <tr><td>11000</td><td>A100</td><td>A100</td><td>H</td><td>M.Zayed</td><td>INSTRUCTION REVENUE</td><td>EN</td><td>01.01.1900</td><td>31.12.9999</td></tr> <tr><td>11010</td><td>A100</td><td>A100</td><td>H</td><td>F.Haikal</td><td>DEPT - SOC ANT &amp; PSY</td><td>EN</td><td>01.01.1900</td><td>31.12.9999</td></tr> <tr><td>11020</td><td>A100</td><td>A100</td><td>H</td><td>I.Hamdy</td><td>CAIRO PAPERS SOC SCI</td><td>EN</td><td>01.01.1900</td><td>31.12.9999</td></tr> <tr><td>11030</td><td>A100</td><td>A100</td><td>H</td><td>E.Fernandes</td><td>DEPT - ARABIC STUDY</td><td>EN</td><td>01.01.1900</td><td>31.12.9999</td></tr> <tr><td>11040</td><td>A100</td><td>A100</td><td>H</td><td>D.Blanks</td><td>DEPT - HISTORY</td><td>EN</td><td>01.01.1900</td><td>31.12.9999</td></tr> <tr><td>11050</td><td>A100</td><td>A100</td><td>H</td><td>E.Badawi</td><td>ARABIC LANG INSTITUT</td><td>EN</td><td>01.01.1900</td><td>30.06.2006</td></tr> <tr><td>11060</td><td>A100</td><td>A100</td><td>H</td><td>W.Kazliha</td><td>DEPT - POLITICAL SCI</td><td>EN</td><td>01.01.1900</td><td>31.12.9999</td></tr> <tr><td>11070</td><td>A100</td><td>A100</td><td>W</td><td>Simpson</td><td>DEPT - ENG &amp; COM LIT</td><td>EN</td><td>01.07.2006</td><td>31.12.9999</td></tr> <tr><td>11070</td><td>A100</td><td>A100</td><td>W</td><td>W.Melaney</td><td>DEPT - ENG &amp; COM LIT</td><td>EN</td><td>01.01.1900</td><td>30.06.2006</td></tr> <tr><td>11080</td><td>A100</td><td>A100</td><td>H</td><td>F.Ghazoul</td><td>ALIF JOURNAL</td><td>EN</td><td>01.01.1900</td><td>31.12.9999</td></tr> <tr><td>11090</td><td>A100</td><td>A100</td><td>H</td><td>S.Campbell</td><td>DEP - PERF &amp; VIS ART</td><td>EN</td><td>01.01.1900</td><td>31.12.9999</td></tr> <tr><td>11100</td><td>A100</td><td>A100</td><td>H</td><td>F.Azzam</td><td>FORCED MIG &amp; REF ST.</td><td>EN</td><td>01.01.1900</td><td>31.12.9999</td></tr> <tr><td>11110</td><td>A100</td><td>A100</td><td>H</td><td>S.Stelzer</td><td>DEPT - PHILOSOPHY</td><td>EN</td><td>01.01.1900</td><td>30.06.2006</td></tr> </tbody> </table> | Cost Ctr             | COAr                 | CoCd                 | CCTC                           | Person Responsible   | Short text | Language    | Valid From | to         | 1000                 | BE01 | BE01   | L              | Big Boss   | TOP MANAGEMENT | EN       | 01.01.1997 | 31.12.9999 | 10100         | CA01       | CA01       | V                | Itbn | SALES  | EN                | 01.01.1998 | 31.12.9999 | 10100              | US01 | US01   | V                   | Itbn       | SALES      | EN                  | 01.01.1998 | 31.12.9999 | 11000            | A100       | A100       | H             | M.Zayed | INSTRUCTION REVENUE | EN                | 01.01.1900 | 31.12.9999 | 11010                | A100 | A100   | H             | F.Haikal   | DEPT - SOC ANT & PSY | EN           | 01.01.1900 | 31.12.9999 | 11020 | A100       | A100       | H      | I.Hamdy | CAIRO PAPERS SOC SCI | EN    | 01.01.1900 | 31.12.9999 | 11030  | A100 | A100 | H     | E.Fernandes | DEPT - ARABIC STUDY | EN     | 01.01.1900 | 31.12.9999 | 11040 | A100       | A100       | H      | D.Blanks | DEPT - HISTORY | EN    | 01.01.1900 | 31.12.9999 | 11050  | A100 | A100 | H     | E.Badawi   | ARABIC LANG INSTITUT | EN     | 01.01.1900 | 30.06.2006 | 11060 | A100       | A100       | H      | W.Kazliha | DEPT - POLITICAL SCI | EN    | 01.01.1900 | 31.12.9999 | 11070  | A100 | A100 | W     | Simpson    | DEPT - ENG & COM LIT | EN     | 01.07.2006 | 31.12.9999 | 11070 | A100       | A100       | W      | W.Melaney | DEPT - ENG & COM LIT | EN    | 01.01.1900 | 30.06.2006 | 11080  | A100 | A100 | H     | F.Ghazoul  | ALIF JOURNAL | EN     | 01.01.1900 | 31.12.9999 | 11090 | A100       | A100       | H      | S.Campbell | DEP - PERF & VIS ART | EN    | 01.01.1900 | 31.12.9999 | 11100  | A100 | A100 | H     | F.Azzam    | FORCED MIG & REF ST. | EN     | 01.01.1900 | 31.12.9999 | 11110 | A100       | A100       | H      | S.Stelzer | DEPT - PHILOSOPHY | EN | 01.01.1900 | 30.06.2006 |
| Cost Ctr                       | COAr       | CoCd   | CCTC                 | Person Responsible   | Short text           | Language                       | Valid From           | to         |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 1000                           | BE01       | BE01   | L                    | Big Boss             | TOP MANAGEMENT       | EN                             | 01.01.1997           | 31.12.9999 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 10100                          | CA01       | CA01   | V                    | Itbn                 | SALES                | EN                             | 01.01.1998           | 31.12.9999 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 10100                          | US01       | US01   | V                    | Itbn                 | SALES                | EN                             | 01.01.1998           | 31.12.9999 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11000                          | A100       | A100   | H                    | M.Zayed              | INSTRUCTION REVENUE  | EN                             | 01.01.1900           | 31.12.9999 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11010                          | A100       | A100   | H                    | F.Haikal             | DEPT - SOC ANT & PSY | EN                             | 01.01.1900           | 31.12.9999 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11020                          | A100       | A100   | H                    | I.Hamdy              | CAIRO PAPERS SOC SCI | EN                             | 01.01.1900           | 31.12.9999 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11030                          | A100       | A100   | H                    | E.Fernandes          | DEPT - ARABIC STUDY  | EN                             | 01.01.1900           | 31.12.9999 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11040                          | A100       | A100   | H                    | D.Blanks             | DEPT - HISTORY       | EN                             | 01.01.1900           | 31.12.9999 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11050                          | A100       | A100   | H                    | E.Badawi             | ARABIC LANG INSTITUT | EN                             | 01.01.1900           | 30.06.2006 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11060                          | A100       | A100   | H                    | W.Kazliha            | DEPT - POLITICAL SCI | EN                             | 01.01.1900           | 31.12.9999 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11070                          | A100       | A100   | W                    | Simpson              | DEPT - ENG & COM LIT | EN                             | 01.07.2006           | 31.12.9999 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11070                          | A100       | A100   | W                    | W.Melaney            | DEPT - ENG & COM LIT | EN                             | 01.01.1900           | 30.06.2006 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11080                          | A100       | A100   | H                    | F.Ghazoul            | ALIF JOURNAL         | EN                             | 01.01.1900           | 31.12.9999 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11090                          | A100       | A100   | H                    | S.Campbell           | DEP - PERF & VIS ART | EN                             | 01.01.1900           | 31.12.9999 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11100                          | A100       | A100   | H                    | F.Azzam              | FORCED MIG & REF ST. | EN                             | 01.01.1900           | 31.12.9999 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| 11110                          | A100       | A100   | H                    | S.Stelzer            | DEPT - PHILOSOPHY    | EN                             | 01.01.1900           | 30.06.2006 |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| Material                       | R          | <p>Choose Material by clicking on </p> <p>to get drop down menu as below</p>  <p>Material Number/Material Description Material by old material number</p> <table border="1"> <thead> <tr> <th>Material description</th> <th>Language</th> <th>Material</th> </tr> </thead> <tbody> <tr><td>CLOTHS MATERIAL WOOL EL MAHALA</td><td>EN</td><td>100159</td></tr> <tr><td>COAT WOOLEN</td><td>EN</td><td>100160</td></tr> <tr><td>JACKET LORENZO BLACK</td><td>EN</td><td>100161</td></tr> <tr><td>LEATHER JACKET</td><td>EN</td><td>100162</td></tr> <tr><td>PULLOVER</td><td>EN</td><td>100163</td></tr> <tr><td>PULLOVER WOOL</td><td>EN</td><td>100164</td></tr> <tr><td>SHIRT LIGHT GRAY</td><td>EN</td><td>100165</td></tr> <tr><td>SHIRT LON SLEEVES</td><td>EN</td><td>100166</td></tr> <tr><td>SHIRT LONG SLEEVES</td><td>EN</td><td>100167</td></tr> <tr><td>SHIRT LORENZO WHITE</td><td>EN</td><td>100168</td></tr> <tr><td>SHIRT OXFORD DELUXE</td><td>EN</td><td>100169</td></tr> <tr><td>SHIRT VAN HOUZEN</td><td>EN</td><td>100170</td></tr> <tr><td>SHOES FOE MEN</td><td>EN</td><td>100171</td></tr> <tr><td>SHOES FOR MEN 504</td><td>EN</td><td>100172</td></tr> <tr><td>SHOES FOR WOMEN 2015</td><td>EN</td><td>100173</td></tr> <tr><td>SHOES LEATHER</td><td>EN</td><td>100174</td></tr> <tr><td>SUIT LORENZO</td><td>EN</td><td>100175</td></tr> </tbody> </table>   | Material description | Language             | Material             | CLOTHS MATERIAL WOOL EL MAHALA | EN                   | 100159     | COAT WOOLEN | EN         | 100160     | JACKET LORENZO BLACK | EN   | 100161 | LEATHER JACKET | EN         | 100162         | PULLOVER | EN         | 100163     | PULLOVER WOOL | EN         | 100164     | SHIRT LIGHT GRAY | EN   | 100165 | SHIRT LON SLEEVES | EN         | 100166     | SHIRT LONG SLEEVES | EN   | 100167 | SHIRT LORENZO WHITE | EN         | 100168     | SHIRT OXFORD DELUXE | EN         | 100169     | SHIRT VAN HOUZEN | EN         | 100170     | SHOES FOE MEN | EN      | 100171              | SHOES FOR MEN 504 | EN         | 100172     | SHOES FOR WOMEN 2015 | EN   | 100173 | SHOES LEATHER | EN         | 100174               | SUIT LORENZO | EN         | 100175     |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| Material description           | Language   | Material   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| CLOTHS MATERIAL WOOL EL MAHALA | EN         | 100159   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| COAT WOOLEN                    | EN         | 100160   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| JACKET LORENZO BLACK           | EN         | 100161   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| LEATHER JACKET                 | EN         | 100162   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| PULLOVER                       | EN         | 100163   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| PULLOVER WOOL                  | EN         | 100164   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| SHIRT LIGHT GRAY               | EN         | 100165   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| SHIRT LON SLEEVES              | EN         | 100166   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| SHIRT LONG SLEEVES             | EN         | 100167   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| SHIRT LORENZO WHITE            | EN         | 100168   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| SHIRT OXFORD DELUXE            | EN         | 100169   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| SHIRT VAN HOUZEN               | EN         | 100170   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| SHOES FOE MEN                  | EN         | 100171   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| SHOES FOR MEN 504              | EN         | 100172   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| SHOES FOR WOMEN 2015           | EN         | 100173   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| SHOES LEATHER                  | EN         | 100174   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |
| SUIT LORENZO                   | EN         | 100175   |                      |                      |                      |                                |                      |            |             |            |            |                      |      |        |                |            |                |          |            |            |               |            |            |                  |      |        |                   |            |            |                    |      |        |                     |            |            |                     |            |            |                  |            |            |               |         |                     |                   |            |            |                      |      |        |               |            |                      |              |            |            |       |            |            |        |         |                      |       |            |            |        |      |      |       |             |                     |        |            |            |       |            |            |        |          |                |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                      |       |            |            |        |      |      |       |            |              |        |            |            |       |            |            |        |            |                      |       |            |            |        |      |      |       |            |                      |        |            |            |       |            |            |        |           |                   |    |            |            |

| Field    | R/O/C | Description/Action   |
|----------|-------|--|
| Quantity | R     | Enter the number of quantities required.<br>   |
| SLoc     | R     | Define store location by clicking on  to get drop down menu as below<br> |

Click on  to save the reservation and to get a reservation Number.

| Result                  |
|-------------------------|
| Reservation is created. |