You can use the Single Point of Entry for Ordering (ZM10 transaction) to order materials with a material number (Material Master item). The result will be either a reservation or a requisition.

The system will create a reservation for the allowable quantity from inventory (the STAT room in Materials Management) if the order is marked as STAT.

The system will create a requisition if you:
- have ordered a quantity that exceeds the allowable quantity stored in Materials Management,
- or, if the item is not in inventory and needs to be ordered from outside.
1. Enter **ZM10** in the command window on the initial SAP R/3 System screen as shown. **ZM10** can be in upper or lower case.

2. Click on the **Enter** button or press **Enter** to display the Single Point of Entry for Ordering Materials screen.

The following screen is displayed:

![Single Point of Entry for Ordering Materials](image)

**Note:** The first time you log into ZM10, you will need to set up the **Recipient** or person’s name who will receive the order (see step 3) and the **Unit** or delivery place (steps 4–19). If these fields are correct, go to step 20 to **Place An Order**.

3. To set up the **Recipient**, just type the name in the **Recipient** field and hit **Enter** on your keyboard.

4. To add or change an address, click on the **Unit info** button (next to the Place an Order button) or press **F5** to display the Assign the unit address for Delivery of Goods screen. The following screen is displayed:
5. Click in the **Restrict dropdown to units in Plant** field; type in your plant or click on the drop-down box beside it and select the appropriate plant code by double-clicking on it.

6. To lock in the selected plant on the **Assign the unit address for Delivery of Goods** screen, click on either the **Enter** or click on the **Select another Plant** button. You will not get a message.

7. Click in the **Unit Number for Order Delivery** field (above the Restrict dropdown field) and click on the drop-down to the right of that field to display the **Unloading point** screen.
The following screen is displayed:

**NOTE:** The initial view is restricted to 500 Unloading Points. If the desired Point is not visible, click on the funnel icon. In the *Restrict Value Range* window, click the **No restriction** box.

Then, click the Enter icon.

The Unloading Point window will not list all unloading points.

8. Select the unit address for order delivery by double-clicking on it and proceed to Step 20.

OR

If your unit address isn’t in the list, click the **Cancel** button or
press **F12** to return to the *Assign the unit address for Delivery of Goods* screen.

9. Click on the **Own User Parameters** button to display the *Single Point of Entry for Ordering Materials* screen. This will allow you to enter an address that isn’t yet included in the Unit Number for Order Delivery list.

The following screen is displayed:

10. Enter a specific place for delivery (i.e., Room number, floor number) in the **Unloading point** field. In this example, the Unloading point is East Duke Building.
11. Click in the **Address Number** field and click on the drop down to display the *Restrict Value Range* screen:
12. Type a department name or building name or part of one with an asterisk (*) before and after it in the Name field. For example, type *Morris* to find the Morris building.

**NOTE:** Use the No Restriction button, if needed.

13. Click on the **Continue** button or press **Enter** to display the *Number of delivery address* screen.

The following screen is displayed:

14. Select your address from the list by double-clicking on the address line to display the *Single Point of Entry for Ordering Materials* screen. The address number should appear.
15. Enter the **appropriate plant** (for example, DUKE).

16. Enter either the **cost center** (or the WBS Element) in the appropriate field.

17. Click on the **Execute** button or press **F8** to display the *Single Point of Entry for Ordering Materials* screen:

18. Confirm that the address information is correct.
19. Click on the ☛ Exit button or press **Shift+F3** until the **ZM10** or **Single Point of Entry for Ordering Materials** screen is displayed:

![Image of the Single Point of Entry for Ordering Materials screen]

**Note:** The new information on this screen will be your delivery point unless you change it.

20. Click on the **Place an Order** button or press **F6** to display the **Material Item for Order Processing** screen.
The following screen is displayed:

21. If you know the material number, enter the number. Otherwise, click in the Material field, then click on the drop-down box to the right to display the search box:

22. On the Plant material by description tab, type the main singular noun of the material to be ordered with an asterisk (*) before and after in the Material description field (Ex. *cup* or *needle*).

23. Enter the appropriate plant (or select it from the dropdown box) in the Plant field.
24. Click on the Continue button or press Enter to display the Material number screen.

25. Remember that you can create a personal list of materials by clicking once on the desired material to highlight it and clicking on the Insert in personal list button at the bottom of the box. The cursor will jump down one item.

Note: The next time you click on the drop-down in the Material field, you will see the item in your Personal Value List:

<table>
<thead>
<tr>
<th>Material description</th>
<th>Language</th>
<th>Material</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUP, STYROFORM 16 OUNCE</td>
<td>EN</td>
<td>11530</td>
<td>DUCK</td>
</tr>
</tbody>
</table>

26. To select the material you want for the current order, click it again to highlight it.

27. Click on the Copy button or press Enter to display the Material Item for Order Processing screen (see next page).
The following screen is displayed:

28. Optional: to see if this item has already been ordered today to avoid duplicating, click on the List todays Res and Reqs for this item button or press F6. To go back to the previous screen, click once on the Back button.

29. Click on the Execute button or press F8 to display the Read material master for Order processing screen:
30. Enter the Quantity needed. In this example, the Quantity is 4.
   (Note the unit of measure information).
   
   **Note:** The **STAT** button usually defaults (at Duke Health Raleigh Hospital, the Resupply button defaults); if the order is a resupply, click on the **Re-supply** button.

31. Click on the **Process all items** button or press **F7** to display the **Place an Order for Material Items** screen to view the summary.
   
   **Note:** An option on this next screen is to press the **Order Another item** button. This action returns you to the Read material master for Order processing screen to allow additional items to be added to the order.

The following screen is displayed:

```
Nurses front-end - Place an Order for Material items

<table>
<thead>
<tr>
<th>Material Mbr</th>
<th>Description</th>
<th>Quantity</th>
<th>UMR</th>
<th>ID</th>
<th>Patient Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>11507</td>
<td>BATTERY, C ALKALINE SURECELL 1.5V</td>
<td>4</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

32. Click on the **Generate Request for Materials** button to process the order.
   
   **Note:** The other options are: **Add an item, Change an item, Delete an item, Clear all items**, and **List todays Res and Reqs for these items**.

   To change or delete items, you must first place a check in the box to the left of each item before clicking on the button.
A reservation, a requisition, or a combination of each will be generated, depending on the request and the inventory allotment.

34. Click on the **OK** button or press **Enter** on the *Information* screen.

35. Click on the **Back** button on the Reservation (or Requisition) created NNNNNNNNNNNN screen or press **Enter** until the Material Item for Order Processing screen is displayed again.
36. If desired, another order may be placed by repeating the steps beginning at Step 21.

Note: If you created a Personal Values list, the next time you click on the Material dropdown, the Personal Values list will display. If you are ordering an item not on your list, click on the All Values button to get to the W search.

37. After completing all orders, click on the Exit button or press Shift+F3 until the initial R/3 screen is displayed.