**Report**

**Non-Stock Purchases**

**ZMB36B**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Identify all non-stock materials charged to a LEA.

Not Applicable

**Website Application:**

**Note(s):**

**Order Types**

(Common)

**DP00** = Standing Order

**DP01** = Corrective Main.

**DP02** = Preventive Main.

1. Open Transaction **ZMB36B**
2. *Purchased Non-Stock Materials Report* window opens

**Required Selection Criteria**

* 1. Plant Field – Input four-digit code (i.e., Alamance = 6001)
  2. Order Type Field – Input four-digit code (*See Note(s)*)
  3. Date/Range Field – Input period to perform search.

**Optional Selection Criteria to Further Restrict the Search**

1. Material Field (Optional) – Input
2. A single nine-digit material number (i.e., EEA000000); or
3. A range of material numbers (i.e., EEA000000 to EEA000999)
4. Manufacturer Part No. Field (Optional) – Input the MFG # if you are looking for a particular part from a vendor (i.e2589576C1)
5. VMRS Field (Optional) – Input the VMRS if you are looking for a particular transaction. (i.e., 052-005-003)
   * Using the VMRS as a search is very sensitive search. The work order must contain an exact match.
6. Additional Selection Parameters – Use defaults.
7. <Click> **Execute icon** (*Upper-left of screen*)
8. *Purchased Non-Stock Materials Report* window opens (Report Display)
   1. Posting Date – Date material posted to work order
   2. PM Order – Number of work order material assigned to
   3. Equipment – SAP Equipment number material assigned to
   4. Material Document # - Number issued to represent transaction
   5. Material Description – Description of procedure
   6. VMRS Code – Vehicle Maintenance Reporting Standard code
   7. Qty – Number of items used
   8. UOM – Unit of Measure
   9. Amount – The currency value of all items used
9. <Click> **Exit icon** A picture containing clipart

   Description automatically generated

Updated

12-31-2019