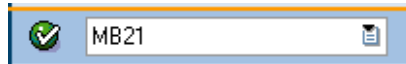


Requesting Medical Supplies

1. Corporate Locations
 - a. Each location will have a designated point person(s) to request supplies
 1. Each General Office floor will have one person
 2. Each section at the WAC will have one person (Building A, 2nd floor)
 - b. Do not separate orders by department or cost center
 - c. Fill out Medical Supply Request Form and email the Medical Supply Request Inbox MedicalSupplyRequest@firstenergycorp.com
2. Operating Company and Generation Plant Locations
 - a. Create reservation in SAP as instructed below
 1. Consolidate orders per location as much as possible
 2. Stock codes are on the Medical Supply Request Form
 - b. If you are at a location that does not have someone who normally reserves material, follow instructions for corporate location
3. Initially supplies will be charged to cost centers, then journaled each month to COVID orders
 - a. Generation Plants will charge directly to COVID WBS with no journals

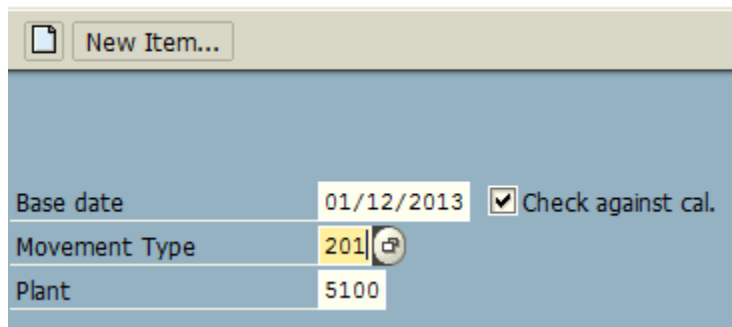
MB21 - Create Reservation for Medical Supplies

4. SAP SSP, 1.3. Execute transaction MB21



5. Enter movement type: 201 - Issue to a Cost Center (Operating Companies)
221 – Issue to a WBS (Generation Plants)
6. Enter Plant
 - a. 2000 EDC Bethel
 - b. 6000 SDC Connellsville
 - c. 5100 WDC Miles

Create Reservation: Initial Screen

A screenshot of the 'Create Reservation: Initial Screen' in SAP. The screen has a title bar with a document icon and the text 'New Item...'. Below the title bar, there are three input fields: 'Base date' with the value '01/12/2013', 'Movement Type' with the value '201', and 'Plant' with the value '5100'. To the right of the 'Base date' field, there is a checkbox labeled 'Check against cal.' which is checked.

7. Click green check or Enter on your keyboard

8. Enter the following information on the next screen:
 - a. Goods Recipient: Plant and mail stop or SLoc and Name
 - b. Cost Center: Cost center of requesting department
 - c. Material: Stock codes
 - d. Quantity: Quantity

Create Reservation: New Items

Movement Type GI for cost center

Goods recipient
 Cost Center
 RCC-Obsolete

Item	Material	Quantity in	UnE	Plnt	SLoc	Batch	M
1	61107603	10		5100	0001		<input checked="" type="checkbox"/>
2	100120911	5		5100	0001		<input checked="" type="checkbox"/>

9. To add Requester's Name, double-click the material number for a screen that will accept text.
 - a. Unl. Point: Plant, Mail Stop, Last Name of requester
 - b. Text: Full name of requester, additional delivery info

Use the triangle arrows to move to next material item. Each material will need updated.

Create Reservation: Details 0001 / 0002

Movement Type GI for cost center
 Plant Western Distribution Center
 Material CLEANER DISINFECTANT LIQUID 18 OZ
 Stor. Location Miles Main

Quantity in
 Unit of Entry EA Qty is Fixed
 Stockkeepg Unit EA

Further Information
 Reqmt Date
 Mvt Allowed

Recipient Unl. Point
 Text

10. Save and note Document number

Document 0039749402 posted