

End User Procedure (EUP)

Display Purchase Order - Number Unknown

ME23N

Purpose

Use this procedure to locate a purchase order (PO) when the PO number is unknown.

Trigger

Perform this procedure when there is a need to locate a purchase order (PO) and the PO number is unknown.

Prerequisites

None

Menu Path

Use the following menu path(s) to begin this transaction:


- Select **Logistics → Materials Management → Purchasing → Purchase Order → Display** to go to the *Standard PO XXXXXXXX Created by YYYYYY* screen

Transaction Code

ME23N

Helpful Hints

Review the following:

- Tabs are available in both the header and item detail and can be used to access specific information
- Selecting the EXPAND/COLLAPSE HEADER  icon will expand or collapse section details

Procedure

1. Start the transaction using the menu path or transaction code.

Standard PO 4500026064 Created by

Standard PO 4500026064 Created by Janice Blosser

Document overview on | Print preview | Messages | Help | Personal setting | Accounting Documents

Standard PO: Vendor 163486 COMPUCOM SYSTEMS INC Doc. date 01/27/2003

Conditions | Texts | Address | Communications data | Partners | Additional data | Org. data | Status

Purchasing org. 2100 DPW
Purch. group BP3 Blosser,Janice
Company Code COPA COMMONWEALTH OF PA

S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl
	10			256708	KIT, MAINTENANCE, 110...	35	EA	D	02/08/2003	223.71	USD	1	EA	OFFI

Item details

ME23N | pc1app1u | INS



The system automatically displays the last PO accessed.

2. Select the DOCUMENT OVERVIEW ON  button.

Standard PO 4500026064 Created by

The screenshot shows the SAP interface for displaying a purchase order. The title bar reads "Standard PO 4500026064 Created by Janice Blosser". The main window displays the following details:

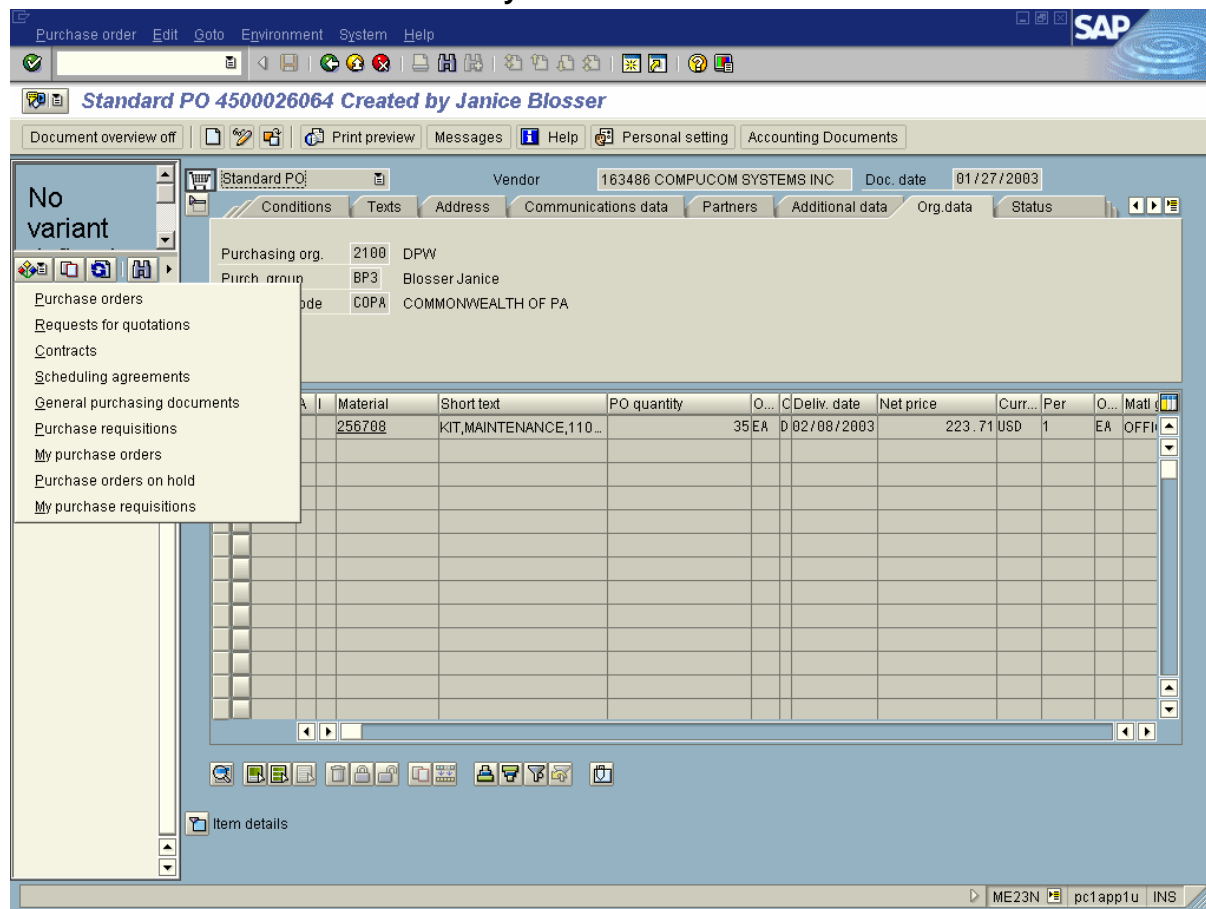
- Vendor: 163486 COMPUCOM SYSTEMS INC
- Doc. date: 01/27/2003
- Purchasing org.: 2100 DPW
- Purch. group: BP3 Blosser Janice
- Company Code: COPA COMMONWEALTH OF PA

Below the details is a table with the following columns: S., Item, A, I, Material, Short text, PO quantity, O..., C, Deliv. date, Net price, Curr..., Per, O..., and Matl. The table contains one row of data:

S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl
	10			256708	KIT, MAINTENANCE, 110...		35 EA	D	02/08/2003	223.71 USD		1	EA	OFFH

3. Select the SELECTION VARIANT  icon.

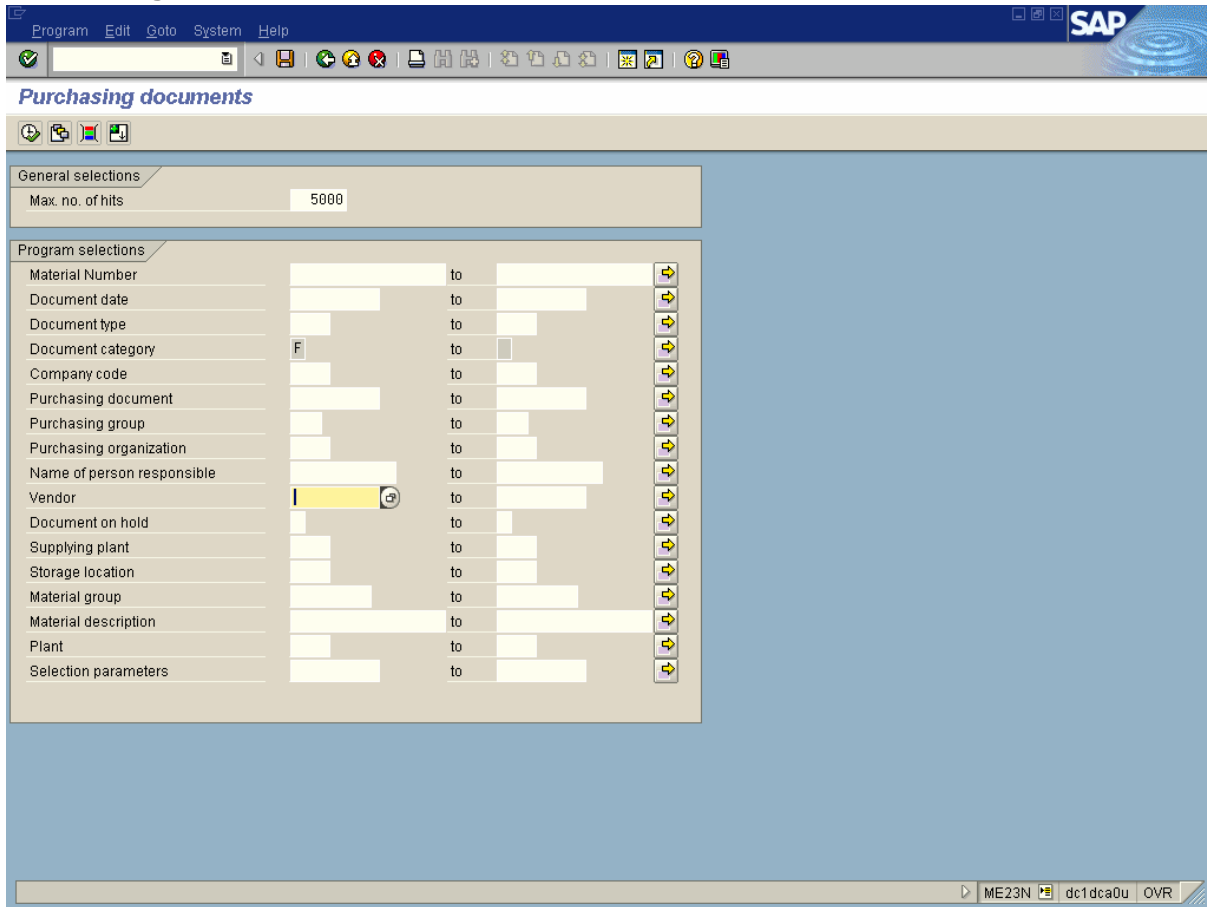
Standard PO 4500026064 Created by



A list of options is displayed.


4. Select **Purchase orders** from the list.

Purchasing documents



5. As required, complete/review the following fields:



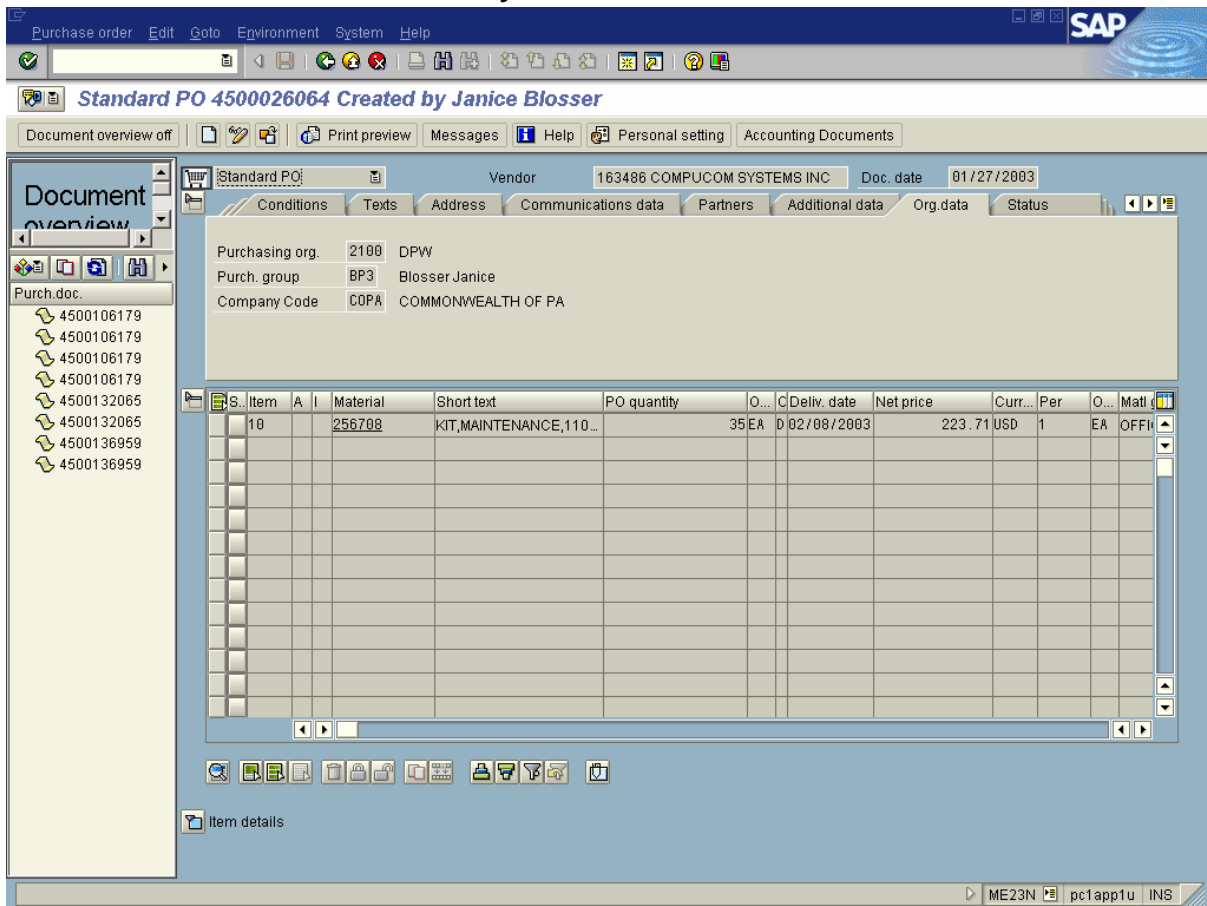
The more search criteria that is entered the more efficient the search and the less unnecessary information is displayed. Select the MULTIPLE SELECTION  icon to enter single and multiple range values.

Field Name	R/O/C/D/	Description
Material Number	C	Number generated by SAP that uniquely identifies a material in the R/3 System. As a general rule, a material master record must exist for each material managed in a company. This record is stored under a material number.
Document category	D	Type of Purchase Order (Standard, Sole Source, Emergency PO, etc.).

Field Name	R/O/C/D/I	Description
Purchasing group	R	A buyer or group of buyers who are responsible for certain purchasing activities. Internally responsible for procuring a material or a class of materials.
Vendor	C	Business partner that provides materials or services each having a unique identification value assigned as it is processed in SAP. The system automatically assigns a numbers.

6. Select the EXECUTE  icon.

Standard PO 450026064 Created by



Standard PO 450026064 Created by Janice Blosser

Document overview off | Print preview | Messages | Help | Personal setting | Accounting Documents

Standard_PO | Vendor 163486 COMPUCOM SYSTEMS INC | Doc. date 01/27/2003

Conditions | Texts | Address | Communications data | Partners | Additional data | Org. data | Status

Purchasing org. 2100 DPW
Purch. group BP3 Blosser Janice
Company Code COPA COMMONWEALTH OF PA

S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl
	10			256708	KIT, MAINTENANCE, 110...		35	EA	02/08/2003	223.71	USD	1	EA	OFF

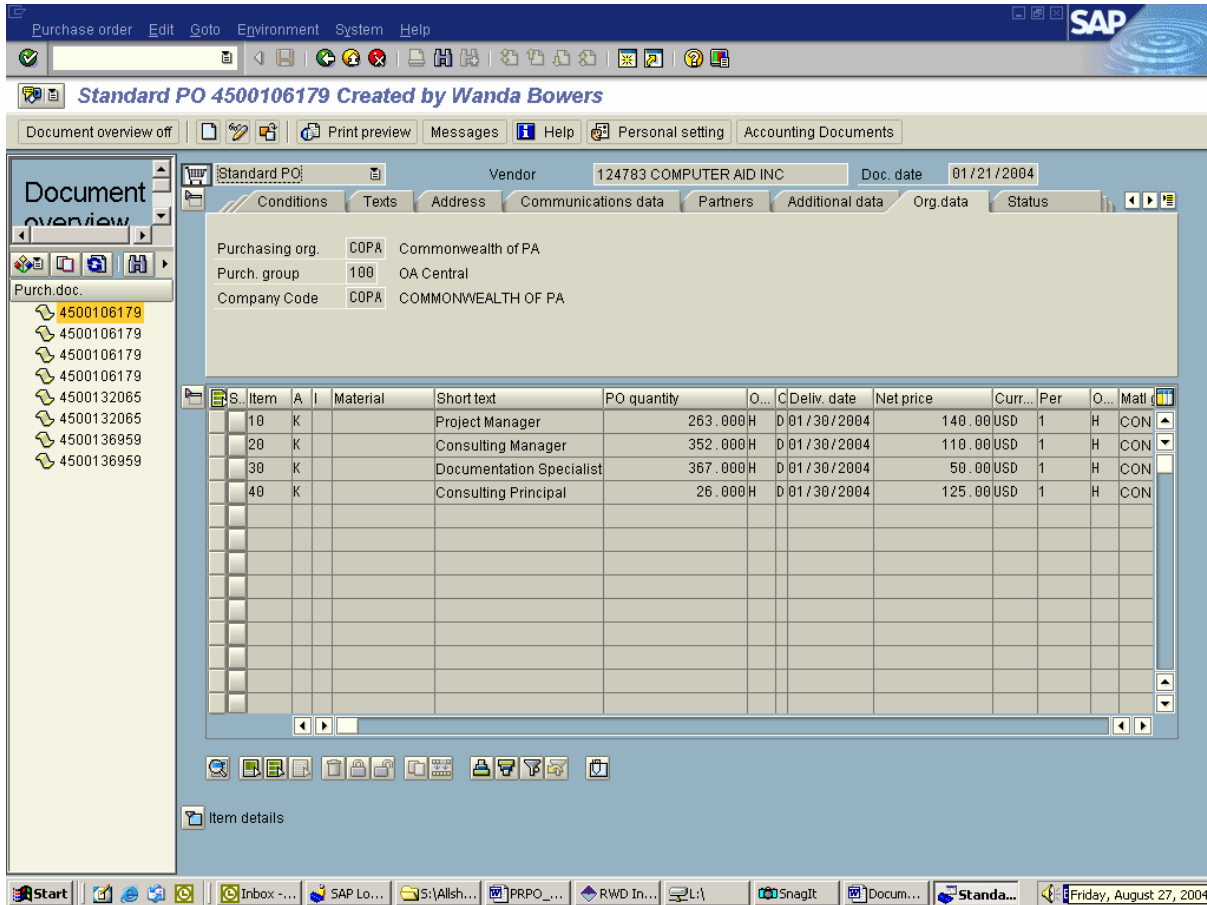
ME23N | pc1app1u | INS



All purchase orders matching the selection criteria are displayed in the Document Overview.

- Select by double-clicking a document number

Standard PO 4500106179 Created by



- Select the DOCUMENT OVERVIEW OFF button.

Standard PO 4500106179 Created by

Standard PO 4500106179 Created by Wanda Bowers

Document overview on | Print preview | Messages | Help | Personal setting | Accounting Documents

Standard PO: Vendor: 124783 COMPUTER AID INC Doc. date: 01/21/2004

Conditions | Texts | Address | Communications data | Partners | Additional data | Org. data | Status


Purchasing org.: COPA Commonwealth of PA
Purch. group: 100 OA Central
Company Code: COPA COMMONWEALTH OF PA

S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl
	10	K			Project Manager	263.000	H	D	01/30/2004	140.00	USD	1	H	CON
	20	K			Consulting Manager	352.000	H	D	01/30/2004	110.00	USD	1	H	CON
	30	K			Documentation Specialist	367.000	H	D	01/30/2004	50.00	USD	1	H	CON
	40	K			Consulting Principal	26.000	H	D	01/30/2004	125.00	USD	1	H	CON


Item details

ME23N | pc1app1u | INS

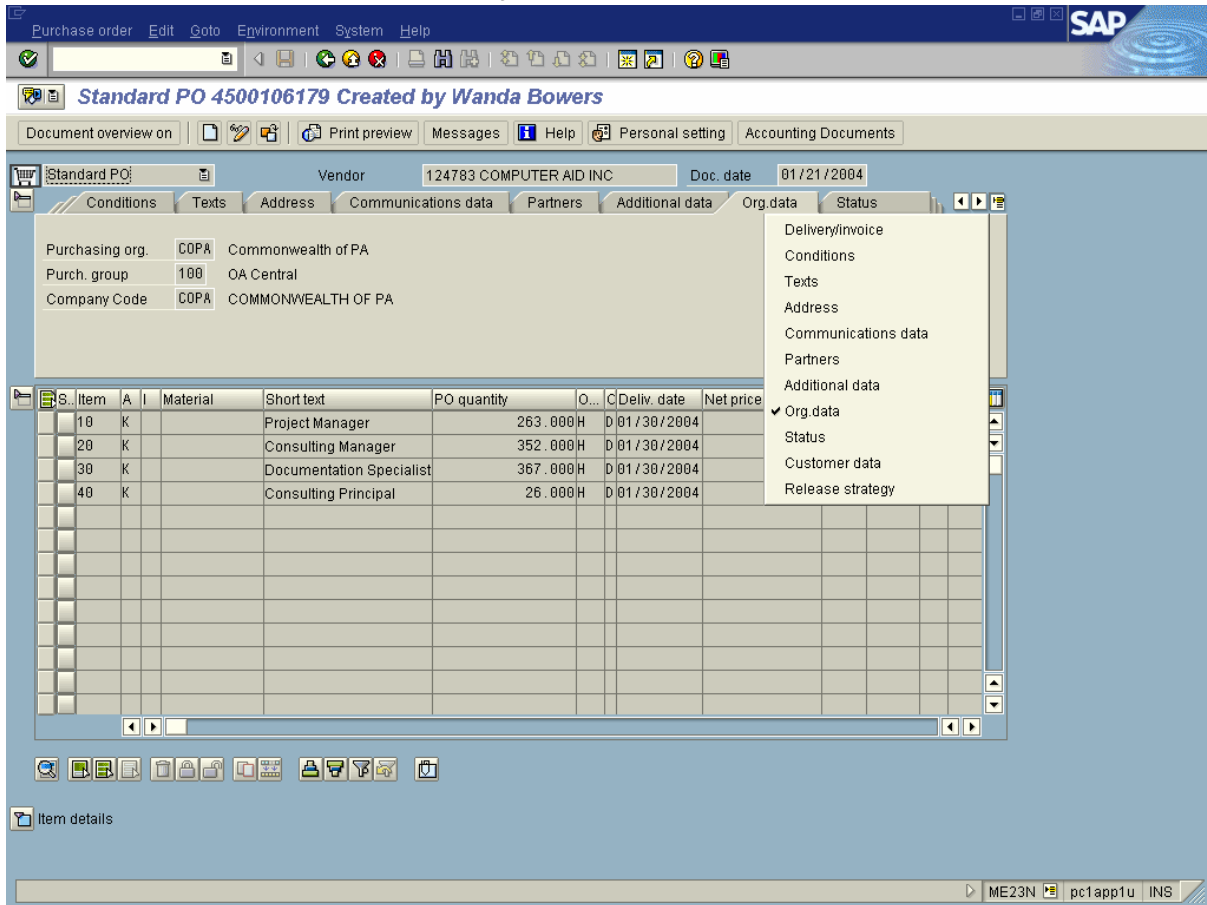


The purchase order selected is displayed. Selecting the EXPAND/COLLAPSE HEADERS  icon will expand or collapse section details. The screen is divided into three sections as follows:

Section	Description
Header	This section contains information applicable to all line items contained on the purchase order.
Item overview	This section contains information on the goods or services to be delivered or rendered.
Item details	This section contains information that will be applicable to a particular line item in the purchase order.

9. Select the LIST  icon in the *Header* screen section.

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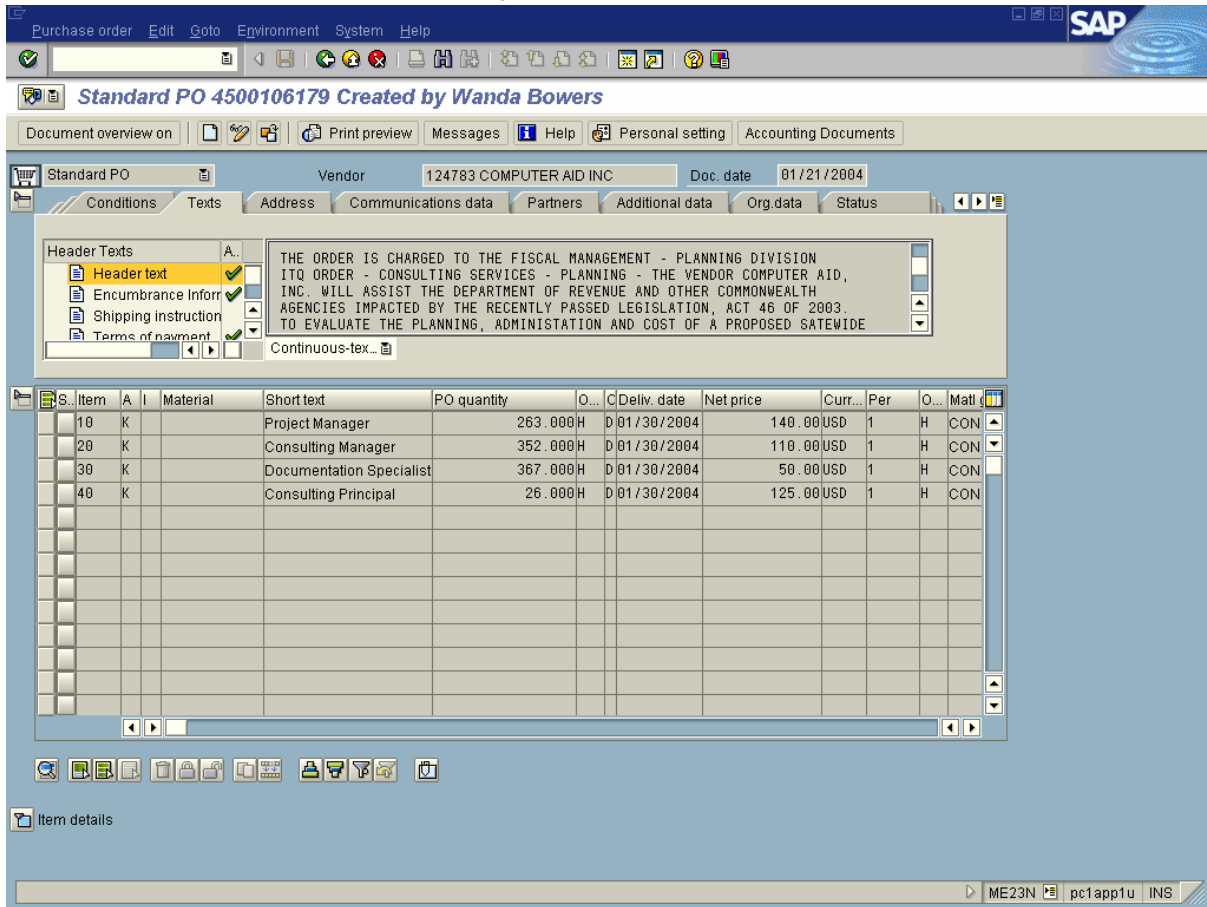
A list of the available **Header** tabs is displayed.

Tab	Description
Delivery/Invoice	Review the delivery and invoice information.
Conditions	Review the pricing conditions for the purchase order.
Texts	Review any text relating to the purchase order.
Address	Review the vendor address.
Communications data	Review details of the sales person responsible for any queries.

Tab	Description
Partners	Review the partner details and function.
Additional data	Review additional data associated with the purchase order.
Org. data	Review the organizational data (i.e., purchasing organization, purchasing group, company code).
Status	Review the progress or status of the purchase order.
Customer data	If the "Non Std Terms & Cond" indicator is selected, there are other documents/attachments to the purchase order. These documents will provide details of the non-standard terms and conditions. Look for and review the supporting documents/attachments.
Release strategy	Review the different levels of approval necessary to release the purchase order for further procurement processing.


10. Select the **Texts**  tab.

Standard PO 4500106179 Created by



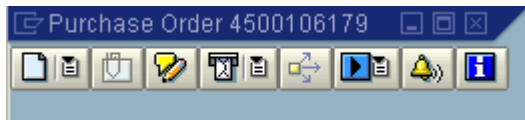
11. As required, review the following fields:


Header Texts	Description
Header text	Used to store any special instructions and conditions to the buyer. This text will copy from the RFQ and will be printed in the purchase order that will be sent to the vendor.
Encumbrance information	Used to store any special instruction to the Comptroller's Office. This text will not print in the purchase order that will be sent to the vendor..
Shipping instructions	Used to enter specific shipping instructions to vendor that relates to all items on the purchase order. This text will copy from the RFQ or contract and will be printed in the purchase order that will be sent to the vendor.

Header Texts	Description
Terms of payment	Used to enter any type of special payments that needs to be communicated to vendor. This text will always copy from the RFQ or contract and be printed in the purchase order that will be sent to the vendor.  This text is not used to establish the standard payment period for an invoice.
Insurance information	Used to input any insurance information related to the purchase order. This text will be printed in the purchase order that will be sent to the vendor.
Bond information	Used to input any bond information related to the purchase order. This text will be printed in the purchase order that will be sent to the vendor.
Vendor memo general	Information copies from vendor master record. This text will be printed in the purchase order that will be sent to the vendor
Vendor memo purchasing org	Information copies from vendor master record. This text will be printed in the purchase order that will be sent to the vendor.
Confidential terms of payment	Used for communication with the invoice processor. This text will copy from the RFQ or contract and will NOT be printed in the purchase order that will be sent to the vendor. This information will appear in a message when the Invoice Processor enters the invoice.

12. Select the SERVICE FOR OBJECTIVE  icon.



Purchase Order 45010619



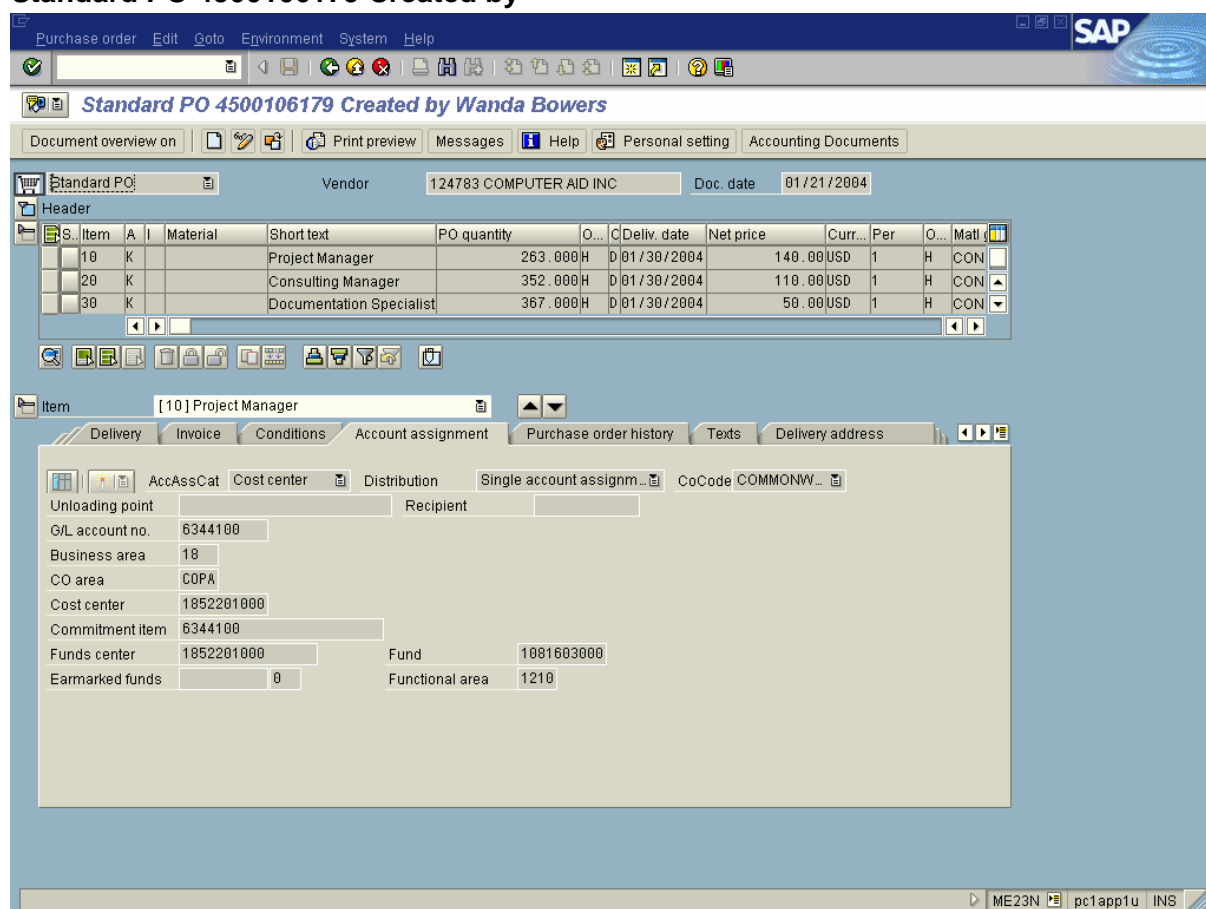
12.1 If the ATTACHMENT  icon is bolded, some or all of the attachments have been forwarded electronically.

12.2 Select the ATTACHMENT  icon.

12.3 The list of attachment(s) is displayed.

- 12.4 To review an attachment, select by double-clicking on the appropriate document.
 - 12.5 SAP will automatically launch the associated software application for the document and display the contents of the document.
 - 12.6 After reviewing the document, close the associated software application.
 - 12.7 Close the *Attachment list* screen.
 - 12.8 Select the CLOSE  icon
13. Select the COLLAPSE HEADER  icon and close the header detail.

Standard PO 4500106179 Created by



The screenshot displays the SAP Standard PO 4500106179 Created by Wanda Bowers. The interface includes a menu bar (Purchase order, Edit, Goto, Environment, System, Help) and a toolbar. The main area shows the 'Standard PO' header with Vendor 124783 COMPUTER AID INC and Doc. date 01/21/2004. Below the header is a table of items:

S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl.
10	K				Project Manager	263.000	H	D	01/30/2004	140.00	USD	1	H	CON
20	K				Consulting Manager	352.000	H	D	01/30/2004	110.00	USD	1	H	CON
30	K				Documentation Specialist	367.000	H	D	01/30/2004	50.00	USD	1	H	CON

The 'Item' section is expanded to show details for [10] Project Manager. The 'Account assignment' tab is active, displaying the following information:

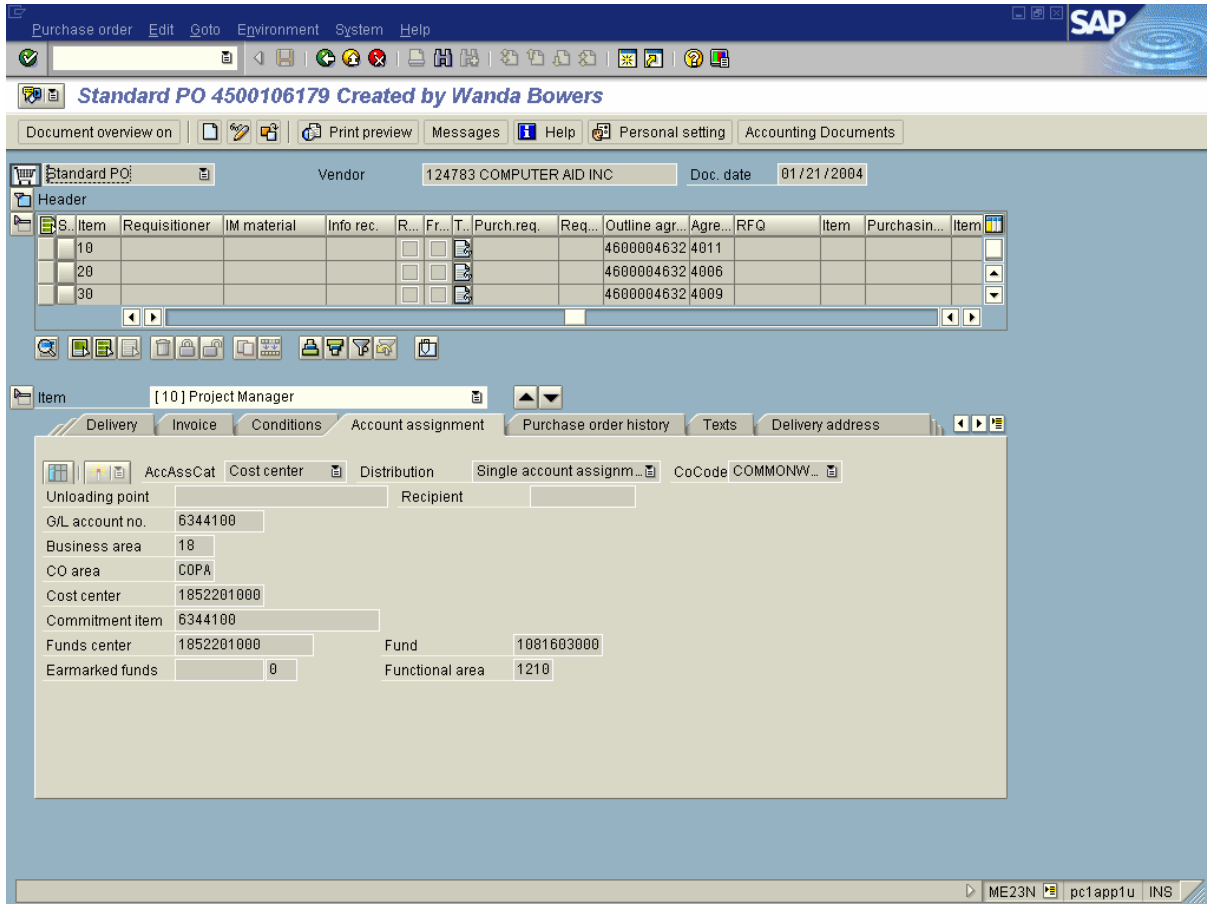
- Unloading point: [] Recipient: []
- GL account no.: 6344100
- Business area: 18
- CO area: COPA
- Cost center: 1852201000
- Commitment item: 6344100
- Funds center: 1852201000 Fund: 1001603000
- Earmarked funds: 0 Functional area: 1210



The *Item Overview* screen section contains information on the goods or services to be delivered or rendered. This purchase order is for a service. The **Material** field is blank; the **Short text** field gives a brief description of the service requested.

14. Select the SCROLL  icon to view additional information.

Standard PO 4500106179 Created by



The screenshot shows the SAP interface for displaying a purchase order. The title bar reads "Standard PO 4500106179 Created by Wanda Bowers". The main window displays a table of items with columns for S., Item, Requisitioner, IM material, Info rec., R..., Fr..., T..., Purch.req., Req..., Outline agr..., Agre..., RFQ, Item, and Purchasin... Item. The table contains three rows of data:

S.	Item	Requisitioner	IM material	Info rec.	R...	Fr...	T...	Purch.req.	Req...	Outline agr...	Agre...	RFQ	Item	Purchasin...	Item
	10									4600004632	4011				
	20									4600004632	4006				
	30									4600004632	4009				

Below the table, the "Item" section is expanded for item 10, showing details for "Project Manager". The "Account assignment" tab is active, displaying the following data:

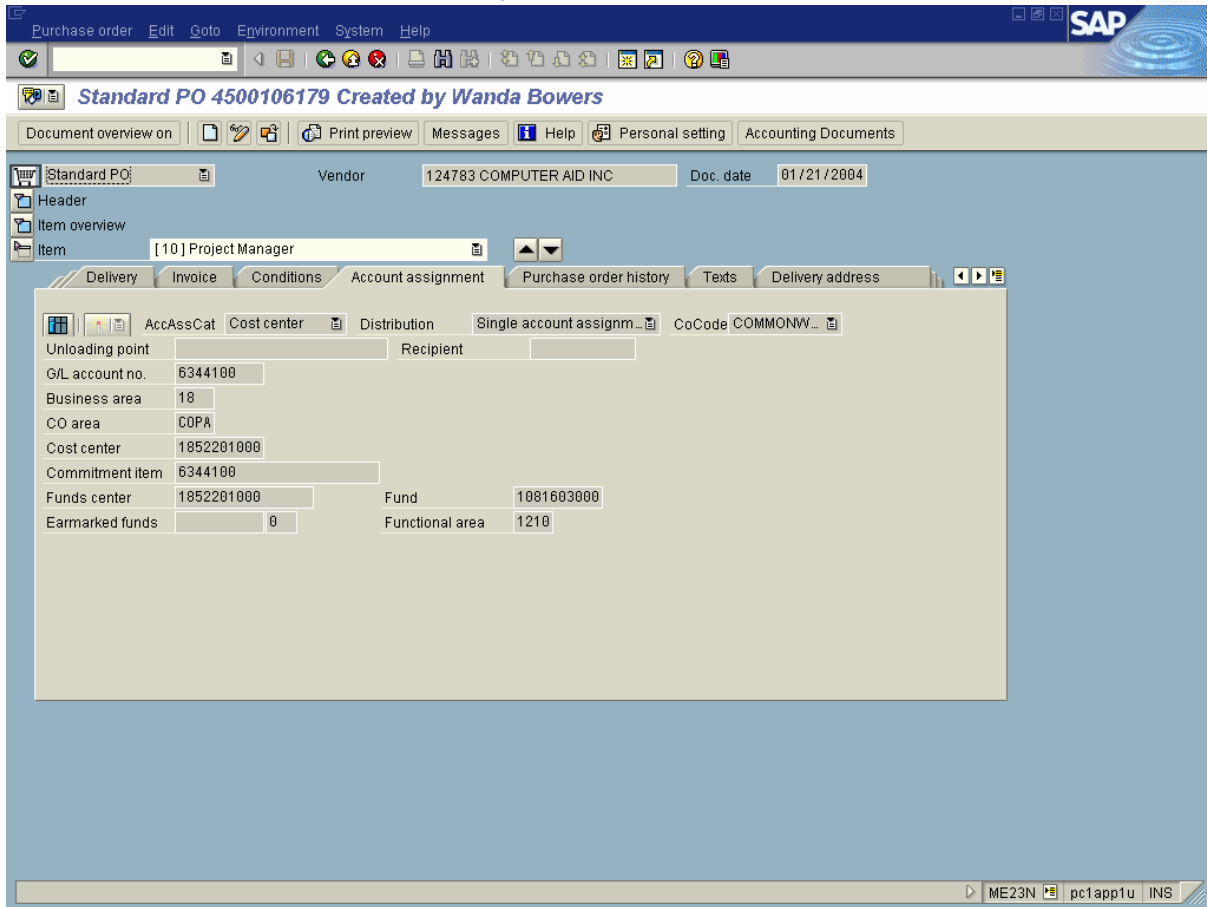
Unloading point		Recipient	
G/L account no.	6344100		
Business area	18		
CO area	COPA		
Cost center	1852201000		
Commitment item	6344100		
Funds center	1852201000	Fund	1081603000
Earmarked funds	0	Functional area	1210





This area shows if the request is associated with a purchase requisition, outline agreement or if a request for quote (RFQ) was issued. To display document select by double-clicking on the document number.

15. Select the COLLAPSE ITEM OVERVIEW  icon.

Standard PO 4500106179 Created by



The item details are displayed for line item [10] of the PO. Select the SCROLL  icon to view other line item information.

16. Select the LIST  icon.

Standard PO 4500106179 Created by

The screenshot shows the SAP interface for displaying a purchase order. The title bar indicates 'Standard PO 4500106179 Created by Wanda Bowers'. The main window displays the 'Item' overview for '[10] Project Manager'. A context menu is open over the 'Account assignment' tab, listing various detail tabs: Material data, Quantities/weights, Delivery schedule, Delivery, Invoice, Conditions, Account assignment (checked), Purchase order history, Texts, Delivery address, Confirmations, Condition control, and Retail. The background shows the 'Account assignment' tab with fields for Unloading point, G/L account no. (6344100), Business area (18), CO area (COPA), Cost center (1852201000), Commitment item (6344100), Funds center (1852201000), Fund (1881603000), Earmarked funds (0), and Functional area (1210).



A list of the available **Item detail** tabs is displayed.

Tab	Description
Material data	Review information regarding the item ordered.
Quantities/weights	Review the order quantity, order price and weight of the item ordered.
Delivery schedule	Review the date that the item is to be delivered or the service performed.
Delivery	Review the checked indicators and information regarding delivery tolerances.
Invoice	Review invoice information.

Tab	Description
Conditions	Review the pricing conditions such as discounts, surcharges, freight costs, and sales taxes associated with the specific line item.
Account assignment	Review information such as the G/L account number, cost center and fund center associated with the specific line item. If PO is created with reference to a contract type ENCL or ENCW account assignment will always copy from the contract.
Purchase order history	Review the goods receipt and invoice receipt documents created with reference to the purchase order. This tab becomes available when good receipts and invoices are posted against the document.
Texts	Review special text related to the specific line item.
Delivery address	Review the address to where the specific line item is to be delivered.
Confirmations	Review the confirmations expected for the purchase order item such as order acknowledgement and shipping notification.
Condition control	Review the price determination and date.
Retail	Review the promotion available for the item on the purchase order.

17. Select the **Purchase order history** tab.

Standard PO 4500106179 Created by

The screenshot shows the SAP interface for displaying a purchase order. The title bar reads "Standard PO 4500106179 Created by Wanda Bowers". The vendor is "124783 COMPUTER AID INC" and the document date is "01/21/2004". The item is "[10] Project Manager". The interface includes tabs for "Delivery", "Invoice", "Conditions", "Account assignment", "Purchase order history", "Texts", and "Delivery address". A table displays the following data:

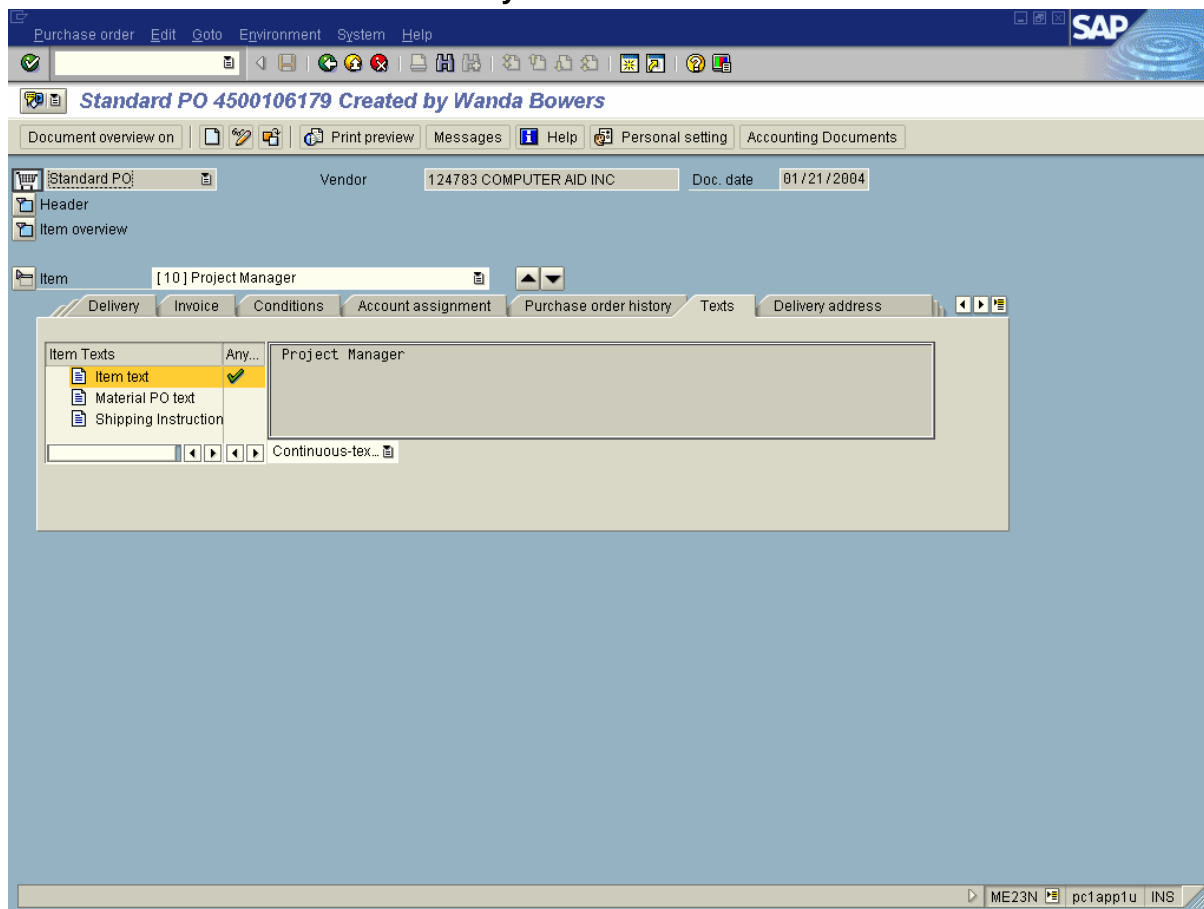
Shrt bd	MVT	Material document	Item	Posting date	Σ Amount	Σ Quantity	OU	Curr.	Reference	Σ Amt.in loc.cur.	Trans./ever
GR	101	5000519146	1	05/20/2004	14,630.00	104.500	H	USD		14,630.00	1
GR	101	5000487258	1	04/22/2004	15,120.00	108.000	H	USD		15,120.00	1
GR	101	5000435975	1	03/09/2004	1,540.00	11.000	H	USD		1,540.00	1
Tr.ev. Goods receipt					Σ 31,290.00	223.500	H	USD		31,290.00	1
IR-L		5105822068	1	05/12/2004	14,630.00	104.500	H	USD		14,630.00	2
IR-L		5105812189	1	04/26/2004	15,120.00	108.000	H	USD		15,120.00	2
IR-L		5105803122	1	04/08/2004	1,540.00	11.000	H	USD		1,540.00	2
Tr.ev. Invoice receipt					Σ 31,290.00	223.500	H	USD		31,290.00	2



Listed are the goods receipt and invoice receipt documents created with reference to the purchase order. To view the goods receipt or invoice receipt documents select by double-clicking the document number.


18. Select the **Texts**  tab.

Standard PO 4500106179 Created by



19. As required, review the following fields:

Item Texts	Value
Item text	Used to store any special instructions and conditions to the buyer. This text will be printed in the purchase order that will be sent to the vendor.
Material PO text	Used to supply additional description information for the material. This text will copy from the material master record and will print in the purchase order that will be sent to the vendor.
Shipping instructions	Used to enter any specific shipping instructions that apply to the individual line item on the order. This text will print in the purchase order that will be sent to the vendor.

20. Select the EXIT  icon until the *SAP Easy Access* screen appears.
21. You have completed this transaction.

Result

You have successfully completed the transaction Display Purchase Order (ME23N).

Comments

Congratulations!