

**End User Procedure (EUP)**

**Display Purchase Order**

**ME23N**

**Purpose**

Use this procedure to display a purchase order and review the information.

**Trigger**

Perform this procedure when there is a requirement for information and the status of a purchase order.

**Prerequisites**

Before beginning this task, obtain the following information:

- Purchase order number

**Menu Path**

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


- Select **Logistics** → **Material Management** → **Purchasing** → **Purchase Order** → **Display** to go to the *Standard PO 45XXXXXXXXX Created by YYYYYY* screen

**Transaction Code**

**ME23N**

**Helpful Hints**

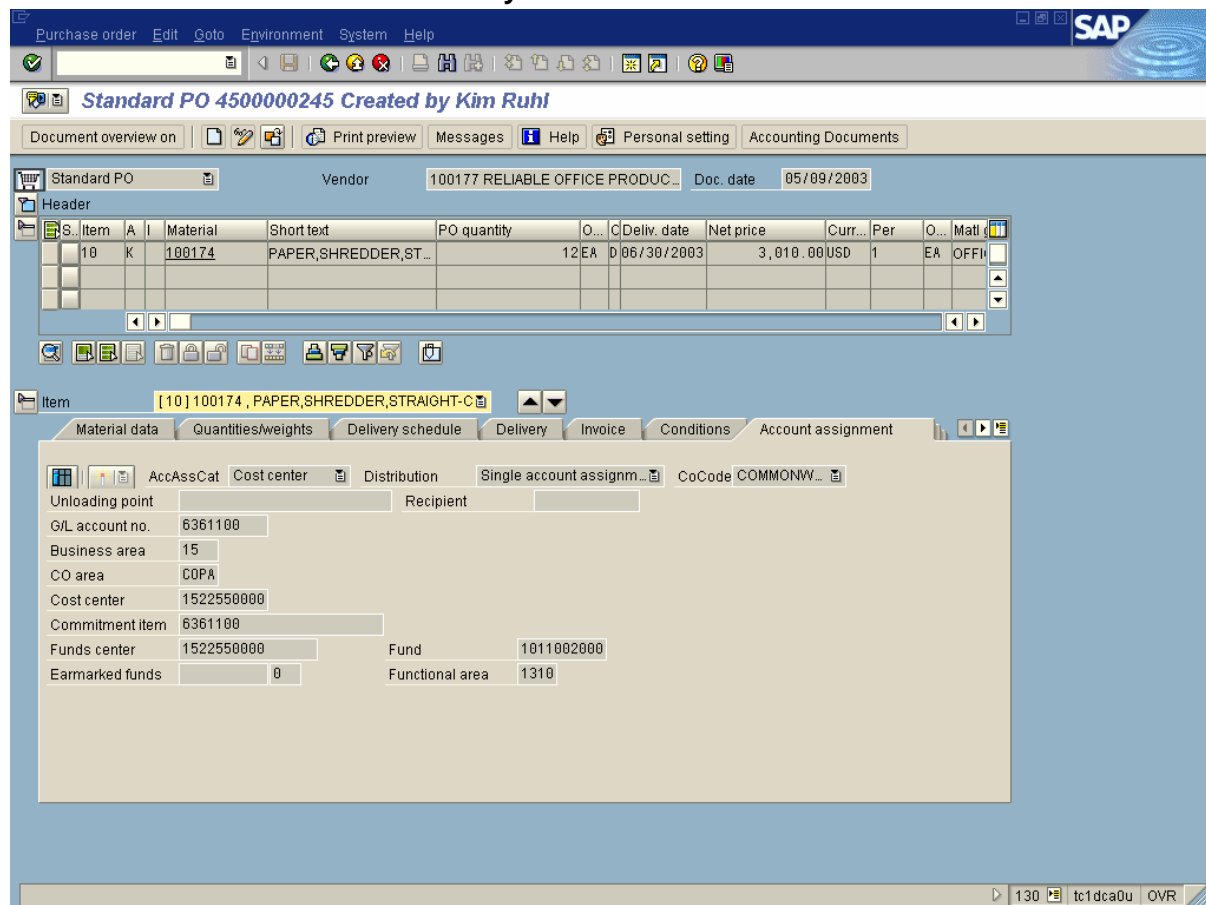
Review the following:

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

**Procedure**

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

**Standard PO 450000245 Created by Kim Ruhl**



The system automatically displays the last purchase order (PO) accessed.

2. Select the OTHER PURCHASE ORDER  icon.

**Select Document**



R/O/C/D indicates a field is required, optional, conditional (dependent upon another selection) or the information defaults (based on previously entered information or system configuration)


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

| Field Name | R/O/C/D/ | Description  |
|------------|----------|--|
| Pur. order | R        | Document used to purchase materials and services from vendors.<br><b>Example:</b> 4500000263 |

4. Select the OTHER DOCUMENT  button.

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The purchase order requested is displayed. Selecting the EXPAND/COLLAPSE HEADER  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 order. |

5. Select the EXPAND HEADER  icon.

**Standard PO 450000263 Created by Kim Ruhl**


The screenshot shows the SAP Standard PO 450000263 interface. At the top, the title bar reads "Purchase order" with menu options: Edit, Goto, Environment, System, Help. The SAP logo is in the top right corner. Below the title bar, the document title "Standard PO 450000263 Created by Kim Ruhl" is displayed. A toolbar contains icons for document overview, print preview, messages, help, personal settings, and accounting documents. The main area shows the "Standard PO" header with the following details:

- Vendor: 100191 RUTLEDGE SERVICES
- Doc. date: 05/12/2003
- Purchasing org.: COPA Commonwealth of PA
- Purch. group: 279 DGS Central
- Company Code: COPA COMMONWEALTH OF PA

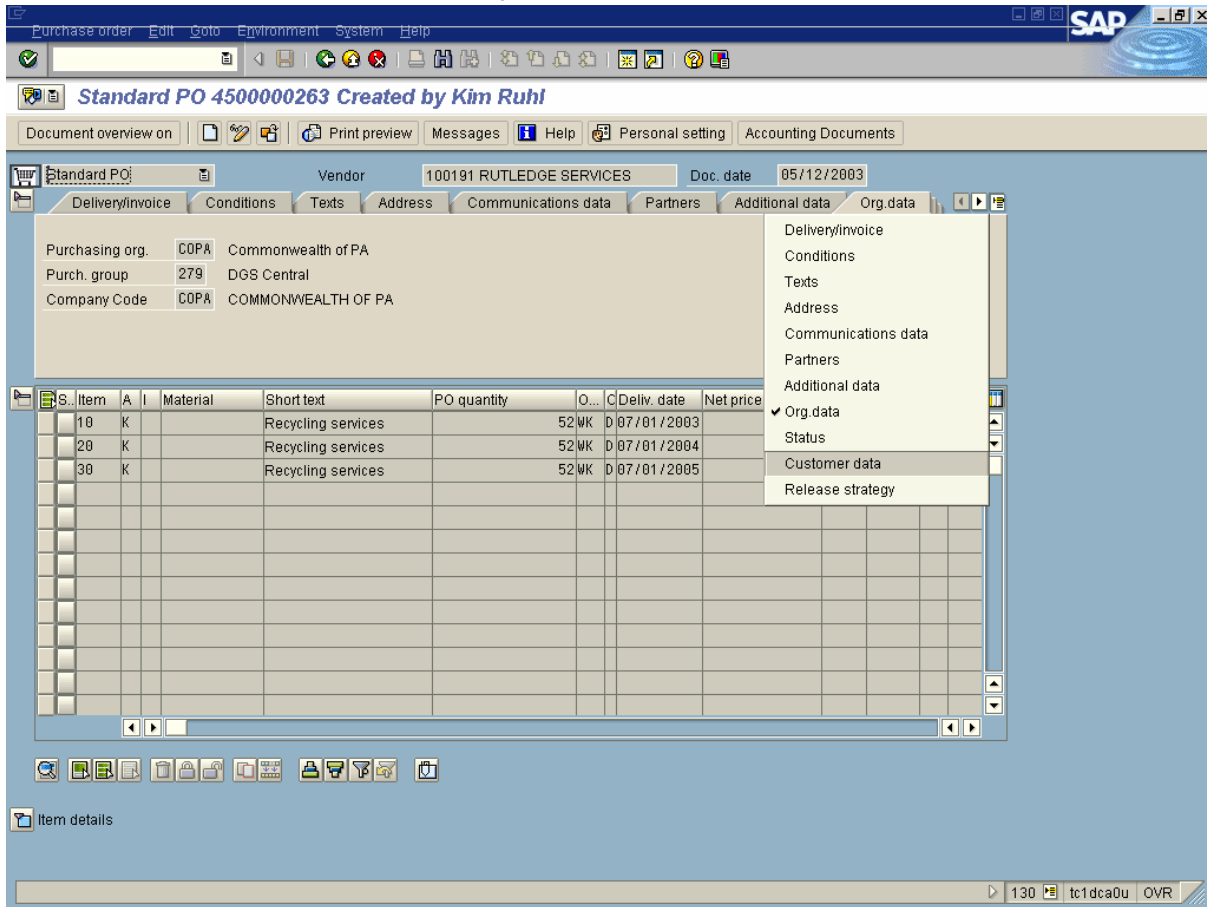
Below the header is a table of items with the following columns: S., Item, A, I, Material, Short text, PO quantity, O..., C, Deliv. date, Net price, Curr..., Per, O..., and Matl. The table contains three rows of data:

| S. | Item | A | I | Material | Short text         | PO quantity | O... | C | Deliv. date | Net price | Curr... | Per | O... | Matl. |
|----|------|---|---|----------|--------------------|-------------|------|---|-------------|-----------|---------|-----|------|-------|
|    | 10   | K |   |          | Recycling services | 52          | WK   | D | 07/01/2003  | 440.00    | USD     | 1   | WK   | Recy  |
|    | 20   | K |   |          | Recycling services | 52          | WK   | D | 07/01/2004  | 450.00    | USD     | 1   | WK   | Recy  |
|    | 30   | K |   |          | Recycling services | 52          | WK   | D | 07/01/2005  | 750.00    | USD     | 1   | WK   | Recy  |

At the bottom of the interface, there is an "Item details" section and a status bar showing "130 tc1dca0u OVR".

6. Select the LIST  icon.

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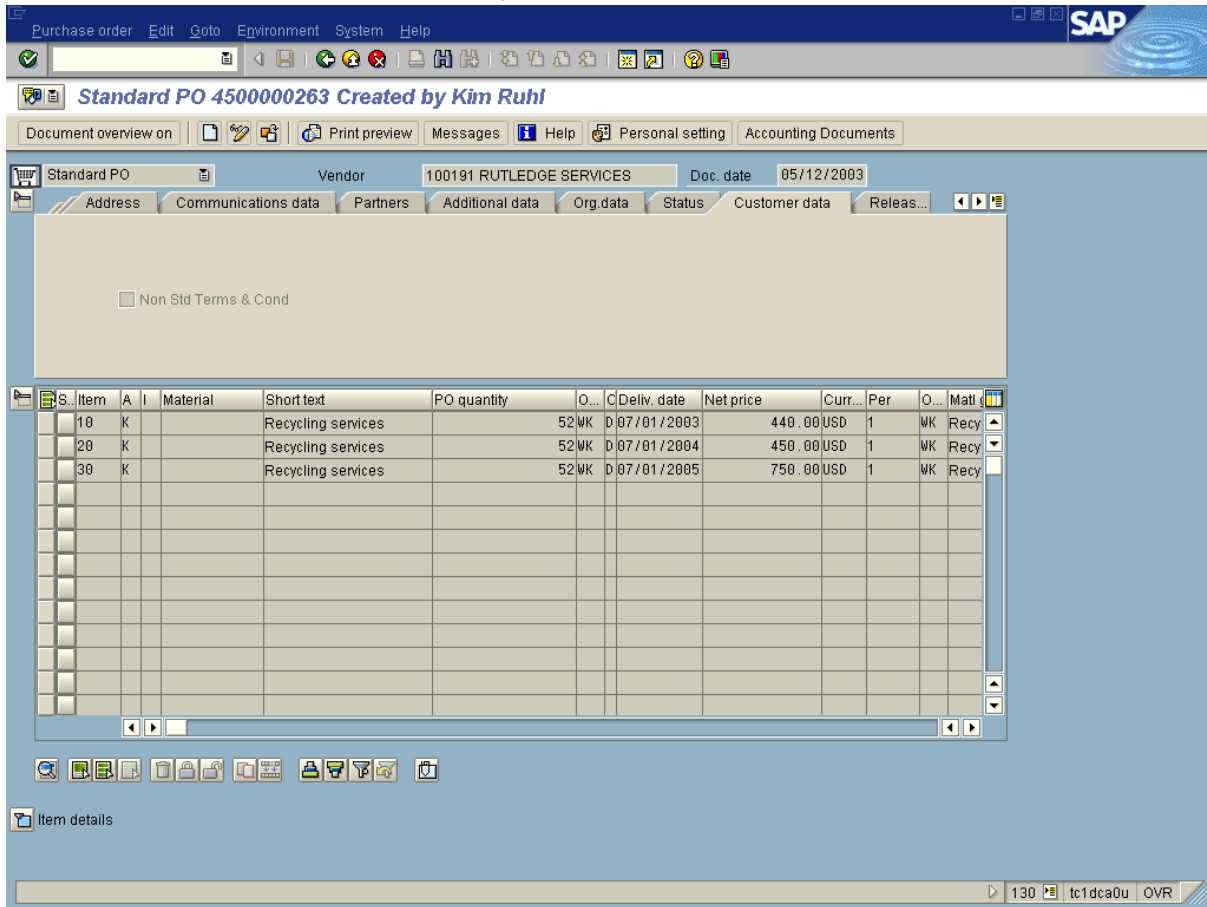
A list of the available **Header** tabs is displayed.

| 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   |
| Communication data | Review the details of the sales person responsible for any queries. |
| Partners           | Review the partner details and function.                            |


| Tab              | Description  |
|------------------|--|
| 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.  |

7. Select the **Customer data** tab.

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8. As required, review the following field:

| Field Name           | R/O/C/D/I | Description  |
|----------------------|-----------|--|
| Non Std Terms & Cond | C         | <p>Indicates that there are changes to the Commonwealth's standard terms and conditions. Automatically adds Attorney General and Office of General Counsel to release strategy.</p> <p> If the indicator is selected, there are other documents/attachments to the PO. These documents will provide details of the non-standard terms and conditions. Look for and review the supporting documents/attachments.</p> |

9. Select the LIST  icon.



**Standard PO 450000263 Created by Kim Ruhl**

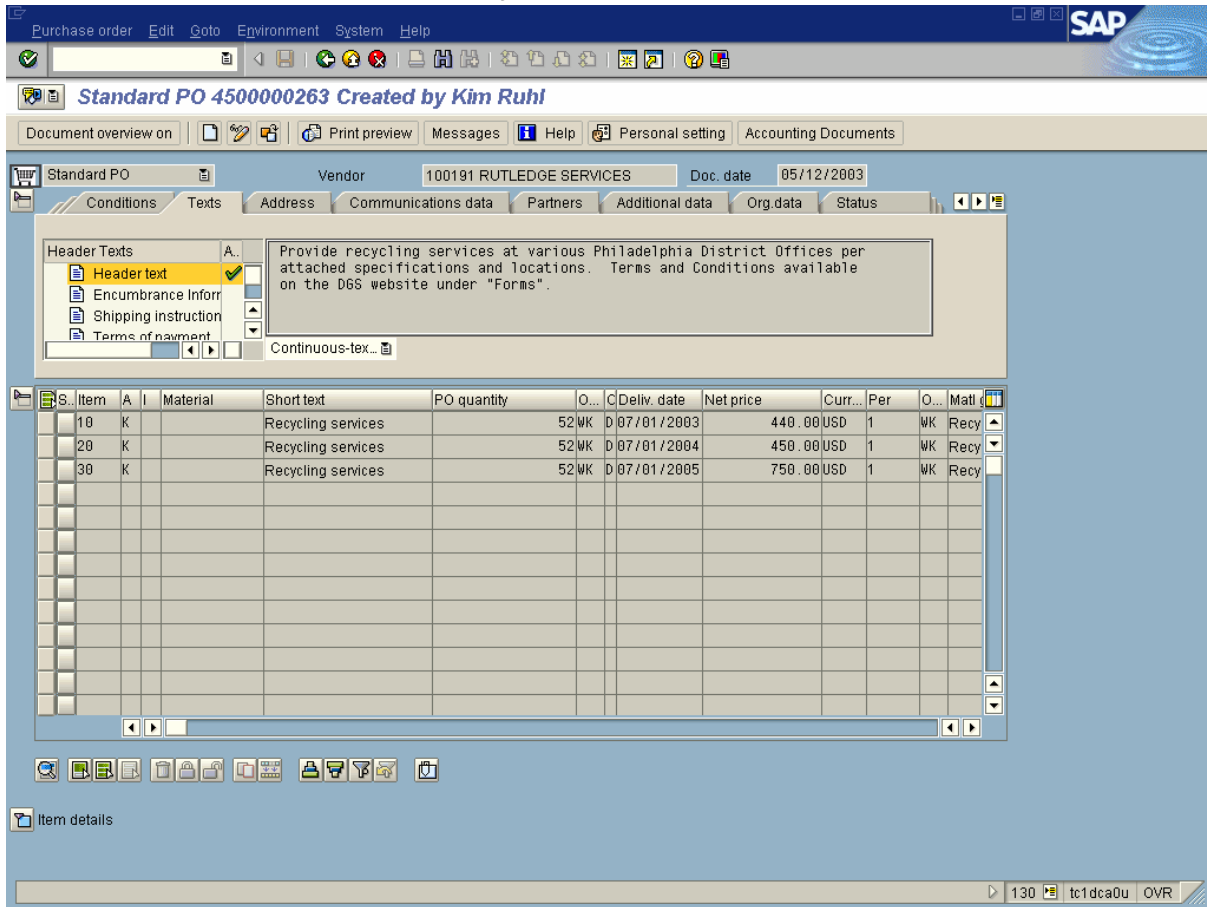
The screenshot shows the SAP interface for displaying a purchase order. The title bar reads "Standard PO 450000263 Created by Kim Ruhl". The main window has a menu bar with "Purchase order", "Edit", "Goto", "Environment", "System", and "Help". Below the menu bar is a toolbar with various icons. The main content area has a header with "Standard PO" and "Vendor: 100191 RUTLEDGE SERVICES". A context menu is open over the "Customer data" tab, listing options: "Delivery/invoice", "Conditions", "Texts", "Address", "Communications data", "Partners", "Additional data", "Org. data", "Status", "Customer data" (checked), and "Release strategy". Below the menu is a table with the following data:

| S. | Item | A | I | Material | Short text         | PO quantity | O... | C | Deliv. date | Net price |
|----|------|---|---|----------|--------------------|-------------|------|---|-------------|-----------|
|    | 10   | K |   |          | Recycling services | 52          | WK   | D | 07/01/2003  |           |
|    | 20   | K |   |          | Recycling services | 52          | WK   | D | 07/01/2004  |           |
|    | 30   | K |   |          | Recycling services | 52          | WK   | D | 07/01/2005  |           |

At the bottom of the window, there is a status bar showing "130 tc1dca0u OVR".


10. Select the **Texts**  tab.

**Standard PO 450000263 Created by Kim Ruhl**



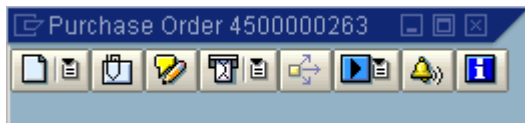
11. As required, review the following fields:


| 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 information for Comptroller's Office. This text will NOT print in the purchase order that will be sent to the vendor.  |
| Shipping instructions   | Used to enter any specific shipping instructions to vendor that relate 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 need 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.<br><br> 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 OBJECT  icon.

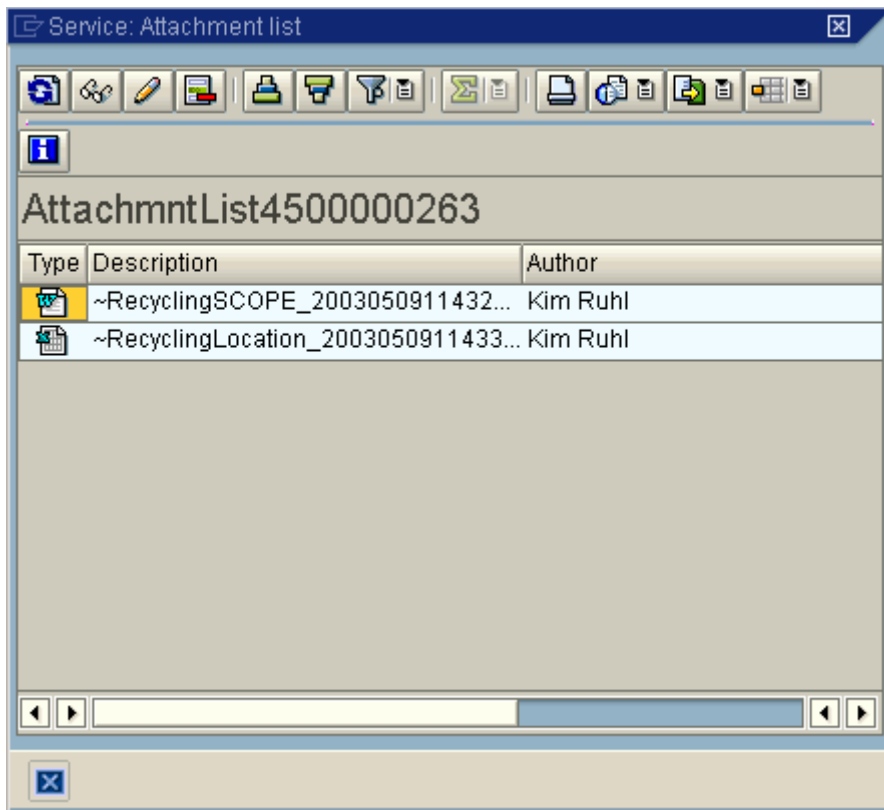
**Purchase Order 4500000263**



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

13. Select the ATTACHMENT  icon.

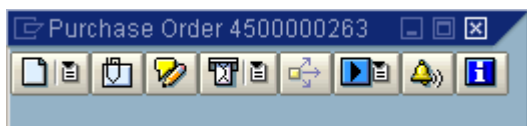
**Service: Attachment list**



- 13.1 To review an attachment, select by double-clicking on the appropriate document.
- 13.2 SAP will automatically launch the associated software application for the document and display the contents of the document.
- 13.3 After reviewing the document, close the associated software application and return to SAP.

14. Select the CLOSE icon.

**Purchase Order 4500000263**



15. Select the CLOSE icon.

**Standard PO 450000263 Created by Kim Ruhl**

The screenshot shows the SAP Standard PO 450000263 interface. The 'Conditions' tab is selected, displaying a dialog box for 'Header Texts'. The dialog box contains the following text: 'Provide recycling services at various Philadelphia District Offices per attached specifications and locations. Terms and Conditions available on the D6S website under "Forms"'. Below the dialog box 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    |   |   |          | Recycling services | 52          | WK   | D 07/01/2003  | 440.00    | USD     | 1   | WK   | Recy |
| 20 | K    |   |   |          | Recycling services | 52          | WK   | D 07/01/2004  | 450.00    | USD     | 1   | WK   | Recy |
| 30 | K    |   |   |          | Recycling services | 52          | WK   | D 07/01/2005  | 750.00    | USD     | 1   | WK   | Recy |

16. Select the **Conditions**  tab.


**Standard PO 450000263 Created by Kim Ruhl**

The screenshot displays the SAP interface for a Standard Purchase Order (PO) 450000263. The vendor is 100191 RUTLEDGE SERVICES, and the document date is 05/12/2003. The net value is 85,280.00 USD. The pricing conditions table is as follows:

| CnTy | Name                 | Rate    | Curr. | per | U... | Condition value | Curr. | Condition value | CdC... |
|------|----------------------|---------|-------|-----|------|-----------------|-------|-----------------|--------|
| PB00 | Gross Price          | 440.00  | USD   | 1   | WK   | 22,880.00       | USD   | 0.00            |        |
| PB00 | Gross Price          | 450.00  | USD   | 1   | WK   | 23,400.00       | USD   | 0.00            |        |
| PB00 | Gross Price          | 750.00  | USD   | 1   | WK   | 39,000.00       | USD   | 0.00            |        |
|      | Net value incl. disc |         |       |     |      | 85,280.00       | USD   | 0.00            |        |
| NAVS | Non-Deductible Tax   |         |       |     |      | 0.00            | USD   | 0.00            |        |
|      | Net value incl. tax  |         |       |     |      | 85,280.00       | USD   | 0.00            |        |
| SKTD | Cash Discount        | 0.000 % |       |     |      | 0.00            | USD   | 0.00            |        |
|      | Final price          |         |       |     |      | 85,280.00       | USD   | 0.00            |        |

The item list below shows three items for 'Recycling services':

| S. | Item | A | I | Material | Short text         | PO quantity | O... | C | Deliv. date | Net price | Curr... | Per | O... | Matl. |
|----|------|---|---|----------|--------------------|-------------|------|---|-------------|-----------|---------|-----|------|-------|
|    | 10   | K |   |          | Recycling services | 52          | WK   | D | 07/01/2003  | 440.00    | USD     | 1   | WK   | Recy  |
|    | 20   | K |   |          | Recycling services | 52          | WK   | D | 07/01/2004  | 450.00    | USD     | 1   | WK   | Recy  |
|    | 30   | K |   |          | Recycling services | 52          | WK   | D | 07/01/2005  | 750.00    | USD     | 1   | WK   | Recy  |

- 16.1 Review the pricing conditions for the purchase order.
- 17. Select the LIST  icon.

**Standard PO 450000263 Created by Kim Ruhl**

The screenshot shows the SAP interface for displaying a purchase order. The title bar indicates 'Standard PO 450000263 Created by Kim Ruhl'. The main window shows the 'Conditions' tab for vendor '100191 RUTLEDGE SERVICES' with a document date of '05/12/2003'. A summary table shows a net value of 85,280.00 USD. Below this is a detailed table of conditions, and at the bottom, a table of items with descriptions like 'Recycling services'.

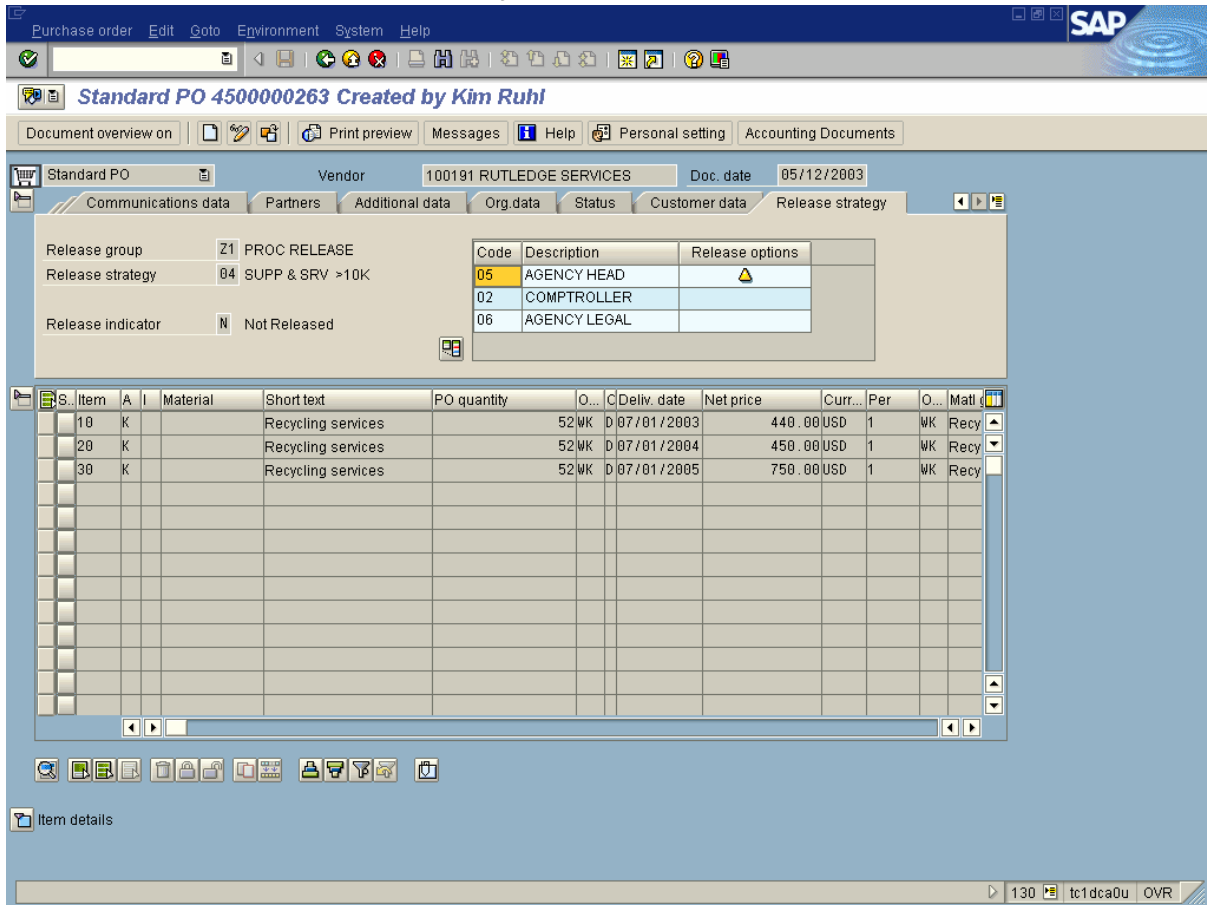
| CnTy | Name                 | Rate   | Curr. | per | U... | Condition value | Curr. | Conc |
|------|----------------------|--------|-------|-----|------|-----------------|-------|------|
| PB00 | Gross Price          | 440.00 | USD   | 1   | WK   | 22,880.00       | USD   |      |
| PB00 | Gross Price          | 450.00 | USD   | 1   | WK   | 23,400.00       | USD   |      |
| PB00 | Gross Price          | 750.00 | USD   | 1   | WK   | 39,000.00       | USD   |      |
|      | Net value incl. disc |        |       |     |      | 85,280.00       | USD   |      |
| NAVS | Non-Deductible Tax   |        |       |     |      | 0.00            | USD   |      |
|      | Net value incl. tax  |        |       |     |      | 85,280.00       | USD   |      |
| SKTD | Cash Discount        | 0.000  | %     |     |      | 0.00            | USD   |      |
|      | Final price          |        |       |     |      | 85,280.00       | USD   |      |

| S... | Item | A | I | Material | Short text         | PO quantity | O... | C  | Deliv. date  | Net price | Curr... | Per | O... | Matl |
|------|------|---|---|----------|--------------------|-------------|------|----|--------------|-----------|---------|-----|------|------|
|      | 10   | K |   |          | Recycling services |             | 52   | WK | D 07/01/2003 | 440.00    | USD     | 1   | WK   | Recy |
|      | 20   | K |   |          | Recycling services |             | 52   | WK | D 07/01/2004 | 450.00    | USD     | 1   | WK   | Recy |
|      | 30   | K |   |          | Recycling services |             | 52   | WK | D 07/01/2005 | 750.00    | USD     | 1   | WK   | Recy |

**18. Select Release strategy from the list displayed.**

**Standard PO 450000263 Created by Kim Ruhl**



**18.1** Review the different levels of approval necessary to release the PO for further procurement action.

| If                       | Then  |
|--------------------------|---|
| Release indicator is "Y" | All approvals have been received and document has been released |
| Release indicator is "N" | Review approvals necessary to release                           |
| Release option is ⚠      | Pending release with approver                                   |
| Release option is ✓      | Approver released/approved                                      |

**19.** Select the LIST icon or appropriate tab to review additional information.

**20.** Select the COLLASPE HEADER icon.



Standard PO 450000263 Created by KRUHL

The screenshot shows the SAP Standard PO 450000263 interface. The header information includes Vendor: 100191 RUTLEDGE SERVICES and Doc. date: 05/12/2003. The main table lists three items:

| S. Item | A | I | Material | Short text         | PO quantity | O... | C | Deliv. date | Net price | Curr... | Per | O... | Matl... |
|---------|---|---|----------|--------------------|-------------|------|---|-------------|-----------|---------|-----|------|---------|
| 10      | K |   |          | Recycling services | 52          | WK   | D | 07/01/2003  | 440.00    | USD     | 1   | WK   | Recy    |
| 20      | K |   |          | Recycling services | 52          | WK   | D | 07/01/2004  | 450.00    | USD     | 1   | WK   | Recy    |
| 30      | K |   |          | Recycling services | 52          | WK   | D | 07/01/2005  | 750.00    | USD     | 1   | WK   | Recy    |



This 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.

21. Select the SCROLL  icon to view additional information.

**Standard PO 450000263 Created by Kim Ruhl**

Standard PO 450000263 Created by Kim Ruhl

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

Standard PO | Vendor: 100191 RUTLEDGE SERVICES | Doc. date: 05/12/2003

| S... | Item | Requisitioner | IM material | Info rec. | R...                     | Fr...                    | T... | Purch.req. | Req... | Outline agr... | Agre... | RFQ        | Item | Purchasin... | Item |
|------|------|---------------|-------------|-----------|--------------------------|--------------------------|------|------------|--------|----------------|---------|------------|------|--------------|------|
|      | 10   |               |             |           | <input type="checkbox"/> | <input type="checkbox"/> |      | 10000370   | 10     |                |         | 6000000179 | 10   |              |      |
|      | 20   |               |             |           | <input type="checkbox"/> | <input type="checkbox"/> |      | 10000370   | 20     |                |         | 6000000179 | 20   |              |      |
|      | 30   |               |             |           | <input type="checkbox"/> | <input type="checkbox"/> |      | 10000370   | 30     |                |         | 6000000179 | 30   |              |      |

Item details

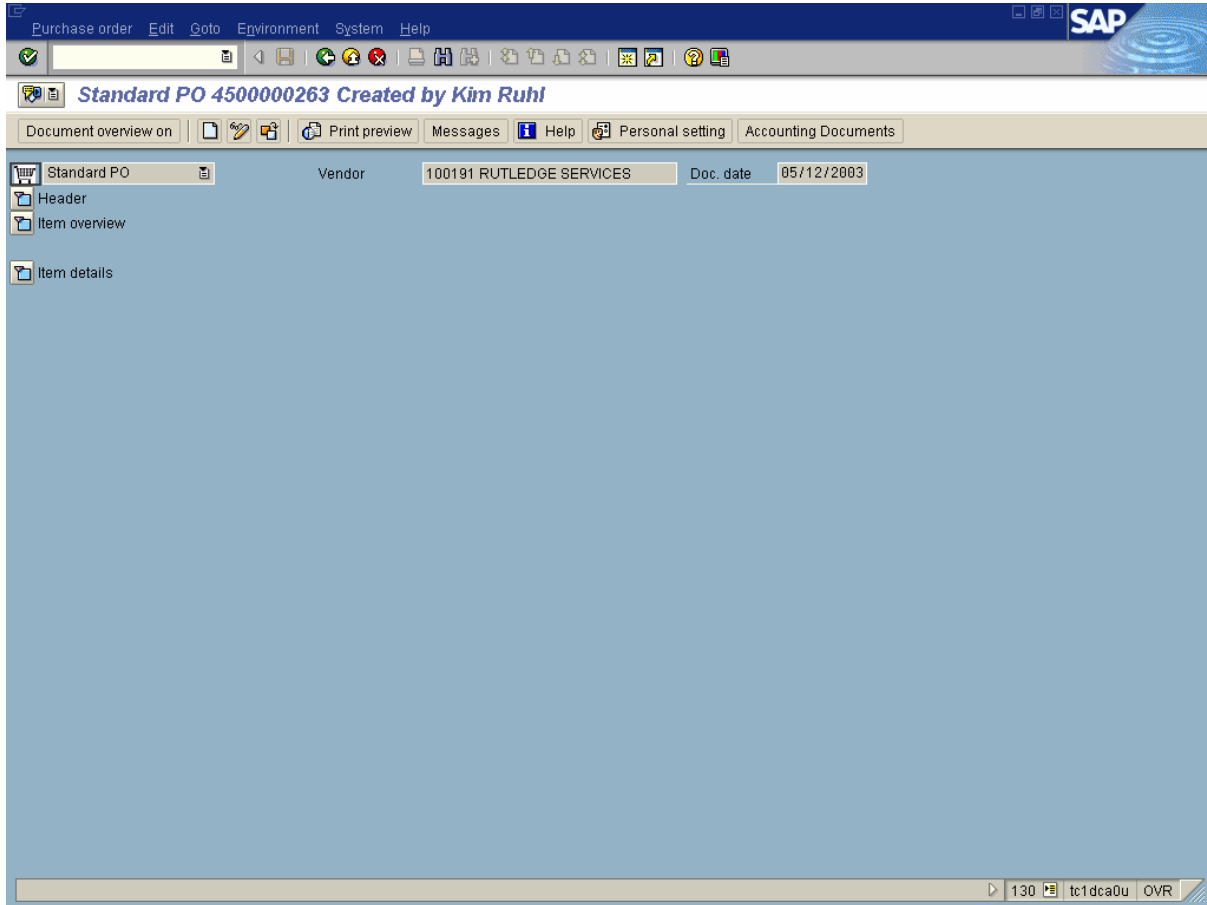
130 | tc1dca0u | OVR




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.

22. Select the COLLASPE ITEM OVERVIEW  icon.

### Standard PO 450000263 Created by Kim Ruhl




23. Select the EXPAND ITEM DETAILS  icon.

**Standard PO 450000263 Created by Kim Ruhl**



The item details are displayed for line item [10] of the PO.

24. Select the LIST  icon.

**Standard PO 450000263 Created by Kim Ruhl**

The screenshot shows the SAP interface for displaying a purchase order. The main window title is "Standard PO 450000263 Created by Kim Ruhl". The vendor is "100191 RUTLEDGE SERVICES" and the document date is "05/12/2003". The item is "[10] Recycling services". A list of available "Item detail" tabs is displayed on the right side of the screen, including: Material data, Quantities/weights, Delivery schedule, Delivery, Invoice, Conditions, Account assignment, Texts, Delivery address, Confirmations, Condition control, and Retail. The "Account assignment" tab is currently selected.



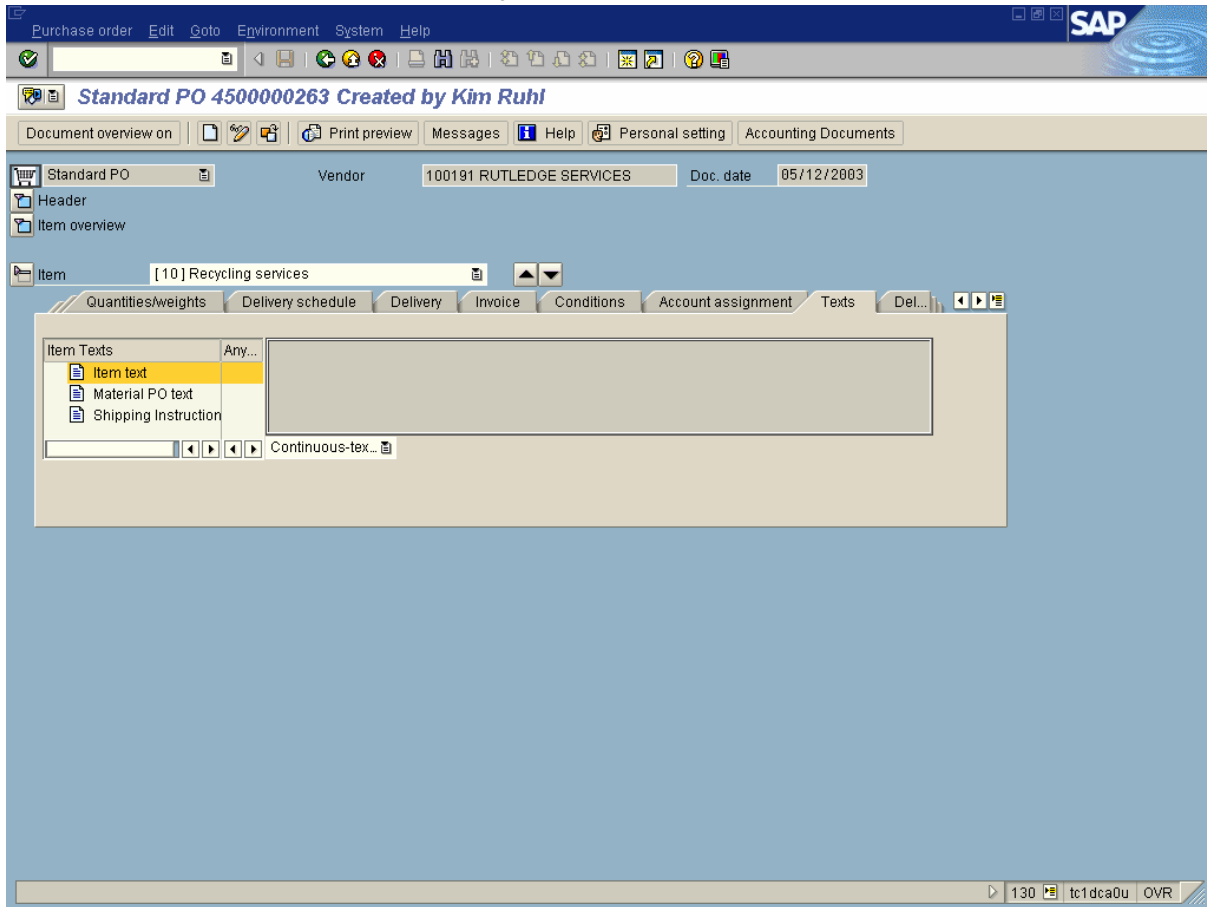
A list of the available **Item detail** tabs is displayed.

| 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 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.  |



25. Select the **Texts**  tab.

**Standard PO 450000263 Created by Kim Ruhl**



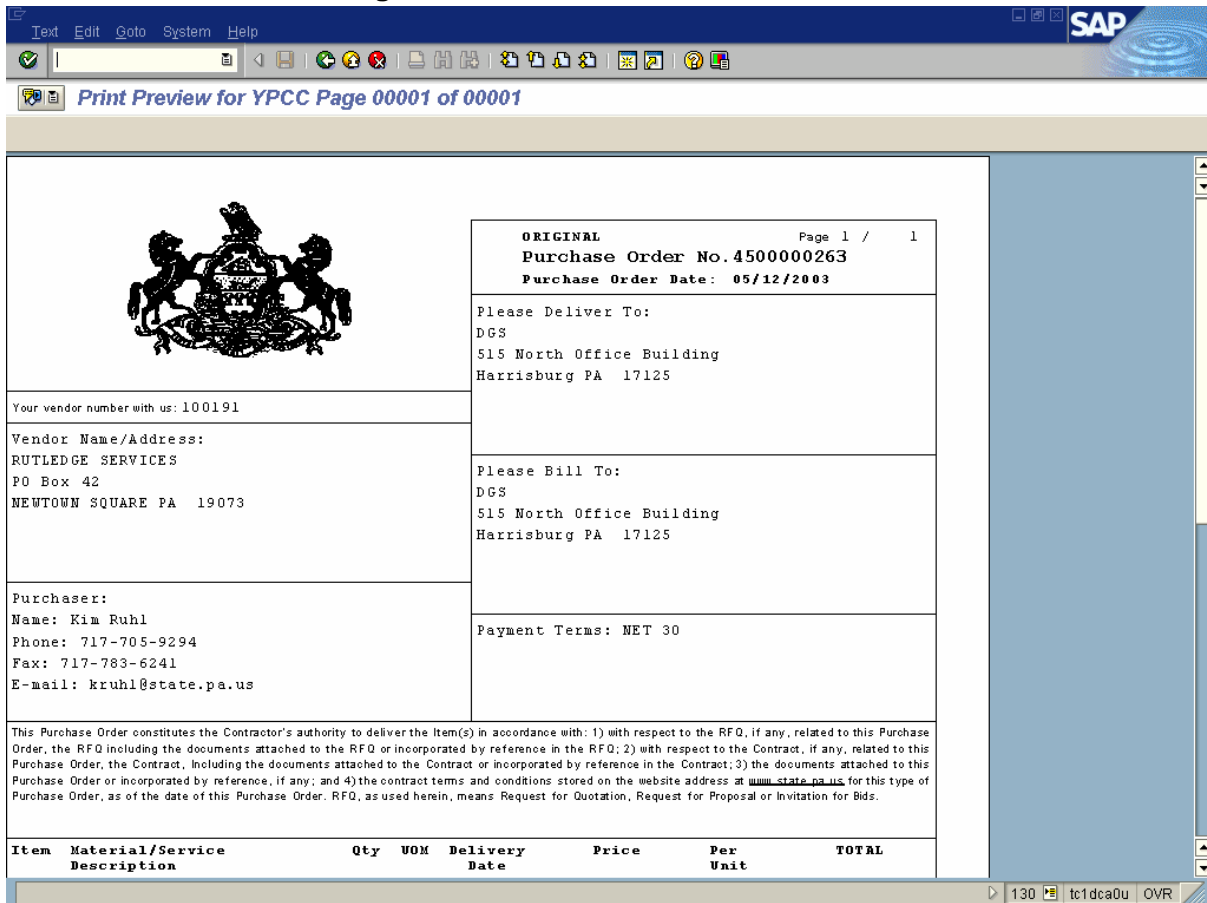
26. As required, review the following fields:

| 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 descriptive 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 be print in the purchase order that will be sent to the vendor.          |

- 26.1 Select the SCROLL  icon to view the next line item.
- 26.2 Select the LIST  icon to view information related to each line item.

27. Select the PRINT PREVIEW  Print preview button.

**Print Preview for YPCC Page 0001 of 0001**



**ORIGINAL** Page 1 / 1  
**Purchase Order No. 450000263**  
**Purchase Order Date: 05/12/2003**

Please Deliver To:  
DGS  
515 North Office Building  
Harrisburg PA 17125

Your vendor number with us: 100191

Vendor Name/Address:  
RUTLEDGE SERVICES  
PO Box 42  
NEWTOWN SQUARE PA 19073

Please Bill To:  
DGS  
515 North Office Building  
Harrisburg PA 17125

Purchaser:  
Name: Kim Ruhl  
Phone: 717-705-9294  
Fax: 717-783-6241  
E-mail: kruhl@state.pa.us

Payment Terms: NET 30

This Purchase Order constitutes the Contractor's authority to deliver the Item(s) in accordance with: 1) with respect to the RFQ, if any, related to this Purchase Order, the RFQ including the documents attached to the RFQ or incorporated by reference in the RFQ; 2) with respect to the Contract, if any, related to this Purchase Order, the Contract, including the documents attached to the Contract or incorporated by reference in the Contract; 3) the documents attached to this Purchase Order or incorporated by reference, if any; and 4) the contract terms and conditions stored on the website address at [www.state.pa.us](http://www.state.pa.us) for this type of Purchase Order, as of the date of this Purchase Order. RFQ, as used herein, means Request for Quotation, Request for Proposal or Invitation for Bids.

| Item | Material/Service Description | Qty | UOM | Delivery Date | Price | Per Unit | TOTAL |
|------|------------------------------|-----|-----|---------------|-------|----------|-------|
|------|------------------------------|-----|-----|---------------|-------|----------|-------|

130 tc1dca0u OVR



Print preview allows viewing how the Purchase Order will be released upon final approvals.

28. Select the SCROLL  icon to view additional information.



**Print Preview for YPCC Page 00001 of 00001**

| Item  | Material/Service Description                     | Qty | UOM   | Delivery Date | Price  | Per Unit | TOTAL     |
|-------|--|-----|-------|---------------|--------|----------|-----------|
| 00010 | Recycling services<br>Deliv. date Day 07/01/2003 | 52  | Weeks | 07/01/2003    | 440.00 | Weeks    | 22,880.00 |
| 00020 | Recycling services<br>Deliv. date Day 07/01/2004 | 52  | Weeks | 07/01/2004    | 450.00 | Weeks    | 23,400.00 |
| 00030 | Recycling services<br>Deliv. date Day 07/01/2005 | 52  | Weeks | 07/01/2005    | 750.00 | Weeks    | 39,000.00 |

-----GENERAL REQUIREMENTS FOR ALL ITEMS-----

**Header text**  
 Provide recycling services at various Philadelphia District Offices per attached specifications and locations. Terms and Conditions available on the DGS website under "Forms".  
 Header text

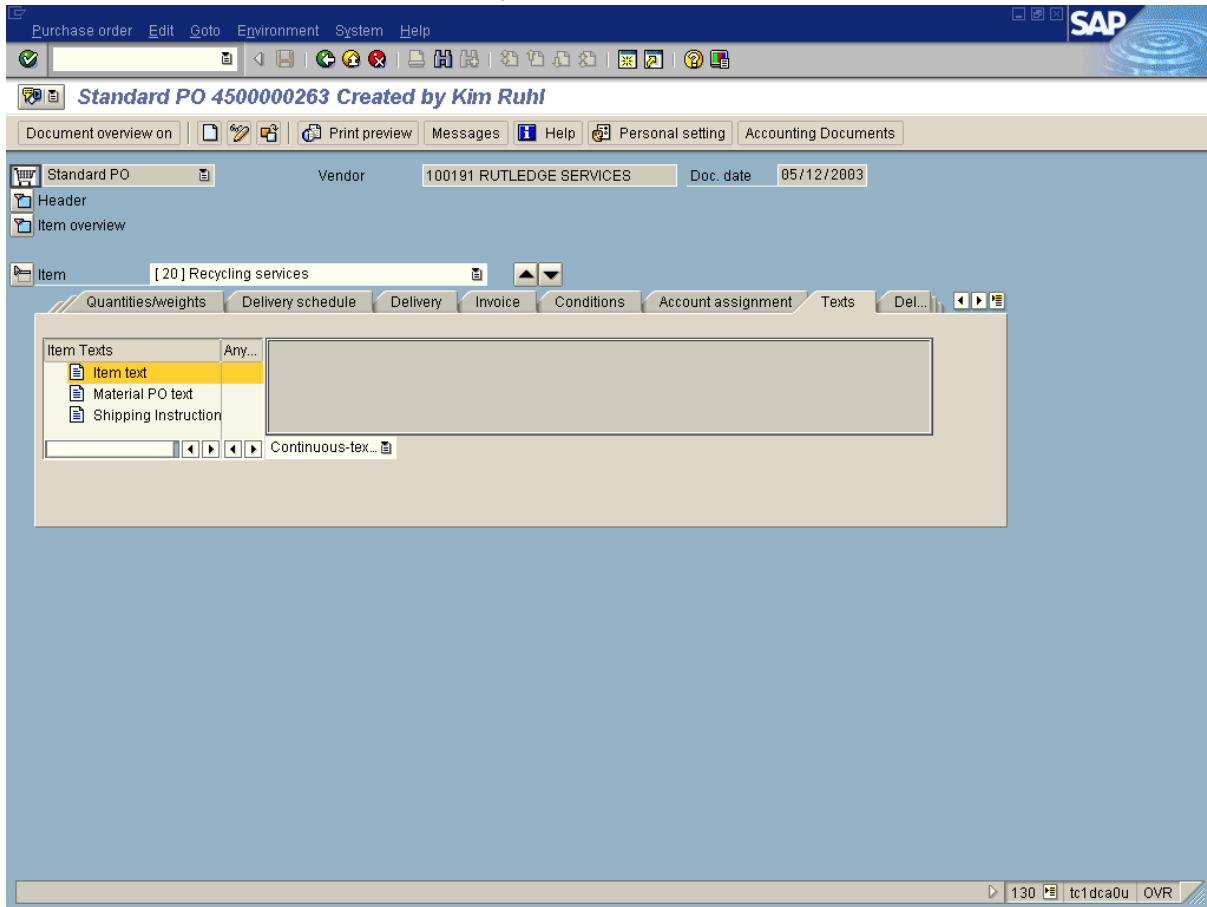
|                 |                       |
|-----------------|-----------------------|
| Quotation #:    | Currency: USD         |
| Quotation Date: | 85,280.00             |
|                 | ***TOTAL NET VALUE*** |




Header text information copied into Purchase Order. This information relates to all items in the Purchase Order.

29. Select the BACK icon.

**Standard PO 450000263 Created by Kim Ruhl**



30. Select the EXIT  icon until the *SAP Easy Access* screen appears.

31. You have completed this transaction.

**Result**

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

**Comments**

Congratulations!

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