



# Display a Purchase Order Using ME23N

Use this Job Aid to:

- Learn how to display a Purchase Order using the ME23N transaction.

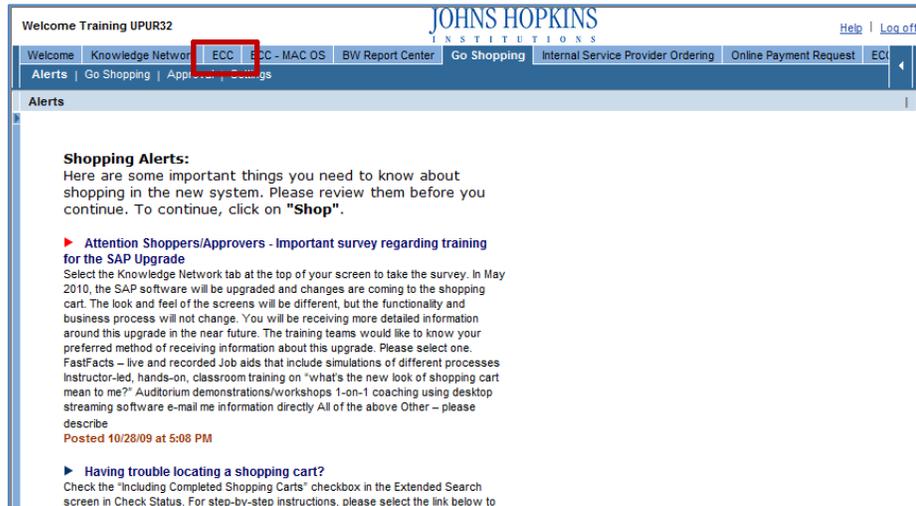
## BEFORE YOU BEGIN

You need to have identifying information for the order (the Shopping Cart number, vendor, and/or date, etc).

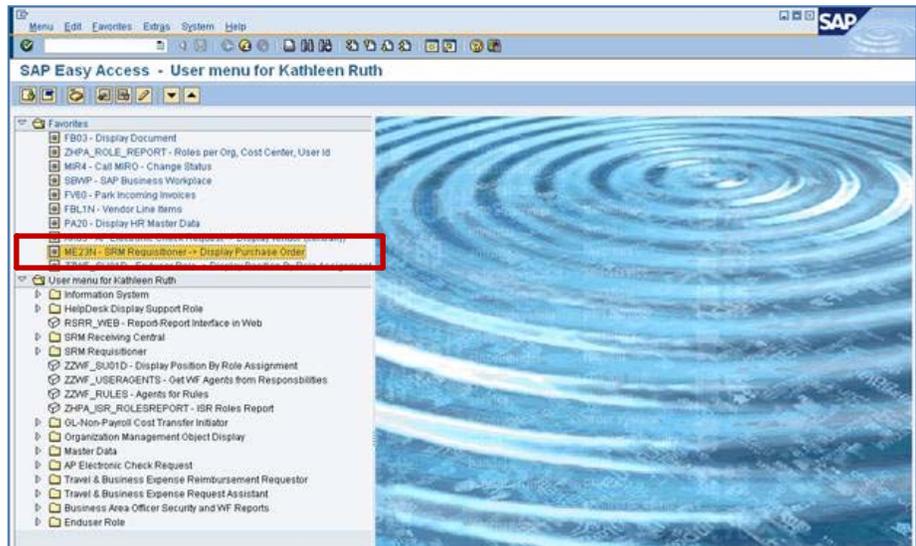
## Display a Purchase Order using ME23N

Perform this procedure when you need to display a purchase order established by another requisitioner, using the ME23N transaction.

1. **Select "ECC."** At the top level of SAP, select the "ECC" tab. Note that this tab was called the "R/3 Inbox" prior to the upgrade in May 2010.

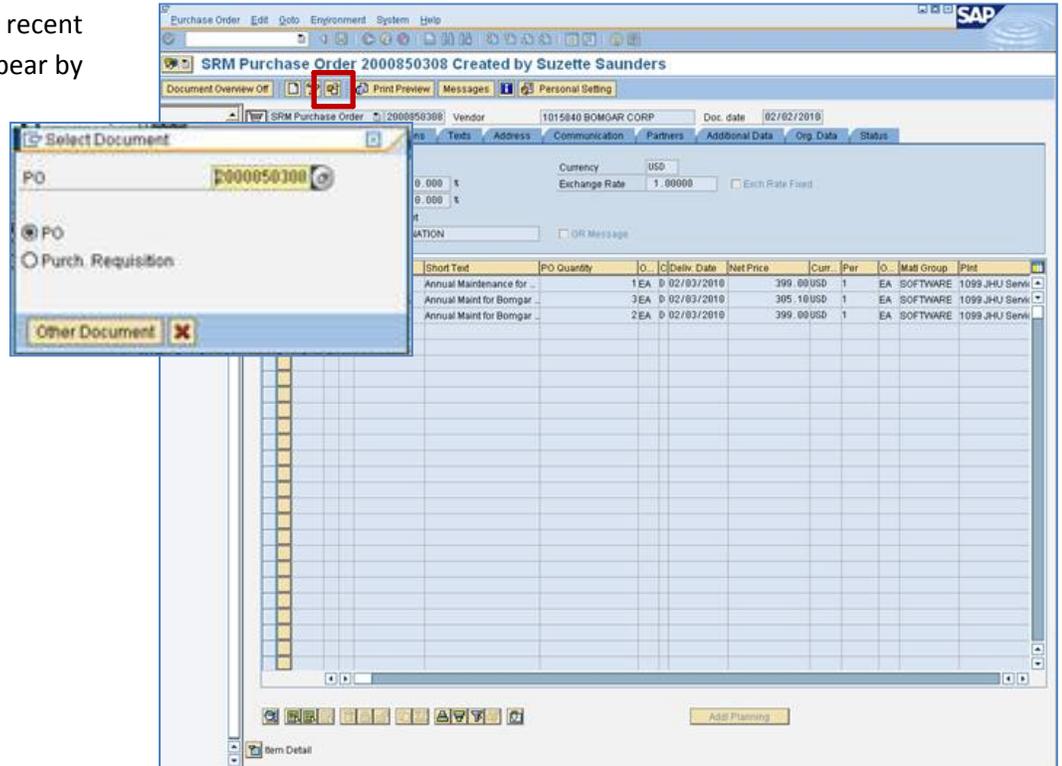


2. **Select "ME23N."** Select "ME23N – SRM Requisitioner → Display Purchase Order" from the list that appears.



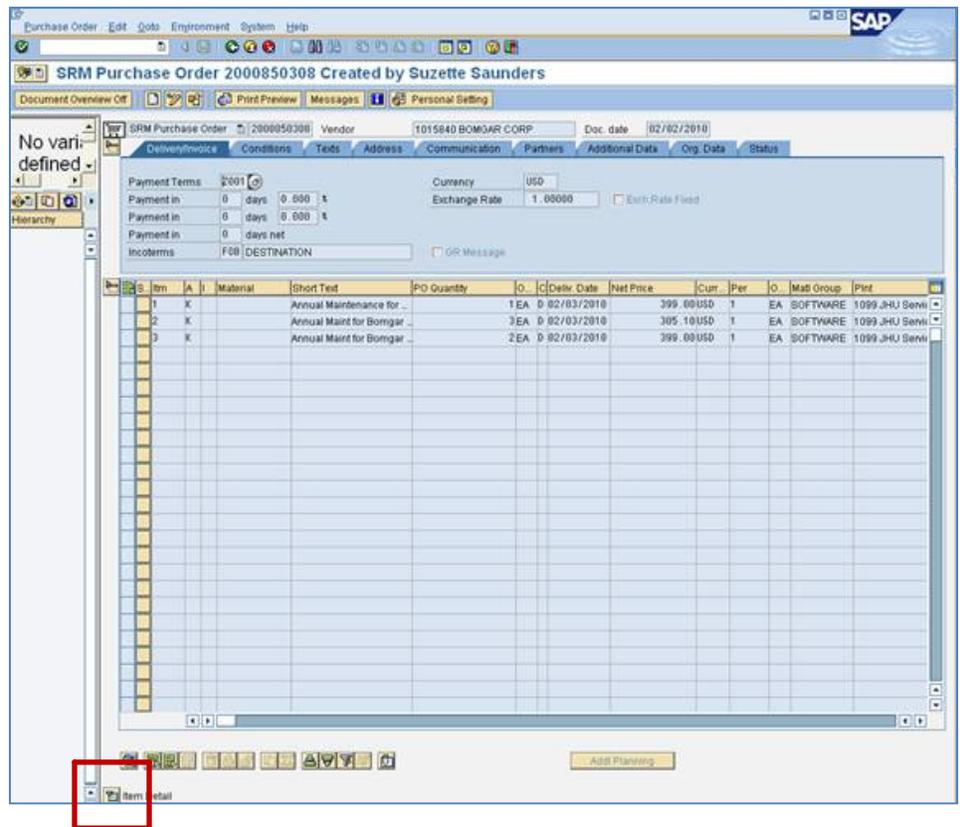
3. **Enter the PO Number.** The most recent Purchase Order you viewed will appear by default. Click the **“Select Document”** icon, and then enter the PO number of the purchase order you would like to find.

- Click **“Other Document”** when the PO number has been entered.



4. **Review the PO.** The purchase order will be displayed with the general information at the top. It also shows several tabs, each of which contains different information about the PO.

- To view the **“Item Detail,”** click the icon next to **“Item Detail”** at the bottom of the screen. This will expand the item detail and show additional tabs, including Account Assignment (indicating the chart of accounts related information for the PO), Purchase Order History, and Invoice (indicating the status of goods receipt and invoices processed).



## 5. View the Purchase Order History.

Once the Item Details section is expanded, you'll see a set of tabs. Click the **"Purchase Order History"** tab.

- **Goods Receipts** information is shown under the documents labeled GR.
- **Invoicing** information is shown under the documents labeled IR-L.
- You may only display the details about invoices and goods receipts for one item in the order at a time. You may scroll through the items, however, by clicking the up and down arrows (located where the large red arrow is pointing).

The screenshot displays the SAP SRM Purchase Order interface for document 2000050300. The 'Purchase Order History' tab is selected and highlighted with a red box. A red arrow points to the up and down arrows in the item selection area, which are used to navigate between items. The 'Basic List' table below shows the following data:

| Sh...                   | MvT        | Material Do... | Item | Posting Date | Quantity | Delivery cost quantity | OUn | Amount in LC | L.Cur | Qty in OPUn | DelCostQty |
|-------------------------|------------|----------------|------|--------------|----------|------------------------|-----|--------------|-------|-------------|------------|
| GR                      | 101        | 5000574104     | 1    | 04/24/2007   | 1        | 0                      | EA  | 695.00       | USD   | 1           |            |
| Tr.-Ev. Goods receipt   |            |                |      |              | 1        |                        | EA  | 695.00       | USD   | 1           |            |
| IR-L                    | 5105675581 |                | 1    | 04/19/2007   | 1        | 0                      | EA  | 695.00       | USD   | 1           |            |
| Tr.-Ev. Invoice receipt |            |                |      |              | 1        |                        | EA  | 695.00       | USD   | 1           |            |