

Display Purchase Order – ME53N

From the SAP Easy Access PCSB Menu Screen:

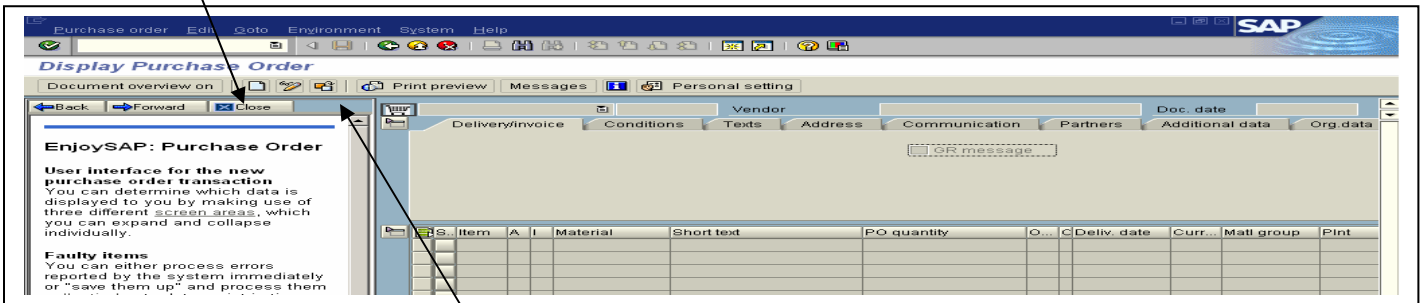
Click the **Expand Icon** to the left of: **PCSB Menu > Purchasing > Purchase Orders**

Double Click on: ME23N– Display Purchase Order



The first time you display a Purchase Order you will want to close the **Enjoy: SAP Purchase Order** window

Click the on the **Close** button

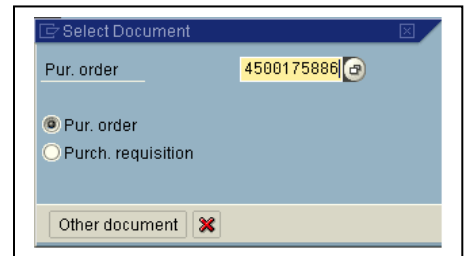


Click the **Other Purchase Order** icon



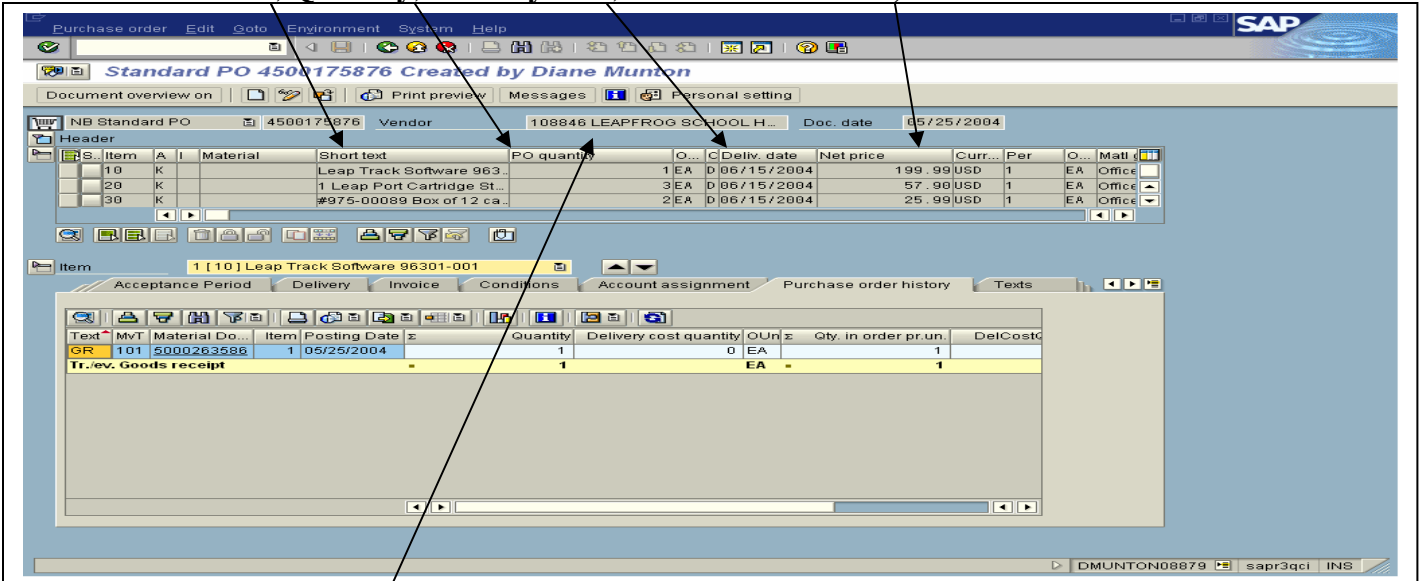
Type in the **Purchase Order Number**

Click **Other Document**



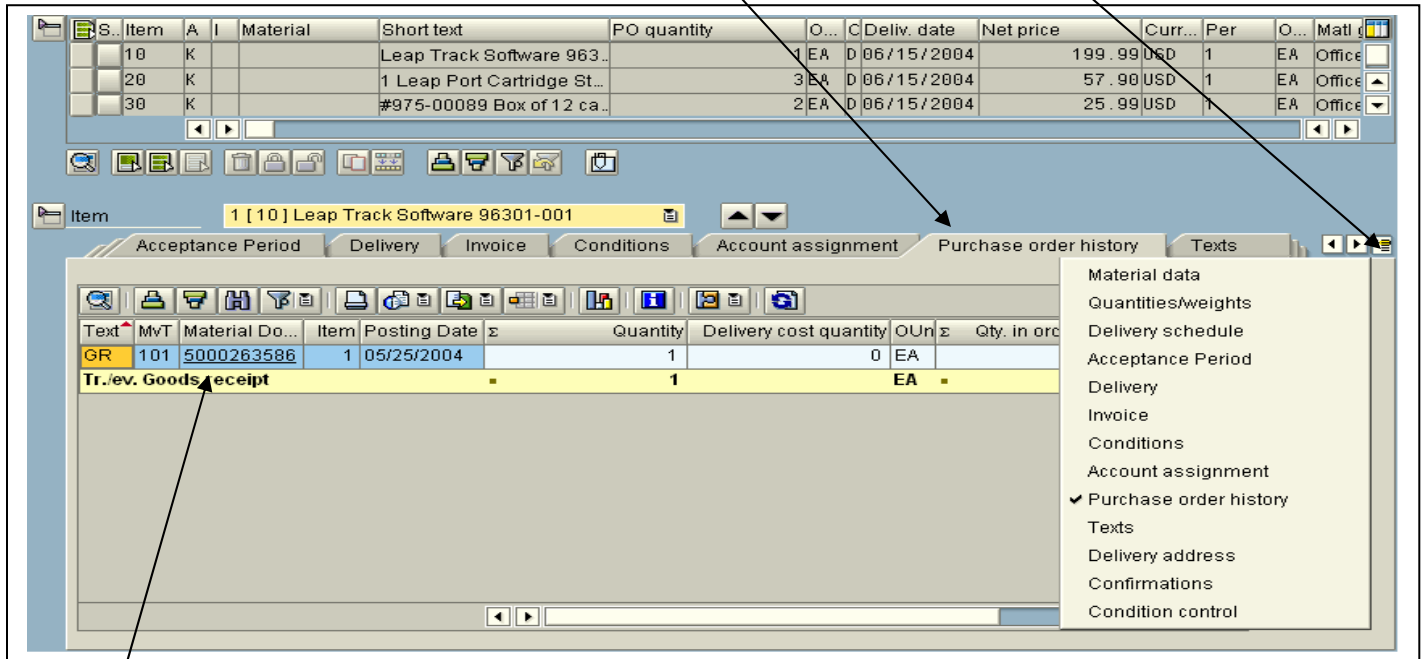
The **Purchase Order** is displayed on the screen

Line item **Short text, Quantity, Delivery date, Line item Net Price,**

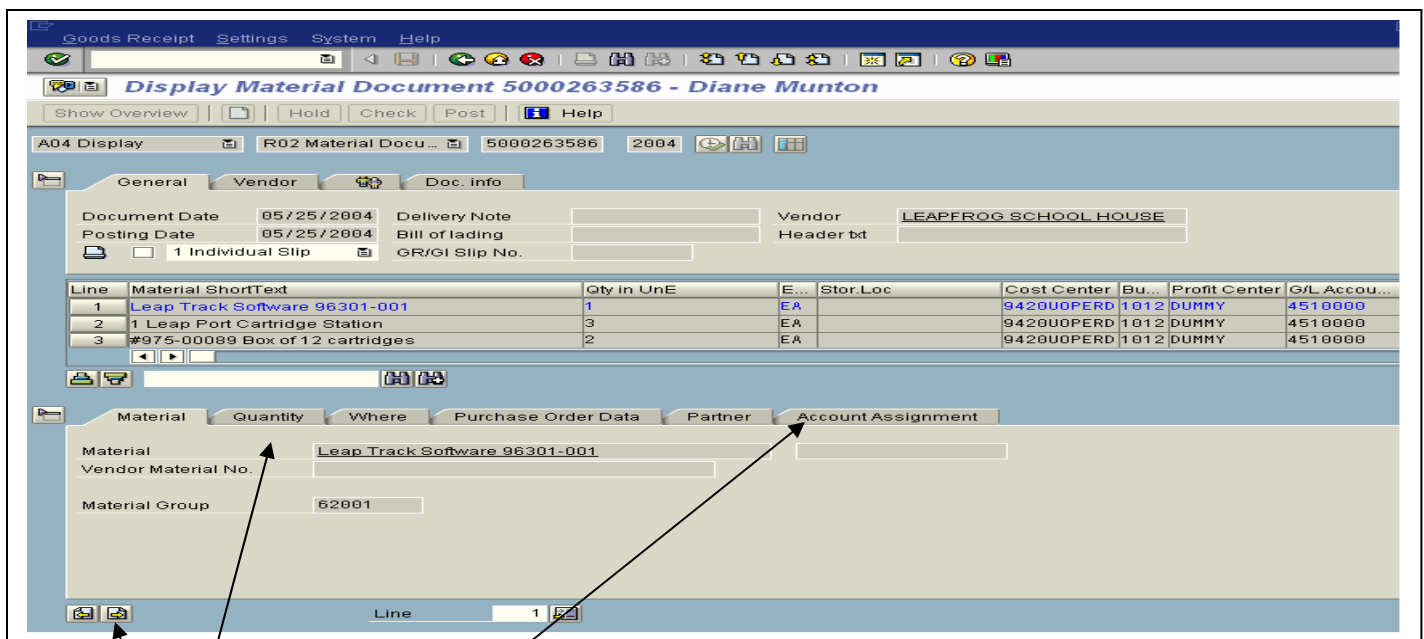


Vendor Name and number,

Additional information can be located by *Clicking* on the **Tab** to open a Folder or the **List box** icon to display Available Folders *Click* the **Folder** name to move to that Folder



Click the **Material Doc number** of the **Goods Receipt** to view the Goods Receipt



Details of the **Goods Receipt** for the Purchase Order are displayed

To view the **different line Items** on the Goods Receipt, *Click* the **Previous Item**, **Next Item** icons

To view the **Quantity** or **Account Assignments** *Click* the **Tab Folders**

To return to the **Purchase Order** screen *Click* the **Green back** arrow. Follow the same process is to *view* information about an **Invoice Receipt** for a Purchase Order.

Click the **Green back** arrow to leave the **Purchase Order** screen and *return* to the **SAP Easy Access Menu**