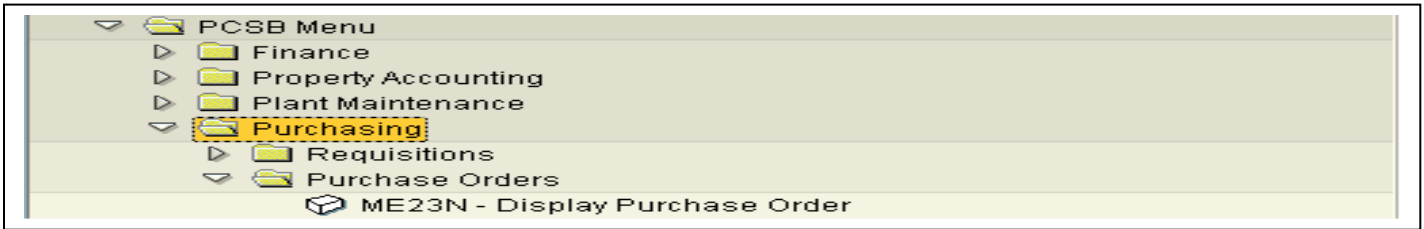


Find a Requisition Number for a Purchase Order- ME23N

From the SAP Easy Access PCSB Menu Screen:

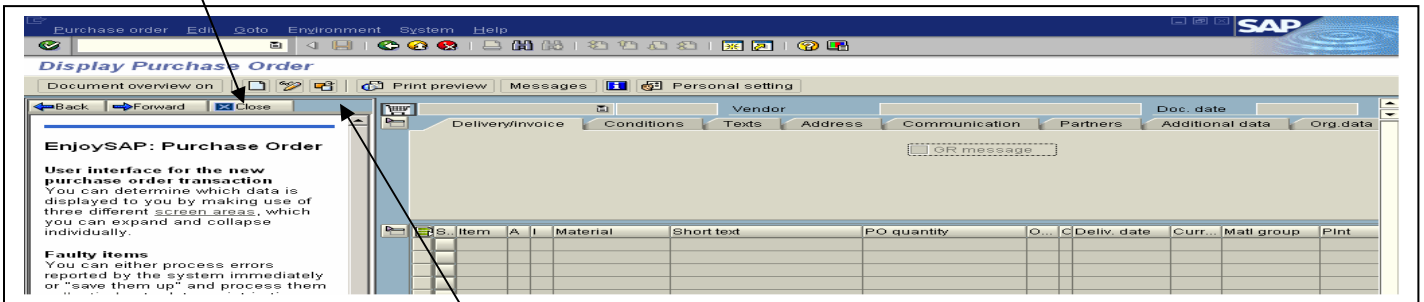
Click the **Expand Icon** to the left of: **PCSB Menu > Purchasing > Purchase Orders**

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

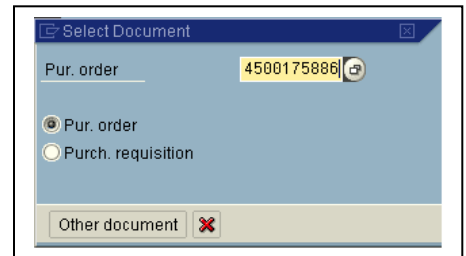


Click the **Other Purchase Order** icon

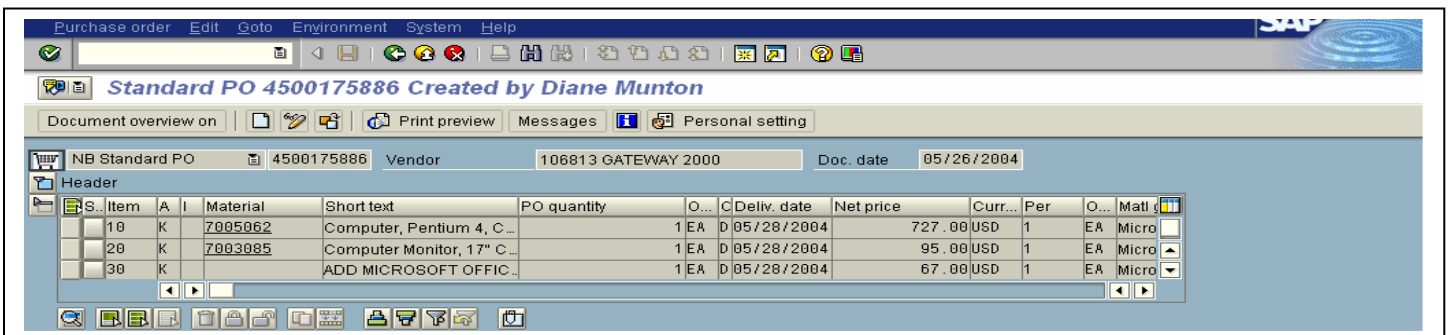


Type in the **Purchase Order Number**

Click **Other Document**



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



To find the Requisition number for this Purchase Order **Click the button in front** of any line item to highlight **Click the Environment** option on the top Tool bar **Click Purchase Requisition**

The **Purchase Requisition** is displayed. Refer to **Display Purchase Requisition** documentation for Requisition Details

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