

## Display Contracts (ME3L)

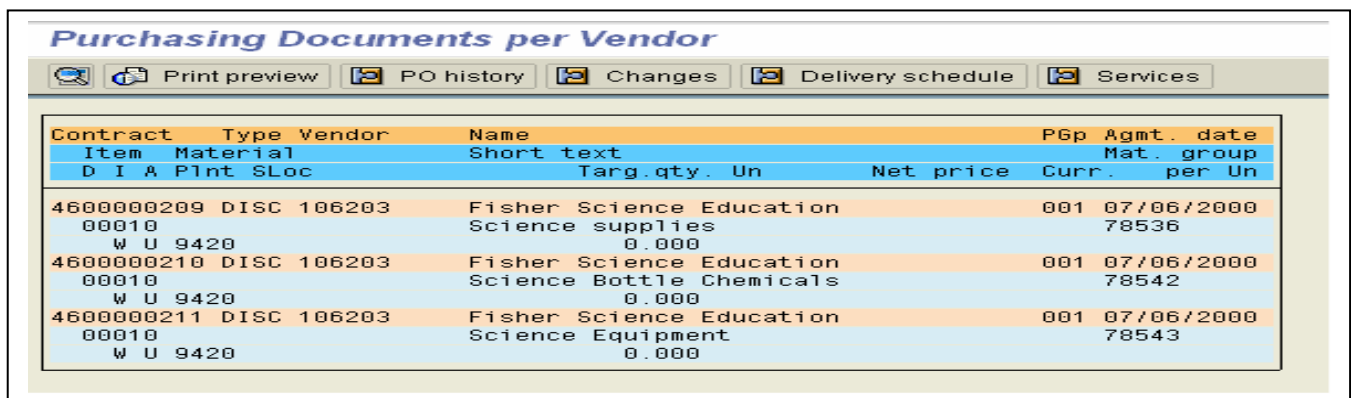
From the **SAP Easy Access PCSB Menu Initial screen**:

Click the **Expand** icon to the left of **SAP Main Menu > Logistics > Materials Management > Purchasing > Outline Agreement > List Displays, Double-click ME3L – By Vendor**

Display Contract for a Specific Vendor:

- Click in the **Vendor** box, click the **Search help** icon (use the **1: Active Vendors (Creditors): Purchasing** search), type partial **Vendor Name** with (\*) in the **Search Term** or **Name** box, press **Enter**, double-click desired **Vendor**. The vendor number is displayed in the box.
- Click in the **Scope of List** box
- Click the **Search help** icon
- Double-click **SERV\_KONT** (Contracts for Services)  
It is now displayed in the box
- Click **Execute** icon

Contract and Contract Items is displayed for the selected vendor if there is one.



The screenshot shows the SAP 'Purchasing Documents per Vendor' screen. At the top, there are navigation icons for 'Print preview', 'PO history', 'Changes', 'Delivery schedule', and 'Services'. Below this is a table with columns for Contract, Type, Vendor, Name, PGP, Agmt. date, Item, Material, Short text, Mat. group, D I A P lnt SLoc, Targ. qty. Un, Net price, Curr., and per Un. The table contains three rows of contract data, each with associated item and material details.

Contract	Type	Vendor	Name	PGP	Agmt. date	Item	Material	Short text	Mat. group	D I A P lnt SLoc	Targ. qty. Un	Net price	Curr.	per Un
4600000209	DISC	106203	Fisher Science Education	001	07/06/2000	00010		Science supplies	78536					
						W U	9420	0.000						
4600000210	DISC	106203	Fisher Science Education	001	07/06/2000	00010		Science Bottle Chemicals	78542					
						W U	9420	0.000						
4600000211	DISC	106203	Fisher Science Education	001	07/06/2000	00010		Science Equipment	78543					
						W U	9420	0.000						

Display All Contracts and Contract Items:

- Delete **Vendor number** from **Vendor** box (To search for all vendors)
- Click in the **Scope of List** box
- Click the **Search help** icon
- Double-click **SERV\_KONT** (Contracts for Services)  
It is now displayed in the box
- Click **Execute** icon (This search will take at least 10 minutes)