Process: ME23N displays a Hospital purchase order.	
Role: Materials Management Administrator	**Frequency:** When needed

BEGINNING	
Enter the transaction code	**ME23N**

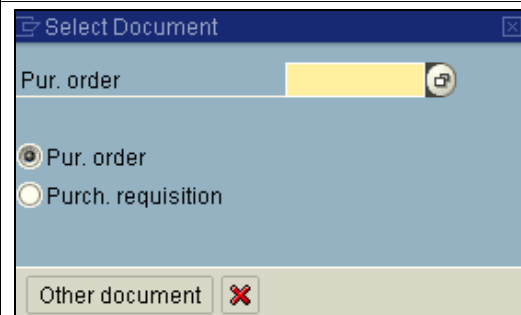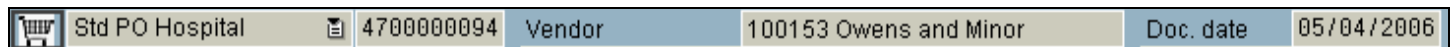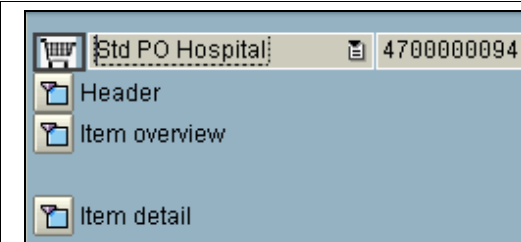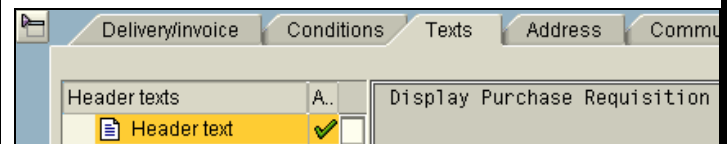| Display Purchase Order	
The **Display Purchase Order** screen will appear.	Display Purchase Order — Document overview on
To specify a purchase order, click on the **Other Purchase Order** icon on the application toolbar	
The **Select Document** box will appear. Enter the purchase order number in the **Pur. order** field. Select the **Pur. order** radio button. Click the **Other document** button.	Select Document — Pur. order — ⦿ Pur. order ◯ Purch. requisition — Other document
The purchase order will be displayed. The **Vendor** and **Document Date** are shown at the top of the screen.	
	Std PO Hospital 4700000094 Vendor 100153 Owens and Minor Doc. date 05/04/2006
If the **Header**, **Item overview**, and **Item detail** sections are not visible, expand them by clicking on the **Expand** icons	Std PO Hospital 4700000094 — Header — Item overview — Item detail
The **Header** section contains information on tabs that include **Delivery/Invoice**, **Texts**, and **Status**.	Delivery/Invoice Conditions Texts Address Commu — Header texts A.. Display Purchase Requisition — Header text ✓
The **Item Overview** section contains information about the item(s) on the purchase order.	

S..	Item	A	I	Material	Short text	PO quantity	O..	C	Deliv. date	Net price	Curr...	Per	O...	Matl
	1			32-00	GAUZE 4X4 TUB	10 BX	D		05/04/2006	0.45	USD	1	BX	Dres

Item Detail contains detailed information about each line item on the purchase order. Data is displayed on tabs, including Quantities/Weights, Confirmations (indicating when PO is placed with vendor), and Purchase Order History.

| Item	[1] 32-00 , GAUZE 4X4 TUB		▲ ▼				
Material data	Quantities/weights	Delivery schedule	Delivery	Invoice	Conditions	Account assignment	Purchase order history
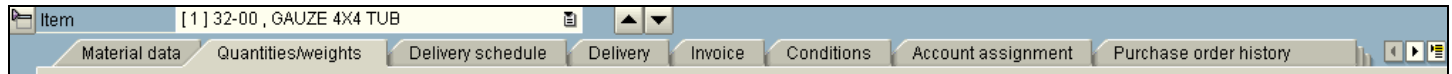
The **Purchase Order History** tab shows **Goods receipt**. It also lets you drill down into the **Material Document** – simply double-click on the document number (you can return to the PO by clicking on the Back icon)
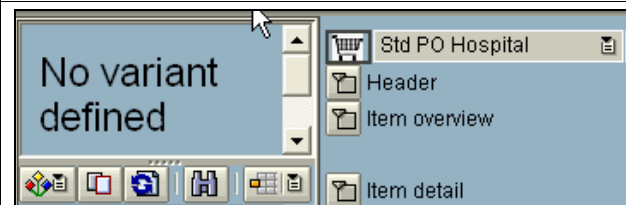
Item	[1] 32-00 , GAUZE 4X4 TUB		▲ ▼					
Delivery schedule	Delivery	Invoice	Conditions	Account assignment	Purchase order history	Texts	Delivery address	Confirm...

Text	MvT	Material Do...	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amt.in loc.cur.	L.cur	Σ	Qty. in order pr.un.	DelCostQty (OPUn)	Or...
GR	101	5000000330	1	05/04/2006		8	0	BX		3.60	USD		8	0	BX
Tr./ev. Goods receipt					∎	8		BX	∎	3.60	USD	∎	8		BX

You can also search for specific purchase orders by choosing from a list of documents.

Click on the **Document overview on** button.

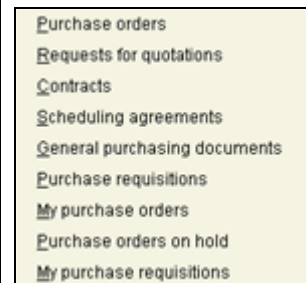| Document overview on	🗋 ✏ 🔁
🛒 Std PO Hospital	📄 4700000094
📁 Header	
📁 Item overview	
📁 Item detail	
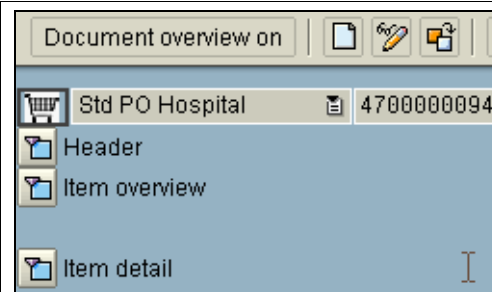
A new panel will appear on the left side of the screen.
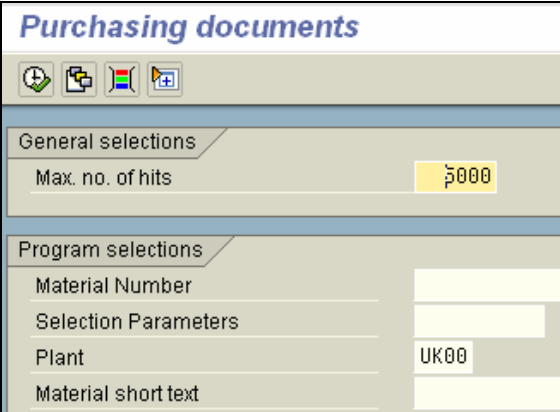
Click on the **Variant** icon

No variant defined

🛒 Std PO Hospital
📁 Header
📁 Item overview
📁 Item detail
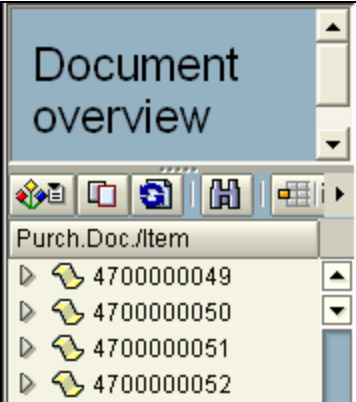
A menu will appear.

Click on **Purchase Orders** or, if you only want to display POs you created, click on **My Purchase Orders**

Purchase orders
Requests for quotations
Contracts
Scheduling agreements
General purchasing documents
Purchase requisitions
My purchase orders
Purchase orders on hold
My purchase requisitions

A new screen will appear, offering fields where you can specify criteria for the purchase order(s) you want to display. For example, you can specify a **Material Number**, **Document Date**, and/or **Vendor**.	**Purchasing documents** **General selections** Max. no. of hits — 5000 **Program selections** Material Number Selection Parameters Plant — UK00 Material short text
Fill in the fields to specify your criteria. Then click on the **Execute** icon.	
If any POs meet the criteria, the document number(s) will be shown in the **Document Overview** panel. Double-click on a document number to display that purchase order.	Document overview Purch.Doc./Item ▷ 4700000049 ▷ 4700000050 ▷ 4700000051 ▷ 4700000052
If they are not already expanded, expand the **Header**, **Item overview**, and **Item** sections by clicking on the **Expand** icons.	