Process: ME2L produces a report that displays purchase orders by vendor.	
Role: Materials Management Administrator	**Frequency:** When needed

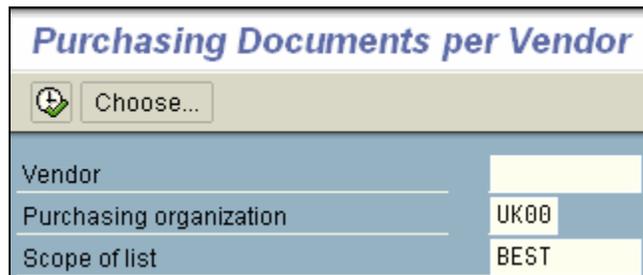|	
BEGINNING	
Enter the transaction code	**ME2L**
Purchasing Documents per Vendor	
Enter the vendor number in the **Vendor** field. If you do not know the vendor number, click on the **Possible Entries** icon to perform a search. Use the information you have (for example, vendor name) to find the vendor number.	**Purchasing Documents per Vendor** Choose... Vendor Purchasing organization UK00 Scope of list BEST
Once the vendor number is entered, click on the **Execute** button on the application toolbar.	

A report will appear showing purchase orders for the vendor specified. This report is the equivalent of the former Purchase Order Inquiry.
 	
Information displayed includes:
 	
PO Number
 	
Material
 	
Order Quantity
 	
Net Price
	Purchasing Documents per Vendor
	Print preview · PO history · Changes · Delivery schedule
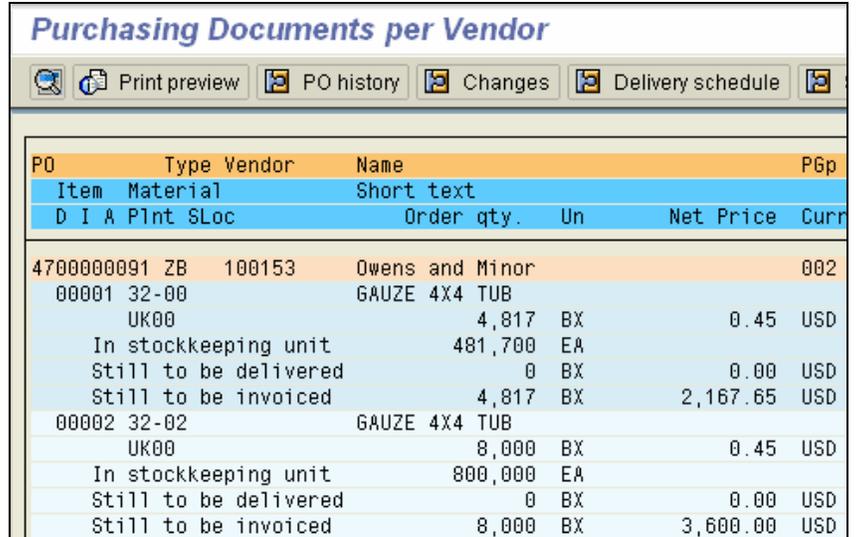	
	PO Type Vendor Name PGp
	 Item Material Short text
	 D I A Plnt SLoc Order qty. Un Net Price Curr
	
	4700000091 ZB 100153 Owens and Minor 002
	 00001 32-00 GAUZE 4X4 TUB
	       UK00 4,817 BX 0.45 USD
	  In stockkeeping unit 481,700 EA
	  Still to be delivered 0 BX 0.00 USD
	  Still to be invoiced 4,817 BX 2,167.65 USD
	 00002 32-02 GAUZE 4X4 TUB
	       UK00 8,000 BX 0.45 USD
	  In stockkeeping unit 800,000 EA
	  Still to be delivered 0 BX 0.00 USD
	  Still to be invoiced 8,000 BX 3,600.00 USD

To exit the report, click on the **Back** icon on the standard toolbar	