Quick Reference Card
ME2L – Display Purchase Order by Vendor

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.

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

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

The following tools to help you are on the myHelp website.
Course Material ● Transaction Procedures ● Transaction Simulations ● Online Feedback Form
http://myhelp.uky.edu/