**Process:** ME2M produces report that displays purchase orders by material.

**Role:** Materials Management Administrator

**Frequency:** When needed

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**BEGINNING**

Enter the transaction code **ME2M**

**Purchasing Documents for Material**

Enter the material number in the **Material** field.

If you do not know the material number, click on the **Possible Entries** icon to perform a search. Use the information you have (for example, material name) to find the material number.

Once the material number is entered, click on the **Execute** button on the application toolbar.

A report will appear showing the purchase orders for the material specified. This report is the equivalent of the former Purchase Order Inquiry.

Information displayed includes:

- **PO Number**
- **Vendor**
- **Order Quantity**
- **Net Price**

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

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The following tools to help you are on the myHelp website.

Course Material ● Transaction Procedures ● Transaction Simulations ● Online Feedback Form

http://myhelp.uky.edu/