

ME2L Transaction

Pull All Purchase Orders in the SAP System

We've all seen invoices that come in with incomplete purchase order numbers, no purchase order number, or wrong purchase order numbers. The **ME2L** transaction allows us to pull up all purchase orders that have been entered into the SAP system. The only information needed to do this is the vendor number. Below is the step-by-step process, using a copy of an invoice with an incomplete Purchase Order reference.

1. Locate the **Vendor Number** (keeping in mind that there may be more than one number and you may have to repeat this process several times to determine which number the department used)

Vendor Number

V# 24340

CHARGE 146.15
 1561270008 8104 12:54PM 1/10/05

Town & Country
 Country Mart
 Price Chopper
 County Mart

Store # 3803 Date 1-10-05

Organization / Name
 Kids First

Amount 37 lunches \$146.15
~~\$3,447~~

PO# 526160416 incorrect missing digit

Signature Betty Stockwell

Total \$146.15

Ticket No. 166249

5706561384

PO 526160416

Incorrect PO

2. In SAP, call up transaction **ME2L**, enter the **Vendor Number**, and click the Execute button.

Vendor Number

The screenshot shows the SAP 'Purchasing Documents per Vendor' selection screen. The 'Vendor' field is highlighted in yellow and contains the value '24340'. Other fields include 'Purchasing organization' (UAMS), 'Scope of list' (BEST), and 'Plant' (UAMS). The screen displays a list of selection criteria with input fields and 'to' indicators. The SAP logo is visible in the top right corner.

3. POs are listed in alpha-numerical order starting with the **45xxxxxxxx** numbers. The **PO Header** contains the PO number, the name of the vendor, and the PO date. Below the Header you will find the list of items ordered, quantity ordered, quantity to be delivered, quantity to be invoiced, the amount of the PO, and the amount that has already been invoiced.

PO Header -->

PO	Type	Vendor	Name	Psp	Order date					
Item	Material	Short text	Mat. group							
D	I	A	Pint	SLoc	Order qty	Un	Net Price	Curr	per. Un	
S221502054	FO	24340	PRICE CHOPPER FOOD STORE	JM	02/21/2002					
00001			KIOS FIRST/ Pocahontas		S10					
L	K	UAMS		1	EA	5,000.00	USD	1	EA	
			Still to be delivered	0	EA	0.00	USD	0.00	%	
			Still to be invoiced	0	EA	0.00	USD	0.00	%	
00002			KIOS FIRST/ Pocahontas		S10					
S	K	UAMS		3,787.400	\$	1.00	USD	1	EA	
			Still to be delivered	0	\$	0.00	USD	0.00	%	
			Still to be invoiced	0	\$	0.00	USD	0.00	%	
S231005296	FO	24340	PRICE CHOPPER FOOD STORE	KT	07/01/2002					
00001			Meal Service		F10					
S	B	K	UAMS		1	EA	16,500.00	USD	1	EA
			Still to be delivered	0	EA	0.00	USD	0.00	%	
			Still to be invoiced	0	EA	0.00	USD	0.00	%	
S241011062	FO	24340	PRICE CHOPPER FOOD STORE	KT	07/01/2003					
00001			Meal Service		F10					
S	B	K	UAMS		1	EA	16,500.00	USD	1	EA
			Still to be delivered	0	EA	0.00	USD	0.00	%	
			Still to be invoiced	0	EA	0.00	USD	0.00	%	
S250911304	FO	24340	PRICE CHOPPER FOOD STORE	KA	07/01/2004					
00001			meal service		F10					
S	B	K	UAMS		1	EA	4,244.40	USD	1	EA
			Still to be delivered	0	EA	0.00	USD	0.00	%	
			Still to be invoiced	0	EA	0.00	USD	0.00	%	
00002			meal service		F10					
S	B	K	UAMS		1	EA	1,406.40	USD	1	EA
			Still to be delivered	0	EA	0.00	USD	0.00	%	
			Still to be invoiced	0	EA	0.00	USD	0.00	%	
00003			meal service		F10					
S	B	K	UAMS		1	EA	13,646.25	USD	1	EA
			Still to be delivered	0	EA	0.00	USD	0.00	%	
			Still to be invoiced	0	EA	0.00	USD	0.00	%	

4. Scroll through the information to determine the PO you are looking for.

Correct PO



