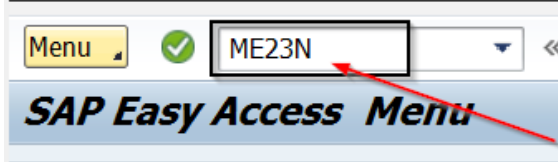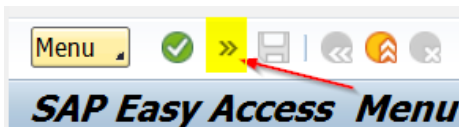# How To Pull Up Invoices in SAP GUI

See Page 2 for instructions on Marketplace Electronic Invoices only

1. **Input T-Code ME23N "Display Purchase Order" – field is at top left top of screen and hit "enter".**
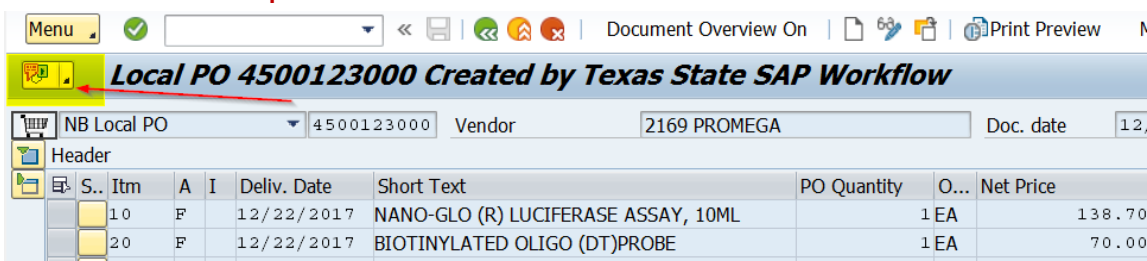

   If the field is missing to type in the T-code, click on the arrow shown below to expand the to the field.

2. **The last PO you reviewed will be shown.   To change this PO#, click on this icon at the top of screen. When you hover over this box, it shows "other purchase order". A field will be shown, type in PO# and hit "enter".**
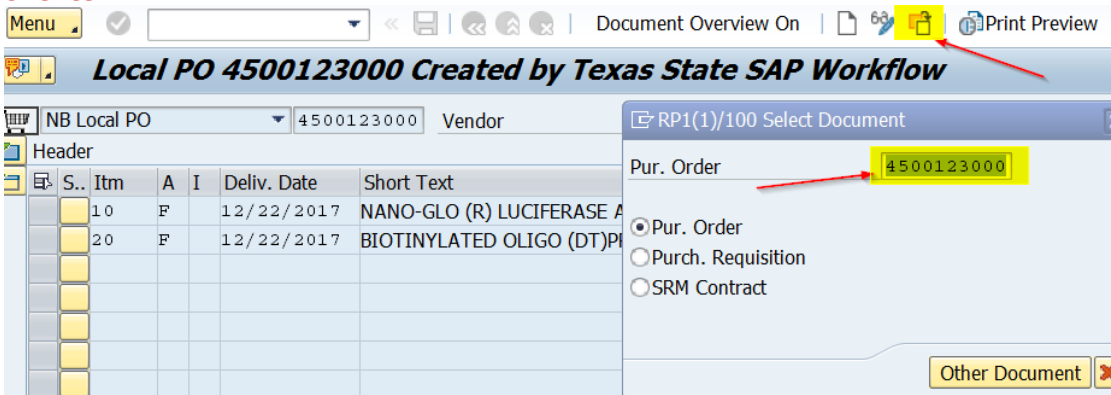
3. **Click on this icon at top left of screen for attachments to PO.**


4. **Click on the attachment icon to see invoice. There may be multiple attachments. Refer to the invoice you want to review showing INVOICE ####.**


   If you need to refer to the invoice again, follow the same process, save it as a PDF, or print if *absolutely* required.

How To Pull Up Invoices in Marketplace (Electronic Invoices Only)

1. **Log in to SAP Portal and click on the TSUS Marketplace icon under General Business Apps.**
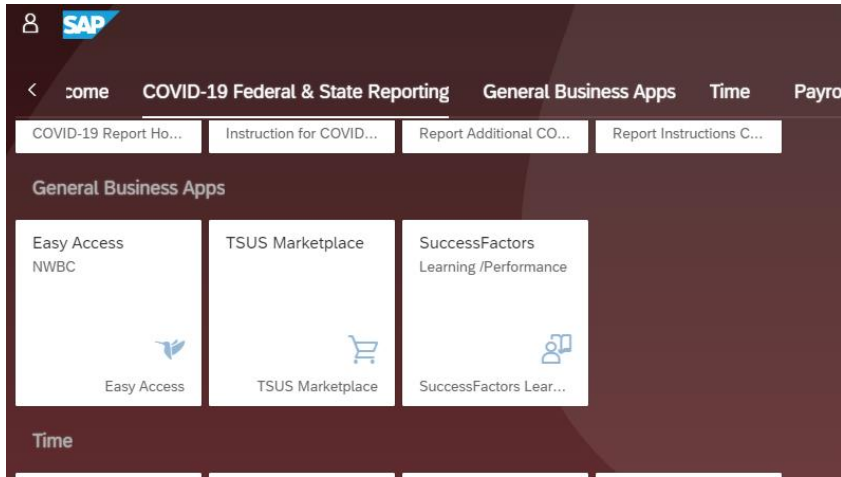
2. **Select Documents/Search Documents (shown below). *Please note that most people will have different home pages for Marketplace, so your screen may be different.***
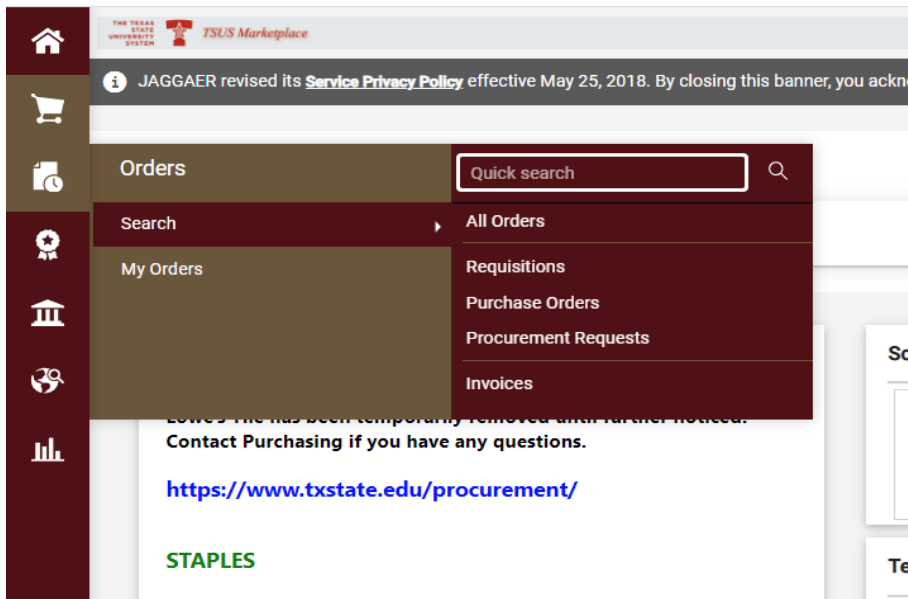
3. **Search All Documents and enter the PO#. If you want to search for only the invoice #, you can enter the invoice number but the PO# will show all documents associated with the PO (Requisition, Purchase Order, and Invoice/Credits). Hit "enter" to pull up all documents.**

4. **Select the invoice you need to review.** *Please note the Document/Invoice number shown is not the actual invoice number shown in SAP. The invoice number that comes through to pay is the "Supplier Invoice No.", which is shown on the invoice when you pull it up.*

If you need to refer to the invoice again, follow the same process, save it as a PDF, or print if *absolutely* required.