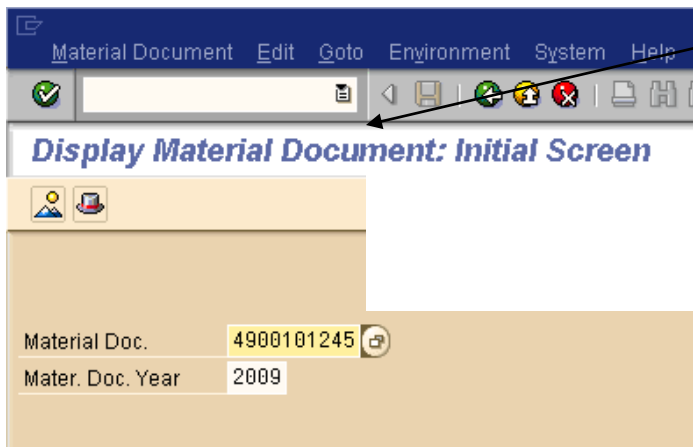


Central Storeroom
 Robertshaw Building
 650 South Thirteenth Street
 Indiana, PA 15705
 Phone: 724-357-3077
 Fax: 724-357-2670

Storeroom – Viewing Delivery Confirmation and Notes



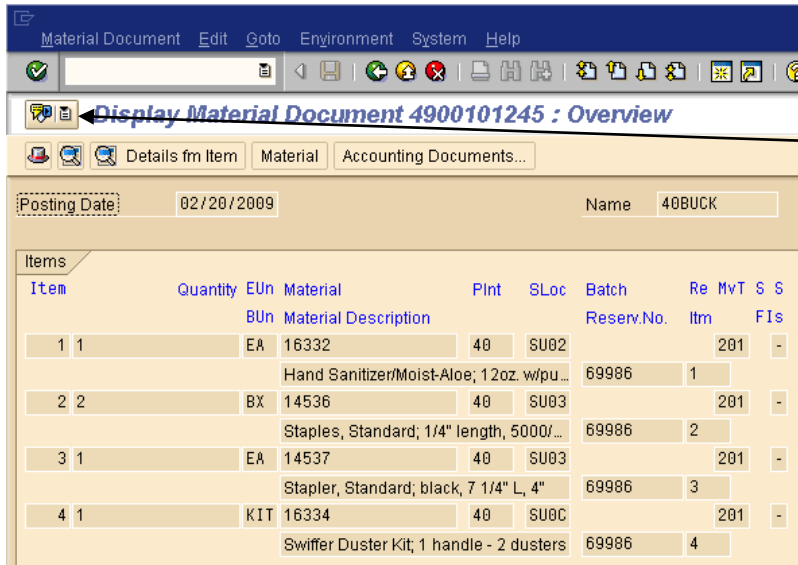
Display Material Document

SAP Transaction **MB03**

Enter the material document number from the top of the goods issue (material document)

4900xxxxxx

Hit Enter or Click green circle with check



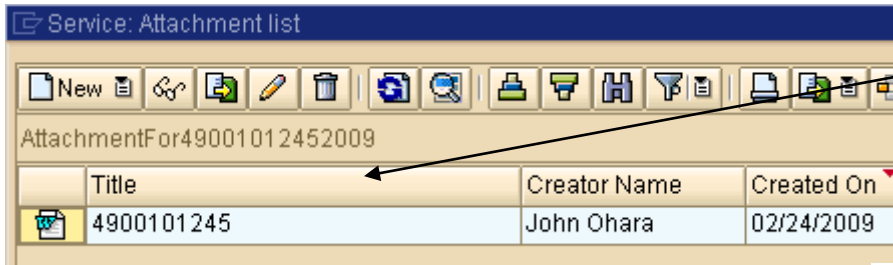
You will now see the items you ordered (as a display)

Click on the **document overview icon**

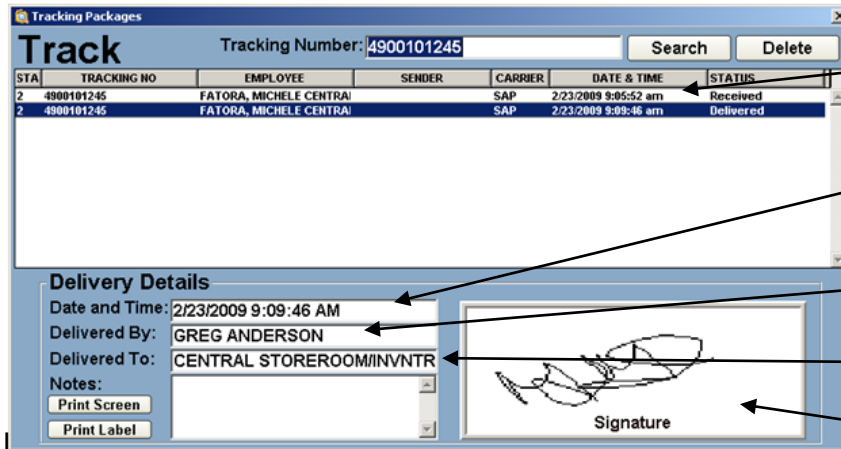
A **Pop up window will appear**



Choose **Attachment List**



A list of available attachments will appear;
Choose the attachment you want to view



A windows document will appear showing you:
 When the item was filled and issued at the storeroom
 Date and time delivered to unloading point
 Delivered by
 Delivered to: unloading point
 Signed for by: Actual signature of department recipient. In the case of 2nd shift delivery, driver will sign.