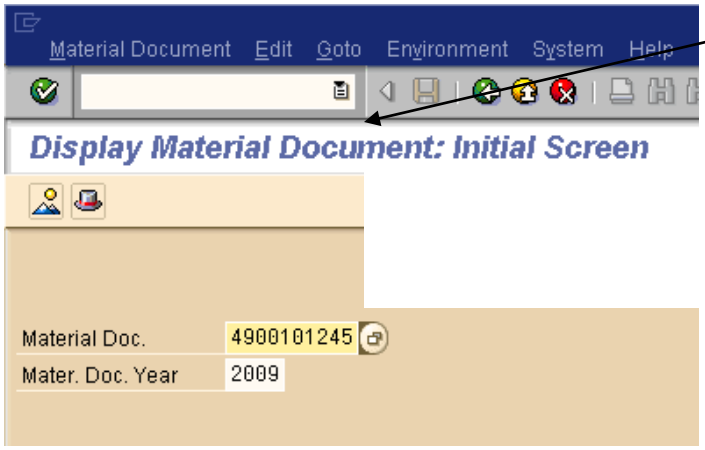
Central Storeroom
Robertshaw Building
650 South Thirteenth Street
Indiana, PA 15705
Phone: 724-357-3077
Fax: 724-357-2670

Storeroom – Viewing Delivery Confirmation and Notes



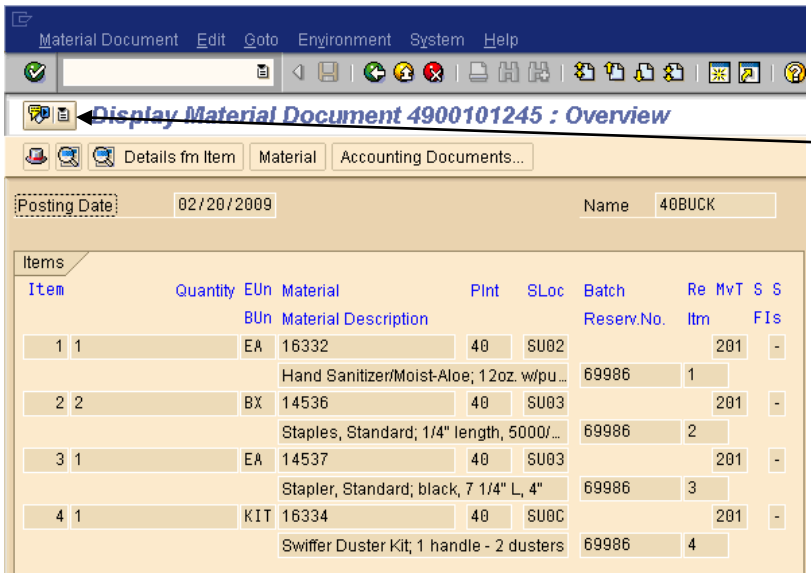
Display Material Document

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

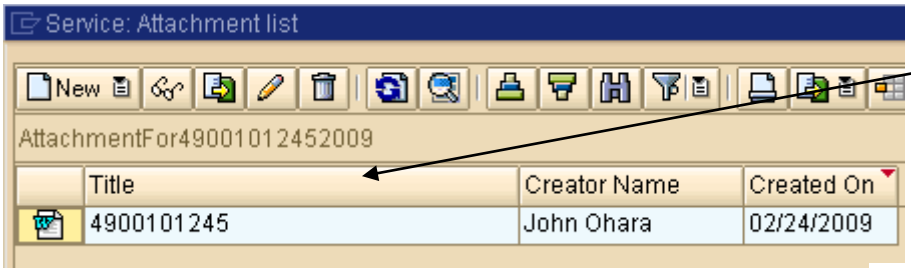


You will now see the items you ordered (as a display)

Click on the **document overview icon**

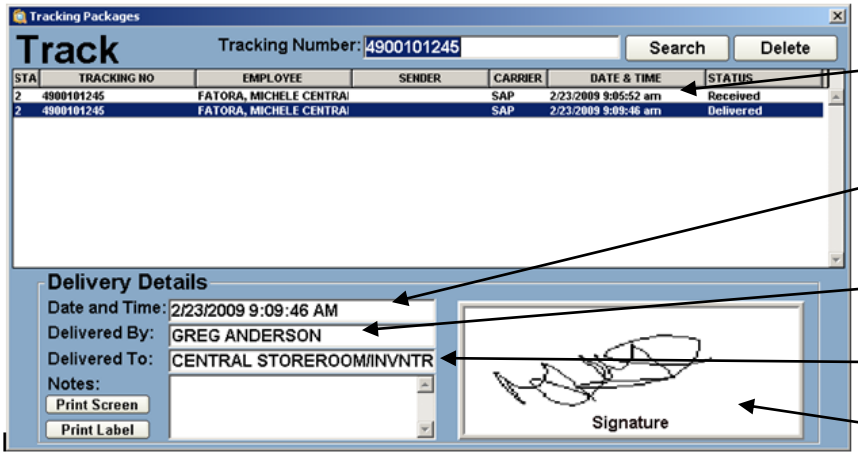
A Pop-up window will appear

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.