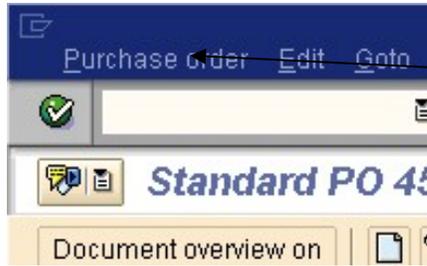




Central Storeroom / Shipping and Receiving

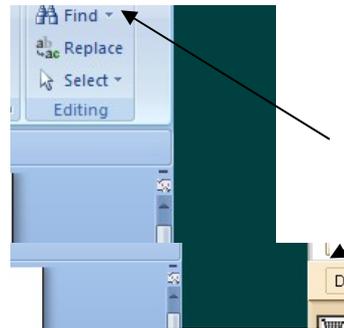
Robertshaw Building
650 South Thirteenth Street
Indiana, PA 15705
Phone: 724-357-4074
Fax: 724-357-2515

Receiving – View Delivery Confirmation and Notes on a Purchase Order



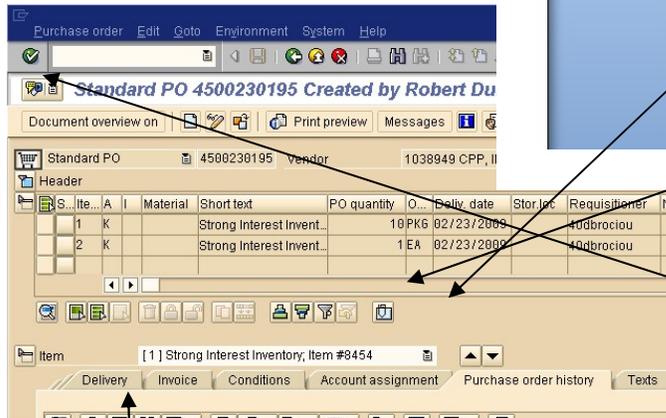
SAP Transaction **ME23n** (view a standard purchase order)

Choose **Purchase Order**



You will see a window Choose **Other purch. Order**

Insert the **Purchase Order Number**
Hit **Enter**



You will now see the SAP Purchase Order
The **Purchase order history** tab will show items that have been received
You can scroll down through the items on the PO using the arrows

To view misc. notes concerning the PO; click on the **overview icon**; a pop-up will appear



Click on **Attachment List Icon**
A list of available documents will appear; such as packing slip, delivery slip, invoice, notes, etc.

To view **Material Document information**; such as on the **Material Document**

The **Goods Receipt Material Document** will now appear

click on the **overview icon**; a pop-up will appear

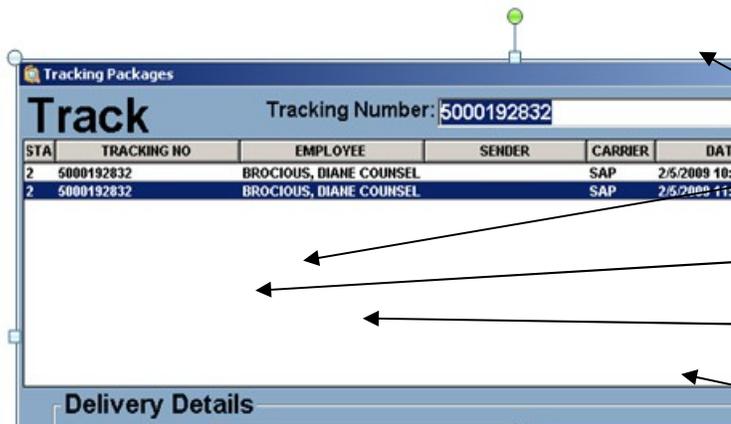
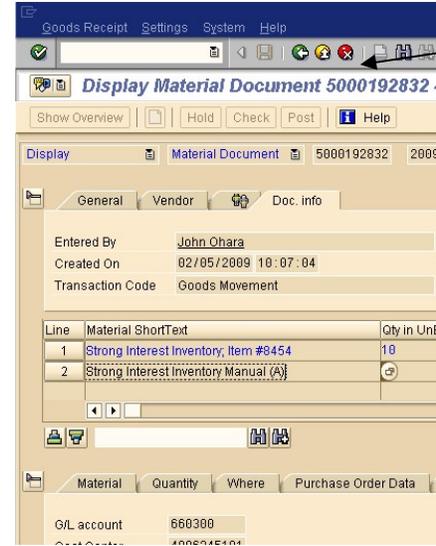


Click on **Attachment List Icon**

A list of available documents will appear;



Double Click on the item you wish to view



A word document will now appear that contains the delivery information
When it was receiving at Shipping and Receiving
Date/Time delivered to department
Delivered by: Driver
Delivered to: Address (unless otherwise noted)
Signed for by: Actual signature of department recipient