

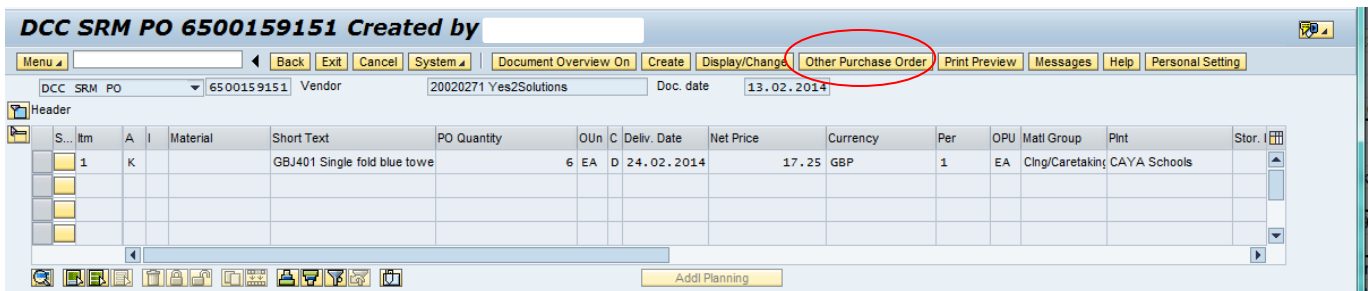
How to find a copy of an invoice (Purchase Order invoice)

- Go into transaction **ME23N**



In order to find a Purchase Order...

- Click Other Purchase Order



- Type in your Purchase Order number
- Press Enter



Check that you are displaying the Purchase Order History tab

DCC SRM PO 6500121592 Created by Shirley

Menu | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order | Print Preview | Messages | Help | Personal Setting

DCC SRM PO 6500121592 Vendor 20014100 Yorkshire Purchasing Organi Doc. date 02.07.2013

S...	Item	A	I	Material	Short Text	PO Quantity	OU	C	Delv. Date	Net Price	Currency	Per	OPU	Mat Group	Plant	Stor.
	1		K		Book Covering Film 500mmx75mm	2	ST	D	09.07.2013	22.85	GBP	1	ST	Print. & Station	CAYA Schools	

Item: Book Covering Film 500mmx75mm 713791

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | **Purchase Order History** | Texts

Basic List

S...	MVT	Material Doc...	Item	Posting Date	Quantity	Delivery cost quantity	OU	Amount in LC	L	Cur	Qty in OPU	DelCostQty (OPU)	Or...
WE	101	5000205710	1	10.07.2013	2	0	ST	45.70	GBP		2	0	ST
Tr.Ev					2		ST	45.70	GBP		2		ST
RE-L		5105650951	1	29.11.2013	2	0	ST	45.70	GBP		2	0	ST
Tr.Ev					2		ST	45.70	GBP		2		ST

If you cannot see Purchase Order History tab you use the arrow buttons

If Purchase Order History tab is not available, your goods have not been received

If there is no 2nd line (invoice), your invoice has not been scanned into SAP

- Double click on the Invoice number

- Click Services for Object icon
- Click Attachment list

Display Invoice Document 5105650951 2013

Menu | Back | Exit | Cancel | System | Show PO structure | Follow-On Documents...

Transaction Invoice 5105650951 2013

Basic data | Payment | Details | Tax | Withholding tax

Invoice date 10.07.2013 Reference 486399117

Posting Date 29.11.2013 Period 8

Amount 54.84 GBP Calculate tax

Tax Amount 9.14 VA (Standard rated inpi)

Text

Paymt terms 30 Days net

Baseline Date 10.07.2013

Company Code 1000 Derbyshire County Council Great Britain

Vendor 0020005085

Yorkshire Purchasing Organisation

41 Industrial Park

Wakefield

WEST YORKSHIRE WF2 0XE

01924 824477

Bank acct 13093603

BARCLAYS BANK PLC, Wakefield

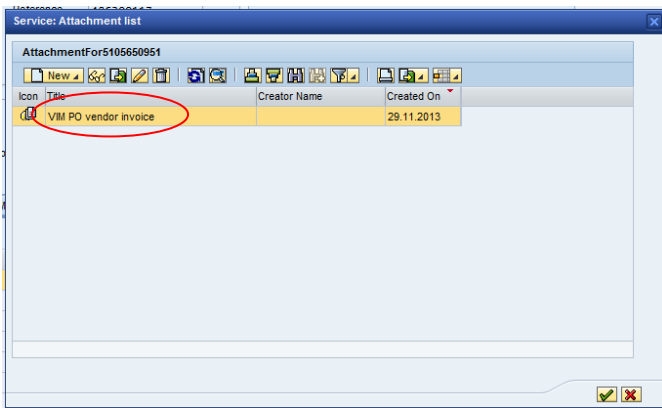
PO Reference | G/L Account | Material

Layout All information

Item	Amount	Quantity	Or...	Purchase Or...	Item	Smart Number	PO Text
1	45.70	2	ST	6500121592	1		Book Co

Attachment list

- Double click on VIM PO vendor invoice



Your invoice will be displayed

- Click on Save / Print icon

