To view a purchase order using a purchase order number, follow the menu path **Purchasing ➔ Display Purchase Order** or use the transaction code **ME23N**.

1. The following screen is displayed. The default shows the last PO you worked with.

2. To find display another PO, click on the Other Purchase Order icon. Enter the desired PO number and click the Other Document button.

3. In the Item Overview section, review the line items.

4. Click on the button(s) to the immediate left of the line item(s) you wish to view.

5. In the Item tab section, the Purchase Order History tab will display.

6. You may review the Good Receipt by clicking on the Material Document number on the GR line.

7. You may review the Invoice by clicking on the Material Document number on the IR-L line.

8. Review any of the other tabs you wish.