Locating a PO or Contract in SAP without knowing anything other than the Vendor Name:

1. Logon to SAP … in the SAP Transaction field, type “ME2L” and <execute> (green ball to left)

![SAP Easy Access](image)

2. Place your cursor in the “Vendor” field and notice a dropdown menu ICON in the right of the cell – click on it to obtain the SEARCH CRITERIA pop-up:

![Purchasing Documents per Vendor](image)

![Vendor Account Number (1)](image)
3. Make certain the TAB shown in the pop-up is the “Vendors: Purchasing” tab.
4. Type the first five letters of the Vendor Name – the last character should be an “*”
5. <Click> the green checkmark at the bottom right to obtain listing of all vendors with those letters.
6. Double-click onto the vendor – if multiple listings, write the Vendor numbers down:

![Vendor List](image)

** Make certain to type “30” in PLANT area for only ESU PO’s **
7. <Execute> … (green check with white clock; upper right)
8. Listing of all PO’s for that vendor will be listed:

   **Purchasing Documents per Vendor**

   - **Vendor/supplier:** TOUCH INFORMATION SYS INC
   - **PO#:** 4501109240
     - **Description:** TOUCHNET Gateway Suite
     - **Date:** 06/12/2007
     - **Quantity:** 1
     - **Unit Price:** $27,480.00
   - **PO#:** 4502525418
     - **Description:** TOUCHNET Gateway Service
     - **Date:** 09/09/2008
     - **Quantity:** 1
     - **Unit Price:** $11,800.00
   - **PO#:** 4502514320
     - **Description:** TOUCHNET Gateway Service
     - **Date:** 09/09/2008
     - **Quantity:** 1
     - **Unit Price:** $11,800.00

9. Double-click on any PO# to access the PO:

   **Standard PO 4500436606 Created by MARY DUTTER**

   - **Vendor:** TOUCH INFORMATION SYS INC
   - **PO#:** 4500436606
     - **Description:** Ingenico Card Swipe Device 5250’s
     - **Date:** 07/03/2014
     - **Quantity:** 4
     - **Unit Price:** $1,010.00

   ***As you may surmise, knowing the PR# (Purchase Requisition), PO#, or Vendor # is very helpful in locating documents more quickly.***