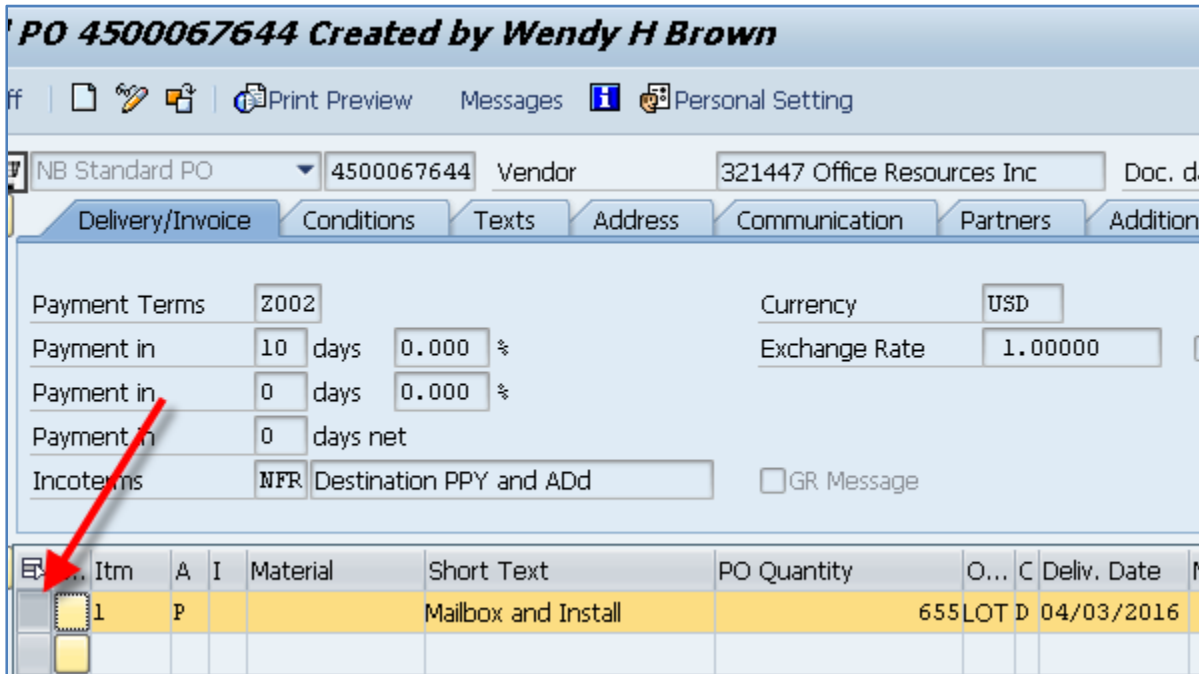


Tracking information is available on SAP Purchase Orders to show changes applied. Tracking identifies the change performed and by whom, along with the date and time.

1. Bring the purchase order to display mode. Click gray button to left of line that you want to see tracking information.



PO 4500067644 Created by Wendy H Brown

ff | | Print Preview Messages Personal Setting

NB Standard PO 4500067644 Vendor 321447 Office Resources Inc Doc. da

Delivery/Invoice Conditions Texts Address Communication Partners Additional

Payment Terms 2002 Currency USD

Payment in 10 days 0.000 % Exchange Rate 1.00000

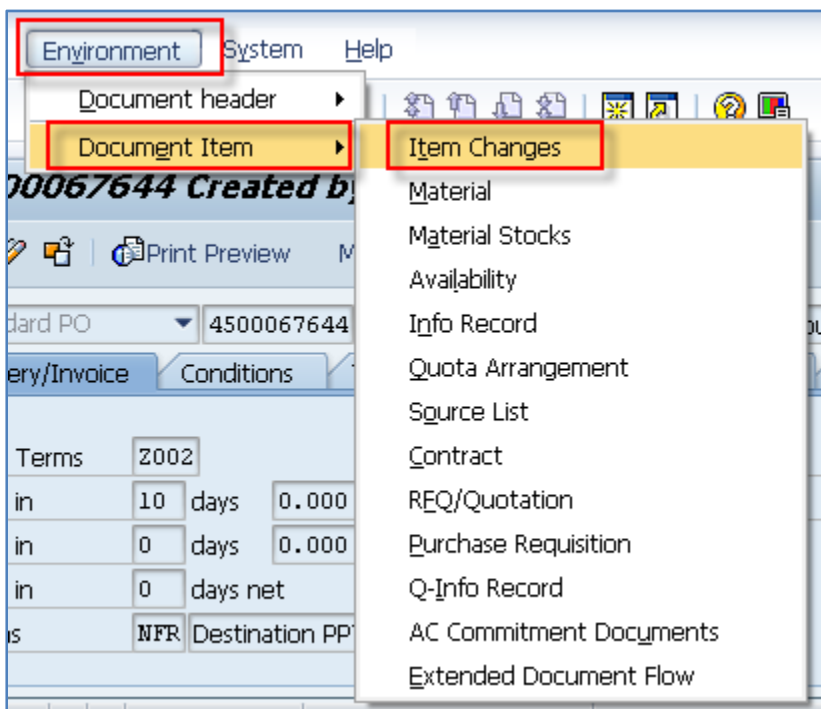
Payment in 0 days 0.000 %

Payment in 0 days net

Incoterms NFR Destination PPY and ADd ☐ GR Message

Item	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	M
1	P			Mailbox and Install	655	LOT D		04/03/2016	

2. From the header menu, select Environment / Document Item / Item Changes



Environment System Help

Document header

Document Item

Item Changes

Material

Material Stocks

Availability

Info Record

Quota Arrangement

Source List

Contract

REQ/Quotation


Purchase Requisition

Q-Info Record

AC Commitment Documents

Extended Document Flow

3. Changes will display with old and new value, person, date, time, etc.

Changes Purchase Order 4500067644 Item 1								
◀ ▶								
								
I...	Object	Short text	Action	New value	Old value	User	Date	Time
1	Address Seq.No. 0...	Address	Entered			WLHOLL2	02/10/20...	08:41:...
	Item	Item text	Deleted			JMWRIGD		09:20:...