

End User Procedure (EUP)

Faxing A Purchase Order

ME9F

Purpose

Use this procedure to fax a Purchase Order (PO) directly from SAP to a vendor.

Trigger

Perform this procedure to send a PO directly from SAP to a vendor's fax machine.

Prerequisites

Before beginning this task, verify the following:

- The Purchase Order must be fully approved, if necessary, before it can be faxed

Menu Path

Use the following menu path(s) to begin this transaction:

- Select **Logistics** → **Materials Management** → **Purchasing** → **Purchase Order** → **Messages** → **Print/Transmit** to go to the *Message Output* screen

Transaction Code

ME9F

Helpful Hints

None

Procedure

1. Start the transaction using the above menu path or transaction code.

Message Output

The screenshot shows the SAP Message Output window. It has a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is divided into two sections:

- Purch. doc. data:** A table with fields for Document number, Vendor, Purchasing organization, Purchasing group, Document type, and Document date. Each field has a 'to' field and a right-pointing arrow icon.
- Message data:** A table with fields for Application (EF), Message type, Transmission time-spot, Processing status (0), Creation date, and Time created (00:00:00). The Message type field has a 'to' field and a right-pointing arrow icon.



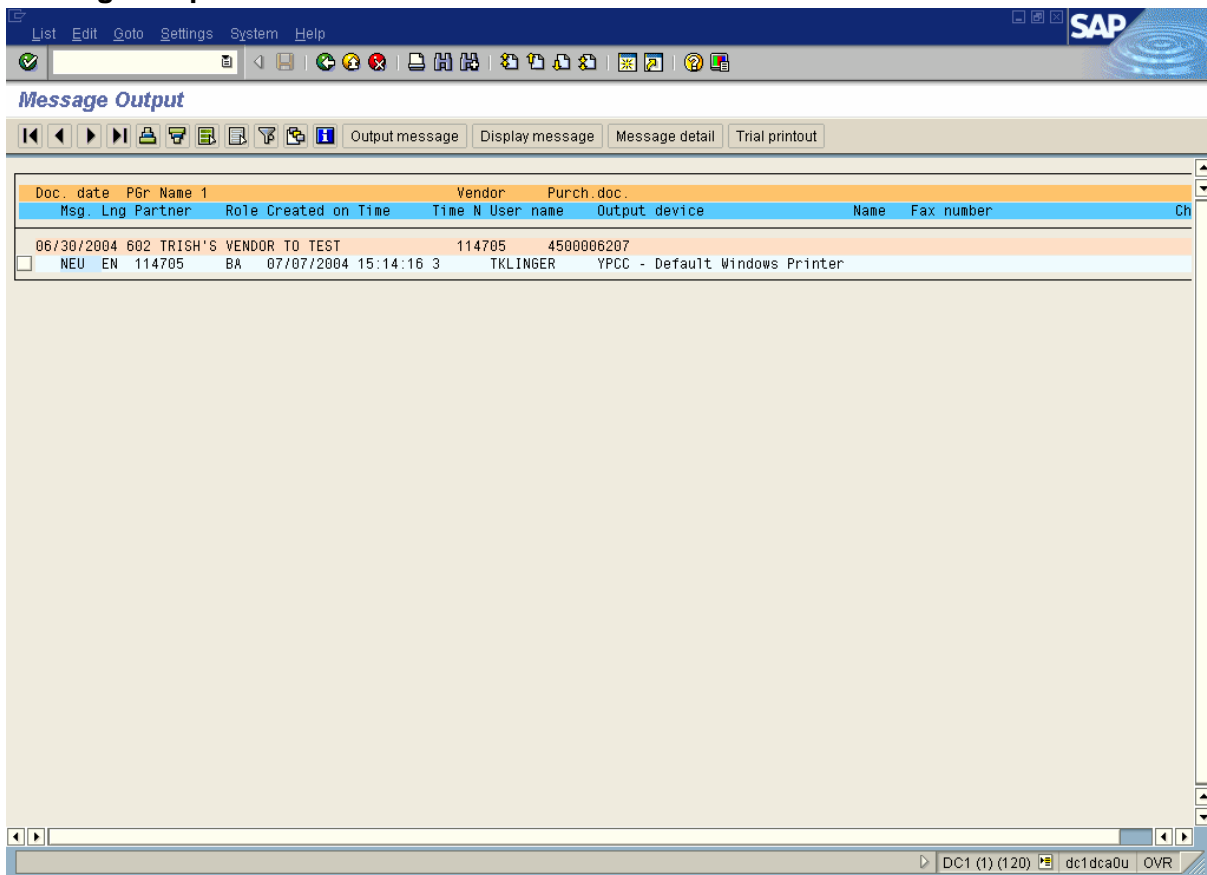
R/O/C/D indicates a field is required, optional, conditional (dependent upon another selection) or the information defaults (based on previously entered information or system configuration)

2. As required, complete/review the following fields:

Field Name	R/O/C/D/I	Description
Document Number	R	The unique identification value assigned to a business event as it is processed in SAP. The system automatically creates and assigns document numbers as each document is posted. Manual assigning of document numbers is not possible. Example: 4500006207
Processing status	R	Processing status for document. Example: 0

3. Select the EXECUTE  icon.

Message Output



The screenshot shows the SAP Message Output window. The window title is "Message Output" and it has a menu bar with "List", "Edit", "Goto", "Settings", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area contains a table with the following data:

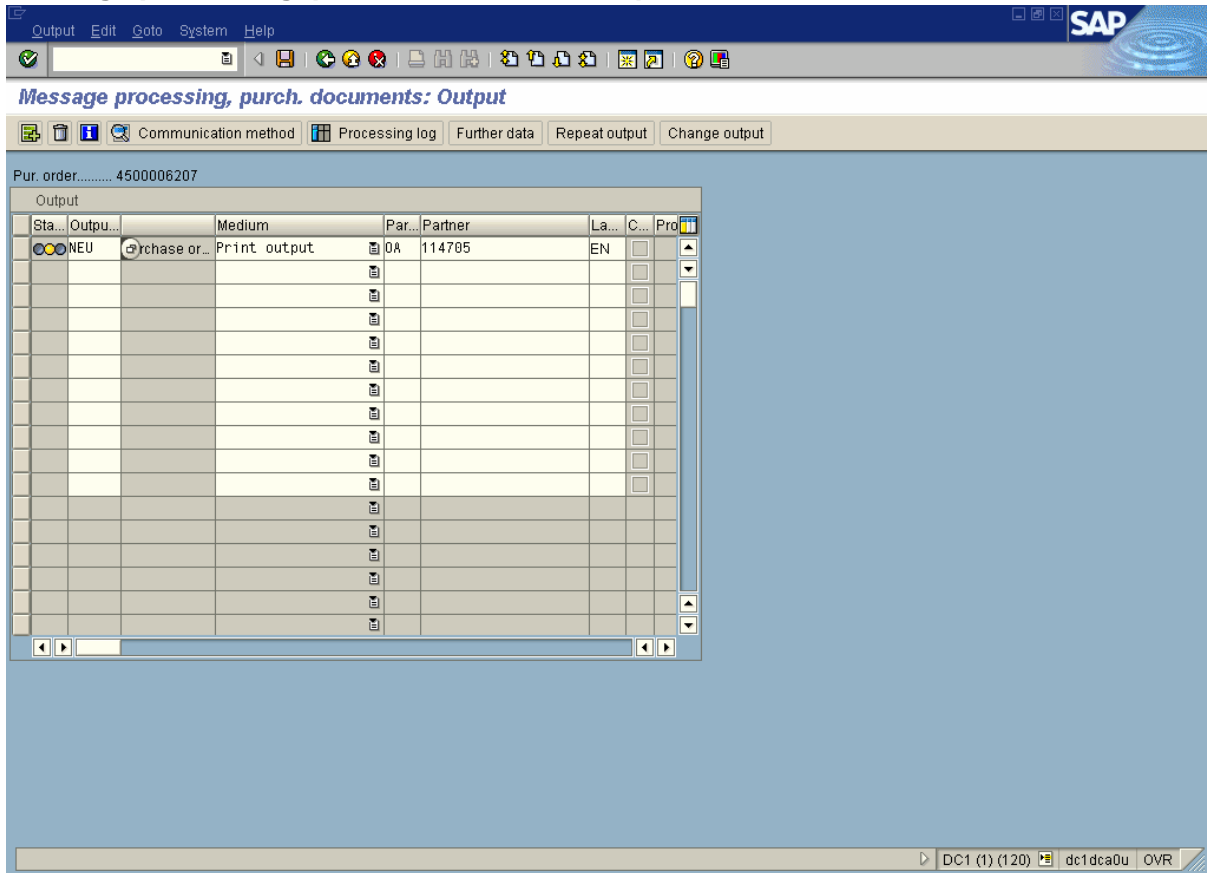
Doc. date	PGr	Name 1	Vendor	Purch. doc.	Msg. Lng	Partner	Role	Created on	Time	N	User name	Output device	Name	Fax number	Ch
06/30/2004	602	TRISH'S VENDOR TO TEST	114705	4500006207	NEU	EN	BA	07/07/2004	15:14:16	3	TKLINGER	YPCC - Default Windows Printer			

At the bottom of the window, the status bar shows "DC1 (1) (120) dc1dca0u OVR".



4. Select the CHECKBOX to the left of the appropriate document.

5. Select the MESSAGE DETAIL  button.

Message processing, purch. documents: Output





6. As required, complete/review the following fields:

Field Name	R/O/C/D/I	Description
Medium	R	Format that a recipient receives a document in. (printed, EDI, Fax, etc).  Select the DROPDOWN MENU  icon to change the format to Fax. Example: Fax

7. Select the FURTHER DATA  button.

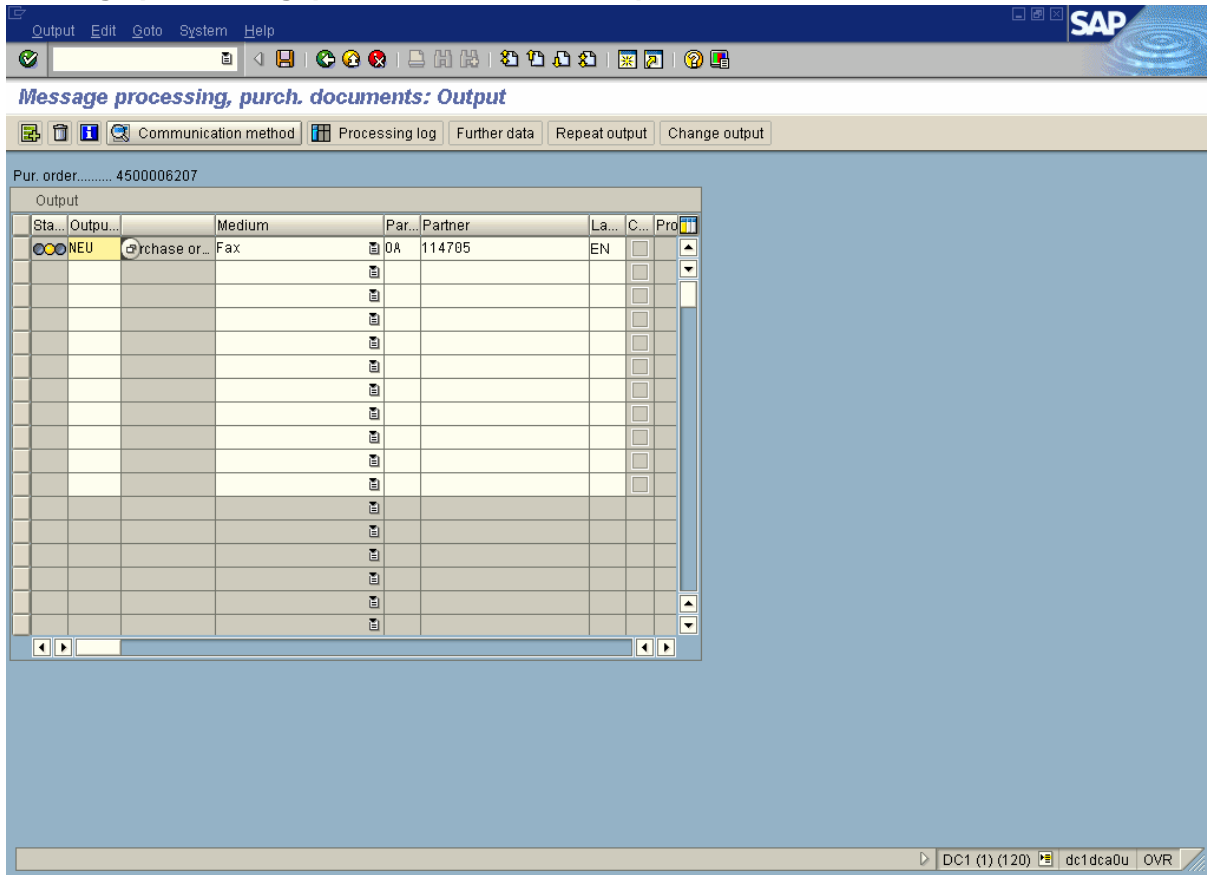
Message processing, purch. documents: Output

8. As required, complete/review the following fields:

Field Name	R/O/C/D/I	Description
Dispatch time	R	 Select the DROPDOWN MENU  icon for possible selections. Example: Send immediately (when saving the application)

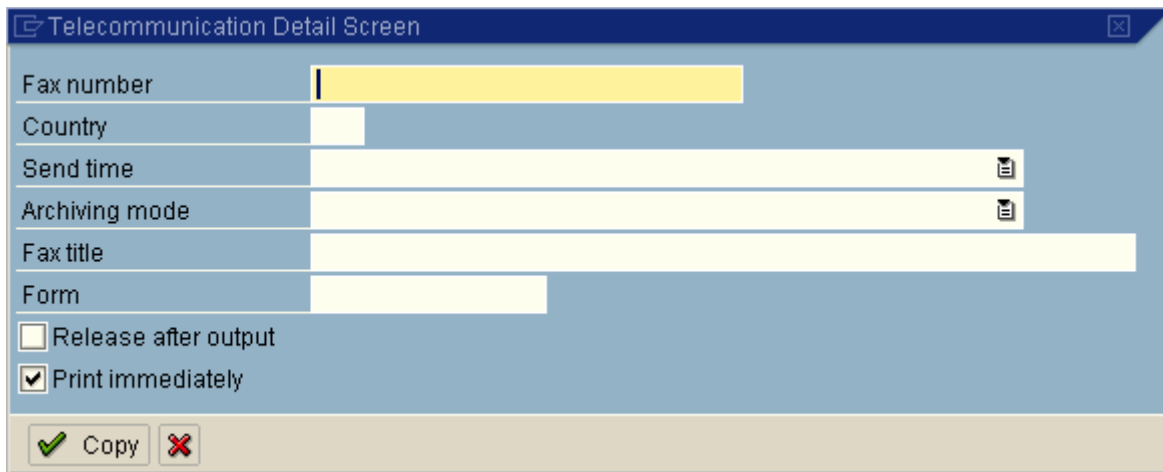
9. Select the BACK  icon.

Message processing, purch. documents: Output





10. Select the COMMUNICATION METHOD  Communication method button.

Telecommunication Detail Screen



11. As required, complete/review the following fields:

Field Name	R/O/C/D/I	Description
Fax number	R	Appropriate fax number. Do not include a '9' for outside line. Include the area code if it is different from dialing area.  If calling a '800' number, enter 1-800-number Example: 705-9112 Or 1-800-555-1212
Country	R	Country name Example: US
Release after output		 DO NOT select this option. If selected this will delete the job making it impossible to retransmit if required.
Print immediately	R	Indicator for printing immediately. Printing is immediate if this switch is set. Otherwise, the output is held in the spool. Example: Select


12. Select the COPY  button

Message Output

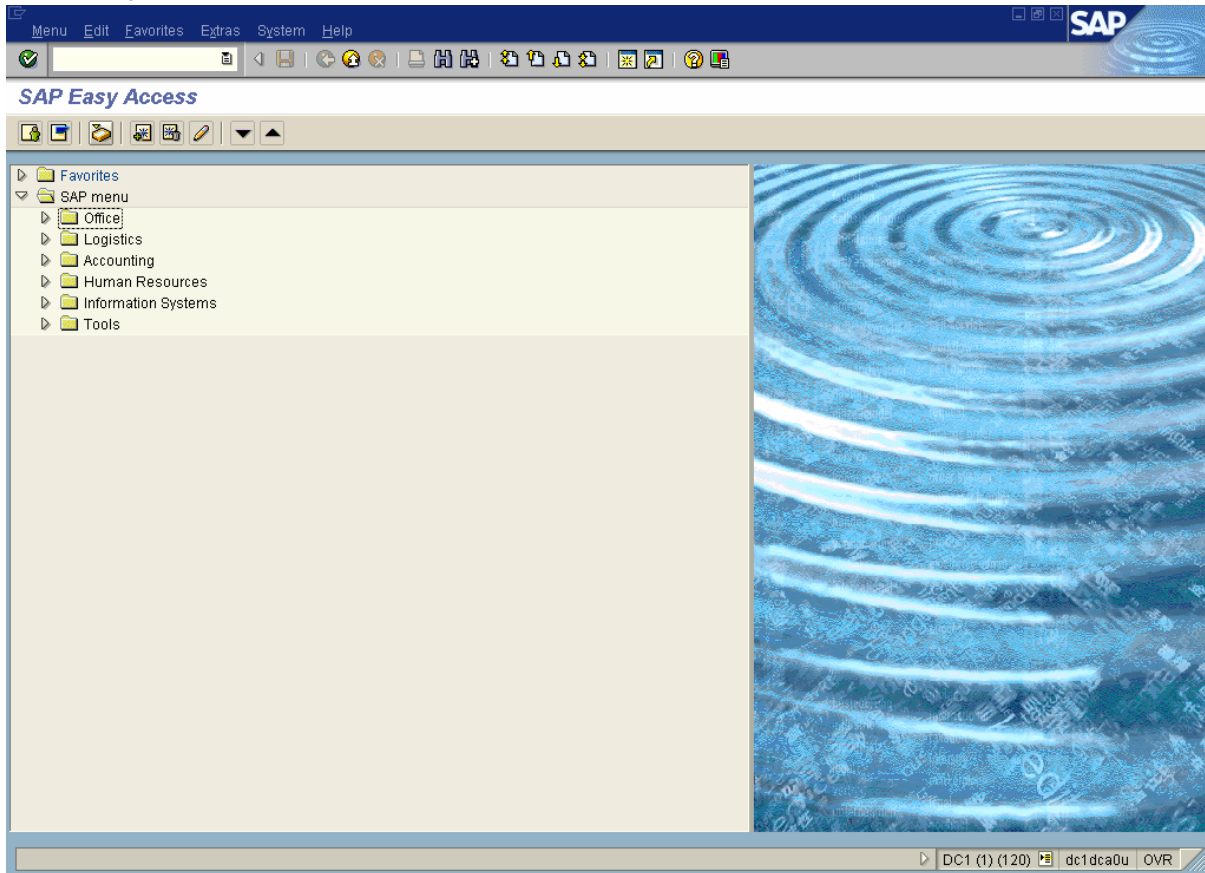
The screenshot shows the SAP Message Output window. The title bar includes 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. The main area contains a table with the following data:

Doc. date	PGr	Name 1	Vendor	Purch. doc.	Msg. Lng	Partner	Role	Created on	Time	Time N	User name	Output device	Name	Fax number	Ch	
06/30/2004	602	TRISH'S	VENDOR TO TEST	114705	4500006207	NEU	EN	114705	BA	07/07/2004	15:14:16	4	X TKLINGER	YPCC - Default Windows Printer	705-9112	

At the bottom of the window, there is a status bar with 'Messages saved' and a taskbar showing 'DC1 (1) (120) dc1dca0u OVR'.

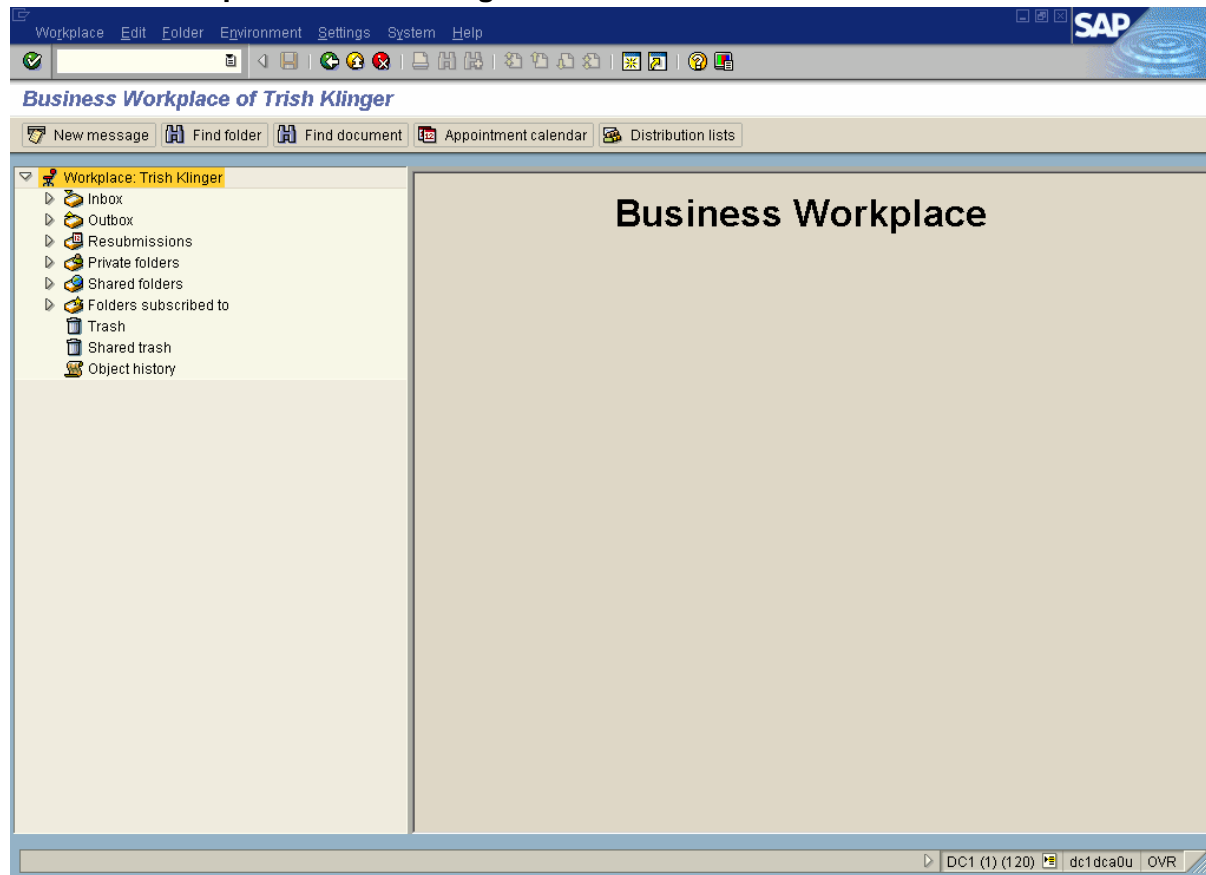
14. Select the EXIT  icon until the *SAP Easy Access* screen appears.

SAP Easy Access



15. Select the SAP BUSINESS WORKPLACE  icon.

Business Workplace of Trish Klinger



16. Follow the menu path **Workplace** → **Outbox** → **Documents**.

Business Workplace of Trish Klinger

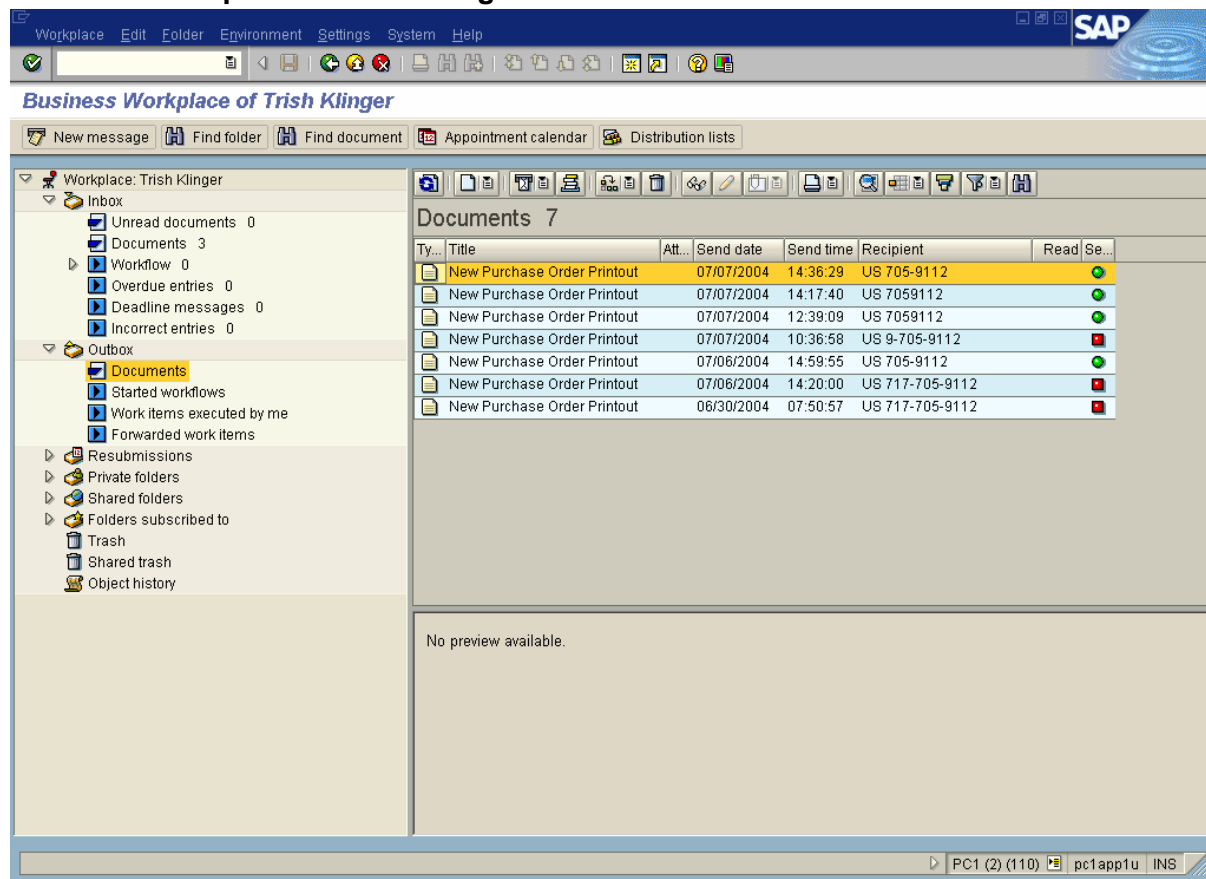
The screenshot displays the SAP Business Workplace interface for user Trish Klinger. The top menu bar includes 'Workplace', 'Edit', 'Folder', 'Environment', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window is titled 'Business Workplace of Trish Klinger' and features a navigation pane on the left with folders like 'Inbox' and 'Outbox'. The 'Outbox' folder is selected, showing a list of outgoing emails. The following table represents the data shown in the screenshot:

Class	Title	Send date	Send time	Author	Attachments
SAPLMEDRUCK	/20040707/151857	07/07/2004	15:18:57	Trish Klinger	

Below the table, the text 'No preview available.' is displayed. The status bar at the bottom right shows 'DC1 (1) (120)', 'dc1dca0u', and 'OVR'.


17. Select the UPDATE  icon.

Business Workplace of Trish Klinger



18. Review the sent status for the following:

If	Then
Yellow triangle	Document is not yet sent
Green circle	Document has been sent
Red square	Document failed to send

19. Select the EXIT  icon until the SAP Easy Access screen appears.

20. You have completed this transaction.

Result

You have satisfactorily completed Faxing a Purchase Order from SAP (ME9F).

Comments

Congratulations!

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