

End User Procedure (EUP)

Re-Transmit Purchase Order to Vendor

ME9F

Purpose

Use this procedure to re-print or re-transmit a purchase order.

Trigger

Perform this procedure when there is a need to re-print or re-transmit a purchase order.

Prerequisites

Before beginning this task, obtain the following information:

- Document number
- Purchasing group

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

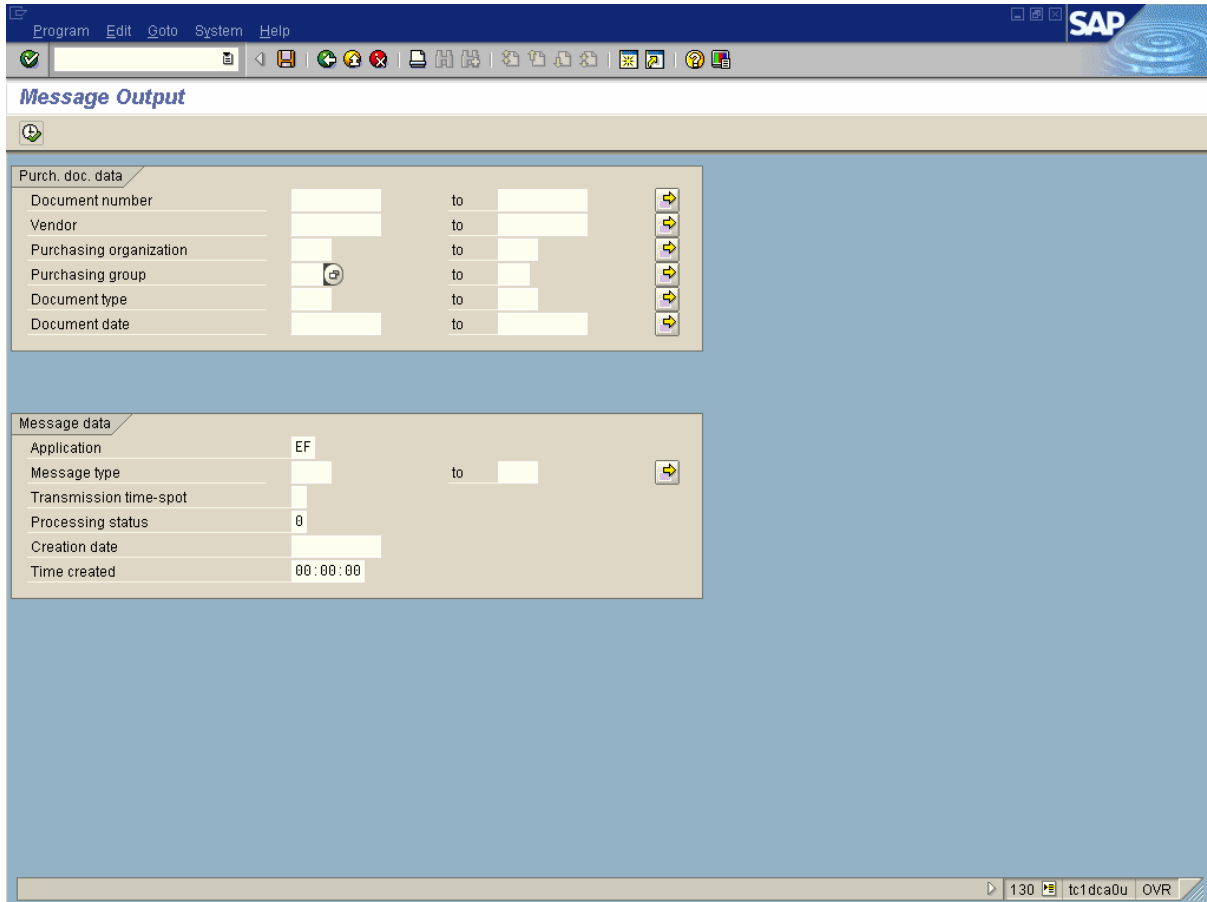
Helpful Hints

None

Procedure


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

Message Output



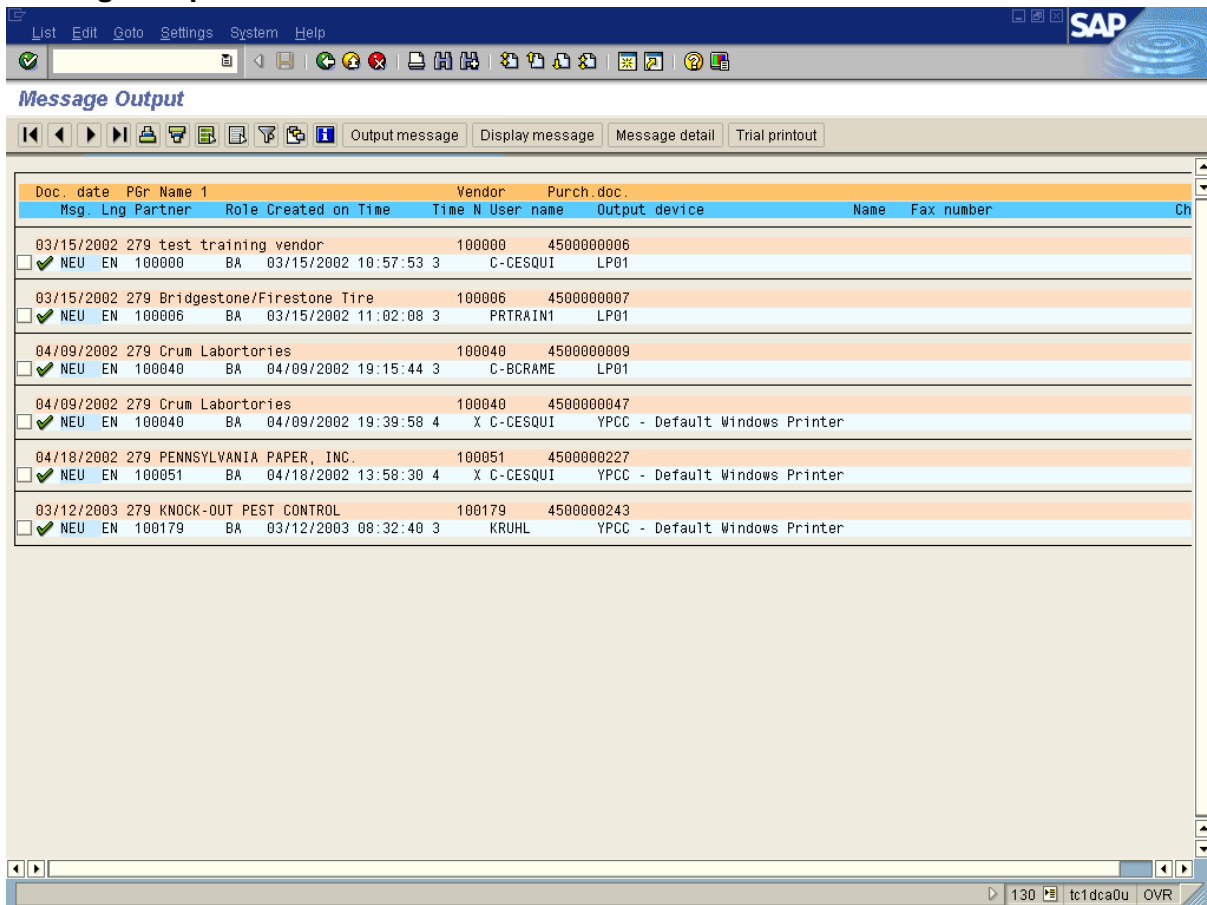
2. As required, complete/review the following fields:

Field Name	R/O/C/D/I	Description
Document number	C	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. Example: 450000006
Purchasing group	C	A buyer or group of buyers who are responsible for certain purchasing activities. Internally responsible for procuring a material or a class of materials. Example: 279

Field Name	R/O/C/D/I	Description
Application	D	The main logical business area in SAP. Examples are sales and distribution, plant maintenance, and purchasing. Example: EF
Processing status	R	Processing status for document.  Change processing status to "1" Example: 1

3. Select the EXECUTE  icon.

Message Output



The screenshot shows the SAP Message Output window. The window title is "Message Output" and it contains a list of messages. The list has columns for Doc. date, PGr Name, Vendor, Purch. doc., Msg. Lng, Partner, Role, Created on, Time, Time N, User name, Output device, Name, Fax number, and Ch. The messages are as follows:

Doc. date	PGr Name	Vendor	Purch. doc.	Msg. Lng	Partner	Role	Created on	Time	Time N	User name	Output device	Name	Fax number	Ch
03/15/2002	279	test training vendor	100000	4500000006	NEU	EN	100000	BA	03/15/2002	10:57:53	3	C-CESQUI	LP01	
03/15/2002	279	Bridgestone/Firestone Tire	100006	4500000007	NEU	EN	100006	BA	03/15/2002	11:02:08	3	PRTRAIN1	LP01	
04/09/2002	279	Crum Laboratories	100040	4500000009	NEU	EN	100040	BA	04/09/2002	19:15:44	3	C-BCRAME	LP01	
04/09/2002	279	Crum Laboratories	100040	4500000047	NEU	EN	100040	BA	04/09/2002	19:39:58	4	X C-CESQUI	YPCC - Default Windows Printer	
04/18/2002	279	PENNSYLVANIA PAPER, INC.	100051	4500000227	NEU	EN	100051	BA	04/18/2002	13:58:30	4	X C-CESQUI	YPCC - Default Windows Printer	
03/12/2003	279	KNOCK-OUT PEST CONTROL	100179	4500000243	NEU	EN	100179	BA	03/12/2003	08:32:40	3	KRUHL	YPCC - Default Windows Printer	

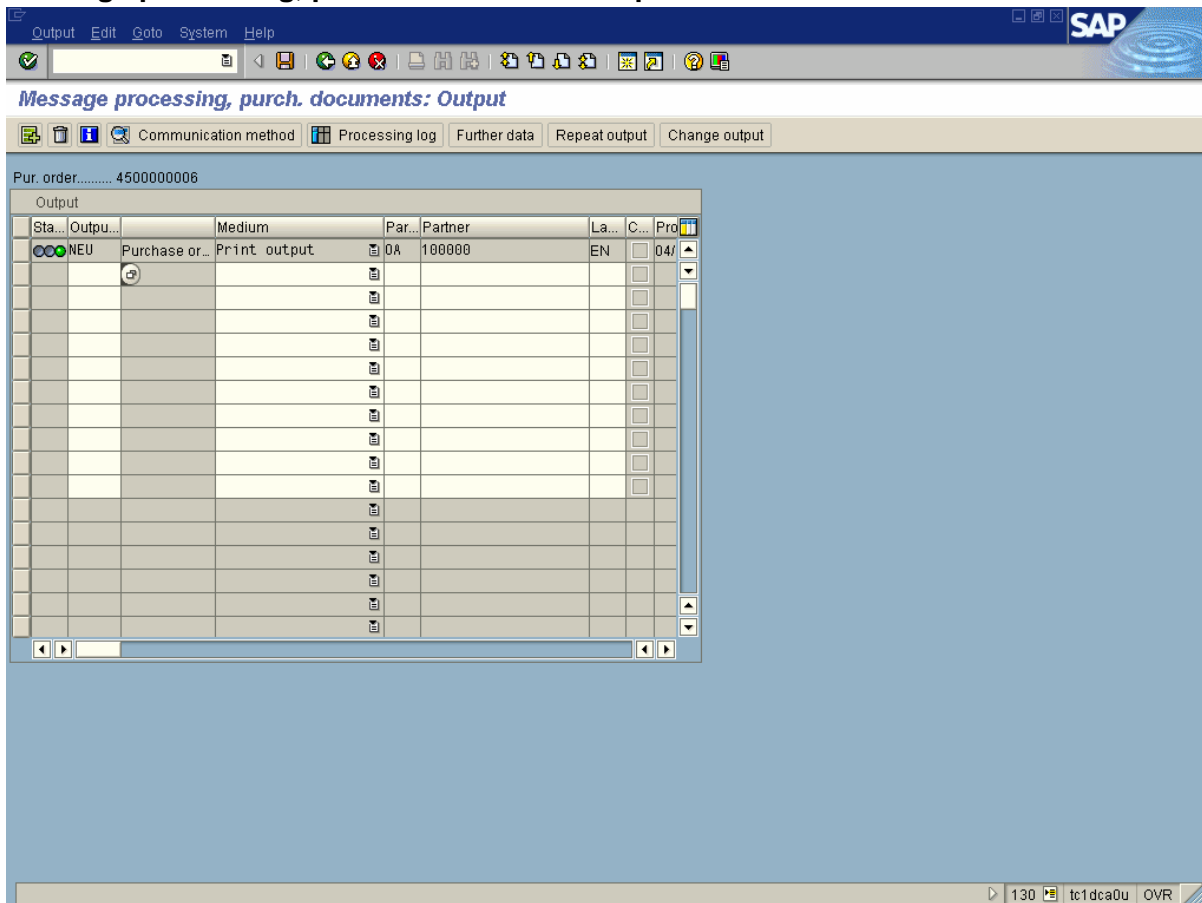


The system displays a list of previously printed document(s).

4. Select the CHECKBOX to the left of the document to be re-printed.

5. Select the MESSAGE DETAIL button.

Message processing, purch. documents: Output



6. Select the SELECTION BOX to the left of the appropriate document to highlight the line.

7. Select the REPEAT OUTPUT button.

Message processing, purch. Documents: Output

Message processing, purch. documents: Output

Communication method Processing log Further data Repeat output Change output

Pur. order..... 450000007

Sta...	Output...	Medium	Par...	Partner	La...	C...	Pro...
NEU	Purchase or...	Print output	OA	100006	EN		
NEU	Purchase or...	Print output	OA	100006	EN		04/

130 tc1dca0u OVR

8. Select the SAVE  icon.

Message Output

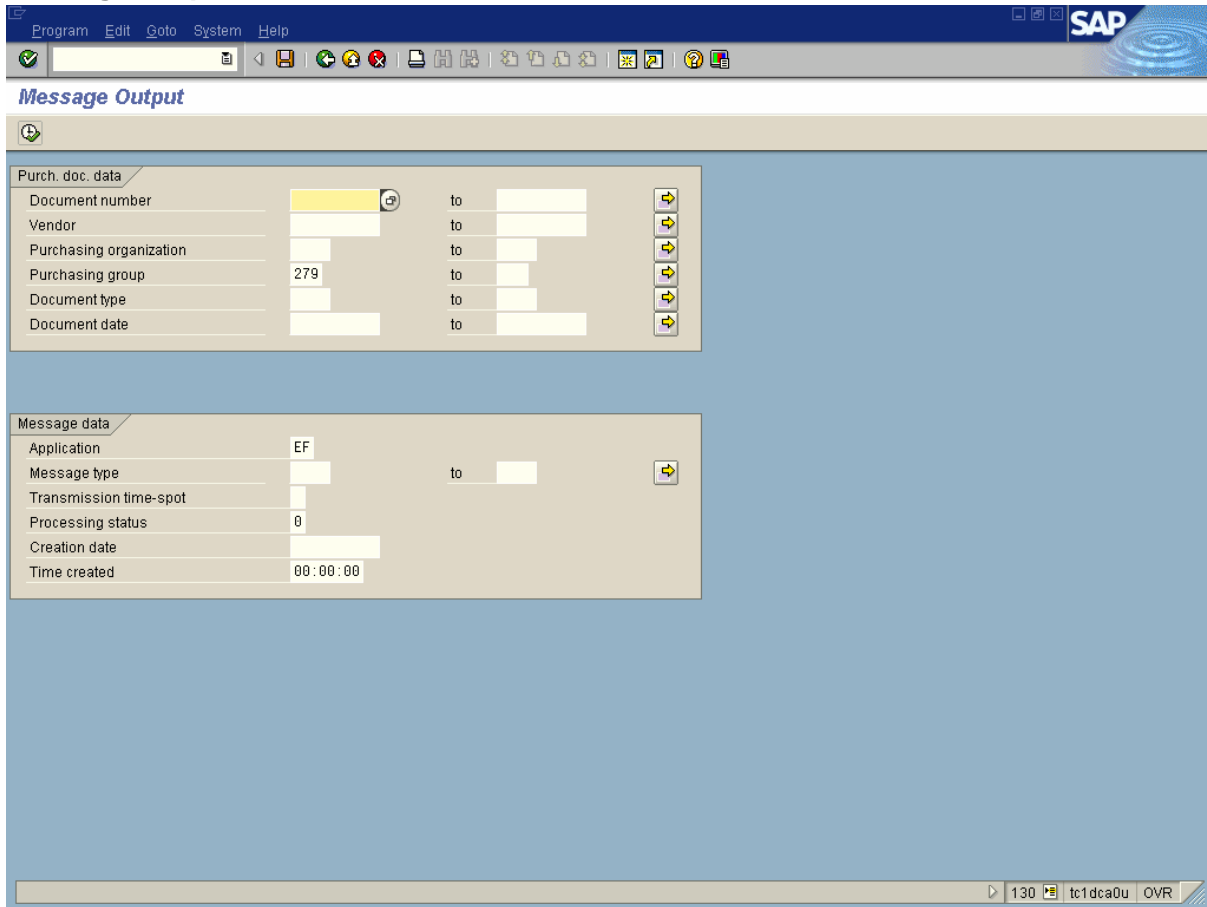
The screenshot shows the SAP Message Output window. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays a table of messages. The table has columns for 'Doc. date', 'PGr', 'Name', 'Vendor', and 'Purch. doc.'. Each row represents a message with its details, including language, partner, role, creation time, user name, and output device. The status of each message is indicated by a checkmark and 'NEU'.

Doc. date	PGr	Name	Vendor	Purch. doc.
03/15/2002	279	test training vendor	100000	4500000006
03/15/2002	279	Bridgestone/Firestone Tire	100006	4500000007
04/09/2002	279	Crum Laboratories	100040	4500000009
04/09/2002	279	Crum Laboratories	100040	4500000047
04/18/2002	279	PENNSYLVANIA PAPER, INC.	100051	4500000227
03/12/2003	279	KNOCK-OUT PEST CONTROL	100179	4500000243


At the bottom of the window, there is a status bar showing 'Messages saved' and a page number '130'. The user name 'tc1dca0u' and 'OVR' are also visible.

9. Select the BACK  icon.

Message Output

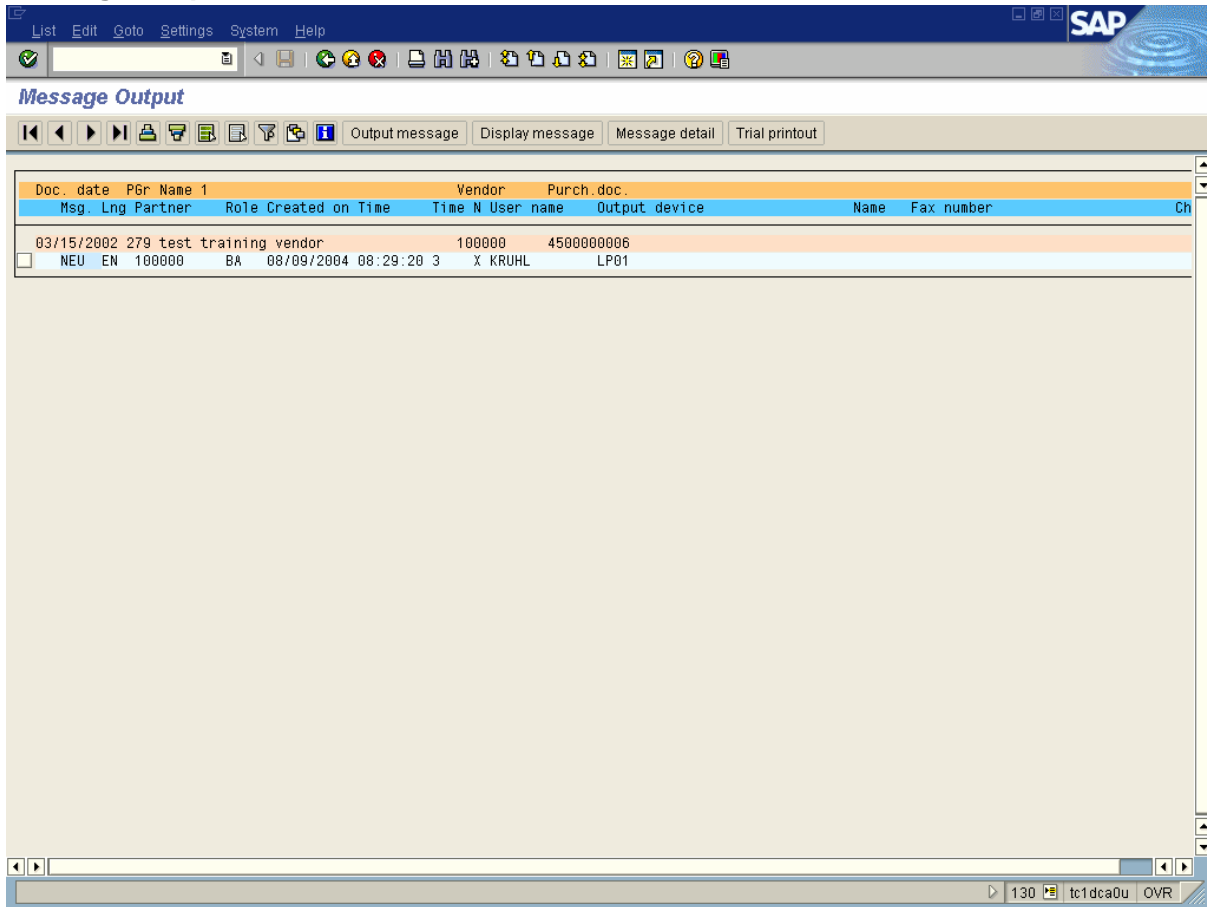



10. As required, complete/review the following fields:

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. Example: 4500000006
Processing status	D	Processing status for document.  Status should be "0" Example: 0

11. Select the EXECUTE  icon.

Message Output



12. Select the CHECKBOX to the left of the appropriate document.
13. Select the OUTPUT MESSAGE button.
14. Select the EXIT  icon until the *SAP Easy Access* screen appears.
15. You have completed this transaction.

Result

You have successfully completed the transaction Re-Transmit Purchase Order to Vendor (ME9F).

Comments

Congratulations!