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
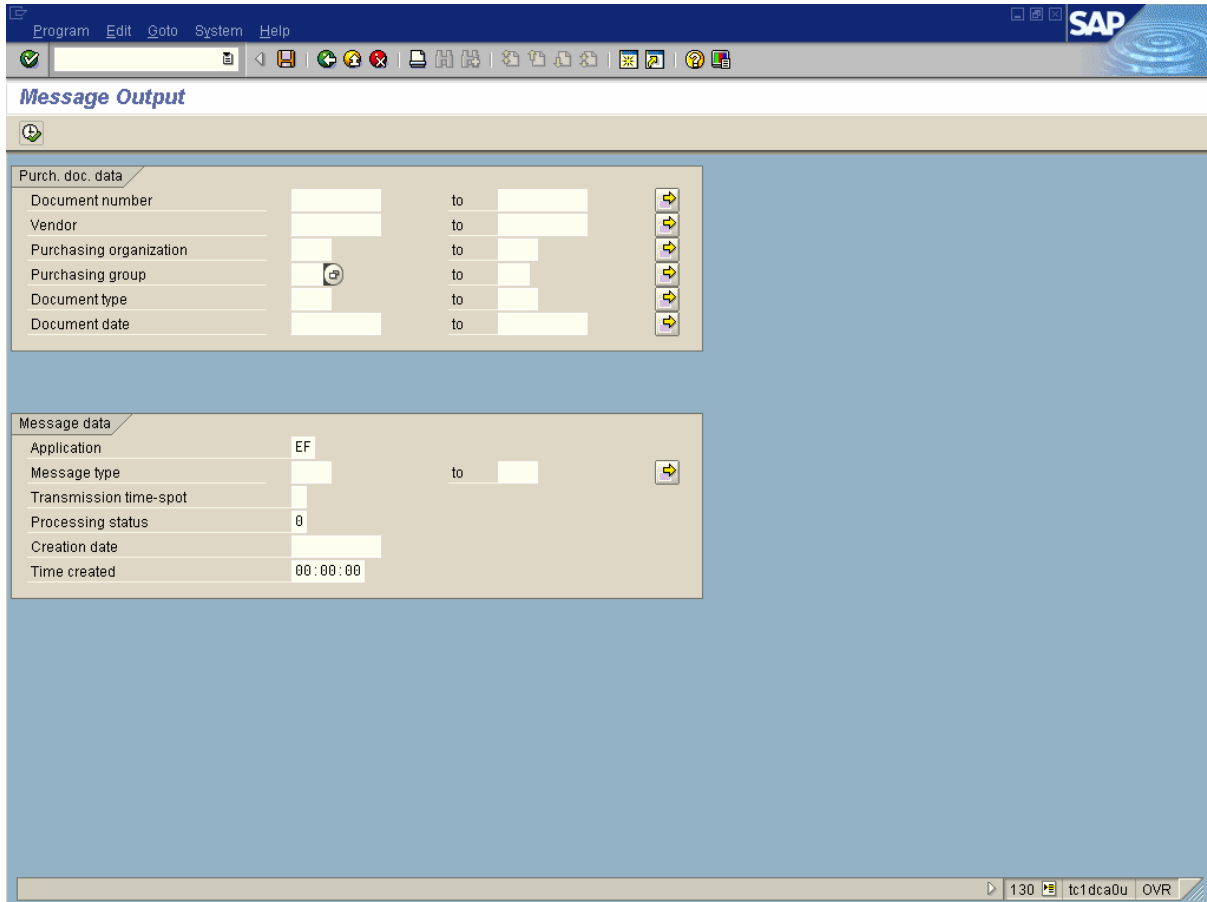
Transaction Code

ME9F

Helpful Hints

None

File name: RE-TRANSMIT PURCHASE ORDER TO VENDOR.DOC
Reference Number: PRPO002

Version: Rev 0
Last Modified: 1/2/2008 9:45 PM

End User Procedure (EUP)
Page 1 / 8

Procedure

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

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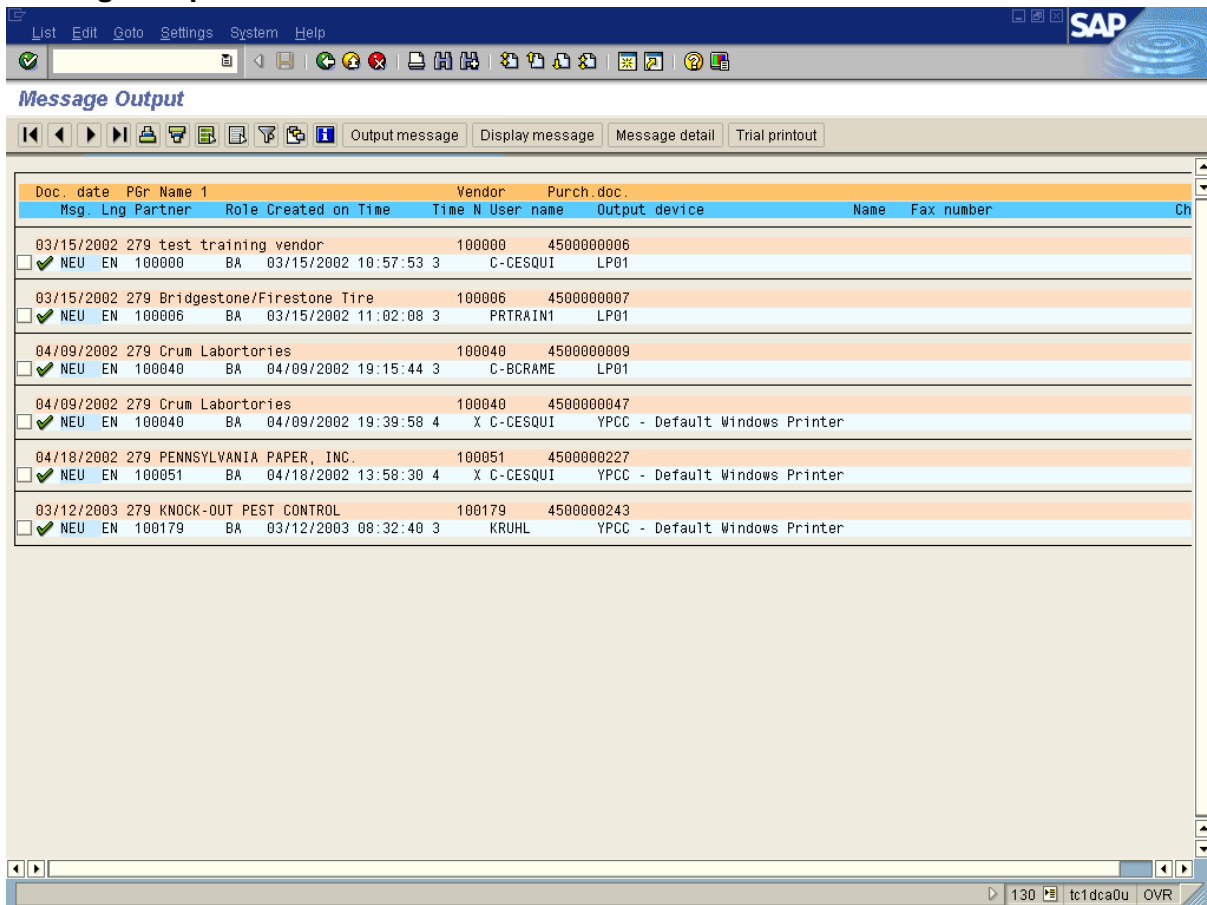
2.   As required, complete/review the following fields:

Field Name	R/O/C/D/	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

File name: RE-TRANSMIT PURCHASE ORDER TO VENDOR.DOC
Reference Number: PRPO002

Version: Rev 0
Last Modified: 1/2/2008 9:45 PM

End User Procedure (EUP)
Page 2 / 8

Field Name	R/O/C/D/	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 system displays a list of previously printed document(s).

File name: RE-TRANSMIT PURCHASE ORDER TO VENDOR.DOC
Reference Number: PRPO002

Version: Rev 0
Last Modified: 1/2/2008 9:45 PM

End User Procedure (EUP)
Page 3 / 8

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

5. Select the MESSAGE DETAIL Message detail button.

Message processing, purch. documents: Output
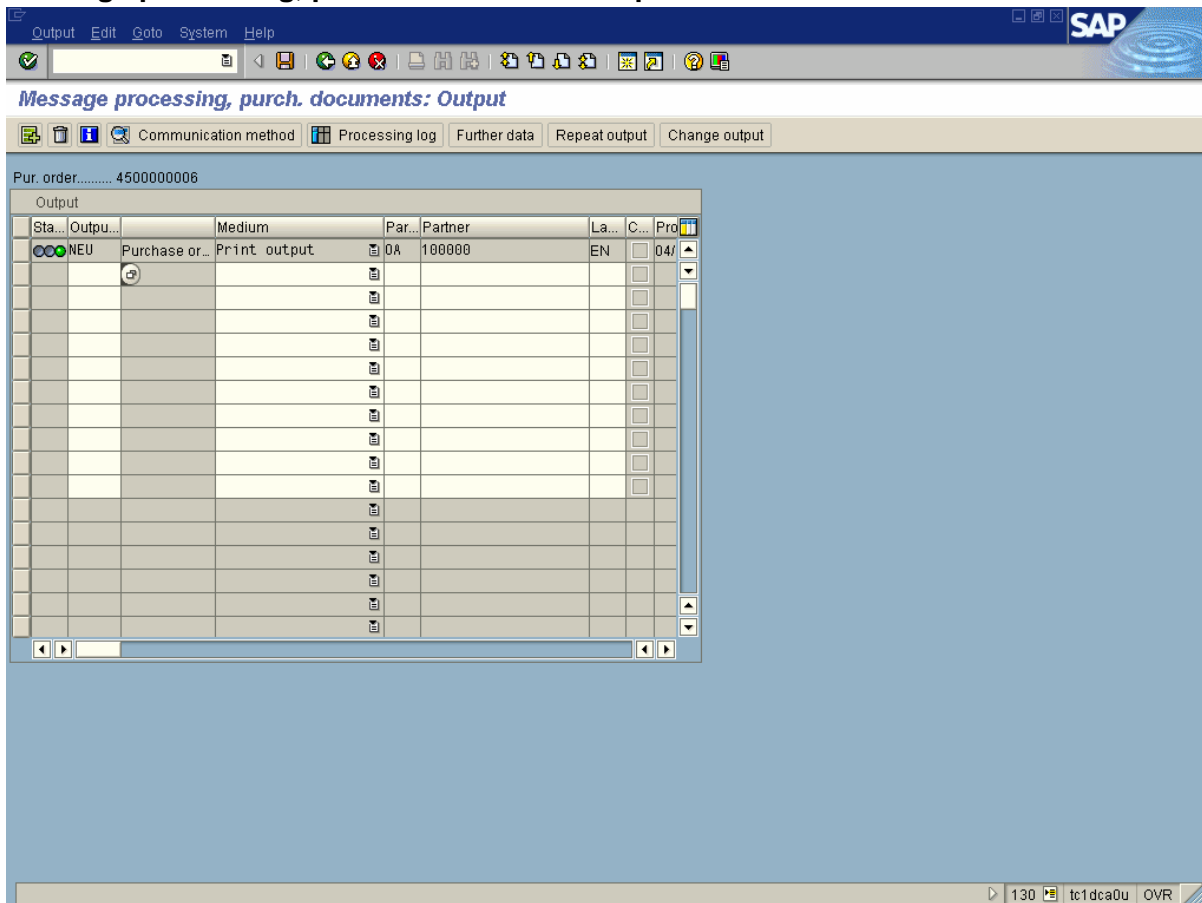
6. Select the SELECTION BOX ☐ to the left of the appropriate document to highlight the line.

7. Select the REPEAT OUTPUT Repeat output button.

File name: RE-TRANSMIT PURCHASE ORDER TO VENDOR.DOC
Reference Number: PRPO002

Version: Rev 0
Last Modified: 1/2/2008 9:45 PM

End User Procedure (EUP)
Page 4 / 8

Message processing, purch. Documents: Output

8.   Select the SAVE ⟦icon⟧ icon.

Message Output

9. Select the BACK icon.

File name: RE-TRANSMIT PURCHASE ORDER TO VENDOR.DOC
Reference Number: PRPO002

Version: Rev 0
Last Modified: 1/2/2008 9:45 PM

End User Procedure (EUP)
Page 6 / 8

Message Output

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

Field Name	R/O/C/D/	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.

File name: RE-TRANSMIT PURCHASE ORDER TO VENDOR.DOC
Reference Number: PRPO002
Version: Rev 0
Last Modified: 1/2/2008 9:45 PM
End User Procedure (EUP)
Page 7 / 8

Message Output

12. Select the CHECKBOX ☐ to the left of the appropriate document.

13. Select the OUTPUT MESSAGE [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!

File name: RE-TRANSMIT PURCHASE ORDER TO VENDOR.DOC
Reference Number: PRPO002   **Version:** Rev 0
Last Modified: 1/2/2008 9:45 PM   End User Procedure (EUP)
Page 8 / 8