

End User Procedure (EUP)

Transmit Purchase Order to Vendor

ME9F

Purpose

Use this procedure to print or transmit a purchase order to a vendor.

Trigger

Perform this procedure when a purchase order needs to be printed.

Prerequisites

Before beginning this task, obtain the following information:

- Document number

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

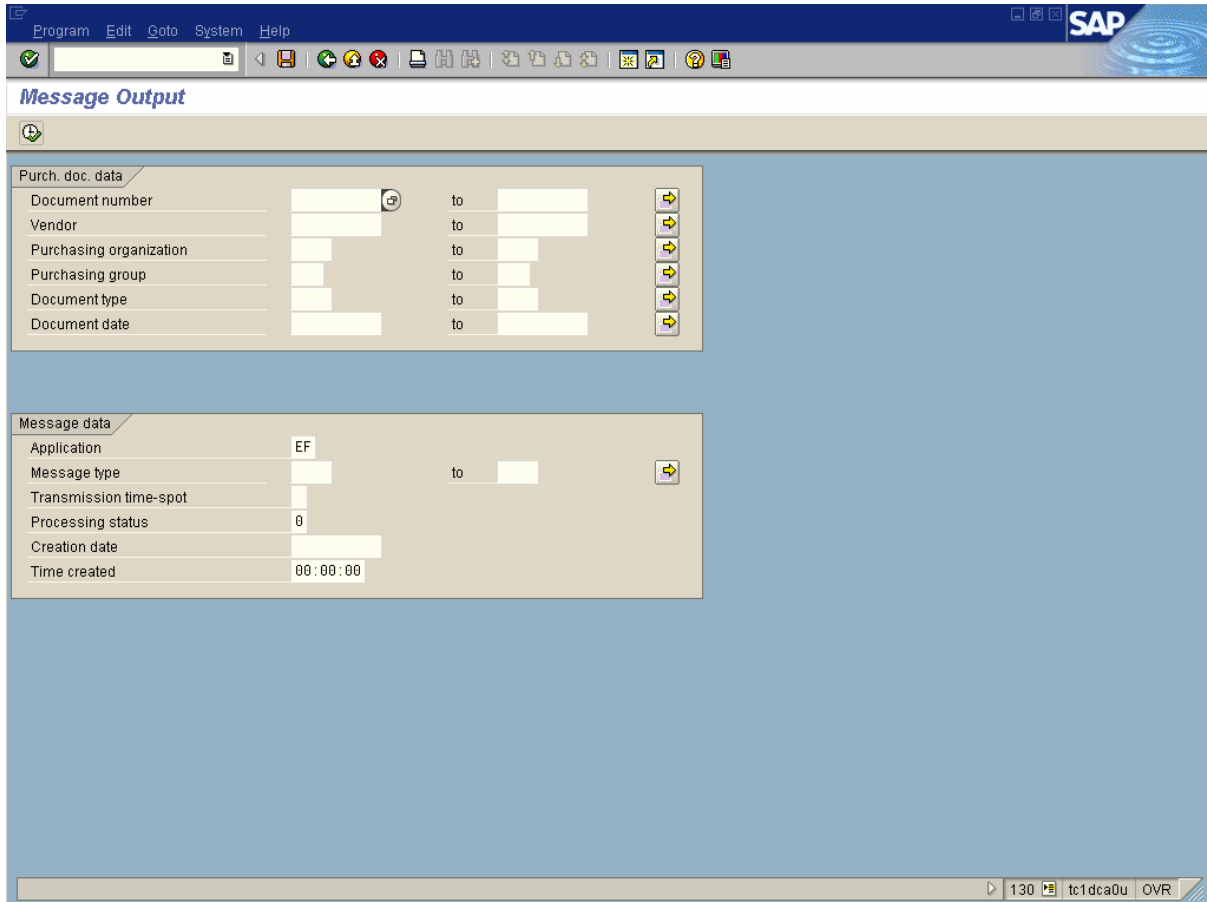
Helpful Hints

None

Procedure

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

Message Output



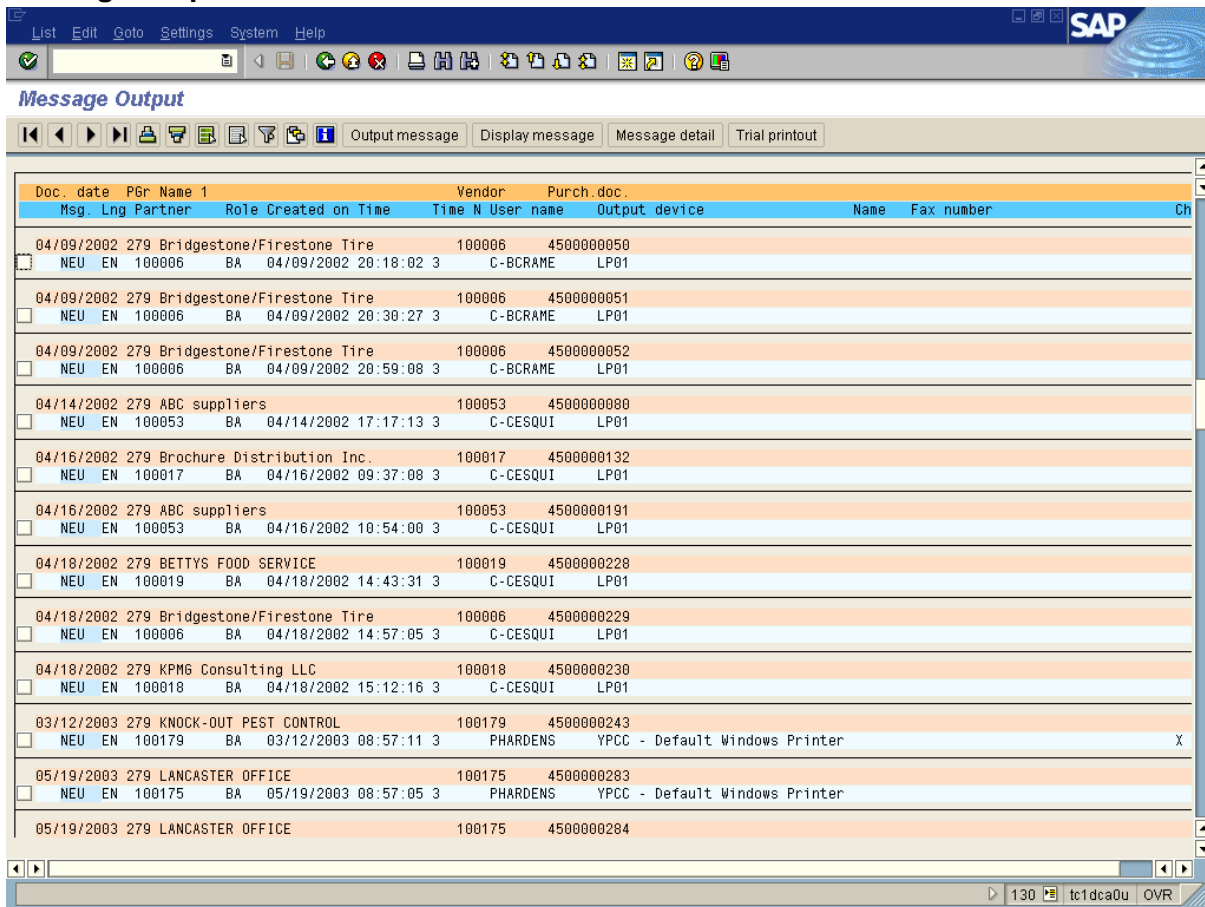
2. As required, complete/review the following fields:

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: 4500000258
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. Example: 0

3. Select the EXECUTE  icon.

Message Output




The screenshot shows the SAP Message Output window. The main area contains a table with the following columns: Doc. date, PGr, Name 1, Vendor, Purch. doc., and checkboxes. The data rows are as follows:

Doc. date	PGr	Name 1	Vendor	Purch. doc.	Ch
04/09/2002	279	Bridgestone/Firestone Tire	100006	4500000050	<input type="checkbox"/>
04/09/2002	279	Bridgestone/Firestone Tire	100006	4500000051	<input type="checkbox"/>
04/09/2002	279	Bridgestone/Firestone Tire	100006	4500000052	<input type="checkbox"/>
04/14/2002	279	ABC suppliers	100053	4500000080	<input type="checkbox"/>
04/16/2002	279	Brochure Distribution Inc.	100017	4500000132	<input type="checkbox"/>
04/16/2002	279	ABC suppliers	100053	4500000191	<input type="checkbox"/>
04/18/2002	279	BETTYS FOOD SERVICE	100019	4500000228	<input type="checkbox"/>
04/18/2002	279	Bridgestone/Firestone Tire	100006	4500000229	<input type="checkbox"/>
04/18/2002	279	KPMG Consulting LLC	100018	4500000230	<input type="checkbox"/>
03/12/2003	279	KNOCK-OUT PEST CONTROL	100179	4500000243	<input type="checkbox"/>
05/19/2003	279	LANCASTER OFFICE	100175	4500000283	<input type="checkbox"/>
05/19/2003	279	LANCASTER OFFICE	100175	4500000284	<input type="checkbox"/>

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

5. Perform one of the following:

To	Then
Have the document outputted by print	Select the OUTPUT MESSAGE <input type="button" value="Output message"/> button.
View a printout	Select the DISPLAY MESSAGE <input type="button" value="Display message"/> button.
Have a trial copy of the document printed	Select the TRIAL PRINTOUT <input type="button" value="Trial printout"/> button

6. Select the EXIT  icon until the *SAP Easy Access* screen appears.
7. You have completed this transaction.

Result

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

Comments

Congratulations!