

## Re-Transmit Purchase Order to Vendor (ME9F)

### Purpose

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

### Prerequisites

- 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.

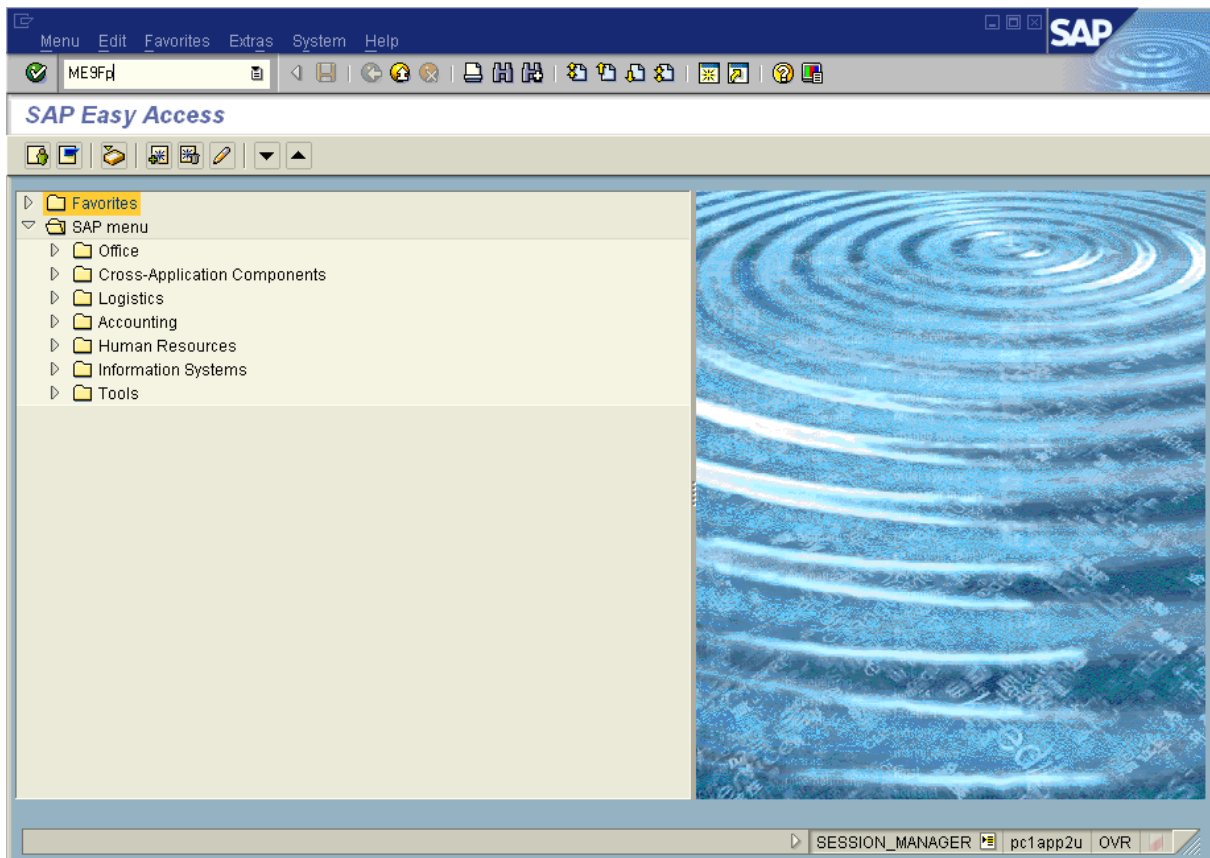
### Transaction Code

**ME9F**

### Procedure

1. Start the transaction using the above menu path or transaction code. Select the Enter  icon.

### SAP Easy Access



## Message Output


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

R = Required;

O = Optional;

C = Conditional (dependent upon another selection);

D = Defaults (based on previously entered information or system configuration)

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. <b>Example:</b> 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. <b>Example:</b> 279
Application	D	The main logical business area in SAP, such as sales and distribution, plant maintenance, and purchasing. <b>Example:</b> EF
Processing Status	R	Processing status for document.  Change processing status to "1" <b>Example:</b> 1

### 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 displays a table of printed documents. The table has columns for "Purch. Doc.", "Vendor", "Name 1", "PGr", "Doc.", "Date", "Msg.", "Lng", "Partner", "Role", "Created on", "Time", "N", "User Name", "Output Device", "Name", and "Fax number". The table contains 10 rows of data, each representing a printed document. The first row is highlighted in orange. The status bar at the bottom shows "ME9F", "pc1app2u", and "OVR".

Purch. Doc.	Vendor	Name 1	PGr	Doc.	Date	Msg.	Lng	Partner	Role	Created on	Time	N	User Name	Output Device	Name	Fax number
4500521871	116604	IKON OFFICE SOLUTIONS INC	BA4	04/08/2009									P00256928	0A-FP07 PR_RICOH5000		
	NEU	EN	116604-001	BA	06/22/2009	13:25:10	3									
4500521904	116604	IKON OFFICE SOLUTIONS INC	BA4	04/08/2009									P00674388	YPCC - Default Windows Printer		
	NEU	EN	116604-001	BA	10/17/2011	16:23:19	3									
4500521996	116604	IKON OFFICE SOLUTIONS INC	BA4	04/08/2009									P00500982	YPCC - Default Windows Printer		
	NEU	EN	116604-001	BA	04/08/2009	15:35:20	3									
4500522000	116604	IKON OFFICE SOLUTIONS INC	BA4	04/08/2009									P00256928	0A-FP07 PR_RICOH5000		
	NEU	EN	116604-001	BA	06/10/2010	09:42:01	3									
4500522002	116604	IKON OFFICE SOLUTIONS INC	BA4	04/08/2009									P00256928	0A-FP07 PR_RICOH5000		
	NEU	EN	116604-001	BA	06/16/2009	14:06:40	3									
4500522004	116604	IKON OFFICE SOLUTIONS INC	BA4	04/08/2009									P00256928	0A-FP07 PR_RICOH5000		
	NEU	EN	116604-001	BA	06/16/2009	14:07:52	3									
4500522005	116604	IKON OFFICE SOLUTIONS INC	BA4	04/08/2009									P00256928	0A-FP07 PR_RICOH5000		
	NEU	EN	116604-001	BA	06/16/2009	14:08:39	3									
4500522006	116604	IKON OFFICE SOLUTIONS INC	BA4	04/08/2009									P00256928	0A-FP07 PR_RICOH5000		
	NEU	EN	116604-001	BA	06/16/2009	14:09:22	3									
4500522008	116604	IKON OFFICE SOLUTIONS INC	BA4	04/08/2009									P00256928	0A-FP07 PR_RICOH5000		
	NEU	EN	116604-001	BA	06/16/2009	14:09:47	3									



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 **Message Details** button.

## Message processing, purch. Documents: Output

The screenshot shows the SAP Message Processing interface for purchase order 4500521871. The window title is "Message Processing, Purch. Documents: Output". Below the title bar, there are buttons for "Communication method", "Processing log", "Further data", "Repeat output", and "Change output". The main area contains a table with the following data:

Stat	Output	Description	Medium	Fun	Partner	Lan	C	F
NEU		Purchase ord.	Print output	0A	116604-001	EN		
NEU		Purchase ord.	Print output	0A	116604-001	EN		

6. Select the box to the left of the document to highlight the line.
7. Select the REPEAT OUTPUT  button.

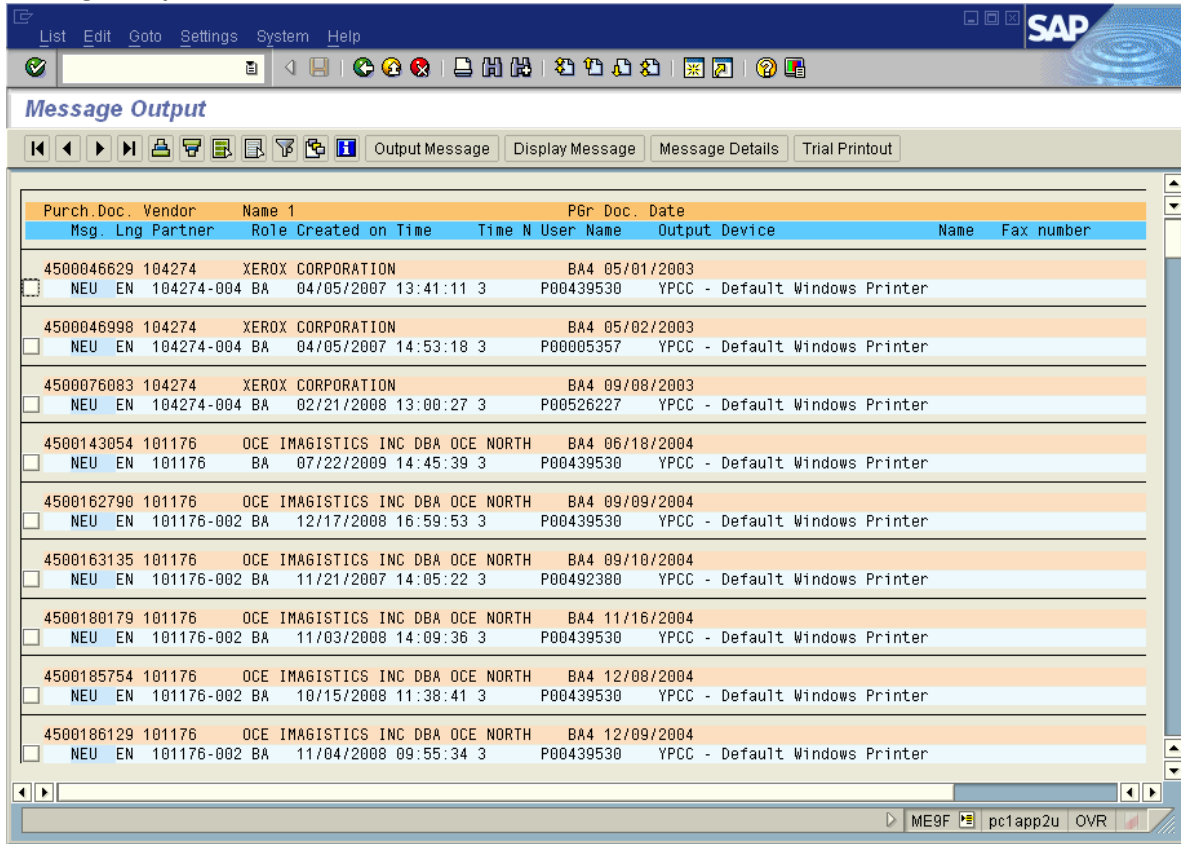
## Message processing, purch. Documents: Output

The screenshot shows the same SAP Message Processing interface as the first screenshot. The "Repeat output" button in the top toolbar is highlighted with a mouse cursor. The table below it remains the same:

Stat	Output	Description	Medium	Fun	Partner	Lan	C	F
NEU		Purchase ord.	Print output	0A	116604-001	EN		
NEU		Purchase ord.	Print output	0A	116604-001	EN		

8. Select the SAVE  icon.

### Message Output

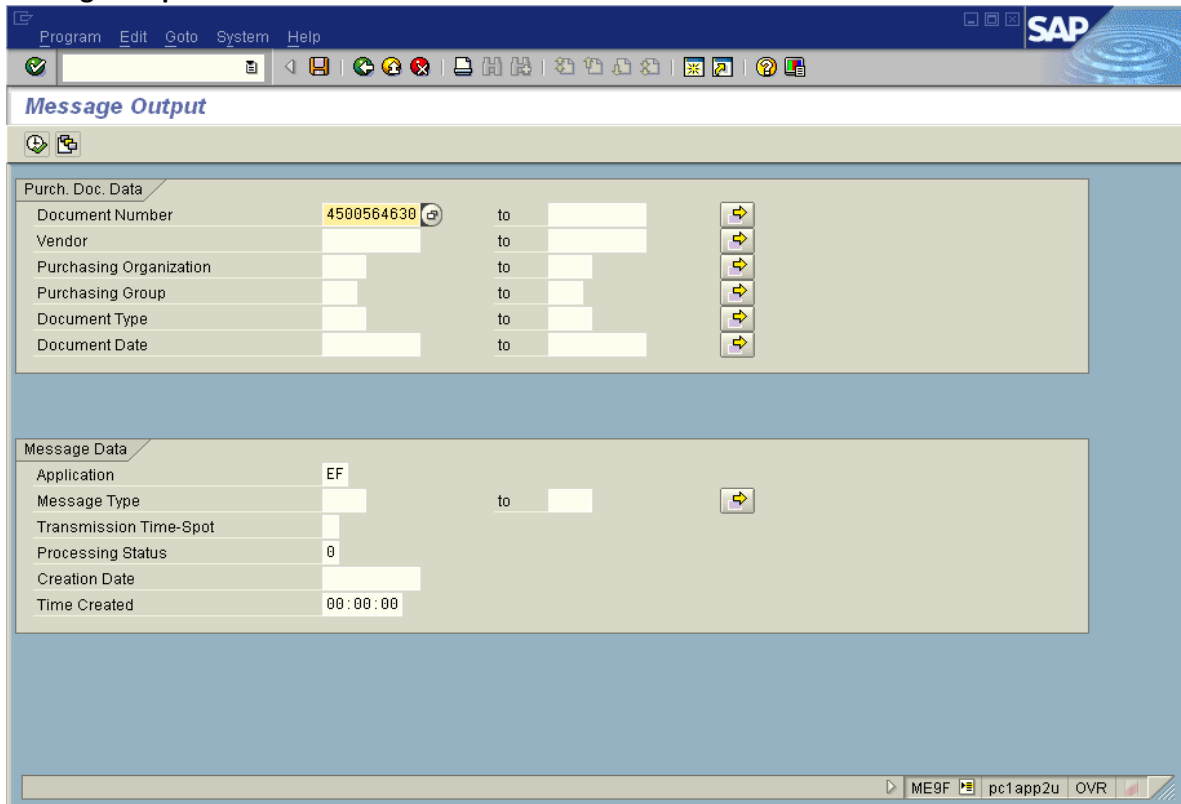


The screenshot shows the SAP Message Output window. The menu bar includes List, Edit, Goto, Settings, System, and Help. The toolbar contains various icons for navigation and actions. The main area displays a list of messages with columns for Purch. Doc., Vendor, Name 1, Pgr. Doc., Date, Msg. Lng Partner, Role, Created on Time, Time N, User Name, Output Device, Name, and Fax number. The status bar at the bottom shows ME9F, pc1 app2u, and OVR.

Purch. Doc.	Vendor	Name 1	Pgr. Doc.	Date
4500046629	104274	XEROX CORPORATION	BA4	05/01/2003
4500046998	104274	XEROX CORPORATION	BA4	05/02/2003
4500076083	104274	XEROX CORPORATION	BA4	09/08/2003
4500143054	101176	OCE IMAGISTICS INC DBA OCE NORTH	BA4	06/18/2004
4500162790	101176	OCE IMAGISTICS INC DBA OCE NORTH	BA4	09/09/2004
4500163135	101176	OCE IMAGISTICS INC DBA OCE NORTH	BA4	09/10/2004
4500180179	101176	OCE IMAGISTICS INC DBA OCE NORTH	BA4	11/16/2004
4500185754	101176	OCE IMAGISTICS INC DBA OCE NORTH	BA4	12/08/2004
4500186129	101176	OCE IMAGISTICS INC DBA OCE NORTH	BA4	12/09/2004

9. Select the BACK  icon.

### Message Output



The screenshot shows the SAP Message Output window with detailed message data. The menu bar includes Program, Edit, Goto, System, and Help. The toolbar contains various icons. The main area is divided into two sections: Purch. Doc. Data and Message Data. The status bar at the bottom shows ME9F, pc1 app2u, and OVR.


**Purch. Doc. Data**

Document Number	4500564630	to	
Vendor		to	
Purchasing Organization		to	
Purchasing Group		to	
Document Type		to	
Document Date		to	

**Message Data**

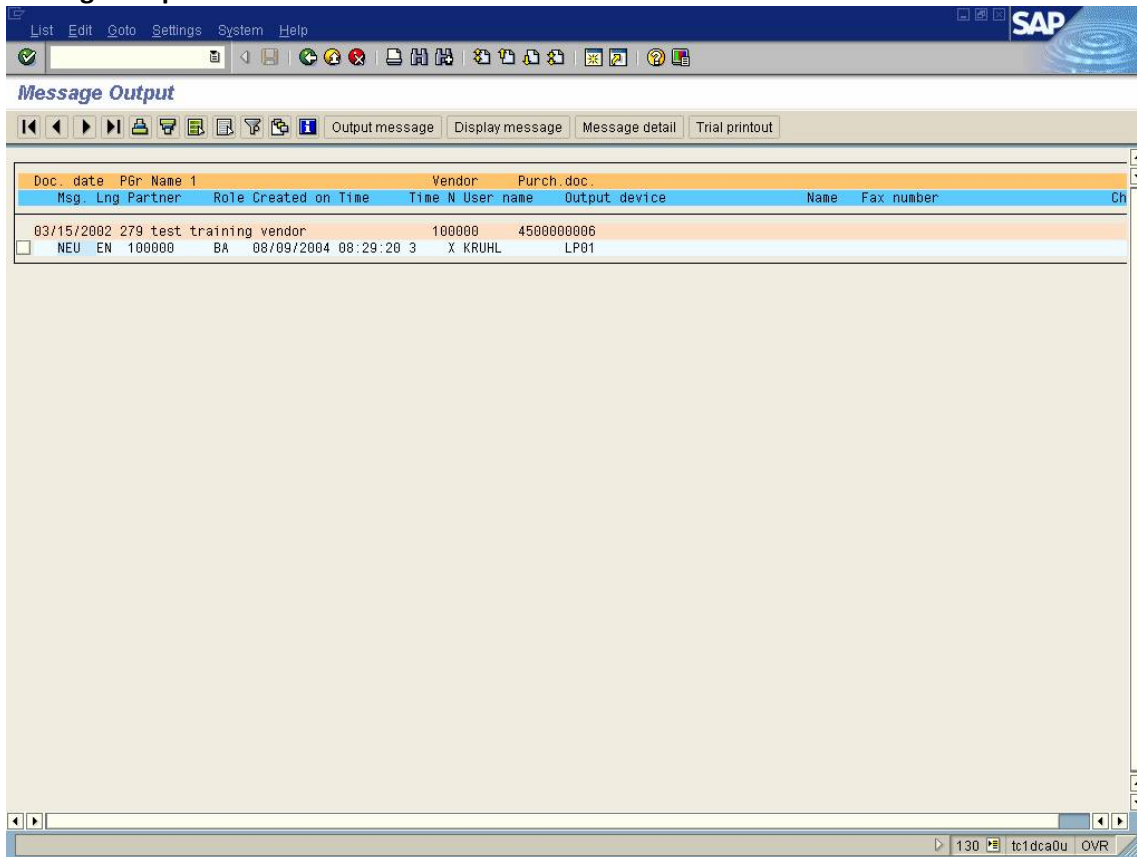
Application	EF	
Message Type		to
Transmission Time-Spot		
Processing Status	0	
Creation Date		
Time Created	00:00:00	

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. <b>Example:</b> 450000006
Processing status	D	Processing status for document.  Status should be "0" <b>Example:</b> 0

11. Select the EXECUTE  icon.


### Message Output



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

13. Select the OUTPUT MESSAGE **Output Message** button.

14. You have completed this transaction.

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