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.
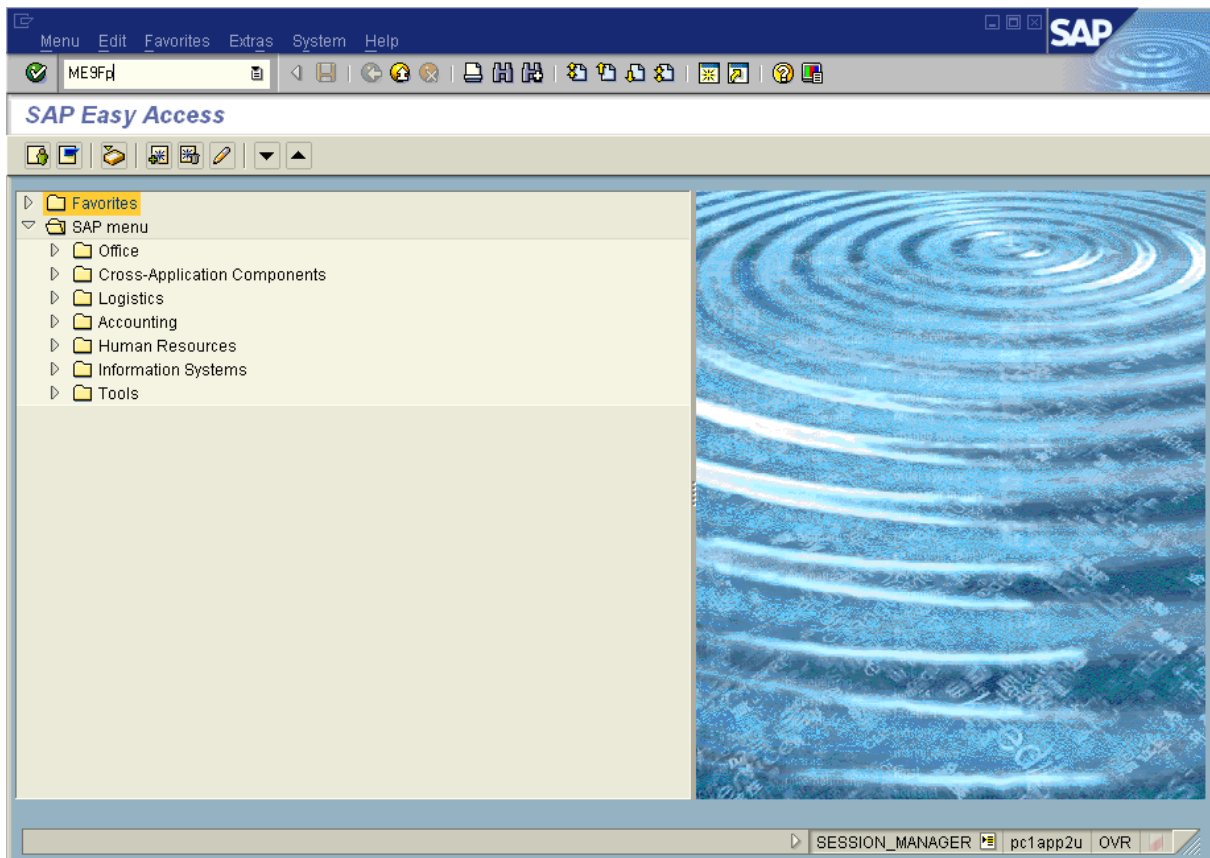
Transaction Code

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. **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
Application	D	The main logical business area in SAP, such as 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).

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

Output   Edit   Goto   System   Help

Message Processing, Purch. Documents: Output

Communication method | Processing log | Further data | Repeat output | Change output

Pur. Order.......... 4500521871

Output

Stat	Output	Description	Medium	Fun	Partner	Lan	C.	F
⃝△⃝	NEU	rchase ord..	Print output	OA	116604-001	EN	✓	
⃝⃝⃝	NEU	Purchase ord..	Print output	OA	116604-001	EN		

ME9F   pc1app2u   OVR

6. Select the box to the left of the document to highlight the line.

7. Select the REPEAT OUTPUT Repeat output button.

Message processing, purch. Documents: Output

8. **Select the SAVE** 💾 **icon.**

Message Output

9. **Select the BACK** 🔙 **icon.**

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:** 450000006
Processing status	D	Processing status for document. ⓘ Status should be "0" **Example:** 0

11. Select the EXECUTE 🔄 icon.
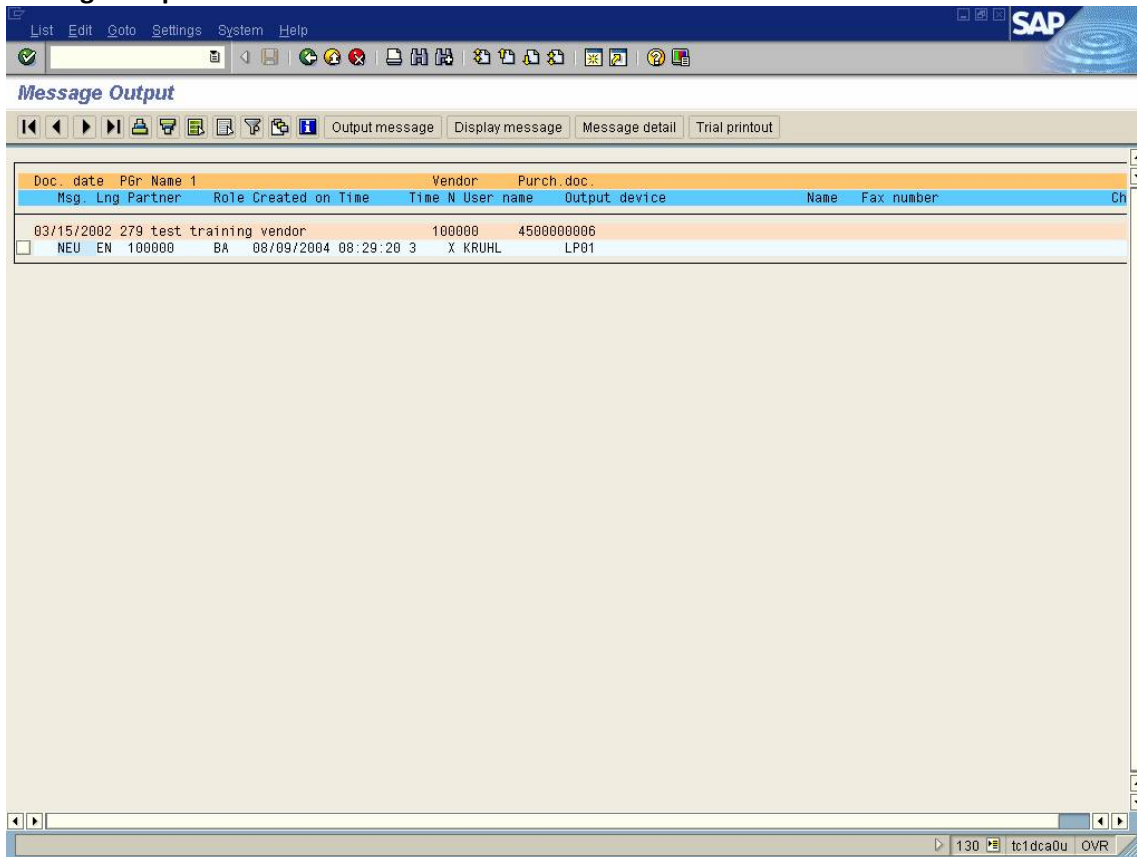
Message Output

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