

Work Instruction

Print Additional Copy of PO

When to Use

To print an additional copy of a purchase order. When a purchase order is changed, only the changes are printed. At this time, users may wish to re-print the complete purchase order to re-send to the vendor and for the departmental files.

Detailed Procedures

Access the transaction using:

Menu	<i>Logistics >> Materials management >> Purchasing >> Purchase Order >> Messages >> Print/Transmit</i>
Transaction code	ME9F

Screen: Message Output

Purch. doc. data

Document number	4500065481	to	
Vendor		to	
Purchasing organization		to	
Purchasing group		to	
Document type		to	
Document date		to	

Message data

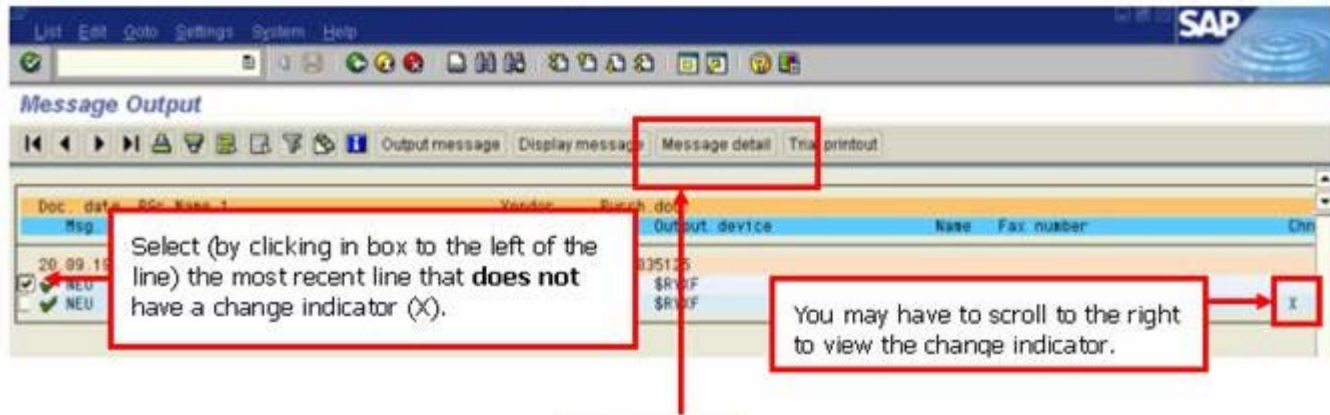
Application	EF	
Message type		to
Transmission time-spot		
Processing status	1	
Creation date		
Time created	00:00:00	

Field Name	Required (R) / Optional (O)	Description of Field Content
Document number	R	Enter the purchase order number you wish reprinted.
Processing status	R	Change Processing status from 0 to 1.

Click on .

Screen: Message Output

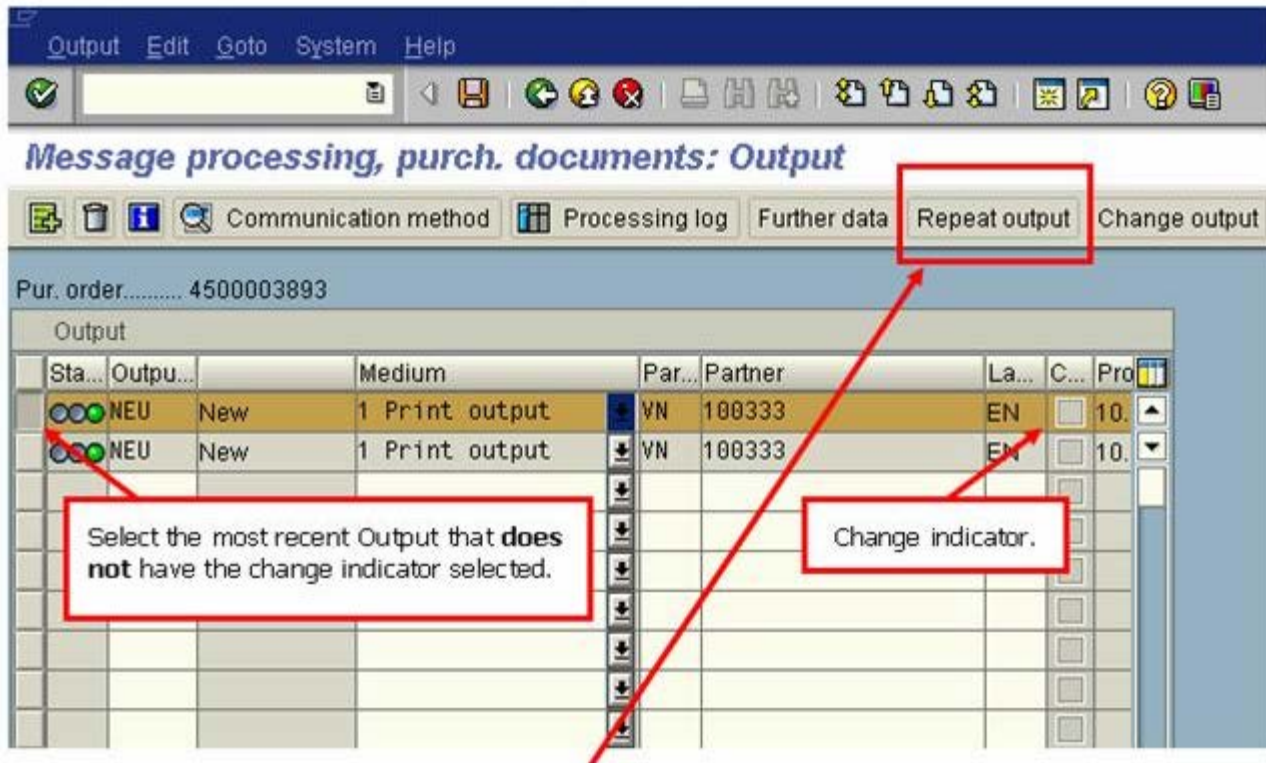
Message output selects the message to repeat. In AMS, print jobs for purchase orders are considered messages.



After selecting the appropriate message, click on **Message detail**.

Screen: Message processing, purch. documents: Output

Message processing selects the details of message to be repeated.



After selecting the appropriate message, click on **Repeat output**.

Screen: Message processing, purch. documents: Output

Message processing selects the communication method to be used to repeat the message.

Output Edit Goto System Help

Message processing, purch. documents: Output

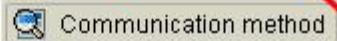
Communication method Processing log Further data Repeat output Change output

Pur. order..... 4500003893

Sta...	Outpu...	Medium	Par...	Partner	La...	C...	Pro
NEU	New	1 Print output	VN	100333	EN		
NEU	New	1 Print output	VN	100333	EN	10.	

Select (by clicking on the box to the left of the line) the newly created item with the amber symbol.

After selecting the appropriate message, click on



Screen: Message Processing, purch. documents: Output

Message processing selects the printer to be used for the repeat message (print) of the purchase order.

Output Edit Goto System Help

Message processing, purch. documents: Output

Vendor 106083 DELL COMPUTER CO
Output type NEU New

Printing information

Logical destination FDF

Number of messages 1
Spool request name
Suffix 1
Suffix 2
SAP cover page Do Not Print
Recipient NAMARANG
Department
Cover Page Text
Authorization
Storage Mode

Print immediately
 Release after output



The **Logical destination** (printer) will default to the last printer used to print the purchase order. Change if necessary.

Print immediately and **Release after output** are defaulted. Leave as is.

Change **Number of messages** to the number of copies you would like printed.

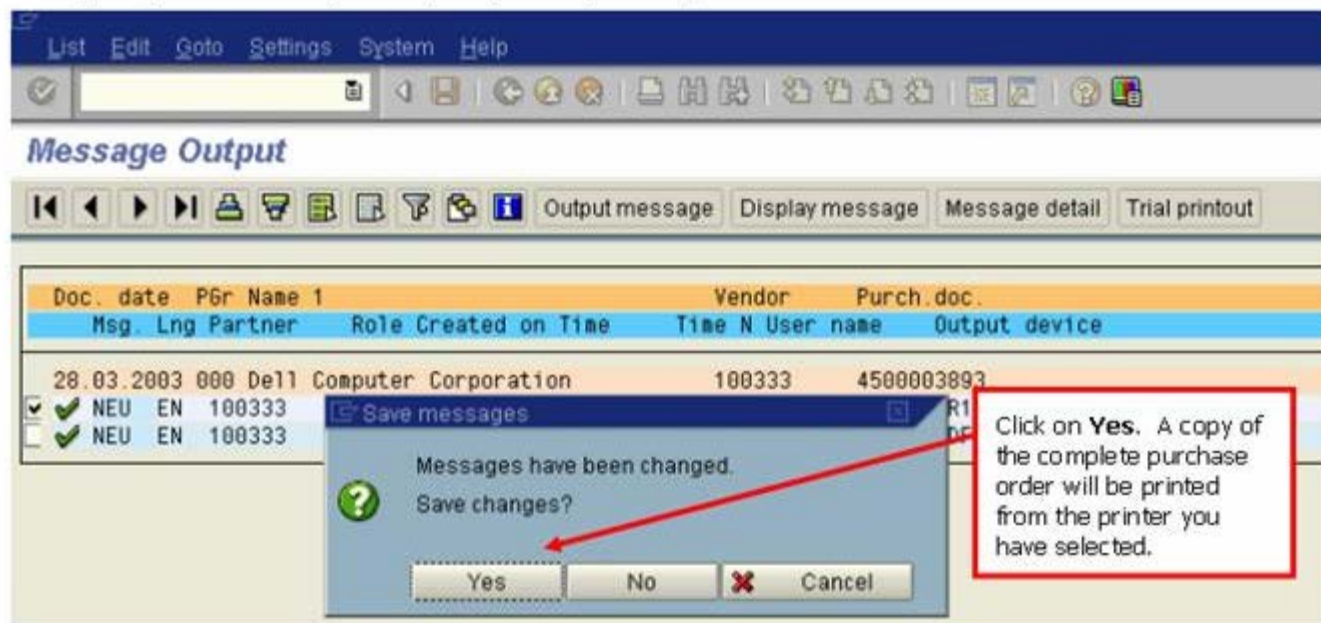
Leave all other settings as is.


Format
Form


Click on  or press enter on the keyboard. The screen does not change. Click on  twice. This will take you back through the Message Processing, purch. documents:Output screen to the message Output screen, where there will be a Save messages pop-up box.

Screen: Message Output

Message output saves the repeat output request to print the purchase order.



A **Messages saved** ( Messages saved) message will be displayed. The complete purchase order will be printed from the selected printer.

Click on  twice to return to the main SAP Easy Access menu.

End of procedure.

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