

University of Kentucky Purchasing Division	<u>Document Number:</u> <b>09-05-11</b>	<u>Title:</u> <b>SAP – Repeat Outputs (Non-EDI)</b>	Page 1 of 1
-----------------------------------------------	--------------------------------------------	------------------------------------------------------------	-------------





## How to Repeat Output Hard Copy of a Purchase Order **within SAP**

This applies to PO numbers prefixed with 43, 45, or 47.

To regenerate the same order for a hard copy as needed:

Click pencil/eyeglasses icon to put PO in edit mode. Click Messages.

**PO 4500068757 Created by Rebecca R Purcell**

ff |  |  |  | Messages |  | Personal Setting

NB Standard PO 4500068757 Vendor 127038 APS Communications Inc Doc. date

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data

**Header Texts**

- Header text ☒
- Header note
- Pricing types
- Deadlines



Quote/Proposal #5560  
Date: 5/17/16

1 Continuous-t...

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Pri
	1	K			Adult t-shirts royal blue 1...	288	EA	D	06/17/2016	
	2	K			Adult t-shirts royal blue 1...	144	EA	D	06/17/2016	
	3	K			Youth t-shirts royal blue ...	144	EA	D	06/17/2016	



Highlight original PO order transmission and click Repeat Output. This will be the lowest in order (original) transmission that is not a change order and processed with a green light.

**Change Pur. Order :: Output**

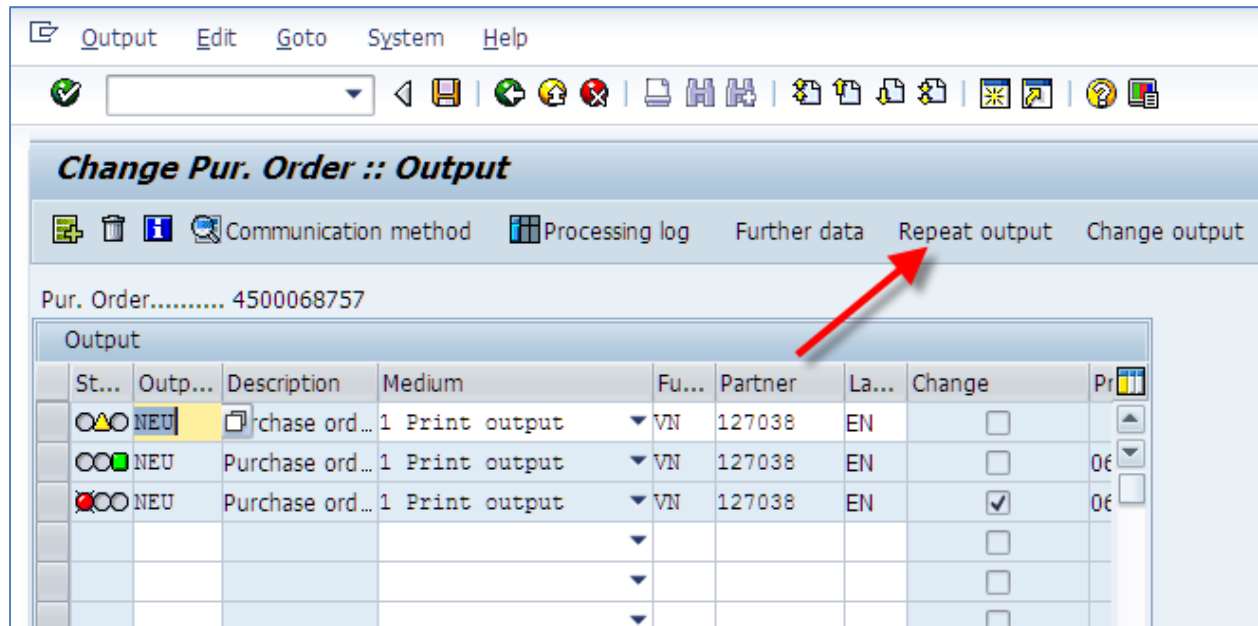
 Communication method |  Processing log | Further data | Repeat output | Change output

Pur. Order..... 4500068757

**Output**

St...	Outp...	Description	Medium	Fu...	Partner	La...	Change	Pi
	NEU	Purchase ord...	1 Print output	VN	127038	EN	<input type="checkbox"/>	06
	NEU	Purchase ord...	1 Print output	VN	127038	EN	<input checked="" type="checkbox"/>	06
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	

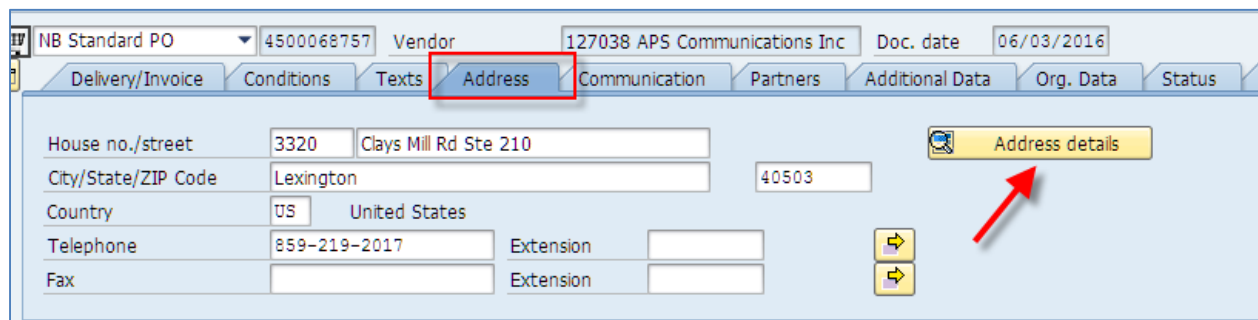
Select Repeat Output to generate a new job.



Select the back green button to return to original PO screen.



From the purchase order screen, select the Address tab from within the header section.



University of Kentucky Purchasing Division	<b>Document Number:</b> <b>09-05-11</b>	<b>Title:</b> <b>SAP – Repeat Outputs (Non-EDI)</b>	<b>Page 3 of 3</b>
-----------------------------------------------	--------------------------------------------	------------------------------------------------------------	--------------------

Remove fax number or email, if you want it to go to original buyer's email, or enter alternate email if desired. Select Check to close the window.

**Standard PO 4500068757 Created by Rebecca R Purcell**

View Off | | | | | Messages | | Personal Setting

NB Standard PO | 4500068757 | Vendor | 127038 APS Communications Inc | Doc. date | 06/03/2016

**Vendor Address** | | | Org. Data | Status

**Name**

Title |

Name | APS Communications Inc |

**Search Terms**

Search term 1/2 | APS | ADVANCED PRINTING

**Street Address**

House no./street | 3320 | Clays Mill Rd Ste 210

City/State/ZIP Code | Lexington | KY | 40503

Country | US | United States | Kentucky

Time zone | EST | Jurisdict. code |

**PO Box Address**

PO Box |

Postal Code |

Company Postal Code | |

**Communication**

Language | EN English | | Other Communication...

Telephone | 859-219-2017 | Extension | |

Mobile Phone | |

Fax | | Extension | |

E-Mail | harrasmith@apscommunications.com |

Standard Comm.Method | |

Data line |

Telebox |

Comments | Replaces blocked vendor 120407. acpts mstrcrd. jr

| | | |

**Address details**

	Net Price	Curr...	Per	O
6	5.50	USD	1	EA
6	7.50	USD	1	EA
6	5.50	USD	1	EA
	USD			
	USD			
	USD			

**Account Assignment** | **Purcha**

	Amount in LC	Or...	Σ	Amou
	1,584.00	EA		1,584.0
	<b>1,584.00</b>	<b>EA</b>		<b>1,584.0</b>
	1,584.00	EA		1,584.0
	<b>1,584.00</b>	<b>EA</b>		<b>1,584.0</b>

University of Kentucky Purchasing Division	<u>Document Number:</u> <b>09-05-11</b>	<u>Title:</u> <b>SAP – Repeat Outputs (Non-EDI)</b>	Page 4 of 4
-----------------------------------------------	--------------------------------------------	------------------------------------------------------------	-------------

(Note: If you need to do a change order (actually change data on the PO), do it at this point in the process, before saving the PO and it will process both the change order and repeat it to hard copy in one step.)

Click Save icon. Repeat copy will generate and transmit as set above.

