

University of Kentucky Purchasing Division	<u>Document Number:</u> <b>09-05-12</b>	<u>Title:</u> <b>SAP – Repeat Print POs Originally Sent by EDI</b>	Page 1 of 5
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## **How to Repeat Output Hard Copy of a Purchase Order that Originally Sent by EDI within SAP**

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

Any vendor numbers setup on EDI will transmit only on the original create. Any change order, or to re-generate a hard copy internally, result in email or fax order as shown below.

To regenerate the same order for a hard copy to your email if needed:

Put PO in edit mode. Click Messages.

**Std PO Facilities 4300141884 Created by Marthann Sheldon**

Document Overview On | Print Preview | **Messages** | Personal Setting

YB Std PO Facilities 4300141884 Vendor 121035 Grainger Inc Doc. date 04/02/2015

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status UK

House no./street 1351 Georgetown Rd Address details

City/State/ZIP Code Lexington 40511-1012

Country US United States

Telephone 859-252-2302 Extension

Fax Extension

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	M...
	1		F		IV Pole Casters		10	EA	D 04/03/2015	22.95	USD	1	EA	PM

Highlight original PO order transmission and click Repeat Output

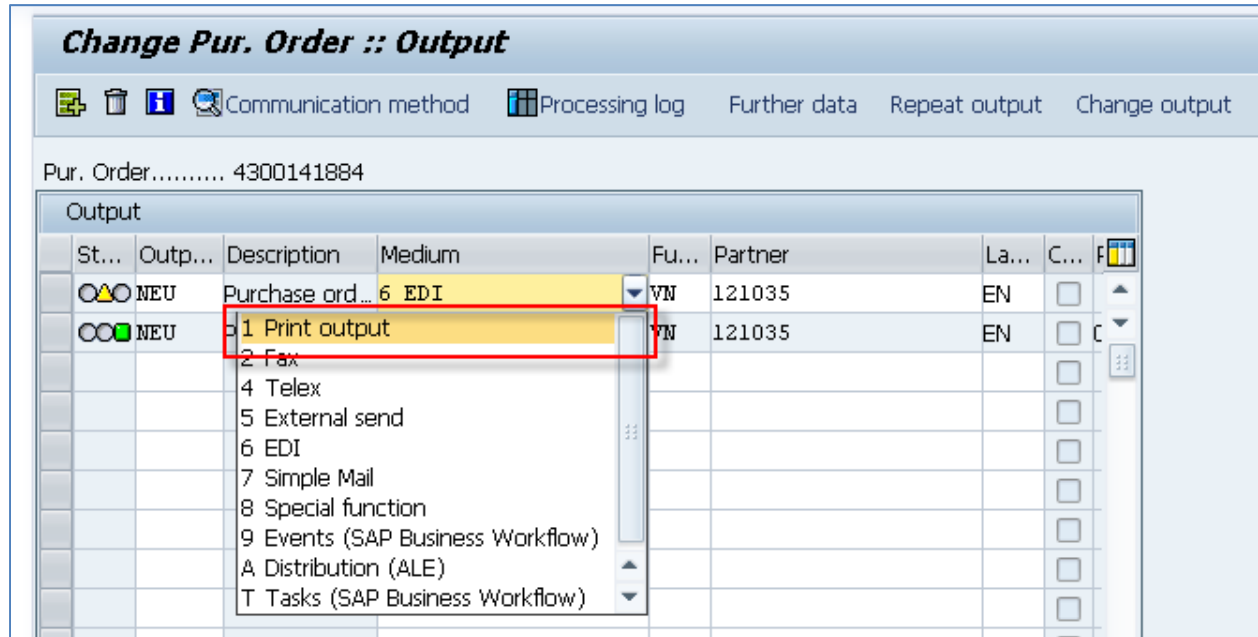
**Change Pur. Order :: Output**

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

Pur. Order..... 4300141884

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...
00	NEU	Purchase ord...	6 EDI	VN	121035	EN	

Change EDI in Medium to Print Output



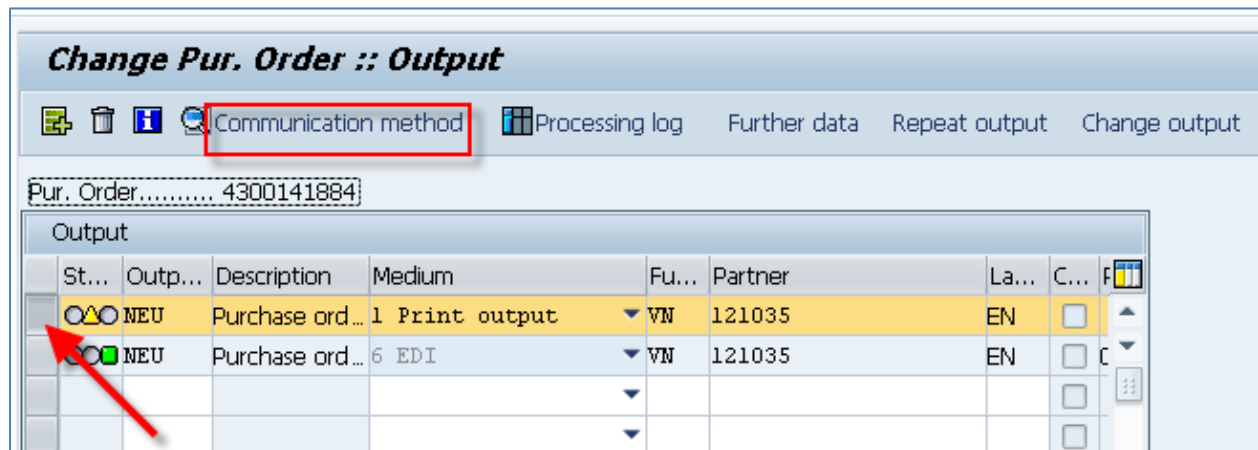
**Change Pur. Order :: Output**

Communication method Processing log Further data Repeat output Change output

Pur. Order..... 4300141884

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	F
NEU		Purchase ord...	6 EDI	VN	121035	EN	<input type="checkbox"/>	
NEU		1 Print output		VN	121035	EN	<input type="checkbox"/>	
		2 Fax					<input type="checkbox"/>	
		4 Telex					<input type="checkbox"/>	
		5 External send					<input type="checkbox"/>	
		6 EDI					<input type="checkbox"/>	
		7 Simple Mail					<input type="checkbox"/>	
		8 Special function					<input type="checkbox"/>	
		9 Events (SAP Business Workflow)					<input type="checkbox"/>	
		A Distribution (ALE)					<input type="checkbox"/>	
		T Tasks (SAP Business Workflow)					<input type="checkbox"/>	

Highlight the medium line and click Communication Method



**Change Pur. Order :: Output**

Communication method Processing log Further data Repeat output Change output

Pur. Order..... 4300141884

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	F
NEU		Purchase ord...	1 Print output	VN	121035	EN	<input type="checkbox"/>	
NEU		Purchase ord...	6 EDI	VN	121035	EN	<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	

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Enter the fields in red boxes below. For Logical Destination, select Rightfax from a search selection first time, not type it in. After it is entered once, it will hold in history. For Recipient, put your own AD.

**Change Pur. Order :: Output**

Vendor	121035	Grainger Inc
Output type	MEU	Purchase order

Printing information

Logical destination	RIGHTFAX
Number of messages	0
Spool request name	
Suffix 1	
Suffix 2	
SAP cover page	Do Not Print
Recipient	CLOCKE
Department	
Cover Page Text	
Authorization	MMPO
Storage Mode	

Format

Form	ZUKPURCHPO
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Press enter when done and click the back green button twice to return to original PO screen.



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Click Address Details in header

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Std PO Facilities 4300141884 Vendor 121035 Grainger Inc Doc. date 04/02/2015

Delivery/Invoice Conditions Texts **Address** Communication Partners Additional Data Org. Data Status

House no./street 1351 Georgetown Rd  
City/State/ZIP Code Lexington 40511-1012  
Country US United States  
Telephone 859-252-2302 Extension  
Fax Extension

**Address details**

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per
1	F				IV Pole Casters		10EA	D	04/03/2015	22.95 USD	1	

Either remove fax number or email, if you want it to go to original buyer's email, or enter alternate email if desired.

**Communication**

Language EN English Other Communication...

Telephone 859-252-2302 Extension  
Mobile Phone  
Fax Extension  
E-Mail **clocke@uky.edu**  
Standard Comm.Method  
Data line  
Telebox

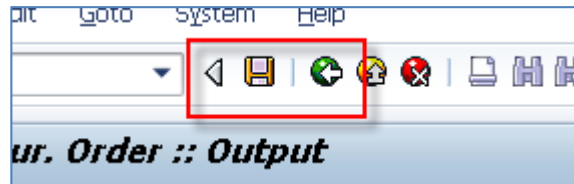
Comments

Preview International Versions

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

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Click Save



PO repeat output arrives

