

University of Kentucky Purchasing Division	<u>Document Number:</u> 09-06	<u>Title:</u> PO Transmit Types and Rightfax / EDI / Metatrade	Page 1 of 1
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SAP/SRM orders transmit by various methods depending on suppliers' capabilities for receiving orders and return invoicing. Purchasing uses the following transmit types which are based on individual vendor numbers and document types:

1. EDI (Electronic Data Interchange) - Purchase order data electronically transmits to supplier and supplier returns electronic invoicing direct to SAP which posts to the PO line item. Process is completely paperless and electronic. Used for a large number (several hundred) suppliers within hospital Purchasing and for most punch-out catalog suppliers within SRM. Change orders must be re-triggered into hard paper copies manually.

The University uses GHX (Global Healthcare Exchange) as its third party provider of EDI services.

Note: EDI suppliers for SRM e-catalogs require special steps and T-code (ME9F) to re-trigger a hard paper copy.

2. Rightfax – Used for vendors taking receipt of POs via email or fax number. The Purchasing buyer dictates within final transmit method during PO processing. Change orders are triggered into hard paper copies in same manner as original purchase order. Purchasing buyer can change transmit methods (email/fax) if desired as part of change order process.

3. Metatrade – Used with a select number of suppliers whereby PO data is converted into a generic purchase order and delivered to supplier via FAX or email through GHX.

Note: For Rightfax vendors, the email or fax number can be set on vendor master data to flow into the purchase order each time. EDI vendors are set through Enterprise Applications Group (EAG) and overwrite/supersede vendor master data.