

Send Purchase Order To Yourself

How to configure SAP Purchase Order to email to yourself as the buyer.

Role: Supply Chain Buyer Staff

Frequency: As Needed

- Go into the PO and make sure you are in edit mode (glasses/pencil icon at the top)

The screenshot shows the SAP PO Healthcare 4700884039 interface. At the top, there is a title bar with a glasses/pencil icon indicating edit mode. Below the title bar, there are tabs for Document Overview, Print Preview, Messages, and Personal. The main area shows the PO details: ZB PO Healthcare, 4700884039, Supplier 118456 Zoll Medical Corp. There are tabs for Delivery/Invoice, Conditions, Texts, Address, Communication, and Partners.

- Click the Address tab at the top and go into the Address Details

The screenshot shows the SAP Address details for PO Healthcare 4700884039. The Address tab is selected. The form displays the following information: House Number/Street: 269 Mill Rd, City/State/ZIP Code: Chelmsford 01824-4105, Country: US United States, Telephone: 800-348-9011, Extension: , Fax: 978-421-0015, Extension: . There is a yellow box labeled 'Address details' with a magnifying glass icon.

- Delete Fax# and input your email address, either click the checkmark or hit **Enter** to save change.

The screenshot shows the SAP Communication details for PO Healthcare 4700884039. The Communication tab is selected. The form displays the following information: Language: EN English, Telephone: 800-348-9011, Extension: , Mobile Phone: , Fax: 978-421-0015, Extension: , E-Mail: , Standard Method: , Data line: , Telebox: . There is a yellow box labeled 'E-Mail' with a magnifying glass icon. At the bottom, there is a Comments field with the text 'Address info & FOB changed per attached email.' and a yellow box with a checkmark icon.

Quick Reference Card

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**This is how it should look after your change.

- Click Messages at top of PO to go into the "Output" transactions

- Click the "trash can" icon and then the checkmark on the pop-up to delete the new output

**Deleting the new output saves your change to the PO

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	Processing...	Time	Date/Time	S...
NEU	NEU	Purchase ord...	6 EDI	VN	118456	EN	✓		00:00:00	4	
NEU	NEU	Purchase ord...	6 EDI	VN	118456	EN		08/03/2023	08:51:16	4	✓

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- Highlight the old line, click Repeat Output

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	Processing...	Time	D...
NEU	1	Purchase ord...	EDI	VN	118456	EN	<input type="checkbox"/>	08/03/2023	08:51:16	4
NEU	6	Purchase ord...	EDI	VN	118456	EN	<input type="checkbox"/>	08/03/2023	08:51:16	4

- With the new output line on top, click the drop-down arrow, change to Print Output

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	Processing...	Time	Date/Time	S...
NEU	1	Purchase ord...	Print output	VN	118456	EN	<input type="checkbox"/>	00:00:00	4		<input checked="" type="checkbox"/>
NEU	6	Purchase ord...	EDI	VN	118456	EN	<input type="checkbox"/>	08/03/2023	08:51:16	4	<input checked="" type="checkbox"/>

- Click Communication Method

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	Processing...	Time	Date/Time	S...
NEU	1	Purchase ord...	Print output	VN	118456	EN	<input type="checkbox"/>	00:00:00	4		<input checked="" type="checkbox"/>
NEU	6	Purchase ord...	EDI	VN	118456	EN	<input type="checkbox"/>	08/03/2023	08:51:16	4	<input checked="" type="checkbox"/>

- Input the highlighted information (RIGHTFAX, ZUKPURCHPO_RIGHT) and click back

Printing information

Logical destination: **RIGHTFAX**

Number of messages: ☒ Print immediately ☐ Release after output

Spool request name:

Suffix 1:

Suffix 2:

SAP cover page: Do Not Print

Recipient:

Department:

Cover Page Text:

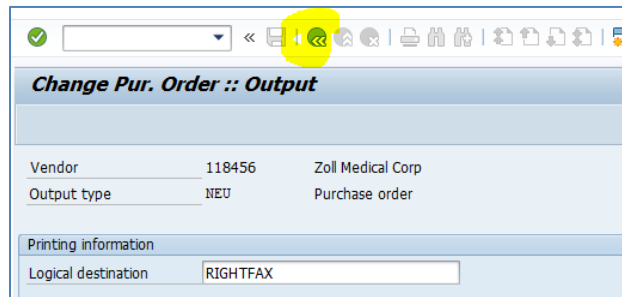
Authorization:

Storage Mode:

Format: **ZUKPURCHPO_RIGHT**

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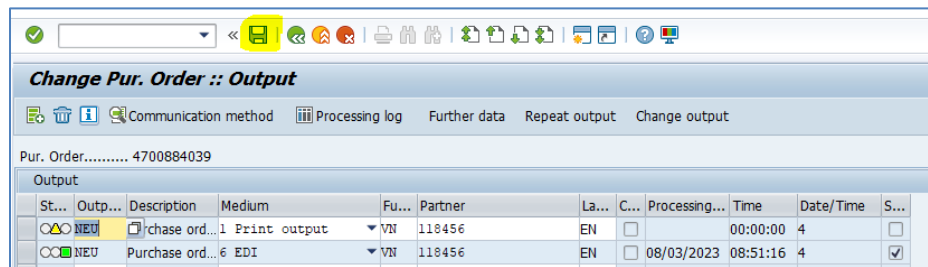


Change Pur. Order :: Output

Vendor 118456 Zoll Medical Corp
Output type NEU Purchase order

Printing information
Logical destination RIGHTFAX

- Click the Save icon at the top to complete this output and send to the email entered.



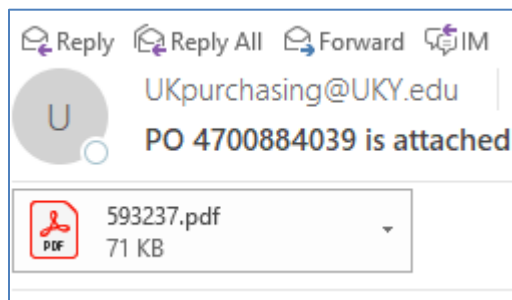
Change Pur. Order :: Output

Communication method Processing log Further data Repeat output Change output

Pur. Order..... 4700884039

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	Processing...	Time	Date/Time	S...
○△	NEU	Purchase ord...1	Print output	▼	VN	118456	EN	<input type="checkbox"/>	00:00:00	4	<input type="checkbox"/>
○△	NEU	Purchase ord...6	EDI	▼	VN	118456	EN	<input type="checkbox"/>	08/03/2023 08:51:16	4	<input checked="" type="checkbox"/>

**The PO will come to the email as a PDF file shown below



Reply Reply All Forward IM

U UKpurchasing@UKY.edu

PO 4700884039 is attached

PDF 593237.pdf 71 KB