

**Work Instruction**

**Print a Purchase Order**

**ME9F**

**Purpose**

Use this procedure to print the official copy of the Purchase Order.

**Trigger**

Perform this procedure when an official copy of the Purchase Order needs to be produced to send to the vendor.

**Prerequisites**

- The purchasing documents must have gone through all approval steps.

**Menu Path**

Use the following menu path(s) to begin this transaction:

- Select Logistics > Materials Management > Purchasing > Purchase Order > Messages > Print/Transmit

**Transaction Code**

**ME9F**

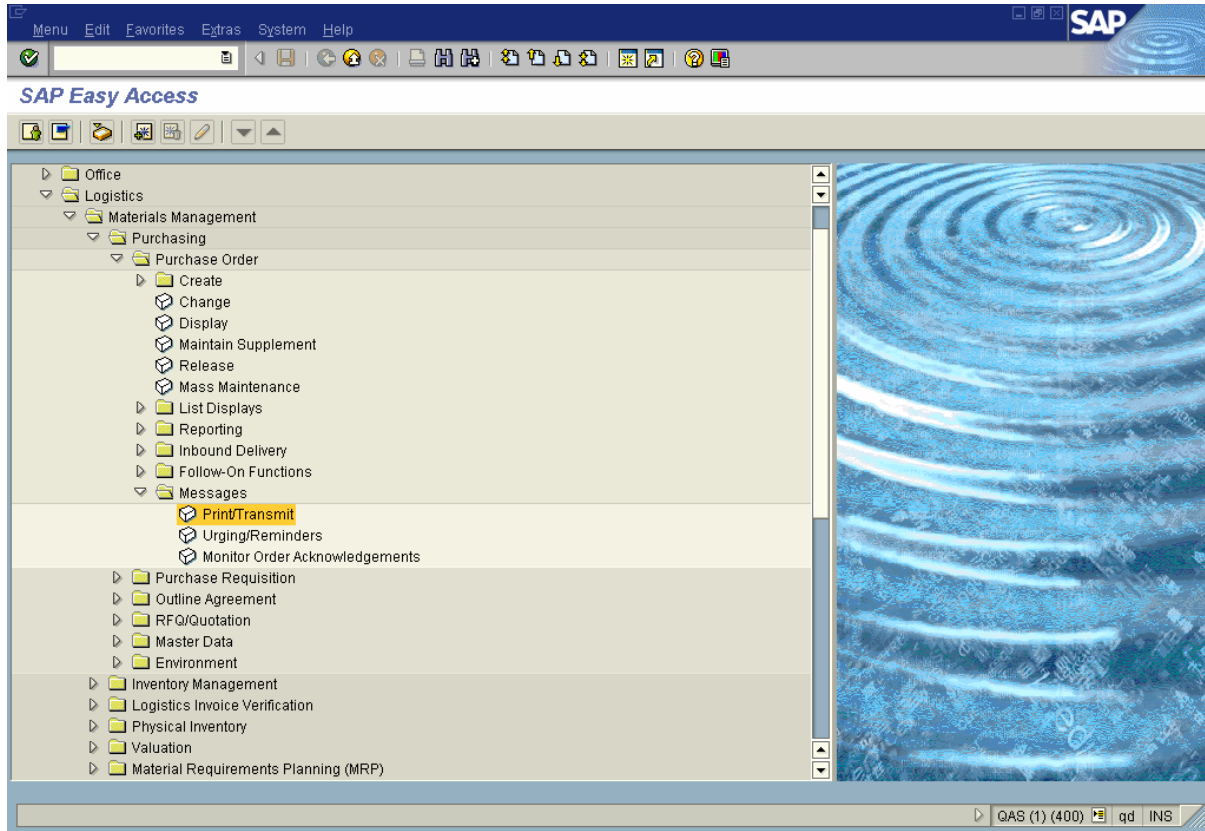
**Helpful Hints**

None

## Procedure


1. Start the transaction using the menu path or transaction code.

### SAP Easy Access



## Message Output

2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Document number	O	Purchase orders can be printed one at a time by entering the SAP document number. If more than one purchase order is going to be printed, leave this field blank. <b>Example:</b> 450001211
Purchasing group	R	Enter the Purchasing group.  As some locations use multiple purchase groups, it is important to remember to change the purchasing group to see different groups in the system. <b>Example:</b> CPG

3. Click  .

## Message Output

The screenshot shows the SAP Message Output window. The title bar includes 'List Edit Goto Settings System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main area displays a table of messages with the following columns: Doc. date, PGr, Name 1, Vendor, Purch. doc., Msg., Lng, Partner, Role, Created on, Time, Time N, User name, Output device, Name, Fax number, and Ch. The table contains several rows of data, including purchase orders for Children's Hospital of Los Angeles, California Hospital Medical Center, Queen of Angels/Hollywood, Deluxe Business Checks and Solution, and Stokes Frank.

Doc. date	PGr	Name 1	Vendor	Purch. doc.	Msg.	Lng	Partner	Role	Created on	Time	Time N	User name	Output device	Name	Fax number	Ch
07/02/2003	CP6	CHILDREN'S HOSPITAL OF LOS ANGELES	1002845	4500020222	<input type="checkbox"/>	NEU	EN	1002845	BA	07/02/2003 10:21:00	1	ZELAYAMC	Local Printer			
07/10/2003	CP6	CALIFORNIA HOSPITAL MEDICAL CENTER	1003719	4500020519	<input type="checkbox"/>	NEU	EN	1003719	BA	07/10/2003 17:38:29	1	ZELAYAMC	Local Printer			
07/10/2003	CP6	QUEEN OF ANGELS/HOLLYWOOD	1003805	4500020520	<input type="checkbox"/>	NEU	EN	1003805	BA	07/10/2003 17:56:00	1	ZELAYAMC	Local Printer			
07/14/2003	CP6	DELUXE BUSINESS CHECKS AND SOLUTION	1006527	4500020572	<input type="checkbox"/>	NEU	EN	1006527	BA	07/14/2003 09:25:44	1	PASCUAAS	Local Printer			
07/14/2003	CP6	GST E SYSTEMS DESIGN	1002412	4500020574	<input type="checkbox"/>	NEU	EN	1002412	BA	07/14/2003 09:55:28	1	PASCUAAS	Local Printer			
07/30/2003	CP6	Stokes Frank	1003430	4500020633	<input type="checkbox"/>	NEU	EN	1003430	BA	07/30/2003 15:31:52	1	CHANCEK	Local Printer			

4. Find the Purchase Order number to be printed and select the checkbox  beside that Purchase Order number.
5. Click **Display message** to see a preview of the document before it prints.



Using the Display Message button is optional and is for a review of the Purchase Order only.

Print Preview for LOCL Page 00001 of 00008

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**  
770 Wilshire Boulevard  
Los Angeles, CA 90017

**Contract**

**Information**

<b>Contract Number</b>	4500020633
<b>Contract Amount</b>	\$ 60000.00
<b>Order Date</b>	07/30/2003
<b>Vendor Number</b>	1003430
<b>Payment Terms</b>	Payment Due Net 30
<b>Requestor/Phone</b>	Tony Tortorice / 213.891.2100
<b>Confirmed with</b>	Frank Stokes
<b>Your reference</b>	K19191
<b>Start date</b>	07/01/2003
<b>End date</b>	06/30/2004


Contract # must be referenced on all correspondence.

<b>Funds Center</b>	<b>Commitment Item</b>
C1190A	586100

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**PROFESSIONAL SERVICES AGREEMENT**

PARTIES: LOS ANGELES COMMUNITY COLLEGE DISTRICT

6. Click  to leave the preview screen.

## Message Output

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Doc. date	PGr	Name 1	Vendor	Purch. doc.	Msg. Lng	Partner	Role	Created on	Time	N	User name	Output device	Name	Fax number	Ch
07/02/2003	CPG	CHILDREN'S HOSPITAL OF LOS ANGELES	1002845	4500020222	NEU	EN	BA	07/02/2003 10:21:00	1		ZELAYAMC	Local Printer			<input type="checkbox"/>
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07/30/2003	CPG	Stokes Frank	1003430	4500020633	NEU	EN	BA	07/30/2003 15:31:52	1		CHANCEK	Local Printer			<input type="checkbox"/>

- Find the Purchase Order number to be printed and select the checkbox  beside that Purchase Order number.
- Click  to print a hardcopy of the Purchase Order.

## Message Output

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Doc. date	PGr	Name 1	Vendor	Purch. doc.
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07/10/2003	CPG	CALIFORNIA HOSPITAL MEDICAL CENTER	1003719	4500020519
07/10/2003	CPG	QUEEN OF ANGELS/HOLLYWOOD	1003805	4500020520
07/14/2003	CPG	DELUXE BUSINESS CHECKS AND SOLUTION	1006527	4500020572
07/14/2003	CPG	GST E SYSTEMS DESIGN	1002412	4500020574
07/30/2003	CPG	Stokes Frank	1003430	4500020633

9. Click  to exit back to the menu.

10. You have completed this transaction.

### Result

You have printed an official copy of the Purchase Order.

### Comments

NONE.

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