Print a Purchase Order

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document number</td>
<td>O</td>
<td>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. Example: 4500001211</td>
</tr>
<tr>
<td>Purchasing group</td>
<td>R</td>
<td>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. Example: CPG</td>
</tr>
</tbody>
</table>

3. Click .
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.
6. Click to leave the preview screen.
7. Find the Purchase Order number to be printed and select the checkbox beside that Purchase Order number.

8. Click **Output message** to print a hardcopy of the Purchase Order.
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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