Communication and Optical Archiving

The R/3 System contains a flexible instrument for communication between business partners. The output of all documents within Materials Management, from purchase orders to delivery notes, is controlled by the system. The system automatically determines whether transmission takes place via the regular mail, fax, or electronically.

The term "message" includes both electronic message and printed documents. **Messages** For example, the following documents can be printed or transmitted as messages:

❑ Requests for quotation

❑ Purchase orders

❑ Contracts

❑ Scheduling agreements and delivery schedules

❑ Reminders

❑ Goods/issue slips

Messages are automatically created for certain business transactions. For example, a message is created when a purchase order is saved.
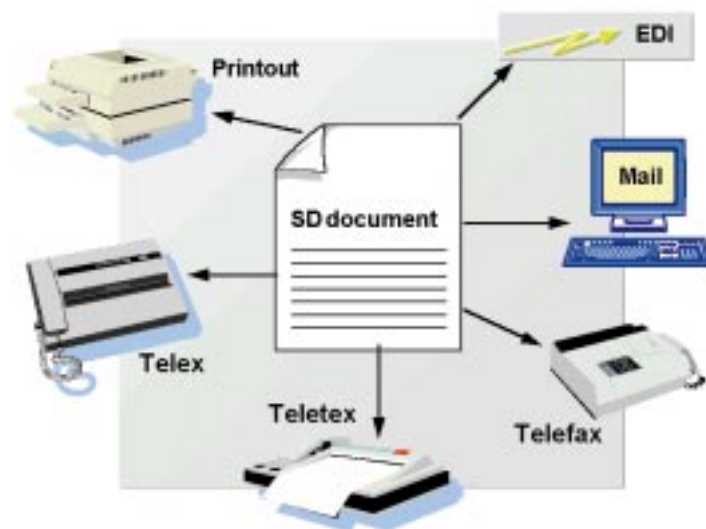

Fig. 12-1: Overview of Communication Media in the SAP System

Control of the exchange of messages relates in particular to the time and nature of their transmission. Message control can be modified to fit your company's individual requirements.

Depending on system parameters, the system determines the type of message transmission. Purchasing can control the processing of messages individually for each vendor.

You are always able to determine how a message should be sent.

SAPmail   With the electronic mail system, SAPmail, messages referring to a business transaction can be sent automatically to internal or external recipients. For example, purchasing is informed electronically of price variances in invoice verification.

EDI   Messages can also be received or sent via electronic data interchange (EDI).

Printout   If you want to print out documents and trading papers, you can define the printer selection according to different criteria. Documents can be printed centrally on one printer or on any number of printers in the company.

The print layout is based on the model for the standard layout of trading papers according to DIN 4991 (ISO 6422:1985). You can adapt the layout to fit your needs (without programming) by changing the form structure using the SAPscript layout set editor.

Telex/Teletex/Telefax   Purchasing can also select one of these communication options. The vendor's telex, teletex, or telefax number is stored in the vendor master record and are defaulted in the message.

Message Proposal   The following questions are asked during message transmission in purchasing:

❑ At what time should which message be sent?

❑ In which language should the message be sent?

❑ How many copies should be sent?

❑ Who is the business partner or recipient for whom the message is intended?

❑ Which communication medium is used to send the message?

These questions are answered by an message default for each business transaction. However, you can intervene manually in individual cases.

You can select the time at which the message is sent (see Figure 12-2). The following options are defined in the system:

❑ A message is sent immediately after the purchasing document is created.

❑ Message transmission is explicitly requested.

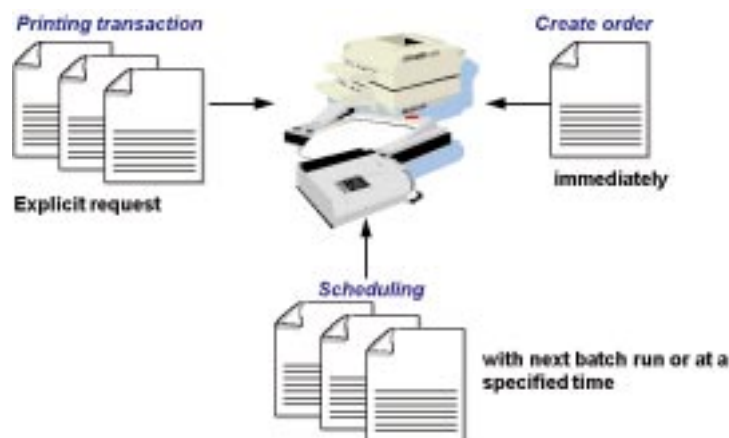❑ Messages is sent with the next batch run or at a given time.

Fig. 12-2: Time of message transmission

Status information is stored in the appropriate document for each message (for example, date sent, sender, and message recipient). **Status**

How is communication supported in Materials Management?

❑ All documents can be printed or sent in the form of messages.

❑ The communication media available include printers, telecommunication tools, SAPmail, and EDI.

❑ Automatic message proposals, including the date and recipient of the message are generated by the system.