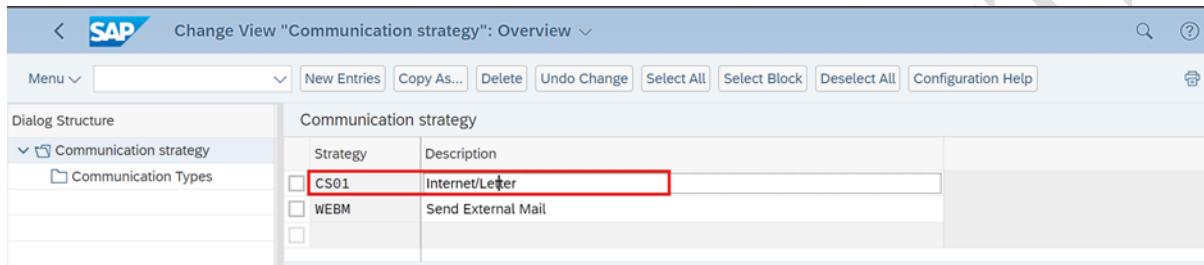


# Transmit Purchase Order (PO) to Vendor via Email

## Step 1: Define Communication Strategy

To ensure effective communication via Medium 5 (external sending), it's essential to maintain a communication strategy within the Customizing settings that support email. Without an appropriate communication strategy, communication with a partner cannot be established. By default, SAP provides the "CS01" communication strategy.

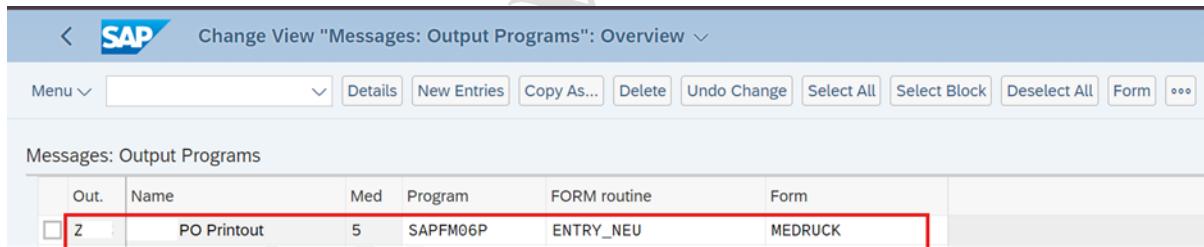
SPRO > Sales and Distribution > Basic Functions > Output Control > Determine Communication Strategy.



Strategy	Description
CS01	Internet/Letter
WEBM	Send External Mail

## Step 2: Assign the Form and Processing routine to PO Output Type

SPRO > IMG > Material Management > Purchasing > Messages > Forms (Layout Sets) for Messages > Assign Form and Output Program for Purchase Order



Out.	Name	Med	Program	FORM routine	Form
Z	PO Printout	5	SAPFM06P	ENTRY_NEU	MEDRUCK

Output Type – NEU

Medium - 5 (External Send)

Program - SAPFM06P

Form Routine - ENTRY\_NEU

Form - MEDRUCK

## Step 3: Replacement of text symbols

The replacement routine should be configured in the Customizing settings for the output type, on the 'General data' tab under 'Replacement of text symbols' in the detail screen.

SPRO > IMG > Materials Management > Purchasing > Messages > Output Control >

Message Types > Define Message Types for Purchase Order > Maintain Message Types for PO

Select Output Type "NEU" then click "Details"

SAP Change View "Output Types": Details

Dialog Structure

- Output Types
  - Mail title and texts
  - Processing Routines
  - Partner roles

Multiple issuing:

Partner-indep.output:

do not write processing log:

Change output

Program: FM06AEND

FORM routine: CHANGE\_FLAG

Replacement of text symbols

Program: SAPMM06E

FORM routine: TEXT\_SYMBOL\_REPLACE

Maintain the Replacement of text Symbols Program and FORM routine.

Program: SAPMM06E

FORM routine: TEXT\_SYMBOL\_REPLACE

Step 4: Maintain Email ID for supplier

You need to ensure that an email address is maintained in the vendor master under the Address View, system will only use the email address stored in the vendor master.

SAP Display Organization : 31000

Business Partner: 31000

\* Display in BP Role: Business Partner (Gen.)

Communication

Language: English

Telephone:

Mobile Phone:

Fax:

E-Mail: .. @gmail.com

Also maintain your own user email address, this will be the sending email address.

System > User Profile > Own Data

Menu ▾

Changed By:	USER1	17.12.2024	09:32:58	Status: Saved
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Documentation	<u>Address</u>	Logon Data	SNC	Defaults	Parameters	Roles	Profiles	Groups	Personalization	Lic. Data
Room Number:		Floor:		Building code:						

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### Communication

Telephone:	Extension:	<input type="button" value="→"/>						
Mobile Phone:		<input type="button" value="↑"/>						
Fax:	Extension:	<input type="button" value="→"/>						
E-Mail Address:	@gmail.com	<input type="button" value="↑"/>						
Method:	<input type="button" value="▼"/>			Other Communication...				

## Step 5: Maintain Conditions Records (Transaction: MN04)

Maintain the Condition Record for message Determination.

Select the Output type "NEU" and click "Key Combination"

Supplier: 31000

## Partner Function: VN (Vendor)

Medium: 5 (External Send)

Dispatch Time: 4 (Send Immediately "When Saving the Application")

SAP Display Condition Records (PO Printout) : Overview

Menu <  Communication Select

Purchasing Doc. Type:  Import Material  
Purch. Organization:  Purchase Org.

**Condition Recs.**

Supplier	Name	Funct	Partner	M...	Dat...	Lang...
<input type="checkbox"/> 31000	<input checked="" type="checkbox"/> Vendor	VN		5	4	EN
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Select the Condition Record and Click "Communication".

Chose communication that we created (Refer step 1)

Menu ▾ Previous output Next output

**Variable Key**

Doc. Type	Purch.Org.	Supplier	Description
ZIMP	1000	31000	ABC Vendor

Comm.strategy: **CS01** Internet/Letter

**Print output**

Output Device:	LP01	Print immediately:	<input checked="" type="checkbox"/>
Number of messages:	0	Release after output:	<input type="checkbox"/>
Spool request name:			
Suffix 1:			
Suffix 2:			
SAP cover page:	Do not print	▼	
Recipient:			
Department:			
Cover Page Text:	<b>PO Number: &amp;EKKO-EBELN&amp;</b>		
Authorization:			

The "Cover Page Text" will serve as the email's subject. You can use variables (replacement parameters) in the cover page text, which must be enclosed in &. To utilize these replacement parameters, the configuration explained in Step 3 must be completed.

For example, if you want the title to be 'PO number: 100002', you should enter "PO number &EKKO-EBELN&".

#### Step 6: Create PO and Test the scenario

Create and release the PO

Click on messages to check the output

Menu ▾ Document Overview On Create Display/Change Other Purchase Order Print Preview **Messages** Help Personal Setting

Import Material: 19000037 Supplier: **31000 ABC Vendor** Doc. Date: 17.12.2024

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Payment Processing > ...

**Approval Steps**

Type	Name	Status	Comment exists	Processors	Recipients
Automatic Release of Purchase Order		Purchase Order Released		SAP_WFRT	

## Output triggered with medium 5 to vendor 31000

SAP Display Pur. Order :: Output

Pur. Order..... 19000037

Output

Stat...	Outpu...	Description	Medium	Fun...	Partner	Lan...	Ch...	Processing d...	Time	Date/Time	Sa...
<input type="checkbox"/>	Z	PO Printout	External send	VN	31000	EN		17.12.2024	12:21:15	4	<input checked="" type="checkbox"/>

### Step 7: Check mail in SOST

If the correct SCOT/ SMTP configuration is maintained, emails will be sent to the supplier's email address stored in the Business Partner (BP) record

SAPconnect: Send Requests from 16.12.2024 to 17.12.2024

Period Send Status Sender Options Attrbs.

Send date: 16.12.2024 to: 17.12.2024  
 Sent at: 00:00:00 to: 00:00:00  
 Maximum No. of Hits: 500

Refresh

Send Requests (Waiting, Sent and Errors)

Status	Send Method	Doc. Title	Sender	Recipient	Send Date	Send Time
By E-Mail	PO Number: 19000037		SAP_WFRT	...@gmail.com	17.12.2024	12:21:16

Print Preview of smart.pdf

ABC Vendor

19000037 / 17.12.2024  
 Contact person: Telephone: 00 000 000 000  
 Your vendor number with us: 31000

Please deliver to: Company Delivery date: Day 17.12.2024

Currency

Item	Material	Unit	Description	Price per unit	Net value
00001 T916/01	200 Piece	Test Material for ID check Point	100,00	20,000,00	Total net value excl. tax SAR 20,000,00