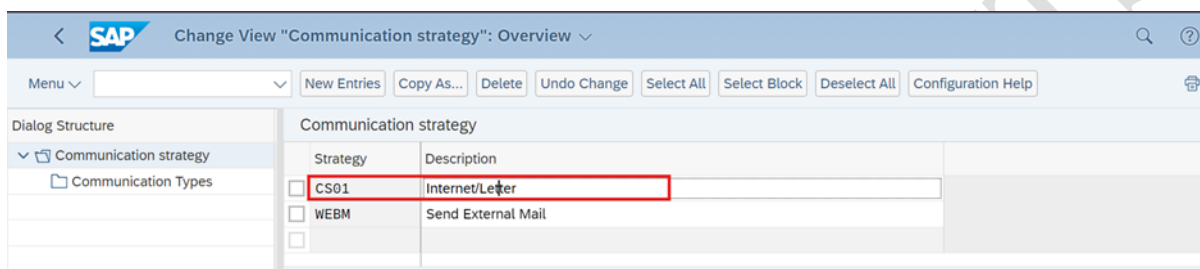


# Transmit Purchase Order (PO) to Vendor via Email

## 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.



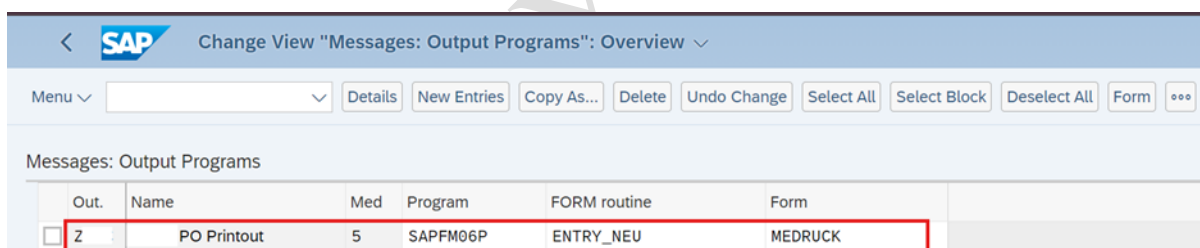
The screenshot shows the SAP SPRO configuration screen for 'Change View Communication strategy: Overview'. The 'Dialog Structure' on the left shows 'Communication strategy' expanded. The main table lists communication strategies. The 'CS01' strategy is selected and highlighted with a red box.

Strategy	Description
<input checked="" type="checkbox"/> CS01	Internet/Letter
<input type="checkbox"/> 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



The screenshot shows the SAP SPRO configuration screen for 'Change View Messages: Output Programs: Overview'. The table lists output programs. The row for 'Z' (PO Printout) is highlighted with a red box, showing the assignment of 'SAPFM06P' as the program, 'ENTRY\_NEU' as the form routine, and 'MEDRUCK' as the form.

Out.	Name	Med	Program	FORM routine	Form
<input checked="" type="checkbox"/> 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"

The screenshot shows the SAP 'Change View "Output Types": Details' screen. On the left, the 'Dialog Structure' pane is expanded to 'Output Types', which includes 'Mail title and texts', 'Processing Routines', and 'Partner roles'. The main area contains several sections: 'Multiple issuing:' with a checked checkbox, 'Partner-indep.output:' with an unchecked checkbox, and 'do not write processing log:' with an unchecked checkbox. Below these is the 'Change output' section with 'Program: FM06AEND' and 'FORM routine: CHANGE\_FLAG'. The 'Replacement of text symbols' section is highlighted with a red box, showing 'Program: SAPMM06E' and '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.

The screenshot shows the SAP 'Display Organization : 31000' screen. The 'Business Partner' field is highlighted with a red box and contains the value '31000'. Below it, the 'Display in BP Role:' dropdown is set to 'Business Partner (Gen.)'. The 'Communication' section is expanded, showing fields for 'Language' (English), 'Telephone', 'Mobile Phone', 'Fax', and 'E-Mail'. The 'E-Mail' field is highlighted with a red box and contains the value '@gmail.com'. There are also fields for 'Extension' and 'Other communication...'.

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

Documentation Address Logon Data SNC Defaults Parameters Roles Profiles Groups Personalization Lic. Data

Room Number: Floor: Building code:

Communication

Telephone: Extension:

Mobile Phone:

Fax: Extension:

E-Mail Address: @gmail.com

Method: 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: ZIMP Import Material

Purch. Organization: 1000 Purchase Org.

Condition Recs.

Supplier	Name	Funct	Partner	M...	Dat...	Lang...
31000	Vendor	VN		5	4	EN

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: ☒

Number of messages: 0 Release after output: ☐

Spool request name:

Suffix 1:

Suffix 2:

SAP cover page: Do not print ▾

Recipient:

Department:

Cover Page Text: **PO Number: &EKKO-EBELN&**

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 Q Exit

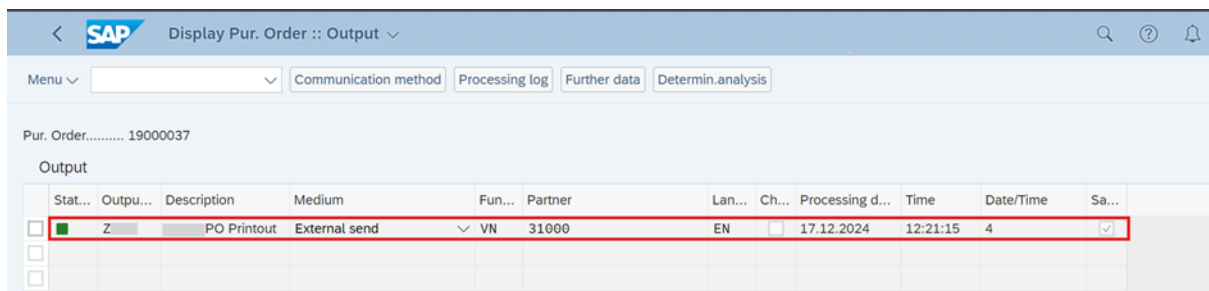
Import Material ▾ 19000037 Supplier: **31000 ABC Vendor** Doc. Date: 17.12.2024

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

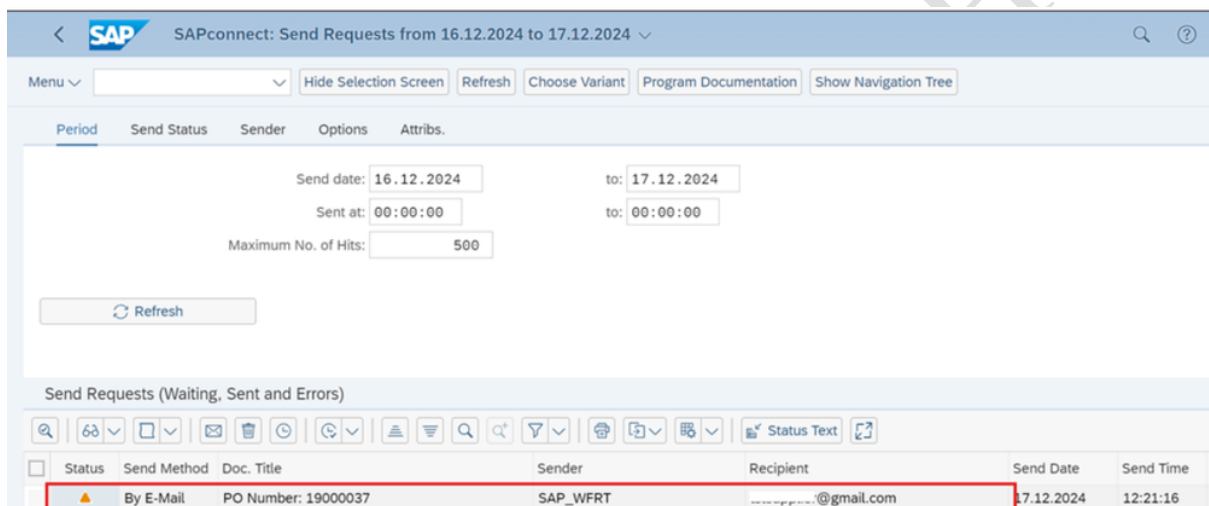


The screenshot shows the SAP 'Display Pur. Order :: Output' interface. The 'Pur. Order' field is set to 19000037. The 'Output' table has one row highlighted in red, representing a successful external send to vendor 31000.

Stat...	Outpu...	Description	Medium	Fun...	Partner	Lan...	Ch...	Processing d...	Time	Date/Time	Sa...
	Z	PO Printout	External send	VN	31000	EN		17.12.2024	12:21:15	4	✓

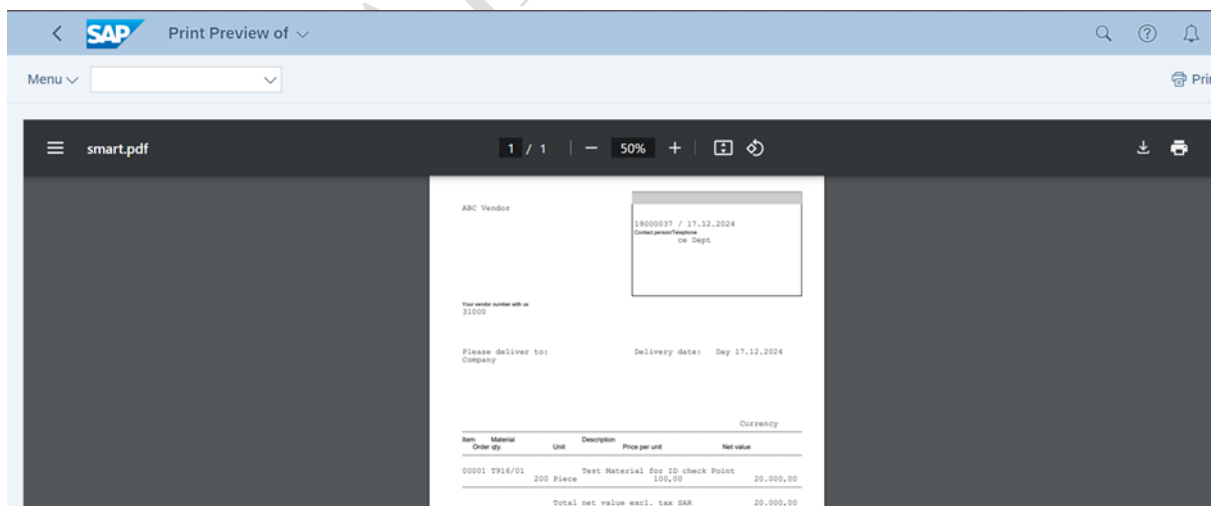
Step 7: Check mail in SOST

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



The screenshot shows the SAP SOST (Send Requests) interface for the period 16.12.2024 to 17.12.2024. The 'Send Requests (Waiting, Sent and Errors)' table has one row highlighted in red, showing a successful email send to the vendor's email address.

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



The screenshot shows the SAP 'Print Preview of' interface for a purchase order. The preview displays the vendor information, delivery date, and a table of materials.

Item	Material	Unit	Description	Price per unit	Net value
00001	T916/01	200 Piece	Test Material for ID check Point 100x50		20.000,00
Total net value excl. tax SAR					20.000,00