Purchase order as an e-mail using Internet mail (external mail)

Purpose
This wiki's purpose is to clarify the process of sending a PO as an e-mail using Internet mail (external mail).

Overview
This document shows with an example the settings and the relevant transactions involved in the process.

Prerequisites
In case we send a PO via external mail, we have to take care of the basic settings contained in the note 191470:

- E-mail address must be maintained into e-mail field in the vendor master data.
- The same applies to your own user master.
- A communication strategy needs to be maintained into the IMG. In this example for the output type NEU the standard communication strategy CS01 is used.
We define the communication strategy in Customizing as following:

- **Display Pur. Order :: Output**
  - **Vendor**: VENDOMAIL
  - **Output Type**: NEU
  - **Comm. strategy**: CS01

- **Structure**
  - SAP Customizing Implementation Guide
    - Activate Business Functions
  - SAP NetWeaver
    - General settings
    - Mobile Infrastructure
    - Business Intelligence
    - Application Server
      - Installation Services
      - Basis Services
        - Generic Business Tools
        - Knowledge Provider
        - Business Document Service
          - Audit Trail
          - ArchiveLink
          - Records Management
          - Case Management
          - Address Management
          - Communication Interfaces
          - Message Control
    - Determine Communication Strategy

- **Change View "Communication Types": Overview**
  - **Comm. strategy**: CS01

- **Communication Types**
  - | Position | Comm. Meth | Description |
  - |-------|------------|-------------|
  - | 1     | INT        | E-Mail      |
  - | 2     | LET        | Post (letter) |

- Standard SAP environment (program 'SAPFM06P', FORM routine 'ENTRY_NEU' and form 'MEDRUCK') is used as the processing routines.
In the condition record for the output type NEU, we use medium '5' (External send) and communication Strategy CS01. The following is the condition record in MN06 used for the example.

**Display Condition Records (Purchase order): Overview**

<table>
<thead>
<tr>
<th>Communication</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing Doc. Type</td>
<td>NB</td>
</tr>
<tr>
<td>Purch. organization</td>
<td>1000</td>
</tr>
<tr>
<td>Purchase Requisition</td>
<td></td>
</tr>
<tr>
<td>Purchase org - ch</td>
<td></td>
</tr>
</tbody>
</table>

**Display Condition Records (Purchase order): Communication**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Name</th>
<th>Funct</th>
<th>Partner</th>
<th>M...</th>
<th>Da...</th>
<th>Lan...</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDORMAIL</td>
<td>Vendormail</td>
<td>VN</td>
<td>VENDORMAIL</td>
<td>5</td>
<td>4</td>
<td>EN</td>
</tr>
</tbody>
</table>

**Variable Key**

<table>
<thead>
<tr>
<th>Doc. Ty...</th>
<th>Purch.org</th>
<th>Vendor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB</td>
<td>1000</td>
<td>VENDORMAIL</td>
<td>Vendormail</td>
</tr>
</tbody>
</table>

**Print output**

- Output Device
- Number of messages: 0
- Spool request name
- Suffix 1
- Suffix 2
- SAP cover page: Default (Printer Setting)
- Recipient
- Department
- Cover Page Text: New Purchase Order &EKKO-EBELN& Printout
- Authorization
- Storage Mode

- The prerequisite for a correct sending is that the node is set correctly in transaction SCOT.
To be able to display, for example, the e-mail in Outlook, enter PDF as the format in the node.

**Additional settings**

- We maintain the mail title in the condition record via transaction MN04 for the output type NEU on the “Communication method” tab page. We enter the mail title in the “Cover Page text” field. We cannot maintain additional mail text.
If the field “Cover Page text” is not maintained in the condition record, during the PO creation this field will be inherited from the customizing of output message NEU section “Mail title and texts”.

In order to provide specific information in the title of the e-mail, for the output message NEU we need to maintain the area “Replacement of text symbols” with program SAPM006E and form TEXT_SYMBOL_REPLACE.

Create the PO and process the output message

We create the PO and the message output NEU is determined according to the condition record defined above (message NEU is processed immediately because we set dispatching time equal to 4). Here the details of the output processing log
Message output NEU has been processed successfully; as consequence a transmission request has been generated in transaction SOST. You can select your transmission request by Sender or by a Period.

Here you see the document title, the Sender and the Recipient. The sender, in this case, is the user who created the PO (= NAST-USNAM), the recipient is the vendor e-mail address.

How the E-mail looks like in the Sender inbox and in Vendor Inbox

- Sender Inbox

If in transaction SCOT we set the Internet mail Confirmation of Receipt (SCOT > Settings > Confirmation of receipt)
Sender receives a confirmation that the email was transmitted.
We open the mail.

And double clicking on “Message headers” attachment, we jump on the following mail:

Note that the value from the field “Cover Page text” from condition record is used to create the description of the Subject.

- Recipient (Vendor) inbox

Purchase order is sent as PDF attachment and value from the field “Cover Page text” from condition record is used to create the description for
If we open the PDF file, PO is showed
SAP note 111062 Printing problems in Materials Management

SAP note 191470 Purchase order as an e-mail