
REPRINT A PURCHASE ORDER – ME23N (PUR-017)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the process used to REPRINT A PURCHASE ORDER.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Purchasing

3.0 APPROVAL AUTHORITY:

- 3.1 Executive Purchasing/Budget Director

4.0 DEFINITIONS:

- 4.1 SLPS – Saint Louis Public Schools
4.2 SAP – Information system used by SLPS

Signature

Date

5.0 PROCEDURE:

- 5.1 Select code ME23N [Reprint a Purchase Order].
5.2 Hit enter.
5.3 Go to the top of the screen. Select “Purchase order”.
5.4 In the dropdown menu, click on “Other Purchase Order”.
5.5 A new box will be displayed. Enter the purchase order number in that box.
5.6 Select “Other Document”.
5.7 Go back up, click on “Purchase order”, then select “Display/Change”
5.8 Click on the “Messages” box.
5.9 Type “neu” and tab over type “print or p”.
5.10 Hit Enter.
5.11 Click on “Communication Method”
5.12 Click the drop down menu under “Logical Destination” and select the appropriate department printer “Purchasing”.
5.13 Put a check in the box, “Print immediately, when saving the application”.
5.14 Hit Enter.
5.15 Hit back arrow.

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5.16 Click “Further data” and click “Dispatch Time” ...then click the drop down menu, select the green arrow to choose the time.

5.17 Click “Send immediately (when saving the application)”.

5.18 Click the date calendar and select the green check to choose the date.

5.19 Click “clock” menu and select the green arrow to choose the time.

5.20 Click the Time to” drop down menu and select the green arrow to choose the end time.

5.21 Hit back arrow

5.22 Click on save button.

6.0 ASSOCIATED DOCUMENTS:

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SAP Issued	Computer	3 years	Discard as desired	Password Protected

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/01/08	A	Initial Release

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