

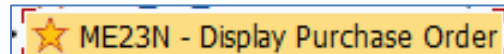
Substitution Order-Different Vendor

How to perform a substitution order to a different vendor

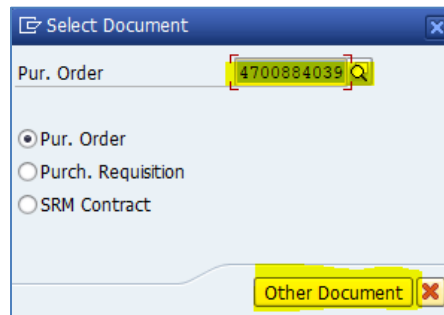
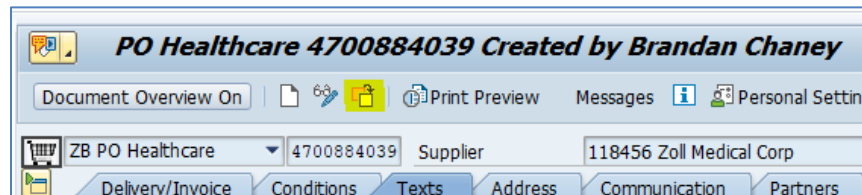
Role: Supply Chain Buyer Staff

Frequency: As Needed

- Go into transaction ME23N – Display Purchase Order



- Input purchase order with original item needing subbed, either click "Other Document" or hit **Enter**.



- Copy the requisition

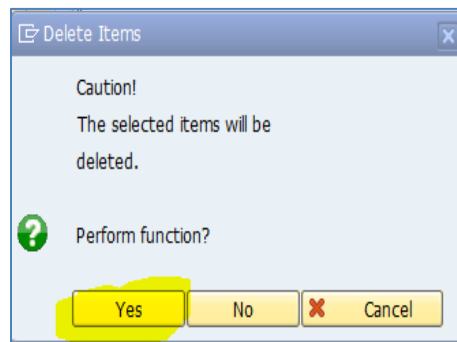
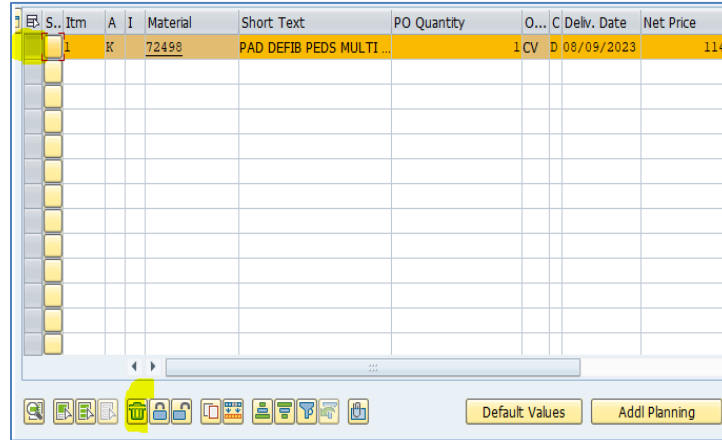
****You can find the requisition on the line itself or at the bottom under "Delivery Schedule"**

| Item 1 [1] 72498, PAD DEFIB PEDS MULTI FUNCT... | | | | | | | | | | |
|---|---|---------------|------------|------|----------------|--------|------------|-------|------|---------------|
| Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts | | | | | | | | | | |
| S.. | C | Delivery D... | Sched. Qty | Time | Stat. Del. ... | GR Qty | Purch.Req. | Req.. | N... | Open Quantity |
| | D | 08/09/2023 | | 1 | 08/09/2023 | | 20531390 | 1 | | 11 |
| | | | | | | | | | | 0 |

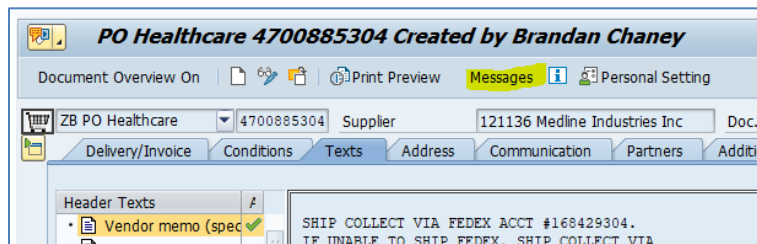
Quick Reference Card

Substitution Order-Different Vendor

- Void the current line by highlighting the line, clicking the “trash can” icon, and yes on the pop-up



- Click “Messages” at top of PO to begin saving process

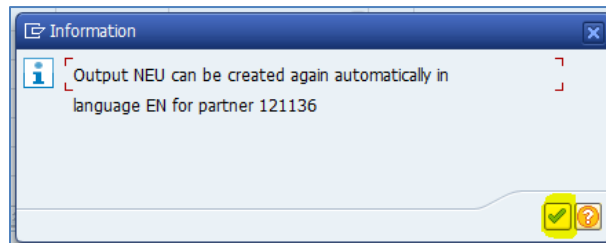


Substitution Order-Different Vendor

**The top white line is your change, anything below are previous outputs

- Click the "Trash" icon and the Check on the pop-up to delete any new output

| St... | Outp... | Description | Medium | Fu... | Partner | La... | C... |
|-------|---------|-----------------|--------|-------|---------|-------|-------------------------------------|
| | NEU | chase ord... | EDI | VN | 121136 | EN | <input checked="" type="checkbox"/> |
| | NEU | Purchase ord... | EDI | VN | 121136 | EN | <input type="checkbox"/> |

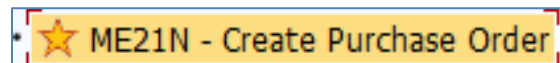


- Click the "Save" icon at the top

| St... | Outp... | Description | Medium | Fu... | Partner | La... | C... | Processing... | Tim... |
|-------|---------|-----------------|--------|-------|---------|-------|-------------------------------------|-------------------|--------|
| | NEU | chase ord... | EDI | VN | 121136 | EN | <input checked="" type="checkbox"/> | 08/09/2023 09:... | |
| | NEU | Purchase ord... | EDI | VN | 121136 | EN | <input type="checkbox"/> | | |

**If sub is a different UOM, complete UOM change before continuing (see UOM Change training docs)

- Go into transaction ME21N – Create Purchase Order



Quick Reference Card

Substitution Order-Different Vendor

- Input the Supplier# for the sub being ordered at the top, hit **Enter**.
- **Using the correct Vendor# is EXTREMELY IMPORTANT when ordering

- Input your buyer code under Org Data tab, hit **Enter**.

- Paste the requisition info into line1 under "Purch. Req." and "Req. Item", hit **Enter**.

Manual requisitions like the below will have a line number, all MRP requisitions (3) will be line 10

| Info rec. | R... | F... | T... | Purch.Req. | Req... | Outline ag... | Con... | C |
|-----------|--------------------------|--------------------------|------|------------|--------|---------------|--------|---|
| | <input type="checkbox"/> | <input type="checkbox"/> | | 20531390 | 1 | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |

- If there is a contract tied, delete contract sections (Outline agreement, Contract item), hit **Enter**.

| S.. | Itm | A | Batch | Reqmt No. | Requisitioner | IM Material | Info rec. | R... | F... | T... | Purch.Req. | Req... | Outline ag... | Con.. |
|-----|-----|---|-------|-----------|---------------|-------------|-----------|--------------------------|--------------------------|------|------------|--------|---------------|-------|
| 1 | K | | | CE7361N | | 72498 | | <input type="checkbox"/> | <input type="checkbox"/> | | 20531390 | 1 | 4600004568 | 30 |

! Contract vendor 118456 differs from vendor 121136

Substitution Order-Different Vendor

- Under Material Data tab, enter Sub# in Vendor Mat. No. and uncheck InfoUpdate

****It's EXTREMELY IMPORTANT** you do not leave InfoUpdate checked as it will override the info record

Item: 1 [1] 72498 , PAD DEFIB PEDS MULTI FUNCT...

Material group: 58

Revision Level:

Vendor mat. no.: 8900-2045

EAN/UPC:

Vendor sub-range:

Batch:

Vendor Batch:

InfoUpdate: ☒

MPN material: 72498

PAD DEFIB PEDS MULTI FUNCTION

Mfr Part Number: 8900-2065

Manufacturer: 118456

- Adjust sub line for desired quantity, appropriate delivery date, pricing, UOM

****It's EXTREMELY IMPORTANT** OUn/OPU columns match to avoid duplications, GR/Invoice issues, etc.

| PO Quantity | OUn | C | Deliv. Date | Net Price | Curr... | Per | OPU | Ma |
|-------------|-----|---|-------------|-----------|---------|-----|-----|-----|
| 40 BX | | D | 12/18/2023 | 7.60 | USD | 1 | BX | Lat |

- Once done with adjustments, send the order out by clicking the Save icon at the top.

Create Purchase Order

Document Overview On ☒ Hold ☐

ZB PO Healthcare

Supp

Delivery/Invoice Conditions Texts