

Substitution Order-Same Vendor

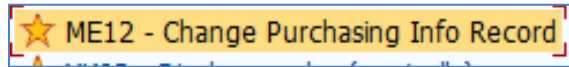
How to perform substitution order for the same vendor

Role: Supply Chain Buyer Staff

Frequency: As Needed

**Same UOM subs can be done on the same line, the below steps are for subs with a different UOM

- Go into transaction ME12 – Change Purchasing Info Record



- Enter the Supplier# and Material#, hit **Enter**.

A screenshot of the SAP ME12 transaction input screen. The fields are as follows: Supplier (121136), Material (34), Purchasing Org. (UK00), Plant (UK00), and Info record (empty). Below these fields is a section titled "Info category" with four radio button options: Standard (selected), Subcontracting, Pipeline, and Consignment.

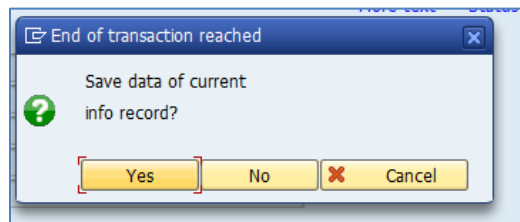
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- Change the Order Unit and Conversion appropriately

**You cannot change the OPU measure (meaning I cannot change the below ROL to EA or BX, etc., only the quantity can be altered here).

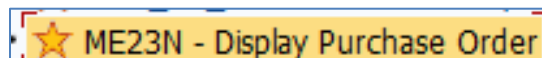
The screenshot shows the SAP 'Purch. Org. Data 1' screen. The 'Info record' is 5300081729, 'Supplier' is 121136, and 'Material' is 34. The 'Vendor Data' section includes fields for '1st Rem./Exped.' (9 Days), '2nd Rem./Exped.' (3 Days), '3rd Rem./Exped.' (10 Days), 'Vendor Mat. No.', 'Vendor Subrange', 'VSR Sort No.', 'Vendor Mat. Grp', 'Points', 'Salesperson', 'Telephone', 'Return Agmt', and 'Prior Vendor'. The 'Origin Data' section includes 'Certif. Cat.', 'Certificate', 'Valid to', 'Ctry of Origin', 'Region', 'Number', and 'Manufacturer'. The 'Purchase Order Unit of Measure' section shows 'Order Unit' as CV, 'Conversion' as 1 CV to 48 ROL, and 'Var. Order Unit' as Not active.

- Hit **Enter** through the next few screens until you see "Save Info Record", click yes or hit **Enter** again.



**It's EXTREMELY IMPORTANT you return the UOM back to the original when done, repeat the steps.

- Go into transaction ME23N – Display Purchase Order



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

- While in edit mode, copy/paste the requisition and line# to another line on the purchase order

UPS ACCT #56A633. ALL SHIPMENTS OVER 150 LBS CALL TRIOSE 866-241-2268 EXT 204 FOR											
1 Continuous-t...											
S...	Itm	A	IM Material	Info rec.	R...	F...	T...	Purch.Req.	Req...	Outline ag...	Con...
1	K		72498	5300027...				20531390	1	4600004568	30
2	K		72498	5300027...				20531390	1	4600004568	30

****If new sub line doesn't show correct UOM as adjusted, delete contract sections (Outline agreement, Contract item) and hit **Enter**, SAP will refresh/update to new UOM**

Reqmt No.	Requisitioner	IM Material	Info rec.	R...	F...	T...	Purch.Req.	Req...	Outline ag...	Con...
CE7361N		72498	5300027...				20531390	1	4600004568	30
CE7361N		72498	5300027...				20531390	1	4600004568	30

Quick Reference Card

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- Now the sub line UOM has changed, ensure both UOM columns match

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

	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl G
	1	CV	D 08/09/2023	114.99	USD	1	CV	Monito
	1	BX	D 08/07/2023	114.99	USD	1	CV	Monito

- Change the OPU to BX and hit **Enter**. Now the OUn and OPU match.

	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl G
	1	CV	D 08/09/2023	114.99	USD	1	CV	M
	1	BX	D 08/07/2023	114.99	USD	1	BX	M
					USD			

**Double-check the UOM under the Quantities tab at bottom to ensure the new line is correct

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

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignm

PO Quantity CV Order Unit <-> Ord. Price Unit CV <-> CV

PO Qty in SKU PAA Order Unit <-> SKU CV <-> PAA

Item **2 [2] 72498 , PAD DEFIB PEDS MULTI FUNCT...**

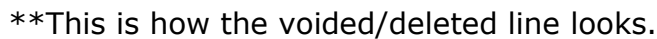
Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignm



PO Quantity BX Order Unit <-> Ord. Price Unit BX <-> BX

PO Qty in SKU PAA Order Unit <-> SKU BX <-> PAA

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- | S. | Item | A | I | Material | Short Text | PO Quantity | O... | C | Deliv. Date | Net Price |
|----|------|---|---|----------|--------------------------|-------------|------|---|-------------|-----------|
| 1 | K | | | 72498 | PAD DEFIB PEDS MULTI ... | | 1 CV | D | 08/09/2023 | 114 |



S..	Itm	A	I	Material	Short Text	PO Quantity
	1	K		<u>72498</u>	PAD DEFIB PEDS MULTI ...	
	2	K		<u>72498</u>	PAD DEFIB PEDS MULTI ...	

- **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 Data		Quantities/Weights		Delivery Schedule	
Material group		58		Revision Level	
Vendor mat. no.		8900-2045		EAN/UPC	
Vendor sub-range					
Batch				Vendor Batch	
MPN material		72498		PAD DEFIB PEDS MULTI FUNCTION	
Mfr Part Number		8900-2045		Manufacturer	
				118456	

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- 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		
			USD					

- In Header note, create a note of the change: Date, CSR name, new order Conf#, and signature

- Click "Messages" at top of PO to begin saving process

**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

Change Pur. Order :: Output

Pur. Order..... 4700885304

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...
NEW		chase ord...	6 EDI	VN	121136	EN	<input checked="" type="checkbox"/>
NEW		Purchase ord...	6 EDI	VN	121136	EN	<input type="checkbox"/>

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- Click the "Save" icon at the top

Change Pur. Order :: Output

Communication method Processing log Further data Repeat output Change output

Pur. Order..... 4700885304

Output

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	Processing...	Tim
CO	NEU	Purchase ord...	6 EDI	VN	121136	EN	<input type="checkbox"/>	08/09/2023 09:	