How To Make UOM Change-Different Vendor-Existing Info Record

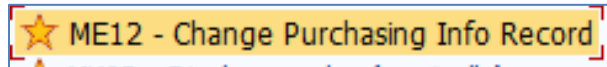| How to make UOM Change for different vendor when there is an existing info record	
Role: Supply Chain Buyer Staff	**Frequency:** As Needed

**There may already be an info record for the SAP# with the sub vendor

- Go into transaction ME12 – Change Purchasing Info Record
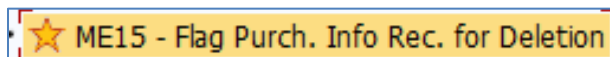

- Enter the Supplier# and Material#, hit **Enter**.

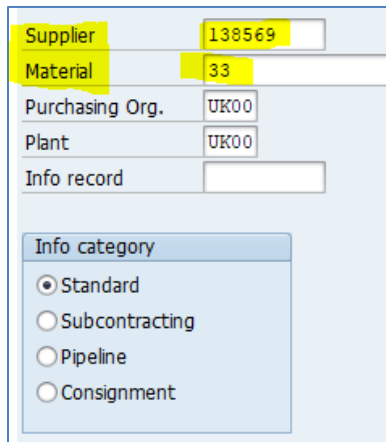**If there is an existing info record, you will be able to edit <u>OR</u> you will receive the below indications (red numbers, and the message at the bottom of screen noting it is flagged for deletion)

- Go into transaction ME15 – Flag Purch. Info Rec. for Deletion
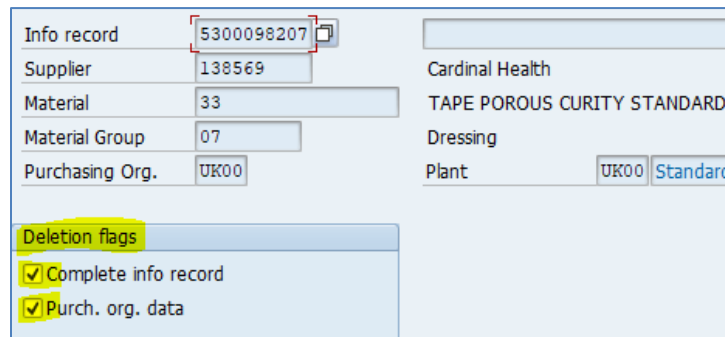
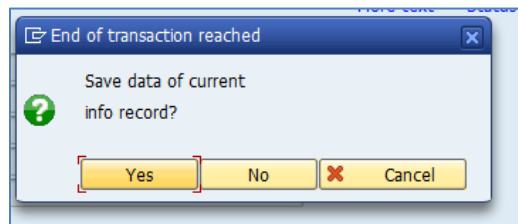# How To Make UOM Change-Different Vendor-Existing Info Record

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

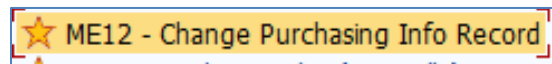- Uncheck the two boxes under "Deletion Flags", hit **Enter**.

- You will see "Save Info Record", either click yes or hit **Enter** again.

  **It's <u>EXTREMELY IMPORTANT</u> you re-delete the info record when done, repeat the steps.
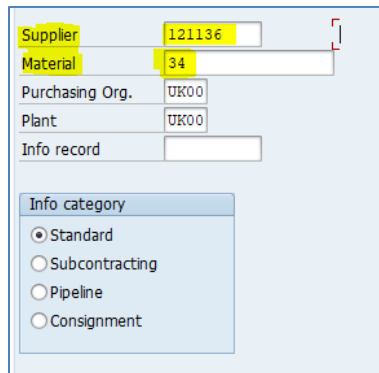
- Go back into transaction ME12 – Change Purchasing Info Record

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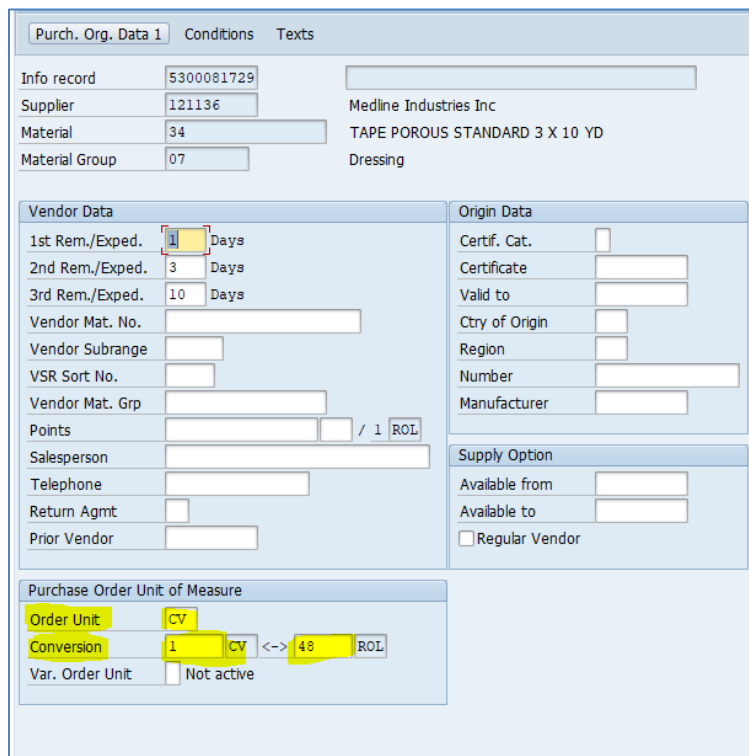- Enter the Supplier# and Material#, hit **Enter**.

- If the UOM is correct for the sub, click the back button until you return to the main screen
- If the UOM is incorrect for the sub, 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).

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- Hit **Enter** through the next few screens until you see "Save Info Record", click yes or hit **Enter** again.
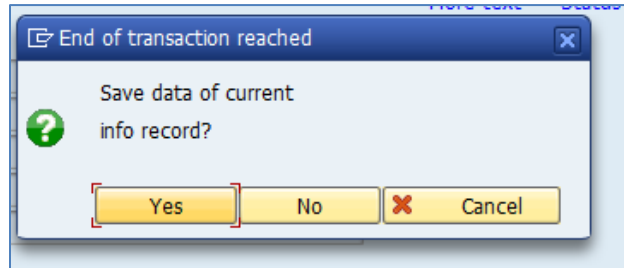
**Remember it's <u>EXTREMELY IMPORTANT</u> you re-delete the info record when done subbing.