

Quick Reference Card

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

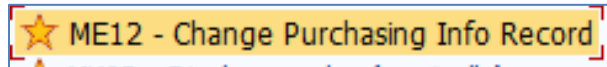
How to make UOM Change for different vendor when there is an existing info record

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



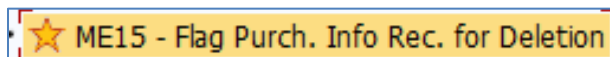
- Enter the Supplier# and Material#, hit **Enter**.

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

A screenshot of the SAP purchasing info record screen. The fields are as follows: Supplier (138569, highlighted in red), Material (33), Purchasing Org. (UK00), Plant (UK00), and Info record (empty). To the right of the fields, the following text is displayed: Cardinal Health, TAPE POROUS CURIT, UK Purchasing, and University of Kentucky. Below the fields, there is a section for "Info category" with four radio buttons: Standard (selected), Subcontracting, Pipeline, and Consignment.

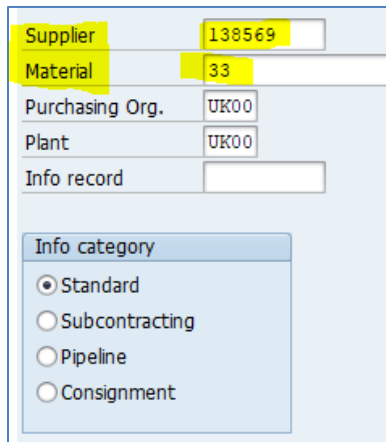
Purchasing info record 5300098207 flagged for deletion

- Go into transaction ME15 – Flag Purch. Info Rec. for Deletion

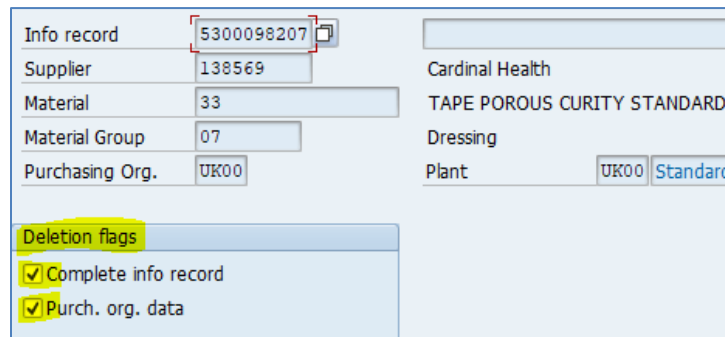


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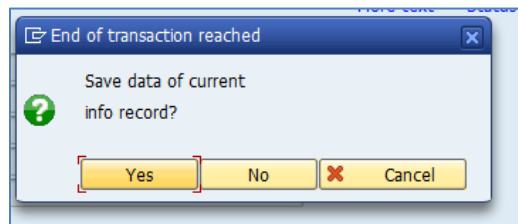
- Enter the Supplier# and Material#, hit **Enter**.



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

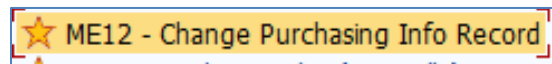


- You will see "Save Info Record", either click yes or hit **Enter** again.



****It's EXTREMELY IMPORTANT you re-delete the info record when done, repeat the steps.**

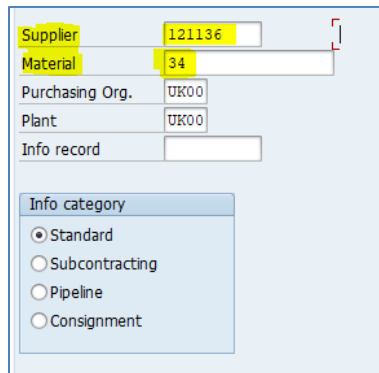
- Go back into transaction ME12 – Change Purchasing Info Record



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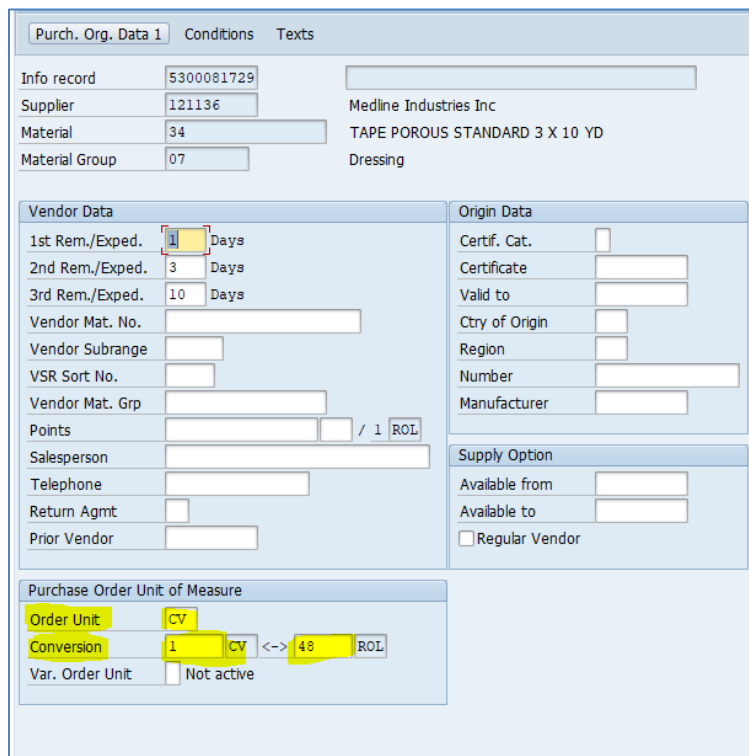
- Enter the Supplier# and Material#, hit **Enter**.



Supplier 121136
Material 34
Purchasing Org. UK00
Plant UK00
Info record
Info category
☒ Standard
☐ Subcontracting
☐ Pipeline
☐ Consignment

- 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).



Purch. Org. Data 1 Conditions Texts

Info record 5300081729
Supplier 121136 Medline Industries Inc
Material 34 TAPE POROUS STANDARD 3 X 10 YD
Material Group 07 Dressing

Vendor Data	Origin Data
1st Rem./Exped. 1 Days	Certif. Cat. <input type="checkbox"/>
2nd Rem./Exped. 3 Days	Certificate <input type="checkbox"/>
3rd Rem./Exped. 10 Days	Valid to <input type="checkbox"/>
Vendor Mat. No. <input type="text"/>	Ctry of Origin <input type="checkbox"/>
Vendor Subrange <input type="text"/>	Region <input type="checkbox"/>
VSR Sort No. <input type="text"/>	Number <input type="text"/>
Vendor Mat. Grp <input type="text"/>	Manufacturer <input type="text"/>
Points <input type="text"/> / 1 ROL	
Salesperson <input type="text"/>	
Telephone <input type="text"/>	
Return Agmt <input type="checkbox"/>	
Prior Vendor <input type="text"/>	

Supply Option

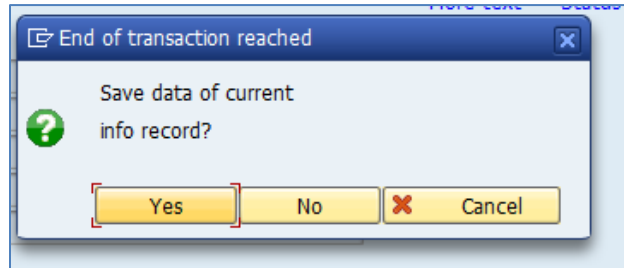
Available from
Available to
☐ Regular Vendor

Purchase Order Unit of Measure

Order Unit CV
Conversion 1 CV <-> 48 ROL
Var. Order Unit ☐ Not active

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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 EXTREMELY IMPORTANT you re-delete the info record when done subbing.