

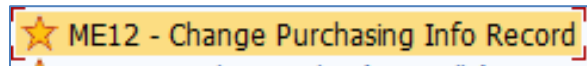
UOM Change-Same Vendor

How to do UOM Change for same vendor

Role: Supply Chain Buyer Staff

Frequency: As Needed

- Go into transaction ME12 – Change Purchasing Info Record



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

A screenshot of the SAP ME12 transaction screen. The fields "Supplier" (121136) and "Material" (34) are highlighted in yellow. Other fields include "Purchasing Org." (UK00), "Plant" (UK00), and "Info record". Below these is a section for "Info category" with radio buttons for "Standard" (selected), "Subcontracting", "Pipeline", and "Consignment".

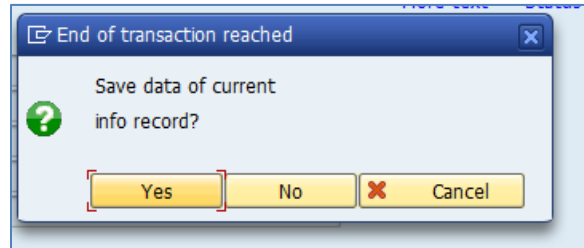
- Change the Order Unit and Conversion appropriately

****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).**

A screenshot of the SAP ME12 transaction screen, specifically the "Purchase Order Unit of Measure" section. The "Order Unit" is set to "CV" and the "Conversion" is set to "1" with a unit of "CV" and a factor of "48" and a unit of "ROL". The "Var. Order Unit" is set to "Not active". The "Purchase Org. Data" section shows "Info record" (5300081729), "Supplier" (121136), "Material" (34), and "Material Group" (07). The "Origin Data" section shows "Certif. Cat." (), "Certificate" (), "Valid to" (), "Ctry of Origin" (), "Region" (), "Number" (), and "Manufacturer" (). The "Supply Option" section shows "Available from" (), "Available to" (), and "Regular Vendor" ().

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- 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.**