

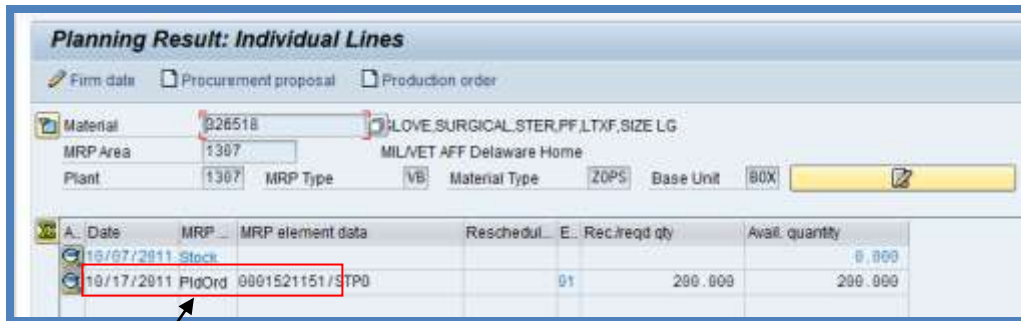
Ordering MRP/Inventory Items in SAP Where Unit of Measure Requires Change

MRP Controller (warehouse personnel) role:

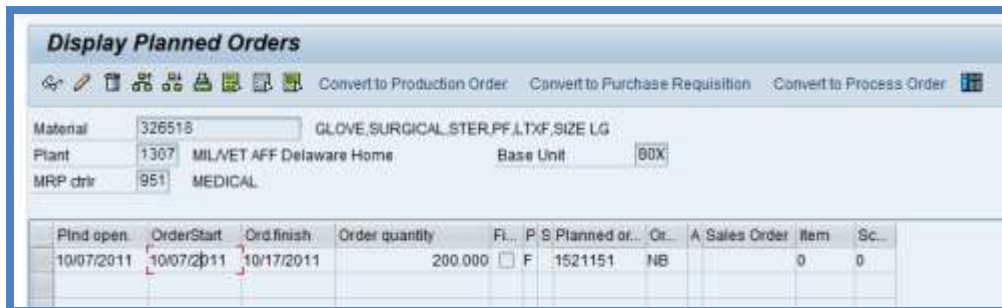
If starting with an MRP run:

Transaction MD16 (**Display and Process Orders**)

Select line item from listing



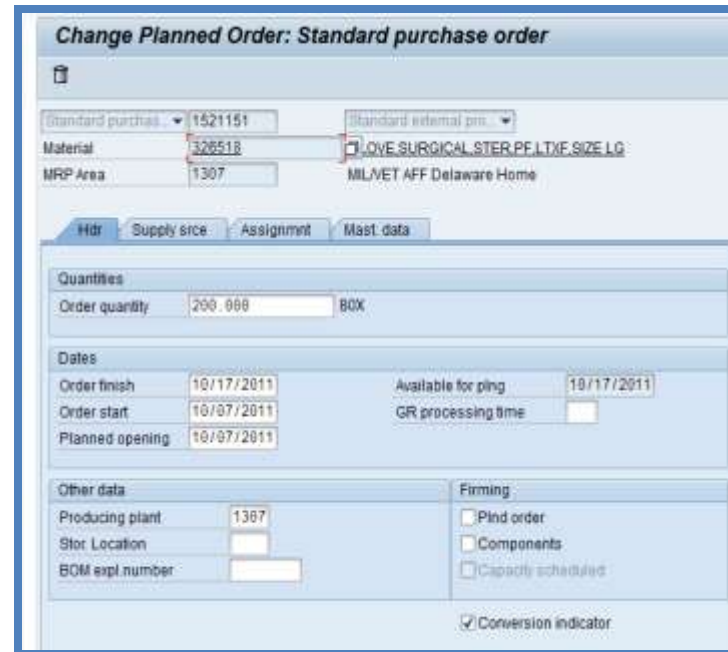
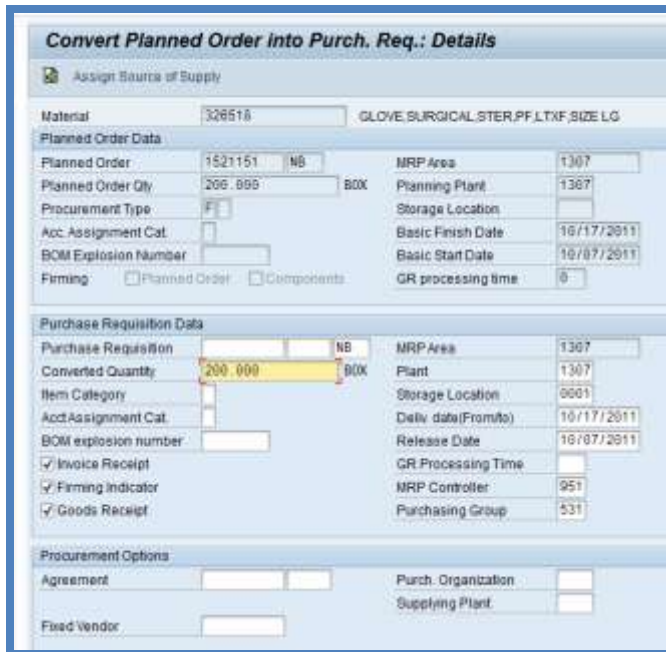
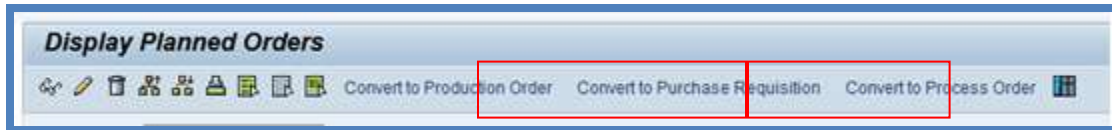
Planned order number (0001521151) – select magnifying glass at left of line



If converting to a purchase requisition or a purchase order, at this point, only the quantity can be changed, not the unit of measure.

MRP Controller to select **“Convert to Purchase Requisition.”** Enter order quantity associated with the OUn as identified in the Contract.

The OUn will reference the base unit of measure as is established in the material master file. This field cannot be changed as this point of the process.



Purchasing Agent role:

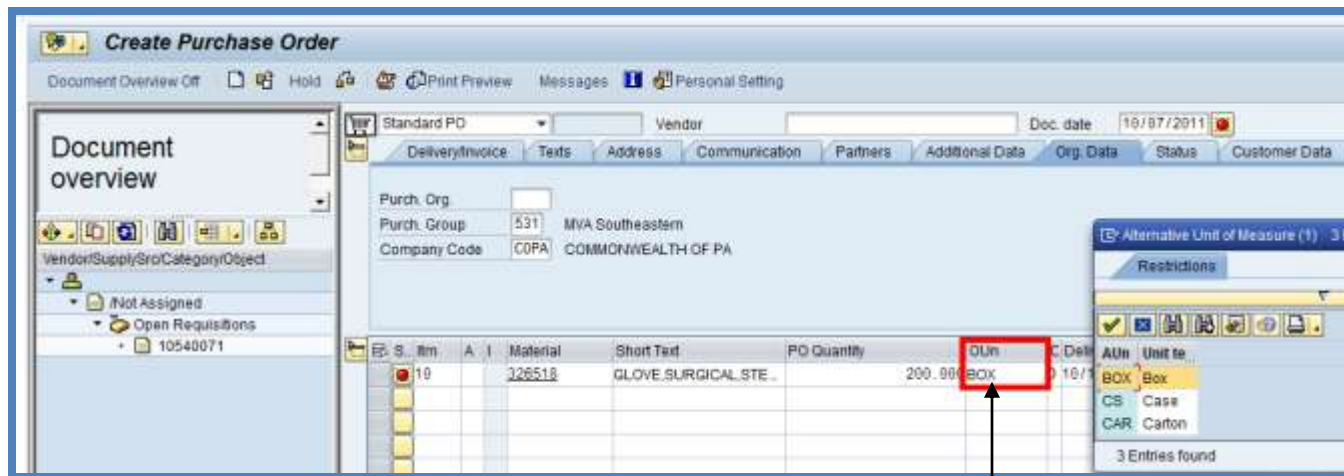
Purchase Order Creation

NOTE: The key to this step is to NOT hit the enter key until the OUn is changed and the contract number is entered.

MRP to Purchase Request input to Purchase Order – at the purchase order create, the Ordering Unit of Measure (OUn) can be changed based on Alternate Unit of Measure listed.

DO NOT HIT THE ENTER KEY

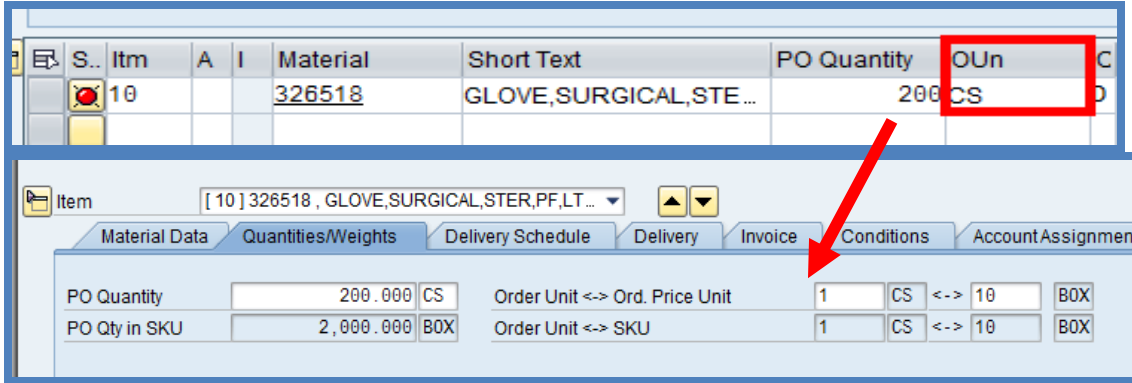
Purchasing Agent goes into **ME21N – Create PO** and selects Document Overview On. Select requisition and drop into shopping cart. Change OUn to reflect the Contract unit of measure as defined in the Contract.



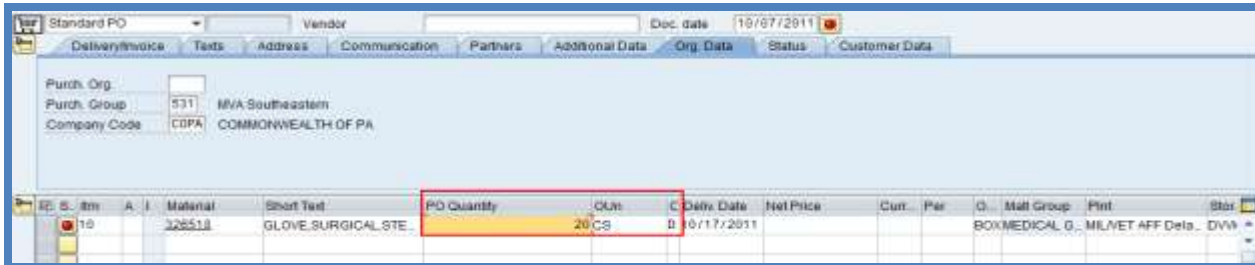
The OUn will be the suppliers issuing unit of measure (I.E. **CASE** or **CARTON**)

Note: If the unit of measure desired does not show in the dropdown menu, contact the Commodity Specialist to have the unit of measure added to the material master. You cannot proceed until this unit of measure has been established as an alternate unit of measure for that material number.

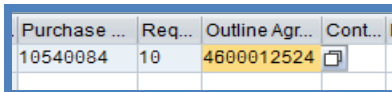
Verify in the “Item Detail” under “Quantities/Weights” sub-tab that Unit of Measure is **CASE** in both **PO Quantity** and **Order Unit ->Ord. Price Unit** fields.



Ensure you change the Quantity to reflect the OUn you are using. Still do not hit enter.



Scroll over and enter in the contract number.



Now select the enter button which will ensure the unit of measure holds as the unit of measure defined in the Contract.

