# Exercise 26: Create a Purchasing Info Record

Follow this menu path:

**Logistics** **→ Material Management → Purchasing → Master Data → Info Record → Create**

Enter the following data:

|  |  |
| --- | --- |
| Vendor | Use your search term (###) to find the vendor you extended in exercise 25 |
| Material | T-R9### |
| Purchasing org | GBI US |
| Plant | DL00 |

Click (or hit) Enter.

Click Purch. Org. Data 1 at the top of the screen

Enter the following data:

|  |  |
| --- | --- |
| Pl. Deliv. Time | 1 |
| Standard Qty | 100 |
| Net Price | 15 |
| Incoterms | FOB |
| Incoterms Location 1 | Free on Board |

Hit Enter to let the check your data then click Save.