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| Master Data ScriptSAP S/4HANA - 18-09-20 | public |
| Create Purchasing Info Record (BHD) |

Table of Contents

[1 Purpose 2](#_Toc51421883)

[2 Prerequisites 3](#_Toc51421884)

[2.1 System Access 3](#_Toc51421885)

[2.2 Roles 3](#_Toc51421886)

[2.3 Required Organizational Units 3](#_Toc51421887)

[2.4 Mandatory and Optional Master Data 4](#_Toc51421888)

[2.5 Main Parameters for Data Creation 4](#_Toc51421889)

[2.5.1 Number Ranges 4](#_Toc51421890)

[3 Overview Table 5](#_Toc51421891)

[4 Test Procedures 6](#_Toc51421892)

[4.1 Create Purchasing Info Record 6](#_Toc51421893)

[4.2 Create Purchasing Info Record for Consignment 8](#_Toc51421894)

[4.3 Create Purchasing Info Record for Subcontracting 10](#_Toc51421895)

[4.4 Mass Changes to Purchasing Info Record 12](#_Toc51421896)

[4.5 Mass Price Changes to Purchasing Info Record 13](#_Toc51421897)

# Purpose

A purchasing info record contains information specific to a material and the supplier providing the material.

It holds information such as the price charged by the supplier, their standard order quantity and tolerances for over delivery and under delivery. It is used in the purchase order transaction.

The information is specific to a particular purchasing unit (known as purchasing organization) and specific site (known as a plant) within your organization.

# Prerequisites

This section summarizes all the prerequisites for conducting the test in terms of systems, users, master data, organizational data, other test data and business conditions.

## System Access

|  |  |
| --- | --- |
| System | Details |
| System | Accessible via SAP Fiori launchpad. Your system administrator provides you with the URL to access the various apps assigned to your role. |

## Roles

Assign the following business roles to your individual test users. Alternatively, if available, you can create business roles using the following spaces with pages and predefined apps for the SAP Fiori launchpad and assign the business roles to your individual test users.

Note These roles or spaces are examples provided by SAP. You can use them as templates to create your own roles or spaces.

For more information about business roles, refer to Assigning business roles to a user in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide) .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |

## Required Organizational Units

The organizational structure and master data of your company was created in your ERP system during implementation. The organizational structure reflects the structure of your company. The following table gives an overview of these different data segments and their relevant organizational units:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Data Segment | Depends On | Field Examples | Comments | Organizational Unit to be Used |
| Purchasing Data | Purchasing Organization | Purchasing Group, Material Group, GR processing time, and so on. | Purchasing Data can exist for every purchasing organization for which the material is used in the purchasing processes. | Purchasing Organization:\_\_\_\_\_\_\_\_\_\_ |

## Mandatory and Optional Master Data

Purchasing info records may refer to other master data. The following table gives an overview of optional and mandatory master data objects to be used in a purchasing info record.

|  |  |  |  |
| --- | --- | --- | --- |
| Master Data Object | Used in Data Segment | Mandatory / Optional | Comments |
| Material |  | Mandatory | To input the material, first create material master data. |
| Supplier |  | Mandatory | To input the supplier, first create supplier master data. |

## Main Parameters for Data Creation

In this section, a description is provided for the basic parameters that influence the behavior of a purchasing info record and that are always required to create a purchasing info record.

### Number Ranges

The following number ranges are defined for purchasing info record:

|  |  |  |
| --- | --- | --- |
| Number Range | Range / Business Partner ID | Comments |
| Internal numeric | Internal numeric number range for standard use:5300000000 – 5399999999 | This number range is used when the system automatically assigns a numeric number to a material. |
| External numeric | External numeric number range (high):5400000000 – 5499999999 | This number range is reserved for external numeric number assignment. |

# Overview Table

If your system administrator has enabled spaces and pages on the SAP Fiori launchpad, the homepage will only contain the essential apps for performing the typical tasks of a business role.

You can find all other apps not included on the homepage using the search bar.

If you want to personalize the homepage and include the hidden apps, navigate to your user profile and choose Settings > App Finder .

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Create Purchasing Info Record](#unique_10) [page ] 6 | Purchaser | Manage Purchasing Info Records (F1982) | Purchasing Info Records is created. |
| [Create Purchasing Info Record for Consignment](#unique_11) [page ] 8 | Purchaser | Manage Purchasing Info Records (F1982) | Purchasing Info Record for the consigned is created. |
| [Create Purchasing Info Record for Subcontracting](#unique_12) [page ] 10 | Purchaser | Create Purchasing Info Record (ME11) | Purchasing Info Record for the subcontracting is created. |
| [Mass Changes to Purchasing Info Record](#unique_13) [page ] 12 | Purchaser | Mass Changes to Purchasing Info Records (F2667) | Mass Changes to Purchasing Info Record are applied. |
| [Mass Price Changes to Purchasing Info Record](#unique_14) [page ] 13 | Purchaser | Price Changes: Info Records | Mass Price Changes to Purchasing Info Record are applied. |

# Test Procedures

This section describes test procedures for each process step that belongs to this scope item.

## Create Purchasing Info Record

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Purchasing Info Records (F1982). | The Manage Purchasing Info Records (F1982) screen displays. |  |
| 3 | Open New Purchasing Info Record | Choose Create. | The Purchasing Info Record Screen displays. |  |
| 4 | Enter Header Data | Make the following entries:* Purchasing Info Record Category: <Standard>
* Purchasing Organization: <Purchasing Organization>
* Supplier: <Supplier>
* Material: <Material>
* Plant: <Plant>
* Purchasing Group: <Purchasing Group>
 | Header data is added. |  |
| 5 | Enter General Information | Make the following entries:* Available From: MM/DD/YYYY
* Available To: MM/DD/YYYY
 | General Information is added. |  |
| 6 | Enter Purchasing Data | Make the following entries:* Incoterm: <Incoterm>
* Incoterm Location 1: <Incoterm location1>
 | Purchasing Data is added. |  |
| 7 | Enter Delivery and Quantity Data | Make the following entries:* Delivery Time in Days: <XX Days>
* Under Delivery Tolerance in %: <XX>
* Over Delivery Tolerance in %: <XX>
* Tax Code: <Tax Code>
* Order Unit: <Order Unit>
* Standard Order Quantity: <Standard Order Quantity>

Select the following entries if required:* Unlimited Delivery
* Goods-Receipt-Based Invoice Verification
* No Evaluated Receipt Settlement
* Order Acknowledgment Requirement
* Confirmation Control
 | Delivery and Quantity Data is added. |  |
| 8 | Enter Condition Data | In the Condition section, choose the Create icon. Enter the following data:* Valid From: <Valid from Date>
* Amount: <Amount>
* Pricing Unit: <Pricing Unit>
* Valid To: <Valid to Date>
* Currency: <Currency>

Choose Apply. | Condition Data is added |  |
| 9 | Enter Reference Data (Optional) | Optionally, you can enter reference data. | Reference data is added. |  |
| 10 | Save Your Data | Choose Save. | A purchasing info record is saved. |  |

## Create Purchasing Info Record for Consignment

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Purchasing Info Records (F1982) | The Manage Purchasing Info Records screen displays. |  |
| 3 | Open New Purchasing Info Record | Choose Create. | The Purchasing Info Record Screen displays. |  |
| 4 | Enter Header Data | Make the following entries:* Purchasing Info Record Category:< Consignment>
* Purchasing Organization: <Purchasing Organiza-tion>
* Supplier: <Supplier>
* Material: <Material>
* Plant: <Plant>
* Purchasing Group: <Purchasing Group>
 | Header data is added. |  |
| 5 | Enter General Information | Make the following entries:* Available From: MM/DD/YYYY
* Available To: MM/DD/YYYY
 | General Information is added. |  |
| 6 | Enter Purchasing Data | Make the following entries:* Incoterm: <Incoterm>
* Incoterm Location 1: <Incoterm location1>
 | Purchasing Data is added. |  |
| 7 | Enter Delivery and Quantity Data | Make the following entries:* Delivery Time in Days: <XX Days>
* Under Delivery Tolerance in %: <XX>
* Over Delivery Tolerance in %: <XX>
* Tax Code: <Tax Code>
* Order Unit: <Order Unit>
* Standard Order Quantity: <Standard Order Quan-tity>
 | Delivery and Quantity Data is added. |  |
| 8 | Enter Condition Data | In the Condition section, choose the Create icon. Enter the following data:* Valid From: <Valid from Date>
* Amount: <Amount>
* Pricing Unit: <Pricing Unit>
* Valid To: <Valid to Date>
* Currency:<Currency>

Choose Apply. | Condition Data is added |  |
| 9 | Enter Reference Data (Optional) | Optionally, you can enter reference data. | Reference data is added. |  |
| 10 | Save Your Data | Choose Save. | A purchasing info record is saved. |  |

## Create Purchasing Info Record for Subcontracting

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Purchasing Info Records (F1982). | The Manage Purchasing Info Records (F1982) screen displays. |  |
| 3 | Open New Purchasing Info Record | Choose Create. | The Purchasing Info Record Screen displays. |  |
| 4 | Enter Header Data | Make the following entries:* Purchasing Info Record Category:<Subcontracting>
* Purchasing Organization: <Purchasing Organization>
* Supplier: <Supplier>
* Material: <Material>
* Plant: <Plant>
* Purchasing Group: <Purchasing Group>
 | Header data is added. |  |
| 5 | Enter General Information | Make the following entries:* Available From: MM/DD/YYYY
* Available To: MM/DD/YYYY
 | General Information is added. |  |
| 6 | Enter Delivery and Quantity Data | Make the following entries:* Delivery Time in Days: <XX Days>
* Under Delivery Tolerance in %: <XX>
* Over Delivery Tolerance in %: <XX>
* Tax Code: <Tax Code>
* Order Unit:<Order Unit>
* Standard Order Quantity: <Standard Order Quan-tity>
 | Delivery and Quantity Data is added. |  |
| 7 | Enter Condition Data | In the Condition section, choose the Create icon. Enter the following data:* Valid From: <Valid from Date>
* Amount: <Amount>
* Pricing Unit: <Pricing Unit>
* Valid To: <Valid to Date>
* Currency: <Currency>

Choose Apply. | Condition Data is added |  |
| 8 | Enter Reference Data (Optional) | Optionally, you can enter reference data. | Reference data is added. |  |
| 9 | Save Your Data | Choose Save. | A purchasing info record is saved. |  |

## Mass Changes to Purchasing Info Record

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

In this procedure, you apply changes to multiple selected Purchasing Info Records in bulk.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Mass Changes to Purchasing Info Records (F2667). | The Mass Changes to Purchasing Info Records view displays. |  |
| 3 | Search for Purchasing Info Records | To search for purchasing info records, enter the following values to filters:Supplier: <Supplier ID>Purchasing Group: for example, 001Plant: <Plant ID>Choose Go. | The search results display the details of the respective filter criteria.By default, all the purchasing info records are selected for mass change operations. |  |
| 4 | Select Purchasing Info Records | Select the Purchasing Info Records checkbox under the Purchasing Info Records and Purchasing Organization tab.Choose Mass Edit. |  |  |
| 5 | Set New Values | Enter new values in the following entries:* Supplier Mat. No.
* Supplier Mat. Group
* Purchasing Group
* Minimum Order Quantity

And then choose Apply Changes.A dialog box appears to confirm mass changes.On the Apply Changes view, choose Apply.A dialog box appears with the JOB ID.Choose OK. | New values are applied to the selected purchasing info records. |  |
| 6 | Check Application Jobs | Choose Mass Change Log. | The Application Jobs page displays, containing the list of job IDs for all purchasing info records.Verify the success for your selected purchasing info records. |  |

## Mass Price Changes to Purchasing Info Record

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

In this procedure, The Price Change: Info Records app is used to mass update the prices for info records.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Price Change: Info Records (MEKP). | The Price Change Involving Supplier's Info Recordsview displays. |  |
| 3 | Enter Initial Data | Make the following entries and choose Execute:Purchasing Organization: <Purchasing Orgization ID>Supplier: <Supplier ID>Material: <Material ID>Info Records without Material: <Blank>Test Run: <Blank>Go to the Change condition type or gross price section:Condition Type: <Condition Type ID>, for example, PPR0Absulte Amount: <Absulte Amount>, for example, 10Sign: <Sign>, for example, +Gross Price: <Blank>Scale Lines: <X>Go to the Conditions valid section:On: <Current Date>Or From <Blank> To <Blank> | New values are applied to the purchasing info records. |  |
| 4 | Check Purchasing Info Records changes | On the Price Change for Info Records of Supplier XXXX screen, check the Old and New record and confirm the changes. |  |  |
| 5 | Save | Choose Save. | A purchasing info record price change is saved. |  |

Typographic Conventions

|  |  |
| --- | --- |
| Type Style | Description |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

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