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| Master Data ScriptSAP S/4HANA - 18-09-20 | public |
| Create Product Master of Type "Finished Good" (BNT) |

Table of Contents

[1 Purpose 3](#_Toc51422362)

[2 Prerequisites 4](#_Toc51422366)

[2.1 System Access 4](#_Toc51422367)

[2.2 Roles 4](#_Toc51422368)

[2.3 Required Organizational Units 4](#_Toc51422369)

[2.4 Mandatory and Optional Master Data 5](#_Toc51422370)

[2.5 Main Parameters for Data Creation 6](#_Toc51422371)

[2.5.1 Material Type and Number Ranges 6](#_Toc51422372)

[2.5.2 Industry Sector 6](#_Toc51422373)

[3 Overview Table 7](#_Toc51422374)

[4 Test Procedures 8](#_Toc51422375)

[4.1 Create Product Master Data - Basic Data 8](#_Toc51422376)

[4.2 Create Product Master Data - Sales Data / Sales Tax Data 12](#_Toc51422377)

[4.3 Create Product Master Data - MRP Planning Data / Plant Data 16](#_Toc51422378)

[4.4 Create Product Master Data - Storage Location Data 20](#_Toc51422379)

[4.5 Create Product Master Data - Accounting Data / Valuation Area Data 23](#_Toc51422380)

[4.6 Create Product Master Data - Configurable Product and Variants 27](#_Toc51422381)

[4.7 Create Product Master Data - Save Attachments 30](#_Toc51422382)

[4.8 Create Product Master Data - Extended Service Parts Planning 32](#_Toc51422383)

[4.9 Create Product Master Data - Product Groups 35](#_Toc51422384)

[4.10 Create Product Master Data - Plant Extended Service Parts Planning 37](#_Toc51422385)

# Purpose

The material or product master contains information about all the physical materials that are procured, produced, stored and sold. It is also used to manage information about services e.g. for buying and selling services in hours.

The material master holds information such as unique material number, name, material type, unit of measure, descriptions, weight and dimensions. This material information is used and stored in transactions such as sales orders, deliveries, purchase orders and goods movements.

As all information for one material is stored centrally, material master information is organized into different views. For example, sales, storage, MRP, costing and accounting.

Some information in each material is specific to particular organizational units. For example, a sales description is specific to a sales unit (known as sales area), a MRP controller is specific to a specific site (known as a plant) or some information might be specific to a storage location.

# 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 |
| Master Data Specialist - Product Data | Product | SAP\_BR\_PRODMASTER\_SPECIALIST |  |  |

## Required Organizational Units

Some segments of material master data are dependent on the organizational units of the company, General (Central) Data does not depend on an organizational unit or the company code. 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 |
| Basic Data | Independent of organizational units | Material description (short text), Material number, Material Group, Base Unit of Measure and so on. | Basic Data exists only once for a material master data record. | n/a |
| Sales Data | Plant, Sales Org., Distribution Channel | Tax Data, Item Category Group, Transp. Group, Loading Group, Setup Time and so on. | Sales data can exist for every Sales Org. of your enterprise structure for which the material master record is used. | Plant:\_\_\_\_\_\_\_\_\_\_\_\_Sales Organization:\_\_\_\_\_\_\_\_\_\_Distribution Channel:\_\_\_\_\_\_\_\_\_\_ |
| MRP/Planning Data (Plant Data) | Plant, Storage Location | MRP Type, MRP Controller, Lot Size, Planned delivery time and so on. | Plant data can exist for every Plant ID of your enterprise structure for which the material master record is used.Storage location data (planning context) is optional based on the need to do storage location specific planning. | Plant:\_\_\_\_\_\_\_\_\_\_\_\_Storage Location:\_\_\_\_\_\_\_\_\_\_ |
| Storage Location Data | Plant, Storage Location | Number of GR slips, Max. Storage Period, Min. Rem. Shelf and so on. |  | Plant:\_\_\_\_\_\_\_\_\_\_\_\_Storage Location:\_\_\_\_\_\_\_\_\_\_ |
| Accounting Data (Valuation Data) | Valuation area (=Plant), Valuation type | Valuation Class, Per Unit Price, Price Control and so on. | Valuation area data can exist for every Plant ID of your enterprise structure for which the material master record is used. Every plant represents a valuation area (for example, different valuation price of a material in different plants) | Plant:\_\_\_\_\_\_\_\_\_\_\_\_Valuation type:\_\_\_\_\_\_\_\_\_\_ |

## Mandatory and Optional Master Data

Material master data records may refer to other master data. The following table provides an overview of optional and mandatory master data objects to be used in a material master data record.

|  |  |  |  |
| --- | --- | --- | --- |
| Master Data Object | Used in Data Segment | Mandatory / Optional | Comments |
| Profit Center |  | Mandatory | Assigning a Profit Center to a material (product) master is required for correct valuation processes. |

## Main Parameters for Data Creation

This section describes some basic parameters that influence the behavior of a master record and are always required to create a material master data record:

### Material Type and Number Ranges

With the help of material types, the system determines which data segments (views) can be maintained or which fields are mandatory or optional. Based on material types, the system also determines the number ranges for materials. In the SAP standard content, all material types use the same number range definition

|  |  |  |
| --- | --- | --- |
| Number Range | Range / Business Partner ID | Comments |
| External alpha-numeric | A – ZZZZZZZZ | This range must start with a character. Overall the ID must not be longer than 40 characters. |
| Internal numeric | 1 – 99999999 | This range is used if the system shall automatically assign a numeric number to a material. |

### Industry Sector

The standard content only provides one industry sector M. Currently this is visible in the SAP GUI only.

# Overview Table

This scope item consists of several process steps that are listed in the following 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 | Transaction / App | Expected Results |
| [Create Product Master Data - Basic Data](#unique_11) [page ] 8 | Master Data Specialist - Product Data | Create Material (MM01)/ Manage Product Master Data (F1602) | Material Master Data - Basic Data is created. |
| [Create Product Master Data - Sales Data / Sales Tax Data](#unique_12) [page ] 12 | Master Data Specialist - Product Data | Create Material (MM01)/ Manage Product Master Data (F1602) | Material Master Data - Sales Data (Sales Tax Data) is created. |
| [Create Product Master Data - MRP Planning Data / Plant Data](#unique_13) [page ] 16 | Master Data Specialist - Product Data | Create Material (MM01)/ Manage Product Master Data (F1602) | Material Master Data - MRP/Planning Data Data (Plant Data) is created. |
| [Create Product Master Data - Storage Location Data](#unique_14) [page ] 20 | Master Data Specialist - Product Data | Create Material (MM01)/ Manage Product Master Data (F1602) | Material Master Data - Storage Location Data is created. |
| [Create Product Master Data - Accounting Data / Valuation Area Data](#unique_15) [page ] 23 | Master Data Specialist - Product Data | Create Material (MM01)/ Manage Product Master Data (F1602) | Material Master Data - Accounting Data (Valuation Data) is created. |
| [Create Product Master Data - Configurable Product and Variants](#unique_16) [page ] 27 | Master Data Specialist - Product Data | Create Material (MM01)/ Manage Product Master Data (F1602) | Create Configurable Product and Variants. |
| [Create Product Master Data - Save Attachments](#unique_17) [page ] 30 | Master Data Specialist - Product Data | Create Material (MM01)/ Manage Product Master Data (F1602) | Save attachments to the material master record. |

# Test Procedures

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

## Create Product Master Data - Basic Data

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

The following procedure provides instructions for creating product master data. Apps available to you are dependent upon your assigned role, so two options are provided.

Procedure: Option 1 - Create Material

Use the following procedure when your user access presents you with the Create Material (MM01) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Master Data Specialist - Product Data. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Create Material (MM01). | The Create Material (MM01) view displays. |  |
| 3 | Enter Material Basic Data | On the Create Material (Initial view), make the following entries:* Material : Material number
* Industry sector: M

Note If the Industry Sector input field is hidden, no entry is required. When the industry sector is not offered for entry, the field is populated with in the dark.* Material type: FERT
* Click on Select View(s).
 | The Select View(s) view displays. |  |
| 4 | Choose Views | In the Select View(s) window, select Basic data 1 and Basic data 2 and choose Continue. | The Create Material (Finished Product) view displays. |  |
| 5 | Enter Basic Data | On the Material (Finished Product) view, on the Basic data 1 tab, enter the material description (short text). |  |  |
| 6 | Enter Basic Data | On the Basic data 1 tab, in the General Data section, make the following entries:* Base Unit of Measure
* Material Group
* GenItemCatGroup
 |  |  |
| 7 | Enter Basic Data | In the Dimensions/EANs section, make the following entries:* Gross Weight
* Weight Unit
* Net Weight
* Press Enter
 | The tab Basic Data 2 displays. |  |
| 8 | Enter Basic Data | On the Basic Data 2 tab, you do not have to make any entries. | A new window Last data view reached opens with the message You are about to exit. Do you want to save your data for this material first?. |  |
| 9 | Save Your Data | In the Last data view reached window, choose Yes. | The Master Data - Product view displays.The Basic Data is created and saved. |  |

Procedure: Option 2 - Manage Product Master Data

Use the following procedure when your user access presents you with the Manage Product Master Data (F1602) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori Launchpad as a Master Data Specialist - Product Data. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Product Master Data (F1602). |  |  |
| 3 | Choose Create New Product Master | Choose Create Product. | Create Master Data Record window displays. |  |
| 4 | Enter Data for Mandatory Fields | In the Create Master Data Record view, make the following entries:* Product Number: for example, Z …

either any external alphanumeric ID … (at least this needs to start with a character) or when no entry the system assigns a numeric ID automaticallyFor more information about Product Number, see the Material Type and Number Ranges section in Main Parameters for Data Creation* Product Type: FERT
* Product Group: for example, L004
* Base Unit: for example, PC
* Description: <any description>
 |  |  |
| 5 | Choose OK | In the Manage Product Master view, choose OK. | Manage Product Master displays. |  |
| 6 | Enter Basic Data | In the Manage Product Master > BASIC DATA > Basic Data view, make the following entries:* Division: for example, 00
 |  |  |
| 7 | Choose Descriptions | In the Manage Product Master view, go to Dimensions and choose DESCRIPTIONS. | Description in default language (for example, English) is already populated |  |
| 8 | Choose Add (+) | In the DESCRIPTIONS view, choose + (Add). | The Product Master- Description view displays.Some fields are already populated. |  |
| 9 | Enter Descriptions Data | In the Product Master - Description view make the following entries:* Language: for example, German
* Product Description: <your description>
 | Descriptions can be maintained in different languages. |  |
| 10 | Return to Product Master | Choose the back arrow to return to Product Master view. | Product Master view displays. |  |
| 11 | Choose Base Unit of Measure | In the Product Master view, go to BASIC DATA and choose Base Unit of Measure. | Base Unit of Measure view displays. |  |
| 12 | Enter Base Unit of Measure Data | In the Weight view, make following entries:* Weight Unit: for example, KG
* Gross Weight: for example, 2
* Net Weight: for example, 1

Note If the Gross Weight, Weight Unit, or Net Weight fields do not display as input fields, refresh/reload the web page. After refreshing/reloading you are able to make the entries indicated to those fields. |  |  |
| 13 | Return to Main Screen | Choose the back arrow to return to Product Master . | Product Master view displays. |  |
| 14 | Save Your Data | Choose Save. | System issue a notification that the object is saved. |  |

## Create Product Master Data - Sales Data / Sales Tax Data

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

The following procedure provides instructions for creating product master data. Apps available to you are dependent upon your assigned role, so two options are provided.

Prerequisite

You must complete the previous section, Create Product Master Data - Basic Data, before you proceed with this section.

Begin the procedure after you have saved the Basic Data entries, as described in the previous procedure.

Procedure: Option 1 - Create Material

Use the following procedure when your user access presents you with the Create Material (MM01) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Open Create Material (MM01). | A new window displays the Create Material (Initial view). |  |
| 2 | Enter Material Basic Data | In the Create Material (Initial view), make the following entries:* Material: Material number
* Industry sector: M

Note If the Industry Sector input field is hidden, no entry is required. When the industry sector is not offered for entry, the field is populated with in the dark.* Material type: FERT
* Click on Select View(s).
 | A new window displays the Select View(s) view. |  |
| 3 | Choose Views | In the Select View(s) window, select Sales: Sales Org. Data 1, Sales: Sales Org. Data 2 and Sales: General/Plant Data and choose Continue.For Poland only: in order to enter PKWiU classification number, select also International Trade: Export. | A new window displays the Organizational Levels. |  |
| 4 | Enter Organizational Levels Data | In the Organizational Levels view, in the Organizational level section, make following entries and choose Continue:* Plant: for example, 1710
* Sales Org.: for example, 1710
* Distr. Channel: for example, 10
 | A new window displays theCreate Material (Finished Product) view.You get the following system message at the bottom of the view: The material already exists and will be extended. |  |
| 5 | Enter Sales Data | In the Material (Finished Product) view, on the Sales: sales org. 1 tab enter an appropriate value for the <Tax classification>Usually this is value 1 for fully taxable. | The Sales: sales org. 2 tab displays.The entered value indicates that the material is (usually) fully taxable. |  |
| 6 | Enter Sales Data | On the Sales: sales org 2 tab, in the Grouping terms section make the following entry:* Item category group
 | You navigated to the next tab, Sales: General/Plant. |  |
| 7 | Enter Sales Data | On the Sales: General/Plant tab, in the General data section, enter the following data:* Availability check: for example,SP
 |  |  |
| 8 | Enter Sales Data | In the Shipping data (times in days) section, enter the following data:* Transp. Grp:for example, 0001
* Loading Grp: for example, 0001
 |  |  |
| 9 | Enter Sales Data | In the General Plant parameters section, enter the following data:* Profit Center: for example, YB110 or YB111
* SerialNoProfile
 | A new window displays: Last data view reached with the message You are about to exit. Do you want to save your data for this material first?. |  |
| For Poland Only | Enter Sales Data | In the International Trade: Export section, enter the following data:Control code: for example, 26.70.13.0 | PKWiU code for Poland is maintained. |  |
| 10 | Save Your Data | In the Last data view reached window, choose Yes. | The Master Data - Product window displays.Your data is saved. |  |

Procedure: Option 2 - Manage Product Master Data

Use the following procedure when your user access presents you with the Manage Product Master Data (F1602) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Open Manage Product Master Data (F1602). |  |  |
| 2 | Search and Open the Product for Edit | Search the previously created Product by entering Product Number in the Product search field.Select the Product from the list which will navigate you to Product view.Click on Edit. | Product is displayed in edit mode (fields are ready for your input). |  |
| 3 | Choose Distributions Chains | In the Product Master view, choose DISTRIBUTION CHAINS. | The DISTRIBUTIONS CHAINS view displays. |  |
| 4 | Choose Add (+) | In the DISTRIBUTION CHAINS > Distribution Chains view, choose + (Add). | The Distribution Chain view opens in Edit Mode. |  |
| 5 | Enter Distribution Chains Data | In the Distribution Chain view make following entries:GENERAL DATA - General InformationSales Organization: <Sales org number> for example, 1710Distribution Channel: for example, 10Delivery Plant: <Plant number> for example, 1710GROUPING TERMS* Item Category Group: for example, NORM
* Accounting Assignment Group: for example, 03 Finished Products

SALES TAX* Country: <country code> for example, DE
* Tax Category: TTX1
* Tax Classification: Either 1 for material or 2 services

Tax Classification: for example 1 Full tax when using UTXJ tax condition for US.Tax classification depends on the specific country/region requirements. Tax classification in the material master and customer master tables determine tax percentage inputs.For Brazil only in the Tax Classification section, make the following entries:* + Country: BR
	+ Tax Category: IBRX
	+ Tax Classification: Either 1 for material or 2 for services
 |  |  |
| For Brazil Only | Enter Foreign Trade - Export Data | For Brazil, make the following entries:In the Foreign Trade Data section: Control Code: Choose NCMIn the CFOP Material Category section:Material Ctg. CFOP select the appropriate category:0 - Material1 - Electricity2 - Communication3 - Transportation4 - Animals |  |  |
| 6 | Save Your Data | Choose Save. | The system issues a notification indicating the object is saved. |  |

## Create Product Master Data - MRP Planning Data / Plant Data

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

The following procedure provides instructions for creating product master data. Apps available to you are dependent upon your assigned role, so two options are provided.

Prerequisite

You must complete a previous procedure, Create Product Master Data - Basic Data, before you proceed with this section.

Begin the procedure after you have saved the Basic Data entries, as described in the previous procedure.

Procedure: Option 1 - Create Material

Use the following procedure when your user access presents you with the Create Material (MM01) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Open Create Material (MM01). | The Create Material (Initial view) displays. |  |
| 2 | Enter Material Basic Data | On the Create Material (Initial view), make the following entries:* Material: Material number
* Industry sector: M

Note If the Industry Sector input field is hidden, no entry is required. When the industry sector is not offered for entry, the field is populated with in the dark.* Material type: FERT
* Click on Select View(s).
 | The Select View(s) view displays. |  |
| 3 | Choose Views | In the Select View(s) window, select MRP1, MRP2, MRP3 and MRP4 and choose Continue. | The Organizational Levels view displays. |  |
| 4 | Enter Organizational Levels Data | On the Organizational Levels view, in the Organizational level section, make the following entries:* Plant: <Plant code> for example 1710
* Storage Location: for example 171A
 | A new window opens, showing the Create Material (Finished Product) view.You get the following system message at the bottom of the view: The material already exists and will be extended. |  |
| 5 | Enter MRP/Planning Data | On the Material (Finished Product) view, on the MRP 1 tab, in the General Data section, make the following entry:* Purchasing Group
 |  |  |
| 6 | Enter MRP/Planning Data | In the MRP procedure section, make the following entries:* MRP Type: for example, PD
* MRP Controller: for example, 001
 |  |  |
| 7 | Enter MRP/Planning Data | In the Lot Sizing Procedure section, make the following entry:* Lot Sizing Procedure: EX
 | The next tab MRP 2 displays. |  |
| 8 | Enter MRP/Planning Data | In the Create Material (Finished Product) view, on the MRP 2 tab, make entries based on your needs or at least populate mandatory fields with values, for example, In-house production time in days. | The next tab MRP 3 displays. |  |
| 9 | Enter MRP/Planning Data | In the Create Material (Finished Product) view, on the MRP 3 tab, in the Planning section, make the following entries:* Strategy Group: for example, 40
* Consumption mode: for example,2
* Bwd consumption per.
* Fwd consumption per.
 |  |  |
| 10 | Enter MRP/Planning Data | In the Availability check section, make the following entries:* Availability check: for example, SP
* Tot. repl. Lead time: for example, 3
 | The next tab MRP 4 displays. |  |
| 11 | Enter MRP/Planning Data | In the Create Material (Finished Product) view, on the MRP 4 tab, you do not have to make any entries. | A new window Last data view reached opens with the message You are about to exit. Do you want to save your data for this material first?. |  |
| 12 | Save | In the Last data view reached window, choose Yes. | The sMaster Data - Product window appears.Your data is saved. |  |

Procedure: Option 2 - Manage Product Master Data

Use the following procedure when your user access presents you with the Manage Product Master Data (F1602) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Open Manage Product Master Data (F1602). |  |  |
| 2 | Search and Open the Product for Edit | Search the previously created Product by entering Product Number in the Product search field.Select the Product from the list which will navigate you to Product view.Click on Edit. | Product is displayed in edit mode (fields are ready for your input). |  |
| 3 | Choose Plants Data | In the Product Master view, choose PLANTS | The PLANTS view displays. |  |
| 4 | Choose Add (+) | In the PLANTS view section, choose + (Add). | The Plant view opens in Edit Mode. |  |
| 5 | Enter Plants - General Information Data | In the Plant > GENERAL INFORMATION view, make following entries:* Plant: <Plant number> for example, 1710
* Profit Center : for example, YB110 or YB111
* Loading Grp: for example, 0001
 |  |  |
| 6 | Enter Plants - MRP Data | In the Product Master view, choose MRP DATA.In the MRP Data > MRP Data section, make following entries:● Availability Check: for example, SP● MRP Type: For example, PD● MRP Controller: For example, 001 |  |  |
| 7 | Enter Plants - Lot-Size Data | In the MRP DATA view, choose Lot-Size DataIn the Lot-Size Data view, make the following entry:* Lot Sizing Procedure: for example EX
 |  |  |
| 8 | Enter Plants - Procurement Data | In the MRP Data > Procurement section, make the following entry:* Planned Delivery Time: for example, 3
* Goods Receipt Processing Time: for example, 1
 |  |  |
| 9 | Choose Plants - Forecast Data | In the Manage Product Master > PLANTS view, choose FORECASTING. | FORECASTING displays. |  |
| 10 | Enter Plants - Forecast Data | In the FORECASTING view, make the following entry:* Period Type: for example, F
 |  |  |
| 11 | Return to Main View | Choose Apply to return to Product view. | The Product Master view displays. |  |
| 12 | Save Your Data | Choose Save. | System issue a notification that the object is saved. |  |

## Create Product Master Data - Storage Location Data

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

The following procedure provides instructions for creating product master data. Apps available to you are dependent upon your assigned role, so two options are provided.

Prerequisite

You must complete a previous procedure, Create Product Master Data - Basic Data, before you proceed with this section.

Begin the procedure after you have saved the Basic Data entries, as described in the previous procedure.

Procedure: Option 1 - Create Material

Use the following procedure when your user access presents you with the Create Material (MM01) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Open Create Material (MM01). | The Create Material (Initial view) view displays. |  |
| 2 | Enter Material Basic Data | On the Create Material (Initial view), make the following entries:* Material : <material number>
* Industry sector: M

Note If the Industry Sector input field is hidden, no entry is required. When the industry sector is not offered for entry, the field is populated with in the dark.* Material type: FERT

Click on Select View(s). | The Select View(s) view displays. |  |
| 3 | Choose Views | In the Select View(s) window, select the following views and choose Continue:* General Plant Data/Storage 1
* General Plant Data/Storage 2
 | The Organizational Levels view displays. |  |
| 4 | Enter Organizational Levels Data | On the Organizational Levels view, in the Organizational level section, make following entries:* Plant: for example, 1710
* Storage Location: for example, 171A
 | A new window opens, showing the Create Material (Finished Product) view.You get the following system message at the bottom of the view: The material already exists and will be extended. |  |
| 5 | Enter Storage Location Data | In the Create Material (Finished Product) view, on the Plant data/stor. 1 tab, in the General Data section, make the following entry:* Number of GR slips: for example, 1
 | The next tab displays, Plant data/stor.2. |  |
| 6 | Confirm Entries | On the Plant data/stor. 2 tab, you do not have to make any entries. | A new window Last data view reached opens with the message You are about to exit. Do you want to save your data for this material first?. |  |
| 7 | Save | In the Last data view reached window, choose Yes. | The Master Data - Product window displays.Your data is saved. |  |

Procedure: Option 2 - Manage Product Master Data

Use the following procedure when your user access presents you with the Manage Product Master Data (F1602) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Open Manage Product Master Data (F1602). |  |  |
| 2 | Search and Open the Product for Edit | Search the previously created Product by entering Product Number in the Product search field.Select the Product from the list which will navigate you to Product view.Click on Edit. | Product is displayed in edit mode (fields are ready for your input). |  |
| 3 | Choose Plants Data | In the Manage Product Master view, choose PLANTS.Note If there is no plant data record, follow the steps in the previous section, Create Product Master Data - MRP Planning Data / Plant Data | The PLANTS view displays. |  |
| 4 | Choose Plant Details | In the PLANTS view, use the arrow icon to select the plant data you created in the previous step. | The Product Master Plant view displays. |  |
| 5 | Navigate to Plant: Storage Location | In the Product Master - Plant view navigate to PLANTS > STORAGE LOCATIONS . | The Product Master - PLANTS view opens in Edit Mode. |  |
| 6 | Choose Add (+) | In the STORAGE LOCATIONS > Storage Locations and choose + (Add). | The Plant - Storage Location view opens in Edit Mode. |  |
| 7 | Enter Plant: Storage Location Data | In the Storage Locations view make following entries:* Storage Location: <Storage location number> for example, 171A
 |  |  |
| 8 | Return to Main View | Choose Apply, twice, to return to Product view. | Return to the Product Master view. |  |
| 9 | Save | Choose Save. | The system issues a notification that the object is saved. |  |

## Create Product Master Data - Accounting Data / Valuation Area Data

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

The following procedure provides instructions for creating product master data. Apps available to you are dependent upon your assigned role, so two options are provided.

Prerequisite

You must complete a previous procedure, Create Product Master Data - Basic Data, before you proceed with this procedure.

Begin the procedure after you have saved the Basic Data entries, as described in the previous procedure.

Procedure: Option 1 - Create Material

Use the following procedure when your user access presents you with the Create Material (MM01) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Open Create Material (MM01). | A new window opens, showing the Create Material (Initial view). |  |
| 2 | Enter Material Basic Data | On the Create Material (Initial view), make the following entries:* Material: Material number
* Industry sector: M

Note If the Industry Sector input field is hidden, no entry is required. When the industry sector is not offered for entry, the field is populated with in the dark.* Material type: FERT
* Click on Select View(s).
 | A new window opens, showing the Select View(s) view. |  |
| 3 | Choose Views | In the Select View(s) window, select the following views and choose Continue:* Accounting 1
* Accounting 2
 | A new window opens, showing the Organizational Levels |  |
| 4 | Enter Organizational Levels Data | In the Organizational Levels view, in the Organizational level section, make the following entries:* Plant
 | A new window opens, showing the Create Material (Finished Product) view.You get the information at the bottom of the view: The material already exists and will be extended. |  |
| 5 | Enter Accounting Data | In the Create Material (Finished Product) view, on the Accounting 1 tab, in the General Valuation Data section, make the following entry:* Valuation Class: 7920
 |  |  |
| 6 | Enter Accounting Data | In the Prices and values section, make the following entries:* Standard Price
* Per. Unit price for example, 20
* Prc. Ctrl: for example, S
 | You are navigated to the next tab, Accounting 2 |  |
| 7 | Confirm Entries | In the Accounting 2 tab, you do not have to make any entries. | A new window Last data view reached opens with the message You are about to exit. Do you want to save your data for this material first?. |  |
| 8 | Save Your Data | In the window Last data view reached choose Yes. | The Master Data - Product window appears.Your data is saved. |  |

Procedure: Option 2 - Manage Product Master Data

Use the following procedure when your user access presents you with the Manage Product Master Data (F1602) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Open Manage Product Master Data (F1602). |  |  |
| 2 | Search and Open the Product for Edit | Search the previously created Product by entering Product Number in the Product search field.Select the Product from the list which will navigate you to Product view.Click on Edit. | Product is displayed in edit mode (fields are ready for your input). |  |
| 3 | Choose Valuation Area Data | In the Manager Product Master view, choose VALUATION AREAS | The VALUATION AREAS view displays. |  |
| 4 | Choose Add (+) | In the VALUATION AREAS view, choose + (Add) | The VALUATION AREAS view opens in Edit Mode. |  |
| 5 | Enter Valuation Area Data | In the VALUATION AREAS > Valuation Area view make following entries:* Valuation Area: <number>, for example, 1710
* Price Control Determination: 2
* Valuation Class: for example, 7920
 |  |  |
| 6 | Enter Current Valuation Area Data | In the Valuation view, choose Current Period view, make the following entries:* Moving average price: for example, 20
* Price Control: for example,S
 |  |  |
| For Brazil Only | Enter Accounting Details | For Brazil, from the VALUATION AREAS > DETERMINATION OF CFOP view, you must enter data for Determination of CFOP Code:Usage of the Product: Choose according to the Brazilian fiscal classification:0 - Resale 1 - Industrialization2 - Consumption3 - AssetOrigin of the Product: Choose according to Brazilian fiscal classification:0 - National (except when indicated for codes 3, 4, 5, or 8)1 - Foreign when imported directly2 - Foreign when acquired nationally3 - National when import content is over 40% and below or equal to 70%4 - National when produced with tax incentive5 - National when import content is less than or equal to 40%6 - Foreign when imp. direct, no similar nat., Res.CAMEX, and nat. gas7 - Foreign when acquired nat., no similar nat., Res.CAMEX and nat. gas8 - National when import content exceeds 70%Produced in-house: X if applicable, according to fiscal classification. (Semi-Finished should also be marked) |  |  |
| For Brazil Only | Enter Accounting 2 Details | For Brazil, in the Accounting 2 tab, you must enter data for Determination of CFOP Code:Material usage: Choose according to the Brazilian fiscal classification:0 - Resale1 - Industrialization2 - Consumption3 - AssetMaterial Origin: Choose according to Brazilian fiscal classification:0 - National (except when indicated for codes 3, 4, 5, or 8)1 - Foreign when imported directly2 - Foreign when acquired nationally3 - National when import content is over 40% and below or equal to 70%4 - National when produced with tax incentive5 - National when import content is less than or equal to 40%6 - Foreign when imp. direct, no similar nat., Res.CAMEX, and nat. gas7 - Foreign when acquired nat., no similar nat., Res.CAMEX and nat. gas8 - National when import content exceeds 70%Produced in-house: X if applicable, according to fiscal classification. (Semi-Finished should also be marked) |  |  |
| 7 | Return to Main View | Choose Apply to return to Product view. | Return to the Product Master view. |  |
| 8 | Save | Choose Save. | The system issues a notification that the object is saved. |  |

## Create Product Master Data - Configurable Product and Variants

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

The following procedure provides instructions for creating product master data. Apps available to you are dependent upon your assigned role, so two options are provided.

Prerequisite

You must complete a previous procedure, Create Product Master Data - Basic Data, before you proceed with this procedure.

Begin the procedure after you have saved the Basic Data entries, as described in the previous procedure.

Procedure: Option 1 - Create Material

Use the following procedure when your user access presents you with the Create Material (MM01) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Open Create Material (MM01). | A new window opens, showing the Create Material (Initial Screen). |  |
| 2 | Enter Material Basic Data | On the Create Material (Initial Screen), make the following entries:* Material : Material number
* Industry sector: M

Note If the Industry Sector input field is hidden, no entry is required. When the industry sector is not offered for entry, the field is populated with in the dark.* Material type: FERT
* Click on Select View(s).
 | A new window opens, showing the Select View(s) view. |  |
| 3 | Choose Views | In the Select View(s) window, select the following views and choose Continue:* Basic data 1
* Basic data 2
* Classification
 |  |  |
| 4 | Enter Basic Data | On the Material (Finished Product) view, on the Basic data 1 tab, enter the Material Description (short text) and Base Unit of Measure.Press Enter. | Basic data 2 tab displays. |  |
| 5 | Enter Basic Data | In the Basic data 2 tab, check the Material is configurable checkbox.Press Enter. | Classification tab displays and Class Type popup opens. |  |
| 6 | Choose Class Type | In the Class Type popup, select class type 300 (Variant) and choose Continue. | Classification view displays. |  |
| 7 | Assign Class | In the Assignment section, assign a class and press enter. | Corresponding characteristics displays below the Assignment section. |  |
| 8 | Choose Characteristics Values | Choose the required values of the characteristics. |  |  |
| 9 | Save Your Data | Choose Save. | Configurable material is created. Now you have to create variant. |  |
| 10 | Create Variant | For creating Variant, again open Create Material (MM01) tile and follow the above steps to create a new material with Basic data 1 and Basic data 2. |  |  |
| 11 | Create Variant | In Basic data 2 go to Client-specific configuration and enter the previously created Configurable material in the Cross-plant CM and click on Configure variant and then choose required characteristics value to configure variants. | Variant gets created. |  |

Procedure: Option 2 - Manage Product Master Data

Use the following procedure when your user access presents you with the Manage Product Master Data (F1602) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Open Manage Product Master Data (F1602). |  |  |
| 2 | Search and Open the Product for Edit | Search the previously created Product by entering Product Number in the Product search field.Select the Product from the list which will navigate you to Product view.Click on Edit. | Product is displayed in edit mode (fields are ready for your input). |  |
| 3 | Make Product Configurable | In the Product view, go to Configuration tab and check the Product is Configurable checkbox. |  |  |
| 4 | Assign Variant Class | In the Product view, go to Classification tab and choose Click here to assign a class and then select a class of type 300 (Variant). | The characteristics of the assigned class will be displayed. |  |
| 5 | Choose Characteristics | Choose the required characteristic values for each of the characteristic. |  |  |
| 6 | Go to Variants Tab | In the Product view, go to Variants tab and choose Select Product Variants. | A tree/table will be displayed with the different characteristics. |  |
| 7 | Select Characteristics and Create Variants | Choose the combination of characteristic values and click Apply. | Variants will get created. |  |
| 8 | Save | Choose Save. | The system issues a notification that the object is saved. |  |

## Create Product Master Data - Save Attachments

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

The following procedure provides instructions for creating product master data. Apps available to you are dependent upon your assigned role, so two options are provided.

Prerequisite

You must complete a previous procedure, Create Product Master Data - Basic Data, before you proceed with this procedure.

Begin the procedure after you have saved the Basic Data entries, as described in the previous procedure.

Procedure: Option 1 - Create Material

Use the following procedure when your user access presents you with the Create Material (MM01) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Open Create Material (MM01). | A new window opens, showing the Create Material (Initial Screen). |  |
| 2 | Enter Material Basic Data | On the Create Material (Initial Screen), make the following entries:* Material : Material number
* Industry sector: M

Note If the Industry Sector input field is hidden, no entry is required. When the industry sector is not offered for entry, the field is populated with in the dark.* Material type: FERT
* Click on Select View(s).
 | A new window opens, showing the Select View(s) view. |  |
| 3 | Choose Views | In the Select View(s) window, select Basic data 1 and Basic data 2 and choose Continue. | The Create Material (Finished Product) view displays. |  |
| 4 | Choose Services for Object | In the application toolbar click on Services for Object > Create Attachment . | Import file window opens. |  |
| 5 | Choose Upload | Import file window, choose Upload. | A file upload window opens. |  |
| 6 | Upload Attachment | Select the file and choose Open. | File is uploaded. |  |
| 7 | Save | Select Choose and Save. | The system issues a notification that the object is saved. |  |

Procedure: Option 2 - Manage Product Master Data

Use the following procedure when your user access presents you with the Manage Product Master Data (F1602) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Choose Manage Product Master Data (F1602). | The Manage Product Master Data (F1602) app opens and various search fields are displayed. |  |
| 2 | Search and Open the Product for Edit | Search the previously created Product by entering Product Number in the Product search field.Select the Product from the list which will navigate you to Product view.Click on Edit. | Product is displayed in edit mode (fields are ready for your input). |  |
| 3 | Choose Attachments | In the Product view, go to Attachments tab. | Attachments view displays. |  |
| 4 | Choose Add (+) | Under the Document Management System section, choose + (Add). | A file upload window opens. |  |
| 5 | Upload Attachment | Select the file and choose Open. | File is uploaded. |  |
| 6 | Save | Choose Save. | The system issues a notification that the object is saved. |  |

## Create Product Master Data - Extended Service Parts Planning

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

The following procedure provides instructions for creating product master data. Apps available to you are dependent upon your assigned role, so below option are provided.

Prerequisite

You must complete a previous procedure, Create Product Master Data - Basic Data, before you proceed with this procedure.

Begin the procedure after you have saved the Basic Data entries, as described in the previous procedure.

Procedure: Option 1 - Create Material

Use the following procedure when your user access presents you with the Create Material (MM01) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Open Create Material (MM01). | A new window opens, showing the Create Material (Initial Screen). |  |
| 2 | Enter Material Basic Data | On the Create Material (Initial Screen), make the following entries:* Material: Material number
* Industry sector: M

If the Industry Sector input field is hidden, no entry is required. When the industry sector is not offered for entry, the field is populated with in the dark.* Material type: FERT

Choose Select View(s). | A new window opens, showing the Select View(s) view. |  |
| 3 | Choose Views | In the Select View(s) window, select the following views and choose Continue:* Basic data 1
* Extendend SPP Basic Data
 | The Create Material (Trading Goods) view displays. |  |
| 4 | Enter Data in Basic Data 1 | In View Basic Data 1 make the following entries and select Enter:* Description : Maintain description for product
* Base Unit: Maintain Base Unit "EA" for example 1
 |  |  |
| 5 | Enter Data in Extendend SPP Basic Data tab | In View Extendend SPP Basic Data, there are 6 checkbox fields, make the Following entries:* Select checkbox in Product for Kit- to- order for example, 1
* Select checkbox in Procure to order for example, 2
 |  |  |
| 6 | Save | Select Choose and Save. | The system issues a notification that the object is saved. |  |

Procedure: Option 2 - Manage Product Master Data

Use the following procedure when your user access presents you with the Manage Product Master Data (F1602).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Test Step Name | Test Step Name | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Choose Manage Product Master Data (F1602). | Manage Product Master Data (F1602) app opens and various search fields are displayed. |  |
| 2 | Search and Open the Product for Edit | Search the previously created Product by entring Product Number in the Product search field.Select the Product from the list which will navigate you to Product view.Select Edit. | Product is displayed in edit mode (fields are ready for your input). |  |
| 3 | Choose Extended Service Parts Planning | In the Product view, go to Extendend Service Parts Planning tab. | Extended Service Parts Planning view displays. |  |
| 4 | Enter Data in Extended Service Parts Planning tab | In View Extendend SPP Basic Data, there are 6 checkbox fields, make theFollowing entries:* Select/Unselect checkbox in Product for Kit to Order for example, 1
* Select/Unselect checkbox in Procure to Order for example, 2
 | Changes made should be appeared. |  |
| 5 | Save | Choose Save. | The system issues a notification that the object is saved. |  |

## Create Product Master Data - Product Groups

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

The following procedure provides instructions for creating product master data. Apps available to you are dependent upon your assigned role, so below option are provided.

Procedure: Option 1 - Manage Product Master Data

Use the following procedure when your user access presents you with the Manage Product Master Data (F1602) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Choose Manage Product Master Data (F1602). | Manage Product Master Data (F1602) app opens and various search fields are displayed. |  |
| 2 | Create Product | Choose Create list will appear select Product in it . | Product Create Dialog will appear with fields as mandatory (fields are ready for your input). |  |
| 3 | Enter Mandatory Data in Create Dialog | In Dialog Enter Mandatory Fields :* Product Type : FERT example 1
* Base Unit: EA example 1
* Description: Test example 1

And choose Ok: | Should Navigate to Product detail Page |  |
| 4 | Navigate to Product groups tab | In the detail page Navigate to Product Groups by following the path:General Information > Product Groups | Should Naviaget to Product Groups tab |  |
| 5 | Create Product Groups data tab | In Product Groups tab choose Create | A empty row should appear(after loading of page iscomplete) |  |
| 6 | Enter Data in Product Group fields | Enter data in below fields, it can chosed from Value help which is provided.* Product Group Type
* Product Group
 | The selected data from value help should shown in the fields. |  |
| 7 | Save | Choose Save. | The system issues a notification that the object is saved. |  |

## Create Product Master Data - Plant Extended Service Parts Planning

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

The following procedure provides instructions for creating product master data. Apps available to you are dependent upon your assigned role, so below option are provided.

Procedure: Option 1 - Manage Product Master Data

Use the following procedure when your user access presents you with the Manage Product Master Data (F1602) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Choose Manage Product Master Data (F1602). | Manage Product Master Data (F1602) app opens and various search fields are displayed. |  |
| 2 | Create Product | Choose Create list will appear select Product in it . | Product Create Dialog will appear with fields asmandatory (fields are ready for your input). |  |
| 3 | Enter Mandatory Data in Create Dialog | In Dialog Enter Mandatory Fields :* Product Type : FERT example 1
* Base Unit: EA example 1
* Description: Test example 1

And choose Ok: | Should Navigate to Product detail Page |  |
| 4 | Navigate to Plant | In Product detail Page Navigate to Plant by choosing Plants in tab selection | Should navigate to plants tab |  |
| 5 | Creating a Plant | Choose Create in plant tab | Should navigate to Plant detail page |  |
| 6 | Enter Mandatory Data | In Plant detail Page Enter the following Mandatory Data:* Under General Information Tab: enter Plant value by choosing Value help: example 1010
* Navigate to MRP Data tab: enter MRP Area value by choosing Value help: example ND
 | The selected data from value help should shown in the fields. |  |
| 7 | Navigate to Extended Service Parts Planning tab | In Plant detail Page navigate to Extended Service Parts planning tab | Should navigate to Extended Service Parts Planning tab |  |
| 8 | Enter the data in Extended Service Parts Planning tab | In Extended Service Parts Planning, maintain following data:* Extended SPP flag should be selected
* Product Alerts: choose any option available from dropdown
* TPOP which is there under Inventory Planning sub tab: choose any option available from dropdown
* Deployment Indicator which is there under Deployment sub tab: choose any option available from dropdown
* No Inventory Balancing which is there under Inventory Balancing sub tab: choose any option available from dropdown
 | The selected data from drop down should shown in the fields, and Extended SPP flag should be selected |  |
| 9 | Choose Apply | In Plant detail page under footer choose Apply. | Should navigate back to Product Page |  |
| 10 | Save | Choose Save. | The system issues a notification that the object 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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