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| Test ScriptSAP S/4HANA - 17-09-20 | public |
| Sourcing with SAP Ariba Sourcing (1A0\_DE) |

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# Purpose

Connect your SAP S/4HANA digital core for Sourcing and Procurement to the Ariba Network and SAP Ariba Sourcing. This provides access to intuitive RFX tools (for requests for information, requests for proposals, and reverse auctions), connections to more than two million companies, quick and easy supplier discovery, and automated and adjustable negotiation procedures.

Ensure event success by using the SAP Ariba Sourcing support desk and event-day management assistance. Evaluate the total cost impact of sourcing decisions. Reduce the amount of time and effort spent on administrative tasks. Handy wizards and tools help you launch events, collaborate, and negotiate. With the largest choice of suppliers, and up-to-date profiles, ratings, and assessments, you can easily develop a large supply base and back-up sources, reducing supplier risks. Once you subscribe to SAP Ariba Sourcing, you can simply activate this SAP S/4HANA scope item with guided configuration.

From 1911, the scope of 1A0 is covered in new scope item 4BL, which uses SAP Ariba Cloud Integration Gateway to enable the integration. Customers who want to have functionality of 1A0 should use 4BL instead of 1A0. Customers who have already activated 1A0 can continue to use it until further guidance from SAP.

This document provides a detailed procedure for testing this scope item after solution activation, reflecting the predefined scope of the solution. Each process step, report, or item is covered in its own section, providing the system interactions (test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly. Project-specific steps must be added.

# 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

Table 1:

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

## 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 |  |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company has been created in your system during implementation. The organizational structure reflects the structure of your company. The master data represents materials, customers, and vendors, for example, depending on the operational focus of your company.

Use your own master data to go through the test procedure. If you have installed an SAP Best Practices baseline package, you can use the following baseline package sample data:

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101A | Std. storage 1 |  |
| Storage Location | 101B | Std. storage 2 |  |
| Company Code | 1010 | Company Code 1010 |  |
| Purchase Organization | 1010 | Purch. Org. 1010 |  |
| Purchasing Group | 001 | Group 001 |  |
| Vendor | 10300080 | 10300080 | We assume that the supplier in Ariba Sourcing uses the same name as in S/4HANA. |
| Material | TG0011 | Trading Good 0011,PD,Regular Proc.no Serial no.; no batch. | See Business Conditions and Preliminary Steps sections |

For more information on creating master data objects, see the following Master Data Scripts (MDS):

|  |  |
| --- | --- |
| Master Data ID | Master Data Script Text |
| BNF | Create Product Master of Type "Trading Good" |

# Overview Table

This scope item consists of several process steps provided 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 Request for Quotation](#unique_7) [page ] 6 | Purchaser | Manage Purchase Requisitions - Professional (F2229) | The Manage Purchase Requisitions screen is displayed with a list of existing Purchase Requisition Document items. |
| [Create Sourcing Project (as a Buyer in Ariba Sourcing)](#unique_8) [page ] 8 | Buyer (!) in Ariba Sourcing |  |  |
| [Participate in Sourcing Event (as a Supplier in Ariba Sourcing)](#unique_9) [page ] 10 | Supplier (!) in Ariba Sourcing |  |  |
| [Accept Supplier's Bidding (as a Buyer in Ariba Sourcing)](#unique_10) [page ] 12 | Buyer (!) in Ariba Sourcing |  |  |
| [Send Quote Message (as a Buyer in Ariba Sourcing)](#unique_11) [page ] 13 | Buyer (!) in Ariba Sourcing |  |  |
| [Display Automatically Created Info Record from Award](#unique_12)  [page ] 14 | Purchaser | Manage Supplier Quotations (F1991) | The automatic created Info Record is displayed. |
| [Display Purchase Order](#unique_13) [page ] 15 | Purchaser | Manage Supplier Quotations (F1991) | The Manage RFQs screen is displayed with a list of existing Request for Quotations items. |
| [Display Automatically Created Purchase Contract (Optional)](#unique_14) [page ] 16 | Purchaser | Manage Supplier Quotations (F1991) | The automatically created Purchase Contract is displayed. |

# Test Procedures

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

## Create Request for Quotation

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

This activity describes how to create a request for quotation (from an existing purchase requisition) and send it to Ariba Sourcing.

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 is displayed. |  |
| 2 | Open Manage RFQs | Open the Manage Requests for Quotation (F2049) app. | The Manage RFQs screen is displayed. |  |
| 3 | Create RFQ | Choose  .On the Request for Quotation screen, make the following entries in the respective tab.General Information tab:* RFQ Type: Ext. Sourcing Request
* Quotation Deadline: today + 1 day
* Purchasing Group: 001
* Purchasing Organization: 1010
* Company Code 1010

Delivery and Payment Terms tab:* Currency: EUR

On the Items tab, choose Create, and make the following entries:* Material: TG0011
* Material Group: L001
* Plant: 1010
* Requested Quantity: 20
* Delivery date: today + 1 month
* Info Record Update: Select the checkbox.

On the Bidders tab, choose Create, and make the following entries:* Supplier: 10300080

Choose Save. | The new Request for Quotation is created. |  |
| 4 | Publish Request for Quotation | On the Request for Quotation screen, choose Publish. | The request for quotation is in approval. Workflow is triggered with automatic approval. The request for quotation is published. |  |

## Create Sourcing Project (as a Buyer in Ariba Sourcing)

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. |

Context

This procedure describes, how the buyer creates a sourcing project in Ariba Sourcing. The sourcing project has specific terms for the sourcing in order to invite suppliers to offer their bids on the sourcing request (RFQ).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to Ariba Sourcing as a Strategic Buyer on Ariba Sourcing. | The Home screen is displayed.Note Your system administrator provides you with logon data for Ariba Sourcing. |  |
| 2 | Open Sourcing Request | Select the Sourcing tab, and choose Search.In the Project Type field, choose Sourcing Request from the dropdown menu. In the Search Filter, enter the Sourcing Request ID, and choose Search.Select the relevant sourcing request from the result list, and choose Open from the dropdown menu.Eventually ignore the Desktop File Sync warning message.Choose the Tasks tab.Choose Prepare Sourcing Request > View Task Details > Mark complete .Choose Approval for Sourcing Request > View Task Details .Make the following entry:Fixed Date: todayChoose Submit. |  |  |
| 3 | Create Sourcing Project | Select the Documents tab.Choose Sourcing Project > Open .Make the following entries:Name: xxxProject: Quick ProjectEvent Type: RFPTest Project: YesIn the Select a template area, select the Request for Proposal template, and choose Create. | The Sourcing Project is created. |  |
| 4 | Define Timing Rules | In the Timing Rules area, make the following entries:Response start date: Please select the checkbox "When I Click the Publish button on the Summary page"Due date: select the checkboxDuration: 30 minutesChoose Next. |  |  |
| 5 | Define Team Members | Choose Next without any changes. |  |  |
| 6 | Define Participants | In the Invited Participants area, select the available supplier, and choose Next. If there’s no supplier, choose Invite Participants.On the Participant Search screen, search for the desired supplier, for example, 10300081, and choose Search.Select the suppliers from the search result list.Choose OK > Next . |  |  |
| 7 | Define Content | Choose Next without any changes. |  |  |
| 8 | Publish Sourcing Project | Review the Sourcing Overview.Choose Publish > Monitor . |  |  |

## Participate in Sourcing Event (as a Supplier in Ariba Sourcing)

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. |

Context

The suppliers are bidding on the previously created sourcing event.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to Ariba Sourcing as a Strategic Buyer. | The Home screen is displayed. |  |
| 2 | Open Sourcing Event | Choose the Sourcing tab.In the My Documents area, open the previously created sourcing project. |  |  |
| 3 | Check Sourcing State | Check that the Sourcing event is in state Time remaining.Note If the status is Time remaining until publish, you can reduce the timing left. Choose Actions, and select Reduce Timing. Specify reduction, and choose OK. |  |  |
| 4 | Logon as a Supplier | Choose the Suppliers tab.Select a supplier from the Invited Participants list.Choose Surrogate Bid.If the Surrogate Bid is missing, depending on system setup, carry out the following steps:1. From the Home screen of Ariba Sourcing, under Manage, choose Administration.
2. Under User-Manager, choose Users.

Type: External Supplier or Customer UserChoose List all.1. Under Actions on the right-hand side of the user you are looking for, choose Act as.
 | Note In the next steps you are acting as a supplier. |  |
| 5 | Confirm prerequisites | Select the previously created sourcing event from the list.In the Event Details area, choose Review and Accept Prerequisites.Choose I accept the terms of this agreement > OK .Submit the agreement by confirming with OK. |  |  |
| 6 | Select Lots | Mark the available lots for bidding lots.Choose Submit Selected Lots. |  |  |
| 7 | Submit Response | Make the following entries:Price: example 1Discount Amount: example 0Discount Percentage: example 0Surcharge Amount: example 0Surcharge Percentage: example 0%Choose Submit Entire Response.Confirm to submit this response with OK. | Note You can make the necessary entries only after the timer has reached 0. |  |
| 8 | Stop acting as Supplier | Choose Stop. |  |  |

## Accept Supplier's Bidding (as a Buyer in Ariba Sourcing)

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. |

Context

After the invitees have sent their bids, the buyer can accept one or more of the respondents as his chosen supplier. The following procedure describes the required steps in order to nominate one supplier.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to Ariba Sourcing as a Strategic Buyer. | The Home screen is displayed. |  |
| 2 | Review Supplier Responses | Choose the Sourcing tab.In the My Documents area, open the previously created sourcing project.On the Content tab, review the bids for the corresponding suppliers. |  |  |
| 3 | Check Sourcing State | Check that the sourcing event is in state Pending Selection.Note If the sourcing event is in state Time Remaining, you can reduce the timing left.Choose Actions, and select Reduce Timing.Specify reduction, and choose OK. |  |  |
| 4 | Award Supplier | Choose the Scenario tab.Choose Create Manual Scenario.The result of the sourcing event can be an automatically created purchase order or a contract in SAP S/4HANA system. Make the following entries depending on your requirements:Name: (for example) Scenario xxxDocument Type: Purchase Order or ContractDocument Category: NB Standard Purchase Order or MK Quantity ContractSelect a supplier for each of the items listed in the All Content area.Choose Submit for award.Deselect Send Emails to Awarded Participants, and choose Done. |  |  |

## Send Quote Message (as a Buyer in Ariba Sourcing)

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. |

Context

After a supplier was nominated, the buyer sends the quote message to the SAP S/4HANA system in order to create a new purchase order from the sourcing event.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to Ariba Sourcing as a Strategic Buyer. | The Home screen is displayed. |  |
| 2 | Send Quote | Choose the Sourcing tab.In the My Documents area, open the previously created sourcing project.Choose Action > Send Quotes to External System.Confirm with OK. |  |  |

## Display Automatically Created Info Record from Award

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

This procedure describes, how to display the automatically created info record in the SAP S/4HANA system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open the Manage Supplier Quotations (F1991) app. | The Manage Supplier Quotations screen is displayed. |  |
| 3 | Search for Supplier Quotation | Make the following entries, and choose Go:Supplier Quotation: xxx | The automatically created supplier quotation is searched for. |  |
| 4 | Display the automatically created info record | Select the supplier quotation and open it.Go to the Items tab.Select Info Record: xxx | The automatically created info record is displayed. |  |

## Display Purchase Order

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. |

Context

In this activity, you log on to the SAP S/4HANA system, and display the automatically created purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori Launchpad as a Purchaser. | The SAP Fiori Launchpad is displayed. |  |
| 2 | Access App | Open the Manage Requests for Quotation (F2049) app. | The Manage RFQs screen is displayed with a list of existing request for quotations items. |  |
| 3 | Search for RFQ | Make the following entry:RFQ: xxx.Choose Go. | The previously created RFQ is searched for. |  |
| 4 | Open RFQ | Select the RFQ, and open it. |  |  |
| 5 | Display Purchase Order | Go to the Quotation tab, and choose the created purchase order. | The Purchase Order ID xxx is displayed in the column Purchase Order. |  |

## Display Automatically Created Purchase Contract (Optional)

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. |

Context

In this activity, you log in to the SAP S/4HANA system, and display the automatically created contract.

Note This step is optional, and can be executed only if you’ve selected the contract as a document type in section [Accept Supplier's Bidding (as a Buyer in Ariba Sourcing)](#unique_10) [page ] 12.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access Apps | Open the Manage Requests for Quotation (F2049) app. | The Manage RFQs screen is displayed. |  |
| 3 | Search for RFQ | Make the following entry:RFQ: xxx.Choose Go. | The previously created RFQ is searched for. |  |
| 4 | Display Automatically Created Purchase Contract | Select to the Quotation tab.Choose Purchase Contract xxx > Manage Purchase Contract . | The automatically created purchase contract is displayed. |  |

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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