|  |  |
| --- | --- |
|  |  |
| Test ScriptSAP S/4HANA - 10-09-20 | public |
| Request for Price (1XF\_DE) |

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# Purpose

With this scope item, you can create requests for quotations in the SAP S/4HANA system and send them to a supplier via e-mail or as a printed version by mail. The suppliers provide their quotations via e-mail or by mail as well. You can manually create a quotation in the SAP S/4HANA system using the Manage Supplier Quotations app. By default, a new quotation has the status In Preparation. You select a quotation that you want to award and submit it for approval. After awarding the quotation, the follow-on documents are created in SAP S/4HANA. The quotations that do not meet your requirements must be manually set to Rejected/Completed.

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 prerequisites needed to conduct the test in terms of system, users, master data, organizational data, and 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. |

## Role

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 |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company has been created in your system during activation. 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 or the following sample data to go through the test procedure.

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Plant | 1010 | Plant 1 DE |  |
| Company Code | 1010 | Company Code 1010 |  |
| Purchase Organization | 1010 | Purch. Org. 1010 |  |
| Purchasing Group | 001 | Group 001 |  |
| Vendor | 10300001 | Domestic 10 Supplier 1 |  |
| Vendor | 10300002 | Domestic 10 Supplier 2 |  |
| Material | TG0011 | Trading Good 0011,PD,Regular Proc.no Serial no.; no batch |  |

You can find general information on how to create master data objects in the following Master Data Scripts (MDS):

|  |  |
| --- | --- |
| MDS | Description |
| BNF | Create Product Master of Type "Trading Good" |

## Business Conditions

Before this scope item can be tested, the following business conditions must be met.

|  |  |
| --- | --- |
| Scope Item ID | Business Condition |
|  | Note: To run through this scope item, the materials must be available in stock. You can create stock using the Manage Stock or Transfer Stock apps |

## Preliminary Steps

### Configure Flexible Workflow for RFQs

Purpose

In this activity, you configure automatic approval workflow for RFQs.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Log on | Log on to the Fiori Launch Pad as a Configuration Expert - Business Process Configuration . | The Fiori Launchpad is displayed. |  |
| 2. | Open Manage Workflows for RFQs | Open Manage Workflows for RFQs (F2190). | The Manage Workflows screen is displayed. |  |
| 3. | Check and Activate Automatic Release of RFQ Workflow | Check Status of workflow Automatic Release of RFQ.If status is Inactive, select the workflow Automatic Release of RFQ and choose Activate. | The automatic approval workflow for RFQ is configured. |  |

### Configure Flexible Workflow for Supplier Quotation

Purpose

In this activity, you configure automatic approval workflow for Supplier Quotation.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Log on | Log on to the Fiori Launch Pad as a Configuration Expert - Business Process Configuration . | The Fiori Launchpad is displayed. |  |
| 2. | Open Manage Workflows for Supplier Quotations | Open Manage Workflows for Supplier Quotations (F2190). | The Manage Workflows screen is displayed. |  |
| 3. | Check and Activate Automatic Release of Supplier Quote Workflow | Check Status of workflow Automatic Release of Supplier Quote.If status is Inactive, select the workflow Automatic Release of Supplier Quote and choose Activate. | The automatic approval workflow for Supplier Quotation is configured. |  |

### Manage Teams and Responsibilities

Purpose

In this activity, you create teams and responsibilities for RFQs.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori Launchpad using the Configuration Expert - Business Process Configuration role. | The SAP Fiori Launchpad is displayed. |  |
| 2 | Access the App | Open Manage Teams and Responsibilities - Procurement (F2412). | The Manage Teams and Responsibilities screen is displayed. |  |
| 3 | Create team and responsibilities | Choose Create Team and make following entries:Name: PROC\_RFQ\_TEAMGlobal ID: PROC\_RFQ\_TEAMDescription: Procurement RFQ TeamStatus: EnabledType: OPPURIn the Responsibility Definitions section, make the following entries:Purchasing Group:001Purchasing Organization: 1010In the Team Members area, choose Add and make the following entries:Business Partner: use the search function to find the business partner of PurchaserFunctions: Operational Purchasing |  |  |
| 4 | Save Team | Choose Save. | The team is created. |  |

### Create Situation Type for Low Number of Received Quotations

Purpose

In this activity, you create situation type for Low Number of Received Quotations.

When a purchaser logs into the Fiori Launchpad, will get a notification of RFQ XXX is close to the submission deadline XXX – Low number of received quotations. The submitted quotation criteria can be maintained in custom situation types. The framework checks the quotation information of the RFQ. If it meets the criteria defined in custom situation types, a situation is then triggered, and notification is sent. The purchaser can then navigate from the Fiori notification to RFQ object. The purchaser can then choose to dismiss the situation and take corrective actions. Dismissing a situation will ensure that no further situation messaging is triggered for the same situation type and RFQ number. The purchaser can choose from the one of the following reasons to dismiss the situation message:

* Obsolete
* Resolve
* Invalid

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori Launchpad using the Configuration Expert - Business Process Configuration role. | The SAP Fiori Launchpad is displayed. |  |
| 2 | Access the App | Open Manage Situation Types (F2947). | The Manage Situation Types screen is displayed. |  |
| 3 | Copy Standard Situation Template | On the Manage Situation Types screen, choose Go.Choose standard situation template: PROC\_RFQLOWNUMBEROFQTNLow number of received quotations and choose Copy. |  |  |
| 4 | Create Ready-to-Use Situation Type | It will create a Ready-to-Use Situation Type.On the Situation Type screen, make the following entries:ID: ZPROC\_RFQLOWNUMBEROFQTN (for example)This field is the Unique Identifier of a Ready-to-Use Situation Type. The ID of a Ready-to-Use Situation Type should start with 'Z' or 'Y'. ID is a Mandatory Field and cannot be left blank.Name: Low number of received quotations (for example)This field is the name of the Ready-to-Use Situation Type.Go to section Condition:Choose Process Order 1 Instance Status Open and make the following entries:Bidding Ratio in %: less than 50 (for example)Days to Quotation Deadline: less than 30 (for example)Go to section Recipients and make the following entries:Responsibility Definitions: Purchasing Group, Purchasing OrganizationMember Functions: Operational PurchasingGo to section Situation Monitoring:Check Monitor Instances.Go to the section Batch Job Scheduling:Choose one time zone in the field Time Zone and maintain the time for the field Start Batch Job At.Choose Save. | The Ready-to-Use Situation Type has been saved. |  |
| 5 | Enable Ready-to-Use Situation Type | On the Do you want to enable the situation type? pop up screen, choose Yes. | The Ready-to-Use Situation Type is enabled. |  |

# Overview Table

This scope item consists of several process steps provided in the table below.

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 Price Request](#unique_13) [page ] 12 | Purchaser | Manage RFQs (F2049) |  |
| [Create Supplier Quotation](#unique_14) [page ] 14 | Purchaser | Manage RFQs (F2049) |  |
| [Display Supplier Quotation (optional)](#unique_15) [page ] 16 | Purchaser | Manage RFQs (F2049) |  |
| [Compare and Award Supplier Quotation](#unique_16) [page ] 17 | Purchaser | Compare Supplier Quotations (F2324) |  |
| [Create Follow-on Documents](#unique_17) [page ] 18 | Purchaser | Manage Supplier Quotations (F1991) |  |
| Detect and React to Situation | Purchaser |  |  |

# Test Procedures

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

## Create Price Request

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 activity, you create a Price Request (from an existing Purchase Requisition).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the Fiori Launch Pad as a Purchaser. | The Fiori Launchpad is displayed. |  |
| 2 | Open Manage RFQs | Open Manage RFQs (F2049). | The Manage RFQs screen is displayed. |  |
| 3 | Create Price Request | Choose Add (on the right top of the screen), and select Int. Sourcing Req.On the Request for Quotation screen make the following entries:Tab General Information:RFQ Description: Request for Price (1XF)Quotation Deadline: todayPurchasing Group: 001Purchasing Organization: 1010Company Code: 1010Follow-On Document Type: MKValidity Per. Start: todayValidity Period End: today + 1 monthTab Delivery and Payment Terms:Target Value: 3500.00Currency: EURTab Items:Choose Add and make the following entries:Material: TG0011Plant: 1010Requested Quantity: 100Tab Bidders:Choose the plus sign and add one or more bidder, for example:Supplier: 10300001 and 10300002Choose Save. | A new Request for Quotation is created with a new ID xxx |  |
| 4 | Publish Request for Quotation | Click Publish button at the top right of the screen. | The Request for Quotation is in approval.Workflow is triggered with automatic approval.The Request for Quotation is published. |  |

## Create Supplier 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

In this activity, you create a Supplier Quotation.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the Fiori Launch Pad as a Purchaser. | The Fiori Launchpad is displayed. |  |
| 2 | Open Manage RFQ | Open Manage RFQs (F2049). | The Manage RFQs is displayed with a list of existing RFQ Document items. |  |
| 3 | Search for RFQ | Make the following entries and choose Go:Company Code: 1010RFQ Type: Int. Sourcing Req.Status: PublishedPurchasing Organization: 1010Purchasing Group: 001 | You search for the previous created RFQ. |  |
| 4 | Open Request for Quotation | Select the previous created RFQ xxx and open it. |  |  |
| 5 | Create First Supplier Quotation | Select supplier 10300001 in the Bidders Facet and click on Create Quotation.On the Supplier Quotation screen, make the following entries:Tab General Information:Quotation Submission Date: todayTab Items:Net Order Price: 30.00Choose Save. | The supplier quotation xxx was created. |  |
| 6 | Submit First Supplier Quotation | On the Supplier Quotation screen choose Submit. | The supplier quotation was submitted. |  |
| 7 | Back to Manage RFQ | Go back. |  |  |
| 8 | Create Second Supplier Quotation | Select supplier 10300002 in the Bidders Facet and click on Create Quotation.On the Supplier Quotation screen, make the following entries:Tab General Information:Quotation Submission Date: todayTab Items:Net Order Price: 35.00Choose Save.You can ignore message If you have selected a value contract, please enter a target value. | The supplier quotation xxx was created. |  |
| 9 | Submit Second Supplier Quotation | On the Supplier Quotation screen choose Submit. | The supplier quotation was submitted. |  |

## Display Supplier Quotation (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. |

Purpose

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the Fiori Launch Pad as a Purchaser. | The Fiori Launchpad is displayed. |  |
| 2 | Open Mange RFQs | Open Manage RFQs (F2049). | The Manage RFQs screen is displayed with a list of existing Request for Quotations items. |  |
| 3 | Search for Request for Quotation | Make the following entries and choose Go:Company Code: 1010RFQ Type: Int. Sourcing Req.Purchasing Organization: 1010Purchasing Group: 001 | You search for the previous created RFQ. |  |
| 4 | Open Request for Quotation | Select previous created RFQ xxx and open it. |  |  |
| 5 | Display Supplier Quotation | Go to the Quotations tab and view the created Quotation with ID xxx | The Quotation xxx is displayed in the column Supplier Quotation. |  |

## Compare and Award Supplier 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

In this activity, you log in to the SAP S/4HANA system and award the automatically created supplier quotation.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the Fiori Launch Pad as a Purchaser. | The Fiori Launchpad is displayed. |  |
| 2 | Open Compare Supplier Quotation | Open Compare Supplier Quotations (F2324). | The Compare Supplier Quotations screen is displayed. |  |
| 3 | Search Request for Quotation | Input or select previous created RFQ xxx. | You select the created Request for Quotation. |  |
| 4 | Compare Supplier Quotation | Check and compare quotations from different Supplier. |  |  |
| 5 | Award Supplier Quotation | Select one quotation with Best-Priced Items and choose Award. | Quotation award is in approval.Workflow is triggered with automatic approval. |  |

## Create Follow-on Documents

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 activity, you log in 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. | Log on | Log on to the Fiori Launch Pad as a Purchaser. | The Fiori Launchpad is displayed. |  |
| 2. | Open Manage Supplier Quotations | Open Manage Supplier Quotations (F1991). | The Manage Supplier Quotations screen is displayed. |  |
| 3. | Search for Supplier Quotation | Make the following entries and choose Go:RFQ Type: Int. Sourcing Req.Company Code: 1010Status: AwardedPurchasing Organization: 1010Purchasing Group: 001 | You search for the previous awarded Supplier Quotation. |  |
| 4. | Open Supplier Quotation | Select previous awarded Supplier Quotation xxx and click on the arrow > at the end of the row. |  |  |
| 5. | Create Follow-on Documents | On the Supplier Quotation screen, choose Follow-On Documents and then choose Create Purchase Contract. | The Purchase Contract screen is displayed. |  |
| 6. | Save Follow-on Documents | Choose Save to save the Purchase Contract. | A new Purchase Contract is created. |  |

## Detect and React to Situation (Optional)

### Detect Critical Low Number of Received Quotations Situation

The system automatically detects critical situations, which refer to the RFQ is close to submission deadline and has not sufficient number of quotations. The detection process is automatically triggered by the system on a regular basis and indicates critical Low Number of Received Quotations situations to the purchaser, using the notification functionality on the home screen. This enables the purchaser to proactively react to situations and avoid negative implications to the business of the company.

### React to Critical Low Number of Received Quotations Situation

Purpose

In this activity, you can monitor Low Number of Received Quotations situation through the notification.

Situation and Notification will be triggered according to criteria set in preliminary steps. System automatically detects Low Number of Received Quotations situations by daily job, and indicates critical situations using the notification functionality on the home screen. This enables Team Member to proactively react and avoid negative implications to the business processes of the company.

Note You must perform step [Create Situation Type for Low Number of Received Quotations](#unique_11) [page ] 8 and [Manage Teams and Responsibilities](#unique_10) [page ] 7 before testing this step.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori Launchpad using the Purchaser role. | The SAP Fiori Launchpad is displayed. |  |
| 2 | Choose the notifications | Choose the Notifications icon which is at the top right of the Home screen.Choose the notifications: RFQ XXX is close to the submission deadline XXX – Low number of received quotations which is generated by the system batch daily job. | The RFQ Item screen is displayed. |  |
| 3 | Check and React Situation Message | On the Request for Quotation screen, detail situation message is displayed in Situations tab.You can choose Dismiss and pick a reason for dismissing the situation. | Situation Message is shown and dismissed. |  |

# Appendix

## Process Integration

The process to be test in this test script is part of a chain of integrated processes.

### Succeeding Processes

After completing the activities in this test script, you can continue testing the following business processes:

|  |  |
| --- | --- |
| Process | Business Condition |
| Blockchain-Verified RFQ Processing-(3DT) | When suppliers are invited into a bidding process, collusion is possible between purchaser and supplier as the bids need to be disclosed immediately. Suppliers fear they are cut out of the process and submit bids as late as possible, or invest into time-consuming Lawsuits after a lost bid. With the bidding process enabled by Blockchain technology, manipulation and fraud are prevented. |

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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