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|  |  |
| Test ScriptSAP S/4HANA - 09-09-20 | public |
| Central Purchase Contracts (2ME\_DE) |

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# Purpose

Central contracts are global long-term agreements negotiated between an organization and a supplier. This helps in getting the best rates and conditions while bundling purchasing volume across multiple subsidiaries. These contracts are typically negotiated by the central purchasing organization, mostly at the headquarters, and used for globally driving operational efficiency, reduced cost while complying with regulations across multiple subsidiaries.

The central contract, created at the headquarters, can be distributed to subsidiaries to generate local contracts or scheduling agreements. Subsidiaries can then continue with the operational procurement in a seamless manner by leveraging this local contract or Scheduling agreement. Central monitoring of contract consumption across subsidiaries and renewal of expiring contracts is easily managed by the headquarters.

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

The test should be conducted with the following system:

|  |  |
| --- | --- |
| System | Details |
| SAP S/4HANA HUB system | Identifies the SAP S/4HANA system from releases 2011 CE. The SAP S/4HANA system acts as a hub system when it is connected to multiple connected systems.Accessible via the SAP Fiori Launchpad. Your system administrator provides you with the URL to access the various apps assigned to your role. |
| Connected System | Any ERP system from release ERP6.0 and EHP6 above with add-on HUBERPI is considered as the connected system.Any S/4HANA On-Premise 1709 and higher, with add-on HUBS4IC is considered as connected system.Any S/4HANA Cloud 2011 is considered as connected system. |

## 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 - Central Procurement | SAP\_BR\_CENTRAL\_PURCHASER | Central Procurement | SAP\_BR\_CENTRAL\_PURCHASER |  |
| Purchasing Manager | SAP\_BR\_PURCHASING\_MANAGER |  |  |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |
| Master Data Specialist - Business Partner Data | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Business Partner | SAP\_BR\_BUPA\_MASTER\_SPECIALIST |  |

## 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 |
| Central Purchase Organization | 1010 | Purch. Org. 1010 |  |
| Central Purchase group | 001 | Group 001 |  |

For more information on creating master data objects, see the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm)

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| MDS | Description |
| BNE | Create Supplier Master– MDS |

## Preliminary Steps

### Configure Flexible Workflow for Central Purchase Contracts

Purpose

In this procedure, you configure your release conditions for Central Purchase Contracts.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Configuration Expert - Business Process Configuration . | The SAP Fiori launchpad displays. |  |
| 2 | Open Manage Workflow for Central Purchase Contract | Choose Manage Workflows for Central Purchase Contracts (F3401). | The Manage Workflows n screen displays. |  |
| 3 | Create Workflow | Choose Add and make following entries.* Name: Workflow for Central Purchase Contract

In the Start Conditions area, make following entries:Company code of central purchase contract is:1010Total net price of all central purchase contract items is greater than: 1000 EURIn Step Sequence area choose the Add and make following entries:Step Type: Release of Central Purchase ContractAssignment By: Select User and search for Purchasing\_manager from search help.Step to be completed by: One of the recipientsChoose Add.Choose Save. |  |  |
| 4 | Activate Workflow | Select the created Workflow and choose Activate. | The Workflow is activated. |  |

### Configure Flexible Workflow for Hierarchy Central Contracts

Purpose

In this procedure, you configure your release conditions for Hierarchy Central Contracts.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Configuration Expert - Business Process Configuration . | The SAP Fiori launchpad displays. |  |
| 2 | Open Manage Workflow for Central Purchase Contract | Choose Manage Workflows for Central Purchase Contracts (F3401). | The Manage Workflows screen displays. |  |
| 3 | Create Workflow | Choose Add and make following entries.* Name: Workflow for Hierarchy Central Contracts

In the Start Conditions area, make following entries:Company code of central purchase contract is:1010Document type of central purchase contract hierachy is : QuantityIn Step Sequence area choose the Add and make following entries:Step Type: Release of Hierarchy Central ContractsAssignment By: Select User and search for Purchasing\_manager from search help.Step to be completed by: One of the recipientsChoose Add.Choose Save. |  |  |
| 4 | Activate Workflow | Select the created Workflow and choose Activate. | The Workflow is activated. |  |

### Manage Teams and Responsibilities

Purpose

In this procedure, you create teams and responsibilities for central purchasing.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The 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 manage team and responsibilities | Choose Create and make the following entries:Name:CCTR\_TEAM (for example)Global ID: CCTR\_TEAM (for example)Description:Central Purchase Contract Team (for example)Status: EnabledType:SCPRCIn Responsibility Definitions section, make the following entries:Purchasing Group: 001In Team Members section, and choose Create and make the following entries on the next screen:Business Partner: <your business partner>, for example, search Last Name for Purchaser - Central Procurement to get the user IDFunctions: SCTPUR (Central Purchasing) |  |  |
| 4 | Save Team | Choose Save. | The team has been created. |  |

### Create Situation Type for Expiration of Central Contract

Purpose

In this procedure, you create situation type for Expiration of Central Contract.

When a purchaser logs into the Fiori Launchpad, will get a notification of central contracts “Central purchase contract is about to expire”. The expiration date criteria can be maintained in terms of days in custom situation types. The framework checks if the validity date of the central contract is less than or equal to the number of days that is configured. A situation is then triggered, and notification is sent. The purchaser can then navigate from the Fiori notification to the contract 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 contract number. The purchaser can choose from the one of the following reasons to dismiss the situation message:

* Obsolete
* Resolved
* Invalid

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad as a Configuration Expert - Business Process Configuration . | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Manage Situation Types (F2947) . | The Manage Situation Types screen displays. |  |
| 3 | Copy Standard Situation Template | On the Manage Situation Types screen, choose Go.Choose standard situation template: PROC\_CENTRALCONTRACTEXPIRY Expiration of Central contract 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\_CENTRALCONTRACTEXPIRY (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: Expiration of Central contract (for example)This field is the name of the Ready-to-Use Situation Type.Go to section Conditions:Choose Processing Order and make the following entries:Company Code: 1010Expiration Period: less than LASTDAYOFCURRENTMONTH Last day of current month (for example)Purchasing Group: 001Go to section Recipients and make the following entries:Responsibility Definitions: Purchasing groupMember Functions: Central 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? screen, choose Yes. | The Ready-to-Use Situation Type is enabled. |  |

### Create Situation Type for Central Contract Item Consumption

Purpose

In this procedure, you create situation type for Central Contract item consumption.

When a purchaser logs into the Fiori Launchpad will get a notification of central contracts “consumed contract %”.

For Value based Central contracts, the total value consumption is calculated at the item level as the aggregate of all release orders and delivery schedules created against it. A threshold consumption % value is maintained in custom Situation types. When the total consumption % reaches the value that is configured, a situation is triggered, and notification is sent.

For Quantity based Central contracts, the total consumption is calculated at the item level. A threshold consumption % value is maintained in custom Situation types. When the total quantity consumption % reaches the value that is configured, a situation is triggered, and notification is sent.

The purchaser can then navigate from the Fiori notification to the central contract object. The purchaser can then choose to set the situation status as dismiss and take corrective action offline.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad as a Configuration Expert - Business Process Configuration . | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Manage Situation Types (F2947) . | The Manage Situation Types screen displays. |  |
| 3 | Copy Standard Situation Template | On the Manage Situation Types screen, choose Go.Choose standard situation template: PROC\_CENTRALCONTRACTCONSUMPTION Central contract item consumption 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\_CENTRALCONTRACTCONSUMPTION (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: Central contract item consumption (for example)This field is the name of the Ready-to-Use Situation Type.Go to section Condition:Choose Processing Order Instance Set to Status Open and make the following entries:Consumption Percentage: greater than or equal to 80 (for example)Purchasing Group: 001Choose Processing Order Instance Set to Status Resolved and make the following entries:Consumption Percentage : less 80 (for example)Purchasing Group: 001Go to section Recipients and make the following entries:Responsibility Definitions: Product Group and Purchasing groupMember Functions: Central PurchasingGo to section Situation Monitoring:Check Monitor Instances.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? screen, choose Yes. | The Ready-to-Use Situation Type is enabled. |  |

# Overview Table

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| Central Purchase Contracts |
| [Create Central Purchase Contracts and Distribution](#unique_13) [page ] 15 | Purchaser - Central Procurement | Manage Central Purchase Contracts (F3144) |  |
| [Release Central Purchase Contract (Optional)](#unique_14) [page ] 23 | Purchasing Manager | My Inbox - All Items (F0862) |  |
| [Display Central Purchase Contracts](#unique_15) [page ] 24 | Purchaser - Central Procurement | Manage Central Purchase Contracts (F3144) |  |
| [Check Source List - In Connected System](#unique_16) [page ] 26 | Purchaser | ECC |  |
| [Create Follow-on Documents - In Connected System](#unique_17) [page ] 27 | Purchaser | ECC |  |
| [Import Release Orders](#unique_18) [page ] 28 | Configuration Expert - Business Process Configuration | Schedule Import of Release Orders |  |
| [Display Central Purchase Contracts](#unique_19) [page ] 29 | Purchaser - Central Procurement | Manage Central Purchase Contracts (F3144) |  |
| [Post Goods Receipt – In Connected System](#unique_20) [page ] 30 | Warehouse Clerk | ECC |  |
| [Create Supply Invoice – In Connected System](#unique_21) [page ] 31 | Accounts Payable Accountant | ECC |  |
| [Renew Central Purchase Contracts](#unique_22) [page ] 32 | Purchaser - Central Procurement | Manage Central Purchase Contracts (F3144) |  |
| [Mass Changes to Central Purchase Contracts](#unique_23)  [page ] 33 | Purchaser - Central Procurement | Mass Changes to Central Purchase Contracts (F3792) |  |
| [Monitor Central Purchase Contract Items (Optional)](#unique_24) [page ] 36 | Purchaser - Central Procurement | Monitor Central Purchase Contract Items (F3492) |  |
| Hierarchy Central Contracts |
| [Create Hierarchy Central Contracts](#unique_25) [page ] 38 | Purchaser - Central Procurement | Manage Central Purchase Contracts (F3144) |  |
| [Release Central Purchase Contract (Optional)](#unique_14) [page ] 23 | Purchasing Manager | My Inbox - All Items (F0862) |  |
| [Display Central Purchase Contracts](#unique_15) [page ] 24 | Purchaser - Central Procurement | Manage Central Purchase Contracts (F3144) |  |
| [Versioning of Central Purchase Contracts](#unique_26) [page ] 44 |
| [Create Central Purchase Contract](#unique_27) [page ] 44 | Purchaser - Central Procurement | Manage Central Purchase Contracts (F3144) |  |
| [Release Central Purchase Contract (Optional)](#unique_28) [page ] 46 | Purchasing Manager | My Inbox - All Items (F0862) |  |
| [Change Central Purchase Contracts](#unique_29) [page ] 48 | Purchaser - Central Procurement | Manage Central Purchase Contracts (F3144) |  |
| [Display Version History in Central Purchase Contracts](#unique_30) [page ] 49 | Purchaser - Central Procurement | Manage Central Purchase Contracts (F3144) |  |
| Central Purchase Contracts with Commodity Pricing |
| [Create Supplier](#unique_31) [page ] 51 | Master Data Specialist - Business Partner Data | Manage Central Purchase Contracts (F3144) |  |
| [Maintain Formula and Term for Commodity Pricing](#unique_32) [page ] 52 | Purchaser - Central Procurement | Process Formula Assembly Components |  |
| [Create Central Purchase Contract](#unique_33) [page ] 54 | Purchaser - Central Procurement | Manage Central Purchase Contracts (F3144) |  |
| [Display Central Purchase Contracts](#unique_34) [page ] 57 | Purchaser - Central Procurement | Manage Central Purchase Contracts (F3144) |  |
| Detect and React to Situation (Optional) |

# Test Procedures

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

## Central Purchase Contracts

### Create Central Purchase Contracts and Distribution

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

A purchaser responsible for Central Procurement creates a central contract in S/4HANA Hub system. After maintaining the required data in General information section, he maintains the distribution entries at item level for distributing the contract items to the connected systems. A local copy of the contract/scheduling agreement gets local contact created in the respective connected system.

Procedure

Table 2: Scenario 1 Create quantity contract with free text material and distribute to local contact

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Central Purchase Contracts (F3144) . | The Manage Central Purchase Contracts screen displays. |  |
| 3 | Start Contracts creation | Without making any selection, choose Create to create a new central purchase contract. Start Contracts creation. | The Central Purchase Contracts screen displays. |  |
| 4 | Enter Central Contract data | On the Central Purchase Contract screen, navigate to General Information section and make the following entries:Contract Type: Quantity ContractValid from: for example, todayValid to: for example, today + 1 monthCentral Purchasing Organization: 1010Central Purchasing Group: 001Supplier: 10300001Currency: EURYou can check Flexible Distribution to allow more than 100% distribution.In Legal Transactions section, you can assign legal transactions to central purchase contract. For details about legal transactions, please check scope item 1XV - SAP S/4HANA for Enterprise Contract Management |  |  |
| 5 | Maintain Central Contract Item data | Navigate to Items section, choose Create.On the Central Purchase Contract Item screen, navigate to General Information section and make the following entries:Material Group: Your material groupfor example, L002Material Description: Your material description, for example, demo materialNavigate to Quantity and Price section and make the following entries:Net Order Price: for example, 10 EURTarget Quantity: for example, 100 EA |  |  |
| 6 | Maintain Plant Dependent Condition | Navigate to Conditions section, choose Create.On the Central Condition Record screen, make the following entries:Connected System: Your connected systemPlant: Your plant in connected system, for example, 1000Condition Type: PPR0Valid From: todayValid From: today + 1 monthReason: Your reasonChoose Create.On the Condition Amounts your plant condition table, make the following entries:Default Gross Price (PPRO): 10 EURNote To use plant dependent condition, please make sure access sequence 0002 is used in your condition type. |  |  |
| 7 | Maintain Scale | Navigate to Condition Amounts your plant condition table, select condition type Default Gross Price (PPR0) and click the arrow at the end of the row.On the Condition Amount screen, navigate to Scales section, choose Create and make the following entries:Scale Quantity: 0 EAAmount: 15 EURChoose Create to create anotherr scale and make the following entries:Scale Quantity: 100 EAAmount: 12 EURChoose Back. |  |  |
| 8 | Price Simulation | Navigate to Price Simulation section, make the following entries:Pricing Date: todayCurrency: EURQuantity: 100 EAConnected System: Your connected systemPlant: Your plant in connected systemChoose Simulate. |  |  |
| 9 | Distribute Contract item | Navigate to Distribution section, choose Create to create new distribution entries and make the following entries:In the Item Distribution section, make the following entries:General Information:Outline Agreement Category: ContractCompany Code: Your company code in connected system, for example, 1000Plant: Your plant in connected system, for example, 1000Storage Location: Your Storage Location in connected system, for example, 0001Purchasing Organization: Your purchase organization in connected system, for example, 1000Purchasing Group: Your purchasing group in connected system, for example, 001Currency: EURInfo Record Update Code: A (Update with or without plant)Navigate to Distribution Details section:Distribution type: for example, QuantityTarget Quantity: for example, 100Choose Apply to save the Distribution.Choose Apply to save the Item. |  |  |
| 10 | Save Central Contract | On the Create Central Contract screen , choose Save In Preparation and note down the central contract number. | Central purchase contract is created with In Preparation status. |  |
| 11 | Release Central Contract | On the Create Central Contract screen , choose Edit and choose Release. | Central purchase contract is released. |  |

Procedure

Table 3: Scenario 2 create value contract with material and distribute to scheduling agreement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser - Central Procurement . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Central Purchase Contracts (F3144) . | The Manage Central Purchase Contracts screen displays. |  |
| 3 | Start Contracts creation | Without making any selection, choose Create to create a new central purchase contract. | The Central Purchase Contracts screen displays |  |
| 4 | Enter Central Contract data | On the Central Purchase Contract screen, navigate to General Information section and make the following entries:Contact Type: Value ContractValid from: for example, todayValid to: for example, today + 1 monthCentral Purchasing Organization: 1010Central Purchasing Group: 001Supplier: 10300001Currency: EURTarget Value: 1000 |  |  |
| 5 | Create Header Distribution | Navigate to Distribution section, choose Create to create new distribution entries and make the following entries:General Information:Item Category: StandardOutline Agreement Category: Scheduling AgreementCompany Code: Your company code in connected system, for example, 1000Purchasing Organization: Your purchase organization in connected system, for example, 1000Outline Agreement Type: Your scheduling agreement type, for example, LPPlant: Your plant in connected system, for example, 1000Purchasing Group: Your purchasing group in connected system, for example, 001Currency: EURDistribution %: 100Update Source List: checkSource List Restriction: No RestrictionChoose Apply to save the entries. |  |  |
| 6 | Maintain Central Contract Item data | Navigate to Items section, choose Create.On the Central Purchase Contract Item screen, navigate to General Information section and make the following entries:Material: In search help, input your connected system and search for your material, for example, METAL01Navigate to Quantity and Price section and make the following entries:Target Quantity: for example, 50 EATarget Value: 1000 |  |  |
| 7 | Maintain Condition | Navigate to Conditions section, choose Create.On the Central Condition Record screen, make the following entries:Plant independent: checkCondition Type: PPROValid From: todayValid From: today + 1 monthReason: your reasonChoose Create.On the Condition Amounts plant independent conditon table, make the following entries:Default Gross Price (PPRO): 20 EURChoose Apply to save the entries. |  |  |
| 8 | Save Central Contract | On the Create Central Contract screen , choose Release and note down the central contract number. | Central purchase contract is created. |  |

Procedure

Table 4: Scenario 3 Create value contract with material group item and distribute to contact

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser - Central Procurement . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Central Purchase Contracts (F3144) . | The Manage Central Purchase Contracts screen displays. |  |
| 3 | Start Contracts creation | Without making any selection, choose Create to create a new central purchase contract. | The Central Purchase Contracts screen displays |  |
| 4 | Enter Central Contract data | On the Central Purchase Contract screen, navigate to General Information section and make the following entries:Contact Type: Value ContractValid from: for example, todayValid to: for example, today + 1 monthCentral Purchasing Organization: 1010Central Purchasing Group: 001Supplier: 10300001Currency: EURYou can check Flexible Distribution to allow more than 100% distribution. |  |  |
| 5 | Maintain Central Contract Item data | Navigate to Items section, choose Create.On the Central Purchase Contract Item screen, navigate to General Information section and make the following entries:Item Category: Material groupMaterial Group: Your material group for example, L002Material Description: Your material description, for example, demo material groupNavigate to Quantity and Price section and make the following entries:Target Value: for example, 1000 EUR |  |  |
| 6 | Distribute Contract item | Navigate to Distribution section, choose Create to create new distribution entries and make the following entries:General Information:Outline Agreement Category: ContractCompany Code: Your company code in connected system, for example, 1000Plant: Your plant in connected system, for example, 1000Storage Location: Your Storage Location in connected system, for example, 0001Purchasing Organization: Your purchase organization in connected system, for example, 1000Purchasing Group: Your purchasing group in connected system, for example, 001Currency: EURNavigate to Distribution Details section:Distribution type: for example, PercentageDistribution %: for example, 100Choose Apply to save the Distribution.Choose Apply to save the Item. |  |  |
| 7 | Save and Release Central Contract | On the Create Central Contract screen , choose Release and note down the central contract number. | Central purchase contract is created. |  |

### Release Central 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. |

Purpose

You release the central purchase contract if workflow is triggered for your central purchase contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Open My Inbox | Choose My Inbox - All Items (F0862) . | The My Inbox screen displays. |  |
| 3 | Search for Central Purchase Contract | On the My Inbox screen, enter the central purchase contract number in the search area, then choose the Search button. |  |  |
| 4 | Release Central Purchase Contract | Select the central purchase contract in left of the screen and choose Release in bottom right. | The Submit Decision screen displays. |  |
| 5 | Enter Release Reason | Enter the release reason if needed, then choose Submit. | The Central Purchase Contract is released. |  |

### Display Central Purchase Contracts

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

After a central contract is approved, you can check the distribution status and local contract/schedule agreement in central purchase contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Central Purchase Contracts (F3144) . | The Manage Central Purchase Contracts screen displays. |  |
| 3 | Search central contract | On the Manage Central Purchase Contracts screen, enter search criteria to search your central purchase contract.Then choose your central purchase contract. | Your central contract displays. |  |
| 4 | Check distribution status and local contract number | On the Central Purchase Contracts screen, navigate to Distributed Outline Agreements section.You can check the local contract/schedule agreement number in column Outline Agreements.If Distribution Status is Error in Distribution, you can click Information icon in the column of Error Information to check detail error information. After error is fixed in connected system, you can select the line and choose Reinitiate Distribution to distribute central purchase contract again. |  |  |
| 5 | Check Source List Information | On the Central Purchase Contracts screen, navigate to Distributed Outline Agreements section.If Update Source List is chekced in contract distribution, you can check Source List Status and click Information icon in the column of Source List Information for details.Note If Source List Status is Error, you can click Information icon in the column of Source List Information to check detail error information. After error is fixed, you can select the line and choose Reinitiate Source List to update source list again. |  |  |
| 6 | Check Local Outline Agreements | On the Central Purchase Contracts screen, navigate to Distributed Outline Agreements section.Choose Outline Agreements number to display your local contract/scheduling agreements in connected system on webgui screen.If Info Record Update Code is assigned in contract distribution, you can check the updated info record by choosing Menu > Environment > Info Record in local contract / scheduling agreement.The account assignment category 'U' (Unknown) for free text and ' ' (Blank) for material are currently supported as account assignment category for central contract item. | The Local Contract/Scheduling Agreement is displayed on connected system Webgui screen. |  |

### Check Source List - In Connected System

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

You can check the source list which is a updated by the central contract in connected system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto ECC | Access the respective connected system to which employee belongs as a Purchaser . |  |  |
| 2 | Check Source List | Check the source list with transaction ME03.If Update Source List is chekced in contract distribution, you can input the Material and Plant to display the source list. You can find the new outline agreement is added in the source list. |  |  |

### Create Follow-on Documents - In Connected System

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

You can refer the local contract/schedule agreement which is replicated from central contract in connected system to created follow-on document.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto ECC | Access the respective connected system to which employee belongs as a Purchaser . |  |  |
| 2 | Create Follow-on Documents | You can refer the local purchase contract to create purchase order with transaction ME21N.Or you can refer the local scheduling agreement to create delivery schedule with transaction ME38.As only account assignment category 'U' (Unknown) and ' ' (Blank) are supported for central contract item, you need to check and change the account assignment when you create follow-on document. |  |  |

### Import Release Orders

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

After a purchase order is created in the connected system, you can schedule import of the release orders to update purchase order/ delivery schedule information in central purchase contract in hub system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Configuration Expert - Business Process Configuration . | The SAP Fiori launchpad displays. |  |
| 2 | Open Schedule Import of Release Orders | Choose Schedule Import of Release Orders | The Application Jobs screen displays. |  |
| 3 | Create New Import Job | On the Application Jobs screen, chooseCreate.On the Template Selection screen, make the following entries and choose Step 2.* Job Template: Import Release Orders from Connected Systems
* Job Name: Import Release Orders from Connected Systems

On the Template Selection screen, make the following entries and choose Step 3.* Start Immediately: check

On the Parameters screen, make the following entries.* Import Type: Ad hoc Import
* Connected System ID: Your connected system ID
* Central Contract From: Your Central Purchase Contract Number
* Central Contract To: Your Central Purchase Contract Number
 | The Application Jobs Detail screen displays. |  |
| 4 | Schedule the Job | Choose Schedule. |  |  |

### Display Central Purchase Contracts

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

After release orders is imported in the hub systems, you can display the purchase order information in the central contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Central Purchase Contracts (F3144) | The Manage Central Purchase Contractsscreen displays. |  |
| 3 | Search central contract | On the Manage Central Purchase Contracts screen, enter search criteria to search your central purchase contract.Then choose your central purchase contract. | Your central contract displays. |  |
| 4 | Display Purchase Order information | On the Central Purchase Contract screen, navigate to Item section and choose your item.On the Central Purchase Contract Item screen, navigate to Release Documentation section.Check the Release Order information. | Your release order displays. |  |

### Post Goods Receipt – In Connected System

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto ECC | Access the respective connected system to which employee belongs as a Warehouse Clerk . |  |  |
| 2 | Post Goods Receipt | Post goods receipt with Transaction MIGO | Goods Receipt is posted in connected system. |  |

### Create Supply Invoice – In Connected System

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto ECC | Access the respective connected system to which employee belongs as an Accounts Payable Accountant . |  |  |
| 2 | Create Invoice Verification | Create supplier invoice with Transaction Code MIRO.Choose Invoice. | Invoice is created in the connected system. |  |

### Renew Central Purchase Contracts

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 test test, you renew the central purchase contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Central Purchase Contracts (F3144) | The Manage Central Purchase Contractsscreen displays. |  |
| 3 | Search central contract | On the Manage Central Purchase Contracts screen, enter search criteria to search your central purchase contract. | Your central contract displays. |  |
| 4 | Renew central contract | Select your central purchase contract and choose Renew.On the Renew popup screen, make the following entries and choose Renew.Valid To: for example, today + 2 monthNote You can choose Advance to open central purchase contract in edit mode. | The central contract is renewed. |  |
| 5 | Display renewed central contract | On the Manage Central Purchase Contracts screen, choose your purchase contract.On the Central Purchase Contract screen, you can check the renewed contract contract details. |  |  |

## Mass Changes to Central Purchase Contracts

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you can apply changes to multiple selected Central Purchase Contracts in bulk.

Procedure

Scenario 1 Use Mass Edit to change Central Purchase Contract

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori Launchpad | Open the Fiori Launch Pad with the Purchaser - Central Procurement role. |  |  |
| 2 | Access the App | Open Mass Changes to Central Purchase Contracts (F3792). | The Mass Changes to Central Purchase Contracts screen is displayed. |  |
| 3 | Search for Central Purchas Contracts | On the Mass Changes to Central Purchase Contracts screen, make the following entries:Supplier: 10300001Central Purchasing Organization: 1010Central Purchasing Group: 001Central Company Code: 1010Choose Go. | The search results show the details with the respective filter Criteria. |  |
| 4 | Set Central Purchase Contracts for Mass Edit | In the Central Contract Header tab, select Central Purchase Contracts that you created and choose Mass Edit. | A dialog box will open displaying fields for Mass Edit. |  |
| 5 | Apply Mass Changes | On the Mass Edit screen, make the following entries:Valid To: choose <Replace Field Value> and input the last day of current month.Choose Apply Mass Changes.Choose Apply on popup screen. | Mass change job has been scheduled. |  |
| 6 | Check Application Job | Choose View Job on the Success popup screen or on the Mass Changes to Central Purchase Contracts screen, choose Application Job.You can choose Log to check the job details. | Verify if the job is successful for the mass change of central purchase contracts. |  |

Scenario 2 Use Excel Download/Upload to change Central Purchase Contract

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori Launchpad | Open the Fiori Launch Pad with the Purchaser - Central Procurement role. |  |  |
| 2 | Access the App | Open Mass Changes to Central Purchase Contracts (F3792). | The Mass Changes to Central Purchase Contracts screen is displayed. |  |
| 3 | Search for Central Purchas Contracts | On the Mass Changes to Central Purchase Contracts screen, choose Adapt Filters.On the Adapt Filters screen, choose More Filter.Check Central Contract and choose OK.Input your central purchase contract number and choose Go. | The search results show the details with the respective filter Criteria. |  |
| 4 | Download Central Purchase Contract | On the Mass Changes to Central Purchase Contracts screen, choose Download. | Central Purchase Contracts are downloaded successfully with excel format. |  |
| 5 | Change Central Purchase Con-tract in Execl file | Open your downloaded excel file, and make the following changes.Change your contral purchase contract Target Value to 1500 in Central Contract Header sheet and save the excel file. | Central Purchase Contracts are changed in excel file |  |
| 6 | Upload Excel file | On the Mass Changes to Central Purchase Contracts screen, choose Upload.Select your changed excel file and choose Open. | Mass change job has been scheduled. |  |
| 7 | Check Application Job | Choose View Job on the Success popup screen or on the Mass Changes to Central Purchase Contracts screen, choose Application Job.You can choose Log to check the job details. | Verify if the job is successful for the mass change of central purchase contracts. |  |

## Monitor Central Purchase Contract Items (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 procedure, you can use Monitor Central Purchase Contract Items app to analyze the central purchase contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Purchaser - Central Procurement . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Monitor Central Purchase Contract Items (F3492) . | The Monitor Central Purchase Contract Items screen displays. |  |
| 3 | Use the Global Filter | On the Monitor Central Purchase Contract Items screen, make the following entries.Display Currency: EURMaterial Group: L002Choose Go. | The corresponding data is filtered accordingly. |  |
| 4 | Toggle to Visual Filter | Choose the Visual Filter icon in the upper right corner of the screen to toggle to the visual filter view. A donut chart is displayed that works as a visual filter and allows different filter options:* Contract Consumption in % by Central Contract Item
* Contract Consumption in % by Item Distribution
* Number Target Amount by Supplier
* Number of Items by Validity Status
* Number of Items by Distribution Status

Check if the content of the corresponding data is filtered accordingly. |  |  |
| 5 | Toggle to Different View on Content Part | Choose the Chart and Table View, Chart View, and Table View in the upper right part of the screen. | Check that Table View and Chart View are displayed correctly. |  |
| 6 | Drill Down by Dimension | Choose the View By icon (second icon on the icon bar). In the dialog box that opens, choose one dimension to drill down to a more detailed level. | Check if the drill-down function works correctly. |  |
| 7 | Change Chart Type | Choose the Selected Chart Type icon. In the dialog box that opens, choose one chart type. | Check if changing the chart type works correctly. |  |
| 8 | Show Released Values | Go to the table section and view single contract items. For items whose released value is not equal to 0, purchase orders have been created against that contract item. | Check the historical trend of contract consumption. |  |

## Hierarchy Central Contracts

Hierarchy Central Contract is another variant of Central Contract allowing only one level of hierarchy, shall distribute to create child Central Contract within the Central Pro-curement system.

Hierarchy Central Contract is parent of the subordinate central contracts. Subordinate Central Contracts are subset of the Hierarchy Central Contract and split of subordinate central contract(s) is based upon the company code grouping customization. Hierarchy Central Contract can have 1-N subordinate central contracts.

Note To distribute the items of a central purchase contract hierarchy to the connected systems in SAP S/4HANA Cloud, you need to perform a document type mapping. This is done in the BADI Change of Outline Agreements Created from Central PC Before Distribution (MM\_PUR\_S4\_CCTR\_MOD\_DISTR\_CTR) in the Custom Fields and Logic app. You need to define the type of purchase contract that needs to be created for a specific type of subordinate central contract in the BADI definition.

### Create Hierarchy Central Contracts

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

A purchaser responsible for Central Procurement creates a hierarchy central contract in S/4HANA Hub system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Central Purchase Contracts (F3144) . | The Manage Central Purchase Contracts screen displays. |  |
| 3 | Start Hierarchy Central Contracts creation | On the Manage Central Purchase Contracts screen, choose tab Central Purchase Contract Hierarchy.Choose Create to create a new hierarchy central contract. | The Central Purchase Contract Hierarchy screen displays |  |
| 4 | Enter Central Contract data | On the Central Purchase Contract Hierarchy screen, navigate to General Information section and make the following entries:Contact Type: QuantityValid from: for example, todayValid to: for example, today + 1 monthCentral Purchasing Organization: 1010Central Purchasing Group: 001Supplier: 10300001Currency: EURYou can check Flexible Distribution to allow more than 100% distribution.In Legal Transactions section, you can assign legal transactions to hierarchy cen-tral contract. For details about legal transactions, please check scope item 1XV - SAP S/4HANA for Enterprise Contract Management. |  |  |
| 5 | Add Header Distribution | Navigate to Distribution section, choose Add.On the Add Distribution screen, select your connected company code (for ex-ample: 1000) and choose Add. |  |  |
| 6 | Maintain Header Distribution | Navigate to Distribution section, and make the following entries:Plant: Your plant in connected system, for example, 1000Purchasing Organization: Your purchase organization in connected system, for example, 1010Purchasing Group: Your purchasing group in connected system, for example, 001Outline Agreement Category: Contract(K)Distibtution Percentage: 100Choose Apply to save the Item. |  |  |
| 7 | Maintain Hierarchy Central Contract Item data | Navigate to Items section, choose Create.On the Central Purchase Contract Item screen, navigate to General Information section and make the following entries:Product Type: MaterialMaterial Group: Your material groupfor example, L001Material Description: Your material description, for example, demo materialNavigate to Quantity and Price section and make the following entries:Net Order Price: for example, 10Target Quantity: for example, 100 EA |  |  |
| 8 | Disable Header Distribution on Item | Navigate to Distribution section, click Distribution Enable / Disable to disable header distribution. |  |  |
| 9 | Add Item Distribution | Navigate to Distribution section, choose Add.On the Add Distribution screen, select your connected company code (for example: 1000) and choose Add. |  |  |
| 10 | Maintain Item Distribution | Navigate to Distribution section, and make the following entries on new item distribution:Plant: Your plant in connected system, for example, 1000Purchasing Organization: Your purchase organization in connected system, for example, 1000Purchasing Group: Your purchasing group in connected system, for example, 001Outline Agreement Category: Contract(K)Distribution Type: Quantity (Q)Distibtution Percentage: 100Choose Apply to save the Item. |  |  |
| 11 | Save Hierarchy Central Contract | On the Create Central Contract Hierarchy screen , choose Save and note down the hierarchy central contract number. | Hierarchy Central Contract is created. |  |

### Release Hierarchy Central 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. |

Purpose

You release the hierarchy central contract if workflow is triggered for your hierarchy central contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Open My Inbox | Choose My Inbox - All Items (F0862) . | The My Inbox screen displays. |  |
| 3 | Search for Hierarchy Central Contract | On the My Inbox screen, enter the hierarchy central contract number in the search area, then choose the Search button. |  |  |
| 4 | Release Hierarchy Central Contract | Select the hierarchy central contract in left of the screen and choose Release in bottom right. | The Submit Decision screen displays. |  |
| 5 | Enter Release Reason | Enter the release reason if needed, then choose Submit. | The Hierarchy Central Contract is released. |  |

### Display Subordinate Central Contracts

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

After a hierarchy central contract is approved, you can check subordinate central contracts that created by hierarchy central contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Central Purchase Contracts (F3144) | The Manage Central Purchase Contractsscreen displays. |  |
| 3 | Search hierarchy central contract | On the Manage Central Purchase Contracts screen, choose tab Central Purchase Contract Hierarchy.Enter search criteria to search your hierarchy central contract.Then choose your hierarchy central contract. | Your hierarchy central contract displays. |  |
| 4 | Check Subordinate Central Contract | On the Central Purchase Contract Hierarchy screen, navigate to Subordinate Central Contracts section.You can check subordinate central contract in column Central Purchase Contract.Choose Central Purchase Contract number to display the details of subordinate central contract.If Last Upate Status is in Error status, you can click Information icon in the column of Error Information to check detail error information. After error is fixed, you can select the line and choose Retrigger Update to update subordinate central contract again. | The Central Purchase Contracts screen displays. |  |
| 5 | Check Subordinate Central Contract Details | On the Central Purchase Contracts screen, you can check the detail information for subordinate central contract.Navigate to Distributed Outline Agreements section.Choose Outline Agreements number to display your local contract/scheduling agreements in connected system on webgui screen. | The Local Contract/Scheduling Agreement is displayed on connected system webgui screen |  |

## Versioning of Central Purchase Contracts

Central purchase contract version management enables you to create a new change request of a central purchase contract which allows the user to work on the change request contract by still having the active document as operational contract. As a Central Purchaser you may want to renew the contract terms or contract dates, differentiate between various versions of Contract or refer to any particular version of a contract.

To activate Central Purchase Contrasts version management, you must configure following SSCUIs in the central procurement system which is described in Set-Up Instructions for this scope item.

* Define Reasons for Version-Relevant Changes for Purchasing Documents
* Set Up Version Management for Purchasing Documents

### Create Central Purchase Contract

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

A purchaser responsible for Central Procurement creates a central contract in S/4HANA Hub system. After maintaining the required data in General information section, he maintains the distribution entries at item level for distributing the contract items to the connected systems. A local copy of the contract/scheduling agreement gets local contact created in the respective connected system.

Procedure

Table 5: Scenario 1 Create quantity contract with free text material and distribute to local contact

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Central Purchase Contracts (F3144) . | The Manage Central Purchase Contracts screen displays. |  |
| 3 | Start Contracts creation | Without making any selection, choose Create to create a new central purchase contract. | The Central Purchase Contracts screen displays |  |
| 4 | Enter Central Contract data | On the Central Purchase Contract screen, navigate to General Information section and make the following entries:Contact Type: Value ContractValid from: for example, todayValid to: for example, today + 1 monthCentral Purchasing Organization: 1010Central Purchasing Group: 001Supplier: 10300001Currency: EURTarget Value: 1000 |  |  |
| 5 | Maintain Central Contract Item data | Navigate to Items section, choose Create.On the Central Purchase Contract Item screen, navigate to General Information section and make the following entries:Material Group: Your material groupfor example, L002Material Description: Your material description, for example, version testNavigate to Quantity and Price section and make the following entries:Net Order Price: for example, 20 EURTarget Quantity: for example, 50 EATarget Value: 1000 |  |  |
| 6 | Distribute Contract item | Navigate to Distribution section, choose Create to create new distribution entries and make the following entries:In the Item Distribution section, make the following entries:General Information:Outline Agreement Category: ContractCompany Code: Your company code in connected system, for example, 1000Plant: Your plant in connected system, for example, 1000Storage Location: Your Storage Location in connected system, for example, 0001Purchasing Organization: Your purchase organization in connected system, for example, 1000Purchasing Group: Your purchasing group in connected system, for example, 001Currency: EURNavigate to Distribution Details section:Distribution type: for example, PercentageDistribution Percentage: for example, 100Choose Apply to save the Distribution.Choose Apply to save the Item. |  |  |
| 7 | Save Central Contract | On the Create Central Contract screen , choose Release and note down the central contract number. | Central purchase contract is created. |  |

### Release Central 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. |

Purpose

You release the central purchase contract if workflow is triggered for your central purchase contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Open My Inbox | Choose My Inbox - All Items (F0862) . | The My Inbox screen displays. |  |
| 3 | Search for Central Purchase Contract | On the My Inbox screen, enter the central purchase contract number in the search area, then choose the Search button. |  |  |
| 4 | Release Central Purchase Contract | Select the central purchase contract in left of the screen and choose Release in bottom right. | The Submit Decision screen displays. |  |
| 5 | Enter Release Reason | Enter the release reason if needed, then choose Submit. | The Central Purchase Contract is released. |  |

### Change Central Purchase Contracts

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

After a central contract is approved, you can check the central purchase contract and generate a new version.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Central Purchase Contracts (F3144) | The Manage Central Purchase Contractsscreen displays. |  |
| 3 | Search central contract | On the Manage Central Purchase Contracts screen, enter search criteria to search your central purchase contract.Then choose your central purchase contract. | Your central contract displays. |  |
| 4 | Edit central contract | On the Central Purchase Contract screen, choose Edit.Navigate to General Information section. And make the following changes.Target Value: 1500Reason for New Version: your Reason for Version-Related Changes, for example: documentation issuesNote You need to edit a version relevant field (for example Target Value) for triggering the new version.If Reason for New Version and Purchase Note are configured as Required, then you have to enter them manually. Otherwise they will be optional. |  |  |
| 5 | Save Central Contract | On the Create Central Contract screen , choose Release.If the central purchase central require approval, you can repeat step [Release Central Purchase Contract (Optional)](#unique_28) [page ] 46. | New central purchase contract version is created. |  |

### Display Version History in Central Purchase Contracts

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

After a central contract is changed, you can check version history in central purchase contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Central Purchase Contracts (F3144) | The Manage Central Purchase Contracts screen displays. |  |
| 3 | Search central contract | On the Manage Central Purchase Contracts screen, enter search criteria to search your central purchase contract.Then choose your central purchase contract. | Your central contract displays. |  |
| 4 | Check version details | On the Central Purchase Contracts screen, navigate to Version History section.You can check version details for this central purchase contract.The lastest version is the Active Document.You can choose historical versions to view the details of Historical Document. |  |  |
| 5 | Compare version | Choose Back.On the Central Purchase Contracts screen, navigate to Version History section.Select the Active Document and one Historical Document, and choose Compare to compare differenct versions. | The Compare Versions screen displays. |  |

## Central Purchase Contracts with Commodity Pricing

Pricing for commodities is based on rules rather than fixed prices. The commodity quantity and rules for conversion (quantity/currency) are taken into account for rate calculation.

To use Commodity Pricing in Central Purchase Contracts, you must complete Configure Commodity Pricing for Central Purchase Contracts steps which is described in Set-Up Instructions for this scope item.

### Create Supplier

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

You create supplier for commodity pricing test.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Master Data Specialist - Business Partner Data . | The SAP Fiori launchpad displays. |  |
| 2 | Open Manange Supplier Master Data | Choose Supplier Master - Create/Change/Display | The Manange Supplier Master Data screen displays. |  |
| 3 | Create Supplier | On the Manange Supplier Master screen, choose Create > Organization .On the Create Organizatin screen, make the following entries:Business Partner: your supplier ID, for example: VEND\_SPROCGrouping: External alpha-numeric numberingBusiness Partner Role: FLVN01 SupplierName 1: your supplier name, for example: Supplier for Commodity PricingCountry: DELanguange: ENPurchasing Organization: 1010Order Currency: EURChoose OK. | The Supplier screen displays. |  |
| 4 | Maintain Schema Group | On the Supplier screen, go to Purchasing Organizations section and choose purchasing organization line.On the Purchasing Organizations screen, make the following entries:Schema Group: ZC Schema Group for CommodityChoose Apply. |  |  |
| 5 | Save Supplier | Choose Save. | The Supplier is created. |  |

### Maintain Formula and Term for Commodity Pricing

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

You maintain formula and term for commodity pricing.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Purchaser - Central Procurement . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Process Formula Assembly Components . | The Process Formula Assembly Components screen displays. |  |
| 3 | Search Formula | On the Process Formula Assembly Components screen, make the following entries:Application: MBRFPlus Appl. Name: CPE\_MD\_FORMULA\_ASSEMBLYFunction: APPL\_M\_FORM\_CCTR\_MD\_FUNCTIONDecision Table: APPL\_M\_ACCESS\_MD\_180\_FORM\_CCTRChoose Execute. | The Specify Components for Formula Assembly screen displays. |  |
| 4 | Maintain Decision Table for Formula | On the Specify Components for Formula Assembly screen, navigate to Table Contents section. Choose Insert New Row and make the following entries:CPE CondType M: ZCMMPurchasing Org.: 1010Valid From: first day of current yearValid To: last day of current yearFormula Key: ZFORM\_AGChoose Save.Choose Activate.Choose Yes to confirm activation.Choose Back. | Formula is saved and activated. |  |
| 5 | Search Term | On the Process Formula Assembly Components screen, make the following entries:Application: MBRFPlus Appl. Name: CPE\_MD\_FORMULA\_ASSEMBLYFunction: APPL\_M\_TERM\_CCTR\_MD\_FUNCTIONDecision Table: APPL\_M\_ACCESS\_MD\_180\_TERM\_CCTRChoose Execute. | The Specify Components for Formula Assembly screen displays. |  |
| 6 | Maintain Decision Table for Term | On the Specify Components for Formula Assembly screen, navigate to Table Contents section. Choose Insert New Row and make the following entries:CPE CondType M: ZCMMPurchasing Org.: 1010Valid From: first day of current yearValid To: last day of current yearTerm Number: 1Term Key: ZTERM\_AGFixed Rate: 1,2Currency Fixed Rate: EURPrcUnit Fixed Value: 1UoM for Fixed Value: KGChoose Save.Choose Activate.Choose Yes to confirm activation. | Term is saved and activated. |  |

### Create Central Purchase Contract

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

A purchaser responsible for Central Procurement creates a central contract in S/4HANA Hub system. After maintaining the required data in General information section, he maintains the distribution entries at item level for distributing the contract items to the connected systems. A local copy of the contract/scheduling agreement gets local contact created in the respective connected system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Central Purchase Contracts (F3144) | The Manage Central Purchase Contractsscreen displays. |  |
| 3 | Start Contracts creation | Without making any selection, choose Create to create a new central purchase contract. | The Central Purchase Contracts screen displays |  |
| 4 | Enter Central Contract data | On the Central Purchase Contract screen, navigate to General Information section and make the following entries:Contact Type: Quantity ContractValid from: for example, todayValid to: for example, today + 1 monthCentral Purchasing Organization: 1010Central Purchasing Group: 001Supplier: VEND\_SPROCCurrency: EUR | Your release order displays. |  |
| 5 | Maintain Central Contract Item data | Navigate to Items section, choose Create.On the Central Purchase Contract Item screen, navigate to General Information section and make the following entries:Material Group: Your material group,for example: L002Material Description: Your material descriptionNavigate to Quantity and Price section and make the following entries:Net Order Price: for example, 10 EURTarget Quantity: for example, 10 EA |  |  |
| 6 | Maintain Commodity Code | Navigate to Commodity section, choose Create and make the following entries:Valid From: todayValid From: today + 1 monthCommodity: AG SilverQuantity: 10 KGItem Quantity: 1 EA |  |  |
| 7 | Maintain Condition | Navigate to Conditions sectionOn the Condition Amounts table, click action Activate on the line of condition type Commodity Price (ZCMM).On the Activate popup screen, choose Activate.Condition Amount for Condition Type Commodity Price (ZCMM) is calculated automatically.You can choose the condition line to check formula details and commodity details. |  |  |
| 8 | Distribute Contract item | Navigate to Distribution section, choose Create to create new distribution entries and make the following entries:In the Item Distribution section, make the following entries:General Information:Outline Agreement Category: ContractCompany Code: Your company code in connected system, for example, 1000Plant: Your plant in connected system, for example, 1000Storage Location: Your Storage Location in connected system, for example, 0001Purchasing Organization: Your purchase organization in connected system, for example, 1000Purchasing Group: Your purchasing group in connected system, for example, 001Currency: EURNavigate to Distribution Details section:Distribution type: for example, PercentageDistribution Percentage: for example, 100Choose Apply to save the Distribution.Choose Apply to save the Item. |  |  |
| 9 | Save Central Contract | On the Create Central Contract screen, choose Release and note down the central contract number. | Central purchase contract is created. |  |

### Display Central Purchase Contracts

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

After a central contract is approved, you can check the distribution status and local contract/schedule agreement in central purchase contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Central Purchase Contracts (F3144) | The Manage Central Purchase Contractsscreen displays. |  |
| 3 | Search central contract | On the Manage Central Purchase Contracts screen, enter search criteria to search your central purchase contract.Then choose your central purchase contract. | Your central contract displays. |  |
| 4 | Check distribution status and local contract number | On the Central Purchase Contracts screen, navigate to Distributed Outline Agreements section.You can check the local contract number in column Outline Agreements. |  |  |
| 5 | Check Local Contract | Choose local contract number to display your local contract in connected system on webgui screen.Select item line and choosing Menu > Item > ConditionsCheck conditon supplements details. | The local contract is displayed on connected system webgui screen |  |

## Detect and React to Situation (Optional)

### Detect Critical Expiration of Central Contract Situation

The system automatically detects critical situations, which refer to the expiration of central contract. The detection process is automatically triggered by the system on a regular basis and indicates critical expiration of central contract 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 for the business of the company.

### React to Critical Expiration of Central Contract Situation

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 can monitor expiration of central contract through the notification.

Situation and Notification will be triggered according to the criteria set in the preliminary steps. System automatically detects situations of expiration of central contract situations on a daily basis, and indicates critical situations using the notification functionality on the home screen. This enables Team Member to proactively react to potential expiration of central contract and avoid negative implications for the business processes of the company.

You must perform the steps[Manage Teams and Responsibilities](#unique_9) [page ] 8 and [Create Situation Type for Expiration of Central Contract](#unique_10) [page ] 9 before testing this step.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori Launchpad | Open the Fiori Launch Pad with the Purchaser role. | The Fiori Launch Pad is displayed. |  |
| 2 | Choose the notifications | Choose Notifications on the upper right part of the screen.Choose the notifications: The item XXX of purchase order XXX is overdue which is generated by the system batch daily job. | The Central Purchase Contract screen is displayed. |  |
| 3 | Check Situation Message | On the Central Purchase Contract screen, the detailed situation message is displayed on the Situations tab.You can choose Dismiss and pick a reason for dismissing the situation. | Situation Message is shown and dismissed. |  |

### Detect Critical Central Contract Item Consumption Situation

The system automatically detects critical situations, which refer to the consumption of central contract. The detection process is automatically triggered when the release order from connected system is imported. It indicates critical situations of central contract consumption to the purchaser, using the notification functionality on the home screen. This enables the purchaser to proactively react to situations and avoid negative implications for the business of the company.

### React to Critical Central Contract Item Consumption Situation

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 can monitor consumption of central contract through the notification.

Situation and Notification will be triggered according to the criteria set in the preliminary steps. System automatically detects situations of central contract consumption when the release order from connected system is imported. It indicates critical situations using the notification functionality on the home screen. This enables Team Member to proactively react to potential expiration of central contract and avoid negative implications for the business processes of the company.

You must perform the steps [Manage Teams and Responsibilities](#unique_9) [page ] 8 and[Create Situation Type for Central Contract Item Consumption](#unique_11) [page ] 11 before testing this step.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori Launchpad | Open the Fiori Launch Pad with the Purchaser role. | The Fiori Launch Pad is displayed. |  |
| 2 | Choose the notifications | Choose Notifications on the upper right part of the screen.Choose the notifications: XX% of Central contract XXX / item XXX has been consumed which is generated by the system batch daily job. | The Central Purchase Contract Item screen is displayed. |  |
| 3 | Check Situation Message | On the Central Purchase Contract Item screen, the detailed situation message is displayed on the Situations tab.You can choose Dismiss and pick a reason for dismissing the situation. | Situation Message is shown and dismissed. |  |

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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