|  |  |
| --- | --- |
|  |  |
| Test ScriptSAP S/4HANA - 18-09-20 | public |
| Central Purchasing (2XT) |

Table of Contents

[1 Purpose 3](#_Toc51414774)

[2 Prerequisites 4](#_Toc51414775)

[2.1 System Access 4](#_Toc51414776)

[2.2 Roles 4](#_Toc51414777)

[2.3 Master Data, Organizational Data, and Other Data 5](#_Toc51414778)

[2.4 Preliminary Steps 5](#_Toc51414779)

[2.4.1 Configure Flexible Workflow for Centrally Managed Purchase Requisition 5](#_Toc51414780)

[2.4.2 Configure Flexible Workflow for Centrally Managed Purchase Order 7](#_Toc51414781)

[2.4.3 Manage Teams and Responsibilities 8](#_Toc51414782)

[2.4.4 Create Situation Type for Overdue centrally managed PO items 10](#_Toc51414783)

[3 Overview Table 13](#_Toc51414784)

[4 Test Procedures 16](#_Toc51414785)

[4.1 Create Purchase Requisition 16](#_Toc51414786)

[4.2 Import Purchase Requisitions 17](#_Toc51414787)

[4.3 Manage Purchase Requisitions Centrally 19](#_Toc51414788)

[4.4 Approve Purchase Requisition (Optional) 20](#_Toc51414789)

[4.5 Block Purchase Requisition for Central Processing 22](#_Toc51414790)

[4.6 Refresh Purchase Requisitions 23](#_Toc51414791)

[4.7 Defer and Resume Deferred Purchase Requisition 24](#_Toc51414792)

[4.8 Reassign Purchasing Group 26](#_Toc51414793)

[4.9 Assign Source of Supply 27](#_Toc51414794)

[4.10 Create Purchase Order 28](#_Toc51414795)

[4.11 Import Purchase Orders 30](#_Toc51414796)

[4.12 Manage Purchase Orders Centrally 31](#_Toc51414797)

[4.13 Approve Purchase Order (Optional) 33](#_Toc51414798)

[4.14 Add Open Purchase Requisition to Purchase Order 34](#_Toc51414799)

[4.15 Post Goods Receipt – In Connected System 35](#_Toc51414800)

[4.16 Create Supply Invoice – In Connected System 36](#_Toc51414801)

[4.17 Refresh Purchase Orders 37](#_Toc51414802)

[4.18 Check Purchase Order Centrally 38](#_Toc51414803)

[4.19 Close Purchase Requisition Items 39](#_Toc51414804)

[4.20 Central Purchasing Analytics 41](#_Toc51414805)

[4.20.1 Monitor Purchase Requistion Items Centrally (Optional) 41](#_Toc51414806)

[4.20.2 Monitor Purchase Order Items Centrally (Optional) 43](#_Toc51414807)

[4.21 Detect and React to Situation (Optional) 44](#_Toc51414808)

[4.21.1 Detect Critical Purchase Order Item Overdue Situation 44](#_Toc51414809)

[4.21.2 React to Critical Purchase Order Item Overdue Situation 45](#_Toc51414810)

[4.22 Purchase Requisition Automation 46](#_Toc51414811)

[4.22.1 Configure Automation Rules for Business Processes 46](#_Toc51414812)

[4.22.2 Schedule Automation of Business Processes 48](#_Toc51414813)

[4.22.3 Check Purchase Requisition - In Connected System 50](#_Toc51414814)

[4.23 Integration with Central Purchase Contracts (Optional) 51](#_Toc51414815)

[4.23.1 Create Central Purchase Contracts from Manage Purchase Requisitions Centrally 51](#_Toc51414816)

[4.23.2 Add Purchase Requisiton to Central Purchase Contracts from Manage Purchase Requisitions Centrally 54](#_Toc51414817)

[4.23.3 Create Central Purchase Contract Automation 56](#_Toc51414818)

[4.23.3.1 Configure Automation Rules for Business Processes 56](#_Toc51414819)

[4.23.3.2 Schedule Automation of Business Processes 58](#_Toc51414820)

[4.23.3.3 Check Central Purchase Contract 60](#_Toc51414821)

# Purpose

Central Purchasing provides centralized access and visibility to processes across industries with a deep integration into the system landscape. It is connected to the customer’s ERP systems and exchanges purchasing documents (such as purchase requisitions and purchase orders) in the connected systems. It also offers central approval process, central portal, central output management, analytics and responsibility management of product categories.

This scope item offers one platform where a procurement specialist can work centrally on purchase requisitions and purchase orders from different connected systems. Operational procurement processes are not the only tasks to profit from the hub approach. Strategic procurement tasks (such as Supplier Management) benefit from the transparency and the ability to initiate strategic activities from a central digital procurement control center.

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 2008 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 2008 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 |  |  |  |
| Manager - Procurement | SAP\_BR\_MANAGER\_PROCUREMENT |  |  |  |
| 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 |
| Company Code in connected system | 1000 |  |  |
| Plant in connected system | 1000 |  |  |
| Purchase Organization in connected system | 1000 |  |  |
| Purchase Group in connected system | 001 |  |  |

## Preliminary Steps

### Configure Flexible Workflow for Centrally Managed Purchase Requisition

Purpose

In this procedure, you configure workflow for Centrally Managed Purchase Requisition.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Workflow for Centrally Managed Purchase Requisition | Choose Manage Workflows for Centrally Managed Purchase Requisition (F3794).There are two kinds of Centrally Managed Purchase Requisition workflow: overall workflow and item level workflow.By default, Centrally Managed Purchase Requisition triggers item level workflow.If you want to use overall workflow, you can use SSCUI Activate Overall Release of Centrally Managed Purchase Requisitions to activate the overall workflow described in the Set-Up Instructions for this scope item. | The Manage Workflows screen is displayed. |  |
| 3 | Create Workflow for Centrally Managed Purchase Requisition Overall | Choose Approve CentrallyManaged PR-Overall.Choose Add and make the following entries.Name: Workflow for Centrally Managed Purchase Requisition OverallIn the Start Conditions areaConnected system of centrally managed purchase requisition is: Your connected systemTotal value of centrally managed purchase requisition is greater than: 1000 EURIn Step Sequence area, choose Add and make the following entries:Step Type: Release of Centrally Managed Purchase RequisitionAssignment By: Choose User and select MANAGER\_PROCUREMENT from search help.Step to be completed by: One of the recipientsChoose Add.Choose Save. |  |  |
| 4 | Activate Workflow | Select the created Workflow Item and choose Activate. | The Workflow is activated. |  |
| 5 | Create Workflow for Centrally Managed Purchase Requisition Item Level | Choose Workflow for Centrally Managed PR Item.Choose Add and make the following entries.Name: Workflow for Centrally Managed Purchase Requisition ItemIn the Start Conditions areaPurchasing Organization of centrally managed purchase requisition is: Your purchasing organization in connected systemTotal value of centrally managed purchase requisition item is greater than: 1000 EURIn Step Sequence area, choose Add and make the following entries:Step Type: Release of Centrally Managed Purchase RequisitionAssignment By: Choose User and select MANAGER\_PROCUREMENT from search help.Step to be completed by: One of the recipientsChoose Add.Choose Save. |  |  |
| 6 | Activate Workflow | Select the created Workflow Item and choose Activate. | The Workflow is activated. |  |

### Configure Flexible Workflow for Centrally Managed Purchase Order

Purpose

In this procedure, you configure your release conditions for Purchase Order Approval.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Workflow for Centrally Managed Purchase Order | Choose Manage Workflows for Centrally Managed Purchase Orders (F2190). | The Manage Workflows screen is displayed. |  |
| 3 | Create Workflow | Choose Add and make the following entries.Name: Workflow for Centrally Managed Purchase OrderIn the Start Conditions area:Company Code Unique ID of Centrally Managed Purchase Order is: Your company code in connected systemTotal net amount of centrally managed purchase order is greater than: 1000 EURIn Step Sequence section, choose Add and make the following entries:Step Type: Release of Centrally Managed Purchase OrderAssignment By: Choose User and select 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:CENTRAL\_TEAM\_PROCGlobal ID: CENTRAL\_TEAM\_PROCDescription:Central Procurement TeamStatus: Ready to UseType:SCPRCIn 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 Purchasing Manager to get the user IDFunctions: SCTPUR (Central Purchasing) |  |  |
| 4 | Save Team | Choose Save. | The team has been created. |  |
| 5 | Create Sub Team | On Central Procurement Team view, choose Create Subteam and make the following entries:Name: SUB\_TEAM\_PROCGlobal ID: SUB\_TEAM\_PROCSUB\_TEAM\_PROCDescription: Sub Procurement TeamStatus: Ready to UseType: SCPRCIn Responsibility Definitions section, make the following entries:Connected System ID: <your connected system ID>, for example, QIASCCIn Team Members section, 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)Choose Save.Choose Back. | Sub team has been created. |  |
| 6 | Show Hierarchy | Back to Manage Teams and Responsibilities view, select team Central Procurement Team and choose Show Hierarchy to see the structure of a selected team, its sub teams and super teams.From the hierarchical view, you can see a team’s members, responsibility definitions, and additional details.If you choose Show Hierarchy before selecting a team, you can see the structure of all the teams, their sub teams and super teams. | Team hierarchy is displayed. |  |

### Create Situation Type for Overdue centrally managed PO items

Purpose

In this procedure, you create situation type for Overdue centrally managed PO items.

When a purchaser logs on to the Fiori Launchpad, he or she will get a notification that says Purchase order item overdue. The delivery date criteria can be maintained in custom situation types. The framework checks if the delivery date of purchase order from the connected system is less than or equal to the delivery date that is configured in custom situation types. A situation is then triggered, and notification is sent. The purchaser can navigate from the Fiori notification to item object, and then choose to dismiss the situation and take corrective actions. Dismissing a situation will ensure that no further situation message is triggered for the same situation type and purchase order 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 SAP Fiori launchpad as a Configuration Expert - Business Process Configuration role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Situation Types (F2947). | The Manage Situation Typesscreen is displayed. |  |
| 3 | Copy Standard Situation Template | On the Manage Situation Types screen, choose Go.Choose standard situation template with the ID PROC\_OVERDUECENTRALLYMNGDPO\_ITEM and the Name Overdue centrally managed PO itemsand 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\_OVERDUECENTRALLYMNGDPO\_ITEM (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 can't be left blank.Name: for example, Overdue centrally managed PO itemsThis field is the name of the Ready-to-Use Situation Type.Go to section Condition:Choose the item and make the following entries:Delivery date: in search help choose DEFINE CONDITION and maintain the Delivery date between FIRSTDAYOFCURRENTMONTH and TODAYGo to section  Recipients and make the following entries:Responsibility Definitions: Product Group, Connected Company Code, Connected Plant and Connected System IDMember 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 | EnableReady-to-Use Situation Type | On the Do you want to enable the situation type? screen, choose Yes. | The Ready-to-Use Situation Typeis is enabled. |  |

# Overview Table

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Create Purchase Requisition](#unique_11) [page ] 16 | Purchaser - Central Procurement | Manage Purchase Requisitions Centrally (F3290) |  |
| [Import Purchase Requisitions](#unique_12) [page ] 17 | Configuration Expert - Business Process Configuration | Schedule Import of Purchasing Documents (F3268) |  |
| [Manage Purchase Requisitions Centrally](#unique_13) [page ] 19 | Purchaser - Central Procurement | Manage Purchase Requisitions Centrally (F3290) |  |
| [Approve Purchase Requisition (Optional)](#unique_14)  [page ] 20 | Manager - Procurement | My Inbox - All Items (F0862) |  |
| [Block Purchase Requisition for Central Processing](#unique_15) [page ] 22 | Purchaser - Central Procurement | Manage Purchase Requisitions Centrally (F3290) |  |
| [Refresh Purchase Requisitions](#unique_16) [page ] 23 | Purchaser - Central Procurement | Manage Purchase Requisitions Centrally (F3290) |  |
| [Defer and Resume Deferred Purchase Requisition](#unique_17) [page ] 24 | Purchaser - Central Procurement | Manage Purchase Requisitions Centrally (F3290)/ ECC |  |
| [Reassign Purchasing Group](#unique_18) [page ] 26 | Purchaser - Central Procurement | Manage Purchase Requisitions Centrally (F3290) |  |
| [Assign Source of Supply](#unique_19) [page ] 27 | Purchaser - Central Procurement | Manage Purchase Requisitions Centrally (F3290) |  |
| [Create Purchase Order](#unique_20) [page ] 28 | Purchaser - Central Procurement | Manage Purchase Requisitions Centrally (F3290)/ ECC |  |
| [Import Purchase Orders](#unique_21) [page ] 30 | Configuration Expert - Business Process Configuration | Schedule Import of Purchasing Documents (F3268) |  |
| [Manage Purchase Orders Centrally](#unique_22) [page ] 31 | Purchaser - Central Procurement | Manage Purchase Orders Centrally (F3292) |  |
| [Approve Purchase Order (Optional)](#unique_23) [page ] 33 | Purchasing Manager | My Inbox - All Items (F0862) |  |
| [Add Open Purchase Requisition to Purchase Order](#unique_24) [page ] 34 | Purchaser - Central Procurement | Manage Purchase Requisitions Centrally (F3290) |  |
| [Post Goods Receipt – In Connected System](#unique_25) [page ] 35 | Warehouse Clerk | ECC |  |
| [Create Supply Invoice – In Connected System](#unique_26) [page ] 36 | Accounts Payable Accountant | ECC |  |
| [Refresh Purchase Orders](#unique_27) [page ] 37 | Purchaser - Central Procurement | Manage Purchase Orders Centrally (F3292) |  |
| [Check Purchase Order Centrally](#unique_28) [page ] 38 | Purchaser - Central Procurement | Manage Purchase Orders Centrally (F3292) |  |
| [Close Purchase Requisition Items](#unique_29) [page ] 39 | Purchaser - Central Procurement | Manage Purchase Requisitions Centrally (F3290) |  |
| [Monitor Purchase Requistion Items Centrally (Optional)](#unique_30) [page ] 41 | Purchaser - Central Procurement | Monitor Purchase Requisition Items Centrally (F3976) |  |
| [Monitor Purchase Order Items Centrally (Optional)](#unique_31) [page ] 43 | Purchaser - Central Procurement | Monitor Purchase Order Items Centrally (F3676) |  |
| [React to Critical Purchase Order Item Overdue Situation](#unique_32) [page ] 45 | Purchaser - Central Procurement | Notifications |  |
| [Configure Automation Rules for Business Processes](#unique_33) [page ] 46 | Purchaser - Central Procurement | Manage Rules for Automation of Business Processes (F4042) |  |
| [Schedule Automation of Business Processes](#unique_34) [page ] 48 | Configuration Expert - Business Process Configuration | Schedule Automation of Business Processes (F3983) |  |
| [Check Purchase Requisition - In Connected System](#unique_35) [page ] 50 | Purchaser | ECC |  |
| [Create Central Purchase Contracts from Manage Purchase Requisitions Centrally](#unique_36) [page ] 51 | Purchaser - Central Procurement | Manage Purchase Requisitions Centrally (F3290) |  |
| [Add Purchase Requisiton to Central Purchase Contracts from Manage Purchase Requisitions Centrally](#unique_37) [page ] 54 | Purchaser - Central Procurement | Manage Purchase Requisitions Centrally (F3290) |  |
| [Configure Automation Rules for Business Processes](#unique_38) [page ] 56 | Configuration Expert - Business Process Configuration | Manage Rules for Automation of Business Processes (F4042) |  |
| [Schedule Automation of Business Processes](#unique_39) [page ] 58 | Configuration Expert - Business Process Configuration | Schedule Automation of Business Processes (F3983) |  |
| [Check Central Purchase Contract](#unique_40) [page ] 60 | Purchaser - Central Procurement | Manage Central Purchase Contracts (F3144) |  |

# Test Procedures

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

## Create Purchase Requisition

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 purchase requisition in connected system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Requisitions Centrally | Choose Manage Purchase Requisitions Centrally (F3290) | The Manage Purchase Requisitions Centrally screen is displayed |  |
| 3 | Create Purchase Requisition | On the Manage Purchase Requisitions Centrally screen, choose Create Document > Create Purchase Requisition .On the Select Plant screen, select your connected Plant for example: 1000 and choose Create. | The Create Purchase Requisition screen in connected system is displayed. |  |
| 4 | Create Purchase Requisition in connected system | On the Create Purchase Requisition screen, make the following entries:* Document Type: Your purchasing requisition document type. for example, CPR (Central PR)
* Material: Your material, for example, METAL01
* Val. Price: 15
* Quantity: 100
* Plant: Your Plant, for example, 1000
* Stor. Loc.: Your Storage, Location for example, 0001
* POrg: Your Purchasing Org, for example, 1000

Choose Save.If purchase requisition requires central approval, the Requisition Processing State is set to In External Approval automatically.Central approval for purchase requisition is defined in customizing Maintain Central Settings for Purchase Requisitions in connected system. | The purchase requisition is created in connected system. |  |

## Import Purchase Requisitions

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 requisition is created in the connected system, you can schedule import of the purchasing documents to import purchase requisition to hub system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Schedule Import of Purchasing Documents | Choose Schedule Import of Purchasing Documents (F3268). | The Application Jobs screen is displayed. |  |
| 3 | Create New Import Job | On the Application Jobs screen, choose Create.On the Template Selection screen, make the following entries and choose Step 2:* Job Template: Import Purchase Requisitions from Connected Systems
* Job Name: Import Purchase Requisitions from Connected Systems

On the Scheduling Options 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, for example QIASCC
* Document Type: Your Purchase Requisition Document Type in Connected System, for example CPR
* Document Number From: Your Purchase Requisition Document Number created in Connected System
* Document Number To: Your Purchase Requisition Document Number created in Connected System
 | The Application Jobs Detail screen is displayed. |  |
| 4 | Schedule the Job | Choose Schedule. | Job Import Purchase Requisitions from Connected Systems has been scheduled. |  |
| 5 | Check import job status | On the Application Jobs screen, choose Log for the job you scheduled.Check Log Details. | Purchase requisition extraction completed. |  |

## Manage Purchase Requisitions Centrally

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 purchase requisition is imported from connected system to hub system, you can manage the purchase requisition centrally in hub system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed |  |
| 2 | Open Manage Purchase Requisitions Centrally | Choose Manage Purchase Requisitions Centrally (F3290). | The Manage Purchase Requisitions Centrally screen is displayed |  |
| 3 | Search for Purchase Requisitions | On the Manage Purchase Requisitions Centrally screen, enter search criteria to search your purchase requisition.Then choose your purchase requisition.You can set Responsibility Management as ON to set the filter value defined in [Manage Teams and Responsibilities](#unique_8) [page ] 8 automatically.On the supplier and material search help screen, you can input Lead Supplier ID and Lead Material ID to show all related suppliers and materials from different connected system that defined in Unified Key Mapping Service for Central Procurement. For details configuration for Unified Key Mapping Service for Central Procurement, you can check Set-Up Instructions for this scope item. | The Purchase Requisition screen is displayed. |  |
| 4 | Display your Purchase Requisitions | On the Purchase Requisition Item screen, now you can check the detail data of your purchase requisition.You can choose Open Document to display your purchase requisition in connected system on Webgui screen. |  |  |

## Approve Purchase Requisition (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 approve the backend purchase order in hub system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Manager - Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open My Inbox | Choose My Inbox - All Items (F0862). | The My Inbox screen is displayed. |  |
| 3 | Search for Purchase Requisition | On the My Inbox screen, enter the purchase requisition number in the search area and choose Search. |  |  |
| 4 | Navigate to Manage Purchase Requisition Centrally | On the Release of Centrally Managed Purchase Requistion screen, choose the purchase requisition number. | The Purchase Requisition Item screen is displayed. |  |
| 5 | Navigate to Purchase Requisiton in the Connected System | On the Purchase Requistion Item screen, choose Open Document. | The Display Purchase Requisition webgui screen is displayed. |  |
| 6 | Edit Purchase Requisiton in the Connected System | On the Display Requisition Item webgui screen, choose Display/Change.Change Quantity to 120, and choose Save.Close the Display Purchase Requisition webgui page. | The purchase requisition is changed in connected system. |  |
| 7 | Refresh Purchase Requisiton | On the Purchase Requisition Item screen, choose Refresh. | Refresh successfully and workflow is re-triggered. |  |
| 8 | Search for Purchase Requisition | On the Purchase Requisition Item screen, choose Back.On the My Inbox screen, enter the purchase requisition number in the search area and choose Search. |  |  |
| 9 | Approve Purchase Requisition | Select the purchase requisition on the left side of the screen and choose Approve in the lower right corner. | The Submit Decision screen is displayed. |  |
| 10 | Enter Release Reason | Enter the approval reason if needed, then choose Submit.The note added in the submit decision is stored in purchase requisition text Approval Notes (ID:B08) in connected system. | The Purchase Requisition is approved. |  |

## Block Purchase Requisition for Central Processing

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 process and block the purchase requisition centrally in hub system to prevent the purchase requisition to be converted in the connected system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed |  |
| 2 | Open Manage Purchase Requisitions Centrally | Choose Manage Purchase Requisitions Centrally (F3290). | The Manage Purchase Requisitions Centrally screen is displayed |  |
| 3 | Process Purchase Requisition Centrally | On the Manage Purchase Requisitions Centrally screen, enter search criteria to search your purchase requisition.Then select your purchase requisition and set Process Centrally as ON. |  |  |
| 4 | Display Purchase Requisition Item | On the Purchase Requisition Item screen, choose your purchase requisition. | The Purchase Requisition Item screen is displayed. |  |
| 5 | Check Purchase Requisition Block Status | On the Purchase Requisition Item screen, choose Open Document to display your purchase requisition in connected system on Webgui screen.Navigate to Item > Status tab and check Block ID is set to Blocked for Central Processing. | The purchase requisition item is blocked for central processing. |  |

## Refresh Purchase Requisitions

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 refresh the purchase requisition in the Manage Purchase Requisitions Centrally app to update your purchaser requistion with latest data from the connected system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Requisitions Centrally | Choose Manage Purchase Requisitions Centrally (F3290). | The Manage Purchase Requisitions Centrally screen is displayed |  |
| 3 | Search for Purchase Requisitions | On the Manage Purchase Requisitions Centrally screen, enter search criteria to search your purchase requisition.Then choose your purchase requisition. | The Purchase Requisition Item screen is displayed. |  |
| 4 | Refrsh your Purchase Requisitions | On the Purchase Requisition Item screen, choose Refresh on the upper right corner to update your purchaser requisition item with latest data from the connected system. | Refreshing is successful. |  |

## Defer and Resume Deferred Purchase Requisition

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 the Manage Purchase Requisitions Centrally app, you can defer the purchase requisitions and resume the deferred purchase requisitions later.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed |  |
| 2 | Open Manage Purchase Requisitions Centrally | Choose Manage Purchase Requisitions Centrally (F3290). | The Manage Purchase Requisitions Centrally screen is displayed |  |
| 3 | Search for Purchase Requisitions | On the Manage Purchase Requisitions Centrally screen, enter search criteria to search your purchase requisition.Then select your purchase requisition and choose More Actions > Defer Purchase Requisitions . | The Defer Purchase Requisitions screen is displayed. |  |
| 4 | Defer Purchase Requisitions | On the Defer Purchase Requisition screen, make the following entries:* Defer Until: Date before delivery date

Choose Defer. | The purchase requisitions have been deferred.The deferred purchase requisition is removed from the purchase requisitions list. |  |
| 5 | Search for Deferred Purchase Requisitions | On the Manage Purchase Requisitions Centrally screen, enter search criteria and change Show Deferred Items to ON to search your deferred purchase requisition. |  |  |
| 6 | Resume Deferred Purchase Requisitions | On the Manage Purchase Requisitions Centrally screen, select your deferred purchase requisition and choose More Actions > Resume Deferred Purchase Requisitions . | The deferred purchase requisitions are resumed. |  |

## Reassign Purchasing Group

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 reassign purchasing group for purchase requisition in the Manage Purchase Requisitions Centrally app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Requisitions Centrally | Choose Manage Purchase Requisitions Centrally (F3290). | The Manage Purchase Requisitions Centrally screen is displayed. |  |
| 3 | Search for Purchase Requisitions | On the Manage Purchase Requisitions Centrally screen, enter search criteria to search your connected purchase requisition whose Open Quantity is greater than 0. |  |  |
| 4 | Selecte Purchase Requisitions | On the Manage Purchase Requisitions Centrally screen, select your purchase requisition and choose More Actions > Reassign Purchasing Group . | The Reassign Purchasing Group screen is displayed |  |
| 5 | Reassign Purchasing Group | On the Reassign Purchasing Group screen, make the following entries and choose Reassign.Purchasing Group: <your purchasing group in connected system>, for example 002Enter comments for reassignment: <your comments> | Purchase requisition items successfully reassigned. |  |
| 5 | Open Purchase Requisition Items | On the Manage Purchase Requisitions Centrally screen, choose your purchase requisition item. | The Purchase Requisition Item screen is displayed. |  |
| 6 | Check Reassigned Purchasing Group | On the Purchase Requisition Item screen, choose Open Document.On the Display Purchase Requisition screen, check reassigned purchasing group. |  |  |

## Assign Source of Supply

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 assign source of supply for purchase requisition in the Manage Purchase Requisitions Centrally app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed |  |
| 2 | Open Manage Purchase Requisitions Centrally | Choose Manage Purchase Requisitions Centrally (F3290). | The Manage Purchase Requisitions Centrally screen is displayed |  |
| 3 | Search for Purchase Requisitions | On the Manage Purchase Requisitions Centrally screen, enter search criteria to search your purchase requisition. |  |  |
| 4 | Assign Source of Supply | On the Manage Purchase Requisitions Centrally screen, choose Assign SoS for your purchase requisition. | The Assign Source of Supply screen is displayed. |  |
| 5 | Select Source of Supply | On the Assign Source of Supply screen, select one source and choose Assign.If the purchase requisition in the connected system requires central approval, you need to approve this purchase requisition in central hub system by repeating the two steps [Import Purchase Requisitions](#unique_12) [page ] 17 and [Approve Purchase Requisition (Optional)](#unique_14)  [page ] 20. | Source of supply is assigned for purchase requisition. |  |

## Create Purchase Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You create purchase order in connected system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Requisitions Centrally | Choose Manage Purchase Requisitions Centrally (F3290). | The Manage Purchase Requisitions Centrally screen is displayed. |  |
| 3 | Search for Purchase Requisitions | On the Manage Purchase Requisitions Centrally screen, enter search criteria to search your connected purchase requisition. |  |  |
| 4 | Create Purchase Order | On the Manage Purchase Requisitions Centrally screen, select your purchase requisition and choose Create Document > Create Purchase Order . | The Create Purchase Order Centrally screen is displayed |  |
| 5 | Save Purchase Order | On the Create Purchase Order Centrally screen, make the following entries and choose Order.Document Type: <your document type>, for example CPOQuantity: <your value>, for example 10Price: input a value if Price is emptyYou can choose Expert Mode to create purchase order in connected system on Webgui screen.If purchase order requires central approval, the Purchasing Document Processing State is set to In External Approval automatically.Central approval for purchase order is defined in customizing Activate Central Settings for Purchase Orders in connected system. | Purchase order is created in connected system. |  |

## Import Purchase 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 purchasing documents to import purchase order to hub system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Schedule Import of Purchasing Documents | Choose Schedule Import of Purchasing Documents (F3268). | The Application Jobs screen is displayed. |  |
| 3 | Create New Import Job | On the Application Jobs screen, choose Create.On the Template Selection screen, make the following entries and choose Step 2:* Job Template: Import Purchase Orders from Connected Systems
* Job Name: Import Purchase Orders from Connected Systems

Navigate to Scheduling Options 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, for example QIASCC
* Document Type: Your Purchase Order Document Type in Connected System, for example, CPO
* Purchase Order from: Your Purchase Order Document Number created in Connected System
* Purchase Order to: Your Purchase Order Document Number created in Connected System
 | The Application Jobs Detail screen is displayed. |  |
| 4 | Schedule the Job | Choose Schedule. | Job Import Purchase Orders from Connected Systems has been scheduled. |  |
| 5 | Check import job status | On the Application Jobs screen, choose Log for the job you scheduled.Check Log Details | Purchase Order Extraction is completed successfully. |  |

## Manage Purchase Orders Centrally

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 purchase order is imported from connected system to hub system, you can manage the purchase order centrally in hub system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Orders Centrally | Choose Manage Purchase Orders Centrally (F3292). | The Manage Purchase Orders Centrally screen is displayed |  |
| 3 | Search for Purchase Orders | On the Manage Purchase Orders Centrally screen, enter search criteria to search your purchase order.Then choose your purchase order.You can set Responsibility Management as ON to set the filter value defined in [Manage Teams and Responsibilities](#unique_8) [page ] 8 automatically.On the supplier and material search help screen, you can input Lead Supplier ID and Lead Material ID to show all related suppliers and materials from different connected system that defined in Unified Key Mapping Service for Central Procurement. For details configuration for Unified Key Mapping Service for Central Procurement, you can check Set-Up Instructions for this scope item. | The Central Purchase Order screen is displayed. |  |
| 4 | Display your Purchase Orders | On the Central Purchase Order screen, now you can check the detail data of your purchase order.You can choose Open Document to display your purchase order in connected system on Webgui screen. |  |  |

## Approve Purchase Order (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 approve the purchase order in hub system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open My Inbox | Choose My Inbox - All Items (F0862). | The My Inbox screen is displayed. |  |
| 3 | Search for Purchase Order | On the My Inbox screen, enter the purchase order number in the search area, then choose Search. |  |  |
| 4 | Approve Purchase Order | Select the purchase order on the left part of the screen and choose Approve in the lower right corner. | The Submit Decision screen is displayed. |  |
| 5 | Enter Approval Reason | Enter the approval reason if needed, then choose Submit.The note added in submit decision is stored in purchase order text defined in customizing Determine Text Types to Save Release Information of Purchase Orders in connected system. | The Purchase Order is approved. |  |

## Add Open Purchase Requisition to Purchase Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You add open purchase requisitions to existing purchase order in hub system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed |  |
| 2 | Open Manage Purchase Requisitions Centrally | Choose Manage Purchase Requisitions Centrally (F3290). | The Manage Purchase Requisitions Centrally screen is displayed |  |
| 3 | Search for Purchase Requisitions | On the Manage Purchase Requisitions Centrally screen, enter search criteria to search your purchase requisition.Select your purchase requisition whose Open Quantity is great than 0 and choose Add to Documents > Add to Purchase Order . | The Add to Purchase Order screen is displayed. |  |
| 4 | Add to Purchase Order | On the Add to Purchase Order screen, enter search criteria to search your purchase order.Select your purchase order and choose Add.Note If you receive message Purchase order is outdated, you need follow the steps Refresh Purchase Orders to Refresh the purchase order first.If the purchase order in the connected system requires central approval, you need to approve the updated purchase order in central hub system by repeating the two steps [Import Purchase Orders](#unique_21) [page ] 30 and [Approve Purchase Order (Optional)](#unique_23) [page ] 33. | The Purchase Order is updated. |  |
| 5 | Open Manage Purchase Orders Centrally | Choose Manage Purchase Orders Centrally. | The Manage Purchase Orders Centrally screen is displayed |  |
| 6 | Check updated Purchase Order | On the Manage Purchase Orders Centrally screen, enter search criteria to search your updated purchase order.Select your purchase order to check added item from purchase requisition. |  |  |

## 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. |

Purpose

You post goods receipt in connected system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to 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. |

Purpose

You create supply invoice in connected system.

Procedure

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

## Refresh Purchase 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

You refresh the purchase requisition in the Manage Purchase Requisitions Centrally app to update your purchaser requistion with latest data from the connected system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Orders Centrally | Choose Manage Purchase Orders Centrally (F3292). | The Manage Purchase Orders Centrally screen is displayed |  |
| 3 | Search for Purchase Orders | On the Manage Purchase Orders Centrally screen, enter search criteria to search your purchase order.Then choose your purchase order. | The Central Purchase Order screen is displayed. |  |
| 4 | Refrsh your Purchase Order | On the Purchase Order screen, choose Refresh on the upper right corner to update your purchaser order with latest data from the connected system. | Refreshing is successful. |  |

## Check Purchase Order Centrally

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 check the updated purchase order information in Manage Purchase Orders Centrally app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Orders Centrally | Choose Manage Purchase Orders Centrally (F3292). | The Manage Purchase Orders Centrally screen is displayed. |  |
| 3 | Search for Purchase Orders | On the Manage Purchase Orders Centrally screen, enter search criteria to search your purchase order.Then choose your purchase order. | The Central Purchase Order screen is displayed. |  |
| 4 | Display Purchase Orders Item | On the Central Purchase Order screen, choose one item. |  |  |
| 5 | Check Schedule Lines | On the Purchase Order Item screen, choose the Schedule Lines tab.You can check the Quantity Delivered information. |  |  |
| 6 | Display Follow-on Documents | On the Purchase Order Item screen, choose the Process Flow tab.You can check the Requirement Processing, Ordering, Goods Receiving and Invoicing information. |  |  |

## Close Purchase Requisition Items

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 close purchase requisition items in hub system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Requisitions Centrally | Choose Manage Purchase Requisitions Centrally (F3290). | The Manage Purchase Requisitions Centrally screen is displayed. |  |
| 3 | Search for Purchase Requisitions | On the Manage Purchase Requisitions Centrally screen, enter search criteria to search your purchase requisition.Select your purchase requisition whose Open Quantity is great than 0 and choose More Actions > Close Purchase Requisition . | The Close screen is displayed. |  |
| 4 | Close Purchase Requisition Items | On the Close Purchase Requisition screen, enter a close note and choose Continue. | Purchase Requisition Item is closed. |  |
| 5 | Open Purchase Requisition Items | On the Manage Purchase Requisitions Centrally screen, choose your purchase requisition item. | The Purchase Requisition Item screen is displayed. |  |
| 6 | Check Closed Purchase Requisition Items | On the Purchase Requisition Item screen, choose Open Document.On the Display Purchase Requisition screen, go to Item > Quantities/Dates tab and check if Closed is selected. |  |  |

## Central Purchasing Analytics

Central Purchasing Analytics provides users with centralized analyses and the necessary capabilities to better understand the procurement scenarios – both on a holistic level and on a more fine-granular level.

### Monitor Purchase Requistion Items Centrally (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 Purchase Requisition Items Centrally app to analyze the purchase orders centrally in S/4HANA Hub system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Monitor Purchase Order Items Centrally | Choose Monitor Purchase Requisition Items Centrally (F3976). | The Monitor Purchase Requisition Items Centrally screen is displayed. |  |
| 3 | Use the Global Filter | On the Monitor Purchase Requisition Items Centrally screen, make the following entries:Display Currency: EURPurchasing Org.: 1000Purchasing Group: 001Material Group: L002Choose Go. | The corresponding data is filtered accordingly. |  |
| 4 | Toggle to Visual Filter | Choose Visual Filter in the upper right corner of the screen to toggle to the visual filter view. A donut chart that works as a visual filter and allows different filter options is displayed:* Total Value by Purchasing Group
* Total Value by Requisition Status
* Item Count by Delivery Date Interval
* Item Count by Delivery 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 if Table View and Chart View are displayed correctly. |  |
| 6 | Drill Down by Dimension | Choose View By (the second icon on the icon bar). In the dialog box, choose one dimension to drill down to a more detailed level. | Check if the drill-down function works correctly. |  |
| 7 | Change Chart Type | Choose Selected Chart Type. In the dialog box, choose one chart type. | Check if changing the chart type works correctly. |  |

### Monitor Purchase Order Items Centrally (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 Purchase Order Items Centrally app to analyze the purchase orders centrally in S/4HANA Hub system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Monitor Purchase Order Items Centrally | Choose Monitor Purchase Order Items Centrally (F3676). | The Monitor Purchase Order Items Centrally screen is displayed. |  |
| 3 | Use the Global Filter | On the Monitor Purchase Orders Items Centrally screen, make the following entries:Display Currency: EURPurchasing Org.: 1000Purchasing Group: 001Material Group: L002Choose Go. | The corresponding data is filtered accordingly. |  |
| 4 | Toggle to Visual Filter | Choose Visual Filter in the upper right corner of the screen to toggle to the visual filter view. A donut chart that works as a visual filter and allows three different filter options is displayed:* Item Count by Next Delivery Status
* Item Count by Next Delivery
* Total Value by Purchasing Org.
* Total Value by Material Group
* Total Value by Supplier

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 if Table View and Chart View are displayed correctly. |  |
| 6 | Drill Down by Dimension | Choose View By (the second icon on the icon bar). In the dialog box, choose one dimension to drill down to a more detailed level. | Check if the drill-down function works correctly. |  |
| 7 | Change Chart Type | Choose Selected Chart Type. In the dialog box, choose one chart type. | Check if changing the chart type works correctly. |  |

## Detect and React to Situation (Optional)

### Detect Critical Purchase Order Item Overdue Situation

The system automatically detects critical situations, which refer to the overdue purchase order item in the connected system. The detection process is automatically triggered by the system on a regular basis and indicates critical situations of overdue purchase order item 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 Purchase Order Item Overdue 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 purchase order item overdue through the notification.

Situation and Notification will be triggered according to the criteria set in the preliminary steps. System automatically detects situations of overdue purchase order item 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 overdue purchaser order item and avoid negative implications for the business processes of the company.

You must perform the steps [Manage Teams and Responsibilities](#unique_8) [page ] 8 and [Create Situation Type for Overdue centrally managed PO items](#unique_9) [page ] 10 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 - Central Procurement 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 in the connected system XXX which is generated by the system batch daily job. | The Purchase Order Item screen is displayed. |  |
| 3 | Check Situation Message | On the Purchase Order 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. |  |

## Purchase Requisition Automation

### Configure Automation Rules for Business Processes

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 configure automation rules for purchase requisition processes.

Following complex actions are pre-delivered for purchase requisition.

ASSIGN\_SOS: Assign Source of Supply (The assignment works only if there is unique one source of supply for purchase requisition.)

CREATE\_PO: Create Purchase Order from Purchase Requisition

CREATECCTR: Create Central Purchase Contract

You can use SSCUI Define Actions for Configuring the Automation of Business Processes to define your actions required for configuring the automation of business processes, such as assign Business Objects (optional), Action Type, Action Sub Type, and specify if the action is grouping enabled.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Automation Rules for Business Processes | Choose Manage Rules for Automation of Business Processes (F4042). | The Manage Automation Rules for Business Processes screen is displayed. |  |
| 3 | Create Automation Rules for Business Processes | Choose Create.In the General Informationsection, make the following entries:Rule: <your rule ID>, for example: ZPR\_RULERule Description: <your rule description>, for example: PR Automation RuleStatus: checkValid From: todayValid To: todayStarting Business Object: PrmtHbRpldPurchaseRequisitionIn the Connected Systemsection, choose Create and select your connected system.In the Selection Criteriasection, choose Create and make the following entries:Connected System ID: <your connected system ID>Node Type: PrmtHbRpldPurchaseReqnItemField Name: PROCMTHUBPURCHASEREQUISITIONOperator: EQValid From: your purchase requisition numberChoose Apply. |  |  |
| 4 | Create Activity | In the Activity section, choose Create and make the following entries:Activity ID: <your activity ID>, for example: ZPR\_ACTActivity Description: <your activity description>, for example: PR Automation ActivitiesIn the Actions section, choose Create and make the following entries:Unique Action Name: <your action name >, for example: Assign SoSUnique Action ID: <your action ID >, for example: ZACT\_01Action Definition: ASSIGN\_SOSChoose Apply.In the Actions section, choose Create and make the following entries:Unique Action Name: <your action name >, for example: Create POUnique Action ID: <your action ID >, for example: ZACT\_02Action Definition: CREATE\_POIn the Prerequisite section, choose Create and select Action ZACT\_01(Assign SOS).Choose Apply.Choose Apply. |  |  |
| 4 | Save Automation Rules for Business Processes | Choose Save. | The Automation Rules for Purchase Requisition is saved. |  |

### Schedule Automation of Business Processes

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 schedule automation of business processes in the hub system.

Before you start performing this step, you need to make sure that the purchase requisition has been imported to the hub system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Schedule Automation of Business Processes | Choose Schedule Automation of Business Processes (F3983). | The Application Jobs screen is displayed. |  |
| 3 | Create New Job | On the Application Jobs screen, choose Create.On the Template Selection screen, make the following entries and choose Step 2Job Template: Schedule Automation of Business ProcessesJob Name: Schedule Automation of Business ProcessesOn the Scheduling Options screen, make the following entries and choose Step 3:Start Immediately: Selected | The Application Jobs Detail screen is displayed. |  |
| 4 | Schedule the Job | Choose Schedule. | Job Schedule Automation of Business Processes has been scheduled. |  |
| 5 | Check import job status | On the Application Jobs screen, choose Log for the job you scheduled.Check Log Details. |  |  |

### Check Purchase Requisition - 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 check purchase requisition in connected system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to ECC | Access the respective connected system to which employee belongs as a Purchaser. |  |  |
| 2 | Check purchase requisition | Display purchase requisition with Transaction ME53N.Go to Item > Source of Supply tab and check source of supplyGo to Item > Status tab and check if process status is PO Created. |  |  |

## Integration with Central Purchase Contracts (Optional)

To start this chapter, you need make sure the 2ME -Central Purchase Contracts scope item is activated in your system and you have completed the additional configuration steps that are described in the Set-Up Instructions for 2ME - Central Purchase Contracts scope item.

### Create Central Purchase Contracts from Manage Purchase Requisitions Centrally

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 create Central Purchase Contracts with the Manage Purchase Requisitions Centrally app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed |  |
| 2 | Open Manage Purchase Requisitions Centrally | Choose Manage Purchase Requisitions Centrally (F3290). | The Manage Purchase Requisitions Centrally screen is displayed |  |
| 3 | Search for Purchase Requisitions | On the Manage Purchase Requisitions Centrally screen, make the following entries:Company Code: Your company code in connected system, for example, 1000Plant: Your plant in connected system, for example, 1000Purchasing Organization: Your purchasing organization in connected system, for example, 1000Material: Your material in connected system, for example, METAL01Processing Status: N (Not Edited)Choose Go.If there is no suitable purchase requistion, you can create a new purchase requisition by repeating the steps [Create Purchase Requisition](#unique_11) [page ] 16 and [Import Purchase Requisitions](#unique_12) [page ] 17. | The search results show the details with the respective filter criteria. |  |
| 4 | Create Central Purchase Contract | On the Manage Purchase Requisitions Centrally screen, select the purchase requisition item and choose Create Document > Create Central Purchase ContractIf you want to create a Central Purchase Contract Hierarchy, you can choose Create Document > Create Central Purchase Contract Hierarchy . | The Central Purchase Contract screen is displayed. |  |
| 5 | Maintain Central Purchase Contract Data | On the Central Purchase Contract screen, navigate to the 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: 10300001Currency: EURNavigate to the Items section and choose Central Purchase Contract item.. | The Central Purchase Contract screen is displayed. |  |
| 6 | Maintain Central Contract Item Data | Navigate to Conditions section, choose Create.On the Central Condition Record screen, make the following entries:Condition Type: PPR0Valid From: todayValid Fromto: today + 1 monthChoose Create.On the Condition Amounts table, make the following entries:Default Gross Price (PPR0): 15 EURChoose Apply to save the Item. |  |  |
| 7 | Save Central Contract | On the Create Central Contract screen, choose Save. | Central purchase contract is created.For further central purchase contract process, you can refer to the test script 2ME - Central Purchase Contracts. |  |
| 8 | Open Purchase Requisition Item | Choose Back and choose your purchase requisition item.On the Purchase Requisition Item screen, choose Open Document. |  |  |
| 9 | Check Process Status | On the new Display Purchase Requisition screen, open Item > Status tab.Proc. Status is set to External Contract Created, if the central purchase contract is in In Distribution status.Proc. Status is set to Contract Created, if the central purchase contract is in Distributed status. |  |  |

### Add Purchase Requisiton to Central Purchase Contracts from Manage Purchase Requisitions Centrally

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 add purchase requiesiton to the existing Central Purchase Contracts with the Manage Purchase Requisitions Centrally app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed |  |
| 2 | Open Manage Purchase Requisitions Centrally | Choose Manage Purchase Requisitions Centrally (F3290). | The Manage Purchase Requisitions Centrally screen is displayed |  |
| 3 | Search for Purchase Requisitions | On the Manage Purchase Requisitions Centrally screen, make the following entries:Company Code: Your company code in connected system, for example, 1000Plant: Your plant in connected system, for example, 1000Purchasing Organization: Your purchasing organization in connected system, for example, 1000Material: Your material in connected system, for example, METAL01Processing Status: N (Not Edited)Choose Go.If there is no suitable purchase requistion, you can create a new purchase requisition by repeating the steps [Create Purchase Requisition](#unique_11) [page ] 16 and [Import Purchase Requisitions](#unique_12) [page ] 17. | The search results show the details with the respective filter criteria. |  |
| 4 | Add to Central Purchase Contract | On the Manage Purchase Requisitions Centrally screen, select the purchase requisition item and choose Add to Document > Add to Central Purchase Contract . | The Add to Central Purchase Contract screen is displayed. |  |
| 5 | Select Central Purchase Contract Data | On the Add to Central Purchase Contract screen, select a central purchase contract and choose Add. | Purchase requisition items added to Central Purchase Contract. |  |
| 6 | Open Central Purchase Contract | In the dialog box, choose the central purchase contract number to open the central purchase contract. | The Central Purchase Contract screen is displayed. |  |
| 7 | Check Central Purchase Contract | On the Central Purchase Contract screen, navigate to the General Information section and check if the Contract In Preparation is set to Yes.Navigate the Items section, check the last item which is added from the purchase requisition.Choose the added item. | The Central Purchase Contract Item screen is displayed. |  |
| 8 | Check Central Purchase Contract Item | On the Central Purchase Contract Item screen, navigate to the Distribution section, choose the distribution item.Check the Referenced Purchase Requistion and Referenced Purchase Requistion Item. | For further central purchase contract process, you can refer to the test script 2ME - Central Purchase Contracts. |  |

### Create Central Purchase Contract Automation

#### Configure Automation Rules for Business Processes

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 configure automation rules for create central purchase contract from purchase requisition.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Automation Rules for Business Processes | Choose Manage Rules for Automation of Business Processes (F4042). | The Manage Automation Rules for Business Processes screen is displayed. |  |
| 3 | Create Automation Rules for Business Processes | Choose Create.In the General Information section, make the following entries:Rule: <your rule ID>, for example: ZCCTR\_RULERule Description: <your rule description>, for example: CCTR Automation RuleStatus: checkValid From: todayValid To: todayStarting Business Object : PrmtHbRpldPurchaseRequisitionIn the Connected System section, choose Create and select your connected system.In the Selection Criteria section, choose Create and make the following entries:Connected System ID: <your connected system ID>Node Type: PrmtHbRpldPurchaseReqnItemField Name: PROCMTHUBPURCHASEREQUISITIONOperator: EQValid From: your purchase requisition numberChoose Apply.You can create a new purchase requisition by repeat steps [Create Purchase Requisition](#unique_11) [page ] 16 and [Import Purchase Requisitions](#unique_12) [page ] 17.In the Selection Criteria section, choose Create and make the following entries:Connected System ID: <your connected system ID>Node Type: PrmtHbRpldPurchaseReqnItemField Name: PROCESSINGSTATUSOperator: EQValid From: NChoose Apply. |  |  |
| 4 | Create Activity | In the Activity section, choose Create and make the following entries:Activity ID: <your activity ID>, for example: ZCCTR\_ACTActivity Description: <your activity description>, for example: CCTR Automation ActivitiesIn the Actions section, choose Create and make the following entries:Unique Action Name: <your action name >, for example: Create CCTRUnique Action ID: <your action ID >, for example: ZACT\_CCTRAction Definition: CREATECCTRChoose Apply.Choose Apply. |  |  |
| 5 | Save Automation Rules for Business Processes | Choose Save. | The Automation Rules for Create Central Purchase Contract is saved. |  |

#### Schedule Automation of Business Processes

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 schedule automation of business processes in the hub system.

Before you start performing this step, you need to make sure that the purchase requisition has been imported to the hub system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction |  | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Schedule Automation of Business Processes | Choose Schedule Automation of Business Processes (F3983). | The Application Jobs screen is displayed. |  |
| 3 | Create New Job | On the Application Jobs screen, choose Create.On the Template Selection screen, make the following entries and choose Step 2Job Template: Schedule Automation of Business ProcessesJob Name: Schedule Automation of Business ProcessesOn the Scheduling Options screen, make the following entries and choose Step 3:Start Immediately: Selected | The Application Jobs Detail screen is displayed. |  |
| 4 | Schedule the Job | Choose Schedule. | Job Schedule Automation of Business Processes has been scheduled. |  |
| 5 | Check import job status | On the Application Jobs screen, choose Log for the job you scheduled.Check Log Details. | Central contract creation was successful. |  |

#### Check 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

You check the central purchase contract that is created by the automation process in hub system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed |  |
| 2 | Open Manage Central Purchase Contracts | Choose Manage Central Purchase Contracts (F3144). | The Manage Central Purchase Contracts screen is displayed |  |
| 3 | Search for Central Purchase Contract | On the Manage Central Purchase Contracts screen, enter search criteria to search your central purchase contract.Then choose your central purchase contract. | The Central Purchase Contract screen is displayed. |  |
| 4 | Display your Central Purchase Contract | On the Central Purchase Contract screen, you can check the detail data of your central purchase contract. |  |  |

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. |

|  |
| --- |
|  |
| www.sap.com/contactsap |
| © 2020 SAP SE or an SAP affiliate company. All rights reserved.No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company. The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary.These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty. SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies. See [www.sap.com/copyright](http://www.sap.com/copyright) for additional trademark information and notices. |

