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| Test ScriptSAP S/4HANA - 18-09-20 | public |
| Guided Buying for Central Procurement with SAP Ariba Buying (3EN) |

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# Purpose

Guided buying in SAP Ariba Buying creates a simple, smart, and elegant purchasing experience that increases user engagement across all spend areas. It serves as a central place where all buyers can shop across all goods and services. It enables procurement and individual line-of-business (LoB) owners to specify procurement policies and inform and guide users whenever there appear to be policy conflicts. Central procurement offers a centralized requisitioning process across industries with a deep integration into the customer's landscape. It connects Guided Buying in SAP Ariba Buying to the customer’s ERP or SAP S/4HANA Cloud systems, and exchanges business documents to connect buying to finance and logistics and ensure end-to-end business processes. The integration allows transferring and updating requisition data and master data between the two systems.

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

|  |  |
| --- | --- |
| System | Details |
| SAP S/4HANA HUB system | Any SAP S/4HANA system 2020 and higher. The SAP S/4HANA system acts as a hub system when it’s connected to multiple back-end systems. |
| Back-end system | Any ERP system from release ERP 6.06 releases and above, with add-on HUBERPI, is considered as the back-end system.Any SAP S/4HANA 1709 and higher, with add-on HUBS4IC, is considered as back-end system. |
| Guided Buying with SAP Ariba Buying | Your system administrator provides you with access to Guided Buying with SAP Ariba Buying. |

## Roles

Assign the following business roles to your individual test users. Alternatively, if available, you can create business roles using the following spaces with pages and predefined apps for the SAP Fiori launchpad and assign the business roles to your individual test users.

Note These roles or spaces are examples provided by SAP. You can use them as templates to create your own roles or spaces.

For more information about business roles, refer to Assigning business roles to a user in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide) .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Accounts Payable Accountant | SAP\_BR\_AP\_ACCOUNTANT | Accounts Payable | SAP\_BR\_AP\_ACCOUNTANT |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Employee | SAP\_BR\_EMPLOYEE |  |  |  |

## Master Data, Organizational Data, and Other Data

Master data in your system landscape

* The initial set of master data such as account assignment category, material group, purchasing organization, and purchasing group, existing in the back-end system, should also exist and be in sync with the Hub system and the SAP Ariba Buying system.
* Organizational data of back-end systems, such as the purchasing organization and purchasing groups, should exist in the Hub and the SAP Ariba Buying system.

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| 18J - Requisitioning | Complete the Create Purchase Requisition step |
| 1XI - Central Requisitioning | Complete the Preliminary Steps in the test script to define the company code, plant, material group, etc. |

# Overview Table

The Guided Buying for Central Procurement with SAP Ariba Buying (3EN) scope item consists of several process steps provided in the table below:

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Result |
| [Open Guided Buying App](#unique_8) [page ] 8 | Employee | Custom tile created in the set-up instructions (refer to the section [Open Guided Buying App](#unique_8) [page ] 8) | Guided Buying with SAP Ariba Buying logon screen is displayed.The user will automatically be logged on to Guided Buying if single sign-on for SAP Ariba is configured. |
| [Create Shopping Cart](#unique_9) [page ] 9 | Employee | Guided Buying with SAP Ariba Buying | Shopping cart is created and transferred to the SAP S/4HANA HUB system. |
| [Approve Shopping Cart](#unique_10) [page ] 11 | Approver | Guided Buying with SAP Ariba Buying | Shopping cart is approved. |
| [Display Shopping Cart](#unique_11) [page ] 12 | Employee | Guided Buying with SAP Ariba Buying | Shopping cart is updated with back end PR creation status. |
| [Create Purchase Order (Automated)](#unique_12) [page ] 13 | Automated Step | Automated step | PO is created from PR in the back-end system. |
| [Create Purchase Order (Manually, Optional)](#unique_13) [page ] 14 | Purchaser | Manual in back-end system | PO is created from PR in the back-end system. |
| [Display Shopping Cart](#unique_14) [page ] 16 | Employee | Guided Buying with SAP Ariba Buying | Shopping cart is updated with back-end PO number. |
| [Create Goods Receipt](#unique_15) [page ] 20 | Warehouse Clerk | Post goods receipt for purchase order in back-end system | GR is created from PR in the back-end system. |
| [Display Shopping Cart (Optional)](#unique_16) [page ] 22 | Employee | Guided Buying with SAP Ariba Buying | Shopping cart is updated with GR number in Guided Buying with SAP Ariba Buying. |
| [Create Supplier Invoice](#unique_17) [page ] 23 | Accounts Payable Accountant | Create supplier invoice in back-end system | Invoice is created in the back-end system. |
| [Display Shopping Cart (Optional)](#unique_18) [page ] 24 | Employee | Guided Buying with SAP Ariba Buying | Shopping cart is updated with invoice number in Guided Buying with SAP Ariba Buying. |

# Test Procedures

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

## Open Guided Buying App

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 open SAP Ariba Guided Buying.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Employee. |  |  |
| 2 | Go to Menu Path | For example, choose Purchase Requisition Processing > Guided\_Buying (created in the set-up instructions, refer to the section Create Guided Buying App).The user will automatically be logged on to Guided Buying if single sign-on for SAP Ariba is configured. |  |  |

## Create Shopping Cart

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 see the newly created shopping cart in Guided Buying with SAP Ariba Buying.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to Guided Buying with SAP Ariba Buying as an Employee . |  |  |
| 2 | Go to Menu Path | On the right navigation pane, choose Request ad hoc item. |  |  |
| 3 | Maintain the Values | On this page, you can choose either the Goods or the Services tab.For a Goods request:The field names and the example values are:Product Name: <Laptop>Category: <footware>Description: <Description>Quantity: <10>Unit of Measure: <Each>Unit price: <10> |  |  |
| 4 | Add to Cart and Check Out | Choose Add to Cart and in the dialog box and choose Checkout. |  |  |
| 5 | Maintain Parameters | On the checkout screen, maintain the required parameters.The values given are example values.DataTitle: <Laptop>Need-by Date: <Today+1>Vendor: <Your Backend Supplier>AccountingAccount Assignment: <K> <Cost Center>Account Type: <Cost Center>Bill To: <Your Backend Plant>G/L Account: <Your Backend Account>Cost Center: <Your Backend Cost Center>ShippingPlant: <Your Backend Plant>Purchasing Group: <Your Backend Purchasing Group>Deliver To: <Buyer name>OthersCommodity Code: <footware>Item Category: <Material>Payment Terms: <Net45>Purch Org: <Your Backend Purchasing Organization> |  |  |
| 6 | Send Request | Choose Send Request. | A success message is displayed. |  |
| 7 | Note PR Number and the ERP Reference ID | Note the number PR<XXXX> and ERP Reference ID <XXXXXXXX>. | PR<XXXX>: Requisition has been submitted in SAP S/4HANA.ERP Reference ID: <XXXXXXXX>. |  |

## Approve Shopping Cart

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The Approver logs on to the SAP Ariba Buying system to approve the shopping cart.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to Guided Buying with SAP Ariba Buying as an Approver. |  |  |
| 2 | Go to Menu Path | Choose the 3 lines on the top left corner next to the SAP Ariba logo. |  |  |
| 3 | Approve Requests | Choose Approve requests. |  |  |
| 4 | To Approve | On the Approve requests screen, select the To approve tab. |  |  |
| 5 | Select PR for Approval | Search for PRXXXX, which was created in the previous step. |  |  |
| 6 | Approve PR | Choose Approve. |  |  |
| 7 | Comments for Approval | In the Approve Request dialog box, enter comments and choose Approve. |  |  |
| 8 | Repeat Steps | Repeats steps 1 to 7 for all the other approvers. |  |  |

## Display Shopping Cart

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, the employee checks the shopping cart to see the updated PR number from the back-end system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to Guided Buying with SAP Ariba Buying as an Employee. |  |  |
| 2 | Display Shopping Cart | On the Recently Viewed navigation panel on the left, choose the shopping cart that you've created before. |  |  |
| 3 | ERP ID Number Updated in PR | Under the History tab, in the Summary column, you see a message with a PR number and a requisition ID to inform you that the requisition has been successfully replicated to the back-end system from the hub.Make a note of the back-end Purchase Requisition ID. |  |  |

## Create Purchase Order (Automated)

Purpose

A purchase order is automatically created from the purchase requisition.

Prerequisites

* You have maintained a customizing entry in the back-end system which enables the automatic creation of purchase orders. First, you create a purchase requisition in Guided Buying with SAP Ariba Buying system, from there it's replicated to the back-end system and a purchase order is automatically generated.
* The purchase order is not created automatically if a purchase order has already been created for any one of the items in purchase requisition.
* The automatic creation of purchase orders is not allowed if any of the items listed in purchase requisition fails to create a purchase order.
* The existing configuration for automatic creation of purchase orders in ERP with transaction ME59 is applicable.

Procedure

### Create Purchase Order (Manually, Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, the purchaser creates a purchase order (PO) in the back-end system. This step can be carried out only if an automatic PO is not created from purchase requisition (PR).

Procedure

Case 1: ERP as back-end system

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Access the respective back-end system to which the employee belongs as a Purchaser |  |  |
| 2 | Assign Source of Supply | Search for the back-end PR ID that you've obtained in the previous step, and assign the sources of supply with the transaction code ME57. |  |  |
| 3 | Change Account Assignment or Assign Source of Supply | Search for the back-end PR ID that you've obtained in the previous step, and change the account assignment or assign the source of supply with the transaction code ME57.If you’re creating a PO of service, please add the service number in the PO in this step. | If you create a purchase requisition with account assignment U, the PO creation process will be triggered after you change the account assignment from U to K. |  |
| 4 | Create Purchase Order | Create the standard PO with reference to previous PR ID with the transaction code ME21N. | A purchase order is created in the back-end system. |  |

Case 2: SAP S/4HANA as back-end system

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to SAP Fiori launchpad as a Purchaser. |  |  |
| 2 | Find your Purchase Requisition | Open Assign and Process Purchase Requisitions (ME57).Make the following entries:Purchase Requisition: <Your back-end purchase requisition ID that you 've obtained in the previous step>Assigned Purchase Requisitions: <Select>Choose Execute. |  |  |
| 3 | Change Account Assignment | On the Assign and Process Purchase Requisitions screen, choose your purchase requisition and make the following entries:AcctAssCat: change from U to KOpen Item Detail, choose Account Assignment, and make the following entries:Cost Center: <your cost center>Choose Save. | If you create a purchase requisition with account assignment U, the PO creation process is triggered after you change the account assignment from U to K. |  |
| 4 | Assign Supply for your Back-End Purchase Requisition | On the Assign and Process Purchase Requisitions screen, choose your purchase requisition and choose Edit Items.Open Item Detail, go to the Source of Supply tab and make the following entries:Fixed Supplier: <your supplier>Choose Save. |  |  |
| 5 | Create Purchase Order | Go to Purchase Order Processing and open the Manage Purchase Requisitions Centrally (F3290) app.In the Search field, enter the PR number that you've obtained in section [Create Shopping Cart](#unique_9) [page ] 9. Choose Go.Select the purchase requisition in which the assigned supplier is displayed and choose Create Purchase Order.Select the Purchase Order Type with standard PO and choose Save. | A purchase order is created in the back-end system. |  |

## Display Shopping Cart

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, the employee checks the shopping cart to see the updated purchase order (PO) number from the back-end system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to Guided Buying with SAP Ariba Buying as an Employee. |  |  |
| 2 | Display Shopping Cart | On the Recently Viewed navigation panel on the left, choose the shopping cart that you've created earlier. |  |  |
| 3 | PO Number Updated in PR | Under the History tab, in the Summary column, you see a message with the PO number, for example:PRXXXX : Ordered in SAP S/4HANA. ERP Order IDs: [XXXXXXXX].Make a note of the back-end Purchase Order ID. |  |  |
| 4 | PR Status Changed | The PR status is changed from Ordering to Ordered. |  |  |

## Create Service Entry Sheet (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you post the service entry sheet in the back-end system. This step is only required when you've chosen a service request in section [Create Shopping Cart](#unique_9) [page ] 9.

Procedure

Case 1: ERP as back-end system

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the back-end ERP system. |  |  |
| 2 | Open Display Entry Sheet | Create the goods receipt with Transaction Code Ml81n.Choose Other Purchase Order and search by purchase order ID.Choose Create Entry Sheet. |  |  |
| 3 | Release Service Entry Sheet | Add Service No. and Quantity. Make sure the data is the same as the data in the purchase order.Hit Enter until you see a green flag in the menu bar.Click the flag to release and save the service entry sheet. | The status of service entry sheet changes to Accepted. |  |

Case 2: SAP S/4HANA as back-end system

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using the Purchaser role. |  |  |
| 2 | Open Manage Service Entry Sheets | Choose the app Manage Service Entry Sheets - Lean Services (F2027). | . |  |
| 3 | Search for Purchase Requisition | Enter the purchase order number that you’ve noted down in the previous step and choose Enter (or you can select your purchase requisition from the list). |  |  |
| 4 | Check Delivery Quantity | Under Items, enter Delivered as <same as open quantity>. |  |  |
| 5 | Post | Choose Post.A dialog box displays the material document number. Note down this number. |  |  |

## Display Shopping Cart (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

This step is valid only if you’re testing with a lean service procurement. In this activity, the employee checks the shopping cart in Guided Buying to see the updated entry sheet number from the backend system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to Guided Buying with SAP Ariba Buying as an Employee. |  |  |
| 2 | Display Shopping Cart | On the Recently Viewed navigation panel on the left, choose the shopping cart that you’ve created in the previous step. |  |  |
| 3 | Entry sheet number updated in PR | In the History tab, in the Summary column, you see a message with the XXX number.Check whether the entry sheet created in the backend system and the number updated are the same. |  |  |

## Create Goods Receipt

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 post the goods receipt to the back-end system.

Procedure

Case 1: ERP as back-end system

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the back-end ERP system. |  |  |
| 2 | Open Confirm Receipt of Goods | Create the goods receipt with the transaction code MIGO.Choose Goods Receipt and then choose Purchase Order, enter the back-end PO ID that you've obtained in the previous step. |  |  |
| 5 | Post | Enter all required data, for example, Qty in Delivery Note, Item OK, and so on. Then, choose Post. | A dialog box appears with the material document number.Note down this number. |  |

Case 2: SAP S/4HANA as back-end system

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Warehouse Clerk. |  |  |
| 2 | Open Confirm Receipt of Goods | Choose Post Goods Receipt for Purchase Order (F0843). |  |  |
| 3 | Search for Purchase Requisition | Enter the PO number that you've obtained in the previous step and choose Enter. Alternatively, you can select your purchase requisition from the list. |  |  |
| 4 | Check Delivery Quantity | Under Items, enter Delivered as <same as open quantity>. |  |  |
| 5 | Post | Choose Post. | A dialog box displays the material document number.Note down this number. |  |

## Display Shopping Cart (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you check the shopping cart in Guided Buying to see the updated GR number from the back-end system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to Guided Buying with SAP Ariba Buying as an Employee. |  |  |
| 2 | Display Shopping Cart | On the Recently Viewed navigation panel on the left, choose the shopping cart that you've created in the previous step. |  |  |
| 3 | GR Number Updated in PR | Under the History tab, in the Summary column, you see a message with the GR number, for example:PRXXXX: Received in SAP S/4HANA.ERP Receipt IDs:[XXXXXXXX]. | Check that the GR created in the back-end system and the number updated are the same. |  |

## Create Supplier Invoice

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, the accountant creates a supplier invoice in the back-end system.

Procedure

Case 1: ERP as back-end system

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Open the ERP back-end system. |  |  |
| 2 | Open the Create Supplier Invoice | Create a supplier invoice for the back-end PO that you've obtained in the previous step with transaction code MIRO. |  |  |
| 3 | Post the Invoice | Enter all the necessary data of the invoice and choose Post. | The invoice is created. |  |

Case 2: SAP S/4HANA as back-end system

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Open the SAP Fiori launchpad as an Accounts Payable Accountant. |  |  |
| 2 | Open the Create Supplier Invoice App | Choose Create Supplier Invoice (F0859). |  |  |
| 3 | Enter General Data | If purchase orders with local currencies have been created in your system, make the following entries:Transaction: <Invoice>Company Code: <Your Company Code>Invoice Date: <Today>Posting Date: <Today>Gross Invoice Amount : <Value in PO Calculate Tax>Invoice Party: <Your Supplier Number>Reference: <Reference Invoice Number from Invoicing Party> |  |  |
| 4 | Enter Purchase Order References | On the Purchase Order References tab, make the following entries (use the back-end PO ID that you 've obtained in the previous step).References Document Category: Purchase Order/ Scheduling AgreementPurchase Order: PO number |  |  |
| 5 | Check the Purchase Order Items Data | Check the Amount, the Quantity, and the Tax Code. |  |  |
| 6 | Post Invoice | Choose Post. | The invoice is created. |  |

## Display Shopping Cart (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you check the shopping cart in Guided Buying to see the updated invoice number from the back-end system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to Guided Buying with SAP Ariba Buying as an Employee. |  |  |
| 2 | Display Shopping Cart | On the Recently Viewed navigation panel on the left, choose the shopping cart that you've created in the previous step. |  |  |
| 3 | Invoice Number Updated in PR | On the History tab, in the Summary column, you see a message with the invoice number. For example:PRXXXX : Invoiced in SAP S/4HANA.ERP Invoice IDs: [XXXXXXXX] | Check if the invoice created in back-end system and the number updated are the same. |  |

Typographic Conventions

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| --- | --- |
| 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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