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| Test ScriptSAP S/4HANA - 16-09-20 | public |
| Preference Management with SAP Global Trade Services (3JX\_DE) |

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# Purpose

You can now integrate SAP Global Trade Services Preference Management with SAP S/4HANA Cloud.  Customers can use their existing SAP Global Trade Services installations to manage long-term vendor declarations and the preference determination for static bills of materials.

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.

## Additional Manual Configuration

Before you can test this scope item, you must have completed the additional configuration steps that are described in the Set-Up Instructions for this scope item. These configuration steps are specific for your implementation and include mandatory settings that are not delivered by SAP and must be created by you. For more information, refer to the Set-Up Instructions for this scope item on [SAP Best Practices Explorer](https://rapid.sap.com/bp) (https://rapid.sap.com/bp/#/browse/scopeitems/<enter the scope item ID>).

## System Access

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

## 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 |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Please ask your system administrator to assign to the testers. |
| Administrator - International Trade | SAP\_BR\_ADMINISTRATOR\_SLL | International Trade Administration | SAP\_BR\_ADMINISTRATOR\_SLL | Please ask your system administrator to assign to the testers. |
| Master Data Specialist - Business Partner Data | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Business Partner | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Please ask your system administrator to assign to the testers. |
| Internal Sales Representative | SAP\_BR\_INTERNAL\_SALES\_REP | Internal Sales | SAP\_BR\_INTERNAL\_SALES\_REP | Please ask your system administrator to assign to the testers. |
| Shipping Specialist | SAP\_BR\_SHIPPING\_SPECIALIST | Shipping | SAP\_BR\_SHIPPING\_SPECIALIST | Please ask your system administrator to assign to the testers. |
| Billing Clerk | SAP\_BR\_BILLING\_CLERK | Billing | SAP\_BR\_BILLING\_CLERK | Please ask your system administrator to assign to the testers. |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER | Please ask your system administrator to assign to the testers. |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK | Please ask your system administrator to assign to the testers. |

## Business Conditions

The business processes described in this test script are part of a bigger chain of integrated business processes or scope items. As a consequence, you must have completed the following processes and fulfilled the following business conditions before you are able to go through this scope item:

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| 1WA - Transfer of Primary Master Data for SAP Global Trade Services | The product master data has been transferred into SAP Global Trade Services system.The supplier master data, which is relevant for import purchasing document transfer, has been transferred to SAP Global Trade Services system.The customer master data, which is relevant for export sales document transfer, has been transferred to SAP Global Trade Services system. |
| 24H - Transfer of Bill of Materials for SAP Global Trade Services | The bill of materials master data have been transferred to SAP Global Trade Services system. |

Additional Configurations in SAP Global Trade Services System:

To make the master data transfer successful, additional configurations might be needed in SAP Global Trade Services system, for example the regions in address, the mapping of document types and partner functions. These configurations depend on your SAP Global Trade Services system, and are not covered in this document. The following are the minimum configurations needed:

* Company Code Mapping to FTO
* Plant Mapping to Legal Unit
* Partner Function Mapping
* Plant Mapping to Administrative unit

You can check the details by referring to Additional Configurations in SAP Global Trade Services System Page 39.

If the transfer is not successful, you may check the application logs in SAP Global Trade Services system to get the error details and then fix it.

## Master Data, Organizational Data, and Other Data

As the complete test steps in the SAP S/4HANA Cloud system are described in the reference scope items, please refer to corresponding scope items which are listed in the chapter Test Procedures to get the related organizational data and master data information.

## Preliminary Steps

### Preliminary Steps in S/4HANA Cloud System

#### Configure Control Settings for Document Transfer

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

Before starting the business process, you must switch on the transfer of relevant document types to the SAP Global Trade Services system using the customizing activities.

Procedure

!!OP ONLY!!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On to SAP GUI | If your system is an on-premise version of SAP S/4HANA, log on to the backend of SAP S/4HANA. | The SAP Easy Access page appears. |  |
| 2 | Access the IMG Activity | If your system is the on-premise version of SAP S/4HANA, run the transaction SPRO, and go to the following path: Integration with Other SAP Components > Integration with Governance, Risk and Compliance > SAP Global Trade Services > Control Data for Transfer to SAP Global Trade Services > Configure Control Setting for Document Transfer . | The IMG path is navigated. |  |
| 3 | MM0A Settings | Select the application level MM0A entry, and in the Dialog Structure pane, double-click Document Types. |  |  |
| 4 | MM0A Settings | If you need to to add purchasing document types, for example to add the document type FNB, choose New Entries. Select the purchasing document type and select the SD WorkL (Generate Worklist of Vendor-Based Long-Term Vendor Declarations) indicator. | After you set this indicator, the system transfers the purchasing data that is required to request for vendor-based long-term vendor declarations (requesting) to SAP GTS. |  |
| 5 | Application Level | In the Dialog Structure pane, double-click Application Level. |  |  |
| 6 | MM0C Settings | Repeat steps 3 to 5 for the following data:Application Level: MM0CDoc.Type: 101BDoc.Type: 101BNote Choose New Entries to add material movement types if necessary. | After you set this indicator, the system transfers the goods receipt data that is required to request for vendor-based long-term vendor declarations (requesting) to SAP GTS. |  |
| 7 | SD0A Settings | Repeat steps 3 to 5 for the following data:Application Level: SD0ADoc.Type: ORNote Choose New Entries to add sales document types if necessary.Pref. Ind.: <Select this indicator> | After you set this indicator, the preference indicator that is determined in GTS is transferred back to the feeder system document.In the feeder system, it can then be stored in the document. |  |
| 8 | SD0C Settings | Repeat steps 3 to 5 for the following data:Application Level: SD0CBilling Type: F2Note Choose New Entries to add billing types if you need to transfer documents of this billing type.Select the document type and set the Pref. Ind. (Retransfer GTS Preference Indicator to Feeder System) indicator.Select the document type and set the VD WorkL (Select Generate Worklist of Long-Term Vendor Declartions for Customers' Purposes) indicator. | After you set this indicator, the billing data required by GTS to manage long-term vendor declarations for customer's purposes is transferred from the feeder system to SAP GTS.And the preference indicator that is determined in GTS is transferred back to the feeder system document. |  |
| 9 | Save | Choose Save. | The settings are saved. |  |

#### Create a Supplier for Preference 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

Before starting the business process, you need to create a supplier.

Procedure

You can create a supplier which is located within a preference agreement country/ region.

Once the supplier is created, please refer to the scope item 1WA - Transfer of Primary Master Data for SAP Global Trade Services to transfer the supplier data into SAP Global Trade Services system.

No detail procedure is given here. Please refer to the master data script BNE - Create Supplier Master to create the supplier.

#### Create a Customer for Preference 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

Before starting the business process, you need to create a customer to create a sales order.

Procedure

You can create a customer which is located within a preference agreement country/ region.

Please create a customer. Once the new customer is created, please refer to the scope item 1WA -Transfer of Primary Master Data for SAP Global Trade Services to transfer the customer data into SAP Global Trade Services system.

No detail procedure is given here. Please refer to the master data script BND - Create Customer Master to create a customer.

#### Schedule Transfer of Procurement Indicators

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

Before starting the business process, you need to transfer the materials and materials’ procurement indicators to SAP Global Trade Services system.

* With the activation of the scope item, the background jobs will be activated as well, which try to trigger the transfer via change points for master data change. That means once you successfully complete the initial transfer, the background jobs will automatically transfer the subsequent data changes.
* These background jobs are scheduled hourly regardless of whether initial transfer is made or not.
* You have no possibility to deactivate or change the transfer rhythm.

Procedure

First, Please refer to the test script 1WA - Transfer of Primary Master Data for SAP Global Trade Services to transfer the product data into SAP Global Trade Services system.

Then please execute following steps to transfer the product procurement indicators to SAP Global Trade Services system.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori launchpad | Log onto the SAP Fiori launchpad using the role Administrator - International Trade. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Choose Schedule Transfer of Procurement Indicators - Global Trade Services (F3747). | The Application Jobs view is displayed. |  |
| 3 | Create Schedule Transfer of Procurement Indicators Background Job | In the Application Jobs screen, choose Create.In the New Job view, make the following entries:Job Template: Schedule Transfer of procurement indicator - Global Trade ServicesJob Name: Schedule Transfer of procurement indicator - Global Trade ServicesChoose Step 2.Choose Define Recurrence Pattern.Start Immediately: XRecurrence Pattern: Single RunChoose OK.Choose Step 3.Then choose Step 4.Log Title: <Enter the log description>Material: <Enter the material number>Choose Schedule. | The New Job view is displayed. |  |

#### Schedule Transfer of Product Prices

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

Before starting the business process, you need to transfer products’ prices to SAP Global Trade Services system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori launchpad | Log onto the SAP Fiori launchpad using the role Administrator - International Trade. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Choose Schedule Transfer of Product Prices - Global Trade Services (F3746). | The Application Jobs screen is displayed. |  |
| 3 | Create Schedule Transfer of Product Prices Background Job | In the Application Jobs screen, choose Create.In the New Job screen, make the following entries:Job Template: Schedule Transfer of Product Prices - Global Trade ServicesJob Name: Schedule Transfer of Product Prices - Global Trade ServicesChoose Step 2.Choose Define Recurrence Pattern.Start Immediately: XRecurrence Pattern: Single RunChoose OK.Choose Step 3.Then choose Step 4.Log Title: <Enter the log description>Material: <Enter the material number>Choose Schedule. | Job is scheduled and shown in the list. |  |

#### Schedule Transfer of Minimum /Maximum Product Prices

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

Before starting the business process, you need to transfer products’ prices to SAP Global Trade Services system.

Execute the Preliminary Steps in Global Trade System [Transfer Determination of Preference Agreement to Feeder System](#unique_14) [page ] 20 and [Display Product Master in Global Trade Services System](#unique_15) [page ] 21.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP Fiori launchpad | Log onto the SAP Fiori launchpad using the role Administrator - International Trade. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Choose Schedule Transfer of Min./Max. Product Prices - Global Trade Services (F3745). | The Application Jobs view is displayed. |  |
| 3 | Create Schedule Transfer of Min./Max. Product Prices Background Job | In the Application Jobs screen, choose Create.In the New Job screen, make the following entries:Job Template: Schedule Transfer of Min. / Max. Product Prices - Global Trade ServicesJob Name: Schedule Transfer of Min. / Max. Product Prices - Global Trade ServicesChoose Step 2.Choose Define Recurrence Pattern.Start Immediately: XRecurrence Pattern: Single RunChoose OK.Choose Step 3.Then choose Step 4.Log Title: <Enter the log description>Period in Number of Days: <Enter the number>Material: <Enter the material number>Plant: <Select a plant from the F4 Help>Choose Schedule.You can only transfer a Min. and a Max. price if a purchase invoice with goods receipt is available. | Job is scheduled and shown in the list. |  |

#### Schedule Transfer of Suppliers Product Name (Optional)

Purpose

Before starting the business process, you can transfer suppliers’ product names into SAP Global Trade Services system if you created the purchasing information record.

##### Create Purchasing info Record

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

No detail procedure is given here. Please refer to the Master Data Script BHD - Create Purchasing Info Record to create product number used by suppliers.

##### Schedule Transfer of Suppliers Product Name

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori launchpad | Log onto the SAP Fiori launchpad using the role Administrator - International Trade. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Choose Schedule Transfer of Supplier Product Names - Global Trade Services (F3744). | The Application Jobs screen is displayed. |  |
| 3 | Create Schedule Transfer of Suppliers Product Name Background Job | In the Application Jobs screen, choose Create.In the New Job screen, make the following entries:Job Template: Schedule Transfer of Supplier Product Name - Global Trade ServicesJob Name: Schedule Transfer of Supplier Product Name - Global Trade ServicesChoose Step 2.Choose Define Recurrence Pattern.Start Immediately: XRecurrence Pattern: Single RunChoose OK.Choose Step 3.Then choose Step 4.Label: <Enter the log description>Purchasing Info Record: <Enter the Purchasing Info Record number>Choose Schedule. | Job is scheduled and shown in the list. |  |

#### Schedule Transfer of Customer Product Name (Optional)

Purpose

Before starting the business process, you can transfer customer’s products name to SAP Global Trade Services system if you created product number used by customer.

##### Create Customer Material Info Record

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

No detail procedure is given here. Please refer to Create Customer-Material Info Record(2YX) to create the product name used by customer.

##### Schedule Transfer of Customer Product Name

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori launchpad | Log onto the SAP Fiori launchpad using the role Administrator - International Trade. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Choose Schedule Transfer of Products - Global Trade Services (F2805). | The Application Jobs screen is displayed. |  |
| 3 | Create Schedule Transfer of Customer Product Name Background Job | In the Application Jobs screen, choose Create.In the New Job screen, make the following entries:Job Template: Schedule Transfer of Customer Product Name - Global Trade ServicesJob Name: Schedule Transfer of Customer Product Name - Global Trade ServicesChoose Step 2.Choose Define Recurrence Pattern.Start Immediately: XRecurrence Pattern: Single RunChoose OK.Choose Step 3.Then choose Step 4.Label: <Enter the log description>Sales Organization: <Enter the Sales Organization>Distribution Channel: <Enter the Distribution Channel>Customer: <Enter the customer number>Material: <Enter the material number>Choose Schedule. | Job is scheduled and shown in the list. |  |

### Preliminary Steps in Global Trade Services System

#### Transfer Determination of Preference Agreement to Feeder 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

Before starting the business process, you should transfer the determination of preference agreements to S/4HANA Cloud system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP GUI | Log on to SAP Global Trade Services system. | The SAP Easy Access page is displayed. |  |
| 2 | Run Transaction | Enter the transaction /SAPSLL/PRE\_SET\_DIST in the command filed. | The Distribute Settings to S/4HANA Systems screen is displayed. |  |
| 3 | Distribute Settings to S/4HANA Systems | Please enter the logical system which you want to synchronize the preference agreements. | The Preference Agreements are transferred to S/4HANA Cloud. |  |

#### Display Product Master in Global Trade Services 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

Before starting the business process, you should display the product master data in GTS system to make sure the mandatory data regarding preference processing have been transferred from S/4HANA Cloud system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On to SAP GUI | Log on to SAP Global Trade Services system. | The SAP Easy Access page is displayed. |  |
| 2 | Run Transaction | Enter the transaction /sapsll/prod\_pref\_03 in the command filed.Please also make the following entries:Logical System Group: for example, 0MB85UOProduct Number: for example, TG0011 | The Display Products screen is displayed. |  |
| 3 | Display Partner-Specific Data | Select the tab Partner-Specific Data.You will see multiple BP Partner data with its specific product name.Suppliers Product Name and Customer Product Name are transferred from S/4HANA Cloud system . | The Partner-Specific Data screen is displayed. |  |
| 4 | Display Prices and Values Data | Select the tab Prices and Values.You will see the Multiple Prices which you transferred from S/4HANA Cloud system.Price Types: PROD\_PRICE and NET\_COST belong to the report for product prices andPrice Types: MIN\_PRICE and MAX\_PRICE belong to the report Min./Max. product prices. | The Prices and Values screen is displayed. |  |
| 5 | Display Procurement Indicator | Select the tab ProcurementYou will see the Procurement Indicator and Preference Model based on plant and plant group. | The Procurement screen is displayed. |  |

# Overview Table

This scope item consists of several process steps that are listed in the following table.

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| Display worklist for Vendor-Based Long-Term Vendor Declaration |
| [Create Purchase Document to Supplier](#unique_23) [page ] 25 | Purchaser | Create Purchase Order - Advanced (ME21N) | The purchase order is created |
| [Post Goods Receipt](#unique_24) [page ] 27 | Warehouse Clerk | Post Goods Receipts | The material document is created |
| [Schedule Transfer of Purchasing Documents - Global Trade Services (Optional)](#unique_25) [page ] 28 | Administrator - International Trade | Schedule Transfer of Purchasing Documents - Global Trade Services (F3742) | The purchasing document is transferred to GTS |
| [Schedule Transfer of Material Documents - Global Trade Services (Optional)](#unique_26) [page ] 30 | Administrator - International Trade | Schedule Transfer of Material Documents - Global Trade Services | The material document is transferred to GTS |
| [Display the Worklist for Purchasing Documents/Material Document](#unique_27) [page ] 31 |  | /n/SAPSLL/PRE\_WLI\_001 | The purchasing document and material document are displayed |
| Display worklist for Long-Term Vendor Declaration for Customer's Purpose |
| [Create Sales Order to Customer](#unique_28) [page ] 33 | Internal Sales Representative | Manage Sales Orders - Beta Version (F2712) | The sales order is created |
| [Create Outbound Delivery](#unique_29) [page ] 35 | Shipping Specialist | Create Outbound Delivery - With Order Reference (VL01N) | The outbound delivery is created and goods issue is posted |
| [Create Billing](#unique_30) [page ] 36 | Billing Clerk | Create Billing Documents - VF01 (VF01) | The billing document is created |
| [Schedule Transfer of Billing Documents - Global Trade Services (Optional)](#unique_31) [page ] 37 | Administrator - International Trade | Schedule Transfer of Material Documents - Global Trade Services |  |
| [Display the Worklist: Long-Term Vendor Declaration for Customer’s Purpose](#unique_32) [page ] 39 |  | /n/SAPSLL/PRE\_WLO\_001 | The transferred document is in SAP Global Trade Services system |

# Test Procedures

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

- With the activation of the scope item, the background jobs will be activated as well, which try to trigger the transfer via change points for master data change. That means once you successfully complete the initial transfer, the background jobs will automatically transfer the subsequent data changes.

- These background jobs are scheduled hourly regardless of whether initial transfer is made or not.

- You have no possibility to deactivate or change the transfer rhythm.

## Display Worklist for Vendor-Based Long-Term Vendor Declaration

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. |

Before you start the test procedures, please make sure the Set-up Instruction Guide of this scope item has been followed through to ensure working connectivity between SAP S/4HANA Cloud system and SAP Global Trade Services system.

As the document transfer is automatically triggered along with saving the document in the S/4HANA system, you may follow the complete procedures which are described in the reference scope items to create the documents. The procedures here are simply shown the processes in S/4HANA system. The reference document types and associated scope items are listed below:

|  |  |  |
| --- | --- | --- |
| Process | Document Type | Scope Item |
| Purchasing | NB (F - Purchase Order, Standard PO) | J45 - Procurement of Direct MaterialsBMD - Purchase Contract |
| LP (L - Scheduling Agreement, Scheduling Agreement) | BMR - Scheduling Agreements in Procurement2NX - Scheduling Agreement for Subcontracting Procurement2NY - Scheduling Agreement for Consignment Procurement |
| Material Document | 101B (GR goods receipt)102B (GR for PO reversal) | J45 - Procurement of Direct MaterialsBMD - Purchase Contract |

### Create Purchase Document to Supplier

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity creates a purchase document to the supplier.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP Fiori launchpad | Log on to the SAP Fiori launchpad using the role Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Choose Create Purchase Order - Advanced (ME21N). | The Create Purchase Order screen displays. |  |
| 3 | Enter Purchase Document | On the Create Purchase Order view, make the following entries:Order Type: for example, Standard POSupplier : <enter your supplier number>Choose the Expand Header button.In the Header section, make the following entries on the Org. Data tab:Purchasing Org.: 1010Purchasing Group: 001Company Code: 1010Choose the Expand Items section.In the Item Overview section, make the following entries:Material: for example TG0011PO Quantity: <enter the quantity>Net Price: <enter the price>Currency :<enter the currency>Plnt: 1010Stor. Location: 101AGo to the Confirmation tab in the Item Detail section, and choose Rough GR in the Conf. Control field. | The purchase document data is maintained. |  |
| 4 | Save Purchase Document | Choose Save. | The purchase document is saved. |  |

### Post 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 the step, you post goods receipts for the purchasing document.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP Fiori launchpad | Log on to the SAP Fiori launchpad using the role Warehouse Clerk. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Choose Post Goods Receipt for Purchasing Document (F0843) | The Post Goods Receipt for Purchase Order screen is displayed. |  |
| 3 | Enter Purchase Order | Enter the Purchase Order ID and choose Enter. | The system displays the data for the goods receipt on the Goods Receipt screen. |  |
| 4 | Enter Delivery Note | Make the following entries and choose Enter.Delivery Note: xxxPrinting: Individual slip |  |  |
| 5 | Select Item | From the Items section, select the goods receipt item to be posted.Select an item with a quantity of two or more pieces. | You can see that the Post button is activated. |  |
| 6 | Post | Choose Post. | The system displays the message: material document xxx posted. |  |

### Schedule Transfer of Purchasing Documents - Global Trade Services (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

Because of some technical reasons, the purchase document is not transferred to Global Trade Service system. After you solve the issue, you can use the app to retransfer the purchasing documents.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP Fiori launchpad | Log on to the SAP Fiori launchpad using the role Administrator - International Trade. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Choose Schedule Transfer of Purchasing Documents - Global Trade Services (F3742). | The Application Jobs screen is displayed. |  |
| 3 | Create Schedule Transfer of Purchasing Documents background job | In the Application Jobs screen, choose Create.In the New Job screen, make the following entries:Job Template: Schedule Transfer of Purchasing Documents - Global Trade ServicesJob Name: Schedule Transfer of Purchasing Documents - Global Trade ServicesChoose Step 2.Choose Define Recurrence Pattern.Start Immediately: SelectRecurrence Pattern: choose Single RunChoose OK.Choose Step 3.Then choose Step 4.SAP Compliance Management: SelectPurchasing document: <Enter the purchasing document number>Choose Schedule. | Job is scheduled and shown in the list. |  |

### Schedule Transfer of Material Documents - Global Trade Services (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. |

Important! Before starting testing the scope item, you must refer to the "SAP Note for Country Versions: Release Information & Restriction Note" to check if it is released for Brazil.

Purpose

In case some technical reasons, the material document is not transferred to Global Trade Service system. After you solve the issue, then you can use the APP to retransfer the material documents.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP Fiori Launchpad | Log on to the SAP Fiori launchpad using the role Administrator - International Trade. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Choose Schedule Transfer of Material Documents - Global Trade Services (F3741). | The Application Jobs screen is displayed. |  |
| 3 | Create Schedule Transfer of Material Documents Background Job | In the Application Jobs screen, choose Create.In the New Job screen, make the following entries:Job Template: Schedule Transfer of Material Documents - Global Trade ServicesJob Name: Schedule Transfer of Material Documents - Global Trade ServicesChoose Step 2.Choose Define Recurrence Pattern.Start Immediately: XRecurrence Pattern: Single RunChoose OK.Choose Step 3.Then choose Step 4.Material Document: Enter the material document numberChoose Schedule. | Job is scheduled and shown in the list. |  |

### Display the Worklist for Purchasing Documents/Material Document

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 process step displays the worklist for vendor declaration in SAP Global Trade Services system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP GUI | Log on to SAP Global Trade Services system. | The SAP Easy Access page is displayed. |  |
| 2 | Display Worklist: Vendor-Based Long-Term Vendor Declaration | Enter the transaction /n /SAPSLL/PRE\_WLI\_001 in the command filed. |  |  |
| On the Display Worklist: Vendor-Based Long-Term Vendor Declaration screen, choose Administrative Unit.Enter the External Partner Number and the vendor you created in the previous step.Then choose Execute.On the next screen, you can find the items for the vendor and the product with two Reference Application.One is Relevant MM Purchase order.Another one is Relevant MM Goods Movement. | The Worklist for the Vendor Based Long-Term Vendor Declaration is displayed. |  |

## Display Worklist for Long-term Vendor Declaration for Customer's Purpose

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. |

Before you start the test procedures, please make sure the Set-up Instruction Guide of this scope item has been followed through to ensure working connectivity between SAP S/4HANA Cloud system and SAP Global Trade Services system.

As the document transfer is automatically triggered along with saving the document in the S/4HANA system, you may follow the complete procedures which are described in the reference scope items to create the documents. The procedures here are simply shown the processes in S/4HANA system. The reference document types and associated scope items are listed below:

|  |  |  |
| --- | --- | --- |
| Process | Document Type | Scope Item |
| Billing | F2 (F2 Invoice) | BD9 - Sell from StockBDH - Sales Order Entry with One-Time CustomerBDN - Sales of Non-Stock Item with Order-Specific ProcurementBDW - Returnables ProcessingBKJ - Sales Order Processing with Customer Down Payment1MX - Intercompany Sales Order Processing - International |
| F8 (Pro Forma Invoice for Delivery) | BDA - Free of Charge Delivery |
| CBST (Intercompany Billing for STO) | 1P9 - Intercompany Stock Transfer |

### Create Sales Order to Customer

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you create a sales order to the customer.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Choose Manage Sales Orders (F1873). | The Manage Sales Orders screen is displayed. |  |
| 3 | Enter Order Type | On the Manage Sales Orders screen, select Create - Create Sales Orders.On the Create Sales Orders screen, make the following entries and choose Create:Sales Order Type: for example ORSales Organization: 1010Distribution Channel: 10Division: 00 | The order type and sales organization are chosen. |  |
| 4 | Enter Order Details | On the New Sales Order Standard Order screen, make the following entries:Sold-To Party: <enter your customer number>Ship-To Party: <enter your customer number>Customer Reference: <enter the reference number>Choose tab Items.Product: for example, TG11Requested Quantity: <enter the quantity>Choose Add Row. | The order details are maintained. |  |
| 5 | Save Order | Choose Save. | The sales order is saved. |  |

Note If the sales order requires approval, follow the Complete the Process Sales Order Approval steps described in the Sell from Stock (BD9) test script.

### Create Outbound Delivery

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

Create the outbound delivery.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP Fiori launchpad | Log on to the SAP Fiori launchpad using the role Shipping Specialist. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Choose Create Outbound Delivery - With Order Reference (VL01N). | The Create Outbound Delivery with Order Reference screen is displayed. |  |
| 3 | Search Sales Order | On the Create Outbound Delivery with Order Reference screen, make the following entries and choose Continue:Shipping Point: 1010Selection Date: <delivery selection date>Order: <enter the created sales order number> | Choose the sales order to create delivery. |  |
| 4 | Create Outbound Delivery | On the Outbound Delivery Create: Overview screen, navigate to the Picking tab and enter the quantity in the Picked Qty field.Choose Post Goods Issue. | The outbound delivery is created. |  |

### Create Billing

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

Create the billing document.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP Fiori launchpad | Log on to the SAP Fiori launchpad using the role Billing Clerk. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Choose Create Billing Documents - VF01 (VF01). | The Create Billing Documents screen is displayed. |  |
| 3 | Create Billing Document | On the Create Billing Document screen, enter the created outbound delivery number and choose Save. | The billing document is created. |  |

### Schedule Transfer of Billing Documents - Global Trade Services (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

Because of some technical reasons, the Billing document may be not transferred to Global Trade Service system. After you solve the issue, then you can use the app to retransfer the Billing documents.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP Fiori launchpad | Log on to the SAP Fiori launchpad using the role Administrator - International Trade. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Choose Schedule Transfer of Billing Documents - Global Trade Services (F3740). | The Application Jobs screen is displayed. |  |
| 3 | Create Schedule Transfer of Billing Documents background job | In the Application Jobs screen, choose Create.In the New Job screen, make the following entries:Job Template: Schedule Transfer of Billing Documents - Global Trade ServicesJob Name: Schedule Transfer of Billing Documents - Global Trade ServicesChoose Step 2.Choose Define Recurrence Pattern.Start Immediately: <Select>Recurrence Pattern: Single RunChoose OK.Choose Step 3.Then choose Step 4.Billing Document : <Enter the Billing document number>Choose Schedule. | Job is scheduled and shown in the list. |  |

### Display the Worklist: Long-Term Vendor Declaration for Customer’s Purpose

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 process step you display Worklist: Long-Term Vendor Declaration for Customer’s Purpose in SAP Global Trade Services system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP GUI | Log on to SAP Global Trade Services system. | The SAP Easy Access page is displayed. |  |
| 2 | Display Worklist: Long-Term Vendor Declaration for Customer’s Purpose | Enter the transaction /n/SAPSLL/PRE\_WLO\_001 in the command filed. |  |  |
| On the Display Worklist: Long-Term Vendor Declaration for Customer’s Purpose screen, choose Administrative Unit.Enter the External Partner Number, the customer you created in the previous step.Then choose Execute.On the next screen, you can find the billing document you created in S/4HANA Cloud system. | The Worklist for Long-Term Vendor Declaration for Customer’s Purpose is displayed. |  |

# Appendix

## Additional Configurations in SAP Global Trade Services System

Before using Preference Management in Global Trade Services System, you need to finish all the configurations for Preference Processing in Global Trade System. You can find Configuration Guide for SAP Global Trade Services in SAP Help Portal.

The following chapters list limited customized activities regarding integration with feeder system. The configurations depend on your SAP Global Trade Services system, and the steps and input values might be different in your system.

### Define Legal Units

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP GUI | Log on to SAP Global Trade Services system. | The SAP Easy Access page appears. |  |
| 2 | Access the IMG Activity | Run the transaction SPRO, and go to the following IMG path: SAP Global Trade Services > General Settings > Organizational Structure > Define Legal Units. | The IMG path is navigated. |  |
| 3 | Maintain Legal Units | Define the legal unit, for example LU\_1010 and maintain the general data, for example name and address. | The legal unit is maintained or checked. |  |

### Assign Plant to Legal Unit

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP GUI | Log on to SAP Global Trade Services system. | The SAP Easy Access page is displayed. |  |
| 2 | Access the IMG Activity | Run the transaction SPRO, and go to the following IMG path: SAP Global Trade Services > General Settings > Organizational Structure > Assignment of Organizational Units from Feeder System to Legal Unit > Assign Plant at Feeder System Group Level. | The IMG path is navigated. |  |
| 3 | Assign Plant to Legal Unit | Choose Manually Assign Plant on the Choose Activity dialog box.On the Change View “Mapping: Plant from Feeder System Group to Legal Unit” screen, choose New Entries and making the following entries if you haven’t maintained it:Logical System group: <choose the logical system group>FS Organization: <your plant in S/4HANA, for example,1010>Legal Unit: <your created legal unit, for example, LU\_1010>Choose Save. | The plant is assigned to the legal unit. |  |

### Define Cross-Plant BOM Evaluation

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP GUI | Log on to SAP Global Trade Services system. | The SAP Easy Access page appears. |  |
| 2 | Access the IMG Activity | Run the transaction SPRO, and go to the following IMG path: SAP Global Trade Services > General Settings > Organizational Structure > Define Cross-Plant BOM Evaluation. | The IMG path is navigated. |  |
| 3 | Maintain Plant Group for Feeder System Plants | Define the Plant Group for Feeder System Plants, for example PLG\_1010 and maintain the description, for example Plant Group for EUR. | The Plant Group for Feeder System Plants is maintained. |  |
| 4 | Assign Plants to Plant Group | In the Change View “ Assignment of Plant” : Overview Screen, select the Plant Group you just created, choose New Entries and make the following entry:Logical system: <choose the logical system>Plant: <your plant in S/4HANA, for example,1010> | The Plants are assigned to the Plant Group. |  |

### Assign Partner Functions

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP GUI | Log on to SAP Global Trade Services system. | The SAP Easy Access page is displayed. |  |
| 2 | Access the IMG Activity | Run the transaction SPRO, and go to the following IMG path: SAP Global Trade Services > General Settings > Partner Structure > Assignment of Partner Functions from Feeder Systems > Assign Partner Function at Feeder System Group Level. | The IMG path is navigated. |  |
| 3 | Assign Partner Functions | Choose Manually Assign Partner Function on the Choose Activity pop-up window.On the Change View “Mapping: Partner Function in FS Group to SAP GTS” screen, choose New Entries and making the following entries if you haven’t maintained it:

|  |  |  |
| --- | --- | --- |
| Logical System Group | BS Partner Function | Partner Function |
| <logical system group> | AG | AG |
| <logical system group> | WE | WE |
| <logical system group> | RE | RE |
| <logical system group> | RG | RG |
| <logical system group> | LF | LF |
| <logical system group> | DA | PODLV |
| <logical system group> | RS | LF |

Choose Save. | The partner function mapping is maintained. |  |

### Define Administrative Unit for Vendor Declarations

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP GUI | Log on to SAP Global Trade Services system. | The SAP Easy Access page is displayed. |  |
| 2 | Access the IMG activity | Run the transaction SPRO, and go to the following IMG path: SAP Global Tr ade Services > Risk Management> Preference Processing > Organizational Structure > Define Administrative Unit for Vendor Declarations . | The IMG path is navigated. |  |
| 3 | Define Administrative Unit for Vendor Declarations | Define Administrative Unit for Vendor Declarations, for example AU\_1010 and maintain the general data, for example name and address.You can also extend the BP role Administrative Unit for Vendor Declarations for Foreign Trade Organization FTO\_1010 you just created. | The Administrative Unit for Vendor Declarations is created. |  |

### Define Administrative Unit Attributes

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP GUI | Log on to SAP Global Trade Services system. | The SAP Easy Access page is displayed. |  |
| 2 | Access the IMG activity | Run the transaction SPRO, and go to the following IMG path: SAP Global Trade Services > Risk Management> Preference Processing > Organizational Structure > Define Administrative Unit Attributes . | The IMG path is navigated. |  |
| 3 | Define Administrative Unit Attributes | On the Display View “ Administrative Unit ”: Overview screen, select the Administrative Unit you just created, for example: FTO\_1010Double Click Assign Organizational Unit.On the Change View “Assign Organizational Unit”:Overview screen, choose New Entries and maintain following entries:Cross-Plant Preference ModelPlant Group: for example,PLG\_1010Double Click Currency and Numbering System.On the Change View “ Currency and Numbering System”:Overview screen, choose New Entries andmaintain following entries:Currency : <The Currency used in the company> for example,EURExchange Rate Type: for example, MSchemes : The Numbering scheme used in the country/ region. for example, EU\_TARIC | The attributes of the Administrative unit is maintained. |  |

### Define Legal Regulation

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP GUI | Log on to SAP Global Trade Services system. | The SAP Easy Access page is displayed. |  |
| 2 | Access the IMG activity | Run the transaction SPRO, and go to the following IMG path: SAP Global Trade Services > General Settings > Legal Regulations > Define Legal Regulation . | The IMG path is navigated. |  |
| 3 | Define Legal Regulation | On the Change View “Legal Regulation: Overview” screen, make sure the legal regulation with legal code Preference Law is defined for your country/ region, for example, the legal regulation PANEG is defined for Germany. | The defined legal regulation is checked. |  |

Typographic Conventions

|  |  |
| --- | --- |
| Type Style | Description |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

|  |
| --- |
|  |
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