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|  |  |
| Test Script  SAP S/4HANA - 17-09-20 | public |
| Safety Data Sheets in Sales (3VQ\_DE) |

Table of Contents

[1 Purpose 3](#_Toc51262505)

[2 Prerequisites 4](#_Toc51262506)

[2.1 System Access 4](#_Toc51262507)

[2.2 Roles 4](#_Toc51262508)

[2.3 Master Data, Organizational Data, and Other Data 5](#_Toc51262509)

[2.4 Business Conditions 13](#_Toc51262510)

[2.5 Preliminary Steps 13](#_Toc51262511)

[3 Overview Table 15](#_Toc51262512)

[4 Test Procedures 17](#_Toc51262513)

[4.1 Create Sales Order with Positive Safety Data Sheet Check 17](#_Toc51262514)

[4.1.1 Create Sales Order for a Product with Available Safety Data Sheets 17](#_Toc51262515)

[4.1.2 Create Outbound Delivery for a Compliant Product 19](#_Toc51262516)

[4.1.3 Carry Out Picking for a Compliant Product 22](#_Toc51262517)

[4.1.4 Post Goods Issue for a Compliant Product 23](#_Toc51262518)

[4.2 Create Sales Order with a Warning for the Safety Data Sheet Check with Delivery of Safety Data Sheets 25](#_Toc51262519)

[4.2.1 Business Partner Data Maintenance 25](#_Toc51262520)

[4.2.2 Create Sales Order for a Product Without Prepared Safety Data Sheets 26](#_Toc51262521)

[4.2.3 Create Outbound Delivery for a Noncompliant Product 29](#_Toc51262522)

[4.2.4 Optional: Analyze Sales Order Fulfillment Monitor 31](#_Toc51262523)

[4.2.5 Process Request for Safety Data Sheet 33](#_Toc51262524)

[4.2.6 Carry Out Picking for a Compliant Product 35](#_Toc51262525)

[4.2.7 Post Goods Issue for a Compliant Product 37](#_Toc51262526)

[4.2.8 Check Monitor Shipments (Safety Data Sheets) and Emails 38](#_Toc51262527)

[4.2.9 Revert Business Partner Settings 40](#_Toc51262528)

# Purpose

This scope item covers the main process steps for the maintenance of safety data sheets for products during sales processes. The safety data sheet assessment is relevant only for products that are indicated as compliance relevant within the product master.

Products flagged as relevant for compliance must have a completed safety data sheet assessment by the product steward. A missing assessment results in a country-specific automatic block of sales order fulfillment that can be resolved by the product steward.

Based on the sales order created by the internal sales representative, the shipping specialist creates the outbound delivery.

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 |
| System | Available 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 |
| Internal Sales Representative | SAP\_BR\_INTERNAL\_SALES\_REP | Internal Sales | SAP\_BR\_INTERNAL\_SALES\_REP |  |
| Product Stewardship Specialist - Product Compliance | SAP\_BR\_PRODSTWRD\_SPLST\_PCL | Product Compliance | SAP\_BR\_PRODSTWRD\_SPLST\_PCL |  |
| Shipping Specialist | SAP\_BR\_SHIPPING\_SPECIALIST | Shipping | SAP\_BR\_SHIPPING\_SPECIALIST |  |
| Master Data Specialist - Business Partner Data | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Business Partner | SAP\_BR\_BUPA\_MASTER\_SPECIALIST |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |

## 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 suppliers, 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.

If you create your own packaged and unpackaged products, also carry out the compliance steps for the other relevant solution areas using the test scripts for the scope items listed:

* Product Marketability: 31H (Assess Marketability of a Product)
* Dangerous Goods Management: 3FC (Assess Dangerous Goods for a Product)

The listed compliance requirement and compliance purpose definitions represent dynamic content based on the legal situation at a given point in time. This data is to be considered exemplary and not a reflection of the currently shipped content. For a complete overview of the currently shipped content, please refer to the application itself.

The demo data described and used in the following is tailored for a smooth execution of the described procedures and suppresses processes of other solution areas in product compliance.

The following data is valid for all three test scenarios:

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Compliance Requirement Version | BR Safety Data Sheet | Compliance Requirement: BR-SDS | Compliance requirement versions are delivered with the software. |
| Compliance Requirement Version | CA Safety Data Sheet | Compliance Requirement: CA-SDS | Compliance requirement versions are delivered with the software. |
| Compliance Requirement Version | CN Safety Data Sheet | Compliance Requirement: CN-SDS | Compliance requirement versions are delivered with the software. |
| Compliance Requirement Version | DE Safety Data Sheet | Compliance Requirement: DE-SDS | Compliance requirement versions are delivered with the software. |
| Compliance Requirement Version | JP Safety Data Sheet | Compliance Requirement: JP-SDS | Compliance requirement versions are delivered with the software. |
| Compliance Requirement Version | CH Safety Data Sheet | Compliance Requirement: CH-SDS | Compliance requirement versions are delivered with the software. |
| Compliance Requirement Version | TR Safety Data Sheet | Compliance Requirement: TR-SDS | Compliance requirement versions are delivered with the software. |
| Compliance Requirement Version | US Safety Data Sheet | Compliance Requirement: US-SDS | Compliance requirement versions are delivered with the software. |

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Compliance Purpose | Sell industrial chemicals in North America | The following compliance requirements are assigned:   * US-SDS * CA-SDS | Requirements are relevant for North America. The compliance purpose is set to Active. |
| Compliance Purpose | Sell industrial chemicals in an EU country | The following compliance requirements are assigned:   * DE-SDS | Requirements are relevant for the EU. The compliance purpose is set to Active. |
| Compliance Purpose | Sell industrial chemicals in Middle and South America | The following compliance requirements are assigned:   * BR-SDS | Requirements are relevant for Middle and South America. The compliance purpose is set to Active. |
| Compliance Purpose | Sell industrial chemicals in Asia Pacific | The following compliance requirements are assigned:   * CN-SDS * JP-SDS | Requirements are relevant for Asia Pacific. The compliance purpose is set to Active. |

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Listed Substance | L00000005806 | * CAS Number: 108-38-3 * Name: m-xylene | Included in the listed substance index, which is delivered with the software. |
| Listed Substance | L00000005867 | * CAS Number: 108-88-3 * Name: Toluene | Included in the listed substance index, which is delivered with the software. |
| Listed Substance | L00000007071 | * CAS Number: 123-86-4 * Name: n-butyl acetate | Included in the listed substance index, which is delivered with the software. |
| Listed Substance | L00000003109 | * CAS Number: 78-83-1 * Name: Isobutyl alcohol | Included in the listed substance index, which is delivered with the software. |
| Listed Substance | L00000002316 | * CAS Number: 64-17-5 * Name: ethanol | Included in the listed substance index, which is delivered with the software. |
| Listed Substance | L00000002147 | * CAS Number: 60-00-4 * Name: EDTA | Included in the listed substance index, which is delivered with the software. |

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Company Substance | Toluene | Linked with listed substance L00000005867 | Loaded via scope item. |
| Company Substance | m-xylene | Linked with listed substance L00000005806 | Loaded via scope item. |
| Company Substance | n-butyl acetate | Linked with listed substance L00000007071 | Loaded via scope item. |
| Company Substance | Isobutyl alcohol | Linked with listed substance L00000003109 | Loaded via scope item. |
| Company Substance | ethanol | Linked with listed substance L00000002316 | Loaded via scope item. |
| Company Substance | EDTA | Linked with listed substance L00000002147 | Loaded via scope item. |

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Material | FGPCSDS01 | * Material Number: FGPCSDS01 * Material Type: FERT * Material Description: Finished Good for SDS 01 * Compliance Relevant: Yes | Used for sales order |
| Material | FGPCSDS02 | * Material Number: FGPCSD02 * Material Type: FERT * Material Description: Finished Good for SDS 02 * Compliance Relevant: Yes | Used for sales order |
| Material | FGPCSDS03 | * Material Number: FGPCSD03 * Material Type: FERT * Material Description: Finished Good for SDS 03 * Compliance Relevant: Yes | Used for sales order |

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Material | SGPCSDS01 | * Material Number: SGPCSDS01 * Material Type: HALB * Material Description: Semi SDS 01 * Compliance Relevant: Yes |  |
| Material | SGPCSDS02 | * Material Number: SGPCSDS02 * Material Type: HALB * Material Description: Semi SDS 02 * Compliance Relevant: Yes |  |
| Material | SGPCSDS03 | * Material Number: SGPCSDS03 * Material Type: HALB * Material Description: Semi SDS 03 * Compliance Relevant: Yes |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Chemical Compliance Info Object - Unpackaged Product - Basic Data | UPSDS01 | * Internal Name: Product Safety Data Sheet UPSDS01 * No unpackaged product assigned * No packaged product assigned * PMA & DG disabled: True * Logistics Roles: Sold, Transported, Produced * Assigned Application: Industrial Chemicals * No markets or production countries/regions assigned * Assigned Compliance Purposes: Product Default Compliance Purpose |  |
| Chemical Compliance Info Object - Unpackaged Product - Released Analytical Composition | UPSDS01 | * Substance: m-xylene   + CAS Number: 108-38-3   + Role in Composition: Active Ingredient   + Reaction Product: No   + Concentration: 48.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 * Substance: Toluene   + CAS Number: 108-88-3   + Role in Composition: Active Ingredient   + Reaction Product: No   + Concentration: 14.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 * Substance: n-butyl acetate   + CAS Number: 123-86-4   + Role in Composition: Active Ingredient   + Reaction Product: No   + Concentration: 12.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 * Substance: Isobutyl alcohol   + CAS Number: 78-83-1   + Role in Composition: Solvent   + Reaction Product: No   + Concentration: 12.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 * Substance: ethanol   + CAS Number: 64-17-5   + Role in Composition: Active Ingredient   + Reaction Product: No   + Concentration: 10.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 * Substance: EDTA   + CAS Number: 60-00-4   + Role in Composition: Active Ingredient   + Reaction Product: No   + Concentration: 4.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 |  |
| Chemical Compliance Info Object - Unpackaged Product - Basic Data | UPSDS02 | * Internal Name: Product Safety Data Sheet UPSDS02 * No unpackaged product assigned * No packaged product assigned * Product Marketability and Dangerous Goods disabled: True * Logistics Roles: Sold, Transported, Produced * Assigned Application: Industrial Chemicals * No markets or production countries/regions assigned * Assigned Compliance Purposes: Product Default Compliance Purpose |  |
| Chemical Compliance Info Object - Unpackaged Product - Released Analytical Composition | UPSDS02 | * Substance: m-xylene   + CAS Number: 108-38-3   + Role in Composition: Active Ingredient   + Reaction Product: No   + Concentration: 48.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 * Substance: Toluene   + CAS Number: 108-88-3   + Role in Composition: Active Ingredient   + Reaction Product: No   + Concentration: 14.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 * Substance: n-butyl acetate   + CAS Number: 123-86-4   + Role in Composition: Active Ingredient   + Reaction Product: No   + Concentration: 12.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 * Substance: Isobutyl alcohol   + CAS Number: 78-83-1   + Role in Composition: Solvent   + Reaction Product: No   + Concentration: 12.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 * Substance: ethanol   + CAS Number: 64-17-5   + Role in Composition: Active Ingredient   + Reaction Product: No   + Concentration: 10.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 * Substance: EDTA   + CAS Number: 60-00-4   + Role in Composition: Active Ingredient   + Reaction Product: No   + Concentration: 4.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 |  |
| Chemical Compliance Info Object - Unpackaged product - Basic Data | UPSDS03 | * Internal Name: Product Safety Data Sheet UPSDS03 * No unpackaged product assigned * No packaged product assigned * Product Marketability and Dangerous Goods disabled: True * Logistics Roles: Sold, Transported, Produced * Assigned Application: Industrial Chemicals * No markets or production countries/regions assigned * Assigned Compliance Purposes: Product Default Compliance Purpose |  |
| Chemical Compliance Info Object - Unpackaged Product - Released Analytical Composition | UPSDS03 | * Substance: m-xylene   + CAS Number: 108-38-3   + Role in Composition: Active Ingredient   + Reaction Product: No   + Concentration: 48.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 * Substance: Toluene   + CAS Number: 108-88-3   + Role in Composition: Active Ingredient   + Reaction Product: No   + Concentration: 14.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 * Substance: n-butyl acetate   + CAS Number: 123-86-4   + Role in Composition: Active Ingredient   + Reaction Product: No   + Concentration: 12.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 * Substance: Isobutyl alcohol   + CAS Number: 78-83-1   + Role in Composition: Solvent   + Reaction Product: No   + Concentration: 12.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 * Substance: ethanol   + CAS Number: 64-17-5   + Role in Composition: Active Ingredient   + Reaction Product: No   + Concentration: 10.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 * Substance: EDTA   + CAS Number: 60-00-4   + Role in Composition: Active Ingredient   + Reaction Product: No   + Concentration: 4.000000   + Lower Limit: 0.000000   + Upper Limit: 0.000000 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Sold-to Party (Customer) | 10100003 | Customer domestic 03 | For sales order of material FGPCSDS01 and FGPCSDS02 |
| Ship-to Party (Customer) | 10100003 | Customer domestic 03 | For sales order of material FGPCSDS01 and FGPCSDS02 |
| Payer (Customer) | 10100003 | Customer domestic 03 | For sales order of material FGPCSDS01 and FGPCSDS02 |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101A | Std. storage 1 |  |
| Shipping Point | 1010 | Shipping Point 1010 |  |
| Sales Organization | 1010 | Dom. Sales Org |  |
| Distribution Channel | 10 | Direct Sales |  |
| Division | 00 | Product Division 00 |  |

You can find general information on how to create master data objects in the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm) :

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| MDS | Description |
| BNT | Create Product Master of Type “Finished Good” |
| BNS | Create Product Master of Type “Semi-Finished Good” |
| BND | Create Customer Master |

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item ID | Business Condition |
| BD9 -  Sell from Stock | The scope item of this document is an extension of the BD9 scope item. Therefore, BD9 must be implemented and tested first. |
| 3VR - Sell from Stock | The scope item of this document is based on the implemented and tested scope item 3VR.  A safety data sheet assessment has been carried out for the material that is sold in the sales order of this scope item.  Material FGPCSDS01 has released safety data sheets for the sold-to country or region of material SGPCSDS01.  If a safety data sheet requirement exists for the sold-to country or region, material FGPCSDS02 has no released safety data sheets for this country or region. Otherwise, no warning appears and the test procedure Create Sales Order with Warning for the Safety Data Sheet Check can’t be carried out. The safety data sheet requirements for countries and regions are set at material SGPCSDS02. |

## Preliminary Steps

To run through this scope item, the materials must be available in stock. You fill the inventory with stock in the following steps.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using the role Warehouse Clerk. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Choose Post Goods Movement (MIGO). | The app opens and the Goods Issue Purchase Order screen is displayed. |  |
| 3 | Input Movement Type | Make the following entry and press Enter:   * First dropdown list: Goods Receipt * Second dropdown list: Other | The Goods Receipt Other screen is displayed. |  |
| 4 | Input on the Goods Receipt Other Screen: Material Tab | On the Goods Receipt Other screen: Material tab, make the following entry and press Enter:   * Material: <Material number>   First add stock for material FGPCSDS01 and after that process, do the same for material FGPCSDS02. |  |  |
| 5 | Input on the Goods Receipt Other Screen: Quantity Tab | On the Goods Receipt Other screen: Quantity tab, make the following entry and press Enter:  Qty in Unit of Entry: <Qty in unit of entry>  Unit of Entry: BT  Note Make sure to add enough stock to process the sales order and delivery in this scope item. |  |  |
| 6 | Input on the Goods Receipt Other screen: Where Tab | On the Goods Receipt Other screen: Where tab, make the following entries and press Enter:  Goods Movement Type: 561 - Receipt per initial entry of stock balances into unrestricted use  Plant: 1010  Storage Location: 101A |  |  |
| 7 | Save Your Entries | Choose Post. | A message confirms that the material document has been posted. |  |

# Overview Table

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Create Sales Order for a Product with Available Safety Data Sheets](#unique_9) [page ] 17 | Internal Sales Representative | Manage Sales Orders (F1873) | The sales order exists. |
| [Create Outbound Delivery for a Compliant Product](#unique_10) [page ] 19 | Shipping Specialist | Create Outbound Deliveries - From Sales Orders (F0869A) | The outbound delivery is created. |
| [Carry Out Picking for a Compliant Product](#unique_11) [page ] 22 | Shipping Specialist | Create Outbound Deliveries - From Sales Orders (F0869A) | The delivery is picked. |
| [Post Goods Issue for a Compliant Product](#unique_12) [page ] 23 | Shipping Specialist | Manage Outbound Deliveries (F0867A) | The goods issue is posted for the delivery. |
| [Business Partner Data Maintenance](#unique_13) [page ] 25 | Master Data Specialist - Business Partner Data Test | Maintain Business Partner (BP) | The email address of the business partner has been changed. |
| [Create Sales Order for a Product Without Prepared Safety Data Sheets](#unique_14) [page ] 26 | Internal Sales Representative | Manage Sales Orders (F1873) | The sales order is saved. A compliance request has been initiated as the safety data sheet is missing. The sales order item isn’t blocked for delivery. |
| [Create Outbound Delivery for a Noncompliant Product](#unique_15) [page ] 29 | Shipping Specialist | Create Outbound Deliveries - From Sales Orders (F0869A) | The outbound delivery is created. |
| [Optional: Analyze Sales Order Fulfillment Monitor](#unique_16) [page ] 31 | Internal Sales Representative | Sales Order Fulfillment - Analyze and Resolve Issues (F0029A) | The table shows the safety data sheet status for the sales item. |
| [Process Request for Safety Data Sheet](#unique_17) [page ] 33 | Product Stewardship Specialist - Product Compliance | Process Requests from Logistics (F3342) | A safety data sheet document exists for each language. The delivery is no longer blocked. |
| [Carry Out Picking for a Compliant Product](#unique_18) [page ] 35 | Shipping Specialist | Manage Outbound Deliveries - VL06O | The delivery has been picked. |
| [Post Goods Issue for a Compliant Product](#unique_19) [page ] 37 | Shipping Specialist | Manage Outbound Deliveries - VL06O | The goods issues are posted for the delivery. |
| [Check Monitor Shipments (Safety Data Sheets) and Emails](#unique_20) [page ] 38 | Product Stewardship Specialist - Product Compliance | Monitor Shipments - Safety Data Sheets (F4309) | You have received an email with attachments. |
| [Revert Business Partner Settings](#unique_21) [page ] 40 | Master Data Specialist - Business Partner Data Test | Maintain Business Partner (BP) | The email address has been set to the previously existing value. |

# Test Procedures

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

## Create Sales Order with Positive Safety Data Sheet Check

### Create Sales Order for a Product with Available Safety Data Sheets

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 Internal Sales Representative creates a sales order for a finished good. The marketability check verifies for the ship-to country or region whether selling is possible. The result of the marketability check is positive and the sales order is complete. The delivery for the sales order can be created.

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 App | Open Manage Sales Orders (F1873). | The Manage Sales Orders screen is displayed. |  |
| 3 | Create Sales Order | Choose Create Sales Order - VA01 . | The screen to create a sales order is displayed. |  |
| 4 | Enter the Order | On the Create Sales Order, make the following entries and choose Continue:   * Order Type: OR * Sales Organization: 1010 * Distribution Channel: 10 * Division: 00 | The screen to maintain the standard order attributes is displayed. |  |
| 5 | Enter Order Details | On the Create Standard Order: Overview screen, make the following entries:   * Sold-To Party: 10100003 * Ship-To Party: 10100003 * Cust. Reference: <Any customer reference text> * Cust. Ref. Date: <Today’s date> * Deliver. Plant (Delivery Plant): 1010 | The screen to maintain the standard order attributes is displayed. |  |
| 6 | Enter Order Item | On the Create Standard Order: Overview screen, make the following entries for the first sales order item and press Enter:   * Material: FGPCSDS01 * Order Quantity: 1 * Un (Sales Unit): BT * Plnt (Plant): 1010   Double-click in the row for the sales order item. On the Country tab, if available, enter 00 as the tax code. If there’s no Country tab, navigate back to Create Standard Order: Overview. | The item is added to the standard order. |  |
| 7 | Save Document | Choose the Save button.  Make a note of the sales order number: \_\_\_\_\_\_\_\_\_\_. | The order is saved and the order number is shown in the footer. |  |

Optional: Printing Form - Output Management

For an on-premise system, carry out the output procedure steps in this section only after implementing the SAP Note [2298826](https://launchpad.support.sap.com/#/notes/2298826): Switch for enabling NAST condition based output for on-premise for activate Output Management function.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 App | Open Manage Sales Orders (F1873). | The Manage Sales Orders screen is displayed. |  |
| 3 | Search for Sales Order | On the filter bar of the Manage Sales Orders screen, clear all prefilled filters and make the following entry:   * Sales Order: <Number of created sales order>   Choose Go. | The sales order is displayed in the result list. |  |
| 4 | Navigate to Sales Order Screen | Choose the row of the sales order. | The Display Standard Order xxxxx: Overview screen is displayed. |  |
| 5 | Check Output Condition | On the Display Standard Order xxxxx: Overview screen, choose More > Extras > Output > Header > Edit . | The document is displayed. The output type ORDER\_CONFIRMATION is visible. |  |
| 6 | Display Print Preview | On the Display Standard Order xxxxx: Output screen, select the radio button for the line already created for the PRINT channel in status Completed, and choose Display Document.  If more than one entry meets these criteria, choose the first one. | A preview of the print document is displayed. |  |
| 7 | Print Order Confirmation | Choose the Print icon, select your local destination, and then print the document. | The order confirmation is printed. |  |

### Create Outbound Delivery for a Compliant Product

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

Based on the sales order Shipping Specialist creates the outbound delivery.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Create Outbound Deliveries - From Sales Orders (F0869A) | The Create Outbound Deliveries screen is displayed. |  |
| 3 | Search Sales Order | Make the following entries and choose Go:   * Shipping Point: 1010 * Planned Creation Date: Due Up Until Next Week * Sales Document: <Sales order number created previously> | The screen shows the sales order with one item. |  |
| 4 | Create Delivery | Select the checkbox of your sales order item and choose Create Deliveries (1). | A message informs you that a log has been created. |  |
| 5 | Check Details | Choose Display Log.  Make a note of the delivery order number shown in the Delivery column under Deliveries: \_\_\_\_\_\_\_\_\_\_. | The Analyze Delivery Log screen is displayed, and the delivery is created with the delivery number shown on the Deliveries tab. |  |

Depending on the scope item settings, the availability is checked during the delivery creation using the available inventory and replenishment lead time. Without sufficient stock, the created delivery has no confirmed quantities, and therefore does not start the warehouse management picking process. As soon as there is sufficient stock for delivery creation, the system creates a delivery at the beginning of the picking process in warehouse management.

To avoid open deliveries, ensure that there is sufficient inventory quantity at the time of delivery creation. Additionally, you have the following options to restrict the creation of deliveries with no confirmed quantities:

* You can increase the replenishment lead time that is used during the availability check. The replenishment lead time must be longer than the selection period used for delivery creation.
* You can change the customization settings for the incompleteness procedure for delivery creation so that only complete deliveries can be saved.
* You can change the customization settings for the used delivery item category. The Check Quantity 0 field must be changed to B = Situation rejected with an error message.

With the Analyze Delivery Logs (F0870A) app, you can display an overview of the logs of all the deliveries that have been created in your system. You can filter by, for example, Created By and other settings. If you select the arrow on the right of each delivery log entry, you can display the exact message type and text, as well as the related sales document.

Optional: Printing Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using the Shipping Specialist role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Change Outbound Delivery (VL02N). | The Change Outbound Delivery screen is displayed. |  |
| 3 | Search for Outbound Delivery | Make the following entry and choose Continue:   * Outbound Delivery: <Delivery order number created previously> | The Delivery xxxxxxxx Change: Overview screen is displayed. |  |
|  | Issue Delivery Output | From the Delivery xxxxxxxx Change: Overview screen, choose More > Extras > Delivery Output > Output Control . | The Delivery: Output screen is displayed. |  |
| 4 | Print Preview | On the Delivery: Output screen, select the radio button for the line with the output type DELIVERY\_PICK\_LIST in status Completed, and choose Display Document.  If more than one entry meets these criteria, choose the first one. | A preview of the print document is displayed. |  |
| 5 | Print Delivery Pick List | From the preview of the document, choose the Print icon, select your local destination, and then print the document. | The delivery pick list is printed. |  |

### Carry Out Picking for a Compliant Product

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 picking process involves taking goods from a storage location and staging the right quantity in a picking area where the goods are prepared for shipping.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad screen displays. |  |
| 2 | Access App | Open My Outbound Delivery Monitor (VL06O). | Outbound Delivery Monitor screen is displayed. |  |
| 3 | Choose Picking | Choose For Picking. | The Outbound Deliveries for Picking screen is displayed. |  |
| 4 | Enter Shipping Point | Make the following entries and choose Execute.   * Shipping Point/Receiving Pt: 1010 * Only Picking without WM: <Select radio button>   If your delivery is not found, extend the date range under Time Data and try again. | The Day's Workload for Picking screen is displayed. |  |
| 5 | Change Outbound Delivery | From Day’s Workload for Picking , select the checkbox for your delivery number and choose Change Outbound Deliveries. | The Delivery w/o xxxxxxxx Change: Overview screen is displayed. |  |
| 6 | Check if Batch Split Exists | Navigate to the Picking tab, check if batch split exists in Batch Split Indicator column:  Yes: Go to 7.a.  No: Go to 7.b.  The Batch Split Indicator column header may be truncated, for example, to “B...”. Check the tooltips to find the right column. |  |  |
| 7 | Enter Picked Quantity | a. Choose Batch Split Exists to expand subitems, and enter the quantity equal to the delivery quantity in the Picked Qty field for the subitem.  b. Enter quantity equal to delivery quantity in the Picked Qty field for picking-related items. |  |  |
| 8 | Press Enter | Press Enter. |  |  |
| 9 | Save | Choose Save. | The delivery is picked. |  |

### Post Goods Issue for a Compliant Product

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 issues for the delivery.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using the role Shipping Specialist. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open My Outbound Delivery Monitor (VL06O). | The Outbound Delivery Monitor screen is displayed |  |
| 3 | Open Outbound Delivery Monitor | Choose For Goods Issue. Make the following entry and choose Execute:   * Shipping Point/Receiving Pt.: 1010   If your delivery isn’t found, extend the date range under Time Data and try again. | The Goods Issue for Outbound Deliveries to be Posted screen is displayed. |  |
| 4 | Select Delivery | Select the checkbox for your delivery and choose Post Goods Issue. | The Specify Actual Goods Issue Date dialog is displayed. |  |
| 5 | Post Good Issue | Make the following entry and choose Continue:   * Act. Gds Mvmnt Date: <Today’s date and current time> | The goods issue is posted for the delivery. |  |

Optional: Printing Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using the role Shipping Specialist. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Display Outbound Delivery (VL03N). | The Display Outbound Delivery screen is displayed. |  |
| 3 | Search for Outbound Delivery | On the Display Outbound Delivery screen, enter your delivery number and choose Continue. | The Delivery xxxxxxxx Display: Overview screen is displayed. |  |
|  | Issue Delivery Output | From the Delivery xxxxxxxx Display: Overview screen, choose More > Extras > Delivery Output > Output Control . | The Delivery: Output screen is displayed. |  |
| 4 | Print Preview | On the Delivery: Output screen, select the radio button of the line with the output type DELIVERY\_NOTE in status Completed, and choose Display Document. | A preview of the print document is displayed. |  |
| 5 | Print Delivery Note | From the preview of the document, choose the Print icon, select your local destination, and then print the document. | The delivery note is printed. |  |

## Create Sales Order with a Warning for the Safety Data Sheet Check with Delivery of Safety Data Sheets

### Business Partner Data Maintenance

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 contact data for the recipient of the safety data sheet is modified so that the tester gets an email with the safety data sheet attached.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Master Data Specialist - Business Partner Data. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Maintain Business Partner (BP). | The Maintain Business Partner screen is displayed. |  |
| 3 | Search Business Partner | Enter the following business partner ID and double click the in the hit list:   * Business Partner: 10100003 | The Change Organization screen is displayed. |  |
| 4 | Modify Email Address | In the Address tab, navigate to the Communications section.  Please note down the existing entry in the Email Address field:\_\_\_\_\_\_\_\_  Change the email address to your own company's internal email address.  Confirm with the Save button. | The success message that the changes have been saved is displayed. |  |

### Create Sales Order for a Product Without Prepared Safety Data Sheets

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 Internal Sales Representative creates a sales order for a finished good. The marketability check verifies for the ship-to country or region if selling is possible. The result of the marketability check is positive and the sales order is complete. The delivery for the sales order can be created.

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 App | Open Manage Sales Orders (F1873). | The Manage Sales Orders screen is displayed. |  |
| 3 | Create Sales Order | Choose Create Sales Order - VA01 . | The screen to create a sales order is displayed. |  |
| 4 | Enter the Order | On the Create Sales Documents screen, make the following entries and choose Continue:   * Order Type: OR * Sales Organization: 1010 * Distribution Channel: 10 * Division: 00 | The Create Sales Documents screen is displayed. |  |
| 5 | Enter Order Details | On the Create Standard Order: Overview screen, make the following entries:   * Sold-To Party: 10100003 * Ship-To Party: 10100003 * Cust. Reference: <Any customer reference text> * Cust. Ref. Date: <Today’s date> * Deliver.Plant: 1010 | The screen to maintain the standard order attributes is displayed. |  |
| 6 | Enter Order Item | On the Create Standard Order: Overview screen, make the following entries for the first sales order item:   * Material: FGPCSDS02 * Order Quantity: 1 * Un (Sales Unit): BT * Plnt (Plant): 1010   Double-click in the row for the sales order item. On the Country tab, if available, enter 00 as the tax code. If there’s no Country tab, navigate back to Create Standard Order: Overview. | The item is added to the standard order. |  |
| 7 | Save Order | Navigate back, and then choose Save.  Make a note of the sales order number: \_\_\_\_\_\_\_\_\_\_\_\_\_  If you don't receive a message that the safety data sheet is missing, create and save a new sales order. Follow the previous test steps, but enter a sold-to party and ship-to party based in a different country than 10100003. Provided that the message appears this time, make a note of the new sales order number, and base the rest of the test on this new sales order. | The order is saved and the order number is shown in the footer.  Messages are shown that the safety data sheet is missing for the material and a compliance request has been initiated. The sales order item isn’t blocked for delivery. |  |

Optional: Printing Form - Output Management

For an on-premise system, carry out the output procedure steps in this section only after implementing the SAP Note [2298826](https://launchpad.support.sap.com/#/notes/2298826): Switch for enabling NAST condition based output for on-premise for activate Output Management function.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 App | Open Manage Sales Orders (F1873). | The Manage Sales Orders screen is displayed. |  |
| 3 | Search for Sales Order | On the filter bar of the Manage Sales Orders screen, make the following entry:   * Sales Order: <Number of created sales order>   Choose Go. | Sales order is displayed in result list. |  |
| 4 | Navigate to Sales Order Screen | Choose the row of the sales order. | The Display Sales Orders xxxxx: Overview screen is displayed. |  |
| 5 | Check Output Condition | On the Display Standard Order xxxxx: Overview screen, choose More > Extras > Output > Header > Edit . | The document is displayed. The output type ORDER\_CONFIRMATION is visible. |  |
| 6 | Display Print Preview | On the Display Standard Order xxxxx: Output screen, select the radio button for the line already created for the print output in status Completed, and choose Display PDF Document.  If more than one entry meets these criteria, choose the first one. | A preview of the print document is displayed. |  |
| 7 | Print Order Confirmation | Choose the Print icon, select your local destination, and then print the document. | The order confirmation is printed. |  |

### Create Outbound Delivery for a Noncompliant Product

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

Based on the sales order Shipping Specialist creates the outbound delivery.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Create Outbound Deliveries - From Sales Orders (F0869A) | The Create Outbound Deliveries screen is displayed. |  |
| 3 | Search Sales Order | Make the following entries and choose Go:   * Shipping Point: 1010 * Planned Creation Date: Due Up Until Next Week * Sales Document: <Sales order number created previously> | The screen shows the sales order with one item. |  |
| 4 | Create Delivery | Select the checkbox of your sales order item and choose Create Deliveries (1). | The screen informs that a log has been created. |  |
| 5 | Check Details | Choose Display Log.  Make a note of the delivery order number shown in the Delivery column under Deliveries: \_\_\_\_\_\_\_\_\_\_. | The Analyze Delivery Logs screen opens, and the delivery is created with the delivery number shown in the Deliveries section. |  |

Depending on the scope item settings, the availability is checked during the delivery creation using the available inventory and replenishment lead time. Without sufficient stock, the created delivery has no confirmed quantities, and therefore doesn’t start the warehouse management picking process. As soon as there’s sufficient stock for delivery creation, the system creates a delivery at the beginning of the picking process in warehouse management.

To avoid open deliveries, ensure that sufficient inventory quantity exists at the time of delivery creation. Additionally, you have the following options to restrict the creation of deliveries with no confirmed quantities:

* You can increase the replenishment lead time that is used during the availability check. The replenishment lead time must be longer than the selection period used for delivery creation.
* You can change the customization settings for the incompleteness procedure for delivery creation so that only complete deliveries can be saved.
* You can change the customization settings for the used delivery item category. The Check Quantity 0 field must be changed to B = Situation rejected with an error message.

With the Analyze Delivery Logs (F0870A) app, you can display an overview of the logs of all the deliveries that have been created in your system. You can filter by, for example, Created By and other settings. If you select the arrow on the right of each delivery log entry, you can display the exact message type and text, as well as the related sales document.

Optional: Printing Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using the Shipping Specialist role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Change Outbound Delivery (VL02N). | The Change Outbound Delivery screen is displayed. |  |
| 3 | Issue Delivery Output | Make the following entry and choose Continue:   * Outbound Delivery: <Delivery order number created previously>   From the Delivery xxxxxxxx Change: Overview screen, choose More > Extras > Delivery Output > Output Control . | The Delivery: Output screen is displayed. |  |
| 4 | Print Preview | On the Delivery: Output screen, select the radio button for the line with the output type DELIVERY\_PICK\_LIST in status Completed, and choose Display PDF Document.  If more than one entry meets these criteria, choose the first one. | A preview of the print document is displayed. |  |
| 5 | Print Delivery Pick List | From the preview of the document, choose the Print icon, select your local destination, and then print the document. | The delivery pick list is printed. |  |

### Optional: Analyze Sales Order Fulfillment Monitor

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 Internal Sales Representative analyzes sales documents based on the given issue types. Safety data sheet issues are visualized in the Delivery Block in Sales Orders and Delivery Issue in Sales Orders issue types.

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 App | Under Sales Order Monitoring, open Sales Order Fulfillment - Analyze and Resolve Issues (F0029A). | The Sales Order Fulfillment Issues screen is displayed. |  |
| 3 | Search for Safety Data Sheet Issues | Switch the header filter view by choosing the (Compact Filter) icon.  Choose Adapt Filters, and then More Filters. Select the Safety Data Sheet Status filter attribute, and then choose OK.  For the Safety Data Sheet Status filter, select Warning.  Confirm the new filter settings by choosing Go. | The list is filtered for any sales documents with safety data sheet issues. |  |
| 4 | Select the Status Value for Display | Choose the (Settings) icon for the table with the sales documents.  In the Columns tab, select Safety Data Sheet Status if it isn’t already selected, and then choose OK. | The table shows the safety data sheet status for the sales documents.  If you can't see the Safety Data Sheet Status column, scroll right. |  |
| 5 | Select the Sales Order | Search for the sales order of the previous test procedure. Find the sales order with Delivery Issue in Sales Orders in the Issue column, and navigate to the details of this sales order by choosing the (Details) icon. | The Track Sales Order Details (F2981) app is displayed. |  |
| 6 | Select Delivery Issue | If there are multiple items in the Fulfillment table, select the Delivery Issue in Sales Orders row. | The other side of the app visualizes details about the sales order with a delivery block. |  |
| 7 | Select the Item Status Value for Display | Choose the (Settings) icon for the Items with Delivery Issues table.  In the Columns tab, select Safety Data Sheet Status if it isn’t already selected, and then choose OK. | The table shows the safety data sheet status for the sales item. |  |

### Process Request for Safety Data Sheet

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 Product Stewardship Specialist - Product Compliance processes the request and confirms that the item complies with the restricted conditions. The system revokes the block of the sales order item and informs the Internal Sales Representative about the confirmation.

Now the sales order is complete.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Product Stewardship Specialist - Product Compliance. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Process Requests from Logistics (F3342). | The monitor screen for unprocessed requests is displayed. |  |
| 3 | Search for Request | Search for the request for material FGPCSDS02 by using the filters. | The list is filtered and only the request for FGPCSDS02 is displayed. |  |
| 4 | Select Request | Choose the request with origin Sales Order for processing. | The object page with the request details is displayed. |  |
| 5 | Assign Compliance Purpose | Check the request details and go to the Compliance Purpose to Verify section.  Choose + (Add) to assign a new compliance purpose.  Search for the Sell industrial chemicals compliance purpose that covers the requested country or region. Select the checkbox of this compliance purpose, and then choose Save. | The required compliance purpose has been added. |  |
| 6 | Process Request | Choose Ready for Assessment.  Choose Assess Now to navigate to the Unpackaged Product - Compliance Assessments screen. | The selected compliance purpose is assigned to the compliance view and the corresponding compliance assessments have been created.  The Unpackaged Product - Compliance Assessments screen is displayed and shows the compliance assessments of the unpackaged product. |  |
| 7 | Display the Safety Data Sheet Assessments | Choose the Safety Data Sheet Assessments tab. | All assigned safety data sheet assessments are displayed with their status. |  |
| 8 | Select and Process the Safety Data Sheet Assessment for the Sales Country or Region | Search for the safety data sheet assessment for the compliance requirement of the country or region where the material FGPCSDS02 is to be sold.  Choose the line for this country or region to navigate to Safety Data Sheet Management.  If no compliance requirement for the country or region exists, no safety data sheet is required and the assessment is completed. | The Safety Data Sheet Management screen is displayed for the selected country or region. |  |
| 9 | Upload Safety Data Sheet for Each Language | Choose Edit to provide the safety data sheets for each language.  Choose the line for the first language to open a second screen specific to this language.  Upload a safety data sheet DOC, DOCX, RTF, or PDF in the selected language by choosing + (Upload) and using the attachment control.  Fill in the following values:  Version: 1  Subversion: 0  Generation Date: <current date>  Choose Apply. | A second screen specific to one language is displayed and the language-dependent document is provided. |  |
| 10 | Repeat for Other Languages | If further languages are defined, repeat step 8 for each language. |  |  |
| 11 | Save the Documents | If documents for all languages are maintained, choose Save. | A safety data sheet document exists for each language. The system automatically releases the safety data sheet assessment and informs the user.  With this release, the status of the request from logistics is set to Done and the safety data sheet status of the sales order and delivery item is updated.  The delivery is no longer blocked. |  |

### Carry Out Picking for a Compliant Product

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 picking process involves taking goods from a storage location and staging the right quantity in a picking area where the goods are prepared for shipping.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad is displayed. |  |
| 2. | Access App | Open My Outbound Delivery Monitor (VL06O). | The Outbound Delivery Monitor screen is displayed |  |
| 3. | Choose Picking | Choose For Picking. | The Outbound Deliveries for Picking screen is displayed. |  |
| 4. | Enter Shipping Point | Make the following entries and choose Execute:   * Shipping Point/Receiving Pt: 1010 * Only Picking Without WM: <Select radio button> | The Day's Workload for Picking screen is displayed. |  |
| 5. | Change Outbound Delivery | From Day’s Workload for Picking , select your delivery number and choose Change Outbound Deliveries. | The Delivery xxxxxxxx Change: Overview screen is displayed. |  |
| 6. | Check if Batch Split Exists | Navigate to the Picking tab, and check if a batch split exists in Batch Split Indicator column:  Yes: Go to 7.a,  No: Go to 7.b.  The Batch Split Indicator column header may be truncated, for example, to “B...”. Check the tooltips to find the right column. |  |  |
| 7. | Enter Picked Quantity | a. Choose Batch Split Exists to expand subitems, and enter the quantity equal to the delivery quantity in the Picked Qty field for the subitem.  b. Enter quantity equal to delivery quantity in the Picked Qty field for picking-related items. |  |  |
| 8. | Press Enter | Press Enter. |  |  |
| 9. | Save | Choose Save. | The delivery has been picked. |  |

### Post Goods Issue for a Compliant Product

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 issues for the delivery.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Log On | Log on to the SAP Fiori launchpad using the Shipping Specialist role. | The SAP Fiori launchpad is displayed. |  |
| 2. | Access App | Open My Outbound Delivery Monitor (VL06O). | The Outbound Delivery Monitor screen is displayed. |  |
| 3. | Open Outbound Delivery Monitor | Choose For Goods Issue. Make the following entry and choose Execute.  Shipping Point: 1010 | The Goods Issue for Outbound Deliveries to be Posted screen is displayed. |  |
| 4. | Select Delivery | Mark your delivery and choose Post Goods Issue. | The Specify Actual Goods Issue Date dialog is displayed. |  |
| 5. | Post Good Issue | Make the following entry and choose Continue:  Act. Gds Mvmnt Date: <Today’s date> | The goods issues are posted for the delivery. |  |

Optional: Printing Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | Open Display Outbound Delivery (VL03N) | The Display Outbound Delivery screen is displayed. |  |
| 3 | Issue Delivery Output | On the Display Outbound Delivery screen, enter your delivery number and choose Continue. From the screen, choose More > Extras > Delivery Output > Output Control | The Delivery: Output screen is displayed. |  |
| 4 | Print Preview | On the Delivery: Output screen, select the line with the output type DELIVERY\_NOTE for the PRINT channel, and choose Display PDF Document.  If there’s more than one entry that meets these criteria, choose the first one. | A preview of the print document is displayed. |  |
| 5 | Print Delivery Note | From the preview of the document, choose the Print icon. | The delivery note is printed. |  |

### Check Monitor Shipments (Safety Data Sheets) and Emails

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 system has sent out a safety data sheet to the recipient specified in the business partner administration. During this step, you check the status and your email inbox.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Product Stewardship Specialist - Product Compliance. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Monitor Shipments - Safety Data Sheets (F4309). | The Monitor Shipments - Safety Data Sheets screen is displayed. |  |
| 3 | Choose Completed Tab | Choose Completed. | The list of completed safety data sheet shipments is displayed. |  |
| 4 | Select Safety Data Sheet Shipment | Choose the line with Finished Good for SDS 02 (Material FGPCSDS02) | The Safety Data Sheet Shipment screen with the details is displayed. |  |
| 5 | Check Shipment Status | Check Shipment Status andOutput Details. | The shipment status is SDS Shipped.  In the Output Details section, the recipient information is as set in Business Partner administration, [Business Partner Data Maintenance](#unique_13) [page ] 25. |  |
| 6 | Check Email Inbox | Check your personal email inbox. | Please note, depending on email processing time, this step might have a delay. In case spam filtering is active on your side, also carefully check any notifications for filtered emails or existing spam folders.  You have received an email with attachments:   * Cover sheet * Attached documents |  |

### Revert Business Partner Settings

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 contact data for the recipient of the safety data sheet is modified back to its original value to prevent further emails from reaching you.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Master Data Specialist - Business Partner Data. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Maintain Business Partner (BP). | The Maintain Business Partner screen is displayed. |  |
| 3 | Search Business Partner | Enter the following business partner ID and press Enter:   * Business Partner: 10100003   Choose Switch Between Display and Change | The Change Organization screen is displayed. |  |
| 4 | Modify Email Address | In the Address tab, navigate to the Communications section.  Change the email address to the previously existing value as noted down in step [Business Partner Data Maintenance](#unique_13) [page ] 25.  Confirm with the Save button. | The success message that the changes have been saved is displayed. |  |

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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