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| Test ScriptSAP S/4HANA - 18-09-20 | public |
| Central Sourcing (3ZF) |

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# Purpose

Central Sourcing provides centralized access and visibility into sourcing process across industries with deep integration into the system landscape. It is connected to the customer's ERP systems and exchanges purchasing documents (such as purchase requisitions, purchase orders, and contracts) in the connected systems.

This scope item offers one platform where a procurement specialist can work centrally on purchase requisitions from multiple ERP systems to identify the ideal source of supply. A request for quotation (RFQ) can be created for multiple requisitions from different ERP systems. The supplier quotations received can be maintained and an RFQ can be awarded. Follow-on actions (like creating a central contract or purchase order in the corresponding ERP system) can be centrally controlled in the hub system.

Strategic procurement tasks including Supplier Management benefit from the transparency and the possibility to initiate strategic activities from a central digital procurement control center.

This document provides a detailed procedure for testing this scope item after solution activation, reflecting the predefined scope of the solution. Each process step, report, or item is covered in its own section, providing the system interactions (test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly. Project-specific steps must be added.

# Prerequisites

This section summarizes all the prerequisites for conducting the test in terms of systems, users, master data, organizational data, other test data and business conditions.

## System Access

The test should be conducted with the following system:

|  |  |
| --- | --- |
| System | Details |
| SAP S/4HANA HUB system | Identifies the SAP S/4HANA system from releases 1905 CE. The SAP S/4HANA system acts as a hub system when it is connected to multiple connected systems.Accessible via the SAP Fiori Launchpad. Your system administrator provides you with the URL to access the various apps assigned to your role. |
| Connected System | Any ERP system from release ERP6.0 and EHP6 above with add-on HUBERPI is considered as the connected system.Any S/4HANA On-Premise 1709 and higher, with add-on HUBS4IC is considered as connected system.Any S/4HANA Cloud 1908 is considered as connected system. |

## Roles

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Purchaser - Central Procurement | SAP\_BR\_CENTRAL\_PURCHASER | Central Procurement | SAP\_BR\_CENTRAL\_PURCHASER |  |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company has been created in your system during activation. The organizational structure reflects the structure of your company. The master data represents materials, customers, and vendors, for example, depending on the operational focus of your company.

Use your own master data or the following sample data to go through the test procedure.

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Central Purchase Organization | 1010 | Purch. Org. 1010 |  |
| Central Purchase group | 001 | Group 001 |  |

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

Table 1: Master Data Script Reference

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

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item ID | Business Condition |
| 2XT – Central Purchasing | To run through this test script, the Central Purchase Requisition must be created according to 2XT - Central Purchasing scope item. The prerequisites of 2XT must be fulfilled, and the following steps of test procedure must be completed before the test procedure of this test script is started:* Create Purchase Requisition
* Import Purchase Requisitions
* Manage Purchase Requisitions Centrally
 |
| 2ME – Central Purchase Contracts | To run through this test script, the prerequisites of 2ME must be fulfilled. |

# Overview Table

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Create Central Request for Quotation](#unique_8) [page ] 7 | Purchaser - Central Procurement | Manage Purchase Requisitions Centrally (F3290) |  |
| [Manage Central Request for Quotations](#unique_9) [page ] 9 | Purchaser - Central Procurement | Manage Central RFQs (F3974) |  |
| [Create Central Supplier Quotation](#unique_10) [page ] 10 | Purchaser - Central Procurement | Manage Central RFQs (F3974) |  |
| [Manage Central Supplier Quotations](#unique_11) [page ] 12 | Purchaser - Central Procurement | Manage Central Supplier Quotations (F3975) |  |
| [Scenario 1: Create Central Purchase Contract and Distribution](#unique_12) [page ] 13 | Purchaser - Central Procurement | Manage Central Supplier Quotations (F3975) |  |
| [Display Central Purchase Contracts](#unique_13) [page ] 15 | Purchaser - Central Procurement | Manage Central Purchase Contracts (F3144) |  |
| [Scenario 2: Create Purchase Order](#unique_14) [page ] 17 | Purchaser - Central Procurement | ECC |  |
| [Display Purchase Order - In Connected System](#unique_15) [page ] 18 | Purchaser - Central Procurement | Manage Central Purchase Contracts (F3144) |  |
| [Post Goods Receipt - In Connected System](#unique_16) [page ] 19 | Warehouse Clerk | ECC |  |
| [Create Supply Invoice - In Connected System](#unique_17) [page ] 20 | Accounts Payable Accountant | ECC |  |

# Test Procedures

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

## Create Central Request for Quotation

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

Purchase Requisitions from different connected systems get replicated(extracted) to the S/4HANA (Procurement hub) system and will be available for sourcing in the Manage Purchase Requisitions Centrally app. You are unable to find a source of supply for the PR items, but you can select multiple requisition items and create Central RFQ.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser - Central Procurement . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Choose Manage Purchase Requisitions Centrally (F3290). | The Manage Purchase Requisistions Centrally screen is displayed. |  |
| 3 | Start Central RFQ creation | Select the checkbox of multiple Purchase Requisition Items and choose Create Document, choose Create Central RFQ to create a new central RFQ. | The Central Request for Quotation screen is displayed. |  |
| 4 | Enter Central RFQ data | On the Central Central RFQ screen, navigate to the General Information section and make the following entries:RFQ Type(default value): Internal RFQRFQ Description: <enter the description>Language Key : for example, ENQuotation Deadline: <today>Central Purchasing Group: 001Central Purchasing Organization: 1010Central Company Code : 1010Follow-On Doc. Type: for example, MKThe Follow-on Doc. Type defined here will determine the available option in Central Supplier Quotation as mentioned in section Create Follow-on Documents. For example:1. For Quantity Contract (MK) or Value Contract (WK), the option is Create Central Contract in Central Supplier Quotation.
2. For Purchase Order (PO), the opiton is Create Purchase Order in Central Supplier Quotation.
3. If leave this field with blank, both of the options are available in Central Supplier Quotation.

Validity Per. Start (does not exist for follow-on doc. type PO): <today>Validity Period End (does not exist for follow-on doc. type PO): <today + 1 month>In the Delviery and Payment Terms section, make the following entries:Target Value: for example, 200 EURCurrency: EURIn the Items section, the selected Purchase Requisition Items are listed.Ensure the data is correct.In the Bidders section, make the following entries:Supplier: for example, VEND\_SPROCThe supplier must be same as the existing one in the connected system. You can refer to master data script Create Supplier Master to create Supplier in S/4HANA Hub system.Choose Save. | The Central RFQ is created. |  |

## Manage Central Request for Quotations

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You can maintain the additional details like Bidders, Payment Terms and Incoterms for Central RFQ.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Choose Manage Central RFQs (F3974). | The Manage Central RFQs screen is displayed. |  |
| 3 | Search Central RFQ | On the Manage Central RFQs screen, enter search criteria to search your Central RFQ.Then choose your Central RFQ. | Your Central RFQ is displayed. |  |
| 4 | Edit the Central RFQ data | You can change the content. For example, change the Quotation Deadline, or add a RFQ Description.Supplier: 10300001Choose Save.Choose Publish. | The Central RFQ is updated and published. The status is changed from In Preparation to Published. |  |

## Create Central Supplier Quotation

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You can create Central Supplier Quotations with respect to the Central RFQ, maintain the price and Pricing details, and submit the quotation.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser - Central Procurement . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Choose Manage Central RFQs (F3974). | The Manage Central RFQs screen is displayed. |  |
| 3 | Search Central RFQ | On the Manage Central RFQs screen, enter search criteria to search your Central RFQ.Then choose your Central RFQ. | Your Central RFQ is displayed. |  |
| 4 | Publish Central Spplier Quotation | On the Central Request for Quotation screen, choose Publish on the upper right corner. | Your Central RFQ is published. |  |
| 5 | Create First Central Supplier Quotation | On the Central Request for Quotation screen, select supplier VEND\_SPROC in the Bidders section and choose Create Quotation.On the Central Supplier Quotation screen and in the General Information section, make the following entries:Quotation Submission Date: <today>In the Items section, make the following entries:Net Order Price : 2000Choose Save. | The first Central Supplier Quotation is created. |  |
| 6 | Submit First Supplier Quotation | On the Supplier Quotation screen, choose Submit. | The Central Supplier Quotation is submitted. |  |

## Manage Central Supplier Quotations

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You can display the Central Supplier Quotations for different Suppliers and award the best Supplier Quotation.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Choose Manage Central Supplier Quotations (F3975). | The Manage Central Supplier Quotations screen is displayed. |  |
| 3 | Search Central Supplier Quotation | On the Manage Central Supplier Quotations screen, enter search criteria to search your Central Supplier Quotations.Then choose one of your Central Supplier Quotations. | Your Central Supplier Quotation displays. |  |
| 4 | Display or Edit the Data | Check the data of Central Supplier Quotation and then choose Edit on the upper right corner. Change the details if required.Choose Save. |  |  |
| 6 | Award Central Supplier Quotation | Select one Central Supplier Quotation with best-priced items and choose Award. | Central Supplier Quotation is awarded. |  |

## Create Follow-on Documents

### Scenario 1: Create Central Purchase Contract and Distribution

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You can create a Central Contract from the awarded Supplier Quotation. This step refers to the Scope Item 2ME - Central Purchse Contracts.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser - Central Procurement . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Choose Manage Central Supplier Quotations (F3975). | The Manage Central Supplier Quotations screen is displayed. |  |
| 3 | Search Central Supplier Quotations | On the Manage Central Supplier Quotations screen, enter search criteria to search your Central Supplier Quotations.Then choose your awarded Central Supplier Quotation. | Your Central Supplier Quotation is displayed. |  |
| 4 | Create Central Purcahse Contract | On the Central Supplier Quotation screen, choose Create Follow-On Document on the upper right corner and then choose Create Purchase Contract.Please ensure that the Follow-on Doc. Type is Quantity Contract (MK) or Value Contract (WK) is maintained or left blank when you create the Central Request for Quotation, otherwise the option is not available here. | The Central Purchase Contract screen is displayed. |  |
| 5 | Enter Central Purcahse Contract data | On the Central Purchase Contract screen, navigate to General Information section and make the following entries:Contact Type: Quantity ContractValid from: for example, todayValid to: for example, today + 1 monthCentral Purchasing Organization: 1010Central Purchasing Group: 001Supplier: VEND\_SPROCCurrency: EURYou can check Flexible Distribution to allow more than 100% distribution.In the Items section, make the following entries:Target Quantity: for example, 10Choose Release.If click on Save In Preparation, the document will be saved with In Preparation status, no approval or distribution will be triggered. | The Central Purchase Contract is created. |  |

#### Display Central Purchase Contracts

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You can check the distribution status and local contract in central purchase contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser - Central Procurement . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Choose Manage Central Purchase Contracts (F3144) . | The Manage Central Purchase Contracts screen is displayed. |  |
| 3 | Search central contract | On the Manage Central Purchase Contracts screen, enter search criteria to search your central purchase contract.Then choose your central purchase contract. | Your central contract is displayed. |  |
| 4 | Check distribution status and local contract number | On the Central Purchase Contracts screen, navigate to the Items section and choose the item entry.On the Central Purchase Contract Item screen, navigate to the Distributed Outline Agreements section.You can check the local contract/schedule agreement number in column Outline Agreements.If Distribution Status is Error in Distribution, you can choose Information in the column of Error Information to check detail error information. After error is fixed in connected system, you can select the line and choose Reinitiate Distribution to distribute central purchase contract again. |  |  |

#### Check Local Contract - In Connected System

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You can check the contract which is a copy of the central contract in connected system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto ECC | Access the respective connected system Purchaser - Central Procurement . |  |  |
| 2 | Check Local Outline Agreements | Check the local contract distributed from central contract with transaction ME33K.If Info Record Update Code is assigned in contract distribution, you can check the updated info record by choosing Environment > Info Record in local contract / scheduling agreement.The account assignment category U(Unknown) for free text and '' (Blank) for material are currently supported as account assignment category for central contract item. |  |  |

### Scenario 2: Create Purchase Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You can create Purchase Order based on the Central Supplier Quotation.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser - Central Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Choose Manage Central Supplier Quotations (F3975). | The Manage Central Supplier Quotations screen is displayed. |  |
| 3 | Search Central Supplier Quotations | On the Manage Central Supplier Quotations screen, enter search criteria to search your Central Supplier Quotations.Then choose your awarded Central Supplier Quotation. | Your Central Supplier Quotation is displayed. |  |
| 4 | Create Purchase Order | On the Central Supplier Quotation screen, choose Create Follow-On Document on the upper right corner and choose Create Purchase Order.Please ensure that the Follow-on Doc. Type Purchase Order (PO) is maintained or left blank when you create the Central Request for Quotation, otherwise the option is not available here. | The Create Purchase Order screen is displayed. |  |
| 5 | Enter Purcahse Order data | On the Create Purchase Order screen, navigate to General Information section and make the following entries:Purchasing Organization: 1000Purchasing Group: 001Choose Order.Note down the created purchase order number to check in the connected system later, or click on the hyperlink of the purchase order number. The WebGUI of connected system will be opened in the new session. | The Purchase Order is created. |  |

#### Display Purchase Order - In Connected System

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

After a purchase order is created in hub system, you can check the purchase order in the connected system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto ECC | Access the respective connected system as a Purchaser. |  |  |
| 2 | Display Purchase Order | Check the purchase order with transaction ME23N. |  |  |

#### Post Goods Receipt - In Connected System

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

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

#### Create Supply Invoice - In Connected System

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

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

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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|  |
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