|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 18-09-20 | public |
| Automation of Order-to-Invoice with Ariba Network (4A1\_DE) |

Table of Contents

[1 Purpose 3](#_Toc51402549)

[2 Prerequisites 4](#_Toc51402550)

[2.1 System Access 4](#_Toc51402551)

[2.2 Roles at Purchasing Side 4](#_Toc51402552)

[2.3 Roles at Sales Side 5](#_Toc51402553)

[2.4 Master Data, Organizational Data at Purchasing Side 5](#_Toc51402554)

[2.5 Master Data, Organizational Data at Sales Side 6](#_Toc51402555)

[2.6 Business Conditions 7](#_Toc51402556)

[2.7 Preliminary Steps 7](#_Toc51402557)

[2.7.1 Opening New MM Posting Period 7](#_Toc51402558)

[2.7.2 Configure Flexible Workflow for Purchase Order 7](#_Toc51402559)

[2.7.3 Set Initial Stock for Material 9](#_Toc51402560)

[3 Overview Table 11](#_Toc51402561)

[4 Test Procedures 13](#_Toc51402562)

[4.1 Create Purchase Order 13](#_Toc51402563)

[4.2 Approve Purchase Order (Optional) 15](#_Toc51402564)

[4.3 Display Purchase Order (as a Supplier in the Ariba Network) 16](#_Toc51402565)

[4.4 Change Purchase Order (Optional) 17](#_Toc51402566)

[4.5 Display Sales Orders 19](#_Toc51402567)

[4.6 Send Order Confirmation 20](#_Toc51402568)

[4.7 Check Purchase Order Confirmation (Optional) 21](#_Toc51402569)

[4.8 Change Delivery Date in Sales Orders 22](#_Toc51402570)

[4.9 Create Outbound Delivery 23](#_Toc51402571)

[4.10 Execute Picking and Post Goods Issue 24](#_Toc51402572)

[4.11 Send Advanced Shipping Notification 26](#_Toc51402573)

[4.12 Check Inbound Delivery for Purchase Order Confirmations (Optional) 26](#_Toc51402574)

[4.13 Post Goods Receipt for Purchasing Document 27](#_Toc51402575)

[4.14 Check Goods Receipt Details (Optional) 28](#_Toc51402576)

[4.15 Display Goods Receipt (as a Supplier in the Ariba Network) 30](#_Toc51402577)

[4.16 Create Billing Document 31](#_Toc51402578)

[4.17 Send Supplier Invoice 32](#_Toc51402579)

[4.18 Display Incoming Invoice 33](#_Toc51402580)

# Purpose

For customers who act as a seller for buyers from Ariba Network, this scope item enables the supplier integration to Ariba Network to simplify and automate exchanging sales documents and their follow-on messages.

The following documents and functions are supported in the sales process:

- Create, change, or cancel sales order (inbound message)

- Send purchase order confirmation (outbound message)

- Send Advance Shipping Notification (ASN, outbound delivery message)

- Send supplier invoice (outbound message)

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

## Roles at Purchasing Side

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log on |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Accounts Payable Accountant | SAP\_BR\_AP\_ACCOUNTANT | Accounts Payable | SAP\_BR\_AP\_ACCOUNTANT |  |
| Purchasing Manager | SAP\_BR\_PURCHASING\_MANAGER |  |  |  |
| Inventory Manager | SAP\_BR\_INVENTORY\_MANAGER | Inventory Management | SAP\_BR\_INVENTORY\_MANAGER |  |
| Configuration Expert (Cloud) | SAP\_BR\_BPC\_EXPERT |  |  |  |
| Master Data Specialist - Business Partner Data | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Business Partner | SAP\_BR\_BUPA\_MASTER\_SPECIALIST |  |
| Accounts Payable Manager | SAP\_BR\_AP\_MANAGER | Accounts Payable | SAP\_BR\_AP\_MANAGER |  |
| Cash Management Specialist | SAP\_BR\_CASH\_SPECIALIST | Cash Management | SAP\_BR\_CASH\_SPECIALIST |  |
| Cash Manager | SAP\_BR\_CASH\_MANAGER | Cash Management | SAP\_BR\_CASH\_MANAGER |  |

## Roles at Sales Side

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) |
| Internal Sales Representative | SAP\_BR\_INTERNAL\_SALES\_REP | Internal Sales | SAP\_BR\_INTERNAL\_SALES\_REP |
| Shipping Specialist | SAP\_BR\_SHIPPING\_SPECIALIST | Shipping | SAP\_BR\_SHIPPING\_SPECIALIST |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |
| Billing Clerk | SAP\_BR\_BILLING\_CLERK | Billing | SAP\_BR\_BILLING\_CLERK |

## Master Data, Organizational Data at Purchasing Side

The organizational structure and master data of your company is created in your system during implementation. 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 to go through the test procedure. If you have installed an SAP Best Practices Baseline Package, you can use the following Baseline Package scenario data:

|  |  |  |  |
| --- | --- | --- | --- |
| Master data | Value | Master. data details | Comments |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101A | Std. storage 1 |  |
| Company Code | 1010 | Company Code 1010 |  |
| Purchase Organization | 1010 | Purch. Org. 1010 |  |
| Purchasing Group | 001 | Group 001 |  |
| Vendor/Supplier | 10300084 | Vendor domestic Germany Ariba |  |
| Material | SP001 | Trading Good for Regular Procurement (PD planning) |  |

## Master Data, Organizational Data at Sales Side

The organizational structure and master data of your company is created in your system during implementation. 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 to go through the test procedure. If you have installed an SAP Best Practices Baseline Package, you can use the following Baseline Package scenario data:

|  |  |  |  |
| --- | --- | --- | --- |
| Master data | Value | Master. data details | Comments |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101A | Std. storage 1 |  |
| Company Code | 1010 | Company Code 1010 |  |
| Sales Organization | 1010 | Dom. Sales Org |  |
| Distribution Channel | 10 | Direct Sales |  |
| Division | 00 | Product Division 00 |  |
| Shipping Point | 1010 |  |  |
| Customer | 10100080 | Vendor domestic Germany Ariba |  |
| Material | TG11 | Trading Good for Regular Procurement (PD planning) |  |

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| BNZ - Create New Open MM Posting Period | You have completed the procedure described in the Create New Open MM Posting Period (BNZ) master data script. The posting period is up to date. |
| J60 - Accounts Payable | Update BP master data with payment method T.  Review and complete the Invoice payment preparation section. |

To run through this scope item, the materials must be available in stock. You can create stock using the Manage Stock (F1062) app or the Transfer Stock - In-Plant (F1061) app in the SAP Fiori launchpad.

## Preliminary Steps

### Opening New MM Posting Period

External Process

Information on material stock and certain valuation data such as total stock value, total stock, evaluation elements class, price control indicator, and price unit are held by financial posting period. The period must be set up at the beginning of each new posting period to ensure that values and goods movement are posted to the correct period. Usually, only the current posting period is open for posting. All other posting periods are closed.

To close an MM period, and opening a new posting period, run the procedure described in the Create New Open MM Posting Period (BNZ) master data script.

### Configure Flexible Workflow for 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. |

Use

In this procedure, you configure your release conditions for purchase order approval.

When you start to process this step, please make sure that the flexible workflow for purchase document type NB has been activated in your system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Configuration Expert. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open the Manage Workflows for Purchase Orders (F2872) app. | The Manage Workflow screen is displayed. |  |
| 3 | Create a New Workflow | On the Manage Workflow screen, choose Add, and enter the following data:  Header section   * In the Name field, enter Test Workflow for Purchase Order.   Properties section   * In the Description field, enter Test Workflow for Purchase Order.   Start Conditions section   * From the dropdown list, select Purchasing group of purchase order is. * In the Purchasing Group field, enter 001. * Choose Add another condition (  ). From the dropdown list, select Total net amount of purchase order is greater than, and enter the following data:   + Amount: 100   + Currency: EUR   In the Step Sequence section, choose Add. The Automatic Release of Purchase Order screen is displayed.  On the Automatic Release of Purchase Order screen, enter the following data:  Header section   * In the Step Type field, select Release Purchase Order from the dropdown list.   Recipients section   * In the Assignment By field, select Manager of Workflow Initiator from the dropdown list. * In the Role field, select Manager of Workflow Initiator from the dropdown list. * In the Step to be completed by field, select the One of the Recipients checkbox.   Choose Add > Save . | The workflow for purchase order is configured. |  |
| 4 | Activate Workflow Item | Select the created workflow item, and choose Activate. | The workflow item is activated. |  |

### Set Initial Stock for Material

To run through this scope item, the materials must be available in stock.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as Warehouse Clerk. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access app | Open the Post Goods Movement (MIGO) app. | The Goods Receipt Other screen is displayed. | It is displayed this way only if it was your last transaction. Select the Reference Document for MIGO TransactionOther field. |
| 3 | Enter the Movement Type | Select the following options and then choose Enter.   * Goods Receipt - Executable Action in Transaction MIGO * Other - Reference Document for MIGO Transaction |  |  |
| 4 | Make entry in the Goods Receipt Other screen: Material tab | In the Goods Receipt Other screen: Material tab, make the following entry and choose Enter.   * Material: Material number |  |  |
| 5 | Make entry in the Goods Receipt Other screen: Quantity tab | In the Goods Receipt Other screen: Quantity tab, make the following entries and choose Enter.   * Qty in Unit of Entry: Quantity in UOM * Unit of Entry: PC |  |  |
| 6 | Make entry in the Goods Receipt Other screen: Where tab | In the Goods Receipt Other screen: Where tab, make the following entries and choose Enter.   * Movement Type: 561- Receipt per initial entry of stock balances into unr.-use * Plant: Plant * Storage Location: Storage Location |  |  |
| 7 | Make entry in the Goods Receipt Other screen: Batch tab | In the Goods Receipt Other screen: Batch tab, make the following entry and choose Enter:   * Date of manufacture: <Current date or a past date> |  | Only relevant for batch-relevant materials |
| 8 | Save your entries | Choose Post. |  |  |

# 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 | Transaction/App | Expected Results |
| SAP S/4HANA , SAP Fiori launchpad | | | |
| [Create Purchase Order](#unique_13) [page ] 13 | Purchaser | Create Purchase Order - Advanced (ME21N) | A new purchase order is created. |
| [Approve Purchase Order (Optional)](#unique_14) [page ] 15 | Purchasing Manager | My Inbox (F0402A) | A purchase order is approved. |
| Ariba Network | | | |
| [Display Purchase Order (as a Supplier in the Ariba Network)](#unique_15) [page ] 16 | Supplier | [supplier.ariba.com](https://service.ariba.com/) | A purchase order is displayed. |
| SAP S/4HANA , SAP Fiori launchpad | | | |
| [Change Purchase Order (Optional)](#unique_16) [page ] 17 | Purchaser | Manage Purchase Orders (Version 2) (F0842A) | An existing purchase order is changed. |
| [Display Sales Orders](#unique_17) [page ] 19 | Internal Sales Representative | Display Sales Orders - VA03 (VA03) | The newly created sales order is displayed in SAP S/4HANA . |
| [Send Order Confirmation](#unique_18) [page ] 20 | Internal Sales Representative |  | The order confirmation is automatically created based on the sales order. |
| [Check Purchase Order Confirmation (Optional)](#unique_19) [page ] 21 | Purchaser | Manage Purchase Orders (Version 2) (F0842A) | You reviewed the purchase order confirmation. |
| [Change Delivery Date in Sales Orders](#unique_20) [page ] 22 | Internal Sales Representative | Change Sales Orders - VA02 (VA02) | You changed the delivery date of a sales order. |
| [Create Outbound Delivery](#unique_21) [page ] 23 | Shipping Specialist | Create Outbound Delivery - With Order Reference (VL01N) | The creation of an outbound delivery for the previously received sales order (purchase order) is triggered. |
| [Execute Picking and Post Goods Issue](#unique_22) [page ] 24 | Shipping Specialist | Pick Outbound Delivery (F0868) | The delivery is picked, and the goods issue is posted. |
| [Send Advanced Shipping Notification](#unique_23) [page ] 26 | Shipping Specialist |  | The Advanced Shipping Notification (ASN) is automatically sent by the supplier with details about the purchase order, and quantity to the buyer. |
| [Check Inbound Delivery for Purchase Order Confirmations (Optional)](#unique_24) [page ] 26 | Purchaser | Manage Purchase Orders (Version 2) (F0842A) | You checked the inbound delivery for purchase order confirmation. |
| [Post Goods Receipt for Purchasing Document](#unique_25) [page ] 27 | Warehouse Clerk | Post Goods Receipt for Purchasing Document (F0843) | The goods receipt for a purchase order is posted. |
| [Check Goods Receipt Details (Optional)](#unique_26) [page ] 28 | Warehouse Clerk | Material Documents Overview (F1077) | You displayed, and verified the goods receipt fact sheet. |
| Ariba Network | | | |
| [Display Goods Receipt (as a Supplier in the Ariba Network)](#unique_27) [page ] 30 | Supplier | [supplier.ariba.com](https://service.ariba.com/) | The goods receipt is displayed in the Ariba Network. |
| SAP S/4HANA , SAP Fiori launchpad | | | |
| [Create Billing Document](#unique_28) [page ] 31 | Billing Clerk. | Create Billing Documents (F0798) | The system generates an invoice for billing. |
| [Send Supplier Invoice](#unique_29) [page ] 32 |  |  | The supplier invoice is automatically sent by the supplier to the buyer. |
| [Display Incoming Invoice](#unique_30) [page ] 33 | Purchaser | Change Purchase Order - Advanced (ME22N) | The invoice document is displayed. |

# Test Procedures

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

## 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

In this procedure, you create a purchase order for stock material.

Tip To see the Confirmation and Inbound Delivery, in the SAP Fiori launchpad, choose the Create Purchase Order - Advanced (ME21N) tile.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as Purchaser. | The SAP Fiori launchpad displayed. |  |
| 2 | Access App | In the Purchase Orders Processing group, open the Create Purchase Order - Advanced (ME21N) app. | The Create Purchase Order screen is displayed. |  |
| 3 | Enter Purchase Order Data | Enter the following data:   * Order Type: Standard Order * Vendor: 10300084 * Company Code: 1010 * Purchasing Group: 001 * Purchasing Org.: 1010 * Items * Material: SP001 * Quantity: 100 PC * Delivery date: Today + 1 month * Net Price: 17.55 EUR * Plant: 1010 * Storage Location: 101A * Item Details - Confirmations * Conf Control: Confirmations |  |  |
| 4 | Change Delivery Address | On the Delivery Address tab, in the Item Details section, choose Address Details, and change the address data. | The delivery address is changed. |  |
| 5 | Attach File | Choose Services for Object – Create Attachment, and select a file for upload.  To confirm the upload, choose OK. |  |  |
| 6 | Check Purchase Order for Completeness | Choose Check. | If no error dialog box is displayed, the purchase order is complete.  If a dialog box is displayed, a correction of the entries needs to be made, to correct the purchase order. |  |
| 7 | Correct Issues | Choose Display Messages. Check the entries for errors. If there are errors, correct them. | All errors have been corrected. |  |
| 8 | Save Purchase Order | To save the purchase order, choose More > Purchase Order > Save . | A new purchase order is created, and the system message Standard PO created under the number 450000XXXX is displayed.  Note To use this purchase order number for further procedures, make a note of it. |  |

## Approve Purchase Order (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you release a purchase order. For Purchasing Group 001 and 003, purchase orders with a net value of 500 USD (global release amount is configured in USD and converted to the country/region currency amount) or more require an approval.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad using the Purchasing Manager role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open the My Inbox (F0402A) app. | The My Inbox screen is displayed.  A list of already created purchase orders with needed approval is displayed. |  |
| 3 | Select Purchase Order | Search for Purchase Order xxx and select one. | The Purchase Order xxx is displayed.  The Purchase Orders without follow-on documents (w/o status Follow-On Documents) and a net value of 500 USD or more have the status In Approval. |  |
| 4 | Approve the Purchase Order | Choose Approve.  If needed, enter the approval reason, and choose Submit. |  |  |

## Display Purchase Order (as a Supplier in the Ariba Network)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you log on to the Ariba Network as a supplier, and display the purchase order in the Ariba Network.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Access the Ariba Network as a Supplier on <https://supplier.ariba.com/>. | The Home screen is displayed. |  |
| 2 | Select Purchase Order | Choose Inbox > Orders and Releases , and select the Purchase Order ID. | The purchase order is displayed. |  |

## Change Purchase Order (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This procedure describes, how to change an existing purchase order. For example, you can change the order quantity, or the delivery date for a purchase item of the purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad using the Purchaser role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open the Manage Purchase Orders (Version 2) (F0842A) app. | The Manage Purchase Orders screen is displayed. |  |
| 3 | Display Already Created Purchase Orders | To search for already created purchase orders, choose Go.  Note You can set filters, to refine your search query. | A list of already created purchase orders is displayed. |  |
| 4 | Select Purchase Order | Select the row of a purchase order. | The Purchase Order xxx screen is displayed. |  |
| 5 | Select Purchase Order Item | On the Purchase Order xxx screen, on the Items tab, select the Purchase Order Item that you want to change. | The Purchase Order Item xxx screen is displayed. |  |
| 6 | Select Schedule Line Item | On the Purchase Order Item xxx screen, on the Schedule Lines tab, select the Schedule Line Item that you want to change. | The Schedule Line Item xxx screen is displayed. |  |
| 7 | Change Schedule Line Item | On the Schedule Line Item xxx screen, on the General Information tab, change the values of the Scheduled Quantity field, or the Delivery Date field according to your requirements. | The values of the purchase order item are changed. |  |
| 8 | Commit Changes | Choose Apply. | The changes are committed. |  |
| 9 | Review Possible Error or Warning Messages | If error or warning messages are displayed, a correction of the purchase order entries is necessary. If no message is displayed, the Purchase Order is complete. |  |  |
| 10 | Save Purchase Order | Choose Order. | The purchase order is saved, and the system message Purchase order xxx updated. is displayed. |  |

## Display Sales Orders

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you display newly created sales orders in SAP S/4HANA .

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Internal Sales Representative. |  |  |
| 2 | Access App | Choose the Display Sales Orders - VA03 (VA03) tile. |  |  |
| 3 | Enter Search Criteria | Use the purchase order number from the procedure described in [Create Purchase Order](#unique_13) [page ] 13, enter it in the Purchase Order No. field, and choose Search. Then double-click the entry with purchase order number in the popup window. |  |  |
| 4 | Display Sales Order | Make a note of the sales order ID. | All sales order details are displayed. |  |
| 5 | Check Ship-to address | Choose More > Goto > Header > Partners . Check address for partner Ship-to party. | The partner address equals the partner address that was set in [Create Purchase Order](#unique_13) [page ] 13. |  |
| 6 | Check Attachment | Choose More > System > Services for Object .  On the next screen, choose Services for Object > Attachment List . | The file attached to the purchase order is displayed. |  |
| 7 | Status Overview | On the Sales Order: Status Overview screen, choose Status Overview. In the Status Overview tree structure in the last line, check if the status is Complete Item Data. | The status Complete Item Data is displayed. |  |

## Send Order Confirmation

Purpose

An Order Confirmation Change is automatically sent to the Buyer system.

Prerequisites

Sales Order must have been created in the SAP S/4HANA system (supplier side).

Procedure

This step is automatically generated.

## Check Purchase Order Confirmation (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you can check the purchase order confirmation.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad using the Purchaser role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | In the Purchase Orders Processing group, open the Manage Purchase Orders (F0842A) app. | The Manage Purchase Orders screen, and a list of already created purchase orders are displayed. |  |
| 3 | Select Purchase Order | Select a row for a purchase order number, you previously created. | The Standard PO XXX screen is displayed. |  |
| 4 | Open Confirmations | Expand Item Details, and choose to the Confirmations tab. | The Purchase Order Confirmation is displayed in the list. |  |

## Change Delivery Date in Sales Orders

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you change a delivery date for a newly created sales order in SAP S/4HANA .

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as Internal Sales Representative. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open the Change Sales Orders - VA02 (VA02) app. | The Change Sales Documents screen is displayed. |  |
| 3 | Search Sales Order | To search for the sales order that you created in [Create Purchase Order](#unique_13) [page ] 13, in the Search Criteria section, enter the purchase order number, and choose Search. | A popup window with a list of purchase orders is displayed. |  |
| 4 | Select Purchase Order | In the popup window, select the purchase order. | The Purchase Order XXX screen is displayed. |  |
| 5 | Change Delivery Date | Choose the item number to open the detail view. On the Sales A tab, change the date in the First Delivery Date field to the end of the month. | The delivery date changed. |  |
| 6 | Save Document | Choose Save. | The document is saved. |  |

## 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

This procedure describes, how to create an outbound delivery for the previously received sales order (purchase order) in SAP S/4HANA .

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as Shipping Specialist. |  |  |
| 2 | Access App | Open the Create Outbound Deliveries - From Sales Orders (F0869A) app. | The Create Outbound Deliveries screen is displayed. |  |
| 3 | Search Sales Order | To search for a sales order, enter the following data:   * Shipping point: 1010 * Sales Document: <Sales order number created previously>   Choose Go. | The sales order is displayed. |  |
| 4 | Create Delivery | Select your sales order, and choose Create Deliveries. | The creation of an outbound delivery for the previously received sales order (purchase order) is triggered. |  |

## Execute Picking and Post Goods Issue

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. The goods issue is posted in the SAP S/4HANA .

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as Shipping Specialist. |  |  |
| 2 | Access App | Choose the Pick Outbound Delivery (F0868) tile. |  |  |
| 3 | Enter Delivery Number | To display an outbound delivery, enter a delivery number in the Delivery field.  Note You can use the Value Help (  ), to search for a specific outbound delivery. | The outbound delivery is displayed. |  |
| 4 | Enter Actual GI Date | In the Actual GI Date field, enter today's date. |  |  |
| 5 | Enter Picked Quantity | On the Picking tab, choose Delivery Items by selecting the respective checkbox.  For each selected delivery item, enter a quantity in the Picking Quantity field.  Choose Copy Picking Quantity. | The system message Available picking quantities successfully copied to delivery quantity is displayed and you're forwarded to the GI ready tab. |  |
| 6 | Post Goods Issue | On the GI ready tab, choose Post GI. | The system message GI posted is displayed. |  |

## Send Advanced Shipping Notification

Purpose

The Advanced Shipping Notification (ASN) is automatically sent by the supplier with details about the purchase order, and quantity to the buyer.

Prerequisites

Goods issued must have been posted in SAP S/4HANA .

Procedure

This step is automatically generated.

## Check Inbound Delivery for Purchase Order Confirmations (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you check the inbound delivery for purchase order confirmations.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as Purchaser. |  |  |
| 2 | Access App | Open the Manage Purchase Orders (Version 2) (F0842A) app. | The Manage Purchase Orders screen, and a list of already created purchase orders are displayed. |  |
| 3 | Select Purchase Order | Select the purchase order, you previously created. | The Standard PO XXX screen is displayed. |  |
| 4 | Open Confirmations | Expand the Item Details section, and navigate to the Confirmations tab. | The Inbound Delivery Number is displayed in the Inb Delivery column. |  |

## Post Goods Receipt for Purchasing 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

Goods ordered through a purchase order arrive at warehouse. The goods receipt is to be posted.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as Warehouse Clerk. |  |  |
| 2 | Access App | Open the Post Goods Receipt for Purchasing Document (F0843) app. | The Post Goods Receipt for Purchasing Document screen is displayed. |  |
| 3 | Search Purchase Order | In the Purchase Order field, enter the purchase order number.  Purchase Order: <xxx> | The purchase order is displayed. |  |
| 4 | Select Purchase Order | Select your purchase order. | On the Post Goods Receipt screen, the data for the goods receipt is displayed. |  |
| 5 | Enter Delivery Note | In the Delivery Note field, enter the relevant data. | The Post Goods Receipt screen is displayed. |  |
| 6 | Select Item | Select the items for which a goods receipt is to be posted, and select Stock Type: Unrestricted-Use. |  |  |
| 7 | Post Goods Receipt | Choose Post. | The Post Goods Receipt screen is displayed. The system displays the message Material document xxx posted. |  |

## Check Goods Receipt Details (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you display the fact sheet with the details of the goods receipt.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | At the purchasing side, log on to the SAP Fiori launchpad as Warehouse Clerk. |  |  |
| 2 | Access App | Open the Material Documents Overview (F1077) app. | The Material Documents Overview screen is displayed. |  |
| 3 | Search for Goods Receipts Material Document | On the Material Documents Overview, enter the following data:   * Plant: 1010 * Purchase Order: <xxx>   Choose Go. | On the Material Document Overview screen, the relevant material documents, and material document items are displayed. |  |
| 4 | Select Material Document for Goods Receipt | Select the row for which you would like to see the material documents. | The list of the material documents, and the goods receipts details are displayed. |  |
| 5 | Check Goods Receipts Details | Check the Status, the General Data, and the Material Document Items. | The number of reversed items is 0. In the General Data section, the correct Posting Date, Document Date, and the Delivery Note are displayed. |  |
| 6 | Display Document Flow | Navigate to the Document Flow section. | The Document Flow displays the Purchase Order, and the Material Document as a flow chart. |  |

## Display Goods Receipt (as a Supplier in the Ariba Network)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you log on to the Ariba Network as a supplier and display the goods receipt in the Ariba Network.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Access the Ariba Network as a Supplier on <https://supplier.ariba.com/>. | The Home screen is displayed. |  |
| 2 | Select Goods Receipt | Choose Inbox > Receipts , and select the Receipt Number ID to the corresponding purchase order. | The goods receipt is displayed. |  |

## Create Billing 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

In this procedure, the supplier creates an invoice for billing in SAP S/4HANA .

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as Billing Clerk. |  |  |
| 2 | Access App | Open the Create Billing Documents (F0798) app. |  |  |
| 3 | Define Billing Setting | Choose Billing Settings.  Enable all of the following settings:   * Set billing date and type before billing * Create separate billing date for each item of billing due list * Automatically post Billing Documents * Display billing documents after creation. |  |  |
| 4 | Search Sales Document | To search for a sales document, set filter criteria, and choose Go. | A search result list with sales documents is displayed. |  |
| 5 | Select Sales Document | Select the sales document you previously created, and choose Create. | The Create Billing Documents screen is displayed. |  |
| 6 | Maintain Billing Date | On the Create Billing Documents screen, choose the billing type F2 Invoice (F2), and maintain as billing date, for example, the current date. Choose OK > Save . | A new billing document is created. |  |
| 7 | Display Billing Document After Creation | The billing document is automatically displayed. | The system generates an invoice for billing. |  |

## Send Supplier Invoice

Purpose

The supplier invoice is automatically sent by the supplier to the buyer.

Prerequisites

The billing document must have been created in SAP S/4HANA .

Procedure

This step is automatically generated.

## Display Incoming Invoice

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you check the invoice of the purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as Purchaser. |  |  |
| 2 | Access App | Open the Change Purchase Order - Advanced (ME22N) app. |  |  |
| 3 | Select Purchase Order | Choose Other Purchase Order, enter the Purchase Order Number of the purchase order you created in the procedure described in [Create Purchase Order](#unique_13) [page ] 13, and choose Other Document. | The Standard PO XXX screen is displayed. |  |
| 4 | Open Purchasing Order History | Expand the Item Details section, and choose Purchasing Order History.  Select the document number above Tr./Ev. Invoice Receipt. | The invoice document 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. |

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

