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|  |  |
| Test ScriptSAP S/4HANA - 17-09-20 | public |
| Purchase Contract (BMD\_DE) |

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# Purpose

Quantity contracts are agreements for a company to order a certain quantity of a product during a specified period. In source determination, contracts replace the purchasing information records and can be assigned in the source list as the fixed source for MRP.

Target groups are purchasing managers as well as buyers. If purchase requisitions and purchase orders do not yet exist, they are created after the contract. You can check the released purchase orders that are referenced to a contract by monitoring the contract.

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

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 |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Purchasing Manager | SAP\_BR\_PURCHASING\_MANAGER |  |  |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Accounts Payable Accountant - Procurement | SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT |  |  |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |
| Master Data Specialist - Business Partner Data | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Business Partner | SAP\_BR\_BUPA\_MASTER\_SPECIALIST |  |

## Master Data and Organizational 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 |
| Material | TG10 | Trad.Good 10,PD,Third Party |  |
| Material | TG11 | Trading Good for Reg. Trading (MRP planning) |  |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101A | Std. storage 1 |  |
| Company Code | 1010 | Company Code 1010 |  |
| Purchase Organization | 1010 | Purch. Org. 1010 |  |
| Purchase group | 001 | Group 001 |  |

For more information on creating these 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

|  |  |
| --- | --- |
| Master Data Script ID | Description |
| BNF | Create Trading Good (“HAWA”) |
| BNE | Create Supplier |

## Preliminary Steps

### Activate Flexible Workflow for Purchase Order Approval

Purpose

In this procedure, you activate Flexible Workflow for Purchase Order Approval.

If you want to use the flexible workflow to approve the purchase order, you have to process this step Configure Flexible Workflow for Purchase Order.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | SPRO > Materials Management > Purchasing > Purchase Order > Flexible Workflow for Purchase Orders > screen, select the check box under Scenario based workflow for Activate Flexible Workflow for Purchase Orders Activate Flexible Workflow for Purchase Orders |
| Transaction Code | S\_ER9\_52000654 |

1. On the Document Types Purchase order Change screen, select the check box under Scenario based workflow for Activate Flexible Workflow for Purchase Orders Activate Flexible Workflow for Purchase Orders Document Type: NB
2. Choose Save.
3. You may be asked to enter a customizing request number, either choose your own customizing request or create a new one, then choose Continue.

### Manage Situation Types

Purpose

In this procedure, you configure the situation type by using template.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on on to the SAP Fiori launchpad as Configuration Expert - Business Process Configuration | The SAP Fiori Launch Pad displays. |  |
| 2 | Access the App | Open Manage Situation Types (F2947) . | The Manage Situation Types.screen displays. |  |
| 3 | Select the template to copy | Choose Go.Select the the latest version of PROC\_CONTRACTREADYTOUSE, then choose Copy. | The Situation Type screen displays. |  |
| 4 | Maintain the situation | Make the following entries and choose Save:ID: Z\_CONTRACTName: Contract SituationIn the Situation Display tab:Resend Notification: ChooseIn the Notification Recipients area, maintain Operational Purchasing in the field Member Function if necessary; Choose the Condition tab, make the attribute value to configure the conditions to use this function.Choose Save. | Then situation type is maintained |  |
| 5 | Enable this situation type | Choose Enable, it will change from NO to YES. |  |  |

### Manage Teams and Responsibility for Procurement

Purpose

In this procedure, you configure teams and responsibility for procurement.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on on to the SAP Fiori launchpad as Configuration Expert - Business Process Configuration . | The SAP Fiori Launch Pad displays. |  |
| 2 | Access the App | Open Manage Teams and Responsibilities - Procurement (F2412) .Choose Create Team. | The Team screen displays. |  |
| 3 | Maintain the Team details | Make the following entries and choose Save:In the General Information tab* Name: Team\_Contract
* Description: Team of Contract
* Global ID: Team 1
* Status:Enable
* Type: OPPUR

In the Team Members tab:Choose Create, and maintain the below values:* Business Partner: use the search function to find the business partner of Purchaser
* Functions: Operational Purchasing

Then choose Create again:* Business Partner: use the search function to find the business partner of Purchasing Manager
* Functions: Workflow Administration
 |  |  |
| 4 | Save the team | Choose Save. | The team is created |  |

### Configure Flexible Workflow for Purchase Contracts

Purpose

In this procedure, you configure your release conditions for Purchase Contracts Approval.

When you start to process this step, please make sure that the flexible workflow for purchase document type MK/WK 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 - Business Process Configuration role. | The Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Workflows for Purchase Contracts (F3043). | The Manage Workflows screen is displayed. |  |
| 3 | Create Manage Workflow | Check the setting and if they are maintained and active, please skip, If not, please choose Add and make following entries:Name: Test Workflow for Purchase ContractIn the Start Conditions area select Target value of purchase contract is greater than with 2000 USDIn Step Sequence area choose the Add button and make following entries:Type: Release of Purchase ContractIn Recipients area:Assignment by:UserRole: Select the User ID with Employee ID PURCHASING\_MANAGER from F4 helpStep to be completed by: One of the recipientsChoose Add.Choose Save. | The Workflow for Purchase Contract is configured. |  |
| 4 | Activate Workflow Item | Select the just created Workflow Item and choose Activate. | The Workflow Item is activated. |  |
| 5 | Active workflow item | Select the workflow Automatic Release of Purchase Contract, then choose Activate. |  |  |

### Map the Purchase Organization to Reference Purchase Organization

Purpose

In this procedure, you can map the purchase organization to the reference purchase organization. Make sure the Purchase Organization data is exist in the system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the backend system |  |  |
| 2 | Access the system | Path: Enterprise Structure > Assignment > Materials Management > Assign purch. organization to reference purch. organization |  |  |
| 3 | Map the Purchase Organization | Choose New Entries and make the following entry:Purch. Organization: 1710Reference Purchasing Org.: Choose one existing Purchasing Org in the system, for example 1710Release Order: XConditions: X | For the reference purchase organization, please choose one existing Purchasing Org in the system, for example, if the system doesn’t have purchase org 1710, please use other purchase organization |  |
| 4 | Save Team | Choose Save. |  |  |

### Extend the Reference Purchase Organization for Supplier

Purpose

In this procedure, you can extend the purchaser organization for the supplier.

The below step need to use the role and app in MDS BNE: Create Supplier Master, please refer to the prerequisite step in BNE to add role to the user.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Refer the MDS BNE: Create Supplier Master, the prerequisite step and step: Creating Supplier Master Data - Purchasing Organization Data |  |  |
| 2 | Access the App | Open Maintain Business Partner (BP) |  |  |
| 3 | Search the Supplier | Input the entry, and choose Start.Businesspartner: 10300001 |  |  |
| 4 | Open Purchasing Organization Data | Double-click this entry then choose Supplier in the Display in BP role.Choose Switch between Display and Change , then choose the Purchasing button at the top of the screen. | The Purchasing Organization screen appears. |   |
| 5 | Enter Purchasing Data | Choose the Purchasing Organizations and choose Create button.Enter the following data:POrg: Use the reference purchase Org the same as 2.5.7, for example 1710Then choose Transfer. |  For the reference purchase organization, please choose one existing Purchasing Org in the system, for example, if the system doesn’t have purchase org 1710 , please use other purchase organization |  |
| 6 | Save | Close the popup, then choose Save. |  |  |

# Overview Table

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Create Purchase Requisition](#unique_13)  [page ] 15 |
| [Create Purchase Requisition (Standard)](#unique_14) [page ] 15 | Purchaser | Manage Purchase Requisitions - Professional (F2229) | The Purchase Requisition is created. |
| [Create Purchase Requisition (Outline Agreement)](#unique_15) [page ] 17 | Purchaser | Manage Purchase Requisitions - Professional (F2229) | The Purchase Requisition is created. |
| [Create Purchase Contract](#unique_16) [page ] 19 |
| [Create Purchase Contract with reference to Purchase Requisition](#unique_17) [page ] 20 | Purchaser | Manage Purchase Requisitions (F1048) | The Purchase Contract is created with reference to the Purchase Requisition. |
| [Create Purchase Contract with reference to Contract Template](#unique_18) [page ] 21 | Purchaser | Manage Purchase Contracts (F1600A) | The Purchase Contract is created with reference to the Contract Template. |
| [Create Reference Purchase Contract (Optional)](#unique_19) [page ] 23 | Purchaser | Manage Purchase Contracts (F1600A) | A new Purchase Contract is created. Purchase Contract Number is displayed. |
| [Mass Changes to Purchase Contracts](#unique_20)  [page ] 24 | Purchaser | Mass Changes to Purchase Contracts (F2669) |  |
| [Approve Purchase Contract (Optional)](#unique_21) [page ] 26 | Purchasing Manager | My Inbox - All Items (F2097) | The Purchase Contract is approved. |
| [Monitor Notification (Optional)](#unique_22)  [page ] 27 | Purchaser |  |  |
| [Print Purchase Contract](#unique_23) [page ] 28 | Purchaser | Manage Purchase Contracts (F1600A) |  |
| [Generate Source Lists (Optional)](#unique_24)  [page ] 30 | Purchaser | Manage Source Lists (F1859) |  |
| [Process Purchase Requisition and Create Purchase Order](#unique_25)  [page ] 31 | Purchaser | Manage Purchase Requisitions (F1048) | Manage Purchase Requisitions appears, purchase requisitions lists out. |
| [Review Purchase Documents by Requirement Tracking Number](#unique_26)  [page ] 33 | Purchaser | Purchasing Documents by Requirement Tracking Number (F2905) |  |
| [Approve Purchase Orders (Optional)](#unique_27) [page ] 34 | Purchasing Manager | My Inbox - All Items (F2097) |  |
| [Monitor Contract Items (Optional)](#unique_28) [page ] 35 (by Item) | Purchaser | Monitor Purchase Contract Items (F2423) | The system displays contract detail information. |
| [Monitor Contract Items (Optional)](#unique_28) [page ] 35 (by Account Assignment) | Accounts Payable Accountant | Purchase Contract Items by Account Assignment (F2421) | The system displays contract detail information. |
| [Post Goods Receipt](#unique_29) [page ] 37 | Warehouse Clerk | Post Goods Receipt for Purchasing Document (F0843) | A list of purchase orders is displayed. |
| [Partial Reverse Goods Receipt (Optional)](#unique_30) [page ] 38 | Warehouse Clerk | Material Documents Overview (F1077) | The Material Overview is displayed. |
| [Create Supplier Invoice](#unique_31) [page ] 40 | Accounts Payable Accountant | Create Supplier Invoice (F0859) | The Supplier Invoice is created. |

# Test Procedures

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

## Create Purchase Requisition

### Create Purchase Requisition (Standard)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you create a purchase requisition.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Requisitions Professional | Open Manage Purchase Requisitions - Professional (F2229) . | The Manage Purchase Requisitions- Professional screen is displayed. |  |
| 3 | Create New Purchase Requisition | Choose Create. |  |  |
| 4 | Enter detail data | Make sure that Purchase Requisition is selected in the field Document Type on the top of the screen.Choose the Automatic Source Determination checkbox. |  |  |
| 5 | Add new item | In the Items section, choose Create, then choose Material from the list. |  |  |
| 6 | Enter item data | In the General Information tab, make the following entries:Material: TG10Plant: 1010Choose the Quantity and Date tab, and make the following entries:Quantity: 50Choose the Contact Information tab, and make the following entries:Requirement Tracking Number: For example:Test\_TrackPurchasing Group: 001Choose Apply. | The Purchase Requisition item is maintained for the material. |  |
| 7 | Enter item data for another item | Repeat the last two steps for another item:Material: TG11Plant: 1010Quantity: 30Requirement Tracking Number: For example:Test\_TrackPurchasing Group 001Choose Apply. |  |  |
| 8 | Save the Purchase Requisition | Choose the Save. | The Purchase Requisition is saved. |  |

### Create Purchase Requisition (Outline Agreement)

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you create a purchase requisition for Outline Agreement.

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 . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Purchase Requisitions - Professional (F2229) .If you want to use the Save Draft feature in this app, you have to use a personalized user. | The Manage Purchase Requisitions Professional screen displays. |  |
| 3 | Create New Purchase Requisition | Choose Create. | The Purchase Requisition screen displays. |  |
| 4 | Enter detail data | Make sure that Outl. Agmt Requisn is selected from the Document Type list. |  |  |
| 5 | Add Item | In the Items section, choose Create and select Material to add new items. | The Purchase Requisition Item screen displays. |  |
| 6 | Enter detail data | Enter the following values in General Information section and choose Apply:Material (General Information): For example,Item1: TG10 Item2: TG11Plant (General Information): For example,1010Quantity (Quantity and Date): For example, Item1: 50, Item2: 10Release Date (Quantity and Date): For example, <today> |  |  |
| 7 | Save your entries | Choose Save to save the document. | A purchase requisition is created. If the PR needs to be approved, please refer to the step Approve Purchase Requisition in Test Script 18J. |  |

## Create Purchase Contract

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you create a purchase contract as reference to Purchase Requisition or from a Contract Template.

Purpose

A quantity contract is an agreement between a purchasing organization and a supplier or vendor to decrease or increase a certain quantity of a product in an indicated period. The purchasing organization fulfills a contract by placing purchase orders against it. These purchase orders are called now as release orders (or call-offs). The supplier or vendor fulfills the contract by supplying the released quantity. When you create a call-off, you refer to the relevant contract. The system automatically updates the released quantities in the contract.

Procedure

A Quantity contract can be created as a reference to either an existing Purchase Requisition or an existing Contract Template. Choose any of the following procedures to create a quantity contract.

### Create Purchase Contract with reference to Purchase Requisition

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 Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Purchase Requisitions (F1048) . | The Manage Purchase Requisitions screen displays. |  |
| 3 | Select Purchase Requisition | Select a Purchase Requistion created in the previous step Create Purchase Requisition (Outline Agreement) for which the contract has to be created. Alternatively, filter down the results by applying appropriate filters. For example:Purchasing Organization: For example, 1010Purchasing Group: For example, 001Plant: 1010Material: TG10 or TG11Choose Create Contract. | Header level details for example, Purchasing Organization, Purchasing Group are filled in the preview header and the Item details are copied from Purchase Requisition on item level. |  |
| 4 | Purchase Contract Preview | Enter the following information in the preview screen of a Contract:Contract Type: Quantity Contract (MK)Supplier: 10300001Validity From: Start date of the contractValidity To: End date of the contractPurchasing Organization: For example, 1010Target Quantity: Enter total quantity for document type MK, for example, Item1: 500, Item2: 100 | The Purchase Contract data is contained in the preview screen. |  |
| 5 | Create Contract | Choose Save. | Purchase contract is created. |  |

### Create Purchase Contract with reference to Contract Template

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 Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Purchase Contracts (F1600A) . | The Manage Purchase Contracts screen displays. |  |
| 3 | Initial entry for contract | Choose Manage Templates. | The Template dialog box displays. |  |
| 4 | Create Contract Template | Choose Create Template. | The Purchase Contract screen displays. |  |
| 5 | Enter Contract Header details | Make the following entries:Contract Type: Choose MK Quantity ContractValid From: Start date of the contractValid To: End date of the contractPurchasing Organization: For example, 1010Purchasing Group: For example, 001Supplier: 10300001 |  |  |
| 6 | Enter Contract Item details | In the Item tab, choose Create and make the following entries:Item Category: StandardAccount Assignment Category: UMaterial: For example,Item1: TG10, Item2: TG11Target Quantity: Enter total quantity for document type MK, for example, Item1: 500, Item2: 100Net price: Enter a net price with or without using information of info records. For example, 15 EUR per 1PCPlant: For example, 1010 | Item gets added and Create Contract Template Page appears. |  |
| 7 |  | Enter a Template name. For example, Lenovo Laptops & AccessoriesAdd Description to the Template and choose Save as Template. | The Contract Template is created. |  |
| 8 | Create Contract | Choose Manage Templates. In the Tempalate dialog box, select the template created in previous step and choose Create Contract. | The Purchase Contract screen displays and the data from the template gets copied in this screen. |  |
| 9 | Save Contract | Choose Save. | The Purchase contract is created.Add Description to the |  |

### Create Reference Purchase Contract (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 create a Reference Purchase contract.

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 | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Purchase Contracts (F1600) . | The Manage Purchase Contracts screen displays. |  |
| 3 | Enter Contract Header details | Choose Create and make the following entries:Contract Type: Choose MK Quantity ContractValid From: Start date of the contractValid To: End date of the contractPurchasing Org.: The Org is the Reference Purchase Organization that defined in the Perquisite step 2.5.7, For example: 1710Purchasing Group:001Supplier: 10300001 |  |  |
| 4 | Enter Contract Item details | In the Item tab, choose Create and make the following entries:Material: , For example, TG11Net price: Enter a net price , 10 EUR per PC.Target Quantity: For example, 100.Choose Apply. | The Purchase Contract screen displays. |  |
| 5 | Save Purchase Contract | Choose Save and when the purchase or der number is displayed, write it down for further use. | A new Purchase Contract is created. Purchase Contract Number is displayed |  |

## Mass Changes to 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

In this procedure, you can apply changes to multiple selected Purchase Contracts in bulk.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the Fiori Launch Pad with the Purchaser role. | The Fiori Launch Pad is displayed. |  |
| 2 | Access the App | Open Mass Changes to Purchase Contracts (F2669) app. | The Mass Changes to Purchase Contracts screen is displayed. |  |
| 3 | Search for Purchase Contracts | Set values to some filters to search Purchase Contracts. For example.:SupplierPurchasing GroupPlantThen choose Go. | The search results show the details with the respective filter Criteria. |  |
| 4 | Display Purchase Contract | Choose any Purchase Contract . | The Purchase Contract detail screen is displayed.Verify data displayed on the object page.Choose Back. |  |
| 5 | Set Purchase Contracts for Mass Edit | Select the desired Purchase Contract(s) for Mass Change operation.Choose Mass Edit. | A dialog box will open displaying fields for 3 categories – Header fields, Item fields and Partner fields. |  |
| 6 | Apply Mass Changes | Set new values in the given desired fields e.g.- Payment Terms, Target Quantity.Choose Apply Mass Changes. | 1. New values will be set to desired fields for selected Purchase Contracts
2. Confirmation dialog box would appear to confirm mass changes where Job Description can also be added
3. After choosing OK, message popup appears containing JOB ID.
 |  |
| 7 | Check Application Jobs | Choose Mass Change Job. | It will navigate to Application Jobs page containing the list of Job IDs for all Purchase Contracts.Verify if the job is successful for the selected Purchase Contracts. |  |

## Approve Purchase Contract (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 contract. If the purchase contract’s value is greater than 2000 USD , then the Purchase Contract should get approved.

Prerequisite

A purchase contract must exist for release.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad with the Purchasing Manager role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862) . | A list of already created purchase contract is displayed. |  |
| 3 | Search for Purchase Order Status | Enter the Purchase contract number in the search area, then choose the Search button. | The Purchase contract that meet the criterial, the status is In Approval. |  |
| 4. | Release Purchase Order | Select the Purchase Contract on the left of the screen and choose Approve. | The Submit Decision screen displays. |  |
| 4 | Enter Release Reason | Enter the approval reason if needed, then choose Submit. | The Purchase Contract is approved. |  |
| 5 | Back to SAP Fiori Launchpad | Choose the Home button to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad is displayed. |  |

## Monitor Notification (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. |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad is displayed. |  |
| 2 | Choose the notifications | Choose the Notifications icon which is at the top right of the Home screen.Choose the notifications which is generated by the system.This notification will be displayed only in case there is a valid requisition of any other type than Outline Agreement. | The Manage Purchase Requisitions- Professional screen is displayed. |  |
| 2 | Open Manage Purchase Requisitions Professional | In the screen, it will show one message about the New or updated contract available for usage in purchase requisition.Check the detail information about this purchase requisition and if necessary.Choose Assign Contract. | The Purchase Requisitions- item screen is displayed. |  |
| 3 | Check the source | Then in the Source of Supply section, the contract will show as one source item. |  |  |

## Print Purchase Contract

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This step is about printing the purchase contract.

Table 2: Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail/Comment |
| 1 | Access the SAP Fiori App | Log on to the SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Purchase Contracts (F1600A) . | The Manage Purchase Contracts Screen displays. |  |
| 3 | Input the contract number | Enter the following values in the search filed and choose Go: 460000XXXX - The one created in the last step. |  |  |
| 4 | Preview the contract form | Choose the contract number, and choose the Output Control tab, then choose Display Document. |  |  |
| 5 | Print the contract form | Choose Print.If you want to save the purchasing document with an output device, choose the function Messages and enter a printer destination on the Communication screen. This will allow you to output the purchasing document. |  |  |

## Generate Source Lists (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 maintain the contract as the source.

Table 3: Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail/Comment |
| 1. | Log on | Open the Fiori Launch Pad with the Purchaser role. | The Fiori Launch Pad is displayed. |  |
| 2. | Access the App | Open Manage Source Lists (F1859) app. | The Manage Source Lists screen is displayed. |  |
| 3. | Maintain the filter of source list | In the filter, make the following entries:Material: TG10/TG11Plant: 1010Then choose Go. | If the source list item was already maintained, it will show this. |  |
| 4. | Check the source list | If there is one item that valid in the period, please ignore the following steps, if it doesn’t have one item, please continue. |  |  |
| 5. | Create source list | Choose the Create button. | The Source List screen is displayed. |  |
| 6. | Enter the detail data | Enter the values in the following fields:Material For example: TG10/TG11Plant For example:1010Choose Generate. |  |  |
| 7. | Use the Generated source to choose determine source | In the Generated Sources screen,Valid From: For example, TodayValid to: For example, Today+7 daysChoose Go.Then choose the check box of one contract, for example the contract that created in step of Create Purchase Contract.And choose Add to Existing. |  |  |
| 8. | Save the source list | Choose Save. | The source list is saved. |  |

## Process Purchase Requisition and 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

This activity is performed when you want to review your purchase requisitions and assign them.

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 . | The SAP Fiori Launchpad is displayed. |  |
| 2 | Access the App | Choose Manage Purchase Requisitions (F1048) .If you want to use the Save Draft feature in this app, you have to use a personalized user. | The Manage Purchase Requisitions screen displays. |  |
| 3 | Check purchase requisition | You may click the purchase requisition number created in previous step Create Purchase Requisition(Standard) to check the detail information.If have done the step: Monitor Notification(Optional), please skip step 4 to step 6. | Fact sheet of purchase requisition is displayed |  |
| 4 | Check or Assign suppliers | Choose Sources for your purchase requisition in the Assigned Supplier column. | Select the source of supply in the dialog box. |  |
| 5 | Select supplier | Select the supplier you want to assign, choose Contract line for the material. | Back to Manage Purchase Requisition screen. |  |
| 6 | Change the purchase requisition(optional) | Choose Edit to modify the supplier, delivery date, and quantity. Confirm the entries with OK. |  |  |
| 7 | Create Purchase Order | Select the purchase requisition and choose Create Purchase Order. | The Purchase Order Preview screen displays. |  |
| 8 | Submit the PO | Select the Purchase Order Type, and choose Save. | The system displays: Standard PO held under the number 4500xxxxxx. Choose OK. |  |

## Review Purchase Documents by Requirement Tracking Number

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 view all purchasing documents available for a requirement Tracking Number.

Prerequisites

In the app, it can show the Purchase Requisitions, RFQs, Purchase Contracts, Scheduling Agreements and Purchase Orders created with the selected Requirement Tracking Number. So the purchase Requisitions, RFQs, Purchase Contracts, Scheduling Agreements and Purchase Orders need to created referencing to Requirement tracking number.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Logon | Open the Fiori Launch Pad with the Purchaser role. | The Fiori Launch Pad is displayed. |  |
| 2. | Access the App | Open Purchasing Documents by Requirement Tracking Number (F2905) app. | The Purchasing Documents by Requirement screen is displayed. |  |
| 3. | Search for Purchase Documents with a Requirement Tracking Number | Set values For example: Test\_Track in the Requirement Tracking Number filter.Then choose GO. | The search results show Purchase Orders. |  |
| 4. | Display Purchase Order | Choose Purchase Order.Click on any line item. | The Purchase Order detail screen is shown.Verify data displayed on the object page.Choose Back. |  |

## Approve Purchase Orders (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

All purchase orders that require authorization are listed needs to be approved.

For printing handling and the processing of purchase orders, see scope item,Procurement of Direct Materials Step Review Purchase Order.

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 displays. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862) . | A list of existing Purchase Orders is displayed. |  |
| 3 | Search for Purchase Order Status | Make the following entry and choose Enter:Search: <Purchase Order number> | The Purchase Order is displayed. |  |
| 4 | Approve Purchase Order | Select the Purchase Order on the left side of the screen and choose Approve at the bottom right. | The Submit Decision screen is displayed. |  |
| 5 | Enter Approval Reason | Enter the approval reason if necessary, and then choose Submit. | The Purchase Order is approved. |  |

For printing handling and the processing of purchase orders, see scope item,Procurement of Direct Materials Step Review Purchase Order.

## Monitor Contract Items (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

Perform this activity if you want to monitor existing vendor contracts. Contracts may be monitored at:

1. Header – Manage Purchase Contracts
2. Item – Monitor Contract Items & Monitor Contract Items by Account Assignment

The Monitor Purchase Contact Items App can be used to monitor purchase contract Items based on various criteria like Supplier/ Material/ Material Group/ Document Number/ Requirement Tracking Number/ Agreement Type/ Purchase Organisation/ Purchase Group

The Purchase Contract Items by Account Assignment App can be used to review Purchase Contract documents based on account assignment.

Procedure

Header Monitoring

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail/Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad, as a Purchaser . | The SAP Fiori launchpad is displayed. |  |
| 2. | Access the App | Open Manage Purchase Contracts (F1600) app. | The Manage Purchase Contracts screen appears, and the purchase contracts are listed out. |  |
| 3 | Display for contract | Choose the Contract Number that was created in step [Create Purchase Contract](#unique_16) [page ] 19. | The system displays contract detail information. |  |

Item Monitoring

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail/Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad is displayed. |  |
| 2. | Access the App | Open Monitor Purchase Contract Items (F2423) app. | The Monitor Purchase Contract Items screen appears, and the purchase contracts items are listed out. |  |
| 3 | Display for contract Item | Choose the item of the Contract Number that was created in step [Create Purchase Contract](#unique_16) [page ] 19 | The system displays contract item detail information. |  |
| 4 | Monitor purchase Contract Items by Account Assignment | Log on to the SAP Fiori Launchpad as Accounts Payable Accountant role. Click the Purchase Contract Items by Account Assignment (F2421) . | The Purchase Contract Items by Account Assignment screen appears, and the purchase contracts items are listed out. |  |
| 5 | Display for contract Item | Choose the Account assignment entered while creating contract that created with account assignment like Cost Center. | The system displays contract item detail information.If there isn't purchase contract with account assignment, it won't show anything in the list. |  |

## Post Goods Receipt

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity posts the receipt of goods with reference to an existing purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Warehouse Clerk . | The SAP Fiori launchpad displays. |  |
| 2 | Access the app | Choose Post Goods Receipt for Purchasing Document (F0843) | The Goods Receipt screen displays. |  |
| 3 | Search for Purchase Order | Open Purchase Order Search. | A list of purchase orders displays. |  |
| 4 | Select Purchase Order | Select your purchase order (if not in the PO, the storage location must be specified). | The system displays the data for the goods receipt on the Goods Receipt screen. |  |
| 5 | Enter Delivery Note | Make the following entries:Delivery Note: XXXand choose Enter. | The Post Goods Receipt screen displays. |  |
| 6 | Select Item | Select the items for which a goods receipt is posted. |  |  |
| 7 | Post | Choose Post. | The system displays the message Material document xxx posted. |  |

## Partial Reverse Goods Receipt (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 step, the goods receipt posted in the previous chapter is partially reversed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad with the Warehouse Clerk role. | The SAP Fiori launchpad displays. |  |
| 2 | Open Manage Documents Overview | Open Material Documents Overview (F1077) . | The Material Documents Overview screen displays. |  |
| 3 | Search for Goods Receipts Material Document | Make the following entries and choose Go. | Plant: 1010Material Document: xxxThe relevant Material Documents / Material Document items are shown. |  |
| 4 | Select Material Document for Goods Receipt | Select your goods receipt by choosing the row. | The Goods Receipts Detail screen is displayed. |  |
| 5 | Post Partial Reverse | Choose Reverse. | The Reverse Goods Receipt dialog box is displayed. |  |
| 6 | Post Partial Reverse | Choose the checkbox for the items you want to reverse. |  |  |
| 7 | OK | Choose OK. | The Goods Receipt is partially reversed. |  |

## Create Supplier Invoice

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you perform the invoice verification.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad with the Accounts Payable Accountant - Procurement role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the app | Open Create Supplier Invoice (F0859) . | The Create Supplier Invoices screen is displayed. |  |
| 3 | Enter General Data | In case of purchase orders created with local currency in your system, make the following entries.Transaction: InvoiceCompany Code: 1010Reference: Enter the reference document number of the supplier for example: 12345678Gross Invoice Amount : <XXX>Currency: EURInvoice Date: <Today>Posting Date: <Today>Baseline Date: <Today> (in Payment tab)Invoice Party: 10300001 | The Create Supplier Invoices screen displays. |  |
| 4 | Enter Purchase Order References | In Purchase Order References, make the following entries (use a PO you created previously) and choose Enter.References Document Category: Purchase Order/ Scheduling AgreementPurchase Order: <PO number> | The Purchase Order References screen displays. |  |
| 5 | Select Purchase Order Items | Check the selection of the Purchase Order Items.Confirm the warning messages. | All items of the selected Purchase Order are added to the Purchase Order Item table.You should see material items and delivery costs items which refer to the entered purchase order document. Check if items for planned delivery costs have an item text. |  |
| 6 | Check the Purchase Order Items data | Check the Amount, the Quantity, the Tax Code (there may already be a tax code that was copied from the purchase order). | The Purchase Order Item's table displays. |  |
| 7 | Check Tax code | In the section Tax check if there is tax code information and enter the tax amount.when the tax code value is greater than zero. | In the Tax tab, you should see the same tax codes as in the items.If there is no tax, specify the tax code for zero tax. |  |
| 8 | Check the balance | Calculate the tax amount from the item amount multiplied by the tax value. Check the balance (difference between the calculated amount and the gross Amount you entered in step 3). | The balance should be zero (or within the defined tolerance). |  |
| 9 | Simulate Supplier Invoice and Check Messages | Choose Simulate.If there are no differences(or if the value is within the defined tolerance), a new screen Simulation appears. You can check the simulation results in Simulation Overview and Simulation Details area.The Supplier Invoice is complete to post. Check the Gross Invoice Amount against the items plus tax amount (if tax code you selected is zero tax, you do not have any tax amount) | The supplier invoice is complete to post. |  |
| 10 | Post Invoice | Choose Post. | The invoice is posted. The system displays the message that the invoice xxx has been posted and document no. 51xxxxxxxx has been created. |  |

# Appendix

## Process Integration

The process to be tested in this test script is part of a chain of integrated processes.

### Succeeding Processes

After completing the activities in this test script, you can continue testing the following business processes:

|  |  |
| --- | --- |
| Process | Business Condition |
| SAP Fiori Overview Pages for Procurement (1JI)- Real-Time Reporting and Monitoring for Procurement | The Procurement Overview Page gives the Purchaser the most important and relevant information at a glance – instead of navigating through many different transactions and reports.The Global Filter helps the Purchaser to focus the entire Procurement Overview Page to view all information according to specific suppliers, material groups, purchasing groups and more.Via contextual navigation the Purchaser can immediately act upon the displayed information by accessing the app or the object instance or know more detailed information in the corresponding KPI Drill-Downs. |

### Generate Source List

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 On | Log on to the SAP Fiori launchpad using the Purchaser role. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Generate Source List (ME05). | The Generate Source List screen displays. |  |
| 3 | Input the value | In the Generate Source List screen, Enter the following information and choose Enter:Material: for example, TG10Plant: for example, 1010Test Run: DeselectChoose Execute. | The Source List is shown. |  |
| 4 | Source list | Select the entries that need to be added into source list, then choose Save. | The source list is saved. |  |

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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