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| Test ScriptSAP S/4HANA - 17-09-20 | public |
| Return to Supplier (BMK\_DE) |

Table of Contents

[1 Purpose 3](#_Toc51263787)

[2 Prerequisites 4](#_Toc51263788)

[2.1 System Access 4](#_Toc51263789)

[2.2 Roles 4](#_Toc51263790)

[2.3 Master Data, Organizational Data, and Other Data 5](#_Toc51263791)

[2.4 Business Conditions 6](#_Toc51263792)

[2.5 Preliminary Steps 7](#_Toc51263793)

[2.5.1 Return Reason “Wrong material delivered” 7](#_Toc51263794)

[2.5.2 Return Reason “Delivered quantity too high” 7](#_Toc51263795)

[2.5.3 Return Reason “Wrong Trading Good in sales order” 7](#_Toc51263796)

[2.5.4 Return Reason “Quality Inspection Failed” 7](#_Toc51263797)

[2.5.5 Create Purchasing Info Record 8](#_Toc51263798)

[3 Overview Table 10](#_Toc51263799)

[4 Test Procedures 12](#_Toc51263800)

[4.1 Create Return Purchase Order 12](#_Toc51263801)

[4.2 Analyse Stock Overview (Optional) 13](#_Toc51263802)

[4.3 Transfer Stock (Optional) 14](#_Toc51263803)

[4.4 Analyse Stock Overview (Optional) 16](#_Toc51263804)

[4.5 Create Return Delivery 17](#_Toc51263805)

[4.6 Pick and Post Goods Issue 18](#_Toc51263806)

[4.7 Create Credit Memo 19](#_Toc51263807)

[4.8 Create Return Purchase Order 20](#_Toc51263808)

[4.9 Post Goods Issue to Vendor 22](#_Toc51263809)

[4.9.1 Option A: Goods Issue with Return Delivery 22](#_Toc51263810)

[4.9.1.1 Create Return Delivery 22](#_Toc51263811)

[4.9.1.2 Pick and Post Goods Issue 24](#_Toc51263812)

[4.9.2 Option B: Direct Goods Issue 25](#_Toc51263813)

[4.9.2.1 Post Goods Issue for Returns Purchase Order Directly 25](#_Toc51263814)

[4.10 Monitor Purchase Order Items (Optional) 26](#_Toc51263815)

[4.11 Create Credit Memo 28](#_Toc51263816)

[5 Appendix 30](#_Toc51263817)

[5.1 Process Integration 30](#_Toc51263818)

[5.1.1 Preceding Processes 30](#_Toc51263819)

[5.1.2 Succeeding Processes 30](#_Toc51263820)

# Purpose

The return process begins with the creation of a return purchase order and is followed by the outbound delivery. Subsequently the items are picked and shipped to the supplier. Alternatively, you can also directly post a goods issue. The process is closed with the creation of a credit memo, which transfers the liability to the corresponding supplier.

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 |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Inventory Manager | SAP\_BR\_INVENTORY\_MANAGER | Inventory Management | SAP\_BR\_INVENTORY\_MANAGER |  |
| Shipping Specialist | SAP\_BR\_SHIPPING\_SPECIALIST | Shipping | SAP\_BR\_SHIPPING\_SPECIALIST |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Accounts Payable Accountant - Procurement | SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT |  |  |  |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company was created in your SAP S/4HANA 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 the following master data in the process steps described in this document:

Master data

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Material | RM12 | RAW12,PD,RepetitiveManuf. |  |
| Material | RM15 | RAW15,PD |  |
| Material | RM19 | RAW19,PD,Batch-Fifo,LeanQM |  |
| Material | RM128 | RAW128,PD,Consignment |  |
| Material | TG12 | Trading Good for Reg. Trading (reorder point planning) |  |
| Plant | 1010 | Plant 1 DE |  |
| Storage location | 101A | Std. storage 1 |  |
| Storage location | Returns (101R) | Storage Location Returns |  |
| Purchasing org. | 1010 | Purch. Org. 1010 |  |
| Purchasing group | 001 | Group 001 |  |
| Company Code | 1010 | Company Code 1010 |  |
| Supplier | 10300006 | Inlandslieferant DE 6 (Retouren) | Note If you want to send form print outs via e-mail instead of using the print functionality make sure that you have maintained a valid e-mail address in the vendor master data.This supplier 10300006 is returns supplier, and the Returns Supplier checkbox has been selected in the Purchasing view for this supplier. |
| Ship-to party | 10100006 | Domestic DE Customer 6 | If you want to send form print-outs via e-mail instead of using the print functionality make sure that you have maintained a valid e-mail address in the customer master data. |

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 Product Master of Type "Trading Good"– MDS |
| BNR | Create Product Master of Type "Raw Material"– MDS |
| BNE | Create Supplier Master– MDS |

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| J45 - Procurement of Direct Materials | Material must be available in stock.For trading goods (HAWA) or Raw materials (ROH), perform one of the following activities:Execute the Procurement of Direct Materials(J45) test script |
| BNZ - Create New Open MM Posting Period | You have completed the step described in the Create New Open MM Posting Period (BNZ) master data script. Posting Period is up to date. |
| 1FM - Quality Management in Procurement | You have completed the step Regular Quality Inspection Process in the Quality Management in Procurement (1FM) test script. |

## Preliminary Steps

### Return Reason “Wrong material delivered”

During the goods receipt process the warehouse clerk detects that wrong material was delivered. Therefore the material was posted into the blocked stock and moved into the storage location for returns (for example, 101R).

This situation can be the result of test script J45, step Post Goods Receipt for Purchase Order.

### Return Reason “Delivered quantity too high”

During the goods receipt process the warehouse clerk detects that too much material was delivered. Therefore the additional material was posted into the blocked stock and moved into the storage location for returns (for example, 101R).

This situation can be the result of test script J45, step Post Goods Receipt for Purchase Order.

### Return Reason “Wrong Trading Good in sales order”

A wrong material number of a trading good was posted into a sales order accidentally. The customer sends the goods back and reminds the delivery of the right ones. The wrong Trading goods must be sent back to the vendor.

This situation can be the result of test script J45, step Post Goods Receipt for Purchase Order.

### Return Reason “Quality Inspection Failed”

During the goods receipt process, the quality inspection failed. Therefore, the material was posted into return stock with status blocked.

To get a demand for returns to a vendor you can refer to the step Regular Quality Inspection Process in the 1FM - Quality Management in Procurementtest script.

When you refer to the 1FM - Quality Management in Procurement to create the return purchase order, the item needs to be flagged for returns and Stock Type needs to be Blocked stock on the Delivery tab.

### Create Purchasing Info Record

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you create info records.

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 displays. |  |
| 2 | Access the App | Open Manage Purchasing Info Records (F1982). |  |  |
| 3 | Open New Purchasing Info Record | Choose Create. | The Purchasing Info Record screen displays. |  |
| 4 | Enter Header Data | Go to Header area, make the following entries:* Purchasing Info Record Category: Standard
* Purchasing Organization: 1010
* Supplier: 10300006
* Material: TG12
* Plant: 1010
* Purchasing Group: 001
 | Header data is added. |  |
| 5 | Enter Delivery and Quantity Data | Go to Delivery and Quantity area, make the following entries:* Delivery Time in Days: <Delivery Time>, for example, 1
* Under Delivery Tolerance in %: <Under Delivery Tolerance>, for example, 10
* Over Delivery Tolerance in %: <Over Delivery Tolerance>, for example, 10
* Tax Code: V1
* Order Unit: <Order Unit>, for example, PC
* Standard Order Quantity: <Standard Order Quantity>, for example, 1
* Select the following entries if required:
* Unlimited Delivery: <unselected>
* Goods-Receipt-Based Invoice Verification: <unselected>
* No Evaluated Receipt Settlement: < unselected>
* Order Acknowledgment Requirement: <unselected>
 | Delivery and Quantity Data is added. |  |
| 6 | Enter Condition Data | Go to the Condition area, choose Add. Enter the following data:* Valid From: <Valid from Date>
* Amount: <Amount>, for example, 15
* Pricing Unit: <Pricing Unit>, for example, 1
* Valid To: <Valid to Date>
* Currency: <Currency>, for example, EUR.

Choose Apply. | Condition Data is added. |  |
| 7 | Save Your Data | Choose Save. | A purchasing info record is saved. |  |

# Overview Table

The scope item Return to Supplier consists of several process steps provided in the table below.

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 |
| [Create Return Purchase Order](#unique_13)  [page ] 12 | Purchaser | Create Purchase Order - Advanced (ME21N) | Enh.Ret.to Supplier PO is created. |
| [Analyse Stock Overview (Optional)](#unique_14) [page ] 13 | Inventory Manager | Stock - Single Material (F1076) | The Stock - Single Material screen is displayed. |
| [Transfer Stock (Optional)](#unique_15)  [page ] 14 | Warehouse Clerk | Transfer Stock - In-Plant (F1061) | The goods is transferred. |
| [Analyse Stock Overview (Optional)](#unique_16) [page ] 16 | Inventory Manager | Stock - Single Material (F1076) | Stock information is provided. |
| [Create Return Delivery](#unique_17) [page ] 17 | Shipping Specialist | My Purchase Orders - Due for Delivery (VL10B) | The outbound delivery is posted |
| [Pick and Post Goods Issue](#unique_18) [page ] 18 | Shipping Specialist | Change Outbound Delivery (VL02N) |  |
| [Create Credit Memo](#unique_19) [page ] 19 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | Credit Memo Invoice Receipt is posted. |
| [Create Return Purchase Order](#unique_20) [page ] 20 | Purchaser | Create Purchase Order - Advanced (ME21N) | Return Purchase Order is created. |
| Post Goods Issue to Vendor -[Option A: Goods Issue with Return Delivery](#unique_21) [page ] 22[Create Return Delivery](#unique_22)  [page ] 22 | Shipping Specialist | My Purchase Orders - Due for Delivery (VL10B) | The Outbound delivery is created. |
| Post Goods Issue to Vendor -[Option A: Goods Issue with Return Delivery](#unique_21) [page ] 22[Pick and Post Goods Issue](#unique_23) [page ] 24 | Shipping Specialist | Change Outbound Delivery (VL02N) | The outbound delivery is posted. |
| [Option B: Direct Goods Issue](#unique_24) [page ] 25[Post Goods Issue for Returns Purchase Order Directly](#unique_25) [page ] 25 | Warehouse Clerk | Post Goods Receipt for Purchasing Document (F0843) | The goods issue is posted directly to vendor. |
| [Monitor Purchase Order Items (Optional)](#unique_26) [page ] 26 | Purchaser | Monitor Purchase Order Items (F2358) |  |
| [Create Credit Memo](#unique_27) [page ] 28 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | Credit Memo Invoice Receipt is posted. |

# Test Procedures

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

## Create Return 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

This step explains how to create a return purchase order for the supplier.

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. |  |  |
| 2 | Access the App | Open Create Purchase Order - Advanced (ME21N) |  |  |
| 3 | Enter Required Data for Return Order | Enter the necessary data:Order type: Enh.Ret.to SupplierSupplier:10300006In the Header section, on the Org. Data tab:Purch. Org.: 1010Purch. Group: 001Company Code: 1010In the Item Overview section:Material: TG12Plant: 1010Storage Location: 101RQuantity: x |  |  |
| 4 | Save Purchase Order | Choose Save and when the purchase order number is displayed, write it down for further use. | Enh.Ret.to Supplier PO is created |  |

## Analyse Stock Overview (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 activity, you check stock/requirements list.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad using the Inventory Manager role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Stock - Single Material (F1076). | The Stock - Single Material screen is displayed. |  |
| 3 | Enter material | Make the following entries:Material:TG12Choose Enter. | Reviewing stock requirements helps to determine the timing/urgency and to decide if a normal process to replenish returned items is needed or if a purchase order must be created immediately. |  |

## Transfer Stock (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 step is to be used if business requirements exist to move inventory (physically and in the system) from a shop floor location or store location to the return goods shipping location. For example, if the storage location filled in the return purchase order is Storage\_Location\_Returns 101R , return goods must be transferred to the return goods storage location.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to SAP Fiori launchpad using the Warehouse Clerk role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Transfer Stock - In-Plant (F1061). | The stock list is displayed. |  |
| 3 | Input material | Make the following entries and choose Enter.Material: TG12Plant: 1010. |  |  |
| 4 | Choose the source stock | In the line of Std. storage 1 (101A) , choose the icon beside the quantity of Unrestricted-Use Stock. | The icon is highlight.For performing this you should use buttons with arrows near the unrestricted-use stock figures.  |   |
| 5 | Choose the destination stock | In the line of Returns (101R), choose the icon beside the quantity of Unrestricted-Use Stock. | Transfer Stock screen is displayed. |  |
| 6 | Input the quantity for material | Input value in the dialog box:Quantity: XXX |  |  |
| 7 | Post | Choose Post. | The material document will be created and its number is displayed. |  |

## Analyse Stock Overview (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

You can use this step to see material in the storage locations of a plant.

Procedure - SAP Fiori

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad using the Inventory Manager role. | The SAP Fiori Launchpad is displayed. |  |
| 2 | Access the App | Open Stock - Single Material (F1076). | The Stock - Single Material screen is displayed. |  |
| 3 | Enter material | Make the following entry:Material: TG12Choose Enter. | The system displays material including in plant 1010. |  |

## Create Return Delivery

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori launchpad | Log on to the SAP Fiori launchpad using the Shipping Specialist role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open My Purchase Orders - Due for Delivery (VL10B). | The Purchase Orders, Fast Display screen is displayed. |  |
| 3 | Enter data for PO display | In the header area:Shipping Point: 101RDelivery creation dates (From): <delivery creation From date> Delete the default dateDelivery creation dates (To) <delivery creation To date> Delete the default dateCalc Rule: <calculation rule>, for example, 2.Go to the Purchase Orders Tab and make the following entries then choose Execute:Purchasing Document: Enter a Purchase order that created in step: [Create Return Purchase Order](#unique_13)  [page ] 12. | Activities Due for Shipping "Purchase Orders, Fast Display" screen is displayed. PO due for delivery is listed. |  |
| 4 | Create delivery | Select the line of Purchase order from the list. Choose Background to Create Delivery in Background. | Activities Due for Shipping "Purchase Orders, Fast Display" screen is displayed. |  |
| 5 | Check delivery number | Choose More > Show/Hide Delivery , and note down the return delivery number shown in the Document field. | A return delivery is created. |  |

## Pick 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

This activity picks, packs, and ships components to the supplier.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori Launchpad | Log on to the SAP Fiori launchpad using the Shipping Specialist role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Change Outbound Delivery (VL02N). | The Change Outbound Delivery screen is displayed. |  |
| 3 | Enter Delivery Number | On the Change Outbound Delivery screen, make the following entry and choose Enter.Outbound Delivery: Enter an outbound delivery that you created in the last step. | The Returns (Pur. Ord.) XXXXXXXX Change: Overview screen is displayed. |  |
| 4 | Enter Picking Data | On the Returns (Pur. Ord.) XXXXXXXX Change: Overview screen, choose the Picking tab, make the following entries:Picked Qty: <picked quantity>Choose Save . | The system shows the message: Returns (Pur.Ord.) xxxxxxxx has been saved. Screen Change Outbound Delivery is displayed again. |  |
| 5 | Post Goods Issue | On the Change Outbound Delivery screen, choose Post Goods Issue. | Returns (Pur.Ord.) 8XXXXXXX has been saved. |  |

## Create Credit Memo

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 Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access Tile | Open Create Supplier Invoice (F0859). | The Create Supplier Invoice screen is displayed. |  |
| 3 | Enter General Data | On the Create Supplier Invoice screen, make the following entries:Go to the General Information area:Transaction : Credit MemoCompany Code : 1010Invoice Date: <Today>Reference: <Fill the supplier Invoice Number> |  |  |
| 4 | Enter Purchase order Reference | Go to the Purchase Order References area:Reference Document Category :Purchase Order/Scheduling AgreementPurchase order: <Purchase Order you created>Choose Enter. |  |  |
| 5 | Check Invoice items | Go to Invoice Items/Standard area, and check the Amount, Quantity and Tax Code.Tax code: <same with tax code in PO> |  |  |
| 6 | Enter Gross Invoice amount | Go to the General information area:Gross Invoice Amount: <Total amount in PO including Tax> |  |  |
| 7 | Post Invoice | Choose Post.You can refer to the 2F9-Quality Management for Complaints against Suppliers scope item. This scope item describes the management of complaints against suppliers, for example, after delivery of a product. | The system message is displayed. |  |

## Create Return 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 step is to create a return purchase order for the supplier.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori Launchpad using the Purchaser role. | The SAP Fiori Launchpad is displayed. |  |
| 2 | Access the App | Open Create Purchase Order - Advanced (ME21N). | The Create Purchase Order screen is displayed. |  |
| 3 | Initial entry for return order | Make the following entries and choose Enter:Order type: Standard POSupplier : 10300006In the Org. Data tab of the Header section, make the following entries and choose Enter:Company Code: 1010Purch. Org.: 1010Purch. Group: 001In the Item Overview section, make following entries and choose Enter:Material : for example, TG12Quantity : X PCNet. Price :X EURPlant: 1010Storage Location: 101RReturns Item: <Selected>In the Item Details section, go to Invoice tab and make the following entry and choose Enter:Tax Code: V0 | All data is entered, the Item Detail screen is displayed. |  |
| 4 | Save Purchase Order | Choose Save and when the purchase order number is displayed, write it down for further use. | Return Purchase Order is created. |  |

## Post Goods Issue to Vendor

In this activity, you have two options to post goods issue to Vendor.

Option A: Goods Issue with Return Delivery

Option B: Direct Goods Issue

1. You can choose either option A or option B (not both) to execute the post goods issue to Vendor.

When you refere to the 1FM - Quality Management in Procurement to create the return purchase order, the item needs to be flagged for returns and Stock Type needs to be Blocked stock on the Delivery tab. And you should choose option A to execute the post goods issue to Vendor.

1. In the step Post Goods Issue to Vendor, please confirm there is enough quantity in the return storage location.

### Option A: Goods Issue with Return Delivery

#### Create Return Delivery

This test script covers two options, Option 1 is the new ARM process with PO document type NB2. Here we offer only goods issue with return delivery.

Option 2 is the standard process with PO document type NB. Here we offer option A goods issue with return delivery and option B with direct 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. |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori launchpad | Log on to the SAP Fiori launchpad using the Shipping Specialist role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open My Purchase Orders - Due for Delivery (VL10B). | The Purchase Orders, Fast Display screen is displayed. |  |
| 3 | Enter data for PO display | In the header area:Shipping Point: 101RDelivery creation dates (From): <delivery creation From date> Delete the default dateDelivery creation dates (To) <delivery creation To date> Delete the default dateCalc Rule: <calculation rule>, for example, 2.Go to the Purchase Orders Tab and make the following entries then choose Execute:Purchasing Document: Enter a Purchase order that created in step: [Create Return Purchase Order](#unique_20) [page ] 20. | Activities Due for Shipping "Purchase Orders, Fast Display" screen is displayed. PO due for delivery is listed. |  |
| 4 | Create delivery | Select the line of Purchase order from the list. Choose Background to Create Delivery in Background. | Activities Due for Shipping "Purchase Orders, Fast Display" screen is displayed. |  |
| 5 | Check delivery number | Choose More > Show/Hide Delivery , and note down the return delivery number shown in the Document field. | A return delivery is created. |  |

#### Pick 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

This activity picks, packs, and ships components to the vendor.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori Launchpad | Log on to the SAP Fiori launchpad using the Shipping Specialist role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Change Outbound Delivery (VL02N). | The Change Outbound Delivery Screen is displayed. |  |
| 3 | Enter delivery number | On the Change Outbound Delivery screen, make the following entry and choose Enter.Outbound Delivery: Enter a Outbound delivery that created in step: [Create Return Delivery](#unique_22)  [page ] 22. | The Returns (Pur. Ord.) XXXXXXXX Change: Overview screen is displayed. |  |
| 4 | Enter picking data | On the Returns (Pur. Ord.) XXXXXXXX Change: Overview screen, choose the Picking tab, make the following entries:Picked Qty: <picked quantity>Choose Save . | The system shows the message: Returns (Pur.Ord.) xxxxxxxx has been saved. The screen return to the Change Outbound Delivery screen. |  |
| 5 | Post goods issue | On the Change Outbound Delivery screen, choose Post Goods Issue. | Returns (Pur.Ord.) 8XXXXXXX has been saved. |  |

### Option B: Direct Goods Issue

#### Post Goods Issue for Returns Purchase Order Directly

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 will post goods issue directly to supplier without outbound delivery.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori Launchpad using the Warehouse Clerk role. | The SAP Fiori Launchpad is displayed. |  |
| 2 | Access the App | Open Post Goods Receipt for Purchasing Document (F0843). | The Post Goods Receipt for Purchasing Document screen is displayed. |  |
| 3 | Enter Returns Purchase Order | Make the following entry and choose EnterPurchasing Document: Enter a Purchase order that created in step: [Create Return Purchase Order](#unique_20) [page ] 20. | The Purchase Order Details is displayed. |  |
| 4 | Select Item | Select the item for which a good issue is to be posted. | The Post button is activated. |  |
| 5 | Select the Item and Enter Details | Make the following entries and choose EnterDelivered: <X PC>Storage Location: <Returns>Stock Type: <Unrestricted-Use> | The content in Storage Location disappeared. |  |
| 6 | Post | Choose Post. | Material document 5xxxxxxxx xxxx posted. The goods issue is posted for the returns purchase order. |  |

## Monitor Purchase Order 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

In this procedure, you can monitor each item in purchase orders.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad using the Purchaser role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Monitor Purchase Order Items (F2358). | The Monitor Purchase Order Items screen is displayed. |  |
| 3 | Search for Purchase Orders | All basic filters are available:* Display Currency
* Purchase Order

Search for the purchase order using the appropriate filters, and then choose Go . | The search results show the details with the respective filter criteria. |  |
| 4 | Display Purchase Order | Select an individual line item of the Purchase Order to display the PO details. | The Purchase Order detail information is displayed. |  |
| 5 | Verify Data | Verify data displayed on the object page. |  |  |

## Create Credit Memo

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 Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access Tile | Open Create Supplier Invoice (F0859). | The Create Supplier Invoice screen is displayed. |  |
| 3 | Enter General Data | On the Create Supplier Invoice screen, make the following entries:Go to the General Information area:Transaction : Credit MemoCompany Code : 1010Invoice Date: <Today>Reference: <Fill the supplier Invoice Number> |  |  |
| 4 | Enter Purchase order Reference | Go to the Purchase Order References area:Reference Document Category :Purchase Order/Scheduling AgreementPurchase order: <Purchase Order you created>Choose Enter. |  |  |
| 5 | Check Invoice items | Go to Invoice Items/Standard area, and check the Amount, Quantity and Tax Code.Tax code: <same with tax code in PO> |  |  |
| 6 | Enter Gross Invoice amount | Go to the General information area:Gross Invoice Amount: <Total amount in PO including Tax> |  |  |
| 7 | Post Invoice | Choose Post.You can refer to the 2F9-Quality Management for Complaints against Suppliers scope item. This scope item describes the management of complaints against suppliers, for example, after delivery of a product. | The system message is displayed. |  |

# Appendix

## Process Integration

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

### Preceding Processes

You may first have completed the following processes and conditions before you start with the test steps:

|  |  |
| --- | --- |
| Process | Business Condition |
|  |  |

### Succeeding Processes

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

|  |  |
| --- | --- |
| Process | Business Condition |
| Real-Time Reporting and Monitoring for Procurement (1JI) | 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 get more detailed information in the corresponding KPI Drill-Downs. |
| Accounts Payable (J60) |  |

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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