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| Test Script  SAP S/4HANA - 18-09-20 | public |
| Automated Purchase-to-Pay with SAP Ariba Commerce Automation (J82\_DE) |

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# Purpose

Automation of purchase order to invoice processing in the Ariba Network with SAP Ariba Commerce Automation integration enables you to seamlessly connect from SAP S/4HANA to your suppliers in the Ariba Network. You can send electronic purchase orders to your suppliers using the Ariba Network and receive electronic order confirmations, advance shipping notices, and invoices from your suppliers in the Ariba Network in SAP S/4HANA. You can use Ariba Network integration in the procurement of direct or indirect materials and in the procurement of project-based services processes.

Digitized collaboration with your suppliers in the Ariba Network supports you in speeding up procurement processes and in reducing the number of manual process steps, reducing the cost of transactions with your suppliers.

From 1908, a new scope item 42K has been released. 42K is based on new integration technology through CIG. It includes J82 scope. Customer who want to have functionality of J82 should active 42K instead of J82. Customers who has already activated J82 can continue to use J82 until further notification from SAP.

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 |  |
| 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, Organizational Data, and Other Data

The organizational structure and master data of your company has been 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 or the following sample data to go through the test procedure.

|  |  |  |  |
| --- | --- | --- | --- |
| Master data | Value | Master. data details | Comments |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101A | Std. storage 1 |  |
| Storage Location | 101B | Std. storage 2 |  |
| Company Code | 1010 | Company Code 1010 |  |
| Purchase Organization | 1010 | Purch. Org. 1010 |  |
| Purchasing Group | 001 | Group 001 |  |
| Vendor | 10300080 | Vendor domestic Germany Ariba |  |
| Material | TG0011 | Trading Good for Regular Procurement (PD planning) |  |
| no Serial no.; no batch no. | See [Business Conditions](#unique_6) [page ] 5 and Preliminary Steps sections. |  |  |

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

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data ID | Master Data Script Text |
| BNF | Create Product Master of Type "Trading Good" |
| BNE | Create Supplier Master |

## 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 step described in the Create New Open MM Posting Period (BNZ) master data script. Posting Period is up to date. |

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 Period

External Process

For this activity, run the following steps from the Create New Open MM Posting Period (BNZ) to close MM period and open new posting period: Closing MM Period and Opening New Posting Period.

### Active Flexible Workflow for Purchase Order Approval

Use

In this procedure, you active flexible workflow for purchase order approval.

If you want to use the flexible workflow to approve the purchase order, you have to process the steps: Active Flexible Workflow for Purchase Order Approval and 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 > Release Procedure for Purchase Orders > Activate Flexible Workflow for Purchase Orders |
| Transaction Code | S\_ER9\_52000654 |

2. On the Document Types Purchase Order Change screen, tick the check box under Scenario based workflow for Document Type: NB

3. Choose Save.

4. You may be asked to enter a customizing request number, either choose your own customizing request or create a new one, then click Continue.

### 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 Fiori Launchpad as a Configuration Expert . | The SAP Fiori Launchpad is displayed. |  |
| 2 | Open Manage Workflow for Purchase Order | Open Manage Workflows for Purchase Order. | The Manage Workflow screen is displayed. |  |
| 3 | Create Manage Workflow | Choose Add and make following entries:  Name: Test Workflow for Purchase Order  Description: Test Workflow for Purchase Order  In the Preconditions area, select Purchasing group of purchase order is and make following entry:  Purchasing group of purchase order is: 001  Choose Add another condition and make following entries:  Choose Total net amount of purchase order is greater than with  Price: 100  Currency: EUR  In Step Sequence area, choose the Add button and make following entries:  Type: Release Purchase Order  In the RECIPIENTS area, make the following entries:  Assignment By: User  User: Select User from value help (with Employee ID PURCHAS-ING\_MANAGER)  Choose Ok.  Step to be completed by: One of the recipients.  Choose Add.  Choose Save. | The Workflow for Purchase Order is configured. |  |
| 4 | Activate Workflow Item | Select the just created Workflow Item and choose Activate. | The Workflow Item is activated. |  |

# Overview Table

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Create Purchase Order using Advanced app (Optional)](#unique_11) [page ] 10 | Purchaser | This activity is used to create Purchase Orders manually (without requisitions). | Purchase Order is created. |
| [Approve Purchase Order](#unique_12) [page ] 12 | Purchasing Manager | This activity is used to approve Purchase Orders. | Purchase Order is approved. |
| [Display Purchase Order (as a Supplier in the Ariba Network)](#unique_13) [page ] 13 | Supplier(!) via supplier.ariba.com | This activity is used to display the purchase order in the Ariba Network. | PO is sent out to supplier according to the customizing in the output parameters. |
| [Change Purchase Order (optional)](#unique_14) [page ] 14 | Purchaser | This activity is used to edit/display a purchase order. |  |
| [Create Confirmation in Ariba Network (Optional)](#unique_15) [page ] 15 | Purchaser | This activity is used to edit/display a purchase order. |  |
| [Check Purchase Order Confirmation(Optional)](#unique_16) [page ] 16 | Purchaser | This activity is used to edit/display a purchase order. |  |
| [Create Shipping Notification in Ariba Network (Optional)](#unique_17) [page ] 17 | Purchaser | This activity is used to edit/display a purchase order. |  |
| [Check Inbound Delivery for Purchase Order (Optional)](#unique_18) [page ] 19 | Purchaser | This activity is used to edit/display a purchase order. |  |
| [Post Goods Receipt for Purchasing Document](#unique_19) [page ] 20 | Warehouse Clerk | This activity is used to post the Goods Receipt. | Goods receipt for PO is posted. |
| [Check Goods Receipt Details (optional)](#unique_20) [page ] 21 | Warehouse Clerk | Verify part number and quantity of goods received. |  |
| [Create Supplier Invoice with PO/GR Relation](#unique_21)  [page ] 22 | Supplier(!) via supplier.ariba.com | This activity is used to create the supplier invoice. | The Supplier Invoice/Credit Memo is created  . |
| [Release Supplier Invoice for Payment (optional)](#unique_22) [page ] 25 | Accounts Payable Accountant | This activity is used to approve the supplier invoice. |  |
| [Display Invoice Status Change (as a Supplier in the Ariba Network)](#unique_23) [page ] 26 | Supplier(!) via supplier.ariba.com |  |  |

# Test Procedures

## Create Purchase Order using Advanced app (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

Use Advanced app if you want to see the Confirmation and Inbound Delivery and this is optional.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the Fiori Launchpad using the Purchaser role. | The Fiori Launchpad displayed. |  |
| 2 | Open Create Purchase Order App | In the Purchase Orders Processing group, open Create Purchase Order Advanced. | The Create Purchase Order screen is displayed. |  |
| 3 | Enter Purchase Order data | Enter all of the necessary data.  Order Type: Standard Order  Vendor: 10300080  Company Code: 1010  Purchasing Group: 001  Purchasing Org.: 1010  Items  Material: TG0011  Quantity: 100 PC  Delivery date: Today + 1 month  Net Price: 30 EUR  Plant: 1010  Storage Location: 101A  Item Details - Confirmations  Conf Control: Confirmations |  |  |
| 4 | Check Purchase Order for completeness | Choose the Check button. | The Purchase Order is complete if no error dialog box is displayed.  If a dialog box is displayed, a correction of the entries must be made to correct the purchase order. |  |
| 5 | Correct Issues | Choose the Display Messages button. Check and correct the entries for errors. | You have corrected any issues. |  |
| 6 | Save Purchase Order | Choose the More > Purchase Order > Save menu item to save the Purchase Order. | A new Purchase Order is created, and the system displays Standard PO created under the number 450000XXXX. Make a note of this purchase order number. |  |

## Approve 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 release a purchase order. 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 (for Purchasing Group 001 and 003).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the Fiori Launchpad using the Purchasing Manager role. | The Fiori Launchpad is displayed. |  |
| 2 | Open Approve Purchase Order | Open My Inbox. | 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. | 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 the Approve button.  Enter the approval reason if needed, then 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 activity, you log in 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 supplier.ariba.com. | The Home screen opens. |  |
| 2 | Select the purchase order | Inbox > Orders and Releases , select the Purchase Order ID. | The Purchase Order is displayed. |  |

Remember that the following steps are again performed in the SAP S/4HANA system.

## 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

In this procedure, you can change 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 using the Purchaser role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Order | Open Manage Purchase Orders. | The Manage Purchase Orders screen is displayed.  A list of already created Purchase Orders is displayed. |  |
| 3 | Select Purchase Order | Select the row for a Purchase Order. | The Edit Purchase Order xxx screen is shown. The Purchase order is opened in change mode. |  |
| 4 | Change Purchase Order | Change certain field values of the Purchase Order. | The Purchase Order values are changed. |  |
| 5 | Check Purchase Order for completeness | Choose the Simulate button. | The Purchase Order is complete. |  |
| 6 | Messages | Choose the Messages button (if possible). | If a message is displayed, a correction of the purchase order entries is necessary. If no message is displayed, the Purchase Order is complete. |  |
| 7 | Save Purchase Order | Choose the Submit button to save the Purchase Order. | The Purchase Order is saved and the system displays a message Purchase order xxx updated. |  |

## Create Confirmation in Ariba Network (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, the supplier confirms the purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Access the Ariba Network as a Supplier on supplier.ariba.com | The Home screen displayed. |  |
| 2 | List New Purchase Orders | Click on Inbox and then on Orders and Releases.  Open the Search Filters pane.  Set the value of Data Range field as Last 24 Hours  Click on Search. | The system displays a list of new purchase orders. |  |
| 3 | Display Purchase Order | Click on the Purchase Order number to display the Purchase Order. | The purchase order displayed |  |
| 4 | Confirm Purchase Order | Click on Create Order Confirmation button and select Confirm Entire Order button.  Enter the following values:  Confirmation #: PO Confirmation  Est. Shipping Date: Today  Est. Delivery Date: Today  Press Next button, then Submit. | Status of Purchase Order is changed to Confirmed. |  |
| 5 | Back to Launchpad | Choose the Done button to return to the list | List of Purchase Orders displayed |  |

## 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 purchase order confirmation.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the Fiori Launchpad using the Purchaser role. | The Fiori Launchpad displayed. |  |
| 2 | Open Tile Manage Purchase Order | In the Purchase Orders Processing group, open Manage Purchase Orders. | The Manage Purchase Orders screen displayed.  A list of already created Purchase Orders displayed. |  |
| 3 | Select Purchase Order | Click on the row for a purchase order number you created in previous step. | The Standard PO XXX screen shown. |  |
| 4 | Open Confirmations | Expand Item Details and go to Confirmations tab. | The Purchase Order Confirmation displayed in the list |  |

## Create Shipping Notification in Ariba Network (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 create a shipping notification.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the Ariba Network on supplier.ariba.com as Supplier. | The Home screen is displayed. |  |
| 2 | List New Purchase Orders | Choose Inbox > Orders and Releases .  Open the Search Filters pane.  In the Data Range field, enter Last 24 Hours.  Choose Search. | A list of new purchase orders is displayed. |  |
| 3 | Display Purchase Order | Choose a Purchase Order number. | The purchase order is displayed. |  |
| 4 | Create Shipping Notification | Choose Create Ship Notice > Confirm Entire Order .  Enter the following data:   * Packing Slip ID: SLIP ## * Actual Shipping Date: Today * Actual Delivery Date: Today |  |  |
|  |  | Choose Next > Submit . | The status of the purchase order is changed to Shipped. |  |
| 5 | Return to SAP Fiori launchpad | To return to the list of new purchase orders, choose Done. | The list of new purchase orders is displayed. |  |

## Check Inbound Delivery for 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 can check purchase order confirmation

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the Fiori Launchpad using the Purchaser role. | The Fiori Launchpad is displayed. |  |
| 2 | Open Tile Manage Purchase Order | In the Purchase Orders Processing group, open Manage Purchase Orders. | The Manage Purchase Orders screen displayed.  A list of already created Purchase Orders displayed. |  |
| 3 | Select Purchase Order | Click on the row for a purchase order number you created in previous step. | The Standard PO XXX screen shown. |  |
| 4 | Open Confirmations tab | Expand Item Details and go to Confirmations tab. | Inbound Delivery number 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 by 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 | Log on | Log on to the Fiori Launchpad using the Warehouse Clerk role. | The Fiori Launchpad is displayed. |  |
| 2 | Open Post Goods Receipt for Purchasing Document | Open Post Goods Receipt for Purchasing Document. | The Post Goods Receipt for Purchasing Document screen is displayed. |  |
| 3 | Search for Purchase Order | Enter the Purchase Order in the Purchase Order field.  Purchase Order: <xxx> | The Purchase Order is displayed. |  |
| 4 | Select Purchase Order | Select your purchase order. | The system displays the data for the goods receipt on the Post Goods Receipt screen. |  |
| 5 | Enter delivery Note | In the Delivery Note field, enter a delivery note:  Delivery Note: <xxx> | 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. | The Post button is activated. |  |
| 7 | Post | Choose the Post button. | 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 step, the goods receipt fact sheet is displayed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the Fiori Launchpad using the Warehouse Clerk role. | The Fiori Launchpad is displayed. |  |
| 2 | Open Material Documents Overview | Open Material Documents Overview. | The Material Documents Overview screen is displayed. |  |
| 3 | Search for Goods Receipts Material Document | Enter the following entries in the data fields, and choose the Go button.  Plant: 1010  Purchase Order: <xxx> | On the Material Document Overview screen, the relevant Material Documents / Material Document items are shown. |  |
| 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 is displayed.  The Goods Receipts Details are shown. |  |
| 5 | Check Goods Receipts Details | Check the Status, the General Data, and the Material Document Items. | The Number of reversed Items should be 0. In the General Data section, the correct Posting Date, Document Date and the Delivery Note are shown. |  |
| 6 | Display Document Flow | Switch to the Document Flow section. | The Document Flow shows the Purchase Order and the Material Document as a flow chart. |  |
| 7 | Back to Launch Pad | Choose the Home button to go back to the Fiori Launch pad. | The Fiori Launch Pad is displayed. |  |

## Create Supplier Invoice with PO/GR Relation

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 the supplier invoice. You have two possibilities to create the supplier invoice. In the first procedure (which is the most practical procedure) the supplier invoice is created by the supplier (!) in the Ariba Network. The supplier logs on to its Ariba Network Account (on supplier.ariba.com), selects the purchase order to be invoiced, and creates the supplier invoice against it. In the second procedure, the supplier invoice is created in the SAP S/4HANA system (Ariba calls this feature CC invoice). The second procedure is an option, if you’ve received a paper invoice instead of an invoice created in Ariba Network.

Procedure 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Access the Ariba Network as Supplier on supplier.ariba.com. | The Home screen is displayed. |  |
| 2 | Pick Purchase Order to be Invoiced | Choose Inbox > Orders and Releases , select the purchase order to be invoiced, and choose Create Invoice > Standard Invoice . | The Create Invoice screen is displayed. |  |
| 3 | Enter Invoice Header Data | Enter the Invoice #. |  |  |
| 4 | Enter Taxes | On the TAX tab, enter the Rate: (%) - 19%, and choose Update. | If you’re asked to fill in the Category field, choose VAT. |  |
| 5 | Post Invoice | To get to the Invoice Submission screen, choose Next. Review the invoice details, and choose Submit. | The invoice is submitted to the Ariba Network. It’s routed to the buyer's SAP S/4HANA system.  If the system requires a Remit To ID, navigate to Invoice Header > View/Edit Addresses , and enter Remit To ID: 1000. |  |

Remember that the following steps are again performed in the SAP S/4HANA system.

Procedure 2

This procedure is optional.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as Accounts Payable Accountant - Procurement. |  |  |
| 2 | Access App | Open the Manage Supplier Invoices (F0859) app. | The Create Supplier Invoice screen is displayed. |  |
| 3 | Enter General Data | Make the following entries:  Transaction: Invoice  Company Code: 1010  Gross Invoice Amount: xxx  Currency: EUR  Invoice Date: Today  Posting Date: Today  Invoice Party: 10300080 | The Create Supplier Invoices screen is displayed. |  |
| 4 | Enter Purchase Order References | In the Purchase Order References section, check the references.  Enter the following data (use a PO you've created previously).  References Document Category: Purchase Order / Scheduling Agreement  Purchase Order: xxx | The Purchase Order References screen is displayed. |  |
| 5 | Check Data of Purchase Order Items | Check the amount, the quantity, the tax code, and the tax jurisdiction. | The Purchase Order Item’s table is displayed.  The amount and the quantity correspond to the values of the goods receipts. |  |
| 6 | Check Tax code | In the Tax section, check if there’s tax code information and enter the tax amount.  Tax Code: If there’s no tax, specify the tax code as Input Tax Non Taxable. | The tax code is included in the simulation. . |  |
| 7 | Simulate Supplier Invoice and Check Messages | Choose Simulate.  If there are no differences, the supplier invoice is complete to post.  Check the Gross Invoice Amount against the items plus tax amount. (If you use the nontaxable tax code, you don’t have any tax amount.)  Choose Nota Fiscal, and check the NF information. | The supplier is complete to post. |  |
| 8 | Post Invoice | Choose Post. | The invoice is posted. The system message Invoice xxx has been posted is displayed. |  |
| 9 | Logon | Log on to the Ariba Network on supplier.ariba.com as Supplier. | The Home screen is displayed.  Please note that this step is performed in Ariba Network (as a Supplier). |  |
| 10 | Display Invoice | Choose Outbox > Invoices , and select the Invoice ID. | The invoice is displayed. |  |

## Release Supplier Invoice for Payment (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, a supplier invoice is approved.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the Fiori Launchpad using the Accounts Payable Accountant role. | The Fiori Launchpad is displayed. |  |
| 2 | Open Tile Supplier Invoice List | Open Supplier Invoices List. | The Supplier Invoices list screen is displayed. |  |
| 3 | Search for Blocked Supplier Invoices | On the Supplier Invoice List list, search for your invoice, which is Blocked for Payment. | If an invoice has been blocked for payment, a Blocked for Payment: Yes message is displayed. |  |
| 4 | Release the Invoice | Choose Release. | The invoice is released. |  |
| 5 | Back to Fiori Launch Pad | Choose the Home button to go back to the Fiori Launch Pad. | The Fiori Launch Pad is displayed. |  |

## Display Invoice Status Change (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 activity, you log in to the Ariba Network as a Supplier and display the status of the update of the purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Access the Ariba Network as a Supplier on supplier.ariba.com. | The Home screen opens. |  |
| 2 | Display Invoice | Go to Outbox > Invoices .  Display the invoice related to the previously created Purchase Order (xxx). | The invoice is displayed. |  |
| 3 | Check Invoice Status | The invoice status should be Sent or Approved. |  |  |

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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