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| Test Script  SAP S/4HANA - 18-09-20 | public |
| Supplier Evaluation and Performance Monitoring (SL4\_DE) |

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# Purpose

You can evaluate your company’s suppliers to obtain a basis for your business relationship with them and to optimize your supply base. Based on the feedback you gather through questionnaires, you obtain a scorecard for each supplier evaluated. The scorecard helps you to assess a supplier’s strengths and shortcomings and to initiate measures for improvement. Evaluation scorecards also enable you to easily compare suppliers within a peer group.

Ultimately, a combined real-time view across operational and questionnaire-based scores provides a holistic view of your supplier’s performance. This scope item provides two different use cases for the category manager:

Evaluate supplier performance, and analyze KPIs based on the evaluation.

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 prerequisites to conducting the test in terms of systems, users, master data, organizational data, and 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 |
| Strategic Buyer | SAP\_BR\_BUYER | Purchasing Analytics and Supplier Evaluation | SAP\_BR\_BUYER |  |
| Employee - Procurement | SAP\_BR\_EMPLOYEE\_PROCUREMENT |  |  |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |

The user must be an employee user as there are sending/receiving email scenarios.

## Master Data, Organizational Data, and Other Data

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Supplier | 10300001 |  |  |

For more information on creating needed master data objects, see the following Master Data Scripts (MDS):

|  |  |
| --- | --- |
| Master Data Script ID | Description |
| BNE | Create Supplier Master |

## Business Conditions

Before this test script can be tested, the following business conditions must be met.

|  |  |
| --- | --- |
| Scope Item ID | Business Condition |
| 1FM - Quality Management in Procurement (Optional) | Start with the Quality Management in Procurement process and then you can display supplier evaluation by quality inspection lot. |
| 2F9 - Quality Management for Complaints against Suppliers (Optional) | Start with the Quality Management for Complaints against Suppliers process , create the quality notification, then you can display supplier evaluation by quality notification. |
| 19E - Supplier Classification and Segmentation (Optional) | Start with the Supplier Classification and Segmentation, create the Purchasing Categories, then add new weighting and scoring for the purchasing categories in Create Supplier Evaluation Weighting and Scoring. |

## Preliminary Step

### Create the Question Library

Purpose

In this procedure, you create the question library which is required for creating questions and sections.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | Materials Management > Purchasing > Supplier and Category Management > Supplier Evaluation > Basic Settings for Supplier Evaluation > Create Question Library for Supplier Evaluation |
| Transaction Code | SPRO |

1. Specify the language that you want to use as the original language for all questions. Note that this can’t be changed once the question library has been created.

|  |  |
| --- | --- |
| Original Language | EN(For example) |

1. Choose Execute.

### Schedule Job for Persistency of Supplier Evaluation Scores

Purpose

In this procedure, you schedule a job to calculate the supplier evalution score for a specific period. You can check supplier evaluation score history later in section Supplier Evaluation Score History. Or you schedule a job to delete the obsolete jobs.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad using the Configuration Expert - Business Process Configuration role. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the SAP Fiori App | Choose Schedule Persistency of Supplier Evaluation Scores (F1240) | The Application Jobs screen displays. |  |
| 3 | Create the job | Choose New.  Enter below data in GENERAL INFORMATION tab,  Job Template: Supplier Evaluation Score History  Job Name: for example, Supplier Evaluation Score History from Nov till now.  In SCHEDULE OPTIONS tab,  Start Immediately: checked  For testing, please choose start immediately. You can also choose recurrence pattern, and schedule the job by minutes, hourly, week, month etc.  In Parameters tab, Scheduling section,  Schedule Job(Persist History): checked  Schedule Job(Delete History): unchecked  Schedule Job to Persist Supplier Evaluation Scores Section,  Display Currency: for example, EUR  Start Date: for example, 11/01/2018  End Date: for example, Today  Choose Schedule.  Wait until the job status is Finished. | The job has been scheduled. |  |
| 4 | Delete the job | Choose New.  Enter below data in GENERAL INFORMATION tab,  Job Template: Supplier Evaluation Score History  Job Name: for example, Delete Obsolete Supplier Evaluation Score History jobs.  In SCHEDULE OPTIONS tab,  Start Immediately: checked  For testing, please choose start immediately. You can also choose recurrence pattern, and schedule the job by minutes, hourly, week, month etc.  In Parameters tab,  Scheduling section,  Schedule Job(Persist History): unchecked  Schedule Job(Delete History): checked  Schedule Job to Delete Supplier Evaluation Score History section,  Supplier: for example: 10300001  Job Creation Date(From): for example, 02/01/2019  (To): for example, Today  Job ID: enter a specific job ID if you want to delete one specific job only  Choose Schedule.  Wait until the job status is Finished. |  |  |

### Setup Analytical Reporting Currencies (Optional)

Purpose

In this procedure, you can setup two analytical reporting currencies that will be used in various analytical KPIs and queries in SAP S/4HANA Procurement. If user selects one of the two configured reporting currencies as display currency in an analytical KPI, the system doesn't convert the reporting currency to display currency at runtime. This enhances the performance of the KPI.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | Materials Management > Purchasing > Procurement Analytics > Setup Analytical Reporting Currencies |
| Transaction Code | SPRO |
| Reporting Curr. Id | Reporting Currency 1(For example) |
| Currency | USD(For example) |

1. Choose Save. Two reporting currencies can be setup.

### Schedule Job for Migration of Purchasing Data (Optional)

Purpose

In this procedure, you migrate purchasing data for analytics. You must enter migration options and some additional parameters to migrate the data. Migration of data leads to performance optimization in purchasing analytics apps.

Reporting currencies in step [Setup Analytical Reporting Currencies (Optional)](#unique_9) [page ] 8 must be set up to schedule migration.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad using the Configuration Expert - Business Process Configuration role. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the SAP Fiori App | Choose Schedule Migration of Purchasing Data for Analytics (F1240) | The Application Jobs screen displays. |  |
| 3 | Create the job | Choose New.  Enter below data in GENERAL INFORMATION tab,  Job Template: Schedule Migration of Purchasing Data for Analytics  Job Name: for example, Schedule Migration of Purchasing Data for Analytics - Delta Run  In SCHEDULE OPTIONS tab,  Start Immediately: checked  For testing, please choose Start Immediately.  In PARAMETERS tab, Performance Optimization for Existing Customers section,  Initial Load: unchecked  Reprocess Records: unchecked  Delta Load: checked  For testing, please choose Delta Load to avoid job running for long time.  Purchase Order Date (From): for example, 05/01/2019  (To): for example, Today  Supplier Names: for example, 10300001  Purchase Orders:  In Performance Optimization for New Implementation section,  Activate Perf. Optimization: Unchecked  In Parallel Processing Parameters section,  Number of Tasks: for example, 1  Package Size: for example, 1000  In Log Level Settings section,  Log Level: for example, Basic  Choose Schedule.  Wait until the job status is Finished. | Job is scheduled and finished. |  |

### Enable Performance Optimization for Purchasing Analytics Apps (Optional)

Purpose

In this procedure, you can enable performance optimization for purchasing analytics apps. As a new customer, the performance optimization for purchasing analytics apps has to be enabled, otherwise the performance for analytics apps won’t be optimized. This switch will be automatically enabled if you have previously executed the job Schedule Migration of Purchasing Data for Analytics using the option Initial Load.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | Materials Management > Purchasing > Procurement Analytics > Enable Performance Optimization for Purchasing Analytics Apps |
| Transaction Code | SPRO |
| Performance Optimization Switch | Performance Optimization Switch |
| Enable | Checked(For example)  Note Once the Performance Optimization Switch is enabled, it cannot be disabled. |

1. Choose Save.

### Activate User Defined Criteria for Supplier Evaluation

Purpose

In this procedure, you can activate user defined criteria for supplier evaluation. You can also change the description of the criteria. User defined criteria are parameters that you as a user can define based on your specific requirement. This gives you flexibility to have additional parameters which are specific to your business. These criteria will enhance your capabilities to rate your suppliers for a specific business need.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | Materials Management > Purchasing > Supplier Evaluation > Activate User Defined Criteria for Supplier Evaluation |
| Transaction Code | SPRO |
| ID | User-Defined Criteria 1(For example), 5 user-defined criteria can be entered. |
| Enabled | Checked(For example) if you want to activated it. |
| Description | Criteria 1(For example). |

1. Choose Execute.

# Overview Table

This scope item consists of several process steps provided in the following table.

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/ App Name | Expected Results |
| [Operational Supplier Evaluation](#unique_14)  [page ] 14 | | | |
| [Create Supplier Evaluation Weighting and Scoring](#unique_15) [page ] 14 | Strategic Buyer | Supplier Evaluation Weighting and Scoring (F2551) | The Supplier Evaluation Weighting and Scoring is created. |
| [Display Supplier Evaluation by Quantity](#unique_16) [page ] 17 | Strategic Buyer | Supplier Evaluation By Quantity - Based on Ordered and Received Quantity (F1661) | The Supplier Evaluation scores are displayed by Quantity. |
| [Display Supplier Evaluation by Price](#unique_17) [page ] 18 | Strategic Buyer | Supplier Evaluation By Price - Based on PO and Invoice Price (F1663) | The Supplier Evaluation scores are displayed by Price. |
| [Display Supplier Evaluation by Time](#unique_18) [page ] 19 | Strategic Buyer | Supplier Evaluation By Time - Based on Delivery and Goods Receipt Date (F1664) | The Supplier Evaluation scores are displayed by Time. |
| [Display Supplier Evaluation by Quality Notification](#unique_19) [page ] 20 | Strategic Buyer | Supplier Evaluation By Quality - Based on Quality Notification | The Supplier Evaluation scores are displayed by Quality Notification. |
| [Display Supplier Evaluation by Quality Inspection Lot](#unique_20) [page ] 21 | Strategic Buyer | Supplier Evaluation by Quality - Inspection Lot (F2309) | The Supplier Evaluation scores are displayed by Quality Inspection Lot. |
| [Display Supplier Evaluation by Operational Supplier Evaluation](#unique_21) [page ] 22 | Strategic Buyer | Operational Supplier Evaluation - Score and Variance (F1662) | The operational supplier evaluation scores are displayed. |
| [Adjust Supplier Evaluation Scores Manually](#unique_22) [page ] 23 | Purchaser | Adjust Operational Supplier Evaluation Score (F2312) | The evaluation scores are adjusted manually. |
| [Supplier Evaluation by Questionnaire](#unique_23)  [page ] 24 | | | |
| [Create Sections and Questions in Question Library](#unique_24) [page ] 24 | Strategic Buyer | Manage Questions - Evaluation (/SRMSMC/WDA\_QLB\_OVP\_MAIN) | Sections and questions in question library is created. |
| [Create Evaluation Questionnaire](#unique_25) [page ] 25 | Strategic Buyer | Manage Evaluation Questionnaires - Evaluation (F2194) | A new questionnaire is created. |
| [Create Group-Based Evaluation Template](#unique_26) [page ] 26 | Strategic Buyer | Manage Evaluation Templates - Evaluation (F2193) | The group-based evaluation template is created. |
| [Start Group-Based Evaluation](#unique_27) [page ] 28 | Strategic Buyer | Manage Evaluation Templates - Evaluation (F2193) | The group-based evaluation is started. |
| [Maintain Evaluation Response as Appraiser](#unique_28) [page ] 29 | Employee - Procurement | Evaluate Suppliers (F1650) | The Evaluation response is created. |
| [Display Scorecards](#unique_29) [page ] 30 | Strategic Buyer | Display Scorecards - Evaluation Questionnaires (F2191) | The group-based evaluation is completed. |
| [Monitor Response](#unique_30) [page ] 31 | Strategic Buyer | Monitor Responses - Evaluation (F1649) | 'The evaluation response is displayed. |
| [Display Supplier Evaluation by Questionnaire](#unique_31) [page ] 33 | Strategic Buyer | Supplier Evaluation By Questionnaire - Based on Supplier Scorecards (F2234) | The scores are displayed in Supplier Evaluation by Questionnaire app. |
| Supplier Evaluation by User-Defined Criteria | | | |
| [Manage User-Defined Criteria for Supplier Evaluation](#unique_32) [page ] 34 | Purchaser | Manage User-Defined Criteria for Supplier Evaluation |  |
| [Manage User-Defined Criteria for Supplier Evaluation](#unique_32) [page ] 34 | Strategic Buyer | Manage User-Defined Criteria for Supplier Evaluation | . |
| [Display Overall Supplier Evaluation Score](#unique_33) [page ] 37 | Strategic Buyer | Overall Supplier Evaluation - Score (F2019) | . |
| Manage Supplier Evaluation Score | | | |
| [Display Supplier Evaluation Score History](#unique_34) [page ] 38 | Purchaser | Supplier Evaluation Score History (F3811) | The supplier evaluation score history is displayed. |
| [Output Supplier Evaluation Score](#unique_35) [page ] 40 | Strategic Buyer | Supplier Evaluation Score Output |  |

# Test Procedures

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

## Operational Supplier Evaluation

### Create Supplier Evaluation Weighting and Scoring

Purpose

In this activity, you create supplier evaluation weighting and scoring.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Supplier Evaluation Weighting and Scoring (F2551) . | The Supplier Evaluation Weighting and Scoring screen is displayed. |  |
| 3 | Create new weighting and scoring | Choose Add to add new weighting and scoring for a specific purchasing category.  In the GENERAL INFORMATION section, enter the following information:  Purchasing Category: <select a purchasing category from the dropdown list.  In the CRITERION section, check all the check box in the column Active, then enter the weighting value below:  Inspection Lot: <For example, 10%>  Quantity:<For example, 20%>  Time: <For example, 20%>  Price: <For example, 20%>  Questionnaire: <For example, 10%>  Quality Notification: <For example, 10%>  Enter user-defined criteria if enabled, for example,  Return Delivery of Goods: <For example, 5%>  Reasonable Discounts: <For example, 5%>  The total weighting value should be 100%.  Select the field Quantity, in the new screen Criterion, select Add, then enter below data,  Variance Percentage: <For example, 0>  Variance Score: <For example, 100>  Choose Apply and save the data. Multiple entries can be entered by this way.  Select field Time, in the new screen Criterion, select Add, then enter below data,  Variance Time in Days: <For example, 3>  Variance Score:<For example, 90>  Choose Apply and save the data. Multiple entries can be entered by this way.  Select field Price, in the new screen Criterion, select Add, then enter below data,  Variance Percentage: <For example, 2>  Variance Score: <For example, 95>  Choose Apply and save the data. Multiple entries can be entered by this way.  Select field Quality Notification, in the new screen Criterion, select Add, then enter below data,  Notification Count: <For example, 5>  Variance Score: <For example, 90>  Choose Apply and save the data. Multiple entries can be entered by this way.  Save the entries. | All data is entered and saved.  No error or warning messages come up. | All data is entered and saved.  No error or warning messages come up. |
| 4 | Adjust Weighting Factor | Select Adjust Weighting Factor.  Adjust the value of Weighting Factor.  Save the data. | The Adjust Weighting Factor screen is displayed.  Data is adjusted and saved.  No error or warning messages come up. |  |
| 5 | Maintain Classification | Select Classification to maintain the classification data.  In the tab Score, enter below data,  A: <For example, from 80 To 100>  B:<For example, from 60 To 79>  C:<For example, from 1 To 59>  Save the entries. | The Classification screen is displayed.  All data is entered and saved.  No error or warning messages displayed. |  |
| 6 | Adjust Quantity Scoring data | Select the entry Quantity.  Choose the field Quantity.  Choose Edit.  Adjust the value of the Variance Percentage and Variance Score if necessary.  Save the data. | The Criterion Screen is displayed.  Data is adjusted and saved.  No error or warning messages displayed. |  |
| 7 | Adjust Time Scoring data | Select the entry Time.  Choose the field Time.  Choose Edit.  Adjust the value of the Variance Percentage and Variance Score if necessary.  Save the data. | The Criterion Screen is displayed.  Data is adjusted and saved.  No error or warning messages displayed. |  |
| 8 | Adjust Price Scoring data | Select the entry Price.  Choose the field Price.  Choose Edit.  Adjust the value of the Variance Percentage and Variance Score if necessary.  Save the data. | The Criterion Screen is displayed.  Data is adjusted and saved.  No error or warning messages displayed. |  |
| 9 | Adjust Quality Notification Scoring data | Select the entry Quality Notification.  Choose the field Quality Notification.  Choose Edit.  Adjust the value of the Variance Percentage and Variance Score if necessary.  Save the data. | The Criterion Screen is displayed.  Data is adjusted and saved.  No error or warning messages displayed. |  |

The scoring data for inspection lot and questionnaire are calculated automatically, therefore it is not adjustable.

### Display Supplier Evaluation by Quantity

Purpose

In this activity the evaluation scores are displayed in the Supplier Evaluation by Quantity KPI (Key Performance Indicators).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Supplier Evaluation By Quantity - Based on Ordered and Received Quantity (F1661) app. | The supplier evaluation by quantity screen is displayed.  The variance score and variance % for all suppliers that have corresponding evaluation score are displayed. |  |
| 3 | Check the score by different dimensions | Select a dimension from the dropdown list, for example, by Purchasing Group. | The variance score, variance %, Number of PO Items and Number of POs for all purchasing groups that have corresponding evaluation score are displayed. |  |
| 4 | Check the score by document | Select Document from the dropdown list. | The supplier evaluation by document screen is displayed. |  |

Result

The scores are displayed in Supplier Evaluation by Quantity app.

### Display Supplier Evaluation by Price

Purpose

In this activity the evaluation scores are displayed in the Supplier Evaluation by Price KPI (Key Performance Indicators).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Supplier Evaluation By Price - Based on PO and Invoice Price (F1663). | The variance score, variance % , Number of PO Items and Number of POs for all suppliers that have corresponding evaluation score are displayed. |  |
| 4 | Check the score by different dimensions | Select a dimension from the dropdown list, for example, by Purchasing Organization. | The variance score and variance % for all purchasing organizations that have corresponding evaluation score are displayed. |  |

Result

The scores are displayed in Supplier Evaluation by Price app.

### Display Supplier Evaluation by Time

Purpose

In this activity the evaluation scores are displayed in the Supplier Evaluation by Time KPI (Key Performance Indicators).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Supplier Evaluation By Time - Based on Delivery and Goods Receipt Date (F1664). | The Stat. Delivery Score, Stat. Delivery %, Delivery Date % and Delivery Date Score, Number of PO Items and Number of POs for all suppliers that have corresponding evaluation score are displayed. |  |
| 3 | Check the score by different dimensions | Select a dimension from the dropdown list, for example, by Material Group. | The Stat. Delivery Score, Stat. Delivery %, Delivery Date % and Delivery Date Score for all material groups that have corresponding evaluation score are displayed. |  |

Result

The scores are displayed in Supplier Evaluation by Time app.

### Display Supplier Evaluation by Quality Notification

Purpose

In this activity the evaluation scores are displayed in the Supplier Evaluation by Quality - Based on Quality Notification KPI (Key Performance Indicators).

App Supplier Evaluation by Quality - Quality Notification (F3295) will be deprecated and removed in 2102 release. The same functionality can be found in a new App Supplier Evaluation by Quality - Based on Quality Notification (F3295A).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Supplier Evaluation By Quality - Based on Quality Notification . | The Supplier Eval By Quality Notification screen is displayed. |  |
| 3 | Check the score by different dimensions | Select a dimension from the dropdown list, for example, by Plant. | The 5 KPIs Number of Quality Notifications, Quality Notification Score, Number fof PO Items, Rel. Quality Score and Number of POs score are displayed. |  |

Result

The scores are displayed in Supplier Evaluation by Quality Notification app.

### Display Supplier Evaluation by Quality Inspection Lot

Purpose

In this activity the evaluation scores are displayed in the Supplier Evaluation by Quality - Inspection Lot KPI (Key Performance Indicators).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Supplier Evaluation by Quality - Inspection Lot (F2309) . | The variance score, Number of PO Items and Number of POs for all suppliers that have corresponding evaluation score are displayed. |  |
| 3 | Check the score by different dimensions | Select a dimension from the dropdown list, for example, Document. | All the documents with variance score are listed. |  |

Result

The scores are displayed in Supplier Evaluation by Quality - Inspection Lot app.

### Display Supplier Evaluation by Operational Supplier Evaluation

Purpose

In this activity the operational supplier evaluation scores are displayed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Operational Supplier Evaluation - Score and Variance (F1662) . | The operational score, price variance score, time variance score, quantity var, score, inspection lot score and notification score for all suppliers that have corresponding evaluation score are displayed. |  |
| 3 | Check the score by different dimensions | Select a dimension from the dropdown list, for example, Trend | The operational score, price variance score, time variance score, quantity var, score, inspection lot score and notification score trends, Number of PO Items and Number of POs are displayed. |  |
| 4 | Open up the mini tiles in the KPI header section | Choose Show Mini Charts on the top right screen. | You can navigate from operational supplier evaluation score KPI to another KPI (for example, supplier evaluation by time). |  |

Result

The scores are displayed in Operational Supplier Evaluation app.

### Adjust Supplier Evaluation Scores Manually

Purpose

In this activity, the evaluation scores are adjusted manually.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Adjust Operational Supplier Evaluation Score (F2312). | The adjust operational supplier evaluation score screen is displayed. |  |
| 3 | Update score for purchase order/item | Select an entry and choose Edit.  Enter the new value.  Enter the comments if necessary.  Choose OK to save the changes. | The update score for purchase order/item xxx/xxx screen is displayed.  The new value is saved and no error message. |  |

Result

The scores are updated in Supplier Evaluation by Adjust Operational Supplier Evaluation Score app.

## Supplier Evaluation by Questionnaire

### Create Sections and Questions in Question Library

Purpose

In this activity, you create sections and questions in the question library.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Manage Questions - Evaluation (/SRMSMC/WDA\_QLB\_OVP\_MAIN). | The question library of evaluation is displayed to maintain sections and questions. |  |
| 3 | Create several Sections | Go to the tab Sections.  Select New to create several sections.  Enter the Section Details (at least the mandatory fields).  Save the entries. | All data is entered.  No error or warning messages come up. |  |
| 4 | Create several Questions | Go to the tab Questions.  Select New to create several questions. Create at least one question for each question type.  Enter the Question Details. Ensure that some questions allow attachments and/or comments.  Choose Save. | All data is entered.  No error or warning messages come up. |  |

Result

Sections and questions in question library are created.

### Create Evaluation Questionnaire

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 an evaluation questionnaire is created.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Manage Evaluation Questionnaires - Evaluation (F2194) app. | The Manage Questionnaire is displayed. |  |
| 3 | Create new questionnaire | Select Create.  Maintain new questionnaire by entering at least a questionnaire name, external name, sections and questions.  Assign purchasing categories by choosing one of purchasing category from the dropdown list, then choose Add. Several purchasing categories can be assigned.  Search for your previously created sections and questions.  Add questions of all types. Mark some questions as mandatory. For questions of type Yes/No, mark some of them as disqualifying and enter weighting factors.  For questions of type Single Answer, maintain the scores and weighting factors.  Enter an Overall Target Score and an Overall Minimum Score.  Save the entries. | Create New Questionnaire screen is opened in a new window.  All data is entered.  A questionnaire with all types of questions is created.  No error or warning messages come up. |  |
| 4 | Release evaluation questionnaire | Select Release. | The previously created questionnaire is released. |  |

Result

A new questionnaire is created and released. .

### Create Group-Based Evaluation 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. |

Purpose

In this activity, you create an evaluation template.

To add an appraiser, the employee must be an employee user, please refer to the sections in the Administration Guide for the Implementation of SAP Best Practices for SAP S/4HANA.

[Admin Guide: Creating approvers](https://help.sap.com/viewer/S4HANA_1809_AdminGuide)

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Manage Evaluation Templates - Evaluation (F2193) app. | The Manage Templates app is displayed. |  |
| 3 | Maintain new group-based evaluation template | Choose Create button. Maintain the new group-based evaluation template by entering at least a name, an external name, an appraiser (for example: employee\_procurement) and a supplier and by assigning your previously created evaluation questionnaire.  Ensure that you add an appraiser for which you have a user with a maintained e-mail address.  Maintain a Questionnaire Introduction.  On the tab Questionnaires, add score information and at least one questionnaire created previously.  Save the entries. | The group-based evaluation templated is created.  No error or warning messages come up. |  |
| 4 | Release group-based evaluation template | Choose the Release button to release the group-based evaluation template. | The previously created group-based evaluation template is released. |  |

Result

The group-based evaluation template is created and released.

### Start Group-Based Evaluation

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 start a group-based evaluation.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Manage Evaluation Templates - Evaluation (F2193) app.  Select your previously created and released group-based evaluation template and click on the name that is displayed as a link. | The Manage Templates app is displayed. The group-based evaluation template is opened. |  |
| 3 | Start Group-Based Evaluation | Choose Start Group-Based Evaluation. | In a new window, the Group-Based Evaluation Request: New screen is opened. |  |
| 4 | Maintain the group-based evaluation request | Maintain the group-based evaluation request by entering at least an Evaluation Request Name and a Period to Be Evaluated.  Choose Submit Evaluation Request. | A Group-Based Evaluation Request is created and submitted. |  |

Result

A group-based evaluation is started and the request is sent to the entered appraiser(s).

### Maintain Evaluation Response as Appraiser

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 start a group-based evaluation.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as appraiser which was entered in the evaluation template/request (e.g.: Employee - Procurement ). | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Evaluate Suppliers (F1650) app.  Select the corresponding evaluation response with status New which has the same name as your group-based evaluation request. | The Evaluate Suppliers app and the corresponding evaluation is displayed. |  |
| 3 | Answer questions | Answer the questions.  Save your changes. | All data is saved.  No error or warning messages come up. |  |
| 4 | Submit the evaluation response | Choose Submit. | The group-based evaluation response is submitted. |  |

Result

The Evaluation Response is created and answered by the appraiser.

### Display Scorecards

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 a scorecard is displayed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Display Scorecards - Evaluation Questionnaires (F2191) app.  Find the corresponding group-based evaluation response in the list and check the status. | The Scorecard is displayed. |  |
| 3 | Check Scorecards | Drill down into details of sections and questions. | The result of the responses is displayed. |  |

Result

The groupd-based evaluation reponse is answered and corresponding scorecards are available.

### Monitor Response

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 the answered response is displayed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Logon to SAP Fiori launchpad as Strategic Buyer . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Select the Monitor Responses - Evaluation (F1649) app.  Select the corresponding evaluation response with status Returned which has the same name as your group-based evaluation request. | The Evaluation Response is displayed. |  |
| 3 | Check Response | Drill down into details of sections and questions. | The result of the responses is displayed. |  |

Result

The answered group-based evaluation response is displayed.

### Display Supplier Evaluation by Questionnaire

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 the evaluation scores are displayed in the Supplier Evaluation by Questionnaire KPI (Key Performance Indicators).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Supplier Evaluation By Questionnaire - Based on Supplier Scorecards (F2234). Click Go button.  Find the corresponding supplier, for which questionnaires were filled out and check the score. | The questionnaire score for all suppliers that have corresponding evaluation scorecards for the defined time frame (last 365 days) are displayed. |  |
| 3 | Check Document View | Click on the respective supplier and select "Document". | All evaluation scorecards for the supplier in the given timeframe are listed. |  |
| 4 | Check Evaluation Scorecard | Select one line in document view.  Go to "open in" (right-bottom corner) and select "display scorecards". | The Display Scorecard app is opened and the values of KPI are bypassed. |  |

Result

The scores are displayed in Supplier Evaluation by Questionnaire app.

## Supplier Evaluation by User-Defined Criteria

### Manage User-Defined Criteria for Supplier Evaluation

Purpose

In this activity, you create the count for user-defined criteria for supplier evaluation for a specific supplier during a period, you can also deactivate, activate or delete it. Authorization can be set at supplier account group level.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Manage User-Defined Criteria for Supplier Evaluation . | The Manage User-Defined Criteria screen is displayed. |  |
| 3 | Display Supplier Evaluation Score History | Choose Create.  Enter below information on the Manage User-Defined Criteria screen.  Supplier: for example: <For example, 10300001>  Valid From: for example: <For example, 01/01/2019>  Valid To: for example: <For example, Today>  Count: for example: <For example, 5. Count can be entered manually or you can use the BAdI MM\_PUR\_ANA\_UDC to update the value of count for a specific user-defined criterion. Value of count can be updated for a combination of suppliers, purchasing categories, and material groups for specific date ranges. Please refer to the online document for more details.>  Criterion: for example: <For example, Reasonal Discounts>  Comment: for example: <For example, update by tester>  Choose Save. | The supplier evaluation count is saved. |  |
| 4 | Deactivate Supplier Evaluation count | On the Manage User Defined Criteria screen, select one item, choose Deactivate, the status of the item is updated to Inactive (X). | The item is deactivated. |  |
| 5 | Activate Supplier Evaluation count | On the Manage User Defined Criteria screen, select one item, choose Activate, the status of the item is updated to Active (X). | The item is activated. |  |
| 6 | Delete Supplier Evaluation count | On the Manage User Defined Criteria screen, select one item, choose Delete, on the Delete screen, choose Delete, the item is Deleted. | The item is deleted. |  |

Result

Supplier Evaluation count for user defined criteria is maintained.

### Display Supplier Evaluation Score by User-Defined Criteria

Purpose

In this activity the supplier evaluation scores by user-defined criteria are displayed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Supplier Evaluation Score by User-Defined Criteria app. | The Supplier Eval. by User Defined Criteria is displayed. |  |
| 3 | Check Overall Scores by Different Dimensions | Select a dimension from the dropdown list, for example, by Supplier or by Purchasing Category. | The enabled user-defined criteria, like Return Delivery of Goods score, Reasonable score and Avg. Weighted Total Score are displayed. |  |

Result

The scores are displayed in Supplier Evaluation Score by User-Defined Criteria app.

### Display Overall Supplier Evaluation Score

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 the overall supplier evaluation scores are displayed in the Overall Supplier Evaluation app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Overall Supplier Evaluation - Score (F2019) . | The operational score, questionnaire scor, user-defined criteria score which are enabled and overall score for all suppliers that have corresponding evaluation score are displayed. |  |
| 3 | Check Overall Scores by Different Dimensions | Select a dimension from the dropdown list, for example, by Pur-chasing Category. | The operational score, questionnaire score, user-defined criteria score which are enabled and overall score for all purchasing categories that have corresponding evaluation score are displayed. |  |

Result

The scores are displayed in Overall Supplier Evaluation - Score app.

## Manage Supplier Evaluation Score

### Display Supplier Evaluation Score History

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 display the supplier evaluation score history which is calculated by the job in preliminary step Schedule Job for Persistency of Supplier Evaluation Scores. Or you delete the obsolete jobs.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Supplier Evaluation Score History (F3811). | The Supplier Evaluation Score History screen is displayed. |  |
| 3 | Display Supplier Evaluation Score History | Choose Go.  On the Operational Score tab, you can see a list including supplier, calendar year, material group, calendar month, operational score, time variance score, price variance score, quantity variance score, inspection lot score, quality notification score.  On the Overall Score tab, you can see a list including supplier, calendar month, calendar year, overall score and questionnaire score.  On the Aggregated Score tab, you can see a list including supplier, material group, overall score, operational score, time variance score, price variance score, quantity score, inspection lot score, quality notification score and questionnaire score.  Select one job run ID, you can see the details on the Job Run Details screen.  Run ID  Start Date  End Date  Executed By  Executed On | The supplier evaluation score history is displayed |  |
| 4 | Delete Supplier Evaluation Score History job | On the Operational Score tab, or the Overall Score tab, choose one or multiple jobs, choose Delete.  On the Delete Screen, choose Yes. | Deleted Score from Operational and Overall Score messages come up  The supplier evaluation score history job is deleted. |  |

Result

Supplier Evaluation Score History is displayed and some of them are deleted.

### Output Supplier Evaluation Score

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 send out the supplier evaluation score via email or print it.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Strategic Buyer . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Supplier Evaluation Score Output. | The Supplier Evaluation Score Output screen is displayed. |  |
| 3 | Create Active Scores | Choose Create Active Scores.  On the Create Active Scores screen, enter below data,  Supplier: <For example, 10300001>  Evaluation Start Date: <For example, 01/01/2019>  Evaluation End Date: <For example, today>  Currency: <For example, EUR>  Choose Send. | The supplier evaluation score output is displayed |  |
| 4 | Send Out or Print Supplier Evalutation Scores for Cur-rent Scores | On the Supplier Evaluation Score Output screen, enter below data"  Output Score Type: <For example, Current>  Score Creation Date: <For example, today>  Choose Go.  Choose the item which was created in step 1, please wait and refresh the screen if you can’t fine the item, it may not complete yet.  Go to the details of this item.  On the Output Message screen, Output Details tab, you see two items, one is for email, the other one is for print.  Check the one for email, then choose Send Output, an email is send out to the email address which is maintained in the supplier master data of communication and address-independent communication.  Choose Retry if sending out email failed.  Choose Set to Completed if you want to complete this task.  Choose Duplicate only if the status of this item is completed, but you need to send out an email again. | Current scores are calculated and sent out via email or printed successfully. |  |
| 5 | Send Out or Print Supplier Evalutation Scores for His-torical Scores | On the Supplier Evaluation Score Output screen, enter below data,  Output Score Type: <For example, Historical>  Choose Go.  The supplier evaluation scores which was calculated by the job in preliminary step Schedule Job for Persistency of Supplier Evaluation Scores are listed in the screen.  Choose one of the items, and choose Initiate Output.  On the Output Message screen, Output Details tab, you see two items, one is for email, the other one is for print.  Check the one for email, then choose Send Output, an email is sent out to the email address which is maintained in the supplier master data of communication and address-independent communication.  Choose Retry if sending out email failed.  Choose Set to Completed if you want to complete this task.  Choose Duplicate only if the status of this item is completed, but you need to send out an email again. | Historical scores are sent out via email or printed successfully. |  |

Result

Supplier Evaluation Score History is displayed and some of them are deleted.

# Appendix

## Process Integration

### No Succeeding Processes

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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