

Test Script | PUBLIC
SAP S/4HANA Cloud Public Edition
2026-07-01

Direct Procurement with Inbound Delivery **(2TX_US)**

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1 Purpose

Overview

Starting with the creation of a purchase order, the actual supply situation can be monitored and planned. The subsequent creation of an inbound delivery enables the user to process enhanced procurement processes including the goods receipt and the putaway. The procurement process is enclosed with the creation of a supplier invoice.

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.

> ⓘ Note
>
> Values in this test script (decimal notation, date formats, and so on) are presented in U.S. standard notation. If your test system is set up to use a different notation, enter values as appropriate.

2 Prerequisites

2.1 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.

2.2 Roles

Create business roles using the following business role templates delivered by SAP and assign them to your individual test users.

Alternatively, if available, you can use the following spaces delivered by SAP. You create a space with pages containing predefined essential apps and assign it to the business role. You then assign this business role to your individual users.

For more information, refer to *How to Create a Business Role from a Template* in the product assistance for SAP S/4HANA Cloud Public Edition.

Name (Role Template)	ID (Role Template)	Name (Launchpad Space)	ID (Launchpad Space)	Log On
Master Data Specialist - Product Data	SAP_BR_PRODMASTER_SPECIALIST	Master Data - Products / Product Governance	SAP_BR_PRODMASTER_SPECIALIST / SAP_CMD_SPT_PR_GOV_PC	
Purchaser	SAP_BR_PURCHASER	Purchasing / Sourcing and Contracting	SAP_MM_SPT_PURCHASING_PC / SAP_MM_SPT_SOURCING_PC	
Inventory Manager	SAP_BR_INVENTORY_MANAGER	Inventory Management	SAP_BR_INVENTORY_MANAGER	
Warehouse Clerk	SAP_BR_WAREHOUSE_CLERK	Inventory Processing	SAP_BR_WAREHOUSE_CLERK	

Name (Role Template)	ID (Role Template)	Name (Launchpad Space)	ID (Launchpad Space)	Log On
Accounts Payable Accountant	SAP_BR_AP_ACCOUNTANT	Accounts Payable / Central Invoice Management - Supplier Invoices / Central Invoicing - Supplier Invoice	SAP_BR_AP_ACCOUNTANT / SAP_MM_SPT_CIM_INV_PC / SAP_MM_SPT_CNTRL_INVOICING_PC	
Configuration Expert - Business Process Configuration	SAP_BR_BPC_EXPERT	Business Process Configuration / Business Process Configuration - Finance / Business Process Configuration - Procurement / Manage your Solution / Business Process Configuration - Workflow / Business Configuration - Feature Management / Business Process Configuration - Extensibility Explorer / Business Configuration - Transportation	SAP_BR_BPC_EXPERT / SAP_FIN_SPT_BPC_EXPERT_PC / SAP_MM_SPT_BIZ_PROC_CONFIGN_PC / SAP_CA_SPT_IC_LND_BASE_PC / SAP_CA_SPT_BPC_WORKFLOW_PC / SAP_CA_SPT_BPC_FM_PC / SAP_EI_SPT_BPC_EXT_PC / SAP_TM_SPT_TRANSPCFG_PC	
Business Process Specialist	SAP_BR_BUSINESS_PROCESS_SPEC	Business Process Management / Business Process Management	SAP_BR_BUSINESS_PROCESS_SPEC / SAP_CA_SPT_BPS_PC	
Receiving Specialist	SAP_BR_RECEIVING_SPECIALIST	Receiving	SAP_BR_RECEIVING_SPECIALIST	
Administrator	SAP_BR_ADMINISTRATOR	Administration / Administration - Workforce Master Data / Administration - License Compliance / Administration - Data Management / Administration - Output Control	SAP_BR_ADMINISTRATOR / SAP_BUM_SPT_ADMINISTRATION_PC / SAP_EI_SPT_ADM_LC_PC / SAP_CA_SPT_TDR_PC / SAP_OC_SPT_ADMINISTRATION_PC	

2.3 Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company have 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.

> ⚠ Caution
>
> **Update Behavior of Predelivered Demo Data**
>
> In non-productive environments (such as starter systems, sandbox systems, or partner demo systems), SAP initially deploys demo data for your selected scope. You can use this data to test and evaluate business processes.

In a customer system, you can receive new or updated demo data after initial activation with further scope enhancements, provided the existing demo data wasn't changed in an incompatible way. If activation errors occur due to incompatible changes in demo data, you're responsible for resolving them. If you don't resolve the errors within a specific time frame, SAP reserves the right to deactivate demo data in your systems. In this case, you can continue by creating your own demo data. Alternatively, you can request that your systems be reprovisioned if you want to work with predelivered demo data again.

In partner systems, you can use the demo data deployed with the initial activation. No additional demo data will be deployed in the system with scope enhancements. You can only create additional demo data manually.

Use your own master data or the following sample data to go through the test procedure:

Master data	Value	Master. data details	Comments
Plant	**1710**	**Plant 1 US**	
Storage Location	**171A**	**Standard storage 1**	Shop floor w/o lean WM
Storage Location	**171B**	**Standard storage 2**	Shop floor w/o lean WM
Company Code	**1710**	**Company Code 1710**	
Purchase Organization	**1710**	**Purch. Org. 1710**	
Purchasing group	**002**	**Group 002**	depending on material
Supplier	**17300001**	**Domestic US Supplier 1**	
Supplier	**17300003**	**Domestic US Supplier 3**	
Material	**TG0011**	Trading Good for Regular Procurement (PD planning) no Serial no.; no batch	
Material	**TG0013**	**Trad. Good 0013,PD,Regular Proc.** no Serial no.; no batch	

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

Table 1: Master Data Script Reference

Master Data Script ID	Description
BNF	*Create Product Master of type "Trading Good" - MDS*
BNE	*Create Supplier Master - MDS*

2.4 Business Conditions

Scope Item	Business Condition
BNZ - *Create New Open MM Posting Period - MDS*	You have completed the step described in the *Create New Open MM Posting Period - MDS* master data script. Posting Period is up to date.
31N - *Situation Handling*	This scope item must be installed for situation handling steps.

2.5 Preliminary Steps

2.5.1 Open New MM Period

External Process

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

- Closing MM Period and Opening New Posting Period

2.5.2 Create Manage Team and Responsibilities

Context

In this procedure, you create manage team and responsibilities for the supplier confirmation.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto Fiori Launchpad	Log onto the SAP Fiori launchpad using the Configuration Expert - Business Process Configuration role.	The Fiori launchpad displays.	
2	Access the App	Open *Manage Teams and Responsibilities - Procurement* (F2412).	The *Team* screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Create manage team and responsibilities	Choose *Create* and make the following entries: *Name*:**Z_SUPPLIER_CONFIRMATION** *Description*: **for supplier confirmation** *Global ID*: **Team_SC** *Status*: **Enable** *Type*:**OPPUR** Go to the *Responsibility Definitions* area, and make the following entries: *Material*: **TG0011** Go to the *Team Members* area, and choose *Create* , then make the following entries on the next screen: *Business Partner*: Select from F4 For example: search Last Name for *Purchaser*to get the user ID. *Functions*: **OP_PURCH (Operational Purchasing)**		
4	Save Team	Choose *Create*.	The team has been created.	

2.5.3 Create Situation Template

Context

In this procedure, you can create situation type for the supplier confirmation.

> **Note**
>
> 31N - *Situation Handling* is required to execute this step.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto Fiori Launchpad	Log onto the SAP Fiori launchpad using the Business Process Specialist role.	The Fiori launchpad displays.	
2	Access the App	Open *Manage Situation Types* `(F2947)`.	The *Manage Situation Types* screen displays.	
3	Copy standard situation template	On the *Manage Situation Types* screen, There are two tabs *Situation Templates* and *Situation Types*. Choose *Situation Templates* tab. Enter **`PROC_PENDINGSUPPLIERCONF_V2`** in the *ID* field and choose *Go* to search the Standard Situation Templates. Choose standard situation template: **`PROC_PENDINGSUPPLIERCONF_V2 (for example)`** and choose *Copy*.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Create Custom Situation template	It will create a ready-to-use situation type. On the *Situation Type* screen, make the following entries: *ID*: **Z_ST_SUPPLIER_CONFIRMATION** (for example) This field is the unique identifier of a ready-to-use situation type. The ID of a ready-to-use situation type should start with 'Z' or 'Y'. ID is a mandatory field and cannot be left blank. *Name*: **SUPPLIER CONFIRMATION FOR TESTING** (for example) This field is the name of the ready-to-use situation type. Click the *Situation Display* tab, and go to the *Notification* tab. *Resend Notifications*: **X** In the *Condition* section, make following entries: *Purchasing Group*:**002**(for example) *Supplier*: **17300001**(for example) The Condition Range is based on the Order with two flags Create/Keep Instance and Send Notification and corresponding to each order there are list of Attributes coming from Trigger Object View. Here the values can be maintained corresponding to each attribute. The evaluation of the condition can be triggered by an Event or by a Batch Report which would be triggered Daily or Hourly. Once the Condition is met, the Situation Engine would be triggered with a Set of Anchor Object keys which is returned from Trigger Object CDS when	The team has been created.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		queried with the set of Condition Attribute Value pairs maintained here corresponding to each Order. If the same Anchor Object Key is returned from the query of different order attributes then the flag of Create Instance and Send Notification will be from the higher rank. Go to section *Recipients* and make the following entries: *Team Category*: **`Procurement`** *Filter by Member Function*: **`Operational Purchasing(for example)`**		
5		Go to section *Situation Monitoring* and choose *Monitor Instances*.	Monitoring of Situation Instances has been activated.	
6		Go to the section *Batch Job Scheduling*: choose one time zone in the field: *Time Zone* and maintain the time for the field: *Start Batch Job At*.		
7	Save situation template	Choose *Create*.	The situation template has been saved.	
8	Enable situation template	One the popup window, choose *Yes*.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
9	Repeat the above steps	Choose *Situation Templates* tab and choose *Go* to search the Standard Situation Templates: **PROC_POITEMCONFQTYDEFICIT** Choose standard situation template: **PROC_POITEMCONFQTYDEFICIT** and choose *Copy*. On *Situation Template* screen, make the following entries: *ID*: **Z_ Z_Supplier_Delivery_Deficit** (for example) *Name*: **Supplier Delivery Deficit** (for example) Go to section *Recipients* and make the following entries: *Member Function*: **Operational Purchasing** Go to section *Situation Monitoring* and choose *Monitor Instance* from Check Box. Go to section *Batch Job Scheduling* and choose one time zone and set the time for the filed *Start Batch Job At*. Choose *Create*. One the popup window, choose *Yes*.		

2.5.4 Monitor Situations

Context

Here you can monitor activities of Situation Instances with respect to their Situation Types, e.g. instance created or set to done.

To allow an analysis of monitored data a Situation type (see previous section) must have been created and Situation Instances should have been generated (e.g. by a daily job).

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto SAP Fiori Launchpad	Log onto the SAP Fiori launchpad using the Configuration Expert - Business Process Configuration role.	The Fiori Launch Pad is displayed.	
2	Access the App	Open *Monitor Situations* (`F3264`).	The *Monitor Situations* screen displays.	
3	Monitor Situation Instance Activities	On the *Monitor Situations* screen, use the following system default values: *Year*: current year, default value, mandatory *Situation Type ID*: **`Z_ST_SUPPLIER_CONFIRMATION`** (for example)	The activities of the Situation Instances can be monitored.	
4	Search for Anchor Object Key	Search for the Anchor Object Key which contains the Business Object. Purchase Order/Item/Schedule Line for example	The activities of the of a single Anchor Object can be monitored.	
5	Choose Go	Choose *Go* to check the instance details.	The situation can be monitored.	

2.5.5 Create Purchasing Info Record (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	`<State the Service Provider, Customer or Joint Service Provider and Customer>`

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 App**	Open *Manage Purchasing Info Records* (`F1982`).	The *Manage Purchasing Info Records* screen is displayed.	
3	**Open New Purchasing Info Record**	Choose *Create*.	The *Purchasing Info Record* Screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	**Enter Header Data**	Make the following entries: • *Purchasing Info Record Category*: **<Standard>** • *Purchasing Organization*: **1710** • *Supplier*: **17300001** • *Material*: **TG0011** / **TG0013** • *Plant*: **1710** • *Purchasing Group*: **002**	Header data is added.	
5	**Enter General Information**	Make the following entries: • *Available From:* **Today** • *Available To:* **Today + 1 year**	General Information is added.	
6	**Enter Purchasing Data**	Make the following entries: • *Incoterm*: for example, **EXW** **Note** Incoterms and their corresponding versions are grouped in the F4 value help. Selecting an incoterm automatically populates its associated version, which can be subsequently modified or removed if needed. • *Incoterm Location 1*: **Incoterm location1**	Purchasing Data is added.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
7	**Enter Delivery and Quantity Data**	Make the following entries: • *Delivery Time in Days*: **`10 Days`** • *Under Delivery Tolerance in %*: **`10.0`** • *Over Delivery Tolerance in %*: **`10.0`** • *Tax Code*: **`I0`** • **Note** If time dependent tax (TDT) is activated, and fields **Country/Region Key** for company code, **Validity Periods** and **Tax Code** are maintained via SSCUI 101016 in SAP S/4HANA Cloud Public Edition or the configuration activity **Define Tax Codes for Sales and Purchases** in Central Business Configuration, you must maintain the *Tax Rate Valid From* field in the *New Purchasing Info Record* screen. If you enter the current date, this date will be adjusted to a valid start date for your tax code according to the SSCUI/ configuration activity settings. If Registration for Indirect Taxation Abroad (RITA) is activated, and tax registration country and tax code are maintained for company code via SSCUI 103464 in SAP S/4HANA Cloud Public Edition	Delivery and Quantity Data is added.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		> or the configuration activity **Activate RITA and Maintain Tax Registration Countries** in Central Business Configuration, you must maintain the **Tax Country** field. The default value of this field is the country ID of company code, but you can change it to a valid country ID that is maintained in the SSCUI/configuration activity accordingly. • *Order Unit*: **PC** • *Standard Order Quantity*: **1** Select the following entries if required: • *Goods-Receipt-Based Invoice Verification* • *No Evaluated Receipt Settlement*		
8	**Enter Condition Data**	In the *Condition* section, choose *Create*. In the *General Information* area, make the following entries: • *Valid From*: **Today** • *Valid To*: **Today+1year** • *Amount*: **10** • *Pricing Unit*: **1** • *Currency*: **USD** Choose *Apply*.	Condition Data is added	
9	**Enter Reference Data (optional)**	Optionally, you can enter reference data.	Reference data is added.	
10	**Save your data**	Choose *Create*.	The purchasing info record is saved.	

2.5.6 Set up Confirmation Control

Purpose

This is the perquisition step for setting confirmation control.

Procedure

Depending on your configuration environment for SAP S/4HANA Cloud Public Edition, choose one of the following options:

Configure Your Solution:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log On**	Log on to the SAP Fiori Launchpad as a Configuration Expert - Business Process Configuration.	The SAP Fiori Launchpad is displayed.	
2	**Access App**	Open *Manage Your Solution* `(F1241)`.	The *Manage Your Solution* screen is displayed.	
3	**Open Configure Your Solution**	Choose *Configure Your Solution*. **Note** To create country-/region-dependent settings for the intended local version, choose *Set Local Version*.	The *Configure Your Solution* screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	**Set the confirmation control**	Input the *Set Up Confirmation Control*, then click the *Search*. When the SSCUI appear, choose *Configure*. On the *Set Up Confirmation Control: Change* screen, choose *0001 Confirmations*. Then double click the *Confirmation sequence*, and make bellow entries: For the Confirmation Category: **`LA Inbound Delivery`** *Reference Date*: **`2 Delivery date minus monitoring time`** *Subject to reminder (Sbj.to Rem.)*: **`Enable`**	Update the setting for for confirmation control.	
5	**Save the setting**	Choose *Save*.		

SAP Central Business Configuration:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Log on to the project experience in SAP Central Business Configuration.	The SAP Fiori Launchpad displays.	
2	**Open Set Up Confirmation Control**	Go to the *Configuration* app. You can search for a configuration activity and navigate directly to the SAP S/4HANA Cloud Public Edition system. Log on to the SAP Fiori Launchpad as a Configuration Expert - Business Process Configuration (SAP_BR_BPC_EXPERT). Search for *Set Up Confirmation Control*.		
3	**Set the confirmation control**	On the *Set Up Confirmation Control: Change* screen, choose *0001 Confirmations*. Then double click the *Confirmation sequence*, and make bellow entries: For the Confirmation Category: **`LA Inbound Delivery`** *Reference Date*: **`2 Delivery date minus monitoring time`** *Subject to reminder (Sbj.to Rem.)*: **`Enable`**	Update the setting for for confirmation control.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	**Save the setting**	Choose *Save*.		

2.5.7 Output Parameter Determination for Order Acknowlegement

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

This is the perquisition step for the purchase order acknowledgement steps.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log onto Fiori Launchpad**	Log onto the SAP Fiori launchpad using the Administrator role.	The SAP Fiori launchpad displays.	
2	**Access the App**	Open *Output Parameter Determination*.	The *Output Parameter Determination* screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Create Output Type for Order Acknowledgement**	On the *Output Parameter Determination* screen, choose *Show Rules for*: **`Purchase Order`**, and *Determination Step* :**`Output Type.`** On section *Maintain Business Rules*, choose *Edit* and choose *Insert New Row (+)*, then make bellow entries: *Output Type*: **`PURCHASE_ORDER_ACKNOWLEDGMENT (Purchase Order Output type for Order Acknowledgement)`** *Dispatch Time* : **`1 (Immediately)`** Choose **`Activate`**	Output type Purchase Order Acknowledgement is created.	
4	**Create Receiver for Order Acknowledgement**	On the *Output Parameter Determination* screen, choose *Show Rules for*: **`Purchase Order`**, and *Determination Step* :**`Receiver.`** On section *Maintain Business Rules*, choose *Edit* and choose *Insert New Row (+)*, then make bellow entries: *Output Type*: **`PURCHASE_ORDER_ACKNOWLEDGMENT (Purchase Order Output type for Order Acknowledgement)`** *Role* : **`LF`** *Exclusive Indicator:* **`-(false)`** Choose **`Activate`**	The Receiver for Order Acknowledgement is created.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	**Create Channel for Order Acknowledgement**	On the *Output Parameter Determination* screen, choose *Show Rules for*: **Purchase Order**, and *Determination Step* :**Channel.** On section *Maintain Business Rules*, choose *Edit* and choose *Insert New Row (+)*, then make bellow entries: *Output Type*: **PURCHASE_ORDER_ACKNOWLEDGMENT (Purchase Order Output type for Order Acknowledgement)** *Role :* **LF** *Channel :* **PRINT (Printout)** *Exclusive Indicator:* **-(false)** Choose **Activate**	The Channel for Order Acknowledgement is created.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	**Create Printer Settings for Order Acknowledgement**	On the *Output Parameter Determination* screen, choose *Show Rules for*: **`Purchase Order`**, and *Determination Step* :**`Printer Settings.`** On section *Maintain Business Rules*, choose *Edit* and choose *Insert New Row (+)*, then make bellow entries: *Output Type*: **`PURCHASE_ORDER_ACKNOWLEDGMENT (Purchase Order Output type for Order Acknowledgement)`** *Role :* **`LF`** *Purchasing Org . :* *Print Queue :* **`DEFAULT`** *Number of Copies:* **`1`** Choose **`Activate`**.	The Printer Settings for Order Acknowledgement is created.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
7	**Create Form Template for Order Acknowledgement**	On the *Output Parameter Determination* screen, choose *Show Rules for*: **`Purchase Order`**, and *Determination Step* :**`Form Template.`** On section *Maintain Business Rules*, choose *Edit* and choose *Insert New Row (+)*, then make bellow entries: *Role :* **`LF`** *Output Type*: **`PURCHASE_ORDER_ACKNOWLEDGMENT (Purchase Order Output type for Order Acknowledgement)`** *Channel :* **`PRINT(Printout)`** *Form Template:* **`MM_PUR_ORDER_ORDACK_REM`** Choose **`Activate`**	The Form Template for Order Acknowledgement is created.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
8	**Create Output Relevance for Order Acknowledgement**	On the *Output Parameter Determination* screen, choose *Show Rules for*: **`Purchase Order`**, and *Determination Step* :**`Output Relevance.`** On section *Maintain Business Rules*, choose *Edit* and choose *Insert New Row (+)*, then make bellow entries: *Output Type*: **`PURCHASE_ORDER_ACKNOWLEDGMENT (Purchase Order Output type for Order Acknowledgement)`** *Relevance Indicator :* **`X(true)`** Choose **`Activate`**	The Output Relevance for Order Acknowledgement is created.	

2.5.8 Create Purchase Order for Order Acknowledgement

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**`<State the Service Provider, Customer or Joint Service Provider and Customer>`**

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.		
2	**Access the App**	Open *Create Purchase Order - Advanced* (`ME21N`).	The *Create Purchase Order* screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Enter Purchase Order Data**	Enter all of the necessary data. *Order Type*: **NB Standard PO** *Supplier*: **17300001** In *Header* section, on the *Org. Data* tab, make the following entries: *Purch.Org.*: **1710** *Purchasing Group*:**002** *Company Code*: **1710** In *Items* section, *Material*: **TG0011** *Plant*: **1710** *Storage Location*: **171A** *Quantity*: **10** *Deliv.Date*: **Today** *Net Price*: **XUSD** *Invoice Receipt*: **<selected>** Verify if Goods-Receipt-Based Invoice Verification is selected. Go to *Invoice* tab, and make the following entry: *Tax Code*: for example, **I0** *Tax Date*: **<Default Value>** Go to *Confirmation* Tab: *Conf. Control*: **Confirmations**	The *Create Purchase Order* screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Acknowl.Reqd: **Enable**		
4	**Save Purchase Order**	Choose *Save* and when the purchase order number is displayed, write it down for further use.	A new Purchase Order is created. Purchase Order Number is displayed.	

2.5.9 Confirmation for Purchase Order

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

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.		
2	**Access App**	Open *Change Purchase Order - Advanced* (`ME22N`).	The *Change Purchase Order - Advanced (ME22N)*screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Enter Purchase Order data**	Open the Purchase order in last step. Choose *Display/Change* button to change the Purchase Order. Go to *Confirmation* Tab: Maintain the entry: *CC*:**AB** *Deliver Date*: **Today + 5** *Quantity*: **5 PC** Maintain the entries in the next line: **CC: LA** *Deliver Date*: **Today + 5** *Quantity*: **5 PC** Choose *Enter* to confirm the warning message.	The *Create Purchase Order* screen is displayed.	
4	**Save Purchase Order**	Choose *Save* and when the purchase order number is displayed, write it down for further use.	A new Purchase Order is created. Purchase Order Number is displayed.	

2.5.10 Schedule Order Acknowledgement output for Purchase Orders (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log On**	Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.	The SAP Fiori launchpad displays.	
2	**Access App**	Open *Schedule Order Acknowledgement output for Purchase Orders* `(F7082)`	The *Application Jobs* screen displays	
3	**Create Job**	Choose *Create*.	The *New Job* screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	**Define a Job**	On the *New Job: Schedule Order Acknowledgement output for Purchase Orders* screen, go to *1. Template Selection* area, make the following entries: *Job Template*: **<Job Template>**, for example, **Schedule Order Acknowledgement output for Purchase Orders** *Job Name*: **<Job Name>**, for example, **Schedule Order Acknowledgement output for Purchase Orders** Choose Step *2* and go to *2. Scheduling Options* area and make the following entries: *Start Immediately* : **<selected>** *Job Start*: **<Current Time>** Choose *Step 3* and go to *3. Parameters* area and make the following entries: *Purchasing document*: **<use a PO you created previously>** *Document Type*: **<NB>** Set Parameter settings according to your needs. Choose *Schedule*.	The job is created.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	**Order Acknowledgement output for Purchase Orders created**	On the *Application Jobs* screen. Go to *Jobs (X)* area and check the status until it changes to *Finished*.		
6	**Check Result**	Click on *Logs* to navigate to the job log.		

2.5.11 Order Acknowledge on Purchase Orders

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

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 App**	Open *Order Acknowledgement on Purchase Order - Advanced* (`ME92FF`)	The *Order Acknowledge on Purchase Order Advanced* screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Define Purchasing Document Data**	On the *Monitor Receipt of Order Acknowledgments: S/4HANA Output Management* screen, make the following entries: *Purchasing document*: **`<use a PO you created previously>`** *Generate and Save Messages*: **`Selected`** Choose *Execute (F8)*.	The Purchasing Document Data has been defined.	
4	**Check the log**	It will appear one message of Successful processing, if there is no error in the PO.	Message saved.	

2.5.12 Supplier Confirmation Workflow (Optional)

2.5.12.1 Activate Flexible Workflows for Supplier Confirmation (Optional)

Purpose

In this procedure, you check the flexible workflow for Supplier Confirmation approval.

When you use the flexible workflow to approve the supplier confirmation, make sure Flexible Workflow for Supplier confirmation is activated, and Flexible Workflow for Supplier Confirmation Approval is configured.

Procedure

Depending on your configuration environment for SAP S/4HANA Cloud Public Edition, choose one of the following options:

Configure Your Solution:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log On**	Log on to the SAP Fiori Launchpad as a Configuration Expert - Business Process Configuration.	The SAP Fiori Launchpad is displayed.	
2	**Access App**	Open *Manage Your Solution* (`F1241`).	The *Manage Your Solution* screen is displayed.	
3	**Open Configure Your Solution**	Choose *Configure Your Solution*. **Note** To create country-/region-dependent settings for the intended local version, choose *Set Local Version*.	The *Configure Your Solution* screen is displayed.	
4	**Open Active Flexible Workflow**	On the *Configure Your Solution: Realize Phase* screen, search *Activate Flexible Workflows for Supplier Confirmations*, then choose *Search*. Select the line of the item and go to the next screen. On the *Configure Your Solution - Purchase Order Processing* screen, choose *Configure* on the line of configuration step with name *Activate Flexible Workflows for Supplier Confirmation* .	The *Activate Flexible Workflows for Supplier Confirmation* screen is displayed.	
5	**Check Flexible Workflows for Supplier Confirmation**	Make the following entries: • *Purchasing Doc. Type*: **NB** • *Conf. WF*: **<Selected>**	The supplier confirmation workflow is active for Purchase Orders with Document Type: **NB**.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	**Save**	Choose *Save*.		

SAP Central Business Configuration:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Log on to the project experience in SAP Central Business Configuration.	The SAP Fiori Launchpad displays.	
2	**Open Active Flexible Workflow**	In the *Product-Specific Configuration* phase, navigate to the *Configuration Activities* tab. To locate the activity in the tree view, search for the following activity: *Activate Flexible Workflows for Supplier Confirmation*. Choose *Open Documentation* for the found line item to see more details about this configuration activity. Choose the link to navigate directly to the SAP S/4HANA Cloud Public Edition system. Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Open Active Flexible Workflows**	On the *Configure Your Solution: Realize Phase* screen, search *Activate Flexible Workflows for Supplier Confirmations*, then choose *Search*. Select the line of the item and go to the next screen. On the *Configure Your Solution - Purchase Order Processing* screen, choose *Configure* on the line of configuration step with name *Activate Flexible Workflows for Supplier Confirmation* .	The *Activate Flexible Workflows for Supplier Confirmation* screen is displayed.	
4	**Check Flexible Workflows for Supplier Confirmation**	Make the following entries: • *Purchasing Doc. Type*: **NB** • *Conf. WF*: **<Selected>**	The supplier confirmation workflow is active for Purchase Orders with Document Type: **NB**.	
5	**Save**	Choose *Save*.		

Result

The supplier confirmation workflow is active for Purchase Orders with Document Type: **NB**.

2.5.12.2 Manage Workflows for Supplier Confirmations (Optional)

Purpose

In this procedure, you configure the release conditions for Supplier Confirmations.

> **Note**
>
> **Note** When you start to process this step, please make sure that the flexible workflow for supplier confirmation has been activated in your system.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log On**	Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.	The SAP Fiori launchpad displays.	
2	**Access the App**	Open *Manage Workflows for Supplier Confirmations* (`F6194`).	The *Manage Workflows* screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Create Manage Workflow**	Choose *Create*, and make the following entry: *Workflow Name*: **`Test Workflow for Supplier Confirmation`** From the *Start Conditions* section, add the following preconditions: *Purchasing group of purchase order*: **`Selected`** *Purchasing Group*: **`003`** Choose *Create another condition*, and make the following entries: *Supplier for confirmation is*: **`Selected`** *Supplier*: For example, **`10300003`** In the *Steps* area, choose *Create* and make the following entries: *Step Type*: **`Release of Supplier Confirmation`** In the *Recipients* area, make the following entries: *Assignment By*: **`User`** *User*: Select User from value help (with Employee ID PURCHASING_MANAGER) Choose *OK*. *Step to be completed by*: **`One of the recipients`**. Choose *Create*. Choose *Save*.	The Workflow for Supplier Confirmation is configured.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	**Activate Workflow Item**	Select the Workflow Item just created, and choose *Activate*.	The Workflow Item is activated.	

> **Note**
>
> **Note** Please make sure default workflow Automatic Release of Supplier Confirmation has been activated.

3 Overview Table

> **Note**
>
> 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 (searchable) apps not included on the homepage using the search bar (2434549).
>
> If you want to personalize the homepage and include the hidden apps, navigate to your user profile and choose *App Finder*.

Process Step	Business Role	Transaction/App	Expected Results
Create Purchase Order Manually [page 44]	Purchaser	*Manage Purchase Orders* `(F0842A)`	The Purchase Order is created.
Monitor Confirmation/Situation [page 55]	Purchaser	*Monitor Supplier Confirmations* `(F2359)`	The *Monitor Supplier Confirmations* `(F2359)` screen is displayed.
Create Inbound Deliveries [page 63]			
Option A: Create Inbound Delivery [page 64]	Receiving Specialist	*Inbound Deliveries for Purchase Orders* `(VL34)`	The *Generation of Inbound Delivery* screen appears.
Option B: Schedule Job for Inbound Delivery [page 65]	Receiving Specialist	*Schedule Inbound Delivery Creation* `(F2798)`	A delivery creation job is scheduled.
Handling Unit Management (Optional) [page 67]			
Confirm Quantities for Putaway [page 68]	Receiving Specialist	*Inbound Deliveries for Putaway* `(VL06IP)`	The *Inbound Deliveries for Putaway* `(VL06IP)` Screen appears.
Post Goods Receipt for Inbound Delivery [page 69]			
Option A: Post Goods Receipt [page 70]	Receiving Specialist	*Post Goods Receipt for Inbound Delivery* `(F2502)`	Goods receipt is posted.
Option B: Schedule Job for Goods Receipt [page 71]	Receiving Specialist	*Schedule Goods Receipt For Inbound Deliveries* `(F2776)`	A schedule goods issue for deliveries job is scheduled.
Reverse Goods Receipt (Optional) [page 72]	Receiving Specialist	*Reverse Goods Receipt for Inbound Delivery* `(VL09)`	The *Reverse Goods Movement* screen appears.

Process Step	Business Role	Transaction/App	Expected Results
Create Supplier Invoice [page 74]			
Create Supplier Invoice with PO/GR Relation [page 74]	Accounts Payable Accountant	*Create Supplier Invoice* (F0859)	The Supplier Invoice is posted.
Post Supplier Invoice [page 76]	Accounts Payable Accountant	*Supplier Invoices List* (F1060A)	The Supplier Invoice is posted.
Approve Supplier Invoice (Optional) [page 77]	Accounts Payable Accountant	*Supplier Invoices List* (F1060A)	The Supplier Invoices is approved.

4 Test Procedures

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

4.1 Create Purchase Order Manually

In this activity, you create the purchase order. You have two options

Option A: Create Purchase Order with Confirmation

Option B: Create Purchase Order with Inbound Delivery

4.1.1 Option A: Create Purchase Order with Confirmation

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

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 onto the SAP Fiori Launchpad as Purchaser.		
2	**Access the App**	Open *Manage Purchase Orders* (`F0842A`).	The *Manage Purchase Order* screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Enter Purchase Order data**	Choose *Create*, and enter all of the necessary data. In *General Information* section: *Supplier*: **17300001** *Currency*: **USD** *Purchasing Organization*:**1710** *Purchasing Group*:**002** *Company Code*: **1710** In *Items* section, choose *Create* button and make the following entries: *Material*: **TG0011** *Plant*: **1710** *Storage Location*: **171A** *Quantity*: **x** *Net Price*: **x** Click this item, then choose *Supplier Confirmation Control* tab: *Confirmation Control*: **Confirmations** Choose *Schedule Lines* tab: *Delivery Date*: **<Today>** Choose *Apply*.	The *Create Purchase Order* screen is displayed.	
4	**Save Purchase Order**	Choose *Order* and when the purchase order number is displayed, write it down and record the delivery date for further use.	A new Purchase Order is created. Purchase Order Number is displayed.	

4.1.2 Option B: Create Purchase Order with Inbound Delivery

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

You perform this activity when you want to display your Purchase Requisitions and assign them to a Source of Supply.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Log onto the SAP Fiori Launchpad as Purchaser .		
2	**Access the App**	Open *Manage Purchase Orders* (`F0842A`) .	The *Manage Purchase Order* screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Enter Purchase Order data**	Choose *Create*, and enter all of the necessary data. In *General Information* section: *Supplier*: **17300001** *Currency*: **USD** *Purchasing Organization*:**1710** *Purchasing Group*:**002** *Company Code*: **1710** In *Items* section, choose *Create* button and make the following entries: *Material*: **TG0011** *Plant*: **1710** *Storage Location*: **171A** *Quantity*: **x** *Net Price*: **x** Click this item, then choose *Supplier Confirmation Control* tab: *Confirmation Control*: **Inbound Delivery** Choose *Schedule Lines tab*: *Delivery Date*: **Today** Choose *Apply*.	The *Create Purchase Order* screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	**Save Purchase Order**	Choose *Order* and when the purchase order number is displayed, write it down and record the delivery date for further use.	A new Purchase Order is created. Purchase Order Number is displayed. **Note** If the Purchaser Order needs to be approved, please refer the step *Approve Purchase Order (Optional)* in scope item J45 *Procurement of Direct Materials*.	

4.2 Supplier Confirmation (Optional)

4.2.1 Create Supplier Confirmation (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	`<State the Service Provider, Customer or Joint Service Provider and Customer>`

Purpose

In this procedure, you create a supplier confirmation for stock material directly. Before processing this step, you must first complete the **"Create Purchase Order with Confirmation"** step.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log onto SAP Fiori Launchpad**	Log onto the SAP Fiori Launchpad using the Role Purchaser.	The Fiori Launchpad is displayed.	
2	**Access the App**	Open *Manage Supplier Confirmations* (`F5039`).	The *Manage Supplier Confirmation* screen is displayed	
3	**Choose Create**	Choose *Create*.	The *Supplier Confirmation* screen is displayed.	
4	**Enter Reference Purchase Order**	Enter Reference Purchase Order that was created on step **(Option A: Create Purchase Order with Confirmation)**	The purchase order number is entered.	
5	**Enter Supplier Reference**	Enter Supplier Reference: **17300001**	The Supplier is entered.	
6	Choose Create	Choose *Create* in Confirmation Item		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
7	Create Supplier Confirmation Item	Enter all of the necessary data in screen *Supplier Confirmation Item*. *Supplier Reference*: **17300001** *Item*: **10** *Confirmed Net Order Price*: **<Default Value>** **Note** If you want to enter the confirmed Net Order price, you can use the SSCUI 101718 (Set Up Confirmation Control) to click the Price for confirmation Category AB. *Confirmed Price Unit*: **<Default Value>**	The Supplier Confirmation Item is entered.	
8	Create Confirmation Line Data	Choose *Create* to enter the following values in tab: *Confirmation Line* *Delivery Date*: **Today** *Confirmed Quantity*: **<same as PO quantity>**	The Confirmation Line Data is entered.	
9	Choose Apply	Choose *Apply*.		
10	Create Supplier Comments	Go to the Section *Item Notes*, and click *Create* to drop down and select *Supplier Comments* in *Supplier Confirmation Item*. Enter some comments (For Example: Test for Supplier Confirmation) in the popup screen. Choose *Create* in the popup screen.	Supplier Comments are now created and visible.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
11	Choose Create	Choose *Create*.		
12	Choose Save	Choose *Save* to confirm the warning message.	The Supplier Confirmation is created.	

4.2.2 Approve Supplier Confirmation (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

If the supplier is **10300003** and purchase group is **003**, then supplier confirmation should be approved. To decide which supplier confirmation need approval, please refer to *Manage Workflows for Supplier Confirmations*.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log onto SAP Fiori Launchpad**	Log onto the SAP Fiori Launchpad using the Role Purchasing Manager.	The Fiori Launchpad is displayed.	
2	**Access the App**	Open *My Inbox* - *All Items* (`F0862`).	A list of existing Purchase Documents are displayed.	
3	**Search for Supplier Confirmation Status**	Make the following entry and choose *Enter*. • *Search*: **`<Supplier Confirmation number>`**	The Supplier Confirmation is displayed.	
4	**Approve Supplier Confirmation**	Select the *Supplier Confirmation* on the left side of the screen and choose *Approve* at the bottom right.	The *Submit Decision* screen is displayed.	
5	**Enter Approval Reason**	Enter the approval reason if necessary and then choose *Submit*.	The Supplier Confirmation is approved.	

4.2.3 Manage Supplier Confirmation (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	

Business Role(s):	Responsibility:	`<State the Service Provider, Customer or Joint Service Provider and Customer>`

Purpose

Manage Supplier Confirmation is used in the procurement process to track and manage responses from suppliers regarding purchase orders.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log onto SAP Fiori Launchpad**	Log onto the SAP Fiori Launchpad using the Role Purchaser.	The Fiori Launchpad is displayed.	
2	**Access the App**	Open *Manage Supplier Confirmations* (`F5039`).	The *Manage Supplier Confirmation* screen is displayed	
3	**Search for Supplier Confirmations**	The basic filters are displayed. Purchase Order, Supplier, Created By, and so on. Make the above entries accordingly, then choose Go.	The *Supplier Confirmation* screen is displayed.	
4	**Check the Supplier Confirmation Processing Status**	Select the supplier confirmation and check its Processing Status.	The purchase order number is entered.	
5	**Click the navigation to view Confirmation details**	Click the navigation icon (>) to view the supplier confirmation's General information.		
6	Go to Confirmation Item	Go to the tab *Confirmation Item* and choose the *Confirmation Item* and click the navigation icon (>)		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
7	Review Confirmation Item	On the Supplier Confirmation Item screen, you can review the following entries: *Delivery Date*: **<Default Value>** *Confirmed Quantity*: **<Default Value>**	You have reviewed the supplier confirmation item.	

4.3 Monitor Confirmation/Situation

Please use the the purchase order created in the step: Option A: Create Purchase Order with Confirmation [page 44]

4.3.1 Option A: Monitor Supplier Confirmations (Optional)

4.3.1.1 Monitor Supplier Confirmations (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:

Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

This activity you can monitor purchase documents awaiting supplier confirmations.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Open the Fiori Launch Pad with the Purchaser role.	The Fiori Launch Pad is displayed.	
2	**Access the App**	Open *Monitor Supplier Confirmations* (F2359).	The *Monitor Supplier Confirmations* screen is displayed.	
3	**Search for Purchase Orders**	Make the following filters in top filter bar then choose *Go*: *Display Currency*: **USD** *Confirmation Category*: *INBOUND DELIVERY(LA)/Order Acknowledgment (AB)*	The Purchase Document is displayed mentioning Scheduled date, Scheduled Quantity and Committed Quantity.	
4	**Display Purchase Order Item Details**	Choose the individual line item of the Purchase Document where you want to display the PO details.	The *Purchase Order Item* screen is displayed.	
5	**Verify data displayed on the object page**	Verify data displayed on the object page.	The data should be logically in sync with Purchase Order.	

4.3.1.2 Confirm Purchase Order (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

You perform this activity to confirm purchase order relative delivery information.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Open the Fiori Launch Pad with the Purchaser role.	The Fiori Launch Pad is displayed.	
2	**Access the App**	Open *Change Purchase Order - Advanced* (`ME22N`).	The *Change Purchase Order - Advanced* screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Enter Purchase Order data**	Choose *Other Purchase Order*, then enter all of the necessary data. *Pur. Order*: the Purchase order number in step *Create Purchase Order with Confirmation* Choose the *Display/Change* button to change the purchase order. Choose *Other Document*, then choose the *Confirmations* tab, and make below entries: **CC: AB** **D: D** *Delivery Date*: choose date: *Time*: choose time *Quantity*: the same as PO Quantity in the PO item	The *Create Purchase Order* screen is displayed.	
4	**Save Purchase Order**	Choose *Save*.	The confirmation of Purchase Order is done	

4.3.1.3 Monitor Supplier Confirmations (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	

Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

You can monitor purchase documents awaiting supplier confirmations in this activity.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Open the Fiori Launch Pad with the Purchaser role.	The Fiori Launch Pad is displayed.	
2	**Access the App**	Open *Manage Purchase Orders* (F0842A) .	The *Manage Purchase Order* screen is displayed.	
3	**Choose the Purchase Order**	Make the following filters in top filter bar then choose *Go*: Enter the Purchase Order number: the Purchase order number in step *Create Purchase Order with Confirmation*. Click the right arrow of PO item, then choose *Supplier Confirmations* tab.	The Purchase order detail is displayed.	
4	**Verify data displayed on the object page**	You can see this confirmation detail information.		

4.3.2 Option B: Detect and React to Situation

4.3.2.1 Detect Critical Supply Situations(Optional)

Detect Critical Supply Situations

> **Note**
>
> The system automatically detects critical supply situations, which refer to missing order acknowledgements. The detection process is automatically triggered by the system on a regular basis and indicates critical situations to the purchaser, using the notification functionality on the home screen. This enables the purchaser to proactively react to potential supply shortages and avoid negative implications to the business processes of the company.

4.3.2.2 React to Critical Supply Situations (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

This activity you can monitor purchase documents awaiting supplier confirmations through the notification.

> **Note**
>
> There is daily job which has been setup in the system, and this job is running every day. If you do not receive any notifications in this step, you should wait for the whole day for the notification generation.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Open the Fiori Launch Pad with the Purchaser role.	The Fiori Launch Pad is displayed.	
2	**Choose the notifications**	Choose the *Notifications* icon which is at the top right of the Home screen. Choose the notifications: pending supplier confirmations (for example) which is generated by the system batch daily job.	The Monitor Supplier Confirmations screen is displayed.	
3	**Monitor Supplier Confirmations**	On the *Monitor Supplier Confirmations* screen, use the following system default values: *Display Currency*: **USD** *Supplier Confirmation Category*: **Order Acknowledgement(AB) default value** *Purchasing Group*:**002** *Supplier*: **17300001** *Purchasing Document*: default value	The purchase order can monitor the supplier confirmation.	
4	**Search PO**	Choose *Go* to search for the PO which is created in the previous step.		

4.3.2.3 Monitor the Supplier Delivery Deficit (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	`<State the Service Provider, Customer or Joint Service Provider and Customer>`

Purpose

This activity you can monitor purchase documents awaiting supplier confirmations through the notification.

> ⓘ Note
>
> There is daily job which has been setup in the system, and this job is running every day. If you do not receive any notifications in this step, you should wait for the whole day for the notification generation.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Open the Fiori Launch Pad with the Purchaser role.	The Fiori Launch Pad is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
2	**Choose the notifications**	Choose the *Notifications* icon which is at the top right of the Home screen. Choose the notifications: Supplier Delivery Deficit (for example) which is generated by the system batch daily job.	The Monitor Supplier Confirmations screen is displayed.	
3	**Check Supplier Delivery Deficit**	On the *Manage Purchase Order* screen, you can check the detail of delivery of the purchase order.	The purchase order can monitor the supplier delivery detail information.	

4.4 Create Inbound Deliveries

In this activity, you create the inbound deliveries. Please use the the purchase order created in the step: Option B: Create Purchase Order with Inbound Delivery [page 47]

You have two options to create the inbound deliveries.

Option A: Create Inbound Delivery

Option B: Job Scheduling for Inbound Delivery Creation

You can choose either option A or option B to execute the inbound delivery creation. For more information, see the next two tasks.

> **Note**
>
> Only choose option A or B (not both).

4.4.1 Option A: Create Inbound Delivery

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Log onto the SAP Fiori Launchpad using the Role Receiving Specialist .	The Fiori Launchpad is displayed.	
2	**Access the App**	Open *Inbound Deliveries for Purchase Orders* (VL34) .	The *Generation of Inbound Deliveries* screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Create Inbound Delivery**	Make the following entries then choose *Execute*: • *Document Number*: **XXX** (Enter the purchase order number created in previous step) • *Delivery Date*: **XXX** Delete the default date and enter the delivery date in purchase order. • *Test Run*: unchecked The Inbound Delivery Number is displayed, write it down for further use.	A new Inbound Delivery is created. The Inbound Delivery Number is displayed.	

4.4.2 Option B: Schedule Job for Inbound Delivery

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

In this process step, you can schedule a background job for creating inbound deliveries.

This app can be used as an alternative instead of the manual creation of inbound deliveries.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1.	**Log on**	Log onto the SAP Fiori Launchpad using Role Receiving Specialist .	The SAP Fiori Launchpad displays.	
2.	**Access the App**	Open *Schedule Inbound Delivery Creation* (F2798) .	The *Application Jobs* screen is displayed. The app automatically shows the history of application jobs.	
3.	**Create Delivery Creation Schedule**	Choose *Create* to define a new job.	The *New Job* screen displays. Job Template should default as *Schedule Inbound Delivery Creation*.	
4.	**Job Parameters**	Define scheduling options and parameters for the batch job if necessary, then choose *Step 2*. *Start Immediately*: Selected Choose *Step 3*. *Document Number*: XXX Enter the purchase order number *Delivery Date to*: XXX Delete the default date and enter the delivery date in purchase order *Test Run*: Deselected	The system displays the message *You can go ahead and schedule the job*.	
5.	**Schedule**	Choose *Schedule*.	A delivery creation job is scheduled. Screen back to *Application Jobs*.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6.	**Check Delivery Creation Job Log**	In screen *Application Jobs*, after job item's status turned to Finished, choose *Status* symbol in column *Log*. **Note** Click *Magnifier*, the job list will re-fresh.	Screen goes to job log details.	

4.4.3 Handling Unit Management (Optional)

Purpose

You can execute packing for delivery items right in an inbound delivery.

Procedure

Complete all the activities related to inbound delivery described in the test script of 4MM - *Handling Unit Management*.

4.5 Confirm Quantities for Putaway

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

This activity confirms that all the materials have been put away in the correct quantities.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Log onto the SAP Fiori Launchpad using the Role Receiving Specialist .	The SAP Fiori launchpad displays.	
2	**Access the App**	Open *Inbound Deliveries for Putaway* `(VL06IP)` .	The *Inbound Deliveries for Putaway* screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Enter inbound delivery number**	Make the following entries then choose *Execute*: • *Delivery Date*: Delete the default date • *Inbound Delivery*: **XXX**	The selected Inbound Delivery displays.	
4	**Change the inbound delivery**	Select Inbound deliveries and click *Change Inbound Deliveries*.	The *Inbound Delivery XXX Change: Overview* screen displays.	
5	**Confirm Quantities for Putaway**	In *Item Overview* tab, input the *Putaway Qty*: **XXX** **Note** The put away quantity should equal to the delivery Qty And choose *Save*.	Back to the *Inbound Deliveries for Putaway* screen and `Inbound Delivery XXX has been saved` message displays.	

4.6 Post Goods Receipt for Inbound Delivery

In this activity, you post goods receipt for inbound deliveries. You have two options to post goods receipt for inbound deliveries:

Option A: Post Goods Receipt

Option B: Scheduling Job for Goods Receipt for Inbound Deliveries

You can choose either option A or option B to execute the inbound delivery creation. For more information, see the next two tasks.

4.6.1 Option A: Post Goods Receipt

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Log onto the SAP Fiori Launchpad using the Role Receiving Specialist .	The SAP Fiori launchpad is displayed.	
2	**Access the App**	Open *Post Goods Receipt for Inbound Delivery* (F2502).	The *Goods Receipt* screen displays.	
3	**Enter inbound delivery number**	Make the following entries then choose *Enter*: • Enter *Inbound Delivery Number*: **XXX**	The *Goods Receipt* screen displays. The selected *Inbound Deliveries* are shown.	
4	**Change the inbound delivery**	Select the item for this inbound delivery. Choose *Post*.	The goods receipt is posted. A success message is shown.	

4.6.2 Option B: Schedule Job for Goods Receipt

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

In this process step, you can schedule a background job for goods receipt posting with reference to inbound deliveries.

This app can be used as an alternative instead of the manual goods receipt posting for inbound deliveries.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1.	**Log on**	Log onto the SAP Fiori Launchpad using Role Receiving Specialist .	The SAP Fiori Launchpad displays.	
2.	**Access the App**	Open *Schedule Goods Receipt For Inbound Deliveries* (F2776) .	The *Application Jobs* screen is displayed. The app automatically shows the history of application jobs.	
3.	**Create Goods Issue Deliveries Schedule**	Choose *New* to define a new job.	The *New Job* screen displays. Job Template should default as *Schedule Goods Receipt for Inbound Deliveries*.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4.	**Job Parameters**	Choose Step 2 and make the following entries: *Start Immediately*: Selected Choose Step 3. *Inbound Delivery*: XXX Enter the inbound delivery number *Delivery Date*: Enter the delivery date in Inbound delivery	The system displays the message *You can go ahead and schedule the job*.	
5.	**Schedule**	Choose *Schedule*.	A schedule goods issue for deliveries job is scheduled. Screen back to *Application Jobs*.	
6.	**Check Goods Issue Deliveries Job Log**	In screen *Application Jobs*, after job item's status turned to *Finished*, choose *Status* symbol in column *Log*. **Note** Click *Magnifier*, the job list will refresh.	Screen goes to job log details.	

4.7 Reverse Goods Receipt (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	

Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

Goods ordered by a purchase order arrive at warehouse. The goods receipt is to be posted regarding the inbound delivery.

> **Note**
>
> Reverse goods receipt is an optional step. But if you process this step, then you have to proceed with step: Post Goods Receipt for Inbound Delivery [page 69].

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Log onto the SAP Fiori Launchpad using the Role Receiving Specialist .	The SAP Fiori launchpad is displayed.	
2	**Access the App**	Open *Reverse Goods Receipt for Inbound Delivery* `(VL09)` .	The *Reverse Goods Movement* Screen appears.	
3	**Enter inbound delivery number**	Make the following entries then choose *Execute*: *Inbound/Outbound Delivery*: **XXX**	The selected Inbound Delivery is shown.	
4	**Reverse the Inbound Delivery**	Select the inbound delivery and choose *Reverse*. A confirmation prompt is shown and choose *Continue*.	The selected Inbound Delivery is reversed. A successful error log is shown up.	

4.8 Create Supplier Invoice

4.8.1 Create Supplier Invoice with PO/GR Relation

Purpose

In this activity, you perform the invoice verification.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Open the SAP Fiori launchpad with the Accounts Payable Accountant role.	The SAP Fiori launchpad is displayed.	
2	**Access the App**	Open *Create Supplier Invoice* `(F0859)`.	The *New Supplier Invoice* screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Enter General Data**	In case of purchase orders created with local currency in your system, make the following entries. *Transaction*: **Invoice** *Company Code*: **1710** *Reference*: Enter the reference document number of the supplier for example: **17300001** *Gross Invoice Amount* : **XXX** *Currency*: **USD** *Invoice Date*: **Today** *Posting Date* **Today** *Baseline Date*: : **Today** (in *Payment* tab) *Invoice Party*: **17300001**		
4	**Enter Purchase Order References**	In *Purchasing Document References*, make the following entries (use a PO you created previously) and Press *Enter* key. Make the following entries (use a PO you created previously). *References Document Category*: **Purchase Order/ Scheduling Agreement** *Purchase Order*: **PO number**	The *Purchase Order References* screen displays.	
5	**Select Purchase Order Items**	Check the selection of the Purchase Order Items. Confirm the warning messages.	All items of the selected *Purchase Order* are added to the *Purchase Order Item table*.	
6	**Check the Purchase Order Items data**	Check the Amount, the Quantity, the Tax Code (there may already be a tax code that was copied from the purchase order).	The Purchase Order Item's table displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
7	**Check Tax code**	In the section *Tax* check if there is tax code information and enter the tax amount.when the tax code value is greater than zero	In the *Tax* tab, you should see the same tax codes as in the items. If there is no tax, specify the tax code **I0**.	
8	**Check the balance**	Calculate the tax amount from the item amount multiplied by the tax value. Check the balance (difference between the calculated amount and the gross Amount you entered in step 3).	The balance should be zero (or within the defined tolerance).	
9	**Simulate Supplier Invoice and Check Messages**	Choose the *Simulate* button. You can check the simulation results in *Simulation Overview* and *Simulation Details* area. Choose *Back*.	The supplier invoice is simulated.	
10	**Save as Completed Invoice**	Choose the *Save as Completed*. **Note** You can choose *Park* to park the invoice first. After that, you can edit the created supplier invoice to choose *Save as Completed*.		

4.8.2 Post Supplier Invoice

Purpose

In this step, a supplier invoice is posted

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Open the SAP Fiori launchpad with the Accounts Payable Accountant role.	The SAP Fiori launchpad is displayed.	
2	**Access the App**	Open *Supplier Invoices List* `(F1060A)` .	The *Supplier Invoices list* screen is displayed.	
3	**Filter Supplier Invoice List**	Fill in search criteria fields, and click on *Go* button. *Invoicing Party:* **`17300001`** *Invoice Document No.***`created in previous step`**	The *Supplier Invoices list* is displayed.	
4	**Check Supplier Invoice Detail**	In the list of the Supplier Invoices, select an Invoice Document by clicking the entire row, which is blocked for payment.	The invoice document is displayed.	
5	**Post the invoice**	Choose *Post*.	The invoice is posted.	
6	**Back to SAP Fiori Launch Pad**	Choose the *Home* button to go back to the SAP Fiori launchpad.	The SAP Fiori launchpad is displayed.	

4.9 Approve Supplier Invoice (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	

Business Role(s):	Responsibility:	`<State the Service Provider, Customer or Joint Service Provider and Customer>`

Purpose

In this step, a supplier invoice is approved.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Open the SAP Fiori launchpad with the Accounts Payable Accountant role.	The SAP Fiori launchpad is displayed.	
2	**Access the App**	Open *Supplier Invoices List* `(F1060A)` .	The *Supplier Invoices list* screen is displayed.	
3	**Filter Supplier Invoice List**	Fill in search criteria fields or leave them blank, and choose *Go*.	The *Supplier Invoices list* is displayed.	
4	**Check Supplier Invoice Detail**	In the list of the Supplier Invoices, select an Invoice Document by clicking the entire row, which is blocked for payment.	The invoice document is displayed.	
5	**Release the Invoice**	Choose *Release*.	The invoice is released.	
6	**Back to SAP Fiori Launch Pad**	Choose *Home* to go back to the SAP Fiori launchpad.	The SAP Fiori launchpad is displayed.	

5 Appendix

5.1 Process Integration

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

5.1.1 Succeeding Processes

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

Process	Business Description
Accounts Payable-(J60)	Outgoing Payment

5.2 Create Purchase Order (Enhanced Limit)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log on**	Log onto the SAP Fiori Launchpad as Purchaser .		
2	**Access the App**	Open *Create Purchase Order - Advanced* `(ME21N)` .	The *Create Purchase Order* screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Enter Purchase Order data**	Enter all of the necessary data. *Order type*: **`NB Standard PO`** *Supplier*: **`17300001`** In *Header* section, on the *Org. Data* tab: *Purchasing Org.*: **`1710`** *Purchasing Group*:**`001`** *Company Code*: **`1710`** In *Items Overview* section, *Account Assignment*: **`U`** *Item Category*: **`E`** *Short Text*: **`Enhanced Limit Test`** *Plant*: **`1710`** *End Date*: **`+10 days from current date`** In *Items Details* section, on *Enhanced Limits* tab: *Expected Value:* **`200`** *Overall Limit*: **`300`** In *Items Details* section, on *Confirmations* tab: *Conf. Control*: **`Confirmations`**. **Note** The Origin Accept checkbox is disabled for enhanced limit item in	The *Create Purchase Order* screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		the purchase order. After processing this step, skip step Two Step Goods Receipt Process [page 81]. The enhanced limit item doesn't support the two step goods receipt process. This behavior is expected in the system.		
4	**Save Purchase Order**	Choose *Save* and click on save in the pop-up screen.	A new Purchase Order is created. Purchase Order Number is displayed.	

5.3 Two Step Goods Receipt Process

Purpose

This process enables the acceptance and ownership of goods to be transferred financially, even before the physical arrival of the goods.

> **Note**
>
> If you have executed the previous step Create Purchase Order (Enhanced Limit) [page 79], the system will not support to execute the current step **Two Step Goods Receipt Process**.

> **Note**
>
> When creating purchase orders, select the *Origin Accept* checkbox under tab *Delivery* for the purchase order item.
>
> You can only proceed with the two post goods receipt steps below after selecting the *Origin Accept* box.

5.3.1 Create Inbound Delivery

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

In this activity, you create an inbound delivery for purchase order for two step goods receipt which has the *Orgin Accept.* indicator checked.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log onto SAP Fiori Launchpad**	Log onto the SAP Fiori Launchpad using the Role Receiving Specialist.	The Fiori Launchpad is displayed.	
2	**Access the App**	Open *Inbound Deliveries for Purchase Orders* (VL34).	The *Generation of Inbound Deliveries* screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Create Inbound Delivery**	Make the following entries then choose *Execute*: *Document Number*: **XXX** (Enter the purchase order number created in previous step) *Delivery Date*: **XXX** Delete the default date and enter the delivery date in purchase order *Test Run*: unchecked	The Inbound Delivery Number is displayed. Note down the Inbound Delivery number for further use. _____	

5.3.2 Post Goods Receipt Financially

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

In the first step, the goods are accepted before physically arriving. The purchasing entity posts the goods receipt under 'Stock in Transit', and the financial accounting is recorded.

At this point, the financial ownership of the goods is transferred to the purchasing entity.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log On**	Log on to the SAP Fiori launchpad as a Warehouse Clerk. **Note** User *Warehouse Clerk* used here is due to simplified user setup in demo company. In real business, this step shall not be executed by a warehouse clerk as there's no physical goods arrived at the warehouse at this moment. You shall setup a dedicated role to access the app *Post Goods Movement (MIGO)* restricted with movement type 107.	The SAP Fiori launchpad displays.	
2	**Access the App**	Open *Post Goods Movement* `(MIGO)`. It only displays this way if it was your last transaction.	The *Goods Receipt* screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Enter Purchase Order**	Make the following entry and choose *Execute*. • *Executable Action in Transaction MIGO*: **`Goods Receipt`** • *Reference Document for MIGO Transaction*: **`Inbound Delivery or Purchase Order`** • *Document Number :* **`<Inbound Delivery Number> or < Purchase Order Number>`** **Note** You can choose post against inbound delivery or purchase order to post goods receipt in this step.	The Goods Receipt Inbound Delivery displays.	
4	**Edit Movement Type**	Make the following entry, and choose *Enter*: *GR to Val. Bl. Stock :* **`107`**		
5	**Save your entry**	Check *Item Ok* check box and choose *Post*.	The posted material document displays. Note down the material document number. _____ Check the financial posting.	

5.3.3 Confirm Quantities for Putaway (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

In this step, the goods physically arrive.

This activity confirms that all the materials have been put away in the correct quantities.

Put away needs to be done for inbound delivery according to the system configuration.

Procedure

For putaway procedure of two step goods receipt please refer to the section *Confirm Quantities for Putaway* of *Direct Procurement with Inbound Delivery*-(2TX).

5.3.4 Post Goods Receipt Physically

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Purpose

In this step, the goods physically arrive, and the final goods receipt is posted.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log On**	Log on to the SAP Fiori launchpad as a Receiving Specialist.	The SAP Fiori launchpad displays.	
2	**Access the App**	Open *Manage Inbound Deliveries* (VL06I).	The *Manage Inbound Deliveries - VL06I* screen displays.	
3	**Open the Goods Receipt**	Choose *For Goods Receipt*. Make the following entry and choose *Execute*.	The *Goods Receipt for Inbound Deliveries to be Posted* screen displays	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	**Search Inbound Deliveries**	• *Purchasing Document:* **<Purchase Order Number>** • Clear *Delivery Date* • *Inbound Delivery:* **<Inbound Delivery Number>**	The list of relevant inbound deliveries displays.	
5	**Change Inbound Deliveries**	Select the relevant delivery and choose *Change Inbound Deliveries*.	The *Change Inbound Delivery* screen displays.	
6	**Post Goods Receipt**	On *Goods Movement Data* tab, Check the following entry: *Movement Type:* **109** Choose *Post Goods Receipt*.	The posted material document displays. Note down the material document number. _____ In this step, there is no financial posting.	

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