

Master Data Script | PUBLIC
SAP S/4HANA Cloud
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Create Purchasing Info Record **(BHD)**

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THE BEST RUN SAP

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1 Purpose

A purchasing info record contains information specific to a material and the supplier providing the material.

It holds information such as the price charged by the supplier, their standard order quantity and tolerances for over delivery and under delivery. It is used in the purchase order transaction.

The information is specific to a particular purchasing unit (known as purchasing organization) and specific site (known as a plant) within your organization.

2 Prerequisites

This section summarizes all the prerequisites for conducting the test in terms of systems, users, master data, organizational data, other test data and business conditions.

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.

Name (Role Template)	ID (Role Template)	Name (Launchpad Space)	ID (Launchpad Space)	Log On
Purchaser	SAP_BR_PURCHASER	Purchasing / Sourcing and Contracting	SAP_MM_SPT_PURCHASING_PC / SAP_MM_SPT_SOURCING_PC	

2.3 Required Organizational Units

The organizational structure and master data of your company was created in your ERP system during implementation. The organizational structure reflects the structure of your company. The following table gives an overview of these different data segments and their relevant organizational units:

Data Segment	Depends On	Field Examples	Comments	Organizational Unit to be Used
Purchasing Data	Purchasing Organization	Purchasing Group, Material Group, GR processing time, and so on.	Purchasing Data can exist for every purchasing organization for which the material is used in the purchasing processes.	Purchasing Organization: _____

2.4 Mandatory and Optional Master Data

Purchasing info records may refer to other master data. The following table gives an overview of optional and mandatory master data objects to be used in a purchasing info record.

Master Data Object	Used in Data Segment	Mandatory / Optional	Comments
Material		Mandatory	To input the material, first create material master data.
Supplier		Mandatory	To input the supplier, first create supplier master data.

2.5 Main Parameters for Data Creation

In this section, a description is provided for the basic parameters that influence the behavior of a purchasing info record and that are always required to create a purchasing info record.

2.5.1 Number Ranges

The following number ranges are defined for purchasing info record:

Number Range	Range / Business Partner ID	Comments
Internal numeric	Internal numeric number range for standard use: 5300000000 – 5399999999	This number range is used when the system automatically assigns a numeric number to a material.
External numeric	External numeric number range (high): 5400000000 – 5499999999	This number range is reserved for external numeric number assignment.

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	App/Transaction	Expected Results
Create Purchasing Info Record [page 8]	Purchaser	*Manage Purchasing Info Records* (F1982)	Purchasing Info Records is created.
Create Purchasing Info Record for Consignment [page 12]	Purchaser	*Manage Purchasing Info Records* (F1982)	Purchasing Info Record for the consigned is created.
Create Purchasing Info Record for Subcontracting [page 16]	Purchaser	*Manage Purchasing Info Records* (F1982)	Purchasing Info Record for the subcontracting is created.
Create Purchasing Info Record for Pipeline [page 20]	Purchaser	*Manage Purchasing Info Records* (F1982)	Purchasing Info Record for the Pipeline is created.
Mass Changes to Purchasing Info Record [page 23]	Purchaser	*Mass Changes to Purchasing Info Records* (F2667)	Mass Changes to Purchasing Info Record are applied.
Mass Price Changes to Purchasing Info Record [page 25]	Purchaser	*Price Changes: Info Records*	Mass Price Changes to Purchasing Info Record are applied.

4 Test Procedures

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

4.1 Create Purchasing Info Record

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	Comments
1	**Log On**	Log onto the SAP Fiori launchpad as a Purchaser.	The SAP Fiori launchpad displays.	
2	**Access the SAP Fiori App**	Open *Manage Purchasing Info Records* (F1982).	The *Manage Purchasing Info Records* (F1982) screen displays.	
3	**Open New Purchasing Info Record**	Choose *Create*.	The *Purchasing Info Record Screen* displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
4	**Enter Header Data**	Make the following entries: • *Purchasing Info Record Category*: **<Standard>** • *Purchasing Organization*: **<Purchasing Organization>** • *Supplier*: **<Supplier>** • *Material*: **<Material>** • *Plant*: **<Plant>** • *Purchasing Group*: **<Purchasing Group>**	Header data is added.	
5	**Enter General Information**	Make the following entries: • *Available From*: **MM/DD/YYYY** • *Available To*: **MM/DD/YYYY**	*General Information* is added.	
6	**Enter Purchasing Data**	Make the following entries: • *Incoterm*: **<Incoterm>** • *Incoterm Location 1*: **<Incoterm location1>**	*Purchasing Data* is added.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
7	**Enter Delivery and Quantity Data**	Make the following entries: • *Delivery Time in Days*: **<XX Days>** • *Under Delivery Tolerance in %*: **<XX>** • *Over Delivery Tolerance in %*: **<XX>** • *Tax Code*: **<Tax Code>** **Note** When the TDT (Time-Dependent Tax) is activated via Configuration Step 101016 (Define Tax Codes for Sales and Purchases) for Country of company code and Tax Code is given, the Tax Rate Valid From field is mandatory. You can enter current date, which will be adjusted to validity start date of tax code according to the setting in Configuration Step. When the RITA (Registration for Indirect Taxation Abroad) is activated, tax registration country is maintained for company code in Configuration Step 103464 (Activate RITA and Maintain Tax Registration Countries) and tax code is given, the Tax Country field is mandatory, in which the country ID of company code is given as default value, but you can change to the valid country ID that is maintained in Configuration Step accordingly. **Note** Depending on your configuration environment, configuration steps can be accessed under *Configure Your Solution*	*Delivery and Quantity Data* is added.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
		> in the SAP Fiori launchpad or in the *Business Processes Configuration* app in the project experience of SAP Central Business Configuration. • *Order Unit*: **<Order Unit>** • *Standard Order Quantity*: **<Standard Order Quantity>** Select the following entries if required: • *Unlimited Delivery* • *Goods-Receipt-Based Invoice Verification* • *No Evaluated Receipt Settlement* • *Order Acknowledgment Requirement* • *Confirmation Control*		
8	**Enter Condition Data**	In the *Condition* section, choose the *Create* icon. Enter the following data: • *Valid From*: **<Valid from Date>** • *Amount*: **<Amount>** • *Pricing Unit*: **<Pricing Unit>** • *Valid To*: **<Valid to Date>** • *Currency*: **<Currency>** 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*.	A purchasing info record is saved.	

4.2 Create Purchasing Info Record for Consignment

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	Comments
1	**Log On**	Log onto the SAP Fiori launchpad as a Purchaser.	The SAP Fiori launchpad displays.	
2	**Access the SAP Fiori App**	Open *Manage Purchasing Info Records* (`F1982`)	The Manage Purchasing Info Records screen displays.	
3	**Open New Purchasing Info Record**	Choose *Create*.	The Purchasing Info Record Screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
4	**Enter Header Data**	Make the following entries: • *Purchasing Info Record Category*:**<Consignment>** • *Purchasing Organization*: **<Purchasing Organization>** • *Supplier*: **<Supplier>** • *Material*: **<Material>** • *Plant*: **<Plant>** • *Purchasing Group*: **<Purchasing Group>**	Header data is added.	
5	**Enter General Information**	Make the following entries: • *Available From*: **MM/DD/YYYY** • *Available To*: **MM/DD/YYYY**	General Information is added.	
6	**Enter Purchasing Data**	Make the following entries: • *Incoterm*: **<Incoterm>** • *Incoterm Location 1*: **<Incoterm location1>**	Purchasing Data is added.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
7	**Enter Delivery and Quantity Data**	Make the following entries: • *Delivery Time in Days*: **<XX Days>** • *Under Delivery Tolerance in %*: **<XX>** • *Over Delivery Tolerance in %*: **<XX>** • *Tax Code*: **<Tax Code>** **Note** When the TDT (Time-Dependent Tax) is activated via Configuration Step 101016 (Define Tax Codes for Sales and Purchases) for country of company code and Tax Code is given, the Tax Rate Valid From field is mandatory. You can enter current date, which will be adjusted to validity start date of tax code according to the setting in Configuration Step. When the RITA (Registration for Indirect Taxation Abroad) is activated, tax registration country is maintained for company code in Configuration Step 103464 (Activate RITA and Maintain Tax Registration Countries) and tax code is given, the Tax Country field is mandatory, in which the country ID of company code is given as default value, but you can change to the valid country ID	Delivery and Quantity Data is added.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
		that is maintained in Configuration Step accordingly. **Note** Depending on your configuration environment, configuration steps can be accessed under *Configure Your Solution* in the SAP Fiori launchpad or in the *Business Processes Configuration* app in the project experience of SAP Central Business Configuration. • *Order Unit*: **<Order Unit>** • *Standard Order Quantity*: **<Standard Order Quantity>**	
8	**Enter Condition Data**	In the Condition section, choose the *Create* icon. Enter the following data: • *Valid From*: **<Valid from Date>** • *Amount*: **<Amount>** • *Pricing Unit*: **<Pricing Unit>** • *Valid To*: **<Valid to Date>** • *Currency*:**<Currency>** 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*.	A purchasing info record is saved.	

4.3 Create Purchasing Info Record for Subcontracting

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	Comments
1	**Log On**	Log onto the SAP Fiori launchpad as a Purchaser.	The SAP Fiori launchpad displays.	
2	**Access the SAP Fiori App**	Open *Manage Purchasing Info Records* (F1982).	The Manage Purchasing Info Records (F1982) screen displays.	
3	**Open New Purchasing Info Record**	Choose *Create*.	The Purchasing Info Record Screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
4	**Enter Header Data**	Make the following entries: • *Purchasing Info Record Category*:**<Subcontracting>** • *Purchasing Organization*: **<Purchasing Organization>** • *Supplier*: **<Supplier>** • *Material*: **<Material>** • *Plant*: **<Plant>** • *Purchasing Group*: **<Purchasing Group>**	Header data is added.	
5	**Enter General Information**	Make the following entries: • *Available From*: **MM/DD/YYYY** • *Available To*: **MM/DD/YYYY**	General Information is added.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
6	**Enter Delivery and Quantity Data**	Make the following entries: • *Delivery Time in Days*: **<XX Days>** • *Under Delivery Tolerance in %*: **<XX>** • *Over Delivery Tolerance in %*: **<XX>** • *Tax Code*: **<Tax Code>** **Note** When the TDT (Time-Dependent Tax) is activated via Configuration Step 101016 (Define Tax Codes for Sales and Purchases) for Country of company code and Tax Code is given, the Tax Rate Valid From field is mandatory. You can enter current date, which will be adjusted to validity start date of tax code according to the setting in Configuration Step. When the RITA (Registration for Indirect Taxation Abroad) is activated, tax registration country is maintained for company code in Configuration Step 103464 (Activate RITA and Maintain Tax Registration Countries) and tax code is given, the Tax Country field is mandatory, in which the country ID of company code is given as default value, but you can change to the valid country ID	Delivery and Quantity Data is added.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
		that is maintained in Configuration Step accordingly. **Note** Depending on your configuration environment, configuration steps can be accessed under *Configure Your Solution* in the SAP Fiori launchpad or in the *Business Processes Configuration* app in the project experience of SAP Central Business Configuration. • *Order Unit*: **<Order Unit>** • *Standard Order Quantity*: **<Standard Order Quantity>**	
7	**Enter Condition Data**	In the Condition section, choose the *Create* icon. Enter the following data: • *Valid From*: **<Valid from Date>** • *Amount*: **<Amount>** • *Pricing Unit*: **<Pricing Unit>** • *Valid To*: **<Valid to Date>** • *Currency*: **<Currency>** Choose *Apply*.	Condition Data is added.	
8	**Enter Reference Data (Optional)**	Optionally, you can enter reference data.	Reference data is added.	
9	**Save Your Data**	Choose *Create*.	A purchasing info record is saved.	

4.4 Create Purchasing Info Record for Pipeline

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	Comments
1	**Log On**	Log on to the SAP Fiori launchpad as a Purchaser.	The SAP Fiori launchpad displays.	
2	**Access the SAP Fiori App**	Open *Manage Purchasing Info Records* `(F1982)`.	The app opens.	
3	**Open New Purchasing Info Record**	Choose *Create*.	The *Purchasing Info Record Screen* displays.	
4	**Enter Header Data**	Make the following entries: • *Purchasing Info Record Category*: **<Pipeline>** • *Purchasing Organization*: **<Purchasing organization>** • *Supplier*: **<Supplier>** • *Material*: **<Pipeline material>** • *Plant*: **<Plant>** • *Purchasing Group*: **<Purchasing group>** • *Material Group*: **<Material group>**	Header data is added.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
5	**Enter General Information**	Make the following entries: • *Available From*: **MM/DD/YYYY** • *Available To*: **MM/DD/YYYY**	General information is added.	
6	**Enter Purchasing Data**	Make the following entries: • *Incoterm*: **<Incoterm>** • *Incoterm Location 1*: **<Incoterm location 1>**	Purchasing data is added.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
7	**Enter Delivery and Quantity Data**	Make the following entries: • *Delivery Time in Days*: **<XX days>** • *Under Delivery Tolerance in %*: **<XX>** • *Over Delivery Tolerance in %*: **<XX>** • *Tax Code*: **<Tax code>** **Note** When the TDT (Time-Dependent Tax) is activated via Configuration Step 101016 (Define Tax Codes for Sales and Purchases) for Country of company code and Tax Code is given, the Tax Rate Valid From field is mandatory. You can enter current date, which will be adjusted to validity start date of tax code according to the setting in Configuration Step. When the RITA (Registration for Indirect Taxation Abroad) is activated, tax registration country is maintained for company code in Configuration Step 103464 (Activate RITA and Maintain Tax Registration Countries) and tax code is given, the Tax Country field is mandatory, in which the country ID of company code is given as default value, but you can change to the valid country ID that is maintained in configuration step accordingly. **Note** Depending on your configuration environment, configuration steps can be accessed under *Configure Your Solution* in the SAP Fiori launchpad or in the *Business Processes Configuration* app in the project experience of SAP Central Business Configuration. • *Order Unit*: **<Order unit>** • *Standard Order Quantity*: **<Standard order quantity>**	Delivery and Quantity data is added.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
		Select the following entries if required: • *Unlimited Delivery* • *Goods-Receipt-Based Invoice Verification* • *No Evaluated Receipt Settlement* • *Order Acknowledgment Requirement* • *Confirmation Control*		
8	**Enter Condition Data**	In the *Condition* section, choose *Create*. Enter the following data: • *Valid From*: **<Valid from date>** • *Amount*: **<Amount>** • *Pricing Unit*: **<Pricing unit>** • *Valid To*: **<Valid to date>** • *Currency*: **<Currency>** 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*.	A purchasing info record is saved.	

4.5 Mass Changes to Purchasing Info Record

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 apply changes to multiple selected *Purchasing Info Records* in bulk.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log On**	Log on to the SAP Fiori launchpad as a Purchaser.	The SAP Fiori launchpad displays.	
2	**Access the SAP Fiori App**	Open *Mass Changes to Purchasing Info Records* (F2667).	The app opens.	
3	**Search for Purchasing Info Records**	To search for purchasing info records, enter the following values to filters: *Supplier*: **<Supplier ID>** *Purchasing Group*: for example, **001** *Plant*: **<Plant ID>** Choose *Go*.	The search results display the details of the respective filter criteria. By default, all the purchasing info records are selected for mass change operations.	
4	**Select Purchasing Info Records**	Select the *Purchasing Info Records* checkbox under the *Purchasing Info Records and Purchasing Organization* tab. Choose *Mass Edit*.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	**Set New Values**	Enter new values in the following entries: In the *General Data* section: • *Supplier Mat. No.* • *Supplier Mat. Group* In the *Purchasing Organization Data* section: • *Purchasing Group* • *Minimum Order Quantity* Choose *Apply Mass Changes*. A dialog box displays to confirm mass changes. On the *Apply Mass Changes* screen, choose *Apply*. A dialog box displays with the *JOB ID*. Choose *View Job List*.	New values are applied to the selected purchasing info records.	
6	**Check Application Jobs**	Enter search criteria and choose Go. The *Application Jobs* screen displays with the list of Job IDs for all purchasing info records. Choose *Log* to verify the success of your selected purchasing info records.		

4.6 Mass Price Changes to Purchasing Info Record

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, The *Price Change: Info Records* app is used to mass update the prices for info records.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log On**	Log on to the SAP Fiori launchpad as a Purchaser.	The SAP Fiori launchpad displays.	
2	**Access the SAP Fiori App**	Open *Price Change: Info Records* (`MEKP`).	The *Price Change Involving Supplier's Info Records* view displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Enter Initial Data**	Make the following entries and choose *Execute*: *Purchasing Organization*: **<Purchasing Orgization ID>** *Supplier*: **<Supplier ID>** *Material*: **<Material ID>** *Info Records without Material*: **<Blank>** *Test Run*: **<Blank>** Go to the *Change condition type or gross price* section: *Condition Type*: **<Condition Type ID>**, for example, **PPR0** *Absulte Amount*: **<Absulte Amount>**, for example, **10** *Sign*: **<Sign>**, for example, **+** *Gross Price*: **<Blank>** *Scale Lines*: **<X>** Go to the *Conditions valid* section: *On*: **<Current Date>** *Or From* **<Blank>** *To* **<Blank>**	New values are applied to the purchasing info records.	
4	**Check Purchasing Info Records changes**	On the *Price Change for Info Records of Supplier XXXX* screen, check the Old and New record and confirm the changes.		
5	**Save**	Choose *Save*.	A purchasing info record price change is saved.	

5 Appendix

5.1 Relevant Features

Here are listed some important application functionalities related to Purchase Info Record, which are not covered in the above test procedures.

Function Area	Function	Detailed Information	Comment
Purchase Info Records	Info Record related apps	WebGUI: Delete Purchasing Info Record (ME15) WebGUI: Display Purchasing Info Record by Supplier (ME1L) WebGUI: Maintain Changes to Purchasing Info Records (ME14) WebGUI: Maintain Purchasing Conditions (MEKA) WebGUI: Maintain Rounding Profile (OWD1)	

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