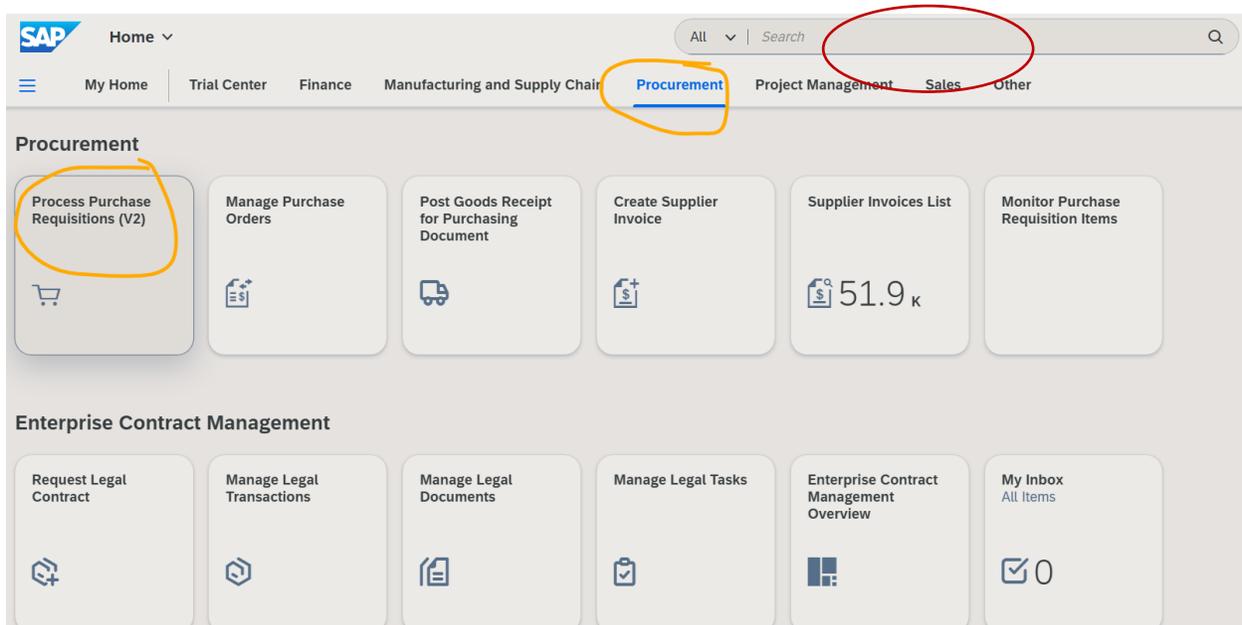


SAP S/4 HANA Cloud Exercise Tour

Location of registration page

Please go to <https://www.sap.com/products/erp/s4hana/trial.html> to register a 14-day basic trial account for free.

After you log in you would see a screen like below. Click on Procurement



Create Purchase Requisition

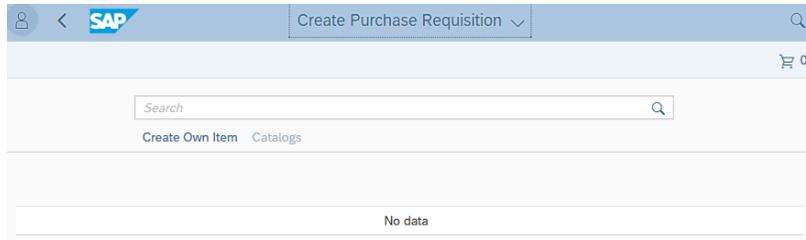
Sales management from the Global Bike, Inc has informed the purchasing department of a promotion campaign scheduled in 3 weeks that will need 5 off road helmets. Wilton Saban, the inventory supervisor, will create a purchase requisition based on the request from the sales management.

To create a purchase requisition, use the app *Create Purchase Requisition*

Hint: Go to the top right corner to search for the app *Create Purchase Requisition*



This will produce the following screen



Click **Create Own Item** button

Enter Material **OHMT1###** (replace ### with the last three digits of your SAP user id assigned by your professor). Choose the one from DC Miami. Here, DC represents distribution center.

General Data

Material: Type: Product/Material

Material	Material description	Material Group	Product Group Desc.	Material L...	Material Type Descr.	Plant	Plant Name
OHMT1022	Off Road Helmet	SFTY	Safety Gear	HAWA	Trading Goods	HD00	Plant Heidelberg
OHMT1022	Off Road Helmet	SFTY	Safety Gear	HAWA	Trading Goods	HH00	DC Hamburg
OHMT1022	Off Road Helmet	SFTY	Safety Gear	HAWA	Trading Goods	MI00	DC Miami
OHMT1022	Off Road Helmet	SFTY	Safety Gear	HAWA	Trading Goods	SD00	DC San Diego
OHMT1202	Off Road Helmet	SFTY	Safety Gear	HAWA	Trading Goods	HD00	Plant Heidelberg
OHMT1202	Off Road Helmet	SFTY	Safety Gear	HAWA	Trading Goods	HH00	DC Hamburg
OHMT1202	Off Road Helmet	SFTY	Safety Gear	HAWA	Trading Goods	MI00	DC Miami
OHMT1202	Off Road Helmet	SFTY	Safety Gear	HAWA	Trading Goods	SD00	DC San Diego

For valuation Price enter **25.00 USD**, for Price Unit **1** and Quantity **5**. As Delivery Date select or enter the day **three weeks from today**.

Material: *Your helmet material*

General Short Text: Off Road Helmet

*Material Group: SFTY Safety Gear

Supplier Material Number:

*Valuation Price: EA

*Price Unit: EA

*Quantity Requested: EA

*Delivery Date: EA

Click **Add to Cart** button at the bottom right corner. You will receive a flash message saying

Item added to cart

at the middle bottom of the page.

In the right upper corner, the item is shown in the cart.

Purchase Requisition Overview

Off Road Helmet

Supplier:

Delivery Date: 11/05/2021

Quantity: 5 EA

125.00

Total: 0.00

Order
View Cart

Then, click on View Cart button to view your purchase requisition.

General Information

Short Text: Requestor: learn-022 learn-022

Items (1) [Click here for more detail](#)

Description	Quantity	Unit Price	Subtotal
Off Road Helmet Supplier: Delivery Date: 11/05/2021	5,000	EA 25.00 per. 1 EA	125.00

Choose >, to add some details, In the view *Item Details* enter **N00** as Purchasing Group, **US00** as Purchasing Organization, **US00** as Company Code and **M100** as Plant. Enter as Country Key **US**. Your screen would be like the one below.

General Data

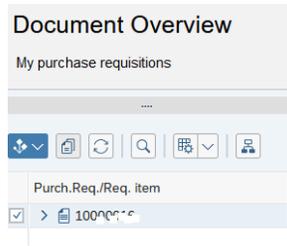
Material: <input type="text" value="OHMT1022"/> *Short Text: Off Road Helmet Item category: <input type="text" value="Material"/> Material Group: <input type="text" value="SFTY"/> Supplier Material Number: <input type="text"/> *Valuation Price: <input type="text" value="25.00"/> USD *Price Unit: <input type="text" value="1"/> EA *Quantity Requested: <input type="text" value="5.000"/> EA *Delivery Date: <input type="text" value="11/05/2021"/>	*Purchasing Group: <input type="text" value="N00"/> Purch. organization: <input type="text"/> *Company Code: <input type="text" value="US00"/> *Plant: <input type="text" value="M100"/> Acct Assignment Cat.: <input type="text" value="Plant does not exist"/> Distrib. Indicator: <input type="text" value="Single Account Assignment"/>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Delivery Address

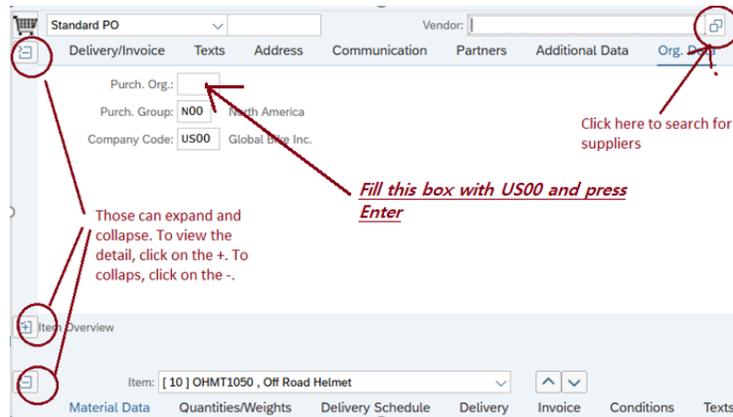
Title: <input type="text" value="Company"/> Full Name: <input type="text" value="learn-022 learn-022"/> Telephone: <input type="text"/> Fax: <input type="text"/> E-Mail Address: <input type="text"/>	Street/House Number: <input type="text"/> City: <input type="text"/> Postal Code: <input type="text"/> *Country Key: <input type="text" value="US"/> Region: <input type="text"/>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Don't forget to change the Country key from DE to US

Click on Save button around the bottom right corner. You will receive a flash message saying it is updated at the middle bottom of the screen.



Click the checkbox of the listed purchase requisition record and click on  button to adopt and load it and you will see a pre-filled purchase order page like the one below



Click on the search button  right of the Vendor box (up right portion of your screen) to search for vendors with the search window shown below.

Restrict Value Range (1)

Suppliers (General) Suppliers by Country/Company Code Suppliers by Material

Search term:

Country:

Postal Code:

City:

Name:

Vendor:

Deletion flag:

Maximum No. of Hits:

Annotations: 'Put in your last three digits of your SAP user id assigned by your professor here' points to the search term box; 'Put in US in the Country box' points to the Country box.

Select your Olympic Protective Gear by double click as your vendor.

Then, click **Save** button at the bottom right corner to save the order. **DO NOT leave the page and pay a look at the left bottom corner to find the newly created purchase order number. This is very important and needs to be written down.** Notice, it is shown on the status bar, which is located at the bottom of the screen.



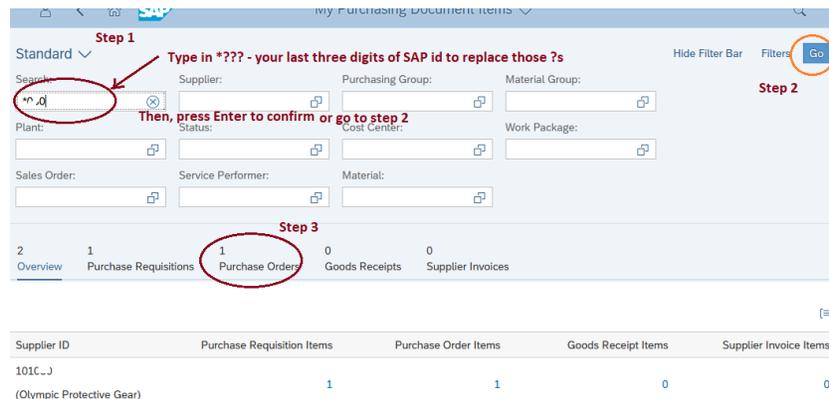
Question 2. Write down your unique purchase order document number below:

Click on the home icon  to return to the Fiori Launchpad overview.

Display Purchase Order

To display a purchase order, use the Fiori app *My Purchasing Document Items*. Search for “My Purchasing Document Items” in the right top search box to locate the app. The app provides an overview of all purchase requisitions, orders, goods receipts and supplier invoices.

You can find your purchase order by using the last three digits of your assigned SAP user id. Therefore, enter ***###** (i.e., if your last three digit of the user id is 049, you will enter ***049**). Choose Go.



Choose *Purchase Orders* as shown in the screen above in Step 3.

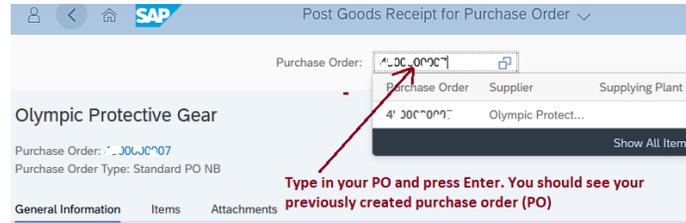
Click on the home icon  to return to the Fiori Launchpad overview.

Create Goods Receipt for Purchase Order

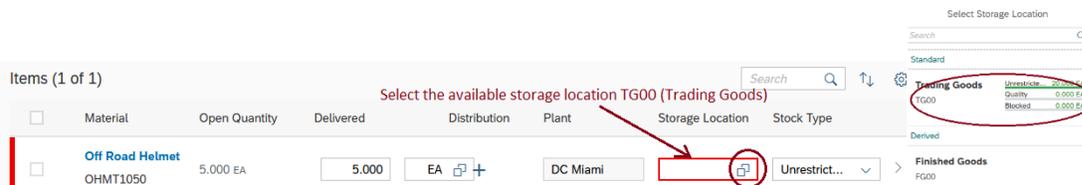
To create a good receipt for a purchase order, use the app *Post Goods Receipt for Purchase Order* under Materials Management. You can use the right top corner search box to search for the app.



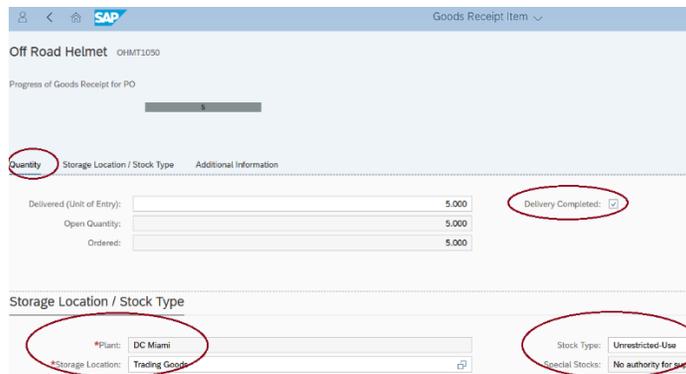
Enter your PO number in the field Purchase Order. If you don't remember your PO number, you can look up the answer you put in Question 2 or you might want to search for your PO number by using the F4-Help ( Search for PO if you don't remember), Enter *### in the Search field and choose Go. Select the **first one of your Purchase Order** by performing a double click on it.



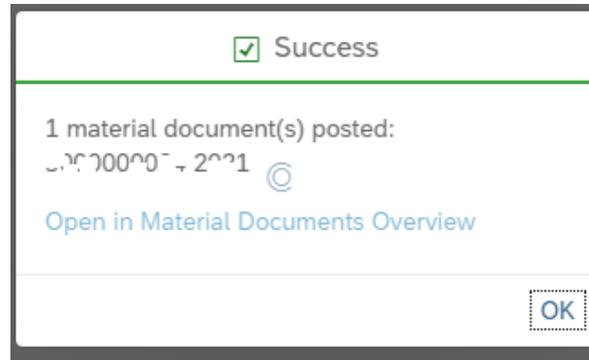
Select the available Storage Location TG00 (Trading Goods).



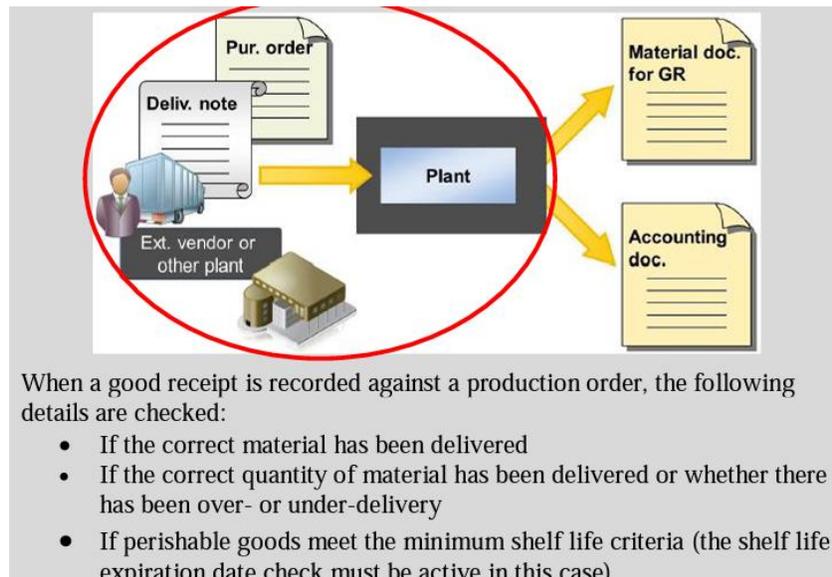
Click on  button of the right of the material record to continue to the next screen. Make sure that **Trading Goods** was set for Storage Location box and **Unrestricted Use** set as Stock Type is selected. Check **Delivery Completed** checkbox and click on the **Apply** button at the bottom right corner . If the Apply button is disabled just continue to the next part.



Finally, leave your item marked and go back  to click on **Post** to post your goods receipt. The system will create a unique good receipt document.



Question 3. Write down your unique material document (good receipt) number below:



Create Invoice Receipt from Vendor

Enter an invoice received from Olympic Protective Gear Supply for 125.00 USD associated with the recent PO and goods receipts.

To create an invoice receipt, use the app *Create Supplier Invoice – Advance*. You can use the top right search box to find the app. If there is a pop up asking for *Company Code*, just type in US00.

Enter **today's date** as Invoice date using F4 and Enter. Check your Company Code US00. Enter the amount (125.00) in the Amount field and select **XI** as Tax Code (field next to Tax Amount). Then, type in **INVOICE 00504-###** (replace ### with your last three digits of SAP user id) as Text and press Enter .

[Show PO structure](#) [Show worklist](#) [Other Invoice Document](#) [Help](#) [NF](#) [More](#)

Transaction: * Invoice

[Basic Data](#) [Payment](#) [Details](#) [Tax](#) [Contacts](#) [Note](#)

Invoice date: 04/22/2021 Reference:
 Posting Date: 04/22/2021
 Amount: 125.00
 Calculate Tax
 Tax Amount: XI (Input Tax)
 Text: INVOICE 00504-...
 Baseline Date:
 Company Code: US00 Global Bike Inc. Dallas

Choose in the lower section the tab *PO Reference*. Type in **your PO number**, which you recorded for question 2 in the middle of the screen (as shown below) and press Enter.

Tax Amount: XI (Input Tax)
 Text: INVOICE 00504-050
 Baseline Date:
 Company Code: US00 Global Bike Inc. Dallas

TM Ref.	G/L Account	PO Reference
Purchase Order/Scheduling Agreement		400000007

Item	Amount	Quantity	Or...	Purchase order	Item	PO Text

Then, mark the checkbox for **Booking OK** only for the first line. You might have to scroll the bar at the bottom toward the left to find the **Booking OK** column.

Amount	Quantity	Or...	Purchase order
125.00	5 EA	<input checked="" type="checkbox"/>	Booking OK 007

Use the [Simulate](#) button to see if the postings are correct. Finally click on [Post](#) or on [Cancel](#) and then on [Post](#) to post your invoice receipt. The system will generate a unique number for this document.

[Show PO structure](#) [Show worklist](#) [Other Invoice Document](#) [Simulate](#) [Help](#) [NF](#) [More](#)

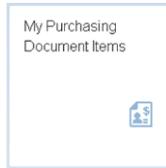
Transaction: * Invoice

Question 4. Write down your unique document number for the receipt below (make sure check the bottom status bar at the left):

Click on the home icon  to return to the Fiori Launchpad overview.

Display Purchase Order History

To display the purchase order history, use the app *My Purchasing Document Items*



The app provides an overview of all purchase requisitions, orders, good receipts and supplier invoices.

The screenshot shows the SAP 'My Purchasing Document Items' search interface. It features a search bar with the placeholder text 'Search' and a 'Go' button. Below the search bar are several filter fields: Supplier, Purchasing Group, Material Group, Plant, Status, Cost Center, Work Package, Sales Order, Service Performer, and Material. Each field has a small icon to its right, likely for clearing or refreshing the input.

You can find your purchase order by using the last three digits of your assigned SAP user id.

Therefore, enter *### in the field Search choose Go.

This screenshot shows the same SAP search interface as above, but with the search field populated with the text '*###'. The 'Go' button is highlighted in blue, indicating it is the active action.

Click on **Purchase Orders**. From there, you can view your Purchase Requisition, Goods Receipts and Supplier Invoices.

The screenshot shows the search results for the query '*###'. The search criteria are: Search: *###, Supplier: 101050, Purchasing Group: , Material Group: , Plant: . The results are displayed in a table with columns: Purchasing Document, Material, Quantity, and Order Value. The first row is for 'Olympic Protective Gear'. The second row is for 'Invoice - Gross' for 'Off Road Helmet (Safety Gear)'. The quantity is 'Ordered: 5 EA' and 'Delivered: 5 EA', with an order value of '125.00 USD'. The 'Purchase Orders' link in the navigation bar is circled in red.

Purchasing Document	Material	Quantity	Order Value
Olympic Protective Gear			
Invoice - Gross	Off Road Helmet (Safety Gear)	Ordered: 5 EA Delivered: 5 EA	125.00 USD