SAP Certified Associate - Implementation Consultant - SAP S/4HANA Cloud Private Edition, Sourcing and Procurement

SAP CERTIFICATION TASKS

Course Version:

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	*Example text*
Window title	*Example text*

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Unit 1
Task 1

Introduction

In this assessment, you will work on one or more exercises that you must complete in the assigned system. Please make sure to read the instructions below carefully before accessing the system.

Before starting:

- Ensure your browser is up to date and clear your browser cache and cookies.
- Make sure to close all browser sessions before you start the assessment and remember not to open unnecessary tabs or windows while working on the exercises.

During the assessment:

- Ensure you follow the assessment instructions precisely. Any deviation may result in failure of the exercise.
- Avoid access to any other practical systems during the assessment in any other browser session (including incognito).
- If you accidentally close the assessment browser, go back to learning.sap.com, log in again, and go back to the assessment.
- Should you encounter technical difficulties with the assessment, please refer to the FAQs or create a case with the support team.

Ending the assessment

- Select the *Confirm completion* button to submit your assessment. This button is in the browser tab where you initially accessed the assessment, and not in the system tab.
- Once you submit the assessment, you can no longer make changes. Do not attempt to access the system again once you have submitted your assessment.
- To get the result of your assessment, please wait for the validation process to complete (approximately 15 minutes). Your result (failed/passed) will be displayed under *My Certifications*. Click on your profile icon in the top-right corner of learning.sap.com and select *My Certifications*.

Good luck with your assessment!

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Unit 1
Task 2

Context

In the following assessment you will slip into different roles in the Bicycle Manufacturing Company and fulfill various system tasks to setup certain business processes. Your performance in each exercise will be evaluated to produce an overall score that determines a pass or fail for the exam. Please read every exercise carefully and enter any data exactly as requested without alteration. Some input data is provided in tables or in the task descriptions, however your input data is not limited to these parameters.

Caution:
Please make sure you are always using your assigned group number (denoted as ## in the following). Your results will not be recorded if you are not using your own group number.

To find your group number: Click the *Access* button on the practice system details page. You will find your group number displayed beneath the course title in the pop-up window. Alternatively, navigate to *My Learning Practice Systems* and choose a practice system. You will find your group number displayed beneath the title of the practice system. Do not close or navigate away from the Practice System page while you are working in a learning system. Some content may rely on this window to save your progress.

Alternatively, in your Windows Terminal Server, choose the Windows button in the lower left corner. The Start Menu opens. It its upper left corner, choose the Expand icon (three white lines). Find your user name next to the user icon on the left side of the menu - the last two digits of the user name are your group number ##.

Note:
In the following, you will be asked to create new transaction data, among others. If you are asked to create one specific new transaction data object, and - for whatever reason - you create more than one of that kind, SAP will evaluate your newest version only. For example: if you are asked to create a purchase order in an exercise and you create three different purchase orders, **only your purchase order with the highest purchase order number** will be evaluated.

Note:
It is **not necessary to create the exercises in sequence**. You can start with any exercise, as they are independent of each other. Read the exercises first and decide for yourself which one to start with.

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Unit 1
Task 3

Configuration and Master Data

Lexontive GmbH is implementing the sourcing and procurement process with the SAP S/4HANA Private Cloud. As a responsible person for this, you start by testing the procurement process.

You will define all the required enterprise structures for the procurement process. Create a new plant and your own Purchasing Organization. Assign existing storage locations (101A and 101C) to your new plant. Use the existing company code (1010).

As you want to use a new battery for the E-Bike production, you need to create a product master record and a new supplier to test the business process. In the beginning, you will use purchasing info records as a source of supply. Create the required master data, including conditions and test the business process.

Prerequisites



Caution:
In the exercise below, **always replace ## with your group number.**

The Plant and the Purchasing Organization are named Y0## and P0##, whereby there is a ZERO behind the character .

Your system user for this exercise: **TS450-##**

Password: **Welcome1**

When requested, create a transport request with the description**C_TS452_##** or use the one that exists.

When you log on to the FIORI launchpad, use the entry **S4HANA T41 Launchpad**.



Caution:
In the first step below, **if available, use plant CT00 as the template plant to copy; otherwise, use still plant 1010**. We want to avoid that plant 1010 will be deleted in the future, as that impacts other exercises as well.

1. Create a new plant as a copy of plant CT00 if available - otherwise use plant 1010. Name the plant Y0##. Copy all the dependent assignments as well. Assign the Storage locations 101A and 101C. Locate the plant in Germany. As a description for your plant use: CERT Y0##. Use the postal code 69226 and the city name Nussloch. You can use any street name, but use house number Y0##.
2. For your new plant, create a Purchasing Organization P0##, description CERT P0## that is plant-specific for procurement in your new plant.
3. As you need a new battery for the E-Bike production, you will create a product master record T-RC## for buying the new battery. The product should be valued by the moving

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average price and stored in Storage Location 101C in plant Y0##. Only create the necessary data for the purchasing process in the beginning.

Field	Value
Product Type	**ROH**
Product Group	**00103**
Division	**00**
Language Key / Description	**DE Batterie GR## / EN Battery GR##**
Purchasing Group	**Z##**
Purchasing Value Key	**1**
Storage Bin	**GR##**
Valuation Class	**3000**

4. Create a supplier SP-C## for the purchasing organizations P0## to be used throughout the procurement process. The supplier is located in Germany, and communication is in German. Invoice verification should be based on the Goods Receipt, and the supplier delivers your materials within 15 days. Where possible, use entries related to your group number (for example, purchasing group Z##) in your master data records additionally to the once provided below.

Field	Value
Business Partner Grouping	**BPAB**
Search Term	**CTS452-##**
Postal Code	**69226**
Street	**Goethestrasse**
House Number	**C##**
City	**Nussloch**
Region	**08**
Company Code	**1010**
Recon. Account	**21100000**
Payment Terms	**0001**
Incoterms	**FH**
Order Currency	**EUR**

5. You maintain a purchasing info record to buy the newly created material from your supplier. Assign the purchasing info record to your purchasing organization P0##. The conditions are valid for your purchasing organizations. The price for one battery is 500,-- €. Once you order a quantity higher than 10 pc, you pay 450,-- €. Starting next year, you need to pay 520,-- €. The price for more than ten pieces will be raised to 470,-- €. The

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price has been negotiated with your purchasing organization P0##. The supplier told you that he will deliver the material in 10 days. The standard order quantity is 100 pc.

6. Create the first purchase requisition for your new battery. You need 50 batteries in stock. The engineering department wants to test the batteries first, so they need to order five additional batteries for the engineering cost center T-ENG##. Order the products for your newly created plant.



Note:
Deselect the Source Determination before you start creating your purchase requisition.

7. Show the created purchase requisition and assign a source of supply. For the purchase requisition, you should assign the purchasing info record you created earlier for purchasing organization P0##
8. You want purchase orders released manually when their value is higher than 5000,-- €, and the purchasing organization is P0## by your user, so you need to implement a flexible workflow for this. Use user TS450-## as the approver and the corresponding App Manage Workflows for Purchase Orders. Name the Workflow CERT##
9. Transfer the purchase requisition into a purchase order with document type ZNBF. The purchase order will be processed from your new purchasing organization, and the materials will be ordered for plant Y0##
10. Release your purchase order for the purchasing organization P0## and process the output.

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Unit 1
Task 4

Procure to Pay Process

Lexontive GmbH wants to use the sourcing and procurement process with the SAP S/4HANA implementation. You want to test the procurement process. You will create a purchase requisition and convert it into a purchase order, post the GR, and the invoice.

To test this in the system, you need to perform the following steps:

Prerequisites

-

> Caution:
> In the exercise below, **always replace ## with your group number**.
>
> Your system user for this exercise: **TS450-##**
>
> Password: **Welcome1**

-

> Note:
> Deselect the Source Determination before you start creating your purchase requisition.

Prerequisites

> Note:
> Deselect the Source Determination before you start creating your purchase requisition.

1. As you need product T-R1##, create a purchase requisition with 100 pieces for stock and 10 pieces for consumption in cost center T-ENG## for plant 1010.

   > Note:
   > Deselect the Source Determination before you start creating your purchase requisition.

2. Show the created purchase requisitions and assign a source of supply. For the purchase requisition you created, use the existing one for purchasing organization 101C and plant 1010.
3. Transfer the purchase requisitions into a purchase order. The purchase order can be processed for purchase organization 101C and plant 1010, with document type NB.
4. Process the output for your purchase orders. Use your purchasing group Z##.

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5. Post the goods receipt for the purchase order with material T-R1## in plant 1010. Maintain as a header text C##-GR1. Be aware that your PO's document type is NB.
6. You received an invoice from the supplier for the purchase order with supplier T-SUP01 and material T-R1##. Refer to your purchase order, which lists item T-R1## with quantities of 100 pieces and 10 pieces. As a reference, enter C##-INV1. The total amount of the invoice is 730,29 €, incl. tax. As there is an amount of 66,-- € incl. tax for transportation costs that has not been clarified yet, you need to park the invoice.
7. After you clarified that the transportation costs are relevant and accepted, you change the invoice and post the 66,-- € as unplanned costs to the purchase order. Change the parked invoice and post it.

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Unit 1
Task 5

Perform a Subcontracting Process

As one of the products is produced by a subcontractor, you need to test the subcontracting process in SAP S/4HANA.

To test this in the system, you need to perform the following steps:

Prerequisites



Caution:
In the exercise below, **always replace ## with your group number**.

Your system user for this exercise: **TS450-##**

Password: **Welcome1**

When requested, create a transport request with the description**C_TS452_##** or use the one that exists.

Where possible, use an entry related to your group number (for example, Purchasing Group Z##).

1. You need to order 100 pieces of material T-FL4A## from supplier T-S50A## for the plant 1010. Create a purchase order with document type NB and purchasing organization 101C for the subcontracting process. The net price is 1500,-- €.
2. As the component T-FL4A1## is delivered from the supplier T-S52A## to the subcontractor, create a purchase order of 200 pc to deliver the material directly to the subcontractor. The net price for the material is 500,-- €.
3. Perform a goods issue for the subcontracting components. The materials are available in plant 1010 and storage location 101A.

   If stock is deficient, post a goods receipt others (movement type 501) for the missing components in the quantity of 500 pc each in plant 1010 and storage location 101A.
4. As the subcontractor tells you that the components from T-S52A## have arrived, you post the goods receipt for the component T-FL4A1##.
5. Post the goods receipt for the product T-FL4A## in storage location 101A. Post an additional consumption of 2 pieces from product T-FL4A1## as the supplier consumed two more of this component.
6. In the future, your company wants to pay certain suppliers a maximum of the amount agreed in the purchase order. Therefore, invoices with deviations of up to EUR 50 should always be reduced automatically to reduce the effort of manual processing.

   Create a supplier-specific tolerance group C## in company code 1010.

   Assign your new tolerance group to supplier T-S52A## in company code 1010.

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7. You receive the invoice for the direct delivery in the subcontracting process from vendor T-S52A##. As a reference, enter C##-INV2. The total amount including tax is 110.030,-- €. Post the invoice for the purchase order with the given value.

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Unit 1
Task 6

Perform Contract Processing

You test the use of value contracts for material groups. As you want to order warning signs and electrical spare parts, you test he scenario in the system.

To test this in the system, you need to perform the following steps:

Prerequisites



Caution:
In the exercise below, **always replace ## with your group number**.

Your system user for this exercise: **TS450-##**

Password: **Welcome1**

Where possible, use an entry related to your group number (for example, Purchasing Group Z##).

Ignore any warning messages.

1. You want to order spare parts and warning signs from the supplier S520-3## for plant 1010 by the purchasing organization 101C. You use value contracts to create contract release orders and post goods receipt. Create a value contract for the supplier S520-3##. The contract should be valid for one year from the first of the actual month and should have a target value of 100.000,-- €. For each release order that you create for this contract, you receive a 10% discount.

   In the first item, you want to order different warning signs for a price of 5,-- €. Choose the correct item category. The material group should be WS##. The delivery time for the signs is 10 days.

   The second item should be used for electric spare parts with different prices and order units. Choose the correct item category. The materials belong to material group ET## and have a delivery time of 5 days.

2. Create a contract release order for plant 1010 for the following items:

   Item 1: 200 warning signs with material number B520-5##. Refer to item 10 of your contract.

   Item 2: 50 warning signs “Wear safety shoes”. There is no material master record for this. Refer to item 10 of your contract and assign to cost center T-ENG##.

   Item 3: The engineering department (cost center T-ENG##) requires 50 PAC of electric fuses 100A for 99,90 €. Refer to item 20 of your contract.

3. For the purchase order, post the goods receipt in plant 1010. For a first inspection, you post it into the unvaluated GR blocked stock. When you release the GR blocked stock, 100 pc of the stock material needs to be checked for quality reasons, you post 100 pc into the quality inspection stock in storage location 101C. The remaining 100 pc you post to unrestricted use stock. Be aware that the document type of your PO is NB.

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4. After inspecting the 100 pieces of your product B520-5##, you transfer the material from quality inspection to the unrestricted use stock.

   As the document header text, enter C##-TR.

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Unit 1
Task 7

Material Requirements Planning

You want to use materials planning in plant 1010 for a new material master record. Create a material master record with the necessary data for materials requirements planning. Once you have finished, you will check the MRP for your material.

To test this in the system, you need to perform the following steps:

Prerequisites



Caution:
In the exercise below, **always replace ## with your group number**.

Your system user for this exercise: **TS450-##**

Password: **Welcome1**

1. Create a raw material T-RC5## Certification GR## for planning in plant 1010, storage location 101A, and storage bin C-GR##. Maintain the views for purchasing, storage, and accounting as well. Use the Purchasing Group Z##, the valuation class 3000, and price control V.

   Use the following data for the MRP views:

Field	Value
MRP Controller	**0##**
MRP Procedure	**V1**
Reorder Point	**80**
Lot Size Key	**FX**
Fixed Lot Size	**200**
Planned Delivery	**10**
Safety Stock	**20**
Availability Check	**Y2**

2. During the MRP run in plant 1010, the system should allocate the source of supply and assign the supplier S520-1##. Maintain the necessary master data record.

   Create a purchasing Information Record for material T-RC5## and supplier S520-1##. Use Purchasing Organization 101C and mark the information record as relevant for MRP. The price for the material is 10,-- €, and the normal order quantity is 100 pc.

3. Post a goods receipt for 50 pc of material T-RC5## in plant 1010 and storage location 101A.

4. Create a reservation for 10 PCs in cost center T-ENG## for today + 2 days.

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5. Run an MRP run in plant 1010 for your material and check the result. One purchase requisition should be allocated to supplier S520-1##.
6. Change the purchase requisition and enter a valuation price of 10,– €. Shift the delivery date to the proposed delivery date plus 1 day. The purchase requisition should be fixed after the change.
7. You agreed to a quantity contract for your material with the supplier T-S52A # #. Create a quantity contract for T-RC5## and the supplier for 5,000 pieces at a price of € 9,50 for one year, starting on the first of the current month.
8. Create another reservation for the cost center T-ENG## for the material T-RC5## for 250 pieces for a day in the first week of the following month.
9. Maintain the necessary master data so that the contract can be assigned during the MRP run.
10. Perform an MRP run for your material and check the result. There should be an additional purchase requisition that is assigned to the supplier T-S52A## and the contract you created.

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