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| **Department: Purchase Department** | **Department: Purchase Department** |
| **Module Name: Purchase Order** | **Form Name: PO For Approval** |
| **Test case****ID.** | **Date of Performance** | **Field Name** | **Input Type** | **Test Description** | **Expected Result** | **Actual Observation** | **QMS Impact** | **Remark** | **Screen Capture I.D.** | **Tester Name /ID** | **Checked By** | **Approved By** |
| TC\_001 | 11/07/2023 | View Button | Action Button | Verify that view button on the form is clickable or not. | The view button should be clickable. | The view button is getting clicked. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_002 | 11/07/2023 | View Button | Action Button | Verify that when user click the view button the PO for approval form is getting open or not. | When the user clicking the view button the PO for approval form should get open. | When the user clicking the view button the PO for approval form is getting open. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_003 | 11/07/2023 | Supplier Details |  | Verify that all the data of supplier is getting reflected or not in the field. | All the data of supplier should get reflected in the fields. | All the data of supplier is getting reflected in the fields |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_004 | 11/07/2023 | Supplier Details |  | Verify that all the data which is getting reflect is getting reflected right according to the information we filled in PO from indent or not. | All the data which is getting reflect should getting reflected right according to the information we filled in PO from indent. | All the data which is getting reflect is getting reflected right according to the information we filled in PO from indent. |  | ***Pass*** |  | Aditi Pawar(186) |  |  | Aditi Pawar(186) |
| TC\_005 | 11/07/2023 | Bill To Ship To  |  | Verify that all the data of Bill to Ship to is getting reflected or not in the field. | All the data of Bill to Ship to should get reflected in the fields. | All the data of Bill to Ship to is getting reflected in the fields |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_006 | 11/07/2023 | Bill To Ship To |  | Verify that all the data which is getting reflect is getting reflected right according to the information we filled in PO from indent or not. | All the data which is getting reflect should getting reflected right according to the information we filled in PO from indent. | All the data which is getting reflect is getting reflected right according to the information we filled in PO from indent. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_007 | 11/07/2023 | Material details |  | Verify that all the data of materials is getting reflected or not in the field. | All the data of materials should get reflected in the fields. | All the data of materials is getting reflected in the fields |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_008 | 11/07/2023 | Material details |  | Verify that all the data which is getting reflect is getting reflected right according to the information we filled in PO from indent or not. | All the data which is getting reflect should getting reflected right according to the information we filled in PO from indent. | All the data which is getting reflect is getting reflected right according to the information we filled in PO from indent. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_009 | 11/07/2023 | Tax Split-up |  | Verify that all the data of Tax Split-up is getting reflected or not in the field. | All the data of Tax Split-up should get reflected in the fields. | All the data of Tax Split-up is getting reflected in the fields |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_010 | 11/07/2023 | Tax Split-up |  | Verify that If Bill to Ship To state is same as per Vendors state then the GST will get divide into SGST & CGST in equal proportion of the tax or not. | When Bill to Ship To state is same as per Vendors state then the GST should get divide into SGST & CGST in equal proportion of the tax | When Bill to Ship To state is same as per Vendors state then the GST is getting divide into SGST & CGST in equal proportion of the tax. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_011 | 11/07/2023 | Tax Split-up |  | Verify that If Bill to Ship To do not have same state as per Vendors state then the GST will get into IGST or not. | When If Bill to Ship To do not have same state as per Vendors state then the GST should get into IGST field | When If Bill to Ship To do not have same state as per Vendors state then the GST is getting into IGST field. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_012 | 11/07/2023 | Tax Split-up |  | Verify that If Bill to and vendor as same state but Ship To do not have same state as per Vendors state then the GST will get into IGST or not. | When Bill to and vendor as same state but Ship To do not have same state as per Vendors state then the GST should get into IGST. | When Bill to and vendor as same state but Ship To do not have same state as per Vendors state then the GST is getting into IGST. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_013 | 11/07/2023 | Tax Split-up |  | Verify that If Ship to and vendor as same state but Bill To do not have same state as per Vendors state then the GST will get into IGST or not. | When Ship to and vendor as same state but Bill To do not have same state as per Vendors state then the GST should get into IGST field. | When Ship to and vendor as same state but Bill To do not have same state as per Vendors state then the GST is getting into IGST field. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_014 | 11/07/2023 | Terms & Conditions |  | Verify that all the Terms & Conditions are getting reflected or not in the field. | All the Terms & Conditions should get reflected in the fields. | All the Terms & Conditions is getting reflected in the fields |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_015 | 11/07/2023 | Terms & Conditions |  | Verify that all the data which is getting reflect is getting reflected right according to the information we filled in PO from indent or not. | All the data which is getting reflect should getting reflected right according to the information we filled in PO from indent. | All the data which is getting reflect is getting reflected right according to the information we filled in PO from indent. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_016 | 11/07/2023 | Additional Terms & Conditions |  | Verify that all the Additional Terms & Conditions are getting reflected or not in the field. | All the Additional Terms & Conditions should get reflected in the fields. | All the Additional Terms & Conditions is getting reflected in the fields |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_017 | 11/07/2023 | Additional Terms & Conditions |  | Verify that all the data which is getting reflect is getting reflected right according to the information we filled in PO from indent or not. | All the data which is getting reflect should getting reflected right according to the information we filled in PO from indent. | All the data which is getting reflect is getting reflected right according to the information we filled in PO from indent. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_018 | 11/07/2023 | Shipping & Handling Charges. |  | Verify that when user has did applicable to the Shipping & Handling Charges field then only this information is getting reflected or not.  | When user has did applicable to the Shipping & Handling Charges field then only this information should get reflected. | When user has did applicable to the Shipping & Handling Charges field then only this information is getting reflected. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_019 | 11/07/2023 | Shipping & Handling Charges. |  | Verify that when user hasn’t did applicable to the Shipping & Handling Charges field then no information is getting reflected. | When user hasn’t did applicable to the Shipping & Handling Charges field then not any information should get reflected. | When user hasn’t did applicable to the Shipping & Handling Charges field then not any information is getting reflected. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_020 | 11/07/2023 | Remark | Text Box | Verify that the text Box is clickable and able to type in the text field area or not.  | The test box should be clickable and should be able to type in the text field area | The test box is clickable and able to type in the text field area |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_021 | 11/07/2023 | Dispatch Through(transport Preference) | Dropdown  | Verify that the dropdown is clickable and dropdown list is visible after clicking. | The dropdown should be clickable and dropdown list should visible after clicking. | The dropdown is clickable and dropdown list is visible after clicking. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_022 | 11/07/2023 | Dispatch Through(transport Preference) | Dropdown  | Verify that the functionality of dropdown list is working properly. | In the Dispatch Through(Transport Preference) dropdown Selected item of the drop-down list should be highlighted | In the Dispatch Through(Transport Preference) dropdown Selected item of the drop-down list is getting highlighted. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_023 | 11/07/2023 | Dispatch Through(transport Preference) | Dropdown | Verify that the functionality of dropdown list is working properly. | In the Dispatch Through(Transport Preference) dropdown highlighted item should get selected and should get displayed in below of Dispatch Through(Transport Preference).  | In the Dispatch Through(Transport Preference) dropdown highlighted item are getting selected and getting displayed in in below of Dispatch Through(Transport Preference). |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_024 | 11/07/2023 | Approve Button | Action Button | Verify that Approve Button is clickable or not. . | The Submit Approve Button should be clickable  | The Approve Button is clickable. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |  |  |  |
| TC\_025 | 11/07/2023 | Approve Button | Action Button | Verify that when user fill all the mandatory fields in the form then the user will able to save the form or not. | When user fill all the mandatory fields in the form then the user should be able to save the form and should get a save successfully popup message. | When user fill all the mandatory fields in the form then the user is able to save the form getting a save successfully popup message. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_026 | 11/07/2023 | Approve Button | Action Button | Verify that when user is not filling all the mandatory fields in the form then the user will able to save the form or not. | When user is not fill all the mandatory fields in the form then the user should not be able to save the form and should get an error pop up message. | When user is not filling all the mandatory fields in the form then the user is not able to save the form and getting an error pop up message. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_027 | 11/07/2023 | Reject Button | Action Button | Verify that Approve Button is clickable or not. . | The Submit Approve Button should be clickable  | The Approve Button is clickable. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_028 | 11/07/2023 | Reject Button | Action Button | Verify that When user click Reject button the entry is getting rejected or not.  | When user click Reject button the entry should get rejected | When user click Reject button the entry is getting rejected |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_029 | 11/07/2023 | Close Button | Action Button | Verify that Approve Button is clickable or not. . | The Submit Approve Button should be clickable  | The Approve Button is clickable. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |
| TC\_030 | 11/07/2023 | Close Button | Action Button | Verify that when user click on close button the user is getting the PO approval window or not. | When user click on close button the user should get the PO approval window. | When user click on close button the user is getting the PO approval window. |  | ***Pass*** |  | Aditi Pawar(186) |  |  |