

EEM Test Notes and Data

After you have completed the Demo and Practice versions of a module, you will be tested on the same material. These “Tests” will show that you have successfully gained the knowledge from the Demo and Practice versions.

At the beginning of each test, a sticky note will appear with the information necessary to complete the test. Users have noted that the sticky note is too big and does not allow users to properly work in the system. To correct this issue, we have listed all of the information below needed to complete each test module. The information below is exactly what appears on the sticky note during the Test modules.

To successfully pass all of the EEM Training, **users must achieve a passing score of at least 80% on all 14 tests below.** Tests can be taken as many times as necessary in order to achieve a passing score.

Tests to be completed during EEM Training

- | | |
|--------------------------------------|--------------------------------------|
| 1. Single Line Purchase Order | 8. Adding a Purchase Order to an ASN |
| 2. Edit an Existing Purchase Order | 9. Remove a PO Line from an ASN |
| 3. Add a Line to Purchase Order | 10. Ship an ASN |
| 4. Cancel an Existing Purchase Order | 11. Cancel a Shipped ASN |
| 5. Cancel a Line on a Purchase Order | 12. Create an Appointment |
| 6. Generate a Purchase Order | 13. Cancel an Appointment |
| 7. Create an ASN | 14. Daily Routine |

1. Single Line PO

In this scenario you are asked to create a new **Purchase Order**. You will use the **Main Menu** to find Purchase Orders (EEM). After you create the PO you will add one line item.

Use the following data:

When searching for the UI type: Purch

Purchase Order ID: PO011121DH

Due Date: January 25, 2021

Billing Method: Collect

Business Partner: ABC_VENDOR (lookup with wild card)

Origin Facility: Lookup with Magnifying Glass

State/Province Filter: GA

Origin Facility 4795

Destination Facility: Lookup with Magnifying Glass

State/Province Filter: GA

Destination Facility: APPTWH

Lines tab:

Line Number: 1

Item Type: Item

Item Number: 997459

Order Quantity: 100

UOM: Cases (in the live environment the UOM will always be eaches)

Size 1: 2

Save

After you create the Purchase Order, close the PO window and refresh the main page to view your updates.

2. Edit an Existing PO

In this scenario you are asked to edit PO Number **PO011121DH**. You will use **Main Menu** to find Purchase Orders (EEM). On the PO page you will use the Filter panel to filter for the PO. Once you find the PO, use the **Edit Header** option to make the changes. View the Business Partner page to see the editable fields. You also need to change the **Order Quantity** on the **Lines** page

Use the following data:

Quick Search: Purch

Type PO in Primary Field: PO011121DH

We will first edit the Header.

Billing Method: Change this to Third Party.

Next, we will look at the business partners tab, but will not edit anything. Save.

Lastly, move to the lines tab and edit line 1 to update the **Order Quantity** to 150 cases. Save. (Remember, in the live environment, the UOM will always be eaches).

Close the **Edit PO** window when you are finished.

3. Add a Line to a PO

In this scenario you are asked to add a line to PO number **PO011121DH**. We will use the webtop tile for this transaction rather than using the main menu.

Use the following data:

Double click the PO that you want to edit.

Add the following line:

Purchase Order Line ID: 2

Item Number: 087013

Quantity: 200 CASES (in the live environment the UOM will always be eaches)

Size 1: 1

Save. After you have added the new line go to the PO Details and confirm that the Line has been added.

4. Cancel an Existing PO

In this scenario you need to cancel Purchase Order **PO011221TT**. You will use the web tile to get to the Purchase Order page rather than the main menu.

Use the following data:

Filter for all Purchase orders in a **Created status**. Apply.

Double Click the PO to open.

After you have canceled the PO, close the page and **refresh** the PO user interface to update your results.

5. Cancel a Line on a PO

In this scenario you want to cancel a single line item from a Purchase Order. Purchase Order **PO011121DH** has two (2) line items. You need to **cancel line #2**. You will use the **web tiles** to access the Purchase Order page.

Use the following data:

Double click the PO directly from the page.

Perform the tasks necessary to cancel line #2 on the lines tab.

Close the details page and return to the **main PO page** when you have completed you task.

6. Generate a PO Report

In this scenario you need to run a Purchase Order report on **PO011121DH**. Access the Purchase Order page from **the web tiles by double clicking**.

Use the following data:

Double click the PO directly from the page.

Perform the tasks necessary to generate a PO report. You must generate the document before you can review it.

After you view the sample report, **close** all windows to return to the **Main PO page**.

7. Create an ASN

In this scenario, you need to **create an ASN**. Access the **ASN page** from the web tile.

Use the following data:

Leave the ASN Field blank

Delivery Facility: VABCFACILITY

Estimated Delivery: February 11th, 2021

Origin Type: Supplier

Pickup Facility: 0045

Save.

Close all windows after you have completed the task to return to the main LPN page.

8. Adding a Purchase Order to an ASN

In this scenario, you are asked to add a **Purchase Order** to an **ASN**. The **Purchase Order** (PO0309JU1) and **ASN** (ASN000000169) have already been created. We are going to add the purchase order lines to the **ASN**. To begin, you will use the **main menu** to navigate between user interfaces.

Use the following data:

Quick search: ASN

PO: PO0309JU1 (hit enter after typing)

We will be adding all lines of the PO to the ASN.

ASN: ASN000000169

Close out of the Create ASN from PO user interface and verify that the lines have been added to the ASN. Once this is complete, use the home button to return to the EEM home screen.

9. Remove a PO Line from an ASN

In this scenario you need to remove a single purchase order line from an ASN (ASN000000169) that has not already been shipped. Access the ASN page from the main menu.

Use the following data:

Quick search: ASN

Use the primary field to search for ASN's and enter in *169 to search for all ASN's ending in 169.

After filtering, double click **ASN000000169**.

Navigate to the Lines tab and remove purchase order line #2.

Confirm deletion of line.

10. Ship an ASN

In this scenario you need to Ship **ASN000000145**. You will access the ASN page from the web tiles and then **filter** for the ASN.

Use the following data:

Criteria for filter: **ASN000000145**

Double Click **ASN000000145**

Ship ASN.

11. Cancel a Shipped ASN

In this scenario you need to **Cancel** an ASN. Access the ASN page from the webtop. Apply the filter to see all the ASNs.

Use the following data:

ASN: **000000004**

Double Click **000000004**

Cancel the ASN

Close the ASN when finished

12. Create New Appointment

In this scenario, you will create an appointment for PO0000000064 that has 10+ SKUs. You will **add the appointment** from the main menu.

Use the following data:

Search using the Main Menu: add

Carrier: TEST

Click: Add Appointment (Yard Management)

Equipment Code: TRL28

Facility: VABCFACILITY

Purchase Order: PO0000000064

Load Configuration: MS10

Recommended Schedule Time: February 10th
12:30 PM – 1:00 PM

Suggested start date/time: February 10th, 2021.

Appointment Type: Live Unload

13. Cancel an Appointment

In this scenario, you will **cancel appointment 1374811734** during the time frame of February 1st - February 26th. Access the **appointment** directly from the web top.

Use the following data:

Filter for the date range **Feb 1 through Feb 26.**

Cancel the appointment

Check the box for appointment **1374811734**

Add a **reason** for the cancellation before saving.

14. Daily Routine

It is time to evaluate your understanding of the daily tasks that you will perform as a Supplier or Broker for Virginia ABC. This scenario represents your final exam. The following information contains all of the data you need to complete the scenario successfully. Read carefully!

In this scenario you need to 1) create a PO, 2) create an ASN, 3) add the PO to the ASN, 4) schedule an appointment to the Virginia ABC distribution center, and 5) ship the ASN.

Use the following data:

Step 1) Create the Purchase Order

Navigate to the **Purchase Order** user interface by typing in pur in the quick menu and click on **Purchase Order (Extended Enterprise Management)**.

Purchase Order: Leave blank, EEM will auto generate a PO ID

Due Date: 11/17/2021

Billing Method: Prepaid

Business Partner ID: 4516

Origin Facility: 4516

Destination Facility: VABCFACILITY

Navigate to the Lines Tab

Line Number: 1

Item: 038174

Order quantity: 100 eaches

Size 1: 2 Pallets

Save.

Step 2) Create the ASN

Navigate to the **ASN** user interface by typing ASN in the quick menu and click on **ASNs (Extended Enterprise Management)**.

ASN: leave blank

Delivery Facility: VABCFACILITY

Estimated Delivery: 11/17/2021

Origin Type: Supplier

Pickup Facility: 4516

Save.

Step 3) Add the PO Lines to the ASN

Navigate to the **Create ASN from PO – Shipping** user interface by typing ASN in the quick menu and click on **Create ASN from PO – Shipping** user interface.

Search for a PO by typing in *137

Click on PO000000137

Search for an ASN by typing in *16

Click on ASN0000016

Link the PO to the ASN using the right green arrow and click Save.

The status of the ASN has now been changed from “In planning” to “Open”.

Step 4) Create Appointment

Use the main menu to search for the Add Appointment user interface by typing app in the quick menu and click on the **Add Appointment** user interface.

Facility: VABCFACILITY

Load configuration: STR8

Suggested Start Date/Time: 11/17/2021

Appointment Type: Live Unload

Carrier: Use the Search to find the carrier, SWLS

Equipment Code: TRL48

Purchase Order: Type in *137 and Search

Purchase Order: PO000000137


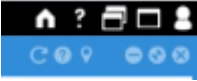
Use the Recommend Time Slots button to schedule the appointment for the recommend time of: 11/17/2021 at 12:45pm to 13:30pm.

Save.

Step 5) Ship the ASN

Click the open windows button  in the top right  to navigate back to the “Add ASN – Advanced Ship Notice” user interface.



Refresh  the Add ASN – Advance Ship Notice user interface screen in the top right. 

ASN is now in “Open” status.

Ship the ASN using the Ship button at the bottom.

ASN is now “in transit” status.

Click the Home Button to finish.

Congratulations! You have finished the EEM Training for Virginia ABC!