Intro To Manhattan EEM

For Cato Corporation & Associated Vendors

For questions or support, please contact

EEMsupport@catocorp.com

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Log in

Enter your Username and Password on the main screen to log into your Manhattan workspace

https://eem.catocorp.com:12001

Vendor Login = vendornumber_admin (ex: 1234_admin)

Password = Pa55w0rd!   (* note the 0 is a zero)

You will be asked to change your password upon initial login.

'GO LIVE' – Initial Steps

1) Log in at https://eem.catocorp.com:12001
2) Change password if requested
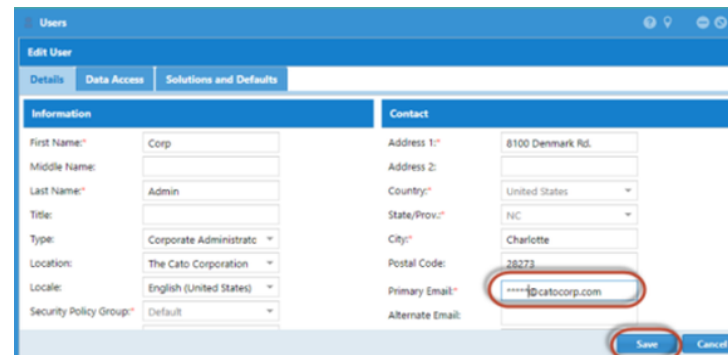3) Use the CATO-EEM drop-down menu and select CATO-MDA

4) Go to the menu

5) Select 'Users'
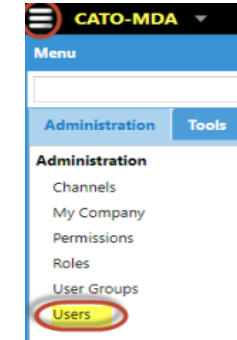
6) Select the user and click 'Edit'
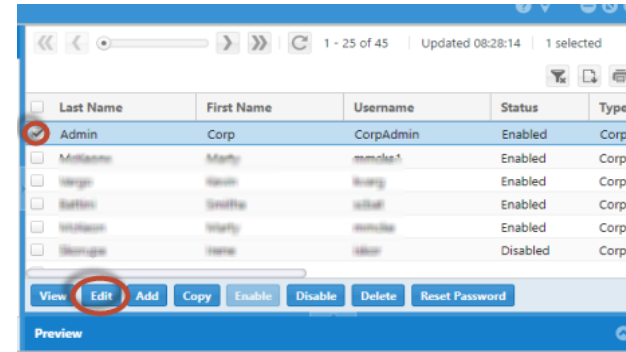
7) Add your email in 'Primary Email'

8) Click 'Save"

EEM Homepage

How to Pin Tiles

- Click on Menu ☰
- Select Purchase Orders
- Click 📍 Icon
- Tile is pinned to Workspace

- Tiles serve as shortcuts. You can add and arrange them in your preferred order. Tile your most used pages!

Purchase Order – Purchase Order Status

- <u>Created</u> – New PO is created, no LPNs or ASNs

- <u>In Work</u> – LPNs exist, but no LPNs on an ASN

- <u>Partially shipped</u> – At least one LPN has been shipped on ASN

- <u>Shipped</u> – All quantities shipped on an ASN for PO

- <u>Receiving Started</u> – Receiving has begun or is completed, but item quantity shipped is less than ordered quantity

- <u>Received</u> – Receiving is completed and shipped quantity = order quantity for all lines

- <u>Canceled</u>

☐ ✉	Purchase Order	Status	Original Status	Origin Faci...	Origin City	Origin State/Prov.	Destinatio...
☐	447670	Partially Shipped		93231	Kowloon		70
☐	446350	Shipped		16427	MAIL TKT ADDR CITY	NC	70
☐	450091	Shipped		16427	MAIL TKT ADDR CITY	NC	70
☐	453579	Shipped		16427	MAIL TKT ADDR CITY	NC	70
☐	455487	Shipped		19090	Los Angeles	CA	70
☐	459885	In Work		93292	LA PALMA	CA	70
☐	454582	Received		16427	MAIL TKT ADDR CITY	NC	70
☐	455177	Shipped		11963	Yiwu, Zhejiang		70
☐	453805	Partially Shipped		90060	Los Angeles	CA	70

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Look Up PO

- Select Purchase Orders from Menu or double click tile on workspace
- Double click Purchase Order number to open details or select and click "view"

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P.O. Box 34216 • Charlotte, NC 28234

Look Up PO (continued)

- Tabs show more info on PO

Build LPNs

- Select the Lines tab on a PO

- Click "Build LPN"

- LPN stands for License Plate Number. It assigns a unique number/barcode to each carton.

Build LPNs

- For Package, select "24x15x12"
   - *Choose "none" if using a different size.

- Select the lines

- On first build, select "Build Remaining" and select Qty of _PACKS_ that fit in carton for "QTY To Pack Per LPN (in this image we are packing 23 PACKS into each carton

- Add weight per carton to 'Weight/LPN' and select 'lb' (***do not*** *use the LBS*)

- Country of Origin will be a three or four letter code like CHN (CHINA)

- Click Save

Build LPNs continued – sku vs pack

Qty To Pack Per LPN will depend on how many ordered items or packs will go into one carton. The image below shows an ecomm order of 9 sku being packed into one carton, 6 sku into another, and 3 sku into another. The last line shows 27 _packs_ have been ordered and 3 _packs_ will fit into one carton. The 'Build Remaining' box is checked here so that multiple cartons of 3 _packs_ each will built. (sku = saleable item)

LPNs continued

- LPNs are created! In this image we have 3 cartons, each containing 23 packs.

- If there are any remaining quantities left for the line, click Build LPN (see next screen).

- If finished building all needed LPNs, continue to next steps.

PO Detail - Order LPNs

Actions ▾ | Tools ▾

Order type:	**Purchase Order**	Contracted Ship Start:	**10/4/22 00:00 EDT**
Order ID:	441234	Contracted Ship End:	**10/7/22 00:00 EDT**
Order status:	**In Work**	Not Before Date:	**10/10/22 00:00 EDT**
Order origin:	14132	Not After Date:	**10/13/22 00:00 EDT**
Order destination:	70		

Total LPN weight: LPNs on pallets: **0**
Total LPN count: **3**   Loose LPNs: **3**
Pallets:

Displaying 1 - 3 of **3** (0 selected)

	New	LPN	LPN Type	Status	Origin Facility	Facility	Dest. Facility	LPN Weight	LPN Quantity	Pallet LPN	Shipment	ASN
☐	⊖	000003062	LPN	Built	14132	14132	70		23 PACK			
☐	⊖	000003063	LPN	Built	14132	14132	70		23 PACK			
☐	⊖	000003064	LPN	Built	14132	14132	70		23 PACK			

Cancel   Add To Pallet   Add To ASN   Print Labels   Build LPN

LPNs – <u>If</u> there are Residual Quantities

- Unpacked Qty is shown:

- Click "Build LPN"
- Click "Next"

- Create last LPN based off of remaining Unpacked Qty and Save.
  - For the residual qty, do not click on 'Build Remaining.'

Create ASNs

- Select ASN from Menu or from Pinned Tile on Workspace
- Click "Add"
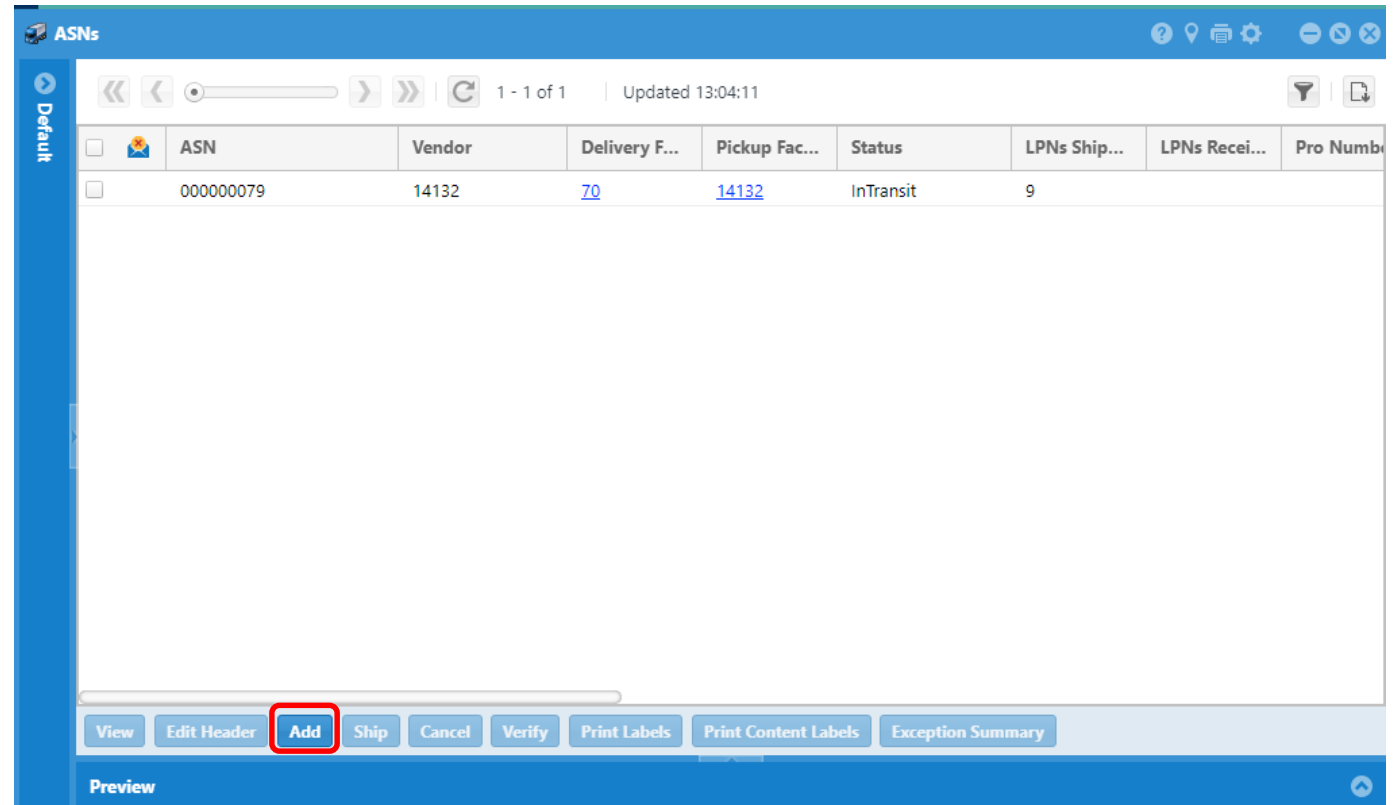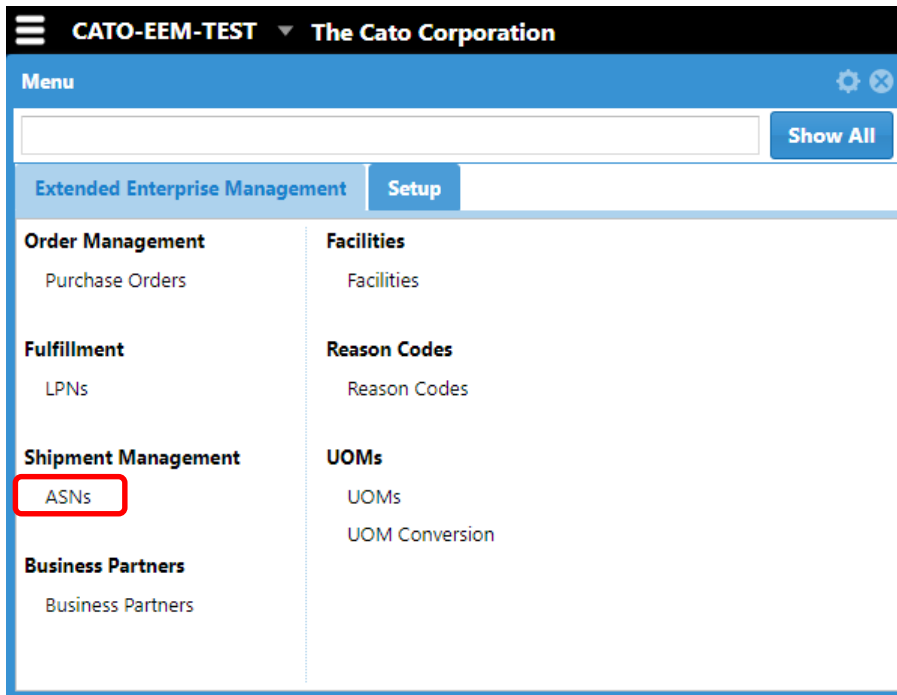
Create ASNs (continued)

- Input the required information

- Delivery Facility (CATO,70)
    - *Consolidator users may use a different # in the future
- Estimated Ship Date (when you think delivery will be shipped)
- Business Unit (Always The Cato Corporation)
- Origin Type (Supplier)
- Pick Up Facility (V+YourVendorNumber ex: **V1234**)
- Business Partner (Your vendor number)

Create ASNs (continued)

• Click Save

• ASN Created!

ASNs – Loading LPNs

- Click 'Add LPN' button in the ASN LPNs tab.

- Type or Paste PO# in search bar, click apply, and the LPNs for that PO are displayed.

- If not filtered by PO#, **All** LPNs will be available.

ASN – Loading LPNs

- Only select the LPNs needed for this shipment.
  - 'Add All LPNs' will select LPNs from all pages
  - The individual LPN checkbox will select LPN from current page only

- Once an LPN is loaded, ASN status is updated to 'Open'

ASN – Loading LPNs

- LPNs may also be loaded onto an already created ASN by navigating to LPN list first, select LPNs, then click 'Add to ASN' button and specify correct ASN number

- When an LPN (Built) is added to an ASN, then status will update to 'Loaded'

Shipping an ASN

- After loading all necessary LPNs to the desired ASN, make any edits (Edit Header) or changes necessary. Then click "ship" to move the ASN from "Loaded" to "in-transit."

- *Please note – be sure to make any changes/edits to your ASN **_BEFORE_** clicking "Ship".

FAQs

When building LPNs, how do I know what number to put in Qty to Pack Per LPN?
- When shipping crossdock, your Qty to Pack Per LPN will be 1 (don't forget to check "Build Remaining")
- When shipping multiple packs per carton, the number will equal the number of packs you are putting in each carton

Can I load Multiple POs onto an ASN?
- Yes! Create your LPNs for each PO. Create an ASN. Click 'Add LPN' for one PO and then another.

When should I start using the labels from EEM?
- Now! Please be sure the label matches the contents of the carton it is on.

- Need help? Please contact EEMSupport@catocorp.com

Tips!

- When using the 'Document Printer,' it is possible to select this field on the PO Detail screen. There will be a print option after each LPN is setup. You can also print labels from the ASN screen.

  It is very important to ensure that each carton is correctly labeled.

- The Country of Origin field has a maximum of 4 letters/numbers (Ex: Chn = China, Gta = Guatamala, etc.

- You can search for PO or ASN numbers using the little filter icon on their respective pages
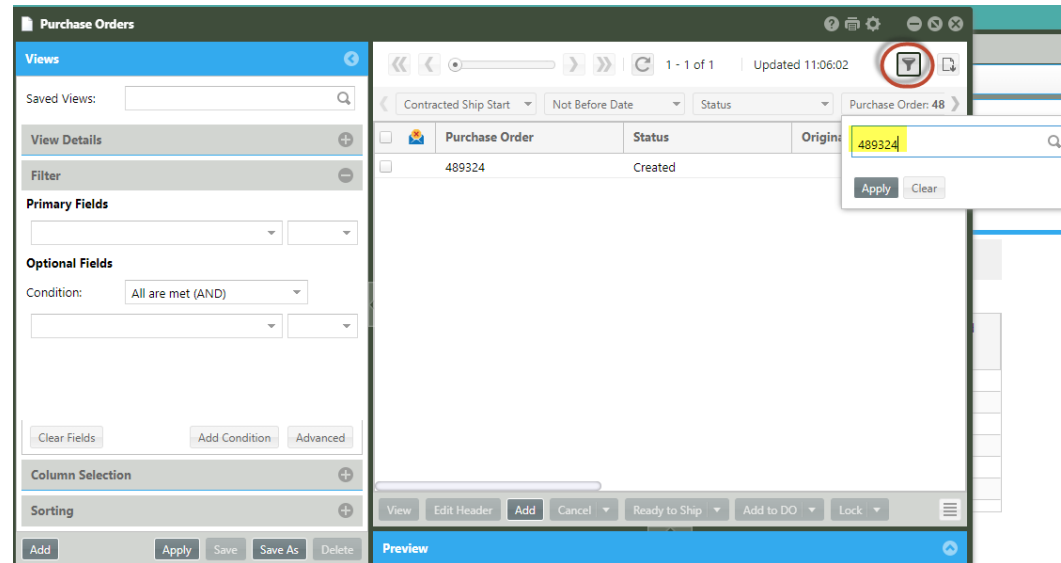
Intro To Manhattan EEM-Part 2

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TOPICS

The CATO Corporation

- Setting up Personal Filters

- Updating or Cancelling of LPNs

- Additional ASN Information

- Shipping Information
  - Over/Under of Shipped Quantities

- Printing of Labels

- FAQs

- Questions or Comments?

General EEM Navigation – Criteria & Filtering

View Criteria and Filtering:
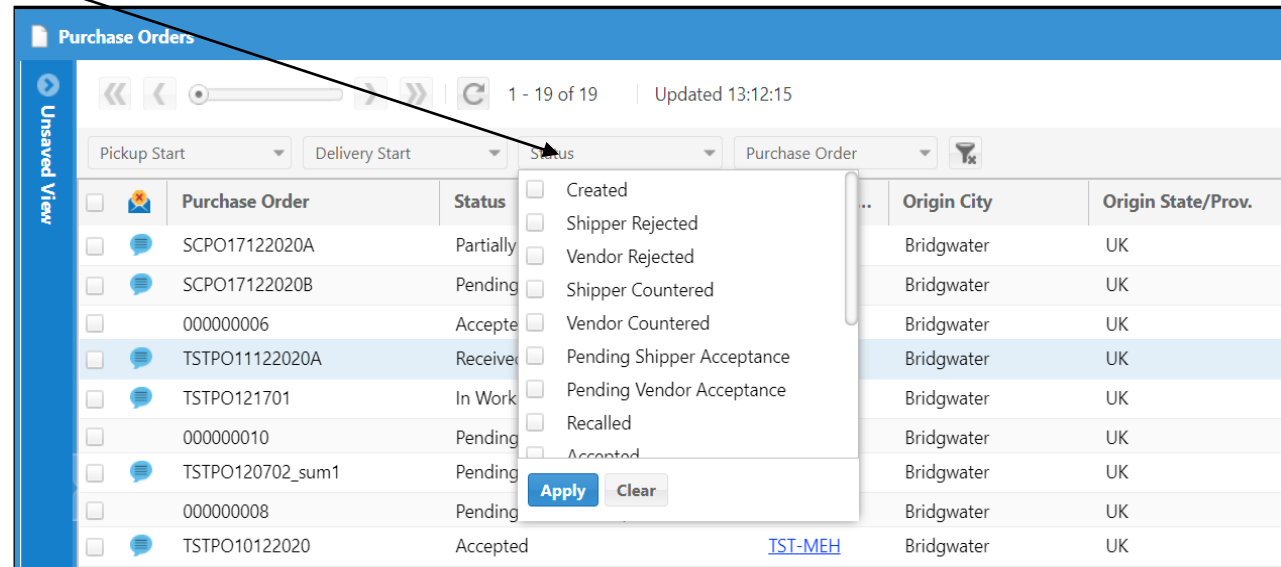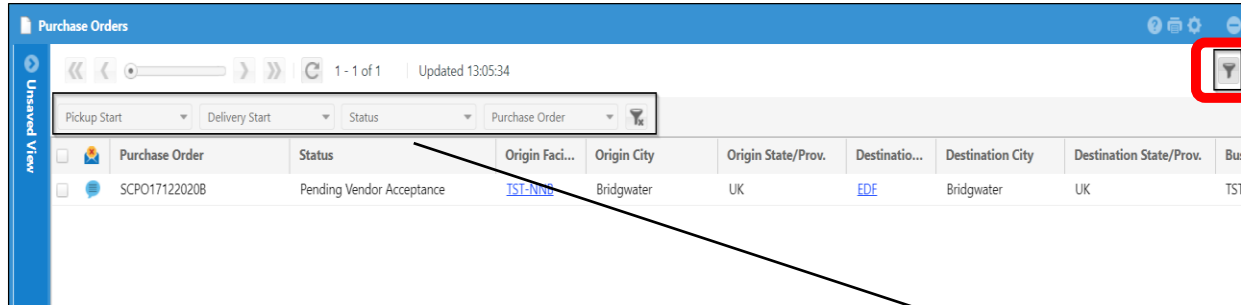
General EEM Navigation – Views

- Views provide quick navigation and access to data.
- Views are similar to filters

General EEM Navigation – Views

- To create a view, select the ⊕ icon and create name.
- Click the ⊗ icon to Add/Remove a condition. Select "Clear Fields" button to remove all fields
- Views can be saved and accessed for future use by clicking "Save As" button and using the "Saved Views" search field's magnifying glass to find your saved views.

*Example of basic filter for customer vendors where Purchase Orders not equal to 1 & in Pending Vendor Acceptance status

General EEM Navigation – Views

Three different actions can be applied:

- <u>Default</u> - will be default view for that page

- <u>Favorite</u> - will be listed in favorites when searching views

- <u>Shared</u> - other users can login and see the view

LPNs – Updating LPNs

- As long as an LPN is not loaded onto an ASN, it can be updated/edited
- The "Edit Header" button allows you to update weight, package type, facilities and business partner.
- When updating the LPN, individual lines must be changed

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LPNs - Cancel

- To be canceled, the LPN must be in BUILT status

- LPNs can be canceled by suppliers from the LPN list screen.

- When canceled, all contents of the LPN are re-applied to parent PO and packed quantity is decreased appropriately.

Remove LPNs – Remove from ASN

- If an LPN is loaded onto an ASN that hasn't shipped, you can remove the LPN by clicking **Remove LPN** button (ex short shipping)

- LPN will go from 'Loaded' to 'Built' Status

Remove LPNs – Remove from ASN (cont.)

- LPNs can only be removed from ASNs not yet shipped.
- Select LPN from ASN LPNs tab and click 'Remove LPN'
- Once removed from ASN an LPN can be loaded onto a different ASN.

ASNs – Cancel

- ASNs in "In Planning" or "Open" status can be canceled by clicking the 'Cancel ASN' button on the ASN details Screen.

ASNs – Cancel (cont.)

- If ASN is 'Open' when canceled, EEM also cancels all of the LPNs on the ASN

Shipping an ASN

- After loading all necessary LPNs on to the desired ASN, click "ship" to move the ASN from "open" to "in-transit."
- *Please note – be sure to make any changes/edits to your ASN **_BEFORE_** clicking Ship.

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Over-Shipping

- If shipping quantity exceeds the ordered quantity on the ASN, a warning indicator will be shown.

- An ASN's status will go to 'Receiving Started' once the first LPN is received and then to 'Receiving Verified' once all LPNs received.

		ASN	Status	Vendor	LPNs Ship…	LPNs Recei…	Total Received	Total Shipped	Shipped Date
		000000005	InTransit	14132	65		0 PACK	155 PACK	10/18/2022 12:10…
		000000004	Receiving Verified	14132	69	69	93 PACK	93 PACK	10/11/2022 13:41…
	⚠	000000003	Receiving Verified	14132	328	328	806 PACK	806 PACK	10/6/2022 13:36 …
		000000002	Receiving Verified	14132	45	45	179 PACK	179 PACK	9/28/2022 12:44 …
	⚠	000000001	Receiving Verified	14132	320	320	433 PACK	433 PACK	9/23/2022 16:30 …

Under-Shipping

Example: PO line was short shipped
- Notice the PO and the PO lines status goes to "Receiving Started".
- It would remain visible on your screen until the system archives and purges.
- Purges are currently set at 180 days.

Received in Full Shipping

Example: This PO was shipped and received in full.
- The status goes to "Received"
- It would remain visible on your screen until the system archives and purges.
- Purges are currently set at 90 days.

Labeling of LPN

- Always consult the logistics guide for the most current labelling instructions
- Label should be placed on <u>short side</u> of box, not long side:
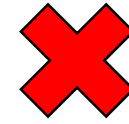
LPN – Print Labels

- LPN Labels can be printed from multiple pages, including LPN list.
- Select LPN and click "Print Labels", then select appropriate label printer and click "Print" button.

In union with the new Extended Enterprise Management (EEM) system, the carton marking guidelines have been updated.

All vendors trained in the new EEM system, should start shipping purchase orders by following the instructions below:

Updated Carton Marking Specifications

Label or stamp to be placed on **1 side of the carton** in an upright position, centered on the bottom of only **1 long side of the carton**.

(Place label on long side of the carton)

New 4" X 6" White Thermal Barcode Shipping Label Placement

Barcode label to be place only on **1 side of the carton** in an upright position, centered in the middle of the **short side of the carton**.

(Place label on short side of the carton)

- ➢ Vertical Label Placement: place carton in an upright position, barcode must be read vertically. Do not place sideways or diagonally.
- ➢ Cartons less than 6" in height, the vertical label format may be overlapped from the top of the carton and the barcode must not be folded.

- ➢ Shipping UPS or FedEx, do not combine our label with the carrier-shipping label on the short side (width) of the carton. Place carrier label on another side of the carton.
- ➢ There should not be any tape, markings, or additional barcode covering or adjacent to any part of the shipping label that would interfere with the barcode scan.
- ➢ Shipping labels should be applied without any wrinkles running through the barcode symbols.
- ➢ Shipping labels should not be wrapped on any edge (corner) of the carton. Wrapped labels impact the scan ability of the barcodes and expose the wrapped portion to more wear.
- ➢ **EEM produces LPN labels with code39 as the barcode symbology.**

All vendor questions or concerns pertaining to EEM should be directed to:

EEMsupport@catocorp.com

Shipping Label Example using cut sheet/document printer.

Note: printing instructions and set-ups may vary depending on vendor-specific printer availability

From		To
(blurred)		Cato DC
		8100 Denmark Road
		Charlotte, NC, 28273

PO#	VENDOR: (blurred)
464295	COUNTRY OF ORIGIN:
	UNITS: 10
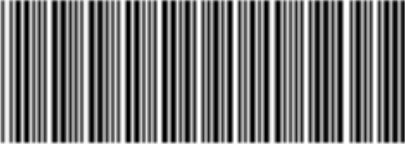
CARTON	DEPT	COLOR	UNITS
4493 **2466**	4025	V Two Tone	10

000000784

Configure Direct Attached
Label Printers (Zebra,
Monarch, ZPL compatible)

For label printers (ex Zebra) <u>directly attached</u> to PC

- Doc printer creates cut sheet

- PDF -> Save and print

- Print → More Settings →Change scale to around 76%

Any Non-Label Printers
(ex inkjet, laserjet, etc)

- Print→Scaling/resizing options (properties)

- Custom scale set to 160%

Configuring Printer – Add Printer

To add printer:

1. Navigate to Menu ⟶ Printers

2. Click add

3. In the General Tab: Populate the fields presented (Printer, Printer address, Type, Description, UPS Printer name (this should be blank), Business Unity, Assigned Server (select ca), Assigned Queue, Fetch Frequency, Maintain Sequence During Printing, Business Partner

4. You can add, delete, and edit the existing printer attributes in this page.

5. In 'Document Assignment' tab, select 'Add' LPN Label Printing, then click save.
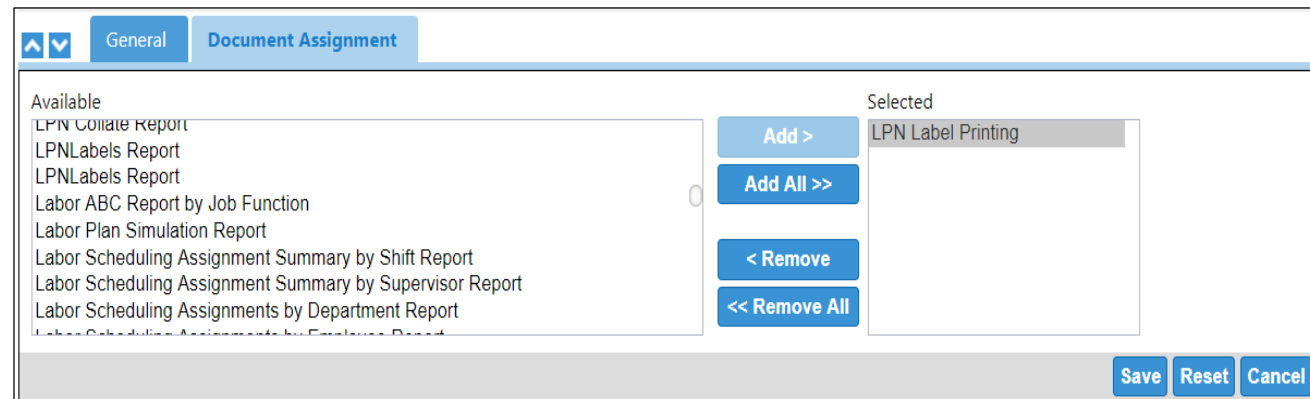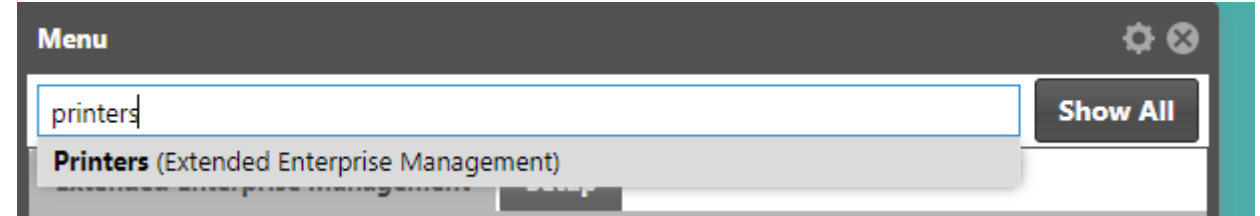
Adding Users

How to Add Additional Users in Manhattan – EEM

For Cato Corporation & Associated Vendors

For questions or support, please contact

EEMsupport@catocorp.com

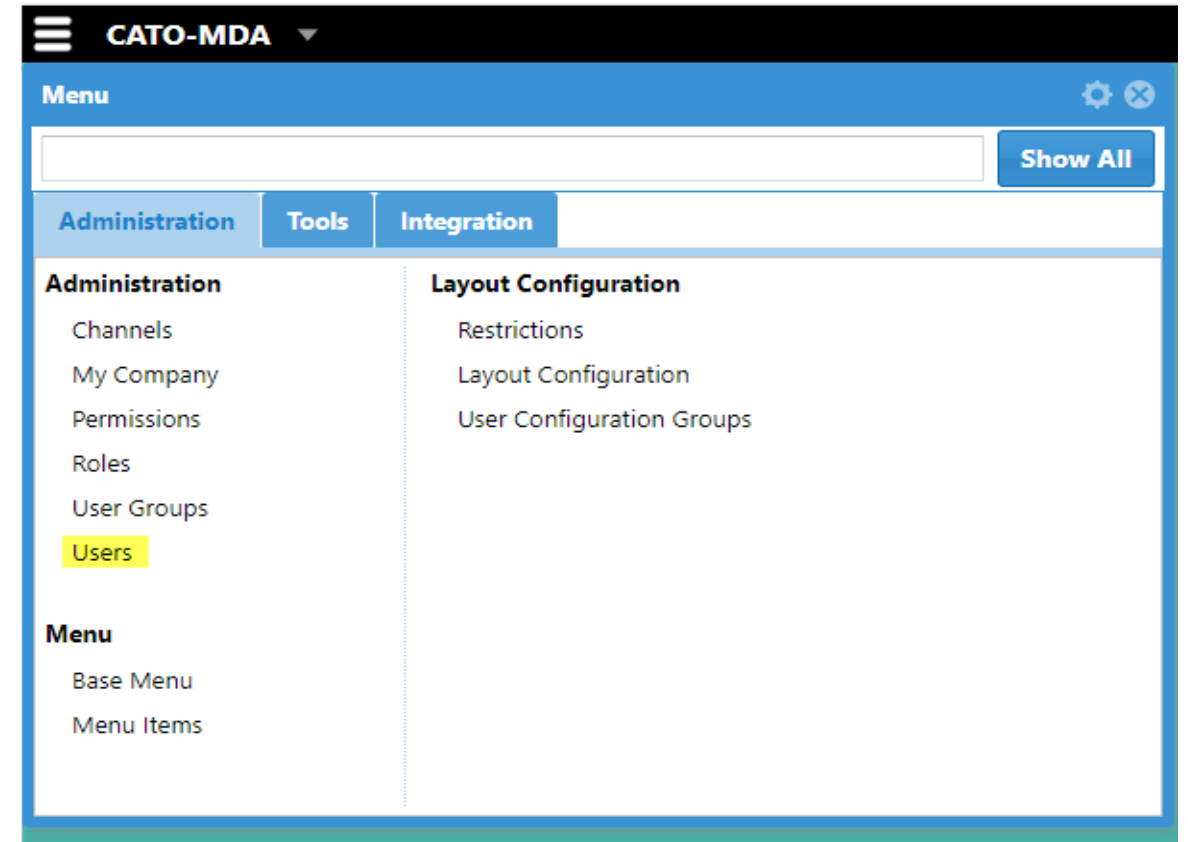To add a user, click on CATO-EEM

Select CATO-MDA
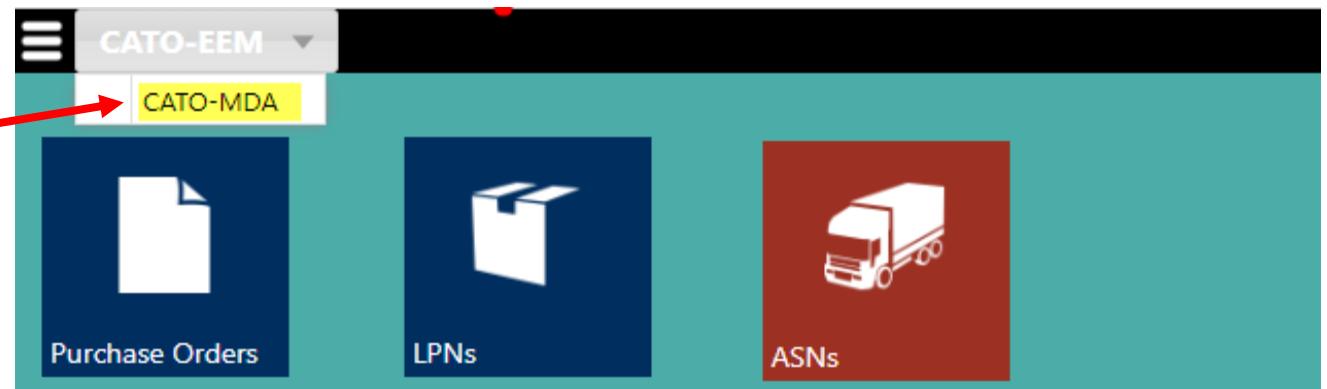
Click on menu bars

Select "Users"

Click "Add"

Enter user info and click "save."

Select "Data Access" and click "Add."

Enter Company name and select "Vendor – Single Item LPN" in the drop-down menu. Select business unit and region.

Click "OK."

Select Company Name and click "Save."

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You have successfully created a user! Check Solutions and Defaults.

You can choose to edit here if necessary.

If everything looks correct, return to CATO-EEM