



Intro To Manhattan EEM

For Cato Corporation & Associated Vendors

For questions or support, please contact

Vendor_Compliance@catocorp.com

8100 Denmark Road • Charlotte, NC 28273 • 704-554-8510
P.O. Box 34216 • Charlotte, NC 28234

TOPICS

PART 1

- How to Log In (3)
- Basic Setup (4)
- Homepage (5)
- Pinning Tiles to Homepage (6)
- Looking up POs (8)
- Building LPNs (10)
- Creating ASNs (15)
- Shipping via Consolidator (18)
- Loading LPNs on to ASNs (20)
- Shipping ASNs (23)
- Multiple Facilities (24)
- FAQs, Tips (29,30)

Part 2

- General EEM Criteria and Filtering (33)
- Setting up Views (34)
- LPNs – Updating (37)
- LPNs – Canceling (38)
- LPNs – Removing (39)
- ASNs – Cancel, Ship, Over ship, Under ship (40-46)
- Labels (47)
- Configuring Label Printers (49)
- Label Examples (52)
- Label Placement Guidelines (56)
- Adding Users (60)

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.

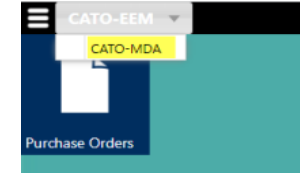


The login screen for Manhattan Associates features a dark blue background. At the top left is the Manhattan Associates logo. Below it, there are two input fields: 'Username:' with the text '1234_admin' and 'Password:' with masked characters. A green arrow button is to the right of the password field. Below the fields are links for 'Forgot Username?' and 'Forgot Password?'. At the bottom, there is a copyright notice: '© Copyright 2021 Manhattan Associates, Inc. All rights reserved.' and a link for 'Confidentiality Notice'.



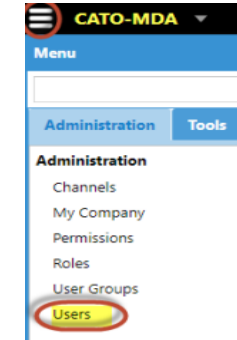
'GO LIVE' – Initial Steps

- 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

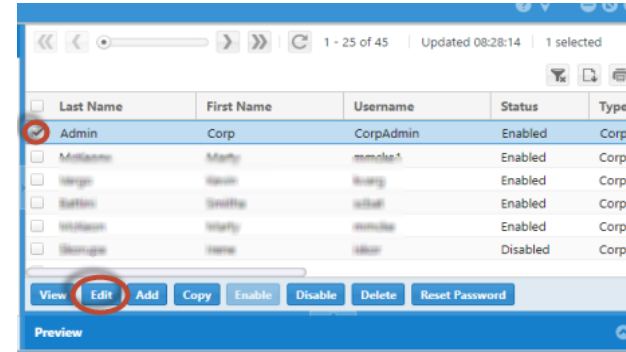


- 4) Go to the menu

- 5) Select 'Users'

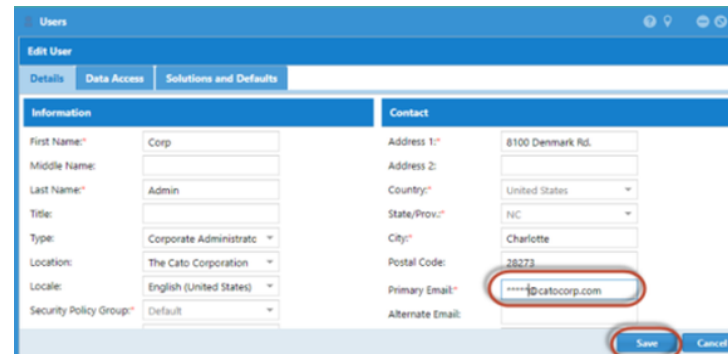


- 6) Select the user and click 'Edit'



- 7) Add your email in 'Primary Email'

- 8) Click 'Save'



EEM Homepage

Dropdown
Menu

Main
Workspace

Workspaces

Open
Windows

User
Profile

Home

Help

The screenshot shows the CATO EEM TEST homepage. The top navigation bar is black with the text 'CATO-EEM-TEST' and 'The Cato Corporation' on the left, and icons for Home, Help, Open Windows, User Profile, and a dropdown menu on the right. The left sidebar is blue and contains a 'Menu' section with a search bar and a 'Show All' button. Below the search bar are two tabs: 'Extended Enterprise Management' (selected) and 'Setup'. The sidebar lists several categories: 'Order Management' (Purchase Orders), 'Facilities' (Facilities), 'Fulfillment' (LPNs), 'Reason Codes' (Reason Codes), 'Shipment Management' (ASNs), 'UOMs' (UOMs, UOM Conversion), and 'Business Partners' (Business Partners). The main workspace is a large teal area.

Menu

Extended Enterprise Management Setup

Order Management

Purchase Orders

Facilities

Facilities

Fulfillment

LPNs

Reason Codes

Reason Codes

Shipment Management

ASNs

UOMs



UOMs

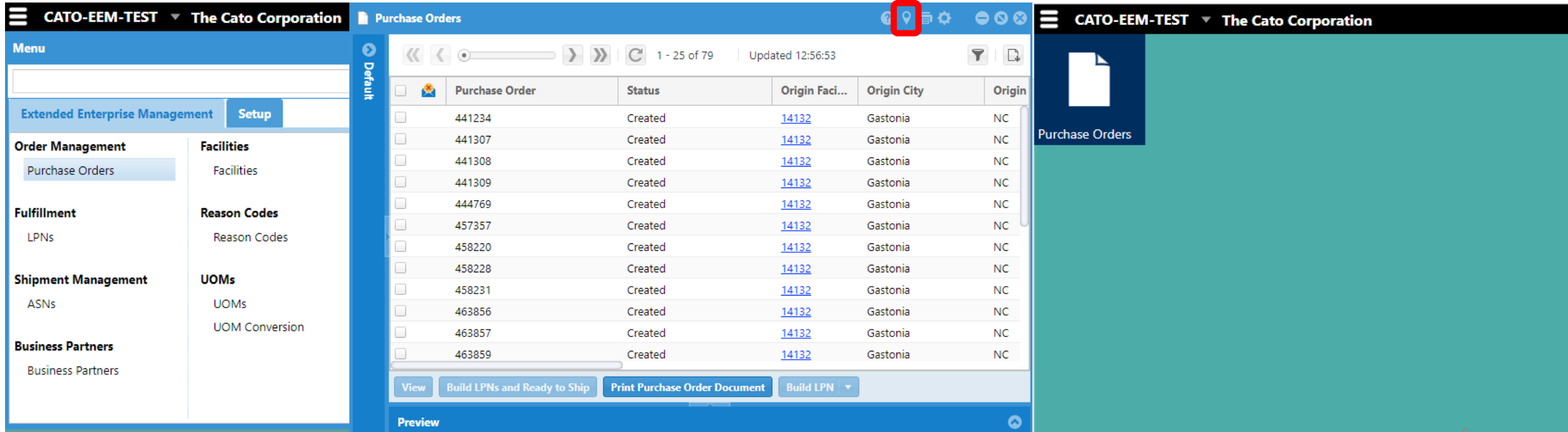
UOM Conversion

Business Partners

Business Partners

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!




The screenshot displays the CATO EEM-TEST application interface. On the left is a navigation menu with sections: Order Management (containing Purchase Orders), Fulfillment (containing LPNs), Shipment Management (containing ASNs), and Business Partners (containing Business Partners). The main workspace is divided into two panes. The left pane, titled 'Purchase Orders', shows a table of 15 purchase orders with columns for checkboxes, Purchase Order number, Status, Origin Facility, Origin City, and Origin. The right pane is a large teal area with a 'Purchase Orders' tile pinned to it. The top of the interface features a header bar with the CATO logo and a navigation bar with a menu icon, a pin icon (highlighted with a red box), and other controls.

	Purchase Order	Status	Origin Faci...	Origin City	Origin
<input type="checkbox"/>	441234	Created	14132	Gastonia	NC
<input type="checkbox"/>	441307	Created	14132	Gastonia	NC
<input type="checkbox"/>	441308	Created	14132	Gastonia	NC
<input type="checkbox"/>	441309	Created	14132	Gastonia	NC
<input type="checkbox"/>	444769	Created	14132	Gastonia	NC
<input type="checkbox"/>	457357	Created	14132	Gastonia	NC
<input type="checkbox"/>	458220	Created	14132	Gastonia	NC
<input type="checkbox"/>	458228	Created	14132	Gastonia	NC
<input type="checkbox"/>	458231	Created	14132	Gastonia	NC
<input type="checkbox"/>	463856	Created	14132	Gastonia	NC
<input type="checkbox"/>	463857	Created	14132	Gastonia	NC
<input type="checkbox"/>	463859	Created	14132	Gastonia	NC

Purchase Order – Purchase Order Status

- Created – New PO is created, no LPNs or ASNs
- In Work – LPNs exist, but no LPNs on an ASN
- Partially shipped – At least one LPN has been shipped on ASN
- Shipped – All quantities shipped on an ASN for PO
- Receiving Started – Receiving has begun or is completed, but item quantity shipped is less than ordered quantity
- Received – Receiving is completed and shipped quantity = order quantity for all lines
- Canceled

<div> <div> <div>«</div> <div><</div> <div></div> <div>></div> <div>»</div> <div>↺</div> <div>1 - 25 of 899</div> <div>Updated 11:11:14</div> <div>⌵</div> </div> </div>							
<input type="checkbox"/>	 Purchase Order	Status	Original Status	Origin Faci...	Origin City	Origin State/Prov.	Destinatio...
<input type="checkbox"/>	447670	Partially Shipped		93231	Kowloon		70
<input type="checkbox"/>	446350	Shipped		16427	MAIL TKT ADDR CITY	NC	70
<input type="checkbox"/>	450091	Shipped		16427	MAIL TKT ADDR CITY	NC	70
<input type="checkbox"/>	453579	Shipped		16427	MAIL TKT ADDR CITY	NC	70
<input type="checkbox"/>	455487	Shipped		19090	Los Angeles	CA	70
<input type="checkbox"/>	459885	In Work		93292	LA PALMA	CA	70
<input type="checkbox"/>	454582	Received		16427	MAIL TKT ADDR CITY	NC	70
<input type="checkbox"/>	455177	Shipped		11963	Yiwu, Zhejiang		70
<input type="checkbox"/>	453805	Partially Shipped		90060	Los Angeles	CA	70

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”

CATO-EEM-TEST

The Cato Corporation

Menu

Extended Enterprise Management

Setup

Order Management

Purchase Orders

Fulfillment

LPNs

Shipment Management

ASNs

Business Partners

Business Partners

Facilities

Facilities

Reason Codes

Reason Codes

UOMs

UOMs

UOM Conversion

UOM Conversion

Purchase Orders

1 - 25 of 79 | Updated 13:23:56

<input type="checkbox"/>	Purchase Order	Status	Origin Faci...	Origin City
<input type="checkbox"/>	441234	Created	14132	Gastonia
<input type="checkbox"/>	441307	Created	14132	Gastonia
<input type="checkbox"/>	441308	Created	14132	Gastonia
<input type="checkbox"/>	441309	Created	14132	Gastonia
<input type="checkbox"/>	444769	Created	14132	Gastonia
<input type="checkbox"/>	457357	Created	14132	Gastonia
<input type="checkbox"/>	458220	Created	14132	Gastonia
<input type="checkbox"/>	458228	Created	14132	Gastonia
<input type="checkbox"/>	458231	Created	14132	Gastonia
<input type="checkbox"/>	463856	Created	14132	Gastonia
<input type="checkbox"/>	463857	Created	14132	Gastonia
<input type="checkbox"/>	463859	Created	14132	Gastonia
<input type="checkbox"/>	463860	Created	14132	Gastonia
<input type="checkbox"/>	464016	Created	14132	Gastonia
<input type="checkbox"/>	464976	Created	14132	Gastonia

View

Build LPNs and Ready to Ship

Print Purchase Order Document

Build LPN

Preview

PO Detail - Purchase Order

Actions | Tools | Role:Vendor-Single Item LPN

Purchase Order: 441234

Purchase Order Status: Created

Vendor: 14132

Origin Facility: 14132

Contracted Ship Start: 10/4/22 00:00 EDT

Not Before Date: 10/10/22 00:00 EDT

Destination Facility: 70

Contracted Ship End: 10/7/22 00:00 EDT

Not After Date: 10/13/22 00:00 EDT

Last Event:

Last Event Location:

Next Event:

Next Event Location:

Next Event Status:

General

Lines

ASNs

LPNs

Documents

Audit

Business partner description: EVOLUTION

PO Date: 7/14/21 00:00 EDT

Ship Group:

Business Unit: The Cato Corporation

Cancel date:

Routing Ship Group Number:

Canceled: No

Fulfillment mode: Build & ship

Closed: No

Received: No

Sizes

Measures	Total Planned
Quantity	150 PACK
Weight	
Volume	

Facility

Generate Documents

View Documents

Build LPN

Look Up PO (continued)

- Tabs show more info on PO

PO Detail - Purchase Order

Actions | Tools | Role: Vendor-Single Item LPN

Purchase Order: **441234** Purchase Order Status: **Created** Vendor: **14132**
 Origin Facility: **14132** Contracted Ship Start: **10/4/22 00:00 EDT** Not Before Date: **10/10/22 00:00 EDT**
 Destination Facility: **70** Contracted Ship End: **10/7/22 00:00 EDT** Not After Date: **10/13/22 00:00 EDT**
 Last Event: Last Event Location: Next Event:
 Next Event Location: Next Event Status:

General | **Lines** | ASNs | LPNs | Documents | Audit

Quick filter | Line number: | Item: | Has error: | Line status: | Destination:

Displaying 1 - 2 of 2 (0 selected)

<input type="checkbox"/>	Line Number	Item	Status	Canceled	Closed	Original Order Qty	Order Qty	Shipped Qty	Received Qty	Remaining Qty	Total Packed Quantity
<input type="checkbox"/>	44817818	44817818	Created	No	No	75 PACK	75 PACK	0 PACK		75 PACK	
<input type="checkbox"/>	44817819	44817819	Created	No	No	75 PACK	75 PACK	0 PACK		75 PACK	

[View Line](#)

[Generate Documents](#) [View Documents](#) [Build LPN](#)

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.

PO Detail - Purchase Order

Actions | Tools | Role: Vendor-Single Item LPN

Purchase Order: **441234** Purchase Order Status: **Created** Vendor: **14132**
 Origin Facility: **14132** *i* Contracted Ship Start: **10/4/22 00:00 EDT** Not Before Date: **10/10/22 00:00 EDT**
 Destination Facility: **70** *i* Contracted Ship End: **10/7/22 00:00 EDT** Not After Date: **10/13/22 00:00 EDT**
 Last Event: Last Event Location: Next Event:
 Next Event Location: Next Event Status:

General | **Lines** | ASNs | LPNs | Documents | Audit

Quick filter | Line number: | Item: | Has error: | Lin

Displaying 1 - 2 of 2 (1 selected)

<input type="checkbox"/>	Line Number	Item	Status	Canceled	Closed	Original Order Qty	Order Qty	Shipped Qty	Rece
<input checked="" type="checkbox"/>	44817818	44817818	Created	No	No	75 PACK	75 PACK	0 PACK	
<input type="checkbox"/>	44817819	44817819	Created	No	No	75 PACK	75 PACK	0 PACK	

[View Line](#)

[Generate Documents](#) | [View Documents](#) | **[Build LPN](#)**

Build LPNs

- For Package, select “24x15x12”
*Choose “none” if using a different size.
- Select the lines
- On first build, select “Build Remaining”
- In the “**Qty To Pack Per LPN**” field – Key the the # of **PACKS** or SKUs you have put in each carton. *(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

PO Detail - Build Single Item LPNs, Specify Item Quantities

Actions Tools Role: Vendor-Single Item LPN

Build Single Item LPNs, Specify Item Quantities

Order ID: 441234 Origin: 14132 Contracted Ship Start: 10/4/22 00:00 EDT Status: Created
Type: Purchase Order Destination: 70 Not After Date: 10/13/22 00:00 EDT

ASN: Print Labels On Saving: LPN Label Printer: -- None Selected -- Package: 24X15X12

Build all remaining:

LPN Details List

Quick filter Line number: Item: Line status: Destination: Apply

Displaying 1 - 2 of 2 (0 selected)

Line Number	Item	Description	Prepack Qty	Total Ordered	Packed Qty	Unpacked Qty	Build Remaining	Qty To Pack Per LPN	Number of LPNs	Weight/LPN	Net Weight
44817818	44817818	44817796 - Is bandana patch tee/V Orange/1-2-2-1-0/S-M-L-XL-XXL	75	75 PACK	0	75	<input checked="" type="checkbox"/>	23	1		
	44817807	Is bandana patch tee/V Orange:S	1	75 PACK	0	75	<input type="checkbox"/>				
	44817808	Is bandana patch tee/V Orange:M	2	150 PACK	0	150	<input type="checkbox"/>				
	44817809	Is bandana patch tee/V Orange:L	2	150 PACK	0	150	<input type="checkbox"/>				
	44817810	Is bandana patch tee/V Orange:XL	1	75 PACK	0	75	<input type="checkbox"/>				
44817819	44817819	44817812 - BD bandana patch jean/New Black/1-2-0-2-1/4-5-5/6-6-7	75	75 PACK	0	75	<input type="checkbox"/>		1		
	44817813	BD bandana patch jean:New Black:4	1	75 PACK	0	75	<input type="checkbox"/>				
	44817814	BD bandana patch jean:New Black:5	2	150 PACK	0	150	<input type="checkbox"/>				
	44817816	BD bandana patch jean:New Black:6	2	150 PACK	0	150	<input type="checkbox"/>				
	44817817	BD bandana patch jean:New Black:7	1	75 PACK	0	75	<input type="checkbox"/>				

<Back Next> Save Reset Cancel

Build LPNs continued – sku vs pack

Qty To Pack Per LPN – This # is determined by how many ordered SKUs 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 carton, and 3 sku into another carton.
- The last line shows **27 packs** have been ordered, and **3 packs** will be placed into each carton by the vendor. The ‘Build Remaining’ box is checked here so that multiple LPNs (cartons) with **3 packs** in each will be built.

****NOTE:** (sku = saleable item/eaches) & (Pack = assortment pack(s))

PO Detail - Build Single Item LPNs, Specify Item Quantities

Build Single Item LPNs, Specify Item Quantities

Order ID: 500557 Origin: 43300 Contracted Ship Start: 4/17/23 00:00 PDT Status: Created
Type: Purchase Order Destination: 20 Not After Date: 4/27/23 00:00 EDT

ASN: Print Labels On Savings: ☐ LPN Label Printer: --None Selected-- Package: None

Build all remaining: ☐

LPN Details List

Quick filter: Line number: Item: Line status: Destination:

Displaying 1 - 4 of 4 (0 selected)

Line Number	Item	Description	Prepack Qty	Total Ordered	Packed Qty	Unpacked Qty	Build Remaining	Qty To Pack Per LPN	Number of LPNs
45385759	45385759	FLORAL HALTER SATIN TANKV BlueS		9 SKU	0 SKU	9 SKU	<input type="checkbox"/>	9	1
45385760	45385760	FLORAL HALTER SATIN TANKV BlueM		6 SKU	0 SKU	6 SKU	<input type="checkbox"/>	6	1
45385761	45385761	FLORAL HALTER SATIN TANKV BlueL		3 SKU	0 SKU	3 SKU	<input type="checkbox"/>	3	1
45385764	45385764	45385744 - FLORAL HALTER SATIN TANKV Blue/0-0-3-2-1-0/00S-XS-S-M-L-XL		27 PACK	0 PACK	27 PACK	<input checked="" type="checkbox"/>	3	1
	45385759	FLORAL HALTER SATIN TANKV BlueS	3	81	0	81	0		
	45385760	FLORAL HALTER SATIN TANKV BlueM	2	54	0	54	0		
	45385761	FLORAL HALTER SATIN TANKV BlueL	1	27	0	27	0		

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)

<input type="checkbox"/>	New	LPN	LPN Type	Status	Origin Facility	Facility	Dest. Facility	LPN Weight	LPN Quantity	Pallet LPN	Shipment	ASN
<input type="checkbox"/>	+	000003062	LPN	Built	14132	14132	70		23 PACK			
<input type="checkbox"/>	+	000003063	LPN	Built	14132	14132	70		23 PACK			
<input type="checkbox"/>	+	000003064	LPN	Built	14132	14132	70		23 PACK			

Cancel Add To Pallet Add To ASN Print Labels Build LPN

LPNs – If there are Residual Quantities

- Click “Build LPN”
- Click “Next”

PO Detail - Build Case LPN

Step1: Select Order

• Build LPN(s) for PO 441234

Build options:

• Build single item LPNs, specify item quantities

<Back Next> Reset Cancel

- Unpacked Qty is shown:

PO Detail - Build Single Item LPNs, Specify Item Quantities

Order ID: 441234 Origin: 14132 Contracted Ship Start: 10/4/22 00:00 EDT Status: In Work

Type: Purchase Order Destination: 70 Not After Date: 10/13/22 00:00 EDT

ASN: Print Labels On Saving: LPN Label Printer: -- None Selected -- Package: None

Build all remaining: ☐

LPN Details List

Quick filter: Line number: Item: Line status: Apply

Displaying 1 - 2 of 2 (0 selected)

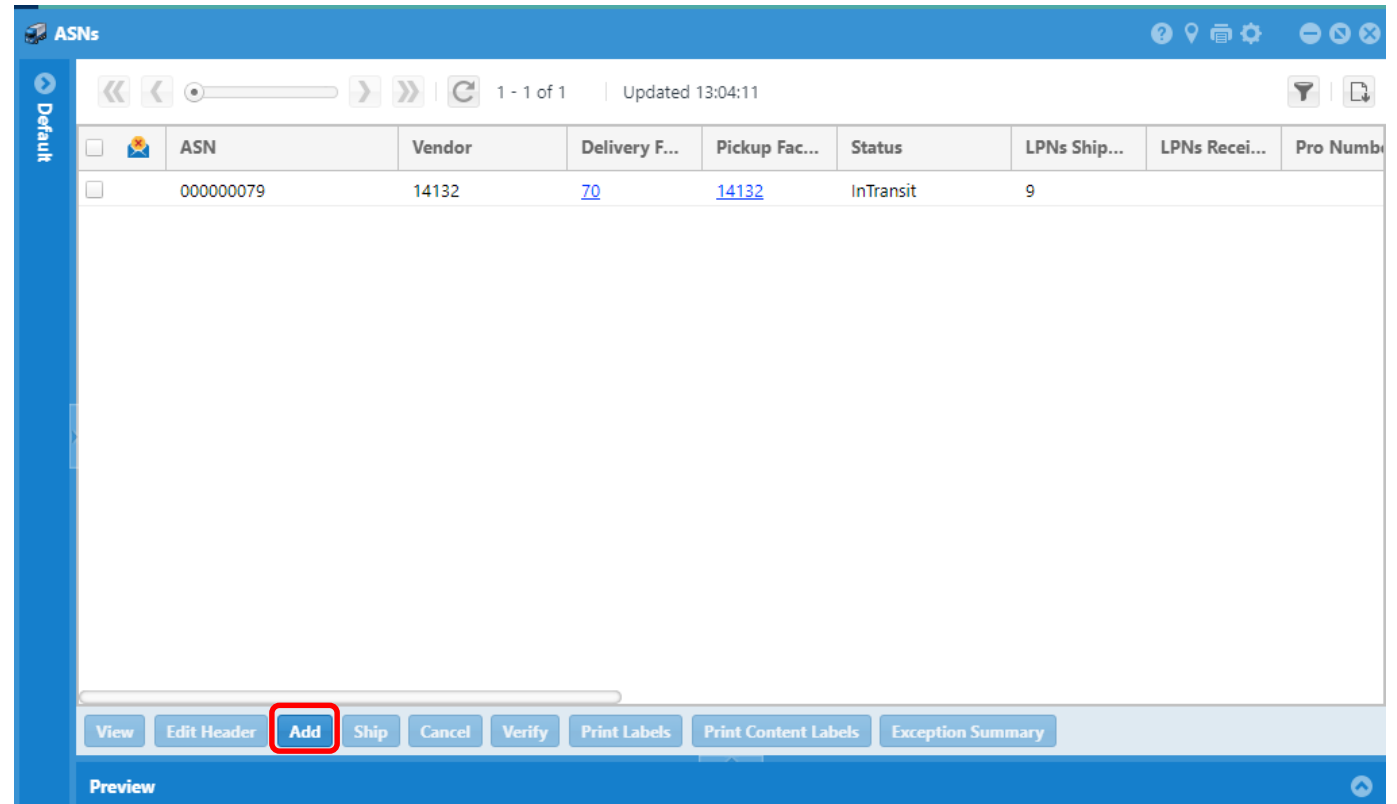
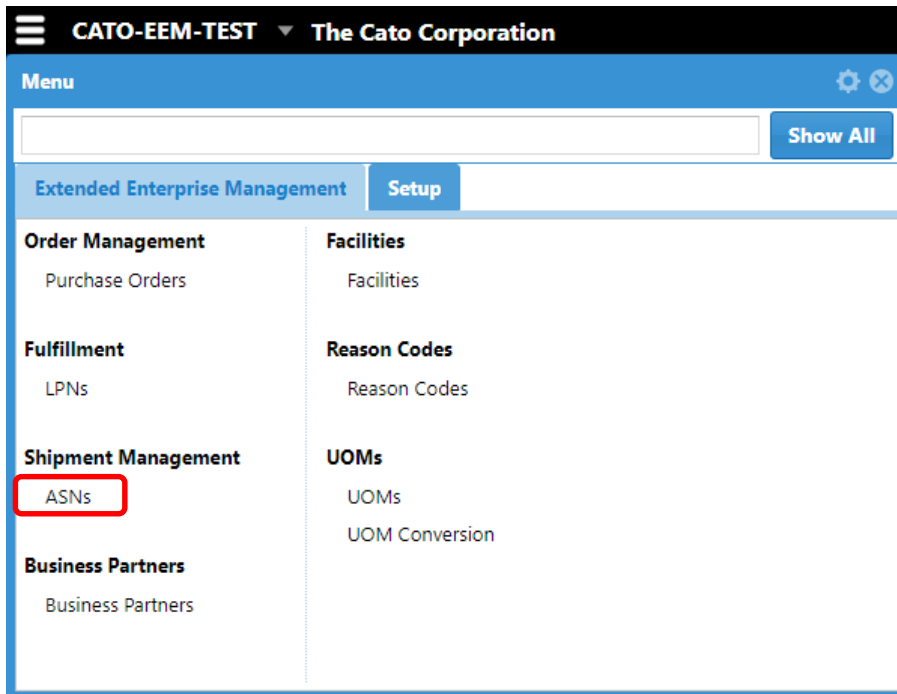
Line Number	Item	Description	Prepack Qty	Total Ordered	Packed Qty	Unpacked Qty	Build Remaining	Qty To Pack Per LPN	Number of LPNs
44817818	44817818	44817796 - Is bandana patch tee/V Orange/1-2-2-1-0/S-M-L-XL-XXL	1	75 PACK	69 PACK	6 PACK	<input type="checkbox"/>	PACK	1
	44817807	Is bandana patch tee/V Orange:S	2	150 PACK	138 PACK	12 PACK	69 PACK		
	44817808	Is bandana patch tee/V Orange:M	2	150 PACK	138 PACK	12 PACK	138 PACK		
	44817809	Is bandana patch tee/V Orange:L	1	75 PACK	69 PACK	6 PACK	138 PACK		
44817819	44817819	44817812 - BD bandana patch jean/New Black/1-2-0-2-1/4-5-5/6-6-7	1	75 PACK	0 PACK	75 PACK	<input type="checkbox"/>	PACK	1
	44817813	BD bandana patch jean/New Black:4	2	150 PACK	0 PACK	150 PACK	0 PACK		
	44817814	BD bandana patch jean/New Black:5	2	150 PACK	0 PACK	150 PACK	0 PACK		
	44817816	BD bandana patch jean/New Black:6	2	150 PACK	0 PACK	150 PACK	0 PACK		
	44817817	BD bandana patch jean/New Black:7	1	75 PACK	0 PACK	75 PACK	0 PACK		

<Back Next> Save Reset Cancel

- 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

Add ASN

Actions ▾ Tools ▾ Role: Vendor-Single Item LPN ▾

ASN: Delivery facility:* Total shipped: 0.0 ASN status: InPlanning Shipped

Estimated Ship Date:* Total received:

Header

Business Unit:* The Cato Corporation ▾

Origin type:* (none) ▾

Pickup facility:*

Pickup date:

Type: Ready to Ship ▾

Business partner:

Destination type: (none) ▾

Carrier:

Trailer number:

PRO number:

BOL number:

Driver name:

Total weight: (none) ▾

Total volume: (none) ▾

Shipping cost: (none) ▾

Equipment: (none) ▾

Mode: (none) ▾

Tractor number:

Appointment

Appointment:

Appointment date:

Appointment duration: 0

Seal Number

☐ Sequence Number Seal Number Seal Intact

Save Cancel

- **Delivery Facility:**
 - If shipping Directly to our warehouse, Enter:
70 (CATO,70)
 - If shipping via one of our domestic consolidators, Enter:
C-JDT –for east coast consolidator JayDee Trucking
C-CTX –for west coast consolidator City Logistics
(See pages 18 & 19 for more details)
- **Estimated Ship Date:** Enter date you think delivery will be shipped
- **Business Unit:** = The Cato Corporation (*will auto populate*)
- **Origin Type:** = Select ‘Supplier’
- **Pick Up Facility:** = (V+ Your Vendor Number ex: **V1234**)
- **Business Partner:** = Your vendor number (*will auto populate*)

Create ASNs (continued)

- Click Save

Add ASN

Actions Tools Role: Vendor-Single Item LPN

ASN: Estimated delivery: Delivery facility: Total shipped: 0.0 ASN status: InPlanning Shipped date:

Header

Business Unit: The Cato Corporation Destination type: (none) Total weight: (none)
 Origin type: (none) Carrier: Total volume: (none)
 Pickup facility: Trailer number: Shipping cost: (none)
 Pickup date: PRO number: Equipment: (none)
 Type: Ready to Ship BOL number: Mode: (none)
 Business partner: 14132 Driver name: Tractor number:

Appointment

Appointment:
 Appointment date:
 Appointment duration: 0

Seal Number

☐ Sequence Number Seal Number Seal Intact
 No seal number added yet

Custom Attributes

Notes

☐ Note Visibility
 No notes added yet

Save Cancel

Transportation LifeCycle Management

Add ASN - Advance Ship Notice

Actions Tools

ASN: E000000008 Shipment: Delivery facility: EDF Total shipped: 0 COGI:
 ASN status: InPlanning Shipped date: Estimated delivery: 24/12/2020, 14:01 GMT Total received: 0 ADM:

Header Lines LPNs Documents Audit Events Schedules Notifications

Quick filter Purchase Order: Origin facility: RTS ID:

Displaying 0 - 0 of 0 (0 selected)

	LPN	Business Unit	Business Partner	LPN Type	LPN Status	Facility Status	Pallet Facility Status	Origin Facility	Current Facility
No matching LPNs found									

Add LPN Remove LPN Receive LPN Print Labels Print Content Labels

Contents

Displaying 0 - 0 of 0 (0 selected)

Item	Item Description	GTIN	Estimated Weight	Actual Weight	Country of Origin	Total Packed	Total Received	Adjustment Qty	Reason Code
No LPN Lines found									

Edit Header Generate Report Cancel Add Print First Sale Print BOL Scan Load LPN

- ASN Created!

Shipping to Domestic Consolidators

- If shipping via one of our domestic consolidators, choose the appropriate Delivery Facility during ASN creation.
- Values for Delivery Facility:
 - 70 – continue to use this value if the goods are being shipped directly to Cato
 - C-JDT – Use this value if shipping via our east coast consolidator JayDee Trucking
 - C-CTX – Use this value if shipping via our west coast consolidator City Logistics
- When entering an ASN, a list of facilities can be shown by clicking the magnifying glass next to the Delivery Facility field.
(see image on page 4)
- The consolidators will use EEM to receive the ASNs and LPNs
- Cato **REQUIRES** that your ASN be marked as shipped when the goods are **dropped off to the consolidator** or **picked up by the consolidator**. Therefore, it is **imperative** that ASNs be put into shipped status prior to that receipt.
- Neither the consolidator or our DC can receive your goods until the 'SHIP' ASN process is complete in EEM, thus slowing down our receiving process. ***(Not completing the 'SHIP' ASN process in EEM WILL result in NON-REVERSABLE chargebacks)***

Delivery Facilities List

Add ASN

Actions Tools Role:Vendor-Single Item LPN

ASN: Delivery facility:* Total shipped: 0.0 ASN status: InPlanning Shipped date:

Estimated Ship Date:* Total received:

Header

Business Unit:* The Cato Corporation

Origin type:* (none)

Pickup facility:*

Pickup date:

Type: Ready to Ship

Business partner:* 4399

Destination to

Carrier:

Trailer number

PRO number:

BOL number:

Driver name:

Find Facility

Business Unit: ALL

Find Facility

Primary Alias

City

State/Province

Find

No Matching Records Found

70 (8100 Denmark Road, Charlotte, NC, 28273, United States)
C-CTX (2888 East El Presidio Street, Carson, CA, 90810, United States)
C-JDT (480 Duncan Ave, Jersey City, NJ, 07306, United States)

Select

Appointment

Appointment:

Appointment date:

Appointment duration: 0

Seal Number

☐ Sequence Number Seal Number Seal Number

No seal number added yet

Add Delete

Custom Attributes

ASNs – Loading LPNs

- 1st Click the ‘LPNs’ button (see circled below)
- Then Click ‘Add LPN’ button (also circled below)

Transportation LifeCycle Management

Add ASN - Advance Ship Notice

ASNs: E000000008 Shipment: InPlanning Delivery facility: EDF Total shipped: 0 COGI: ADM: 24/12/2020, 14:01 GMT

Header Lines **LPNs** Documents Audit Events Schedules Notifications

Quick filter Purchase Order: Origin facility: RTS ID:

Displaying 0 - 0 of 0 (0 selected)

LPN	Business Unit	Business Partner	LPN Type	LPN Status	Facility Status	Pallet Facility Status	Origin Facility	Current Facility
No matching LPNs found								

Add LPN Remove LPN Receive LPN Print Labels Print Content Labels

Contents

Displaying 0 - 0 of 0 (0 selected)

Item	Item Description	GTIN	Estimated Weight	Actual Weight	Country of Origin	Total Packed	Total Received	Adjustment Qty	Reason Code
No LPN Lines found									

Edit Header Generate Report Cancel Add Print First Sale Print BOL Scan Load LPN

Note: Populated screen will read “No Data Found” until you complete the step below.

- Type PO# in the search bar, and Click ‘Apply’, The LPNs in **Built status** for that PO will then be displayed.

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

Transportation LifeCycle Management

Add ASN - Add LPNs

Quick filter Purchase Order: TSTPO121501 Origin facility: RTS ID: Apply

Displaying 1 - 1 of 1 (0 selected)

LPN	LPN Type	LPN Status	Origin Facility	Current Facility	Dest. Facility	PO	PO Pickup Start Date	PO Delivery End Date
E000000011	LPN	Built	TST-NNB	TST-NNB	EDF	TSTPO121501	15/12/2020, 06:32 GMT	15/12/2020, 07:32

Add Selected LPNs Add All LPNs Cancel

ASN – Loading LPNs

Note: This page will only display LPNs in a 'Built' status

- Click **'Add All LPNs'** at the bottom right to select all LPNs from all pages. (This will add all valid LPNs for PO to your ASN)
- The individual LPN checkbox will select LPN from current page only. (This will only add LPNs you have selected/checked)

Transportation LifeCycle Management

Add ASN - Add LPNs

Quick filter: Purchase Order: TSTPO121501 Origin facility: RTS ID:

Displaying 1 - 1 of 1 (1 selected)

LPN	LPN Type	LPN Status	Origin Facility	Current Facility	Dest. Facility	PO	PO Pickup Start Date	PO Delivery End Date
<input checked="" type="checkbox"/> E000000011	LPN	Built	TST-NNB	TST-NNB	EDF	TSTPO121501	15/12/2020, 06:32 GMT	15/12/2020, 07:32

Add Selected LPNs Add All LPNs Cancel

Transportation LifeCycle Management

Add ASN - Advance Ship Notice

Actions Tools

ASN: E000000008 Shipment: Delivery facility: EDF Total shipped: COGI: ASN status: Open Shipped date: Estimated delivery: 24/12/2020, 14:01 GMT Total received: ADM:

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

***NOTE – Please repeat the “Add LPN” process for all PO’s being shipped on the same truck (adding all PO’s for this shipment to the same ASN).**

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’

***NOTE – LPN’s FOR ALL PO’S SHIPPING ON THE SAME TRUCK *MUST* BE LOADED ONTO THE SAME ASN IN EEM**

Transportation LifeCycle Management

LPNs

Unsaved View

1 - 10 of 10 | Updated 20:49:01 | 1 selected

<input type="checkbox"/>	LPN	Business Partner	Business Unit	LPN Status ↑	Final Destination Facility	Pallet
<input checked="" type="checkbox"/>	E000000034	TSTVendor1	EDF	Built	OS1	
<input type="checkbox"/>	E000000035	TSTVendor1	EDF	Built	OS1	
<input type="checkbox"/>	E000000036	TSTVendor1	EDF	Built	OS1	
<input type="checkbox"/>	E000000037	TSTVendor1	EDF	Built	OS1	
<input type="checkbox"/>	E000000038	TSTVendor1	EDF	Built	OS1	
<input type="checkbox"/>	E000000039	TSTVendor1	EDF	Loaded	OS1	
<input type="checkbox"/>	E000000040	TSTVendor1	EDF	Loaded	OS1	
<input type="checkbox"/>	E000000041	TSTVendor1	EDF	Loaded	OS1	
<input type="checkbox"/>	E000000042	TSTVendor1	EDF	Loaded	OS1	
<input type="checkbox"/>	E000000043	TSTVendor1	EDF	Loaded	OS1	

View Edit Header Edit Contents Cancel Add To Pallet Add Hold Release Add To ASN Print Labels Print Content Labels

Transportation LifeCycle Management

LPN - Add LPN to ASN

Actions Tools

ASN:

Add to ASN Cancel

Shipping an ASN

***NOTE – LPN’s FOR ALL PO’S SHIPPING ON THE SAME TRUCK *MUST* BE LOADED ONTO THE SAME ASN IN EEM**

- 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 – Any changes/edits to your ASN MUST be made BEFORE clicking “Ship”.*

- Click ‘SHIP’ - (Only click when load has been picked up by or delivered to the consolidator.)

****NOTE: Not clicking SHIP or clicking it on the incorrect day could result in chargebacks being generated.***

Advance Ship Notice

Actions | Tools | Role: Vendor-Single Item LPN

ASN: 000000011 Delivery facility: 70 Total shipped: 74 SKUs ASN status: Open Shipped date:
 Estimated Ship Date: 6/28/22 11:18 EDT Total received: 0 SKUs Last Event: Last Event Location: Next Event:
 Next Event Location: Next Event Status:

Header | Lines | LPNs | Documents | Audit | Events | Schedules | Notifications

Business Unit: The Cato Corporation Destination type: Total weight:
 Origin type: Supplier Carrier: Total volume:
 Pickup facility: 90080 Trailer number: Shipping cost:
 Pickup date: 6/28/22 11:18 EDT PRO number: Equipment:
 Type: Shipment BOL number: Mode:
 Business partner: 90080 Tractor number: Driver name:
 Business partner name: NANTONG JINFEIYING GARMENTS CO LTD Closed: No Trailer closed: No

Messages
 Error: No Warnings: No Alerts: No

Appointment
 Appointment:
 Appointment date:
 Appointment duration: 0

Edit Header | Generate Report | **Ship** | Cancel | Add | Print First Sale | Print BOL | Scan Load LPN

Multiple Facilities

When a PO is interfaced into EEM, its origin facility is assigned the default facility that is created for each vendor when the vendor is created. That default facility is V+vendor number. For example: V12345

Additional facilities can be added and used in EEM. Please contact vendor_compliance@catocorp.com to request a new facility record or to request an update to an existing facility record.

PO Detail - Purchase Order

Actions

Tools

Role:Vendor-Single Item LPN

Purchase Order: 502363

Purchase Order Status: In Work

Vendor: 93231

Origin Facility: V93231

Contracted Ship Start: 6/23/23 00:00 EDT

Not Before Date: 8/28/23 00:00 EDT

Destination Facility: 70

Contracted Ship End: 6/26/23 00:00 EDT

Not After Date: 8/31/23 00:00 EDT

Last Event:

Last Event Location:

Next Event:

Next Event Location:

Next Event Status:

General

Lines

DOs

ASNs

LPNs

Documents

Events

Schedules

Notifications

Charge

Business partner description:

Business Unit: The Cato Corporation

Canceled: No

Closed: No

PO Date: 3/21/23 00:00 EDT

Cancel date:

Fulfillment mode: Build & ship

Received: No

Ship Gro

Routing S

Multiple Facilities

Once more than one facility is set up, the origin facility can be changed on a purchase order in 1 of 2 ways.

- 1) Navigate to the PO Detail screen and press Edit Header (fig 1)
- 2) On the PO filter/search screen, select the PO, and press Edit Header (fig 2)

PO Detail - Purchase Order

Actions ▾ Tools ▾ Role: Vendor-Single Item LPN ▾

Purchase Order: **479709** Purchase Order Status: **In Work** Vendor:

Origin Facility: **V93231** Contracted Ship Start: **12/23/22 00:00 EST** Not Before Date:

Destination Facility: **70** Contracted Ship End: **12/26/22 00:00 EST** Not After Date:

Last Event: Last Event Location: Next Event:

Next Event Location: Next Event Status:

General Lines DOs ASNs LPNs Documents Events Schedules Noti

Business partner description: PO Date: **8/4/22 00:**

Business Unit: **The Cato Corporation** Cancel date:

Canceled: **No** Fulfillment mode: **Build & sh**

Closed: **No** Received: **No**

Edit Header Add Cancel Un-cancel Generate Documents View Documents Build LPN Lock

Fig 1

Purchase Orders

1 - 24 of 24 Updated 1

	Status	Purchase Order	Vendor	Created Da
<input checked="" type="checkbox"/>	In Work	479709	93231	12/22/2022
<input type="checkbox"/>	In Work	479711	93231	12/22/2022
<input type="checkbox"/>	In Work	481315	93231	12/22/2022
<input type="checkbox"/>	In Work	481318	93231	12/22/2022
<input type="checkbox"/>	In Work	482356	93231	12/22/2022
<input type="checkbox"/>	In Work	483625	93231	12/22/2022
<input type="checkbox"/>	In Work	483627	93231	12/22/2022

View **Edit Header** Print Purchase Order Document Build LPN ▾

Preview

Fig 2

Multiple Facilities

The Origin Facility can be changed by:

- Press the magnifying glass to bring up the Find Facility dialogue window and select the appropriate facility
- or
- Type the facility alias in the Origin Facility

Then press Save.

There is no need to change the address fields. These will get picked up from the facility entered into the Origin Facility field.

The ONLY field that should be modified on this page is the Origin Facility field.

Please DO NOT change any other field. Doing so could cause transmission errors.

The screenshot shows the 'PO Detail - Edit Purchase Order' window. The 'General' tab is active, displaying the 'Origin' section. The 'Facility' field is set to 'V93231'. A magnifying glass icon is visible next to the 'Facility' field. The 'Find Facility' dialog box is open, showing a list of facilities. The 'Business Unit' is set to 'ALL'. The 'Find Facility' field contains 'V93231*'. The 'Primary Alias' field is empty. The 'City' field contains '*'. The 'State/Province' field contains '*'. The 'Find' button is highlighted. The 'Select' button is also highlighted. The 'Not After Date' field is set to '02/23/2023 00:00'. The 'Save' and 'Cancel' buttons are at the bottom right.

PO Detail - Edit Purchase Order

Actions | Tools | Role: Vendor-Single Item LPN

Purchase Order ID: **479709** Business Unit: **The Cato Corporation**

General | Business Partners | Notes

Origin

Facility:

Address:

City:

Country:

State/Province:

Postal Code:

County:

Contracted Ship Start:

Contracted Ship End:

Find Facility

Business Unit:

Find Facility:

Primary Alias:

City:

State/Province:

Find

V93231
V93231-1
V93231-2 (8100 DENMARK ROAD, CHARLOTTE, NC, 28273, United States)
V93231-X (NEW ADDRESS12, CHARLOTTE, NC, 28273, US)

Select

Not After Date:

Save **Cancel**

Multiple Facilities

The PO will be updated with the new facility.

LPNs built after the PO has been updated will reflect the new facility also.

And the labels for those LPNs will show the new facility name and address

PO Detail - Purchase Order

Actions | Tools | Role: **Vendor-Single Item LPN**

Purchase Order: **503344** Purchase Order Status: **In Work**
 Origin Facility: **V93231-1** Contracted Ship Start: **7/28/23 00**
 Destination Facility: **70** Contracted Ship End: **7/31/23 00**
 Last Event: Last Event Location:
 Next Event Location: Next Event Status:

General | Lines | DOs | ASNs | LPNs | Documents | Ev

Business partner description: **THE CATO CORPORATION**
 Business Unit: **The Cato Corporation**
 Canceled: **No**
 Closed: **No**

LPNs

1 - 1 of 1 | Updated 15:35:24

LPN	Current Fa...	Purchase Order
000142327	V93231-1	503344

From
New Facility Name
123 Main St
Charlotte, NC, 28273

To
Cato DC
8100 Denmark Road
Charlotte, NC, 28273

PO#
503344

VENDOR: **THE CATO CORPORATION**
COUNTRY OF ORIGIN: **BGD**
QUANTITY **104**

CARTON	DEPT	COLOR	QUANTITY
4540 9307	1033	V Med Wash	104



000142327

Multiple Facilities

Cato recommends setting the default facility name and address to the facility that the majority of the POs are shipped from. Cato can change the default facility name and address, or, can set up additional facilities for each vendor should the need arise.

Please contact vendor_compliance@catocorp.com to request a new facility record or to request an update to an existing facility record.

When doing so please specify:

- Facility Alias – Cato will prefix all additional facility aliases with Vxxxxx- (where xxxxx represents the vendor number). Cato will create suffixes beginning with ‘1’ and continuing 2,3,... unless a different suffix is specified.
- Facility Name – Even if it’s the same as the Vendor Name
- Complete Address – Labels will only reflect as much of address line 1 that will fit on the label.

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?

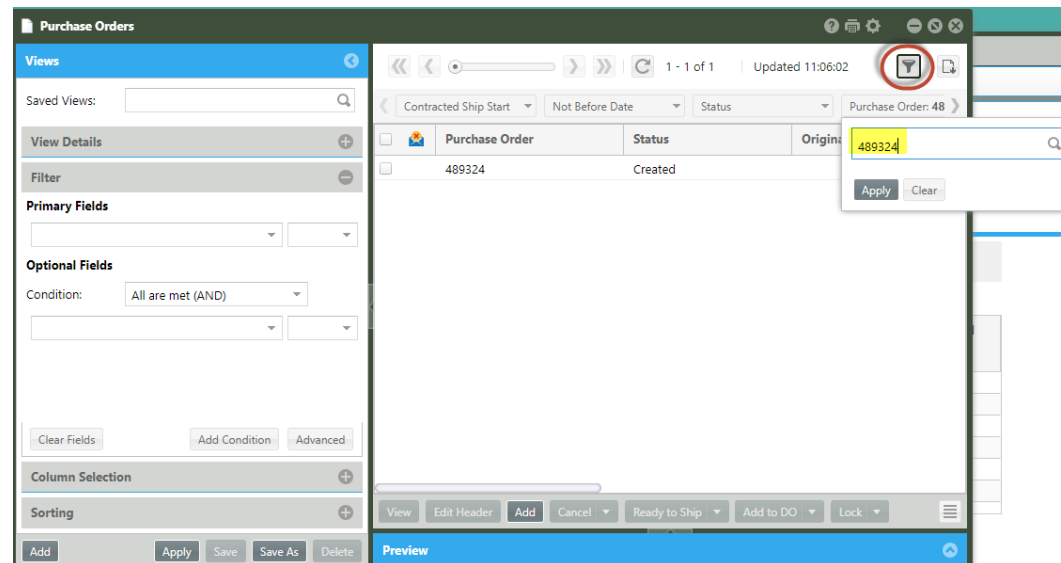
- Yes! This is preferred! Create your LPNs for each PO. Create an ASN. Click 'Add LPN' for one PO and then another.

When should I start using the labels from EEM?

- Now! This is a required process, not doing so will result in chargebacks. Please be sure the label matches the contents of the carton it is on.
- Need help? Please contact vendor_compliance@catopcorp.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. (more information on printer setup/printing beginning on page 49)
- **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.) (online references: <https://www.iban.com/country-codes> <https://www.iso.org/obp/ui/#search/code/>)
- You can search for PO or ASN numbers using the little filter icon on their respective pages





Intro To Manhattan EEM-Part 2

For Cato Corporation & Associated Vendors

For questions or support, please contact

Vendor_Compliance@catocorp.com

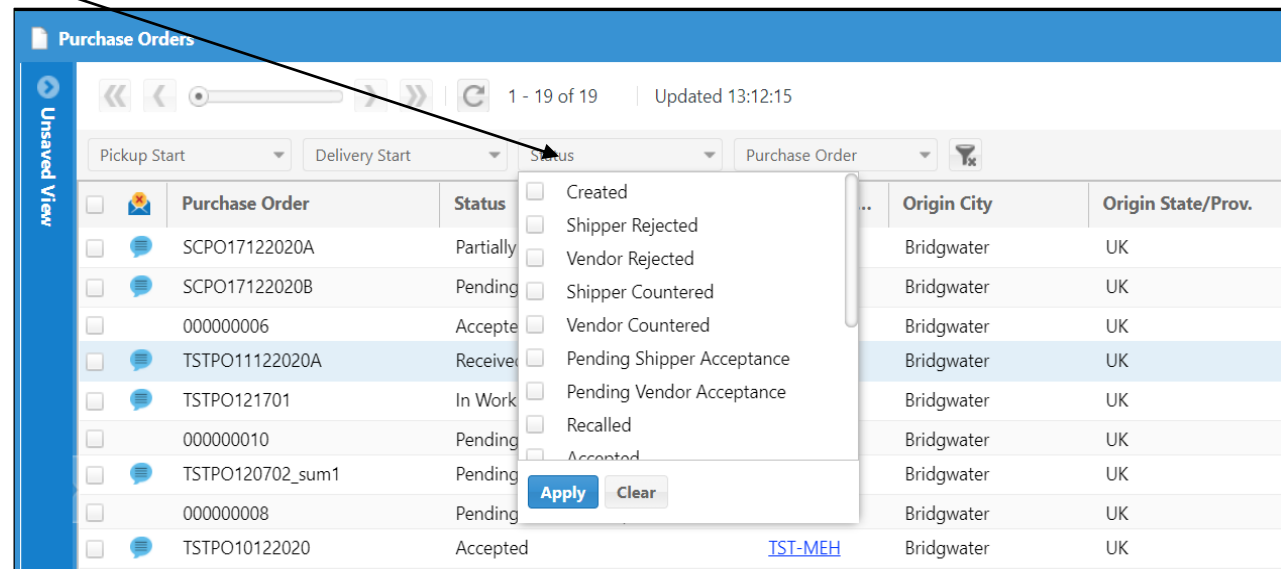
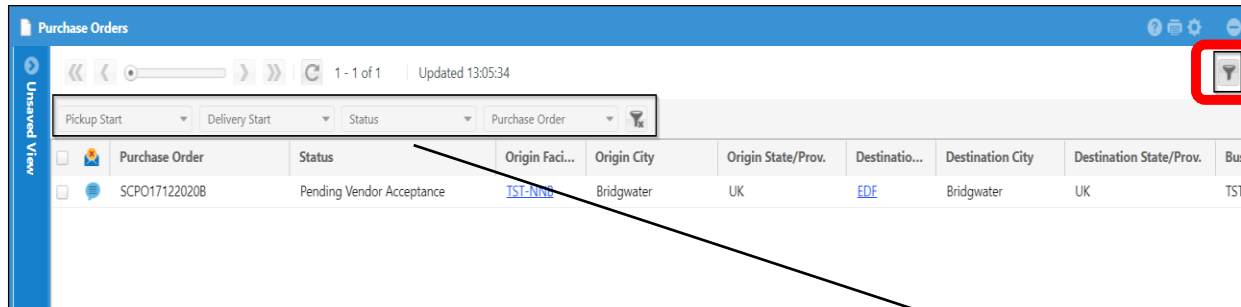
8100 Denmark Road • Charlotte, NC 28273 • 704-554-8510
P.O. Box 34216 • Charlotte, NC 28234

TOPICS

- Setting up Personal Filters
- Updating or Cancelling of LPNs
- Additional ASN Information
- Shipping Information
 - Over/Under of Shipped Quantities
- Printing of Labels
- Questions or Comments?

General EEM Navigation – Criteria & Filtering

View Criteria and Filtering:





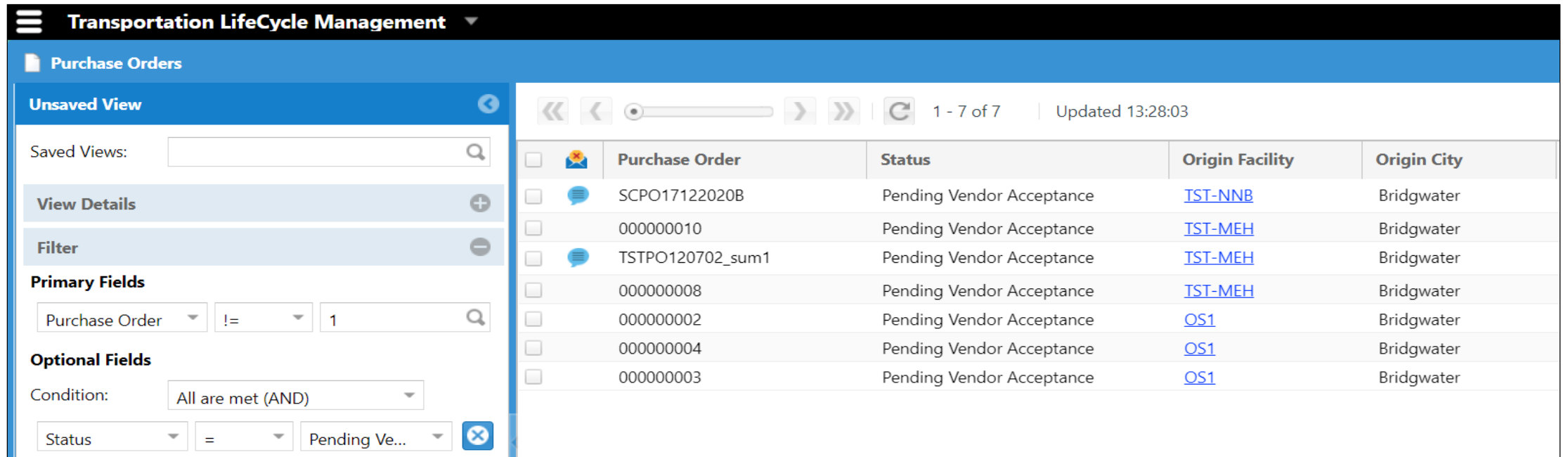
General EEM Navigation – Views

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

The screenshot shows the 'Purchase Orders' view configuration interface. On the left, a sidebar titled 'Views' contains sections for 'Saved Views' (with a search bar), 'View Details' (+), 'Filter' (-), 'Primary Fields' (two dropdowns), 'Optional Fields' (a 'Condition' dropdown set to 'All are met (AND)' and two more dropdowns), 'Clear Fields', 'Add Condition', 'Advanced', 'Column Selection' (+), and 'Sorting' (+). The main area on the right displays a table header with columns: 'Purchase Order', 'Status', 'Origin Faci...', and 'Origin'. Above the table, there are navigation icons (back, forward, search, refresh) and a message 'No data to display'. Below the table header, it says 'No records found.' At the bottom of the interface, there is a row of buttons: 'View', 'Edit Header', 'Add', 'Cancel', and two dropdown menus labeled 'Ready for Acceptance' and 'Ready to Ship'.

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.



The screenshot displays the 'Transportation LifeCycle Management' application. The main section is titled 'Purchase Orders' and shows a list of 7 items. The left sidebar contains a 'Filter' section with 'Primary Fields' and 'Optional Fields'. The 'Primary Fields' filter is set to 'Purchase Order' with the condition '!= 1'. The 'Optional Fields' filter is set to 'Status' with the condition '=' and 'Pending Ve...'. The table lists the following data:

	Purchase Order	Status	Origin Facility	Origin City
<input type="checkbox"/>	SCPO17122020B	Pending Vendor Acceptance	TST-NNB	Bridgwater
<input type="checkbox"/>	000000010	Pending Vendor Acceptance	TST-MEH	Bridgwater
<input type="checkbox"/>	TSTPO120702_sum1	Pending Vendor Acceptance	TST-MEH	Bridgwater
<input type="checkbox"/>	000000008	Pending Vendor Acceptance	TST-MEH	Bridgwater
<input type="checkbox"/>	000000002	Pending Vendor Acceptance	OS1	Bridgwater
<input type="checkbox"/>	000000004	Pending Vendor Acceptance	OS1	Bridgwater
<input type="checkbox"/>	000000003	Pending Vendor Acceptance	OS1	Bridgwater

*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:

- Default - will be default view for that page
- Favorite - will be listed in favorites when searching views
- Shared - other users can login and see the view

The screenshot shows a web interface for configuring a view titled "Pending Vendor Acceptance". At the top, there's a header bar with the title and a back arrow. Below it, a "Saved Views:" section shows the current view name in a searchable field. A "View Details" section follows, containing fields for "View name:" (set to "Pending Vendor Acceptance"), "Description:" (an empty text area), and three toggle switches for "Default:" (off), "Favorite:" (off), and "Shared:" (on). The "Owner:" is listed as "uwhlpsouser". A "Settings" section includes a "Page Size:" dropdown menu currently set to "25". At the bottom, there are three expandable sections: "Filter", "Column Selection", and "Sorting", each with a plus icon. The footer contains five buttons: "Add", "Apply", "Save", "Save As", and "Delete".

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

Transportation LifeCycle Management

LPN - LPN Details

Actions | Tools

LPN: **E000000017** RTS: Status: **Loaded 16/12/2020, 15:30 WEST**
 Distribution Order: PO: [SCPO15122020B](#) LPN facility status: **In-Transit 16/12/2020, 15:30 WEST**
 Shipment: ASN: [ASN11111](#) On Hold: **No**
 LPN type: **LPN** Business Partner: **TSTVendor1**

Contents | Header | Locks | LPN Movement | Audit | Documents | Events

Displaying 1 - 1 of 1 (0 selected)

Line Number	Item	Item Description	Lot	Country of Origin	Quantity
3	IST1120201	TST Desk Screen Extension			1 Units

[Print Price Ticket](#)

Item Details | Catch Weight | Audit

Item Information

Item: TST1120201	Lot:	Vendor item number:
Item description: TST Desk Screen Extension	Net weight:	Item Attribute 1:
GTIN:	Actual weight:	Item Attribute 2:
Country of origin:	Expiration date:	Item Attribute 3:
Inventory type:	Mfg date:	Item Attribute 4:
Product status:	Best before date:	Item Attribute 5:

[Edit Header](#) | [Edit Contents](#) | [Add](#) | [Add To Pallet](#) | [Add to ASN](#) | [More](#)

Transportation LifeCycle Management

LPN - Edit LPN Header

Actions | Tools

LPN: **E000000017** RTS: Status: **Loaded 16/12/2020, 15:30 WEST**
 Distribution Order: PO: [SCPO15122020B](#) LPN facility status: **In-Transit 16/12/2020, 15:30 WEST**
 Shipment: ASN: [ASN11111](#) On Hold: **No**
 LPN type: **LPN** Business Partner: **TSTVendor1**

Facility Information

Origin facility: **TST-MEH** Destination facility:
 Current facility: Final destination facility:

Location

Previous location: Destination location:
 Current location:

Receipt Information

Original shipment: Process immediate needs: ☐
 Received shipment: Return disposition code:
 Business Partner: Final disposition code:
 Business Partner LPN Number: Quality audit status:
 Received date/time: Receipt type:

Attributes

LPN size type: Estimated volume:
 Single item LPN: **Yes** Actual volume:

[Save](#) [Cancel](#) [Refresh](#)

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.

Transportation LifeCycle Management

LPNs

1 - 25 of 32 | Updated 16:45:52 | 1 selected

<input type="checkbox"/>	LPN	Business Partner	Business Unit	LPN Status ↑	Purchase Order	ASN
<input checked="" type="checkbox"/>	E000000011	TSTVendor1	EDF	Built	TSTPO121501	
<input type="checkbox"/>	E000000000	TSTVendor1	EDF	Loaded	TSTPO120701	TSTASN0001
<input type="checkbox"/>	E000000001	TSTVendor1	EDF	Loaded	TSTPO120701	TSTASN0001
<input type="checkbox"/>	E000000002	TSTVendor1	EDF	Loaded	TSTPO120702	E000000000
<input type="checkbox"/>	E000000003	TSTVendor1	EDF	Loaded	TSTPO120702	E000000000
<input type="checkbox"/>	E000000007	TSTVendor1	EDF	Loaded	TSTPO11122020B	1412202002
<input type="checkbox"/>	E000000008	TSTVendor1	EDF	Loaded	TSTPO11122020B	1412202002
<input type="checkbox"/>	E000000009	TSTVendor1	EDF	Loaded	TSTPO11122020B	1412202002
<input type="checkbox"/>	E000000013	TSTVendor1	EDF	Loaded	TSTPO120701	ASN9999
<input type="checkbox"/>	E000000012	TSTVendor1	EDF	Loaded	TSTPO120701	ASN9999
<input type="checkbox"/>	E000000014	TSTVendor1	EDF	Loaded	TSTPO120702	ASN7777
<input type="checkbox"/>	E000000016	TSTVendor1	EDF	Loaded	SCPO15122020B	ASN11111
<input type="checkbox"/>	E000000017	TSTVendor1	EDF	Loaded	SCPO15122020B	ASN11111
<input type="checkbox"/>	E000000018	TSTVendor1	EDF	Loaded	SCPO15122020B	ASN11111
<input type="checkbox"/>	E000000020	TSTVendor1	EDF	Loaded	SCPO15122020B	ASN11111
<input type="checkbox"/>	E000000015	TSTVendor1	EDF	Loaded	SCPO15122020B	ASN11111
<input type="checkbox"/>	E000000019	TSTVendor1	EDF	Loaded	SCPO15122020B	ASN11111
<input type="checkbox"/>	E000000021	TSTVendor1	EDF	Loaded	TSTPO121701	E000000002

View Edit Header Edit Content **Cancel** Add To Pallet Add Hold Release Add To ASN Print Labels Print Content Labels

Confirm

Are you sure you want to cancel the selected LPN(s)?

Yes No

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

Transportation LifeCycle Management

Advance Ship Notice

ASN: E000000002 Shipment: Delivery facility: EDF Total shipped: 6 Units COGI: ASN status: Open Shipped date: Estimated delivery: 18/12/2020, 09:43 GMT Total received: 0 Units ADM:

Header Lines LPNs Documents Audit Events Schedules Notifications

Quick filter Purchase Order: Origin facility: RTS ID: Apply

Displaying 1 - 3 of 3 (1 selected)

LPN	Business Unit	Business Partner	LPN Type	LPN Status	Facility Status	Pallet Facility Status	Origin Facility	Current Facility	Dest. Facility	LPN Weight	PO
E000000021	EDF	TSTVendor1	LPN	Loaded	In-Transit		IST-MEH	IST-MEH	EDF		TSIPO121701
E000000022	EDF	TSTVendor1	LPN	Loaded	In-Transit		IST-MEH	IST-MEH	EDF		TSIPO121701
E000000023	EDF	TSTVendor1	LPN	Loaded	In-Transit		IST-MEH	IST-MEH	EDF		TSIPO121701

1

Add LPN Remove LPN Receive LPN Print Labels Print Content Labels

Transportation LifeCycle Management

LPNs

Unsaved View

1 - 24 of 24 Updated 16:47:44

LPN	Business Partner	Business Unit	LPN Status	LPN Type	Purchase Order	ASN
E000000017	TSTVendor1	EDF	Loaded	LPN	SCPO15122020B	ASN11111
E000000015	TSTVendor1	EDF	Loaded	LPN	SCPO15122020B	ASN11111
E000000007	TSTVendor1	EDF	Loaded	LPN	TSIPO11122020B	1412202002
E000000033	TSTVendor1	EDF	Loaded	LPN	SCPO17122020A	E000000007
E000000001	TSTVendor1	EDF	Loaded	LPN	TSIPO120701	TSTASN0001
E000000014	TSTVendor1	EDF	Loaded	LPN	TSIPO120702	ASN7777
E000000019	TSTVendor1	EDF	Loaded	LPN	SCPO15122020B	ASN11111
E000000022	TSTVendor1	EDF	Loaded	LPN	TSIPO121701	E000000002
E000000025	TSTVendor1	EDF	Loaded	LPN	TSIPO121701	E000000003
E000000002	TSTVendor1	EDF	Loaded	LPN	TSIPO120702	E000000000
E000000009	TSTVendor1	EDF	Loaded	LPN	TSIPO11122020B	1412202002
E000000013	TSTVendor1	EDF	Loaded	LPN	TSIPO120701	ASN9999
E000000012	TSTVendor1	EDF	Loaded	LPN	TSIPO120701	ASN9999
E000000032	TSTVendor1	EDF	Loaded	LPN	SCPO17122020A	E000000007
E000000024	TSTVendor1	EDF	Loaded	LPN	TSIPO121701	E000000004
E000000016	TSTVendor1	EDF	Loaded	LPN	SCPO15122020B	ASN11111
E000000020	TSTVendor1	EDF	Loaded	LPN	SCPO15122020B	ASN11111
E000000031	TSTVendor1	EDF	Loaded	LPN	SCPO17122020A	E000000007

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.

Transportation LifeCycle Management

LPN - Advance Ship Notice

ASN: **E000000009** Shipment: Delivery facility: **OS1** Total shipped: **6 Units** COGI: ASN status: **Open** Shipped date: Estimated delivery: **25/12/2020, 15:15 GMT** Total received: **0 Units** ADM:

Header Lines **LPNs** Documents Audit Events Schedules Notifications

Quick filter Purchase Order: Origin facility: RTS ID: Apply

Displaying 1 - 6 of 6 (1 selected)

	LPN	Business Unit	Business Partner	LPN Type	LPN Status	Facility Status	Pallet Facility Status	Origin Facility	Current Facility	Dest. Facility
<input checked="" type="checkbox"/>	E000000034	EDF	TSTVendor1	LPN	Loaded	In-Transit		TST-MEH	TST-MEH	QS1
<input type="checkbox"/>	E000000039	EDF	TSTVendor1	LPN	Loaded	In-Transit		TST-MEH	TST-MEH	QS1
<input type="checkbox"/>	E000000040	EDF	TSTVendor1	LPN	Loaded	In-Transit		TST-MEH	TST-MEH	QS1
<input type="checkbox"/>	E000000041	EDF	TSTVendor1	LPN	Loaded	In-Transit		TST-MEH	TST-MEH	QS1
<input type="checkbox"/>	E000000042	EDF	TSTVendor1	LPN	Loaded	In-Transit		TST-MEH	TST-MEH	QS1
<input type="checkbox"/>	E000000043	EDF	TSTVendor1	LPN	Loaded	In-Transit		TST-MEH	TST-MEH	QS1

Add LPN Remove LPN Receive LPN Print Labels Print Content Labels

Contents

Displaying 1 - 1 of 1 (0 selected)

Edit Header Generate Report Ship Cancel Add Print First Sale Print BOL Scan Load LPN

Transportation LifeCycle Management

LPN - Advance Ship Notice

ASN: **E000000009** Shipment: Delivery facility: **OS1** Total shipped: **1** COGI: ASN status: **Open** Shipped date: Estimated delivery: **25/12/2020, 15:15 GMT** Total received: **1** ADM:

Header Lines **LPNs** Documents Audit Events Schedules Notifications

Quick filter Purchase Order: Origin facility: RTS ID: Apply

Displaying 1 - 5 of 5 (0 selected)

	LPN	Business Unit	Business Partner	LPN Type	LPN Status	Facility Status	Pallet Facility Status	Origin Facility	Current Facility	Dest. Facility
<input type="checkbox"/>	E000000039	EDF	TSTVendor1	LPN	Loaded	In-Transit		TST-MEH	TST-MEH	QS1
<input type="checkbox"/>	E000000040	EDF	TSTVendor1	LPN	Loaded	In-Transit		TST-MEH	TST-MEH	QS1
<input type="checkbox"/>	E000000041	EDF	TSTVendor1	LPN	Loaded	In-Transit		TST-MEH	TST-MEH	QS1
<input type="checkbox"/>	E000000042	EDF	TSTVendor1	LPN	Loaded	In-Transit		TST-MEH	TST-MEH	QS1
<input type="checkbox"/>	E000000043	EDF	TSTVendor1	LPN	Loaded	In-Transit		TST-MEH	TST-MEH	QS1

Add LPN Remove LPN Receive LPN Print Labels Print Content Labels

Contents

Displaying 1 - 1 of 1 (0 selected)

Item	Item Description	GTIN	Estimated Weight	Actual Weight	Country of Origin	Total Packed	Total Received	Adjustment Qty	Reason Code
------	------------------	------	------------------	---------------	-------------------	--------------	----------------	----------------	-------------

Edit Header Generate Report Ship Cancel Add Print First Sale Print BOL Scan Load LPN

ASNs – Cancel

- ASNs in “In Planning” or “Open” status can be canceled by clicking the ‘Cancel ASN’ button on the ASN details Screen.

Transportation LifeCycle Management

Advance Ship Notice

ASN: E000000002 Shipment: Delivery facility: EDF Total shipped: 6 Units COG: ASN status: Open Shipped date: Estimated delivery: 18/12/2020, 09:43 GMT Total received: 0 Units ADM:

Header Lines LPNs Documents Audit Events Schedules Notifications

Quick filter Purchase Order: Origin facility: RTS ID: Apply

Displaying 1 - 3 of 3 (0 selected)

LPN	Business Unit	Business Partner	LPN Type	LPN Status	Facility Status	Pallet Facility Status	Origin Facility	Current Facility	Dest. Facility	LPN Weight	PO	DO	Current ASN
E000000021	EDF	TSTVendor1	LPN	Loaded	In-Transit		TST-MEH	TST-MEH	EDF		TSTPO121701		E000000002
E000000022	EDF	TSTVendor1	LPN	Loaded	In-Transit		TST-MEH	TST-MEH	EDF		TSTPO121701		E000000002
E000000023	EDF	TSTVendor1	LPN	Loaded	In-Transit		TST-MEH	TST-MEH	EDF		TSTPO121701		E000000002

Add LPN Remove LPN Receive LPN Print Labels Print Content Labels

Contents

Displaying 1 - 1 of 1 (0 selected)

Item	Item Description	GTIN	Estimated Weight	Actual Weight	Country of Origin	Total Packed	Total Received	Adjustment Qty	Reason Code
TST1120201	TST Desk Screen Extension					2 Units	0 Units		

Edit Header Generate Report Ship Cancel Add Print First Sale Print BOL Scan Load LPN

Transportation LifeCycle Management

Advance Ship Notice

ASN: E000000002 Shipment: Delivery facility: EDF Total shipped: 1 COG: ASN status: Canceled Shipped date: Estimated delivery: 18/12/2020, 09:43 GMT Total received: 1 ADM:

Header Lines LPNs Documents Audit Events Schedules Notifications

Quick filter Purchase Order: Origin facility: RTS ID: Apply

Displaying 1 - 3 of 3 (0 selected)

LPN	Business Unit	Business Partner	LPN Type	LPN Status	Facility Status	Pallet Facility Status	Origin Facility	Current Facility	Dest. Facility
E000000021	EDF	TSTVendor1	LPN	Canceled	Canceled		TST-MEH	TST-MEH	EDF
E000000022	EDF	TSTVendor1	LPN	Canceled	Canceled		TST-MEH	TST-MEH	EDF
E000000023	EDF	TSTVendor1	LPN	Canceled	Canceled		TST-MEH	TST-MEH	EDF

Add LPN Remove LPN Receive LPN Print Labels Print Content Labels

Contents

Displaying 1 - 1 of 1 (0 selected)

Item	Item Description	GTIN	Estimated Weight	Actual Weight	Country of Origin	Total Packed	Total Received	Adjustment Qty	Reason Code
TST1120201	TST Desk Screen Extension					2 Units	0 Units		

Edit Header Generate Report Cancel Add Print First Sale Print BOL Scan Load LPN

ASNs – Cancel (cont.)

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

Transportation LifeCycle Management

Advance Ship Notice

Actions Tools

ASN: **E000000002** Shipment: Delivery facility: **EDF** Total shipped: COGI:
 ASN status: **Canceled** Shipped date: Estimated delivery: **18/12/2020, 09:43 GMT** Total received: ADM:

Header Lines LPNs Documents Audit Events Schedules Notifications

Quick filter Purchase Order: Origin facility: RTS ID: Apply

Displaying 1 - 3 of 3 (0 selected)

LPN	Business Unit	Business Partner	LPN Type	LPN Status	Facility Status	Pallet Facility Status	Origin Facility	Current Facility	Dest. Facility
E000000021	EDF	TSTVendor1	LPN	Canceled	Canceled		IST-MEH	IST-MEH	EDF
E000000022	EDF	TSTVendor1	LPN	Canceled	Canceled		IST-MEH	IST-MEH	EDF
E000000023	EDF	TSTVendor1	LPN	Canceled	Canceled		IST-MEH	IST-MEH	EDF

Add LPN Remove LPN Receive LPN Print Labels Print Content Labels

Contents

Displaying 1 - 1 of 1 (0 selected)

Item	Item Description	GTIN	Estimated Weight	Actual Weight	Country of Origin	Total Packed	Total Received	Adjustment Qty	Reason Code
IST1120201	TST Desk Screen Extension					2 Units	0 Units		

Edit Header Generate Report Cancel Add Print First Sale Print BOL Scan Load LPN

eemtst.catocorp.com:12001 says

Are you sure you want to cancel the ASN? This will cancel ALL the LPNs as well!

OK

Cancel

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: **You should ONLY click ‘SHIP’ when the load has been Picked Up or Delivered To the consolidator**
- *Please note – be sure to make any changes/edits to your ASN **BEFORE** clicking Ship.

Advance Ship Notice

Actions | Tools | Role: Vendor-Single Item LPN

ASN: 000000011 Delivery facility: 70 Total shipped: 74 SKU ASN status: Open Shipped date:
 Estimated Ship Date: 6/28/22 11:18 EDT Total received: 0 SKU Last Event: Last Event Location: Next Event:
 Next Event Location: Next Event Status:

Header | Lines | LPNs | Documents | Audit | Events | Schedules | Notifications

Business Unit: The Cato Corporation Destination type: Total weight:
 Origin type: Supplier Carrier: Total volume:
 Pickup facility: 90080 Trailer number: Shipping cost:
 Pickup date: 6/28/22 11:18 EDT PRO number: Equipment:
 Type: Shipment BOL number: Mode:
 Business partner: 90080 Tractor number: Driver name:
 Business partner name: NANTONG JINFEIYING GARMENTS CO LTD Closed: No Trailer closed: No

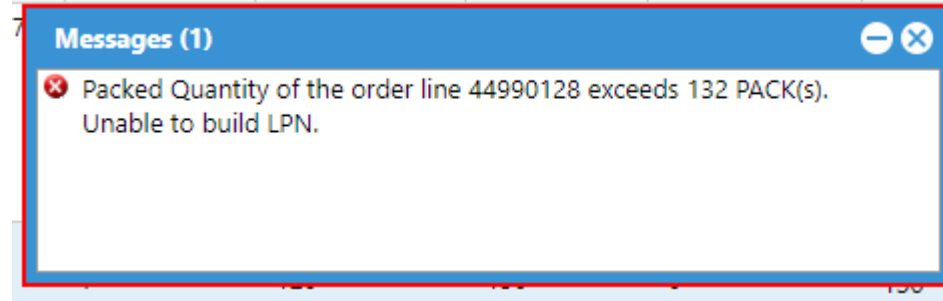
Messages
 Error: No Warnings: No Alerts: No

Appointment
 Appointment:
 Appointment date:
 Appointment duration: 0

Edit Header | Generate Report | **Ship** | Cancel | Add | Print First Sale | Print BOL | Scan Load LPN

Over-Shipping

- Over-shipping beyond a certain percentage is not allowed. The following error message will be displayed. *The exceeds value (132) in the message includes the percentage.*



- If over-shipping beyond this percentage is required, contact Cato.
- An ASN's status will go to 'Receiving Started' once the first LPN is received and then to 'Receiving Verified' once all LPNs received.

<input type="checkbox"/>		ASN	Status	Vendor	LPNs Ship...	LPNs Recei...	Total Received	Total Shipped	Shipped Date
<input type="checkbox"/>		000000005	InTransit	14132	65		0 PACK	155 PACK	10/18/2022 12:10...
<input type="checkbox"/>		000000004	Receiving Verified	14132	69	69	93 PACK	93 PACK	10/11/2022 13:41...
<input type="checkbox"/>		000000003	Receiving Verified	14132	328	328	806 PACK	806 PACK	10/6/2022 13:36 ...
<input type="checkbox"/>		000000002	Receiving Verified	14132	45	45	179 PACK	179 PACK	9/28/2022 12:44 ...
<input type="checkbox"/>		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.

Advance Ship Notice - Purchase Order

Actions | Tools | Role: Vendor-Single Item LPN

Purchase Order: **475812** Purchase Order Status: **Receiving Started** Vendor: **14132**
 Origin Facility: **14132** Contracted Ship Start: **10/11/22 00:00 EDT** Not Before Date: **10/17/22 00:00 EDT**
 Destination Facility: **70** Contracted Ship End: **10/14/22 00:00 EDT** Not After Date: **10/20/22 00:00 EDT**
 Last Event: Last Event Location: Next Event:
 Next Event Location: Next Event Status:

General | **Lines** | DOs | ASNs | LPNs | Documents | Events | Schedules | Notifications | Chargebacks | Audit

Quick filter | Line number: | Item: | Has error: | Line status: | Desti

Displaying 1 - 1 of 1 (0 selected)

<input type="checkbox"/>	Line Number	Item	Status	Canceled	Closed	Original Order Qty	Order Qty	Shipped Qty	Received Qty	Remaining Qty	Descri
<input type="checkbox"/>	45152176	45152176	Receiving Started	No	No	46 PACK	46 PACK	45 PACK	45 PACK	46 PACK	45152

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.

Advance Ship Notice - Purchase Order

Actions | Tools | Role: Vendor-Single Item LPN

Purchase Order: **465751** Purchase Order Status: **Received** Vendor: **14132**
 Origin Facility: **14132** Contracted Ship Start: **9/27/22 00:00 EDT** Not Before Date: **10/3/22 00:00 EDT**
 Destination Facility: **70** Contracted Ship End: **9/30/22 00:00 EDT** Not After Date: **10/6/22 00:00 EDT**
 Last Event: Last Event Location: Next Event:
 Next Event Location: Next Event Status:

General | **Lines** | DOs | ASNs | LPNs | Documents | Events | Schedules | Notifications | Chargebacks | Audit

Quick filter | Line number: | Item: | Has error: | Line status: | Destination:

Displaying 1 - 1 of 1 (0 selected)

<input type="checkbox"/>	Line Number	Item	Status	Canceled	Closed	Original Order Qty	Order Qty	Shipped Qty	Received Qty	Remaining Qty	Description
<input type="checkbox"/>	45061323	45061323	Received	No	No	100 PACK	100 PACK	100 PACK	100 PACK	100 PACK	45061194 - L/

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.

The screenshot shows the 'Transportation LifeCycle Management' application. The main section is titled 'LPNs' and displays a table of LPN records. The first record is selected, indicated by a checkmark in the selection column. At the bottom of the interface, there is a row of buttons: 'View', 'Edit Header', 'Edit Contents', 'Cancel', 'Add To Pallet', 'Add', 'Hold', 'Release', 'Add To ASN', 'Print Labels', and 'Print Content Labels'. The 'Print Labels' button is circled, and a mouse cursor is pointing at it.

LPN	Business Partner	Business Unit	LPN Status	LPN Type	Purchase Order	ASN
<input checked="" type="checkbox"/> E000000017	TSTVendor1	EDF	Loaded	LPN	SCPO15122020B	ASN11111
<input type="checkbox"/> E000000015	TSTVendor1	EDF	Loaded	LPN	SCPO15122020B	ASN11111
<input type="checkbox"/> E000000007	TSTVendor1	EDF	Loaded	LPN	TSTPO11122020B	1412202002
<input type="checkbox"/> E000000033	TSTVendor1	EDF	Loaded	LPN	SCPO17122020A	E000000007
<input type="checkbox"/> E000000001	TSTVendor1	EDF	Loaded	LPN	TSTPO120701	TSTASN0001
<input type="checkbox"/> E000000014	TSTVendor1	EDF	Loaded	LPN	TSTPO120702	ASN7777
<input type="checkbox"/> E000000019	TSTVendor1	EDF	Loaded	LPN	SCPO15122020B	ASN11111
<input type="checkbox"/> E000000022	TSTVendor1	EDF	Loaded	LPN	TSTPO121701	E000000002
<input type="checkbox"/> E000000025	TSTVendor1	EDF	Loaded	LPN	TSTPO121701	E000000003
<input type="checkbox"/> E000000002	TSTVendor1	EDF	Loaded	LPN	TSTPO120702	E000000000
<input type="checkbox"/> E000000009	TSTVendor1	EDF	Loaded	LPN	TSTPO11122020B	1412202002
<input type="checkbox"/> E000000013	TSTVendor1	EDF	Loaded	LPN	TSTPO120701	ASN9999
<input type="checkbox"/> E000000012	TSTVendor1	EDF	Loaded	LPN	TSTPO120701	ASN9999
<input type="checkbox"/> E000000032	TSTVendor1	EDF	Loaded	LPN	SCPO17122020A	E000000007
<input type="checkbox"/> E000000024	TSTVendor1	EDF	Loaded	LPN	TSTPO121701	E000000004
<input type="checkbox"/> E000000016	TSTVendor1	EDF	Loaded	LPN	SCPO15122020B	ASN11111
<input type="checkbox"/> E000000020	TSTVendor1	EDF	Loaded	LPN	SCPO15122020B	ASN11111
<input type="checkbox"/> E000000031	TSTVendor1	EDF	Loaded	LPN	SCPO17122020A	E000000007

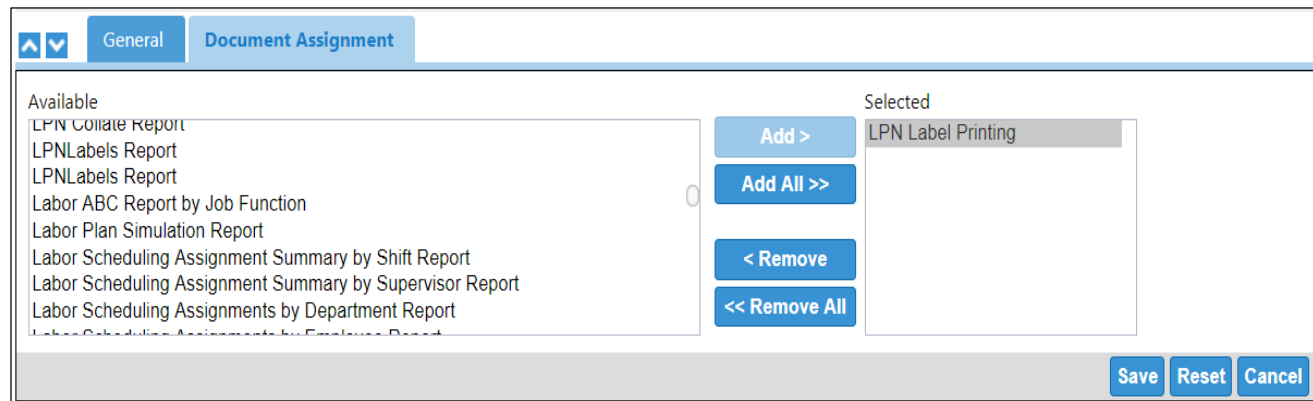
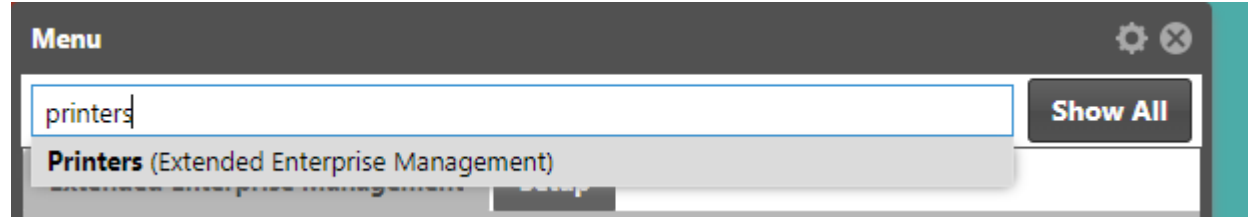
Labels can be printed to two types of printers

1. **Document Printer** – These can be any printer defined at the operating system level. Printing to this option in EEM brings the output to one or more browser windows in a .pdf format. Scaling is necessary to fill out the 4x6 label as much as possible, which will allow the barcodes to be as large as possible for Cato's new automatic receiving scanners. The direction of the scaling will depend on if printing to true label printers or if printing to laser printers with label stock.
2. **Network Attached Label Printers** – must be Zebra or Monarch label printers. These are defined in EEM (see pages 44-46). Using this type of printer definition does not require any additional scaling.

Configuring Network attached Label Printer

To add printer:

1. Navigate to Menu Printers →
2. Click add
3. In the General Tab: Populate the fields presented (Printer, Printer Address (IP), Type, Description). The remaining fields can keep the default values.
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.



Configuring Network attached Label Printer Example

Printers

Actions Tools

Quick filter Type: Printer: *zt410* Business Unit: Vendor: Apply

Displaying 1 - 1 of 1 (0 selected)

<input type="checkbox"/>	Business Unit	Vendor	Facility	Printer	Type	Description
<input type="checkbox"/>	The Cato Corporation			z-Zebra zt410	Zebra Printer	Zebra zt410

Edit Add Copy Delete

General Document Assignment

Facility:

Printer:*
☐ Facility Printer
☒ Remote Printer

Printer Name: z-Zebra zt410

Printer Address: 172.16.76.37

Type:* Zebra Printer

Description:* Zebra zt410

UPS Printer name:

Business Unit:* The Cato Corporation

Assigned server:* mrf

Assigned queue:* Archive Queue

Fetch frequency(in seconds):* 10.0

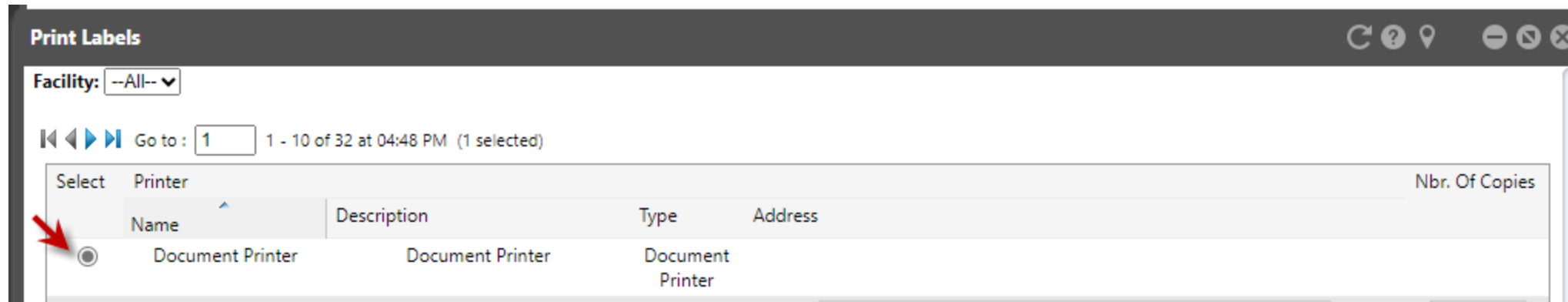
Maintain Sequence during printing: ☐

Vendor:

Save Reset Cancel

Printing to the Document Printer


Chose the Document Printer in the dialogue window after pressing Print Labels button



Shipping Label Example using cut sheet/document printer.

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

From <small>WILLIAM JEWELL PRINTING</small> <small>Box 34216 Road</small> <small>Charlotte, NC 28234</small>		To Cato DC 8100 Denmark Road Charlotte, NC, 28273	
PO# 464295		VENDOR: <small>WILLIAM JEWELL PRINTING</small> 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)

Print

Total: 3 sheets of paper

Printer

Zebra ZP 500 (ZPL)

Copies

1

Layout

Portrait

Landscape

Pages

All

Odd pages only

Even pages only

e.g. 1-5, 8, 11-13

More settings

Print using system dialog... (Ctrl+Shift+P)

Print

Cancel

From

WHITE-CLOTHING COMPANY
800-746-8510
8000 1st, 10000

To

Cato DC
8100 Denmark Road
Charlotte, NC, 28273

PO#

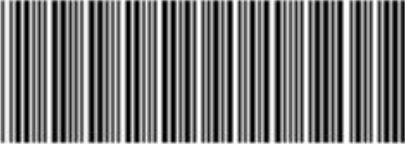
477175

VENDOR: WHITE-CLOTHING COMPANY

COUNTRY OF ORIGIN: IN

UNITS: 25

CARTON	DEPT	COLOR	UNITS
4516 4928	7094	Bright Whi	25



000012679

From

WHITE-CLOTHING COMPANY
800-746-8510
8000 1st, 10000

To

Cato DC
8100 Denmark Road
Charlotte, NC, 28273

PO#

477175

VENDOR: WHITE-CLOTHING COMPANY

COUNTRY OF ORIGIN: IN

UNITS: 25

CARTON	DEPT	COLOR	UNITS
4516 4928	7094	Bright Whi	25

For label printers (ex Zebra) directly attached to PC

- Doc printer creates cut sheet
- PDF -> Save and print
- Print → More Settings → Change scale to around 75%

Print

Total: 3 sheets of paper

1

Layout

☒ Portrait
 ☐ Landscape

Pages

☒ All
 ☐ Odd pages only
 ☐ Even pages only
 ☐ e.g. 1-5, 8, 11-13

Fewer settings ^

Paper size

4.00"x6.00"-(10.16cmx15.24cm) v

Scale (%)

☐ Fit to printable area
 ☐ Actual size
 ☒ 75

Pages per sheet

1 v

Print using system dialog... (Ctrl+Shift+P)

Print Cancel

From

WINTER CLOTHING COMPANY
800 7th Ave
NY, NY, 10010

To

Cato DC
8100 Denmark Road
Charlotte, NC, 28273

PO#


477175

VENDOR: WINTER CLOTHING COMPANY

COUNTRY OF ORIGIN: IN

UNITS: 25

CARTON	DEPT	COLOR	UNITS
4516 4928	7094	Bright Whi	25



000012679

From

WINTER CLOTHING COMPANY
800 7th Ave
NY, NY, 10010

To

Cato DC
8100 Denmark Road
Charlotte, NC, 28273

PO#

477175

VENDOR: WINTER CLOTHING COMPANY

COUNTRY OF ORIGIN: IN

UNITS: 25

CARTON	DEPT	COLOR	UNITS
4516 4928	7094	Bright Whi	25

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

- Print → Scaling/resizing options (properties)
- Custom scale set to 160%

Print

Total: 2 sheets of paper

☒ Portrait
 ☐ Landscape

Pages

☒ All
 ☐ Odd pages only
 ☐ Even pages only
 ☐ e.g. 1-5, 8, 11-13

Fewer settings ^

Paper size

Letter

Scale (%)

☐ Fit to printable area
 ☐ Actual size
 ☒ 160

Pages per sheet

2

Quality

600 dpi

Print using system dialog... (Ctrl+Shift+P)

Print

Cancel

8100 Denmark Road
Charlotte, NC, 28273

PO#


477175

VENDOR: WHITE ELEPHANT COMPANY

COUNTRY OF ORIGIN: IN

UNITS: 25

CARTON	DEPT	COLOR	UNITS
45164928	7094	Bright Whi	25



000012679

8100 Denmark Road
Charlotte, NC, 28273

PO#

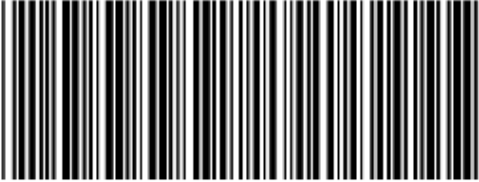
477175

VENDOR: WHITE ELEPHANT COMPANY

COUNTRY OF ORIGIN: IN

UNITS: 25

CARTON	DEPT	COLOR	UNITS
45164928	7094	Bright Whi	25



000012681

From

WHITE ELEPHANT COMPANY
8100 Denmark Road
Charlotte, NC, 28273

To

Cato DC
8100 Denmark Road
Charlotte, NC, 28273

8100 Denmark Road • Charlotte, NC 28273 • 704-554-8510
P.O. Box 34216 • Charlotte, NC 28234

55

Labeling of LPN

- Always consult the logistics guide for the most current labelling instructions
- Label should be placed on short side of box, not long side:



EEM LPN BARCODE LABEL

LPN Barcode Label Placement - New 4" X 6" White Thermal Label

- LPN Barcode label must be placed on the short side of the carton in an upright position, centered in the middle of only 1 side of the carton.
- Vertical Label Placement Only: Place LPN barcode label in an upright position, **barcode must be read vertically**. Do not place sideways or diagonally
- **Invalid placements of the LPN Barcode Label will result in a \$200 LPN chargeback.**



Valid Placement (short side)



Invalid Placement (long side)



- 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.



Valid Placement



Invalid Placement



EEM LPN BARCODE LABEL

LPN Barcode Label Guidelines & Specifications

- Each carton packed with merchandise for a single PO and Carton ID number **MUST** arrive with a valid LPN barcode label.
- **Failure to place valid/compliant LPN labels on all cartons shipped to our DC will result in an automatic \$200 chargeback Per PO/Carton ID#.**
- The pack/sku quantity listed on LPN labels created in EEM and placed on cartons **Must Equal** the pack/sku quantity packed inside cartons. **(ALL quantity changes to the LPN LABEL MUST be done in the EEM system and CANNOT be changed by hand).**
- The PO and Carton ID listed on the LPN Barcode Label **MUST** match the merchandise packed inside carton.
- LPN barcode labels must be created in the Manhattan EEM system provided by The Cato Corporation.
- **NO DUPLICATE LPN BARCODE LABELS ALLOWED ON CARTONS** - Each LPN barcode label placed on cartons **MUST** have its own distinctive EEM barcode number.
- **Each LPN barcode must be legible and the print quality of barcode MUST be good. The Barcode scan ability CANNOT BE DISTORTED!** This includes, but not limited to: lines through barcode, wavy barcodes, spotted barcodes, print too light/dark, etc.
- **LPN LABEL PRINT SIZE** - Labels must be printed according to the scale settings provided in the EEM Vendor Training Help Guide (pages 48 – 55). Print on LPNs cannot not be too small or too big and cause the barcode scan ability to be distorted.
- LPN barcode label must be printed on **4" X 6"** white thermal label in a **portrait format**.
- When shipping cartons UPS or FedEx, do not combine the EEM LPN Barcode Label with the carrier-shipping label on the short side (width) of the carton. Carrier label must be placed on another side of the carton.
- There should not be any tape, any additional barcodes, any markings, or covering adjacent to any part of the shipping label that would interfere with the barcode scan.
- LPN labels should be applied without any wrinkles running through the barcode symbols.
- LPN 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 code 39 as the barcode symbology.
- **A chargeback of \$200 per PO/Carton ID# will be incurred for EACH LPN Barcode Label non-compliance.**

AN ADDITIONAL HANDLING FEE OF \$30 PER HOUR (with a minimum of 5 hours) will be applied to each PO/carton ID, if cartons arrive to our DC with LPN violations that require CATO to create/print LPN's, and/or label/relabel cartons in our DC.

Printing to the Network Attached Label Printer

Chose the Networked Attached Label Printer (defined in page 10) in the dialogue window after pressing Print Labels button

Print Labels

Facility: --All--

Go to : 31 31 - 32 of 32 at 05:05 PM (1 selected)

Select	Printer	Description	Type	Address	Nbr. Of Copies
	Name				
<input type="radio"/>	Document Printer	Document Printer	Document Printer		
<input checked="" type="radio"/>	z-Zebra zt410	Zebra zt410	Zebra Printer	172.16.76.37	1

Print Cancel

Adding Users

How to Add Additional Users in Manhattan – EEM
For Cato Corporation & Associated Vendors

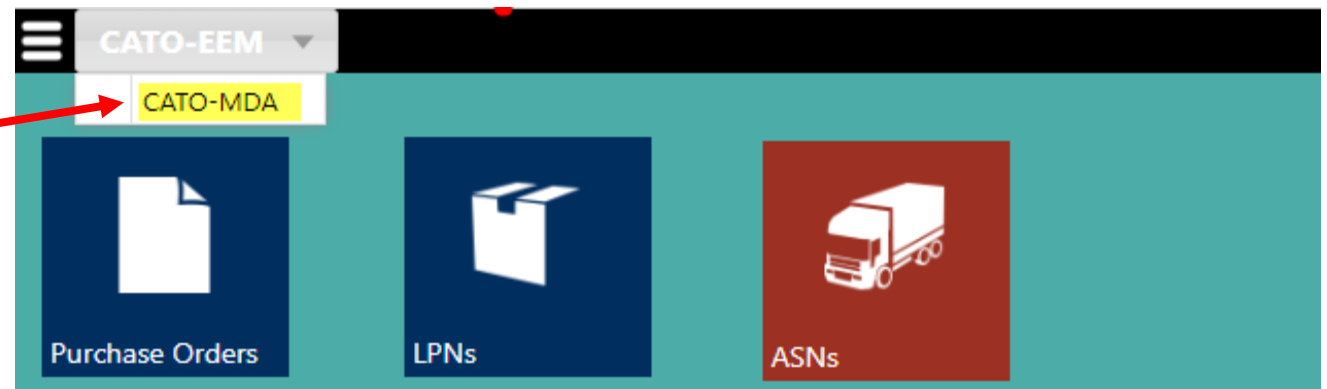
For questions or support, please contact

Vendor_Compliance@catocorp.com

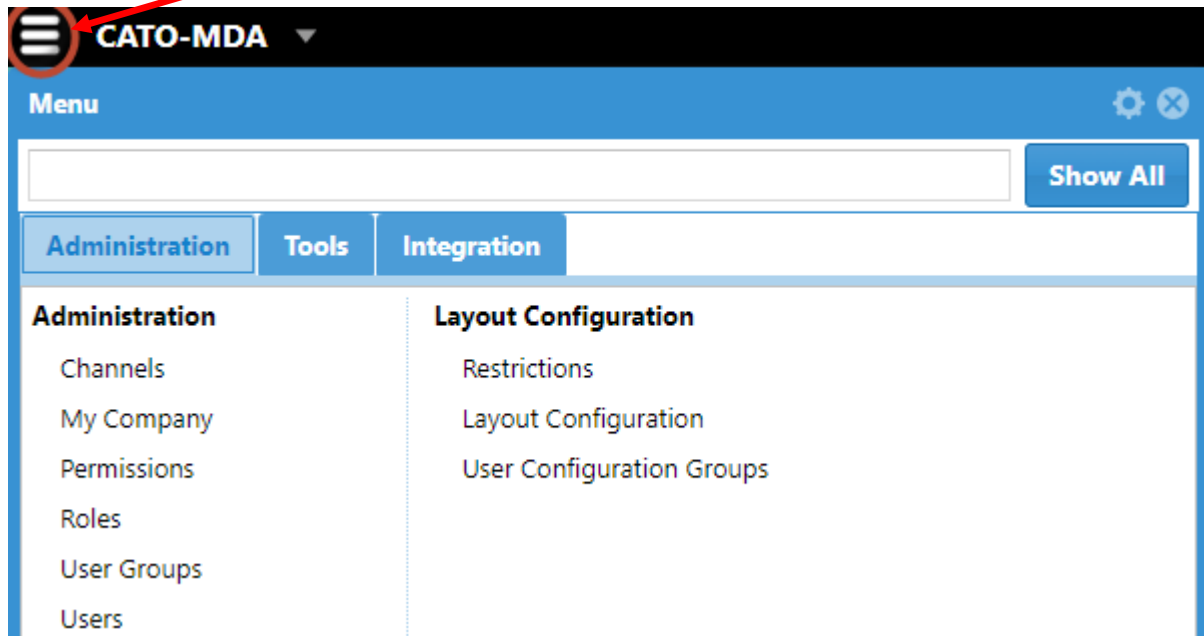
To add a user, click on CATO-EEM



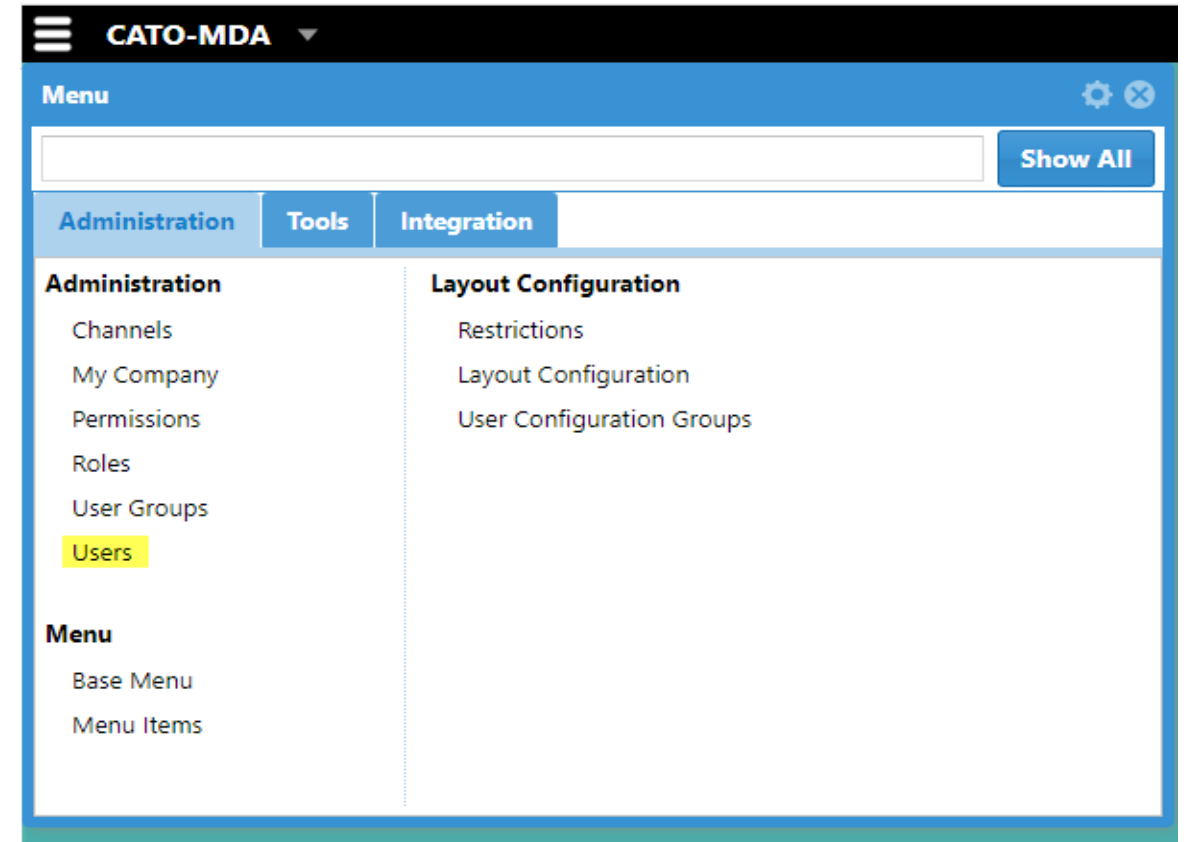
Select CATO-MDA



Click on menu bars



Select “Users”



Click “Add”

CATO-MDA

Users

Views

Saved Views:

View Details +

Filter -

Condition: All are met (AND)

Clear Fields Add Condition Advanced

Column Selection +

Sorting +

Add Apply Save Save As Delete

1 - 25 of 43 Updated 13:20:50

<input type="checkbox"/>	Last Name	First Name	Username	Status	Type
<input type="checkbox"/>	Admin	Corp	CorpAdmin	Enabled	Corp
<input type="checkbox"/>	McKenna	Marty	mmckenn	Enabled	Corp
<input type="checkbox"/>	Vargo	Kevin	kvargo	Enabled	Corp
<input type="checkbox"/>	Batten	Smitha	sbatt	Enabled	Corp
<input type="checkbox"/>	McKenna	Marty	mmckenn	Enabled	Corp
<input type="checkbox"/>	Skorupa	Nemo	nskor	Enabled	Corp
<input type="checkbox"/>	On	Peter	pdon	Enabled	Corp
<input type="checkbox"/>	Mosserburg	Jessie	jmos	Enabled	Corp
<input type="checkbox"/>	Cornell	Jessica	jcorn	Enabled	Corp
<input type="checkbox"/>	Arrington	Trey	tarr	Enabled	Corp
<input type="checkbox"/>	Chan	Ursula	uchan	Enabled	Corp
<input type="checkbox"/>	Lui	Crystal	clui	Enabled	Corp
<input type="checkbox"/>	Lau	Kirk	klau	Enabled	Corp
<input type="checkbox"/>	Wong	Della	dwong	Enabled	Corp
<input type="checkbox"/>	Hayden	Mark	mhayd	Enabled	Corp
<input type="checkbox"/>	Leung	Carrie	cleung	Enabled	Corp

View Edit **Add** Copy Enable Disable Delete Reset Password

Preview

Enter user info and click “save.”

The screenshot shows the CATO-MDA Users management interface. The 'Add User' form is displayed with the 'Details' tab selected. The form is divided into two main sections: 'Information' and 'Contact'. The 'Information' section includes fields for First Name, Middle Name, Last Name, Title, Type, Location, Locale, Security Policy Group, Configuration Group, Company Name, Status, Gender, and Birth Date. The 'Contact' section includes fields for Address 1, Address 2, Country, State/Prov., City, Postal Code, Primary Email, Alternate Email, Phone, Fax, During Business Hours, and After Business Hours. The 'Save' button is highlighted in green.

Information	Contact
First Name:*	Address 1:*
Middle Name:	Address 2:
Last Name:*	Country:*
Title:	State/Prov.:*
Type:	City:*
Location:	Postal Code:
Locale:	Primary Email:*
Security Policy Group:*	Alternate Email:
Configuration Group:	Phone:*
Company Name:	Fax:
Status:	During Business Hours:
Gender:	After Business Hours:
Birth Date:	

Save **Cancel**

Select “Data Access” and click “Add.”

The screenshot shows a web application window titled "CATO-MDA" with a "Users" tab. The "Edit User" section has three tabs: "Details", "Data Access" (which is highlighted in green), and "Solutions and Defaults". Below the tabs is a "Data Access" section with a table header containing columns: "Company Name", "Role", "Business Unit ↑", and "Region". The table body is empty, with a message "No records found. Select the add button to add a record." at the bottom. At the bottom left of the "Data Access" section are three buttons: "Add" (highlighted in yellow), "Edit", and "Delete". At the bottom right of the window are "Save" and "Cancel" buttons.

Company Name	Role	Business Unit ↑	Region
No records found. Select the add button to add a record.			

Buttons: Add, Edit, Delete, Save, Cancel

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

Click “OK.”

Configure Data Access

Company Name:* **The Cato Corporation**

Role:* **Vendor-Single Item LPN**

Business Unit:*
☒ All Business Units
☐ All Child Business Units
☐ Select Business Units

Available		Selected
The Cato Corporation	>>	
	>	
	<	
	<<	

Region:*
☒ All Regions
☐ Selected Regions

All Regions must be selected for Region if All Business Units is selected for Business Unit

Available		Selected
	>>	
	>	
	<	
	<<	

OK **Cancel**

Select Company Name and click
“Save.”

The screenshot shows the CATO-MDA application interface. At the top, there is a header bar with the text 'CATO-MDA' and a dropdown arrow. Below this is a sub-header 'Users' with a user icon and standard window controls (help, location, zoom, close). The main content area is titled 'Edit User' and contains three tabs: 'Details', 'Data Access', and 'Solutions and Defaults'. The 'Data Access' tab is currently selected. It displays a table with the following columns: 'Company Name', 'Role', 'Business Unit', and 'Region'. The first row of the table is highlighted in blue and has a yellow checkmark in the left margin. The data in this row is: 'The Cato Corporation' for Company Name, '[Vendor-Single Item LPN](#)' for Role, '-- All --' for Business Unit, and '-- All --' for Region. Below the table, there are three buttons: 'Add', 'Edit', and 'Delete'. At the bottom right of the form, there are two buttons: 'Save' (highlighted in green) and 'Cancel'.

<input checked="" type="checkbox"/>	Company Name	Role	Business Unit ↑	Region
<input checked="" type="checkbox"/>	The Cato Corporation	Vendor-Single Item LPN	-- All --	-- All --

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

The screenshot shows the 'Users' page in the CATO-MDA application. The user 'Justin Time' is selected, and the 'Solutions and Defaults' tab is active. The 'Solutions' table lists 'CATO-EEM' and 'CATO-MDA' as available. The 'Defaults' section shows 'Warehouse: -- All --' and 'Business Unit: -- All --'. A red arrow points to the 'Edit' button with the text 'If access changes need to be made'.

Solution ↑	Access
CATO-EEM	Available
CATO-MDA	Available

The screenshot shows the CATO-MDA application with the 'CATO-EEM' tab selected. A red arrow points to the 'CATO-EEM' tab with the text 'If everything looks correct, return to CATO-EEM'.