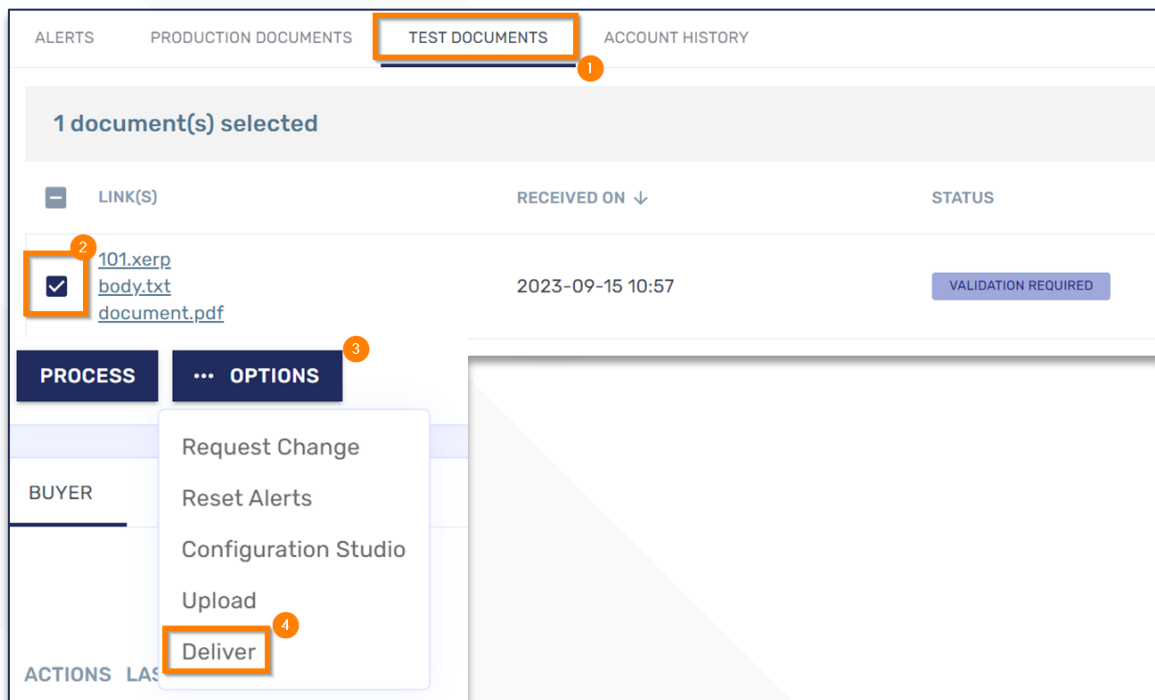


HOW TO: DELIVER TEST DOCUMENTS



- Once the customer/vendor has been created and our team has applied the initial configurations, it's time to move on to the testing and validation phase.
- Follow these steps to deliver test documents to your ERP System, enabling you to initiate testing and validation on your end.

Check Readiness: First, confirm the customer/vendor status reads "Validation Required." or "Validation in Progress" if testing has already started. This status indicates that configurations from Conexiom's Connection Development team are completed, and testing can begin.



Delivering Test Documents to your System

Delivering Test Documents:

1. Navigate to your Customer/Vendor details page and then into the third section to the Test Documents area.
 2. Select all documents with a "Validation Required" status.
 3. Click on "...Options."
 4. Choose "Deliver."
 - Wait for the system to process the deliveries and monitor the change in status.
 - Refresh your page to ensure the latest updates are displayed.
- If the delivery is successful, the status will change to "Delivered." **DELIVERED**
 - If the delivery of the document encounters issues, it will appear as "Not Processed". **NOT PROCESSED**
 - *If this occurs, please contact your Conexiom Representative for further troubleshooting.*

You are now prepared to begin the testing and validation process in your ERP to ensure that the data extraction and document configurations meet your expectations.
See the "How to Test/Validate in your ERP system" QRC.

HOW TO: DELIVER TEST DOCUMENTS (continued)



Delivering Test Documents to your System- Other Considerations

1. Re-Processing Test Documents:

Re-process a test document to apply changes made to a cross-reference table or to ensure the latest changes are applied, select one or more documents and:

- Click "Process."
- Wait for the system to process the documents and observe any change in status.
- Refresh your page to ensure updates are reflected.

2. Handling Different Document Statuses:

- If the document status is "Not Processed", first try to reprocess the document as outlined in the previous step.
 - If it stays not processed, then refer to the "FAQ" Quick Reference Card for further guidance.
 - If there is still no solution, contact your Conexiom Representative for further troubleshooting.
- If the status is "Under Review" or an alert status such as "Ship to Alert" instead of "Validation Required" it means an alert was generated.
 - Resolve the alert first before proceeding with delivery.

Additional Test Documents:

The list of test documents will initially be those uploaded or submitted at the time the trading partner was set up.

If you need more test documents or new ones to test in Conexiom see "How To Upload Test Documents" QRC.

ALERTS	PRODUCTION DOCUMENTS	TEST DOCUMENTS	ACCOUNT HISTORY
1 document(s) selected			
LINK(S)	RECEIVED ON ↓	STATUS	
<input type="checkbox"/> body.txt document.pdf	2023-09-18 06:56	NOT PROCESSED	
<input checked="" type="checkbox"/> 101.xerp body.txt document.pdf	2023-09-15 10:57	VALIDATION REQUIRED	
<input type="checkbox"/> body.txt document-POTEST1.pdf document.pdf	2023-09-15 10:33	UNDER REVIEW	
VIEW FULL LIST ↓			
1			
PROCESS	... OPTIONS		