

Certification Exam Guide

# Infor Certified CloudSuite Supply Management – Supply Management Consultant

Exam #: CSSM-SCMC11-100



Certification Program

## Target Audience

This exam targets the skills and abilities required by a CloudSuite Supply Management Consultant with relevant experience to successfully analyze client's supply management business requirements and implement Infor products to meet those requirements.

## Exam Details

- Exam number: CSSM-SCMC11-100
- Onsite or Online, proctored
- 70 questions
- 90 minute time limit

## Schedule and Register

Below are the steps to schedule and register for an onsite or online proctored exam.

### Onsite

Prior to registering for an exam, please follow the steps below to register for your preferred exam date/time:

1. If required, create a new account by clicking [here](#).
2. If you already have an account, login to [Webassessor](#).
3. Click Register for an Exam.
4. Find the exam you wish to attempt.
5. Click Select next to the Onsite Proctored option.
6. Search for a test center or choose one of the closest test centers listed.
7. Select your preferred date and time to attempt the exam. (Test centers set their own testing schedules.)
8. Read and accept the Terms and Conditions and then click Select.
9. If you have a Voucher/Coupon code, enter the code and click Apply.
10. If the exam details are correct, click Checkout.
11. If using a credit card, choose your payment type and click Submit.
12. After confirming payment, click Done.
13. You will receive a confirmation email with your Test Taker Authorization Code and additional onsite details.

#### Please Note:

- Ensure you have your Test Authorization Code with you when you arrive at the test center. You cannot attempt your exam without the Test Authorization Code, and no refund will be provided.
- Please arrive at the test center at least 15 minute prior to your scheduled exam.
- Parking and other test center specific instructions are included in your confirmation email.

[Register here](#)

## Online

Prior to registering for an exam, please follow the steps below at least 5 days prior to you preferred exam date/time:

1. Test your Internet [connection](#). Run the test twice: once with the default server and then to a server in Arizona (e.g. Phoenix, AZ; Tempe AZ, Tucson, AZ; etc.) Results to an Arizona server must meet these minimum requirements:
  - Ping times must be less than 200ms
  - Jitter must be less than 50ms
  - Download and upload must be greater than 1Mbps
2. Ensure your computer meets other requirements outlined in this [Guide](#). Some of the requirements are:
  - A webcam is required - built in webcams ARE permitted
  - A microphone is required - headsets are NOT permitted
  - Sentinel Secure software must be installed (MS Windows and MAC supported)
3. If you encounter any problems, contact Kryterion Support:
  - Voice: 866-227-7116 (U.S.) or +001-602-714-8235 (International)
  - Live Chat: [www.kryteriononline.com/Support](http://www.kryteriononline.com/Support), then click on "LIVE HELP"
  - Email: [OLPsupport@KryterionOnline.com](mailto:OLPsupport@KryterionOnline.com)
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5. If you already have an account, login to [Webassessor](#).
6. Click Register for an Exam.
7. Find the exam you wish to attempt.
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9. Select your preferred date and time to attempt the exam and click Select.
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11. If you have a Voucher/Coupon code, enter the code and click Apply.
12. If the exam details are correct, click Checkout.
13. If using a credit card, choose your payment type and click Submit.
14. After confirming payment, click Done.
15. You will receive a confirmation email.

[Register here](#)

## Exam Topic Area Summary

The following summarizes the percentage of each topic area included on the exam:

- Maintaining - 6%
- Processing - 3%
- Setup & Configuration - 23%
- Using - 68%

## Related Training and Documentation

Although not required, the following training courses and documentation cover content included in this exam:

- Training courses found on Campus:
  - CloudSuite Financials & Supply Management: Applications Foundation
  - CloudSuite Supply Management: Configuring and Administering Purchasing
  - CloudSuite Supply Management: Configuring and Administering Inventory Control
  - CloudSuite Supply Management: Configuring and Administering Requisitioning
  - CloudSuite Supply Management: Configuring and Administering Strategic Sourcing and Supplier Portal
  - CloudSuite Supply Management: Configuring and Administering Contract Management
  - CloudSuite Financials: Configuring and Administering Matching
- Documentation found on Infor Documentation Infocenter:
  - CloudSuite Supply Management User Guides > EDI For Supply Management User Guide

## Exam Objectives by Topic Area and Resource

This certification exam includes the following exam objectives by topic and resource.

Resource and related exam objective(s)	Topic Area and Percentage			
	Maintaining	Processing	Setup & Configuration	Using
	6%	3%	23%	68%
<b>CloudSuite Financials &amp; Supply Management: Applications Foundation</b>				
Describe the processes for the Reconciliation Management application.				X
Describe the requisition-to-check/requisition-to-inventory process.				X
Describe the requisition-to-global ledger process.				X
Describe the requisition-to-sourcing-to contract process.				X
Describe the requisition-to-sourcing-to-purchase order process.				X
Explain how Infor Spreadsheet Designer is used.				X
Identify the business processes used in Infor CloudSuite Financials Core & Supply Management.				X
Navigate the CloudSuite Financials & Supply Management user interfaces.				X
<b>CloudSuite Financials: Configuring and Administering Matching</b>				
Describe invoice entry and matching options and the associated process flow.				X

Resource and related exam objective(s)	Topic Area and Percentage			
	Maintaining	Processing	Setup & Configuration	Using
	6%	3%	23%	68%
Describe invoice messaging definition and setup.			X	
Describe the different methods to match an invoice and potential results from the match.				X
Describe the Work List and Work List tasks in Matching.				X
Describe vendor match parameters functionality and exceptions.				X
Explain maintenance activities assist with the reconciliation and status of matching.	X			
Identify reasons and actions for invoice messaging in Matching.				X
<b>CloudSuite Supply Management: Configuring and Administering Contract Management</b>				
Describe Contract Management.				X
Describe how to create contracts from imports in Contract Management.				X
Describe how to create manual contracts.				X
Describe how to set up tiered pricing.			X	
Describe the key items in the general setup of Contract Management.			X	
Describe the options for creating contracts.			X	
Describe the primary setup of Contract Management.			X	
Describe the setup for creating contracts.			X	
Explain how to maintain contracts in Contract Management.	X			
<b>CloudSuite Supply Management: Configuring and Administering Inventory Control</b>				
Conduct physical inventory.				X
Create Infor CloudSuite Financials & Supply Management Inventory Control transactions.				X
Explain how other Infor CloudSuite Financials & Supply Management applications integrate with Infor CloudSuite Financials & Supply Management Inventory Control.				X
Replenish inventory.				X
Set up and replenish cart/par locations.			X	
Set up Infor CloudSuite Financials & Supply Management Inventory Control.			X	
Set up items in Inventory Control.			X	
<b>CloudSuite Supply Management: Configuring and Administering Purchasing</b>				
Create Purchase Orders.				X
Describe Period End processing.		X		
Describe the Purchasing functions of the Infor CloudSuite Financials & Supply Management application.				X
Describe two ways to create Purchase Orders from order requests created in other applications.				X
Explain how Purchasing interacts within the full procurement process.				X
Explain how to issue Purchase Orders				X
Explain how to receive Purchase Orders.				X

Resource and related exam objective(s)	Topic Area and Percentage			
	Maintaining	Processing	Setup & Configuration	Using
	6%	3%	23%	68%
Identify the business decisions necessary to set up the Purchasing application.			X	
Identify the major characteristics of Pricing Contracts.				X
<b>CloudSuite Supply Management: Configuring and Administering Requisitioning</b>				
Describe how to create requisitions via Requisition Self Service.				X
Describe how to create requisitions.				X
Describe how to process requisitions.		X		
Describe Infor CloudSuite Supply Management Requisitions.				X
Explain how to approve requisitions.				X
Explain how to replenish cart/par locations.				X
<b>CloudSuite Supply Management: Configuring and Administering Strategic Sourcing and Supplier Portal</b>				
Describe how to set up components needed for events in Strategic Sourcing.			X	
Identify how to maintain and award buyer events in Strategic Sourcing.	X			
<b>Infor Documentation Infocenter &gt; CloudSuite Supply Management User Guides &gt; EDI For Supply Management User Guide</b>				
Configure EDI.			X	
Use Inbound EDI Transactions (855, 856, 810).				X
Use Outbound EDI Transactions (Purchase Orders 850).				X

## Questions and Help

Additional Certification Program information is available at [www.infor.com/certification](http://www.infor.com/certification)

Additional information about Infor Education training courses is available at [www.infor.com/education](http://www.infor.com/education).

If you experience any issues when registering for a certification exam, please contact [olpsupport@kryteriononline.com](mailto:olpsupport@kryteriononline.com).

If you need help registering for a training course, please contact:

- For Americas: [EducationAmericas@infor.com](mailto:EducationAmericas@infor.com)
- For Europe, the Middle East and Africa: [EducationEMEA@infor.com](mailto:EducationEMEA@infor.com)
- For Asia Pacific: [EducationAPAC@infor.com](mailto:EducationAPAC@infor.com)

## Sample Questions

The sample questions below provide examples of the types of questions included on the certification exams delivered through the Webassessor testing platform. The correct answers are provided for reference purposes only in the following Key to Sample Questions section. **Note:** The Webassessor platform randomizes all certification question items and answer options during the exam.

1. Which one of the following options can the contract interface process add?
  - A. ☐ Retainage
  - B. ☐ Manufacturer or distributor pricing
  - C. ☐ Rebate information
  - D. ☐ Alerts
2. Which two of the following message types can Invoice Match create? Choose 2 answers.
  - A. ☐ PO Cost message
  - B. ☐ PO Quantity message
  - C. ☐ Match Tolerance message
  - D. ☐ Reconciliation message
3. Configuring Requisition Self Service includes the following four tasks:
  1. View the requester's Full Requester Profile and RSS Tab.
  2. Select Default From Company for any Requisition Self Service Display Options for all settings.
  3. Select Supply Management > Supply Management Setup > Groups and Companies > Inventory Companies and enable any Requisition Self Service Display Options.
  4. Select Supply Management > Supply Management Setup > Requisitioning > Requesters.

Which one of the following is the correct order in which those tasks should be performed?

- A. ☐ 2, 3, 4, 1
  - B. ☐ 4, 1, 2, 3
  - C. ☐ 3, 2, 4, 1
  - D. ☐ 2, 1, 3, 4
4. Which one of the following options is the result if the system cannot find the manufacturer or vendor information for an item on a manual contract?
  - A. ☐ The contract is put on hold.
  - B. ☐ An addendum needs to be added to the contract.
  - C. ☐ The contract line is created as a special item.
  - D. ☐ The contract needs to go through a special approval process.
5. Select from the drop-down lists on the right the tiered pricing term that corresponds with each description on the left. Use each option only once.

A. Indicates the various pricing levels offered by a manufacturer	<div>Choose One ▼</div>	Tier pricing
B. Defines the amounts that allows the user to move to a tier	<div>Choose One ▼</div>	Tier
C. Defines which companies, locations, or requesting locations are associated with a manufacturer contract	<div>Choose One ▼</div>	Tier qualifier
D. Implements multiple price structures for the same item	<div>Choose One ▼</div>	Members

**Note:** In Webassessor the responses on the right display in a drop-down list box.

6. You have just received a shipment of goods from a vendor. Which one of the following Infor CloudSuite Financials & Supply Management Inventory Control transactions do you perform to add these items to the system and increase stock on hand?
- A. ☐ Inventory transfer
  - B. ☐ Inventory receipt
  - C. ☐ Inventory issue
  - D. ☐ Inventory adjustment
7. Which one of the following user roles sets up and maintains reconciliation data?
- A. ☐ Reconciliation auditor
  - B. ☐ Reconciliation manager
  - C. ☐ Reconciliation administrator
  - D. ☐ Reconciliation specialist
8. Which two of the following methods are used to update costs in Contract Management? Choose 2 answers.
- A. ☐ Update base cost from contract import records
  - B. ☐ Run the Contract Update By A Percent program
  - C. ☐ Use Contract Infor Process Automation (IPA)
  - D. ☐ Use Infor Spreadsheet Designer
9. Which two of the following options are reasons that a buyer may receive a message from the invoice matching process? Choose 2 answers.
- A. ☐ In a scenario where there is a perfect match
  - B. ☐ In a scenario where there are PO cost differences
  - C. ☐ In a scenario where there is not a quantity difference
  - D. ☐ In a scenario where reconciliation tolerances are exceeded
10. You need to set up a cart par location. Which one of the following roles do you select in Infor CloudSuite Financials & Supply Management Inventory Control?
- A. ☐ Supply Management Administrator
  - B. ☐ Item Master Specialist
  - C. ☐ Inventory Manager
  - D. ☐ Requester
11. Which one of the following applications gives you increased functionality for maintaining item information, creating and issuing purchase orders, and receiving goods?
- A. ☐ Requisitioning
  - B. ☐ Purchasing
  - C. ☐ Contract Management
  - D. ☐ Matching
12. In the Purchase Order process, which one of the following steps occurs immediately after configuring Purchasing?
- A. ☐ Posting to the Global Ledger
  - B. ☐ Receiving goods
  - C. ☐ Creating and issuing Purchase Orders
  - D. ☐ Creating billing invoices

13. You need to allow your buyers to only use certain Vendors. Which one of the following options is what you use to set up this restriction?
- A. ☐ Purchasing classes
  - B. ☐ Global Location Number
  - C. ☐ Purchase Order limits
  - D. ☐ Purchasing authority
14. Which two of the following specify from where items can be requested in Infor CloudSuite Supply Management Requisitioning? Choose 2 answers.
- A. ☐ Company stock
  - B. ☐ Carts
  - C. ☐ Locations
  - D. ☐ Vendors
15. Which three of the following items should be considered when setting up Infor CloudSuite Supply Management Requisitioning? Choose 3 answers.
- A. ☐ Approval levels
  - B. ☐ Number of requesters
  - C. ☐ Approving requisitions
  - D. ☐ Requesting locations
  - E. ☐ Transaction postings
16. Select from the drop-down list on the right the requisition approval status that corresponds with each description on the left. Use each option only once.
- |  |                         |                |
|--|-------------------------|----------------|
| A. The line is released but approvals have not been received.                | <div>Choose One ▼</div> | Processed      |
| B. The line needed approval but it was denied.                               | <div>Choose One ▼</div> | Closed         |
| C. The line has been approved, if required, but is only partially fulfilled. | <div>Choose One ▼</div> | Needs Approval |
| D. The line has been totally fulfilled.                                      | <div>Choose One ▼</div> | Rejected       |
- Note:** In Webassessor the responses on the right display in a drop-down list box.
17. Which one of the following application tasks generates the output file for Electronic Data Interchange (EDI)?
- A. ☐ Purchasing Mass PO Issue
  - B. ☐ Process Purchase Order EDI Acknowledgement
  - C. ☐ Receipt Interface
  - D. ☐ Match Interface Results
18. Which two of the following options are Infor CloudSuite Financials Core & Supply Management business processes used for integration? Choose 2 answers.
- A. ☐ Global ledger
  - B. ☐ Purchase order-to-global ledger
  - C. ☐ Requisition-to-inventory
  - D. ☐ Purchase order-to-asset management

19. Which one of the following tools would you use to upload a list of suppliers and vendors to Infor CloudSuite Supply Management?
- A. ☐ Infor Ming.le™
  - B. ☐ Configuration Console
  - C. ☐ Infor Spreadsheet Designer
  - D. ☐ Infor Process Automation
20. In the requisition-to-sourcing-to-contract process, which one of the following steps occurs immediately after the contract is released?
- A. ☐ The buyer releases and issues a purchase order to the awarded supplier.
  - B. ☐ The buyer analyzes and awards the contract to the supplier.
  - C. ☐ The contract manager approves and redlines the contract.
  - D. ☐ The supplier reviews and redlines the contract.

## Key to Sample Questions

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