

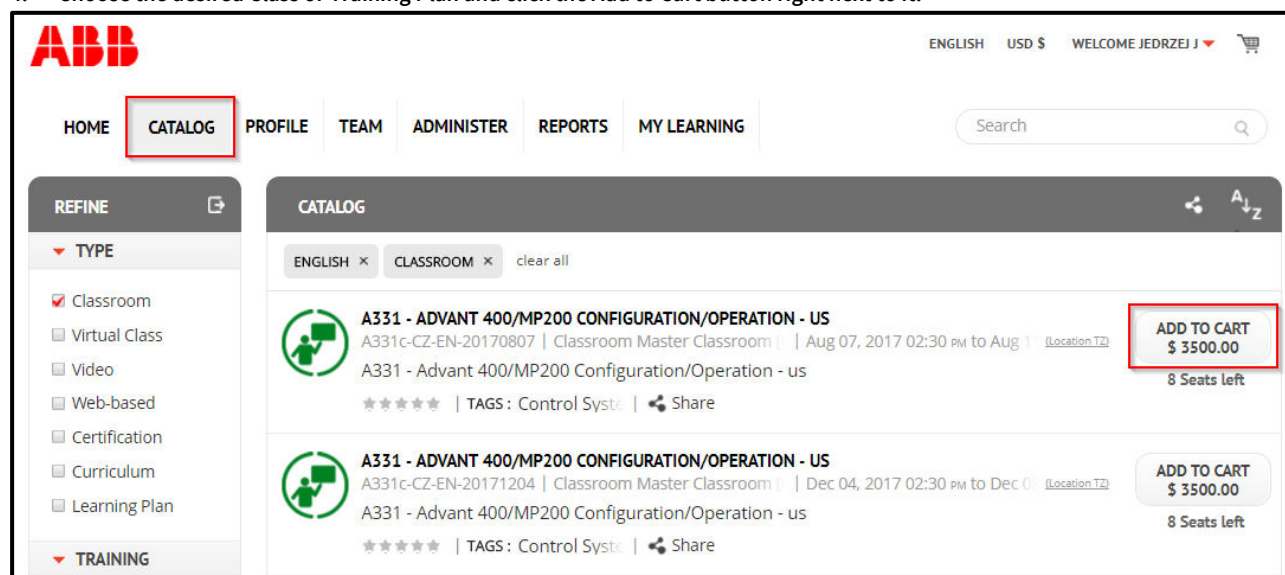
SCENARIO

REGISTER FOR A PRICED CLASS OR TRAINING PLAN

User registers for a Priced Class or Training Plan, makes an order and checks the enrollment.

Register for a Priced Class or Training Plan

1. Go to <https://mylearning.abb.com/> for global version or <https://mylearning-americas.abb.com/> for America region and log in to LMS by clicking the Company Login button.
2. After logging in click Catalog tab from the tabs at the top of the page.
3. Now you are able to see Classes and Training Plans available for you. Look for the one that you are interested in by using the refine filters from the panel on the left or typing in the name or code in the Search Bar at the top right corner of the page.
4. Choose the desired Class or Training Plan and click the Add to Cart button right next to it.



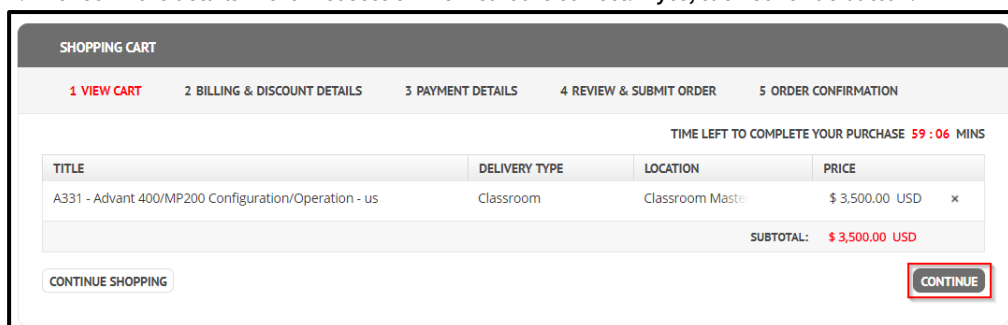
The screenshot displays the ABB LMS interface. At the top, the ABB logo is on the left, and the user is logged in as 'WELCOME JEDRZEJ J' with options for 'ENGLISH' and 'USD \$'. Below the navigation bar, the 'CATALOG' tab is selected and highlighted with a red box. The left sidebar shows a 'REFINE' panel with 'TYPE' filters, where 'Classroom' is checked. The main catalog area shows two training plans, both titled 'A331 - ADVANT 400/MP200 CONFIGURATION/OPERATION - US'. The first plan has a duration of 'Aug 07, 2017 02:30 PM to Aug 11, 2017 02:30 PM' and a price of '\$ 3500.00'. The second plan has a duration of 'Dec 04, 2017 02:30 PM to Dec 08, 2017 02:30 PM' and the same price. Both plans have an 'ADD TO CART' button highlighted with a red box, and a note indicating '8 Seats Left'.

Make an order for a Priced Class or Training Plan

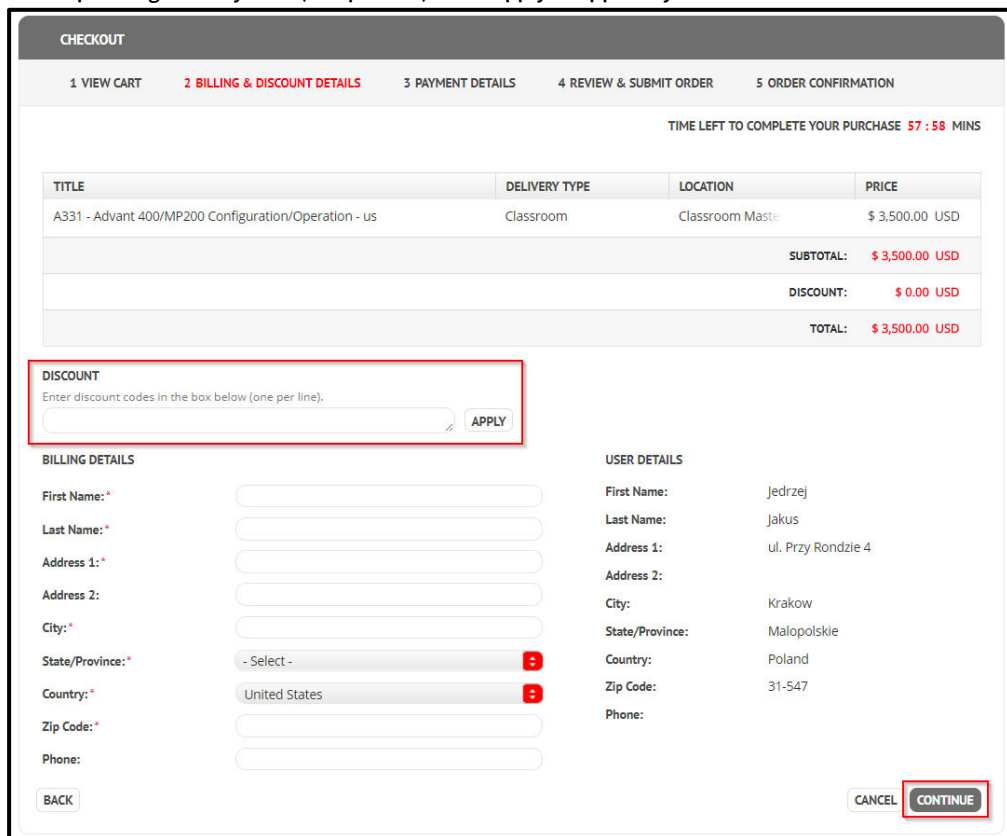
1. Go to your Cart by clicking the button at the very top of the page, located next to your username.



2. Check if the details in the first section View Cart are correct. If yes, click Continue button.



3. Now you should see Billing & Discount Details section. Please provide all necessary details for billing. In the Discount bar above Billing and User Details you can also use a discount code if you have one. If you have more than one, please remember about separating them by lines (one per line). Click Apply to approve your discount codes. Click Continue button when you are ready.



CHECKOUT

1 VIEW CART 2 **BILLING & DISCOUNT DETAILS** 3 PAYMENT DETAILS 4 REVIEW & SUBMIT ORDER 5 ORDER CONFIRMATION

TIME LEFT TO COMPLETE YOUR PURCHASE 57 : 58 MINS

TITLE	DELIVERY TYPE	LOCATION	PRICE
A331 - Advant 400/MP200 Configuration/Operation - us	Classroom	Classroom Master	\$ 3,500.00 USD
SUBTOTAL:			\$ 3,500.00 USD
DISCOUNT:			\$ 0.00 USD
TOTAL:			\$ 3,500.00 USD

DISCOUNT
Enter discount codes in the box below (one per line).

BILLING DETAILS

First Name: *
Last Name: *
Address 1: *
Address 2:
City: *
State/Province: *
Country: *
Zip Code: *
Phone:

USER DETAILS

First Name: Jędrzej
Last Name: Jakus
Address 1: ul. Przy Rondzie 4
Address 2:
City: Krakow
State/Province: Małopolskie
Country: Poland
Zip Code: 31-547
Phone:

BACK CANCEL **CONTINUE**

NOTE: Required fields are indicated with a red asterisk " * ".

- In the Payment Details section you can choose your Payment Method from 2 options: *Credit card* and *Purchase order*. After choosing the proper one, on the right side of Billing Details you should be able to see User Details. System will show you further details there and ask for provide more data (f.e. Card Number) if necessary.

PAYMENT METHOD

☐ Credit card
 ☒ Purchase order

PO number:

NOTE: Some payment methods might be disabled for specific regions. Credit card is available only for americas.

NOTE: Po number is specific for each Country/Division. Managers are committed to ensure that PO number is correct in every order.

- Under Billing Details you should see Order Comments box. Please provide there any questions you would like to ask or any further details in reference to the order.

- Tick the I Agree to the Terms and Conditions checkbox and then click Continue button.

PAYMENT OPTION

1 VIEW CART

2 BILLING & DISCOUNT DETAILS

3 PAYMENT DETAILS

4 REVIEW & SUBMIT ORDER

5 ORDER CONFIRMATION

TIME LEFT TO COMPLETE YOUR PURCHASE 46 : 49 MINS

TITLE	DELIVERY TYPE	LOCATION	PRICE
A331 - Advant 400/MP200 Configuration/Operation - us	Classroom	Classroom Maste	\$ 3,500.00 USD
SUBTOTAL:			\$ 3,500.00 USD
DISCOUNT :			\$ 0.00 USD
TOTAL :			\$ 3,500.00 USD

BILLING DETAILS

USER DETAILS

PAYMENT METHOD

☐ Credit card
 ☒ Purchase order

PO number:

Order Comments

(Use this area for special instructions or questions regarding the order.)

☒ I Agree to the Terms and Conditions. [VIEW](#)

BACK

CANCEL

CONTINUE

NOTE: It is mandatory to add PO number to the order.

7. Now you are in Review section. Please check if all the data is correct. If yes, click Submit button.

REVIEW ORDER

1 VIEW CART
2 BILLING & DISCOUNT DETAILS
3 PAYMENT DETAILS
4 REVIEW & SUBMIT ORDER
5 ORDER CONFIRMATION

TIME LEFT TO COMPLETE YOUR PURCHASE 41 : 31 MINS

TITLE	DELIVERY TYPE	LOCATION	PRICE
A331 - Advant 400/MP200 Configuration/Operation - us	Classroom	Classroom Master	\$ 3,500.00 USD
SUBTOTAL:			\$ 3,500.00 USD
DISCOUNT :			\$ 0.00 USD
TOTAL :			\$ 3,500.00 USD

BILLING DETAILS

Name: Jędrzej Jakus
Address: ul. Przy Rondzie 4
Krakow
Małopolskie
Poland
Zip Code: 31547

USER DETAILS

Name: Jędrzej Jakus
Address: ul. Przy Rondzie 4
Krakow
Małopolskie
Poland
Zip Code: 31-547

PAYMENT DETAILS

Payment Method: Purchase order
PO number: 3243

BACK

CANCEL

SUBMIT

8. The system will show you the last section with Order Confirmation.

ORDER COMPLETE

1 VIEW CART
2 BILLING & DISCOUNT DETAILS
3 PAYMENT DETAILS
4 REVIEW & SUBMIT ORDER
5 ORDER CONFIRMATION

Your order is complete!
Thank you for your order. While logged in, you may continue shopping. [GO TO MY LEARNING.](#)

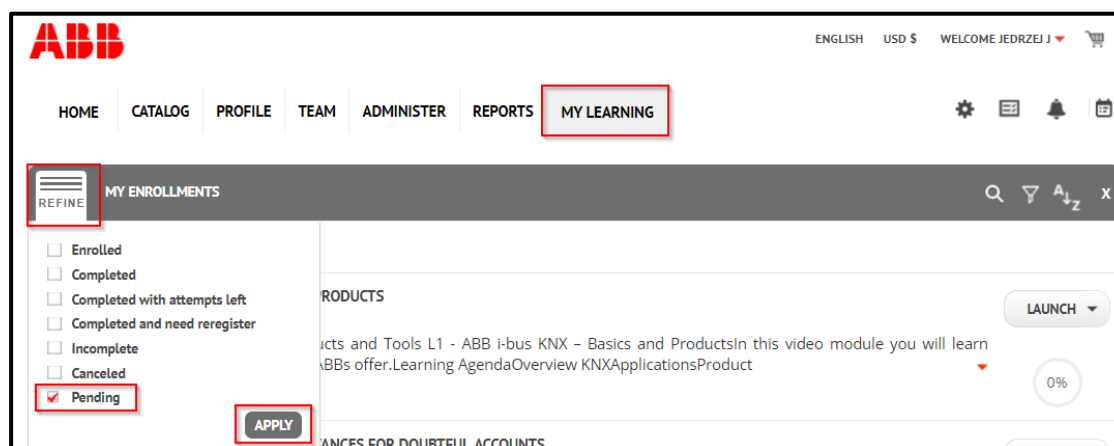
NOTE:

- You have 60 minutes for completing the order since entering to the Cart view.
- Do not click on back, refresh the page or open the window in a new tab.

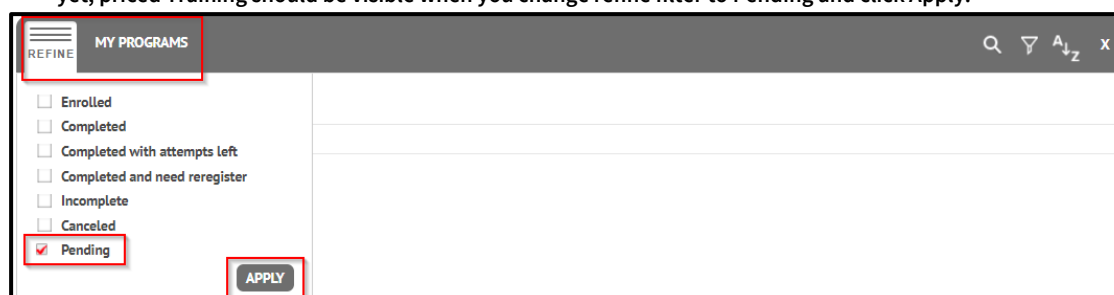
Check the Enrollment

1. Go to My Learning tab.

- You can check your Class enrollment under My Enrollment section. If the purchase wasn't approved by the administration yet, priced Class should be visible when you change refine filter to Pending and click Apply.



- To check your Training Plan enrollment, go to My Programs section. If the purchase wasn't approved by the administration yet, priced Training should be visible when you change refine filter to Pending and click Apply.



NOTE: You will get notification e-mail when your order will be accepted or rejected.