TRACELINK UNIVERSITY

Geocoordinates

Exchanging geographic coordinates allows suppliers, typically of agricultural goods, to communicate with their customers the exact location that their product was produced on. Communicating the exact location that goods were produced allows downstream supply chain partners (e.g. 3PLs, Wholesalers) to verify the origin of the good they receive, ensuring compliance with government regulations, such as the European Union Deforestation-free Regulation (EUDR) Information System (IS), that prohibit the sale of product sourced from illegal areas (e.g. land protected by deforestation laws).

For more information about Geocoordinates guidelines, see Geocoordinates transactions.

Create and submit geocoordinates

Create and submit new geocoordinates. Additionally, suppliers can begin work on a geocoordinate and save it for completion at a later time.

Create and submit a new geocoordinate

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.

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4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Commerce - Supplier from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Geocoordinates.
8. Select the New + New button.
9. Enter the geocoordinate number in the Geocoordinate Number field.
10. Select the Save button.

    The screen refreshes with the saved geocoordinate in the draft state and with the required sections populated.

11. Select the Edit button.
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. In the Geocoordinate File Information section:
    a. Select the Add + icon. At least one coordinate is required to submit a geocoordinate.
    b. In the Add panel, under Geocoordinates, fill in the following fields:
        i. Producer Name field – The name of the company responsible for growing, raising, manufacturing, or processing a food product.
        ii. Producer Country drop-down – The two-letter country code with country name for this location.
        iii. Production Place field – The location or geographic area where a food product is grown, raised, manufactured, or processed.
        iv. Geometry Type drop-down – The physical shape or form of a food product.

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v. Geocoordinates field – A set of numerical values that represent a specific location on the Earth's surface using a coordinate system.

c. Select Apply.

The new line item is added to Geocoordinate File Information.

14. To submit the geocoordinates:

To save the geocoordinates in a Draft state and finish it later, ensure the Move To button is not selected and then select the Save button in the draft state.

a. Select the Move To button at the top of the screen.

The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

b. Select the Save button.

The geocoordinates is submitted.

Tips

- Select the Add + icon, to add a new line item, where available.
- Select the Delete − icon, to remove an individual line item, where available.
- New geocoordinates can also be created by selecting the New button on the Geocoordinates Details screen for an existing geocoordinate.

Submit a draft geocoordinate

Complete and submit a saved geocoordinate in the draft state.

1. Select the Main Menu icon.

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2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Commerce - Supplier from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Geocoordinates.
8. Select the Filter button to find the geocordinates in Draft state.
9. Select the Geocoordinate Number link in the results table.
10. Select the Edit button.
11. In the Transaction Information section, select Submitted from the Process Status drop drown.
12. Confirm the geocoordinate details and select the Edit icon associated with that line item to modify the fields if required.
13. Select the Move To button at the top of the screen.

    The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.
14. Select the Save button.

    The geocoordinate is submitted.

Tips

- Select the geocoordinate number row and then select the Delete icon on

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the top of the Search Geocoordinates screen, to delete a geocoordinate in draft state.

Create new discussions and add comments to existing discussions

Owner and Partner can start discussions or add comments directly from a subtype view page. This allows authorized users from owner and partner companies to collaborate in the context of the transaction they are viewing.

Start a Discussion from a Subtype View Page

Perform this task to add new discussion directly from the subtype record being viewed.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Navigate to the subtype record you want to discuss.
7. Open the subtype record to display its view page.
8. Select the Add Discussion button.
   The new discussion page opens in a new tab.
9. Start the discussion using one of the following options:

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i. In the Transaction section, select the transaction ID link to review and update the related transaction automatically referenced from the subtype record.

ii. Select the New button to initiate a new discussion for the transaction, if required.
This creates a new, independent discussion thread for the transaction. The new discussion will not be a continuation of any existing discussion associated with the subtype record, and prior discussion details from the subtype record will not automatically carry forward into the new thread.

10. Enter the discussion details. For detailed field descriptions, see Create and Submit a Discussion.

11. Select the Save button.
The new discussion is now associated with the transaction from the originating subtype view page.

Add a Comment from a Subtype View Page

Perform this task to add a comment to an existing discussion associated with transaction being viewed.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.

6. Navigate to the subtype record related to the discussion you want to

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comment on.

7. Open the subtype record to display its view page.
8. Select the Add Comment button.
   The Discussion Search page opens in a new tab within the context of the selected transaction.
9. Find the discussion to update using one of the following options.

   i. Review and update the discussions already associated with the transaction.

   ii. Select the Filter button, enter the search criteria, and apply the filter. From the filtered results, select the discussion to review and update. For detailed field descriptions, see Search and View All Discussions.

   iii. If the existing discussion is not appropriate, select the New button to start a new discussion for the associated transaction. For detailed field descriptions, see Create and Submit a Discussion.

10. Select the discussion to update.
11. Enter comment.
12. Select the Save button.
    The comment is added to the selected discussion and remains associated with the related transaction.

Search and view geocoordinates

Perform this task to search for and view the details of the geocoordinates sent or received by suppliers or customers.

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Search for and view geocoordinates

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Commerce - Customer or Commerce - Supplier from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Geocoordinates.
8. Select the Filter button.
9. In the Filters panel, fill in one or more of the following fields to filter the results:
   i. Multi Field Search field - Searches across multiple indexed fields using a single keyword, including Text, Text Area, Email, URL, and Lookup fields.

   ii. State drop-down – The state of the geocoordinate:

   - Draft – The transaction is in the draft state.
   - Submit – The transaction has been created.
   - Processing – The application is getting ready to handle incoming transactions by doing some initial tasks, such as copying the files it receives.
   - Processed – The application changes the standard information into a format that is easy to use and specific to your transaction.
   - Preparing to Send – The application is getting ready to send out a transaction and is doing some initial tasks, like copying the necessary information for the process.

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- Sending –The application sends out business transactions to the buyer or supplier.
- Sent – The transaction is successfully completed and shared with the receiving party.

iii. Customer type-ahead – Displays only if the menu item is Sent Geocoordinates . The name of the company the geocoordinate was sent to.

If the company name is not present in the Owners master data then the company's name must be entered manually.

iv. Supplier type-ahead – Displays only if the menu item is Received Geocoordinates The name of the company the geocoordinates was received from. If the name of the company is not present in the Owner's master data then the company's name must be entered manually.

v. Last Modified drop-down – The period of time in which the geocoordinate was last updated:

- Today – The transaction was modified within the last few hours.
- Yesterday – The transaction was updated within the past 24 hours.
- Last Week – The transaction was modified in the last 7 days.
- Last Month – The transaction was modified in the last 30 days.
- Last 3 Months – The transaction was modified in the last 90 days.
- Last 6 Months – The transaction was modified in the last 180 days.
- Custom Range – Select a specific period of time that the transaction was modified in from the calendar.

10. Select Apply.

    A list of geocoordinates displays based on the filter results.

11. Select the link for the geocoordinate from the results table.

    The View Geocoordinates screen displays.

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12. To view all fields for each line item, select the View icon on the Geocoordinates Details screen.

Reprocess and resubmit geocoordinates

Reprocess geocoordinate

After the geocoordinate is submitted, the user might encounter an error and the processed status will be set to Paused With Error. Use the following procedure to resolve any error messages encountered while submitting an geocoordinate.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Commerce - Supplier from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Geocoordinates.
8. Select the Filter button to find the geocoordinates in Processing, Processed, Preparing to Send, or Sending state.
9. Select Geocoordinates Number link in the results table.
10. View the following fields for error in the Transaction Information section:
    - Process Status - Displays the status of the submitted transaction.
    - Last Transaction Error - Displays the error message.
11. Select the Edit button..
12. In the Transaction Information section, select Submitted from the Process Status drop drown.

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13. Select the Save button.

    The geocoordinates request is moved from Processing state to Sending state indicating that the geocoordinates is submitted successfully.

⚠ Do not select the Move To button, as it will cause the transaction to skip a workflow state, preventing successful delivery.

Resubmit geocoordinates

If a transaction is successfully sent to a partner but an issue occurs on the partner's side (e.g. in their ERP system), the sender can avoid re-entering all the details by rolling back to a previous workflow state and resending the transaction, thus saving time and effort for both parties.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Commerce - Supplier from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Geocoordinates.
8. Select Geocoordinates Number in **Sent** state.
9. Select the Edit button.

   The state of the geocoordinate is automatically moved to Sending state.
10. Select the Move To button at the top of the screen.

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The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

11. Select the Save button.

    The geocoordinate is submitted.

The statues of the geocoordinate moves to Sent state.

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Navigate to help documentation and support

Select the Help Center icon in the header to access the one-stop-shop help center for everything related to the network you are currently within (e.g.

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