TRACELINK UNIVERSITY

Inventory balances

Suppliers use inventory balances to communicate about available and upcoming inventory levels with their customers.

For more information about Inventory balances guidelines, see Inventory balance transactions.

Create and submit inventory balances

Perform this task to create and submit new inventory balances. Additionally, suppliers can begin work on a inventory balances and save it for completion at a later time.

Create and submit a new inventory balances

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 one of the following menu items depending on the orchestration used:
    - Select Manufacturing - Supplier from the left menu.

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- Select Commerce - Customer from the left menu.
- Select Logistics - Provider from the left menu.

 Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.

7. Select Inventory Balances.
8. Select the New button.
9. Enter the inventory balance number in the Inventory Balance Number field.
10. Select the Save button.

    The screen refreshes with the saved inventory balance 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 Inventory Balance Information section fill in the following fields:
    i. Inventory Balance Number field – The unique identifier for the inventory balance number.
    This field auto populates the value entered New Inventory Balance screen.
    ii. Effective Date field – The date when the physical inventory count is conducted in the warehouse. Fill this field only when the effective date is same for all inventory balances.
    iii. Start Date field – The start date of the reporting period.
    iv. End Date field – The end date of the reporting period.
    v. Action drop-down – A brief description stating the purpose of the transaction.
14. If the menu item selected is Manufacturing - Supplier or Logistics - Provider, in the Reporter and Client section, fill in the following fields under Reporter

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group:

or

If the menu item selected is Commerce - Customer, in the Reporter and Supplier section, fill in the following fields under Reporter group:

i. Reporter Entity type-ahead field – The name of the company or company location sending the inventory balance. This field pulls from the Owner's company and location master data.

   The remaining Reporter fields are auto populated with the values from the company or location's master data entry. If the name of the company or company location is not present in the Owner's master data, the company name or company location must be entered manually.

ii. Country drop-down – The two-letter country code with country name for this location.
iii. State field – The state or region for this location.
iv. Entity ID Type drop-down – The identifier type used for this company or location.
v. Entity ID Value field – The value associated with the identifier type.

15. If the menu item selected is Manufacturing - Supplier or Logistics - Provider, in the Reporter and Client section, fill in the following fields under Client group:

or

If the menu item selected is Commerce - Customer, in the Reporter and Supplier section, fill in the following fields under Supplier group:

i. Company type-ahead field – The name of the customer receiving the inventory balances. This field pulls from the Owner's company and location master data.

   The remaining Client or Supplier fields are auto populated with the values from the company or location's master data entry. If the name of the customer is not present in the Owners master data, the customer name must be entered manually.

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ii. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.

iii. Party ID Value field – The value associated with the identifier type.

16. In the **Line Items** section:

a. Select the Add + icon. At least one line item is required to submit a inventory balance.

b. In the New Line Items panel, fill in the following fields under Line Item Information section:

i. Line field – The number to identify the line item by (e.g. 50).

ii. Item field – The name of the product. If the user enters an item code instead, the field automatically displays the corresponding item name.

The Item Code Type, Item Code Value and Description fields are auto populated with the values from the Owner's product master data entry for the product. If the product name is not present in the Owner's product master data then the product name must be entered manually.

iii. Item Code Type field – The product code type (e.g. IN-Product Code).

iv. Item Code Value field – The product code.

v. Description field – A brief description of the product. If the description is not present in the Owners product master data then the description must be entered manually.

vi. Material Type drop-down – The production material state (e.g. FINISHEDGOODS).

vii. Quantity Status drop-down – The state of the line item selected or provided. Valid values are:

- ONHAND
- ONHOLD

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- ONORDER

- INSPECTION

viii. Quantity field – The quantity of item selected or provided.
ix. Unit of Measure drop-down – The unit in which the line item is measured.
x. On Hand Quantity field - The actual amount of a product, material, or item that is physically available in inventory at a given time.
xi. On Hand Quantity Unit Of Measure drop-down - The standard measurement unit used to express the On Hand Quantity of a product in inventory.
xii. Inspection Quantity drop-down - The portion of a product or material that is selected from inventory to be examined for quality, compliance, or regulatory purposes.
xiii. Inspection Quantity Unit Of Measure drop-down - The unit used to measure the amount of product set aside for inspection or quality checks.
xiv. On Hold Quantity field - The portion of inventory that is physically available but temporarily restricted from use, sale, or distribution until a specific condition is resolved.
xv. On Hold Quantity Unit Of Measure drop-down - The unit used to measure the portion of inventory placed on hold and not currently available for use, sale, or distribution.
xvi. Lot Number field – The lot number of the line number.
xvii. Sub Lot Number field – The sub lot number of line items.
xviii. Expiration Date field – The expiry date of the line item.
xix. Storage Location drop-down – The name of the storage location.
xx. Reporting Location Type drop-down – The identifier used for location. Fill this field only if the company information is added in the Reporter Group section.

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xxi. Reporting Location Value field - The value associated with the identifier type.

xxii. Effective Date field - The date when the physical inventory count is conducted in the warehouse. Fill this field only when all the inventory balances have different effective date. In that case, the header effective date should not be filled.

c. Select Apply.

The new line item is added to the inventory balance.

17. In the Notes section, select the Add + icon to enter any additional comments or instructions.
18. To submit the inventory balance:

To save the inventory balance 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 inventory balance 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.

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- New inventory balances can also be created by selecting the New button on the Inventory Balances Details screen for an existing inventory balance.

Submit a draft inventory balance

Complete and submit a saved inventory balance in the draft state.

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 one of the following menu items depending on the orchestration used:
   - Select Manufacturing - Supplier from the left menu.
   - Select Commerce - Customer from the left menu.
   - Select Logistics - Provider from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Inventory Balances.
8. Select the Filter button to find the inventory balance in Draft state.
9. Select the Inventory Balance 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 inventory balance 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

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action upon selecting save.

14. Select the Save button.

    The inventory balance is submitted.

Tips

- Select the inventory balance row and then select the Delete  icon on the top of the Search Inventory Balances screen, to delete a inventory balance in draft state.

 A deleted transaction cannot be retrieved.

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.

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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:

   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

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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 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.

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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 inventory balances

Search for and view inventory balances

Perform this task to search for and view the details of the inventory balances sent or received by suppliers or customers. Viewing the details of a inventory balances enables suppliers or customers to quickly access inventory balance information (e.g. the quantity for each line item in an inventory balance) in TraceLink without having to search through the actual B2B message.

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 one of the following menu items depending on the orchestration used:

    - Select Manufacturing - Customer or Manufacturing - Supplier from the left menu.

    - Select Commerce - Customer or Commerce - Supplier from the left menu.

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- Select Logistics - Client or Logistics - Provider from the left menu.

 Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.

7. Select Inventory Balances.
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. Inventory Balance Number field – The unique identifier for the inventory balance number.
   iii. State drop-down – The state of the inventory balance:
      - 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.
      - Sending –The application sends out business transactions to the buyer or supplier.
      - Sent – The transaction is successfully completed and shared with the receiving party.
   iv. Client type-ahead – Displays only if the menu item is Sent Inventory Balances in Manufacturing - Supplier or Logistics - Provider. The name of the company the inventory balance was sent to.

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

v. Reporter type-ahead – Displays only if the menu item is Received Inventory Balances for Manufacturing - Customer or Commerce - Supplier. The name of the company the inventory balance 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.

vi. Supplier type-ahead – Displays only if the menu item is Sent Inventory Balances for Commerce - Customer. The name of the company the inventory balance was sent to.

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

vii. Last Modified drop-down – The period of time in which the inventory balance 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 inventory balances displays based on the filter results.

11. Select the link for the inventory balance from the results table.

    The View Inventory Balances screen displays.

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

Reprocess and resubmit inventory balances

Reprocess inventory balances

After the inventory balances 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 inventory balances.

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 one of the following menu items depending on the orchestration used:
   - Select Manufacturing - Supplier from the left menu.
   - Select Commerce - Customer from the left menu.
   - Select Logistics - Provider from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Inventory Balances.
8. Select the Filter button find the inventory balances in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Inventory Balance Number link in the results table.
10. View the following fields for error in the Transaction Information section:

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- 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.
13. Select the Save button.
    The inventory balances request is moved from Processing state to Sending state indicating that the inventory balance 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 inventory balances

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 one of the following menu items depending on the orchestration used:
   - Select Manufacturing - Supplier from the left menu.
   - Select Commerce - Customer from the left menu.
   - Select Logistics - Provider from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.

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7. Select Inventory Balances.
8. Select a Inventory Balance Number row in Sent state.
9. Select the Edit button.

   The state of the inventory balance is automatically moved to Sending state.

10. 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.

11. Select the Save button.

    The inventory balance is submitted.

The statues of the inventory balance 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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