TRACELINK UNIVERSITY

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TraceLink University

Invoices

Invoices allow companies to exchange billing amounts and payment terms with downstream supply chain trade partners for finished goods and services without giving these trade partners access to their serialization system of record.

Create and submit invoices

Perform this task to create and submit new invoice. Additionally, buyers can begin work on an invoice and save it for completion at a later time.

Create and submit a new invoice

Perform this task to create new invoice and submit them to suppliers.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select

   Manufacturing - Supplier

   from the left menu.
   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
4. Select

Invoices

.

5. Select the New 

button.
6. Enter the invoice number in the Invoice Number field.
7. Select the Save button.

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

8. Select the Edit 

button.
9. In the Transaction Information section, select Submitted from the Process Status drop drown.
10. In the Invoice Information section fill in the following fields:
    a. Invoice Number field – A unique identifier assigned to a invoice.
       This field auto populates the value entered on the New Invoice screen.
    b. Invoice Date field – The date when an invoice is created.
    c. Invoice Total field – The total amount that the buyer is required to pay.
    d. Sales Tax Percentage field – The tax percentage applied on the total amount to pay.
    e. Payment Terms By Percentage field – The percent discount the buyer receives on the total price of the order if payment is received on time (numerical values only).
    f. Payment Terms By Days field – The terms of payment (in days) agreed upon by the buyer and the supplier.
    g. Payment Terms By Due Date field – The specified date by which the buyer must pay the supplier for the goods to receive a discount (numerical values only).
    h. Payment Terms by Description field – A description that outlines the

terms of the sale regarding the payment of product that are implied by the Payment Terms By Percentage, Payment Terms By Days, and Payment Terms By Due Date.

i. Delivery Term Code field -The arrangements agreed between a supplier and buyer of goods about when and how the goods are received or paid.
j. Delivery Term Description field – A description that outlines the terms of the sale regarding the delivery of product that are implied by the Delivery Term Code.
k. Currency drop-down – The 3-letter ISO currency code that the line items included in the purchase order are priced with.
l. Discount Due Date field – The due date by which a payment must be made to avail a discount.
m. Discount Due by Number of Days field – The number of days in the terms of discount period by which payment is due if terms discount is earned.
n. Action drop-down – A brief description stating the purpose of the transaction.

11. In the Reference Transactions section, select the Add + icon to add reference and fill in the following fields:
    a. Transaction Type field - The type of transaction to reference.
    b. Transaction Number type-ahead field – The unique identifier of the transaction.

       If the value does not match the available options, the value must be entered manually.
    c. Transaction Date field - The date of the transaction being referenced.
    d. Select Apply.

       A new reference transaction line is added.

12. In the

    Customer and Supplier

    section, fill in the following fields under

Customer

group:

a. Company

   type-ahead field – The name of the company buying the goods and paying the invoice sent by the supplier. This field pulls from the Owner's company and location master data.

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

b. Address 1 field – The address of the particular location.
c. Address 2 field – Any additional address information.
d. Country drop-down – The two-letter country code with country name for this location.
e. State field – The state or region for this location.
f. City field – The city for this location.
g. Postal Code field – The postal code for this location's main address.
h. Contact Telephone Number field – The company or location's phone number.
i. Contact Fax Number field – The company or location's fax number
j. Party ID Type drop-down – The identifier type used for this company or location.
k. Party ID Value field – The value associated with the identifier type.

13. In the

Customer and Supplier

section, fill in the following fields under

Supplier

group:

a. Company

   type-ahead field – The name of the company generating the invoice and is the supplier of goods. This field pulls from the Owner's company and location master data.

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

b. Address 1 field – The address of the particular location.
c. Address 2 field – Any additional address information.
d. Country drop-down – The two-letter country code with country name for this location.
e. State field – The state or region for this location.
f. City field – The city for this location.
g. Postal Code field – The postal code for this location's main address.
h. Contact Telephone Number field – The company or location's phone number.
i. Contact Fax Number field – The company or location's fax number
j. Party ID Type drop-down – The identifier type used for this company or location.

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

14. In the Remit to Party and Bill to Party section, fill in the following fields under Remit to Party group:
    a. Company field – The name of the company location where actual invoice is paid by the buyer. This field pulls from the Owner's company and location master data.
       The remaining Remit to Party fields are auto populated with the values from the company or location's master data entry. If the company name is not present in the Owners master data, the company's name must be entered manually.
    b. Address 1 field – The address of the particular location.
    c. Address 2 field – Any additional address information.
    d. Country drop-down – The two-letter country code with country name for this location.
    e. State field – The state or region for this location.
    f. City field – The city for this location.
    g. Postal Code field – The postal code for this location's main address.
    h. Contact Telephone Number field – The company or location's phone number.
    i. Contact Fax Number field – The company or location's fax number
    j. Party ID Type drop-down – The identifier type used for this company or location.
    k. Party ID Value field – The value associated with the identifier type.
15. In the Remit to Party and Bill to Party section, fill in the following fields under Bill to Party group:
    a. Company field – The name of the company to whom the goods are delivered. This is the billing address of the buyer. This field pulls from the Owner's company and location master data.
       The remaining Remit to Party fields are auto populated with the values from the company or location's master data entry. If the company name

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

b. Address 1 field – The address of the particular location.
c. Address 2 field – Any additional address information.
d. Country drop-down – The two-letter country code with country name for this location.
e. State field – The state or region for this location.
f. City field – The city for this location.
g. Postal Code field – The postal code for this location's main address.
h. Contact Telephone Number field – The company or location's phone number.
i. Contact Fax Number field – The company or location's fax number
j. Party ID Type drop-down – The identifier type used for this company or location.
k. 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 an invoice.
    b. In the New Line Item panel, fill in the following fields under Item Information:
        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 drop-down – 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. Unit Price field – The price that each unit of the product sells for.
vii. Net Price field – The total cost of the line item.
viii. Invoice Quantity field – The quantity of units to be invoiced.
ix. Invoice Quantity Unit of Measure drop-down – The unit of measurement used to quantify the goods or services listed on an invoice.
x. Order Quantity field – The number of units ordered.
xi. Order Quantity Unit of Measure field – The unit of measurement used to specify the quantity of a product in an order.
xii. Delivery Date field – The date that the quantity of product will be delivered on.
xiii. PO Number field - The purchase order number for the line item.
xiv. Advance Ship Notice Number field - The shipment number for referencing the line item.
xv. Lot Number field - The lot number of the line number.
xvi. Expiration Date field - The expiry date of the line item.
xvii. Line Notes field – Additional information about the line item being added.

c. Select Apply.

The new line item is added to the invoice.

17. In the Notes section, enter any additional comments or instructions.
18. To submit the invoice:

To save the invoice in a Draft state and finish it later, ensure the Move To button is not selected and then select the Save 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 invoice 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 invoices can also be created by selecting the New + New button on the Invoices Details screen for an existing invoice.

Submit a draft invoice

Complete and submit a saved invoice in the draft state.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select

   Manufacturing - Supplier

   from the left menu.

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

4. Select

   Invoices

   .
5. Select the Filter Filter button to find invoices in Draft state.
6. Select the Invoice Number link in the results table.
7. Select the Edit Edit button.
8. In the Transaction Information section, select Submitted from the Process Status drop drown.
9. Confirm the invoice details and select the Edit icon associated with that line item to modify the fields if required.
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 invoice is submitted.

Tips

- Select the invoice number row and then select the Delete icon on the top of the Search Invoices screen, to delete a invoice in draft state.

A deleted transaction cannot be retrieved.

Create and submit a new invoice from an existing purchase order

Perform this task to create and a new invoice from an existing purchase order.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select

   Manufacturing - Supplier

   from the left menu.

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

   Purchase Orders

   .
5. Select the Filter Filter button.
6. In the Filters panel, fill in one or more of the following fields to filter the results:

   a. State drop-down – The state of the purchase order:

      - 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.
    b. Buyer type-ahead – The name of the name of the customer the purchase order was sent from.

       If the name of the customer is not present in the Owners master data then the customer name must be entered manually
    c. Last Modified field – The period of time in which the purchase order 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.

7. Select Apply.

   A list of purchase orders displays based on the filter results.

8. Select the link for the purchase order from the results table.

   The View Purchase Orders screen displays.

9. Select the Invoice `Invoice` button.

A message is displayed stating that the invoice is being created and will be available in the notification when it is ready.

10. Select Dismiss in the messages dialog box.
11. Select the Notification icon on the top bar of the screen.
    The Notification panel is displayed confirming that the invoice is available.
12. Select View Details.
    The Invoice Details screen opens in edit mode.
13. Enter the invoice notice details.
14. 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.

15. Select the Save button.

    The invoice is submitted.

Search and view invoices

Search for and view invoices

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

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Manufacturing - Customer or Manufacturing - Supplier from the left

menu.

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

4. Select Invoices.
5. Select the Filter button.
6. In the Filters panel, fill in one or more of the following fields to filter the results:

    a. State drop-down – The state of the invoice:

        - 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.

    b. Customer type-ahead – Displays only if the menu item is

        Sent Invoices

        . The name of the company the invoice 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.

c. Supplier type-ahead – Displays only if the menu item is

   Received Invoices

   . The name of the company the invoice 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

d. Payment Terms by Due Date field – The specified date by which the buyer must pay the supplier for the goods.

e. Invoice Date field – The date the invoice is created.

f. Last Modified field – The period of time in which the invoice 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.

7. Select Apply.

   A list of invoices displays based on the filter results.

8. Select the link for the invoice from the results table.

   The View Invoices screen displays.

9. To view all fields for each line item, select the View icon on the

   Advance Shipment Notices

   Details screen.

Reprocess and resubmit invoices

Reprocess invoices

After the invoice 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 invoice.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select

   Manufacturing - Supplier

   from the left menu.

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

   Invoices

   .
5. Select the Filter button to find invoices in Processing, Processed, Preparing to Send, or Sending state.
6. Select Invoice number link in the results table.
7. 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.
8. Select the Edit button..
9. In the Transaction Information section, select Submitted from the Process Status drop drown.
10. Select the Save button.

The invoices request is moved from Processing state to Sending state indicating that the invoice 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 invoices

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 a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select

   Manufacturing - Supplier

   from the left menu.

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

   Invoices

   .
5. Select a Invoice number in Sent state.
6. Select the Edit Edit button.

   The state of the invoice is automatically moved to Sending state.

7. 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.

8. Select the Save button.

   The advance shipment notice is submitted.

The statues of the invoice moves to Sent state.

Related Content

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