TRACELINK UNIVERSITY

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TraceLink University

Material Consumed Updates

Suppliers use material consumed to communicate information about changes in inventory ensuring the inventory records accurately reflect the stock on hands with their remote or third-party warehouses or MAHs.

Create and submit an material consumed updates

Perform this task to create and submit material consumed updates.

Create and submit a new material consumed update

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 by using the owner's instance of Multienterprise Information Network Tower.
4. Select Materials Consumed.
5. Select the New + New button.
6. Enter the material consumed number in the Material Consumed Number field.
7. Select the Save Save button.

The screen refreshes with the saved materials consumed in the draft state.

8. Select the Edit 

button.
9. In the Transaction Information section, select Submitted from the Process Status drop drown.
10. In the Material Information section fill in the following fields:
    a. Material Consumed Number field – . The unique identifier for the material consumed number.
       This field auto populates the value entered New Material Consumed screen.
    b. Material Consumed Date field – The specific date when the inventory records were last modified or updated.
    c. Action field – A brief description stating the purpose of the transaction.
11. In the Reporter and Client section, fill in the following fields under Reporter group:
    a. Reporting Location type-ahead field – The name of the company sending the material consumed update. 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 is not present in the Owner's master data, the company name must be entered manually.

    b. Country drop-down – The two-letter country code with country name for this location.
    c. State field – The state or region for this location.
    d. Party ID Type drop-down – The identifier type used for this company or location.
    e. Party ID Value field – The value associated with the identifier type.

12. In the **Reporter and Client** section, fill in the following fields under **Customer** group:
    a. Company type-ahead field – The name of the customer receiving the material consumed. 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. Party ID Type drop-down – The identifier type used for this company or location.
    c. Party ID Value field – The value associated with the identifier type.
13. In the Line Items section:
    a. Select the Add + icon. At least one line item is required to submit a materials consumed.
    b. In the New Line Item panel, fill in the following fields underItem Information:
        i. 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 is not present in the Owner's product master data then the product name must be entered manually.
        ii. Item Code Type field – The product code type (e.g. IN-Product Code). If the item code type is not present in the Owner's product

master data then the item code type must be entered manually.

iii. Item Code Value field – The product code. If the item code number is not present in the Owner's product master data then the item code value must be entered manually.
iv. 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.
v. Quantity field – The quantity of item selected or provided.
vi. Unit of Measure drop-down – The unit in which the line item is measured.
vii. Plant Identifier field – A unique code or number used to designate a specific manufacturing, production, or storage facility.
viii. Storage Location field – A specific area within a warehouse, plant, or facility designated for storing materials.
ix. Customer Lot Number field – A unique identifier assigned by the customer to a specific batch or lot of products received from a supplier.
x. Supplier Lot Number field – A unique identifier assigned by a supplier to a specific batch or production lot of a product.
xi. Sales Order Number field – A unique identifier assigned to a specific sales order.
xii. Sales Order Line Number field – A unique identifier assigned to each individual item or line within a sales order.
xiii. PO Number field –The unique identifier of the purchase order.
xiv. Process Order Number field – A unique identifier assigned to a specific production or manufacturing order.
xv. Process Order Line Number field – A unique identifier assigned to each specific line item within a process order.
xvi. Status Code drop-down – The unique code used for the status of goods. (Hover icon)

xvii. Manufactured Date field – The date when the item or product is manufactured.

xviii. Expiration Date field – The line item's expiration date.

xix. Line Notes field – Additional information about the line item being added.

c. Select Apply.

The new line item is added to the materials consumed.

14. In the Notes section, enter any additional comments or instructions.
15. To submit the materials consumed:

To save the materials consumed 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 Save button.

The materials consumed is submitted.

Tips

- In the Line Items section, do one of the following:
  - Select the Edit icon, to edit the details of an individual line item.
  - Select the Delete icon, to remove an individual line item.
- In the Notes section, do one of the following:

  - Select the Add + icon, to add comments or instructions.
  - Select the Delete − icon, to remove comments or instructions.

Submit a draft material consumed

Perform this task to complete and submit a saved (draft) material consumed update.

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 by using the owner's instance of Multienterprise Information Network Tower.
4. Select Materials Consumed.
5. Filter to find the material consumed transaction in Draft state.
6. Select Material Consumed Number from the results table.
7. Select the Edit button.
8. In the Transaction Information section, select Submitted from the Process Status drop drown.
9. 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.
10. Select the Save button.

    The materials consumed is submitted.

Tips

- To edit the details of an individual line item in the material consumed, select the Edit icon for the line item, in the **Line Item** section.
- To delete a material consumed in draft state, select the material consumed number row and then select the Delete icon on the top of the screen.

A deleted transaction cannot be retrieved.

Search and view material consumed updates

Search for and view material consumed updates

Perform this task to search for and view the material consumed updates sent or received by suppliers to view their details. Viewing the details of a material consumed updates enables suppliers to quickly access order 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 - Supplier from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Materials Consumed.
5. Select the Filter Filter button.
6. In the Filters panel, fill in one or more of the following fields to filter the results:
   - State drop-down – The state of the inventory update:
     - 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.
7. Client type-ahead – The name of the customer the material consumed updates was sent to.
   If the name of the customer is not present in the Owners master data then the customer's name must be entered manually
8. Last Modified field – The period of time in which the inventory update 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.
9. Select Apply.

   A list of materials consumed displays based on the filter results.

10. Select the link for the materials consumed from the results table.

    The View Materials Consumed screen displays.

11. View all the fields in the Transaction Information, Material Information, Reporter and Client, Line Items, and Notes sections.
    For detail information about these fields, see **Create and submit a new material consumed**.

Tips

- To view the details of an individual line item in the material consumed, select the View icon for the line item in the **Line Items** section on the Material Consumed Details screen.

Resubmit material consumed

Resubmit material consumed update

Perform this task if the user needs to resend a material consumed update.

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 by using the owner's instance of Multienterprise Information Network Tower.
4. Select Materials Consumed.
5. Filter to find the material consumed transaction in Draft state.
6. Select Material Consumed Number in Sent state.

8. Select the Edit Edit button.

   The state of the material consumed is automatically moved to Sending state.

9. 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.

10. Select the Save Save button.

    The materials consumed is submitted.

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