TRACELINK UNIVERSITY

Price sales catalogs

Suppliers use price sales catalogs to communicate information about on product prices, discounts, promotions, and sales terms, ensuring buyers are informed about any pricing changes and special offers with buyers.

For more information about Price sales catalogs guidelines, see Price sales catalog transactionsPrice sales catalog transactions.

Create and submit price sales catalogs

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

Create and submit a price sales catalog

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.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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

7. Select Price Sales Catalogs.
8. Select the New button.
9. On the New Price Sales Catalogs screen, fill in the following fields:
    i. Catalog Number field – A unique identifier assigned to a price sales catalog. This field auto populates the value entered in New Price Sales Catalog screen.
    ii. Catalog Version field – The version number of the price sales catalog.
    iii. Date Created field – The date when price sales catalog transaction is created.
    iv. Catalog Type field – The type of the price sales catalog.
10. Select the Save button.

    The screen refreshes with the saved price sales catalog 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 Catalog Information section, fill in the following fields:
    i. Catalog Number field – A unique identifier assigned to a price sales catalog.
    ii. Catalog Version field – The version number of the price sales catalog.
    iii. Date Created field – The date when price sales catalog transaction is created.
    iv. Catalog Type drop-down – The type of the price sales catalog.
    v. Catalog Description field – A description about the price sales catalog.
    vi. Vendor field – The name of the manufacturer, supplier, or distributor

© TraceLink Inc. 2009 - 2025 All Rights Reserved

responsible for creating and distributing the catalog.

vii. Line Item Count field – The total number of line items in the price sales catalog.

viii. Start Date field – The start date of the price sales catalog.

ix. End Date field – The end date of the catalog.

x. Action drop-down – A brief description stating the purpose of the transaction.

14. In the Manufacturer and Supplier section, fill in the following fields under Manufacturer group:

i. Company type-ahead field – The name of the company producing the goods. This field pulls from the Owner's company and location master data.

The remaining Manufacturer 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.

ii. Address 1 field – The address of the particular location.

iii. Address 2 field – Any additional address information.

iv. Country drop-down – The two-letter country code with country name for this location.

v. State field – The state or region for this location.

vi. City field – The city for this location.

vii. Postal Code field – The postal code for this location's main address.

viii. Contact Telephone Number field – The company or location's phone number.

ix. Contact Fax Number field – The company or location's fax number

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

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

© TraceLink Inc. 2009 - 2025 All Rights Reserved

15. In the Manufacturer and Supplier section, fill in the following fields under Supplier group:
    i. Company type-ahead field – The name of the company supplying the 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.

    ii. Address 1 field – The address of the particular location.
    iii. Address 2 field – Any additional address information.
    iv. Country drop-down – The two-letter country code with country name for this location.
    v. State field – The state or region for this location.
    vi. City field – The city for this location.
    vii. Postal Code field – The postal code for this location's main address.
    viii. Contact Telephone Number field – The company or location's phone number.
    ix. Contact Fax Number field – The company or location's fax number
    x. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
    xi. Party ID Value field – The value associated with the identifier type.

16. In the Distributor and Customer section, fill in the following fields under Distributor group:

    i. Company type-ahead field – The name of the company who will create or share the price sales catalog with the customers. This field pulls from the Owner's company and location master data.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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

ii. Address 1 field – The address of the particular location.
iii. Address 2 field – Any additional address information.
iv. Country drop-down – The two-letter country code with country name for this location.
v. State field – The state or region for this location.
vi. City field – The city for this location.
vii. Postal Code field – The postal code for this location's main address.
viii. Contact Telephone Number field – The company or location's phone number.
ix. Contact Fax Number field – The company or location's fax number
x. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
xi. Party ID Value field – The value associated with the identifier type.

17. In the Distributor and Customer section, fill in the following fields under Customer group:

i. Company type-ahead field – The name of the retailer who will receive the catalog and place an order of goods through a Purchase Order. This field pulls from the Owner's company and location master data.

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

ii. Address 1 field – The address of the particular location.
iii. Address 2 field – Any additional address information.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

iv. Country drop-down – The two-letter country code with country name for this location.
v. State field – The state or region for this location.
vi. City field – The city for this location.
vii. Postal Code field – The postal code for this location's main address.
viii. Contact Telephone Number field – The company or location's phone number.
ix. Contact Fax Number field – The company or location's fax number
x. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
xi. Party ID Value field – The value associated with the identifier type.

18. In the Line Items section:
    a. Select the Add + icon. At least one line item is required to submit a price sales catalog.

    b. In the New Line Item panel, fill in the following fields under 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

© TraceLink Inc. 2009 - 2025 All Rights Reserved

description is not present in the Owners product master data then the description must be entered manually.

vi. Packing Quantity field –The number of units of a product contained within a specific package or packaging level.

vii. Unit Price field – The price that each unit of the product sells for.

viii. Net Price field – The total cost of the line item calculated by multiplying the Unit Price by the Quantity.

ix. Lot Number drop-down – The lot number of line item.

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

xi. Product Image URL drop-down – The name of the storage location.

xii. Packing Size field – The sub lot number of line items.

xiii. Packing Unit of Measure drop-down – The type of reporting. (e.g GLN)

xiv. Manufacturer field – The value of the reporting type. (e.g GLN number)

xv. Is Product Exempted switch – Indicates whether the product is exempted.

xvi. Start Date field – The start date of the exemption status validity for the line item.

xvii. End date field – The end date of the exemption status validity for the line item.

xviii. Code List Qualifier Code field – The code list qualifier for the line item's exemption status.

xix. Industry Code field – The industry code associated with the line item's exemption status.

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

c. Select Apply.

The new line item is added to the price sales catalog.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

d. Select a item line row and then select the branch icon and fill in the following fields under Discount Information section:
    i. Discount Line field – The discount criteria for the line item.
    ii. Discount Percent field – The percent discount for the line item
    iii. Applicable Quantity field – The quantity required to qualify for the discount on the line item.
    iv. Discounted Net Price field – The discounted unit price for the line item.
    v. Valid From field – The start date of the discount condition for the line item.
    vi. Valid To field – The end date of the discount condition for the line item.
e. Select Apply.

    The discount information is added to line item.

f. Select the line item row drop down to view the discount information in a table.

19. In the Notes section, select the Add + icon to enter any additional comments or instructions.
20. To submit the price sales catalog:

    To save the price sales catalog 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.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

The price sales catalog 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.
- Select the branch icon, to add a new line item in the inserted table, where available.
- New price sales catalogs can also be created by selecting the New button on the Price Sales Catalogs Details screen for an existing price sales catalog.

Submit a draft price sales catalog

Complete and submit a saved price sales catalog 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 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 Price Sales Catalogs.
8. Select the Filter button to find price sales catalogs in the Draft state.
9. Select Catalog Number from the filter results.
10. Select the Edit button.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

11. In the Transaction Information section, select Submitted from the Process Status drop drown.
12. Confirm the price sales catalog 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 price sales catalog is submitted.

Tips

- Select the catalog number row and then select the Delete icon on the top of the Search Price Sales Catalogs screen, to delete a price sales catalog 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

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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:

    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.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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 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.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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 price sales catalog

Search for and view price sales catalog

Perform this task to search for and view the details of the price sales catalog sent or received by suppliers or customers. Viewing the details of a prices sales catalogs enables suppliers or customers 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 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.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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 Price Sales Catalogs.
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. Catalog Numberfield – The name of the product. If the user enters an item code instead, the field automatically displays the corresponding item name.

   iii. Catalog Version field – The name of the company or the company location name.

   iv. State drop-down – The state of the price sales catalog:

   - 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

© TraceLink Inc. 2009 - 2025 All Rights Reserved

the receiving party.

v. Date Created drop-down – The date when transaction was created or issued.

vi. Receiver type-ahead – Displays only if the menu item is Sent Price Sales Catalogs in Commerce - Supplier. The name of the company the price sales catalog 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. Sender type-ahead – Displays only if the menu item is Received Price Sales Catalogs in Commerce - Customer. The name of the company the price sales catalog was received from.
If the name of the company is not present in the Owners master data then the company's name must be entered manually.

viii. Last Modified drop-down – The period of time in which the price sales catalog 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 price sales catalogs displays based on the filter results.

11. Select the link for the price sales catalog from the results table.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

The View Price Sales Catalogs screen displays.

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

Reprocess and resubmit price sales catalogs

Reprocess price sales catalog

After the price sales catalog 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 price sales catalogs.

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 Price Sales Catalogs.
8. Select the Filter button to find price sales catalogs in Processing, Processed, Preparing to Send, or Sending state.
9. Select Catalog Number from the filter results.
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

© TraceLink Inc. 2009 - 2025 All Rights Reserved

Status drop drown.

13. Select the Save button.

    The price sales catalogs request is moved from Processing state to Sending state indicating that the price sales catalog 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 price sales catalogs

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 Price Sales Catalogs.
8. Select a Catalog Number in Sent state.
9. Select the Edit button.

   The state of the price sales catalog is automatically moved to Sending state.

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

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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

11. Select the Save button.

    The price sales catalog is submitted.

The statues of the price sales catalog moves to Sent state.

Related Content



Modify your account

Modify your profile, define app settings, and enable inbox messages and notifications.
View More



Switch companies or environments

The OPUS Ensemble user experience allows you to switch between companies or environments that you have access to with the same user account (identified by an email) without logging into a separate URL.
View More



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.

View More

© TraceLink Inc. 2009 - 2025 All Rights Reserved