TRACELINK UNIVERSITY

Purchase order acknowledgments

Owners and their Partners search for, view, and create purchase order acknowledgments that are exchanged with Partners asynchronously. Purchase order acknowledgments allow suppliers to communicate with upstream and downstream Partners that they have received the purchase order, and inform them if there are any required changes. For example, a supplier who needs to respond to a purchase order can use the Web UI to show recently received purchased orders, filter to find the purchase order they need to respond to, and submit a purchase order acknowledgment from the received purchase order.

For more information about Purchase order acknowledgments guidelines, see Purchase order acknowledgment transactions

Create and submit purchase orders acknowledgments

Suppliers can create a purchase order acknowledgment from a received purchase order, add new and remove existing line items, edit the price and delivery information on existing line items, or adjust payment terms before submitting the purchase order acknowledgment to buyers. Additionally, suppliers can begin work on a purchase order acknowledgment and save it for completion at a later time.

Create and submit a new purchase order acknowledgment

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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 - 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 Purchase Order Acknowledgments.
8. Select the New button.
9. Enter the purchase order number in the PO Number field and internal order number in the Internal Order Number field.
10. Select the Save button.

    The screen refreshes with the saved purchase order acknowledgment 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 Order Information section fill in one or more of the following fields:
    i. PO Number field – An unique identifier for the purchase order number. This field auto populates the value entered in New Purchase Order

© TraceLink Inc. 2009 - 2025 All Rights Reserved

Acknowledgment screen.

ii. Order Date field – The date the order is placed on.

iii. Delivery Term Code field – The code or abbreviation for the terms of sale between the buyer and the supplier regarding the delivery of product.

iv. 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.

v. Payment Terms By Days field – The terms of payment (in days) agreed upon by the buyer and the supplier.

vi. 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).

vii. Currency drop-down – The 3-letter ISO currency code that the line items included in the purchase order are priced with.

viii. Internal Order Number field – A unique identifier assigned to track and manage orders.

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

14. In the Reference Transactions section:

a. Select the Add + icon and fill in the following fields:

b. In the New Reference Transaction panel, fill in the following fields under Reference Transaction Information section:

i. Transaction Type drop-down - The type of transaction to reference.

iii. 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 Value type-ahead field – The unique identifier of the transaction.

If the value does not match the available options, the value must be

© TraceLink Inc. 2009 - 2025 All Rights Reserved

entered manually.

d. Transaction Date field - The date of the transaction being referenced.
e. Transaction Line Item Number field - The unique numeric value assigned to a specific line within a transaction.

15. Select Apply.

The new reference transaction line item is added to the transaction reference table.

1. In the Customer and Supplier section, fill in the following fields under Customer group:

i. Company type-ahead field – The name of the company or location purchasing the product. 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.

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

2. In the Customer and Supplier section, fill in the following fields under Supplier group:

    i. Company type-ahead field – The name of the company or location purchasing the product. 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.

3. In the Ship To Location and Bill To Location section, fill in the following fields under Ship To Location group:

    i. Location type-ahead field –The ship to location of the seller. This field pulls from the Owner's company and location master data.
    The remaining Ship to Location fields in the section are auto populated with the values from the company or location's master data entry. If the shipping address is not present in the Owner's master data then the ship to location details must be entered manually.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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.

4. In the Ship To Location and Bill To Location section, fill in the following fields under Bill To Location group:

i. Location type-ahead field –The billing address of the buyer. This field pulls from the Owner's company and location master data.
The remaining Bill to Location 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 Owner's master data then the bill to location details 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

© TraceLink Inc. 2009 - 2025 All Rights Reserved

location. For more information, see Identifier and Item Code Types.

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

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

   a. Select the Add + icon. At least one line item is required to submit a purchase order acknowledgment.

   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. 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. 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. Delivery Date field – The date that the quantity of product will be delivered on.

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

   c. Select Apply.

   The new line item is added to the purchase order acknowledgment.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

6. In the Notes section, select the Add + icon to enter any additional comments or instructions.
7. To submit the purchase order:

To save the purchase order acknowledgment 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 purchase order acknowledgment 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 purchase order acknowledgments can also be created by selecting the New button on the Purchase Order Acknowledgments Details screen for an existing purchase order acknowledgment.

Submit a draft purchase order acknowledgment

Complete and submit a saved purchase order acknowledgment 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

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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 - 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 Purchase Order Acknowledgments.
8. Select the Filter button to find the purchase order acknowledgment in Draft state.
9. Select the PO 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 purchase order acknowledgment 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 purchase order acknowledgment is submitted.

Tips

© TraceLink Inc. 2009 - 2025 All Rights Reserved

- Select the purchase order number row and then select the Delete  icon on the top of the screen, to delete a purchase order acknowledgment in draft state.

 A deleted transaction cannot be retrieved.

Create and submit a purchase order acknowledgment from an existing purchase order

Create a purchase order acknowledgment from an existing purchase order.

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 Manufacturing - 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 Purchase Orders.
8. Select the Filter  button to find the purchase order to create a purchase order acknowledgment from.
9. Select the PO Number link in the results table.
10. Select the PO Ack  button.
    A message is displayed stating that the purchase order acknowledgment is being created and will be available in the notification when it is ready.
11. Select the Notification  icon on the top bar of the screen.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

The notification panel displays confirming that the purchase order acknowledgment is available.

12. Select View Details.

    The Purchase Order Acknowledgment Details screen opens in edit mode.
13. Enter the purchase order acknowledgment 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 purchase order acknowledgment is submitted.

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.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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 purchase order acknowledgments

Search for and view purchase order acknowledgments

Perform this task to search for and view the details of the purchase orders acknowledgments sent or received by suppliers or customers. Viewing the details of a purchase order acknowledgment 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.

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.

    - Partners must have the correct **roles** assigned if using the Owner's

© TraceLink Inc. 2009 - 2025 All Rights Reserved

instance of Multienterprise Information Network Tower.

7. Select PO Acknowledgments.
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 purchase order acknowledgment:
        - 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.
    iii. Supplier field – Displays only if the menu item is Sent Purchase Order Acknowledgments in Manufacturing - Customer. The name of the company the purchase order acknowledgment was sent to.
    If the name of the company is not present in the Owner's master data then the company's name must be entered manually.
    iv. Buyer type-ahead – Displays only if the menu item is Received Purchase

© TraceLink Inc. 2009 - 2025 All Rights Reserved

Order Acknowledgments in Manufacturing - Supplier. The name of the company the purchase order acknowledgment 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. Buyer field – Displays only if the menu item is Sent Purchase Order Acknowledgments in Commerce - Supplier. The name of the company the purchase order acknowledgment was sent to.
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 Received Purchase Order Acknowledgments in Commerce - Customer. The name of the company the purchase order acknowledgment 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.

vii. PO Number field – An unique identifier for the purchase order number.

viii. Last Modified drop-down – The period of time in which the purchase order acknowledgment 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 purchase order acknowledgments displays based on the filter results.

11. Select the link for the purchase order acknowledgment from the results table.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

The View Purchase Order Acknowledgments screen displays.

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

Reprocess and resubmit purchase order acknowledgments

Reprocess purchased order acknowledgments

After the purchase order acknowledgment 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 purchase order acknowledgments.

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 - 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 Purchase Order Acknowledgments.
8. Select the Filter button to find the purchase order acknowledgment in Processing, Processed, Preparing to Send, or Sending state

© TraceLink Inc. 2009 - 2025 All Rights Reserved

9. Select the PO 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.
13. Select the Save button.

    The purchase order acknowledgments request is moved from Processing state to Sending state indicating that the purchase order acknowledgment 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 purchase order acknowledgments

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.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

- 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 Purchase Order Acknowledgments.
8. Select a PO Number in Sent state.
9. Select the Edit button.

   The state of the purchase order acknowledgment 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 purchase order acknowledgment is submitted.

The statues of the purchase order acknowledgment moves to Sent state.

Related Content

Extensible TraceLink Transfer, version 2024.3

To learn more about what's new in the Extensible TraceLink Transfer, solution version 5.0 that provides the user interface for this app, see What's new in the user interface.

View More

© TraceLink Inc. 2009 - 2025 All Rights Reserved



Extensible TraceLink Transfer, solution version 5.0

Explore what's new in the Extensible TraceLink Transfer, solution version 5.0 release.

View More

© TraceLink Inc. 2009 - 2025 All Rights Reserved