TRACELINK UNIVERSITY

Stock transfer receiving advices

Supplier's remote warehouses or third-party warehouse Partners use stock transfer receiving advices to communicate confirmation to the sending warehouse that they have successfully received the transferred product, if the transfer shipment experienced any breakage, and if there were any discrepancies between the expected product and quantities and the received product and quantities.

For more information about Stock transfer receiving advices guidelines, see Stock transfer receiving advice transactions.

Create and submit stock transfer receiving advices

Perform this task to create and submit stock transfer receiving advices. Additionally, providers can begin work on a stock transfer receiving advices and save it for completion at a later time.

Create and submit a new stock transfer receiving advices

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 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 Stock Transfer Receiving Advices.
8. Select the New button.
9. Enter the receiving advice number in the Receiving Advice Number field.
10. Select the Save button.

    The screen refreshes with the saved stock transfer receiving advice 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 Shipment Information section fill in the following fields:
    i. Receiving Advice Number field – A unique identifier of the stock transfer receiving advice. This field auto populates the value entered in New Stock Transfer Receiving Advice screen.
    ii. Transport Method drop-down – The means of transport used.
    iii. Receiving Advice Date field – The date the stock transfer receiving advice was initiated.
    iv. SCAC drop-down – A carrier identifier code for the routing stage.
    v. Actual Arrival Date/Time field – The date and time when goods were delivered to the warehouse.
    vi. Planned Processing Time field – The estimated time allocated for completing the receiving process of the goods delivered.
    vii. Received Date/Time field – The date and time when goods are received

© TraceLink Inc. 2009 - 2025 All Rights Reserved

into the warehouse.

viii. Actual Processing Time field – The time taken to complete the receiving process of the goods delivered.

ix. Warehouse Identifier field – The unique identifier of the warehouse.

x. Confirmation Processing Code field – A unique identifier code used to validate and confirm the completion of the process.

xi. Stock Transfer Reporting Code field – A unique identifier code used to document and track the stock transfer.

xii. Storage Unit Warehouse field – The name of the warehouse where the stock is stored.

xiii. Transfer Order Confirmed switch – Indicates whether the transfer order is confirmed.

xiv. Entire Storage Unit Confirmed switch – Indicates whether the entire storage unit is confirmed.

xv. Transfer Requirement Processing Complete switch – Indicates whether the transfer requirement processing is completed.

14. In the Reference Transaction section:
    a. Select the Add + icon.
    b. In the Add Details panel, fill in the following fields under Reference Transaction Information section:
        i. Transaction Type drop-down – The type of transaction used.
        ii. Transaction Value type-ahead field – The unique identifier of the transaction.

            If the value does not match the available options, the value must be entered manually.
        iii. Transaction Date field – The start date of the transaction.
    c. Select Apply.
15. In the Client and Provider section, fill in the following fields under Client group:
    i. Company type-ahead field – The name of the supplier who will send the

© TraceLink Inc. 2009 - 2025 All Rights Reserved

stock transfer receiving advice. This field pulls from the Owner's company and location master data.

The remaining Client fields are auto populated with the values from the company or location's master data entry. If the name of the supplier is not present in the Owners master data, the supplier 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 Client and Provider section, fill in the following fields under Provider group:
    i. Company type-ahead field – The name of the logistics provider who will send the stock transfer receiving advice. This field pulls from the Owner's company and location master data.

    The remaining Provider fields are auto populated with the values from the company or location's master data entry. If the name of the logistics provider is not present in the Owners master data, the logistics provider name 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.

17. In the Ship From Location and Ship To Location section, fill in the following fields under Ship From Location group:
    i. Location type-ahead field – The name of the company or location where actual goods will be shipped by supplier. This field pulls from the Owner's company and location master data.
    The remaining Ship From Location fields in the section 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.
    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

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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 Ship From Location and Ship To Location section, fill in the following fields under Ship to Location group:

    i. Location type-ahead field – The name of the company or location of the owner or buyer depending on the payment terms. 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 company name is not present in the Owners master data, the company's 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.

19. In the Stock Transfer Receiving Advice Summary section, fill in the following fields:

    i. Summary Type drop-down – The description of the stock transfer

© TraceLink Inc. 2009 - 2025 All Rights Reserved

receiving advice.

ii. Summary Value field – The value of the stock transfer receiving advice.

iii. Summary Value Unit field – The unit value of stock transfer receiving advice.

20. In the Line Items section:

a. Select the Add + icon. At least one line item is required to submit a stock transfer receiving advice.

b. In the New Line Items 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 description is not present in the Owners product master data then the description must be entered manually.

vi. Lot Number field – The lot number for the line item.

vii. Quantity Received field – The number of units received.

viii. Unit of Measure drop-down – The unit in which the line item is measured.

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

© TraceLink Inc. 2009 - 2025 All Rights Reserved

added.

c. Select Apply.

The new line item is added to the stock transfer receiving advice.

d. Select the line item row and then select the branch icon and fill in the following fields under Packing Information section:

i. Pack Size field – The size or capacity of the packing used for storing or transporting goods.

ii. Number of Units in Pack field – The number of units contained within a single package.

iii. Unit of Measure drop-down – The unit in which the package is measured.

e. Select Apply.

The packing information is added to the line item.

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

21. In the Notes section, select the Add + icon to enter any additional comments or instructions.
22. To submit the stock transfer receiving advice:

To save the stock transfer receiving advice 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 stock transfer receiving advice is submitted.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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 stock transfer receiving advices can also be created by selecting the New button on the Stock Transfer Receiving Advices Details screen for an existing stock transfer receiving advice.

Submit a draft stock transfer receiving advice

Complete and submit a saved stock transfer receiving advice 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 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 Stock Transfer Receiving Advices.
8. Select the Filter button to find the stock transfer receiving advice in Draft state.
9. Select Receiving Advice Number link in the results table.
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 stock transfer receiving advice 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 stock transfer receiving advice is submitted.

Tips

- Select the shipping advice number row and then select the Delete icon on the top of the Search Stock Transfer Receiving Advice screen, to delete a stock transfer receiving advice 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.

© 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. 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.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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.

    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.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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 stock transfer receiving advices

Search for and view stock transfer receiving advices

Perform this task to search for search for stock transfer receiving advice sent or received by buyers or sellers to view their details. Viewing the details of a stock transfer receiving advice enables buyers or sellers 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 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.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

7. Select Stock Transfer Receiving Advices.
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 stock transfer receiving advice:

        - 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. Client type-ahead – Displays only if the menu item is Sent Stock Transfer Receiving Advices in Logistics - Provider. The name of the company the stock transfer receiving advices 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.

    iv. Provider type-ahead – Displays only if the menu item is Received Stock Transfer Receiving Advices in Logistics - Client. The name of the company the shipping order was received from.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

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

v. Receiving Advice Number field – A unique identifier of the stock transfer receiving advice.

vi. Actual Arrival Date/Time field – The date and time when goods are requested to arrive.

vii. Received Date/Time field – The date and time the goods are received.

viii. Last Modified drop-down – The period of time in which the stock transfer receiving advice 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 stock transfer receiving advices displays based on the filter results.

11. Select the link for the stock transfer receiving advice from the results table.

    The View Stock Transfer Receiving Advices screen displays.

12. To view all fields for each line item, select the View icon on the Stock Transfer Receiving Advices Details screen.

© TraceLink Inc. 2009 - 2025 All Rights Reserved

Reprocess and resubmit stock transfer receiving advices

Reprocess stock transfer receiving advices

After the stock transfer receiving advice 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 stock transfer receiving advices.

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 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 Stock Transfer Receiving Advices.
8. Select the Filter button to find the stock transfer receiving advice in Processing, Processed, Preparing to Send, or Sending state.
9. Select Receiving Advice 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 stock transfer receiving advice request is moved from Processing state to

© TraceLink Inc. 2009 - 2025 All Rights Reserved

Sending state indicating that the stock transfer receiving advices 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 stock transfer receiving advices

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 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 Stock Transfer Receiving Advices.
8. Select Receiving Advice Number in Sent state
9. Select the Edit button.

   The state of the stock transfer receiving advice is automatically moved to the 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 stock transfer receiving advice is submitted.

The statues of the stock transfer receiving advice moves to Sent state.

Related Content



Troubleshoot a problem in Extensible TraceLink Transfer

Google Chrome provides the most stable and optimized experience for OPUS.
View More



Troubleshoot a problem in OPUS Solution Environment

This topic answers some common troubleshooting scenarios.

View More



Troubleshoot a problem in the OPUS Platform

This topic answers some common troubleshooting scenarios.
View More

© TraceLink Inc. 2009 - 2025 All Rights Reserved