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Price authorization acknowledgments

The Price Authorization Acknowledgments document is an essential transaction that enables manufacturers to formally communicate pricing approvals, rejections, or modifications to distributors, wholesalers, or group purchasing organizations.

For more information about Price authorization acknowledgments guidelines, see Price authorization acknowledgment transactions.

Create and submit price authorization acknowledgments

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

Create and submit a new price authorization acknowledgment

Perform this task to create new price authorization acknowledgment and submit them to suppliers.

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 rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Price Authorization Acknowledgments.
8. Select the New 

button.
9. On the New Price Authorization Acknowledgment screen, fill in the following fields:
   a. Price Authorization Acknowledgment Number field – A unique identifier assigned to a price authorization acknowledgment.
   b. Date Reported field – The date when the price authorization acknowledgment was reported.
10. Select the Save 

button.

    The screen refreshes with the saved price authorization acknowledgments 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 Price Authorization Acknowledgment Information section fill in the following fields:
    i. Price Authorization Acknowledgment Number field – A unique identifier assigned to a price authorization acknowledgment.
    This field auto populates the value entered on the New Price

Authorization Acknowledgment screen.

  ii. Date Reported field – The date when the price authorization acknowledgment was reported.
  iii. 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 View Reference Transaction panel, fill in the following fields under Reference Transaction Information section:
        i. Transaction Type drop-down – The type of transaction.
        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 transaction date.
    c. Select Apply.

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

15. In the Currency section:
    a. Select the Add + icon and fill in the following fields:
    b. In the Add Details panel, fill in the following fields under Currency Details section:
        a. Currency Code field - The code representing the currency.
        b. Currency Entity Code field - The code representing the currency type or entity.
        c. Exchange Rate field - The conversion or exchange rate of the currency referenced.
    c. Select Apply.

    A new currency information is added.

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

    i. Company type-ahead field – The name of the company sending the price authorization acknowledgment. This company is customer of goods. 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.
    xi. Party ID Value field – The value associated with the identifier type.

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

    i. Company type-ahead field – The name of the company receiving the price authorization acknowledgment. This company is 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.

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

18. In the Distributor and Purchasing Group section, fill in the following fields under Distributor group:

    i. Company type-ahead field – The name of the company receiving the price authorization acknowledgment. This company is distributor of goods. This field pulls from the Owner's company and location master data.

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

19. In the Distributor and Purchasing Group section, fill in the following fields under Purchasing Group group:

i. Company type-ahead field – The name of the company sending the price authorization acknowledgment. This company is purchasing group of goods. This field pulls from the Owner's company and location master data.

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

20. In the **Contract Party Information** section:

    a. Select the Add + icon
    b. In the Add Details panel fill in the following fields under Contract Details section:

        i. Supplier Contract Number field – A unique identifier assigned to a formal agreement between a supplier (or manufacturer) and a customer, distributor, or group purchasing organization.

        ii. Contract Status Code field – The code to indicate the current status or state of a contract.
        iii. Contract Type drop-down – The classification or category of a contract.
        iv. Contract Value field – The total monetary worth of a contract between trading partners.
        v. Previous Transaction Identifier field – A reference field used to link a current transaction to an earlier.
        vi. Notes field – Additional information about the line item being added..
        vii. Contract Effective Date field – The start date of the contract.
        viii. Contract Expiration Date field – The end or expiry date of the

contract.

   ix. Group Contract Effective Date field – The start date of the group contract.
   x. Group Contract Expiration Date field – The end or expiry date of the group contract.
   xi. Document Date field - The date on which a business document is created, issued, or becomes effective.

c. Select Apply.

   The new contract details line item is added.

d. Select a contract details line item row and then select the branch icon and fill in the following fields under Customer Details section:
   i. Address Type drop-down – The classification of an address based on its role or function within a business transaction
   ii. Business Name field – The name of the company receiving the price authorization acknowledgment.
   iii. Address 1 field – The address of the particular location.
   iv. Address 2 field – Any additional address information.
   v. Country drop-down – The two-letter country code with country name for this location.
   vi. State field – The state or region for this location.
   vii. City field – The city for this location.
   viii. Postal Code field – The postal code for this location's main address.
e. Select Apply.

   The customer information line item is added.

f. Select the contract details line item row drop down to view the customer information in a table.
g. Select a customer information line item row and then select the branch

icon and fill in the following fields under Transaction Details section:

   i. Customer Reference drop-down – The nature or purpose of a reference associated with a customer.
   ii. Customer Reference Identifier field – A unique value provided by a customer to identify, track, or link a specific business transaction.
   iii. Customer Reference Date field – The specific date associated with a Customer Reference Identifier.
   iv. Description field – The brief description of the transaction details.

h. Select Apply.

   The transaction details line item is added.

i. Select the customer information line item row drop down to view the transaction details information in a table.

21. In the Product Adjustment Restriction Details section:
   a. Select the Add + icon and in the Add Details panel fill in the following fields under Contract Details section:

      i. Supplier Contract Number field – A unique identifier assigned to a formal agreement between a supplier (or manufacturer) and a customer, distributor, or group purchasing organization.

         Enter the same value in the Supplier Contract Number field as specified in the **Contract Party Information** section for consistency and avoid validation issues.

      ii. Contract Status Code field – The code to indicate the current status or state of a contract.
      iii. Contract Type drop-down – The classification or category of a contract.
      iv. Contract Value field – The total monetary worth of a contract

between trading partners.

b. Select Apply.

   The new contract details line item is added.

c. Select a contract details line item row and then select the branch icon and fill in the following fields under Product Details section:

   i. Line Item Number field –The number to identify the line item by.
   ii. Adjustment Type Code field – A code used to categorize the type of financial adjustment made to a transaction.
   iii. Product Transfer Type Code field – The code used to specify the reason for the transfer of goods.
   iv. Product Code field – The category or format of the code used to uniquely identify a product.
   v. Product Transfer Code field – An unique identifier used to track the movement or transfer of a product.
   vi. Item Code Value field – The product code.
   vii. Item Code Type field – The product code type (e.g. IN-Product Code).
   viii. Item field – The name of the product. If the user enters an item code instead, the field automatically displays the corresponding item name
   ix. Item Contract Effective Datefield – The specific date on which a contractual agreement for a particular item or product becomes active.
   x. Item Contract Expiration Datefield – The final date on which the terms of a contractual agreement for a specific item or product remain valid.

d. Select Apply.

The new product details line information is added.

e. Select the contract details line item row drop down to view the product details line information in a table.
f. Select a product details line item row and then select the branch icon and fill in the following fields under Restriction Details section:
    i. Restrictions Type drop-down – A classification that defines specific limitations, controls, or conditions applied to the handling, distribution, sale, or use of a product or material.
    ii. Minimum Quantity field – The lowest amount of a product or material that must be ordered
    iii. Minimum Amount field – The smallest permissible or required value.
    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.
g. Select Apply.

The new product restrictions details line information is added.

h. Select the product details line item row drop down to view the product restrictions details line information in a table.

22. In the Product Adjustment Pricing Information section:
    a. Select the Add + icon panel fill in the following fields under Contract Details section:
        i. Supplier Contract Number field – A unique identifier assigned to a formal agreement between a supplier (or manufacturer) and a customer, distributor, or group purchasing organization.

        Enter the same value in the Supplier Contract Number field as specified in the **Contract Party Information** section for consistency and avoid validation issues.

ii. Contract Status Code field – The code to indicate the current status or state of a contract.
iii. Contract Type drop-down – The classification or category of a contract.
iv. Contract Value field – The total monetary worth of a contract between trading partners.

b. Select Apply.

The new contract details line item is added.

c. Select a contract details line row and then select the branch icon and fill in the following fields under Product Details section:

i. Line Item Number field –The number to identify the line item by.

Enter the same value in the Line Item Number field as specified in theProduct Details panel in the Product Adjustment Restriction Details section for consistency and avoid validation issues.

ii. Adjustment Type Code field – A code indicating the type of change or response recorded in the product adjustment detail.
iii. Product Transfer Type Code field – The code used to specify the reason for the transfer of goods.
iv. Product Code field – An identifier used to represent a specific product.
v. Product Transfer Code field – A unique identifier that represents the movement of a product between supply chain locations, partners, or systems.
vi. Item Code Type field – The product code type (e.g. IN-Product Code).

vii. Item Code Value field – The product code.

viii. 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 and Item Code Value 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.

ix. Item Contract Effective Datefield – The specific date on which a contractual agreement for a particular item or product becomes active.

x. Item Contract Expiration Datefield – The final date on which the terms of a contractual agreement for a specific item or product remain valid.

d. Select Apply.

The new product details line item is added.

e. Select the contract details line row drop down to view the product details line information in a table.

f. Select a product details line row and then select the branch icon and fill in the following fields under Pricing Details section:

i. Condition Record Identifier field – A unique reference used to identify the pricing conditions.

ii. Unit Price Basis Quantity field – The code or identifier used to indicate how a unit price is defined or applied to an item.

iii. Pricing Type drop-down –The method or structure used to determine the price of a product or service.

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

v. Net Price field – The final price of a product after all applicable discounts, rebates, and adjustments have been applied, but before taxes and shipping costs.

vi. Discounted Net Price field – The final price of a product after applying all negotiated discounts to the Net Price, but before taxes and shipping costs.

vii. Discounted Unit Price field – The price of a single unit of a product after all applicable discounts have been applied, but before taxes and shipping costs.

viii. Valid From field – The start date from which a particular record, agreement, condition, price, or business rule becomes effective and enforceable.

ix. Valid Tofield – The end date of a validity period for a specific record, condition, rule, contract, or business term.

g. Select Apply.

The new pricing details line item is added.

h. Select the product details line row drop down to view the pricing details line information in a table.

23. In the Notes section, select the Add + icon to enter any additional comments or instructions.

24. To submit the price authorization acknowledgment:

To save the price authorization acknowledgment 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 price authorization 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.
- Select the branch icon, to add a new line item in the inserted table, where available.
- New price authorization acknowledgments can also be created by selecting the New [+ New] button on the Price Authorization Acknowledgments Details screen for an existing price authorization acknowledgment.

Submit a draft price authorization acknowledgment

Complete and submit a saved price authorization 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 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 rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Price Authorization Acknowledgments.

8. Select the Filter button to find price authorization acknowledgments in Draft state.

9. Select the Price Authorization Acknowledgment 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 price authorization 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 price authorization acknowledgment is submitted.

Tips

- To delete a price authorization acknowledgment in a draft state, select the price authorization acknowledgment number row and then select the Delete icon on the top of the Search Price Authorization Acknowledgment screen.

A deleted transaction cannot be retrieved.

Search and view price authorization acknowledgments

Search for and view price authorization acknowledgments

Perform this task to search for and view the details of the price authorization acknowledgments sent or received by suppliers and customers. Viewing the details of a price authorization acknowledgment enables suppliers and customers to quickly access price authorization acknowledgment 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 Commerce - Customer or Commerce - Supplier from the left menu.

   Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Price Authorization Acknowledgments.
8. Select the Filter Filter button.
9. In the Filters panel, fill in one or more of the following fields to filter the results:
   i. Price Authorization Acknowledgment Number field – A unique identifier assigned to a price authorization acknowledgment.
   ii. Date Reported drop-down – The date when the price authorization acknowledgment was reported.
   iii. State drop-down – The state of the price authorization 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.

iv. Customer type-ahead – Displays only if the menu item is Sent Price Authorization Acknowledgments in Commerce - Supplier. The name of the company the price authorization acknowledgment 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.

v. Supplier type-ahead – Displays only if the menu item is Received Price Authorization Acknowledgments in Commerce - Customer. The name of the company the price authorization 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

vi. Last Modified drop-down – The period of time in which the price authorization 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 price authorization acknowledgments displays based on the filter results.

11. Select the link for the price authorization acknowledgment from the results table.

    The View Price Authorization Acknowledgments screen displays.

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

Reprocess and resubmit price authorization acknowledgments

Reprocess price authorization acknowledgment

After the price authorization 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 a price authorization acknowledgment.

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 rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Price Authorization Acknowledgments.
8. Select the Filter button to find price authorization acknowledgment in Processing, Processed, Preparing to Send, or Sending state.
9. Select Price Authorization Acknowledgment 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 price authorization acknowledgment request is moved from Processing state to Sending state indicating that the price authorization 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 price authorization 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 Commerce - Supplier from the left menu.
   Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Price Authorization Acknowledgments.
8. Select Price Authorization Acknowledgment Number in Sent state.
9. Select the Edit button.

   The state of the price authorization 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 price authorization acknowledgment is submitted.

The statues of the price authorization acknowledgment moves to Sent state.

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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.

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