TRACELINK UNIVERSITY

Receiving advice acceptances

Receiving advice acceptances are message that allows the buyer to communicate with the supplier that goods or materials are received. Receiving advice acceptance verifies that the items have been delivered, checked, and accepted according to the order details.

For more information about Receiving advice acceptances guidelines, see Receiving advice acceptances transactions.

Create and submit receiving advice acceptances

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

Create and submit a new receiving advice acceptance

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 from the left menu.
    - Select Commerce - Customer from the left menu.
    - Select Logistics - Client from the left menu.

   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Receiving Advice Acceptances.
8. Select the New New button.
9. Enter the receiving advice number in the Receiving Advice Number field.
10. Select the Save Save button.

    The screen refreshes with the saved receiving advice acceptance in the draft state and with the required sections populated.
11. Select the Edit Edit button.
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. In the Receiving Information section fill in the following fields:
    i. Receiving Advice Number field – . The unique identifier for the receiving advice acceptance.

       This field auto populates the value entered New Receiving Advice Acceptance screen.
    ii. Number Of Packages field – The count of individual packages or parcels.
    iii. Receiving Advice Date field – The date when the recipient officially confirms the receipt of goods.
    iv. Packaging Level field – The structured arrangement or categorization of

how goods are packaged and recorded in a shipment..

v. Receiving Advice Type Code drop-down – A standardized identifier used to specify the nature or purpose of the receiving advice.
vi. Delivery Type field – The method by which goods are delivered to the supplier.
vii. Received By Name field – The name of the company responsible for acknowledging the receipt of goods..
viii. Transport Method drop-down – The mode of transportation used to deliver goods to the recipient..
ix. Receiving Department field – The unit responsible for handling the receipt of goods.
x. Delivery Status drop-down – Shows the status of the shipment.
xi. Shipping Receiving Point field – The specific location where goods are delivered and received by the recipient.
xii. Partial Delivery switch – Indicates whether a delivery can be completed in multiple partial shipments instead of a single full shipment.
xiii. Action drop-down – A brief description stating the purpose of the transaction.

14. In the Reference Transactions section, fill in the following fields:

    a. Select the Add + icon.
    b. In the Add Reference Transaction panel, fill in the following fields under Reference Transaction Information:
        i. Transaction Type drop-down – The type of transaction used.
        ii. 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.
        iii. Transaction Date field – The start date of the transaction.
    c. Select Apply.

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

15. In the Dates section, fill in the following fields:

    Vendor-managed inventory and purchase orders (POs) are referenced to inform the supplier about the inventory that requires replenishment.

    a. Select the Add + icon.
    b. In the Add Dates panel, fill in the following fields under Dates Information:
        i. Date Range Type drop-down – Defines the time frame associated with specific stages of the receiving process.
        ii. Planned Start Date field – The planned date when the receiving process is set to start.
        iii. Planned End Date drop-down – The planned date when the receiving process is set to end,.
        iv. Actual Start Date field – The date on which the receiving process for a shipment begins.
        v. Actual End Date field – The date on which the receiving process for a shipment ends.
        vi. Time Zone field – The specific geographic time standard used to record dates and times related to the receipt of goods.
    c. Select Apply.
16. In the Customer and Supplier section, fill in the following fields under Customer group: If the menu item selected is Manufacturing - Customer or Commerce - Customer, in the Customer and Supplier section, fill in the following fields under Supplier group:

    or

    If the menu item selected is Logistics - Client, in the Client and Provider section, fill in the following fields under Client group:

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

The remaining Customer or Client fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owner's master data, the company name must be entered manually.

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: If the menu item selected is Manufacturing - Customer or Commerce - Customer, in the Customer and Supplier section, fill in the following fields under Supplier group:
    or
    If the menu item selected is Logistics - Provider, in the Client and Provider section, fill in the following fields under Provider 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 or Provider 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 Ship From Location and Reporting Location section, fill in the following fields under Ship From Location group:
    i. Location type-ahead field – The company location where actual goods were shipped from by supplier.
    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 Ship From Location and Reporting Location section, fill in the following fields under Reporting Location group:
    i. Location type-ahead field – The company location that might be different from the location where the goods were shipped to. Reporting location might be different from ship to location.
    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 **Line Items** section:
    a. Select the Add + icon. At least one line item is required to submit a receiving advice acceptance.
    b. In the Add Line Item panel, fill in the following fields under Line Item Information:
        i. Sequence Identifier field – The unique number or code assigned to each transaction or event in the receiving process.

ii. Number Of Packages field – The count of individual packages or parcels.
iii. Delivery Quantity field –The actual number of units delivered and acknowledged upon receipt.
iv. Delivery Quantity Unit Of Measure drop-down – The standard unit used to quantify the goods delivered in a shipment.
v. Received Quantity field – The number of units received and recorded upon delivery.
vi. Received Quantity Unit Of Measure drop-down – The standard unit used to quantify the goods that have been received.
vii. Returned Quantity field – The quantity of goods returned to the supplier after receipt, usually due to defects, damages, incorrect items, or other issues.
viii. Returned Quantity Unit Of Measure drop-down – The standard unit used to quantify the goods that are returned to the supplier.
ix. Discrepancy Quantity field – The difference between the expected quantity of goods as stated in the delivery documents and the quantity that was actually received.
x. Received By Name field – The name of the company responsible for acknowledging the receipt of goods..
xi. Receiving Department field – The unit responsible for handling the receipt of goods.
xii. Received Date field – The specific date when the goods were received and acknowledged by the recipient.
xiii. Goods Receipt Date field – The date when the goods are recorded as received and accepted into the recipient's system.
xiv. Delivery Number field – The unique identifier of the delivery number for the associated line item.
xv. Delivery Date field – The date that the quantity of product will be delivered on.

xvi. Delivery Line Number drop-down – The unique identifier assigned to each individual line item within a shipment.
xvii. Packaging List Number field – The unique identifier assigned to the packing list associated with a shipment.
xviii. Ship To Company Name field – The name of the company designated to receive the shipment.
xix. Ship To Address field – The company location where the shipment is intended to be delivered.
xx. Ship To City field – The name of the city where the shipment is intended to be delivered.
xxi. Ship To State field – The name of the state where the shipment is intended to be delivered.
xxii. Ship To Postal Code field – The postal code of the delivery location.
xxiii. Ship To Country drop-down – The name of the country where the shipment is intended to be delivered.
xxiv. Reporting Company Name field – The name of the company responsible for creating, issuing, or maintaining the receiving advice document.
xxv. Reporting Address field – The address of the company responsible for preparing and issuing the receiving advice.
xxvi. Reporting City field – The city where the organization responsible for creating and issuing the receiving advice is located.
xxvii. Reporting State field – The state where the organization responsible for creating and issuing the receiving advice is located.
xxviii. Reporting Country drop-down – The country where the organization responsible for creating and issuing the receiving advice is located.
xxix. Reporting Postal Code field – The postal code of the location where the organization responsible for preparing and issuing the receiving advice is situated.

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

d. Select Apply.

The new line item is added to the receiving advice acceptance.

e. Select a item line row and then select the branch icon and fill in the following fields under Received Product Informationsection:
    i. Line field – The number to identify the line item by (e.g. 50).
    ii. Line Item Status field – Indicates the current processing state of an individual line item.
    iii. 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 product's master data entry. If the product is not present in the Owner's product master data then the product name or code must be entered manually.
    iv. Description field – A brief description of the product. If the description is not present in the Owners product master data then the description must be entered manually.
    v. Item Code Type field – The product code type (e.g. IN-Product Code).
    vi. Item Code Value field – The product code.
    vii. Lot Number field - The lot number of the line number.
    viii. Alternate Lot field – The alternate lot number of the line item.
    ix. Expiration Date field - The expiry date of the line item.

f. Select Apply.
The destination location quantity information is added to the line item.

g. Select the line item row drop down to view the destination location quantity information in a table.

21. In the Notes section, select the Add + icon to enter any additional comments

or instructions.

22. To submit the receiving advice acceptance:

    To save the receiving advice acceptance 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 receiving advice acceptance 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 receiving advice acceptances can also be created by selecting the New + New button on the Receiving Advice Acceptances Details screen for an existing receiving advice acceptance.

Submit a draft receiving advices acceptance

Complete and submit a saved receiving advice acceptance 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 one of the following menu items depending on the orchestration used:
    - Select Manufacturing - Customer from the left menu.
    - Select Commerce - Customer from the left menu.
    - Select Logistics - Client from the left menu.

    Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Receiving Advice Acceptances.
8. Select the Filter Filter button to find the receiving advice in Draft state.
9. Select the Receiving Advice Number link in the results table.
10. Select the Edit Edit button.
11. In the Transaction Information section, select Submitted from the Process Status drop drown.
12. Confirm the 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 receiving advice acceptance is submitted.

Tips

- Select the receiving advice number row and then select the Delete icon on the top of the Search Receiving Advice Acceptances screen, to delete a receiving advice in the draft state.

A deleted transaction cannot be retrieved.

Search and view receiving advice acceptances

Search for and view receiving advice acceptances

Perform this task to search for and view the details of the receiving advice acceptances sent or received by customer or suppliers. Viewing the details of a receiving advices acceptance enables customer and suppliers to quickly access order information (e.g. the quantity for each line item in an order) in TraceLink without having to search through the actual B2B message.

1. Select 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 - Customer or Manufacturing - Supplier from the left menu.

   Select Commerce - Customer or Commerce - Supplier from the left menu.
   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.
7. Select Receiving Advice Acceptances.
8. Select the Filter Filter button.
9. Fill in one or more of the following fields to filter the results:

   i. State drop-down – The state of the receiving advice acceptance:

      - 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.

   ii. Customer type-ahead – Displays only if the menu item is Sent Receiving Advice Acceptances in Manufacturing - Supplier. The name of the company the receiving advice acceptance 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.

iii. Supplier type-ahead – Displays only if the menu item is Received Receiving Advice Acceptances in Manufacturing - Customer. The name of the company the receiving advice acceptance 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.

iv. Supplier type-ahead – Displays only if the menu item is Sent Receiving Advice Acceptances in Commerce - Customer. The name of the company the receiving advice acceptance 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. Customer type-ahead – Displays only if the menu item is Received Receiving Advice Acceptances in Commerce - Supplier. The name of the company the receiving advice acceptance 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.

vi. Client type-ahead – Displays only if the menu item is Sent Receiving Advice Acceptances in Logistics - Supplier. The name of the company the receiving advice acceptance 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. Supplier type-ahead – Displays only if the menu item is Received Receiving Advice Acceptances in Logistics - Client. The name of the company the receiving advice acceptance 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.

viii. Receiving Advice Number field – . The unique identifier for the receiving advice acceptances.

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

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

    The View Receiving Advice Acceptances screen displays.

12. To view all fields for each line item, select the View icon on the Receiving Advice Acceptances Details screen.

Reprocess and resubmit receiving advice acceptances

Reprocess receiving advice acceptances

After the receiving advices 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 receiving advice acceptance.

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 from the left menu.
    - Select Commerce - Customer from the left menu.
    - Select Logistics - Client from the left menu.

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

7. Select Receiving Advice Acceptances.

8. Select the Filter Filter button to find the receiving advices in Processing, Processed, Preparing to Send, or Sending state.
9. Select the 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 Edit button..
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. Select the Save Save button.

    The receiving advice acceptances request is moved from Processing state to Sending state indicating that the receiving advice acceptances 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 receiving advice acceptances

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 - Customer from the left menu.
   - Select Commerce - Customer from the left menu.
   - Select Logistics - Client from the left menu.

   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Receiving Advice Acceptances.
8. Select a Receiving Advice Number in Sent state.
9. Select the Edit Edit button.

   The state of the receiving advice acceptances 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 receiving advice acceptance is submitted.

The statues of the receiving advice acceptances moves to Sent state.

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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.

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