TRACELINK UNIVERSITY

Inventory update confirmation

An Inventory Update Confirmation is an electronic message sent in response to an Inventory Update Request to verify that the requested changes to stock status, usability, or location have been completed. It includes a reference to the original request, updated inventory details such as product identifiers (NDC, GTIN, lot, or serial number), the new stock status or disposition (e.g., available, quarantined, destroyed), any location changes within or between warehouses, and the date and time the update was applied.

For more information about Inventory update confirmations guidelines, see Inventory update confirmation transactions

Create and submit inventory update confirmation

Create and submit inventory update confirmation. Additionally, customers can begin work on a inventory update confirmation and save it for completion at a later time.

Create and submit a inventory update confirmation

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 Inventory Update Confirmation.
8. Select the New + New button.
9. Enter the inventory update confirmation number in the Inventory Update Confirmation Number field.
10. Select the Save Save button.

    The screen refreshes with the saved inventory update confirmation 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 Inventory Update Confirmation Information section fill in the following fields:
    a. Inventory Update Confirmation Number field – A unique identifier of the inventory update confirmation.
       This field auto populates the value entered in New Inventory Update Confirmation screen.
    b. Effective Date field – The date when the transaction set has been created or being sent.
    c. Document Date field – The official date recorded on the confirmation document when the inventory update was created or issued.

d. Inventory Balance Report Type field – The category or format of an inventory balance report that defines how stock levels are summarized.
e. Action drop-down – A brief description stating the purpose of the transaction.

14. In the Reference Transaction section:
    a. Select the Add + icon. At least one reference transaction is required to submit a return request.

    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.
        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 validity start date of the transaction.
    c. Select Apply.

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

15. In the Provider and Client section, fill in the following fields under Provider group:
    a. Company type-ahead field – The name of the company submitting the inventory update confirmation. 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 company is not present in the Owner's master data, the company name must be entered manually.

b. Address 1 field – The address of the particular location.
c. Address 2 field – Any additional address information.
d. Country drop-down – The two-letter country code with country name for this location.
e. State field – The state or region for this location.
f. City field – The city for this location.
g. Postal Code field – The postal code for this location's main address.
h. Contact Telephone Number field – The company or location's phone number.
i. Contact Fax Number field – The company or location's fax number
j. Party ID Type drop-down – The identifier type used for this company or location.
k. Party ID Value field – The value associated with the identifier type.

16. In the Provider and Client section, fill in the following fields under Client group:
    a. Company type-ahead field – The name of the company receiving the inventory update confirmation. 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 Owner's master data, the supplier name must be entered manually.
    b. Address 1 field – The address of the particular location.
    c. Address 2 field – Any additional address information.
    d. Country drop-down – The two-letter country code with country name for this location.
    e. State field – The state or region for this location.
    f. City field – The city for this location.
    g. Postal Code field – The postal code for this location's main address.
    h. Contact Telephone Number field – The company or location's phone

number.

i. Contact Fax Number field – The company or location's fax number
j. Party ID Type drop-down – The identifier type used for this company or location.
k. Party ID Value field – The value associated with the identifier type.

17. In the Line Items section:
    a. Select the Add + icon. At least one line item is required to submit a inventory update confirmation.

    b. In the Add Line Item panel, fill in the following fields under Line Item Information:

        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 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.
        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 of the line number.
        vii. Sub Lot Number field – The sub lot number of line items.
        viii. Expiration Date field – The expiry date of the line item.
        ix. Quantity field – The quantity of item selected or provided.
        x. Unit of Measure drop-down – The unit in which the line item is

measured.

xi. Quantity Status drop-down – The state of the line item selected or provided.

xii. Inventory Type drop-down – The classification of inventory based on its status, usage, or availability.

xiii. Is Increase switch – Indicates whether a value, such as quantity or amount, represents an increase compared to a prior value.

xiv. Inventory Status Update Code drop-down – a standardized code that specifies the type of change made to an item's inventory status.

xv. Storage Location drop-down – The name of the storage location.

xvi. Reporting Location Type drop-down – The identifier used for location. Fill this field only if the company information is added in the Reporter Group section.

xvii. Reporting Location Value field - The value associated with the identifier type.

xviii. Effective Date field - The date when the physical inventory count is conducted in the warehouse. Fill this field only when all the inventory balances have different effective date. In that case, the header effective date should not be filled.

xix. Processing Function Type Code drop-down - A standardized code that specifies the type of processing to be applied to a transaction, record, or message.

c. Select Apply.

The new line item is added to the inventory update confirmation.

18. In the Notes section, select the Add + icon to enter any additional comments or instructions.
19. To submit the inventory update confirmation:

To save the inventory update confirmation 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 inventory update confirmation 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 inventory update confirmations can also be created by selecting the New + New button on the Inventory Update Confirmation Details screen for an existing inventory update confirmation.

Submit a draft inventory update confirmation

Complete and submit a saved inventory update confirmation 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 Inventory Update Confirmation.
8. Select Filter Filter button to find inventory update confirmation in Draft state.
9. Select the Inventory Update Confirmation 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 inventory update confirmation 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 Save button.

    The inventory update confirmation is submitted.

Tips

- Select the return number row and then select the Delete icon on the top of the Search Inventory Update Confirmation screen, to delete a inventory update confirmation in draft.

A deleted transaction cannot be retrieved.

Search and view inventory update confirmation

Search for and view inventory update confirmation

Search for return authorization requests sent or received by providers or clients to view their details. Viewing the details of a inventory update confirmation enables providers or clients 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.
7. Select Inventory Update Confirmation.
8. Select the Filter Filter button.
9. In the Filters panel, fill in one or more of the following fields to filter the results:
   - Inventory Update Confirmation Number field – A unique identifier of the

inventory update confirmation.

- State drop-down – The state of the inventory update confirmation:
  - 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.
- Client type-ahead – Displays only if the menu item is Sent Inventory Update Confirmation . The name of the company the inventory update confirmation 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.
- Provider type-ahead – Displays only if the menu item is Received Inventory Update Confirmation. The name of the company the inventory update confirmation 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.
- Inventory Update Request Date field – The date on which a supplier, inventory owner, or third-party logistics provider (3PL) formally issues a request to update inventory details such as stock status, usability,

disposition, or location.
  - Last Modified drop-down – The period of time in which the inventory update confirmation 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 inventory update confirmations displays based on the filter results.

11. Select the link for the inventory update confirmation from the results table.

    The View Inventory Update Confirmation screen displays.

12. To view all fields for each line item, select the View icon on the Inventory Update Confirmation Details screen.

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Reprocess and resubmit inventory update confirmation

Reprocess inventory update confirmation

Reprocess the inventory update confirmation if the Processing Status is set to Paused with Error on the Search Business Transaction screen. Use the following procedure to resolve any error messages encountered while submitting inventory update confirmation.

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 Inventory Update Confirmation.
8. Select the Filter Filter button to find the inventory update confirmation in Processing, Processed, Preparing to Send, or Sending state.
9. 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.
10. Select the Edit Edit button. .
11. In the Transaction Information section, select Submitted from the Process Status drop drown.
12. Select the Save Save button.
    The inventory update confirmation request is moved from Processing state to Sending state indicating that the inventory update confirmation 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 inventory update confirmation

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 Inventory Update Confirmation.
8. Select a Inventory Update Confirmation Number in Sent state.
9. Select the Edit Edit button.
   The state of the inventory update confirmation is automatically set 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 Save button.

    The inventory update confirmation is submitted to the client.

The status of the inventory update confirmation 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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