TRACELINK UNIVERSITY

Inventory update requests

An Inventory Update Request is an electronic transaction that instructs changes to the status, usability, or location of stock within the supply chain. Sent by a supplier or inventory owner to a third-party logistics provider (3PL), it ensures product handling remains aligned with operational needs and regulatory requirements. Inventory Update Request is used to change stock disposition (such as from available to quarantined), direct the movement of goods within or between warehouses, or update handling instructions for specific cargo or handling units.

For more information about Inventory update requests guidelines, see Inventory update request transactions.

Create and submit inventory update requests

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

Create and submit a inventory update request

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 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 Requests.
8. Select the New + New button.
9. Enter the inventory update request number in the Inventory Update Request Number field.
10. Select the Save Save button.

    The screen refreshes with the saved inventory update request 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 Request Information section fill in the following fields:
    a. Inventory Update Request Number field – A unique identifier of the inventory update request.
       This field auto populates the value entered in New Inventory Update Request screen.
    b. Inventory Update Request Date field – The date when the transaction set has been created or being sent.
    c. 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 Client and Provider section, fill in the following fields under Client group:
    a. Company type-ahead field – The name of the company submitting the inventory update request. 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 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 Client and Provider section, fill in the following fields under Provider group:
   a. Company type-ahead field – The name of the company receiving the inventory update request. 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 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 return authorization request.

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).
   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.
   ii. Item Code Type field – The product code type (e.g. IN-Product Code).
   iii. Item Code Value field – The product code.
   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. Lot Number field - The lot number of the line number.
   vi. Expiration Date field - The expiry date of the line item.
   vii. Quantity field – The quantity of item selected or provided.
   viii. Unit of Measure drop-down – The unit in which the line item is measured.
   ix. Status Code drop-down – The field is used to identify the movement type of the inventory update. Valid values are:
      - SCRAPFROMUNRESTRICTED
      - SCRAPFROMUNRESTRICTEDREVERSE
      - QUALITYTOSCRAP

- QUALITYTOSCRAPREVERSE

x. Transaction Type drop-down – The type of transaction.
xi. Reason Code drop-down – The reason code for inventory update.
xii. Stock Type drop-down – The classification of inventory based on its availability, condition, or intended use.
xiii. Manufactured Date field – The manufacturing date of a line item.
xiv. Line Notes field – Additional information about the line item being added.

c. Select Apply.

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

d. Select a line item row and then select the branch icon and fill in the following fields under Inventory Quantity Information:
   i. Quantity Type drop-down – The classification of the quantity being reported for a product line item.
   ii. Quantity Value field – The numeric value indicating the quantity based on the item quantity type.
   iii. Unit of Measure drop-down – The unit in which the line item is measured.
e. Select Apply.
The inventory quantity information is added to the line item.
f. Select the line item row drop down to view the inventory quantity information in a table.

18. In the Notes section, select the Add + icon to enter any additional comments or instructions.
19. To submit the inventory update request:
To save the inventory update request 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 request 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 requests can also be created by selecting the New + New button on the Inventory Update Requests Details screen for an existing inventory update request.

Submit a draft inventory update request

Complete and submit a saved inventory update request 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 - 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 Inventory Update Requests.
8. Select Filter Filter button to find inventory update request in Draft state.
9. Select the Inventory Update Request 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 request 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 request is submitted.

Tips

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

A deleted transaction cannot be retrieved.

Search and view inventory update requests

Search for and view inventory update requests

Search for return authorization requests sent or received by client or providers to view their details. Viewing the details of a inventory update request enables client or providers 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 Requests.
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 Request Number field – A unique identifier of the inventory update request.

- State drop-down – The state of the inventory update request:
  - 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.
- Provider type-ahead – Displays only if the menu item is Sent Inventory Update Requests . The name of the company the inventory update request 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.
- Client type-ahead – Displays only if the menu item is Received Inventory Update Requests. The name of the company the inventory update request 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 Updated Date/Time drop-down – The period of time in which the

inventory update request was last updated:

10. Select Apply.

    A list of inventory update requests displays based on the filter results.

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

    The View Inventory Update Requests screen displays.

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

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Reprocess and resubmit inventory update requests

Reprocess inventory update request

Reprocess the inventory update request 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 request.

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 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 Requests.
8. Select the Filter Filter button to find the inventory update request 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 request request is moved from Processing state to Sending state indicating that the inventory update request 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 request

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 - 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 Inventory Update Requests.
8. Select a Inventory Update Request Number in Sent state.
9. Select the Edit 

button.

   The state of the inventory update request 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 

button.

    The inventory update request is submitted to the provider.

The status of the inventory update request 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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