TRACELINK UNIVERSITY

Serialized ship notices

Shipment notices allow companies to exchange serialized data for sales shipments with upstream and downstream supply chain trade partners without giving these trade partners access to their serialization system of record. These shipment notices can be used to inform their Partners of the contents of a shipment, and the notices also allow these companies to comply with government regulations or recommendations for sharing serialized data about shipments.

Owners and their partners can search for and view serialized ship notices messages that are exchanged via Serialized Operations Manager or Multienterprise Process Link.

Search for and view serialized ship notices

Search for and view serialized ship notices

Search for and view the details of the serialized ship notices sent or received by customers or suppliers your company.

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

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Partner or internal location) in the header.

5. Select the Go button.

6. Select Serialized Traceability - Customer or Serialized Traceability - Supplier from the left menu.

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

7. Select Serialized Ship Notices.
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. Customer type-ahead – Displays only if the menu item is Sent Serialized Ship Notices The name of the company the serialized ship notice 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 Serialized Ship Notices The name of the company the serialized ship notice 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. Last Modified field – The period of time in which the updates to the serialized ship notices occurred:
      - 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.

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- 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.

v. Delivery Number field – A unique identifier of the serialized ship notice. This field auto populates the value entered in New Serialized Ship Notice screen.

vi. Shipment Date field – The date on which the shipment was dispatched or handed over to the carrier for delivery.

vii. State drop-down – The state of the serialized ship notice:

- 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.

10. Select Apply.

    A list of serialized ship notices displays based on the filter results.

11. Select the link for the serialized ship notice from the results table.

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The View Serialized Ship Notices screen displays.

12. The following information displays in the Transaction Information section:
    i. Sender field – The name of the buyer.
    ii. Receiver field – The name of the supplier.
    iii. Process Status field – Displays the status of the submitted transaction. This field is editable only when the work flow is in Processing, Processed, Preparing to Send, or Sending state.
    iv. Last Transaction Error field – Displays the error message for the failed transactions.
    v. Result field – Displays the result code.
13. The following information displays in the Delivery Information section:
    i. Delivery Number field – A unique identifier of the serialized ship notice. This field auto populates the value entered in New Serialized Ship Notice screen.
    ii. Shipment Date field – The date on which the shipment was dispatched or handed over to the carrier for delivery.
    iii. Total Shipped Quantity field – The sum of all order item quantities.
14. In the Reference Transactions section, select a reference transaction line item row and select the View icon to view the following fields under Reference Transaction Information section:
    i. Transaction Type field – The type of transaction.
    ii. Transaction Value drop-down – The unique identifier of the transaction.
    iii. Transaction Date field - The transaction date.
15. The following information displays in the Customer and Supplier section, under Customer group:
    i. Company type-ahead field – The name of the company buying the goods.
    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.

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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. The following information displays in the Customer and Supplier section, under Supplier group:
    i. Company type-ahead field – The name of the company supplying the goods.
    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. The following information displays in the Ship to Location and Ship From Location section, under Ship to Location group:
    i. Location type-ahead field – The name of the company location where actual goods will be shipped by supplier.

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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.

18. The following information displays in the Ship to Location and Ship From Location section, under Ship From Location group:
    i. Location type-ahead field – The company name of the supplier from where the goods will be received.
    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.

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19. In the **Product Details** section, select a line item row and select the Viewicon to view the following fields in the View Details panel.

    i. Item Code Type field – The product code type (e.g. IN-Product Code).
    ii. Item Code Value field – The product code.
    iii. Item field – The name of the product. If the user enters an item code instead, the field automatically displays the corresponding item name.
    iv. Quantity field – The quantity of item selected or provided.
    v. Unit of Measure drop-down – The unit in which the line item is measured.
    vi. Lot Number field - The lot number of the line number.
    vii. Expiration Date field - The expiry date of the line item.

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.

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.

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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.

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.

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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.

    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.

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The comment is added to the selected discussion and remains associated with the related transaction.

Resubmit serialized ship notices

Resubmit serialized ship notices

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 Serialized Traceability - Customer or Serialized Traceability - Supplier from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Serialized Ship Notices.
8. Select a Delivery Number in **Sent** state.
9. Select the Edit button.

   The state of the serialized ship notice is automatically moved to Sending state.
10. Select the Move To button at the top of the screen.

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The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

11. Select the Save button.

    The serialized ship notice is submitted.

The statues of the serialized ship notice 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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