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Application Advices

Application advices are bi-directional transactions that communicate the results of application-level business validations for previously received EDI transactions. They notify trading partners of errors, exceptions, or processing outcomes and may provide details on required corrections. It is a key tool in ensuring clarity, accountability, and alignment between trading partners.

For more information about Application Advices guidelines, see Application advice transactions.

Create and submit application advices

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

Create and submit a new application advice

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.

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6. Select Operational Messages from the left menu.

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

7. Select Application Advices - Sender.
8. Select the New button.
9. On the New Application Advice screen, fill in the following fields:
   i. Application Advice Number field – A unique identifier assigned to each application advice report.
   ii. Application Advice Date field – The date on which the application advice was created or issued.
10. Select the Save button.

    The screen refreshes with the saved application advices 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 Application Advice Information section fill in the following fields:
    i. Application Advice Number field – A unique identifier assigned to each application advice report.

       This field auto populates the value entered New Application Advice screen.

    ii. Application Advice Date field – The date on which the application advice was created or issued.

       This field auto populates the value entered New Application Advice screen.

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iii. Action drop-down – A brief description stating the purpose of the transaction.
iv. Acknowledgment Code drop-down – The application acknowledgment code. Identifies processing status of the original transaction in the system that sent.
v. Original Message Reference Document Date field – A date of the original document referenced in application advice.
vi. Original Message Reference Document Format drop-down – A format (e.g., EDI, XML) of the original referenced supply chain document.
vii. Previous Message Reference Document Format field – The format of the previous message's referenced supply chain document.
viii. Previous Message Reference Document Datedrop-down – The date of the prior document linked in the application advice transaction.
ix. Document Date field – A date type at header level for Application Advices in date format YYYYMMDD and time format (IDoc, X12) HHMMSS.
x. Document Date Time Period Format drop-down – A code specifying representation of date or time or format presented in date value.
xi. Internal Vendor Number field – An unique identifier that a company assigns to a vendor within its own system to track and manage that vendor’s information.
xii. Internal Vendor Number Description field – The text explanation associated with an Internal Vendor Number that identifies and clarifies the vendor’s name or purpose within the system.

14. In the Reference Transactions section, select the Add + icon.
    a. In the New 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 transaction date.

b. Select Apply.

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

15. In the Sender and Receiver section, fill in the following group in the Sender group:

i. Company type-ahead field – The name of the company sending the application advices. This field pulls from the Owner's company and location master data.

The remaining Sender 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. Contact Type drop-down - The type of contact associated with the application advice.

xi. Contact Name field - The name of the individual associated with the

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application advice.

xii. Contact Phone field - The phone number of the contact for follow-up or clarification..

xiii. Contact Email field - The email address of the contact associated with the application advice.

xiv. Party ID Type drop-down – The identifier type used for this company or location.

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

16. In the Sender and Receiver section, fill in the following group in the Receiver group:

    i. Company type-ahead field – The name of the company sending the application advices. This field pulls from the Owner's company and location master data.

       The remaining Receiver 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. Contact Type drop-down - The type of contact associated with the

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application advice.

xi. Contact Name field - The name of the individual associated with the application advice.
xii. Contact Phone field - The phone number of the contact for follow-up or clarification..
xiii. Contact Email field - The email address of the contact associated with the application advice.
xiv. Party ID Type drop-down – The identifier type used for this company or location.
xv. Party ID Value field – The value associated with the identifier type.

17. In the Party Identification section, select the Add + icon and fill in the following fields in the Address Entity group:
    i. Company Entity Type drop-down – The type of business party (excluding Sender and Receiver) associated with the business name.
    ii. Company type-ahead field – The company responsible for warehouse location identifiers and address information. This field pulls from the Owner's company and location master data.

        The remaining Receiver 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.

    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.

ix. Contact Telephone Number field – The company or location's phone number.
x. Contact Fax Number field – The company or location's fax number
xi. Contact Type drop-down - The type of contact associated with the application advice.
xii. Contact Name field - The name of the individual associated with application advice.
xiii. Contact Phone field - The phone number of the contact for follow-up or clarification.
xiv. Contact Email field - The email address of the contact associated with the application advice.
xv. Party ID Type drop-down – The identifier type used for this company or location.
xvi. Party ID Value field – The value associated with the identifier type.

18. In the Line Items section:

    a. Select the Add + icon and fill in the following fields under Line Item Information.
        i. Line field – The number to identify the line item by (e.g. 50).
        ii. Acknowledgment Code drop-down – An application acknowledgment code. Identifies processing status of the original transaction in the system that sent the 824.
        iii. Transaction Reference Number field – The transaction reference number qualifier.
        iv. Group Sender Number field – An application sender's code. Identifies the sender (GS02 sender) of the original transaction that the 824 is reporting on
        v. Group Receiver Number field – an application receiver's code. Identifies the sender (GS03 receiver) of the original transaction that the 824 is reporting on

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vi. Date Value field – Transaction date in format YYYY-MM-DDTHH:MM:SS from the GS04 & GS05 date and time field in the original transaction that the 824 is reporting on.
vii. Group Control Number field – The group control number from the GS06 field of the original transaction that the 824 is reporting on
viii. Transaction Set Control Number field – The transaction set control number from the ST02 field of the original transaction that the 824 is reporting on.
ix. Transaction Code field – X12 transaction set code from the ST02 field of the original transaction that the 824 is reporting on.
x. Reference Transaction Type field – The type of transaction to be referenced.

b. Select Apply.
   The line item information is added.
c. Select a line item information row and then select the branch icon and fill in the following fields in the Reference Transaction Details Information panel:
   i. Amount Type drop-down – The amount type for invoice item.
   ii. Pricing Amount field – The net or extended price claimed for return including total disbursements, plus interest and minus deductions from claim.
   iii. Is Credit Or Debit? switch – Indicates whether the transaction reflects a credit or a debit adjustment.
   iv. Quantity Type drop-down – The type of quantity recorded.
   v. Quantity Value field – The quantity of product required for planning.
   vi. Unit Of Measure drop-down – The unit in which the line item is measured.
   vii. Document Date field – The sender preference code.
   viii. Reference Transaction Type drop-down – The type of transaction to

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be referenced.

ix. Reference Transaction Value field – The referenced transaction value.
x. Reference Transaction Date field - The date of the referenced transaction.

d. Select Apply.

   The reference transaction detail line item is added.

e. Select the line item information row drop down to view the reference transaction detail in a table.

19. In the Application Advice Error Details section:

    a. Select the Add + icon and fill in the following fields under New Application Advice Error Details.

       i. Line field – The number to identify the line item by (e.g. 50).
       ii. Acknowledgment Code drop-down – An application acknowledgment code. Identifies processing status of the original transaction in the system that sent the 824.
       iii. Transaction Reference Number field – The transaction reference number qualifier.
       iv. Group Sender Number field – An application sender's code. Identifies the sender (GS02 sender) of the original transaction that the 824 is reporting on
       v. Group Receiver Number field – an application receiver's code. Identifies the sender (GS03 receiver) of the original transaction that the 824 is reporting on
       vi. Date Value field – Transaction date in format YYYY-MM-DDTHH:MM:SS from the GS04 & GS05 date and time field in the original transaction that the 824 is reporting on.
       vii. Group Control Number field – The group control number from the GS06 field of the original transaction that the 824 is reporting on

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viii. Transaction Set Control Number field – The transaction set control number from the ST02 field of the original transaction that the 824 is reporting on.
ix. Transaction Code field – X12 transaction set code from the ST02 field of the original transaction that the 824 is reporting on.
x. Reference Transaction Type drop-down – The type of transaction to be referenced.

b. Select Apply.

   The line item information is added.

c. Select a line item information row and then select the branch icon and fill in the following fields in the Technical Error Details Information panel:
   i. Application Error Code drop-down – The application error condition code describing the error condition in the original transaction
   ii. Description field – A brief description of the error for the error code in ApplicationErrorCode, and in conjunction with the long description listed in Comments.
   iii. Segment Identifier field – Segment ID Code. Identifies segment in orginal transation that triggered an error.
   iv. Segment Position field – The numerical count position of this data segment from the start of the transaction set: the transaction set header is count position 1.
   v. Element Position field – The code indicating the relative position of the error data element within a segment, count beginning with 1 for position immediately after the segment ID.
   vi. Component Position field – The component position.
   vii. Loop Identifier field – The loop identifier.
   viii. Bad Data Element field – The copy of the bad data element. Data from the data element that is in error.

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d. Select Apply.

   The technical error details information line item is added.

e. Select the line item information row drop down to view the technical error details information in a table.

f. Select a technical error details information row and then select the branch icon and fill in the following fields in the Reference Business Data Information panel:

   i. Text Reference Code field – The text reference or subject code. Will map whatever is found.

   ii. Text Function Code field – The text function code.

   iii. Language field – Language of free text.

   iv. Text Format Code field – The format code for free text.

   v. Free Form Text field – The free test string.

   vi. Reference Data Value field – Represents the actual business value or descriptive information, being referenced or cited in connection with a validation message or application result. This value indicates which specific field or transaction content is associated with the reported condition.

   vii. Reference Data Type Code drop-down – Identifies the nature or classification of the business data referenced due to a validation or application edit result. The value corresponds to standardized codes (e.g., PO Number, Unit Price, GTIN, Quantity). Only one code is allowed and at least one must be present when reporting referenced business data

   viii. Agency Code field – Identifies the agency maintaining the code list identified.

   ix. Code List Qualifier field – Identifies code list used for the value in industry Code.

   x. Industry Code field – The code for industry relevant to the specific

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type of application data mentioned in reference data value.

    xi. Reference Transaction Type drop-down – The type of transaction to be referenced.
    xii. Reference Transaction Value field – The referenced transaction value.
    xiii. Reference Transaction Date field - The date of the referenced transaction.
    xiv. Description field – Free-form Message. Short description of the error for the error code in ApplicationErrorCode, and in conjunction with the long description listed in Comments.

  g. Select Apply.

     The reference business data information line item is added.

  h. Select the technical error details information row drop down to view the reference business data information in a table.

20. In the Notes section, select the Add + icon to enter any additional comments or instructions.
21. To submit the application advices:

    To save the application advices 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 application advices is submitted.

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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 application advicess can also be created by selecting the New + New button on the Application Advices Details screen for an existing application advices.
- Complete and submit a saved application advices in the draft state.

Submit a draft application advices

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 Operational Messages from the left menu.

   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Application Advices - Sender.
8. Select the Filter Filter button to find the application advices in Draft state.

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9. Select the Application Advice 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 application advices 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 application advices is submitted.

Tips

- Select the application advices row and then select the Delete icon on the top of the Search Application Advices screen, to delete the application advices in draft state.

A deleted transaction cannot be retrieved.

Search and view application advices

Search for and view application advices

Perform this task to search for and view the details of the application advices sent

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or received by receivers or senders. Viewing the details of a application advice enable receivers and senders 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 Operational Messages from the left menu.
   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Application Advices - Sender or Application Advices - Receiver from the left menu.
8. Select the Filter Filter button.
9. Fill in one or more of the following fields to filter the results:
   i. Application Advice Number field – A unique identifier assigned to each application advice report.
   ii. Application Advice Date field – The date on which the application advice was created or issued.
   iii. State drop-down – The state of the application advice:
      - 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.

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- 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. Receiver type-ahead – Displays only if the menu item is Sent Application Advices in Application Advices - Sender. The name of the company the application advice 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. Sender type-ahead – Displays only if the menu item is Received Application Advices in Application Advices - Receiver. The name of the company the application advice 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.

10. Select Apply.

    A list of application advices displays based on the filter results.

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

    The View Application Advices screen displays.

12. To view all fields for each line item, select the View  icon on the Application Advices Details screen.

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Reprocess and Resubmit application advices

Reprocess application advices

After the application advice 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 application advice.

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 Operational Messages from the left menu.
   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Application Advices.
8. Select the Filter Filter button to find the application advices in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Application 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.

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The application advice request is moved from Processing state to Sending state indicating that the application advice 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 application advices

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 Operational Messages from the left menu.

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

7. Select Application Advices - Sender.
8. Select a Application Advices Number in Sent state.
9. Select the Edit button.

   The state of the application advice is automatically moved to Sending state.

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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 application advice is submitted.

The statues of the application advice moves to Sent state.

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Switch companies or environments

The OPUS Ensemble user experience allows you to switch between companies or environments that you have access to with the same user account (identified by an email) without logging into a separate URL.
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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.

View More

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