TRACELINK UNIVERSITY

Establish Links

Companies that own multienterprise apps can link Partners and internal locations to those apps and their respective networks. These links allow the Owner and their linked entities to collaborate and exchange data.

If the app can only have one network, then Owners link Partners and internal locations directly to the app. If the app can have multiple networks, then Owners link Partners and internal locations to a specific network within the app. For example, a Manufacturer that owns Agile Process Teams might create two networks within that APT app (Kendall Supply Network and Kendall US Distribution Network). The Manufacturer could then link the Partners and internal locations they work with for material suppliers to Kendall Supply Network and different Partners and internal locations to Kendall US Distribution Network.

Some enterprise apps also allow Owners to link their internal locations to the app.

Add and update links

System Administrators and Network and App Administrators can establish and manage links, and users and roles within those Links, for apps and their networks.

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If an app supports multiple networks, then the Network and App Administrator role does not itself grant users the permission to establish or manage links for the networks within apps they administer. Users with the Network and App Administrator role must be separately assigned the Network and App Administrator role for those specific networks to take these actions.

Add a network link

1. Select the Main Menu icon.
2. Select Administration.
3. Select Links in the side menu.
4. Select Network Links.
5. Select the New button to add a network link for a multi-enterprise apps.

   The New Business Team screen is displayed.
6. Fill in the following fields in the Network section:

   - Application drop-down – Required. The app that the Partner or internal location must be linked to.
   - Network drop-down – Required. The network that the Partner or internal location must be linked to (enabled only for apps that allow multiple networks).

1. Fill in the following fields in the Entity to Link section:
   - Entity field – Required. The name or identifier of the Partner or internal

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location to link to the app or network, sourced from the Partners and locations entered in Master Data Exchange.

- Send Notification To field – The email of the user at the Partner or internal location who is establishing the link. The notification is accepted automatically and no email is sent to the user. If the email is populated, an email is sent to the specified user notifying them that they have been added to the link. System Administrators from the linked Partner can then manage the link.
- Identifier Type field – The identifier type used for this Partner or internal location to link the app or network, sourced from the Partners and locations entered in Master Data.

Valid Values:

- AR_CUIT – 11-character Argentina Tax ID. Format is 00-00000000-0 (e.g. 33-56899856-8). Cannot be set as the Primary Identifier.
- AM_TIN – 8-character Armenia Taxpayer Identification Number (e.g. 53663456). Cannot be set as the Primary Identifier.
- BR_CNES – Brazil National Registry of Health Facilities Number (e.g. 3868249).
- BR_CNPJ – 14-character Brazil Tax/Legal Entity ID. Format is 00.000.000/0001-00 (e.g. 71.116.165/0001-71).
- BR_CPF – 11-character Brazil Individual Taxpayer Registration Number. Format is 000.000.000-00 (e.g. 605.085.153-00). The first 8 digits identify the company, the next 4 digits identify the branch or subsidiary ("0001" designates the headquarters), and the last 2 are check digits.
- BR_PROF_REG – Brazil Professional Registration Number (e.g. CRODFCD9952).
- BY_TIN – 9-character Belarus Taxpayer Identification Number (e.g. 004893223). Cannot be set as the Primary Identifier.
- CN_CHINA_ID – Alphanumeric China identifier (e.g. 352J685B548N).
- CN_FOREIGN_MAH – China Foreign MAH ID (e.g. 0678645).
- CN_FOREIGN_MFR – China Foreign Manufacturer ID (e.g. 665S55D).
- CN_USCID – China Unified Social Credit Identifier (e.g. 9771221453).
- COMPANYID – Alphanumeric internal company identifier (e.g. KENDALL).

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- COMPANYSITEID – Alphanumeric internal location, plant, or site identifier (e.g. 465MEMPHIS).
- DE_IFA_REG_NUM – 6-character Informationsstelle für Arzneispezialitäten (IFA) Registration Number (e.g. 548726). Cannot be set as the Primary Identifier.
- DEA – 9-character US Drug Enforcement Agency Number (e.g. F92547851).
- DUNS – 9-character Dunn and Bradstreet Number (e.g. 82-759-6961).
- DUNS4 – 13-character Dunn and Bradstreet Number, which includes a 4 digit extension (e.g. 82-759-6961-KP89).
- GCP – 6- to 12-character GS1 Global Company Prefix (e.g. 8856277).
- GLN – 13-character Global Location Number (e.g. 8856277233311). To send and receive EPCIS messages, companies and locations need a GLN.
- HIN – Maximum 9-alphanumeric character Health Industry Number assigned by HIBCC (e.g. 214Z65H00).
- ID_BPOM_FACILITYID – Indonesia Facility ID (e.g. 45764574).
- IN_COMPANY_ID – India Company ID (e.g. 5423695784236).
- IN_GSTN – India Goods and Services Tax ID (e.g. 55876215).
- IN_IEC – 10-character India Importer Exporter Code (e.g. 0255411222). Cannot be set as the Primary Identifier.
- IN_LOCATION_ID – India Location ID (e.g. 65874532).
- IN_MFR – India Manufacturing Code (e.g. 00552101).
- IN_MRCH – India Merchant Exporter Code (e.g. 601227644).
- IN_PAN – 10-character India Permanent Account Number. The first five characters are letters, next four numbers, last character is a letter (e.g. AFZPK7190K). Cannot be set as the Primary Identifier.
- IN_TIN – 11-character India Taxpayer Identification Number (e.g. 95684444523). Cannot be set as the Primary Identifier.
- KG_TIN – 14-character Kyrgyzstan Taxpayer Identification Number (e.g. 56200044505998). Cannot be set as the Primary Identifier.
- KR_BUS_REG_NUMBER – 10-character South Korea Corporate Registration

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Number. Format is xxx-xx-xxxxx (e.g. 324-84-22451).

- KR_PROVIDER_CODE – 8-character South Korea Provider Code (e.g. 45632196).
- KZ_BIN – 12-character Kazakhstan Business Identification Number (e.g. 220110668755). Cannot be set as the Primary Identifier.
- RU_ACCOUNT_NUMBER – 14- to 36-character Russia Account Number (e.g. 19527400000001 or 19406412-0001-000a-0000-000000000022). Cannot be set as the Primary Identifier.
- RU_INN_FOREIGN_ENTITY – 10-character Russia Foreign Business Taxpayer Identification Number (e.g. 7744000912). Cannot be set as the Primary Identifier. Only one of the following identifier types can be assigned to an entity: RU - INN Local, RU - IN Foreign, and RU - INN Individual.
- RU_INN_INDIV – 12-character Russia Individual Taxpayer Identification Number (e.g. 123456789001). Cannot be set as the Primary Identifier. Only one of the following identifier types can be assigned to an entity: RU - INN Local, RU - IN Foreign, and RU - INN Individual.
- RU_INN_KPP_TAX_CODE – 9-character Russia KPP Registration Code (e.g. 771301001). Cannot be set as the Primary Identifier.
- RU_INN_LOCAL_ENTITY – 10-character Russia Local Business Taxpayer Identification Number (e.g. 7728640746). Cannot be set as the Primary Identifier. Only one of the following identifier types can be assigned to an entity: RU - INN Local, RU - IN Foreign, and RU - INN Individual.
- SGLN – 15-character SGLN format representation of Global Location Number:
  - Format for company entities is [CompanyPrefix].[LocationRef].0 or [CompanyPrefix]..0. The LocationRef segment is optional. If the LocationRef is included, the first two segments contain only digits separated by the dot, and must be 13 characters in total. If the LocationRef is not included, then the first segment must be 12 digits, followed by two dot seperators. The third segment should always be the digit 0. For example, 539885451928..0 or

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urn:epc:id:sgln:0614141.12345.0.

- Format for location entities is [CompanyPrefix].[LocationRef].[sub-location identifier] or [CompanyPrefix]..[sub-location identifier].The LocationRef segment is optional. If the LocationRef is included, the first two segments contain only digits separated by the dot, and must be 13 characters in total. If the LocationRef is not included, then the first segment must be 12 digits, followed by two dot seperators. The third segment is always alphanumeric and can be any length, with at least one character in it preceded by the dot separator. For example, 8856277.23331.6 or 539885451928..11.

- `TRACELINK_ID` – TraceLink Identification Number (e.g. KENDALLPHARM).
- `UZ_TIN` – 9-character Uzbekistan Taxpayer Identification Number (e.g. 000181244). Cannot be set as the Primary Identifier.

- Identifier value field – The entity ID associated with the entity type for this Partner or internal location to link the app or network, sourced from the Partners and locations entered in Master Data.

2. Fill in the following fields in the Roles section:

   - Roles drop-down – Required. The roles that the linked entity can assign to their users. One or more roles can be added to a link.

3. Select the Save button to save the changes.

   The new link is created and the user can begin exchanging data with the linked entities. The Network Link Details screen is displayed after saving the details.

4. Select the Edit button.
5. In the Roles section, select the Add + icon to add a new role to the link. The selected roles are added to the link, and the linked entity can then assign it to their users.
6. Select the Save button to save the changes.

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Tips

- Select the Remove − icon to remove a role from the link
- Select the Save and New button to save the current link and to create another.

Search and view network links

1. Select the Main Menu  icon.
2. Select Administration.
3. Select Links in the side menu.
4. Select Network Link.
5. Select the Filter button.
6. In the Filters panel, fill in one or more of the following fields to filter the results:
    a. Application/Network (Owner) drop-down – Required. The network the user is assigned to.
    b. Linked Entity field – The name or identifier of the Partner or internal location to link to the app or network, sourced from the Partners and locations entered in Master Data Exchange.
7. Select Apply.

   A list of network links display based on the filter results.

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See the information that displays based on the filter results

- Status – The status of the link.
  - Active – The link is currently enabled and operational within the system.
  - Inactive – The link is temporarily disabled or archived.
- Network – The network the user is assigned to.
- Owner – A company who has licensed a particular TraceLink app.
- Linked Entity – The name or identifier of the Partner or internal location to link to the app or network, sourced from the Partners and locations entered in Master Data Exchange.
- Linked Entity Type – The name or identifier of the link to the app or network, sourced from the Partners and locations entered in Master Data Exchange.
- My Company's Role – The roles of the user assigned to the link
- Last Modified – The date and time the link was last modified.

8. Select the link for the Network from the results table.

   The Network Link Details screen displays.

9. Select the Edit button to add or delete roles.

   For detail information about these fields, see Add a network link.

Import a network link

Import a CSV file to expedite the process of linking an Owner to a large number of Partners.

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1. Select the Main Menu icon.

2. Select Administration.

3. Select Links from the left menu.

4. Select Network Links from the left menu.

5. Select the Import button on the top right corner of the screen. The list of Partners is imported to expedite the process of linking an Owner to a Partner.

6. Drag and drop the CSV file or select the browse link to search for the file. The element headers listed below are all required in the CSV file, in order, and separated by commas. The data in the individual cells can be empty if a value is not required.
    - Process Network field – The name of the network process to link the Partner or internal location to. The user must enter a valid process network name that corresponds to one available for the selected app.
    - Company Identifier Type field – The type of identifier used for the company being linked, sourced from the Partners and locations entered in Master Data.

        Valid Values

        - AR_CUIT – 11-character Argentina Tax ID. Format is 00-00000000-0 (e.g. 33-56899856-8). Cannot be set as the Primary Identifier.
        - AM_TIN – 8-character Armenia Taxpayer Identification Number (e.g. 53663456). Cannot be set as the Primary Identifier.
        - BR_CNES – Brazil National Registry of Health Facilities Number (e.g. 3868249).
        - BR_CNPJ – 14-character Brazil Tax/Legal Entity ID. Format is

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00.000.000/0001-00 (e.g. 71.116.165/0001-71).

- BR_CPF – 11-character Brazil Individual Taxpayer Registration Number. Format is 000.000.000-00 (e.g. 605.085.153-00). The first 8 digits identify the company, the next 4 digits identify the branch or subsidiary ("0001" designates the headquarters), and the last 2 are check digits.
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- CN_CHINA_ID – Alphanumeric China identifier (e.g. 352J685B548N).
- CN_FOREIGN_MAH – China Foreign MAH ID (e.g. 0678645).
- CN_FOREIGN_MFR – China Foreign Manufacturer ID (e.g. 665S55D).
- CN_USCID – China Unified Social Credit Identifier (e.g. 9771221453).
- COMPANYID – Alphanumeric internal company identifier (e.g. KENDALL).
- COMPANYSITEID – Alphanumeric internal location, plant, or site identifier (e.g. 465MEMPHIS).
- DE_IFA_REG_NUM – 6-character Informationsstelle für Arzneispezialitäten (IFA) Registration Number (e.g. 548726). Cannot be set as the Primary Identifier.
- DEA – 9-character US Drug Enforcement Agency Number (e.g. F92547851).
- DUNS – 9-character Dunn and Bradstreet Number (e.g. 82-759-6961).
- DUNS4 – 13-character Dunn and Bradstreet Number, which includes a 4 digit extension (e.g. 82-759-6961-KP89).
- GCP – 6- to 12-character GS1 Global Company Prefix (e.g. 8856277).
- GLN – 13-character Global Location Number (e.g. 8856277233311).

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To send and receive EPCIS messages, companies and locations need a GLN.

- `HIN` – Maximum 9-alphanumeric character Health Industry Number assigned by HIBCC (e.g. 214Z65H00).
- `ID_BPOM_FACILITYID` – Indonesia Facility ID (e.g. 45764574).
- `IN_COMPANY_ID` – India Company ID (e.g. 5423695784236).
- `IN_GSTN` – India Goods and Services Tax ID (e.g. 55876215).
- `IN_IEC` – 10-character India Importer Exporter Code (e.g. 0255411222). Cannot be set as the Primary Identifier.
- `IN_LOCATION_ID` – India Location ID (e.g. 65874532).
- `IN_MFR` – India Manufacturing Code (e.g. 00552101).
- `IN_MRCH` – India Merchant Exporter Code (e.g. 601227644).
- `IN_PAN` – 10-character India Permanent Account Number. The first five characters are letters, next four numbers, last character is a letter (e.g. AFZPK7190K). Cannot be set as the Primary Identifier.
- `IN_TIN` – 11-character India Taxpayer Identification Number (e.g. 95684444523). Cannot be set as the Primary Identifier.
- `KG_TIN` – 14-character Kyrgyzstan Taxpayer Identification Number (e.g. 56200044505998). Cannot be set as the Primary Identifier.
- `KR_BUS_REG_NUMBER` – 10-character South Korea Corporate Registration Number. Format is xxx-xx-xxxxx (e.g. 324-84-22451).
- `KR_PROVIDER_CODE` – 8-character South Korea Provider Code (e.g. 45632196).
- `KZ_BIN` – 12-character Kazakhstan Business Identification Number (e.g. 220110668755). Cannot be set as the Primary Identifier.
- `RU_ACCOUNT_NUMBER` – 14- to 36-character Russia Account Number (e.g. 19527400000001 or 19406412-0001-000a-0000-000000000022). Cannot be set as the Primary Identifier.
- `RU_INN_FOREIGN_ENTITY` – 10-character Russia Foreign Business

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Taxpayer Identification Number (e.g. 7744000912). Cannot be set as the Primary Identifier. Only one of the following identifier types can be assigned to an entity: RU - INN Local, RU - IN Foreign, and RU - INN Individual.

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- `RU_INN_KPP_TAX_CODE` – 9-character Russia KPP Registration Code (e.g. 771301001). Cannot be set as the Primary Identifier.
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    - Format for location entities is [CompanyPrefix].[LocationRef].[sub-location identifier] or [CompanyPrefix]..[sub-location identifier].The LocationRef segment is optional. If the LocationRef is included, the first two

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segments contain only digits separated by the dot, and must be 13 characters in total. If the LocationRef is not included, then the first segment must be 12 digits, followed by two dot seperators. The third segment is always alphanumeric and can be any length, with at least one character in it preceded by the dot separator. For example, 8856277.23331.6 or 539885451928..11.

- TRACELINK_ID – TraceLink Identification Number (e.g. KENDALLPHARM).
- UZ_TIN – 9-character Uzbekistan Taxpayer Identification Number (e.g. 000181244). Cannot be set as the Primary Identifier.

- Company Identifier Value field – The value associated with the selected Company Identifier Type. This ID must match an entry in Master Data to establish the link.

- User Email field – The email address of the user being added to the network. If provided, the user receives a notification email and is granted access to the network with the assigned roles.

- Roles field – The roles assigned to the user for this network. Roles define the level of access and permissions the user has within the linked app or network.

The following is a sample CSV file:

Process Network	Company Identifier Type	Company Identifier Value	User Email	Roles
MR-POET-TL-79402	TRACELINK_ID	TRACELINK:COMPANYADMIN_MK_F01BFAD2	qeauto+zzauto202505021856198241-coa@tracelink.com	Member - Expanded Access|Partner Member

Select Apply.

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The list of Partners display in the table.

Tip

- Network and App Administrators can establish links only for the apps and their networks that they are the Network and App Administrator for.

View and retry failed links

If the link failed to process and the Link information is correct, retry a failed link.

1. Select the Main Menu  icon.
2. Select Administration.
3. Select Links from the left menu.
4. Select Failed Links from the left menu.
5. Select the Filter button.
6. In the Filters panel, fill in one or more of the following fields to filter the results:
    a. Network drop-down. The network the user is assigned to.
7. Select Apply.

   A list of links that could not be established are displayed based on the filter results.

See the information that displays based on the filter results

- Network – The network the user is assigned to.

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- Linked Entity – The name or identifier of the Partner or internal location to link to the app or network, sourced from the Partners and locations entered in Master Data Exchange.
- Linked Entity Type – The name or identifier of the link to the app or network, sourced from the Partners and locations entered in Master Data Exchange.
- Roles – The roles that the linked entity can assign to their users. One or more roles can be added to a link.
- Error Description – The details about any errors that caused the link to fail.
- Date Created field – The date and time that TraceLink attempted to establish the link.

8. Select a row with a failed link and then select Retry Link.
9. Select Apply in the Retry side panel to resubmit the failed link.

Tip

- Network and App Administrators can establish links only for the apps and their networks that they are the Network and App Administrator for.

Add and update Business Teams

Business Teams gives administrators greater control and group partner links within a Process Network and control user visibility based on those groupings as follows: Business Teams help structure and streamline business processes by grouping the

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right users and partners together for specific tasks or projects.

- Administrators can create, edit, and manage Business Teams.
- Business Teams can include multiple partners and users.
- Users only see and interact with the partners and data relevant to their assigned teams.
- Only users who are members of a given team will have access to the data, partners, and processes associated with that team.
- Admins can link one or more existing links (partner or internal locations) in the network to a Business Team.
- Partner user cannot be assigned to the business team, only internal company user can be assigned to the business team.

Add a business team

1. Select the Main Menu icon.
2. Select Administration.
3. Select Links from the left menu.
4. Select Business Teams from the left menu.
5. Select the Add new icon to add a new business team.

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The New Business Team screen is displayed.

6. Fill in the following fields in the General section:
   - Name field – Required. The name of the business team.
   - Description field – The details that describes the business team.
7. Fill in the following fields in the Application - Network section:
   - Application - Network drop-down – Required. The application or network to which the business team is linked.
8. Select the Save button to save the changes.

The new business team is created for the selected Application - Network. The Link section is displayed after saving the details.

9. Select the Edit button.
10. In the Links section, select the Add + icon to link a new network to the business team.

Search and view a list of Business Teams

1. Select the Main Menu icon.
2. Select Administration.
3. Select Links from the left menu.
4. Select Business Teams from the left menu.
5. Select the Filter button.
6. In the Filters panel, fill in one or more of the following fields to filter the results:

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a. Application/Network (Owner) drop-down – Required. The combination of app and network the business team is a part of.

b. Name field – The name of the business team.

7. Select Apply.

   A list of business teams displays based on the filter results.

See the information that displays based on the filter results

- Status – The business team is active or inactive within the system.
  - Active – The business team is currently enabled and operational within the system.
  - Inactive – The business team is temporarily disabled or archived.
- Name – The name of the business team.
- Last Modified – The date and time the business team was last modified.

8. Select the link for the Name from the results table.

   The Business Team Details screen displays.

9. Select the Edit button.

   For detail information about these fields, see Add a business team.

Related Content



Establish your company

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View More

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