TRACELINK UNIVERSITY

Grocery products invoices

The Grocery Products Invoice is an industry-specific transaction used by suppliers to bill retailers, wholesalers, and distribution centers for delivered grocery and consumer packaged goods (CPG). As part of the ANSI X12 standard, it supports high-volume, item-level invoicing and replaces paper invoices with a structured, electronic format.

For more information about Grocery products invoices guidelines, see Grocery products invoices transactions.

Create and submit grocery products invoices

Perform this task to create and submit new grocery products invoices. Additionally, customers can begin work on a grocery product invoice and save it for completion at a later time.

Create and submit a new grocery product invoice

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 Commerce - Supplier from the left menu.

   Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Grocery Products Invoices.
8. Select the New 

button.
9. On the New Grocery Products Invoice screen, fill in the following fields:
   i. Grocery Products Invoice Number field – The unique identifier assigned to each grocery products invoice report.
   ii. Grocery Products Invoice Date field – The date the grocery products invoice transaction was created and issued by the seller.
10. Select the Save 

button.

    The screen refreshes with the saved grocery products invoice 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 Grocery Products Invoice Information section fill in one or more of the following fields:
    i. Grocery Products Invoice Number field – The unique identifier assigned to each grocery products invoice report.
       This field auto populates the value entered on the New Grocery Products Invoice screen.
    ii. Grocery Products Invoice Date field – The date the grocery products invoice transaction was created and issued by the seller.
       This field auto populates the value entered on the New Grocery Products

Invoice screen.

iii. Shipped Date field – The date the goods were physically shipped from the seller's facility.
iv. Delivery Requested Date field – The date the Buyer requested the goods to be delivered to the designated location.
v. Invoice Date field – A official billing date used for payment terms and financial processing.
vi. Dispatch Date field – The date the shipment was dispatched or handed over to the carrier for transportation.
vii. Action drop-down – A brief description stating the purpose of the transaction.

14. In the Reference Transactions section:
    a. Select the Add + icon and fill in the following fields:
    b. 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.
    c. Select Apply.

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

15. In the Invoice Carrier Information section select the Add + icon and fill in the following fields:
    i. Carrier Code field – A standard carrier identification code, typically SCAC.
    ii. Equipment Prefix field – The prefix or alphabetic part of an equipment unit's identifying number.

iii. Equipment Identifier field – The sequencing or serial part of an equipment unit's identifying number.
iv. Transport Method drop-down – The method of transportation used for shipment.
v. Routing Description field – A brief routing description providing additional routing or transportation instructions.
vi. Order Status Code drop-down – The order or shipment status code.
vii. Bill Of Lading Number field – The official reference number of the bill of lading document.
viii. Bill Of Lading Line Item Number field – The specific line item reference within the Bill of Lading detailing an individual product or shipment unit.
ix. Bill Of Lading Transaction Date field – The date on which the Bill of Lading was issued or the shipment was officially recorded.
x. Carrier Reference Number field - The unique tracking or reference number assigned by the carrier to identify and monitor the shipment.
xi. Carrier Reference Line Item Number field - The line-level reference number assigned by the carrier for a specific item or portion of the shipment.
xii. Carrier Reference Transaction Date field - The date associated with the carrier’s reference record, such as when the shipment status or transaction was created.

16. In the Supplier and Customer section, fill in the following fields under Supplier group:
    i. Company type-ahead field – The name of the company sending the grocery product invoice. This company is sender of goods. This field pulls from the Owner's company and location master data.

       The remaining Supplier 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. Party ID Type drop-down – The identifier type used for this company or location.
xi. Party ID Value field – The value associated with the identifier type.

17. In the Supplier and Customer section, fill in the following fields under Customer group:
    i. Company type-ahead field – The name of the company receiving the grocery product invoice. This company is customer of goods. This field pulls from the Owner's company and location master data.

       The remaining Customer 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. Party ID Type drop-down – The identifier type used for this company or location.
xi. Party ID Value field – The value associated with the identifier type.

18. In the Party Identification section select the Add + icon and fill in the following fields under Address Entity section:
    i. Company Entity Type drop-down – The type of the entity involved in this business transaction.
    ii. Company type-ahead field – The company name for partner or location. This field pulls from the Owner's company and location master data.

       The remaining Supplier 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. Party ID Type drop-down – The identifier type used for this company or location.
    xii. Party ID Value field – The value associated with the identifier type.

19. In the Delivery Terms Information section select the Add + icon and fill in the following fields under Delivery Terms section:
    i. Description field – A brief description for inco term.
    ii. Delivery Terms Condition Code field – The delivery terms condition code.
    iii. Shipment Charge Payment Method Type drop-down – The method of payment for delivery.
    iv. FOB Transfer Location drop-down – The code specifying the type of location at which the risk of loss for the shipment transfers.
    v. Delivery Terms Code drop-down – The delivery terms condition code.
20. In the Payment & Discount Terms Information section select the Add + icon and fill in the following fields under Terms Of Payment section:
    i. Terms Of Payment Key field – The terms of payment.
    ii. Terms Of Payment Type Code drop-down – The code identifying type of payment terms.
    iii. Terms Of Payment Date Basis drop-down – The code identifying the beginning of the terms period.
    iv. Terms Start Date field – The date when the payment terms begin (i.e. when the countdown for due dates or discounts starts).
    v. Due Date Type drop-down – The due date is designated, what rule or reference determines when payment is due.
    vi. Number Of Days field – The terms of payment in terms of number of days.
    vii. Discount Due Number Of Days field – The terms Discount Days Due. Number of days in the terms discount period by which payment is due if terms discount is earned.
    viii. Terms Of Payment Percent field – The terms of payment: percentage.
    ix. Invoice Payable Percent field – The percentage of invoice payable.
    x. Discount Due Date field – The discount due date in string date format YYYY-MM-DD.
    xi. Discounted Due Amount field – The actual amount the buyer needs to

pay if they pay by the discount date.

xii. Discount Base Amount field – The base amount upon which the total term discount amount is calculated (this may not be equal to total invoice amount).
xiii. Payment Due Date field – The due date for payment.
xiv. Description field – A brief description of terms of payment.
xv. Total Term Discount Amount field – The is the total value of all discounts applied to a transaction over its entire term or duration.

21. In the Credits And Charges Information section select the Add + icon and fill in the following fields under Credits & Charges section:
    i. Allowance Or Charge Code drop-down – The allowance or charge code identifying the type of allowance or charge.
    ii. Credit Charge Key Type drop-down – The key identifies credit or charges as discounts or additional charges.
    iii. Credit Charge Type drop-down – The code representing type of credit or charge valid values.
    iv. Credit Charge Identifier field – The identifier used to reference allowance or charge or promotion or deal.
    v. Credit Charge Exception Identifier drop-down – The unique number identifies an exception or modification to an offered or existing promotion.
    vi. Credit Charge Amount Value field – The total amount for the payment.
    vii. Credit Charge Percent Rate field – The percentage rate for cash discount, allowance, promotion, service or charge.
    viii. Credit Charge Handling Code drop-down – The method of handling for discount or charge.
    ix. Description field – A brief description of credit or charge.
    x. Unit Price Amount field – The unit price amount.
    xi. Unit Price Basis Quantity field – The quantity basis for the unit price.
    xii. Item Quantity field – The number of units of a specific product included in

a transaction or order line.

xiii. Unit Of Measure drop-down – The base unit of measure or UOM for quantity of item in pack.

xiv. Basis Amount For Percent field – The base amount to be used in the percentage calculation of the allowance, charge, or tax.

22. In the Grocery Products Invoice Item Details section:
    a. Select the Add + icon.
    b. In the New Grocery Products Invoice Item Detail panel, fill in the following fields under Grocery Products Invoice Item Detail Information section:
        i. Line Item Number field – The sequential number assigned to the related line item.
        ii. Packing Units field – The number of packing units at line item.
        iii. Pack Size field – A size, weight, or volume of each unit.
        iv. Unit of Measure drop-down – The unit in which the line item is measured.
        v. Inner Pack Count field – The inner pack count within a container.
        vi. Lot Number field - The lot number of the line number.
        vii. Expiration Date field – The expiration date for lot in string date format YYYYMMDD.
    c. Select Apply.

       The new grocery products invoice item detail information line item is added.

    d. Select a grocery products invoice item detail information line row and then select the branch icon and fill in the following fields under Product Information section:
        i. Product Code Type drop-down – The code to qualify product identifier type.
        ii. Product Code Value field – The products code identifier value.

   iii. Product Name field – The name of product.
   iv. Product Description field – A brief description of the product defined by the current product identifier.
   v. Number Of Units Shipped field – The number of units shipped.
   vi. Shipping Unit Of Measure drop-down – The unit or basis for measurement code.
   vii. Agency Code field – The code identifying the responsible issuing agency.
   viii. Quantity Type drop-down – The type of quantity recorded.
   ix. Quantity Value field – The quantity of product in delivery.
   x. Quantity Unit Of Measure drop-down – The unit of measure for quantity value.
   xi. Pricing Type drop-down – The pricing type for invoice item.
   xii. Pricing Amount field – The pricing amount for pricing type defined by pricing type enumeration.
   xiii. Currency Code field – The currency for pricing amount.
   xiv. Price Unit Of Measure drop-down – The unit of measure used for pricing at the order line item level.
  e. Select Apply.
  The product information line item is added.
  f. Select the grocery products invoice item detail information line row drop down to view the product information in a table.

23. In the Transaction Reference Information section:
  a. Select the Add + icon.
  b. In the New Transaction Reference Information panel, fill in the following fields under Transaction Reference Information section:
   i. Line Item Number field – The sequential number assigned to the related line item.
   ii. Packing Units field – The number of packing units at line item.
   iii. Pack Size field – A size, weight, or volume of each unit.

iv. Unit of Measure drop-down – The unit in which the line item is measured.
v. Inner Pack Count field – The inner pack count within a container.
vi. Lot Number field - The lot number of the line number.
vii. Expiration Date field – The expiration date for lot in string date format YYYYMMDD.

c. Select Apply.

   The new transaction reference information line item is added.

d. Select a transaction reference information line row and then select the branch icon and fill in the following fields under Sub Line Transaction Reference section:
   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.
e. Select Apply.
   The product information line item is added.
f. Select the grocery products invoice item detail information line row drop down to view the product information in a table.

24. In the Line Item Level Credits And Charges Information section:
   a. Select the Add + icon.
   b. In the New Line Level Credit And Charges Detail panel, fill in the following fields under Line Level Credit And Charges Detail Information section:
      i. Line Item Number field – The sequential number assigned to the related line item.
      ii. Packing Units field – The number of packing units at line item.

    iii. Pack Size field – A size, weight, or volume of each unit.
    iv. Unit of Measure drop-down – The unit in which the line item is measured.
    v. Inner Pack Count field – The inner pack count within a container.
    vi. Lot Number field - The lot number of the line number.
    vii. Expiration Date field – The expiration date for lot in string date format YYYYMMDD.
c. Select Apply.

   The new line level credit and charges detail information line item is added.

d. Select a line level credit and charges detail information line row and then select the branch icon and fill in the following fields under Sub Line Level Credit And Charges Detail Information section:
    i. Allowance Or Charge Code drop-down – The allowance or charge code identifying the type of allowance or charge.
    ii. Credit Charge Key Type drop-down – The key identifies credit or charges as discounts or additional charges.
    iii. Credit Charge Type drop-down – The code representing type of credit or charge valid values.
    iv. Credit Charge Identifier field – The identifier used to reference allowance or charge or promotion or deal.
    v. Credit Charge Exception Identifier drop-down – The unique number identifies an exception or modification to an offered or existing promotion.
    vi. Credit Charge Amount Value field – The total amount for the payment.
    vii. Credit Charge Percent Rate field – The percentage rate for cash discount, allowance, promotion, service or charge.

viii. Credit Charge Handling Code drop-down – The method of handling for discount or charge.
ix. Description field – A brief description of credit or charge.
x. Unit Price Amount field – The unit price amount.
xi. Unit Price Basis Quantity field – The quantity basis for the unit price.
xii. Item Quantity field – The number of units of a specific product included in a transaction or order line.
xiii. Unit Of Measure drop-down – The base unit of measure or UOM for quantity of item in pack.
xiv. Basis Amount For Percent field – The base amount to be used in the percentage calculation of the allowance, charge, or tax.

e. Select Apply.

   The sub line level credit and charges detail information line item is added.

f. Select the line level credit and charges detail information line row drop down to view the sub line level credit and charges detail information in a table.

25. In the Invoice Summary section:
   a. Select the Add + icon and fill in the following fields:
   b. In the New Invoice Summary Information panel, fill in the following fields under Invoice Summary Information section:
      i. Summary Type drop-down – The type of summary.
      ii. Summary Value field – The value in summary to map it to summary total amounts or tax.
      iii. Summary Value Unit Of Measure drop-down - The unit of measure or currency or other unit for summary value.
   c. Select Apply.

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

26. In the Notes section, select the Add + icon to enter any additional comments or instructions.
27. To submit the grocery products invoice:

    To save the grocery products invoice 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 grocery products invoice 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.
- New grocery products invoices can also be created by selecting the New + New button on the Grocery Products Invoices Details screen for an existing grocery products invoice.

Submit a draft grocery products invoice

Complete and submit a saved grocery products invoice 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 Commerce - Supplier from the left menu.
   Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Grocery Products Invoices.
8. Select the Filter Filter button to find the grocery products invoice in Draft state.
9. Select the Grocery Products Invoice 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 grocery products invoice 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 grocery products invoice is submitted.

Tips

- Select the grocery products invoice number row and then select the Delete icon on the top of the Search Grocery Products Invoices screen, to delete a grocery products invoice in the draft state.

A deleted transaction cannot be retrieved.

Search and view grocery products invoices

Perform this task to search for and view the details of the grocery products invoices sent or received by suppliers or customers. Viewing the details of a grocery products invoice enables suppliers or customers 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.

Search for and view grocery products invoices

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 Commerce - Customer or Commerce - Supplier from the left menu.

   Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Grocery Products Invoices.
8. Select the Filter Filter button.
9. In the Filters panel, fill in one or more of the following fields to filter the

results:

   a. Grocery Products Invoice Number field – The unique identifier assigned to the grocery product invoice document.
   b. Grocery Products Invoice Date field – The date the grocery product invoice was issued.

10. State drop-down – The state of the grocery products invoice:

    - 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.

11. Customer type-ahead – Displays only if the menu item is Sent Grocery Products Invoices in Commerce - Supplier. The name of the company the grocery products invoice was sent to.

    If the company name is not present in the Owners master data then the company’s name must be entered manually.

12. Supplier type-ahead – Displays only if the menu item is Received Grocery Products Invoices in Commerce - Customer. The name of the company the

grocery products invoice 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.

13. Last Modified drop-down – The period of time in which the grocery products invoice 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.

1. Select Apply.

   A list of grocery products invoices displays based on the filter results.

2. Select the link for the grocery products invoice from the results table.

   The View Grocery Products Invoices screen displays.

3. To view all fields for each line item, select the View icon on the Grocery Products Invoices Details screen. .

Reprocess and resubmit grocery products invoices

Reprocess grocery products invoices

After the grocery products invoice 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 grocery products invoices.

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 Commerce - Supplier from the left menu.
   Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Grocery Products Invoices.
8. Select the Filter Filter button to find the purchase order in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Grocery Products Invoice 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.
    The grocery products invoices request is moved from Processing state to Sending state indicating that the grocery products invoice 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 grocery products invoices

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 Commerce - Supplier from the left menu.

   Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Grocery Products Invoices.
8. Select Grocery Products Invoice Number in Sent state.
9. Select the Edit Edit button.

   The state of the grocery products invoice is automatically moved 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 grocery products invoice is submitted.

The statues of the grocery products invoice moves to Sent state.

Related Content

Extensible TraceLink Transfer, version 2024.3

To learn more about what's new in the Extensible TraceLink Transfer, solution version 5.0 that provides the user interface for this app, see What's new in the user interface.

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