TRACELINK UNIVERSITY

Grocery products purchase orders

The Grocery Products Purchase Order enables a customer to request delivery of consumer packaged goods (CPG) from a supplier within grocery and wholesale supply chains. This industry-specific message supports grocery trade practices, including promotional pricing, trade allowances, and distribution requirements, making it more suitable than a generic purchase order for CPG transactions.

For more information about Grocery products purchase orders guidelines, see Grocery products purchase order transactions.

Create and submit grocery products purchase orders

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

Create and submit a new grocery products purchase order

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 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 Purchase Orders.
8. Select the New 

 button.
9. On the New Grocery Products Purchase Order screen, fill in the following fields:
   i. Grocery Products Purchase Order Number field – The unique identifier assigned to each Grocery Products Purchase Order report.
   ii. Grocery Products Purchase Order Date field – The date the grocery products purchase order was issued.
10. Select the Save 

 button.

    The screen refreshes with the saved grocery products purchase order 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 Purchase Order Information section fill in one or more of the following fields:
    i. Grocery Products Purchase Order Number field – The unique identifier assigned to each Grocery Products Purchase Order report..
       This field auto populates the value entered on the New Grocery Products Purchase Order screen.
    ii. Grocery Products Purchase Order Date field – The date the grocery

products purchase order was issued.

This field auto populates the value entered on the New Grocery Products Purchase Order screen.

iii. Freight Terms drop-down – Indicates the shipping or delivery method agreed (e.g., Supplier Truck, LTL, Federal Express) for the Grocery Products Purchase Order..
iv. Action drop-down – A brief description stating the purpose of the transaction.

14. In the Reference Transactions section:
    a. Select the Add + icon.
    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.
        iii. Transaction Number type-ahead field – The unique identifier of the transaction.

            If the value does not match the available options, the value must be entered manually.
    c. Transaction Date field - The transaction date.
15. Select Apply.

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

1. In the Purchase Order Reference Dates section:
    a. Select the Add + icon.
    b. In the New Purchase Order Date panel, fill in the following fields under Purchase Order Reference Date Detail:
        i. Referenced Date Type drop-down – The referenced dates at Purchase Order header.
        ii. Referenced Date field – The date associated with the referenced

transaction.

iii. Time Zone field – the time zone reference used for the reported dates and times.

c. Select Apply.

The new purchase order reference date line item is added to the purchase order reference dates table.

2. In the Company Location Contact Information section select the Add + icon and fill in the following fields:

   i. Contact Type drop-down – The contact role associated with the Grocery Products Purchase Order.
   ii. Contact Name field – The full name of the contact person responsible for matters related to the Grocery Products Purchase Order.
   iii. Contact Title field – The title or designation of the contact person associated with the Purchase Order.
   iv. Contact Phone field – The telephone number of the contact person for communication regarding order processing, fulfillment or payment coordination.
   v. Contact Email field – The email address of the contact person for electronic communication related to the Purchase Order transaction.
   vi. State field – The state or region for this location.

3. In the Terms Of Payment section select the Add + icon and fill in the following fields:

   i. Terms Of Payment Key field – The unique identifier for the payment terms associated with the Purchase Order.
   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. Number Of Payment Days field – The number of days within which payment

must be made based on the defined date basis.

v. Terms Of Payment Percent field – The terms of payment in percentage.
vi. Invoice Payable Percent field – The percentage of the total invoice amount that is payable under these payment terms.
vii. Payment Due Date field – The calculated or specified due date by which payment must be completed.
viii. Payment Deferred To Date field – The date to which payment or a portion of the invoice amount has been deferred.
ix. Payment Deferred Due Amount field – The deferred amount due for payment.
x. Description field – A brief description of terms of payment description.
xi. Discount Due Date field – The number of days within which payment must be made to receive the applicable discount.
xii. Discount Due Number Of Days field – The state or region for this location.
xiii. Day Of Month field – The specific day of the month.

4. In the Credits & Charges section:
    a. Select the Add + icon and fill in the following fields:
        i. Credit Charge Key Type drop-down – A key which identifies credit or charges as discounts or additional charges.
        ii. Credit Charge Type drop-down – The code representing the specific type of credit or charge associated with the Purchase Order.
        iii. Credit Charge Amount field – The total amount for the payment.
        iv. Item Quantity field – The allowance or charge quantity for the Purchase Order.
        v. Unit Of Measure drop-down – The unit of measure associated with the allowance or charge item quantity.
        vi. Qualifying Amount field – The amount qualifying for cash discount, allowance, promotion, service or charge.
        vii. Unit Price Amount field – The rate per unit used to calculate the allowance or charge amount for the Purchase Order.
        viii. Credit Charge Currency Code field – The currency code applicable to the

credit or charge amount on the Purchase Order.

ix. Credit Charge Percent Rate field – The percentage rate applied for cash discount, allowance, promotion, service or charge on the Purchase Order.
x. Percent Rate Basis Type Code drop-down – The code indicating the basis (e.g., gross amount, base price, item total) used to calculate the percentage-based allowance or charge.
xi. Credit Charge Handling Code drop-down – The codes which indicates how the credit or charge associated with the Grocery Products Purchase Order is processed or applied.
xii. Description field – A brief description of credit or charge applied to the Purchase Order.
xiii. Allowance Or Charge Code drop-down – The a code identifying the type of allowance or charge associated with the Purchase Order.
xiv. Credit Charge Identifier field – The number for allowance or charge.
xv. Basis Amount For Percent field – The base amount used in calculating the percentage-based allowance, charge or tax.

b. Select the Credit Charge Currency Code drop down in the left panel of Credits & Charges.
c. In the Credit Charge Descriptions section, select the Add + icon and fill in the following fields
   i. Description field – A brief description providing additional details about a credit or charge applied to a transaction.

5. In the Supplier and Customer section, fill in the following fields under Supplier group:

   i. Company type-ahead field – The name of the company receiving the grocery products purchase order. This company is the seller of goods specified in the Purchase Order. 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.

6. In the Supplier and Customer section, fill in the following fields under Customer group:

    i. Company type-ahead field – The name of the company sending the grocery products purchase order. This company is the buyer requesting the goods specified in the Purchase Order. 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.

7. In the Bill To Entity and Ship To Location Entity section, fill in the following fields under Bill To Entity group:

    i. Company type-ahead field – Identifies the billing company associated with the Grocery Products Purchase Order. Includes company identifiers and address information relevant to billing purposes.. This field pulls from the Owner's company and location master data.

       The remaining Bill to Entity 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.

8. In the Bill To Entity and Ship To Location Entity section, fill in the following fields under Ship To Location Entity group:

    i. Company type-ahead field – Identifies the delivery location where the grocery products specified in the Purchase Order are to be shipped. This company is the seller of goods specified in the Purchase Order. This field pulls from the Owner's company and location master data.

       The remaining Ship to Location Entity 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.

9. 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 company type in the group.
    ii. Company type-ahead field – The business party associated with the Grocery Products Purchase Order based on the selected Company Entity Type. This company is supplier of goods. This field pulls from the Owner's company and location master data.

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.

10. In the Transportation Information section select the Add + icon and fill in the following fields:
    i. Party ID Type drop-down – The country-specific identification type code (e.g., TIN, CUIT, CNPJ) associated with the transportation party.
    ii. Routing Sequence Code drop-down – The sequence code for routing that indicates specific routing stage or handoff point in the transportation process.
        i. Transport Method drop-down – The method of transportation used for shipment.
    iii. Shipment Charge Payment Method Type drop-down – The method of payment for delivery.
    iv. Unit Load Option Code drop-down – The code identifying loading or unloading options for a shipment.
    v. Routing Description field – A brief routing description providing additional routing or transportation instructions.
    vi. FOB Transfer Location drop-down – The type of location at which the risk of loss for the shipment transfers.
    vii. FOB Point Name field – The name of FOB transfer location point.
11. In the Line Items section:

a. Select the Add + icon.
b. In the New Line Item panel, fill in the following fields under Line Item Information section:
    i. Line field – The number to identify the line item by (e.g. 50).
    ii. Action drop-down – A brief description stating the purpose of the transaction.
    iii. Is Acknowledgment Required switch – Indicates whether a Purchase Order acknowledgment is required for this specific line item.
    iv. Item Category field – The category of the item in line item.
    v. Net Price field – The total price for the line item.
    vi. Plant Identifier field - The Supplier's manufacturing site, processing facility, or warehouse location responsible for producing or fulfilling the goods specified in the Purchase Order line item.
c. Select Apply.

    The new line item is added.

d. Select a line row and then select the branch icon and fill in the following fields under Sub Line Item Detail section:
    i. UN UPC Product Code Value field – The UN UPC product code identifier value associated with the sub line item in the Grocery Products Purchase Order.
    ii. Item field – The product or material being referenced in the order.
    iii. Item Code Type drop-down – The unit of measure used for the recorded measurement.
    iv. Item Code Value field – The product code type used.
    v. Item Quantity field – The quantity of product at PO line item.
    vi. Item Quantity Unit Of Measure drop-down – The unit of measure associated with quantity value.
    vii. Packaged Quantity field – The code identifying the type of quantity

recorded.

viii. Packaged Quantity Unit Of Measure drop-down – The unit of measure associated with Packaged Quantity.
ix. Inner Containers Quantity field – The quantity of inner containers applicable to the Purchase Order line item.
x. Inner Containers Quantity Unit Of Measure drop-down – The unit of measure associated with Inner Containers Quantity.
xi. Quantity Type drop-down – The type of quantity being specified for the Purchase Order line item
xii. Quantity field – The grocery product requested or confirmed for the Purchase Order line item.
xiii. Unit Of Measure drop-down – The unit of measure applicable to the specified Quantity.
xiv. Unit Price field – The unit price for the product in the Line Item.
xv. Pricing Type drop-down – The pricing type for invoice item.
xvi. Pricing Amount field – The pricing amount for pricing type defined by pricing type enumeration.
xvii. Currency Code drop-down – The currency code (e.g., USD, EUR) applicable to the pricing amount for the Purchase Order line item.
xviii. Reference Transaction Identifier Type drop-down – The type of related transaction being referenced by the Purchase Order line item.
xix. Reference Transaction Identifier Value field – The identifier value of the referenced transaction associated with the Purchase Order line item.
xx. Reference Transaction Date field – The date of the referenced order created.

e. Select Apply.

   The sub line item detail line item is added.

f. Select the line item row drop down to view the sub line item detail row in a table.

12. In the Line Item Charges section:

a. Select the Add + icon.
b. In the New Line Item Charge panel, fill in the following fields under Line Item Charge Detail section:
    i. Line field – The number to identify the line item by (e.g. 50).
    ii. Action drop-down – A brief description stating the purpose of the transaction.
    iii. Is Acknowledgment Required switch – Indicates whether a Purchase Order acknowledgment is required for this specific line item.
    iv. Item Category field – The category of the item in line item.
    v. Net Price field – The total price for the line item.
    vi. Plant Identifier field - The Supplier’s manufacturing site, processing facility, or warehouse location responsible for producing or fulfilling the goods specified in the Purchase Order line item.
c. Select Apply.

    The new line item charge detail line is added.

d. Select a line item charge detail row and then select the branch icon and fill in the following fields under Credits & Charges Detail section:
    i. Credit Charge Key Type drop-down – A key which identifies credit or charges as discounts or additional charges.
    ii. Credit Charge Type drop-down – The code representing the specific type of credit or charge associated with the Purchase Order.
    iii. Credit Charge Amount field – The total amount for the payment.
    iv. Item Quantity field – The allowance or charge quantity for the Purchase Order.
    v. Unit Of Measure drop-down – The unit of measure associated with the allowance or charge item quantity.
    vi. Qualifying Amount field – The amount qualifying for cash discount, allowance, promotion, service or charge.

vii. Unit Price Amount field – The rate per unit used to calculate the allowance or charge amount for the Purchase Order.
viii. Credit Charge Currency Code field – The currency code applicable to the credit or charge amount on the Purchase Order.
ix. Credit Charge Percent Rate field – The percentage rate applied for cash discount, allowance, promotion, service or charge on the Purchase Order.
x. Percent Rate Basis Type Code drop-down – The code indicating the basis (e.g., gross amount, base price, item total) used to calculate the percentage-based allowance or charge.
xi. Credit Charge Handling Code drop-down – The codes which indicates how the credit or charge associated with the Grocery Products Purchase Order is processed or applied.
xii. Description field – A brief description of credit or charge applied to the Purchase Order.
xiii. Allowance Or Charge Code drop-down – The a code identifying the type of allowance or charge associated with the Purchase Order.
xiv. Credit Charge Identifier field – The number for allowance or charge.
xv. Basis Amount For Percent field – The base amount used in calculating the percentage-based allowance, charge or tax.

e. Select Apply.

   The credits and charges detail line item is added.

f. Select the line item charge detail line row drop down to view the credits and charges detail in a table.

g. Select a credits and charges detail row and then select the branch icon and fill in the following fields under Credit Charge Description:

   i. Description field – A brief description explaining the credit or charge.

h. Select Apply.

   The credit charge description line item is added.

i. Select the credits and charges detail row drop down to view the credit charge description in a table.

13. In the Grocery Product Purchase Order Summary section, select the Add + icon and fill in the following fields:
    a. In the New Summary Detail panel, fill in the following fields under Summary Detail section:
        i. Summary Type drop-down – The type of summary applicable to the Grocery Products Purchase Order.
        ii. Summary Value field – The value corresponding to the selected Summary Type for the Purchase Order.
        iii. Summary Value Unit field – The unit of measure for summary value as defined by summary type.
    b. Select Apply.

       The new summary detail line is added.

14. In the Notes section, select the Add + icon to enter any additional comments or instructions.
15. To submit the grocery products purchase order:

    To save the grocery products purchase order in a Draft state and finish it later, ensure the Move To button is not selected and then select the 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 button.

       The grocery products purchase order 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 purchase orders can also be created by selecting the New + New button on the Grocery Products Purchase Orders Details screen for an existing grocery products purchase order.

Submit a draft grocery products purchase order

Complete and submit a saved grocery products purchase order 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 - Customer 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 Purchase Orders.
8. Select the Filter Filter button to find the grocery products purchase order in Draft state.
9. Select the Grocery Products Purchase Order 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 purchase order 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 purchase order is submitted.

Tips

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

A deleted transaction cannot be retrieved.

Search and view grocery products purchase orders

Perform this task to search for and view the details of the grocery products purchase orders sent or received by suppliers or customers. Viewing the details of a grocery products purchase order 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 purchase orders

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 Purchase Orders.
8. Select the Filter Filter button.
9. In the Filters panel, fill in one or more of the following fields to filter the results:
   i. Grocery Products Purchase Order Number field – The unique identifier assigned to each Grocery Products Purchase Order report.
   ii. Grocery Products Purchase Order Date drop-down – The date the grocery products purchase order was issued.
   iii. Freight Terms drop-down – Indicates the shipping or delivery method agreed (e.g., Supplier Truck, LTL, Federal Express) for the Grocery Products Purchase Order..

   iv. State drop-down – The state of the grocery products purchase order:

      - 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.

v. Supplier type-ahead – Displays only if the menu item is Sent Grocery Products Purchase Orders in Commerce - Customer. The name of the company the grocery products purchase order was sent to.

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

vi. Customer type-ahead – Displays only if the menu item is Received Grocery Products Purchase Orders in Commerce - Supplier. The name of the company the grocery products purchase orders 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.

vii. Last Modified drop-down – The period of time in which the grocery products purchase order 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.

10. Select Apply.

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

11. Select the link for the grocery products purchase order from the results table.

    The View Grocery Products Purchase Orders screen displays.

12. To view all fields for each line item, select the View icon on the Grocery Products Purchase Orders Details screen. .

Reprocess and resubmit grocery products purchase orders

Reprocess grocery products purchase orders

After the grocery products purchase order 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 purchase orders.

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 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 Purchase Orders.

8. Select the Filter button to find the grocery products purchase orders in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Grocery Products Purchase Order 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 button..
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. Select the Save button.
    The grocery products purchase orders request is moved from Processing state to Sending state indicating that the grocery products purchase order 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 purchase orders

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 - Customer 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 Purchase Orders.
8. Select Grocery Products Purchase Order Number in Sent state.
9. Select the Edit button.

   The state of the grocery products purchase order 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 button.

    The grocery products purchase order is submitted.

The statues of the grocery products purchase order 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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Extensible TraceLink Transfer, solution version 5.0

Explore what's new in the Extensible TraceLink Transfer, solution version 5.0 release.

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