tracelink

NETWORK FOR GREATER GOOD

MINT Network Administration Phase 1: Managing Your Digital Twin

Table of Contents

Managing Your Digital Twin

Learning Objectives

At the end of this course, you will be able to:

- Explain the business use case and value of MINT Process Networks.
- Access and navigate the MINT lab environment and administration features.
- Create and configure a new Process Network.
- Add partners to Master Data and establish network links.
- Configure shared workspaces, roles, and user access.
- Execute and validate UI to UI transactions between networks.
- Verify end to end configuration through hands on labs.

Overview

In this course, you will dive deeper into TraceLink's network along with TraceLink's MINT solutions that enable you to digitalize your supply chain. This course is the Phase 1 Certification Program for MINT Network Administration. It builds on MINT Network Administration Phase 1: Managing Your Digital Twin and prepares you to configure and manage UI-driven orchestration process.

This class includes hands-on exercises in which the Owner adds a Network, links the Partner, manages user roles, and exchanges purchase orders (POs) through UI-to-UI transactions.

Introduction to Network Administration

You may remember the concept of the Digital Twin from previous courses. The Digital Twin is essentially a digital representation of your company within TraceLink. It shows how your organization is structured, where your locations are, who your partners are, and which official business identifiers are linked to your company. Think of it as a complete digital map of your business network.

Whenever a traceability event takes place, MINT refers to your Digital Twin. It checks who is involved in the transaction and understands how those parties are connected. Based on this information, the system ensures that the right data is sent to the correct partners. If your Digital Twin is incomplete or outdated, these processes may not function properly or efficiently.

In practical terms, when we talk about administration in MINT, we are referring to keeping your Digital Twin accurate and up to date. This includes maintaining your company information, updating locations and partners, managing official identifiers, and defining how your supply chain partners are connected. It also involves configuring how information flows between partners to ensure smooth, compliant, and reliable operations.

To get started

You will be provided with your own company on the TraceLink Network that you will use to complete the labs. A company is equivalent to a TraceLink instance.

You will be provided with a Marketing Authorization Holder (MAH) company. Your instructor has added these TraceLink applications (services) for your company: Master Data Exchange and Multienterprise Information Network Tower (MINT).

Your instructor has provided you access to the following solutions and networks with the necessary roles.

Solution/Network	Role
Administration	System Administrator, Network and App Administrator
Master Data	Mater Data Administrator
MINT- External Manufacturing Orchestration	All Transaction- Owner-Admin, Manufacturing-Customer-Expanded

- A login for your company.
- Custom data that you will use during the lab exercises.

To log in to TraceLink, enter opus.tracelink.com in a browser and enter the login credentials provided by your instructor.

MINT Process Network

Process networks create shared digital workspaces to orchestrate different kinds of business processes through a single platform.

What do we mean by orchestrating business processes?

A Multienterprise application enables a network through linking to Partners. Multienterprise Information Network Tower (MINT) is a multienterprise application.

It is also considered a Multinetwork application which, is a multienterprise application that can be applied to multiple Process Networks.

Using Multiple Networks for One Application

You might want multiple networks for one application, because of the distinct business process you're working on in that network, for example, Manufacturing, Logistics and Commerce. The Partners and end users who are working on the manufacturing side of business exchanges are not the same people who are working on the logistics. Therefore, Process Networks allow you to link your manufacturing partners, like CMOs, to your "MINT for Manufacturing" network while you link your logistics providers, like 3PLs, to your "MINT for Logistics" network.

You can exchange the proper transactions in the proper business context on each network.

Lab 1: Create New MINT Process Network.

In this lab, you will create the MINT process network. To do so, you will complete the following task:

Task: Navigate and Create a New Network in the Administration.

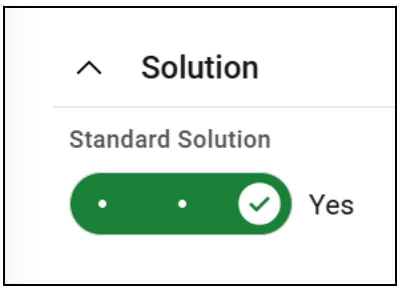
1. Log in to *opus.tracelink.com.*
2. Select **Administration** from the **Main Menu** .
3. In the side menu, select **Network and Apps > Network and Apps**

4. Click + New from the Operations toolbar.

5. In the Network Information section, fill in the following fields:

   - Application: **Multienterprise Information Network Tower**.
   - Network Name: **MINT for Medical Devices X**.
   - Network Description (Optional)

6. In the Solution section, the Standard Solution switch is set to **Yes** by default, indicating a standard solution is applied to the network.



7. Click Save.

   The new network with the name **MINT for Medical Devices** is added and displays as an option when establishing Links.

Managing Master Data.

As a system administrator, your objective is to digitally connect your organization with a partner in MINT in order to securely exchange data. To build and expand your MINT network, you must first define your partners within Partner Master Data. Before any data exchange can occur, MINT must clearly recognize the partner's identity on the network and understand how that partner is uniquely identified.

In MINT, a partner may be either an external company or an internal location. Although internal locations belong to your organization, they can still be enabled for linking when digital data exchange is required. In scenarios involving an external contract manufacturer, the partner must be created in Partner Master Data. At a minimum, the partner must be defined at the company level, with the option to further define specific partner locations if needed.

Linking at the location level may be appropriate when different partner sites operate distinct systems that require separate B2B connections or file formats, or when sites represent different legal entities and their data must remain separate. If the partner operates as a single legal and system entity for your products, linking at the company level is sufficient. To add a partner in Partner Master Data, you must provide the partner's name and at least one global identifier, such as a GLN, SGLN, DUNS, HIN, or similar identifier.

To support MINT transaction processing, additional company identifiers can also be included in the master data, such as a Transaction Party ID, SPLC, UCC EDI communication details, and a telephone number. Just as your organization has its own Digital Twin, each partner also has a Digital Twin. The global identifier ensures that you connect to the correct entity on the network and functions as the partner's digital address within the TraceLink Network.

If you need to separate the business processes used with internal locations from those used with an external partner, this can be accomplished by creating a separate Process Network specifically for internal locations. You may apply the same configuration used for external partners or establish a simplified configuration that supports only the internal transactions required.

Linking Partners to Your Network

After configuring the Process Network for your company and adding your partner in Partner Master Data. The next step is to formally establish the digital link with the partner.

Creating the link confirms the partner's digital identity within the TraceLink network and adds it to your company's secure digital address book. If the partner's identifiers are not yet registered on the network, TraceLink's Network Operations team validates the partner information and activates their network presence before the link can be completed.

The link represents a virtual pathway through which data is exchanged. While there is no physical conduit, the link enables TraceLink to recognize the defined business roles of each connected company and to facilitate secure data exchange between them using the appropriate applications. In this way, the system understands the relationship between the connected entities and routes transactions accordingly.

Establishing the link also enables a shared, secure workspace that supports collaboration and structured data exchange. During setup, the company initiating the link assigns the appropriate roles and permissions, which the partner organization can then allocate to its team members. It is important to understand that the owner of the MINT environment defines and provides the roles that govern the partner's access.

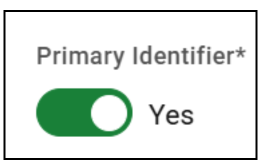
As a best practice, OPUS multinetwork applications should be linked through OPUS. For applications available on both TTS and OPUS, it is recommended to establish the link via TTS. Applications available exclusively on TTS must be linked through TTS.

Lab 2a : Partner Onboarding

In this lab, you will add your partner in the Partner Master Data and Link that partner to the network. To do so, you will complete the following task:

Task: Add Partner to the Partner Master Data.

1. Select **Master Data** from the **Main Menu** ⁝⁝⁝.
2. In the side menu, select **Partner > Partners**.
3. Click + New.
4. In the Partner Information section, enter the following:
   - Name: **TLUPARTNER**.
   - Status: **Active**.
5. In the Identifiers section, click the Add + icon on the top right of the Identifiers table.
6. In the New Identifier push panel, enter the following:
   - Identifier type: **GLN**.
   - Value: **1234567377214**.
   - Set the **Primary Identifier** switch to Yes.

     Note: One of the identifiers must be marked as the primary identifier and only one primary identifier is allowed.
   - Click **Apply**.
7. Click Save.

Lab 2b : Network Linking

In this lab, you will link your partner to the network. To do so, you will complete the following task:

Task: Link your Partner to the Network.

Establish a Link to connect your company with a partner on the TraceLink Network and enable data exchange within the selected application and network.

1. Select **Administration** from the **Main Menu**.
2. In the side menu, select **Links > Network Links**.
3. Click New.
4. In the **Network** section, fill in the following fields:
   - Application: **Multienterprise Information Network Tower**.
   - Network: **FLWSX Owner – MINT for Medical Devices X**.
5. In the **Entity to Link** section, fill in the following fields:
   - Entity: **TLUPARTNER**.
   - Identifier Type: **GLN** (The value is sourced from the Partners and Locations configured in Master Data).
   - Identifier Value: **1234567377214** (The value is sourced from the Partners and Locations configured in Master Data).
6. In the **Roles** section, fill in the following field:
   - Roles: **All Transaction- Partner- Admin**, **Manufacturing-Supplier - Partner Expanded**, **Manufacturing-Supplier- Partner Standard**.

   Tip: To add additional roles, click the **Add** + button and to remove roles, click the **Remove** - button.

7. Click Save.

   The Link is created, enabling your company and the partner to exchange data within the application network.

Managing Roles and User Access

To populate your shared workspace, you add users to TraceLink and to your Process Network.

Roles define access in TraceLink. Each application, no matter which type of application it is (enterprise, multienterprise, or multinetwork), has related roles.

Regardless of the application, there are two main types of roles:

- Administrator roles
- Member roles

First we'll take a look at the member roles. Note that in OPUS (Orchestration Platform for Universal Solutions), you must have a member role in order to access the application.

Network Member Roles

Solutions, like MINT, come with included roles. Typically, this includes a Member with Standard Access and Member with Expanded Access and corresponding partner roles. What those roles mean are dependent on the solution.

In MINT, in addition to the standard roles, there are roles based on Orchestrations. For example, there are buyer and seller roles in MINT. You can access a complete list of roles for each standard solution in that solution's Help Center.

Adding a user to a network gives them access to that network.

Administration Roles

For administrative functions, like linking and adding users, there are administrator roles.

There are two main administrator roles:

- The **System Administrator** has full access to administration functions. This is for any app or network and configuration and is basically a "super" administrator. It is similar to the Company Administrator role in TTS.
- **Application Administrators** have administrative access to the applications for which they are administrators. This is similar to Application Managers in TTS.

However, unlike Application Managers in TTS, they do not have access to that Application without a member role.

It's important to remember, that no matter which Admin role the user has, in order to access a Network, they need to be assigned a member role on that network. Also note that partners have these same roles for their digital twins. However, only owners can create Process Networks and link.

Lab 3: Managing Roles and User Access

In this lab, you will assign your user to MINT process network and give the necessary role. To do so, you will complete the following task:

Task: Add the user to your network and give the necessary role

1. Select **Administration** from the **Main Menu**.
2. In the side menu, select **Users > Network Members**.
3. Click 

.
4. In the **User Type** drop-down, select **Internal**.
5. In the **User Name** drop-down menu, select a user from the drop-down: **FLWSX Admin (labsession+flwsX@tracelink.com)**.
6. Under **Network Information**, fill in the following fields.
   - Application: **Multienterprise Information Network Tower (FLWSX Owner)**.
   - Network Name: **MINT for Medical Devices X**.
   - Link Name: **FLWSX Owner**.
7. From the **Roles** drop-down, select the role: **All Transaction- Owner- Admin**, **Manufacturing-Customer- Expanded**, **Manufacturing-Customer- Standard**.
8. Click 

.

The user is assigned to the selected application and network with the specified roles.

Verify the Configuration

Now that you have created your MINT process network, onboarded the CMO partner, and assigned user roles and permissions. Now you will complete the final step.In this step, you will perform a lab activity to verify the configuration completed so far. This validation includes testing the setup by executing a transaction, such as creating a purchase order.

- Create a purchase order (PO) with the required details, including the PO number, process status, customer and supplier information, and line items.
- Submit the PO to start the data exchange.
- Confirm that the transaction status changes to “Sent” and that the process is completed successfully.

This will ensure that the configuration is correct.

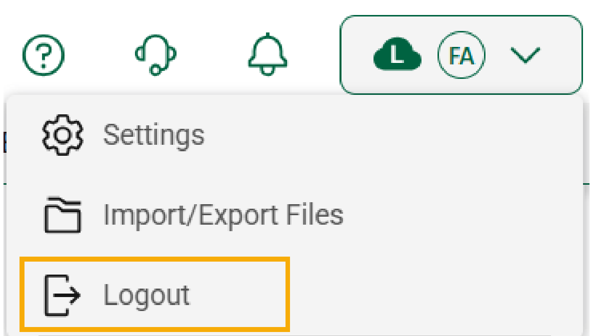
Lab 4: Verify the Configuration

In this lab, you will send the PO to your Partner company. To do so, you will complete the following task:

Task: Create the Purchase Order

1. Logout from your *opus.tracelink.com* session.

   - Click the icon from the User Context area at the top-right corner of the screen and then select **Logout**.



2. Log in to *opus.tracelink.com.*
3. Select **My Networks** from the **Main Menu** .
4. Select the MINT - MINT for Medical Devices X network from the **Network** drop-down.
5. Click GO.
6. In the side menu, select **Manufacturing-Customer > Purchase Order**.
7. Click + New.
8. Enter the purchase order number in the PO Number field: **PO_12345**
9. Click Save.

   The screen refreshes with the saved purchase order in the draft state and with the required sections populated.
10. Click Edit.
11. In the Transaction Information section, select **Submitted** from the Process Status drop-down.
12. In the **Customer and Supplier** section, fill in the following fields under Customer group - Company: **FLWSX Owner**
13. In the **Customer and Supplier** section, fill in the following fields under Supplier group - Company: **TLUPARTNER**
14. In the **Ship to Location** and **Bill to Location** section, fill in the following fields under Ship to Location - Location: **FLWSX Owner**
15. In the **Ship to Location** and **Bill to Location** section, fill in the following fields under Bill to Location - Location: **FLWSX Owner**
16. In the **Line Items** section, select the Add (+) icon. At least one line item is required to submit a purchase order.
17. In the **New Line Items** push panel,

- Enter Line: 01
- Item: **Internal_Material_Code**

Note: The Item field can retrieve material information from the Partner Master Data if the material has already been added there. Alternatively, you may enter the material information directly in this field.

18. Click **Apply**.

Task 2: Submit the Purchase Order

1. Select the **Move To** button at the top of the screen.
2. The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.
3. Click Save.

The purchase order is submitted.

Note: It may take a few minutes to send the purchase order. Please refresh your browser to see the updated status. The status will display as **Sent**.

Acknowledge the Purchase Order

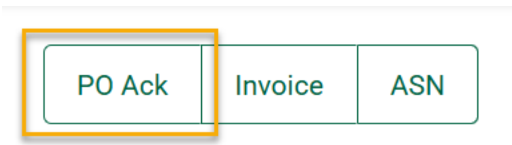
When you receive the purchase order from the owner, as a partner, you can acknowledge the same by this following function.

Note: This is not the Lab. You do not have to perform these steps in your OLL.

Send the Purchase Order Acknowledgment

1. Log in to *opus.tracelink.com.*
2. Select **Partner Networks** from the **Main Menu**.
3. Select the MINT - MINT for Medical Devices X network from the **Network** drop-down.

4. Click GO.
5. In the side menu, select **Manufacturing - Supplier > Purchase Order**.
6. Select the hyperlink of the Purchase Order Number to open the **Purchase Order Details** page.
7. Click **PO Ack**.



8. In the Push-Panel, click **Apply**.

   A message is displayed stating that the purchase order acknowledgment is being created and will be available in the notification when it is ready.

9. In the side menu, select**Purchase Order Acknowledgments**.
10. Select the hyperlink of the Purchase Order Number to open the **Purchase Order Acknowledgment Details** page.
11. Click Edit.
12. In the Transaction Information section, select **Submitted** from the Process Status drop-down.
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. Click Save.

The purchase order acknowledgment is submitted.

Note: It may take a few minutes to send the purchase order acknowledgment. Please refresh your browser to see the updated status. The status will display as **Sent**.