tracelink
NETWORK FOR GREATER GOOD

TRACELINK UNIVERSITY

Home
Resources
TraceLink University

Stock Transfer Receiving Advices

Shipment notices can be used to inform their Partners of the contents of a shipment, and the notices also allow these companies to comply with government regulations or recommendations for sharing serialized data about shipments.

Create and submit stock transfer receiving advices

Perform this task to create and submit stock transfer receiving advices.

Create and submit a new stock transfer receiving advices

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Logistics - Provider from the left menu.
   💡 Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Stock Transfer Receiving Advices.
5. Select the New [+ New] button.
6. Enter the receiving advice number in the Receiving Advice Number field.
7. Select the Save [💾 Save] button.

The screen refreshes with the saved purchase order in the draft state.

8. Select the Edit [✎ Edit] button.

9. In the Transaction Information section, select Submitted from the Process Status drop drown.

10. In the Shipment Information section fill in the following fields:

    a. Receiving Advice Number field – A unique identifier of the stock transfer receiving advice. This field auto populates the value entered in New Stock Transfer Receiving Advice screen.

    b. Transport Method drop-down – The transportation method used.

    c. Receiving Advice Date field – The date the stock transfer receiving advice was initiated.

    d. SCAC drop-down – A carrier identifier code for the routing stage.

    e. Actual Arrival Date/Time field – The date and time when goods were delivered to the warehouse.

    f. Planned Processing Time field – The estimated time allocated for completing the receiving process of the goods delivered.

    g. Received Date/Time field – The date and time when goods are received into the warehouse.

    h. Actual Processing Time field – The time taken to complete the receiving process of the goods delivered.

    i. Warehouse Identifier field – The unique identifier of the warehouse.

    j. Confirmation Processing Code field – A unique identifier code used to validate and confirm the completion of the process.

    k. Stock Transfer Reporting Code field – A unique identifier code used to document and track the stock transfer.

    l. Storage Unit Warehouse field – The name of the warehouse where the stock is stored.

    m. Transfer Order Confirmed switch – Indicates whether the transfer order is

confirmed.

n. Entire Storage Unit Confirmed switch – Indicates whether the entire storage unit is confirmed.

o. Transfer Requirement Processing Complete switch – Indicates whether the transfer requirement processing is completed.

11. In the Reference Transaction section:

a. Select the Add **+** icon. At least one reference transaction line item is required to submit a stock transfer receiving advices.

b. In the Reference Transaction Information panel, fill in the following fields:

    i. Transaction Type drop-down – The type of transaction used.

    ii. Transaction Value field – The unique identifier of the transaction.

    iii. Transaction Date field – The start date of the transaction.

c. Select Apply.

12. In the Client and Provider section, fill in the following fields under Client group:

a. Company type-ahead field – The name of the supplier who will send the stock transfer receiving advice. This field pulls from the Owner's company and location master data.

The remaining Client fields are auto populated with the values from the company or location's master data entry. If the name of the supplier is not present in the Owners master data, the supplier name must be entered manually.

b. Address 1 field – The address of the particular location.

c. Address 2 field – Any additional address information.

d. Country drop-down – The two-letter country code with country name for this location.

e. State field – The state or region for this location.

f. City field – The city for this location.

g. Postal Code field – The postal code for this location's main address.

h. Contact Telephone Number field – The company or location's phone number.

i. Contact Fax Number field – The company or location's fax number

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

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

13. In the Client and Provider section, fill in the following fields under Provider group:

a. Company type-ahead field – The name of the logistics provider who will send the stock transfer receiving advice. This field pulls from the Owner's company and location master data.

   The remaining Provider fields are auto populated with the values from the company or location's master data entry. If the name of the logistics provider is not present in the Owners master data, the logistics provider name must be entered manually.

b. Address 1 field – The address of the particular location.

c. Address 2 field – Any additional address information.

d. Country drop-down – The two-letter country code with country name for this location.

e. State field – The state or region for this location.

f. City field – The city for this location.

g. Postal Code field – The postal code for this location's main address.

h. Contact Telephone Number field – The company or location's phone number.

i. Contact Fax Number field – The company or location's fax number

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

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

14. In the Ship From Location and Ship To Location section, in the Ship From

Location of the Supplier group fill in the following fields:

    a. Location type-ahead field – The Ship From Location of the Supplier. This field pulls from the Owner's company and location master data.
The remaining Ship From Location fields in the section are auto populated with the values from the company or location's master data entry. If the Ship From Location is not present in the Owners master data, the ship from location' must be entered manually.

    b. Address 1 field – The address of the particular location.

    c. Address 2 field – Any additional address information.

    d. Country drop-down – The two-letter country code with country name for this location.

    e. State field – The state or region for this location.

    f. City field – The city for this location.

    g. Postal Code field – The postal code for this location's main address.

    h. Contact Telephone Number field – The company or location's phone number.

    i. Contact Fax Number field – The company or location's fax number

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

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

15. In the Ship From Location and Ship To Location section, in the Ship To Location group fill in the following fields:

    a. Location type-ahead field – The ship to location of the buyer. This field pulls from the Owner's company and location master data.
The remaining Ship To Location fields in the section are auto populated with the values from the company or location's master data entry. If the ship to location is not present in the Owners master data, the ship to location must be entered manually.

    b. Address 1 field – The address of the particular location.

    c. Address 2 field – Any additional address information.

d. Country drop-down – The two-letter country code with country name for this location.

e. State field – The state or region for this location.

f. City field – The city for this location.

g. Postal Code field – The postal code for this location's main address.

h. Contact Telephone Number field – The company or location's phone number.

i. Contact Fax Number field – The company or location's fax number

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

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

16. In the Stock Transfer Shipment Advice Summary section:

a. Select the Add **+** icon. At least one stock transfer receiving advice summary is required.

b. In the Packing Aggregation Detail, fill in the following fields

i. Summary Type field – The description of the stock transfer receiving advice.

ii. Summary Value field – The value of the stock transfer receiving advice.

iii. Summary Value Unit field – The unit value of stock transfer receiving advice.

c. Select Apply

The summary is added.

17. In the Line Items section:

a. Select the Add **+** icon. At least one line item is required to submit a stock transfer receiving advice.

b. In the New Line Items panel, fill in the following fields underItem Information:

i. Line field – The number to identify the line item by (e.g. 50).

ii. Item field – The name of the product. If the user enters an item code instead, the field automatically displays the corresponding item name.

The Item Code Type, Item Code Value and Description fields are auto populated with the values from the Owner's product master data entry for the product. If the product is not present in the Owner's product master data then the product name must be entered manually.

iii. Item Code Type field – The product code type (e.g. IN-Product Code). If the item code type is not present in the Owner's product master data then the item code type must be entered manually.

iv. Item Code Value field – The product code. If the item code number is not present in the Owner's product master data then the item code value must be entered manually.

v. Description field – A brief description of the product. If the description is not present in the Owners product master data then the description must be entered manually.

vi. Lot Number field – The lot number for the line item.

vii. Quantity Shipped field – The number of units received.

viii. Unit of Measure drop-down – The unit in which the line item is measured.

ix. Line Notes field – Additional information about the line item being added.

c. Select Apply.

The new line item is added to the stock transfer receiving advice.

d. To add packing information to a line item, select the row and then select the branch ⛓ icon and fill in the following fields under Packing Information:

i. Pack Size field – The size or capacity of the packing used for storing or transporting goods.

  ii. Number of Units in Pack field – The number of units contained within a single package.

  iii. Unit of Measure drop-down – The unit in which the package is measured.

 e. Select Apply.

  The packing information is added to the line item.

 f. Select the line item row drop down to view the packing information in a table.

18. In the Notes section, enter any additional comments or instructions.

19. To submit the purchase order:

 💡 To save the purchase order 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 purchase order is submitted.

Tips

- In the Line Items section, do one of the following:
  - Select the Edit ✎ icon, to edit the details of an individual line item.
  - Select the Delete ▬ icon, to remove an individual line item.
- In the Reference Transaction Information section, do one of the following:
  - Select the Edit ✎ icon, to edit the details of an individual line item.

- Select the Delete ▬ icon, to remove an individual line item.

- In the Stock Transfer Shipment Advice Summary section, do one of the following:

  - Select the Add ✚ icon, to add a summary.

  - Select the Delete ▬ icon, to remove a summary, .

- In the Notes section, do one of the following:

  - Select the Add ✚ icon, to add comments or instructions.

  - Select the Delete ▬ icon, to remove comments or instructions.

Submit a draft stock transfer receiving advice

Perform this task to complete and submit a saved (draft) remittance advice.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Logistics - Provider from the left menu.
   💡 Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Stock Transfer Receiving Advices.
5. Filter to find the stock transfer receiving advice.
6. Select Receiving Advice Number for the stock transfer receiving advice in Draft state from the results table.

7. Select the Edit [✎ Edit] button.

8. In the Transaction Information section, select Submitted from the Process Status drop drown.

9. 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.

10. Select the Save ⟨ 🖫 Save ⟩ button.

   The stock transfer receiving advice is submitted.

Tips

- To edit the details of an individual line item in the stock transfer receiving advices, select the Edit ✎ icon for the line item, in the **Line Item**, Reference Transaction Information, and Stock Transfer Shipment Advice Summary sections.

- To delete a stock transfer receiving advice in draft state, select the shipping advice number row and then select the Delete 🗑 icon on the top of the screen.

⚠️ A deleted transaction cannot be retrieved.

Search and view stock transfer receiving advice

Search for and view stock transfer receiving advice sent to the provider

Perform this task to search for search for stock transfer receiving advice sent or received by suppliers to view their details. Viewing the details of a stock transfer receiving advice enables suppliers to quickly access order information (e.g. the quantity for each line item in an order) in TraceLink without having to search through the actual B2B message.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Logistics - Provider from the left menu.
   💡 Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.

4. Select Stock Transfer Receiving Advices.

5. Select the Filter [≡ Filter] button.

6. In the Filters panel, fill in one or more of the following fields to filter the results:

- State drop-down – The state of the 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.

- Client type-ahead – The name of the client the stock transfer receiving advices was received from.
  If the name of the client is not present in the Owners master data then the client's name must be entered manually

- Receiving Advice Number field – A unique identifier of the stock transfer receiving advice.

- Actual Arrival Date/Time field – The date and time when goods are requested to arrive.

- Received Date/Time field – The date and time the goods are received.

- Last Modified field – The period of time in which the 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.

7. Select Apply.

   A list of stock transfer receiving advice displays based on the filter results.

8. Select the link for the stock transfer receiving advice from the results table.

   The View Stock Transfer Receiving Advices screen displays.

9. View all the fields in the Transaction Information, Shipment Information, Reference Transactions, Client and ProviderShip From Location and Ship To Location, Stock Transfer Receiving Advice Summary, Line Items, and Notessections.
   For detail information about these fields, see **Create and submit a new stock transfer receiving advices**.

Tips

- To view the details of an individual line item in the purchase order, select the View ◉ icon for the line item in the **Line Items**, Reference Transactions, and Stock Transfer Receiving Advice Summary sections on the Stock Transfer Receiving Advices Details screen.

![tracelink logo](NETWORK FOR GREATER GOOD)

Resubmit stock transfer receiving advice

Resubmit stock transfer receiving advice

Perform this task if the user needs to resend a stock transfer receiving advice.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Logistics - Provider from the left menu.

   💡 Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.

4. Select Stock Transfer Receiving Advices.
5. Filter to find the stock transfer receiving advice.
6. Select Receiving Advice Number for the stock transfer receiving advice in Sent state from the results table.

7. Select the Edit [🖉 Edit] button.

   💡 The state of the stock transfer receiving advice is automatically moved to the Sending state.

8. 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.

9. Select the Save [💾 Save] button.

   The stock transfer receiving advice is submitted.

Related Content

Troubleshoot a problem in the Opus Platform

This topic answers some common troubleshooting scenarios.
View More

Troubleshoot a problem in Opus Reports and Dashboards

This topic answers some common troubleshooting scenarios.
View More

Troubleshoot a problem in Opus Solution Environment

This topic answers some common troubleshooting scenarios.
View More