



TRACELINK UNIVERSITY

**Home**

**Resources**

**TraceLink University**

## Stock Transfer Shipment 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 shipment advices**

Perform this task to create and submit Advance Shipment Notices.

#### **Create and submit a new stock transfer shipment 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 - Client 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 Shipment Advices.


5. Select the New  button.

6. Enter the delivery number in the Stock Transfer Order Number field.

7. Select the Save  button.

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



8. Select the Edit  button.
9. In the Transaction Information section, select Submitted from the Process Status drop down.
10. In the Shipment Information section fill in the following fields:
  - a. Stock Transfer Order Number field – A unique identifier number of a stock transfer shipment advice. This field auto populates the value entered in New Stock Transfer Shipment Advice screen.
  - b. Stock Transfer Reporting Code drop-down – The unique identifier used to track and report the movement of stock between different locations or warehouses.
  - c. Stock Transfer Order Date field – The date when the stock transfer order was created or processed in the client’s ERP system. This date indicates when the decision was made to move stock between different locations or plants.
  - d. Inventory Movement Type drop-down – The different types of inventory transactions or movements within a warehouse.
  - e. Shipped Date/Time switch – The date and time the goods are shipped.
  - f. Transfer Priority field – The level of urgency assigned to a stock transfer or movement request.
  - g. Estimated Delivery Date/Time field – The date and time on which a shipment is expected to deliver.
  - h. Shipment Type field – The type of shipment used for transportation.
  - i. Warehouse Identifier field – The unique identifier of the warehouse.
  - j. Transportation Group field – The categorization used to group together goods or products that share similar transportation requirements.
  - k. Action field – A description stating the purpose of the transaction.
11. In the Carrier Information section, fill in the following fields:

- a. Transport Method drop-down - The transportation method used.
- b. Transportation Equipment Type drop-down - The specific type of vehicle or container used for transporting goods. (e.g. trucks, trailers)
- c. SCAC drop-down - A carrier identifier code for the routing stage.
- d. Equipment Initial field - A prefix assigned to transportation equipment.
- e. Carrier Name field - The name of the transportation company.
- f. Equipment Number field - A unique identifier assigned to a transportation equipment.
- g. Payment Method field - The method of payment for delivery.

12. In the Reference Transaction section:

- a. Select the Add **+** icon. At least one reference transaction line item is required to submit a stock transfer shipment advices.
- b. In the Reference Transaction 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.

13. 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 shipment 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.

14. 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 receive the stock transfer shipment 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 vendor 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.
15. 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 billing address of the buyer. This field pulls from the Owner's company and location master data.  
The remaining Ship From Location of the Supplier fields in the section are auto populated with the values from the company or location's master data entry. If the billing address 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.
16. 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 billing address of the buyer. This field pulls from the Owner's company and ship to 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

billing address 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.

17. 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 advice shipment advice.
  - ii. Summary Value field - The value of the stock advice shipment advice.
  - iii. Summary Value Unit field - The unit value of stock advice shipment advice.
- c. Select Apply  
The summary is added.

18. In the Line Items section:

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

b. In the New Line Items panel, fill in the following fields under Item 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. Expiration Date field – The expiry date of the line item.
- viii. Quantity Shipped field – The number of units shipped.
- ix. Unit of Measure drop-down – The unit in which the line item is measured.
- x. Line Notes field – Additional information about the line item being added.

c. Select Apply.

The new line item is added to the stock transfer shipment 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 packing 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.

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

20. To submit the stock transfer shipment advice:

 To save the stock transfer shipment advice 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 stock transfer shipment advice 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 section, do one of the following:
  - Select the Edit  icon, to edit the details of an individual reference transaction.
  - 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 shipment advice**

Perform this task to complete and submit a saved (draft) stock transfer shipment 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 - Client 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 Shipment Advices.
5. Filter to find stock transfer shipment.
6. Select Stock Transfer Order Number for the stock transfer shipment advice from the results table.

7. Select the Edit  Edit button.



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

The stock transfer shipment advice is submitted.

## Tips

- To edit the details of an individual line item in the stock transfer shipment 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 shipment advices 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 shipment advice

### Search for and view stock transfer shipment advice sent to the provider

Perform this task to search for stock transfer shipment advice sent by suppliers to view the details. Viewing the details of a stock transfer shipment 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 - Client 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 Shipment Advices.

5. Select the 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.
- Provider type-ahead – The name of the provider the stock transfer shipment advice was sent to.

If the name of the provider is not present in the Owners master data then the provider's name must be entered manually

- Stock Transfer Order Number field – A unique identifier or reference number associated with a stock transfer shipment advice.
- Stock Transfer Order Date field – The date of stock transfer order was created.
- Shipped Date/Time field – The date and time when goods were shipped.
- 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 shipment advice displays based on the filter results.


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

The View Stock Transfer Shipment Advices screen displays.

## 9. View all the fields in the Transaction Information, Shipment Information, Carrier Information, Reference Transactions, Client and Provider, Ship From Location and Ship To Location, Stock Transfer Shipment Advice Summary, Line Items, and Notes sections.

For detail information about these fields, see **Create and submit a new stock transfer shipment 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.

## Resubmit view stock transfer shipment advice

### Resubmit stock transfer shipment advice

Use this procedure if the user needs to resend a submitted stock transfer shipment 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 -- Client from the left menu.  
 Partners must have the correct **roles** assigned using the owner's instance of Multienterprise Information Network Tower.
4. Select Stock Transfer Shipment Advices.
5. Filter to find stock transfer shipment.
6. Select Stock Transfer Order Number for the stock transfer shipment advice in the Sent state from the results table.
7. Select the Edit  Edit button.  
 The state of the stock transfer shipment advice is automatically moved to 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  button.

The stock transfer shipment advice is submitted.

### Related Content



#### Set up your account

New to the TraceLink Network?

[View More](#)



#### View notifications

Apps send notifications when specific events happen, and you receive these notifications within the Opus user experience in the Notifications panel.

[View More](#)



#### Navigate to help documentation and support

Select the Help Center icon in the header to access the one-stop-shop help center for everything related to the network you are currently within (e.g.

[View More](#)