How to Receive Serial Numbers in SOM (OPUS) Job Aid

Targeted on how Serialized Operations Manager Owners can receive the serial numbers in SOM (Opus).

To Search and Make Received Serial Numbers Available

1. Log in to *opus.tracelink.com.*

2. Select **My Networks** from the **Main Menu** ⋮⋮⋮ .

3. Select the Serialized Operations Management network from the **Network** drop-down.

4. Select a **Partner** or **All Partners**.

5. Click **GO**.

6. In the side menu, expand **Receipts** and then select **Search**.

7. Fill in one or more of the following fields in the **Filters** section:

   a. Delivery Number: Enter the unique identifier of the receipt that the serial number is included in.

   b. Serial Number: Enter the serial number (SGTIN) of the product in AI(01)(21) format.
   For example, 0150882025030225211000000354784.
   Note: To search receipts by serial numbers, use the wedge scanner to scan the serial numbers or copy and paste the serial numbers.

   c. Transaction ID: Enter the transaction identifier of the shipment that the serial number is included in. For example, PO number associated with the receipts.

8. Click **Show Additional Filters** and fill in the fields to further filter the results.

- (Required) Select **Status** from **Filter By** drop-down list.

- Select desired receipt status from the **Status** drop-down list.
  Note: The Status criteria is a mandatory field. If this filter is removed, the search query will not return any results.

- Click **Add Another Filter**, from **Filter By** drop-down, select the filter to refine the search.

  Note: If you select the **To Location**, **From Business** or **From Location** additional filters, then search using only SGLNs.

9. Click **Apply**.
   Note: If all filters are removed, no result is displayed.

10. Click the Actions ⋮ icon or select the **Delivery Number** link for the deliveries displayed in the list.

11. Select **View Receipt**.

12. Click **Expand All** to expand and confirm the additional details of the deliveries. For example, confirm the following sections:

    - **Entities** section

    - **Transaction IDs** section

    - **Products & Containers** section

13. In **Receive Serial Numbers**, select one of the following radio buttons:

    - Receive All

    - Receive Specific Serial Numbers (default)

        a. Enter the Serial Number (SGTIN) of the product in AI(01)(21) format. For example, 01508820250302252110000354784.
           Note: To search receipts by serial numbers, use the wedge scanner to

scan the serial numbers or copy and paste the serial numbers.

     b. Select the Automatically disaggregate any child serial numbers from their parent containers checkbox to allow any child serial numbers to be disaggregated from their parent container while receiving the delivery.

14. Set the Allow Short Receipt switch.

- **Yes** – The delivery can have fewer serial numbers entered than the original list of serial numbers in the receipt.

- **No** – (default) The delivery cannot have fewer serial numbers entered than the original list of serial numbers in the receipt.

15. Set the Delivery Complete switch.

- **Yes** – No additional serial numbers associated with the delivery number can be received.

- **No** – (default) Additional serial numbers associated with the delivery number can be received.
  Note: This switch is enabled only if an Administrator has configured Serialized Operations Manager in Track & Trace Services Administration to receive partial deliveries. See the *Company Administration Online Help* for more information.

16. Click **Receive**.

The view receipt screen refreshes.

- If the Delivery Complete switch is set to **Yes**, the Status of the receipt is updated as Closed, and all serial numbers entered are moved to the Available Item Status.

- If the Delivery Complete switch is set to **No**, the Status of the receipt will remain as In Progress, and all serial numbers entered are moved to the Available Item Status.