

Search and View T2 Documents as a US Compliance Partner Job Aid

How to Search Deliveries as a US Compliance Partner

Video: [How to Access Shipment Notices](#)

1. Log in to opus.tracelink.com (If you do not have access, click “[Request Access](#)” and follow the instructions in the “How do you get an account to log in?” section).
2. Select the **Main Menu**  icon.
3. Select **Partner Networks** depending on the desired network.
4. Select a **Network** in the header.
Note: Select the network associated with the TraceLink supplier.
5. Select the **Go** button.
6. Select Search from the **Deliveries** drop-down in the side menu.
7. Fill in one or more of the following fields to filter the results:
 - a. **Date Shipped** field – The date range for when the delivery was shipped.
 - b. **Delivery Number** field – The delivery number associated with the shipment or receipt.
 - c. **Transaction ID, Lot Number, or Entity** field – The transaction ID value, lot number, business or location name, or business or location identifier value associated with the delivery.
8. Select **Show Additional Filters** and fill in the following fields to further filter the results.
9. Select the View  icon for a specific delivery.



How To View and Download Serial Numbers Associated with a Delivery

1. After selecting the View  icon for a specific delivery. Go to the **Delivery Information** Section.
2. Click the **View Aggregation Hierarchy** link.
3. In the **View Aggregation Hierarchy** page, click the Download  icon to export the Aggregation Hierarchy to a CSV.

Tips:

- Select the Export Search Results in CSV  icon to export all of the deliveries in the results to a CSV file.
- Select **View T2 Documents** on any row to view the list of T2 documents generated for that delivery.
- Select the View  icon for a row with Voided Status to view a specific voided delivery. When selected, the View Voided Delivery screen displays. See Voided delivery details for more information.
- Select any row to display a panel with additional information about the delivery.



How to Search and View T2 Documents as a US Compliance Partner

Video: [How to View T2 information](#)

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2. Select the Main Menu  icon.
3. Select **Partner Networks** depending on the desired network.
4. Select a **Network** in the header.
Note: Select the network associated with the TraceLink supplier.

5. Select the **Go** button.
6. Select Search from the **T2 Documents** drop-down in the side menu.
7. Fill in one or more of the following fields to filter the results:
 - a. **Transaction Date** field – The date range for when the delivery's message was processed, which also represents when the product changed ownership.
 - b. **Delivery Number** field – The delivery number associated with the shipment or receipt.
 - c. **Transaction ID, Lot Number, or Entity** field – The transaction ID value, lot number, business or location name, or business or location identifier value associated to the delivery.
8. Select **Show Additional Filters** and fill in the following fields to further filter the results.
9. Select **Apply**. The results are displayed in the table.
10. Select the Actions  icon for a specific document.
11. Select **View T2 Document**

Tips:

- Select any row to display a panel with additional information about the T2 document.
- Select the Export T2 Documents in PDF  icon to export all of the T2 documents in the results to a PDF file. If the Document Status filter is not added, the PDF will contain only Active T2 documents.
- Select the View Exports  icon to view the list of exported documents. The File Name of the exported T2 documents file is in one of the following formats:
 - T2Document_[Unique ID].[FileExtension] – File name of a single exported file, where [Unique ID] is NDCIdentifierType_IdentifierValue_LotNumber and

[FileExtension] is either CSV or PDF (e.g. T2Document_US_NDC542_12345123412_IT3OKB.csv).

- T2Documents_YYYYMMDD_HHMMSS.[FileExtension] – File name of the bulk exported file.
- Select the Actions  icon for a row with Voided Document Status to view the voided T2 document of a specific delivery. When selected, the View Voided T2 Document screen displays. See [T2 document details](#) for more information.
- On the Search T2 Documents screen, select the Actions  icon for a specific document, and then select **Export Document**. In the **Export Document** panel, select:
 - **T2 Document in PDF** radio button – To export the T2 document in PDF format.
 - **T2 Document in CSV** radio button – To export the T2 document in CSV format.
- On the Search T2 Documents screen, select the Actions  icon for a specific document, and then select **Export Document**. In the **Export Document** panel, select:
 - **Product Tracing - Transaction Information** radio button – To export the Product Tracing - Transaction Information response in JSON format.
- Select the Export Search Results in CSV  icon to export all of the T2 documents in the results to a CSV file.