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Carrier shipment statuses

The carrier shipment statuses is used by carriers, including trucking companies and third-party logistics providers (3PLs), to notify shippers or buyers of shipment status, including key updates such as arrival and departure times at pickup locations and the designated destination.

For more information about Carrier shipment statues guidelines, see Carrier shipment statuses transactions.

Create and submit carrier shipment statuses

Perform this task to create and submit new carrier shipment status. Additionally, carrier can begin work on a carrier shipment status and save it for completion at a later time.

Create and submit a new carrier shipment statues

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.

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6. Select Transportation - Carrier from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.

7. Select Carrier Shipment Statuses.
8. Select the New button.
9. Enter the carrier shipment status number in the Carrier Shipment Status Number field.
10. Select the Save button.

    The screen refreshes with the saved carrier shipment statuses in the draft state and with the required sections populated.

11. Select the Edit button.
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. In the Carrier Shipment Status Information section fill in the following fields:
    a. Carrier Shipment Status Number field – The unique identifier for the carrier shipment status.
       This field auto populates the value entered New Carrier Shipment Status screen.
    b. Carrier Shipment Status Date field – The date carrier shipment status is initiated.
    c. Report Date field – The date when report is generated or modified.
    d. Transport Event Date field – The date when transport event is initiated.
    e. Carrier Code field – The standard carrier identification code, typically SCAC.
    f. Action drop-down – A brief description stating the purpose of the transaction.

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14. In the Reference Transaction section:
    a. Select the Add + icon.
    b. In the New Reference Transaction panel, fill in the following fields under Reference Transaction Information section:
        i. Transaction Type drop-down – The type of transaction.
        ii. Transaction Number type-ahead field – The unique identifier of the transaction.

            If the value does not match the available options, the value must be entered manually.
        iii. Transaction Date field - The transaction date.
    c. Select Apply.

    The new reference transaction line item is added to the transaction reference table.

15. In the Reference Dates section:
    a. Select the Add + icon. At least one reference transaction line item is required to submit a batch creation.
    b. In the New Reference Date panel, fill in the following fields under Reference Dates Information section:
        i. Reference Date Type drop-down – The type of date to be referenced.
        ii. Reference Date Value field – The date value to be referenced.
    c. Select Apply.

    The new reference transaction line item is added to the transaction reference table.

16. In the Carrier Sequence Information section:
    a. Select the Add + icon.
    b. In the New Carrier Sequence panel, fill in the following fields under Carrier Sequence Information:

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i. Packaging Identifier Type field – The format type of the packaging identifier.
ii. Packaging Identifier field – The packaging identifier value defined by the packaging type.
iii. Shipping Carrier Alpha Code field – The shipping carrier alpha code (SCAC).
iv. Carrier Sequence Code drop-down – The code identifying sequence of carriers in shipment, beginning with the original carrier.
v. Transport Method drop-down – The type of transportation method used.
vi. City field – The city for this location.
vii. State field – The state or region for this location.

c. Select Apply.

The new carrier sequence information line item is added.

17. In the Sender Party Information and Receiver Party Information section, fill in the following fields under Sender Party Information group:
    a. Company type-ahead field – The name of the sending company, which acts as the carrier of goods. This field pulls from the Owner's company and location master data.

       The remaining Sender Party Information fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owner's master data, the company 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.

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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. For more information, see Identifier and Item Code Types.
k. Party ID Value field – The value associated with the identifier type.

18. In the Sender Party Information and Receiver Party Information section, fill in the following fields under Receiver Party Information group:
    a. Company type-ahead field – The name of the receiving company, which serves as the shipper of goods. This field pulls from the Owner's company and location master data.

       The remaining Receiver Party Information fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owners master data, the company 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. For more information, see Identifier and Item Code Types.

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

19. In the **Line Items** section:

a. Select the Add + icon. At least one line item is required to submit a carrier shipment statuses.

b. In the New Line Items panel, fill in the following fields under Line Item Information section:

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

ii. Tracking Category field – The tracking category for the issuer of the tracking identifier.

iii. Tracking Identifier field – The tracking identifier for the issuer of the tracking identifier.

iv. Shipper Company Name field – The name of the shipper company.

v. Shipper's Address field – The address of the shipper.

vi. Shipper's Address - City field – The name of the city where shipper is located address.

vii. Shipper's Address - State field – The name of the state where shipper is located address.

viii. Shipper's Address - Country drop-down – The name of the country where shipper is located address.

ix. Shipper's Address - Postal Code field – The postal code of the city where shipper is located address.

x. Ship From Location Company Name field – The name of the ship from location company.

xi. Ship From Location Address field – The address of the ship from location.

xii. Ship From Location Address - City field – The name of the city for the ship from location address.

xiii. Ship From Location Address - State field – The name of the state for

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the ship from location address.

xiv. Ship From Location Address - Country drop-down – The name of the country for the ship from location address.

xv. Ship From Location Address - Postal Code field – The postal code of the city of the ship from location address.

xvi. Ship To Location Company Name field – The name of the ship to location company.

xvii. Ship To Location Address field – The address of the ship to location company.

xviii. Ship To Location Address - City field – The name of the city for the ship to location address.

xix. Ship To Location Address - State field – The name of the state for the ship to location address.

xx. Ship To Location Address - Country drop-down – The name of the country for the ship to location address.

xxi. Ship To Location Address - Postal Code field – The postal code of the city for the ship to location address.

xxii. Freight Forwarder Company Name field – The name of the freight forwarder company.

xxiii. Freight Forwarder’s Address field – The address of the freight forwarder company.

xxiv. Freight Forwarder’s Address - City field – The name of the city of the freight forwarder company address.

xxv. Freight Forwarder’s Address - State field – The name of the state of the freight forwarder company address.

xxvi. Freight Forwarder’s Address - Country drop-down – The name of the country of the freight forwarder company address.

xxvii. Freight Forwarder’s Address - Postal Code field – The postal code of the city of the freight forwarder company address.

xxviii. Consignee Company Name field – The name of the consignee

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company.

xxix. Consignee's Address field – The address of the consignee company.

xxx. Consignee's Address - City field – The name of the city where consignee is located.

xxxi. Consignee's Address - State field –The name of the state where consignee is located.

xxxii. Consignee's Address - Country drop-down –The name of the country where consignee is located.

xxxiii. Consignee's Address - Postal Code field –The postal code of the city where consignee is located.

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

c. Select Apply.

The new line item is added to the carrier shipment statuses.

d. Select a item line row and then select the branch icon and fill in the following fields under Shipment Line Information:

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

ii. Reference Transaction Number field – The value of the referenced transaction.

iii. Reference Transaction Date field – The date of the referenced transaction.

iv. Shipment Status Code drop-down – The code indicating the status of a shipment.

v. Shipment Status Reason Codedrop-down – The reason why shipment status code was transmitted.

vi. Shipment Appointment Status Codedrop-down – The code indicating the status of an appointment to pickup or deliver a shipment.

vii. Shipment Appointment Status Reason Codedrop-down – The reason

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why shipment appointment status code was transmitted.

viii. Shipment Status Date field – The date for the status of the shipment.

ix. Confirmed Quantityfield – The confirmed quantity for the shipment line.

x. Confirmed Quantity Unit Of Measuredrop-down – The unit of measure for the confirmed quantity for the shipment line.

xi. Carrier Sequence Codedrop-down – The code identifying sequence of carriers in shipment, beginning with the original carrier.

xii. Transport Equipment - Cityfield – The name of city where transport equipment is located.

xiii. Transport Equipment - Statefield – The region code for the state or province where the transport equipment is located.

xiv. Transport Equipment - Countryfield – The country code for the country where the transport equipment is located.

xv. Transport Equipment - Longitude Coordinatefield – The longitude coordinate for location of the transport equipment.

xvi. Transport Equipment - Latitude Coordinatefield – The latitude coordinate for location of the transport equipment.

xvii. Direction Indicatorfield – The code identifying geographic direction for the transport equipment.

xviii. Lading Exception Codedrop-down – The shipment condition indicating code.

xix. Lading Exception Quantity Packaging Format Codedrop-down – The packing form of the lading exception quantity.

xx. Lading Exception Quantityfield – The number of units (pieces) of the lading exception quantity.

xxi. Lading Exception Quantity Unit Of Measuredrop-down – The unit of measure for the lading exception quantity.

e. Select Apply.

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The shipment line information is added to line item.

f. Select the line item row drop down to view the shipment line information in a table.
g. Select a shipment line row and then select the branch icon and fill in the following fields under Delivery Line Information:
    i. Packaging Identifier Type field – The packaging Identifier type at the delivery line level.
    ii. Packaging Identifier field – The packaging Identifier value at the delivery line level.
    iii. Shipment Weight Typedrop-down – The type of weight recorded in shipment.
    iv. Shipment Weight Valuefield – The value of weight at delivery.
    v. Shipment Weight Unit Typedrop-down – The unit type of weight value at delivery.
    vi. Lading Quantityfield – The quantity of product at delivery.
    vii. Lading Quantity Unit Of Measuredrop-down – The unit of measure for the quantity of product at delivery.
    viii. Shipment Volume Typedrop-down – The type of volume recorded in shipment.
    ix. Shipment Volume Valuefield – The value of volume recorded in shipment.
    x. Carrier Code field – The standard carrier identification code, typically SCAC.
    xi. Delivery Equipment Typedrop-down – The type of equipment used in delivery.
    xii. Equipment Identifierfield – The sequencing or serial part of an equipment unit's identifying number
    xiii. Shipment Purchase Order Numberdrop-down – The referenced purchase order number for the shipment.

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xiv. Purchase Order Shipment Error Codedrop-down – The Error code for purchase order shipment.
xv. Lading Quantity Packaging Format Codedrop-down – The packing form of lading quantity.
xvi. Purchase Order Shipment Weight Valuefield – The weight recorded in the order.
xvii. Purchase Order Shipment Weight Unit Of Measuredrop-down – The type of weight recorded.
xviii. Purchase Order Quantityfield – The number of units (pieces) of the purchase order quantity.
xix. Purchase Order Shipment Volume Typedrop-down – The type of volume recorded.
xx. Purchase Order Shipment Volume Valuefield – The volume recorded in shipment purchase order.
xxi. Carrier Company Namefield – The name of the carrier company.
xxii. Carrier's Addressfield – The address of the carrier company.
xxiii. Carrier's Address - Cityfield – The name of the city where the carrier is located.
xxiv. Carrier's Address - Statefield – The name of the state where the carrier is located.
xxv. Carrier's Address - Countrydrop-down – The name of the country where the carrier is located.
xxvi. Carrier's Address - Postal Codefield – The postal code of the city where the carrier is located.

h. Select Apply.

The delivery line information is added to line item.

i. Select the shipment line row drop down to view the delivery line information in a table.

20. In the Notes section, select the Add + icon to enter any additional comments

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or instructions.

21. To submit the carrier shipment statuses:

    To save the carrier shipment statuses 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 carrier shipment statuses is submitted.

Tips

- Select the Add + icon, to add a new line item, where available.
- Select the Delete − icon, to remove an individual line item, where available.
- Select the branch icon, to add a new line item in the inserted table, where available.
- New carrier shipment statusess can also be created by selecting the New button on the Carrier Shipment Statuses Details screen for an existing carrier shipment statuses.

Submit a draft carrier shipment status

Complete and submit a saved carrier shipment statuses in the draft state.

1. Select the Main Menu icon.

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2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Transportation - Carrier from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.

7. Select Carrier Shipment Statuses.
8. Select the Filter button to find the carrier shipment statuses in Draft state.

   Select the Carrier Shipment Status Number link in the results table.

9. Select the Edit button.
10. In the Transaction Information section, select Submitted from the Process Status drop drown.
11. Confirm the carrier shipment status details and select the Edit icon associated with that line item to modify the fields if required.
12. 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.

13. Select the Save button.

    The carrier shipment statuses is submitted.

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Tips

- Select the carrier shipment status number row and then select the Delete  icon on the top of the Search Carrier Shipment Statuses screen, to delete the carrier shipment status in draft state.

 A deleted transaction cannot be retrieved.

Create new discussions and add comments to existing discussions

Owner and Partner can start discussions or add comments directly from a subtype view page. This allows authorized users from owner and partner companies to collaborate in the context of the transaction they are viewing.

Start a Discussion from a Subtype View Page

Perform this task to add new discussion directly from the subtype record being viewed.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Navigate to the subtype record you want to discuss.
7. Open the subtype record to display its view page.

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8. Select the Add Discussion button.
   The new discussion page opens in a new tab.

9. Start the discussion using one of the following options:

   i. In the Transaction section, select the transaction ID link to review and update the related transaction automatically referenced from the subtype record.

   ii. Select the New button to initiate a new discussion for the transaction, if required.
   This creates a new, independent discussion thread for the transaction. The new discussion will not be a continuation of any existing discussion associated with the subtype record, and prior discussion details from the subtype record will not automatically carry forward into the new thread.

10. Enter the discussion details. For detailed field descriptions, see Create and Submit a Discussion.

11. Select the Save button.
    The new discussion is now associated with the transaction from the originating subtype view page.

Add a Comment from a Subtype View Page

Perform this task to add a comment to an existing discussion associated with transaction being viewed.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the

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header.

4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Navigate to the subtype record related to the discussion you want to comment on.
7. Open the subtype record to display its view page.
8. Select the Add Comment button.
   The Discussion Search page opens in a new tab within the context of the selected transaction.
9. Find the discussion to update using one of the following options.

    i. Review and update the discussions already associated with the transaction.

    ii. Select the Filter button, enter the search criteria, and apply the filter. From the filtered results, select the discussion to review and update. For detailed field descriptions, see Search and View All Discussions.

    iii. If the existing discussion is not appropriate, select the New button to start a new discussion for the associated transaction. For detailed field descriptions, see Create and Submit a Discussion.

10. Select the discussion to update.
11. Enter comment.
12. Select the Save button.
    The comment is added to the selected discussion and remains associated with the related transaction.

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Search and view carrier shipment statuses

Search for and view carrier shipment statuses

Perform this task to search for and view the details of the carrier shipment statuses sent or received by carriers or shippers. Viewing the details of a carrier shipment statuses enable carriers or shippers 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 the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Transportation - Carrier or Transportation - Shipper from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Carrier Shipment Statuses.
8. Select the Filter button.
9. Fill in one or more of the following fields to filter the results:
   i. Multi Field Search field - Searches across multiple indexed fields using a single keyword, including Text, Text Area, Email, URL, and Lookup fields.

   ii. State drop-down – The state of the carrier shipment statuses:

   - 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

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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.

iii. Carrier Shipment Status Number field – . The unique identifier for the carrier shipment status.

iv. Shipper type-ahead – Displays only if the menu item is Sent Carrier Shipment Statuses The name of the company the carrier shipment status was sent to.

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

v. Carrier type-ahead – Displays only if the menu item is Received Carrier Shipment Statuses The name of the company the carrier shipment status was received from.

If the name of the company is not present in the Owner's master data then the company's name must be entered manually.

vi. Last Modified drop-down – The period of time in which the carrier shipment statuses 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.

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- Custom Range – Select a specific period of time that the transaction was modified in from the calendar.

10. Select Apply.

    A list of carrier shipment statusess displays based on the filter results.

11. Select the link for the carrier shipment statuses from the results table.

    The View Carrier Shipment Statuses screen displays.

12. To view all fields for each line item, select the View icon on the Carrier Shipment Statuses Details screen.

Reprocess and resubmit carrier shipment statuses

Reprocess carrier shipment statuses

After the carrier shipment status is submitted, the user might encounter an error and the processed status will be set to Paused With Error. Use the following procedure to resolve any error messages encountered while submitting a carrier shipment status.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Transportation - Carrier from the left menu.

Partners must have the correct **roles** assigned if using the Owner's

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instance of Multienterprise Information Network Tower.

7. Select Carrier Shipment Statuses.
8. Select the Filter button to find the carrier shipment status in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Carrier Shipment Status Number link in the results table.
10. View the following fields for error in the Transaction Information section:
    - Process Status - Displays the status of the submitted transaction.
    - Last Transaction Error - Displays the error message.
11. Select the Edit button..
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. Select the Save button.
    The carrier shipment status request is moved from Processing state to Sending state indicating that the carrier shipment status is submitted successfully.

⚠ Do not select the Move To button, as it will cause the transaction to skip a workflow state, preventing successful delivery.

Resubmit carrier shipment status

If a transaction is successfully sent to a partner but an issue occurs on the partner's side (e.g. in their ERP system), the sender can avoid re-entering all the details by rolling back to a previous workflow state and resending the transaction, thus saving time and effort for both parties.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific

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Partner or internal location) in the header.

5. Select the Go button.
6. Select Transportation - Carrier from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.

7. Select Carrier Shipment Statuses.
8. Select a Carrier Shipment Status Number in Sent state.
9. Select the Edit button.

   The state of the carrier shipment status is automatically moved to Sending state.

10. 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.

11. Select the Save button.

    The carrier shipment statuses is submitted.

The statues of the carrier shipment status moves to Sent state.

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