Routing and carrier instructions

The routing and carrier instructions transaction is used in the logistics and transportation industry to deliver detailed routing instructions, ensuring the efficient shipment and delivery of products from carriers to shippers.

Create and submit a routing and carrier instruction

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

Create and submit a new routing and carrier instruction

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

   Transportation - Shipper

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

4. Select

Routing and Carrier Instructions

.

5. Select the New button.
6. Enter the routing carrier instruction number in the Routing and Carrier Instruction Number field.

7. Select the Save button.

   The screen refreshes with the saved routing and carrier instruction in the draft state and with the required sections populated.

8. Select the Edit button.

9. In the Transaction Information section, select Submitted from the Process Status drop drown.
10. In the Routing and Carrier Instruction Information section fill in the following fields:
    a. Routing and Carrier Instruction Number field – . The unique identifier for the routing and carrier instruction.
       This field auto populates the value entered New Routing and Carrier Instruction screen.
    b. Reported Date field – The date when report is generated or modified.
    c. Shipment Service Level field – Indicates the general service level of the shipment whether it is a load, general cargo, groupage, or an express shipment.
    d. Packaging Material Description field – A brief description of the packaging material.
    e. Shipping Type field – Indicates the shipping type.
    f. Shipment Type Description field – A brief description of shipment type.

g. Pickup Date/Time field – The start date and time of the shipment.
h. Expected Delivery Date/Time field – The expected date and time of the shipment delivery.
i. Delivery Term Mode field – The arrangements agreed between a supplier and buyer of goods regarding the delivery of goods.
j. Action drop-down – A brief description stating the purpose of the transaction.

11. In the Reference Transactions section:
    a. Select the Add + icon.
    b. In the New Reference Transaction panel, fill in the following fields under Reference Transaction Information:
        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.

12. In the

    Shipper and Carrier

    section, fill in the following fields under

    Shipper

    group:
    a. Company type-ahead field – The name of the sending company or location name, which represents the buyer of the goods. This field pulls

from the Owner's company and location master data.

The remaining Shipper 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.
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

Shipper and Carrier

section, fill in the following fields under

Carrier

group:

a. Company type-ahead field – The name of the company receiving company or location name, which represents the buyer of the goods. This field pulls from the Owner's company and location master data.

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

14. In the

    Ship From Location and Ship To Location

    section, fill in the following fields under

    Ship From Location

    group:

    a. Location type-ahead field – The name of the company location where actual goods will be shipped by 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 company name is not present in the Owners master data, the company's 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, fill in the following fields under

    Ship to Location

    group:

    a. Location type-ahead field – The company name of the supplier the goods will be shipped from. 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 company name is not present in the Owners master data, the company's 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.
16. In the **Line Items** section:
   a. Select the Add + icon. At least one line item is required to submit a routing and carrier instruction.
   b. In the New Line Item panel, fill in the following fields under Item Information:
      i. Equipment Type drop-down – The type of transport equipment required to handle and ship the goods.
      ii. Gross Weight field – The total weight of the shipment
      iii. Weight Unit of Measure drop-down – The unit of measure used to specify the weight of the shipment.
      iv. Total Volume field – The total volume of the shipment.
      v. Volume Unit of Measuredrop-down – The unit of measure used to measure the volume.
      vi. Transport Methoddrop-down – The type of transportation method used.
      vii. Notes field – Additional information about the line item being added.

c. Select Apply.

   The new line item is added to the routing and carrier instruction.

17. In the Notes section, enter any additional comments or instructions.
18. To submit the routing and carrier instruction:

    To save the routing and carrier instruction 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 routing and carrier instruction 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.
- New routing and carrier instructions can also be created by selecting the New button on the Routing and Carrier Instructions Details screen for an existing routing and carrier instruction.

Submit a draft routing and carrier instruction

Complete and submit a saved routing and carrier instruction in the draft state.

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

   Transportation - Shipper

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

4. Select

   Routing and Carrier Instructions

   .

5. Select the Filter Filter button to find the routing and carrier instruction in Draft state.

6. Select the Routing and Carrier Instruction Number link in the results table.

7. Select the Edit Edit button.

8. In the Transaction Information section, select Submitted from the Process Status drop drown.
9. Confirm the routing and carrier instruction details and select the Edit icon associated with that line item to modify the fields if required.

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 routing and carrier instruction is submitted.

Tips

- Select the product activity number row and then select the Delete icon on the top of the Search Routing and Carrier Instructions screen, to delete a routing and carrier instruction in the draft state.

A deleted transaction cannot be retrieved.

Search and view routing and carrier instructions

Search for and view routing and carrier instructions

Perform this task to search for and view the details of the routing and carrier instructions sent or received by carriers or shippers. Viewing the details of a routing and carrier instructions enables 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 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 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.
4. Select

   Routing and Carrier Instructions

.

5. Select the Filter 

 button.
6. Fill in one or more of the following fields to filter the results:
   a. Routing and Carrier Instruction Number field – . The unique identifier for the routing and carrier instruction.

   b. State drop-down – The state of the routing and carrier instruction:

      - 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.
   c. Carrier type-ahead – Displays only if the menu item is

      Sent Routing and Carrier Instructions

      . The name of the company the routing and carrier instruction 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.
   d. Shipper type-ahead – Displays only if the menu item is

Received Routing and Carrier Instructions

. The name of the company the routing and carrier instruction 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.

e. Reported Date field – The date when the transaction is reported.
f. Last Modified field – The period of time in which the routing and carrier instruction 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 routing and carrier instructions displays based on the filter results.

8. Select the link for the routing and carrier instruction from the results table.

   The View Routing and Carrier Instructions screen displays.

9. To view all fields for each line item, select the View icon on the

   Routing and Carrier Instructions

   Details screen.

Reprocess and Resubmit routing and carrier instructions

Reprocess routing and carrier instructions

After the routing and carrier instructions 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 routing and carrier instructions.

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

   Transportation - Shipper

   from the left menu.
   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
4. Select

   Routing and Carrier Instructions

   .
5. Select the Filter Filter button to find the routing and carrier instructions in Processing, Processed, Preparing to Send, or Sending state.
6. Select the Routing and Carrier Instruction Number link in the results table.
7. 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.
8. Select the Edit Edit button..
9. In the Transaction Information section, select Submitted from the Process

Status drop drown.

10. Select the Save button.

    The routing and carrier instructions request is moved from Processing state to Sending state indicating that the routing and carrier instruction 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 routing and carrier instructions

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 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

   Transportation - Shipper

   from the left menu.

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

   Routing and Carrier Instructions

   .
5. Select a Routing and Carrier Instruction Number in Sent state.

6. Select the Edit Edit button.

   The state of the routing and carrier instruction is automatically moved to Sending state.

7. 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.

8. Select the Save button.

   The routing and carrier instruction is submitted.

The statues of the routing and carrier instruction moves to Sent state.

Related Content

Material Consumed Updates

Suppliers use material consumed to communicate information about changes in inventory ensuring the inventory records accurately reflect the stock on hands with their remote or third-party warehouses or MAHs.

View More

Material Issued Updates

Suppliers use material issued transaction to communicate information about changes in inventory levels when materials are withdrawn or issued for different processes or activities.

View More

Material Produced Updates

Manufacturers use material produced to communicate information about changes in inventory levels when materials are produced for different processes or activities.

View More