TRACELINK UNIVERSITY

Advance shipment notices

An Advance Shipment Notice (ASN) communicates shipment details before goods arrive, providing visibility into what is being shipped, the quantities, shipment dates, carrier information, packaging details, and expected delivery information.

In External Manufacturing Orchestration, ASNs support coordination between manufacturers, contract manufacturing organizations, suppliers, and other production partners by providing visibility into materials or finished goods being shipped as part of manufacturing operations.

In Commerce Orchestration, ASNs communicate shipment information between buyers, sellers, and logistics partners, helping organizations track fulfillment against related orders and prepare for receipt of goods. By exchanging ASNs electronically, organizations can improve shipment visibility, validate deliveries against related purchase orders, reduce manual coordination, and support more efficient receiving and inventory processes.

In Logistics Orchestration, an Advance Shipment Notice (ASN) communicates shipment information between the logistics provider and the client before or during shipment execution. In a 4PL model, the logistics provider sends ASN information to the client, providing visibility into shipped products, quantities, shipment dates, carrier details, and delivery information. The ASN helps connect shipment execution with the related Purchase Order (PO), supporting shipment tracking,

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fulfillment visibility, and coordinated logistics operations.

For more information about Advance shipment notice guidelines, see Advance ship notices.

Create and submit advance shipment notices

Perform this task to create and submit advance shipment notices. Additionally, suppliers can begin work on a advance shipment notices and save it for completion at a later time.

Create and submit a new advance shipment notice

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 one of the following menu items depending on the orchestration used:
   - Select Manufacturing - Supplier from the left menu.
   - Select Logistics - Provider from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Advance Shipment Notices.
8. Select the New button.
9. Enter the delivery number in the Delivery Number field.
10. Select the Save button.

    The screen refreshes with the saved advance shipment notice in the draft state and with the required sections populated.

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11. Select the Edit button.
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. In the Shipment Information section fill in the following fields:
    i. Delivery Number field – A unique identifier assigned to advance shipment notice. This field auto populates the value entered in Advance Shipment Notice screen.
    ii. Shipment Date field – The date on which goods or products are dispatched.
    iii. Estimated Delivery Date field – The date on which a shipment is expected to deliver.
    iv. Delivery Type field – The delivery type as defined in sender's ERP system.
    v. Partial Shipment switch – Indicates whether the delivery is partial or complete. Set the switch to True. Valid values are:
        - true - partial delivery
        - false - complete delivery
    vi. Drop Shipment switch – Drop ship delivery status indicator.
    vii. Gross Weight field – The total weight of the shipment, including packaging.
    viii. Gross Weight Unit of Measure drop-down – The unit of measure for the total weight of the shipment.
    ix. Net Weight field – The net weight of goods excluding the transportation container and accessories.
    x. Net Weight Unit of Measure drop-down – Unit of measure for the net weight of goods excluding the transportation container and accessories.
    xi. Lading Quantity drop-down – The quantity of items in the shipment.
    xii. Lading Quantity Unit of Measure drop-down – The unit of measure for the

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item quantity in the shipment.

xiii. Carrier Name field – The name of the transportation carrier.

xiv. FOB Transfer Location drop-down – The specific time and exact physical location during transport when ownership of the goods transfers from the seller to the buyer.

xv. SCAC field – A carrier identifier code for the routing stage.

xvi. Inco Term 1 field – Refers to the first Incoterm specified in the shipment notification.

xvii. Transport Method drop-down – The type of transportation method used.

xviii. Delivery Status drop-down – Indicates the current state of a product shipment or delivery.

xix. Action drop-down – A brief description stating the purpose of the transaction.

14. 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 Transactionsection, fill in the following fields:
        i. Transaction Type field - The type of transaction to reference.
        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 date of the transaction being referenced.
    c. Select Apply.
15. If the menu item selected is Manufacturing - Supplier, in the Customer and Supplier section, fill in the following fields under Customer group:

    or

    If the menu item selected is Logistics - Provider, in the Client and Provider section, fill in the following fields under Client group:

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i. Company type-ahead field – The name of the vendor who will receive the advanced ship notice. This field pulls from the Owner's company and location master data.

   The remaining Customer or Client fields are auto populated with the values from the company or location's master data entry. If the name of the vendor is not present in the Owners master data, the vendor name must be entered manually.

ii. Address 1 field – The address of the particular location.
iii. Address 2 field – Any additional address information.
iv. Country drop-down – The two-letter country code with country name for this location.
v. State field – The state or region for this location.
vi. City field – The city for this location.
vii. Postal Code field – The postal code for this location's main address.
viii. Contact Telephone Number field – The company or location's phone number.
ix. Contact Fax Number field – The company or location's fax number
x. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
xi. Party ID Value field – The value associated with the identifier type.

16. If the menu item selected is Manufacturing - Supplier, in the Customer and Supplier section, fill in the following fields under Supplier group:

    or

    If the menu item selected is Logistics - Provider, in the Client and Provider section, fill in the following fields under Provider group:

    i. Company type-ahead field – The name of the vendor who will receive the advanced ship notice. This field pulls from the Owner's company and location master data.

       The remaining Supplier or Provider fields are auto populated with the

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values from the company or location's master data entry. If the name of the vendor is not present in the Owners master data, the vendor name must be entered manually.

ii. Address 1 field – The address of the particular location.
iii. Address 2 field – Any additional address information.
iv. Country drop-down – The two-letter country code with country name for this location.
v. State field – The state or region for this location.
vi. City field – The city for this location.
vii. Postal Code field – The postal code for this location's main address.
viii. Contact Telephone Number field – The company or location's phone number.
ix. Contact Fax Number field – The company or location's fax number
x. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
xi. Party ID Value field – The value associated with the identifier type.

17. In the Ship To Location and Ship From Location section, in the Ship To Location group fill in the following fields:
    i. 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 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 billing address must be entered manually.
    ii. Address 1 field – The address of the particular location.
    iii. Address 2 field – Any additional address information.
    iv. Country drop-down – The two-letter country code with country name for this location.
    v. State field – The state or region for this location.
    vi. City field – The city for this location.

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vii. Postal Code field – The postal code for this location's main address.
viii. Contact Telephone Number field – The company or location's phone number.
ix. Contact Fax Number field – The company or location's fax number
x. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
xi. Party ID Value field – The value associated with the identifier type.

18. In the Ship To Location and Ship From Location section, in the Ship From Location group fill in the following fields:
    i. 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 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 billing address must be entered manually.
    ii. Address 1 field – The address of the particular location.
    iii. Address 2 field – Any additional address information.
    iv. Country drop-down – The two-letter country code with country name for this location.
    v. State field – The state or region for this location.
    vi. City field – The city for this location.
    vii. Postal Code field – The postal code for this location's main address.
    viii. Contact Telephone Number field – The company or location's phone number.
    ix. Contact Fax Number field – The company or location's fax number
    x. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
    xi. 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

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advance shipment notice.

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. 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 name 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).
    iv. Item Code Value field – The product code.
    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. Quantity Value field – The quantity of item selected or provided.
    vii. Unit of Measure drop-down – The unit in which the line item is measured.
    viii. Lot Number field - The lot number of the line number.
    ix. Purchase Order Number field - The purchase order number for the line item.
    x. Purchase Order Line Item field - A single entry in a purchase order that specifies the details for ordering a specific product.
    xi. Container Number field - A unique identifier assigned to a logistics container.
    xii. Line Notes field – Additional information about the line item being added.

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c. Select Apply.

The new line item is added to the advance shipment notice.

d. Select a item information line row and then select the branch icon and fill in the following fields under Line Item Container section:
    i. Packaging Level drop-down – The primary packaging type used for the physical packaging aggregation in delivery.
    ii. Packaging Identifier field – The parent-level packaging identifier used for the physical packaging aggregation in delivery.
    iii. Identifier Type field – The format type of the packaging identifier used for parent-level the physical packaging aggregation in delivery.
    iv. Quantity field – The quantity of product packed into the parent container per unit.
    v. Unit of Measure drop-down – The unit in which the line item is measured.

e. Select Apply.
The line item container is added to the line item.

f. Select the line item row drop down to view the line item container in a table.

20. In the Packaging Aggregation section:
    a. Select the Add + icon.
    b. In the Packaging Aggregation section, enter the purchase order number in the Purchase Order Number field.
    c. Select Apply.
    The PO Number entity identifier is added.
    d. Select the purchase order number row and select the branch icon and fill in the following fields under Parent Packaging Details section:
        i. Identifier Type field – The format type of the packaging identifier used for parent-level physical packaging aggregation in delivery.

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ii. Packaging Identifiers field – The identifier used for the physical packaging aggregation in delivery.
iii. Packaging Level drop-down – The packaging type used in physical packaging aggregation for delivery.
iv. Gross Weight field – The weight of the product at the packaging aggregation level.
v. Gross Weight Unit of Measure drop-down – The type of weight measured at the packaging level.
vi. Quantity Packed field – The price that each unit of the product sells for.
vii. Parent Packaging Identifier Type field – The parent container packaging identifier type for the container.
viii. Parent Packaging Identifier field – The parent container packaging identifier for this container.
ix. Parent Packaging Material field – The parent packaging components, such as cartons, containers, or pallets.
x. Packaging Material Description field – A brief description of the packaging material.
xi. Packaging Material Code field – A unique identifier used to represent a specific type of packaging material.
xii. Packaging Material Type field – The type of material used for packaging a product.
xiii. Packaging Material Category field – The category of packaging materials.
xiv. Pallet Tier Count field – The number of layers or tiers of product stacked vertically on a pallet.
xv. Pallet Block Count field – The number of units or product packages arranged in a single layer on a pallet.

e. Select Apply.

The parent packaging details line is added.

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f. Select the line item row drop down to view the parent packing information in a table.

21. In the Notes section, select the Add + icon to enter any additional comments or instructions.
22. To submit the advance shipment notice:

To save the advance shipment notice 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 advance shipment notice 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 advance shipment notices can also be created by selecting the New button on the Advance Shipment Notices Details screen for an existing advance shipment notice.

Submit a draft advance shipment notice

Complete and submit a saved advance shipment notice 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 one of the following menu items depending on the orchestration used:
    - Select Manufacturing - Supplier from the left menu.
    - Select Logistics - Provider from the left menu.

      Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Advance Shipment Notices.
8. Select the Filter button to find the advance shipment notice in Draft state.
9. Select the Delivery Number link in the results table.
10. Select the Edit button.
11. In the Transaction Information section, select Submitted from the Process Status drop drown.
12. Confirm the advance shipment notice details and select the Edit icon associated with that line item to modify the fields if required.
13. 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.

14. Select the Save button.

    The advance shipment notice is submitted.

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Tips

- Select the delivery number row and then select the Delete  icon on the top of the Search Advance Shipment Notices screen, to delete a advance shipment notice in draft state.

 A deleted transaction cannot be retrieved.

Create and submit a new advance shipment notice from a received purchase order

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 Manufacturing - Supplier from the left menu.
    Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Purchase Orders.
8. Select the Filter button.
9. In the Filters panel, fill in one or more of the following fields to filter the results:
   i. Buyer type-ahead – The name of the company the purchase order was sent from.
      If the name of the company is not present in the Owners master data then the company name must be entered manually.
   ii. PO Number field - The purchase order number for the line item.
   iii. Last Modified drop-down – The period of time in which the purchase order was last updated:

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- 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.

10. Select Apply.

    A list of purchase orders displays based on the filter results.

11. Select the link for the purchase order from the results table.

    The View Purchase Orders screen displays.

12. Select the ASN button.
    A message is displayed stating that the advance shipment notices is being created and will be available in the notification when it is ready.
13. Select Dismiss in the messages dialog box.
14. Select the Notification icon on the top bar of the screen.
    The notification panel displays confirming that the advance shipment notice is available.
15. Select View Details.
    The Advance Shipment Notice Details screen opens in edit mode.
16. Enter the advance shipment notice details.

17. 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.

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18. Select the Save button.

    The advance shipment notice is submitted.

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.
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:

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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 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

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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.

Search and view advance shipment notices

Search for and view advance shipment notices

Perform this task to search for and view the advance shipment notices sent or

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received by suppliers or customers to view their details. Viewing the details of a advance shipment notices enables suppliers or customers 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 one of the following menu items depending on the orchestration used:
    - Select Manufacturing - Customer or Manufacturing - Supplier from the left menu.
    - Select Logistics - Client or Logistics - Provider from the left menu.

    Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Advance Shipment Notices.
8. Select the Filter button.
9. In the Filters panel, 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. Delivery Number field – A unique identifier assigned to advance shipment notice.
    iii. Estimated Delivery Date field – The date on which a shipment is

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expected to deliver.

iv. Last Modified drop-down – The period of time in which the advance shipment notice 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.

v. Shipment Date field – Displays only if the menu item is Sent Advance Shipment Notices in Manufacturing and Logistics. The date on which goods or products are dispatched.

vi. Supplier type-ahead – Displays only if the menu item is Received Advance Shipment Notices in Manufacturing - Customer. The name of the company the advance shipment notices was received from.
If the name of the company is not present in the Owners master data then the company name must be entered manually.

vii. Provider type-ahead – Displays only if the menu item is Sent Advance Shipment Notices in Logistics - Client. The name of the company the advance shipment notice was sent to.
If the name of the company is not present in the Owner's master data then the company's name must be entered manually.

viii. Client type-ahead – Displays only if the menu item is Received Advance Shipment Notices in Logistics - Provider. The name of the company the advance shipment notice 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.

ix. State drop-down – The state of the advance shipment notice:

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- 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.

10. Select Apply.

    A list of advance shipment notices displays based on the filter results.

11. Select the link for the advance shipment notice from the results table.

    The View Advance Shipment Notices screen displays.

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

Reprocess and resubmit advance shipment notices

Reprocess advance shipment notices

After the advance shipment notices is submitted, the user might encounter an

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error and the processed status will be set to Paused With Error. Use the following procedure to resolve any error messages encountered while submitting an advance shipment notices.

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 one of the following menu items depending on the orchestration used:
   - Select Manufacturing - Supplier from the left menu.
   - Select Logistics - Provider from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Advance Shipment Notices.
8. Select the Filter button to find the advance shipment notices in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Delivery 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 advance shipment notices request is moved from Processing state to Sending state indicating that the advance shipment notices is submitted successfully.

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

Resubmit advance shipment notices

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 Partner or internal location) in the header.
5. Select the Go button.
6. Select one of the following menu items depending on the orchestration used:
   - Select Manufacturing - Supplier from the left menu.
   - Select Logistics - Provider from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Advance Shipment Notices.
8. Select a Delivery Number in Sent state.
9. Select the Edit button.

   The state of the advance shipment notices 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

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action upon selecting save.

11. Select the Save button.

    The advance shipment notice is submitted.

The statues of the advance shipment notice moves to Sent state.

Related Content

Extensible TraceLink Transfer, version 2024.3

To learn more about what's new in the Extensible TraceLink Transfer, solution version 5.0 that provides the user interface for this app, see What's new in the user interface.

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Extensible TraceLink Transfer, solution version 5.0

Explore what's new in the Extensible TraceLink Transfer, solution version 5.0 release.

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