Handling movement instructions

The Handling Movement Instruction is an EDIFACT message that enables organizations to issue standardized movement and handling instructions to their supply chain partners. These instructions are sent to warehouses, distribution centers, or third-party logistics providers (3PLs). Standardizing handling instructions through the handling movement instruction message helps minimize manual processes, ensure consistent execution of inventory actions, and maintain compliance across all locations. It also supports traceability and audit readiness by providing a clear, documented record of inventory movements. By using handling movement instruction across sites, organizations can enhance operational efficiency and meet regulatory requirements within a tightly controlled supply chain environment.

For more information about Handling movement instructions guidelines, see Handling movement instructions transactions

Create and submit handling movement instructions

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

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 Logistics - Client from the left menu.
   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Handling Movement Instructions.
8. Select the New New button.
9. On the New Handling Movement Instruction screen, fill in the following fields:
   a. Handling Movement Instruction Number field – A unique identifier assigned to the handling and movement instruction document.
   b. Handling Movement Instruction Date field – The date on which the handling and movement instruction was created or issued.
10. Select the Save Save button.

    The screen refreshes with the saved handling movement instruction in the draft state and with the required sections populated.

11. Select the Edit Edit button.
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. In the Handling Movement Information section fill in the following fields:
    a. Handling Movement Instruction Number field – A unique identifier

assigned to the handling and movement instruction document.

This field auto populates the value entered New Handling Movement Instruction screen.

b. Handling Movement Instruction Date field – The date on which the handling and movement instruction was created or issued.

   This field auto populates the value entered New Handling Movement Instruction screen.

c. Warehouse Identifier field – A unique code or ID representing the warehouse where the instruction applies.
d. Shipment Requested Date drop-down – The date on which the shipment is requested to be dispatched or processed.
e. Document Date field – The date on which the document related to the instruction was generated.
f. Order Complete Date drop-down – The date on which all actions related to the instruction were completed.
g. End Soft Quarantine Date field – The date marking the end of the soft quarantine period for the goods.
h. Positive Release Date field – The date when the goods received final approval for release after quality checks.
i. Action drop-down – A brief description stating the purpose of the transaction.

14. 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 Value 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 Handling Movement Instruction section:
   a. Select the Add + icon.
   b. In the Handling Movement Instruction panel, fill in the following fields under Reference Transaction Information:
      i. Handling Instruction Code drop-down – The type of handling instruction to be performed, such as move, block, or scrap.
      ii. Instruction Identifier field – A unique identifier assigned to the specific instruction within the handling document.
      iii. Instruction Agency Code field - Code representing the agency or system that defines the instruction standards.
      iv. Instruction Description field - A brief explanation or details describing the handling instruction.
   c. Select Apply.

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

16. In the Client and Provider section, fill in the following fields under Client group:
   a. Company type-ahead field – The name of the company sending the instructions. This field pulls from the Owner's company and location master data.

      The remaining Client 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.

17. In the Client and Provider section, fill in the following fields under Provider group:
    a. Company type-ahead field – The name of the company receiving the instructions. This field pulls from the Owner's company and location master data.

       The remaining Provider 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.

18. In the Responsible Warehouse Location and Delivery Location section, fill in the following fields under Responsible Warehouse Location group:
    a. Company type-ahead field – The name of the responsible warehouse location identifiers and address information. This field pulls from the Owner's company and location master data.

       The remaining Responsible Warehouse Location 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.
19. In the Responsible Warehouse Location and Delivery Location section, fill in the following fields under Delivery Location group:
   a. Company type-ahead field – The name of the responsible warehouse location identifiers and address information. This field pulls from the Owner's company and location master data.

      The remaining Responsible Warehouse Location 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.
20. In the Handling Movement Instruction Item Details section:

a. Select the Add + icon and fill in the following fields under Handling Movement Instruction Item Detail Information.
    i. Line Item 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 Type drop-down – The product code type (e.g. IN-Product Code).
    iv. Item Value field – The unique code or value assigned to the item.
    v. Item Description field – The brief description of the item.
    vi. Ordered Quantity field – The total quantity of the item ordered or referenced in the instruction.
    vii. Ordered Quantity Unit Of Measure drop-down – The unit of measure associated with the ordered quantity.
    viii. Packing Quantity field – The total packing quantity for the item within the shipment or instruction.
    ix. Per Pack Quantity field – The number of units contained within each pack.
    x. Per Pack Quantity Unit Of Measure drop-down – The unit of measure for the per pack quantity.
    xi. Packaging Type Code field – The code identifying the type of packaging used for the item.
    xii. Packaging Agency Code field – The code representing the agency or standard governing the packaging type definition.
    xiii. Transaction Status Category drop-down – A classification that

indicates the current state or progress of a transaction.

xiv. Transaction Status Code drop-down – The status code for the handling movement instruction.

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

b. Select Apply.

The handling movement instruction item details line item is added.

c. Select a handling movement instruction item detail line row and then select the branch icon and fill in the following fields under Instruction and Reason Detail Information:

i. Handling Instruction Code drop-down – The type of handling instruction to be performed, such as move, block, or scrap.

ii. Instruction Identifier field – A unique identifier assigned to the specific instruction within the handling document.

iii. Instruction Agency Code field – The code representing the agency or system that defines the instruction standards.

iv. Marking Instruction Code drop-down – The code specifying instructions for marking or labeling of package.

v. Transaction Status Reason Code drop-down – The category for the handling movement instruction status code.

d. Select Apply.

The instruction and reason details line item is added.

e. Select the handling movement instruction item details row drop down to view the instruction and reason details in a table.

f. Select a instruction and reason details row and then select the branch icon and fill in the following fields under Packaging Format Detail Information

i. Packaging Goods Identifier field – A unique code used to identify and track packaged goods within a supply chain.

ii. Packaging Goods Identifier Type drop-down – The additional identifier for the port or terminal location.

   iii. Packaging Goods Identifier To field – The name of the terminal associated with the shipment.

g. Select Apply.

   The packaging format details line item is added.

h. Select the instruction and reason details row drop down to view the packaging format details in a table.

21. In the Line Level Partner Business Information section:

   a. Select the Add + icon and fill in the following fields in the Line Level Partner Business Information panel.

      i. Line Item field – The line item number for handling movement instructions detail level.

      ii. Partner Entity Type drop-down – The type of the entity involved in this business transaction.

      iii. Location field – The business name for partner or location

      iv. Address 1 field – The address of the particular location.

      v. Address 2 field – Any additional address information.

      vi. Country drop-down – The two-letter country code with country name for this location.

      vii. State field – The state or region for this location.

      viii. City field – The city for this location.

      ix. Postal Code field – The postal code for this location's main address.

      x. Contact Telephone Number field – The company or location's phone number.

      xi. Contact Fax Number field – The company or location's fax number

      xii. Party ID Type drop-down – The identifier type used for this company or location.

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

b. Select Apply.

The line level partner business information line item is added.

22. In the Notes section, select the Add + icon to enter any additional comments or instructions.
23. To submit the handling movement instruction:

To save the handling movement instruction in a Draft state and finish it later, ensure the Move To button is not selected and then select the Save 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 Save button.

The handling movement 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.
- Select the branch icon, to add a new line item in the inserted table, where available.
- New handling movement instructions can also be created by selecting the New + New button on the Handling Movement Instructions Details screen for an existing handling movement instruction.

Submit a draft handling movement instructions

Complete and submit a saved handling movement instruction in the draft state.

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 Logistics - Client from the left menu.
   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Handling Movement Instructions.
8. Select the Filter Filter button to find the handling movement instructions in Draft state.
9. Select the Handling Movement Instruction Number link in the results table.
10. Select the Edit Edit button.
11. In the Transaction Information section, select Submitted from the Process Status drop drown.
12. Confirm the handling movement instruction 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 handling movement instruction is submitted.

Tips

- Select the handling movement instructions number row and then select the Delete icon on the top of the Search Handling Movement Instructions screen, to delete the handling movement instructions in draft state.

A deleted transaction cannot be retrieved.

Search and view handling movement instructions

Search for and view handling movement instructions

Perform this task to search for and view the details of the handling movement instructions sent or received by clients or providers. Viewing the details of a handling movement instructions enable clients and providers 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 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 Handling Movement Instructions.
8. Select the Filter Filter button.
9. Fill in one or more of the following fields to filter the results:
    a. Handling Movement Instruction Number field – A unique identifier assigned to the handling and movement instruction document.
    b. Handling Movement Instruction Date drop-down – The date on which the handling and movement instruction was created or issued.
    c. State drop-down – The state of the handling movement 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.
    d. Provider type-ahead – Displays only if the menu item is Sent Handling Movement Instructions . The name of the company the handling and movement 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.

   e. Client type-ahead – Displays only if the menu item is Received Handling Movement Instructions in Transportation - Shipper. The name of the company the handling and movement 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.
   f. Last Modified drop-down – The period of time in which the handling movement 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.

10. Select Apply.

    A list of handling movement instructions displays based on the filter results.

11. Select the link for the handling movement instruction from the results table.

    The View Handling Movement Instructions screen displays.

12. To view all fields for each line item, select the View icon on the Handling Movement Instructions Details screen.

Reprocess and Resubmit handling movement instructions

Reprocess handling movement instructions

After the handling movement instruction 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 handling movement instruction.

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 Logistics - Client from the left menu.
   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Handling Movement Instructions.
8. Select the Filter Filter button to find the handling movement instruction in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Handling Movement Instruction 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 Edit button..
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. Select the Save Save button.
    The handling movement instruction request is moved from Processing state to Sending state indicating that the handling movement 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 handling movement 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 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 Logistics - Client from the left menu.

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

7. Select Handling Movement Instructions.
8. Select a Handling Movement Instruction Number in Sent state.
9. Select the Edit Edit button.

   The state of the handling movement instruction 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 Save button.

    The handling movement instruction is submitted.

The statues of the handling movement instruction moves to Sent state.

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Select the Help Center icon in the header to access the one-stop-shop help center for everything related to the network you are currently within (e.g.

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