TRACELINK UNIVERSITY

Ocean shipment booking confirmation

The Ocean Shipment Booking Confirmation is a structured electronic transaction used to communicate the status of a shipment booking request between trading partners in the transportation and logistics industry. It serves as the formal response from a carrier, freight forwarder, or logistics service provider (LSP) confirming whether a booking request has been accepted, modified, or rejected. As part of the ANSI ASC X12 standard, this transaction is a key element of the freight booking process, widely used in ocean, rail, and multimodal transport operations.

For more information about Ocean shipment booking confirmation guidelines, see Ocean shipment booking confirmation.

Create and submit ocean shipment booking confirmation

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

Create and submit a new ocean shipment booking confirmation

1. Select the Main Menu icon.
2. Select My Networks in the header.

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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 Ocean Shipment Booking Confirmation.
8. Select the New button.
9. On the New Ocean Shipment Arrival Notice screen, fill in the following fields:
   a. Ocean Shipment Booking Confirmation Number field – The unique identifier for the ocean shipment booking confirmation.
   b. Ocean Shipment Booking Confirmation Date field – The date when the transaction set has been created or being sent.
10. Select the Save button.

    The screen refreshes with the saved ocean shipment booking confirmation 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 Ocean Shipment Booking Confirmation Information section fill in the following fields:
    i. Ocean Shipment Booking Confirmation Number field – The unique identifier for the ocean shipment arrival notice.
    This field auto populates the value entered New Ocean Shipment Booking

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Confirmation screen.

ii. Ocean Shipment Booking Confirmation Date field – The date when the transaction set has been created or being sent.
This field auto populates the value entered New Ocean Shipment Booking Confirmation screen.

iii. Carrier Code field – A unique alphanumeric identifier assigned to a transportation company (carrier) that moves goods via ocean, air, rail, or road.

iv. Shipment Booking Status drop-down – The code specifying status of the booking request.

v. Is Partial Load switch – Indicates the code specifying partial load allowed. . Valid values are:

- true - Partial load allowed
- false - Partial load not allowed

vi. Booking Decline Reason Code drop-down – The code specifying reason behind booking cancel by carrier or customer.

vii. Departure Date field – The date and time when the shipment is planned to leave its origin.

viii. Pier Date field – The required Pier date and load time. Last acceptable date and time by which cargo must be delivered to the terminal to be loaded onto the scheduled vessel.

ix. Estimated Arrival Date field – The estimated date and time when the ship is expected to arrive.

x. Location Identifier field – A unique code used to identify a physical location such as a manufacturing site, warehouse, or distribution center.

xi. Port Name field – The official name of the port where the shipment is loaded, unloaded, or transferred.

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

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xiii. Services Tariff Code drop-down – The types of services rendered and respective charges billed by the carrier.

xiv. Time Zone field – The geographic region that determines the local time for the scheduled shipment.

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

14. In the Contacts section, select the Add + icon and fill in the following fields:
    i. Contact Type field – The type of the contact.
    ii. Contact Name field – The name of the contact.
    iii. Contact Title field – The title of the contact.
    iv. Contact Phone field – The phone number of the contact.
    v. Contact Email field – The email id of the contact.
15. In the Reference Transactions section, select the Add + icon.
    a. 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 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.
    b. Select Apply.

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

16. In the Ocean Shipment Booking Confirmation Details section, select the Add + icon.
    a. In the New Shipment Booking Confirmation Detail panel, fill in the following fields under Shipment Booking Confirmation Detail Information:
        i. Booking Identifier field – The number given by carrier for space

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reservation, first booking number, if only one booking number use this attribute.

ii. Booking Identifier To field – To capture last booking number, in case of range of booking numbers available. If only one booking number available.

iii. Equipment Type drop-down - The transaction date.

iv. Carrier Code field – A unique alphanumeric identifier assigned to a transportation company (carrier) that moves goods via ocean, air, rail, or road.

v. Equipment Type ISO Code field - The code indicating type of container equipment requested.

vi. Equipment Quantity Value field - The number of equipments or containers booked.

vii. Pickup Location Identifier field - The equipment SPLC pickup location.

viii. Pickup Date field - The date of equipment availability for pickup in epoch format.

ix. Ocean Shipment Location Code drop-down - The code indicating type of location code.

x. Ocean Shipment Location Identifier field - The code identifying the cargo's specific location, UN Location code.

xi. Services Tariff Code drop-down - The type of services rendered and respective charges billed by the carrier.

xii. Transport Service Type drop-down - The code specifying extent of transportation service requested.

xiii. Service Requirement Code field - The code to identify a service (which may constitute an additional component to a basic contract).

xiv. Shipment Priority drop-down - Indicate the priority of requested transport service.

xv. Shipment Cargo Type field - The classification of a type of cargo.

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xvi. Ambient Conditions Description field – Descriptive information about environment required in refrigerated container when other then normal air required.

xvii. Vent Setting drop-down – The configuration of a container's ventilation system that controls airflow during transportation.

xviii. Humidity Percentage field – The percentage of relative humidity required or recorded for storing or transporting goods.

xix. Temperature Type drop-down – The category of temperature condition applied to a product, package, or shipment.

xx. Temperature Set Point field – The specific temperature value at which storage or transportation equipment is configured to maintain goods.

xxi. Temperature Scale drop-down – The unit of measurement used to express temperature values.

xxii. Range Type drop-down - The type of temperature range.

xxiii. Minimum Temperature field - The minimum allowable temperature of the equipment.

xxiv. Maximum Temperature field - The maximum allowable temperature of the equipment.

b. Select Apply.

The shipment booking confirmation detail information line item is added

17. In the Carrier and Shipper section, fill in the following fields under Carrier group:

i. 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

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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.

18. In the Shipper and Carrier section, fill in the following fields under Shipper group:
    i. Company type-ahead field – The name of the company sending the ocean shipment booking request.. 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 Owners master data, the company 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.

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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.

19. In the Consignee and Notify Party section, fill in the following fields under Consignee group:
    i. Company type-ahead field – The name of the company receiving the ocean shipment booking request. This field pulls from the Owner's company and location master data.

       The remaining Consignee 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.

    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.

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20. In the Consignee and Notify Party section, fill in the following fields under Notify Party group:
    i. Company type-ahead field – The name of the company sending the ocean shipment booking request. This field pulls from the Owner's company and location master data.

       The remaining Notify Party 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.

    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.
21. In the Transport Leg Details section, select the Add + icon.
    a. In the New Carrier Transport Leg Detail panel, fill in the following fields under Carrier Transport Leg Detail Information section:
        i. Carrier Sequence Code drop-down – The code identifying sequence of carriers in shipment, beginning with the original carrier.
        ii. Transport Method drop-down – The type of transportation method used.

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iii. Carrier Code field – A unique alphanumeric identifier assigned to a transportation company (carrier) that moves goods via ocean, air, rail, or road.
iv. Carrier Sequence State field – The current status or step of the shipment in the carrier's process or work flow.
v. Interchange City field – The station or city name at which carriers interchange shipments.
vi. Transport Service Type drop-down – The type of transport service requested and respective charges billed by the carrier.
vii. Carrier Preference Code field – The sender preference code.
viii. Vessel Name field – he official name of the vessel as registered with maritime authorities.
ix. Voyage Identifier field – The code assigned to a specific vessel journey that transports goods between ports.
x. Transport Means Identifier field – The means of transport identifier given by code list agency, in this case Lloyd's number.
xi. Port Country Code drop-down – The ship or vessel registered country code.
xii. Handling Code drop-down – The code handling instructions or requirements for a shipment or product.
xiii. Special Handling Description field – A brief description that provides detailed handling instructions for a shipment or product.
xiv. Protective Service Code field – Specifies perishable protective service - rail carriers only
xv. Vent Instruction Code field – A code that defines container vent settings during transport to ensure airflow and protect cargo.
xvi. Application Tariff Code drop-down – A code that defines the tariff or rate category assigned to a product or service for trade, billing, or customs.

b. Select Apply.

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The carrier transport leg detail Information line item is added.

c. Select a carrier transport leg detail line row and then select the branch icon and fill in the following fields under Cargo Movement Port Detail Information section:

   i. Port Or Terminal Function Code drop-down – A standardized code that specifies the role or function of a port or terminal.
   ii. Ocean Shipment Location Code drop-down – A standardized code that identifies a specific location related to the ocean shipment.
   iii. Ocean Shipment Location Identifier field – The unique code or number used to identify a specific location associated with the ocean shipment.
   iv. Port Name field – The official name of the port where the shipment is loaded, unloaded, or transferred.
   v. Terminal Name field – The official name of the terminal where the shipment is handled.
   vi. Pier Identifier field – The designated pier or dock location at the port where the shipment is to be delivered or received.
   vii. State field – The state or region for this location.
   viii. Location Code List Identifier field – A code that tells which list or standard the location code comes from.
   ix. Location Code List Agency Code field – A code that identifies the organization or agency responsible for creating or maintaining the location code list.
   x. Estimated Departure Date field – The expected date and time when the shipment is planned to leave its origin.
   xi. Estimated Arrival Date field – The expected date and time when the shipment is planned to reach its destination.
   xii. Transaction Reference Type drop-down – The type of referenced transaction.
   xiii. Reference Transaction Identifier field – The value of the referenced

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transaction.

d. Select Apply.

The cargo movement port detail information line item is added.

e. Select the carrier transport leg detail row drop down to view the cargo movement port detail information in a table.

22. In the Vessel Booking Details section, select the Add + icon and fill in the following fields under Vessel Details section:

a. In the Vessel Details section fill in the following fields:

i. Vessel Identifier field – The unique code or number assigned to a vessel for identification purposes.

ii. Vessel Code Type drop-down – The type of identifier used to represent the vessel.

iii. Vessel Name field – The official name of the vessel as registered with maritime authorities.

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

v. Voyage Identifier field – The unique code or number assigned to a specific voyage for tracking and reference purposes.

vi. Carrier Code field – A unique alphanumeric identifier assigned to a transportation company (carrier) that moves goods via ocean, air, rail, or road.

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

b. Expand the Carrier Code section, and select the Add + icon and fill in the following fields under Cargo Weight and Volume section:

i. Weight Value field – The weight of product at delivery header level.

ii. Ocean Shipment Location Code field – The code indicating type of location code.

iii. Volume Value field – The value of volume recorded in shipment.

iv. Port Or Terminal Function Code drop-down – A standardized code

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that specifies the role or function of a port or terminal.

v. Weight Unit Of Measure field – The unit used to quantify the weight of a product or item.

vi. Volume Unit Of Measure field – The unit used to quantify the volume of a product or substance.

23. In the Equipment Item Details section, select the Add + icon.
    a. In the New Equipment Item Detail panel, fill in the following fields under Equipment Item Detail Information section:
        i. Transaction Set Line Item Number field – The number to identify the line item by (e.g. 50).
        ii. Equipment Prefix field – A unique set of letters that identifies the owner or operator of shipping equipment.
        iii. Equipment Identifier field – A unique alphanumeric code assigned to a specific piece of transport equipment.
        iv. Carrier Code field – A unique alphanumeric identifier assigned to a transportation company (carrier) that moves goods via ocean, air, rail, or road.
        v. Equipment Type drop-down – The type of equipment used in delivery.
        vi. Equipment Supplier drop-down – The name of the equipment supplied party.
        vii. Equipment Load Indicator drop-down – The extent of equipment utilized for this consignment
        viii. Check Digit Identifier field – A numerical digit used to validate the accuracy of an identification number.
        ix. Transport Service Type drop-down – The type of transport service requested which may differ from contract conditions.
        x. Service Type Description field – A brief description of movement or extended service carrying.
        xi. Service Provided Party drop-down – The name that identifies who is

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responsible for equipment haulage arrangements.

xii. Temperature Type drop-down – The category of temperature condition applied to a product, package, or shipment.

xiii. Temperature Set Point field – The specific temperature value at which storage or transportation equipment is configured to maintain goods.

xiv. Temperature Scale drop-down – The unit of measurement used to express temperature values.

xv. Vent Setting field – The configuration of a container's ventilation system that controls airflow during transportation.

xvi. Humidity Percentage field – The percentage of relative humidity required or recorded for storing or transporting goods.

xvii. Ambient Conditions Description field – Descriptive information about environment required in refrigerated container when other then normal air required.

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

b. Select Apply.

The equipment item detail information line item is added.

c. Select a equipment item detail information line row and then select the branch  icon and fill in the following fields under Equipment Additional Details Information section:

i. Transaction Reference Type drop-down – The transaction reference type for X12 segments L11 and EDIFACT RFF for general reference data that is not a transaction document identifier.

ii. Transaction Reference Identifier field – The transaction reference identifier value defined by enumeration in transactionReferenceType defined by transaction reference type.

iii. Date Type drop-down – Specifies the dates associated with shipment events recorded at the port.

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iv. Date Value field – Specifies the actual date associated with the selected Date Type.
v. Dimensions Type drop-down – The classification of the physical packaging level for the product or shipment object.
vi. Dimension Value field – The numerical measurement associated with the selected dimension type.
vii. Dimensions Unit Of Measure drop-down – The unit of measure used for the corresponding dimension value.
viii. Measurement Type drop-down – The code identifying a measurement type for a measurement value
ix. Measurement Value field – The value of the measurement.
x. Measurement Unit of Measure drop-down – The unit of measure for the measurement type and value recorded.
xi. Measured Type drop-down – The code identifying a measured type for a measured value.
xii. Quantity Value field – The quantity of product in shipment.
xiii. Quantity Unit Of Measure drop-down – The unit or basis for measurement code.

d. Select Apply.
The equipment additional details information line item is added.
e. Select the equipment item detail information row drop down to view the equipment additional details information in a table.

24. In the Special Handling And Item Details section, select the Add + icon.
a. In the Add Booking Confirmation Item Detail panel, fill in the following fields under Booking Confirmation Item Details Information section:

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

ii. Line Item Number field – The sequential line number for freight invoice item.

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iii. Commodity Description field – A brief description of an item as required for rating and billing purposes.
iv. Commodity Code field – The unique code used to classify goods for trade, customs, and regulatory purposes.
v. Commodity System Type drop-down – The type of system used to assign a commodity code to goods for trade, customs, or regulatory purposes.

b. Billed Quantity Type drop-down – The code indicating the type of quantity or value used as the basis for calculating the rate or item pricing.
c. Billed Quantity Value field – The numeric value representing the quantity or amount on which the rate or item pricing is based, corresponding to the specified pricing basis type
d. Packaging Format Code drop-down – The packing form of lading quantity.
e. Lading Quantity field – The quantity of product at delivery.
f. Material Description field – A brief description of material used to protect lading.
g. Transport Service Type drop-down – The mode or level of transportation service used to move goods.
h. Weight Type drop-down – The type of weight recorded in shipment.
i. Weight Value field – The value of weight at delivery.
j. Weight Unit Type drop-down – The unit type of weight value at delivery.

25. Select Apply.
The booking confirmation item details information line item is added.
26. Select a booking confirmation item details information line row and then select the branch icon and fill in the following fields under Additional Item Details information section:
i. Measurement Type drop-down – The code identifying a measurement type for a measurement.
ii. Measurement Value field – The value of the measurement.

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iii. Measurement Unit Of Measure drop-down – The unit of measure for the measurement type and value recorded.
iv. Measured Type drop-down – The code identifying a measured type for a measured value.
v. Dimension Type drop-down – The unit of measure that defines how the quantity value is measured for the item.
vi. Dimension Value field – The numerical measurement associated with the selected dimension type.
vii. Dimensions Unit Of Measure drop-down – The unit of measure used for the corresponding dimension value.

27. Select Apply.
    The additional item details information line item is added.
28. Select the booking confirmation item details information line row drop down to view the additional item details information in a table.

1. In the **Item Temperature And Dangerous Goods Details** section, select the Add + icon.

    a. In the New Item Temperature And Dangerous Goods Detail panel, fill in the following fields under Item Temperature And Dangerous Goods Details Information section:

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

        ii. Shipment Derived Risk field – Describes the risks involved while shipping dangerous goods. It can be more specific based on UN code.
        iii. Shipment Flash Point field – The temperature value indicating the flashpoint of the goods, expressed in the unit of measure defined for temperature. Applicable only for dangerous goods of type IMDG.

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iv. Dangerous Goods Identifier field – The code or value used to classify a material as hazardous or regulated under applicable transportation or safety regulations.
v. Dangerous Goods Class Code field – Specifies the kind of hazard can be generated by a material.
vi. Packaging Group field – Indicates the degree of danger presented by hazardous materials, as defined by regulatory authorities.
vii. Designated Dangerous Goods Name field – The UN proper shipping name derived from the mandatory UN code. If supplied, this value shall correspond to the proper shipping name stored for the provided UN code.
viii. Dangerous Goods Type drop-down – The specific classification of hazardous material based on internationally recognized standards such as the UN Recommendations on the Transport of Dangerous Goods.
ix. Temperature Type drop-down – The category of temperature condition applied to a product, package, or shipment.
x. Temperature Set Point field – The specific temperature value at which storage or transportation equipment is configured to maintain goods.
xi. Temperature Scale drop-down – The unit of measurement used to express temperature values.
xii. Humidity Percentage field – The percentage of relative humidity required or recorded for storing or transporting goods.
xiii. Ambient Conditions Description field – Descriptive information about environment required in refrigerated container when other then normal air required.

b. Select Apply.

The item temperature and dangerous goods details information line item row is added.

c. Select a item temperature and dangerous goods details information row and

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then select the branch  icon and fill in the following fields under Dangerous Goods Additional Details Information section:

i. Dangerous Goods Contact Type drop-down – The type of the contact for handling the dangerous goods.
ii. Dangerous Goods Contact Name field – The name of the contact person handling the dangerous goods.
iii. Dangerous Goods Contact Phone field – The phone number of the contact person handling the dangerous goods.
iv. Dangerous Goods Contact Email field – The email address of the person handling the dangerous goods.
v. Dangerous Goods Quantity Type drop-down – The type of quantity recorded.
vi. Dangerous Goods Quantity Value field – The quantity of product at line item level.
vii. Dangerous Goods Quantity UOM drop-down – The quantity unit of measure in master data for dangerous goods.
viii. Dangerous Goods Measurement Type drop-down – The type of quantity recorded.
ix. Dangerous Goods Measurement Value field – The quantity of product at line item level.
x. Dangerous Goods Measurement Unit Of Measure drop-down – The quantity unit of measure in master data for dangerous goods
xi. Dangerous Goods Measured Type drop-down – The code identifying a measured type for a measured value..
xii. Dangerous Good Notes field – A brief description of the temperature conditions required for storing or transporting the item.

d. Select Apply.
The dangerous goods additional details information line item is added.
e. Select the item temperature and dangerous goods details row drop down to view the dangerous goods additional details information in a table.

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2. In the Notes section, select the Add + icon to enter any additional comments or instructions.
3. To submit the ocean shipment booking confirmation:

To save the ocean shipment booking confirmation 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 ocean shipment booking confirmation 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 ocean shipment booking confirmations can also be created by selecting the New button on the Ocean Shipment Booking Confirmation Details screen for an existing ocean shipment booking confirmation.

Submit a draft ocean shipment booking confirmation

Complete and submit a saved ocean shipment booking confirmation 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 Ocean Shipment Booking Confirmation.
8. Select the Filter button to find the ocean shipment booking confirmations in Draft state.
9. Select the Ocean Shipment Arrival Notice 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 ocean shipment booking confirmation 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 ocean shipment booking confirmation is submitted.

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Tips

- Select the ocean shipment booking confirmation number row and then select the Delete  icon on the top of the Search Ocean Shipment Arrival Notice screen, to delete the ocean shipment booking confirmation 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 ocean shipment booking confirmations

Search for and view ocean shipment booking confirmations

Perform this task to search for and view the details of the ocean shipment booking confirmations sent or received by carriers or shippers. Viewing the details of a ocean shipment booking confirmations 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 Ocean Shipment Booking Confirmation.
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. Ocean Shipment Booking Confirmation Number field – The unique identifier for the ocean shipment booking confirmation.
   iii. Ocean Shipment Booking Confirmation Date field – The date when the transaction set has been created or being sent.

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iv. State drop-down – The state of the ocean shipment booking confirmation:

- 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.

v. Shipper type-ahead – Displays only if the menu item is Sent Ocean Shipment Booking Confirmation in Transportation - Carrier. The name of the company the ocean shipment arrival notice 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.

vi. Carrier type-ahead – Displays only if the menu item is Received Ocean Shipment Booking Confirmation in Transportation - Shipper. The name of the company the ocean shipment arrival 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.

vii. Last Modified drop-down – The period of time in which the ocean shipment booking confirmation was last updated:

- Today – The transaction was modified within the last few hours.
- Yesterday – The transaction was updated within the past 24 hours.

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- 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 ocean shipment booking confirmations displays based on the filter results.

11. Select the link for the ocean shipment booking confirmation from the results table.

    The View Ocean Shipment Booking Confirmation screen displays.

12. To view all fields for each line item, select the View icon on the Ocean Shipment Booking Confirmation Details screen.

Reprocess and Resubmit ocean shipment booking confirmations

Reprocess ocean shipment booking confirmations

After the ocean shipment booking confirmation 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 ocean shipment booking confirmation.

1. Select the Main Menu icon.
2. Select My Networks in the header.

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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 Ocean Shipment Booking Confirmation.
8. Select the Filter button to find the ocean shipment booking confirmation in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Ocean Shipment Arrival Notice 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 ocean shipment booking confirmation request is moved from Processing state to Sending state indicating that the ocean shipment booking confirmation 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 ocean shipment booking confirmation

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

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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 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 Ocean Shipment Booking Confirmation.
8. Select a Ocean Shipment Arrival Notice Number in Sent state.
9. Select the Edit button.

   The state of the ocean shipment booking confirmation 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 ocean shipment booking confirmation is submitted.

The statues of the ocean shipment booking confirmation moves to Sent state.

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