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Ocean shipment booking requests

The Ocean Shipment Booking Request, also known as a Reservation Request, is an electronic transaction used to initiate the process of securing transportation space with an ocean carrier, freight forwarder, or inter-modal provider. It serves as the digital equivalent of a booking form, allowing shippers and their logistics partners to request vessel or transport space for upcoming shipments. This transaction belongs to the ANSI ASC X12 EDI standard and is widely implemented across the maritime and intermodal logistics industry, particularly for containerized freight operations.

For more information about Ocean shipment booking request guidelines, see Ocean shipment booking request transactions.

Create and submit ocean shipment booking requests

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

Create and submit a new ocean shipment booking requests

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 - 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 Requests.
8. Select the New button.
9. Enter the ocean shipment booking request number in the Ocean Shipment Booking Request Number field.
10. Select the Save button.

    The screen refreshes with the saved ocean shipment booking request 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 Booking Request Information section fill in the following fields:
    i. Ocean Shipment Booking Request Number field – The unique identifier for the ocean shipment booking request.
    This field auto populates the value entered New Ocean Shipment Booking Request screen.
    ii. Ocean Shipment Booking Request Date field – The date when the transaction set has been created or being sent.
    iii. Carrier Code field – A unique alphanumeric identifier assigned to a

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transportation company (carrier) that moves goods via ocean, air, rail, or road.

iv. Shipment Charge Payment Method Type drop-down – Specifies how the freight charges for a shipment are paid.

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

vi. Estimated Shipment Sailing Date field – The estimated date and time when the ship is expected to leave.

vii. Shipment Required Date field – The specific date by which a shipment must leave the shipping location to meet the expected delivery time line.

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

ix. Services Tariff Code field – The types of services rendered and respective charges billed by the carrier.

x. Is Shipment On Priority switch – Indicates whether shipment should be prioritized or not. . Valid values are:

- true - Yes, it is priority
- false - No, not required to be prioritized

xi. Shipment Priority Level Type field – The level of priority assigned to the shipment. The value ranges from 1 to 9, where 1 indicates the highest priority and 9 indicates the lowest.

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

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

xiii. Shipper Assigned Port Call File Number drop-down – The reference number assigned by a shipper, while booking a shipment.

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

14. In the Contacts and Authorization Information section, select the Add + icon:

    a. In the New Contacts And Authorization Details panel, fill in the following fields under Contacts And Authorization Details section:

        i. Contact Type drop-down – 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 address of the contact person.
        vi. Shipment Booking Authority Code drop-down – The personal authorized for shipment booking.
        vii. Shipment Booking Authority Name field - Name or code of authority for authorizing action or reservation.
        viii. Shipment Booking Authorization Date field - The date when the shipment is officially approved to move forward.

    b. Select Apply.

    The new contacts and authorization details line item is added.

15. In the Reference Transactions section, select the Add + icon.
    a. In the New Reference Transaction panel, fill in the following fields under Reference Transactions section:
        i. Transaction Type drop-down – The type of transaction.
        iii. 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.
    b. Transaction Date field - The transaction date.
16. Select Apply.

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

1. In the Container Booking Details section, select the Add + icon.
    a. In the New Container Booking Details panel, fill in the following fields under Container Booking Details section:
        i. Carrier Code field – A unique alphanumeric identifier assigned to a transportation company (carrier) that moves goods via ocean, air, rail, or road.
        ii. Transport Method drop-down – The type of transportation method used.
        iii. Transport Service Type drop-down – The mode or level of transportation service used to move goods.
        iv. Equipment Type drop-down – The specific kind or category of transportation equipment used to move goods.
        v. Container Type drop-down – The type of container equipment requested.
        vi. Number Of Containers field – The number of shipping containers.
        vii. Container Terms Type field - The code indicating container terms reference.
        viii. Equipment Specific Property Code drop-down - The properties related to equipment required while booking a shipment.
        ix. Vent Setting drop-down - The equipment vent adjustment code.
        x. Humidity Percentage field - The humidity percent.
        xi. Ambient Conditions Description field - The descriptive information about environment required for item.
        xii. Temperature Type drop-down - The type of temperature follow while shipment.
        xiii. Temperature Set Point field - The temperature value setting expressed in degrees.
        xiv. Temperature Scale drop-down - The temperature unit of measure.
    b. Select Apply.

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

2. In the Transport Leg Details section, select the Add + icon.
    a. In the New Carrier Transport Leg Details panel, fill in the following fields under Carrier Transport Leg Details 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.
        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 – The official name of the vessel as registered with maritime authorities.
        ix. Vessel Registered Country drop-down – The country in which a shipping vessel is officially registered.
        x. Voyage Identifier field – The code assigned to a specific vessel journey that transports goods between ports.
        xi. Transport Means Identifier field – The means of transport identifier given by code list agency, in this case Lloyd's number.
        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

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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.

The carrier transport leg details line item is added.

c. Select a carrier transport leg details line row and then select the branch icon and fill in the following fields under Cargo Movement Port Details 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

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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 transaction.

d. Select Apply.

The cargo movement port details line item is added.

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

a. 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.

b. Address 1 field – The address of the particular location.
c. Address 2 field – Any additional address information.
d. Country drop-down – The two-letter country code with country name for this location.
e. State field – The state or region for this location.
f. City field – The city for this location.
g. Postal Code field – The postal code for this location's main address.
h. Contact Telephone Number field – The company or location's phone number.
i. Contact Fax Number field – The company or location's fax number
j. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
k. Party ID Value field – The value associated with the identifier type.

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4. In the Shipper and Carrier section, fill in the following fields under Carrier 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 Carrier fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owners master data, the company name must be entered manually.

    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.

5. 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.

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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.

6. 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

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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.

7. In the Equipment Details section, select the Add + icon.

   a. In the New Equipment Item Details panel, fill in the following fields under Equipment Item Details 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. Check Digit Identifier field – A numerical digit used to validate the accuracy of an identification number.
      v. Equipment Type ISO Code field – A standardized code, used to identify the type and size of inter-modal containers and other transport equipment.
      vi. Carrier Code field – A unique alphanumeric identifier assigned to a transportation company (carrier) that moves goods via ocean, air, rail, or road.
      vii. Equipment Type drop-down – The specific kind or category of transportation equipment used to move goods.
      viii. Weight Type drop-down – The type of weight recorded in shipment.
      ix. Weight Unit Type drop-down – The unit type of weight value at delivery.
      x. Weight Value field – The value of weight at delivery.
      xi. Volume Type drop-down – The type of volume recorded in shipment.
      xii. Volume Value field – The value of volume recorded in shipment.
      xiii. Line Notes field – Additional information about the line item being added.
      xiv. Temperature Type drop-down – The category of temperature condition

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applied to a product, package, or shipment.

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

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

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

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

b. Select Apply.

The equipment item details line item is added.

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

i. Transaction Reference Type drop-down – The category or format of the reference used to identify a related transaction.

ii. Transaction Reference Identifier field – The unique value used to identify a related transaction based on the specified transaction reference type.

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

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.

d. Select Apply.

The equipment additional details line item is added.

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e. Select the equipment item details line row drop down to view the equipment additional details information in a table.

8. In the **Item Details** section, select the Add + icon.

a. In the New Special Handling Item Details panel, fill in the following fields under Special Handling Item Details 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.

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.

vi. Package Count field – The total number of packages included in the shipment.

vii. Package Unit Of Measure drop-down – The unit used to quantify the contents of a package.

viii. Shipment Gross Weight field – The weight (mass) of goods including packing but excluding the carrier's equipment.

ix. Shipment Gross Weight Unit Of Measure drop-down – The unit of measure for the measurement type and value recorded.

x. Shipment Volume field – The total space occupied by the shipment.

xi. Shipment Volume Unit Of Measure drop-down – The unit used to measure the shipment volume (for example, cubic meters or cubic feet).

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xii. Shipment Length field – The length of the shipment package or container.
xiii. Shipment Width field – The width of the shipment package or container.
xiv. Shipment Height field – The height of the shipment package or container.
xv. Shipment Dimensions Unit Type drop-down – The unit used to measure the shipment's dimensions.
xvi. Dimensions Quantity field – The quantity of dimensions in shipment booking.
xvii. Handling Code drop-down – The code handling instructions or requirements for a shipment or product.
xviii. Special Handling Description field – A brief description that provides detailed handling instructions for a shipment or product.
xix. Protective Service Code field – A code that defines the protective service required for a shipment to ensure security, safety, or special handling.
xx. Vent Instruction Code field – A code that defines container vent settings during transport to ensure airflow and protect cargo.
xxi. 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.
xxii. Line Notes field – Additional information about the line item being added.

b. Select Apply.

The special handling item details is added.

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

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

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

ii. Dangerous Goods Identifier field – The code or value used to classify a material as hazardous or regulated under applicable transportation or safety regulations.

iii. Dangerous Goods Class Code field – Specifies the kind of hazard can be generated by a material.

iv. Packaging Group field – Indicates the degree of danger presented by hazardous materials, as defined by regulatory authorities

v. 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.

vi. Emergency Contact Details field – The phone number and name of person or department to contact in case of emergency

vii. Shipment Flash Point field – 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.”

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 Percent field – The percentage of relative humidity required or recorded for storing or transporting goods.

xiii. Unit of Measure drop-down – The unit in which the line item is measured.

b. Select Apply.

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

c. Select a item temperature and dangerous goods details line row and then select the branch icon and fill in the following fields under Dangerous Goods Additional Details section:
    i. Additional Dangerous Goods Description field – A brief description including material name, special instructions, and phone number if any.
    ii. Additional Dangerous Goods Classification field – A description of hazardous material classification or division or label requirements.
    iii. Dangerous Goods Quantity Type drop-down – The type of quantity recorded.
    iv. Dangerous Goods Quantity Value field – The quantity of product at line item level.
    v. Dangerous Goods Quantity UOM drop-down – The quantity unit of measure in master data for dangerous goods.
    vi. Dangerous Goods Contact Type drop-down – The type of the contact for dangerous goods.
    vii. Dangerous Goods Contact Phone field – The phone number of the contact for dangerous goods.
    viii. Dangerous Goods Contact Name field – The name of the contact for dangerous goods.
    ix. Dangerous Goods Contact Email field – The email id of the contact for dangerous goods.
    x. Dangerous Good Notes field – Additional description of dangerous goods.
d. Select Apply.

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

10. In the Notes section, select the Add + icon to enter any additional comments or instructions.
11. To submit the ocean shipment booking request:

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

Submit a draft ocean shipment booking requests

Complete and submit a saved ocean shipment booking request 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

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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. Select Transportation - Shipper from the left menu.

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

7. Select Ocean Shipment Booking Requests.
8. Select the Filter button to find the ocean shipment booking requests in Draft state.
9. Select the Ocean Shipment Booking Request 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 request 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 request is submitted.

Tips

- Select the ocean shipment booking request number row and then select the

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Delete  icon on the top of the Search Ocean Shipment Booking Request screen, to delete the ocean shipment booking request 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.
8. Select the Add Discussion button.
   The new discussion page opens in a new tab.

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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 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.

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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 requests

Search for and view ocean shipment booking requests

Perform this task to search for and view the details of the ocean shipment booking requests sent or received by shippers and carriers. Viewing the details of a ocean shipment booking requests enable shippers and carriers 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 Requests.
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 Request Number field – The unique identifier for the ocean shipment booking request.
   iii. Ocean Shipment Booking Request Date field – The date when the transaction set has been created or being sent.
   iv. State drop-down – The state of the ocean shipment booking request:

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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.

v. Carrier type-ahead – Displays only if the menu item is Sent Ocean Shipment Booking Requests in Transportation - Shipper. The name of the company the ocean shipment booking request 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. Shipper type-ahead – Displays only if the menu item is Received Ocean Shipment Booking Requests in Transportation - Carrier. The name of the company the ocean shipment booking request 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 request 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.

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- 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 requests displays based on the filter results.

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

    The View Ocean Shipment Booking Requests screen displays.

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

Reprocess and Resubmit ocean shipment booking requests

Reprocess ocean shipment booking requests

After the ocean shipment booking request 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 request.

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.

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

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

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

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.

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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 - 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 Requests.
8. Select a Ocean Shipment Booking Request Number in Sent state.
9. Select the Edit button.

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

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

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