TRACELINK UNIVERSITY

Ocean shipment arrival notices

An Ocean Shipment Arrival Notice is an electronic message sent by an ocean carrier or freight forwarder to notify the shipper, manufacturer or, consignee that an incoming ocean freight shipment is nearing or has arrived at the destination port. It provides all the key details needed to prepare for receipt, including arrival date and time, and any charges due upon arrival.

For more information about Ocean shipment arrival notices guidelines, see Ocean shipment arrival notice transactions.

Create and submit ocean shipment arrival notices

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

Create and submit a new ocean shipment arrival notice

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.

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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 Arrival Notices.
8. Select the New button.
9. On the New Ocean Shipment Arrival Notice screen, fill in the following fields:
   i. Ocean Shipment Arrival Notice Number field – The unique identifier for the ocean shipment arrival notice.
   ii. Ocean Shipment Arrival Notice 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 arrival notice 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 Arrival Notice Information section fill in the following fields:
    i. Ocean Shipment Status Number field – The unique identifier for the ocean shipment arrival notice.
    This field auto populates the value entered New Ocean Shipment Arrival Notice screen.
    ii. Ocean Shipment Arrival Notice Date field – The date when the transaction set has been created or being sent.
    This field auto populates the value entered New Ocean Shipment Arrival

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Notice screen.

iii. Freight Invoice Shipment Type drop-down – Identifies the classification of a shipment on a freight invoice, based on how the goods are transported.

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

v. Net Amount Due field – The final amount due on an invoice after discounts, adjustments, and credits, but before taxes and shipping charges.

vi. Correction Type drop-down – The code specifying correction to previous arrival notification

vii. Delivery Date field – The date when the goods from an ocean shipment are expected to be delivered after arrival at the destination port.

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

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

x. Delivery Term Code field – The code that specifies the conditions under which goods are delivered

xi. Estimated Shipment Arrival Date field – The projected date when a shipment is expected to reach its destination.

xii. Shipment Arrival Charge Payment Method Type drop-down – The charges related to shipment arrival are paid.

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

14. In the Reference Transactions section, select the Add + icon and fill in the following fields:

    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.

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ii. Transaction Number type-ahead field – The unique identifier of the transaction.

If the value does not match the available options, the value must be entered manually.

iii. Transaction Date field - The transaction date.

b. Select Apply.

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

15. In the Carrier Sequence, Vessel and Delivery Terms section, fill in the following fields under Carrier Sequence and Vessel Information group:
    i. Carrier Code field – A unique alphanumeric identifier assigned to a transportation company (carrier) that moves goods via ocean, air, rail, or road.
    ii. Carrier Sequence Code drop-down – The code identifying sequence of carriers in shipment, beginning with the original carrier.
    iii. Transport Method drop-down – The type of transportation method used.
    iv. City field – The city for this location.
    v. State field – The state or region for this location.
    vi. Transport Service Type drop-down – The mode or level of transportation service used to move goods.
    vii. Description field – The brief description of the carrier shipment.
    viii. Vessel Carrier Sequence Code drop-down – The order in which ocean carriers or vessels are used during a shipment’s transportation route.
    ix. Vessel Identifier field – The unique code or number assigned to a vessel for identification purposes.
    x. Vessel Code Type drop-down – The type of identifier used to represent the vessel.
    xi. Country Code drop-down – The two-letter country code with country name for this location.

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xii. Voyage Identifier field – The code assigned to a specific vessel journey that transports goods between ports.
xiii. Vessel Carrier Code field – The code assigned to an ocean carrier that operates vessels transporting goods between ports.
xiv. Handling Code drop-down – The code handling instructions or requirements for a shipment or product.
xv. Handling Description drop-down – A brief description that provides detailed handling instructions for a shipment or product.
xvi. Protective Service Code drop-down – A code that defines the protective service required for a shipment to ensure security, safety, or special handling.
xvii. Vent Instruction Code drop-down – A code that defines container vent settings during transport to ensure airflow and protect cargo.
xviii. 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.

16. In the Carrier Sequence, Vessel and Delivery Terms section, fill in the following fields under Shipment Delivery Terms group:
    a. Select the Add + icon.
        i. Line field – The number to identify the line item by (e.g. 50).
        ii. Delivery Term Code field – The code that defines the conditions under which goods are delivered.
        iii. Delivery Terms Condition Code field – A code that defines additional conditions or qualifiers for the delivery terms agreed between trading partners.
        iv. Description field – The brief description of the carrier shipment.
        v. Delivery Charge Payment Method Type field – The code that defines how delivery-related charges are paid for a shipment.
        vi. FOB Transfer Location drop-down – The point where ownership and responsibility for goods shift from the seller to the buyer under FOB delivery terms.

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vii. Freight Rates Charges Identifier field – The code or reference that specifies the type of freight rate or charge applied to a shipment.
viii. Freight Rate Description field – The description that provides details about the freight rate or charge applied to a shipment.
ix. Freight Rate Type drop-down – Specifies the basis or method used to calculate freight charges for a shipment.
x. Freight Rate field – The cost charged by a carrier to transport goods from one location to another.
xi. Total Charges field – The total amount billed for a shipment, including the base freight rate plus all surcharges, fees, and adjustments.
xii. Currency Usage Type field – The code that specifies the purpose or role of a currency in a transaction.
xiii. Advance Payment field – Incidental charges occurred during transportation expressed in the standard monetary denomination for the specified currency.
xiv. Prepaid Amount field – Money paid at point of origin (usually by shipper) expressed in the standard monetary denomination for the specified currency.
xv. Rate Combination Point Code drop-down – The location code used to determine where multiple freight rates are combined for billing or routing purposes.
xvi. Special Charge Code drop-down – The code used to identify an additional or non-standard charge applied to a shipment, such as handling fees, fuel surcharges, or regulatory costs.
xvii. Rate Class Code drop-down – The code that identifies the category or class of rates applied to a shipment.
xviii. Charge Entitlement Party drop-down – Identifies the entity approved to collect payment for specified shipment or transaction charges.
xix. Charge Payment Method drop-down – The party responsible for

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receiving payment for defined charges on the shipment or transaction.

xx. Billed Quantity Type drop-down – The unit or basis on which a billed quantity is measured in a transaction.

xxi. Billed Quantity field – The number of units being invoiced for the line item, based on the selected billed quantity type.

xxii. Freight Rate Percent field – The percentage used to calculate freight charges based on the value or cost of goods being shipped.

xxiii. Currency Code drop-down – The code representing the currency.

xxiv. Rate Or Tariff Class Description field – A brief description that explains the category or class of rates or tariffs applied to a shipment.

17. In the Lading Item Details section, fill in the following fields under Sender Party Information group:

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

    ii. Commodity Code field – The unique code used to classify goods for trade, customs, and regulatory purposes.

    iii. Description field – The brief description of the commodity.

    iv. Commodity System Type drop-down – The type of system used to assign a commodity code to goods for trade, customs, or regulatory purposes.

    v. Packaging Format Material Type drop-down – The material used to produce a particular packaging format, such as cartons, bottles, or pallets.

18. In the Referenced Dates and Cargo Movement Details section, fill in the following fields under Dates and Currency Information group:

    i. Referenced Date Typedrop-down – The category that defines the purpose or context of the referenced date, such as departure date, arrival date, or delivery date.

    ii. Referenced Date field – The specific date associated with the referenced

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date type.

iii. Time Zone drop-down – The regional time setting that indicates the standard time offset from Coordinated Universal Time (UTC) for the specified location.

iv. Currency Code drop-down – The code representing the currency..

v. Currency Entity Code field – The code representing the currency type or entity.

vi. Exchange Rate Currency Code field – The code that identifies the currency used to define or apply an exchange rate in a transaction.

vii. Exchange Rate field – The conversion or exchange rate of the currency referenced.

viii. Validity Date field – The date on which a referenced value, such as a document, condition, or currency exchange rate, becomes effective or expires.

19. In the Referenced Dates and Cargo Movement Details section, fill in the following fields under Cargo Movement And Port Details group:

    a. Select the Add + icon.

        i. Port Or Terminal Function Codedrop-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 drop-down – The unique code or number used to identify a specific location associated with the ocean shipment. .

        iv. Port Name drop-down – The official name of the port where the shipment is loaded, unloaded, or transferred.

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

        vi. Terminal Name field – The official name of the terminal where the shipment is handled.

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vii. State field – The state or region for this location.
viii. Code List Identifier field – The source or standard from which a particular code is taken.
ix. Agency Code field – The organization or governing body responsible for defining or maintaining a set of codes.

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

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i. Company type-ahead field – The name of the company or location that owns, sells, or sends the goods. This field pulls from the Owner's company and location master data.

   The remaining Shipper fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the 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.

22. In the Freight Forwarder and Ship To Location section, fill in the following fields under Freight Forwarder group:
    i. Company type-ahead field – The name of the company or location that arranges the transport of goods. This field pulls from the Owner's company and location master data.

       The remaining Freight Forwarder 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.

23. In the Freight Forwarder and Ship To Location section, fill in the following fields under Ship to Location group:
    i. Company type-ahead field – The name of the company location where actual goods will be shipped by supplier. This field pulls from the Owner's company and location master data.

       The remaining ship to 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.

    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.

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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.

24. In the Shipment Equipment Details section, select the Add + icon.
    a. In the New Shipment Equipment panel, fill in the following fields under Shipment Equipment Information section:
        i. Line field – The number to identify the line item by (e.g. 50).
        ii. Equipment Prefix drop-down – A unique set of letters that identifies the owner or operator of shipping equipment.
        iii. Equipment Identifier drop-down – 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 specific kind or category of transportation equipment used to move goods.
        vi. Equipment Type ISO Code field – A standardized code, used to identify the type and size of inter-modal containers and other transport equipment.
        vii. Check Digit Identifier drop-down – A numerical digit used to validate the accuracy of an identification number.
        viii. Weight Type drop-down – The type of weight recorded in shipment.
        ix. Weight Value field – The value of weight at delivery.
        x. Weight Unit Type drop-down – The unit type of weight value at delivery.
        xi. Tare Type drop-down – The category or method used to determine the tare weight of packaging or a container.

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xii. Tare Weight field – The weight of empty packaging or a container, excluding the weight of the goods inside.
xiii. Volume Type drop-down – The type of volume recorded in shipment.
xiv. Volume Value field – The value of volume recorded in shipment.
xv. Equipment Type For Temperature drop-down – The equipment type used to maintain or monitor temperature conditions during storage or transportation of goods.
xvi. Temperature Type drop-down – The category of temperature condition applied to a product, package, or shipment.
xvii. Temperature Setpoint field – The specific temperature value at which storage or transportation equipment is configured to maintain goods.
xviii. Temperature Scale drop-down – The unit of measurement used to express temperature values.
xix. Range Type drop-down – The category or purpose of a defined value range used in a transaction, measurement, or condition.
xx. Minimum Temperature field – The lowest temperature value allowed or required for storing or transporting goods.
xxi. Maximum Temperature field – The highest temperature value allowed or required for storing or transporting goods.
xxii. Unit of Measure drop-down – The unit of measurement used for the minimum and maximum allowable temperature values.
xxiii. Vent Setting drop-down – The configuration of a container’s ventilation system that controls airflow during transportation.
xxiv. Temperature Description field – A brief description that provides additional details about temperature requirements for a product, package, or shipment.
xxv. Humidity Percent field – The percentage of relative humidity required or recorded for storing or transporting goods.
xxvi. Code List Identifier field – The source or standard from which a

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particular code is taken.

xxvii. Agency Code field – The organization or governing body responsible for defining or maintaining a set of codes.

b. Select Apply.

The shipment equipment information line item is added.

c. Select a shipment equipment information line row and then select the branch icon and fill in the following fields under Equipment Detail Information section:

i. Dimensions Type drop-down – The classification of the physical packaging level for the product or shipment object.

ii. Dimension Value field – The numerical measurement associated with the selected dimension type.

iii. Dimensions Unit Of Measure drop-down – The unit of measure used for the corresponding dimension value.

iv. Quantity Type drop-down – The classification of the quantity being reported for a product line item.

v. Quantity field – The quantity of item selected or provided.

vi. Quantity Unit Of Measure drop-down – The unit of measure that defines how the quantity value is measured for the item.

vii. Seal Number field – The number assigned to a physical seal used to secure a shipment container.

viii. Seal Applied Entity Type drop-down – Indicates the type of entity that applied the seal to the shipment container.

d. Select Apply.

The equipment detail information line item is added.

e. Select the shipment equipment information line row drop down to view the equipment detail information in a table.

25. In the **Line Items** section, select the Add + icon.

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a. In the New Line Item panel, fill in the following fields under Item Information section:

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

   ii. Measurement Line field – The sequence or grouping for a specific set of dimensional measurements within a shipment or packaging hierarchy.

   iii. Billed Quantity Type drop-down – The unit or basis on which a billed quantity is measured in a transaction.

   iv. Billed Quantity field – The number of units being invoiced for the line item, based on the selected billed quantity type.

   v. Packaging Format Code drop-down – The code that defines the structure or layout of the product's packaging configuration.

   vi. Lading Quantityfield – The number of handling units of the line item tended to carrier.

   vii. Description field – Additional information about the line item being added.

   viii. Transport Service Type drop-down – The method or class of transportation used to move the shipment from origin to destination.

   ix. Weight Type drop-down – The type of weight recorded in shipment.

   x. Weight Value field – The value of weight at delivery.

   xi. Weight Unit Type drop-down – The unit type of weight value at delivery.

   xii. Volume Type drop-down – The type of volume recorded in shipment.

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

   xiv. Is Verification Required? switch – Indicates whether verification of the product, shipment, or transaction is mandatory before further processing can occur.

   xv. Package Verification Format Code drop-down – The format used to

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verify a package's unique identifiers, based on regulatory or business requirements.

xvi. Package Verification Quantity field – The number of packages that must be verified before the shipment or transaction can proceed.

xvii. Port Or Terminal Function Code drop-down – A standardized code that specifies the role or function of a port or terminal.

xviii. Ocean Shipment Location Identifier field – The unique code or number used to identify a specific location associated with the ocean shipment.

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

xx. Country Code field – The two-letter country code with country name for this location.

xxi. Terminal Name field – The official name of the terminal where the shipment is handled.

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

xxiii. Code List Identifier field – The name or identifier of the code list that defines the valid values for a corresponding data element.

xxiv. Agency Code field – The organization or governing body responsible for defining or maintaining a set of codes.

b. Select Apply.

The new line item is added to the ocean shipment arrival notice.

c. Select a item line row and then select the branch icon and fill in the following fields under Shipment Arrival Information section:

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

ii. Item Rate Charges Line field – Identifies a line-level charge applied

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to an individual item, typically calculated as a rate.

iii. Handling Code drop-down – The code handling instructions or requirements for a shipment or product.

iv. Handling Description field – A brief description that provides detailed handling instructions for a shipment or product.

v. Protective Service Code field – A code that defines the protective service required for a shipment to ensure security, safety, or special handling.

vi. Vent Instruction Code field – A code that defines container vent settings during transport to ensure airflow and protect cargo.

vii. 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.

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

ix. Temperature Setpoint field – The specific temperature value at which storage or transportation equipment is configured to maintain goods.

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

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

xii. Item Temperature Description field – A brief description of the temperature conditions required for storing or transporting the item.

xiii. Range Type drop-down – Indicates how a numerical range is defined for a value such as temperature, weight, or quantity.

xiv. Shipment Minimum Allowable Temperature field – The lowest temperature at which the shipment can be safely stored or transported without compromising product integrity.

xv. Shipment Maximum Allowable Temperature field – The highest

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temperature at which the shipment can be safely stored or transported without compromising product quality or compliance.

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

xvii. Temperature Range Description field – A brief description of the acceptable temperature range for storing or transporting the shipment or item.

xviii. Lading Item Description field – A detailed description of the item included in the shipment, as it appears on the bill of lading or shipping documentation.

xix. Commodity Code field – The unique code used to classify goods for trade, customs, and regulatory purposes.

xx. Commodity System Type drop-down – The type of system used to assign a commodity code to goods for trade, customs, or regulatory purposes.

xxi. Packaging Format Material Type drop-down – The material used to produce a particular packaging format, such as cartons, bottles, or pallets.

xxii. Packaging Identifier Type field – The format type of the packaging identifier.

xxiii. Packaging Identifier field – The packaging identifier value defined by the packaging type.

xxiv. Freight Rates Charges Identifier field – The code or reference that specifies the type of freight rate or charge applied to a shipment.

xxv. Freight Rate Type drop-down – Specifies the basis or method used to calculate freight charges for a shipment.

xxvi. Freight Rate field – The cost charged by a carrier to transport goods from one location to another.

xxvii. Total Charges field – The total amount billed for a shipment, including the base freight rate plus all surcharges, fees, and

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adjustments.

xxviii. Advance Payment field – A payment made before goods are shipped or services are delivered.

xxix. Prepaid Amount field – The portion of the total charges that has been paid in advance of shipment or service delivery.

xxx. Rate Combination Point Code drop-down – Specifies the location code where multiple freight rates are combined for billing or routing.

xxxi. Special Charge Code drop-down – The code that identifies an additional or non-standard charge applied to the shipment.

xxxii. Rate Class Code drop-down – The code used to classify the shipment for rate determination purposes.

xxxiii. Charge Entitlement Party drop-down – Identifies the entity approved to collect payment for specified shipment or transaction charges.

xxxiv. Charge Payment Method drop-down – The party responsible for receiving payment for defined charges on the shipment or transaction.

xxxv. Freight Rate Charge Description field – A brief description of the freight rate charge applied to the shipment, including the type or purpose of the charge.

xxxvi. Billed Quantity Type drop-down – The unit or basis on which a billed quantity is measured in a transaction.

xxxvii. Billed Quantity field – The number of units being invoiced for the line item, based on the selected billed quantity type.

xxxviii. Freight Rate Percent field – The percentage used to calculate freight charges based on the value or cost of goods being shipped.

xxxix. Currency Code drop-down – The code representing the currency.

xl. Rate Or Tariff Class Description field – A brief description that explains the category or class of rates or tariffs applied to a shipment.

xli. Tariff Agency Code field – The organization responsible for issuing or

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governing the tariff used to calculate freight charges.

xlii. Tariff Identifier field – The code or name of the tariff used to determine applicable freight rates or charges for the shipment.

xliii. Tariff Section Identifier field – The structured segment of the tariff document used to determine the applicable freight charge.

xliv. Tariff Item Identifier field – The code referencing the tariff line item that specifies pricing or conditions for the shipment.

xlv. Freight Class Code field – The code derived from item properties such as density, ease of handling, and risk level.

d. Select Apply.

The shipment arrival information line item is added.

e. Select the line item row drop down to view the shipment arrival information in a table.

f. Select a item line row and then select the branch icon and fill in the following fields under Arrival Quantity Information section:

i. Quantity Type drop-down – The classification of the quantity being reported for a product line item.

ii. Quantity field – The quantity of item selected or provided.

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

g. Select Apply.

The arrival quantity information line item is added.

h. Select the shipment arrival information line row drop down to view the arrival quantity information in a table.

26. In the **Ocean Shipment Arrival References** section, select the Add + icon.

a. In the New Shipment Arrival Reference panel, fill in the following fields under Shipment Arrival Reference Information section:

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

ii. Reference Transaction Type drop-down – The type of referenced transaction.

iii. Referenced Transaction Number field – The value of the referenced transaction.

iv. Referenced Transaction Date field – The date of the referenced transaction.

v. Description field – The unit of measure used to measure the volume.

vi. Referenced Date Type drop-down – The category that defines the purpose or context of the referenced date, such as departure date, arrival date, or delivery date.

vii. Referenced Date field – The date referenced with a related document, transaction, or event referenced elsewhere in the shipment or transaction data.

viii. Time Zone field – The regional time setting that indicates the standard time offset from Coordinated Universal Time (UTC) for the specified location.

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

b. Select Apply.

The shipment arrival reference information line item is added.

27. In the Shipment Event Details panel, fill in the following fields under Shipment Event Information section:

i. Shipment Event Type drop-down – The category that describes the kind of shipment-related activity or milestone.

ii. Event Name field – The descriptive title of a specific activity or milestone in the shipment process.

iii. Transport Event Time Stamp field – The exact date and time when a

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transport-related event occurred.

iv. Time Zone field – The regional time setting that indicates the standard time offset from Coordinated Universal Time (UTC) for the specified location.

v. City field – The city for this location.

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

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

viii. Transaction Status Reason Code drop-down – Identifies the cause of the transaction status, including predefined conditions such as delay, error, or rejection.

ix. Latitude Coordinate field – The north–south geographic position of a location, expressed in decimal degrees.

x. Longitude Coordinate field – The east–west geographic position of a location, expressed in decimal degrees.

xi. Direction Indicator field – The cardinal direction (north, south, east, or west) associated with a geographic coordinate or movement.

28. Select Apply.

The new shipment event information line item is added.

29. In the Shipment Weight Charges Summary section, fill in the following fields:

i. Weight Type drop-down – The type of weight recorded in shipment.

ii. Weight Value field – The value of weight at delivery.

iii. Weight Unit Type drop-down – The unit type of weight value at delivery.

iv. Tariff Identifier field – The code or name of the tariff used to determine applicable freight rates or charges for the shipment.

v. Freight Rate Type drop-down –Specifies the basis or method used to calculate freight charges for a shipment.

vi. Freight Rate field – The cost charged by a carrier to transport goods from one location to another.

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vii. Total Charges field – The total amount billed for a shipment, including the base freight rate plus all surcharges, fees, and adjustments.
viii. Special Charge Code drop-down – The code that identifies an additional or non-standard charge applied to the shipment.
ix. Prepaid Amount field – The portion of the total charges that has been paid in advance of shipment or service delivery.
x. Advance Payment field – A payment made before goods are shipped or services are delivered.
xi. Volume Type drop-down – The type of volume recorded in shipment.
xii. Volume Value field – The value of volume recorded in shipment.
xiii. Quantity Type drop-down – The classification of the quantity being reported for a product line item.
xiv. Quantity field – The quantity of item selected or provided.

30. In the Notes section, select the Add + icon to enter any additional comments or instructions.
31. To submit the ocean shipment arrival notice:

    To save the ocean shipment arrival notice in a Draft state and finish it later, ensure the Move To button is not selected and then select the Save button in the draft state.

    a. Select the Move To button at the top of the screen.

       The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

    b. Select the Save button.

       The ocean shipment arrival notice is submitted.

Tips

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- 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 arrival notices can also be created by selecting the New button on the Ocean Shipment Arrival Notices Details screen for an existing ocean shipment arrival notice.

Submit a draft ocean shipment arrival notice

Complete and submit a saved ocean shipment arrival notice 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 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 Arrival Notices.
8. Select the Filter button to find the ocean shipment arrival notices in Draft state.
9. Select the Ocean Shipment Arrival Notice Number link in the results table.

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10. Select the Edit button.
11. In the Transaction Information section, select Submitted from the Process Status drop drown.
12. Confirm the ocean shipment arrival notice details and select the Edit icon associated with that line item to modify the fields if required.
13. Select the Move To button at the top of the screen.

    The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

14. Select the Save button.

    The ocean shipment arrival notice is submitted.

Tips

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

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Perform this task to add new discussion directly from the subtype record being viewed.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Navigate to the subtype record you want to discuss.
7. Open the subtype record to display its view page.
8. Select the Add Discussion button.
   The new discussion page opens in a new tab.
9. Start the discussion using one of the following options:

    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.

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10. Enter the discussion details. For detailed field descriptions, see Create and Submit a Discussion.

11. Select the Save button.
    The new discussion is now associated with the transaction from the originating subtype view page.

Add a Comment from a Subtype View Page

Perform this task to add a comment to an existing discussion associated with transaction being viewed.

1. Select the Main Menu  icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Navigate to the subtype record related to the discussion you want to 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.

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ii. Select the Filter button, enter the search criteria, and apply the filter. From the filtered results, select the discussion to review and update. For detailed field descriptions, see Search and View All Discussions.

iii. If the existing discussion is not appropriate, select the New button to start a new discussion for the associated transaction. For detailed field descriptions, see Create and Submit a Discussion.

10. Select the discussion to update.
11. Enter comment.
12. Select the Save button.
    The comment is added to the selected discussion and remains associated with the related transaction.

Search and view ocean shipment arrival notices

Search for and view ocean shipment arrival notices

Perform this task to search for and view the details of the ocean shipment arrival notices sent or received by carriers or shippers. Viewing the details of a ocean shipment arrival notices 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.

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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 Arrival Notices.
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 Arrival Notice Number field – The unique identifier for the ocean shipment arrival notice.
   iii. Ocean Shipment Arrival Notice Date field – The date when the transaction set has been created or being sent.
   iv. Freight Invoice Shipment Type field – Identifies the classification of a shipment on a freight invoice, based on how the goods are transported.
   v. Shipment Charge Payment Method Type field – Specifies how the freight charges for a shipment are paid.
   vi. Estimated Shipment Arrival Date field – The projected date when a shipment is expected to reach its destination.
   vii. State drop-down – The state of the ocean shipment arrival notice:
      - 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.

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- Sending –The application sends out business transactions to the buyer or supplier.
- Sent – The transaction is successfully completed and shared with the receiving party.

viii. Shipper type-ahead – Displays only if the menu item is Sent Ocean Shipment Arrival Notices 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.

ix. Carrier type-ahead – Displays only if the menu item is Received Ocean Shipment Arrival Notices 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.

x. Last Modified drop-down – The period of time in which the ocean shipment arrival notice was last updated:
   - Today – The transaction was modified within the last few hours.
   - Yesterday – The transaction was updated within the past 24 hours.
   - Last Week – The transaction was modified in the last 7 days.
   - Last Month – The transaction was modified in the last 30 days.
   - Last 3 Months – The transaction was modified in the last 90 days.
   - Last 6 Months – The transaction was modified in the last 180 days.
   - Custom Range – Select a specific period of time that the transaction was modified in from the calendar.

10. Select Apply.

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

11. Select the link for the ocean shipment arrival notice from the results table.

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The View Ocean Shipment Arrival Notices screen displays.

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

Reprocess and Resubmit ocean shipment arrival notices

Reprocess ocean shipment arrival notices

After the ocean shipment arrival notice 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 arrival notice.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select 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 Arrival Notices.
8. Select the Filter button to find the ocean shipment arrival notice 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:

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- 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 arrival notice request is moved from Processing state to Sending state indicating that the ocean shipment arrival notice 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 arrival notice

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 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 Arrival Notices.

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

   The state of the ocean shipment arrival notice 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 arrival notice is submitted.

The statues of the ocean shipment arrival notice moves to Sent state.

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Navigate to help documentation and support

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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