TRACELINK UNIVERSITY

Ocean shipment statuses

Ocean Shipment Status is an electronic message used by ocean carriers to provide shipment updates on the movement and handling of ocean freight shipments. It delivers visibility into key events from the moment a container is loaded at the port of origin through shipment points to its arrival at the destination port.

For more information about Ocean shipment statuses guidelines, see Ocean shipment status transactions.

Create and submit ocean shipment statuses

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

Create and submit a new ocean shipment status

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 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 Statuses.

8. Select the New button.
9. On the New Ocean Shipment Status screen, fill in the following fields:
   a. Ocean Shipment Status Number field – The unique identifier for the ocean shipment status.
   b. Ocean Shipment Status Code field – The unique codes to represent the current status of an ocean freight shipment.

10. Select the Save button.

    The screen refreshes with the saved ocean shipment status 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 Status Information section fill in the following fields:
    i. Ocean Shipment Status Number field – A unique identifier for the ocean shipment status.
    This field auto populates the value entered New Ocean Shipment Status screen.
    ii. Ocean Shipment Status Code field – The unique codes to represent the current status of an ocean freight shipment.
    This field auto populates the value entered New Ocean Shipment Status screen.
    iii. Date Reported field – The date and time when the current status of the

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ocean shipment was recorded in the system.

iv. Inquiry Request Identifier field – A unique ID or code assigned to a specific inquiry or request for tracking, auditing, or communication purposes.

v. Equipment Type drop-down – The specific kind or category of transportation equipment used to move goods.

vi. Equipment Prefix field – A unique set of letters that identifies the owner or operator of shipping equipment.

vii. Equipment Identifier field – A unique alphanumeric code assigned to a specific piece of transport equipment.

viii. Equipment Status Code drop-down – A standardized abbreviation or symbol that indicates the current condition, location, or usage state of a transport equipment unit.

ix. Equipment Type ISO Code drop-down – A standardized code, used to identify the type and size of inter-modal containers and other transport equipment.

x. Status Location field – The place where a specific event or status update related to a shipment, or piece of equipment activity occurs or is recorded.

xi. Ocean Shipment Location Code drop-down – A standardized alphanumeric identifier that represents a specific location.

xii. Ocean Shipment Location Identifier field – A unique alphanumeric code used to specify the exact location of an event, status update, or handoff point.

xiii. Check Digit Identifier field – A numerical digit used to validate the accuracy of an identification number.

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

xv. Document Date field – The official date indicating when the document

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was issued, created, or became effective.

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

14. In the Reference Transactions section:
    a. Select the Add + icon.
    b. In the New Reference Transaction panel, fill in the following fields under Reference Transaction Information section:
        i. Transaction Type drop-down – The type of transaction.
        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.
    c. Select Apply.

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

15. In the Vessel Details section, fill in the following fields:
    i. Vessel Code Type drop-down – The type of identifier used to represent the vessel.
    ii. Vessel Identifier field – The unique code or number assigned to a vessel for identification purposes.
    iii. Vessel Name field – The official name of the vessel as registered with maritime authorities.
    iv. Country drop-down – The two-letter country code with country name for this location.
    v. Pier Date field – The date when the vessel is scheduled to, or actually does, arrive at or depart from the pier.
    vi. Departure Date field – The date when the shipment or vessel leaves its origin location.

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vii. Unloading Date field – The date when the shipment is removed from the vessel or other mode of transport at its destination.
viii. Voyage Identifier field – The unique code or number assigned to a specific voyage for tracking and reference purposes.
ix. Lading Quantity field – The quantity of product at delivery.
x. Weight Type drop-down – The type of weight recorded in shipment.
xi. Weight Value field – The value of weight at delivery.
xii. Weight Unit Type drop-down – The unit type of weight value at delivery.
xiii. Volume Type drop-down – The type of volume recorded in shipment.
xiv. Volume Value field – The value of volume recorded in shipment.
xv. Carrier Sequence Code drop-down – The code identifying sequence of carriers in shipment, beginning with the original carrier.
xvi. Carrier Code field – The shipping carrier alpha code (scac).
xvii. Transaction Reference Type drop-down – The category or format of the reference used to identify a related transaction.
xviii. Transaction Reference Identifier field – The unique value used to identify a related transaction based on the specified transaction reference type.

16. In the Ocean Shipment Status Details section:
    a. Select the Add + icon.
    b. In the New Shipment Status Detail panel, fill in the following fields under Shipment Status Detail Information:
        i. Transaction Status Code drop-down – A standardized code that indicates the current status of the transaction.
        ii. Transaction Status Reason Code drop-down – A standardized code that explains the reason for the transaction’s current status.
        iii. Shipment Status Date field – The code indicating the status of a shipment.
        iv. Bill Of Lading Disposition Code field – A standardized code that indicates the current state or outcome of the bill of lading.
        v. Description field – A brief description of the vessel or shipment.

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

c. Select Apply.

The new shipment status detail information line item is added.

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

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group:

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.

19. 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

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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.

20. 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.

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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.

21. In the **Line Items** section:
    a. Select the Add + icon. At least one line item is required to submit a ocean shipment status.
    b. In the New Line Items panel, fill in the following fields under Line Item Information section:
        i. Line field – The number to identify the line item by (e.g. 50).
        ii. Port Or Terminal Function Code drop-down – A standardized code that specifies the role or function of a port or terminal.
        iii. Ocean Shipment Location Code drop-down – A standardized code that identifies a specific location related to the ocean shipment.
        iv. Ocean Shipment Location Identifier field – The unique code or number used to identify a specific location associated with the ocean shipment.
        v. Terminal Name field – The official name of the terminal where the shipment is handled.
        vi. Port Name field – The official name of the port where the shipment is loaded, unloaded, or transferred.
        vii. Country drop-down – The two-letter country code with country name for this location.
        viii. State field – The state or region for this location.
    c. Select Apply.

    The new line item is added to the ocean shipment status.

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d. Select a item line row and then select the branch icon and fill in the following fields under Sub Line Item Informationsection:
    i. 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.
    ii. Referenced Date Value field – The specific date associated with the referenced date type.
    iii. Time Zone field – The regional time setting that indicates the standard time offset from Coordinated Universal Time (UTC) for the specified location.
    iv. Reference Transaction Type drop-down – The type of referenced transaction.
    v. Transaction Identifier Value field – The value of the referenced transaction.
    vi. Reference Transaction Date field – The date of the referenced transaction.
    vii. Line Notes field – Additional information about the line item being added.
e. Select Apply.

    The shipment line information is added to line item.

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

22. In the **Shipment Event Details** section:

    a. Select the Add + icon. At least one line item is required to submit a ocean shipment status.

    b. In the New Shipment Event Detail panel, fill in the following fields under Shipment Event Detail Information section:

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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 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 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 geographic value that represents the north-south position of a vessel, container, port, or shipment location, measured in degrees north or south of the Equator, and used for shipment tracking and location monitoring.
x. Longitude Coordinate field – The geographic value that represents the east-west position of a vessel, container, port, or shipment location, measured in degrees relative to the Prime Meridian, and used for shipment tracking and location monitoring.
xi. Direction Indicator field – The a value or flag used to specify the flow or movement direction of a transaction.

c. Select Apply.

The new line item is added to the ocean shipment status.

23. In the Notes section, select the Add + icon to enter any additional comments

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or instructions.

24. To submit the ocean shipment status:

    To save the ocean shipment status 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 status 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 statuss can also be created by selecting the New button on the Ocean Shipment Statuses Details screen for an existing ocean shipment status.

Submit a draft ocean shipment status

Complete and submit a saved ocean shipment status 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 Statuses.
8. Select the Filter button to find the ocean shipment statues in Draft state.
9. Select the Ocean Shipment Status 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 status 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 status is submitted.

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Tips

- Select the ocean shipment status number row and then select the Delete  icon on the top of the Search Ocean Shipment Statuses screen, to delete the ocean shipment status 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 statuses

Search for and view ocean shipment statuses

Perform this task to search for and view the details of the ocean shipment statuses sent by carriers and received by shippers. Viewing the details of a ocean shipment statuses 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 Statuses.
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 Status Number field – The unique identifier for the ocean shipment status.
   iii. Ocean Shipment Status Code field – The unique codes to represent the current status of an ocean freight shipment.
   iv. State drop-down – The state of the ocean shipment status:

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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. Shipper type-ahead – Displays only if the menu item is Sent Ocean Shipment Statuses in Transportation - Carrier. The name of the company the ocean shipment status 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 Statuses in Transportation - Shipper. The name of the company the ocean shipment status 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. Date Reported field – The date and time when the current status of the ocean shipment was recorded in the system.

viii. Last Modified drop-down – The period of time in which the ocean shipment status 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 statuss displays based on the filter results.

11. Select the link for the ocean shipment status from the results table.

    The View Ocean Shipment Statuses screen displays.

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

Reprocess and Resubmit ocean shipment statuses

Reprocess ocean shipment statuses

After the ocean shipment status 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 status.

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

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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 Statuses.
8. Select the Filter button to find the ocean shipment status in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Ocean Shipment Status 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 status request is moved from Processing state to Sending state indicating that the ocean shipment status 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 status

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 - 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 Statuses.
8. Select a Ocean Shipment Status Number in Sent state.
9. Select the Edit button.

   The state of the ocean shipment status 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 status is submitted.

The statues of the ocean shipment status 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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