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Shipping instructions

The Shipping Instruction transaction is a structured electronic message used within the logistics and transportation industry to ensure that freight is shipped accurately, efficiently, and according to plan. It plays a vital role in enabling smooth coordination and communication across all supply chain partners. This transaction provides comprehensive shipping details including routing information, pickup and delivery locations, transportation modes, handling requirements, and special instructions. In essence, instructing carriers how, when, and where freight should move within the supply chain.

For more information about Shipping instructions guidelines, see Shipping instructions transactions.

Create and submit shipping instructions

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

Create and submit a new shipping instructions

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 Shipping Instructions.
8. Select the New button.
9. On the New Shipping Instruction screen, fill in the following fields:
   i. Shipping Instruction Number field – The unique identifier for the shipping instruction.
   ii. Shipping Instruction 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 shipping instructions 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 Shipping Instruction Information section fill in the following fields:
    i. Shipping Instruction Number field – The unique identifier for the shipping instruction.

       This field auto populates the value entered New Ocean Shipment Booking Request screen.
    ii. Shipping Instruction Date field – The date when the transaction set has

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been created or being sent.

iii. Services Tariff Code drop-down – The type of services rendered for this shipment and respective charges billed by the carrier.

iv. Carrier Code field – The standard carrier identification code, typically SCAC.

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

vi. Weight Unit Type drop-down – The type of weight recorded.

vii. Shipment Charge Payment Method Type drop-down – Specifies the method of payment for a shipment.

viii. Freight Invoice Shipment Type drop-down – The code specifying relationship of this shipment with other shipments handed over to carrier at the same time, like split shipment.

ix. Equipment Quantity field – The total number of equipments used in this transaction.

x. Payment Method drop-down – The method used to make the payment.

xi. Issue Date field – The letter of credit issue date.

xii. Expiration Date drop-down – The letter of credit expiration date.

xiii. Vessel Loaded Date field – The date when actual cargo loaded on vessel.

xiv. Document Date field – the document date.

xv. Contract Number field – The service contract number.

xvi. Contract Reference Date field – The service contract date.

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

xviii. 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.

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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.

c. Select Apply.

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

15. In the Transport Stage Location Details section and fill in the following sections:
    a. In the Transport Stage Location Details section, fill in the following fields:
        i. Carrier Sequence Code drop-down – The code identifying sequence of carriers in shipment, beginning with the original carrier.
        ii. Voyage Identifier field – The code assigned to a specific vessel journey that transports goods between ports.
        iii. Transport Method drop-down – The type of transportation method used.
        iv. Description field – A brief description for means of transport.
        v. Carrier Code field – The standard carrier identification code, typically SCAC.
        vi. Carrier Name field – The name of the carrier.
        vii. Vessel Name field – The official name of the vessel as registered with maritime authorities.
        viii. Country Code drop-down – The two-letter country code with country name for this location.
        ix. Carrier Agency Code field - Specifies the organization or responsible agency code that maintains or governs the referenced code list.
        x. Carrier Code List Identifier field - Identifies which code list a given value comes from, ensuring the meaning of the code is interpreted

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correctly.

b. In the Cargo Movement Port Details section and fill in the following fields:
    i. Port Or Terminal Function Code drop-down – Port or Terminal function codes.
    ii. Ocean Shipment Location Code drop-down – Code indicating type of location code.
    iii. Ocean Shipment Location Identifier field – Identifies the cargo's specific location.
    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.
    vii. Pier Identifier field – The designated pier or dock location at the port where the shipment is to be delivered or received.
    viii. State field – The state or region for this location.

16. In the Carrier Sequence & Vessel Information section and fill in the following fields:
    i. Vessel Identifier field – The unique code or number assigned to a vessel for identification purposes.
    ii. Vessel Code Type drop-down – The type of identifier used to represent the vessel.
    iii. Vessel Name field – The official name of the vessel as registered with maritime authorities.
    iv. Country Code drop-down – The two-letter country code with country name for this location.
    v. Voyage Identifier field – The code assigned to a specific vessel journey that transports goods between ports.
    vi. Vessel Carrier Code field – The code assigned to an ocean carrier that

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operates vessels transporting goods between ports.

vii. Vessel Transport Method drop-down – The type of transport method.

viii. Carrier Code field – The standard carrier identification code, typically SCAC.

ix. Carrier Sequence Code drop-down – The code identifying sequence of carriers in shipment, beginning with the original carrier.

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

xi. City field – The name of the station or city at which carriers interchange shipments.

xii. State field – The name of state or province for the shipment's current carrier sequence.

xiii. Transport Service Type drop-down – The type of transport service requested and respective charges billed by the carrier.

xiv. Description field – A brief description of point to point routing.

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

xvi. Handling Description field – An instruction of code specifying special transportation handling .

xvii. Protective Service Code field – Specifies perishable protective service - rail carriers only.

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

xix. Application Tariff Code drop-down – The code indicating to which traffic a tariff applies.

17. In the Sales Delivery Terms section, fill in the following fields:

i. Sales Terms Code drop-down – Specifies the commercial sales condition or payment basis (e.g., Letter of Credit, Open Account, Cash, Mutually Defined) under which the shipment is executed.

ii. Transport Trade Terms drop-down – Describes the trade terms which apply to the shipment transportation responsibility. It also helps to

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describe the party responsible for making payment.

iii. Ocean Shipment Location Identifier field - Location code identifier where the transportation terms are ended

iv. Ocean Shipment Location Code drop-down - Type of Location code where the transportation terms are ended.

18. In the License & Certifications Information section,

a. fill in the following fields:

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

ii. Certification Or Clause Code drop-down – The coded certification or condition applied.

iii. Description field – A brief descriptive text supporting the code.

iv. License Type drop-down – The type Of License. (Import or Export).

v. License Number field – The license number assigned by authority.

vi. License Issuing Agency field – The license number given authority or agency code.

vii. License Type Code field – The license control or type code.

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

ix. Issue Date field – The letter of credit issue date.

x. Expiration Date drop-down – The letter of credit expiration date.

xi. License Type Classification Code field – The export / Import classification code ECCN code

b. In the left menu, expand the License & Certifications Information section and fill in the following fields under Supplementary Details:

a. Certificate Clause Description field – A brief description of the clause.

b. Supplementary Information Type drop-down – Identifies the type of supplementary information, such as supporting documents (invoice, certificate, packing list) or special instructions (routing, printing, validation).

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c. Supplementary Information Description field – A brief description of supplementary information type.

19. In the Shipper and Carrier section, fill in the following fields under Shipper group:
    i. Company type-ahead field – The name of the company sending the shipping instruction. 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.
20. 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 shipping instruction. This field pulls from the Owner's company and location master data.

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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 Consignee and Notify Party section, fill in the following fields under Notify Party group:
    i. Company type-ahead field – The name of the notifying party identifiers and address information. 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

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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 Consignee and Notify Party section, fill in the following fields under Consignee group:
    i. Company type-ahead field – The name of the company consignee identifiers and address information. This field pulls from the Owner's company and location master data.

       The remaining Consignee fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owners master data, the company name must be entered manually.

    ii. Address 1 field – The address of the particular location.
    iii. Address 2 field – Any additional address information.
    iv. Country drop-down – The two-letter country code with country name for this location.
    v. State field – The state or region for this location.
    vi. City field – The city for this location.
    vii. Postal Code field – The postal code for this location's main address.
    viii. Contact Telephone Number field – The company or location's phone number.
    ix. Contact Fax Number field – The company or location's fax number

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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.

23. In the Container Information section:
    a. Select the Add + icon.
    b. In the New Container Line panel, fill in the following fields under Container Information section:

        i. Line field – The number to identify the line item by (e.g. 50).
        ii. Number Of Containers field – The number of shipping containers.
        iii. Container Type field - The code indicating type of container equipment requested.
        iv. Transport Service Type drop-down - The code specifying extent of transportation service requested.
        v. Equipment Type ISO Code field - The type of equipment used in delivery. Standard ISO code, pass through.
        vi. Transport Method drop-down – The type of transportation method used.
        vii. Inter Modal Services field – Identifying the Intermodal Service Plan.
        viii. Carrier Code field – The standard carrier identification code, typically SCAC.
        ix. Container Terms Identifier field – The code indicating origin and destination of transportation and type of container
        x. Container Terms Type field – The code indicating container terms reference.
        xi. Number Of Stop Off Points field – The total number of stop-offs specified for a shipment.
        xii. Line Notes field – Additional information about the line item being added.
        xiii. Referenced Date Type drop-down – The date type related to

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shipment events at port.

xiv. Referenced Date field – The date defined by referenced date type in date format YYYY-MM-DD.

xv. Referenced Transaction Type drop-down – The type of referenced transaction.

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

xvii. Referenced Transaction Date field – The transaction reference date.

c. Select Apply.

The new container information line item is added.

24. In the Equipment Specifications section, select the Add + icon.

a. In the New Equipment Specification panel, fill in the following fields under Equipment Specification Information section:

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

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

vi. Weight Unit Type drop-down – The weight of product at delivery header level.

vii. Tare Type drop-down – The tare qualifier code.

viii. Tare Weight field – The tare weight of equipment.

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

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

xi. Equipment Type drop-down – The specific kind or category of

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transportation equipment used to move goods.

xii. Carrier Code field – The standard carrier identification code, typically SCAC.
xiii. Description field – The equipment type free form text description.
xiv. Equipment Supplier drop-down – The party responsible for supplying the equipment.
xv. Equipment Load Indicator drop-down – The code indicating equipment load status or utilization level.
xvi. Check Digit Identifier field – The check digit used to validate equipment identification number.
xvii. Transport Service Type drop-down – The type of transportation service requested or provided.
xviii. Equipment Type ISO Code field - The type of equipment used in delivery. Standard ISO code, pass through.
xix. Service Type Description field – A brief description of movement or extended service carrying.
xx. Reference Transaction Identifier Type drop-down – The type of referenced transaction.
xxi. Referenced Transaction Number field – The value of the referenced transaction.
xxii. Service Provided Party drop-down – Equipment haulage arrangements done by service provided party.
xxiii. Temperature Equipment Type drop-down – The type of temperature equipment used in delivery.
xxiv. Temperature Type drop-down – The type of temperature follow while shipment.
xxv. Temperature Setpoint field – The temperature value setting expressed in degrees.
xxvi. Temperature Scale drop-down – The temperature unit of measure.
xxvii. Range Type field – The type of range.

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xxviii. Min Temperature field – The lowest temperature value allowed or required for storing or transporting goods.

xxix. Max Temperature field – The highest temperature value allowed or required for storing or transporting goods.

xxx. Temperature Unit Of Measure drop-down – The unit of measurement used for the minimum and maximum allowable temperature values.

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

xxxii. Equipment Temperature Description field – A brief description that provides additional details about equipment temperature requirements for a product, package, or shipment.

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

b. Select Apply.

The Equipment Specifications line item is added.

c. Select a equipment specifications line row and then select the branch icon and fill in the following fields under Sub Line Equipment Specification Information section:

i. Equipment Dimension Type drop-down – The type of dimensions recorded for cargo / transportable unit.

ii. Equipment Dimension Value field – The dimension value for the mentioned type of dimension.

iii. Equipment Dimension 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 classification of the quantity being reported for a product line item.

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

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vii. Shipment Dimension Type drop-down – The type of dimensions recorded for cargo / transportable unit.
viii. Shipment Dimension Value field – The volume for item in inches or centimeters.
ix. Shipment Dimension Unit Of Measure drop-down – The unit used to measure the shipment's dimensions.
x. Seal Number field – The applied seal number for shipment carrying equipment
xi. Seal Applied Entity Type drop-down – The seal applied entity type code, it could be an organization or location or an individual.
xii. Measurement Type drop-down – The code identifying a measurement type for a measurement value.
xiii. Measurement Value field – The value of the measurement.
xiv. Measurement Unit of Measure drop-down – The unit of measure for the measurement type and value recorded.
xv. Measured Type drop-down – The code identifying a measured type for a measured value.
xvi. Referenced Transaction Type drop-down – The type of referenced transaction.
xvii. Referenced Transaction Number field – The value of the referenced transaction.
xviii. Referenced Transaction Date field – The transaction reference date.

d. Select Apply.
The sub line equipment specification line item is added.
e. Select the equipment specifications line row drop down to view the sub line equipment specification in a table.

25. In the **Dangerous Goods** section, select the Add + icon.

a. In the New Dangerous Good Detail panel, fill in the following fields under Dangerous Goods Detail Information section:

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i. Line 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. Weight Type drop-down – The type of weight recorded in shipment.
v. Weight Value field – The value of weight at delivery.
vi. Weight Unit Type drop-down – The unit type of weight value at delivery.
vii. Tare Type drop-down – The tare qualifier code.
viii. Tare Weight field – The tare weight of equipment.
ix. Volume Type drop-down – The type of volume recorded in shipment.
x. Volume Value field – The value of volume recorded in shipment.
xi. Equipment Type drop-down – The specific kind or category of transportation equipment used to move goods.
xii. Carrier Code field – The standard carrier identification code, typically SCAC.
xiii. Description field – The equipment type free form text description.
xiv. Equipment Supplier drop-down – The equipment supplied party.
xv. Equipment Load Indicator drop-down – Indicates the extent of equipment utilized for this consignment.
xvi. Check Digit Identifier field – The equipment check digit number.
xvii. Transport Service Type drop-down – Types of transport service requested which may differ from contract conditions.
xviii. Equipment Type ISO Code field - The type of equipment used in delivery. Standard ISO code, pass through.
xix. Service Type Description field – A brief description of movement or

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extended service carrying.

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

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

xxii. Service Provided Party drop-down – Equipment haulage arrangements done by service provided party.

xxiii. Temperature Equipment Type drop-down – The type of temperature equipment used in delivery.

xxiv. Temperature Type drop-down – The type of temperature follow while shipment.

xxv. Temperature Setpoint field – The temperature value setting expressed in degrees.

xxvi. Temperature Scale drop-down – The temperature unit of measure.

xxvii. Range Type field – The type of range.

xxviii. Min Temperature field – The lowest temperature value allowed or required for storing or transporting goods.

xxix. Max Temperature field – The highest temperature value allowed or required for storing or transporting goods.

xxx. Temperature Unit Of Measure drop-down – The unit of measurement used for the minimum and maximum allowable temperature values.

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

xxxii. Equipment Temperature Description field – A brief description that provides additional details about equipment temperature requirements for a product, package, or shipment.

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

b. Select Apply.

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The new dangerous goods line is added.

c. Select a dangerous goods line row and then select the branch icon and fill in the following fields under Sub Line Dangerous Goods Detail Information section:

   i. Dangerous Goods Identifier field – The code or value used to classify a material as hazardous or regulated under applicable transportation or safety regulations.
   ii. Dangerous Goods Class Code field –A code that identifies the hazard classification of the dangerous goods being transported.
   iii. Dangerous Goods Type drop-down – The different types of goods which are shipped globally.
   iv. Dangerous Goods Packaged Quantity field – The packaged quantity of dangerous goods.
   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. Is Empty switch – Indicates whether the package is empty.
   viii. Shipment Flash Point field - The temperature value indicating the flashpoint of the goods, expressed in the unit of measure defined for temperature.
   ix. Hazardous Material Index field – The United Nations page number as required for the international transport of hazardous materials.
   x. Dangerous Goods Packaging Group field – The dangerous goods packaging group.
   xi. Shipment Derived Risk field – The describes the risks involved while shipping dangerous goods. It can be more specific based on UN

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code.

xii. Shipment Derived Sub Risk field – The describes the sub-risks involved while shipping dangerous goods. It can be more specific based on UN code.

xiii. Is Limited Quantity? switch – Indicates whether the dangerous goods quantity is limited in the shipment.

xiv. Is Marine Pollutant? switch – Indicates whether the dangerous goods are pollutant into water.

xv. Designated Technical Name field – Indicates whether the dangerous goods are pollutant into water.

xvi. Designated Technical National Name field – Indicates whether the dangerous goods are pollutant into water.

xvii. Minimum Temperature field – The lowest temperature value allowed or required for storing or transporting goods.

xviii. Maximum Temperature field – The highest temperature value allowed or required for storing or transporting goods.

xix. Additional Dangerous Goods Identifier field – A supplemental identifier used to specify additional regulatory or safety information for hazardous materials associated with a product, package, or shipment.

xx. Hazardous Goods Package Type drop-down – Package type containing these dangerous goods

xxi. Net Quantity Unit field – The net quantity unit of the dangerous goods.

xxii. Gross Quantity Unit field – The gross quantity unit of the dangerous goods.

xxiii. Additional Dangerous Goods Description field – A brief description including material name, special instructions, and phone number if any.

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xxiv. Additional Dangerous Goods Classification field – A description of hazardous material classification or division or label requirements.
xxv. Temperature Scale drop-down – The unit of measurement used to express temperature values.
xxvi. Identifier Unit Of Measure drop-down – display the unit of measure for dangerous goods identification
xxvii. Lading Quantity field – The quantity of product at delivery.
xxviii. Unit of Measure drop-down – The unit in which the line item is measured.
xxix. Identifier Hazardous Material Index field – The United Nations page number as required for the international transport of hazardous materials.
xxx. Hazardous Goods Commodity Code field – The code describing a commodity or group of commodities
xxxi. Dangerous Goods Quantity field – The quantity of product at line item level for dangerous goods.
xxxii. Residue Indicator Type drop-down – The type of residue indicator.
xxxiii. Packaging Group field – Indicates the degree of danger presented by hazardous materials, as defined by regulatory authorities.
xxxiv. Dangerous Material Regulatory Identifier field – The quantity of product at line item level for dangerous goods.

d. Select Apply.
   The sub line dangerous goods detail information line item is added.
e. Select the dangerous goods row drop down to view the sub line dangerous goods detail information in a table.
f. Select a sub line dangerous goods detail information row and then select the branch icon and fill in the following fields under Additional Information section:
   i. Additional Dangerous Goods Description field – A brief description including material name, special instructions, and phone number if

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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 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 Class Code field – A code that identifies the hazard classification of the dangerous goods being transported.
vii. Dangerous Goods Classification drop-down – Describes the hazardous material class.
viii. Reportable Substance Quantity Code field – The presence of hazardous substance quantity code for quick action in case of emergency.
ix. Unit Of Measure drop-down – The unit of measure for dangerous goods identification.
x. Shipment Flash Point field – The temperature value indicating the flashpoint of the goods, expressed in the unit of measure defined for temperature.
xi. Shipment Control Temperature field – The controlled temperature of the goods, expressed in the unit of measure defined for temperature. Applicable only for dangerous goods of type “IMDG.”
xii. Shipment Emergency Temperature field – The temperature at which emergency procedures must be initiated if the substance's temperature rises.
xiii. Explosive Weight field – The net weight of the explosive material contained in a product or package, excluding any packaging or container weight.

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

xv. Hazard Material Information Type drop-down – Specifies the type of hazardous material identification being provided (e.g., UN Number, NA Number).

xvi. Description field – A brief description of hazardous material shipments.

g. Select Apply.

The additional dangerous goods information line item is added.

h. Select the sub line dangerous goods detail information line row drop down to view the additional dangerous goods information in a table.

26. In the Line Items section. select the Add + icon.

a. In the New Line Item 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. Measurement Line field – The sequential line number for freight invoice item.

iii. Billed Quantity Type drop-down – The code indicating the type of quantity or value used as the basis for calculating the rate or item pricing.

iv. Billed Quantity field – The numeric value representing the quantity or amount on which the rate or item pricing is based, corresponding to the specified pricing basis type.

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

vi. Weight Value field – The actual numeric measurement of the weight for the pallet, equipment, or shipment.

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

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viii. Volume Type drop-down – The type of volume recorded in shipment.
ix. Volume Value field – The value of volume recorded in shipment.
x. Lading Quantity field – The quantity of product at delivery.
xi. Packaging Format Code drop-down – The packing form of lading quantity.
xii. Description field – A brief description of the material used to protect lading.
xiii. Transport Service Type drop-down – The mode or level of transportation service used to move goods.
xiv. Package Verification Quantity field – The number of packages that must be verified before the shipment or transaction can proceed.
xv. Package Verification Format Code drop-down – The format used to verify a package's unique identifiers, based on regulatory or business requirements.
xvi. Is Verification Required? switch – Indicates whether verification of the product, shipment, or transaction is mandatory before further processing can occur.

b. Select Apply.
The line item information row is added.
c. Select a line item information row and then select the branch icon and fill in the following fields under Sub Line Item 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. Quantity Unit Of Measure drop-down – The unit of measure that defines how the quantity value is measured for the item.
iv. Dimensions Type drop-down – The classification of the physical packaging level for the product or shipment object.
v. Dimension Value field – The numerical measurement associated with the selected dimension type.

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vi. Dimensions Unit Of Measure drop-down – The unit of measure used for the corresponding dimension value.
vii. Lading Item Number field – The sequential line number for a lading item.
viii. Lading Item Description field – A brief description of an item as required for rating and billing purposes.
ix. Commodity Code field – The unique code used to classify goods for trade, customs, and regulatory purposes.
x. Commodity System Type drop-down – The type of system used to assign a commodity code to goods for trade, customs, or regulatory purposes.
xi. Packaging Format Material Type drop-down – The material used to produce a particular packaging format, such as cartons, bottles, or pallets.
xii. Packaging Identifier Type field – The format type of the packaging identifier.
xiii. Packaging Identifier field – The packaging identifier value defined by the packaging type.
xiv. Lading Description Type field – The code identifying the kind of alternate description (e.g., export, commercial, packing).
xv. Description field – A brief description to clarify the related data elements and their content.
xvi. Referenced Transaction Type drop-down – The type of referenced transaction.
xvii. Referenced Transaction Number field – The value of the referenced transaction.
xviii. Referenced Transaction Date field – The transaction reference date.

d. Select Apply.

The sub line item information row is added.

e. Select the new line row drop down to view the sub line item information

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in a table.

27. In the License Details section, select the Add + icon.
    a. In the New License Detail panel, fill in the following fields under License Detail Information section:
        i. Line field – The number to identify the line item by (e.g. 50).
        ii. Measurement Line field – The sequential line number for freight invoice item.
        iii. Billed Quantity Type drop-down – The code indicating the type of quantity or value used as the basis for calculating the rate or item pricing.
        iv. Billed Quantity field – The numeric value representing the quantity or amount on which the rate or item pricing is based, corresponding to the specified pricing basis type.
        v. Weight Type drop-down – The type of weight recorded in shipment.
        vi. Weight Value field – The value of weight at delivery.
        vii. Weight Unit Type drop-down – The unit type of weight value at delivery.
        viii. Volume Type drop-down – The type of volume recorded in shipment.
        ix. Volume Value field – The value of volume recorded in shipment.
        x. Lading Quantity field – The quantity of product at delivery.
        xi. Packaging Format Code drop-down – The packing form of lading quantity.
        xii. Description field – A brief description of the material used to protect lading.
        xiii. Transport Service Type drop-down – The mode or level of transportation service used to move goods.
        xiv. Package Verification Quantity field – The number of packages that must be verified before the shipment or transaction can proceed.

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xv. Package Verification Format Code drop-down – The format used to verify a package's unique identifiers, based on regulatory or business requirements.

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

b. Select Apply.

The license details information line item is added.

c. Select a license details information line row and then select the branch icon and fill in the following fields under Sub Line License Detail Information section:

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

ii. Certification Or Clause Code drop-down – The coded certification or condition applied.

iii. Description field – A free-form clause or descriptive text supporting the code.

iv. License Type drop-down – The type Of License. (Import or Export).

v. License Number drop-down – The license number assigned by authority.

vi. License Issuing Agency field – The license number given authority or agency code.

vii. License Type Code field – The license control/type, code.

viii. License Country drop-down – The two-letter country code with country name issuing the license.

ix. Issue Date field – The letter of credit issue date.

x. Expiration Date drop-down – The letter of credit expiration date.

xi. License Type Classification Code field – The export or Import classification code ECCN code.

d. Select Apply.

The sub line license detail information line item is added.

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e. Select the license details information line row drop down to view the sub line license detail information in a table.

28. In the Dangerous Items Line section, select the Add + icon.
    a. In the New Dangerous Item Detail panel, fill in the following fields under Dangerous Item Detail Information section:
        i. Line field – The number to identify the line item by (e.g. 50).
        ii. Measurement Line field – The sequential line number for freight invoice item.
        iii. Billed Quantity Type drop-down – The code indicating the type of quantity or value used as the basis for calculating the rate or item pricing.
        iv. Billed Quantity field – The numeric value representing the quantity or amount on which the rate or item pricing is based, corresponding to the specified pricing basis type.
        v. Weight Type drop-down – The type of weight recorded in shipment.
        vi. Weight Value field – The value of weight at delivery.
        vii. Weight Unit Type drop-down – The unit type of weight value at delivery.
        viii. Volume Type drop-down – The type of volume recorded in shipment.
        ix. Volume Value field – The value of volume recorded in shipment.
        x. Lading Quantity field – The quantity of product at delivery.
        xi. Packaging Format Code drop-down – The packing form of lading quantity.
        xii. Description field – A brief description of the material used to protect lading.
        xiii. Transport Service Type drop-down – The mode or level of transportation service used to move goods.
        xiv. Package Verification Quantity field – The number of packages that

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must be verified before the shipment or transaction can proceed.

xv. Package Verification Format Code drop-down – The format used to verify a package's unique identifiers, based on regulatory or business requirements.

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

b. Select Apply.

The dangerous item detail information line item is added.

c. Select a dangerous item detail information line row and then select the branch icon and fill in the following fields under Sub Line Dangerous Item Detail Information section:

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

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

iii. Dangerous Goods Type drop-down – The different types of goods which are shipped globally.

iv. Dangerous Goods Packaged Quantity field – The packaged quantity of dangerous goods.

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. Is Empty switch – Indicates whether the package is empty.

viii. Shipment Flash Point field - The temperature value indicating the flashpoint of the goods, expressed in the unit of measure defined for

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temperature.

ix. Hazardous Material Index field – The United Nations page number as required for the international transport of hazardous materials.

x. Dangerous Goods Packaging Group field – The dangerous goods packaging group.

xi. Shipment Derived Risk field – The describes the risks involved while shipping dangerous goods. It can be more specific based on UN code.

xii. Shipment Derived Sub Risk field – The describes the sub-risks involved while shipping dangerous goods. It can be more specific based on UN code.

xiii. Is Limited Quantity? switch – The check point, if the dangerous goods quantity is limited in the shipment.

xiv. Is Marine Pollutant? switch – The check point, if the dangerous goods are pollutant into water.

xv. Designated Technical 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.

xvi. Designated Technical National Name field – The designated technical name for carrier identity.

xvii. Minimum Temperature field – The lowest temperature value allowed or required for storing or transporting goods.

xviii. Maximum Temperature field – The highest temperature value allowed or required for storing or transporting goods.

xix. Additional Dangerous Goods Identifier field – A supplemental identifier used to specify additional regulatory or safety information for hazardous materials associated with a product, package, or shipment.

xx. Hazardous Goods Package Type drop-down – Package type

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containing these dangerous goods

xxi. Net Quantity Unit field – The net quantity unit of the dangerous goods.

xxii. Gross Quantity Unit field – The gross quantity unit of the dangerous goods.

xxiii. Additional Dangerous Goods Description field – A brief description including material name, special instructions, and phone number if any.

xxiv. Additional Dangerous Goods Classification field – A description of hazardous material classification or division or label requirements.

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

xxvi. Identifier Unit Of Measure drop-down – display the unit of measure for dangerous goods identification

xxvii. Lading Quantity field – The quantity of product at delivery.

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

xxix. Identifier Hazardous Material Index field – The United Nations page number as required for the international transport of hazardous materials.

xxx. Hazardous Goods Commodity Code field – The code describing a commodity or group of commodities being transported.

xxxi. Dangerous Goods Quantity field – The quantity of product at line item level for dangerous goods.

xxxii. Residue Indicator Type drop-down – Indicates whether the packaging or transport equipment contains residue of a hazardous material after its contents have been removed.

xxxiii. Packaging Group field – Dangerous goods packaging group in terms of Roman number I, II or III

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xxxiv. Dangerous Material Regulatory Identifier field – Identifies the current regulatory version number used for hazardous materials shipments

xxxv. Address Type drop-down – The type of address to be referenced.

xxxvi. Company field – The name of the company or location. This field pulls from the Owner's company and location master data. If the name of the company is not present in the Owners master data, the company name must be entered manually.

xxxvii. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.

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

xxxix. Contact Type field – The type of the contact handling the dangerous goods.

xl. Contact Name field – The name of the contact person handling the dangerous goods.

xli. Contact Title field – The title or designation of the contact person handling the dangerous goods.

xlii. Contact Phone field – The phone number of the contact person handling the dangerous goods.

xliii. Contact Email field – The email address of the person handling the dangerous goods.

d. Select Apply.

The sub line dangerous item detail information line item is added.

e. Select the dangerous item detail line row drop down to view the sub line dangerous item detail information in a table.

29. In the Shipping Instruction Weight Charges 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.

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

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

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

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

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

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

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

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

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

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

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

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

30. In the Shipment Paperwork and Charges section, select the Add + icon.
    a. In the New Shipment Paperwork and Charge panel, fill in the following fields under Shipment Paperwork and Charges Information section:
        i. Currency Code drop-down – The code representing the currency.

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

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

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

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

vi. Credit Charge Key Type drop-down – Key identifies credit or charges as discounts or additional charges.

vii. Credit Charge Type drop-down – Code representing type of credit or charge.

viii. Credit Charge Sub Type drop-down – Code representing sub type of credit or charge.

ix. Credit Charge Amount field – Total amount for the payment.

x. Qualifying Amount field – The amount qualifying for cash discount, allowance, promotion, service or charge.

xi. Discount Qualifying Lead Time Type field – The discount qualifying lead time to define the number of days within which discount or any other allowances are applicable.

xii. Credit Charge Percent field – Percentage rate for cash discount,

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allowance, promotion, service or charge.

xiii. Percent Rate Basis Type Code drop-down – The code indicating basis that allowance or charge percent is calculated.

xiv. Credit Charge Currency Code drop-down – The currency code for credit or charge.

xv. Credit Charge Handling Code drop-down – Method of handling for discount or charge.

xvi. Credit Description field – A brief description of credit or charge.

xvii. Unit Price Amount field – The unit of price amount.

xviii. Unit Price Basis Quantity field – The unit of price basis quantity.

xix. Item Quantity field – The quantity of product for credits or charges.

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

xxi. Base Value field – The base value for credit or charge.

xxii. Credit Charge Condition Type field – The credit charge condition type.

xxiii. Report Or Document Type drop-down – Specifies the type of supporting document or report accompanying the shipment, such as a Bill of Lading, Invoice, Certificate of Origin, or Packing List.

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xxiv. Transmission Method Type drop-down – Specifies timing, transmission method or format by which reports or documents are to be sent.

xxv. Report Copies Quantity field – The number of copies of a report that should be sent to the addressee.

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

xxvii. Company ID Type field – Indicates who the paperwork is intended for, such as, the addressee of the report or documentation.

xxviii. Company ID Value field – The company identifier value for paperwork.

xxix. Document Description drop-down – A brief description to clarify the related data elements and their content.

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

xxxi. Reference Transaction Type drop-down – Type of transaction referenced.

xxxii. Reference Transaction Number field – Number of the referenced transaction.

b. Select Apply.

The shipment paperwork and charges information line item is added.

31. In the Notes section, select the Add + icon to enter any additional comments or instructions.
32. To submit the shipping instructions:

To save the shipping instructions 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.

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

b. Select the Save button.

The shipping instructions 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 shipping instructionss can also be created by selecting the New button on the Shipping Instructions Details screen for an existing shipping instructions.

Submit a draft shipping instructions

Complete and submit a saved shipping instructions 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 - Shipper from the left menu.

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

7. Select Shipping Instructions.
8. Select the Filter button to find the shipping instructions in Draft state.
9. Select the Shipping Instruction 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 shipping instruction details and select the Edit icon associated with that line item to modify the fields if required.
13. Select the Move To button at the top of the screen.

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

14. Select the Save button.

    The shipping instructions is submitted.

Tips

- Select the shipping instruction number row and then select the Delete icon on the top of the Search Shipping Instruction screen, to delete the shipping instruction in draft state.

A deleted transaction cannot be retrieved.

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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.
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.

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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.
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.

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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.

Search and view shipping instructions

Search for and view shipping instructions

Perform this task to search for and view the details of the shipping instructions sent or received by shippers and carriers. Viewing the details of a shipping instructions 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.

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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 Shipping Instructions.
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. Shipping Instruction Number field – The unique identifier for the ocean shipping instruction.
   iii. Shipping Instruction Date field – The date when the transaction set has been created or being sent.
   iv. State drop-down – The state of the shipping instructions:
      - 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

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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 Shipping Instructions 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 Shipping Instructions 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 shipping instructions 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 shipping instructionss displays based on the filter results.

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11. Select the link for the shipping instructions from the results table.

    The View Shipping Instructions screen displays.

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

Reprocess and Resubmit shipping instructions

Reprocess shipping instructions

After the shipping instruction is submitted, the user might encounter an error and the processed status will be set to Paused With Error. Use the following procedure to resolve any error messages encountered while submitting a shipping instruction.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select 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 Shipping Instructions.
8. Select the Filter button to find the ocean shipment booking request in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Shipping Instruction 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 shipping instructions 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.
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 Shipping Instructions.

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8. Select a Shipping Instruction Number in Sent state.
9. Select the Edit button.

   The state of the shipping instruction is automatically moved to Sending state.

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

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

11. Select the Save button.

    The shipping instructions is submitted.

The statues of the shipping instruction moves to Sent state.

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