TRACELINK UNIVERSITY

Motor carrier load tenders

The Motor Carrier Load Tender is an electronic transaction used by a shipper or third-party logistics provider (3PL) to offer a shipment to a motor carrier for transportation. This message communicates all required shipment details so the carrier can evaluate and respond to the load. The Motor Carrier Load Tender is widely used across industries that rely on road freight transportation, supporting streamlined planning, execution, and visibility throughout the shipment lifecycle

For more information about Motor carrier load tender guidelines, see Motor carrier load tender transactions.

Create and submit motor carrier load tenders

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

Create and submit a new motor carrier load tender

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 - 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 Motor Carrier Load Tender.
8. Select the New button.
9. Enter the load tender number in the Load Tender Number field.
10. Select the Save button.

    The screen refreshes with the saved motor carrier load tender 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 Motor Carrier Load Tender Information section fill in the following fields:
    i. Load Tender Number field – The unique identification number assigned to the specific motor carrier load tender transaction.
    This field auto populates the value entered New Motor Carrier Load Tender screen.
    ii. Load Tender Date field – The date and time when the load tender was created or transmitted.
    iii. Load Tender Type drop-down – Specifies the category or classification of the load tender being sent to the carrier.
    iv. Service Tariff Code drop-down – The code identifying the specific tariff or service agreement applicable to the shipment.
    v. Carrier Code field – The standard carrier identification code, typically

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SCAC.

vi. Location Identifier field – The identification code for the specific geographic point or facility associated with the tender.
vii. Weight Unit Type drop-down – Specifies the unit of measure used to record shipment weight.
viii. Shipment Charge Payment Method Type drop-down – Specifies how the transportation charges will be paid.
ix. Freight Invoice Shipment Type drop-down – Identifies the type of shipment for invoicing and freight billing purposes.
x. Equipment Quantity field – The total number of equipment units (trailers/containers) required for the load.
xi. Transport Trade Terms drop-down – The trade terms which apply to the shipment transportation responsibility. It also helps to describe the party responsible for making payment.
xii. Payment Method drop-down – The method of payment.
xiii. Date Type drop-down – A qualifier that identifies the specific meaning of a date.
xiv. Date Value field – The actual calendar date associated with the specified Date Type.
xv. Action drop-down – A brief description stating the purpose of the transaction.

14. In the Shipment Pallet And Carrier Sequence Information section, fill in the following fields under Shipment Pallet Information group:
    i. Shipped Pallet Quantity field – The total number of pallets that are being shipped in the load or at a specific stop point.
    ii. Pallet Exchange Type field – The type of pallet exchange agreement or arrangement between the shipper and carrier.
    iii. Weight Unit Type drop-down – The type of weight recorded.
    iv. Weight Type drop-down – The type of weight recorded in shipment.
    v. Weight Value drop-down – The actual numeric measurement of the

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weight for the pallet, equipment, or shipment.

15. In the Shipment Pallet And Carrier Sequence Information section, fill in the following fields under Carrier Sequence Information group:
    i. Carrier Sequence Code field – The code identifying sequence of carriers in shipment, beginning with the original carrier.
    ii. Shipping Carrier Alpha Code drop-down – The unique alphabetical code (SCAC) used to identify the specific motor carrier.
    iii. Transport Method drop-down – The type of transportation method used.
    iv. City drop-down – The name of the city associated with the carrier's sequence information or stop point.
    v. State field – The state or province code associated with the carrier's sequence information or stop point.
16. In the Reference Transactions section:
    a. Select the Add + icon and fill in the following fields:
    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 Value type-ahead field – The unique identifier of the transaction.

            If the value does not match the available options, the value must be entered manually.
        iii. Transaction Date field - The transaction date.
    c. Select Apply.

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

17. In the Dangerous Goods Certificate Information section:
    a. Select the Add + icon.
    b. In the New Contact Information panel, fill in the following fields under Contact Information section:

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i. Dangerous Goods Certificate Type drop-down – The type of the hazardous certification.
ii. Certificate Approver Authority field – The name of the person or organization approved the certificate.
iii. Description field – An additional description of special handling instructions to appear on printed bill if special handling code is not adequate

c. Select Apply.

The new contact information line item is added to the contact information table.

18. In the Equipment Details section:
    a. Select the Add + icon.
    b. In the New Equipment Information panel, fill in the following fields under Equipment Information section:
        i. Transaction Set Line Number field – The number assigned by the sender to a specific line item within a transaction set.
        ii. Equipment Prefix field – The prefix or alphabetic part of an equipment unit's identifying number.
        iii. Equipment Type drop-down – The type of equipment used in delivery.
        iv. Equipment Identifier field – The sequencing or serial part of an equipment unit's identifying number.
        v. Check Digit Identifier field – The equipment check digit number, (Container check digit number).
        vi. Equipment Type ISO Code drop-down – The equipment type ISO code.
        vii. Carrier Code field – The standard carrier identification code, typically SCAC.
        viii. Weight Type drop-down – The type of weight recorded in shipment.

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ix. Weight Unit Type drop-down – The type of weight recorded.
x. Weight Value field – The weight of product at delivery header level.
xi. Volume Type drop-down – The type of volume recorded.
xii. Volume Value field – The vessel volume for type.

c. Select Apply.
The new equipment information line item is added.
d. Select a equipment information line row and then select the branch icon and fill in the following fields under Additional Equipment Information section:
i. Dimension Type drop-down – The type of dimension being measured (e.g., Length, Width, Height).
ii. Dimension Value field – The numeric value of the dimension.
iii. Dimension Unit of Measure drop-down – The unit of measure for the dimension (e.g., Inches, Centimeters, Feet).
iv. Seal Applied Entity Type drop-down – The type of entity that applied the seal to the equipment.
v. Seal Number field – The unique identification number of the seal applied to the equipment.
e. Select Apply.
The additional equipment information line item is added.
f. Select the equipment information line row drop down to view the additional equipment information in a table.

19. In the Carrier and Shipper section, fill in the following fields under Carrier group:
i. Company type-ahead field – The name of the company receiving the Motor Carrier Load Tender. This company is customer of goods. This field pulls from the Owner's company and location master data.

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

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entered manually.

ii. Address 1 field – The address of the particular location.
iii. Address 2 field – Any additional address information.
iv. Country drop-down – The two-letter country code with country name for this location.
v. State field – The state or region for this location.
vi. City field – The city for this location.
vii. Postal Code field – The postal code for this location's main address.
viii. Contact Telephone Number field – The company or location's phone number.
ix. Contact Fax Number field – The company or location's fax number
x. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
xi. Party ID Value field – The value associated with the identifier type.

20. In the Carrier and Shipper section, fill in the following fields under Shipper group:
    i. Company type-ahead field – The name of the company sending the Motor Carrier Load Tender. This company is supplier of 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.

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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 Notify Party and Consignee section, fill in the following fields under Notify Party group:
    i. Company type-ahead field – The name of the freight forwarder 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 this location.
    v. State field – The state or region for this location.
    vi. City field – The city for this location.
    vii. Postal Code field – The postal code for this location's main address.
    viii. Contact Telephone Number field – The company or location's phone number.
    ix. Contact Fax Number field – The company or location's fax number
    x. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
    xi. Party ID Value field – The value associated with the identifier type.

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

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

    ii. Address 1 field – The address of the particular location.
    iii. Address 2 field – Any additional address information.
    iv. Country drop-down – The two-letter country code with country name for this location.
    v. State field – The state or region for this location.
    vi. City field – The city for this location.
    vii. Postal Code field – The postal code for this location's main address.
    viii. Contact Telephone Number field – The company or location's phone number.
    ix. Contact Fax Number field – The company or location's fax number
    x. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
    xi. Party ID Value field – The value associated with the identifier type.
23. In the Stop Point and Shipment Information section:
    a. Select the Add + icon and fill in the following fields in the New Stop Point and Shipment Information panel:
        i. In the Stop Point and Shipment Information section, fill in the following fields:
            • Transaction Set Line Number field – A sequential identifier used to distinguish and reference individual line items within a

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transaction set.

- Stop Point Sequence Code drop-down – The code identifying sequence of carriers stop in shipment, beginning with the original carrier. It identifies number for the specific stop and the sequence in which the stop is to be performed.
- Stop Reason Code field – The code identifying the reason of a carriers at stop point.
- Stop Point Weight Unit Type drop-down – The type of weight recorded.
- Stop Point Weight Value field – The weight of product at delivery header level.
- Stop Point Volume Type drop-down - The type of volume measurement associated with a specific stop in a shipment, such as weight, cubic volume, or pallet count.
- Stop Point Volume Value field – The numeric value representing the volume associated with a specific stop in a shipment.
- Is Action Status True switch – Indicate the status of a specified stop.
- Description field – Indicate the status of a specified stop.

ii. In the Pallet Details section, fill in the following fields:

i. Pallet Exchange Type drop-down – Specifies pallet exchange instructions.
ii. Pallet Weight Type drop-down – The type of weight recorded in shipment.
iii. Pallet Weight Unit Type drop-down – The type of weight recorded.
iv. Shipped Pallet Quantity field – The number of pallets shipped.
v. Pallet Weight Value field – Weight of shipped pallet at header level.

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iii. In the Party Details section, fill in the following fields:
    i. Party Business Name field – The name of the business for partner or location.
    ii. Party ID Type drop-down – The type of the partner entity involved in this business transaction
    iii. Party ID Value field – The partner ID value.
    iv. Party Country drop-down – The name of the partner country.
    v. Party State field – The name of the partner state.
iv. In the Shipment Details section, fill in the following fields:
    i. Shipment Weight Type drop-down – The type of weight recorded in shipment.
    ii. Shipment Weight Value field – The weight of product at delivery header level.
    iii. Shipment Weight Unit of Measure drop-down – The weight unit of measure in master data for product.
    iv. Shipment Weight Unit Type drop-down – The type of weight recorded.
    v. Shipment Quantity Type drop-down – The type of quantity recorded.
    vi. Shipment Quantity Value field – The quantity of product at delivery header level.
    vii. Shipment Quantity Unit of Measure drop-down – The quantity unit of measure in master data for product.
    viii. Shipment Volume Type drop-down – The type of volume measurement used for a shipment, such as cubic volume, weight, or pallet count..
    ix. Shipment Volume Value field – The numeric value that represents the total volume of a shipment, based on the defined volume type (e.g., cubic meters, weight, or pallet count).

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x. Shipment Volume Unit of Measure drop-down – The volume unit of measure.
xi. Shipment Lading Quantity field – The quantity of handling units that are unitized.

v. In the Dimension Details section, fill in the following fields:
i. Dimensions Type drop-down – The classification of the physical packaging level for the product or shipment object.
ii. Dimensions Value field – The numerical measurement associated with the selected dimension type.
iii. Shipment Dimensions Unit Type drop-down – The unit used to measure the shipment's dimensions.
iv. Dimensions Quantity field – The quantity of dimensions in shipment booking.

b. Select Apply.

The new stop point and shipment information line item is added.

c. Select a stop point and shipment information line row and then select the branch  icon.
i. Fill in the following fields under Lading Item Information section:
- Handling Code drop-down – The code specifying special transportation handling instructions.
- Protective Service Code field – The code specifying perishable protective service - rail carriers only.
- Temperature Scale drop-down – The description of special handling instructions to appear on printed bill if special handling code is inadequate.
- Min Temperature Value field – The lowest temperature limit specified for a shipment.
- Max Temperature Value field – The highest temperature limit specified for a shipment.

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- Lading Quantity field – The number of units (pieces) of the lading commodity.
- Packaging Format Code drop-down – The type of packaging used for a product or shipment, such as carton, pallet, case, or drum.
- Weight Unit Type drop-down – The type of weight recorded.
- Weight Value field – The Weight recorded in the order.
- Description field – A brief description of lading items.
- Referenced Date Type drop-down – The type of date.
- Referenced Date Value field – The transaction reference date and time specifies the date (and optionally time) associated with a transaction, formatted as YYYY-MM-DD or YYYY-MM-DDTHH:MM:SS.nnnZ when time is included.

ii. In the References section, fill in the following fields:

- PO Number field – Purchase Order number.
- Supplier Order Number field – A unique identifier assigned by the supplier to track and reference a specific order within their system.
- Master BOL Number field – A unique identifier for a consolidated shipment grouping multiple shipments under one bill of lading.
- Booking Identifier Number field – A unique number used to identify and track a shipment booking with the carrier.
- Forwarder Reference Number field – A unique identifier used by a freight forwarder to track a shipment.

d. Select Apply.

The lading item information line item is added.

e. Select the stop point and shipment information line row drop down to view the lading item information in a table.

24. In the Line Items section:

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a. Select the Add + icon.
    i. In the New Line Items panel, fill in the following fields under Line Itemssection:
        - Transaction Set Line Number field – The number assigned by the sender to a specific line item within a transaction set.
        - Stop Point Sequence Code drop-down – The code that indicates the order or sequence of stops within a shipment route.
        - Stop Reason Code drop-down – The code indicating the reason for a stop or event in a shipment.
        - Line Item Number field – The sequential line number for a lading item.
        - Commodity Code field – The code used to classify and identify a type of product or goods.
        - Commodity System Type drop-down – The commodity coding system used for commodity code.
        - Packaging Format Material Type drop-down – The code identifying type of material used.
        - Packaging Identifier Type field – The packaging identifier type.
        - Packaging Identifier field – The packaging identifier value defined by the packaging type.
        - Description field – A brief description of an item as required for rating and billing purpose.
    ii. In the Shipment Measurement Details section, fill in the following fields:
        - Weight Type drop-down – The type of weight recorded in shipment.
        - Weight Value field – The weight of product at delivery header level.
        - Weight Unit of Measure drop-down – The weight unit of measure in master data for product.

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- Weight Unit Type drop-down – The type of weight recorded
- Quantity Type drop-down – The type of quantity recorded.
- Quantity Value field – The quantity of product at delivery header level.
- Quantity Unit of Measure drop-down – The quantity unit of measure for a product.
- Volume Type drop-down – The type of measurement used to represent volume.
- Volume Value field – The numeric amount that represents the volume based on the specified volume type.
- Volume Unit of Measure drop-down – The unit used to quantify volume, such as cubic meters, liters, or pallets.
- Lading Quantity field – The quantity of handling units that are unitized.

b. Select Apply.

   The new line items line is added.

c. Select a line item line row and then select the branch icon
   i. In the Dangerous Goods Information section, fill in the following fields:
      - Line Item Number field – The sequential line number for a lading item.
      - Lading Quantity field –The unit of measure for dangerous goods identification.
      - Hazardous Material Index field –The code to identify and classify hazardous materials within a shipment for safety and regulatory purposes.
      - Hazardous Goods Commodity Code field – A code used to classify and identify hazardous materials for safe handling and transport.

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- Dangerous Goods Quantity Value field – The quantity of product at line item level for dangerous goods.
- Residue Indicator Type drop-down – The types of residue indicator.
- Packaging Group field – The dangerous goods packaging group in terms of Roman number I, II or III.
- Dangerous Material Regulatory Identifier field – The current regulatory version number used for hazardous materials shipments.

ii. In the Contact Details section, fill in the following fields:

- Contact Type drop-down – The type of the contact.
- Contact Name field – The name of the contact.
- Contact Title field – The title of the contact.
- Contact Phone field – The phone number of the contact.
- Contact Email field – The email address of the contact person.

iii. In the References section, fill in the following fields:

- Transaction Type drop-down – The type of transaction.
- Transaction Value type-ahead field – The unique identifier of the transaction.

  If the value does not match the available options, the value must be entered manually.
- Transaction Date field - The transaction date.

iv. In the Dangerous Goods Certificate Details section, fill in the following fields:

- Dangerous Goods Certificate Type drop-down – The name of the person or organization approved the certificate.
- Certificate Approver Authority field – The form of the hazardous certification.
- Description field – An additional description of special handling instructions to appear on printed bill if special handling code is

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not adequate

v. In the Shipment Dimensions Details section, fill in the following fields:
   - Dimensions Type drop-down – The classification of the physical packaging level for the product or shipment object.
   - Dimensions Value field – The numerical measurement associated with the selected dimension type.
   - Shipment Dimensions Unit Type drop-down – The unit used to measure the shipment's dimensions.
   - Dimensions Quantity field – The quantity of dimensions in shipment booking.

d. Select Apply.
   The dangerous goods information line item is added.
e. Select the line item row drop down to view the dangerous goods information in a table.
f. Select a dangerous goods information row and then select the branch icon and fill in the following fields under Additional Dangerous Goods Information section:
   i. Dangerous Goods Class Code field – The hazardous material class or division number representing the category of risk (e.g., 1.1, 3, 8).
   ii. Dangerous Goods Classification drop-down – The category of hazardous material according to regulatory frameworks such as DOT or IMDG.
   iii. Reportable Substance Quantity Code drop-down – The code identifying the specific reportable quantity (RQ) of a hazardous substance as defined by environmental regulations.
   iv. Unit Of Measure drop-down – The specific unit used to quantify the hazardous material (e.g., Liters, Gallons, Kilograms).
   v. Shipment Flash Point field – The abbreviation of temperature range or flash-point temperature.

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vi. Shipment Control Temperature field – The maximum temperature at which a substance can be safely transported to prevent decomposition or reaction.

vii. Shipment Emergency Temperature field – The temperature at which emergency procedures must be initiated if the substance's temperature rises.

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

ix. Explosive Weight field – The actual numeric measurement of the net explosive weight of the hazardous material.

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

xi. Description field – An additional description of hazardous materials.

g. Select Apply.
The additional dangerous goods information line item is added.

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

25. In the Weight Charges Summary section, select the Add + icon and fill in the following fields:

i. Freight Rate field – The rate that applies to the specific commodity.

ii. Freight Rate Type drop-down – The qualifiers to extend charges or interpret or calculate value.

iii. Total Charges field – The freight or special charge or total charges expressed in the standard monetary denomination for specified currency.

iv. Advance Payment field – The incidental charges occurred during transportation expressed in the standard monetary denomination for the

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specified currency.

v. Prepaid Amount field – The money paid at point of origin (usually by shipper) expressed in the standard monetary denomination for the specified currency.

vi. Special Charge Code drop-down – The type of special charge or allowance allowed.

vii. Tariff Identifier field – The standard tariff number for the tariff which governs the rates applied to the commodity item(s).

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

ix. Quantity Type drop-down – The type of quantity recorded.

x. Quantity Value field – The quantity of product in delivery.

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

xii. Weight Value field – The weight of product at PO line item.

xiii. Volume Type drop-down – The type of volume recorded.

xiv. Volume Value field – The volume of an item.

26. In the Notes section, select the Add + icon to enter any additional comments or instructions.
27. To submit the motor carrier load tender:

To save the motor carrier load tender 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.

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The motor carrier load tender 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 motor carrier load tenders can also be created by selecting the New button on the Motor Carrier Load Tender Details screen for an existing motor carrier load tender.

Submit a draft motor carrier load tenders

Complete and submit a saved motor carrier load tender 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.
   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Motor Carrier Load Tender.
8. Select the Filter button to find the motor carrier load tenders in Draft state.

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9. Select the Load Tender 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 motor carrier load tender 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 motor carrier load tender is submitted.

Tips

- Select the motor carrier load tender number row and then select the Delete icon on the top of the Search Motor Carrier Load Tender screen, to delete the motor carrier load tender 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.

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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.

    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

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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.
   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.

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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 motor carrier load tenders

Search for and view motor carrier load tenders

Perform this task to search for and view the details of the motor carrier load tenders sent or received by shippers and carriers. Viewing the details of a motor carrier load tenders enable shippers and carriers to quickly access order information (e.g. the quantity for each line item in an order) in TraceLink without having to search through the actual B2B message.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.

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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 Motor Carrier Load Tender.
8. Select the Filter button.
9. Fill in one or more of the following fields to filter the results:
   a. Multi Field Search field - Searches across multiple indexed fields using a single keyword, including Text, Text Area, Email, URL, and Lookup fields.
   b. Load Tender Number field – The unique identification number assigned to the specific motor carrier load tender transaction.
   c. Load Tender Date field – The date and time when the load tender was created or transmitted.

   d. State drop-down – The state of the motor carrier load tender:

      - 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.

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- Sent – The transaction is successfully completed and shared with the receiving party.

e. Carrier type-ahead – Displays only if the menu item is Sent Motor Carrier Load Tender in Transportation - Shipper. The name of the company the motor carrier load tender 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.

f. Shipper type-ahead – Displays only if the menu item is Received Motor Carrier Load Tender in Transportation - Carrier. The name of the company the motor carrier load tender 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.

g. Last Modified drop-down – The period of time in which the motor carrier load tender 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 motor carrier load tenders displays based on the filter results.

11. Select the link for the motor carrier load tender from the results table.

    The View Motor Carrier Load Tender screen displays.

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12. To view all fields for each line item, select the View icon on the Motor Carrier Load Tender Details screen.

Reprocess and Resubmit motor carrier load tenders

Reprocess motor carrier load tenders

After the motor carrier load tender 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 motor carrier load tender.

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 Motor Carrier Load Tender.
8. Select the Filter button to find the motor carrier load tender in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Load Tender 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..

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12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. Select the Save button.
    The motor carrier load tenders request is moved from Processing state to Sending state indicating that the motor carrier load tender 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 motor carrier load tender

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 Motor Carrier Load Tender.
8. Select a Load Tender Number in Sent state.
9. Select the Edit button.

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The state of the motor carrier load tender 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 motor carrier load tender is submitted.

The statues of the motor carrier load tender moves to Sent state.

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Select the Help Center icon in the header to access the one-stop-shop help center for

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