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Load tender responses

The Load Tender Response is an electronic transaction used by a motor carrier to respond to a shipment offer (load tender) sent by a shipper, broker, or third-party logistics provider (3PL). This message communicates whether the carrier accepts or declines the shipment and confirms transportation capacity. This response is typically sent after receiving an EDI 204 Motor Carrier Load Tender, which contains shipment and routing details. The load tender response references the original tender and provides a status such as accepted, declined, or accepted with conditions, enabling both parties to align on shipment execution.

For more information about Load tender response guidelines, see Load tender response transactions.

Create and submit load tender responses

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

Create and submit a new load tender response

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

header.

4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Transportation - Carrier from the left menu.

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

7. Select Load Tender Responses.
8. Select the New button.
9. Enter the load tender response number in the Load Tender Response Number field.
10. Select the Save button.

    The screen refreshes with the saved load tender response 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 Load Tender Response Information section fill in the following fields:
    i. Load Tender Response Number field – The unique identification number assigned to the specific load tender response transaction.
       This field auto populates the value entered New Load Tender Response screen.
    ii. Load Tender Response Date field – The date and time when the load tender response was created or transmitted.
    iii. Carrier Code field – The standard carrier identification code, typically

SCAC.

iv. Shipment Booking Status drop-down – The code specifying status of the booking request.
v. Is Partial Load switch – The code specifying partial load allowed
vi. Booking Decline Reason Code drop-down – The code specifying reason behind booking cancel by carrier or customer.
vii. Shipment Charge Payment Method Type drop-down – The payment terms for transportation charges.
viii. Action drop-down – A brief description stating the purpose of the transaction.

14. In the Reference Dates section:
    a. Select the Add + icon.
    b. In the New Reference Dates panel, fill in the following fields under Reference Dates:
        i. Date Type drop-down – The type of date.
        ii. Date Value field – The value of date.
    c. Select Apply.

       The new reference date line item is added to the reference dates table.

15. 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.

16. In the Equipment Details section:
    a. Select the Add + icon.
    b. In the New Equipment Details panel, fill in the following fields under Equipment Details section:
        i. Transaction Set Line Number field – Identifying 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 field – 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.
        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 details line item is added.
    d. Select a equipment details row and then select the branch icon and fill in the following fields under Equipment Details 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 equipment details line item is added.

f. Select the equipment details line row drop down to view the equipments details in a table.

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

   i. Company type-ahead field – The name of the company receiving the Load Tender Response. This company is customer 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.
   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.
xi. Party ID Value field – The value associated with the identifier type.

18. In the Shipper and Carrier section, fill in the following fields under Carrier group:
    i. Company type-ahead field – The name of the company sending the Load Tender Response. This company is supplier 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 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.
    xi. Party ID Value field – The value associated with the identifier type.
19. In the Response Event Details section:
    a. Select the Add + icon and fill in the following fields:
    b. In the New Response Event Details panel, fill in the following fields under

Response Event Details section:

   i. Shipment Event Type drop-down – The code to specify type of the ocean shipment event.
   ii. Event Name field – The event descriptive information.
   iii. Transport Event Time Stamp field - The event date and time, if time available, in date format YYYY-MM-DD or YYYY-MM-DDTHH:MM:SS.nnnZ if time available.
   iv. Time Zone field - The time zone code.
   v. City field – The city for this location.
   vi. State field – The state or region for this location.
   vii. Country Code drop-down – The two-letter country code with country name for this location.
   viii. Transaction Status Reason Code drop-down - The reason indicating why a shipment status code was transmitted.

c. Select Apply.

   The new response event details line item is added.

20. In the Notes section, select the Add + icon to enter any additional comments or instructions.
21. To submit the load tender response:

    To save the load tender response in a Draft state and finish it later, ensure the Move To button is not selected and then select the Save 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 Save button.

The load tender response 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 load tender responses can also be created by selecting the New + New button on the Load Tender Responses Details screen for an existing load tender response.

Submit a draft load tender responses

Complete and submit a saved load tender response in the draft state.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Transportation - Carrier from the left menu.
   Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.

7. Select Load Tender Responses.
8. Select the Filter Filter button to find the load tender responses in Draft state.
9. Select the Load Tender Response Number link in the results table.
10. Select the Edit Edit button.
11. In the Transaction Information section, select Submitted from the Process Status drop drown.
12. Confirm the load tender response 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 Save button.

    The load tender response is submitted.

Tips

- Select the load tender response number row and then select the Delete icon on the top of the Search Load Tender Response screen, to delete the load tender response in draft state.

A deleted transaction cannot be retrieved.

Search and view load tender responses

Search for and view load tender responses

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

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

   Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Load Tender Responses.
8. Select the Filter Filter button.
9. Fill in one or more of the following fields to filter the results:
   a. Load Tender Response Number field – The unique identification number assigned to the specific load tender response transaction.
   b. Load Tender Response Date field – The date and time when the load tender response was created or transmitted.
   c. State drop-down – The state of the load tender response:
      - Draft – The transaction is in the draft state.

- Submit – The transcation has been created.
- Processing – The application is getting ready to handle incoming transactions by doing some initial tasks, such as copying the files it receives.
- Processed – The application changes the standard information into a format that is easy to use and specific to your transaction.
- Preparing to Send – The application is getting ready to send out a transaction and is doing some initial tasks, like copying the necessary information for the process.
- Sending –The application sends out business transactions to the buyer or supplier.
- Sent – The transaction is successfully completed and shared with the receiving party.

d. Shipper type-ahead – Displays only if the menu item is Sent Load Tender Responses in Transportation - Carrier. The name of the company the load tender response 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.

e. Carrier type-ahead – Displays only if the menu item is Received Load Tender Responses in Transportation - Shipper. The name of the company the load tender response 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.

f. Last Modified drop-down – The period of time in which the load tender response 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 load tender responses displays based on the filter results.

11. Select the link for the load tender response from the results table.

    The View Load Tender Responses screen displays.

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

Reprocess and Resubmit load tender responses

Reprocess load tender responses

After the load tender response 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 load tender response.

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

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

7. Select Load Tender Responses.
8. Select the Filter Filter button to find the load tender response in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Load Tender Response 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 Edit button..
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. Select the Save Save button.
    The load tender responses request is moved from Processing state to Sending state indicating that the load tender response 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 load tender responses

If a transaction is successfully sent to a partner but an issue occurs on the partner's side (e.g. in their ERP system), the sender can avoid re-entering all the details by rolling back to a previous workflow state and resending the transaction, thus saving time and effort for both parties.

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

header.

4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Transportation - Carrier from the left menu.

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

7. Select Load Tender Responses.

8. Select a Load Tender Response Number in Sent state.

9. Select the Edit 

button.

   The state of the load tender response 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 load tender response is submitted.

The statues of the load tender response 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 everything related to the network you are currently within (e.g.

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