TRACELINK UNIVERSITY

Shipments

The Shipment transaction represents a shipment-level document that consolidates one or more outbound or inbound deliveries into a single transportation unit, complete with defined routes, stages, carrier information, and planned dates. Rather than focusing on individual deliveries, the Shipment document enables end-to-end communication about the full shipment, forming a core part of transportation integration in SAP environments.

For more information about Shipments, see Shipment transactions

Search for and view shipments

Search for and view shipments

Search for and view the details of the shipments sent or received by customers or suppliers.

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

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6. Select Commerce - Supplier from the left menu.

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

7. Select Shipments.
8. Select the Filter button.
9. In the Filters panel, 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. Shipment Number field – A unique identifier assigned to each shipment.
   iii. Shipment Date field – The date on which the shipment was created or issued.
   iv. Last Modified field – The period of time in which the updates to the shipment occurred:
      - 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.
   v. Customer type-ahead – Displays only if the menu item is Sent Shipments The name of the company the shipment 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. Supplier type-ahead – Displays only if the menu item is Received Shipments The name of the company the shipment 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.

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vii. State drop-down – The state of the shipment:

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

10. Select Apply.

    A list of shipments displays based on the filter results.

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

    The View Shipments screen displays.

12. The following information displays in the Shipment Information section:
    i. Shipment Number field – The unique internal identifier assigned by the system to the transportation document.
    ii. Shipment Date field – The primary date the shipment record was created or scheduled for execution.
    iii. Action drop-down – A brief description stating the purpose of the transaction.

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iv. Shipping Type field – The technical code representing the specific mode of transport used.
v. Shipping Type Description field – The plain-language name associated with the selected Shipping Type.
vi. Shipment Completion Type field – Categorizes how the shipment process is finalized or closed within the system.
vii. Transport Method drop-down – The code identifying the specific vehicle or container category used.
viii. Transport Method Description field – The detailed name providing context for the selected Transport Method.
ix. Processing Control field – Dictates how the system handles automated updates and status transitions.
x. Shipment Service Level field – The priority or speed classification assigned to the shipment.
xi. Shipment Service Level Description field – The readable name of the service priority level.
xii. Shipment Leg Indicator field – Identifies if the shipment consists of a single direct trip or multiple stages.
xiii. Shipment Leg Indicator Description field – Defines the specific type of transportation leg being referenced.
xiv. External Shipment Identifier field – The tracking or reference number provided by an external system or carrier.
xv. External Shipment Identifier Additional field – A secondary reference field for additional external tracking or identification data.
xvi. Shipment Status field – The current numerical code representing the progress of the shipment.
xvii. Shipment Status Description field – The readable status indicating the current stage of the shipment process.
xviii. Weight Unit Of Measure field – The standardized unit used to calculate and display the mass of the shipment.

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xix. Volume Unit Of Measure field – The standardized unit used to calculate and display the space occupied by the shipment.
xx. Shipment Distance field – The total measured distance of the defined transportation route.
xxi. Travel Time field – The estimated or actual time duration spent moving between locations
xxii. Total Travel Time field – The comprehensive duration of the entire trip including all transit and stops.
xxiii. Cost Calculation Status field – Indicates if freight costs have been successfully determined for the document.
xxiv. Cost Calculation Status Description field – A text summary of the current freight cost processing state.
xxv. Overall Cost Calculation Status field – The aggregate financial status across all legs and deliveries within the shipment.
xxvi. Overall Cost Calculation Status Description field – The plain-language summary of the total cost calculation state.
xxvii. Is Leg Determination Complete? switch – A flag indicating if all transit points and stages have been fully defined.
xxviii. Is Relevant For Shipment Cost? switch – Confirms whether the shipment is eligible for financial settlement and billing.
xxix. Planned Total Transportation Time field – The total duration expected for the shipment from start to finish.
xxx. Planned Duration Of Transportation field – The estimated time the vehicle is expected to be in active motion.
xxxi. Actual Total Transportation Time field – The real-world time recorded from the start of the shipment to final arrival.
xxxii. Actual Duration Of Transportation field – The actual time recorded for the movement of the vehicle between points.
xxxiii. Planned Waiting Time For Shipment field – The amount of time scheduled for loading, unloading, or staging activities.

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xxxiv. Current Waiting Time For Shipment field – The real-time delay or waiting period currently recorded for the shipment.

xxxv. Delivery Route field – The technical identifier of the predefined path the shipment follows.

xxxvi. Delivery Route Description field – The descriptive name of the specific transit path.

13. In the Reference Transactions section, select a reference transaction line item row and select the View icon to view the following fields under Reference Transaction Information:
    i. Transaction Type field – The type of transaction to be referenced.
    ii. Transaction Value drop-down – The unique identifier of the transaction.
    iii. Transaction Date field - The transaction date.
14. In the Ship to Location and Ship From Location section, view the following fields in the Ship to Location group:
    i. Company type-ahead field – The name of the company sending the shipment.
    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.
15. The following information displays in the Ship to Location and Ship From

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Location section, under Ship From Location group:

i. Company type-ahead field – The company name receiving the shipment.
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.

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.

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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. Navigate to the subtype record you want to discuss.
7. Open the subtype record to display its view page.
8. Select the Add Discussion button.
   The new discussion page opens in a new tab.
9. Start the discussion using one of the following options:
   i. In the Transaction section, select the transaction ID link to review and update the related transaction automatically referenced from the subtype record.
   ii. Select the New button to initiate a new discussion for the transaction, if required.
   This creates a new, independent discussion thread for the transaction. The new discussion will not be a continuation of any existing discussion associated with the subtype record, and prior discussion details from the subtype record will not automatically carry forward into the new thread.
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.

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Add a Comment from a Subtype View Page

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

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

    i. Review and update the discussions already associated with the transaction.

    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

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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.

Resubmit shipments

Resubmit shipments

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 Commerce - Supplier from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Shipments.
8. Select a Shipment Number in **Sent** state.
9. Select the Edit button.

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The state of the shipment 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 shipment is submitted.

The statues of the shipment moves to Sent state.

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Navigate to help documentation and support

Select the Help Center icon in the header to access the one-stop-shop help center for everything related to the network you are currently within (e.g.

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