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Customs status information

The Customs Status Information (EDI 350) is a standardized Electronic Data Interchange (EDI) transaction used by Customs Services to communicate the processing and clearance status of import and export shipments. Custom authorities exchange this transaction with authorized trading partners, including importers, exporters, customs brokers and custom agents, terminal operators, carriers, and service providers.

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

Create and submit customs status information

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

Create and submit a new customs status information

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 - Customs from the left menu.

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

7. Select Customs Status Information.
8. Select the New button.
9. Enter the customs status information number in the Customs Status Information Number field.
10. Select the Save button.

    The screen refreshes with the saved customs status information 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 Customs Status Information Details section fill in the following fields:
    i. Customs Status Information Number field – The unique identification number assigned to the specific customs status information transaction. This field auto populates the value entered New Customs Status Information screen.
    ii. Customs Status Information Date field – The date and time when the customs status information was created or transmitted.
    iii. Carrier Sequence Code drop-down – The code identifying sequence of carriers in shipment, beginning with the original carrier.
    iv. Carrier Code field – The standard carrier identification code, typically SCAC.

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v. Transport Method drop-down – The type of transportation method used.
vi. Country drop-down – The two-letter country code with country name for this location.
vii. Voyage ID field – The code assigned to a specific vessel journey that transports goods between ports.
viii. Vessel ID field – The unique code or number assigned to a vessel for identification purposes.
ix. Vessel Name field – The official name of the vessel as registered with maritime authorities.
x. Vessel Code Type drop-down – The type of identifier used to represent the vessel.
xi. Truck Manifest field – A document that identifies the truck, driver, route, and all shipments being transported.
xii. Ocean Rail Manifest field – A document that provides detailed information about containers and shipments loaded onto a train as part of an ocean import or export movement.
xiii. Train ID field – A unique identifier assigned to a train carrying cargo, used to track and manage the rail movement of shipments.
xiv. Border Crossed Date field – The date on which the shipment crossed an international border during transit.
xv. Message Type Code field – The actual calendar date associated with the specified Date Type.
xvi. Action drop-down – A brief description stating the purpose of the transaction.

14. In the Reference Dates section:
    a. Select the Add + icon and fill in the following fields:
    b. In the Add Reference Dates panel, fill in the following fields under Reference Dates Information section:
        i. Date Type drop-down – A qualifier that identifies the specific meaning of a date.

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ii. Date Value type-ahead field – The actual calendar date associated with the specified Date Type.

If the value does not match the available options, the value must be entered manually.

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 Add 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 Customs And Carrier section, fill in the following fields under Customs group:
    i. Company type-ahead field – The name of the company sending the customs status information to carrier. This field pulls from the Owner's company and location master data.

    The remaining Customs 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.

17. In the Customs And Carrier section, fill in the following fields under Carrier group:
    i. Company type-ahead field – The name of the company receiving the customs status information. This company is carrier 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.

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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.

18. In the Line Items section:
    a. Select the Add + icon.
    b. In the Ports and Conveyance Details section, fill in the following fields:
        - Location ID field – The identification code for the specific geographic point or facility associated with the tender.
        - Next Port of Call field – The next seaport where the vessel is scheduled to arrive during its voyage.
        - Port or Terminal Function Code drop-down – The code defining the role of the port or terminal in shipment.
        - Estimated Arrival Date field – The planned or estimated date of arrival at the destination port.

        i. In the Conveyance Level Events section, fill in the following fields:
            • State field – The state or region for this location.
            • Description field – The event descriptive information.
            • Processing Information Code drop-down – A code that specifies how the transportation transaction should be processed or handled by the receiving system.
            • City field – The city for this location.
            • 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.
            • Shipment Event Type drop-down – The code to specify type of the ocean shipment event.

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

ii. In the Individual Or Organization Information section, fill in the following fields:
    - Entity Identifier field – A code that identifies the role of a business entity involved in the transportation transaction, such as the shipper, consignee, carrier, or notify party.
    - First Name field – The first name of the contact person responsible.
    - Party ID Type drop-down – The type of the partner entity involved in this business transaction.
    - Entity Type drop-down – A code that identifies the type or classification of a business entity involved in the transportation transaction.
    - Middle Name field – The middle name of the contact person responsible.
    - Last Name field – The last name of the contact person responsible.
    - Partner Entity Type drop-down – The type of the entity involved in this business transaction.

iii. In the Vehicle Information section, add any additional comments in the Comments fields:
    - Equipment Type field – The type of equipment used in delivery.
    - Country drop-down – The two-letter country code with country name for this location.
    - Vehicle ID field – A unique identifier assigned to the vehicle transporting the shipment.
    - Equipment ID field – A unique alphanumeric code assigned to a specific piece of transport equipment.
    - Department of Transport Number field – An identification

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number assigned by the Department of Transportation (DOT) that identifies a carrier, vehicle, or regulated transportation entity.

- State or Region field – The state or region for this location.
- Load Status drop-down – Indicates the current loading condition of the shipment or transport vehicle.
- Transponder Number field – A unique identifier assigned to the transponder installed on a vehicle or transportation asset for electronic identification and tracking.
- Reference Transaction Value field – The value or identifier of a related transaction referenced.

iv. In the Notes section, add any additional comments in the Comments fields:

v. In the Consignment Customs Release Details section, fill in the following fields:

- Carrier Code - BOL field – The code that identifies the carrier listed on the Bill of Lading.
- Carrier Code - Waybill field – The code that identifies the carrier listed on the Waybill.
- BOL Disposition Code field – A code that indicates the current status of the Bill of Lading.
- BOL ID field – The unique identifier assigned to a Bill of Lading that distinguishes it from other transportation documents.
- Customs Entry Number field – A unique identifier assigned by customs authorities to an import or export declaration for customs processing and clearance.
- Customs Entry Type Code field – A code that identifies the type of customs entry filed for an import or export shipment.
- House Bill Number field – A unique identifier that identifies the house bill of lading for the shipment.

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- Inbound Destination Port field – The destination port for the inbound shipment scheduled to arrive and be unloaded.
- Next Port of Call field – The next seaport where the vessel is scheduled to stop during its voyage.
- Permit to Transfer Location field – The customs-authorized location to which a shipment or cargo is permitted to be transferred for further processing, storage, or clearance.
- Port of Entry field – The designated port where a shipment first enters a country and is presented to customs for inspection and clearance.
- Reference Transaction Value field – The value or identifier of a related transaction referenced.
- Processing Information Code drop-down – A code that indicates how the transaction should be processed.
- Reference Transaction Type field – The type of transaction referenced.
- Quantity Value field – The numeric value that specifies the quantity of the item or shipment.
- Posting Date field – The date on which the transportation transaction was recorded.

i. In the Conveyance Equipment Details section, select the Add + icon and fill in the following fields:

- Carrier Code field – The standard carrier identification code, typically SCAC.
- Country drop-down – The two-letter country code with country name for this location.
- Equipment ID field – A unique alphanumeric code assigned to a specific piece of transport equipment.
- Equipment Prefix field – A unique set of letters that identifies the owner or operator of shipping

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equipment.

- ACE System ID field – A unique identifier to identify and track a customs transaction or record.
- Load Status field – Indicates the current loading condition of the shipment or transport vehicle.
- State or Region field – The state or region for this location.
- Vehicle License Plate field – The registration number displayed on the vehicle transporting the shipment.
- Equipment Type field – The type of equipment used in delivery.
- Transport Service Type drop-down – The numeric amount that represents the volume based on the specified volume type.
- Equipment Height field – Specifies the height of the transportation equipment.
- Equipment Length field – Specifies the length of the transportation equipment.
- Equipment Width field – Specifies the width of the transportation equipment.

ii. In the Notes section, add any additional comments in the Comments fields:

iii. In the Reference Transaction section, select the Addicon and 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.

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- Transaction Date field - The transaction date.

c. In the Conveyance Equipment Details section, select the Add + icon and fill in the following fields:
   - Equipment Width field – Specifies the width of the transportation equipment.
   - State or Region field – The state or region for this location.
   - Equipment Prefix field – A unique set of letters that identifies the owner or operator of shipping equipment.
   - Equipment Length field – Specifies the length of the transportation equipment.
   - Load Status field – Indicates the current loading condition of the shipment or transport vehicle.
   - Equipment ID field – A unique alphanumeric code assigned to a specific piece of transport equipment.
   - Carrier Code field – The standard carrier identification code, typically SCAC.
   - Vehicle License Plate field – The registration number displayed on the vehicle transporting the shipment.
   - Transport Service Type drop-down – The numeric amount that represents the volume based on the specified volume type.
   - Equipment Type field – The type of equipment used in delivery.
   - Country drop-down – The two-letter country code with country name for this location.
   - ACE System ID field – A unique identifier to identify and track a customs transaction or record.
   - Equipment Height field – Specifies the height of the transportation equipment.
     i. Expand the Conveyance Equipment Details section, under Carrier Exporter Seal Number section, select the Add + icon and fill in the following fields:

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- Seal Number field – The unique identifier assigned to the security seal applied to a container, trailer, or other transportation equipment.
- Seal Applied Entity Type drop-down – The type of entity that applied the security seal to the transportation equipment or shipment.

ii. Expand the Carrier Exporter Seal Number Replacement section, select the Add + icon and fill in the following fields:

- Seal Number field – The unique identifier assigned to the security seal applied to a container, trailer, or other transportation equipment.
- Location On Equipment drop-down – The specific location on the transportation equipment where an item, component, or security seal is positioned.
- Description field – A brief description of carrier exporter seal number.
- Seal Applied Entity Type drop-down – The type of organization or party that applied the security seal to the transportation equipment or shipment.
- Name field – Free form name identifying an organizational entity, a physical location, property or an individual related to the seal.
- Replacement Seal Number field – The unique identifier assigned to the new security seal that replaces the original seal on the transportation equipment or shipment.
- Replacement Date field – The date on which the original security seal was replaced with a new seal.

19. In the Notes section, select the Add + icon to enter any additional comments or instructions.
20. To submit the customs status information:

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To save the customs status information in a Draft state and finish it later, ensure the Move To button is not selected and then select the Save button in the draft state.

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

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

b. Select the Save button.

   The customs status information 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 customs status informations can also be created by selecting the New button on the Customs Status Information Details screen for an existing customs status information.

Submit a draft customs status information

Complete and submit a saved customs status information 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

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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 - Customs from the left menu.

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

7. Select Customs Status Information.
8. Select the Filter button to find the customs status information in Draft state.
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 customs status information 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 customs status information is submitted.

Tips

- Select the customs status information number row and then select the Delete

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 icon on the top of the Search Customs Status Information screen, to delete the customs status information in draft state.

 A deleted transaction cannot be retrieved.

Create new discussions and add comments to existing discussions

Owner and Partner can start discussions or add comments directly from a subtype view page. This allows authorized users from owner and partner companies to collaborate in the context of the transaction they are viewing.

Start a Discussion from a Subtype View Page

Perform this task to add new discussion directly from the subtype record being viewed.

1. Select the Main Menu  icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Navigate to the subtype record you want to discuss.
7. Open the subtype record to display its view page.
8. Select the Add Discussion button.
   The new discussion page opens in a new tab.

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9. Start the discussion using one of the following options:

    i. In the Transaction section, select the transaction ID link to review and update the related transaction automatically referenced from the subtype record.

    ii. Select the New button to initiate a new discussion for the transaction, if required.
    This creates a new, independent discussion thread for the transaction. The new discussion will not be a continuation of any existing discussion associated with the subtype record, and prior discussion details from the subtype record will not automatically carry forward into the new thread.

10. Enter the discussion details. For detailed field descriptions, see Create and Submit a Discussion.

11. Select the Save button.
    The new discussion is now associated with the transaction from the originating subtype view page.

Add a Comment from a Subtype View Page

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

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

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5. Select the Go button.
6. Navigate to the subtype record related to the discussion you want to comment on.
7. Open the subtype record to display its view page.
8. Select the Add Comment button.
   The Discussion Search page opens in a new tab within the context of the selected transaction.
9. Find the discussion to update using one of the following options.

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

    ii. Select the Filter button, enter the search criteria, and apply the filter. From the filtered results, select the discussion to review and update. For detailed field descriptions, see Search and View All Discussions.

    iii. If the existing discussion is not appropriate, select the New button to start a new discussion for the associated transaction. For detailed field descriptions, see Create and Submit a Discussion.

10. Select the discussion to update.
11. Enter comment.
12. Select the Save button.
    The comment is added to the selected discussion and remains associated with the related transaction.

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Search and view customs status information

Search for and view customs status information

Perform this task to search for and view the details of the customs status information is sent or received by customs and custom carriers. Viewing the details of a customs status information 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 - Customs or Transportation - Customs Carrier from the left menu.

   Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Customs Status Information.
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. Customs Status Information Number field – The unique identification number assigned to the specific custom status information.
   c. Customs Status Information Date field – The date and time when the custom status information was created or transmitted.

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d. State drop-down – The state of the customs status information:

   - 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.

e. Carrier type-ahead – Displays only if the menu item is Sent Customs Status Information in Transportation - Customs. The name of the company the customs status information 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. Customs type-ahead – Displays only if the menu item is Received Customs Status Information in Transportation - Customs Carrier. The name of the company the customs status information 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 customs status information 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.

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- 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 customs status informations displays based on the filter results.

11. Select the link for the customs status information from the results table.

    The View Customs Status Information screen displays.

12. To view all fields for each line item, select the View icon on the Customs Status Information Details screen.

Reprocess and Resubmit customs status information

Reprocess customs status information

After the customs status information 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 customs status information.

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.

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5. Select the Go button.
6. Select Transportation - Customs from the left menu.

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

7. Select Customs Status Information.
8. Select the Filter button to find the customs status information in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Customs Status Information Number link in the results table.
10. View the following fields for error in the Transaction Information section:
    - Process Status - Displays the status of the submitted transaction.
    - Last Transaction Error - Displays the error message.
11. Select the Edit button..
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. Select the Save button.

    The customs status information request is moved from Processing state to Sending state indicating that the customs status information 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 customs status information

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

1. Select the Main Menu  icon.
2. Select My Networks in the header.

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

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

7. Select Customs Status Information.
8. Select a Customs Status Information Number in Sent state.
9. Select the Edit button.

   The state of the customs status information 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 customs status information is submitted.

The statues of the customs status information moves to Sent state.

Related Content

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Configure TraceLink for Multienterprise Information Network Tower

Unlike other OPUS apps, Multienterprise Process Link must be configured on Track & Trace Services because Multienterprise Process Link supports asynchronous messages, which are not yet available on the OPUS.

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Administrators assign roles that limit users' access to different functions.

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Order status report (X12)

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Order status reports

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proactively communicate any delays or issues, and help ensure compliance with contractual and service-level commitments.

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