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Motor carrier bills of lading

The Motor Carrier Bill of Lading is a standardized EDI transaction that communicates Bill of Lading information for truck shipments. Shippers, brokers, or third-party logistics providers (3L) send this transaction to motor carriers before shipment pickup to provide shipment information and transportation instructions. The transaction serves as the operational instruction for the carrier, the legal contract of carriage, and the financial reference for freight billing and audit.

For more information about Motor carrier bills of lading guidelines, see Motor carrier bills of lading transactions.

Create and submit motor carrier bills of lading

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

Create and submit a new motor carrier bills of lading

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 Bills Of Lading.

8. Select the New button.

9. On the New Motor Carrier Bill Of Lading screen, fill in the following fields:

- i. Motor Carrier Bill Of Lading Number field – The unique identifier assigned to the motor carrier bills of lading.
- ii. Motor Carrier Bill Of Lading Date field – The date when the transaction set has been created or being sent.

10. Select the Save button.

The screen refreshes with the saved ocean bill of lading 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 down.

13. In the Motor Carrier Bill Of Lading Details section fill in the following fields:

- i. Motor Carrier Bill Of Lading Number field – The unique identifier assigned to the motor carrier bills of lading.

This field auto populates the value entered New Ocean Bill Of Lading screen.

- ii. Motor Carrier Bill Of Lading Date field – The date when the transaction set has been created or being sent.

This field auto populates the value entered New Ocean Bill Of Lading

screen.

- iii. Transaction Context Code drop-down – A code that identifies the business or operational context in which the transaction is processed.
- iv. Carrier Code field – The standard carrier identification code, typically SCAC.
- v. Shipment Charge Payment Method Type drop-down – Indicates how shipment delivery charges are to be paid.
- vi. Reference Identifier field – A unique identifier that identifies a related business document or transaction.
- vii. Is Section Seven switch – Indicates whether the record is part of Section 7.
- viii. Action drop-down – A brief description stating the purpose of the transaction.

14. In the Reference Transactions section, select the Add **+** icon.

- a. 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.
 - iii. Transaction Number type-ahead field – The unique identifier of the transaction.

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

- b. Transaction Date field - The transaction date.

15. Select Apply.

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

1. In the Bill of Lading Reference Dates section, select the Add **+** icon and fill in the following fields:

- a. Referenced Date Type drop-down – The date type related to shipment events at port.

- b. Referenced Date field – The date defined by referenced date type in date format YYYY-MM-DD.
 - c. Time Zone field – The time zone associated with a date and time recorded for a transportation event or transaction.
 - d. Event Time Type field – The type of time associated with a transportation event.
2. In the Carrier Sequence Information section, select the Add  icon and fill in the following fields:
- a. Shipping Carrier Alpha Code field – A standardized two- to four-letter code that uniquely identifies a transportation carrier.
 - b. Carrier Sequence Code drop-down – The code identifying sequence of carriers in shipment, beginning with the original carrier.
 - c. Transport Method drop-down – The type of transportation method used.
 - d. City field – The city for this location.
 - e. State field – The state or region for this location.
3. In the Equipment And Container Information section, select the Add  icon and fill in the following fields:
- a. In the New Equipment And Container Information panel, fill in the following fields under Equipment And Container Information section:
 - i. Handling Code drop-down – The code handling instructions or requirements for a shipment or product.
 - ii. Protective Service Code field - Specifies perishable protective service - rail carriers only
 - iii. Handling Instruction Description field - A brief explanation or details describing the handling instruction.
 - iv. Temperature Unit Of Measure drop-down - The unit of measurement used for the minimum and maximum allowable temperature values.
 - v. Min Temperature Value field - The lowest temperature value allowed or required for storing or transporting goods.

- vi. Max Temperature Value field - The highest temperature value allowed or required for storing or transporting goods.
 - vii. Equipment Type drop-down - The specific kind or category of transportation equipment used to move goods.
 - viii. Equipment Identifier field - A unique alphanumeric code assigned to a specific piece of transport equipment.
 - ix. Container Check Digit Number field - The equipment check digit number.
 - x. Carrier Code field - The standard carrier identification code, typically SCAC.
- b. Select Apply.

The new equipment and container information line item is added to the table.

4. 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 motor carrier bills of lading. 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. Contact Type field – The type of the contact handling the motor carrier bills of lading.
- xi. Contact Name field – The name of the contact person handling the motor carrier bills of lading.
- xii. Contact Phone field – The phone number of the contact person handling the motor carrier bills of lading.
- xiii. Contact Email field – The email address of the person handling the motor carrier bills of lading.
- xiv. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
- xv. Party ID Value field – The value associated with the identifier type.

5. 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 motor carrier bills of lading. 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. Contact Type field – The type of the contact handling the motor carrier bills of lading.
- xi. Contact Name field – The name of the contact person handling the motor carrier bills of lading.
- xii. Contact Phone field – The phone number of the contact person handling the motor carrier bills of lading.
- xiii. Contact Email field – The email address of the person handling the motor carrier bills of lading.
- xiv. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
- xv. Party ID Value field – The value associated with the identifier type.

6. In the Consignee and Bill To Entity section, fill in the following fields under Consignee group:

- i. Company type-ahead field – The name of the company receiving the motor carrier bills of lading. This company is customer of goods. This field pulls from the Owner's company and location master data.

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

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

lading.

- xi. Contact Name field – The name of the contact person handling the motor carrier bills of lading.
- xii. Contact Phone field – The phone number of the contact person handling the motor carrier bills of lading.
- xiii. Contact Email field – The email address of the person handling the motor carrier bills of lading.
- xiv. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
- xv. Party ID Value field – The value associated with the identifier type.

7. In the Consignee and Bill To Entity section, fill in the following fields under Bill To Entity group:

- i. Company type-ahead field – The name of the company sending the motor carrier bills of lading. This company is supplier of goods. This field pulls from the Owner's company and location master data.

The remaining Bill to Entity 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. Contact Type field – The type of the contact handling the motor carrier bills of

lading.

- xi. Contact Name field – The name of the contact person handling the motor carrier bills of lading.
- xii. Contact Phone field – The phone number of the contact person handling the motor carrier bills of lading.
- xiii. Contact Email field – The email address of the person handling the motor carrier bills of lading.
- xiv. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
- xv. Party ID Value field – The value associated with the identifier type.

8. In the Party Identification section, select the Add  icon and fill in the following fields:

- i. Company type-ahead field – The name of the company sending the motor carrier bills of lading. This company is supplier of goods. This field pulls from the Owner's company and location master data.

The remaining Bill to Entity 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. Contact Type field – The type of the contact handling the motor carrier bills of

lading.

- xi. Contact Name field – The name of the contact person handling the motor carrier bills of lading.
- xii. Contact Phone field – The phone number of the contact person handling the motor carrier bills of lading.
- xiii. Contact Email field – The email address of the person handling the motor carrier bills of lading.
- xiv. Party ID Type drop-down – The identifier type used for this company or location. For more information, see Identifier and Item Code Types.
- xv. Party ID Value field – The value associated with the identifier type.

9. In the Motor Carrier Bill Of Lading Item Details section:

- a. Select the Add **+** icon.
- b. In the Add Line Item panel, fill in the following fields under Line Item Information section:
 - i. Line field – The number to identify the line item by (e.g. 50).
 - ii. Freight Charge Line field – Identifies an individual freight charge associated with a transportation transaction.
 - iii. Freight Charge Identifier field – A unique identifier assigned to an individual freight charge.
 - iv. Freight Rate field – The rate applied for freight calculation purposes.
 - v. Referenced Rate Type drop-down – The type of rate associated with a referenced freight charge, tariff, or transportation agreement.
 - vi. Freight Charge Type field – The code identifying the specific freight charge category.
 - vii. Total Freight Charge Amount field – The total amount charged for transporting the shipment, including all applicable freight charges.
 - viii. Currency Code drop-down – The two-letter ISO currency code for the monetary amount.
 - ix. Advance Charge Amount field – The amount of charges paid in advance on behalf of the shipment before delivery or final settlement.

- x. Prepaid Freight Amount field – The amount of freight charges that have been paid before the shipment is transported or delivered.
 - xi. Special Charge Code drop-down – The code that identifies an additional or non-standard charge applied to the shipment.
 - xii. Charge Entitlement Party field – The party that is entitled to receive payment for a freight charge.
 - xiii. Charge Payment Method field – The method used to settle the freight charge.
 - xiv. Billed Quantity Type drop-down – The code identifying the quantity basis for billing.
 - xv. Billed Quantity field – The numeric quantity used as basis for charge calculation.
 - xvi. Comments field – The numeric quantity used as basis for charge calculation.
- c. Select Apply.

The new motor carrier bill of lading item details line item is added.

10. In the Dangerous Goods Contact And Reference Details section:

- a. Select the Add  icon.
- b. In the New Dangerous Goods Contact And Reference Detail panel, fill in the following fields under Dangerous Goods Contact & Reference Information section:
 - i. Line field – The number to identify the line item by (e.g. 50).
 - ii. Contact Type drop-down – The type of the contact handling the motor carrier bills of lading.
 - iii. Contact Name field – The name of the contact person handling the motor carrier bills of lading.
 - iv. Title Of Contact field – The job title or position of the contact person associated with the transportation transaction.
 - v. Contact Phone Number field – The phone number of the contact person

handling the motor carrier bills of lading.

vi. Contact Email Address field – The email address of the person handling the motor carrier bills of lading.

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

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

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

c. Select Apply.

The new dangerous goods contact & reference information line item is added.

d. Select a dangerous goods contact & reference information line row and then select the branch  icon and fill in the following fields under Dangerous Goods Information section:

i. Dangerous Goods Line field – A line item that provides details for a specific dangerous goods or hazardous materials item included in a shipment.

ii. Certificate Approver field – The name of the person or organization approved the certificate.

iii. Certificate Type field – The form of the hazardous certification.

iv. Certificate Description field – An additional description of special handling instructions to appear on printed bill if special handling code is not adequate

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

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

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

viii. Hazardous Commodity Code field – A code that identifies the hazardous material or dangerous goods being transported.

ix. Dangerous Goods Quantity field – The quantity of product at line item

level for dangerous goods.

- x. Residue Indicator field – Indicates whether the packaging or transport equipment contains residue of a hazardous material after its contents have been removed.
- xi. Hazardous Material Regulatory Identifier field – Identifies the current regulatory version number used for hazardous materials shipments
- xii. Packaging Group field – Dangerous goods packaging group in terms of Roman number I, II or III

e. Select Apply.

The dangerous goods information line item is added.

f. Select the dangerous goods contact & reference information line row drop down to view the dangerous goods information in a table.

g. Select a dangerous goods information line row and then select the branch  icon and fill in the following fields under Dangerous Goods Regulatory & Endorsement Information section:

- i. Dangerous Goods Class Code field – A code that identifies the hazard classification of the dangerous goods being transported.
- ii. Dangerous Goods Classification field – Describes the hazardous material class.
- iii. Reportable Substance Code field – The presence of hazardous substance quantity code for quick action in case of emergency.
- iv. Unit of Measure drop-down – The unit in which the line item is measured.
- v. Flash Point field – Specifies the temperature at which the material can ignite.
- vi. Control Temperature field – Specifies the maximum allowable transport temperature.
- vii. Emergency Temperature field – The temperature at which emergency procedures must be initiated if the substance's temperature rises.
- viii. Hazardous Material Information Type field – Specifies the type of hazardous material identification being provided (e.g., UN Number, NA

Number).

- ix. Hazardous Material Description field – A brief description of hazardous material.
- x. Additional Dangerous Goods Description field – An additional description of dangerous goods materials.
- xi. Additional Dangerous Goods Classification field – an additional description of the hazardous material class.

h. Select Apply.

The dangerous goods regulatory & endorsement information line item is added.

- i. Select the dangerous goods information line row drop down to view the dangerous goods regulatory & endorsement information in a table.

11. In the Consignment Commodity Details section:

a. Select the Add  icon

b. In the New Consignment Commodity Detail panel fill in the following fields under Consignment Commodity Information section:

- i. Line field – The number to identify the line item by (e.g. 50).
- ii. Commodity Line field – A line item that represents a specific commodity or product included in a shipment.
- iii. Weight Value field – The actual numeric measurement of the weight for the pallet, equipment, or shipment.
- iv. Weight Type drop-down – The type of weight recorded in shipment.
- v. Lading Quantity field – The quantity of product at delivery.
- vi. Packaging Type drop-down – The type of packaging used to contain and transport a commodity or shipment.
- vii. Commodity Description field – The description of the commodity being transported.
- viii. Commodity Code field – The code identifying the specific commodity classification.
- ix. Freight Class Code field – A code that classifies a commodity for freight

rating and pricing purposes.

- x. Weight Unit drop-down - The unit of measure used to express the weight of a commodity, package, container, or shipment.
- xi. Transport Service Type drop-down - The mode or level of transportation service used to move goods.
- xii. Inner Pack Count field - The number of individual inner packages contained within an outer package.
- xiii. Inner Packaging Type drop-down - The type of packaging used for the individual packages contained within an outer package.
- xiv. Handling Instruction Code drop-down - The type of handling instruction to be performed, such as move, block, or scrap.
- xv. Instruction Identifier field - A unique identifier assigned to the specific instruction within the handling document.
- xvi. Packaging Agency Code field - The code representing the agency or standard governing the packaging type definition.
- xvii. Is Verification Required switch - Indicates whether verification of the product, shipment, or transaction is mandatory before further processing can occur.

c. Select Apply.

The consignment commodity information line item is added.

- d. Select the consignment commodity information line row and fill in the following fields under Consignment Commodity Reference Information section:

- i. Package Identifier Type field - The type of identifier used to uniquely identify a package within a shipment.
- ii. Package Identifier field - A unique identifier assigned to a package within a shipment.
- iii. Purchase Order Number field - A unique number assigned to a purchase order authorizing the purchase of goods or services associated with the shipment.

- iv. Reference Identifier field – A unique identifier that identifies a related business document or transaction.
- v. Unit of Measure drop-down – The unit in which the line item is measured.
- vi. Order Packaging Type field – The type or form of packaging (e.g., container, barrel) used for the goods associated with the purchase order.
- vii. Order Quantity field – The quantity of items ordered for the associated purchase order.
- viii. Weight Value field – The actual numeric measurement of the weight for the pallet, equipment, or shipment.
- ix. Order Weight Unit drop-down – The unit of measure used to express the weight associated with the purchase order.
- x. Dimension Type field – The type of physical dimension recorded, such as length or height.
- xi. Dimension Unit Of Measure drop-down – The unit of measure used for the dimension value.
- xii. Dimension Quantity field – The numeric value of a physical dimension associated with a shipment, package, container, or transportation equipment.

e. Select Apply.

The consignment commodity reference Information line item is added.

- f. Select the consignment commodity information line row drop down to view the consignment commodity reference Information in a table.

12. In the Dangerous Goods Contact Information section:

- a. Select the Add **+** icon.
- b. In the New Dangerous Goods Contact Information panel, fill in the following fields under Dangerous Goods Contact Detail section:
 - i. Contact Name field – The name of the contact person handling the motor carrier bills of lading.
 - ii. Title Of Contact field – The job title or position of the contact person associated with the transportation transaction.

- iii. Contact Phone Number field – The phone number of the contact person handling the motor carrier bills of lading.
- iv. Contact Email field – The email address of the person handling the motor carrier bills of lading.

c. Select Apply.

The new dangerous goods contact detail line is added.

13. In the Motor Bill Of Lading Summary section:

- a. Select the Add  icon.
- b. In the New Motor Carrier Bill Of Lading Summary panel, fill in the following fields under Summary Detail section:
 - i. Summary Type drop-down – The type of summary applicable to the Grocery Products Purchase Order.
 - ii. Summary Value field – The value corresponding to the selected Summary Type for the Purchase Order.
 - iii. Summary Unit drop-down – The unit of measure for summary value as defined by summary type.
- c. Select Apply.

The new summary details line is added.

14. In the Notes section, select the Add  icon to enter any additional comments or instructions.
15. To submit the motor carrier bills of lading:



To save the motor carrier bills of lading 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 motor carrier bills of lading 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 bills of ladings can also be created by selecting the New button on the Motor Carrier Bills Of Lading Details screen for an existing motor carrier bills of lading.

Submit a draft motor carrier bill of lading

Complete and submit a saved motor carrier bills of lading 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 Bills Of Lading.
8. Select the Filter button to find the motor carrier bill of lading in Draft state.
9. Select the Motor Carrier Bill Of Lading Number link in the results table.
10. Select the Edit button.
11. In the Transaction Information section, select Submitted from the Process Status drop down.
12. Confirm the motor carrier bill of lading 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 bills of lading is submitted.

Tips

- Select the motor carrier bill of lading number row and then select the Delete  icon on the top of the Search Ocean Bill Of Lading screen, to delete the motor carrier bill of lading 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.
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.
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.

Search and view motor carrier bill of lading

Search for and view motor carrier bill of lading

Perform this task to search for and view the details of the motor carrier bill of lading sent or received by shippers and carriers. Viewing the details of a motor carrier bill of lading 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 **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.

7. Select Motor Carrier Bills Of Lading.
8. Select the Filter button.
9. Fill in one or more of the following fields to filter the results:
 - i. Multi Field Search field - Searches across multiple indexed fields using a single keyword, including Text, Text Area, Email, URL, and Lookup fields.
 - ii. Motor Carrier Bill Of Lading Number field - The unique identifier assigned to the ocean bill of lading document.
 - iii. Motor Carrier Bill Of Lading Date field - The date when the ocean bill of lading was issued.
 - iv. State drop-down - The state of the motor carrier bills of lading:
 - 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.

v. Carrier type-ahead – Displays only if the menu item is Sent Motor Carrier Bills Of Lading in Transportation - Shipper. The name of the company the motor carrier bill of lading was sent to.

If the name of the company is not present in the Owners master data then the company's name must be entered manually.

vi. Shipper type-ahead – Displays only if the menu item is Received Motor Carrier Bills Of Lading in Transportation - Carrier. The name of the company the motor carrier bill of lading was received from.

If the name of the company is not present in the Owner's master data then the company's name must be entered manually.

vii. Last Modified drop-down – The period of time in which the motor carrier bills of lading 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 bills of ladings displays based on the filter results.

11. Select the link for the motor carrier bills of lading from the results table.

The View Motor Carrier Bills Of Lading screen displays.

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

Reprocess and Resubmit motor carrier bills of lading

Reprocess motor carrier bill of lading

After the motor carrier bill of lading 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 bill of lading.

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 Bills Of Lading.
8. Select the Filter button to find the motor carrier bill of lading in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Motor Carrier Bill Of Lading 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 down.
13. Select the Save button.

The motor carrier bill of lading request is moved from Processing state to Sending state indicating that the motor carrier bill of lading 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 bill of lading

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 Bills Of Lading.
8. Select a Motor Carrier Bill Of Lading Number in Sent state.
9. Select the Edit button.



The state of the motor carrier bill of lading 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 bills of lading is submitted.

The statuses of the motor carrier bill of lading moves to Sent state.

Related Content



Carrier shipment statuses

The carrier shipment statuses is used by carriers, including trucking companies and third-party logistics providers (3PLs), to notify shippers or buyers of shipment status, including key updates such as arrival and departure times at pickup locations and the designated destination.

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