TRACELINK UNIVERSITY

Shipping Advices

Shipment advices can be used to inform their Partners of the contents of a shipment, and the notices also allow these companies to comply with government regulations or recommendations for sharing serialized data about shipments.

Create and submit shipping advices

Perform this task to create and submit shipping advices.

Create and submit a new shipping advices

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Logistics - Provider from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Shipping Advice.
5. Select the New [+ New] button.
6. Enter the shipping advice number in the Shipping Advice Number field.
7. Select the Save [Save] button.

The screen refreshes with the saved shipping advice in the draft state.

8. Select the Edit 

button.
9. In the Transaction Information section, select Submitted from the Process Status drop drown.
10. In the Shipment Information section fill in the following fields:
    a. Shipping Advice Number field – A unique identifier of the shipping advice. This field auto populates the value entered in New Shipping Advices screen.
    b. Gross Weight field – The total weight of a shipment.
    c. Shipping Advice Date field – The date the shipping advice was initiated.
    d. Gross Weight Unit of Measure drop-down – The unit of measure for the total weight of the shipment.
    e. Shipped Date/Time field – The date and time the shipment advice are shipped.
    f. Net Weight field – The weight of the actual goods or product.
    g. Estimated Delivery Date/Time field – The date and time on which a shipment is expected to deliver.
    h. Net Weight Unit of Measure field – the unit of measure used to quantify the net weight of a product.
    i. Delivery Type field – The delivery type as defined in sender's ERP system.
    j. Lading Quantity field – The quantity of item in the shipment.
    k. Delivery Status field – The stage or condition of a shipment in the delivery process.
    l. Lading Quantity Unit of Measure The unit of measure for the item quantity in the shipment.
    m. Export switch – Indicates whether the order is exported.
    n. Drop Shipment switch – Indicates whether the shipment is dropped.

o. Action field – A brief description stating the purpose of the transaction.

11. In the Carrier Information section, fill in the following fields:
    a. SCAC drop-down – A carrier identifier code for the routing stage.
    b. Shipping Conditions field – The terms and requirements agreed upon for the shipping of goods.
    c. Carrier Name field – The name of the transportation company.
    d. Payment Method field – The method that was used to make the payment.
    e. FOB Transfer Location field – Code indicating the type of location where the risk of loss for the shipment is transferred.
    f. Transportation Equipment Type drop-down – The specific type of vehicle or container used for transporting goods. (e.g. trucks, trailers)
    g. Transport Method drop-down – The transportation method used.
    h. Equipment Initial field – A prefix assigned to transportation equipment.
    i. Routing Description field – A brief description of the transportation route and methods used to move goods.
    j. Equipment Number field – A unique identifier assigned to a transportation equipment.
12. In the Performance Information section:
    a. Select the Add + icon. At least one performance line item is required to submit a shipping advice.
    b. In the Performance Information panel, the fill in the following fields:
        i. Date Range Type drop-down – The category that specifies a particular date range within a process.
        ii. Planned Start Date field – The scheduled date and time intended to begin.
        iii. Planned End Date field – The scheduled date and time intended to end.
        iv. Actual Start Date field – The exact date and time when performance actually starts.
        v. Actual End Date field – The exact date and time when performance

actually ends.

vi. Time Zone field – The standard time unit for various geographic regions.

c. Select Apply.

13. In the Reference Transaction section:
    a. Select the Add + icon. At least one performance line item is required to submit a shipping advice.
    b. In the Reference Transaction Information panel, the fill in the following fields:
        i. Transaction Type drop-down – The type of transaction used.
        ii. Transaction Value field – The unique identifier of the transaction.
        iii. Transaction Date field – The start date of the transaction.
    c. Select Apply.
14. In the Client and Provider section, fill in the following fields under Client group:
    a. Company type-ahead field – The name of the company sending the shipping advice. This company is owner of goods. This field pulls from the Owner's company and location master data.

       The remaining Client 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.

    b. Address 1 field – The address of the particular location.
    c. Address 2 field – Any additional address information.
    d. Country drop-down – The two-letter country code with country name for this location.
    e. State field – The state or region for this location.
    f. City field – The city for this location.
    g. Postal Code field – The postal code for this location's main address.

h. Contact Telephone Number field – The company or location's phone number.
i. Contact Fax Number field – The company or location's fax number
j. Party ID Type drop-down – The identifier type used for this company or location.
k. Party ID Value field – The value associated with the identifier type.

15. In the Client and Provider section, fill in the following fields under Provider group:
    a. Company type-ahead field – The name of the company receiving the shipping advice. This company is supplier of goods. This field pulls from the Owner's company and location master data.

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

    b. Address 1 field – The address of the particular location.
    c. Address 2 field – Any additional address information.
    d. Country drop-down – The two-letter country code with country name for this location.
    e. State field – The state or region for this location.
    f. City field – The city for this location.
    g. Postal Code field – The postal code for this location's main address.
    h. Contact Telephone Number field – The company or location's phone number.
    i. Contact Fax Number field – The company or location's fax number
    j. Party ID Type drop-down – The identifier type used for this company or location.
    k. Party ID Value field – The value associated with the identifier type.
16. In the Ship to Location and Bill To Location section, in the Ship To Location

group fill in the following fields:

a. Location type-ahead field – The name of the company location where actual goods will be shipped by supplier. This field pulls from the Owner's company and location master data.

   The remaining Ship to Location fields in the section are auto populated with the values from the company or location's master data entry. If the company name is not present in the Owners master data, the company's name must be entered manually.
b. Address 1 field – The address of the particular location.
c. Address 2 field – Any additional address information.
d. Country drop-down – The two-letter country code with country name for this location.
e. State field – The state or region for this location.
f. City field – The city for this location.
g. Postal Code field – The postal code for this location's main address.
h. Contact Telephone Number field – The company or location's phone number.
i. Contact Fax Number field – The company or location's fax number
j. Party ID Type drop-down – The identifier type used for this company or location.
k. Party ID Value field – The value associated with the identifier type.

17. In the Ship From Location and Bill To Location section, in the Bill To Location group fill in the following fields:
    a. Location type-ahead field – The billing address of the owner or buyer, based on the payment terms. This field pulls from the Owner's company and location master data.

       The remaining Bill to Location fields in the section are auto populated with the values from the company or location's master data entry. If the billing address is not present in the Owners master data, the billing address must be entered manually.

b. Address 1 field – The address of the particular location.
c. Address 2 field – Any additional address information.
d. Country drop-down – The two-letter country code with country name for this location.
e. State field – The state or region for this location.
f. City field – The city for this location.
g. Postal Code field – The postal code for this location's main address.
h. Contact Telephone Number field – The company or location's phone number.
i. Contact Fax Number field – The company or location's fax number
j. Party ID Type drop-down – The identifier type used for this company or location.
k. Party ID Value field – The value associated with the identifier type.

18. In the Line Items section:
    a. Select the Add + icon. At least one line item is required to submit a shipping advice.
    b. In the New Line Items panel, fill in the following fields under Line Item Information:
        i. Line field – The number to identify the line item by (e.g. 50).
        ii. Item field – The name of the product. If the user enters an item code instead, the field automatically displays the corresponding item name.
        The Item Code Type, Item Code Value and Description fields are auto populated with the values from the Owner's product master data entry for the product. If the product is not present in the Owner's product master data then the product name must be entered manually.
        iii. Item Code Type field – The product code type (e.g. IN-Product Code). If the item code type is not present in the Owner's product

master data then the item code type must be entered manually.

iv. Item Code Value field – The product code. If the item code number is not present in the Owner's product master data then the item code value must be entered manually.
v. Description field – A brief description of the product. If the description is not present in the Owners product master data then the description must be entered manually.
vi. Lot Number field – The lot number for the line item.
vii. Expiration Date field – The expiry date of the line item.
viii. Quantity Shipped field – The number of units shipped.
ix. Unit of Measure drop-down – The unit in which the line item is measured.
x. Line Notes field – Additional information about the line item being added.

c. Select Apply.

   The new line item is added to the shipping advice.

d. To add packaging identifier information to a line item, select the row and then select the branch icon and fill in the following fields under Packaging Identifier Information:
   i. Packaging Level field – The primary packaging type used for physical packing aggregation in delivery. Valid values are:

      - PL: Pallet
      - CA: Case
      - PK: Inner pack bundles
      - EA: Each

ii. Packaging Identifier Type field – The format type of the packaging identifier used for parent-level physical packing aggregation in delivery. Valid values are :

- SSCC
- PALLETNUMBER
- CARRIERASSIGNED
- SHIPPERASSIGNED
- UCC-EAN128

iii. Packaging Identifier field – The parent-level packaging identifier used for physical packing aggregation in delivery.

e. Select Apply.
   The packaging information is added to the line item.

f. Select the line item row drop down to view the packaging information in a table.

19. In the Notes section, enter any additional comments or instructions.
20. To submit the shipping advice:
    To save the purchase order 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 shipping advice is submitted.

Tips

- In the Line Items section, do one of the following:
  - Select the Edit icon, to edit the details of an individual line item.
  - Select the Delete icon, to remove an individual line item.
- In the Performance Information section, do one of the following:
  - Select the Edit icon, to edit the details of an individual line item.
  - Select the Delete icon, to remove an individual line item.
- In the Reference Transaction Information section, do one of the following:
  - Select the Edit icon, to edit the details of an individual line item.
  - Select the Delete icon, to remove an individual line item.
- In the Notes section, do one of the following:
  - Select the Add + icon, to add comments or instructions.
  - Select the Delete icon, to remove comments or instructions.

Submitting a draft shipping advice

Perform this task to complete and submit a saved (draft) shipping advice.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Logistics - Provider from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Shipping Advice.
5. Filter to find the shipping advice.
6. Select the Shipping Advice Number for the shipping advice in Draft state from

the results table.

7. Select the Edit Edit button.
8. In the Transaction Information section, select Submitted from the Process Status drop drown.
9. 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.

10. Select the Save Save button.

    The shipping advice is submitted.

Tips

- To edit the details of an individual line item in the invoice, select the Edit icon for the line item, in the **Line Item**, Performance Information, and Reference Transaction Information sections.
- To delete a shipping advice in draft state, select the shipping advice number row and then select the Delete icon on the top of the screen.

A deleted transaction cannot be retrieved.

Search and view shipping advices

Search for and view shipping advices

Perform this task to search for shipping advices sent or received by suppliers to view their details. Viewing the details of a shipping advices enables suppliers 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 a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Logistics - Provider from the left menu.

   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Shipping Advice.
5. Select the Filter Filter button.
6. In the Filters panel, fill in one or more of the following fields to filter the results:

    - State drop-down – The state of the inventory update:

        - 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.
    - Client type-ahead – The name of the client the shipping advices was sent

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

- Shipping Advice Number field – A unique identifier of the shipping advice.
- Shipping Advice Date field – The date of the shipping advice was initiated.
- Shipped Date/Time field – The date and time the delivery is shipped.
- Last Modified field – The period of time in which the materials issued 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.

7. Select Apply.

   A list of shipping advice displays based on the filter results.

8. Select the link for the shipping advice from the results table.

   The View Shipping Advice screen displays.

9. View all the fields in the Transaction Information, Shipment Information, Carrier Information, Performance Information, Reference Transactions, Client and ProviderShip To Location and Bill To Location, Line Items, and Notessections.
   For detail information about these fields, see **Create and submit a new shipping advices**.

Tips

- To view the details of an individual line item in the purchase order, select the View icon for the line item in the **Line Items**, Performance Information, and Reference Transactions sections on the Shipping Order Details screen.

Resubmit purchase order

Resubmit shipping advices

Perform this task if the user needs to resend a shipping advices.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Logistics - Provider from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Shipping Advice.
5. Filter to find the shipping advice.
6. Select the Shipping Advice Number for the shipping advice in Sent state from the results table.
7. Select the Edit 

   button.

   The state of the shipping advice is automatically moved to the Sending state.

8. 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.

9. Select the Save 

button.

The shipping advice is submitted.

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