



TRACELINK UNIVERSITY

Home

Resources

TraceLink University

Shipping Orders

Shipment orders 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 orders


Perform this task to create and submit shipping orders.

Create and submit a new shipping orders

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 - Client 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 Order.
5. Select the New  button.
6. Enter the shipping order number in the Shipping Order Number field.

7. Select the Save  button.

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



8. Select the Edit  button.
9. In the Transaction Information section, select Submitted from the Process Status drop down.
10. In the Shipping Order Information section fill in the following fields:
 - a. Shipping Order Number field - . A unique identifier of the shipping order. This field auto populates the value entered in New Shipping Order screen.
 - b. Delivery Priority drop-down - The level of urgency assigned for a delivery.
 - c. Shipping Order Date field - The date the shipping order was initiated.
 - d. Carrier Name drop-down - The name of the transportation company.
 - e. Purchase Order Number field - The unique identifier of the purchase order number.
 - f. Delivery Type field - The delivery type as defined in sender's ERP system.
 - g. Requested Ship Date/Time field - The date and time the goods are requested to shipped.
 - h. FOB Transfer Location field - Code indicating the type of location where the risk of loss for the shipment is transferred.
 - i. Requested Delivery Date/Time field - The date and time the goods are requested to be delivered.
 - j. Payment Method field - The method that was used to make the payment.
 - k. Export switch - Indicates whether the order is exported.
 - l. Drop Shipment switch - Indicates whether the shipment is dropped.
 - m. Action field - A description stating the purpose of the transaction.
11. In the Shipping Order Instructions section, fill in the following fields:
 - a. Delivery Term Code field - The code or abbreviation for the terms of sale

between the buyer and the supplier regarding the delivery of product..

- b. Shipping Receiving Point field - The location where the shipped order is received.
- c. Delivery Term Description field - A description that outlines the terms of the sale regarding the delivery of product that are implied by the Delivery Term Code.
- d. Shipping Conditions field - The terms and requirements agreed upon for the shipping of goods.
- e. Shipping Route field - The shipment routing code.
- f. Transportation Group field - The categorization used to group together goods or products that share similar transportation requirements.
- g. Delivery Route field - The delivery routing code.
- h. Transportation Method drop-down - The transportation method used
- i. Routing Description field - A brief description of the transportation route and methods used to move goods.
- j. SCAC field - A carrier identifier code for the routing stage.

12. 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 order. 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 - **Required**. The identifier type used for this company or location.
- k. Address 1 field - The address of the particular location.
- l. Address 2 field - Any additional address information.
- m. Country drop-down - The two-letter country code with country name for this location.
- n. State field - The state or region for this location.
- o. City field - The city for this location.
- p. Postal Code field - The postal code for this location's main address.
- q. Contact Telephone Number field - The company or location's phone number.
- r. Contact Fax Number field - The company or location's fax number
- s. Party ID Type drop-down - The identifier type used for this company or location.
- t. Party ID Value field - The value associated with the identifier type.

13. 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 order. 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.

14. 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.

15. 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.

16. In the Line Items section:

- a. Select the Add **+** icon. At least one line item is required to submit a shipping order.

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 Ordered field - The number of units ordered.
- 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 order.

17. In the Notes section, enter any additional comments or instructions.

18. To submit the shipping order:



To save the shipping order 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 shipping order 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 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.

Submit a draft shipping order

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

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 - Client 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 Order.



5. Select Filter button to find shipping order in Draft state.

6. Select Shipping Order Number from the filter results.



7. Select the Edit button.

8. In the Transaction Information section, select Submitted from the Process Status drop down.

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 button.

The shipping order 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** 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 orders

Search for and view shipping orders

Perform this task to search for shipping order sent or received by suppliers to view their details. Viewing the details of a shipping order 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 - Client 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 Order.

5. Select the Filter  Filter button.

6. In the Filters panel, fill in 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.
- Provider type-ahead - The name of the provider the shipping order 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 Order Number field - A unique identifier of the shipping order.
- Shipping Oder Date/Time field - The date and time of the shipping order.
- Requested Delivery Date/Time field - The date and time the delivery is requested.
- 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 order displays based on the filter results.


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

The View Shipping Order screen displays.

9. View all the fields in the Transaction Information, Shipping Order Information, , Shipping Order Instructions, Client and Provider, Ship To Location and Bill To

Location, Line Items, and Notes sections. For detail information about these fields, see **Create and submit a new shipping orders**.

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** section on the Shipping Advice Details screen. .

Resubmit purchase order

Resubmit shipping orders

Use this procedure if the user needs to resend a submitted shipping orders.

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 - Client 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 Order.
5. Select Shipping Order Number in **Sent** state.



6. Select the Edit button.



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

7. 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.

8. Select the Save  button.

The shipping advice is submitted.

The statuses of the shipping order moves to Sent state.

Related Content



Set up your account

New to the TraceLink Network?

[View More](#)



View notifications

Apps send notifications when specific events happen, and you receive these notifications within the Opus user experience in the Notifications panel.

[View More](#)



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.

[View More](#)