## The Vendor Tutorial

## Federal EDI - Creating a Transportation Status Message (214)

If you have not yet viewed Section V-4A "Accessing your EDI Management Menu," it is recommended that you review this file before proceeding.

Step 1: To create a Transportation Status Message follow these steps. First, select Sales Administration from the menu at left, then click on the radio button labeled Solicitations and Bids followed by the Next button. Select Federal EDI and click the Next button. Then choose Create EDI Message and again click the Next button on your EDI Management Menu (See Image #1).

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HOME Sales Administration	prime-vendor.com Sales Administration						
Agency Contracts	Federal EDI						
Federal Markets Account Management Commerce Network LOG OFF	<ul> <li>EDI Inbox</li> <li>EDI Outbox</li> <li>Create EDI Messages</li> <li>EDI Trading Partners</li> <li>Search EDI Documents</li> </ul>						
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Image #1: EDI Management Men

Step 2: Click on the radio button next to *Transprtation Carrier Shipment Status Message* (214) and click Next.

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HOME Sales Administration Agency Contracts Federal Markets Account Management Commerce Network LOG OFF	Sales Administration   Messages   Transportation Carrier Shipment Status Message (214)   Invoice (810)   Ship Notice / Manifest						
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Image #2: Selecting 'Create Transportation Shipment Message'

Step 3: An example of the form you will need to complete for a Transportation Shipment Status Message can be seen in Image #3, below. The mandatory fields for the 214 form are:

> Trading Partner SCAC (Standard Carrier Alpha Code) Shipment ID \ Trailer # Status Date Status

You will need to get the **SCAC** code from your carrier. The **Shipment ID** \ **Trailer #** is a numeric identifier that you assign to the shipment. All 214 documents that are transmitted about a particular shipment must use the same Shipment ID \ Trailer #.

The *Status Date* must be in the format: 01/20/2000. The *Status Time* (if it is entered) must be in the format: 01:05 PM (AM or PM must be specified).

You must also assign a *Shipper* and *Consignee*. You may enter identification codes or enter the full address of the party in question. It is recommended that you enter your client DUNS number for the *Shipper ID Code* and the DODAAC code of the destination agency as the *Consignee ID Code*, along with the names of both parties. You may enter an ID code and full address for either the Shipper or Consignee, but you may not leave both sets of fields blank.

- **NOTE:** The agency that you are transmitting these notices to may require that you fill in additional fields. You should contact your agency to find out what information they expect.
- **Step 4:** Once all the shipment notice information has been entered, press the *Review* button. You will then be taken to a page to review your entry (Image #4).

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Image #3: The 214 form

- Step 5: Image #4 offers an illustration of the 214 form Review Page. If all of the presented information is correct, press the *Submit* button, and your 214 will be queued for transmission (this will take about ten minutes). Once the document has been sent, you will be able to view it by selecting EDI Outbox on the EDI Management page.
  - **NOTE:** If you wish to change something, press the *Edit* button and you will be taken back to the previous page.

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Agency	Trading Partner	W. E. Coyote						
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Federal	ISA08	ABCDEFG						
Markets	GS03	1234567						
Account	Reference Identification							
Management	Bill of Lading Number	75321596						
Commerce	Purchase Order Number	6543756321						
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LOG OFF	Identification Code	DUNS: PVDUNS						
	Name	Acme Industrial Sales						
	Address 1	123 Main Street, Suite 347						
	Address 2							
	City	Wilmington						
	State	NC						
	Zip \ Postal Code	28403						
	Country	US						
	Consignee							
	Identification Code	DODAAC: 654321						
	EC-GAINS	00-27-066-0001-000000						
	Name	Bruce Banner						
	Address 1	753 Gamma Rd.						
	Address 2							
	City	Boston						
	State	MA						
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	Party Who Signed the Delivery Re	eceipt						
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	SCAC	4531327						
	Pro #							
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	Status Date	01/14/2003						
	Status Time	12:00 PM(Eastern Time)						
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Image #4: The 214 review page