

Section V-4F

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).

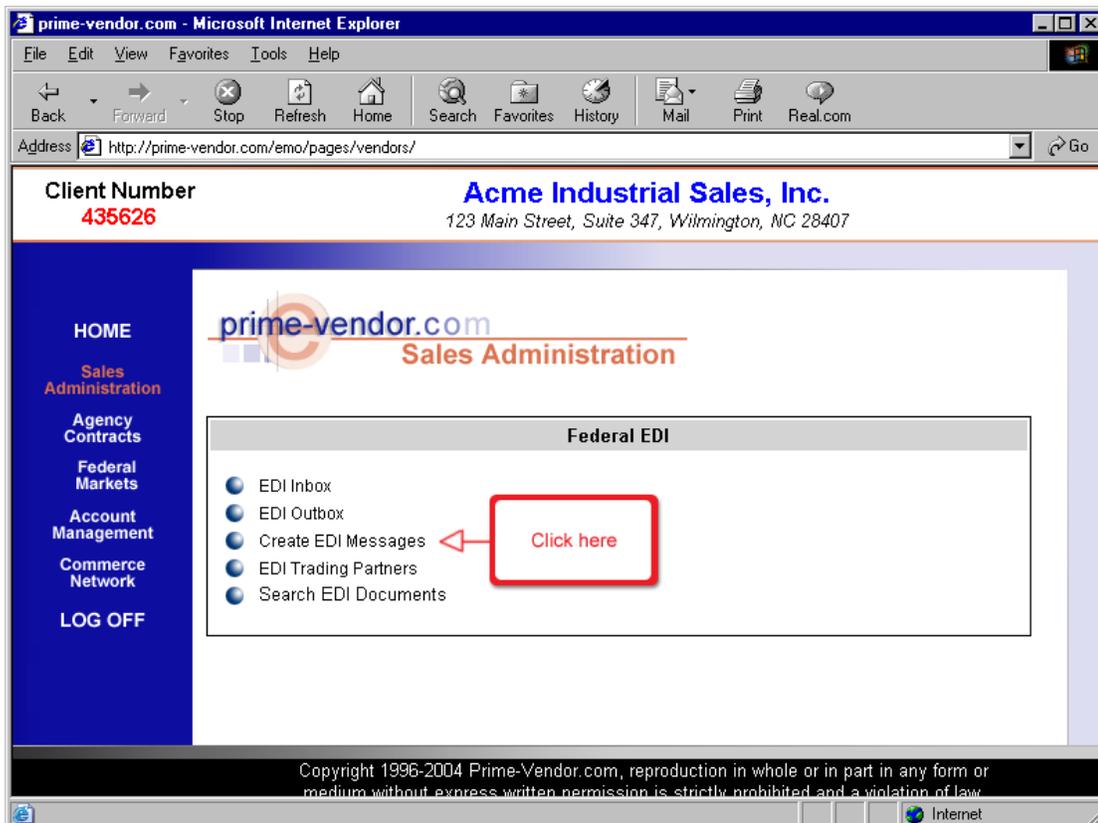


Image #1: EDI Management Men

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

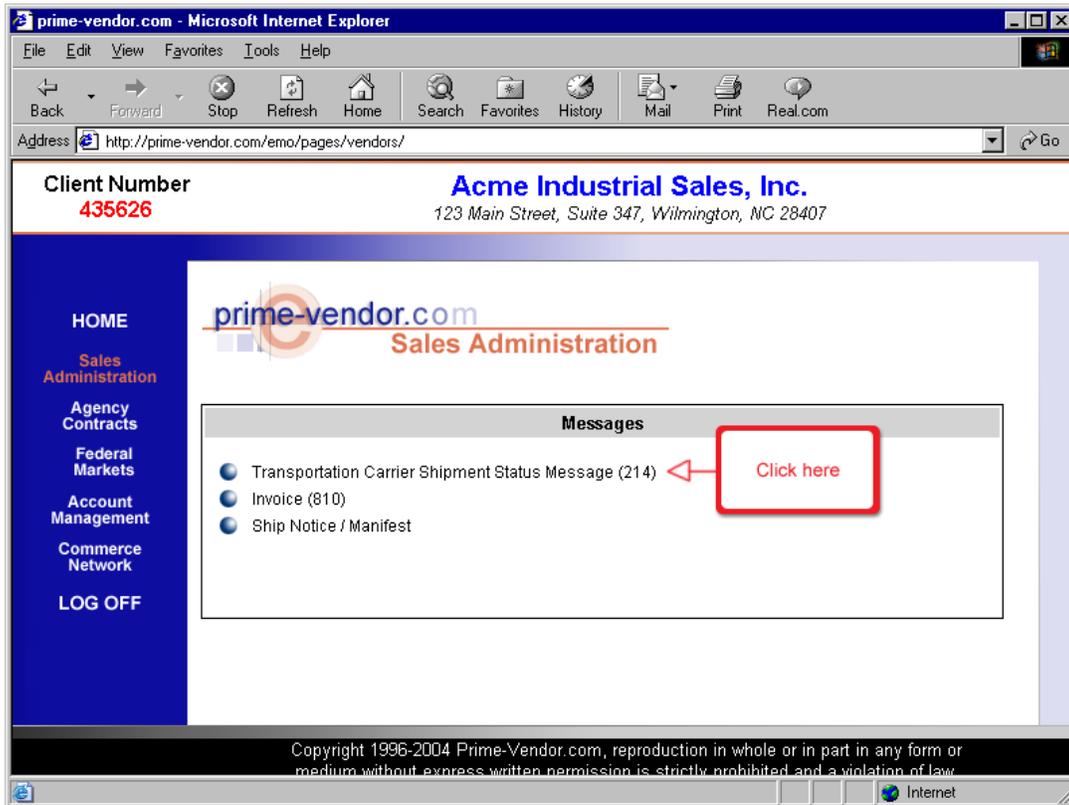


Image #2: Selecting 'Create Transportation Shipment Message'

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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File Edit View Go Communicator Help

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Client Number **123456** **Acme Industrial Sales, Inc.**
 123 Main Street, Suite 347, Wilmington, NC 28407

Enter 214 Details

HOME

- Sales Administration
- Agency Contracts
- Federal Markets
- Account Management
- Commerce Network
- LOG OFF

Transaction Set	214A
EDI Routing Information	
Trading Partner	No Trading Partner Selected
Reference Identification	
Bill of Lading Number	
Purchase Order Number	
Additional Number	NO NUMBER
Additional Number	NO NUMBER
Shipper	
Identification Code	DUNS
Name	
Address 1	
Address 2	
City	
State	N NONE
Zip \ Postal Code	
Country	None
Consignee	
Identification Code	DODAAC
EC-GAINS	
Name	
Address 1	
Address 2	
City	
State	N NONE
Zip \ Postal Code	
Country	None
Party Who Signed the Delivery Receipt	
Name	
Shipment Information And Status	
SCAC	
Pro #	
Shipment ID \ Trailer #	
Status Date	
Status Time	Eastern Time
Status City	
State	N NONE
Status	Estimated Date and/or Time

Click here to review the information

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Document: Done

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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Client Number **123456** **Acme Industrial Sales, Inc.**
123 Main Street, Suite 347, Wilmington, NC 28407

Enter 214 Details

Transaction Set	214A
EDI Routing Information	
Trading Partner	W. E. Coyote
ISA07	ZZ
ISA08	ABCDEFGHIJ
GS03	1234567
Reference Identification	
Bill of Lading Number	75321598
Purchase Order Number	6543756321
Shipper	
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
Zip \ Postal Code	55555
Country	US
Party Who Signed the Delivery Receipt	
Name	
Shipment Information And Status	
SCAC	4531327
Pro #	
Shipment ID \ Trailer #	1321774
Status Date	01/14/2003
Status Time	12:00 PM(Eastern Time)
Status City	Charlotte
Status State	
Status	and/or Time of Arrival

Click here to return to the 214 entry form

Click here to submit the 214

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Image #4: The 214 review page