Shipping Instructions

papiNet Standard - Version 2.31

Documentation

Global Standard for the Paper and Forest Products Supply Chain

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ShippingInstructions Documentation

An Overview of the Shipping Instructions Message

The ShippingInstructions message communicates delivery information for product(s) supported by a purchase order. After a buyer sends a seller a purchase order, the buyer could send shipping instructions when notified the goods are ready to ship by an InitialShipmentAdvice type of DeliveryMessage, or when the shipment details for the product are finalized.

The line item in the shipping instructions message is either by Product, when one product is being sent to multiple locations, or by Ship To when multiple products are being sent to the same location. Each line item in the ShippingInstructions message refers either to a product included in a purchase order or to a product contained in a line item of a purchase order.

The ShippingInstructions message specifies delivery locations, schedule(s), and quantities for the product(s) in the purchase order. The schedule may define a specific date and/or time for delivery or include a time range (defined by date and/or time).

When the product(s) are actually shipped the seller would send a DeliveryMessage to the buyer.

The Scope of Shipping Instructions Message

The shipping instructions message may include:

- Products and quantities to be delivered
- Requested delivery date and time
- Ship-to party
- Means of transport
- Carrier party

Business Rules for ShippingInstructions

The following tables list the business rules that apply to each call off message type. There are no general rules that apply to both message types. For the purposes of this discussion the term "ShippingInstructions line item" refers to either the ByProduct or ByShipTo elements.

General Business Rules

Identifier	Business Rule
SHIP001	A ShippingInstructions message has to have one or more ShippingInstructions line items.
SHIP002	A ShippingInstructions message has transport characteristics in a one-to-one relationship with the ShipToParty. See business rule SHIP006.

SHIP003	A ShippingInstructions message must specify one DeliverySchedule for each ShippingInstructions line item.
SHIP004	The DeliverySchedule must specify at least one ShippingInstructions item quantity
SHIP005	A ShippingInstructions line item must specify either a PurchaseOrderLineItem from an existing PurchaseOrder or specify a Product.
SHIP006	[obsolete]
SHIP007	A buyer can issue a ShippingInstructions cancellation to the seller.

Business Rules ShippingInstructions, MessageType = Confirmation

Identifier	Business Rule
SHIP008	The ShippingInstructions Confirmation message mirrors the ShippingInstructions message—in other words: • ShippingInstructions by Product is confirmed using the ShippingInstructions Product element. • ShippingInstructions PurchaseOrderLineItem is confirmed using the ShippingInstructions PurchaseOrderLineItem.
SHIP009	The ShippingInstructions – ShippingInstructions Confirmation messaging loop is closed by a message containing a status of Accepted at the document, header, and line item levels.

Processing the ShippingInstructions Message

The buyer sends the first shipping instructions message, which can then be accepted, amended, cancelled, or rejected by the seller via a shipping instructions confirmation. Subsequent shipping instructions messages can be sent by the buyer with the seller responding using a shipping instructions confirmation. It is not mandatory to respond with a shipping instructions confirmation.

Notes:

• A buyer can include delivery schedule(s) for the product(s) either in a

shipping instructions message or in the purchase order itself.

- While a shipping instructions message does not need to refer to a purchase order, a purchase order must exist for the seller to apply the delivery to. A ShippingInstructions message cannot be used as a PurchaseOrder.
- When sending ShippingInstructions by product a purchase order must have been sent to the supplier prior to the shipping instructions message as the supplier must have a purchase order in order to carry out the delivery.

Message processing depends on the message type and on the values of status attributes at the message, header, and line item levels. The status at the message level determines the possible statuses at the header and line item levels.

The buyer has the option of including delivery schedule details in a purchase order or in the optional shipping instructions message that follows. For the original shipping instructions message from the buyer to the seller, the statuses at message, header, and line item level are all set to "Original".

The seller or seller representative then responds with a shipping instructions confirmation message. If the seller accepts the shipping instructions and sets the status at all three levels to "Accepted", that shipping instructions confirmation message ends the shipping instructions messaging loop.

However, the seller may also send back a shipping instructions confirmation message with a status of "Amended" because of an amendment at the line item level. Alternatively, the seller may reject the shipping instructions request as a whole or send back a message with the status of "Accepted" but a line item that is either pending or rejected. In any of these cases, the shipping instructions confirmation message would end with the buyer sends back a shipping instructions message with the status of "Accepted" at every level.

The buyer can also resend a shipping instructions message with the status of "Amended" or "Cancelled". In this case, the shipping instructions messaging loop ends when the seller sends back a shipping instructions confirmation message with the status of "Accepted" at all three levels.

If, when sending a shipping instructions message, the buyer or seller wishes to communicate that nothing has changed in a portion of the message then a ShippingInstructionsStatusType of "NoAction" may be used. The "NoAction" status is used to support the sending of the entire message, for context, while communicating that certain aspects have not changed. The "NoAction" status is not available at the message level (the

root, level).

Status Values Used When Processing the Shipping Instructions Message

The status values that are used when processing the Shipping Instructions message are:

- Original – Indicates that this is the first transmission of the CallOff message.
- Accepted – Indicates that either the buyer or the seller has accepted the conditions in the previous message in the loop. It is possible, however, for an individual line item to be rejected or pending in this situation.
- Amended – Indicates that the buyer wants to amend a previous ShippingInstructions message or that either the buyer or seller is amending the conditions in the previous message in the loop.
- Cancelled – Indicates that the buyer wants to cancel the ShippingInstructions message.
- Rejected – Indicates that either the buyer or seller is rejecting the conditions in the previous message in the loop.

If the status of the ShippingInstructionsStatusType attribute is "Original", then the status in both the ShippingInstructionsHeaderStatusType and ShippingInstructionsLineItemStatusType attributes is also "Original".

If the status in the ShippingInstructionsStatusType Field is "Accepted", then the status in the ShippingInstructionsHeaderStatusType and ShippingInstructionsLineItemStatusType fields can be:

- "Accepted" – Indicates that the buyer or seller accepts either the header or line item.
- "Rejected" (only at the line item level) – Indicates that the buyer or seller rejects the conditions specified at the header or line item level.

If the status in the ShippingInstructionsStatusType attribute is "Amended", then the status in the ShippingInstructionsHeaderStatusType and ShippingInstructionsLineItemStatusType fields can be:

- "Accepted" – Indicates that the buyer or seller accepts either the header or line item.
- "Amended" – Indicates that either the buyer or seller has changes to the header or line item.
- "Rejected" (only at the line item level) – Indicates that the buyer or seller rejects the conditions specified at the header or line item level.
- "NoAction" – Indicates that nothing has changed at either the header or line-item level.

If the status in the ShippingInstructionsStatusType attribute is "Cancelled", then the status in both the ShippingInstructionsStatusType and ShippingInstructionsLineItemStatusType fields is "Cancelled".

If the status in the ShippingInstructionsStatusType attribute is "Rejected", then the status in both the ShippingInstructionsHeaderStatusType and ShippingInstructionsLineItemStatusType is "Rejected".

ShippingInstructions Structure
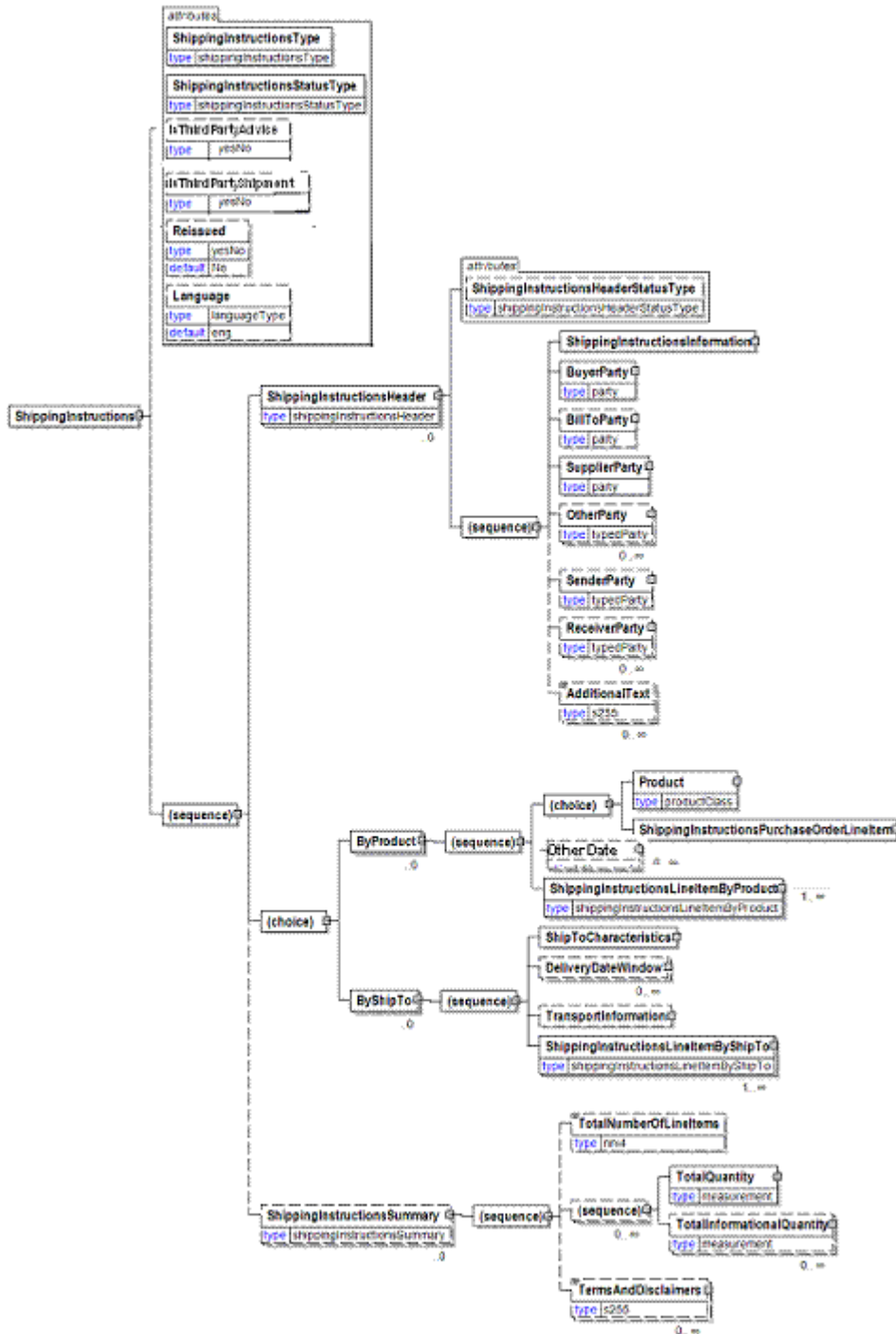
Understanding the Diagrams and Content

This section provides an explantion of the graphical view and descriptive content associated with the schema structures.

- The graphics contain elements, attributes, content model indicators,

cardinality indicators, and data type information.
- Associated with each graphic are the definitions for the parent item and any associated child items. All attributes are listed first, followed by the elements.
- Children are grouped together using, what is termed, a content model.
- Cardinality is communicated for each item.

Let's use the following sample graphic as an explanatory vehicle. This graphic displays a parent element that has four elements and two attributes.

Elements:

Elements are displayed using a simple rectangle.

- A required element has a solid outline.
- An optional element has a dashed outline.
- Repeatability is shown via a multip-page outline along with an indication of the repeatability in the bottom right-hand side of the element.
- If the element permits the entry of textual content three-horizontal lines appear in the upper left-hand corner (See, "OptionalMultiple").
- The element's data-type is displayed below the element name. (In addition a default value, if it exists, can be shown.
- If the element contains further element or attribute content a gray box appears at the right-hand middle portion of the outline (See, "RequiredSingle", OptonalSingle", RequiredMultiple").
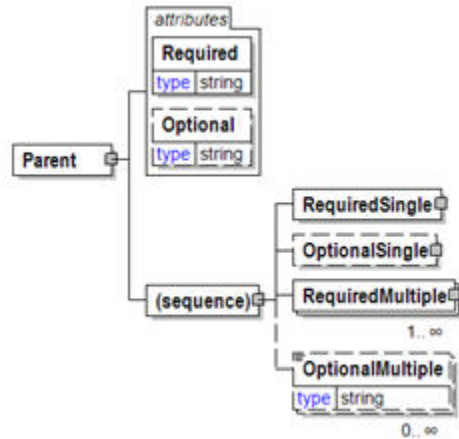
Attributes:

Attributes are contained within a tabbed container that is labelled "attributes".

- A required attribute has a solid outline.
- An optional attribute has a dashed outline.

Content model indicators:

There are three possible types of content: "sequence", "choice", and "all". The sample above shows "sequence".

- (sequence)

  The sequence of the items to the right of the graphic (or below the text) are grouped together.

- (choice)

  A choice of the items to the right of the graphic (or below the text) is permitted.

- (all)

  All the items to the right of the graphic are required.

Content models can also display cardinality aspects (single, multiple, optional, required), these are shown in a way similar to elements.

Shipping Instructions Root Element

ShippingInstructions

The root element for the Shipping Instructions message.

ShippingInstructionsType [attribute]

ShippingInstructionsType is mandatory. A single instance is required.

Shipping Instructions Type

This item is restricted to the following list.

- ShippingInstructionsPackaging
- ShippingInstructionsRouting
- ShippingInstructionsConfirmation

ShippingInstructionsStatusType [attribute]

ShippingInstructionsStatusType is mandatory. A single instance is required.

Shipping Instructions Status Type

This item is restricted to the following list.

Accepted

The supplied information is accepted.

Amended

The supplied information is changed.

Cancelled

The supplied information is cancelled. Items that have been cancelled are not included in totals on the summary levels of the e-document.

Original

The supplied information is the first version of that information.

Rejected

The supplied information is rejected.
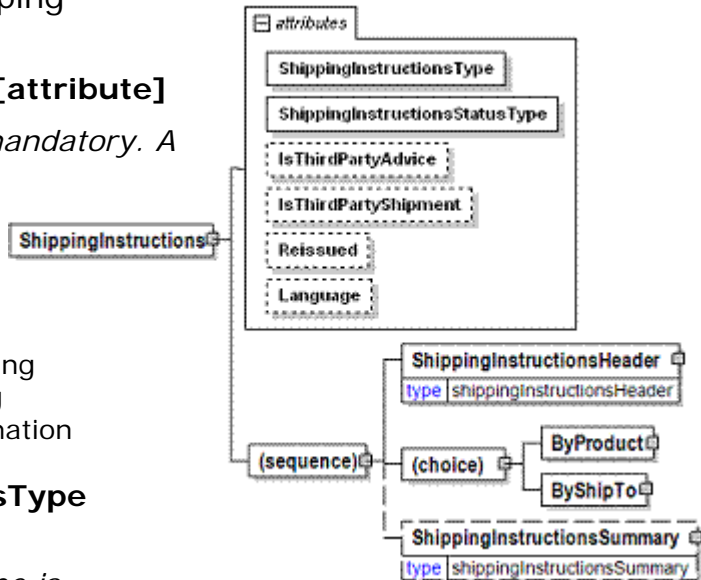
IsThirdPartyShipment [attribute]

Shipment request to a party other than the party that ordered the product from the supplier

IsThirdPartyShipment is optional. A single instance might exist.

This item is restricted to the following list.

Yes

No

IsThirdPartyAdvice

An advice to a third party of a shipping instructions.

IsThirdPartyAdvice is optional. A single instance might exist.

This item is restricted to the following list.

> **Yes**

> **No**

Reissued [attribute]

Reissued is optional. A single instance might exist.

Either "Yes" or "No". Default is "No"

This item is restricted to the following list.

> **Yes**

> **No**

Language [attribute]

Language is optional. A single instance might exist.

XML has embraced 2 and 3 digit language codes through the application of an addendum to the standard.

Information on the content of this attribute is available at: http://www.loc.gov/standards/iso639-2/ this is the official site of the ISO 639-2 Registration Authority.

- http://www.w3.org/International/O-HTML-tags.html provides an explanation of the errata updating XML.
- http://www.ietf.org/rfc/rfc3066.txt is the key document that is referenced in the above errata.

(sequence)

The sequence of items below is mandatory. A single instance is required.

> **ShippingInstructionsHeader**

> *ShippingInstructionsHeader is mandatory. A single instance is required.*

> Information common to all items in a Shipping Instructions message.

> **(choice)**

> *[choice] is optional because of choice construct.*

>> **ByProduct**

>> *ByProduct is optional because of choice construct.*

>> Identification takes place by product.

>> **ByShipTo**

>> *ByShipTo is optional because of choice construct.*

>> ByShipTo

ShippingInstructionsSummary

ShippingInstructionsSummary is optional. A single instance might exist.

Summary information for the Shipping Instructions message.

Primary Elements

ShippingInstructionsHeader

Information common to all items in a Shipping Instructions message.

ShippingInstructionsHeaderStatusType [attribute]

ShippingInstructionsHeaderStatusType is optional. A single instance might exist.

Shipping Instructions Header Status Type

This item is restricted to the following list.

Accepted

The
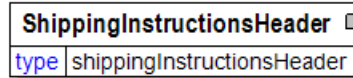
supplied information is accepted.

Amended

The supplied information is changed.

NoAction

The supplied information has not been amended and thereby requires no action.

Original

The supplied information is the first version of that information.

Rejected

The supplied information is rejected.

(sequence)

The sequence of items below is mandatory. A single instance is required.
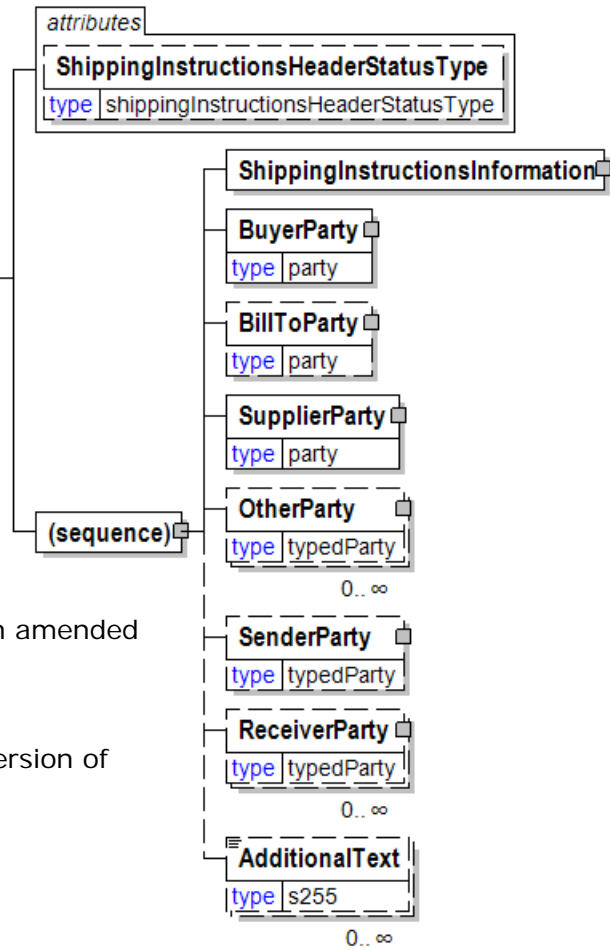
ShippingInstructionsInformation

ShippingInstructionsInformation is mandatory. A single instance is required.

A group item containing information unique to this ShippingInstructions and reference information used to identify the product to be shipped

BuyerParty

BuyerParty is mandatory. A single instance is required.

The legal entity to which the product is sold. Also commonly referred to as the sold-to party or customer. If no OtherParty is defined as the Payer, the Buyer is the Payer.

BillToParty

BillToParty is optional. A single instance might exist.

The address where the invoice is to be sent.

SupplierParty

SupplierParty is mandatory. A single instance is required.

The organisation or business entity responsible for providing the product. SupplierParty is also the seller of the product, if Seller is not specified as OtherParty = Seller.

OtherParty

OtherParty is optional. Multiple instances might exist.

An organisation or business entity other than those specifically detailed within a business document.

SenderParty

SenderParty is optional. A single instance might exist.

The business entity issuing the business document, the source of the document.

- The entity responsible for the content. If the sender party has out sourced the message service to a third party the SenderParty is the issuer of the e-document and not the party performing the transmission service of the electronic message.

ReceiverParty

ReceiverParty is optional. Multiple instances might exist.

The business entity for whom the business document is intended, the destination of the document.

- The entity interested in the content. If the receiver party has outsourced the message service to a third party the ReceiverParty is the intended party for the e-document and not the party performing the receiving service of the electronic message.

AdditionalText

AdditionalText is optional. Multiple instances might exist.

A text field that is used to communicate information not previously defined or for special instructions. To be used only for circumstances not covered by specific elements.

ByProduct

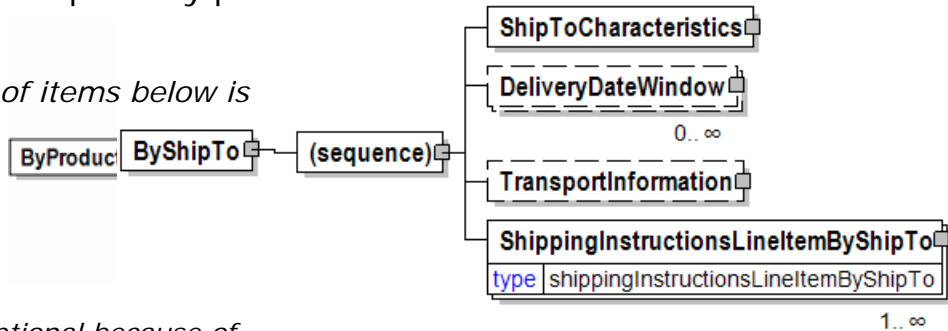Identification takes place by product.

(sequence)

The sequence of items below is mandatory.
A single instance is required.

(choice)

[choice] is optional because of choice construct.

Product

Product is optional because of choice construct.

Product is a group item defining the article and its characteristics. Product is used to specify product characteristics organized by ProductIdentifier, ProductDescription, and Classification. Book Manufacturing, Label Stock, Paper, Pulp, Recovered Paper, Wood Products, and Virgin Fibre market segments have defined their product characteristics and conversion features for implementation in papiNet.

ShippingInstructionsPurchaseOrderLineItem

ShippingInstructionsPurchaseOrderLineItem is optional because of choice construct.

Purchase order line item information for purchase order being referenced in shipping instructions.

OtherDate

OtherDate is optional. More than one instance can occur.

A date that may not be specifically detailed within a document (example: print date at the PurchaseOrderLineItem).

ShippingInstructionsLineItemByProduct

ShippingInstructionsLineItemByProduct is mandatory. One instance is required, multiple instances might exist.

ShippingInstructionsLineItemByProduct

ByShipTo

ByShipTo

(sequence)

The sequence of items below is mandatory. A single instance is required.

ShipToCharacteristics

ShipToCharacteristics is mandatory. A single instance is required.

A group item that provides information important for the Ship-To Party.

A group item that provides information important for the Ship-To Party.ShipToCharacteristics may be referenced at both the header and line item level. The reference at the header is required and acts as a default for the value at the line level, unless overridden at the line level.

DeliveryDateWindow

DeliveryDateWindow is optional. Multiple instances might exist.

A group item defining the date/time interval for delivery to take place. An element which may contain the estimated date for which delivery is expected. This date is not absolute.

TransportInformation

TransportInformation is optional. A single instance might exist.

A grouping element for transport information.

ShippingInstructionsLineItemByShipTo

ShippingInstructionsLineItemByShipTo is mandatory. One instance is required, multiple instances might exist.

Shipping Instructions Line Item By Ship To

ShippingInstructionsSummary
Summary information for the Shipping Instructions message.

(sequence)

The sequence of items below is mandatory. A single instance is required.
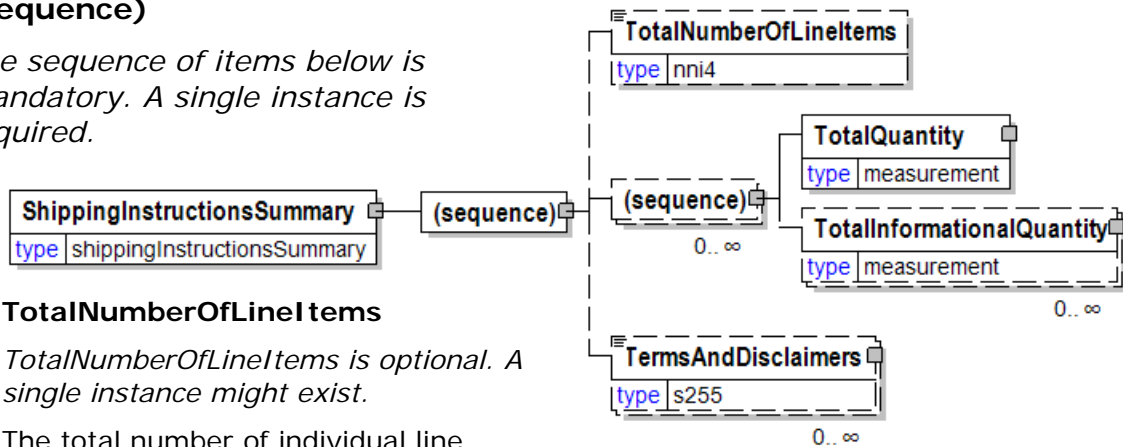
TotalNumberOfLineItems

TotalNumberOfLineItems is optional. A single instance might exist.

The total number of individual line items in the document, regardless of the status or type.

(sequence)

The sequence of items below is optional. Multiple instances might exist.

TotalQuantity

TotalQuantity is mandatory. A single instance is required.

The total quantity of similar items in the business document. TotalQuantity is

primarily used in the summary section of documents where it is repeatable to permit totaling for different units of measure.

TotalInformationalQuantity

TotalInformationalQuantity is optional. Multiple instances might exist.

A quantity that is used to communicate related information about the parent element. This element represents a total that is derived from individual line items.

TermsAndDisclaimers

TermsAndDisclaimers is optional. Multiple instances might exist.

An element that contains legal information with an indication of what the Language is.

Appendix

ShippingInstructions Scenario Listing

Scenario A	Original ShippingInstructions from Buyer, accepted by Supplier
Scenario B	Original ShippingInstructions from Buyer, amended by Supplier, amendments accepted by Buyer.
Scenario C	Original ShippingInstructions from Buyer, ShippingInstructions line item rejected by Supplier, rejection accepted by Buyer.
Scenario D	Original ShippingInstructions from Buyer, pending status returned by Supplier, accepted status subsequently sent by Supplier.
Scenario E	Amendment to a ShippingInstructions Header details sent by Buyer, Amendment accepted by Supplier.
Scenario F	Amendment to a ShippingInstructions by Buyer, Supplier amends Buyer's amendment, which is accepted by the Buyer.

Scenario A

Message	ShippingInstructions
Scenario	Original ShippingInstructions from Buyer, accepted by Supplier
Outcome	ShippingInstructions is entered into the Supplier's system
Initiator	Buyer
Receiver	Supplier
Preconditions	This Use Case assumes the Buyer has previously sent a PurchaseOrder to the Supplier and the Supplier has already Accepted the order.
Trigger	None
Step 1.	Buyer sends an original ShippingInstructions to

	the Supplier
	Statuses sent within the message:
	- ShippingInstructionsStatusType = "Original" - ShippingInstructionsHeaderStatusType = "Original" - ShippingInstructionsLineItemStatusType = "Original"
Step 2.	Supplier responds with a ShippingInstructionsConfirmation.
	Statuses sent within the message:
	- ShippingInstructionsStatusType = "Accepted" - ShippingInstructionsHeaderStatusType = "Accepted" - ShippingInstructionsLineItemStatusType = "Accepted"

Scenario B

Message	ShippingInstructions
Scenario	Original ShippingInstructions from Buyer, amended by Supplier, amendments accepted by Buyer
Outcome	ShippingInstructions is entered into the Supplier's system. Buyer's system is updated to reflect Supplier changes.
Initiator	Buyer
Receiver	Supplier
Preconditions	This Use Case assumes the Buyer has previously sent a PurchaseOrder to the Supplier and the Supplier has already Accepted the order.
XML File	The name of any sample file.
Trigger	None

Step 1.	Buyer sends an original ShippingInstructions to the Supplier
	Statuses sent within the message:
	• ShippingInstructionsStatusType = "Original"
	• ShippingInstructionsHeaderStatusType = "Original"
	• ShippingInstructionsLineItemStatusType = "Original"
Step 2.	Supplier responds with a ShippingInstructionsConfirmation with amended line item(s).
	Statuses sent within the message:
	• ShippingInstructionsStatusType = "Amended"
	• ShippingInstructionsHeaderStatusType = "Accepted"
	• ShippingInstructionsLineItemStatusType = "Amended"
Step 3.	Buyer responds with a ShippingInstructions, accepting the amended line item(s).
	Statuses sent within the message:
	• ShippingInstructionsStatusType = "Accepted"
	• ShippingInstructionsHeaderStatusType = "Accepted"
	• ShippingInstructionsLineItemStatusType = "Accepted"

Scenario C

Message	ShippingInstructions
Scenario	Original ShippingInstructions from Buyer, Shipping¬Instructions rejected by Supplier, rejection accepted by Buyer.

Outcome	ShippingInstructions line item(s) is rejected (not entered) by the Supplier's system. Buyer's system is updated to reflect rejected line item(s).
Initiator	Customer
Receiver	Supplier
Preconditions	This Use Case assumes the Buyer has previously sent a PurchaseOrder to the Supplier and the Supplier has already Accepted the order.
Trigger	None
Step 1.	Buyer sends an original ShippingInstructions to the Supplier Statuses sent within the message: • ShippingInstructionsStatusType = "Original" • ShippingInstructionsHeaderStatusType = "Original" • ShippingInstructionsLineItemStatusType = "Original"
Step 2.	Supplier responds with a ShippingInstructionsConfirmation with Rejected line item(s). Statuses sent within the message: • ShippingInstructionsStatusType = "Amended" • ShippingInstructionsHeaderStatusType = "Accepted" • ShippingInstructionsLineItemStatusType = "Rejected"

Step 3.	Buyer responds with a ShippingInstructions, accepting the rejected line item(s).
	Statuses sent within the message:
	• ShippingInstructionsStatusType = Accepted
	• ShippingInstructionsHeaderStatusType = "Accepted"
	• ShippingInstructionsLineItemStatusType = "Accepted"

Scenario D

Message	ShippingInstructions
Scenario	Original ShippingInstructions from Buyer, pending status returned by Supplier, accepted status sent by Supplier.
Outcome	ShippingInstructions is entered into the Supplier's system.
Initiator	Buyer
Receiver	Supplier
Preconditions	This Use Case assumes the Buyer has previously sent a PurchaseOrder to the Supplier and the Supplier has already Accepted the order.
Trigger	None
Step 1.	Buyer sends an original ShippingInstructions to the Supplier
	Statuses sent within the message:
	• ShippingInstructionsStatusType = "Original"
	• ShippingInstructionsHeaderStatusType = "Original"
	• ShippingInstructionsLineItemStatusType = "Original"

Step 2.	Supplier responds with a ShippingInstructionsConfirmation with one or more line item(s) pending confirmation.
	Statuses sent within the message:
	- ShippingInstructionsStatusType = "Amended"
	- ShippingInstructionsHeaderStatusType = "Accepted"
	- ShippingInstructionsLineItemStatusType = "Pending"
Step 3	Supplier later responds with a ShippingInstructionsConfirmation, accepting the pending line item(s).
	Statuses sent within the message:
	- ShippingInstructionsStatusType = "Accepted"
	- ShippingInstructionsHeaderStatusType = "Accepted"
	- ShippingInstructionsLineItemStatusType = "Accepted"

Scenario E

Message	ShippingInstructions
Scenario	Amendment to a ShippingInstructions Header details sent by Customer, Amendment accepted by Supplier.
Outcome	ShippingInstructions amendments are entered into the Supplier's system.
Initiator	Buyer
Receiver	Supplier

Preconditions	This Use Case assumes :
	• The Buyer has previously sent a PurchaseOrder to the Supplier and the Supplier has already accepted the order.
	• The Customer has previously sent a ShippingInstructions to the Supplier
Trigger	Customer amends ShippingInstructions Header details
Step 1.	Buyer sends a ShippingInstructions to the Supplier with amended Header details
	Statuses sent within the message:
	• ShippingInstructionsStatusType = "Amended"
	• ShippingInstructionsHeaderStatusType = "Amended"
	• ShippingInstructionsLineItemStatusType = "Accepted"
Step 2.	Supplier responds with a ShippingInstructionsConfirmation with Accepted Header.
	Statuses sent within the message:
	• ShippingInstructionsStatusType = "Accepted"
	• ShippingInstructionsHeaderStatusType = "Accepted"
	• ShippingInstructionsLineItemStatusType = "Accepted"

Scenario F

Message	ShippingInstructions
Scenario	Amendment to a ShippingInstructions by Buyer, Supplier amends Customers amendment, which is accepted by the Customer

Outcome	Amended ShippingInstructions is entered into the Supplier's system.
Initiator	Buyer
Receiver	Supplier
Preconditions	This Use Case assumes: • The Buyer has previously sent a PurchaseOrder to the Supplier and the Supplier has already accepted the order. • The Buyer has previously sent a ShippingInstructions to the Supplier
Trigger	Buyer amends ShippingInstructions Header details
Step 1.	Buyer sends a ShippingInstructions to the Supplier with amended Header details Statuses sent within the message: • ShippingInstructionsStatusType = "Amended" • ShippingInstructionsHeaderStatusType = "Amended" • ShippingInstructionsLineItemStatusType = "Accepted"
Step 2.	Supplier responds with a ShippingInstructionsConfirmation with further amendments to the Header details Statuses sent within the message: • ShippingInstructionsStatusType = "Amended" • ShippingInstructionsHeaderStatusType = "Amended" • ShippingInstructionsLineItemStatusType = "Accepted"

Step 3.	Buyer responds with a ShippingInstructions, accepting the amended header details.
	Statuses sent within the message:
	• ShippingInstructionsStatusType = "Accepted"
	• ShippingInstructionsHeaderStatusType = "Accepted"
	• ShippingInstructionsLineItemStatusType = "Accepted"