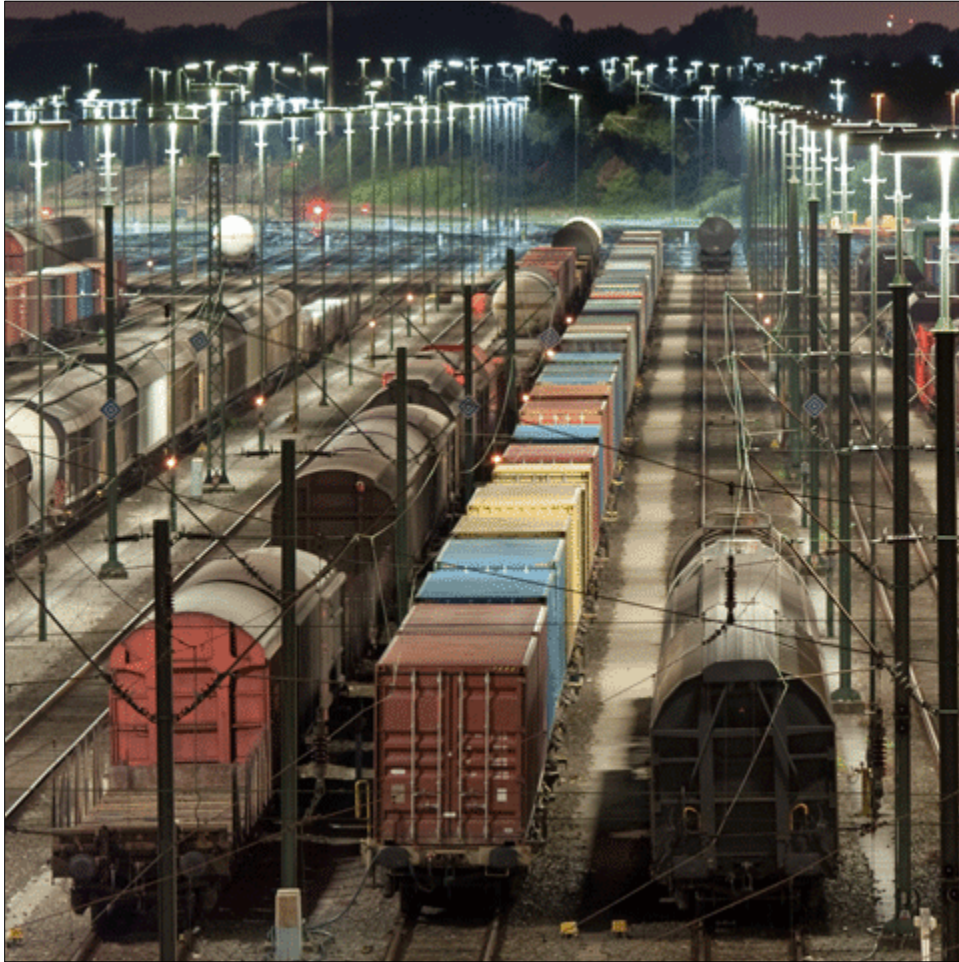


RailConnect™ eBOL (Electronic Bill of Lading) User Guide





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About This Manual

This guide is an instructional document designed to be used as a reference while using the application. Last updated April 2023.

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Revision – A
October 2018
Wabtec Corporation

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Revision History

Revision	Description	Prepared By	Reviewed By	Date
A	Initial Revision	Tracey Wade		October 2018
B				
C				

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INTRODUCTION

This guide is designed to provide the information necessary to effectively create, send and manage electronic bills of lading.

Purpose and Scope

The purpose of this guide is to provide information about eBOL features and to provide the procedures for the most commonly performed tasks.

1 GETTING STARTED

1.1 Using eBOL

Managing electronic bills of lading (eBOL) is made simple with the eBOL tool.

1.2 Accessing eBOL via SCY

You can access eBOL using the username and password provided to you by your administrator.

To access eBOL via SCY:

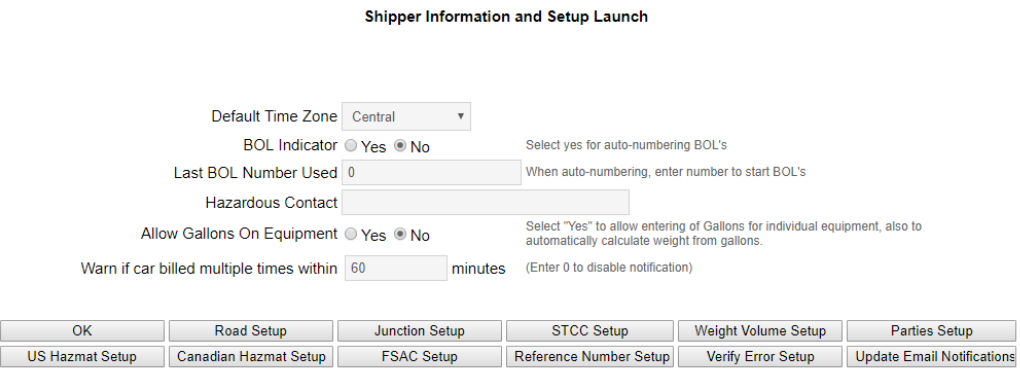
Step	Action
1	Access Shipper Connect Yard (SCY)
2	Select Rail Bill of Lading from the menu.
3	The eBOL menu displays.

2 SETTING UP EBOL

2.1 Setup Screens

The setup Screens page is useful the first time that you set up your operation to use eBOL. The Setup Screens provides a link to all the items that require setting up. This includes roads, junctions, parties STCC codes and more.

To access the eBOL setup screens:

Step	Action
1	Access eBOL.
2	<p>Select Administration > Setup Screens The Setup screen displays.</p> 

2.1.1 Setup Screens Field Explanation Table

Field/Button	Description
Default Time Zone	Default time zone in which the BOL is created.
BOL Indicator	Used when the option for auto-numbered BOL will be used.
Last BOL Number Used	Sets a starting number for auto-numbered BOLs. For example, entering a 100 would result in the first eBOL automatically being given a BOL number of 100. Each BOL created will have the BOL number incremented by one.
Hazardous Contact	Allows you to enter hazardous information.
Allow Gallons on Equipment	Used when product is 'wet' and entered in gallons.

Field/Button	Description
Warn if car billed multiple times within x Minutes	A value in minutes after which eBOL will warn of duplicate billing for car. Enables you to have eBOL display a warning when you have billed the car within x minutes.
Buttons	
OK	Saves the information entered in the form's fields.
Road Setup	Displays the Road Listing form where you can view existing, and enter additional roads used in your routes.
Junction Setup	Displays the Junction Listing form where you can view existing and enter new junctions that you ship on.
STCC Setup	Displays the STCC Listing form where you can view existing and enter additional STCC codes for the products that you ship.
Weight Volume Setup	Used when shipping 'wet' products. Enables you to have the BOL automatically convert the gallons you enter to pounds on the BOL. Simply enter pounds per gallon for each STCC code.
Parties Setup	Displays the Party Master form where you can view existing and enter new information for each party, including address and contact information.
US Hazmat Setup	Used when you are shipping US regulated hazmat product. Information that you enter here, including the emergency contact will appear on the BOL.
Canadian Hazmat Setup	Used when you are shipping Canadian regulated hazmat product. Information that you enter here, including the emergency contact will appear on the BOL.
FSAC Setup	Freight Station Accounting Code.
Reference Number Setup	Displays the Reference Number Listing form where you can enter various reference numbers including agreement numbers, customer reference numbers. These can then be selected when you are creating BOL or BOL Pattern. First choose the reference qualifier, and then enter the numbers.
Verify Error Setup	N/A
Update Email Notifications	Displays the Update Email Information form where you can manage the email addresses of recipients of BOL. This includes replacing, adding new and deleting old email addresses.

2.2 Set up Junctions

If there are any junctions in your routes, you will need to set up junctions so that you can use them when you create BOL patterns. You can reference your existing Waybills to review your routes and junctions.

To set up junctions:

Step	Action																				
1	<p>Select Administration > Junctions Setup. The Junctions Listing opens and displays any previously entered junctions.</p> <p style="text-align: center;">Junction Listing for Shipper</p> <p style="text-align: center;"> <input type="button" value="Insert"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Main Setup"/> </p> <p style="text-align: center;">Total Records Found: 12</p> <table border="1"> <thead> <tr> <th>Junction</th> <th>City</th> <th>State</th> <th></th> </tr> </thead> <tbody> <tr> <td>BHAM</td> <td>BIRMINGHAM</td> <td>AL</td> <td><input type="checkbox"/></td> </tr> <tr> <td>CHGO</td> <td>CHICAGO</td> <td>IL</td> <td><input type="checkbox"/></td> </tr> <tr> <td>DALAS</td> <td>DALLAS</td> <td>TX</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ETPAI</td> <td>EAST COLUMBIA</td> <td>GA</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Junction	City	State		BHAM	BIRMINGHAM	AL	<input type="checkbox"/>	CHGO	CHICAGO	IL	<input type="checkbox"/>	DALAS	DALLAS	TX	<input type="checkbox"/>	ETPAI	EAST COLUMBIA	GA	<input type="checkbox"/>
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ETPAI	EAST COLUMBIA	GA	<input type="checkbox"/>																		
2	<p>Click Insert. The Insert Junction form displays.</p> <p style="text-align: center;">Insert Junction for Shipper</p> <p style="text-align: center;">Please Select One or More Junctions</p> <p>Junction Code - City , State</p> <div style="border: 1px solid gray; padding: 5px;"> <p>ABBCR - ABBOTT CROSSING , IA ABBOT - ABBOTSFORD , BC ABCO - ABCO , AR ABDJC - ABERDEEN JCT , MS ABILE - ABILENE , KS ABLEN - ABILENE , TX ABRDE - ABERD BN JCT , MN ABRDM - ABERDEEN , MS ABRDN - ABERDEEN , NC ABRDO - ABERDEEN , ON ABRDS - ABERDEEN , SD ABRDW - ABERDEEN , WA</p> </div> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>																				
3	<p>Select one or more junctions from the list, and then click OK. The junction(s) is added to your list of junctions and can be used to set up a pattern.</p> <p style="text-align: center;">Note: Use your Ctrl key to select additional junctions.</p>																				

2.3 Set up Roads

You will need to set up roads so that you can use them when you create BOL patterns. You can reference your existing waybills to review your roads.

To set up roads:

Step	Action																					
1	<p>Select Administration > Roads Setup. The Roads Listing form opens and displays any previously added roads.</p> <p style="text-align: center;">Road Listing for Shipper </p> <p style="text-align: center;"> <input type="button" value="Insert"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Main Setup"/> </p> <p style="text-align: center;">Total Records Found: 10</p> <table border="1"> <thead> <tr> <th>Road</th> <th>Road Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>BNSF</td> <td>BURLINGTON NORTHERN</td> <td><input type="checkbox"/></td> </tr> <tr> <td>DGNO</td> <td>DALLAS, GARLAND & NORTHEASTERN RR INC</td> <td><input type="checkbox"/></td> </tr> <tr> <td>GWR</td> <td>GREAT WESTERN RY CO.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>HOS</td> <td>HOOSIER SOUTHERN RAILROAD</td> <td><input type="checkbox"/></td> </tr> <tr> <td>NS</td> <td>NORFOLK SOUTHERN RY CO.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>PTRA</td> <td>PORT TERMINAL RR ASSOCIATION</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Road	Road Name		BNSF	BURLINGTON NORTHERN	<input type="checkbox"/>	DGNO	DALLAS, GARLAND & NORTHEASTERN RR INC	<input type="checkbox"/>	GWR	GREAT WESTERN RY CO.	<input type="checkbox"/>	HOS	HOOSIER SOUTHERN RAILROAD	<input type="checkbox"/>	NS	NORFOLK SOUTHERN RY CO.	<input type="checkbox"/>	PTRA	PORT TERMINAL RR ASSOCIATION	<input type="checkbox"/>
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PTRA	PORT TERMINAL RR ASSOCIATION	<input type="checkbox"/>																				
2	<p>Click Insert. The Road Selection form displays.</p> <div style="border: 1px solid gray; padding: 10px; background-color: #f0f0f0;"> <p style="text-align: center;">Road Selection For Shipper Setup</p> <p style="text-align: center;">Please Select One or More Roads</p> <p>Road Code and Name</p> <div style="border: 1px solid gray; padding: 5px;"> <p>AA-ANN ARBOR RR</p> <p>AB-AKRON & BARBERTON CLUSTER RR</p> <p>ABL-ALAMEDA BELT LINE</p> <p>ABS-ALABAMA SOUTHERN RAILROAD</p> <p>ABWR-ALABAMA WARRIOR RAILWAY, LLC</p> <p>AC-ALGOMA CENTRAL RY</p> <p>ACF-ANN ARBOR RR</p> <p>ACJR-ASHTABULA, CARSON & JEFFERSON RR</p> <p>ACRC-ANDALUSIA & CONECUH RR CO.</p> <p>ACWR-ABERDEEN, CAROLINA & WESTERN RY CO.</p> <p>ADBF-ADRIAN & BLISSFIELD RR CO.</p> <p>ADN-ASHLEY, DREW & NORTHERN RY CO.</p> </div> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>																					
3	<p>Select one or more roads, and then click OK. The roads are added to your available roads and can be used to establish a pattern.</p> <p style="text-align: center;">Note: Use your Ctrl key to select additional roads.</p>																					

2.4 Set up STCC Codes

You will need to set up STCC codes so that you can use them when you create BOL patterns.

To set up parties:

Step	Action								
1	<p>Select Administration > Parties Setup. The Parties Listing form opens and displays any previously added Parties.</p> <p style="text-align: center;">Parties Master for Shipper</p> <p style="text-align: center;"> <input type="button" value="Insert"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Main Setup"/> </p> <p style="text-align: center;">Total Records Found:</p> <div style="border: 1px solid black; padding: 5px;"> <p>◀ Previous 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #333; color: white;">Name</th> <th style="background-color: #333; color: white;">Address 1</th> <th style="background-color: #333; color: white;">City</th> <th style="background-color: #333; color: white;">State</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Name	Address 1	City	State				
Name	Address 1	City	State						
2	<p>Click Insert. The Insert Parties Detail dialog displays.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;"> <p style="text-align: center;">Insert Parties Detail</p> <p>Name <input style="width: 150px;" type="text"/></p> <p>ID Code <input style="width: 150px;" type="text"/></p> <p>ID Qualifier <input style="border-bottom: 1px solid #ccc; border-top: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc;" type="text"/> ▼</p> <p>Address 1 <input style="width: 150px;" type="text"/></p> <p>Address 2 <input style="width: 150px;" type="text"/></p> <p>Address 3 <input style="width: 150px;" type="text"/></p> <p>Address 4 <input style="width: 150px;" type="text"/></p> <p>City <input style="width: 150px;" type="text"/></p> <p>State ▼ Country <input style="width: 50px;" type="text"/> Postal Code <input style="width: 80px;" type="text"/></p> <p>Contact Qualifier ▼ Contact Name <input style="width: 150px;" type="text"/></p> <p>Phone <input style="width: 150px;" type="text"/> <input type="radio"/> Phone <input type="radio"/> Fax <input checked="" type="radio"/> None</p> <p>Contact Qualifier ▼ Contact Name <input style="width: 150px;" type="text"/></p> <p>Phone <input style="width: 150px;" type="text"/> <input type="radio"/> Phone <input type="radio"/> Fax <input checked="" type="radio"/> None</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>								
3	<p>Enter party information, and then click OK. The party is added to the Master Parties list and is available for selection when creating patterns.</p>								
4	<p>Repeat steps 2 & 3 to add additional parties.</p>								

2.6 Set up Weight Volumes

Setting up weight volumes only applies when you are shipping 'wet' product and want to enter gallons loaded, and have eBOL translate those gallons to a pound value on the BOL. This option must be used in conjunction with the Allow Gallons on Equipment option on the eBOL setup screen. See Setup Screens.

Prior to entering weight volumes, you must have entered your STCCs. See Set up STCC Codes.

To set up weight volumes:

Step	Action
1	<p>Select Administration > Weight Volume Setup. The Weight/Volume Listing form opens and displays any previously added Weight/Volumes.</p> <p style="text-align: center;">Weight/Volume Listing for Shipper</p> <p style="text-align: center;"><input type="button" value="Insert"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Main Setup"/></p> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red;">No Records Found</div>
2	<p>Click Insert.</p> <div style="border: 1px solid gray; padding: 10px; background-color: #f0f0f0;"><p style="text-align: center;">Add New Weight/Volume</p><p>STCC Code <input style="width: 100%;" type="text"/></p><p>Pounds per Gallon <input style="width: 50%;" type="text"/></p><p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div>
3	<p>Click the STCC code drop-down and select a STCC, and then enter a value in the Pounds per Gallon field.</p>
4	<p>Click OK. The BOL will convert the gallons value to a pound value.</p>

2.7 Set up FSACs

Setting up FSACs is optional. If you choose to add them, you can select the FSAC you need and it will populate Origin/Destination information instead of having to type in the CITY and STATE.

To set up FSACs:

Step	Action																									
1	<p>Select Administration > FSAC Setup. The FSAC Listing form opens and displays any previously added FSACs.</p> <p style="text-align: center;">FSAC Listing for Shipper</p> <p style="text-align: center;"> <input type="button" value="Insert"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Main Setup"/> </p> <p style="text-align: center; border: 1px solid black; padding: 2px;">No Records Found</p>																									
2	<p>Click Insert. The FSAC From Centralized Station Master dialog displays.</p> <p style="text-align: center;">FSAC From Centralized Station Master</p> <p style="text-align: center;">Enter search criteria and click Search to display FSAC records. Click column heading to sort results. Select one or more FSACs to add to the master for shipper</p> <p style="text-align: center;"> Road <input type="text"/> FSAC <input type="text"/> City <input type="text"/> State <input type="text"/> <input type="button" value="Search"/> </p> <p style="text-align: center;"> <input type="button" value="Add Selected"/> <input type="button" value="Cancel"/> </p> <p style="text-align: center; border: 1px solid black; padding: 2px;">No Records Found</p>																									
3	<p>Enter a Road, City and State, and then click Search. The system displays the FSACs associated with the road/city/state.</p> <p style="text-align: center;">FSAC From Centralized Station Master</p> <p style="text-align: center;">Enter search criteria and click Search to display FSAC records. Click column heading to sort results. Select one or more FSACs to add to the master for shipper</p> <p style="text-align: center;"> Road <input type="text" value="BNSF"/> FSAC <input type="text"/> City <input type="text" value="DENVER"/> State <input type="text" value="CO"/> <input type="button" value="Search"/> </p> <p style="text-align: center;"> <input type="button" value="Add Selected"/> <input type="button" value="Cancel"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Road</th> <th>FSAC</th> <th>City</th> <th>State</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>BNSF</td> <td>20977</td> <td>DENVER</td> <td>CO</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>BNSF</td> <td>99420</td> <td>DENVER PASSENGER</td> <td>CO</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>BNSF</td> <td>57920</td> <td>DENVER UNI STO YARD</td> <td>CO</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>BNSF</td> <td>57910</td> <td>DENVER UNION DEPOT</td> <td>CO</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Road	FSAC	City	State	Select	BNSF	20977	DENVER	CO	<input type="checkbox"/>	BNSF	99420	DENVER PASSENGER	CO	<input type="checkbox"/>	BNSF	57920	DENVER UNI STO YARD	CO	<input type="checkbox"/>	BNSF	57910	DENVER UNION DEPOT	CO	<input type="checkbox"/>
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BNSF	57920	DENVER UNI STO YARD	CO	<input type="checkbox"/>																						
BNSF	57910	DENVER UNION DEPOT	CO	<input type="checkbox"/>																						
4	<p>Select the applicable FSAC, and then click Add Selected. The FSAC is associated with the Road & City.</p>																									

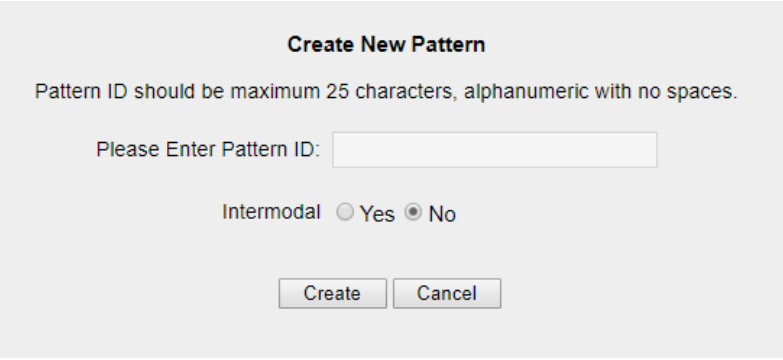
3 MANAGING EBOL PATTERNS

Patterns provide 'shortcuts' for creating BOLs. Since many of your shipments will repeat a similar pattern, road, junction, product, etc – rather than creating a complete BOL each time, you can create a pattern/template, that you can select, and then modify as needed for the current shipment.

3.1 Create a Pattern

Before creating a pattern, be sure that you have completed the setup as described in section two.

To create a pattern:

Step	Action
1	<p>Select Administration > Create Pattern. The Create New Pattern dialog displays.</p> 

Step	Action
2	<p>Enter a Pattern Name, specify if intermodal, and then click Create. The Pattern Entry Screen displays.</p> <div style="text-align: center;"> <p>Pattern Entry Screen (Pattern ID: OPTIGRAB) Minimum EDI required fields indicated by (*)</p> <p>Verify Save/Continue</p> <p><input checked="" type="checkbox"/> Active?</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; background-color: #f0f0f0;">Equipment Information</p> <p>*Initial <input type="text"/> *Number <input type="text"/> No. of Cars <input type="text" value="0"/> *STCC <input type="text"/></p> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; background-color: #f0f0f0;">BOL/Weight/Payment Information</p> <p>*Bill of Lading Reference Number <input type="text"/> Capacity Load Code <input type="text"/></p> <p>* Pay Method <input type="text"/> Section 7 <input type="checkbox"/> * Weight Type <input type="text"/></p> <p>*Weight <input type="text"/> * Weight Qualifier <input type="text"/> * Weight Unit Code <input type="text"/></p> </div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 5px; width: 30%;"> <p style="text-align: center; background-color: #f0f0f0;">Routing Information</p> <p>*Road <input type="text"/> Junction <input type="text"/> Role <input type="text"/></p> </div> <div style="border: 1px solid gray; padding: 5px; width: 15%;"> <p style="text-align: center; background-color: #f0f0f0;">Status</p> <p>Loaded <input type="text"/></p> </div> <div style="border: 1px solid gray; padding: 5px; width: 30%;"> <p style="text-align: center; background-color: #f0f0f0;">Shipment Type</p> <p>Single Car <input type="text"/></p> </div> </div> <p>*Send to Road <input type="checkbox"/> Routing Via <input type="radio"/> Shinner <input type="radio"/> Rule 11 <input type="radio"/> Agent</p>
3	<p>Enter the information to be included on the template.</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid gray;"> <p>Note: The equipment initial and number, and the BOL reference number will be entered into the actual BOL, <i>NOT</i> the pattern/template.</p> </div>
4	<p>Click Save/ Continue, to save the pattern. Or Click Verify to validate the pattern.</p>

3.2 Pattern Entry Screen – Field Explanation Table

Field	Description
All fields marked with an asterick, denote the field is required when the actual BOL is sent. Some of these required fields can be input in the pattern, while others will be entered in each BOL.	
Equipment Information	
Initial	Initial of railcar. This is left blank during pattern creation. The empty field will appear on the BOL form when you use the pattern enabling you to enter the actual railcar initial.
Number	Number of railcar. This is left blank during pattern creation. The empty field will appear on the BOL form when you use the pattern enabling you to enter the actual railcar number.
No. of Cars	Pre-populated based on your selection of unit train or manifest train.
STCC	The STCC code that the pattern will contain. When you select this pattern to create a BOL, this STCC will be entered.
BOL/Weight/Payment Information	
Bill of Lading Reference Number	A BOL number that you can enter or that can be auto-generated.
Capacity Load Code	The type of capacity used for the load.
Pay Method	A drop-down enabling you to select the payment method for the shipment: Prepaid, Rule 11, Collect, Service Freight – No charge and Non-Revenue.
Section 7	A checkbox – when checked indicates the shipment is a section 7.
Weight Type	A drop-down enabling you to select the weight type used with the shipment. Selections include: Shippers Weight Agreement, Destination Weight Agreement, Grain Exchange Weight, Manifest Weight, No Wgt, Req/Per Car Rate, Official Weight, Carrier Scale Weight, Shipper Certified Scale Weights and Tarrif Authorized Weight.
Weight	A free-form text field enabling you to enter the shipment weight. This is left blank during pattern creation and entered when creating the actual BOL.
Weight Qualifier	A drop-down enabling you to select a weight qualifier: Estimated Net Weight, Actual Net Weight and Gross Weight.
Weight Unit Code	A drop-down enabling you to select the unit of measurement for the value entered in the weight field: Metric Tons, Kilograms, Pounds, Short Ton, Long Ton.
Routing Information / Status / Shipment Type	
You must enter a Road, Junction and Role for each road/carrier in the route.	

Field	Description
Road	A drop-down enabling you to select the road/carrier. The drop-down lists the carriers that you entered in the Roads Setup. See Set up Roads.
Junction	A drop-down enabling you to select the junctions for any switching within the route. The drop-down lists the junctions that you entered in the Junctions Setup. See Set up Junctions.
Role	A drop-down enabling you to select the role the road/carrier has at the junction specified: Origin Switch, Interline, Interline Switch, Delivery Switch, Junction Origin, Junction Destination, Junction Interline.
Status	A drop-down enabling you to select the loaded status of the railcar: Loaded, Empty, Reverse Empty.
Send to Road	The road/carrier is the road receiving the EDI.
Shipment Type	A drop-down enabling you to select a shipment type – i.e. Single Car.
Routing Via	Radio Buttons enabling you to specify the routing: Shipper, Rule 11 or Agent.
Party / Rail Information	
Rail Origin	The station/city and state where the shipment originates.
Rail Dest	The station/city and state where the shipment terminates.
Shipper	A drop-down enabling you to select the shipper of the railcar. The drop-down lists the parties that you entered in the Parties Setup. See Set up Parties.
Consignee	A drop-down enabling you to select the Consignee of the railcar. The drop-down lists the parties that you entered in the Parties Setup. See Set up Parties.
Freight Bill to	A drop-down enabling you to select the Freight Bill to for the railcar. The drop-down lists the parties that you entered in the Parties Setup. See Set up Parties.
Care of	A drop-down enabling you to select an optional Care of party for the railcar. The drop-down lists the parties that you entered in the Parties Setup. See Set up Parties.

3.3 Pattern Options

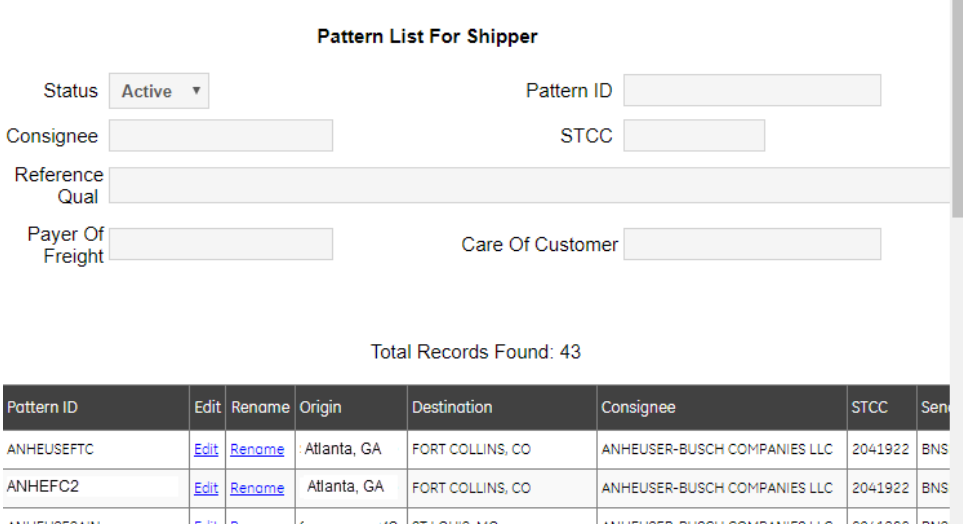
eBOL is a highly flexible solution that provides options enabling you to customize your patterns to accommodate a wide variety of situations that may make your BOL unique. The Options section provides quick access to these customization features.

Tab	Description
Main BOL	Displays the main pattern entry sheet.
BOL Release Date	N/A
Canadian Grain Information	Enables you to import Canadian Grain Information.
Cargo Manifest	Displays the Insert Cargo Manifest dialog to enter manifest information.
Cross Reference Equipment	Enables you to insert cross reference equipment. Unique to few shippers.
Customs	Enables you to enter Customs Details associated with the shipment.
Date/Time Reference	Enables you to enter a Date/Time detail associated with shipment.
Dynamic Pattern	Enables you to select fields that are required to be filled in to create the BOL. When you create and use a dynamic pattern, only the fields that need to be entered when creating the BOL are displayed.
EDI Data	Electronic Data Interchange. Enables you to view the data that is sent with the BOL.
Empty Reverse	Allows where you want the car to return to, when the car is not a leased car.
Equipment	When using one BOL for multiple cars, enables you to manage the car information including car Initial Number. Also enables you to enter car seal information.
In Bond	Enables you to enter Inbond information details.
Parties	Enables you to enter parties included with the BOL and add the party information to the master party list.
Protective Service	Enables you to enter Protective Service information.
Rail Destination Detail	Enables you to enter Rail Destination details including FSAC, City, SPLC, Postal Code and State.
Rail Origin Detail	Enables you to enter Rail Origin details including FSAC, City, SPLC, Postal Code and State.
Rebill	Allows you to enter rebilling points for shipments other than true rule 11s.
Reference Numbers	Enables you to enter different types of reference numbers, for example shippers order numbers.
Route	Enables you to enter additional routes, role codes, and junctions for complex BOL.
Special Handle Codes	Enables you to specify a special handling code applicable to the shipment.

Tab	Description
STCC	Standard Carrier Commodity Code. Enables you to enter your price authorities, and export license.
STCC Lading	Enables you to enter an additional description of the STCC.
Stop Off	Enables you to select a reason code and location for a railcar stop. Examples are weigh, partially unload.
View BOL	Enables you to view the BOL that you are creating.
Vin Info	Enables you to enter a Vin number. Applicable to shippers that ship vehicles.
Notification Setup	Enables you to send an email with a attachment of the BOL.

3.4 Edit a Pattern

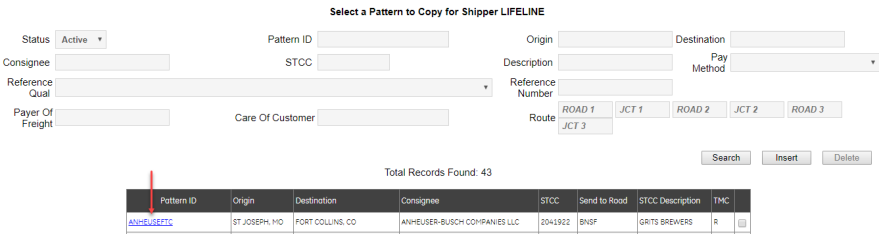
To edit a pattern:

Step	Action
1	<p>Select Administration > Edit Pattern. The Pattern List form opens and displays a list of previously created patterns.</p> 
2	<p>Click Edit for the pattern that you want to change. The Pattern Entry Screen displays.</p>
3	<p>Make changes, and then click Save/Continue.</p>

3.5 Create a Pattern from a Pattern

If you have patterns that are similar, you can create a new pattern from an existing pattern. This enables you to copy the pattern, and then modify just those fields that are different.

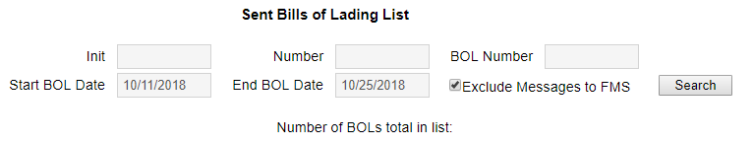
To create a pattern from a pattern:

Step	Action
1	<p>Select Administration > Create Pattern from Pattern</p> <p>The Select a Pattern to Copy form opens and displays previously created patterns.</p> 
2	<p>Click on a Pattern ID.</p> <p>The Copy Pattern from Pattern ID dialog displays.</p> 

Step	Action
3	<p>Enter a name for the new pattern, and then click Copy. The Pattern Entry Screen opens with all the selected pattern options displaying.</p> <div data-bbox="386 317 1057 674" style="text-align: center;"> <p>Pattern Entry Screen (Pattern ID: OPTIGRAB) Minimum EDI required fields indicated by (*)</p> <p>Verify Save/Continue</p> <p><input checked="" type="checkbox"/> Active?</p> <hr/> <p>Equipment Information</p> <p>*Initial <input type="text"/> *Number <input type="text"/> No. of Cars 1 *STCC 2041922 ▼</p> <hr/> <p>BOL/Weight/Payment Information</p> <p>*Bill of Lading Reference Number <input type="text"/> Capacity Load Code V ▼</p> <p>* Pay Method PP ▼ Section 7 <input checked="" type="checkbox"/> * Weight Type S ▼</p> </div>
4	Make modifications for the new pattern.
5	Click Save & Continue .

3.6 Create a Pattern from a Sent BOL

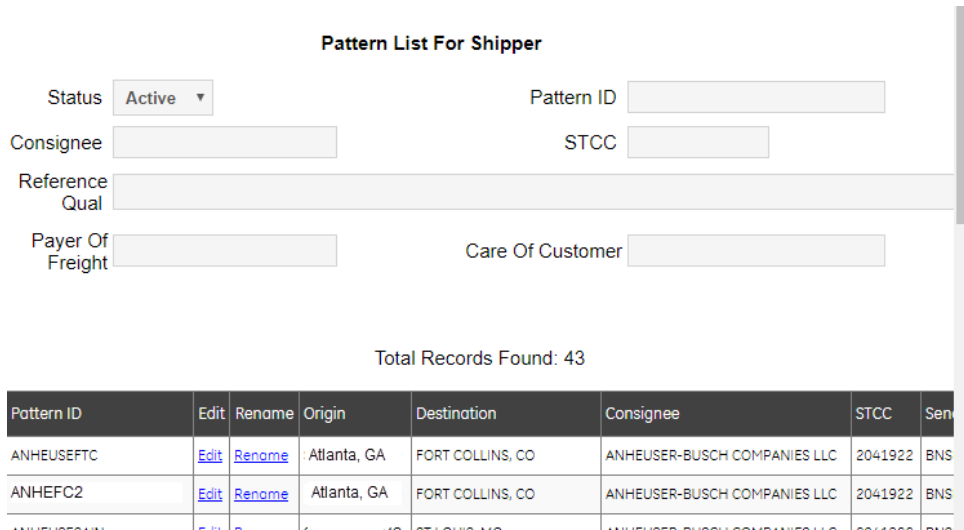
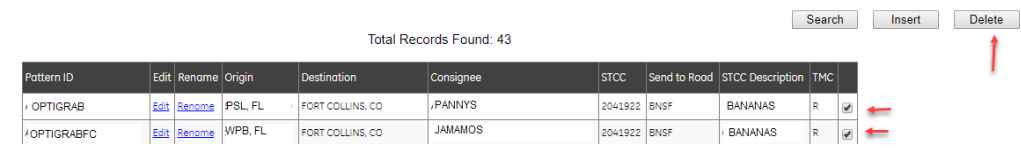
To create a pattern from an eBOL:

Step	Action
1	<p>Select Administration > Create PatternSent BOL</p> <p>The Sent Bill of Lading List opens and displays previously created BOL.</p> 
2	Select a BOL and click Edit .

3.7 Delete a Pattern

You can delete patterns that you no longer need.

To delete a pattern:

Step	Action
1	<p>Select Administration > Edit Pattern.</p> <p>The Pattern List form opens and displays a list of previously created patterns.</p> 
2	<p>Select the patterns to delete, and then click Delete.</p> 

4 CREATING BOLs

4.1 Create BOL from a Pattern

To create a BOL from a Pattern:

Step	Action																					
1	Select Create BOL > Create BOL From Pattern . The Create BOL from Pattern form displays.																					
2	Select a pattern. The Quick Entry Screen opens and displays required and non-required fields. Quick Entry Screen For New Bill Of Lading <table border="1"><thead><tr><th>Field Name</th><th>Data</th><th>Required</th></tr></thead><tbody><tr><td>Customer Reference Number</td><td><input type="text"/></td><td>No</td></tr><tr><td>*Equipment Initial</td><td><input type="text"/></td><td>Yes</td></tr><tr><td>*Equipment Number</td><td><input type="text"/></td><td>Yes</td></tr><tr><td>*Net Weight</td><td><input type="text"/></td><td>Yes</td></tr><tr><td>*Purchase Order Number</td><td><input type="text"/></td><td>Yes</td></tr><tr><td>Seal 1</td><td><input type="text"/></td><td>No</td></tr></tbody></table>	Field Name	Data	Required	Customer Reference Number	<input type="text"/>	No	*Equipment Initial	<input type="text"/>	Yes	*Equipment Number	<input type="text"/>	Yes	*Net Weight	<input type="text"/>	Yes	*Purchase Order Number	<input type="text"/>	Yes	Seal 1	<input type="text"/>	No
Field Name	Data	Required																				
Customer Reference Number	<input type="text"/>	No																				
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*Net Weight	<input type="text"/>	Yes																				
*Purchase Order Number	<input type="text"/>	Yes																				
Seal 1	<input type="text"/>	No																				
3	Enter required information, and desired optional information.																					
4	Click OK . The Main BOL Entry Screen opens and displays the BOL with both the template information and the information that you entered in step 2.																					
5	Click Verify to validate the BOL. The Validation Page displays any errors. Validation Page <table border="1"><thead><tr><th>Equip Init</th><th>Equip Nbr</th><th>BOL No</th><th>BOL Date</th><th>Validation Unsuccessful (1)</th></tr></thead><tbody><tr><td>AXGS</td><td>3726</td><td></td><td>10/25/2018</td><td>B/L Ref is missing</td></tr></tbody></table> <input type="button" value="OK"/>	Equip Init	Equip Nbr	BOL No	BOL Date	Validation Unsuccessful (1)	AXGS	3726		10/25/2018	B/L Ref is missing											
Equip Init	Equip Nbr	BOL No	BOL Date	Validation Unsuccessful (1)																		
AXGS	3726		10/25/2018	B/L Ref is missing																		
6	When there are errors, Click OK , correct errors and then click Verify to revalidate. Or When there are no errors, Click Ok , and then click Send .																					

4.2 Create a BOL without a Pattern

To create a BOL without a pattern:

Step	Action										
1	Select Create BOL > Create BOL Without Pattern . The intermodal screen displays										
2	Specify if train is intermodal, and then click OK . The Main BOL Entry Screen displays.										
3	Enter all required information and desired optional information. Note: For field information, see the Pattern Entry Screen – Field Explanation Table.										
5	Click Verify to validate the BOL. The Validation Page displays any errors. <div style="text-align: center;"> <p>Validation Page</p> <table border="1"> <thead> <tr> <th>Equip Init</th> <th>Equip Nbr</th> <th>BOL No</th> <th>BOL Date</th> <th>Validation Unsuccessful (1)</th> </tr> </thead> <tbody> <tr> <td>AXGS</td> <td>3726</td> <td></td> <td>10/25/2018</td> <td>B/L Ref is missing</td> </tr> </tbody> </table> <p>OK</p> </div>	Equip Init	Equip Nbr	BOL No	BOL Date	Validation Unsuccessful (1)	AXGS	3726		10/25/2018	B/L Ref is missing
Equip Init	Equip Nbr	BOL No	BOL Date	Validation Unsuccessful (1)							
AXGS	3726		10/25/2018	B/L Ref is missing							
6	When there are errors, Click OK , correct errors and then click Verify to revalidate. Or When there are no errors, Click Ok , and then click Send .										

4.3 Create BOL from Existing BOL

When you use this feature, every field from the prior BOL is copied into the new BOL. You can modify those fields that are different from the original BOL, such as weight or car ID, and then validate and send.

To create a BOL from an existing BOL:

Step	Action																						
1	<p>Select Create BOL > Create BOL From Existing BOL. The Create a new BOL from existing BOL form displays.</p> <p style="text-align: center;">Create a new BOL from existing BOL</p> <p style="text-align: center;">Click column heading to sort results, click again to change</p> <p style="text-align: center;">Total Records Found: 3</p> <table border="1"> <thead> <tr> <th></th> <th>Equip Init</th> <th>Equip Nbr</th> <th>L/E</th> <th>BOL No</th> <th>BOL Date</th> <th>Pattern ID</th> <th>Origin</th> <th>Destination</th> <th>Consignee</th> <th>STCC</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>TEST</td> <td>111111</td> <td>L</td> <td></td> <td>10/25/2018</td> <td>ANHEUSESAIN</td> <td>ST JOSEPH, MO</td> <td>ST LOUIS, MO</td> <td>ANHEUSER-BUSCH COMPANIES LLC</td> <td>2041922</td> </tr> </tbody> </table>		Equip Init	Equip Nbr	L/E	BOL No	BOL Date	Pattern ID	Origin	Destination	Consignee	STCC	Select	TEST	111111	L		10/25/2018	ANHEUSESAIN	ST JOSEPH, MO	ST LOUIS, MO	ANHEUSER-BUSCH COMPANIES LLC	2041922
	Equip Init	Equip Nbr	L/E	BOL No	BOL Date	Pattern ID	Origin	Destination	Consignee	STCC													
Select	TEST	111111	L		10/25/2018	ANHEUSESAIN	ST JOSEPH, MO	ST LOUIS, MO	ANHEUSER-BUSCH COMPANIES LLC	2041922													
2	<p>Select the BOL that you want to copy. The Main Entry screen displays with all fields from the original BOL.</p>																						
3	<p>Modify information as needed.</p>																						
4	<p>Click Verify to validate the BOL. The Validation Page displays any errors.</p> <p style="text-align: center;">Validation Page</p> <table border="1"> <thead> <tr> <th>Equip Init</th> <th>Equip Nbr</th> <th>BOL No</th> <th>BOL Date</th> <th>Validation Unsuccessful (1)</th> </tr> </thead> <tbody> <tr> <td>AXGS</td> <td>3726</td> <td></td> <td>10/25/2018</td> <td>B/L Ref is missing</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="OK"/></p>	Equip Init	Equip Nbr	BOL No	BOL Date	Validation Unsuccessful (1)	AXGS	3726		10/25/2018	B/L Ref is missing												
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AXGS	3726		10/25/2018	B/L Ref is missing																			
5	<p>When there are errors, Click OK, correct errors and then click Verify to revalidate. Or When there are no errors, Click Ok, and then click Send.</p>																						

4.4 Create Multiple BOLs from Pattern

To create multiple BOLs from a pattern:

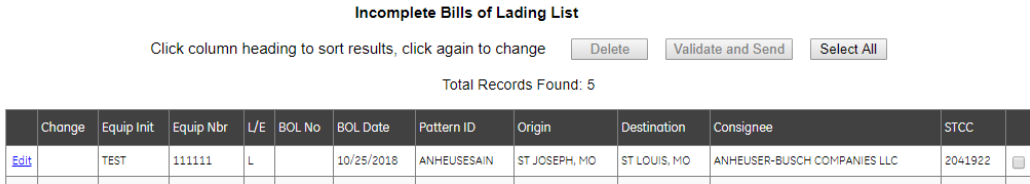
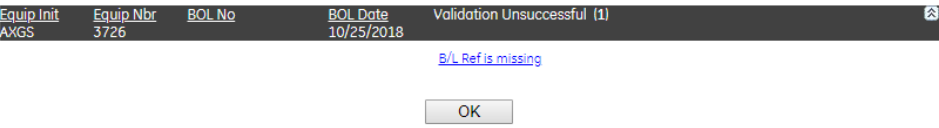
Step	Action																											
1	Select Create BOL > Create Multiple sBOL From Pattern . The Select a Pattern to Create Multiple BOLs form displays.																											
2	Select a Pattern . The Create Multiple BOLs from Pattern form displays. <div style="text-align: center;"> <p>Create Multiple BOLs From Pattern : ANHEUSEFTC</p> <p>Type of BOL to Create: <input type="text" value="Single Car"/> Status: <input checked="" type="radio"/> Load <input type="radio"/> Empty <input type="radio"/> Rev Empty</p> <p>Please Enter # of BOLs to create: <input type="text"/></p> <p><input type="button" value="OK"/></p> </div>																											
3	Select the Type of BOL to create, if different than Single Car, and specify load status.																											
4	Enter the number of BOLs to create, and then click OK . The Create Multiple BOLs From Pattern form opens and displays a line for each BOL that you want to create. <div style="text-align: center;"> <p>Create Multiple BOLs From Pattern : ANHEUSEFTC</p> <p>Type of BOL to Create: <input type="text" value="Single Car"/> Status: <input checked="" type="radio"/> Load</p> <p>Please Enter # of BOLs to create: <input type="text" value="2"/></p> <p><input type="button" value="Create"/> <input type="button" value="Create And Send"/> <input type="button" value="Import Data"/></p> <p><small>NOTE: Fields marked with an (c) will get their values from the column above if blank (1st row will require a value).</small></p> <table border="1"> <thead> <tr> <th>Seq</th> <th>(c) Equip Init</th> <th>Equip Nbr</th> <th>(c) BOL Number</th> <th>(c) %Weight</th> <th>(c) %Weight Qual</th> <th>Customer Reference Number</th> <th>Purchase Order Number</th> <th>Seal 1</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>Actual Net Weight</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td>Actual Net Weight</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Seq	(c) Equip Init	Equip Nbr	(c) BOL Number	(c) %Weight	(c) %Weight Qual	Customer Reference Number	Purchase Order Number	Seal 1	1					Actual Net Weight				2					Actual Net Weight			
Seq	(c) Equip Init	Equip Nbr	(c) BOL Number	(c) %Weight	(c) %Weight Qual	Customer Reference Number	Purchase Order Number	Seal 1																				
1					Actual Net Weight																							
2					Actual Net Weight																							
5	Enter the required fields, and the desired optional fields. Note: Enables you to import car IDs and Seals.																											
6	Click Create to create but not send the BOL. Saves it to the Incomplete BOL list Or Create and Send to create, validate and send the BOL.																											

5 VIEWING AND EDITING BOLs

5.1 Edit Incomplete BOLs

This feature is used when you want to start a BOL, but complete and send it later.

To edit an incomplete BOL:

Step	Action
1	<p>Select View BOLs > Edit Incomplete BOLs. The Incomplete Bills of Lading List displays.</p> 
2	<p>Select the BOL that you want to edit. The Main BOL Entry screen opens and displays the existing BOL.</p>
3	<p>Modify information as needed.</p>
4	<p>Click Verify to validate the BOL. The Validation Page displays any errors.</p> 
5	<p>When there are errors, Click OK, correct errors and then click Verify to revalidate. Or When there are no errors, Click Ok, and then click Send.</p>

5.2 View Sent BOLs

To view sent BOLs:

Step	Action
1	<p>Select View BOLs > View Sent BOLs.</p> <p>The Sent Bills of Lading List opens and displays the sent .</p> <div data-bbox="389 451 1364 777" style="border: 1px solid black; padding: 10px;"><p style="text-align: center;">Sent Bills of Lading List (LIFELINE)</p><p>Init <input type="text"/> Number <input type="text"/> BOL Number <input type="text"/></p><p>Start BOL Date <input type="text" value="10/11/2018"/> End BOL Date <input type="text" value="10/25/2018"/> <input checked="" type="checkbox"/> Exclude Messages to FMS <input type="button" value="Search"/></p><p>Click on "Change" to change document and re-send EDI. Click on "View" to print the BOL. Click on "Edit" in order to change weights and email a new copy of the BOL. Click on "Pattern ID" to view/modify the pattern for a BOL. Click column heading to sort results, click again to change</p><p style="text-align: center;"><input type="button" value="Delete"/> <input type="button" value="Move to Incomplete"/> <input type="button" value="Select All"/> <input type="button" value="Print"/></p><p style="text-align: center;">Number of BOLs total in list: 23</p></div>