



**YardMaster<sup>®</sup>**  
TRUCK

# User Guide

Version 1.0

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# 1. Introduction

YardMaster Truck Web Portal is an application designed to streamline shipping operations and enhance coordination among key stakeholders, including Bourque Logistics, YardMaster Truck, Customers, Carriers, and Shippers.

This portal empowers users by simplifying critical processes such as scheduling, managing Bills of Lading (BOLs), and fostering seamless communication, making it a one-stop solution for managing shipping requests and tendering processes.

Key Benefits of the YardMaster Truck Web Portal:

1. **Improve User Satisfaction:** The user-friendly interface and enhanced functionality make it easier for carriers and shippers to navigate the platform, increasing overall satisfaction.
2. **Enhance Operational Efficiency:** Streamlined scheduling, easy access to shipping information, and efficient data handling ensure improved operational efficiency and time savings.
3. **Facilitate Effective Communication:** A built-in message board promotes smooth and efficient communication among stakeholders, fostering better collaboration in shipping arrangements.

## 2. Purpose

The purpose of this user guide is to provide clear and comprehensive instructions for using the YardMaster Truck Web Portal. It is designed to help users understand the platform's features, navigate its interface, and leverage its tools to streamline shipping operations.

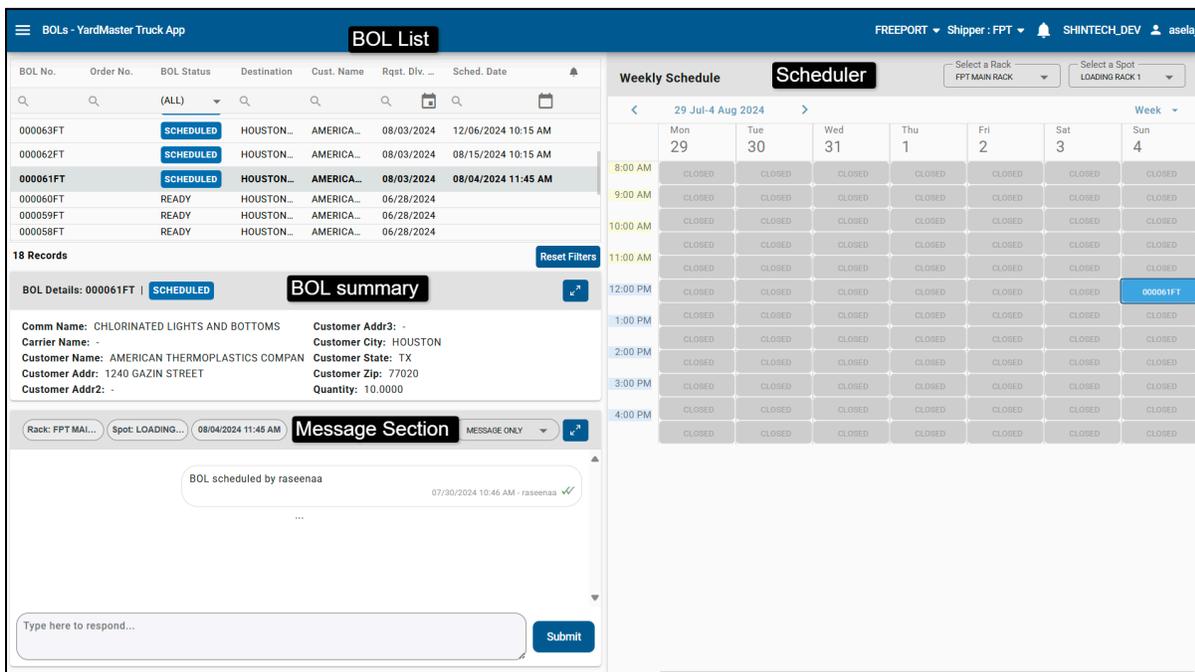
### 3. Main Users

This portal is used by two types of users: shippers and carriers, also known as "Customers' Customers." They use the portal to enter order details, using preconfigured templates that include basic information like from/to/billing details.

The document has been structured to cater to two primary user types: Carriers and Shippers. The initial section focuses on functionalities specific to Carriers, while the latter section outlines functionalities exclusive to Shippers. It is important to note that the functionalities described for Carriers are also applicable to Shippers.

### 4. User Interface Background

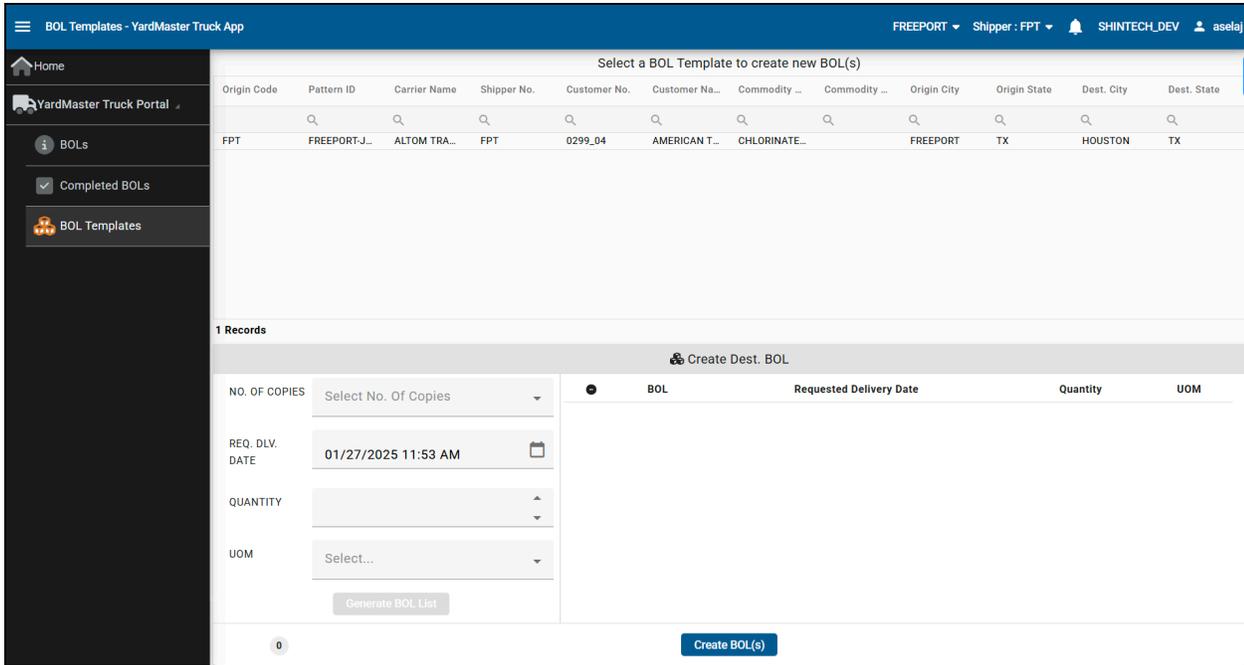
The UI interface for both the carrier and shipper accounts shares the same layout. On the left side of the interface, there is the BOL List, followed by the BOL Detail section below it, and then the Message Section on the right side, there is a grid known as the Scheduler. This overall design forms the BOL Page, accessible from the navigation menu.



The Completed BOL UI interface offers a clear and organized layout, showcasing a detailed list of Completed BOLs. The design prioritizes ease of navigation and clarity.

BOL No.	Order No.	Comm. Code	Comm. Name	Comm. Short Na...	Ship Date	Shipper Name	Customer Name	Destination	Download BOL
000007FT		CHPNA RC	PROPYLENE	PROPYLENE	09/26/2024	SHINTECH INC	COLE CHEMICA...	HOUSTON, TX	Download
000008FT		CHPNA RC	PROPYLENE	PROPYLENE	09/26/2024	SHINTECH INC	COLE CHEMICA...	HOUSTON, TX	Download
000004FT		CHPNA RC	PROPYLENE	PROPYLENE	08/04/2024	SHINTECH INC	COLE CHEMICA...	HOUSTON, TX	Download
000005FT		CHPNA RC	PROPYLENE	PROPYLENE	08/04/2024	SHINTECH INC	COLE CHEMICA...	HOUSTON, TX	Download
000006FT		CHPNA RC	PROPYLENE	PROPYLENE	08/04/2024	SHINTECH INC	COLE CHEMICA...	HOUSTON, TX	Download
000002FT		CHPNA RC	PROPYLENE	PROPYLENE	08/01/2024	SHINTECH INC	COLE CHEMICA...	HOUSTON, TX	Download
000003FT		CHPNA RC	PROPYLENE	PROPYLENE	08/01/2024	SHINTECH INC	COLE CHEMICA...	HOUSTON, TX	Download

In the BOL template interface, the first area is the "Select a BOL Template to Create New BOL(s)" section. Following that, the user has the "Create Dest.BOL" area. On the left side, users can enter the required details to create a BOL, while the right side is where the BOLs are generated. This function is available uniquely to shipper account owners.



Each element and functionality of the screen are detailed in the document.

## 5. Carrier Features

### 5.1 Access the portal via email

The Truck Portal sends an email with a unique link that provides access to the Portal. This link is automatically generated for each user based on their specific entity and origin.

## Below tender for carrier BB has expired

TENDER REQUEST FOR BOL CA64044-1	
Plant	SHINTECH LOUISIANA PLAQUEMINE
Rack	
Commodity	CAUSTIC SODA SOLUTION 50%
Quantity	1 DST
Hazmat	Y
Customer	BRENNTAG GLOBAL MARKETING
Destination	CPU TT ,DURHAM ,NC, 27703
Scheduled Date	
Requested Delivery Date	Apr 1 2023 12:00AM
Tender Expiration Date	Jul 23 2024 6:15PM
Tender Message	
BOL Comments	
BOL Shipping Instructions	
Shipper Contact	shipper_contact_list

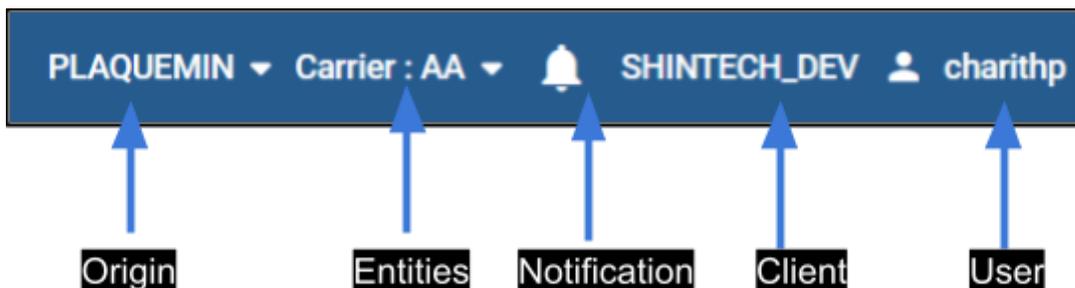
[Click the following link to accept/reject tender or message shipper : View Tender Details](#)

The information contained in this communication was sent from Bourque Logistics and is confidential, and intended solely for the use of the addressee. Unauthorized use, disclosure, forwarding, or copying of this communication or any part thereof is strictly prohibited, and may be unlawful. If you have received this communication in error, please destroy this communication and all copies thereof, including all attachments. This email does not accept responses.

## 5.2 Access the Portal

After logging in, the page opens to the landing page. In the top right corner, the user can see the user name and client details, a notification icon for updates, and the Origin and Entity information.

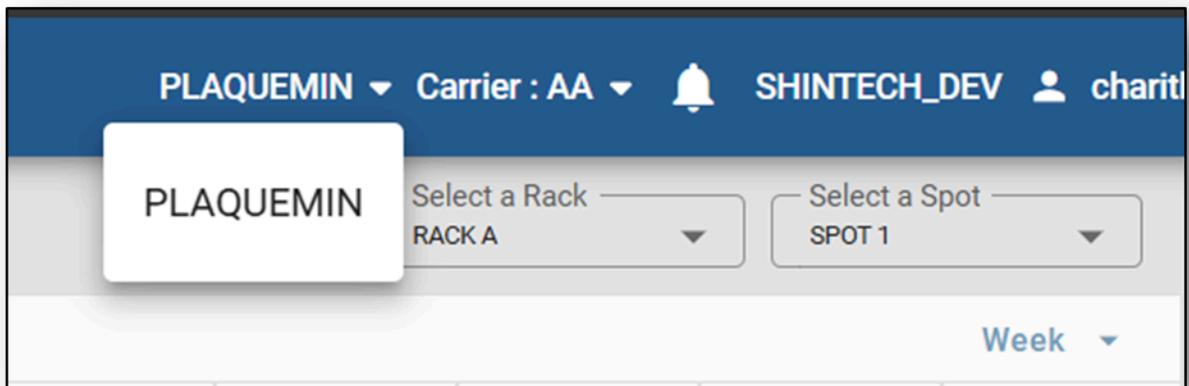
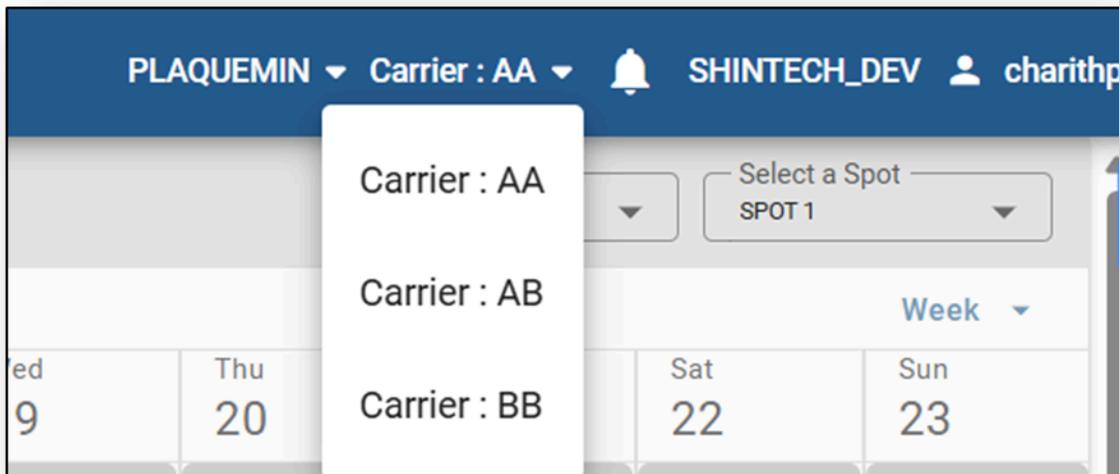
Email → YardMaster Truck Portal



### 5.3 Origin and Entity Features

Each shipment is associated with an Entity that represents the shipping organization and an Origin indicating the shipment's point of departure. Both Entities and Origins are unique to each shipper and carrier. However, it is possible for shippers and carriers to share the same Entities and Origins. These options are conveniently displayed in dropdown menus, enabling users to select the most appropriate choice for their specific requirements.

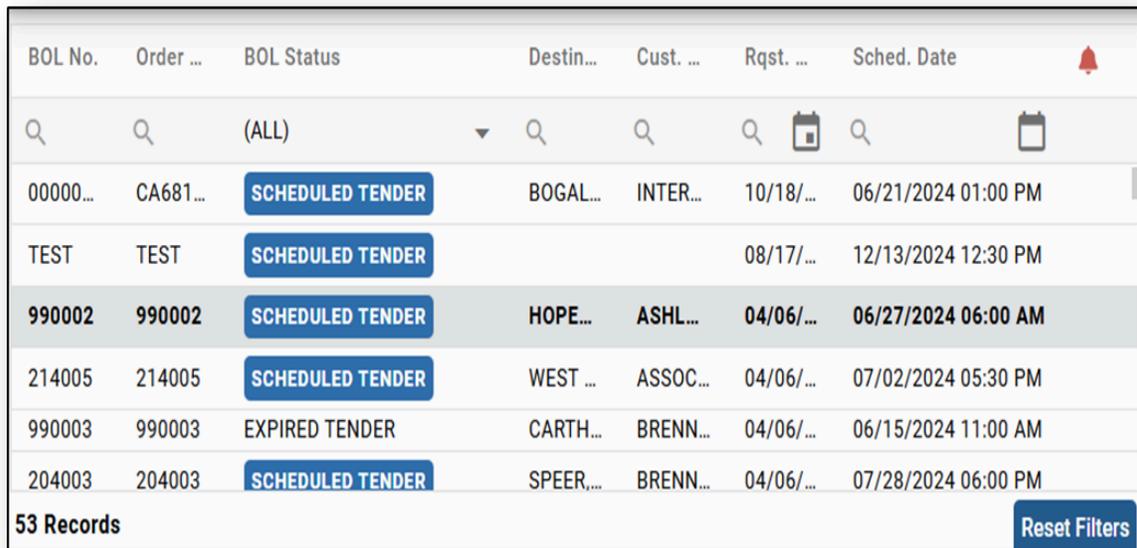
Email → Login YardMaster Portal → Origin and Entities



## 5.4 BOL List

The BOL List provides users with access to all relevant BOLs in one place. It includes sorting and filtering options to help users organize the data effectively. These features make it easier to locate specific information quickly and efficiently.

Email → YardMaster Truck Portal → BOL



The screenshot displays a web interface for a BOL List. At the top, there are search and filter icons for each column: BOL No., Order No., BOL Status, Destin., Cust., Rqst., and Sched. Date. A notification bell icon is in the top right. Below the search icons is a dropdown menu set to '(ALL)'. The table contains several rows of data, with the third row highlighted in grey. At the bottom left, it says '53 Records' and at the bottom right, there is a 'Reset Filters' button.

BOL No.	Order ...	BOL Status	Destin...	Cust. ...	Rqst. ...	Sched. Date
00000...	CA681...	SCHEDULED TENDER	BOGAL...	INTER...	10/18/...	06/21/2024 01:00 PM
TEST	TEST	SCHEDULED TENDER			08/17/...	12/13/2024 12:30 PM
990002	990002	SCHEDULED TENDER	HOPE...	ASHL...	04/06/...	06/27/2024 06:00 AM
214005	214005	SCHEDULED TENDER	WEST ...	ASSOC...	04/06/...	07/02/2024 05:30 PM
990003	990003	EXPIRED TENDER	CARTH...	BRENN...	04/06/...	06/15/2024 11:00 AM
204003	204003	SCHEDULED TENDER	SPEER,...	BRENN...	04/06/...	07/28/2024 06:00 PM

### Sorting

The BOL list box includes sorting filters that help organize the data. These filters allow you to sort by details such as the BOL number, order number, BOL status, destination, customer name, requested delivery date, and schedule date.

BOL No. ↑	Order No.	BOL Status	Destination	Cust. Na...	Rqst. Div. ...	Sched. Date
000063FT		<b>SCHEDULED</b>	HOUSTON...	AMERICA...	08/03/20...	12/06/2024 10:15 AM
000064FT		<b>SCHEDULED</b>	HOUSTON...	AMERICA...	08/03/20...	11/05/2024 12:30 PM
<b>000065FT</b>		<b>READY</b>	<b>HOUSTO...</b>	<b>AMERICA...</b>	<b>04/02/20...</b>	
000066FT		READY	HOUSTON...	AMERICA...	04/02/20...	
000067FT		READY	HOUSTON...	AMERICA...	04/02/20...	
000068FT		READY	HOUSTON...	AMERICA...	04/02/20...	
000069FT		READY	HOUSTON...	AMERICA...	04/02/20...	
<b>18 Records</b>						<b>Reset Filters</b>

## Filtering

Next, there is a filtering functionality to help identify the most relevant tender users are searching for. The available filters include: Contains, Does Not Contain, Starts With, Ends With, Equals, Does Not Equal, and Reset, etc.

BOL No. ↑	Order No.	BOL Status	Destination	Cust. Na...	Rqst. Div. ...	Sched. Date
000063FT		<b>ULED</b>	HOUSTON...	AMERICA...	08/03/20...	12/06/2024 10:15 AM
000064FT		<b>ULED</b>	HOUSTON...	AMERICA...	08/03/20...	11/05/2024 12:30 PM
<b>000065FT</b>		<b>READY</b>	<b>HOUSTO...</b>	<b>AMERICA...</b>	<b>04/02/20...</b>	
000066FT		READY	HOUSTON...	AMERICA...	04/02/20...	
000067FT		READY	HOUSTON...	AMERICA...	04/02/20...	
000068FT		READY	HOUSTON...	AMERICA...	04/02/20...	
000069FT		READY	HOUSTON...	AMERICA...	04/02/20...	
<b>18 Records</b>						<b>Reset Filters</b>

## Tender statuses

Next, in the BOL List, users have various tender statuses, such as Expired Tender, Scheduled Tender, Lost Tender, Accepted Tender, Carrier Cancelled, and Carrier Rejected Request. Scheduled tenders are highlighted with a blue square, making it easier for carriers to quickly identify them.

CA640...	CA640...	<b>SCHEDULED TENDER</b>	DURH...	BRENN...	04/01/...	07/28/2024 06:30 AM
CA640...	CA640...	LOST TENDER	DURH...	BRENN...	04/01/...	07/28/2024 10:30 AM
CA638...	CA638...	CARRIER CANCELLED	GARYV...	EVONI...	04/01/...	09/29/2024 02:00 PM
CA638...	CA638...	EXPIRED TENDER	GARYV...	EVONI...	04/01/...	09/29/2024 01:00 PM 
CA638...	CA638...	LOST TENDER	GARYV...	EVONI...	04/01/...	08/03/2024 06:00 AM
CA638...	CA638...	CANCELS REQUEST	GARYV...	EVONI...	04/01/...	
CA638...	CA638...	EXPIRED TENDER	GARYV...	EVONI...	04/01/...	09/06/2024 02:00 PM 
CA638...	CA638...	EXPIRED TENDER	GARYV...	EVONI...	04/01/...	09/06/2024 06:00 PM 

### Notification Button

Next, there is a Notification Button that highlights updates related to BOLs. If there is any status update for a BOL, a red bell icon appears in the right corner of the BOL List, allowing carriers to easily identify the specific BOL with the updated status.

Rqst. ...	Sched. Date	
04/01/...	07/28/2024 06:30 AM	
04/01/...	07/28/2024 10:30 AM	
04/01/...	09/29/2024 02:00 PM	
04/01/...	09/29/2024 01:00 PM	
04/01/...	08/03/2024 06:00 AM	
04/01/...		
04/01/...	09/06/2024 02:00 PM	
04/01/...	09/06/2024 06:00 PM	

[Reset Filters](#)

### Reset Filter

Finally, a reset filter option allows users to clear all Sorting and Filtering selections, restoring the BOL List to its original view.

BOL No. ↑	Order No.	BOL Status	Destination	Cust. Na...	Rqst. Dlv. ...	Sched. Date	
000063FT		<b>SCHEDULED</b>	HOUSTON...	AMERICA...	08/03/20...	12/06/2024 10:15 AM	
000064FT		<b>SCHEDULED</b>	HOUSTON...	AMERICA...	08/03/20...	11/05/2024 12:30 PM	
<b>000065FT</b>		<b>READY</b>	<b>HOUSTO...</b>	<b>AMERICA...</b>	<b>04/02/20...</b>		
000066FT		READY	HOUSTON...	AMERICA...	04/02/20...		
000067FT		READY	HOUSTON...	AMERICA...	04/02/20...		
000068FT		READY	HOUSTON...	AMERICA...	04/02/20...		
000069FT		READY	HOUSTON...	AMERICA...	04/02/20...		

18 Records **Reset Filters**

## 5.5 BOL Detail

The BOL Detail section provides broader details about the selected BOL, displaying key information such as the BOL Number, BOL Status, and an option to expand the view for additional details.

Email → Login → YardMaster Truck Portal → BOL Detail

BOL Details: 000064FT | **SCHEDULED**

**BOL Number**      **Schedule status**      **Expand View**

In the initial view, a limited number of 10 variables are displayed. If users wish to have a better or more detailed view, they can use the Expand View option.

<b>Comm Name:</b> -	<b>Customer Addr2:</b> -
<b>Comm Name:</b> PVC COMPOUND - GREEN	<b>Customer Addr3:</b> -
<b>Carrier Name:</b> -	<b>Customer City:</b> WEST SALEM
<b>Customer Name:</b> ASSOCIATED MATERIALS INC	<b>Customer State:</b> OH
<b>Customer Addr:</b> 13985 CONGRESS RD	<b>Customer Zip:</b> 44287

## Expanded view



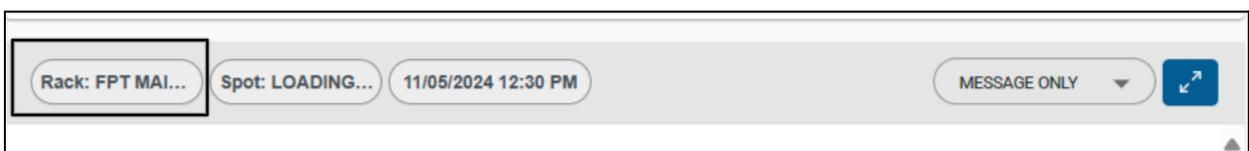
The BOL List and BOL Detail are interconnected. Selecting any BOL in the list details all related details, including the BOL Number, Status (e.g., scheduled), and more. This ensures users are fully informed about each BOL, enabling proper arrangements and providing clear guidance for every BOL.

## 5.6 Message Section

### 5.6.1 Rack

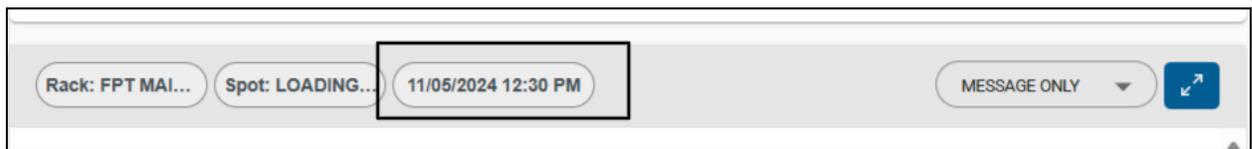
The Message Section is linked with the Scheduler, ensuring all related communications and details are easily accessible.

The Message Section header has an option called "Rack," which displays the Rack's status. Carriers can select a Rack to schedule the BOL, which can only be edited through the Scheduler (non-editable). The Message Section header only shows the Rack's status. When carriers Schedule or Reschedule a BOL in the Scheduler, the updated rack status is reflected in the Message Section header, indicating which Rack was used. (This will be explained further in the User guide.)



## 5.6.2 Date and Time

The next option in the Message Section header is "Date and Time," which displays the scheduled Date and Time of the BOL. Carriers can select or update the Date and Time for scheduling the BOL, but this action can only be edited through the Scheduler. The Message Section header only reflects the Date and Time (non-editable). When carriers Schedule or Reschedule a BOL in the Scheduler, the updated Date and Time status are displayed in the Message Section header.



## 5.6.3 Dropdown Menu

The next option in the Message Section is the dropdown menu, which provides various options depending on the BOL's status. These options include "RESCHEDULE," "REJECT CANCEL," "MESSAGE ONLY," and "ACCEPT, SCHEDULE." The appearance of these options varies based on the BOL's current status. For example, for a scheduled BOL, only the options "RESCHEDULE," "REJECT CANCEL," and "MESSAGE ONLY" are available. All four options will be visible if the BOL is an open tender. Only the "message only" option will appear when the carrier cancels the BOL. The options dynamically change according to the BOL's status and the actions available.

YardMaster Truck Portal → BOL → Message Section → Actions → Message only

**BOL Details: 214005 | SCHEDULED TENDER**

<b>Comm Name:</b> -	<b>Customer Addr2:</b> -
<b>Comm Name:</b> PVC COMPOUND - GREEN	<b>Customer Addr3:</b> -
<b>Carrier Name:</b> -	<b>Customer City:</b> WEST SALEM
<b>Customer Name:</b> ASSOCIATED MATERIALS INC	<b>Customer State:</b> OH
<b>Customer Addr:</b> 13985 CONGRESS RD	<b>Customer Zip:</b> 44287

Rack: RACK A   Spot: SPOT 1   02/11/2025 09:30 AM   MESSAGE ONLY

test message here 06/20/2024 08:37 AM - raseenaa

test message here 06/20/2024 08:44 AM - raseenaa

Schedule updated by charithp

01/03/2025 05:04 AM - charithp ✓

**Available options for Open Schedule Tender**

**BOL Details: 990002 | OPEN TENDER**

<b>Comm Name:</b> PVC RESIN SE1100K	<b>Customer Addr3:</b> -
<b>Carrier Name:</b> -	<b>Customer City:</b> HOPEWELL
<b>Customer Name:</b> ASHLAND AQUALON FUNCTIONAL ING	<b>Customer State:</b> VA
<b>Customer Addr:</b> 1111 HERCULES ROAD	<b>Customer Zip:</b> 23860
<b>Customer Addr2:</b> -	<b>Quantity:</b> 60077.0000

Rack: A   Spot: 2   07/06/2024 03:00 PM   ACCEPT/ SCHEDULE

ACCEPT/ SCHEDULE

RESCHEDULE

REJECT/ CANCEL

MESSAGE ONLY

**Available options for Open Tender**

**BOL Details: 214002 | CARRIER CANCELLED**

<b>Comm Name:</b> PVC RESIN SE950WC	<b>Customer Addr3:</b> -
<b>Carrier Name:</b> -	<b>Customer City:</b> CANTON
<b>Customer Name:</b> INTERTEX WORLD RESOURCES INC	<b>Customer State:</b> OH
<b>Customer Addr:</b> -	<b>Customer Zip:</b> 44707
<b>Customer Addr2:</b> -	<b>Quantity:</b> 46330.0000

Rack: RACK A   Spot: SPOT 3   09/23/2024 04:00 PM   MESSAGE ONLY

test message   06/19/2024 02:40 PM - raseenaa

BOL Tender status updated to CC   07/29/2024 02:51 PM - raseenaa ✓

BOL Tender status updated to CC   07/29/2024 02:51 PM - raseenaa ✓

...

Type here to respond...   Submit

***Available option for Carrier Canceled***

**Accepted Schedule Option**

- Updates the message dropdown in the Message Section header.
- Changes the status Automatically to "Accepted Schedule."
- Indicates successful scheduling by the carrier.

**Reject and Cancel Option**

- Reflects the carrier’s decision to cancel the tender.
- Updates the system with the canceled status.

### Message Only Option

- Accessible after a tender is rejected or canceled.
- Allows communication-related to the tender.
- Does not allow further actions on the tender.

### Reschedule Option

- Allows carriers to assign the tender to a different spot.
- The status change allows for schedule adjustments as needed.

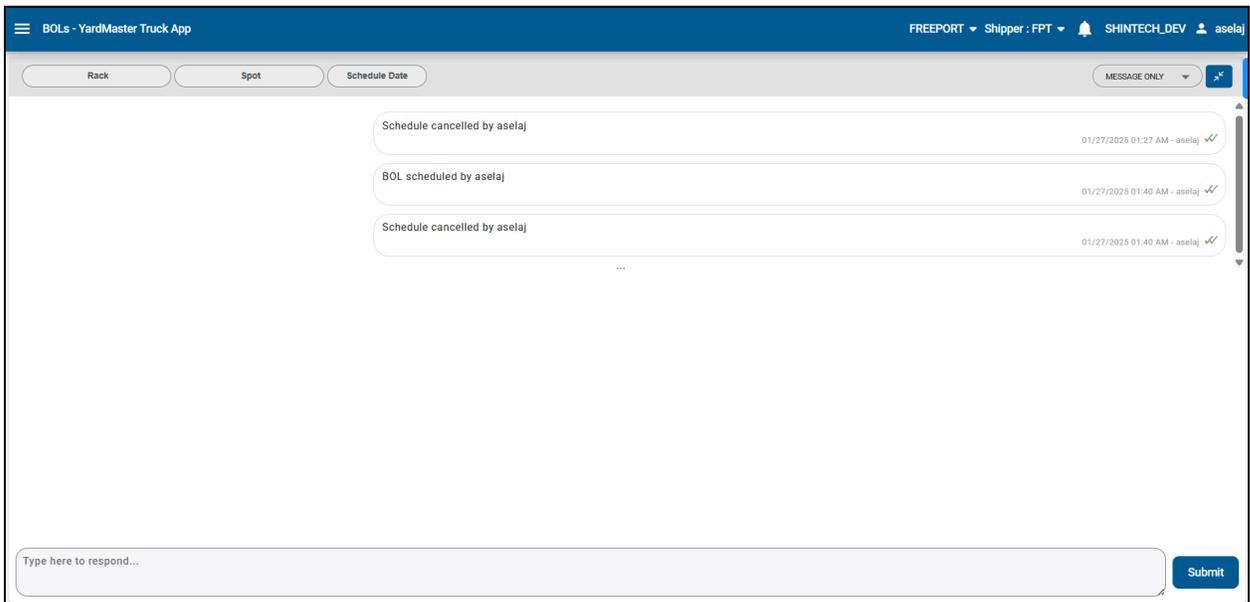
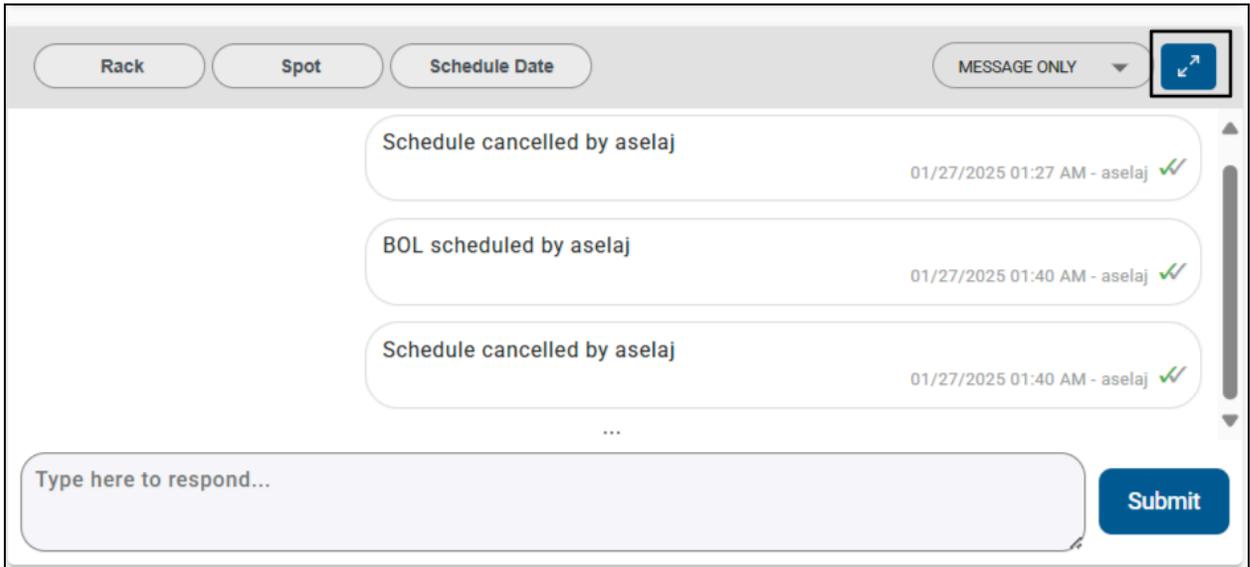
### Submit Button

- Saves all actions taken on a BOL.
- Sends updates and messages to the shipper.
- Confirms communication and actions in the system.

The screenshot displays a user interface for a tender management system. At the top, there are three status indicators: 'Rack: FPT MAI...', 'Spot: LOADING...', and '08/04/2024 11:45 AM'. To the right, there is a 'MESSAGE ONLY' dropdown menu and a blue icon with a right-pointing arrow. Below this, a message bubble contains the text 'BOL scheduled by raseenaa' and a timestamp '07/30/2024 10:46 AM - raseenaa' with a green checkmark. A vertical ellipsis '...' is centered below the message. At the bottom, there is a text input field with the placeholder 'Type here to respond...' and a blue 'Submit' button.

## 5.8.4 Expand View

The Message Section also includes an "Expanded View" option for users who need a more detailed display.



# 6. Scheduler Functionality

The Scheduler is a calendar tool designed to help users efficiently schedule and manage BOLs (Bills of Lading).

The first function in the Scheduler allows carriers to adjust the date to schedule a BOL. This feature helps Users select the exact date required for the scheduling process. Using the arrows, the left arrow allows navigation to past dates, while the right arrow helps navigate future dates. Additionally, selecting the date in the middle opens a calendar, providing a clear and convenient way to choose the desired date.

	Mon 23	Tue 24	Wed 25
6:00 AM	CLOSED	CLOSED	CLOSED
7:00 AM	CLOSED	CLOSED	CLOSED
8:00 AM	CLOSED	CLOSED	CLOSED

13 December 2024

SPOT 1

December 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

## Weekly View and Day View Option

The next option in the scheduler is the "Weekly View" and "Day View" options. The "Weekly View" displays the entire week's dates and times, providing an overview of the schedule for the week. This interface is distinct from the "Day View" option. The "Day View" offers a more detailed look at the day's time slots, clearly showing spots like Spot 1, Spot 2, and Spot 3. The "Day View" interface is designed to provide a clear and detailed perspective, while the "Weekly View" offers a general overview.

The screenshot displays a "Weekly Schedule" interface. At the top right, there are two dropdown menus: "Select a Rack" (currently showing "RACK A") and "Select a Spot" (currently showing "SPOT 1"). Below these is a navigation bar with a left arrow, the date "9-15 December 2024", a right arrow, and a "Week" dropdown menu. The main area is a grid with columns for each day of the week (Mon 9, Tue 10, Wed 11, Thu 12, Fri 13, Sat 14, Sun 15) and rows for time slots from 6:00 AM to 7:00 PM. The time slots are labeled on the left: 6:00 AM, 7:00 AM, 8:00 AM, 9:00 AM, 10:00 AM, 1:00 AM, 2:00 PM, 1:00 PM, 2:00 PM, 3:00 PM, 4:00 PM, 5:00 PM, 6:00 PM, and 7:00 PM. Each cell in the grid contains the word "CLOSED". The cells for Friday, Saturday, and Sunday are highlighted in green, while the others are grey.

	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15
6:00 AM	CLOSED	CLOSED	CLOSED	CLOSED			
7:00 AM	CLOSED	CLOSED	CLOSED	CLOSED			
8:00 AM	CLOSED	CLOSED	CLOSED	CLOSED			
9:00 AM	CLOSED	CLOSED	CLOSED	CLOSED			
10:00 AM	CLOSED	CLOSED	CLOSED	CLOSED			
1:00 AM	CLOSED	CLOSED	CLOSED	CLOSED			
2:00 PM	CLOSED	CLOSED	CLOSED	CLOSED			
1:00 PM	CLOSED	CLOSED	CLOSED	CLOSED			
2:00 PM	CLOSED	CLOSED	CLOSED	CLOSED			
3:00 PM	CLOSED	CLOSED	CLOSED	CLOSED			
4:00 PM	CLOSED	CLOSED	CLOSED	CLOSED			
5:00 PM	CLOSED	CLOSED	CLOSED	CLOSED			
6:00 PM	CLOSED	CLOSED	CLOSED	CLOSED			
7:00 PM	CLOSED	CLOSED	CLOSED	CLOSED			

*Weekly View of the Scheduler*

Daily Schedule			
			Select a Rack RACK A
< 13 December 2024 >		Day ▾	
	SPOT 1 No Loads Scheduled	SPOT 2 No Loads Scheduled	SPOT 3 No Loads Scheduled
6:00 AM			
7:00 AM			
8:00 AM			
9:00 AM			
10:00 AM			
11:00 AM			
12:00 PM			
1:00 PM			
2:00 PM			
3:00 PM			
4:00 PM			
5:00 PM			
6:00 PM			
7:00 PM			

*Day view of the scheduler*

Through the Scheduler, carriers can schedule an Open Tender. When selecting a slot, it is displayed in green, indicating that the slot is available and unscheduled. If a slot appears in blue with a BOL Number, it signifies that another BOL has already been scheduled for that time.

Example: In scenarios where a rescheduling is necessary, for instance, if BOL A is already scheduled for January 1st but needs to be replaced with BOL B, the carrier can reschedule BOL A to another slot and then schedule BOL B to January 1st. Grey-colored slots marked as "closed" indicate that the slot has expired, which is typically relevant for past dates, as scheduling a BOL for a past date is not allowed.

		27 Jan-2 Feb 2025						Week ▾
	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Sat 1	Sun 2	
8:00 AM								
9:00 AM								
10:00 AM								
11:00 AM								
12:00 PM								
1:00 PM								
2:00 PM								
3:00 PM								
4:00 PM								

**Scheduled BOL** (highlighted on Tue 28)

**Available slot** (highlighted on Sat 1)

000065FT (highlighted on Tue 28)

000066FT (highlighted on Thu 30)

Weekly Schedule		Select a Rack FPT MAIN RACK ▾		Select a Spot LOADING RACK 1 ▾				
		20-26 January 2025						Week ▾
	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Sat 25	Sun 26	
8:00 AM	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	
9:00 AM	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	
10:00 AM	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	
11:00 AM	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	
12:00 PM	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	
1:00 PM	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	
2:00 PM	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	
3:00 PM	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	
4:00 PM	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	

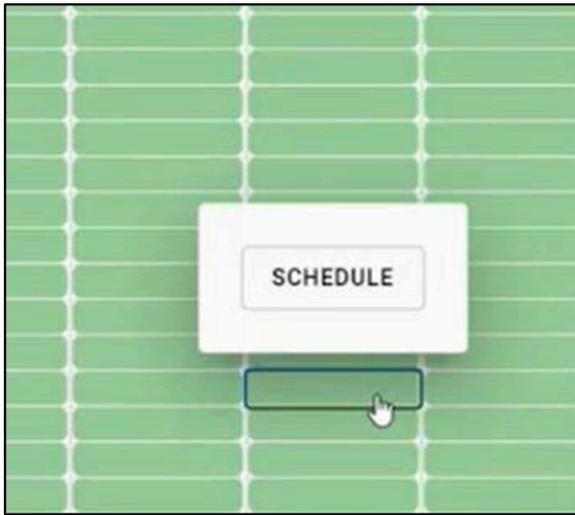
**Slot has expired** (highlighted on Fri 24)

Finally, when a scheduled BOL is selected in the Scheduler, it automatically displays the related BOL in the BOL List, including the BOL Details and Message Section. This seamless

integration ensures that Users can easily view and manage all relevant information associated with the selected BOL, enhancing workflow efficiency and providing a comprehensive overview in one place.

## 6.1 Schedule a BOL

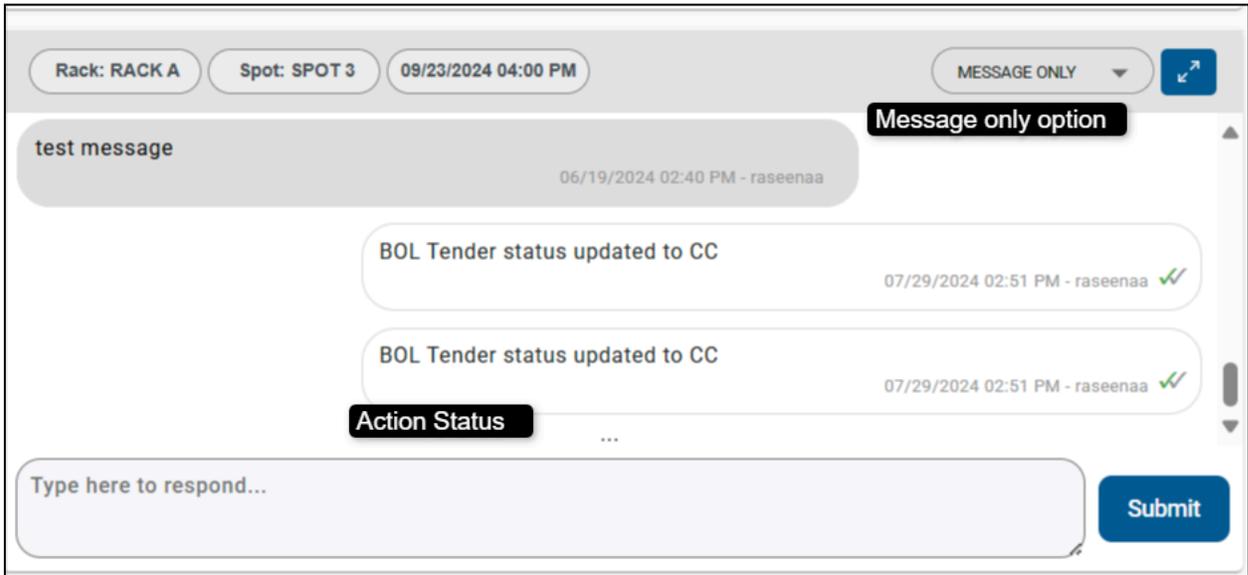
When scheduling a BOL through the scheduler, once a spot is selected in the desired slot, a popup message labeled "SCHEDULE" appears.



After selecting the "SCHEDULE" popup message in the scheduler, the slot turns blue, indicating that the slot has been selected but not confirmed yet.

	Mon 27	Tue 28	Wed 29
8:00 AM			
9:00 AM			
10:00 AM			
11:00 AM		SELECTED	
12:00 PM			
1:00 PM			
2:00 PM			

After selecting the slot and turning it blue, the next step is to click the "Submit" button in the Message Section to confirm the schedule of the BOL. Once clicked, this action updates the shipper by sending the action status through the Message Section. The dropdown menu in the Message Section automatically selects the "Message Only" option, and the BOL list is updated with the scheduled tender, highlighted in blue. Additionally, the BOL Detail is updated to display all the other relevant and updated information about the scheduled BOL.



*BOL Details*

## 6.2 Reschedule BOL

To reschedule a BOL, follow these steps:

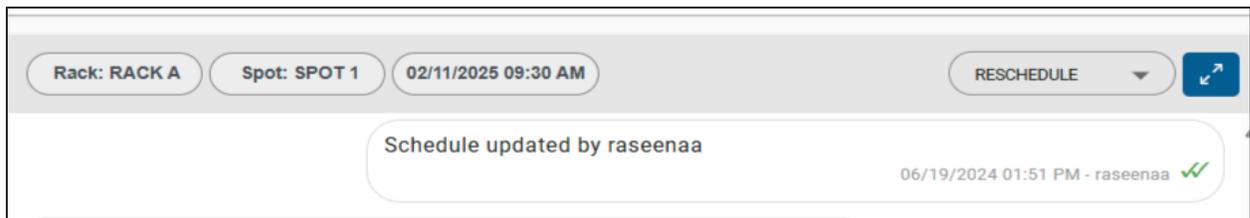
1. The BOL: Choose the BOL that needs to be rescheduled from the BOL list.



2. Go to the Scheduler: Navigate to the scheduler and select an open time slot for the new schedule.
3. Popup Message: A popup message called "Reschedule" will appear. Select that message, and the slot will be marked as "selected" for the new time slot.



4. During the rescheduling process, once a user selects a spot, the "Reschedule" option is automatically selected in the message header dropdown menu. The new rescheduled date and time are updated in the BOL Details after submitting the selected spot to the Message section.



- Submit the Action: Go to the Message Section and click the "Submit" button to confirm the Rescheduled BOL.

	Mon 10	Tue 11	Wed 12
6:00 AM			
7:00 AM			
8:00 AM			
9:00 AM			
10:00 AM		214005	
11:00 AM		SELECTED	
12:00 PM			

Schedule updated by charithp 01/03/2025 05:04 AM - charithp ✓

...

be here to add a response to your Reschedule...

**Submit**

- Update: Once Submitted, the new time and date will be automatically updated in the BOL Detail and BOL list, reflecting the Rescheduled information.

	TEST	

This ensures that all relevant details are updated both in the BOL detail and the BOL List, indicating the new scheduled time and date for the BOL.

**Note: All the above features are the same in the shipper account as well.**

## 7. Shipper Feature

000056FT	READY	HOUSTON...	AMERICA...	06/15/20...	
<b>000052FT</b>	<b>READY</b>	<b>HOUSTO...</b>	<b>AMERICA...</b>	<b>06/01/20...</b>	
000053FT	<b>SCHEDULED</b>	HOUSTON...	AMERICA...	06/01/20...	05/31/2024 01:15 PM

**8 Records** **Reset Filters**

**BOL Details: 000052FT | READY**

<b>Comm Name:</b> CHLORINATED LIGHTS AND BOTTOMS	<b>Customer Addr3:</b> -
<b>Carrier Name:</b> -	<b>Customer City:</b> HOUSTON
<b>Customer Name:</b> AMERICAN THERMOPLASTICS COMPAN	<b>Customer State:</b> TX
<b>Customer Address:</b> 1240 GAZIN STREET	<b>Customer Zip:</b> 77020
<b>Customer Address2:</b> -	<b>Quantity:</b> 10.0000

Rack: FPT MAI... Spot: LOADING... 01/28/2025 10:15 AM MESSAGE ONLY

BOL rescheduled by aselaj 01

BOL rescheduled by aselaj 01

Schedule cancelled by aselaj 01

...

Type here to respond...

**Submit**

ACCEPT/SCHEDULE

RESCHEDULE

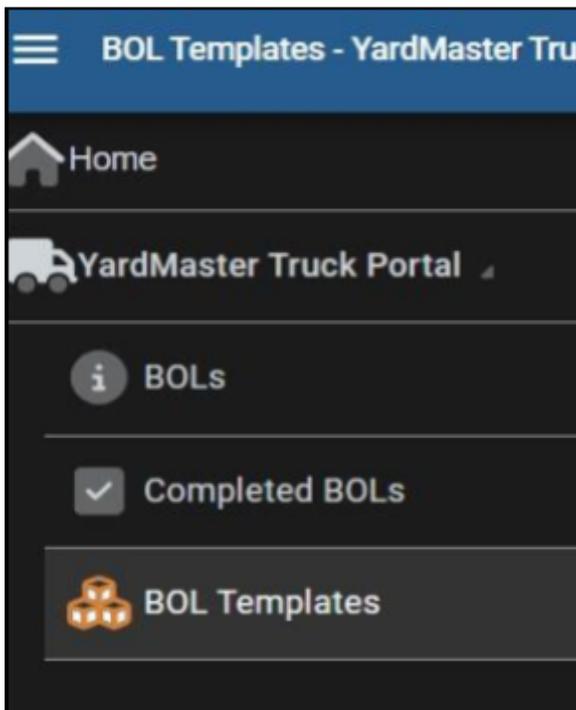
REJECT/CANCEL

**MESSAGE ONLY**

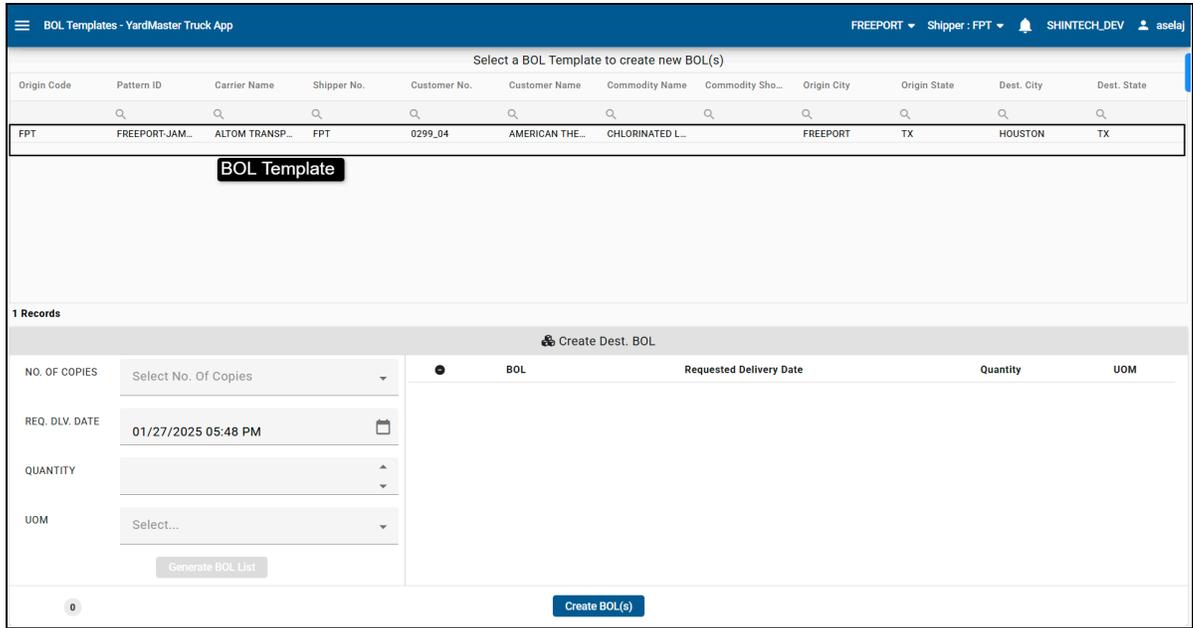
## 7.1 BOL Templates

The specialty of shipper accounts is adding a unique feature to the Navigation menu called the BOL Template.

In the carrier account, carriers can only adjust BOLs sent to their account. However, in the shipper account, the BOL Template feature allows shippers to create BOL.



After selecting the BOL Template function, the header displays several columns to identify BOL template information. There is also a filtering section to refine and locate specific templates. After all that, the BOL templates are displayed below, showing all the created templates.



## 7.3 Create BOL

When a shipper creates a BOL, they must select a BOL template that includes the carrier's name; otherwise, the BOL cannot be created.

Email → Login → Navigation panel → Create BOL

### 7.2.1 Create Dest

In this grid, there are two sections:

1. Left Side: Allows generating the BOL
2. Right Side: Provides the functionality to create BOL

The screenshot shows a web interface for creating a Destination Bill of Lading (BOL). On the left, there are four input fields: 'NO. OF COPIES' (dropdown menu), 'REQ. DLV. DATE' (calendar icon), 'QUANTITY' (spinner), and 'UOM' (dropdown menu). Below these is a 'Generate BOL List' button. The main area is a table with columns: 'BOL', 'Requested Delivery Date', 'Quantity', and 'UOM'. At the bottom right, there is a 'Create BOL(s)' button.

## 7.2.2 Generating BOL

On the left side, when generating a BOL, the following fields are required:

1. Number of Copies: The number of BOL copies needed.
2. Required Date and Time: The date and time for scheduling the BOL, which must be in the future.
3. Quantity: The total amount required for the BOL.
4. Unit of Measure: Specifies the unit used to measure the quantity (e.g., kilograms).

This screenshot shows the same form as above but with specific values entered. 'NO. OF COPIES' is set to 5, 'REQ. DLV. DATE' is 12/16/2024 12:33 PM, 'QUANTITY' is 2, and 'UOM' is KG. The 'Generate BOL List' button is highlighted in blue.

All of these fields must be filled in to generate the BOL. If any information is missing, a notification will prompt the user to complete the required fields.

NO. OF COPIES: 5

REQ. DLV. DATE: 12/16/2024 12:33 PM

QUANTITY: [Empty]

UOM: KG

Quantity is required.

Generate BOL List

After filling in all the required details, the information will be displayed in the grid. Once these details are correctly entered, the BOL will be generated and shown in the grid, allowing the shipper to review the information before finalizing the BOL creation.

Create Dest. BOL		BOL	Requested Delivery Date	Quantity	UOM
NO. OF COPIES	5	●	TBD	3	KG
REQ. DLV. DATE	01/29/2025 05:48 PM	●	01/29/2025 05:48 PM	3	KG
QUANTITY	3	●	01/29/2025 05:48 PM	3	KG
UOM	KG	●	01/29/2025 05:48 PM	3	KG
		●	01/29/2025 05:48 PM	3	KG
		●	01/29/2025 05:48 PM	3	KG

5

Create BOL(s)

At the bottom left, the number of copies is displayed after the BOL is generated. This ensures clarity on how many copies have been created for the shipper's reference.

NO. OF COPIES

REQ. DLV. DATE

QUANTITY

UOM

5

Next, the red dash symbol allows users to remove the copies that have been generated. This feature ensures flexibility in managing the number of copies as needed.

🔗 Create Dest. BOL				
⊖	BOL	Requested Delivery Date	Quantity	UOM
⊖	TBD	01/29/2025 05:48 PM	3	KG
⊖	TBD	01/29/2025 05:48 PM	3	KG
⊖	TBD	01/29/2025 05:48 PM	3	KG
⊖	TBD	01/29/2025 05:48 PM	3	KG
⊖	TBD	01/29/2025 05:48 PM	3	KG



Finally, the generated BOLs appear in the BOL list, ready for scheduling or any other required actions.

BOL No.	Order No.	BOL Status	Destination	Cust. Name	Rqst. Div. ...	Sched. Date
000065FT		READY	HOUSTO...	AMERICA...	04/02/20...	
000066FT		SCHEDULED	HOUSTON...	AMERICA...	04/02/20...	01/30/2025 11:45 AM
000067FT		READY	HOUSTON...	AMERICA...	04/02/20...	
000068FT		READY	HOUSTON...	AMERICA...	04/02/20...	
000069FT		READY	HOUSTON...	AMERICA...	04/02/20...	
000103FT		READY	HOUSTON...	AMERICA...	01/30/20...	
000096FT		READY	HOUSTON...	AMERICA...	01/30/20...	
000007FT		READY	HOUSTON...	AMERICA...	01/30/20...	

68 Records Reset Filters

## 8. Completed BOL

Completed BOL contains information about past actions, accessible only to shipper account owners. Additionally, completed BOLs can be viewed on the "Completed BOL" screen, which includes a PDF download option, with the duration set to 30 days as determined by the BL side. The Completed BOL option also features data with sorting and filtering capabilities for better data management.

YardMaster Truck Portal → Navigation Panel → Completed BOL

Completed BOLS - YardMaster Truck App									
FREEPORT Shipper: FPT YMTRUCK_QA ymautomationshipper ymautomationshipper									
BOL No.	Order No.	Comm. Code	Comm. Name	Comm. Short Na...	Ship Date	Shipper Name	Customer Name	Destination	Download BOL
000007FT		CHPNA RC	PROPYLENE	PROPYLENE	09/26/2024	SHINTECH INC	COLE CHEMICA...	HOUSTON, TX	
000008FT		CHPNA RC	PROPYLENE	PROPYLENE	09/26/2024	SHINTECH INC	COLE CHEMICA...	HOUSTON, TX	
000004FT		CHPNA RC	PROPYLENE	PROPYLENE	08/04/2024	SHINTECH INC	COLE CHEMICA...	HOUSTON, TX	
000005FT		CHPNA RC	PROPYLENE	PROPYLENE	08/04/2024	SHINTECH INC	COLE CHEMICA...	HOUSTON, TX	
000006FT		CHPNA RC	PROPYLENE	PROPYLENE	08/04/2024	SHINTECH INC	COLE CHEMICA...	HOUSTON, TX	
000002FT		CHPNA RC	PROPYLENE	PROPYLENE	08/01/2024	SHINTECH INC	COLE CHEMICA...	HOUSTON, TX	
000003FT		CHPNA RC	PROPYLENE	PROPYLENE	08/01/2024	SHINTECH INC	COLE CHEMICA...	HOUSTON, TX	

7 Records

BILL OF LADING

TERMINAL:  
SHIPPER:

**BOL NO:**  
**REV NO: 0**  
**SHIP DATE: 8/14/2024 12:07:30**

TICKET: 12:07:30 12:07:30

<b>G3 NUMBER: 5153533</b>		<b>PO NO:</b>		<b>TRUCK: TRUCK</b>		<b>TRAILER:</b>	
<b>SOLD TO: HILLSID347681</b>				<b>UEO SCIO</b>			
<b>SHIP TO / DESTINATION: I</b>				<b>SHIPPER: 1</b>			
DATE TO SHIP		QTY ORDERED		PACKAGE			
08/14/2024 08:15				BULK			
EQUIPMENT OWNER		CARRIER		FREIGHT			
		HILCO TRANSPORTATION		PREPAID			
PRODUCT DESCRIPTION				SHORT NAME			
PETROLEUM GAS - ODORIZED				OD1075			
<b>No./Type of Packages</b>	<b>HM</b>	<b>PRODUCT DESCRIPTION</b>					
1 CARGO TRAILER	X						
<b>RACKA</b>	<b>Temperature</b>	<b>Vapor Pressure</b>	<b>Correction Factor</b>	<b>Gravity</b>	<b>Additive (gal) Mercaptan</b>	<b>Gross Gal's</b>	<b>Net Gal's</b>
LOADING LANE 2	82.5			150.37	0.211000	9,006	8,654
<p>This vessel contains the above petroleum or liquefied petroleum products. Product description is substantiated by specific product component information shown above on the Bill of Lading.</p> <p>This is to certify that the herein-named materials are properly classified, described, packaged, marked, labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.</p> <p><b>DANGER: YOU SHOULD WARN AND INSTRUCT YOUR CUSTOMER THAT, FOR VARIOUS REASONS, SOMETIMES THEY MAY NOT BE ABLE TO DETECT THE PRESENCE OF A LIQUEFIED PETROLEUM GAS (LP-GAS) LEAK, FOR EXAMPLE, THE CHEMICAL ODORANT THAT GIVES LP-GAS ITS GASSY SMELL SOMETIMES CAN FADE AND DIMINISH IN INTENSITY OR ANOTHER ODOR MAY MASK OR HIDE THE ODOR OF THE GAS. FOR THESE REASONS, YOU SHOULD INSTRUCT YOUR CUSTOMERS THAT IF THEY SMELL EVEN A SLIGHT ODOR OF GAS OR SUSPECT A LEAK, THEY SHOULD CALL THEIR GAS COMPANY OR THE FIRE DEPARTMENT FOR HELP. RUST, MOISTURE, OR AIR INSIDE A CONTAINER MAY CAUSE FADING OF THE ODORANT ADDED TO LP-GAS BY A PROCESS CALLED OXIDATION. FOR THIS REASON, STORAGE CONTAINERS AND GAS SYSTEMS SHOULD BE PROTECTED FROM RUST, PROPERLY PURGED OF AIR AND MOISTURE, AND KEPT VAPOR TIGHT. LP-GAS STORED IN CONTAINERS SHOULD BE TESTED PERIODICALLY TO ASSURE THAT ADEQUATE ODORIZATION IS MAINTAINED.</b></p>							
<b>SEND FREIGHT BILL TO:</b>				<b>FOB: FOB ORIGIN</b>			
				I hereby declare that the contents of this consignment are fully and accurately described above by the Proper Shipping Name(s) and are classified, packaged, marked labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national government regulations.			
				Initial Carrier Per:			
				(Signature of Consigner)			

Sensitive information in the image has been hidden to ensure privacy and maintain the user guide's accuracy.

## 9. Glossary of Terms

UI	<ul style="list-style-type: none"><li>• A user interface (UI) is what users see and use to interact with a system, like buttons and menus.</li></ul>
UX	<ul style="list-style-type: none"><li>• User experience (UX) is how a user feels when interacting with a system, focusing on ease, efficiency, and satisfaction.</li></ul>
Shipper	<ul style="list-style-type: none"><li>• A shipper refers to the entity, typically a business or individual, responsible for preparing and sending goods to a specific destination.</li></ul>
Carrier	<ul style="list-style-type: none"><li>• A carrier, on the other hand, is the company or service provider that transports the goods for the shipper.</li></ul>
Customer	<ul style="list-style-type: none"><li>• An entity that purchases the service from Bourque Logistics</li></ul>
BOL	<ul style="list-style-type: none"><li>• Bill of Lading</li></ul>