



eBILL<sup>®</sup> is a complete railroad bill of lading (BOL) software system designed to provide functionality for the easy creation, storage, retrieval, delivery and acknowledgement of BOLs for railroad shipments. All BOLs generated in eBILL<sup>®</sup> meet the standard data requirements of the rail industry which includes information such as shipper, consignee and billing parties;

routing instructions including proper switching information; multi-car entry; US and Canadian HAZMAT details; and special reference codes. For additional expedience, repetitive BOL details can be saved in Patterns for easy recall and reuse.

eBILL® has been designed to include functionality that supports the following capabilities:

- BOL Creation. Quickly and easily create, modify and send single or multi-car BOLs.
- **BOL Patterns**. Streamline the use of repetitive shipment information through the creation and storage of BOL Patterns.
- **BOL History**. Maintain a historical BOL database through the storage of previously submitted and revised BOLs. This function is useful when generating audits or performing analysis.
- BOL EDI. Export and EDI BOLs to the Railroads via value added networks such as Kleinschmidt.

There are many advantages resulting from using eBILL®:

- Simple creation of Railroad Standard 404 BOLs
- Complete interface with other BDS programs
- Excellent organization of BOLs, Patterns, Acknowledgements and EDI messages
- Fast and easy retrieval of all BOLs, Patterns, Acknowledgements and EDI messages
- Instant access to database information
- Easy generation of various reports, inclusive of custom reports suitable for printing. Data lists can also be saved to PC formats, i.e., Excel or PowerPoint by performing the Save As function.

The Graphical User Interface (GUI) used by eBILL<sup>®</sup> is Microsoft Windows<sup>®</sup> based and provides you with easy program navigation and a resourceful environment with which to manage data and create reports. Most records can be easily printed, faxed, or saved into several PC database and spreadsheet formats for enhanced ad hoc reporting.

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### Access to eBILL®

Before you can use eBILL<sup>®</sup> (or any Bourque Logistics application) your User ID, temporary password and application permissions must be requested in Access Control by your System Administrator. They will receive an email from BDS IT when everything has been setup.

Since eBILL<sup>®</sup> is a billing system, it has a second layer of security that the other applications do not have, so a second step must be taken to ensure the user can access information for a particular Origin or Origins. Once a user has access TO the eBILL<sup>®</sup> application they will have the eBILL<sup>®</sup> icon on their Citrix desktop and will be able to open the application. Once they are added to the appropriate Security Groups IN eBILL<sup>®</sup> they will be able to create, modify, and view BOLs IN (depending on the User Role assigned).

If a user can open the application but cannot view BOLs or create one, this is the indicator that the second step of adding them to the Security Group(s) within eBILL® has not been completed.

## Logging in to eBILL®

- 1. Click on the link <u>https://houcsg.railtrac.com/Citrix/MetaFrame/auth/login.aspx</u>
  - a. User ID: combination of your first and last name (will be setup and sent to you)
  - b. Password: railtrac (you will be prompted to reset your password the first time)
- 2. Click "Log In"
- 3. Click Bourque Data Systems/Desktop/Citrix
- 4. Double click on the eBILL® logo to open the application



Sample image - your screen may not have all of these icons

The Main Page in eBILL<sup>®</sup> will open with the Tool Bar at the top (rest of screen is grey)





ð ×

### eBILL<sup>®</sup> Ribbon Bar Main



# eBILL® Ribbon Bar Config

=+	File Main	Config Ref	erence	Car Management Reports				
Rail Patterns	📢 Pattern Audi	t BŎL	Origin	Crigin SPLC Alias	Auto Alert Criteria Q Criteria Preport Distribution	Uefault User/Origin 🛗 Menu Security Group Security User Security	RAILPort Field Titles	
	Patterns	Defaults		System	Distribution	Security	RailPort	

### eBILL® Ribbon Bar Reference



### eBILL® Ribbon Management



### eBILL® Ribbon Reports



### **Master Customer Data**

The Master Customer Data must exist in the database before it can be used to create BOLs (or Patterns). This includes Consignees, Bill To, Ship To, Additional Address, Commodities, and Locations. Please note: Based on your role, you may or may not be able to create, edit or delete certain records. Contact your eBILL® Administrator for assistance with any changes to Master Customer Data.

### **Viewing Master Customer Data**

From the Reference Ribbon Menu:

- Consignee
- Maintain Commodities or Maintain Hazmat
- Shipper
- Bill to

#### When the Get Data box opens:

Click "All" to see all of the records in that category

< Or >

#### • Enter the appropriate search criteria to find a specific record

Row of 0 B	
And V	
Consignee City/ST Consignee Type Co	Get Data Consignee No.: Consignee Name: CareOf Name: Ship to City: Ship to State: OK All New Cancel

A Martin Constants V			Security	RaiPort	
Mantan Consignee X					
🟟 🌆 🕕 요 🏨 🤌 🖡	X 📓 🗟 🧔 🔡 🛙	Row 1 of 1	► MI		I
Sort By Column As Add Delete Sort	c Find Column Care Of Name Add Delete	Where     Value       z     =     >       Apply     Reset     Save	And/Or And U		
Consignee No. Consig	nee Name	Consignee City/ST Consign	ee Type Consignee Phone CareOf Na	me	

Partial screenshot of Consignee List

The information will open in List view.

- To view a record, double click on it to open
- Click on the List icon to return to the List view

#### **Sorting Master Data**

The Data can be sorted so that it can be viewed alphabetically, by city, state, etc. The sorting options will vary based on the data.

#### Click on the Sort Icon

ort By (	Column	Asc	Find Colun	n	Where	Value		And	/Or	
		$\sim$	Care Of Na	ne 🗸	= ~	]		And	~	
Add	Delete	Sort	Add	Delete	Apply	Reset	Save	Select		

EB Specify Sort Columns

EB Specify Sort Colum	ins	×
Drag and Drop items		Ok
Source Data	Columns	Ascending
Care Of Name		
Consignee Name		
Consignee No.		
Consignee Phone		
Consignee Type		•
Ship To City		
Ship To State		
<	>	Cancel

#### Sort Pop Up Box

EB Specify Sort Columns		X
Drag and Drop items		Ok
Source Data	Columns	Ascending
Care Of Name	Consignee No.	
Consignee Phone Consignee Type Ship To City Ship To State	Consignee Name	
<	>	Cancel

- Single click on Column and move it up (the selection will be blue) <or>
- Single click on item in Source Data column and drag it to the right hand side, top spot to have data sort on • that variable.

EB Specify Sort Column	15	×
Drag and Drop items		Ok
Source Data	Columns	Ascending
Care Of Name	Consignee No.	
Consignee Phone Consignee Type Ship To City Ship To State	Consignee Name	
<	>	Cancel

• Click OK to sort data

The data will now display the Consignees in alphabetical order

### Hot Keys in eBILL®

Command	Shortcut	Description
GetData	Control + G	Query Records
New	Control + N	New Record
Save	Control + S	Save Record Changes
Print	Control + P	Print Records
Header	F5	Show/Hide filter and sorting controls

### **Creating BOLs in eBILL®**

Loaded bills come into eBILL from the SAP interface. If a BOL needs to be created manually to bill shopped cars or to relocate cars, Patterns can be created for these moves.

#### **Open a New BOL**



Option A: Click on the Rail BOL icon from the Main Ribbon menu

Column		Whe	ere		Value
Origin Code	$\sim$	=	~		
BOL No.	~	=	~	1	
BOL status	$\sim$	=	~		
EDI status code	$\sim$	=	$\sim$		
Car Initial	$\sim$	=	$\sim$		
Car No.	$\sim$	=	$\sim$		
Ship Date	$\sim$	>=	$\sim$		01/10/17
Ship Date	$\sim$	<=	~		00/00/00
Customer No.	$\sim$	=	~	0	
Shipper No.	$\sim$	=	$\sim$		
Freight Billto No	$\sim$	=	~		
Customer order No.	$\sim$	=	~		
			A	dd	Delete

### When the Get Data box opens, click the 'New' button

### Creating a BOL from an Order

eBILL<sup>®</sup> Origins can be configured so that Order numbers can be used to populated the BOL. Otherwise a systemgenerated BOL number is used.

#### Header Info Tab

- 1. Select the Origin Code from the drop down list then hit Tab key.
  - EB New BOL

leader Info 🚟	Railcars 📻 F	Parties	A Route	Additional Address		Reference No. 🛛 💹	Hand
BOL No.: NEW	R -		Revision No.:	0			
Origin Code:	1815		Pattern ID:		~	Process In RT	
Ship Date:	01/11/17		Order No.:			Process In TP	
BOL Type:	R-REVENUE	~	L/E IND:	LOAD	~	Comments	
PMT Code:	PREPAID	$\sim$	FOB Code:		~		
Rule 11:	NO	~	Section 7:	YES	~	1	
Third Party:		~	Multi-Car Y/N:		~	1	
Unit Train No.:			Num of Cars:	13			

2. Enter the Order Number in the Order No. field.

#### EB New BOL

Header Info 🚆	Railcars 👝 F	<sup>o</sup> arties	\land Route 🔝	Additional Addres	ss 🛄	Reference No. 🛛 💆	] Handl
BOL No.: NEW	9		Revision No.:	0	/	6	
Origin Code:	1815	~	Pattern ID:		~	Process In RT	:
Ship Date:	01/11/17		Order No.:	-		Process In TP	<u>6</u>
BOL Type:	R-REVENUE	~	L/E IND:	LOAD	~	Comments	
PMT Code:	PREPAID	~	FOB Code:		$\sim$		
Rule 11:	NO	~	Section 7:	YES	~		
Third Party:		~	Multi-Car Y/N:		~		
Unit Train No.:			Num of Cars:	1			

EB New BOL						
Multi-Entry	New BOL   🔚 S	Save	Create Pattern	Print BOL   Preview	BOL   Print	t Return   Return Instr
Header Info 🚟	Railcars 🚗	Parties	\land Route 🔟	Additional Address	B 🔋	eference No. 🛛 🛛 Ha
BOL No.: NEW			Revision No.:	0		
Origin Code:	1815	~	Pattern ID:		~	Process In RT
Ship Date:	01/11/17		Order No.:	_ 81425153 🔶		Process In TP
BOL Type:	R-REVENUE	~	L/E IND:	LOAD	~	Comments
PMT Code:	PREPAID	4	FOB Code:		4	
Rule 11:	NO	~	Section 7:	YES	~	
Third Party:		~	Multi-Car Y/N:	-	~	

NOTE: the system will NOT prompt you to enter a BOL number if you forget to do it. A system-generated BOL number will be used.

## **Creating a BOL from a Pattern**

Patterns can be setup and used to populate BOLs when the majority of the master data (Consignee/Bill To/Ship To/Commodity/Route) information is used consistently. To create a BOL from a Pattern:

- 1. Select the Origin Code from the drop down list
- 2. Select the Pattern from the Pattern ID drop down list

The BOL will now populate with all of the information saved to that Pattern.

Modifications can be made to the BOL and you will be given the choice to save them to the Pattern.

### **Creating a BOL manually**

### **Railcars Tab**

Single Car entry

- Enter the car ID then press the Tab Key
- Enter the Car number then press Tab Key
- Choose the Commodity from the drop down list

EB New BOL

OL No.: Revision No.: ***New Car*** Weig	ht Calc: GROSS	Default Uom: LB	Record
d Form: QUANTITY V No Of Cars: 1 Actual/Est.:	Weigh Code:		Find C
EDI Car ID Seg Commodity	Comp No. No. Seal No.	Seal Type Load/Unload	Edit
			Add (
Quantity Unit: Vet: Gross: Lbs/Gal 60:			Addic
Weight Tare: 0 Net: 0 Gross: 0			Delete
			Car Tra
	Fleet ID:	Car Order:	Delete
	Bus. Grp:	Car PO:	Add Pro
	Equip. Type	DOTE Over:	Delata D
	Car Owner:	Car DOTE:	Deleteri
	Capacity:	HAZMAT STCC:	Calc Ou
	Trio Rof #1	spot:	Calc V
	Trip Ref #2		Calc Vo
	Trip Ref #3		View Ha
	Trip Ref #4		- ·
			Import
			Load C
			Load S

Railcars Tab

#### <u>Multi-Car entry – manual</u>

If you have just a few cars to enter you can change the 'No. Of Cars' field to that number and the system will put in blank entries for each car. Once the Commodity is chosen it will carry down to each car.

Car ID	EDI			· · · · · · · · · · · · · · · · · · ·
-	Seq Co	mmodity		0
U   U Weight Tare:	1 0 Net:	0 Gross:	0	0
Weight Tare:	2 0 Net:	0 Gross:	0	0
Weight Tare:	3 0 Net:	0 Gross:	0	
Weight Tare:	4 0 Net:	0 Gross:	0	

#### Multi-Car entry - upload

You can now upload multiple cars into eBILL instead of manually entering each one.

Using the 'eBILL Car Import Layout' file, you will need to save the file in the Comma Delimited Files (\*.CSV) format and put in a folder on your desktop or shared folder.

To load multiple cars:

- Click on the 'Load Cars' button in the bottom right corner of the Railcars tab
- When the 'Select File' pop up box appears, click on the drop down arrow in the Look in field to find the file.
- Select the file and Click OK



The car information will load into eBILL.

Modifications can be made to the information within the application if needed.

### **Parties Tab**

FR New BOL

The order or Pattern should automatically populate the Consignee, Shipper and Bill To information that is contained on the Parties Tab. If for some reason the party information does not populated based on the party ID that was received on the order this would suggest that the party does not exist in the master data tables. (Please consult with a system administrator if this occurs)

Always check this tab for accuracy before submitting the BOL.

eader Info 📱	🖁 Railcars 💼 Parties 🍰 Route 🔟 Addition	al Address 🛄 Refe	rence No. 🛛 🖉 Ha	andling Code 🛛 🖑	Canadian HAZMAT
BOL No.: NEW	Revision No.: 0				
	Custom	er/Consignee			15
Cust. No.: 🕕	BOURQUE	Contact Type:			~
ust. Name: 🕕	BOURQUE LOGISTICS	Contact:			
ust. Name2:		Phone:	Ext:	Fax:	
ddress:	1610 WOODSTEAD COURT	Email:			
	SUITE 220	Reference:	~		
	Y 1	EDI ID Code:			
ity/ST/Zip: 🕕	HOUSTON TX 📈 77386	EDI ID Qualifier:			~
		Shipper			
hipper No.:	BOURQUE	Contact Type:			V
nip. Name: 🕕	BOURQUE LOGISTICS	Contact:			
hipper Name2:		Phone:	Ext:	Fax:	
dress:	1610 WOODSTEAD COURT	Email:			
	SUITE 220	Reference:	~		
		EDI ID Code:			
ty/ST/Zip: 🕕	THE WOODLANDS TX 📈 77380	EDI ID Qualifier:			~
rg Code:	BOURQUE	SPLC:			
	Fre	ight Bill To			
I To No.:	BOURQUE	Contact Type:			~
l To Name: 🕕	BOURQUE LOGISTICS	Contact:			
ll To Name2:		Phone:	Ext:	Fax:	
dress:	1610 WOODSTEAD COURT	Email:			
	SUITE 220	Reference:	~		
		EDI ID Code:			
ity/ST/Zip: 🕕	THE WOODLANDS TX 👽 77380	EDI ID Qualifier:			~

To modify information (NOTE: steps apply to any field that has the blue 'i' icon: Consignee, Shipper, Bill To, etc.)

1. Single click on the Look Up icon (or right click in the field to be modified)

In the Look up Box:

- 1. Enter the search criteria
- 2. Click Search

If the correct information is retrieved:

- 1. Click on the information to make it blue
- 2. Click OK

The information will be saved in the appropriate section

If all of the information is correct, click on the Route Tab.

### Route Tab

After entering the Parties, when you click on The Route tab a "Find Route Code" box will appear. It will put in the Origin and Destination based on the Parties tab, and will give a list of available Routes. If none exists, they will need to be created in Railtrac.

### **Additional Address Tab**

Additional billing information like Ship From, In Care Of, Mexican and Canadian Brokers, and Freight Collect Beyond are entered in the Additional Address tab.

1. Click on the Address Code drop down list to choose the Party Type

Click "New" for each additional party that needs to be added

Header Info 🚆	Railcars 🛲 Parties 🍰 Route 🔟 Additiona	l Address 🛄 🛛 R	leference No. 🛛 🔄	Handling Code	🕚 Car	nadian HAZMAT	GL Criteria	🔌 StopOff 💐
BOL No.: NEW	Revision No.: 0							
Address Code:		Contact Type:				~		New
Reference:		Contact:						Delete
Company Name:		Phone:		Ext:	Fax:		1	
Company Name2:		Email:	1				]	
Address:		Reference:	~				]	
		EDI ID Code:						
		EDI ID Qualifier:				~		
City/ST/Zip:	V							

## **Reference Tab**

Reference information like Purchase Orders, Sales Orders or Embargo Permit Number are entered in the Reference Tab.

ader Info 🚆 Railca	ırs 💼 Parties 🍰	Route 🔟	Additional Address		Reference No. 🜌	Handling Code	🕘 Canadian HAZMA	AT 🙌	GL Criteria 🧔	StopOff	-
BOL No.: NEW	R	evision No.: 0	2								
Reference Code Ref	erence Dscr		Commodity		Date					New	
				~	00/00/00					Delete	

Click "New" for each additional Reference Code that needs to be added

## **Handling Code Tab**

#### OTMAs - One Time Movement Authorization

leader Info 🚆 F	Railcars 📻 Parties	眷 Route 💹	Additional Address		Reference No.		Handling Code 🖑	Canadian HAZMAT	H	GL Criteria 🧳	StopOff	
BOL No.: NEW		Revision No.: 0	l.									
andling Code S	ecial Handling Dscr										New	6
											Delet	e
TMA Details											Delet	e
tma Code:	Reference Dscr:											
dditional Dscr:												
rotective Servic	25											
ule:			Temper	ature –	0						New	í.
ode:				•	Boad:	G					Delet	-
	· · · · · · · · · · · · · · · · · · ·		V OI II	-	(todadi						UCICO	~

#### Click on the OTMA Code box to choose the OTMA number.

OTMA Details	
Otma Code: Keterence Dscr: MOVING PER FRA- Additional Dscr:	

### Choosing **OTMA 1** will put "MOVING PER FRA-" and you will be able to type the number at the end.

OTMA Details	
Otma Code: Reference Dscr: MOVING PER FRA- Additional Dscr:	

Choosing **OTMA 2** will put "MOVING PER 174.50:OTMA-2". Nothing else is needed.

OTMA Details		
Otma Code:	Reference Dscr: MOVING PER 174.50:OTMA-2	
Additional Dscr:		

Choosing **OTMA 3** puts "MOVING PER 174.50:OTMA-3" and the Additional Description field becomes active so the description of the defect can be entered.

OTMA Details		
Otma Code:	Reference Dscr: MOVING PER 174.50:OTMA-3	
Additional Dscr:		

#### **Entering Multiple BOLs**

Once the first BOL has been entered, the next BOL can now be entered without going back to the main screen.

1. Click on the New BOL button (bottom left corner of Add BOL screen) and repeat the BOL creation process until all BOLs are entered.

When all BOLs have been entered:

2. Click the Cancel Button

The Maintain BOL screen will appear but the newest BOLs will not be there until the system is refreshed.

Add. Accept/Reject     =      And       BOL No.     =      And       BOL status     =      And       Add     Delete     Sort     Add	
Add     Delete     Sort         BOL status     Image: Constraint of the status       Add     Delete     Apply       Reset     Save         Select	
Add         Delete         Sort         Add         Delete         Apply         Reset         Save         Select	
Origin         BOL         Rev         BOL         EDI         EDI         Ack         Rev.         Waybill         Car         Car         Ship           Code         No.         No.         Status         Sent         Ind.         Sent         No.         Init.         No.         Date	Revis Dat

Maintain BOL screen (with no BOLs in list)

## **Refresh the BOL list**

To see the BOLs that were just entered:

- 1. Click on the Get Data icon
- 2. Choose today's date in the Ship Date >= field calendar (the system will default to the previous day)
- 3. Click OK

Column		Whe	re		Value
Origin Code	$\sim$	=	$\sim$		
BOL No.	$\sim$	=	$\sim$		
BOL status	$\sim$	=	$\sim$		
EDI status code	$\sim$	=	$\sim$		
Car Initial	$\sim$	=	$\sim$		
Car No.	$\sim$	=	$\sim$		
Ship Date	$\sim$	>=	$\sim$		01/10/17
Ship Date	$\sim$	<=	$\sim$		00/00/00
Customer No.	$\sim$	=	$\sim$		
Shipper No.	$\sim$	=	$\sim$		
Freight Billto No	$\sim$	=	$\sim$		
Customer order No.	$\sim$	=	$\sim$		
			Ad	d	Delete

The Maintain BOL screen will open with new BOLs listed.

## **Review the BOLs before Submitting**

To review the information in each BOL:

- 1. Double click on the BOL and the BOL details open
- 2. Click on each tab to review the information
- 3. Click on the List icon to return to the Maintain BOL screen



< Or >

- 1. Single click on the BOL
- 2. Click on the Preview BOL button and the BOL will open in print preview format

## Edit the BOL

The information in a BOL (except BOL Shipment No.) can be modified before submitting to the railroad. From the Maintain BOL screen:

- 1. Double click on the BOL (BOL details will open)
- 2. Click on the appropriate tab(s)
- 3. Edit the information
- 4. Click the Save button (or Save icon in menu bar) to save changes
- 5. Click Cancel to return to the Main Page
- 6. Click Get Data to refresh the system

## **Preview/Print the BOL**

Each BOL can be previewed and printed from the Maintain BOL screen.

Sort B	v Column	Α	SC	Find Col	บกาก		Where	Value	1);	And	Or					
Jore D	Condition		ĩ II	Ack. Acc	ept/Rejec	t 🗸	=		-	And	~					
		~	]	BOL No.		v	-	~		~ And	~					
		~	- II	BOL stat	us	~	=	~		V And	~					
Add	Delete	Sort		ļ	Add	Delete	Apply	Res	et Save	e Select						
Origin Code	BOL No.	Rev No.	BOL Status	EDI Status	EDI Sent	Ack Ind.	Rev. Sent	Waybill No.	Car Init.	Car No.	Ship Date	Revision Date	Bill Type	Route Dscr.	Customer No.	
1700	006017DV		0 EDI	A	Y	A	0	851146	GATX	022973	01/23/13	01/23/13	EMPTY BILLING	UP	0000055609	RESCAR
	006018DV	10	0 EDI	A	Y	A	0	851707	GATX	202930	01/24/13	01/24/13	EMPTY BILLING	UP-NEWOR-CSXT	0000055595	FRIT CAR INC
	006019DV		0 EDI	A	Y	А	0	851708	GATX	202972	01/24/13	01/24/13	EMPTY BILLING	UP-NEWOR-CSXT	0000055595	FRIT CAR INC
	006020DV		0 EDI	Α	Y	Α	0	851807	GATX	023450	01/24/13	01/24/13	EMPTY BILLING	UP	0000055609	RESCAR
	006021DV		0 EDI	A	Y	А	0	851808	GATX	207361	01/24/13	01/24/13	EMPTY BILLING	UP	0000050224	AMERICAN R

To preview the BOL:

- 1. Click on the BOL (to highlight it)
- 2. Click on the Preview BOL button (red arrow)

To close and return to the BOL list:

1. Click on the Return To BOL button

To print the BOL (to the printer that your computer is already mapped to)

1. Click on the Print BOL button (green arrow)

## **Delete the BOL**

If a BOL was created and a YardMaster Order number was not entered, or the information is incorrect for any reason, the BOL will need to be deleted and re-entered.

- 1. Click on incorrect BOL (highlights the BOL blue)
- 2. Click on the "X" icon to delete the BOL (Click "Entire BOL" when prompted)

## **Check BOL import exception**

If a BOL was imported from SAP check the import error.

1. Click on INC BOL (highlights the BOL blue)

Coue	DOL NO.	NO.	Status	Juarus	Jent	TIIU	Jein	way bill no.	Calito	Sill Date	Date	Din Type
0101	87355339	0	EDI	Α	Y	Α	0	542054	SHPX 043818	08/16/17	08/16/17	REVENUE
0101	87354912	0	INC 🔻		Ν				UTLX 066219	08/16/17	08/16/17	REVENUE
0101	87354911	0	INC		Ν				SHPX 203384	08/16/17	08/16/17	REVENUE

2. Click on the BOL exception button to see your import error

9	19	Off Loads			>	1	
Rail BOL	BOL History	BOL Exception	Rail Acknowlegments	Recipients	Email Log	Alert	
BOL		BOL Utilities	EDI	I	Distrib	ution	

3. Import Error (There may be more than one error on a BOL)

Origin	BOL No.	Rev No.	Proc Date Time	Error No.	Excep Message
0101	87354912	0	08/16/17 12:00	1	Missing Customs Broker/Freight Forwarder for cross border move. The Bill will remain in Incomplete status

### **Non-EDI BOLs**

If a BOL needs to be created so that the car information and movement can be tracked in Railtrac, but not billed to the railroad, a non-EDI BOL needs to be created.

Create the BOL following the standard process, but before submitting:

- 1. Click on the "EDI" in the BOL Status column
- 2. Choose "TRP" from the list
- 3. Click the "Create EDI Data" button

The Confirmation window will break out the TRPs from the other BOLs (second image on page 18)

	· · · · · · · · · · · · · · · · · · ·	Y =				-7	V 814						10	The states			
Sort B	y Column	As	5C	Find Col	umn	11-	Where	e Value	4		And/O						
		v L	_	BOLS	US	×	=	EDI		$\sim$	And	/					
		~ L		BOL No.	1	~	=	~		$\sim$	And	2					
		~	]	BOL stat	s	~	=	~		Y	And _						
Add	Delete	Sort		1	dd	Delete	Apply	Rese	et Sav	e Seleo	ct						
Origin Code	BOL No.	Rev No.	BOL Status	EDI Status	EDI Sent	Ack Ind.	Rev. Sent	Waybill No.	Car Init.	Car No.	5	Ship Date	Revision Date	Bill Type	Route Dscr.	Customer No.	8
1700	006017DV	0	EDI 🧹	A	Y	A	0	851146	GATX	022973		01/23/13	01/23/13	EMPTY BILLING	UP	0000055609	RE
	006018DV	C	COM	A	Y	A	0	851707	GATX	202930		01/24/13	01/24/13	EMPTY BILLING	UP-NEWOR-CSXT	0000055595	FR.
	006019DV	C	INC	A	Y	A	0	851708	GATX	202972		01/24/13	01/24/13	EMPTY BILLING	UP-NEWOR-CSXT	0000055595	FRI
	006020DV	C	REV	A	Y	A	0	851807	GATX	023450		01/24/13	01/24/13	EMPTY BILLING	UP	0000055609	RES
	006021DV	C	TRP	A	Y	A	0	851808	GATX	207361		01/24/13	01/24/13	EMPTY BILLING	UP	0000050224	AM
	006022DV	C	EDO	A	Y	Α	0	851809	GATX	207438		01/24/13	01/24/13	EMPTY BILLING	UP-NEWOR-NS	0000-462310	RES
1705	044290Y7	0	EDM	A	Y	A	0	958270	UNPX	121083		01/24/13	01/24/13	EMPTY BILLING	CN-MEMPH-UP	0000060118	TR/

See screenshot on page 18 for Shipment

## Submit the BOLs

After all BOLs have been entered and reviewed for accuracy they need to be submitted to the railroad. This process can be done throughout the day, and is actually three phases:

Phase 1: Employee clicks the 'Create EDI Data' button to submit all BOLs that are in EDI Status

Sort By	Column	As	c	Find Colu	umn			Where	e	Value				And	/Or
		~	6	BOL statu	JS	~		=	~	EDI			~	And	~
		~	11	BOL No.		~		=	~				2	And	~
		~	L)	BOL stat.	JS	~		=	~				~	And	~
Add	Delete	Sort		A	dd	Delete	1	Apply	Ý.	Rese	t	Save	Se	lect	
Origin	BOL	Rev	BOL	EDI	EDI	Ack		Rev.	V	Vaybill		Car	C	ar	
Code	No.	No.	Status	Status	Sent	Ind.		Sent		No.		Init.	N	0.	
1700 0	0501701	ò	EDT	۸.	v			0	00	1145	CAT	TV.	02207	1	0

A Confirmation pops up with the number that will be submitted (multiple Origins will have a summary count).

4. Click 'OK' to confirm the BOLs to be submitted

< 0r >

5. Click 'Cancel' to return to the Maintain BOL screen

EB Create EDI	Data Origins	×
Select All		None
Origin Code	# of EDI BOLs	# of TRIP BOLs
1700	12	12
1703	2	2
1704	1	1
1705	4	4
ОК	BOL TRIP On	ly Cancel

BOL Submission confirmation (per Origin)

A Shipment Confirmation pop up will appear, confirming the number of BOLs that were imported.

EB BOL Updates	×
A total of 1 Shipment record was imported in TRANSPay/RateServer. 1 Shipment record is ready for transmission.	
ОК	

Shipment confirmation popup

EB BOL Updates	×
A total of 1 Shipment record was imported in TRANSPay/RateServer. 1 Shipment record is ready for transmission.	
ОК	
TRIP Only Confirmation	

The Maintain BOL screen will refresh and the EDI Status will change from  ${\bf N}$  to  ${\bf S}$ 

Sort By	Column	As	SC	Find	Column		
		~ [	] [	BOL s	status		~
		V C	] I	BOL N	No.		~
		~ [	] C	BOL s	status		~
Add	Delete	Sort			Add	De	lete
Origin Code	BOL No.	Rev No.	BOL Status	ED Stat	I EE	)I nt	Ack Ind.
1706 30	0003007		EDI	S	N		

The data is now in a queue waiting to be picked up by BDS and sent to the railroads.

Phase 2: Bourque sends the data files to the railroads in 15minute increments (9:00, 0:15, 9:30, 9:45). Please note: the system will not automatically show updates, it must be refreshed.

### **EDI 404 Send/Receive Process**

The time it takes for bills to be generated and sent to the railroads, and to receive the acknowledgments back, is based on how the data is sent to Bourque.

#### SAP/Oracle or other customer billing system that electronically sends files to Bourque:

The Bourque job to look for customer files runs every 30 minutes @ :20 and :50 The EDI 404 job to send those files to the RR runs every 10 – 30 minutes (varies per customer) The Acknowledgements job to get 824s back from the railroads runs every 30 min @ :15 and :45

9:42 am – Information is entered into SAP and submitted electronically to Bourque
9:50 am – Bourque picks up the file and imports into eBILL (you can now see the info in eBILL®)
10:15 am then 10:45 am – Bourque looks for acknowledgements from the Railroads (acknowledgment indicator of H, or A and the waybill number are now in eBILL®)

#### Manual Entry Example:

9:42 am – Information is entered directly into eBILL® application and submitted to Railroad by clicking the 'Create EDI Data' button and confirming the information

10:00 am - Bourque sends the data to the Railroad(s)

10:15 am then 10:45 am – Bourque looks for acknowledgements from the Railroads (acknowledgment indicator of H for small railroads; or A and the waybill number for large railroads are now in eBILL<sup>®</sup>)

## **Refresh the Data**

The system does not refresh automatically as data is entered, submitted or received, so it needs to be refreshed at regular intervals in order to ensure the most accurate data is showing.

- 1. Click on the 'Get Data' icon on the Toolbar

The Get Data will open (and will default to the previous day's date)

To view <u>today's</u> BOLs:

- 2. Choose today's date from the 'Ship Date > =:- calendar drop down
- 3. Click 'OK'

The EDI Sent Column will change from N to Y.

1706	30003007	1	EDI	s	Y		1
Origin Code	BOL No.	Rev No.	BOL	EDI Statur	ED Se	I Ack	Rev.
Add	Delete	Sort		1	Add	Delete	App
		~	]	BOL stat	us		/ =
		~	]	BOL No.			/ =
		~	]	BOL stat	us	-	~ =
Sort By	Column	As	c	Find Col	umn		Whe

Phase 3: The acknowledgments from the railroads run every 30 minutes at :15 and :45. Refresh the system every 10 – 20minutes to update the EDI Status and Ack Ind columns.

-	,	•					
1706	30003007	0 REV	A Y	A	137023	UTLX 647639	01/23

The letters you want to see are A Y A O for the larger railroads (BNSF, CN, CPRS, CSXT, NS and UP). For smaller carriers you will see an H Y H O. If you see anything else, there may be an issue with some part of the BOL (data or transmission).

### **Explorer Windows**

The system allow you to use the explorer windows. You can pin and unpin the window per your preference.

Pin and unpin Menu

Explorer	
&   🔬	ACKS
BEAC	KS
±Σ	Origin Code= 1704   Ack. Accept/Reject= NULL   Total =
±Σ	Origin Code= 1705   Ack. Accept/Reject= NULL   Total =
±Σ	Origin Code = 1706   Ack. Accept/Reject = NULL   Total =
±Σ	Origin Code= 2016   Ack. Accept/Reject= A   Total = 1
±Σ	Origin Code= 1705   Ack. Accept/Reject= E   Total = 1
±Σ	Origin Code= 1706   Ack. Accept/Reject= R   Total = 2
±Σ	Origin Code= 1705   Ack. Accept/Reject= R   Total = 4
±Σ	Origin Code= 1702   Ack. Accept/Reject= A   Total = 12
±Σ	Origin Code= 1700   Ack. Accept/Reject= E   Total = 14
±Σ	Origin Code= 1007   Ack. Accept/Reject= E   Total = 19
±Σ	Origin Code= 1706   Ack. Accept/Reject= C   Total = 20
- <b>N</b>	Orioin Codo = 1706   Adv. Accort/Doinet = A   Total = 24

To bring up the tree filter you need to click this box

EB Tree Filter Set Up						Х
🗞 Refresh   📸 New Filter   🔚 Save	Save As	Set Current	🗽 Rename	🔤 Delete		🌓
Filter ACKS			~ Ac	umulate Level Information	n 🗹	
Available columns		Level Setting	S		Current level: 0	)
Column		📮 Root				
BOL No.		🗆 🗆 Level	1	Σ 🗹 Summarize	Sort	
Rev. No.		1	Origin Code		Ascending 🧹	
BOL status		2	Ack. Accept/F	Reject	Ascending 🧹	
EDI status code						
Car Initial						
Car No.	Add >>					
EDI Flag	100 //					
Filter Rev. Date	<< Remove					•
			1			J
		Add level			Delete level	

Base on your criteria you result will be filter on the maintain BOL screen



### **Fastrac Report**

The system now allow you to run a Fastrac report from the maintain BOL screen and get data box.

STEM DEFAULT					Set as Default Save Setup Delete Setu
Column		Whe	re		Value
Origin Code	$\sim$	=	$\sim$		
BOL No.	$\sim$	=	$\sim$	]	
BOL status	$\sim$	=	$\sim$		
EDI status code	$\sim$	=	$\sim$		
Car Initial	$\sim$	=	$\sim$		
Car No.	$\sim$	=	$\sim$	1	
Ship Date	$\sim$	>=	$\sim$	1	01/11/17
Ship Date	$\sim$	<=	$\sim$		00/00/00 🗸
Customer No.	$\sim$	=	$\sim$		
Shipper No.	$\sim$	=	$\sim$	]	
Freight Billto No	$\sim$	=	$\sim$		
Customer order No.	$\sim$	=	$\sim$	1	
			Ad	ld	Delete

Get data Box Fastrac Report

Maintain BOL Fastrac Report

Maintain BOL 🗙			-						
🗢 🌆 🔲 요 🎼 🤣 🖡 🗙	📓 🗟 🤮 🛯 🙆 🏠	10	1	🗟 🗋 🕈 🗞 🖬	<b>Fr</b> 2013			~	a R
Sort By Column Asc	Find Column		Whe	ere Value		And	/Or		
	Ack. Accept/Reject	~	=	~	~	And	~		
	POL No		1			And			

You can either create a new report or access the Fastrac Manager



Once you create your report you can share it with users

EB Fastrac				×
🔗 Refresh   💃 Run Fastrac 🛛 🗟 Save As	🗽 Rename 🛛 🛥 Delete			<b>∏</b> ◆
Fastrac Report	Name	Date Created	Created By	Share with All users
2013		6/6/2016 14:44:26	rebeccab	Shared Users
LAST QUARTER BY JS		11/2/2016 14:43:37	jhonns	oliviers
YEAR TO DATE BY JS		10/31/2016 10:33:48	jhonns	
Fastrac Parameters     Get Data Parameters	Filter Parameters Sort Param	neters		,
				Add Delete
Get data				
Ship Date >=	1/23/2013 00:00:00	AND		Available Osers
i 😻 Ship Date <=	1/26/2013 00:00:00	AND		AHale
				ALDavis
				ATeschke
				ATorres
				AmanJas
				BDobbin
				BFischer
				×

## **Monitoring BOLs**

Depending on your company's 404 job schedule, a response from the Railroads can take between 10 – 45 minutes to be received after the BOL has been sent. If you keep eBILL open you won't see the Acknowledgements come in as the system is not actively refreshing. Follow the procedures above in the Refresh the Data section to pull in the Acknowledgements and Waybill information.

## **Resubmitting BOLs**

If a BOL needs to be resubmitted because the RR says they did not receive it, the BOL needs to be modified in order to go into AFT status since it cannot be resubmitted 'as s'. To make the system think a change has been made, here is one way to 'modify' it:

Open the BOL

In the Header Info Tab either the Rule 11 or the Third Party fields can be saved to NO if they do not have any information in them already (nothing showing).

If the Rule 11 says "YES" do not modify it. Instead change the Third Party field to NO

## **BOL Status Indicators**

To find out what the BOL Status Codes mean, click on the Quick Information Icon



Quick Information icon

A window will open with all of the Codes and Descriptions for the four EDI Status Columns in the Maintain BOL window: BOL Status, EDI Status, EDI Sent, Ack Ind

BOL Status	BOL Status Description	^	ACK ACK Status Status Description	^
COM	COMPLETE	_	A 824 - ACK ACCEPTED	
EDI	EDI		C 824 - ACK ACCEPTED WITH CORRECTIONS	
INC	INCOMPLETE		E 997 - ACK ACCEPTED WITH ERRORS	
REV	REVISED		R 824/997 WAS REJECTED	
		~	X 997 - ACK ACCEPTED	
EDI Status	EDI Status Description	^	997 - ACK IDENTIFY THE STATUS OF TRANSMISSON, WITHOUT	
A	ACCEPTED BY RAILROAD		824 - ACK IDENTIFY BOL CONTENT FOR CREATION	
Н	824 ACK FOR WAYBILL CREATION NOT RECEIVED		OF WAYBILL.	~
R	READY TO SEND		404 404 Status	
S	SENT TO RAILROAD		Status Description	
		~	Y BOL TRANSMITTED	



#### **Code Descriptions**

There are several possible codes based on the success or failure of the transaction to the railroad.

The Quick Information! Icon will give you a basic description of the code.

- A = 824 ACK Accepted
- **C** = 824 ACK Accepted with Corrections
- **E** = 997 ACK Accepted with Errors
- R = 824/997 was Rejected
- **X** = 997 ACK Accepted

Maintain BOL screen with multiple Status Codes

L US	EDI Status	EDI Sent	Ack Ind.	Rev. Sent	Waybil No.
	A	Y	С	0	848434
	A	Y	С	0	848433
	т	Y	R	1	826606
	A	Y	С	0	852173
	A	Y	С	0	902708
	A	Y	С	0	802405
	A	Y	С	0	802404
	A	Y	С	0	802403
	A	Y	С	0	851935
	A	Y	С	0	851934
	A	Y	С	0	851933
	S			0	
	A	Y	С	0	802402
	A	Y	E	1	
	A	Y	E	0	
	A	Y	E	0	
	A	Y	E	0	
	A	Y	E	0	

#### Acknowledgement Query

One way to quickly see if any of the BOLs are in Accepted with Corrections/Errors or Rejected status is to create a Query that can be saved and run at any time.

From the Maintain BOL screen:

Sort By Column	Asc	Find	Column			Whe	re	Value			And,	Or
	$\sim$	Ack.	Accept/Re	eject	~	=	~			$\sim$	And	~
	$\sim$	BOL	No.		~	=	~			~	And	~
	$\sim$	BOL	status		>	-	~			~	And	~
Add Delete	Sort		Add	Dele	te	Ap	oly	Reset	Save	Sele	ect	

#### Default Maintain BOL screen

- 1. Click on the Origin Code drop down arrow and change it to Accept/Reject
- 2. Tab over to the Value field and enter E
- 3. Tab over and change the And/Or to Or
- 4. Repeat for C and R
- 5. Click the Save button
- 6. Give the Query a name (ACK STATUS, etc.)

Filter Name:		
ОК	Cancel	

Query name creation box

7. Click OK to save

Acknowledgement Query choices

#### To Run the Query

Open the Maintain BOL screen using the Get Data box and any parameters (date range, RR, etc.) Click on the Select Button



#### **Missing Waybill information**

If the EDI Status is **H** and the Acknowledgment Indicator is **X**, the BOL was accepted but something happened to receiving the Waybill number.

Contact the Railroad to ensure the BOL was accepted and to get the Waybill information.

Notify your eBILL Administrator so they can follow up with Bourque to determine the transmission issue.



Rail Acknowledgment button

			•			ow 1 of 1
Sort By Column	Asc	Find Column	Where	Value	And/Or	
	$\sim$	Ack Accept/Reject	~ = ~		🗸 And 🧹	
Add Dele	te Sort	Add Delet	te Apply	Reset Sav	e Select	
BOL No.	Rev Car ID	Proc. Date	Ship Date	Ack Ind	Error Messag	e
006017DV	0 GATX 02:	2973 01/23/13 09:42:41	1/23/2013	Accepted.		

Accepted

Notify your eBILL® Administrator of all Error messages so the appropriate information can be corrected.

### **Modifying BOLs AFTER Submitting to Railroad**

- 1. If the railroad <u>will</u> accept an updated BOL
  - a. Call them to cancel the current BOL
    - b. Open (double click) the record in eBILL<sup>®</sup> and modify the necessary information (the Save icon will become active)
    - c. Refresh the system (click Get Data) and the record's status in the BOL Status column will become AFT
    - d. Click on the AFT and choose EDI from the drop-down list
  - e. Click Create EDI Data button and submit the updated record
- 2. If the railroad will not accept an updated BOL
  - a. Call them to cancel the current BOL and give them the correct information to process the BOL through their system
  - b. Open (double click) the record in eBILL<sup>®</sup> and modify the necessary information (the Save icon will become active)
  - c. Refresh the system (click Get Data) and the record's status in the BOL Status column will become AFT

If the information pertained to the railcar, volume, or route, the information needs to be submitted to Railtrac:

- 1. Click on the AFT and choose TRP from the drop-down list
- 2. Click Create EDI Data button and submit the updated Trip record to Railtrac

If the information DID NOT pertain to the railcar, volume or route:

1. Leave the EDI Status as AFT

#### **Reviewing Revisions**

The original BOL and all Revisions to it are available to view in the Maintain BOL screen. If revisions have been made there will be a number in the Rev No. Column (it will have 0 if no revisions have been made).

Sort By	Column	As	c	Find Colu	mn			When	re	Value				Ar
		~ [	]	Ack. Acce	pt/Rejec	t 🔨		=	$\sim$				~	Ar
			]	BOL No.		1	~	=	~	1		5	/	Ar
		~ [	]	BOL statu	s	>	,	=	~				-	Ar
Add	Delete	Sort		Ac	bb	Delete		App	ly	Rese	t Save	e S	ele	t
Or <mark>igin</mark> Code	BOL No.	Rev No.	BOL Status	EDI Status	EDI Sent	Ack Ind.		Rev. Sent	. V	Vaybill No.	Car Init.		Car No.	
1704 30	0030874	1	Edi	A	Y	A		1	45	2372	GATX	04314	4	

Single click on the BOL to highlight it (blue).

Add	d Delete	Sort	Add	Delete	e Apply	Reset	
Origin Code	BOL No.	Rev BOL No. Statu	EDI EDI s Status Sent	Ack Re Ind Se	v nt Way Bill N	lo.	
1704	30030874	1 EDI	A Y	А	452372		
1704	30030874	0 REV	N				

Click on the BOL History button in the icon bar.

EB eBILL® - oliviers @ 1020 (WODTRMSQLDEV1/CFI_SAP_TE
---

	-	File	Main (	Config Refi	erence	ar Mana	agement	R	eports										
Rail	BOL DL	BOL	y Off Qui	Leads . Exceptions ck Info ties	R Acknowl	ail egments ED		R List R Ad	t k nts	Ema Log	ail Alert g Log stribution	t							
<u>е</u> ма 85-	aintain	BOL ×	ା <u>ନ</u> ାª₂	🔗 📴 🗙		410	) ) )	10	<i>🏹</i> 🔓	a (°	] <del>▼</del> 85. •	•   <i>P</i> r •					×	14 4	Roy
Exp	Sor	t By Co	lumn	Asc	Find	Column	V		When	re	Value			And	/Or				
lor	1		1-10-10-		Ack.	Accept/R	eject	~	=	~			~	And	~				
9				~ □	BOLN	lo.		~	=	~			~	And	~				
	1			$\sim$	BOL s	tatus		~	=				~	And	~				
	A	dd	Delete	Sort		Add	Delet	e	App	ly	Reset	Save	Sele	ect					
	Orio	nin .	BOI	Dev B		T E	DT A	ck	Dav	16/	avbill	Car	63	21	11	Chin	Devicion	<b>B</b> i	

A new window called Maintain BOL History will open with a line entry for the original BOL and each revision.

EB eBILL® - oliviers @ 1020 (WODTRMSQLDEV1/CFI\_SAP\_TEST1)

<b></b>	File	Main Con	fig Re	ference	Car	Manag	gement	t R	eports	l.								
Rail BO BOL	L BOL Histor	Off Loa BOL Ex Off Loa BOL Ex BOL Utilities	ids ceptions nfo	Ackno	Rail	ments EDI		RR Lis RR Ad ecipier	t k nts	Email Log Distril	Alert Log							
Maint	tain BCL 🗙	BOL Hist	ory X	>														
<b>(1)</b> 30	<u>م</u> ا	Jaz on ∃=	X			•	\$	85.	Fi -							~	04	
Sort B	y Column	As	c	Find Col	umn			Whe	re	Value				And/	Or			
		v [	1	BOL No.	1		~	=	~				~	And	~			
		~	1	BOL com	plete	date	~	=	V				~	And	~			
			]	BOL stat	us		~	=	~				~	And	V			
Add	Dele	te Sort		4	٨dd	De	lete	App	oly	Reset	Sa	ve	Sele	ct	100-0			
Origin Code	BOL No.	Rev No.	BOL Status	EDI E Status S	DI ient	Ack Ind	Rev Sent	Way	Bill No			Ca	r ID		Sh	ip Dat	e	Re
1704	30030874	2	AFT	N	l I							GA	FX 04	3144	(	1/23/	13	
1704	30030874	1	REV	Y	(	Α	1	45237	2			GA	TX 04	3144	C	1/23/	13	(
1704	30030874	0	REV	M	4							GA	TX 04	3144	C	1/23/	13	1

- Double click on the bottom row to open the Original BOL
- Double click on the top row to open the Revised BOL

Please note: There is no indicator to show you what was changed so you will need to review each tab. Recommendation: It may help to print out each version to compare but not all information in a BOL prints on the paper BOL.

#### **User ID Indicator**

If your data is sent over to Bourque Logistics via a data feed, the User ID on the initial data file will show "eBill". If users enter the BOL manually, or modify the data at any time, the User ID indicator will change to their Bourque User ID. The example blow shows that the original BOL and the first revision came through a data feed, but the second revision was made by a User.

C-1- 001		Rev	BOL EDI	EDI Sent	Ack Rev	te	User IL
code bui	No.	o. No.	Status Status		Ind Sent		oliviers
1704 3003	30874	2	AFT	Ν			eBILL
1704 3003	30874	1	REV	Y	Α		eBILL
1704 3003	30874	0	REV	N			•
							- T