eBILL® 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® 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® is Microsoft Windows® 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.

Contents

Access to eBILL®

Before you can use eBILL® (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® 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® application they will have the eBILL® icon on their Citrix desktop and will be able to open the application. Once they are added to the appropriate Security Groups IN eBILL® they will be able to create, modify, and view BOLs IN (depending on the User Role assigned).

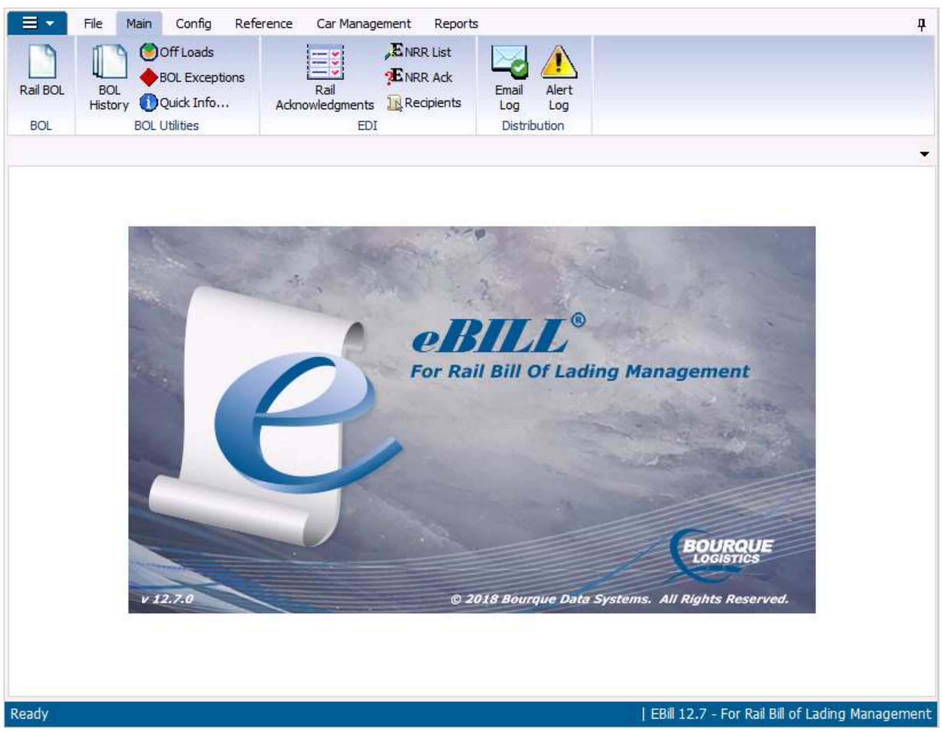
If a user can open the application but cannot view BOLs or create one, this is the indicator that the second step of adding them to the Security Group(s) within eBILL® has not been completed.

Logging in to eBILL®

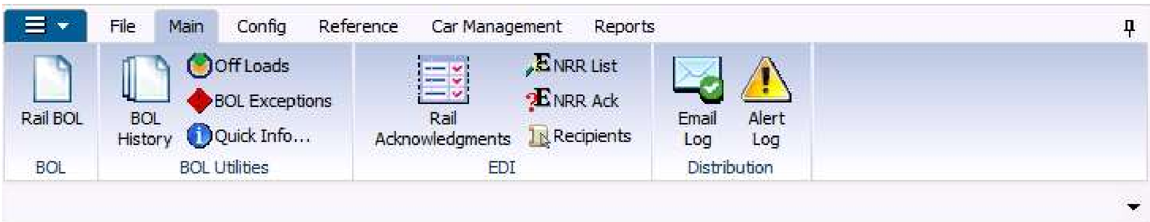
1. Click on the link https://houcsg.railtrac.com/Citrix/MetaFrame/auth/login.aspx
   a. User ID: combination of your first and last name (will be setup and sent to you)
   b. Password: railtrac (you will be prompted to reset your password the first time)
2. Click “Log In”
3. Click Bourque Data Systems/Desktop/Citrix
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® will open with the Tool Bar at the top



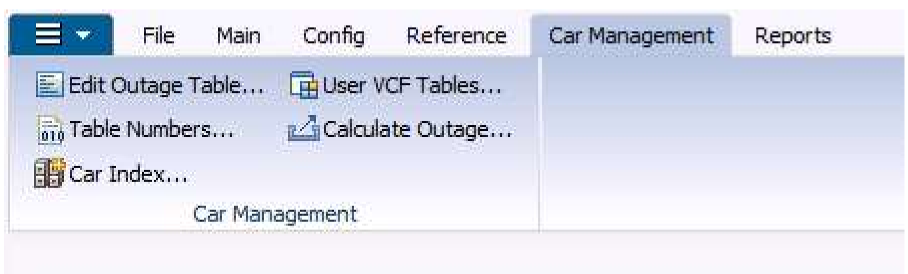
eBILL® Ribbon Bar: Main



eBILL® Ribbon Bar: Config

eBILL® Ribbon Bar: Reference

eBILL® Ribbon Bar: Car Management



eBILL® Ribbon Bar: 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

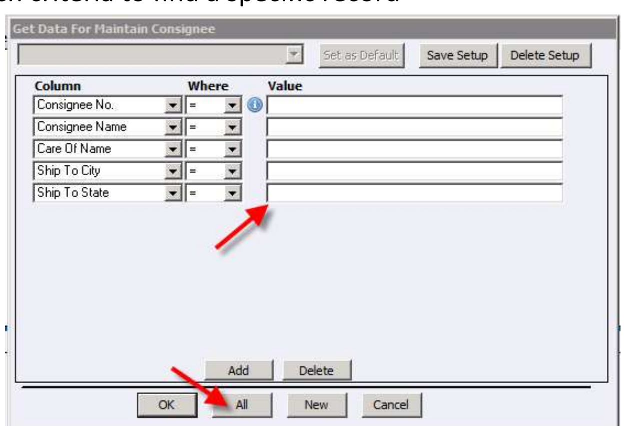
From the Reference Ribbon Menu:

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

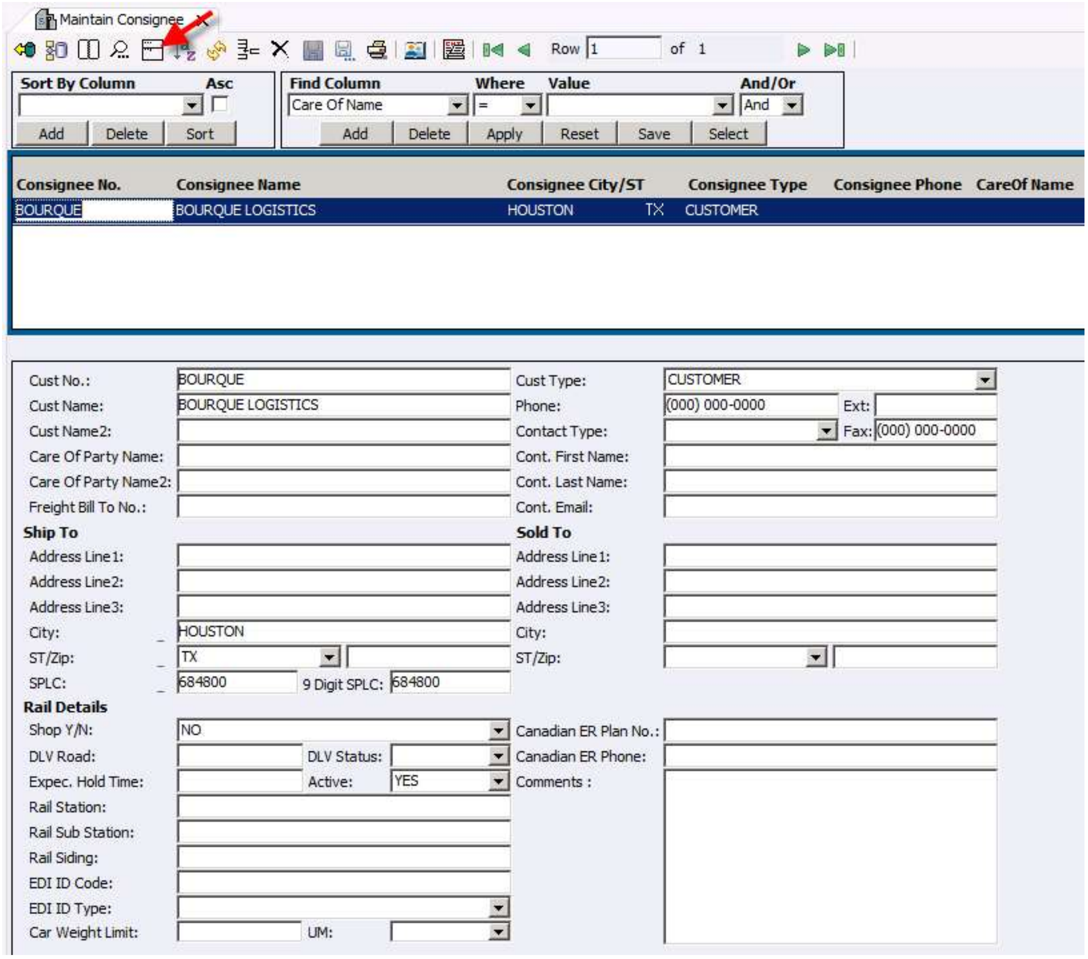
When the Get Data box opens:

- Click “All” to see all of the records in that category

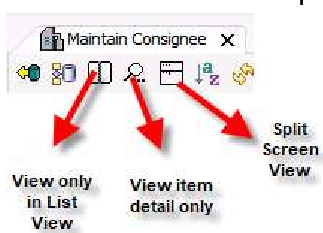
  < Or >
- Enter the appropriate search criteria to find a specific record



The default view in 12.7 will be a split screen as shown below with the list view at the top and the detail screen of the selected item below.



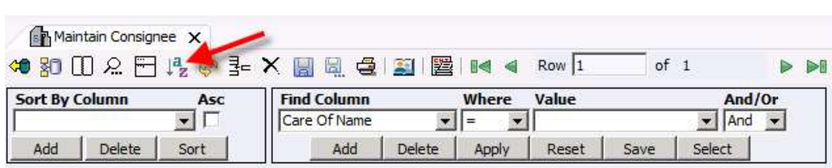
You can change your view settings as desired with the below view options.

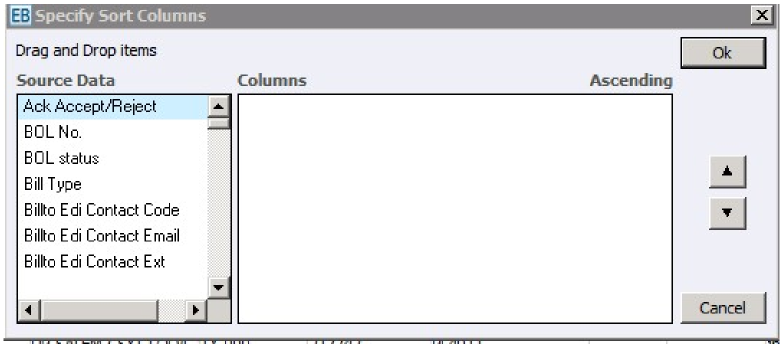


Sorting Master Data

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

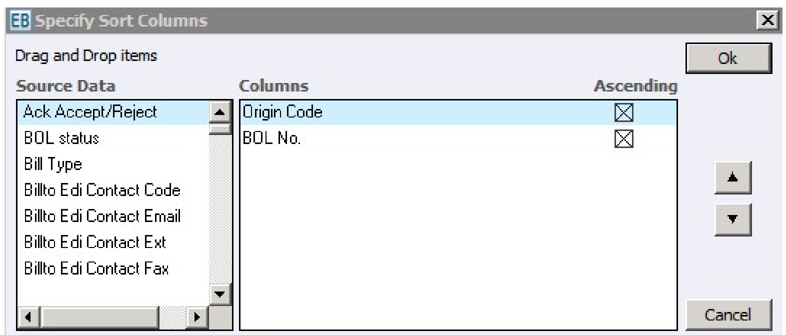




Sort Pop Up Box

- 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.

  <or>
- Single click on Column and move it up (the selection will be blue)

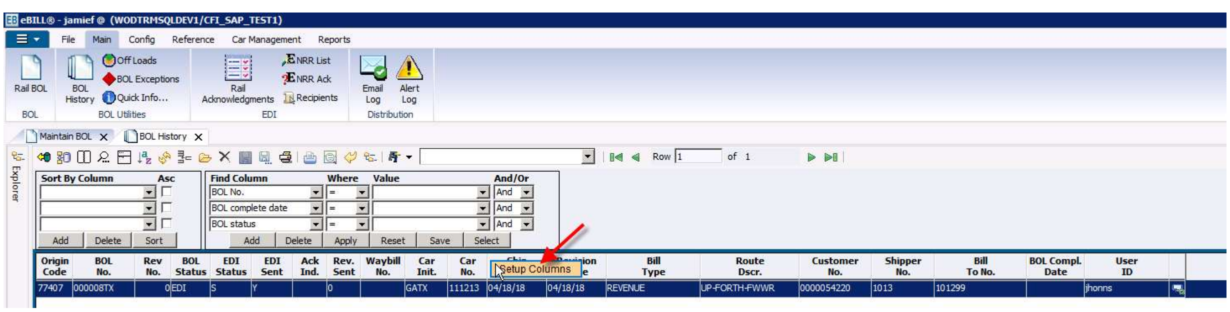


- Click OK to sort data

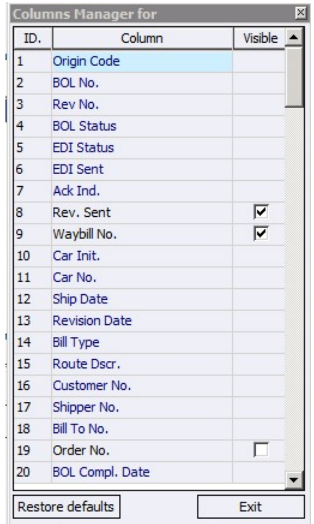
The data will now display the Consignees in alphabetical order

Column Chooser/Sorting

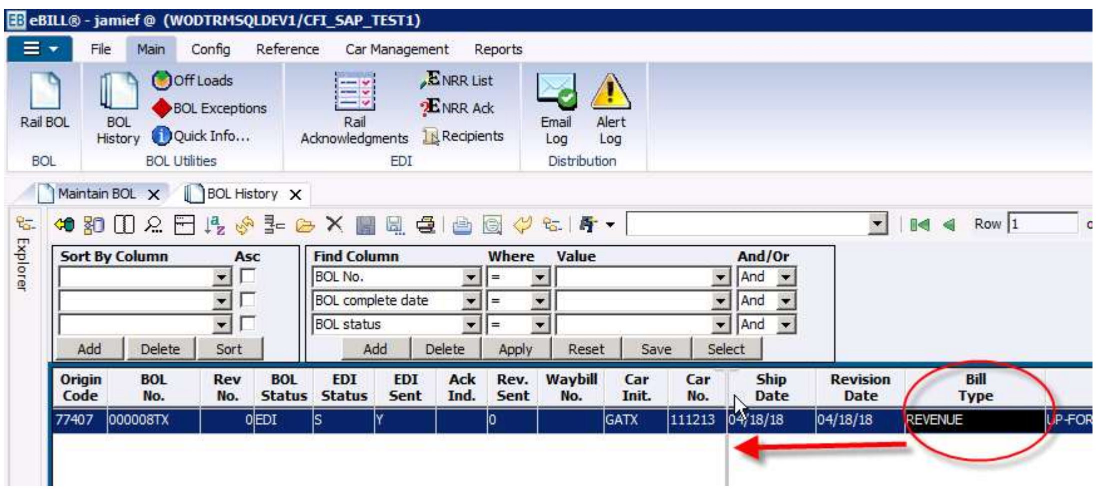
To change the columns in the eBill screen, right click on your column titles and select Setup Column

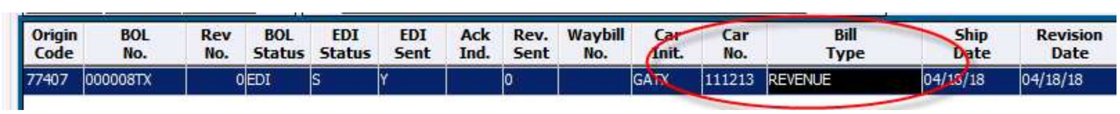


In the Columns Manager, you can select/deselect which columns you prefer to see. (Please note these view settings are user specific and will remember your settings each time you pull up eBill). Those items in Blue are system required and cannot be removed.



Once you have the columns you wish to see, you can now drag and drop the columns so they are in the order you want on the screen. In the below example, I am moving the "Bill Type' column to now go after my 'Car No.' column.





Hot Keys in eBILL®

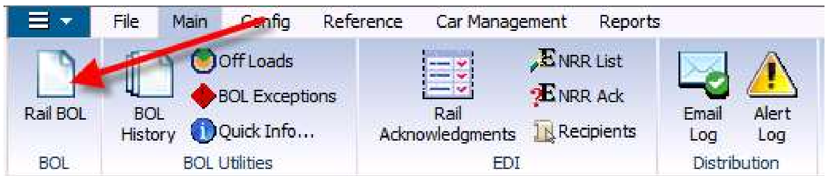
Command	Shortcut	Description
GetData	Control + G	Query Records
New	Control + N	New Record
Save	Control + S	Save Record Changes
Print	Control + P	Print Records
Detail	Control + D	Set detail view
List	Control + L	Set list view
Split	Control + T	Set split view
Header	F5	Show/Hide filter and sorting controls

Creating BOLs in eBILL®

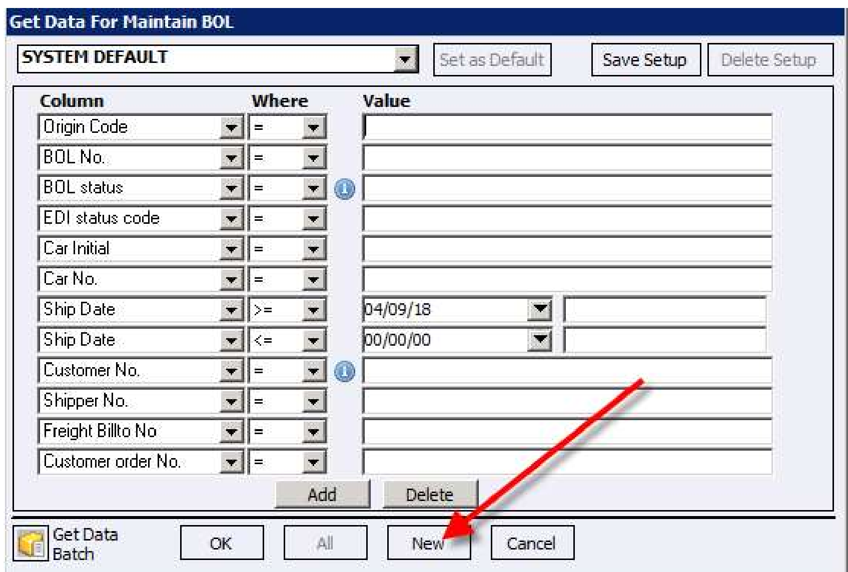
Loaded bills come into eBILL from the SAP interface. You can also manually create a Rail BOL to bill shopped cars or to relocate cars or use a pattern to create a new BOL.

Open a New BOL

Click on the Rail BOL icon from the Main Ribbon menu



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

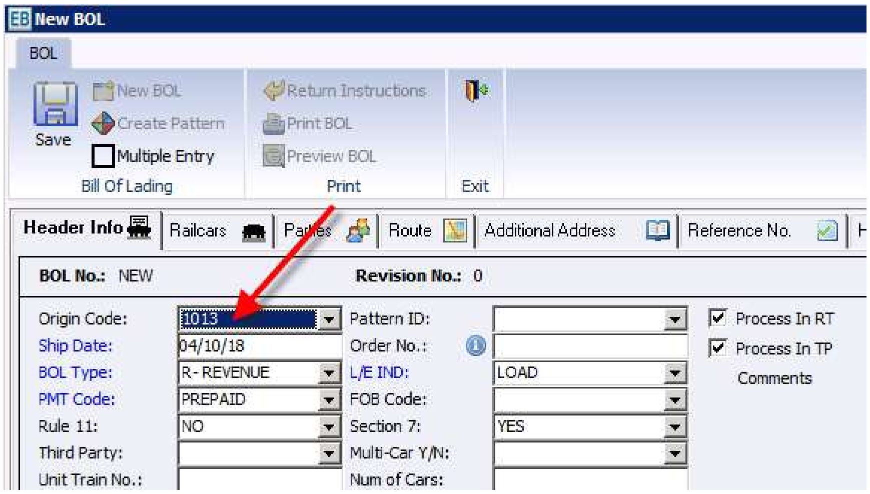


Creating a BOL from an Order

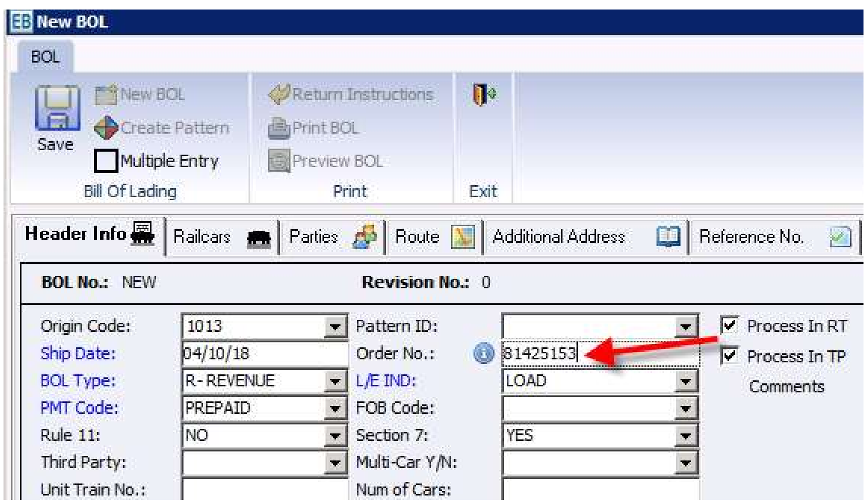
eBILL® Origins can be configured so that Order numbers can be used to populated the BOL. Otherwise a system-generated BOL number is used.

Header Info Tab

1. Select the Origin Code from the drop down list then hit Tab key.



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



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.

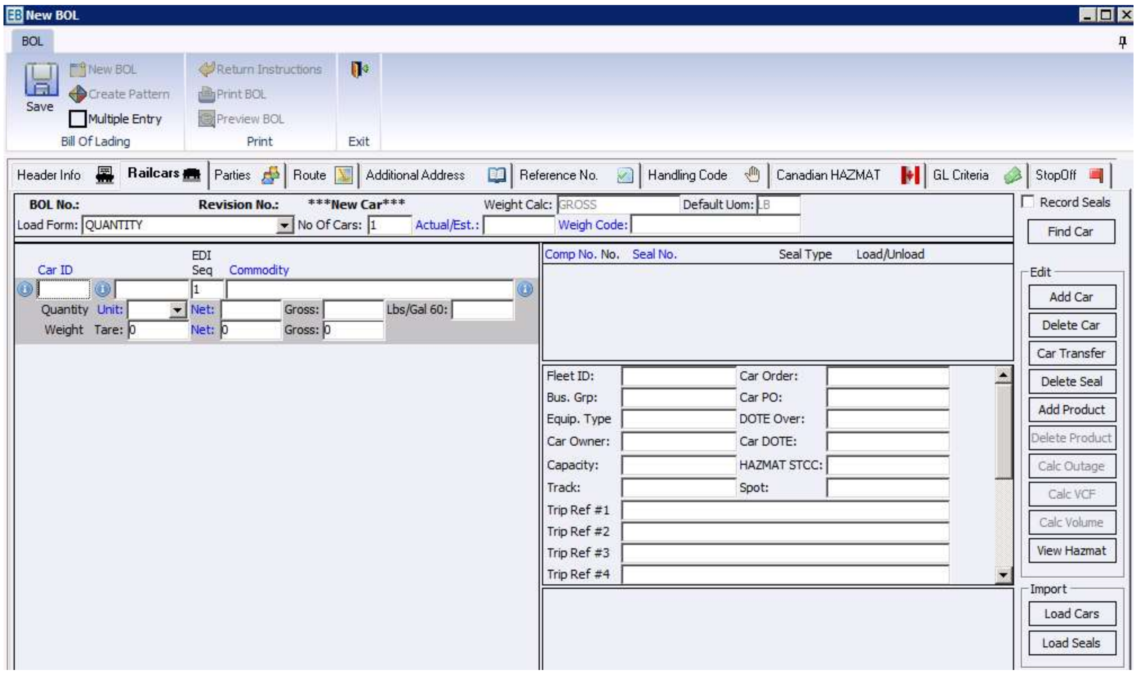
Modifications can be made to the BOL and you will be given the choice to save them to the Pattern.

Creating a BOL manually

Railcars Tab

<u>Single Car entry</u>

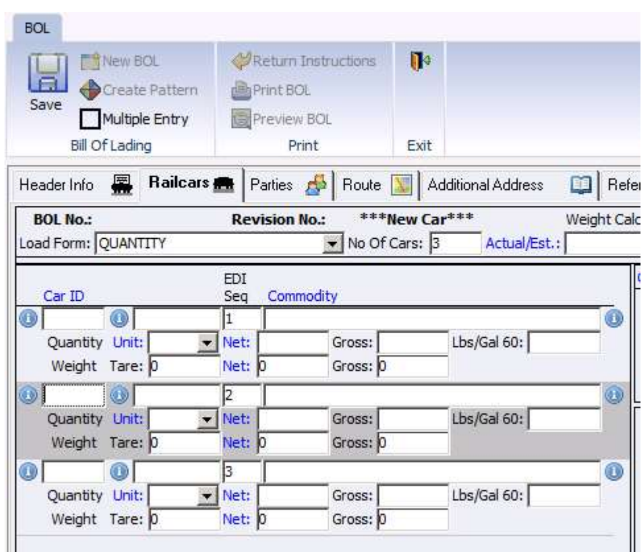
- Enter the car ID then press the Tab Key
- Enter the Car number then press Tab Key
- Choose the Commodity from the drop down list



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 selected on the first car, it will carry down to each additional car once the Car ID is entered.

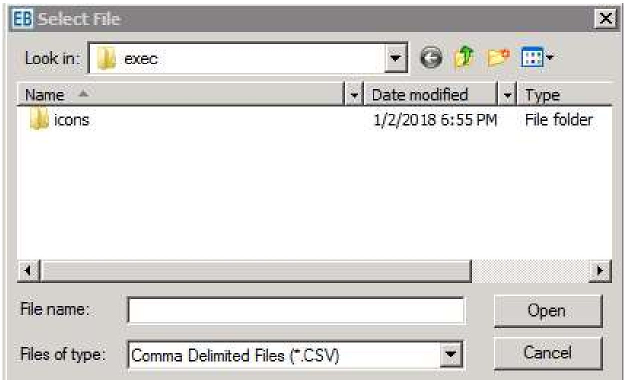


Multi-Car entry - upload

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

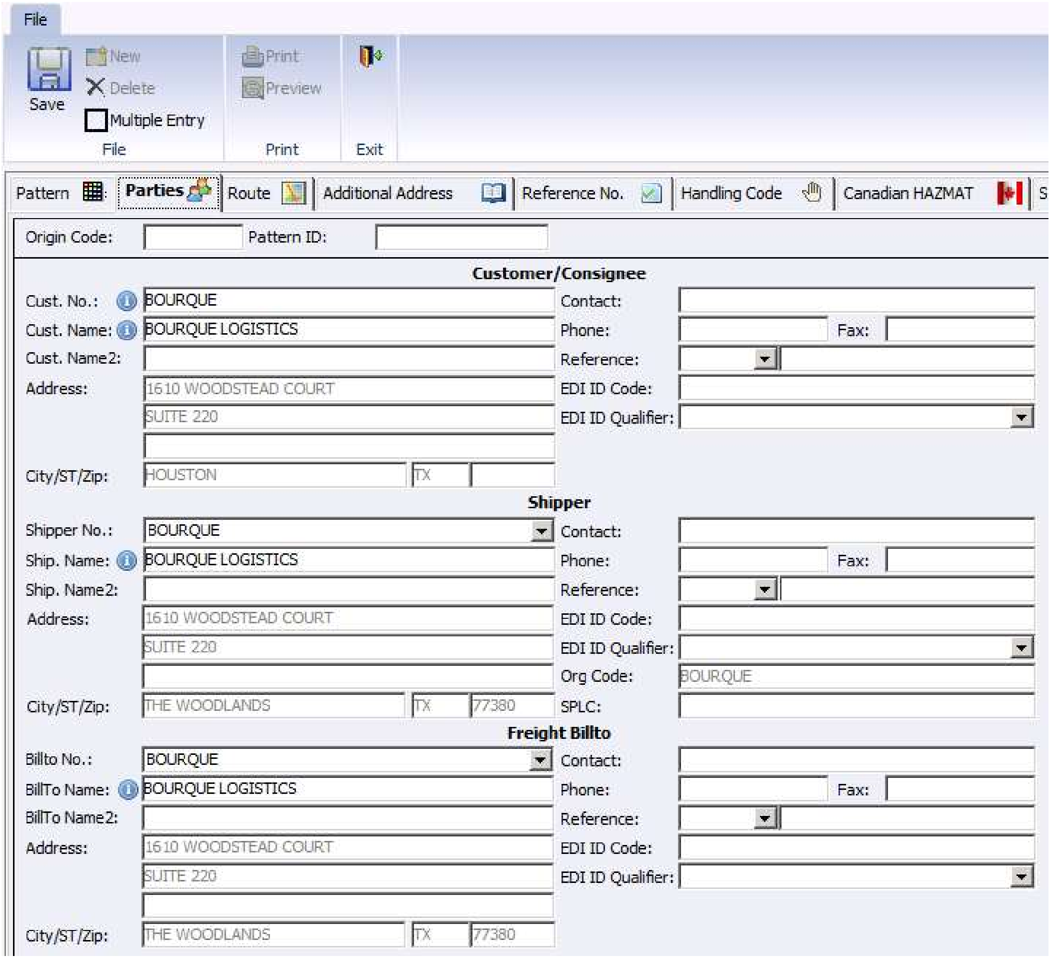


The car information will load into eBILL.
Modifications can be made to the information within the application if needed.

Parties Tab

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.



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

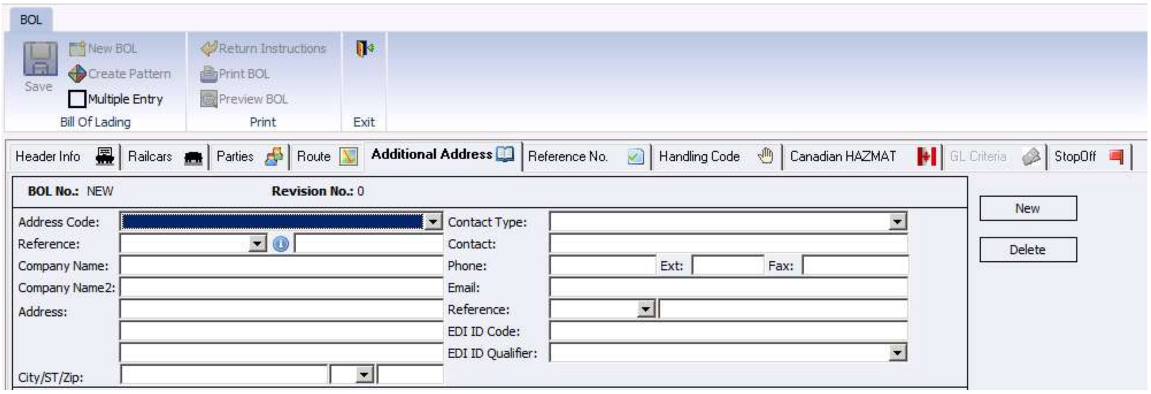
After entering the Parties, when you click on The Route tab a "Find Route Code" box will appear. It will put in the Origin and Destination based on the Parties tab, and will give a list of available Routes. If none exists, they will need to be created in Railtrac.

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.

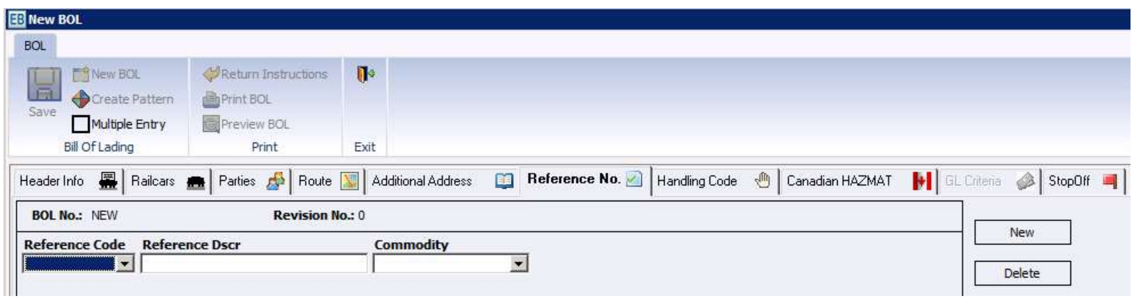
1. Click on the Address Code drop down list to choose the Party Type

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



Reference Tab

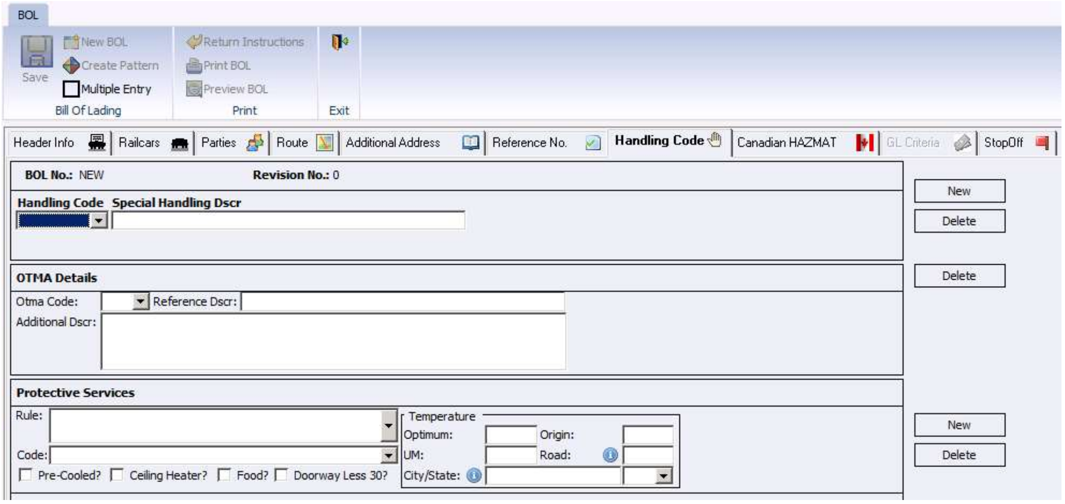
Reference information like Purchase Orders, Sales Orders or Embargo Permit Number are entered in the Reference Tab.



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

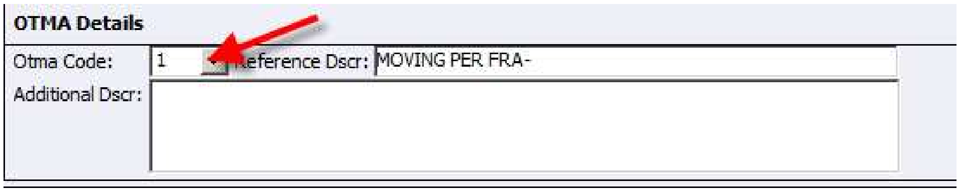
Handling Code Tab

OTMAs – One Time Movement Authorization

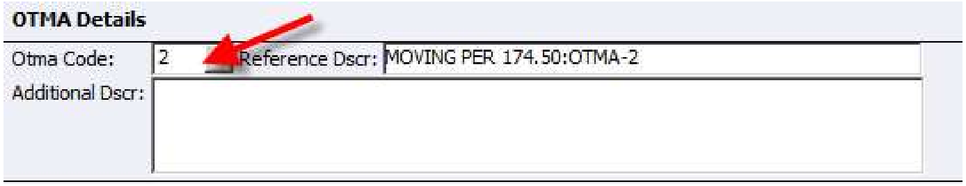


Click on the OTMA Code box to choose the OTMA number.

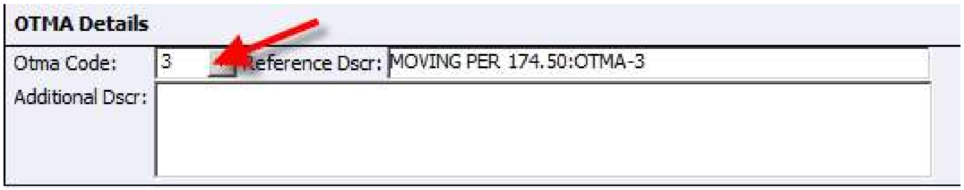
Choosing **OTMA 1** will put "MOVING PER FRA-" and you will be able to type the number at the end.



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



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.



Entering Multiple BOLs

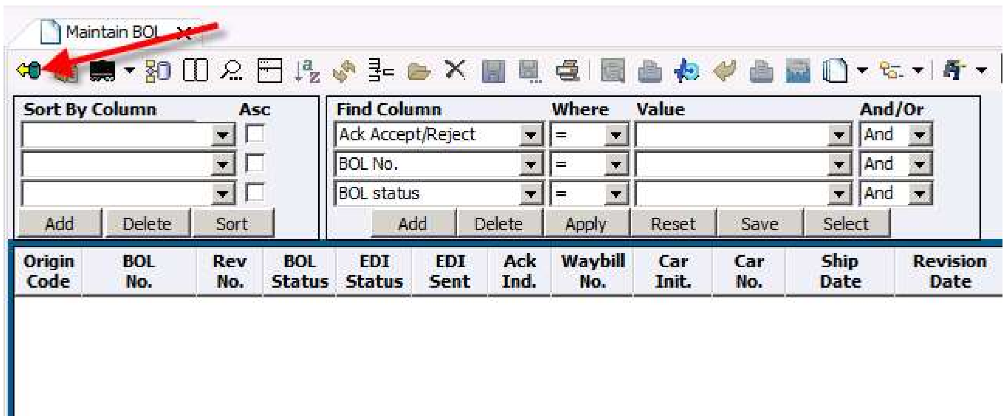
Once the first BOL has been entered, the next BOL can now be entered without going back to the main screen.

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.

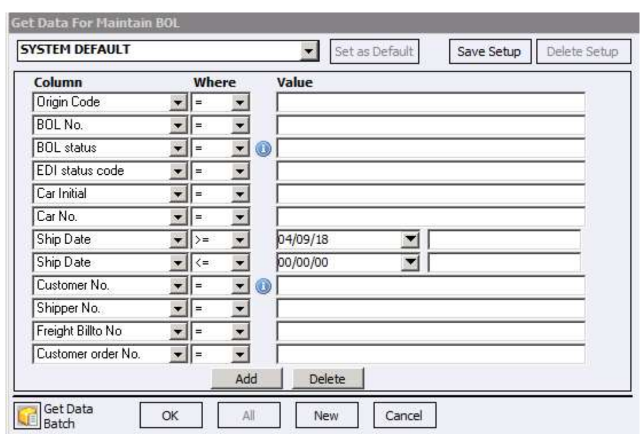


Maintain BOL screen (with no BOLs in list)

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



The Maintain BOL screen will open with new BOLs listed.

Review the BOLs before Submitting

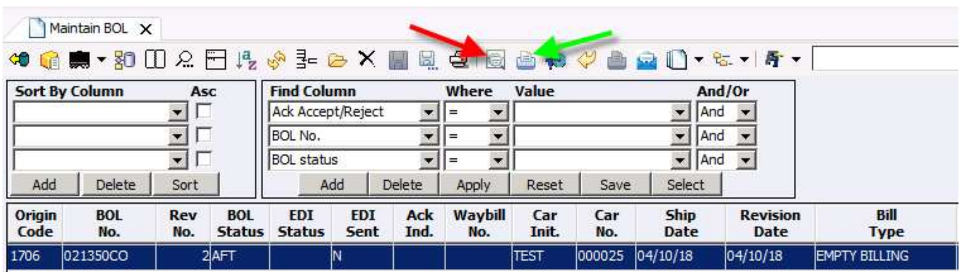
To review the information in each BOL:

1. Select the Split Screen Icon from the toolbar

2. Select the BOL you need to review from the list in the top half of your screen
3. On the BOL detail screen on the bottom half of your screen, click on each tab to review the information
4. Save any changes made by selecting the Save Icon from the toolbar
5. If more BOL's need to be reviewed, select the next BOL in the top half of your screen

Preview/Print the BOL

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



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 Close 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)

0101	87355339	0	EDI	A	Y	A	0	542054	SHPX 043818	08/16/17	08/16/17	REVENUE
0101	87354912	0	INC		N				UTLX 066219	08/16/17	08/16/17	REVENUE
0101	87354911	0	INC		N				SHPX 203384	08/16/17	08/16/17	REVENUE

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

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

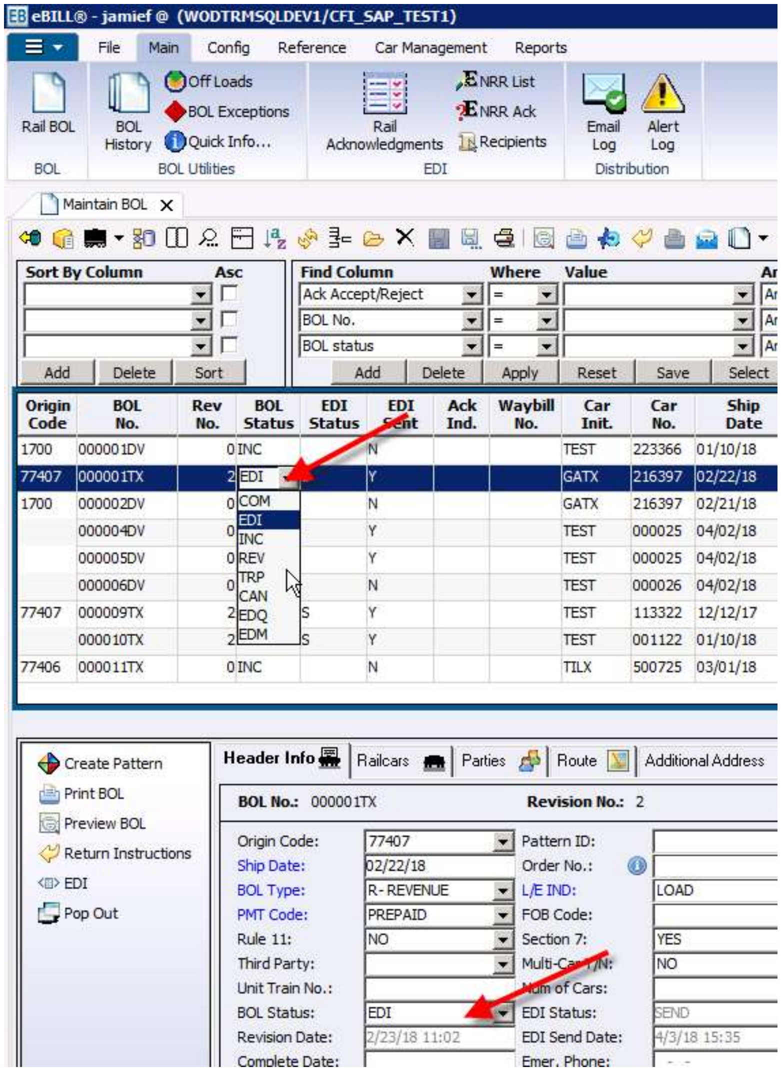
Non-EDI BOLs

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 within the BOL in list view or detail view.
2. Choose “TRP” from the list
3. Click the “Create EDI Data” button

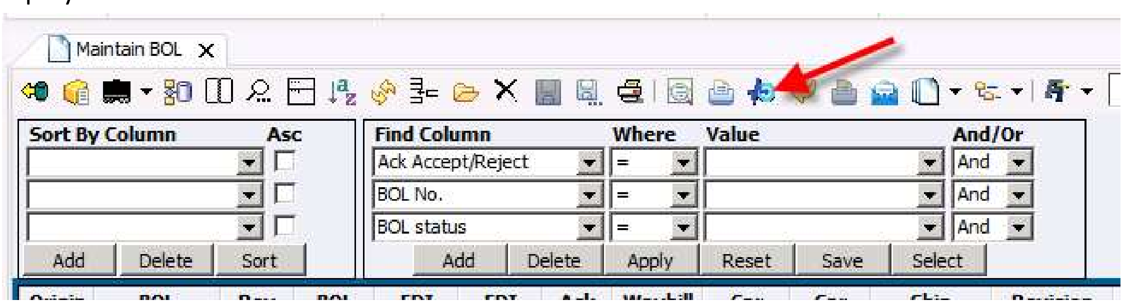
The Confirmation window will break out the TRPs from the other BOLs (image on page 19)



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

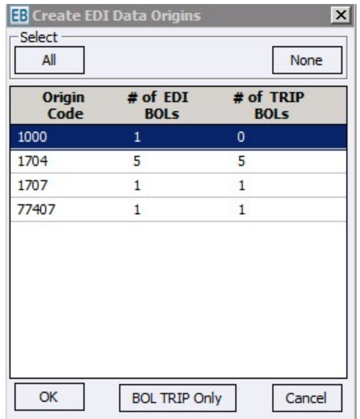


A Confirmation pops up with the number that will be submitted (multiple Origins will have a summary count).

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

< Or >

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



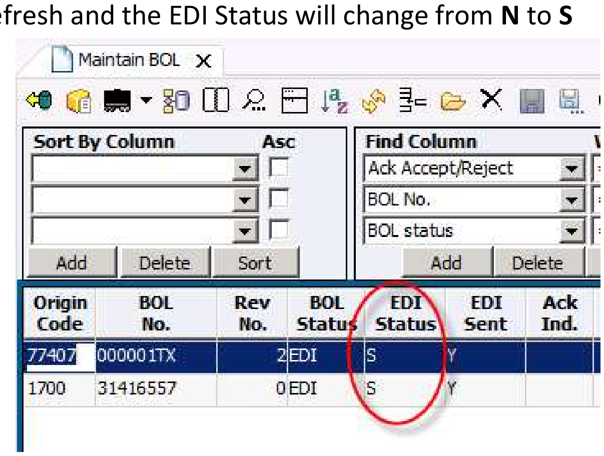
BOL Submission confirmation (per Origin)

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

Shipment confirmation popup

TRIP Only Confirmation

The Maintain BOL screen will refresh and the EDI Status will change from **N** to **S**



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®)

Refresh the Data

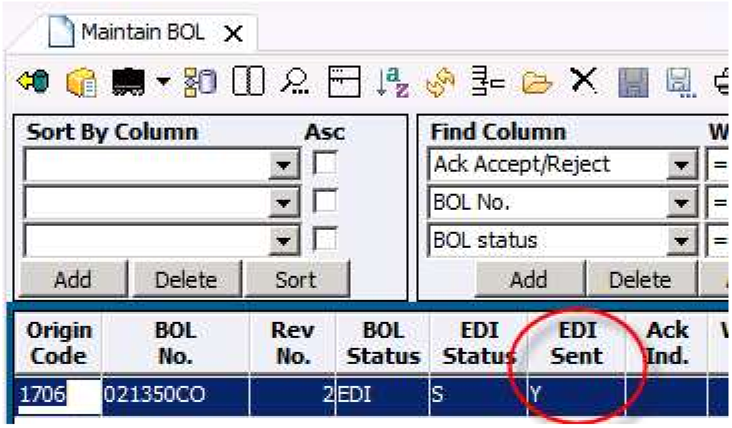
The system does not refresh automatically as data is entered, submitted or received, so it needs to be refreshed at regular intervals in order to ensure the most accurate data is showing.

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

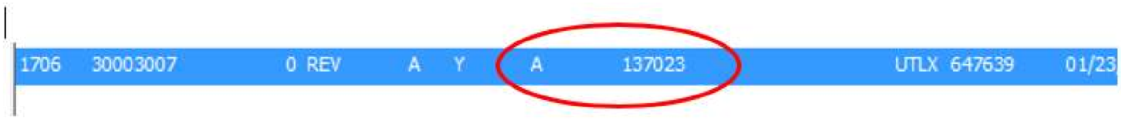
The Get Data will open (and will default to the previous day's date)
To view <u>today's</u> BOLs:

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**.



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.

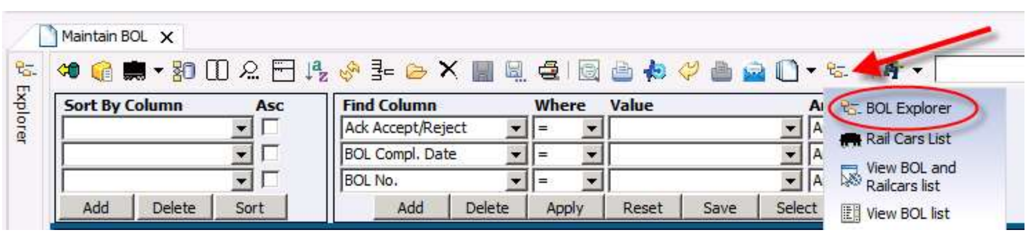


The letters you want to see are A Y A O for the larger railroads (BNSF, CN, CPRS, CSXT, NS and UP). For smaller carriers you will see an H Y H O. If you see anything else, there may be an issue with some part of the BOL (data or transmission).

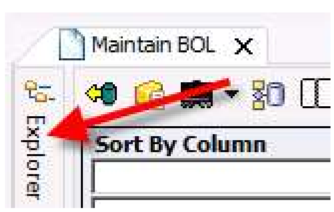
Explorer Windows

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

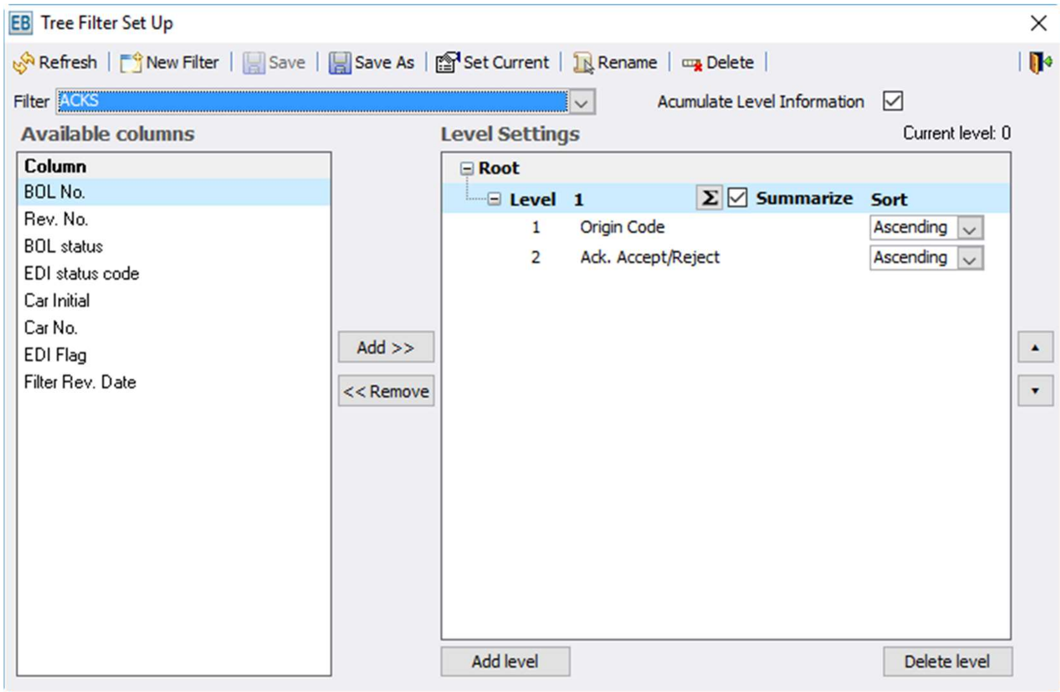
To open Explorer, select 'View BOL explorer' from the maintain BOL options and then select 'BOL Explorer'.



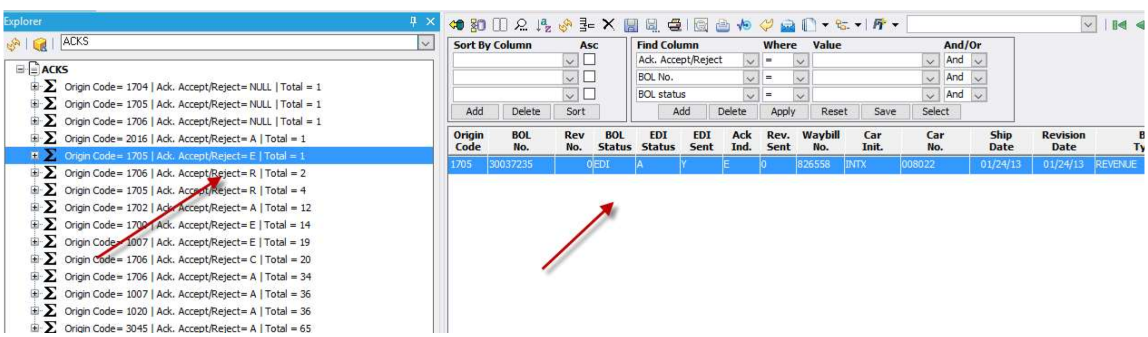
This will open a tab on the left side of your screen for you to expand when needed or pinned to your menu.



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



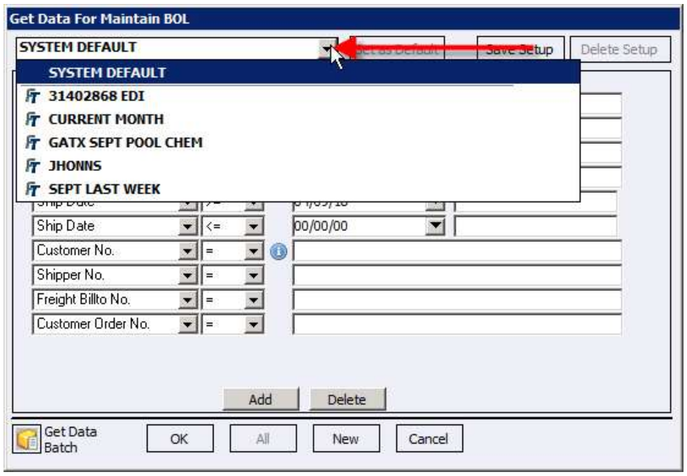
Base on your criteria you result will be filter on the maintain BOL screen



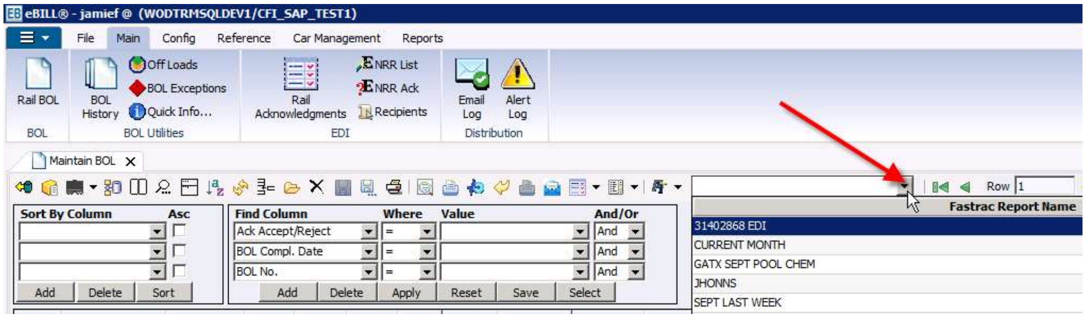
Fastrac Report

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

To access a Fastrac Report from the data box, select the drop down menu and select the Fastrac Report you would like to view.

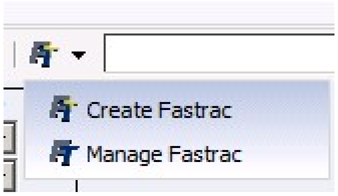


To access a Fastrac Report from the Maintain BOL screen, select the drop down menu and select the Fastrac Report you would like to view

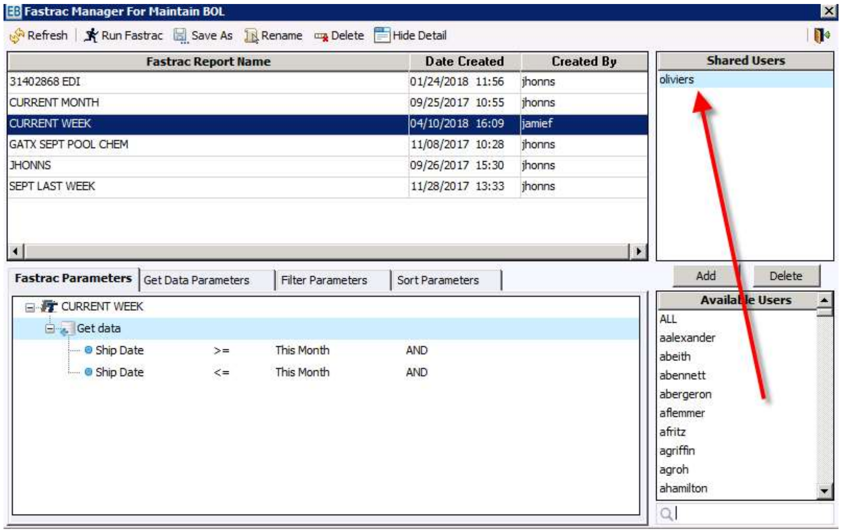


You can create a report from the maintain BOL screen by clicking the Fastrac report button 

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



Once you create your report you can share it with users



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.

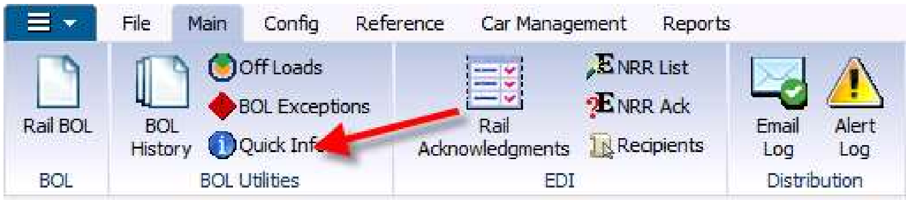
Resubmitting BOLs

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

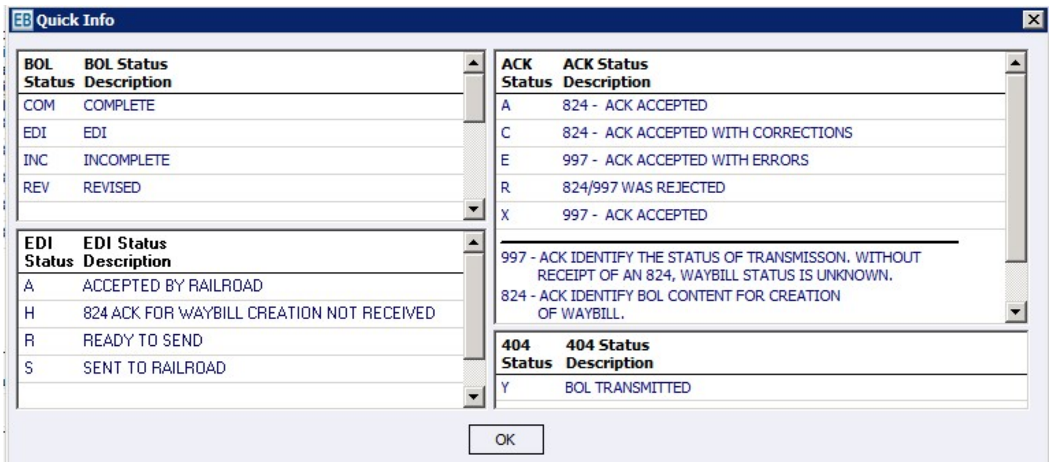
BOL Status Indicators

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



Quick Info popup window

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

L us	EDI Status	EDI Sent	Ack Ind.	Rev. Sent	Waybill No.
	A	Y	C	0	848434
	A	Y	C	0	848433
	T	Y	R	1	826606
	A	Y	C	0	852173
	A	Y	C	0	902708
	A	Y	C	0	802405
	A	Y	C	0	802404
	A	Y	C	0	802403
	A	Y	C	0	851935
	A	Y	C	0	851934
	A	Y	C	0	851933
	S			0	
	A	Y	C	0	802402
	A	Y	E	1	
	A	Y	E	0	
	A	Y	E	0	
	A	Y	E	0	
	A	Y	E	0	

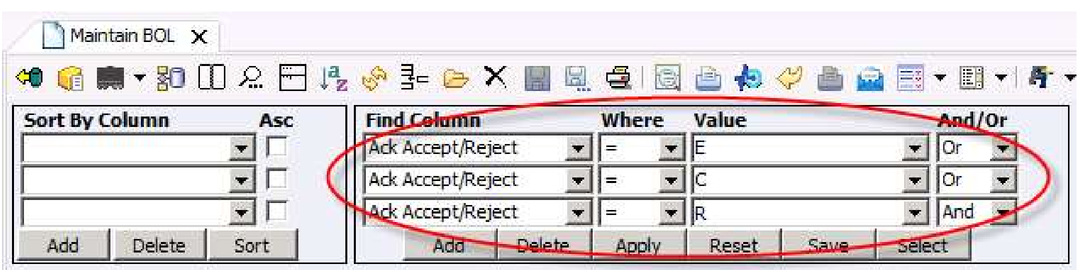
Maintain BOL screen with multiple Status Codes

Acknowledgement Query

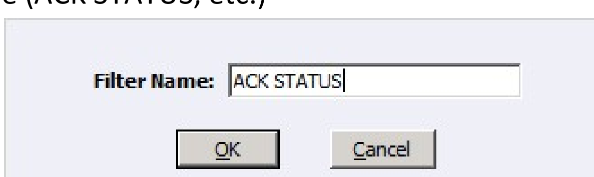
One way to quickly see if any of the BOLs are in Accepted with Corrections/Errors or Rejected status is to create a Query that can be saved and run at any time.

From the Maintain BOL screen:

1. Select Ack Accept/Reject for all "Find Column" rows
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.)

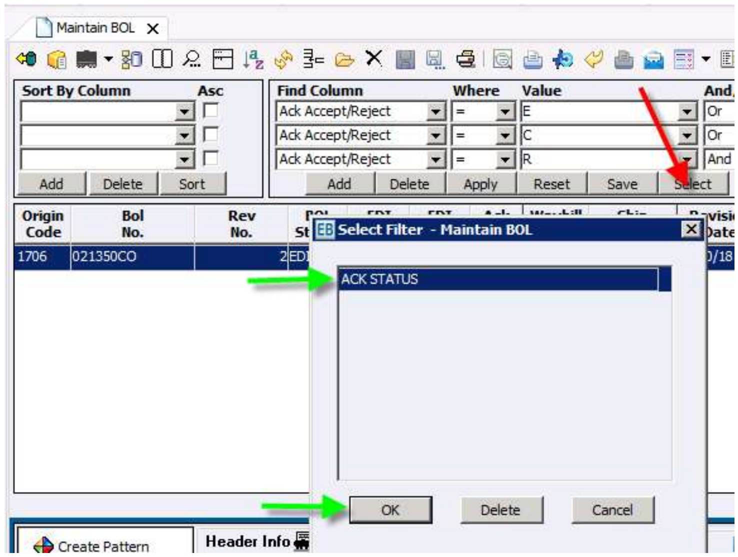


Query name creation box

7. Click OK to save

To Run the Query

Open the Maintain BOL screen using the Get Data box and enter any parameters (date range, RR, etc.). Once you data is retrieved, click on the “Select” button (red arrow) to view saved filters. Select the filter you wish to run and select “OK” (green arrow).

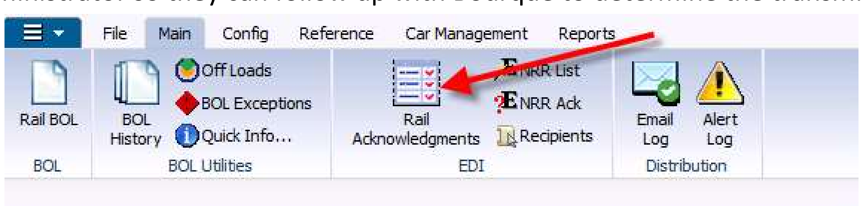


Missing Waybill information

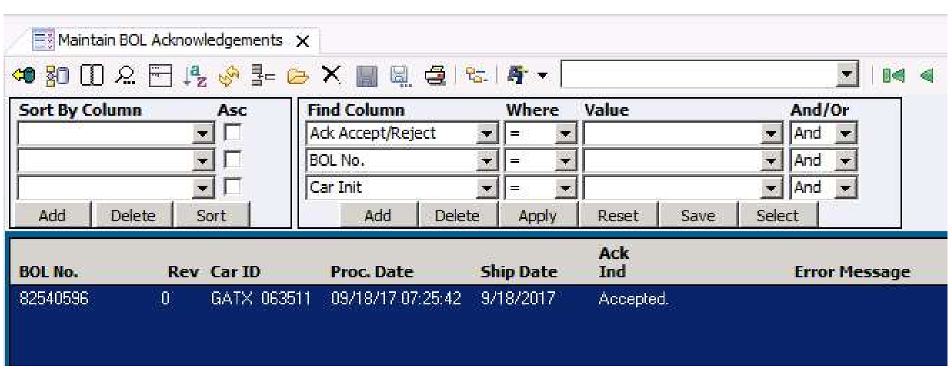
If the EDI Status is **H** and the Acknowledgment Indicator is **X**, the BOL was accepted but something happened to receiving the Waybill number.

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



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® 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 <u>will not</u> 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® 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:

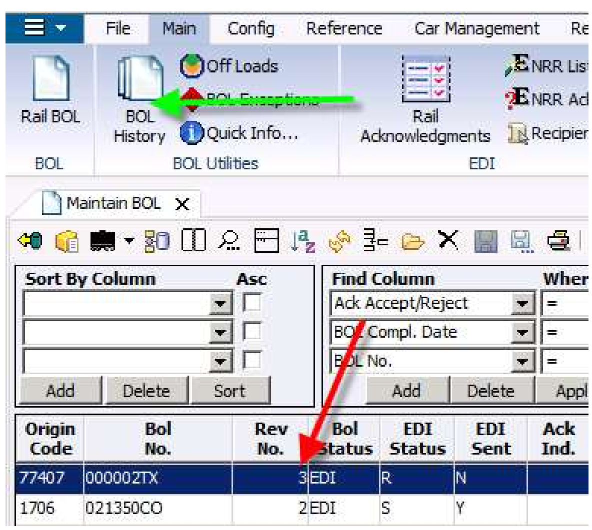
1. Click on the AFT and choose TRP from the drop-down list
2. Click Create EDI Data button and submit the updated Trip record to Railtrac

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

1. Leave the EDI Status as AFT

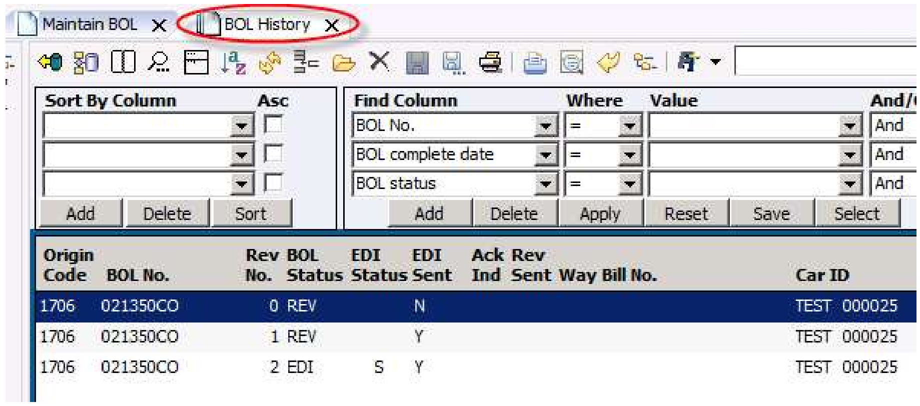
Reviewing Revisions

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).



Single click on the BOL to highlight it (blue) then click on the BOL History button in the icon bar.

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



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.