



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®	3
Logging in to eBILL®	3
eBILL® Ribbon Bar: Main.....	5
eBILL® Ribbon Bar: Config.....	5
eBILL® Ribbon Bar: Reference.....	5
eBILL® Ribbon Bar: Car Management	6
eBILL® Ribbon Bar: Reports	6
Master Customer Data	6
Viewing Master Customer Data.....	6
Sorting Master Data	8
Column Chooser/Sorting	8
Hot Keys in eBILL®	10
Creating BOLs in eBILL®	10
Creating a BOL from an Order	11
Creating a BOL from a Pattern.....	12
Creating a BOL manually.....	12
Railcars Tab.....	12
Parties Tab	17
Route Tab.....	19
Additional Address Tab.....	19
Reference Tab	19
Handling Code Tab.....	20
Refresh the BOL list.....	21
Review the BOLs before Submitting	22
Preview/Print the BOL	22
Delete the BOL.....	22
Check BOL import exception	22
Non-EDI BOLs	23
Submit the BOLs.....	24
EDI 404 Send/Receive Process.....	26

Explorer Windows.....	27
Fastrac Report.....	28
Monitoring BOLs	30
Resubmitting BOLs.....	30
BOL Status Indicators.....	31

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.

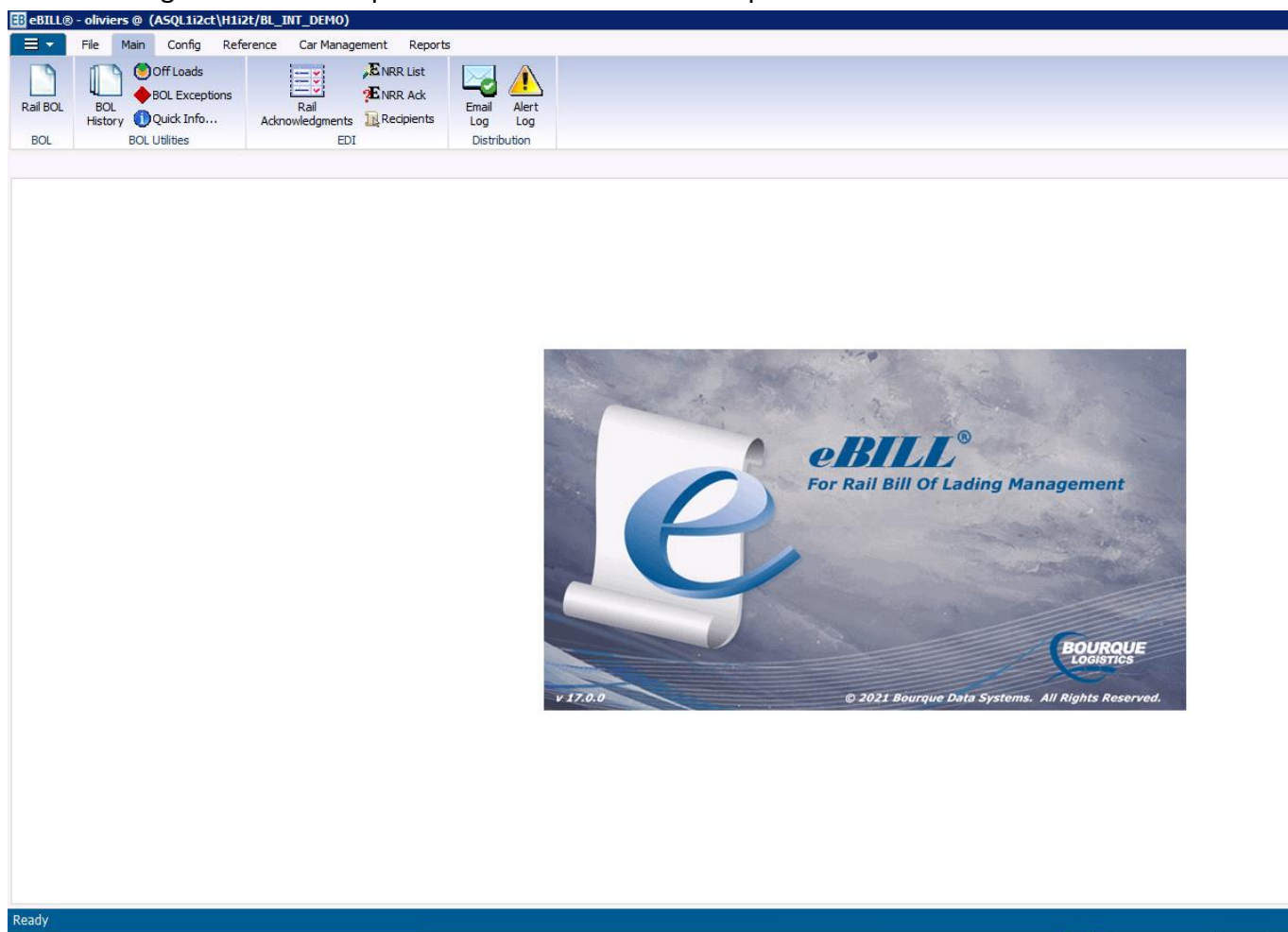
Logging in to eBILL®

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

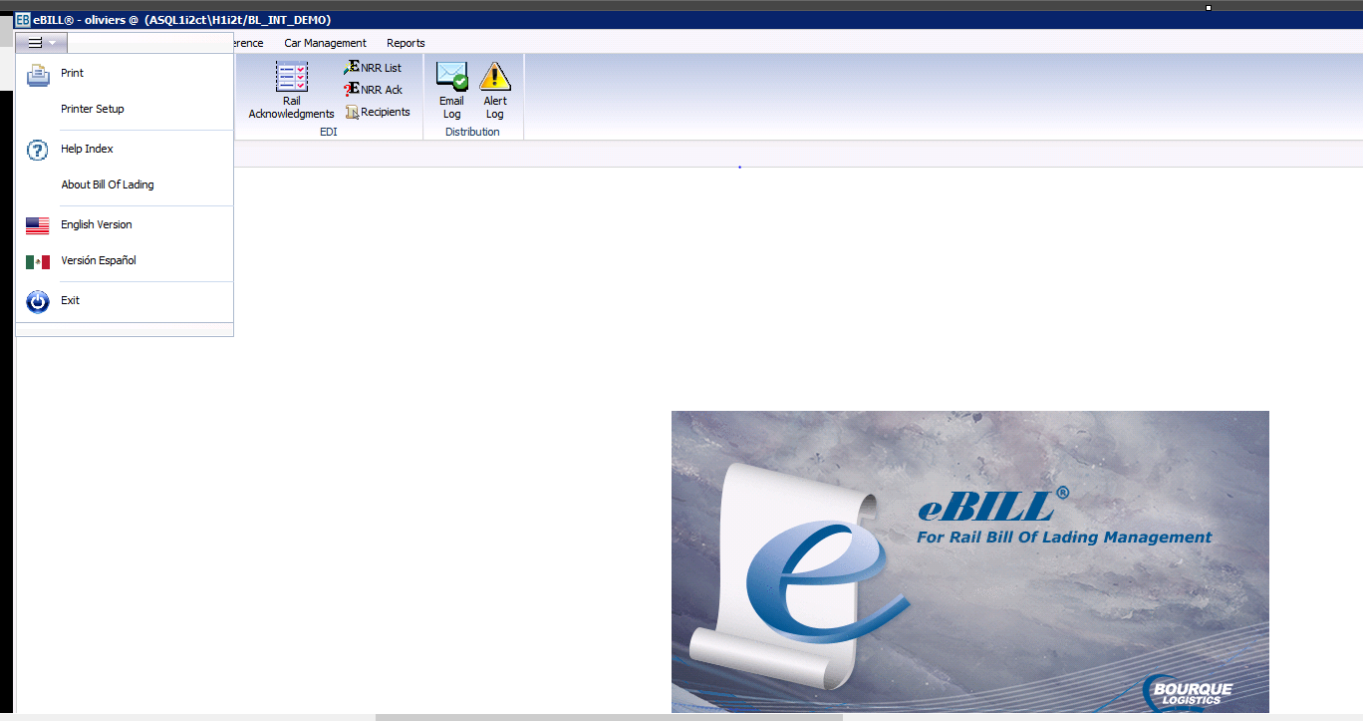
Sample image – your screen may not have all of these icons



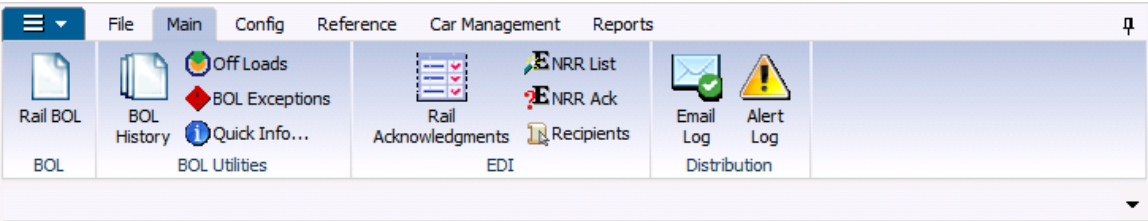
The Main Page in eBILL® will open with the Tool Bar at the top



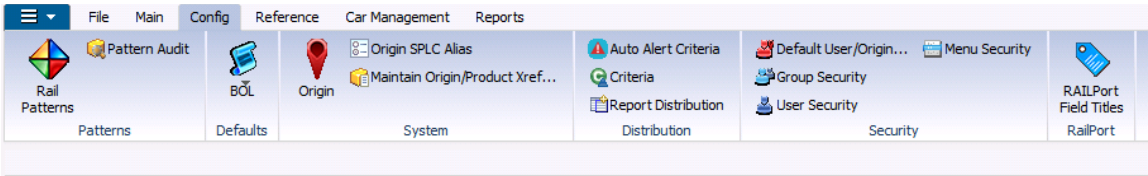
From the Main page you can change eBILL languages selection from English to Spanish



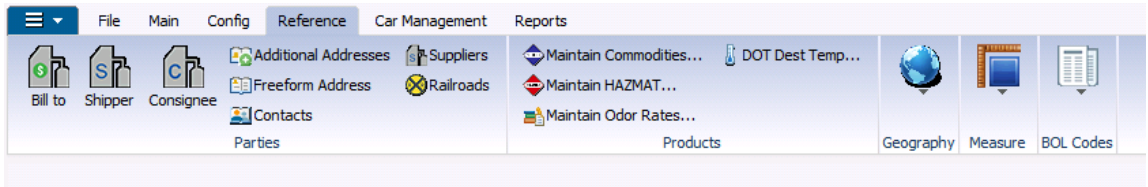
eBILL® Ribbon Bar: Main



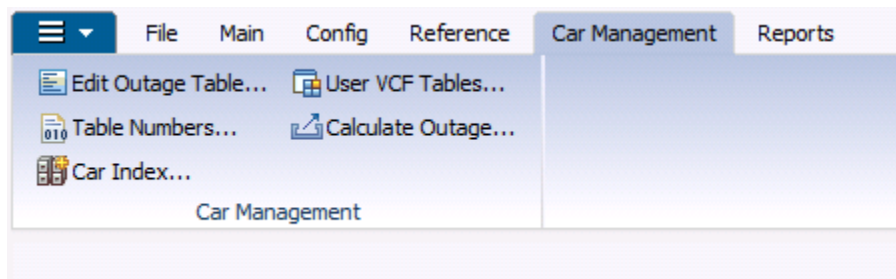
eBILL® Ribbon Bar: Config



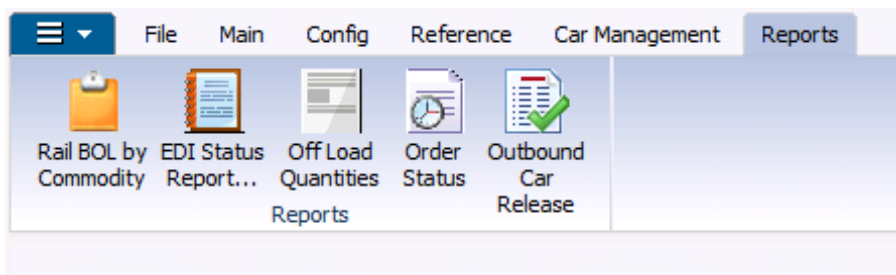
eBILL® Ribbon Bar: Reference



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

Get Data For Maintain Consignee

Set as Default Save Setup Delete Setup

Column	Where	Value
Consignee No.	=	
Consignee Name	=	
Care Of Name	=	
Ship To City	=	
Ship To State	=	

Add Delete

OK All New Cancel

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.

Maintain Consignee

Row 1 of 1

Sort By Column Asc

Find Column Where Value And/Or

Care Of Name =

Add Delete Sort Add Delete Apply Reset Save Select

Consignee No.	Consignee Name	Consignee City/ST	Consignee Type	Consignee Phone	CareOf Name
BOURQUE	BOURQUE LOGISTICS	HOUSTON TX	CUSTOMER		

Cust No.: BOURQUE

Cust Name: BOURQUE LOGISTICS

Cust Name2:

Care Of Party Name:

Care Of Party Name2:

Freight Bill To No.:

Ship To

Address Line1:

Address Line2:

Address Line3:

City: HOUSTON

ST/Zip: TX

SPLC: 684800 9 Digit SPLC: 684800

Rail Details

Shop Y/N: NO

DLV Road:

Expec. Hold Time:

Rail Station:

Rail Sub Station:

Rail Siding:

EDI ID Code:

EDI ID Type:

Car Weight Limit:

Cust Type: CUSTOMER

Phone: (000) 000-0000

Contact Type:

Cont. First Name:

Cont. Last Name:

Cont. Email:

Sold To

Address Line1:

Address Line2:

Address Line3:

City:

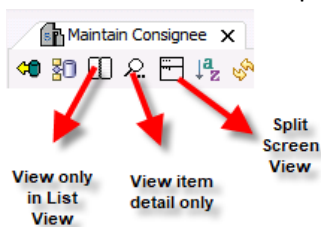
ST/Zip:

Canadian ER Plan No.:

Canadian ER Phone:

Comments :

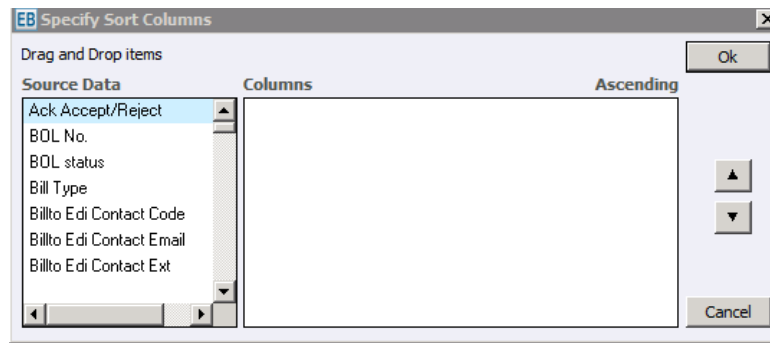
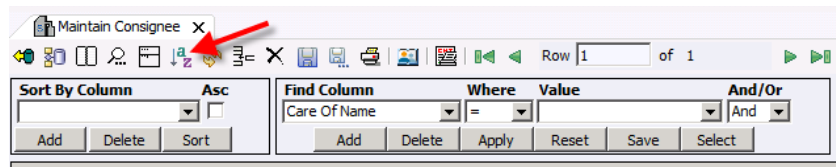
You can change your view settings as desired with the below view options.



Sorting Master Data

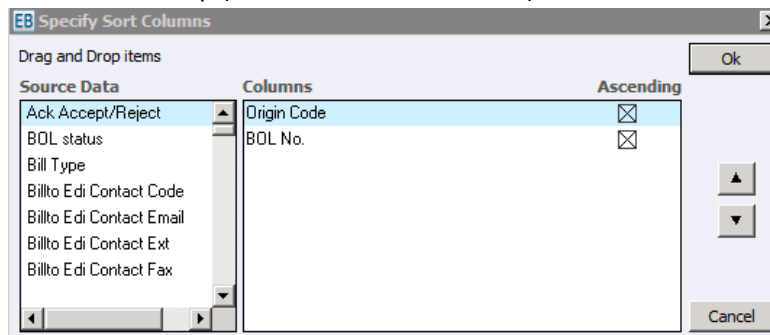
The Data can be sorted so that it can be viewed alphabetically, by city, state, etc. The sorting options will vary based on the data.

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)

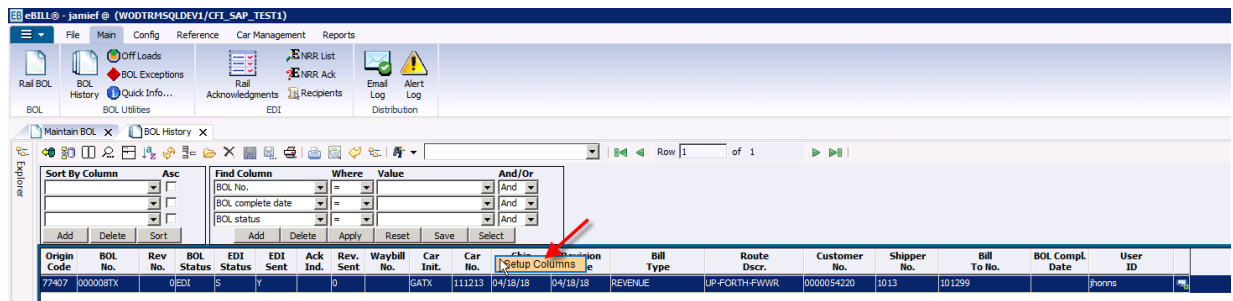


- Click OK to sort data

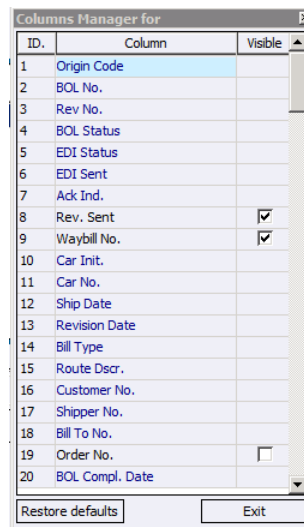
The data will now display the Consignees in alphabetical order

Column Chooser/Sorting

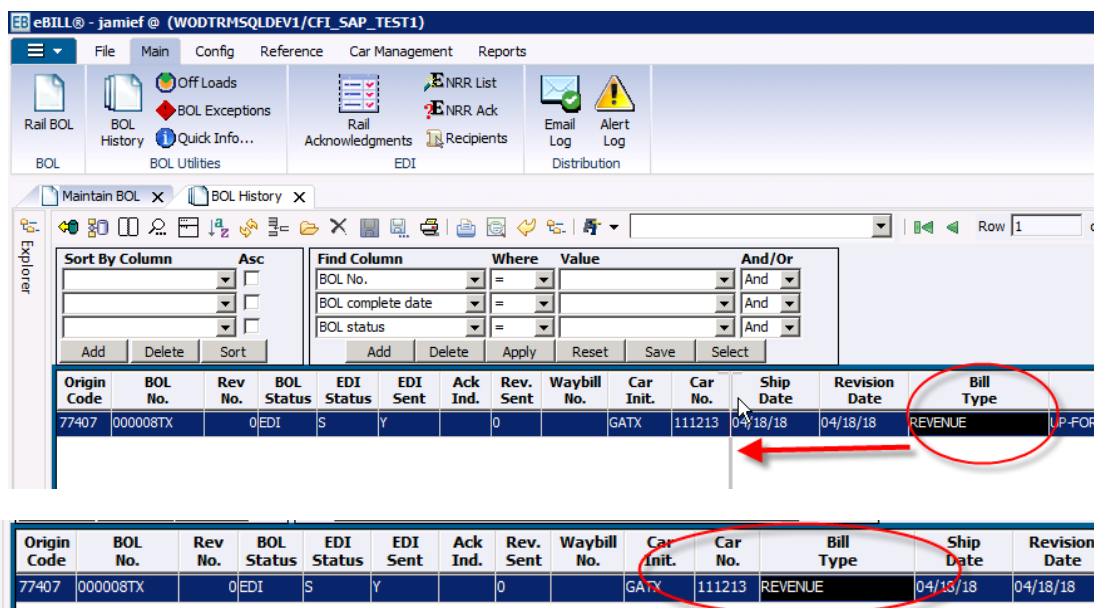
To change the columns in the eBill screen, right click on your column titles and select Setup Column



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®

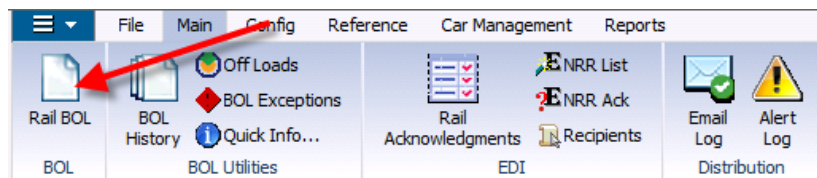
Command	Shortcut	Description
GetData	Control + G	Query Records
New	Control + N	New Record
Save	Control + S	Save Record Changes
Print	Control + P	Print Records
Detail	Control + D	Set detail view
List	Control + L	Set list view
Split	Control + T	Set split view
Header	F5	Show/Hide filter and sorting controls

Creating BOLs in eBILL®

Loaded bills come into eBILL from the SAP interface. You can also manually create a Rail BOL to bill shipped 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

Get Data For Maintain BOL

SYSTEM DEFAULT [Set as Default] [Save Setup] [Delete Setup]

Column	Where	Value
Origin Code	=	
BOL No.	=	
BOL status	=	
EDI status code	=	
Car Initial	=	
Car No.	=	
Ship Date	>=	04/09/18
Ship Date	<=	00/00/00
Customer No.	=	
Shipper No.	=	
Freight Bill to No.	=	
Customer order No.	=	

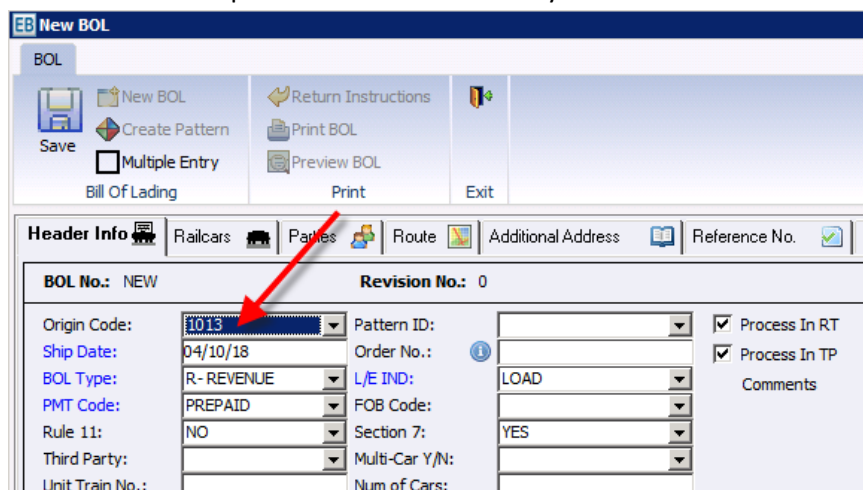
[Add] [Delete] [New] [Cancel] [OK] [All]

Creating a BOL from an Order

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

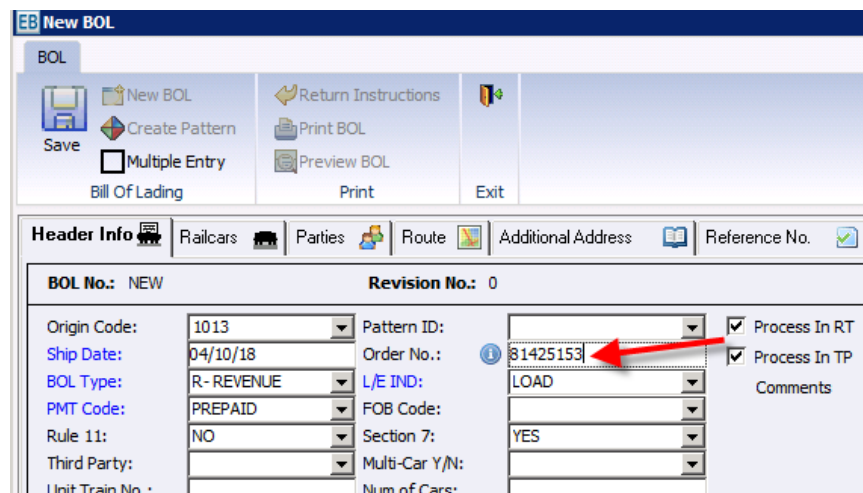
Header Info Tab

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



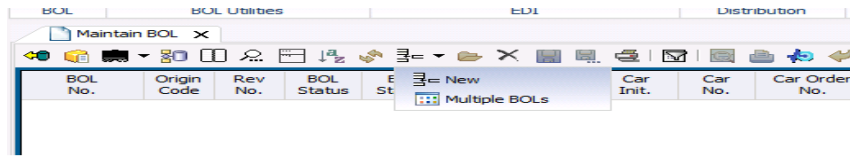
The screenshot shows the 'New BOL' form with the 'Header Info' tab selected. The 'Origin Code' dropdown menu is highlighted with a red arrow and contains the value '1013'. Other fields include 'Ship Date' (04/10/18), 'BOL Type' (R-REVENUE), 'PMT Code' (PREPAID), 'Rule 11' (NO), 'Third Party' (empty), 'Unit Train No.' (empty), 'Pattern ID' (empty), 'Order No.' (empty), 'L/E IND' (LOAD), 'FOB Code' (empty), 'Section 7' (YES), 'Multi-Car Y/N' (empty), 'Num of Cars' (empty), and checkboxes for 'Process In RT' and 'Process In TP' (both checked).

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



The screenshot shows the 'New BOL' form with the 'Header Info' tab selected. The 'Order No.' field is highlighted with a red arrow and contains the value '81425153'. Other fields are the same as in the previous screenshot, including 'Origin Code' (1013), 'Ship Date' (04/10/18), 'BOL Type' (R-REVENUE), 'PMT Code' (PREPAID), 'Rule 11' (NO), 'Third Party' (empty), 'Unit Train No.' (empty), 'Pattern ID' (empty), 'L/E IND' (LOAD), 'FOB Code' (empty), 'Section 7' (YES), 'Multi-Car Y/N' (empty), 'Num of Cars' (empty), and checkboxes for 'Process In RT' and 'Process In TP' (both checked).

3. You can also access the new BOL from the ribbon bar



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

Railcars Tab

Multi-Car entry – manual

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.

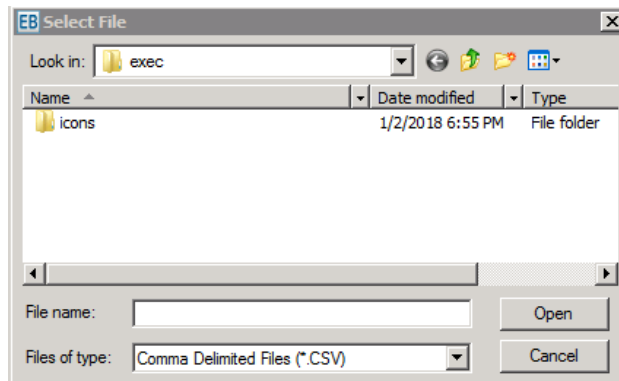
Multi-Car entry - upload

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

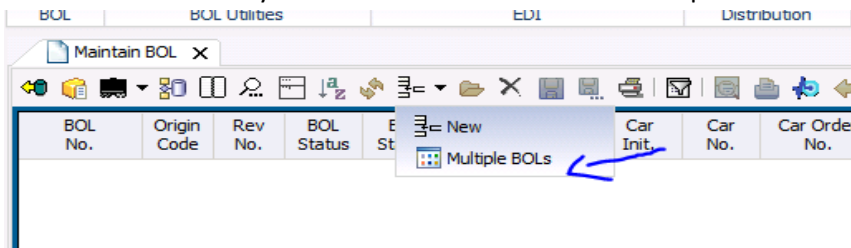


The car information will load into eBILL.

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

Multi-Bill Functionality

- Click on the new entry on the Ribbon bar and select Multiple BOLs



- When you get to the screen below you will have to choose between predefined order or user defined.

Import BOL Information

Source
Specify a source file or select a predefined template

Source file

Data Format

Mapping

BOL Creation

Errors handling

Template

Finish

Imported data file format
Select file to import Railcars (CSV format)
\\tsclient\C\Users\oliviers.BOURQUE\Documents\usergroup2020\PB 17\eBILL Car Import Layout.csv **Browse**

☐ Predefined format - Railcar information in 82 columns from CVS file with a predefined order .
☒ User fixed format - Railcar information in user provided order, predefined columns will be required.

List of railcar import templates

MS Excel 2007 MS Excel CSV Text

Ready

Back **Next** **Cancel** **Finish**

- You will need to browse to your file and you will get to the following screen

Railcar data import - Step 2 of 2

Select imported file columns and required columns:

Imported Column	Order	Destiny Column
car_init	1	Car Init
car_no	2	Car No
edi_sequence	3	
compart_no	4	Compart No.
car_owner	5	
bus_group	6	
fleet_id	7	
equipment_type	8	
weigh_code	9	
weight_qualifier	10	
gross_weight	11	
tare_weight	12	
net_weight	13	Net Weight
car_order_no	14	
track	15	
spot	16	
car_capacity	17	
trip_ref1	18	
trip_ref2	19	
trip_ref3	20	
trip_ref4	21	
comm_code	22	Commodity Code
net_quantity	23	
gross_gal	24	
comm_um	25	Commodity U.M.
lbs_per_gal_60	26	
gravity	27	
gravity_type	28	

Imported railcars information from file: \\tsclient\C\Users\oliviers.BOURQUE\Documents\usergroup2020\PB 17\eBILL Car

car_init	car_no	edi_sequence	compart_no	car_owner	bus_group	fleet_id	equipment_type	weigh_code	weigh
TEST	35852		1						
TEST	52522		1						
TEST	548225		1						
TEST	45123		1						
TEST	25142		1						
TEST	2568		1						
TEST	96855		1						
TEST	78546		1						
TEST	8957		1						
TEST	8745		1						
TEST	2458		1						
TEST	1245		1						
TEST	1245		1						

Imported standard railcar information format

No.	Car Init	Car No	Compart No.	Commodity Code	Commodity U.M.	Quantity	Net Weight	Edi Sequence	Car Owner	Bus Group	Fleet Id	Equipment Type	Weigh Cod
1	TEST	35852	1	PR.7	LBS		199,000						
2	TEST	52522	1	PR.7	LBS		198,000						
3	TEST	548225	1	PR.7	LBS		199,000						
4	TEST	45123	1	PR.7	LBS		200,000						
5	TEST	25142	1	PR.7	LBS		199,000						
6	TEST	2568	1	PR.7	LBS		186,000						
7	TEST	96855	1	PR.7	LBS		186,000						
8	TEST	78546	1	PR.7	LBS		186,000						
9	TEST	8957	1	PR.7	LBS		186,000						

Map records

Ready

Back **Cancel** **Ok**

Back **Next** **Cancel** **Finish**

- Once in this screen you will need to map your columns on the left inside the required column will be in blue. Once the records are map you will need to click the map records button at the bottom left portion of the screen.
- After the records are map, you will go to the validation screen

Import BOL Information

Mapping
Set up and validate railcar information to generate BOLs

Source file
Data Format
Mapping
BOL Creation
Errors handling
Template
Finish

Validate Railcars | Reload | Railcar Details | Add Railcar | Remove Railcar | Find Railcar | Set Commodity | Set Unit | Select All | Deselect All | Invert | Save as

No.	Select	Car Init	Car No	Comp. No.	Comm. U.M.	Comm. Code	Net Weight	Quantity	EDI Seq.	Tare Weight	Lbs Per Gal 60	Gross Weight	STCC	Car Max. Capacity	Car Load Limit	Bus Group	Fleet Id	Car Owner
1	<input checked="" type="checkbox"/>	TEST	035852	1	LBS	AC3	199,000	0	1	0	8.2297	199,000	4961605	0	0			
2	<input checked="" type="checkbox"/>	TEST	052522	1	LBS	AC3	198,000	0	1	0	8.2297	198,000	4961605	0	0			
3	<input checked="" type="checkbox"/>	TEST	548225	1	LBS	AC3	199,000	0	1	0	8.2297	199,000	4961605	0	0			
4	<input checked="" type="checkbox"/>	TEST	045123	1	LBS	AC3	200,000	0	1	0	8.2297	200,000	4961605	0	0			
5	<input checked="" type="checkbox"/>	TEST	025142	1	LBS	AC3	199,000	0	1	0	8.2297	199,000	4961605	0	0			
6	<input checked="" type="checkbox"/>	TEST	002568	1	LBS	AC3	186,000	0	1	0	8.2297	186,000	4961605	0	0			
7	<input checked="" type="checkbox"/>	TEST	096855	1	LBS	AC3	186,000	0	1	0	8.2297	186,000	4961605	0	0			
8	<input checked="" type="checkbox"/>	TEST	078546	1	LBS	AC3	186,000	0	1	0	8.2297	186,000	4961605	0	0			
9	<input checked="" type="checkbox"/>	TEST	008957	1	LBS	AC3	186,000	0	1	0	8.2297	186,000	4961605	0	0			
10	<input checked="" type="checkbox"/>	TEST	008745	1	LBS	AC3	186,000	0	1	0	8.2297	186,000	4961605	0	0			
11	<input checked="" type="checkbox"/>	TEST	002458	1	LBS	AC3	186,000	0	1	0	8.2297	186,000	4961605	0	0			
12	<input checked="" type="checkbox"/>	TEST	001245	1	LBS	AC3	186,000	0	1	0	8.2297	186,000	4961605	0	0			

Car Init. Car No. Error/Warning Description Date Type

Errors Warnings Settings

Railcar validation finished

Back Next Cancel Finish

- You will need to click the validate record to make sure the minimum requirements are met. If you don't get any errors, you will click next
- On the next screen is either single car BOL or multiple car BOL

Import BOL Information

BOL Creation
Generate BOLs with imported railcars

Source file
Data Format
Mapping
BOL Creation
Errors handling
Template
Finish

Origin Code: B133 Pattern: 0496E Order No.: Ship Date: 08/30/21 13:12

Imported Railcars list

Select	Car Init	Car No	Edi Seq.	Commodity Code	Comp. No	ST
<input type="checkbox"/>	TEST	548225	1	AC3		1
Quantity U.M. LBS Net: Lbs Per Gal 60 8.2297						
Weight Tare: Net: 199,000 Gross: 199,000						
<input type="checkbox"/>	TEST	045123	1	AC3		1
Quantity U.M. LBS Net: Lbs Per Gal 60 8.2297						
Weight Tare: Net: 200,000 Gross: 200,000						
<input type="checkbox"/>	TEST	025142	1	AC3		1
Quantity U.M. LBS Net: Lbs Per Gal 60 8.2297						
Weight Tare: Net: 199,000 Gross: 199,000						
<input type="checkbox"/>	TEST	002568	1	AC3		1
Quantity U.M. LBS Net: Lbs Per Gal 60 8.2297						
Weight Tare: Net: 186,000 Gross: 186,000						
<input type="checkbox"/>	TEST	096855	1	AC3		1
Quantity U.M. LBS Net: Lbs Per Gal 60 8.2297						
Weight Tare: Net: 186,000 Gross: 186,000						

Row: 1 of 10 Selected cars: 0

BOLs Orders List

BOL No.: *NEW BOL Rev.: 0 Origin: B133 Template Id.: 0496E

Status: INC Ship Date: 08/30/2021

Car Init	Car No.	Seq.	Commodity Code	Comp. U.M.	STCC Code
TEST	035852	1	AC3 - PR7	1	LBS 4961605
Quantity: 199,000 Net Weight: 199,000 Tare Weight: Gross Weight: 199,000 Lbs/Gal 60: 8.2297					
Railcars: 1 Total: 199,000 Total: 199,000					

BOL No.: *NEW BOL Rev.: 0 Origin: B133 Template Id.: 0496E

Status: INC Ship Date: 08/30/2021

Car Init	Car No.	Seq.	Commodity Code	Comp. U.M.	STCC Code
TEST	052522	1	AC3 - PR7	1	LBS 4961605
Quantity: 198,000 Net Weight: 198,000 Tare Weight: Gross Weight: 198,000 Lbs/Gal 60: 8.2297					
Railcars: 1 Total: 198,000 Total: 198,000					

BOLs: 2

Add Single Car BOL Add Multiple Car BOL Select All Deselect All Invert

Reset Delete BOL Remove Car Add Car

Generate BOL

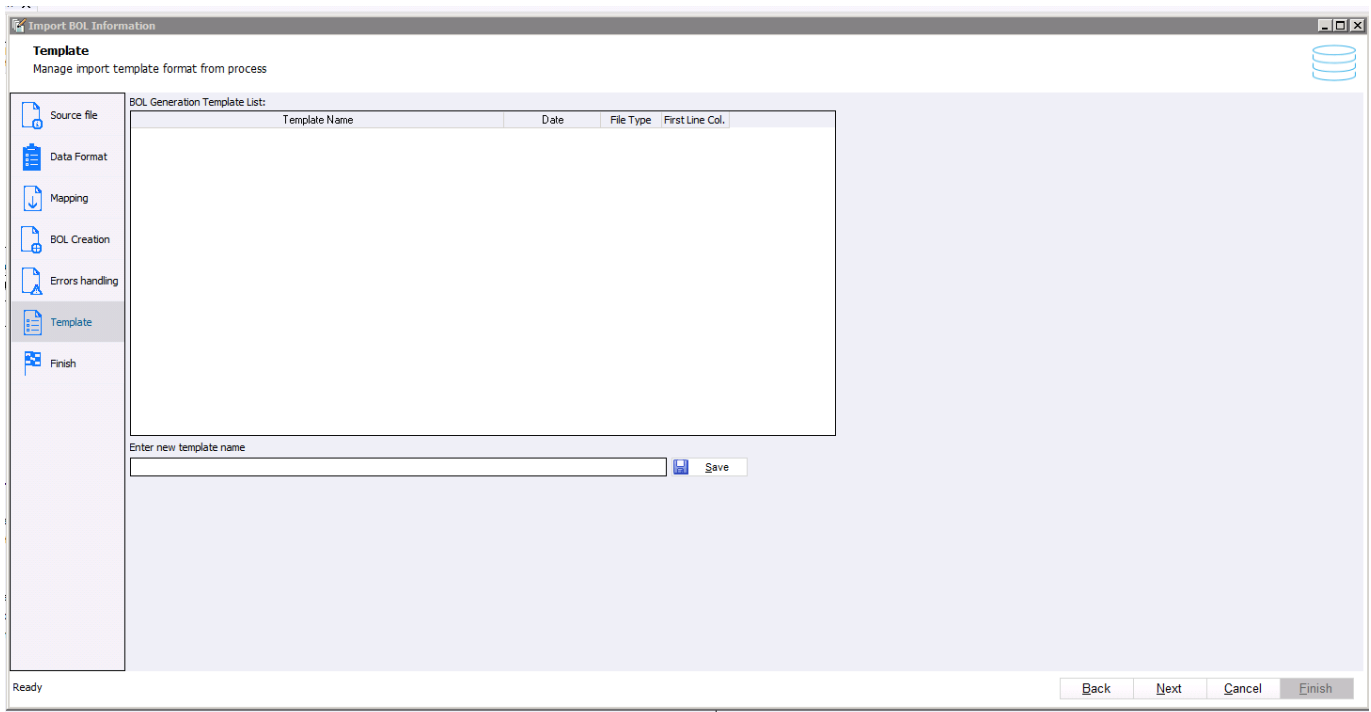
Select	BOL No.	Rev No	Bol Status	BOL Origin	Template Id.	Cust. Order No.
--------	---------	--------	------------	------------	--------------	-----------------

BOLs Errors

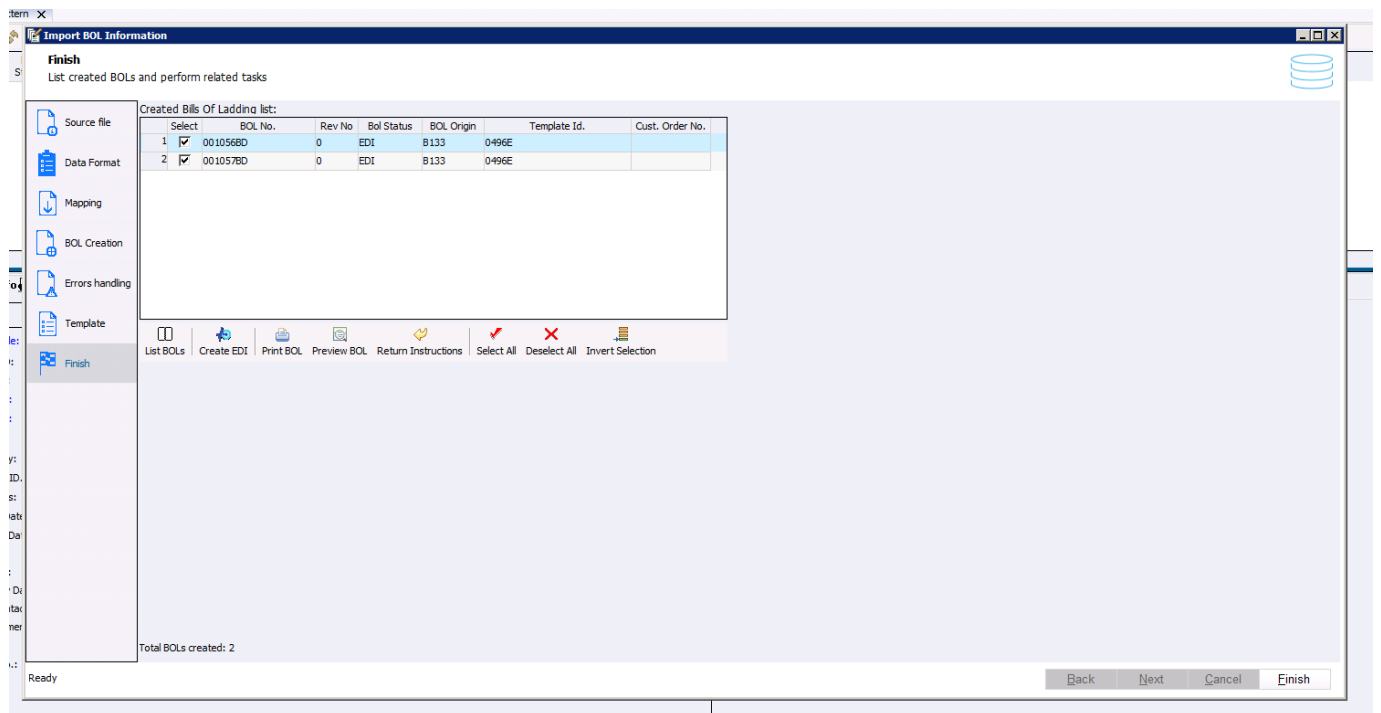
Ready

Back Next Cancel Finish

- You will need to select a pattern or order to complete the BOL
- You will then save your template on this screen so next time you bring in your file you won't need to map it



- You also can create EDI and preview the BOL on the last screen



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.

The screenshot displays the 'Parties' tab in a software application. The interface includes a menu bar with 'File', 'Print', and 'Exit'. Below the menu is a toolbar with icons for 'Pattern', 'Parties', 'Route', 'Additional Address', 'Reference No.', 'Handling Code', and 'Canadian HAZMAT'. The main area is divided into three sections: 'Customer/Consignee', 'Shipper', and 'Freight Billto'. Each section contains fields for 'Cust. No.', 'Cust. Name', 'Cust. Name2', 'Address', 'City/ST/Zip', 'Contact', 'Phone', 'Fax', 'Reference', 'EDI ID Code', 'EDI ID Qualifier', 'Org Code', and 'SPLC'. The 'Customer/Consignee' section shows 'BOURQUE LOGISTICS' at '1610 WOODSTEAD COURT, SUITE 220, HOUSTON, TX'. The 'Shipper' section shows 'BOURQUE LOGISTICS' at '1610 WOODSTEAD COURT, SUITE 220, THE WOODLANDS, TX 77380'. The 'Freight Billto' section shows 'BOURQUE LOGISTICS' at '1610 WOODSTEAD COURT, SUITE 220, THE WOODLANDS, TX 77380'.

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

The screenshot shows the 'Additional Address' tab in a software application. The top menu bar includes 'BOL', 'New BOL', 'Return Instructions', 'Create Pattern', 'Print BOL', 'Preview BOL', 'Multiple Entry', 'Bill Of Lading', 'Print', and 'Exit'. The main window has a tabbed interface with 'Header Info', 'Railcars', 'Parties', 'Route', 'Additional Address', 'Reference No.', 'Handling Code', 'Canadian HAZMAT', 'GL Criteria', and 'StopOff'. The 'Additional Address' tab is active, showing a form with fields for 'Address Code' (a dropdown menu), 'Reference' (a dropdown menu), 'Company Name', 'Company Name2', 'Address', 'City/ST/Zip', 'Contact Type' (a dropdown menu), 'Contact' (a text field), 'Phone', 'Ext.', 'Fax', 'Email', 'Reference' (a dropdown menu), 'EDI ID Code', and 'EDI ID Qualifier'. There are 'New' and 'Delete' buttons on the right side of the form.

Reference Tab

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

The screenshot shows the 'Reference' tab in a software application. The top menu bar includes 'EB New BOL', 'BOL', 'New BOL', 'Return Instructions', 'Create Pattern', 'Print BOL', 'Preview BOL', 'Multiple Entry', 'Bill Of Lading', 'Print', and 'Exit'. The main window has a tabbed interface with 'Header Info', 'Railcars', 'Parties', 'Route', 'Additional Address', 'Reference No.', 'Handling Code', 'Canadian HAZMAT', 'GL Criteria', and 'StopOff'. The 'Reference No.' tab is active, showing a form with fields for 'Reference Code' (a dropdown menu), 'Reference Dscr' (a text field), and 'Commodity' (a dropdown menu). There are 'New' and 'Delete' buttons on the right side of the form.

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

Handling Code Tab

OTMAs – One Time Movement Authorization

The screenshot shows the 'BOL' (Bill of Lading) Handling Code tab. The interface includes a menu bar with options like 'New BOL', 'Return Instructions', 'Print BOL', 'Multiple Entry', 'Preview BOL', and 'Exit'. Below the menu bar, there are tabs for 'Header Info', 'Railcars', 'Parties', 'Route', 'Additional Address', 'Reference No.', 'Handling Code' (which is active), 'Canadian HAZMAT', 'GL Criteria', and 'StopOff'. The main area is divided into sections: 'BOL No.: NEW' and 'Revision No.: 0'; 'Handling Code' with a dropdown menu and 'Special Handling Dscr'; 'OTMA Details' with 'Otma Code' (dropdown), 'Reference Dscr' (text box), and 'Additional Dscr' (text box); and 'Protective Services' with 'Rule' (dropdown), 'Code' (dropdown), and various checkboxes like 'Pre-Cooled?', 'Ceiling Heater?', 'Food?', and 'Doorway Less 30?'. There are also fields for 'Temperature', 'Optimum', 'UM', 'Origin', 'Road', and 'City/State'. On the right side, there are 'New' and 'Delete' buttons for each section.

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.

The screenshot shows the 'OTMA Details' section. The 'Otma Code' dropdown is set to '1'. The 'Reference Dscr' text box contains 'MOVING PER FRA-'. The 'Additional Dscr' text box is empty. A red arrow points to the 'Otma Code' dropdown.

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

The screenshot shows the 'OTMA Details' section. The 'Otma Code' dropdown is set to '2'. The 'Reference Dscr' text box contains 'MOVING PER 174.50:OTMA-2'. The 'Additional Dscr' text box is empty. A red arrow points to the 'Otma Code' dropdown.

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.

The screenshot shows the 'OTMA Details' section. The 'Otma Code' dropdown is set to '3'. The 'Reference Dscr' text box contains 'MOVING PER 174.50:OTMA-3'. The 'Additional Dscr' text box is empty. A red arrow points to the 'Otma Code' dropdown.

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.

Origin Code	BOL No.	Rev No.	BOL Status	EDI Status	EDI Sent	Ack Ind.	Waybill No.	Car Init.	Car No.	Ship Date	Revision Date
-------------	---------	---------	------------	------------	----------	----------	-------------	-----------	---------	-----------	---------------

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

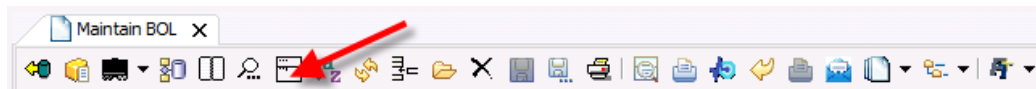
Column	Where	Value
Origin Code	=	
BOL No.	=	
BOL status	=	
EDI status code	=	
Car Initial	=	
Car No.	=	
Ship Date	>=	04/09/18
Ship Date	<=	00/00/00
Customer No.	=	
Shipper No.	=	
Freight Billto No.	=	
Customer order No.	=	

The Maintain BOL screen will open with new BOLs listed.

Review the BOLs before Submitting

To review the information in each BOL:

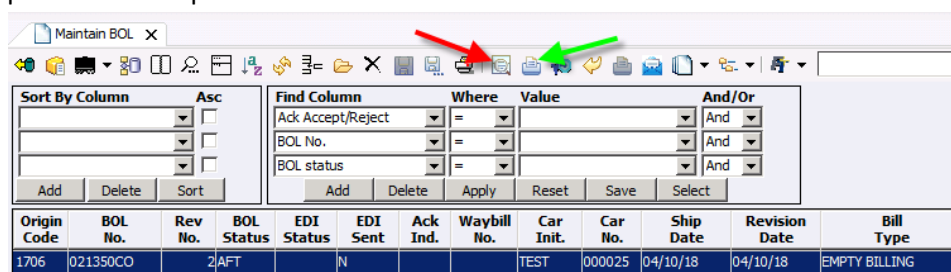
1. Select the Split Screen Icon from the toolbar



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)

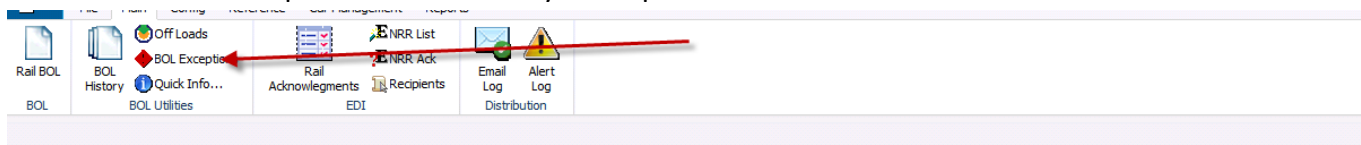
Check BOL import exception

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

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

Code	BOL No.	No.	Status	Status Sent	Ind	Sent way	Bill No.	Car ID	Ship Date	Date	Bill Type		
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

- Click on the BOL exception button to see your import error



- 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:

- Click on the "EDI" in the BOL Status column within the BOL in list view or detail view.
- Choose "TRP" from the list
- Click the "Create EDI Data" button

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

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File Main Config Reference Car Management Reports

Rail BOL BOL History Quick Info... BOL Utilities Off Loads BOL Exceptions Rail Acknowledgments EDI NRR List NRR Ack Recipients Email Log Alert Log Distribution

Maintain BOL X

Sort By Column Asc Find Column Where Value

Origin Code BOL No. Rev No. BOL Status EDI Status EDI Sent Ack Ind. Waybill No. Car Init. Car No. Ship Date

1700	000001DV	0	INC		N			TEST	223366	01/10/18
77407	000001TX	2	EDI		Y			GATX	216397	02/22/18
1700	000002DV	0	COM		N			GATX	216397	02/21/18
	000004DV	0	EDI		Y			TEST	000025	04/02/18
	000005DV	0	INC		Y			TEST	000025	04/02/18
	000006DV	0	REV		Y			TEST	000026	04/02/18
77407	000009TX	2	EDQ	S	Y			TEST	113322	12/12/17
	000010TX	2	EDM	S	Y			TEST	001122	01/10/18
77406	000011TX	0	INC		N			TILX	500725	03/01/18

Create Pattern Print BOL Preview BOL Return Instructions EDI Pop Out

Header Info Railcars Parties Route Additional Address

BOL No.: 000001TX Revision No.: 2

Origin Code: 77407 Ship Date: 02/22/18 Pattern ID: Order No.: L/E IND: LOAD

BOL Type: R- REVENUE PMT Code: PREPAID FOB Code: Section 7: YES

Rule 11: NO Third Party: Multi-Car (Y/N): NO

Unit Train No.: BOL Status: EDI EDI Status: SEND

Revision Date: 2/23/18 11:02 EDI Send Date: 4/3/18 15:35

Complete Date: Emer. Phone:

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

Maintain BOL X

Sort By Column Asc Find Column Where Value And/Or

Origin Code BOL No. Rev No. BOL Status EDI Status EDI Sent Ack Ind. Waybill No. Car Init. Car No. Ship Date

Add Delete Sort Add Delete Apply Reset Save Select

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 >

- Click 'Cancel' to return to the Maintain BOL screen

Origin Code	# of EDI BOLs	# of TRIP BOLs
1000	1	0
1704	5	5
1707	1	1
77407	1	1

BOL Submission confirmation (per Origin)

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

A total of 1 Shipment record was imported in TRANSPay/RateServer.
1 Shipment record is ready for transmission.

Shipment confirmation popup

A total of 1 Shipment record was imported in TRANSPay/RateServer.
1 Shipment record is ready for transmission.

TRIP Only Confirmation

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

Origin Code	BOL No.	Rev No.	BOL Status	EDI Status	EDI Sent	Ack Ind.
77407	000001TX	2	EDI	S	Y	
1700	31416557	0	EDI	S	Y	

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

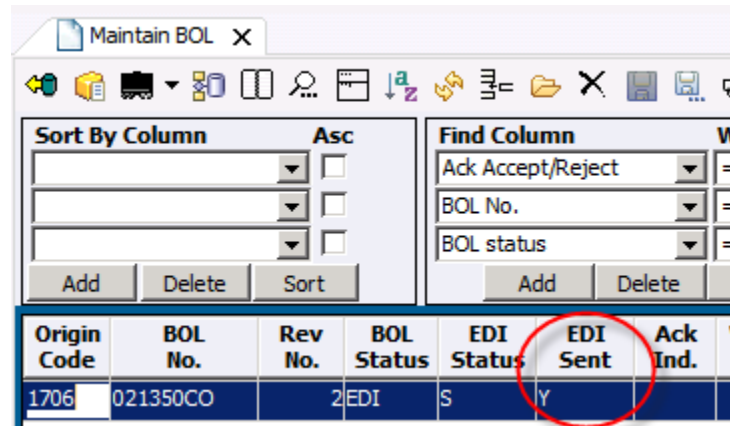


The Get Data will open (and will default to the previous day's date)

To view today's 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.

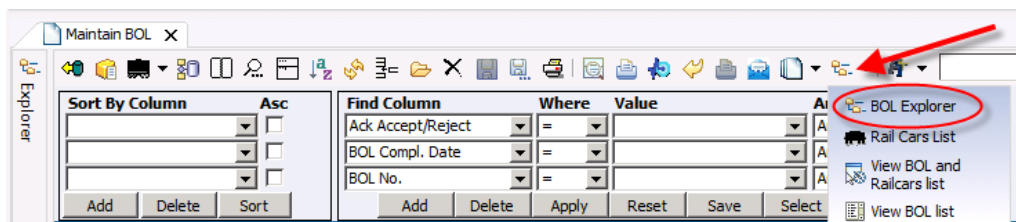
1706	30003007	0 REV	A	Y	A	137023	UTLX 647639	01/23
------	----------	-------	---	---	---	--------	-------------	-------

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).

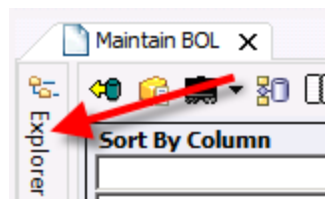
Explorer Windows


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

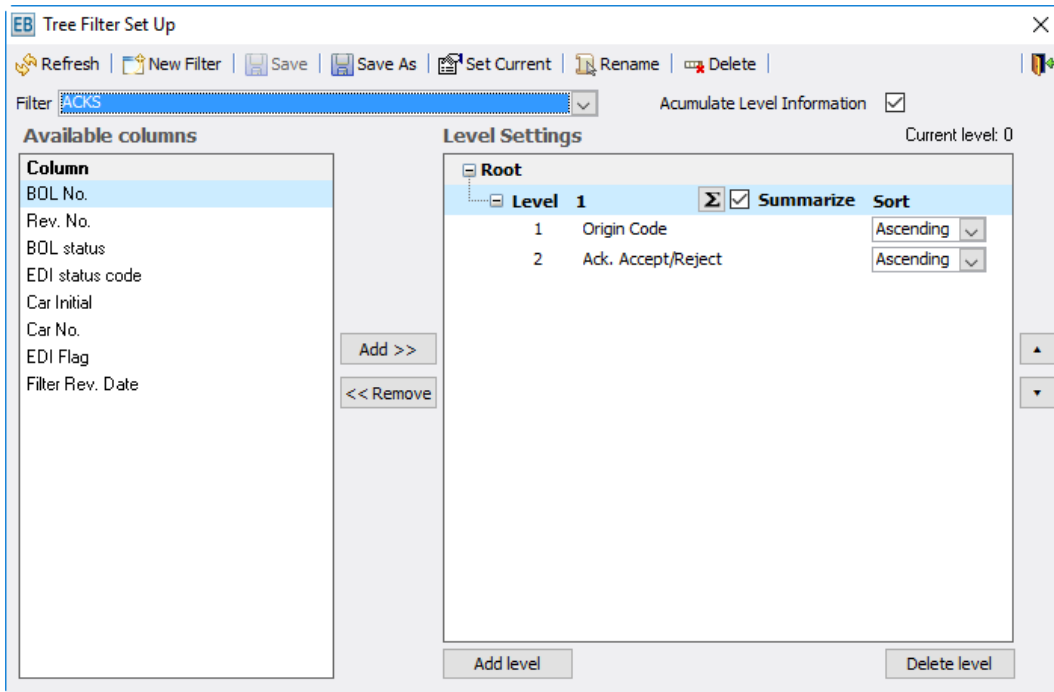
To open Explorer, select 'View BOL explorer' from the maintain BOL options and then select 'BOL Explorer'.



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

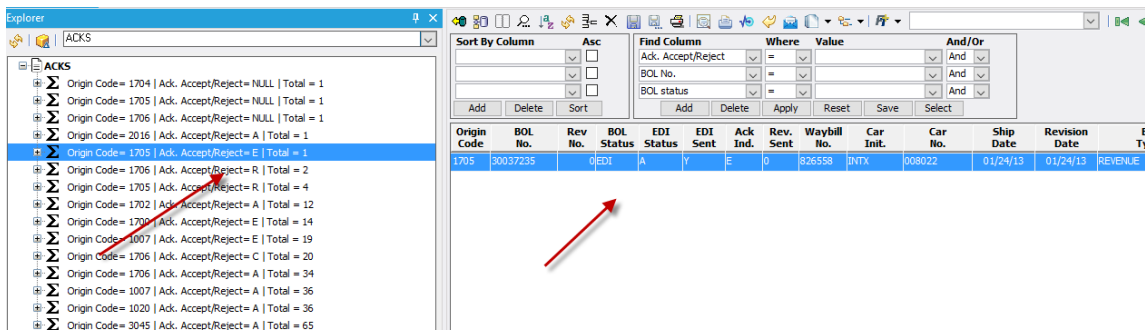


To bring up the tree filter you need to click this box 



The 'Tree Filter Set Up' dialog box is shown. It has a toolbar with 'Refresh', 'New Filter', 'Save', 'Save As', 'Set Current', 'Rename', and 'Delete'. The 'Filter' dropdown is set to 'ACKS'. The 'Available columns' list on the left includes: BOL No., Rev. No., BOL status, EDI status code, Car Initial, Car No., EDI Flag, and Filter Rev. Date. The 'Level Settings' panel on the right shows a tree structure starting with 'Root' and 'Level 1'. Under 'Level 1', there are two items: '1 Origin Code' with a 'Sort' dropdown set to 'Ascending', and '2 Ack. Accept/Reject' with a 'Sort' dropdown set to 'Ascending'. The 'Summarize' checkbox is checked. At the bottom, there are 'Add level' and 'Delete level' buttons.

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



The screenshot shows the 'Maintain BOL' screen. On the left is an 'Explorer' pane showing a tree of filters under 'ACKS'. The selected filter is 'Origin Code= 1705 | Ack. Accept/Reject= E | Total = 1'. The main area displays a table of results with columns: 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, and B Ty. A red arrow points from the selected filter in the Explorer to the first row of the table.

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	B Ty
1705	30037235	0	EDI	A	Y	E	0	826558	INTX	008022	01/24/13	01/24/13	REVENUE

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.

Get Data For Maintain BOL

SYSTEM DEFAULT

31402868 EDI
CURRENT MONTH
GATX SEPT POOL CHEM
JHONNS
SEPT LAST WEEK

Ship Date <= 00/00/00
Customer No. =
Shipper No. =
Freight Bill No. =
Customer Order No. =

Add Delete

Get Data Batch OK All New Cancel

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

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File Main Config Reference Car Management Reports

Rail BOL BOL History BOL Utilities Off Loads BOL Exceptions Quick Info... Rail Acknowledgments EDI NRR List NRR Ack Email Log Alert Log Distribution

Maintain BOL X


Sort By Column Asc Find Column Where Value And/Or

Ack Accept/Reject = And
BOL Compl. Date = And
BOL No. = And

Add Delete Sort Add Delete Apply Reset Save Select

Fastrac Report Name

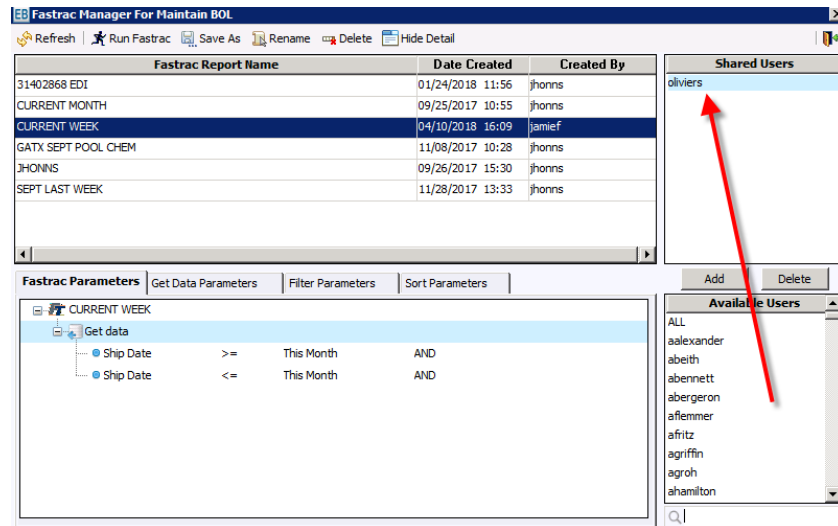
31402868 EDI
CURRENT MONTH
GATX SEPT POOL CHEM
JHONNS
SEPT LAST WEEK

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

Create Fastrac
Manage Fastrac

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:

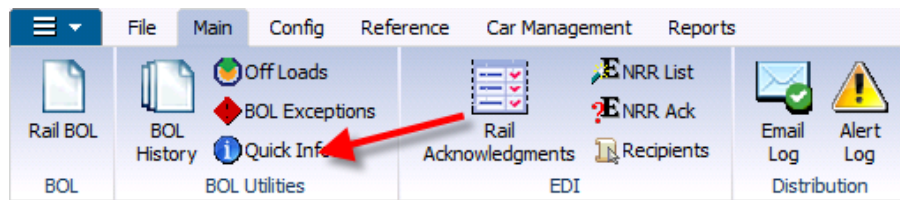
Open the BOL

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

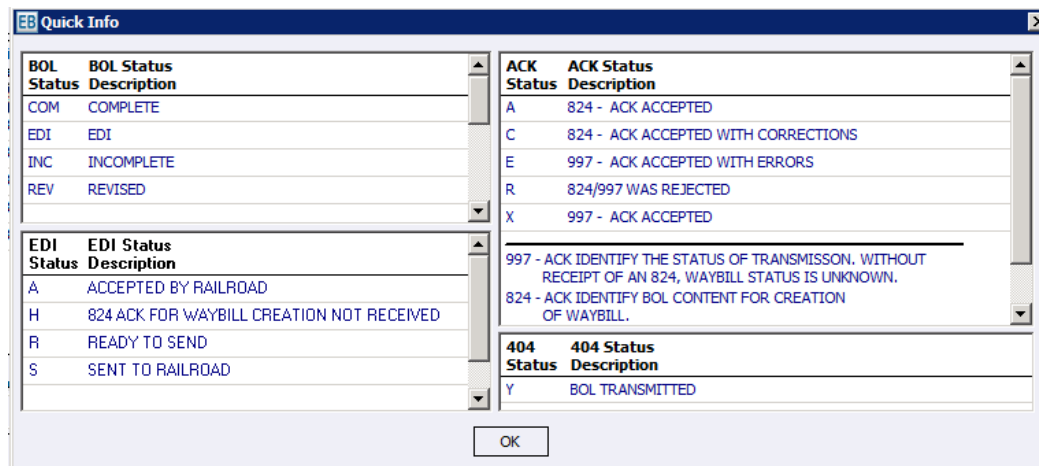
BOL Status Indicators

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

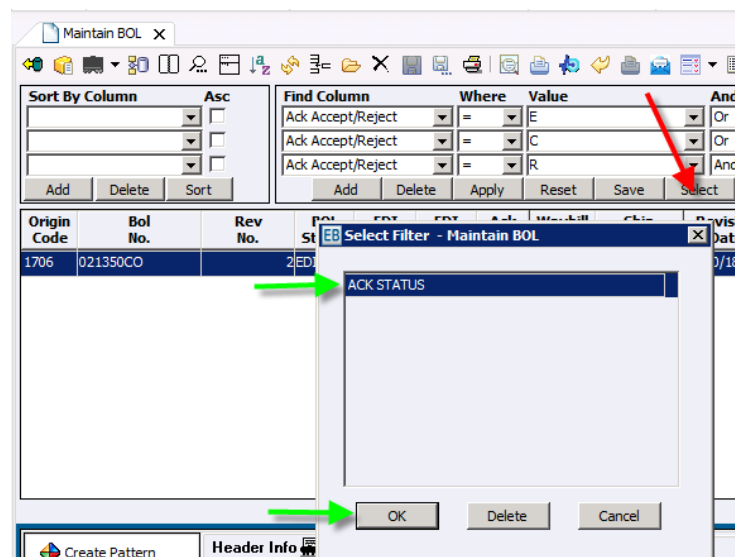
5. Click the Save button
6. Give the Query a name (ACK STATUS, etc.)

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).

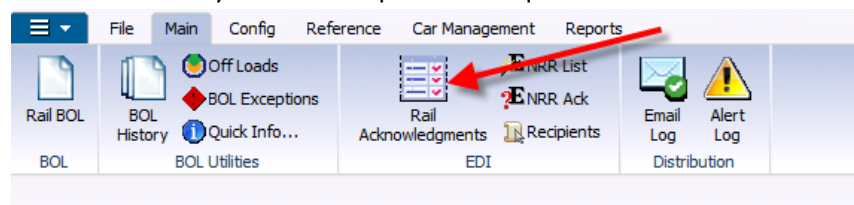


Missing Waybill information

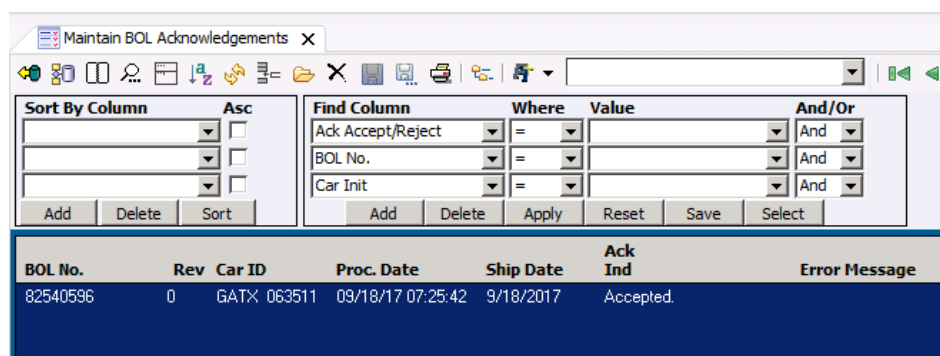
If the EDI Status is **H** and the Acknowledgment Indicator is **X**, the BOL was accepted but something happened to receiving the Waybill number.

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 will 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 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® 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:

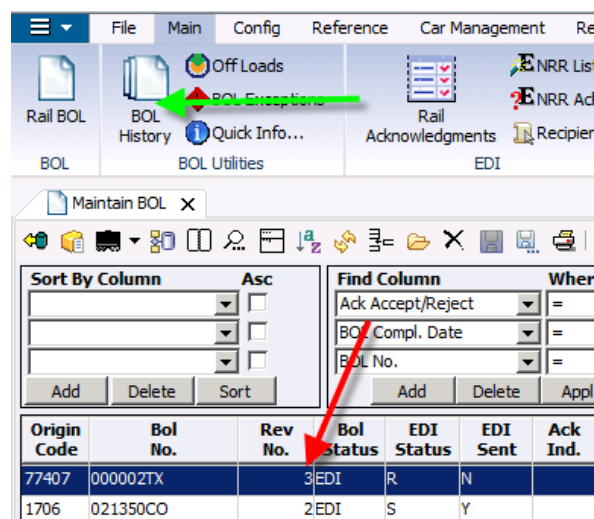
1. Click on the AFT and choose TRP from the drop-down list
2. Click Create EDI Data button and submit the updated Trip record to Railtrac

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.

Maintain BOL X **BOL History X**

Sort By Column Asc

Find Column Where Value And/or

BOL No. = And

BOL complete date = And

BOL status = And

Add Delete Sort Add Delete Apply Reset Save Select

Origin Code	BOL No.	Rev BOL No.	BOL Status	EDI Status	EDI Status Sent	Ack Ind	Rev Sent	Way Bill No.	Car ID
1706	021350CO	0	REV		N				TEST 000025
1706	021350CO	1	REV		Y				TEST 000025
1706	021350CO	2	EDI	S	Y				TEST 000025

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.

Origin Code	BOL No.	Rev BOL No.	BOL Status	EDI Status	EDI Status Sent	Ack Ind	Rev Sent	Way Bill No.	User ID
1706	021350CO	0	REV		N				oliviers
1706	021350CO	1	REV		Y				oliviers
1706	021350CO	2	EDI	S	Y				oliviers

Alternate City Base FSAC

We added a new screen under the config menu call FSAC for station override. You now can now override a rail station. Under this menu you will define the carrier and city and override with a city that this carrier accepts.

Maintain Default Freight Station Accounting Code X

Row 1 of 1

Sort By Column Asc

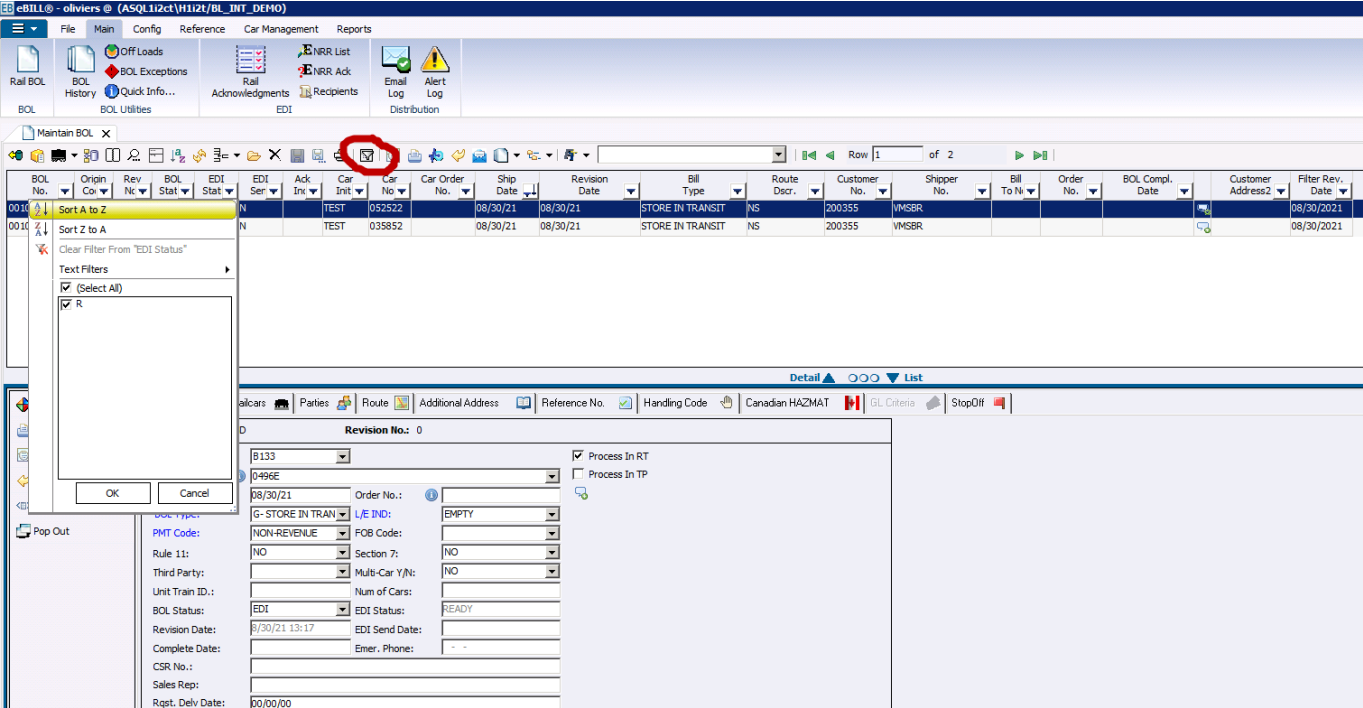
Find Column Where Value And/or

Add Delete Sort Add Delete Apply Reset Save Select

Origin/Destination				FSAC
Road	SPLC	City	State	City
NS	684800	HOUSTON	TX	HOUSTON 2

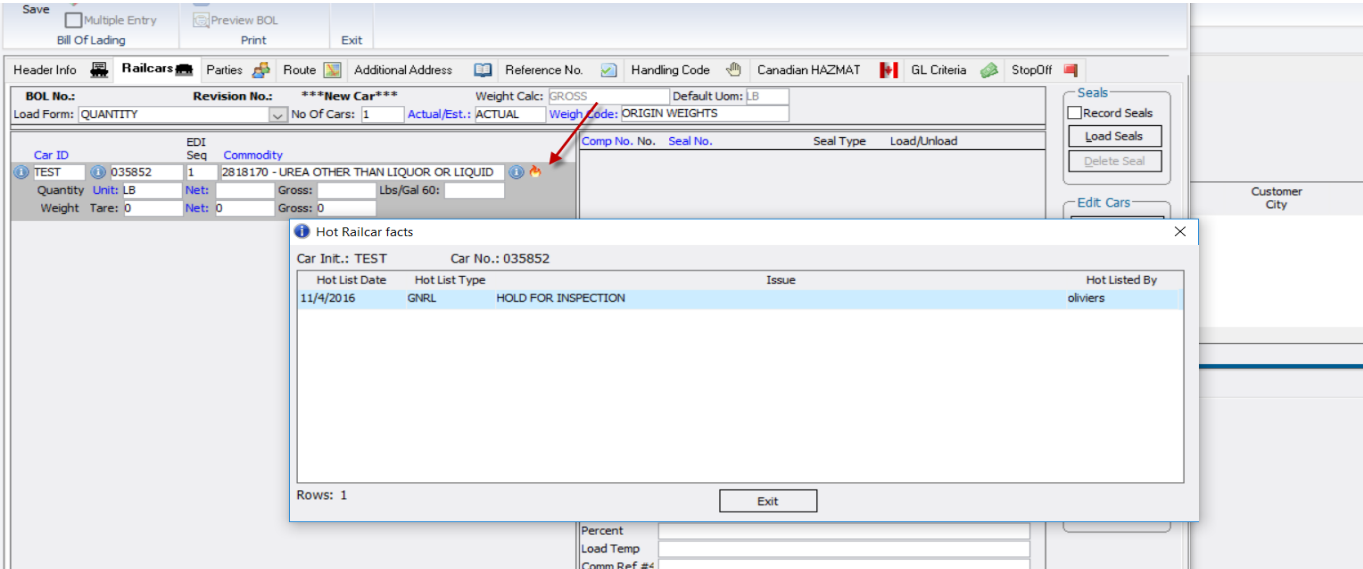
BOL Filters

We have now added the BOL filters like excel where you can filter by every column display on the maintain BOL screen



HOT List icon

We have now added the hot list icon from RAILTRAC that is now display on the railcar tab in eBILL and when clicking the icon, it shows you the reason for the car being hot listed.



Pattern Search Box

We have now added the ability to search for a pattern with criteria.

