



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.

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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



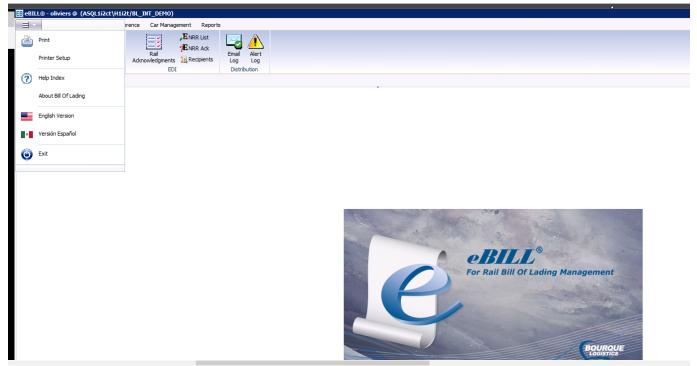
The Main Page in eBILL® will open with the Tool Bar at the top





Ready

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



eBILL® Ribbon Bar: Main



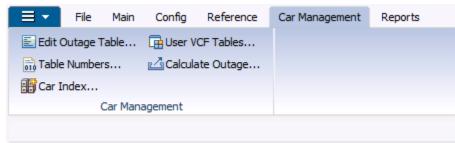
eBILL® Ribbon Bar: Config

Rail Patterns	BŐL	Origin SPLC Alias	Auto Alert Criteria Criteria	[#] Group Security [#] Group Security [#] User Security	RAILPort Field Titles
Patterns	Defaults	System	Distribution	Security	RailPort

eBILL® Ribbon Bar: Reference

🗐 🔻 File Main C	onfig Reference Car Management	Reports			
Bill to Shipper Consignee	Freeform Address 🕺 Railroads	Maintain Commodities DOT Dest Temp Maintain HAZMAT	٢	Ţ	
	Parties	Products	Geography	Measure	BOL Codes

eBILL® Ribbon Bar: Car Management



eBILL® Ribbon Bar: Reports

ف						
	2		-			
			Œ			
Rail BOL by ED				Outbound		
Commodity Re	eport Q	uantities	Status	Car		
	Re	eports		Release		

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

=-	File	Main (Config	Reference	Car Management	Reports				
Bill to	Shipper	Consigner		dditional Addre reeform Addres ontacts	sses Suppliers	Maintain Commodities Maintain HAZMAT Maintain Odor Rates	DOT Dest Temp	٢	Ţ	Ū
	Parties			Produc	ts	Geography	Measure	BOL Codes		

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

Consignee No. Consignee Name Care Of Name Ship To City	Where Val	Set as Default	Save Setup	Delete Setup
Consignee Name 💌 Care Of Name 💌 Ship To City 👻		16		
Consignee Name 💌 Care Of Name 💌 Ship To City				
Care Of Name 💌				
Ship To City				
Ship To State 👤				
	Add	Delete		
ОК		New Cano	el	

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 Consigne	e 🗶						
🗢 🔝 🛈 L 🗃	🍢 🤣 💱 🗙	🖪 🗟 🚑	🚉 🧱 📢	Row 1	of 1	> >0	
Sort By Column	Asc	ind Column	Whe	re Value	And/Or		
		Care Of Name	-	_	💌 And 💌		
Add Delete	Sort	Add	Delete App	oly Reset Sav	e Select		
Consignee No.	Consignee Name	a		Consignee City/ST	Consignee Type	e Consignee Phone	CareOf Name
-	BOURQUE LOGIST			HOUSTON TX		consigneer none	curcornance
							
Cust No.:	BOURQUE			Cust Type:	CUSTOMER		-
Cust Name:	BOURQUE LOGIST	ICS		Phone:	(000) 000-0000	Ext:	
Cust Name2:				Contact Type:		Fax: (000) 000-000	0
Care Of Party Name:				Cont. First Name:			
Care Of Party Name2:				Cont. Last Name:			
Freight Bill To No.:				Cont. Email:			
Ship To				Sold To			
Address Line 1:				Address Line 1:			
Address Line2:				Address Line2:			
Address Line3:				Address Line3:			
City:	HOUSTON			City:			
ST/Zip:	TX	-		ST/Zip:		_	
SPLC:	684800	9 Digit SPLC:	684800				
Rail Details							
Shop Y/N:	NO	_	_	Canadian ER Plan No.:			
DLV Road:		DLV Status:	_	Canadian ER Phone:			
Expec. Hold Time:		Active:	YES 💌	Comments :			
Rail Station:							
Rail Sub Station:							
Rail Siding:							
EDI ID Code:							
EDI ID Type:							
Car Weight Limit:		UM:	_				

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

 Maintain Consignee X Maintain Consignee X Image: Second seco	X 📙 🗟 😫 🔡 🛤 🖷 Row	1 of 1
Sort By Column Asc	Find Column Where Value Care Of Name Image: Care of Name Image: Care of Name Add Delete Apply	▼ And ▼
EB Specify Sort Columns Drag and Drop items		
Source Data Ack Accept/Reject BOL No. BOL status Bill Type Billto Edi Contact Code Billto Edi Contact Email Billto Edi Contact Ext	Columns	Ascending Ascending Cancel

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)

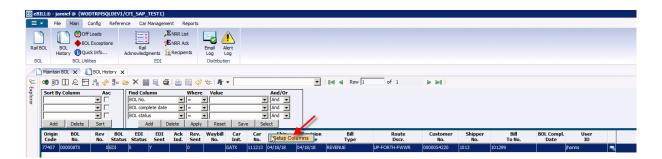
B Specify Sort Column	IS	2
Drag and Drop items		Ok
Source Data	Columns	Ascending
Ack Accept/Reject	🔺 Origin Code	\square
BOL status	BOL No.	\boxtimes
Bill Type		
Billto Edi Contact Code		
Billto Edi Contact Email		•
Billto Edi Contact Ext		
Billto Edi Contact Fax		
	-	
•		Cancel

• 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.

Colur	nns Manager for	×
ID.	Column	Visible 🔺
1	Origin Code	
2	BOL No.	
3	Rev No.	
4	BOL Status	
5	EDI Status	
6	EDI Sent	
7	Ack Ind.	
8	Rev. Sent	
9	Waybill No.	V
10	Car Init.	
11	Car No.	
12	Ship Date	
13	Revision Date	
14	Bill Type	
15	Route Dscr.	
16	Customer No.	
17	Shipper No.	
18	Bill To No.	
19	Order No.	
20	BOL Compl. Date	-
Rest	ore defaults	Exit

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.

EB eBl	ILL® - ja	mief@ (W	ODTRM	GOLDEV1/	CFI_SAP_	TEST1)									
	- File	e Main	Config	Referer	nce Car	Manageme	ent Re	ports							
Rail E BO	н		off Loads OL Excep Juick Info tilities		Rail Acknowledg	?	ENRR List ENRR Ad Recipien	c L	Email Ale Log Lo Distribution	-					
	Maintain BOL X BOL History X														
₽ <u></u>	(1)	00 <u>e</u> E	∃ ↓ <mark>a</mark> ,	s 3- (> X 📕	1 🗒 😅	i 🗅 🖸	3 💛	8: I 🗗	-			•	Row	1 c
Explorer	Sort B	y Column Delete BOL No.	-	BOL	BOL stat.	lete date	•	Where = _ = _ Apply Rev. Sent		Save Car Init.	▼ / ▼ /	And 💌	Revision Date	Bill Type	
	77407	000008TX		0 EDI	s	Y		0	c	GATX 1	111213 04	/18/18	04/18/18	REVENUE	P-FOR
											1				
Orig Cod		BOL No.	Rev No.	BOL Status	EDI Status	EDI Sent	Ack Ind.	Rev. Sent	Waybil No.	I Car Init.	Car No.		Bill Type	Ship Date	Revision Date
7740	7 0000	08TX	0	ÐI	s I	(0		GATX	111213	REVEN	JE	04/13/18	04/18/18

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

	File	Main	Config	Referen	ce Car Manage	ement	Reports		
Rail BOL	BOL] 🍎	Off Loads BOL Exceptio Quick Info		Rail Acknowledgments	ENRF RNRF	R Ack	Email Log	Alert Log
BOL		BOL	Utilities		EDI			Distrib	ution

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 Billto No 💌	= 💌	
Customer order No.	= 💌	
	Add	Delete
Get Data OK Batch	All	New Cancel

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.

					/		
l	B New BOL						
	BOL						
	New BC	_	n Instructions	D o			
	Save Multiple	_					
	Bill Of Lading		Print	Exit			
	Header Info 🚟	Railcars 🛲 Partes	🛃 Route [X A	dditional Address	D R	leference No. 🛛 🖉 🛛 I
	BOL No.: NEW		Revision No	o.: 0			
	Origin Code:	1013	Pattern ID:			•	Process In RT
	Ship Date:	04/10/18	Order No.:				Process In TP
	BOL Type:	R-REVENUE	L/E IND:		LOAD	-	Comments
	PMT Code:	PREPAID	FOB Code:			-	
	Rule 11:	NO	Section 7:		YES	•	
	Third Party:		Multi-Car Y/N			•	
	Unit Train No.:		Num of Cars:				

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

E	B New BOL				
	BOL				
	Save	Pattern		4	
	Bill Of Lading		rint Ex	dt	
	Header Info 🚟 🛛 F	Railcars 💼 Parties	\land Route 💹	Additional Address	💷 Reference No. 🖉
	BOL No.: NEW		Revision No.:	D	
	Origin Code:	1013 💌	Pattern ID:		▼ Process In RT
	Ship Date:	04/10/18	Order No.: 🧕 🌘	81425153	Process In TP
	BOL Type:	R-REVENUE	L/E IND:	LOAD	Comments
	PMT Code:	PREPAID 💌	FOB Code:		•
	Rule 11:	NO	Section 7:	YES	•
	Third Party:	_	Multi-Car Y/N:		~
	Unit Train No.:		Num of Cars:		

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

Image: Second	BOL Maintain BOL	BOL Utilities	EDI		Distri	bution
No Code No Status St			🛷 킄= - 👝 🗙 🔛	i	2 🖂 🕯	🗈 ゎ 🛹
			C+			Car Order No.
			III Multiple BOLs			

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	× 0 -
BOL	Р
New BOL Image: Create Pattern Oreate Pattern Print BOL Image: Diagonal pattern Image: Create Pattern Image: Diagonal pattern Image: Create Pattern	
Header Info 🚆 Railcars 🛖 Parties 🍰 Route 🔟 Additional Address 💷 Re	eference No. 🕢 Handling Code 🔚 Canadian HAZMAT 🛛 🙌 GL Criteria 🧼 StopOff 🛋 🗌
	Calc: GROSS Default Uom: B Record Seals
Load Form: QUANTITY No Of Cars: 1 Actual/Est.:	Weigh Code: Find Car
EDI Seq Commodity Quantity I Gross: Lbs/Gal 60: Weight Tare: Net: 0 Gross: 0	Comp No. No. Seal No. Seal Type Load/Unload Fleet ID: Car Order: Delete Car Bus. Grp: Car PO: Delete Seal Equip. Type DOTE Over: Delete Seal Car Owner: Car DOTE: Delete Product Capacity: HAZMAT STCC: Calc VCF Trip Ref #1 Calc VCF Calc VCF Trip Ref #2 Trip Ref #3 Trip Ref #4 Tip Ref #4 Tiport Load Cars

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.

BOL						
	New BOL Create Pattern	Heturn In		Ū ¢		
Save	Multiple Entry	Preview	BOL			
Bill Of	fLading	Prir	nt	Exit		
Header Info	🚆 Railcars	💼 Parties ,	률 Route [💹 🛛 Ado	ditional Address	🛄 Ref
BOL No.:		Revision N	o.: ***N	lew Car ⁱ	***	Weight Ca
Load Form:	QUANTITY		▼ No Of C	Cars: 3	Actual/Est.	:
Car ID	Unit:	EDI Seq Comm 1 Net: Net: 0	Gross:		Lbs/Gal 60:	
Quantity	0	2 Net: Net: 0	Gross: Gross: 0		Lbs/Gal 60:	
Quantity	Unit: Tare: 0	3 Net: Net: 0	Gross: Gross: 0		Lbs/Gal 60:	

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

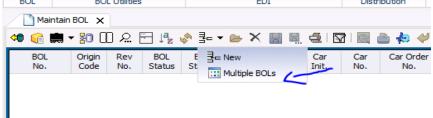
EB Select File	a X
Look in: 🕕	exec 💽 🧿 🏂 🔛 -
Name 🔺	✓ Date modified ✓ Type
icons	1/2/2018 6:55 PM File folder
•	
File name:	Open
Files of type:	Comma Delimited Files (*.CSV) Cancel

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
 BOL Ublittes
 EDI
 Distribution



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

🕌 Import BOL Informa	ation		
Source			
Specify a source file	e or select a predefined template		
Specify a source file Source file Data Format Mapping BOL Creation Frors handing Template Finish	e or select a predefined template Imported data file format Select file to import Railcars (CSV format) [\ttschent]C\Users\obviousrs.BOURQUE\Documents\Usergroup2020\PB 17\eB1LL Car Import Layout.csv C Predefined format R R file format R R Excel 2007 R S Excel CSV Text	Browse	
eady			Back Next Cancel Finish

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

Imported Column	Order	Destiny Column		car init		car no e	edi sequence	compart no	o car	owner	bus group	fleet	id ea	uipment_typ	e weigh_cod	le weid
car_init		Car Init 👻			EST	35852			1							
car_no	2	Car No 🔻		т	EST	52522			1							
edi_sequence	3	•			EST	548225			1							
compart_no	4	Compart No. 🔻			EST	45123			1							
car_owner	5	-			EST EST	25142 2568			1							
bus_group	6	v			EST	96855			1							
fleet_id	7	v			EST	78546			1							
equipment_type	8	v			EST	8957			1							
weigh_code	9	•			EST	8745			1							
weight_qualifier	10	-			EST	2458			1							
gross_weight	11	-			EST EST	1245 1245			1							
	12				Lai	1243			1							
tare weight																
	L	Net Weight 👻														
net_weight	L	Net Weight														
net_weight car_order_no	13	Net Weight														
tare_weight net_weight car_order_no track spot	13 14	Net Weight														
net_weight car_order_no track spot	13 14 15	Net Weight														
net_weight car_order_no track	13 14 15 16	Net Weight	Impor			formation format										
net_weight car_order_no rrack spot car_capacity rrip_ref1	13 14 15 16 17	Net Weight		Car Init	Car No	Compart No. Com	mmodity Code C		Quantity	Net Weight	Edi Sequence	Car Owner	Bus Group	Fleet Id	Equipment Type	Weigh Cod
net_weight car_order_no track spot car_capacity	13 14 15 16 17 18	Net Weight	Import No.	Car Init TEST	Car No 35852	Compart No. Com 1PR7	mmodity Code C	s	Quantity	199,0	00	Car Owner	Bus Group	Fleet Id	Equipment Type	Weigh Code
net_weight car_order_no track spot car_capacity trip_ref1 trip_ref2 trip_ref3	13 14 15 16 17 18 18	Net Weight	Import No. 1 2	Car Init TEST TEST	Car No 35852 52522	Compart No. Com 1PR7 1PR7	mmodity Code C LBS LBS	s s	Quantity	199,0 198,0	00	Car Owner	Bus Group	Fleet Id	Equipment Type	Weigh Cod
net_weight rar_order_no rack rac_capadity rip_ref1 rip_ref2 rip_ref3 rip_ref4	13 14 15 16 17 18 19 20 21	Net Weight	Import No. 1 2 3	Car Init TEST TEST TEST	Car No 35852 52522 548225	Compart No. Com 1PR7 1PR7 1PR7	mmodity Code C LBS LBS	s s s	Quantity	199,00 198,00 199,00		Car Owner	Bus Group	Fleet Id	Equipment Type	Weigh Cod
et_weight ar_order_no rack pot ar_capacity rip_ref1 rip_ref2 rip_ref3 onm_code	13 14 15 16 17 18 19 20 21		Import No. 1 2 3 4	Car Init TEST TEST TEST TEST	Car No 35852 52522 548225 45123	Compart No. Com 1PR7 1PR7 1PR7 1PR7	mmodity Code C LBS LBS LBS LBS	s s s s	Quantity	199,00 198,00 199,00 200,00		Car Owner	Bus Group	Fleet Id	Equipment Type	Weigh Cod
iet_weight ar_order_no rack pot ar_capacity rip_ref1 rip_ref2 rip_ref3 rip_ref3 mm_code eet_quantity	13 14 15 16 17 18 19 20 21 21 22		Import No. 1 2 3 4 5	Car Init TEST TEST TEST TEST TEST	Car No 35852 52522 548225 45123 25142	Compart No. Com 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7	mmodity Code C LBS LBS LBS LBS LBS	S 5 S 5 S 5 S 5	Quantity	199,00 198,00 199,00 200,00 199,00		Car Owner	Bus Group	Fleet Id	Equipment Type	Weigh Cod
et_weight ar_order_no rack pot ar_capacity no_ref1 no_ref2 no_ref3 nom_code et_quantity ross_gal	13 14 15 16 17 19 20 21 21 22 23 23 24		Import No. 1 2 3 4 5 6	Car Init TEST TEST TEST TEST TEST TEST	Car No 35852 52522 548225 45123 25142 2568	Compart No. Com PR7 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7	mmodity Code EBS EBS EBS EBS EBS EBS EBS EBS	S 5 S 5 S 5 S 5 S 5 S 5 S 5	Quantity	199,00 198,00 199,00 200,00 199,00 186,00		Car Owner	Bus Group	Fleet Id	Equipment Type	Weigh Cod
net_weight ar_order_no rack: pot ar_capacity rip_ref1 rip_ref2 rip_ref3 rip_ref4 room_code net_quantity roos_gal comm_um	13 14 15 16 17 19 20 21 21 22 23 23 24	Commodity Code	Impor No. 1 2 3 4 5 6 7	Car Init TEST TEST TEST TEST TEST TEST TEST	Car No 35852 52522 548225 45123 25142 2568 96855	Compart No. Com 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7	mmodity Code CBS LBS LBS LBS LBS LBS LBS LBS LBS LBS	S S S S S S S S S S S S S S S S S S S S	Quantity	199,00 198,00 199,00 200,00 199,00 186,00 186,00	00 00 00 00 00 00 00	Car Owner	Bus Group	Fleet Id	Equipment Type	Weigh Cod
net_weight car_coder_no track spot track trap.ref1 trip_ref1 trip_ref3 trip_ref3 comm_code net_quantity gross_gal comm_um lbs_per_gal_60	13 14 15 16 17 18 30 20 21 21 22 22 23 23 24 24	Commodity Code	Import No. 1 2 3 4 5 6	Car Init TEST TEST TEST TEST TEST TEST TEST	Car No 35852 52522 548225 45123 25142 2568	Compart No. Com 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7	mmodity Code LBS LBS LBS LBS LBS LBS LBS LBS LBS LBS	S S S S S S S S S S S S S S S S S S S	Quantity	199,00 198,00 199,00 200,00 199,00 186,00	00 00 00 00 00 00 00	Car Owner	Bus Group	Fleet Id	Equipment Type	Weigh Cod
het_weight ara_order_no rack pot ar_capacity prip_ref1 prip_ref2 prip_ref3 prip_ref4 comm_code etc_quantity pross_gal comm_um pross_gal prom_um	13 14 15 16 17 18 20 21 22 23 23 24 24 25 26	Commodity Code	Impor No. 1 2 3 4 5 6 7	Car Init TEST TEST TEST TEST TEST TEST TEST	Car No 35852 52522 548225 45123 25142 2568 96855	Compart No. Com 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7	mmodity Code LBS LBS LBS LBS LBS LBS LBS LBS LBS LBS	S S S S S S S S S S S S S S S S S S S	Quantity	199,00 198,00 199,00 200,00 199,00 186,00 186,00	00 00 00 00 00 00 00 00	Car Owner	Bus Group	Fleet Id	Equipment Type	Weigh Cod
net_weight ar_order_no rack: pot ar_capacity rip_ref1 rip_ref2 rip_ref3 rip_ref4 room_code net_quantity roos_gal comm_um	13 14 16 16 17 18 20 21 23 23 24 24 23 23 24 24 25 23 24 24 25 22	Commodity Code	Impor No. 1 2 3 4 5 6 7 8	Car Init TEST TEST TEST TEST TEST TEST TEST	Car No 35852 52522 548225 45123 25142 2568 96855 78546	Compart No. Com 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7 1PR7	mmodity Code LBS LBS LBS LBS LBS LBS LBS LBS LBS LBS	S S S S S S S S S S S S S S S S S S S	Quantity	199,00 198,00 199,00 200,00 199,00 186,00 186,00 186,00	00 00 00 00 00 00 00 00	Car Owner	Bus Group	Fleet Id	Equipment Type	Weigh Cod

- 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

Source file Validate Ralcar Revise Revise Source file Source file <th< th=""><th>Source file</th><th></th><th>2 Raicar</th><th>s Reload</th><th>Railcar D</th><th></th><th>amove Pailcar Eind P</th><th></th><th></th><th>t Salact</th><th>X Decelect All</th><th>Journet Savo</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></th<>	Source file		2 Raicar	s Reload	Railcar D		amove Pailcar Eind P			t Salact	X Decelect All	Journet Savo							
Napping Image <														STCC	Car Max. Capacity	Car Load Limit	Bus Group	Fleet Id	Car Ov
Mapping 3 V TEST 94825 1.BS AC3 199,000 0 1 0 8.2297 199,000 495155 0 0 0 0 0 BOL Creation 6 V TEST 045123 1.BS AC3 200,000 0 1 0 8.2297 209,000 4951655 0 </td <td>Data Format</td> <td>1</td> <td>V</td> <td>TEST</td> <td>035852</td> <td>1 LBS</td> <td>AC3</td> <td>199,000</td> <td>0</td> <td>1</td> <td>0</td> <td>8.2297</td> <td>199,000</td> <td>4961605</td> <td>0</td> <td>0</td> <td></td> <td></td> <td></td>	Data Format	1	V	TEST	035852	1 LBS	AC3	199,000	0	1	0	8.2297	199,000	4961605	0	0			
Markar Markar<		2		TEST	052522	1 LBS	AC3	198,000	0	1	0	8.2297	198,000	4961605	0	0			
BOL Creation Image: Solution of the state st	Mapping	3		TEST	548225	1LBS	AC3	199,000	0	1	0	8.2297	199,000	4961605	0	0			
BOL Creation Image: Second		4		TEST	045123	1LBS	AC3	200,000	0	1	0	8.2297	200,000	4961605	0	0			
6 1/2 1/25 0/2568 1/1.85 A/C3 186,000 1 0 8.2297 186,000 4961005 0	BOL Creation	5							0	1	0				0	0			
Errors handling members Image: Second S		6								1					-	-			
9 IV ites1 0/85/46 1105 AC3 186,000 0 1 0 8.2297 186,000 4961055 0 0 Image: Second	Errors bandling	7								1									
Template 10 IV TEST 008745 1.1BS AC3 186,000 0 1 0 8.2297 186,000 4961605 0 <	crors nanaling	8								1					-				
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Finish 12 IV TEST 001245 1LBS AC3 186,000 0 1 0 8.2297 186,000 4961605 0 0 I	Template									1					-				
			Car Init.	. Car N).	E	rror/Warning Description	n		Dat	e T	/pe							

• 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

Source file	Origin Code: B133 Pattern: D496E Imported Raicars list	0 order No.: BOLs Orders Li	Ship Date: 08/30/21 13:12		
	Select Car Init Car No Edi Seq. Commodity Code	Comp. No ST			
Data Format	TEST 548225 1 AC3	1 496 16	BOL No. : *NEW BOL Rev. : 0 Origin: B133	Template Id.: 0496E	
	Quantity U.M. LBS Net: Lbs Per Gal 60 8.2297		Status: INC Ship Date: 08/30/2021	—	
Mapping	Weight Tare: Net: 199,000 Gross: 199,000		Car Init Car No. Seq. Commodity Code	Comp. U.M. STCC Code	
-	TEST 045123 1 AC3	1 496 16	TEST 035852 1 AC3 - PR7	1 LBS 4961605	
BOL Creation	Quantity U.M. LBS Net: Lbs Per Gal 60 8.2297		Quantity: 199,000 Net Weight: 199,000 Tare Weight:	Gross Weight: 199,000 Lbs/Gal 60: 8.22	97
Ð	Weight Tare: Net: 200,000 Gross: 200,000		Railcars: 1 Total: 199,000 Total:	Total: 199,000	
Errors handling	TEST 025142 1 AC3	1 49616	BOL No. : *NEW BOL Rev. : 0 Origin: B133 Status: INC Ship Date: 08/30/2021	Template Id.: 0496E	}
chorshanding	Quantity U.M. LBS Net: Lbs Per Gal 60 8.2297	1 45010	Status: INC Ship Date: 08/30/2021 Car Init Car No. Seg. Commodity Code	Comp. U.M. STCC Code	
			TEST 052522 1 AC3 - PR7	1 LBS 4961605	
Template			Quantity: 198,000 Net Weight: 198,000 Tare Weight:	Gross Weight: 198,000 Lbs/Gal 60: 8.22	97
Finish	TEST 002568 1 AC3	1 496 16	Railcars: 1 Total: 198,000 Total:	Total: 198,000	
Finish	Quantity U.M. LBS Net: Lbs Per Gal 60 8.2297				
	Weight Tare: Net: 186,000 Gross: 186,000				
	TEST 096855 1 AC3	1 496 16			
	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 V BOLs: 2			
	- I I X	Ċ			
	Add Single Car BOL Add Multiple Car BOL Select All Deselect All Invert	Reset Delete			Generate
	Select BOL No. Rev No Bol Status BOL Origin	Template Id. Cust. Or	der No		

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

	🜃 Import BOL Inform	ation					_ 🗆 ×
	Template Manage import te	nplate format from process					
		BOL Generation Template List:					
	Source file	Template Name	Date File Type First Line Col.				
	Data Format						
	Mapping						
	BOL Creation						
	Errors handling						
	Template						
	Finish						
		Enter new template name					
			ave Save				
1							
1							
	Ready			<u>B</u> ack	<u>N</u> ext	<u>C</u> ancel	<u>F</u> inish

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

x		
👔 Import BOL Inform	mation	
Finish List created BOLs	s and perform related tasks	
Source file	Created Bills Of Ladding list: Select BOL No. Rev No Bol Status BOL Origin Template Id. Cust. Order No.	1
Data Format	1 IC 0010568D 0 EDI B133 0496E 2 IC 0010578D 0 EDI B133 0496E	
Mapping		
BOL Creation		
Errors handling		
Template		
Finish	ListBOLs Create EDI PrintBOL Preview BOL Return Instructions Select All Deselect All Invert Selection	
	Total BOLs created: 2	

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.

File							
Save	_	∏ ∢					
File	Print	Exit					
Pattern 🏥: P	arties 🛃 Route 📡	Additional Address	Refe	erence No. ₂	Handling Code 🛛 🖑	Canadian HAZM/	AT 🙌 S
Origin Code:	Pattern I	D:					
			Customer	/Consignee			
	BOURQUE			Contact:			
Cust. Name: 🕕	BOURQUE LOGISTICS			Phone:		Fax:	
Cust. Name2:				Reference:	_		
Address:	1610 WOODSTEAD COL	IRT		EDI ID Code:			
	SUITE 220			EDI ID Qualifier:			•
City/ST/Zip:	HOUSTON	TX]			
			Shi	pper			
Shipper No.:	BOURQUE		-	Contact:			
Ship. Name: 🕕	BOURQUE LOGISTICS			Phone:		Fax:	
Ship. Name2:				Reference:	-		
Address:	1610 WOODSTEAD COU	RT		EDI ID Code:			
	SUITE 220			EDI ID Qualifier:	,		-
				Org Code:	BOURQUE		
City/ST/Zip:	THE WOODLANDS	TX	77380	SPLC:			
			-	nt Billto			
Billto No.:	BOURQUE		•	Contact:			
-	BOURQUE LOGISTICS			Phone:		Fax:	
BillTo Name2:				Reference:			
Address:	1610 WOODSTEAD COU	RT		EDI ID Code:	<u> </u>		
	SUITE 220			EDI ID Qualifier:	I		_
	L						
City/ST/Zip:	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

BOL								
		Return Instructions	0					
Save	e Pattern	Print BOL						
Multipl	e Entry	Preview BOL						
Bill Of Ladin	g	Print	Exit					
Header Info 🚆	Railcars 🛔	💼 Parties 🏄 Route	🔰 Ad	ditional Address 🛄 🛛 Ref	erence No. 🛛 🛛 Handling Code	🔲 🛛 Canadian HAZMAT	GL Cr	riteria 🗼 StopOff 🖷
BOL No.: NEW		Revision N	o.: 0					New
Address Code:				Contact Type:		•		INEW
Reference:		_ ()		Contact:				Delete
Company Name:				Phone:	Ext:	Fax:]	
Company Name2:				Email:				
Address:				Reference:	•			
				EDI ID Code:				
				EDI ID Qualifier:		•		
City/ST/Zip:			•					

Reference Tab

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

EB New BOL						
BOL						
	New BOL Create Pattern	Heturn Instructions	∏ ¢			
Save	Multiple Entry	Preview BOL				
Bill (OfLading	Print	Exit			
Header Info	🚆 Railcars	💼 🛛 Parties 🏼 🛃 Route 🛛	💹 🛛 Additional Address	📋 Reference No. 🕢 Handling Code	🕚 🛛 Canadian HAZMAT	🛃 GL Criteria 🔌 StopOff 🖷
BOL No.:	NEW	Revision No	o.: 0			
Reference	e Code Refere	nce Dscr	Commodity	¥		New Delete

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

Handling Code Tab

OTMAs - One Time	Movement Authorization
------------------	------------------------

BOL			
New BOL	Return Instructions	0-	
Save Create Pattern	Print BOL		
Multiple Entry	Preview BOL		
Bill Of Lading	Print	Exit	
Header Info 🚆 Railcars	💼 🛛 Parties 🏾 🛃 🖉 Route	📓 Additional Address 🗐 Reference No. 🧭 Handling Code 🕙 Canadian HAZMAT 🙌 Gl	. Criteria 🗼 StopOff 🛋
BOL No.: NEW	Revision	No.: 0	
Handling Code Special Ha	andling Dscr		New
			Delete
OTMA Details			Delete
Otma Code: 🔹 Ref	ference Dscr:		1
Additional Dscr:	1		
Protective Services			1
Rule:		r Temperature	New
		Optimum: Origin:	INCAN
Code:		UM: Road: 🕕	Delete
Pre-Cooled? 🔲 Ceiling H	leater? 🔲 Food? 🔲 Do	orway Less 30? City/State: 🕦	
			-

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.

1 Arteference Dscr: MOVING PER FRA-	
1	Neference Dscr: MOVING PER FRA-

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

OTMA Details	
Otma Code:	2 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.

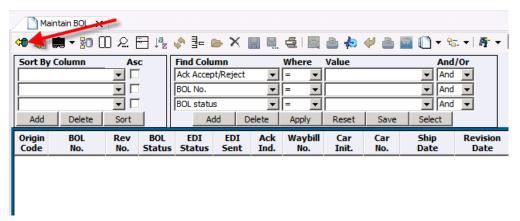
OTMA Details	
Otma Code:	3 Areference Dscr: MOVING PER 174.50:OTMA-3
Additional Dscr:	

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.



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

YSTEM 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 Billto No	▼ = ▼]	
Customer order No.	▼ = ▼]	
	A	bb	Delete

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
 - Maintain BOL ×

 Image: State of the state of
- 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.

	aintain BOL 🗙					-			_			
🏟 😭	🛤 🕶 🎦 🗌	0 요 [÷ ↓a	승 클= (≽ X (é e	ê 🕁	4	🚘 🗋 - %	s. • 🗗 •	
Sort By	y Column	As	c	Find Colu	mn		Where	Value		And	/Or	
		•	ī	Ack Accep	t/Reject	•	= 💌			▼ And	-	
		•	I	BOL No.		•	= 💌			▼ And	•	
		•	I.	BOL statu	s	•	= 💌			 And 	-	
Add	Delete	Sort		A	dd D	elete	Apply	Reset	Save	Select		
Origin	BOL	Rev	BOL	EDI	EDI	Ack	Waybill	Car	Car	Ship	Revision	Bill
Code	No.	No.	Status	Status	Sent	Ind.	No.	Init.	No.	Date	Date	Туре
1706	021350CO	2	AFT		N			TEST	000025	04/10/18	04/10/18	EMPTY BILLING

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)

	DOL NO.	110.	Status .	status	Selle	ша	Sell	. way biii iio.	Cal 10	Ship Date	Date	ош турс
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	Off Loads	ENRR List		
Rail BOL	BOL History	Rail Adknowlegments	Email Alert Log Log	
BOL	BOL Utilities	EDI	Distribution	

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

Origin	BOL No.	Rev No.	Proc Date Time	Error No.	
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)

B eBILL	.® - jamief @	(WODTRMS	QLDEV1/CF	I_SAP_TES	T1)				
≡ -	File Mai	n Config	Reference	Car Man	agement	Report	s		
		Off Loads		Ξš	-	IRR List IRR Ack			
Rail BOL		BOL Except		Rail			Email	Alert	
	Thistory q	Quick Info.	·· Ack	nowledgmen		lecipients	Log	Log	
BOL	BC	OL Utilities		E	DI		Distr	ibution	
M 🗋	laintain BOL 🗙	:							
49 😭	🛤 - 🎦 (D & 🖻	µa₂ 🤣 ≣=	= 🔁 🗙		2 🕞	ا 🔄	4	🖻 🗋 -
Sort B	y Column	Asc		olumn		Where	Value		
				cept/Reject		= 💌			
		<u> </u>	BOL No			= _	<u> </u>		
	1		BOL st		▼	= _		1 -	
Add	Delete	Sort			elete	Apply	Reset	Save	Select
Origin Code	BOL No.		OL EDI atus Statu		Ack Ind.	Waybill No.	Car Init.	Car No.	Ship Date
1700	00000 1DV	0 INC		N			TEST	223366	01/10/18
77407	00000 1TX	2 EDI		Y			GATX	216397	02/22/18
1700	000002DV	0 COI		N			GATX	216397	02/21/18
	000004DV			Y			TEST	000025	04/02/18
	000005DV	0 REV		Y			TEST	000025	04/02/18
	000006DV			N			TEST	000026	04/02/18
77407	000009TX	2 EDC	Σ	Y			TEST	113322	12/12/17
	000010TX	2 EDN	1 s	Y			TEST	001122	01/10/18
77406	000011TX	0 INC		N			TILX	500725	03/01/18
	000011TX	1	ler Info 🚍	N Railcars	📑 🛛 Part	ies 🖽 🛙			03/01/18 nal Addres
Pi Pi	rint BOL	ВО	No.: 00000	DITX	-	Rev	sion No.:	2	
🕞 Pi	review BOL		in Coder	77407					
💛 R	eturn Instructio	ons II -	in Code: Date:	77407		Patter Order			
<=> EDI			Type:	R- REVEN	IUE			LOAD	>
P	op Out		Code:	PREPAID	-	FOB C			
-		Rule	11:	NO		 Section 	n 7:	YES	
		Thir	d Party:			▼ Multi-	Car i /N:	NO	
		Unit	Train No.:			Num o	of Cars:		
			Status:	EDI	- 4	EDI S		SEND	
			ision Date:	2/23/18 1	1:02		end Date:	4/3/1	8 15:35
		Con	plete 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 🗙			
🏟 📦 🖬 🕶 🛐 🕕 오 📰 📫	z 🗞 📴 🗁 🗙 🔡 📓	. 4 🛛 🗠 🖊	칠 🧰 🗋 र 🗞 र 🧗 र
Sort By Column Asc	Find Column	Where Value	And/Or
	Ack Accept/Reject 💌	= •	✓ And ✓
	BOL No.	= •	▼ And ▼
	BOL status 💌	= •	▼ And ▼
Add Delete Sort	Add Delete	Apply Reset S	ave Select
Outete BOL Dev. BOL		Washill Can Ca	u Chia Davisian

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 ED	I Data Origins		×
All		1	lone
Origin Code	# of EDI BOLs	# of TRI BOLs	Р
1000	1	0	
1704	5	5	
1707	1	1	
77407	1	1	
L			
OK	BOL TRIP Or	ly C	ancel

BOL Submission confirmation (per Origin)

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

🗄 BOL Updates	×
A total of 1 Shipment record was imported in TRANSPay/RateServer. 1 Shipment record is ready for transmission.	
OK	
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 ${\bf S}$

M	aintain BOL 🗙							
🇢 😭	🛤 🕶 🔀 🗌	0 ය ළ	∃↓ <mark>a</mark>	\$	- 🄁	K 📳 🗄]	
Sort By	y Column	Asc		Find	Column		١	
		- []		Ack A	ccept/Rej	ect 💽	- [
		•		BOL I	No.		-1	
		-		BOL status 👻				
Add	Delete	Sort			Add	Delete	Ĺ	
Origin Code	BOL No.	Rev No.	BOL Statu	EL Sta			-	
77407	000001TX	2 E	DI	S	Y			
1700	31416557	0 E	DI	s	Y			
				×	1			

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.

J. J						
Maintain BOL 🗙						
🏟 😭 🛤 🕇 🌆 🕻	이 오 🖻 🛃	🗞 📴 🗁 🗙 📕 📓 🤤				
Sort By Column	Asc	Find Column W				
	-	Ack Accept/Reject 🗨 =				
	-	BOL No. 💌 =				
		BOL status 🔻 =				
Add Delete	Sort	Add Delete A				
Origin BOL Code No.	Rev BOL No. Statu	EDI EDI Ack \ s Status Sent Ind.				
1706 021350CO	2 EDI	s 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 13702	3	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'.

	Maintain BOL 🗙			
85. m	🏟 😭 薦 🕈 🛐 🕕 요 😁 🦺	🗞 🗄 🗁 🗙 📕 📓	4 6 🗠 😓 🧭 🗎	🗟 🗋 🕶 🖏 🕌 🗸
Ð	Sort By Column Asc	Find Column	Where Value	AI Ca BOL Explorer
Explorer		Ack Accept/Reject 🛛 💌	= 💌	A Rail Cars List
7		BOL Compl. Date 💌	= •	
		BOL No. 🔻	= -	View BOL and Railcars list
	Add Delete Sort	Add Delete	Apply Reset Save	Select View BOL list

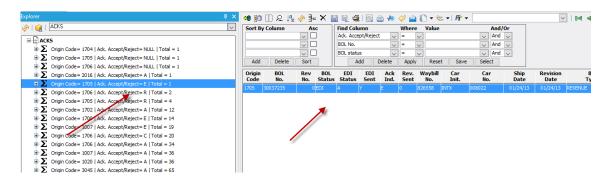
This will open a tab on the left side of your screen for you to expand when needed or pinned to your menu.

	Maintain BOL 🗙
₽ <u></u>	🗢 🔎 🛲 🕈 🕄 🖸
-	Sort By Column
lorer	

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

B Tree Filter Set Up						×
🕅 Refresh 📑 New Filter 📗 Save	📙 Save As	Set Current	🗽 Rename 🕴 🛛	📭 Delete		
ilter ACKS			 Acur 	mulate Level Informatior	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/Re	Piect	Ascending 🗸	
EDI status code		-		.,	· · · · · · · · · · · · · · · · · · ·	
Car Initial						
Car No.						
EDI Flag	Add >>					-
Filter Rev. Date	<< Remove					-
	< C Remove					<u> </u>
		Add level	1		Delete level	
		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.

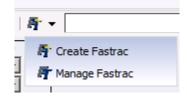
To access a Fastrac Report from the data box, select the drop down menu and select the Fastrac Report you would like to view.

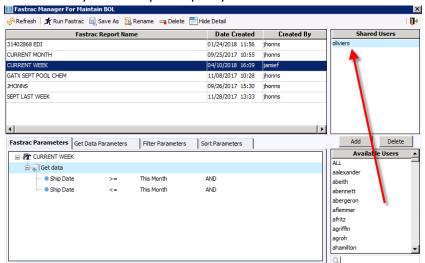
Get Data For Maintain B	OL	
SYSTEM DEFAULT	Dele	te Setup
SYSTEM DEFAULT		
/7 31402868 EDI		-
Fr CURRENT MONTH		-
🞢 GATX SEPT POOL C	HEM	-
FT JHONNS		-
FT SEPT LAST WEEK		-
Ship Date	▼ <= ▼ 00/00/00 ▼	-
		_
Customer No.		_
Shipper No.		
Freight Billto No.		
Customer Order No.		
	Add Delete	
Get Data (Batch	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

EB eBILL®) - jamief @ (WODTRMSQLD	EV1/CFI_SAP_TEST1)			
	File Main Config Re	ference Car Management Report	s		
Rail BOL	BOL History	Rail Acknowledgments	Email Log		~
BOL	BOL Utilities	EDI	Distribution		
Mai	intain BOL 🗙				
49 😭	💼 - 🎦 🕮 🖳	🚸 📴 🗁 🗙 📕 🖳 🤩 💽	ا الله 🞺 📥 🖌	🖻 📰 🕶 🔝 🕶 🗗 🕶	🛛 🛛 🖉 🕷 Row 1
Sort By	Column Asc	Find Column Where	Value	And/Or	Fastrac Report Name
		Ack Accept/Reject 💌 = 💌		✓ And ✓	31402868 EDI
		BOL Compl. Date 🔻 = 💌	i	✓ And ✓	CURRENT MONTH
		BOL No. V = V		▼ And ▼	GATX SEPT POOL CHEM
Add	Delete Sort	Add Delete Apply	Reset Save	Select	JHONNS
					SEPT LAST WEEK

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:

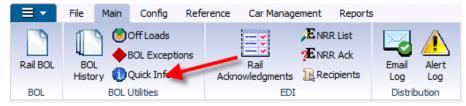
Open the BOL

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

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 RECEIPT OF AN 824, WAYBILL STATUS IS UNKNOWN,
A	ACCEPTED BY RAILROAD		824 - ACK IDENTIFY BOL CONTENT FOR CREATION
Н	824 ACK FOR WAYBILL CREATION NOT RECEIVED		OF WAYBILL.
B	READY TO SEND		404 404 Status
S	SENT TO RAILROAD		Status Description
		-	Y BOL TRANSMITTED

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	С	0	848434
	A	Y	С	0	848433
	т	Y	R	1	826606
	Α	Y	С	0	852173
	Α	Y	С	0	902708
	Α	Y	С	0	802405
	Α	Y	С	0	802404
	Α	Y	С	0	802403
	Α	Y	С	0	851935
	Α	Y	С	0	851934
	Α	Y	С	0	851933
	S			0	
	Α	Y	С	0	802402
	Α	Y	E	1	
	Α	Y	E	0	
	A	Y	E	0	
	A	Y	E	0	
	Α	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

Maintain BOL 🗙			
4 😭 🛤 ד 🎦 🛈 오 🖻 🦺	🗞 📴 😕 🗙 🔚 🗟 🤕	2 🗟 🖕 🍫 🧁	🚘 📑 🕶 📰 🕶 🗗 🖛
Sort By Column Asc	Ack Accept/Reject Image: Comparison of the sector of the	Vhere Value = V E = V C = R Apply Reset Save	And/Or Or

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

Filter Name:	ACK STATU	s	
<u> </u>	<u>x</u>	<u>C</u> ancel	

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).

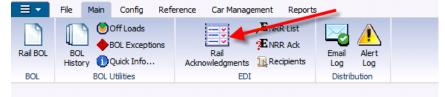
Maintain BOL 🗙			
🏟 😭 薦 🛛 🕼 💭 💭 🥀	🗞 📴 🗁 🗙 📕 📓	4 6 4 4 6	a 📑 🕶 E
Sort By Column Asc	Find Column Ack Accept/Reject Ack Accept/Reject Ack Accept/Reject Ack Accept/Reject Add Delete	Where Value = • = • - • - • - • - • - • - • - • - • - • - • Apply Reset Save	And, V Or V Or And Select
Origin Bol Rev Code No. No.	St EB Select Filter - N		× visi
1706 021350CO	ACK STATUS		J/18
Create Pattern Header	Info 🚟	Delete Cancel	

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

Maintain BOL Adknowledgements Maintain BOL Adknowledgements M S		
Sort By Column Asc	Find Column Where Value Ack Accept/Reject = BOL No. = = Car Init = Add Delete Apply Reset Save 	And/Or And And And And And And And And And And
BOL No. Rev Car ID 82540596 0 GATX 0638	Ack Proc. Date Ship Date Ind 511 09/18/17 07:25:42 9/18/2017 Accepted.	Error Message

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).

. ⊒ -	File	Main	Config	Refe	erence	Car N	1anageme	nt Re
			Off Loads	iona				NRR Lis
Rail BOL	BO Histo	ory 🕕	Quick Info.		Ack	Rail nowledgr	ments 🗓	Recipier
BOL		BOL	Utilities				EDI	
Mi	aintain B(
역 😭	- 5	80 🛈	ନ୍ଧ 🗄	↓ <mark>a</mark> v	<u>ج</u>	· 🔁 🗡	< 📳 🗟	1 🕹
Sort By	y Colum	n	Asc			olumn cept/Reie	ect .	Wher
Sort By	y Colum	n	Asc		Ack Acc	olumn cept/Reje mpl. Date		Wher = =
Sort By	y Colum	n	Asc		Ack Acc	ept/Reje mpl. Date		Wher - = - = - =
Sort By Add	1	n ete	Asc Sort		Ack Acc 301 Co	ept/Reje mpl. Date		
	Del				Ack Acc BOL Co BOL No	cept/Reje mpl. Date	2	
Add	Del	ete Bol No.	I Sort Rev		Ack Acc BOL Co BOL No	ept/Reje mpl. Date Add EDI Status	Delete	<pre></pre>

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.

C	Maintain BOL X BOL History X										
ī-	40 🖁] [] 요 🖻	₽2 🔗 🗄= 🕻	> X 📗 🖳 🚭 📄 💽 💛 🗞 🗗 🕶							
	1° 1 1°		Asc	Find Column BOL No. BOL complete BOL status Add	▼ = ▼	Value Reset S	And/ And And And Save Select				
	Origin Code	BOL No.	Rev BOL No. Status	EDI EDI 5 Status Sent	Ack Rev Ind Sent Way Bill No).	Car ID				
	1706	021350CO	0 REV	Ν			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		Rev BOL No. Statu	EDI El s Status Se	DI Ack Rev ent Ind 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 🗙								
10	🔟 요 🏨 🤣 🏝 🗙	📙 🖳 🚭 🖬 🖣	Row 1	of 1 🕨				
Sort By	Column Asc	Find Column	Where V	lue	And/Or			
	_		• = •		▼ And ▼			
Add	Delete Sort	Add De	elete Apply	Reset Save	Select			
	FSACOrigin/Destination							
Road	SPLC	City	State	City				
NS	684800	HOUSTON	тх н	DUSTON 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

_	-	een													
=	_		SQL1i2ct\H1i2t/BL_II		1										
				Car Management Repo	rts										
-	Rail B] 👢 🍒	ff Loads DL Exceptions uick Info Ackno	ENRR List ENRR Ack Rail wiedgments Recipients	Email Alert Log Log	1									
	BOL	BOL U	tilities	EDI	Distribution										
		Maintain BOL 🗙		_											
<	40 (di 🛤 🕶 🎫 🛈	요 🗄 🎼 🤣 🗄 י	• 🗁 🗙 🔳 🗟 🔩	🖾 🚺 👜 🍫	🗳 🧰 🗋 🕶 🗞	• 🗗 •		-	Row 1	of 2	► ►1			
Γ	8	IOL Origin F	tev BOL EDI kr▼ Stat ▼ Stat ▼	EDI Ack Car Ser 🕶 Int 🕶 Init 🖷		rder Ship . 🔻 Date 斗	Revision Date	Bill Type	Route	Customer	Shipper No.	To N T	Order No. 🔻	BOL Compl. Date	Customer Filter Rev. Address2 Date
(Sort A to Z		N TEST	052522		8/30/21	STORE IN TRANSIT	NS	200355	VMSBR				08/30/2021
		Sort Z to A		N TEST	035852	08/30/21 0	8/30/21	STORE IN TRANSIT	NS	200355	VMSBR				08/30/2021
I		Clear Filter From	"EDI Status"												
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Ш		(Select All)													
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	a			D Re	vision No.: 0]				
	C			B133 💌			Process]	In RT			1				
	4														
				0496E			Process I	In TP							
		ОК	Cancel	0496E 08/30/21 C)rder No.: 🐽 🗍			In TP							
	<=:	ОК		08/30/21 C	Order No.: ())			In TP							
1				08/30/21 C	/E IND:	EMPTY	- - -	In TP							
		OK Pop Out	PMT Code:	08/30/21 C G- STORE IN TRAN V L NON-REVENUE V F	./E IND:	EMPTY		In TP							
			PMT Code: Rule 11:	08/30/21 C G- STORE IN TRAN V NON-REVENUE V NO S	/E IND:	EMPTY NO		In TP							
			PMT Code: Rule 11: Third Party:	08/30/21 C G-STORE IN TRAN V NON-REVENUE V NO V S	/E IND: E OB Code: E Section 7: Multi-Car Y/N: Multi-Car Y/N:	EMPTY NO		In TP							
			PMT Code: Rule 11: Third Party: Unit Train ID.:	08/30/21 C G- STORE IN TRAN V NON-REVENUE V NO V S	/E IND: E OB Code: E Section 7: M Aulti-Car Y/N: M Aum of Cars:	EMPTY NO		In TP							
			PMT Code: Rule 11: Third Party: Unit Train ID.: BOL Status:	08/30/21 C G-STORE IN TRAN V NON-REVENUE V NO V S NO V S EDI V EDI V EDI V	/E IND: E COB Code: Section 7: Multi-Car Y/N: Num of Cars: EDI Status: R	IMPTY NO NO		In TP							
			PMT Code: Rule 11: Third Party: Unit Train ID.: BOL Status: Revision Date:	08/30/21 C G-STORE IN TRAN L NON-REVENUE F NO S EDI E 8/30/21 13:17 E	/E IND: COB Code: Section 7: Aulti-Car Y/N: Num of Cars: EDI Status: EDI Status: EDI Send Date:	IMPTY NO NO		In TP							
			PMT Code: Rule 11: Third Party: Unit Train ID.: BOL Status: Revision Date: Complete Date:	08/30/21 C G-STORE IN TRAN L NON-REVENUE F NO S EDI E 8/30/21 13:17 E	/E IND: FOB Code: Section 7: Aulti-Car Y/N: Num of Cars: EDI Status: EDI Status: EDI Send Date:	IMPTY KO KO IEADY		In TP							
			PMT Code: Rule 11: Third Party: Unit Train ID.: BOL Status: Revision Date:	08/30/21 C G-STORE IN TRAN L NON-REVENUE F NO S EDI E 8/30/21 13:17 E	/E IND: COB Code: Section 7: Aulti-Car Y/N: Num of Cars: EDI Status: EDI Status: EDI Send Date:	IMPTY KO KO IEADY		In TP							

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.

Save Multiple Entry			
Bill Of Lading Print	Exit		
Header Info 🚆 Railcars 📾 Parties 🍰	Route 🔟 Additional Address 💴 Reference No. 🕢 Handling Code 🐣 Canadian HAZMAT H GL Criteria 🥔 StopOff		
	New Car Weight Calc: GROSS Default Uom: B No Of Cars: 1 Actual/Est.: ACTUAL Weight odde: ORIGIN WEIGHTS	Seals Record Seals Load Seals	
Car ID Seq Commodity ① TEST ① 035852 1 2818170 - Quantity Unit: LB Net:	/ UREA OTHER THAN LIQUOR OR LIQUID () A Software () A Soft		stomer City
weight falls, 0 Het. 0	Hot Railcar facts Car Init.: TEST Car No.: 035852	×	
	Hot List Date Hot List Type Issue 11/4/2016 GNRL HOLD FOR INSPECTION	Hot Listed By oliviers	
		-	
	Rows: 1		
	Exit		
	Load Temp Comm Ref #4		

Pattern Search Box

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

EB New BOL	_ 🗆 ×
BOL	д
Image: Save Image: Weight of the sector of the secto	
Header Info 🏪 Railcars 👝 Parties 🍰 Route 🔟 Additional Address 💷 Reference No. 🕢 Handling Code 🕚 Canadian HAZMAT 🙌 GL Criteria 🥔 StopOff 🔳	
BOL No.: NEW Revision No.: 0	
Origin Code: MISC Image: Process In RT Pattern ID: Image: Process In RT Image: Process In RT Ship Date: D9/01/21 Order No.: Image: Process In RT	
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