

**Workflow Benefits:** the Bill of Lading Module (BOL) reduces document preparation time from several minutes of data entry at a workstation or typewriter to a matter of seconds - with more detail and accuracy. Shipments with multiple orders can be organized into a single customizable bill of lading document and then printed on any designated printer. Freight Codes/Classifications and/or shipping hazardous materials can all be created and assigned with the BOL module.

Choose to start a new bill of lading, or select a current one from the BOL module screen. A new bill of lading receives an auto-assigned number. The carrier name, terms of shipping charge payment, and ship to address are verified or entered in this screen.

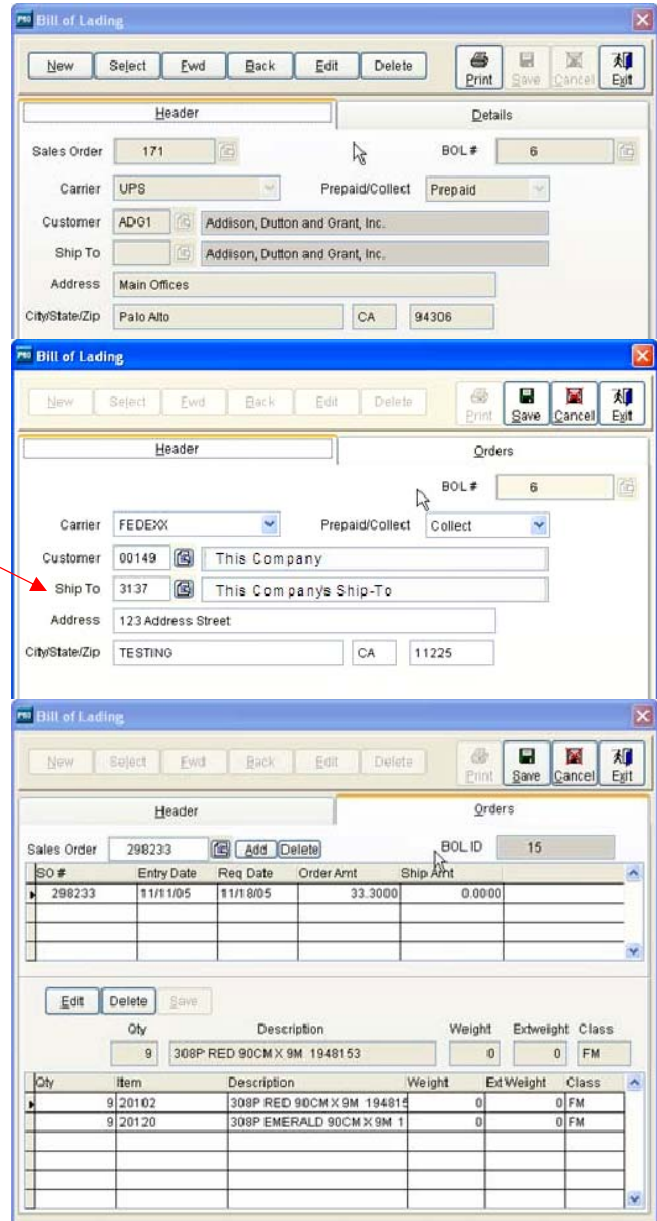
Single or multiple sales orders can be entered on one bill of lading.

Sales order information will flow to the BOL module Details Tab when the Pro Series "Ship To" is selected.

Creating a new bill of lading with multiple sales orders is easy with the BOL module. Sales orders are selected from the Details Tab through key entry or from a looked up menu. Line items on selected sales orders that are not ready for shipment can be deleted from the new bill of lading. An entire sales order can also be deleted before saving a new bill of lading document if necessary.

The freight code field is required if freight codes are entered into the BOL module. An option is available to designate a freight code as "Hazardous". Freight codes marked as hazardous are noted and displayed on the bill of lading document. Freight codes are added to shippable items through a simple point and click procedure.

A new bill of lading is created when the Save button is clicked after all orders and items are entered and verified. A bill of lading can be printed at any time from the print menu list in the BOL module.



The screenshots show the following data:

**Header Tab (Top):** Sales Order: 171, BOL #: 6, Carrier: UPS, Prepaid/Collect: Prepaid, Customer: Addison, Dutton and Grant, Inc., Ship To: Addison, Dutton and Grant, Inc., Address: Main Offices, City/State/Zip: Palo Alto, CA, 94306.

**Orders Tab (Middle):** Carrier: FEDEX, Prepaid/Collect: Collect, Customer: 00149 This Company, Ship To: 3137 This Company's Ship-To, Address: 123 Address Street, City/State/Zip: TESTING, CA, 11225.

**Table View (Bottom):**

BO #	Entry Date	Req Date	Order Amt	Ship Amt
298233	11/11/05	11/11/05	33.3000	0.0000

Qty	Description	Weight	ExtWeight	Class
9	308P RED 90CM X 9M 1948153	0	0	FM

Qty	Item	Description	Weight	ExtWeight	Class
9	20102	308P RED 90CM X 9M 194815	0	0	FM
9	20120	308P EMERALD 90CM X 9M 1	0	0	FM