# VICS VOLUNTARY GUIDELINES FOR THE BILL OF LADING



February, 2005

# **Summary of Enhancements**

# Section III. The Standard Bill of Lading Number

⇒ Errata changes to correct the explanation of variable length EAN.UCC company prefixes and the corresponding Figure 1. (page 10).

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#### I. Introduction

#### **Objective**

The objective of standardizing the Bill of Lading is to ensure that the shipper, the carrier, and the customer (the consignee) are all getting the information they need for the processing of the goods through the supply chain. The standard VICS BOL is intended for U.S. Less Than Truck Load (LTL) and Truck Load (TL) ground transport. Included with the standard Bill of Lading form is a standard Bill of Lading number. The Bill of Lading number has become a critical data element with the advent of the EDI 856 Ship Notice Manifest. The standard Bill of Lading form and number will ensure that all key data elements are present and documented in a uniform manner. This will support the needs of all parties in the supply chain as well as support accurate EDI 214 Carrier Shipment Status, EDI 212 LTL Delivery Trailer Manifest and the EDI 223 Consolidation Freight Bill transmissions.

#### Overview

Today neither the form nor the usage of the Bill of Lading is standardized. The difference in Bill of Lading formats decreases the accuracy and productivity of recording shipment data on the forms. It also makes extracting the data for billing and freight settlement purposes very difficult, particularly for carriers and consignees who may process thousands of Bills of Lading every day. As the documents pass through hands and through companies, the data items required at each stop in the process must be located and identified wherever they may appear.

Traditional use of the Bill of Lading was to establish a contract for carriage and as a receipt of goods. Over the last several years the Bill of Lading has become a primary source of information within the supply chain. The Bill of Lading has now taken on much greater importance as it is used for the scheduling and recording of shipments as well as input to carrier EDI transactions. Many shippers have modified the form, in no consistent manner, to fit the requirements of the carrier and the consignee for scheduling and unloading of the shipment.

The standard Bill of Lading document and guidelines address these problems so processing time can be reduced while gaining Bill of Lading accuracy. As shippers and carriers become familiar with the standardized Bill of Lading, individuals will easily and accurately document and extract information from this form.

#### **Benefits of the Standard Form**

Use of this standard Bill of Lading will result in:

- An established uniform format for accurate shipment documentation across the supply chain.
- Ease of tracking shipment information with the use of the standard Bill of Lading number.
- A means of bar coding the critical data within the Bill of Lading form for ease of capturing the data.
- Reduced driver and office administrator time used to process the information from the Bills of Lading.
- A potential cost reduction through the elimination of redundant forms.

# I. Introduction

- A reduction in the number of undocumented Purchase Orders received.
- A reduction in the number of incorrect invoices due to unclear freight terms.
- A reduction in denied freight claims due to lack of indication of who is responsible for loading and counting the freight.

#### Considerations

#### Rules of Use

It is crucial that all users of the standard Bill of Lading read and understand the rules of use as described in Section IV of this document. Each rule highlights common misuse of the Bill of Lading today, and how those may be avoided with the standard Bill of Lading.

The format of the Bill of Lading provides preprinted headings and areas for recording data elements which are typically associated with every shipment or which have particular significance. These sections shall be filled in with the required information and the format must not be changed. Any less common data elements shall be recorded in the Special Instructions section.

#### Legal Statements

1. The section just above the Shipper Signature is provided for the legal statement that clarifies which rules and regulations apply to the shipment. The following is the recommended legal verbiage options.

Truckload or Non-NMFC LTL Carriers:	RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper. OR  Received subject to tariffs, classifications or contracts in effect on the date of issue of this bill of lading.
NMFC LTL Carriers: (Members of the NMFTA)	RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request; and all the terms and conditions of the NMFC Uniform Straight Bill of Lading.

**WARNING:** Any reference to the NMFC implies that at least one of the parties involved in the transaction is a member of the NMFTA. The majority of the retail shipments are done under separate contract between the carrier and the party routing and paying the freight expense. Caution should be taken on the legal statement used based on the potential for non-contract shipments initiated and paid for by the shipper.

#### I. Introduction

- 2. Any legal/liability verbiage within VICS BOL can be modified based on the shippers' internal requirements.
- 3. The legal statements shall be printed in point size 5 and within the space provided.

#### Supplement Page

This standard Bill of Lading has been developed to accommodate as many shipping situations and needs as possible. The Supplement page has been developed only for those shippers that need additional space in the body of the Bill of Lading to list the customer order numbers and the commodity descriptions being shipped. **The Supplement shall not be used unless necessary for the additional lines and is not required to be used**. It is preferred that only one page includes all the Bill of Lading information.

**Important Note:** When the Supplement page is used, only the Grand Total cartons and weight are to be listed on the first page of the Bill of Lading. The shipper will state "See attached Supplement Page" in the body of the first page of the Bill of Lading, then list the detail customer order numbers and commodity types on the Supplement page only.

#### Packing Lists

The Bill of Lading is not designed to be a packing list and should not be used as one. Please check with trading partners whether any packing list needs to be shipped along with the goods or if it needs to be attached to the Bill of Lading.

#### **EDI Transaction Sets**

This Bill of Lading does not preclude trading partners from transferring the shipment information via EDI transaction sets to further expedite and standardize the data. Although paper copies of the Bill of Lading may be required as a delivery receipt at the consignee facility, this document fully supports related carrier EDI transaction sets. The use of EDI in place of or in addition to the Bill of Lading is strongly encouraged.

# II. The Standard Bill of Lading Form

Following is the standard Bill of Lading form in two versions:

- 1. Traditional portrait layout
- 2. Landscape version, meant for use when the Bill of Lading data is represented by a 2-dimensional bar code affixed to the Bill of Lading

**Please Note:** For both versions, the actual size of the form is the full 8 x 11 inches. The following form examples and the appendix examples are scaled to a size for presentation within the publishing media of this guideline document.

The implementation goal date for use of the standard Bill of Lading form was January 2001.

Effective July 1 2003, the VICS standard 17-digit BOL number (see section III) became a mandatory part of the VICS standard Bill of Lading.

Please see Section IV "Rules of Use for the standard Bill of Lading" for a detailed explanation of how the form is to be used. In addition, Appendix A-C shows examples of completed VICS Bills of Lading for truckload, LTL and consolidation shipments.

# II. The Standard Bill of Lading Form VICS Standard BOL: WWW. VICS.ORG For Complete VICS BOL Guideline Information

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# II. The Standard Bill of Lading Form

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SUPPLEMENTAL BAR CODE AREA

# III. The Standard Bill of Lading Number

A VICS standard Bill of Lading number has been developed in conjunction with the VICS Bill of Lading form. The VICS standard Bill of Lading number is based on UCC global standard identification system. It is a fixed length numeric number and is composed of sixteen digits and a check digit. The VICS BOL number structure supports its' use as a unique shipment identification tag within the total supply chain and as a primary key to corresponding shipment EDI data.

The VICS standard Bill of Lading number is an identification number assigned by the shipper and is a mandatory part of the VICS standard Bill of Lading. The established industry goal date for the implementation of the standard Bill of Lading number was July 1, 2003.

**Warning:** The recommended retention of the VICS BOL number uniqueness is 24 months.

## Companies with a EAN.UCC Company Prefix

The EAN.UCC numbering format provides a globally unique number for each Bill of Lading that supports the whole supply chain. With a unique number, no Bill of Lading can be confused with another. The integrity of each Bill of Lading in a receiving file can be maintained regardless of how many shippers are sending in bills. This format is structured as follows:

- EAN.UCC Company Prefix ( UCC assigned company prefixes will need to be converted to an EAN.UCC Company Prefix. This is accomplished by adding a zero to the left of the UCC Company Prefix
- Example: UCC Company Prefix 014141 Converted to an EAN.UCC Company Prefix for BOL 0014141
- Serial number (assigned by the shipper and unique for each Bill)
- Modulo 10 check digit (one digit, see following section for calculation instructions)

The EAN.UCC Company Prefix is the same prefix used in the U.P.C. and SSCC-18 numbers. For example, the Bill of Lading number **0014141**1234567890 is composed of a seven-digit EAN.UCC Company Prefix followed by a nine digit serial number and the check digit. It is important to note that in the year 2000, the UCC began to issue variable length Company Prefixes. The variable length Company Prefix impacts the capacity of unique number assignments available to a company. UCC Company Prefixes range from 6 to 10 digits (See Figure 1 below).

Position #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
VICS BOL#	С	С	С	С	С	С	С	C/S	C/S	C/S	C/S	C/S	C/S	S	S	S	CD

Figure 1: Impact of Variable Length Company Prefixes

- C = EAN.UCC assigned company prefix ( seven digits)
- S = Company (Shipper) assigned unique serialized number
- C/S = The section of the unique BOL number impacted by variable length company prefixes.

  Depending upon the length of the assigned company prefix, this part of the number can be either part of the company prefix or part of the serialized number.
- CD = Calculated check digit based on the Modulo 10 Algorithm (See next section and Figure 2)

A UCC Company Prefix can be obtained from the Uniform Code Council, Inc., 7887 Washington Village Drive, Dayton, OH 45459. Tel: (937) 435-3870.

# III. The Standard Bill of Lading Number

#### Suggested Implementation option to minimize impact of change to legacy systems:

A Supplier has legacy system applications that generate and use a seven (7) digit BOL number. Their EAN.UCC company prefix is 0111111. The supplier can maintain their 7-digit BOL number (e.g., 1234567) internally. The VICS BOL number can be supported by modifying the legacy system to generate the number by inserting the company prefix, adding appropriate number of zeros to the front of their existing BOL number to total 16-digits and calculating the check digit to be at the required 17-digits. This new 17-digit number would then be inserted on all external communications (e.g., BOL, EDI 856, 204, 214) where the BOL number is currently required.

Example: 0 1 1 1 1 1 1 0 0 1 2 3 4 5 6 7 8

#### Companies without a EAN.UCC Company Prefix

Warning: This number is not guaranteed to be unique and could be replicated by another shipper.

Companies without an EAN.UCC Company Prefix shall use the following format for the 17-digit Bill of Lading number.

- 04 (the first two digits must read exactly the number "04")
- Number assigned by the shipper (fourteen digits)
- Modulo 10 check digit (one digit)

An example of the non-standard Bill of Lading number: 04123456789123450

#### The Modulo 10 Check Digit Algorithm

A check digit is used to validate the accuracy of the number. This is particularly important when the number is key entered. The check digit is calculated using the following Modulo 10 algorithm:

Position #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Digit	0	6	1	4	1	4	1	1	2	3	4	5	6	7	8	9	

Figure 2: Modulo 10 Example

- 1. Set up a table as illustrated in Figure 2. Enter the first sixteen digits in the table (Positions 1 through 16). Position number seventeen is shaded because that is where the check digit will go.
- 2. Sum all the digits in the even numbered positions. Multiply the result by three. In this example the sum is 117.
- 3. Sum all the digits in the odd numbered positions. In this example the sum is 23.
- 4. Add the results of the previous two steps together. The check digit is the number required to round this number up to a multiple of ten. For example, the sum of the previous two steps is 140; therefore the check digit is zero in position 17.

# Bar Codes for Bill of Lading Number, SCAC, and PRO

The VICS BOL format allows space for the bar coding of the Bill of Lading number (see Figure 3 below) and carrier SCAC and PRO number (see Figure 4 below). **The implementation of a bar code for the above mentioned data is intended for carrier usage and is optional.** 

# III. The Standard Bill of Lading Number

When the bar code option is not implemented, consideration should be given to the space allowed for the bar code of the SCAC and/or PRO number. This space can also be used for the carrier proprietary PRO number sticker.

**WARNING:** The bar code symbology used **must** be the EAN.UCC-128. The Application Identifiers (AI's) are not part of the actual data. The AI is only used at the point of scanning to determine data type and/or size for application system processing. If you choose to implement the bar coding of the BOL number and/or SCAC and Pro# for a carrier, be sure that the carrier is aware of the above requirements.

#### SCAC and PRO Format

In a bar code, the following format is used for SCAC and PRO:

- Four (4) alpha characters for SCAC (as assigned to a given carrier by the NMFTA)
- If the SCAC is less than four characters in length, then a dash character (-) should be used the extend the field to four characters
- A maximum of twenty digits for PRO number
- The SCAC and/or Pro# does not have a check digit routine

Due to space limitations, numeric characters are recommended for the PRO number. If alpha characters are used, the number of characters that fit in the available space on the Bill of Lading is diminished considerably.

# EAN.UCC-128 Barcode Symbology

The bar code symbology used for the Bill of Lading and the SCAC/PRO shall comply with EAN.UCC-128 standards. All EAN.UCC-128 bar codes contain an Application Identifier (AI) that defines the meaning of the data in the bar code. For the Bill of Lading number, the AI is always the number **402**. Parentheses are used in the human readable text under the bar code to set the AI 402 apart from the actual Bill of Lading number. For the SCAC/PRO, the AI used is always **9012K**.



Figure 3: Bill of Lading Bar Code (actual size)



Figure 4: SCAC/PRO Bar Code (actual size)

The bar codes should be at least 0.5" high, and have a minimum X dimension (narrow bar width) of 0.010". For additional technical information refer to the ANSI/UCC6 Application Standard For Sipping Container Codes or call the UCC Knowledge Center at 937-435-3870.

(See Appendix A for examples of use)

# IV. Rules of Use for the Standard Bill of Lading

The guidelines to the Bill of Lading are designed so that the U.S. industry may benefit from a form that is consistent and understandable. The standard VICS BOL is intended for U.S. LTL and TL ground transport. It is particularly critical that all businesses using the form adhere to its design so that the supply chain may take advantage of these benefits. Listed below is additional detail regarding the use of the standard Bill of Lading.

1. Adjustments to the VICS Bill of Lading can be made based on the following guidelines: The geographical placement of data and data descriptions must be kept intact according to this standard. This is important to ensure that all parties within the supply chain will know where to locate the specific information they need.

Each section or data description area may be modified to fit the supply chain business requirements as follows:

- Spacing
- Column width
- Row height
- Removal of the data lines in the Customer and Carrier Information sections when either the form or data is computer printed.
- When the form is loaded into a software program, all sections shall be clearly identified and the appropriate form lines and headings must be present.
- To support North America cross boarder ground shipments, the section headings can be modified to include bilingual wording.

Note: If cube information is being provided, the cube data column should be inserted between the Weight and Pallet/Slip column in the Customer Order Section.

- 2. The following data must be 12-point **Bold**:
  - a) Bill of Lading number
- c) Ship to Location number
- b) SCAC/Pro number
- d) Customer Order Number

When printing processes do not allow for variances in point size and bolding, the above data must be displayed with adequate spacing and high quality printing to support ease of recognition and data entry by the carriers. The CID number shall be in 10-point and bolded. All other data input items may be in a 10-point or smaller (See Section I Page 3 & 4 on legal statements), no bolding.

- 3. Printing: The standard Bill of Lading may be duplicated and printed in multiple part forms by any printing company or shipper. If the Supplement page is used, the best practice has been to print the Supplement page(s) first, then print the front Bill of Lading page with the Grand Totals last. The Bill of Lading page must then be placed in front of the Supplement page(s).
- 4. Pagination: In general, each bill of lading (including any supplement pages) and attachments are considered separate documents. For example:
  - a) BOL with 3 supplement pages:

```
BOL = page 1, Supplement = pages 2, 3 and 4
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b) Master BOL with 2 underlying BOL's; underlying BOL's with 2 supplement pages:

Master BOL = page 1, First underlying BOL = page 1, supplement pages = 2, 3 Second underlying BOL = page 1, supplement pages = 2, 3.

c) BOL with an attachment (e.g., packing list and /or shipping manifest):

BOL = page 1, attachment one = pages 1, 2..., attachment two = pages 1, 2....

# IV. Rules of Use for the Standard Bill of Lading

- 5. The Bill of Lading is not to be used as a packing list; the packing list is to be on a separate document. In addition, the following items are not part of the Bill of Lading and shall not be included on the Bill of Lading. However, these documents are considered as potential attachments to the Bill of Lading.
  - Packing List line item information.
  - Shipping Manifest The Shipping Manifest is a document generated by the shipper for a
    customer pertaining to store shipments that are shipped to a customer specified
    intermediate location (i.e., distribution center, consolidator) with the individual cartons
    marked for specific store locations. The manifest contains store level detail that
    typically includes store location numbers, store addresses, customer order numbers,
    number of cartons per order per store and weight/cube totals.
  - Hazardous Item List (See Section VII. Hazardous Materials Regulations for instructions)

See Appendix E for recommended format, detailed data content explanation and examples.

- 6. The Canadian PARS sticker for customs belongs on the freight invoice, not on the Bill of Lading.
- 7. The information conveyed through EDI (e.g. EDI 856, 204, 211, 214) shall be consistent with the information on the paper Bill of Lading. This in no way implies that all information conveyed through any one EDI document will map one-to- one to the paper Bill of Lading.
- 8. When using the Supplement Page to list customer order number and commodity information, state "See attached Bill of Lading Supplement" in the body of the first page and begin listing the information on the supplement page. Only the grand total of the cartons and weight for the shipment will be detailed on the first page.
- 9. No Bill of Lading information shall be placed on the back of the Bill of Lading page. This area is reserved for the terms and conditions of the contract on the preprinted forms.
- 10. Additional printing considerations and options.
  - A. Data tags can be used in the Customer Order Information Section to identify multiple data elements that may be required by the consignee. For example;

CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP	ADDITIONAL SHIPPER INFO
<b>PO</b> 123456789	200	500	Y	<b>Dept</b> 1234
<b>PO</b> 999999999	500	750	Y	<b>Dept</b> 4444

- B. There are several options to indicate the Y and N in the Pallet /Slip column of the Customer Order Information section.
  - Print both and circle one at the time the BOL is completed
  - Print the Y or N as appropriate in the column
  - Divide column into two sub-columns with a Y and N headings and print an X in the appropriate sub-column

See Appendices A, B, & C for examples of VICS BOL use

# V. Use of the Supplement to the Bill of Lading

The Supplement to the standard Bill of Lading was created to offer more lines for the shippers to fill in shipment data. The Supplement is not a separate Bill of Lading, but instead a continuation of the first page of the Bill of Lading. For this reason the Supplement has the same Bill of Lading number as the number on page one.

The Supplement was designed to reduce the need for creating a Master Bill of Lading because the shipper needs more lines to document the shipment information. The Supplement is not required for the Bill of Lading. It is preferred that only one page contain all the necessary information for that shipment. The Master Bill of Lading is now only needed for the shipping scenarios described in Section VI "Use as a Master Bill of Lading". In addition, the supplement page can be modified to reduce or eliminate either the Customer Order Information or Carrier Information section based on which one is needed to satisfy the need for additional space (Appendix B).

If a shipper needs more lines on the Bill of Lading than are provided in the body of the Bill, use the Supplement page. When the Supplement to the Bill of Lading is used, the shipper shall state in the body of the Bill of Lading, "See attached Bill of Lading Supplement". The shipment details shall be listed on the supplement page with a subtotal. The Grand total of all items listed in the supplement pages is recorded on the first page of the Bill of Lading.

The shipper is not to begin listing the shipment data on the Bill of Lading page and then continue listing the shipment data on the Supplement. If all shipment content data will not fit on the front page of the Bill of Lading, none of the data shall be entered on that page. All shipment data shall be listed on the Supplement page.

(See Appendix B for an example of use)

# VI. Use of Master Bill of Lading

A Master Bill of Lading is created for three shipment scenarios:

- 1. Consolidation shipments
- 2. Invoice per Bill of Lading per customer order
- 3. Truckload shipments with multiple stops

For these scenarios, the purpose of the Master Bill of Lading is to tie the underlying Bills of Lading together into one shipment for freight rating and billing purposes.

The standard Bill of Lading is used as a Master Bill of Lading by checking the "Master Bill of Lading" indicator box. The underlying Bill of Lading numbers shall be referenced in the Special Instructions field on the Master Bill of Lading. The Master Bill of Lading number shall be referenced in the Special Instructions field on the underlying Bills of Lading.

The development of the Supplement Page to the Bill of Lading eliminates the use of a Master Bill of Lading for the purpose of needing more lines to fit all the information on one page (see section V). The Master Bill of Lading shall not be used for this purpose.

Often a Master Bill of Lading, with underlying Bills of Lading attached, is used in conjunction with the 856 Ship Notice Manifest and the 214 Carrier Shipment Status EDI transaction sets. In this case, the Master Bill of Lading number is the number that is transmitted on the EDI transaction sets representing that shipment. Do not transmit the underlying Bill of Lading numbers as that causes confusion as to which Bill of Lading number is the one to be used.

The use of a Master Bill of Lading is a complex aspect of shipping that may be better shown by example. Below are business scenarios of how a Master Bill of Lading should be used.

#### **Business Scenarios:**

1) Consolidation Shipments (Appendix C, example 1)

The most common need for a Master Bill of Lading occurs when a shipper ships through a consolidator, or a flow through center, instead of shipping directly to the consignee warehouse or distribution center. In this scenario, multiple shipments of one or more customer orders are combined into one shipment from the shipper to the consolidation point.

One underlying Bill of Lading shall be made for each distribution center shipment, with a Master Bill of Lading summarizing the total shipment for the consolidator. The consolidator uses the underlying Bills of Lading to distribute the shipment to each distinct final ship point.

The Master Bill of Lading number shall be sent on the related EDI transaction sets (specifically the EDI 856 and 214) to represent each shipment to the consignee. For example, if there are three final ship points, the shipper will send three 856 transactions all including the same Master Bill of Lading number to represent each shipment. The underlying Bill of Lading numbers shall be printed in the Special Instructions space of the Master Bill of Lading and the Master Bill of Lading number shall be printed in the Special Instructions space of each underlying Bill of Lading.

# VI. Use of Master Bill of Lading

#### 2) <u>Invoicing per Customer Order Required</u> (Appendix C, example 2)

A second need for a Master Bill of Lading occurs when the consignee requires the shipper to invoice on a per customer order basis. For example, the supplier receives three separate orders from their customer. All three orders need to ship at the same time and to the same location so the supplier will ship them all on the same trailer. Typically, this is one shipment that would have only one Bill of Lading covering all purchase orders.

However, due to the supplier system requirement of matching each invoice number with a Bill of Lading number, and the customer requirement that the supplier invoice each order separately, the supplier must create a Bill of Lading per order number. This often results in multiple Bills of Lading for one shipment to one destination. To combine the separate Bills of Lading together into one shipment, the supplier creates a Master Bill of Lading at the point of shipment.

The Master Bill of Lading number shall be sent on the related EDI transaction sets (specifically the EDI 856 and 214) to represent each shipment to the consignee. The underlying Bill of Lading numbers shall be printed in the Special Instructions space of the Master Bill of Lading and the Master Bill of Lading number shall be printed in the Special Instructions space of each underlying Bill of Lading.

#### 3) <u>Truckload Shipments with Multiple Stops</u> (Appendix C, example 3)

The third use of a Master Bill of Lading occurs when a prepaid full truckload shipment is dispatched with multiple unloading destinations for the same consignee. This is considered a multiple stop-off shipment. Each stop on this shipment must have its own unique underlying Bill of Lading with its own Bill of Lading number to keep it clear that each stop is a separate shipment.

# Based on carrier agreements on multiple stop truckload shipments, the use of the Master Bill of Lading is optional.

The Master Bill of Lading may be used to combine the individual Bills of Lading together for freight tracking, rating and billing. The Master Bill of Lading shall not include all the customer order detail; only the Grand Totals shall be listed on the Master. **State "See Attached Underlying Bills of Lading" on the Master Bill of Lading** so the carrier signs for the freight on each underlying Bill of Lading. Like the other scenarios, the underlying Bill of Lading numbers shall be printed in the Special Instructions space of the Master Bill of Lading. **It is crucial in this scenario that the numbers be listed in the sequence that they are to be unloaded**. For example, the underlying Bill of Lading number for the product that is loaded in the tail of the trailer will be listed first as stop #1, because that freight will be unloaded first. The Master Bill of Lading shall also clearly state "Multiple Stop Load". As before, the Master Bill of Lading number shall be printed in the Special Instructions space of each underlying Bill of Lading.

When a Master Bill of Lading is created, the Master Bill of Lading number shall be sent on the related EDI transaction sets (specifically the EDI 856 and 214) to represent each shipment to each consignee. For example, if there are three unloading destinations, the shipper will send three 856 transactions all including the same Master Bill of Lading number to represent each shipment.

# VII. Hazardous Materials Regulations

This section does not attempt to explain the regulations governing hazardous material shipments nor does the standard Bill of Lading include specific fields for documenting the details of each hazardous commodity. However, the standard Bill of Lading can accommodate the necessary documentation provided that the shipper is familiar with the requirements and knows to include them on the Bill of Lading prior to shipment. It is the shipper's responsibility to meet all of the US Department of Transportation regulations (49 CFR) for the transport and handling of hazardous material substances.

The information required by the Department of Transportation regarding each hazardous substance shall be listed either in the Carrier Information section of the Bill of Lading, or as a separate attached hazardous item listing.

#### **Carrier Information Section General Instructions For Documenting Hazardous Material:**

- 1. Hazardous items are to be listed before any non-hazardous items.
- 2. The H.M. column must be marked with an "X" for each hazardous item listed.
- 3. The size of the Commodity Description column can be modified to accommodate the required information per 49 CFR, 172.202 and 172.203. The hazardous material description consists of the following data elements: Proper shipping name, hazardous class, UN identification number, packing group and subsidiary hazardous class (es). Optional sequence: UN identification number, proper shipping name, hazard class, subsidiary hazard class (es) and packing group.

**WARNING:** The basic description must be as listed in the Hazardous Material Table in 172.101. The product description as listed by the National Motor Freight Classification is not required.

- 4. If the Supplement Page is used, the following usage rules for hazardous material shipments apply:
  - A. The following one line entry is placed in the Commodity Description column on the first page: "Hazardous Material See Attached Supplement Page(s)".
  - B. The hazardous bill of lading with Supplement Pages should be numbered X of Y.
  - C. The general format and page title are not to be changed to make the Supplement Page a hazardous item listing. The format of the Supplement Page can be changed to display only the Carrier Information section.
- 5. The Commodity Description column can be modified to accommodate the hazardous material description (See Section IV The Rules of Use for the Standard Bill of Lading).
- 6. The emergency contact information must be placed either in the Special Instructions section or the space provided below the Shipper Signature / Date section.

**WARNING:** If specific handling units within the shipment have different consignors, refer to 49 CFR for placement of multiple emergency contact information requirements.

6. See Appendix G for Hazardous Material VICS BOL examples.

# **VII. Hazardous Materials Regulations**

#### **General Instructions for separate Hazardous Item List:**

- 1. The first entry of the H.M. column in the Carrier Information section must be marked with an "X".
- 2. In the corresponding line in the Commodity Description column reference the attachment as follows: "Hazardous Material See Attached Hazardous Item Listing".

**WARNING:** The product description as listed by the National Motor Freight Classification is not required.

- 3. The format and content of the hazardous item list is the responsibility of individual company interpretation of requirements as described in 49 CFR, 172 Subpart C Shipping Papers.
- 4. The hazardous material description consists of the following data elements as per 49 CFR, 172.202 and 172.203: Proper shipping name, hazardous class, UN identification number, packing group and subsidiary hazardous class (es). Optional sequence: UN identification number, proper shipping name, hazard class, subsidiary hazard class (es) and packing group.

**WARNING:** The basic description must be as listed in the Hazardous Material Table in 49 CFR 172.101.

5. Emergency Contact information must be placed either in the Special Instructions section or space provided below the Shipper Signature / Date section.

**WARNING:** If specific handling units within the shipment have different consignors, refer to CFR 49 for placement of multiple emergency contact information requirements.

6. See Appendix G for VICS BOL examples.

# VIII. Mandatory vs. Conditional Data Fields

There are three types of information included on the Bill of Lading: Mandatory (M), Conditional (C) and Optional (O). Below is a consolidated list of each.

# **Mandatory Information:**

Ship From name, address and zip code

Ship To name, address and zip code

Bill of Lading Number

Carrier Name

Carrier SCAC

Terms

Number of Packages

Weight

Pallets/Slips (Y/N)

Handling Unit Quantity & Type

Commodity Description

Trailer Loaded and Counted Indicator

Shipper and Carrier Signatures

# **Conditional Information:**

Bill To name, address and zip code	If different from the Ship To address
Pro Number	If an LTL shipment
Trailer Number	If a truckload shipment
Seal Number	If a sealed shipment from one origin to one destination
Master BOL indicator	If underlying BOL's are attached
Special Instructions	If a Master Bill of Lading is used (See Section VI)
Customer Order Number	If shipment is in response to a purchase order
Package Quantity and Type	If shipment is unitized
Hazardous Material Indicator	If commodity is defined as hazardous (See Section VII)
NMFC number and class	If an LTL shipment
Receiving Stamp	If a truckload shipment

#### **Optional Information:**

All other information is defined as Optional.

# IX. Data Field Descriptions

Each field is marked whether it is Mandatory (M), Conditional (C) or Optional (O) and is listed below in the order that they appear on the Bill of Lading.

## 1) "Ship From" Fields: (M)

Name: The company shipping the product.

Address: The shipping street address. (An additional address line is optional)

City, State, Zip: The shipping city, state and zip code.

SID #: Optional: Shipment ID number, may be used to document if a number is

applied by the shipper to this shipment.

FOB Optional: Data box to indicate (via "x" in box) that the FOB is based on

the Ship From address.

#### 2) "Ship To" Fields: (M)

Name: The company receiving the product.

Address: The address where the product is physically delivered. (An additional

address line is optional)

City, State, Zip: The city, state, and zip where the product is physically delivered.

CID #: Optional: Consignee ID number, may be used to document if a number is

applied by the consignee to this shipment

Location #: The number assigned to consignee's ship to address, if applicable.

FOB Optional: Data box to indicate (via "x" in box) that the FOB is based on

the Ship To address.

#### 3) "Bill To" Fields: (C)

Only used if different from the "Ship From" company on prepaid shipments or the "Ship To" company on collect shipments.

Name: The company paying the freight invoice.

Address: The address where the freight invoice is to be mailed. (An additional

address line is optional)

City, State, Zip: The city, state, and zip code where the freight invoice is to be mailed.

#### 4) Special Instructions: (C)

To be used for directions to the carrier such as protected services and delivery instructions. Individual Bill of Lading numbers are listed in this space for shipments requiring the use of a Master Bill of Lading. If not enough space is provided in this area, the "additional shipper info" space may be used.

## 5) VICS (17-Digit) Bill of Lading Number: (M)

The Bill of Lading number is created by the shipper to identify a unique shipment. The Bill of Lading number shall not be identical to the carrier pro number, the customer order number, nor the date. The Bill of Lading number is transmitted on the 856 and 214 EDI transaction sets. See section III of this document for details about the VICS standard Bill of Lading number.

# 6) Bar Code Space: (O)

This space is reserved for bar coding of the Bill of Lading number and SCAC/Pro number. See Section III for more information about the bar code.

# IX. Data Field Descriptions

**Carrier Fields:** 

Name: The full name of the carrier picking up the shipment. (M)

SCAC: The four-letter alpha code identifying the carrier and assigned by the

NMFTA.(M) (the NMFTA may be contacted at 703-838-1868)

Trailer Number: Used if a truckload carrier hauls the shipment. (C)

Seal Number: Used if the shipment is a full truckload from the origin to destination. (C)

Pro Number: Used if an LTL carrier hauls the shipment. (C)

8) Terms: (M)

Indicates which party is invoiced and responsible for payment of the freight invoice.

9) Master Bill of Lading Indicator: (C)

If checked, indicates this is a Master Bill of Lading and has underlying Bills of Lading attached. The underlying Bill of Lading numbers shall be referenced in the special instructions.

10) Customer Order Information Section: (C)

Customer Order Number: The number generated by the customer to identify the order.

# Packages: The number of individual packages or cartons on the

shipment, regardless of whether the product is unitized or not.

When it is necessary to ship paperwork as part of the

shipment, the paperwork handling unit (e.g., Carton / box / envelope) must be documented and included in the Customer Order Information or the Special Instructions section on the VICS BOL. The total number of packages should equal the

total in the Carrier Information section.

Weight: The weight of all the packages by customer order number

(excluding the weight of pallets/Slip Sheets). The total weight in this section may not equal the total weight in the Carrier

information section.

Pallet/Slip: Indicates whether the product is unitized (i.e. pallets or slips).

See Appendix C for examples of how to document this

information using this column.

Additional Shipper Any other information requested by the customer. This space

Information: may also be used to document "special instructions"

information if additional space is needed

11) Carrier Information:

Handling Quantity: The number of handling units listed by commodity type. (M)

Unit:

Type: The type of handling unit, i.e. pallets, slips, cartons, bundles, rolls,

drums. (M)

Package: Quantity: The number of packages or cartons listed by commodity type. The

total number of packages should equal the total in the Customer

Order Information section. (C)

Type: The type of package, i.e. cartons, bundles, rolls, drums. (C)

Weight: The weight of the handling units (includes the weight of pallets,

slip sheets, etc.) The total weight in this section may not equal the

total weight in the Customer Order Information section. (M)

# IX. Data Field Descriptions

Hazardous Material: Indicate "X" if the product shipped is classified as Hazardous

Material. If marked, the shipment must follow the Hazardous Material requirements of the U.S. Department of Transportation

49 CFR. (See Section VII) (C)

Commodity Description: The general product description as listed in the NMFC. (**M**)

NMFC Number: The NMFC number tied to the commodity classification. (**C**)

Class: The freight class of the commodity as classified by the NMFC. (**C**)

#### 12) Receiving Stamp Space: (C)

This space is reserved for a truckload-receiving stamp. The receiving stamp is placed on the Bill of Lading for truckload shipments by the consignee and shall be placed in the right hand column.

#### 13) Declared Value: (O)

Permits the shipper to document the value of the goods being shipped. The shipper typically pays a surcharge to the carrier to guarantee additional insurance coverage up to the full-declared value of the goods hauled. Only used for shipments riding under a contract that would not otherwise provide full insurance protection or do not refer to the NMFC for a release value. Most commonly used for small package or air carriers.

#### 14) COD Section: (O)

Used when cash on delivery is required.

## 15) Non-Recourse Shipper's Signature (previously referred to as Section 7): (O)

Signed by the shipper when they need to protect themselves from default on the part of the consignee.

#### 16) Shipper Signature/Date: (M)

Indicates that the shipper agrees that the information listed on the Bill of Lading is correct, that the documentation of the shipment follows the requirements of the U.S. DOT and confirms the date of the Bill of Lading signature.

#### 17) Trailer Load/Freight Counted: (M)

Indicates which party loaded the trailer and which party counted the freight. Also indicates whether the driver for claims purposes counted pieces or pallets.

# 18) Carrier Signature/Pickup Date: (M)

Indicates that the carrier agrees to have received the entire product as listed on the Bill of Lading, that the shipment follows the requirements of the U.S. DOT, and documents the pickup date.

#### **ATA**

The American Trucking Association is a federation of associations, councils and conferences that represent the interests of the trucking industry; to influence Federal and State governmental actions; to advance the trucking industry's image, efficiency, competitiveness and profitability; to provide educational programs and industry research; and to promote highway and driver safety. ATA owns the copyrights to the Uniform Straight Bill of Lading as found in the NMFC.

#### **Bill of Lading**

The document and/or contract used to record and transfer detail information pertaining to a unique shipment.

## **Bill of Lading Number**

The unique number <u>assigned by the shipper</u> in creating the Bill of Lading, which identifies the unique shipment (See Section III of this guideline).

#### **Carton Packing List**

A list of the products being shipped within the carton or container. Used primarily for pick and pack shipments for receipt processing at the retail store location. The purpose is for communication to the final receiving destination to identify carton contents. The carton packing list commonly includes the total number of units per stock keeping unit (SKU). This information is not to be included on the Bill of Lading and is not intended as a carrier document.

#### **CID Number**

Consignee Identification Number; a unique internal number assigned by the consignee for their own purposes. **Must not be the Bill of Lading number or the Pro number**. Examples are appointment numbers and authorization numbers.

#### Class

A rating assigned to products based on their value and shipping characteristics, i.e. density and how the freight is packaged.

#### Collect

The consignee pays for the freight costs from the shipper's door to their door.

#### COD

Cash on Delivery: refers to the payment for the goods being shipped. If this section of the BOL is filled in, the carrier cannot deliver the goods until payment for the goods has been received.

#### **Customer Order Number**

The number used by the customer to identify the purchase of the goods.

#### **Declared Value**

Documents the dollar value of the goods being shipped. Full value rates are applied. Only necessary when the value of goods exceeds the carrier's defined shipment value or the shipper requests the carrier to purchase additional insurance to cover the value of the shipment. The carrier is responsible for the full liability if declared on the Bill of Lading.

#### **Delivery Manifest**

A carrier generated manifest that is a summary of LTL final destination shipments to a consignee. The delivery manifest may include the manifest control number, trailer number, PRO numbers, Hazardous Material indicator, purchase order numbers, weight and carton count.

#### DOT

The abbreviation for the U.S. Department Of Transportation.

#### **EAN**

The European Articles Numbering Organization. EAN is the equivalent of the UCC outside of North America (USA, Canada, Mexico). EAN works in cooperation with the UCC administrators and the EAN.UCC system. The EAN.UCC system consists of product and serialized identification codes, Application Identifiers and associated Symbology.

#### **EAN.UCC Company Prefix**

Part of the international EAN.UCC Data Structures consisting of an EAN.UCC Prefix and Company Number, both of which are allocated by either the UCC or an EAN International Member Organization.

#### **EDI 204 Motor Carrier Load Tender**

The Motor Carrier Load Tender is initiated by the shipper to a Truckload carrier. The carrier responds to a load tender using the EDI 990 (Response to Load Tender). The 204 is used to convey Bill of Lading and Customer Order information and may be used to tender loads from multiple origins to multiple destinations.

#### **EDI 211 Motor Carrier Bill of Lading**

The Motor Carrier Bill of Lading is initiated by the shipper to a carrier as an electronic Bill of Lading. It is used to convey Bill of Lading and Customer Order information, but is not to be used as a load tender, legal Bill of Lading, pickup notification or appointment schedule.

#### **EDI 214 Carrier Shipment Status**

The carrier sends the Carrier Shipment Status notice to the consignee and possibly to the shipper. The 214 includes the Bill of Lading information as well as the pickup date, ETA and schedule time at the consignee's facility.

#### **EDI 215 Motor Carrier Pickup Manifest**

The Motor Carrier Pickup Manifest is initiated by the shipper to a small package carrier. The 215 provides the carrier a manifest of all shipments tendered to that carrier for a single day's activity from a single shipping location. The 215 can be used to convey a Bill of Lading Number, Customer Order number, shipper bar code and/or carrier bar code to the carrier for each shipment.

#### **EDI 856 Ship Notice Manifest**

The shipper sends the Ship Notice Manifest to the consignee. The 856 is an electronic packing list that details the specific shipment attributes. It also includes the shipping container numbers that have been bar coded and applied to the cartons and/or pallets. The key common data elements between the EDI 214 and the EDI 856 are the Bill of Lading number, the customer order number, and the "ship to" location number.

#### **FOB**

Free On Board: The point at which the title of the goods passes from the shipper (seller) to the consignee (buyer).

## **Handling Unit**

The shipping unit level handled by the carrier when loaded on the trailer. For example, when cartons are unitized onto a pallet, the handling unit is the pallet. When cartons are tendered loose, i.e. not unitized, the handling unit is the carton.

#### LTL

The abbreviation for Less Than Truckload ground transport within the U.S.

#### Master Bill

A Bill of Lading used to summarize multiple Bills of Lading (commonly called underlying Bills of Lading), which represent one shipment. The Master Bill of Lading number shall be documented in the Special Instructions section of each underlying Bill of Lading.

#### **NMFC**

The National Motor Freight Classification. The publication produced by the NMFTA that classifies all commodity types and establishes level of rates for a shipment. LTL Carriers that are members of the NMFTA subscribe to the NMFC and follow the commodity classifications.

#### **NMFC Number**

The National Motor Freight Classification item number. The NMFC number is assigned by commodity type and is used by participating LTL carriers to determine the level of rates for a shipment.

#### **NMFTA**

The National Motor Freight Traffic Association. The NMFTA is responsible for maintaining the NMFC and documenting carrier SCAC codes. See the "SCAC code" definition for information about obtaining a SCAC code or a copy of the list of all SCAC codes.

#### Pallet/Slip

Pallets or Slips refers to the common types of unitizing cartons on a shipment.

#### Prepaid

The shipper pays for the freight costs from origin to the consignee's dock.

#### **Pro Number**

A unique number assigned by the carrier to identify a specific shipment.

#### Package

The lowest level of shipping unit of an item. The packages may be unitized into a handling unit for shipment, e.g. pallet, slip.

#### **Released Value**

Value of a shipment set by the shipper, which establishes maximum liability of the carrier. Usually results in lower freight rates.

#### **SCAC**

Standard Carrier Alpha Code. A four-letter alpha code uniquely identifying a carrier. Carrier SCAC codes are assigned and maintained by the National Motor Freight Traffic Association (NMFTA). To obtain a SCAC code or the list of all carrier SCAC's, contact the *NMFTA at 703-838-1868*.

#### Shipment

The movement of freight from one origin point to one destination point.

#### **Shipment Packing List**

A summary by customer order of the number of pieces per stock keeping unit (SKU) and associated carton count on the shipment. The purpose is for communication to the final receiving destination to be used for receipt check-in of cartons and/or units to the customer order. Not used for cross-dock shipments. This information is not to be included on the Bill of Lading.

#### **Shipping Manifest**

The Shipping Manifest is a document generated by the shipper for a customer pertaining to store shipments that are shipped to a customer specified intermediate location (i.e., distribution center, consolidator) with the individual cartons marked for specific store locations. This is commonly referred to as Ship To / Marked For Cross Dock shipments. The manifest contains store level detail that typically includes store location numbers, store addresses, customer order numbers, number of cartons per order per store and weight/cube totals. See Appendix E for recommended format and examples of use with the VICS BOL.

#### SID#

Shipper Identification Number, a unique internal number assigned by the shipper for their purposes. **Must not be the Bill of Lading number or the Pro number**. Examples of uses are as an invoice number, supplier code or location code.

#### **Third Party**

The freight charges for a shipment are paid a party other than the shipper or consignee.

#### TL

The abbreviation for Truck Load ground transport within the U.S.

#### UCC

The Uniform Code Council, Inc., which in cooperation with EAN administers the EAN.UCC system. The EAN.UCC system consists of product and serialized identification codes, Application Identifiers, and associated symbologies.

#### **VICS**

Voluntary Inter-Industry Commerce Standards Association. VICS establishes cross-industry standards that simplify the flow of product and information in the general merchandise retail industry for retailers and suppliers. VICS is made up of executives whose efforts are directed at projects that will improve the timely and accurate flow of product and information between companies.

# APPENDIX A: Example 1 - LTL Shipment using Bar Codes, Multiple Orders and Commodities

Characteristics: Carrier Information lists total cartons per NMFC#

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Name: Address City/Sta SID#:	s:	ABC Coi 1000 AB Any City	mpany	PFROM		FОВ: <b>□</b>	]	Bil	II of Lad	ding Number: _0614 (402) 0614141123		67890_
Name:		XYZ Cor 9000 XY	mpany	IP TO  Loc	ation #:_	_0669_	-	Tra	ARRIER ailer nui al numl		sportation	
City/Sta	·		ity, ZY 90 RTY FREIG	0000 HT CHARGES B	ILL TO:	FOB: 🗖			AC: A o numb	ABCD per: 1234567890°	1234567890        <b>   </b>	<i>)</i>    <b>   </b>
Name: Address City/Sta										(9012K) ABCD1234567		
SPECIA	AL INSTF	RUCTION	NS:					un	less m	harge Terms: (freigh arked otherwise)  Collect	_X 3 <sup>rd</sup> Pa	arty
					CUSTOM	ER ORDER I	NEOF		(check bo	Master Bill of L underlying Bills		acned
CUST	OMER O	RDER I	NUMBER		V	/EIGHT	PAL	LET	T/SLIP	ADDITIONAL	. SHIPPER INI	<b>=</b> 0
45012	345698	3		144 ctr	าร	152 lbs (Y		) [	N			
68056	<b>573</b>			15 ctr	าร	45 lbs	Y		(N			
							Y		N			
							Y		N			
							Υ		N			
							Y		N			
GRANI	TOTAL	ı		159 ctr	าร	1197 lbs	3332	<b>5</b> \$\$	$\langle X X X \rangle$	******	XXXXXXX	<del>XXXXXX</del>
						RIER INFOR	RMAT	ION			*****	3 3 3 3 3 1
UN	OLING NIT		KAGE							ESCRIPTION are or attention in handling or stowing	LTL OI	
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	must be so marke	ed and pa Se	ckaged ee Sect	d as to ensure tion 2(e) of N	safe transportation with ordinary care.  MFC Item 360	NMFC #	CLASS
1	plts	48	ctns	384 lbs		Sport A					154865 00	70
2	plts	96	ctns	768 lbs		Video, 7				<u> </u>	168955 03	92.5
15	ctns	15	ctns	45 lbs		Record	lings	s, S	ound,	Disc, Tape	168945 01	100
18	<b>XXXX</b>	159		1197 lbs					AND T		<b>*****</b>	*****
declared va	llue of the prop d or declared v	perty as follow value of the p	vs: roperty is spec	equired to state specific	pper to be n	ot exceeding			Fe	ount: \$ e Terms: Collect: Customer check ac	ceptable:	
RECEIVED shipper, if ap shipper, on r Straight Bill	, subject to indivi pplicable, otherw request. The shipp	dually determine ise to the rates, co per hereby certifi- ling those on the	ed rates or contrac classifications and ies that he/she is fa	or damage in thi ts that have been agreed upor rules that have been establish amiliar with all the terms and the said terms and condition	n in writing bet ned by the carri conditions of t	ween the carrier and fer and are available the NMFC Uniform	to the	The freig	carrier sh ght and all	49 U.S.C. ■ 14706(c)(1) all not make delivery of this s other lawful charges.	hipment without pay  Ship	
SHIPPI This is to certical classified, des	ER SIGN ify that the above scribed, package on for transporta	ATURE Anamed materia	als are properly abeled, and are in	Trailer Loaded  By Shipper  By Driver	×	eight Counter  By Shipper  By Driver/pal  By Driver/Pie	lets sa		<b>inature</b> contain	CARRIER SIGNAT Carrier acknowledges receipt of pact emergency response information wa emergency response guidebook or e Property described above is recei	cages and required placard s made available and/or ca quivalent documentation in	s. Carrier certifies rrier has the DOT the vehicle.

# APPENDIX A: Example 2 - LTL Shipment using Bar Codes, Multiple Orders and Commodities

Characteristic: Carrier Information lists the number of pallets, then details total cartons per NMFC#

VICS Stand	dard BOL: `	WWW.VIC	S.ORG For C	Complete VICS BC	DL Guideli	ine Information	n					
Date: 0	2/01/199	9			BIL	L OF L	<b>.</b> A	DIN	1G		Page 1	
Name: Addres City/Sta SID#:	s:	ABC Cor 1000 AB Any City,	mpany	FROM		FOB: <b></b>	]	Bill	of Lad	ing Number: _ <i>0614</i>		67890_
Name: Addres		XYZ Cor 9000 XY.	npany	P TO Loca	tion #:	_0669		Tra	RRIER iler num al numb		nsportation	
City/Sta	•		ty, ZY 900	000 HT CHARGES BI	II TO:	FOB: 🗖	]		AC: A	BCD er: 1234567890°	123456789	0
Name: Addres City/Sta	s:									(9012K) ABCD1234567	8901234567890	
SPECIA	AL INSTE	RUCTION	NS:					unl	ess ma	arge Terms: (freigh rked otherwise) Collect	_X 3 <sup>rd</sup> Pa	arty
									Check box	Master Bill of L underlying Bills		ached
CUST	OMER (	ORDER N	NUMBER	# PKGS		ER ORDER I VEIGHT	P.	ALLE	T/SLIP E ONE)	ADDITIONA	L SHIPPER IN	IFO
45012 68056	345698 373	3		350 ct		1750 lbs 250 lbs	C	Y) Y)	N N			
00030	7.5			30 01	713	200 103		Y	N			
								Y Y	N N			
GRANI	TOTAL	-		400 ct	ns 2	2000 lbs	<u> </u>	XXX	XXXX	************	XXXXXXXX	XXXXXX
HANE UNI	DLING	PACI	KAGE		CAR	RIER INFOR			ITY DES	SCRIPTION	LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	must be so marke	d and p <b>S</b>	ackaged See Secti	as to ensure s on 2(e) of NM	e or attention in handling or stowing afe transportation with ordinary care. FC Item 360	NMFC #	CLASS
5	plts	100	ctns	500 lbs		Sport Ad					154865 00	70
		250 50	ctns ctns	1250 lbs 250 lbs		Video, 7 Record				ig Disc, Tape	168955 03 168945 01	92.5 100
		00	01.70	200 100		7 (0007 G)	n ig (	<i>3, 0</i>	Jana, I	2100, Tapo		
5	KOOOK	400	KOOOK	2000 lbs	XXXX			GR	AND TO	ΤΔΙ	8000000	000000
	rate is depend		shippers are red	quired to state specific		g the agreed or		_	D Amo		KXXXXXX	02222
	d or declared	·		ically stated by the ship	oper to be n	ot exceeding			Fee	Terms: Collect: Customer check ac		
NOTE I		imitation	for loss or	damage in this	s shipm	ent may be	appl	icabl		9 U.S.C. • 14706(c)(1)		
RECEIVED, shipper, if app shipper, on re- Bill of Lading	subject to individuable, otherwis quest. The shippe	ually determined e to the rates, cla er hereby certifies on the back there	rates or contracts the estifications and rule that he/she is famil	hat have been agreed upon i es that have been established liar with all the terms and co ms and conditions are hereb	n writing betwork the carrier onditions of the	een the carrier and r and are available to e NMFC Uniform Str	the aight	The freig	carrier sha ht and all o	Il not make delivery of this s ther lawful charges.		
SHIPPI	ER SIGN	ATURE		Trailer Loaded	<u>l: Fr</u>	eight Counted	<u>d:</u>	J	nature	CARRIER SIGNAT		
classified, des	cribed, packaged on for transporta	e named materia d, marked and la tion according to	beled, and are in	By Shipper By Driver		By Shipper By Driver/pall By Driver/Pie		aid to d	contain	Carrier acknowledges receipt of pact certifies emergency response inform the DOT emergency response guide vehicle. Property described above is recei	ation was made available a book or equivalent docume	and/or carrier has entation in the

# APPENDIX A: Example 3 - LTL Shipment using Bar Codes, Multiple Orders and Commodities Characteristic: Modified format with no data lines and bar codes

				mat With no ( Complete VICS BC			Coues.			
Date: 0	2/01/199	9			BILI	_ OF LA	DING		Page 1	
Namai		ABC Cor		FROM					44 44 400 44	F07000
Name: Addres		ABC Con					Bill of Lac	ding Number: _ <i>0614</i>	414112345	567890_
	_	Any City,		000						
SID#:	·					FOB: 🗖				
				Р ТО				NAME:LTL Tran	sportation_	
Name:		XYZ Con		Loca	ation #:	0669	Trailer nui			
Addres		9000 XY					Seal numb	. ,		
	ate/Zip:	Some Cit	ty, ZY 90	0000			SCAC: A			
CID#:						FOB: 🗖	Pro numb	per: 1234567890	123456789	90
Nomo	TH	IRD PART	Y FREIG	HT CHARGES I	BILL TO	O:	Fraimht C	haras Tarmas (fraist	-4 -b	
Name: Addres	s:							harge Terms: (freigl arked otherwise)	it criarges ar	ге ргерати
City/Sta										
							Prepaid			
SPECIA	AL INSTI	RUCTION	IS:					Collect _	_ <i>X</i> 3 <sup>ra</sup> F	Party
							(check b	Master Bill of L	ading: with a	ttached
							(check box)	underlying Bills		illacrica
				С	USTOM	ER ORDER IN	ORMATION			
CUSTO	MER OF	DER NUI	MBER			VEIGHT	PALLET	ADDITIONAL	SHIPPER INF	0
45012	234569	8		350 ctn	s 1	750 lbs	Υ			
68056	<b>573</b>			50 ctn	S	250 lbs	Υ			
GRANE	) TOTAL			400 ctn	_	2000 lbs				
HANI	DLING	PAC	(AGE		CA	RRIER INFORM	IATION MMODITY DE	SCRIPTION	LTL (	ONI V
	NIT	FACE	NAGL						LIL	JNLT
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	must be so marked a See Section 2(e) of	nd packaged as to ensure NMFC Item 360	are or attention in handling or stowing safe transportation with ordinary care.	NMFC #	CLASS
5	plts	100		500 lbs		Sport Acc			154865 00	70
		250	ctns	1250 lbs			pe Recordir	•	168955 03	92.5
		50	ctns	250 lbs		Recording	s, Sound, E	Disc, Lape	168945 01	100
5	rate is depen	400		2000 lbs	ally in writir	GRAND TO				
declared va	alue of the pro	perty as follow	rs:	fically stated by the ship	•		COD Amo	ount: \$ e Terms: Collect:	□ Bronoid	_  - <b>_</b>
ino agroo		er		nouny otatou by the orn	spo. 10 50 .	iot onoccaing	ге	Customer check ac	•	
NOTE				r damage in this	s shipm	nent may be a	plicable. See	49 U.S.C. • 14706(c)(1)	_	
RECEIVEI shipper, if a shipper, on	D, subject to indiv applicable, otherw request. The ship	vidually determine vise to the rates, cl oper hereby certific	d rates or contract lassifications and a es that he/she is fa	s that have been agreed upon rules that have been establish miliar with all the terms and the said terms and conditions	in writing be ed by the car conditions of	etween the carrier and rier and are available to t the NMFC Uniform	The carrier sh freight and all	nall not make delivery of this s	hipment without pa	ayment of
	r him/herself and				,	- ,				- •
				Taggrand 1 1		natalat O - · · ·	Signature			
SHIPP This is to cer	tify that the abov	IATURE / re named material	s are properly	Trailer Loaded		reight Counted:	Signature	CARRIER SIGNAT Carrier acknowledges receipt of pac	kages and required placa	ards. Carrier
SHIPP This is to cer classified, de	tify that the abov scribed, package ion for transports		ls are properly beled, and are in	Trailer Loaded  By Shipper  By Driver	×	reight Counted:  By Shipper  By Driver/palle			kages and required placa action was made available	ards. Carrier le and/or carrier has

# APPENDIX A: Example 4 - LTL Shipment using Bar Codes, Multiple Orders and Commodities

Characteristics: Special Instructions section expanded, Carrier and Customer Information sections shortened and no barcodes.

VICS Standard BOL: WWW.VICS.ORG For Complete VICS BOL Guideline Information

Date: 02	2/01/199	9			BIL	L OF L	LAE	DING		Page 1	
				FROM							
Name:		ABC Co						Bill of Lad	ing Number:_ <i>0614</i>	1141123450	6 <b>7890</b> _
Address		1000 AB		200							
	ate/Zip:	Any City	, AB, 100	000		50D <b>[</b>	٦				
SID#:			SHI	Р ТО		FOB:		CARRIER	NAME. ITI Tuon		
Name:		XYZ Co.			ation #:	0669		Trailer num	<b>NAME:</b> <i>LTL Tran</i> bher:	isportation	<del></del>
Tiano.			lator KLM	LOC	auon #.	0009	-	Trailor Trail			
Address	s:	9000 XY	Z Drive					Seal numb	er(s):		
City/Sta	ate/Zip:	Some Ci	ity, ZY 90	000				SCAC: A	BCD		
CID#:						FOB:	]	Pro numbe	er: <b>123456789</b> 0	123456789	0
	T	HIRD PAF	RTY FREIGI	HT CHARGES B	ILL TO:						
Name:									arge Terms: <i>(freigh</i>	nt charges are	prepaid
Address City/Sta	_							unless ma Prepaid	rked otherwise) Collect	V 2rd D	arty
City/Sta	ate/Zip.						-				
								X	Master Bill of L underlying Bills		acned
SPECIA	AL INISTE	RUCTION	VS: Unda	lying Bill of I	ading l	Numbers:	2345	(check box	5678901, 345678901		)
									0123456789012345		••
			,		, -						
MUST	<b>DELIVE</b>	ER BY 9	9/9/00. PL	LEASE CALL	FOR	<b>DELIVER</b>	Y AF	PPOINTME	NT @ 732-555-15	15	
IMPOR	RTANT!	MAINT	AIN TRA	ILER 45 DEC	GREE	TEMPERA	ATUF	RE			
BBODI	ICT IS I	OADED	ON CHEE	PALLETS							
PRODU	JCT IS L	OADED	ON CHEF	PALLETS							
OLIOT	OMED 6					ER ORDER			ADDITIONA		IE O
CUST	OMER C	OKDEK I	NUMBER	# PKGS	V	VEIGHT		IRCLE ONE)	ADDITIONA	L SHIPPER IN	NFO
45012	345698	3		1000 ctr	ns   10	0000 lbs	(Y	( ) N			
							Y	N			
GRAND	TOTAL			1000 ctr	ns 10	0000 lbs	<b>XXX</b>	<del>XXXXX</del> X	*****	XXXXXXX	XXXXXX
					CAF	RRIER INFO					
HAND UN		PACI	KAGE			C	OMM	ODITY DES	SCRIPTION	LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M.				e or attention in handling or stowing afe transportation with ordinary care.	NMFC #	CLASS
		-			(X)		ed and pad <b>Se</b>	e Section 2(e) of NM	FC Item 360	_	
20	plts	1000	ctns	10000 lbs		Candy				154865 00	70
20	XXXX	1000	<u>}}}</u>	10000 lbs	<u> </u>			GRAND TO	TAL	<u> </u>	******
	rate is depend			quired to state specific	ally in writin	ng the agreed or		COD Amo	unt: \$		-
				fically stated by the shi	pper to be r	not exceeding		Fee	Terms: Collect:	☐ Prepaid:	
	pe	er							Customer check ac	ceptable:	
									19 U.S.C. • 14706(c)(1)		
shipper, if ap	oplicable, otherw	ise to the rates, o	classifications and r	s that have been agreed upor ules that have been establish	ned by the carr	rier and are available	to the		Ill not make delivery of this so other lawful charges.	hipment without pag	yment of
Straight Bill	of Lading, include	ling those on the		miliar with all the terms and the said terms and condition						Ship	per
	him/herself and l		/DATE	Trailer Loaded	1. E.	eight Counte	7d:	Signature	CADDIED CIONAT	TIDE / BIOK!!	DDATE
This is to certif	ER SIGN fy that the above	named materia	als are properly			_	<u>u.</u>		CARRIER SIGNAT Carrier acknowledges receipt of pact	kages and required placard	ls. Carrier
proper condition	on for transporta		abeled, and are in the applicable	By Shipper By Driver		By Shipper By Driver/pal	llete ea	id to contain	certifies emergency response inform the DOT emergency response guide		
regulations of	uie DOT.			By Dilver		_ ' '		iiu iu cuiiidifi	vehicle  Property described above is recei	ved in good order, excep	t as noted
L				1							

**Characteristics:** Examples of documenting GOH shipments.

Example 1: Shipment contains all GOH and each garment is a shipping unit.

элитр	10 10 21	-р	001100111			ER ORDER IN			8 411144		
CUST	OMER O	RDER N	UMBER	# PKGS		WEIGHT		ET/SLIP	ADDITIONA	L SHIPPER I	NFO
45012	2345698	3		1000		1500 lbs			GOH or Garme	ents on Ha	ngers
						OR					
45012	2345698	3		1000 gol	า	1500 lbs					
GRANI	D TOTAL	i		1000		1500 lbs	<b>XXX</b>	XXXX	\$\$\$\$\$	XXXXXX	
					CAF	RRIER INFORM					
	HANDLING PACKAGE UNIT		KAGE			CO	MMOD	ITY DES	SCRIPTION	LTL C	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)		nd packaged		or attention in handling or stowing afe transportation with ordinary care. FC Item 360	NMFC #	CLASS
1000	pcs.	1000	pcs.	1500 lbs.		GOHA	ssorte	ed Dre	sses		
				OR							
1000	goh	1000	goh.	1500 lbs.		GOHA	ssorte	ed Dre	sses		
1000	58888	1000	\$\$\$\$\$	1500lbs	SSSSS		GR	AND TO	TAL	XXXXXXX	888888

Example 2: GOH is bundled (Four selling units per bundle) and carrier signing for bundles

						ER ORDER			or signing for but		
CUSTO	OMER O	RDER N	UMBER	# PKGS	V	VEIGHT	FALLET/SLIP (CIRCLE ONE)		ADDITIONA	L SHIPPER IN	IFO
45012	345698	}		250 ctns	1	1500 lbs			<b>Bundled GOH</b>		
						OR					
45012	345698	,		250 bdls		1500 lbs			<b>Bundled GOH</b>		
GRAND	TOTAL			250		1500 lbs	XXXXX	XXXXX	***********	*****	XXXXXX
					CAF	RRIER INFO	RMATION				
	HANDLING PACKAGE UNIT					(	COMMOD	ITY DES	CRIPTION	LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)		ked and packaged		or attention in handling or stowing fe transportation with ordinary care. FC Item 360	NMFC #	CLASS
250	ctns	250	ctns	1500 lbs		GOH A	Assorte	d Dres	ses		
				OR							
250	bdls	250	bdls	1500 lbs		GOH A	Assorte	d Dres	ses		
250	<b>XXXXX</b>	1000	<b>XXXXXX</b>	1500lbs			GR	AND TO	TAL	<b>XXXXXXX</b>	*****

Example 3: Mixed Cartons and GOH (Carrier signing for the GOH selling units and cartons).

CUSTOMER ORDER INFORMATION

CUST	OMER O	RDER N	UMBER	# PKGS	٧	VEIGHT	VEIGHT PALLET/SLIF (CIRCLE ONE)		ADDITION		NAL S	SHIPPER IN	FO
45012	345698			100 ctns	;	600 lbs	(Y)	N					
45012	345698	}		150 bdls	;	900 lbs			Bund	led GC	ЭН		
GRANE	) TOTAL			250		1500 lbs		 \$\$\$\$\$\$	 88888	XXXX	XXX	****	XXXXXX
						RRIER INFO							
	LING IIT	PAC	KAGE			С	OMMOD	ITY DES	CRIPTIC	ON		LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	Commodities remust be so market	ed and package		fe transportation			NMFC #	CLASS
100	ctns	100	ctns	600 lbs		Assorte	ed Slad	ks			1	548650	70
150	bdls	600	goh	900 lbs		GOH- A	4ssort	ed Dres	sses				
250	<b>XXXXX</b>	250	<b>XXXXX</b>	1500 lbs	<b>BXXX</b>		GR	AND TO	TAL		<b>K</b> C	******	\$\$\$\$\$\$\$\$

# APPENDIX B: Example 1 - Use of the Supplement to the Bill of Lading on a Truckload Shipment

Characteristics: Customer Order Information on standard format of Supplement Page.

VICS Standard BOL:	· WWW_VICS ORG	For Complete VICS BOL	Guideline Information

Date: 0	2/01/199	9		•	BIL	L OF	LA	DING		Page 1	
Name: Address City/Sta SID#:	s:	ABC Cor 1000 AB Any City,	mpany	FROM		FОВ: <b>[</b>		Bill of Lad	ing Number:_ <b>614</b> 1		7890_
Name: Address	s:	XYZ Cor 9000 XY	npany Z Drive		ation #:_	_0669_	_	Trailer num Seal numbe	. ,	•	on
City/Sta	T S:		RTY FREIG	000 HT CHARGES BI	LL TO:	FOB: <b>C</b>	]		FGH er: 1234567890° 		
SPECIA	AL INSTF	RUCTION	NS:						Master Bill of L	_X 3 <sup>rd</sup> Pa	arty
CUST	OMER (	ORDER N	NUMBER	# PKGS		ER ORDER VEIGHT	P. ((			L SHIPPER IN	NFO
	ATTAC PLEMEI		GE .				,	Y N Y N Y N			
	O TOTAL			2166 ctn		1978 lbs RRIER INFO	XXX RMA	TION	XXXXXXXXXX	*******	XXXXXX
HAND UN QTY	OLING NIT TYPE	QTY	TYPE	WEIGHT	н.м.	Commodities re	equiring s	ackaged as to ensure sa	or attention in handling or stowing afe transportation with ordinary care.	NMFC #	NLY CLASS
23 90	plts ctns	2076 90	ctns ctns	14295 lbs 683 lbs	(X)		othir	iee Section 2(e) of NMI ng in Bulk ng in Bulk	-C Item 360		
113	<b>XXXXX</b>	2166	XXXXX	14978 lbs	XXXX			GRAND TO	TAL	<b>XXXXXXX</b>	800000
declared va "The agreed  NOTE L  RECEIVED	d or declared period or declared period peri	perty as follow value of the present the p	for loss o	r damage in this contracts that have be set to the rates, classification.	pper to be n	ot exceeding  ent may be		icable. See 4 The carrier sha	unt: \$	ceptable:  (A) and (B).	
established regulations.  SHIPPE This is to certiclassified, des	ER SIGN  ify that the above scribed, package on for transporta	ATURE Anamed materiad, marked and la	DATE Is are properly abeled, and are in	Trailer Loaded  By Shipper  By Driver	all applicab	eight Counte	eral ed: allets s	Signature aid to contain	CARRIER SIGNAT Carrier acknowledges receipt of pact certifies emergency response inform the DOT emergency response guide vehicle. Property described above is recei	kages and required placard lation was made available book or equivalent docume	P DATE ds. Carrier and/or carrier has entation in the

# APPENDIX B: Example 1 - Use of the Supplement to the Bill of Lading on a Truckload Shipment

Characteristics: Standard format of Supplement Page not modified. VICS Standard BOL: WWW. VICS.ORG For Complete VICS BOL Guideline Information

Date: 02/01/1999 Page 2 SUPPLEMENT TO THE BILL OF LADING

> **Bill of Lading Number:** 06141411234567890

CUSTOMER ORDER NUMBER	# OF PKGS	MER ORDER WEIGHT (lbs)	PALL	ET/SLIP LE ONE)	ADDITIONAL SHIPPER INFO	
160763145	25	288	Y	N	25 floor loaded loose	
16763642	160	800	Y	N		
160763643	201	1005	Y	N	1 floor loaded loose	
160758227	206	1836	Y	N	6 floor loaded loose	
16763646	135	810	Y	N		
160763648	305	2430	Y	N	5 floor loaded loose	
160763756669	882	5280	Y	N		
107636459	161	805	Y	N	31 floor loaded loose	
16044763209	69	1587	Y	(N)		
160758224	22	137	Y	(N)		
			Y	N	Envelope: Bill of Lading to travel	
			Y	N	with shipment	
			Υ	N		
			Υ	N		
PAGE SUBTOTAL	2166	14978	<b>XXXX</b>	XXXXX	************************************	

	DLING NIT	PACKAGE				COMMODITY DESCRIPTION	LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M (X)	Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care.  See Section 2(e) of NMFC Item 360	NMFC #	CLASS
	2000		5000		700	PAGE SUBTOTAL	***********	00000

### APPENDIX B: Example 2 - Use of the Supplement to the Bill of Lading on a Truckload Shipment

Characteristics: Customer Order Information on modified format of Supplement Page.

	2/01/199		CS.UKU FOR	Complete VICS B		L OF L		און <i>ו</i>	NG.		Page 1	
	_, ,		CLUD	EDOM.	DIL	L OF L	_AI	ווע	NG		i age i	
Name: Address City/Sta SID#:	s:	ABC Co 1000 AE Any City	mpany	FROM		FOB: <b>[</b>	_	Bil	l of Lad	ing Number:_ <b>0614</b> (402) 061414112		67890_
Name: Address		XYZ Coi 9000 XY	mpany	P TO	ation #:	0669	_	Tra		<b>NAME: _Truckload</b> aber: EFGH56789 er(s): 65432897	•	on
City/Sta			ity, ZY 90	000 HT CHARGES B	ILL TO:	FOB:	]		AC: <i>El</i> numbe	FGH er: 1234567890	123456789	
Name: Address City/Sta	s:									(9012K) EFGH1234567	78901234567890	
SPECIA	AL INSTI	RUCTIO	NS:					un		arge Terms: (freigi rked otherwise) Collect	•	e prepaid
					CUSTOM	ER ORDER I	INEO		(check box	Master Bill of I underlying Bill		tached
CUST	OMER (	ORDER	NUMBER	# PKGS		VEIGHT	P/	<b>ALLE</b> CIRCL	T/SLIP E ONE) N	ADDITIONA	AL SHIPPER II	NFO
	ATTAC PLEMEI		3F					<u>'</u>	N N			
							\ \ \		N N			
GRANI	O TOTAL	-		69		900 lbs	<u>XXX</u>	XX	XXXXX	<del>8888888888888888888888888888888888888</del>	<u> </u>	XXXXX
	DLING NIT	PAC	KAGE		CAF	RRIER INFOR			ITY DE	SCRIPTION	LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	must be so marke	ed and pa	ackaged ee Sect	as to ensure sion 2(e) of NM	e or attention in handling or stowing afe transportation with ordinary care. FC Item 360	NMFC #	CLASS
690	ctns	690	ctns	6900 lbs		Box Clo	otnin	g ir	Bulk			
690 Where the	rate is depend	690 dent on value	, shippers are re	6900 lbs	cally in writin	ng the agreed or			AND TO		XXXXXXX	
"The agreed	po	value of the per	property is speci-	fically stated by the sh					Fee	Terms: Collect: Customer check a	cceptable:	
RECEIVED between the	, subject to ince e carrier and so by the carrie	dividually det shipper, if app	ermined rates or olicable, otherwis	r damage in the contracts that have be se to the rates, classifi per, on request, and to	een agreed of cations and	upon in writing rules that have be	een	The freig	carrier sha tht and all c	I9 U.S.C. • 14706(c)(1 Il not make delivery of this souther lawful charges.		•
This is to certi classified, des	on for transporta	e named materi	als are properly abeled, and are in	Trailer Loader  By Shippe  By Driver	r C	eight Counter  By Shipper  By Driver/pal  By Driver/Pie	llets sa		nature contain	CARRIER SIGNAT Carrier acknowledges receipt of pac certifies emergency response inform the DOT emergency response guide vehicle. Property described above is rece	ckages and required placar mation was made available ebook or equivalent docum	ds. Carrier and/or carrier has entation in the

Characteristics: Supplement Page modified to show Customer Order Information only

VICS Standard BOL: WWW.VICS.ORG For Complete VICS BOL Guideline Information

Date: 02/01/1999 SUPPLEMENT TO THE BILL OF LADING

Page 2

Bill of Lading Number: 06141411234567890

	CUSTOMER OF				007690
CUSTOMER ORDER NUMBER	# OF PKGS	WEIGHT	PALLI	ET/SLIP	ADDITIONAL SHIPPER INFO
		(lbs)	,	LE ONE)	
1234567	10	100	Υ	<b>X</b>	
2345678	20	200	Υ	(N)	
3456789	10	100	Υ	N	
4567890	20	200	Υ	N	
5678901	30	300	Υ	N	
6789012	20	200	Y	N	
7890123	10	100	Υ	N	
8901234	30	300	Υ	N	
9012345	10	100	Υ	N	
0123456	20	200	Υ	N	
12345678	10	100	Υ	N	
23456789	30	300	Υ	N	
34567890	40	400	Υ	N	
45678901	20	200	Υ	N	
56789012	30	300	Υ	N	
67890123	10	100	Υ	N	
78901234	20	200	Υ	(N)	
89012345	30	300	Υ	(N)	
90123456	50	500	Υ	(N)	
01234567	40	400	Υ	(N)	
98765432	10	100	Υ	N	
87654321	10	100	Υ	(N)	
76543210	10	100	Υ	(N)	
65432109	20	200	Υ	(N)	
54321098	30	300	Υ	(N)	
43210987	10	100	Υ	(N)	
32109876	20	200	Υ	(N)	
21098765	30	300	Υ	(N)	
10987654	10	100	Υ	(N)	
09876543	10	100	Υ	(N)	
9876543	10	100	Υ	(N)	
8765432	20	200	Υ	(N)	
7654321	40	400	Υ	(N)	
PAGE SUBTOTAL	690	6900	8888	XXXX	

# Characteristic: Carrier Information on modified Supplement Page

		CS.OKU FOI	Complete VICS B	OL Guide	mie miormatio	111					
Date: 02/01/19	99			BIL	L OF L	_A	DII	NG		Page 1	
Name: Address: City/State/Zip: SID#:		ompany BC Drive	PROM		FOB: <b>[</b>	]	Bil	l of Lad	ing Number: _ <i>061</i>		67890_
Name:	XYZ Co		IP TO Loc	cation #.	0669			ARRIER ailer num	NAME: <i>LTL Trai</i> nber <i>:</i>	nsportation	
Address:		YZ Drive					-	al numb	. ,		
City/State/Zip: CID#:	Some C	ity, ∠Y 90	0000		FOB:	1		AC: A	BCD er: 1234567890	122 <i>4567</i> 90	0
Name: Address: City/State/Zip:	THIRD PA	RTY FREIG	HT CHARGES E	BILL TO:	FUB. L		Fre	eight Ch	(9012K) ABCD1234567  harge Terms: (freighterwise)	8901234567890	
SPECIAL INS	TRUCTIC	NS:					_	epaid	,	_X 3 <sup>rd</sup> P	arty
								(check box	Master Bill of I underlying Bill		tached
CUSTOMER	ORDER	NUMBER	# PKGS		IER ORDER I WEIGHT	RMA ALLE			L SHIPPER IN	NFO	
4501234569	98		500 ct		2000 103		Y) N				
6805673			450 ct		2250 lbs	_	Y)	N N			
6789102			50 ct	ns	250 lbs	_	Y) Y	N			
						,	Y	N			
GRAND TOTA	<b>L</b>		1000 ct	ns CA	5000 lbs		XXXX	XXXXXXXXX	XXXXXXX	XXXX	
HANDLING UNIT	PAC	KAGE		OA.				ITY DE	SCRIPTION	LTL O	NLY
QTY TYPE	QTY	TYPE	WEIGHT	H.M. (X)	Commodities rec must be so marke	Commodities requiring special or additional care or attention in handling or must be so marked and packaged as to ensure safe transportation with ordin. See Section 2(e) of NMFC Item 360			afe transportation with ordinary care.	NMFC #	CLASS
See A	ttached	d Supple	ment Page								
13	1000	XXXXX	5000 lbs	<b>XXX</b>	3		GR	AND TO	OTAL	XXXXXXX	XXXXX
Where the rate is depe declared value of the p "The agreed or declare	roperty as follo	ows:		•			CC		unt: \$e Terms: Collect: Customer check ac	•	
									19 U.S.C. = 14706(c)(1		umant of
shipper, if applicable, othe shipper, on request. The sl	erwise to the rates, hipper hereby cert cluding those on the	classifications and ifies that he/she is fa he back thereof, and	rules that have been establis miliar with all the terms an	shed by the car d conditions of	writing between the carrier and by the carrier and are available to the ditions of the NMFC Uniform thereby agreed to by the shipper and s						
SHIPPER SIGNATURE / DATE This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.  Trailer Loaded:  By Shipper  By Driver					Signature			ds. Carrier and/or carrier has entation in the			

Characteristics: Supplement Page modified to show Carrier Information only. VICS Standard BOL: WWW.VICS.ORG For Complete VICS BOL Guideline Information

Date: 02/01/1999

SUPPLEMENT TO THE BILL OF LADING

Page 2

**Bill of Lading Number:** 06141411234567890

					CARE	U6141411234567890 RIER INFORMATION		
	OLING NIT	PAC	KAGE		OART	COMMODITY DESCRIPTION	LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT (lbs)	H.M (X)	Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360	NMFC #	CLASS
1	plts	50	ctns	100		Sport Accessories	154865 00	70
		20	ctns	100		Clothing NOI	049880 03	
1	plts	20	ctns	50		Video, Tape Recording	168955 03	92.5
		20	ctns	100		Clothing NOI	049880 03	
		20	ctns	100		Sport Accessories	154865 00	70
		5	ctns	150		Video, Tape Recording	168955 03	92.5
		5	ctns	50		Recordings, Sound, Disc, Tape	168945 01	100
1	plts	20	ctns	50		Clothing NOI	049880 03	
		20	ctns	50		Cotton Hosiery	049940 00	
		40	ctns	100		Sport Accessories	154865 00	70
1	plts	50	ctns	250		Clothing NOI	049880 03	
		20	ctns	100		Recordings, Sound, Disc, Tape	168945 01	100
		10	ctns	50		Sport Accessories	154865 00	70
1	plts	20	ctns	100		Clothing NOI	049880 03	
		50	ctns	250		Cotton Hosiery	049940 00	
		10	ctns	50		Sport Accessories	154865 00	70
1	plts	30	ctns	150		Clothing NOI	049880 03	
		50	ctns	250		Sport Accessories	154865 00	70
1	plts	20	ctns	250		Recordings, Sound, Disc, Tape	168945 01	100
		10	ctns	50		Cotton Hosiery	049940 00	
		10	ctns	50		Sport Accessories	154865 00	70
		10	ctns	50		Clothing NOI	049880 03	
		10	ctns	50		Video, Tape Recording	168955 03	92.5
1	plts	80	ctns	400		Sport Accessories	154865 00	70
1	plts	20	ctns	100		Video, Tape Recording	168955 03	92.5
		60	ctns	300		Recordings, Sound, Disc, Tape	168945 01	100
1	plts	80	ctns	400		Video, Tape Recording	168955 03	92.5
1	plts	80	ctns	400		Video, Tape Recording	168955 03	92.5
1	plts	30	ctns	150		Recordings, Sound, Disc, Tape	168945 01	100
		50	ctns	250		Video, Tape Recording	168955 03	92.5
1	plts	50	ctns	250		Cotton Hosiery	049940 00	
		20	ctns	100		Sport Accessories	154865 00	70
		10	ctns	50		Clothing NOI	049880 03	
13	5000	1000	5555	5000	222	PAGE SUBTOTAL	******	

# Master Bill of Lading

	2/01/199		CS.ORG For C	Complete VICS BO		L OF L		DIN	IG		Page 1	
Name: Address City/Sta SID#:	s:	ABC Cor 1000 AB Any City,				FOB: <b>[</b>		Bill	of Lad	ing Number: _ <b>061</b> 4		67890_
Name:		XYZ Con			ation #:			Tra	iler num	NAME: _Truckload ber: EFGH56789	•	on
Address		9000 XY.							al numb		3	
_	ate/∠ıp:	Some Ci	ty, ZY 900	)00		_			AC: E	_		
CID#:						FOB:		Pro	numbe	er: <b>2345678901</b> 2	234567890	
Name: Address City/Sta	s:	HIRD PAR	RIYFREIGH	IT CHARGES BI	LL 10:					(9012K) EFGH1234567	8901234567890	
								unl	ess ma	arge Terms: (freigh rked otherwise)	-	
SPECIA				lying Bill of L	•			Pre	-	Collect _		arty
	061	4141123	34567906,	0614141123			NEO		check box	Master Bill of L underlying Bills		tached
CUST	OMER C	RDER N	NUMBER	# PKGS		ER ORDER I VEIGHT	P	ALLE	T/SLIP	ADDITIONA	L SHIPPER II	NFO
16631	454264	18		20	206 18			ZIRCLE Y)	N N			
16076	364298	3		30	5 2	2430 lbs	(	Ý)	N			
16793	8643			88	32	5280 lbs	(	Ŷ)	N			
								Y	N			
							Y	N	 (D000000000	~~~~~~	~~~~~ <del>~</del>	
GRANI	TOTAL			139	1393 9546 lbs 5				<del>(</del>	XXXXXXXXXXXXXX	XXXXXXXX	XXXXXXX
HAND UN		PAC	KAGE		CAN		OMMODITY DESCRIPTION				LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	Commodities red must be so marke	ed and p	ackaged	additional care as to ensure s on 2(e) of NM	e or attention in handling or stowing afe transportation with ordinary care. FC Item 360	NMFC #	CLASS
6	plts	511	ctns	4266 lbs		Clothin						
9	plts	882	ctns	5280 lbs		Cotton F	Hos	iery				
15	<b>XXXX</b>	1393	<b>XXXXX</b>	9546 lbs	$\infty$			GR	AND TO	TAL	<b>XXXXXXX</b>	XXXXXX
declared va	lue of the prop	erty as follow	vs:	uired to state specificate	•	•		СО		Terms: Collect:	•	
NOTE !	iahility I		for loss or	damage in this	e ehinm	ant may be	anni	icahl		Customer check ac		
RECEIVED between the	, subject to inc e carrier and s by the carrier	lividually dete hipper, if appl	ermined rates or olicable, otherwise	contracts that have be to the rates, classific per, on request, and to	en agreed u	upon in writing rules that have be	en	Shipper		•		
SHIPPER SIGNATURE / DATE  This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.  Trailer Loaded:  By Shipper  By Driver					×	Signature  Freight Counted:  □ By Shipper  □ By Driver/pallets said to contain □ By Driver/Pieces    CARRIER SIGNATURE/   Carrier acknowledges receipt of packages and certifies emergency response information was to certifies emergency response guidebook or exception.   Property described above is received in go			kages and required placare nation was made available book or equivalent docum	ds. Carrier and/or carrier has entation in the		

## First Underlying BOL

	dard BOL: 2/01/199		CS.ORG For	Complete VICS B		L OF L	AC	)IN	IG		Page 1	
Name: Address City/Sta SID#:	s:	ABC Cor 1000 AB Any City,	mpany	FROM		FOB:	•	Bill	of Ladir	ng Number:_ <i>0614</i>		6 <b>79</b> 06_
Name:		XYZ Cor 9000 XY	mpany	IP TO Loc	ation #:	0600	-	Trail	er numb	AME: _Truckload er: EFGH56789 r(s): 654329873		on
City/Sta	•		ty, ZY 90	000 HT CHARGES B	III TO:	FOB:			C: <i>EF</i>	GH : 1234567890	123456789	0
Name: Address City/Sta	s:	HIND PAI	(TTFN2IG	III CHARGES B	ILL TO.				ght Cha	012K) EFGH1234567 rge Terms: (freighted otherwise)		e prepaid
SPECIA	AL INSTI	RUCTION	NS: <b>Mas</b>	ter Bill of Lad	ing Nui	mber:	_		aid	Collect _		arty
			06141411	234567890				(c	heck box)	Master Bill of L underlying Bills		ached
CUS	TOMER	ORDER	NUMBER			ER ORDER INF WEIGHT	P/	MATI ALLE	ON T/SLIP	ADDITIONA	AL SHIPPER I	NFO
16076	<b>6076364298</b> 203 161						-	ZIRCL <b>Y</b> )	E ONE)			
16793					588	3520 lbs	Š	<u>r</u> )	N			
								Y	N			
								Y Y	N			
CDANI	O TOTAL				791	5127 lbo		-	XXXX	 xxxxxxxxxxxxx	XXXXXXX	XXXXX
GRANL	JIOTAL	-				5137 lbs			XXXX	****	***	XXXXX
HAND		PACI	KAGE			CON	ИΜС	רוסכ	TY DES	CRIPTION	LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	must be so marked an	d pack	aged as		attention in handling or stowing transportation with ordinary care. <i>Item 360</i>	NMFC #	CLASS
3 6	plt plt	203 588	ctn ctn	1617 lbs 3520 lbs		Clothing Cotton Ho	sio	)r\/				
U	ρπ	300	Ciri	3320 103		Collon 110	/3/6	i y				
9	<i>\$</i>	791	88888	5137 lbs	XXXX		C	3RA	ND TOT	AL	XXXXXXX	XXXXX
value of the	property as f	ollows:		equired to state specific fically stated by the shi	•	•	ared	CC	DD Amo Fee	unt: \$ Terms: Collect:	□ Prepaid	_ : D
	p	er							(	Customer check a	cceptable: □	
RECEIVED the carrier a	, subject to in and shipper, it	dividually dete applicable, o	ermined rates of therwise to the	r damage in thi r contracts that have be rates, classifications ar lest, and to all applicab	een agreed on the strate of th	upon in writing between have been established	en	The frei	e carrier sha ght and all	U.S.C. = 14706(c)(1) all not make delivery of this other lawful charges.	s shipment without p	payment of
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.  By Shipper  By Shipper  By Driver  By Driver  By Driver/pa					By Driver/palle	ts sa		gnature contain	CARRIER SIGNA Carrier acknowledges receipt of certifies emergency response info has the DOT emergency response the vehicle. Property described a noted.	ackages and required placa rmation was made available guidebook or equivalent d	rds. Carrier e and/or carrier ocumentation in	

### **Second Underlying BOL**

			S.ORG For C	Complete VICS BO	L Guideli	ne Information	l					
Date: 0	)2/01/199	99			BIL	L OF L	_A	DIN	1G		Page 1	
Name: Address City/Sta SID#:	s:			FROM		FOB: <b>[</b>	]	Bill	l of Lad	ing Number:_ <b>061</b> 4		67913_
Name: Address		XYZ Col 9000 XY	mpany	P TO Loc	ation #:	_0500_	-	Tra	iler num	<b>NAME: _Truckload</b> aber: <i>EFGH56789</i> er(s): 654329873	Transportatio	on
City/Sta	•		ity, ZY 90			FOB:			AC: <i>El</i>	FGH er: 1234567890	123456789	0
Name: Address City/Sta	s:	HIRD PA	RTY FREIGI	HT CHARGES B	ILL 10:					9012K) EFGH1234567		
SPECIA	AL INSTE	RUCTIO	NS: <i>Mas</i> i	ter Bill of Lad	ing Nur	mber:		uni		arge Terms: (freigi rked otherwise) Collect _		e <i>prepaid</i> arty
			061	41411234567					Check box	Master Bill of I	_ading: with att	ached
CUST	OMER C	ORDER I	NUMBER	# PKGS		ER ORDER I VEIGHT	P	ALLE	T/SLIP	ADDITIONA	L SHIPPER IN	IFO
16631	454264	18		20	06	1836 lbs		Y)	E ONE) N			
16076	364298	3		10	)2	813 lbs	(	Ý)	N			
16793	643			29	94	1760 lbs		Y)	N			
								Y Y	N			
GRANE	TOTAL			60		4409 lbs	XX	XXX	××××	××××××××××××××××××××××××××××××××××××××	*******	XXXXX
HAND	_	PAC	KAGE		CAI				ITY DES	SCRIPTION	LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	must be so marke	d and p	ackaged See Secti	additional care as to ensure sa on 2(e) of NM	e or attention in handling or stowing afe transportation with ordinary care. FC Item 360	NMFC #	CLASS
3	plts plts	308 294	+ +	2649 lbs 1760 lbs		Clothing Cotton I						
3	ριιδ	234	Curis	1700103		Colloiti	103	л <del>с</del> і у				
6	\$\$\$\$\$	602	XXXX	4409 lbs	****			GR	AND TO	TAL	XXXXXX	833333
declared va	lue of the prop d or declared	perty as follo	ws:	quired to state specific	•	0 0		СО		unt: \$ Terms: Collect: Customer check ac		
				r damage in thi			app			19 U.S.C. ■ 14706(c)(1 Il not make delivery of this s		ment of
between the	carrier and s by the carrier	hipper, if app	olicable, otherwis	se to the rates, classific per, on request, and to	cations and	rules that have be		freig		II not make delivery of this souther lawful charges.	snipment without pay	
SHIPPER SIGNATURE / DATE This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.				Trailer Loaded: Freight Counted:  By Shipper  By Shipper					CARRIER SIGNAT Carrier acknowledges receipt of pac certifies emergency response inforn the DOT emergency response guide vehicle.  Property described above is rece	ckages and required placard nation was made available a ebook or equivalent docume	ls. Carrier and/or carrier has entation in the	

### **Master Bill Of Lading**

			CS.ORG For	Complete VICS B							D 4	
Date: 0	2/01/199	9			BI	LL OF L	<u>.A</u> l	DIN	NG		Page 1	
Name: Addres City/Sta SID#:	s:	ABC Coi 1000 AB Any City	mpany	FROM		FОВ: <b>□</b>		Bill	of Ladi	ng Number:_ <i>0614</i>		67890_
Name: Addres		XYZ Cor 9000 XY	npany	P TO Loca	ation #:	0669		Trail	RRIER I er num numbe		sportation	
City/Sta	ate/Zip:	Some Ci	ty, ZY 90	000		FOB:			C: <i>AE</i>	BCD r: 1234567890°	123456789	0
Name: Addres City/Sta	s:	HIRD PAF	RTY FREIGI	HT CHARGES BI	ILL TO:					9012K) ABCD12345678		
SPECIA	SPECIAL INSTRUCTIONS: <i>Underlying Bill of Lading Numbers</i> :								Freight Charge Terms: (freight charges are pre unless marked otherwise)  Prepaid CollectX_ 3 <sup>rd</sup> Party			
06141411234567906, 06141411234567913, 061414112345679									×	Master Bill of L underlying Bills	ading: with att	
								NFORMATION				
cus	# PKG	iS	WEIGHT	WEIGHT PALLET/SLIP ADDITIONAL SHIPPER INF				NFO				
60763	14569			206	1836 lbs (Y) N 26 loose cartons				ns			
16076	3642				305	2430 lbs		Y)	N	65 loose carto	ns	
79364	33457				882	5280 <i>lbs</i>		Y N 2 loose cartons				
								Υ Υ	N			
					1393 9546 lbs ?				N	************	~~~~~	<del>~~~~</del>
GRANI	TOTAL	•		1		9546 IDS RRIER INFORM		:жж	XXXX	****	XXXXXXXX	\$\$\$\$\$\$\$
	OLING NIT	PACI	KAGE		OA!				TY DES	CRIPTION	LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	must be so marked a	and pack See	kaged as Section		or attention in handling or stowing te transportation with ordinary care.  C Item 360	NMFC #	CLASS
5	plts	420	ctns	3517 lbs		Clothing					049880 03	
11	plts	880	ctns	5268 lbs		Cotton He					049940 00	
91	ctns	91	ctns	749 lbs		Clothing					049880 03	
2	ctns	2	ctns	12 <i>lbs</i>		Cotton He	osie	ery			049940 00	
109	XXXXX	1393	9546 lbs	XXX				ND TO		XXXXXXX	888888	
declared va	lue of the prop	perty as follow alue of the p	vs:	quired to state specific	•	•		COE		int: \$ Terms: Collect: Customer check ac	•	_
										9 U.S.C. <b>=</b> 14706(c)(1)		
shipper, if a shipper, on a Straight Bill	pplicable, otherw request. The shipp of Lading, include	ise to the rates, co per hereby certification the contract the contrac	lassifications and re es that he/she is far	s that have been agreed upor ules that have been establish miliar with all the terms and the said terms and conditions	ned by the carr conditions of	rier and are available to the NMFC Uniform	nd	freight		I not make delivery of this s her lawful charges.	hipment without pay	
accepted for him/herself and his/her assigns.  SHIPPER SIGNATURE / DATE This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.  Trailer Loaded:  By Shipper  By Shipper  By Driver/pal  By Driver/Piel						By Shipper By Driver/paller	ts said			CARRIER SIGNAT Carrier acknowledges receipt of pact certifies emergency response inform the DOT emergency response guide vehicle. Property described above is recei	kages and required placard ation was made available book or equivalent docume	ds. Carrier and/or carrier has entation in the

# **Underlying BOL for First Customer Order**

	2/01/199		CS.ORG For	Complete VICS B		L OF L		DIN	lG		Page 1	
Name: Address City/Sta SID#:	s:	ABC Co 1000 AE Any City	mpany	PFROM		FОВ: <b>[</b>				ing Number: _ <i>061</i>		67906_
Name:		XYZ Coi		IP TO	-4:	0660			RRIER I	NAME:LTL Trai	nsportation	
Addres		9000 XY		LOC	auon #. <u>.</u>	0669	-		al numbe			
City/Sta	ate/Zip:	Some C	ity, ZY 90	0000				SC	AC: A	BCD		
CID#:						FOB:	1	Pro	numbe	er: <b>1234567890</b>	123456789	0
Name: Address City/Sta	s:	THIRD PA	RTY FREIG	HT CHARGES B	ILL TO:					9012K) ABCD1234567		
										arge Terms: (freigi rked otherwise)	_	-
SPECIA	AL INSTI	RUCTIO	NS: <i>Mast</i> e	er Bill of Ladir	ng Num	ber:		Pre	paid	Collect _		arty
			<b>06</b> 1	141411234567	890			,	(check box)	Dill.	Lading: with att	tached
OLIOT	TOMED (		NIIIMDED.			ER ORDER I		RMA				IEO
		JKDEK	NUMBER			VEIGHT	()	ZIRCLI	E ONE)		L SHIPPER IN	NFO
60763	<u>314569</u>			20	06	1836 lbs		Y ) Y	N N	26 loose cartor	ns .	
								Y	N			
							,	Y	N			
								Y	N			
GRANI	D TOTAL	-		20		1836 lbs RRIER INFO			XXXXX	******	****	<b>XXXXX</b>
	OLING NIT	PAC	KAGE		CAP				ITY DES	SCRIPTION	LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	Commodities remarks	ed and p	ackaged	additional care as to ensure sa on 2(e) of NMI	e or attention in handling or stowing afe transportation with ordinary care. FC Item 360	NMFC #	CLASS
2	plts	180	ctns	1604 lbs		Clothing					049880 03	
26	ctns	26	ctns	232 lbs		Clothing	y NC	OI			049880 03	
28	<u> </u>	206	\$\$\$\$\$\$\$	1836 lbs	N. 36 36 31	a the earned or		_	AND TO		<u> </u>	<del>XXXXX</del>
declared va	alue of the pro d or declared	perty as follo	ws:	fically stated by the shi	•			CO		unt: \$ Terms: Collect: Customer check at	•	_
									e. See 4	9 U.S.C. • 14706(c)(1	)(A) and (B).	
shipper, if ap shipper, on r Straight Bill	pplicable, otherw request. The ship of Lading, inclu	per hereby certif ding those on the	classifications and a fies that he/she is fa	is that have been agreed upor rules that have been establish imiliar with all the terms and the said terms and condition:	hed by the carr conditions of t	rier and are available the NMFC Uniform	to the	freig	ht and all o	Il not make delivery of this s other lawful charges.	shipment without pay	
	him/herself and ER SIGN		/ DATE	Trailer Loaded	<u>d: Fr</u>	reight Counte	<u>d:</u>	Sigi	nature	CARRIER SIGNAT	URE / PICKU	P DATE
SHIPPER SIGNATURE / DATE  This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.  Trailer Loadec  ▶ By Shipper  By Driver					Der By Shipper  By Shipper  By Driver/pallets said to contain  Carrier acknowledges receipt of packages and required placards. Car certifies emergency response information was made available and/or the DOT emergency response guidebook or equivalent documentation vehicle.			ds. Carrier and/or carrier has entation in the				
					L	By Driver/Pie	eces					

### **Underlying BOL for Second Customer Order**

VICS Standard BOL:	: WWW. VICS.ORG	For Complete VICS BOL	Guideline Information

	2/01/199		S.OKG TO	Complete VICS B		L OF L		DI	NG		Page 1	
Name: Addres City/Sta SID#:	s:	ABC Col 1000 AB Any City	mpany	FROM		FОВ: <b>[</b>	]	В	ill of Ladi	ng Number: _ <i>061</i> 4		67906_
				IP TO				_		NAME:LTL Tran	sportation_	
Name:		XYZ Coi		Loca	ation #:	0669	_		railer num			
Addres		9000 XY	z Drive ity, ZY 90	1000				-	eal numbe			
CID#:	ate/Zip.	Some C	ily, Z 1 90	000		FOB:	1		CAC: AE	3CD er: 1234567890	122 <i>1</i> 56790	0
Name: Addres City/Sta	s:	THIRD PAI	RTY FREIG	HT CHARGES BI	LL TO:	105.		F	reight Ch	9012K) ABCD1234567 arge Terms: (freigh	8901234567890	
SPECI	AL INST	RUCTIO	NS: Maste	er Bill of Ladin	a Num	ber:		_	niess mai repaid	rked otherwise) Collect _	X 3 <sup>rd</sup> P	arty
0. 20				1414112345678	•					Master Bill of L		
									(check box)	underlying Bills		
CUST	OMER (	ORDER I	NUMBER	# PKGS		ER ORDER I VEIGHT			ATION .ET/SLIP	ADDITIONA	L SHIPPER IN	IFO
							با	CIRC	CLE ONE)	65 loose carton		
10070	<b>160763642</b> 305 243						_	· <i>)</i> Υ	N	03 1005e cartor	15	
							,	Υ	N			
							,	Υ	N			
							,	Υ	N			
GRANI	) TOTAL	_		30		1836 lbs				*******	XXXXXXX	XXXXX
	OLING NIT	PAC	KAGE		CAR	RRIER INFO				CRIPTION	LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	Commodities remarks	ed and p	packag	I or additional care ged as to ensure sa ection 2(e) of NMF	or attention in handling or stowing fe transportation with ordinary care.  C Item 360	NMFC #	CLASS
3	plts	240	ctns	1912 lbs		Clothing					049880 03	
65	ctns	65	ctns	518 lbs		Clothing	y No	01			049880 03	
	/X X X X	2005	/XXX/	0.400.11	<b>2000</b>				D 4 N D TO		XXXXXX	^XXXX^
68	rate is depend	dent on value	shippers are re	2430 lbs	AT 3E 3E 5T	a the sareed or		_	RAND TO		<u> </u>	<u> </u>
declared va	alue of the pro d or declared	pperty as follow value of the p	ws:	fically stated by the ship	•	•				Terms: Collect:	•	
NOTF		er _imitation	for loss o	r damage in this	s shinm	ent mav he	ann	lica		Customer check ac 9 U.S.C. = 14706(c)(1)	•	
RECEIVED shipper, if a shipper, on Straight Bill	, subject to indiv pplicable, otherv request. The ship	vidually determine vise to the rates, oper hereby certifulding those on the	ed rates or contract classifications and a ies that he/she is fa	s that have been agreed upor rules that have been establish miliar with all the terms and the said terms and conditions	in writing bet led by the carri conditions of t	ween the carrier and ier and are available the NMFC Uniform	ilable to the form shipper and shipper and shipper and shipper and shipper and shipper					
		IATURE	/ DATE	Trailer Loaded	l <u>:</u> Fr	eight Counte	d:	J	ignature	CARRIER SIGNAT	URE / PICKU	P DATE
This is to cert classified, de- proper condit	This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable					llets s	said t	o contain	Carrier acknowledges receipt of pac certifies emergency response inform the DOT emergency response guide vehicle.	kages and required placard lation was made available a book or equivalent docume	s. Carrier and/or carrier has entation in the	
	gulations of the DOT. By Driver By Driver					By Driver/Pie	llets said to contain vehicle.				t as noted.	

# **Underlying BOL for Third Customer Order**

	2/01/199		S.ORG FORC	omplete VICS BO		L OF L		DING		Page 1	
Name: Addres City/Sta SID#:	s:	ABC Coi 1000 AB Any City	mpany	FROM		FOB: <b>[</b>	]	Bill of Lad	ing Number: _0614		67920_
Name:		XYZ Cor	mpany	P TO	ation #	0669	_	Trailer num	NAME:LTL Transber:		
· -		9000 XY Some Ci	Z Drive ty, ZY 900	000				Seal numb			
Name: Addres City/Sta	s:	HIRD PAF	RTY FREIGH	HT CHARGES BI	ILL TO:	FOB:		Freight Ch	er: 1234567890 9012K) ABCD1234567 arge Terms: (freight	8901234567890	
SPECIA	AL INSTI	RUCTION	NS: <b>Mas</b>	ster Bill of La	ding N	umber:			rked otherwise) Collect	<i>X</i> 3 <sup>rd</sup> P	arty
	061414	1123456	6 <b>789</b> 0	C	CUSTON	MER ORDER I	INFO	(check box	Master Bill of L underlying Bills		ached
CUSTO	MER OF	RDER NU	JMBER	# PKGS		WEIGHT	P	ALLET/SLIP CIRCLE ONE)	ADDITIONA	L SHIPPER IN	IFO
<b>7936433457</b> 882 5280						5280 <i>lbs</i>	_ \	Y N	2 loose cartons	3	
								Y N			
								Y N Y N			
GRANI	O TOTAL			882		5280 <i>lbs</i>	 <b>∑</b>	Y   N XXXXXXX		XXXXXXX	XXXXXX
	DLING NIT	PACI	KAGE		CA	RRIER INFOR		ION MODITY DES	SCRIPTION	LTL O	NLY
QTY		QTY	TYPE	WEIGHT	H.M. (X)	must be so marke	ed and p	ackaged as to ensure sage Section 2(e) of NM	e or attention in handling or stowing afe transportation with ordinary care. FC Item 360	NMFC #	CLASS
11	plts plts	880	ctns ctns	5268 lbs 12 lbs		Cotton F				049940 00 049940 00	
13	XXXXX	882	XXXXX	5280 lbs	<b>XXX</b>	8		GRAND TO	TAL	XXXXXXX	855555
declared va	alue of the pro d or declared	perty as follow value of the p	vs: roperty is specifi	quired to state specific	pper to be	not exceeding			Terms: Collect: Customer check ac	ceptable:	
RECEIVED shipper, if a shipper, on t Straight Bill	, subject to indiv pplicable, otherw request. The ship	idually determine ise to the rates, c per hereby certifi- ding those on the	ed rates or contracts classifications and rules that he/she is fan	r damage in this that have been agreed upon the that have been establish that have been establish that all the terms and the said terms and conditions	n in writing b ned by the car conditions or	etween the carrier and rrier and are available t f the NMFC Uniform	to the	The carrier sha	9 U.S.C. = 14706(c)(1) Il not make delivery of this s ther lawful charges.	(A) and (B). hipment without payShip	
SHIPPER SIGNATURE / DATE This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.  Trailer Loaded:  By Shipper By Driver  By Driver/Pie						CARRIER SIGNATURE / PICKUP DATE  Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle.  Property described above is received in good order, except as noted.			s. Carrier and/or carrier has entation in the		

## Master BOL for Two Stops

	ard BOL: W 2/01/199		S.ORG For C	omplete VICS BO		ne Information L OF L		DIN	G		Page 1		
Name: Addres City/Sta SID#:	s:	ABC Coi 1000 AB Any City	mpany	FROM		FОВ: <b>[</b>				ing Number:_ <i>0614</i>		67890	
Name: Addres		XYZ Cor 1000 XY	mpany	P TO Loc	ation #:	_2434_	_	Trail	er num	NAME: _Truckload ber: EFGH56789 er: 654328971		on	
City/Sta	·		ity, ZY 900		FOB: $\square$				SCAC: <i>EFGH</i> Pro number: 12345678901234567890				
Name: Addres City/Sta	s:	HIRD PA	RTY FREIGH	HT CHARGES B	ILL TO:					9012K) EFGH1234567	8901234567890		
SPECIA	AL INSTF	RUCTIO	NS: <i>Unde</i>	rlying Bill of I	Lading	Numbers:		unle	ess ma	arge Terms: <i>(freigh</i> rked otherwise) Collect _	_X 3 <sup>rd</sup> Pa	arty	
Stop	o #1: 061			Stop #2: 06 Stop Load"					heck box)	Master Bill of L underlying Bills		ached	
CUST	TOMER (	RDER I	NUMBER	# PKGS	WEIGHT (C			ALLET/SLIP ADDITIONAL SHIPPER INFO			IFO		
	ttache		erlying			Y N							
Bills	of Ladii	ng					,	Y Y	N				
GRANI	D TOTAL			173		5881 lbs	<b>XX</b>	888	N XXX	************	XXXXXXX	XXXXX	
	OLING NIT	PAC	KAGE		CAR				TY DES	CRIPTION	LTL O	NLY	
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)		ed and p	ackaged as		or attention in handling or stowing fe transportation with ordinary care. FC Item 360	NMFC #	CLASS	
						See Att Bills of			Inder	lying			
147	XXXX	1730	XXXXX	15881 lbs					ND TO		******	XXXXX	
declared va	alue of the prop d or declared	perty as follow	ws:	quired to state specific	•	•		COD		unt: \$		_	
RECEIVED between the	, subject to inc e carrier and s I by the carrier	lividually dete hipper, if app	ermined rates or dicable, otherwis	r damage in thi contracts that have be e to the rates, classific per, on request, and to	een agreed u	upon in writing rules that have be	een	The ca	arrier sha t and all o	9 U.S.C. = 14706(c)(1) Il not make delivery of this s ther lawful charges.			
SHIPPER SIGNATURE / DATE This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.				Trailer Loaded: Freight Counted:  □ By Shipper □ By Shipper □ By Driver/pallets sai □ By Driver/Pieces				Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle.			ls. Carrier and/or carrier has entation in the		

First Stop\_
VICS ORG For Complete VICS BOL Guideline Info

	)2/01/199		. vics.oko	For Complete VIC		LL OF L			1G		Page 1	
Name: Addres City/St: SID#:	ss:			FROM		FОВ: <b>[</b>	]	Bil	l of Lad	ing Number: _ <i>061</i>		67906_
Niero		)()( <b>7</b> .0-		Р ТО						NAME: _ <i>Truckload</i>		on
Name: Addres		XYZ Coi 9000 XY		Loc	ation ‡	#: <b>0669</b>	-			ber: <i>EFGH56789</i> er(s): <i>654328971</i>		
	_		ity, ZY 90	000					AC: E			
CID#:						FOB:	]		_	er: <b>1234567890</b>	123456789	0
Name: Addres City/Sta		HIRD PA	RTY FREIG	HT CHARGES B	ILL TO	:			eight Ch	9012K) EFGH1234567  arge Terms: (freiging lighter)		e prepaid
SPECI	AL INSTE	RUCTIO	NS: <i>Mast</i>	er Bill of Ladi	ing Nu	mber:		-		Collect _	_X 3 <sup>rd</sup> P	arty
		06		234567890 OP #1		WED ADDED	NI=a		(check box	Master Bill of I underlying Bill		tached
CUS	TOMER C	ORDER	NUMBER	# PKGS		MER ORDER I WEIGHT	P.	ALLE	T/SLIP	ADDITIONA	L SHIPPER II	NFO
75683	31012			541 ctr	าร	5673 lbs		(CIRCLE ONE)  Y  N  61 loose				
75695	5			280 ctr	าร	2936 lbs	_	Y)	N	40 loose		
								Y Y	N N			
								Y	N			
GRAN	D TOTAL	•		821 ctr		8609 lbs	<b>XX</b>	<b>XX</b>		***********	*****	XXXXXX
	DLING NIT	PAC	KAGE		C.	ARRIER INFO			ITY DE	SCRIPTION	LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	Commodities red must be so marke	ed and p	ackaged	additional care as to ensure s on 2(e) of NM	e or attention in handling or stowing afe transportation with ordinary care. FC Item 360	NMFC #	CLASS
9	plts	720	ctns	7550 lbs		Cartons						
101	ctns	101		1059 lbs	1	Cartons	of	Cott	ton Ho	siery		
110	XXXXX	821	88888	8609 lbs	888	8		GR	AND TO	TAL	88888888	\$88888
	rate is depend			quired to state specific	cally in wri	iting the agreed or		CC	D Amo	unt: \$		-
"The agree		·	property is specif	ically stated by the shi	ipper to be	e not exceeding				Terms: Collect: Customer check ac		
NOTE		imitation	n for loss o	r damage in thi	is ship	ment may be	арр	icabl		9 U.S.C. • 14706(c)(1	•	
RECEIVED between th	), subject to inc e carrier and s d by the carrier	dividually det hipper, if app	ermined rates or olicable, otherwis	contracts that have be se to the rates, classifi- per, on request, and to	een agree cations an	d upon in writing nd rules that have be	een	The freig	carrier sha ht and all o	Il not make delivery of this s ther lawful charges.		-
This is to cer classified, de	ER SIGN tify that the above scribed, packager ion for transporta f the DOT.	named materia d, marked and l	Trailer Loader  By Shippe  By Driver	_				nature contain	CARRIER SIGNAT Carrier acknowledges receipt of pacterifies emergency response inform the DOT emergency response guide vehicle.  Property described above is rece	kages and required placare nation was made available book or equivalent docum	ds. Carrier and/or carrier has entation in the	

# **Second Stop**

	02/01/199		es.org roi	Complete VICS B		LL OF L		DIN	1G		Page 1	
Name: Addres City/St SID#:	SS:			FROM		FОВ: <b>[</b>	]	Bil	l of Lad	ing Number: _ <i>061</i> 4		67913_
Name:		XYZ Coi			ation ‡	#: <b>2434</b> _		Tra	iler nun	NAME: _Truckload hber: EFGH56789 er(s): 654328971		on
			ity, ZY 90			FOB: 🗖	]	SC	AC: <i>E</i>		123456789	0
Name: Addres City/St		HIRD PA	RTY FREIG	HT CHARGES B	ILL TO	:		Ero		(9012K) EFGH1234567		propaid
SPECI	AL INSTF	RUCTIO	NS: <i>Mast</i>	er Bill of Ladi	ng Nu	ımber:		un		rked otherwise)	_	arty
		06		234567890 OP #2					(check box	Master Bill of L underlying Bills		tached
CUS	TOMER C	ORDER	NUMBER	# PKGS		MER ORDER I WEIGHT	Р	ALLE	TION T/SLIP E ONE)	ADDITIONA	L SHIPPER IN	IFO
30618				144 ctn		5673 lbs	(	Υ)	N			
36188 3006	8 1950669	9		683 ctn		2936 lbs 656 lbs		Y) Y)	N N	29 cartons loos	e	
								Y Y	N N			
GRAN	D TOTAL	-		909 ctn	ns	8609 lbs	<u> </u>  }}	XX	XXXX	XXXXXXXXXX	XXXXXXX	XXXXX
	DLING NIT	PAC	KAGE		CA	ARRIER INFO			ITY DE	SCRIPTION	LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	Commodities red must be so marke	d and p	ackaged	additional car as to ensure s	e or attention in handling or stowing afe transportation with ordinary care. FC Item 360	NMFC #	CLASS
8	plts	880	ctns	7040 lbs	, ,	Video, 7						
29	ctns	29	ctns	232 lbs		Video, 7	ар	е к	ecorair	<u>19</u>		
37	33333	909	XXXXX	7272 lbs	×××	8		GR.	AND TO	DTAL	XXXXXX	\$33333
declared v	alue of the proped or declared	perty as follo	ws:	quired to state specific	•	•		CO		unt: \$ Terms: Collect: Customer check ac	•	
RECEIVED between the	D, subject to inc ne carrier and s d by the carrier	dividually det hipper, if app	ermined rates or olicable, otherwis	r damage in thi r contracts that have be se to the rates, classific oper, on request, and to	een agree cations an	d upon in writing nd rules that have be	een	The	carrier sha	19 U.S.C. • 14706(c)(1) Ill not make delivery of this souther lawful charges.		,
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.							Carrier acknowledges receipt of packages and required placetels. Carrier				ls. Carrier and/or carrier has entation in the	

TO:	VICS 1009 Lenox Drive	Email: info@vics.org
	Suite 202	FAX: 609-620-1201
	Lawrenceville, NJ 08648	
From:		Email:
	Name	Phone:
	Company	<u></u> ΕΛΥ·
	Address	
		<del></del>
		<del></del>
		<u> </u>
escrin	tion Of Change Being Requested	ł:
iease be	e as precise as possible; i.e. attach exampl	les, reference page number)
Susines	s Justification For Requested Ch	nange:
usines	s Justification For Requested Ch	nange:
usines	s Justification For Requested Ch	nange:
usines	s Justification For Requested Ch	nange:
usines	s Justification For Requested Ch	nange:
Susines	s Justification For Requested Ch	nange:
susines	s Justification For Requested Ch	nange:

Your request for change will be forwarded to the VICS Logistics Committee for review and determination of action to be taken. You will be contacted within 90 days on the status of your proposed change to the VICS Bill Of Lading Guideline.

#### **Appendix E: Shipping Manifest**

The Shipping Manifest is a document generated by the shipper for a customer pertaining to store shipments that are shipped to a customer specified intermediate location (i.e., distribution center, consolidator) with the individual cartons marked for specific store locations. This is commonly referred to as Ship To / Marked For Cross Dock shipments. The manifest contains store level detail that typically includes store location numbers, store addresses, customer order numbers, number of cartons per order per store and weight/cube totals.

The Shipping Manifest is detailed information required by the consignee. The information is not used by the carriers and therefore, the manifest is not a replacement for or part of the Bill of Lading. The manifest can be attached to the VICS BOL, however the industry best practice is to send the Shipping Manifest directly to the consignee.

However, there is information on the shipping manifest that does appear on a VICS Bill Of Lading. The header information on the manifest corresponds to the same information on the related BOL for a shipment. The grand total of the cartons from the manifest is the same as the total provide in the Carrier Information section of the related VICS BOL. The grand total of the weight and cube information on the manifest may vary slightly to the corresponding totals on the VICS BOL due to rounding routines.

#### Recommended Shipping Manifest Mandatory (M) and Optional (O) Data Elements:

(Company Name)  Date:(M)_ SHIPPING MANIFEST												
From:	(M)		SI			_	(M)					
	Name:(O)					_(0)						
STORE #	CITY/STATE	DEPT. #	CUSTOMER ORDER NUMBER	CARTONS	WEIGHT	Сиве	SHIPPER REF. NUMBER					
(M)	(M)	(M)	(M)	(M)	(M)	(M)	(O)					

#### **Key Shipping Manifest Data Content Explanations:**

#### Page:

The manifest is considered a separate document and therefore, the first page starts at page one.

#### Master / Bill of Lading:

The corresponding BOL number for the shipment is used. Use of a Master BOL number is dependent upon the shipper's processes and ship to requirements (i.e., Master BOL's used in shipments to a third party consolidation ship to destination). WARNING: Use of the master BOL requires that the corresponding EDI 856 ASN contains the Master BOL number.

#### From:

This does not have to be the full vendor address. A full address is usually included when there are multiple shipping points and /or the vendor uses third party logistics providers.

### **Ship To:**

The customer's name and ship to location number. If shipping to a third party logistics provider (i.e. consolidator), customer name and the Care Of (C/O) name of the third party and if needed, the full address.

#### **Carrier Name:**

The carrier name and SCAC.

#### **CID** # (Customer Authorization #):

A number assigned to the shipment by the customer and required for scheduling, tracking and/or receipt. Examples would be appointment numbers, collect move authorization numbers, etc.

#### **Special Instructions:**

A special instructions section can be added to the header area at the Shipper's discretion. The special instructions on the Shipping Manifest in typically used by the Shipper for order processing purposes.

#### Store #:

The buyer assigned store location number based on the data sent on the corresponding purchase order for the Marked For store. This could also be the buyer's distribution center location number when there also contains Marked For purchase order data for a distribution center.

#### City/State:

City and State for the corresponding store location number. Full address should not be needed since this is a document for either the customer or their third party logistics provider who should not need the full address to process.

#### **Appendix E: Shipping Manifest**

#### Dept #:

Buyer assigned category number that is mandatory based on buyer's shipping requirements.

#### **Customer Order Number:**

Purchase order number or other key purchasing number used within a non-retail supply chains to acknowledge receipt for invoice payment.

#### **Cartons:**

Total cartons per store / customer order number. Sub-totals when there are multiple customer orders per store. Totals by Ship To location. Totals by intermediate location (i.e., third party consolidator).

#### Weight:

Total weight of the total cartons per store/customer order number. Sub-totals when there are multiple customer orders per store. Totals by Ship To location. Totals by intermediate location (i.e., third party consolidator). Weight is typically rounded up to the nearest whole number.

#### Cube:

Total cube (height x length x width) of the total cartons per store/customer order number. Sub-totals when there are multiple customer orders per store. Totals by Ship To location. Totals by intermediate location (i.e., third party consolidator).

Cube is typically rounded up to the nearest whole number.

#### **Shippers Ref. Number:**

Examples of reference number data would be underlying BOL #'s when a master BOL number is used in the header of the shipping manifest, Shipper 's invoice # and the carrier trailer number. The column heading should be changed to indicate the column data contents.

#### **Grand Totals:**

The grand total of cartons, weight and cube for the entire shipment. If possible, this should be displayed on the first page versus the last page.

(**Warning**: Weight and cube are rounded up to the nearest whole number and therefore, the grand totals for this data may vary slightly to the corresponding data on the VICS BOL.)

#### **General Format Requirements:**

Generally, the same format rules of use for the VICS BOL apply to the Shipping Manifest;

- Data headings should appear in the general geographical area.
- Data line separators are optional based on print process.
- BOL number is located in the upper right side of the header information section on the first page.
- Presentation can be done in either portrait or landscape orientation.

#### **Shipping Manifest Example 1:**

**Characteristics**: Shipment to intermediate third party location. Master BOL not used. Invoice number provided in the Shipper Reference Number column.

Note: Example depicts only the first page of a multiple page manifest; therefore the Grand Totals represent all pages of the Shipping Manifest.

USA Supplier SHIPPING MANIFEST

Bill of Lading #: 12345678901234567

Page 1

From: USA Supplier Ship To: Retailer

Charlotte, NC 28217 C/O Third Party Provider

Carrier Name: LTL Transportation ABCD CID #: 500501000

**Special Instructions:** 

**Date:** 08/01/00

Fax copy of manifest to third party provider at 204-331-1234

STORE #	CITY/STATE	<b>D</b> ЕРТ. #	CUSTOMER ORDER NUMBER	CARTONS	WEIGHT (LBS)	CUBE	INVOICE NUMBER
001	Los Angeles, CA	020	1234567-500	10	10	20	123500
002	Anaheim, CA	020	1234567-501	20	10	40	123501
003	Los Angeles, CA	020	1234567-502	10	5	20	123502
004	Los Angeles, CA	020	1234567-503	30	6	30	123503
005	Los Angeles, CA	020	1234567-504	10	10	20	123504
006	Los Angeles, CA	020	1234567-505	10	2	20	123505
007	San Diego, CA	020	1234567-506	10	2	20	123506
008	San Diego, CA	020	1234567-507	20	10	40	123507
009	San Diego, CA	020	1234567-508	20	10	40	123508
010	San Diego, CA	020	1234567-509	10	2	20	123509
011	San Francisco, CA	020	1234567-510	20	10	40	123510
012	San Francisco, CA	020	1234567-511	20	10	40	123511
013	San Francisco, CA	020	1234567-512	30	6	60	123512
014	San Francisco, CA	020	1234567-513	10	2	20	123513
015	San Francisco, CA	020	1234567-514	20	10	40	123514
030	Sacramento, CA	020	1234567-515	20	10	40	123515
031	Sacramento, CA	020	1234567-516	30	6	60	123516
032	Sacramento, CA	020	1234567-517	30	6	60	123517
033	Sacramento, CA	020	1234567-518	10	10	20	123518
034	San Jose, CA	020	1234567-519	10	10	20	123519

Grand Totals: 750 457 1270

#### **Shipping Manifest Example 2:**

**Characteristics**: Shipment to a customer's distribution center location on a ship to / marked for cross dock shipment with multiple orders per store and sub-totals. Master BOL not used. Invoice number provided in the Shipper Reference Number column.

Note: Example depicts only the first page of a multiple page manifest; therefore the Grand Totals represent all pages of the Shipping Manifest.

USA Supplier SHIPPING MANIFEST

Page 1

Bill of Lading #: 12345678901234567

From: USA Supplier

**Date:** 08/01/00

Charlotte, NC 28217

Ship To: Retailer DC # 4502 1111 Way Dr. Glendale, CA 91203

Carrier Name: Roadway CID #: 49494949499

Special Instructions:

Fax copy of manifest to Retailer DC at 818-950-1234

STORE #	CITY/STATE	<b>D</b> ЕРТ. #	CUSTOMER ORDER NUMBER	CARTONS	WEIGHT (LBS)	Сиве	INVOICE NUMBER
001	Los Angeles, CA	020	1234567-500	10	10	20	123500
			Store Total:	10	10	20	
002	Anaheim, CA	020	1234567-501	20	10	40	123501
			Store Total:	20	10	40	
003	Los Angeles, CA	020	1234567-502	10	5	20	123502
		020	4563333-099	30	6	30	222333
			Store Total:	40	11	50	
004	Los Angeles, CA	020	1234567-504	10	10	20	123504
		020	4563333-100	10	2	20	222334
			Store Total:	20	12	40	
005	San Diego, CA	020	1234567-506	10	2	20	123506
			4563333-101	20	10	40	222335
			Store Total:	30	12	60	
006	San Diego, CA	020	1234567-508	20	10	40	123508
		020	4563333-102	10	2	20	222339
			Store Total:	30	12	60	
011	San Francisco, CA	020	1234567-510	20	10	40	123510
		020	4563333-110	20	10	40	222350
			Store Total:	40	20	80	

Grand Totals: 550 357 1070

#### **Shipping Manifest Example 3:**

**Characteristics**: Shipment to intermediate third party consolidator location on crossdock shipments to various customer distribution centers using a Master BOL. Underlying BOL's assigned by customer distribution center provided in the Shipper Reference Number column.

Note: Example depicts only the first page of a multiple page manifest; therefore the Grand Totals represent all pages of the Shipping Manifest.

**USA Supplier** 

**SHIPPING MANIFEST** 

Page 1

Master Bill of Lading #: 12345678901234567 Ship To: Customer C/O A. Consolidator

2222 Lake Shore

Long Beach, CA 91104

**CID** #:

From: USA Supplier

**Date:** 08/01/00

Charlotte, NC 28217
Carrier Name: American

**Special Instructions:** 

Fax copy of manifest to third party provider at 204-331-1234

STORE #	CITY/STATE	<b>D</b> ЕРТ. #	CUSTOMER ORDER NUMBER	CTNS	WGHT (LBS)	Сиве	BILL OF LADING NUMBER
1001	Glendale DC Stores						05678900000023456
001	Los Angeles, CA	020	1234567-500	10	10	20	
002	Anaheim, CA	020	1234567-501	20	10	40	
003	Los Angeles, CA	020	1234567-502	10	5	20	
004	Los Angeles, CA	020	1234567-503	30	6	30	
005	Los Angeles, CA	020	1234567-504	10	10	20	
006	Los Angeles, CA	020	1234567-505	10	2	20	
007	San Diego, CA	020	1234567-506	10	2	20	
008	San Diego, CA	020	1234567-507	20	10	40	
009	San Diego, CA	020	1234567-508	20	10	40	
010	San Diego, CA	020	1234567-509	10	2	20	
			Total 1001 DC	150	67	270	
2001	Hayward DC Stores						05678900000033451
011	San Francisco, CA	020	1234567-510	20	10	40	
012	San Francisco, CA	020	1234567-511	20	10	40	
013	San Francisco, CA	020	1234567-512	30	6	60	
014	San Francisco, CA	020	1234567-513	10	2	20	
015	San Francisco, CA	020	1234567-514	20	10	40	
030	Sacramento, CA	020	1234567-515	20	10	40	
031	Sacramento, CA	020	1234567-516	30	6	60	
032	Sacramento, CA	020	1234567-517	30	6	60	
033	Sacramento, CA	020	1234567-518	10	10	20	
			Total 2001 DC	190	70	380	
			Grand Totals:	750	457	1270	

Appendix F: VICS BOL Mapping To The Carrier EDI 204, 211, 214 and 210

TL 204 (40		ad Tende			L OF I					Page 1	
Name: Address: City/State/Zip:	N1 01(5 N301	SF), 02		CATION		)4	Bil		ding Number: B204 The B204 must be a uidentifies the entire BAR CODE S	unique numb shipment.)	er that
SID#:	L11 01,			•	FOB: <b></b>	7			<i>D</i> , (( CODE C		
			Р ТО		1 Ob. <b>L</b>		CA	RRIER	NAME:		
Name:	N1 01(S	ST), 02	LO	CATION	N#: <b>N1 (</b>	)4	Tra	ailer nur	nber: N702, 11	Loop	0200
Address:	N301						Se	al numb	per(s):	Loop	0200
City/State/Zip:	N401, 0	02, 03		Loop 03	300		SC	CAC: B2	202		
CID#:	L1101,	02			FOB: <b></b>	]	Pr	o numb	er:		
Name:	THIRD PA N101(B		HT CHARGES E	BILL TO:	. 02				BAR CODE S	PACE	
Address:	N301			Loop 01	100						
City/State/Zip:	N401, 0	02,03					Fre	eight Cl	harge Terms: B206		
SPECIAL INS	TRUCTIO	ONS:					Pre	epaid	Collect	3 <sup>rd</sup> F	Party
Loop	G62- PI AT5-Sp	ickup/Deliv pecial Hand	Description	nents				(check box		of Lading tional S5 Loop	s to convey
CUSTOMER	ORDER I	NUMBER	# PKGS		IER ORDER I WEIGHT	Р	ALLE	T/SLIP	ADDITIONAL	L SHIPPER IN	NFO
OID02			OID05		OID07		(CIRCL <b>Y</b>	E ONE)	OID01,	03	
Lo	оор		012 00		012 0.	,	Y	N	012 01,		
03	350					,	Y	N			
						/ T	Υ	N			****
GRAND TO	OTAL			0.45		$\times \times$	$\langle \chi \chi \rangle$	\$\$\$\$\$	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX	XXXXXX
HANDLING UNIT	PAC	KAGE		CAF		MMC	/IOD		SCRIPTION	LTL C	NLY
QTY TYPE	QTY	TYPE	WEIGHT	H.M. (X)	Commodities remust be so marke	ed and p	special o ackaged	r additional card as to ensure s	e or attention in handling or stowing afe transportation with ordinary care.	NMFC #	CLASS
- AT804				X						AT209	AT210
			AT803		Notes	TC		L502		0225	
Loop					· Note:	: 11 (	conve	ying Haz	ardous Materials use lo		EIVING
										STAMP	SPACE
L311 XXXX	<del>d                                    </del>	30000	L301	XXXXX				GRAND	TOTAL	<b>XXXX</b>	XXXXXX
Where the rate is deper declared value of the pr			quired to state specifi	cally in writin	ng the agreed or		CC	D Amo	ount: \$		
RECEIVED, subject to it between the carrier and established by the carrier regulations.	ndividually det shipper, if app	ermined rates or plicable, otherwis	e to the rates, classif	ications and	rules that have be		freig	ght and all o	all not make delivery of this shother lawful charges.	nipment without pa	
	ATURE (	DATE	Trailer Loads	vd. E	reight Counts	.d.	Sig	nature	CARRIER CICALATU	DE / DICKUS	DATE
SHIPPER SIGN This is to certify that the abo classified, described, packag proper condition for transpor regulations of the DOT.		By Driver/pallets sa				contain	CARRIER SIGNATU Carrier acknowledges receipt of pack- certifies emergency response informa the DOT emergency response guideb vehicle.	ages and required placar ation was made available	ds. Carrier and/or carrier has		
				L	By Driver/Pi	eces					

Appendix F: VICS BOL Mapping To The Carrier EDI 204, 211, 214 and 210 LTL 211 (4030) Bill of Lading **BILL OF LADING** Page 1 SHIP FROM N1 01(SH), 02 LOCATION#: Name: N1 04 Bill of Lading Number: BOL 03 (Note: The BOL 03 must be a unique number that Address: N3 01 identifies the entire shipment. City/State/Zip: N4 01, 02, 03 BAR CODE SPACE Loop 0100 SID#: Use BOL 03 FOB: SHIP TO **CARRIER NAME:** Name: N1 01(CN), 02 LOCATION#: Trailer number: N1 04 Seal number(s): Address: N<sub>3</sub> 0<sub>1</sub> Loop 0100 City/State/Zip: N4 01, 02, 03 SCAC: BOL 01 CID#: Use OID 02 Pro number: BOL 06 FOB: THIRD PARTY FREIGHT CHARGES BILL TO Name: N1 01(BT), 02 BAR CODE SPACE Address: N<sub>3</sub> 0<sub>1</sub> Loop 0100 City/State/Zip: N4 01, 02, 03 Freight Charge Terms: BOL 02 SPECIAL INSTRUCTIONS: 3<sup>rd</sup> Party **Prepaid** Collect Master Bill of Lading: with attached G61-Contact Name and Number Loop 100 underlying Bills of Lading **G62- Delivery Appointments** Table 1 Header (check box) AT5-Special Handling Table 1 Header Loop **K1** -Note/Special Description Table 1 Header CUSTOMER ORDER INFORMATION **CUSTOMER ORDER NUMBER** # PKGS WEIGHT PALLET/SLIP **ADDITIONAL SHIPPER INFO** (CIRCLE ONE) **OID 02 OID 05 OID 07** Ν OID 01, 03 N Loop 0210 Ν CARRIER INFORMATION **GRAND TOTAL** HANDLING UNIT **PACKAGE COMMODITY DESCRIPTION** LTL ONLY Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. QTY **TYPE** QTY **TYPE** WEIGHT H.M. NMFC # **CLASS** (X) AT2 09 AT2 10 AT201 AT205 AT202 AT206 AT207 AT4 01 Loop Note: If conveying Hazardous Materials use loop 0231 0210 RECEIVING STAMP SPACE **GRAND TOTAL** Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or COD Amount: \$ declared value of the property as follows: RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing The carrier shall not make delivery of this shipment without payment of between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and all the terms and conditions of the freight and all other lawful charges. Shipper NMFC Uniform Straight Bill of Lading. Signature Freight Counted: Trailer Loaded: **CARRIER SIGNATURE / PICKUP DATE** SHIPPER SIGNATURE / DATE

If these boxes checked use AT502 (C1, C2, L1)

■ By Driver/pallets said to contain

Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier

has the DOT emergency response guidebook or equivalent documentation

■ By Shipper

■ By Driver/Pieces

By Shipper

■ By Driver

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.

Appendix F: VICS BOL Mapping To The Carrier EDI 204, 211, 214 and 210

TL 2	214 (403	80) Ship	oment Sta		BIL	L OF	L OF LADING Page 1					
Name:		N101(S	SHIP I F), 02	FROM LOCA	ΓΙΟΝ#:	N104		Bill	of Lac	ling <i>Number</i> : B100	02	
Addres		N301										
1	ate/Zip:	N401, 0				_	_			BAR CODE S	PACE	
SID#:		L1101,		\		FOB:						
Name		N404/0	SHIF		TION!"	NAGA		_	RRIER I			
Name:		N101(S	1), 02	LOCA	TION#:	N104				nber: MS201,02,03		
Addres		N301							al numb	` '		
City/Sta	ate/Zip:	N401, 0	12, 03					SC	AC: B1	003		
CID#:		L1101,	02			FOB:		Pro	numb	er: B1001		
		HIRD PA	RTY FREIGH	T CHARGES B	ILL TO:					DAD 00DE 0	D.4.0E	
Name:										BAR CODE S	PACE	
Addres								F	:l.4 OI	T		
-	ate/Zip: AL INST	DUCTIO	ONC.						eignt Ci paid	narge Terms: Collect	ord E	arty
SPECI	AL INST	RUCTIC	JINO.					FIE				
								(	check box	Master Bill of La underlying Bills		ichea
								`		Use additional LX Loop	· ·	rmediate
									stop-of	f status information or		
CH2.	TOMER (	ORDER I	UIMBER	# PKGS		ER ORDER VEIGHT			IION T/SLIP	ADDITIONA	L SHIPPER IN	IFO
	TONIER	JNDLK	TOMBLIX	#1100					ONE)	ADDITIONA		
		TD 02		OTDOF					N OID03			
	U	ID02		OID05	OID07			· /	N	(	)1D03	
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								1	N			
GR	AND TO	ΤΔΙ					XXX	XX	9000	\$000000000	XXXXXXX	000000
O.K.	7.110 10	1712			CAR	RRIER INFO	RMAT	ION	0000	COOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOO	XXXXXXXX	300000
	DLING NIT	PAC	KAGE			C	OMN	IODI	TY DE	SCRIPTION	LTL O	NLY
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)					e or attention in handling or stowing afe transportation with ordinary care.	NMFC #	CLASS
					(^)							
AT804				AT803								
											RECE	EIVING
	KXXXX		KCXXXX		XXXX			<u> </u>	AND TO	TAI	STAMP :	SPACE XXXXXX
Where the	rate is depend	lent on value	shippers are red	uired to state specific	ally in writin	g the agreed or		_	AND TO		<u> </u>	<u> </u>
declared va	alue of the pro	perty as follo	ws:	cally stated by the shi	,	0		CO	D Amo	•	□ Dropoid	-
1110 ag. 00.		er	."	sany stated by the on		or oncodaing				Terms: Collect: Customer check ac	•	Ц
NOTE			on for loss	or damage in	this shi	ipment ma	y be	appli		See 49 U.S.C. • 1470		l (B).
RECEIVED between the	D, subject to induce carrier and set by the carrier	dividually det shipper, if app	ermined rates or oblicable, otherwise	contracts that have be to the rates, classifier, on request, and to	een agreed u	upon in writing rules that have b	een	The freig	carrier sha ht and all c	Il not make delivery of this sl ther lawful charges.		yment of
ŭ		ATUPE /	DATE	Trailer Loade	d· Fr	Signature   CARRIER SIGNATURE / PICKUP DATE				DATE		
This is to cert	his is to certify that the above named materials are properly									Carrier acknowledges receipt of pack	ages and required placar	ds. Carrier
	tion for transporta			By Shipper By Shipper By Shipper By Driver/pallets said			the DOT emergency response quidebook or equivalent documentation in the					
				By Driver/Pieces  By Driver/Pieces								

If these boxes checked use AT502 (C1, C2, L1) AT701 (X3), AT705=Date

Appendix F: VICS BOL Mapping To The Carrier EDI 204, 211, 214 and 210 **TL 210 (4020) FREIGHT BILL BILL OF LADING** Page 1 **SHIP FROM** Name: N102 Bill of Lading Number: N901=MB, N902 or B303 N101 ='SH" (all Loop 0100) Address N301 B303 = A unique Shipment Identification Number City/State/Zip: N401, N402, N403 N101 ='CN or ST" must be assigned that identifies the entire shipment. SID#: N901, N902 or B303 FOB: SHIP TO **CARRIER NAME:** Name: N102 LOCATION#: N104 Trailer number: N702, N711 (Loop 0200) Address: N301 N103 Defined by trading partners. Seal number(s): M701, M702, M703, M704 City/State/Zip: **N401 / N402 / N403** SCAC (all Loop 0310) B311 CID#: N901, N902 Pro number: FOB: THIRD PARTY FREIGHT CHARGES BILL TO: BAR CODE SPACE Name: N102 (all Loop 0100) Address: **N30** N101 ='BT" City/State/Zip: N401 / N402 / N403 Freight Charge Terms: **B304** 3<sup>rd</sup> Party SPECIAL INSTRUCTIONS: **Prepaid** Collect Master Bill of Lading: (with attached G62 Date/Time underlying Bills of Lading) (check box) K1 Remarks To transmit intermediate stop off detail use detail loop 0300 segments S5, N9, N1-N4 (loop 0310). **CUSTOMER ORDER INFORMATION CUSTOMER ORDER NUMBER** # PKGS WEIGHT PALLET/SLIP ADDITIONAL SHIPPER INFO (CIRCLE ONE) Ν N Υ Ν N N **GRAND TOTAL CARRIER INFORMATION HANDLING PACKAGE** LTL ONLY COMMODITY DESCRIPTION UNIT Commodities requiring special or additional care or attention in handling or stowing H.M. CLASS OTY **TYPE** QTY **TYPE WEIGHT** NMFC # must be so marked and packaged as to ensure safe transportation with ordinary care (X) L008 L004 L502 L009 Loop 0400 Loop 0300 **GRAND TOTAL** Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or COD Amount: \$ declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding Fee Terms: Collect: ☐ Prepaid: ☐ Customer check acceptable: □ NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. = 14706(c)(1)(A) and (B). The carrier shall not make delivery of this shipment without payment of RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been freight and all other lawful charges. established by the carrier and are available to the shipper, on request, and to all applicable state and federal Shipper Signature SHIPPER SIGNATURE / DATE Trailer Loaded: Freight Counted: **CARRIER SIGNATURE / PICKUP DATE** This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT. Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the ■ By Shipper By Shipper By Driver ■ By Driver/pallets said to contain ■ By Driver/Pieces

### Appendix G: Hazardous Material VICS BOL Examples

**Characteristics: Hazardous Material: Emergency Contact Information Options:** 

#### **Option One: Special Instructions Option two: Bottom of Form** VICS Standard BOL: WWW.VICS.ORG For Complete VICS BOL Guideline Information Date: 02/01/2002 Page \_\_of\_\_ BILL OF LADING SHIP FROM ABC Company Name: Bill of Lading Number: 06141411234567890 1000 ABC Drive Address: City/State/Zip: Any City, AB, 10s000 FOB: $\square$ SID#: SHIP TO CARRIER NAME: \_\_LTL Transportation Name Location #: \_\_ Trailer number: Seal number(s): Address: City/State/Zip: SCAC: CID#: Pro number: FOB: THIRD PARTY FREIGHT CHARGES BILL TO: Name: Address: City/State/Zip: Freight Charge Terms: (freight charges are prepaid unless marked otherwise) SPECIAL INSTRUCTIONS: Prepaid Collect Master Bill of Lading: with attached Hazardous Material Emergency – Call ABC Company underlying Bills of Lading 1-800-111-2222 (DAY OR NIGHT) (check box) CUSTOMER ORDER NFORMATION **CUSTOMER ORDER NUMBER** PALLET/SLIP **ADDITIONAL SHIPPER INFO** # PKGS **WEIGHT** (GIRCLE ONE) Υ, Υ Z Υ Ν Υ N Υ N Υ Ν **GRAND TOTAL** CARRIER INFORMATION **HANDLING PACKAGE COMMODITY DESCRIPTION** LTL ONLY UNIT Commodities requiring special or additional care or attention in handling or stowing QTY **TYPE** QTY **TYPE WEIGHT** H.M. NMFC# **CLASS** must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360 (X) **GRAND TOTAL** Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or COD Amount: \$ declared value of the property as follows: The agreed or declared value of the property is specifically stated by the shipper to be not exceeding Fee Terms: Collect: ☐ Prepaid: ☐ Customer check acceptable: □ NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. • 14706(c)(1)(A) and (B). RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. the shipper, on request. The shipper hereby certifies that he/she is familiar with all the terms and conditions of the NMFC Uniform Straight Bill of Lading, including those on the back thereof, and the said terms and conditions are hereby agreed to by the shipper and accented for him/herself and his/her assigns Signature Trailer Loaded: Freight Counted: SHIPPER SIGNATURE / DATE **CARRIER SIGNATURE / PICKUP DATE** Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. This is to certify that the above named materials are properly By Shipper By Shipper classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable ■ By Driver ■ By Driver/pallets said to contain regulations of the DOT. Property described above is received in good order, except as noted. ■ By Driver/Pieces FOR CHEMICAL EMERGENCY - SPILL, LEAK, FIRE, EXPOSURE OR ACCIDENT CALL ABC COMPANY 1-800-111-2222 (DAY OR NIGHT)

#### **Characteristics: Hazardous Material Carrier Information Section Options**

Option 1A: Hazardous Material information placed on front page of VICS BOL

	CARRIER INFORMATION											
	NDLING UNIT					COMMODITY DESCRIPTION	LTL C	ONLY				
QTY	TYPE	QTY	TYPE	WEIGHT	H.M (X)	NMFC #	CLASS					
1	PLTS	30	CTNS	200 lbs	X	Ethylene dichloride, 3, UN1184, PG II, (6.1)	85860	70				
2	PLTS	90	CTNS	600 lbs	Х	Butyryl chloride, 3, UN2353, PG II, (6.1)	85880	70				
3	<b>XXXXXX</b>	120	<b>BXXXXXX</b>	800 lbs	<b>XXX</b>	GRAND TOTAL	<b>XXXXXX</b>	<b>XXXXX</b>				

### Option 1B: Hazardous Material information put on Supplement Page(s) Carrier Information.

The Supplement Page Carrier Information section is completed as shown in Option 1A above. The Supplement Page can be modified to be only the Carrier Information Section

					С	ARRIER INFORMATION			
	NDLING JNIT	PAC	PACKAGE			COMMODITY DESCRIPTION	LTL ONLY		
QTY	TYPE QTY TYPE WEIGHT		WEIGHT	H.M. (X)	Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360	NMFC #	CLASS		
					X	Hazardous Material - See Attached			
					Supplement Page(s)				
	-XXXXX		KAAAA		XXXX		YAAAAA	raaan	
3		120	RXXXXX	800	KXXXX	GRAND TOTAL	KXXXXXX	XXXXX	
	<u> </u>		<u> </u>	lbs	$\Omega$		<u> </u>	<b>XXXXXX</b>	

#### Option 3: Hazardous Material information is communicated on an attached Hazardous Item List.

The exact format of the Hazardous Item List is specifically the responsibility of the Shipper based the understanding of U.S. Department of Transportation Hazardous Material shipping papers requirements.

and of the state o								
CARRIER INFORMATION								
HANDLING UNIT		PACKAGE				COMMODITY DESCRIPTION	LTL ONLY	
QTY	TYPE	QTY	TYPE	WEIGHT	H.M (X)	Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360	NMFC #	CLASS
3	PLT	120	CTN	800lbs	X	See Attached Hazardous Item List		
3	XXXXX	120	XXXXXX	800 lbs	XXXX	GRAND TOTAL	XXXXXX	<b>XXXXX</b>