Summary of Jan. 2001 Revisions

Changes to Section I. Introduction
⇒ New simplified Truckload and Less Than Truckload (LTL) rates and classification legal statement options for the VICS BOL on page 3. Changed print point size recommendation to a minimum of 5 to allow for various printer hardware/software font size limitations.

Changes to Section II. The Standard Bill of Lading Form:
⇒ Updated the reference to Section IV. Rules of Use to include references to Appendix A-C.
⇒ Removed duplicate statement on the Truckload and LTL rates and classification legal statement that is presented on page 3 of Section I.
⇒ Added verbiage at the top of each VICS BOL example pointing to the VICS web site for VICS BOL guideline information.

Changes to Section IV. Rules of Use for the Standard Bill of Lading:
⇒ Added note on placement of cube data within the Customer Order Section (Point 1).
⇒ Added instructions on pagination (point 4).
⇒ Updated Shipping Manifest description in point 5 of this section.
⇒ Added reference new Appendix E: Shipping Manifest in point 4 of this section.

Changes to Section V. Use Of The Supplement To The Bill of Lading
⇒ Added statement allowing modification of the format in the second paragraph.

Changes to Section IX. Data Field Descriptions
⇒ Changed item “6) Bar Code Space” from no designation to Optional.

Changes to Section X. Glossary of Terms
⇒ Updated Shipping Manifest definition.

Updated Appendix A and B
⇒ Included examples of form modification and the format for LTL commodity descriptions, NMFC# and class on palletized shipments.

Added New Appendix E: Shipping Manifest

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

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</tr>
<tr>
<td>VICS BOL Mapping To The Carrier EDI 204, 211, 214 and 210</td>
<td></td>
</tr>
</tbody>
</table>
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. 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 transmissions.

Overview

Today neither the form nor the usage of the Bill of Lading is standardized. The wide differences in the Bills of Lading in use today 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 Statement

The section just above the Shipper Signature is provided for the legal statement that clarifies which rules and regulations apply to the shipment. Due to the differences between truckload and LTL regulations, one of two statements may be printed in this space:

<table>
<thead>
<tr>
<th>Truckload or Non-NMFC LTL Carriers:</th>
<th>RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMFC LTL Carriers: (Members of the NMFTA)</td>
<td>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.</td>
</tr>
</tbody>
</table>

The Truckload or Non-NMFC LTL legal statement shall be printed using a minimum point size of 5.
I. Introduction

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

The implementation goal date for use of the standard Bill of Lading form and the standard Bill of Lading number (see section III) was January 2001.

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

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

**BILL OF LADING**

**SHIP FROM**
- Name: 
- Address: 
- City/State/Zip: 
- SID#: 
- FOB: □

**SHIP TO**
- Name: 
- Address: 
- City/State/Zip: 
- Location #: 
- Trailer number: 
- Seal number(s): 
- SCAC: 
- CID#: 
- FOB: □

**THIRD PARTY FREIGHT CHARGES BILL TO:**
- Name: 
- Address: 
- City/State/Zip: 
- Pro number: 
- Freight Charge Terms: *(freight charges are prepaid unless marked otherwise)*
  - Prepaid _____
  - Collect _____
  - 3rd Party _____

**CUSTOM ORDER INFORMATION**

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
<th>WEIGHT</th>
<th>PALLET/SLIP (CIRCLE ONE)</th>
<th>ADDITIONAL SHIPPER INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>Y</td>
<td>N</td>
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<td></td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

**CARRIER INFORMATION**

<table>
<thead>
<tr>
<th>HANDLING UNIT</th>
<th>PACKAGE</th>
<th>QTY</th>
<th>TYPE</th>
<th>QTY</th>
<th>TYPE</th>
<th>WEIGHT</th>
<th>H.M. (X)</th>
<th>COMMODITY DESCRIPTION</th>
<th>LTL ONLY</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>NMFC #</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CLASS</td>
</tr>
</tbody>
</table>

**COMMODITIES**
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

**GRAND TOTAL**

**RECEIVING STAMP SPACE**

**COD Amount:** $ __________

**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 shipper, on request, and to all applicable state and federal regulations.
- The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

**SHIPPER SIGNATURE / DATE**
- This is to certify that the above named materials are properly classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.
- □ By Shipper
- □ By Driver

**Shipment Loaded:**
- □ By Shipper
- □ By Driver

**Freight Counted:**
- □ By Shipper
- □ By Driver/Pieces

**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.
II. The Standard Bill of Lading Form

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

Date: SUPPLEMENT TO THE BILL OF LADING Page _____

Bill of Lading Number: ________________

<table>
<thead>
<tr>
<th>CUSTOMER ORDER INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTOMER ORDER NUMBER</td>
<td></td>
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<tr>
<td># PKGS</td>
<td></td>
</tr>
<tr>
<td>WEIGHT</td>
<td></td>
</tr>
<tr>
<td>PALLET/SLIP (CIRCLE ONE)</td>
<td></td>
</tr>
<tr>
<td>ADDITIONAL SHIPPER INFO</td>
<td></td>
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</tbody>
</table>

PAGE SUBTOTAL

<table>
<thead>
<tr>
<th>CARRIER INFORMATION</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>HANDLING UNIT</td>
<td></td>
</tr>
<tr>
<td>PACKAGE</td>
<td></td>
</tr>
<tr>
<td>WEIGHT</td>
<td></td>
</tr>
<tr>
<td>H.M. (X)</td>
<td></td>
</tr>
<tr>
<td>COMMODITY DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>LTL ONLY</td>
<td></td>
</tr>
<tr>
<td>NMFC #</td>
<td></td>
</tr>
<tr>
<td>CLASS</td>
<td></td>
</tr>
</tbody>
</table>

Commodities requiring special or additional care or attention in handling or storing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360

PAGE SUBTOTAL
II. The Standard Bill of Lading Form

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

**DATE:**

**BILL OF LADING**

<table>
<thead>
<tr>
<th>BILL OF LADING</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td></td>
</tr>
<tr>
<td>SID#:</td>
<td></td>
</tr>
<tr>
<td>FOB:</td>
<td>☐</td>
</tr>
</tbody>
</table>

**SHIP FROM**

<table>
<thead>
<tr>
<th>CARRIER NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trailer number:</td>
</tr>
<tr>
<td>Seal number(s):</td>
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</tbody>
</table>

**SHIP TO**

<table>
<thead>
<tr>
<th>SCAC:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pro number:</td>
</tr>
</tbody>
</table>

**FOB:**

†

**THIRD PARTY FREIGHT CHARGES BILL TO:**

Freight Charge Terms: (freight charges are prepaid unless marked otherwise)

<table>
<thead>
<tr>
<th>Prepaid</th>
<th>Collect</th>
<th>3rd Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**SPECIAL INSTRUCTIONS:**

(checkbox)

Master Bill of Lading: with attached underlying Bills of Lading

**CUSTOMER ORDER INFORMATION**

CUSTOMER ORDER NUMBER

<table>
<thead>
<tr>
<th># PKGS</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PALLET/SLIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
</tr>
</tbody>
</table>

ADDITIONAL SHIPPER INFO

| ☐ | ☐ | ☐ | ☐ | ☐ |

**GRAND TOTALS**

**CARRIER INFORMATION**

<table>
<thead>
<tr>
<th>HANDLING UNIT</th>
<th>PACKAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTY</td>
<td>TYPE</td>
</tr>
<tr>
<td>☐</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>H.M.</th>
<th>LTL ONLY</th>
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<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>NMFC #</th>
<th>CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**COMMODITY DESCRIPTION**

Commodities requiring special or additional care or attention in handling or storing must be so marked and packaged as to ensure safe transportation with ordinary care.

See Section 2(e) of NMFC Item 360

**RECEIVING STAMP AREA**

**RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, other than the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.**

**GRAND TOTAL**

COD Amount: $ ____________

<table>
<thead>
<tr>
<th>Fee Terms:</th>
<th>Collect: ☐</th>
<th>Prepaid: ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
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</tr>
</tbody>
</table>

**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 freight and all other lawful charges.

Shipper Signature

**SHIPPER SIGNATURE / DATE**

<table>
<thead>
<tr>
<th>Trailer Loaded:</th>
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</thead>
<tbody>
<tr>
<td>☐</td>
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<td>☐</td>
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</tbody>
</table>

**CARRIER SIGNATURE / PICKUP DATE**

<table>
<thead>
<tr>
<th>Freight Counted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
</tr>
<tr>
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</tbody>
</table>

COMPLIANCE CERTIFICATION:

Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available to the carrier by the carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle.

Property described above is received in good order, except as noted.

**SUPPLEMENTAL BAR CODE AREA**

**SUPPLEMENTAL BAR CODE AREA**
### II. The Standard Bill of Lading Form

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

#### SUPPLEMENT TO THE BILL OF LADING

**Bill of Lading Number:** ________________

<table>
<thead>
<tr>
<th>CUSTOMER ORDER INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTOMER ORDER NUMBER</td>
<td># PKGS</td>
</tr>
<tr>
<td>WEIGHT</td>
<td>PALLET/SLIP (CIRCLE ONE)</td>
</tr>
<tr>
<td></td>
<td>Y N</td>
</tr>
<tr>
<td></td>
<td>Y N</td>
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<td>Y N</td>
</tr>
</tbody>
</table>

**PAGE SUBTOTAL**

<table>
<thead>
<tr>
<th>CARRIER INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HANDLING UNIT</td>
<td>PACKAGE</td>
</tr>
<tr>
<td>QTY</td>
<td>TYPE</td>
</tr>
<tr>
<td>QTY</td>
<td>TYPE</td>
</tr>
<tr>
<td>WEIGHT</td>
<td>H.M. (X)</td>
</tr>
<tr>
<td>COMMODITY DESCRIPTION</td>
<td>LTL ONLY</td>
</tr>
<tr>
<td>NMFC #</td>
<td>CLASS</td>
</tr>
</tbody>
</table>

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

**PAGE SUBTOTAL**

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**SUPPLEMENTAL BAR CODE AREA**
III. The Standard Bill of Lading Number

A Bill of Lading number is an identification number assigned by the shipper and is mandatory for all Bills of Lading. A standard Bill of Lading number has been developed in conjunction with the standard Bill of Lading form. When using the standard Bill of Lading form, a shipper may use either the new standard number or the Bill of Lading numbering structure currently in use by the shipper. The latter may be used if the shipper is not able to accommodate the new standard Bill of Lading number at this time. The established goal date for the implementation of the standard Bill of Lading number was January 2001.

The Standard Bill of Lading number has a fixed length of seventeen digits. It is numeric and composed of sixteen digits and a check digit. Using the structured identification number will allow companies to process and manage Bills of Lading more easily.

Companies with a UCC/EAN Company Prefix
The UCC number format is strongly preferred. It 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:

- UCC/EAN Company prefix (for UCC assigned company prefixes, include the leading 0)
- Serial number (assigned by the shipper and unique for each Bill)
- Modulo 10 check digit (one digit)

The UCC/EAN Company Prefix is the prefix used in U.P.C. numbers and SSCC-18 numbers. For example, the Bill of Lading number 06141411234567890 is composed of a seven digit company prefix (0 plus the six digit prefix used in the U.P.C.), followed by a nine digit serial number and the check digit. A UCC Company Prefix can be obtained from the Uniform Code Council, Inc., 8163 Old Yankee St., Dayton, OH 45458. Tel: (937) 435-3870.

Companies without a UCC/EAN Company Prefix
Companies without a UCC/EAN 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)

This number is not guaranteed to be unique and could be replicated by another shipper. 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 # | 17 | 16 | 15 | 14 | 13 | 12 | 11 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
|------------|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|---|
| Digit      | 0  | 6  | 1  | 4  | 1  | 4  | 1  | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 0  |

Figure 1: Modulo 10 Example
III. The Standard Bill of Lading Number

1. Set up a table as illustrated in Figure 1. Enter the first sixteen digits in the table (Positions 2 through 17). Position number one 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, if the sum of the previous two steps is 140, then the check digit is zero.

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 2 below) and carrier SCAC and PRO number (see Figure 3 below). The implementation of a bar code for the above mentioned data is optional. 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.

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 to extend the field to four characters
- A maximum of twenty digits for PRO number

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.

UCC/EAN-128 Barcode Symbology
The bar code symbology used for the Bill of Lading and the SCAC/PRO shall comply with UCC/EAN-128 standards. All UCC/EAN-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.

(402) 06141411234567906
(9012K) SCAC12345678901234567890

Figure 2: Bill of Lading Bar Code
Figure 3: 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”. Refer to the standard ANSI/UCC4 -1995:UCC/EAN-128 Application Identifier Standard for additional technical information. This standard is available free at www.uc-council.org, or can be obtained from the Uniform Code Council, Inc.

(See Appendix A for an example of use)
IV. Rules of Use for the Standard Bill of Lading

The guidelines to the Bill of Lading are designed so that the industry may benefit from a form that is consistent and understandable. 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 the form and data are 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.

   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** Sans Serif:

   a) Bill of Lading number
c) Ship to Location number

   b) SCAC/Pro number
d) Customer Order Number

   The CID number shall be in 10-point and bolded. All other data input items may be in a 10-point or smaller, 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.

   a) BOL with 3 supplement pages:

   BOL = page 1, Supplement = pages 2, 3 and 4

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

In addition, the PARS sticker for customs belongs on the invoice, not on the Bill of Lading.

6. 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.

7. 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.

8. 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.

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 as a Master Bill of Lading

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

1. Consolidation shipments
2. Invoice per Bill of Lading per customer order required
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.

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 as a Master Bill of Lading

2) Invoicing per Customer Order Required (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) Truckload Shipments with Multiple Stops (Appendix C, example 3)

The third scenario requiring a Master Bill of Lading occurs when a prepaid full truckload shipment is dispatched with multiple unloading destinations. This is considered a multiple stop-off with one final consignee. 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. These individual Bills of Lading shall be combined together by a Master Bill of Lading for ease of tracking and scheduling. 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, though, 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.

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

The hazardous materials field (H.M.) shall be marked with an “X” by any commodity that is defined as such in the Department of Transportation regulations governing the transportation of hazardous materials. **It is the shipper’s responsibility to meet all the Department of Transportation regulations for the transport and handling of all hazardous material substances.**

This document 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.

The information required by the Department of Transportation regarding each hazardous substance shall be listed in the body of the Bill of Lading. When shipping a hazardous material, the detail of that item must be listed first in the body of the Bill before any other commodity. The information which is required to be listed on the Bill of Lading may include, but not be limited to, the proper shipping name of the commodity, the hazard class and division, the UN or NA identification number, the packing group, the exemption number, and the emergency contact telephone number.
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
- 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
- NMFC number and class…………….. If an LTL shipment
- Receiving Stamp…………………… If a truckload shipment
- Total pages……………………….. If the BOL is more than one page

**Optional Information:**
- All other information is defined as Optional.

* A Bill of Lading number is required for all Bills of Lading, regardless of the form that is used by the shipper. The VICS standard 17-digit Bill of Lading number introduced in section III of this guideline is recommended. The implementation goal date for use of the new VICS standard Bill of Lading number was January 2001.

If the Shipper is unable to accommodate the standard Bill of Lading number, the existing numbering system in use by the shipper shall be used for the Bill of Lading number. Each Bill of Lading number shall be unique per shipment.
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.
   City, State, Zip: The shipping city, state and zip code.
   SID #: Shipment ID number, may be used to document if a number is applied by the shipper to this shipment.

2) “Ship To” Fields: (M)
   Name: The company receiving the product.
   Address: The address where the product is physically delivered.
   City, State, Zip: The city, state, and zip where the product is physically delivered.
   CID #: 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.

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.
   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) 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 new 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.

7) 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)
IX. Data Field Descriptions

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.
- Weight:
The weight of all the packages by customer order number.
- 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 Information:
Any other information requested by the customer. This space may also be used to document “special instructions” information if additional space is needed.

11) Carrier Information:
- Handling Unit:
  - Quantity: The number of handling units listed by commodity type. (M)
  - 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. (C)
  - Type: The type of package, i.e. cartons, bundles, rolls, drums. (C)
- Weight:
The weight of the goods listed by commodity classification. (M)
- 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 Department of Transportation. (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)
15) Used when cash on delivery is required.
IX. Data Field Descriptions

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 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 DOT, and documents the pickup date.
X. Glossary of Terms:

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 assigned by the shipper 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.
X. Glossary of Terms:

**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.

**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 UCC/EAN system. The UCC/EAN system consists of product and serialized identification codes, Application Identifiers and associated symbologies.

**EDI 204 Motor Carrier Load Tender**
The Motor Carrier Load Tender is initiated by the shipper to a Truckload carrier. Depending on the partner agreement, the load tender may or may not be considered a binding offer of freight. 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. The 211 is considered to be an exact representation of the shipment by the Shipper and can be a replacement or supplement to the 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. The 214 may be sent to the consignee from 1 to 4 times during the shipment of the goods. 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.

**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. The 215 is not to be used as a load tender, legal Bill of Lading, pickup notification, or appointment schedule.

**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.
X. Glossary of Terms:

FOB
The point at which the title of the goods passes from the shipper to the consignee.

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.

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.
X. Glossary of Terms:

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.

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

VICS
Voluntary Inter-industry Commerce Standards. 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#

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

---

**Date: 02/01/1999**

**BILL OF LADING**

**SHIP FROM**

<table>
<thead>
<tr>
<th>Name</th>
<th>ABC Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1000 ABC Drive</td>
</tr>
<tr>
<td>City/State/Zip</td>
<td>Any City, AB, 10000</td>
</tr>
<tr>
<td>SID#</td>
<td></td>
</tr>
<tr>
<td>FOB</td>
<td></td>
</tr>
</tbody>
</table>

**SHIP TO**

<table>
<thead>
<tr>
<th>Name</th>
<th>XYZ Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>9000 XYZ Drive</td>
</tr>
<tr>
<td>City/State/Zip</td>
<td>Some City, ZY 90000</td>
</tr>
<tr>
<td>CID#</td>
<td></td>
</tr>
<tr>
<td>FOB</td>
<td></td>
</tr>
</tbody>
</table>

**THIRD PARTY FREIGHT CHARGES BILL TO:**

**CUSTOMER ORDER INFORMATION**

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
<th>WEIGHT</th>
<th>PALLET/SIP (CIRCLE ONE)</th>
<th>ADDITIONAL SHIPPER INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>45012345698</td>
<td>144 ctns</td>
<td>1152 lbs</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>6805673</td>
<td>15 ctns</td>
<td>45 lbs</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

**CARRIER INFORMATION**

**HANDLING UNIT**

<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>QTY</th>
<th>TYPE</th>
<th>WEIGHT</th>
<th>H.M.</th>
<th>COMMODITY DESCRIPTION</th>
<th>LTL ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>plts</td>
<td>48</td>
<td>ctns</td>
<td>384 lbs</td>
<td>(X)</td>
<td>Sport Accessories</td>
<td>154865 00</td>
</tr>
<tr>
<td>2</td>
<td>plts</td>
<td>96</td>
<td>ctns</td>
<td>768 lbs</td>
<td></td>
<td>Video, Tape Recording</td>
<td>168955 03</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>15</td>
<td>ctns</td>
<td>45 lbs</td>
<td></td>
<td>Recordings, Sound, Disc, Tape</td>
<td>168945 01</td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

| 159 ctns | 1197 lbs |

**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

<table>
<thead>
<tr>
<th>NMFC #</th>
<th>CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>154865 00</td>
<td>70</td>
</tr>
<tr>
<td>168955 03</td>
<td>92.5</td>
</tr>
<tr>
<td>168945 01</td>
<td>100</td>
</tr>
</tbody>
</table>

**SHRIPPER SIGNATURE / DATE**

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

**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.

---

**BILL OF LADING Number: 06141411234567890**

**SCAC: ABCD**

**Freight Charge Terms: (freight charges are prepaid unless marked otherwise)**

Prepaid        Collect _ X_  3rd Party __

Master Bill of Lading: with attached underlying Bills of Lading

**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 freight and all other lawful charges.  

<table>
<thead>
<tr>
<th>COD Amount: $</th>
<th>Fee Terms: Collect:</th>
<th>Prepaid:</th>
<th>Customer check acceptable:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

---

**By Driver/pallets said to contain**

**By Driver/Pieces**
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 Standard BOL: WWW.VICS.ORG  For Complete VICS BOL Guideline Information

Date: 02/01/1999

BILL OF LADING

SHIP FROM
Name: ABC Company
Address: 1000 ABC Drive
City/State/Zip: Any City, AB, 10000
SID#: _

FOB: 

SHIP TO
Name: XYZ Company
Address: 9000 XYZ Drive
City/State/Zip: Some City, ZY 90000
CID#: _

SCAC: ABCD
Pro number: 12345678901234567890

CARRIER NAME: LTL Transportation

BILL OF LADING Number: _06141411234567890_

(402) 06141411234567890

BILL OF LADING

Date: 02/01/1999

BILL OF LADING

FOB: 

COD Amount: $

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 freight and all other lawful charges.

Shipper Signature

This is to certify that the above named materials are properly classified, 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

Freight Counted:

By Shipper

By Driver/pallets said to contain

By Driver/Pieces

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.
APPENDIX A: Example (3) LTL Shipment using Bar Codes, Multiple Orders and Commodities

**Characteristic:** Modified format with no data lines and bar codes.

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

Date: 02/01/1999

**BILL OF LADING**

**SHIP FROM**

Name: ABC Company  
Address: 1000 ABC Drive  
City/State/Zip: Any City, AB, 10000  
SID#:  FOB: □

**SHIP TO**

Name: XYZ Company  
Address: 9000 XYZ Drive  
City/State/Zip: Some City, ZY 90000  
CID#:  FOB: □

**CARRIER NAME:** LTL Transportation

**THIRD PARTY FREIGHT CHARGES BILL TO:**

Name:  
Address:  
City/State/Zip:  

**CUSTOMER ORDER INFORMATION**

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th>WEIGHT</th>
<th>PALLET</th>
<th>ADDITIONAL SHIPPER INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>45012345698</td>
<td>350 ctns</td>
<td>1750 lbs</td>
<td>Y</td>
</tr>
<tr>
<td>6805673</td>
<td>50 ctns</td>
<td>250 lbs</td>
<td>Y</td>
</tr>
</tbody>
</table>

GRAND TOTAL  
400 ctns  2000 lbs

**CARRIER INFORMATION**

<table>
<thead>
<tr>
<th>HANDLING UNIT</th>
<th>PACKAGE</th>
<th>QTY</th>
<th>TYPE</th>
<th>QTY</th>
<th>TYPE</th>
<th>WEIGHT</th>
<th>H.M. (X)</th>
<th>COMMODITY DESCRIPTION</th>
<th>LTL ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>pts</td>
<td>100</td>
<td>ctns</td>
<td>500</td>
<td></td>
<td>Sport Accessories</td>
<td>154865 00 70</td>
</tr>
<tr>
<td></td>
<td></td>
<td>250</td>
<td>ctns</td>
<td>1250</td>
<td></td>
<td></td>
<td></td>
<td>Video, Tape Recording</td>
<td>168955 03 92.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>50</td>
<td>ctns</td>
<td>250</td>
<td></td>
<td></td>
<td></td>
<td>Recordings, Sound, Disc, Tape</td>
<td>168945 01 100</td>
</tr>
</tbody>
</table>

5  400  2000 GRAND TOTAL

**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**

5 plts 100 ctns 500  Sport Accessories  154865 00 70
250 ctns 1250  Video, Tape Recording  168955 03 92.5
50 ctns 250  Recordings, Sound, Disc, Tape  168945 01 100

**NOTE** Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. • 14706(c)(1)(A) and (B).

**SHIPPER SIGNATURE / DATE**

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

**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.

**Freight Counted:**  
By Shipper □  By Driver □  By Driver/pallets said to contain □  By Driver/Pieces □

**Freight Counted:**  
By Shipper □  By Driver □  By Driver/pallets said to contain □  By Driver/Pieces □

**COD Amount:** $________

**Fee Terms:**  
Collect: □  Prepaid: □

**Customer check acceptable:** □

---

28
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 bar codes.

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

Date: 02/01/1999  BILL OF LADING  Page 1

SHIP FROM  
Name: ABC Company  
Address: 1000 ABC Drive  
City/State/Zip: Any City, AB, 10000  
SID#:  

Bill of Lading Number: _06141411234567890_

CARRIER NAME: ___LTL Transportation______

SHIP TO  
Name: XYZ Co. C/o Consolidator KLM  
Address: 9000 XYZ Drive  
City/State/Zip: Some City, ZY 90000  
CID#:  

SCAC: ABCD  
Pro number: 12345678901234567890

THIRD PARTY FREIGHT CHARGES BILL TO:  
Name:  
Address:  
City/State/Zip:  

Freight Charge Terms: (freight charges are prepaid unless marked otherwise)  
Prepaid __ Collect __ 3rd Party ___

(Special Instructions: Underlying Bill of Lading Numbers: 23456789012345678901, 34567890123456789012, 45678901234567890123, 56789012345678901234, 67890123456789012345, 78901234567890123456

MUST DELIVER BY 9/9/00. PLEASE CALL FOR DELIVERY APPOINTMENT @ 732-555-1515

PRODUCT IS LOADED ON CHEP PALLET

CUSTOMER ORDER INFORMATION

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
<th>WEIGHT</th>
<th>PALLET/SLIP (CIRCLE ONE)</th>
<th>ADDITIONAL SHIPPER INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>45012345698</td>
<td>1000 ctns</td>
<td>10000 lbs</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>1000 ctns</td>
<td>10000 lbs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CARRIER INFORMATION

<table>
<thead>
<tr>
<th>HANDLING UNIT</th>
<th>PACKAGE</th>
<th>COMMODITY DESCRIPTION</th>
<th>LTL ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTY</td>
<td>TYPE</td>
<td>QTY</td>
<td>TYPE</td>
</tr>
<tr>
<td>20</td>
<td>pts</td>
<td>1000</td>
<td>ctns</td>
</tr>
</tbody>
</table>

GRAND TOTAL

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or 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 ______________________ per ___________________."

Fee Terms: Collect:  □ Prepaid:  □ Customer check acceptable:  □

COD Amount: $

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 shipper, on request. The carrier 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 accepted for him/herself and his/her assigns.

SHIPPER SIGNATURE / DATE

This is to certify that the above named materials are properly classified, 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

Freight Counted:  □ By Shipper  □ By Driver/pallets said to contain

CARRIER SIGNATURE / PICKUP DATE

CARRIER CERTIFIES 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

[29]
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: 02/01/1999

**BILL OF LADING**

**SHIP FROM**

Name: ABC Company
Address: 1000 ABC Drive
City/State/Zip: Any City, AB, 10000

**SHIP TO**

Name: XYZ Company
Location #: 0669
Address: 9000 XYZ Drive
City/State/Zip: Some City, ZY 90000

**THIRD PARTY FREIGHT CHARGES BILL TO:**

Name:
Address:
City/State/Zip:

**CUSTOMER ORDER INFORMATION**

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
<th>WEIGHT</th>
<th>PALLET/SLIP (CIRCLE ONE)</th>
<th>ADDITIONAL SHIPPER INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HANDLING UNIT**

<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>QTY</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>plts</td>
<td>2076</td>
<td>ctns</td>
</tr>
<tr>
<td>90</td>
<td>ctns</td>
<td>90</td>
<td>ctns</td>
</tr>
</tbody>
</table>

**COMMODITY DESCRIPTION**

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.

<table>
<thead>
<tr>
<th>NMFC #</th>
<th>CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>plts</td>
</tr>
<tr>
<td>90</td>
<td>ctns</td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

2166 ctns 14978 lbs

**CARRIER INFORMATION**

<table>
<thead>
<tr>
<th>Handling Unit</th>
<th>Package</th>
<th>Commodity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Box Clothing in Bulk</td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

14978 lbs

**SPECIAL INSTRUCTIONS:**

- Master Bill of Lading: with attached underlying Bills of Lading

**RECEIVED**

Shipper: By Shipper
Driver: By Driver

**SIGNATURE:**

Shipper

**NOTE:** Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. § 14706(c)(1)(A) and (B).

**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.

**TRAILER LOADED:**

By Shipper

**FREIGHT COUNTED:**

By Shipper

By Driver/pallets said to contain

By Driver/Pieces
**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

**SUPPLEMENT TO THE BILL OF LADING**

**Bill of Lading Number:**

06141411234567890

---

**CUSTOMER ORDER INFORMATION**

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># OF PKGS</th>
<th>WEIGHT</th>
<th>PALLET/SLIP (CIRCLE ONE)</th>
<th>ADDITIONAL SHIPPER INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>160763145</td>
<td>25</td>
<td>288</td>
<td>Y</td>
<td>25 floor loaded loose</td>
</tr>
<tr>
<td>16763642</td>
<td>160</td>
<td>800</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>160763643</td>
<td>201</td>
<td>1005</td>
<td>Y</td>
<td>1 floor loaded loose</td>
</tr>
<tr>
<td>160758227</td>
<td>206</td>
<td>1836</td>
<td>Y</td>
<td>6 floor loaded loose</td>
</tr>
<tr>
<td>16763646</td>
<td>135</td>
<td>810</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>160763648</td>
<td>305</td>
<td>2430</td>
<td>Y</td>
<td>5 floor loaded loose</td>
</tr>
<tr>
<td>160763756669</td>
<td>882</td>
<td>5280</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>107636459</td>
<td>161</td>
<td>805</td>
<td>Y</td>
<td>31 floor loaded loose</td>
</tr>
<tr>
<td>16044763209</td>
<td>69</td>
<td>1587</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>160758224</td>
<td>22</td>
<td>137</td>
<td>Y</td>
<td>Envelope: Bill of Lading to travel with shipment</td>
</tr>
</tbody>
</table>

---

**PAGE SUBTOTAL**

2166  14978 lbs

---

**CARRIER INFORMATION**

**COMMODITY DESCRIPTION**

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

---

**PAGE SUBTOTAL**
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.

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

Date: 02/01/1999

BILL OF LADING

SHIP FROM
Name: ABC Company
Address: 1000 ABC Drive
City/State/Zip: Any City, AB, 10000
SID#: FOB: □

SHIP TO
Name: XYZ Company  Location #: _0669_
Address: 9000 XYZ Drive
City/State/Zip: Some City, ZY 90000
CID#: FOB: □

THIRD PARTY FREIGHT CHARGES BILL TO:
Name: 
Address: 
City/State/Zip: 

CARRIER NAME: __Truckload Transportation___
Trailer number: EFGH56789
Seal number(s): 654328971

SCAC: EFGH
Pro number: 12345678901234567890

Freight Charge Terms: (freight charges are prepaid unless marked otherwise)
Prepaid ________ Collect _X__ 3rd Party ___ (check box)

Master Bill of Lading: with attached underlying Bills of Lading

CUSTOMER ORDER INFORMATION

CUSTOMER ORDER NUMBER # PKGS WEIGHT PALLETL/SLIP (CIRCLE ONE) ADDITIONAL SHIPPER INFO

SEE ATTACHED SUPPLEMENT PAGE

GRAND TOTAL 690 6900

CARRIER INFORMATION

HANDLING UNIT PACKAGE COMMODITY DESCRIPTION LTL ONLY

QTY TYPE QTY TYPE WEIGHT H.M. (X) NMFC # CLASS

690 ctns 690 ctns 6900 Box Clothing in Bulk

GRAND TOTAL 690 6900

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or 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 per .

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 shipper, on request, and to all applicable state and federal regulations.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

CARRIERS 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.
**SUPPLEMENT TO THE BILL OF LADING**

Bill of Lading Number: 06141411234567890

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># OF PKGS</th>
<th>WEIGHT</th>
<th>PALLET/SLIP (CIRCLE ONE)</th>
<th>ADDITIONAL SHIPPER INFO</th>
</tr>
</thead>
<tbody>
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**PAGE SUBTOTAL**

<table>
<thead>
<tr>
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<tbody>
<tr>
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</tbody>
</table>
Characteristics: Carrier Information on modified Supplement Page

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

Date: 02/01/1999

BILL OF LADING

**SHIP FROM**

Name: ABC Company  
Address: 1000 ABC Drive  
City/State/Zip: Any City, AB, 10000

**SHIP TO**

Name: XYZ Company  
Address: 9000 XYZ Drive  
City/State/Zip: Some City, ZY 90000

**THIRD PARTY FREIGHT CHARGES BILL TO:**

Name:  
Address:  
City/State/Zip:  
SCAC: ABCD  
CID#:  
FOB:  
Pro number: 12345678901234567890

**SPECIAL INSTRUCTIONS:**

Freight Charge Terms: (freight charges are prepaid unless marked otherwise)

<table>
<thead>
<tr>
<th>Prepaid</th>
<th>Collect</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>X</td>
</tr>
</tbody>
</table>

| 3rd Party | ☐     |

Master Bill of Lading: with attached underlying Bills of Lading

**CUSTOM ORDER INFORMATION**

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
<th>WEIGHT</th>
<th>PALLET/SLIP (CIRCLE ONE)</th>
<th>ADDITIONAL SHIPPER INFO</th>
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</thead>
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<td>45012345698</td>
<td>500 ctns</td>
<td>2500 lbs</td>
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<td>N</td>
</tr>
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<td>6789102</td>
<td>50 ctns</td>
<td>250 lbs</td>
<td>Y</td>
<td>N</td>
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</table>

**GRAND TOTAL**

| 1000 ctns | 5000 lbs |

**CARRIER INFORMATION**

**COMMODITY DESCRIPTION**

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

**LTL ONLY**

| NMFC # | CLASS |

**HANDLING UNIT**

<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>QTY</th>
<th>TYPE</th>
</tr>
</thead>
</table>

See Attached Supplement Page

**COD Amount:** $  
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).

**SHIPPER SIGNATURE / DATE**

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

<table>
<thead>
<tr>
<th>Trailer Loaded:</th>
<th>Freight Counted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ By Shipper</td>
<td>☐ By Driver</td>
</tr>
<tr>
<td>☐ By Driver</td>
<td>☒ By Driver/Pieces</td>
</tr>
</tbody>
</table>

**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.
## APPENDIX B: Example (3) Use of the Supplement to the Bill of Lading on a LTL Shipment

**Characteristics:** Supplement Page modified to show Carrier Information only.

**Date:** 02/01/1999

### SUPPLEMENT TO THE BILL OF LADING

**Bill of Lading Number:**

06141411234567890

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<th>Handling Unit</th>
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<th>Commodity Description</th>
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<td>100</td>
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<td>ctns</td>
<td>100</td>
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<td>ctns</td>
<td>100</td>
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<td>ctns</td>
<td>50</td>
<td>Sport Accessories</td>
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<td>ctns</td>
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<td>50</td>
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<td>ctns</td>
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<td>Records, Sound, Disc, Tape</td>
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<td>ctns</td>
<td>250</td>
<td>Video, Tape Recording</td>
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</tr>
<tr>
<td>20</td>
<td>ctns</td>
<td>100</td>
<td>Sport Accessories</td>
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<td>ctns</td>
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</table>
**APPENDIX C: Example (1) Use of Master Bill of Lading with Two (2) Underlying BOL’s for Consolidation**

**Master Bill of Lading**

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

---

**Date:** 02/01/1999

**BILL OF LADING**

**SHIP FROM**

- **Name:** ABC Company
- **Address:** 1000 ABC Drive
- **City/State/Zip:** Any City, AB, 10000
- **SID#:**
- **FOB:** ☐

**SHIP TO**

- **Name:** XYZ Company
- **Location #:**
- **Address:** 9000 XYZ Drive
- **City/State/Zip:** Some City, ZY 90000
- **SCAC:**
- **CID#:**
- **Pro number:** 2345678901234567890

**SHIPPER SIGNATURE / DATE**

- **Trailer Loaded:** ☒ By Driver
- **Freight Counted:** ☐ By Shipper ☒ By Driver/pallets said to contain
- **Carrye SIGNATURE/PICKUP DATE**

- **By Shipper**: ____________________________
- **By Driver / Pallets**: ____________________________

**SPECIAL INSTRUCTIONS:** Underlying Bill of Lading Numbers: 06141411234567906, 06141411234567913

**CUSTOMER ORDER INFORMATION**

<table>
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<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
<th>WEIGHT</th>
<th>PALLET/SLIP (CIRCLE ONE)</th>
<th>ADDITIONAL SHIPPER INFO</th>
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**GRAND TOTAL**

| 15                   | 1393   | 9546   |                         |                         |

**CARRIER INFORMATION**

**COMMODITY DESCRIPTION**

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<th>TYPE</th>
<th>QTY</th>
<th>TYPE</th>
<th>WEIGHT</th>
<th>H.M. (X)</th>
<th>NMFC #</th>
<th>CLASS</th>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 15  | 1393 | 9546 |        |        |          |        |       |

**GRAND TOTAL**

- **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**

**NOTE:** Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. • 1406(c)(1)(A) and (B).

**Property described above is received in good order, except as noted.**

---

**CARRIAGE BILL OF LADING: with attached underlying Bills of Lading**

---

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APPENDIX C: Example (1) Use of Master Bill of Lading with Two (2) Underlying BOL’s for Consolidation

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

Date: 02/01/1999

BILL OF LADING

Bill of Lading Number: 06141411234567906__ (402) 06141411234567906

SHIP FROM
Name: ABC Company
Address: 1000 ABC Drive
City/State/Zip: Any City, AB, 10000
SID#: FOB: □

SHIP TO
Name: XYZ Company Location #: __0669__
Address: 9000 XYZ Drive
City/State/Zip: Some City, ZY 90000
CID#: FOB: □

THIRD PARTY FREIGHT CHARGES BILL TO:
Name: 
Address: 
City/State/Zip: 

SPECIAL INSTRUCTIONS: Master Bill of Lading Number: 06141411234567906

CUSTOMER ORDER INFORMATION

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
<th>WEIGHT</th>
<th>PALLET/SLIP (CIRCLE ONE)</th>
<th>ADDITIONAL SHIPPER INFO</th>
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GRAND TOTAL 791 5137

CARRIER INFORMATION

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<td>6</td>
<td>plt</td>
<td>588</td>
<td>ctn</td>
<td>Cotton Hosiery</td>
</tr>
</tbody>
</table>

 Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or 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 ___________________ per ___________________.

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 shipper, on request, and to all applicable state and federal regulations. The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

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

Freight Counted: □ By Shipper □ By Driver □ By Driver/pallets said to contain □ By Driver/Pieces

COD Amount: ________

Fee Terms: Collect: □ Prepaid: □
Customer check acceptable: □

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.
APPENDIX C: Example (1) Use of Master Bill of Lading with Two (2) Underlying BOL’s for Consolidation

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

Date: 02/01/1999

BILL OF LADING

SHIP FROM
Name: ABC Company
Address: 1000 ABC Drive
City/State/Zip: Any City, AB, 10000
SID#: FOB: ☐

SHIP TO
Name: XYZ Company
Address: 9000 XYZ Drive
City/State/Zip: Some City, ZY 90000
CID#: FOB: ☐

CARRIER NAME: Truckload Transportation
Trailer number: EFGH56789
Seal number(s): 654329873
SCAC: EFGH
Pro number: 12345678901234567890

SPECIAL INSTRUCTIONS: Master Bill of Lading Number: 06141411234567890

CUSTOMER ORDER INFORMATION

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
<th>WEIGHT</th>
<th>PALLET/SLIP (CIRCLE ONE)</th>
<th>ADDITIONAL SHIPPER INFO</th>
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<tbody>
<tr>
<td>166314542648</td>
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<td>1836</td>
<td>Y</td>
<td>N</td>
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<tr>
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GRAND TOTAL

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GRAND TOTAL

COD Amount: $______
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. § 1706(c)(1)(A) and (B). The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

By Shipper

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

By Driver

Freight Counted:

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.
**APPENDIX C: Example (2) Invoice per Customer Order requiring Three (3) Separate BOL’s on an LTL Shipment**

**Master Bill Of Lading**

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

**Date: 02/01/1999**

**BILL OF LADING**

**SHIP FROM**

Name: ABC Company
Address: 1000 ABC Drive
City/State/Zip: Any City, AB, 10000
SID#: FOB: □

**SHIP TO**

Name: XYZ Company
Address: 9000 XYZ Drive
City/State/Zip: Some City, ZY 90000
CID#: FOB: □

**CARRIER NAME:** LTL Transportation

**SCAC:** ABCD

**Pro number:** 12345678901234567890

**Bill of Lading Number:** 06141411234567890

**Date:** 02/01/1999

**Page 1**

**SPECIAL INSTRUCTIONS:** Underlying Bill of Lading Numbers: 06141411234567906, 06141411234567913, 06141411234567920

**CUSTOMER ORDER INFORMATION**

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
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<th>ADDITIONAL SHIPPER INFO</th>
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<tr>
<td>6076314569</td>
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<tr>
<td>160763642</td>
<td>305</td>
<td>2430</td>
<td>Y</td>
<td>65 loose cartons</td>
</tr>
<tr>
<td>7936433457</td>
<td>882</td>
<td>5280</td>
<td>Y</td>
<td>2 loose cartons</td>
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<tr>
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**GRAND TOTAL**

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**HANDLING UNIT**

**PACKAGE**

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**GRAND TOTAL**

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<tbody>
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<td>9546</td>
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**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**

**LTL ONLY**

<table>
<thead>
<tr>
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<tr>
<td>049880 03</td>
<td>049940 00</td>
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<td>049880 03</td>
</tr>
<tr>
<td>049940 00</td>
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</tr>
</tbody>
</table>

**Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:**

**COD Amount:**

**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 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 accepted for him/herself and his/her assigns.**

**SHIPPER SIGNATURE / DATE**

This is to certify that the above named materials are properly classified, 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 □

**FREIGHT COUNTED:** By Shipper □ By Driver/pallets said to contain □ By Driver/Pieces

**SHIPPING 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 or, except as noted.
### Underlying BOL for First Customer Order

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

**Date:** 02/01/1999

#### BILL OF LADING

**Bill of Lading Number:** _06141411234567906_

**CARRIER NAME:** LTL Transportation

**Pro number:** 12345678901234567890

**Freight Charge Terms:** (freight charges are prepaid unless marked otherwise)

- [ ] Prepaid
- [X] Collect
- [ ] 3rd Party

**Master Bill of Lading Number:** 06141411234567890

**SCAC:** ABCD

**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 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 accepted for him/herself and his/her assigns.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

---

### SPECIAL INSTRUCTIONS

**Master Bill of Lading Number:**

- Prepaid
- Collect
- 3rd Party

**GRAND TOTAL**

**Freight Counted:**

**CARRIER SIGNATURE / PICKUP DATE**

**Property described above is received in good order, except as noted.**

---

### CUSTOMER ORDER INFORMATION

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
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<th>PALLET/SLIP (CIRCLE ONE)</th>
<th>ADDITIONAL SHIPPER INFO</th>
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<tr>
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</tr>
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<td></td>
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**COMMODITY DESCRIPTION**

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 #**

- 2
- 049880

**CLASS**

- 03

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

**COD Amount:** $ ______________________

**Fee Terms:** Collect: [ ] Prepaid: [ ]

**Customer check acceptable:** [ ]

---

**SHIP FROM**

- Name: ABC Company
- Address: 1000 ABC Drive
- City/State/Zip: Any City, AB, 10000
- SID#:  FOB: [ ]

**SHIP TO**

- Name: XYZ Company
- Address: 9000 XYZ Drive
- City/State/Zip: Some City, ZY 90000
- CID#:  FOB: [ ]

**THIRD PARTY FREIGHT CHARGES BILL TO:**

- Name: [ ]
- Address: [ ]
- City/State/Zip: [ ]

**SHIPPING INSTRUCTIONS:**

- Master Bill of Lading: with attached underlying Bills of Lading

**GRAND TOTAL**

**HANDLING UNIT**

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<td>049880 03</td>
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**SHIPPER SIGNATURE / DATE**

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

**TRAILER LOADED:**

- [X] By Driver
- [ ] By Driver/Pallets said to contain
- [ ] By Driver/Pieces

**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.
APPENDIX C: Example (2) Invoice per Customer Order requiring Three (3) Separate BOL’s on an LTL Shipment

Underlying BOL for Second Customer Order

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

Date: 02/01/1999  BILL OF LADING  Page 1

**SHIP FROM**

Name: ABC Company  Bill of Lading Number: _06141411234567906_
Address: 1000 ABC Drive  (402) 061411234567906
City/State/Zip: Any City, AB, 10000

**SHIP TO**

Name: XYZ Company  Location #: __0669__
Address: 9000 XYZ Drive  SCAC: ABCD
City/State/Zip: Some City, ZY 90000
CID#:  FOB: 

**THIRD PARTY FREIGHT CHARGES BILL TO:**

Name:  Pro number: 12345678901234567890
Address:  Freight Charge Terms: (freight charges are prepaid unless marked otherwise)
City/State/Zip:  

**SPECIAL INSTRUCTIONS:** Master Bill of Lading Number: 06141411234567890  (check box)
Master Bill of Lading: with attached underlying Bills of Lading

**CUSTOMER ORDER INFORMATION**

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
<th>WEIGHT</th>
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<td>160763642</td>
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**GRAND TOTAL**

|                       | 206    | 1836   |

**CARRIER INFORMATION**

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**COMMODITY DESCRIPTION**

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

<table>
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<tr>
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**GRAND TOTAL**

|                      | 240    | 2430   |

**COD Amount:** $  
**Fee Terms:** Collect: ☐  Prepaid: ☐  Customer check acceptable: ☐

**SHIIPPER SIGNATURE / DATE**

This is to certify that the above named materials are properly classified, 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
**FREIGHT COUNTED:**  ☑  By Shipper  ☐  By Driver/pallets said to contain

**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.
**APPENDIX C: Example (2) Invoice per Customer Order requiring Three (3) Separate BOL’s on an LTL Shipment**

**Underlying BOL for Third Customer Order**

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

Date: 02/01/1999

---

**BILL OF LADING**

<table>
<thead>
<tr>
<th>BILL OF LADING Number: <em>06141411234567920</em></th>
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**SHIP FROM**

- **Name:** ABC Company
- **Address:** 1000 ABC Drive
- **City/State/Zip:** Any City, AB, 10000
- **SID#:**
- **FOB:** ☐

**SHIP TO**

- **Name:** XYZ Company
- **Address:** 9000 XYZ Drive
- **City/State/Zip:** Some City, ZY 90000
- **CID#:**
- **FOB:** ☐

**THIRD PARTY FREIGHT CHARGES BILL TO:**

**Name:**
**Address:**
**City/State/Zip:**

---

**SPECIAL INSTRUCTIONS:**  
**Master Bill of Lading Number:**  
06141411234567890

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**CUSTOMER ORDER INFORMATION**

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**GRAND TOTAL**  
882 5280

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**CARRIER INFORMATION**

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**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**

**GRAND TOTAL**  
880 5280

---

**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 freight and all other lawful charges.  

**Signature**

---

**SHIPPER SIGNATURE / DATE**

This is to certify that the above named materials are properly classified, 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

**Freight Counted:**  
☑ By Shipper  
☐ By Driver/Pallets said to contain

---

**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.

---

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### APPENDIX C: Example (3) Truckload Multiple Stop Load

**Master BOL for Two Stops**

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

**Date:** 02/01/1999  
**BILL OF LADING**  
**Page 1**

#### SHIP FROM
- **Name:** ABC Company  
- **Address:** 1000 ABC Drive  
- **City/State/Zip:** Any City, AB, 10000  
- **SID#:**  
- **FOB:**

#### SHIP TO
- **Name:** XYZ Company  
- **Address:** 9000 XYZ Drive  
- **City/State/Zip:** Some City, ZY 90000  
- **CID#:**  
- **FOB:**

#### THIRD PARTY FREIGHT CHARGES BILL TO:
- **Name:**  
- **Address:**  
- **City/State/Zip:**

**SPECIAL INSTRUCTIONS: Underlying Bill of Lading Numbers:**
- **Stop #1:** 06141411234567906; **Stop #2:** 06141411234567913  
- **“Multiple Stop Load”**  
- **Master Bill of Lading:** with attached underlying Bills of Lading

#### CUSTOMER ORDER INFORMATION
- **CUSTOMER ORDER NUMBER**  
- **# PKGS**  
- **WEIGHT**  
- **PALLET/SLIP (CIRCLE ONE)**  
- **ADDITIONAL SHIPPER INFO**

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<tbody>
<tr>
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**See Attached Underlying Bills of Lading**

#### HANDLING UNIT
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- **TYPE**  
- **QTY**  
- **TYPE**  
- **WEIGHT**  
- **H.M. (X)**

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<th>QTY</th>
<th>TYPE</th>
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**See Attached Underlying Bills of Lading**

#### COMMODITY DESCRIPTION
- **NMFC #**  
- **CLASS**

**LTL ONLY**

<table>
<thead>
<tr>
<th>NMFC #</th>
<th>CLASS</th>
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**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**

**GRAND TOTAL**

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</tr>
</thead>
<tbody>
<tr>
<td>1730</td>
<td>15881</td>
<td></td>
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</tbody>
</table>

#### CARRIER INFORMATION
- **COD Amount:** $  
- **Fee Terms:** Collect: ☐ Prepaid: ☐  
- **Customer check acceptable:** ☑

**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 to all applicable state and federal regulations.**

**NOTE** Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. *14706(c)(1)(A) and (B).*

**SHIPPER SIGNATURE / DATE**

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

- **Trailer Loaded:** ☐ By Driver/Pieces  
- **By Driver/Pallets said to contain**

**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.**

---

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APPENDIX C: Example (3) Truckload Multiple Stop Load

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

Date: 02/01/1999

BILL OF LADING

SHIP FROM

Name: ABC Company
Address: 1000 ABC Drive
City/State/Zip: Any City, AB, 10000
SID#: _____________________

FOB: ☐

SHIP TO

Name: XYZ Company
Address: 9000 XYZ Drive
City/State/Zip: Some City, ZY 90000
CID#: _____________________

FOB: ☐

THIRD PARTY FREIGHT CHARGES BILL TO:

Name: _____________________
Address: _____________________
City/State/Zip: _____________________

SPECIAL INSTRUCTIONS: Master Bill of Lading Number: 06141411234567890

STOP #1

CUSTOMER ORDER INFORMATION

CUSTOMER ORDER NUMBER: 756831012
# PKGS: 541 ctns
WEIGHT: 5673 lbs
PALLET/SLIP (CIRCLE ONE): Y N
ADDITIONAL SHIPPER INFO: 61 loose

CUSTOMER ORDER NUMBER: 75695
# PKGS: 280 ctns
WEIGHT: 2936 lbs
PALLET/SLIP (CIRCLE ONE): Y N
ADDITIONAL SHIPPER INFO: 40 loose

GRAND TOTAL: 821 ctns
WEIGHT: 8609 lbs

CARRIER INFORMATION

HANDLING UNIT: 9 pltss
PACKAGE: 720 ctns
WEIGHT: 7550
COMMODITY DESCRIPTION: Cartons of Cotton Hosiery

HANDLING UNIT: 101 ctns
PACKAGE: 1059
COMMODITY DESCRIPTION: Cartons of Cotton Hosiery

GRAND TOTAL: 110 
PACKAGE: 720
WEIGHT: 8609

WHERE THE RATE IS DEPENDENT ON VALUE, SHIPPERS ARE REQUIRED TO STATE SPECIFICALLY IN WRITING THE AGREED OR 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 ________ PER _________.

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 SHIPPER, ON REQUEST, AND TO ALL APPLICABLE STATE AND FEDERAL REGULATIONS.

THE CARRIER SHALL NOT MAKE DELIVERY OF THIS SHIPMENT WITHOUT PAYMENT OF FREIGHT AND ALL OTHER LAWFUL CHARGES.

SHIPPED SIGNATURE / DATE

This is to certify that the above named materials are properly classified, 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

FREIGHT COUNTED: ☑ BY SHIPPER ☐ BY DRIVER

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.

COD AMOUNT: $__________

FEE TERMS: COLLECT: ☐ PREPAID: ☐

CUSTOMER CHECK ACCEPTABLE: ☐

SIGNATURE: __________________________

PROPERTY SIGNATURE / DATE

44
**APPENDIX C: Example (3) Truckload Multiple Stop Load**

**Second Stop**

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

---

**BILL OF LADING**

**DATE:** 02/01/1999

**SHIP FROM**

- **Name:** ABC Company
- **Address:** 1000 ABC Drive
- **City/State/Zip:** Any City, AB, 10000
- **SID#:**
- **FOB:** 

**SHIP TO**

- **Name:** XYZ Company
- **Address:** 9000 XYZ Drive
- **City/State/Zip:** Some City, ZY 90000
- **CID#:**
- **FOB:** 

**THIRD PARTY FREIGHT CHARGES BILL TO:**

- **Name:**
- **Address:**
- **City/State/Zip:**

**SPECIAL INSTRUCTIONS:** Master Bill of Lading Number: 

**061411234567890**

**STOP #2**

**CUSTOMER ORDER INFORMATION**

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
<th>WEIGHT</th>
<th>PALLET/SLIP (CIRCLE ONE)</th>
<th>ADDITIONAL SHIPPER INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>30618762</td>
<td>144 ctns</td>
<td>5673 lbs</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>36188</td>
<td>683 ctns</td>
<td>2936 lbs</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>30061950669</td>
<td>82 ctns</td>
<td>656 lbs</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

- 821 ctns
- 8609 lbs

**CARRIER INFORMATION**

- **HANDLING UNIT**: (check box)
- **PACKAGE**: (check box)
- **COMMODITY DESCRIPTION**: Video, Tape Recording
- **LTL ONLY**: NMFC: 8

**GRAND TOTAL**

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or 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 ______________________ per__________________.*

**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 shipper, on request, and to all applicable state and federal regulations.

**SHIPPER SIGNATURE / DATE**

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

**CARRIER SIGNATURE / PICKUP DATE**

Carrier acknowledges receipt of packages and required placards. Carrier certifies that 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.

---

**CUSTOMER ORDER NUMBER**

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
<th>WEIGHT</th>
<th>PALLET/SLIP (CIRCLE ONE)</th>
<th>ADDITIONAL SHIPPER INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>30618762</td>
<td>144 ctns</td>
<td>5673 lbs</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>36188</td>
<td>683 ctns</td>
<td>2936 lbs</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>30061950669</td>
<td>82 ctns</td>
<td>656 lbs</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

- 821 ctns
- 8609 lbs

**CARRIER INFORMATION**

- **HANDLING UNIT**: (check box)
- **PACKAGE**: (check box)
- **COMMODITY DESCRIPTION**: Video, Tape Recording
- **LTL ONLY**: NMFC: 8

**GRAND TOTAL**

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or 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 ______________________ per__________________.*

**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 shipper, on request, and to all applicable state and federal regulations.

**SHIPPER SIGNATURE / DATE**

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

**CARRIER SIGNATURE / PICKUP DATE**

Carrier acknowledges receipt of packages and required placards. Carrier certifies that 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.
VICS Standard Bill Of Lading Guideline Change Request Form

TO: VICS
1009 Lenox Drive
Suite 202
Lawrenceville, NJ 08648

Email: vics@uc-council.org
FAX: 609-620-1201

From:
Name
Email:
Phone:
FAX:
Company
Address

Description Of Change Being Requested:
(Please be as precise as possible; i.e. attach examples, reference page number)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Business Justification For Requested Change:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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:**

```
<table>
<thead>
<tr>
<th>STORE #</th>
<th>CITY/STATE</th>
<th>DEPT. #</th>
<th>CUSTOMER ORDER NUMBER</th>
<th>CARTONS</th>
<th>WEIGHT</th>
<th>CUBE</th>
<th>SHIPPER REF. NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>(M)</td>
<td>(M)</td>
<td>(M)</td>
<td>(M)</td>
<td>(M)</td>
<td>(M)</td>
<td>(M)</td>
<td>(O)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

(Date: ____ (M)____

(Company Name)  

SHIPPING MANIFEST

Master / Bill of Lading #: ____ (M)____

From: ____ (M)____

________________
________________
________________

Ship To: ____ (M)____

________________
________________
________________

Carrier Name: ____ (O)____

CID #: __________ (O)____

Special Instructions: (O)
Appendix E: Shipping Manifest

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.

---

<table>
<thead>
<tr>
<th>STORE #</th>
<th>CITY/STATE</th>
<th>DEPT. #</th>
<th>CUSTOMER ORDER NUMBER</th>
<th>CARTONS</th>
<th>WEIGHT</th>
<th>CUBE</th>
<th>INVOICE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Los Angeles, CA</td>
<td>020</td>
<td>1234567-500</td>
<td>10</td>
<td>10</td>
<td>20</td>
<td>123500</td>
</tr>
<tr>
<td>002</td>
<td>Anaheim, CA</td>
<td>020</td>
<td>1234567-501</td>
<td>20</td>
<td>10</td>
<td>40</td>
<td>123501</td>
</tr>
<tr>
<td>003</td>
<td>Los Angeles, CA</td>
<td>020</td>
<td>1234567-502</td>
<td>10</td>
<td>5</td>
<td>20</td>
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<tr>
<td>004</td>
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<td>020</td>
<td>1234567-503</td>
<td>30</td>
<td>6</td>
<td>30</td>
<td>123503</td>
</tr>
<tr>
<td>005</td>
<td>Los Angeles, CA</td>
<td>020</td>
<td>1234567-504</td>
<td>10</td>
<td>10</td>
<td>20</td>
<td>123504</td>
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<tr>
<td>006</td>
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<td>020</td>
<td>1234567-505</td>
<td>10</td>
<td>2</td>
<td>20</td>
<td>123505</td>
</tr>
<tr>
<td>007</td>
<td>San Diego, CA</td>
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<td>008</td>
<td>San Diego, CA</td>
<td>020</td>
<td>1234567-507</td>
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<tr>
<td>009</td>
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<td>2</td>
<td>20</td>
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</tr>
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<td>011</td>
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<td>020</td>
<td>1234567-510</td>
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<td>020</td>
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<td>2</td>
<td>20</td>
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<td>015</td>
<td>San Francisco, CA</td>
<td>020</td>
<td>1234567-514</td>
<td>20</td>
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<td>020</td>
<td>1234567-515</td>
<td>20</td>
<td>10</td>
<td>40</td>
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<td>020</td>
<td>1234567-516</td>
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<td>020</td>
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<td>San Jose, CA</td>
<td>020</td>
<td>1234567-519</td>
<td>10</td>
<td>10</td>
<td>20</td>
<td>123519</td>
</tr>
</tbody>
</table>

Grand Totals: 750 457 1270
## Appendix E: Shipping Manifest

### 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.

<table>
<thead>
<tr>
<th>Store #</th>
<th>City/State</th>
<th>Dept. #</th>
<th>Customer Order Number</th>
<th>Cartons</th>
<th>Weight</th>
<th>Cube</th>
<th>Invoice Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Los Angeles, CA</td>
<td>020</td>
<td>1234567-500</td>
<td>10</td>
<td>10</td>
<td>20</td>
<td>123500</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Store Total:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>Anaheim, CA</td>
<td>020</td>
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<tr>
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<td></td>
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<td>Store Total:</td>
<td></td>
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<tr>
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<td>020</td>
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<td>20</td>
<td>123504</td>
</tr>
<tr>
<td></td>
<td></td>
<td>020</td>
<td>4563333-100</td>
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<td>2</td>
<td>20</td>
<td>222334</td>
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<td></td>
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<td></td>
<td>Store Total:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>005</td>
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<td>020</td>
<td>1234567-506</td>
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<td>20</td>
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<td></td>
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<td>Store Total:</td>
<td></td>
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<td></td>
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<tr>
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<td></td>
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<td>Store Total:</td>
<td></td>
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</tbody>
</table>

**Grand Totals:** 550 357 1070

---

**USA Supplier**

**Date:** 08/01/00

**Shipment 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
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.

<table>
<thead>
<tr>
<th>STORE #</th>
<th>CITY/STATE</th>
<th>DEPT. #</th>
<th>CUSTOMER ORDER NUMBER</th>
<th>CTNS</th>
<th>WGT</th>
<th>CUBE</th>
<th>BILL OF LADING NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>Glendale DC Stores</td>
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<td>1234567-500</td>
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<td>20</td>
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<tr>
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<tr>
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<td>1234567-519</td>
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</tbody>
</table>

Total 1001 DC: 150 CTNS 67 WGT 270 CUBE

Total 2001 DC: 190 CTNS 70 WGT 380 CUBE

Grand Totals: 750 CTNS 457 WGT 1270 CUBE
### TL 204 (4030) Load Tender

#### BILL OF LADING

**SHIPPING FROM**

<table>
<thead>
<tr>
<th>Name:</th>
<th>N1 01(SF), 02</th>
<th>Location#:</th>
<th>N1 04</th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
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<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>N4 01, 02, 03</td>
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<td></td>
</tr>
<tr>
<td>SID#:</td>
<td>L11 01, 02</td>
<td>FOB:</td>
<td>☐</td>
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</table>

**SHIP TO**

<table>
<thead>
<tr>
<th>Name:</th>
<th>N1 01(ST), 02</th>
<th>Location#:</th>
<th>N1 04</th>
</tr>
</thead>
<tbody>
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<td>Address:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>N401, 02, 03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SID#:</td>
<td>L1101, 02</td>
<td>FOB:</td>
<td>☐</td>
</tr>
</tbody>
</table>

**THIRD PARTY FREIGHT CHARGES BILL TO:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>N101(BT), 02</th>
<th>Location#:</th>
<th>N1 04</th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td>N301</td>
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<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>N401, 02, 03</td>
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<td></td>
</tr>
</tbody>
</table>

**SPECIAL INSTRUCTIONS:**

- G61-Contact Name and Number
- G62-Pickup/Delivery Appointments
- AT5-Special Handling
- NTE-Note/Special Description

#### CUSTOMER ORDER INFORMATION

<table>
<thead>
<tr>
<th>Customer Order Number</th>
<th># PKGS</th>
<th>Weight</th>
<th>Pallet/Slip (Circle One)</th>
<th>Additional Shipper Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>OID02</td>
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<td></td>
<td>Y</td>
<td>OID01, 03</td>
</tr>
<tr>
<td>OID05</td>
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<tr>
<td>Loop 0350</td>
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</tbody>
</table>

**GRAND TOTAL**

#### CARRIER INFORMATION

<table>
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<tr>
<th>Handling Unit</th>
<th>Package</th>
<th>Weight</th>
<th>H.M. (X)</th>
<th>Commodity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT804</td>
<td>AT803</td>
<td>L502</td>
<td></td>
<td>Note: If conveying Hazardous Materials use loop 0325</td>
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**LTL ONLY**

<table>
<thead>
<tr>
<th>NMFC #</th>
<th>Class</th>
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<tbody>
<tr>
<td>AT209</td>
<td>AT210</td>
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</table>

**RECEIVING**

**STAMP SPACE**

**GRAND TOTAL**

**COD Amount: $ ____**

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

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 to all applicable state and federal regulations.

**SHIPPER SIGNATURE / DATE**

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

**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.

**By Driver / Pallets said to contain**

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

LTL 211 (4030) Bill of Lading

BILL OF LADING

<table>
<thead>
<tr>
<th>SHIP FROM</th>
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</thead>
<tbody>
<tr>
<td>Name:</td>
<td>N1 01(SH), 02</td>
<td>LOCATION#:</td>
</tr>
<tr>
<td>Address:</td>
<td>N3 01</td>
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</tr>
<tr>
<td>City/State/Zip:</td>
<td>N4 01, 02, 03</td>
<td>Loop 0100</td>
</tr>
<tr>
<td>SID#:</td>
<td>Use BOL 03</td>
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<tr>
<td>FOB:</td>
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<table>
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<tr>
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<th></th>
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</thead>
<tbody>
<tr>
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<td>N1 01(CN), 02</td>
<td>LOCATION#:</td>
</tr>
<tr>
<td>Address:</td>
<td>N3 01</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>N4 01, 02, 03</td>
<td>Loop 0100</td>
</tr>
<tr>
<td>SID#:</td>
<td>Use OID 02</td>
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<tr>
<td>FOB:</td>
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<table>
<thead>
<tr>
<th>THIRD PARTY FREIGHT CHARGES BILL TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City/State/Zip:</td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS:
- G61-Contact Name and Number Loop 100
- G62-Delivery Appointments Table 1 Header
- AT5-Special Handling Table 1 Header

K1 - Note/Special Description Table 1 Header

CUSTOMER ORDER INFORMATION

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
<th>WEIGHT</th>
<th>PALLET/SLIP (CIRCLE ONE)</th>
<th>ADDITIONAL SHIPPER INFO</th>
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</thead>
<tbody>
<tr>
<td>OID 02</td>
<td>OID 05</td>
<td>OID 07</td>
<td>Y N</td>
<td>OID 01, 03</td>
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GRAND TOTAL

CARRIER INFORMATION

<table>
<thead>
<tr>
<th>HANDLING UNIT</th>
<th>PACKAGE</th>
<th>COMMODITY DESCRIPTION</th>
<th>LTL ONLY</th>
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</thead>
<tbody>
<tr>
<td>QTY</td>
<td>TYPE</td>
<td>QTY</td>
<td>TYPE</td>
</tr>
<tr>
<td>AT201</td>
<td>AT202</td>
<td>AT206</td>
<td>AT207</td>
</tr>
</tbody>
</table>

Note: If conveying Hazardous Materials use loop 0231

RECEIVING STAMP SPACE

GRAND TOTAL

COD Amount: $___________

Shipper Signature

If these boxes checked use AT502 (C1, C2, L1)
Appendix F: VICS BOL Mapping To The Carrier EDI 204, 211, 214 and 210

### TL 214 (4030) Shipment Status

**SHIP FROM**

<table>
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<th>Name</th>
<th>N101(SF), 02</th>
<th>LOCATION#: N104</th>
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<tbody>
<tr>
<td>Address</td>
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<td></td>
</tr>
<tr>
<td>City/State/Zip</td>
<td>N401, 02, 03</td>
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</tr>
<tr>
<td>SID#</td>
<td>L1101, 02</td>
<td></td>
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</table>

**SHIP TO**

<table>
<thead>
<tr>
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<th>LOCATION#: N104</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
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</tr>
<tr>
<td>City/State/Zip</td>
<td>N401, 02, 03</td>
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</tr>
<tr>
<td>SID#</td>
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</table>

**THIRD PARTY FREIGHT CHARGES BILL TO:**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
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<td>Address</td>
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<td></td>
</tr>
<tr>
<td>City/State/Zip</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPECIAL INSTRUCTIONS:**

- Master Bill of Lading: with attached underlying Bills of Lading.

**BILL OF LADING**

**Bill of Lading Number:** B1002

**CARRIER NAME:**

- Trailer number: MS201,02,03
- Seal number(s): SCAC: B1003
- Pro number: B1001

**Freight Charge Terms:**

- Prepaid: __________  Collect: __________  3rd Party: __________

  (check box)

**CUSTOMER ORDER INFORMATION**

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
<th>WEIGHT</th>
<th>PALLET/SLIP (CIRCLE ONE)</th>
<th>ADDITIONAL SHIPPER INFO</th>
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<tr>
<td>OID05</td>
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<tr>
<td>OID07</td>
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<td></td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

**CARRIER INFORMATION**

<table>
<thead>
<tr>
<th>HANDLING UNIT</th>
<th>QTY</th>
<th>TYPE</th>
<th>WEIGHT</th>
<th>QTY</th>
<th>TYPE</th>
<th>H.M. (X)</th>
<th>COMMODITY DESCRIPTION</th>
<th>LTL ONLY</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>AT804</td>
<td>AT803</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NMFC #</td>
</tr>
</tbody>
</table>

**COMMODITIES REQUIRING SPECIAL OR ADDITIONAL CARE OR ATTENTION IN HANDLING OR STOWING**

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.

**RECEIVING STAMP SPACE**

**COD Amount:** $________

**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).

**SHIPPER SIGNATURE / DATE**

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

**Freight Counted:**

- ☐ By Driver/Pallets said to contain
- ☐ By Driver/Pieces

**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.

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

Name: N102
Address: N301
City/State/Zip: N401, N402, N403
SID#: N901, N902 or B303

FOB: □

Bill of Lading Number: N901=MB, N902 or B303

B303 = A unique Shipment Identification Number must be assigned that identifies the entire shipment.

CARRIER NAME:

Name: N102
Address: N301
City/State/Zip: N401, N402, N403
SID#: N901, N902

FOB: □

CARRIER INFORMATION

HANDLING UNIT

PACKAGE

COMMODITY DESCRIPTION

LTL ONLY

QTY TYPE QTY TYPE WEIGHT H.M. (X) NMFC # CLASS

L008 L009 L004 L502

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.

RECEIVING STAMP SPACE

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

SIGNATURE

NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. • 14706(c)(1)(A) and (B).