



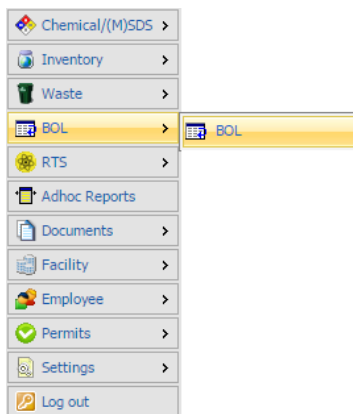
INTRODUCTION

Chemical Safety Bill of Lading Software (BOL) has been designed and created for companies that produce and sell hazardous materials. It is a useful tool covering the process of billing customers, providing them with the necessary documents and updating them when any relevant documents have been changed or revised. Most BOL implementations will include an interface with a purchasing system. In that case, the BOL will be generated automatically. A new BOL can always be generated from within the program.

BILL OF LADING PROGRAM USAGE

Open the BOL Form

A BOL form opens when you click on BOL drop down menu on the EMS toolbar and select BOL option.



Find A BOL

Upon selection, the system will load the find form, from where you can search through your BOL records, using any – or none - of the available criteria.

Each field corresponds to a respective field on a BOL form.

View of the most common Find Criteria

Equal	Search for all records for which the field has data equal to the data in the search field.
Contains	Search for all records for which the field contains the data entered in the search field
Not Begin	Search for all records for which the field has data that does NOT begin with the data in the search field
Not Equal	Search for all records for which the field has data NOT equal to the data in the search field
Not Contains	Search for all records for which the field does NOT contain the data entered in the search field
Equal-Greater	Search for all records for which the field has data equal to or greater than the data in the search field
Equal-or-Less	Search for all records for which the field has data equal to or less than the data in the search field
Blank	Search for all records for which no data exists in this field
Not Blank	Search for all records for which any data exists in this search field
Range	Search for all records for which the field has data within the range of the data in the search field

Finding a New BOL from an Interface

To find a New order for a Bill of Lading and shipment, simply select 'New'.

After you are ready with the find criteria selection, click the SEARCH button.

Search

Lading Number: Begins with

User ID: Begins with

BOL Status: Begins with

Ship-To: Begins with ...

Ship Date: Equals

Ship From: Begins with ...

Transporter: Begins with ...

Interface Validation: All

New Orders: All

Product Name: Begins with

Search

Alternatively, you can search through all your records, by clicking the search button without having any of the criteria selected.

The results of the search will show at your boundary.

2 records									
LADING NUMBER	SO NUMBER	BOL STATUS	LADING TYPE	SHIP-TO	SHIP-FROM	TRANSPORTER	LOCATION	EMERGENCY #	VEHICLE/WAYBILL
40219			HIGHWAY	ABC CUSTOMER	DPT DISTRIBUTIO...	CHEMICAL SAFETY		800500600	>
40223		INCOMPLETE	AIR	CHEM SAFE EURO...	DPT MAIN MANUF...	CHEMICAL SAFETY			>

Click on the record you wish to select (the selected record, is the red one) and then click the button or double click on the selected record to open it at the BOL form.

How to create a new BOL record.

To add a new Bill of Lading while you are at the find form, click the ADD button of the top-right menu

Add Search Reset Help

Search

Lading Number: Begins with

User ID: Begins with

BOL Status: Begins with

Ship-To: Begins with ...

Ship Date: Equals

Ship From: Begins with ...

Transporter: Begins with ...

Interface Validation: All

New Orders: All

Product Name: Begins with

Search

From the boundary view, you can click the Add button from the top-right menu

New Search **Add** Tools Help

Add

Search

Lading Number: Begins with

User ID: Begins with

BOL Status: Begins with

Ship-To: Begins with ...

Ship Date: Equals

Ship From: Begins with ...

Transporter: Begins with ...


Interface Validation: All

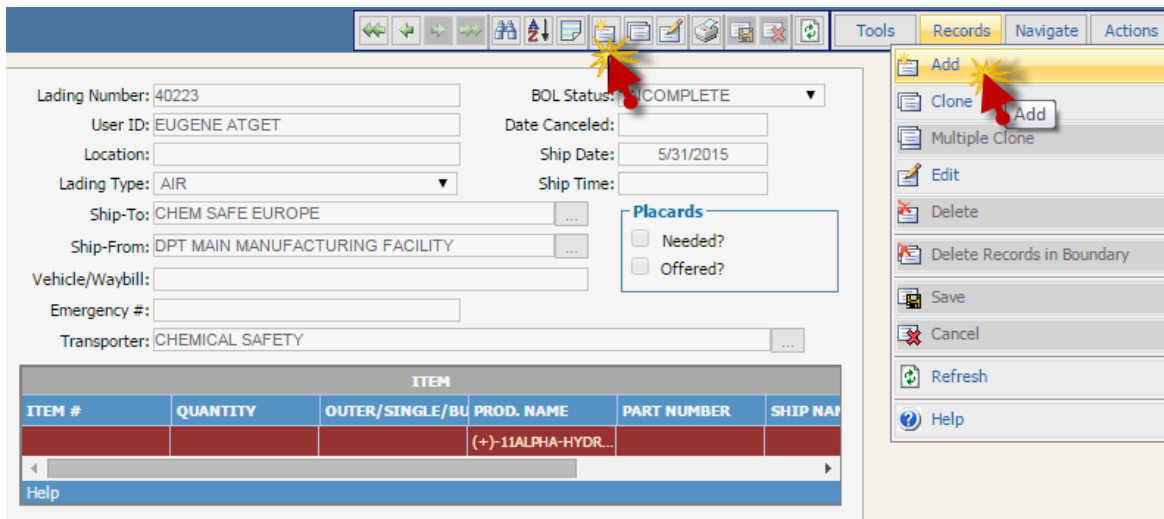
New Orders: All

Product Name: Begins with

Search

2 records									
LADING NUMBER	SO NUMBER	BOL STATUS	LADING TYPE	SHIP-TO	SHIP-FROM	TRANSPORTER	LOCATION	EMERGENCY #	VEHICLE/WAYBILL
40219			HIGHWAY	ABC CUSTOMER	DPT DISTRIBUTIO...	CHEMICAL SAFETY		800500600	>
40223		INCOMPLETE	AIR	CHEM SAFE EURO...	DPT MAIN MANUF...	CHEMICAL SAFETY			>

If you have selected a record and have the BOL screen open, the ADD option is available at the top right menu under the RECORDS menu, click to open and choose Add. Alternatively you can click at the  add option of the quick menu.



The screenshot shows the BOL screen with various input fields and a table. The 'Add' option is highlighted in the top right menu under the 'Records' tab. A red arrow points to the 'Add' button in the menu.

Input fields include:

- Lading Number: 40223
- User ID: EUGENE ATGET
- Location:
- Lading Type: AIR
- Ship-To: CHEM SAFE EUROPE
- Ship-From: DPT MAIN MANUFACTURING FACILITY
- Vehicle/Waybill:
- Emergency #:
- Transporter: CHEMICAL SAFETY
- BOL Status: COMPLETE
- Date Canceled:
- Ship Date: 5/31/2015
- Ship Time:

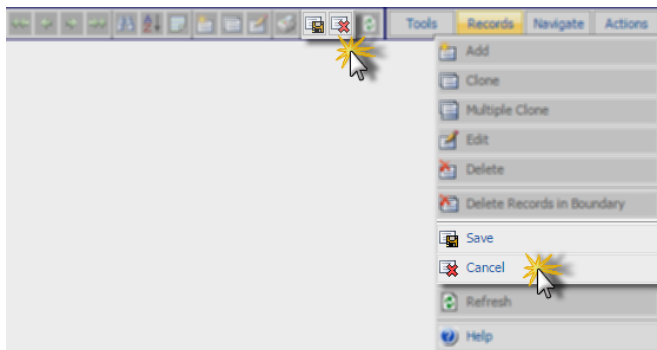
Placards section:

- ☐ Needed?
- ☐ Offered?

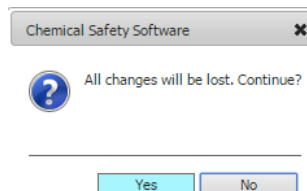
ITEM #	QUANTITY	OUTER/SINGLE/BU	PROD. NAME	PART NUMBER	SHIP NAME
			(+)-11ALPHA-HYDR...		

Help

Enter the information you want. After finished, click Save to save your record or Cancel to discard the information.



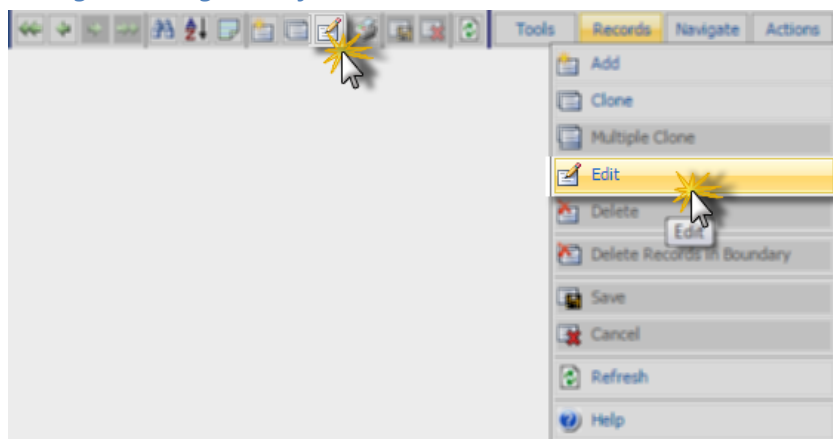
The screenshot shows the 'Save' and 'Cancel' options in the top right menu. A red arrow points to the 'Cancel' button in the menu.



The dialog box asks: "All changes will be lost. Continue?" with 'Yes' and 'No' buttons.

On Cancel you will be asked to confirm the discard of the information.

Editing or Adding BOL Information



To edit a record, you can choose the edit button either from the quick menu or the Records menu.

A screenshot of the BOL form. The form contains several input fields: Lading Number (40224), User ID (EUGENE ATGET), Location, Lading Type (dropdown), Ship-To, Ship-From, Vehicle/Waybill, Emergency #, and Transporter. There are also fields for BOL Status (dropdown), Date Canceled, Ship Date, and Ship Time. A 'Placards' section has two checkboxes: 'Needed?' and 'Offered?'. Below these fields is a table with the following columns: ITEM #, QUANTITY, OUTER/SINGLE/BU, PROD. NAME, PART NUMBER, and SHIP NAME. The table is currently empty, and a message 'No records found.' is displayed. A 'Help' button is located at the bottom left of the table area.

The top portion of the BOL form fills in the information to print on the BOL. Where appropriate, there are open fields, non-user-editable fields, and pop-ups to applicable reference tables.

A brief overview of the basic BOL fields:

Lading Number: A non-user-editable machine generated unique number.

User ID: A non-user-editable field generated by the user's login

BOL Status: Completed, Incomplete or Cancelled

Ship Date / Date Cancelled: Chose from Calendar.

Ship Time: Adjust the hands of the clock to record a ship time.

Location: This open field allows you to specifically note the shipping location in the facility. Note that this is not the 'Ship From' facility.

Lading Type: Highway or Air.

Ship To: Pick from the customer table. The address will print as it appears on this table.

Ship From: Pick the physical location you are shipping from. The address will print as it appears on this table.

Vehicle/Waybill: The Vehicle or Waybill #

Emergency Number: the Emergency response phone number.

Transporter: Pick the Transporter Company from this table.

Doc Number: The order number, non-user-editable.

View or Edit An Item On the Item List

When you want to view the information about a specific item of the item list, highlight it and right click on it. Select **View** option. To edit an item on the item list, highlight it, and right click on it. Select **Edit** option. The packaging information window that opens up has now all fields active. To edit the name of the product, simply click on the pop up box on the bottom of the window.

The screenshot shows a web application interface for managing items. At the top, there are several input fields: Lading Number (40223), User ID (EUGENE ATGET), Location, Lading Type (AIR), Ship-To (CHEM SAFE EUROPE), Ship-From (DPT MAIN MANUFACTURING FACILITY), Vehicle/Waybill, Emergency #, and Transporter (CHEMICAL SAFETY). To the right, there are dropdowns for BOL Status (INCOMPLETE) and Date Canceled, and text boxes for Ship Date (5/31/2015) and Ship Time. Below these fields is a table with columns: ITEM #, QUANTITY, OUTER, ID, NAME, PART NUMBER, and SHIP NAME. A red box highlights the 'Right Click' action on the table, and a context menu is shown with options: View, Add, Edit, and Delete. A 'Placards' section on the right has checkboxes for 'Needed?' and 'Offered?'.

The new window that pops up has two parts; the first contains information about the chemical characterization of the product, it's hazard class, MSDS number and the labels it requires for packaging, transportation and use. The second part contains information about packaging type, type of containers the product will be shipped into, and the Net and Gross weight of the specific shipment etc.

The screenshot shows a 'Packaging Information' window. It contains several input fields: Name ((+)-11ALPHA-HYDROXYPROGESTERONE), Part No., Manufacturer (ARK PHARM), Supplier, Hazard Class, DOT ID, Packing Grp, MSDS/SDS Number (2088746), Labels Required, Shipping Name, BOL Item Barcode, Line Item Number, and Item NO (112605). Below these fields is a 'Combination' section with two sub-sections: 'Inner Container' and 'Outer Container'. Each sub-section has fields for Class, Description, and Quantity. At the bottom, there are fields for Net Pounds and Gross Pounds, and a 'Close' button.

If an Item has an SDS assigned, this will be available to View/Print from your screen

ITEM					
LINE NO.	ITEM #	PROD. NAME	NET	GROSS	(M)SDS
	9543401	Glass Plus Glass Clea...	0	0	(M)SDS
1	112500	ACETONE			(M)SDS
Help					

Simply click the

(M)SDS button. From the screen that will load, you have the ability to print the (M)SDS or view the available labels

(M)SDS

View MSDS/SDS

English

1

GHS

BASIC INFORMATIONFR

View Label / Hazard / PPE Data

View Shipping Info

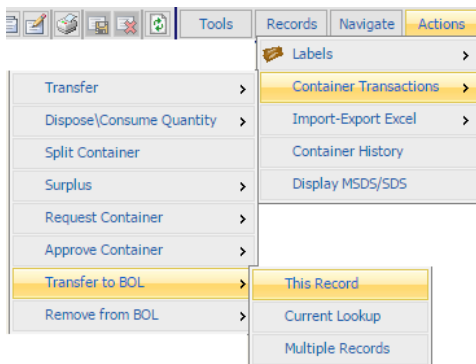
HTTP MSDS/SDS Reference:

Add a BOL Item

To create a BOL Item record you can either execute an action from your container screen in order to assign a BOL record to your container, or you can add a new item directly from the BOL screen.

Container action – Transfer to BOL

Load the container you want to transfer to a BOL and go to the Actions menu, from the top right point of your screen. Choose Actions > Container Transactions > Transfer to BOL



you can choose to transfer a single container, all the records showing at your boundary or choose multiple records from your boundary.

Transfer to BOL

BOL:

Ok

Cancel

_____ Type the BOL number, or choose it from the popup. Click OK to confirm or Cancel to aboard the action.

Note: From the same menu you can remove a container from a BOL item. Go to the Actions menu, Click on Container Transactions, Remove from BOL.

ADD an Item

The screenshot shows a BOL form with various input fields and a table. A right-click context menu is open over the table, showing options: View, Add, Edit, and Delete. A red callout bubble points to the table with the text "Right Click".

Form fields include:

- Lading Number: 40223
- User ID: EUGENE ATGET
- Location:
- Lading Type: AIR
- Ship-To: CHEM SAFE EUROPE
- Ship-From: DPT MAIN MANUFACTURING FACILITY
- Vehicle/Waybill:
- Emergency #:
- Transporter: CHEMICAL SAFETY
- BOL Status: INCOMPLETE
- Date Canceled:
- Ship Date: 5/31/2015
- Ship Time:

Placards section:

- ☐ Needed?
- ☐ Offered?

ITEM #	QUANTITY	OUTER	NAME	PART NUMBER	SHIP NAME
(+)-11ALPHA-11000					

Help

Right click in the item section and select **Add**. A new BOL item window will display.

The screenshot shows the 'Packaging Information' window with various input fields and sections.

Form fields include:

- Name:
- Part No.:
- Manufacturer:
- Supplier:
- Hazard Class:
- DOT ID:
- Packing Grp:
- MSDS/SDS Number:
- Labels Required:
- Shipping Name:
- BOL Item Barcode:
- Line Item Number:
- Item NO: 112607
- Type: Combination

Combination section:

- Inner Container**
 - Class:
 - Description:
 - Quantity:
- Outer Container**
 - Class:
 - Description:
 - Quantity:

Net Pounds:

Gross Pounds:

Save Cancel



The MSDS module provides the ability to keep part number records for every substance. The part number information you have entered at the MSDS screen will be automatically populated at your BOL-Item screen provided you choose a part number from your popup

The screenshot shows the MSDS module interface for 'ACETONE' by 'SIGMA ALDRICH'. The 'PART NUMBER' section is highlighted, showing a table with columns: ChemIDP, Description, Quantity, B.O.L., In. Desc., In. Unit, In. Type, and Out. SI. The table contains one record: 5000, ACETONE, 10.00, SINGLE, CONT. DESC, KILOGRAMS, and 200. Below the table, there are tabs for Synonym, Project, Facility, Regulation, Part No./Loc., Green Chemical, and PPE. The 'Part No./Loc.' tab is selected, showing 'No records found'.

Click on the partnumber popup, choose a record by typing the ID you wish or choose it from the popup

The screenshot shows the 'Packaging Information' popup window. It contains fields for Name, Manufacturer, Hazard Class, MSDS/SDS Number, Shipping Name, BOL Item Barcode, Line Item Number, Part No., Supplier, DOT ID, Labels Required, Item NO, and Type. A 'Combination' section is expanded, showing 'Inner Container' and 'Outer Container' details. The 'Part No.' field is populated with '5', and the 'Supplier' field is populated with 'SIGMA ALDRICH'. The 'Item NO' field is populated with '112693'. The 'Type' dropdown is set to 'Combination'. The 'Inner Container' section shows 'Class', 'Description', and 'No. of Containers' fields. The 'Outer Container' section shows 'Class', 'Description', and 'No. of Containers' fields. The 'Net Pounds' and 'Gross Pounds' fields are also present. The 'Save' and 'Cancel' buttons are at the bottom.

The system will populate all available information of the part number, like shipping description, MSDS and container information as stored in MSDS module, part number information sector.

Packaging Information

Name: ACETONE Part No.: 5000
 Manufacturer: SIGMA ALDRICH Supplier: SIGMA ALDRICH
 Hazard Class: DOT ID: Packing Grp:
 MSDS/SDS Number: 814332 Labels Required:
 Shipping Name:
 BOL Item Barcode:
 Line Item Number: Item NO: 112691
 Type: Combination

Combination

Inner Container
 Class: BOX
 Description: CONT. DESC
 No. of Containers:

Outer Container
 Class:
 Description: OUTER
 No. of Containers:
 Net Pounds:
 Gross Pounds:

Save Cancel

You can choose between 3 types of shipment. Combination, Single, or Bulk shipments

Packaging Information

Name: ACETONE Part No.: 20145
 Manufacturer: SIGMA ALDRICH Supplier: SIGMA ALDRICH
 Hazard Class: DOT ID: Packing Grp:
 MSDS/SDS Number: 814332 Labels Required:
 Shipping Name:
 BOL Item Barcode:
 Line Item Number: Item NO: 112689
 Type: Combination
 Combination
 Single
 Bulk

Combination

Inner Container
 Class: BOX
 Description: CONT. DESC
 No. of Containers:

Outer Container
 Class:
 Description: OUTER
 No. of Containers:
 Net Pounds:
 Gross Pounds:

Save Cancel

Combination is consisted of two sectors, Inner Outer Container. Information on both Inner containers, (smaller containers as part of a bigger-outer package) and Outer containers (exterior package) will be entered here and will show on your screen.

Single and Bulk are both consisted of information of the weight and the descriptions of a single package.

Modify Container Information for Cases (Combination and Outer Containers)

Select a Combination Container Class

Lading Number: 40223 BOL Status: INCOMPLETE
User ID: EUGENE ATGET Date Canceled:
Location: Ship Date: 5/31/2015
Lading Type: AIR Ship Time:
Ship-To: CHEM SAFE EUROPE
Ship-From: DPT MAIN MANUFACTURING FACILITY
Vehicle/Waybill:
Emergency #:
Transporter: CH

Placards
☐ Needed?
☐ Offered?

Item #

Help

Packaging Information

Name: (+)-11ALPHA-HYDROXYPROGESTERONE Part No.:
Manufacturer: ARK PHARM Supplier:
Hazard Class: DOT ID: Packing Grp:
MSDS/SDS Number: 2088746 Labels Required:
Shipping Name:
BOL Item Barcode:
Line Item Number: Item NO: 112605
Type: Combination

Combination

Inner Container

Class:
Description:
Quantity:

Outer Container

Class:
Description:
Quantity:

Net Pounds:
Gross Pounds:

Save Cancel

At the Inner Container popup,

Combination

Inner Container

Class:
Description:
Quantity:

Select a specific container

Line Item Number: Item NO: 112605
Type: Combination

Combination

Inner Container

Class:

PLEASE SELECT CT-CONTAINER

89 records

Cont. Desc.	FR Desc.	Size	Unit	Type	Class	Pressure
1 LITER BOTTLE	1 LITER BOTTLE	1	LITERS	COMBINATION	BOTTLE GL...	
10 LITER BOX		10	LITERS	OUTER		
100 GAL DRUM	100 GAL DRUM	100	GALLONS	SINGLE	DRUM STEEL	1
100-LITERS-DEW...		100	LITERS	COMBINATION		
100-ML-BOTTLE		100	ML	COMBINATION		
10-LITERS-NOW...		10	LITERS	COMBINATION		
10-POUNDS-BAG		10	POUNDS	COMBINATION		
120-CUFT-CYLIN...		120	CUFT	COMBINATION		

Ship a Single Container from the pop-up table: for single and bulk containers, chose the appropriate selection.

Packaging Information

Name: (+)-11ALPHA-HYDROXYPROGESTERONE Part No.:
 Manufacturer: ARK PHARM Supplier:
 Hazard Class: DOT ID: Packing Grp:
 MSDS/SDS Number: 2088746 Labels Required:
 Shipping Name:
 BOL Item Barcode:
 Line Item Number: Item NO: 112605

Type: Combination
 Combination
 Single
 Bulk

Inner Container
 Class: BOTTLE GLASS
 Description: 1 LITER BOTTLE
 Quantity: 10

Outer Container
 Class:
 Description:
 Quantity:

Net Pounds:
 Gross Pounds:

Save Cancel

Recalculate Function

The recalculate function is available from your Items menu. Right Click on the Item for which you want to perform the recalculation and choose the recalculate option

Ship-To:
 Ship-From:
 Vehicle/Waybill:
 Emergency #:
 Transporter:

Placards
☐ Needed?
☐ Offered?

ANTITY	OUTER/SINGLE/BUL	PROD. NAME	PART NUMBER	SHIP NAME	NET
	SINGLE	ACETONE	5000		0

Help

View
 Add
 Edit
 Delete
 Recalculate

Each time you save a BOL ITEM the system performs a recalculation on NET and GROSS Pounds, based on quantity changes that may have been applied at your records.

Packaging Information

Name: ACETONE Part No.:
 Manufacturer: SIGMA ALDRICH Supplier: SIGMA ALDRICH
 Hazard Class: DOT ID: Packing Grp:
 MSDS/SDS Number: 314332 Labels Required:
 Shipping Name:
 BOL Item Barcode:
 Line Item Number: Item NO: 112607

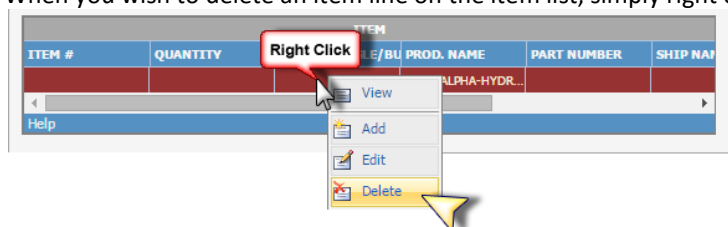
Type: Bulk

Bulk
☐ Contains Residue Only
 Total Weight:
 Tare Weight:
 Net Weight:
 Percent Full:
 Container Size:

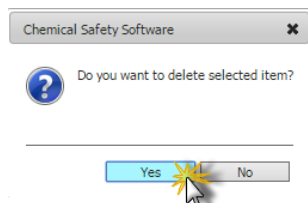
Outer Container
 Class:
 Description:
 Quantity:
 Net Pounds:

Delete An Item On The Item List

When you wish to delete an item line on the item list, simply right click on the list and select Delete.



You will need to confirm any deletion:



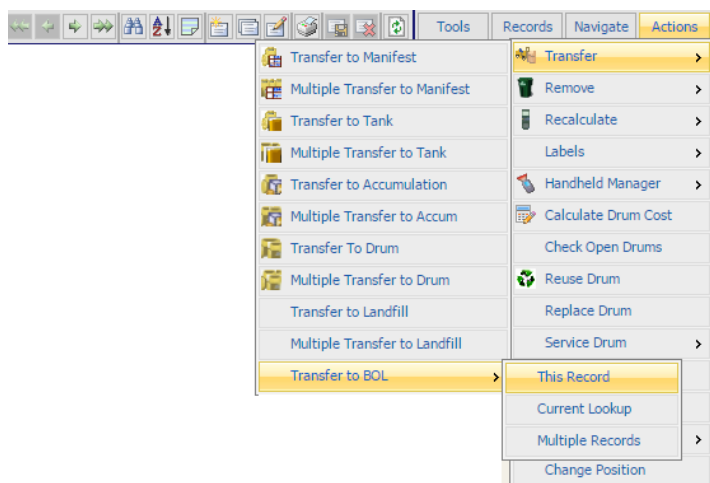
BOL for Waste Drums

Waste module users may also assign waste containers (Drums) to a BOL.

Transfer Drums to a BOL

Similar to Container module, to transfer drum records to a BOL you can go to the Actions menu, choose

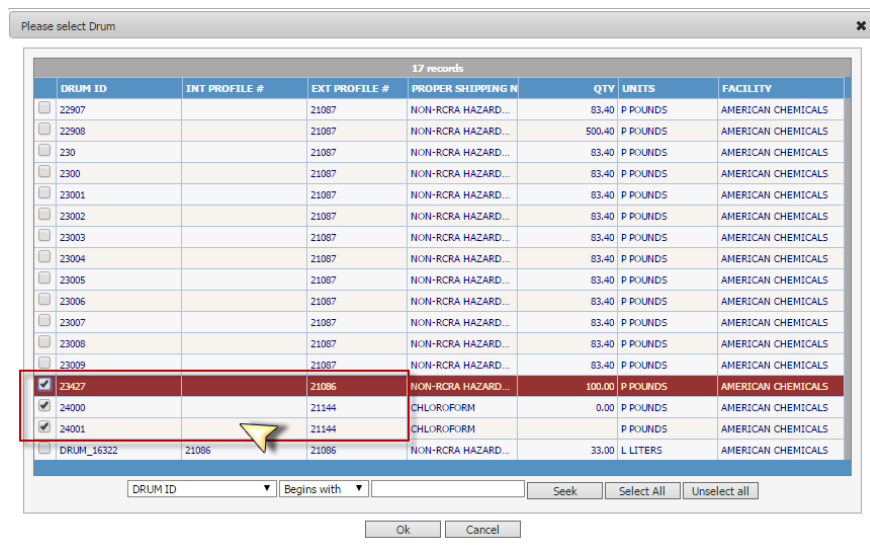
Transfer> Transfer to BOL> This record / current lookup / multiple records



- This record , will transfer only the current item showing at the Drum form to the BOL of your choice
- Current lookup, will transfer the set of records loaded at your current boundary.
- Multiple records will allow you to transfer multiple records, from any record of your Drum module.

Each drum will be categorized by its waste profile and every drum that has been assigned to a BOL will be grouped based on the waste profile.

Per example if we choose to transfer to BOL records 24000, 24001 and 23427



Items 24000 and 24001 that are characterized by the same profile will be grouped and the BOL record will contain 2 Bol Items. One single item created by record 23427 and one combination item created by records 24000, 24001

Drums are characterized by waste profiles that contain the GHS information, hazardous categorization etc, and may carrying along the (M)SDS files and hazard labels.

Profile: 21144 Description: CHLORO FORM WASTE PRODUCTS

Page 1 Page 2 Page 3 Page 4 Page 5

Exemptions: Territory: Storage Code: Prop 65 TSD: Approval Date: Re-certification Date: Flag Date: Letter Sent:

Pickup Facility: AM CHEMICALS AMERICAN CHEMICALS Internal Inactive

Lbs/Ft3: Project: Ship. Freq.: Status: Chem Com.: NAICS #: MSDS #: 820001

Shipping Description

PSN: NOS: Labels: DOT Haz Class: UN #: LDR Condition: RQ EPA Codes: UHC: RQ: EPA Sub: EPA Codes: State Codes: Packing Grp: ERG: RQ:

Composition Metals Related Profiles Files

Composition	Min	Max	Average	CAS	EPA Codes	UHC	Section
No records found.							

Help

If a Drum has an SDS assigned (this information comes from the Waste Profile module), it will be available to View/Print from your screen

Lading Number: K0004 BCL Status: User ID: EUGENE ATGET Date Cancelled: Location: Ship Date: Lading Type: AIR Ship Time: Ship To: OPT DISTRIBUTION CENTER Ship From: OPT WASH MANUFACTURING FACIL Vehicle/Trailer: 300PCP Emergency #: 800-555-222 Transporter: AIR LIQUIDE AMERICA CORP

Hazards

Needed? Offered?

1	100%	SULFUR HEXAFLUORIDE	US 75	US 75	(M)SDS
2	20%	ACETYLENE	US 75	US 75	(M)SDS

Help

Simply click the (M)SDS button. From the screen that will load, you have the ability to print the (M)SDS or view the

available hazard labels for printing.

(M)SDS

English 1 GHS BASIC INFORMATIONFR View MSDS/SDS View Label / Hazard / PPE Data View Shipping Info

HTTP MSDS/SDS Reference:

When you print a BOL note that for any items transferred from a drum the shipping name is created from the drum's profile information (such as RQ, EPA, codes etc) . The forming of the shipping name created from the profile is controlled from the system settings.

For those items that are not transferred from a drum, the shipping name is created from the MSDS information.

