Chemical Safety Software
www.chemicalsafety.com

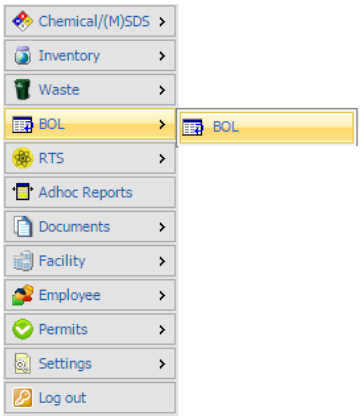
INTRODUCTION

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

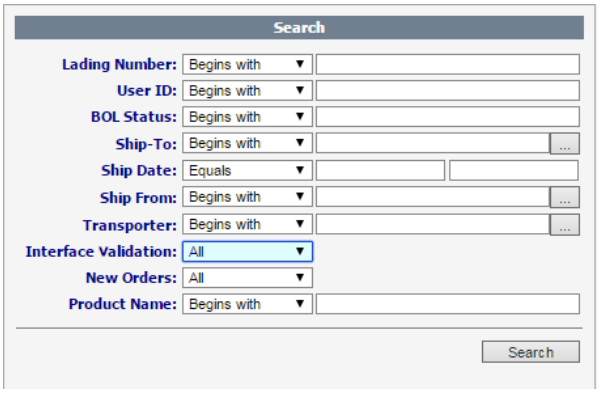
Upon selection, the system will load the find form, from where you can search through your BOL records, using any – or none - of the available criteria.

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

© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved

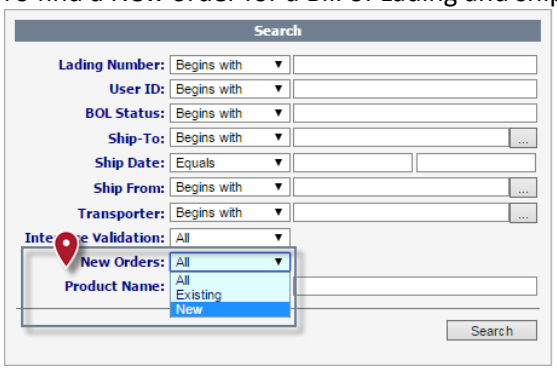
View of the most common Find Criteria

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



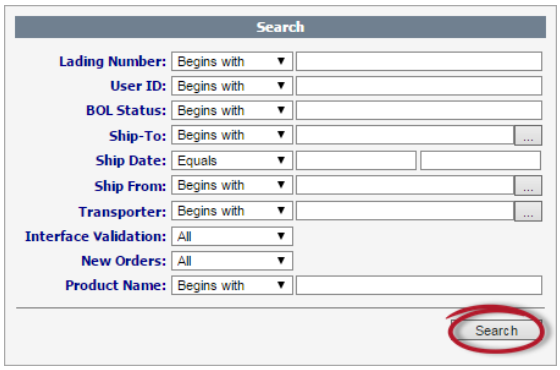
Finding a New BOL from an Interface

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



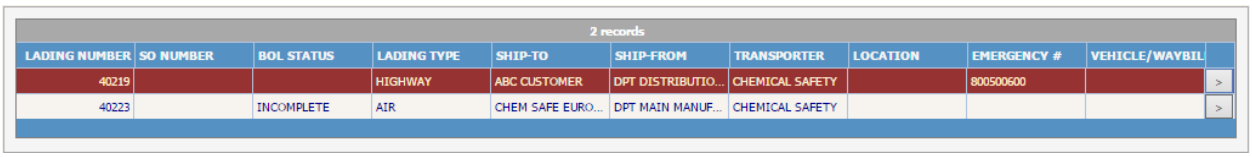
After you are ready with the find criteria selection, click the SEARCH button.

© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved



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

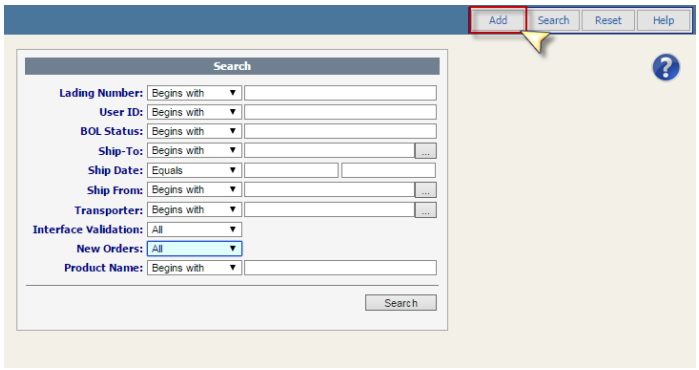
The results of the search will show at your boundary.



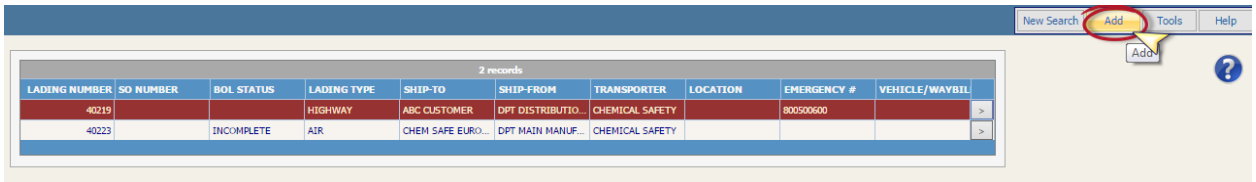
Click on the record you wish to select (the selected record, is the red one) and then click the > button or double click on the selected record to open it at the BOL form.

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

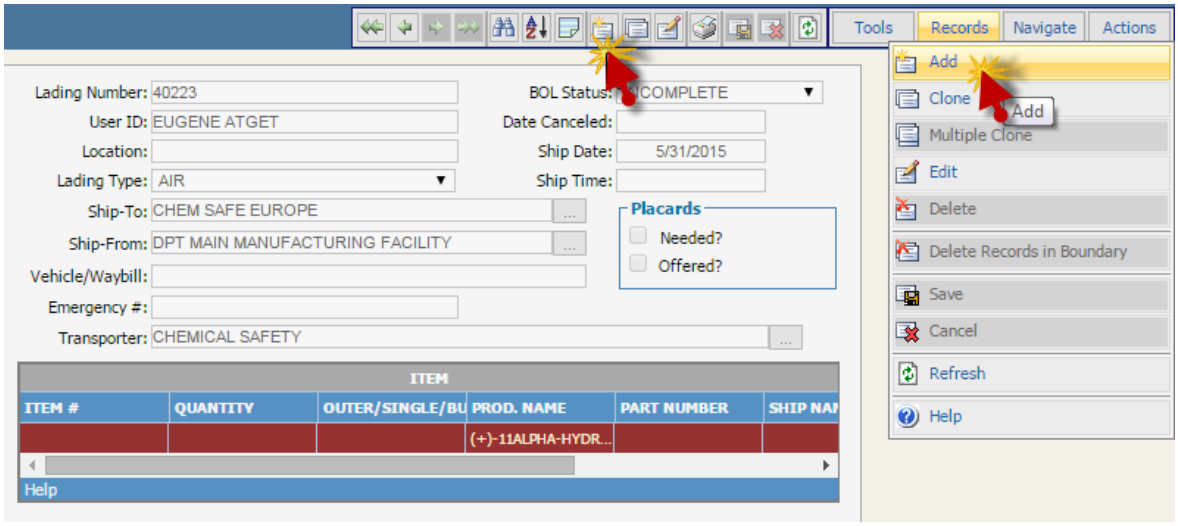


From the boundary view, you can click the Add button from the top-right menu

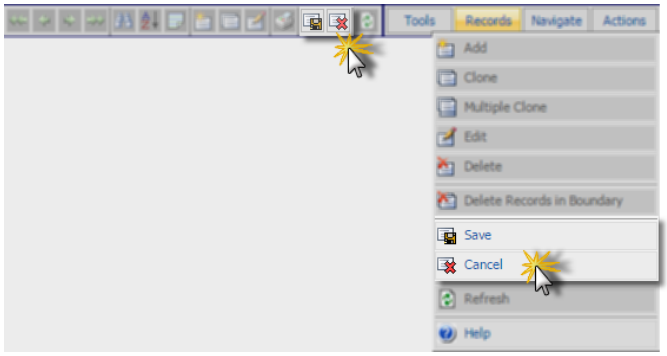


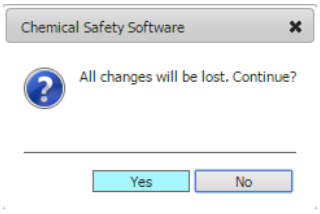
© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved

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.



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

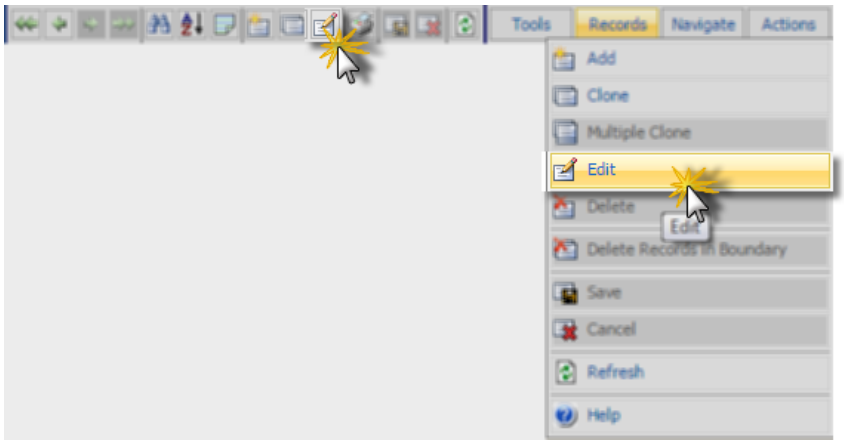




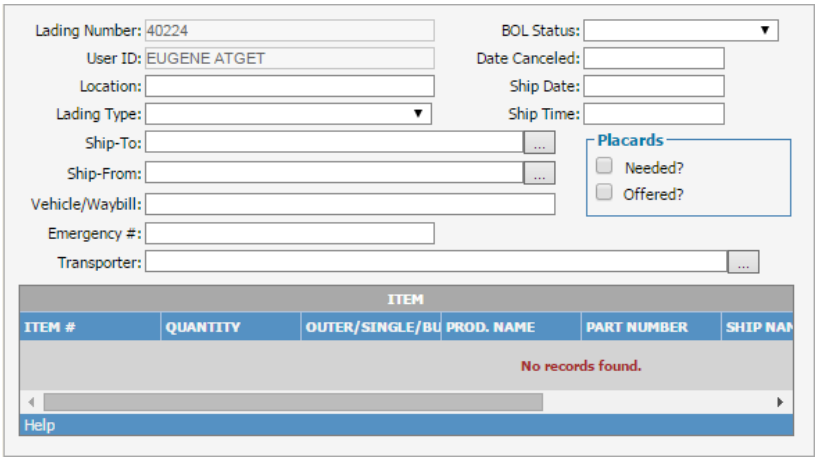
On Cancel you will be asked to confirm the discard of the information

© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved

Editing or Adding BOL Information



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



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.

© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved

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.

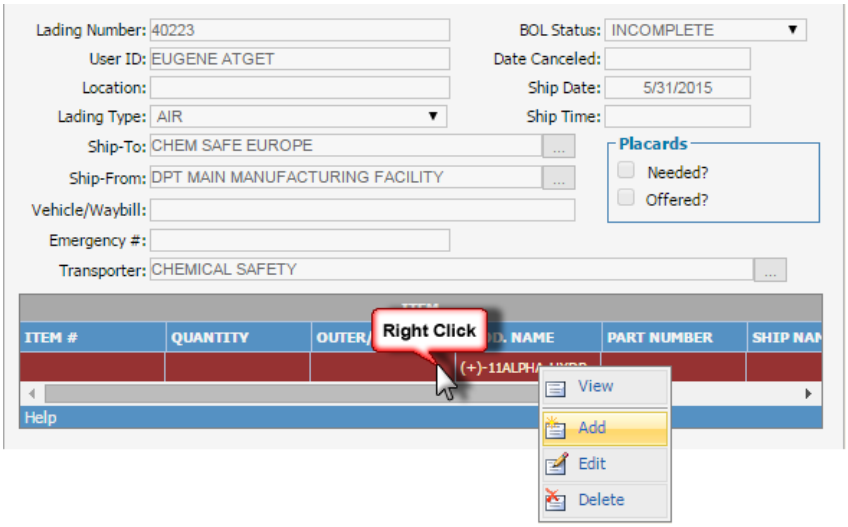
Transporter: Pick the Transporter Company from this table.

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

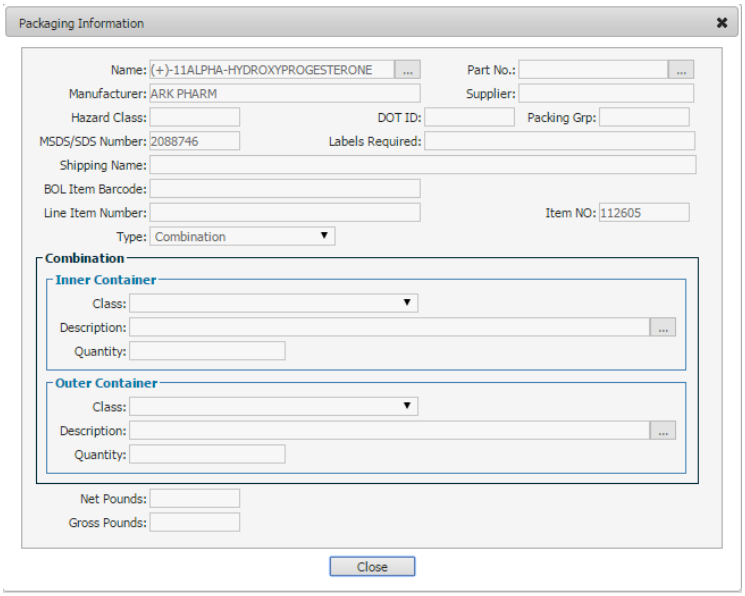
© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved

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.

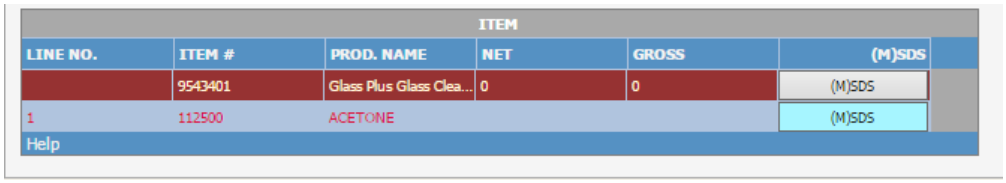


The new window that pops up has two parts; the first contains information about the chemical characterization of the product, it's hazard class, MSDS number and the labels it requires for packaging, transportation and use. The second part contains information about packaging type, type of containers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

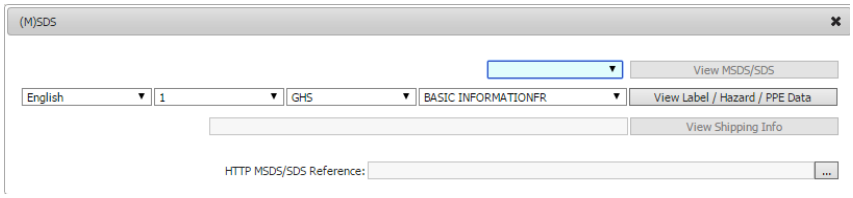


© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved

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



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

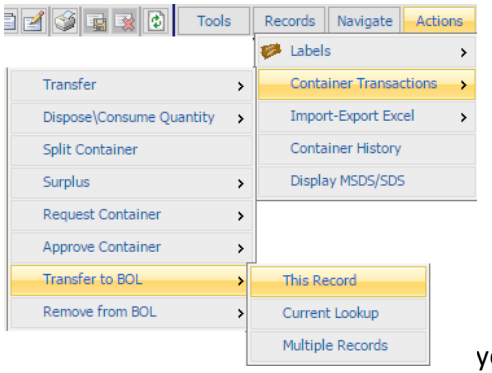


Add a BOL Item

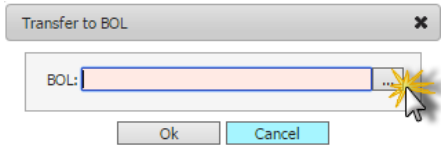
To create a BOL Item record you can either execute an action from your container screen in order to assign a BOL record to your container, or you can add a new item directly from the BOL screen.

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.

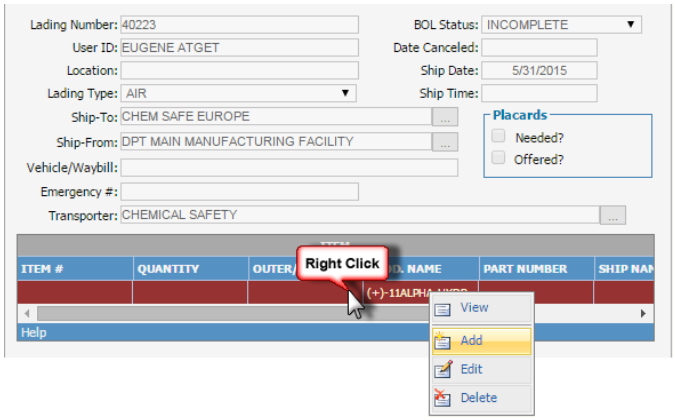


Type the BOL number, or choose it from the popup. Click OK to confirm or Cancel to aboard the action.

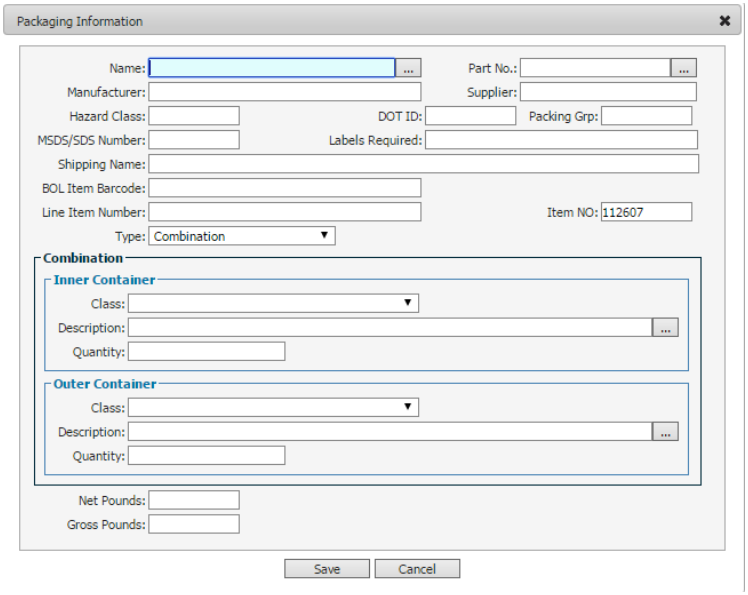
Note: From the same menu you can remove a container from a BOL item. Go to the Actions menu, Click on Container Transactions, Remove from BOL.

© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved

ADD an Item

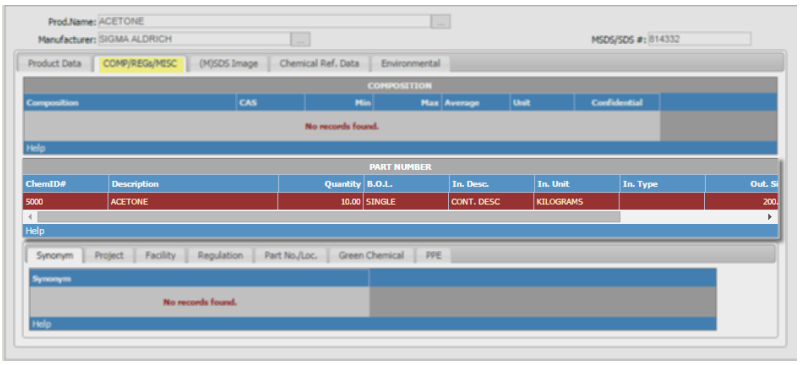


Right click in the item section and select **Add**. A new BOL item window will display.

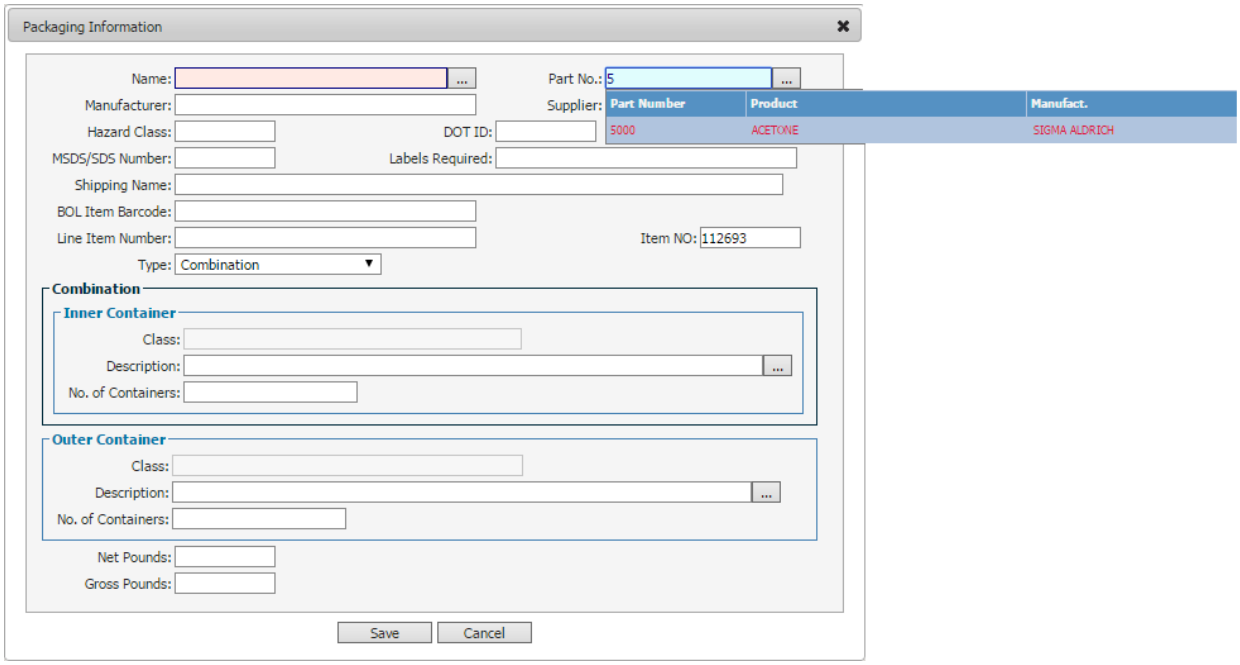


© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved

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

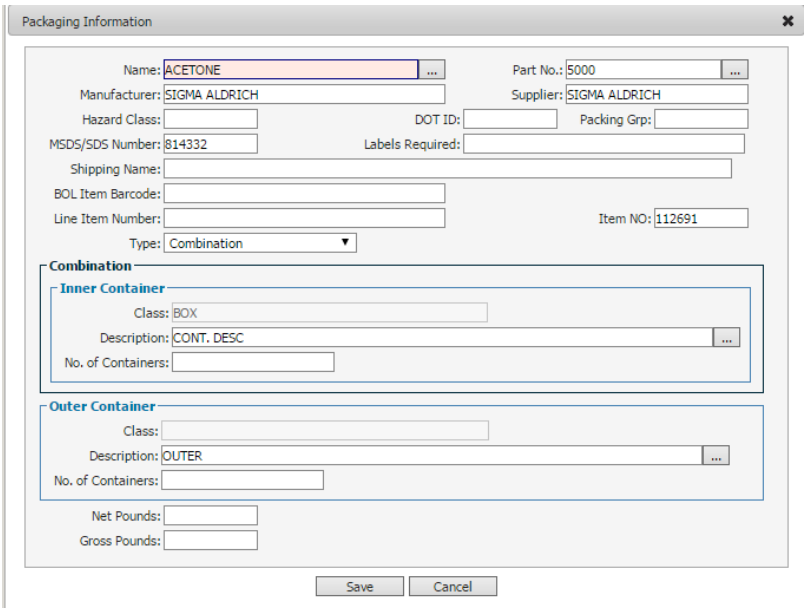


Click on the partnumber popup, choose a record by typing the ID you wish or choose it from the popup

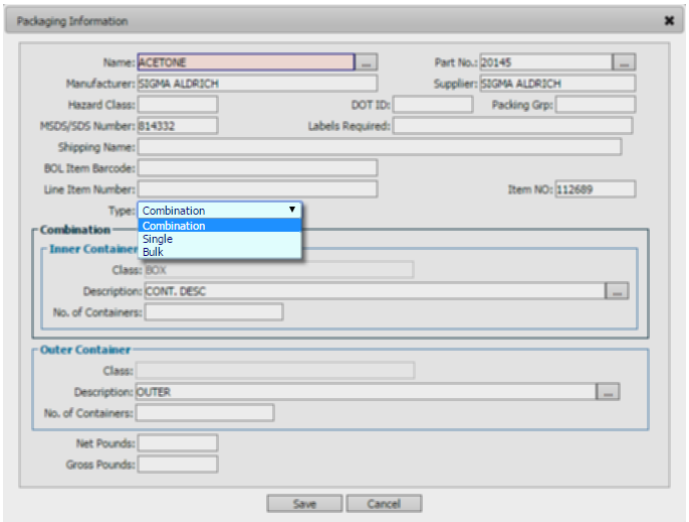


The system will populate all available information of the part number, like shipping description, MSDS and container information as stored in MSDS module, part number information sector.

© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved



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



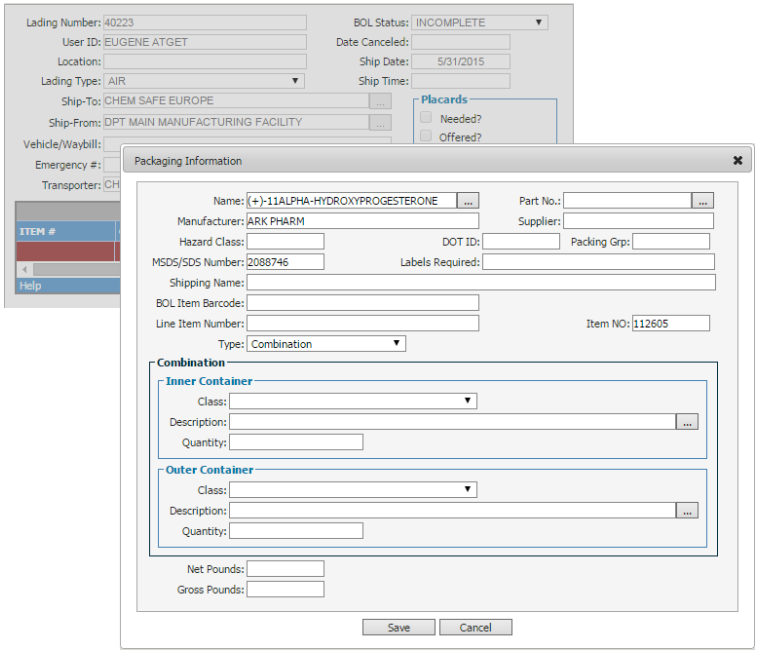
Combination is consisted of two sectors, Inner Outer Container. Information on both Inner containers, (smaller containers as part of a bigger-outer package) and Outer containers (exterior package) will be entered here and will show on your screen.

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

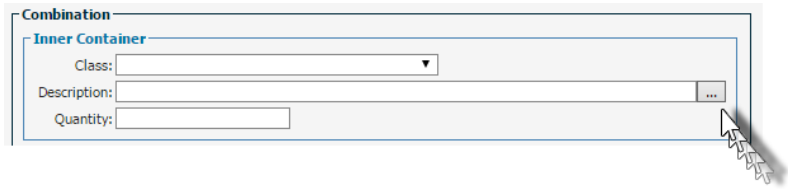
© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved

Modify Container Information for Cases (Combination and Outer Containers)

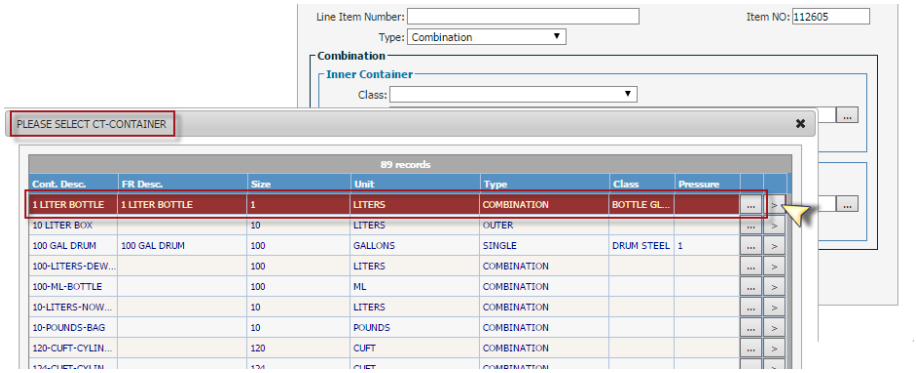
Select a Combination Container Class



At the Inner Container popup,

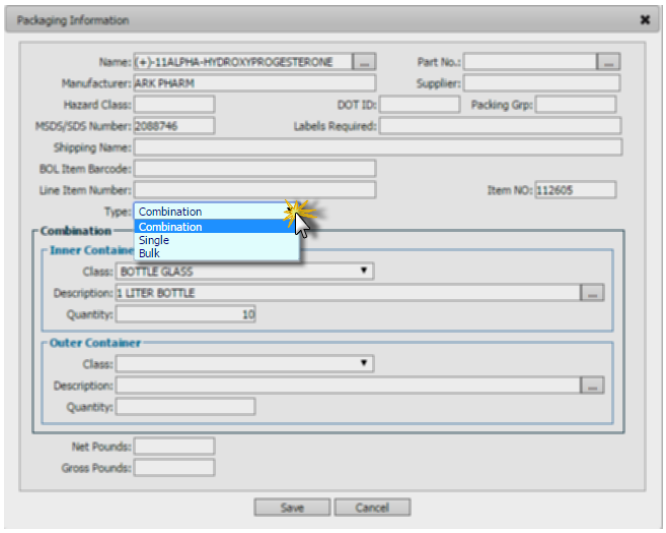


Select a specific container



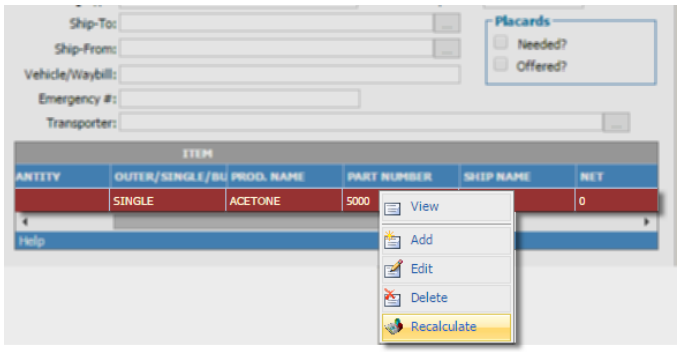
Ship a Single Container from the pop-up table: for single and bulk containers, chose the appropriate selection.

© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved

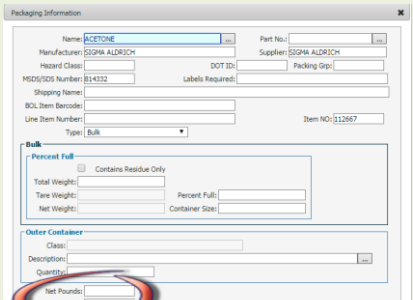


Recalculate Function

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

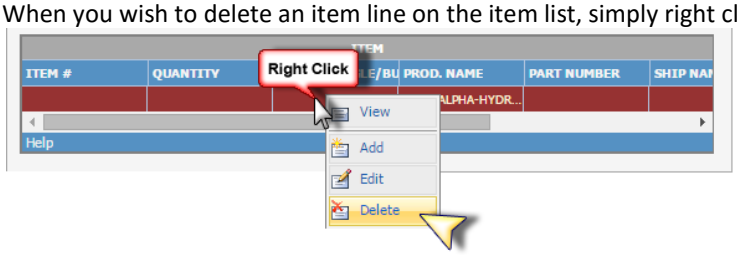


Each time you save a BOL ITEM the system performs a recalculation on NET and GROSS Pounds, based on quantity changes that may have been applied at your records.

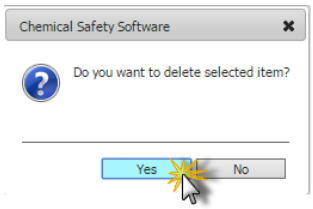


Delete An Item On The Item List

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

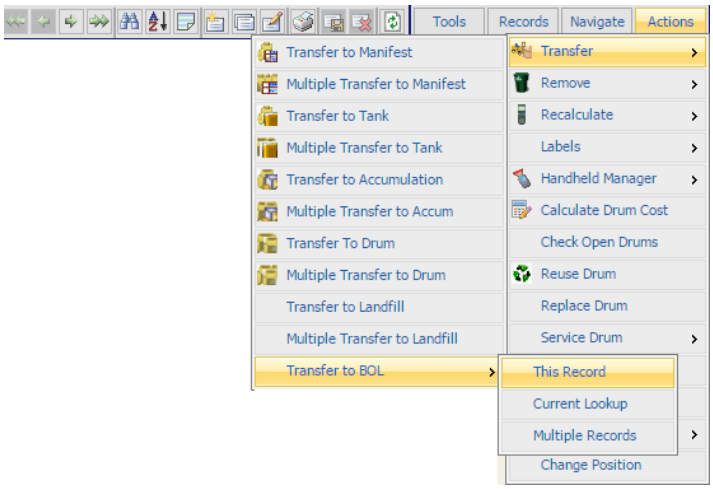
Waste module users may also assign waste containers (Drums) to a BOL.

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

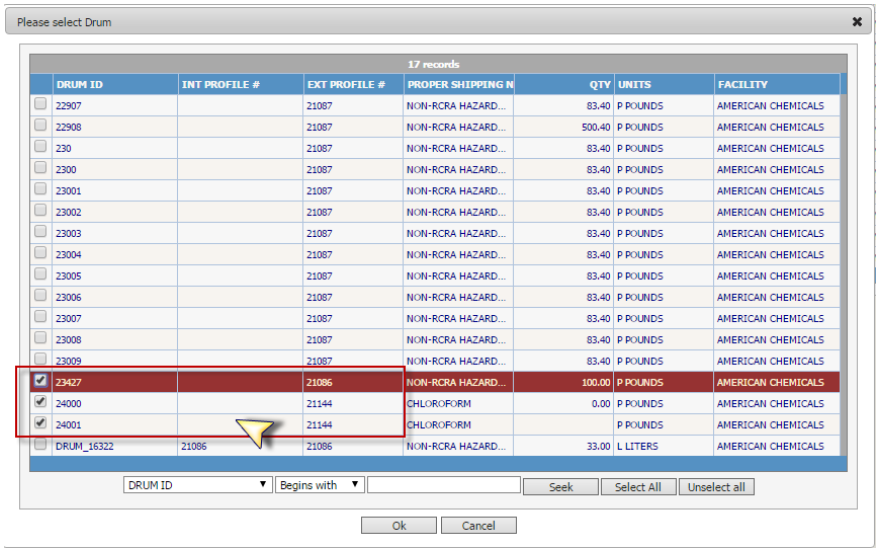
© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved



- *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.

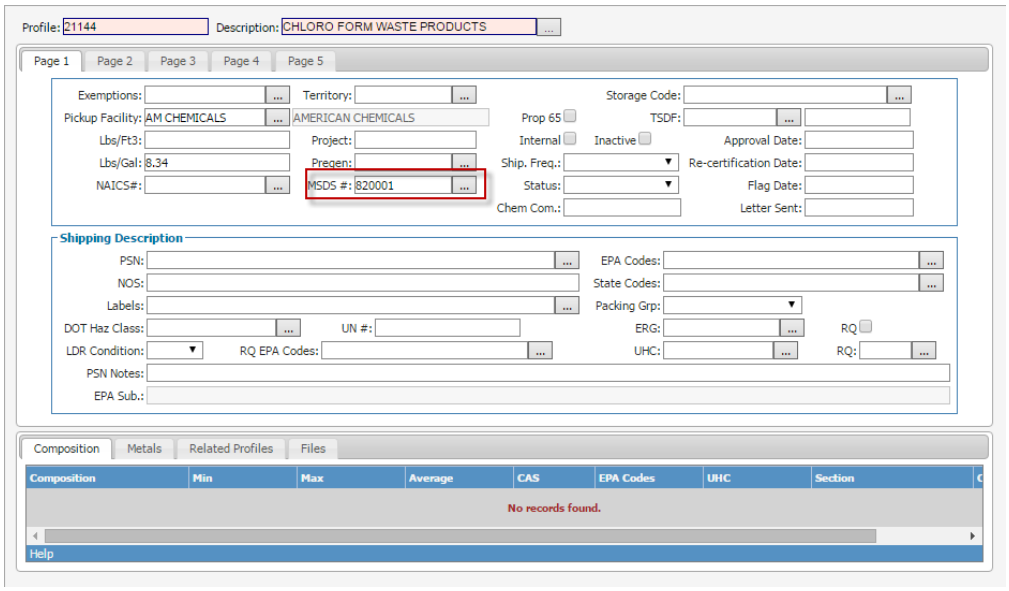
Per example if we choose to transfer to BOL records 24000, 24001 and 23427



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

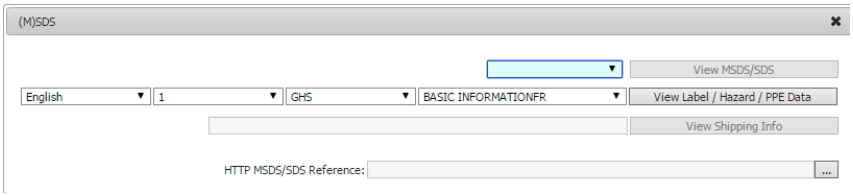
Drums are characterized by waste profiles that contain the GHS information, hazardous categorization etc, and may carrying along the (M)SDS files and hazard labels.

© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved



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

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.



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.

© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved

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

© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved

© 2016 – SFS Chemical Safety, Inc. – All Rights Reserved