TForce Freight

Business Policies

Electronic Bills of Lading

- Must receive the electronic Bill of Lading prior to the shipment arriving at the origin service center (typically prior to 5:00 p.m. local time).

- Must receive a complete Bill of Lading with the below listed information:
- Shipper Name and Address
- Consignee Name and Address
- Bill To Name and Address
- Purchase Order Numbers along with pieces and weight associated with PO
- Bill of Lading Numbers
- Requested Ship Date
- Quantity
- Packaging Type
- Description of Item
- Weight
- NMFC and Sub Number
- Terms
- Hazmat Information, if applicable
- Pro Number (highly desirable)
  Pre-assigned pro numbers help assure a higher level of accuracy and can be obtained from your local account manager.

- When using pre-assigned pro numbers, the pro number must be printed both on the bill of lading and the shipment label.

- Carrier prefers all Bills of Lading from a shipper are sent electronically, but we will accept electronic bills of lading for only specific consignees.

- Billers will <u>only</u> verify the following information against the paper bill of lading:
- Responsible pieces
– Handling units
– Weight
– Hazardous material items
– Accessorial Charges

We will assume all other information on the EDI bill of lading is correct and complete.

Pickup Notification (Load Tenders)

- Must receive the electronic load tenders at least 24 hours prior to requested pickup.

- Must receive a 204 or 211 with the following information:

- Shipper Name and Address
- Consignee Name and Address
- Requested Ship Date
- Quantity
- Packaging Type
- Description of Item
- Weight

This information will be forwarded to the origin terminals based on the shipper zip code. Shipments that are presented as load tenders will not be used in the billing process.

Electronic Bill of Lading
Flat File Layout

RECORD SEPARATOR

Field Name	Length	Start Position	Max Occurrence	Description
Record Divider	63	1		####EDIE####LAYOUT####EBOLF LATV####TPALIAS####[KEY] Key = Provided by carrier. Unique to each shipper.
Record Terminator	2	64		Carriage Return, Line Feed

HEADER RECORD

Field Name	Length	Start Position	Max Occurrence	Description
Record Type	2	1	1	HD – Header Record
Shipper Name	30	3	1	
Shipper Address1	30	33	1	P.O. Box
Shipper Address2	30	63	1	Street Address
Shipper City	19	93	1	
Shipper State	2	112	1	
Shipper Zip Code	9	114	1	
Shipper Contact Name	30	123	1	
Shipper Contact Phone	16	153	1	
Consignee Name	30	169	1	
Consignee Address1	30	199	1	P.O. Box
Consignee Address2	30	229	1	Street Address
Consignee City	19	259	1	
Consignee State	2	278	1	
Consignee Zip Code	9	280	1	
Consignee Contact Name	30	289	1	
Consignee Contact Phone	16	319	1	
Bill To Name	30	335	1	
Bill To Address1	30	365	1	P.O. Box
Bill To Address2	30	395	1	Street Address
Bill To City	19	425	1	
Bill To State	2	444	1	
Bill To Zip	9	446	1	
Hazmat Contact	30	455	1	

Field Name				
Hazmat Phone	16	485	1	
Ship Date	8	501	1	YYYYMMDD
Requested Delivery Date	8	509	1	YYYYMMDD
Bill of Lading Number	16	517	1	
Pro Number	9	533	1	
Method of Payment	1	542	1	P-Prepaid, C-Collect
Record Terminator	2	543	1	Carriage Return, Line Feed

DETAIL RECORD

Field Name	Length	Start Position	Max Occurrence	Description
Record Type	2	1	50 (loops)	DT – Detail Record
Number of Pieces	5	3	1	Fill with leading zeros
Packaging Type	3	8	1	
Commodity Description Line 1	30	11	1	
Commodity Description Line 2	30	41	1	Use only if needed
Commodity Description Line 3	30	71	1	Use only if needed
Weight	7	101	1	Fill with leading zeros
NMFC Number	6	108	1	Fill with leading zeros
NMFC Sub Number	2	114	1	Fill with leading zeros
Class	4	116	1	
Hazmat UN Number	6	120	1	
Hazmat Classification	30	126	1	
Hazmat Shipping Name	25	156	1	The proper shipping name as specified by the Code of Federal Regulations
Record Terminator	2	180	1	Carriage Return, Line Feed

PURCHASE ORDER RECORD

Field Name	Length	Start Position	Max Occurrence	Description
Record Type	2	1	50 (loops)	PO – Purchase Order Number Record
Purchase Order Number	17	3	1	
Number of Cartons/ PO Number	5	20	1	Fill with leading zeros
Weight/PO Number	7	25	1	Fill with leading zeros
Department/PO Number	5	32	1	
Record Terminator	2	37		Carriage Return, Line Feed