Billing a loaded car from RVP

1. From the inventory screen – go to ON HAND

2. Choose the car you would like to put loaded billing on – click a check to the left of it

3. Click on ACTION PANEL – the next screen will show the car you chose only

Drop the ACTION panel down and choose CREATE BILL

4. **Once you click CREATE BILL, your Electronic Bill of Lading Screen will appear with your patterns to choose from. Choose the pattern that you will be using for the chosen car, click on the BLUE hyperlink to choose it.**

Select a Pattern to Create BOL for Shipper AG55HAPPAPPIN

Status	Active ▾	Pattern ID		Origin		Destination	
Consignee		STCC		Description		Pay Method	▾
Reference Qual	▾			Reference Number			
Payer of Freight		Care Of Customer		Route	ROAD 1	JCT 1	ROAD 2	JCT 2	ROAD 3	JCT 3

Search   Insert   Delete

Total Records Found: 4

Pattern ID	Origin	Destination	Consignee	STCC	Send to Road	STCC Description	TMC	
CANADA_2_MEXICO	TORONTO, ON	TORONTO, ON	THE TACO PLACE	4901105	AG55	CARTRIDGES FOR WEAPONS	R	☐
HAZMAT	NEW HAVEN, CT	GUELPH, ON	PDI BULK LIQUIDS	4940129	AG55	ENVIRONMENTALLY HAZARDOUS SUBSTANCE, LIQUID, N.O.S	R	☐
QGRY-CN	,	,			AG55		R	☐
TEST-CC	ARCOLA, IN	NORTHAMPTON, PA	HOROWEEN LEASING	0134910	AG55	VEGETABLE SEEDS	R	☐

5. **Once you choose a billing pattern, enter the required fields, and click CREATE & SEND**

Quick Entry Screen For New Bill Of Lading

- **Create** : Click on "Create" to create and then view the BOL to complete and send EDI to railroad.
- **Create And Send** : Click on "Create And Send" to create and send the BOL directly to the railroad without viewing the BOL prior.

Field Name	Data	Required
*BOL Number		Yes
*Equipment Initial	LRS	Yes
*Equipment Number	100068	Yes
*Net Weight		Yes

Create And Send   Create

6. **You should receive a validation page that looks like the below:**

Validation Page

Equip Init	Equip Nbr	BOL No	BOL Date	Successful - BOL Sent	⌄
LRS	100068	ABC123	10/5/2022		

OK

This will notify the Railroad that your car is loaded and ready to be pulled