



BOLs and Manifests

Modified on: Tue, 5 Dec, 2017 at 2:56 PM

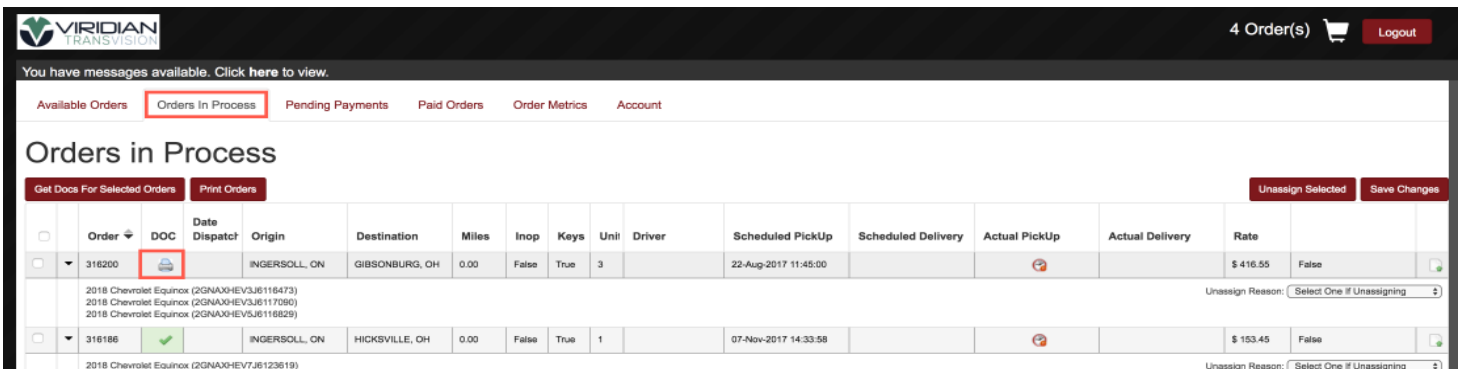
You have the ability to print the Manifest along with the BOL. Also, if your load requires a Release, it will be attached. If nothing is attached under Release, then your load does not need one. Releases will be emailed separately from the BOLs and Manifests and cannot be faxed.

A printer icon will show in the **DOC** column until you have printed the documents. Once the documents have been printed you will see a checkmark displayed in the **DOC** column.

<input type="checkbox"/>	Order ▾	DOC	Date Dispatch	Origin
<input type="checkbox"/>	▼ 316200			INGERSOLL, ON
	2018 Chevrolet Equinox (2GNAXHEV3J6116473) 2018 Chevrolet Equinox (2GNAXHEV3J6117090) 2018 Chevrolet Equinox (2GNAXHEV5J6116829)			
<input type="checkbox"/>	▼ 316186			INGERSOLL, ON
	2018 Chevrolet Equinox (2GNAXHEV7J6123619)			

To Print and/or Save

1. Click on the **Orders In Process** tab.
2. Click on the printer icon located in the **DOC** column of the order for which you want to print and/or save documents.







You have messages available. [Click here to view.](#)

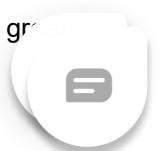
Available Orders **Orders In Process** Pending Payments Paid Orders Order Metrics Account

Orders in Process

Get Docs For Selected Orders

<input type="checkbox"/>	Order ▾	DOC	Date Dispatch	Origin	Destination	Miles	Inop	Keys	Unit	Driver	Scheduled Pickup	Scheduled Delivery	Actual Pickup	Actual Delivery	Rate	Unassign Reason: <input type="text" value="Select One if Unassigning"/>
<input type="checkbox"/>	▼ 316200			INGERSOLL, ON	GIBSONBURG, OH	0.00	False	True	3		22-Aug-2017 11:45:00				\$ 416.55	False
	2018 Chevrolet Equinox (2GNAXHEV3J6116473) 2018 Chevrolet Equinox (2GNAXHEV3J6117090) 2018 Chevrolet Equinox (2GNAXHEV5J6116829)															
<input type="checkbox"/>	▼ 316186			INGERSOLL, ON	HICKSVILLE, OH	0.00	False	True	1		07-Nov-2017 14:33:58				\$ 153.45	False
	2018 Chevrolet Equinox (2GNAXHEV7J6123619)															

3. Click on the document(s) you want to print and/or save.
4. Use your device's print and/or save functions to print and/or save.
5. When you are done printing and/or saving your documents click the **Print Complete** button. This will put a green checkmark in place of the printer icon in the **DOC** column.



Required Delivery Documents

Below are delivery documents for Order Id: 316200. To PRINT or SAVE the documents, click each of the hyperlinks below and either print or save the document:

- Print BOL
- Print Manifest
- Print BOL and Manifest

To EMAIL all documents, specify an email address and click the "Email Documents" button. Check your spam folder if documents are not received.

Email Documents Email:

To FAX all documents, specify a fax number and click the "Fax Documents" button. Note that some document types (as noted above) cannot be faxed, and won't be sent if this option is used.

Fax Documents Fax:

Print Complete

Email

1. Click on the **Orders In Process** tab.
2. Click on the printer icon located in the **DOC** column of the order for which you want to email documents.

Order	DOC	Date Dispatch	Origin	Destination	Miles	Inop	Keys	Unit	Driver	Scheduled Pickup	Scheduled Delivery	Actual Pickup	Actual Delivery	Rate	Unassign Reason
316200			INGERSOLL, OH	GIBSONBURG, OH	0.00	False	True	3		22-Aug-2017 11:45:00				\$ 416.55	False
2018 Chevrolet Equinox (2GNA0HEV3J6116473) 2018 Chevrolet Equinox (2GNA0HEV3J6117090) 2018 Chevrolet Equinox (2GNA0HEV5J6116629)															
316186			INGERSOLL, OH	HICKSVILLE, OH	0.00	False	True	1		07-Nov-2017 14:33:58				\$ 153.45	False
2018 Chevrolet Equinox (2GNA0HEV7J6123619)															

3. To email all documents, specify an email address and click the **Email Documents** button. Make sure to check your spam folder if documents are not received.



Required Delivery Documents

Below are delivery documents for Order Id: 316200. To **PRINT** or **SAVE** the documents, click each of the hyperlinks below and either print or save the document:

[Print BOL](#)

[Print Manifest](#)

[Print BOL and Manifest](#)

To EMAIL all documents, specify an email address and click the "Email Documents" button. Check your spam folder if documents are not received.

Email Documents

Email:

To FAX all documents, specify a fax number and click the "Fax Documents" button. Note that some document types (as noted above) cannot be faxed, and won't be sent if this option is used.

Fax Documents



Fax:

Print Complete

Cancel

Fax

1. Click on the **Orders In Process** tab.
2. Click on the printer icon located in the **DOC** column of the order for which you want to fax documents.

Order	DOC	Date Dispatch	Origin	Destination	Miles	Inop	Keys	Unit	Driver	Scheduled Pickup	Scheduled Delivery	Actual Pickup	Actual Delivery	Rate	
316200			INGERSOLL, OH	GIBSONBURG, OH	0.00	False	True	3		22-Aug-2017 11:45:00				\$ 416.55	False
2018 Chevrolet Equinox (2GNA0HEV3J6116473) 2018 Chevrolet Equinox (2GNA0HEV3J6117090) 2018 Chevrolet Equinox (2GNA0HEV5J6116629)															
316186			INGERSOLL, OH	HICKSVILLE, OH	0.00	False	True	1		07-Nov-2017 14:33:58				\$ 153.45	False
2018 Chevrolet Equinox (2GNA0HEV7J6123619)															

3. To fax all documents, specify a fax number and click the **Fax Documents** button. Note that some document types (including Releases) cannot be faxed, and won't be sent if this option is used.



Required Delivery Documents

Below are delivery documents for Order Id: 316200. To PRINT or SAVE the documents, click each of the hyperlinks below and either print or save the document:

[Print BOL](#)

[Print Manifest](#)

[Print BOL and Manifest](#)

To EMAIL all documents, specify an email address and click the "Email Documents" button. Check your spam folder if documents are not received.

Email:

To FAX all documents, specify a fax number and click the "Fax Documents" button. Note that some document types (as noted above) cannot be faxed, and won't be sent if this option is used.

Fax:

