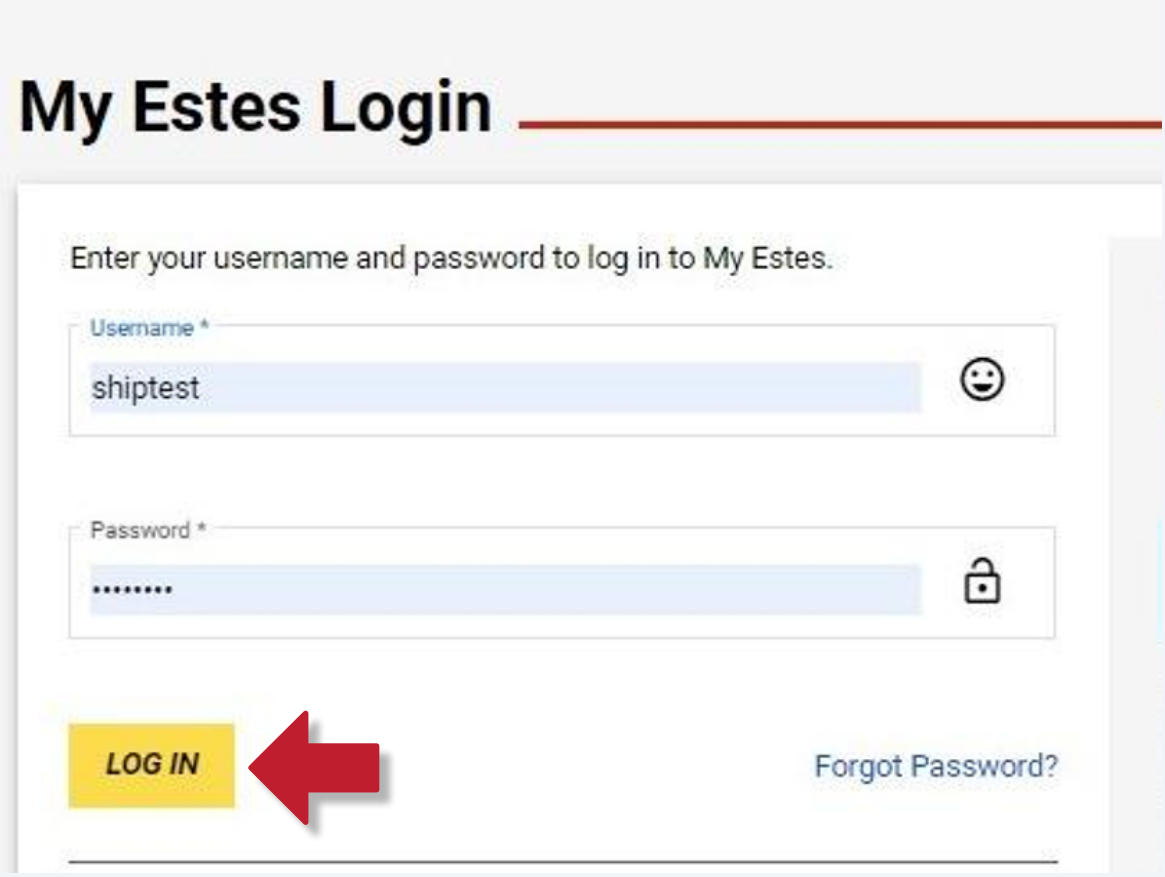
BILL OF LADING MADE EASY

Follow our helpful Bill of Lading guide for a more streamlined shipping experience.

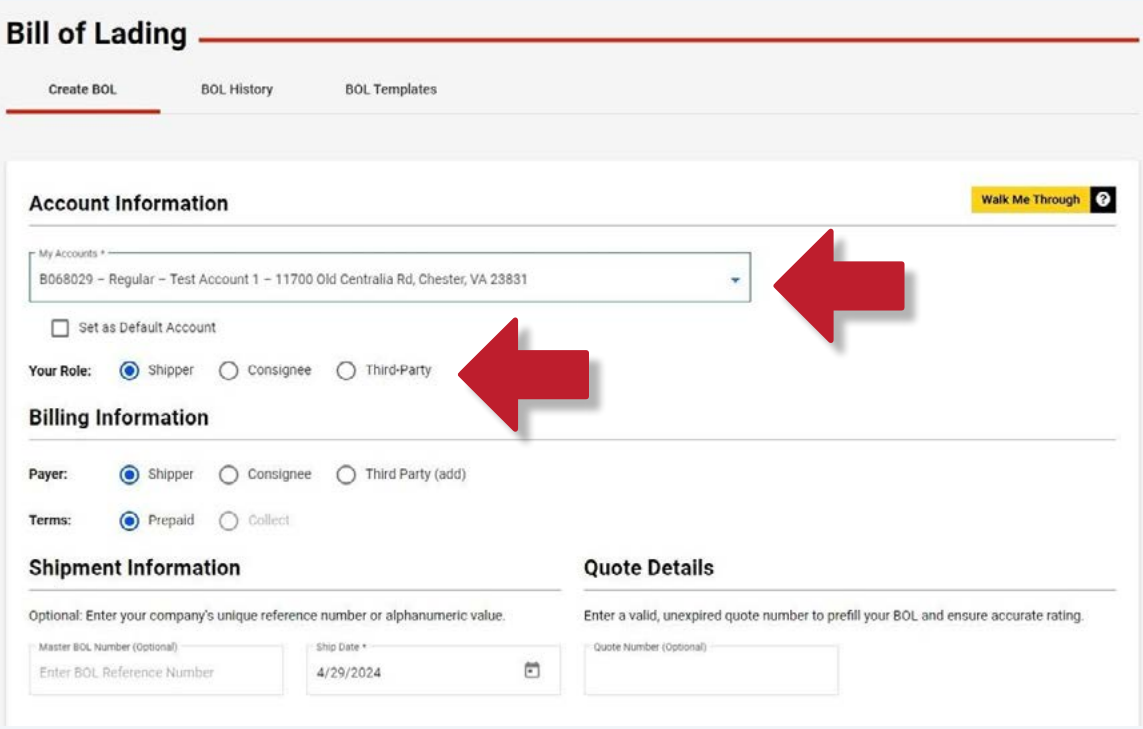
1 To create a new BOL, navigate to the **My Estes Bill of Lading** application:

https://www.estes-express.com/myestes/bol

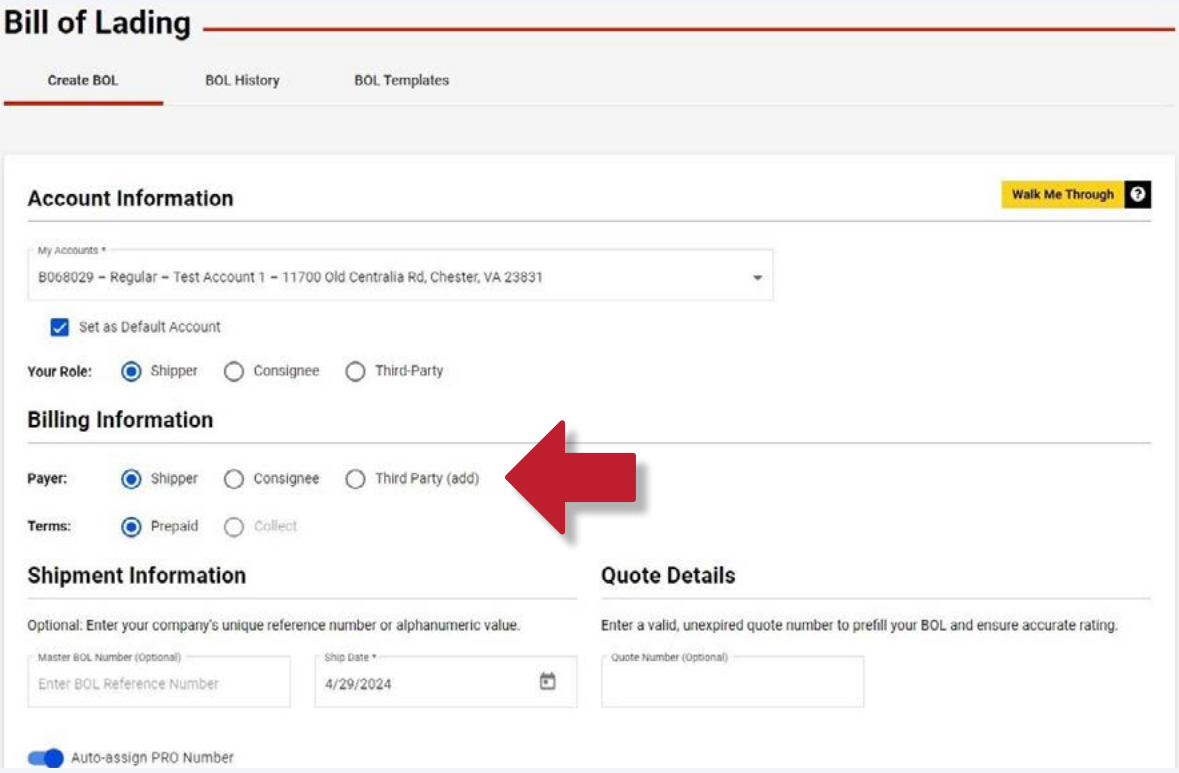
2 Log in to your **My Estes** account.



3 Select your account from the dropdown, then choose your role for the shipment.



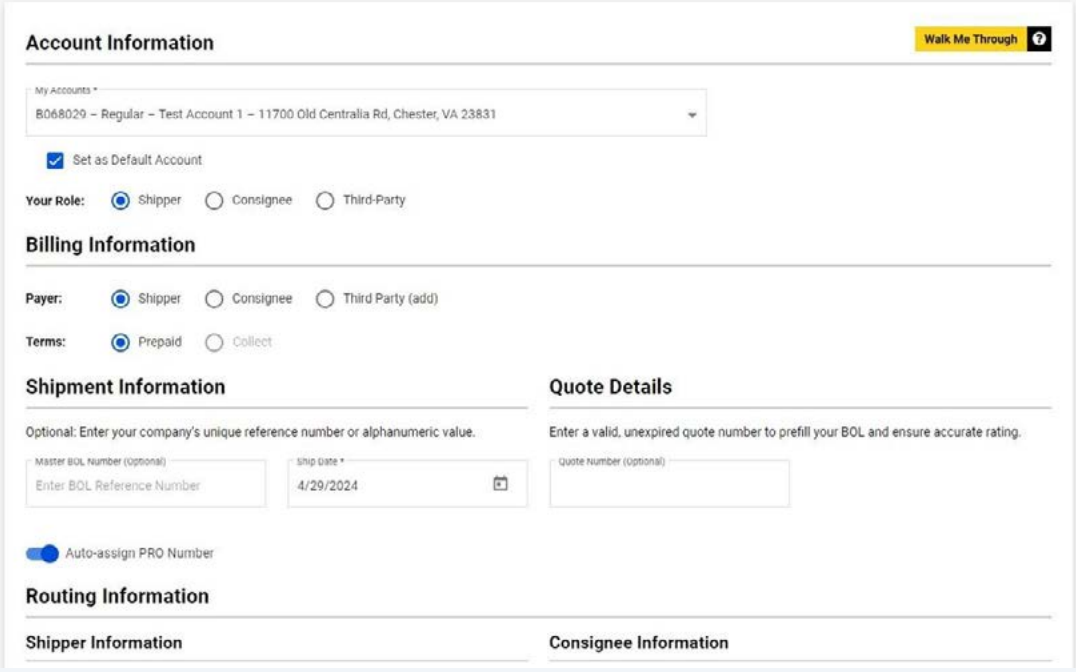
4 Based on your account type and role, a default payer and terms will be displayed in the **Billing Information** section. You may change the payer and terms for your shipment by selecting your preferred billing options.



5

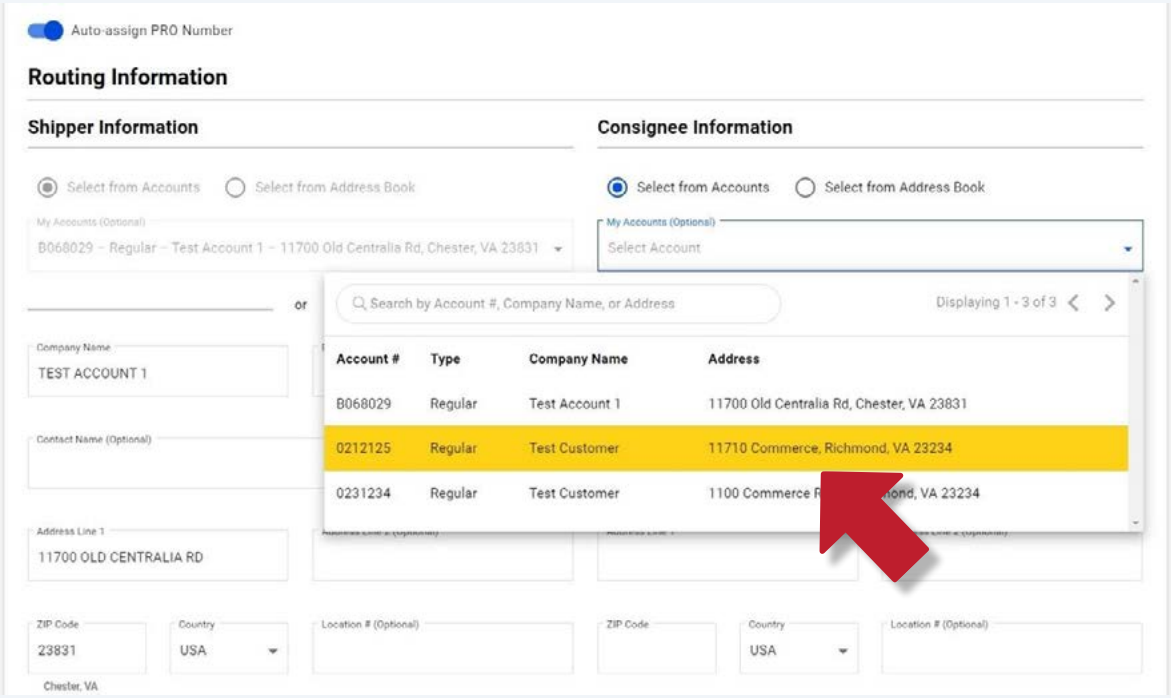
You may enter your company's unique reference number and update your **Ship Date.** The Ship Date will default to today's date, but you can change this entry if you are preparing a Bill of Lading further in advance.

Already have a valid quote number? Save some time by entering your Quote ID into the **Quote Number** to autofill some of the Bill of Lading fields.



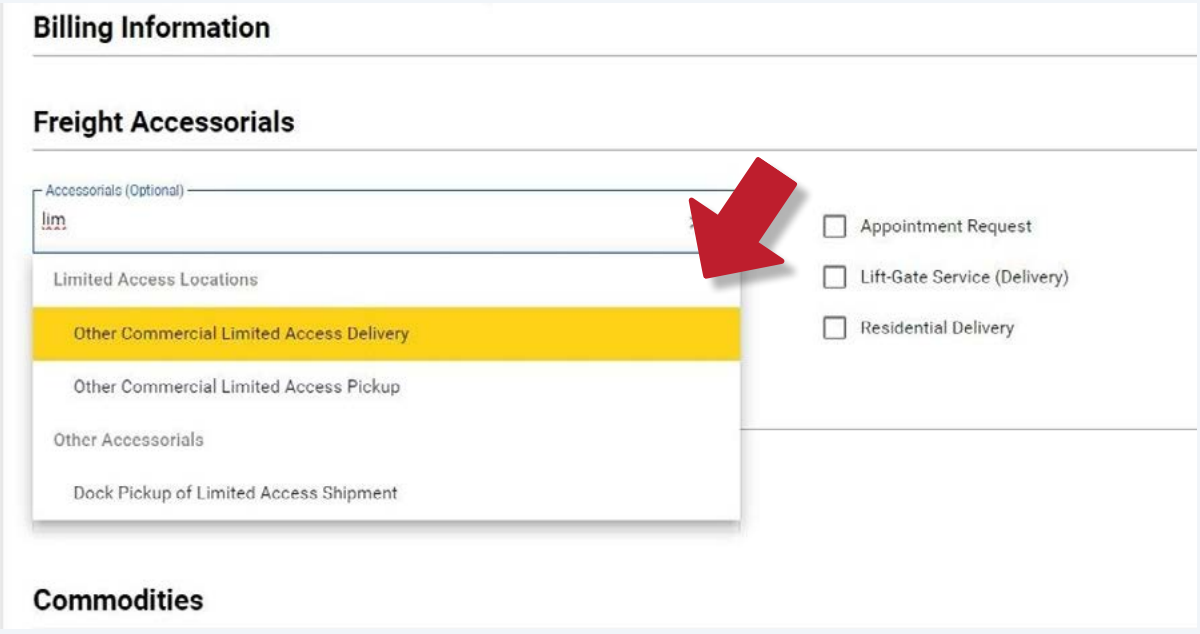
You can also create a BOL or schedule a pickup using your Quote ID from within the Rate Quote tool. Simply navigate to the **Rate Quote History** tab, find your Quote ID, and click the **Book Shipment** button.

6 To save time, you can autofill the **Consignee Information** section by selecting from your Accounts or the Address Book.

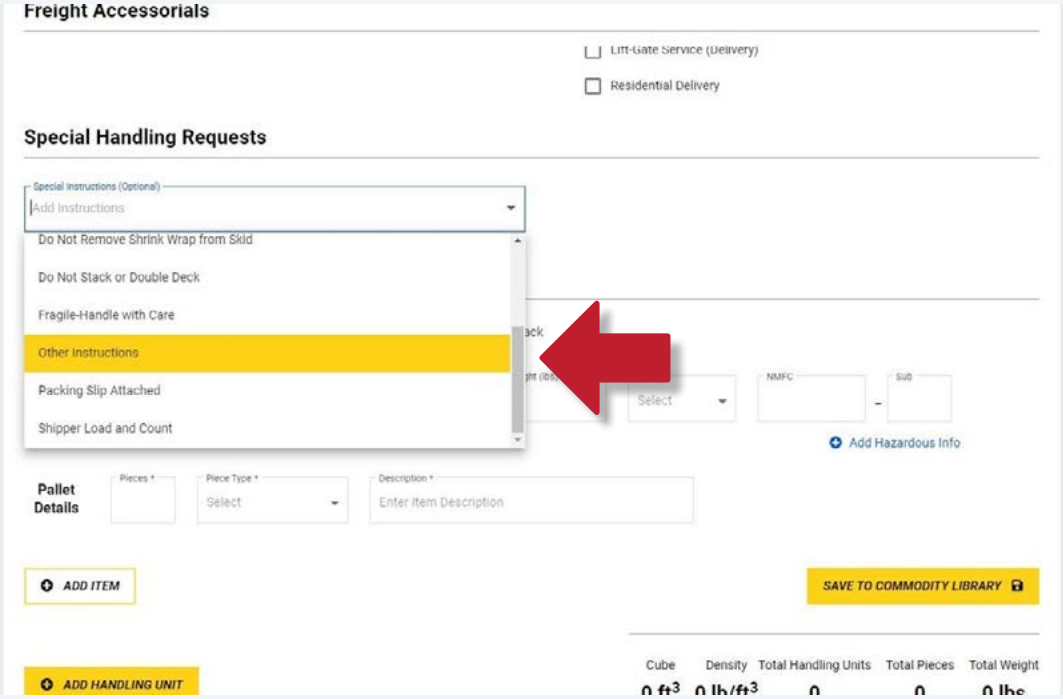


7 Next, use the dropdown to search for accessorials related to your shipment.

You may also select from some of our customers' most frequently used accessorials by clicking the checkboxes to the right side of the dropdown menu.



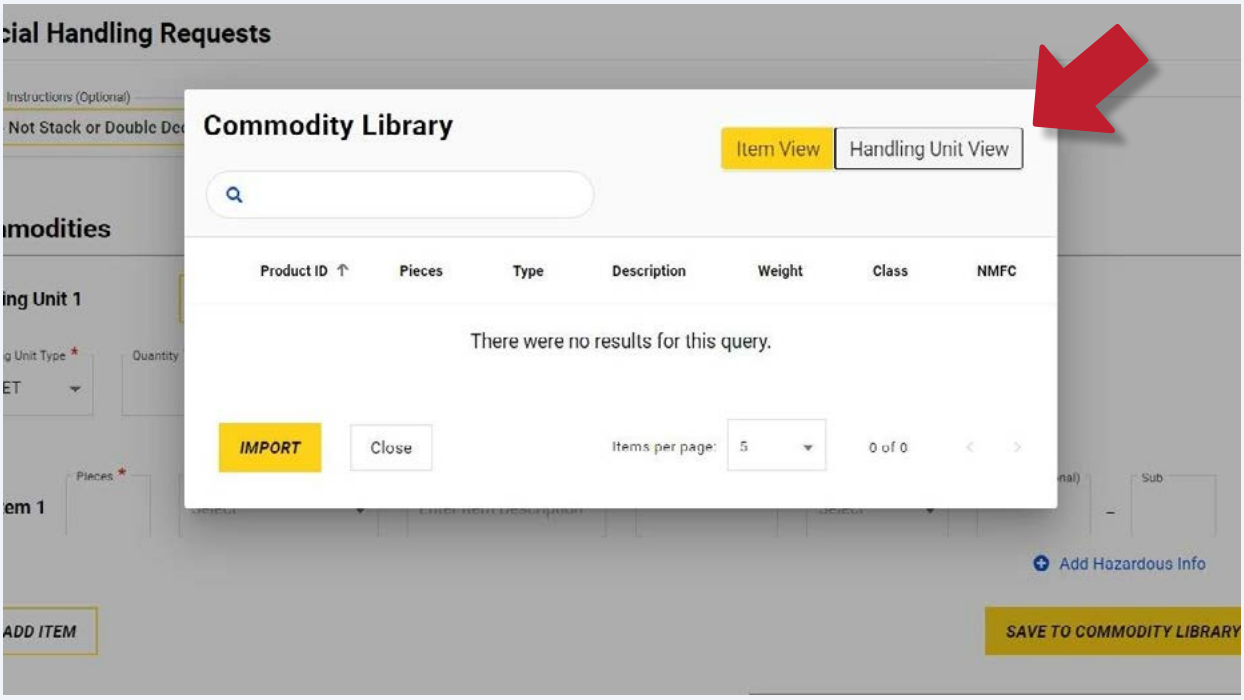
8 Does your freight have some special handling requirements? Search a list of pre-populated instructions, or select "Other Instructions" to describe your request.



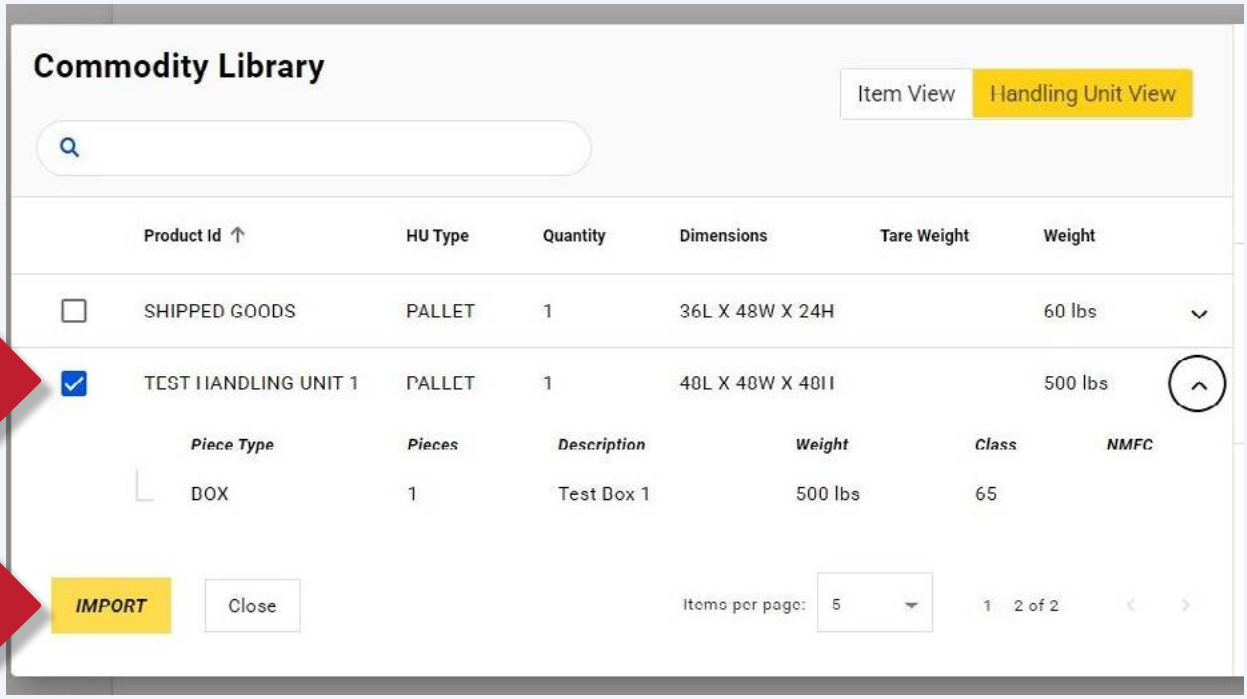
9 Next, enter your commodity information. Or, if you've already saved frequently used freight details to your Commodity Library, you can import those here by clicking the **Import From Commodity Library** button.



10 Easily import either a single line item or a handling unit with line item details. You can toggle between these views at the top of the screen.

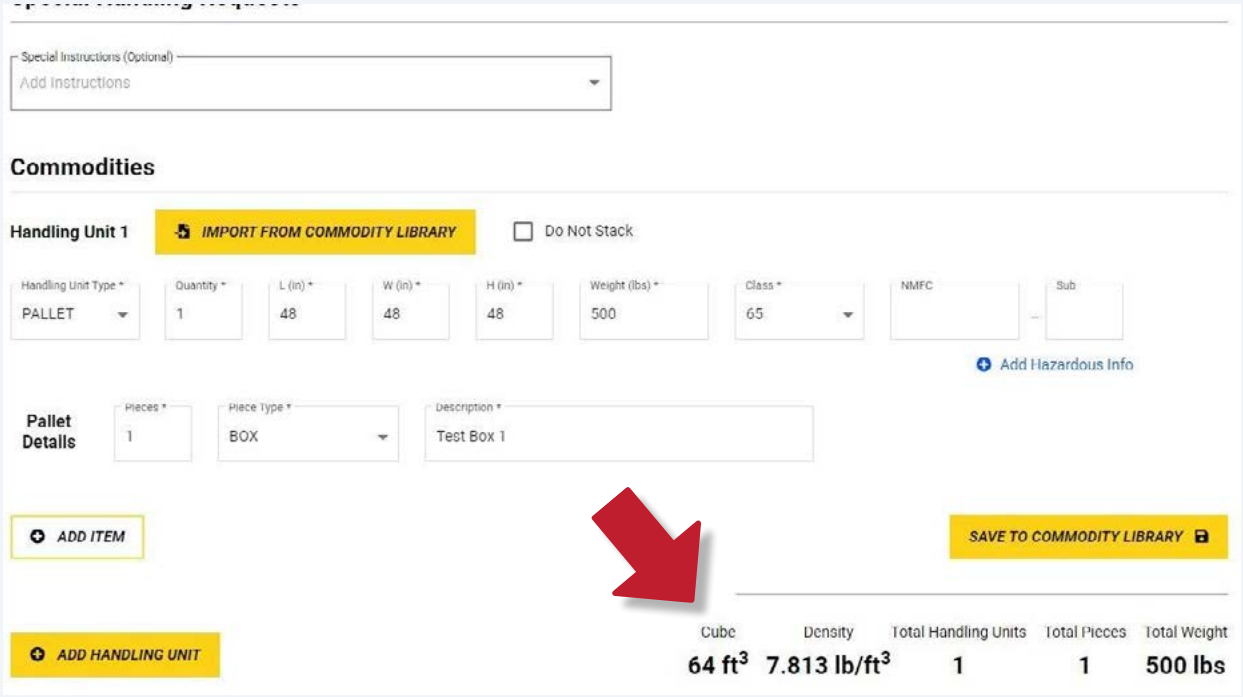


11 Make your selection by clicking the checkbox to the left of your handling unit. Then click the **Import** button to transfer your freight details to the Bill of Lading screen.

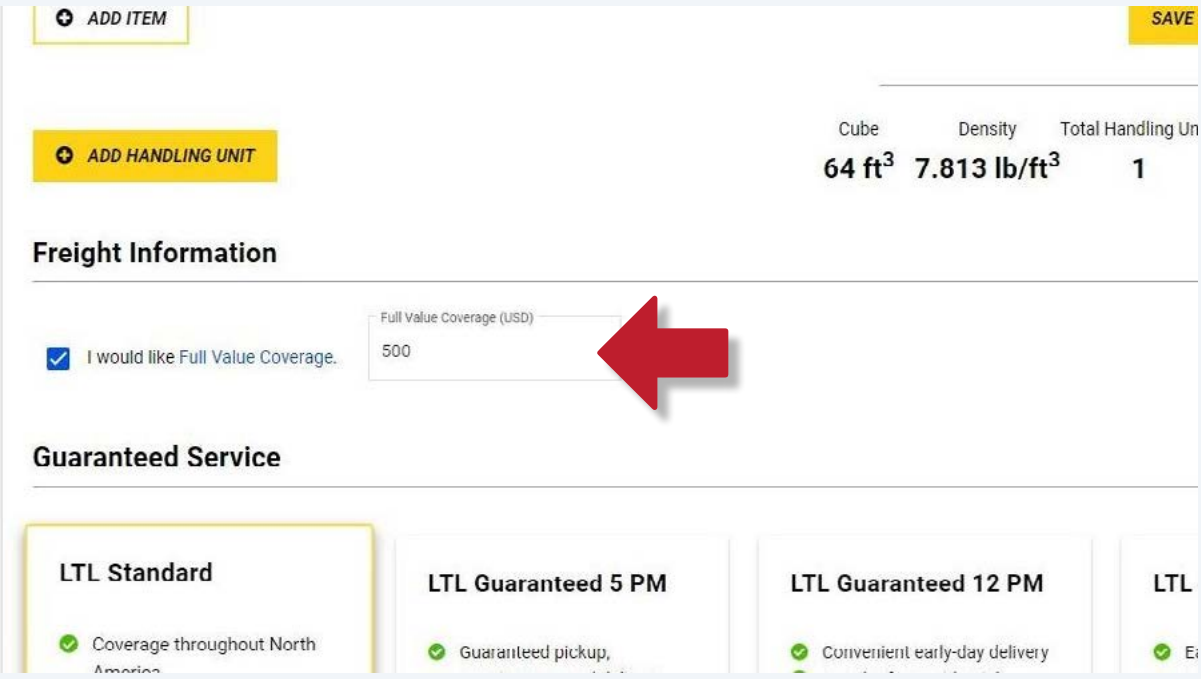


12 You can now review your commodity details and make any necessary edits.

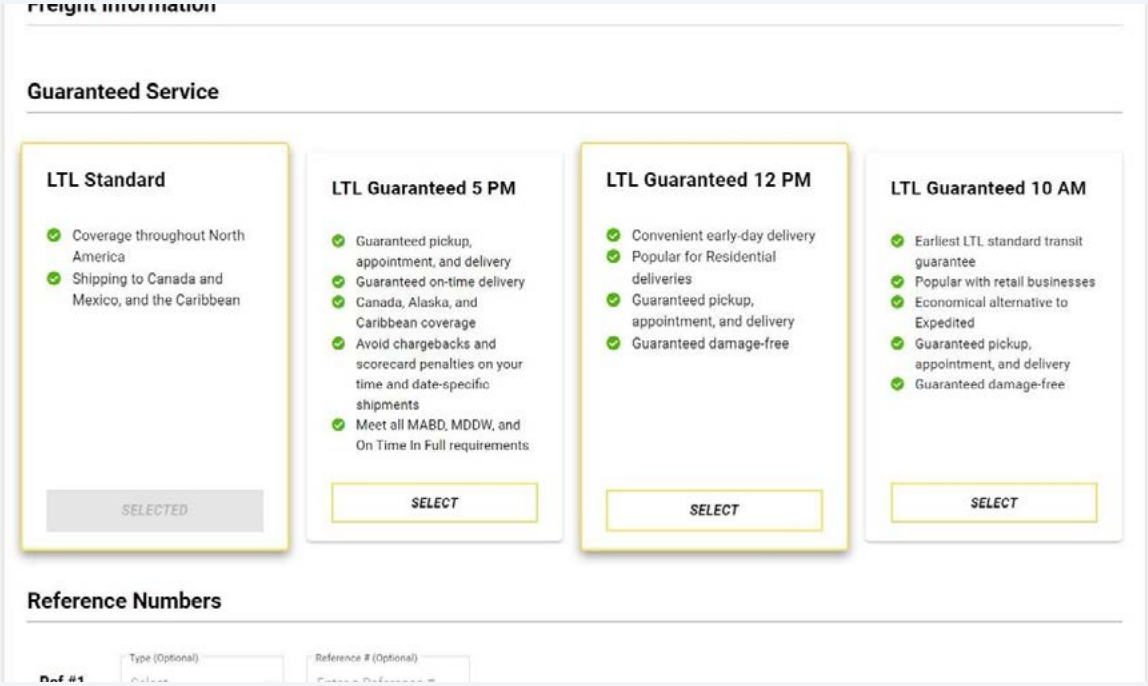
The summary section makes it easy to see your shipment's cube, density, total weight, and total handling units and pieces.



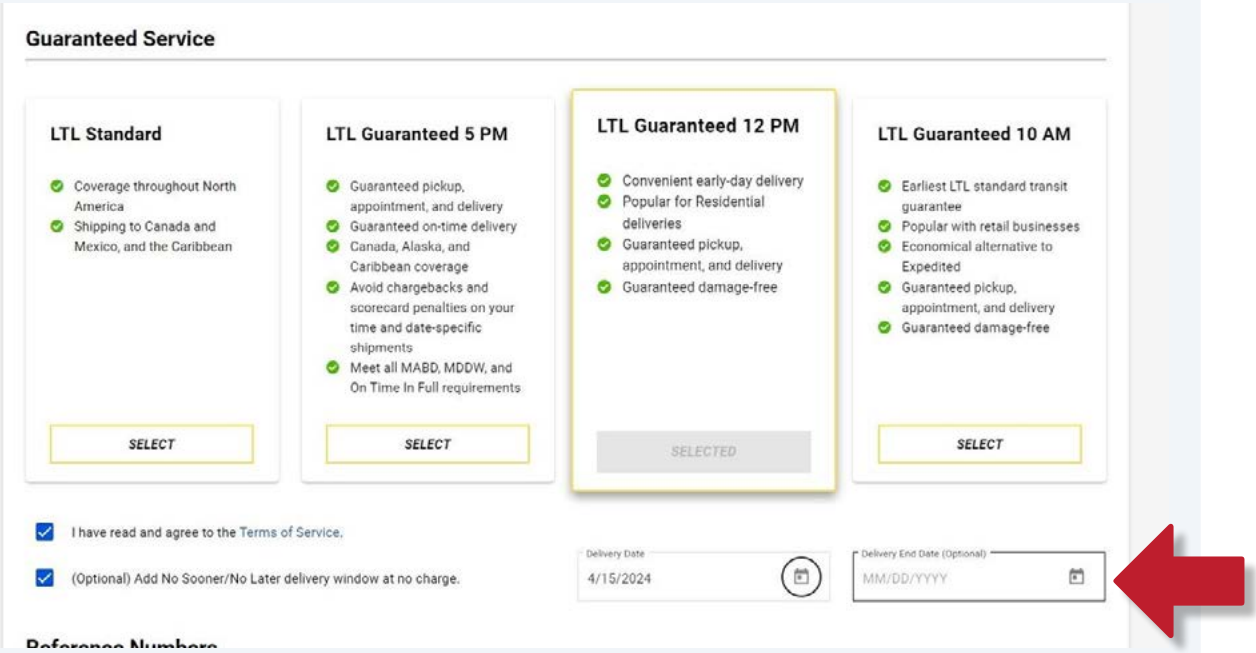
13 You can also request Full Value Coverage on your bill of lading. Simply click the checkbox, then specify the amount of coverage you would like to request.



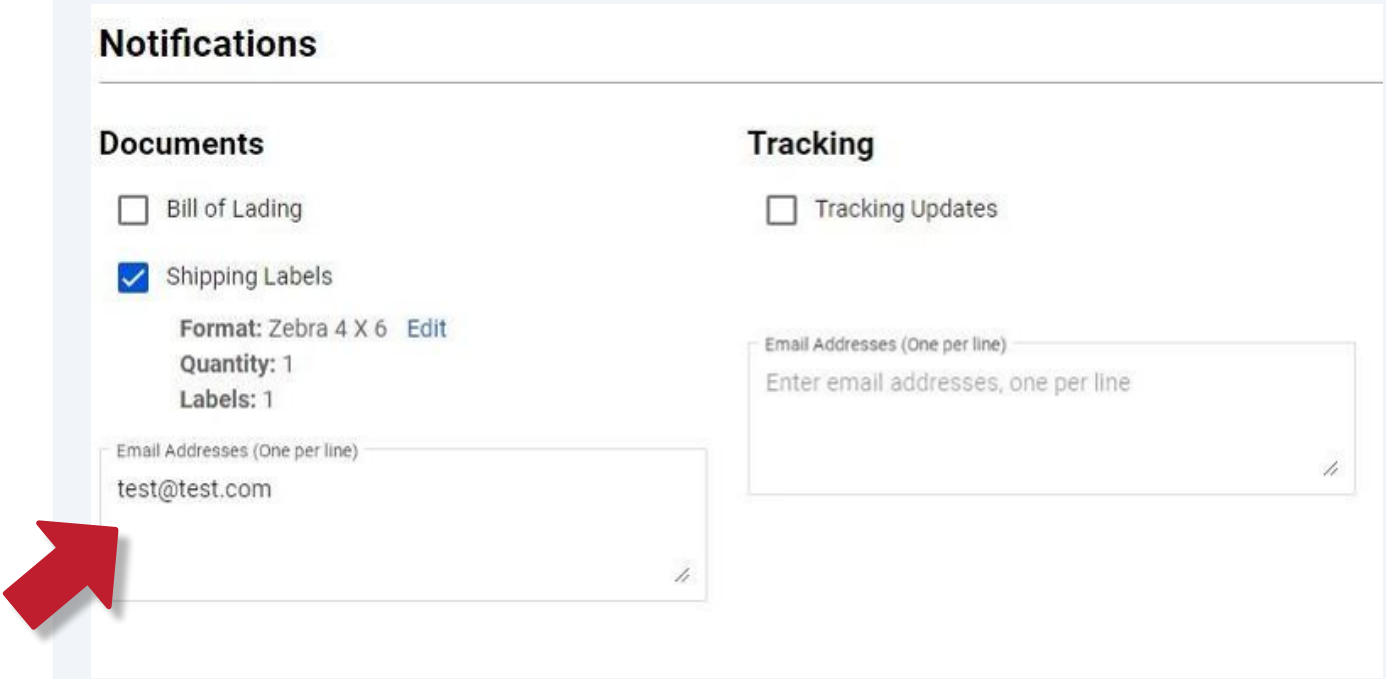
14 You also have the option to choose a guaranteed service level, or stick with our default LTL Standard service. If the guaranteed service you select is not available for your origin and destination combination, the next available guaranteed service will be selected for you when you submit your BOL.



15 You may add a no sooner, no later delivery date or window to your guaranteed shipment.

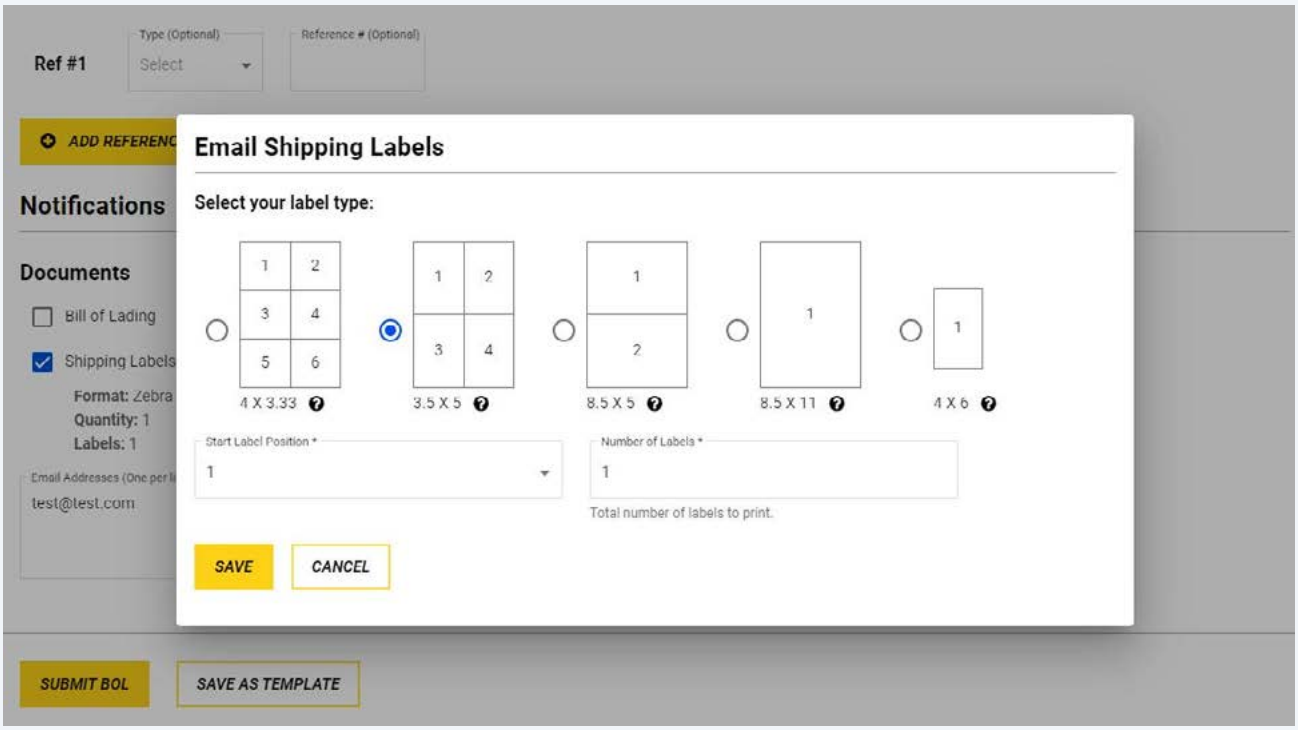


16 Don't forget to email yourself a copy of your BOL and shipping labels, or sign up for tracking updates. You may enter one email address per line.

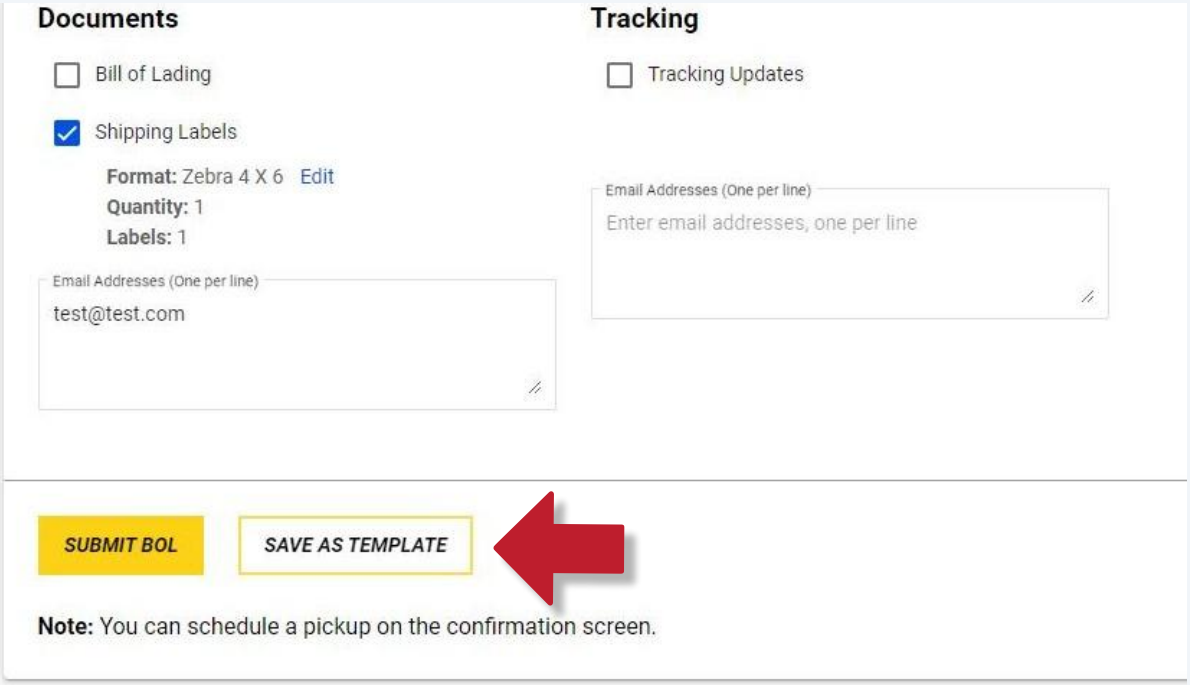


17 To make changes to the shipping labels you'd like emailed to you, click the blue Edit link. From there, simply indicate your preferred label type, number of labels, and start label position, if applicable.

Note: You will also have the option to choose any label type for printing on the following screen after submitting your BOL.

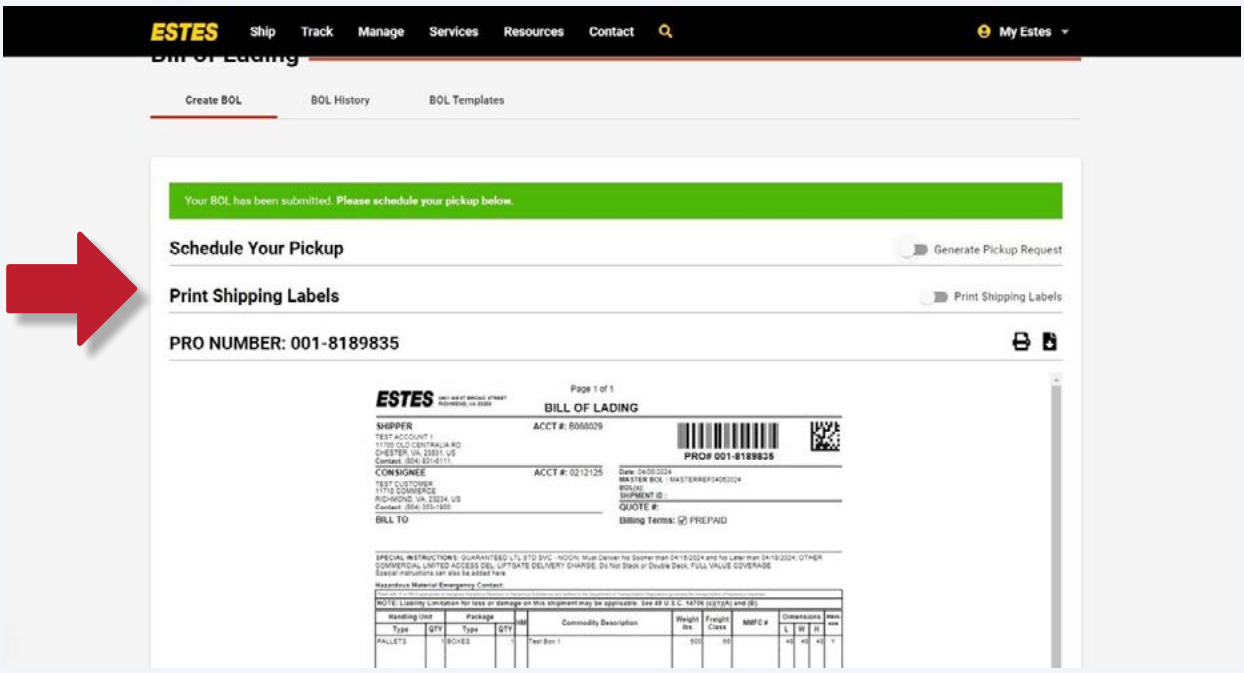


18 Click the **Submit BOL** button if you are ready to create the BOL, or **Save as Template** if you want to come back to your shipment later.



19 Congratulations, you have created a Bill of Lading!

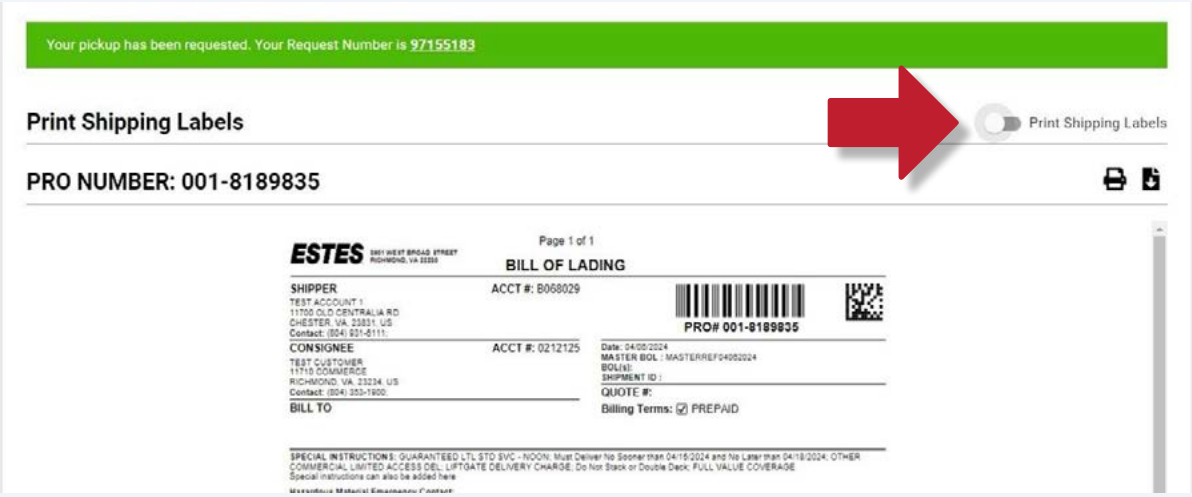
Next, you'll be directed to the confirmation screen, where you'll see the option to schedule a pickup, print shipping labels, or download a copy of your BOL PDF.



20 Click the icons on the right side of the screen to print or download a copy of your BOL PDF.

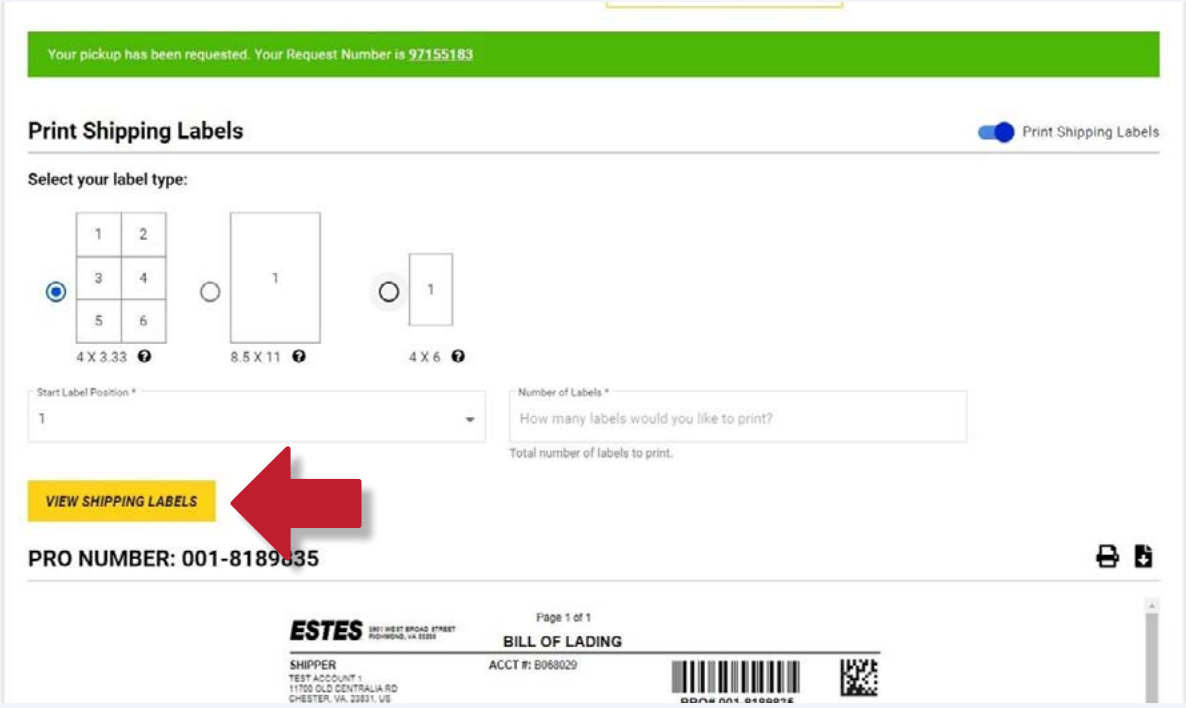


21 You may view the shipping label options by clicking on the **Print Shipping Labels** toggle on the right side of the screen.

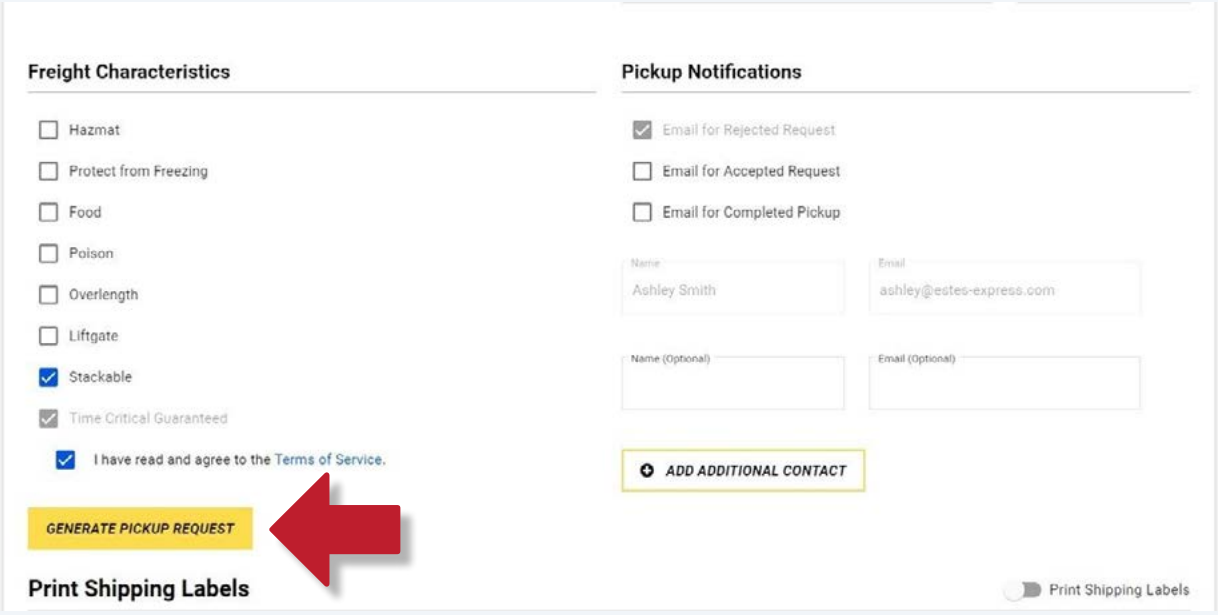


22 You can print one or multiple labels at a time. Click the **View Shipping Labels** button to review and print your labels.

Tip: Our 4 x 6in. label size fits many popular thermal label printers.

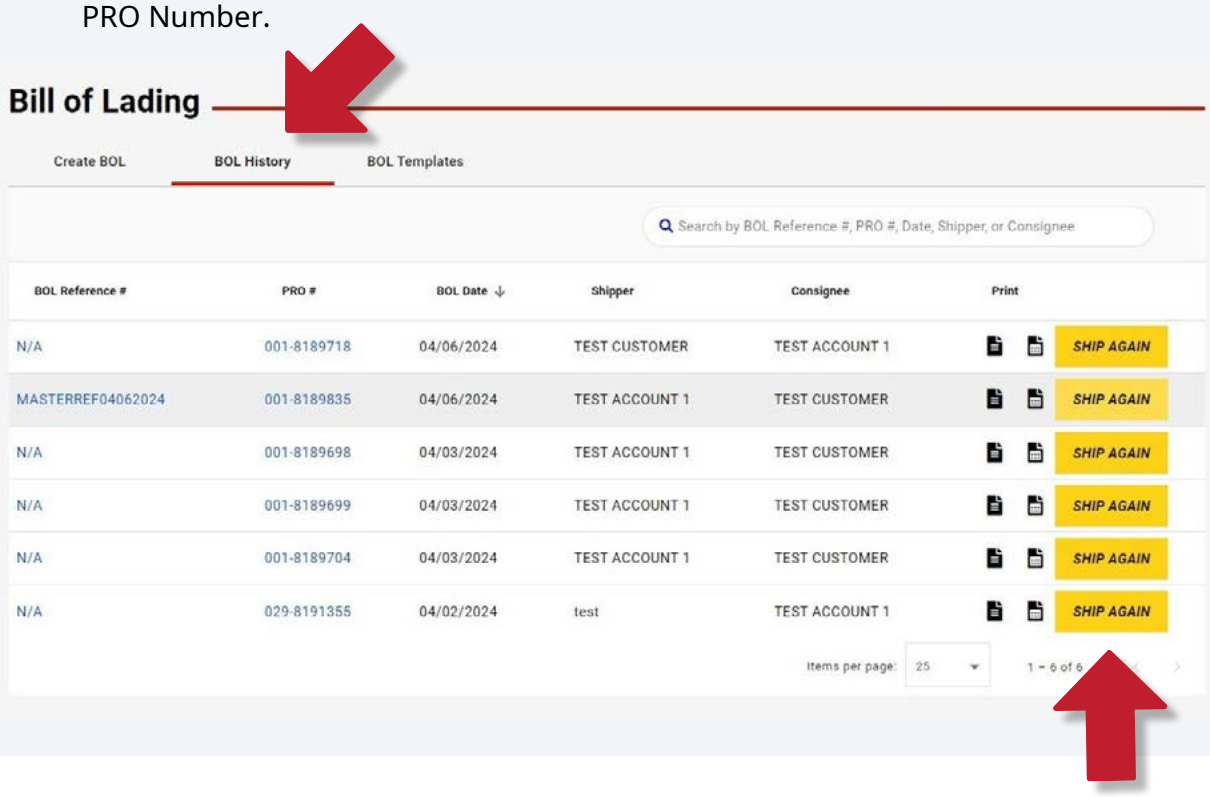


23 Your BOL details will carry over when you begin to schedule your pickup, but please complete any missing fields, then click the **Generate Pickup Request** button.



24 Do you want to update your BOL or ship something similar again? Navigate to the **BOL History** tab to search for a recent shipment, then click the **Ship Again** button. Your shipment details will be copied to a new BOL and you'll have the chance to review your information before you submit again.

You can also return to the **BOL History** tab to track a shipment by clicking on its PRO Number.



Have questions about our BOL tool or want to share your feedback? Email us at shippingtools@estes-express.com

Or visit estes-express.com to learn more about how our enhanced My Estes applications are making freight shipping easier.