



# **DTN TABS® Manual BOL**

## **Load Training Manual**

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# DTN TABS Manual BOL Upload

DTN TABS provides Suppliers with the ability to manually create BOLs in the event the real-time BOL was not transmitted from the terminal.

Manually entered BOLs simulate a terminal sending an unauthorized BB (Build BOL) or BL (BOL Line Item) record. Manual BOLs are reflected in the BOL Viewer as well as credit and/or product allocations, increasing your ability to control liftings. Once manually entered BOLs are created in DTN TABS, they can be downloaded with the **Get BOL** function or they are available to be downloaded in the Suppliers' FTP batch BOL job, if the terminal is set to **ProcessBOL**.

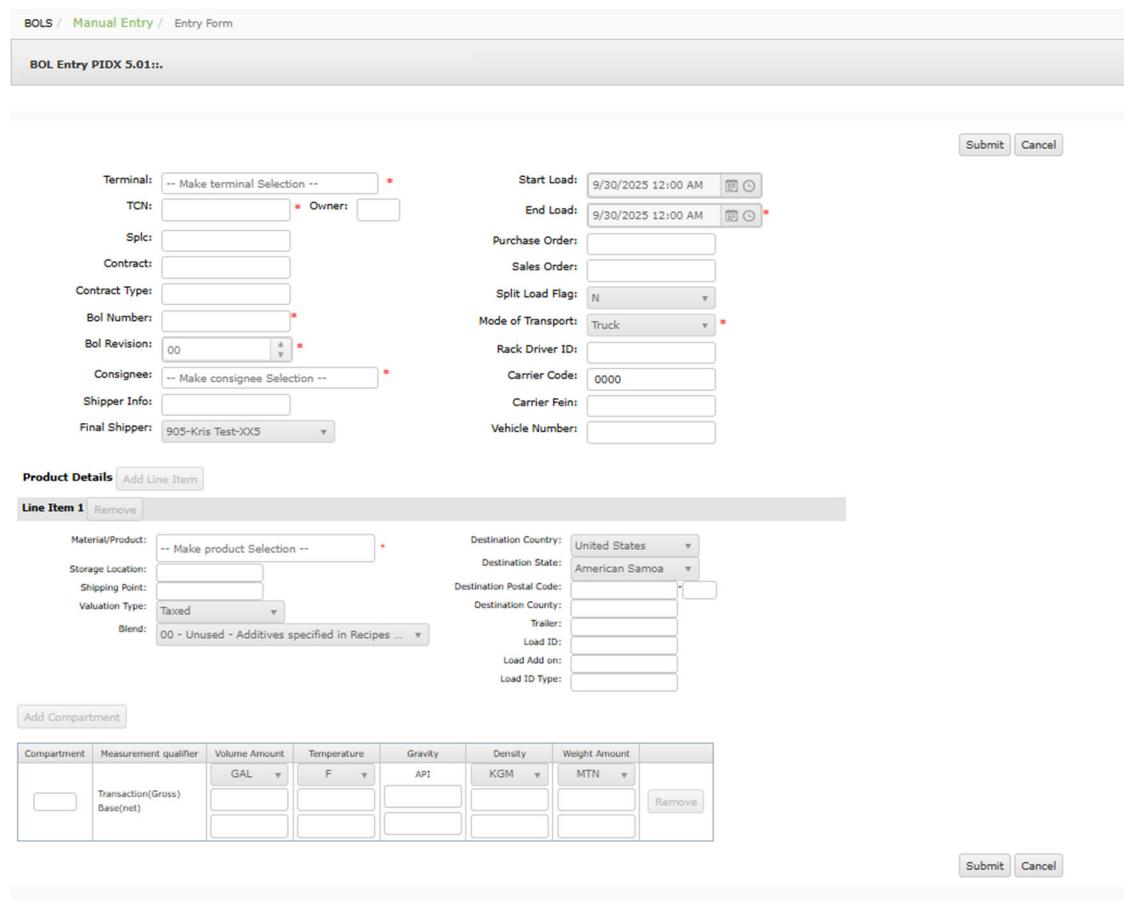
All manual BOL's are sent in as a real-time version 4.01 or 5.01 unauthorized BL record.

Manual BOLs can be created individually on the TABS website or in bulk by uploading a spreadsheet.

## Creating a Single Manual BOL

A single BOL can be created on the TABS website. Here is how to create a single BOL:

1. Select BOLs > Manual Entry.
2. Select Create Empty BOL.



	<b>DESCRIPTION</b>
Terminal	Contains the terminal name as setup in TABS. <i>This is a required field.</i>
TCN	Displays the Terminal Control Number (TCN). This field is system-generated once the Terminal ID is entered. <i>This is a required field.</i>
SPLC	Displays the Standard Point Location Code (SPLC) associated with the terminal selected. <i>This is a required field.</i>
Owner	Displays the terminal's TABS owner code. <i>This is a required field.</i>
Contract	Displays the contract number for the order, if applicable.
Contract Type	Displays a 4 digits number associated with the contract. This field is required if Contract is entered.
BOL Number	Provides the number of the Manual BOL. <i>This is a required field.</i>
BOL Revision	Identifies the revision (01-99), if the BOL is a revision of a previously transmitted BOL.  Defaults to <b>0</b> . Options available via dropdown.  <i>This is a required field.</i>
Consignee	Indicates the consignee number for the manual BOL. The Consignee number has a maximum of 14 digits. <i>This is a required field.</i>
Shipper Info	Various shipper defined information.
Final Shipper ID	Specifies the final shipper ID. This field defaults to the 3-digit Suppliers seller ID. <i>This is a required field.</i>
Start Load DateTime	Displays the date/time (MM/DD/YYYY) (HH:MM AM/PM) the load began. Defaults to today's date at midnight. <i>This is a required field.</i>
End Load DateTime	Specifies the date/time (MM/DD/YYYY) (HH:MM AM/PM) the load completed. This field must be at least 1 minute <b>AFTER</b> the start load date time. <i>This is a required field.</i>
Destination State Code	Defines the 2-digit state abbreviation. <i>This is a required field.</i>

Purchase Order Number	Provides the Purchase Order number, if applicable.
Sales Order	Provides the Purchase Order number, if applicable.
Split Load Flag	Indicates a split load where compartments on the same truck are loaded from different lanes at a terminal requiring the driver to card in and card out as it moves from lane to lane to complete a load. <b>Y</b> indicates split load. Defaults to <b>N</b> . <i>This is a required field.</i>
Mode of Transport	Identifies the transport method for the BOL.
Rack Driver ID	Indicates the driver's identification number within the Terminal Automation System (TAS).
Carrier Code	Specifies the Standard Carrier Alpha Code (SCAC) to identify the carrier. If unknown, use <b>0000</b> . Defaults to <b>0000</b> . <i>This alpha-numeric field is required.</i>
Carrier FEIN	Identifies the Carrier's Federal Employer Identification Number. Use the 9-digit FEIN followed by the letter <b>F</b> . If the carrier does not have a FEIN, use the carrier's Social Security Number followed by the letter <b>S</b> . If unknown, use <b>000000000U</b> . Defaults to <b>000000000U</b> . <i>This is a required field.</i>
Vehicle Number	Identifies truck, tractor or tank truck related configurations. Any trailer is identified in the Container Number -1 or -2 fields below.  For non-truck related movement this is the transport's ID number.
Material/Product	Contains the alpha-numeric code that identifies the product loaded. Codes used are the Oil Industry Common PIDX Product Codes. <i>This is a required field that must be in upper case.</i>
Storage Location	Available if Mapping is turned on. This is a supplier defined value.
Shipping Point	Location Identifier for the terminal.
Valuation	Identifies if the material/product is taxed or untaxed.
Blend	Code that indicates there has been modification to the product.
Destination Postal Code	Identifies the postal code associated with the product destination.
Destination County	Displays the destination county.
Trailer	Identifies the trailer for the product.
Load ID	A unique reference number of a loading linked to a contract or sales order.

Load Add on	Shipment number of the load.
Load ID Type	Identifies the type of load.
Compartment	Identifies the compartment for the product.
Measurement Qualifier	Identifies the measurement type for the product.
Volume Amount	Identifies the amount of product loaded.
Temperature	Defines one implied decimal position for temperature. For example: 600 = 60.0 ° or 1002=100.2 °.
Gravity	Contains one implied decimal position for gravity. For example, 1.014 = 1014 or 0.780 = 0780.
Density	Identifies the density unit of measure.
Weight Amount	Identifies the weight unit of measure.

## Uploading Multiple Manual BOLs

Multiple BOLs can be uploaded via a spreadsheet. Here is how to upload multiple BOLs:

### Download and Populate Template

1. In the Select Action drop-down list, select Upload Multiple BOLs.
2. Click Download template.
3. Enter your data into the spreadsheet template and save. Data elements and definitions are provided below.

### Upload BOLs

1. In the Select Action drop-down list, select Upload Multiple BOLs.
2. Click
3. Select the file containing the data.
4. Click  to process the BOLs.

The manual BOL is now displayed in the BOL Viewer, Credit and/or Product Allocations. It is also available to be downloaded in the Suppliers Batch BOL job.

When creating multiple BOLs for uploading, be sure to enter the date and time in the format specified on the screen. The date/time format is based upon the user's culture.

BOLS / [Manual Entry](#) / [Upload](#)

### Manual BOL Upload

Please enter the date and time in the following format: **9/1/2020 7:47 AM**

File:  [Browse](#) [Download template](#)

The following fields are available on the Manual BOL Upload:

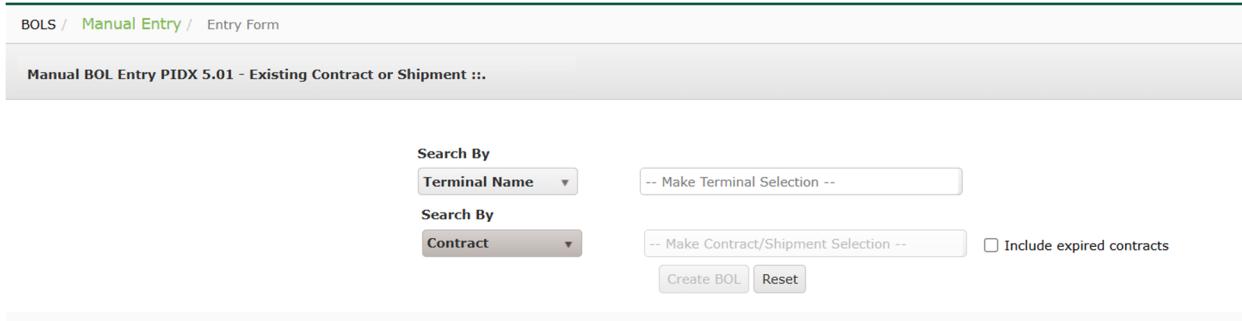
	<b>DESCRIPTION</b>
Type	Identifies if the load is a Shipment or Contract.
BOL Number	Provides the number of the BOL being submitted. 30AN <i>This is a required field.</i>
BOL Revision	Provides the revision number for the BOL being submitted. 2N 0-99 <i>This is a required field.</i>
SPLC	Either SPLC or TCN is required. 6N
TCN	Either SPLC or TCN is required. 9N <i>TCN is required for PDXBOLv5.</i>
Owner	This identifies the owner of the terminal. 6N <i>This is a required field if SPLC is entered above.</i>
Contract Number/ Shipment ID	Identifies the contract number or shipment ID if previously entered. Contract Number 32AN Shipment ID 10AN
Contract Type/ Shipment Document Type	Identifies the contract type or shipment document type if previously selected. Contract Type 4AN Shipment Document Type 40AN
Consignee Number	Identifies the consignee number for the BOL. 18AN <i>This is a required field.</i>
Start Load Date	Indicates the date the load began. This value should be entered in the user's culture format. <i>This is a required field.</i>
Start Load Time	Indicates the time the load began. This value should be entered in the user's culture format. <i>This is a required field.</i>

End Load Date	Indicates the date the load ended. This value should be entered in the user's culture format. <i>This is a required field.</i>
End Load Time	Indicates the time the load ended. This value should be entered in the user's culture format. <i>This is a required field.</i>
Purchase Order Number	Identifies the purchase order number associated with the BOL. 30AN
Sales Order Number	Identifies the sales order number associated with the BOL. 16AN
Split Load Flag	Identifies if it was a split load. Options available via dropdown. <i>This is a required field.</i>
Shipper Info	Identifies the shipper. 10AN
Final Shipper	Provides the TABS ID of the final shipper of the load. 3N <i>This is a required field.</i>
Mode of Transport	Identifies the mode of transport for the BOL. Options available via dropdown. <i>This is a required field for PDXBOLv5.</i>
Rack Driver ID	Provides the rack driver ID. 20AN
Carrier Code	Identifies the carrier code for the BOL. 4N <i>This is a required field.</i>
Carrier FEIN	Identifies the carrier FEIN for the BOL. If unknown, use 000000000U 10AN
Vehicle Number	Identifies the tractor or tank truck for the BOL. 20AN
Material Code	Identifies the TABS product code for the BOL. Options available via dropdown. <i>This is a required field.</i>
Storage Location	Provides the storage location. 20AN
Shipping Point	Provides the shipping point. 30AN
Valuation Type	Identifies the valuation type for the BOL. Options available via dropdown. <i>This is a required field for PDXBOLv5.</i>
Delivery ID	Identifies the delivery ID if submission type is Shipment. 30AN
Delivery Line Item	Provides the delivery line item if submission type is Shipment. 6AN
Delivery Document	Provides the delivery document if submission type is Shipment. 30AN
Destination Country	Identifies the destination country. Options available via dropdown.

Destination State	Identifies the destination state. Options available via dropdown.
Destination Postal Code	Identifies the destination postal code. 10AN
Destination County	Identifies the destination county. 30AN
Trailer	Provides trailer information. 32AN
Load ID	Provides the load ID. 30AN
Load ID Add-On	Provides the load ID add-on. 20AN
Load ID Type	Provides the load ID type. 20AN
Blend	Identifies the blend. Options available via dropdown. <i>This is a required field for PDXBOLv5.</i>
Compartment Number	Identifies the compartment number. 3AN
Gross Volume Amount	Provides the gross volume amount. 11,2N <i>This is a required field.</i>
Net Volume Amount	Provides the net volume amount. 11,2N <i>This is a required field.</i>
Volume Unit of Measure	Provides the volume unit of measure. Options available via dropdown. <i>This is a required field.</i>
Gross Temperature	Provides the gross temperature. 3N
Gross Temperature Sign	Provides the gross temperature sign. Options available via dropdown.
Net Temperature	Provides the net temperature. 3N
Net Temperature Sign	Provides the net temperature sign. Options available via dropdown.
Temperature Measurement Type	Identifies the temperature measurement type. Options are F or C. <i>This field is required if temperature column is not null.</i>
Gross Gravity	Identifies the gross gravity. 4,3N
Net Gravity	Identifies the net gravity. 4,3N
Gravity Measurement Type	Provides the gravity measurement type. Option is available via dropdown.
Gross Density	Identifies the gross density. Options available in dropdown.
Net Density	Identifies the net density. Options available in dropdown.
Density Measurement Type	Identifies the density measurement type. Options available in dropdown.

Gross Weight Amount	Identifies the gross weight amount. 11,2N
Net Weight Amount	Identifies the net weight amount. 11,2N
Weight Unit of Measure	Identifies the weight unit of measure. Options available in dropdown.

## Create BOL from Existing Contract or Shipment



BOLS / Manual Entry / Entry Form

Manual BOL Entry PIDX 5.01 - Existing Contract or Shipment ::.

Search By

Terminal Name

Search By

Contract

To create a manual BOL from an existing contract or shipment, select that option from the dropdown menu.

1. Select the terminal.
2. Select the contract
3. Click Create BOL
4. A template will display.
5. Fill in the fields as shown under [Creating a Single Manual BOL](#).

## Create Empty Contract BOL

To create a contract BOL manually:

1. Select terminal
2. Select existing contract
3. Click Create BOL
4. Fill in the BOL header data. If the BOL is based on an existing contract, some of the data is already filled in with data that is retrieved from the Contract. Values are the same as [Creating a Single Manual BOL](#).

## Create Empty Shipment BOL

To create a shipment BOL manually:

1. Select terminal
2. Select existing shipment
3. Click Create BOL
4. Fill in the BOL header data. If the BOL is based on an existing shipment, some of the data is already filled in with data that is retrieved from the Contract. Values are the same as [Uploading Multiple Manual BOLs](#)

## Contact Us

We hope you enjoy the new look and we welcome your comments and suggestions.

As always, please contact the DTN PetroDex support team at 1-800-982-1583 or by email at [petrodexsupport@dtn.com](mailto:petrodexsupport@dtn.com) for US support and 1-855-493-0260 or by email to [TABSGlobalsupport@dtn.com](mailto:TABSGlobalsupport@dtn.com) for international support.