



Import Specification Guide

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CONTENTS

CHAPTER 1. USING IMPORT SPECIFICATIONS	1-1
CHAPTER 2. ADDRESS IMPORT	2-1
Introduction	2-2
Rules	2-2
File Example	2-3
Purpose Tables	2-4
Address Import Record Layout	2-4
CHAPTER 3. PRODUCT IMPORT	3-1
Introduction	3-2
Rules	3-2
File Example	3-3
Purpose Tables	3-4
Commodity Import Record Layout	3-4
CHAPTER 4. CARRIER IMPORT	4-1
Introduction	4-2
Rules	4-2
File Example	4-3
Types of Records	4-4
Purpose Tables	4-4
Carrier Header Required Fields	4-4
Carrier Header Record	4-4
PRO Number Required Fields	4-5
PRO Number Record	4-5
CHAPTER 5. BILL OF LADING IMPORT	5-1
Introduction	5-2
Rules	5-2
File Example	5-3
Types of Records	5-3
Purpose Tables	5-5
Bill of Lading Header Required Fields	5-5
Bill of Lading Header Record	5-5
Bill of Lading Commodity Required Fields	5-8
Bill of Lading Commodity Record	5-8
Bill of Lading Purchase Order Required Fields	5-9
Bill of Lading Purchase Order Record	5-9
Bill of Lading Reference Required Fields	5-10
Bill of Lading Reference Record	5-10
Bill of Lading Enhanced Service Option Required Fields	5-10
Bill of Lading Enhanced Service Option Record	5-10
Bill of Lading Comments Required Fields	5-11
Bill of Lading Comments Record	5-11
Bill of Lading Time Based Services Required Fields	5-11
Bill of Lading Time Based Services Record	5-11

CHAPTER 1. USING IMPORT SPECIFICATIONS

ExpressWORKS includes a feature that helps you import data from an existing system to ExpressWORKS databases. This manual provides the technical specifications you need to prepare your data for the transition.

This manual contains field specifications for all four import functions:

- Address
- Products
- Transportation Providers
- Bills of lading (BOLs)

We have devoted a chapter to each import function that explains the field specifications you must complete:

Rules: Identifies specific standards you must follow when setting up existing system data files to import. These standards ensure that all data to be transferred will meet the ExpressWORKS data standards.

File Example: Two file types can be used with the ExpressWORKS import Routine:

- comma-delimited
- fixed length

The file examples here are in comma-delimited format. File examples shown are not complete. Missing information in the file example is indicated by using “,...,” between fields in the example. Refer to the Purpose Tables for complete file information.

We use double quotes to enclose text fields; we do not enclose all other data types (dates, numeric and logical) in double quotes.

Note: Although double quotes are used in this document only for text fields, you could use them for any of the other data types. However, it is not essential that dates, numeric or logical, use double quotes for the import program to function.

Types of Records (Transportation Provider and Bill of Lading Only): Illustrates how to use record identifiers. You must complete the type of record specification for the system to identify all the record types your data includes and import them into the appropriate databases.

Purpose Tables: Includes all the field specifications for each type of record. Each table contains the following information for each type of record:

- Title of the record type
- Field names in that record type
- Position the field begins and ends with
- Length of the field
- Type of data that the system accepts for that field
- Decimal characters allowed
- Examples of Valid Entries for certain fields

CHAPTER 2. ADDRESS IMPORT

Introduction

This chapter contains system specifications for the Address Tab in the ExpressWORKS file Import screen.

Rules

- A. The import file must be an ASCII text file.
- B. The user must choose a comma-delimited or fixed-length file format.
- C. The user may choose to delete existing addresses, by type of address, before importing the data. If no address types are checked for deletion, then the *imported data* will overwrite any duplicate addresses (based on Address ID).
- D. You must follow the record layout. It is not necessary to include all information in the record layout; however the information must be represented by the appropriate number of blank spaces if the file is of fixed-length format. In the comma-delimited file, null data may be left blank as, ...,... or may be enclosed in double quotes as, ..., ""....
- E. Negative numeric information must be PRECEDED by a minus sign.
- F. You may represent logical fields as either a 1 or 0 (no quotes). The length is 2 in a fixed-length format where the second character is a space. If you leave a logical field blank, the import process defaults the value to 0 or false.
- G. Designated fields must follow EDI standards. See record layouts for EDI information.
- H. ExpressWORKS validates each record as it imports just as if you had tried to modify and save an address record in the Address Maintenance screen. If the tool finds an error, the tool records the error in the error log and skips that record.
- I. If you do not submit an Address ID, the tool will generate an ID for you.
- J. All imported address records are ZIP-code verified (including Canada). If you submit a valid ZIP code, the tool tries to match the city and state. If the tool can't find an exact match, the tool will note it in the error log. If you submit an invalid ZIP code, ExpressWORKS will place a note in the error log. In either case, however, the tool still processes the record.
- K. Required Fields:
 1. Address ID
Key Field - Must be unique to the entire system.
 2. Name 1
 3. Address 1
 4. City
 5. State Code
 6. ZIP Code
 7. Address Type
Each imported record must be designated as one or more of the following types:
 - a. Shipper
 - b. Ship To
 - c. Ship From
 - d. Payer
 - e. Broker
 - f. Forwarder
- L. Import records that have validation errors are noted in the error file, which the tool generates during the importing process. You must specify an error file name on the import screen before importing will record. The error file is in ASCII text that can be viewed and/or printed later.

File Example

- You **must** enclose string data (ordinary text) in double quotes.
Example: Address ID, Name, Store Number and Contact Phone would be:
"24T-HH812","Jumbo Discount Auto",,,,,,"2942",,,,,,"8002558900"....

Note: Although we represent Store Number with numerals, we still consider it a text field. This also is true for ZIP codes and phone numbers.

- Do **not** enclose numeric data in double quotes.
Example: Weight, Charges and Number of Handling Units would be:
,,,,,225.73,,,,,1347.72,,,,,4,....

- Do **not** enclose dates in double quotes, but you **must** use slashes and the 10-character format, including a 4-digit year.
Bill of Lading Date and Pickup Date would be:
.....04/23/2000,.....05/02/2000,.....
- Do **not** enclose logical data, represented by either a 1 (true) or 0 (false), in double quotes.
Example: Ship To, Ship From, Forwarder and Remit To would be:
.....1,1,0,1,.....
- You may use double and single quotes in quoted strings.
Example: Name and Special Instructions would be:
....."3 "Z" Enterprises",....."Driver, get Mr. Davis' signature",.....

File format: comma-delimited.

Note: If you use a fixed-length file format, all blank spaces must be accounted for.

Example:

"2450-55", "Target Discount #32" ,,,, "381 SOM Center Road" ,,"LOVINGTON" ,,"NM" ,,"88260" ,,,, "FB-5094-4" ,,"#656 FISCHER-BAY" ,,"Tom Rivers" ,,,, "Chicago" ,,"IL" ,,"60606" ,,,, "5459-9727" ,,"1/2 Price Stores Inc" ,,"Rich Gorman" ,,,, "Irving" ,,"TX" ,,"75014" ,,,, "613" ,,"Drew's Cafe & Grill" ,,"#392" ,,,, "1,0,0,0,0,0,1" ,,"Name@company.com" "GR-231P" ,,"3 "S"ENTERPRISES" ,,"Mill&Reg" ,,,, "USA" ,,"8004815400" ,,"80143328481239" ,,,,

Purpose Tables

Address Import Record Layout

Field	Position	Len.*	Type	Decimal	Valid Entries**
Address ID	001-017	17	Char		
Name 1	018-052	35	Char		
Name 2	053-087	35	Char		
Contact Name	088-122	35	Char		
Store Number	123-134	12	Char		
Department Number	135-144	10	Char		
Address 1	145-179	35	Char		
Address 2	180-214	35	Char		
City	215-249	35	Char		
State Code	250-251	2	Char		EDI 156
ZIP Code	252-257	6	Char		
Country Code	258-260	3	Char		EDI 026
Contact Phone	261-274	14	Char		
Hazardous Material Phone	275-288	14	Char		
Ship To	289-290	2	Boolean 1 or 0		
Payer	291-292	2	Boolean 1 or 0		
Shipper	293-294	2	Boolean 1 or 0		
Ship From	295-296	2	Boolean 1 or 0		
Broker	297-298	2	Boolean 1 or 0		
Forwarder	299-300	2	Boolean 1 or 0		
Remit To	301-302	2	Boolean 1 or 0		
Special Instructions	303-430	128	Char		
Contact Email	431-465	35	Char		

* This is the maximum allowed length of the field. The tool truncates data that exceeds the allowed length and records the action in the error file.

Although all numeric fields have a length of 22 places, this applies only to the required format for your import file. ExpressWORKS imposes further limitations for each individual numeric field, which we specify in the Valid Entries column. An example is COD amount: 99999.99 indicates that the maximum length for a valid entry in this field is 7 digits with a decimal point.

** Refer to version 4010 for valid entries for fields that use EDI codes.

CHAPTER 3. PRODUCT IMPORT

Introduction

This chapter contains system specifications for the Commodity Tab in the ExpressWORKS file Import screen.

Rules

- A. The import file must be an ASCII text file.
- B. You must choose a comma-delimited or fixed-length file format.
- C. If you check OVERWRITE DUPLICATE COMMODITIES, the tool will overwrite any imported product IDs that exactly match an existing ID with the imported data.
- D. You must follow the record layout, but you need not include all information in the record layout. You must, however, include the appropriate number of blank spaces if the file is fixed-length format. In a comma-delimited file, you may leave null data blank as,, or you may enclose it in double quotes as, ..., "",... .
- E. You must precede negative numeric information with a minus sign.
- F. You may use either a 1 or 0 (no quotes) for logical fields. The length is 2 in a fixed-length format where the second character is a space. If you leave a logical field blank, the tool will record the value as 0 or false.
- G. Designated fields must follow EDI standards. See record layouts for EDI information.
- H. ExpressWORKS validates each record as it imports just as if you had modified and saved a product record in the Commodity Maintenance screen. The tool notes errors in the error log and skips the record that has the error.
- I. Control Temperature unit of measure must be either ..., "F", ... for Fahrenheit or ..., "C", ... for Celsius.
- J. If the number of characters for any NMFC field is less than 8, the tool will automatically fill remaining character positions with zeroes.
Example:..., "23456",... would be written to file as 00023456.
- K. Required Fields:
 - 1. Commodity ID
Key Field: Must be unique to the entire system.
 - 2. Description
In addition, if the product data you are importing is a *Hazardous Material*, then you must also include the following:
 - 3. Description
 - 4. HAZMAT Shipping Code
 - 5. HAZMAT Class Code
 - 6. HAZMAT Packing Group Code
Only one of the following two is required:
 - 7. HAZMAT Technical Name
 - 8. Additional HAZMAT Description
- L. ExpressWORKS records import records with validation errors in the error file, which the tool generates during the import process. You must specify an error file name on the import screen before importing records. The error file is an ASCII text file that can be viewed and/or printed later.

File Example

- You must enclose string data (ordinary text) in double quotes.
Example: Commodity ID, Description and NMFC Number would be:
"44-D66904", "Golf Shoes",, "23481942",

Note: Although we represent NMFC Number with numerals, we still consider it a text field. This also is true for class.

- Do not enclose numeric data in double quotes.
Example: Weight, Charges and Number of Handling Units would be:
.....,225.73,.....,1347.72,.....,4,.....
- Do **not** enclose dates in double quotes, but you **must** use slashes and the 10-character format, including a 4-digit year.
Example: Bill of Lading Date and Pickup Date would be:
.....,04/23/2000,.....,05/02/2000,.....
- Do **not** enclose logical data, represented by either a 1 (true) or 0 (false), in double quotes.
Example: Food, Chemical and Used Equipment would be:
.....,0,1,.....,0,.....

- You may use double and single quotes in quoted strings.

Example: Description would be:

....,"Newton's "Par-4" model – various sizes",....

File format: comma-delimited.

Note: If you use a fixed-length file format, all blank spaces must be accounted for.

Example:

"76","Starter Jackets","24065708","100",...,0,0,,,,,,,,,"67DN-4","Replacement Golf Spikes","41234456","70",...,0,0,,,,,,,,,"SWJ/45SA","10" Junior League Soccer Jerseys","05574200","775",...,0,0,,,,,,,,,"h-567","BASKETBALL BACK-BOARDS","55674445","60",...,0,0,,,,,,,,

Purpose Tables

Commodity Import Record Layout

Field	Position	Len.*	Type	Decimal	Valid Entries**
Commodity ID	001-015	15	Char		
Description	016-237	222	Char		
NMFC Number	238-245	8	Char		
NMFC Classification	246-248	3	Char		EDI 059
Weight	249-270	22	Num	2	99999.99
Handling Unit Type	271-275	5	Char		EDI 211
Containing	276-278	3	Char		EDI 211
Food	279-280	2	Boolean 1 or 0		
Chemical	281-282	2	Boolean 1 or 0		
Lower Temp Limit	283-304	22	Num	0	999
Upper Temp Limit	305-326	22	Num	0	999
Temp Unit of Measure	327-327	1	Char		C or F
Used Equipment Indicator	328-329	2	Boolean 1 or 0		
Declared Value	330-351	22	Num	2	99999999.99
Value Per Unit	352-361	10	Char		EDI 122
Special Handling Code 1	362-364	3	Char		EDI 152
Special Handling Code 2	365-367	3	Char		EDI 152
Special Handling Code 3	368-370	3	Char		EDI 152
HAZMAT Shipping Code	371-380	10	Char		EDI 277
HAZMAT Class Code	381-410	30	Char		EDI 215
HAZMAT Packing Group Code	411-413	3	Char		EDI 254
HAZMAT Technical Name	414-513	100	Char		
Additional HAZMAT Description	514-693	180	Char		
Length	694-715	22	Num	0	999
Width	716-737	22	Num	0	999
Height	738-759	22	Num	0	999

* This is the maximum allowed length of the field. The tool truncates data that exceeds the allowed length and records the action in the error file.

Although all numeric fields have a length of 22 places, this applies only to the required format for your import file. ExpressWORKS imposes further limitations for each individual numeric field, which we specify in the Valid Entries column. An example is COD amount: 99999.99 indicates that the maximum length for a valid entry in this field is 7 digits with a decimal point.

** Refer to version 4010 for valid entries for fields that use EDI codes.

CHAPTER 4. CARRIER IMPORT

Introduction

This chapter contains system specifications for the Carrier Tab in the ExpressWORKS file Import screen.

Rules

- A. The import file must be an ASCII text file.
- B. You must choose a comma-delimited or fixed-length file format.
- C. You must submit the records in order of the record type.
Example: The records in the ASCII file are grouped by the carrier header record and associated support information. The support records must follow the carrier header record with which they are associated.
- D. If you check the OVERWRITE DUPLICATE CARRIERS box, the tool will overwrite any imported carrier SCAC ID code that exactly matches an existing SCAC ID code with the imported data.
- E. You must follow the record layout, but you need not include all information in the record layout. You must, however, include the appropriate number of blank spaces if the file is fixed-length format. In a comma-delimited file, you may leave null data blank as,, or you may enclose it in double quotes as,, ""
- F. You must precede negative numeric information with a minus sign.
- G. You may use either a 1 or 0 (no quotes) for logical fields. The length is 2 in a fixed-length format where the second character is a space. If you leave a logical field blank, the tool will record the value as 0 or false.
- H. Certain fields must follow EDI standards. See record layouts for EDI information.
- I. ExpressWORKS validates each record as it imports just as if you had modified and saved a carrier record in the Carrier Maintenance screen. The tool notes errors in the error log and skips the record that has the error.
- J. All imported address records are ZIP-code verified (including those for Canada). If you submit a valid ZIP, the tool will try to match the city and state. If the tool can't find an exact match, it will record this in the error log. If you submit an invalid ZIP code, the tool records this in the error log. In either case, however, the tool processes the record.
- K. ExpressWORKS records import records that have validation errors in the error file, which the tool generates during the import process. You must specify an error file name on the import screen before importing records. The error file is an ASCII text file that can be viewed and/or printed later.

File Example

- You **must** include string data (ordinary text) in double quotes.
Example: Carrier SCAC Code, Name and ZIP Code would be:
"RDWY","YRC Inc.",.....,"44309",.....

Note: Although we represent ZIP Code with numerals, it is still considered a text field. This also is true for PRO numbers and phone numbers.

- Do **not** enclose numeric data in double quotes.
Example: Increment Value would be:
.....5,.....
- Do **not** enclose dates in double quotes, but you **must** use slashes and the 10-character format, including a 4-digit year.
Example: Bill of Lading Date and Pickup Date would be:
.....,04/23/2000,.....,05/02/2000,.....
- Do **not** enclose logical data, represented by either a 1 (true) or 0 (false), in double quotes.
Example: Auto PRO would be:
.....,0,1,.....,0,.....
- You may use double and single quotes in quoted strings.
Example: Address would be:
.....,"282 Angie's Plaza - Bldg. #3",.....

File format: comma-delimited.

Note: If you use a fixed-length file format, all blank spaces must be accounted for.

Examples:

These are some of the field names that could be included in a Carrier record layout:

“1”,“SCAC Code”,“Name”,...,“Address”,...,“ZIP Code”,...,Auto Pro,...“2”,“PRO Number Range Description.”,“PRO Number Prefix”,...,“Next PRO Number”,“Last PRO Number”,...,Increment Value

The actual data records in the Carrier file layout would resemble:

“1”,“RDWY”,“Roadway Express Inc.”,...,“1077 Gorge Blvd.”,...,“44309”,...,1,...“2”,“YRC 1”,...,“099-000010”,“000-100000”,...,10“2”,“YRC 2”,...,“000-000010”,“000-100000”,...,10

Then the data records in the second Carrier layout would resemble:

“1”,“REIM”,“Reimer Express Lines”,...,“1400 Inkster Blvd.”,...,“R2X1R1”,...,1,...“2”,“Reimer Default”,“PN”,...,“000-000001”,“000-999999”,...,1The data records in the third Carrier could look something like the following:“1”,“EGL”,“EAGLE TRUCKING CO.”,...,“2600 N. HWY. 135”,...,“75662”,...,0,...

Because Auto PRO is set to false above, the PRO number record is unnecessary. You will repeat the Carrier record layout format for each carrier until you import the last carrier.

Record Types

You must provide a record identifier at the beginning of each record. You may have only one type “1” record for each carrier. The other record types can have as many of those records as you need. All record types must be in numeric order of the record type. These two record types represent all the parts of a single carrier; you must have both for complete carrier.

Record ID	Record Type	Allowed
“1”	Carrier Header	One
“2”	PRO Number	As many as needed

Purpose Tables

Carrier Header Required Fields***

1. Record Type
2. Standard Carrier Alpha Code (SCAC)
Key Field: Must be unique to the entire system.
3. Name
4. Auto Pro

Carrier Header Record

Field	Position	Len.*	Type	Decimal	Valid Entries**
Record Type	001-002	2	Char		1
Standard Carrier Alpha Code	003-006	4	Char		
Name	007-041	35	Char		
Phone	042-055	14	Char		
Address	056-090	35	Char		
City	091-125	35	Char		
State Code	126-127	2	Char		EDI 156
ZIP Code	128-133	6	Char		
Country Code	134-136	3	Char		EDI 026
Bill of Lading (B/L) Contact	137-171	35	Char		
B/L Email	172-206	35	Char		
B/L Address	207-241	35	Char		
B/L City	242-276	35	Char		
B/L State Code	277-278	2	Char		EDI 156
B/L ZIP Code	279-284	6	Char		
B/L Country Code	285-287	3	Char		EDI 026
B/L Phone	288-301	14	Char		
Auto Pro	302-303	2	Boolean 1 or 0		
EDI Receiver ID Qualifier	304-305	2	Char		
EDI Receiver ID	306-320	15	Char		

* This is the maximum allowed length of the field. The tool truncates data that exceeds the allowed length and records the action in the error file.

Although all numeric fields have a length of 22 places, this applies only to the required format for your import file. ExpressWORKS imposes further limitations for each individual numeric field, which we specify in the Valid Entries column. An example is COD amount: 99999.99 indicates that the maximum length for a valid entry in this field is 7 digits with a decimal point.

** Refer to version 4010 for valid entries for fields that use EDI codes.

PRO Number Required Fields***

If Auto Pro is set to true, all the following are required:

1. PRO Number Range Description
2. PRO Number Prefix
3. Prefix Delimiter
4. Next PRO Number
5. Last PRO Number
6. Check Digit Delimiter
7. Check Digit Formula
8. Increment Value

PRO Number Record

Field	Position	Len.*	Type	Decimal	Valid Entries**
Record Type	001-002	2	Char		2
PRO Number Range Desc.	003-037	35	Char		“DEFAULT” or other text value, cannot be blank.
PRO Number Prefix	038-045	8	Char		
Prefix Delimiter	046-050	5	Char		NONE, SPACE or DASH
Next PRO Number	051-080	30	Char		
Last PRO Number	081-110	30	Char		
Check Digit Delimiter	111-115	5	Char		NONE, SPACE or DASH
Check Digit Formula	116-121	6	Char		NONE, MOD-7, MOD-10, MOD-11, APA-10, WGT-10, NEMF10, AF-10 or OVNT-7
Increment Value	122-143	22	Num	0	999

* This is the maximum allowed length of the field. The tool truncates data that exceeds the allowed length and records the action in the error file.

Although all numeric fields have a length of 22 places, this applies only to the required format for your import file. ExpressWORKS imposes further limitations for each individual numeric field, which we specify in the Valid Entries column. An example is COD amount: 99999.99 indicates that the maximum length for a valid entry in this field is 7 digits with a decimal point.

** Refer to version 4010 for valid entries for fields that use EDI codes.

***You must enter the Record Type, so the tool will process the record or the tool will skip it. If other Required Fields are missing or invalid the tool will write the record to the file, but will record an error in the error log and mark the bill of lading incomplete. You must associate all detail records with a header record or the tool will not write them to the file.

CHAPTER 5. BILL OF LADING IMPORT

Introduction

This chapter contains system specifications for the Bill of Lading (BOL) tab in the ExpressWORKS file Import screen.

Rules

- A. The import file must be an ASCII text file.
- B. You must choose a comma-delimited or fixed-length file format.
- C. You must submit the records in order of the record type.
Example: The records in the ASCII file are grouped by the bill of lading header record and associated support information. The support records must follow the bill of lading header record with which they are associated.
- D. You may designate a Default Shipper from a drop-down list before you import the records. When you designate a default shipper, the tool will insert the shipper into all the BOLs you are importing, which is useful if all your BOLs will have the same shipper; it saves data entry time.
- E. You must follow the record layout, but you need not include all information in the record layout. You must, however, include the appropriate number of blank spaces if the file is fixed-length format. In a comma-delimited file, you may leave null data blank as,, or you may enclose it in double quotes as, ..., "", ...
- F. You must precede negative numeric information with a minus sign.
- G. You may use either a 1 or 0 (no quotes) for logical fields. The length is 2 in a fixed-length format where the second character is a space. If you leave a logical field blank, the tool will record the value as 0 or false.
- H. Certain fields must follow EDI standards. See record layouts for EDI information.
- I. If you do not submit the PRO number, and the carrier is set for AutoPro, the import program automatically generates a PRO number for that BOL.
- J. ExpressWORKS validates each record as it imports just as if you had modified and saved a BOL record in the Advanced BOL Entry screen. The tool notes errors in the error log and marks the bill of lading incomplete.
- K. All imported address records are ZIP-code verified (including those for Canada). If you submit a valid ZIP, the tool will try to match the city and state. If the tool can't find an exact match, it will record this in the error log. If you submit an invalid ZIP code, the tool records this in the error log. In either case, however, the tool processes the record.
- L. ExpressWORKS records import records that have validation errors in the error file, which the tool generates during the import process. You must specify an error file name on the import screen before importing records. The error file is an ASCII text file that can be viewed and/or printed later.

File Example

- You **must** include string data (ordinary text) in double quotes.

Example: BOL Number, SCAC Code and Pricing Program ID would be:

....,"0000003422",....,"RDWY","AA",....

Note: Although we represent the BOL number with numerals, it is still considered a text field. This also is true for ZIP codes and phone numbers.

- Do **not** enclose numeric data in double quotes.

Example: COD Amount would be:

....,225.73,....

- Do **not** enclose dates in double quotes, but you **must** use slashes and the 10-character format, including a 4-digit year.

Example: BOL Date and Pickup Date would be:

....,04/23/2000,....,05/02/2000,....

- Do **not** enclose logical data, represented by either a 1 (true) or 0 (false), in double quotes.

Example: COD Check OK would be:

....,1,....

- You may use double and single quotes in quoted strings.

Example: Ship To Name and Ship To Address would be:

....,"3 "Z" Enterprises",....,"258 Gulliver's Drive",....

File format: comma-delimited.

Note: If you use a fixed-length file format, all blank spaces must be accounted for.

Types of Records

You must provide a record identifier at the beginning of each record. You may have only one type “1” record for each BOL. The other record types can have as many of those records as you need. All record types must be in numeric order of the record type. These six record types represent all the parts of a single BOL; you need have only the first and second record types for a complete BOL.

Record ID	Record Type	Allowed
“1”	Bill of Lading Header	One
“2”	Commodity	As many as needed
“3”	Purchase Order	As many as needed
“4”	Reference	As many as needed
“5”	Enhanced Service Option	As many as needed
“6”	Comments	As many as needed
“7”	Time-Based Services	One

These are some of the field names that you could include in a Bill of Lading record layout:

“1”, “BOL Number”, BOL Date, ..., “PRO Number”, ..., ...
 “2”, “Commodity ID”, Number of Handling Units, ..., “Temp Unit of Measure”, ..., ..., ...
 “3”, “Purchase Order Number”, Carton Count, Weight, “”, “Department Number”
 “4”, “Reference Number Type”, “Reference Number”
 “5”, “Service ID Code”
 “6”, “Comment Type”, “Comments”
 “7”, “Service Type”, Start Date, ..., “Deliver by Noon”, “”, “Proactive Notification”, “Authorized By”, ...

The actual data records in the BOL file layout would resemble:

“1”, “1234567890”, 03/15/2000, ..., “0987654321”, ..., ...
 “2”, “50-5C”, 4, ..., “C”, ..., ..., ...
 “3”, “PO1999-0012”, 18,270, “”, “D101”
 “4”, “CO”, “Order # A1999-11”
 “5”, “HAZ”
 “6”, “Dock Instructions”, “DO NOT DOUBLE STACK”
 “7”, “GTC”, 03/03/2005, ..., ..., 1, ..., 1, “Amy Hunter”, ...

The data records in the second BOL might resemble:

“1”, “222423890”, 03/03/2000, ..., “0987654322”, ..., ...
 “2”, “5CC 4”, 9, ..., “C”, ..., ..., ...
 “3”, “PO2000-0015”, 5,10, “”, “12”
 “4”, “CO”, “Order # WX11-42”
 “5”, “IDL”
 “6”, “Ship To Instructions”, “Requests morning delivery”
 “7”, “TADV”, 04/03/2005, ..., ..., 1, ..., 0, “Issac Preston”, ...

The data records in the third BOL could resemble:

“1”, “168657790”, 03/15/2000, ..., “8854564621”, ..., ...
 “2”, “234222-1”, 14, ..., “C”, ..., ..., ...
 “3”, “PO1999-0012”, 18,270, “”, “A65”
 “4”, “CO”, “1999-11”
 “5”, “ONC”
 “6”, “Shipper Instructions”, “Priority Guaranteed”
 “7”, “GTCW”, 03/27/2005, ..., ..., 0, ..., 0, “Mr. G. Watkins”, ...

You will repeat the BOL record layout format for each BOL until you import the last BOL.

Purpose Tables

Bill of Lading Header Required Fields***

A. Record Type	B. BOL Number	C. BOL Date
D. Terms	E. Pickup Date	F. SCAC Code (must reside in Carrier Maintenance)
G. PRO Number (must be unique)	H. Ship To Name 1	I. Ship To Address 1
J. Ship To City	K. Ship To State Code	L. Ship To Zip Code
M. Ship To Country Code	N. Shipper ID Number (must reside in Address Maintenance)	

Bill of Lading Header Record

Field	Position	Len.*	Type	Decimal	Valid Entries**
Record Type	001-002	2	Char		1
BOL Number	003-032	30	Char		
BOL Date	033-042	10	Date		
Terms	043-044	2	Char		EDI 146
Pickup Date	045-054	10	Date		
SCAC Code	055-058	4	Char		
Pricing Program ID	059-060	2	Char		
PRO Number	061-090	30	Char		
Trailer Number	091-100	10	Char		
Ship To ID Number	101-117	17	Char		
Ship To Name 1	118-152	35	Char		
Ship To Name 2	153-187	35	Char		
Ship To Store	188-199	12	Char		
Ship To Department	200-209	10	Char		
Ship To Address 1	210-244	35	Char		
Ship To Address 2	245-279	35	Char		
Ship To City	280-314	35	Char		
Ship To State Code	315-316	2	Char		EDI 156
Ship To ZIP Code	317-322	6	Char		
Ship To Country Code	323-325	3	Char		EDI 026
Ship To Contact	326-360	35	Char		
Ship To Phone	361-374	14	Char		
Payer ID Number	375-391	17	Char		
Payer Name 1	392-426	35	Char		
Payer Name 2	427-461	35	Char		
Payer Store	462-473	12	Char		
Payer Address 1	474-508	35	Char		
Payer Address 2	509-543	35	Char		
Payer City	544-578	35	Char		
Payer State Code	579-580	2	Char		EDI 156
Payer Zip Code	581-586	6	Char		
Payer Country Code	587-589	3	Char		EDI 026
Payer Contact	590-624	35	Char		
Payer Phone	625-638	14	Char		
Shipper ID Number	639-655	17	Char		
Ship From ID Number	656-672	17	Char		
Ship From Name 1	673-707	35	Char		
Ship From Name 2	708-742	35	Char		
Ship From Store	743-754	12	Char		
Ship From Address 1	755-789	35	Char		
Ship From Address 2	790-824	35	Char		
Ship From City	825-859	35	Char		
Ship From State Code	860-861	2	Char		EDI 156
Ship From ZIP Code	862-867	6	Char		
Ship From Country Code	868-870	3	Char		EDI 026
Ship From Contact	871-905	35	Char		
Ship From Phone	906-919	14	Char		
Broker ID Number	920-936	17	Char		
Broker Name 1	937-971	35	Char		

Field	Position	Len.*	Type	Decimal	Valid Entries**
Broker Name 2	972-1006	35	Char		
Broker Store	1007-1018	12	Char		
Broker Address 1	1019-1053	35	Char		
Broker Address 2	1054-1088	35	Char		
Broker City	1089-1123	35	Char		
Broker State Code	1124-1125	2	Char		EDI 156
Broker ZIP Code	1126-1131	6	Char		
Broker Country Code	1132-1134	3	Char		EDI 026
Broker Contact	1135-1169	35	Char		
Broker Phone	1170-1183	14	Char		
Forwarder ID Number	1184-1200	17	Char		
Forwarder Name 1	1201-1235	35	Char		
Forwarder Name 2	1236-1270	35	Char		
Forwarder Store	1271-1282	12	Char		
Forwarder Address 1	1283-1317	35	Char		
Forwarder Address 2	1318-1352	35	Char		
Forwarder City	1353-1387	35	Char		
Forwarder State Code	1388-1389	2	Char		EDI 156
Forwarder ZIP Code	1390-1395	6	Char		
Forwarder Country Code	1396-1398	3	Char		EDI 026
Forwarder Contact	1399-1433	35	Char		
Forwarder Phone	1434-1447	14	Char		
COD Amount	1448-1469	22	Num	2	99999.99
COD Terms	1470-1471	2	Char		EDI 146
COD Check OK	1472-1473	2	Boolean 1 or 0		
Remit To Number	1474-1490	17	Char		
Remit To Name 1	1491-1525	35	Char		
Remit To Name 2	1526-1560	35	Char		
Remit To Address 1	1561-1595	35	Char		
Remit To Address 2	1596-1630	35	Char		
Remit To City	1631-1665	35	Char		
Remit To State Code	1666-1667	2	Char		EDI 156
Remit To ZIP Code	668-1673	6	Char		
Remit To Country Code	1674-1676	3	Char		EDI 026
BOL SPLC	1677-1685	9	Char		
PRO Number Range Desc.	1686-1720	35	Char		DEFAULT or other text value, cannot be blank
Total Handling Units	1721-1742	22	Num	0	9999
Total Pieces	1743-1764	22	Num	0	9999
Total Billed Weight	1765-1786	22	Num	0	Calculated
Deficit Weight	1787-1808	22	Num	0	Calculated
Deficit Rate Charge	1809-1830	22	Num	2	Calculated
Discount Amount	1831-1852	22	Num	2	Calculated
Line Total Charges	1853-1874	22	Num	2	Calculated
Total Service Option Charges	1875-1896	22	Num	2	Calculated

* This is the maximum allowed length of the field. The tool truncates data that exceeds the allowed length and records the action in the error file.

Although all numeric fields have a length of 22 places, this applies only to the required format for your import file. ExpressWORKS imposes further limitations for each individual numeric field, which we specify in the Valid Entries column. An example is COD amount: 99999.99 indicates that the maximum length for a valid entry in this field is 7 digits with a decimal point.

** Refer to version 4010 for valid entries for fields that use EDI codes.

Bill of Lading Product Required Fields***

- | | | |
|---------------------------|-----------------------------|----------------|
| A. Record Type | B. Number of Handling Units | C. Description |
| D. NMFC Number | E. NMFC Classification | F. Weight |
| G. Weight Unit of Measure | | |

Bill of Lading Commodity Record

Field	Position	Len.*	Type	Decimal	Valid Entries**
Record Type	001-002	2	Char		2
Commodity ID	003-017	15	Char		

Field	Position	Len.*	Type	Decimal	Valid Entries**
Delivery Window Start Time	027-031	5	Date		10:30
Delivery Window End Time	032-036	5	Date		15:00
Deliver by Noon	037-038	2	Boolean 1 or 0		
Deliver by Noon	039-040	2	Boolean 1 or 0		
Proactive Notification	041-042	2	Boolean 1 or 0		
Authorized By	043-092	50	Char		
Quote ID	093-122	30	Char		

* This is the maximum allowed length of the field. The tool truncates data that exceeds the allowed length and records the action in the error file.

Although all numeric fields have a length of 22 places, this applies only to the required format for your import file. ExpressWORKS imposes further limitations for each individual numeric field, which we specify in the Valid Entries column. An example is COD amount: 99999.99 indicates that the maximum length for a valid entry in this field is 7 digits with a decimal point.

** Refer to version 4010 for valid entries for fields that use EDI codes.

***You must enter the Record Type, so the tool will process the record or the tool will skip it. If other Required Fields are missing or invalid the tool will write the record to the file, but will record an error in the error log and mark the bill of lading incomplete. You must associate all detail records with a header record or the tool will not write them to the file.