

UPS Freight

Business Policies

Electronic Bills of Lading

- UPS Freight must receive the electronic Bill of Lading prior to the shipment arriving at the origin service center (typically prior to 5:00 p.m. local time).
- UPS Freight must receive a complete Bill of Lading with the below listed information:
 - Shipper Name and Address
 - Consignee Name and Address
 - Bill To Name and Address
 - Purchase Order Numbers along with pieces and weight associated with PO
 - Bill of Lading Numbers
 - Requested Ship Date
 - Quantity
 - Packaging Type
 - Description of Item
 - Weight
 - NMFC and Sub Number
 - Terms
 - Hazmat Information, if applicable
 - Pro Number (highly desirable)
Pre-assigned pro numbers help assure a higher level of accuracy and can be obtained from your local account manager.
- When using pre-assigned pro numbers, the pro number must be printed both on the bill of lading and the shipment label.
- UPS Freight prefers all Bills of Lading from a shipper are sent electronically, but we will accept electronic bills of lading for only specific consignees.
- UPS Freight's billers will only verify the following information against the paper bill of lading:
 - Responsible pieces
 - Handling units
 - Weight
 - Hazardous material items
 - Accessorial Charges

We will assume all other information on the EDI bill of lading is correct and complete.

Pickup Notification (Load Tenders)

- UPS Freight must receive the electronic load tenders at least 24 hours prior to requested pickup.
- UPS Freight must receive a 204 or 211 with the following information:
 - Shipper Name and Address
 - Consignee Name and Address
 - Requested Ship Date
 - Quantity
 - Packaging Type
 - Description of Item
 - Weight

This information will be forwarded to the origin terminals based on the shipper zip code. Shipments that are presented as load tenders will not be used in the billing process.

UPS Freight

EDI Bill of Lading Trading Partner Profile

Company Name: _____

Address: _____

City/St/Zip: _____

Business

Contact: _____

EDI Contact: _____

Phone

#: _____

Phone

#: _____

1. Have you read and verified that you can you meet the business requirements outlined in our Business Policies?
2. What business needs will be met for your company by sending electronic bills of lading to UPS Freight?
3. Will you be using our specifications or do you have your own? If you are using your own specifications, please provide us with a copy.
4. Should we consider your electronic bill of lading as:
 bill of lading to be used for billing pickup notification both
5. What locations company name, street address, city, state and zip) will you be sending electronic bills of lading for? Please attach a location listing if more than one location.
6. Will you be sending electronic bills of lading for inbound or outbound shipments?
7. What time of day do you normally transmit your bills of lading?

8. Can you pre-assign pro numbers? Yes No
9. Will you need a block of pro numbers? Yes No If so, how many shipments do you anticipate giving UPS Freight for a 6 month period? _____
10. Will your electronic bill of lading include:
- Shipper name and address
 - Consignee Name and Address
 - Bill To Name and Address
 - Bill of Lading Number
 - NMFC Code
 - Product Description
 - Pieces and Weight
 - Purchase Order Numbers
 - Pro Number
 - Charge Code (Prepaid or Collect)
11. If you do not send the NMFC code, can you tell us approximately how many different commodities you ship along with the associated NMFC code if available. ?
12. If you do not send the bill-to information, will it always be the same for each shipment? If so, please provide the bill to address.
13. If Target or Wal-Mart is your vendor, do you send the purchase order breakdown in the SPO segment? (purchase order number, piece count, weight) Yes No
14. What reference numbers are you sending on the electronic bill of lading that you will need returned to you on another document such as the 210 (electronic invoice) or the 214 (shipment status)?
- Bill of Lading # Purchase Order # Other
15. Do you ship hazardous material? Yes No

16. Do you expect to receive ANSI 997 functional acknowledgements? Yes No

17. How will you be sending your bills of lading to us?

VAN FTP (preferred) Other

18. If you are using a van please provide the following:

Van Name: _____
User ID (IBM /Advantis) _____
Acct Code (IBM/Advantis) _____
Test Sender ID _____ Qualifier _____
Production Sender ID _____ Qualifier _____

19. If you are using FTP to communicate information, please provide the following information:

Communication Contact: _____ Phone # _____

What software package are you using? _____

Do you have an FTP server attached to the Internet? Yes No

If so, can you accept data (PUT) on your FTP server? Yes No

If yes:

What is your IP address or DNS name.? _____

What is the directory structure where the data should be placed? _____

Do you have any special naming conventions that we need to observe? _____

What end of segment terminator do you require? (UPS Freight standard is "ODOA") _____

Requested Implementation Date: _____

If you have any questions regarding this form, please feel free to contact UPS Freight's EDI department at 804-291-5366. You may e-mail this form to edi@upsfreight.com or you can fax it to 804-231-8543.

UPS Freight

Electronic Bill of Lading Flat File Layout

RECORD SEPARATOR

Field Name	Length	Start Position	Max Occurrence	Description
Record Divider	63	1		#####EDIE#####LAYOUT#####EBOLF LATV#####TPALIAS#####[KEY] Key = Provided by UPS Freight. Unique to each shipper.
Record Terminator	2	64		Carriage Return, Line Feed

HEADER RECORD

Field Name	Length	Start Position	Max Occurrence	Description
Record Type	2	1	1	HD – Header Record
Shipper Name	30	3	1	
Shipper Address1	30	33	1	P.O. Box
Shipper Address2	30	63	1	Street Address
Shipper City	19	93	1	
Shipper State	2	112	1	
Shipper Zip Code	9	114	1	
Shipper Contact Name	30	123	1	
Shipper Contact Phone	16	153	1	
Consignee Name	30	169	1	
Consignee Address1	30	199	1	P.O. Box
Consignee Address2	30	229	1	Street Address
Consignee City	19	259	1	
Consignee State	2	278	1	
Consignee Zip Code	9	280	1	
Consignee Contact Name	30	289	1	
Consignee Contact Phone	16	319	1	
Bill To Name	30	335	1	
Bill To Address1	30	365	1	P.O. Box
Bill To Address2	30	395	1	Street Address
Bill To City	19	425	1	
Bill To State	2	444	1	
Bill To Zip	9	446	1	
Hazmat Contact	30	455	1	
Hazmat Phone	16	485	1	
Ship Date	8	501	1	YYYYMMDD
Requested Delivery Date	8	509	1	YYYYMMDD
Bill of Lading Number	16	517	1	
Pro Number	9	533	1	
Method of Payment	1	542	1	P-Prepaid, C-Collect
Record Terminator	2	543	1	Carriage Return, Line Feed

DETAIL RECORD

Field Name	Length	Start Position	Max Occurrence	Description
Record Type	2	1	50 (loops)	DT – Detail Record
Number of Pieces	5	3	1	Fill with leading zeros
Packaging Type	3	8	1	
Commodity Description Line 1	30	11	1	
Commodity Description Line 2	30	41	1	Use only if needed
Commodity Description Line 3	30	71	1	Use only if needed
Weight	7	101	1	Fill with leading zeros
NMFC Number	6	108	1	Fill with leading zeros
NMFC Sub Number	2	114	1	Fill with leading zeros
Class	4	116	1	
Hazmat UN Number	6	120	1	
Hazmat Classification	30	126	1	
Hazmat Shipping Name	25	156	1	The proper shipping name as specified by the Code of Federal Regulations
Record Terminator	2	180	1	Carriage Return, Line Feed

PURCHASE ORDER RECORD

Field Name	Length	Start Position	Max Occurrence	Description
Record Type	2	1	50 (loops)	PO – Purchase Order Number Record
Purchase Order Number	17	3	1	
Number of Cartons/ PO Number	5	20	1	Fill with leading zeros
Weight/PO Number	7	25	1	Fill with leading zeros
Department/PO Number	5	32	1	
Record Terminator	2	37		Carriage Return, Line Feed