



MT Direct
Rapid Bill of Lading
(RBOL)

v3.0

September 29, 2020

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Introduction

The Rapid Bill of Lading allows you to create a quick and easy bill of ladings or shipping labels with all your information provided with a click of a button. The Rapid Bill of Lading helps you complete, view, edit or delete BOLs automatically and provides you with a list of all your shipments with Manitoulin Transport.

Why Use the Rapid Bill of Lading?

Because it is fast and easy!

The Rapid Bill of Lading is an invaluable shipping and inventory management tool. There is *no more guessing* if your information has been entered correctly and we even provide some features to *help speed things up!*

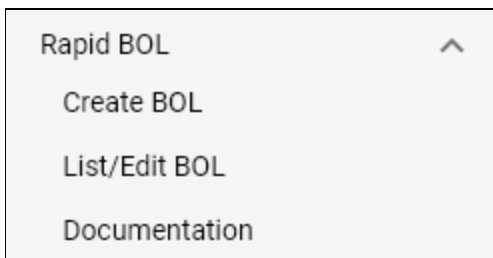
Features

- **Bilingual** - Choose to have the Rapid Bill of Lading available to you in French or English.
- **Custom customer database** - Store your customers' shipping information and simply pick them as the Shipper, Consignee, or Third Party Billing To. Your selection will automatically populate the Bill of Lading form with their name, address and contact info.
- **Historical Data** - View your finalized BOLs and delete them at your convenience.
- **Personal and Company Templates** - Have your Bill of Ladings stored for quick and easy future use.
- **Context-Sensitive Help** - The Rapid Bill of Lading will help you fill out the necessary fields to create a form by warning you if you have missed any important information.
- **Shipping Labels** - Create shipping labels to place on your freight with the click of a button.

Starting a New Bill of Lading

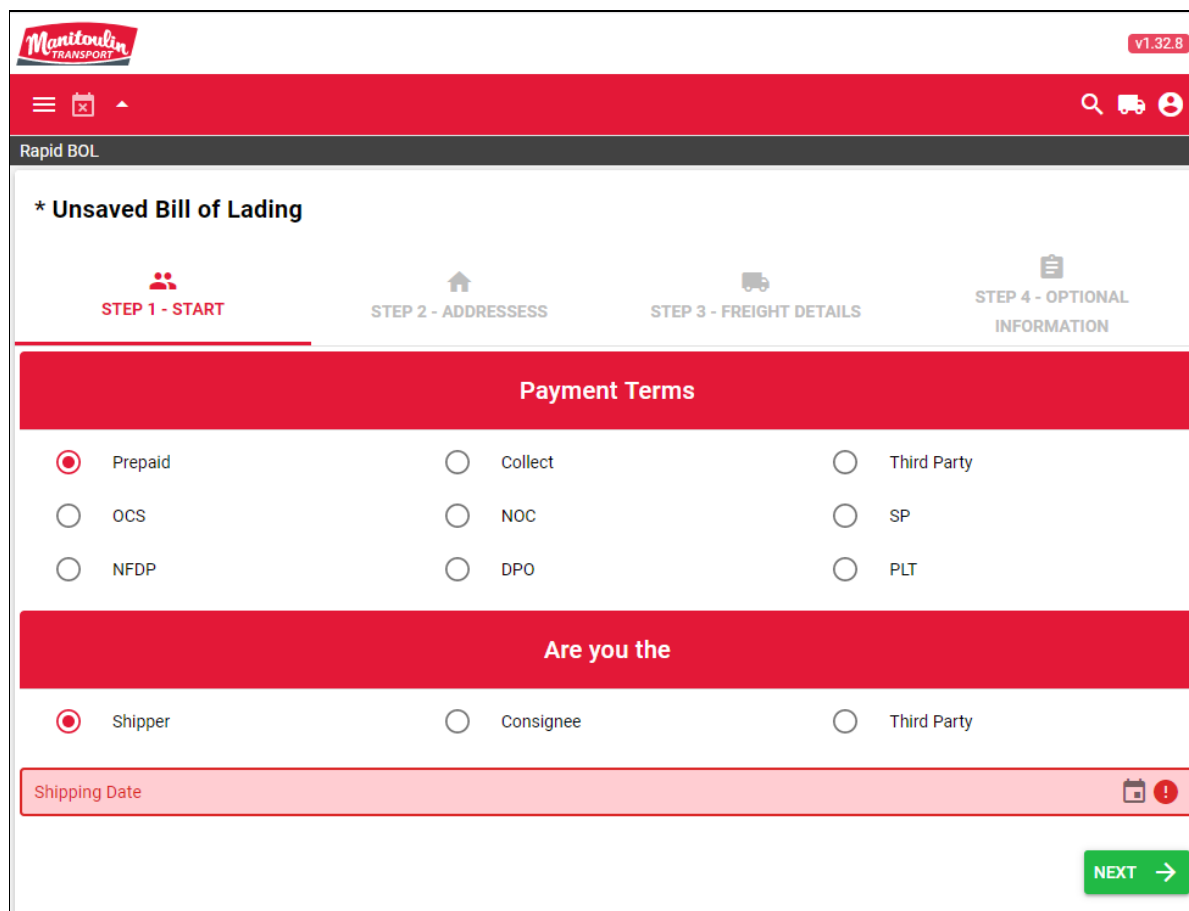
From the top menu select **Shipping Wizard**.

On the side menu, under **Rapid BOL**, select **Create BOL**.





Step 1 - Start

General

A screenshot of the Manitoulin Transport web application interface for creating a Bill of Lading. The page title is "Rapid BOL" and the version is "v1.32.8". The main heading is "* Unsaved Bill of Lading". There are four steps: "STEP 1 - START" (active), "STEP 2 - ADDRESSES", "STEP 3 - FREIGHT DETAILS", and "STEP 4 - OPTIONAL INFORMATION". The "Payment Terms" section has three columns of radio button options: Prepaid (selected), OCS, and NFDP in the first column; Collect, NOC, and DPO in the second column; and Third Party, SP, and PLT in the third column. The "Are you the" section has three radio button options: Shipper (selected), Consignee, and Third Party. At the bottom, there is a "Shipping Date" field with a calendar icon and a red warning icon, and a green "NEXT" button with a right arrow.

1. Select the **Payment Terms**.
2. Select if you are the **Shipper, Consignee** or **Third Party**.
3. When you are ready, click **Next** or the “**Step 2 - Addresses**” tab

 *If you are creating a Bill of Lading from a different starting point on MT Direct, most of the following fields may already be completed and you may click Next.*

 *You may move between steps at any time by clicking the tabs at the top of the form. Pressing your browser's Back or Forward buttons will not move you between steps. Simply use the tabs at the top or the Previous or Next buttons at the bottom.*

Step 2 - Addresses

General

*** Unsaved Bill of Lading**

STEP 1 - START **STEP 2 - ADDRESSES** STEP 3 - FREIGHT DETAILS STEP 4 - OPTIONAL INFORMATION

Accessorial Total: 0

Pickup Location

Customer Code: 0017205 Name: MANITOULIN TRANSPORT-CO SERVIC
Address: 154 HWY 540B City: GORE BAY
Province/State: ON Postal Code / Zip Code: P0P1H0

Business Pickup Residential Pickup Tailgate Pickup Required
 Pickup from ground floor and within 60 feet of pickup vehicle Pickup from floors other than ground floor and/or in excess of 60 feet of the pickup vehicle (Carry Out)^[1]
 Drop off at terminal None

[1] Accessorial Charges May Apply

Delivery Location 🔍 SEARCH ✕ CLEAR

Customer Code: Name:
Address: City:
Province/State: Postal Code / Zip Code:
Contact Name: Contact Phone Number:

Business Delivery Residential Delivery Tailgate Delivery Required
 Delivery to ground floor and within 60 feet of delivery vehicle Delivery to floors other than ground floor and/or in excess of 60 feet of the delivery vehicle (Carry In)^[1]
 Pick up at terminal None


[1] Accessorial Charges May Apply

Third Party Billing To 🔍 SEARCH ✕ CLEAR

Customer Code: Name:
Address: City:
Province/State: Postal Code / Zip Code:

← PREVIOUS NEXT →

Your location, according to your selection of Shipper, Consignee, or Third Party, will be automatically filled in.

For each of the remaining locations (Pickup or Delivery, and optionally Third Party Billing To), type the details into the appropriate fields, or to save time, click the pick list button () to select from a list of companies or to add a new company to the list (See [Location Pick List](#) section below).

Enter any extra details about the Pickup Location or Delivery Location by using the radio buttons.

Location Pick List

Add a Delivery Location

Company Name Address 1 City Province

Postal Code [POSTAL](#) [ZIP](#) Contact Name Contact Phone Number

[SAVE AND CONTINUE](#) [GET LIST OF COMPANIES](#)

<input type="checkbox"/>	Company Name	Contact Name	Address	City	Province	Postal Code	Phone Number
<input type="checkbox"/>	Elevateur Rive Sud Inc		4065 rue Industrielle	Contrecoeur	QC	J0L1G0	0
<input type="checkbox"/>	IGDS International Corp		8 Oakbrook Terrace	ST CATHARINES	ON	L2T2A5	0
<input type="checkbox"/>	newtec bag palletizing		32 avenue de Suisse	Ilzack cedex		68315	0
<input type="checkbox"/>	A L Blair Construction		17423 Allaire Rd	Moose Creek	ON	K0C1W0	0
<input type="checkbox"/>	A L Blair Construction		1272 Farley Rd	Crysler	ON	K5A1R0	0
<input type="checkbox"/>	A S L PAVING		1840 ONTARIO AVE	SASKATOON	SK	S7N1T3	0
<input type="checkbox"/>	A S L PAVING		2400 1ST AVE	REGINA	SK	S4R0G6	0
<input type="checkbox"/>	A S L PAVING			LLOYDMINSTER	SK		0
<input type="checkbox"/>	A C R O T Q		405 GRANDE ALLEE EST	QUEBEC	QC	G1R2J5	0
<input type="checkbox"/>	ASA POWER TOOL REPAIR		10-A NHAN DR	ST CATHARINES	ON	L2N1L1	0

Records per page: 10 | 1 - 10 of 202 | [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [...](#) [201](#)

[CANCEL](#) [ACCEPT](#)

Clicking on a company from your list of companies will return you to Step 2 with the location's required fields filled in.

To update your list of companies based on your company's recently used locations, click **Get List of Companies**.

To use a new location and add it to your list of companies, enter the location information in the appropriate fields and click **Save and Continue**.

 *When adding a new company, click the Postal/Zip code link. It will allow you to look up postal or zip codes.*

Step 3 - Freight Details

General

The screenshot shows the Manitoulin Transport Rapid BOL interface. At the top, there is a red header with the Manitoulin Transport logo on the left and the version number 'v1.32.8' on the right. Below the header is a navigation bar with four steps: 'STEP 1 - START', 'STEP 2 - ADDRESS', 'STEP 3 - FREIGHT DETAILS' (which is highlighted with a red underline), and 'STEP 4 - OPTIONAL INFORMATION'. The main content area is titled '* Unsaved Bill of Lading'. Underneath, there is a 'Shipment Type' section with a radio button selected for 'Expedited'. Below that is the 'Shipment Details' section, which contains a red header for 'Item #1'. In this section, there is a checkbox for 'Dangerous Goods' with a 'REMOVE' button to its right. Below the checkbox are three input fields: 'Quantity' (with the value '1'), 'Packaging' (with a red warning icon), and 'Product Description'. To the right of the 'Product Description' field is a red button with a list icon. Below these fields are 'Total Weight' and 'Unit Dimensions (Decimals are NOT interpreted as inches)' sections. The 'Total Weight' section has a red input field for 'Total Weight', a dropdown for 'Units' (set to 'LBS'), and input fields for 'Length', 'Width', and 'Height'. The 'Unit Dimensions' section has a dropdown for 'Dimension U...' (set to 'FT') and a 'Total Cube 0.00 FT³' label. At the bottom of the 'Shipment Details' section, there are summary fields: 'Total Quantity 1', 'Total Weight: 0 LBS', and 'Total Cube 0 FT³'. To the right of these fields is a green 'ADD DETAIL' button. At the very bottom of the interface are two buttons: a black 'PREVIOUS' button with a left arrow and a green 'NEXT' button with a right arrow.

Choose **Expedited** (by road) or **Intermodal** (by rail) if the option is available.

You will then be required to provide information for each Detail. To add another Detail, click the **Add Detail** button in the bottom-right corner. To remove a Detail, click the corresponding **Remove** button on the right-hand side.

Dangerous Goods

Shipment Details

Item #1

Dangerous Goods REMOVE


!

Quantity ! !

Total Weight Unit Dimensions (Decimals are NOT interpreted as inches)

Total Cube 0.00 FT³

For Details that are Dangerous Goods, be sure to check **Dangerous Goods**.

Enter the **UN Number** or if you are unsure of that, click the search button () to filter and select from a grid of valid options.

If there are multiple options for **Shipping Name and Description**, select the appropriate option from the pull-down menu.

If there are multiple options for the **Packing Group / Category**, select the appropriate option from the pull-down menu.

Provide any other relevant information under **Comments**.

Below the list of Details, enter the **24 Hour Contact Name** and **24 Hour Phone Number**, and optionally, the **ERAP Plan Number** and **ERAP Phone Number**.

Basic Information

For each Detail, enter the **Quantity**, **Packaging**, and **Product Description**.

To select the Product Description from your list of saved product descriptions, click the pick list

button ().

Freight Class

For international shipments only, you will be required to select the **Class** for each Detail. Use the Class pull-down menu to select a class.

Weight and Dimensions

For each Detail, enter the **Total Weight**, including units (kg or lbs), and if possible, the **Unit Dimensions** including units (ft, in, or cm).

Step 4 - Optional Information

General

*** Unsaved Bill of Lading**

STEP 1 - START STEP 2 - ADDRESSES STEP 3 - FREIGHT DETAILS **STEP 4 - OPTIONAL INFORMATION**

Accessorial ⓘ **Total: 0**

C.O.D. Amount to Collect Currency: CDN Collect: Collect

Declared Valuation Currency: CDN

Personal Effects Flat Deck Pickup Weekend Pickup Off Hour Pickup (7:00 PM to 7:00 AM)

Protective Service/Heat Flat Deck Delivery Weekend Delivery Off Hour Delivery (7:00 PM to 7:00 AM)

Call Before Delivery Delivery by Appointment

Rock Solid Service Guarantee* Guaranteed delivery by noon

Guaranteed delivery by 4 pm

* There is an additional charge for this service. For details on our guaranteed service, please [click here](#).

Miscellaneous

A probill number will be automatically assigned

Quote Number

Bill of Lading Number PO Number

Reference Number Order Number

Shipper Number Interline Carrier Routing

Transfer Point Instructions


← PREVIOUS PREVIEW FINALIZE

SAVE AS PERSONAL TEMPLATE SAVE AS COMPANY TEMPLATE

Accessorial Section

Choose up to 4 (four) extra shipping requirements needed for your freight. The total number of Accessorials you have selected will be displayed in the top-right corner.


For details of these services, see Tariff Item 100 - Rules and Regulations section of the MT

Direct Manual, or click the question mark icon ().

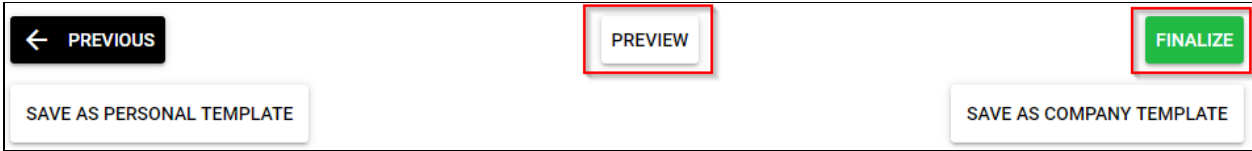
Miscellaneous Section

You can add any additional information you require in this section. The information you provide will appear on the printed Bill of Lading.


Finalizing a Bill of Lading

The green box with a check mark () in the top right corner will indicate that you have filled in all required fields.

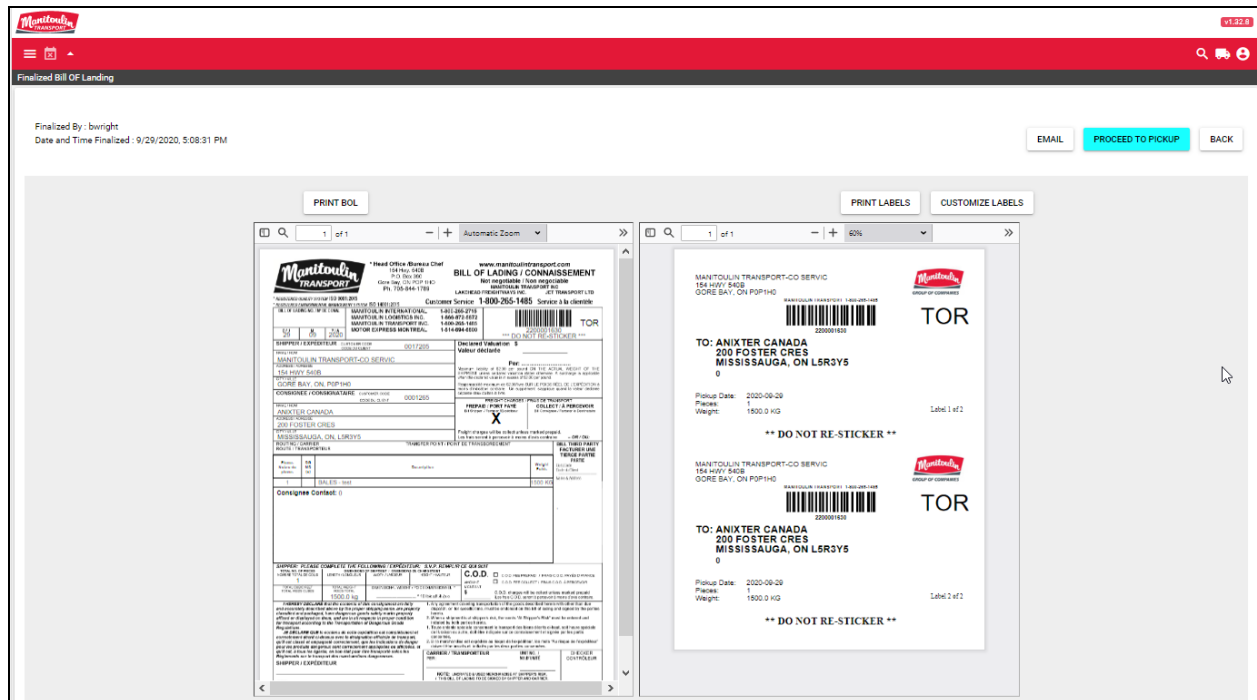
You can now **Preview** your BOL, and when ready **Finalize** it. You *must* finalize your BOL before you can print it.



The image shows a horizontal navigation bar with five buttons. From left to right: a black button with a white left-pointing arrow and the text 'PREVIOUS'; a white button with a red border and the text 'PREVIEW'; a green button with a white border and the text 'FINALIZE'; a white button with a grey border and the text 'SAVE AS PERSONAL TEMPLATE'; and a white button with a grey border and the text 'SAVE AS COMPANY TEMPLATE'.

 Before finalizing, you may optionally save your BOL as a template (See [Saved Templates](#) section below).

Finalized Bill of Lading Screen



After finalizing a BOL, you will be brought to the **Finalized Bill of Lading** screen where you can view, save, print, and or email the BOL and shipping labels.

To open a PDF version of the BOL, which you can save or print, click **Print BOL**.

To open a PDF version of the labels, which you can save or print, click **Print Labels**.

To have both of these PDFs emailed to someone, click **Email**, enter the email address of the recipient, and click **Ok** or press enter.

Customizing Shipping Labels

To customize the shipping labels, click **Customize Labels** on the **Finalized Bill of Lading** screen, and you will be brought to the **Create Shipping Labels** screen.

Create Shipping Labels / MTDirect2


Shipper

Consignee

Label Information

lbs kg

Shipment Type Expedited Intermodal



Rock Solid Service Guarantee

There is an additional charge for this service. For details on our guaranteed service, please [click here](#)

Avery 5264/8164
 Avery 5168
 Avery 6573

1	2
3	4
5	6

1	2
3	4

1
2

Would you like to save the label details for the later use ?

Yes No

Most fields here will already be filled in with the information entered on the BOL.

Choose which type of label format you would like to print by selecting the associated radio button.

Select how many labels you would like to print and from what starting point.

If you would like to save this label's details for future use, simply click **Yes**.

Click **Create Labels** and you will be brought to a PDF version of your labels, which you can save or print.

In the example below, four labels were chosen to print starting in the second position.

Test Shipper Company
Test Address
Gore Bay, ON p0p1h0

Manitoulin
GROUP OF COMPANIES

ATTACH DIRECT RIGHT CARTAGE
PROBILL STICKER HERE

?

TO: Test Consignee Company
Test Address
Kagawong, ON P0P1J0
Beverly Wright

Pickup Date: 2021-02-08
Pieces: 4
Weight: 500 LBS

Label 1 of 4

**** DO NOT RE-STICKER ****

Test Shipper Company
Test Address
Gore Bay, ON p0p1h0

Manitoulin
GROUP OF COMPANIES

ATTACH DIRECT RIGHT CARTAGE
PROBILL STICKER HERE

?

TO: Test Consignee Company
Test Address
Kagawong, ON P0P1J0
Beverly Wright

Pickup Date: 2021-02-08
Pieces: 4
Weight: 500 LBS

Label 2 of 4

**** DO NOT RE-STICKER ****

Test Shipper Company
Test Address
Gore Bay, ON p0p1h0

Manitoulin
GROUP OF COMPANIES

ATTACH DIRECT RIGHT CARTAGE
PROBILL STICKER HERE

?

TO: Test Consignee Company
Test Address
Kagawong, ON P0P1J0
Beverly Wright

Pickup Date: 2021-02-08
Pieces: 4
Weight: 500 LBS

Label 3 of 4

**** DO NOT RE-STICKER ****

Test Shipper Company
Test Address
Gore Bay, ON p0p1h0

Manitoulin
GROUP OF COMPANIES

ATTACH DIRECT RIGHT CARTAGE
PROBILL STICKER HERE

?

TO: Test Consignee Company
Test Address
Kagawong, ON P0P1J0
Beverly Wright

Pickup Date: 2021-02-08
Pieces: 4
Weight: 500 LBS

Label 4 of 4

**** DO NOT RE-STICKER ****

◆ You can also create labels using the **Create Shipping Labels** link from the Shipping Wizard side menu.

Saved Templates

Order	Date & Time Saved	Product #	Shaper Name	Shaper City	Company Name	Company City	BOL #	PIC #	ORDER #	REF #
<input type="checkbox"/>	2020/06/21 22:31	220001765	NAHNTOLLIN/TRANSPOFCC SERVIC	SCORE BAY	AAROC AGREASITES	LONDON				
<input type="checkbox"/>	2020/06/18 22:55	220001762	NAHNTOLLIN/TRANSPOFCC SERVIC	SCORE BAY	JIFFY LUBE	BRAMPTON				
<input type="checkbox"/>	2020/06/18 22:00	220001761	NAHNTOLLIN/TRANSPOFCC SERVIC	SCORE BAY	AAROC AGREASITES	LONDON				
<input type="checkbox"/>	2020/06/18 19:33	220001779	NAHNTOLLIN/TRANSPOFCC SERVIC	SCORE BAY	JIFFY LUBE	BRAMPTON				
<input type="checkbox"/>	2020/06/18 18:31	220001774	NAHNTOLLIN/TRANSPOFCC SERVIC	SCORE BAY	Dave Hines	Toronto				
<input type="checkbox"/>	2020/06/18 04:09	220001765	NAHNTOLLIN/TRANSPOFCC SERVIC	SCORE BAY	BRITOL OF CAN LTD	ETOBICOKE				
<input type="checkbox"/>	2020/06/17 23:13	220001764	NAHNTOLLIN/TRANSPOFCC SERVIC	SCORE BAY	APPLIFIED CUSTOM BRCKER	TORONTO				
<input type="checkbox"/>	2020/06/17 23:06	220001763	NAHNTOLLIN/TRANSPOFCC SERVIC	SCORE BAY	CAPITAL MACHS & STORAGE	TRINITY				
<input type="checkbox"/>	2020/06/17 21:08	220001762	NAHNTOLLIN/TRANSPOFCC SERVIC	SCORE BAY	AAROC AGREASITES	LONDON				
<input type="checkbox"/>	2020/06/17 19:57	220001761	NAHNTOLLIN/TRANSPOFCC SERVIC	SCORE BAY	JIFFY LUBE	BRAMPTON				

When editing a BOL, you can **Save As Personal Template** or **Save As Company Template** to save it as a new template.

- A Personal Template is visible only to you.
- A Company Template is visible to all users in your company, but can only be updated or deleted by the user who saved it.

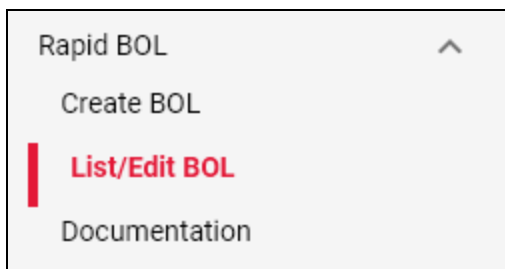
When editing a saved template, you can **Save Changes** to update the saved template.

For instructions on using and managing your saved templates, see the [List/Edit BOL](#) section below.

List/Edit BOL Screen

General

On the side menu, under **Rapid BOL**, select **List/Edit BOL**.



Release Notes

v3.0

- Developed for MT Direct 2.0

v2.7

- Enhanced logic for when Rock Solid Service Guarantee is available
- Changed max length of Detail Description fields from 70 to 210
- Enhancements to the Dangerous Goods section of Details
 - Added Search for UN Number, Shipping Name and Description, and Packing Group / Category
 - Added UN Number validation
 - Added pull-down menu with valid options for Shipping Name and Description, based on UN Number
 - Changed Class to be determined automatically, based on UN Number
 - Added pull-down menu with valid options for Packing Group / Category

v2.6

- Added Sent By and Probill # to emails
- Changed to not let user edit location details (Name, Address, City, Province, Postal Code) for any location that has an Account Code
- Changed to not generate Probill Number if Pickup Location is not a Direct Point
- Enhanced validation on detail weights and dimensions
- Added date range filter to Our Company Finalized grid
- Added confirmation screen when creating similar BOL on the same day by the same customer
- Added warning for international shipments

v2.5

- Changed to automatically assign a Probill number on finalization
- Changed to automatically provide shipping labels on finalization
- Added Shipment Type and Rock Solid Service Guarantee options to Shipping Labels
- Changed to disallow 3-character postal codes

v2.4

- Added note to clarify the format to enter dimensions in
- Rebranded as Rapid BOL Separated Business vs Residential and Tailgate options
- Enhanced Delivery by Appointment fields
 - Added Date field
 - Split Time into two fields to allow a larger variety of ranges or a single point in time

- Added read-only Summary field
- Changed BOL#, PO#, Reference# and Shipper# to accept multiple comma-delimited numbers
- Made options visible but disabled when not allowed
- Text changes

v2.3

- Added Finalize function
- Added Preview function
- Added option for Rock Solid Service Guarantee
- Enhancement to Packaging dropdown
 - Added "Mine" category for previously used selections
 - Added scroll-bar
 - Added "No Match" message
- Repositioned and enlarged Quote #, Pickup #, and Tracking # on PDF
- Text changes
- Changed style of disabled buttons to make the disabled state more obvious

v2.2

- Fixed issue transitioning from Online Pickup
- Added shared Company Templates

v2.1

- Added Combo-box input component for Packaging field
- Changed to display Packaging in full text on generated PDF, rather than the two-letter code
- Added option to select Product Descriptions from presets
- Added Shipping Name field for Dangerous Goods details
- Added 24-hour Contact Name for Dangerous Goods shipments
- Added Quote Number field
- Added Hover Helps
- Added "Save As" function
- Added "You have unsaved changes. Are you sure you would like to leave?" warning
- Enhanced validation
 - Declared Value and COD Value cannot be zero
 - Probill Number cannot be already in use
- Enhanced text layout on PDF

v2.0

- Major revision