



Piece-level tracking

Understand proper labeling

How To Print Parent and Child Labels Using the Online Bill of Lading (BOL)

To print labels after creating a new BOL:

1. Navigate to the **Print Center**.
2. Select the BOL you are working with.
3. Select **View/Print Shipping Label**.
4. Enter the number of **Handling Units**.

Note: These are the items of freight that will be moved by our employees. A unit is a skid, a pallet of wrapped items, a drum, etc.

5. Enter the number of **Copies** you need. Print at least 2 copies for each handling unit. Default is **One Label per Page**.

Note: There are additional options for printing, but One Label per Page is recommended.

6. Confirm your selections and select **Continue**.

Print Center

The screenshot shows the 'Print Center' interface. At the top right is a 'New' button. Below it are tabs: 'Create', 'Templates', 'Submitted BOLs', 'Print Center' (selected), 'My Data', and 'Help'. A '1' callout points to the 'Print Center' tab. Below the tabs is the title 'Bill of Lading - Print'. A '3' callout points to a section with instructions: 'Select the BOLs you want to view or print. To print Bills of Lading, first select "View/Print BOL," then "Continue." To print labels, first select "View/Print Label" for the type of label you want to print, then select the total number of labels, and printer start position, and printer option, if necessary, then "Continue." NOTE: Labels can only be printed for BOLs that have had a PRO pre-assigned to them.' Below this are radio buttons for 'View/Print BOL', 'View/Print Shipping Label', and 'View/Print PAPS Label'. The 'View/Print Shipping Label' option is selected. There are dropdown menus for 'Start Position' (set to 1) and 'Printer Options' (set to 'Normal'). A '4' callout points to a 'CONTINUE' button. Below the button is a table titled 'All BOLs - Total Count: 139'. A '5' callout points to the 'Handling Units' column in the table. A '2' callout points to the 'Date-Time' column. The table has columns: 'Date-Time', 'Consignee Name', 'City, ST', 'ZIP', 'PRO', and 'Handling Units'. The table contains three rows of data.

Date-Time	Consignee Name	City, ST	ZIP	PRO	Handling Units
10/14/2022 - 11:15	TEST 2Pieces YI	Portland, OR	97209	978504343	2
09/20/2022 - 11:15	TEST 2Pieces YI	THIS IS A TEST, OR	97005	978455726	2
09/02/2022 - 07:01	TEST 2Pieces YI	THIS IS A TEST, PR	00918	978454083	2

How To Affix the Labels to the Freight and your BOL

1. The 9-digit Parent PRO will be assigned to the BOL.
2. Labels will be generated that include the 9-digit Parent PRO and a 10-digit Child PRO for each handling unit.
3. For each handling unit (skids, drum, etc.), affix a child PRO label to 2 sides of the unit; making sure to use the same child PRO label on both sides.

Note: The child PRO label will indicate **Piece # / # total**. As an example: **Piece 1 of 2**.

Regular print

The image shows two examples of 'Regular print' labels. The left one is labeled 'Existing' and the right one is labeled 'New'. Both labels contain shipping information, a QR code, and a PRO number. Callouts point to the 'Parent 9-digit PRO' and 'Child 10-digit PRO' on the 'New' label.

Existing	New
<p>Saravane Tuser Cypress Test Name Smither 2746 Elizabeth St TEST eugene, OR 97402 503-450-2829</p> <p>To: Saravanan Tuser Sar Testing 123 SW Testing St Portland, OR 97209 123-345-6789</p> <p>Customer Reference Numbers: PRO#: 750-152981</p>	<p>ADVANCED MANUFACTURING TECHNOLOGIES INC 290 SOVEREIGN RD LONDON, OH 96M1B3</p> <p>Pickup: 8/29/22 Weight: 1500 Pieces: 1</p> <p>Pickup: 10/11/22 Weight: 1750 Pieces: 1</p> <p>To: FLT Testing care of consignee 999 978 978 REYNOLDS, OH 43551 123-345-6789</p> <p>Customer Reference Numbers: 999 - RMA</p> <p>PRO#: 978-463964</p>

Zebra print

The image shows two examples of 'Zebra print' labels. The left one is labeled 'Existing' and the right one is labeled 'New'. Both labels contain shipping information, a barcode, and a PRO number. Callouts point to the 'Parent 9-digit PRO' and 'Child 10-digit PRO' on the 'New' label.

Existing	New
<p>Kansas City, KS 66115 (785) 320-1766</p> <p>To: Zadeh 9815 westminster ct lenexa, KS 66215 (785) 677-1762</p> <p>Customer Reference Numbers: PRO#: 750-154812</p>	<p>eugene, OR 97402 (503) 450-2829</p> <p>To: TEST 2Pieces YI THIS IS A TEST THIS IS A TEST, PR 00918 (222) 333-4444</p> <p>Customer Reference Numbers: 999 - RMA</p> <p>PRO#: 978-454083</p>