

## Bill of Lading Setup

The *Bill of Lading Setup* screen lets you customize the bill of lading document. You can print the lot number, number of packages shipped, total weight of the shipped items, sales order date, sales order number, customer PO number, etc. Any comment or additional text required to be printed can also be specified at this screen.

**Go To:** Sales → Sales Master Data → Bill of Lading Setup.

## Bill of Lading – Screen

Use *Bill of Lading Setup* screen to maintain different attributes for the document. The system displays the *Bill of Lading Application Setup* screen when you click on the *Bill of Lading Setup* option from the main menu.

Bill of Lading Application Setup	
<input type="checkbox"/> Print Lot Numbers	<input type="checkbox"/> Print 'Total Weight'
<input type="checkbox"/> Print 'Total Package'	<input type="checkbox"/> Print Order Number
<input type="checkbox"/> Print Order Date	<input type="checkbox"/> Print Location Key
<input type="checkbox"/> Print Customer PO	<input type="checkbox"/> Print Order Comment
<input type="checkbox"/> Print Line Item Memos	
Default Blank Ship Date: <input type="text" value="System Date"/>	Free From Text: <input type="text"/>
<div>Save Close</div>	

**Print Lot Numbers:** If this box is checked and the item being shipped is a lot tracked item, the lot details of the lots being shipped are printed on the bill of lading.

**Print 'Total Weight':** If this box is checked, the sum total of the weights of all the inventory items being shipped is printed on the bill of lading. The total weight for an item is calculated by multiplying the weight of the item as specified at the Item Master screen with the total dispatched quantity.

**Print 'Total Package':** If this box is checked, the sum of the quantities dispatched for each of the sales line is printed on the bill of lading.

**Print Order Number:** If this field is checked, the sales order number is printed on the bill of lading. This number is suffixed with the first dispatch number for this sales order.

**Print Order Date:** If this field is checked, the Order Date of the sales order, against which the shipment is taking place, gets printed on the bill of lading.

**Print Location Key:** This field is for future use.

**Print Customer PO:** If this box is checked, the Customer PO number as specified on the sales order gets printed on the bill of lading.

**Print Order Comment:** If this field is checked, the order level comments, as mentioned at the 'Comment' field on tab-2 of the sales order, get printed on the bill of lading.

**Print Line Item Memos:** If this field is checked, the Line Level comments as mentioned for each line of the sales order gets printed on the bill of lading.

**Default Blank Ship Date To:** This field has three options: System Date, Requested Date and Blank. The date on the bill of lading will be printed as per the selected date option.

**Free From Text:** This field specifies any description or comments. If a description is entered here, it will appear on the Bill of Lading and the Inventory Bill of Lading.

## Configuring the Bill of Lading Setup

1. Check the boxes for all fields whose values you wish to have printed on the Bill of Lading.
2. Specify the date to be printed on the Bill of Lading using the drop-down menu next to the *Default Blank Ship Date To* field. Available options are *System Date*, *Requested Date*, and *Blank*.
3. Enter any description or comments in the *Free Form Text* field. Descriptions entered here will appear on the Bill of Lading and the Inventory Bill of Lading, which together form the total Bill of Lading.
4. Click the *Save* button to save the Bill of Lading setup.