

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 be 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: _____

Phone #: _____

EDI Contact: _____

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 **upgfdi@upsfreight.com** or you can fax it to 804-231-8543.

UPS Freight

211 Motor Carrier Bill of Lading v4010 Specifications

<u>Pos. No.</u>	<u>Seg. ID.</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max User</u>	<u>Repeat</u>
010	ST	Transaction Set Header	M	1	
020	BOL	Beginning Segment for the Bill of Lading	M	1	
030	B2A	Set Purpose	M	1	
050	MS2	Equipment or Container Owner and Type	O	1	
060	L11	Business Instructions	O	100	
070	G62	Date/Time	O	6	
080	AT5	Bill of Lading Handling Requirements	O	50	
LOOP ID – 0100					10
100	N1	Name	O	1	
110	N2	Address Name Information	O	1	
120	N3	Address Information	O	2	
130	N4	Geographic Location	O	1	
140	G61	Contact	O	3	
LOOP ID – 0200					9999
010	AT1	Bill of Lading Line Item Number	M	1	
020	L11	Business Instructions	O	100	
040	AT4	Bill of Lading Description	O	99	
LOOP ID – 0210					1
050	AT2	Bill of Lading Line Item Detail	O	1	
070	SPO	Shipment Purchase Order Detail	O	999999	
LOOP ID – 0230					1
110	G61	Contact	O	1	
LOOP ID – 0231					1
140	LH1	Hazardous Identification Information	O	1	
220	SE	Transaction Set Trailer	M	1	

The italic Mandatory or Optional information displayed at the right of every segment heading determines whether the information is required by UPS Freight.

ISA - Interchange Control Header	<i>Mandatory</i>
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ANSI <u>CODE</u>	<u>ID</u>	ELEMENT <u>DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
ISA01	I01	Authorization Info Qual.	M	ID	2/2	'00'
ISA03	I03	Security Info Qual.	M	ID	2/2	'00'
ISA05	I05	Interchange ID Qual.	M	ID	2/2	
ISA06	I06	Interchange Sender ID	M	AN	15/15	
ISA07	I05	Interchange ID Qualifier	M	ID	2/2	'02'
ISA08	I07	Interchange Receiver ID	M	AN	15/15	'UPGF'
ISA09	I08	Interchange Date	M	DT	6/6	
ISA10	I09	Interchange Time	M	TM	4/4	
ISA11	I10	Interchange Control Standards Identifier	M	ID	1/1	'U'
ISA12	I11	Interchange Control Version Number	M	ID	5/5	'00400'
ISA13	I12	Interchange Control Number	M	N0	9/9	
ISA14	I13	Acknowledgment Requested	M	ID	1/1	'0'
ISA15	I14	Test Indicator	M	ID	1/1	'P'
ISA16	I15	Component Element Separator	M		1/1	'>'

GS - Functional Group Header	<i>Mandatory</i>
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ANSI <u>CODE</u>	<u>ID</u>	ELEMENT <u>DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
GS01	479	Functional ID Code	M	ID	2/2	'BL'
GS02	142	Application Sender's Code	M	AN	2/15	
GS03	124	Application Receiver's Code	M	AN	2/15	'UPGF'
GS04	373	Group Date	M	DT	8/8	
GS05	337	Group Time	M	TM	4/4	
GS06	28	Group Control No.	M	N0	1/9	
GS07	455	Responsible Agency Code	M	ID	1/2	'X'
GS08	480	Version/Release Indicator Identifier	M	AN	1/12	'004010'

ST - Transaction Set Header	<i>Mandatory</i>
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Purpose: *To indicate the start of a transaction set and to assign a control number*

ANSI <u>CODE</u>	<u>ID</u>	ELEMENT <u>DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
ST01	143	Transaction Identifier Identifier	M	ID	3/3	'211'
ST02	329	Transaction Set Control Number	M	AN	4/9	

BOL - Beginning Segment for the Motor Carrier Bill of Lading*Mandatory***Purpose:** *To transmit identifying numbers, dates and other basic data related to the bill of lading*

<u>ANSI</u>	<u>ELEMENT</u>		<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
<u>CODE</u>	<u>ID</u>	<u>DESCRIPTION</u>				
BOL01	140	Standard Carrier Alpha Code	M	ID	2/4	'UPGF'
BOL02	146	Shipment Method of Payment	M	ID	2/2	'PP'-Prepaid 'CC' – Collect
BOL03	145	Shipment Identification No.	M	AN	1/30	Bill of Lading No.
BOL04	373	Date	M	DT	8/8	
BOL08	226	Section Seven Code	O	ID	1/1	N – Not in Effect S – In Effect

B2A - Set Purpose*Mandatory***Purpose:** *To allow for positive identification of transaction set purpose*

<u>ANSI</u>	<u>ELEMENT</u>		<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
<u>CODE</u>	<u>ID</u>	<u>DESCRIPTION</u>				
B2A01	353	Transaction Set Purpose	M	ID	2/2	'00' - Original

L11 - Business Instructions and Reference Number*Optional***Purpose:** *To specify instructions in this business relationship or a reference number*

<u>ANSI</u>	<u>ELEMENT</u>		<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
<u>CODE</u>	<u>ID</u>	<u>DESCRIPTION</u>				
L1101	127	Reference Number	X	AN	1/30	
L1102	128	Reference Number Qualifier	X	ID	2/3	'CN' - Carrier Pro Number 'BM' - Bill of Lading Number

G62 - Date/Time*Mandatory****Purpose:** *To specify pertinent dates and times*

<u>ANSI</u>	<u>ELEMENT</u>		<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
<u>CODE</u>	<u>ID</u>	<u>DESCRIPTION</u>				
G6201	432	Date Qualifier	X	ID	2/2	'10' - Requested Ship Date '68' - Requested Delivery Date
G6202	373	Date	X	DT	8/8	

*Requested Ship Date required by UPS Freight if EDI 211 used for Pickup Request.

AT5 - Bill of Lading Handling Requirements*Optional***Purpose:** *To identify Bill of Lading handling and service requirements*

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
AT501	152	Special Handling Code	X	ID	2/3	'NC' - Notify Consignee Before Delivery
AT502	560	Special Serv. Code	X	ID	2/10	'CU' - Consignee Unload 'C1' - Shipper Load and Count 'ID' - Inside Delivery 'L1' - Shipper Load, Carrier Count 'S1' - Shipper Load, Consignee Unload

N1 - Name*Mandatory***Purpose:** *To identify a party by type of organization, name and code*

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
N101	98	Entity Identifier	M	ID	2/3	'SH' - Shipper 'CN' - Consignee 'BT' - Bill To
N102	93	Name	X	AN	1/60	
N103	66	Identification Code Qualifier	X	ID	1/2	'ZZ' - Mutually Defined
N104	67	Identification Code	X	AN	2/80	

N2 - Additional Name Information*Optional***Purpose:** *To specify additional names*

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
N201	93	Name	M	AN	1/60	

N3 - Address Information*Mandatory***Purpose:** *To specify the location of the named party*

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
N301	166	Address	M	AN	1/55	

N4 - Geographic Location*Mandatory***Purpose:** *To specify the geographic place of the name party*

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
N401	19	City Name	O	AN	2/30	
N402	156	State/Province Code	O	ID	2/2	
N403	116	Postal Code	O	ID	3/15	
N404	26	Country Code	O	ID	2/3	

AT1 – Bill of Lading Line Item Number*Mandatory***Purpose:** *To reference a Bill of Lading line number*

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
AT101	213	Lading Line Item Number	M	N0	1/3	

AT4 – Bill of Lading Description*Mandatory***Purpose:** *To specify lading description*

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
AT401	79	Lading Description	M	AN	1/50	

AT2 – Bill of Lading Line Item Detail*Mandatory***Purpose:** *To specify Bill of Lading quantity, weight, and commodity classification*

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
AT201	80	Lading Quantity	M	N0	1/7	
AT202	211	Packaging Form Code	M	ID	3/3	
AT203	187	Weight Qualifier	M	ID	1/2	'G'
AT204	188	Weight Unit Code	M	ID	1/1	'L'
AT205	81	Weight	M	R	1/10	
AT209	22	Commodity Code	O	AN	1/30	
AT210	59	Freight Class Code	O	AN	2/5	

SPO – Shipment Purchase Order Detail*Optional***Purpose:** *To specify the purchase order details for a shipment*

ANSI CODE	ID	ELEMENT DESCRIPTION	REQ	TYPE	MIN/MAX	CONTENTS
SPO01	324	Purchase Order Number	M	AN	1/22	
SPO02	127	Reference Identification	O	AN	1/30	
SPO03	355	Unit or Basis for Measurement Code	X	ID	2/2	
SPO04	380	Quantity	X	R	1/15	
SPO05	188	Weight Unit Code	X	ID	1/1	
SPO06	81	Weight	X	R	1/10	

G61 – Contact*Optional***Purpose:** *To identify a person or office to whom communications should be directed*

ANSI CODE	ID	ELEMENT DESCRIPTION	REQ	TYPE	MIN/MAX	CONTENTS
G6101	366	Contact Function Code	M	ID	2/2	HM – Haz Mat Contact
G6102	93	Name	M	AN	1/60	
G6103	365	Communication Number Qualifier	X	ID	2/2	TE – Telephone
G6104	364	Communication Number	X	AN	1/80	

LH1 – Hazardous Identification Information*Optional***Purpose:** *To specify the hazardous commodity identification reference number and quantity*

ANSI CODE	ID	ELEMENT DESCRIPTION	REQ	TYPE	MIN/MAX	CONTENTS
LH101	355	Unit or Basis for Measurement	M	ID	2/2	GA – Gallon LB – Pound
LH102	80	Lading Quantity	M	N0	1/7	
LH103	277	UN/NA Identification Number	O	ID	6/6	
LH105	22	Commodity Code	O	AN	1/30	
LH110	254	Packing Group Code	O	ID	1/3	I, II or III

SE - Transaction Set Trailer**Purpose:** *To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)*

ANSI CODE	ID	ELEMENT DESCRIPTION	REQ	TYPE	MIN/MAX	CONTENTS
SE01	96	Number of included segments	M	N0	1/10	
SE02	329	Transaction Set Control Number	M	AN	4/9	

GE - Functional Group Trailer

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
GE01	97	Number of Transaction Sets Included	M	N0	1/6	
GE02	28	Group Control Number	M	N0	1/9	

IEA - Interchange Control Trailer

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
IEA01	I16	Number of Included Functional Groups	M	N0	1/5	
IEA02	I12	Interchange Control Number	M	N0	9/9	

UPS Freight

Example of EDI Bill of Lading (211)

ISA*00**00**01*004999999*02*UPGF*000817*2119*U*00400*000000001*0*P*>
GS*BL*004999999*UPGF*20000817*2119*32*X*004010
ST*211*320001
BOL*UPGF*CC*939587*20000817**219029053**S**CC
B2A*00
L11*939587*BM
G62*10*20000817
AT5*NC
N1*SH*ABC, INC.*ZZ*0899
N2*DIVISION OF XYZ CORP
N3*320 N FOURTH ST
N4*TIPP CITY*OH*45371*US
N1*CN*HAPPY TOYS DIST*ZZ*0010
N3*1103 W. GEORGE RD.
N4*TIFTON*GA*31794*US
N1*BT*HAPPY TOYS INC
N3*P.O. BOX 1434
N4*ST. PAUL*MN*55450*US
AT1*1
AT4*BAGS NOI ACT SUB 3 ITM 171 DEC DEN 4
AT2*130*CTN*G*L*515****18764504*150
SPO*0030-9242460-0556**CT*130*L*515
SPO*0030-9242461-0560**CT*73*L*313
AT1*2
AT4*LIT FIX,NOI,SUB 3 ITM 171 DEC DEN 12
AT2*20*CTN*G*L*92****10981004*70
AT1*3
AT4*GIFTSET ACT SUB 3 ITM 171 DEC DEN 4
AT2*9*CTN*G*L*68****18764504*150
SPO*0030-9242460-0556*030*CT*53*L*221
AT1*4
AT4*WALL DECOR,NOI, ITM 171 ACT SUB 7 DEC DEN 12
AT2*4*CTN*G*L*32****05629007*92.5
AT1*5
AT4*LAMP NOI SB 2 ITM 171 DEC DEN 4
AT2*40*CTN*G*L*121****10940003*125
SE*34*320001
GE*1*32
IEA*1*000000001