



ORACLE
NETSUITE

Bill of Lading



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Bill of Lading

A bill of lading (BOL) is a document that primarily serves as a legally binding agreement between the carrier and shipper or freight owner. It helps the carrier process the cargo according to the original contract. A bill of lading is presented to the carrier, outlining the individual shipping orders included in a shipment.

Bills of lading are also used internally in a company's own fleet. The summarized contents loaded to the truck and per stop details are included. This information is used as a confirmation on delivery to the customer.

The Bill of Lading SuiteApp provides a simplified interface to print the bill of lading document for selected item fulfillments. With this SuiteApp, you can:

- Print bill of lading directly from item fulfillment transactions.
- Search for and select multiple item fulfillments for which you want to print bill of lading.
- Generate PDF files containing stand-alone bill of lading or master bill of lading.
- Save bill of lading PDF files to file cabinet.
- Use predefined templates or customized templates when generating stand-alone and master bill of lading
- Convert item weights to preferred weight unit and display converted values in the master bill of lading.
- Manage bill of lading preferences.

Read the following topics for more information:

- [Prerequisites for Bill of Lading SuiteApp](#)
- [Installing the Bill of Lading SuiteApp](#)
- [Creating or Customizing Roles to Use in Bill of Lading](#)
- [Setting Bill of Lading Preferences](#)
- [Managing Bill of Lading Templates](#)
 - [Creating a Custom Bill of Lading Template](#)
 - [Adding a Custom Bill of Lading Template](#)
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- [Entering Bill of Lading Information](#)
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- [Printing Bill of Lading](#)
 - [Printing from Print Bill of Lading Page](#)
 - [Printing from Item Fulfillment Transactions](#)

Prerequisites for Bill of Lading SuiteApp

The Bill of Lading SuiteApp is developed and tested for use primarily with NetSuite OneWorld.



Note: Make sure you turn off the popup blocker of your browser.

The following features are required to use this SuiteApp.

To enable the features:

1. Go to Setup > Company > Enable Features.
2. Check the boxes next to all the features listed in the following table:

Subtab	Feature Name
Company	Multiple Units of Measure
SuiteCloud	<ul style="list-style-type: none"> ■ Custom Records ■ Client SuiteScript ■ Server SuiteScript ■ Advanced PDF/HTML Templates

3. Click **Save**.

After enabling the required features, the next set of actions include:

- [Installing the Bill of Lading SuiteApp](#)
- [Creating or Customizing Roles to Use in Bill of Lading](#)
- [Setting Bill of Lading Preferences](#)

Installing the Bill of Lading SuiteApp

Only users with an Administrator role or with SuiteBundler permission can install the SuiteApp. The following are the bundle details:

- Bundle name: Bill of Lading
- Bundle ID: 312584

For more information, see the help topic [Installing a Bundle](#).

Bill of Lading is a managed SuiteApp that automatically updates whenever enhancements or new features are added.

After the installation completes, you can proceed with creating or customizing roles to use in bill of lading. Read [Creating or Customizing Roles to Use in Bill of Lading](#)

Creating or Customizing Roles to Use in Bill of Lading

If you are an administrator, you can create new roles or customize roles for using the Bill of Lading SuiteApp. For more information, see the help topics [Assigning Roles to an Employee](#) and [Customizing or Creating NetSuite Roles](#).

Refer to the following table for minimum access levels for different record types required to use Bill of Lading:

Subtab	Permission	Minimum Permission Level
Transactions	Find Transaction	View
	Fulfill Orders	Edit

Subtab	Permission	Minimum Permission Level
	Item Fulfillment	Edit
	Sales Order	View
	Transfer Order	View
	Vendor Return Authorization	View
Lists	Documents and Files	View
	Items	View
	Locations	View
	Shipping Items	View
	Units	View
Setup	SuiteScript	Edit
	SuiteScript Scheduling	Full
Customer Record	Bill of Lading Preferences	View
	Master Record Type	View
	Standalone Record Type	View

Adding Center Category and Center Types

For custom roles, add the Bill of Lading center category to the Lists tab. Use the following information when creating the center category:

- Center category label – Bill of Lading
- Add the following links:
 - Bill of Lading Preferences
 - Bill of Lading
 - Bill of Lading Template

For more information, see the help topics [Creating Center Categories](#) and [Creating Center Links](#).

Setting Bill of Lading Preferences

To set preferences in the Bill of Lading Preferences page, go to Transactions > Sales > Bill of Lading Preferences.

Item Fulfillment Print Preferences

If you check the **Save to File Cabinet** box, the bill of lading printed from Item Fulfillment page is saved to the file cabinet. The SuiteApp stores these files in the Documents > Files > Bills of Lading folder.

In the **Default Standalone Template** field, you can select a default template to use when printing the standalone bill of lading from the Item Fulfillment page.

Search Filters

The following table lists the different search filter preferences for the Print Bill of Lading page:

Preference	Description
Transaction Type	Adds the Transaction Type filter in the Print Bill of Lading page. This is a required field and you cannot clear it.
Customer	Adds the Customer filter in the Print Bill of Lading page. This is a required field and you cannot clear it.
Include Printed Items	Adds the Include Printed Items check box the Print Bill of Lading page. This is a required field and you cannot clear it.
Location	Adds the Location filter in the Print Bill of Lading page. This is a required field and you cannot clear it.
Shipping Method	If checked, adds the Shipping Method filter to the Print Bill of Lading page.
Ship Date	If checked, adds the Ship Date (Ship From and Ship to) filter to the Print Bill of Lading page.
Status	If checked, adds the Status filter to the Print Bill of Lading page.

Result Columns

The following table lists the item fulfillment result column preferences for the Print Bill of Lading page:

Preference	Description
Ref. No.	Displays the Ref. No. field from Item Fulfillment page in the item fulfillment search result columns. This is a required field and you cannot clear it.
Customer / Vendor	Displays Customer column for sales order transaction type and Vendor column for vendor return authorization transaction type in the item fulfillment search results. This is a required field and you cannot clear it. For transfer order transaction type, this column is not applicable and is hidden.
Status	Displays the Status column in the item fulfillment search results. This is a required field and you cannot clear it.
Created From	Displays the Created From field from Item Fulfillment page into the item fulfillment search result columns. This column displays the source transaction from which the item fulfillment is created. This is a required field and you cannot clear it.
Date	Displays the Date field from Item Fulfillment page into the item fulfillment search result columns. The column displays the date on which you are fulfilling the order. This is a required field and you cannot clear it.
Memo	If checked, displays the Memo column in the item fulfillment search results.
Shipping Carrier	If checked, displays the Shipping Carrier column in the item fulfillment search results.
Shipping Method	If checked, displays the Shipping Method column in the item fulfillment search results.
Address	If checked, displays the Ship to Address column in the item fulfillment search results.
Box	If checked, displays the Box column in the item fulfillment search results. The column displays the total number of boxes included in the fulfillment.

Preference	Description
LBS	If checked, displays the LBS column in the item fulfillment search results. This column displays the total weight of all the boxes included in the fulfillment.

Managing Bill of Lading Templates

Bill of Lading includes predefined templates, which you can readily use to print stand-alone and master bill of lading documents.

You can also create custom templates using Advanced PDF/HTML Templates. For more information, read the following help topics:

- [Creating a Custom Bill of Lading Template](#)
- [Adding a Custom Bill of Lading Template](#)
- [Removing a Custom Bill of Lading Template](#)

On the Bill of Lading Preferences page, you can select the default template to use when printing stand-alone bill of lading. For more information, see [Setting Bill of Lading Preferences](#)

The default template is used when you print directly from an item fulfillment transaction. When you print from the Print Bill of Lading page, you can choose the stand-alone or master bill of lading template that you want to use.

Creating a Custom Bill of Lading Template

To create a custom bill of lading template, you must first copy the source code from the standard template on the Advanced PDF/HTML Templates page. Future SuiteApp releases will overwrite any customizations applied to the standard templates.

You must have an Administrator role permission to perform these actions.

To create a custom bill of lading template:

1. Go to Customization > Forms > Advanced PDF/HTML Templates.
2. Click the **Customize** link next to the **Standalone BOL Template** or **Master BOL Template** that you want to customize.
3. From the template page, copy the entire source code.
4. Click **Cancel**.
5. Click the **Customize** link next to Standard Packing Slip PDF/HTML Template.
6. To manually edit the source code, turn on the **Source Code** toggle.
7. Paste the copied source code in this template.
8. Customize the template as desired.
9. Click **Template Setup** and update the following in the Template Setup window:
 - a. In the **Title** field, enter a name for the custom template.
 - b. In the **ScriptID** field, enter a script ID.
 - c. Click **Save**.
10. In the Advanced PDF/HTML Template page, click **Save**.

For more information, see the help topic [Advanced PDF/HTML Templates](#).

Adding a Custom Bill of Lading Template

You can add custom bill of lading templates for master as well as stand-alone bill of lading from the Add Bill of Lading Template page. The template name and its script ID can be determined from the Advanced PDF/HTML Templates page. After you add the templates, they are available for selection in the **Master BOL** and **Standalone BOL** dropdown lists on the Print Bill of Lading page.

You must have an Administrator role permission to perform these actions.

To add a custom bill of lading template:

1. Go to Transactions > Sales > Bill of Lading Templates.
2. In the Bill of Lading Templates page:
 - a. (Optional) To save as a master bill of lading template, select **Master BOL** from the **Template Type** dropdown list.
 - b. In the **Name** field, enter the name of the template.
 - c. In the **Script ID** field, enter the script ID of the template in uppercase.
 - d. Click **Add**.



Note: Make sure you enter the exact template name and script ID. To avoid error, copy the template name and script ID from the Advanced PDF/HTML Templates page. The page is accessible from Customization > Forms > Advanced HTML/PDF Templates.

Removing a Custom Bill of Lading Template

You can remove a custom bill of lading template from the list that appears on the Bill of Lading Templates page. Only the templates listed on this page will appear in the template dropdown list on the Bill of Lading and Item Fulfillment pages.

You must have an Administrator role permission to perform these actions.

To remove a custom bill of lading template:

1. Go to Transactions > Sales > Bill of Lading Templates.
2. On the Bill of Lading Templates page:
 - a. Find the template you want to remove from the list.
 - b. On the Actions column, click the **Remove** link.
 - c. On the Remove a Template popup window, click **OK**.

Entering Bill of Lading Information

When you install the Bill of Lading SuiteApp, custom fields are added on source transactions (sales order and transfer order) and item fulfillments. The information that you enter in these custom fields are used when generating bill of lading.

For more information, read the following help topics:

- [Custom Fields on Source Transactions](#)
- [Custom Fields on Item Fulfillment Transactions](#)

In addition, the SuiteApp lets you add custom NMFC values, which you can select in the NMFC No. field on item fulfillment transactions. For more information, see [Adding NMFC Custom Values](#)

Adding NMFC Custom Values

Administrators can modify the National Motor Freight Classification (NMFC) list to add custom values.

NMFC values appear in the options list when you assign an NMFC code in the Item Fulfillments.

To add an NMFC custom value:

1. Go to Customization > Lists, Records & Fields > Lists.
2. Under the List column, click the **NMFC. List**.
3. In the Value field, enter a custom value for the NMFC. The value can contain alphanumeric and special characters.



Important: Avoid using the ampersand (&), greater than (>), and less than (<) symbols in the Value field. These characters can cause failure when you print the bill of lading.

4. Click **Add**.
5. Click **Save**.

Custom Fields on Source Transactions

You can add information on the source transaction custom fields which will be used in printing bill of lading. Source transactions include sales orders and transfer orders. For more information, read the help topics [Creating Sales Orders](#) and [Entering a Transfer Order](#)

The following custom fields are added to the **Shipping** subtab of the Sales Order or Transfer Order transactions:

Field	Description
Delivery Instructions	Enter the delivery instructions that you want to print on the bill of lading.
BOL Freight Terms	Enter the freight terms that you want to print on the bill of lading.
Third Party Account #	Enter the account number of the third-party account that you want to print on the bill of lading.
Third Party Billing Address	Enter the billing address of the third-party account that you want to print on the bill of lading.
Accessorials	Select the accessorials that you want to include for this shipment. To select multiple options from the list, press Ctrl and select the options.

The **Standalone BOL Notes** field is also added in the Sales Order or Transfer Order page.

Note: Custom fields on Item Fulfillment page take preference over the same fields in the source transaction page.

Custom Fields on Item Fulfillment Transactions

Similar with source transaction custom fields, the information you enter in item fulfillment custom fields will be used when generating bill of lading. To know more about fulfilling orders, read the help topic [Fulfilling Orders](#)

The following custom fields are added to the Item Fulfillment transactions:

Field	Description
PRO Number	Enter the progressive tracking number (PRO) for the shipment.
Standalone BOL Notes	Enter additional notes that you want to include in the stand-alone bill of lading.
Total Weight (Calculated)	Displays the total item fulfillment weight calculated by adding the total weight of each item.
Total Weight in LB (Override)	By default, displays the same weight as in the Total Weight (Calculated) field. If required, you can enter a different weight in this field. This weight displays in the bill of lading. Note: This field does not display the override value on each item fulfillment record when you fulfill orders in bulk using the Fulfill Orders page.
Delivery Instructions (in Shipping subtab)	Enter the delivery instructions that you want to print on the bill of lading.

The following line level fields are added in the sublist of the **Items** subtab:

Column Name	Description
Handling Unit Type	Select the unit type sourced from the Unit of Measure record.
Total Item Weight	The value in this column is the item weight multiplied by the quantity of each item.
FAK Class	Select the Freight All Kinds (FAK) class for each item.
NMFC No.	Select the National Motor Freight Classification (NMFC) code for each item. You can edit the NMFC list to add a new NMFC code. For more information, see the help topic Adding NMFC Custom Values
Item Weight	This column displays the line level item weight.
Handling Unit Qty	Enter the handling unit quantity for each item.
Weight Units	This column displays the unit of weight for each item.

Printing Bill of Lading

The Bill of Lading SuiteApp lets you print bill of lading directly from the item fulfillment record.

You can also use the Print Bill of Lading page to search for item fulfillments and print bills of lading for multiple transactions. On this page, you can choose to print stand-alone or master bill of lading for the selected transactions.

For more information, read the following help topics:

- [Printing from Print Bill of Lading Page](#)
- [Printing from Item Fulfillment Transactions](#)

Both printing options for bill of lading requires you to search for item fulfillments before you can continue with the succeeding steps.

Types of Bill of Lading

You can generate two types of bills of lading:

Stand-alone BOL – The standalone bill of lading generates a separate bill of lading for each item fulfillment.


Master BOL – The master bill of lading is a consolidated bill of lading. Item fulfillments having the same customer (for sales order transaction), location (ship from), shipping address (ship to), and shipping method are grouped. When printing, each group is printed in a single master bill of lading file.

Searching Item Fulfillments on Print Bill of Lading Page

Search the item fulfillments on the Print Bill of Lading page.

To search item fulfillments on Print Bill of Lading page:

1. Go to Transactions > Sales > Bill of Lading.
2. From the **Transaction Type** list, select the transaction type.
3. In the **Search Options** section, set the filters for searching item fulfillments.

 **Note:** Some options do not display by default in the Print Bill of Lading page. To view them, set the relevant preferences in the Bill of Lading Preferences page.

Setting	Description
Transaction Type	Select the type of transaction by which you want to search the item fulfillments. Select from the following: <ul style="list-style-type: none"> ■ Sales Order ■ Transfer Order ■ Vendor Return Authorization
Customer	Select the customer for which you want to search the item fulfillments. This option is available only when you select Sales Order from the Transaction Type list. For sales order, you must select either the Customer or Location.
Location	Select the location by which you want to search the item fulfillments. For sales order, you must select either the Customer or Location .
Include Printed Items	If this box is cleared, the search results do not display item fulfillments for which bill of lading has been already printed. If this box is checked, such item fulfillments are also displayed in the search results.

Setting	Description
Shipping Method	Select the shipping method by which you want to search the item fulfillments.
Ship Date From	Select the ship date from which you want to search the item fulfillments. This field is not applicable to Vendor Return Authorization transaction type.
Ship Date To	Select the ship date up to which you want to search the item fulfillments. This field is not applicable to Vendor Return Authorization transaction type.
Status	Select the status by which you want to search item fulfillments.

- Click **Search**.

Printing from Print Bill of Lading Page

After searching the item fulfillments, select the item fulfillments for which you will print the bill of lading.

To print the bill of lading:

- Go to Transactions > Sales > Bill of Lading.
- Search item fulfillments. Read [To search item fulfillments on Print Bill of Lading page](#).
- In the **Print Options** section, choose the applicable settings:

Setting	Description
Format	Select the type of bill of lading to print. Choose from one of the following radio buttons: <ul style="list-style-type: none"> ■ Standalone BOL - Prints standalone bill of lading for selected item fulfillments. Each bill of lading is printed in a separate file and opened in a different browser tab. ■ Master BOL - Prints master bill of lading for selected item fulfillments. Item fulfillments having the same customer (for sales order), location (ship from), shipping address (ship to), and shipping method are included in one bill of lading file. Multiple master bill of lading files open in different browser tabs. ■ Both - Prints standalone as well as master bill of lading for selected item fulfillments. Item fulfillments having the same customer (for sales order), location (ship from), shipping address (ship to), and shipping method are included in one bill of lading file. The file contains the master bill of lading, followed by standalone bills of lading. Multiple bill of lading files open in different browser tabs.
Standalone BOL	Select the standalone bill of lading template format in which you want to print the standalone bill of lading. The standalone bill of lading templates added from the Add Bill of Lading Template page are listed here.
Master BOL	Select the master bill of lading template format in which you want to print the master bill of lading. The master bill of lading templates added from the Add Bill of Lading Template page are listed here.
Save to File Cabinet	If you check this box, printing the bill of lading also saves the file to the file cabinet.
Total Weight Units on Master BOL	Select the unit of weight for displaying the total weight on the master bill of lading.
Master BOL Notes	Enter additional notes that you want to include in the master bill of lading.

- In the Item Fulfillments sublist, select the item fulfillments for which you want to print the bill of lading.
- Click **Print**.

Note: You can open up to 40 bills of lading files, each in a different tab of the browser. If there are more than 40 files, the files do not open in browser tabs, and you must save them to the file cabinet.

Printing from Item Fulfillment Transactions

You can print the bill of lading for a single item fulfillment directly from the Item Fulfillment transaction.

To print the bill of lading from the Item Fulfillment:

1. Go to Transactions > Sales > Bill of Lading.
2. Search item fulfillments. Read [To search item fulfillments on Print Bill of Lading page](#).
3. On the Print Bill of Lading page, on the **Item Fulfillments** sublist, click the **View** link for the item fulfillment record.
4. On the Item Fulfillment page:
 - a. Click the **Print BOL** button.
 - b. On the popup window, you can select a template from the **Standalone Template** dropdown list. The SuiteApp automatically selects the **Default Standalone Template** set from the Bill of Lading Preferences page.
 - c. Click **Print BOL**.

You can save the printed bill of lading from the Item Fulfillment page in the file cabinet. On the Bill of Lading Preferences page, you can check the **Save to File Cabinet** box to store the printed files in the Bills of Lading folder.

To access the files anytime, go to Documents > Files > Bills of Lading folder.