

# BOL Report

This document provides information on the BOL (Bill of Lading) Report, which is a standard report available in FuelsManager.

Prerequisites: The BOL Report should have been preconfigured for your Site, and the appropriate BOL Report associated with the BOL Transaction Type. Also, your User account should belong to a User Group that has been assigned to view the report. See the *Transaction Alias Configuration General Tab* and *Report Assignment Configuration* help pages for more information.



A Bill of Lading is a document that records the amount of product loaded at the Site, and the receipt of goods for shipment. Carriers and drivers must have a BOL in their possession before they are allowed to leave the Site and transport the product on a public highway, by rail, or other modes of transport.

The BOL Report is a standard report that allows you to view a particular BOL transaction for a particular day.

You must belong to a FuelsManager user group with appropriate security access rights to view and modify data. Some pages may not be available for entry or edit depending on your user security rights.

The Standard BOL Report includes the following sections:

- 1) Report Header
- 2) Title
- 3) Emergency Contact
- 4) Carrier information
- 5) Supplier information
- 6) DOT Hazardous Materials
- 7) BOL Number
- 8) Customer information
- 9) Finished Product
- 10) Product By Component
- 11) Notes
- 12) Emergency Response, Health and Physical Hazards
- 13) Version

See the *Report Section Descriptions* section below for more information.

Original		<b>BILL OF LADING AND/OR PRODUCT RECEIPT</b>		REPRINTED				
2		NOT NEGOTIABLE		MANIFEST				
<b>3 FOR CHEMICAL EMERGENCY SPILL, LEAK, FIRE EXPOSURE OR ACCIDENT CALL CHEMTRAC 800-424-9300 ANYTIME. SEE EMERGENCY RESPONSE, HEALTH AND PHYSICAL HAZARDS</b>								
<small>If or when this instrument constitutes a Bill of Lading, the property described below, in apparent good order, is received by the carrier shown herein, which carrier agrees to transport to the consignee and destination shown herein subject to the terms and conditions of the special contract between the carrier and the consignor in effect on the date of the issue of this Bill of Lading. In the absence of a special contract, transportation will be subject to all the terms and conditions of the carrier's tariffs, legally on file. It is further agreed by the carrier that the transportation of this shipment will be performed in compliance with all applicable Rules, Regulations and Laws.</small>								
<small>Any gasoline listed below is in compliance with the applicable standards for volatility in effect at the time of the product transfer and has been additized in accordance with requirements specified under section 211(1) of the Clean Air Act.</small>								
<small>This is to certify that the herein-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.</small>								
<small>Except when indicated as Shipper, Supplier assumes no liability for freight and other charges. Shipper or its designee is liable for freight and other charges. Destination, if shown is designated by the Shipper.</small>								
RECEIVED BY CARRIER PER DRIVER		DRIVER SIGN	RECEIVED AT DESTINATION CUSTOMER					
x		4						
SUPPLYING	EPA #:	TCN #:	SPLC #:	TERMINAL PHONE NO.:				
5								
TERMINAL:								
<b>6 D.O.T. HAZARDOUS MATERIAL DESCRIPTION</b>								
HM	UNNA Number	DOT Shipping Name	Hazard Class	Packing Group				
x								
				GALLONS LOADED(GL)				
				2872				
				Total : 2872				
<b>7 BOL NUMBER 20220406000</b> 00000 Original								
CONSIGNEE: (SOLD TO)		DESIGNEE: (SHIP TO)	CARRIER:	SUPPLIER:				
8								
POICUST REF #:	CUSTOMER TYPE:	SCAC:	TAX LICENSE:					
LOAD RACK: Bay 1	Unbranded	CARRIER FEIN:	DRIVER CARD: 9999					
LOAD	CUSTOMER DEST:	TRAILER:	DRIVER NAME:					
START: 4/6/2022 12:30	931002							
LOAD END: 4/6/2022 12:31	CUSTOMER FEIN:							
<b>9 FINISHED PRODUCT</b>								
Product	Description	Gross (GL)	Net (GL)	API	Temp (F)	OCT	RVP	Footnotes
12522		2052	2014	42	78	0	0	***BROKEN BLEND***
12552		840	844	39.9	50	0	0	***BROKEN BLEND***
Distillates:		2872	2858					
<b>10 PRODUCT BY COMPONENT</b>								
Compant.#	Product Code	Description	Gross (GL)	Net (GL)	Temperature(F)	Gravity (API)	Tank	Calc Weight(lbs)
10	12522		2032	2014	78	42.00	Custom Tank 01	13894
	12552		840	844	50	38.80	Custom Tank 03	5806
	00001	00001	2880	2880	76.5	38.50	Custom Tank 10	1911
<b>11 Notes:</b> *** WARNING *** DO NOT LEAVE TERMINAL. CALL OR SEE TERMINAL PERSONAL IMMEDIATELY *** WARNING ***								
<b>12 EMERGENCY RESPONSE, HEALTH and PHYSICAL HAZARDS</b>								
GASOLINE - UN1203 (ALL GRADES) DANGER! HIGHLY FLAMMABLE. HARMFUL OR FATAL IF SWALLOWED. FUEL OIL - NA1953 KEROSENE - UN1203 FUEL AVIATION - UN1863 (TURBINE ENGINE) DANGER! FLAMMABLE LIQUID, HARMFUL OR FATAL IF SWALLOWED. ETHANOL - UN1170 (DENATURED ETHANOL) DANGER! FLAMMABLE LIQUID, HARMFUL OR FATAL IF SWALLOWED. CANNOT BE MADE NON-TOXIC.								
<b>POTENTIAL HAZARDS</b> <b>FIRE OR EXPLOSION</b> - HIGHLY FLAMMABLE. Will be easily ignited by heat, sparks or flames. -Vapors may form explosive mixtures with air. -Vapors may travel to source of ignition and flash back. -Most vapors are heavier than air. They will spread along ground and collect in low or confined areas (sewers, basements, tanks). -Vapor explosion hazard indoors, outdoors or in sewers. -Runoff to sewer may create fire or explosion hazard. -Containers may explode when heated. -Many liquids are lighter than water. <b>HEALTH</b> -Fires may produce irritating, corrosive and/or toxic gases. -Vapors may cause dizziness or suffocation. -Runoff from fire control or dilution water may cause pollution.								
<b>PUBLIC SAFETY (CALL EMERGENCY RESPONSE TELEPHONE NUMBER 800-424-9300)</b> -Isolate spill or leak area immediately for at least 25 to 50 meters (80 to 150 feet) in all directions. -Keep unauthorized personnel away. -Stay upwind. -Keep out of low areas. -Ventilate closed spaces before entering.								
<b>PROTECTIVE CLOTHING</b> -Wear positive pressure self contained breathing apparatus(SCBA). -Structural firefighters protective clothing will only provide limited protection.								
<b>EVAUATION</b> Large Spill: -Consider initial downward evaluation for at least 300 meters (1000 feet)								
<b>FIRE</b> -If tank, rail car or tank truck is involved in a fire, ISOLATE for 800 meters (1/2 mile) in all directions; also, consider initial evacuation for 800 meters (1/2 mile) in all directions.								
<b>EMERGENCY RESPONSE</b> <b>FIRE</b> CAUTION: All of these products have a very low flash point. Use of water spray when fighting fire may be inefficient.								
<b>Small Fires</b> -Dry chemical, CO <sub>2</sub> , water spray or regular foam. Alcohol resistant is required for ethanol(Denatured Alcohol).								
<b>Large Fires</b> -Water, spray, fog or foam. -Do not use straight streams. -Move containers from fire area if you can do it without risk.								
<b>Fires Involving Tank or Car/Trailer Loads</b> -Fight fire from maximum distance or use unmanned hose holders or monitor nozzles. -Cool containers with flooding quantities of water until well after fire is out. -Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank. -ALWAYS stay away from the ends of tanks.								
<b>For massive fire, use unmanned hose holders or monitor nozzles. If this is impossible, withdraw from area and let fire burn.</b>								
<b>SPILL OR LEAK</b> -ELIMINATE all ignition sources (no smoking, flames, sparks or flames in immediate area). -All equipment used when handling the product must be grounded. -Do not touch or walk through spill material. -Stop leak if you can do it without risk. -Prevent entry into waterways, sewers, basements or confined areas. -A Vapor suppressing foam may be used to reduce vapors. -Absorb or cover with dry earth, sand or other non-combustible material, transfer to containers. -Use clean non-sparking tools to collect absorbed material.								
<b>Large Spills</b> -Close far ahead of liquid spill for later disposal. -Water spray may reduce vapor, but may not prevent ignition in closed spaces.								
<b>FIRST AID</b> -Move victim to fresh air. -Call emergency medical care. -Apply artificial respiration if victim is not breathing. -Administer oxygen if breathing is difficult. -Remove and isolate contaminated clothing and shoes. In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes. -Wash skin with soap and water. -Keep victim warm and quiet. -Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves.								
				Version: 12.0.0.0				

## Viewing the Report

### From the BOL Transaction Details Page

You may view the BOL Report from the BOL transaction details page when entering a new transaction, or from the Ledger, Inventory Reconciliation, and Transaction Summary pages.

The steps below show how to get to the BOL transaction details page through the Ledger.

Follow the steps below:

- 1) Log in to a **Site** or **Site Group** in FuelsManager.
- 2) From the menu, select **Accounting > Main > Ledger**. The Ledger displays.
- 3) Select the appropriate **Month**, **Manager**, **Product**, and **Owner** to filter the table data.
- 4) Click **Refresh**. The table values are refreshed based on your selections.
- 5) In the **BOL** column, click on the **transaction value** in which you want to view the report. The Accounting page lists the BOL transactions for the selected day.
- 6) Click the **Edit** icon next to the BOL transaction you want to view. The transaction detail screen displays.
- 7) Verify that this is the BOL transaction in which you want to view the BOL report.
- 8) Click **View Printable** to display the report.

If the **View Printable** button is grayed out, you need to associate the appropriate BOL Report with the BOL transaction alias. See the [Transaction Aliases Configuration General Tab help page](#) for more information.

**Accounting**

Date: 22/04/06 Manager: [redacted]  
 Site: [redacted] Owner: 9901  
 Transaction Type: BOL Product: 12622

Edit	Inventory Date	BOL #	LoadID
	22/04/06	2022040600000000	931002
	22/04/06	2022040600000001	931002
	22/04/06	2022040600000002	931002

**BOL**

Next Transaction >>

Alias: BOL BOL #: 2022040600000000  
 Inventory Date: 22 / 04 / 06 Manager: CITGO  
 Stockholder: 9901 Shipper: 9903  
 BillTo: 931001 ShipTo: 931002  
 Carrier: A3AA Operator: CITGOLoader  
 Trailer: CITGO\_TrailerSA\_01 PONumber: [redacted]  
 Status: Posted Reversal: 0  
 Timeln: 22 / 04 / 06 12 : 29 : 36 PM TimeOut: 22 / 04 / 06 12 : 31 : 07 PM  
 Load Start: 22 / 04 / 06 12 : 30 : 07 PM Load End: 22 / 04 / 06 12 : 31 : 07 PM  
 LoadID: 931002

Add	Subline-Item	Edit	Load Rack	Arm	Batch	Meter	Product	Additive	Preset	Gross	Net	Density	Temp	Tank	Status
	Buy 1		1	01	12225	000000	800	2,872	2,858	41.4	70.0			Custom Tank 01	Completed
			1	01	12622		480	2,032	2,014	42.0	50.0			Custom Tank 03	Completed
			1	01	102	12662	320	840	844	39.9	50.0			Custom Tank 03	Completed
			1	01	401	99001	2,120,000	2,680,000	2,660,000	39.5	75.5			Custom Tank 10	Completed

\* Denotes Required Field

Apply New Delete Reverse Reverse / Update Close **View Printable**

Transaction ID: a2712c7154034d2688da3f4914382366  
 Alt+A for Apool Alt+N for New

### From the Bills of Lading Page

You may view a particular BOL Report from the Bills of Lading page. Follow the steps below:

- 1) Log in to a **Site** in FuelsManager.
- 2) From the menu, select **Operations > Load Rack > Bills of Lading**. The Bills of Lading page displays.
- 3) Enter or select the appropriate filters in the header section and then click **Refresh**. The BOLs are listed in the table based on the selected filters.
- 4) In the Multiple Select column, check the BOL(s) you want to include in the report.
- 5) Click **Print Selected**. The report displays.

If the report does not display, ensure that you have your browser pop-up blocker disabled.

**Bills of Lading**

BOL Number: [redacted] Manager: [redacted]  
 Status: [All] Owner: [All]  
 Location ID: [All] Shipper: [All]  
 Product: [All] Bill To: [All]  
 Beginning: 06 / 02 / 22 Ship To: [All]  
 Ending: 06 / 03 / 22 Carrier: [All]

Show 10 Select All Unselect All Print Selected **Refresh**

Edit	Multiple Select	Date Time	BOL Number	Manager	Owner	Ship-To	Status
	<input type="checkbox"/>	4/6/2022 12:31:07 PM -04:00	2022040600000000				Posted
	<input checked="" type="checkbox"/>	4/6/2022 12:31:07 PM -04:00	2022040600000000				Posted
	<input checked="" type="checkbox"/>	4/6/2022 12:31:07 PM -04:00	2022040600000000				Posted
	<input checked="" type="checkbox"/>	4/6/2022 12:36:48 PM -04:00	2022040600000001				Posted
	<input type="checkbox"/>	4/6/2022 12:36:48 PM -04:00	2022040600000001				Posted
	<input checked="" type="checkbox"/>	4/6/2022 12:36:48 PM -04:00	2022040600000001				Posted
	<input type="checkbox"/>	4/6/2022 12:46:50 PM -04:00	2022040600000002				Posted
	<input checked="" type="checkbox"/>	4/6/2022 12:46:50 PM -04:00	2022040600000002				Posted
	<input type="checkbox"/>	4/6/2022 12:46:50 PM -04:00	2022040600000002				Posted
	<input checked="" type="checkbox"/>	4/6/2022 12:53:38 PM -04:00	2022040600000003				Posted

**Bills Of Lading**

Show 10 Select All Unselect All **Print Selected** Refresh

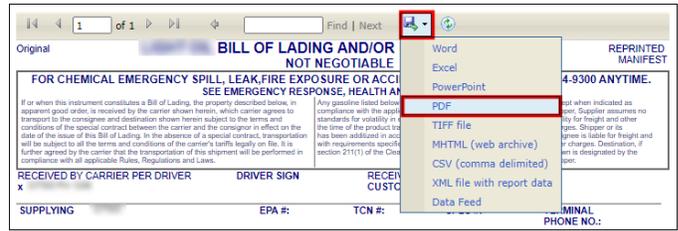
Edit	Multiple Select	Date Time	BOL Number	Manager	Owner	Ship-To	Status
	<input type="checkbox"/>	4/6/2022 12:31:07 PM -04:00	2022040600000000				Posted
	<input checked="" type="checkbox"/>	4/6/2022 12:31:07 PM -04:00	2022040600000000				Posted
	<input checked="" type="checkbox"/>	4/6/2022 12:31:07 PM -04:00	2022040600000000				Posted
	<input checked="" type="checkbox"/>	4/6/2022 12:36:48 PM -04:00	2022040600000001				Posted
	<input type="checkbox"/>	4/6/2022 12:36:48 PM -04:00	2022040600000001				Posted
	<input checked="" type="checkbox"/>	4/6/2022 12:36:48 PM -04:00	2022040600000001				Posted
	<input type="checkbox"/>	4/6/2022 12:46:50 PM -04:00	2022040600000002				Posted
	<input checked="" type="checkbox"/>	4/6/2022 12:46:50 PM -04:00	2022040600000002				Posted
	<input type="checkbox"/>	4/6/2022 12:46:50 PM -04:00	2022040600000002				Posted
	<input checked="" type="checkbox"/>	4/6/2022 12:53:38 PM -04:00	2022040600000003				Posted

1234567

## Printing the Report

You may print the report from the header. Follow these steps:

- 1) Click the **Export**  dropdown menu.
- 2) Select **PDF** from the list and then save the file in your desired folder location.  
*Varec recommends to use the PDF format for exporting reports.*
- 3) Open the **PDF** file and then **print** the report.



## Report Section Descriptions

Number	Section	Description
1	Report Header	Includes pagination to view the previous/next page, and a Refresh icon. Also allows you to export the report to PDF for printing.
2	Title	Shows the name of the company where this BOL originated from.
3	Emergency Contact	Shows the chemical emergency contact number in case of a spill, leak, fire, exposure, or accident. Also shows BOL agreements, as well as Clean Air and packaging certifications.
4	Carrier Information	Provides information on the receiving Carrier, the Driver signature, and the receiver at the destination.
5	Supplier Information	Provides information on the Supplier or Shipper: <ul style="list-style-type: none"> <li>• EPA# - indicates the Environmental Protection Agency number assigned to the Supplier/ Shipper.</li> <li>• TCN# - indicates the Transportation Control Number used to manage and track this shipment.</li> <li>• SPLC# - indicates the Standard Point Location Code used by North American transportation industries, and assigned to all stations registered by rail carriers.</li> <li>• Terminal - identifies the terminal where the product originated from.</li> <li>• Terminal phone number - indicates the phone number used to contact the terminal.</li> </ul>
6	DOT Hazardous Materials	Provides information on the transported product: <ul style="list-style-type: none"> <li>• HM - when marked (x), indicates that the product transported is hazardous material.</li> <li>• UN/NA Number - indicates the numbers assigned by the United Nations or U.S. Department of Transportation (North American numbers) to identify hazardous materials</li> <li>• DOT Shipping Name - indicates the name used by DOT to label the hazardous material.</li> <li>• Hazard Class - indicates the hazard class assigned by DOT, such as <i>Class 3: Flammable and Combustible Liquids</i></li> <li>• Packing Group - identifies the company that packaged/labeled the product.</li> <li>• Gallons Loaded - indicates the total volume of the product at loading.</li> </ul>
7	BOL Number	Identifies this Bill of Lading.

## Report Section Descriptions (continued)

Number	Section	Description
8	Customer Information	<p>Provides information on the customer:</p> <ul style="list-style-type: none"> <li>• Consignee - identifies the company where the product was sold to, and the company address.</li> <li>• PO/CUST REF# - indicates the purchase order or customer reference number.</li> <li>• Load Rack - indicates the arm on the load rack where the product was loaded.</li> <li>• Load Start - indicates the date and time product loading started.</li> <li>• Load End - indicates the date and time product loading ended.</li> <li>• Designee - identifies the company the product was shipped to, and the company address.</li> <li>• Customer Type - indicates the type of customer.</li> <li>• Customer Dest - indicates the destination of the shipment.</li> <li>• Customer Card - identifies the card used by the customer.</li> <li>• Customer FEIN - shows the Federal Employee Identification Number, which indicates that this customer is a federal employer.</li> <li>• Carrier - the name or ID that identifies the carrier company.</li> <li>• SCAC - indicates the Standard Carrier Alpha Code that identifies the carrier.</li> <li>• Carrier FEIN - shows the Federal Employee Identification Number, which indicates that this carrier is a federal employer.</li> <li>• Trailer - identifies the trailer that transported the product.</li> <li>• Supplier - identifies the company that supplied/shipped the product.</li> <li>• Tax License - indicates the customer's tax license.</li> <li>• Driver Card - indicates the card used by the Driver.</li> <li>• Driver Name - identifies the Driver.</li> </ul>
9	Finished Product	<p>Shows the Gross and Net volume of the blend or final product(s) at the shown Temperature and Density. This also shows the total Distillates (total gross/net volume of the blend/final products).  <i>See the Report Column Descriptions section below for more information.</i></p>
10	Product By Component	<p>Shows the Gross and Net volume of the product(s) per component type at the shown Temperature and Density. This also shows the tank where the product is stored, and the calculated weight per product component.  <i>See the Report Column Descriptions section below for more information.</i></p>
11	Notes	<p>Provides additional notes or special instructions.</p>
12	Emergency Response, Health and Physical Hazards	<p>Provides information on the appropriate response in case of an emergency, as well as a warning of the health and physical hazards of the product being transported.</p>
13	Version	<p>Indicates the FuelsManager version used to run this report.</p>

## Report Column Descriptions

Column	Description
<b>Finished Product</b>	
Product	Identifies the product.
Description	Describes the product.
Gross (GL)	Shows the Gross volume in gallons.
Net (GL)	Shows the Net volume in gallons.
API	Shows the Density of the product.
Temp. (F)	Shows the Temperature of the product.
OCT	Indicates the octane number of the product.
RVP	Indicates the Reid vapor pressure.
Footnotes	Notes relevant to the product.
<b>Product By Component</b>	
Compartment. #	Indicates the compartment number of the vehicle where the product is stored.
Product Code	Identifies the product.
Description	Describes the product.
Gross (GL)	Shows the Gross volume in gallons.
Net (GL)	Shows the Net volume in gallons.
Temperature (F)	Shows the Temperature of the product.
Gravity (API)	Shows the Density of the product
Tank	Identifies the tank where the product is stored.
Calc Weights (lbs)	Shows the calculated weight of the product in pounds.