

Entering a Shipment - You can rate shop and enter your Bill of Lading directly using the LTL Shipment Module. In order to create your shipment and BOL, follow the steps using the screen shots below...

1. Select **SHIP** from the main menu to display the screen below.

The screenshot shows the 'Enter Shipment' form in a web browser. The browser address bar shows 'http://www.hatfieldandassociates.com/hatfield/app/mainFrame.aspx'. The page title is 'HATFIELD & ASSOCIATES, LLC'. The user is logged in as 'Kyle Krug' for 'GRIFFIN TRANSPORT'. The 'SHIP' menu item is highlighted. The form contains the following fields and elements:

- SHIPPER INFORMATION:**
 - Origin: GRIFFIN1 GRIFFIN TRANSPORTATION RENO NV 89502
 - Shipper Ref 1-5: (Field with callout 3)
 - Destination: (Field)
 - Consignee Ref 1-5: (Field)
 - Ship Date: (Field with callout 4 and 'Choose Date' button)
 - Delivery Type: Standard Delivery (Dropdown with callout 5)
 - Bill Type: Select Bill Type (Dropdown)
 - Third Party Payer: Select Third Party Payer (Dropdown)
- TABLE:**

Pieces	Packages	Pallets	Commodity ID / Description	Weight	NMFC	Class	Hazmat
	Bag		-Select One-				
	Bag		-Select One-				
	Bag		-Select One-				
	Bag		-Select One-				
	Bag		-Select One-				
	Bag		-Select One-				
	Bag		-Select One-				
	Bag		-Select One-				
	Bag		-Select One-				
	Bag		-Select One-				
	Bag		-Select One-				
	Bag		-Select One-				
- ACCESSORIALS:** Select An Accessorial (Dropdown), Select, Reset
- BUTTONS:** Rate Shipment, Clear Shipment

2. Select the Shipper location from the dropdown. (*)

3. You must enter a value in the first Shipper Ref field. This number will be used as a cross-reference on the Bill of Lading.

4. Enter the first 4 digits of the consignee name, zip code or city and choose the appropriate consignee from the list. Or, enter **** to view all. (*)

(*) If you need to add shipper or consignee locations, please follow the instructions on the next page (using QUICK ADD and Address Book)

5. Up to five Consignee reference numbers may be entered (not mandatory)

Entering a Shipment – Adding Shipper/Consignee Addresses

6. If either the Shipper or the Consignee is not included in the dropdowns, you may continue with your entry by using [QUICK ADD](#).


The [QUICK ADD](#) links will cause this window to appear:

Quick Add Shipper	
Company Name:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City, State, Zip:	<input type="text"/> Select One <input type="button" value="v"/> <input type="text"/>
Country:	United States <input type="button" value="v"/>
<input type="checkbox"/> Check this box if you would like us to add this to your permanent shipper list. In the future, the company will appear in the origination dropdown.	
<input type="button" value="Save Values and Close Window"/> <input type="button" value="Reset Values"/> <input type="button" value="Cancel and Close Window"/>	

Enter the address information and utilize the check box if you would like this company to be added to the dropdown list. The same basic screen appears for either a Quick Add Shipper location or Quick Add Consignee Location.

You can also enter additional shippers using the Address Book function at the top of the screen. Please note that entering any shippers or consignees will take 5-10 minutes for the database verification and update to complete. If you have a large list of addresses to add, please contact Griffin Solutions at 775-331-8010 ext 113 to arrange an upload.

Entering a Shipment (cont.)

 HATFIELD & ASSOCIATES, LLC	ENTER SHIPMENT QUERY & REPORTING LTL QUOTE	COMMODITY MANAGEMENT ADDRESS BOOK PCF CALCULATOR	USER: DAVE GROTH GREAT LAKES SOLUTIONS MILWAUKEE LOG OUT
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Enter Shipment Help

Origination: GREAMI GREAT LAKES SOLUTIONS MILWAUKEE MILWAUKEE WI 53202 [Quick Add Shipper](#)

Shipper Ref 1-5:

Destination: 7 BILLS STORE MEQUON WI 53217 [Quick Add Consignee](#)

Consignee Ref 1-5:

Ship Date: [Choose Date](#)

Delivery Type: Standard Delivery [When 'Time Critical' is selected you must specify the delivery date here:](#) [Choose Date](#)

Bill Type: Select Bill Type [Select Third Party Payer](#) [Add COD Payment Information](#)

Quantity	Packages	STC	Commodity ID	Description	Weight	NMFC	Class	Hazmat
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	8 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	-Select One- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	-Select One- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	-Select One- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	-Select One- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	-Select One- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	-Select One- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	-Select One- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	-Select One- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	-Select One- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Special Instructions:

Accessorials: Select An Accessorial [Select](#) [Reset](#)

[Rate Shipment](#) [Clear Shipment](#)

7. Enter the ship date in MM/DD/YYYY format, or choose the ship date from the pop-up calendar
8. Choose the Delivery Type **STANDARD DELIVERY** or **TIME CRITICAL**
 - **STANDARD DELIVERY** is defined as the normal LTL delivery days
 - **TIME CRITICAL** should be selected for 'date certain' delivery
9. When **TIME CRITICAL** is selected, the delivery date must be specified. Enter the delivery date in MM/DD/YYYY format, or choose the delivery date from the pop-up calendar

Entering a Shipment (cont.)

 HATFIELD & ASSOCIATES, LLC	ENTER SHIPMENT QUERY & REPORTING LTL QUOTE	COMMODITY MANAGEMENT ADDRESS BOOK PCF CALCULATOR	USER: DAVE GROTH GREAT LAKES SOLUTIONS MILWAUKEE LOG OUT
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[Help](#)

Enter Shipment

Origination: GREAMI GREAT LAKES SOLUTIONS MILWAUKEE MILWAUKEE WI 53202 [Quick Add Shipper](#)

Shipper Ref 1-5:

Destination: BILLME BILLS STORE MEQUON WI 53217 [Quick Add Consignee](#)

Consignee Ref 1-5:

Ship Date: [Choose Date](#)

Delivery Type: Standard Delivery [When 'Time Critical' is selected you must specify the delivery date here:](#) [Choose Date](#)

Bill Type: [Select Bill Type](#) [Select Third Party Payer](#) [Add COD Payment Information](#)

Quantity	Packages	STC	Commodity ID	Description	Weight	NMFC	Class	Hazmat
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Bag <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Special Instructions:

Accessorials: [Select](#) [Reset](#)

[Rate Shipment](#) [Clear Shipment](#)

10. Choose from one of the following **BILL TYPE** options

- Prepaid
- Prepaid & Add
- Collect
- Third Party
- COD

11. Please note that all prepaid, third party or other billing will be sent care of Griffin Transport as the bill to party.

12. When COD is selected, click this link to add COD Payment Information

Entering a Shipment (cont.)

13. Enter the Quantity for the first commodity being shipped in the “Pieces” section.

14. Select a Package Type from the dropdown – Examples: [Bag](#), [Box](#), [Drum](#), [Pallets](#)

15. Enter the number of Pallets the Commodity is shipping on.

16. Select the Commodity ID/Description from the dropdown. You can add new Commodities by using the “Commodity” option at the top.

(*) Please see the next page for entering and maintaining your Commodities List.

17. The NMFC, Class, and Hazmat fields will auto-fill based on your selection of a commodity.

18. Enter the Weight

13. Enter the Quantity for the first commodity being shipped in the “Pieces” section.

14. Select a Package Type from the dropdown – Examples: [Bag](#), [Box](#), [Drum](#), [Pallets](#)

15. Enter the number of Pallets the Commodity is shipping on.

16. Select the Commodity ID/Description from the dropdown. You can add new Commodities by using the “Commodity” option at the top.

(*) Please see the next page for entering and maintaining your Commodities List.

17. The NMFC, Class, and Hazmat fields will auto-fill based on your selection of a commodity.

18. Enter the Weight

Repeat as needed.

Entering a Shipment – Entering/Maintaining Commodities

When you choose the Commodity option at the top, you will come to the table containing all of your existing commodities as shown below. You can Edit or Delete your existing commodities by choosing the “Edit” and “Delete” options next to each commodity.

Edit or Delete an Existing Commodity

ID	Description	NMFC	Class	HAZ	Edit	Delete
10431	POWER SUPPLYS	61095	92.5	<input type="checkbox"/>	Edit	Delete
510076	BALLS,NOI,INFLATED,WITH OR WITHOUT FINAL COVER	15560	200	<input type="checkbox"/>	Edit	Delete
510284	SURGE SUPPRESSORS/PARTS	62920-02	77.5	<input type="checkbox"/>	Edit	Delete
540476X1	WATER FILTERS	69100-01	400	<input type="checkbox"/>	Edit	Delete

Adding New Commodities – To add a new commodity to your list, simply choose the “Add New Commodity” button below the Commodity table.

-You will be required to enter an ID, Description, NMFC code, Freight Class and Hazmat designation. You also have the option to enter the Proper Shipping Name, Hazard Class (if necessary), Hazmat ID# (if necessary), Packing Group and some contact info. The best way to configure your commodities is to create them as follows: **(THIS IS VERY IMPORTANT AND CRITICAL TO MAXIMIZE YOUR EFFICIENCY)**

-When you go to enter your commodities on a shipment (step 16 above), the Commodity ID/Description field pull down will display the values you enter in both the “ID” and “Description” fields of the Commodity table. The default sort order when you create a shipment is the ID field. Thus, we suggest entering one of two things in the ID field **1)** a short description of the commodity that will allow your commodities to be sorted in a way that is easy for you to use or **2)** your internal Product ID/SKU number for the commodity.


In the Description field, we suggest a longer name if necessary, followed by the NMFC code and the Freight Class. Please note that the information you enter in the Description field will be the information that displays on the Bill of Lading. Although you will enter the NMFC and Class values again in separate fields, having these values included in the description field will allow them to display in the dropdown menu you select each time when creating a shipment. This allows for easy and accurate selection of commodities when you create shipments.

Example 1: Product is Gambling Devices, full name “Slot Machines or Video Blackjack- Lottery- Poker- Keno”, NMFC 16340-02, Class 110. In the ID field, you would enter “Gambling Devices”. In the Description field, we recommend simply adding “Gambling Devices, NMFC 16340-02, Class 110”. When you go to the dropdown menu, you would see “Gambling Devices – Gambling Devices, NMFC 16340-02, Class 110”. There is a field titled “Proper Shipping Name” that allows you to enter additional description to your product (up to 40 characters), in this case you could enter SlotMachines,Video BJ,Lottery,Poker,Keno.

Example 2: Same product, except this time you have an internal product ID assigned to the product- GD-12345. In this case, you would either enter GD-12345 or Gambling Devices in the ID field- depending on how you want your commodities sorted (**REMEMBER- the ID field is the default sort order, so whatever you enter in this field is what your commodities will be sorted by**). If you entered GD-12345 in the ID field, you would then enter “Gambling Devices, NMFC 16340-02, Class 110” in the Description field. The dropdown would display: “GD-12345 – Gambling Devices, NMFC 16340-02, Class 110”. If you choose to use Gambling Devices in the ID field, you could add your internal Product ID into the Description field, followed by the NMFC and Class and all would display. You would also enter the proper NMFC number again in the “NMFC” field, the Freight Class in the “Class” field and designate the product as Hazmat (Yes or No). There are additional fields available for further product description that are not required.

-If you have a large list of commodities to add, please contact Griffin Solutions at 775-331-8010 ext 113 to arrange an upload.

Entering a Shipment (cont.)

 HATFIELD & ASSOCIATES, LLC		ENTER SHIPMENT QUERY & REPORTING LTL QUOTE	COMMODITY MANAGEMENT ADDRESS BOOK PCF CALCULATOR	USER: DAVE GROTH GREAT LAKES SOLUTIONS MILWAUKEE LOG OUT
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[Help](#)

Enter Shipment

Origination:	GREAMI GREAT LAKES SOLUTIONS MILWAUKEE MILWAUKEE WI 53202	Quick Add Shipper
Shipper Ref 1-5:	SHIP REF 1 SHIP REF 2	
Destination:	BILLME BILLS STORE MEQUON WI 53217	Quick Add Consignee
Consignee Ref 1-5:	CONSIGNEE PO 123456	
Ship Date:	09/06/2007	Choose Date
Delivery Type:	Standard Delivery	<i>When 'Time Critical' is selected you must specify the delivery date here:</i> Choose Date
Bill Type:	Prepaid	Select Third Party Payer Add COD Payment Information

Quantity	Packages	STC	Commodity ID	Description	Weight	NMFC	Class	Hazmat
2	Pallet 4X4	6 Boxes	112233	STUFF WE MAKE AND SHIP	2300	123456-c	65	No
	Bag		-Select One-					
	Bag		-Select One-					
	Bag		-Select One-					
	Bag		-Select One-					
	Bag		-Select One-					
	Bag		-Select One-					
	Bag		-Select One-					
	Bag		-Select One-					
	Bag		-Select One-					
	Bag		-Select One-					

Special In:	CALL FOR DELIVERY APPT - 888.555.1234	Accessorial:	AFTER HOURS DELIVERY	Select	Reset
			AFTER HOURS DELIVERY		

[Rate Shipment](#)
[Clear Shipment](#)

19. Special Instructions may be added here and will appear on the BOL

20. Choose the desired accessorial you would like to appear on the BOL from the dropdown and click the Select button. This will populate the box below the dropdown menu. Repeat as needed.

21. Once the shipment information is entered, click the [Rate Shipment](#) button to obtain your LTL rate

22. You will be taken to a "Select Carrier" screen that shows all of your carrier and rate choices for the shipment you enter. You will see the service time, base freight rate, fuel surcharge and total. To choose the carrier simply click the "Select" button next to the carrier.

Entering a Shipment (cont.)

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23. After you select your carrier, you will be taken to the following screen. <COMPLETE ENTERING PRO NUMBER.....>

SHIP QUOTE QUERY COMMODITY ADDRESS BOOK PCF CALCULATOR

USER: Kyle Krug GRIFIN TRANSPORT LOG OUT

Shipment Summary

Origin		Destination		Terms	
Company Name	GRIFIN TRANSPORTATION RENO	Company Name	tom magusialc test to 98001	Ship Date	02/26/2009
Location	9360 CAPITAL CT	Location	123 main st test address	Delivery Type	Standard Delivery
	SUITE 100			Delivery Date	
Reference 1	RENO ,NV 89502	Reference 1	Auburn ,WA 98001	Bill Type	Prepaid
Bill of Lading #	test123	Reference 2		Carrier	ROADWAY EXPRESS
				Carrier Pro #	test123 pro

Pieces	Package	Pallets	Commodity ID	Description	Weight	NMFC	Class	Hazmat
10	Box	1	GAMBLING DEVICES	NMFC 16340-02, Class 110	1000	16340-02	110	No
					Total Weight	1000		

If you have access to the Carrier Pro #, please enter it in the shaded area above.

Submit Order & Create BOL Cancel This Order

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24. Click the “Submit Order & Create BOL button to generate your Bill of Lading. Your Bill of Lading will appear in a separate window and can be printed or saved as needed. This BOL should be presented when the carrier picks up the shipment.

IMPORTANT!- please be aware that at this time all of the information you’ve entered will be submitted to Griffin Transport electronically to review, confirm and complete all booking and dispatch as necessary. You will be notified if there are any issues with the shipment or the Bill of Lading immediately. We’ll also provide confirmation of the pickup time once the shipment is dispatched.