

TForce Freight Business Policies

Electronic Bills of Lading

- 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).

- 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 on both the bill of lading and the shipment label.

- 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)

- Must receive the electronic load tenders at least 24 hours prior to requested pickup.
- 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.

204 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	B2	Beginning Segment for Shipment Info Trans	M	1	
030	B2A	Set Purpose	M	1	
080	L11	Business Instructions	O	50	
110	AT5	Bill of Lading Handling Requirements	O	6	
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 – 0300					999
010	S5	Stop Off Details	M	1	
020	L11	Business Instructions	O	50	
030	G62	Date/Time	O	2	
LOOP ID – 0310					1
070	N1	Name	O	1	
080	N2	Address Name Information	O	1	
090	N3	Address Information	O	2	
100	N4	Geographic Location	O	1	
120	G61	Contact	O	3	
LOOP ID – 0320					99
130	L5	Description, Marks and Numbers	O	1	
135	AT8	Shipment Weight, Packaging and Quantity	O	1	
LOOP ID – 0330					25
143	LH1	Hazardous Identification Information	O	1	
LOOP ID – 0350					999
150	OID	Order Identification Detail	O	1	
010	L3	Total Weight and Charges	O	1	
020	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.

ISA - Interchange Control Header*Mandatory*

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT 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*Mandatory*

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT 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*Mandatory***Purpose:** *To indicate the start of a transaction set and to assign a control 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>
ST01	143	Transaction Identifier Identifier	M	ID	3/3	'204'
ST02	329	Transaction Set Control Number	M	AN	4/9	

B2 - Beginning Segment for Shipment Information Transaction	<i>Mandatory</i>
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Purpose: *To transmit identifying numbers, dates and other basic data related to the bill of lading*

ANSI <u>CODE</u>	<u>ID</u>	ELEMENT <u>DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
B202	140	Standard Carrier Alpha Code	O	ID	2/4	'UPGF'
B204	145	Shipment Identification No.	M	AN	1/30	Bill of Lading No.
B206	146	Shipment Method of Payment	M	ID	2/2	'PP'-Prepaid 'CC' – Collect

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

ANSI <u>CODE</u>	<u>ID</u>	ELEMENT <u>DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
B2A01	353	Transaction Set Purpose	M	ID	2/2	'00' – Original '01' – Cancel

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

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

ANSI <u>CODE</u>	<u>ID</u>	ELEMENT <u>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	<i>Mandatory</i>
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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	'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	<i>Optional</i>
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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	<i>Mandatory</i>
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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	<i>Mandatory</i>
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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	

S5 – Stop Sequence Number	<i>Mandatory</i>
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Purpose: To specify stop-off detail reference numbers and stop reasons

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
S501	165	Stop Sequence Number	M	N0	1/3	Pickup – ‘1’ Delivery – ‘2’
S502	163	Stop Reason Code	M	ID	2/2	‘CL’ – Complete Load ‘CU’ – Complete Unload

L11 - Business Instructions and Reference Number	<i>Optional</i>
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Purpose: To specify instructions in this business relationship or a reference 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>
L1101	127	Reference Number	X	AN	1/30	
L1102	128	Reference Number Qualifier	X	ID	2/3	‘CR’ – Customer Reference Number

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

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</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

N1 – Name	<i>Mandatory</i>
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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
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	

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

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
G6101	366	Contact Function Code	M	ID	2/2	IC – Information 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	

L5 – Descriptions, Marks and Numbers*Mandatory***Purpose:** *To specify the line items in terms of description, quantity, packaging and marks and numbers*

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
L502	179	Lading Description	O	AN	1/50	
L503	22	Commodity Code	X	AN	1/30	
L504	23	Commodity Code Qualifier	X	ID	1/1	‘N’ – NMFC

AT8 – Shipment Weight, Packaging and Quantity Data*Mandatory***Purpose:** *To specify shipment details in terms of weight, and quantity of handling units*

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
AT801	187	Weight Qualifier	X	ID	1/2	'G' – Gross Weight
AT802	188	Weight Unit Code	X	ID	1/1	'L' – Pounds
AT803	81	Weight	X	R	1/10	
AT804	80	Lading Quantity	O	N0	1/7	Not unitized
AT805	80	Lading Quantity	O	N0	1/7	Unitized

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

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
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

OID – Order Identification Detail*Optional***Purpose:** *To specify order identification detail*

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
OID01	127	Reference Identification	X	AN	1/30	Order Identification #
OID02	324	PO Number	X	AN	1/22	
OID03	127	Reference Identification	X	AN	1/30	Department #
OID04	355	Unit or Basis of Measurement Code	X	ID	2/2	'CT' – Carton 'PC' – Piece
OID05	380	Quantity	X	R	1/15	
OID06	188	Weight Unit Code	X	ID	1/1	'L' – Pounds
OID07	81	Weight	X	R	1/10	

L3 – Total Weight and Charges*Optional***Purpose:** *To specify the total shipment in terms of weight, volume, rates, charges, advances and prepaid amounts applicable to one or more line items*

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
L301	81	Weight	X	R	1/10	
L302	187	Weight Qualifier	X	ID	1/2	'G' – Gross Weight
L311	80	Lading Quantity	O	N0	1/7	

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)

<u>ANSI CODE</u>	<u>ID</u>	<u>ELEMENT DESCRIPTION</u>	<u>REQ</u>	<u>TYPE</u>	<u>MIN/MAX</u>	<u>CONTENTS</u>
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	

Example of EDI Bill of Lading (204)

ISA*00* *00* *01*004999999 *02*UPGF
*000817*2119*U*00400*000000001*0*P*>
GS*BL*004999999*UPGF*20000817*2119*32*X*004010
ST*204*320001
B2**UPGF**939587**CC
B2A*00
L11*123456782*CN
L11*939587*BM
AT5*NC
N1*BT*HAPPY TOYS INC
N3*P.O. BOX 1434
N4*ST. PAUL*MN*55450*US
S5*1*CL
L11*BN12345*CR
G62*10*20020531
N1*SH*ABC, INC.*ZZ*0899
N2*DIVISION OF XYZ CORP
N3*320 N FOURTH ST
N4*TIPP CITY*OH*45371*US
G61*IC*JANE DOE*TE*757-558-1184
L5**BAGS NOI*18764504*N
AT8*G*L*200*17*1
L5**GIFTSET ACT*18764504*N
AT8*G*L*50*3*3
OID**12345**PC*10*L*150
OID**12345**PC*10*L*100
S5*2*CU
L11*BN12345*CR
G62*68*20020606
N1*CN*HAPPY TOYS DIST*ZZ*0010
N3*1103 W. GEORGE RD.
N4*TIFTON*GA*31794*US
G61*IC*JOHN DOE*TE*804-231-8111
L5**BAGS NOI*18764504*N
AT8*G*L*200*17*1
L5**GIFTSET ACT*18764504*N
AT8*G*L*50*3*3
OID**12345**PC*10*L*150
OID**12345**PC*10*L*100
L3*250*G*****20
SE*38*320001
GE*1*32
IEA*1*000000001