



Summary

Creating a Bill of Lading for a Delivery document is a straightforward process.

Step by Step Guide

First, be sure to open the Delivery document you wish to create the Bill of Lading from. Next, select the File tab in the upper left corner of the screen (1) and select "Preview Layouts" (2).

The screenshot shows a software application window with a menu bar (File, View, Data, Go To, Modules, Tools, Window, Help) and a toolbar. The 'File' menu is open, and 'Preview Layouts...' is highlighted. The 'Delivery' form is displayed, showing customer information and a table of items.

Delivery Form Fields:

Customer Code	No.	Primary	10073
Customer Name	Status		Closed
Contact Person	Posting Date		01/24/2017
Customer Ref. No.	Delivery Date		01/24/2017
Local Currency	Document Date		01/24/2017

Contents Table:

#	Item No.	Quantity	Unit Price	Disc...	Tax C...	Total
1	1001-K12	1	\$ 135.0000	0.00	EX	\$ 135.00
2	1012-K12	1	\$ 116.0000	0.00	EX	\$ 116.00
3	1005-B12750	2	\$ 100.0000	0.00	EX	\$ 200.00
4	Tax 750 ml	2	\$ 1.2200	0.00	EX	\$ 2.44
5	Tax 1/2 BBL	2	\$ 7.9200	0.00	EX	\$ 15.84
6	19950-K12	2	\$ 30.0000	0.00	EX	\$ 60.00
7	2003-K16	2	\$ 63.0000	0.00	EX	\$ 126.00
8	Tax 1/6 BBL	2	\$ 2.6400	0.00	EX	\$ 5.28

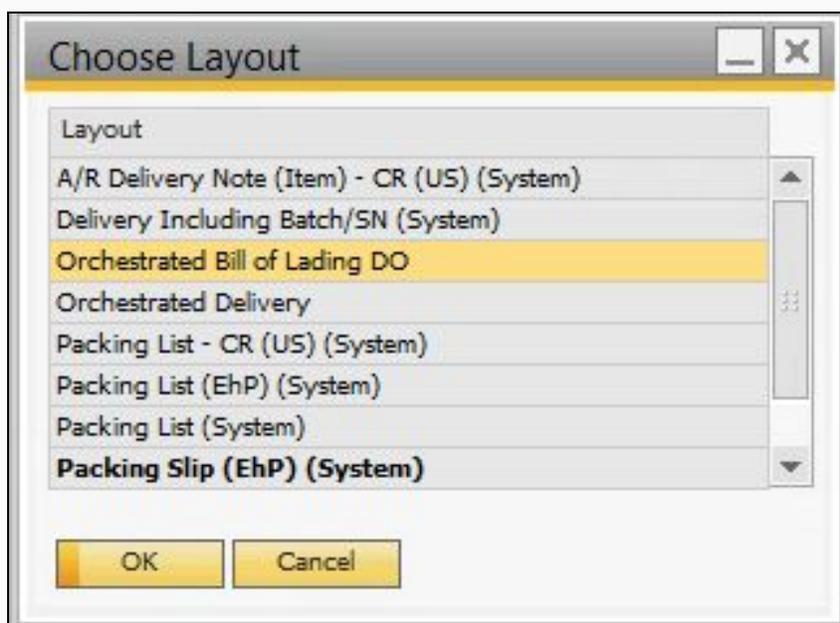
Summary Fields:

Sales Employee	-No Sales Employee-	Total Before Discount	\$ 660.56
Owner		Discount	%
Total Weight	165.55Lb	Freight	
Volume	46.090 GAL	Tax	
Est. Pallet Spots		Total	\$ 660.56

Buttons: OK, Cancel, Finalize, Copy From, Copy To



Next, within the Choose Layout pop-up window select Orchestrated Bill of Lading DO.



Lastly, this will generate a Crystal Reports style Bill of Lading that you can print or save to your computer.

You can also generate a Pick & Pack Bill of Lading, a Warehouse Transfer Bill of Lading and a Warehouse Transfer Request Bill of Lading.