



Follow our helpful Bill of Lading guide for a more streamlined shipping experience.

- 1 To create a new BOL, navigate to the **My Estes Bill of Lading** application:

<https://www.estes-express.com/myestes/bol>

- 2 Log in to your **My Estes** account.

My Estes Login

Enter your username and password to log in to My Estes.

Username *

shiptest



Password *



LOG IN



[Forgot Password?](#)

- 3 Select your account from the dropdown, then choose your role for the shipment.

Bill of Lading

Create BOL BOL History BOL Templates

Account Information Walk Me Through ?

My Accounts *
B068029 - Regular - Test Account 1 - 11700 Old Centralia Rd, Chester, VA 23831

Set as Default Account

Your Role: Shipper Consignee Third-Party

Billing Information

Payer: Shipper Consignee Third Party (add)

Terms: Prepaid Collect

Shipment Information **Quote Details**

Optional: Enter your company's unique reference number or alphanumeric value. Enter a valid, unexpired quote number to prefill your BOL and ensure accurate rating.

Master BOL Number (Optional) Ship Date * Quote Number (Optional)

Enter BOL Reference Number 4/29/2024

- 4 Based on your account type and role, a default payer and terms will be displayed in the **Billing Information** section. You may change the payer and terms for your shipment by selecting your preferred billing options.

Bill of Lading

Create BOL BOL History BOL Templates

Account Information Walk Me Through ?

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Your Role: Shipper Consignee Third-Party

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Optional: Enter your company's unique reference number or alphanumeric value. Enter a valid, unexpired quote number to prefill your BOL and ensure accurate rating.

Master BOL Number (Optional) Ship Date * Quote Number (Optional)

Enter BOL Reference Number 4/29/2024

Auto-assign PRO Number

5

You may enter your company's unique reference number and update your **Ship Date**. The Ship Date will default to today's date, but you can change this entry if you are preparing a Bill of Lading further in advance.

Already have a valid quote number? Save some time by entering your Quote ID into the **Quote Number** to autofill some of the Bill of Lading fields.

The screenshot shows a web form titled "Account Information" with a "Walk Me Through" button in the top right. The form is divided into several sections: "Account Information" (with a dropdown menu for "My Accounts" showing "B068029 - Regular - Test Account 1 - 11700 Old Centralia Rd, Chester, VA 23831" and a checked "Set as Default Account" checkbox), "Your Role:" (radio buttons for Shipper, Consignee, and Third-Party), "Billing Information" (radio buttons for Payer: Shipper, Consignee, Third Party (add) and Terms: Prepaid, Collect), "Shipment Information" (optional fields for Master BOL Number, Ship Date (4/29/2024), and a toggle for "Auto-assign PRO Number"), "Quote Details" (optional field for quote number), "Routing Information", "Shipper Information", and "Consignee Information".



You can also create a BOL or schedule a pickup using your Quote ID from within the Rate Quote tool. Simply navigate to the **Rate Quote History** tab, find your Quote ID, and click the **Book Shipment** button.

6

To save time, you can autofill the **Consignee Information** section by selecting from your Accounts or the Address Book.

Auto-assign PRO Number

Routing Information

Shipper Information

Select from Accounts Select from Address Book

My Accounts (Optional):
B068029 - Regular - Test Account 1 - 11700 Old Centralia Rd, Chester, VA 23831

Company Name:
TEST ACCOUNT 1

Contact Name (Optional):

Address Line 1:
11700 OLD CENTRALIA RD

ZIP Code: 23831 Country: USA

Location # (Optional):

Chester, VA

Consignee Information

Select from Accounts Select from Address Book


My Accounts (Optional):
Select Account

Search by Account #, Company Name, or Address Displaying 1 - 3 of 3

Account #	Type	Company Name	Address
B068029	Regular	Test Account 1	11700 Old Centralia Rd, Chester, VA 23831
0212125	Regular	Test Customer	11710 Commerce, Richmond, VA 23234
0231234	Regular	Test Customer	1100 Commerce P...ond, VA 23234

ZIP Code: Country: USA

Location # (Optional):



7

Next, use the dropdown to search for accessorials related to your shipment.

You may also select from some of our customers' most frequently used accessorials by clicking the checkboxes to the right side of the dropdown menu.

Billing Information

Freight Accessorials

Accessorials (Optional):
lim

Limited Access Locations


- Other Commercial Limited Access Delivery
- Other Commercial Limited Access Pickup
- Other Accessorials
- Dock Pickup of Limited Access Shipment

Appointment Request

Lift-Gate Service (Delivery)

Residential Delivery

Commodities



8

Does your freight have some special handling requirements? Search a list of pre-populated instructions, or select "Other Instructions" to describe your request.

Freight Accessories

Lift-Gate Service (Delivery)
 Residential Delivery

Special Handling Requests

Special Instructions (Optional)
Add Instructions:
Do Not Remove Shrink Wrap from Skid
Do Not Stack or Double Deck
Fragile-Handle with Care
Other Instructions
Packing Slip Attached
Shipper Load and Count

Do Not Stack
Weight (lb)
Select
NMFC
Sub
Add Hazardous Info

Pallet Details
Pieces *
Piece Type *
Description *
Enter Item Description

ADD ITEM
SAVE TO COMMODITY LIBRARY

ADD HANDLING UNIT

Cube	Density	Total Handling Units	Total Pieces	Total Weight
0 ft ³	0 lb/ft ³	0	0	0 lbs

9

Next, enter your commodity information. Or, if you've already saved frequently used freight details to your Commodity Library, you can import those here by clicking the **Import From Commodity Library** button.

Commodities

Handling Unit 1 **IMPORT FROM COMMODITY LIBRARY** Do Not Stack

Handling Unit Type *
PALLET
Quantity *
L (in) *
W (in) *
H (in) *
Weight (lbs) *
Class *
Select
NMFC
Sub
Add Hazardous Info

Pallet Details
Pieces *
Piece Type *
Description *
Enter Item Description

ADD ITEM
SAVE TO COMMODITY LIBRARY

ADD HANDLING UNIT

Cube	Density	Total Handling Units	Total Pieces	Total Weight
0 ft ³	0 lb/ft ³	0	0	0 lbs

10

Easily import either a single line item or a handling unit with line item details. You can toggle between these views at the top of the screen.

Special Handling Requests

Instructions (Optional)

Not Stack or Double Deck

Commodity Library

Item View Handling Unit View

Product ID ↑	Pieces	Type	Description	Weight	Class	NMFC
There were no results for this query.						

IMPORT Close

Items per page: 5 0 of 0

ADD ITEM SAVE TO COMMODITY LIBRARY

11

Make your selection by clicking the checkbox to the left of your handling unit. Then click the **Import** button to transfer your freight details to the Bill of Lading screen.

Commodity Library

Item View Handling Unit View

Product Id ↑	HU Type	Quantity	Dimensions	Tare Weight	Weight
<input type="checkbox"/>	SHIPPED GOODS	PALLET	1	36L X 48W X 24H	60 lbs
<input checked="" type="checkbox"/>	TEST 1 HANDLING UNIT 1	PALLET	1	48L X 48W X 48H	500 lbs

Piece Type	Pieces	Description	Weight	Class	NMFC
DOX	1	Test Box 1	500 lbs	65	

IMPORT Close

Items per page: 5 1 2 of 2

12 You can now review your commodity details and make any necessary edits.

The summary section makes it easy to see your shipment's cube, density, total weight, and total handling units and pieces.

Special Instructions (Optional)
Add Instructions

Commodities

Handling Unit 1 **IMPORT FROM COMMODITY LIBRARY** Do Not Stack

Handling Unit Type * PALLET Quantity * 1 L (in) * 48 W (in) * 48 H (in) * 48 Weight (lbs) * 500 Class * 65 NMFC Sub

[Add Hazardous Info](#)

Pallet Details Pieces * 1 Piece Type * BOX Description * Test Box 1

ADD ITEM **SAVE TO COMMODITY LIBRARY**

Cube	Density	Total Handling Units	Total Pieces	Total Weight
64 ft ³	7.813 lb/ft ³	1	1	500 lbs

13 You can also request Full Value Coverage on your bill of lading. Simply click the checkbox, then specify the amount of coverage you would like to request.

ADD ITEM **SAVE**

Cube	Density	Total Handling Un
64 ft ³	7.813 lb/ft ³	1

Freight Information

I would like Full Value Coverage. Full Value Coverage (USD) 500

Guaranteed Service

LTL Standard ✓ Coverage throughout North America	LTL Guaranteed 5 PM ✓ Guaranteed pickup,	LTL Guaranteed 12 PM ✓ Convenient early-day delivery	LTL ✓ E
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14

You also have the option to choose a guaranteed service level, or stick with our default LTL Standard service. If the guaranteed service you select is not available for your origin and destination combination, the next available guaranteed service will be selected for you when you submit your BOL.

Freight Information

Guaranteed Service

LTL Standard <ul style="list-style-type: none">Coverage throughout North AmericaShipping to Canada and Mexico, and the Caribbean <p>SELECTED</p>	LTL Guaranteed 5 PM <ul style="list-style-type: none">Guaranteed pickup, appointment, and deliveryGuaranteed on-time deliveryCanada, Alaska, and Caribbean coverageAvoid chargebacks and scorecard penalties on your time and date-specific shipmentsMeet all MABD, MDDW, and On Time In Full requirements <p>SELECT</p>	LTL Guaranteed 12 PM <ul style="list-style-type: none">Convenient early-day deliveryPopular for Residential deliveriesGuaranteed pickup, appointment, and deliveryGuaranteed damage-free <p>SELECT</p>	LTL Guaranteed 10 AM <ul style="list-style-type: none">Earliest LTL standard transit guaranteePopular with retail businessesEconomical alternative to ExpeditedGuaranteed pickup, appointment, and deliveryGuaranteed damage-free <p>SELECT</p>
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Reference Numbers

Def #1 Type (Optional) Reference # (Optional)

15

You may add a no sooner, no later delivery date or window to your guaranteed shipment.

Guaranteed Service


LTL Standard <ul style="list-style-type: none">Coverage throughout North AmericaShipping to Canada and Mexico, and the Caribbean <p>SELECT</p>	LTL Guaranteed 5 PM <ul style="list-style-type: none">Guaranteed pickup, appointment, and deliveryGuaranteed on-time deliveryCanada, Alaska, and Caribbean coverageAvoid chargebacks and scorecard penalties on your time and date-specific shipmentsMeet all MABD, MDDW, and On Time In Full requirements <p>SELECT</p>	LTL Guaranteed 12 PM <ul style="list-style-type: none">Convenient early-day deliveryPopular for Residential deliveriesGuaranteed pickup, appointment, and deliveryGuaranteed damage-free <p>SELECTED</p>	LTL Guaranteed 10 AM <ul style="list-style-type: none">Earliest LTL standard transit guaranteePopular with retail businessesEconomical alternative to ExpeditedGuaranteed pickup, appointment, and deliveryGuaranteed damage-free <p>SELECT</p>
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I have read and agree to the Terms of Service.

(Optional) Add No Sooner/No Later delivery window at no charge.

Delivery Date: 4/15/2024

Delivery End Date (Optional): MM/DD/YYYY



16

Don't forget to email yourself a copy of your BOL and shipping labels, or sign up for tracking updates. You may enter one email address per line.

Notifications

Documents

Bill of Lading

Shipping Labels

Format: Zebra 4 X 6 [Edit](#)

Quantity: 1

Labels: 1

Email Addresses (One per line)

test@test.com

Tracking

Tracking Updates

Email Addresses (One per line)

Enter email addresses, one per line



17

To make changes to the shipping labels you'd like emailed to you, click the blue Edit link. From there, simply indicate your preferred label type, number of labels, and start label position, if applicable.

Note: You will also have the option to choose any label type for printing on the following screen after submitting your BOL.

Ref #1 Type (Optional) Reference # (Optional)

[ADD REFERENCE](#)

Notifications

Documents

Bill of Lading

Shipping Labels

Format: Zebra
Quantity: 1
Labels: 1

Email Addresses (One per line)
test@test.com

Email Shipping Labels

Select your label type:

<input type="radio"/>	<table border="1"><tr><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td></tr></table> <p>4 X 3.33 ?</p>	1	2	3	4	5	6	<input checked="" type="radio"/>	<table border="1"><tr><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td></tr></table> <p>3.5 X 5 ?</p>	1	2	3	4	<input type="radio"/>	<table border="1"><tr><td>1</td></tr><tr><td>2</td></tr></table> <p>8.5 X 5 ?</p>	1	2	<input type="radio"/>	<table border="1"><tr><td>1</td></tr></table> <p>8.5 X 11 ?</p>	1	<input type="radio"/>	<table border="1"><tr><td>1</td></tr></table> <p>4 X 6 ?</p>	1
1	2																						
3	4																						
5	6																						
1	2																						
3	4																						
1																							
2																							
1																							
1																							

Start Label Position *

Number of Labels *

Total number of labels to print.

[SAVE](#) [CANCEL](#)

[SUBMIT BOL](#) [SAVE AS TEMPLATE](#)

18

Click the **Submit BOL** button if you are ready to create the BOL, or **Save as Template** if you want to come back to your shipment later.

Documents

Bill of Lading

Shipping Labels

Format: Zebra 4 X 6 [Edit](#)

Quantity: 1

Labels: 1

Email Addresses (One per line)


test@test.com

Tracking

Tracking Updates

Email Addresses (One per line)

Enter email addresses, one per line


SUBMIT BOL **SAVE AS TEMPLATE** 

Note: You can schedule a pickup on the confirmation screen.

19

Congratulations, you have created a Bill of Lading!

Next, you'll be directed to the confirmation screen, where you'll see the option to schedule a pickup, print shipping labels, or download a copy of your BOL PDF.

ESTES Ship Track Manage Services Resources Contact  My Estes



Bill of Lading

Create BOL BOL History BOL Templates

Your BOL has been submitted. Please schedule your pickup below.

Schedule Your Pickup Generate Pickup Request

Print Shipping Labels Print Shipping Labels

PRO NUMBER: 001-8189835  

ESTES 2011-08-01 08:00:00 AM EST
11715 COMMERCE
RICHMOND, VA 23234 US
Contact: (804) 333-1800

Page 1 of 1
BILL OF LADING

SHIPPER: TEST ACCOUNT 1
11700 OLD CENTRALIA RD
CHESTER, VA 23811 US
Contact: (804) 202-0111

ACCT #: 8055029

CONSIGNEE: TEST CUSTOMER
11715 COMMERCE
RICHMOND, VA 23234 US
Contact: (804) 333-1800

ACCT #: 0212125

Date: 04/02/2024
MASTER BOL: MASTERBOL000004
BOL#: SHIPMENT ID:
QUOTE #:
Billing Terms: PREPAID


PROF 001-8189835

SPECIAL INSTRUCTIONS: GUARANTEED LTL STD SVC - HOURLY Mail Carrier fee between 04/18/2024 and No Later than 04/18/2024 OTHER COMMERCIAL LIMITED ACCESS DEL. LIFTGATE DELIVERY CHARGE. Do Not Stack or Double Deck. FULL VALUE COVERAGE
DANGER PERISHABLES SHIP ONLY IN REFRIG TRAILER

Hazardous Material Emergency Contact

NOTE: Liability limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. 14703 (a)(3)(A) and (B).

Handling Unit	Package		Commodity Description	Weight (kg)	Weight (lb)	MMFC #	Dimensions (cm)			Max Wt (kg)
	Type	QTY					L	W	H	
PALLETS	BOXES	1	Test Bol 1	500	1100		140	140	110	1



20

Click the icons on the right side of the screen to print or download a copy of your BOL PDF.

VIEW SHIPPING LABELS

PRO NUMBER: 001-8189835

Page 1 of 1

ESTES 881 WEST BRIDGE STREET RICHMOND, VA 23261

BILL OF LADING

SHIPPER ACCT #: B068029

TEST ACCOUNT 1
11700 OLD CENTRALIA RD
CHESTER, VA 23831, US
Contact: (804) 801-8111

CONSIGNEE ACCT #: 0212125

TEST CUSTOMER
11710 COMMERCE
RICHMOND, VA 23234, US
Contact: (804) 303-1900

DATE: 04/09/2024
MASTER BOL: MASTERREF04082024
BOL(S):
SHIPMENT ID:
QUOTE #:
Billing Terms: PREPAID

PRO# 001-8189835

SPECIAL INSTRUCTIONS: GUARANTEED LTL STD SVC - NOCN; Must Deliver No Sooner than 04/15/2024 and No Later than 04/18/2024. OTHER COMMERCIAL LIMITED ACCESS DEL. LIFTGATE DELIVERY CHARGE; Do Not Stack or Double Deck. FULL VALUE COVERAGE
Special instructions can also be added here

Hazardous Material Emergency Contact

NOTE: Liability Limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. 14706 (d)(1)(A) and (B).

Handling Unit	Package		Commodity Description	Weight lbs	Freight Class	NMF#	Dimensions			Pallet
	Type	QTY					L	W	H	
PALLETS	BOXES	1	Test Box 1	500	55		48	48	48	Y



21

You may view the shipping label options by clicking on the **Print Shipping Labels** toggle on the right side of the screen.

Your pickup has been requested. Your Request Number is 97155183

Print Shipping Labels

PRO NUMBER: 001-8189835

Page 1 of 1

ESTES 881 WEST BRIDGE STREET RICHMOND, VA 23261

BILL OF LADING

SHIPPER ACCT #: B068029

TEST ACCOUNT 1
11700 OLD CENTRALIA RD
CHESTER, VA 23831, US
Contact: (804) 801-8111

CONSIGNEE ACCT #: 0212125

TEST CUSTOMER
11710 COMMERCE
RICHMOND, VA 23234, US
Contact: (804) 303-1900

DATE: 04/09/2024
MASTER BOL: MASTERREF04082024
BOL(S):
SHIPMENT ID:
QUOTE #:
Billing Terms: PREPAID

PRO# 001-8189835

SPECIAL INSTRUCTIONS: GUARANTEED LTL STD SVC - NOCN; Must Deliver No Sooner than 04/15/2024 and No Later than 04/18/2024. OTHER COMMERCIAL LIMITED ACCESS DEL. LIFTGATE DELIVERY CHARGE; Do Not Stack or Double Deck. FULL VALUE COVERAGE
Special instructions can also be added here

Hazardous Material Emergency Contact



22

You can print one or multiple labels at a time. Click the **View Shipping Labels** button to review and print your labels.

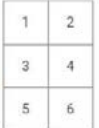


Tip: Our 4 x 6in. label size fits many popular thermal label printers.

Your pickup has been requested. Your Request Number is 97155183

Print Shipping Labels


Print Shipping Labels



Select your label type:

<input checked="" type="radio"/>  4 X 3.33 ⓘ	<input type="radio"/>  8.5 X 11 ⓘ	<input type="radio"/>  4 X 6 ⓘ
--	---	--

Start Label Position *
1

Number of Labels *
How many labels would you like to print?
Total number of labels to print.

VIEW SHIPPING LABELS 

PRO NUMBER: 001-8189835  



Page 1 of 1

ESTES 3801 WEST BROAD STREET
FREDERICK, VA 22031

BILL OF LADING

SHIPPER
TEST ACCOUNT 1
11700 OLD CENTRALIA RD
CHESTER, VA 23031, US

ACCT #: B068029




23

Your BOL details will carry over when you begin to schedule your pickup, but please complete any missing fields, then click the **Generate Pickup Request** button.

Freight Characteristics

- Hazmat
- Protect from Freezing
- Food
- Poison
- Overlength
- Liftgate
- Stackable
- Time Critical Guaranteed
- I have read and agree to the Terms of Service.

GENERATE PICKUP REQUEST 

Pickup Notifications

- Email for Rejected Request
- Email for Accepted Request
- Email for Completed Pickup

Name: Ashley Smith Email: ashley@estes-express.com

Name (Optional): Email (Optional):

ADD ADDITIONAL CONTACT

Print Shipping Labels

24

Do you want to update your BOL or ship something similar again? Navigate to the **BOL History** tab to search for a recent shipment, then click the **Ship Again** button. Your shipment details will be copied to a new BOL and you'll have the chance to review your information before you submit again.

You can also return to the **BOL History** tab to track a shipment by clicking on its PRO Number.

Bill of Lading

Create BOL **BOL History** BOL Templates

Search by BOL Reference #, PRO #, Date, Shipper, or Consignee

BOL Reference #	PRO #	BOL Date ↓	Shipper	Consignee	Print
N/A	001-8189718	04/06/2024	TEST CUSTOMER	TEST ACCOUNT 1	SHIP AGAIN
MASTERREF04062024	001-8189835	04/06/2024	TEST ACCOUNT 1	TEST CUSTOMER	SHIP AGAIN
N/A	001-8189698	04/03/2024	TEST ACCOUNT 1	TEST CUSTOMER	SHIP AGAIN
N/A	001-8189699	04/03/2024	TEST ACCOUNT 1	TEST CUSTOMER	SHIP AGAIN
N/A	001-8189704	04/03/2024	TEST ACCOUNT 1	TEST CUSTOMER	SHIP AGAIN
N/A	029-8191355	04/02/2024	test	TEST ACCOUNT 1	SHIP AGAIN

Items per page: 25 1 - 6 of 6



Have questions about our BOL tool or want to share your feedback? Email us at shippingtools@estes-express.com

Or visit [estes-express.com](https://www.estes-express.com) to learn more about how our enhanced My Estes applications are making freight shipping easier.