Ross Express Online Bill of Lading

05/19/2011

Ross Express Online Bill of Lading and email instructions

The Ross Express Online Bill of Lading & email process will not only allow online creation of a bill of lading, but will also email the pickup information contained in the bill of lading to Ross Express central dispatch. General instructions follow:

1. The Online Bill of Lading and email function is available on the Ross Express website (www.rossexpress.com) by going to "Customer Login". (Note that we also provide a simple online bill of lading, which does not require login, that can be completed and printed for your use, but does not contain the advanced features found in the login version.)

2. Users must have a valid Ross Express Username and password to log in to the "Customer Login" section of our website. If you need a customer login, please send an email request to rates@rossexpress.com.

3. Once logged in, you will notice Shipment Tracing, Invoices and Bill of Lading boxes at the top of your screen. Clicking on the Bill of Lading box will bring up our Straight Bill of Lading form.

4. The bill of lading may be completed as normal, with the following notes:
    a. The Pickup Date defaults to today, but may be changed.
    b. The Ready By time is information for dispatch which is included in the email.
    c. The default bill of lading payment terms are collect, which can be changed to prepaid or third party as you desire.
    d. You will note a box reading "Select Consignee From Database", with a drop-down arrow to the right. Our computer system has been accumulating data on your consignees, which can be selected from a list accessed by using this drop-down arrow. This will populate the consignee information, and, if the shipment is collect, will also populate the Bill To information.
    e. Closing Time is information for dispatch which is included in the email.
    f. The shipper name and address information is populated from the stored computer information for your account. Should it be necessary to change or correct shipper information, it may be done by overtyping.
    g. A Comments area is provided for special notes and instructions. This information is also included in the email to dispatch.
    h. Checking the box in the "H/M" (hazmat) column will bring up your stored emergency response phone number and provide places to enter the hazmat proper name, class, ID number and packing group.

(continued on reverse)

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Ross Express Online Bill of Lading and email instructions (continued)

    i.   Entering your email address at the bottom of the form will provide you with a confirming email that your bill of lading info has been sent to Ross dispatch, while providing dispatch with an email address to use to communicate with you if necessary.

    j.   Clicking on the submit button will enter totals in the pcs, plt and weight columns, send the information to dispatch and provide you with a printable copy for use at time of pickup. It is suggested that you print two copies so that the driver may take one copy and also leave you with the second copy as a signed receipt.

This bill of lading and email process is intended to provide you with a printed bill of lading for your use in tendering freight, while also emailing a pickup notification to Ross Express.

Space has been provided at the top of the printed form for application by the driver of the bar code label at time of pickup.

Thanks for using the Ross Express online bill of lading, thanks for using Ross Express and please advise if we can be of any assistance.

Ross Express, Inc.
P.O. Box 8908
Penacook, NH 03303

1-800-762-5966

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