

User Guide
to
Electronic Bill of Lading Portal
(EBOLP)

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Background Summary

The Florida Department of Agriculture and Consumer Services (DACS) and the Florida Department of Revenue (FDOR) have a longstanding partnership to gather bill of lading (BoL) data from shipping companies who are importing goods into the State. This bill of lading data is used to ensure use tax is collected from businesses and individuals who purchase goods out of state with no taxes imposed at the time of purchase. By collecting the taxes, FDOR ensures that in-state businesses that are required to collect and remit taxes on their sales are not at an economic disadvantage.

Purpose

The Electronic Bill of Lading Portal (EBOLP) provides a convenient and quick way for Transport Carrier Companies to provide the Florida Department of Revenue (FDOR) with their Bill of Lading files or to manually enter a Bill of Lading. Access to the EBOLP, which is by invitation only, is restricted to Transport Carrier Companies and select FDOR employees.

The portal will ease the burden on shipping companies by allowing them to submit their Bill of Lading data via an online web portal verses sending in diskettes, CD's, and portable drives or email to FDOR. This also provides a more efficient process for collecting and reviewing data.

Electronic PrePass program technology has been authorized for use at the DACS inspection stations to:

- speed up collection of Bill of Lading files,
- reduce potential safety issues at inspection stations,
- help alleviate interstate congestion, and
- speed up movement of goods.

Process

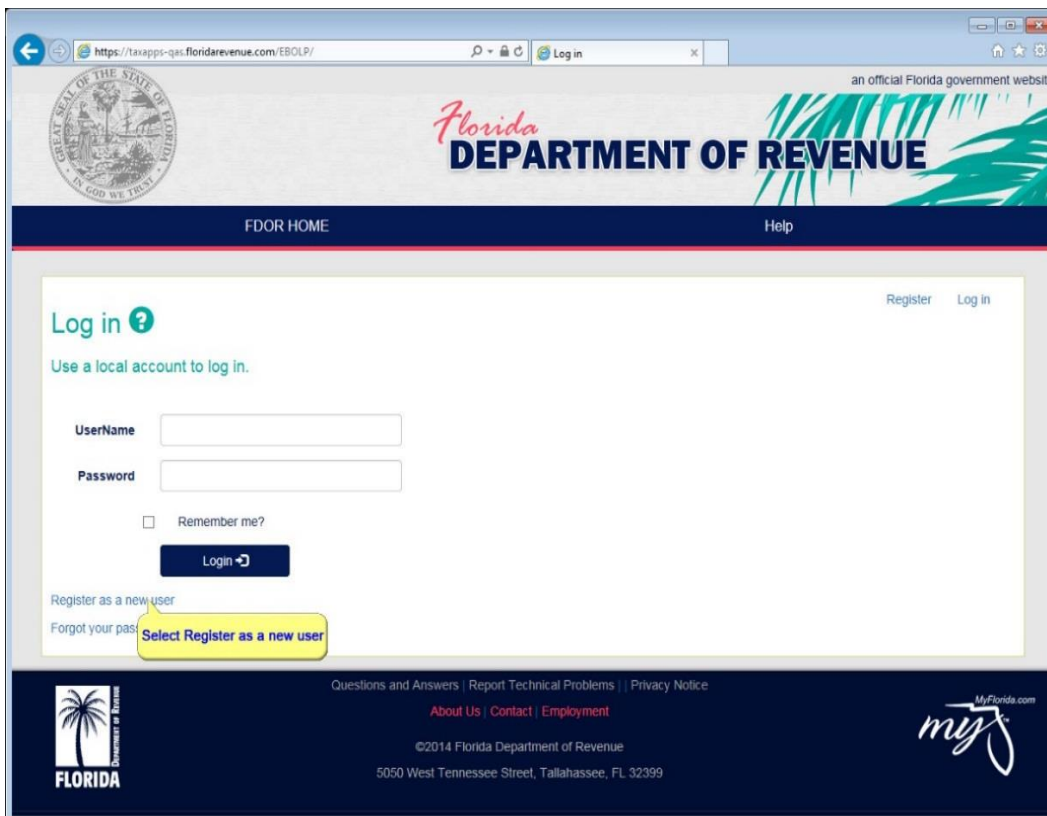
The process starts when the carrier registers with a PrePass Program member, who submit Transport Carrier detail to FDOR monthly. FDOR then sends an invitation letter to the Transport Carrier to participate in Electronic Bill of Lading using the Electronic Bill of Lading Portal (EBOLP). Prior to sending the invitation, a company record, and PIN number are created for each Carrier. The PIN number and a link to EBOLP are sent with the invitation to the Transport Carrier Company to be used in registering the company in EBOLP. Upon completing the registration, the Transport Carrier can upload BoL files to EBOLP.

Register your Company in EBOLP

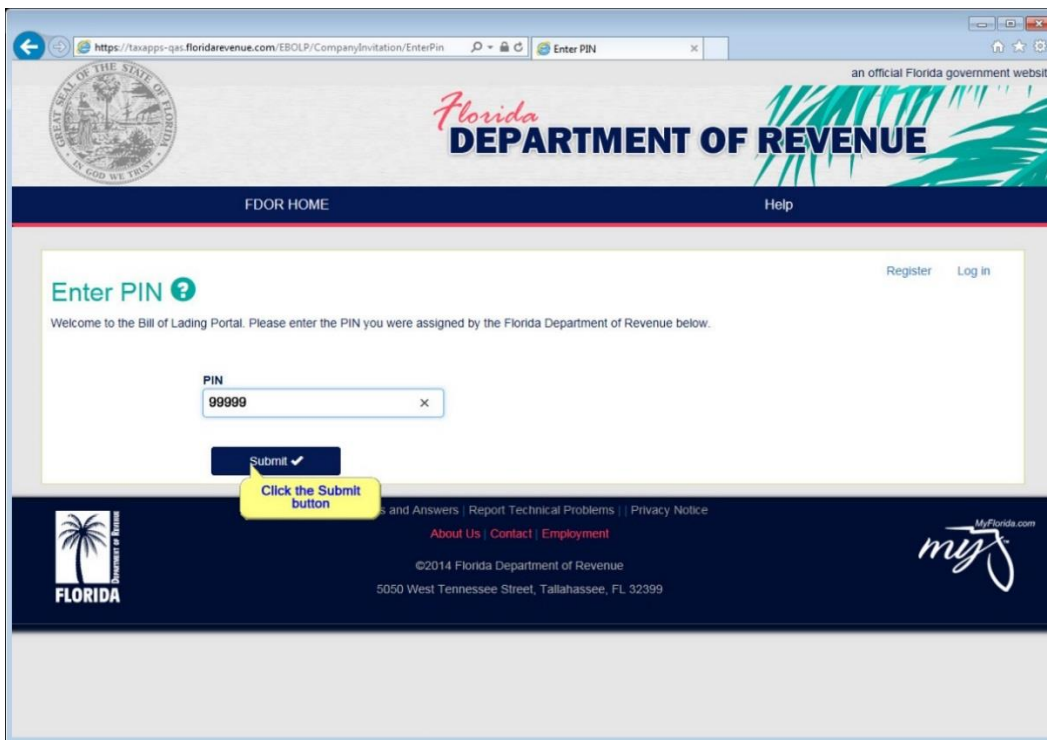
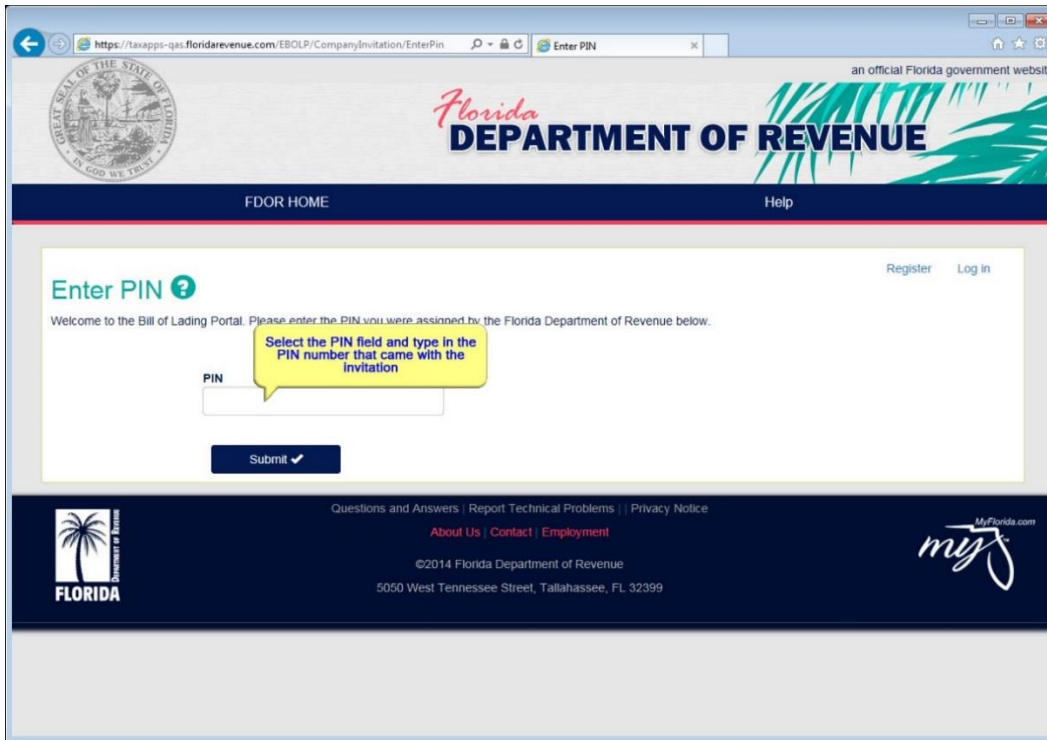
Your first step to using EBOLP is to register your company using the link and PIN supplied with your invitation.

Clicking on the link or entering it into your web browser, takes you to the Florida Department of Revenue Electronic Bill of Lading Portal (EBOLP) log in screen where you Register your company.

The following series of screen captures illustrate a new user registering their company with EBOLP.



Enter the supplied PIN and then click the **“Submit”** button.



On the “**Register Create a new account**” screen complete at least all the Required Fields, marked *, and then click the “**Register**” button.

Note: The email address entered must be a valid address for the user and Passwords must be a minimum of 6 characters containing at least one number and one CAPITALIZED letter.

Register ?
Create a new account.

Company - AABBCC Associates

User Name(Valid Email Address) *
J.Smith@email.com

Verify User Name(Valid Email Address) *
J.Smith@email.com

First Name *
Jan

Last Name *
Smith

Alternate Email Address

The Create a new account screen displays your Company name. At a minimum complete the Required Fields marked *

Scroll down to display the lower screen

Last Name *
Smith

Alternate Email Address

Password *

Confirm password *

Register

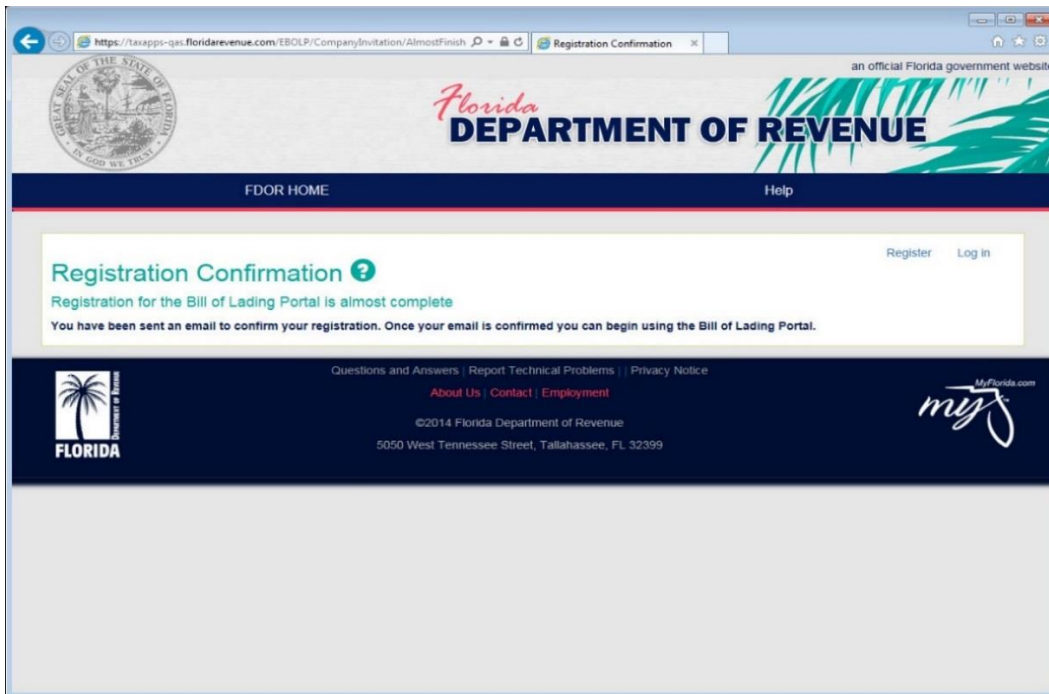
Select the Password * field and type in your password

Select the Confirm Password * field and type in your password

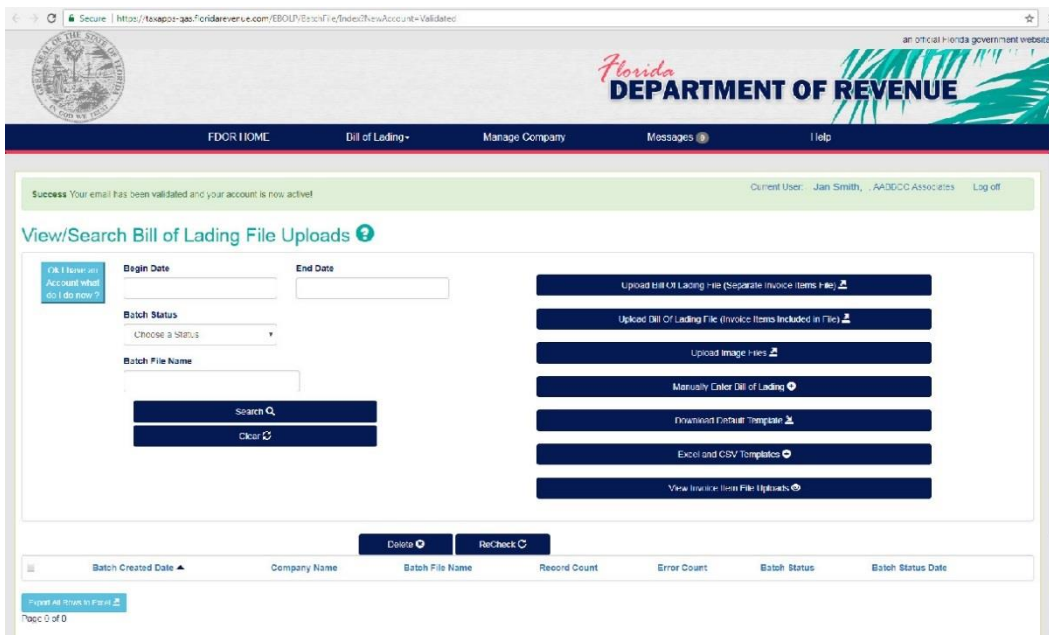
Click the Register button

The “Registration Confirmation” screen displays the following message:

“You have been sent an email to confirm your registration. Once your email is confirmed you can begin using the Bill of Lading Portal.”



After confirming the email, the following screen displays:



You are now registered with EBOLP and can start uploading your data files.

Upload Files

EBOLP allows users to upload files that are separate Bills of Lading and Invoices, combined Bills of Lading with Invoices, or images. Manual entry of Bills of Lading including Invoice Items, is also possible. Acceptable file types are .xls, .csv, and .tif.

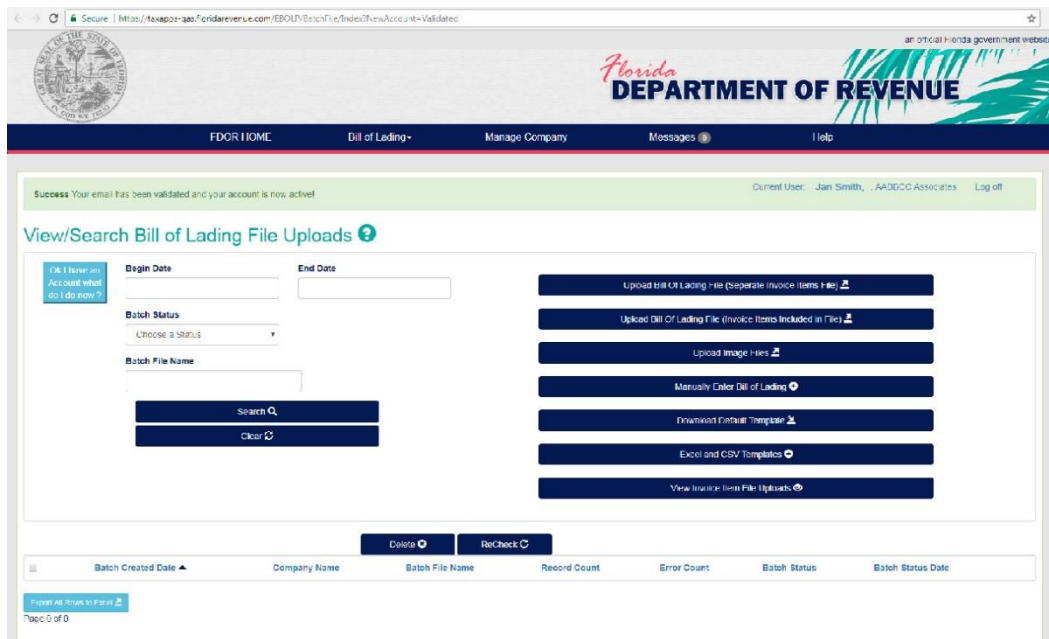
The upload method most suited to your operation can be determined by how you store your data.

Companies with large amounts of data tend to use the Separate Bills of Lading and Invoice Item file method. Where the Bills of Lading file contains the BoL detail of shipper, consignee, etc. and the Invoice Item file, as the name implies, contains the Invoice detail associated with the BoL in the other file.

Companies with smaller amounts of data often elect the Single File method, Bills of Lading Invoice Item Included. Where the BoL detail and a description field for the invoice item are combined in the same record in the file. The description field is restricted to 100 characters.

The “**View/Search Bill of Lading File Uploads**” screen provides the following upload options:

- [Upload Bill of Lading File \(Separate Invoice Items File\)](#)
- [Upload Bill of Lading File \(Invoice Items Included in File\)](#)
- [Upload Image File](#)
- [Manually Enter Bill of Lading](#)



Create Templates for your Uploads

Before attempting to upload any files, you need to customize a BoL template and an Invoice Items template to match your data file. The template is used to map your data file to the system database when it is uploaded. A default Bill of Lading template is provided to assist you in setting up your specific template.

Note: You need to customize the templates the first time you upload and thereafter only when your data file format changes.

Source Data

Before attempting to upload files to EBOLP, review the data for the following:

- Any logos or Title text at the start of the file — delete any that may exist.
- Determine if column headers exist. If there are no column headers, you can download the Default Template and copy the headings from there onto your data file.
- Ensure that any blank fields do not contain spaces. Delete any existing spaces.
- For CSV files, the data must be enclosed in **“Double Quotes”**.

Create Customized Templates

The following screen captures show:

Firstly — the steps in creating a customized template for a Bill of Lading (Separate Invoice Items). The same process is used for customizing a Bill of Lading (Invoice Items Included in File) template.

Secondly — the steps in customizing an Invoice Items template, only needed for BoL files that have a separate Invoice Items file.

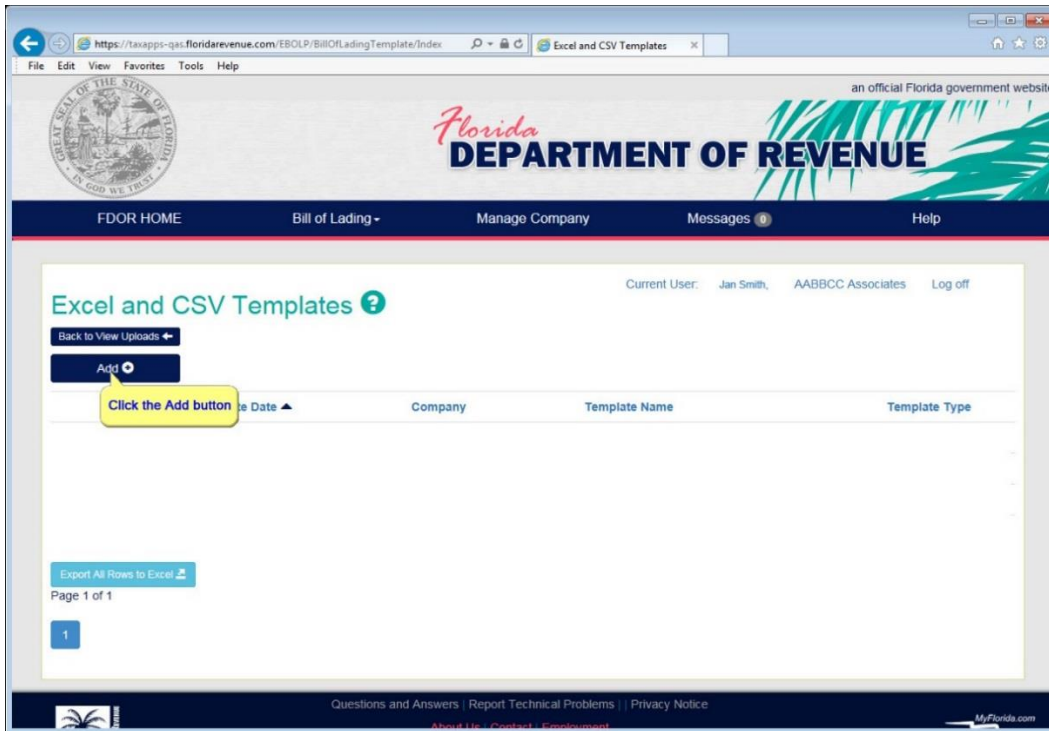
Starting from the **“View/Search Bill of Lading File Uploads”** screen, proceed as follows:

Select the **“Excel and CSV Templates”** option.

The screenshot shows the Florida Department of Revenue's EBOLP system interface. The page title is "View/Search Bill of Lading File Uploads". The navigation bar includes "FDOR HOME", "Bill of Lading -", "Manage Company", "Messages", and "Help". The current user is identified as "Jan Smith, AABCC Associates". The main content area features a search form with fields for "Begin Date", "End Date", "Batch Status", and "Batch File Name", along with "Search" and "Clear" buttons. On the right side, there are several upload buttons: "Upload Bill of Lading File (Separate Invoice Items File)", "Upload Bill of Lading File (Invoice Items included in File)", "Upload Image Files", "Manually Enter Bill of Lading", "Download Default Template", "Excel and CSV Templates", and "Item File Uploads". A yellow callout box highlights the "Excel and CSV Templates" button.

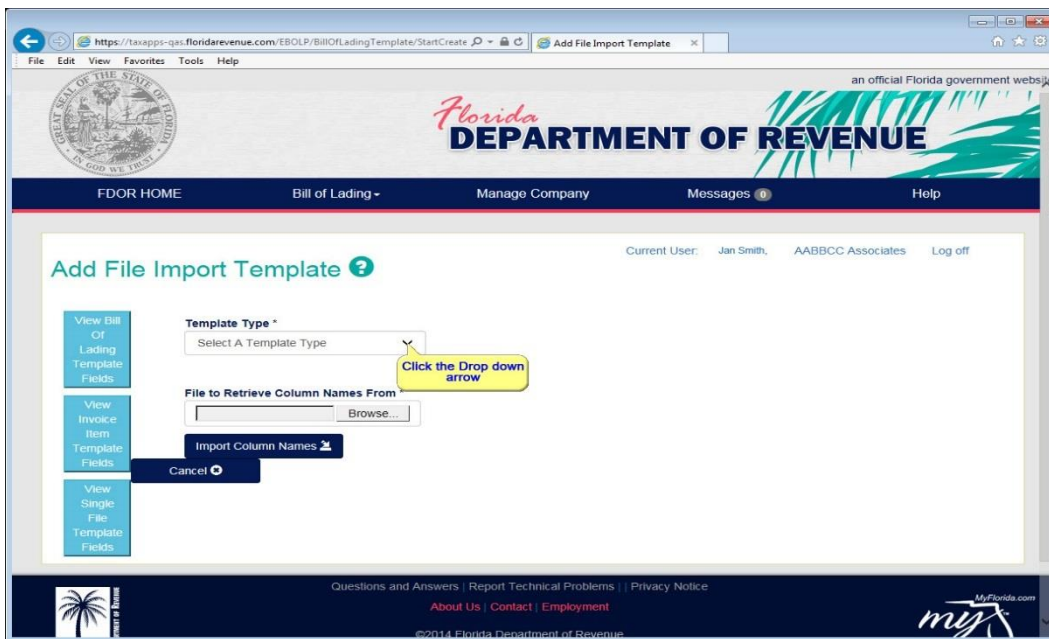
The “Excel and CSV Templates” screen displays:

Click the **Add** button.



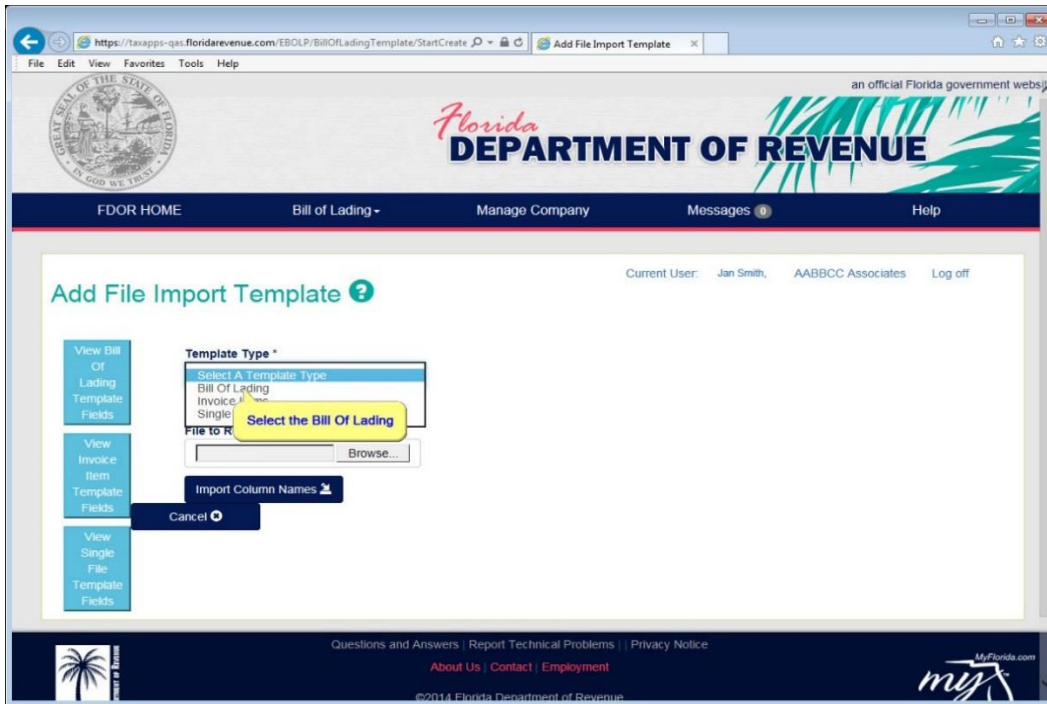
The “Add File Import Template” screen displays:

Click the drop-down arrow to the right of the **Template Type*** field.

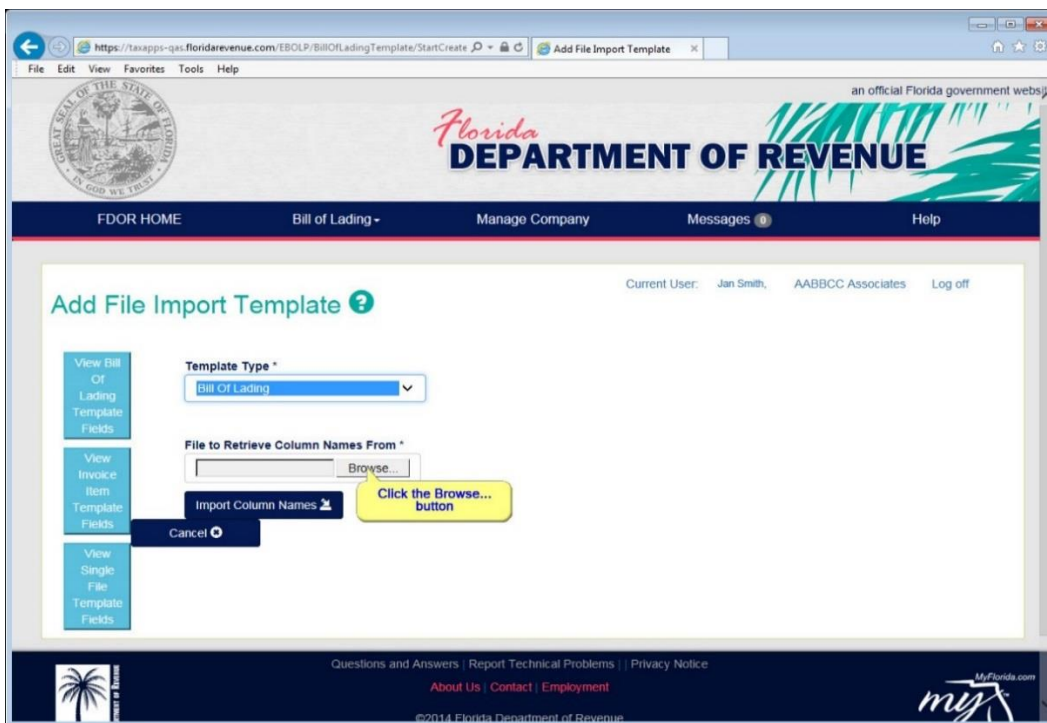


Select the **Bill of Lading** option from the drop-down list.

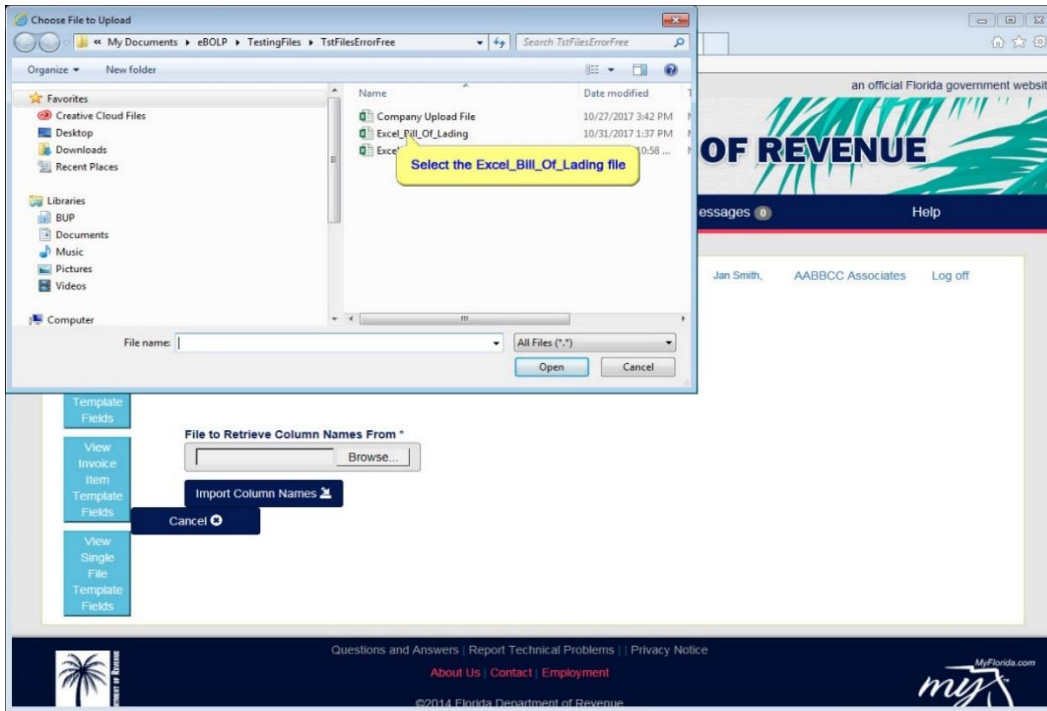
Note: For BoL files that include Invoice Items, Select the Single File Template Type.



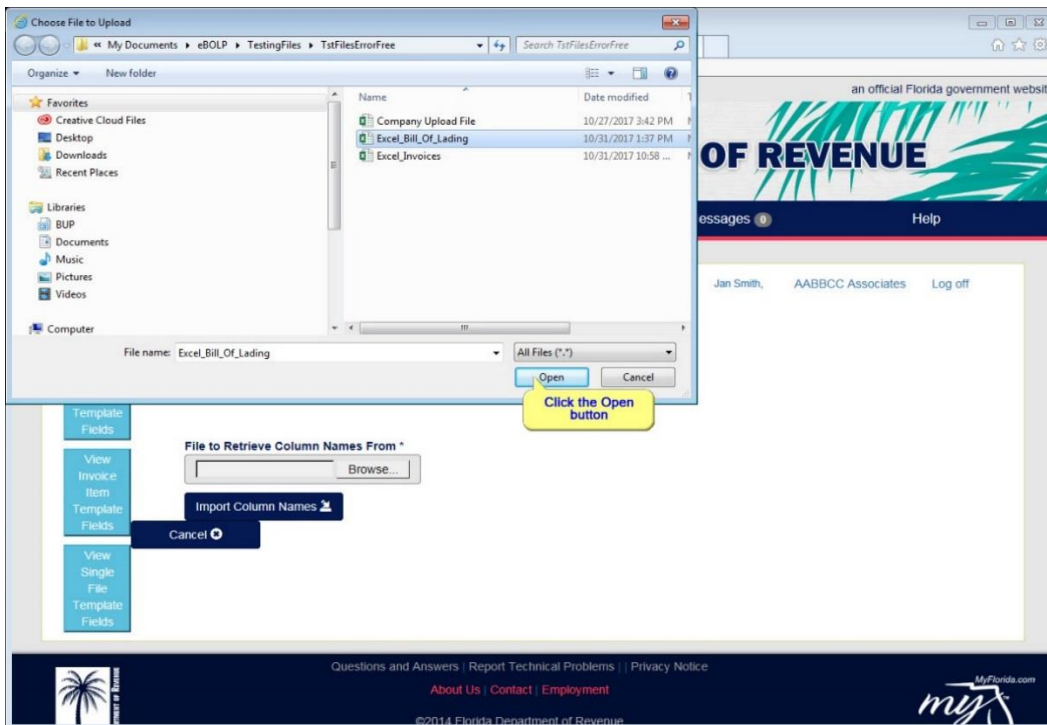
Click the **Browse** button to the right of the **File to Retrieve Column Names From*** field.



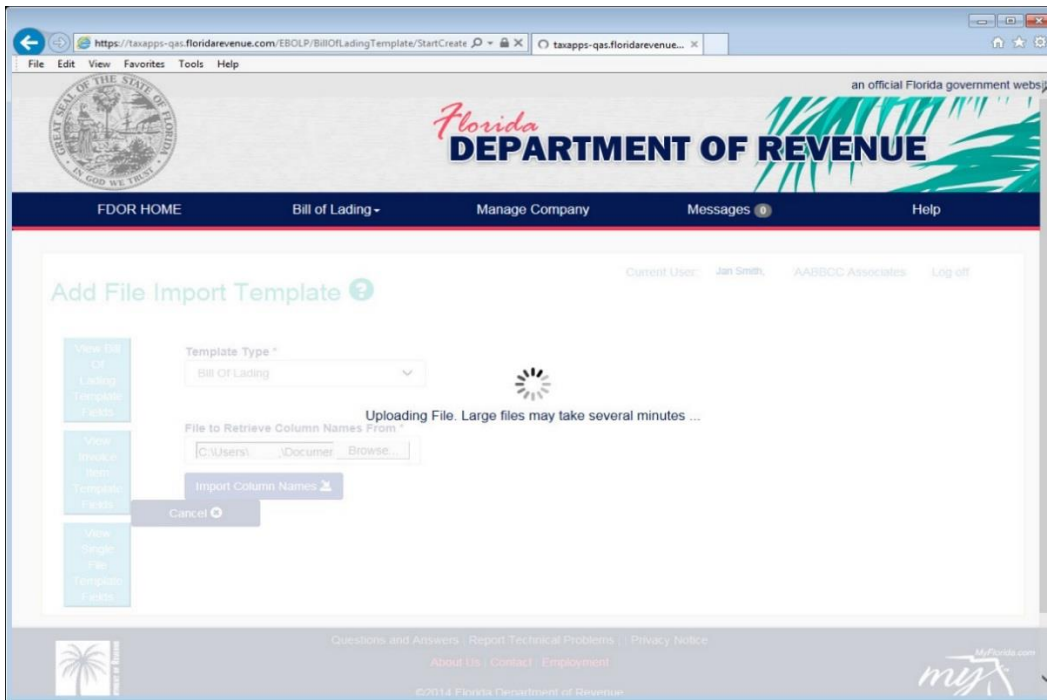
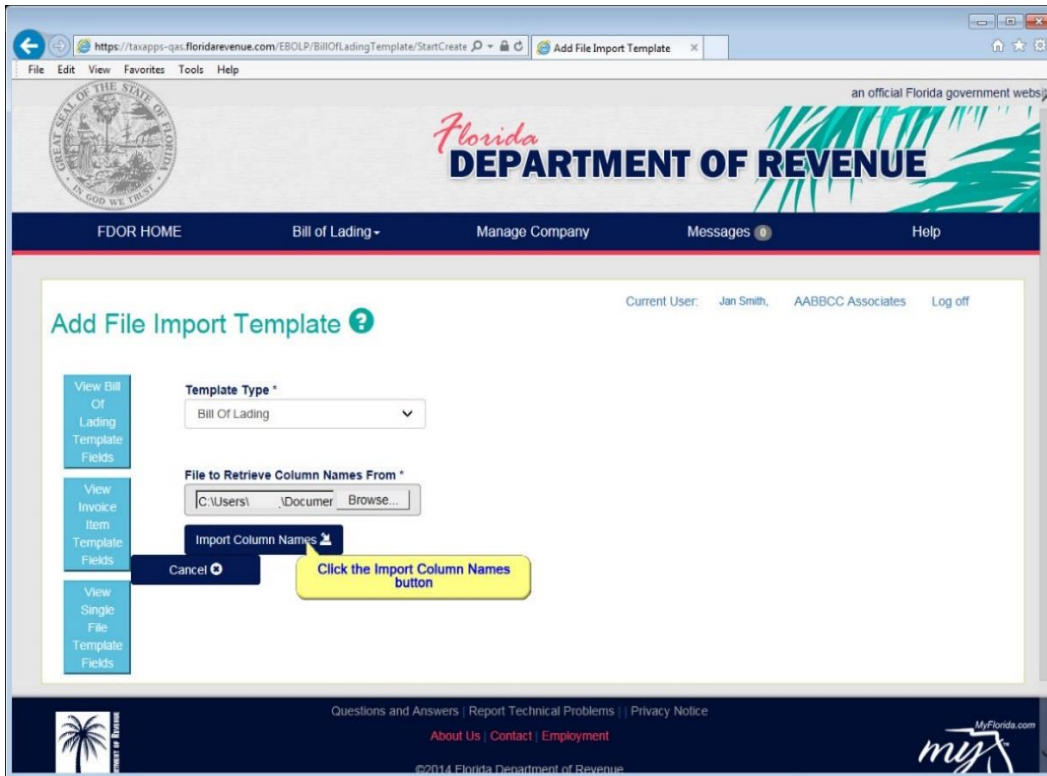
Select your **Bill of Lading** file.



Click the **Open** button.



Click the **Import Column Names** button.



The “Add Bill of Lading Template” screen displays:

The screenshot shows a web browser window with the URL <https://taxapps-qas.floridarevenue.com/EBOLP/BillOfLadingTemplate/Create>. The page header includes the Florida Department of Revenue logo and navigation links: FDOR HOME, Bill of Lading - (selected), Manage Company, Messages, and Help. The current user is identified as Jan Smith, AABCC Associates, with a Log off option.

Add Bill Of Lading Template ?

Database Column Name	File Column Name	Instructions
Processing Number	Select a Column Name	Must be numeric. Key field between Bill of Lading and Line Item files
Shipping Date	Select a Column Name	Must contain a valid date in the format mm/dd/yyyy or yyyy-mm-dd
Origination Code	Select a Column Name	Must be less than 7 characters
Destination Code	Select a Column Name	Must be less than 7 characters
COD or Prepaid Indicator	Select a Column Name	COD or Prepaid Indicator should be less than 7 characters
Bill Of Lading Number	Select a Column Name	Must be less than 20 characters
Purchase Order Number	Select a Column Name	Must be less than 20 characters

Select the **Template Name*** field and type in a name for your template.

This screenshot is identical to the one above, but includes a yellow callout box pointing to the **Template Name*** input field. The text inside the callout box reads: "Select the Template Name * field and type in the name for your customized template".

The next step is to map the Database Column Name to the File Column Name. This ensures that the data is loaded to the appropriate database column.

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Florida DEPARTMENT OF REVENUE

FDOR HOME Bill of Lading - Manage Company Messages Help

Current User: Jan Smith, AABCC Associates Log off

Add Bill Of Lading Template ?

Template Name * Template Type *

Training BoL Separate x Bill Of Lading v

Database Column Name	File Column Name	Instructions
Processing Number	Select a Column Name v	Must be numeric. Key field between Bill of Lading and Line Item
Shipping Date	Select a Column Name v	valid date in the format mm/dd/yyyy or yyyy-mm-dd
Origination Code	Select a Column Name v	Must be less than 7 characters
Destination Code	Select a Column Name v	Must be less than 7 characters
COD or Prepaid Indicator	Select a Column Name v	COD or Prepaid Indicator should be less than 7 characters
Bill Of Lading Number	Select a Column Name v	Must be less than 20 characters
Purchase Order Number	Select a Column Name v	Must be less than 20 characters

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FDOR HOME Bill of Lading - Manage Company Messages Help

Current User: Jan Smith, AABCC Associates Log off

Add Bill Of Lading Template ?

Template Name * Template Type *

Training BoL Separate Bill Of Lading v

Database Column Name	File Column Name	Instructions
Processing Number	PRO NBR	Must be numeric. Key field between Bill of Lading and Line Item files
Shipping Date	SH DAT	Must contain a valid date in the format mm/dd/yyyy or yyyy-mm-dd
Origination Code	ORG	Must be less than 7 characters
Destination Code	DES	Must be less than 7 characters
COD or Prepaid Indicator	C/P	COD or Prepaid Indicator should be less than 7 characters
Bill Of Lading Number	BL NR	Must be less than 20 characters
Purchase Order Number	PO NR	Must be less than 20 characters

Note the Instructions column contains the data requirements for each field. Nonconforming data will be flagged as an error on uploading the file.

Select PRO NBR This is the column header in your data file that identifies the Processing Number

https://taxapps-gas.floridarevenue.com/EBOLP/BillOfLadingTemplate/Create

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FDOR HOME Bill of Lading - Manage Company Messages Help

Current User: Jan Smith, AABCC Associates Log off

Add Bill Of Lading Template ?

Template Name * Training BoL Separate

Template Type * Bill Of Lading

Database Column Name	File Column Name	Instructions
Processing Number	PRO NBR	Must be numeric. Key field between Bill of Lading and Line Item files
Shipping Date	Select a Column Name	Must contain a valid date in the format mm/dd/yyyy or yyyy-mm-dd
Origination Code	Select a Column Name	
Destination Code	Select a Column Name	Must be less than 7 characters
COD or Prepaid Indicator	Select a Column Name	COD or Prepaid Indicator should be less than 7 characters
Bill Of Lading Number	Select a Column Name	Must be less than 20 characters
Purchase Order Number	Select a Column Name	Must be less than 20 characters

Continue to Select each Column Name and map your corresponding data column name until all of them are mapped.

https://taxapps-gas.floridarevenue.com/EBOLP/BillOfLadingTemplate/Create

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Florida DEPARTMENT OF REVENUE

FDOR HOME Bill of Lading - Manage Company Messages Help

Consignee Name CONS NAME Must be less than 100 characters

Consignee Address 1 CONS ADR1 Must be less than 100 characters

Consignee Address 2 CONS ADR2 Must be less than 100 characters

Consignee Address 3 CONS ADR3 Must be less than 100 characters

Consignee City CONS CITY Must be less than 100 characters

Consignee State CON ST Must be less than 4 characters

Consignee Zip Code CON ZIP Must be less than 11 characters including dash

Submit Cancel

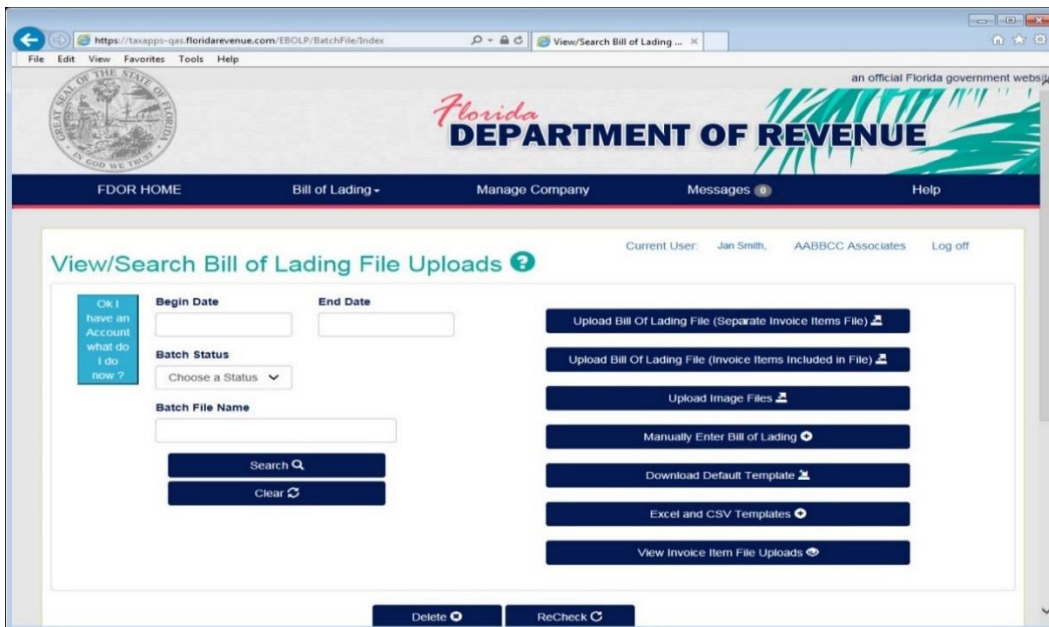
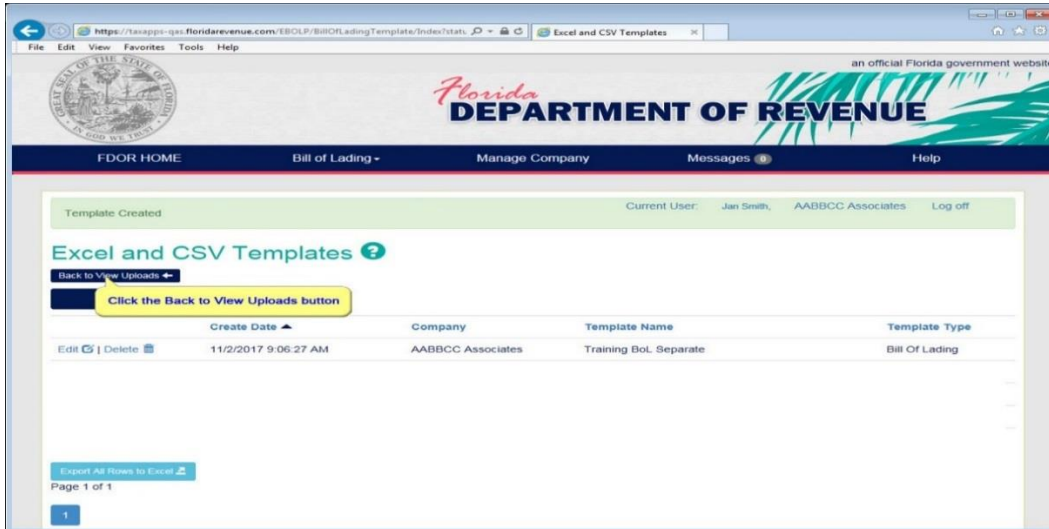
Click the Submit button

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If you are uploading a BoL file that includes the Invoice Items, there is no need to customize an Invoice Items template.

If you arrived here from the Upload BoL File Invoice Items Included process, click the following link to return to [Upload Bill of Lading File \(Invoice Items Included in File\)](#).

This is the appropriate time to **customize the Invoice Items template**. Perform the same steps as you did for the BoL template, but select Invoice Items as the Template Type instead of Bill of Lading. When you have finished customizing and submitting the Invoice Items template, click the **Back to View Uploads** button.

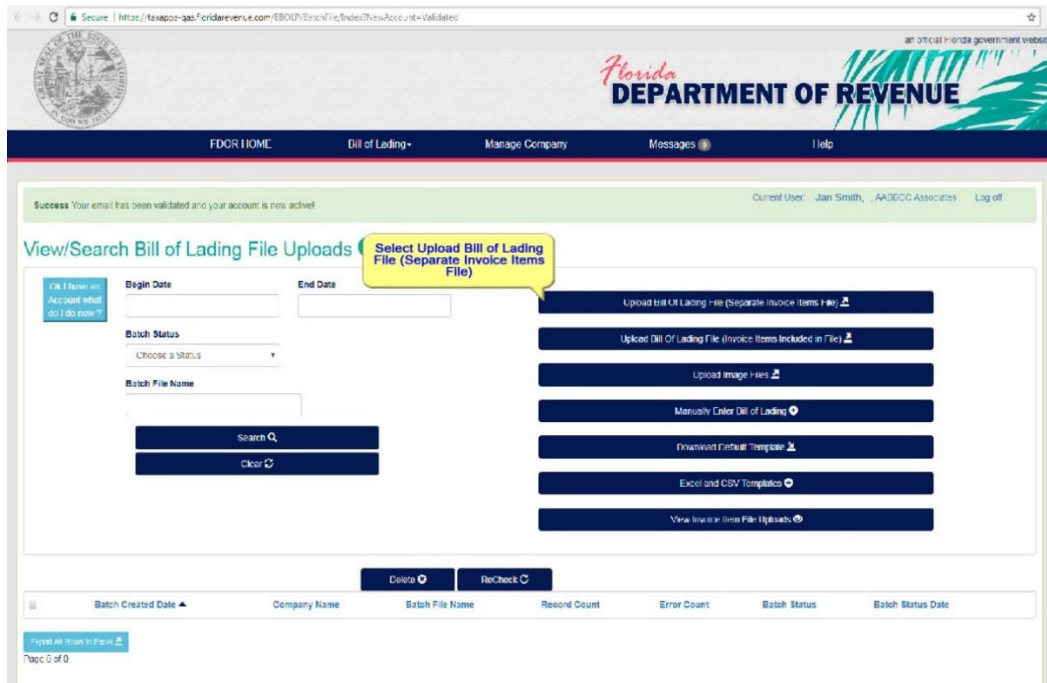


You are now ready to upload your files.

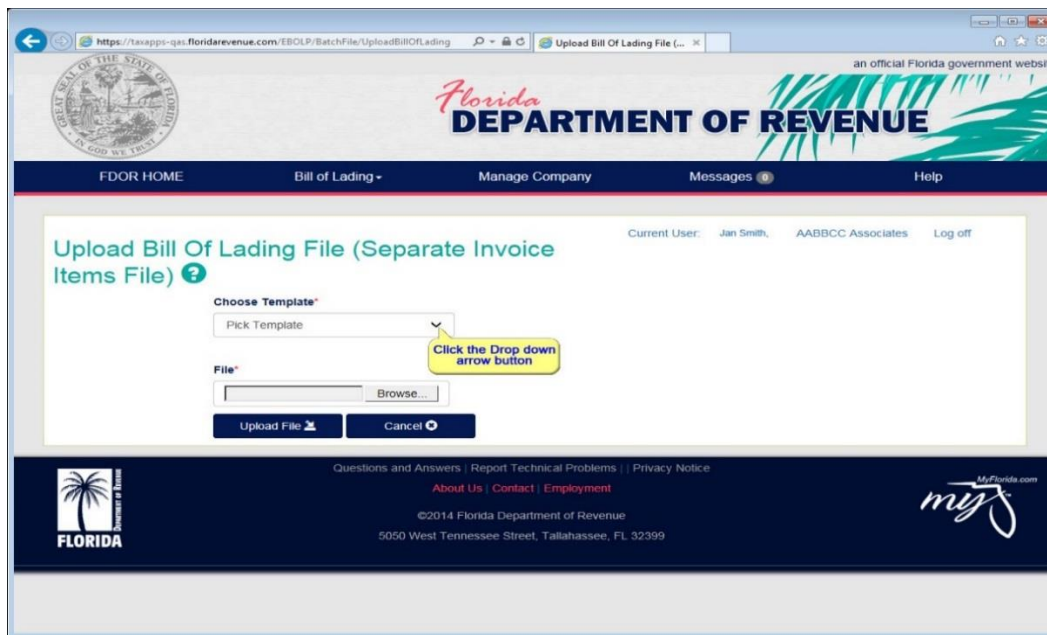
Upload Bill of Lading File (Separate Invoice Items File)

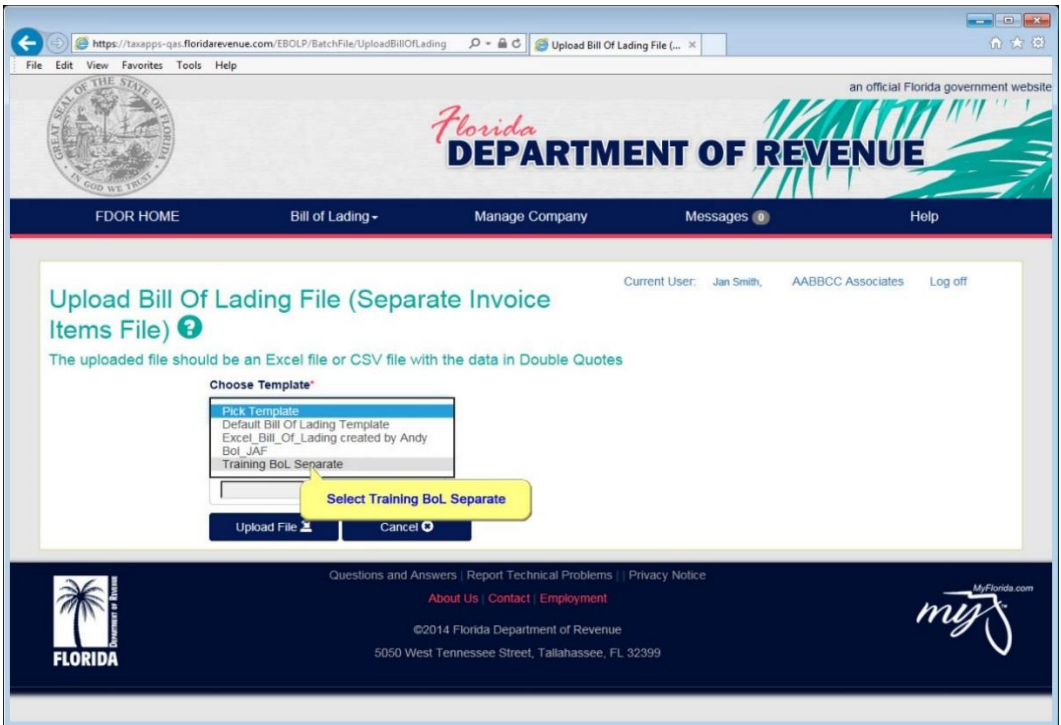
This option is used when your data is stored in two separate files — one file containing the BoL data and the other file containing the Invoice Item data.

Select the **Upload Bill of Lading File (Separate Invoice Items File)** option.

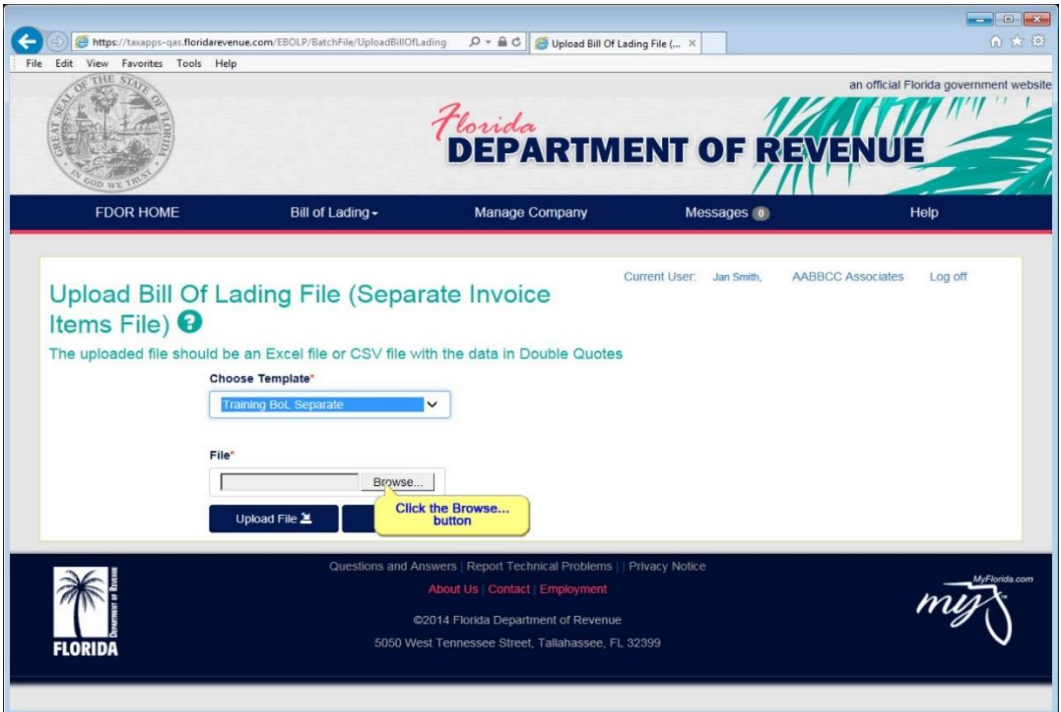


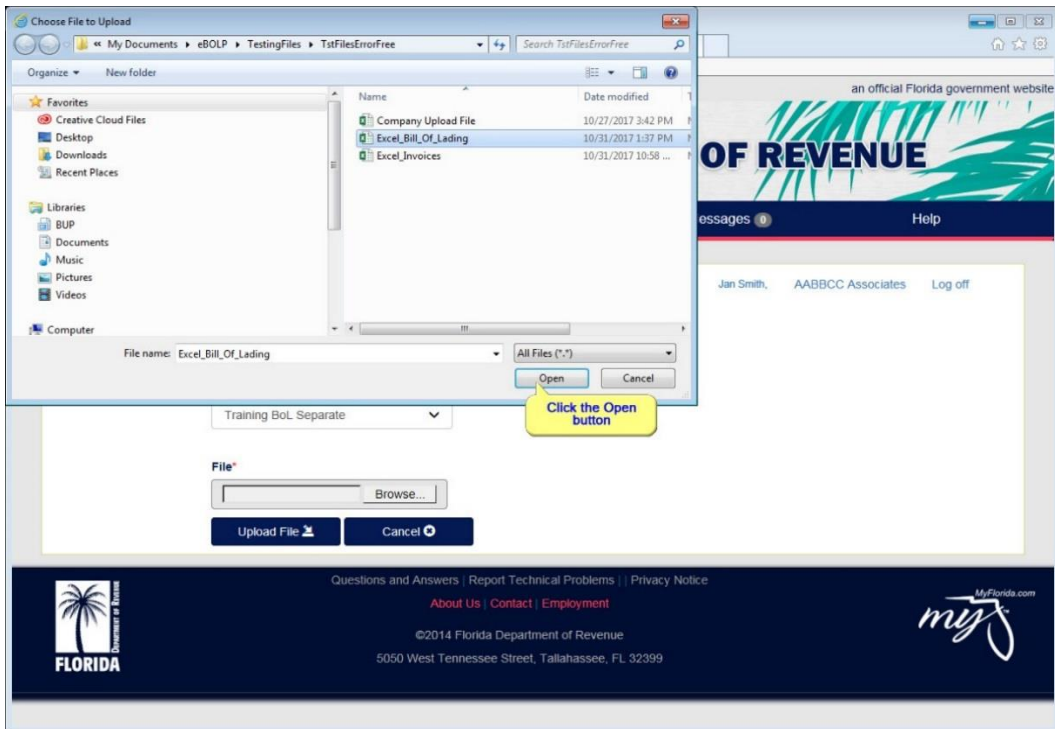
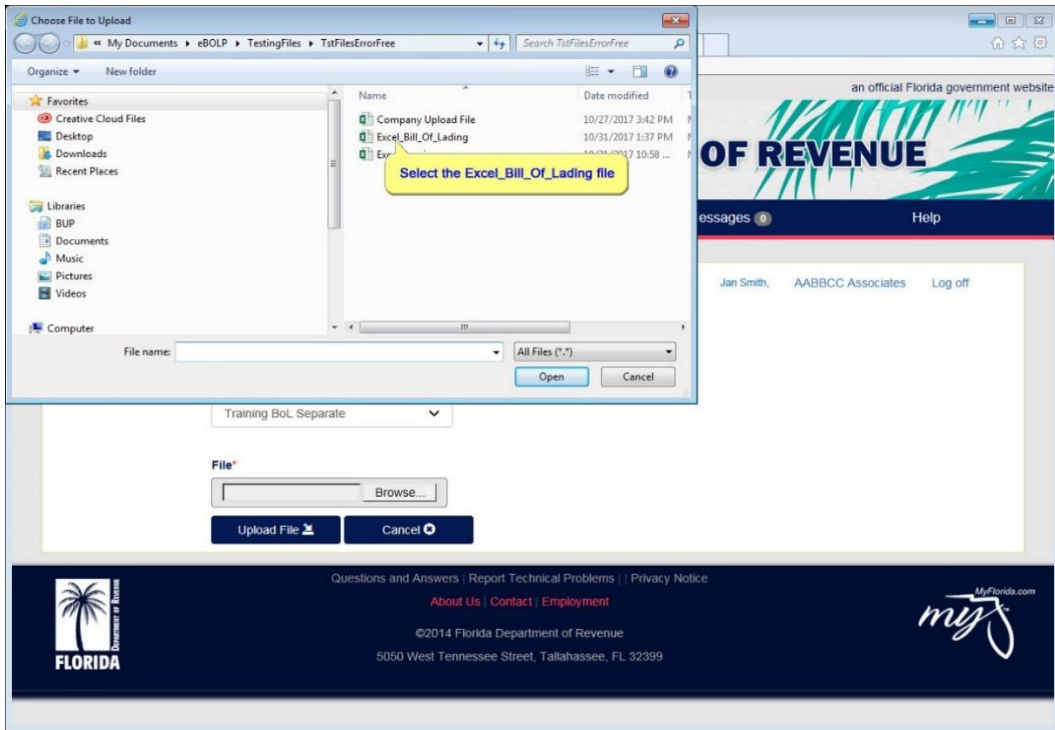
Display the drop-down list for the **Choose Template*** field and select your customized BoL template.



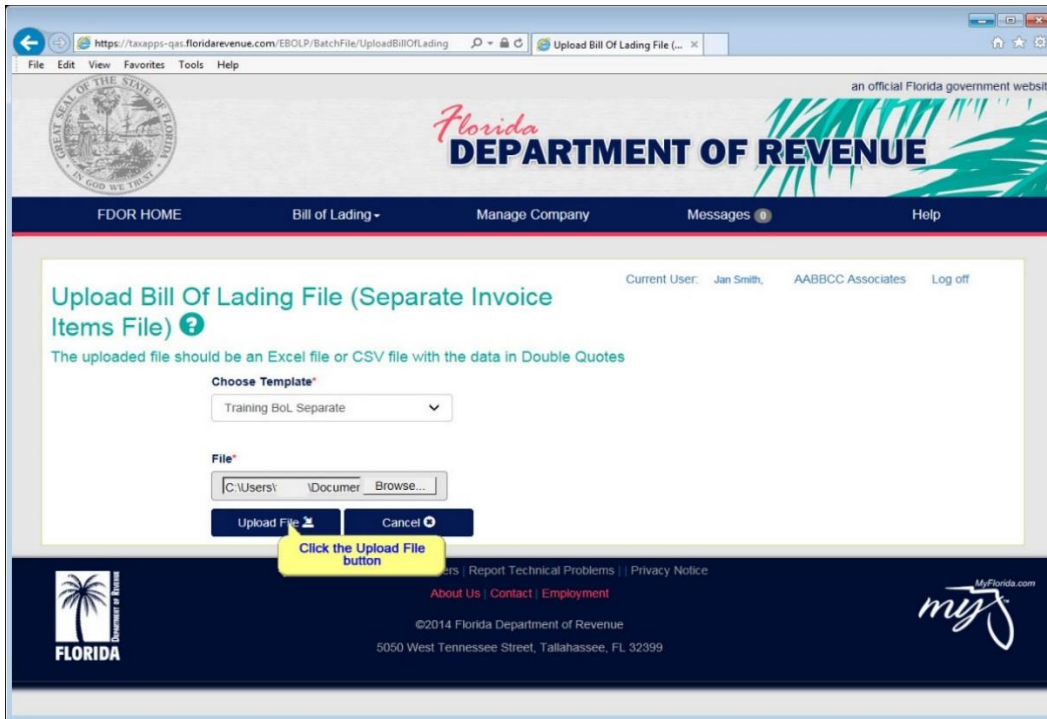


Click the **Browse** button and select the Bill of Lading data file that you want to upload.

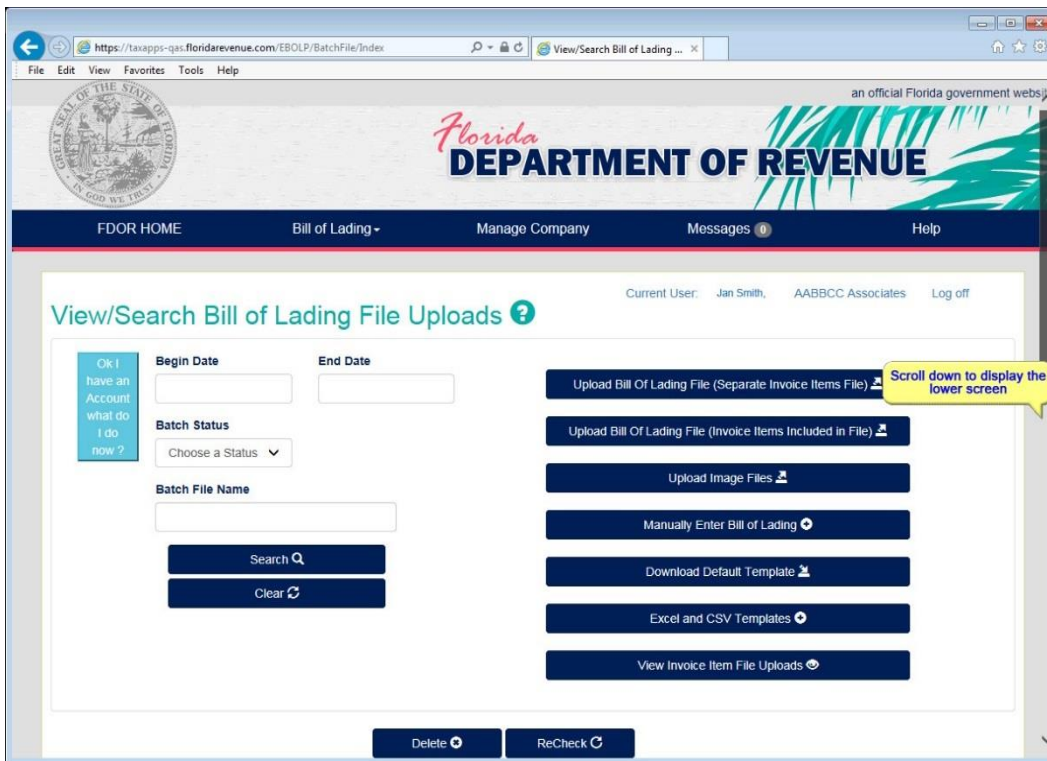




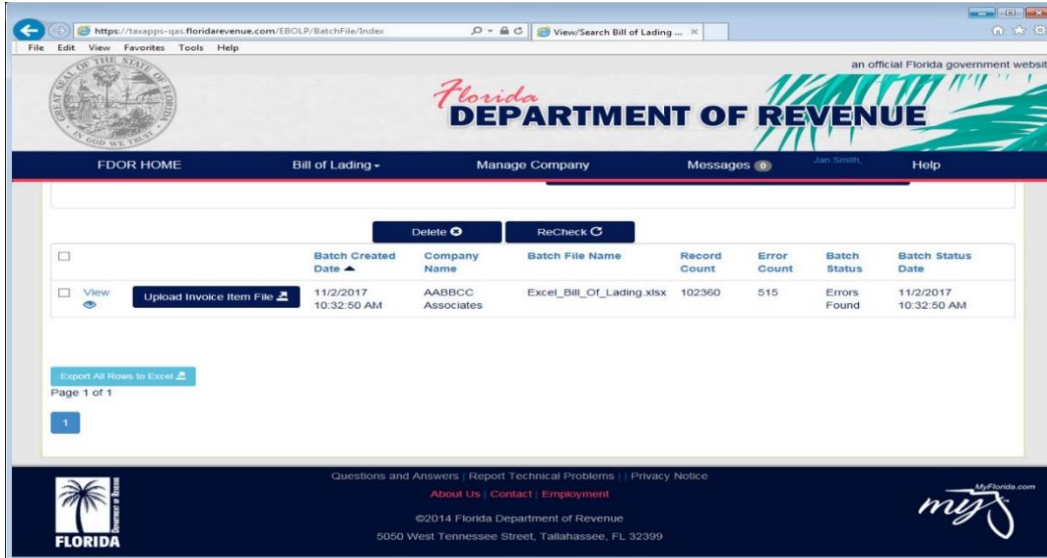
Click the **Upload File** button.



Scroll down until the upload detail displays.



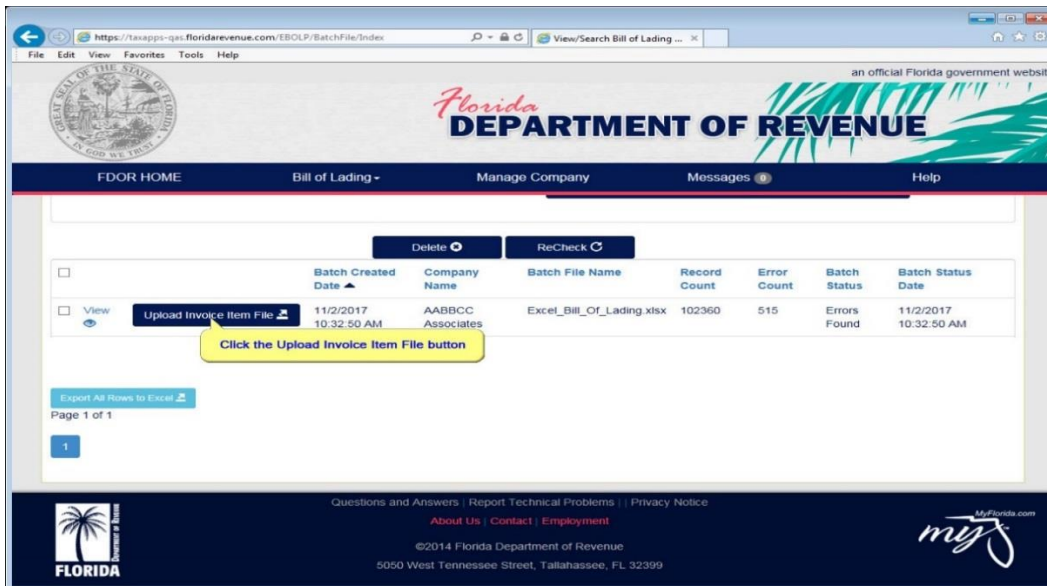
If the batch status is **Errors Found**, compare the Error count with the Records count. When the numbers are the same, or very close, review the data file and the template file for compliance to standards. Otherwise, continue to the next step of uploading the **Invoice Item File**. FDOR personnel will determine if the error count is significant enough to make the file unusable. FDOR will contact you to discuss a course of corrective action.



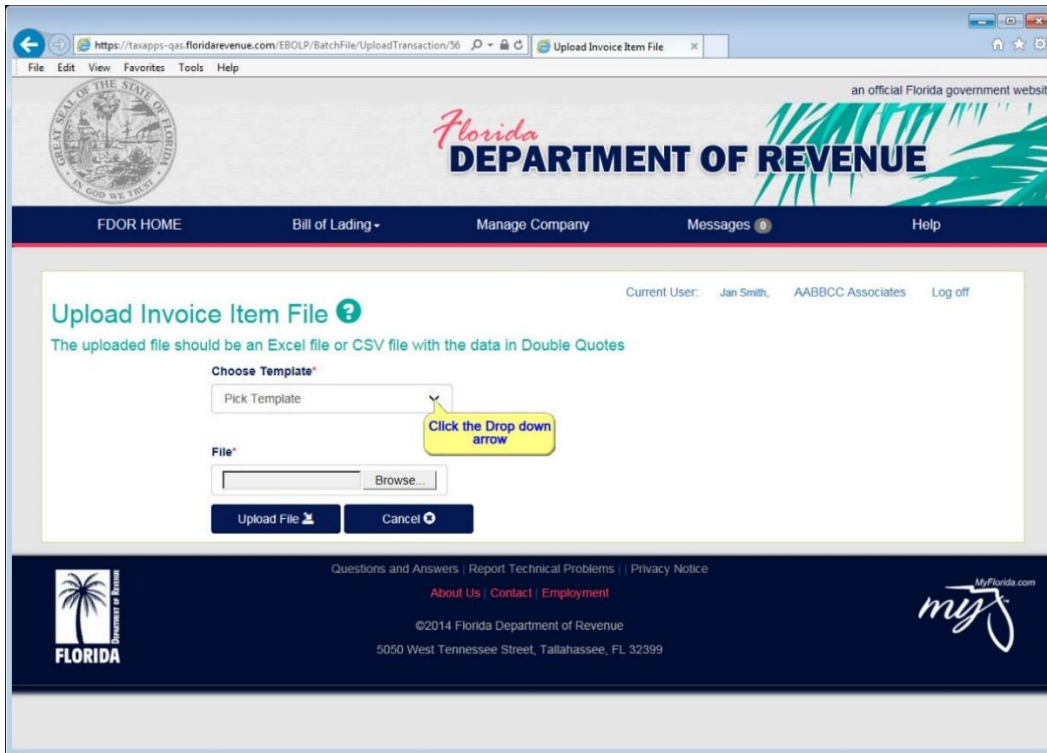
Upload Separate Invoice Items File

Note: Before uploading the Invoice Items file, ensure that an appropriate template exists. Refer to: [Create Customized Templates](#)

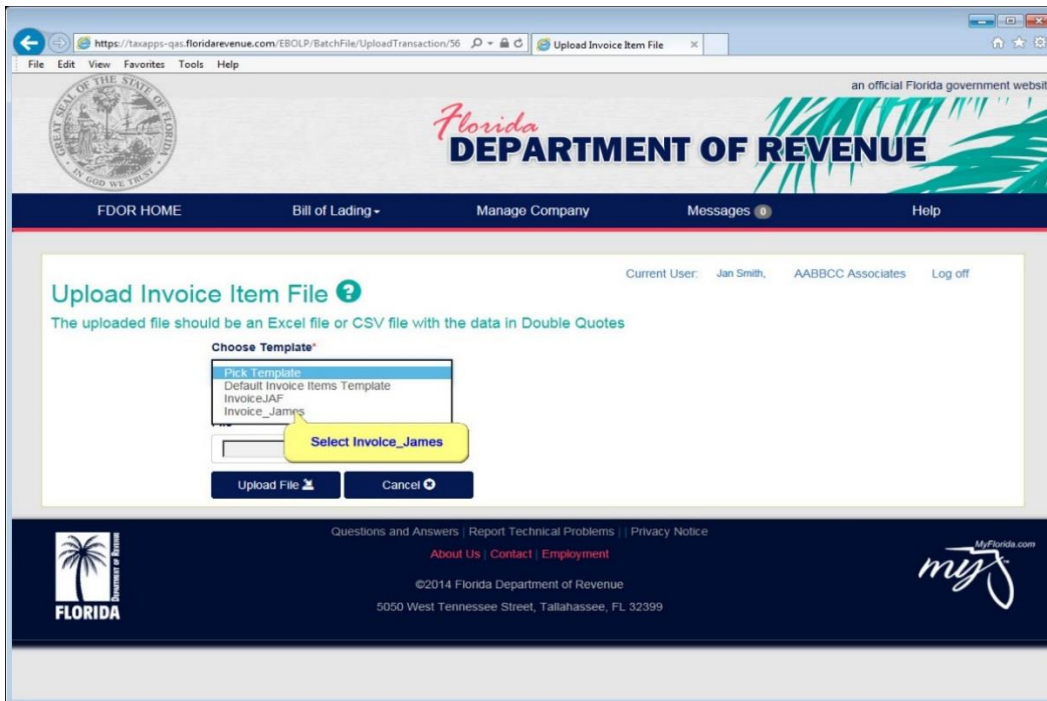
Click the **Upload Invoice Item File** button.



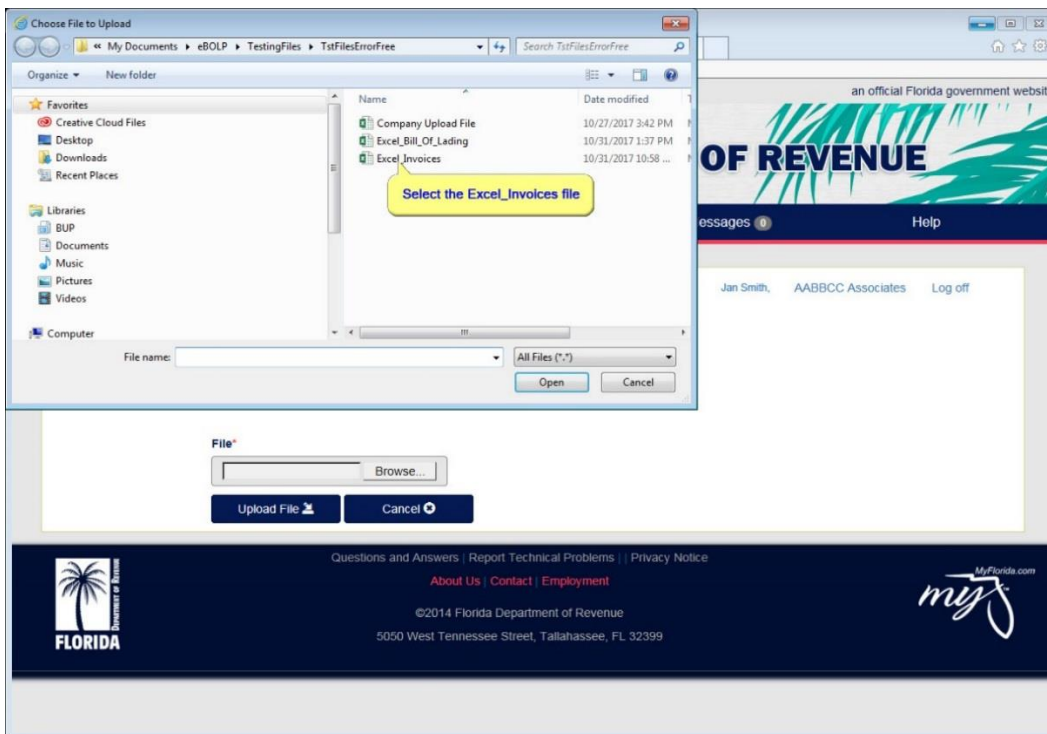
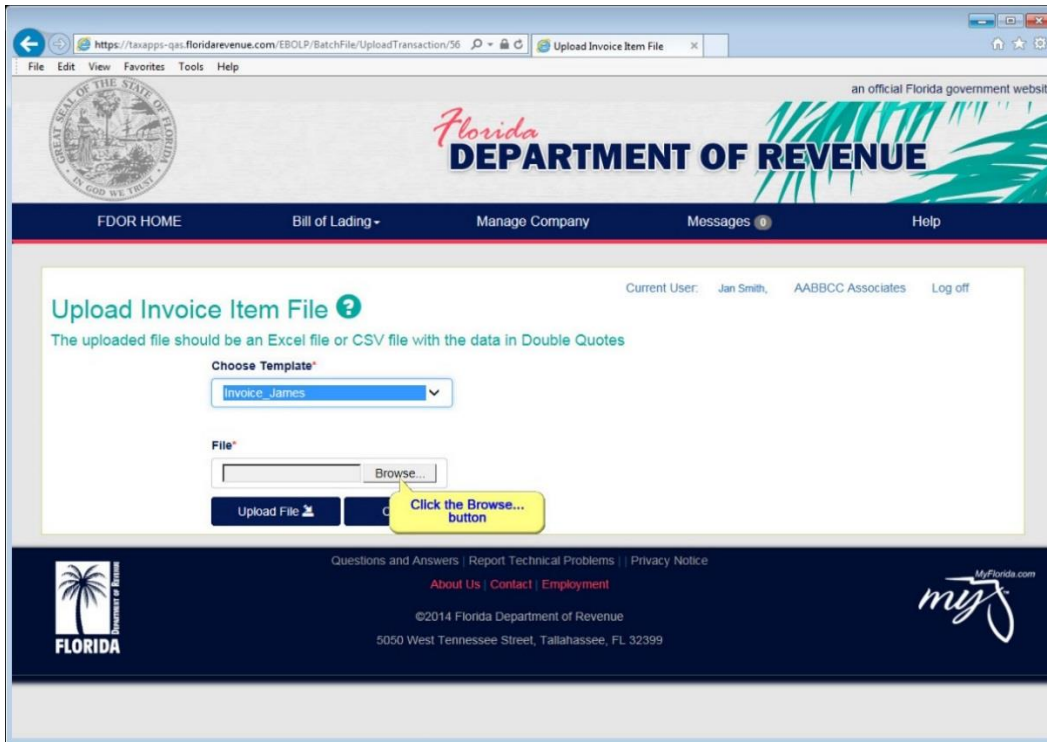
The “Upload Invoice Item File” screen displays:

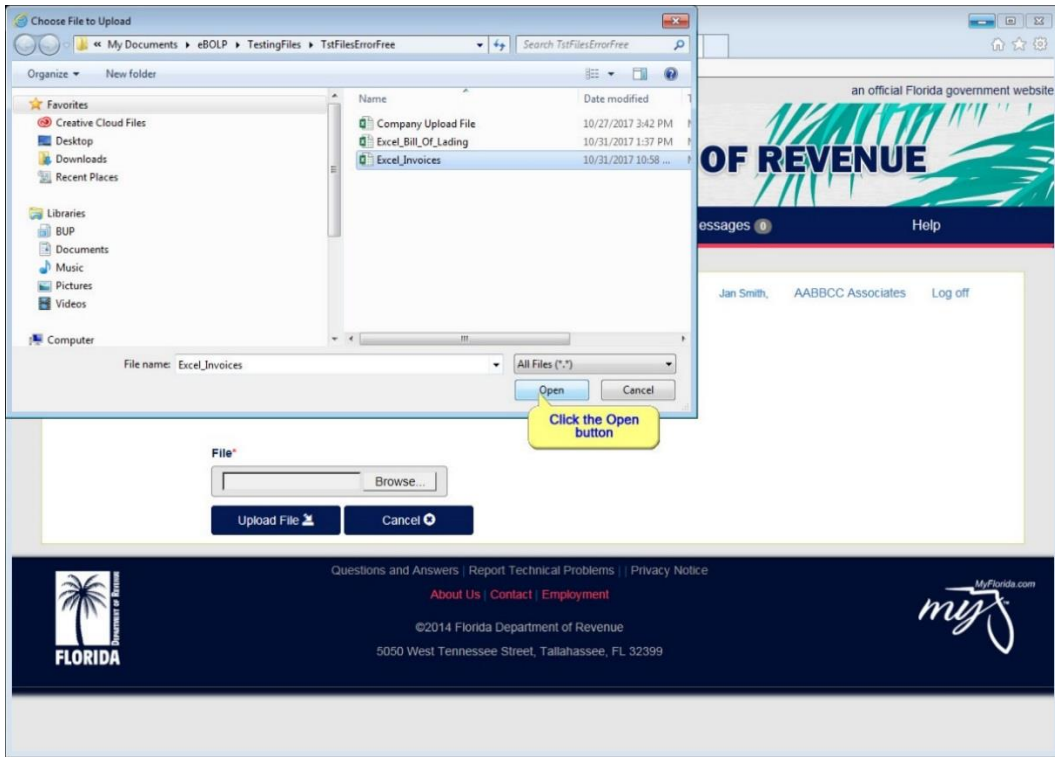


Display the drop-down list for the **Choose Template*** field and select your customized Invoice Item template.

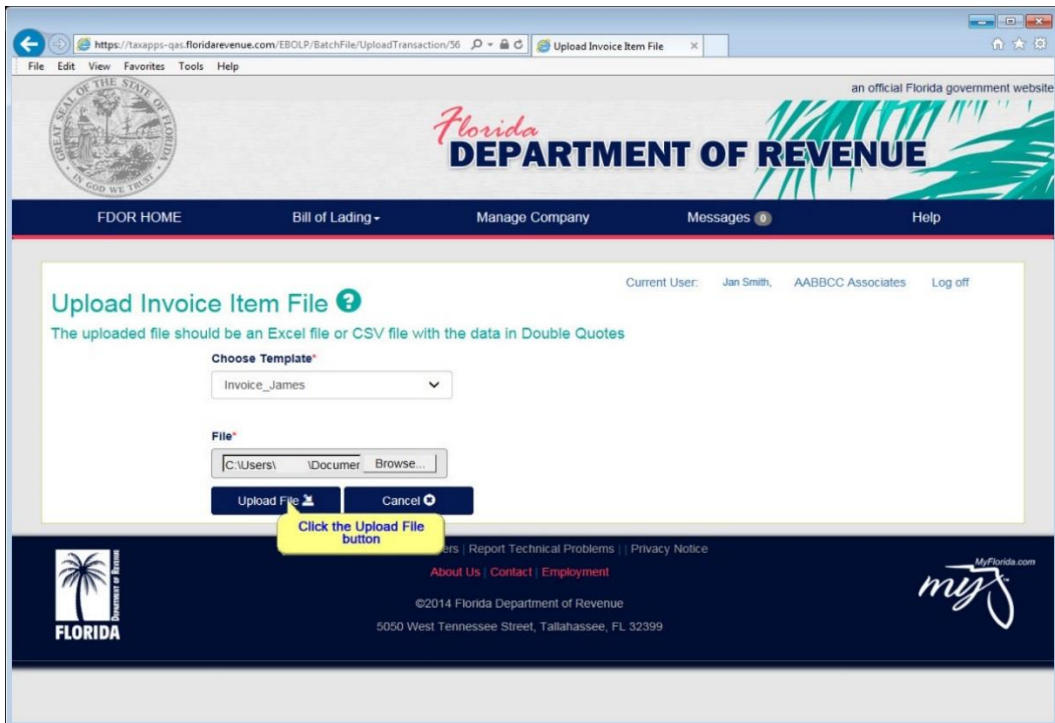


Click the **Browse** button and select the Invoice Item data file that you want to upload.

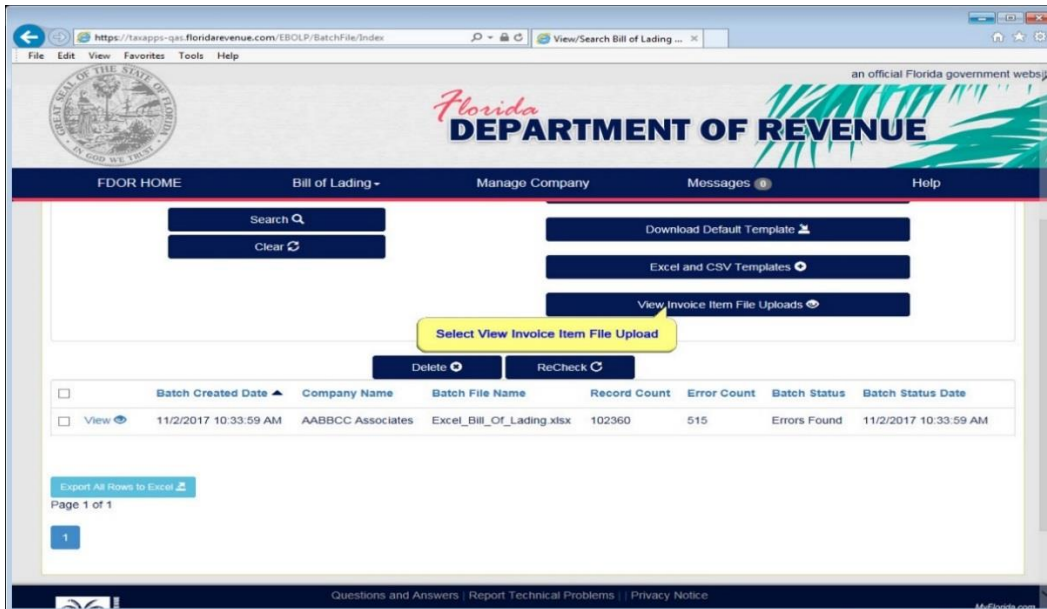




Click the **Upload File** button.

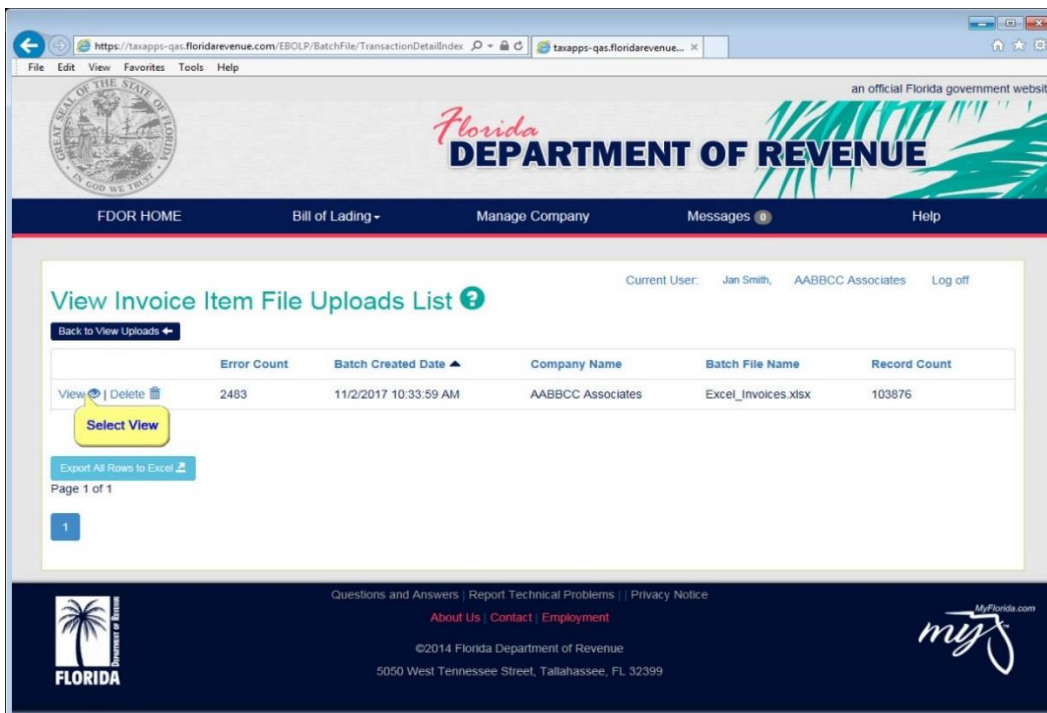


Select the “View Invoice Item File Upload” option.



If the Error Count and the Records count are the same, or very close, review the data file and the template file for compliance to standards. Otherwise you have completed your uploads. FDOR personnel will determine if the error count is significant enough to make the file unusable. FDOR will contact you to discuss a course of corrective action.

Select **View**.



Click the **Back** button.

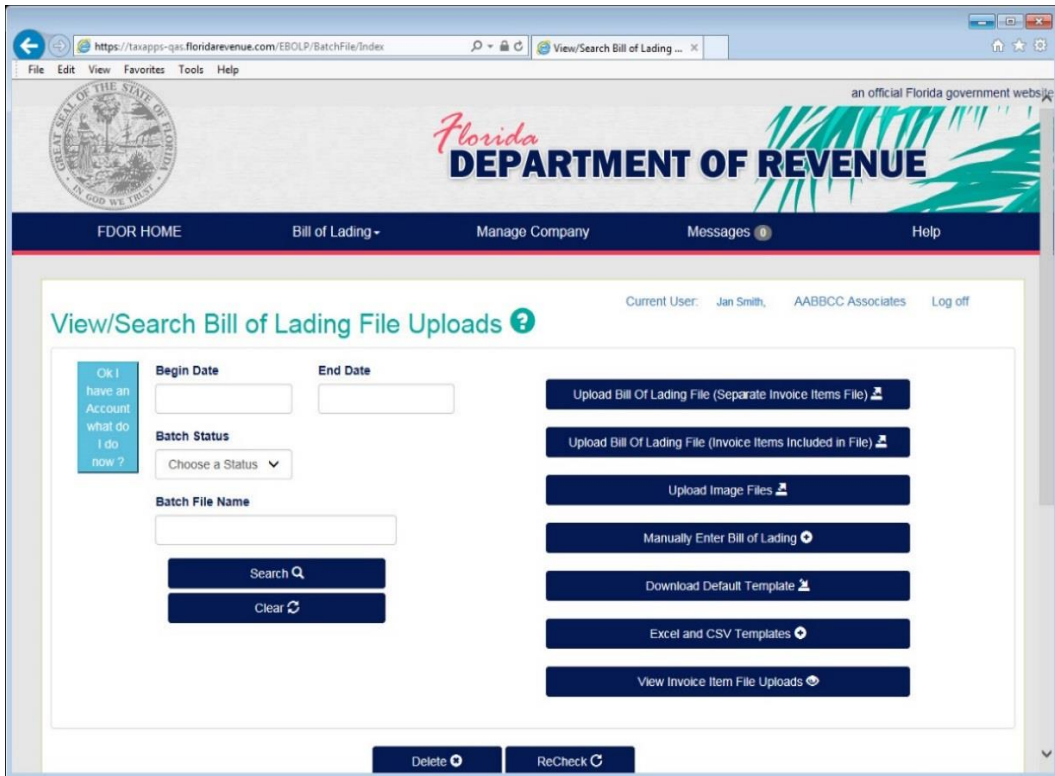
The screenshot shows the Florida Department of Revenue website. The page title is "Invoice Items in File". Below the title, it says "Batch File: Excel_Invoices.xlsx - 11/2/2017 10:33:41 AM". A yellow callout box with the text "Click the Back button" points to a "Back" button located above a table. The table has columns: Error Count, BatchFileId, Pro Number, NumberOfPieces, HazardousMaterials, Description, Weight, PRate, Class, and Revenue. The table contains 10 rows of data.

Error Count	BatchFileId	Pro Number	NumberOfPieces	HazardousMaterials	Description	Weight	PRate	Class	Revenue
0	57	5688854	2	False		8355			47423
0	57	5090317	1	False		1859			18598
0	57	5688857	3	False		8576			51819
0	57	5688857		False					
0	57	5837194	2	False		624			29476
0	57	5692793	1	False		946			14117
0	57	5919109	1	False		166			4633
0	57	202008321		False		65			
0	57	202008321		False					
0	57	211525634	5	False		3018			27989

Click the **Back to View Uploads** button.

The screenshot shows the Florida Department of Revenue website. The page title is "View Invoice Item File Uploads List". Below the title, it says "Batch Created Date", "Company Name", "Batch File Name", and "Record Count". A yellow callout box with the text "Click the Back to View Uploads" points to a "Back to View Uploads" button located above a table. The table has columns: View, Delete, Record Count, Batch Created Date, Company Name, Batch File Name, and Record Count. The table contains 1 row of data.

View	Delete	Record Count	Batch Created Date	Company Name	Batch File Name	Record Count
		2483	11/2/2017 10:33:59 AM	AABBCC Associates	Excel_Invoices.xlsx	103876



Use this link to skip to the steps on: [View/Search Bill of Lading File Uploads](https://taxapps-qas.floridarevenue.com/EBOLP/BatchFile/Index)

Upload Bill of Lading File (Invoice Items Included in File)

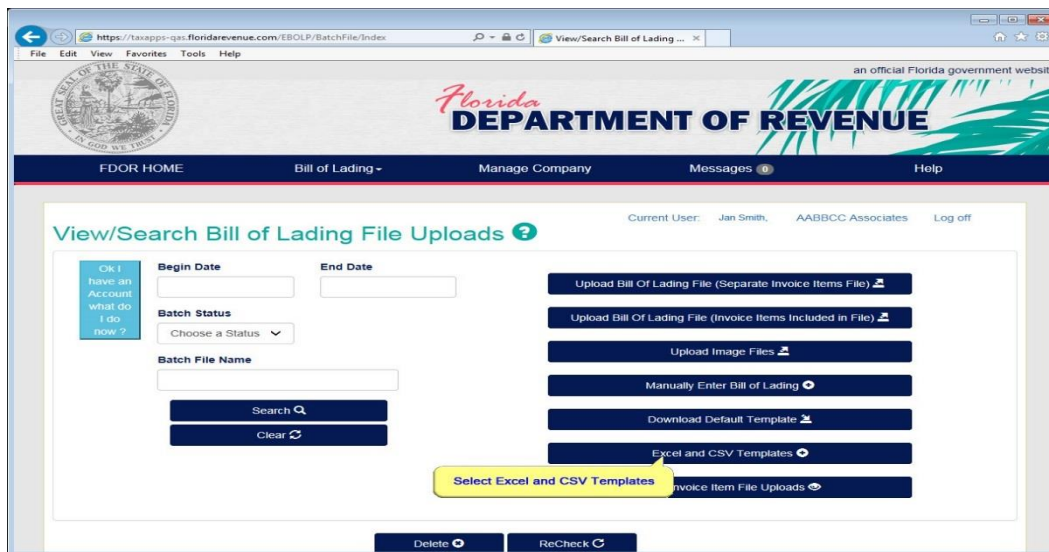
The following steps are performed when your Bill of Lading and Invoice Item detail are contained in a single file. Before attempting to upload any files, you need to customize a BoL template to match your data file. You need to customize the template the first time you upload and thereafter only when your data file format changes.

Refer to the [Create Templates for your Uploads](#)

section for the Create Templates process.

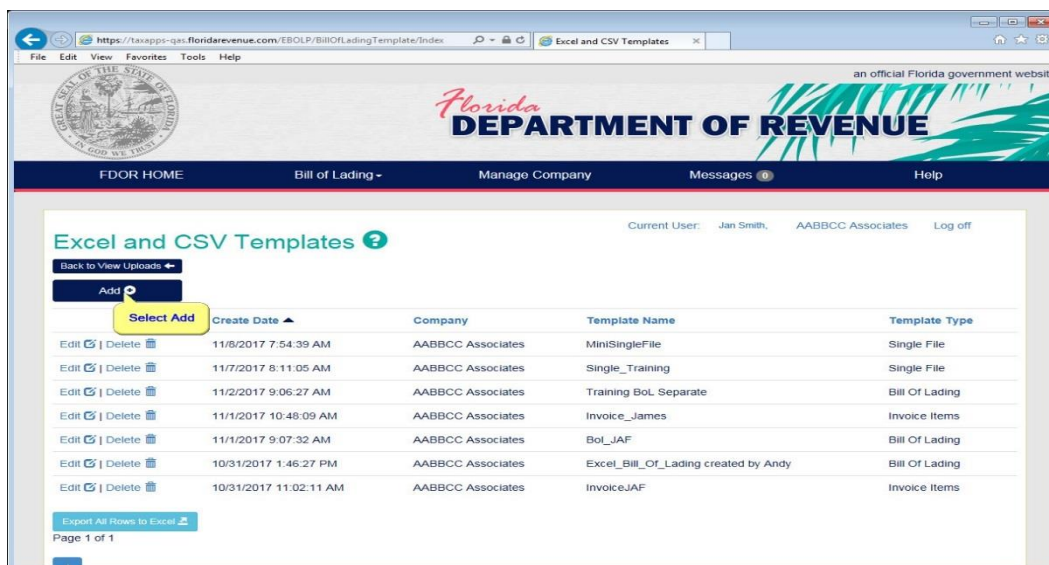
From the “View/Search Bill of Lading Uploads” screen, proceed as follows:

Select **Excel and CSV Templates**.



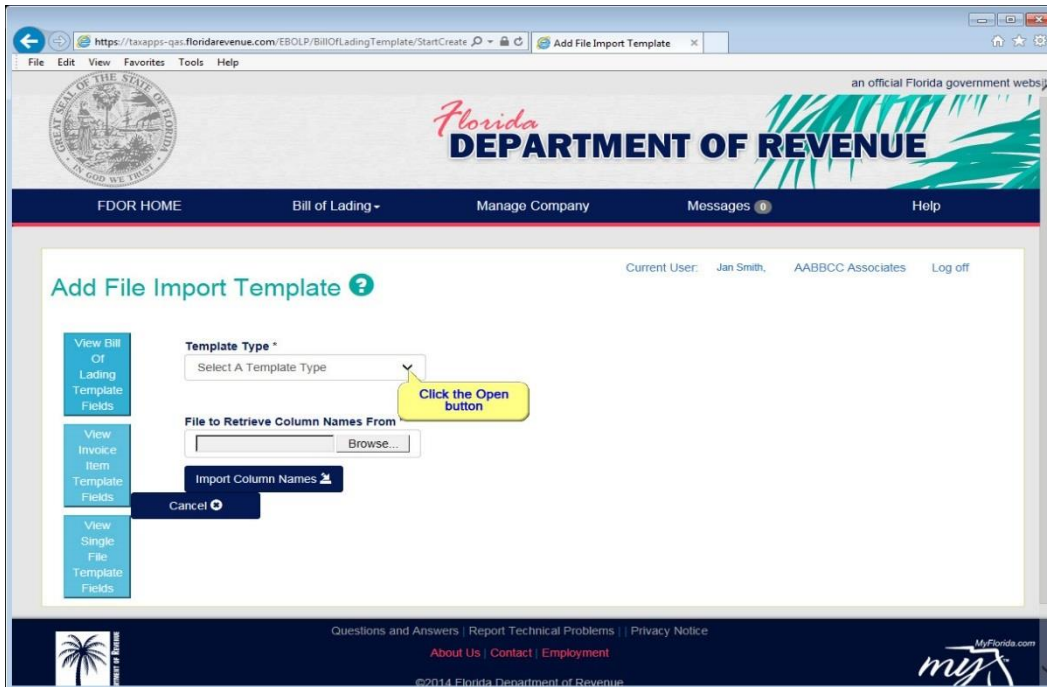
The “Excel and CSV Templates” screen displays:

Select **Add**.

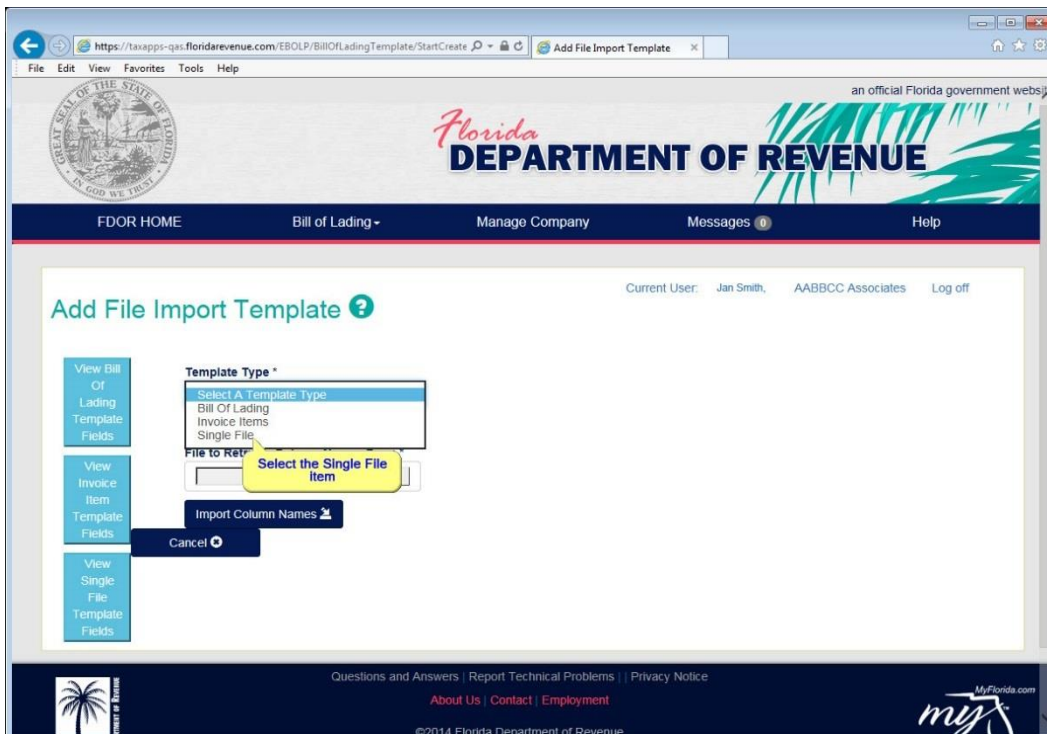


The “Add File Import Template” screen displays:

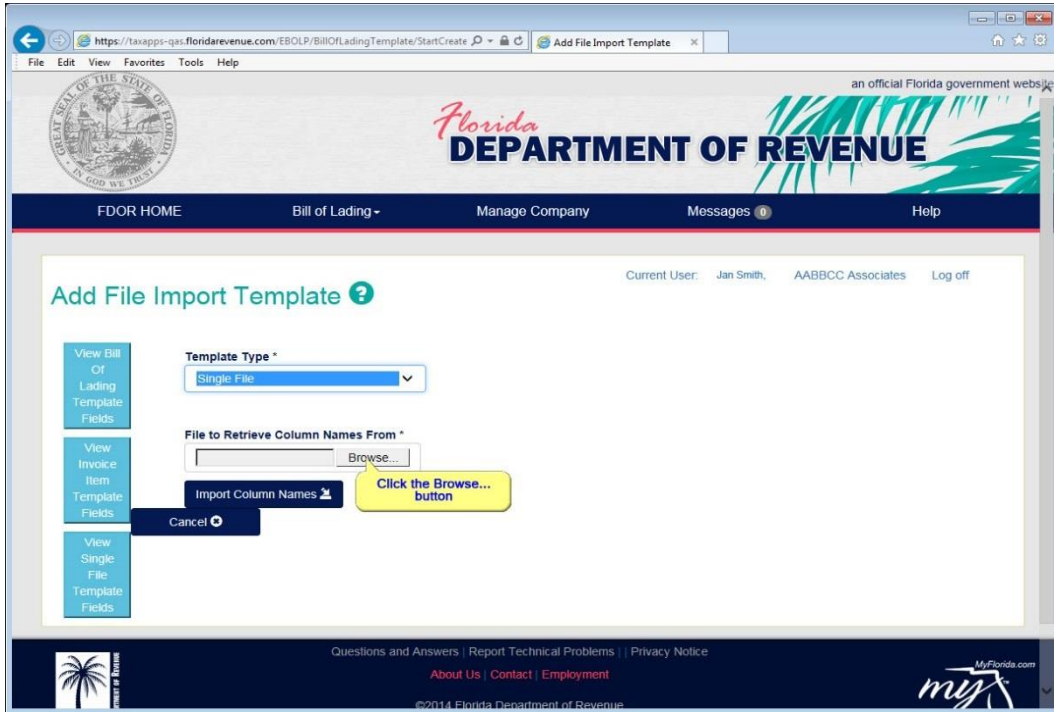
Click the **Open** button.



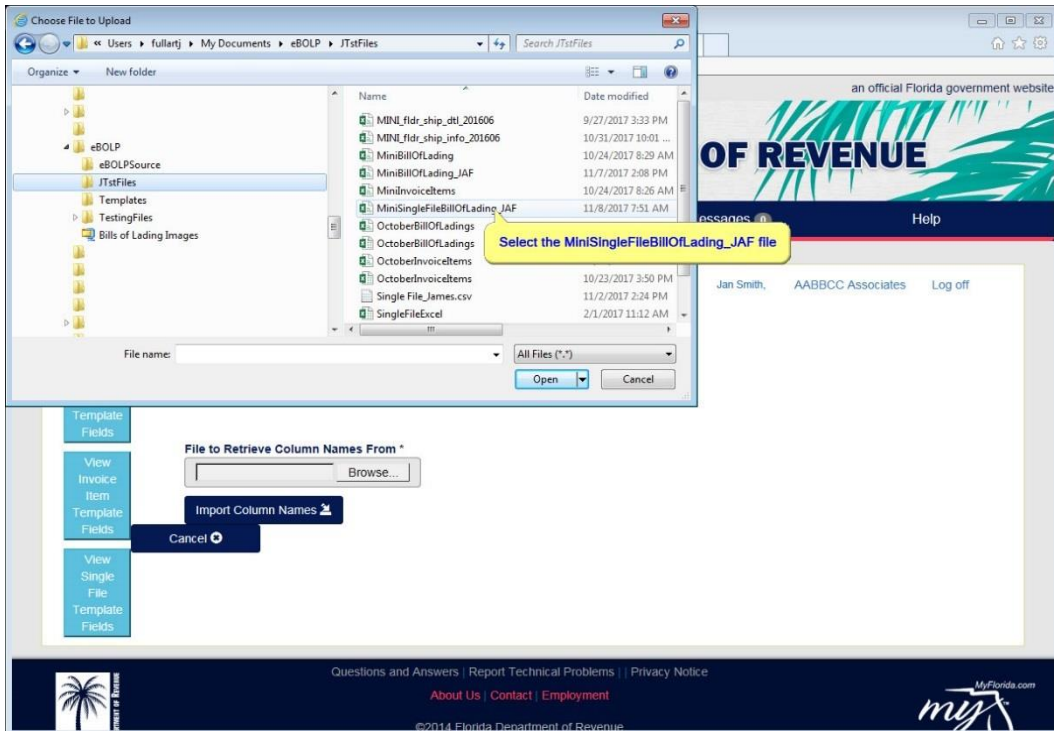
In the **Template Type*** field select **Single File** from the drop-down list.



Click the **Browse** button.



Select your BoL Data file from the resulting file list.



Click the **Open** button.

The image shows a Windows file explorer window titled "Choose File to Upload" with the path "Users > fullartj > My Documents > eBOLP > JTstFiles". The file list includes "MiniSingleFileBillOfLading_JAF" which is selected. Below the file list, the "File name" field contains "MiniSingleFileBillOfLading_JAF" and the "All Files (*.*)" dropdown is visible. The "Open" button is highlighted with a yellow callout box that says "Click the Open button".

The background shows a web application interface for the Florida Department of Revenue. The header includes "an official Florida government website" and "OF REVENUE". The user is logged in as "Jan Smith, AABCC Associates" with a "Log off" link. A sidebar on the left contains navigation links: "Template Fields", "View Invoice Item Template Fields", and "View Single File Template Fields". The main content area has a "File to Retrieve Column Names From" field with a "Browse..." button and an "Import Column Names" button. A yellow callout box points to the "Import Column Names" button with the text "Click the Import Column Names button".

Click the **Import Column Names** button.

The image shows a web browser window displaying the "Add File Import Template" page. The browser address bar shows "https://taxapps-gas.floridarevenue.com/EBOLP/BillOfLadingTemplate/Start/Create". The page header features the Florida Department of Revenue logo and navigation links: "FDOR HOME", "Bill of Lading", "Manage Company", "Messages", and "Help". The user is logged in as "Jan Smith, AABCC Associates".

The main content area is titled "Add File Import Template" and includes a "Template Type" dropdown menu set to "Single File". Below this is a "File to Retrieve Column Names From" field with a "Browse..." button. The "Import Column Names" button is highlighted with a yellow callout box that says "Click the Import Column Names button".

The “Add Single File Template” screen displays:

In the **Template Name*** field type in the template name that you want to use for this template.

The screenshot shows the 'Add Single File Template' screen on the Florida Department of Revenue website. The page title is 'Add Single File Template'. The current user is 'Jan Smith, AABCC Associates'. The page contains a form with the following fields:

Template Name *	Template Type *	Instructions
<input type="text"/>	Single File	
Shipping Date	Select a Column Name	Must contain a valid date
Origination Code	Select a Column Name	Must be less than 7 characters
Destination Code	Select a Column Name	Must be less than 7 characters
Corporate or Personal Indi	Select a Column Name	Corporate or Private Indicator should be less than 7 characters
Bill Of Lading Number	Select a Column Name	Must be less than 20 characters
Purchase Order Number	Select a Column Name	Must be less than 20 characters
Shipping Name	Select a Column Name	Must be less than 100 characters

A yellow callout box points to the 'Template Name' field with the text: 'Select the Template Name * field in Name'.

The next step is for you to map your **File Column Names** to the Database Column Names.

Select each File Column field in turn and map the appropriate Column Header to the column name displayed in the Database Column Names field.

The screenshot shows the 'Add Single File Template' screen on the Florida Department of Revenue website. The page title is 'Add Single File Template'. The current user is 'Jan Smith, AABCC Associates'. The page contains a form with the following fields:

Database Column Name	File Column Name	Instructions
Shipping Date	Select a Column Name	Must contain a valid date
Origination Code	Select a Column Name	Must be less than 7 characters
Destination Code	Select a Column Name	Must be less than 7 characters
Corporate or Personal Indi	Select a Column Name	Corporate or Private Indicator should be less than 7 characters
Bill Of Lading Number	Select a Column Name	Must be less than 20 characters
Purchase Order Number	Select a Column Name	Must be less than 20 characters
Shipping Name	Select a Column Name	Must be less than 100 characters

The 'Template Name' field is now populated with 'SingleFileMini'. A yellow callout box points to the 'File Column Name' field with the text: 'Click the Drop down arrow'.

https://taxapps-qas.floridarevenue.com/EBOLP/BillOfLadingTemplate/Create Add Single File Template

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Florida DEPARTMENT OF REVENUE

FDOR HOME Bill of Lading - Manage Company Messages 0 Help

Current User: Jan Smith, AABCC Associates Log off

Add Single File Template ?

Template Name *	Template Type *
SingleFileMini	Single File

Database Column Name	File Column Name	Instructions
Shipping Date	Select a Column Name	Must contain a valid date
Origination Code	PRO NBR	Must be less than 7 characters
Destination Code	SH DATE	Must be less than 7 characters
Corporate or Personal Indi	ORG	Corporate or Private Indicator should be less than 7 characters
Bill Of Lading Number	DES	Must be less than 20 characters
Purchase Order Number	C/P	Must be less than 20 characters
Shipping Name	BL NBR	Must be less than 100 characters
	PO NBR	
	SHIP NAME	
	SHIP ADR1	
	SHIP ADR2	
	SHIP ADR3	
	SHIP CITY	
	SH ST	
	SH ZIP	
	CONS NAME	
	CONS ADR1	
	CONS ADR2	
	CONS ADR3	
	CONS CITY	
	CON ST	
	CON ZIP	

Select SH DATE

https://taxapps-qas.floridarevenue.com/EBOLP/BillOfLadingTemplate/Create Add Single File Template

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FDOR HOME Bill of Lading - Manage Company Messages 0 Help

Consignee Address 1	CONS ADR1	Must be less than 100 characters
Consignee Address 2	CONS ADR2	Must be less than 100 characters
Consignee Address 3	CONS ADR3	Must be less than 100 characters
Consignee City	CONS CITY	Must be less than 100 characters
Consignee State	CON ST	Must be less than 4 characters
Consignee Zip Code	CON ZIP	Must be less than 11 characters including dash
Description	Description	Weight should be Numeric and less than 9999999999999999.99 or Empty

Map the remainder of the columns

Submit Cancel

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When you have completed mapping all the column names, click the **Submit** button.

The screenshot shows a web browser window with the URL <https://taxapps-qas.floridarevenue.com/EBOLP/BillOfLadingTemplate/Create>. The page header includes the Florida Department of Revenue logo and navigation links: FDOR HOME, Bill of Lading, Manage Company, Messages, and Help. The main content area contains a form with the following fields:

- Consignee Address 1 (CONS ADR1) - Must be less than 100 characters
- Consignee Address 2 (CONS ADR2) - Must be less than 100 characters
- Consignee Address 3 (CONS ADR3) - Must be less than 100 characters
- Consignee City (CONS CITY) - Must be less than 100 characters
- Consignee State (CON ST) - Must be less than 4 characters
- Consignee Zip Code (CON ZIP) - Must be less than 11 characters including dash
- Description (Description) - Weight should be Numeric and less than 99999999999999999999 or Empty

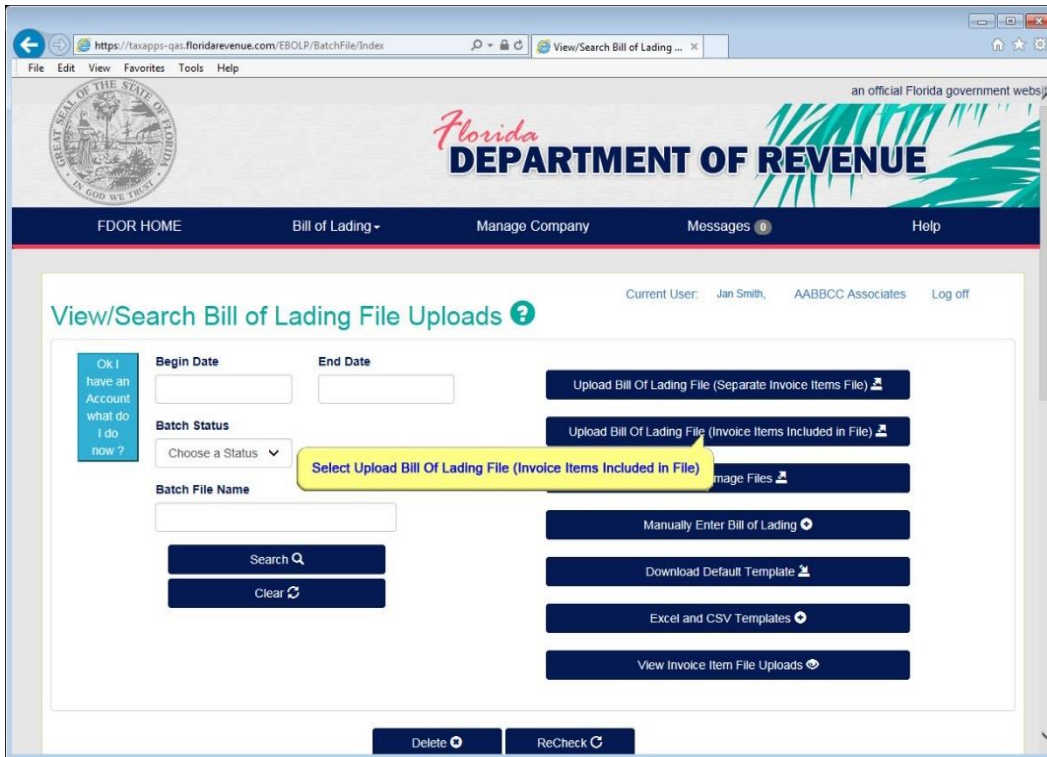
At the bottom of the form are 'Submit' and 'Cancel' buttons. A yellow callout box with the text 'Click the Submit button' points to the 'Submit' button.

The “Excel and CSV Template” screen displays a Template Created confirmation message. Click the **Back to View Uploads** button.

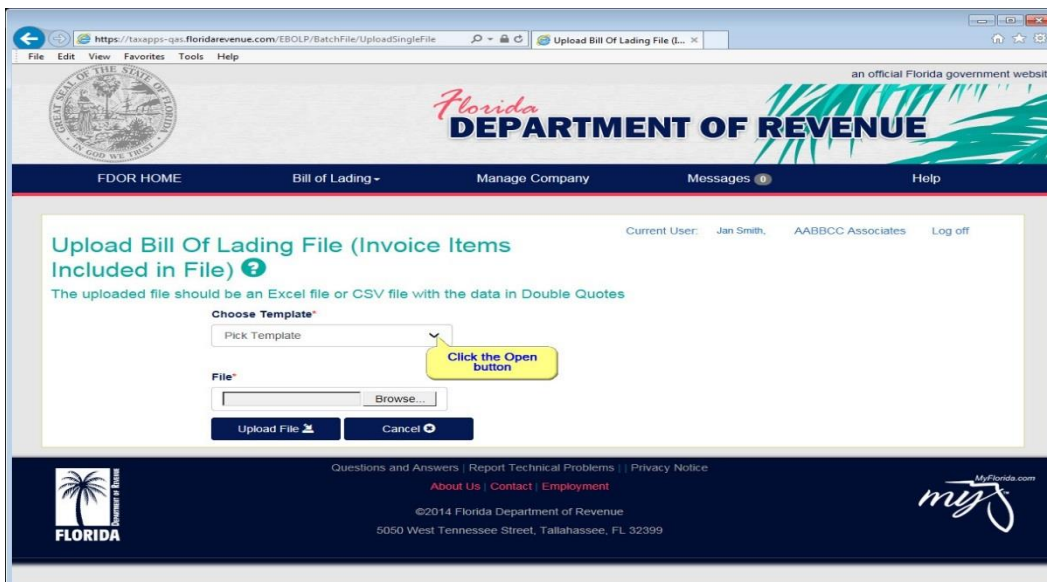
The screenshot shows a web browser window with the URL <https://taxapps-qas.floridarevenue.com/EBOLP/BillOfLadingTemplate/Index/status>. The page header includes the Florida Department of Revenue logo and navigation links: FDOR HOME, Bill of Lading, Manage Company, Messages, and Help. The main content area displays a confirmation message: 'Template Created' with 'Current User: Jan Smith, AABCC Associates' and a 'Log off' link. Below the message is the heading 'Excel and CSV Templates' and a 'Back to View Uploads' button. A yellow callout box with the text 'Click the Back to View Uploads button' points to this button. Below the button is a table of templates:

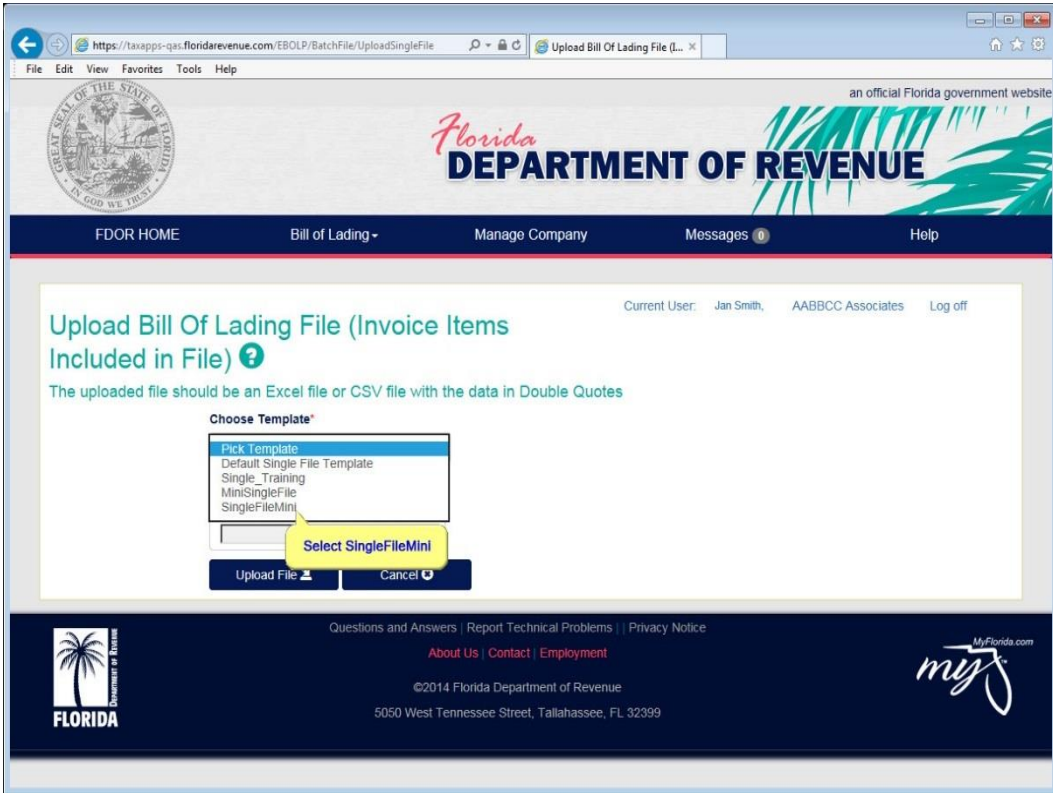
	Create Date ▲	Company	Template Name	Template Type
Edit Delete	11/9/2017 10:11:04 AM	AABCC Associates	SingleFileMini	Single File
Edit Delete	11/8/2017 7:54:39 AM	AABCC Associates	MiniSingleFile	Single File
Edit Delete	11/7/2017 8:11:05 AM	AABCC Associates	Single_Training	Single File
Edit Delete	11/2/2017 9:06:27 AM	AABCC Associates	Training BoL Separate	Bill Of Lading
Edit Delete	11/1/2017 10:48:09 AM	AABCC Associates	Invoice_James	Invoice Items
Edit Delete	11/1/2017 9:07:32 AM	AABCC Associates	BoL_JAF	Bill Of Lading
Edit Delete	10/31/2017 1:46:27 PM	AABCC Associates	Excel_Bill_Of_Lading created by Andy	Bill Of Lading
Edit Delete	10/31/2017 11:02:11 AM	AABCC Associates	InvoiceJAF	Invoice Items

The “View/Search Bill of Lading File Uploads” screen displays:
Select Upload Bill of Lading File (Invoice Items Included in File).

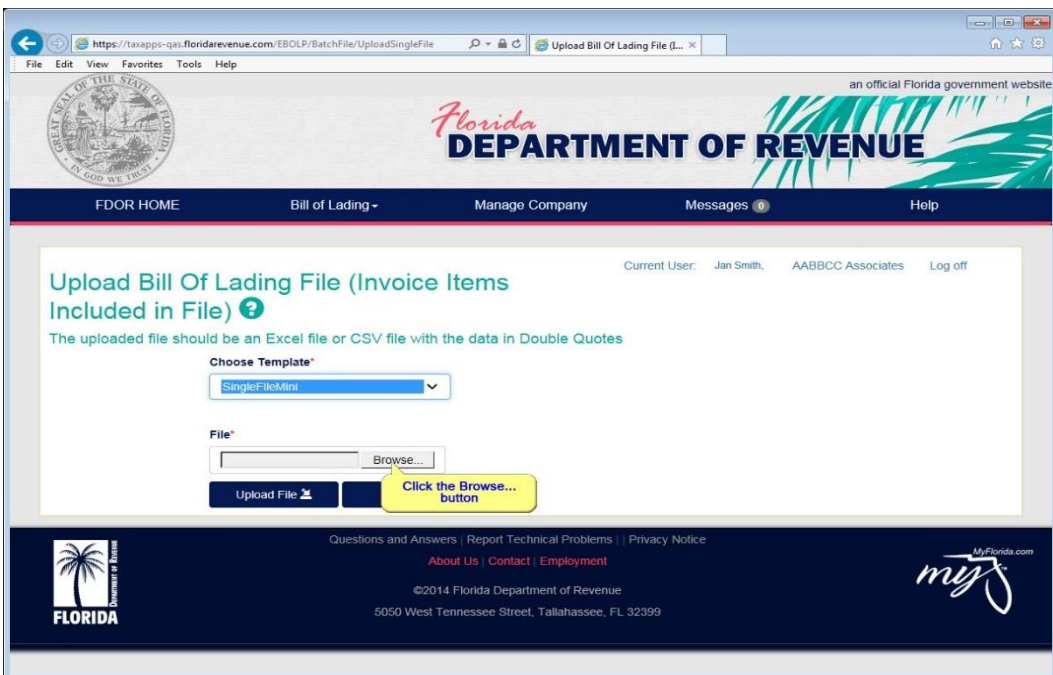


The “Upload Bill Of Lading File (Invoice Items Included in File)” screen displays:
In the **Choose Template*** field choose your customized template for single file uploads from the drop-down list.



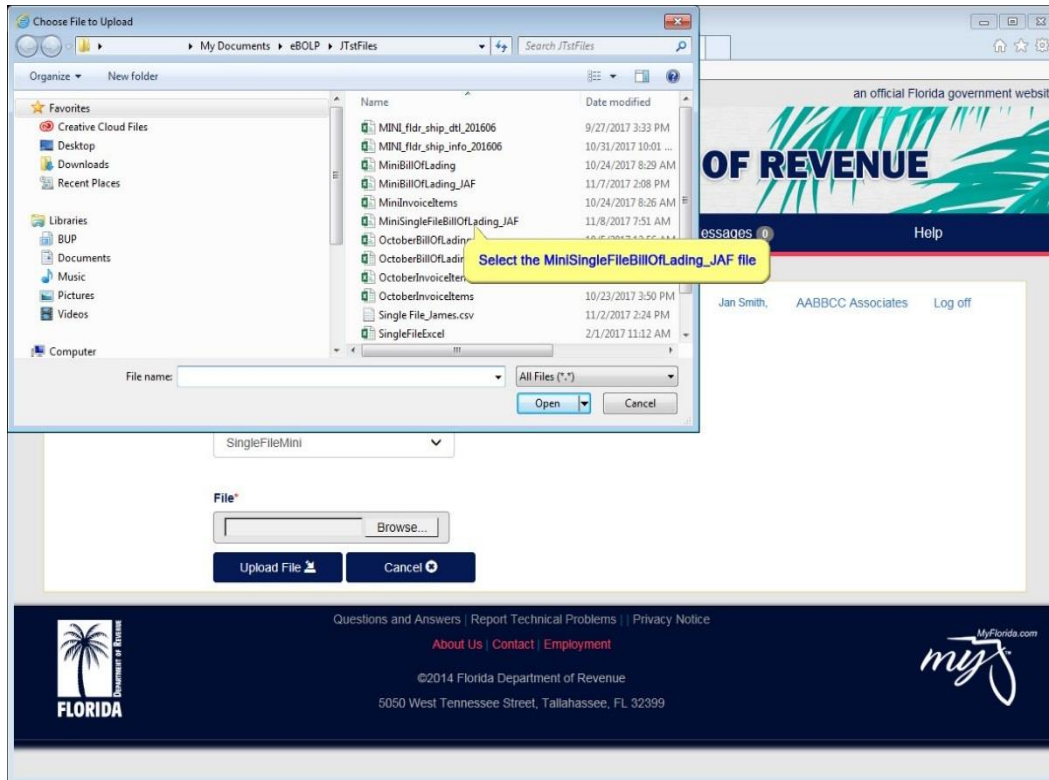


Click the **Browse** button.

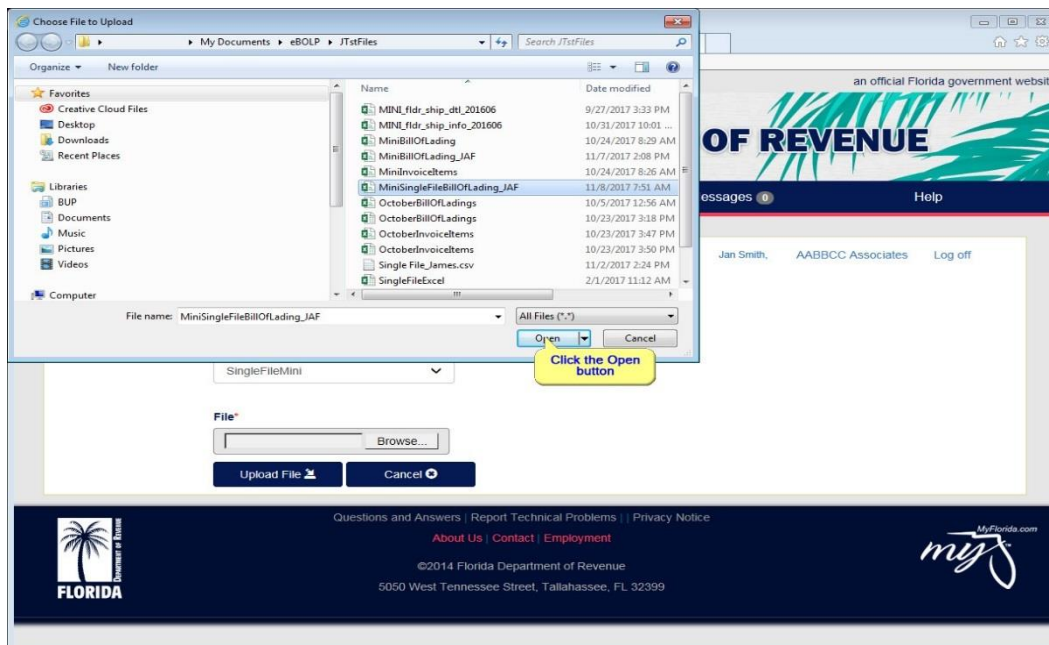


The “Choose File to Upload” pop-up displays:

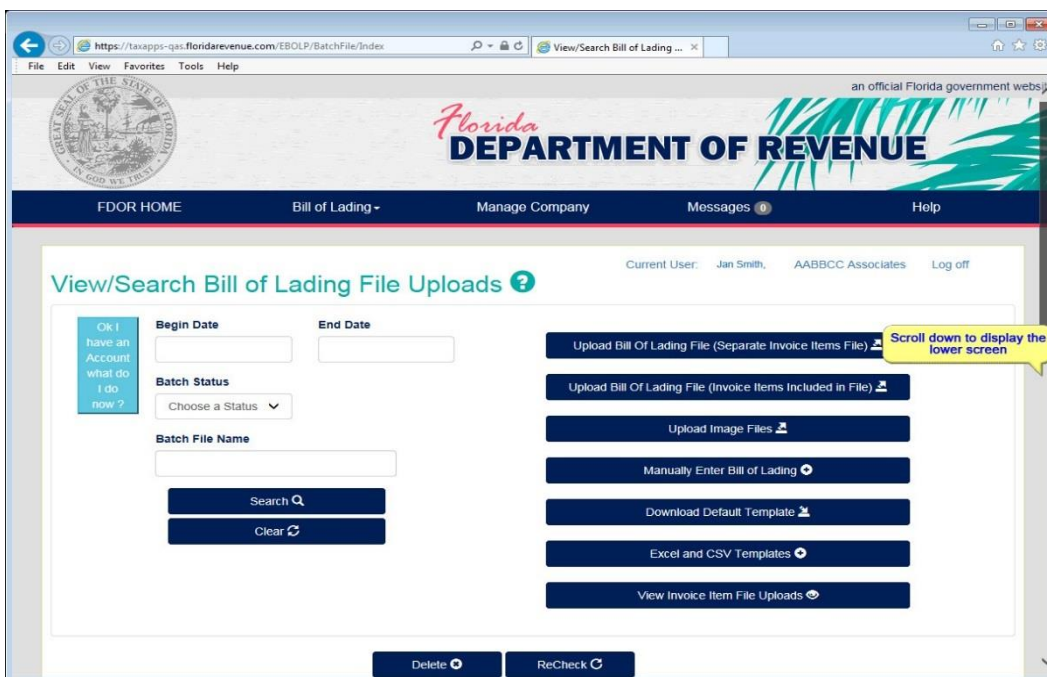
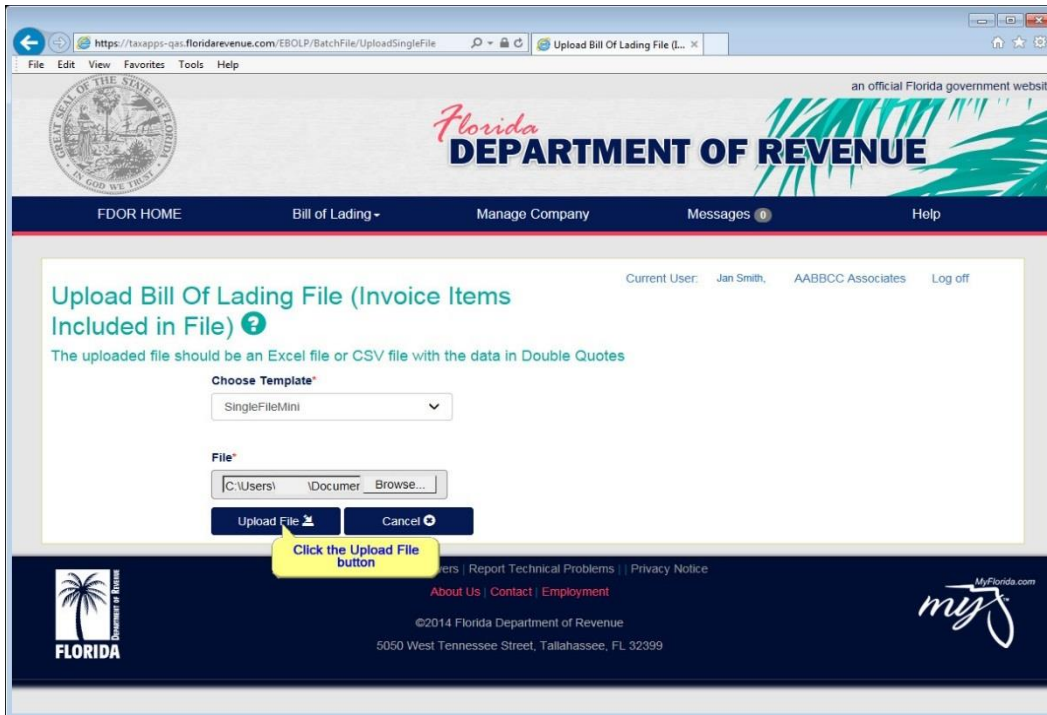
Select your data file to upload.



Click the **Open** button.



The “Upload Bill Of Lading File (Invoice Items Included in File)” screen displays:
Click the **Upload File** button.



The lower portion of this screen displays the uploaded file Record and Error counts.

The screenshot shows a web browser window displaying the Florida Department of Revenue's 'View Invoice Item File Uploads' page. The page features the state seal and the department's name. A navigation bar includes links for 'FDOR HOME', 'Bill of Lading -', 'Manage Company', 'Messages', and 'Help'. Below the navigation bar, there are buttons for 'View Invoice Item File Uploads', 'Delete', and 'ReCheck'. A table displays the following data:

	Batch Created Date ▲	Company Name	Batch File Name	Record Count	Error Count	Batch Status	Batch Status Date
<input type="checkbox"/>	11/9/2017 10:11:40 AM	AABBCC Associates	MiniSingleFileBillOfLading_JAF.csv	10	0	Validated No Errors	11/9/2017 10:11:40 AM

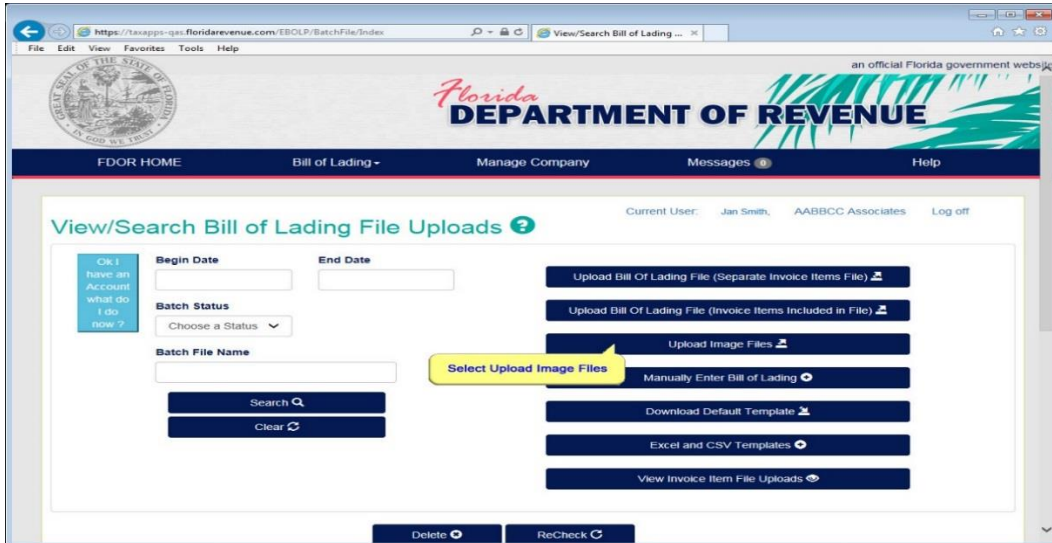
Use this link to skip to the steps on: [View/Search Bill of Lading File Uploads](#)

Upload Image File

Images of the BoL can be uploaded to EBOLP providing they comply with the following:

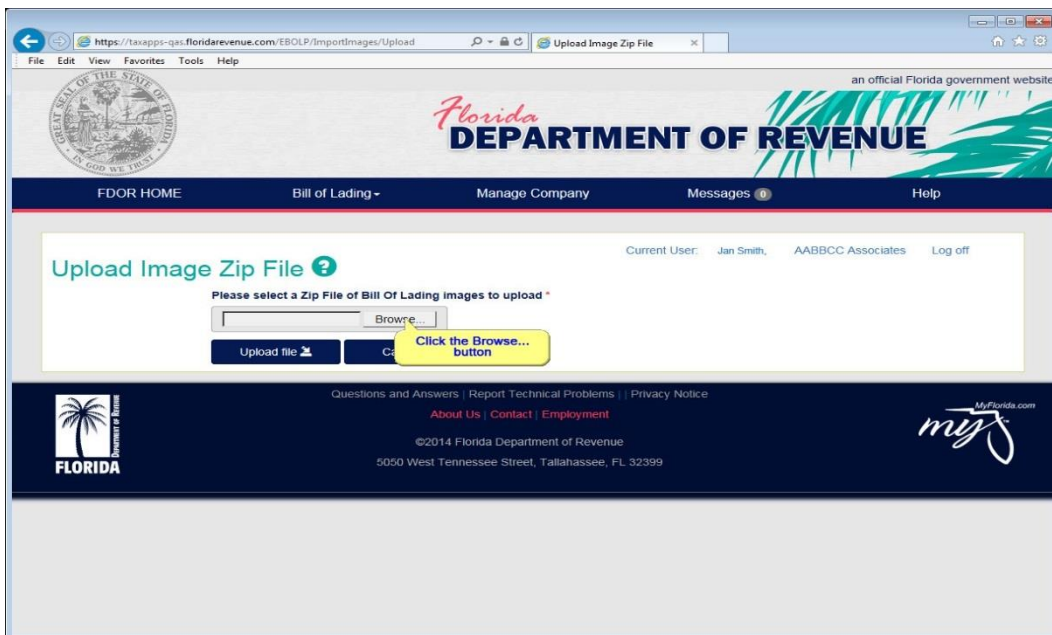
- Scanned images must be in .tif format, and
- All the image files for a batch must be contained in a single .zip file.

Start from the “**View/Search Bill of Lading File Uploads**” screen. Select the **Upload Image Files** option.



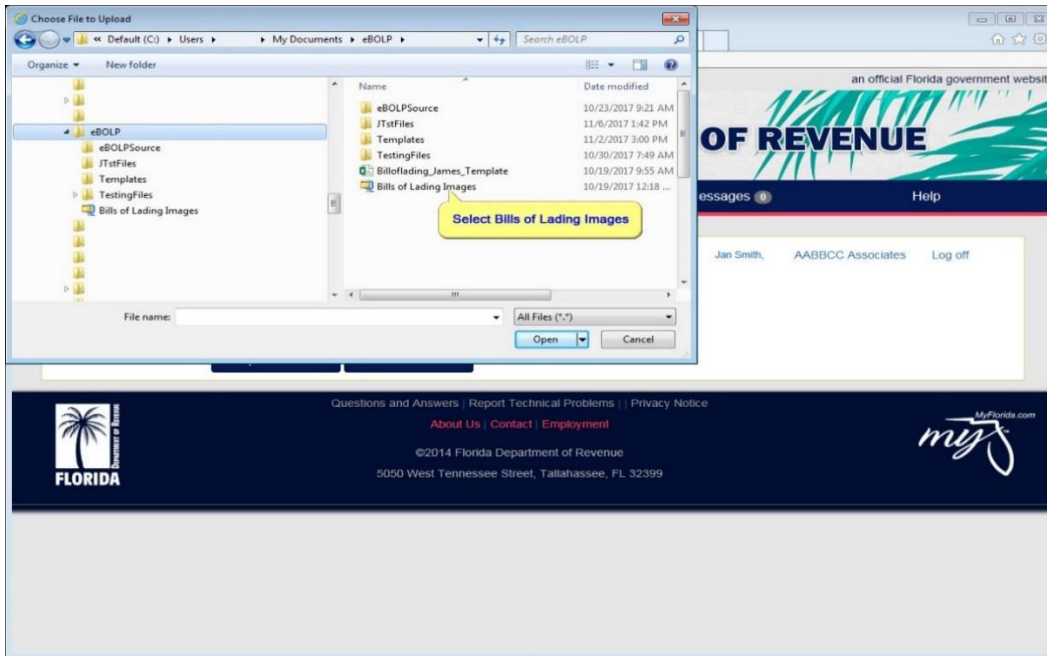
The “**Upload Image Zip File**” screen displays:

Click the **Browse** button and select the .zip image file for upload.

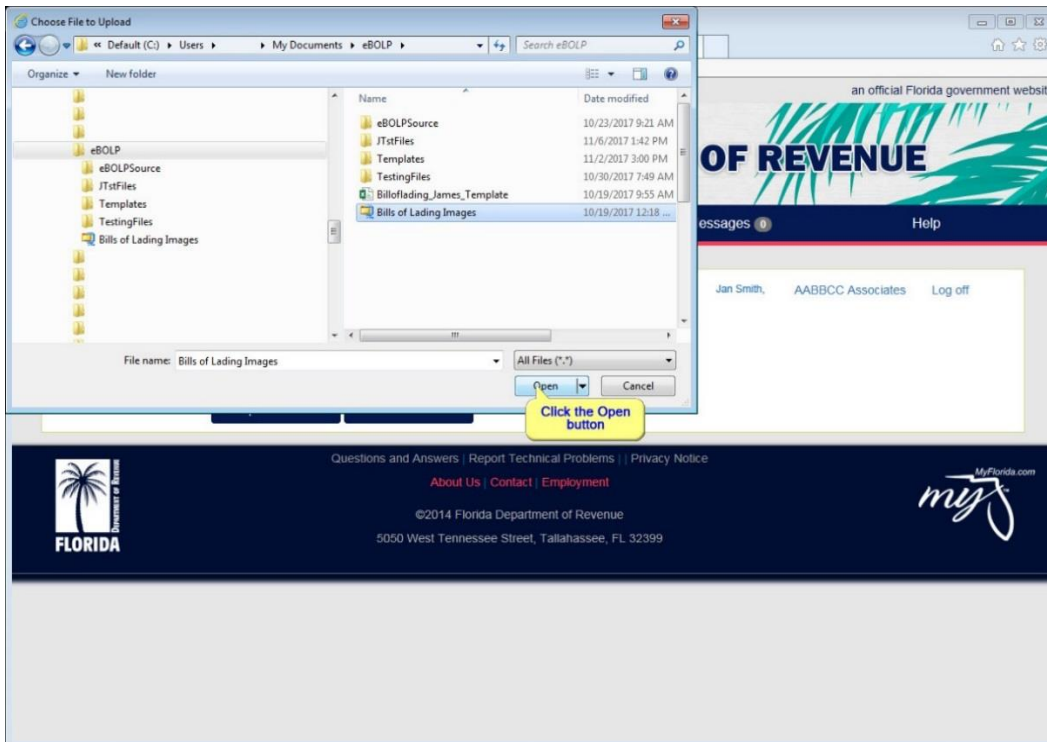


The “Choose File to Upload” pop-up displays:

Select your image file to upload.

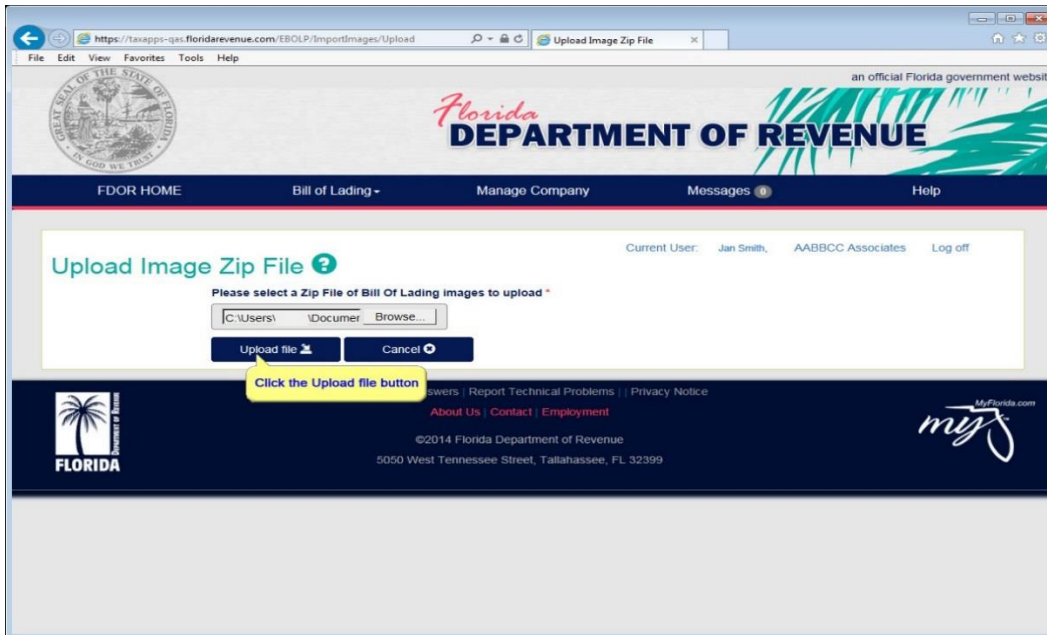


Click the **Open** button.



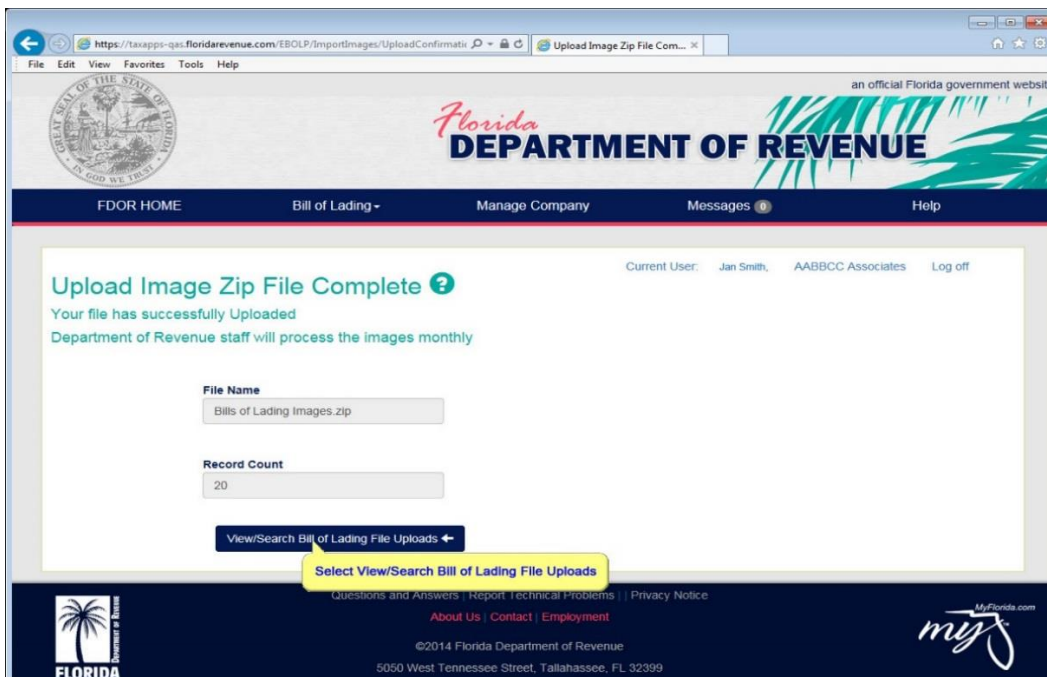
The “Upload Image Zip File” screen displays:

Click the **Upload File** button.

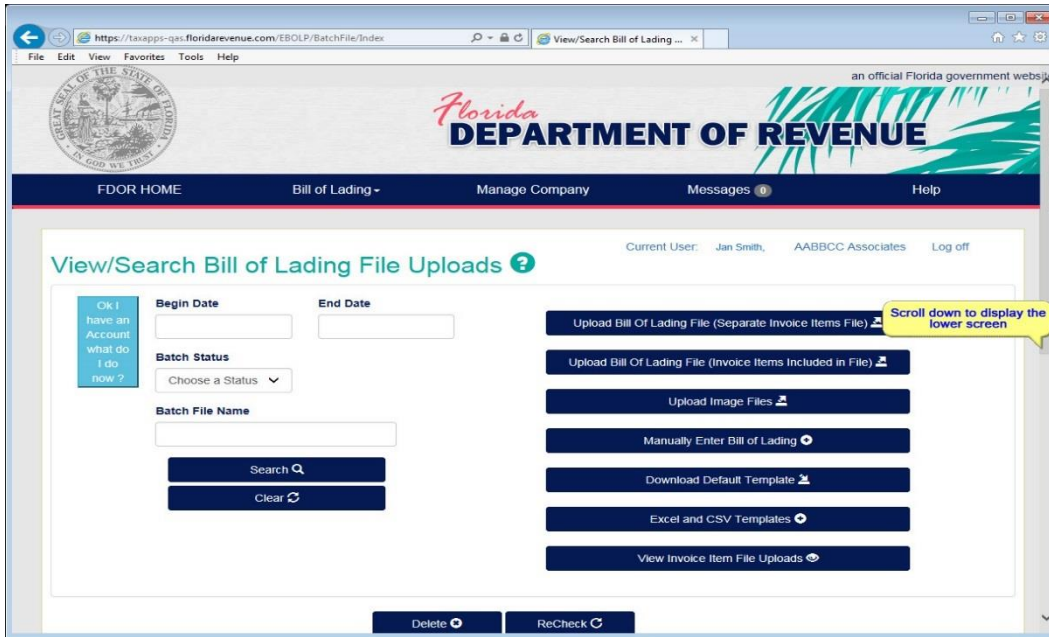


The “Upload Image Zip File Complete” screen displays with a successfully uploaded message.

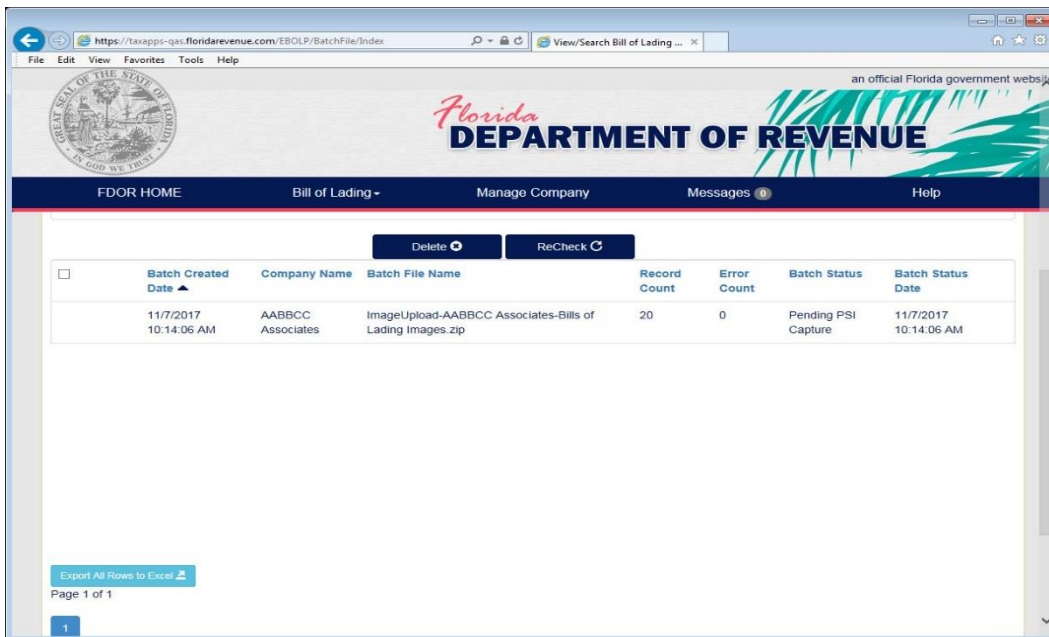
Select **View/Search Bill of Lading Uploads** option.



The “View/Search Bill of Lading File Uploads” screen displays: Scroll down until the uploaded file list displays.



You will see your file listed with a status of Pending PSI Capture.



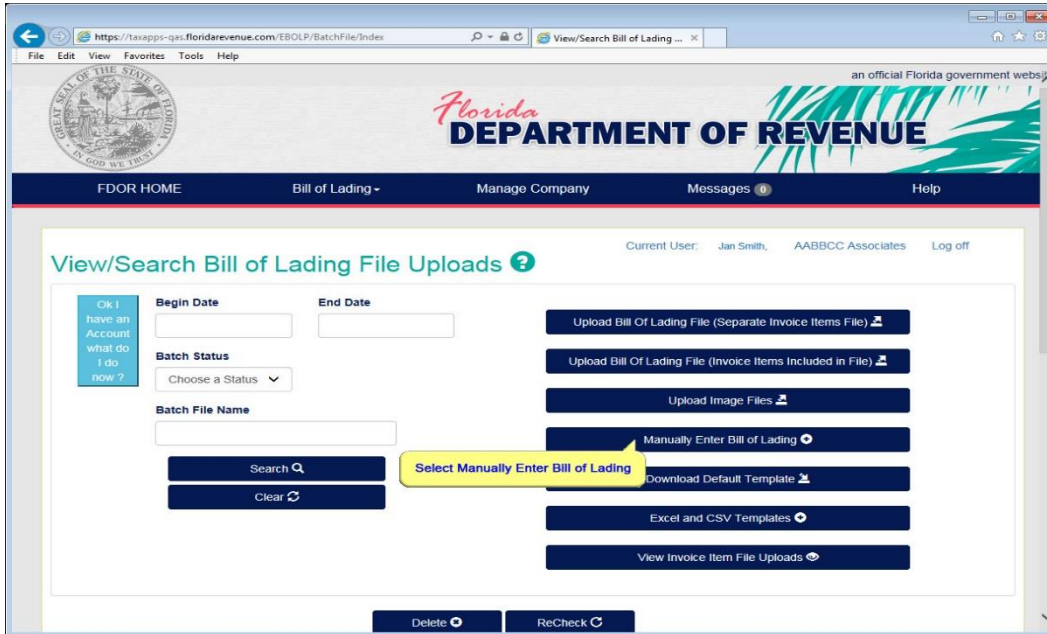
FDOR personnel will review the file and accept or reject the file. You will be informed if your file is rejected.

Use this link to skip to the steps on: [View/Search Bill of Lading File Uploads](#)

Manually Enter Bill of Lading

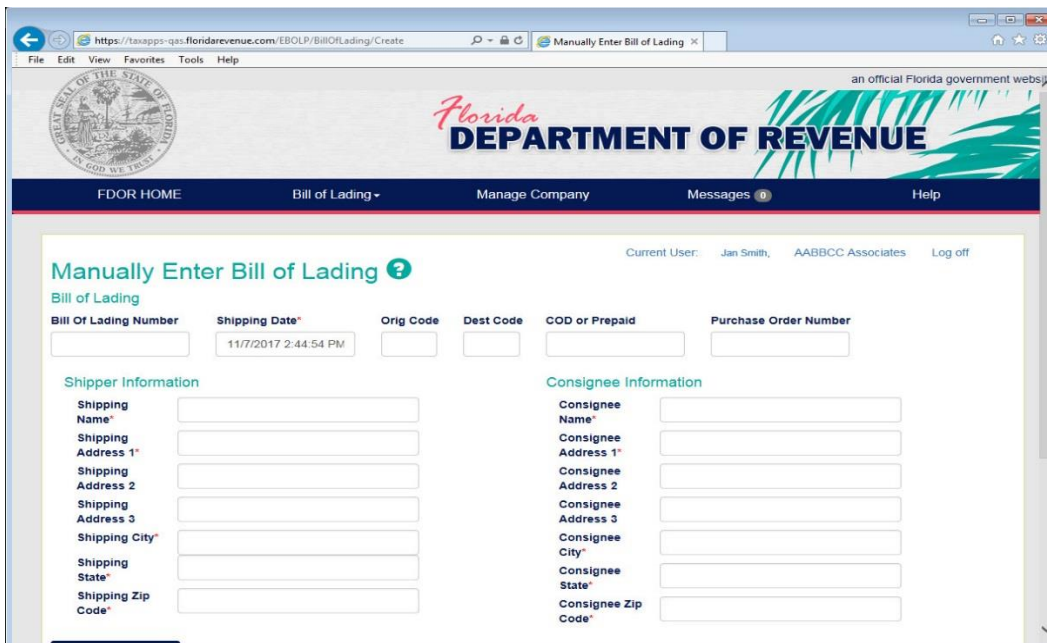
This feature allows you to manually enter a BoL that has at least one invoice item.

From the “View/Search Bill of Lading File Uploads” screen, select **Manually Enter Bill of Lading**.



The “Manually Enter Bill of Lading” screen displays:

Complete, at a minimum, the required fields*.



Manually Enter Bill of Lading ?

At a minimum complete all the required fields*

Current User: Jan Smith, AABCC Associates Log off

Bill of Lading

Bill Of Lading Number Shipping Date* Orig Code Dest Code COD or Prepaid Purchase Order Number

11/7/2017 2:44:54 PM

Shipper Information

Shipping Name* Shipping Address 1* Shipping Address 2 Shipping Address 3 Shipping City* Shipping State* Shipping Zip Code*

Select the Shipping Name field an enter the Shipping Name

Consignee Information

Consignee Name* Consignee Address 1* Consignee Address 2 Consignee Address 3 Consignee City* Consignee State* Consignee Zip Code*

Scroll down until the Invoice Item section displays:

Manually Enter Bill of Lading ?

Current User: Jan Smith, AABCC Associates Log off

Bill of Lading

Bill Of Lading Number Shipping Date* Orig Code Dest Code COD or Prepaid Purchase Order Number

11/7/2017 2:44:54 PM

Shipper Information

Shipping Name* Arteriors Home Shipping Address 1* 1745 Hayden Dr #100 Shipping Address 2 Shipping Address 3 Shipping City* Carrollton Shipping State* TX Shipping Zip Code* 75005

Consignee Information

Consignee Name* Delivery by Design Consignee Address 1* 16150 Performance Way Consignee Address 2 Consignee Address 3 Consignee City* Naples Consignee State* FL Consignee Zip Code* 34110

Scroll down until the Invoice Item section displays

Click the **Add Invoice Item** button.

https://taxapps-qas.floridarevenue.com/EBOLP/BillOfLading/Create

Manually Enter Bill of Lading

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Florida DEPARTMENT OF REVENUE

FDOR HOME Bill of Lading - Manage Company Messages 0 Help

Shipper Information

Shipping Name* Arteriors Home

Shipping Address 1* 1745 Hayden Dr #100

Shipping Address 2

Shipping Address 3

Shipping City* Carrollton

Shipping State* TX

Shipping Zip Code* 75006

Consignee Information

Consignee Name* Delivery by Design

Consignee Address 1* 16150 Performance Way

Consignee Address 2

Consignee Address 3

Consignee City* Naples

Consignee State* FL

Consignee Zip Code* 34110

Add Invoice Item *At least one Invoice item is required

Click the Add Invoice Item button

#	Description*	Weight*	Rate	Class	Revenue
---	--------------	---------	------	-------	---------

Submit Cancel

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Select and complete, at a minimum, the required fields*.

https://taxapps-qas.floridarevenue.com/EBOLP/BillOfLading/Create

Manually Enter Bill of Lading

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FDOR HOME Bill of Lading - Manage Company Messages 0 Help

Shipper Information

Shipping Name* Arteriors Home

Shipping Address 1* 1745 Hayden Dr #100

Shipping Address 2

Shipping Address 3

Shipping City* Carrollton

Shipping State* TX

Shipping Zip Code* 75006

Consignee Information

Consignee Name* Delivery by Design

Consignee Address 1* 16150 Performance Way

Consignee Address 2

Consignee Address 3

Consignee City* Naples

Consignee State* FL

Consignee Zip Code* 34110

Add Invoice Item *At least one Invoice item is required

# of Pieces*	HM	Description*	Weight*	Rate	Class	Revenue
--------------	----	--------------	---------	------	-------	---------

Remove Unsaved Item

Select the # of Pieces* field and enter the detail

Cancel

Click the **Submit** button.

Shipping Name* Arteriors Home
Shipping Address 1* 1745 Hayden Dr #100
Shipping Address 2
Shipping Address 3
Shipping City* Carrollton
Shipping State* TX
Shipping Zip Code* 75006

Consignee Name* Delivery by Design
Consignee Address 1* 16150 Performance Way
Consignee Address 2
Consignee Address 3
Consignee City* Naples
Consignee State* FL
Consignee Zip Code* 34110

# of Pieces*	HM	Description*	Weight*	Rate	Class	Revenue
10	Fa	Boots	30			

Submit

The “**View/Search Bill of Lading File Uploads**” screen displays confirming that a record has been added.

Scroll down until the **List of File Uploads** displays.

Record Added

Current User: Jan Smith, AABCC Associates Log off

View/Search Bill of Lading File Uploads ?

Ok I have an Account what do I do now ?

Begin Date
End Date

Batch Status
Choose a Status

Batch File Name

Search
Clear

Upload Bill Of Lading File (Separate Invoice Items File)

Upload Bill Of Lading File (Invoice Items Included in File)

Upload Image Files

Manually Enter Bill of Lading


Download Default Template

Excel and CSV Templates

View Invoice Item File Uploads

<https://taxapps-qas.floridarevenue.com/EBOLP/BatchFile/Index?StatusMessage=F>

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Florida DEPARTMENT OF REVENUE

[FDOR HOME](#)
[Bill of Lading -](#)
[Manage Company](#)
[Messages](#)
[Help](#)

[Delete](#)
[ReCheck](#)

<input type="checkbox"/>	Batch Created Date ▲	Company Name	Batch File Name	Record Count	Error Count	Batch Status	Batch Status Date
<input type="checkbox"/> View	11/7/2017 2:48:14 PM	AABCC Associates	Bill of Lading Form Fill	1	0	Submitted	11/7/2017 2:48:14 PM
	11/7/2017 10:14:06 AM	AABCC Associates	ImageUpload-AABCC Associates-Bills of Lading Images.zip	20	0	Pending PSI Capture	11/7/2017 10:14:06 AM

[Export All Rows to Excel](#)

Page 1 of 1

View/Search Bill of Lading File Uploads

The View/Search Bill of Lading File Uploads screen, as the name implies, provides a search function that allows you to search for uploaded files within a date range and having a specific status. You can also search for a specific batch by entering the batch file name as a search parameter.

The following series of screen captures show first searching for uploaded files within a specified date range and with a status of Error Found. It then goes on to show the changing of the status to search for those files with a status of Submitted.

From the “**View/Search Bill of Lading File Uploads**” screen proceed as follows.

Enter the Begin Date and End Date in their respective fields.

The screenshot shows the Florida Department of Revenue's "View/Search Bill of Lading File Uploads" interface. The page header includes the Florida Department of Revenue logo and navigation links: "FDOR HOME", "Bill of Lading", "Manage Company", "Messages", and "Help". The current user is identified as "Jan Smith, AABCC Associates" with a "Log off" option. The main content area contains a search form with the following fields and options:

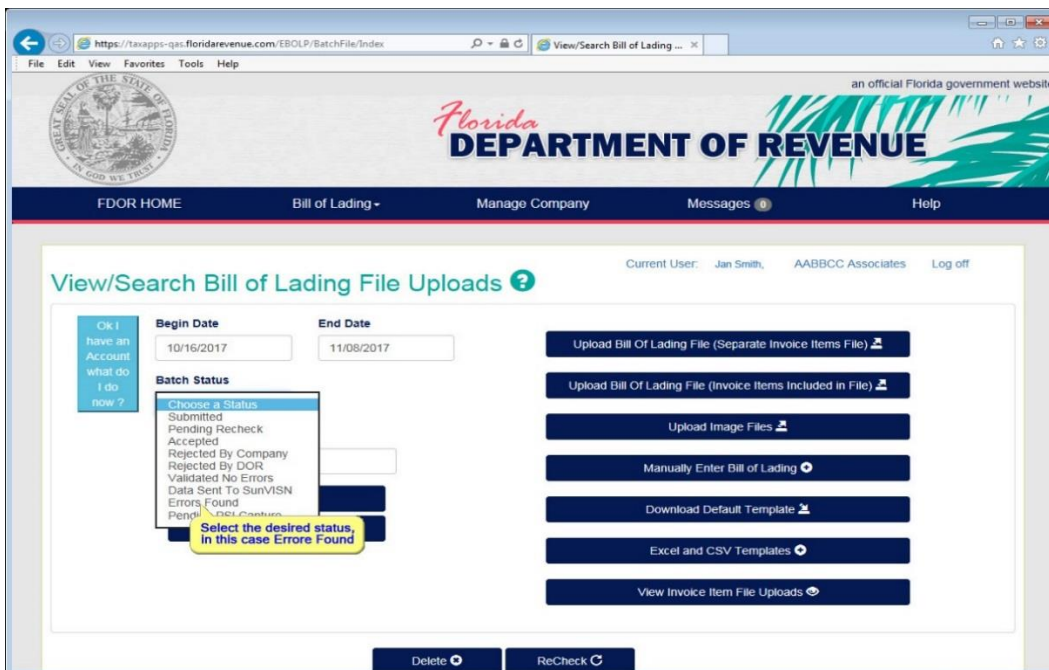
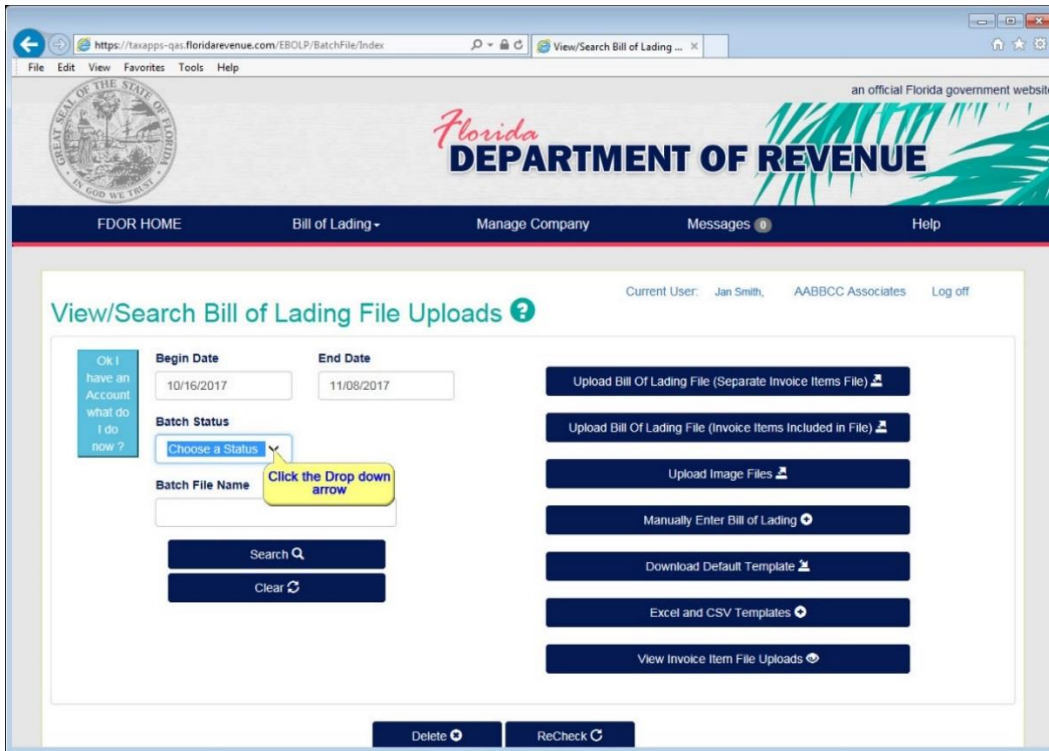
- Begin Date:** 10/16/2017
- End Date:** 11/09/2017
- Batch Status:** Choose a Status (dropdown menu)
- Batch File Name:** (text input field)
- Search:** (button)
- Clear:** (button)

A yellow callout box highlights the date fields with the text: "Enter the appropriate dates into the Begin Date and End Date fields". To the right of the search form is a vertical list of actions:

- Upload Bill Of Lading File (Separate Invoice Items File)
- Upload Bill Of Lading File (Invoice Items included in File)
- Upload Image Files
- Manually Enter Bill of Lading
- Download Default Template
- Excel and CSV Templates
- View Invoice Item File Uploads

At the bottom of the page are two buttons: "Delete" and "ReCheck".

Click on the Drop-down arrow and select the status of Error Found from the resulting list.



Available status are:

Submitted

Data file and any changes made have been submitted. Recheck should be run on the data file to ensure that it is error free.

Pending Recheck

Status indicates that the file will need further review prior to being certified acceptable and complete.

Accepted

The file has been ACCEPTED. For files to be accepted, the BoL file must have an error count = 0 and the Company Name file must have an error count = 0 and a status of Approved.

Rejected by Company

Company has rejected the file due to incorrect file uploaded or has another reason to abort the upload.

Rejected by FDOR

The file has been rejected due to an excessive error count or for some other condition that makes it unusable.

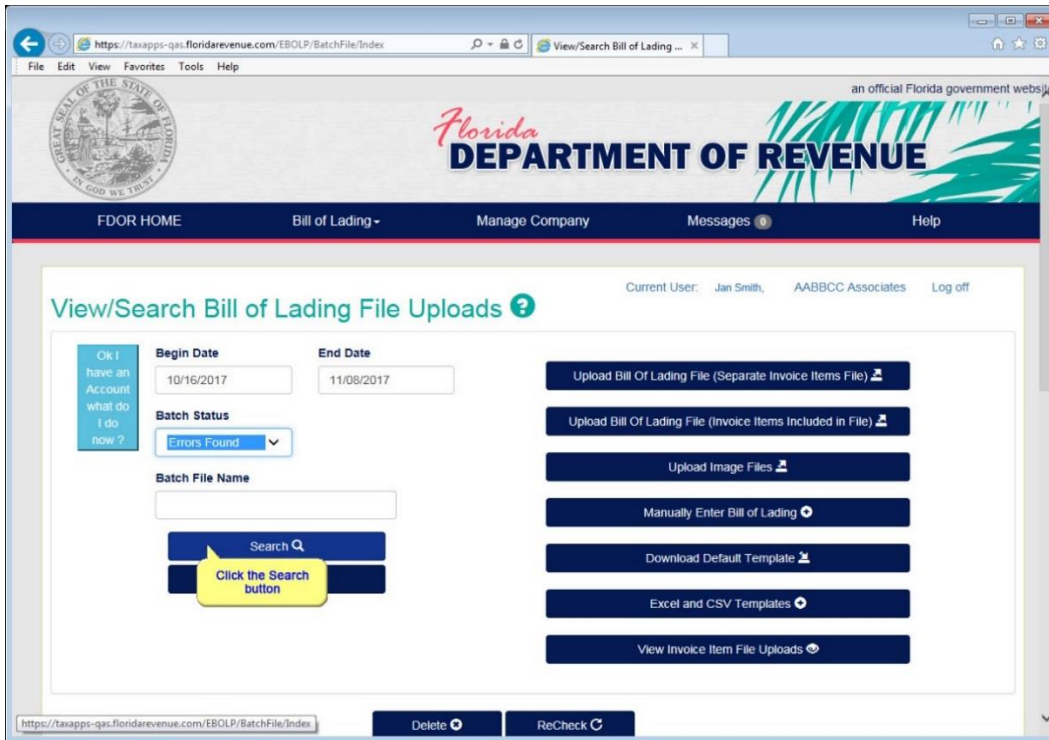
Validated No Errors

The file has been successfully uploaded without errors.

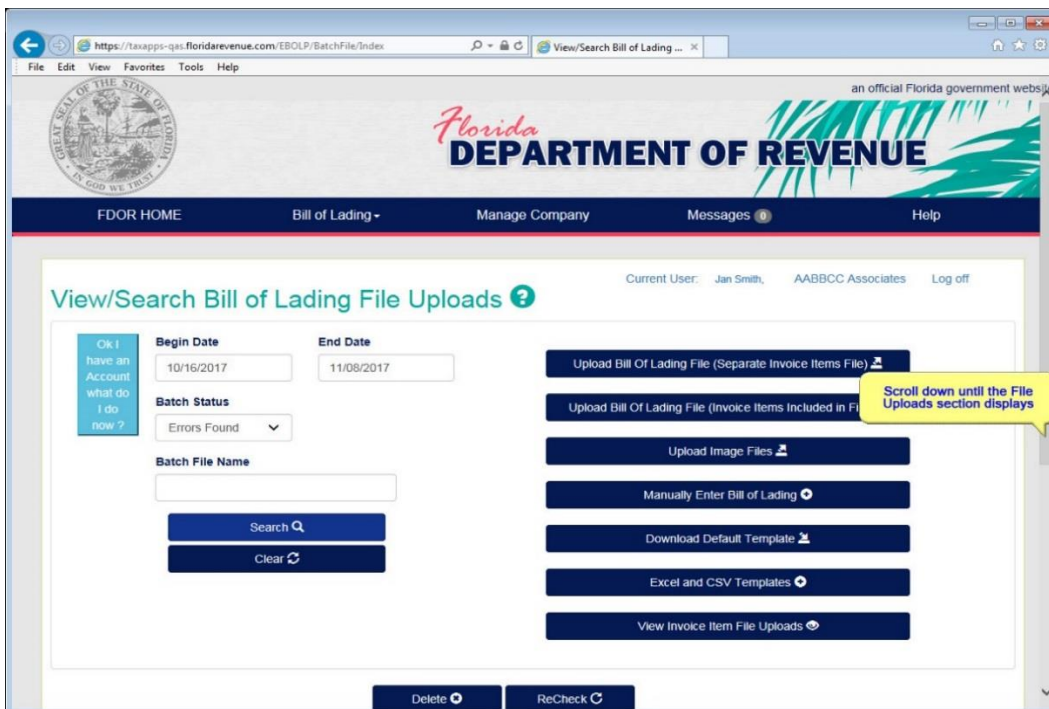
Errors Found

The data file contains errors that were found during the upload validation.

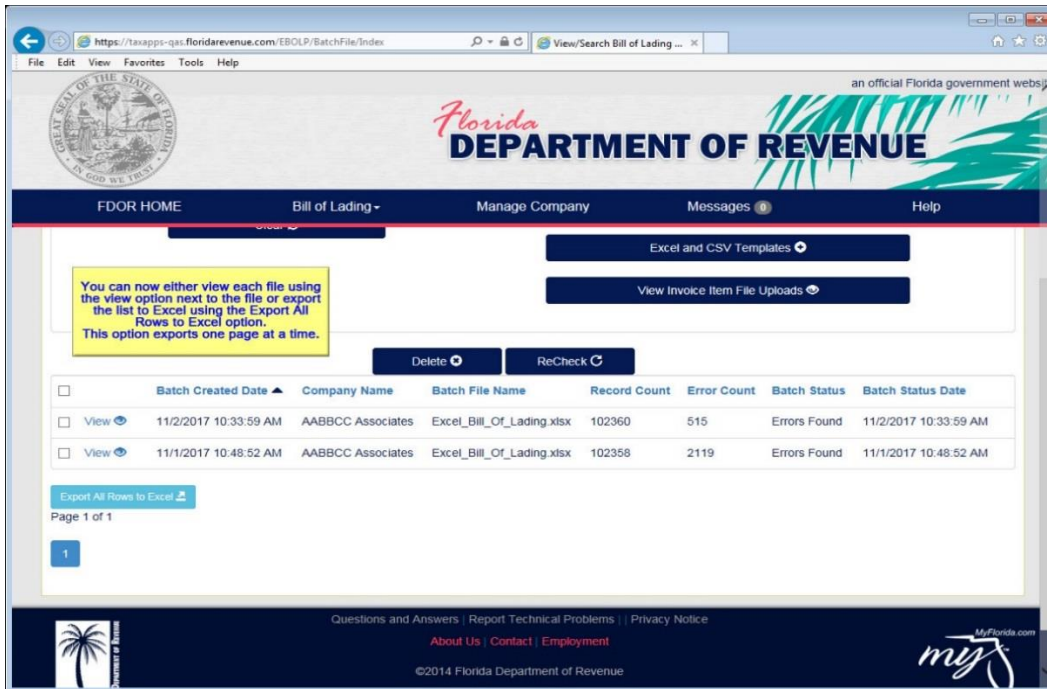
Click the **Search** button.



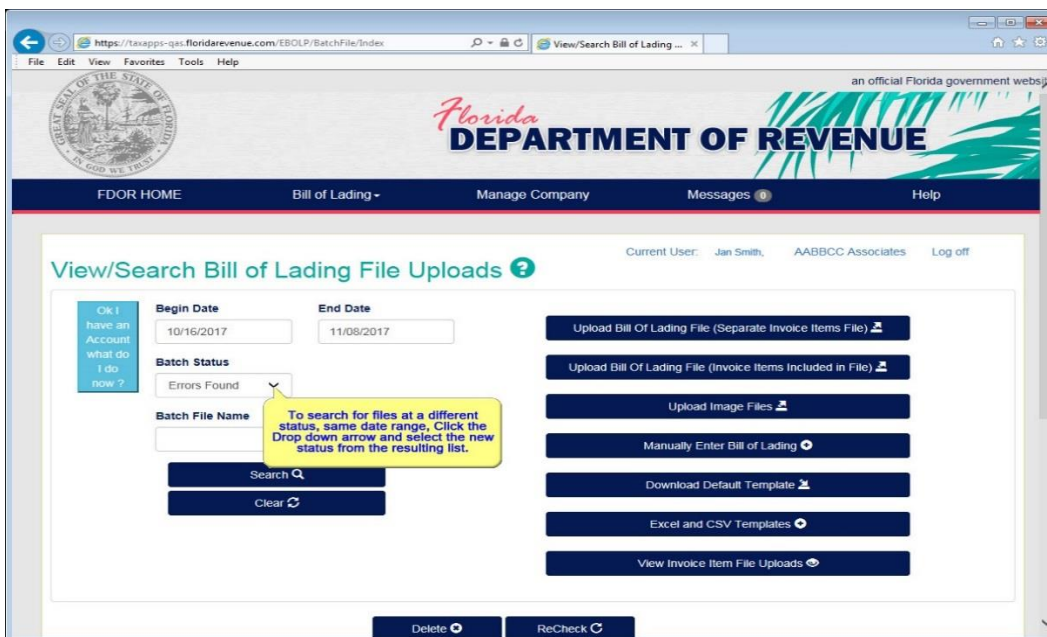
Scroll down until the File Uploads section displays.



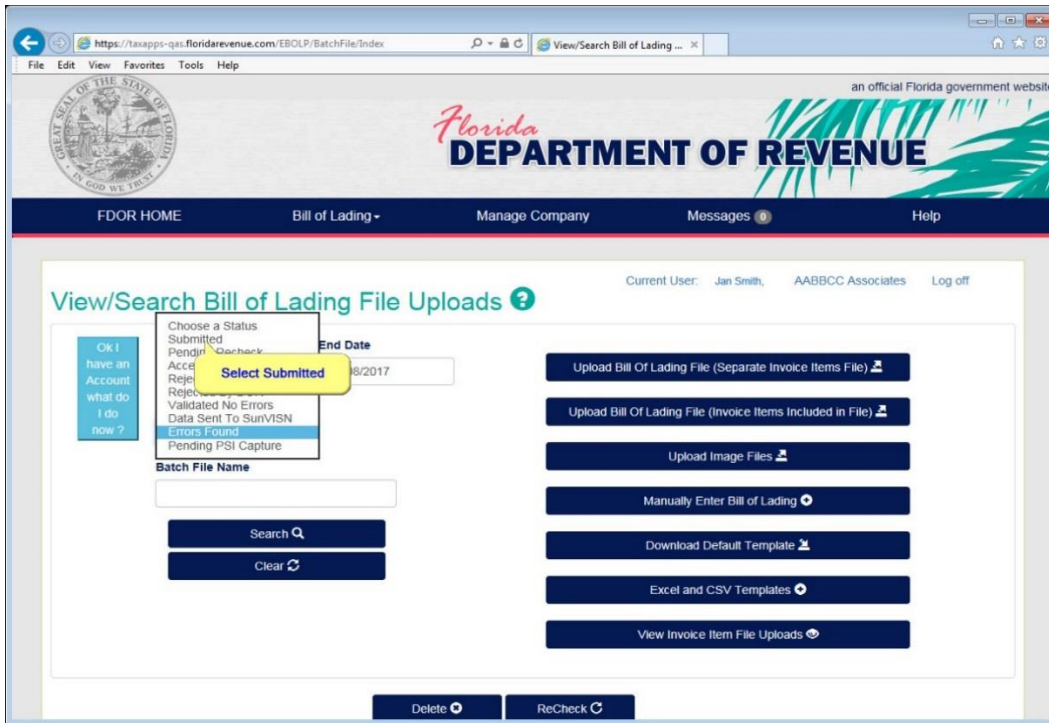
You are now able to either View a file by selecting the view option to the left of each file or export the list of files to Excel by selecting the Export All Rows to Excel function below the list, bottom left. The Export All Rows to Excel will export one page of rows at a time. For multiple page exports, you must select the function for each page.



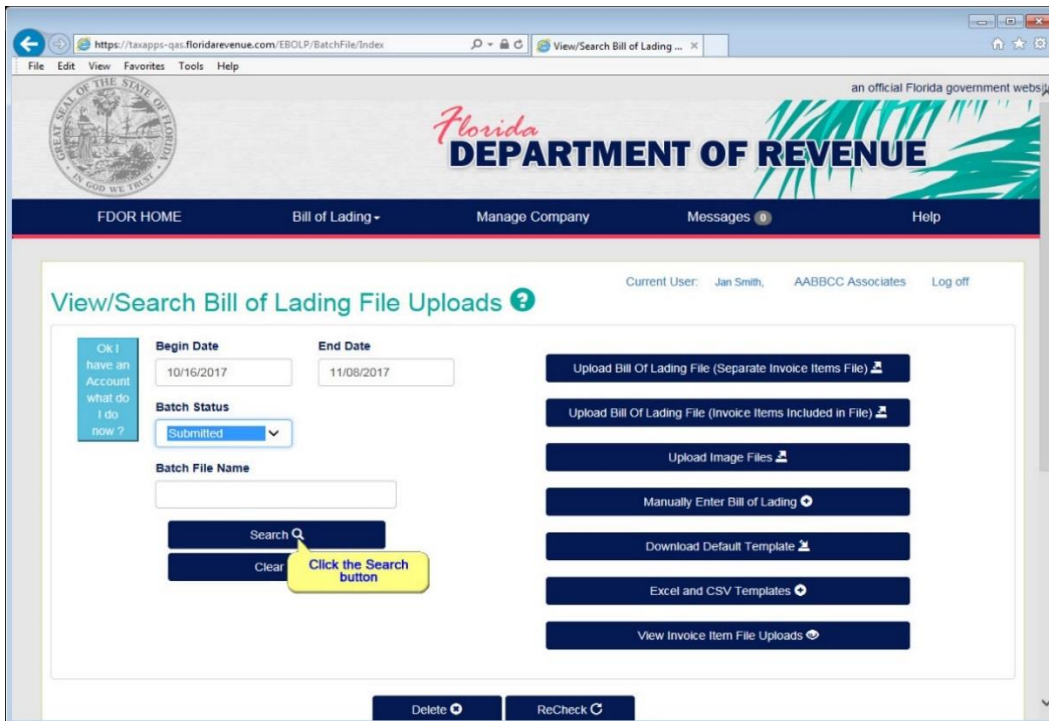
The following shows changing the status search parameter to Submitted to search for files at that status.



Select **Submitted** from the list.



Click the **Search** button.



If necessary, scroll down to display the File Uploads list.

View/Search Bill of Lading File Uploads ?

Current User: Jan Smith, AABCC Associates Log off

Ok! I have an Account what do I do now?

Begin Date: 10/16/2017 End Date: 11/08/2017

Batch Status: Submitted

Batch File Name:

Search Clear

Upload Bill Of Lading File (Separate Invoice Items File)

Upload Bill Of Lading File (Invoice Items Included in File)

Upload Image Files

Manually Enter Bill of Lading

Download Default Template

Excel and CSV Templates

View Invoice Item File Uploads

Delete ReCheck

Excel and CSV Templates

View Invoice Item File Uploads

Delete ReCheck

<input type="checkbox"/>	Batch Created Date ▲	Company Name	Batch File Name	Record Count	Error Count	Batch Status	Batch Status Date
<input type="checkbox"/> View	11/7/2017 2:48:14 PM	AABCC Associates	Bill of Lading Form Fill	1	0	Submitted	11/7/2017 2:48:14 PM
<input type="checkbox"/> View	11/7/2017 8:50:06 AM	AABCC Associates	singleFileUpload.csv	165	0	Submitted	11/7/2017 8:50:06 AM

Export All Rows to Excel

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Summary

This User Guide has attempted to provide you with the information you require to:

- Register your company in EBOLP
- Create BoL and Invoice Item templates
- Upload BoL files to EBOLP
- View and Search for BoL uploaded files

Should you experience problems in any of these areas that cannot be resolved using this user guide, please contact the Auditor named in the invitation letter as the initial support contact.