

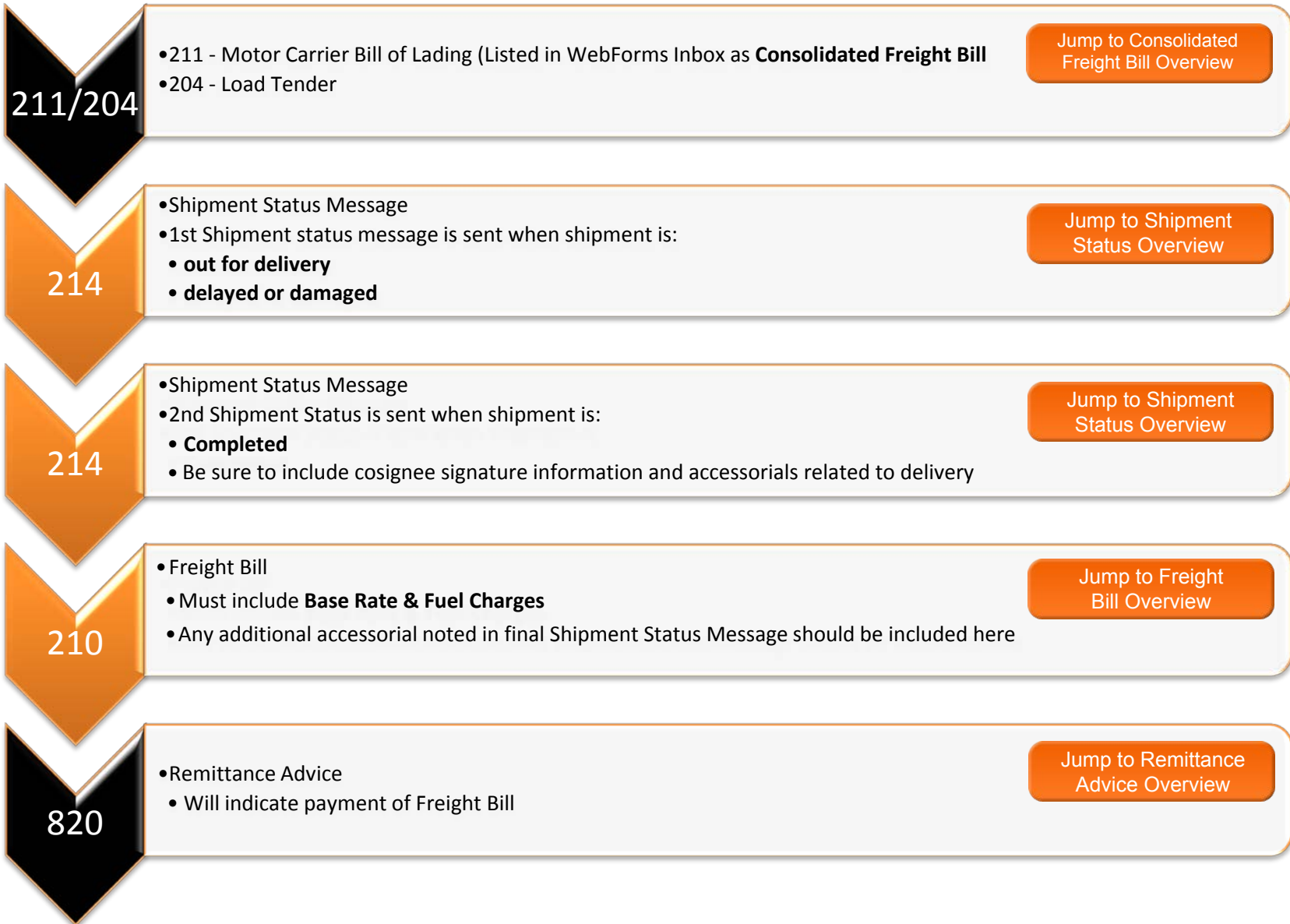


# Day & Ross

## Document Flow Chart

Black Arrow - Inbound

Orange Arrow - Outbound





# Day & Ross Transportation/Sameday Worldwide: SPS Commerce WebForms User Guide

Please read this document to better understand your new SPS Commerce WebForms account and how to process shipments. Read this document thoroughly as it contains important information about your partnership with Day & Ross.

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## *Inbound Documents:*

**211/204-** Motor Carrier Bill of Lading/Load Tender- Contains shipment information and bill of lading. Information from these documents will automatically source into shipment status and freight bill to reduce manual entry.

**820-** Remittance Advice – This document will tell you if your invoice has been paid similar to a receipt. For Day and Ross an email was previously received with this information, however going forward this document should only be coming in via EDI. (Available shortly: Screen shots on the 820 Remittance Advice, currently undergoing changes.)

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## *Outbound Documents:*

**214-** Shipment Status Messages- Contain important messages on where the shipment is in delivery process.

**\*\*Important, please remember that each Shipment Status Message (214) must be correlated with the correct Motor Bill of Lading (211). Preferred timing for these messages is within 4 hours of occurrence, however 24 hours is maximum.**

1. Carrier must send Shipment Status Message (214) when shipment is **out for delivery** and leaves terminal, or pickup point.
2. Carrier must send Shipment Status Message (214) when/if shipment is **delayed or damaged**.
3. Carrier must send Shipment Status Message (214) when shipment is **complete**.

**\*\*\* The final Shipment Status must include all valid accessorials and the consignee for the shipment, should be filled out in the remarks section.**

**210-** Freight Bill- Similar to an Invoice; must include at least the Base Rate and Fuel Charges. Any additional accessorials that were noted on the final Shipment Status Message (214) should be noted here to receive full payment.

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## *How do these relate with my WebForms account?*

**211-** This will come in your WebForms Inbox with the name of **Consolidated Freight Bill** under the column type.

Status ▼▲	Sender ▼▲	Type
<input type="checkbox"/>	Day and Ross Transportation	Consolidated Freight Bill
<input type="checkbox"/>	Day and Ross Transportation	Consolidated Freight Bill
<input type="checkbox"/>	Day and Ross Transportation	Consolidated Freight Bill

Once you click on the document, it will appear in a new screen and carry the title **Motor Carrier Bill of Lading**:

## MOTOR CARRIER BILL OF LADING

### DAY AND ROSS TRANSPORTATION



**Shipment ID#** Carrier Pro #

**Carrier Code/SCAC:** DAYR

**Method of Payment:** Prepaid

**Date:** 01/21/2014

**PO NUMBER:**

All Shipment Status Messages and Freight Bill Invoicing should be done from the inbox off of the orange arrow under Next Steps or the Select an Action, Reply or Auto Complete.

**Next Steps**

Or

☐ Select Page    Select an Action ▼

From the orange arrow a prompt should come up with the options below:


**Next Steps**
X

**Working with Motor Carrier Bill of Lading VAN2616096**

- [Freight Bill \(Motor Carrier Bill of Lading\)](#)
- [Shipment Status \(Motor Carrier Bill of Lading\)](#)
- [Auto-Complete](#)
- [Related Documents](#)

1. First you will select Shipment Status (Motor Carrier Bill of Lading) and follow the procedure under the Shipment Status Message (214) on page 1.
2. After Shipment is complete, use the Freight Bill (Motor Carrier Bill of Lading) to invoice for the shipment, this must match the final Shipment Status in regards to all accessorial items.

**820- Remittance Advice**, see below example of what this document will look like in your WebForms account.



REMITTANCE  
ADVICE

DAY AND ROSS  
SAMEDAY

Purpose: Make Payment Only

Check #: 81.2

Check Amount: 81.2

Check Date: 11/12/2012

Account Number: BPR02

Account Number: BPR15

Trace #: TRN02

Currency:

EFT #: REF0222

Payment Type/Format: Automated Clearing House (ACH) Bill Payment

DFI Sender: ABA Transit Routing Number Including Check Digits (9 digits) BPR02

DFI Receiver: ABA Transit Routing Number Including Check Digits (9 digits) BPR11

Transaction Date: 12/12/2013

Payee:

Payer:

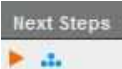
For:

Notes:

Deposit Sequence Number: REF02

General Information about Forms:

- If you need to enter information in a box that is greyed out, click the purple/blue plus sign to add an item under the category that requires information.
- Forms run using JAVA, you must have this installed in order to open them. For forms that load slowly, trying clearing Temporary Internet Files/Cookies/Cache/Browsing History or clearing JAVA cache, directions on the next page.
- Everything outlined in Blue is required.
- Only numbers and letters are allowed in fields. (No special characters.,\!@\$%^&\*( )\_+=)
- Before sending a document, click CHECK at the bottom of the form. This ensures all required fields are filled in. (Note: this feature doesn’t check for correct information, just makes sure this field contains information)
- You can save the document as a draft and it will appear in your Drafts folder.
- To view documents related to that document click the blue symbol below located in the Next Steps column.



For questions, please feel free to reach out to your Implementation Analyst. Or SPS Commerce general contact line 1-888-739-3232 option 1, or email [Niservices@spscommerce.com](mailto:Niservices@spscommerce.com)

Shipment Status- Header Tab

Day and Ross Transportation Shipment Status Message

Shipment Status

HeaderDetails

Reference Id

EDM2696964

Shipper Tracking #

SCAC

DAYR

Bill of Lading #

Location Number

Master Bill of Lading

Shipper

Name

ID Type

ID/Location #

Address

City

State

Zip Code

Country

Ship To

Name

ID Type

ID/Location #

Address

City

State

Zip Code

Country

Your Probill Number or Tracking Number

Shipper Name

## Shipment Status- Details Tab

The screenshot shows a software window titled "Day and Ross Transportation Shipment Status Message". It has a "Shipment Status" tab with "Header" and "Details" sub-tabs. The "Details" sub-tab is active, showing a table with columns: "Shipment St...", "Shipment ...", "Date (MM/...", "Time (from...", "Time Code", "Equipment...", and "Equipment...". A dropdown menu is open for the "Shipment St..." column, listing options: "Refused by...", "Shipment Da...", "Carrier Depa...", "Estimated De...", "Completed Li...", "Completed U...", "Delivered to...", and "Loading".

Below the table, there are fields for "Bill of Lading Number", "Customer Order Number", "Purchase Order Number", "Stop Sequence Number", and "Mutually Defined".

There is a section for "Marks and Numbers" with a table of "Marks and N...".

Below that is a "Remarks" section with a "Free-Form Message" area.

At the bottom is a "Shipment Weight Details" section with fields for "Gross Weight (lbs)" and "Lading Quantity".

Callouts point to various parts of the interface:

- Select status- Examples:**
  - Completed Unloading at Delivery Location:** when you have completed
  - En Route to Delivery Location:** when the Probill is out for delivery
  - Shipment Delayed:** when there is a problem with the shipment
- Click both, new window will open- See screen shots on next page\*\*** (points to the "Shipment St..." and "Shipment ..." columns)
- Date, Time & Time Zone for this status** (points to the "Date (MM/...", "Time (from...", and "Time Code" columns)
- Secondary description- For Example:**
  - Normal Status:** if the delivery was normal
  - Shortage:** if the Probill was signed short
- The Accessorial items for this Probill- Example:**
  - Tailgate
  - Extra Labor
  - Excessive dimensions
- Name of the person that signed the paperwork** (points to the "Free-Form Message" area)

At the bottom of the window are buttons: "Done", "Close", "Check", "Defaults", "Save", "Send", and "Find a Field".

Equipment Location

City Name State Country

Equipment Owner/Type

Equipment Owner/Type

SCAC Equipment Number Equipment Description

Equipment Details

Location of the shipment use 2 character abbreviation for Province or State

Use 2 character abbreviation for country For Example:  
CA for Canada and US for USA

## Freight Bill- Header Tab

Day and Ross Transportation Freight Bill (Motor Carrier Bill of Lading)

Freight Bill (Motor Carrier Bill of Lading)

Header Line Details Summary

Shipment Code Invoice Number Shipment # Shipment Method of Payment

Weight UOM Invoice Creation Date MM/dd/yyyy Total Amount Due Correction Indicator

Delivery Date MM/dd/yyyy SCAC DAYR

Currency Info

Currency Code

Bill Of Lading Number Carrier's Reference Number Goods and Service Tax Registration Number

Actual Pickup Date MM/dd/yyyy Delivered on This Date MM/dd/yyyy Shipped on This Date MM/dd/yyyy

Notes

0 of 0

Notes

Consignee

Name ID Type Location # Address 1

SANDSPIT COMMUNITY S... NONE 1 AIRPORT ROAD

Address 2 City State Zip Code Country

SANDSPIT BC V0T 1T0 CA

Bill To

Name ID Type Location # Address 1

Address 2 City State Zip Code Country

Shipper

Name ID Type Location # Address 1

DEDICATED LOGISTICS IN... NONE 8201 54TH AVE N

Address 2 City State Zip Code Country

NEW HOPE MN 55428 US

Done Close Check Defaults Save Send Find a Field

Your Invoice number

Select Invoice date from calendar

Total invoice amount

Shipper, Consignee and Bill to name



## Freight Bill- Line Details Tab

Day and Ross Transportation Freight Bill (Load Tender)

Freight Bill (Load Tender)

Header Line Details Summary

1 of 1

line Number

1

Description/Marks/Numbers

1 of 1

Lading Description

MINING STUFF

Qty/Weight

1 of 1

Billed/Rat...	UOM	Weight	UOM	Volume (...	Lading Qty	Packaging...	Weight Un
		285.0	Gross Weight		1	Skid	

Rate and Charges

2 of 2

Freight Ra...	Rate/Value	Charge	Advances	Prepaid A...	Charge or Allowa...	Special Ch...
		35.0			Carrier	
		3.91			Fuel Charge	

Measurement

0 of 0

Length (Inches) Width (Inches) Height (Inches)

Tariff Reference

0 of 0

Freight Class Code

Done Close Check Defaults Save Send Find a Field

Add Invoice line

Enter Weight, UOM, Lading Qty & Packaging

Select Charge or Allowance from the drop down and the amount- For example:

- Carrier for the base charge
- Fuel Charge for the fuel surcharge

Freight Bill- Summary Tab

Day and Ross Transportation Freight Bill (Load Tender)

Freight Bill (Load Tender)

HeaderLine DetailsSummary

Total Weight of Shipment

Weight Type

Freight Rate

Rate/Value Qualifier

285.0

Gross Weight

Total Charges

Total Advances

Total Prepaid Amount

Special Charge or Allowance Code

38.91

Total Volume (Cubic Feet)

Lading Quantity (Pounds)

1

Done

Close

Check

Defaults

Save

Send

Find a Field

Select Weight Type from dropdown

Ensure that the total invoice amount is the sum of the details

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## Clearing JAVA Cache

### Windows 8

Use search to find the Control Panel

- Press **Windows logo key + W** to open the **Search charm** to search settings  
OR  
Drag the Mouse pointer to the bottom-right corner of the screen, then click on the **Search** icon.
- In the search box enter **Java Control Panel**
- Click on Java icon to open the Java Control Panel.

### Windows 7, Vista

- Click on the **Start** button and then click on the **Control Panel** option.
- In the **Control Panel Search** enter **Java Control Panel**.
- Click on the Java icon to open the Java Control Panel.

### Windows XP

- Click on the **Start** button and then click on the **Control Panel** option.
- Double click on the Java icon to open the Java Control Panel.

### Mac OS X 10.7.3 and above

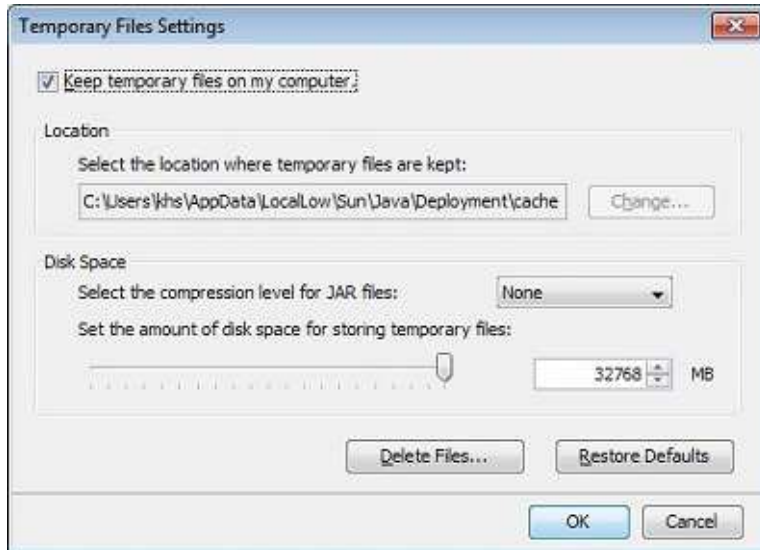
- Click on **Apple** icon on upper left of screen.
- Go to **System Preferences**
- Click on the Java icon to access the Java Control Panel.



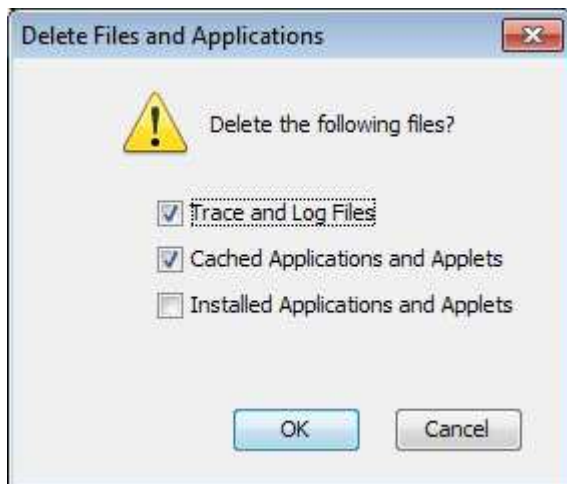
## Delete Temporary Files through the Java Control Panel

1. In the Java Control Panel, under the **General** tab, click **Settings** under the Temporary Internet Files section.

The **Temporary Files Settings** dialog box appears.



2. Click **Delete Files** on the Temporary Files Settings dialog. The **Delete Files and Applications** dialog box appears.



3. Click **OK** on the **Delete Files and Applications** dialog. This deletes all the Downloaded Applications and Applets from the cache.
4. Click **OK** on the **Temporary Files Settings** dialog. If you want to delete a specific application and applet from the cache, click on View Application and View Applet options respectively.