Bills of Lading

Last Modified on 01/20/2026 3:02 pm EST

Bills of lading can be entered throughout the month to keep track of pre-buy/contract deliveries as well as regular deliveries from vendors. Print the Vendor History report or the Vendor History by Contract report that lists bills of lading posted to vendors or pre-buy/contracts.

1. From the *Propane Storage Menu*, select **Bill Of Lading Posting**.
2. To create a new bill of lading, press **CTRL+C**. To change a bill of lading, select the bill of lading to change, press **CTRL+M**, and make any necessary changes.
3. In the *Div* field, enter the Division the bill of lading is tied to or press **F5** to select the Division from the list.
4. Enter the *Contract Number* the bill of lading is tied to or press **F5** to select the Contract Number from the list. If the bill of lading is not tied to a contract, press **Tab**.
5. Enter the *Vendor* the bill of lading was received from or press **F5** to select the vendor from the list. If a Contract Number was entered or selected, the Vendor number will automatically update. Press **Tab**.
6. In the *Rcvd Date* field, enter the date the bill of lading was received.
7. Enter the unique *Bill of Lading* number.
8. Enter the *Tank Type* for the bill of lading.
9. Enter the *Location Code* for where the bill of lading was delivered.
10. Enter the number of *Gallons Received*.
11. In the *Contract Price Per Gallon* field, enter the price per gallon for the delivery. If a contract was entered or selected, the price will automatically update. Press **Tab**.
12. Enter the *Total Gallon Price* for the delivery. The system will automatically calculate this figure. If correct, press **Tab**.
13. In the *Freight Rate* field, enter the per gallon freight rate for the bill of lading.
14. In the *Perc 1* and *Perc 2* fields, enter the perc fees for the delivery.
15. Press **CTRL+Q**.