



BOL Creation for Shipping to a Galls, US Patriot, Muscatello's, or Patriot Outfitters Location

This guide is designed specifically for Less-Than-Truckload (LTL) shipments, as defined by shipments that total less than 20,000 lbs. or are 10 pallets or less. For full Truckload (TL) shipments, as defined by shipments that total more than 20,000 lbs. or are 11 pallets or more, contact R+L Global at Galls@RLGlobal.com for assistance with scheduling.

Please visit www.rlcarriers.com and click the Bill of Lading link on the right side of the page.

Shipping to a Galls, US Patriot, Muscatello's, or Patriot Outfitters location:

On the BOL creation screen please use the below instructions to properly create a Bill of Lading for a shipment bound for a Galls, US Patriot, Muscatello's or Patriot Outfitters location.

1. Ship from.

Fill out information in the fields for your company.

Bill of Lading		
All fields and sections are required unless they are noted as optional.		
Date 12/7/2022		
1. Ship From		
Company Name	Email Address (optional)	
Address Line 1	Address Line 2 (optional)	
Country UNITED STATES	Zip	
	City	
Phone Number / Ext.		
Clear Section		

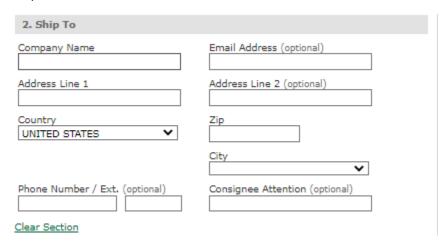
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2. Ship to.

Fill out the address of the Galls, US Patriot, Patriot Outfitters, or Muscatello's location the shipment is bound for.



3. Freight Charges paid by.

Choose "Same as ship to (collect)" for Galls to be billed for the shipping costs.

3. Freight Charges paid by		
Same as Ship From (Prepaid)	Same as Ship To (Collect)	Other
The receiving party will be responsible for freight charges.		

4. Broker information. (optional section)

This step should be skipped.

4. Broker Information (optional section)		
Broker Name	Broker Email Address (optional)	
Broker Address Line 1 (optional)	Broker Address Line 2 (optional)	
Broker Country (optional)	Proker City (optional)	
	~	
Phone Number / Ext. (optional)		
Clear Section		

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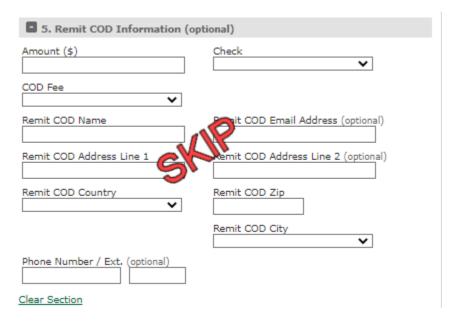




5. Remit COD Information. (optional section)

This step should be skipped.

a. COD shipments ARE NOT accepted by Galls.



6. Additional Services Needed. (optional section)

In this section you may choose options for pick up and drop off instructions.

- a. Delivery Notification: always select this so carrier can set up delivery times for destination.
- b. NEVER SELECT INSIDE DELIVERY.
- c. DO NOT SELECT "NO SIGNATURE REQURIED FOR DELIVERY".
 - ALL DELIVERIES REQUIRE SIGNATURES.

6. Additional Services Needed (optional section)	
Origin Liftgate	✓ Destination Liftgate
Inside Pickup	☐ Inside Delivery
Residential/Limited Access (Orig.)	Residential/Limited Access (Dest.)
Delivery Notification	Freeze Protection
	We do not pick up freezable products on Friday.
☐ No Signature Required For Del	ivery (optional section) New Feature

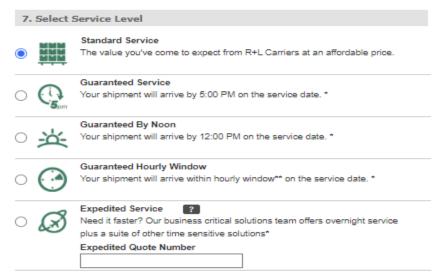
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7. Select service level.

ONLY use Standard Service.

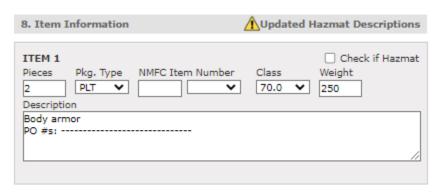


Not sure which service to choose? Get a rate quote in a new window.

8. Item Information.

Use this section to describe the freight that is being shipped.

- a. Pieces: how many of each Pkg. Type are being picked up.
- b. Pkg. Type: pallets, boxes, etc.
- c. NMFC Item Number: should be chosen based on the items you are shipping.
- d. Weight: total weight of all pieces for this shipment.
- e. Description: use this field to list ALL POs that are part of this shipment.
 - 1. There is a 185-character limit in this field.
 - ii. If you need to add another set of POs, use the "+Add another item" button.



Any commodity over 8 feet in length must be specified in the Item Description box, noting the exact dimensions to support operational planning.

+ Add another item

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9. Hazmat Information. (optional section)

Use this section to document any Hazmat materials being shipped.

a. If no Hazmat materials are being shipped, this section can be skipped.

	9. Hazmat Information (option	nal section)
	Hazmat Emerg. #	Hazmat Contract # (optional)
	Offerer/Contract Holder (optional)	
b.	Clear Section	

10. Declared Value and Special Instructions. (optional section)

DO NOT DECLARE VALUE.

- a. Use the special instructions to notate delivery instructions, if any.
 - i. Example: "Fragile", "Do not stack", "Do not tip", etc.

■ 10. Declared Value and Special Instructions (optional section)
Declared Value SKIP per SKIP Additional charges may apply, call (800)535-1983
Special Instructions (optional) Example: Fragile, do not stack, do not tip, etc.

11. Reference Numbers (optional section)

This section should be skipped

a. PO Number should be documented in Section 8, subsection e. for referencing POs

■ 11. Reference Numbers (option	onal section)
Shipper/Pickup Number PO Number	Quote Number See section 8
Clear Section	

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12. Yes, please schedule a Pickup Request for this Bill of Lading. (optional)

Check this box if you would like to schedule R+L Carriers to pick up the freight from your warehouse

- a. Complete with information relevant to your company
 - i. It is imperative that a "Dpt Close Time" is specified

Yes, please schedule a Pickup Request for this Bill of Lading. (optional)		
Pickup Information ?		
Pickup Date Ready Time Dpt Close Time Total Wt (lbs) Total Pieces 12/07/2022 10:29 AM 250 2 Contact Information (Fill out only if different than Ship From Information.)		
Contact Name (optional) Company Name (optional)		
Phone Number / Ext. (optional) Contact Email Address (optional)		
Clear Section		

13. Once the information is filled out on the form, hit Submit to have the BOL automatically generated

- a. Please ensure that two copies of the BOL are printed
 - i. One remains with the shipment and one for your records

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