

Bill of Lading Required Before Shipping

A new safeguard helps ensure every applicable warehouse Order has its shipping documentation on file before it leaves the facility.



What is changing?

Easy3PL will prevent a regular Order from being marked **Shipped** until a Bill of Lading is attached or generated for that Order.

What your team needs to do

1

Open Attachments

Open the Order and go to its Attachments panel before completing shipment.

2

Select BOL

Choose **Bill of Lading (BOL)** as the document type, then upload the PDF or image.

3

Complete Shipping

Once the BOL is on file, the Order can proceed through the normal Shipped workflow.

Good to know

- BOLs generated within Easy3PL are attached and recognized automatically.
- Existing PDF or image attachments clearly named "BOL" or "Bill of Lading" are recognized.
- The safeguard applies to both desktop and handheld shipping workflows.
- Authorized supervisors can document an exception when necessary.
- Once shipping begins, the BOL remains protected as part of the Order record.

Easy3PL System Update

Smarter controls. Stronger shipping records.

Questions? Contact your Easy3PL representative.