

# Blind Shipments

Blind shipment is an option when using payment type Outbound Prepaid, Outbound Collect, Third Party, or Third Party Collect.

The option is found on the “Ship From:” section in Ship It.

Ship From: Edit and update your Ship From address and contacts

Search Company

Company Name

Address

Address 2

Postal  State

City

Country

Residential Address ☐

Liftgate Required ☐

Blind Shipment ☐

Select Contact

First Name

Last Name

Email

Phone

Fax

Pickup Instructions ☐ Save Instructions

☒ Default Contact

Once the box is selected, a new entry box appears.

The Blind Company will need to already be in your address book in order to be selectable.

Residential Address ☐

Liftgate Required ☐

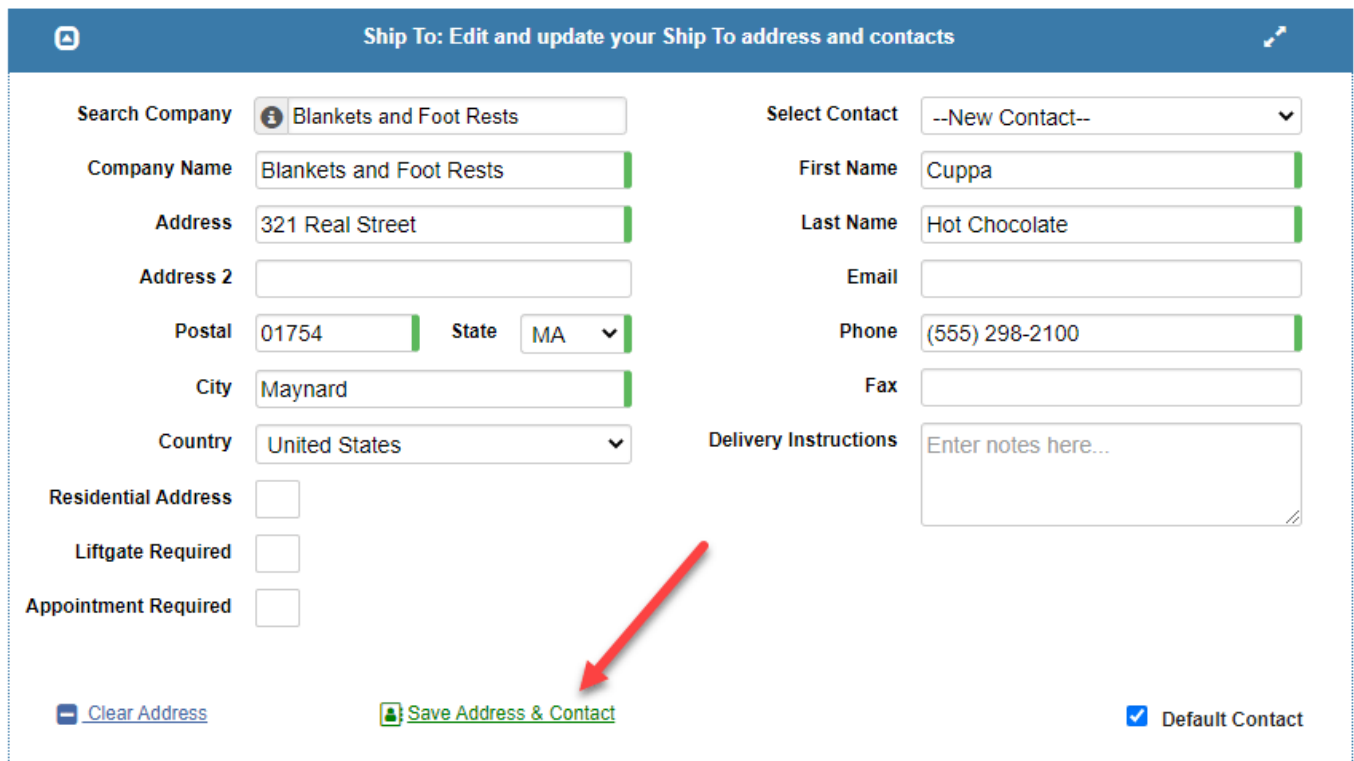
Blind Shipment ☒

Test

Test Co. Inc. ><)))^>  
123 Haley Way  
Abbyville, KS 67510

If the company *does not* come up as an option, they will need to be added to your

address book. The quickest way is to add the Blind Company in the “Ship To” fields.

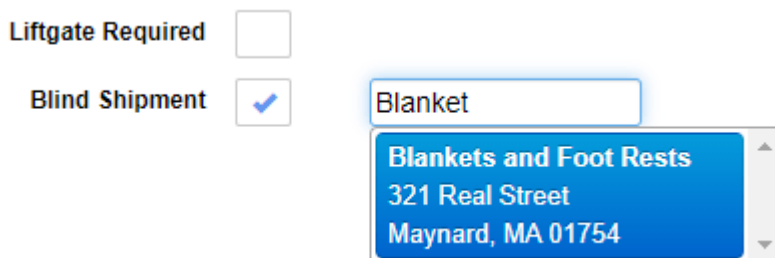


The screenshot shows a web form titled "Ship To: Edit and update your Ship To address and contacts". The form is divided into two main sections. The left section contains fields for "Search Company" (with a dropdown showing "Blankets and Foot Rests"), "Company Name" (text input with "Blankets and Foot Rests"), "Address" (text input with "321 Real Street"), "Address 2" (text input), "Postal" (text input with "01754"), "State" (dropdown with "MA"), "City" (text input with "Maynard"), "Country" (dropdown with "United States"), "Residential Address" (checkbox), "Liftgate Required" (checkbox), and "Appointment Required" (checkbox). The right section contains fields for "Select Contact" (dropdown with "--New Contact--"), "First Name" (text input with "Cuppa"), "Last Name" (text input with "Hot Chocolate"), "Email" (text input), "Phone" (text input with "(555) 298-2100"), "Fax" (text input), and "Delivery Instructions" (text area with placeholder "Enter notes here..."). At the bottom, there are three buttons: "Clear Address" (with a trash icon), "Save Address & Contact" (with a green checkmark icon and a red arrow pointing to it), and "Default Contact" (with a blue checkmark icon).

Once the address and contact information have been entered, click “Save Address and Contact”

After the information has been saved, you can click “Clear Address” to remove the Blind Company’s information from the fields.

The Blind Company will now return as a result:



The screenshot shows a form with two checkboxes: "Liftgate Required" (unchecked) and "Blind Shipment" (checked). Below the "Blind Shipment" checkbox is a dropdown menu. The dropdown menu is open, showing a list of results. The first result is "Blanket". The second result is "Blankets and Foot Rests" with the address "321 Real Street" and "Maynard, MA 01754".

Booking the shipment will create the BOL – The first page will show the actual company and address, the **second page** will show the Blind Company information as well as the contact info if provided.

The Blind Company will display as the Ship From and the Bill To, regardless of shipment type.


**BOL#:** **KBX979933921**

**Uniform Straight Bill of Lading**  
**Original Not Negotiable**

**Shipment Type:** LTL

**Master Bill of Lading with attached underlying Bill of Lading**

Tender Date: 07/22/2021

<b>Ship From</b> <b>Blankets and Foot Rests</b> 321 Real Street Maynard, MA 01754 United States <b>Cuppa Hot Chocolate</b> TEL: (555) 298-2100	<b>Ship To</b> Test Co. Inc 123 Haley Way Abbyville, KS 67510 United States Dr Seuss TEL: (978) 298-2100
<b>Bill To</b> <b>Blankets and Foot Rests</b> 321 Real Street Maynard, MA 01754 United States <b>Cuppa Hot Chocolate</b> TEL: (555) 298-2100	 <b>PRO#:</b>