

How To Complete a Bill of Lading (BOL)

How to complete a **Bill of Lading (BOL)** – Domestic only

The image shows three overlapping samples of a Bill of Lading (BOL) form. The top sample is for 'Regular Parcel' (Colis standard). The middle sample is for 'Xpresspost'. The bottom sample is for 'Expedited Parcel' (Colis accélérés) and is the most detailed, showing fields for sender and recipient information, payment method, weight, and declared value. It includes a barcode and a signature line.

Field	Field Name	Description
1	Address block	Over printed address block, customer account number, and agreement number of the sender.
2	Shipped To Name, Address and Postal Code	Enter the Shipped To company name, address, and 6-character postal code.
3	Signature Required	Place a check mark in box if Signature of the addressee is required.
4	Billed / Paid by Meter	Place a check mark in box to identify method of payment.
5	Weight	Enter the weight of the Item in kilograms.
6	Total Meter Amount	If paid by meter, enter the total meter amount in box. Affix meter impression to the back of the data entry copy.
7	Oversize / Unpackaged	Place a check mark in box if the Item is oversize (any dimension larger than 1 m) or unpackaged.
8	Volumetric Weight*	Record the volumetric weight of the item.
9	Sender's Ref.	Use the reference field as required, i.e., purchase order number. This information will appear on your invoice.
10	Declared Value Coverage	Enter the declared value of the Item that requires coverage against loss or damage.
11	Sender's Signature	The Bill of Lading must be signed by the Sender.
12	Site Number	For Canada Post use only. To be completed by the accepting employee.
13	Acceptance by	For Canada Post use only. To be completed by the accepting employee.
14	Date	For Canada Post use only. To be completed by the accepting employee.

* Volumetric Weight
Example
 An Xpresspost Item measures 100 cm x 60 cm x 40 cm and weighs 25 kg.
 $100 \text{ cm} \times 60 \text{ cm} \times 40 \text{ cm} = 240,000 \text{ cm}^3$ (volume)
 $240,000 \div 6,000 = 40 \text{ kg}$ (volumetric weight)

All information appearing in the fields of the samples found in this document, i.e., numbers, addresses and names, are for example purposes only.

Canada Post Fields

Automation Discount – Customers using an electronic shipping system may qualify for additional discounts. To learn about Electronic Shipping Tools, contact your sales representative or visit www.canadapost.ca/business/tools/default-e.asp