

The **Shipping Buddy List** will give you the quickest access yet to shipping information. This feature will allow you to save a list of your most frequently used information when creating a bill of lading.

Shipping Buddy Instructions:

- 11-digit Customer Number is required in the appropriate field at the top of the BOL. Customer Number is mandatory for Shipping Buddy List activation.
- If you do not know your customer number, please contact (586) 467-1900 from a company phone with verifiable caller ID, or email customerservice@gocentraltransport.com from a company email address.
- First time using the BOL with the Buddy List feature:
 - Enter correct Customer Number.
 - Shipping Buddy List will not appear.
 - Fill out BOL as normal. The Shipping Buddy is saving this information in each area you fill out.
 - Click Submit.
- **Each additional time you use the online BOL with Buddy List feature:**
 - Enter correct Customer Number.
 - Shipping Buddy List will appear active in Shipper, Consignee, and Third Party areas.
 - If there is only one buddy name that has been saved so far, that information will automatically populate into all the appropriate areas.
 - If there is more than one buddy saved, you can choose the desired buddy from the drop down list.
 - If you would like to enter a **new** buddy select "None of the Above" from the drop down list and continue entering all the information. This new "buddy" will be stored for next time and added to the drop down list.
- **You may Edit or Delete any entry in your buddy list.**
 - Simply select the buddy and then click on "Edit" to change name, phone number, address, etc. Click "Update" to save the new information and update the record.
 - Information populated by the buddy list will appear shaded and can not be changed unless you click "Edit".
 - Select a name and click "Delete" if you wish to delete that buddy from your list.
- **Shipper, Consignee, and Third Party areas are treated as separate storage areas. You may have a different buddy list in each area.**
- **The Buddy List will store an unlimited amount of Shippers, Consignees, and Third Parties that have been entered.**