

Tracing shipments and viewing scanned BOL's and POD's on <https://bandstra.webmti.com>

The following document describes the steps needed to trace your shipments and access scanned POD's. You must have a registered web account before you can login to the website.

Step by step instructions:

1. Open up <https://bandstra.webmti.com>
2. Select the Login link on the top left, and login with your credentials.
 - Your login username will be your email address.
 - If you are unsure of your password, use the password reset link
 - If your email is not on file, contact the Bandstra IT Office @ 250-847-6453.
3. After logging in, a trace window will come up. Use the drop down under the 'Search' field to select your search type. There are 5 Trace options to choose from:
 - Bill of Lading
 - Bill Number
 - ProBill
 - Shipper #
 - Purchase Order#
4. In the search value, enter in the trace number you are interested in searching for, or if you are not searching for specific freight bill, use the created time option to trace a range of shipments.
5. Click on the trace button and wait for the result to show.
6. Click on a freight bill to access the freight bill details and POD images.
7. Select the trace or trace options link to trace another freight bill.
 - a. By selecting the 'Trace Options' option, you are not required to specify again what type of trace you want to do (Bill of Lading, Bill Number, ProBill, Shipper#, Purchase order#)
 - b. Use the 'Trace' in the left hand menu if you want your previous selections to be completely cleared out.

Things to Consider in the Trace Window:

1. When using the general Trace, you are required to use the drop down to select the search type you are interested in doing:
 - a. Bill of Lading (Bandstra's BOL or Bar Code value)
 - b. Bill Number (Bandstra Bill Number)
 - c. ProBill (Interline BOL)
 - d. Shipper # (Interliner BOL or Shipper Reference).
 - e. Purchase Order
2. When searching, you can also use a wild card. To do this you would use the % sign
 - a. For example, let's say you want to see a range of shipments based on a shipper number. If your range is K100335868 to K100335899, then you could use the dropdown box and select "Shipper #" and in the search value enter "K1003358%" – without the quotes.

- b. Be careful when using wildcard searches as it could prolong your search time.

Things to consider when tracing a range of bills:

1. If you do not know the trace number, you can search for a range of Freight Bill records based on create date. This search is based upon when this bill was entered into Bandstra's system. The default sort order is most recent first. However, you do have the option to change the sort order after the search has been made by clicking on any of the field headers.