

SHIPMENT NOTIFICATION

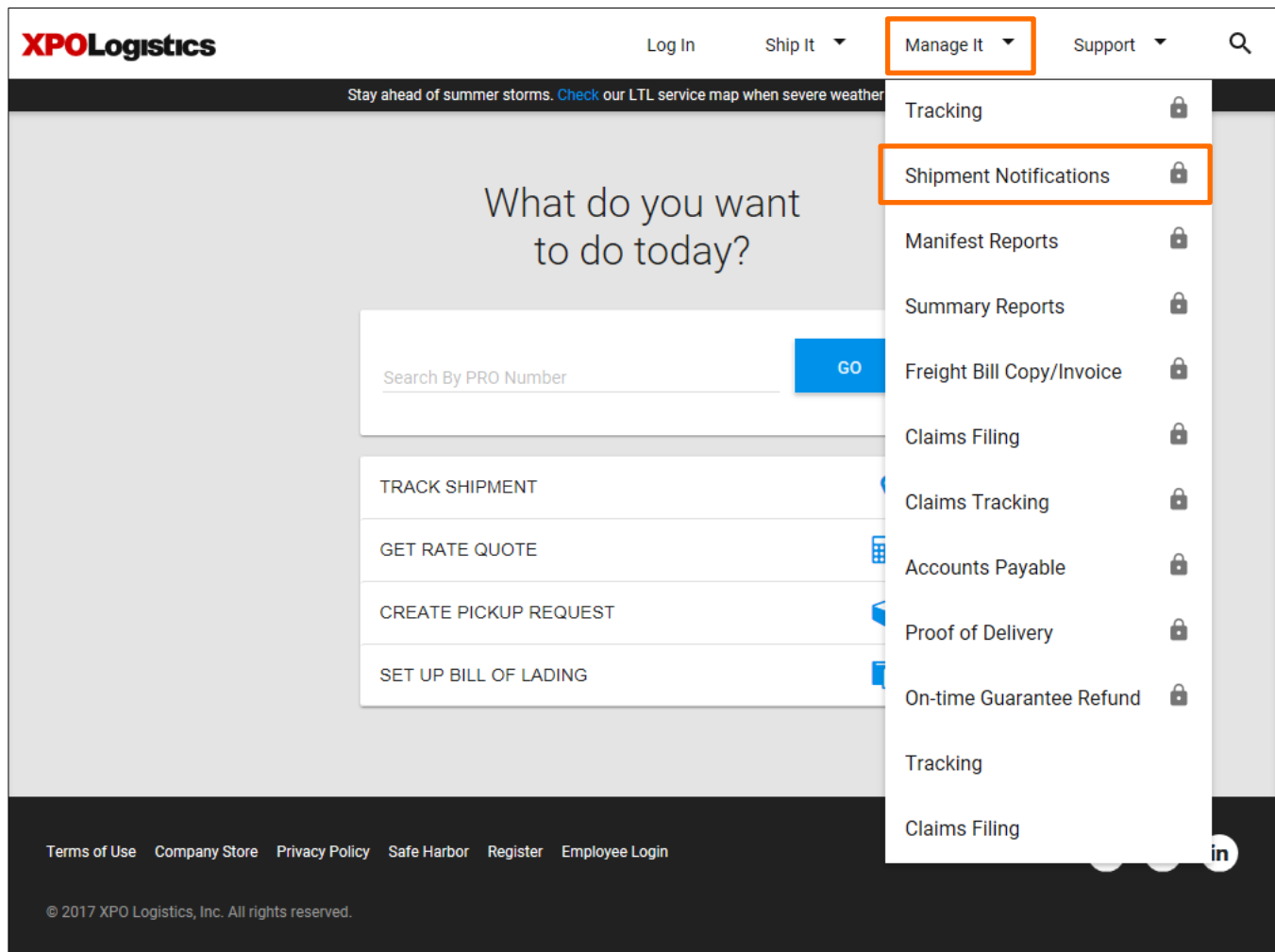
Overview

Use the Shipment Notifications tool on LTL.XPO.com to:

- Create a new notification by location
- Create a new notification by PRO/reference number
- Update or Delete an existing notification

Create a New Shipment Notification by Location

1. From the LTL.xpo.com logon page, sign in using your registered user login credentials.
2. From the LTL.xpo.com home page, click **Manage It**, and then select **Shipment Notifications** from the list.



SHIPMENT NOTIFICATION, Continued

3. On the **Shipment Notifications** page, click [...by Location](#).

Shipment Notifications Main
...by PRO/Reference Nbr.
...by Location

Shipment Notifications

Sign-up to receive your shipment's status via e-mail. Below are descriptions for the types of sign-ups that are available. Click on the button to go to the sign-up page you want.

PRO and/or other reference number
Sign-up to receive e-mail for your specific shipment's status. This is ideal for tracking a **specific critical shipment**.
[Sign-up](#) [View your current requests](#)

Location
Sign-up to receive e-mail for shipments' statuses for your location(s). This one-time sign-up is ideal for tracking **all shipments** for your location.
[Sign-up](#) [View your current requests](#)

You can also create a new request by clicking [Sign-Up](#).

4. Under **Tracking Sign-up by Location - List**, click [CREATE NEW REQUEST](#).

- If you clicked [Sign-Up](#) from the previous screen, skip to Step 5.
- [MODIFY SELECTED](#) and [DELETE SELECTED](#) buttons only display if there is an existing request in the **Tracking Sign-up by Location - List**. There is one request in this example, but you may have more depending on your account. Use these options to modify or delete a selected request.

Shipment Notifications Main
...by PRO/Reference Nbr.
...by Location

Tracking Sign-up by Location - List

You have signed up for 1 request. Click 'Create new request' to create a new tracking request or select a tracking request you wish to modify or save as an additional request. Page 1 of 1

Select	Location	Shipments to Include	Events ?	E-mail ?
<input type="checkbox"/>	Road Systems Inc 2001 Benton St Searcy, AR Acct: ROAXLLR000 (Acct Nbr: 883885)	Outbound shipments that are Prepaid or Collect	Delays	Detail format to be sent to ltlwebsupport@xpo.com as HTML

[CREATE NEW REQUEST](#)
[MODIFY SELECTED](#)
[DELETE SELECTED](#)

5. Select the shipment account and role you want to use for your Shipment Notification.

Location
Step 1: Select the account and shipment role.
Show the shipments where I am the ☐ Shipper ☐ Consignee ☐ Bill-To/Third
Select a location:

- [Road Systems Inc, PO Box 9128, Searcy, AR \(B\)](#)
- [Road Systems Inc, 2001 Benton St, Searcy, AR \(P\)](#)

Note:
(P) = Pickup/Delivery
(B) = Bill-To
(C) = Corporate
+ = Expand list
- = Collapse list
[Change sort order preference](#)

Choose **Shipper** if you're sending the shipment, or **Consignee** if you're receiving the shipment.

If you are shipping or receiving the shipment, select the account notated with a (P) for Pickup and Delivery.
If you are a third-party payer, select the account notated with a (B) for Bill-to.

SHIPMENT NOTIFICATION, Continued

6. On the **Events & Report** page, select the **Events** and **Report** type to be included in your notification, and then click **CONTINUE**.

Events & Report

Step 2: Select the event group and report type. To view the events in the groups or create a customized group, click 'Create/View Custom'. To further narrow down the shipments, check the type of shipments you only want to be included in your notification. If shipment types are not selected, you will receive notification for all types.

Events
☐ Delays
☐ Pickup/Delivery
☐ Movements
☐ All Statuses

Report
☒ Detail
☐ Summary
[View Examples](#)

Limit to specific shipments
 (Check to include only these; otherwise, all shipments will be included)
By shipment indicator
☐ Guaranteed
☐ HazMat
☐ Prepaid
☐ U.S. to Canada
☐ Freezeable
☐ COD
☐ Collect
☐ Canada to U.S.

CREATE/VIEW CUSTOM

CONTINUE

CLEAR PAGE

START OVER

Our new Dynamic Shipment Management system can automatically notify you of potential shipments. Just select 'delay' (at left) as one of the events you wish to be notified of.

Select any of the checkboxes if you want the shipment notification to include **Guaranteed, HazMat, or other specific indicators.**

To create a customized event group, click **Create/View Custom**.

Create/View a Customized Group

Tracking Sign-up - Events - Modify

Select a standard event group on the sign-up page or create your own customized event group.

Event	Delays	Pickup/Delivery	Movements	All Statuses
<input type="checkbox"/> Picked up		✓	✓	✓
<input type="checkbox"/> En route to interim				✓
<input type="checkbox"/> Arrived at interim				✓
<input type="checkbox"/> Delayed en route to interim				✓
<input type="checkbox"/> En route to destination			✓	✓
<input type="checkbox"/> Arrived at destination			✓	✓
<input type="checkbox"/> Delayed en route to destination	✓	✓	✓	✓
<input type="checkbox"/> Out for delivery			✓	✓
<input type="checkbox"/> Delivery has not yet been attempted				
Includes the following:				
<input type="checkbox"/> Consolidating shipments per consignee			✓	✓
<input type="checkbox"/> Returned to dock, no attempt to deliver				
<input type="checkbox"/> Holding on dock for cartage carrier at destination				
<input type="checkbox"/> Holding on dock for Customs clearance at destination				
<input type="checkbox"/> Appointment required at destination				
<input type="checkbox"/> All short				
Includes the following:				
<input type="checkbox"/> Undeliverable		✓	✓	✓
<input type="checkbox"/> Attempted delivery				
<input type="checkbox"/> Refused delivery				
<input type="checkbox"/> Refused for damage				
<input type="checkbox"/> Delivered		✓	✓	✓
<input type="checkbox"/> Delivery Receipt Image available				✓
<input type="checkbox"/> BOL Image available				✓

Customized Event Groups
 For a new group, select the event(s) from above, enter a group name, then click 'Add'. To modify an existing group, select it from the list and click 'View', then select the event(s) from the list above, and click 'Save'.

Your list: A IMAGE **VIEW** **DELETE SELECTED** **CLEAR PAGE** **SAVE** **ADD**
RETURN

Select the **Event(s)**, enter a **Group Name** then click **ADD**.

SHIPMENT NOTIFICATION, Continued

7. On the **E-mail Options** page, enter the email addresses you want to send the notification to by typing it in the email fields or select one from your address book in the drop-down and then click **CONTINUE**.

E-mail Options
Step 3: Select the e-mail address(es), format, and indicate if charges should be shown, (charges will only be displayed if you are the debtor/payer).

Send it to me

☒ Itlwebsupport@xpo.com [Click here to change your e-mail](#)

Send to your contact or other e-mail address

Not selected ▼ or

doe.john@xpo.com

Not selected ▼ or

Optional Comments

Send as

HTML ▼

Show Charges?

☒ Yes
 ☐ No

CONTINUE

CLEAR PAGE

START OVER

Indicate if charges should be shown. Charges will only be displayed if you are the debtor/payer.

8. The Shipment Notification is confirmed and "successfully saved." Click **Shipment Notifications Main** to start another Shipment Notification.

Shipment Notifications Main
 ...by PRO/Reference Nbr.
 ...by Location

Tracking Sign-up by Location - Confirmation
 Your tracking sign-up request has been successfully saved.

Account	Shipments to Include	Events	E-mail
Road Systems Inc 2001 Benton St Searcy AR (Acct Nbr: 883885)	Outbound shipments that are Prepaid or Collect	Delays	Detail format to be sent to Itlwebsupport@xpo.com as HTML

CREATE NEW REQUEST

VIEW ALL CURRENT REQUESTS

Start another Shipment Notification of the same kind, or view all current requests.

SHIPMENT NOTIFICATION, Continued

Create a New Shipment Notification by PRO/Reference Number

1. On the **Shipment Notifications** page, click [...by PRO/Reference Nbr.](#).

Shipment Notifications Main
...by PRO/Reference Nbr.
...by Location

Shipment Notifications

Sign-up to receive your shipment's status via e-mail. Below are descriptions for the types of sign-ups that are available. Click on the button to go to the sign-up page you want.

PRO and/or other reference number

Sign-up to receive e-mail for your specific shipment's status. This is ideal for tracking a **specific critical shipment**.

[Sign-up](#)
[View your current requests](#)

You can also create a new request by clicking [Sign-Up](#).

...stuses for your location(s). This one-time sign-up is ideal for tracking **all shipments** for

2. Under **Tracking Sign-up by Reference Number - List**, click [CREATE NEW REQUEST](#).
 - If you clicked [Sign-Up](#) from the previous screen, skip to Step 3.
 - The [MODIFY SELECTED](#) and [DELETE SELECTED](#) buttons only display if there is an existing request in the **Tracking Sign-up by Reference Number - List**. There are two request in this example, but you may have more depending on your account. Use these options to modify or delete a selected request.

Shipment Notifications Main
...by PRO/Reference Nbr.
...by Location

Tracking Sign-up by Reference Number - List

You have signed up for 2 requests. Click 'Create new request' to create a new tracking request or select a tracking request you wish to modify or save as an additional request.

Page 1 of 1

Select	Reference Number	Events ?	E-mail ?
<input type="checkbox"/>	PRO: 370165714	All Statuses	Detail format to be sent to jared.howard@xpo.com as HTML
<input type="checkbox"/>	PRO: 527555674	All Statuses	Detail format to be sent to jared.howard@xpo.com as HTML

[CREATE NEW REQUEST](#)
[MODIFY SELECTED](#)
[DELETE SELECTED](#)

3. Under **Reference Number** for **Step 1**: Enter any combination of your PRO numbers, BOL, PO, or other reference numbers.

Reference Number

Step 1: Enter any combination of your PRO numbers, BOL, PO, or other reference numbers.

PRO Numbers

Reference Numbers

SHIPMENT NOTIFICATION, Continued

4. Under **Events & Report**, select the **Events** and **Report** type to be included in your notification, and then click **CONTINUE**.

Events & Report
Step 2: Select the event group and report type. To view the events in the groups or create a customized group, click 'Create/View Custom'.

Events
 Delays
 Pickup/Delivery
 Movements
 All Statuses
CREATE/VIEW CUSTOM

Report
☒ Detail
☐ Summary
[View Examples](#)

Our new Dynamic Shipment Management system can automatically notify you of potentially delayed shipments. Just select 'delay' (at left) as one of the events you wish to be notified of.

To create a customized event group, click **CREATE/VIEW CUSTOM**.

5. Under **E-mail Options**, enter the email addresses you want to send the notification by typing it in the email fields or selecting one from your address book in the drop-down and then click **SAVE**.

E-mail Options
Step 3: Select the e-mail address(es), format, and indicate if charges should be shown, (charges will only be displayed if you are the debtor/payer).

Send it to me
☒ ltlwebsupport@xpo.com [Click here](#) to change your e-mail

Send as
 HTML

Send to your contact or other e-mail address
 Not selected or
 Not selected or

Optional Comments

Send as
 HTML

Show Charges?
☒ Yes ☐ No

SAVE **CLEAR PAGE** **VIEW ALL CURRENT REQUESTS**

Indicate if charges should be shown. Charges will only be displayed if you are the debtor/payer.

6. The Shipment Notification is confirmed and "successfully saved".

Shipment Notifications Main
 ...by PRO/Reference Nbr.
 ...by Location

Tracking Sign-up by Reference Number - Confirmation

Your tracking sign-up request has been successfully saved.

Reference Numbers	Events	E-mail
PRO: 463957885	Delays	Summary format to be sent to ltlwebsupport@xpo.com as HTML

CREATE NEW REQUEST **VIEW ALL CURRENT REQUESTS**