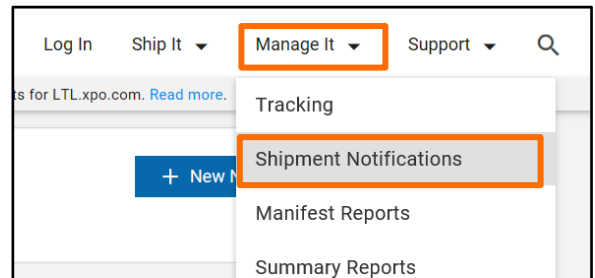**XPOLogistics**

SHIPMENT NOTIFICATION

Overview

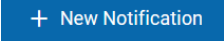Use the Shipment Notification tool on LTL.xpo.com to:

- Track individual shipments by PRO number or any reference number.

- Track shipments by pickup location, delivery location, or both.

Access the Shipment Notifications Tools

1. Go to **LTL.xpo.com**, and log in.

2. At the top of the page, click **Manage It** > **Shipment Notifications**.

Create a New Notification for an Individual Shipment

1. From the Shipments Notifications page, click .

2. Under **Recipients**, enter up to three email addresses.

   Note: The first email defaults to Shipment Notification user's address.

3. (Optional) Enter a comment relevant for each address.

4. Under **Notification Type**:

   a. Select **Shipment** if not already selected.

   b. Select **Reference Number** or **XPO PRO**.

      - If you selected, **Reference Number**, type a number in the **BOL, PO, or other** field.

      - If you selected **XPO PRO**, type a PRO number in the blank field.

SHIPMENT NOTIFICATION, CONTINUED

5.   Under **Event Statuses**, select **Pickup/Delivery** or **All Statuses**.

> *Tip*: Clicking **All Statuses** displays a longer list of event statuses. Using this option also allows you to receive notifications when a delivery has *not yet been attempted.*

6.   Check the statuses you want email notifications for.

> *Tip*: You can select statuses individually, use the **Select All** option, or use the **Select All** and then de-select any statuses you don't want.

Event Statuses
Select the shipment statuses you want to receive in the notifications

○ Pickup/Delivery   ● All Statuses

☑ Select All

- -

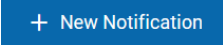☑ Picked up   ☑ **Delivery was attempted**

☑ En route to interim   ☑ Undeliverable

☑ Arrived at interim   ☑ Awaiting unloading at consignee

☑ Delayed en route to interim   ☑ Attempted delivery

☑ En route to destination   ☑ Delivered part short

☑ Arrived at destination   ☑ Refused delivery

☑ Delayed en route to destination   ☑ Refused for damage

☑ Out for delivery

☑ Delivered

☑ Delivery Receipt Image available   ☑ **Delivery has not yet been attempted**

☑ BOL Image available   ☑ Consolidating shipments per consignee

                                           ☑ Holding on dock for Customs clearance at destination

                                           ☑ Returned to dock, no attempt to deliver

                                           ☑ Appointment required at destination

                                           ☑ Holding on dock for cartage carrier at destination

                                           ☑ All short

---

7.   Click [Create Notification] .

SHIPMENT NOTIFICATION, CONTINUED

Create a New Notification for a Location

Note: Rather than creating shipment notifications for locations, many users prefer to create reports using the XPO **Manifest Report** tool. Go to **Manage it** > **Manifest Reports** to access this tool.
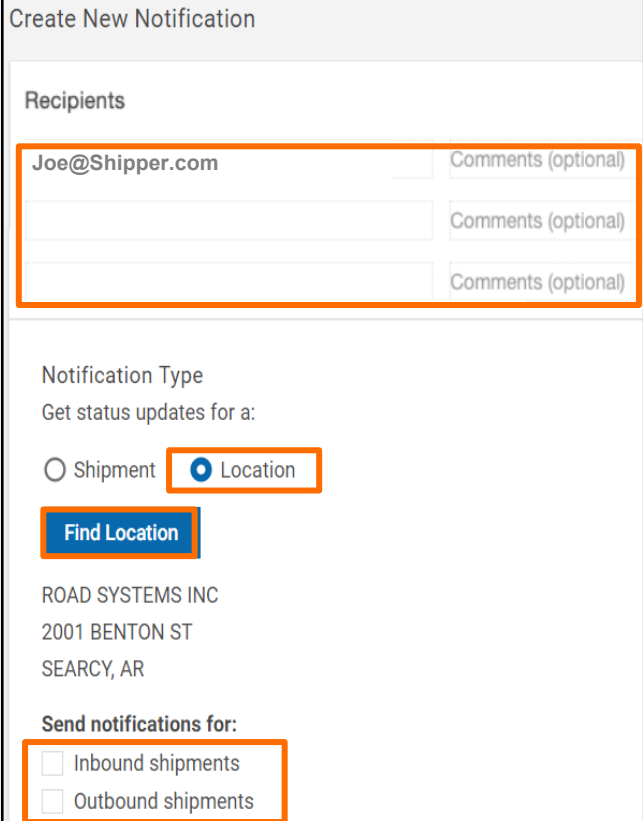
1. From the Shipments Notifications page, click [+ New Notification].

2. Under **Recipients**, type up to three email addresses. If desired, enter comments for some or all addresses.

   Note: The first email defaults to Shipment Notification user's address.

3. Under **Notification Type**, select **Location**.

   Click [Find Location].

4. In the **Select location** window:

   a. Click on the location you want. You may need to scroll down to see all the locations for your account.

   Note: Selected location is yellow-highlighted.

   b. Click [Use This Location]

   Note: Selecting a Bill-To location will send notifications for all locations for which the selected Bill-To pays charges. Selecting a Corporate location will send notifications for all P&D locations and Bill-to locations under that corporate hierarchy (This is based on options selected under **Send notifications for:**. See next step).

5. Under **Send notifications for:**, select **Inbound shipments**, **Outbound shipments**, or both.

6. Under **Event Statuses**, select **Pickup/Delivery** or **All Statuses**.

   Note: See steps 4-5 on the previous page.

Create New Notification

Recipients

Joe@Shipper.com	Comments (optional)
	Comments (optional)
	Comments (optional)

Notification Type
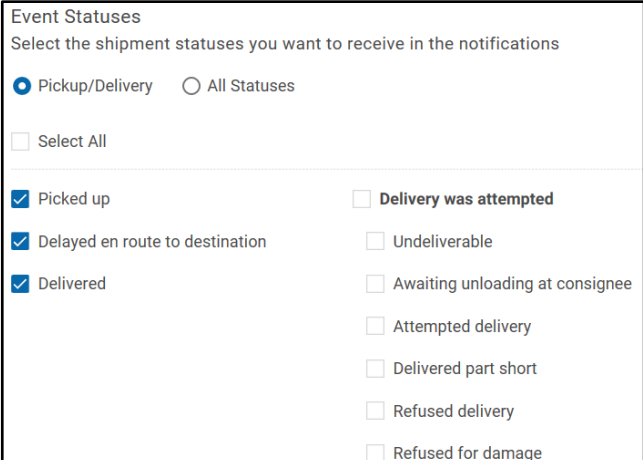Get status updates for a:

○ Shipment   ● Location

[Find Location]

ROAD SYSTEMS INC
2001 BENTON ST
SEARCY, AR

Send notifications for:
☐ Inbound shipments
☐ Outbound shipments

Event Statuses
Select the shipment statuses you want to receive in the notifications

● Pickup/Delivery   ○ All Statuses

☐ Select All

☑ Picked up   ☐ **Delivery was attempted**
☑ Delayed en route to destination   ☐ Undeliverable
☑ Delivered   ☐ Awaiting unloading at consignee
                                     ☐ Attempted delivery
                                     ☐ Delivered part short
                                     ☐ Refused delivery
                                     ☐ Refused for damage

7. Click [Create Notification].

SHIPMENT NOTIFICATION, CONTINUED

Review, Delete, or Edit Your Existing Notifications

Once you have created shipment notifications, you will see them listed. Notifications created for individual shipments display on the **Shipments** tab. Notifications created for locations display on the **Location** tab. Review lists to see at a glance:

- **PRO**, **reference number**, or **location** for which each notification was created.

- **Recipients** to whom the emails are sent (if there is more than one recipient, you can see all of them when viewing the notification in the edit page).

- **Statuses** for which you selected to be notified.

- **Type of shipments to include** (inbound, outbound, bill to, or any combination of the three) for which notifications are sent. *This is shown for location notifications only*.

Location	Recipient	Notification Status	Shipments to Include	
AIR SOLUTIONS GROUP 9920 KINCEY AVE STE 200 HUNTERSVILLE NC 28078	ltlitscosupport@xpo.com and other emails	Delayed en route to destination BOL Image available	Bill To Outbound Inbound	🗑 ✏
BORGWARNER MORSE TEC MEXICO % SPECIALIZED CUSTOMS SERVICES 12013 GENERAL MILTON LAREDO TX 78045	locationsssssadadsdsadas@xpo.com	En route to interim All short Awaiting unloading at consignee	Inbound	🗑 ✏
BORGWARNER MORSE TEC MEXICO % SPECIALIZED CUSTOMS SERVICES 12013 GENERAL MILTON LAREDO TX 78045	ltlitscosupport@xpo.com	Delayed en route to interim Holding on dock for cartage carrier at destination	Outbound Inbound	🗑 ✏
COKEM INTERNATIONAL % ADCOM WORLDWIDE	a@a.com and other emails	Refused for damage	Bill To	🗑 ✏

- Click the 🗑 icon to delete a notification.

- Click the ✏ icon to edit a notification.