

SHIPMENT NOTIFICATION

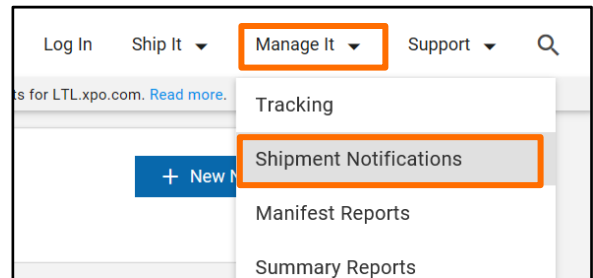
Overview

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.

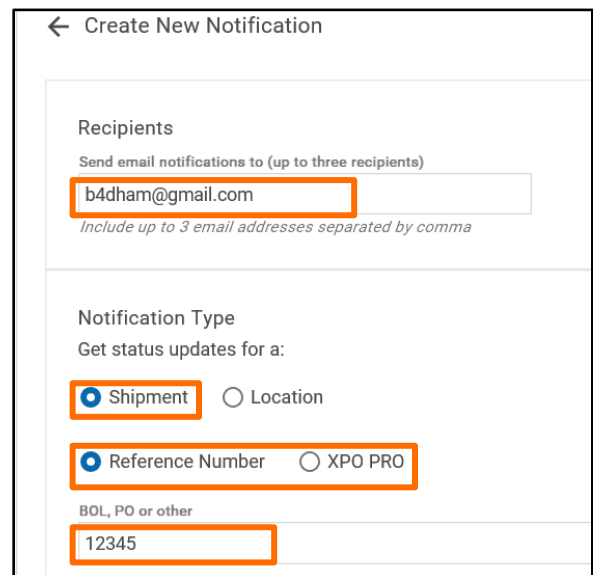
Access the Shipment Notifications Tools

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 **+ New Notification**.
2. Under **Recipients**, type up to three email addresses.
Note: Separate addresses with a comma.
3. 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

4. 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*.

5. 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

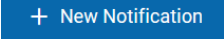
<input checked="" type="checkbox"/> Picked up	<input checked="" type="checkbox"/> Delivery was attempted
<input checked="" type="checkbox"/> En route to interim	<input checked="" type="checkbox"/> Undeliverable
<input checked="" type="checkbox"/> Arrived at interim	<input checked="" type="checkbox"/> Awaiting unloading at consignee
<input checked="" type="checkbox"/> Delayed en route to interim	<input checked="" type="checkbox"/> Attempted delivery
<input checked="" type="checkbox"/> En route to destination	<input checked="" type="checkbox"/> Delivered part short
<input checked="" type="checkbox"/> Arrived at destination	<input checked="" type="checkbox"/> Refused delivery
<input checked="" type="checkbox"/> Delayed en route to destination	<input checked="" type="checkbox"/> Refused for damage
<input checked="" type="checkbox"/> Out for delivery	
<input checked="" type="checkbox"/> Delivered	<input checked="" type="checkbox"/> Delivery has not yet been attempted
<input checked="" type="checkbox"/> Delivery Receipt Image available	<input checked="" type="checkbox"/> Consolidating shipments per consignee
<input checked="" type="checkbox"/> BOL Image available	<input checked="" type="checkbox"/> Holding on dock for Customs clearance at destination
	<input checked="" type="checkbox"/> Returned to dock, no attempt to deliver
	<input checked="" type="checkbox"/> Appointment required at destination
	<input checked="" type="checkbox"/> Holding on dock for cartage carrier at destination
	<input checked="" type="checkbox"/> All short

6. 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 .

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

Note: Separate addresses with a comma.

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

Click .

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

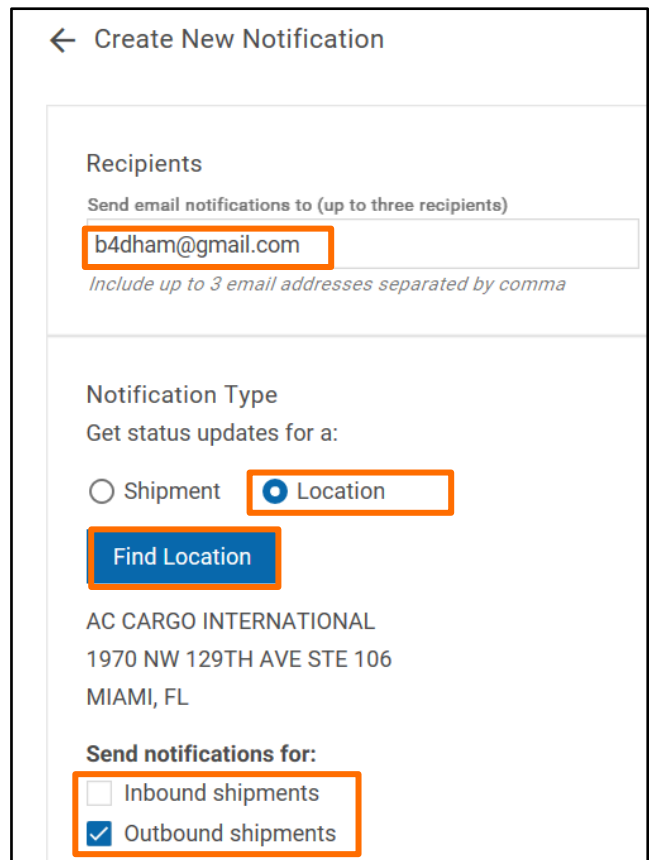
a. Click on the location you want. You may need to scroll down to see all the locations for your account.

Note: Selected location is yellow-highlighted.

b. Click .

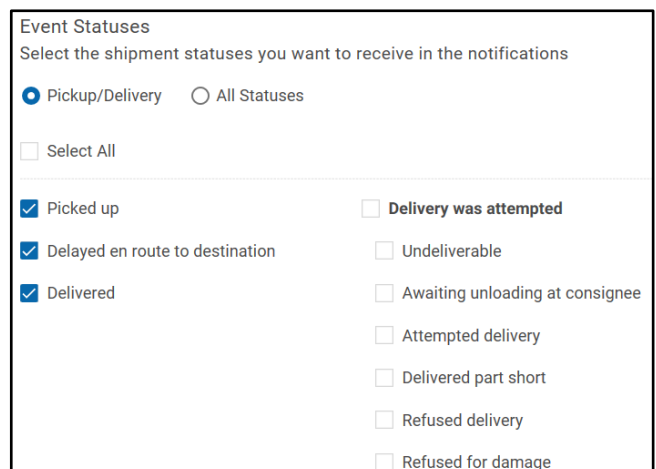
Note: Selecting a Bill-To location will send notifications for all locations for which the selected Bill-To pays charges. Selecting a Corporate location will send notifications for all P&D locations and Bill-to locations under that corporate hierarchy (This is based on options selected under **Send notifications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

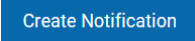
5. Under **Send notifications for:**, select **Inbound shipments**, **Outbound shipments**, or both.



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

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



7. Click .

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.*

Shipment Notifications + New Notification

Shipment
Location

Location	Recipient	Notification Status	Shipments to Include	
AIR SOLUTIONS GROUP 9920 KINCEY AVE STE 200 HUNTERSVILLE NC 28078	Itlitscosupport@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	locationssssssadadsdsadas@ 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	Itlitscosupport@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.