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 deselect any statuses you don’t want.

6. Click Create Notification.
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 > 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 .
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.*

<table>
<thead>
<tr>
<th>Location</th>
<th>Recipient</th>
<th>Notification Status</th>
<th>Shipments to Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR SOLUTIONS GROUP 9920 KINCEY AVE STE 200 HUNTERSVILLE NC 28078</td>
<td><a href="mailto:Itlitscosupport@xpo.com">Itlitscosupport@xpo.com</a> and other emails</td>
<td>Delayed en route to destination BOL Image available</td>
<td>Bill To Outbound Inbound</td>
</tr>
<tr>
<td>BORGWARNER MORSE TEC MEXICO % SPECIALIZED CUSTOMS SERVICES 12013 GENERAL MILTON LAREDO TX 78045</td>
<td><a href="mailto:locationssssssadadsadas@xpo.com">locationssssssadadsadas@xpo.com</a></td>
<td>En route to interim All short Awaiting unloading at consignee</td>
<td>Inbound</td>
</tr>
<tr>
<td>BORGWARNER MORSE TEC MEXICO % SPECIALIZED CUSTOMS SERVICES 12013 GENERAL MILTON LAREDO TX 78045</td>
<td><a href="mailto:Itlitscosupport@xpo.com">Itlitscosupport@xpo.com</a></td>
<td>Delayed en route to interim Holding on dock for cartage carrier at destination</td>
<td>Outbound Inbound</td>
</tr>
<tr>
<td>COKEM INTERNATIONAL % ADECO WORLDWIDE</td>
<td><a href="mailto:a@a.com">a@a.com</a> and other emails</td>
<td>Refused for damage</td>
<td>Bill To</td>
</tr>
</tbody>
</table>

- Click the **trash** icon to delete a notification.
- Click the **pencil** icon to edit a notification.