

## SHIPMENT NOTIFICATION

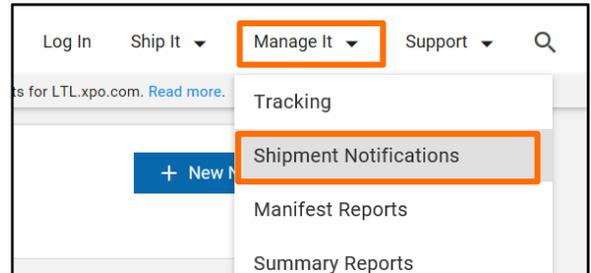
### Overview

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.

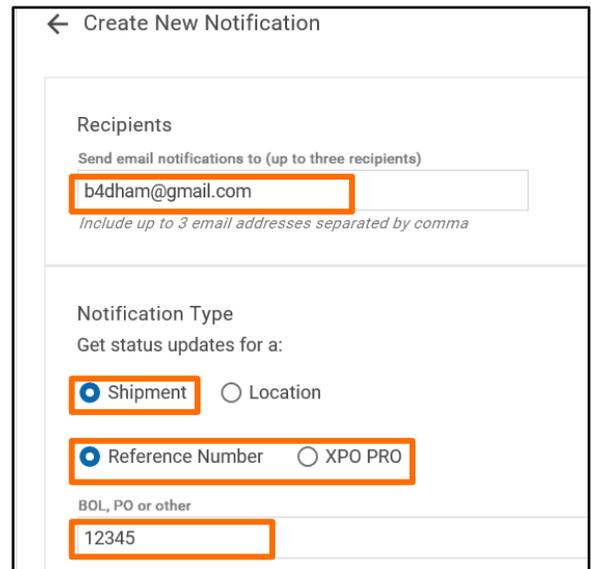
### Access the Shipment Notifications Tools

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.

A screenshot of the 'Create New Notification' form. The 'Recipients' field contains 'b4dham@gmail.com'. The 'Notification Type' section has 'Shipment' selected. The 'Reference Number' section has '12345' entered in the 'BOL, PO or other' 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

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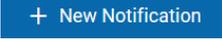
<input checked="" type="checkbox"/> Picked up	<input checked="" type="checkbox"/> <b>Delivery was attempted</b>
<input checked="" type="checkbox"/> En route to interim	<input checked="" type="checkbox"/> Undeliverable
<input checked="" type="checkbox"/> Arrived at interim	<input checked="" type="checkbox"/> 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"/> <b>Delivery has not yet been attempted</b>
<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:

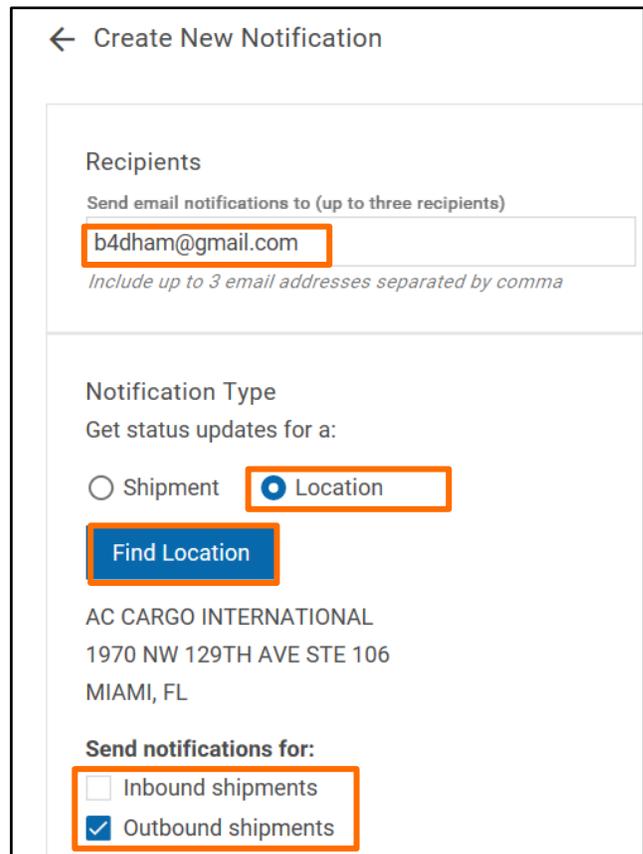
a. Click on the location you want. You may need to scroll down to see all the locations for your account.

**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.



← Create New Notification

Recipients

Send email notifications to (up to three recipients)

b4dham@gmail.com

Include up to 3 email addresses separated by comma

Notification Type

Get status updates for a:

Shipment  Location

Find Location

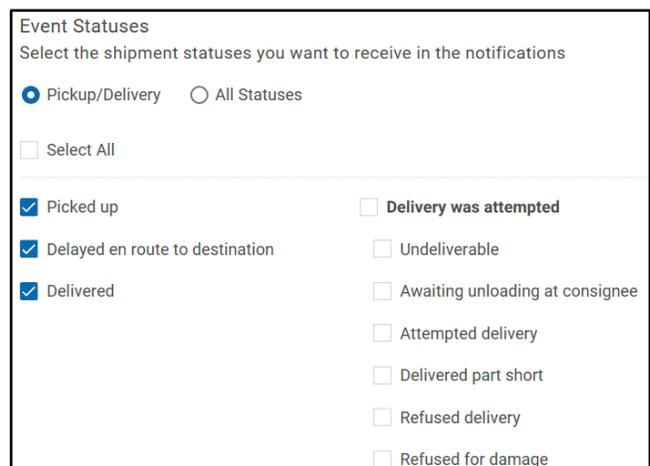
AC CARGO INTERNATIONAL  
1970 NW 129TH AVE STE 106  
MIAMI, FL

Send notifications for:

Inbound shipments  
 Outbound shipments

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

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



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 .

**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.