



Old Dominion Freight Line, Inc.
Odfi.com Learning Center
Shipping Tools Help Documentation



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odfl.com Basic Shipping Labels

This demo covers the steps for manually entering shipping information to create printable shipping labels online.

This tool is useful if you need only to create Old Dominion shipping labels for a pickup, but do not wish to schedule your pickup online.

Note that if you do choose to use our online Pickup Request or Bill of Lading Tool, both provide the option to generate the labels for your pickup.



The screenshot shows the 'Create Shipping Labels' page on the Old Dominion Freight Line website. At the top, there is a green navigation bar with the company logo and tagline 'Helping the world keep promises™'. Below this is an orange navigation bar with links for 'Shipping Tools', 'Services and Coverage', 'Business Resources', 'Investors', and 'About OD'. The main content area is titled 'Create Shipping Labels' and includes an important notice about PDF generation and Adobe Acrobat Reader. The form is divided into two sections: 'Shipper Information' and 'Consignee Information', each with a 'Clear' button. The 'Shipper Information' section contains fields for Contact Name, Phone (with area, exchange, and extension boxes), Company Name, Address, City, State (dropdown), Zip (with a 'Zip Lookup' link), Country (dropdown set to USA), and Shipment Date (with a date format example).

Slide 2
Text Captions: Our web site makes it easy to create your shipping labels online.
There are two technical requirements you should be aware of before starting --
First, the labels are generated as PDF files, which require the free Adobe Reader plug-in.
if you don't have this plug in, a convenient link is provided at the top of the labels page.
The second technical requirement is that you need Avery 5264 labels (or a generic equivalent).
They are 3 1/3" x 4" white laser mailing labels that come six to a page.
If you are unable to use these labels, you may print the labels on plain white paper and secure them with clear packing tape, taking care to cover the label completely.
Once your labels are in the printer, and you are ready, you need to first complete the Shipper Information block.



The screenshot shows the 'Create Shipping Labels' page on the Old Dominion Freight Line website. The page has a green header with the company logo and tagline 'Helping the world keep promises™'. Navigation links include 'LOG IN', 'MY ACCOUNT', 'REGISTER', 'CONTACT', and 'HELP'. A secondary navigation bar contains 'Shipping Tools', 'Services and Coverage', 'Business Resources', 'Investors', and 'About OD'. The main content area is titled 'Create Shipping Labels' and includes instructions to complete the form and press 'Create Labels'. An important note states that labels are generated in PDF format and require the Adobe Acrobat Reader plugin. The form is divided into two sections: 'Shipper Information' and 'Consignee Information'. The 'Shipper Information' section is filled out with the following details: Contact Name: Mary Jones; Phone: 206 - 555 - 1212 ext. []; Company Name: Paper Manufacturer, Inc.; Address: 321 Corp. Office way; City: Portland; State: OR - Oregon; Zip: 97086 * Zip Lookup; Country: USA; Shipment Date: 09 / 30 / 2008 * (Example: 10/15/2000 = October 15, 2000). The 'Consignee Information' section is currently empty.

Shipper Information		Clear
Contact Name:*	Mary Jones	
Phone:*	206 - 555 - 1212 ext. []	
Company Name:*	Paper Manufacturer, Inc.	
Address:*	321 Corp. Office way	
City:*	Portland	
State:*	OR - Oregon	
Zip:*	97086 * Zip Lookup	
Country:*	USA	
Shipment Date:*	09 / 30 / 2008 * (Example: 10/15/2000 = October 15, 2000)	

Consignee Information		Clear
Company Name:*	[]	
Address:*	[]	

Slide 3
Text Captions: Required Shipper Information includes contact name, phone number, company name, address, city, state, ZIP, country and shipment date.



Consignee Information Clear

Company Name:

Address:

City:

State:

Zip: [Zip Lookup](#)

Country:

Contact Name:

Phone: - - ext.

Shipment Information

Shipping Units Weight

Label Information ⓘ Please load Avery 5264 labels into your printer

Number of labels to create:

Starting position for printing labels:

1	2
3	4
5	6

Reset Create Labels

[Company Info](#) [Contact Us](#) [Help](#) [Services](#) [odfl4me](#)

Slide 4

Text Captions: Then fill in the Consignee Information block.



Consignee Information		Clear						
Company Name:*	<input type="text" value="Educational Supplies, Inc."/>							
Address:*	<input type="text" value="555 School Rd."/> <input type="text"/>							
City:*	<input type="text" value="New York"/>							
State:*	<input type="text" value="NY - New York"/>							
Zip:*	<input type="text" value="10001"/> Zip Lookup							
Country:*	<input type="text" value="USA"/>							
Contact Name:*	<input type="text" value="Joe Smith"/>							
Phone:*	<input type="text" value="212"/> - <input type="text" value="555"/> - <input type="text" value="1313"/> ext. <input type="text"/>							
Shipment Information								
Shipping Units	Weight							
<input type="text"/>	<input type="text"/>							
Label Information ⓘ Please load Avery 5264 labels into your printer								
Number of labels to create:*	<input type="text" value="1"/>	<table border="1"><tr><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td></tr></table>	1	2	3	4	5	6
1	2							
3	4							
5	6							
Starting position for printing labels:*	<input type="text" value="2"/>							
		<input type="button" value="Reset"/> <input type="button" value="Create Labels"/>						
Company Info Contact Us Help Services odfl4me								

Slide 5

Text Captions: Required fields here include company name, address, city, state, ZIP, country, contact name and phone number.



Consignee Information		Clear						
Company Name:	<input type="text" value="Educational Supplies, Inc."/>							
Address:	<input type="text" value="555 School Rd."/>							
City:	<input type="text" value="New York"/>							
State:	<input type="text" value="NY - New York"/>							
Zip:	<input type="text" value="10001"/> Zip Lookup							
Country:	<input type="text" value="USA"/>							
Contact Name:	<input type="text" value="Joe Smith"/>							
Phone:	<input type="text" value="212 - 555 - 1313"/> ext. <input type="text"/>							
Shipment Information								
Shipping Units	Weight							
<input type="text" value="50"/>	<input type="text" value="1300"/>							
Label Information ⓘ Please load Avery 5264 labels into your printer								
Number of labels to create:	<input type="text"/>	<table border="1"><tr><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td></tr></table>	1	2	3	4	5	6
1	2							
3	4							
5	6							
Starting position for printing labels:	<input type="text"/>							
		<input type="button" value="Reset"/> <input type="button" value="Create Labels"/>						
Company Info Contact Us Help Services odfl4me								

Slide 6

Text Captions: Next, enter the number of shipping units (crates, pallets, etc.) in your shipment, and the total weight.




Consignee Information		Clear						
Company Name:	<input type="text" value="Educational Supplies, Inc."/>							
Address:	<input type="text" value="555 School Rd."/>							
City:	<input type="text" value="New York"/>							
State:	<input type="text" value="NY - New York"/>							
Zip:	<input type="text" value="10001"/> Zip Lookup							
Country:	<input type="text" value="USA"/>							
Contact Name:	<input type="text" value="Joe Smith"/>							
Phone:	<input type="text" value="212 - 555 - 1313"/> ext. <input type="text"/>							
Shipment Information								
Shipping Units	Weight							
<input type="text" value="50"/>	<input type="text" value="1300"/>							
Label Information ⓘ Please load Avery 5264 labels into your printer								
Number of labels to create:	<input type="text" value="1"/>	<table border="1"><tr><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td></tr></table>	1	2	3	4	5	6
1	2							
3	4							
5	6							
Starting position for printing labels:	<input type="text" value="3"/>							
		<input type="button" value="Reset"/> <input type="button" value="Create Labels"/>						
Company Info Contact Us Help Services odfl4me								

Slide 7

Text Captions: Finally, enter the number of labels you wish to print, and the position they should start at. Choosing the starting position helps you eliminate waste if you have partially used label sheets. Once you have entered all your shipment information, press Create Labels.

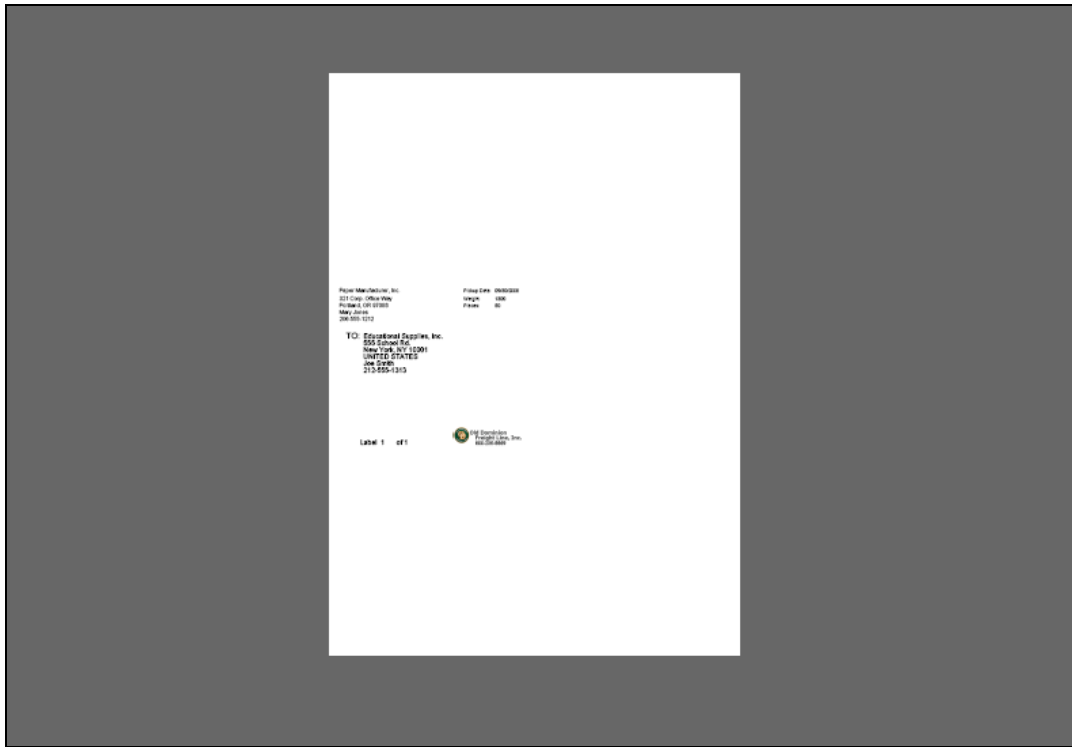


Paper Manufacturer, Inc. 321 Corp. Office Way Portland, OR 97086 Mary Jones 206-555-1212	Pickup Date: 09/30/2008 Weight: 1300 Pieces: 50
TO: Educational Supplies, Inc. 555 School Rd. New York, NY 10001 UNITED STATES Joe Smith 212-555-1313	
Label 1 of 1	 Old Dominion Freight Line, Inc. 800-235-5569

Slide 8

Text Captions: A PDF containing the label(s) is generated and opens in a new window.





Slide 9

Text Captions: and the first label will appear in the starting position you requested.





Slide 10

Text Captions: Congratulations! This concludes the Create Shipping Labels demo. You may also find the below links helpful:

Start using the Create Shipping Labels tool right now!

If you are already a registered odfl4me customer, you may also use our enhanced Pickup tool or Bill of Lading tool to request a pickup and generate shipping labels.

If you are not yet a registered user, register online or call 1-800-235-5569.

[Freight Prep and Pickup](#)

[Create Shipping Labels](#)

