



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

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Slide 1

Text Captions: This demo shows how you can modify or cancel a Bill of Lading that you created online, up until the time it is assigned to a driver. This feature is available to all registered odf4me users.

odf4me registration information is provided at the end of this demo.

## Modify / Cancel Unhandled Bill of Lading & Pickup Request

**Modify Bill of Lading and Pickup Requests Created on ODFL4Me.com**

To modify, you must have created the Bill of Lading using the [Bill of Lading Application](#) on the ODFL4me website. Pickups created more than 14 days ago or already assigned to driver are not available to modify online. For information about any other Pro please call customer service at 1-800-235-5569 or [email Customer Service](#).

Select your shipment from the list below or enter your Pro number and click the "Submit" button.

Shipment or Pro Number	
Shipment:	<input type="text" value="Select Shipment From List..."/>
OR	
Pro #:	<input type="text"/> <small>Note: if you select a shipment above, it is not necessary to enter a Pro.</small>

Slide 2



Text Captions: If you have created a Bill of Lading on our web site, and the shipment has not already been assigned to a driver, you can modify or cancel the pickup online.

### Modify / Cancel Unhandled Bill of Lading & Pickup Request

**Modify Bill of Lading and Pickup Requests Created on ODFL4Me.com**

To modify, you must have created the Bill of Lading using the [Bill of Lading Application](#) on the ODFL4me website.  
Pickups created more than 14 days ago or already assigned to driver are not available to modify online.  
For information about any other Pro please call customer service at 1-800-235-5569 or [email Customer Service](#).

Select your shipment from the list below or enter your Pro number and click the "Submit" button.



Shipment or Pro Number	
Shipment:	  2009/10/12 Joe's Fish House Joe Brown
OR	
Pro #:	<input type="text"/> <small>Note: if you select a shipment above, it is not necessary to enter a Pro.</small>

Slide 3

Text Captions: To modify a Bill of Lading, first select the desired one from your list of recently created BOLs.  
Press Submit.

**Thank you for shipping with Old Dominion!**

Please review this data to confirm your selection then choose the appropriate option below.

**Pickup #:**   
**Pro #:** 777 

**Shipper Information:**

**Contact Name:** TEST USER JB  
**Phone:** (555) 555-1234  
**Company Name:** JOE'S FISH HOUSE  
**Address:** 550 FIRST STREET  
SEATTLE WA, 98101  
UNITED STATES

**Pickup Date:** 10/12/2009  
**Pickup Ready:** 0  
**Shipping Units:** 5 Type: Bundle

**Special Instructions:**  
STACK ONLY 2 HIGH.

**Consignee Information**

**Name:** JOE BROWN  
**Address:** 5887 ELM ST  
MANHATTAN, NY 10001  
UNITED STATES

Slide 4

Text Captions: The details for the shipment will then be displayed, giving you an opportunity to be sure you have selected the correct shipment.

**Special Instructions:**  
STACK ONLY 2 HIGH.

**Consignee Information**  
**Name:** JOE BROWN  
**Address:** 5887 ELM ST  
MANHATTAN, NY 10001  
UNITED STATES

**What would you like to do next?**

- [1. Modify this Bill of Lading and Pickup Request](#)
- [2. Cancel this Bill of Lading and Pickup Request](#)
- [3. Create a new blank Bill of Lading](#)
- [4. View and Print the Bill of Lading and Print Shipping Labels](#)

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Slide 5

Text Captions: At the bottom of the review screen, click the link that says, "Modify this Bill of Lading and Pickup Request".

## Modify This Unhandled Bill of Lading & Pickup Request

### Modify Bill of Ladings and Pickup Request Created on ODFL4Me.com

To Modify, confirm that the shipment displayed is the one you want to Modify, click the Modify Pickup button at the bottom of the page.  
For more information please call customer service at 1-800-235-5569 or [email Customer Service](#).

**Thank you for shipping with Old Dominion!**

**Please review this data to confirm your selection then choose the appropriate option below.**

**Pickup #:**   
**Pro #:** 777 

#### Shipper Information:

**Contact Name:** TEST USER JB  
**Phone:** (555) 555-1234  
**Company Name:** JOE'S FISH HOUSE  
**Address:** 550 FIRST STREET  
SEATTLE WA, 98101  
UNITED STATES

**Pickup Date:** 10/12/2009  
**Pickup Ready:** 0  
**Shipping Units:** 5 Type: Bundle

#### Special Instructions:

STACK ONLY 2 HIGH.

Slide 6

Text Captions: Confirm the shipment is the one you wish to change,

UNITED STATES

**Pickup Date:** 10/12/2009  
**Pickup Ready:** 0  
**Shipping Units:** 5 Type: Bundle

**Special Instructions:**  
STACK ONLY 2 HIGH.

**Consignee Information**  
**Name:** JOE BROWN  
**Address:** 5887 ELM ST  
MANHATTAN, NY 10001  
UNITED STATES

**Billing Information**  
**Name:** JOE BROWN  
**Address:** 5887 ELM ST  
MANHATTAN, NY 10001  
UNITED STATES

**Commodity Information:**

Line	Pieces/ Item:	Weight/ Package:	NMFC & Sub/ HazMat: Class:	Description:
1	1 / Bundle	1111 / N	0 00 / 110.0	

[Select A Different Shipment](#) [Modify this Bill of Lading](#)

Slide 7


Text Captions: Then press the "Modify this Bill of Lading" button.

### Modify Bill of Lading & Pickup Request

Pickup Number - [REDACTED]  
Pro Number - 777 [REDACTED]

Instructions: Change the form fields below to modify a Bill of Lading and change the pickup request. \*Required fields.

#### Pickup Information

Contact Name:\* TEST USER JB  
Contact Phone:\* 336 - 822 - 5130 ext. [ ]  
Pickup Date:\* 10 / 12 / 2009 (MM/DD/YYYY)  
Pickup Ready Time:\* CALL [ ] [ ] PM [ ] select 'CALL' for appointment  
Dock Closes: [ ] [ ] PM [ ] constitutes a pickup range time  
Freight Charges: Collect [ ]  
COD: NO [ ]  
Freezable: NO [ ]  
Shipping Units:\* 5 Type:\* Bundle [ ]  
Bill of Lading #: [ ]  
Load # or Reference #: [ ]  
Special Instructions: PLEASE USE FIRST DOCK DOOR.  
Guaranteed Rate Option:  Use the Guaranteed Rate. (Expedited rates apply) 

#### Purchase Order Info

Purchase Order Number	Department	Purchase Order Number	Department
[ ]	[ ]	[ ]	[ ]

Slide 8

Text Captions: The modification screen will then appear, enabling you to change any detail about the shipment.

<input type="checkbox"/> (ARN) Arrival Notification	<input type="checkbox"/> (OVL) Overlength Article 12' but less than 20'
<input type="checkbox"/> (CA) Call for Appointment	<input type="checkbox"/> (OV2) Overlength Article 20' or more
<input type="checkbox"/> (RDC) Residential / Non-Commercial Pickup/Delivery	<input type="checkbox"/> (IDC) Inside Pickup/Delivery
<input type="checkbox"/> (SWD) Self Storage Delivery	
<input type="checkbox"/> (HYD) Lift Gate Service	<input type="checkbox"/> (EXD) Trade Show / Expo
<input type="checkbox"/> (IND) Insurance Value: \$ <input type="text" value="0"/> (Whole \$ only)	<input type="checkbox"/> White Glove Service <a href="#">See levels of service</a>

**HazMat Contact Information** ⓘ

Contact Name:

Contact Phone:  -  -

**OD Rate Reference Number** ⓘ

Reference Number:

**Email Acknowledgement** ⓘ

Email Address:   Send Acknowledgement

**Email Delivery Notification** ⓘ



Email Address:   Send Delivery Notification

Slide 9

Text Captions: Once all your changes have been made, press the Next Page button.

**Modify Bill of Lading**

Please Confirm The Following Information

**Modify Bill of Lading & Pickup Request**  
**Pickup Number -**   
**Pro Number - 777** 

Pickup Information	
Contact Name:	TEST USER JB
Contact Telephone:	(336) 822-5130
Pickup Date:	10/12/2009
Pickup Ready:	01:15 PM
Freight Charges:	Collect
COD:	NO
Freezable:	NO
Shipping Units:	5 Type: Bundle
Load # / Reference #:	

Shipper (Pickup Location)	
Name:	JOE'S FISH HOUSE
Address:	550 FIRST STREET SEATTLE, WA 98101

Consignee Information	
Name:	JOE BROWN
Address:	5887 ELM ST MANHATTAN, NY 10001

Slide 10

Text Captions: Confirm your changes are correct,

SEATTLE, WA 98101

**Consignee Information**  
**Name:** JOE BROWN  
**Address:** 5887 ELM ST  
MANHATTAN, NY 10001

**Billing Information**  
**Name:** JOE BROWN  
**Address:** 5887 ELM ST  
MANHATTAN, NY 10001

**Commodity Detail**  
**Item: Pieces Package Weight HazMat NMFC Code NMFC Sub-Code Class Description:**  
1 1 Bundle 1111 N 110

**Additional Information**  
**Special Instructions:**  
STACK ONLY 2 HIGH.

**Selected Accessorials**

**HazMat Information**  
**HazMat Contact:**  
**HazMat Telephone:**

[Previous Page](#) [Finalize BOL Changes](#)



Slide 11

Text Captions: Then press "Finalize BOL Changes".

**Thank you for shipping with Old Dominion!**

Your Bill of Lading data and pickup request have been changed. You do not need to request another pickup. Please print this new Bill of Lading page as confirmation and [print the Bill of Lading](#) for our driver.

**Pickup Details**

Pickup Number:   
 Pro Number: 777 

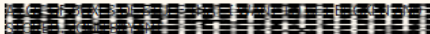
**Shipper (Pickup Location):**

**Contact Name:** TEST USER JB  
**Phone:** (555) 555-1234  
**Company Name:** JOE'S FISH HOUSE  
**Address:** 550 FIRST STREET  
 SEATTLE WA, 98101

**Pickup Date:** 10/12/2009  
**Pickup Ready:** 01:15 PM  
**Shipping Units:** 5 Type: Bundle  
**Load # / Reference #:**

**Special Instructions:**  
 STACK ONLY 2 HIGH.

**Commodity Details:**

Item	Pieces	Package	Weight	HazMat	NMFC Code	NMFC Sub-Code	Class	Description
1	1	Bundle	1111				110	

Slide 12

Text Captions: Your changes will be applied, and a confirmation screen appears.

**Pickup Date:** 10/12/2009  
**Pickup Ready:** 01:15 PM  
**Shipping Units:** 5 Type: Bundle  
**Load # / Reference #:**





**Special Instructions:**  
STACK ONLY 2 HIGH.

**Commodity Details:**

Item	Pieces	Package	Weight	HazMat	NMFC Code:	NMFC Sub-Code	Class	Description
1	1	Bundle	1111			110		A LOT OF B... STORED. JO...

**Selected Accessorials**

**Next Steps**

-  [Reprint changed Bill of Lading and Labels](#) 
-  [Create a new blank Bill of Lading](#)
-  [Change or Modify another Bill of Lading / Pickup Request](#)

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Slide 13

Text Captions: At the bottom of the confirmation page is a link to print out the modified Bill of Lading and Labels.



Shipping Units: 5 Type: Bundle

**Special Instructions:**  
STACK ONLY 2 HIGH.

**Consignee Information**

**Name:** JOE BROWN  
**Address:** 5887 ELM ST  
MANHATTAN, NY 10001  
UNITED STATES

**What would you like to do next?**

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Slide 15



Text Captions: Then press the "Cancel this Bill of Lading and Pickup Request" link.

**Cancel This Unhandled Bill of Lading / Pickup Request**

**Cancel Bill of Ladings or Pickup Requests Created on ODFL4Me.com**

To Cancel, confirm that the shipment displayed is the one you want to cancel, click the cancel button at the bottom of the page.  
For more information please call customer service at 1-800-235-5569 or [email Customer Service](#).

**Thank you for shipping with Old Dominion!**

**Pickup #:**   
**Pro #:** 

**Shipper Information:**

<b>Contact Name:</b> TEST USER JB
<b>Phone:</b> (555) 555-1234
<b>Company Name:</b> JOE'S FISH HOUSE
<b>Address:</b> 550 FIRST STREET SEATTLE WA, 98101 UNITED STATES
<b>Pickup Date:</b> 10/12/2009
<b>Pickup Ready:</b> 1330
<b>Shipping Units:</b> 5 Type: Bundle

**Special Instructions:**  
STACK ONLY 2 HIGH.

**Consignee Information**

<b>Name:</b> JOE BROWN
<b>Address:</b> 5827 ELM ST

Slide 16

Text Captions: Confirm the details to be sure you are cancelling the correct shipment.

<b>Pickup Date:</b> 10/12/2009 <b>Pickup Ready:</b> 1330 <b>Shipping Units:</b> 5 Type: Bundle				
<b>Special Instructions:</b> STACK ONLY 2 HIGH.				
<b>Consignee Information</b> <b>Name:</b> JOE BROWN <b>Address:</b> 5887 ELM ST MANHATTAN, NY 10001 UNITED STATES				
<b>Billing Information</b> <b>Name:</b> JOE BROWN <b>Address:</b> 5887 ELM ST MANHATTAN, NY 10001 UNITED STATES				
<b>Commodity Information:</b>				
<b>Line Item:</b>	<b>Pieces/Package:</b>	<b>Weight/HazMat:</b>	<b>NMFC &amp; Sub/Class:</b>	<b>Description:</b>
1	2 /Crate	250 /N	0 00 / 50.0	GOLF BALLS
<input type="button" value="Select A Different Shipment"/> <input type="button" value="Cancel Pickup"/>				

Slide 17

Text Captions: the press the Cancel Pickup button.

## Modify / Cancel Unhandled Bill of Lading & Pickup Request

### Modify Bill of Lading and Pickup Requests Created on ODFL4Me.com

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Select your shipment from the list below or enter your Pro number and click the "Submit" button.

Shipment or Pro Number	
Shipment:	<input type="text" value="Select Shipment From List..."/>
OR	
Pro #:	<input type="text"/> <small>Note: if you select a shipment above, it is not necessary to enter a Pro.</small>
<input type="button" value="Submit"/>	

Slide 18

Text Captions: The shipment will be cancelled immediately, and will no longer appear in your list of recent BOLs.



Slide 19

Text Captions: Congratulations! This concludes the Cancel / Modify Bill of Lading demo. You may also find the below links helpful:

If you are a registered odfl4me user, try our Bill of Lading tool now!

If you are not yet a registered user, you may register online, or by calling us at 1-800-235-5569.

Modify / Cancel Bill of Lading