



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



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## odfl.com Customized Pickup Request

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This demo covers only the additional pickup features offered to registered odfl4me customers. It is meant as a companion to the Pickup Request demo, which we highly recommend viewing first.

odfl4me registration information is provided at the end of this demo.



Welcome, SANDI2.  
MY ACCOUNT | CONTACT | HELP

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### Pickup Request

**Shipper Information: (Required fields are denoted with \*)**

Contact Name:\*  
Telephone:\* - - ext.   
Company Name:\*  
Address:\*  
ZIP/Postal Code: \* [ZIP/Postal Code Lookup](#)  
Country: United States  
Pickup Date:\* 09 / 23 / 2008 (ie 10/15/2008 - October 15, 2008)  
Pickup Ready: 05 : 00 PM (select 'CALL' for appointment)  
Dock Closes: 00 : 00 PM  
Load #/ Reference #: (if Reference # needed to pick up freight)

**Contact info if we need to clarify or complete information in this request**

Submitted By:\*  
Telephone\* - -  
Confirmation Email:\* (check to receive email)

**Consignee #1:(Shipment #1)**

Attn:  
Company Name:  
Address:

Slide 2

Text Captions: As demonstrated in the Pickup Request demo, requesting a pickup on Old Dominion's web site is quick and easy. There are just a few required fields,



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### Pickup Request

Shipper Information: (Required fields are denoted with \*)

(Optional) Auto-Fill Shipper Info Using:

Account:

Contact Name:\*

Telephone:\*  ext.

Company Name:\*

Address:\*

City:

State/Province: Washington

ZIP/Postal Code: \*  [ZIP/Postal Code Lookup](#)

Country:

Pickup Date:\*  (ie 10/15/2008 - October 15, 2008)

Pickup Ready:       (select 'CALL' for appointment)

Dock Closes:

Load #/ Reference #:  (if Reference # needed to pick up freight)

Contact info if we need to clarify or complete information in this request

Submitted By:\*

Slide 3

Text Captions: And if you're a registered odfl4me customer, scheduling pickups is even easier! Most of the fields can be pre-filled for you when you log in, or you can quickly auto-fill them by selecting one of your accounts,



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### Pickup Request

Shipper Information: (Required fields are denoted with \*)

(Optional) Auto-Fill Shipper Info Using:

Account: Select Account From List...

Contact Name:\* Mary Jones

Telephone:\* 206 - 555 - 1212 ext.

Company Name:\* Paper Manufacturer, Inc.

Address:\* 111 Warehouse St.

City: Seattle

State/Province: Washington

ZIP/Postal Code: \* 98101 [ZIP/Postal Code Lookup](#)

Country: United States

Pickup Date:\* 09 / 23 / 2008 (ie 10/15/2008 - October 15, 2008)

Pickup Ready: CALL 00 PM (select 'CALL' for appointment)

Dock Closes: 00 00 PM

Load #/ Reference #: (if Reference # needed to pick up freight)

Contact info if we need to clarify or complete information in this request

Submitted By:

Slide 4

Text Captions: and pressing Select.

To specify how many fields are filled by default, and what they should contain,  
Just give Customer Service a call at 1-800-235-5569, and they will be happy to assist you.

Or to add or remove accounts from your account list,

The rest of the pickup form is completely exactly the same way as the standard pickup form, as shown in the Pickup Request demo.





Slide 5

Text Captions: Congratulations! This concludes the odf4me Customized Pickup Request demo. You may also find the below links helpful:

If you are already a registered odf4me customer, you may use the Customized Pickup tool right now.

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

Watch a demo on creating a Bill of Lading, which also sends an automatic pickup request.

[Pickup](#)

[Scheduling a Pickup](#)

