



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



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## odfl.com Reprint a Bill of Lading and/or Shipping Labels

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This demo covers the steps for reprinting a bill of lading or shipping labels for a bill of lading created on ODFL.com. It is meant as a companion to the Bill of Lading - Creating a Bill of Lading and Pickup Request demo, which we recommend viewing first.

Please note: while the demo may be viewed by anyone, only registered odfl4me users may access the reprint tool.

Registration information is provided at the end of this demo.



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### Reprint Bill of Lading or Shipping Labels

**Reprint Bills of Ladings or Labels Created on ODFL4Me.com**

To reprint, you must have already created the Bill of Lading using the [Bill of Lading Application](#) on the ODFL4me website. 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:

OR

Pro #:  Note: if you select a shipment above, it is not necessary to enter a Pro.

**Submit**

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Slide 2

Text Captions: Bills of Ladings created online and their corresponding shipping labels may easily be reprinted at your convenience.



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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: 77710909977 22765326 2008/10/20 Joe's Fish House Joe Brown

OR

Pro #:  Note: if you select a shipment above, it is not necessary to enter a Pro.

**Submit**

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Slide 3

Text Captions: If your bill of lading was created in the last four days, it will appear in the drop-down list on the Reprint page.



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### Reprint Bill of Lading or Shipping Labels

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To reprint, you must have already created the Bill of Lading using the [Bill of Lading Application](#) on the ODFL4me website. 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:

OR

Pro #:  Note: if you select a shipment above, it is not necessary to enter a Pro.

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Text Captions: If it was created more than four days ago, type in its pro number.

Once you have selected a bill of lading or typed a pro number, press Submit.



**Shipment or Pro Number**

Shipment: 77710909977 22765326 2008/10/20 Joe's Fish House Joe Brown

OR

Pro #:  Note: if you select a shipment above, it is not necessary to enter a Pro.

**Thank you for shipping with Old Dominion!**  
Pickup #: 22765326  
Pro #: 77710909977

**Shipper Information:**

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

Pickup Date: 10/20/2008  
Pickup Ready: 1300  
Shipping Units: 5 Type:

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

**Commodity Information:**

Line Item:	Pieces/Package:	Weight/HazMat:	NMFC & Sub/Class:	Description:
1	2 / Crate	250 / N	0 00 / 50.0	GOLF BALLS

IMPORTANT: If you don't see a barcode and/or the Bill of Lading is missing information you MUST download the latest version of

Slide 5

Text Captions: A summary of the bill of lading will appear at the bottom of the page.



Pickup Date: 10/20/2008 Pickup Ready: 1300 Shipping Units: 5 Type:				
<b>Special Instructions:</b> STACK ONLY 2 HIGH.				
<b>Commodity Information:</b>				
Line Item:	Pieces/ Package:	Weight/ HazMat:	NMFC & Sub/ Class:	Description:
1	2 / Crate	250 / N	0 00 / 50.0	GOLF BALLS

**IMPORTANT: If you don't see a barcode and/or the Bill of Lading is missing information you MUST download the latest version of [Adobe Acrobat Reader](#).**

**What would you like to do next?**  
[1. View and Print the Bill of Lading](#)  
[2. Review and Print Shipping Labels](#)

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Slide 6  
Text Captions: Once you have confirmed it is the desired bill of lading, select View and Print the Bill of Lading or Review and Print Shipping Labels. From here, the reprint function works exactly like the print function detailed in the Bill of Lading - Create a Bill of Lading and Pickup Request demo.





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

If you are already a registered odfl4me customer, you can start using the Bill of Lading tool right now!

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

Watch a demo on how to manage your odfl4me account info, including Bill of Lading templates, saved shippers, saved consignees, or saved commodity descriptions.

[Bill of Lading](#)

[Reprinting a Bill of Lading or Labels](#)

