

MyToll | Quick Reference Guide

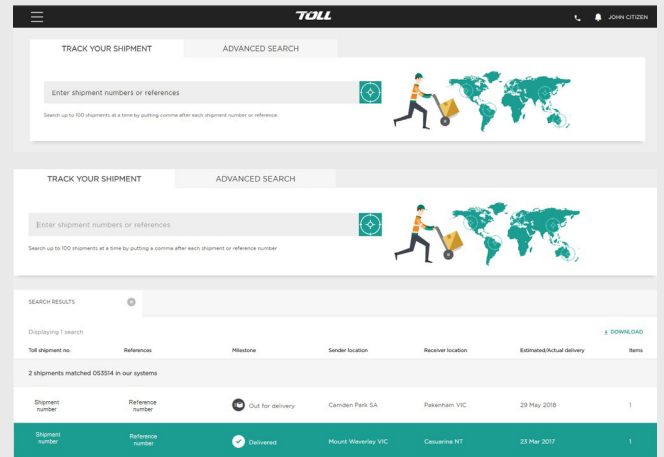
How to view proof of delivery documents

? MyToll provides you real time visibility on your shipment journey. Log into your MyToll account then using the shipment number or reference track your shipment and view or download proof of delivery.



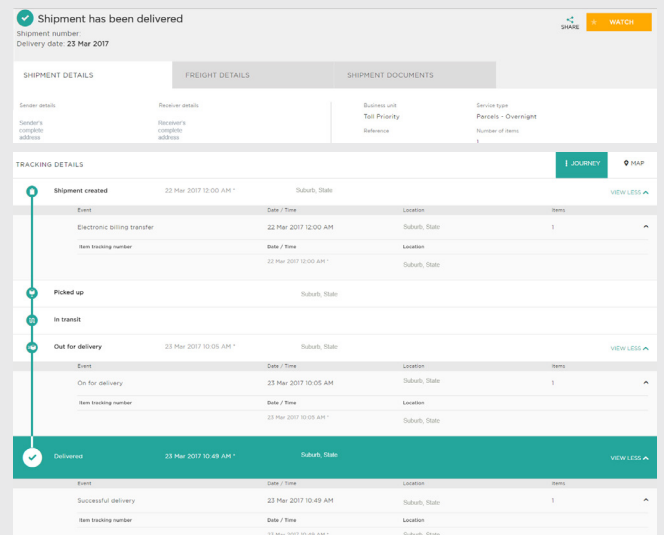
1 TRACK YOUR SHIPMENT

- Enter a shipment number or reference
- Select the search result to expand it
- Remember, you will be able to access complete details if you are an involved party in the shipment: a sender, receiver or a payer



2 SHIPMENT & TRACKING DETAILS

- Have complete visibility of the status of your shipment journey at various event milestones
- View complete freight details, including item description, number of items and dimensions
- If you are an authorised user, you will be able to view the POD



3

PROOF OF DELIVERY DOCUMENTATION

- To view and download the POD as a PDF, select the Shipment Documents tab

The screenshot shows a web interface for a shipment that has been delivered. At the top, it says "Shipment has been delivered" with a green checkmark icon. Below this, it lists "Shipment number" and "Delivery date: 23 Mar 2017". There are three tabs: "SHIPMENT DETAILS", "FREIGHT DETAILS", and "SHIPMENT DOCUMENTS". The "SHIPMENT DOCUMENTS" tab is selected, showing a "PROOF OF DELIVERY" section with "1 - 1 of 1 results found". A "VIEW" button and a "DOWNLOAD" button are visible. Below this, a window titled "PROOF OF DELIVERY DOCUMENTATION" is open, displaying a PDF document. The PDF is a Toll document with the following content:

TOLL		Parcel - Overnight	LN	Shipment number
Name	Sender's details	NO	Receiver's details	
Special instructions		Item	Weight	Created on
Sender Reference		Reference number	Item reference number	
Name	Accepted by	Proof of Delivery / Signature		
Parcel - Overnight	Name	Name		
Program Code	POD type	Description of Delivery		
PO	Proof of Delivery			
Picking Date	Delivery Date/Time			
23-Mar-2018 12:52 PM	24-Mar-2018 06:55 AM			

At the bottom of the window, there are "PRINT" and "DOWNLOAD PDF" buttons.



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