



Emailing the Delivery Notification

Emailing a Delivery Notification informs Clients, Customers, etc. that a Shipment has arrived at the destination.

Once a Shipment is In-Transit and prior to being Delivered users are able to send the Delivery Notification.

The screenshot shows a software interface for 'Deliver Load'. At the top, there are fields for 'Expected Delivery Date: 4/30/2018', 'Actual Deliver Date: 4/23/2018', 'Manifest/Pro#: []', and 'Notes: []'. Below this is a section titled 'Delivery Notification' with a 'Save ADN' button on the right. In this section, there are three main elements: 'Email Addresses: (comma separated)' with a text input field, 'Notes:' with a text input field, and a checkbox labeled 'Send Delivery Notification'. The 'Email Addresses' field and the 'Send Delivery Notification' checkbox are highlighted with red rectangular boxes. At the bottom right of the section, there are two green arrows and a 'Deliver' button.

Enter the email address of the recipient and ensure the box for Send Delivery Notification is selected. Once the details are provided select the “Deliver” box. This notes section of the Shipment will be updated to state that this message was sent to your recipient.