XPO

Piece-level tracking

Understand proper labeling

How To Print Parent and Child Labels Using the Online Bill of Lading (BOL)

To print labels after creating a new BOL:

1. Navigate to the **Print Center**.

2. Select the BOL you are working with.

3. Select **View/Print Shipping Label**.
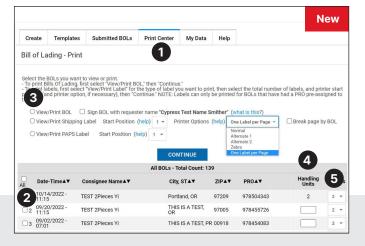
4. Enter the number of **Handling Units**.

   Note: These are the items of freight that will be moved by our employees. A unit is a skid, a pallet of wrapped items, a drum, etc.

5. Enter the number of **Copies** you need. Print at least 2 copies for each handling unit. Default is **One Label per Page**.

   Note: There are additional options for printing, but One Label per Page is recommended.

6. Confirm your selections and select **Continue.**

How To Affix the Labels to the Freight and your BOL

1. The 9-digit Parent PRO will be assigned to the BOL.

2. Labels will be generated that include the 9-digit Parent PRO and a 10-digit Child PRO for each handling unit.

3. For each handling unit (skids, drum, etc.), affix a child PRO label to 2 sides of the unit; making sure to use the same child PRO label on both sides.

   Note: The child PRO label will indicate **Piece # / # total.** As an example: **Piece 1 of 2.**

Regular print

Parent 9-digit PRO

Child 10-digit PRO

Zebra print

Parent 9-digit PRO

Child 10-digit PRO

Print Center