

HOW TO PRINT LABELS & MANIFESTS



One size fits all

Print all your shipping documents such as labels, consignment notes, manifests and commercial invoices quickly and conveniently directly from MyToll. MyToll uses a universal label for all carriers. Printers supported include laser and thermal.

PRINT FROM SHIPMENT

PRINT FROM MANIFEST

Before printing labels or shipping documents, ensure you have configured your printers and print settings.

Refer to the Quick Reference Guide: How you configure your printer and print settings

All Toll carriers use an industry standard 6x4 label. This single label design prints on both thermal and laser printers.

PRINT FROM SHIPMENT

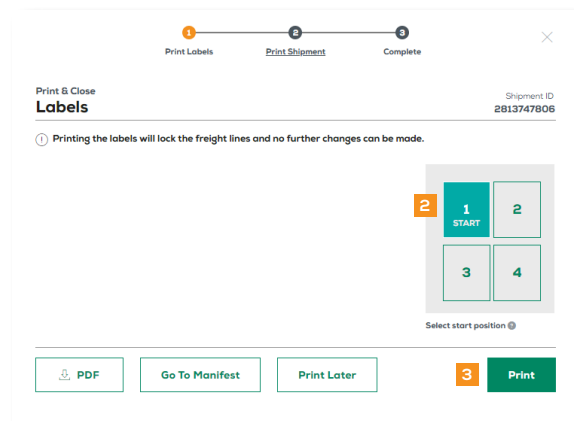
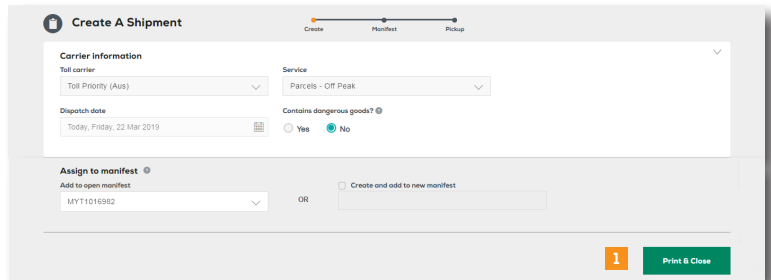
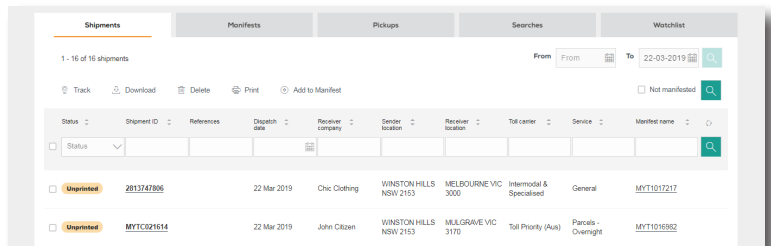
- Navigate to the *SHIPMENTS TAB* on the *Dashboard*
- Select and *OPEN THE SHIPMENT*

Print labels

Selecting print and close will open the print labels screen. Depending on the printer setup for your labels, the selection will vary.

If you have activated the Smart Print button in your print profile, you can also choose to select SMART PRINT to automate printing.

1. Select *PRINT & CLOSE*
2. Select *START POSITION* for label printing (A4 Part Label (PDF))
3. Click *PRINT* or download *PDF*
NOTE: Printing the label locks the freight lines restricting any further changes
4. Print shipment (applicable for select carriers)

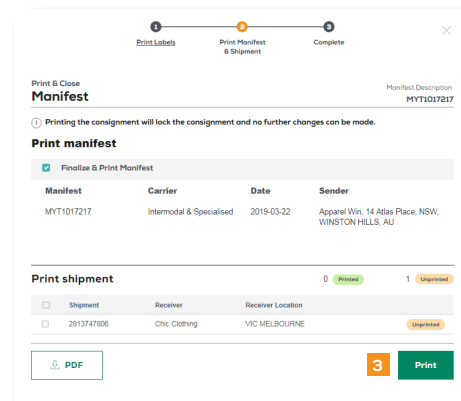
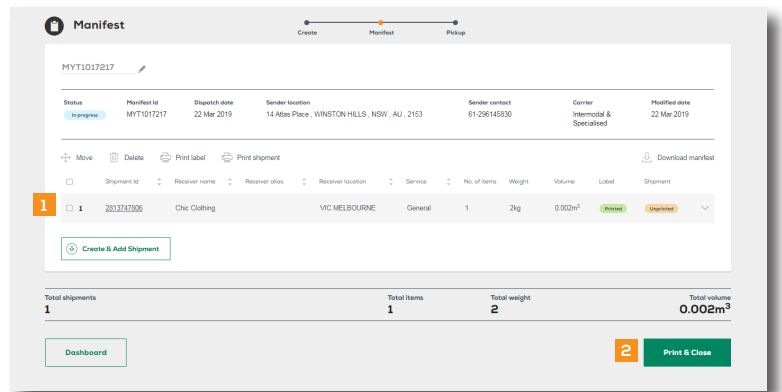
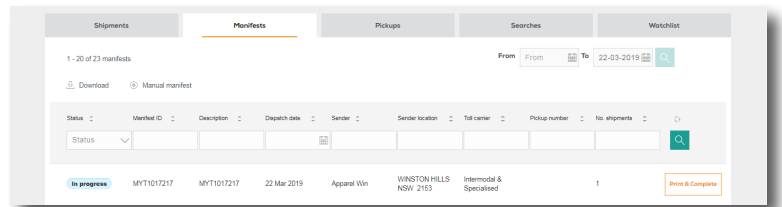


PRINT FROM MANIFEST

Navigate to the **MANIFEST TAB** on the **Dashboard**

Select and **OPEN YOUR MANIFEST**

1. Choose individual **SHIPMENTS** to print labels and/or shipments
2. Click **PRINT & CLOSE**
To print all unprinted labels and shipments in the manifest
3. Review manifest and click **PRINT**
NOTE: Printing the manifest will lock the manifest and no further changes can be made. Reprinting can only occur when the manifest is still open



? READ THIS NEXT:
Quick Reference Guide
How to create a shipment and book a pickup

i For more Help and Tips visit mytoll.com