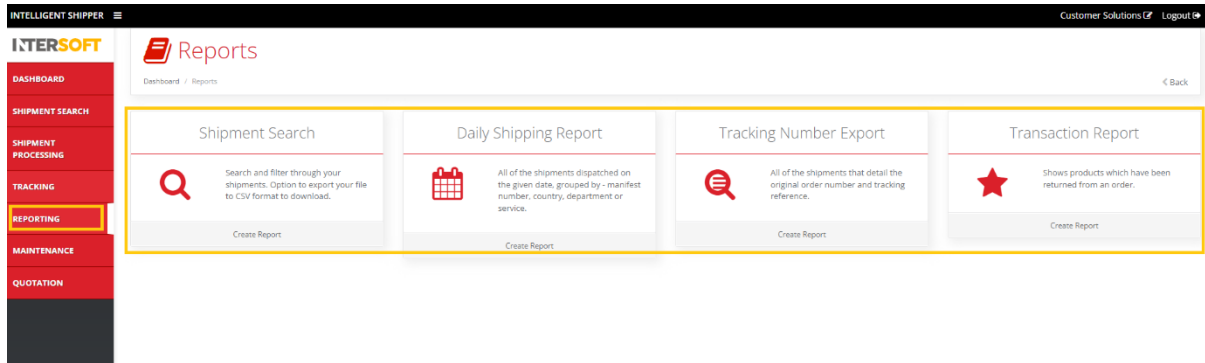To access the reporting please **log into Intelligent Shipper** and go into **REPORTING**.

There are four reports available:

1. **Shipment Search** - Search and filter through your shipments. Option to export your file to CSV format to download.

The report contains: Tracking Number, Account, Shippers Ref, Agent Name, Shipment Date, Recipient, Address Line 1, Address Line 2, Address Line 3, Town, Postcode, Country Code, Email Address, Phone Number, Service Code, Service Name, Format, Weight, Pieces, Manifest Number, Cancelled Reason, Hold Reason, Customer Name, Secondary Tracking Number, Chage, Carrier Code, Carrier Service Code, Cost, Volume Weight, Total Value, Total Items, Declared Shipping Charges

Example of the report:

2. **Daily Shipping Report** - All of the shipments dispatched on the given date, grouped by - manifest number, country, department or service.

The report contains: Tracking Number, Secondary Tracking Number, Shippers Ref., Account, Department, Shipment Date, Consignee, Address Line 1, Address Line 2, Address Line 3, Town, Postcode, Country Code, Email Address, Phone Number, Service Code, Service Name, Format, Weight, Pieces, Manifest Number, Charge, Carrier Code, Carrier Service Code, Cost, Customer Name, Volume Weight, Total Value, Total Items, Declared Shipping Charges

Example of the report:

Tracking Number	Secondary Tracking Number	Shippers Ref	Account	Department	Shipment Date	Consignee	Address Line1	Address Line2	Address Line3	Town	Postcode	Country Code	Email Address	Phone Number	Service Code	Service Name	Format	Weight	Pieces	Manifest Number	Charge	Carrier Code	Carrier Service Code	Cost	Customer Name	Volume Weight	Total Value	Total Items	Declared Shipping Charges
JD11111111GB	48-000 000 0000-000 000 DF	111111	100001		########	Ann Brown	Address 1			Manchester	M21 9OX	GB	annb@gmail.com	##########	TPSN	ROYAL MAIL TRACKED 48 NO SIGNATURE	Inland Format Not Applicable	0.3	1	ISH4811111		RMG	TPS		WHSmith		0.01	0	
JD2222222GB	48-000 000 0000-000 E0I	111112	100001		########	Ann Green	Address 2			London	TW3 1HB	GB		##########	TPSN	ROYAL MAIL TRACKED 48 NO SIGNATURE	Inland Format Not Applicable	1	1	ISH4811111		RMG	TPS		WHSmith		0.01	0	
JD3333333GB	48-000 000 0000-000 E0I	111113	100001		########	Ann Blue	Address 3			Aberdeen	AB15 9NL	GB	ann.b@gmail.com	##########	TPSN	ROYAL MAIL TRACKED 48 NO SIGNATURE	Inland Format Not Applicable	0.5	1	ISH4811111		RMG	TPS		WHSmith		120	2	
JD4444444GB	48-000 000 0000-000 0CI	111114	100001		########	Ann Red	Address 4			Edinburgh	EH3 5BW	GB		##########	TPSN	ROYAL MAIL TRACKED 48 NO SIGNATURE	Inland Format Not Applicable	0.05	1	ISH4811111		RMG	TPS		WHSmith		0.01	0	

3. **Tracking Number Export**- All of the shipments that detail the original order number and tracking reference.

Customer * [No customer selected] [✖]

[search for customer...] [Select Customer]

Shipping Date [7 Apr 2022] [📅]

[Create Report] [Cancel]

The report contains: Shippers Reference, Carrier, Tracking Number, Tracking_2, Tracking_3, Tracking_4, Tracking_5, Tracking_6, Shipmate Date

Example of the report:

Shippers Reference	Carrier	Tracking Number	Tracking_2	Tracking_3	Tracking_4	Tracking_5	Tracking_6	Shipment Date
11111	RMG	JD1111111111GB						06/04/2022
11112	RMG	QT1111111111GB						06/04/2022
11113	RMG	JD1111111112GB						06/04/2022
11114	RMG	JD1111111113GB						06/04/2022
11115	RMG	JD1111111114GB						06/04/2022

4. **Transaction Report** – Shows products which have been returned from an order. Applicable only for customers using our Returns Portal.

The report contains: Export Date, Export Tracking Number, Carrier, Service, Country, Status, Return Date, Return Tracking Number, Carrier, Service, Order Number, SKU, Description, Shipped Quantity, Return Quantity, Return Value, Currency, Return Reason, Status

Example of the report: N/A