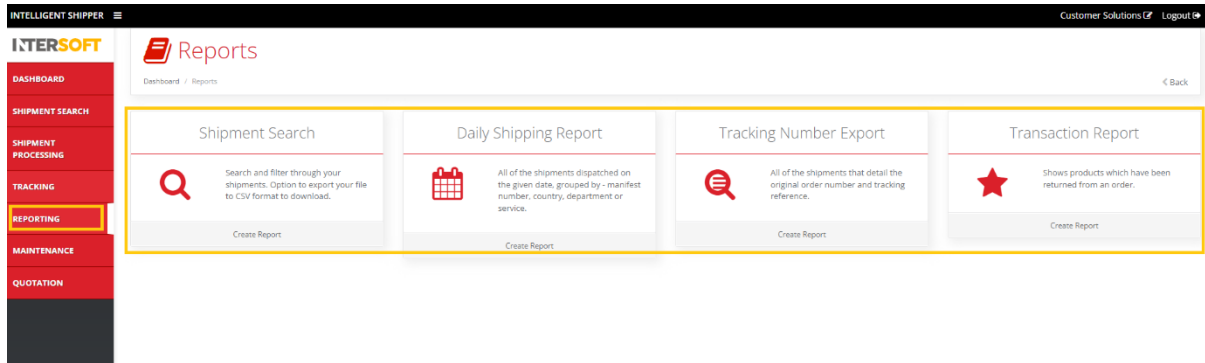


To access the reporting please **log into Intelligent Shipper** and go into **REPORTING**.



There are four reports available:

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

When you view or download the file you are responsible for the security of any personal information

From Date *

To Date *

Output * **CSV or Screen**

Recipient

Country

Postcode

Town

Manifest

Service

Agent

Customer

Exclude already delivered shipments
 Only include late shipments
 View Cancelled Shipments Only
 Include customers' unbooked shipments

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, Charge, Carrier Code, Carrier Service Code, Cost, Volume Weight, Total Value, Total Items, Declared Shipping Charges

Example of the report:

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 Y Tracking Number	Charge	Carrier Code	Carrier Service Code	Cost	Volume	Total Value	Total Items	Declared Shipping Charges
WL852030129GB	INTERSOFT	test	Royal Mail	28/02/2022	Robin	20 Cooper Square			London	TW3 1HB	GB	123@gmail.com	97676767676	TPLN	Royal Mail - Tracked 48 (HV) No Signature Applicable	Inland Format Not Applicable	0.1	1	1SH2800007			Intersoft Tes 28-006 976	0	RMG	TPL	0	0	10	1	0	
FMS1702528GB	INTERSOFT	test	Royal Mail	07/02/2022	Robin	20 Cooper Square			Egham	TW20 0HL	GB		858585858	TPLS	Royal Mail - Tracked 48 (HV) Signature Applicable	Inland Format Not Applicable	0.1	1	1SH2800006			Intersoft Tes 28-006 976	0	RMG	TPL	0	0	10	1	0	

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

Customer *

Shipping Date

Shipment Type

Group By

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 00	111111	100001		#####	Ann Brown	Address 1			Mancheste	M21 9DX GB	GB	annb@gmail.com	#####	TPSN	ROYAL MAIL TRACKED 48	Inland Format	0.3	1	1SH4811111		RMG	TPS		WHSmith	0.03	0		
JD22222222GB	48-000 000 0000-000 000 00	111112	100001		#####	Ann Green	Address 2			London	TW3 3HB GB	GB		#####	TPSN	ROYAL MAIL TRACKED 48	Inland Format	1	1	1SH4811111		RMG	TPS		WHSmith	0.03	0		
JD33333333GB	48-000 000 0000-000 000 00	111113	100001		#####	Ann Blue	Address 3			Aberdeen	AB15 9HL GB	GB	annb@gmail.com	#####	TPSN	ROYAL MAIL TRACKED 48	Inland Format	0.5	1	1SH4811111		RMG	TPS		WHSmith	120	2		
JD44444444GB	48-000 000 0000-000 000 00	111114	100001		#####	Ann Red	Address 4			Edinburgh	EH3 5BW GB	GB		#####	TPSN	ROYAL MAIL TRACKED 48	Inland Format	0.05	1	1SH4811111		RMG	TPS		WHSmith	0.03	0		

- 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

- 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