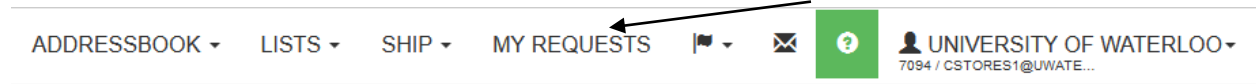
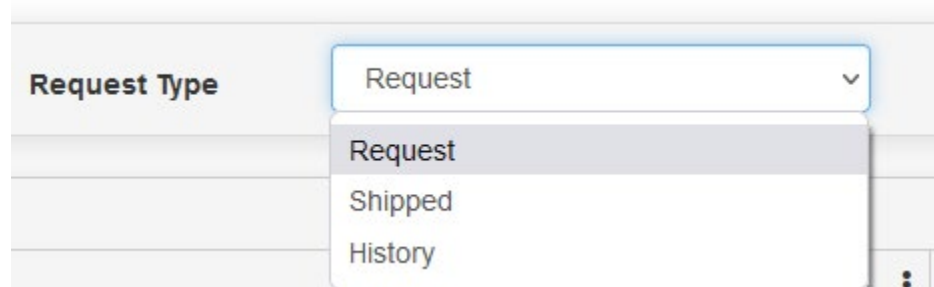


My Requests

To view previous requests, and track on shipments, click on “My Requests”.



There are 3 Request Types



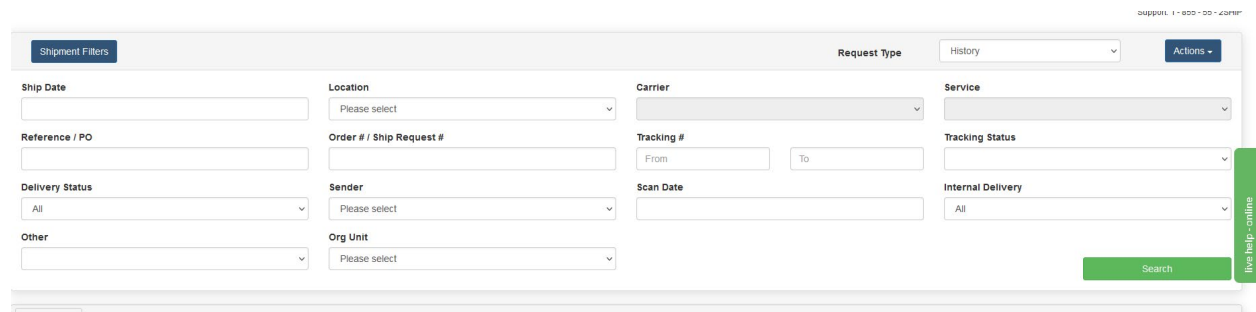
Request – those ship requests created and not yet shipped.

Shipped-Requests that have been shipped today.

History – Requests shipped previous to today.

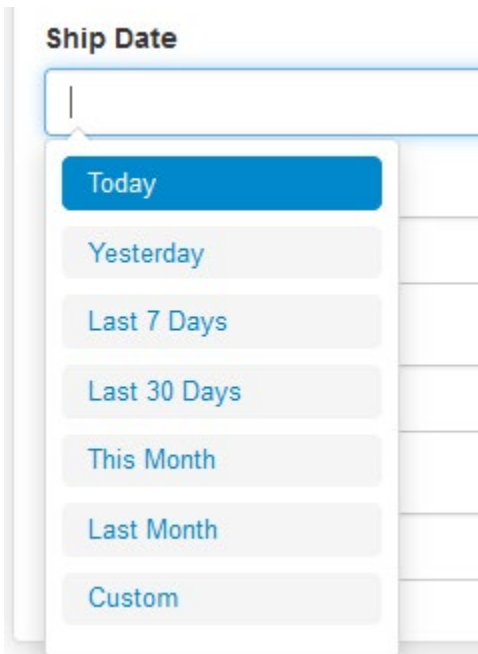
You can Filter on the various types of requests by clicking the “Shipment Filters” button

While filtering within the “History”, there are various parameters on which you can search.



Enter a Ship Date, Org Unit, Tracking #, etc.

Ship Date: From the drop down, select the required date range. Then click “Search”.



If you leave the Ship Date blank you can search for a desired tracking number. Then click “Search”

A screenshot of a search form titled 'Shipment Filters'. The form contains several input fields and dropdown menus for filtering shipments. The fields include: Ship Date (blank), Location (Please select), Carrier (Please select), Service (Please select), Reference / PO (blank), Order # / Ship Request # (blank), Tracking # (273105886816), Tracking Status (Please select), Delivery Status (All), Sender (Please select), Scan Date (blank), Internal Delivery (All), and Other (Please select). A green 'Search' button is located at the bottom right of the form.

After searching, if you click on the tracking number, a hyperlink will open to display the tracking steps within a 2Ship window. This is applicable for all carriers.

A screenshot of a shipment tracking table. The table has columns for Carrier, Tracking #, Ship Date, Sender, Recipient, Pack..., Weight, Tracking ST..., and Deliv. The table shows one shipment with the following details: Carrier: 2 - FedEx, Tracking #: 273105886816, Ship Date: 05/13/2022, Sender: University of Waterloo Trevor Beatson CA ON Waterloo N2L3G1, Recipient: University of Toronto Dr Test CA ON Toronto M5S 1A1, Pack: 1, Weight: 2, Tracking ST: No Tracking Info. There is a 'Count: 1' and 'Totals' row at the bottom of the table. An 'Actions' button is visible in the bottom right corner of the table.

Carrier: FedEx Tracking Number: 273105886816 Site: https://ship2.2ship.com [Track](#)



Shipped
Friday, 05/13/2022

273105886816

Ship Date: May 13 2022 CANADA, ONTARIO, WATERLOO, N2L3G1	No Tracking Info	Expected Delivery: May 13 2022 CANADA, ONTARIO, TORONTO, M5S1A1
Travel History		

Clicking on the “Actions” button, refreshes the display to show the current status of the shipment. For example, In Transit or Shipped.

No Tracking Info		Actions ▾
Repeat		
Track		