# Shipbridge End of Day (EOD) Forms

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## Overview

**End of Day (EOD) Forms**, also known as **Shipment Confirmation Acceptance Notice (SCAN) forms**, **Order Summary forms**, or **Shipment Manifests**, are documents shipping carriers use to record the details of shipments that have been picked up for delivery.

These forms typically include information such as addresses, weight, tracking numbers, and other relevant details. They provide a summary of the packages handed over to the carrier and may be required for various purposes such as proof of shipment, billing, and more.

You can create EOD forms with Shipbridge through:
- **Asendia**
- **APC**
- **Canada Post**
- **DHL eCommerce directly through the DHL API**
- **DHL Global Mail International through Endicia**
- **FedEx Web Services**.
- **Royal Mail**
- **RR Donnelley**
- **UPS (not with Web Services, only with WorldShip)**
- **USPS through Endicia**
- **USPS eVS**

## Prerequisites

To print EOD forms, your carrier account must be connected under **Menu > Options > Carriers**.

If you have multiple companies, each company must have its own **Per-company configuration** under the Carriers Tab for it to appear as an option in the **End of Day** menu.
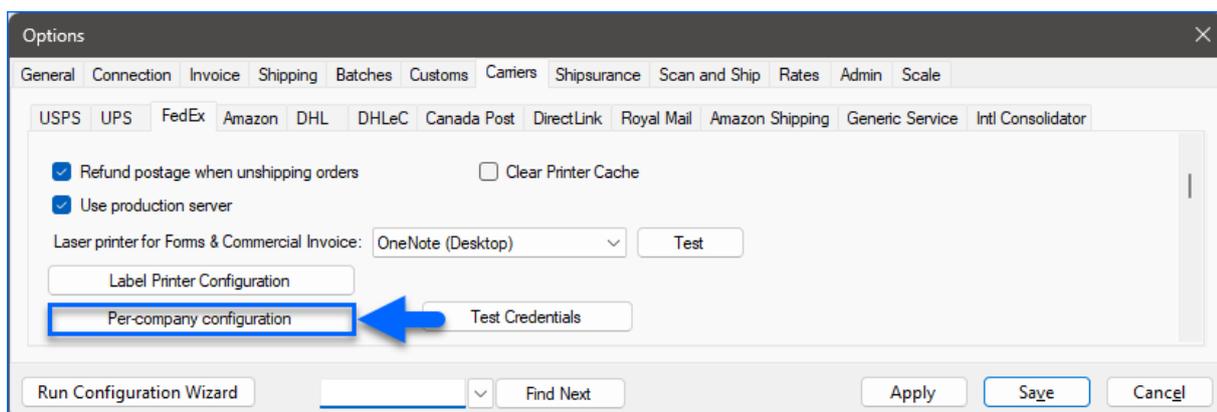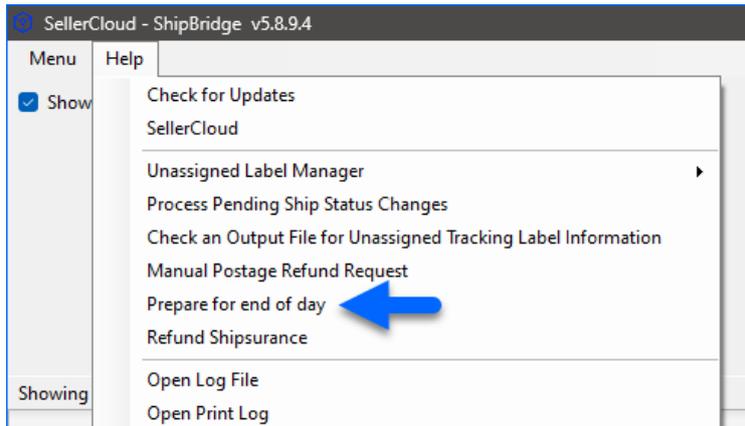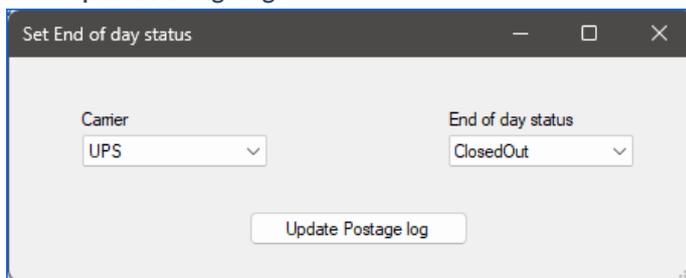


## Canada Post

To be able to generate EOD forms for Canada Post, you must enable the **Use Manifesting (End of Day) process** setting under **Menu > Options > Carriers > Canada Post**.

Before you can generate a form for Canada Post, you must first prepare for the EOD:

1. Click **Help** on top.

2. Select **Prepare for end of day**.



3. Set the **Carrier**.

4. Set the **End of day status**.

5. Click **Update Postage log**.



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# Generate an EOD Form

Shipbridge generates an EOD form for all shipped orders based on the Postage Log for the current day. The only exception to this rule is Endicia, which lets you select the orders you want to include in the EOD form.
Orders for the EOD form are only available on the user account from which they have been shipped. For Endicia, the orders must also have been shipped from the same device. You can print a summary of all your shipped orders for the day only directly from the carrier user interface.
You must always generate the EOD form on the day of shipment. You can't create a new EOD form for orders shipped on previous dates.

After you generate an EOD form, it is automatically sent to your carrier.
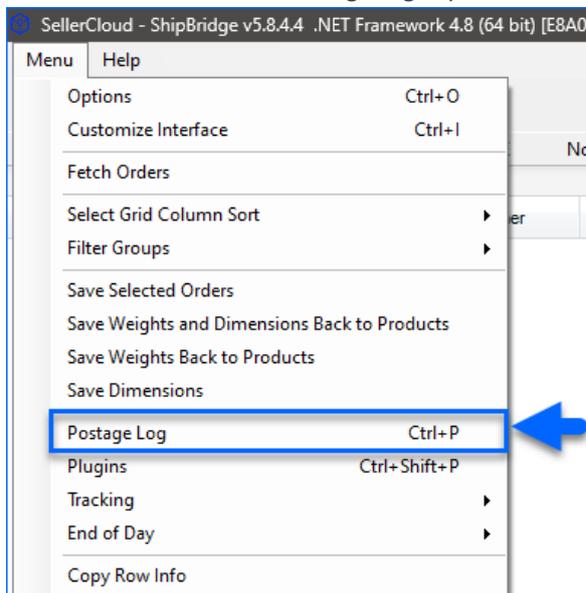
To generate an EOD form:

1. Click **Menu.**

2. Hover over **End of Day**, select the **Carrier**, and select your **Company**.
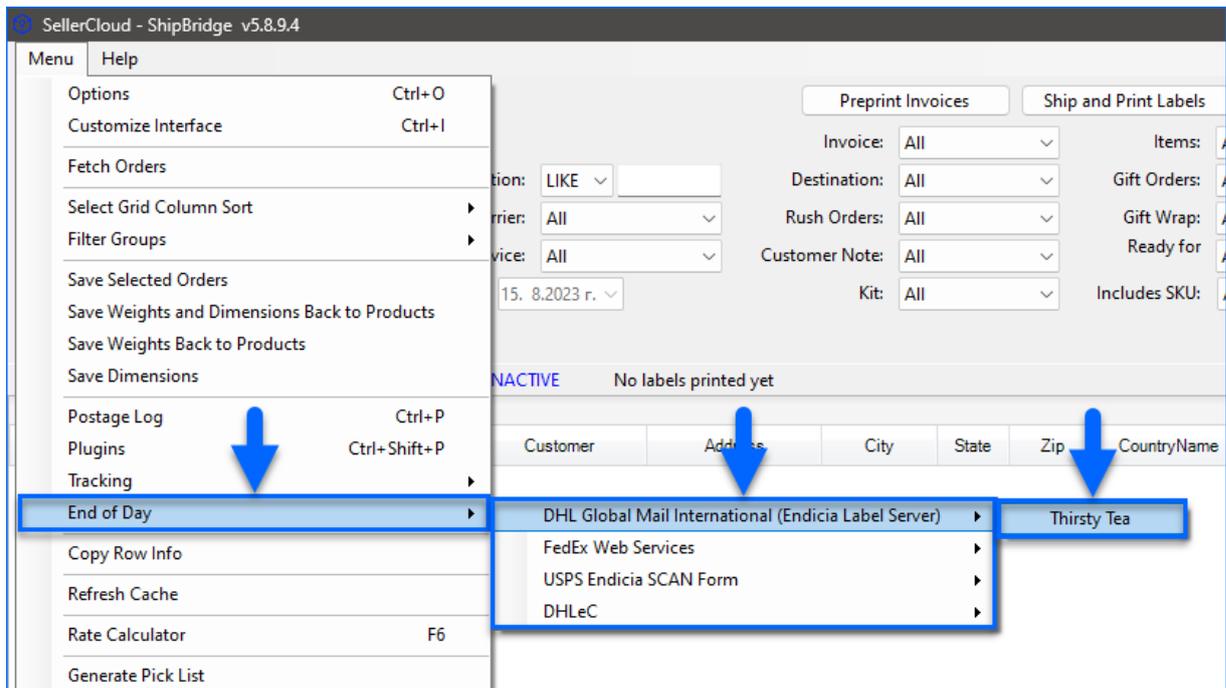
# Reprint Old EOD Forms

You can print any of your previously generated EOD forms at any time.

1. Click the **Menu** and select **Postage Log** or press **Control / Command + P**.



2. When the **Enable filters** box is checked, you can filter the postage log by:

   a. **Order ID(s)**

   b. **Tracking #**

   c. **Customer**

   d. **Address**

   e. **City**

f. **ZIP**

g. **Destination**

h. **Carrier**

i. **Date Range**

3. Click **Load** or **Reload** to show EOD form entries according to your filters.

4. You can click **Clear Filters** to clear the filters you have set.

5. Check the postage log(s) you want to reprint and click **Print ELS/E1 SCAN Form**.

# Carrier-Specific Details

See the following details about printing EOD forms for your carrier.

## DHLeC

When using DHLeC, if you see a 404 on the DHL Tracking Page, note that tracking information becomes available once you print the EOD. When you print it out, DHLeC receives tracking information and will show the tracking info.

## FedEx

To create a FedEx EOD manifest, you must enable FedEx Web Services.

When you create the FedEx EOD, you should receive a success or failure message for your **Ground** orders and another message for your **Smart Post** orders.

Note that FedEx does not provide a barcode for the EOD manifest. However, a custom barcode can be generated from the Pickup Number. To enable this feature, go to **Menu > Options > Carriers > FedEx** and check the box **Generate Custom Barcode for EOD Manifest**.
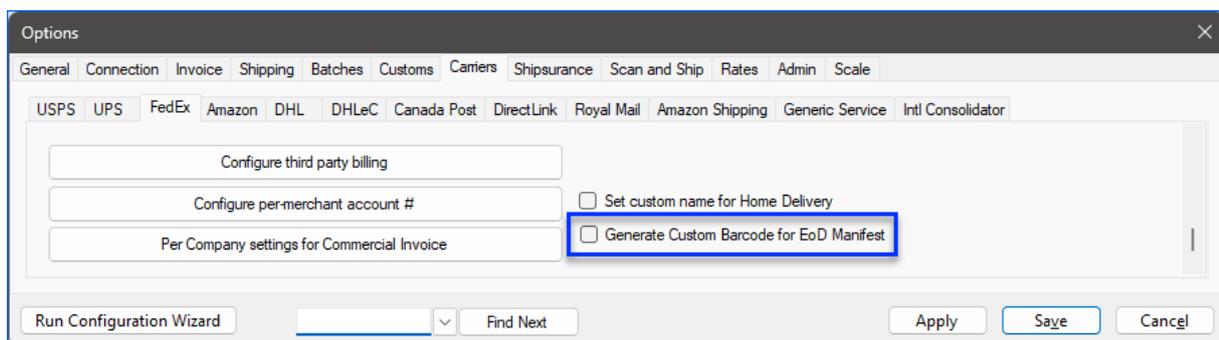


## UPS

UPS does not support creating End of Day forms in Shipbridge when connected via Web Services. However, if you have already integrated the WorldShip desktop application with Shipbridge instead, you can then use it to create End of Day forms for your shipments. Learn more about that here.
This option is not recommended because the WorldShip application is created and supported entirely by UPS, not Sellercloud.

# USPS SCAN Form

By printing out a **PS5630 Shipment Confirmation Acceptance Notice (SCAN) form**, a label with a bar code will be printed that contains all the USPS orders that were shipped (meaning labels printed) on that day. This label will not include unshipped and refunded labels in Shipbridge. Now, all USPS needs to do is scan that one label and all orders will be entered into the USPS tracking system.

Shipping USPS via Web Services registers the tracking number in USPS, so an EOD form is not needed.

Sometimes, USPS doesn't scan the package tracking, especially when shipping larger orders. Although the customer receives the tracking number, it will not be searchable on USPS.

USPS SCAN EOD applies only to Endicia orders. Orders shipped with USPS through other services, such as Amazon, will not show in an EOD form generated with Shipbridge. Amazon Buy Shipping for USPS orders are not included in the EOD.

To print SCAN forms using an Endicia Label Server (ELS) account for all companies and from one Shipbridge installation:

- If you have separate ELS accounts for different companies (set up in Shipbridge under **Carriers** > select a **carrier** > **Configure per-merchant account #**), you must print the SCAN form directly on Endicia.
- The SCAN form will only include labels printed from that PC. If you have multiple ShipBridge installations, you must print the SCAN form directly on Endicia.

Labels included in the SCAN Form cannot be refunded.