

MyMidland FAQ - How can we help?

Q: Can I Edit or Delete shipments in MyMidland?

A: Yes, Edit or Delete shipments is possible in MyMidland.

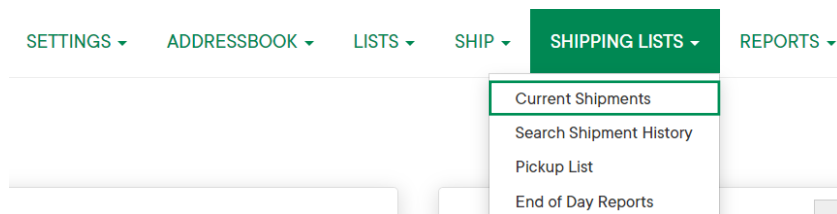
Edit and/or Delete shipments that are displayed within Current Shipments. Current shipments are defined as shipments that have a ship date of today or a date in the future.

Any shipment that has a ship date of today will close daily at midnight and fall into the Search Shipment History screen. Once the shipment is within Shipment History, or if Midland has taken possession of the shipment, it can no longer be Edited or Deleted.

Note: If the last or only shipment that's created has been deleted and there is a pickup scheduled with Midland please ensure to cancel the pickup if there won't be anything for Midland to pickup. If a pickup is still required there is no need to cancel the pickup.

How do I Edit or Delete a shipment?

1. Click on **Shipping Lists** then select **Current Shipments**.



2. Click on **Actions** then select **Details**. A list of shipments will appear.

Carrier Id	Carrier Name	Locatio...	Pickup Address	Service Type	Shipme...	Packages	Actions
10094	MIDLAND	7387	Test Location	All	2	2	Actions
10135	MIDLAND	7387	Test Location	All	3		Details Close Pickup Zip Print

MIDLAND
Contact Information



100 Midland Drive
Dieppe, NB E1A 6X4



1-888-MIDLAND



CustomerService@
midlandtransport.com



midlandtransport.com

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3. Choose **Actions** on the desired shipment then **Edit** or **Delete**.

Drag a column header and drop it here to group by that column

	Carrier	Tracking #	Ship Date	Sender	Recipient	Packa...	Weight	Charge	Tracking Status	D...	S...	P...
▶	MIDLAND	50330000146	2/13/2024	HARMONIZED BUILDING SUPPLIES CA Test User CA NB Moncton EIA6x4	Midland Transport LTD. Sample Contact CA NB Dieppe EIA 6C8	1	2	13.9				Actions
▶	MIDLAND	50330000147	2/13/2024	TEST HARMONIZED Harmonized Test User CA NS Dieppe EIA6x4	Midland Transport LTD. Sample Contact CA NB Dieppe EIA 6C8	1	1	13.9				

4a) **Delete**: A pop-up will appear to confirm, click **Delete**.

Confirm Delete

You are attempting to delete the selected shipment. Are you sure?

Delete
Cancel

4b) **Edit**: The **Ship Screen** will load with the shipment's details. Make the necessary corrections then click **Ship**.

MIDLAND SETTINGS - ADDRESSBOOK - LISTS - SHIP - SHIPPING LISTS - REPORTS - [Icons]

Assistant Off Support: 1 888 857 8770 Advanced

Order # E26975 Manual [Icons]

Customer Pricing: 0.00 Markup %: [Dropdown]

S Sender: Test Location [Icon] [Check]

R Recipient: Recipient Id [Icon]

Country: CANADA Street Address: 191 Humphrey St

Company: KENT BUILDING SUPPLIES Address 2: [Input]

Contact Person: [Input] City: [Input]

1 Packages - Weight: 2.00 Lbs

Small Packages Freight

Packages: [Table with 1 package, weight 2.00]

Measurements Type: Pounds / Inches Packaging: Your Packaging

Weight: 2.00 Dims Code: [Input] Length: 0.00 x Width: 0.00 x Height: 0.00

Put On hold Email Labels Ship Reload

Note: This will generate the updated BOL/Shipping label(s) that will replace the existing document on the shipment. All previously created shipping documents for the shipment must be discarded and replaced by the newly generated document. Relabel all pieces with new labels.

If the shipment is no longer eligible to be Edited or Deleted, a pop up will appear advising the inability to edit or delete the shipment. Please contact Customer Service at 1-888-MIDLAND for assistance.

MIDLAND

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100 Midland Drive
Dieppe, NB E1A 6X4

1-888-MIDLAND

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