# MyMidland FAQ - How can we help?

# **Q:** Can I create and print a manifest in MyMidland?

Note: If you are a previous Go Midland user, closing the Manifest is no longer mandatory at the end of the day. Shipments will automatically close at Midnight each evening, however the generation of the Manifest is not automatic.

A: Yes! To create a shipping manifest, follow the steps outlined below.

Click on Shipping Lists then Current Shipments.



Select Actions then Close to begin the closing process.

Today Shipmenta By Location     P Shipmenta B Packages       Center.     Canter Name     Incell.     Pickup Address     Sanka Type     Ship.     Picka       10014     Mildland Counter     7 295     100 MIDLAND DRIVE 40244     AB     7 8     Account - Incell       Voide     Voide     Voide     Voide     Voide     Voide     Voide     AB     7 8     Account - Incell	Northe						
Center.     Canter Name     Locali.     Pickup Address     Sanka Type     Ships.     Picka       10004     Mildland Counter     736     100 MIDLAND DRIVE 40244     All     7     8     Address       V     Mildland Counter     736     100 MIDLAND DRIVE 40244     All     7     8     Address       V     Desile     V     V     V     V     V     V       V     Desile     V     V     V     V     V	Today	Shipments By Location	7.Shipmenta 8 Pa	clages			
10094         Midland Courter         7316         100 MIDLAND DRIVE 40344         All         7         8         Account =           C         Docells         Close	Card	n. Cartier Name	Loca	I. Polup Address	Service Type	SNpm.	Packa
Close ± Pickup	1009	4 Midland Courler	73%	100 MIDLAND DRIVE 40044	AE	7	<ul> <li>Actions •</li> <li>C petails</li> </ul>
± Pickap							Sector Close
							± Pickup

## Select Start Closing.





100 Midland Drive Dieppe, NB E1A 6X4



#### 1-888-MIDLAND



### CustomerService@ midlandtransport.com



#### midlandtransport.com

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#### Click on Carrier Close Report.

Step 1	Step 2
Close Info	Close Documents
Shipments were successfully moved to his	tory

Once clicked, a PDF file will be available. From here, select the preferred printer to print the manifest.

		NIFEST - Midland Courier				
Courier.MID.Sales.De mo.User Ao 100 Midland Drive Ma Dieppe, NB	Page #: 1 :count#: 191 anifest#: 746504626000059					
E1A6X4		746504626	6000059			
PRO# / REF# / Instructions	NAME / ADDRESS	PCS / WEIGHT	ACCESSORIALS			
1910000157 Prepaid REF: Instr:	Exemple de Société 1615 55 Ave Dorval, QC, H9P2W3, CA	1 Pcs 10.00 LBS				
Total Shipments: 1 Total Pieces: 1 Total Weight: 10.00 L	BS					
Shipper		Date:				

**MIDLAND Contact Information** 100 Midland Drive Dieppe, NB E1A 6X4 1-888-MIDLAND CustomerService@ midlandtransport.com midlandtransport.com

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