Thank you for requesting an EDI connection with XPO!

To complete your setup, we need a bit more information from you. Please fill out this form, and return it to me as soon as possible. If you have any questions, please give me a call.

For general information, see our [FAQ page](https://www.xpo.com/help-center/edi/).

# About you

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Your contact information | Name  Phone number  Email address | | | |
| EDI Partner contact information, if applicable | Name  Phone number  Email address | | | |
| [Transaction type(s)](https://www.xpo.com/solutions/transportation/ltl-help-center/edi) needed | 204  820 | 210  990 | 211  997 | 214 |
| EDI version | Choose your EDI version… | | | |
| Do you currently have an EDI connection with us? | No  Yes  If yes, may we mirror your existing setup?  No  Yes | | | |
| Requested go-live date | Choose a date… | | | |
| Bill-to information | Payee Name:  Bill-to Address:  If multiple addresses, please attach list | | | |

# IDs

|  |  |
| --- | --- |
| Qualifier ID | Qualifier ID |
| ISA IDs | Test: Test ID  Prod: Prod ID |
| GS ID | Test: Test ID  Prod: Prod ID |

# Mapping options (204, 210, and 214 only)

We have attached the standard map, which we use for most of our clients. Using the standard map will greatly speed up your EDI setup. If you require a customized map, we will contact you about further requirements and timelines.

Standard mapping  Custom mapping

# Reference number (210 and 214 only)

|  |
| --- |
| Does your internal system need a reference number?  No  Yes |
| If yes, what is the format and the associated qualifiers?  Enter the format and qualifiers. |
| Is the format location specific?  No  Yes |
| If location-specific, what are the requirements for each location?  Enter the requirements. |
| Do you require 214 for payment to be issued?  No  Yes |
| Are there any other requirements we should be aware of?  Enter any other information we may need. |

# Invoicing options (210) – **Note:** XPO is working to phase out paper invoicing by 2023

***Please select how would you like invoice(s) delivered.***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Original** | **Corrected** | **Balance Due** |
| **Pre-paid** | Choose an item. | Choose an item. | Choose an item. |
| **Collect** | Choose an item. | Choose an item. | Choose an item. |
| **Third Party** | Choose an item. | Choose an item. | Choose an item. |

|  |
| --- |
| Please note any special requirements to receive Corrected/Bal Due invoices via EDI: Examples include; a new invoice number for corrected or an amount paid line on balance due invoices are required. |

If Email is selected please provide an email address we can send invoices to.

Enter the send-to email address.

Email Format type to use.

PDF (1 Daily Email with PDF attachment for all Invoices, but no backup documents)

PDF with Images (BOL/DR included in PDF with Invoice, but 1 Email per shipment)

CSV(Excel) file with accessorials

# Connection details

|  |  |
| --- | --- |
| Connectivity type | Choose your connection…  Note: FTP provides no security and sends credentials in plain text over the Internet. Please select this option only if your current IT capabilities do not allow another option. |
| Who will host the account? | Choose a host… |
| If you will host the connection, enter your server information, or send it as soon as possible. | Server: Enter server name.  Port: Enter the port number.  User ID: Enter the login user ID.  Password: Enter the login password.  Directories:  To XPO: Enter directory name.  From XPO: Enter directory name. |
| Technical contact | Name  Phone number  Email address |

# Sample files

In the table below, or in your email message back to us, please attach each of the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **An Excel file of Shipping locations with full names and addresses** | **A recent BOL with all the required reference numbers clearly indicated** | **A letter of authorization** | **Sample data for the transaction type** | ***If requesting custom mapping:***  **Spec document and sample transactions** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Drag & Drop File Here.* | *Drag & Drop File Here.* | *Drag & Drop File Here..* | *Drag & Drop File Here.* | *Drag & Drop File Here..* |

# Thank you!

As soon as I receive your information, I’ll forward your request to our business office for approval. Once approved, your request will go to our setup queue. At that point, I will contact you to give you an estimate of when to expect your system to be ready for testing.