Purolator Freight®
Online Shipping

Quick Start Guide

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SHIPPING STANDARD LTL FREIGHT JUST GOT EASIER

We are pleased to introduce enhancements to the Standard Freight LTL shipping process.

Standard Freight will be added as a new service when you login into www.purolatorfreight.com. These changes eliminate manual processes, helping you save time, reduce errors and streamline your freight operation.

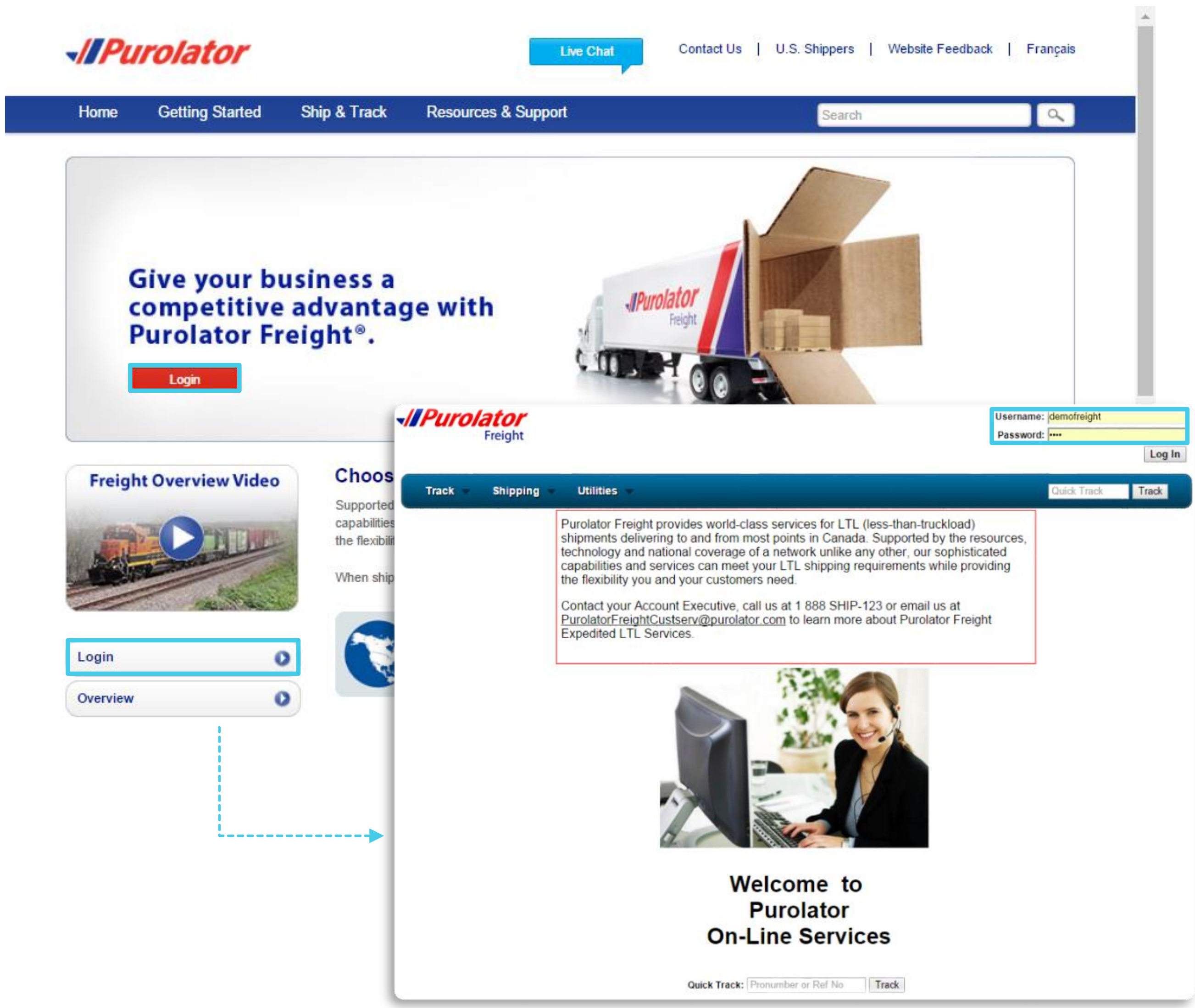
With Standard Freight online shipping you can now:

- Get estimates and delivery dates
- Schedule pickup requests online
- Complete and print a bill of lading electronically
- Print labels and bar codes for shipments
- Track a shipment

Contents

Login To Purolator Freight Online

Purolator freight login page can be accessed by both **Login** buttons on the Freight home page.



Enter your user ID and password. When you are done, click the **Log In** button.

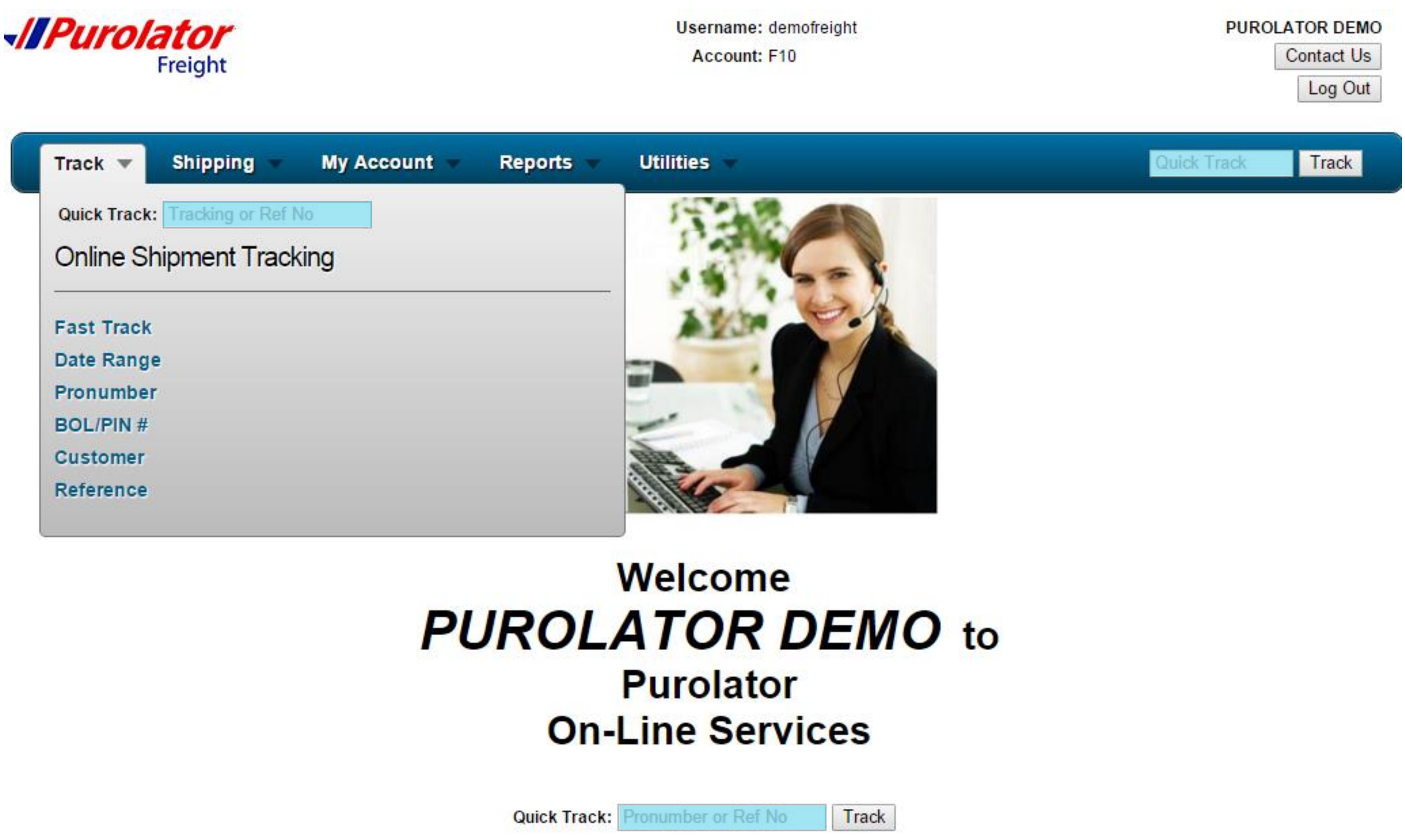
NOTE

Existing Freight account – Continue using the existing account for your LTL shipments

New Freight Customers– Once your freight account has been established, contact our Tech Support at 1-800-459-5599 to register your user ID and password

Track A Shipment

By using the **Track** drop-down menu, you can track shipments with **Fast Track**, **Date Range**, **Pro number**, **BOL/PIN #** and **Customer Reference**.



Quick Track

You can track a shipment by using the Quick Track feature.

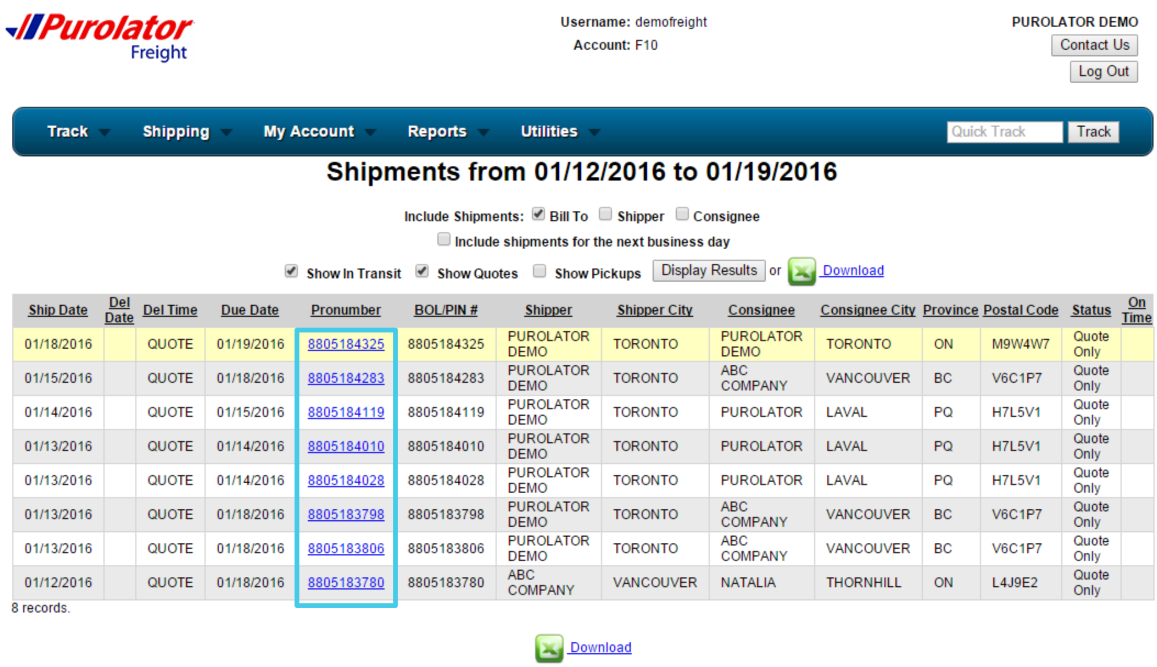
Step 1: Type in the tracking or reference number in any one of the Quick Track windows.

Step 2: When you are done, click the Track button or hit Enter.

Track A Shipment

Fast Track

Step 1: Select **Fast Track** from the Track drop-down menu.



Ship Date	Del Date	Del Time	Due Date	Pronumber	BOL/PIN #	Shipper	Shipper City	Consignee	Consignee City	Province	Postal Code	Status	On Time
01/18/2016		QUOTE	01/19/2016	8805184325	8805184325	PUROLATOR DEMO	TORONTO	PUROLATOR DEMO	TORONTO	ON	M9W4W7	Quote Only	
01/15/2016		QUOTE	01/18/2016	8805184283	8805184283	PUROLATOR DEMO	TORONTO	ABC COMPANY	VANCOUVER	BC	V6C1P7	Quote Only	
01/14/2016		QUOTE	01/15/2016	8805184119	8805184119	PUROLATOR DEMO	TORONTO	PUROLATOR	LAVAL	PQ	H7L5V1	Quote Only	
01/13/2016		QUOTE	01/14/2016	8805184010	8805184010	PUROLATOR DEMO	TORONTO	PUROLATOR	LAVAL	PQ	H7L5V1	Quote Only	
01/13/2016		QUOTE	01/14/2016	8805184028	8805184028	PUROLATOR DEMO	TORONTO	PUROLATOR	LAVAL	PQ	H7L5V1	Quote Only	
01/13/2016		QUOTE	01/18/2016	8805183798	8805183798	PUROLATOR DEMO	TORONTO	ABC COMPANY	VANCOUVER	BC	V6C1P7	Quote Only	
01/13/2016		QUOTE	01/18/2016	8805183806	8805183806	PUROLATOR DEMO	TORONTO	ABC COMPANY	VANCOUVER	BC	V6C1P7	Quote Only	
01/12/2016		QUOTE	01/18/2016	8805183780	8805183780	ABC COMPANY	VANCOUVER	NATALIA	THORNHILL	ON	L4J9E2	Quote Only	

8 records.

Download

Step 2: All the shipments and the quotes that are associated with your account within the current week will show up on the Fast Track page.

Step 3: Click on the Pronumber to review the full shipment/quote details.

Step 4: Click the Download button to download the results in .XLS (Excel) format.

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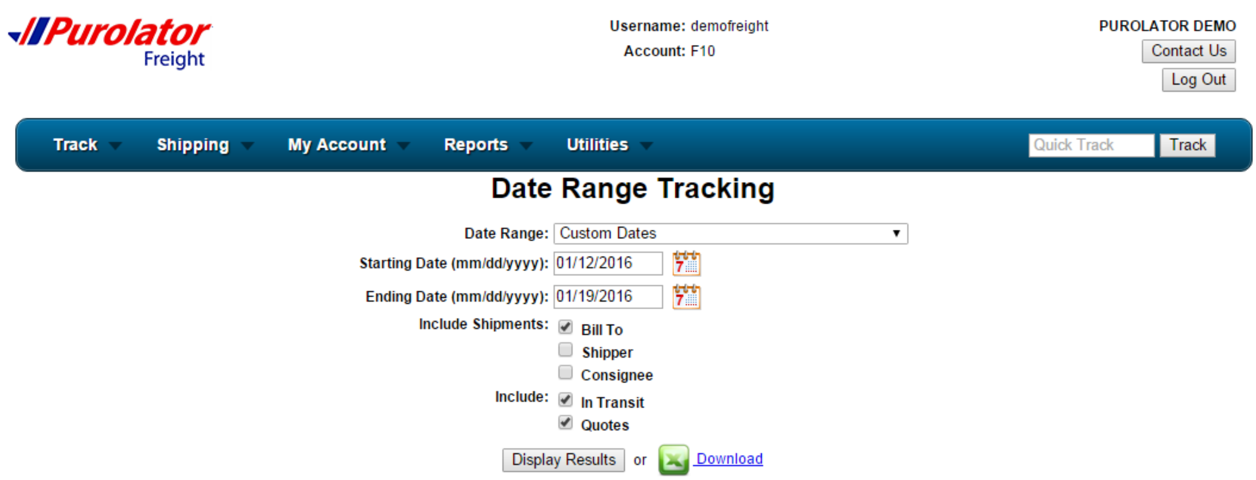
Track A Shipment

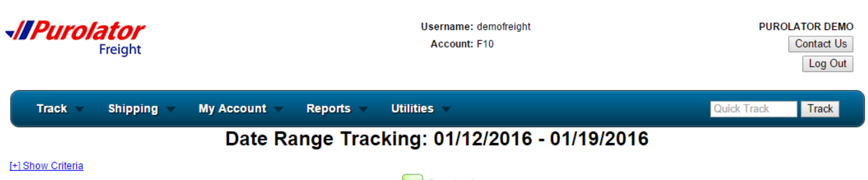
Date Range

Step 1: Select **Date Range** from the Track drop-down menu.



Step 2: Select a date range from the Date Range drop down menu or type in the custom dates. Select all the shipments and data types you wish to include in the results. The default date range is your current week.

Step 3: When you are done, click the Display Results button to see the results on the page or click the Download to download the results in .XLS (Excel) format.



Ship Date	Del Date	Del Time	Due Date	Pronumber	BOL/PIN #	Shipper	Shipper City	Consignee	Consignee City	Province	Postal Code	Status	On Time
01/18/2016		QUOTE	01/19/2016	8805184325	8805184325	PUROLATOR DEMO	TORONTO	PUROLATOR DEMO	TORONTO	ON	M9W4W7	Quote Only	
01/15/2016		QUOTE	01/18/2016	8805184283	8805184283	PUROLATOR DEMO	TORONTO	ABC COMPANY	VANCOUVER	BC	V6C1P7	Quote Only	
01/14/2016		QUOTE	01/15/2016	8805184119	8805184119	PUROLATOR DEMO	TORONTO	PUROLATOR	LAVAL	PQ	H7L5V1	Quote Only	
01/13/2016		QUOTE	01/14/2016	8805184010	8805184010	PUROLATOR DEMO	TORONTO	PUROLATOR	LAVAL	PQ	H7L5V1	Quote Only	
01/13/2016		QUOTE	01/14/2016	8805184028	8805184028	PUROLATOR DEMO	TORONTO	PUROLATOR	LAVAL	PQ	H7L5V1	Quote Only	
01/13/2016		QUOTE	01/18/2016	8805183798	8805183798	PUROLATOR DEMO	TORONTO	ABC COMPANY	VANCOUVER	BC	V6C1P7	Quote Only	
01/13/2016		QUOTE	01/18/2016	8805183806	8805183806	PUROLATOR DEMO	TORONTO	ABC COMPANY	VANCOUVER	BC	V6C1P7	Quote Only	
01/12/2016		QUOTE	01/18/2016	8805183780	8805183780	ABC COMPANY	VANCOUVER	NATALIA	THORNHILL	ON	L4J9E2	Quote Only	

8 records.

Download

Step 4: Click on the Pronumber to review the full shipment/ quote details.

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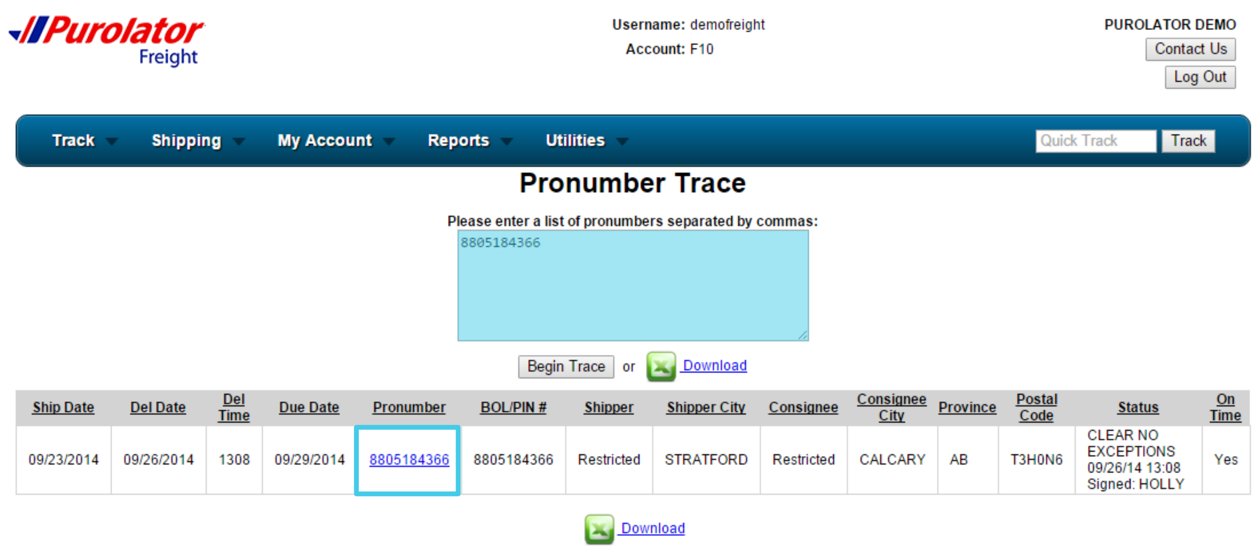
Track A Shipment

Pronumber

Step 1: Select **Pronumber** from the Track drop-down menu.



Ship Date	Del Date	Del Time	Due Date	Pronumber	BOL/PIN #	Shipper	Shipper City	Consignee	Consignee City	Province	Postal Code	Status	On Time
09/23/2014	09/26/2014	1308	09/29/2014	8805184366	8805184366	Restricted	STRATFORD	Restricted	CALCARY	AB	T3H0N6	CLEAR NO EXCEPTIONS 09/26/14 13:08 Signed: HOLLY	Yes

Step 2: Enter a list of Pronumbers by using commas (,) in the box.

Step 3: When you are done, click the Download button to see the results on the page or click the Begin Trace to download the results in .XLS (Excel) format.

Step 4: Click on the Pronumber to review the full shipment/quote details.

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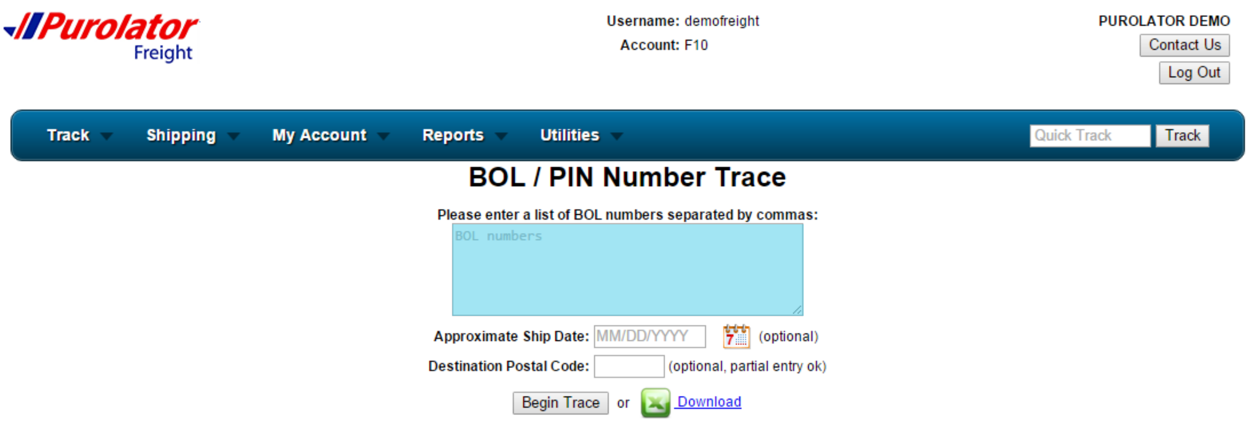
Track A Shipment

BOL/PIN

Step 1: Select **BOL/PIN #** from the Track drop-down menu.



Step 2: Enter a list of BOL numbers by using commas (,) in the box.

Step 3: When you are done, click the Download button to see the results on the page or click the Begin Trace *to download the results in .XLS (Excel) format.*

Step 4: Click on the BOL number to review the full shipment/quote details.

NOTE

On the BOL detail page, you can create a **Pickup request**/ **repeat shipment**/ **reprint the BOL** and/or **contact Purolator** by using the buttons below the menu bar.

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Track A Shipment

Customer Reference

Step 1: Select **BOL/PIN #** from the Track drop-down menu.

Step 2: Enter the customer reference in the box.

Step 3: When you are done, click the Download button to see the results on the page or click the Begin Trace to download the results in .XLS (Excel) format.

Step 4: Click on the Pronumber to review the full shipment/quote details.

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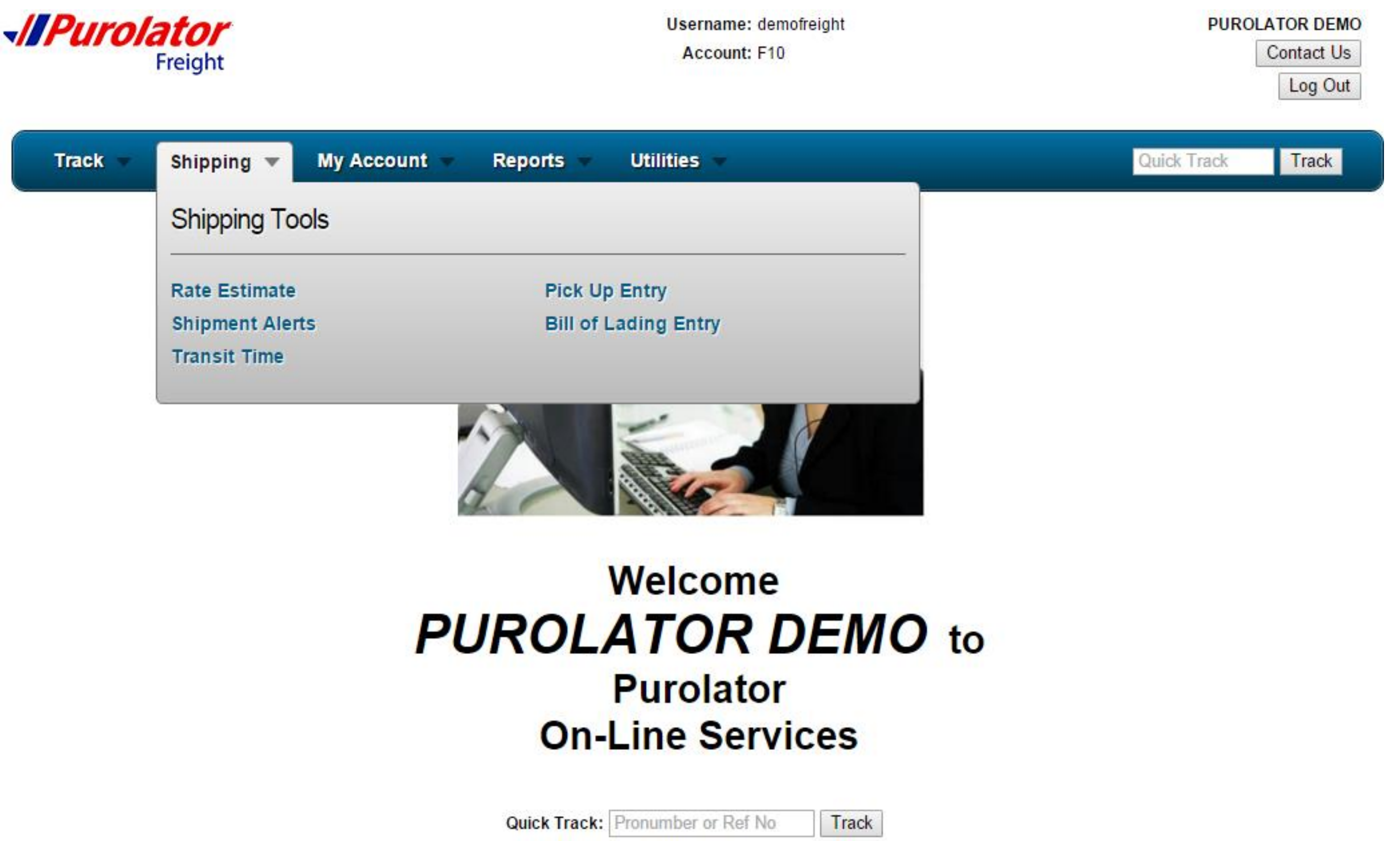
Shipping Tools

By using the **Shipping** drop-down menu, you can create/ check **Rate Estimate**, **Shipment Alerts**, **Transit Time**, **Pick Up Entry** and/or **Bill of Lading Entry**.



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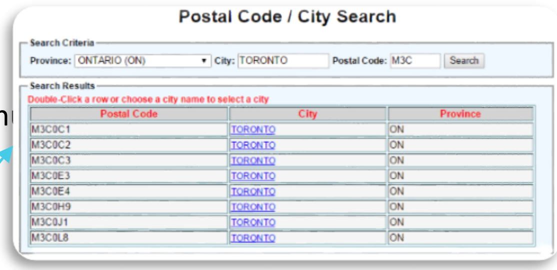
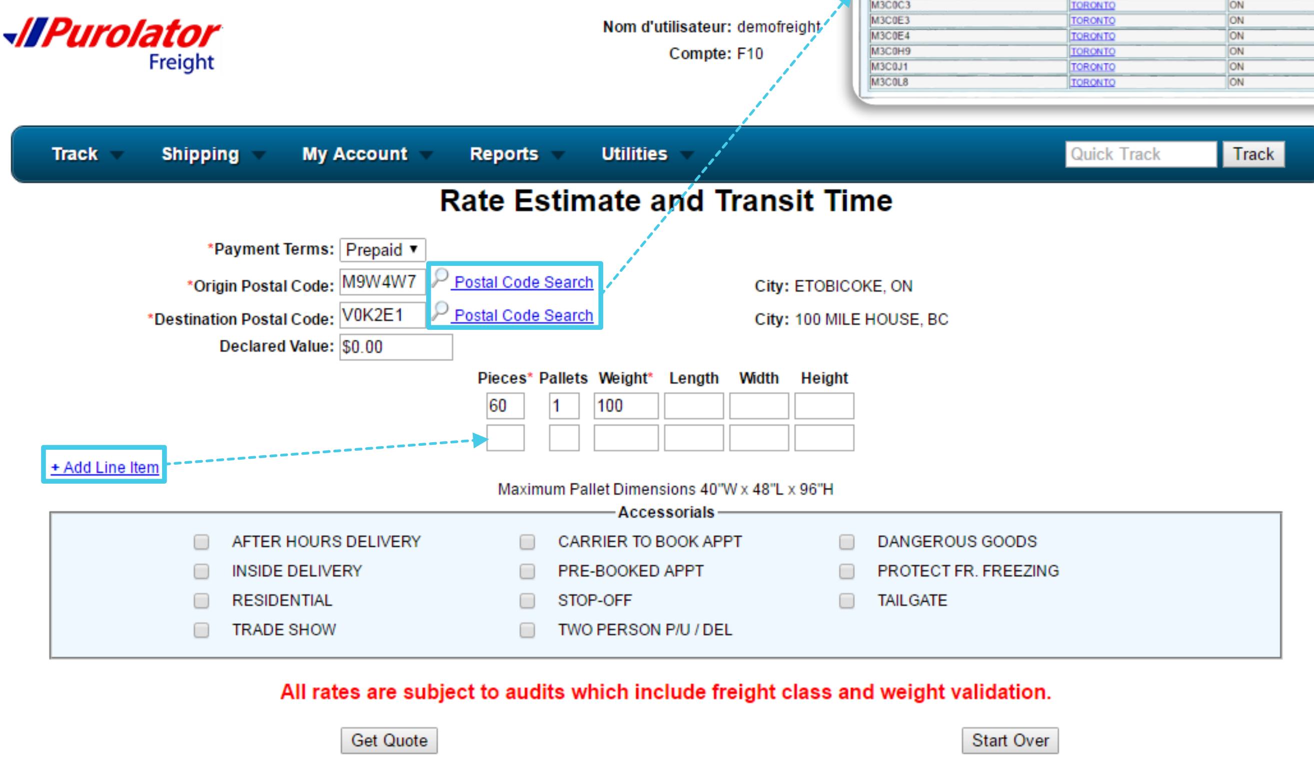
Shipping Tools

Rate Estimate

Step 1: Select **Rate Estimate** from the Shipping drop-down menu





Step 2: Fill in all the required information on the page (fields that are marked with *).
Click the + Add Line Item button to add more items.
Click the Postal Code Search button to use the Postal code/ City search option.

Step 3: Select all the applicable accessorials in the Accessorials box.

Step 4: Click on the Get Quote button to view the estimated quote and transit time.
Click on the Start Over button to refresh the page.

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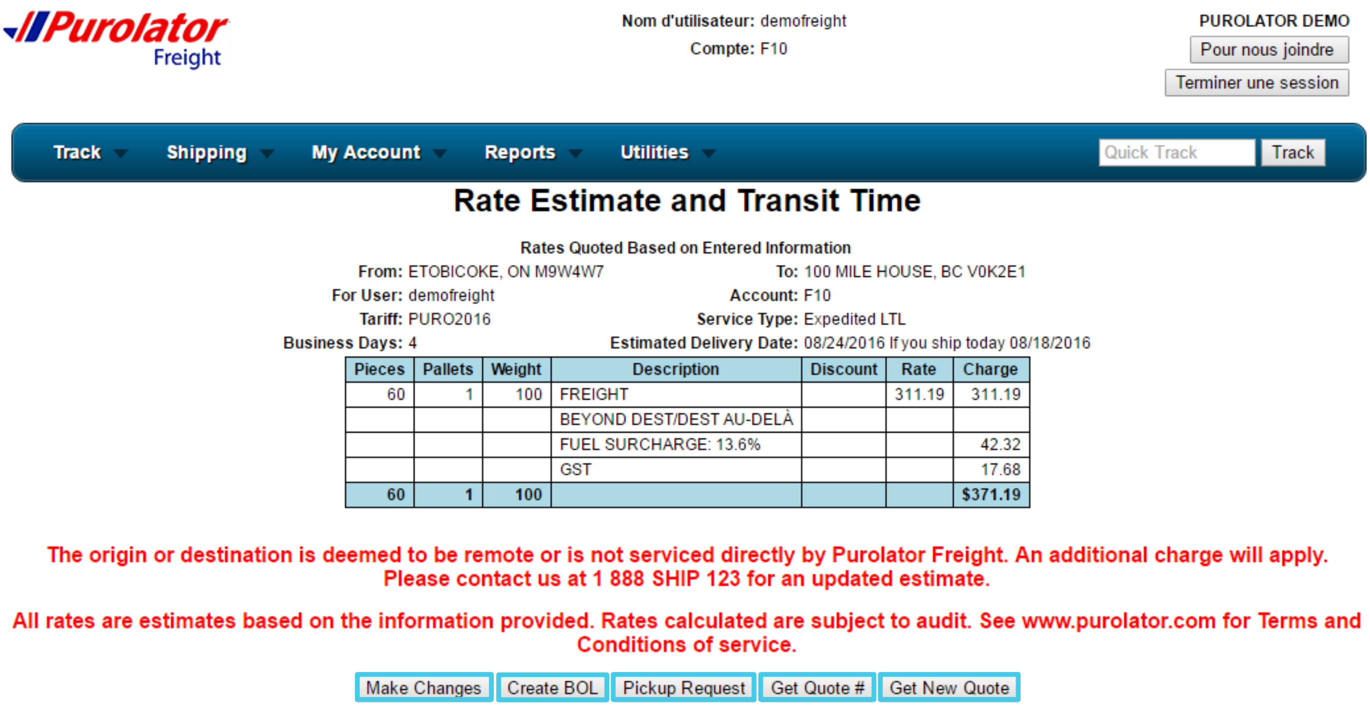
Shipping Tools

Rate Estimate


Purolator Freight

Nom d'utilisateur: demofreight
Compte: F10

PUROLATOR DEMO
Pour nous joindre
Terminer une session

Track | Shipping | My Account | Reports | Utilities | Quick Track | Track

Rate Estimate and Transit Time

Rates Quoted Based on Entered Information

From: ETOBICOKE, ON M9W4W7 **To:** 100 MILE HOUSE, BC V0K2E1
For User: demofreight **Account:** F10
Tariff: PURO2016 **Service Type:** Expedited LTL
Business Days: 4 **Estimated Delivery Date:** 08/24/2016 If you ship today 08/18/2016

Pieces	Pallets	Weight	Description	Discount	Rate	Charge
60	1	100	FREIGHT		311.19	311.19
			BEYOND DEST/DEST AU-DELÀ			
			FUEL SURCHARGE: 13.6%			42.32
			GST			17.68
60	**1**	**100**				**$371.19**

The origin or destination is deemed to be remote or is not serviced directly by Purolator Freight. An additional charge will apply. Please contact us at 1 888 SHIP 123 for an updated estimate.

All rates are estimates based on the information provided. Rates calculated are subject to audit. See www.purolator.com for Terms and Conditions of service.

Make Changes | Create BOL | Pickup Request | Get Quote # | Get New Quote

NOTE

On the results page, you can **Make changes** to the quote, **Create BOL**, Create a **Pickup Request, Get Quote #** and/or **Get New Quotes**.

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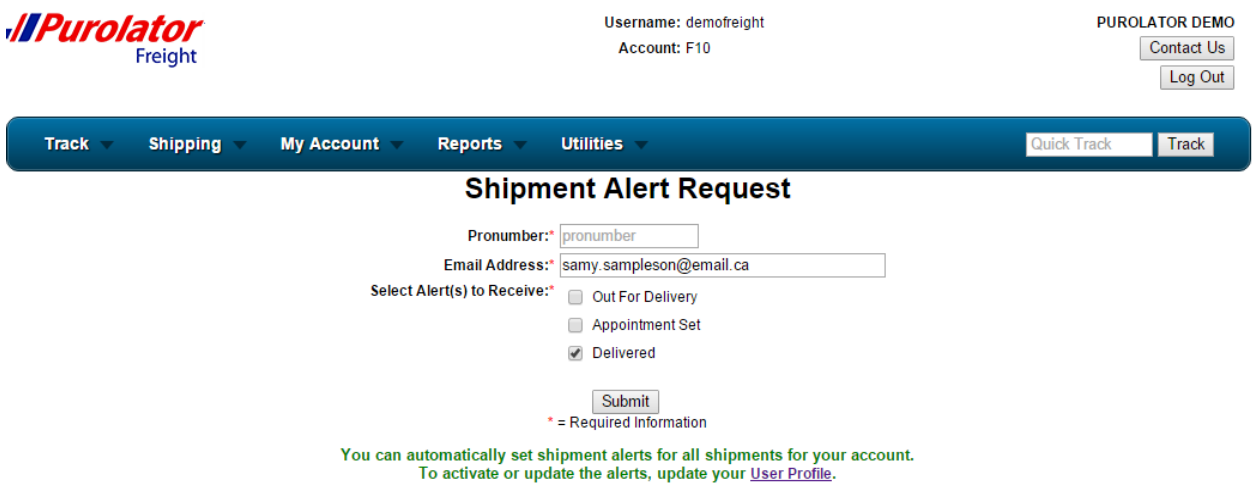
Shipping Tools

Shipment Alerts

Step 1: Select **Shipment Alerts** from the Shipping drop-down menu.



Step 2: Fill in all the required information on the page (fields that are marked with *).

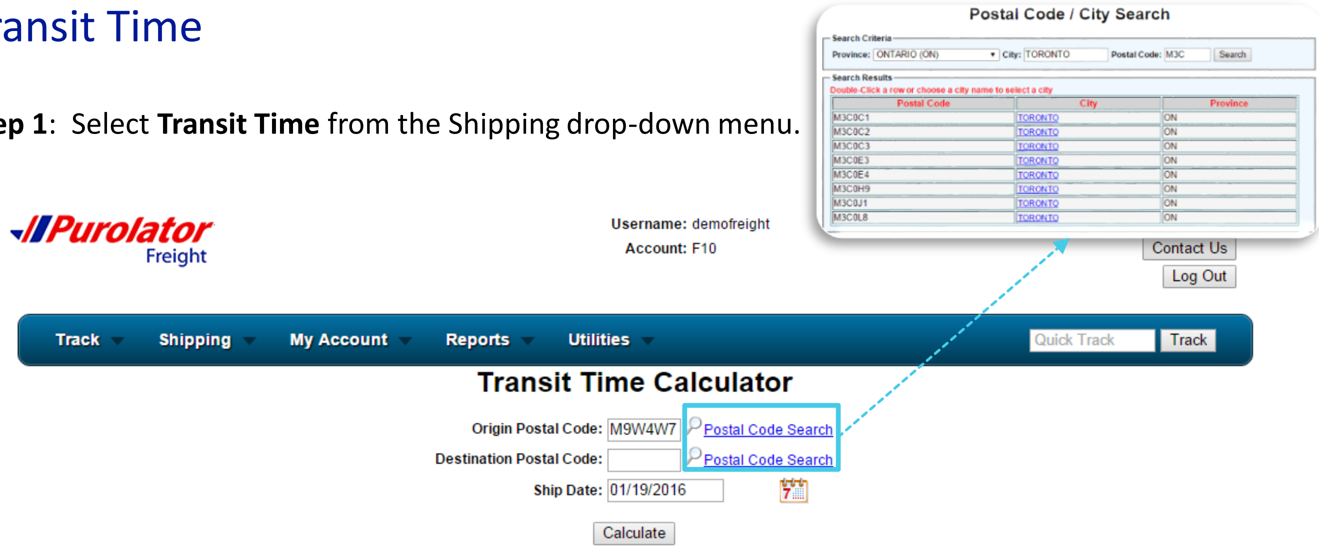
- Pronumber
- Email Address
- Alert Type

Step 3: When you are done, click on the Submit button.

Shipping Tools

Transit Time

Step 1: Select **Transit Time** from the Shipping drop-down menu.



Step 2: Enter the origin postal code, destination postal code and ship date.
Click the Postal Code Search button to use the Postal code/ City search option.

Step 3: When you are done, click on the Calculate button.

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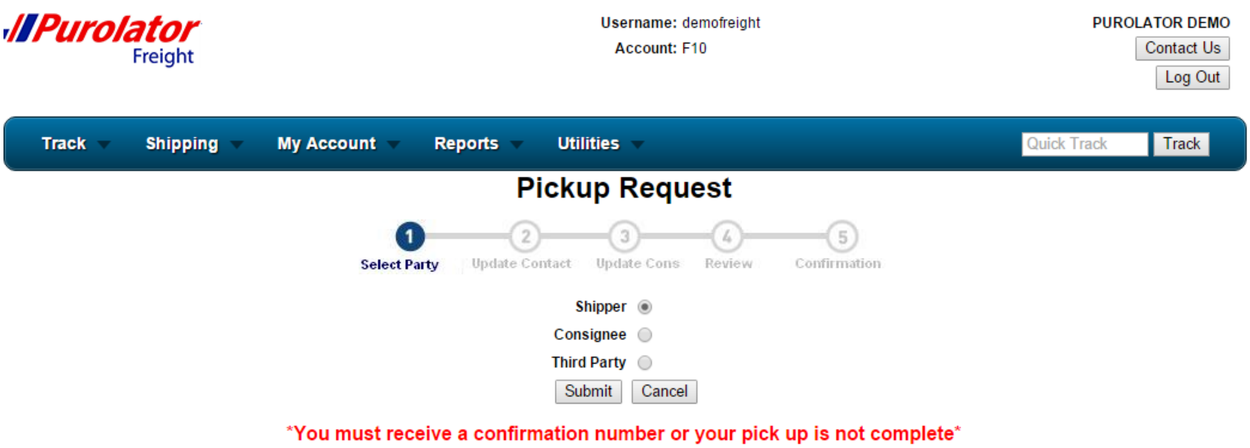
Shipping Tools

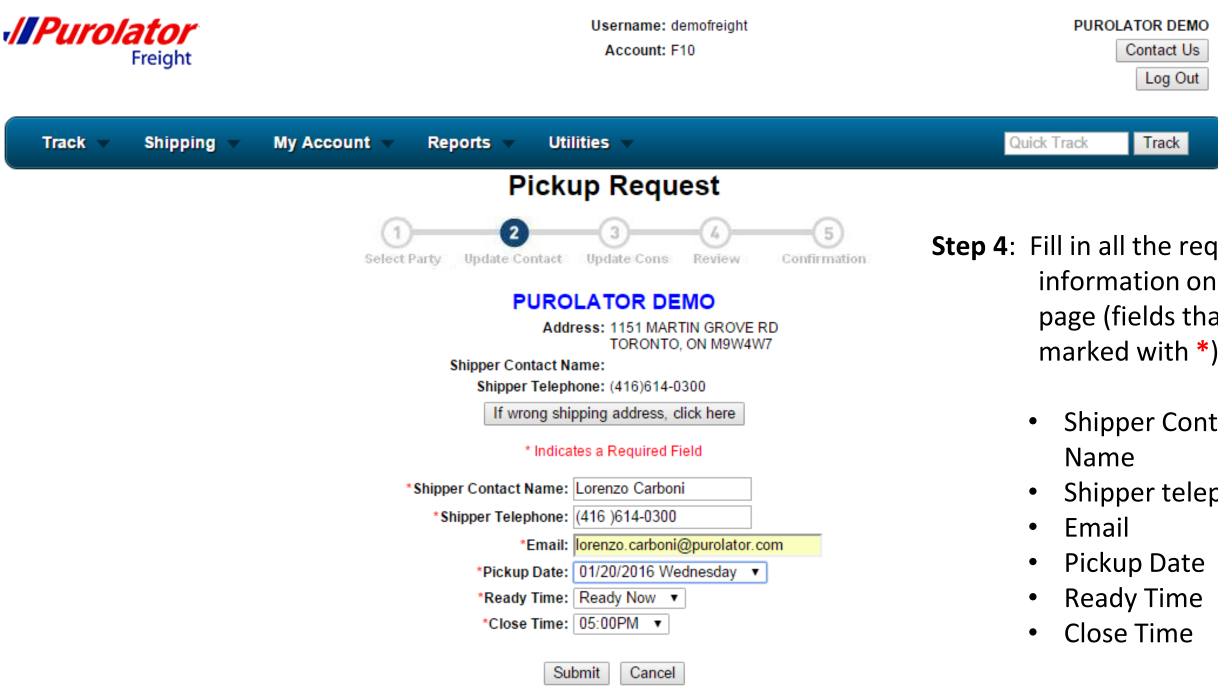
Pick Up Entry

Step 1: Select **Pick Up Entry** from the Shipping drop-down menu.



Step 2: Select the party that you are representing.

Step 3: When you are done, click on the Submit button.



Step 4: Fill in all the required information on the page (fields that are marked with *).

- Shipper Contact Name
- Shipper telephone
- Email
- Pickup Date
- Ready Time
- Close Time

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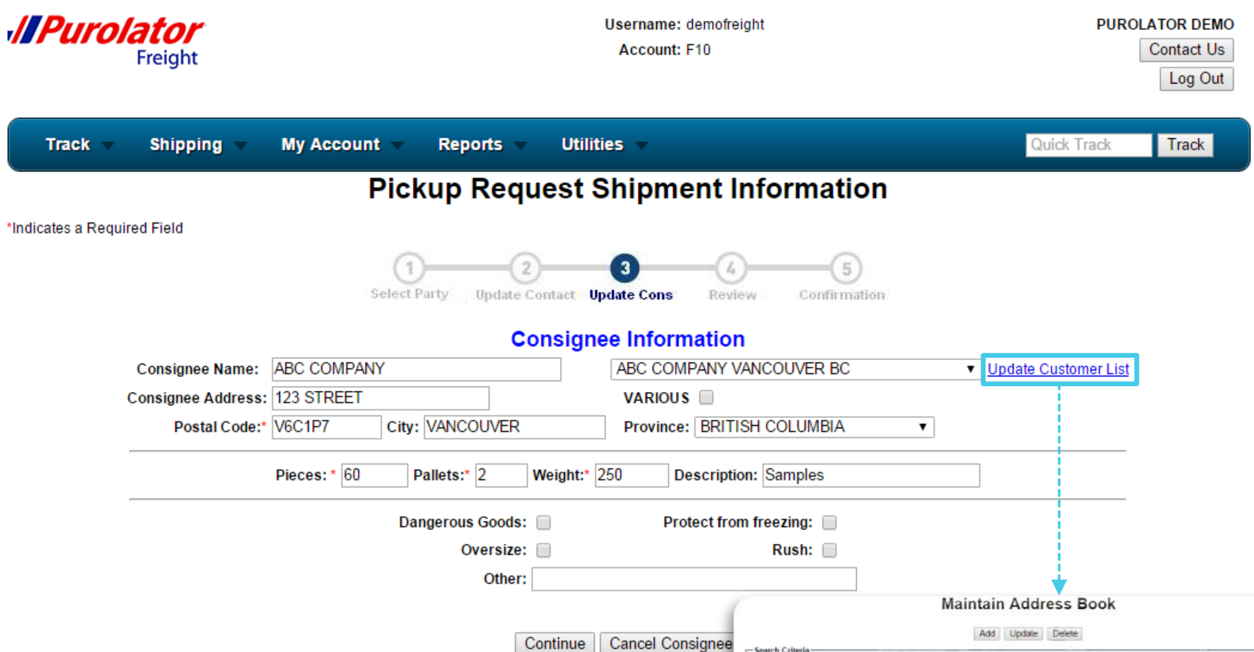
Shipping Tools

Pick Up Entry

Step 5: When you are done, click on the Submit button.



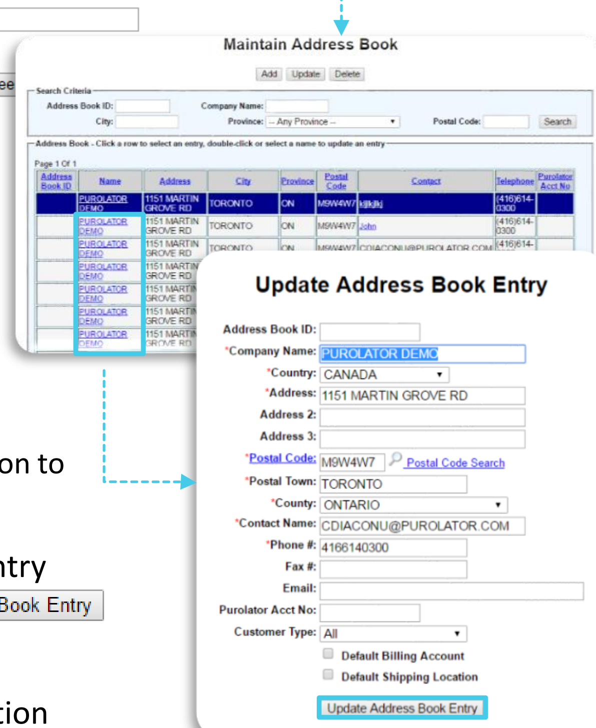
Step 6: Fill in the Pickup Request Shipment Information on the page (fields marked with * are required).

Step 7: Click on the Update Customer List button, if you need to change the shipping address saved in the address book.

Step 8: Click on the customer name or on the Update button to update the address.

Step 9: Make changes on the Update Address Book Entry window. When you are done, click on the Update Address Book Entry button.

Step 10: When the Pickup Request Shipment Information page is completed, click on the Continue button.



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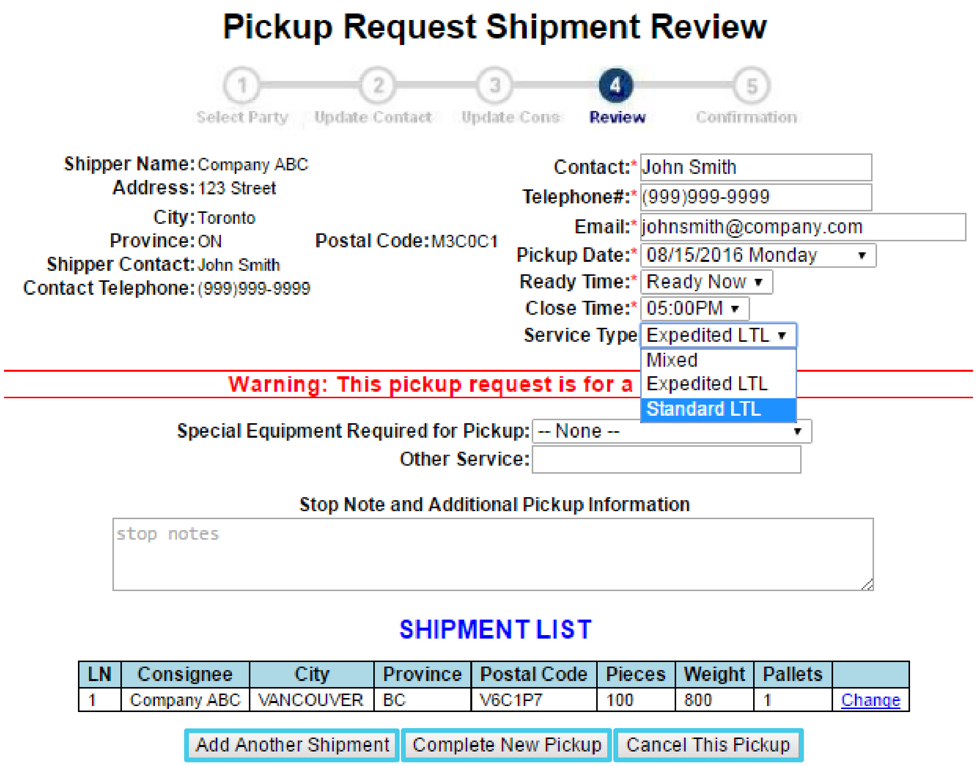
Shipping Tools

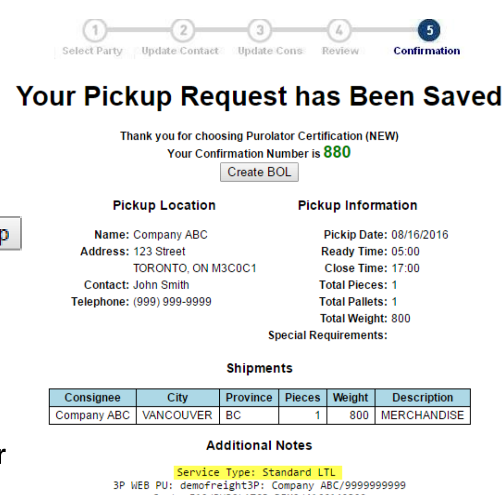
Pick Up Entry



Step 11: Review all the Pickup Request Shipment information. Input any additional information such as Special Equipment Required for Pickup, Other Services Required and/or Stop Note and Additional Pickup Information.

Step 12: When you are done, click on the Complete New Pickup button.

Step 13: You will be taken to the Confirmation page if the request is successfully processed.



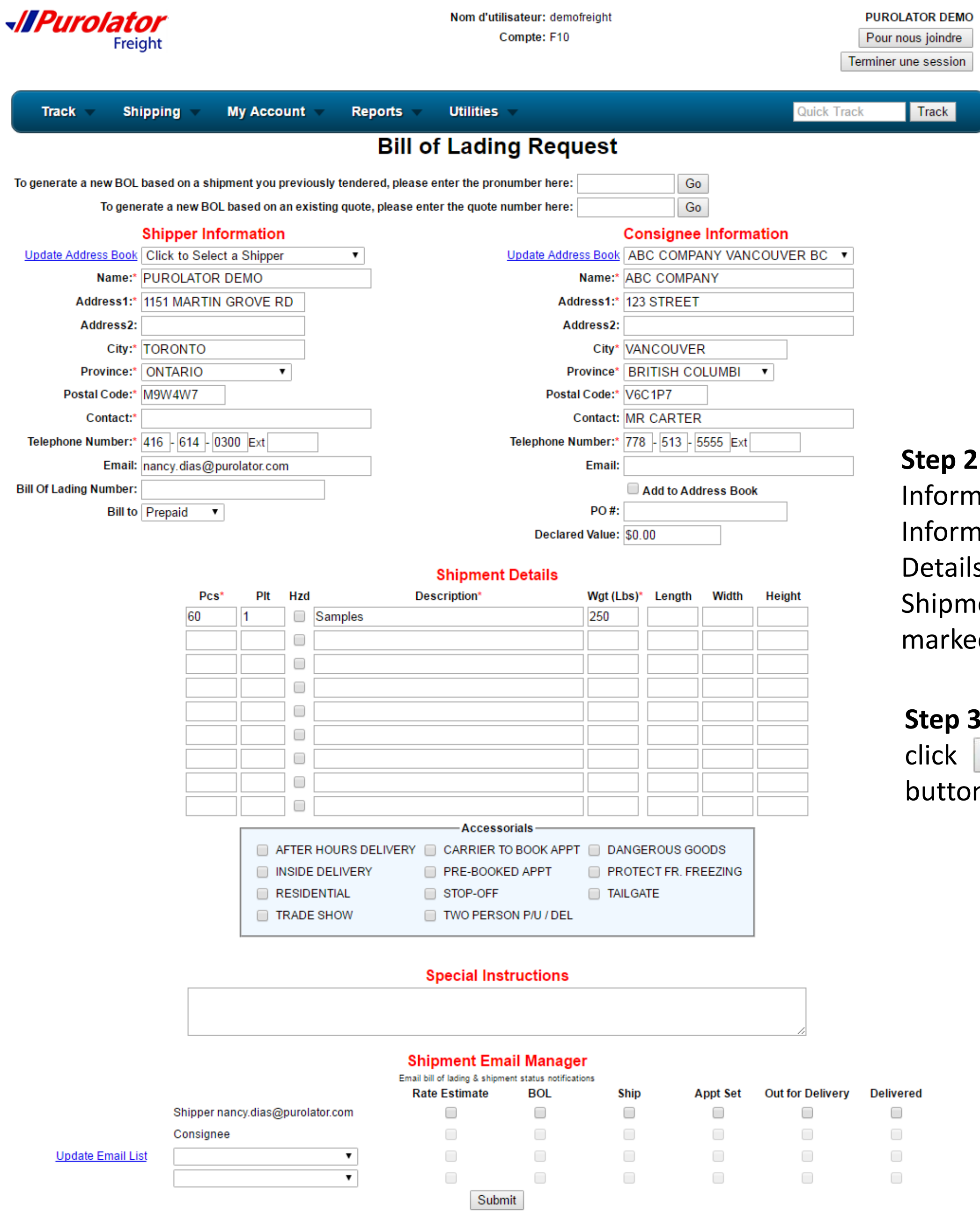
NOTE

On this page, you can also **Add Another Shipment**, **Add** This Pickup Request **to Existing Pickup** and/or **Cancel This Pickup** by using the buttons at the bottom of the page.

Shipping Tools

Bill of Lading Entry

Step 1: Select **Bill of Lading Entry** from the Shipping drop-down menu.


Purolator Freight
Nom d'utilisateur: demofreight
Compte: F10
PUROLATOR DEMO
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Terminer une session
Track | Shipping | My Account | Reports | Utilities | Quick Track | Track

Bill of Lading Request

To generate a new BOL based on a shipment you previously tendered, please enter the pronumber here: Go
To generate a new BOL based on an existing quote, please enter the quote number here: Go

Shipper Information

Update Address Book: Click to Select a Shipper
Name:* PUROLATOR DEMO
Address1:* 1151 MARTIN GROVE RD
Address2:
City:* TORONTO
Province:* ONTARIO
Postal Code:* M9W4W7
Contact:*
Telephone Number:* 416 - 614 - 0300 Ext
Email: nancy.dias@purolator.com
Bill Of Lading Number:
Bill to: Prepaid

Consignee Information

Update Address Book: ABC COMPANY VANCOUVER BC
Name:* ABC COMPANY
Address1:* 123 STREET
Address2:
City* VANCOUVER
Province* BRITISH COLUMBI
Postal Code:* V6C1P7
Contact: MR CARTER
Telephone Number:* 778 - 513 - 5555 Ext
Email:
Add to Address Book
PO #:
Declared Value: $0.00

Shipment Details

Pcs*	Plt	Hzd	Description*	Wgt (Lbs)*	Length	Width	Height
60	1		Samples	250			

Accessorials
AFTER HOURS DELIVERY | CARRIER TO BOOK APPT | DANGEROUS GOODS
INSIDE DELIVERY | PRE-BOOKED APPT | PROTECT FR. FREEZING
RESIDENTIAL | STOP-OFF | TAILGATE
TRADE SHOW | TWO PERSON P/U / DEL

Special Instructions

Shipment Email Manager
Email bill of lading & shipment status notifications

	Rate Estimate	BOL	Ship	Appt Set	Out for Delivery	Delivered
Shipper nancy.dias@purolator.com						
Consignee						
Update Email List						

Submit

Step 2: Fill in all the Shipper Information, Consignee Information, Shipment Details, Special instructions and Shipment Email Manager (fields marked with * are required).

Step 3: When you are done, click Submit on the button.

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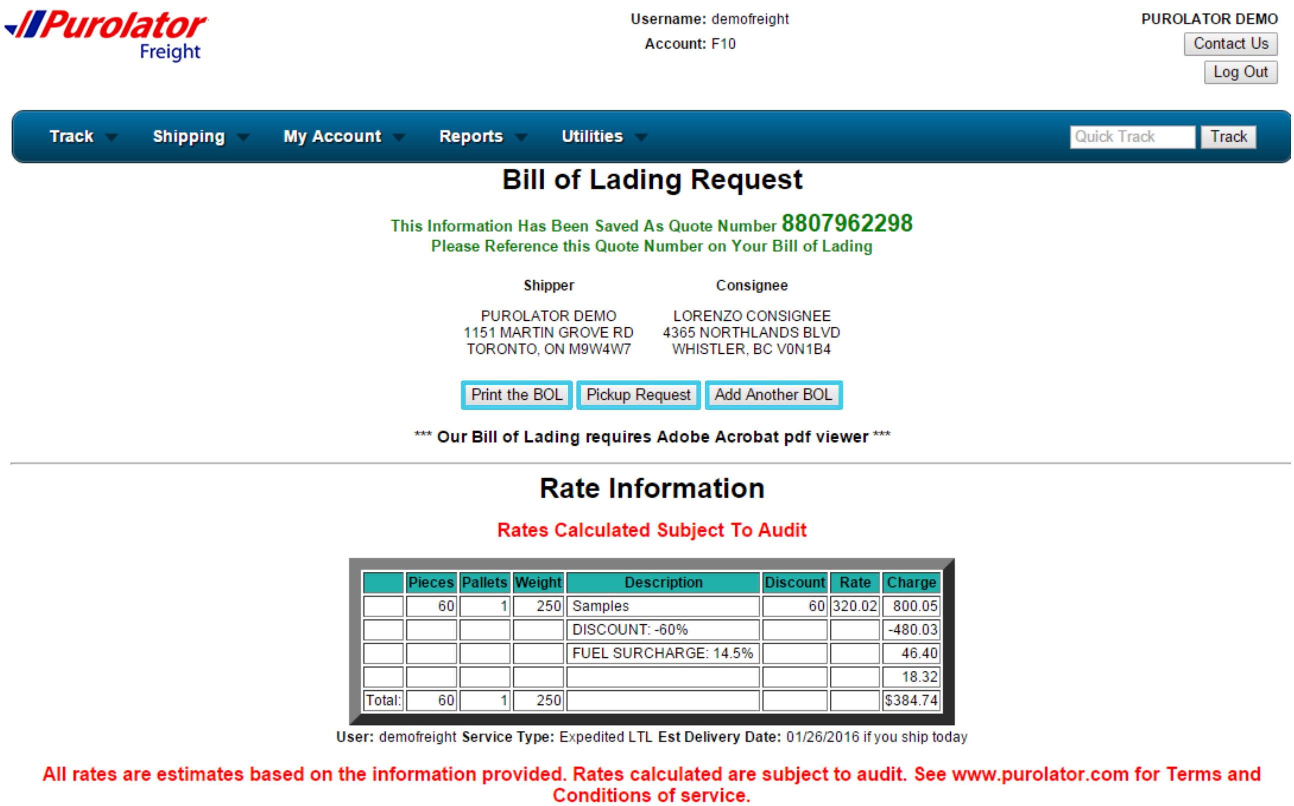
Shipping Tools

Bill of Lading Entry


Purolator Freight

Username: demofreight
Account: F10

PUROLATOR DEMO
Contact Us
Log Out

Track | Shipping | My Account | Reports | Utilities | Quick Track | Track

Bill of Lading Request

This Information Has Been Saved As Quote Number 8807962298
Please Reference this Quote Number on Your Bill of Lading

Shipper	Consignee
PUROLATOR DEMO 1151 MARTIN GROVE RD TORONTO, ON M9W4W7	LORENZO CONSIGNEE 4365 NORTHLANDS BLVD WHISTLER, BC V0N1B4

Print the BOL | Pickup Request | Add Another BOL

*** Our Bill of Lading requires Adobe Acrobat pdf viewer ***

Rate Information

Rates Calculated Subject To Audit

	Pieces	Pallets	Weight	Description	Discount	Rate	Charge
	60	1	250	Samples	60	320.02	800.05
				DISCOUNT: -60%			-480.03
				FUEL SURCHARGE: 14.5%			46.40
							18.32
Total:	60	1	250				$384.74

User: demofreight Service Type: Expedited LTL Est Delivery Date: 01/26/2016 if you ship today

All rates are estimates based on the information provided. Rates calculated are subject to audit. See www.purolator.com for Terms and Conditions of service.

Step 4: The quote number and the rate information is displayed on the confirmation page.

NOTE

On this page, you can **Print the BOL**, create **Pickup Request** and **Add another BOL** by using the buttons displayed below the shipper and consignee addresses.

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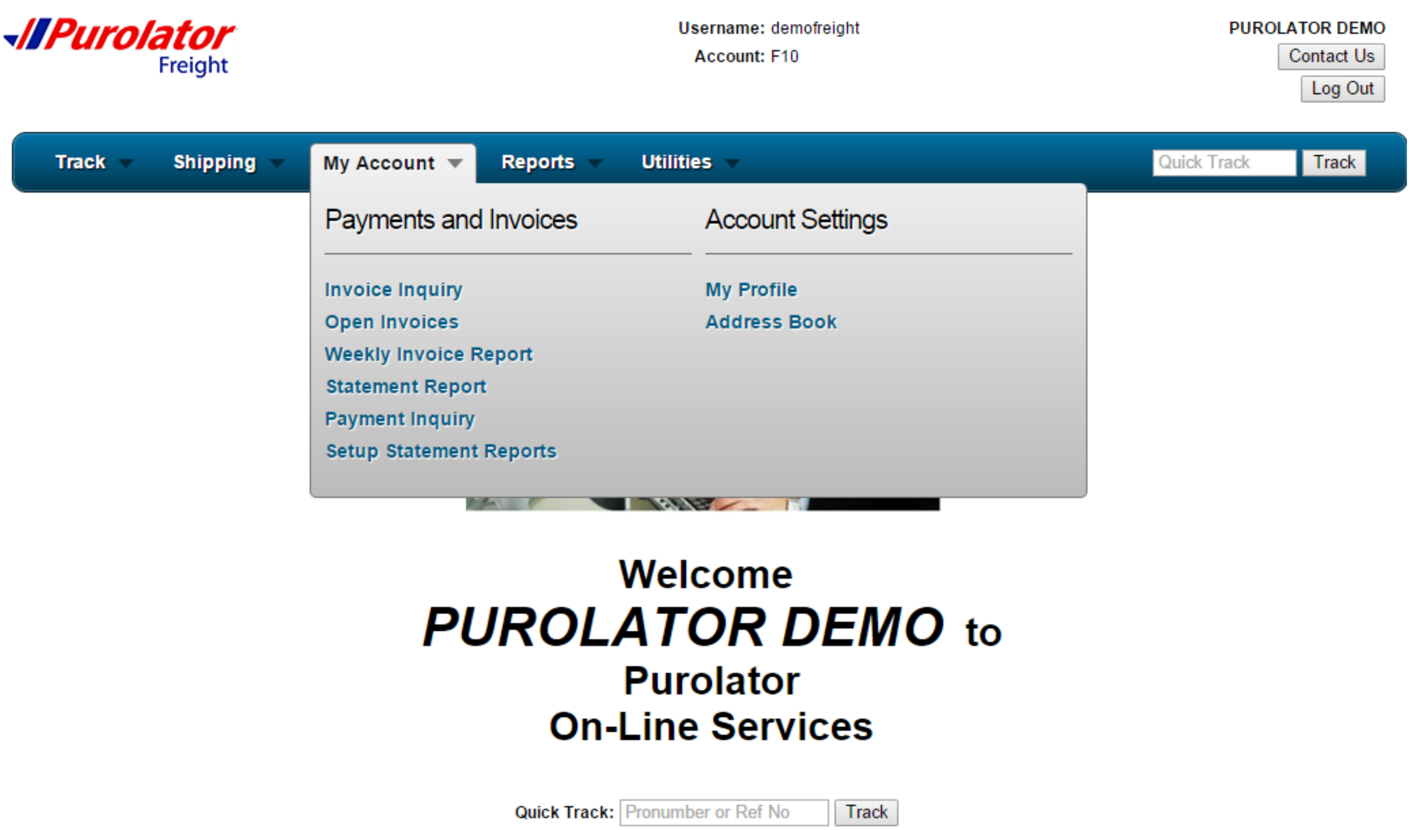
My Account

By using the **My Account** drop-down menu, you can manage your Payments and Invoices (with **Invoice Inquiry**, **Open Invoices**, **Weekly Invoice Report**, **Statement Report**, **Payment Inquiry** and **Setup Statement Reports** tools) and update your Account Settings (with **My Profile** and **Address Book** tools).



My Account – Payments and Invoices

Invoice Inquiry

Step 1: Select **Invoice Inquiry** from the My Account drop-down menu.

Purolator Freight

Username: demofreight
Account: F10

PUROLATOR DEMO
Contact Us
Log Out

Track | Shipping | My Account | Reports | Utilities | Quick Track | Track

Invoice Inquiry

Pronumber or BOL Number:

Submit

Step 2: Enter the Pronumber or the BOL number in the box.

Step 3: When you are done, click on the Submit button.

Track | Shipping | My Account | Reports | Utilities | Quick Track | Track

Invoice Inquiry

Pin Number	Trans Date	Due Date	Original Amount	Balance Amount
8805183574	01/08/16	03/08/16	113.00	113.00

Track | Shipping | My Account | Reports | Utilities | Quick Track | Track

Probill Balance and Payment Detail

Purolator Customer No: F10 **Pronumber:** 8807945863 **BOL No:** 8807945863 **Balance:** 1.21

Pronumber	BOL No	Transaction Date	Due Date	Original Amount	Balance Amount
8807945863	8807945863	01/19/16	03/19/16	1.21	1.21

Transaction Date	Type	Check No	Transaction Amount
01/18/2016	INVOICED AMOUNT (I)		1.21

Shipper: QA Testing Lab
Etobicoke, ON M9W4W7

Consignee: GRAND & TOY
RED DEER, AB T4N4C6

Pieces: 1
Weight: 500
Service Type: Expedited LTL Customer Service Contact Information

Status: CLEAR NO EXCEPTIONS 01/18/16 07:00 Signed: TEST

Pieces	Description	Pallets	Weight	Class	Rate	Charge
1	1 SKIDS TEST SHIPMENT FREIGHT CLASS	1	500	100		1.00
	100					
	Test Shipment					
	FUEL SURCHARGE: 14.5%					0.15
	GST					0.06
1		1	500			$ 1.21

Step 4: Click on the Pin Number to review the full Bill Balance and Payment details.

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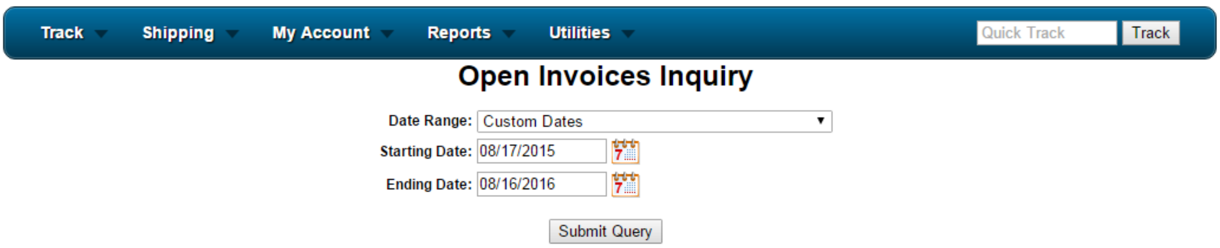
My Account – Payments and Invoices

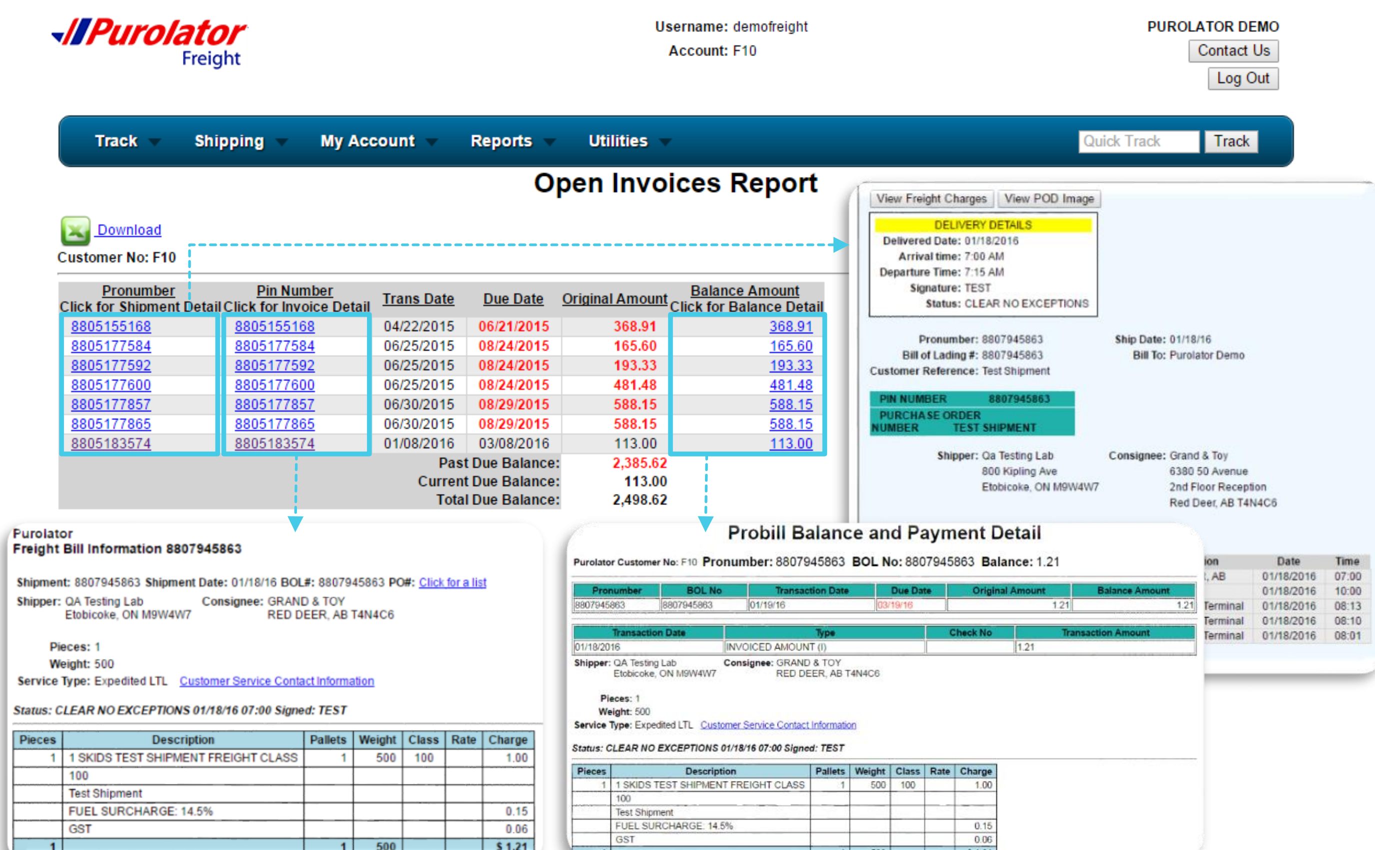
Open Invoices

Step 1: Select **Open Invoices** from the My Account drop-down menu.



Step 2: The default date range is one day from your current date. Click on the Submit Query button to view the Open Invoice Report.

Step 3: Click on the Pronumber/ Pin Number/ Balance Amount to see the details. You can also click the Download to download the results in .XLS (Excel) format.



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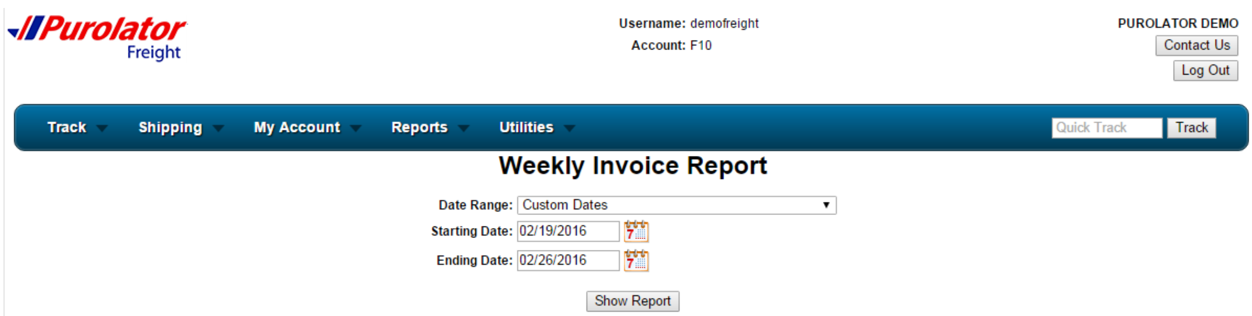
My Account – Payments and Invoices

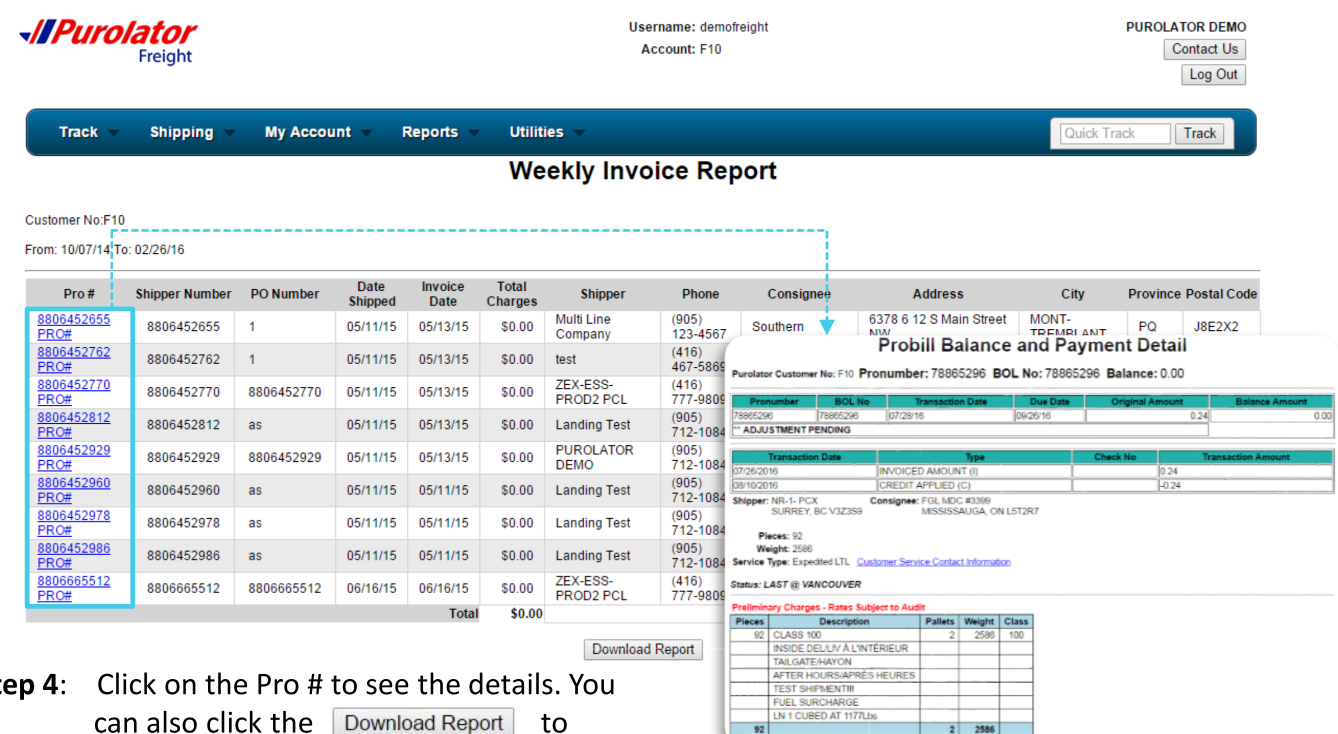
Weekly Invoices

Step 1: Select **Weekly Invoices** from the My Account drop-down menu.



Step 2: Select or enter the date range. The default date range is the current week.

Step 3: When you are done, click on the Show Report button.

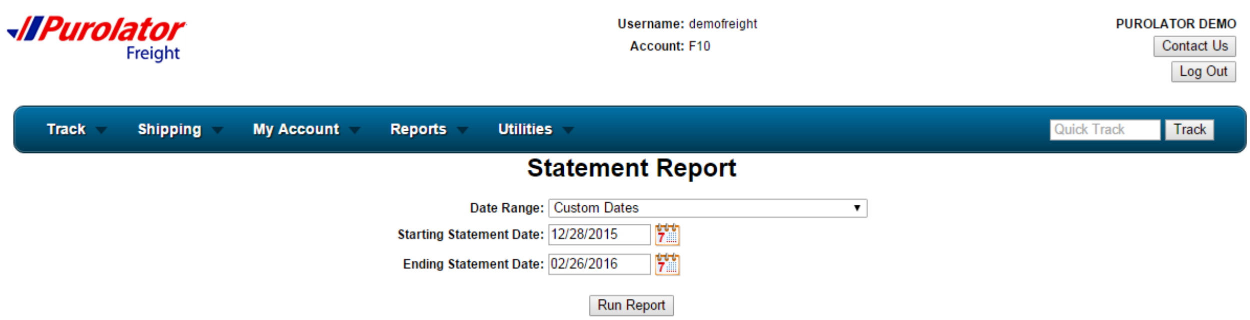


Step 4: Click on the Pro # to see the details. You can also click the Download Report to download the results in .XLS (Excel) format.

My Account – Payments and Invoices

Statement Report

Step 1: Select **Statement Report** from the My Account drop-down menu.



Step 2: Select or enter the date range. The default date range is the last two months.

Step 3: When you are done, click on the Run Report button.

Step 4: Click on the Pro # to see the details. You can also click the Download Report to download the results in .XLS (Excel) format.

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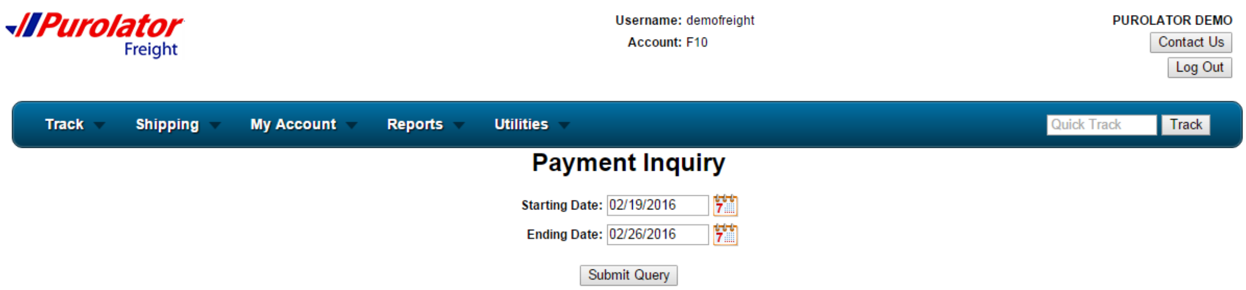
My Account – Payments and Invoices

Payment Inquiry

Step 1: Select **Payment Inquiry** from the My Account drop-down menu.



Step 2: Select or enter the date range.

Step 3: When you are done, click on the Submit Query button.

Step 4: Click on the Pro # to see the details. You can also click the Download Report to download the results in .XLS (Excel) format.

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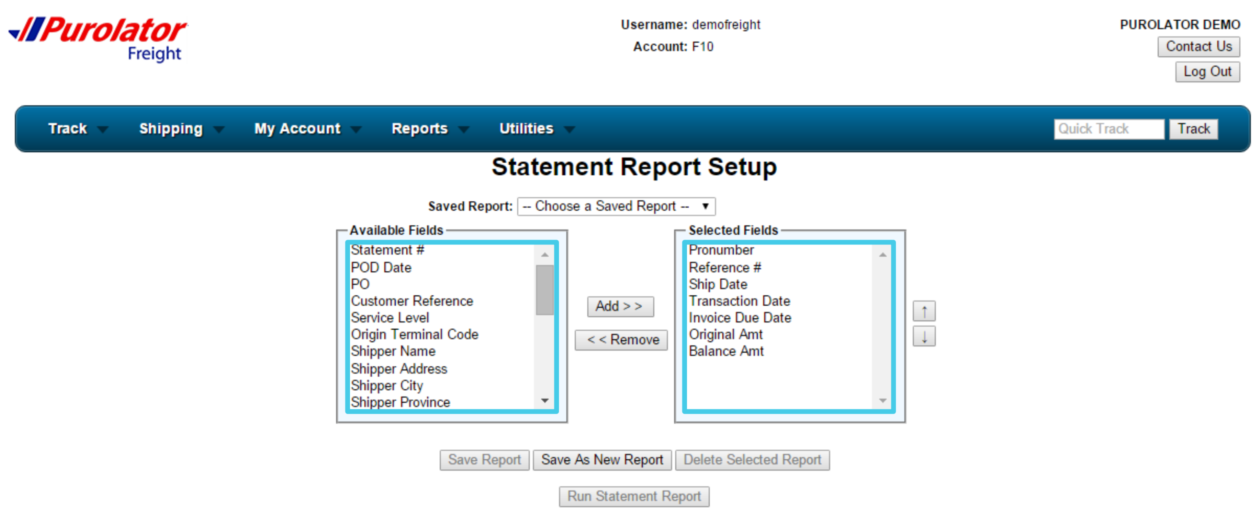
My Account – Payments and Invoices

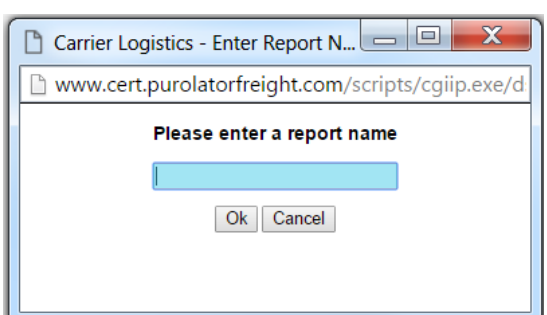
Setup Statement Reports

Step 1: Select **Setup Statement Reports** from the My Account drop-down menu.



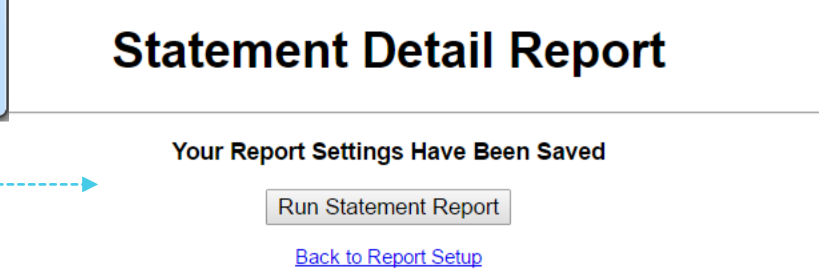
Step 2: Select all Available Fields that you would like to include in the report and add them to the Selected Fields by clicking on the [Add > >] button. You can removed any selected fields by using the [< < Remove] button.

Step 3: When you are done, click on the [Save As New Report] button.



Step 4: Enter a report name and then click **Ok**.

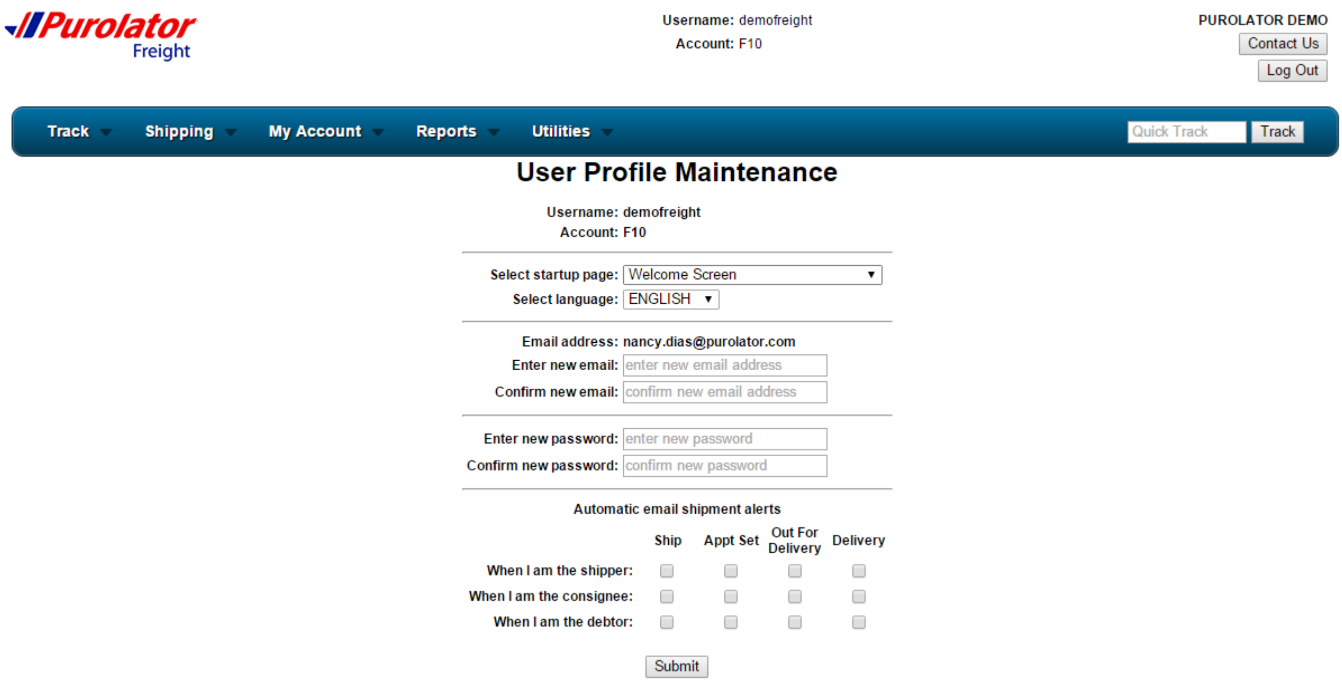
Step 5: Click on the [Run Statement Report] button to run the Statement Report with the saved report setup.



My Account – Account Settings

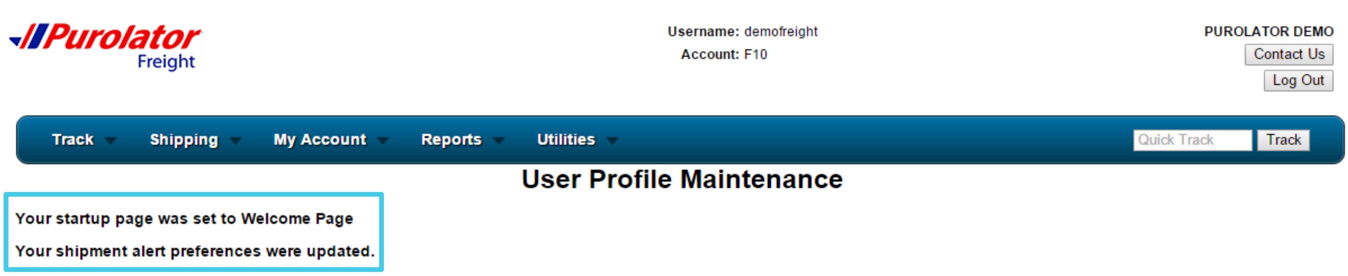
My Profile

Step 1: Select **My Profile** from the My Account drop-down menu.



Step 2: On this page, you can update the start up page, language preference, email address, password and email shipment alert setups.

Step 3: When you are done, click on the Submit button.

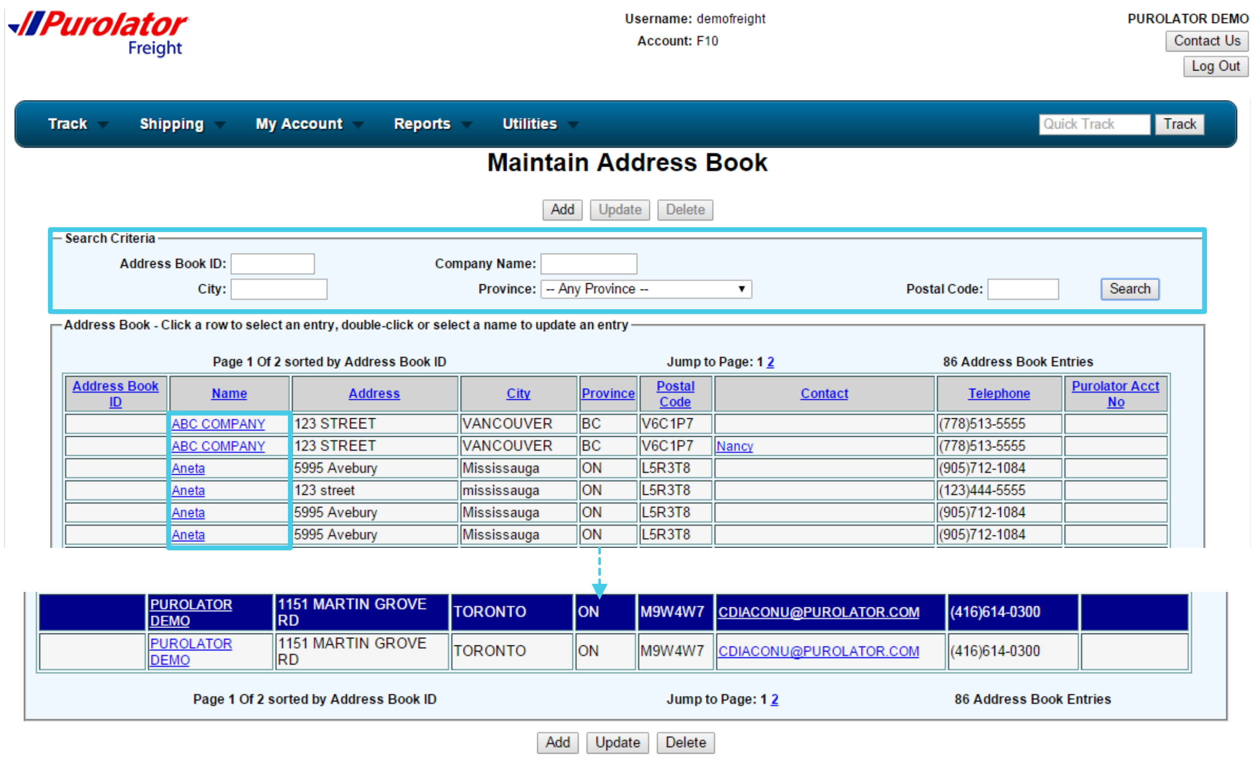


All the updates you have made will be displayed on the confirmation page.

My Account – Account Settings

Address Book

Step 1: Select **Address Book** from the My Account drop-down menu.



Step 2: **Search** – Use the Address Book ID, Company Name, City, Province and/or Postal code in the Search Criteria window to narrow down your search results.

Update – Click anywhere on the address row that you would like to update and then click on the Update button or click on the address name.

New – Click on the Add button to add a new shipping address.

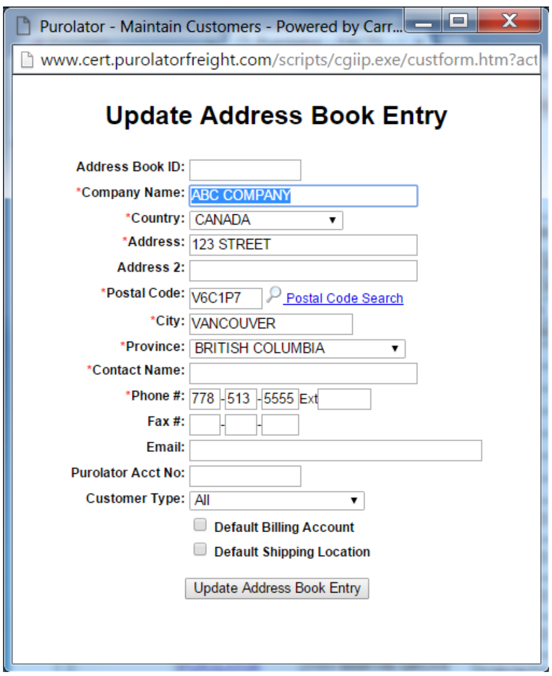
Delete – Click anywhere on the address row that you would like to remove and then click on the Delete button. You will see a confirmation window displayed on the page once the address has been deleted.

My Account – Account Settings

Address Book

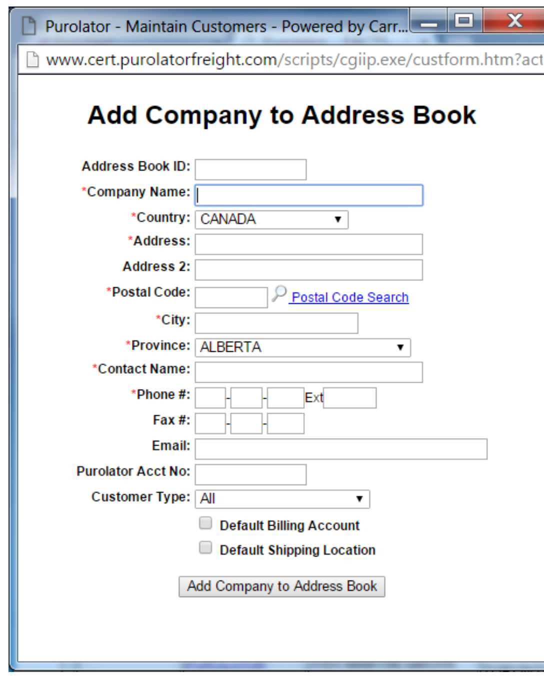
Step 3:

Update



Make changes on the Update Address Book Entry window. When you are done, click on the Update Address Book Entry button.

Add



Fill out all the required information on the Add Company to Address Book window (fields mark with * are required). When you are done, click on the Add Company to Address Book button.

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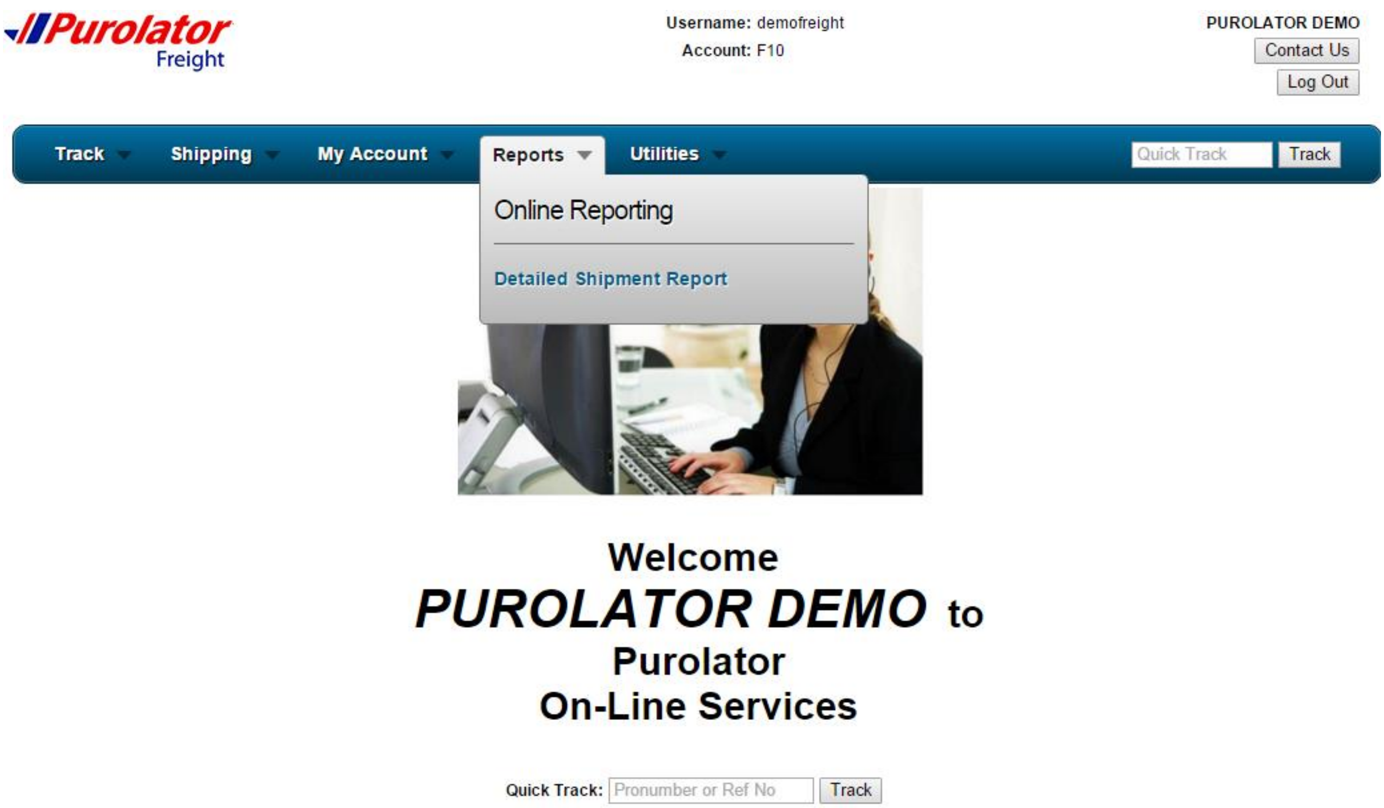
Reports

By using the **Reports** drop-down menu, you can create Detailed Shipment Reports settings and generate reports based on your needs.



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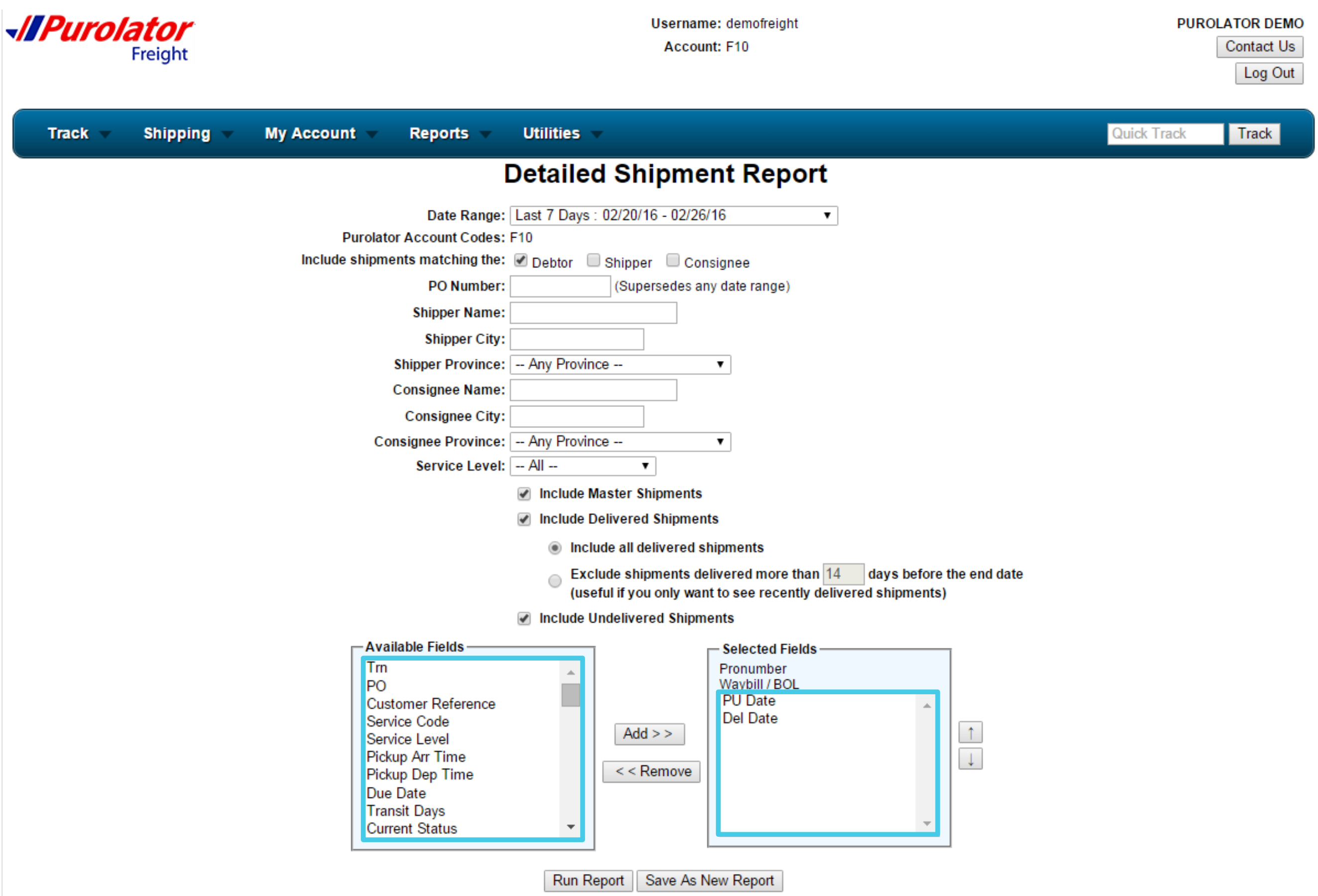
Reports

Detailed Shipment Reports

Step 1: Select **Detailed Shipment Reports** from the Reports drop-down menu.



Step 2: Fill out the information on the Detailed Shipment Report page.

Step 3: Select all Available Fields that you would like to include in the report and add them to the Selected Fields by clicking on the Add > > button. You can removed any selected fields by using the < < Remove button.

Step 4: When you are done, click on the Run Report button to generate the report or click on the Save As New Report button to save the report setting.

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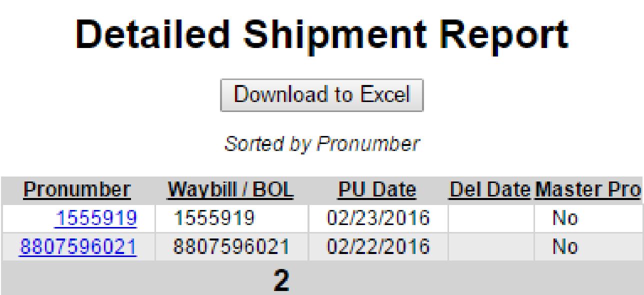
Reports

Detailed Shipment Reports

Step 5:

Run Report


Detailed Shipment Report

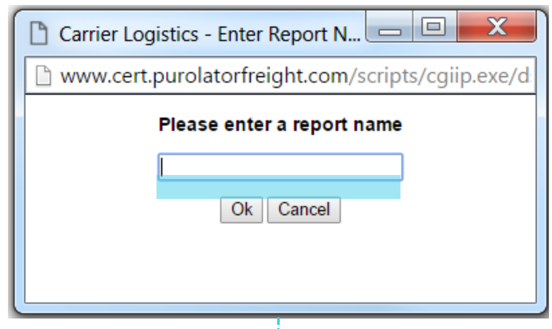
Download to Excel

Sorted by Pronumber

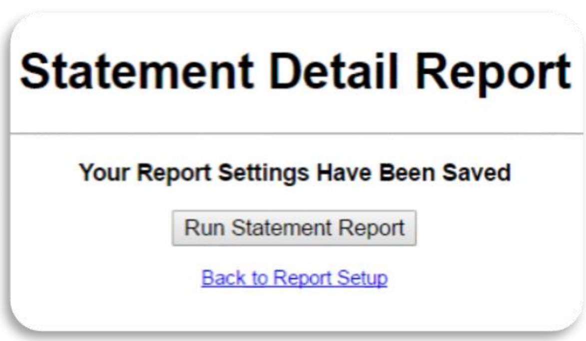
Pronumber	Waybill / BOL	PU Date	Del Date	Master Pro
1555919	1555919	02/23/2016		No
8807596021	8807596021	02/22/2016		No
2				

Click on the Pronumber to see the shipment details or click on the Download to Excel button to save the report on your computer.

Save As New Report



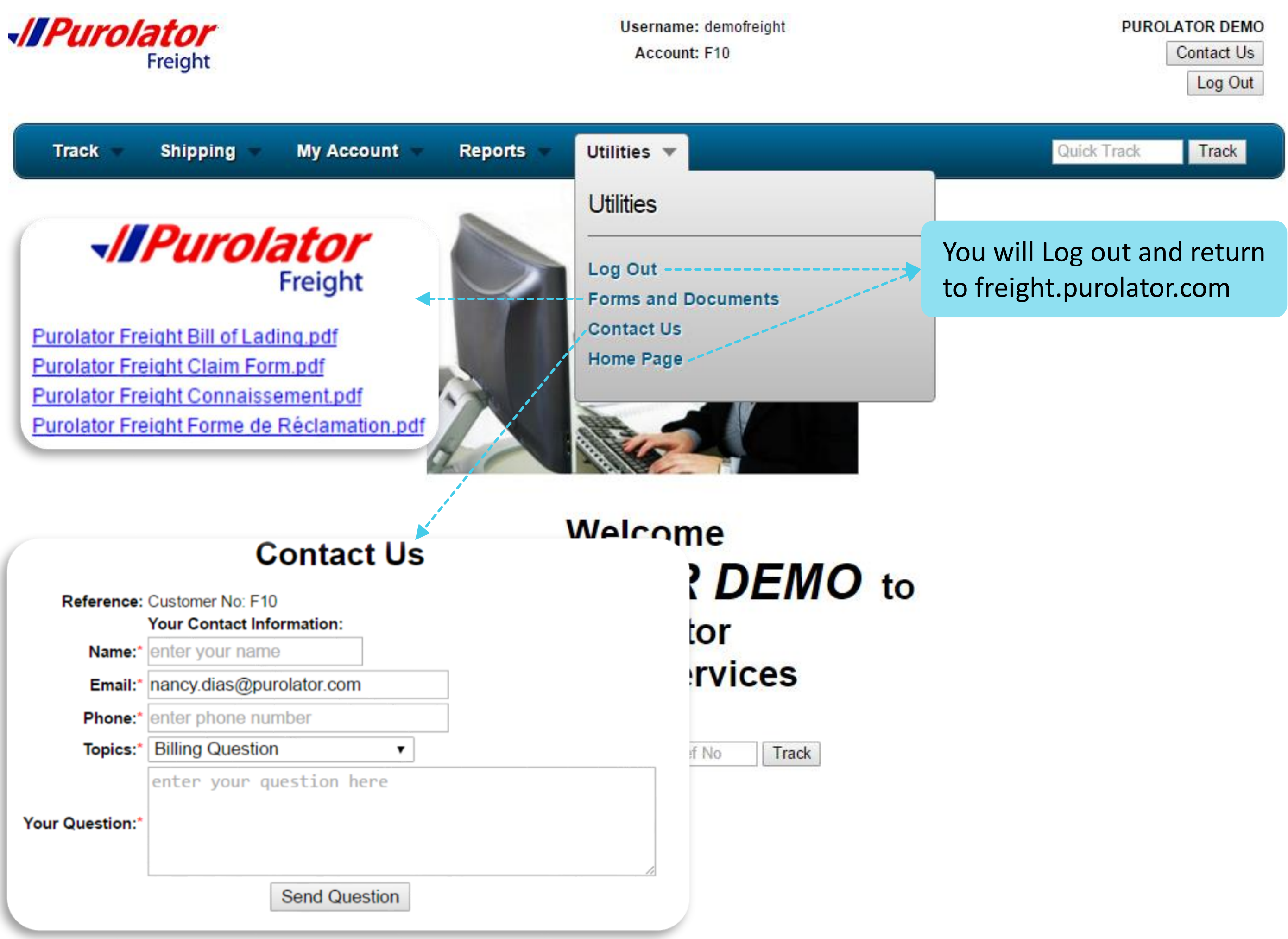
Enter a report name and then click **Ok**.



Click on the Run Statement Report button to run the Statement Report with the saved report setup.

Utilities

By using the **Utilities** drop-down menu, you can **Log Out**, find resources in the **Forms and Documents**, find **Contact Information** and go back to the **Home Page**.



Fill out the require information and click on the Send Question to contact us.