
Purolator Freight[®] Online Shipping

Quick Start Guide



Purolator
Promises delivered[®]



Contents

| | |
|-----------------------------------|----|
| Login To Purolator Freight Online | 5 |
| Track A Shipment | 6 |
| Fast Track | 7 |
| Date Range | 8 |
| Pronumber | 9 |
| BOL/PIN # | 10 |
| Customer References | 11 |
| Shipping Tools | 12 |
| Rate Estimate | 13 |
| Shipment Alerts | 15 |
| Transit Time | 16 |
| Pick Up Entry | 17 |
| Bill of Lading | 20 |
| My Account | 22 |
| Invoice Inquiry | 23 |
| Open Invoices | 24 |
| Weekly Invoices | 25 |
| Statement Report | 26 |
| Payment Inquiry | 27 |
| Setup Statement Reports | 28 |
| My Profile | 29 |
| Address Book | 30 |



Contents

Reports 32

Detailed Shipment Report 33

Utilities 35

Log Out 35

Forms and Documents 35

Contact Us 35

Home Page 35



SHIPPING STANDARD LTL FREIGHT JUST GOT EASIER

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

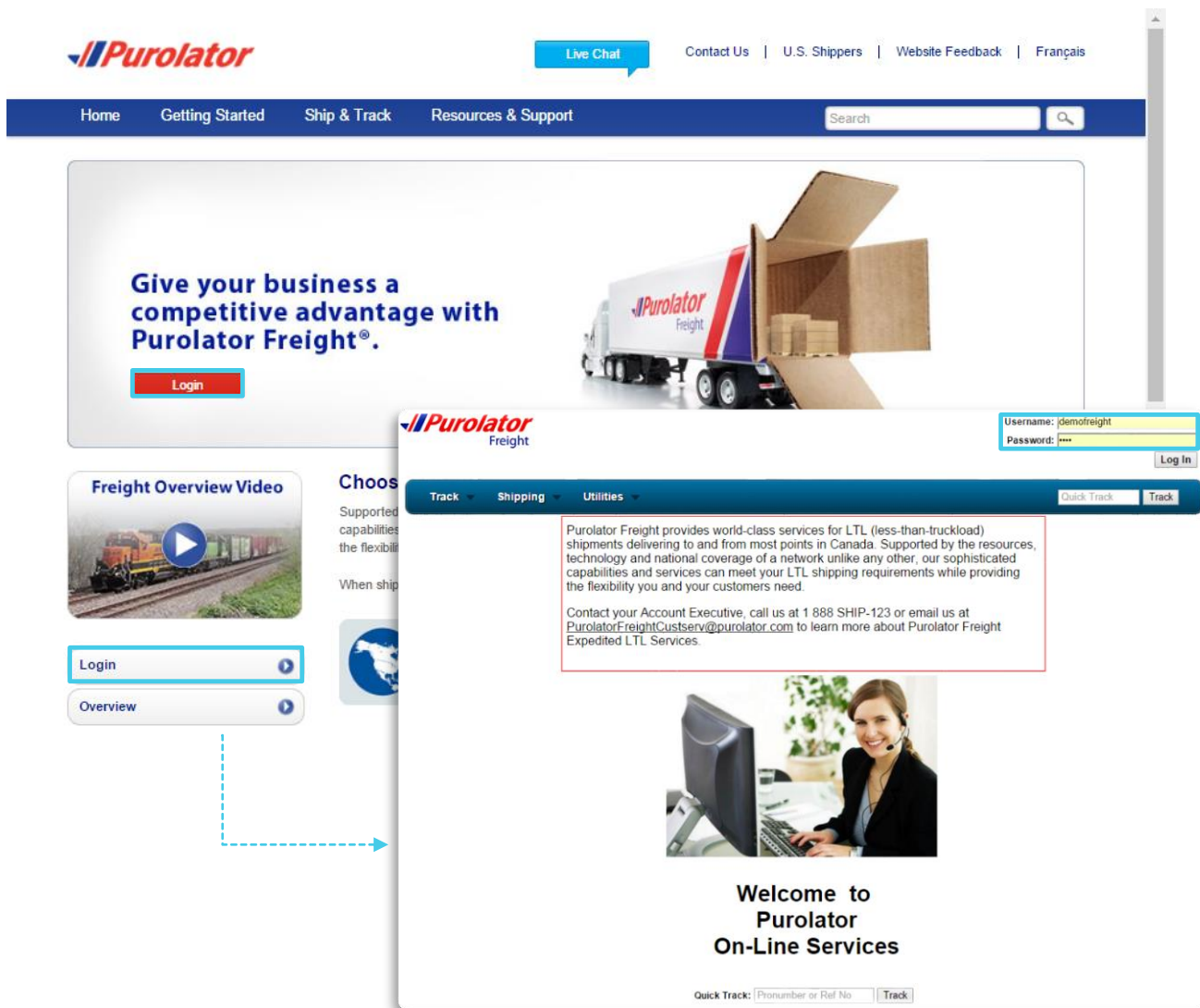
Standard Freight will be added as a new service when you login into www.purolatorfreight.com. These changes eliminate manual processes, helping you save time, reduce errors and streamline your freight operation.

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

Login To Purolator Freight Online

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



The screenshot displays the Purolator Freight website interface. At the top, there is a navigation bar with the Purolator logo, a 'Live Chat' button, and links for 'Contact Us', 'U.S. Shippers', 'Website Feedback', and 'Français'. Below this is a secondary navigation bar with 'Home', 'Getting Started', 'Ship & Track', and 'Resources & Support', along with a search bar. The main content area features a large banner with the text 'Give your business a competitive advantage with Purolator Freight®' and a 'Login' button. To the left of the banner is a 'Freight Overview Video' section with a play button and a 'Login' button. Below the video is an 'Overview' button. A 'Choose' section is partially visible. An inset window shows the login form with fields for 'Username: demofreight' and 'Password: ****', and a 'Log In' button. Below the form is a 'Welcome to Purolator On-Line Services' message and a 'Quick Track' search bar.

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**.



Username: demofreight
Account: F10

PUROLATOR DEMO

Contact Us

Log Out

The screenshot shows the top navigation bar of the Purolator website. The 'Track' dropdown menu is open, displaying a search input field labeled 'Quick Track: Tracking or Ref No' and a list of tracking options: 'Fast Track', 'Date Range', 'Pronumber', 'BOL/PIN #', 'Customer', and 'Reference'. To the right of the dropdown is a photograph of a smiling female customer service representative wearing a headset and working at a computer.

Welcome
PUROLATOR DEMO to
Purolator
On-Line Services

Quick Track:

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 button or hit Enter.



Track A Shipment

Fast Track

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



Username: demofreight
Account: F10

PUROLATOR DEMO
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[Log Out](#)

Track ▾ Shipping ▾ My Account ▾ Reports ▾ Utilities ▾

Shipments from 01/12/2016 to 01/19/2016

Include Shipments: Bill To Shipper Consignee
 Include shipments for the next business day

Show In Transit Show Quotes Show Pickups or

| 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.

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 button to download the results in .XLS (Excel) format.

Track A Shipment

Date Range

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



Username: demofreight
Account: F10

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Track Shipping My Account Reports Utilities

Date Range Tracking

Date Range: Custom Dates

Starting Date (mm/dd/yyyy): 01/12/2016

Ending Date (mm/dd/yyyy): 01/19/2016

Include Shipments: Bill To
 Shipper
 Consignee

Include: In Transit
 Quotes

or

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 button to see the results on the page or click the to download the results in .XLS (Excel) format.



Username: demofreight
Account: F10

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Track Shipping My Account Reports Utilities

Date Range Tracking: 01/12/2016 - 01/19/2016

| Ship Date | Del Date | Del Time | Due Date | Pronumber | BOI/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 | |

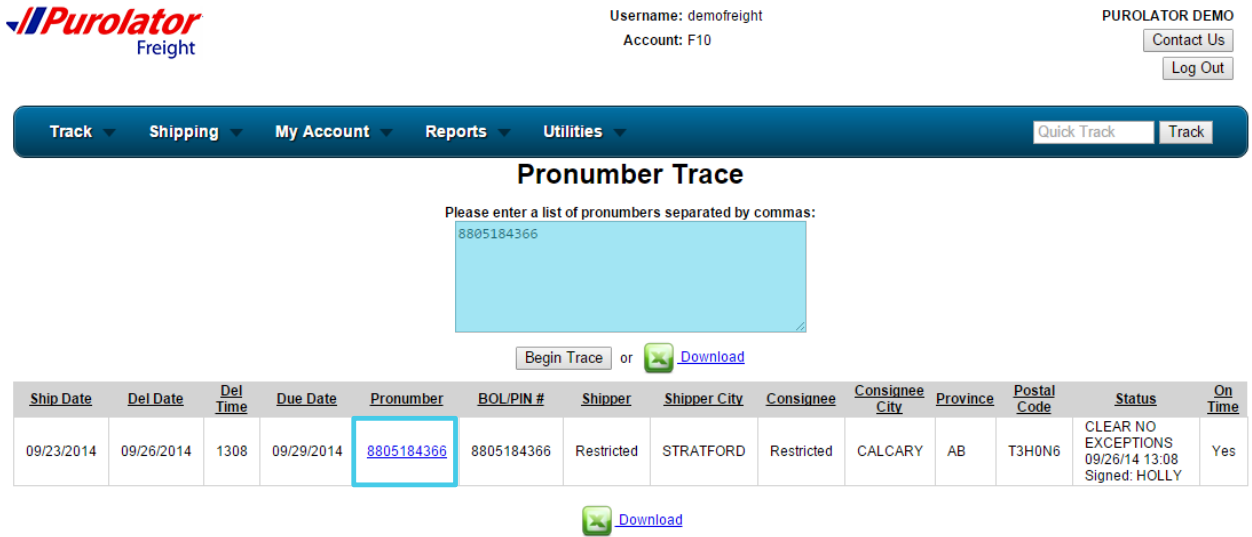
8 records.


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

Track A Shipment

Pronumber

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






 Username: demofreight
 Account: F10
 PUROLATOR DEMO
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[Track](#) [Shipping](#) [My Account](#) [Reports](#) [Utilities](#)


Pronumber Trace

Please enter a list of pronumbers separated by commas:

8805184366

or  [Download](#)

| 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 |

 [Download](#)

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

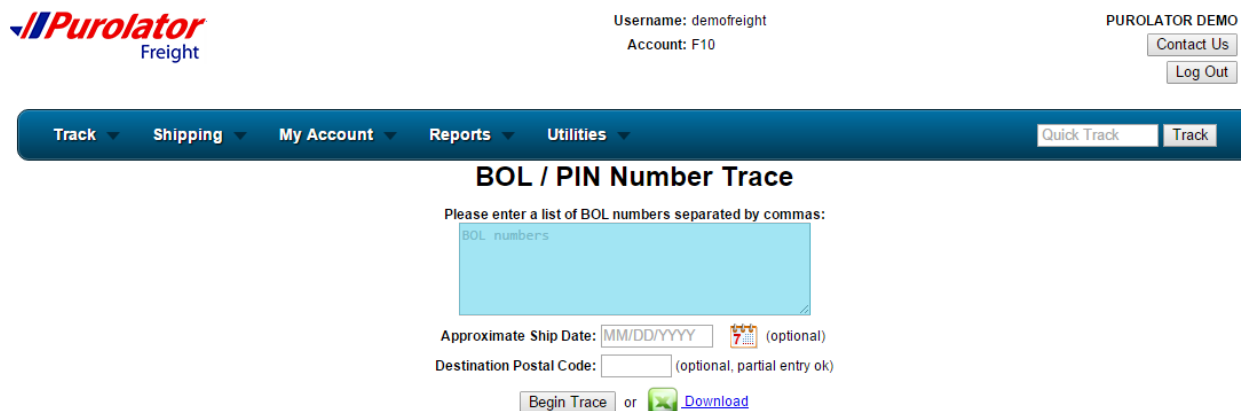
Step 3: When you are done, click the  [Download](#) button to see the results on the page or click the to download the results in .XLS (Excel) format.

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

Track A Shipment

BOL/PIN

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



Purolator
Freight

Username: demofreight
Account: F10


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Track Shipping My Account Reports Utilities Quick Track Track


BOL / PIN Number Trace

Please enter a list of BOL numbers separated by commas:


BOL numbers

Approximate Ship Date: MM/DD/YYYY  (optional)

Destination Postal Code: (optional, partial entry ok)

Begin Trace or  Download

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.



Track Shipping My Account Reports Utilities Quick Track Track

Pickup Request Repeat Shipment Reprint the BOL Contact Us

Status: Quote Only

Pronumber: 8809387528 Ship Date: 08/18/16
Bill of Lading #: 8809387528 Bill To: Purolator Demo

PIN NUMBER 8809387528

Shipper: Purolator Demo Consignee: Sc Richmond Centre
1151 Martin Grove Rd 3 Road Unit 1140 6551
Toronto, ON M9W4W7 Richmond, BC V6Y2B6

Pallets: 1 Pieces: 30 Weight: 30 Service Type: Expedited LTL
Charges Not Yet Available

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.

Track A Shipment

Customer Reference

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



Username: demofreight
Account: F10

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Contact Us

Log Out


Track ▾ Shipping ▾ My Account ▾ Reports ▾ Utilities ▾

Quick Track


Track

Customer Reference Number Trace

Customer Reference:

or  [Download](#)

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 to download the results in .XLS (Excel) format.

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



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**.



Username: demofreight
Account: F10

PUROLATOR DEMO

Contact Us

Log Out

Track ▾ Shipping ▾ My Account ▾ Reports ▾ Utilities ▾

Shipping Tools

| | |
|---------------------------------|--------------------------------------|
| Rate Estimate | Pick Up Entry |
| Shipment Alerts | Bill of Lading Entry |
| Transit Time | |



Welcome
PUROLATOR DEMO to
Purolator
On-Line Services

Quick Track:

Shipping Tools

Rate Estimate

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



Nom d'utilisateur: demofreight
Compte: F10

Postal Code / City Search

Search Criteria
Province: ONTARIO (ON) City: TORONTO Postal Code: M3C Search

Search Results
Double-Click a row or choose a city name to select a city

| Postal Code | City | Province |
|-------------|---------|----------|
| M3C0C1 | TORONTO | ON |
| M3C0C2 | TORONTO | ON |
| M3C0C3 | TORONTO | ON |
| M3C0E3 | TORONTO | ON |
| M3C0E4 | TORONTO | ON |
| M3C0H9 | TORONTO | ON |
| M3C0J1 | TORONTO | ON |
| M3C0L8 | TORONTO | ON |

Track
Shipping
My Account
Reports
Utilities
Quick Track
Track

Rate Estimate and Transit Time

*Payment Terms: Prepaid

*Origin Postal Code: [Postal Code Search](#) City: ETOBICOKE, ON

*Destination Postal Code: [Postal Code Search](#) City: 100 MILE HOUSE, BC

Declared Value:

| Pieces* | Pallets | Weight* | Length | Width | Height |
|---------------------------------|--------------------------------|----------------------------------|----------------------|----------------------|----------------------|
| <input type="text" value="60"/> | <input type="text" value="1"/> | <input type="text" value="100"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[+ Add Line Item](#)

Maximum Pallet Dimensions 40"W x 48"L x 96"H

Accessorials

- | | | |
|---|---|---|
| <input type="checkbox"/> AFTER HOURS DELIVERY | <input type="checkbox"/> CARRIER TO BOOK APPT | <input type="checkbox"/> DANGEROUS GOODS |
| <input type="checkbox"/> INSIDE DELIVERY | <input type="checkbox"/> PRE-BOOKED APPT | <input type="checkbox"/> PROTECT FR. FREEZING |
| <input type="checkbox"/> RESIDENTIAL | <input type="checkbox"/> STOP-OFF | <input type="checkbox"/> TAILGATE |
| <input type="checkbox"/> TRADE SHOW | <input type="checkbox"/> TWO PERSON P/U / DEL | |

All rates are subject to audits which include freight class and weight validation.

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 button to view the estimated quote and transit time.

Click on the button to refresh the page.



Shipping Tools

Rate Estimate



Nom d'utilisateur: demofreight
Compte: F10

PUROLATOR DEMO
[Pour nous joindre](#)
[Terminer une session](#)

[Track](#) ▾
 [Shipping](#) ▾
 [My Account](#) ▾
 [Reports](#) ▾
 [Utilities](#) ▾

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](#)

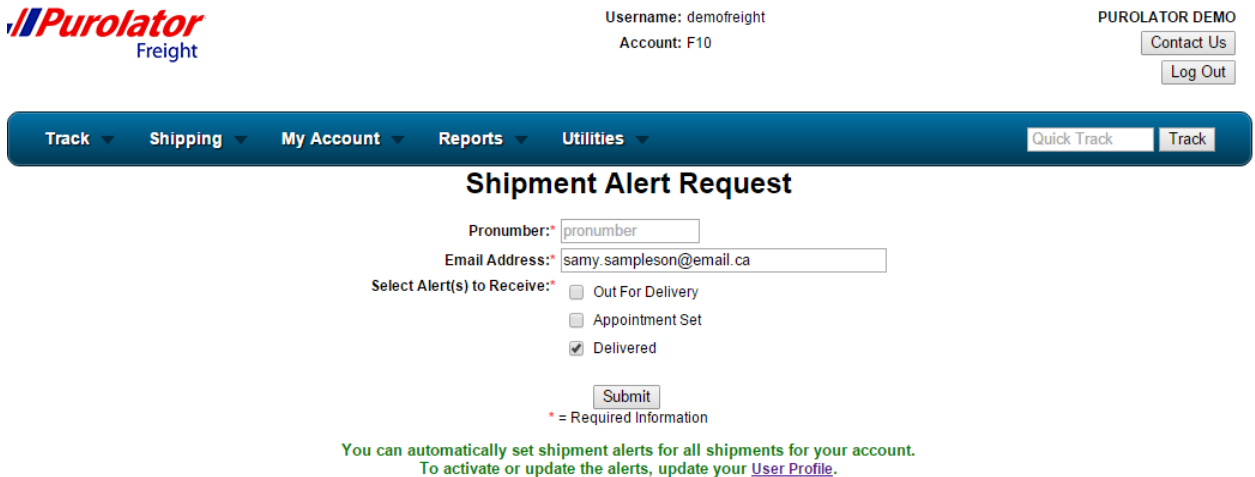
NOTE

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

Shipping Tools

Shipment Alerts

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



Purolator
Freight

Username: demofreight
Account: F10

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[Contact Us](#)
[Log Out](#)

Track ▾ Shipping ▾ My Account ▾ Reports ▾ Utilities ▾

Shipment Alert Request

Pronumber:*

Email Address:*

Select Alert(s) to Receive:*
 Out For Delivery
 Appointment Set
 Delivered

* = Required Information

You can automatically set shipment alerts for all shipments for your account.
To activate or update the alerts, update your [User Profile](#).

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 button.

Shipping Tools

Transit Time

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



Username: demofreight
Account: F10

Postal Code / City Search

Search Criteria
 Province: ONTARIO (ON) City: TORONTO Postal Code: M3C

Search Results
Double-Click a row or choose a city name to select a city


| Postal Code | City | Province |
|-------------|---------|----------|
| M3C0C1 | TORONTO | ON |
| M3C0C2 | TORONTO | ON |
| M3C0C3 | TORONTO | ON |
| M3C0E3 | TORONTO | ON |
| M3C0E4 | TORONTO | ON |
| M3C0H9 | TORONTO | ON |
| M3C0J1 | TORONTO | ON |
| M3C0L8 | TORONTO | ON |


Track ▾
Shipping ▾
My Account ▾
Reports ▾
Utilities ▾

Transit Time Calculator

Origin Postal Code:

Destination Postal Code:

Ship Date: 

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 button.

Shipping Tools

Pick Up Entry

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





 Username: demofreight
 Account: F10
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Track Shipping My Account Reports Utilities

Pickup Request

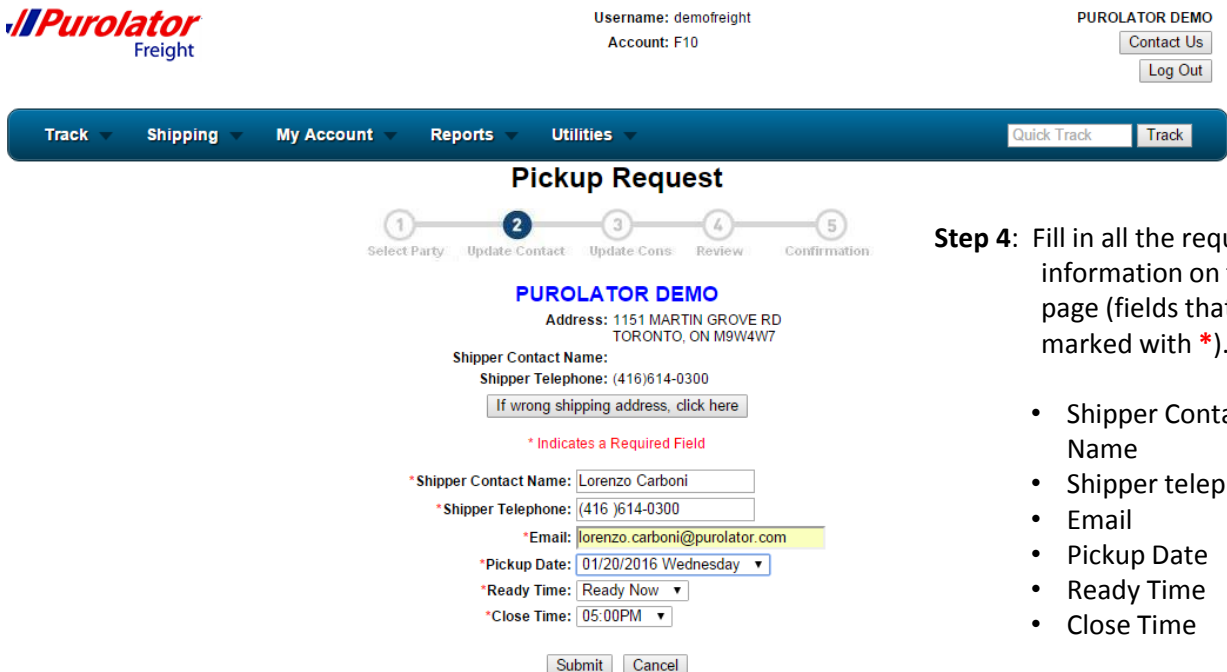
1 — 2 — 3 — 4 — 5
 Select Party | Update Contact | Update Cons | Review | Confirmation


Shipper
 Consignee
 Third Party

You must receive a confirmation number or your pick up is not complete

Step 2: Select the party that you are representing.

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





 Username: demofreight
 Account: F10
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Track Shipping My Account Reports Utilities

Pickup Request

1 — 2 — 3 — 4 — 5
 Select Party | Update Contact | Update Cons | Review | Confirmation

PUROLATOR DEMO
 Address: 1151 MARTIN GROVE RD
 TORONTO, ON M9W4W7
 Shipper Contact Name:
 Shipper Telephone: (416)614-0300

* Indicates a Required Field

*Shipper Contact Name:
 *Shipper Telephone:
 *Email:
 *Pickup Date:
 *Ready Time:
 *Close Time:

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

Shipping Tools

Pick Up Entry

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



Username: demofreight
Account: F10

PUROLATOR DEMO

Pickup Request Shipment Information

*Indicates a Required Field



Consignee Information

Consignee Name:

Consignee Address:

Postal Code: City: Province:

Pieces: Pallets: Weight: Description:

Dangerous Goods: Protect from freezing:
 Oversize: Rush:
 Other:

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 button to update the address.

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

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

Maintain Address Book

Search Criteria: Address Book ID: Company Name: Postal Code:

City: Province:

Address Book - Click a row to select an entry, double-click or select a name to update an entry

| Address Book ID | Name | Address | City | Province | Postal Code | Contact | Telephone | Purolator Acct No |
|-----------------|----------------------|---------|------|----------|------------------------|-------------|-----------|-------------------|
| PUROLATOR DEMO | 1151 MARTIN GROVE RD | TORONTO | ON | M9W4W7 | J&JN | 416614-0300 | | |
| PUROLATOR DEMO | 1151 MARTIN GROVE RD | TORONTO | ON | M9W4W7 | John | 416614-0300 | | |
| PUROLATOR DEMO | 1151 MARTIN GROVE RD | TORONTO | ON | M9W4W7 | CDIACONU@PUROLATOR.COM | 416614-0300 | | |
| PUROLATOR DEMO | 1151 MARTIN GROVE RD | | | | | | | |
| PUROLATOR DEMO | 1151 MARTIN GROVE RD | | | | | | | |
| PUROLATOR DEMO | 1151 MARTIN GROVE RD | | | | | | | |
| PUROLATOR DEMO | 1151 MARTIN GROVE RD | | | | | | | |

Update Address Book Entry

Address Book ID:

*Company Name:

*Country:

*Address:

Address 2:

Address 3:

*Postal Code:

*Postal Town:

*Country:

*Contact Name:

*Phone #:

Fax #:

Email:

Purolator Acct No:

Customer Type:

Default Billing Account

Default Shipping Location

Shipping Tools

Pick Up Entry

Pickup Request Shipment Review

1 — 2 — 3 — **4** — 5
 Select Party — Update Contact — Update Cons — **Review** — Confirmation

Shipper Name: Company ABC
Address: 123 Street
 City: Toronto
 Province: ON
Shipper Contact: John Smith
Contact Telephone: (999)999-9999

Contact: John Smith
Telephone#: (999)999-9999
Email: johnsmith@company.com
Pickup Date: 08/15/2016 Monday
Ready Time: Ready Now
Close Time: 05:00PM
Service Type: Expedited LTL

Warning: This pickup request is for a

Postal Code: M3C0C1
Special Equipment Required for Pickup: -- None --
Other Service:

Expedited LTL
 Mixed
 Expedited LTL
Standard LTL

Stop Note and Additional Pickup Information

stop notes

SHIPMENT LIST

| LN | Consignee | City | Province | Postal Code | Pieces | Weight | Pallets | |
|----|-------------|-----------|----------|-------------|--------|--------|---------|------------------------|
| 1 | Company ABC | VANCOUVER | BC | V6C1P7 | 100 | 800 | 1 | Change |

Add Another Shipment
Complete New Pickup
Cancel This Pickup

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.

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.

1 — 2 — 3 — 4 — **5**
 Select Party — Update Contact — Update Cons — Review — **Confirmation**

Your Pickup Request has Been Saved

Thank you for choosing Purolator Certification (NEW)
Your Confirmation Number is **880**

Create BOL

Pickup Location

Name: Company ABC
 Address: 123 Street
 TORONTO, ON M3C0C1
 Contact: John Smith
 Telephone: (999) 999-9999

Pickup Information

Pickup Date: 08/16/2016
 Ready Time: 05:00
 Close Time: 17:00
 Total Pieces: 1
 Total Pallets: 1
 Total Weight: 800
 Special Requirements:

Shipments

| Consignee | City | Province | Pieces | Weight | Description |
|-------------|-----------|----------|--------|--------|-------------|
| Company ABC | VANCOUVER | BC | 1 | 800 | MERCHANDISE |

Additional Notes


Service Type: Standard LTL
 3P WEB PU: demoFreight3P: Company ABC/9999999999
 Cust: F10/PUROLATOR DEMO/4166148308

NOTE

Shipping Tools

Bill of Lading Entry

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



Nom d'utilisateur: demofreight
Compte: F10

PUROLATOR DEMO
Pour nous joindre
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 | <input type="checkbox"/> | Samples | 250 | | | |
| | | <input type="checkbox"/> | | | | | |
| | | <input type="checkbox"/> | | | | | |
| | | <input type="checkbox"/> | | | | | |
| | | <input type="checkbox"/> | | | | | |
| | | <input type="checkbox"/> | | | | | |
| | | <input type="checkbox"/> | | | | | |
| | | <input type="checkbox"/> | | | | | |
| | | <input type="checkbox"/> | | | | | |
| | | <input type="checkbox"/> | | | | | |

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

| Shipper | Rate Estimate | BOL | Ship | Appt Set | Out for Delivery | Delivered |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| nancy.dias@purolator.com | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consignee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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 on the button.



Shipping Tools

Bill of Lading Entry



Username: demofreight
Account: F10

PUROLATOR DEMO
[Contact Us](#)
[Log Out](#)

Track ▾ Shipping ▾ My Account ▾ Reports ▾ Utilities ▾

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.



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).



Username: demofreight

Account: F10

PUROLATOR DEMO

Contact Us

Log Out

Track Shipping My Account Reports Utilities Quick Track Track

| | |
|-------------------------|------------------|
| Payments and Invoices | Account Settings |
| Invoice Inquiry | My Profile |
| Open Invoices | Address Book |
| Weekly Invoice Report | |
| Statement Report | |
| Payment Inquiry | |
| Setup Statement Reports | |

Welcome
PUROLATOR DEMO to
Purolator
On-Line Services

Quick Track:

My Account – Payments and Invoices

Invoice Inquiry

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



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:

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

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



My Account – Payments and Invoices

Open Invoices


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

Track ▾ Shipping ▾ My Account ▾ Reports ▾ Utilities ▾

Open Invoices Inquiry

Date Range: Custom Dates ▾
 Starting Date: 08/17/2015 
 Ending Date: 08/16/2016 

Step 2: The default date range is one day from your current date. Click on the 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.



Username: demofreight
Account: F10

PUROLATOR DEMO

Track ▾ Shipping ▾ My Account ▾ Reports ▾ Utilities ▾

Open Invoices Report



Customer No: F10

| Pronumber <small>Click for Shipment Detail</small> | Pin Number <small>Click for Invoice Detail</small> | Trans Date | Due Date | Original Amount | Balance Amount <small>Click for Balance Detail</small> |
|---|---|------------|------------|-----------------|---|
| 8805155168 | 8805155168 | 04/22/2015 | 06/21/2015 | 368.91 | 368.91 |
| 8805177584 | 8805177584 | 06/25/2015 | 08/24/2015 | 165.60 | 165.60 |
| 8805177592 | 8805177592 | 06/25/2015 | 08/24/2015 | 193.33 | 193.33 |
| 8805177600 | 8805177600 | 06/25/2015 | 08/24/2015 | 481.48 | 481.48 |
| 8805177857 | 8805177857 | 06/30/2015 | 08/29/2015 | 588.15 | 588.15 |
| 8805177865 | 8805177865 | 06/30/2015 | 08/29/2015 | 588.15 | 588.15 |
| 8805183574 | 8805183574 | 01/08/2016 | 03/08/2016 | 113.00 | 113.00 |
| Past Due Balance: | | | | 2,385.62 | |
| Current Due Balance: | | | | 113.00 | |
| Total Due Balance: | | | | 2,498.62 | |

DELIVERY DETAILS
 Delivered Date: 01/18/2016
 Arrival time: 7:00 AM
 Departure Time: 7:15 AM
 Signature: TEST
 Status: CLEAR NO EXCEPTIONS

Pronumber: 8807945863 Ship Date: 01/18/16
 Bill of Lading #: 8807945863 Bill To: Purolator Demo
 Customer Reference: Test Shipment

PIN NUMBER 8807945863
PURCHASE ORDER NUMBER TEST SHIPMENT

Shipper: Qa Testing Lab
 800 Kipling Ave
 Etobicoke, ON M9W4W7

Consignee: Grand & Toy
 6380 50 Avenue
 2nd Floor Reception
 Red Deer, AB T4N4C6

Purolator Freight Bill Information 8807945863

Shipment: 8807945863 Shipment Date: 01/18/16 BOL#: 8807945863 PO#: [Click for a list](#)

Shipper: Qa Testing Lab Consignee: GRAND & TOY
 Etobicoke, ON M9W4W7 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 |

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 |
|------------------|---------------------|----------|--------------------|
| 01/19/2016 | INVOICED AMOUNT (I) | | 1.21 |

Shipper: Qa Testing Lab Consignee: GRAND & TOY
 Etobicoke, ON M9W4W7 RED DEER, AB T4N4C6

Pieces: 1
Weight: 500
Service Type: Expedited LTL [Customer Service Contact Information](#)

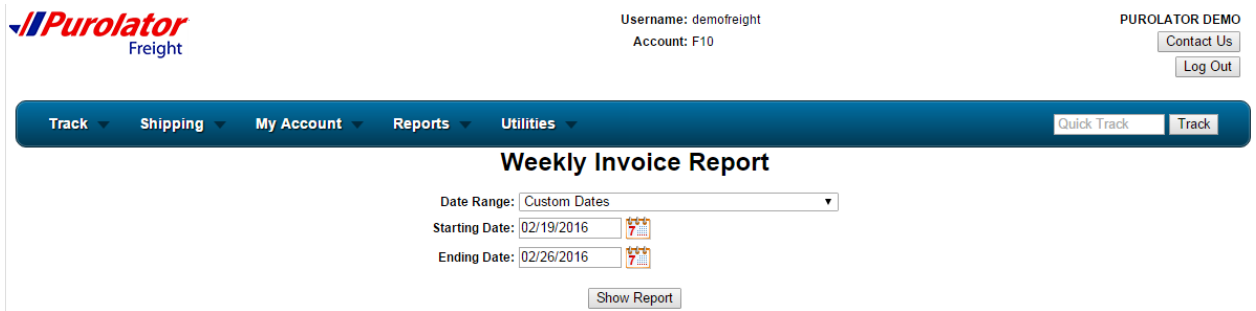
Status: CLEAR NO EXCEPTIONS 01/18/16 07:00 Signed: TEST

| 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 |

My Account – Payments and Invoices

Weekly Invoices

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



Purolator Freight Username: demofreight Account: F10 PUROLATOR DEMO
Contact Us Log Out

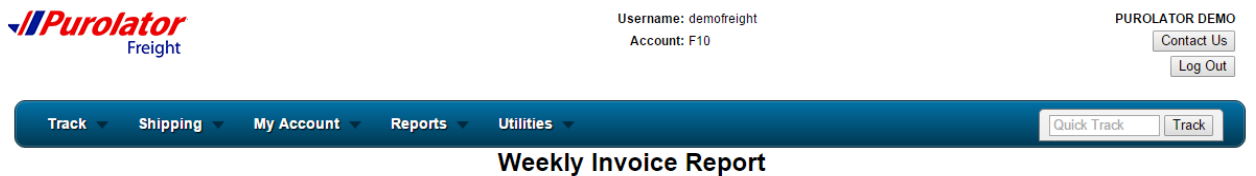
Track Shipping **My Account** Reports Utilities Quick Track Track

Weekly Invoice Report

Date Range: Custom Dates
 Starting Date: 02/19/2016
 Ending Date: 02/26/2016
Show Report

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.



Purolator Freight Username: demofreight Account: F10 PUROLATOR DEMO
Contact Us Log Out

Track Shipping My Account **Reports** Utilities Quick Track Track

Weekly Invoice Report

Customer No: F10
 From: 10/07/14 To: 02/26/16

| Pro # | Shipper Number | PO Number | Date Shipped | Invoice Date | Total Charges | Shipper | Phone | Consignee | Address | City | Province | Postal Code |
|---------------------------------|----------------|------------|--------------|--------------|---------------|--------------------|----------------|-----------|-------------------------|---------------|----------|-------------|
| 8806452655 PRO# | 8806452655 | 1 | 05/11/15 | 05/13/15 | \$0.00 | Multi Line Company | (905) 123-4567 | Southern | 6378 6 12 S Main Street | MONT-TREPIANT | PQ | J8E2X2 |
| 8806452762 PRO# | 8806452762 | 1 | 05/11/15 | 05/13/15 | \$0.00 | test | (416) 467-5869 | | | | | |
| 8806452770 PRO# | 8806452770 | 8806452770 | 05/11/15 | 05/13/15 | \$0.00 | ZEX-ESS-PROD2 PCL | (416) 777-9809 | | | | | |
| 8806452812 PRO# | 8806452812 | as | 05/11/15 | 05/13/15 | \$0.00 | Landing Test | (905) 712-1084 | | | | | |
| 8806452929 PRO# | 8806452929 | 8806452929 | 05/11/15 | 05/13/15 | \$0.00 | PUROLATOR DEMO | (905) 712-1084 | | | | | |
| 8806452960 PRO# | 8806452960 | as | 05/11/15 | 05/11/15 | \$0.00 | Landing Test | (905) 712-1084 | | | | | |
| 8806452978 PRO# | 8806452978 | as | 05/11/15 | 05/11/15 | \$0.00 | Landing Test | (905) 712-1084 | | | | | |
| 8806452986 PRO# | 8806452986 | as | 05/11/15 | 05/11/15 | \$0.00 | Landing Test | (905) 712-1084 | | | | | |
| 8806665512 PRO# | 8806665512 | 8806665512 | 06/16/15 | 06/16/15 | \$0.00 | ZEX-ESS-PROD2 PCL | (416) 777-9809 | | | | | |
| Total | | | | | \$0.00 | | | | | | | |

[Download Report](#)

Probill Balance and Payment Detail

Purolator Customer No: F10 Pronumber: 78865296 BOL No: 78865296 Balance: 0.00

| Pronumber | BOL No | Transaction Date | Due Date | Original Amount | Balance Amount |
|--------------------|----------|------------------|----------|-----------------|----------------|
| 78865296 | 78865296 | 07/28/16 | 06/20/16 | 0.24 | 0.00 |
| ADJUSTMENT PENDING | | | | | |

| Transaction Date | Type | Check No | Transaction Amount |
|------------------|---------------------|----------|--------------------|
| 07/28/2016 | INVOICED AMOUNT (I) | | 0.24 |
| 08/10/2016 | CREDIT APPLIED (C) | | 40.24 |

Shipper: NRI-1-PCX SURREY, BC V3Z3S9 Consignee: FOL MDC 43389 M555SAUGA, ON L5T2R7

Pieces: 92 Weight: 2586 Service Type: Expedited LTL Customer Service Contact Information Status: LAST @ VANCOUVER

Preliminary Charges - Rates Subject to Audit

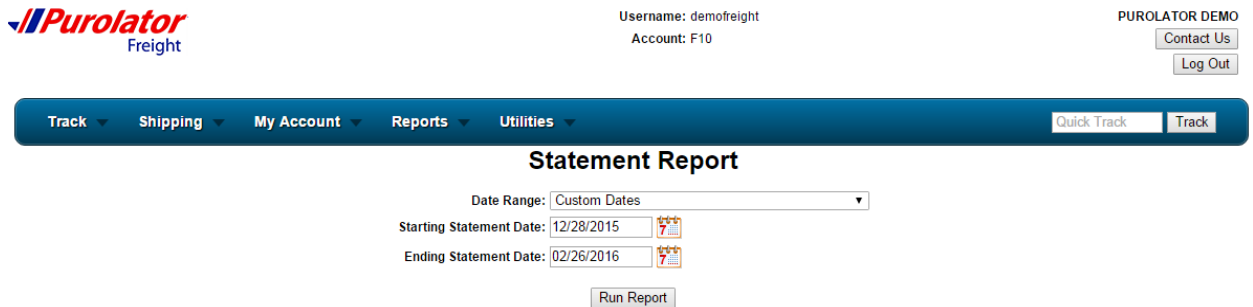
| Pieces | Description | Pallets | Weight | Class |
|--------|----------------------------|---------|--------|-------|
| 92 | CLASS 100 | 2 | 2586 | 100 |
| | INSIDE DELIV A L'INTERIEUR | | | |
| | TAIL GATE HAYON | | | |
| | AFTER HOURS/APRES HEURES | | | |
| | TEST SHIPMENT# | | | |
| | FUEL SURCHARGE | | | |
| | LN 1 CUBED AT 1177Lbs | | | |
| 92 | | 2 | 2586 | |

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

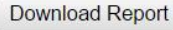
Step 1: Select **Statement Report** from the My Account drop-down menu.



The screenshot shows the Purolator Freight website interface. At the top left is the Purolator Freight logo. To the right, the user is logged in as 'Username: demofreight' with 'Account: F10'. Further right, there are links for 'Contact Us' and 'Log Out', and the text 'PUROLATOR DEMO'. Below this is a navigation bar with dropdown menus for 'Track', 'Shipping', 'My Account', 'Reports', and 'Utilities'. The 'My Account' menu is expanded, showing 'Statement Report' as the selected option. Below the navigation bar, the 'Statement Report' form is displayed. It includes a 'Date Range' dropdown menu set to 'Custom Dates', a 'Starting Statement Date' field with the value '12/28/2015', and an 'Ending Statement Date' field with the value '02/26/2016'. A 'Run Report' button is located below the date fields.

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

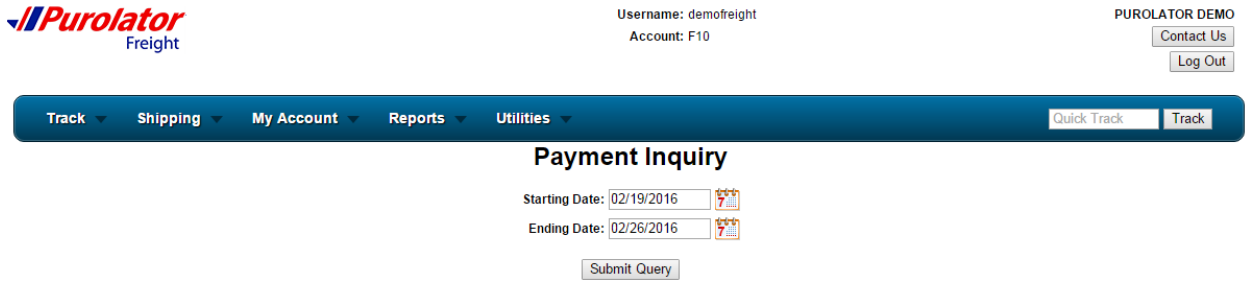
Step 3: When you are done, click on the  button.

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

My Account – Payments and Invoices

Payment Inquiry

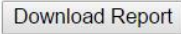
Step 1: Select **Payment Inquiry** from the My Account drop-down menu.



The screenshot shows the Purolator Freight website interface. At the top left is the Purolator Freight logo. To the right, it displays 'Username: demofreight' and 'Account: F10'. Further right, it says 'PUROLATOR DEMO' with 'Contact Us' and 'Log Out' buttons. A dark blue navigation bar contains 'Track', 'Shipping', 'My Account', 'Reports', and 'Utilities' with dropdown arrows, and 'Quick Track' and 'Track' buttons. Below this, the 'Payment Inquiry' section features two date input fields: 'Starting Date: 02/19/2016' and 'Ending Date: 02/26/2016', each with a calendar icon. A 'Submit Query' button is positioned below the date fields.

Step 2: Select or enter the date range.

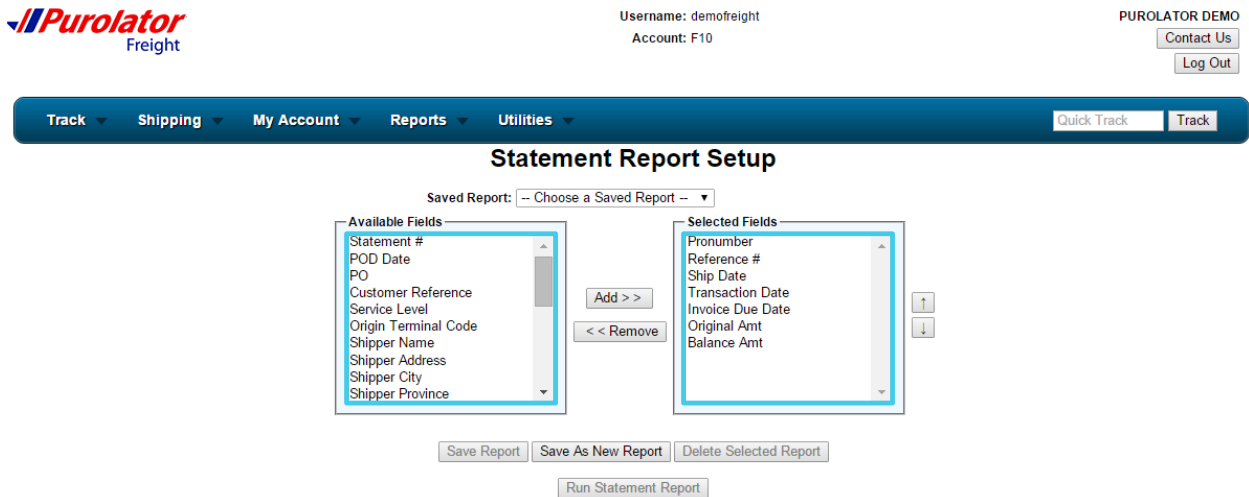
Step 3: When you are done, click on the  button.

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

My Account – Payments and Invoices

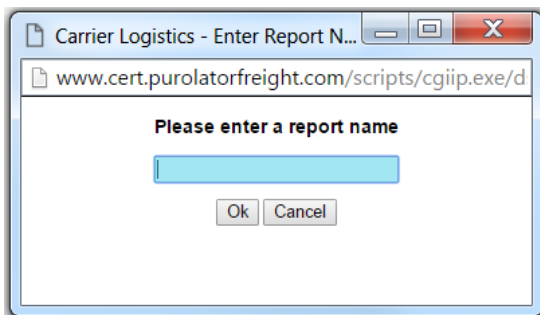
Setup Statement Reports

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.

Statement Detail Report

Your Report Settings Have Been Saved

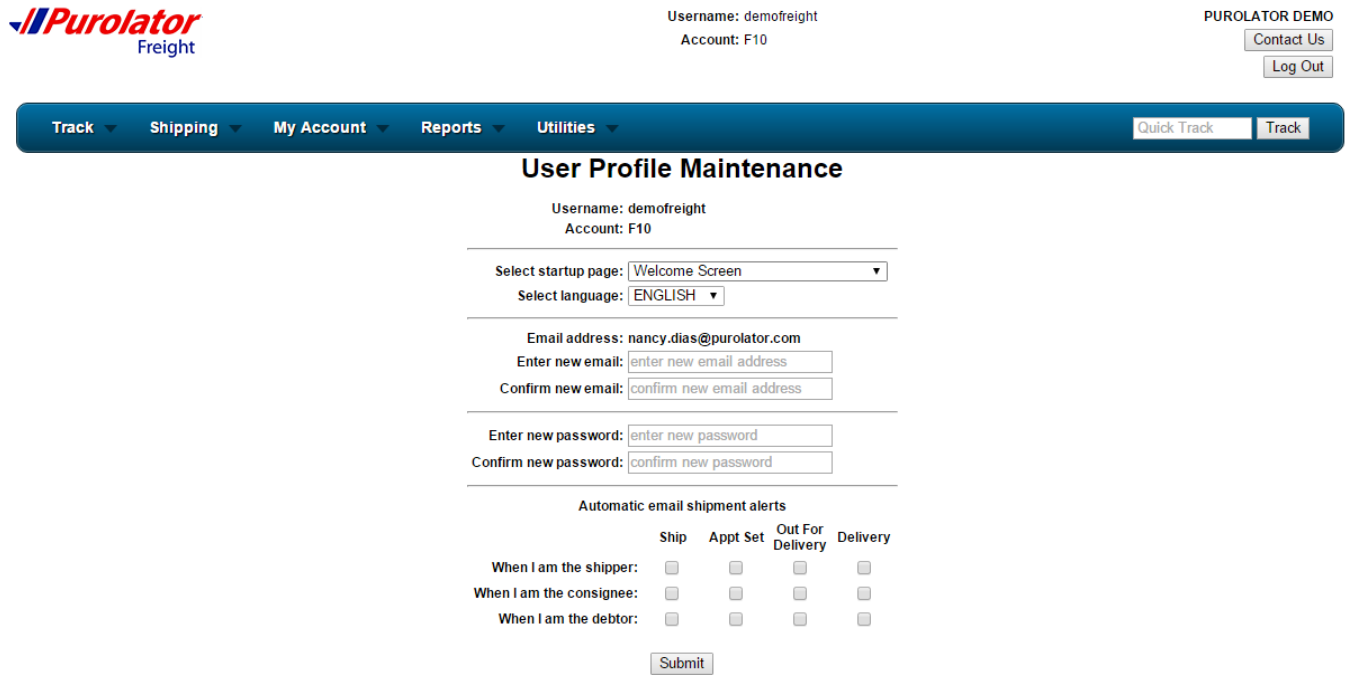
Run Statement Report

[Back to Report Setup](#)

My Account – Account Settings

My Profile

Step 1: Select **My Profile** 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

User Profile Maintenance

Username: demofreight
Account: F10

Select startup page: Welcome Screen
 Select language: ENGLISH

Email address: nancy.dias@purolator.com
 Enter new email: enter new email address
 Confirm new email: confirm new email address

Enter new password: enter new password
 Confirm new password: confirm new password

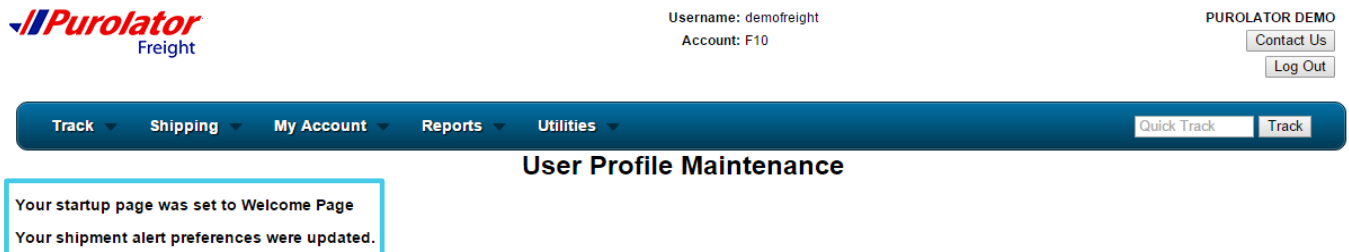
Automatic email shipment alerts

| | Ship | Appt Set | Out For Delivery | Delivery |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| When I am the shipper: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| When I am the consignee: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| When I am the debtor: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Submit

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.



Purolator Freight Username: demofreight Account: F10 PUROLATOR DEMO
Contact Us Log Out

Track Shipping My Account Reports Utilities Quick Track Track

User Profile Maintenance

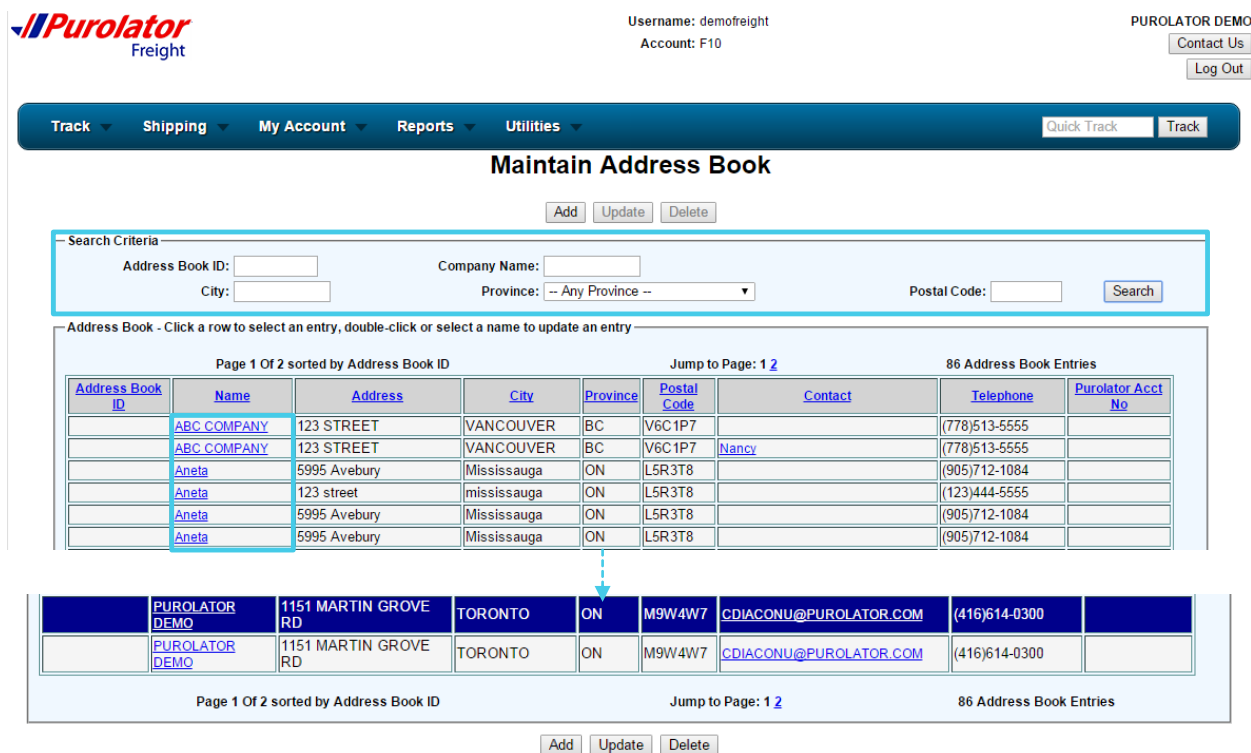
Your startup page was set to Welcome Page
 Your shipment alert preferences were updated.

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.



Username: demofreight
Account: F10

PUROLATOR DEMO
Contact Us
Log Out

Track Shipping My Account Reports Utilities Quick Track Track

Maintain Address Book

Add Update Delete

Search Criteria

Address Book ID: Company Name:
City: Province: -- Any Province -- Postal Code: Search

Address Book - Click a row to select an entry, double-click or select a name to update an entry

Page 1 Of 2 sorted by Address Book ID Jump to Page: 1 2 86 Address Book Entries

| Address Book ID | Name | Address | City | Province | Postal Code | Contact | Telephone | Purolator Acct No |
|-----------------------------|-------------|--------------|-------------|----------|-------------|---------|---------------|-------------------|
| ABC COMPANY | ABC COMPANY | 123 STREET | VANCOUVER | BC | V6C1P7 | | (778)513-5555 | |
| ABC COMPANY | ABC COMPANY | 123 STREET | VANCOUVER | BC | V6C1P7 | Nancy | (778)513-5555 | |
| Aneta | Aneta | 5995 Avebury | Mississauga | ON | L5R3T8 | | (905)712-1084 | |
| Aneta | Aneta | 123 street | mississauga | ON | L5R3T8 | | (123)444-5555 | |
| Aneta | Aneta | 5995 Avebury | Mississauga | ON | L5R3T8 | | (905)712-1084 | |
| Aneta | Aneta | 5995 Avebury | Mississauga | ON | L5R3T8 | | (905)712-1084 | |

↓

| | | | | | | | | |
|--------------------------------|----------------|----------------------|---------|----|--------|------------------------|---------------|--|
| PUROLATOR DEMO | PUROLATOR DEMO | 1151 MARTIN GROVE RD | TORONTO | ON | M9W4W7 | CDIACONU@PUROLATOR.COM | (416)614-0300 | |
| PUROLATOR DEMO | PUROLATOR DEMO | 1151 MARTIN GROVE RD | TORONTO | ON | M9W4W7 | CDIACONU@PUROLATOR.COM | (416)614-0300 | |

Page 1 Of 2 sorted by Address Book ID Jump to Page: 1 2 86 Address Book Entries

Add Update Delete

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 button or click on the address name.

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

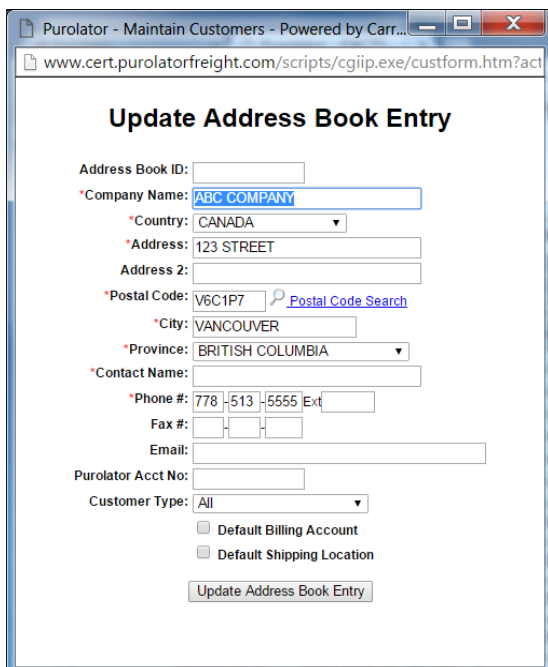
Delete – Click anywhere on the address row that you would like to remove and then click on the button. You will see a confirmation window displayed on the page once the address has been deleted.


My Account – Account Settings

Address Book

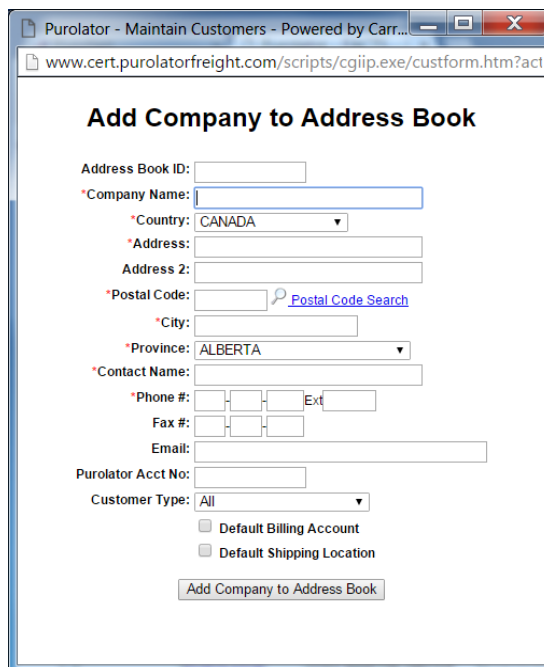
Step 3:

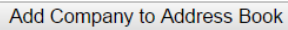
Update



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



Reports

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



Username: demofreight
Account: F10

PUROLATOR DEMO

Contact Us

Log Out

Track ▾ Shipping ▾ My Account ▾ Reports ▾ Utilities ▾ Quick Track Track

Online Reporting

Detailed Shipment Report



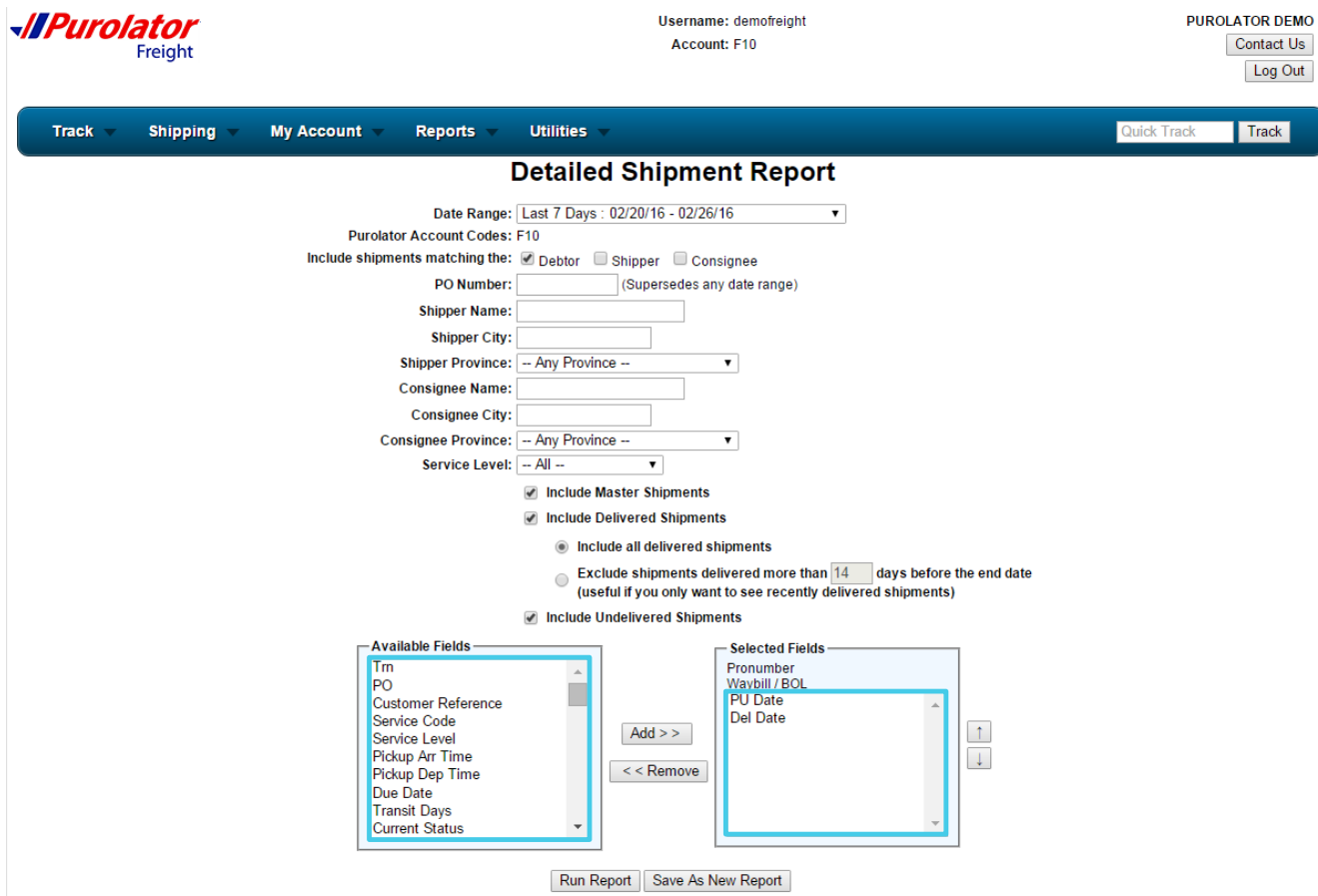
Welcome
PUROLATOR DEMO to
 Purolator
 On-Line Services

Quick Track:

Reports

Detailed Shipment Reports

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



Purolator Freight

Username: demofreight
Account: F10

PUROLATOR DEMO
Contact Us
Log Out

Track Shipping My Account **Reports** Utilities

Quick Track Track

Detailed Shipment Report

Date Range: Last 7 Days : 02/20/16 - 02/26/16

Purolator Account Codes: F10

Include shipments matching the: Debtor Shipper Consignee

PO Number: (Supersedes any date range)

Shipper Name:

Shipper City:

Shipper Province: -- Any Province --

Consignee Name:

Consignee City:

Consignee Province: -- Any Province --

Service Level: -- All --

Include Master Shipments
 Include Delivered Shipments
 Include all delivered shipments
 Exclude shipments delivered more than 14 days before the end date (useful if you only want to see recently delivered shipments)
 Include Undelivered Shipments

Available Fields: Trm, PO, Customer Reference, Service Code, Service Level, Pickup Arr Time, Pickup Dep Time, Due Date, Transit Days, Current Status

Selected Fields: Pronumber, Wavbill / BOL, PU Date, Del Date

Add >> << Remove

Run Report Save As New Report

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.

Reports

Detailed Shipment Reports

Step 5:

Run Report

Detailed Shipment Report

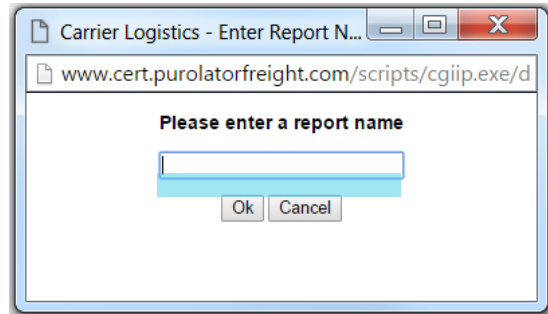
[Download to Excel](#)

Sorted by Pronumber

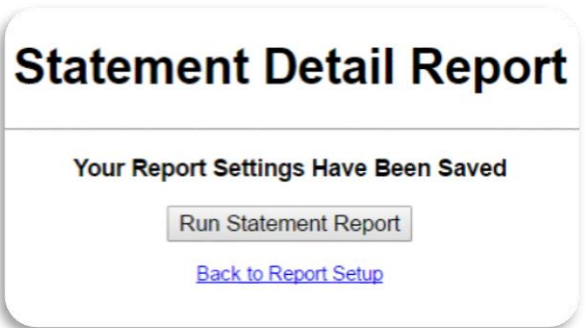
| Pronumber | Waybill / BOL | PU Date | Del Date | Master Pro |
|----------------------------|---------------|------------|----------|------------|
| 1555919 | 1555919 | 02/23/2016 | | No |
| 8807596021 | 8807596021 | 02/22/2016 | | No |
| 2 | | | | |

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



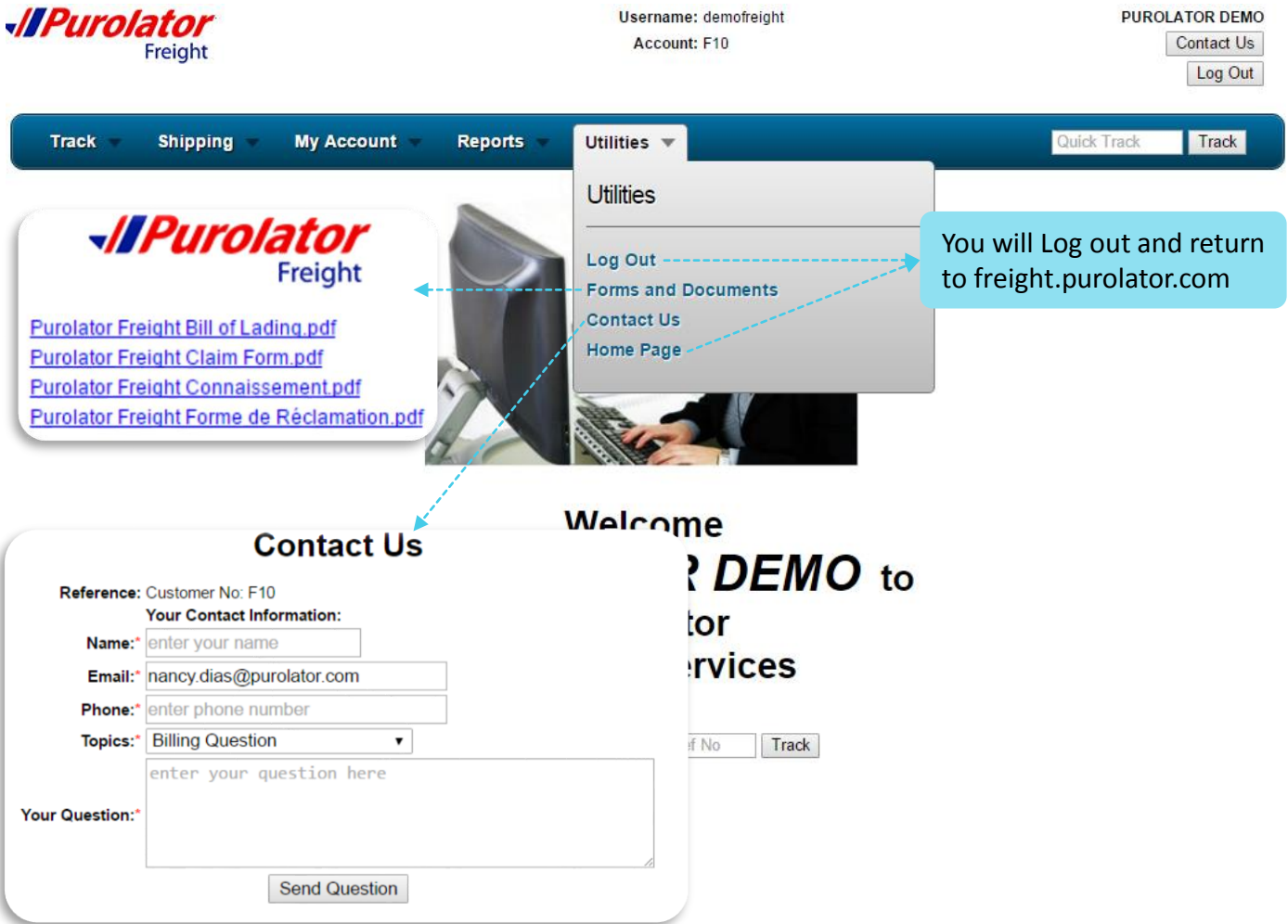
Enter a report name and then click **Ok**.



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**.



The screenshot shows the Purolator Freight website interface. At the top right, the user is logged in as 'demo freight' with account 'F10'. There are 'Contact Us' and 'Log Out' buttons. A navigation bar includes 'Track', 'Shipping', 'My Account', 'Reports', and 'Utilities'. The 'Utilities' menu is open, showing options: 'Log Out', 'Forms and Documents', 'Contact Us', and 'Home Page'. A callout box points to 'Log Out' with the text: 'You will Log out and return to freight.purolator.com'. Below the menu, a 'Contact Us' form is highlighted, containing fields for Name, Email (nancy.dias@purolator.com), Phone, and a dropdown for Topics (Billing Question). A 'Send Question' button is at the bottom of the form.

Fill out the required information and click on the **Send Question** button to contact us.

Send Question