
Purolator Freight[®] Online Shipping

Quick Start Guide



 **Purolator**



Shipping LTL freight just got easier

Thank you for choosing Purolator as your transportation partner.

At Purolator, we're continually investing to serve you better, enhancing our digital capabilities and expanding our offerings to meet the evolving needs of customers like you.

Shipping LTL freight has never been easier. Shipping online eliminates manual processes, helping you save time, reduce errors and streamline your freight operation.

With freight online shipping you can:

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

For more information on our LTL freight services, visit us at [purolator.com](https://www.purolator.com).

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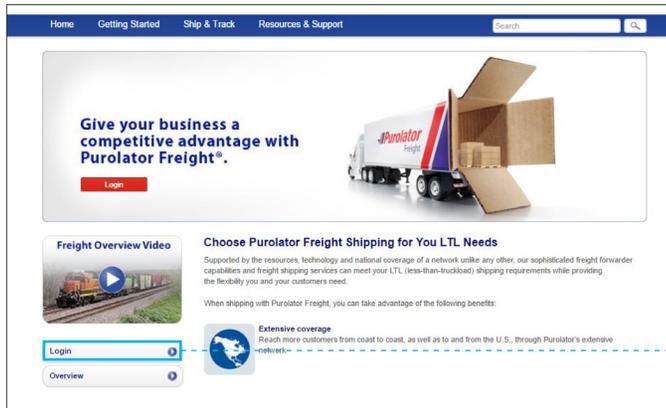
Log in to Purolator Freight Online

You can log in on the freight Services page, accessed from the Shipping Services page.

Once you log in, you'll see your Account Dashboard, where you can track your recent shipments, schedule pickups in real time and access your account profile with one click. Use the Quick Links along the left-hand side for common functions like [Create a Shipment](#) and [Schedule a Pickup](#).

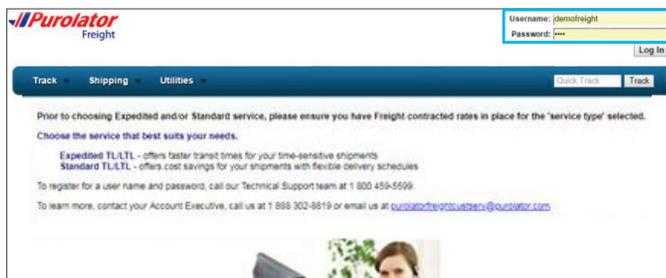
Get Started Now!

1. Click the **Log In** button.



Log In

2. Enter your Username and password.



Username: demofreight
Password: ****

NOTE: If this is your first online freight shipment and you already have a Purolator freight account, contact our Tech Support at 1 800 459-5599 to set up your profile and get your username and password.

> **Log in to Purolator Freight Online**

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Track

The **Track** drop-down menu gives you options to track a shipment using **Quick Track Field**, **Fast Track**, **Date Range**, **PRO Number**, **BOL/PIN#** (Bill of Lading/ Personal Identification Number) or **Customer Reference**.

Quick Track

You can track a PRO Number, PIN or reference number in any one by using the Quick Track feature.

1. Type in the PRO/PIN or reference number in any one of the Quick Track windows.



2. Hit enter if you are using Quick Track from the drop down menu. Otherwise click the **Track** button.

NOTE: On the BOL detail page, you can **Create a Pickup Request**, **Reprint the BOL** and/or **Contact Purolator** by using the buttons below the menu bar.



TIP: For recurring shipments to the same recipient, save time by simply duplicating the shipment from the original details.

Log in to Purolator Freight Online

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Fast Track

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PRO Number

BOL/PIN#

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Fast Track

1. Select Fast Track from the Track drop-down menu.

The screenshot shows the top navigation bar with 'Track', 'Shipping', 'My Account', and 'Reports' dropdown menus. Below this is a 'Quick Track' input field with the placeholder text 'Tracking or Ref No'. Underneath is the 'Online Shipment Tracking' section, which includes a blue link for 'Fast Track', and links for 'Date Range' and 'PRO Number'.

2. All shipments and estimated rates associated with your account within the current week will show up on the Fast Track page.

This screenshot shows a filter page for shipments from 12/14/2018 to 12/24/2018. It includes checkboxes for 'Include Shipments: Bill To', 'Shipper', and 'Consignee'. There is also a checkbox for 'Include shipments for the next business day' and a 'Service Type' dropdown menu set to 'ALL'. At the bottom, there are checkboxes for 'Show In Transit' and 'Show Quotes', a 'Display Results' button, and a 'Download' button with a download icon.

3. Click **Display Results** to see all shipments. Click on a PRO Number to review shipment details.

The screenshot shows the Purolator Freight Online interface with the user logged in as 'demo@freight' with account 'F10'. The page title is 'Shipments from 01/12/2016 to 01/19/2016'. It includes the same filter options as the previous screenshot. Below the filters is a table of shipments with the following columns: Ship Date, Del Date, Del Time, Due Date, Pro Number, BOL/PIN #, Shipper, Shipper City, Consignee, Consignee City, Province, Postal Code, Status, and Del Time. The table contains 8 records, with the first row highlighted in yellow. A 'Download' button is located at the bottom of the table.

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

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

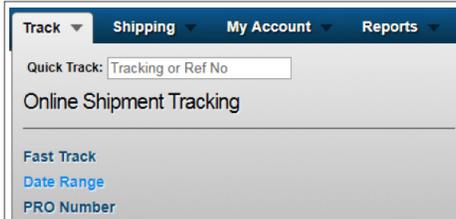
Log in to Purolator Freight Online

> Track

- Quick Track
- Fast Track**
- Date Range
- PRO Number
- BOL/PIN#
- Customer Reference
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- My Account
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Date Range

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



2. Select a date range from the Date Range drop-down, or type in custom dates. Select the Service Type you wish to include in the results. The default date range is the current week.

Date Range Tracking

Date Range: Custom Dates

Starting Date (mm/dd/yyyy): 01/31/2019

Ending Date (mm/dd/yyyy): 02/07/2019

Service Type: ALL

Include Shipments:

- Bill To
- Shipper
- Consignee

Include:

- In Transit
- All Shipments
- Undelivered Only
- Delivered Only
- Quotes

or

3. Click the button to see the results on the page or click the button to download the results in .XLS (Excel) format. Click on a PRO Number to review shipment details.

Purolator Freight

Purolator DEMO
Contact Us
Log Out

Track > Shipping > My Account > Reports > Utilities > Quick Track > Track

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

Ship Date	Del Time	Del Date	Member	BOL/PIN #	Shipper	Shipper City	Consignee	Consignee City	Province	Postal Code	Status	On Time
01/18/2016	QUOTE	01/18/2016	8805184325	8805184325	PURULATOR DEMO	TORONTO	PURULATOR DEMO	TORONTO	ON	M9W4K7	Quote Only	
01/18/2016	QUOTE	01/18/2016	8805184283	8805184283	PURULATOR DEMO	TORONTO	ABC COMPANY	VANCOUVER	BC	V8C1P7	Quote Only	
01/14/2016	QUOTE	01/15/2016	8805184159	8805184119	PURULATOR DEMO	TORONTO	PURULATOR	LAVAL	QC	H7L5V1	Quote Only	
01/13/2016	QUOTE	01/14/2016	8805184058	8805184010	PURULATOR DEMO	TORONTO	PURULATOR	LAVAL	QC	H7L5V1	Quote Only	
01/13/2016	QUOTE	01/14/2016	8805184028	8805184028	PURULATOR DEMO	TORONTO	PURULATOR	LAVAL	QC	H7L5V1	Quote Only	
01/13/2016	QUOTE	01/18/2016	8805183798	8805183798	PURULATOR DEMO	TORONTO	ABC COMPANY	VANCOUVER	BC	V8C1P7	Quote Only	
01/13/2016	QUOTE	01/18/2016	8805183806	8805183806	PURULATOR DEMO	TORONTO	ABC COMPANY	VANCOUVER	BC	V8C1P7	Quote Only	
01/12/2016	QUOTE	01/18/2016	8805183780	8805183780	ABC COMPANY	VANCOUVER	NATALIA	THORNHILL	ON	L4R6E2	Quote Only	

8 records:

Log in to Purolator Freight Online

> Track

Quick Track

Fast Track

Date Range

PRO Number

BOL/PIN

Customer Reference

Shipping

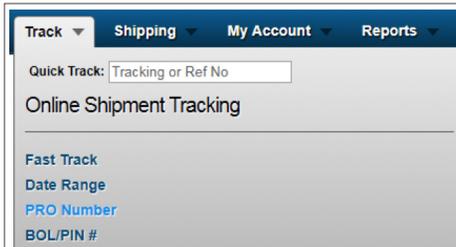
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PRO Number

1. Select PRO Number from the Track drop-down menu.



2. Enter a list of PRO Numbers in the box, separating each with a comma (,).

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

3. Click the **Begin Trace** button to see the results on the page or click the **Download** button to download the results in .XLS (Excel) format.
4. Click on a PRO Number to review shipment details.

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> Track

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BOL/PIN

1. Select BOL/PIN from the Track drop-down menu.

The screenshot shows a navigation bar with 'Track' selected. Below it, a 'Quick Track' search box is visible. Under 'Online Shipment Tracking', the 'BOL/PIN #' option is highlighted in blue.

2. Enter a list of BOL numbers in the box, separating each with a comma (,).

The screenshot shows the 'BOL / PIN Number Trace' form. It includes a text input field for 'BOL numbers', an 'Approximate Ship Date' field, and a 'Destination Postal Code' field. There are 'Begin Trace' and 'Download' buttons at the bottom.

3. Click the **Begin Trace** button to see the results on the page or click the  **Download** button to download the results in .XLS (Excel) format.

The screenshot shows the results of a BOL/PIN trace. It includes a table with columns: Ship Date, Del. Date, Del. Time, Del. Date, Pro Number, BOL/PIN #, Shipper, Shipper City, Consignee, Consignee City, Province, Postal Code, Status, and On Time. Below the table is a 'Download' button.

Ship Date	Del. Date	Del. Time	Del. Date	Pro Number	BOL/PIN #	Shipper	Shipper City	Consignee	Consignee City	Province	Postal Code	Status	On Time
10/18/2018	10/22/2018		10/22/2018	880230248	880776244	PULORATOR DEMO	ETOBICOKE	SHARON TESTING COMPANY	ST. JOHN'S	NL	A1B1H4	TORONTO	No
10/18/2018	10/22/2018		10/22/2018	880738248	880776248	PULORATOR DEMO	ETOBICOKE	ABC COMPANY	VANCOUVER	BC	V6C1P7	TORONTO	No

4. Click on a PRO Number to review shipment details.

NOTE: On the BOL detail page, you can **Create a Pickup Request, Reprint the BOL** and/or **Contact Purolator** by using the buttons below the menu bar.

The screenshot shows the BOL detail page for Pro Number 8809387528. It includes buttons for 'Pickup Request', 'Repeat Shipment', 'Reprint the BOL', and 'Contact Us'. The page displays shipment details such as Ship Date, Shipper, Consignee, and Pallets.

TIP: For recurring shipments to the same recipient, save time by simply duplicating the shipment from the original details.

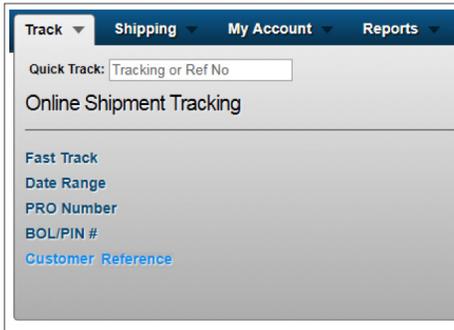
Log in to Purolator Freight Online

> Track

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- Fast Track
- Date Range
- PRO Number
- BOL/PIN**
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Customer Reference

1. Select Customer Reference from the Track drop-down menu.



2. Enter the customer reference number in the box.



3. Click the [Begin Trace](#) button to see the results on the page or click the [Download](#) button to download the results in .XLS (Excel) format.
4. Click on a PRO Number to review shipment details.

Log in to Purolator Freight Online

> Track

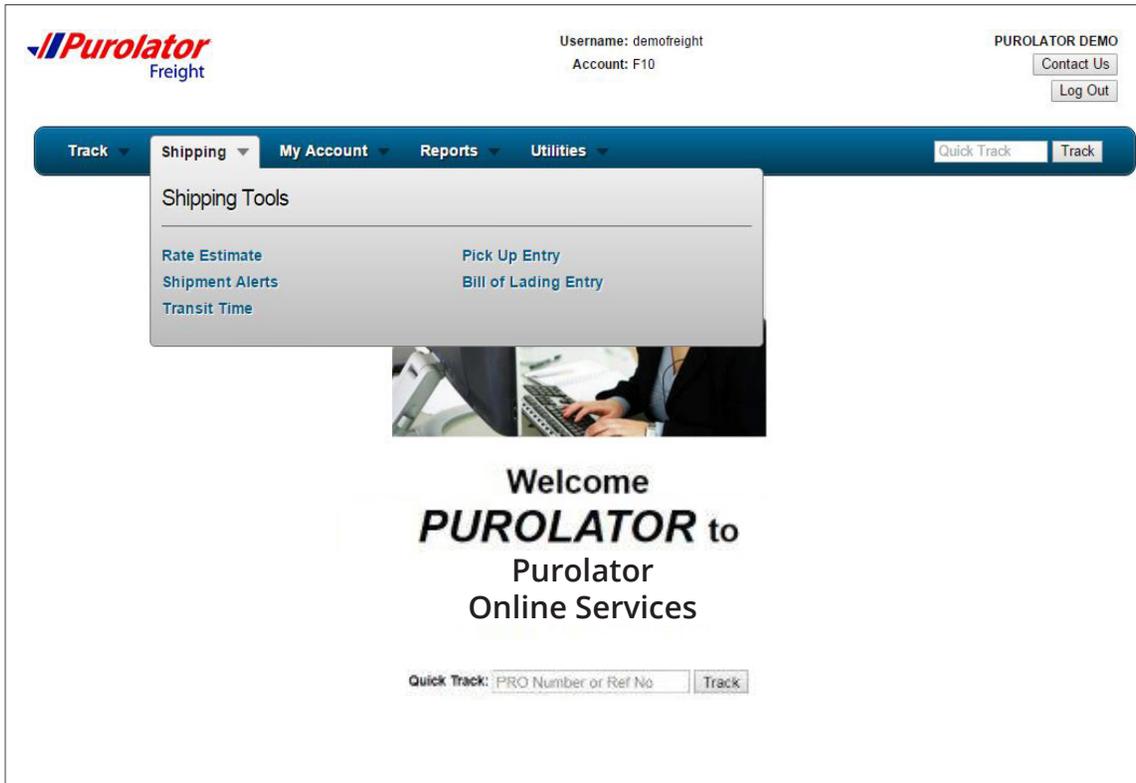
Quick Track
Fast Track
Date Range
PRO Number
BOL/PIN

Customer Reference

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Shipping

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



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Rate Estimate

1. Select Rate Estimate from the Shipping drop-down menu.



2. Fill in the mandatory fields to proceed to the next step. Click the [+ Add Line Item](#) button to add more items. Click the [Postal Code Search](#) button to use the Postal Code/City Search option.

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

3. Select all Specialized Services required for delivery from the Accessories box.
4. Click the [Get Quote](#) button to view the estimated rate and transit time. Click the [Start Over](#) button to refresh the page.

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

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

- Log in to Purolator Freight Online
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- Rate Estimate**
- Shipment Alerts
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Shipment Alerts

Receive proactive notifications on the status of your shipments by following these easy steps:

1. Select Shipment Alerts from the Shipping Tools drop-down menu.



2. Fill in the following mandatory fields to proceed to the next steps and click the **Submit** button:

- PRO Number
- Email Address
- Alert Type

A screenshot of the 'Shipment Alert Request' form. The form is titled 'Shipment Alert Request' and is located on the Purolator Freight website. The form includes the following fields and options:

- Username: demofreight
- Account: F10
- Buttons: Contact Us, Log Out
- Navigation: Track, Shipping, My Account, Reports, Utilities, Quick Track, Track
- Form Fields:
 - Pronumber: * [input field with placeholder 'pronumber']
 - Email Address: * [input field with placeholder 'samy.sampleson@email.ca']
 - Select Alert(s) to Receive: *
 - Out For Delivery
 - Appointment Set
 - Delivered
- Submit button
- Footnote: * = Required Information
- Tip: You can automatically set shipment alerts for all shipments for your account. To activate or update the alerts, update your [User Profile](#).

TIP: You can also update your profile to automatically receive proactive alerts under Shipping or User Profile.

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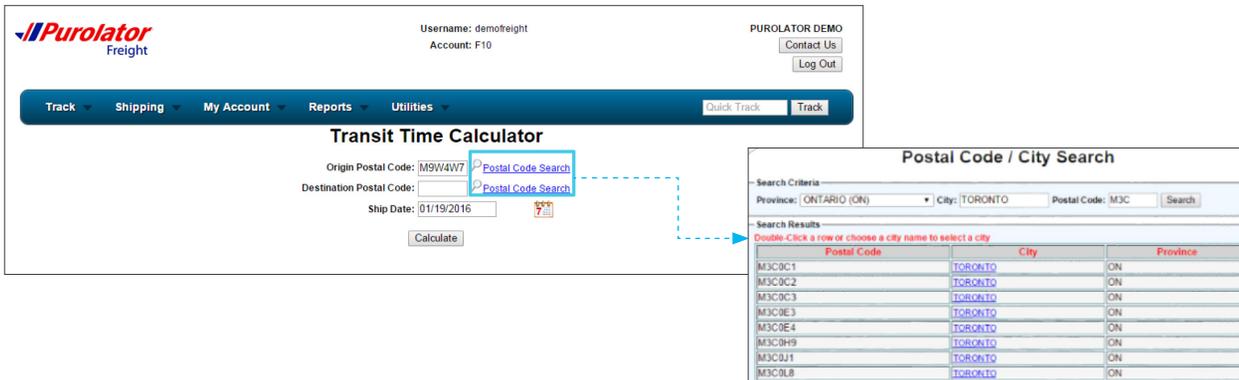
Utilities

Transit Time

1. Select Transit Time from the Shipping Tools drop-down menu.



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.



3. Click the [Calculate](#) button to get the transit time results



TIP: Providing origin and destination postal codes will provide a more accurate transit time than City Search. Some cities and towns may have two different transit times.

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Pickup Entry

1. Select Pickup Entry from the Shipping drop-down menu.

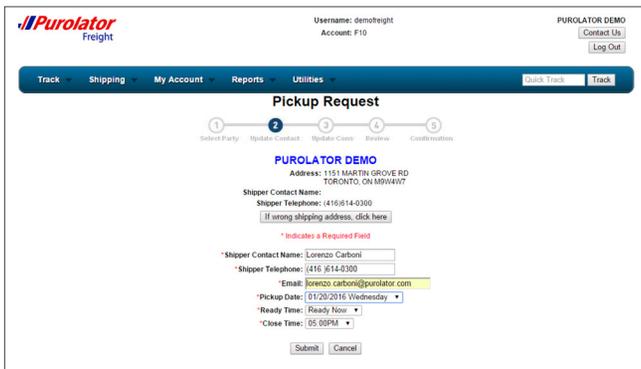


2. Select the party that you are representing and click the **Submit** button.



3. Fill in the following mandatory fields and click the **Submit** button to proceed to the next steps:

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



Steps are continued on the next page.

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4. Fill in the Pickup Request Shipment Information on the page (fields marked with * are required) and if you need to change the shipping address saved in the address book, click the [Update Customer List](#) button.

Purolator Freight Username: demofreight Account: F10 **PUROLATOR DEMO** [Contact Us](#) [Log Out](#)

Track Shipping My Account Reports Utilities Quick Track Track

Pickup Request Shipment Information

*Indicates a Required Field

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

Consignee Information

Consignee Name: ABC COMPANY ABC COMPANY VANCOUVER BC [Update Customer List](#)

Consignee Address: 123 STREET VARIOUS

Postal Code: V6C1P7 City: VANCOUVER Province: BRITISH COLUMBIA

Pieces: 60 Pallets: 2 Weight: 250 Description: Samples

Dangerous Goods: Protect from freezing:

Oversize: Rush:

Other:

[Continue](#) [Cancel Consignee](#)

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 1

Address Book ID	Name	Address	City	Province	Postal Code	Contact	Telephone	Purolator Acc3.No
PUROLATOR DEMO	1151 MARTIN GROVE RD	TORONTO	ON	M9W4W7	John	416(614-0300		
PUROLATOR DEMO	1151 MARTIN GROVE RD	TORONTO	ON	M9W4W7	CDIACONU@PUROLATOR.COM	416(614-0300		
PUROLATOR DEMO	1151 MARTIN GROVE RD	TORONTO	ON	M9W4W7	CDIACONU@PUROLATOR.COM	416(614-0300		
PUROLATOR DEMO	1151 MARTIN GROVE RD	TORONTO	ON	M9W4W7	CDIACONU@PUROLATOR.COM	416(614-0300		
PUROLATOR DEMO	1151 MARTIN GROVE RD	TORONTO	ON	M9W4W7	CDIACONU@PUROLATOR.COM	416(614-0300		
PUROLATOR DEMO	1151 MARTIN GROVE RD	TORONTO	ON	M9W4W7	CDIACONU@PUROLATOR.COM	416(614-0300		

Update Address Book Entry

Address Book ID:

*Company Name: [PUROLATOR DEMO](#)

*Country: CANADA

*Address: 1151 MARTIN GROVE RD

Address 2:

Address 3:

*Postal Code: M9W4W7 [Postal Code Search](#)

*Postal Town: TORONTO

*County: ONTARIO

*Contact Name: CDIACONU@PUROLATOR.COM

*Phone #: 4166140300

Fax #:

Email:

Purolator Acct No:

Customer Type: All

Default Billing Account

Default Shipping Location

[Update Address Book Entry](#)

Steps are continued on the next page.

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- Click on the customer name or on the **Update** button to add or change a shipping address.
- Make changes on the Update Address Book Entry window. When you are done, click the **Update Address Book Entry** button.
- When the Pickup Request Shipment Information page is completed, click the **Continue** button.
- Review 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 and click the **Complete New Pickup** button.

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 Postal Code: M3C0C1 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 Mixed Expedited LTL Standard LTL
---	--

Warning: This pickup request is for a

Special Equipment Required for Pickup: -- None -- Other Service:	
---	--

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

NOTE: On this page, you can also **Add Another Shipment** or **Cancel This Pickup** by using the buttons at the bottom of the page.

TIP: To avoid *Attempted Pickup* charges, select Add Another Shipment.

Steps are continued on the next page.

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9. You will receive a pickup confirmation number and email once the request is successfully processed.

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	Pickup Information
Name: Company ABC	Pickup Date: 08/16/2016
Address: 123 Street TORONTO, ON M3C0C1	Ready Time: 05:00
Contact: John Smith	Close Time: 17:00
Telephone: (999) 999-9999	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/4166140300

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Bill of Lading Entry

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



2. Fill in the Shipper Information, Consignee Information, Shipment Details, Special Instructions and Shipment Email Manager (fields marked with * are required) and click the **Submit** button.

The screenshot shows the 'Bill of Lading Request' form in the Purolator Freight system. The form is divided into several sections:

- Shipper Information:** Includes fields for Name (PURDLATOR DEMO), Address1 (1151 MARTIN GROVE RD), Address2, City (TORONTO), Province (ONTARIO), Postal Code (M9W4W7), and Contact information.
- Consignee Information:** Includes fields for Name (ABC COMPANY VANCOUVER BC), Address1 (123 STREET), Address2, City (VANCOUVER), Province (BRITISH COLUMBI), Postal Code (V6C1P7), and Contact information.
- Shipment Details:** A table with columns for Pcs, Pk, Hzd, Description, Wgt (Lbs), Length, Width, and Height. The first row contains '60', '1', 'Samples', and '250'.
- Accessories:** A list of checkboxes for various services like 'AFTER HOURS DELIVERY', 'CARRIER TO BOOK APPT', 'DANGEROUS GOODS', etc.
- Special Instructions:** A text area for additional notes.
- Shipment Email Manager:** A table for managing email notifications. It has columns for Rate Estimate, BOL, Ship, Appt Set, Out for Delivery, and Delivered. The 'Ship' column is checked for the current entry.

At the bottom of the form, there is a 'Submit' button.

Steps are continued on the next page.

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3. The quote number and the rate information will be displayed on the confirmation page.

The screenshot shows the Purolator Freight website interface. At the top, the Purolator Freight logo is on the left, and the user information 'Username: demofreight' and 'Account: F10' is in the center. On the right, there are buttons for 'Contact Us' and 'Log Out'. Below this is a navigation bar with links for 'Track', 'Shipping', 'My Account', 'Reports', and 'Utilities', along with 'Quick Track' and 'Track' buttons. The main heading is 'Bill of Lading Request'. A green message states: 'This Information Has Been Saved As Quote Number 8807962298. Please Reference this Quote Number on Your Bill of Lading'. Below this, the shipper and consignee information is displayed. The shipper is 'PUROLATOR DEMO' at '1151 MARTIN GROVE RD, TORONTO, ON M9W4W7'. The consignee is 'LORENZO CONSIGNEE' at '4365 NORTHLANDS BLVD, WHISTLER, BC V0N1B4'. There are buttons for 'Print the BOL', 'Pickup Request', and 'Add Another BOL'. A note says '*** Our Bill of Lading requires Adobe Acrobat pdf viewer ***'. The 'Rate Information' section is below, with a red warning 'Rates Calculated Subject To Audit'. A table shows the following data:

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

Below the table, it says 'User: demofreight Service Type: Expedited LTL Est Delivery Date: 01/26/2016 if you ship today'. A red note at the bottom states: '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.'

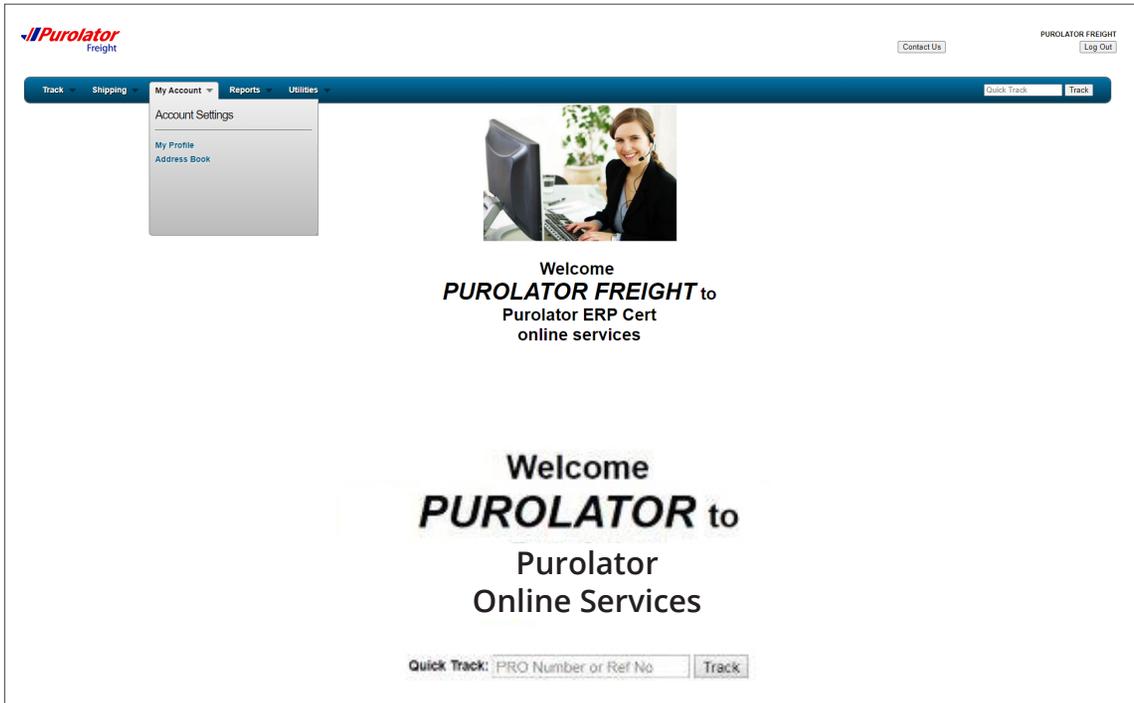
- Log in to Purolator Freight Online
- Track
- > **Shipping**
 - Rate Estimate
 - Shipment Alerts
 - Transit Time
 - Pickup Entry
 - Bill of Lading Entry**
- My Account
- Reports
- Utilities

NOTE: From this page, you can **Print the BOL**, create a **Pickup Request** or **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 account settings.

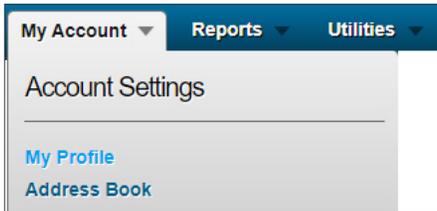
From the dashboard area, update your Account Settings and profile preferences (with the **My Profile** and **Address Book** tools).



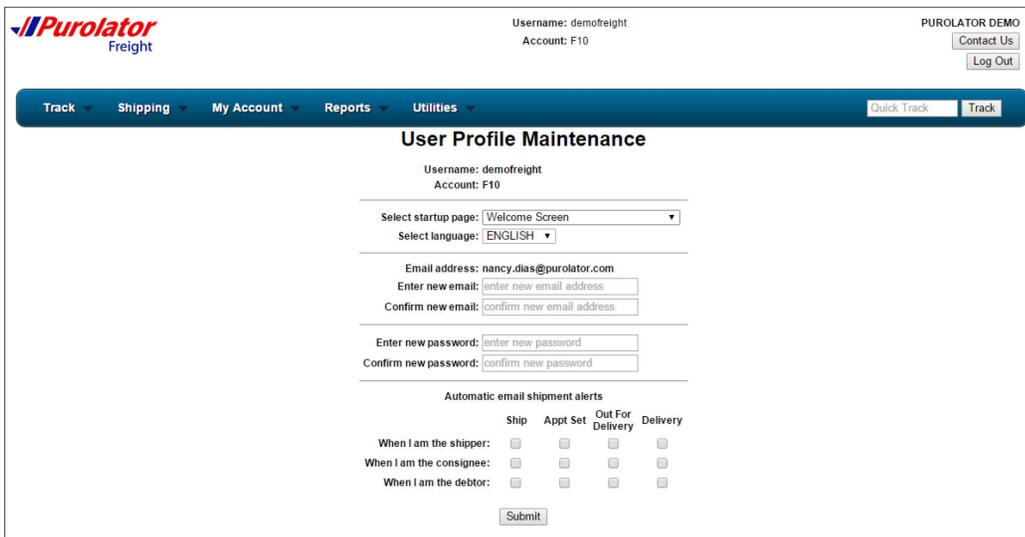
- Log in to Purolator Freight Online
- Track
- Shipping
- > **My Account (Account Settings)**
- My Profile
- Address Book
- Reports
- Utilities

My Profile

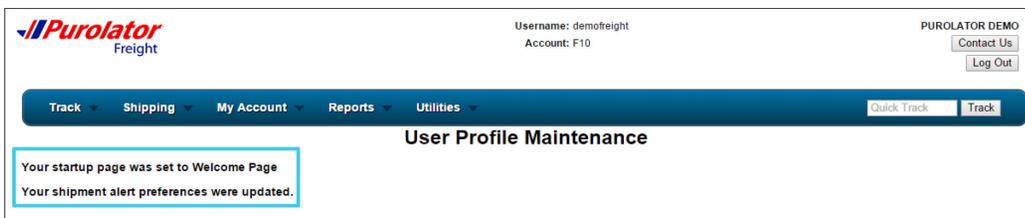
1. Select My Profile from the My Account drop-down menu.



2. You can select the start-up page and update your language preference, email address, password and email shipment alerts.

A screenshot of the 'User Profile Maintenance' form. The form is titled 'User Profile Maintenance' and shows the user's current information: Username: demofreight, Account: F10. It includes fields for 'Select startup page' (set to 'Welcome Screen'), 'Select language' (set to 'ENGLISH'), 'Email address' (nancy.dias@purolator.com), and 'Enter new email' and 'Confirm new email' fields. There are also 'Enter new password' and 'Confirm new password' fields. Below these are 'Automatic email shipment alerts' with checkboxes for 'Ship', 'Appt Set', 'Out For Delivery', and 'Delivery' for three roles: 'When I am the shipper', 'When I am the consignee', and 'When I am the debtor'. A 'Submit' button is at the bottom.

3. Click the **Submit** button. All the updates you have made will be displayed on the confirmation page.

A screenshot of the 'User Profile Maintenance' confirmation page. The page shows the same header and navigation as the previous screenshot. Below the header, there are two lines of confirmation text: 'Your startup page was set to Welcome Page' and 'Your shipment alert preferences were updated.' The rest of the form content is not visible.

- Log in to Purolator Freight Online
- Track
- Shipping
- > **My Account**
- My Profile**
- Address Book
- Reports
- Utilities

Address Book

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



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

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

New – Click 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 the **Delete** button. You will see a confirmation window displayed on the page once the address has been deleted.

The screenshot shows the 'Maintain Address Book' page in the Purolator Freight system. At the top, there is a navigation bar with 'Track', 'Shipping', 'My Account', 'Reports', and 'Utilities'. Below this is a search criteria window with fields for 'Address Book ID', 'Company Name', 'City', 'Province', and 'Postal Code'. The main area displays a table of address book entries. The table has columns for 'Address Book ID', 'Name', 'Address', 'City', 'Province', 'Postal Code', 'Contact', 'Telephone', and 'Purolator Acct No'. Two entries are highlighted in blue, indicating they are selected.

Address Book ID	Name	Address	City	Province	Postal Code	Contact	Telephone	Purolator Acct No
	ABC COMPANY	123 STREET	VANCOUVER	BC	V6C1P7		(778)613-5555	
	ABC COMPANY	123 STREET	VANCOUVER	BC	V6C1P7	Nancy	(778)613-5555	
	Aneta	5995 Avebury	Mississauga	ON	L5R3T8		(905)712-1084	
	Aneta	123 street	mississauga	ON	L5R3T8		(123)444-5555	
	Aneta	5995 Avebury	Mississauga	ON	L5R3T8		(905)712-1084	
	Aneta	5995 Avebury	Mississauga	ON	L5R3T8		(905)712-1084	
	PUROLATOR DEMO	1151 MARTIN GROVE RD	TORONTO	ON	M9W4W7	CDIACONU@PUROLATOR.COM	(416)614-0300	
	PUROLATOR DEMO	1151 MARTIN GROVE RD	TORONTO	ON	M9W4W7	CDIACONU@PUROLATOR.COM	(416)614-0300	

Steps are continued on the next page.

Log in to Purolator Freight Online

Track

Shipping

> **My Account**

My Profile

Address Book

Reports

Utilities

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

button.

The screenshot shows a web browser window titled "Purolator - Maintain Customers - Powered by Carr..." with the URL "www.cert.purolatorfreight.com/scripts/cgiip.exe/custform.htm?act...". The main heading is "Update Address Book Entry". The form contains the following fields and options:

- Address Book ID:
- *Company Name:
- *Country: CANADA (dropdown)
- *Address: 123 STREET (text)
- Address 2:
- *Postal Code: V6C1P7 (text) with a "Postal Code Search" link
- *City: VANCOUVER (text)
- *Province: BRITISH COLUMBIA (dropdown)
- *Contact Name:
- *Phone #: 778-513-5555 Ext:
- Fax #:
- Email:
- Purolator Acct No:
- Customer Type: All (dropdown)
- Default Billing Account
- Default Shipping Location
-

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

button.

The screenshot shows a web browser window titled "Purolator - Maintain Customers - Powered by Carr..." with the URL "www.cert.purolatorfreight.com/scripts/cgiip.exe/custform.htm?act...". The main heading is "Add Company to Address Book". The form contains the following fields and options:

- Address Book ID:
- *Company Name:
- *Country: CANADA (dropdown)
- *Address:
- Address 2:
- *Postal Code: with a "Postal Code Search" link
- *City:
- *Province: ALBERTA (dropdown)
- *Contact Name:
- *Phone #: Ext:
- Fax #:
- Email:
- Purolator Acct No:
- Customer Type: All (dropdown)
- Default Billing Account
- Default Shipping Location
-

Log in to Purolator Freight Online

Track

Shipping

> **My Account**

My Profile

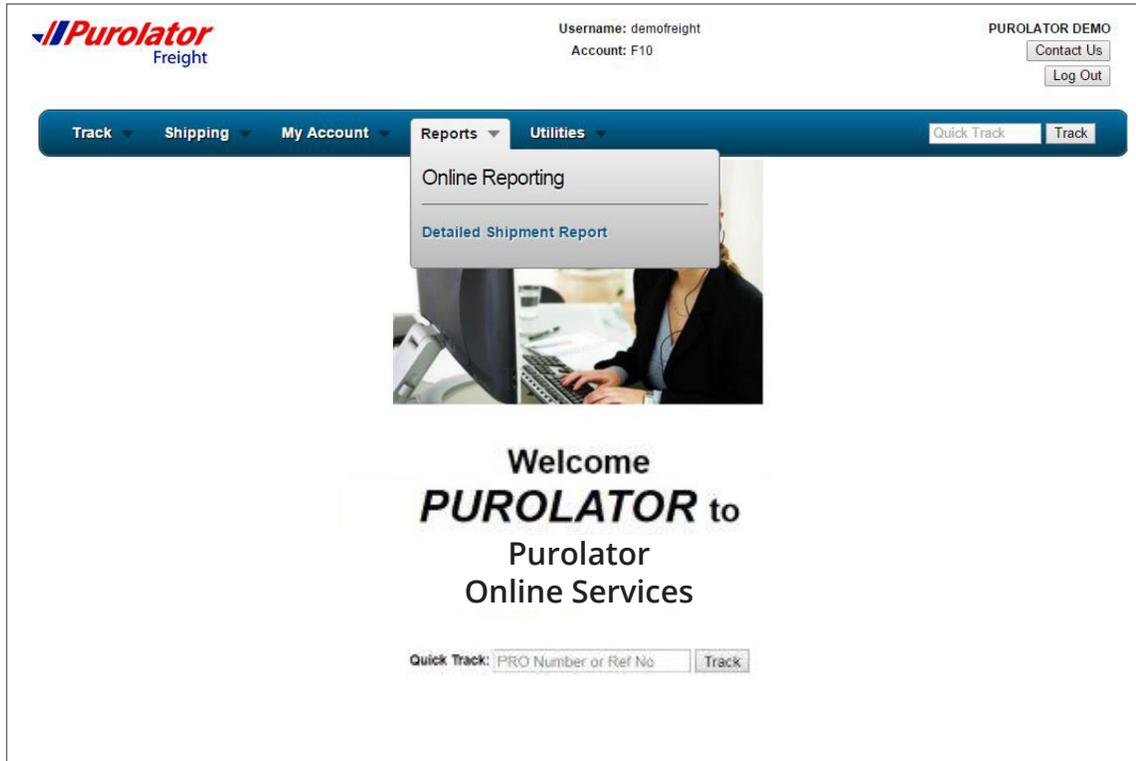
Address Book

Reports

Utilities

Reports

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



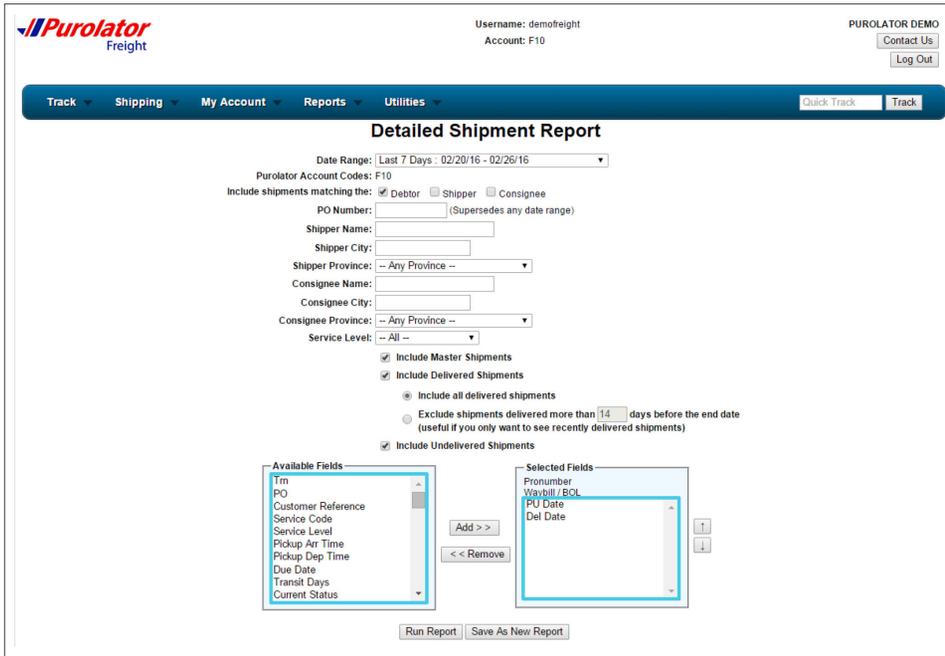
- Log in to Purolator Freight Online
- Track
- Shipping
- My Account
- > **Reports**
- Utilities

Detailed Shipment Reports

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



2. Fill in the information on the Detailed Shipment Report page.

A screenshot of the 'Detailed Shipment Report' page in the Purolator Freight system. The page includes a header with the Purolator logo, user information (Username: demofreight, Account: F10), and navigation tabs (Track, Shipping, My Account, Reports, Utilities). The main content area is titled 'Detailed Shipment Report' and contains several filter sections: 'Date Range' (Last 7 Days: 02/20/16 - 02/26/16), 'Purrolator Account Codes: F10', 'Include shipments matching the:' (checkboxes for Debtor, Shipper, Consignee), 'PO Number:' (text input), 'Shipper Name:' (text input), 'Shipper City:' (text input), 'Shipper Province:' (dropdown menu), 'Consignee Name:' (text input), 'Consignee City:' (text input), 'Consignee Province:' (dropdown menu), and 'Service Level:' (dropdown menu). There are also checkboxes for 'Include Master Shipments', 'Include Delivered Shipments', and 'Include Undelivered Shipments'. A section for field selection shows 'Available Fields' (Trn, PO, Customer Reference, Service Code, Service Level, Pickup Arr Time, Pickup Dep Time, Due Date, Transit Days, Current Status) and 'Selected Fields' (Prnnumber, Waybill / BOL, PO Date, Del Date). Buttons for 'Add >>', '<< Remove', 'Run Report', and 'Save As New Report' are visible at the bottom.

3. Select all Available Fields that you would like to include in the report and add them to the Selected Fields by clicking the **Add >>** button. You can deselect any fields using the **<< Remove** button.
4. Click the **Run Report** button to generate the report or click the **Save As New Report** button to save the report setting.

Steps are continued on the next page.

Log in to Purolator Freight Online
Track
Shipping
My Account
> **Reports**
 Detailed Shipment Reports
 Utilities

5. Run Report – Click on the PRO Number to see the shipment details or click the **Download to Excel** button to save the report to your computer.

Detailed Shipment Report

Download to Excel

Sorted by Pronumber

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

2

Save As New Report – Enter a report name and then click **OK**.

Carrier Logistics - Enter Report N... www.cert.purolatorfreight.com/scripts/cgiip.exe/d

Please enter a report name

Statement Detail Report

Your Report Settings Have Been Saved

Run Statement Report

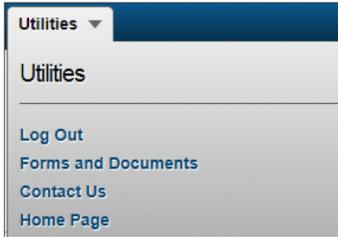
[Back to Report Setup](#)

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

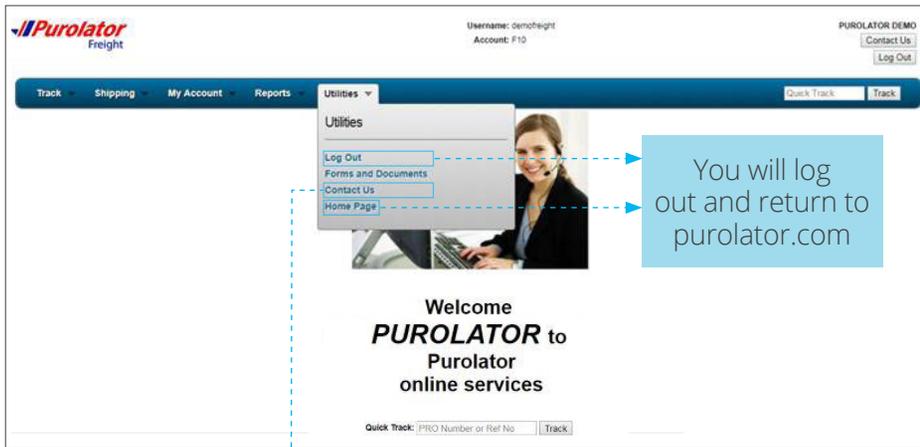
- Log in to Purolator Freight Online
- Track
- Shipping
- My Account
- > **Reports**
 - Detailed Shipment Reports**
 - Utilities

Utilities

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



When you click on Contact Us, fill in the required fields along with your questions, and an email will automatically forward to our customer care team.

A screenshot of the 'Contact Us' form. The form includes a 'Reference: Customer No.' field, a 'Your Contact Information' section with fields for Name, Email, and Phone, a 'Topics' dropdown menu (set to 'Billing Question'), and a 'Your Question' text area. A 'Send Question' button is located at the bottom of the form.

- Log in to Purolator Freight Online
- Track
- Shipping
- My Account
- Reports
- > **Utilities**



Learn more about how Purolator can meet
your business needs at [purolator.com](https://www.purolator.com).

