



Purolator Freight[®] Online Shipping

Quick Start Guide





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**.

[Log in to Purolator Freight Online](#)

[Track](#)

[Shipping](#)

[My Account](#)

[Reports](#)

[Utilities](#)

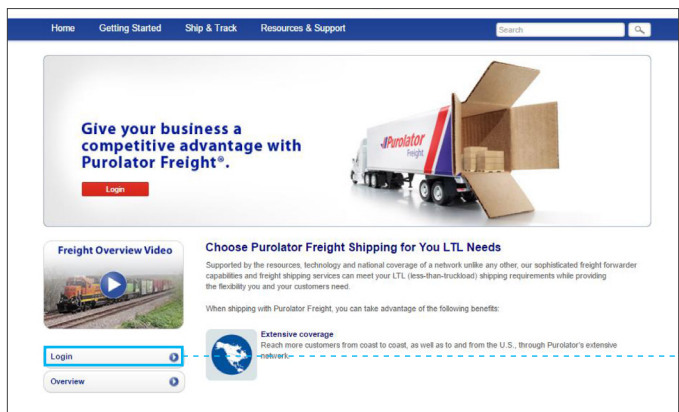
Log in to Purolator Freight Online

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](#).

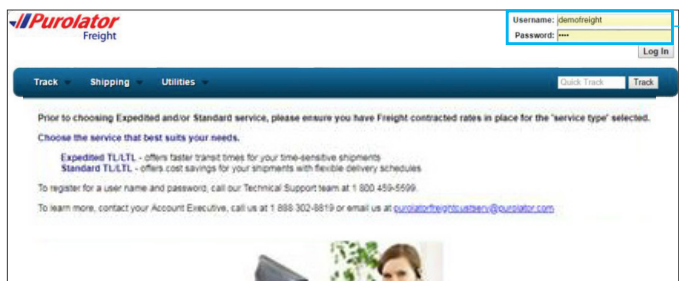
Get Started Now!

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



Login

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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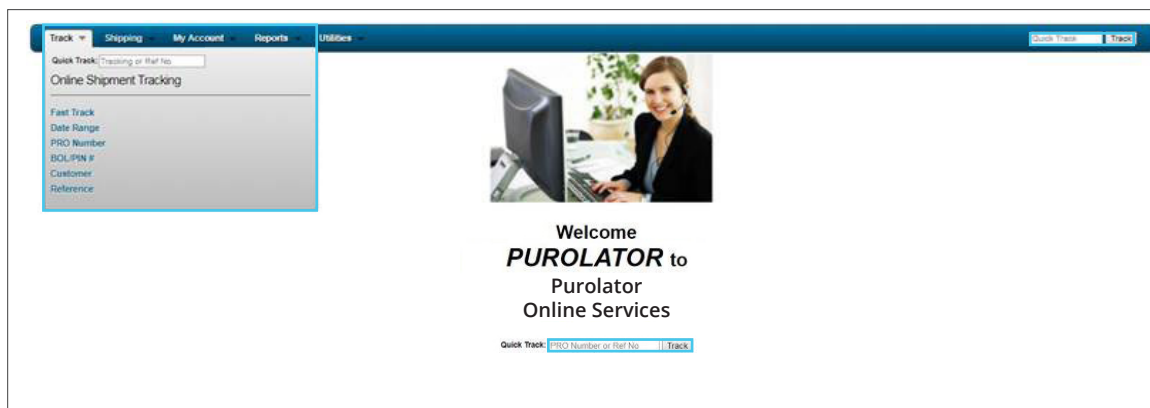
Track

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

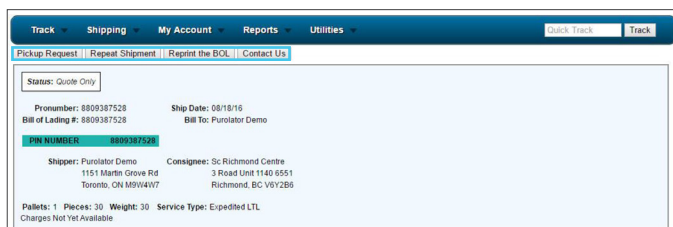
You can track a PRO Number, PIN or reference number in any one by using the Quick Track feature.

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

> Track

Quick Track

Fast Track

Date Range

PRO Number

BOL/PIN#

Customer Reference

Shipping

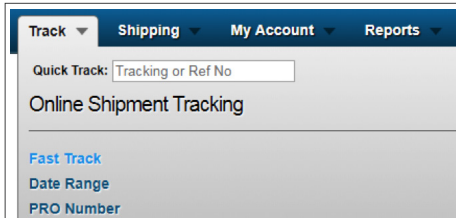
My Account

Reports

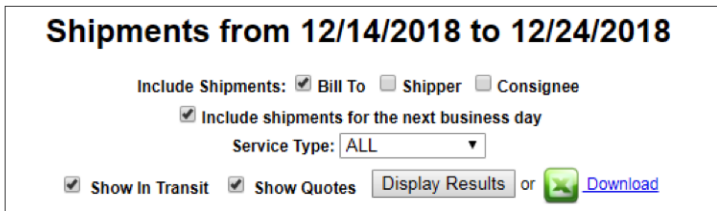
Utilities

Fast Track

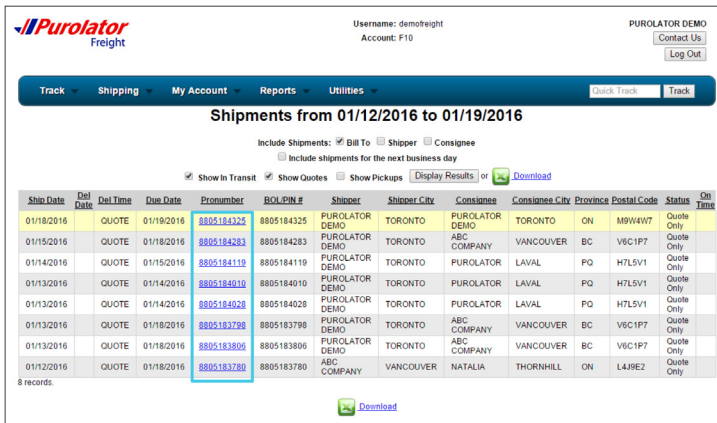
1. Select Fast Track from the Track drop-down menu.



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



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



Ship Date	Del Date	Due Date	Pro Number	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	
01/19/2016	QUOTE	01/19/2016	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	

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

Log in to Purolator Freight Online

> Track

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Date Range

PRO Number

BOL/PIN#

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Date Range

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

Track Shipping My Account Reports

Quick Track: Tracking or Ref No

Online Shipment Tracking

Fast Track

Date Range

PRO Number

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

Display Results or Download

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

Purolator Freight

Username: demotest Account: F10

Purolator DEMO Contact Us Log Out

Track Shipping My Account Reports Utilities

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

Show Criteria

Download

Ship Date	Del Time	Del Date	Promoter	BOL/PIN #	Shipper	Shipper City	Consignee	Consignee City	Province	Postal Code	Status	On Time
01/18/2016	QUOTE	01/18/2016	8805184325	8805184325	Purolator DEMO	TORONTO	Purolator DEMO	TORONTO	ON	M9W6K7	Quote Only	
01/15/2016	QUOTE	01/18/2016	8805184323	8805184323	Purolator DEMO	TORONTO	ABC COMPANY	VANCOUVER	BC	V5C1P7	Quote Only	
01/14/2016	QUOTE	01/15/2016	8805184119	8805184119	Purolator DEMO	TORONTO	Purolator DEMO	LAVAL	PQ	H7L5V1	Quote Only	
01/13/2016	QUOTE	01/14/2016	8805184010	8805184010	Purolator DEMO	TORONTO	Purolator DEMO	LAVAL	PQ	H7L5V1	Quote Only	
01/13/2016	QUOTE	01/14/2016	8805184028	8805184028	Purolator DEMO	TORONTO	Purolator DEMO	LAVAL	PQ	H7L5V1	Quote Only	
01/13/2016	QUOTE	01/18/2016	8805183798	8805183798	Purolator DEMO	TORONTO	ABC COMPANY	VANCOUVER	BC	V5C1P7	Quote Only	
01/13/2016	QUOTE	01/18/2016	8805183806	8805183806	Purolator DEMO	TORONTO	ABC COMPANY	VANCOUVER	BC	V5C1P7	Quote Only	
01/12/2016	QUOTE	01/18/2016	8805183780	8805183780	ABC COMPANY	VANCOUVER	NATALIA	THORNHILL	ON	L4R8E2	Quote Only	

8 records.

Download

Log in to Purolator Freight Online

> Track

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PRO Number

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

Track Shipping My Account Reports

Quick Track: Tracking or Ref No

Online Shipment Tracking

Fast Track
Date Range
PRO Number
BOL/PIN #

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

Username: demofreight
Account: F10

PUROLATOR DEMO
Contact Us
Log Out

Track Shipping My Account Reports Utilities Quick Track Track

Pronumber Trace

Please enter a list of pronumbers separated by commas:

8805184366

Begin Trace 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

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.

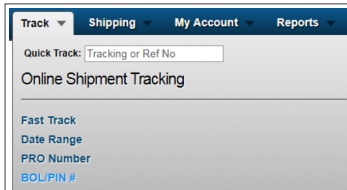
Log in to Purolator Freight Online

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BOL/PIN

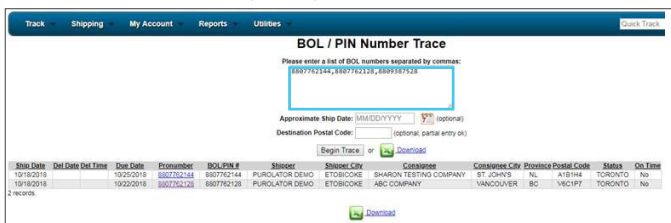
1. Select BOL/PIN from the Track drop-down menu.



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



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.

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.

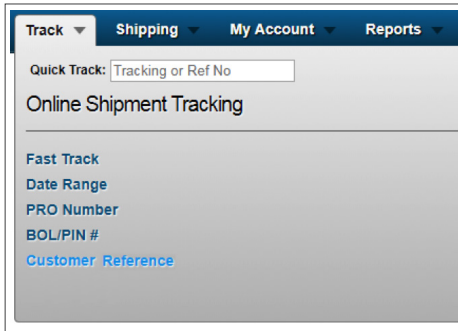
Log in to Purolator Freight Online

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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

Shipping

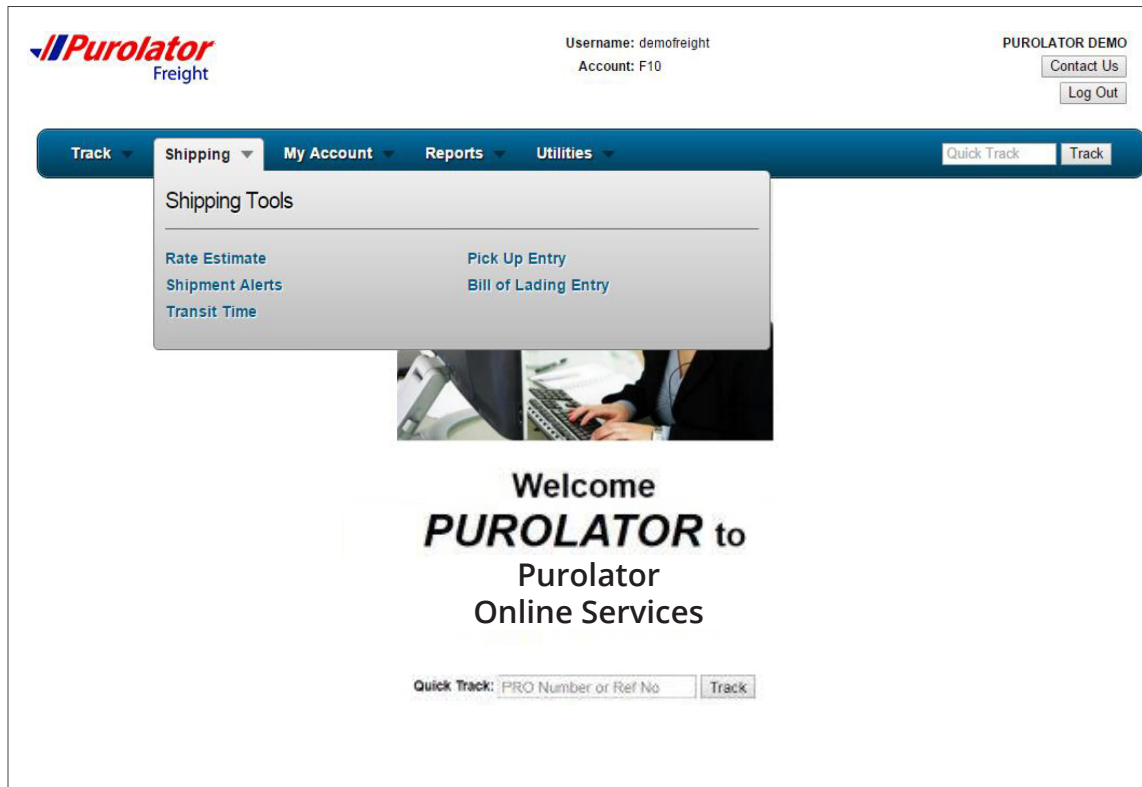
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Shipping

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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> Shipping

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Rate Estimate

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

Shipping Tools

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

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.

Rate Estimate and Transit Time

Payment Terms: Prepaid
Origin Postal Code: M9W4W7
Destination Postal Code: V0K2E1
Declared Value: \$0.00

City: ETOBICOKE, ON
City: 100 MILE HOUSE, BC

Pieces: 60 Pallets: 1 Weight: 100 Length: Width: Height:

+ Add Line Item

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

Accessorials

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

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

Get Quote Start Over

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
M3C9C1	TORONTO	ON
M3C9C2	TORONTO	ON
M3C9C3	TORONTO	ON
M3C9E3	TORONTO	ON
M3C9E4	TORONTO	ON
M3C9H9	TORONTO	ON
M3C9J1	TORONTO	ON
M3C9L8	TORONTO	ON

3. Select all Specialized Services required for delivery from the Accessorials box.
4. Click the **Get Quote** button to view the estimated rate and transit time. Click the **Start Over** button to refresh the page.

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: PU02016 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-DELA			
			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 Quote**.

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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 in the Purolator Freight online system. The form is titled 'Shipment Alert Request' and includes the Purolator Freight logo. At the top, it shows 'Username: demofreight' and 'Account: F10'. There are buttons for 'Contact Us' and 'Log Out'. Below the header, there is a navigation bar with 'Track', 'Shipping', 'My Account', 'Reports', and 'Utilities'. The form fields include: 'Pronumber:*' with a text input field containing 'pronumber'; 'Email Address:*' with a text input field containing 'samy.sampleson@email.ca'; and 'Select Alert(s) to Receive:*' with three checkboxes: 'Out For Delivery' (unchecked), 'Appointment Set' (unchecked), and 'Delivered' (checked). There is a 'Submit' button at the bottom of the form. A note at the bottom states: '* = Required Information. 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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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.

Transit Time Calculator

Origin Postal Code: M9W4W7
Destination Postal Code: [Postal Code Search](#)
Ship Date: 01/19/2016
[Calculate](#)

Postal Code / City Search

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

Search Results:

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

Transit Time Results

Origin City: ETOBICOKE Destination City: VANCOUVER
Origin Province: ON Destination Province: BC
Origin Postal Code: M9W4W7 Destination Postal Code: V6C1P7
Origin Terminal: TOR Destination Terminal: VAN
Ship Date: 10/22/2018

Service Type	Transit Days	Expected Delivery Date
Standard LTL	5	Mon 10/29/2018
Expedited LTL	3	Thu 10/25/2018

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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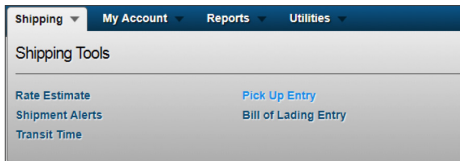
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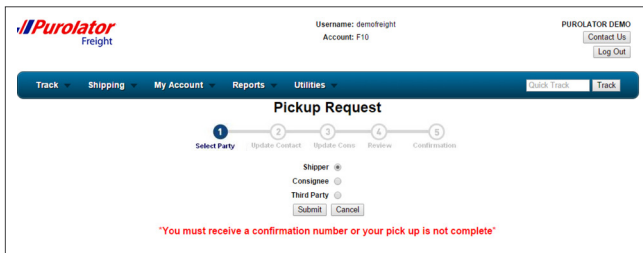
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Pickup Entry

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

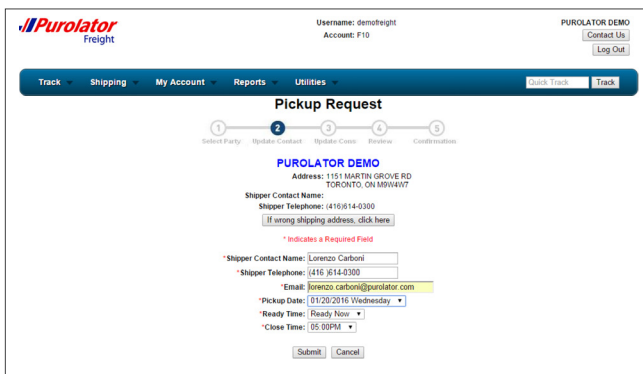


2. Select the party that you are representing and click the **Submit** button.



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: 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 Acct No
PUBOLATOR DEMO	1151 MARTIN GROVE RD	TORONTO	ON	M9W4W7	MJHJHJ		416(614-0300	
PUBOLATOR DEMO	1151 MARTIN GROVE RD	TORONTO	ON	M9W4W7	John		416(614-0300	
PUBOLATOR DEMO	1151 MARTIN GROVE RD	TORONTO	ON	M9W4W7	CDIACONU@PUROLATOR.COM		416(614-0300	
PUBOLATOR DEMO	1151 MARTIN GROVE RD	TORONTO	ON	M9W4W7	CDIACONU@PUROLATOR.COM		416(614-0300	
PUBOLATOR DEMO	1151 MARTIN GROVE RD	TORONTO	ON	M9W4W7	CDIACONU@PUROLATOR.COM		416(614-0300	
PUBOLATOR DEMO	1151 MARTIN GROVE RD	TORONTO	ON	M9W4W7	CDIACONU@PUROLATOR.COM		416(614-0300	
PUBOLATOR 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.

Log in to Purolator Freight Online

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> **Shipping**

Rate Estimate

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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 PartyUpdate ContactUpdate ConsReviewConfirmation

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/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.

A screenshot of the 'Bill of Lading Request' form in the Purolator Freight system. The form is divided into several sections: 'Shipper Information' (Name, Address, City, Province, Postal Code, Contact, Telephone, Email, Bill of Lading Number, and Bill to), 'Consignee Information' (Name, Address, City, Province, Postal Code, Contact, Telephone, Email, and PO #), 'Shipment Details' (a table with columns for Pcs, Pkts, Hzd, Description, Wgt (Lbs), Length, Width, and Height), 'Accessories' (checkboxes for various services like After Hours Delivery, Carrier to Book Appt, Dangerous Goods, etc.), 'Special Instructions' (a text area), and 'Shipment Email Manager' (checkboxes for email notifications to Shipper, Consignee, and others). The form includes a 'Submit' button at the bottom.


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.



Username: demofreight
Account: F10

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

Track Shipping My Account Reports Utilities Quick Track Track

Bill of Lading Request

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

Shipper
PUROLATOR DEMO
1151 MARTIN GROVE RD
TORONTO, ON M9W4W7

Consignee
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.

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.

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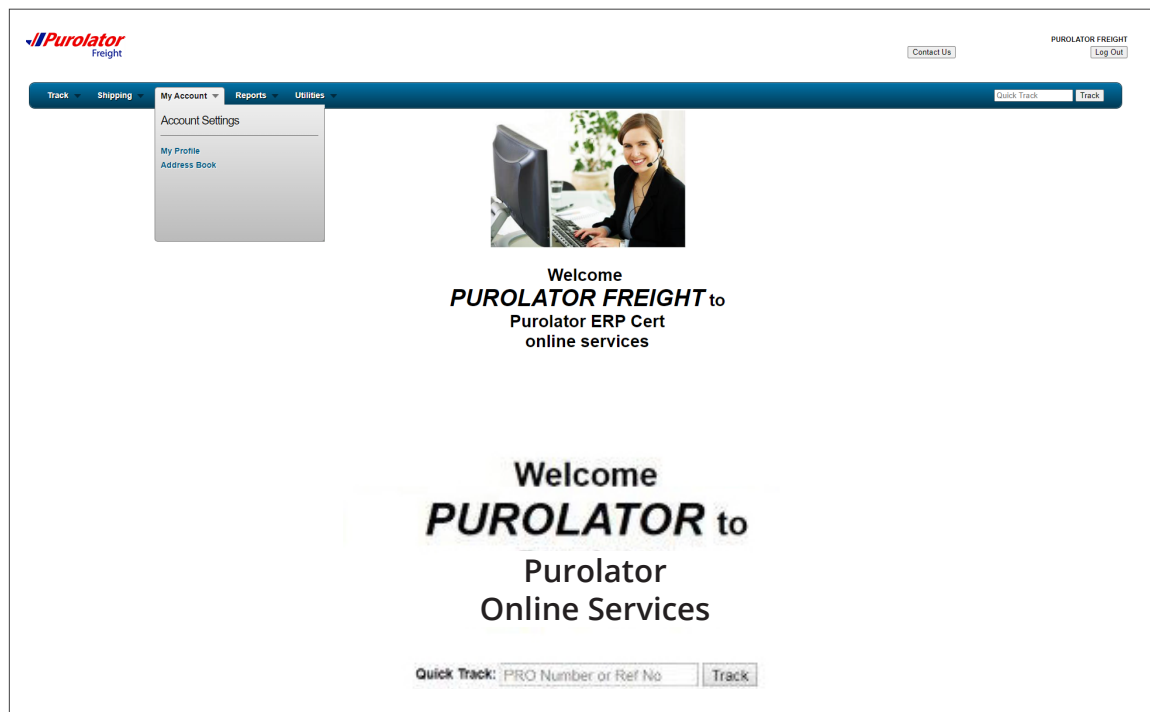
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My Account

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).



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> **My Account (Account Settings)**

[My Profile](#)

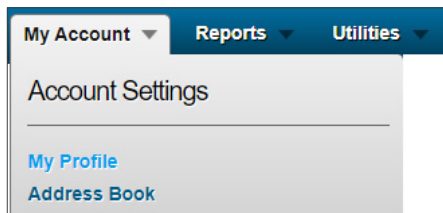
[Address Book](#)

[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 includes fields for 'Select startup page:' (set to 'Welcome Screen'), 'Select language:' (set to 'ENGLISH'), 'Email address:' (nancy.dias@purolator.com), 'Enter new email:', 'Confirm new email:', 'Enter new password:', and 'Confirm new password:'. There is also a section for '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 displays two confirmation messages: 'Your startup page was set to Welcome Page' and 'Your shipment alert preferences were updated.' The background is a dark blue header with 'Track', 'Shipping', 'My Account', 'Reports', and 'Utilities' tabs.

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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.

A screenshot of the Purolator Freight 'Maintain Address Book' page. The page has a header with the Purolator logo, username 'demofreight', and account 'F10'. Below the header is a navigation bar with 'Track', 'Shipping', 'My Account', 'Reports', and 'Utilities' tabs. The main section is titled 'Maintain Address Book' and contains a search criteria window with fields for Address Book ID, Company Name, City, Province, and Postal Code. Below the search window is 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. The table shows several entries, including 'ABC COMPANY' and 'Aneta'. At the bottom of the table, there are 'Add', 'Update', and 'Delete' buttons.

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.

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3. Update – Make changes on the Update Address Book Entry window. When you are done, click the [Update Address Book Entry](#) button.

Purolator - Maintain Customers - Powered by Carr...

www.cert.purolatorfreight.com/scripts/cgiip.exe/custform.htm?act

Update Address Book Entry

Address Book ID:

*Company Name:

*Country:

*Address:

Address 2:

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

*City:

*Province:

*Contact Name:

*Phone #: Ext

Fax #:

Email:

Purolator Acct No:

Customer Type:

☐ Default Billing Account

☐ Default Shipping Location

[Update Address Book Entry](#)

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 [Add Company to Address Book](#) button.

Purolator - Maintain Customers - Powered by Carr...

www.cert.purolatorfreight.com/scripts/cgiip.exe/custform.htm?act

Add Company to Address Book

Address Book ID:

*Company Name:

*Country:

*Address:

Address 2:

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

*City:

*Province:

*Contact Name:

*Phone #: Ext

Fax #:

Email:

Purolator Acct No:

Customer Type:

☐ Default Billing Account

☐ Default Shipping Location

[Add Company to Address Book](#)

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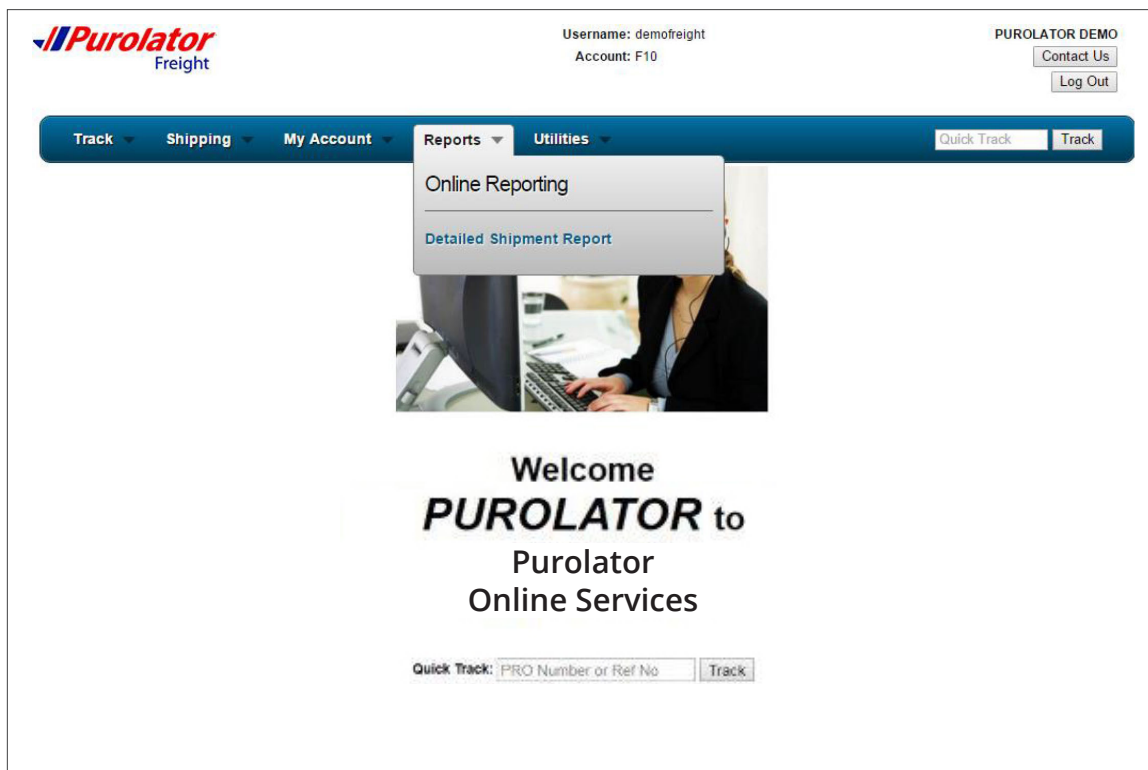
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By using the Reports drop-down menu, you can create Detailed Shipment Reports settings and generate reports based on your needs.



Log in to Purolator Freight Online

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Shipping

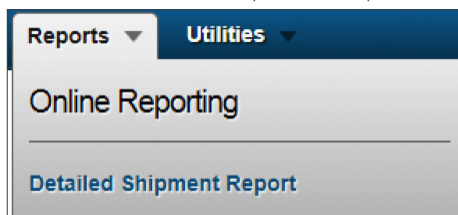
My Account

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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. The page has a header with the Purolator Freight logo, username 'demo@freight', account 'F10', and 'Contact Us'/'Log Out' links. Below the header is a navigation bar with 'Track', 'Shipping', 'My Account', 'Reports', and 'Utilities'. The 'Reports' menu is open, showing 'Quick Track' and 'Track' buttons. The main content area is titled 'Detailed Shipment Report' and contains several sections: 'Date Range' (Last 7 Days: 02/20/16 - 02/26/16), 'Purolator Account Codes: F10', 'Include shipments matching the:' (with checkboxes for Debtor, Shipper, and Consignee), 'PO Number:' (Supersedes any date range), 'Shipper Name:', 'Shipper City:', 'Shipper Province:' (dropdown), 'Consignee Name:', 'Consignee City:', 'Consignee Province:' (dropdown), 'Service Level:' (dropdown), 'Include Master Shipments' (checked), 'Include Delivered Shipments' (checked), 'Include all delivered shipments' (radio button), 'Exclude shipments delivered more than 14 days before the end date' (radio button), 'Include Undelivered Shipments' (checked), 'Available Fields' (list box with fields like Trn, PO, Customer Reference, Service Code, Service Level, Pickup Arr Time, Pickup Dep Time, Due Date, Transit Days, Current Status), 'Selected Fields' (list box with fields like Pronumber, Vign/BOL, PU Date, Del Date), 'Add >>' button, '<< Remove' button, 'Run Report' button, and 'Save As New Report' button.

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.

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Detailed Shipment Reports

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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

Pronumber	Waybill / BOL	PU Date	Del Date	Master Pro
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

Ok Cancel

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.

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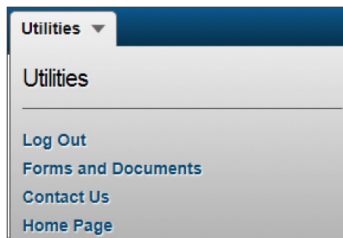
> **Reports**

Detailed Shipment Reports

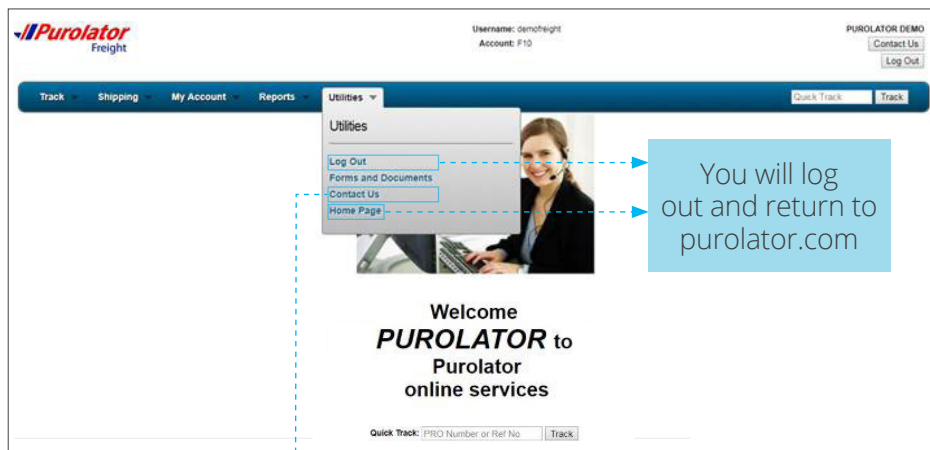
Utilities

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.



Contact Us

Reference: Customer No:

Your Contact Information:

Name*

Email*


Phone*

Topics*

enter your question here

Your Question*

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your business needs at **purolator.com**.

