
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).

[Log in to Purolator Freight Online](#)

[Track](#)

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[My Account](#)

[Reports](#)

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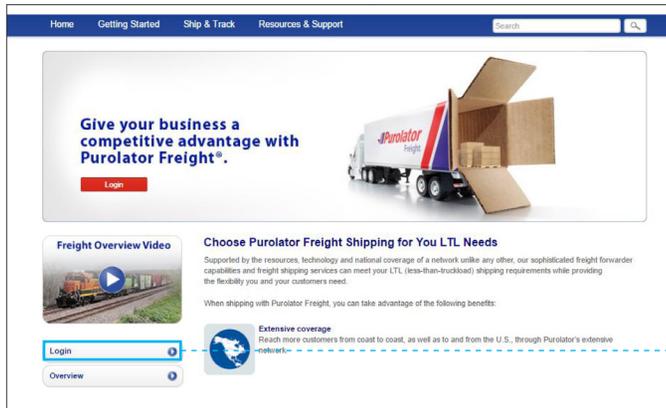
Log in to Purolator Freight Online

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](#).

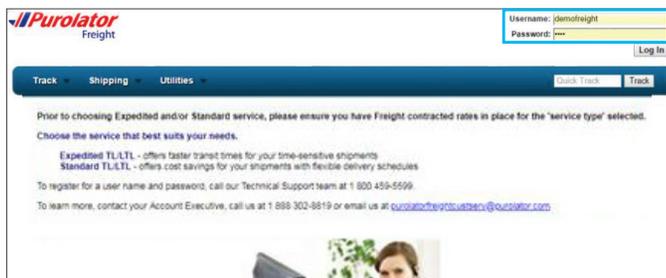
Get Started Now!

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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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 'Tracking or Ref No' placeholder. Underneath is the 'Online Shipment Tracking' section, where 'Fast Track' is highlighted in blue. Other options listed are '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.

The screenshot shows a filter page titled '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 main dashboard with the Purolator Freight logo and user information (Username: demofreight, Account: F10). The navigation bar includes 'Track', 'Shipping', 'My Account', 'Reports', and 'Utilities'. The main content area is titled 'Shipments from 01/12/2016 to 01/19/2016' and contains a table of shipment data. A 'Download' button is visible 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.

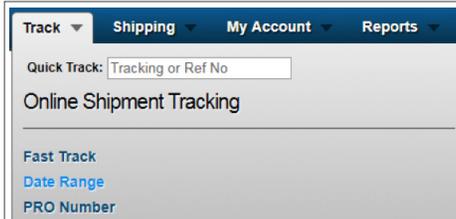
Log in to Purolator Freight Online

> Track

- Quick Track
- Fast Track**
- Date Range
- PRO Number
- BOL/PIN#
- Customer Reference
- Shipping
- 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.

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

Ship Date	Del Time	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	PURULATOR DEMO	TORONTO	PURULATOR DEMO	TORONTO	ON	M9W4W7	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	L4R8E2	Quote Only	

8 records:

Log in to Purolator Freight Online

> Track

Quick Track

Fast Track

Date Range

PRO Number

BOL/PIN

Customer Reference

Shipping

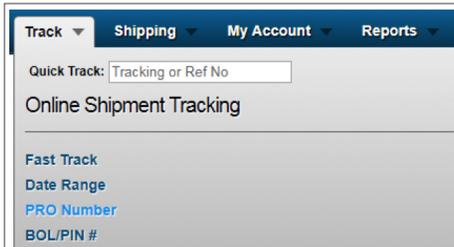
My Account

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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.

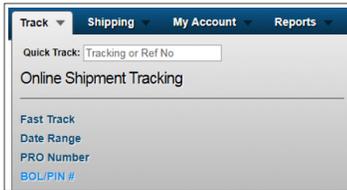
Log in to Purolator Freight Online

> Track

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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.

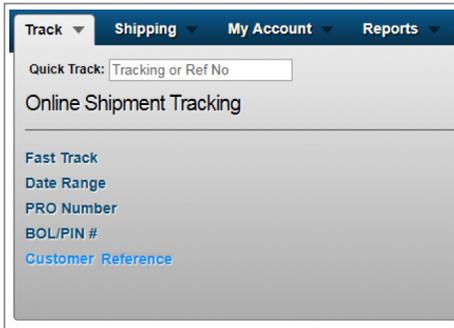
Log in to Purolator Freight Online

> Track

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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.

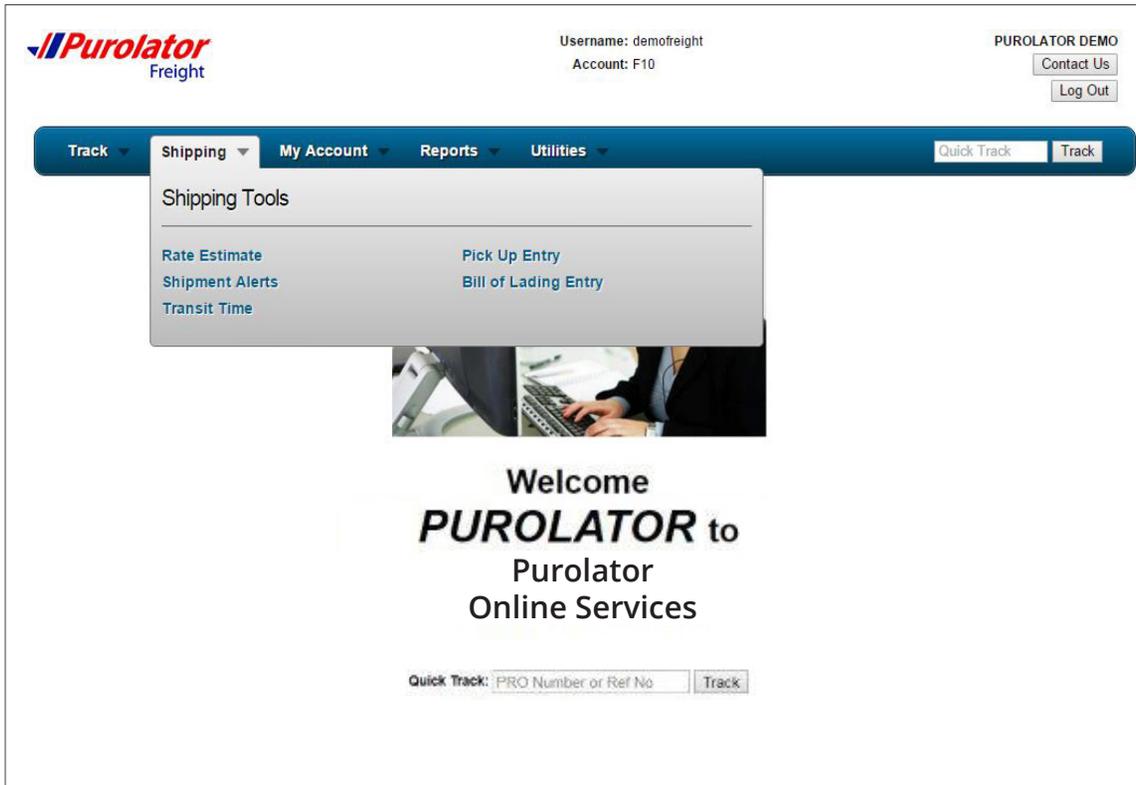
Log in to Purolator Freight Online

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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.



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.

The screenshot shows the 'Rate Estimate and Transit Time' form. Fields include 'Origin Postal Code: M9W4W7', 'Destination Postal Code: V0K2E1', and 'Declared Value: \$0.00'. A 'Postal Code Search' button is highlighted. Below the form is an 'Accessories' box with various checkboxes for services like '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', and 'TAILGATE'. A red note states: 'All rates are subject to audits which include freight class and weight validation.' Buttons for 'Get Quote' and 'Start Over' are at the bottom.

The screenshot shows the 'Postal Code / City Search' results table. The search criteria are Province: ONTARIO (ON), City: TORONTO, and Postal Code: M3C. The search results table lists postal codes and their corresponding cities and provinces.

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.

The screenshot shows the 'Rate Estimate and Transit Time' results page. It displays 'Rates Quoted Based on Entered Information' for a shipment from ETOBICOKE, ON M9W4W7 to 100 MILE HOUSE, BC V0K2E1. The estimated delivery date is 08/24/2016. A table shows the breakdown of charges:

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

A red note states: '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.' Another red note 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.' Buttons for 'Make Changes', 'Create BOL', 'Pickup Request', 'Get Quote #', and 'Get New Quote' are at the bottom.

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. 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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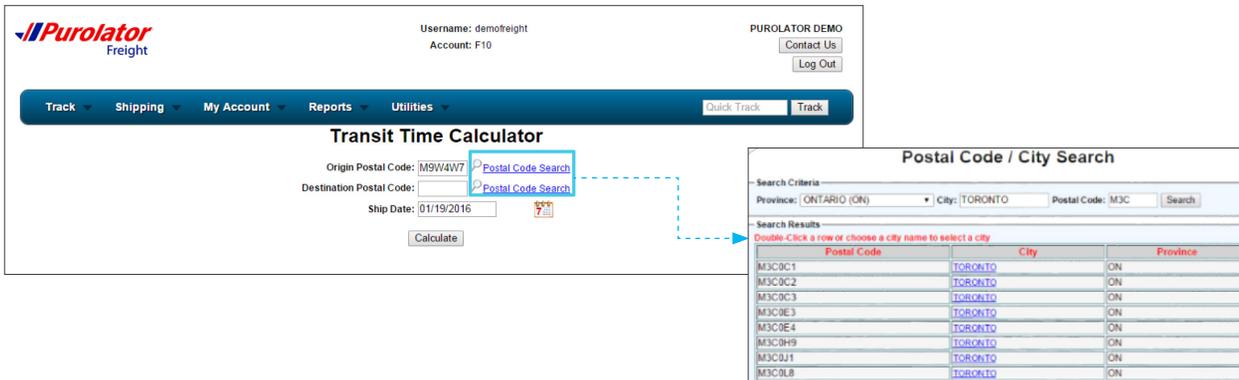
Utilities

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.

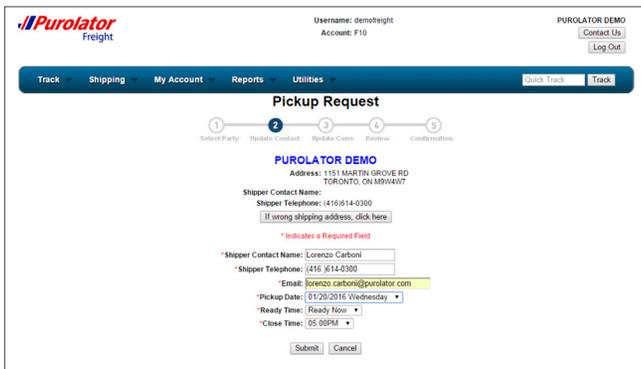


2. Select the party that you are representing and click the **Submit** button.



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

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 (Telephone Number: 416-614-0300 Ext, Email: nancy.dias@purolator.com).
- 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 (Telephone Number: 778-513-5555 Ext, Email).
- 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 such as 'AFTER HOURS DELIVERY', 'CARRIER TO BOOK APPT', 'DANGEROUS GOODS', etc.
- Special Instructions:** A text area for entering special instructions.
- 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 Shipper's email is nancy.dias@purolator.com and the Consignee's email is also nancy.dias@purolator.com.

The form also includes a 'Submit' button at the bottom right.

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.

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

Track Shipping My Account Reports Utilities Quick Track Track

Bill of Lading Request

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

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

[Print the BOL](#) [Pickup Request](#) [Add Another BOL](#)

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

Rate Information

Rates Calculated Subject To Audit

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

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

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

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.

Log in to Purolator Freight Online

Track

> **Shipping**

Rate Estimate

Shipment Alerts

Transit Time

Pickup Entry

Bill of Lading Entry

My Account

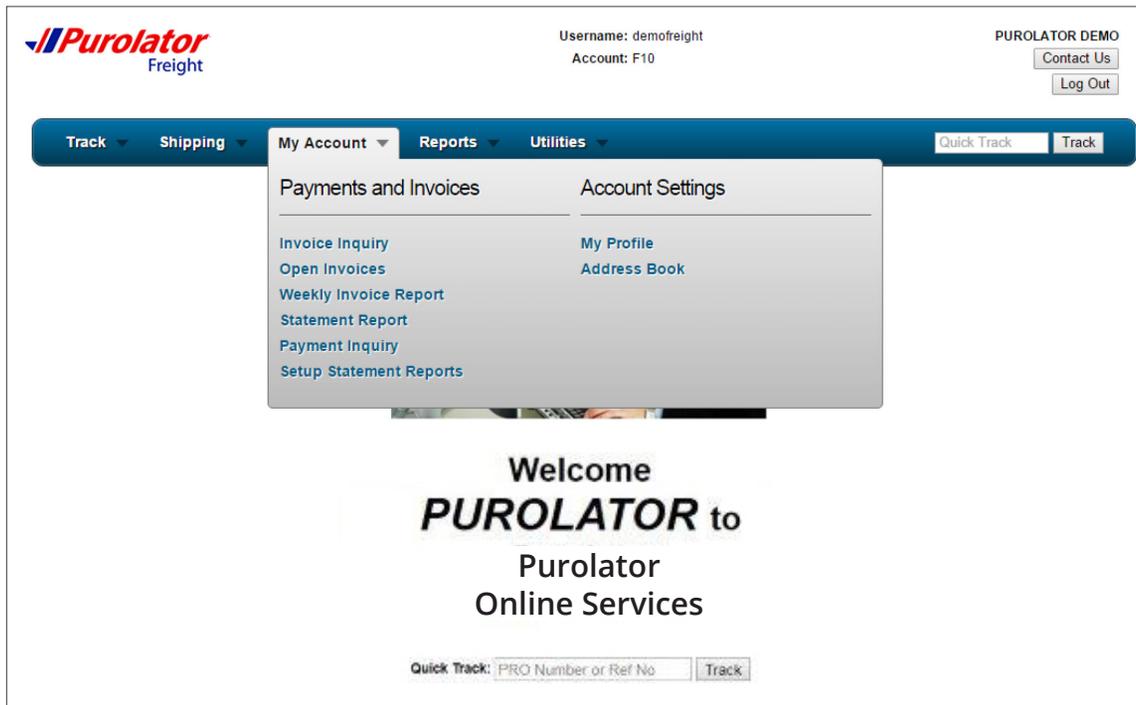
Reports

Utilities

My Account

By using the **My Account** drop-down menu, you can manage your payments and invoices (with the **Invoice Inquiry, Open Invoices, Weekly Invoice Report, Statement Report, Payment Inquiry** and **Statement Report Setup** tools).

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

Invoice Inquiry
Open Invoices
Weekly Invoice Report
Statement Report
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My Account – Payments and Invoices

Invoice Inquiry

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



2. Enter the Pronumber or the BOL number in the box and click the **Submit** button.



Log in to Purolator Freight Online

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Shipping

> My Account

Invoice Inquiry

Open Invoices

Weekly Invoice Report

Statement Report

Payment Inquiry

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Steps are continued on the next page.

3. Click on the PIN to review the full bill balance and payment details.

Track Shipping My Account Reports Utilities Quick Track Track

Invoice Inquiry

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

Track Shipping My Account Reports Utilities Quick Track Track

Probill Balance and Payment Detail

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

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

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

Shipper: QA Testing Lab
Etobicoke, ON M9W4W7

Consignee: GRAND & TOY
RED DEER, AB T4N4C6

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

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

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

- Log in to Purolator Freight Online
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- Shipping
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 - Open Invoices
 - Weekly Invoice Report
 - Statement Report
 - Payment Inquiry
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Open Invoices

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



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



3. Click on the PRO Number, PIN or balance amount to see the details. You can also click the **Download** button to download the results in .XLS (Excel) format.

This block contains three screenshots illustrating the workflow:

- Open Invoices Report:** Shows a table of invoices with columns for Pro Number, Pin Number, Trans Date, Due Date, Original Amount, and Balance Amount. A 'Download' button is visible above the table.
- Probill Balance and Payment Detail:** Shows a summary of the invoice with a table of transactions. The total balance is 1.21.
- Delivery Details:** Shows a detailed view of a specific invoice, including shipment information, shipper/consignee details, and a table of items with columns for Pieces, Description, Pallets, Weight, Class, Rate, and Charge.

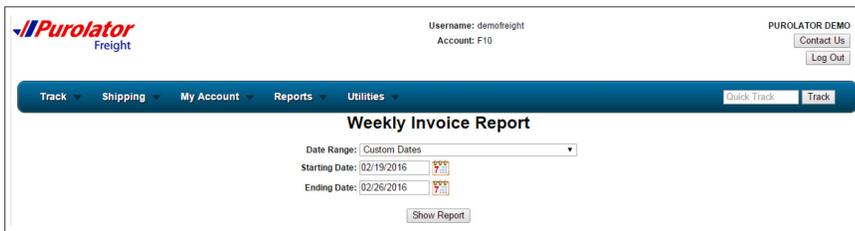
- Log in to Purolator Freight Online
- Track
- Shipping
- > **My Account**
- Invoice Inquiry
- Open Invoices**
- Weekly Invoice Report
- Statement Report
- Payment Inquiry
- Statement Report Setup
- My Profile
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Weekly Invoice Report

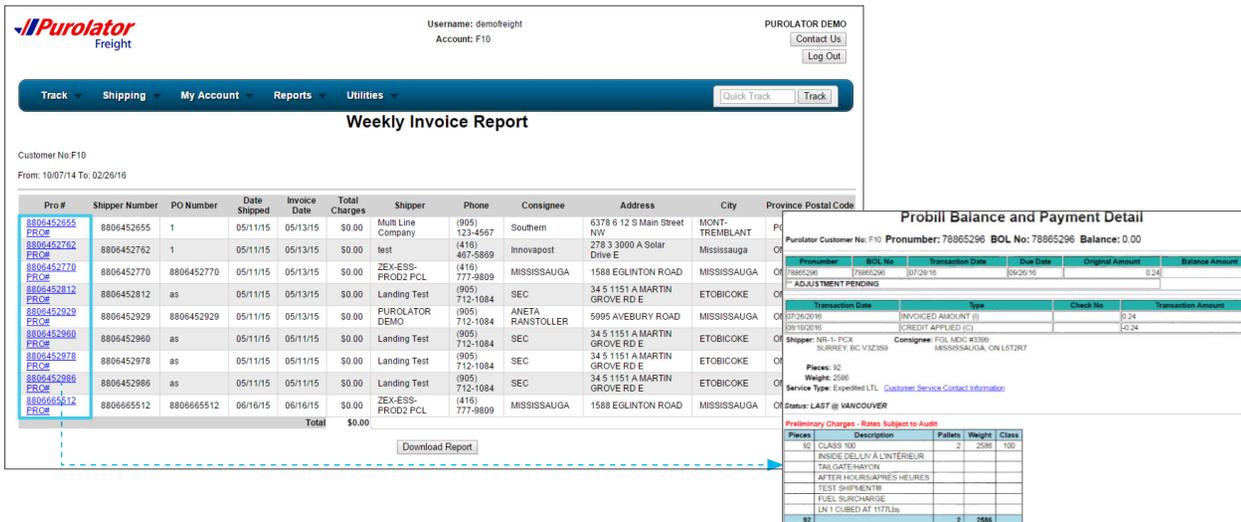
1. Select Weekly Invoice Report from the My Account drop-down menu.



2. Select or enter the date range (the default date range is the current week) and click **Show Report** button.



3. Click on the PRO Number to see the details. You can also click the **Download Report** button to download the results in .XLS (Excel) format.



Log in to Purolator Freight Online
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> My Account

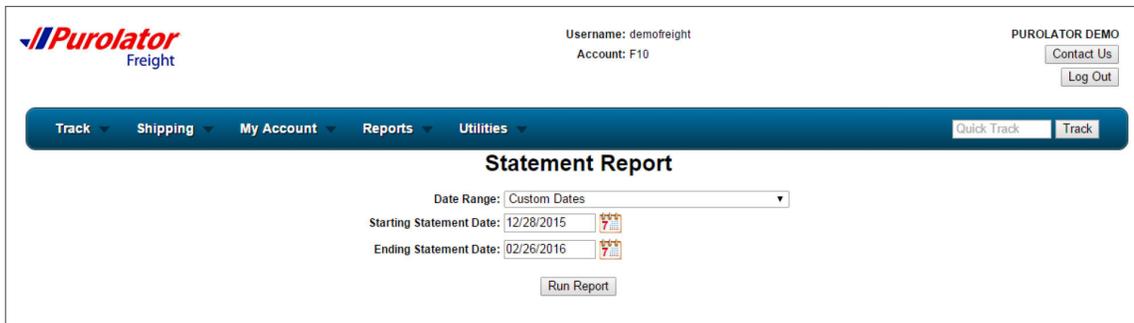
Invoice Inquiry
Open Invoices
Weekly Invoice Report
Statement Report
Payment Inquiry
Statement Report Setup
My Profile
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Statement Report

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



2. Select or enter the date range (the default date range is the past two months) and click the **Run Report** button.



3. Click on the PRO Number to see the details. You can also click the **Download Report** button to download the results in .XLS (Excel) format.

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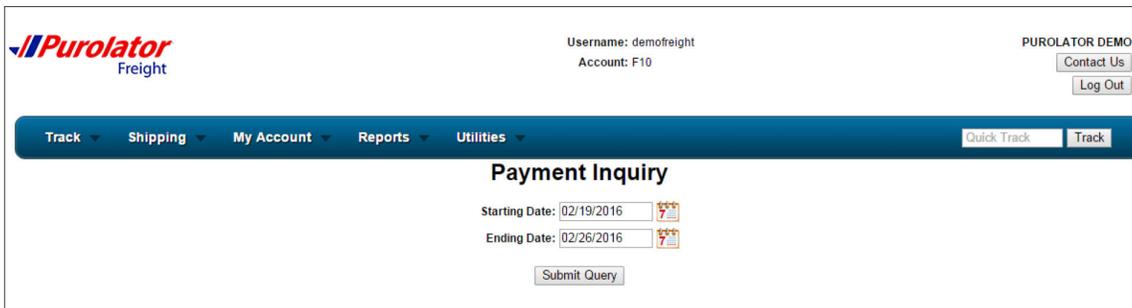
Utilities

Payment Inquiry

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



2. Select or enter the date range and click the **Submit Query** button.



3. Click on the PRO Number to see the details. You can also click the **Download Report** button to download the results in .XLS (Excel) format.

Log in to Purolator Freight Online
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> My Account

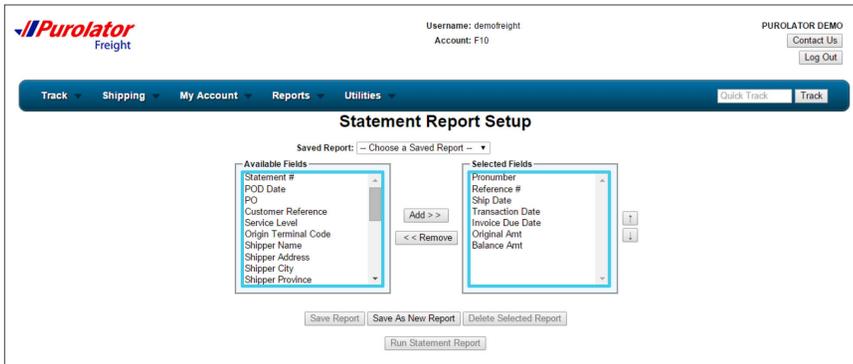
Invoice Inquiry
Open Invoices
Weekly Invoice Report
Statement Report
Payment Inquiry
Statement Report Setup
My Profile
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Statement Report Setup

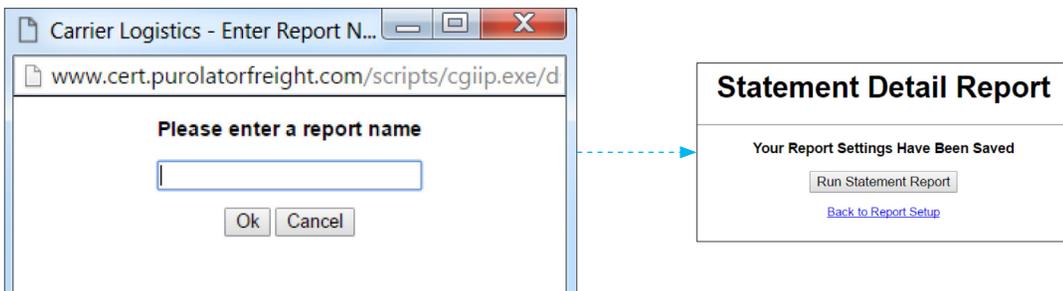
1. Select Statement Report Setup from the My Account drop-down menu.



2. 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.



3. Click the **Save As New Report** button and enter a report name and then click **OK**.



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

- Log in to Purolator Freight Online
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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 contains several sections. At the top, it shows the user's login information: 'Username: demofreight' and 'Account: F10'. Below this, there are two dropdown menus: 'Select startup page:' with 'Welcome Screen' selected, and 'Select language:' with 'ENGLISH' selected. The next section is for email address updates, with 'Email address: nancy.dias@purolator.com' displayed. Below this are input fields for 'Enter new email:', 'Confirm new email:', 'Enter new password:', and 'Confirm new password:'. The final section is for 'Automatic email shipment alerts', which includes a table of checkboxes for 'Ship', 'Appt Set', 'Out For Delivery', and 'Delivery' for three different roles: 'When I am the shipper:', 'When I am the consignee:', and 'When I am the debtor:'. A 'Submit' button is located at the bottom of the form.

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 is titled 'User Profile Maintenance' and displays two confirmation messages in a blue box: 'Your startup page was set to Welcome Page' and 'Your shipment alert preferences were updated.' The rest of the page is identical to the previous screenshot, showing the user's login information and the navigation menu.

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Address Book

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

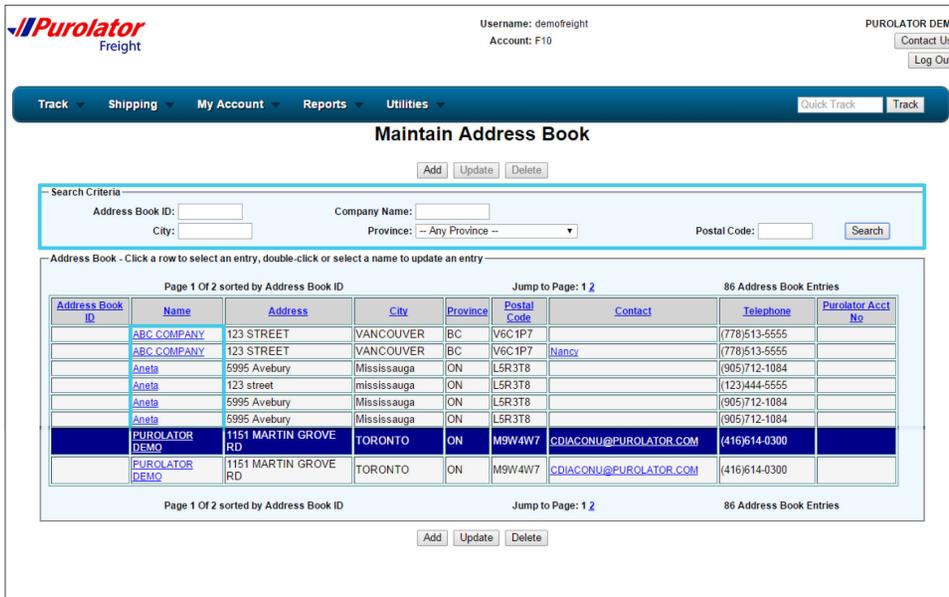


2. **Search** – Use the Address Book ID, Company Name, City, Province and/or Postal Code in the Search Criteria window to narrow your search results.

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.



Steps are continued on the next page.

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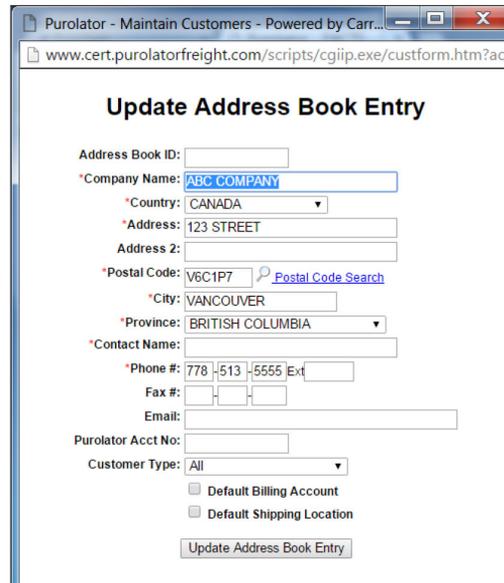
Address Book

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

button.

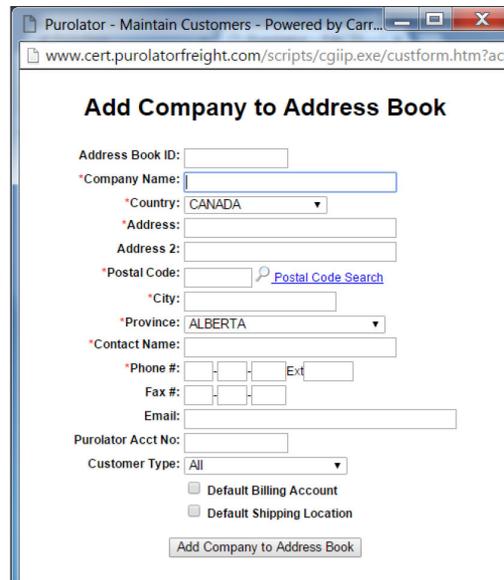


The screenshot shows a web browser window titled "Purolator - Maintain Customers - Powered by Carr..." with the URL "www.cert.purolatorfreight.com/scripts/cgiip.exe/custform.htm?act...". The main heading is "Update Address Book Entry". The form contains the following fields and options:

- 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 #:
- Fax #:
- Email:
- Purolator Acct No:
- Customer Type: All (dropdown)
- Default Billing Account
- Default Shipping Location
-

Log in to Purolator Freight Online

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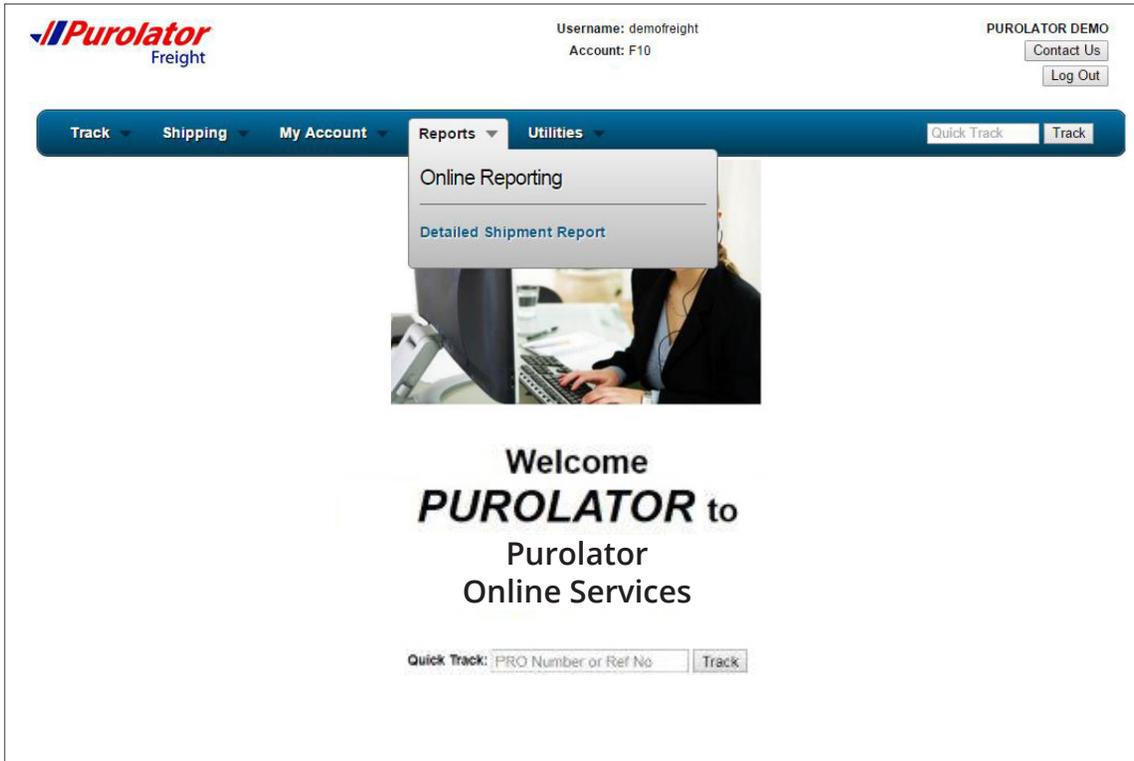
Address Book

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Reports

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



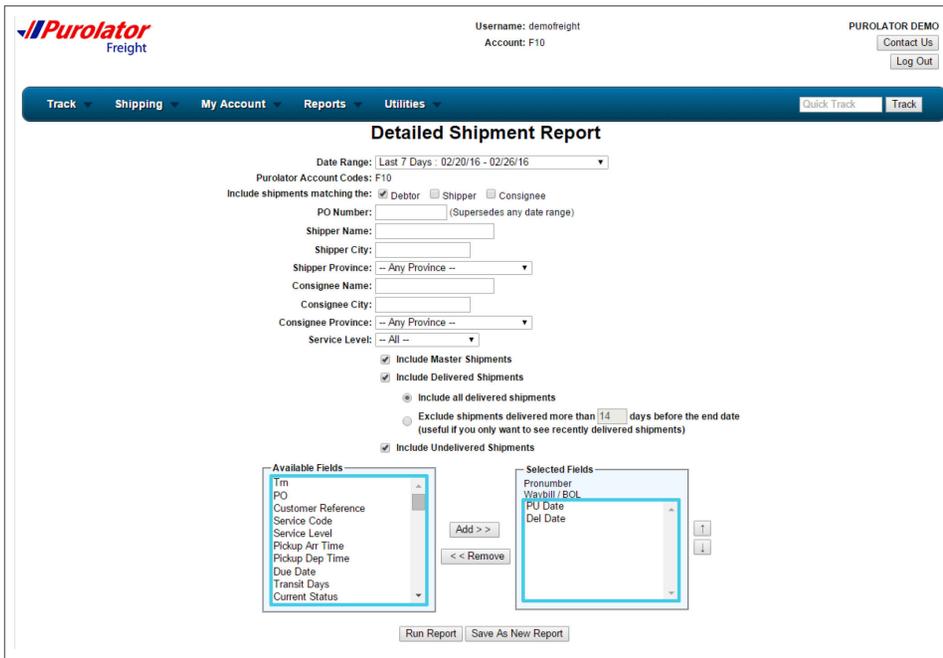
- Log in to Purolator Freight Online
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Detailed Shipment Reports

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 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.

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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

<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**.



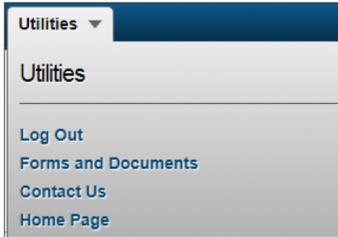
The image shows a sequence of two screenshots. The first is a browser window titled 'Carrier Logistics - Enter Report N...' with the URL 'www.cert.purolatorfreight.com/scripts/cgiip.exe/d'. It contains a form with the text 'Please enter a report name', an input field, and 'Ok' and 'Cancel' buttons. A dashed blue arrow points from the input field to the second screenshot. The second screenshot shows the 'Statement Detail Report' page with the heading 'Your Report Settings Have Been Saved', a 'Run Statement Report' button, and a 'Back to Report Setup' link.

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

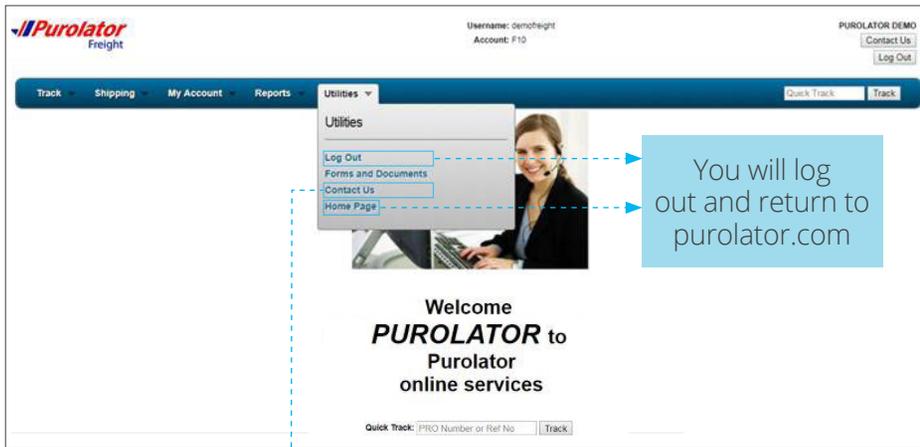
- Log in to Purolator Freight Online
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Utilities

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, and a 'Your Question' text area. A 'Send Question' button is located at the bottom of the form.

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

