



Purolator.com User Guide

E-Ship Online: Create and Cancelling Domestic Shipments

Purolator.com – Login



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Login

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Track

Estimate & Ship

For all my packaging needs. Check.

Packaging available for purchase for Shipping Centres

With a broad range of packaging, we have you covered. Whether you're shipping, storing or moving, we have a packaging solution in store for you.

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- Go to www.purolator.com.
- Enter your **Username** and **Password** and click the **Login** button. [A]

Purolator.com – Dashboard



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Welcome John Smith

Quick links
Create a shipment
Track a shipment
Schedule a pickup
Manage my profile
Help & Support
My account
Create a team/shipment

Tracking Number	Created	Recipient	Shipment Details
No Recent Shipments Found			

B → Create a Shipment

Select the View Pickups button below to review your scheduled and completed pickups.

View Pickups Schedule a Pickup

Manage my profile

- Profile
- Preferences
- Manage Accounts
- Open an Account
- Address Book
- Activity & Reports
- Products Database

Track on LTL Freight Shipment Track

Purolator

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- This is your account dashboard where you will be able to view and track your recent shipments and scheduled pickups
- Click on the **Create a Shipment** button to continue. **[B]**

Purolator.com – ESO Shipment Info



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SHIPMENT INFO

SHIP TO: Addressbook Use MS Outlook? Clear
 Ifckname info Find
 Hold For Pickup?
 Company/Name * Department
 Attention To
 Country * Canada
 Postal Code * Address Finder Postal Code Lookup
 City * Province * Ontario
 Street Number * Suffix
 Street Name * Street Type Direction
 Suite # Floor #
 Address 2
 Address 3
 Phone Number Ext
 Tax Number
 Add Address to Addressbook

SHIP FROM: Edit Addressbook
 John Smith
 123 Main Street
 City, Province
 Country XXXXXX
 1-800-655-1234

BILL TO:
 Purolator Business Account
 John Smith
 Receiver
 3rd Party
 Credit Card (Contract Rates Not Applicable)

SHIPMENT DATE: 2013-07-31

PICKUP INFO: Drop Off Locator
 Schedule A Pickup Edit
 John Smith
 1-800-655-1234
 Pickup Location
 Front Door
 Pickup Time
 From: 12:00 PM
 Until: 01:00 PM
 Request supplies with pickup: Show
 Drop Off Pre-Arranged Pickup

NOTIFICATIONS: (optional) ?
 A Shipment Confirmation Email will be sent to: Edit
 address@meat.com
 An Advanced Shipping Notification Email will be sent to: Edit
 Proactive Notification Email will be sent to: Edit

REFERENCES/INSTRUCTIONS: (optional)
 Tracking Reference? add
 Cost Centre (Invoice Reference)
 Special Instructions for Delivery

Need Help? → CANCEL → NEXT

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- Under **Ship To**, enter your destination address. [C]
- Verify that your **Ship From** (origin) address is correct. [D]
- Select your payment method by selecting one of the options under the **Bill To** section. [E]
- If you do not already have a pickup scheduled (a regular pickup or an existing pickup for another shipment):
 - click on the **Schedule a Pickup** option to request a pickup
 - select the date of the pickup and the pickup location
 - select the time frame during which a courier can come to pick up your shipment. [F]

Purolator.com – ESO Shipment Details



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SHIPMENT DETAILS

SHIPMENT OPTIONS:

Description:

Package Type:

Service:

Number of Pieces:

Total Weight: Imperial (lb., in)

Declared Value \$

OSNIR-Signature Not Required

Chain Of Signature

Dangerous Goods Indicator

Dangerous Goods Mode:

Dangerous Goods Class:

Express Cheque

Method of Payment:

Amount:

Special Handling

Print Dangerous Goods Declaration for Ground Shipments

Generate return shipping label to include with your shipment?

UPGRADE OPTIONS:

Purolator Express Envelope 9AM

Purolator Express Envelope 10:30AM

Purolator Express Envelope Evening

Purolator Express Envelope

[Ship with Purolator Prepaid](#)

Need Help? [← P](#) [H](#) [→ CEL](#) [→ ESTIMATE](#) [→ SHIP](#)

By clicking "SHIP" above, you agree that: (1) this shipment will be governed by Purolator's Terms and Conditions of service; and (2) the Purolator account used to prepare this shipment will automatically be billed unless the shipment is properly cancelled.

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- Enter your shipment details by:
 - selecting the **Package Type** (i.e. Purolator Express Envelope, Purolator Express Pack, or your own packaging)
 - selecting the **Service**, which determines the speed of the shipment
 - entering the **Number of Pieces** and **Total Weight** of your shipment
 - selecting any additional shipment options. **[G]**

- When complete, click the **Estimate** button. **[H]**

Purolator.com – ESO Estimate



SHIPMENT COST ESTIMATE

SHIPMENT DETAILS

Package	To	From
Express Envelope		
Weight (kg): 1	City: MISSISSAUGA	City: TORONTO
	Province: Ontario	Province: Ontario
	Country: Canada	Country: Canada
	Postal Code: L5R 3T8	Postal Code: M5X 1S2

SERVICE UPGRADE DETAILS

<input type="radio"/> Purolator Express Envelope 9AM Estimated Delivery Date: 2013-07-03	Base Cost	\$ 12.05
<input type="radio"/> Purolator Express Envelope 10:30AM Estimated Delivery Date: 2013-07-03	Fuel Surcharge	\$ 1.69
<input type="radio"/> Purolator Express Envelope Evening Estimated Delivery Date: 2013-07-03	GST/MSI	\$ 1.79
<input checked="" type="radio"/> Purolator Express Envelope Estimated Delivery Date: 2013-07-03		

Transit Time: 1 Day

***Total Cost: \$ 15.53**

Note: *subject to change based on actual weight/volume

← PREVIOUS → SHIP →

- View the shipment estimate and confirm that you have selected the correct delivery service.
- To complete your shipment, click on the **Ship** button. [!]

Purolator.com – ESO Confirmation



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SHIPMENT CONFIRMATION

1 CONFIRM SHIPMENT DETAILS

Created: Tuesday, July 2, 2013 Time: 12:54 PM

To	From	Pickup
test 5995 AVEBURY Road MISSISSAUGA, Ontario Canada, L5R 3T3	John Smith 123 Main Street City, Province Country, XXX XXX 1-800-555-1234 address@esoat.com	Drop Off was selected for this shipment that you take your package to a Purolator Centre or Create a Pickup .

PN	328920420000	Dangerous Goods	No
Shipment Type	Regular	Residential Signature Required	No
Shipment Date	Tuesday, July 2, 2013	Declared Value	\$ 0
Service	Purolator Express Envelope	Hold For Pickup	No
Package Type	Express Envelope	OSNR Signature Not Required	No
Bill To	Sender Chain Of Signature		
Number of Pieces	1		

2 PRINT SHIPPING DOCUMENT

Please print the shipping documents below using the specified print format.

Document	Instructions	Print Format	PDF Download
Domestic Bill of Lading - L124	Attach 1 Bill of Lading per piece	Letter 6, 5, 11	VIEW/PRINT

3 WHAT WOULD YOU LIKE TO DO NEXT?

- Create another shipment.
- Order Shipping Supplies.
- Generate a manifest.

Need Help? [SIGN OFF](#)

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- Your shipment is complete
 - Verify that the shipment information is correct
 - If you scheduled a pickup, your pickup details will be shown under **Pickup**. [J]
- If there is a mistake with your shipment, click on the **Cancel this Shipment** link and recreate the shipment. [K]
- Click on the **View/Print** button to open your Bill of Lading and follow the instructions in the table. [L]

Purolator.com – ESO Reprint Shipping Documents



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E-Ship Online

REPRINT SHIPMENT DOCUMENTS

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Print Daily Manifest
Reprint Shipment Documents
List All

PIN:

Document Type:

Need Help?

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- To reprint shipping documents, go to **Reprint Shipping Documents** under the **Documents** tab. [N]

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E-Ship Online

LIST ALL

Please click on the icon to view and print your shipping documents. Refresh

Print	Document Type	PIN	Status	Date
	Domestic Bill of Lading - Laser	328930420000	Complete	2013-07-02 01:04 PM
	Domestic BO of Lading - Laser	328930420000	Complete	2013-07-02 12:54 PM

Click Refresh to view your current report status. Refresh

Need Help? If you do not have a Pre-arranged Pickup, please click here to make a Pickup after you have printed the reports. PICKUP

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- Enter the PIN of the shipment and select the document type that you would like to reprint. Click the **Submit** button to continue. [O]

- Clicking on the printer icon beside the document you wish to print will open it in a new window.

Purolator.com – ESO Print Shipping Documents



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Home | PrintView | Google Chrome

Print the shipping document(s) by clicking on the print icon () below, and select the appropriate printer. Please ensure the "Auto-Rotate and Centre" option is selected. Click print and close this window.

LIST ALL

Please click on:

Print

Need Help?

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SENDER INFO HERE

5995 AVEBURY RD
Mississauga, ON L5R 3T8

DATE	PIECES	WEIGHT/POUNDS
02 Jul 2013	1 of 1 of 1	1.00 lb.

55

CONDITIONS OF CARRIAGE

REPORT: PLEASE READ: The receiver agrees that the act of loading the volume to the carrier for transportation shall be sufficient to constitute signature of the bill of lading by the receiver and that the receiver is the guarantor of the accuracy of the bill of lading.

REMARKS: Please refer to the back of the bill of lading for the terms and conditions of carriage. The receiver agrees that the act of loading the volume to the carrier for transportation shall be sufficient to constitute signature of the bill of lading by the receiver and that the receiver is the guarantor of the accuracy of the bill of lading.

NOTE: The receiver agrees that the act of loading the volume to the carrier for transportation shall be sufficient to constitute signature of the bill of lading by the receiver and that the receiver is the guarantor of the accuracy of the bill of lading.

PRINTED BY: Purolator

PIN: 329 920 420 000

Printer icon with 'M' next to it.

- A new browser window containing a PDF of your shipping document will open.
- Print this document by clicking on the printer icon. [M]

Purolator.com – ESO Cancel Shipment



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CANCEL SHIPMENT

Select	Activity	Summary Information	Type	Status	Created	Shipment Date
<input type="checkbox"/>	Shipment	1 piece(s) - Lead PIN# 329920420000	Regular	Labelled	2013-07-02 12:54 PM	2013-07-02

Need Help? → CANCEL ← **P**

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- To cancel a shipment go to **Cancel a Shipment** under the **Ship** tab.
- Select the shipment you wish to cancel and click the **Cancel** button. **[P]**
- You will be asked to confirm the cancellation. After doing so you will be brought to an additional screen displaying your cancellation details.
- Please note that you can cancel shipments up to 11:59:59 PM Eastern time of Shipment Date. If the shipment has already been received and scanned by Purolator, you will not be able to cancel the shipment.