Purolator.com User Guide
E-Ship Online: Create and Cancelling Domestic Shipments
• Go to www.purolator.com.

• Enter your Username and Password and click the Login button. [A]
Purolator.com – Dashboard

- 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]
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

- 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]
- View the shipment estimate and confirm that you have selected the correct delivery service.

- To complete your shipment, click on the Ship button. [1]
- 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]
To reprint shipping documents, go to Reprint Shipping Documents under the Documents tab. [N]

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.
- A new browser window containing a PDF of your shipping document will open.

- Print this document by clicking on the printer icon. [M]
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.