



Purolator Freight® Online Shipping

Quick Start Guide



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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.



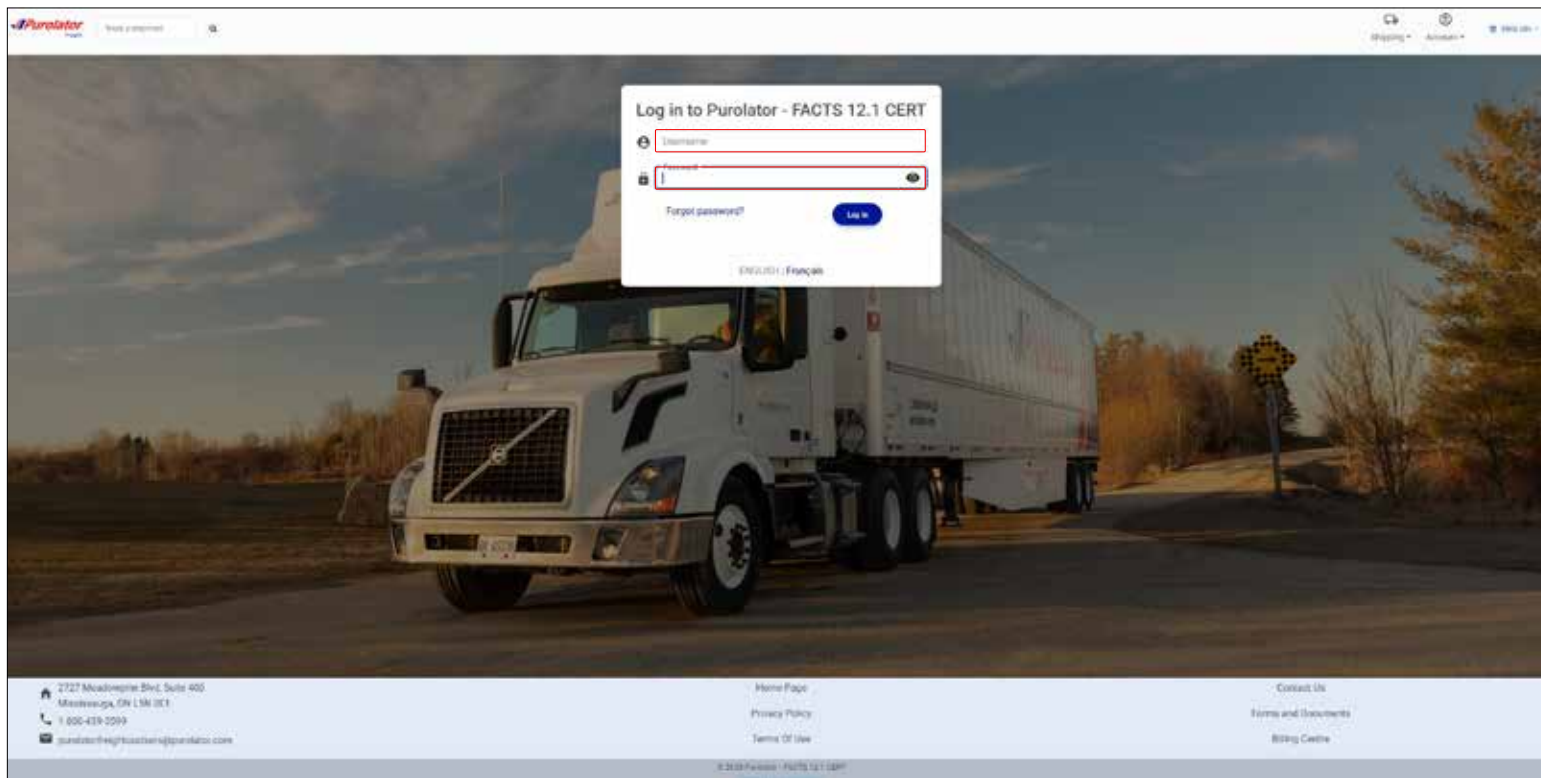
Log In to Purolator Freight Online

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**.

Navigate to freight.purolator.com

1. Enter your **username** and **password** and click the  button.



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.

Shipment Tracking

Once you've logged in, the landing page defaults to the **Shipment Tracking** page. On this page you are able to use the track a shipment search box at the top left. Options to track a shipment using any of the following shipment details:

- PRO Number
- BOL/PIN# (Bill of Lading/ Personal Identification Number)
- Customer Reference

Track a shipment: Enter the shipment PRO Number, BOL number, Pin number and click on the  button.

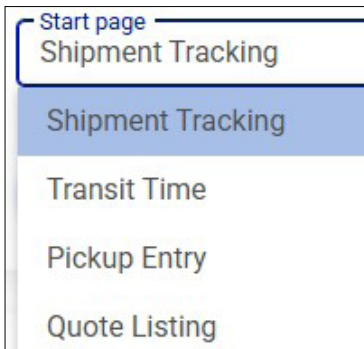
You can further refine your search through filters:

- Date Ranges
- Service Type
- Shipment Status



Shipment#	Ship Date	POD Date	ETA Date	BOL/Reference#	Shipper	Ship City	Consignee	Cons City	Province	Postal Code	Status
PU347381	10/22/23	-	10/22/25	PU347381	PUROLATOR DEMO 1	CITY1578042	PUROLATOR DEMO	ETOBICOKE	ON	M9W1L2	Pickup Scheduled

Note: The default landing page can be changed via **My Account – My profile** page



Start page
Shipment Tracking
Shipment Tracking
Transit Time
Pickup Entry
Quote Listing

Shipment Tracking (Continued)

Filter Results

Date Range

Last 14 Days

10/09/25 - 10/22/25

Service Type

All

View Shipments Where You Are the:

Shipper ? ☐

Consignee ? ☐

Bill To ? ☐

View by Shipment Status:

Delivered ? ☐

Undelivered ? ☐

Pickups ? ☐

Apply Filter

Reset Filter

Filter results:

If you need to refine your search results by **date**, **date range**, **service type** or **shipment status**, please use the “More Filters” button to expand the options:

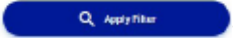
1. Change the **Date range** as needed and hit .
2. Options to view only **Standard LTL** or **Expedited LTL** via the **Service Type** drop-down menu.

Service Type

All

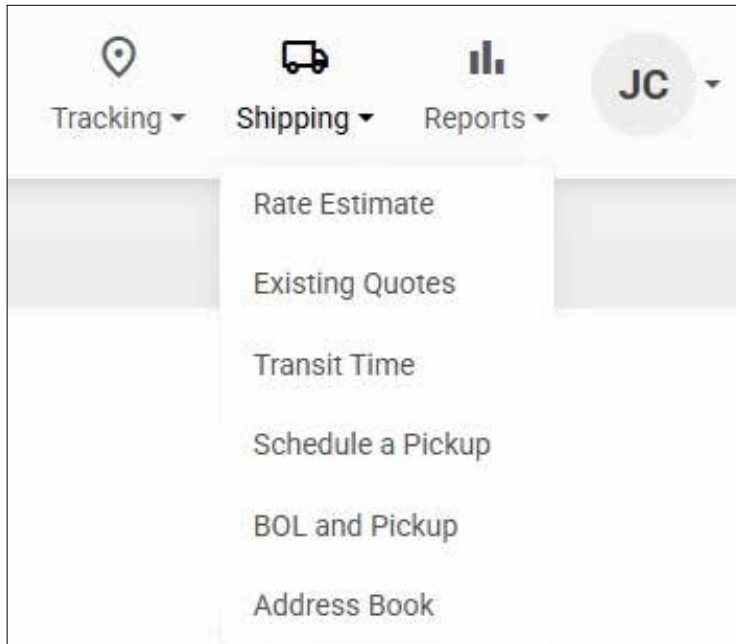
All

Standard LTL

Expedited LTL
3. Or toggle the different shipments where you are the **Shipper**, **Consignee** or **Bill to party**, and click .
4. Or toggle the different shipment status options and hit the  button.
5. Reset all filters by hitting the  button.

Shipping

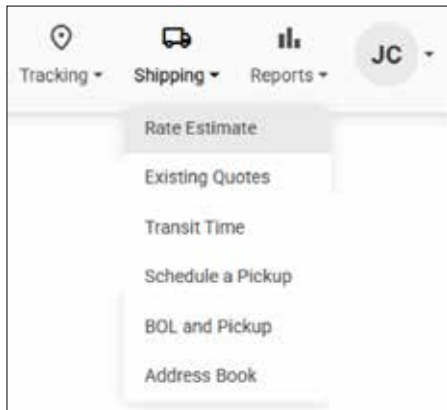
By using the **Shipping** drop-down menu, you can create or check a **Rate Estimate**, **Existing Quotes**, **Transit Time**, **Pickup Entry** and/or **Bill of Lading Entry**.



Shipping (Continued)

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.

Rate Estimate and Transit Time

*Payment Terms:

*Service Type:

* Please ensure you have contract rates prior to selecting service type. Full tariff will apply without an agreement.

Pickup From Postal Code
City: ETOBICOKE, ON
*Zip: [Postal Code Search](#)

Deliver To Postal Code
City:
*Zip: [Postal Code Search](#)

Pieces*	Pallets*	Weight*	Units*	Length*	Width*	Height*
			Lbs			
			Lbs			

[+ Add Line Item](#)

Standard Pallet Dimensions are 48x48. Oversized pallets may be subject to additional charges.

Declared Value:

Charges may apply

Postal Code / City Search

Search Criteria
Province: City: Postal Code:

Search Results
Double-Click a row or choose a city name to select a city

Postal Code	City	Province
M9W1L2	ETOBICOKE	ON

Shipping (Continued)

Rate Estimate

3. Select all **Specialized Services** required for delivery from the Accessorials box.

Accessorials

Transit Services:

- | | | |
|---|---|--|
| ☐ AFTER HOURS DELIVERY | ☐ CARRIER TO BOOK APPT | ☐ DANGEROUS GOODS |
| ☐ DUNNAGE REMOVAL | ☐ Hazardous material | ☐ LUMPER |
| ☐ MANUAL SHIP FEE | ☐ PROTECT FR. FREEZING | ☐ TAILGATE |
| ☐ TWO PERSON P/U / DEL | | |

Delivery Services:

- | | | |
|--|--------------------------------------|--------------------------------------|
| ☐ INSIDE DELIVERY | ☐ RESIDENTIAL | ☐ TRADE SHOW |
| ☐ PRE-BOOKED APPT : | <input type="text" value="7"/> | Time : <input type="text" value=""/> |

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 M9W1L2	To: ACHESON, AB T7X6A2
For User:	Account: F10
Tariff: PREFERRED	Service Type: Expedited LTL
Business Days: 4	Estimated Delivery Date: 10/28/2025 if you ship today 10/22/2025

Pieces	Pallets	Weight	Shipment Details	Discount	Rate	Charge
5	5	800	FREIGHT			
			EXPEDITED LT/LTL ACCÉLÉRÉ			
			BOL DIM WEIGHT: 886 LBS			
			RATED AS Declared 886 LBS			647.84
			FUEL SURCHARGE			183.99
			GST			42.40
			DECLARED VALUE/VAL DÉCLARÉE			16.25
			1 30"x30"x34"x5 = 886Lbs			
5	5	800				886.48

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.

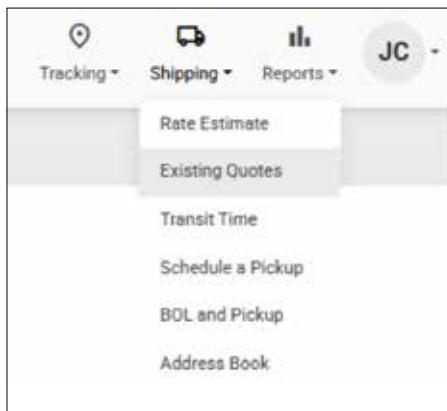
[Make Changes](#) [Pickup Request](#) [Get Quote #](#) [Get New Quote](#)

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**.

Shipping (Continued)

Existing Quotes

1. Select **Existing Quotes** from the **Shipping Tools** drop-down menu.



2. The **Existing Quotes** page allows you to search for a quote by the **Quote Number**, **BOL**, **Reference Number** or by **Service** via the drop-down menu. You can also export the list to Excel via the [Export To Excel](#) button.

Existing Quotes													
Search by Quote # or BOL / Reference #											All Services	Export To Excel	
Quote Date	Quote #	BOL / Reference #	Weight	Shipper	City	Province	Postal Code	Consignee	City	Province	Postal Code	Quote Amount	Options
09/24/25	9035458133	1234567	50000 lbs	PROCESS WEAVER CANADA	RICHMOND HILL	ON	L4B4L2	ABC ENTERPRISE INC.	SELKIRK	MB	R1A0A2	\$20,894.45	
09/24/25	9035458141	1234567	530 lbs	PROCESS WEAVER	RICHMOND HILL	ON	L4B4L2	ABC ENTERPRISE INC.	SELKIRK	MB	R1A0A2	\$1,564.35	
09/24/25	9035458158	1234567	50000 lbs	PROCESS WEAVER CANADA	RICHMOND HILL	ON	L4B4L2	ABC ENTERPRISE INC.	SELKIRK	MB	R1A0A2	\$21,692.54	
09/24/25	9035458166	1234567	50000 lbs	PROCESS WEAVER CANADA	RICHMOND HILL	ON	L4B4L2	ABC ENTERPRISE INC.	SELKIRK	MB	R1A0A2	\$21,692.54	

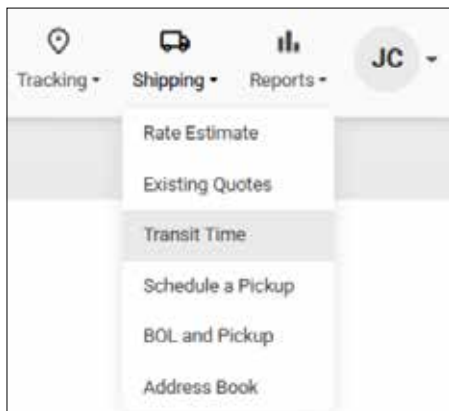
There are four options for each quote on the left-hand side.

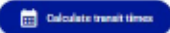
- Print Quote
- Email Quote
- Book Load (takes you to the Bill of Lading Request page)
- Schedule for Pickup

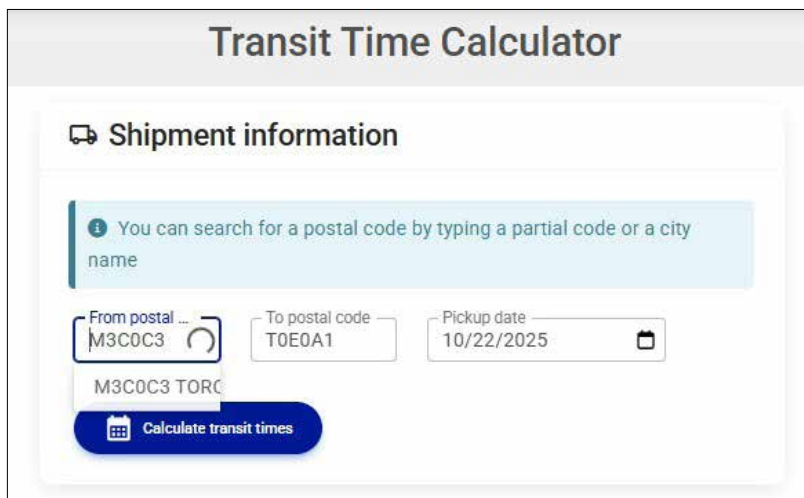
Shipping (Continued)

Transit Time

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



2. Enter the **original postal code**, **destination postal code** and **ship date**. Click the  button.

A screenshot of the 'Transit Time Calculator' form. The title 'Transit Time Calculator' is at the top. Below it is a section titled 'Shipment information' with a truck icon. A light blue information box states: 'You can search for a postal code by typing a partial code or a city name'. There are three input fields: 'From postal ...' containing 'M3C0C3', 'To postal code' containing 'T0E0A1', and 'Pickup date' containing '10/22/2025'. Below the 'From postal' field is a dropdown menu showing 'M3C0C3 TORO'. At the bottom is a blue button with a calendar icon and the text 'Calculate transit times'.

TIP: To use the Postal Code/City Search option, please start typing a city or postal code in the From or To boxes. Providing origin and destination postal codes will provide a more accurate transit time than City Search. Some cities and towns may have different transit times based on postal codes.

Shipping (Continued)

Transit Time

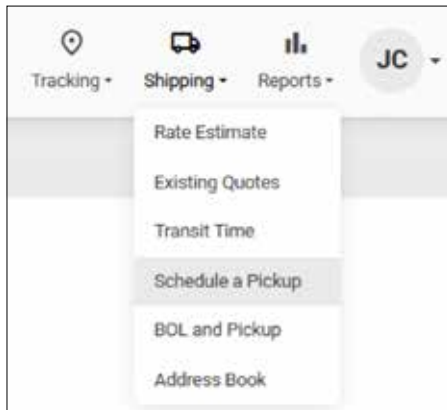
3. The calculated transit times will display below, showing the two different options with Expedited LTL and Standard LTL, showing the Origin location, the number of Transit Days, and the Destination location.

PUROLATOR FREIGHT Expedited LTL			PUROLATOR FREIGHT Standard LTL		
Wed, Oct 29			Fri, Oct 31		
Estimated delivery date			Estimated delivery date		
Origin	Transit Days	Destination	Origin	Transit Days	Destination
TORONTO, ON M3C0C3	5 business days	ALBERTA BEACH, AB T0E0A1	TORONTO, ON M3C0C3	7 business days	ALBERTA BEACH, AB T0E0A1
TORONTO VULCAN HUB		EDMONTON	TORONTO VULCAN HUB		EDMONTON
TORONTO, ON M9W1L2		EDMONTON, AB T6P1J4	TORONTO, ON M9W1L2		EDMONTON, AB T6P1J4
(416) 614-0300		(780) 485-2251	(416) 614-0300		(780) 485-2251
Pickup Days		Delivery Days	Pickup Days		Delivery Days
(M) (T) (W) (T) (F)		(M) (T) (W) (T) (F)	(M) (T) (W) (T) (F)		(M) (T) (W) (T) (F)

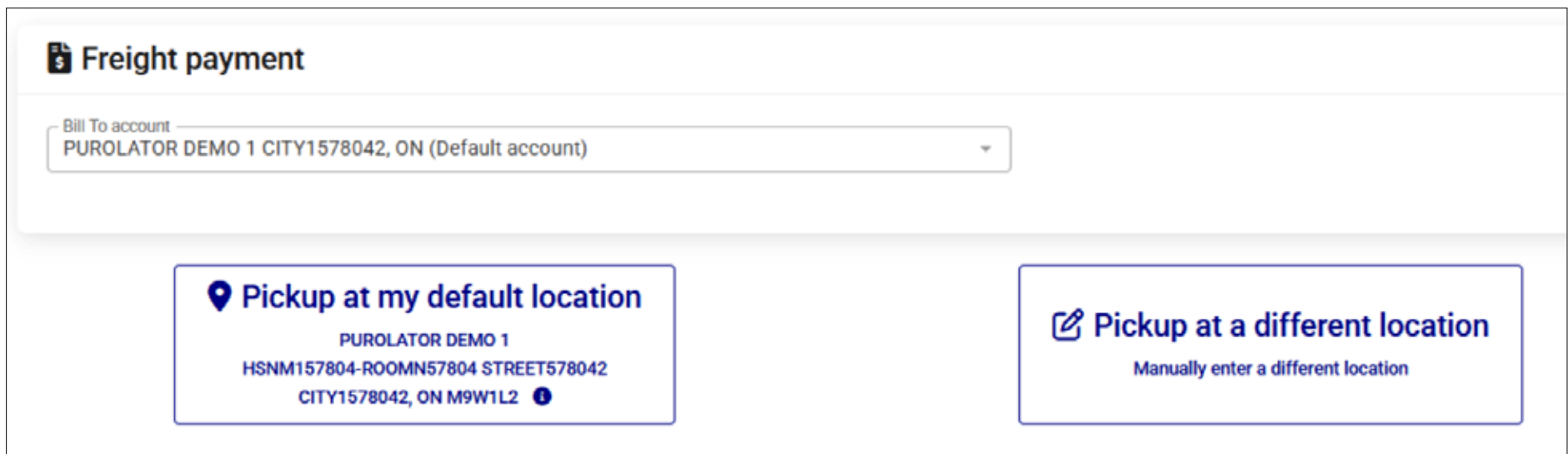
Shipping (Continued)

Schedule a Pickup

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



2. Select the **Bill To Account** and then choose from your default pickup location or enter in a new pickup location with the **Pickup at my default location** option.

A screenshot of a web application's 'Freight payment' section. At the top, there's a header 'Freight payment' with a dollar sign icon. Below it is a dropdown menu labeled 'Bill To account' with the selected option 'PUROLATOR DEMO 1 CITY1578042, ON (Default account)'. Below the dropdown are two large buttons. The left button is titled 'Pickup at my default location' with a location pin icon. Below the title, it lists the address: 'PUROLATOR DEMO 1', 'HSNM157804-ROOMN57804 STREET578042', and 'CITY1578042, ON M9W1L2' followed by an information icon. The right button is titled 'Pickup at a different location' with a pencil icon. Below the title, it says 'Manually enter a different location'.

Shipping (Continued)

Schedule a Pickup

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

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

Pickup at my default location
PUROLATOR DEMO 1
1234567890-1234567890 STREETS78942
CITY123/PROV42, ON M9W1L2

Pickup at a different location
Manually enter a different location

Pickup from location

Internet address search

Company name
You must enter a pickup location name

Address
You must enter pickup location address

Address 2

City/Province Postal code
You must enter a pickup location postal code

Contact
You must enter a pickup contact name

Phone Email
You must enter a pickup phone number

Pickup schedule

Pickup date 10/22/25 Today

Ready time Select ready time

Close time Select close time
You must enter a close time

Special pickup instructions

Special pickup requirement Select requirement

Shipping (Continued)

Schedule a Pickup

4. Scroll down and enter in the mandatory shipment details along with the deliver to location details. The shipment details:

- Number of pieces, pallets, weight and if there are dangerous goods
- Enter in the deliver to location and receiver contact details.

 **Shipment details**

Delivery #1

Pieces

Invalid pieces

Handling uni...

Invalid handling units

Unit type

Choose unit type

Weight

You must enter a valid weight

Hazmat

No

Freight description

 **Deliver to location**

 Internet address search

Company name

Address

Address 2

City, Province

Postal code

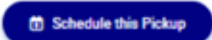
Contact

Phone

Email

+ Add another delivery to this pickup

 **Schedule this Pickup**

Submit the request by clicking on the .

15

 **Purolator**
Promises delivered™

Shipping (Continued)

Schedule a Pickup

5. You will receive a pickup confirmation number (PU#) and email once the request is successfully processed.

Schedule A Pickup

Pickup Created

Pickup Details PU347474

🕒 Pickup schedule

10/23/25 between 9:00am and 4:00pm

📍 Pickup from location

PUROLATOR DEMO 1
HSNM157804-ROOMN57804 STREET578042
FLOOR57804
CITY1578042, ON M9W1L2

📞 Contact

demo
(416) 614-0300
demo@demo.com

📦 Shipment details

Total pieces: 1
Total units: 1
Total weight: 500

Special pickup instructions:

🔔 Subscribe to alerts

Delivery details Vancouver International Airport

📍 Deliver to location

Vancouver International Airport
3211 Grant McConachie Wy
Richmond, BC V7B 0A4

📦 Shipment details

Pieces: 1
Handling units: 1
Weight: 500
Freight description: Pallets

📖 Add to address book

📅 Schedule another pickup

NOTE: On this page, you can also add in additional delivery locations using the [+ Add another delivery to this pickup](#) button.

[+ Add another delivery to this pickup](#)

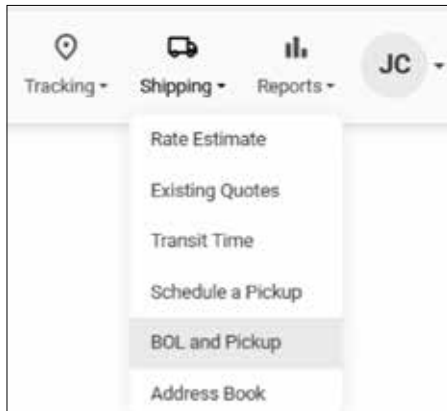
16

Purolator
Promises delivered™

Shipping (Continued)

Bill of Lading (BOL) and Pickup

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



Shipping (Continued)

Bill of Lading (BOL) and Pickup

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.

1 2 3 4
Update BOL Shipment Review Schedule Pickup Confirmation

Bill of Lading Request

To generate a new BOL based on a shipment previously tendered, please enter the pronumber here: **Go**

Shipment Data* 10/22/2025 Today

Shipper Info

[Update Address Book](#) AALLDALDAL-MARKHAM

Name* AALLDALDAL

Address* 9 JOHN BUTTON

Address 2 / Instructions

Postal Code* L3R9B3

City* MARKHAM

Province* ONTARIO (ON)

Contact Name*

Telephone Number* 416-511-9390 Ext.

Email

☐ Add to Address Book

BOL or Ref #

Pickup Instructions Information or reference numbers required to pickup shipment

Shipment Payment

Terms*: ☒ Prepaid ☐ Collect ☐ Third Party

5813157 WP/PURULATOR LO

[Update Address Book](#)

Entered By: James Carpenter

Telephone Number

Email james.carpenter@purolator.com

Consignee Info

[Update Address Book](#) Click to Select

Name*

Address*

Address 2 / Instructions

Postal Code*

City*

Province* Click to Select

Contact Name*

Telephone Number* Ext.

Email

☐ Add to Address Book

PO or Ref #

Delivery Instructions

Information or reference numbers required to deliver shipment

Shipment Details

Declared Value

Charges may apply

Service* Expedited LTL

Freight Details

Pieces Pallets DG Shipment Details Weight* Units* Length* Width* Height*

Handling Unit Describe handling unit (pallet, bundle, drums, etc.) & Contents (Lbs) (ft) (in) (in) (in)

[Update Description List](#) Click to Select a Description ☐ Remember this description

Handling Unit Describe handling unit (pallet, bundle, drums, etc.) & Contents (Lbs) (ft) (in) (in) (in)

[Update Description List](#) Click to Select a Description ☐ Remember this description

[Add Line Item](#)

Accessories

Transit Services:

☐ AFTER HOURS DELIVERY ☐ CARRIER TO BOOK APPT ☐ DANGEROUS GOODS

☐ EXCESSIVE LENGTH/LONGUEUR EXCESSIVE ☐ Hazardous material ☐ MANUAL SHIP FEE

☐ PROTECT FR. FREEZING ☐ TAILGATE ☐ TWO PERSON PIU / DEL

Delivery Services:

☐ IN SIDE DELIVERY ☐ RESIDENTIAL ☐ TRADE SHOW

☐ PRE-BOOKED APPT : Time :

Shipment Notifications

Email list of billing & shipment status notifications

	BOL	Picked Up	Appt set	Out for Delivery	Enroute	Delivered
Shipper	☐	☐	☐	☐	☐	☐
Consignee	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐

Continue>>

Shipping (Continued)

Bill of Lading (BOL) and Pickup

3. The **Shipment Review** page will populate for review, you can go back and edit, continue for pickup or complete without pickup.

1

2

3

4

Update BOLShipment ReviewSchedule PickupConfirmation

Shipment Review

Shipper
Name AALLDALDAL
Address 9 JOHN BUTTON
MARKHAM, ON L3R9B3

Consignee
Name test
Address 9 JOHN BUTTON
MARKHAM, ON L3R9B3
[Add to Customer List](#)

Freight Payment
5813157 - WP/PUROLATOR LOGISTIC

Pcs	HUs	Weight (Lbs)	Shipment Details	Len (in)	Wth (in)	Hgt (in)
1	1	1	test	1	1	1
			DECLARED VALUE \$500.00			

[<< Previous](#)[Continue >>](#)[Complete without Pickup >>](#)

4. The **Schedule Pickup** step is next, enter in all the fields as they are mandatory and press [Submit](#).

1

2

3

4

Update BOLShipment ReviewSchedule PickupConfirmation

Schedule Pickup

Contact*test

Telephone#*416 - 518 - 9398 Ext

Email*

Email Confirmation*Yes

Pickup Date*10/22/2025 Today

Pickup Time*Ready Now

Close Time*

[<< Previous](#)[Submit](#)

Shipping (Continued)

Bill of Lading (BOL) and Pickup

5. Confirmation is given with the "Pickup Number" buttons to view and print the shipment review page, print the bill of lading and per pallet shipping labels, or to continue to create another pickup.

1

2

3

4

Update BOL Shipment Review Schedule Pickup Confirmation

Your pickup request has been scheduled

Thank you for choosing Purolator - FACTS 12.1 CERT.
Your Purolator - FACTS 12.1 CERT Pickup Number is 347475

Please print a bill of lading for our driver and apply a shipping label to each handling unit

To cancel your pickup or make any changes, please call customer care.

View and Print the Shipment Review Page

View and Print the Bill of Lading

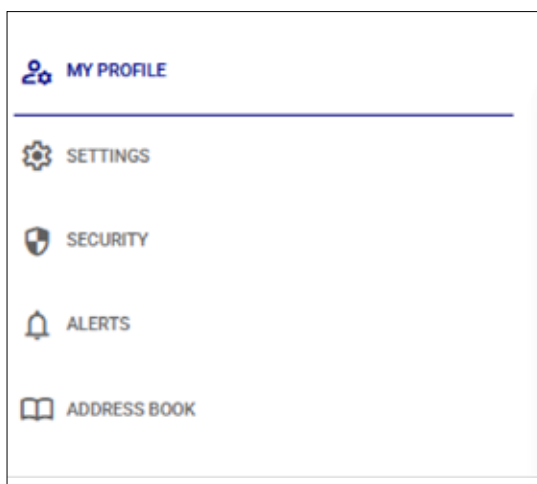
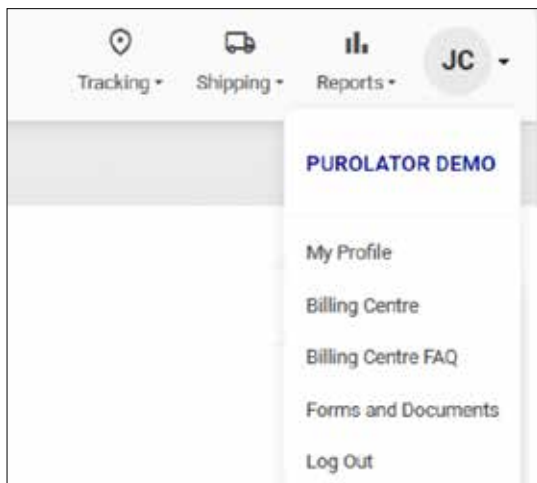
Create Another Pickup and BOL

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.

My Account

My Profile

Clicking on **your initials** in the **My Account** drop-down menu, you can manage your account settings, go to the billing center, find billing FAQ links, the Freight FAQ links.



Clicking on the **My Profile** option opens the profile page, with a left hand navigation for **profile preferences, setting, security, alerts** and the **address book**.

My Profile: Update your name, language default settings and the default page to load after login

Settings: Set default ship from and deliver to location

Security: Change your password or email address

Alerts: Toggle to select email alerts for shipment updates through the pickup and delivery process

Address Book: Add, edit or delete addresses and download your address book

My Account (Continued)

On the **My profile** page, you can update your first and last name, change your default language settings and also set the default page to load after logging in.

My Profile

MY PROFILE

My profile

About me

Account
F10 PUROLATOR DEMO 1

First name
James

Last name
Carpenter

Language
ENGLISH

Start page
Shipment Tracking

[Update profile](#)

The **Settings** page, lets you toggle on or off default ship from or delivery addresses, as well as editing the address information, be sure to click [Save changes](#) if you make any changes.

Settings

Default ship from location

Use a default pickup location

Company name

Address

Address 2

City, Province

Postal code

Contact name

Contact phone

[Save changes](#)

Default deliver to location

Use a default deliver to location

Company name

Address

Address 2

City, Province

Postal code

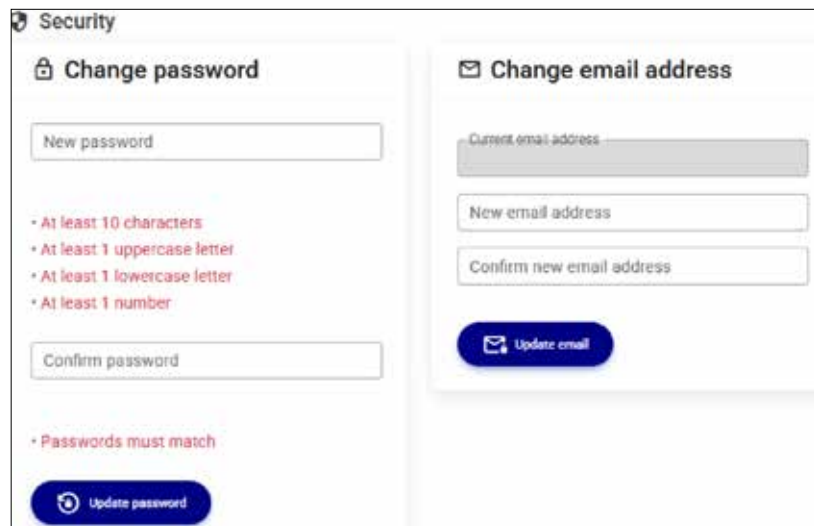
Contact name

Contact phone

[Save changes](#)

My Account (Continued)

The **Security** page lets you change your password and update your email address.



The screenshot shows the 'Security' page with two main sections: 'Change password' and 'Change email address'.

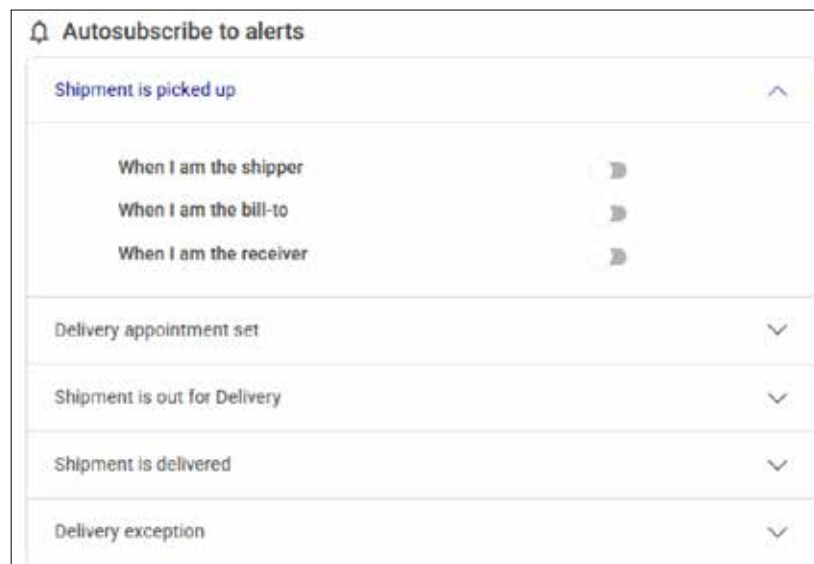
Change password:

- Input field: New password
- Input field: Confirm password
- Requirements (in red text):
 - At least 10 characters
 - At least 1 uppercase letter
 - At least 1 lowercase letter
 - At least 1 number
- Requirement (in red text): • Passwords must match
- Button: Update password

Change email address:

- Input field: Current email address
- Input field: New email address
- Input field: Confirm new email address
- Button: Update email

The **Alerts** page lets you subscribe to receive automatic alerts for shipment events: pickup, delivery appointment set, out for delivery, and delivered, delivery exception.



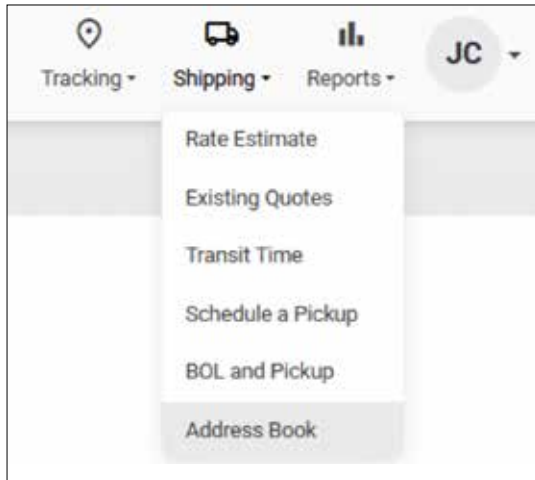
The screenshot shows the 'Autosubscribe to alerts' page with a list of shipment events and their corresponding subscription status.

Shipment event	Subscription status
Shipment is picked up	^
When I am the shipper	☐
When I am the bill-to	☐
When I am the receiver	☐
Delivery appointment set	∨
Shipment is out for Delivery	∨
Shipment is delivered	∨
Delivery exception	∨

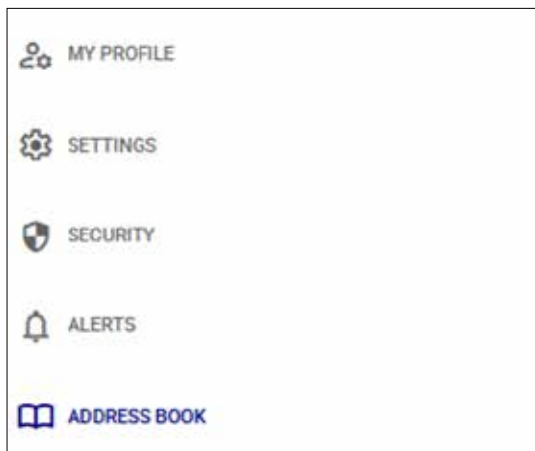
My Account (Continued)

Address Book

1. Select **Address Book** from the **My Profile** navigation or from the **Shipping** drop-down menu.



Address Book page lets you search your address book, [Add address](#), [Download](#) your full address book in Excel, or to delete or edit each address with the edit and delete buttons on each address line [edit](#) [delete](#).

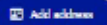


My Account (Continued)

Address Book

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.

Edit: Click on the “edit” button  on the row you would like to edit.

Add Address: Click the  button to add a new shipping address.

Delete: Click on the “delete” button  for the row you wish to delete. You will see a confirmation window displayed on the page to confirm.

 **Update an address book entry** 

Company name
AALLDALDAL

Address
9 JOHN BUTTON

Address 2

City, Province
MARKHAM, ON

Postal code
L3R9B3

Contact name

Contact phone
(416) 518-9398

Purolator - FACTS 12.1 CERT Acct No

Contact email

Use as default pickup location

Use as default deliver to location

Cancel

Save

My Account (Continued)

Address Book

3. **Update:** Make changes on the **Update Address Book Entry** window. When you are done, click the  button.
- Add Address:** Fill in all the required information on the **Add an address book** entry. When you are done, click the  button.

 **Add an address book entry** 

Company name

Address

Address 2

City, Province

Postal code

Contact name

Contact phone

Purolator - FACTS 12.1 CERT Acct No

Contact email

Use as default pickup location



Use as default deliver to location



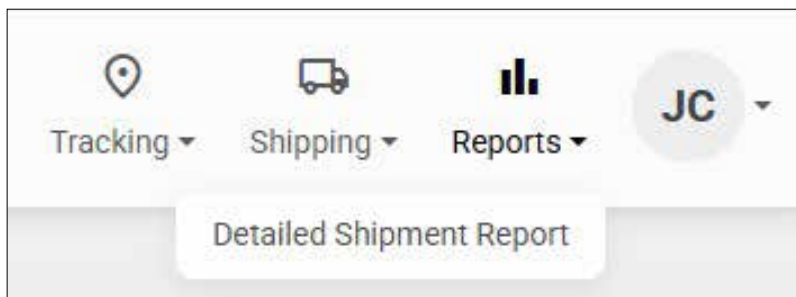
Cancel

Save

Reports

Detailed Shipment Reports

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



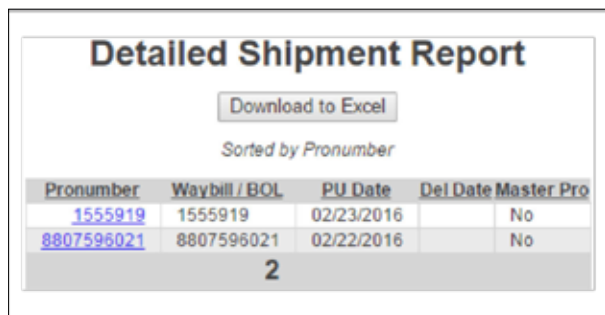
1. Fill in the information on the **Detailed Shipment Report** page.

A screenshot of the 'Detailed Shipment Report' form. The form is titled 'Detailed Shipment Report' and includes several sections for filtering and field selection. At the top, there is a 'Date Range' dropdown set to 'Last 7 Days : 10/16/25 - 10/16/25'. Below this is a text field for 'Purolator - FACTS 12.1 CERT Account Codes: F10'. The 'Include shipments matching this:' section has three radio buttons: 'Debtor' (selected), 'Shipper', and 'Consignee'. There are input fields for 'PO Number:' (with a note '(Supersedes any date range)'), 'Shipper Name:', 'Shipper City:', 'Shipper Province:' (a dropdown menu set to 'Any Province'), 'Consignee Name:', 'Consignee City:', and 'Consignee Province:' (a dropdown menu set to 'Any Province'). A 'Service Level:' dropdown menu is set to 'All'. Below these are several checkboxes: 'Include Master Shipments' (checked), 'Include Delivered Shipments' (checked), 'Include all delivered shipments' (checked), 'Exclude shipments delivered more than 14 days before the end date (useful if you only want to see recently delivered shipments)' (unchecked), and 'Include Undelivered Shipments' (checked). The 'Available Fields' section on the left lists fields like PO, Customer Reference, Service Code, Service Level, Pickup Arr Time, Pickup Dep Time, Del Date, Transit Days, Current Status, and Appt Date. The 'Selected Fields' section on the right lists Prenumber, Waybill / BOL, PU Date, and Del Date. There are 'Add >>' and '<< Remove' buttons between the two sections. At the bottom, there are 'Run Report' and 'Save As New Report' buttons.

Reports (Continued)

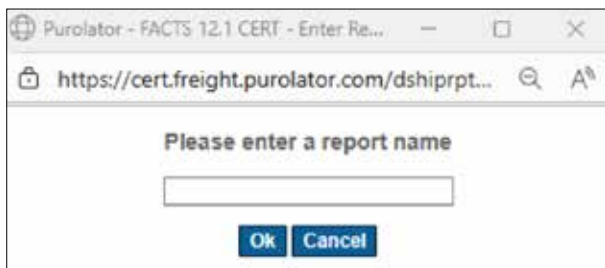
Detailed Shipment Reports

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 **Run Report** button to generate the report or click the **Save As New Report** button to save the report setting.
4. **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.

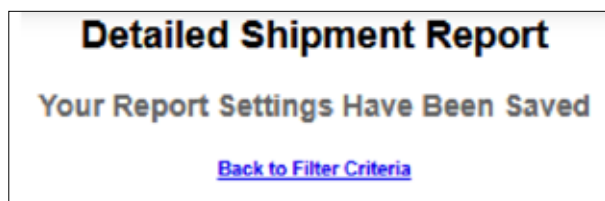


Download to Excel				
Sorted by Pronumber				
Pronumber	Waybill / BOL	PU Date	Del Date Master Pro	
1555919	1555919	02/23/2016		No
8807596021	8807596021	02/22/2016		No
2				

5. **Save As New Report:** Enter a report name and then click **Ok**.



6. Click the [Back to Filter Criteria](#) button and run the saved report if required.



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