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SHIPPING STANDARD LTL FREIGHT JUST GOT EASIER

We are pleased to introduce enhancements to the Standard Freight LTL shipping process.

Standard Freight will be added as a new service when you login into www.purolatorfreight.com. These changes eliminate manual processes, helping you save time, reduce errors and streamline your freight operation.

With Standard Freight online shipping you can now:

- Get estimates and delivery dates
- Schedule pickup requests online
- Complete and print a bill of lading electronically
- Print labels and bar codes for shipments
- Track a shipment
Purolator freight login page can be accessed by both **Login** buttons on the Freight home page.

Enter your user ID and password. When you are done, click the **Log In** button.

**NOTE**

**Existing Freight account** – Continue using the existing account for your LTL shipments

**New Freight Customers** – Once your freight account has been established, contact our Tech Support at 1-800-459-5599 to register your user ID and password
Track a Shipment

By using the Track drop-down menu, you can track shipments with Fast Track, Date Range, Pro number, BOL/PIN # and Customer Reference.

Quick Track

You can track a shipment by using the Quick Track feature.

**Step 1:** Type in the tracking or reference number in any one of the Quick Track windows.

**Step 2:** When you are done, click the **Track** button or hit Enter.
**Fast Track**

**Step 1:** Select **Fast Track** from the Track drop-down menu.

**Step 2:** All the shipments and the quotes that are associated with your account within the current week will show up on the Fast Track page.

**Step 3:** Click on the Pronumber to review the full shipment/quote details.

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

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

**Step 2:** Select a date range from the Date Range drop-down menu or type in the custom dates. Select all the shipments and data types you wish to include in the results. The default date range is your current week.

**Step 3:** When you are done, click the **Display Results** button to see the results on the page or click the **Download** to download the results in .XLS (Excel) format.

**Step 4:** Click on the Pronumber to review the full shipment/quote details.
**Track A Shipment**

**Pronumber**

**Step 1:** Select **Pronumber** from the Track drop-down menu.

**Step 2:** Enter a list of Pronumbers by using commas (,) in the box.

**Step 3:** When you are done, click the **Download** button to see the results on the page or click the **Begin Trace** to download the results in .XLS (Excel) format.

**Step 4:** Click on the Pronumber to review the full shipment/quote details.
Track A Shipment

BOL/PIN #

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

Step 2: Enter a list of BOL numbers by using commas (,) in the box.

Step 3: When you are done, click the Download button to see the results on the page or click the Begin Trace button to download the results in .XLS (Excel) format.

Step 4: Click on the BOL number to review the full shipment/quote details.

NOTE

On the BOL detail page, you can create a Pickup request/ repeat shipment/ reprint the BOL and/or contact Purolator by using the buttons below the menu bar.
Customer Reference

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

Step 2: Enter the customer reference in the box.

Step 3: When you are done, click the Download button to see the results on the page or click the Begin Trace to download the results in .XLS (Excel) format.

Step 4: Click on the Pronumber to review the full shipment/quote details.
Shipping Tools

By using the Shipping drop-down menu, you can create/check Rate Estimate, Shipment Alerts, Transit Time, Pick Up Entry and/or Bill of Lading Entry.
Rate Estimate

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

**Step 2:** Fill in all the required information on the page (fields that are marked with *).
- Click the **+ Add Line Item** button to add more items.
- Click the **Postal Code Search** button to use the Postal code/ City search option.

**Step 3:** Select all the applicable accessorials in the Accessorials box.

**Step 4:** Click on the **Get Quote** button to view the estimated quote and transit time.
- Click on the **Start Over** button to refresh the page.
Rate Estimate

On the results page, you can Make changes to the quote, Create BOL, Create a Pickup Request, Get Quote # and/or Get New Quotes.

NOTE

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.
Shipment Alerts

**Step 1:** Select **Shipment Alerts** from the Shipping drop-down menu.

**Step 2:** Fill in all the required information on the page (fields that are marked with *).

- Pronumber
- Email Address
- Alert Type

**Step 3:** When you are done, click on the **Submit** button.
Transit Time

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

**Step 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.

**Step 3:** When you are done, click on the **Calculate** button.
Pick Up Entry

Step 1: Select Pick Up Entry from the Shipping drop-down menu.

Step 2: Select the party that you are representing.

Step 3: When you are done, click on the Submit button.

Step 4: Fill in all the required information on the page (fields that are marked with *).

- Shipper Contact Name
- Shipper telephone
- Email
- Pickup Date
- Ready Time
- Close Time
Pick Up Entry

**Step 5:** When you are done, click on the **Submit** button.

**Step 6:** Fill in the Pickup Request Shipment Information on the page (fields marked with * are required).

**Step 7:** Click on the **Update Customer List** button, if you need to change the shipping address saved in the address book.

**Step 8:** Click on the customer name or on the **Update** button to update the address.

**Step 9:** Make changes on the Update Address Book Entry window. When you are done, click on the **Update Address Book Entry** button.

**Step 10:** When the Pickup Request Shipment Information page is completed, click on the **Continue** button.
Step 11: Review all 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.

Step 12: When you are done, click on the button.

Step 13: You will be taken to the Confirmation page if the request is successfully processed.

On this page, you can also Add Another Shipment, Add This Pickup Request to Existing Pickup and/or Cancel This Pickup by using the buttons at the bottom of the page.
Step 1: Select Bill of Lading Entry from the Shipping drop-down menu.

Step 2: Fill in all the Shipper Information, Consignee Information, Shipment Details, Special instructions and Shipment Email Manager (fields marked with * are required).

Step 3: When you are done, click Submit on the button.
Step 4: The quote number and the rate information is displayed on the confirmation page.

On this page, you can Print the BOL, create Pickup Request and Add another BOL by using the buttons displayed below the shipper and consignee addresses.
My Account

By using the My Account drop-down menu, you can manage your Payments and Invoices (with Invoice Inquiry, Open Invoices, Weekly Invoice Report, Statement Report, Payment Inquiry and Setup Statement Reports tools) and update your Account Settings (with My Profile and Address Book tools).
Invoice Inquiry

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

**Step 2:** Enter the Pronumber or the BOL number in the box.

**Step 3:** When you are done, click on the Submit button.

**Step 4:** Click on the Pin Number to review the full Bill Balance and Payment details.
Open Invoices

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

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

**Step 3:** Click on the Pronumber/ Pin Number/ Balance Amount to see the details. You can also click the **Download** to download the results in .XLS (Excel) format.
### Weekly Invoices

**Step 1:** Select **Weekly Invoices** from the My Account drop-down menu.

**Step 2:** Select or enter the date range. The default date range is the current week.

**Step 3:** When you are done, click on the **Show Report** button.

**Step 4:** Click on the Pro # to see the details. You can also click the **Download Report** to download the results in .XLS (Excel) format.
Statement Report

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

**Step 2:** Select or enter the date range. The default date range is the last two months.

**Step 3:** When you are done, click on the **Run Report** button.

**Step 4:** Click on the Pro # to see the details. You can also click the **Download Report** button to download the results in .XLS (Excel) format.
Payment Inquiry

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

**Step 2:** Select or enter the date range.

**Step 3:** When you are done, click on the **Submit Query** button.

**Step 4:** Click on the Pro # to see the details. You can also click the **Download Report** to download the results in .XLS (Excel) format.
Setup Statement Reports

**Step 1:** Select **Setup Statement Reports** from the My Account drop-down menu.

**Step 2:** Select all Available Fields that you would like to include in the report and add them to the Selected Fields by clicking on the **Add > >** button. You can removed any selected fields by using the **<< Remove** button.

**Step 3:** When you are done, click on the **Save As New Report** button.

**Step 4:** Enter a report name and then click **Ok**.

**Step 5:** Click on the **Run Statement Report** button to run the Statement Report with the saved report setup.

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**Statement Detail Report**

Your Report Settings Have Been Saved

[Run Statement Report]
My Account – Account Settings

My Profile

Step 1: Select My Profile from the My Account drop-down menu.

Step 2: On this page, you can update the start up page, language preference, email address, password and email shipment alert setups.

Step 3: When you are done, click on the Submit button.

All the updates you have made will be displayed on the confirmation page.
Address Book

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

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

**Update** – Click anywhere on the address row that you would like to update and then click on the **Update** button or click on the address name.

**New** – Click on 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 on the **Delete** button. You will see a confirmation window displayed on the page once the address has been deleted.
Address Book

Step 3:

**Update**

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

**Add**

Fill out all the required information on the Add Company to Address Book window (fields marked with * are required). When you are done, click on the **Add Company to Address Book** button.
By using the **Reports** drop-down menu, you can create Detailed Shipment Reports settings and generate reports based on your needs.
Detailed Shipment Reports

**Step 1:** Select *Detailed Shipment Reports* from the Reports drop-down menu.

**Step 2:** Fill out the information on the Detailed Shipment Report page.

**Step 3:** Select all Available Fields that you would like to include in the report and add them to the Selected Fields by clicking on the Add button. You can removed any selected fields by using the Remove button.

**Step 4:** When you are done, click on the Run Report button to generate the report or click on the Save As New Report button to save the report setting.
Detailed Shipment Reports

Step 5:

Run Report

**Detailed Shipment Report**

<table>
<thead>
<tr>
<th>Pronumber</th>
<th>Waybill / BOL</th>
<th>PU Date</th>
<th>Del Date Master Pro</th>
</tr>
</thead>
<tbody>
<tr>
<td>1555919</td>
<td>1555919</td>
<td>02/23/2016</td>
<td>No</td>
</tr>
<tr>
<td>8807596021</td>
<td>8807596021</td>
<td>02/22/2016</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Click on the Pronumber to see the shipment details or click on the **Download to Excel** button to save the report on your computer.

Save As New Report

Enter a report name and then click **Ok**.

**Statement Detail Report**

Your Report Settings Have Been Saved

- **Run Statement Report**
- **Back to Report Setup**

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

By using the Utilities drop-down menu, you can Log Out, find resources in the Forms and Documents, find Contact Information and go back to the Home Page.

You will Log out and return to freight.purolator.com

Fill out the require information and click on the to contact us.