

# Shipping USA to USA

## Puroship User Guide

April 6, 2015

**All courier service for shipments within the United States MUST be provided by Purolator International through their relationship with UPS.**

- UPS will continue to pick up and deliver however shipment labels will be created on Purolator's web application "Puroship".

# Launching Purolator International Web Application

1. Enter the Purolator web application in the address bar. (Figure1)

Website: <https://puroship.com>

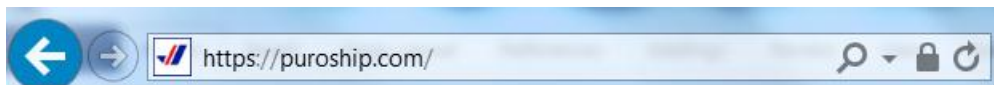


Figure 1

2. You will see the following screen (Figure 2).

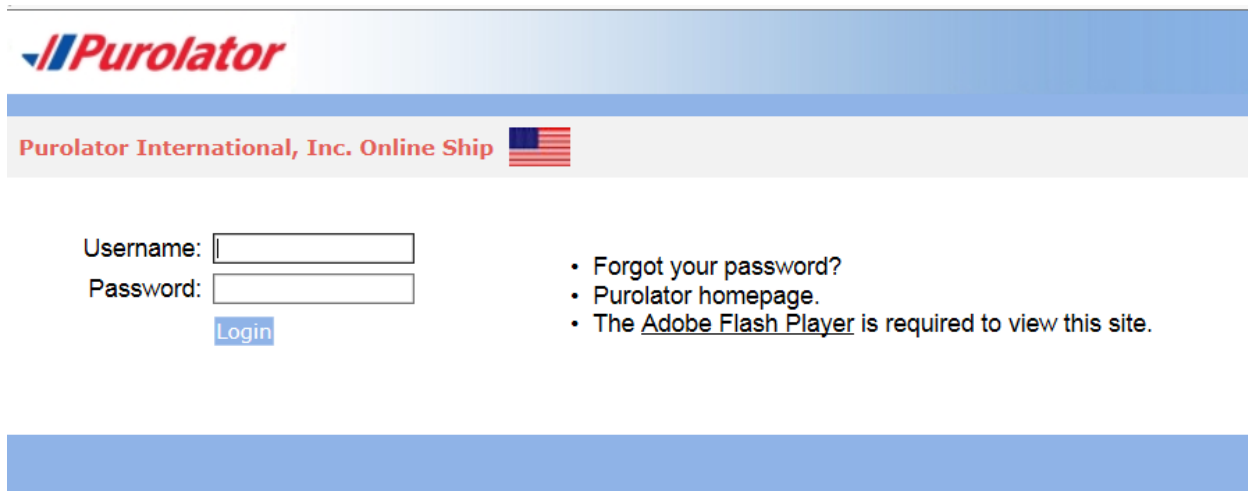


Figure 2

3. Log-in to Puroship with your approved login ID and password.
  - ❖ Enter your Username and Password to Log on to Puroship.
  - ❖ Select "Login"

4. Upon successfully logging in to Puroship application the following screen will be displayed and you will be presented with 6 options (Figure 3).

The screenshot displays the Puroship application interface. At the top, the Puroship logo is visible. Below the logo is a navigation bar with the following options: **Quote/Ship**, Addresses, History, Settings, Help, and Logout. The **Quote/Ship** option is circled in red. The main content area is divided into several sections:

- Where are you shipping from?**: A form with fields for Company (DEMO ACCOUNT), Phone (555-555-5550), Contact Name, Email Address (demo@purolator.com), Address (1370 HAMILTON PKWY), Address 2, City (ITASCA), State/Province (IL), and Postal Code (60143).
- What Country are you shipping to?**: A dropdown menu set to UNITED STATES.
- Where are you shipping to?**: A form with fields for Company, Phone, Contact Name, Email Address, Address (P.O. Box not allowed), Address 2, City, State/Province, and Postal Code. There are also checkboxes for Residential Address and Save to Address Book.
- Package Info**: A section with fields for Shipping Date (04/06/2015), Service Type (Ground), Package Type (Other Packaging), and Signature Options (No Signature Required). Below this is a table for package details:

Row	Weight (lbs)	Dimensions (in)		
		L	W	H
1				

Below the table is a checkbox for Declared Value and three buttons: **New Shipment**, **Quote**, and **Next**.

Figure 3

## Creating a Shipping Label

1. To create a shipment label, select “Quote/Ship” screen (Figure 4).

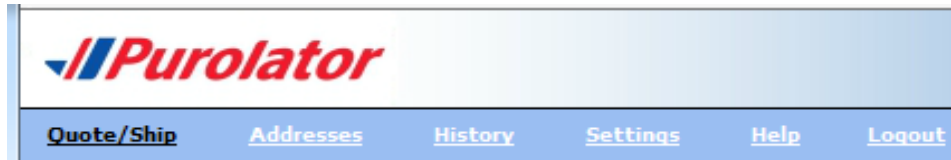


Figure 4

2. Input where the shipment is being picked-up from and where it is being delivered (Figure 5).

Where shipment is being picked up →

Destination country is always USA. Do Not use to ship to Canada →

Where shipment is going →

Click to add receiver to the Address Book →

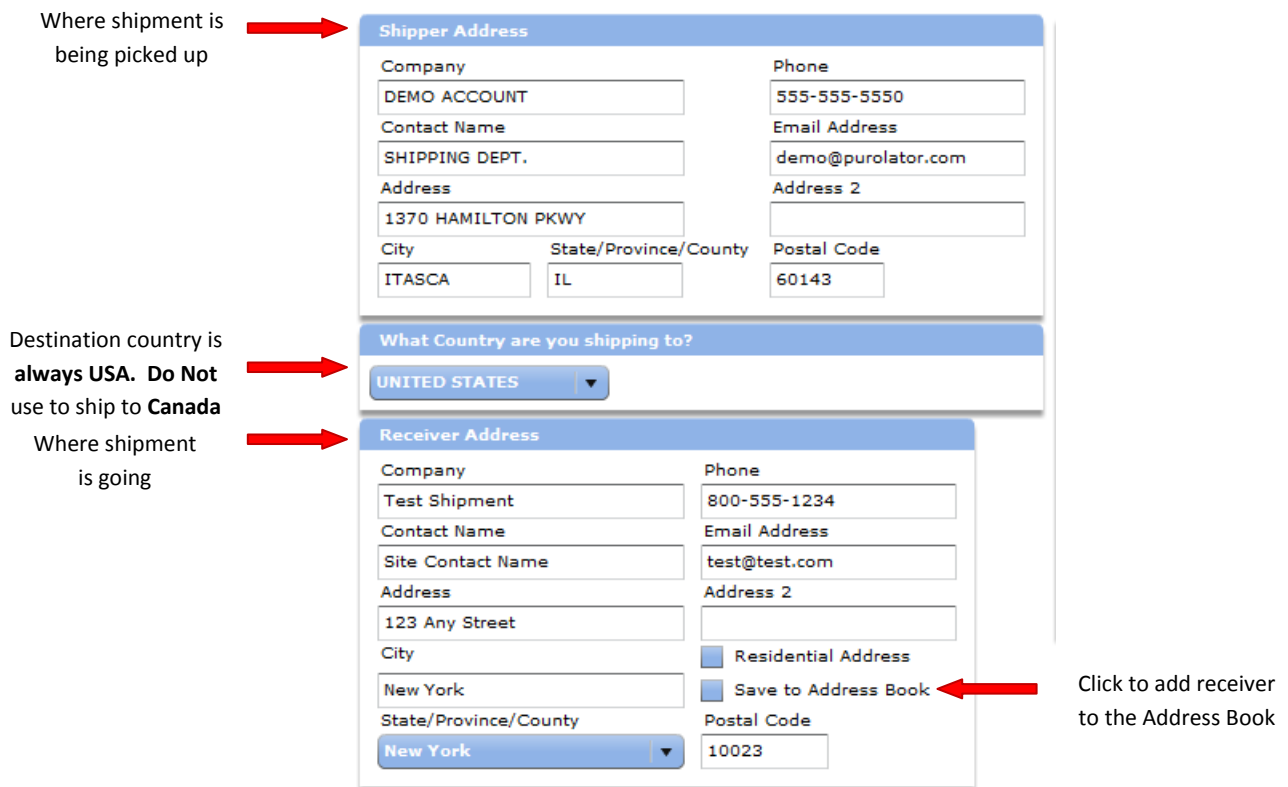
The image shows a screenshot of the shipping form with several annotations. The form is divided into three main sections: 'Shipper Address', 'What Country are you shipping to?', and 'Receiver Address'. The 'Shipper Address' section includes fields for Company (DEMO ACCOUNT), Contact Name (SHIPPING DEPT.), Address (1370 HAMILTON PKWY), City (ITASCA), State/Province/County (IL), Phone (555-555-5550), Email Address (demo@purolator.com), and Postal Code (60143). The 'What Country are you shipping to?' section has a dropdown menu set to 'UNITED STATES'. The 'Receiver Address' section includes fields for Company (Test Shipment), Contact Name, Site Contact Name, Address (123 Any Street), City (New York), State/Province/County (New York), Phone (800-555-1234), Email Address (test@test.com), Address 2, Residential Address (checked), Save to Address Book (checked), and Postal Code (10023). Red arrows point from the annotations to the corresponding fields in the form.

Figure 5

3. Input the content, package & service information.

❖ Select shipment date (Figure 6).

(**Note** : To change the shipment date click on the calendar).

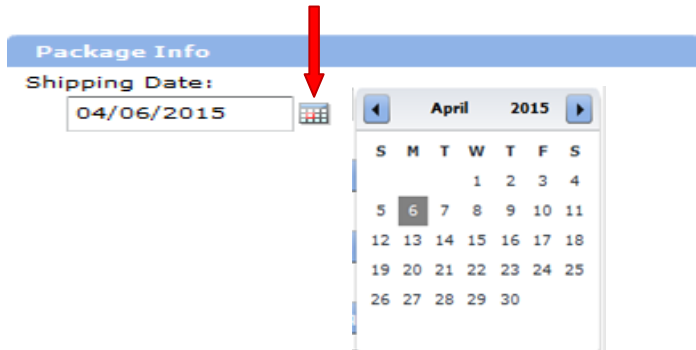


Figure 6

❖ Select Service Type (Figure 7).

(**Note**: Do not select courier express/ service. Always use “**Ground**” the most cost effective alternative as your first choice)

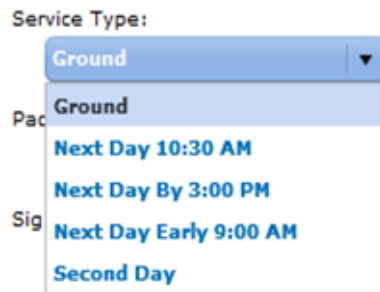


Figure 7

❖ Select Package Type (Figure 8 = Other Packaging).

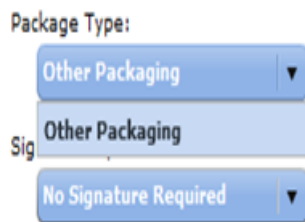


Figure 8

- ❖ Enter the weight and dimensions information. (Figure 9)  
 (Note: Enter declared value (if required) by clicking on the Declared Value button).

Row	Weight (lbs)	Dimensions (in)		
		L	W	H
1	10	12	12	12

Declared Value

Figure 9

- Select "Next" to continue or "New Shipment" to clear previously data entered information.



- Enter detailed description of the contents.

(Note: description can be saved for future use by clicking on the save button)

**Additional Details:**

Content Description: Detail Description

Shipment Reference: Rail Products, Bike   
PURO limits shipment reference to 25 characters.

Billing Party \*: Sender

Billing Account: \*\*\*\*\*

description can be saved for future use by clicking on

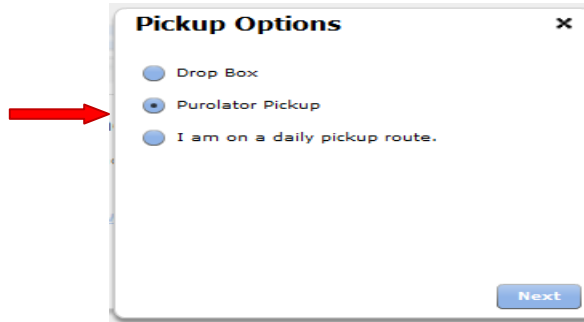


- Select "Ship" to create a shipping label.

# Scheduling a Pick Up

If your location does not have a regularly scheduled pick with UPS then you can arrange pick up using the Puroship Application

1. When you select “Ship” to create a shipping label, the following window will pop-up.



2. Select “Purolator Pickup” and click the “Next” button.
3. Verify the information and click the “Submit” button.

**Purolator**  
**Schedule a pickup**

Fields marked with an asterisk (\*) are required.

**Enter your scheduling and package information...**

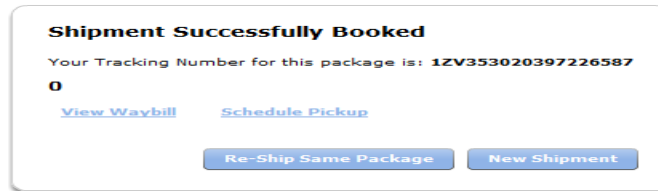
Scheduling Information	
Pickup date *	04/16/2015
Package ready time *	9:00 AM
Pickup package no later than *	5:00 PM
Package Information	
Number of pieces *	1
Total estimated weight *	10 lbs.
Special instructions	

**Enter your pickup address and contact information...**

Address Information	
Company *	CANADIAN NATIONAL RAIL
Address line 1 *	17550 SOUTH ASHLAND AVE
Address line 2	
City *	HOMEWOOD
State *	Illinois
Postal code *	60430
Contact Information	
Contact name *	SHIPPING DEPT.
Telephone *	(514) 399-5215
E-mail address *	
Account Information	

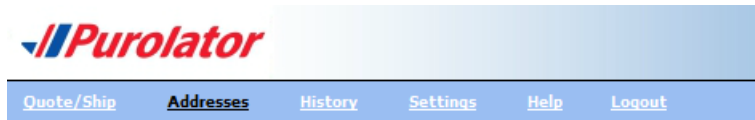
Submit

4. The following window will appear.



## Address Book

1. Can add, delete or modify the address book by selecting the following options




2. Can add, delete or modify the address book by selecting the following options



3. Can import from an existing address book by selecting the "Import" button. (Note the information has to be in CSV format)






Quote/Ship **Addresses** History Settings Help Logout

Contact	Company	Address	Address2	City	State/Provi	Postal Code	Country	Phone	Shared
Purolator Internationa		301 C Dominion Drive		Morrisville	NC	27560	UNITED STATES	(919) 467-7640	<input type="checkbox"/>
Purolator Internationa		18900 8th Ave South, ste 800		Seattle	WA	98148	UNITED STATES	(206) 244-5236	<input type="checkbox"/>
Purolator Internationa		5146 W 104th Street		Inglewood	CA	90304	UNITED STATES	(310) 846-4601	<input type="checkbox"/>
Purolator Internationa		25801 Northline Commerce Dr, ste 100		Taylor	MI	48180	UNITED STATES	(734) 947-3558	<input type="checkbox"/>
Purolator Internationa		1370 Hamilton Parkway		Itasca	IL	60143	UNITED STATES	(630) 773-4004	<input type="checkbox"/>
Purolator		5995 Avebury Road		Mississauga	ON	LSR 3T8	CANADA	(905) 712-6697	<input type="checkbox"/>
Purolator Internationa		Two Jericho Plaza, ste 305		Jericho	NY	11753	UNITED STATES	(516) 681-3749	<input type="checkbox"/>
Purolator Internationa		1151 Martin Grove Rd.		Etobicoke	ON	M9W 4W7	CANADA	(416) 614-0300	<input type="checkbox"/>
Purolator Internationa		300 Thoms Road, suite 12		Phoenixville	PA	19460	UNITED STATES	(610) 935-4750	<input type="checkbox"/>
Susan Test	Purolator CAN	90 Silver Star Blvd		Scarborough	ON	M1V 4V8	CANADA	416-298-6933	<input type="checkbox"/>
Susan Test	Purolator CAN	210 Pinbush Road		Cambridge	ON	N1R 8A9	CANADA	519-621-8598	<input type="checkbox"/>
Susan Test	Purolator CAN	1 Cuddy Court		London	ON	NSV4V4	CANADA	800-563-0637	<input type="checkbox"/>
Susan Test	Purolator CAN	15 Blair Drive		Brampton	ON	L6T2H4	CANADA	905-455-8777	<input type="checkbox"/>
Susan Test	Purolator CAN	3330 Hawthorne Rd		Ottawa	ON	K1G 3W9	CANADA	613-738-2859	<input type="checkbox"/>
Susan Test	Purolator CAN	2600 Meadowdale Blvd		Mississauga	ON	LSN 8C2	CANADA	905-363-3828	<input type="checkbox"/>
Susan Test	Purolator CAN	30 Aero Drive NE		Calgary	AB	T2E 8Z9	CANADA	866-516-6200	<input type="checkbox"/>

Add Edit Remove Import Refresh Export CSV Remove All Ship To

## Shipment History

1. Can track or void shipment in the “history” screen.



Quote/Ship Addresses **History** Settings Help Logout

Double click a shipment to view details. View Details View Airbill

Show Last 30 Days Refresh Export CSV Print Track Void

Voided	Tracking #	Date	ShipDate	Service	Weight	Quoted	Insured Amount	Scheduled	Destination	Destination Country
Yes	1ZV353A74290443879	2015-04-06 12:54:29	2015-04-06	Ground	10 LBS	\$22.72	\$300.00	No	Seattle, WA 98148	UNITED STATES
Yes	1ZV353A74298777905	2015-04-06 12:51:04	2015-04-06	Ground	10 LBS	\$22.72	\$300.00	No	Seattle, WA 98148	UNITED STATES