

Getting Started with Purolator E-Ship™ Online

Welcome to Purolator E-Ship™ Online, the fastest, easiest way to ship with Canada's largest courier.

E-Ship is easy to learn and easy to use. Its enhanced features and capabilities can minimize the time you spend managing your shipping and increase efficiency and accuracy across the board.

Once you've registered, you're all set to begin. We'll help get you started with this step-by-step guide to creating your first shipment. Get ready to discover how efficient and rewarding online shipping can be.

After registering for E-Ship Online, follow these steps to create your first shipment.

1. Login

Open your web browser and go to <http://eshiponline.purolator.com>. Enter your username and password.

2. Enter Shipment Info

Under SHIP TO, enter your shipment's destination address. Fields in bold are required.

Under SHIP FROM, confirm your shipment's origin address on the right. Click on the Edit link to make changes if necessary.

Under BILL TO, select your payment method. If you want to ship on your Purolator account, but don't see it listed, add your account by clicking MY ACCOUNT > MANAGE ACCOUNTS > ADD ACCOUNT in the navigation bar at the top of the page.

Under PICKUP INFO, select how you'd like to provide your package(s) to Purolator. You can select:

- DROP OFF if you'll be dropping off your package at a Purolator Retail Centre/Depot, Purolator Agent or STAPLES® Business Depot™ location.
- SCHEDULE A PICKUP if you'd like a courier to come to your address to pickup your package. To change the pickup time and details, click on the Edit link.
- PRE-ARRANGED PICKUP if you have a regular pickup scheduled with Purolator or have already scheduled a pickup with another shipment.

Under NOTIFICATIONS (optional), click on the Edit link to enter your recipient's email address to send them your shipment tracking number and notify them of your shipment

Press the NEXT button to continue.

3. Enter Shipment Details

Under SHIPMENT OPTIONS:

Select your Package Type. If you are using your own packaging (i.e. boxes, non-Purolator envelopes/packs) choose Customer Packaging.

Select your Service Type. The services available depend on your shipping route.

Enter the number of pieces in your shipment.

Enter the total weight of your shipment.

Enter a declared value for your shipment (optional).

For U.S./International shipments, if you are only shipping documents, select the Documents Only checkbox.

Select any specialized services you would like to use.

Under PACKAGE DETAILS, enter the dimensions and weight for each piece of your shipment. This is optional, but will provide a more accurate estimate.

Click the ESTIMATE or NEXT button to continue.

4. Enter Customs Information (U.S. and International Non-Document Shipments Only)

Enter your shipment contents by clicking the Insert Row link and for each item, enter the Description of Contents, Country of Manufacture, Unit Price and Quantity. Entering a Harmonized Code is optional. Click the Save link and click on the Insert Row link to enter additional items.

Under CUSTOMS DOCUMENTS TO BE GENERATED, select the required customs documents for your shipment. Most non-document shipments will require at least a Customs/Commercial Invoice. Click on the What documents do you need? link to see the specific documents required for your shipment.

Under DUTY, Select whether the receiver, sender or buyer should be billed for customs duties. If buyer is selected, click the Edit link to enter the buyer's information.

Indicate whether the sender and receiver have a business relationship (i.e. are a part of the same company).

5. Get an Estimate

Verify your SHIPMENT DETAILS and if necessary, click the PREVIOUS button at the bottom right of the page to make changes.

In the SERVICE/UPGRADE DETAILS section, you will see the estimated cost of your shipment. You have the option of changing the service type and the estimated cost will change accordingly.

Please note that once Purolator receives your package, we may reweigh and measure it and adjust the cost if necessary.

Click the SHIP button when you're ready to complete your shipment.

6. Print your shipping label(s) and shipping documents

Click on the VIEW/PRINT button to download your shipping documents in PDF format. Open the document in Adobe Acrobat and print the number of copies required using the print format listed in the table.

Attach your shipping documents to your package by following the instructions listed in the table.

Verify your Shipment Details. If the information is incorrect, click on the Cancel this Shipment link to void the shipment and discard any shipping documentation from the current shipment.

For a shipment receipt, click on the View or print your shipment details link.

7. Track your shipment

Once Purolator has received your package(s), you can track your shipment in E-Ship Online by clicking on the SHIPMENT TRACKING > BY PIN in the navigation bar at the top of the page.

You can also track your shipment at <http://www.purolator.com> by entering the PIN # in the top right corner of the screen. Your PIN # is located on your shipping label and on your shipment receipt.

Thank you for taking the time to read through the Getting Started with ESO guide. To learn how to ship faster and optimize your shipping workflow with E-Ship Online, please read the Optimize Your Shipping with E-Ship Online tips below.

Optimize Your Shipping with E-Ship Online

Once you're familiar with E-Ship Online, optimize your shipping workflow by using E-Ship Online's time-saving features.

1. Set your Preferences
2. Create your Addressbook and Nicknames
3. Create your own Tracking References
4. Create Batch Shipments
5. Create Group Shipments
6. Allow 3rd Parties to ship on your account
7. Create Reports
8. Create Return Shipments