A Transforce Company

WEB Based Shipping Solutions Users Manual

for OPS Users

July 2010

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Overview

Our in-house team of IT professionals have designed a web based portal interface to meet the needs of the modern shipper. Whether you need to look up a historical invoice, prepare the day's shipping, calculate a rate or track a shipment, we have you covered! As we are continuously expanding our services to meet our client's needs in today's changing marketplace, our IT team develops and launches new applications in a timely and efficient manner, allowing our customers to enjoy new services as they are launched.

Canpar Portal

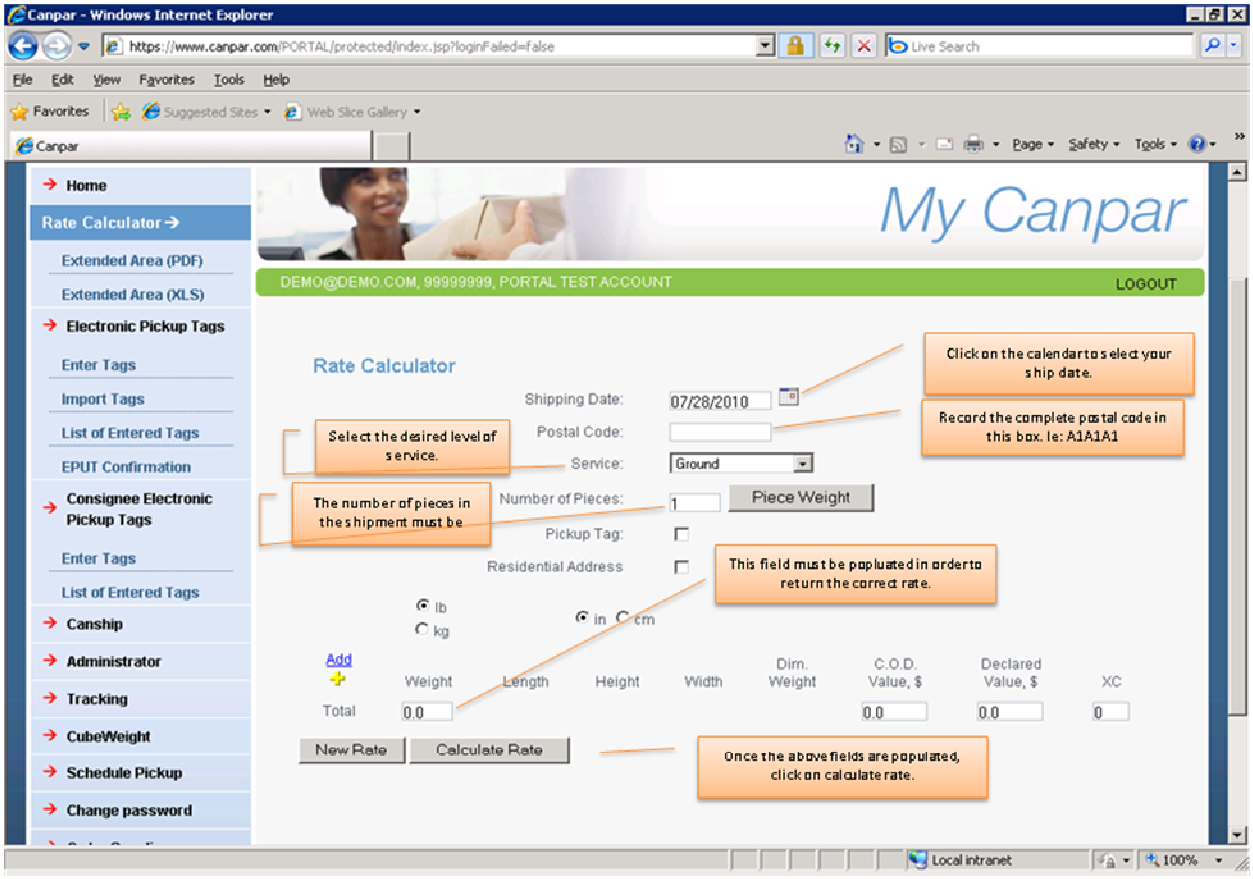
To access the Canpar portal, login to MyOPS.

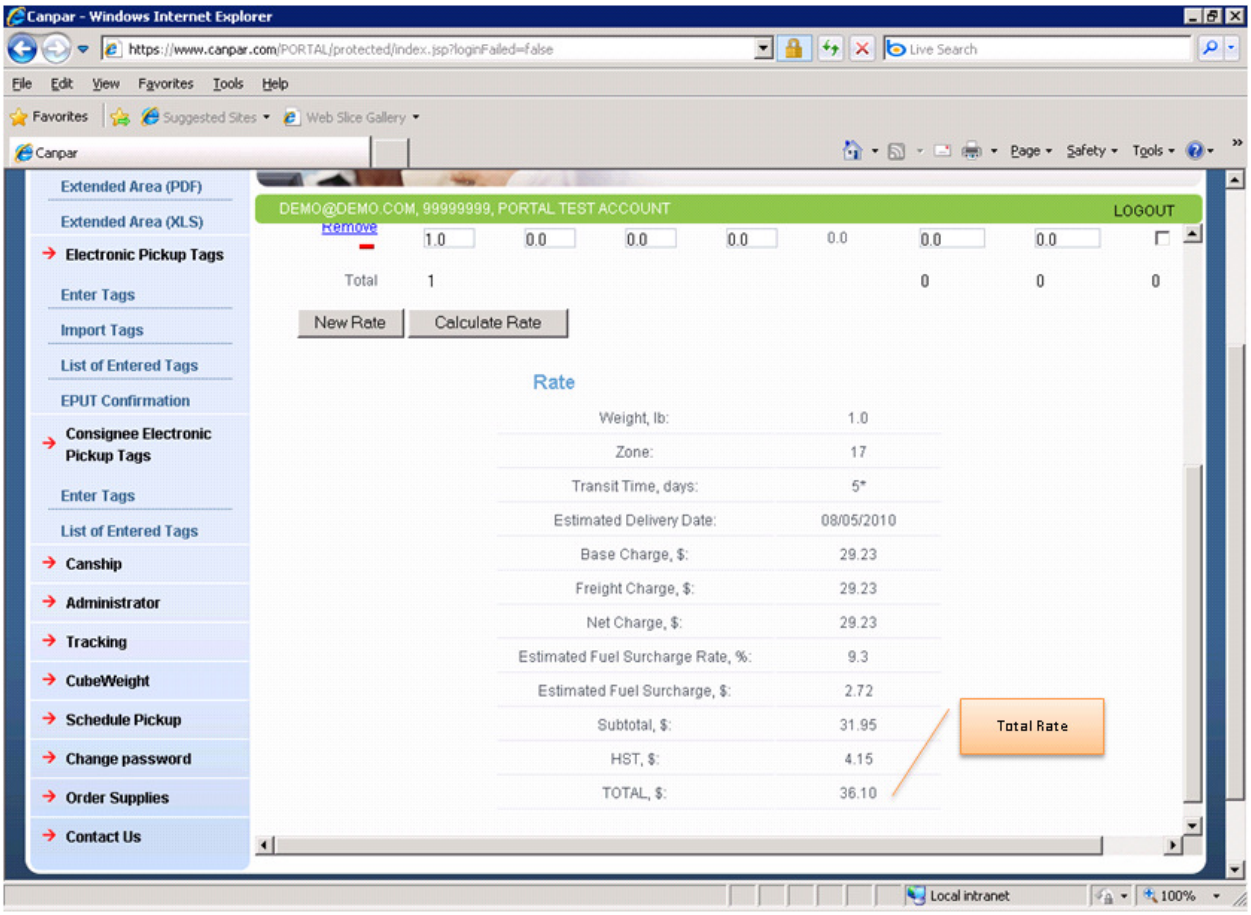
MyCanpar Home Page

Once you have accessed your portal, the MyCanpar home page will display. The permissions granted to the user by the account administrator are listed on the left hand side applications menu. The body of the MyCanpar home page will display current Canpar announcements. Links to commonly used applications are located below the announcements.

Rate Calculator

This application allows the user to calculate the exact cost of shipping a package, including taxes, fuel surcharge and any ancillary charges that may apply to the shipment. The user must select a shipping date, complete consignee postal code, service level, number of packages in the shipment and the piece weight per package to calculate a rate. Package dimensions can be inputted into appropriate fields, but are not required to calculate the shipment rate. The rate returned is specific to the user's account.

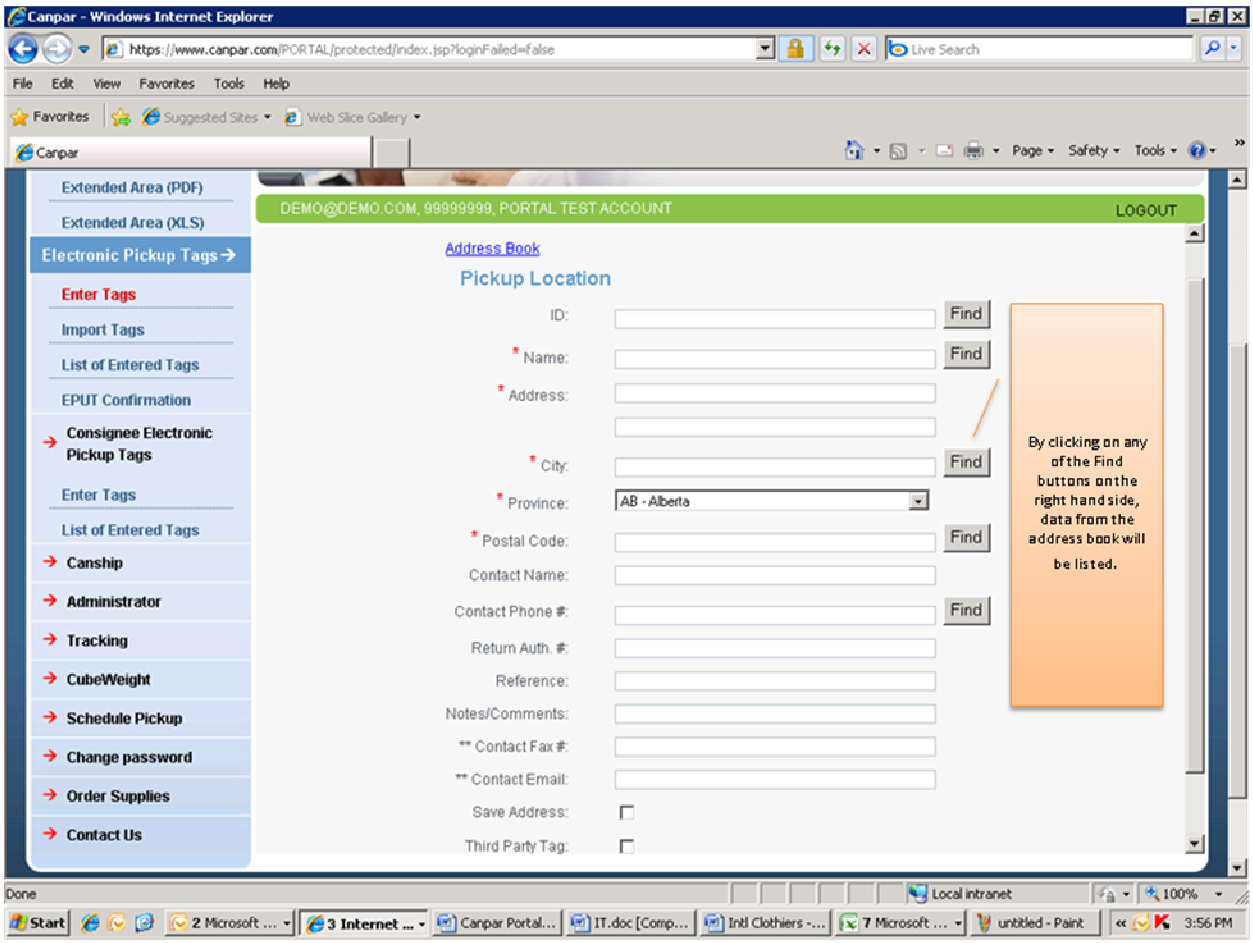


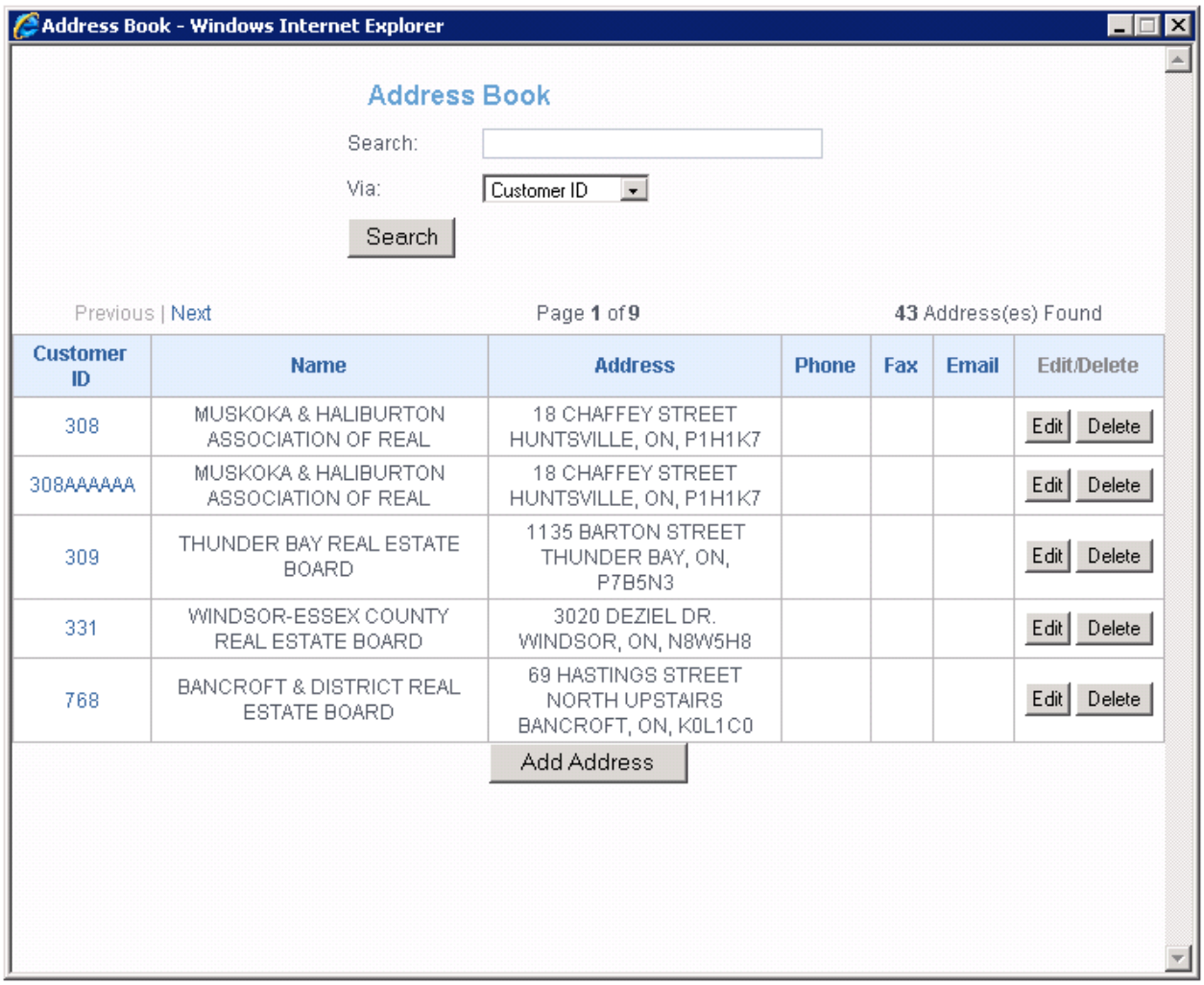

Canpar - Windows Internet Explorer
https://www.canpar.com/PORTAL/protected/index.jsp?loginFailed=false
Live Search
File Edit View Favorites Tools Help
Favorites
Suggested Sites
Web Slice Gallery
Canpar
Page Safety Tools
Extended Area (PDF)
Extended Area (XLS)
Electronic Pickup Tags
Enter Tags
Import Tags
List of Entered Tags
EPUT Confirmation
Consignee Electronic Pickup Tags
Enter Tags
List of Entered Tags
Canship
Administrator
Tracking
CubeWeight
Schedule Pickup
Change password
Order Supplies
Contact Us
DEMO@DEMO.COM, 99999999, PORTAL TEST ACCOUNT
LOGOUT
Remove
1.0
0.0
0.0
0.0
0.0
0.0
0.0
Total
1
0
0
0
New Rate
Calculate Rate
Rate
Weight, lb: 1.0
Zone: 17
Transit Time, days: 5*
Estimated Delivery Date: 08/05/2010
Base Charge, $: 29.23
Freight Charge, $: 29.23
Net Charge, $: 29.23
Estimated Fuel Surcharge Rate, %: 9.3
Estimated Fuel Surcharge, $: 2.72
Subtotal, $: 31.95
HST, $: 4.15
TOTAL, $: 36.10
Total Rate
Local intranet
100%

Electronic Pick Up Tags

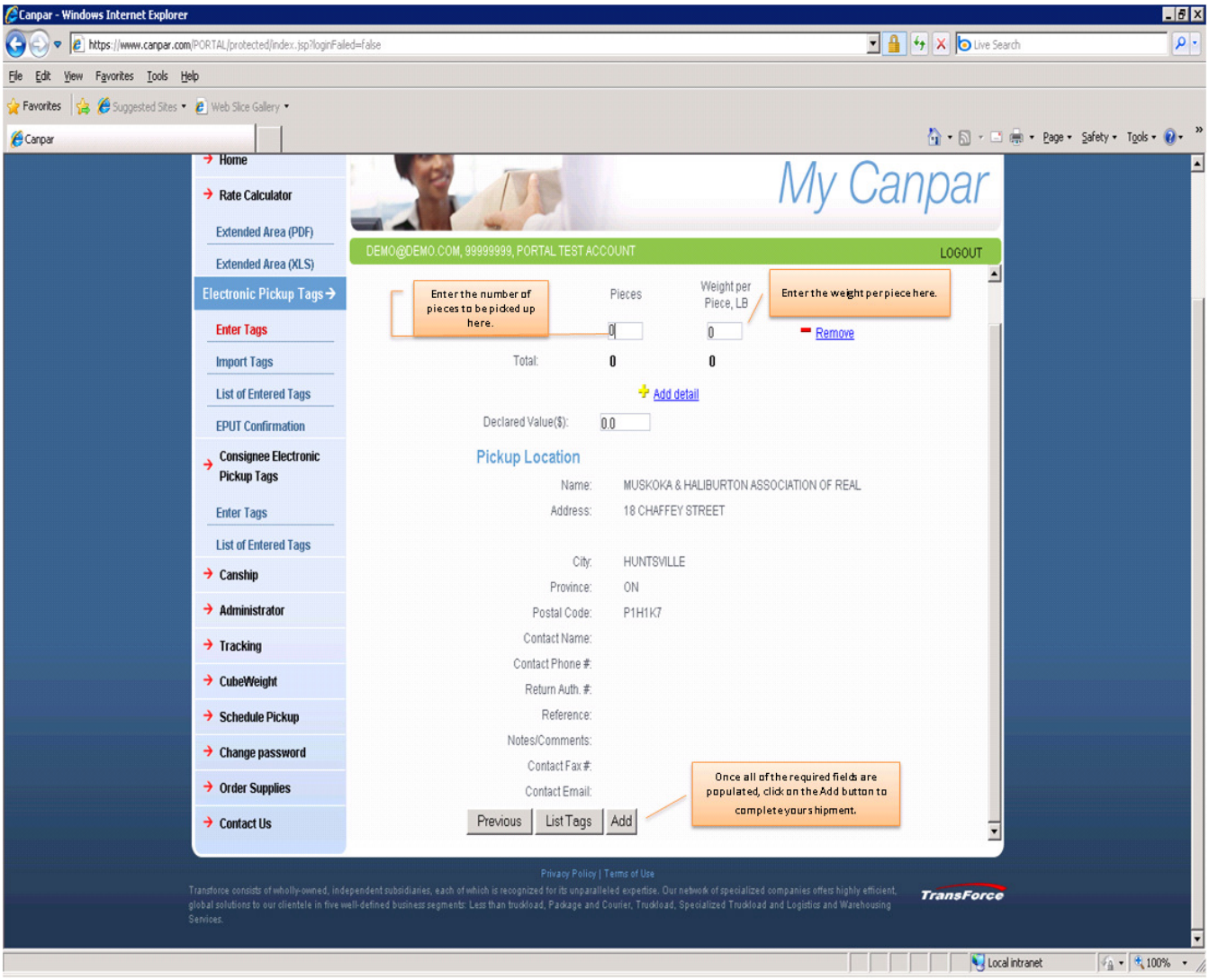
Our electronic pick up tag program was designed to allow a shipper to have a package picked up at a customer's location with little effort required at the point of pickup. Once a pickup tag has been ordered, the pickup tag is printed at the terminal responsible for the pickup and given to the driver responsible for that route. The driver will take the tag into the location specified on the pickup address, affix the label to the box that is to be picked up, and return it to the return address listed on the label.

To use this application, the user selects the Electronic Pick Up Tag application. The user then fills out the required information on the pickup location screen. The user can type the information into the required fields, or click on the address book lookup and select a location that has previously been populated in the address book.





Once the pickup address fields have been populated, the user can elect to notify their client of the pending pickup. This can be done by checking and populating either or both of the “contact fax #” and/or the “contact email address” fields. If the package is to be returned to the shipper’s location, the user will click on the “next” button to proceed. However, if the package is to be delivered to a third party address, the user checks the “third party tag” box and a screen will display for the shipper to enter the address that the parcel is to be returned to. The user will then click on the “next” button to proceed.

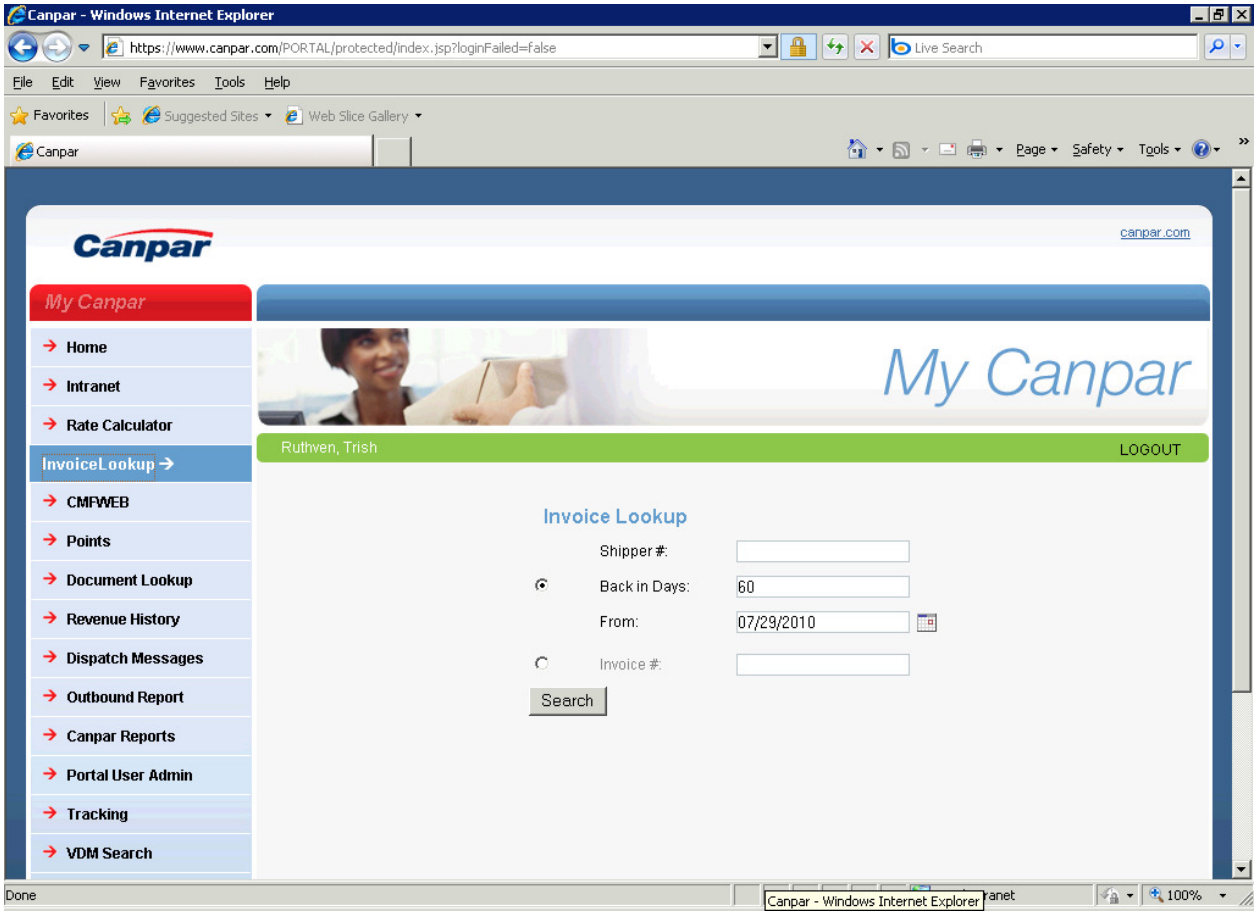


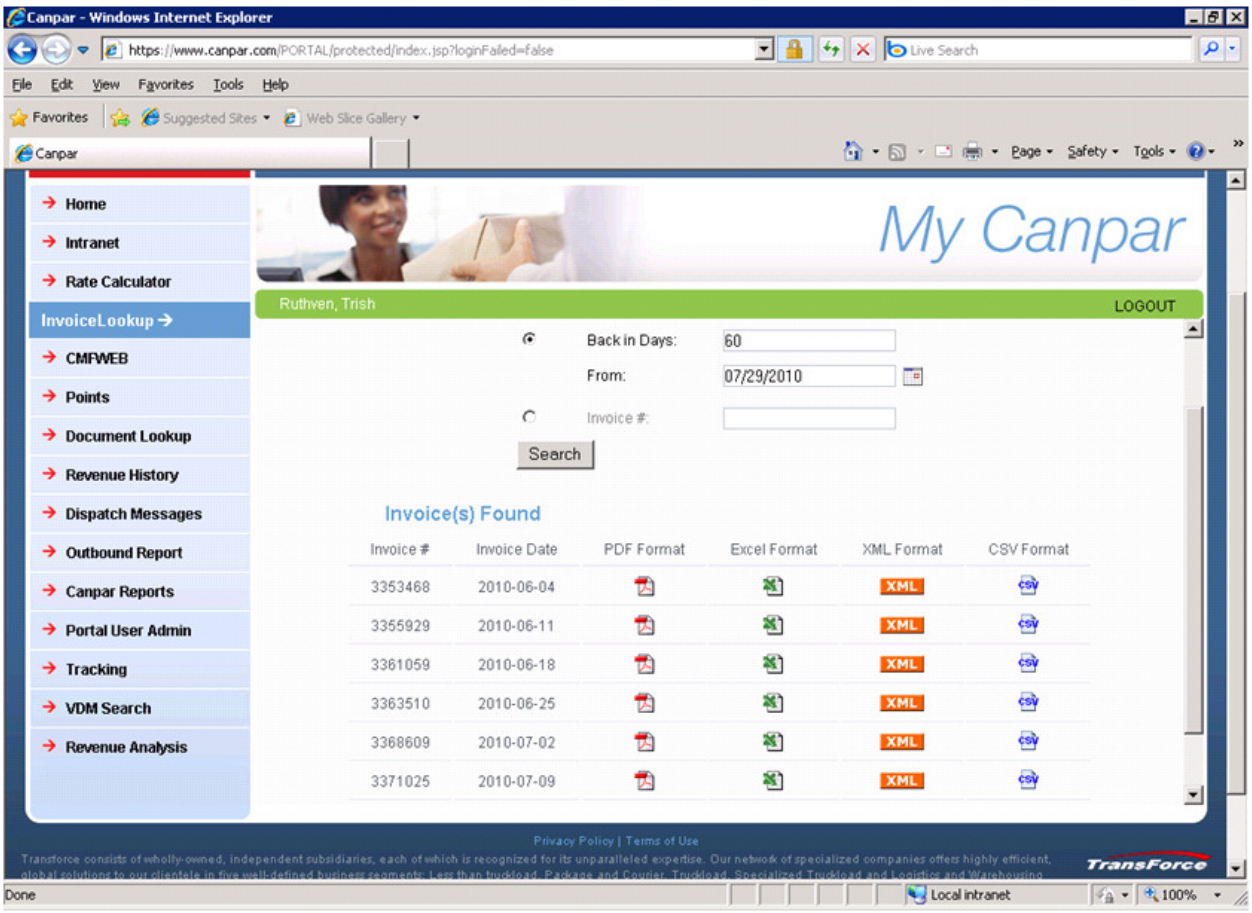
The user then must enter the shipment details in order to complete the pickup tag process. The user must select the number of pieces to be retrieved, and the weight per piece. The user also has the option to declare a shipment value. Once these fields have been populated, the user will click on the “Add” button and the tag will be processed.

Should the user wish to review the tags that have been ordered in a specific time frame, they simply click on the “List of Entered Tags” application found in the menu on the left of the screen. The user selects and populates the “date from” and “date to” fields by clicking on the calendars located beside each field. In the event that a tag has been ordered and not yet processed, the user can check the “delete” box and the tag will be cancelled.

Invoice Lookup

Should you need to retrieve a historical invoice, we have developed a self serve option that is available on the portal web site. The user can elect to search by either shipper number or invoice number.

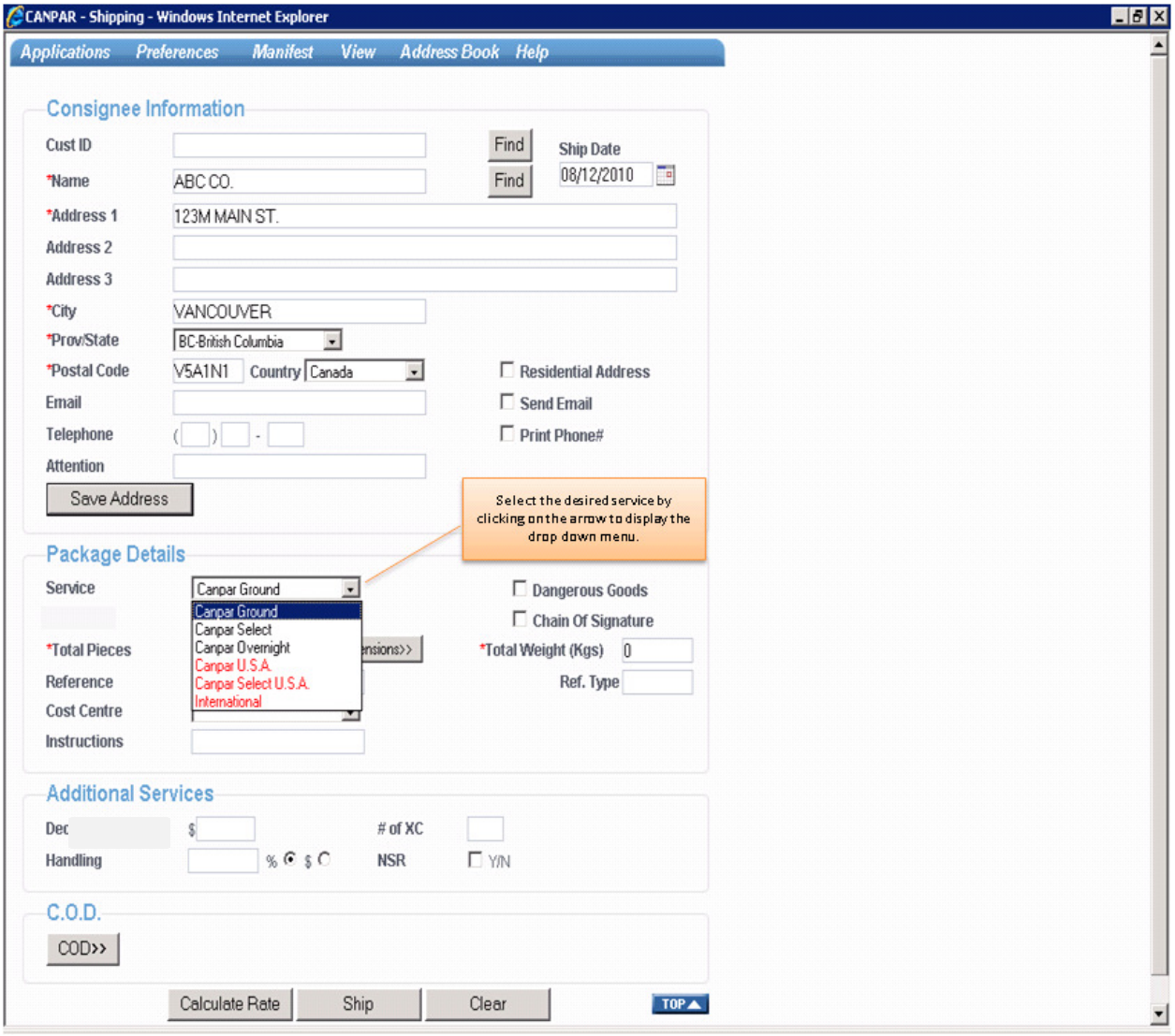




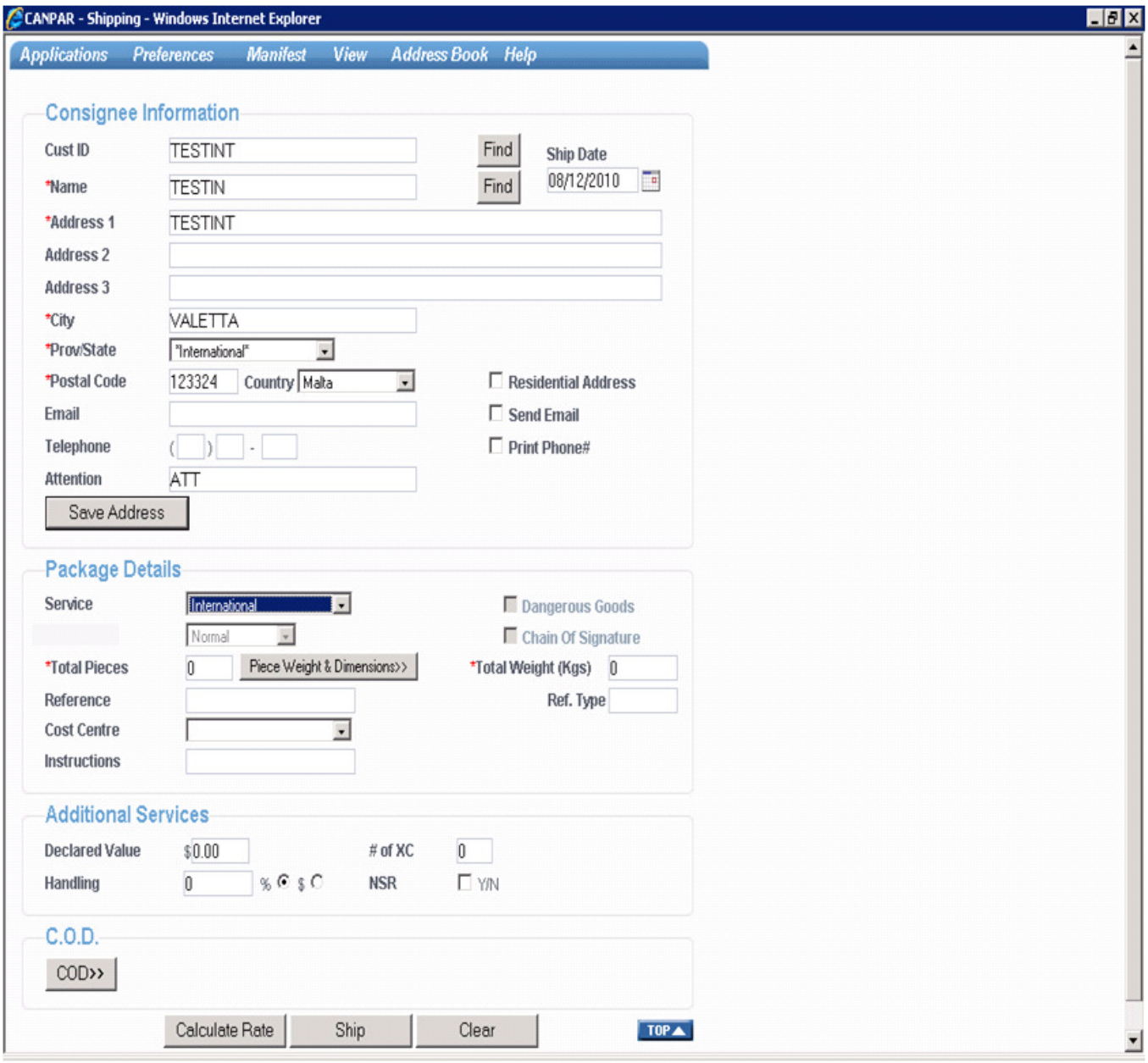
Once the user has entered either their account number or invoice number, the invoices in that date range will display on the screen. The user can open, download or print an invoice in PDF, Excel, XML or CSV format.

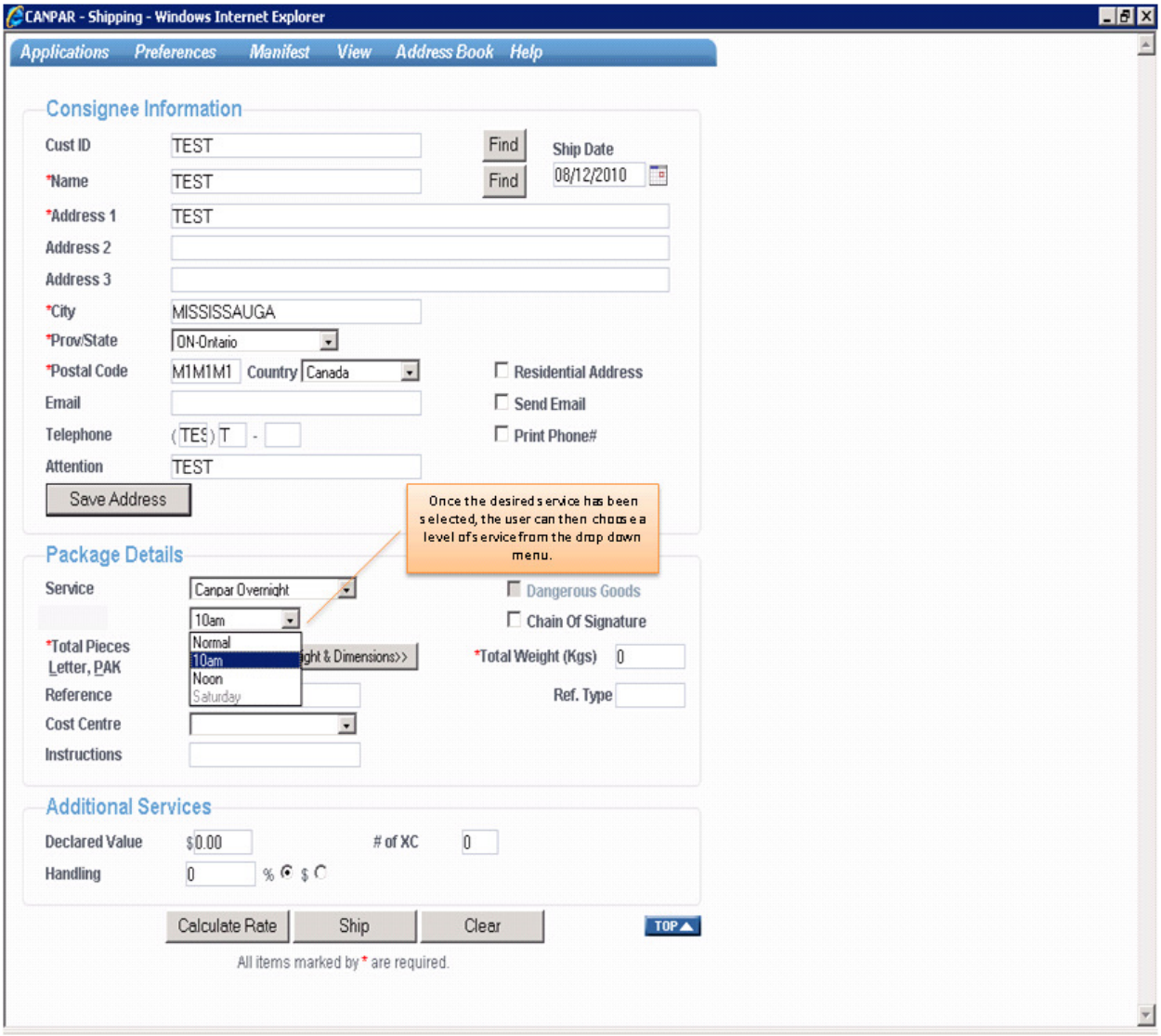
Canship WEB

This application is used for the daily shipping activity. Once the user selects Canship WEB from the application menu, the following screen will display. The user will then populate the required fields, either by typing in the consignee information, or by clicking on the “find” button for an address stored in the address book.

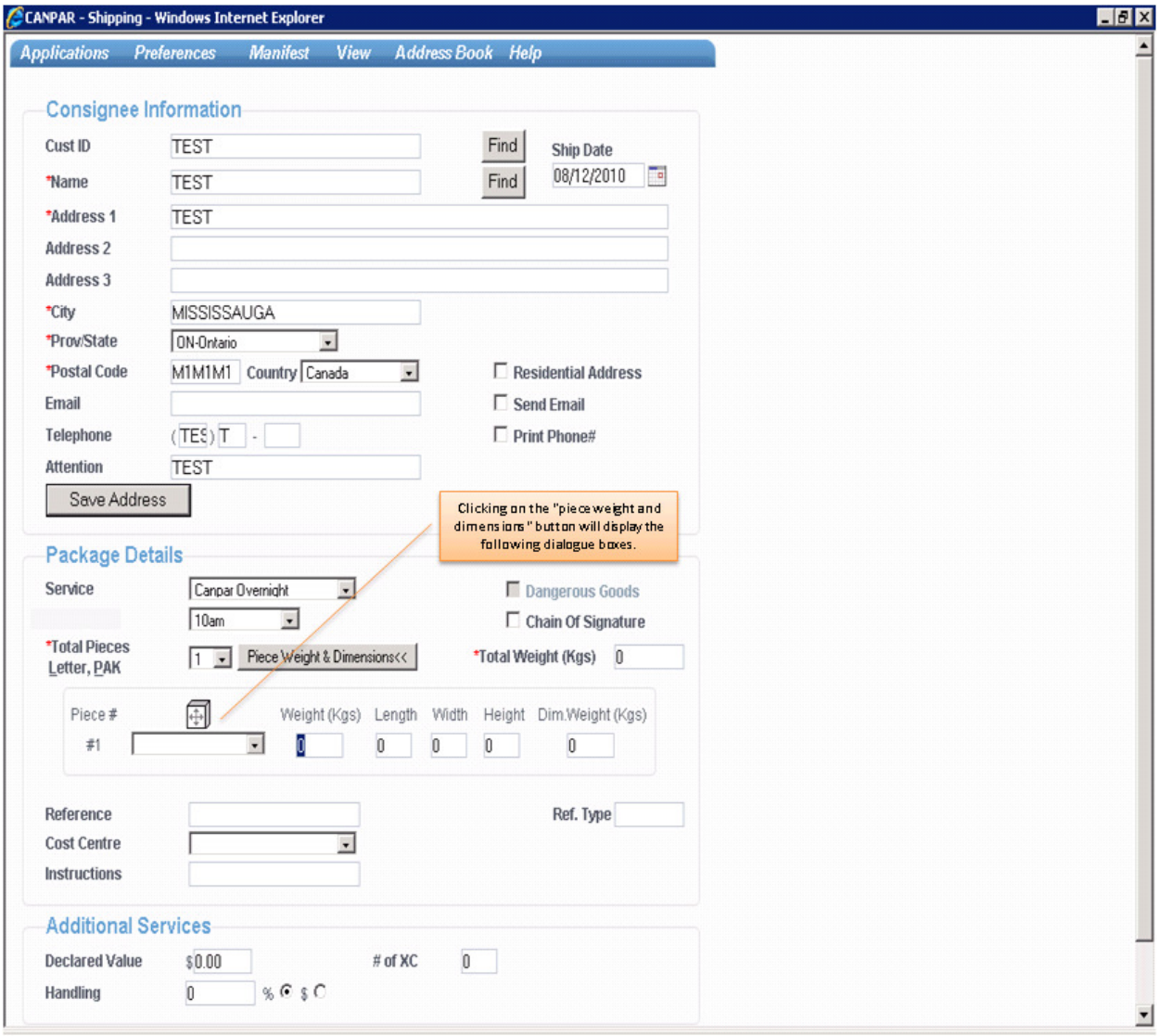


Once the consignee information has been populated, the user will then select the desired service from the drop down menu.

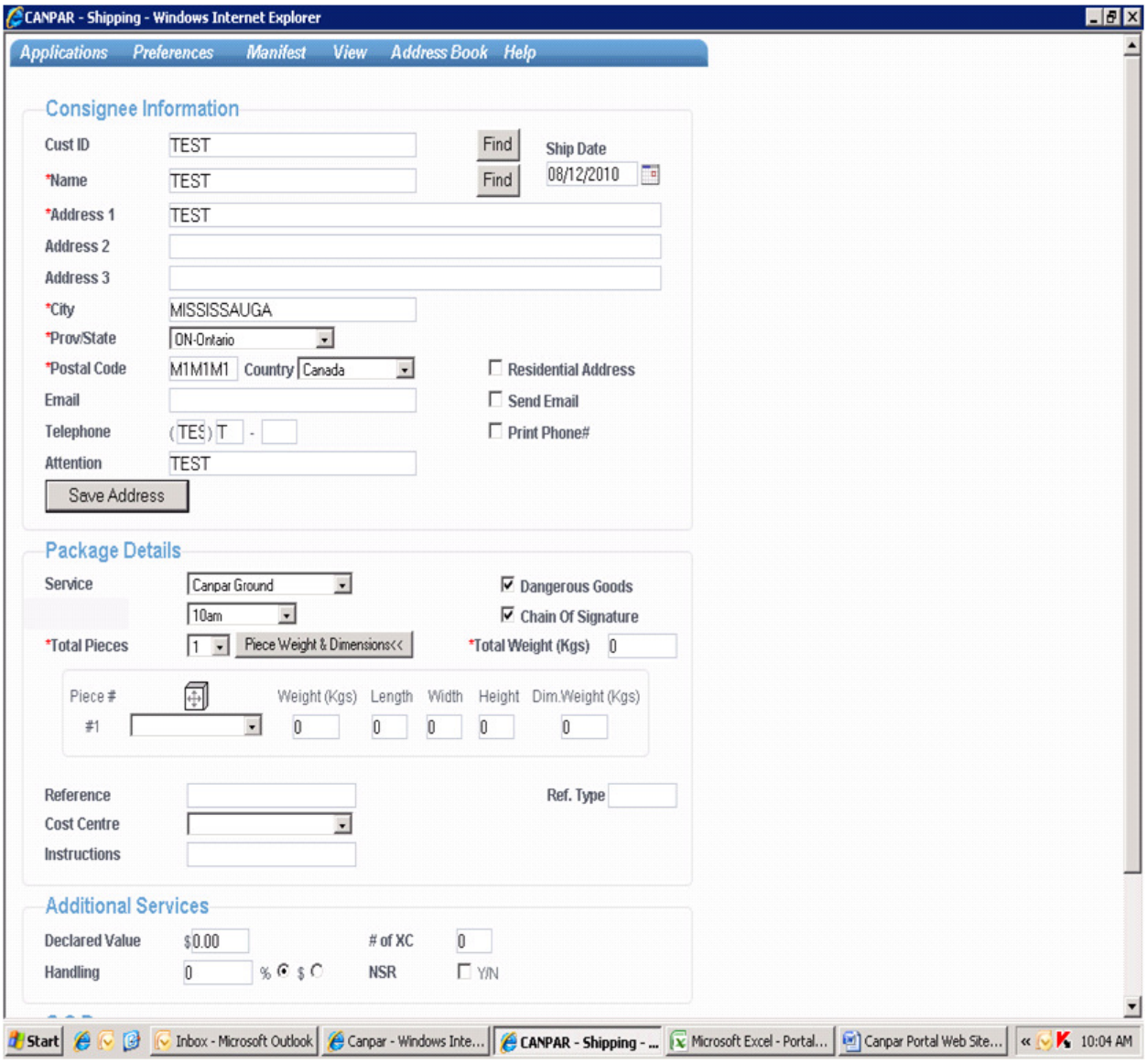

CANPAR - Shipping - Windows Internet Explorer
Applications
Preferences
Manifest
View
Address Book
Help
Consignee Information
Cust ID
TESTINT
Find
Ship Date
*Name
TESTIN
Find
08/12/2010
*Address 1
TESTINT
Address 2
Address 3
*City
VALETTA
*Prov/State
"International"
*Postal Code
123324
Country
Malta
Residential Address
Email
Send Email
Telephone
Print Phone#
Attention
ATT
Save Address
Package Details
Service
International
Dangerous Goods
Normal
Chain Of Signature
*Total Pieces
0
Piece Weight & Dimensions>>
*Total Weight (Kgs)
0
Reference
Ref. Type
Cost Centre
Instructions
Additional Services
Declared Value
$0.00
# of XC
0
Handling
0
%
$
NSR
Y/N
C.O.D.
COD>>
Calculate Rate
Ship
Clear
TOP



The next step is to choose from the available service levels: normal – regular business hours, 10:00 AM, Noon, or Saturday.

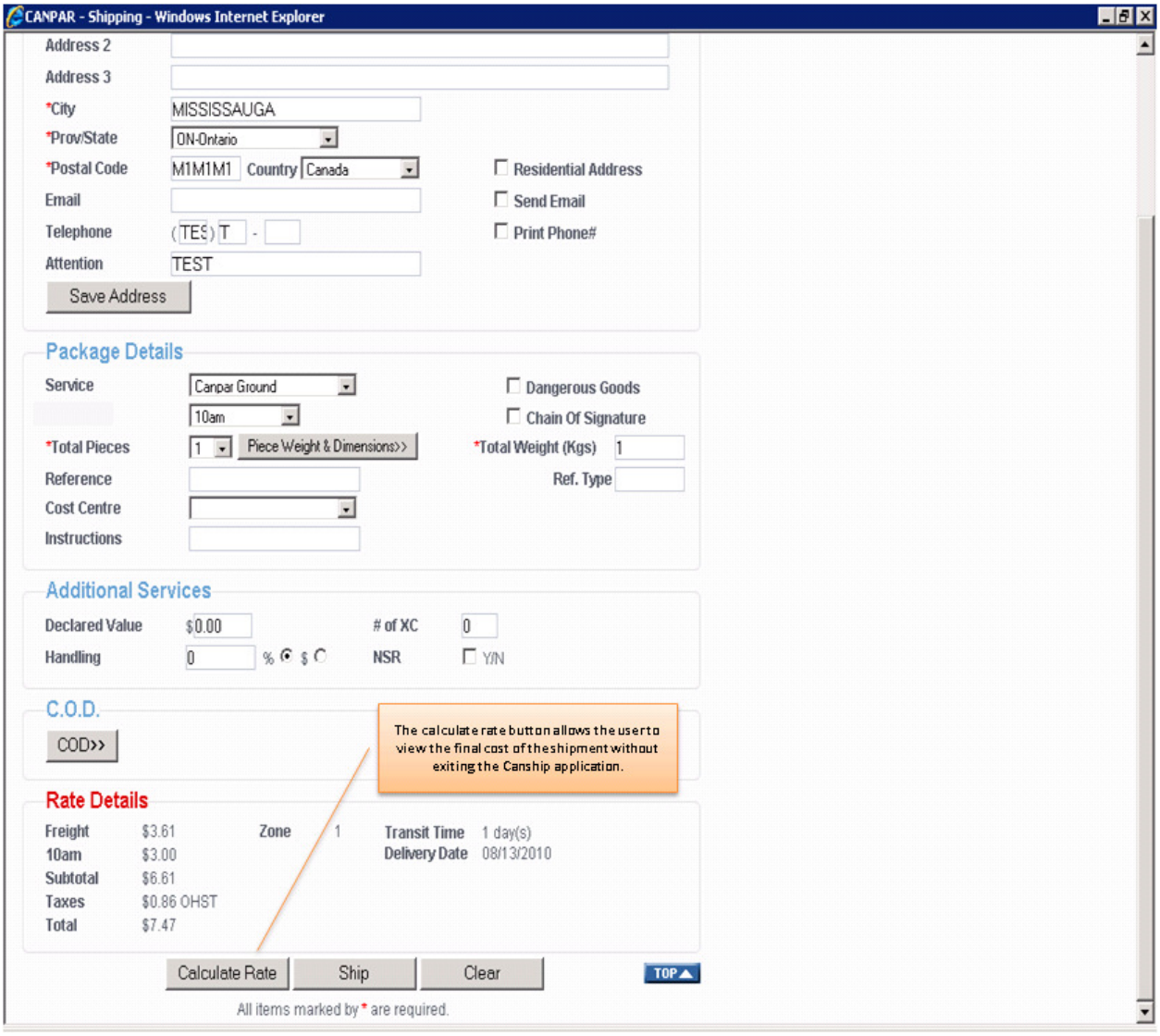


The user then must specify the number of pieces in the shipment, and the total weight. The user can either entire the shipment weight in the “total weight” field, or elect to enter the piece weight and dimensions for each package in the shipment.

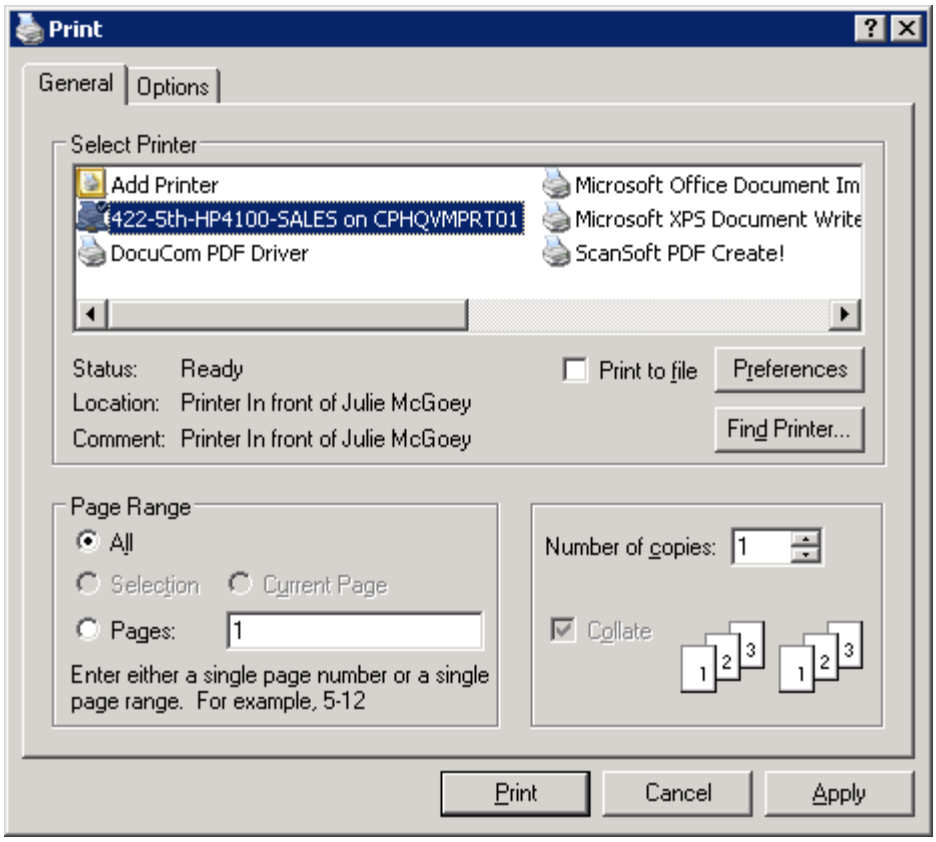


If the shipment contains dangerous goods, or a chain of signature is required, the user must ensure that the appropriate box is checked.

The Canship Web application has a built in rate calculator. Before selecting the “ship” feature, the user can click on the “calculate rate” feature to view the final cost of the shipment.

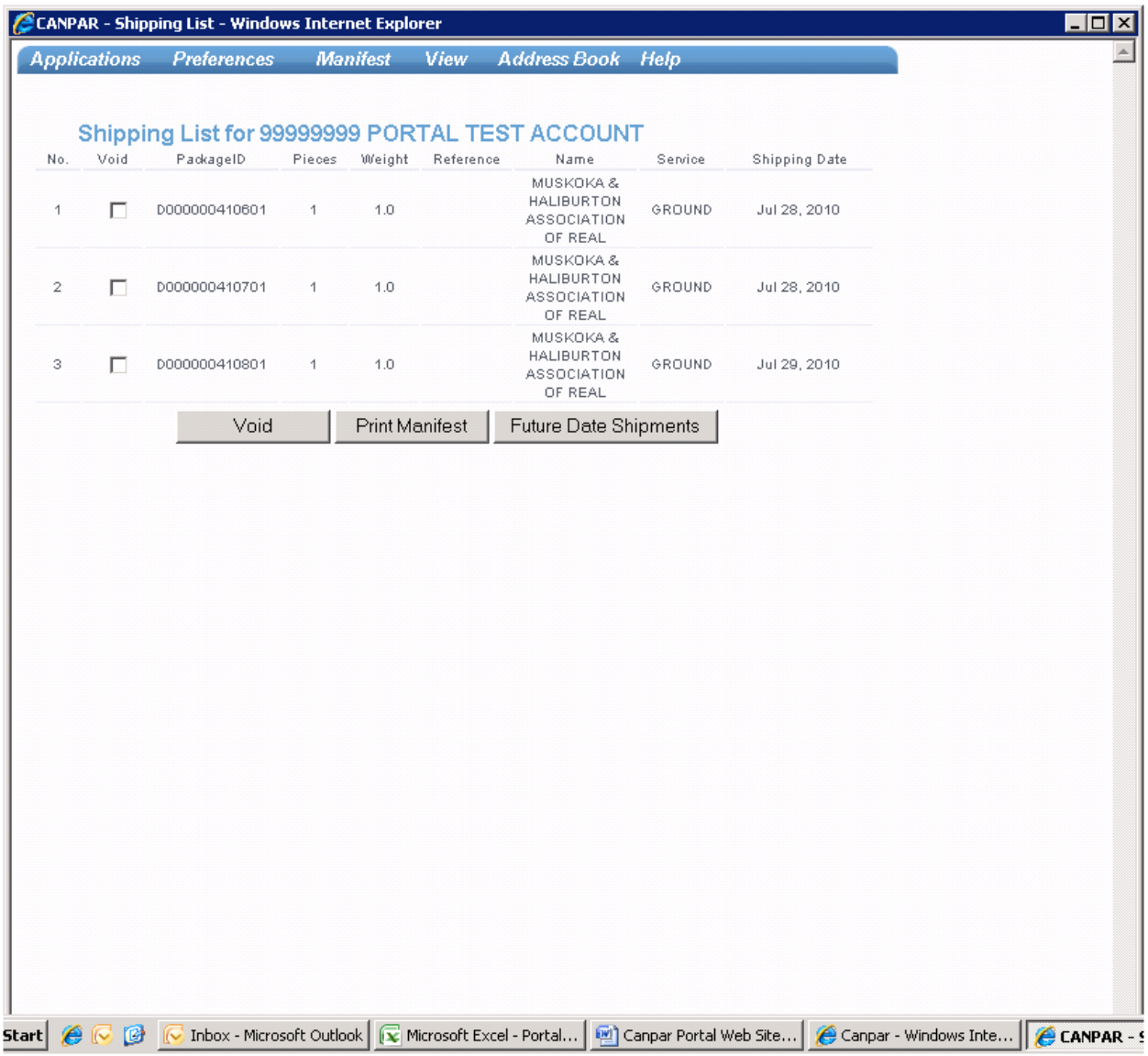


Once the user has filled in the required fields and is ready to process the shipment, the user then clicks on the “ship” button to proceed.



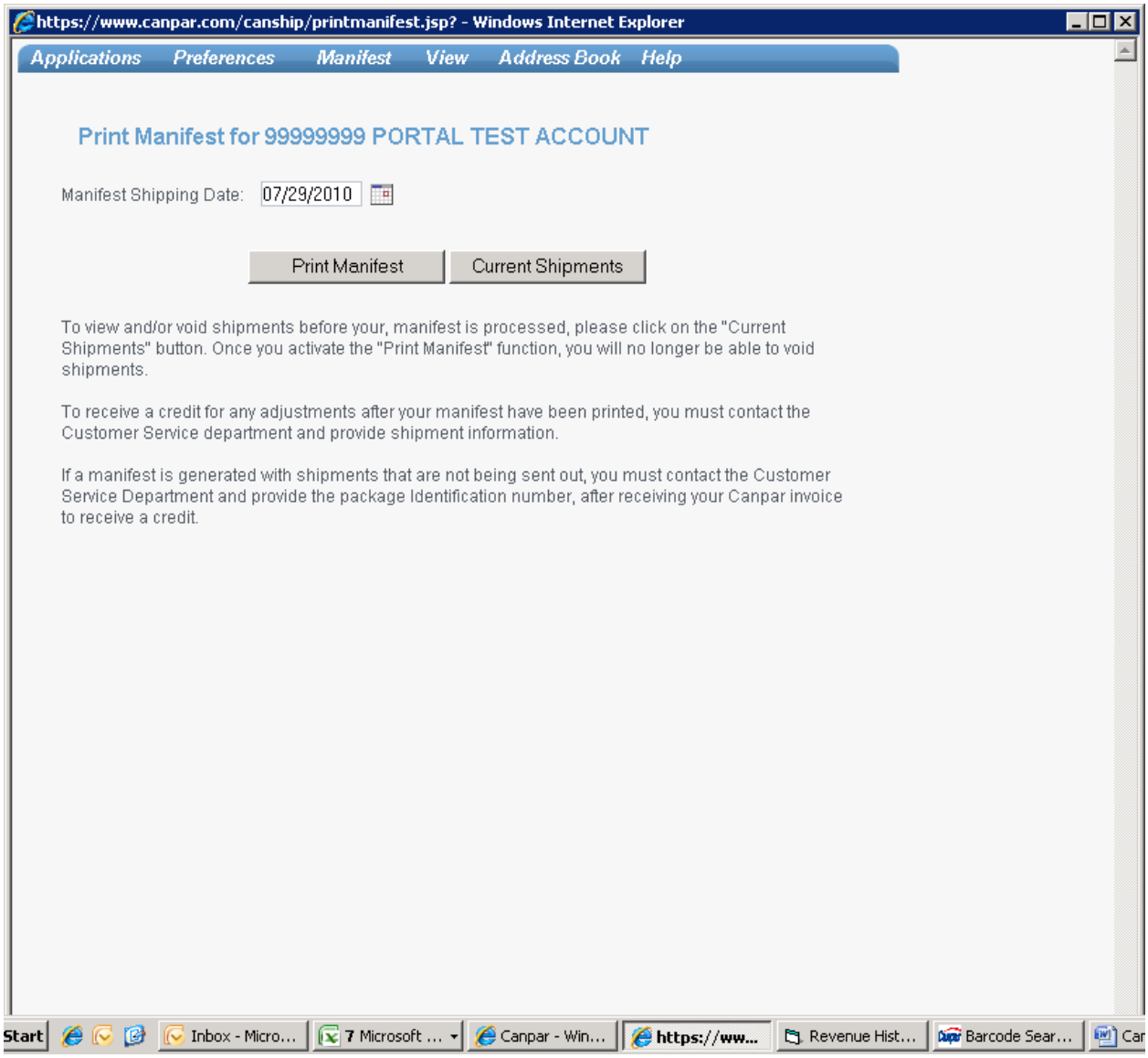
The next screen that the user will see is the print screen. The user can then select the required printer to print the label. Before selecting the “print” button, the user must set up the printer to print on the Canpar labels. Continue in this manner repeating the process for each outbound shipment. Since the printer will only print one label at a time, you can simply turn the paper around and re-feed it to have the other label printed. If you are printing the second label on the page, be sure the BLANK one is feeding in first.

When you complete all the outbound packages and the labels are printed and attached, select “view” from the top menu. Select “current shipments” from the view menu. Full details of what is pending pickup will be displayed.



If the user has made an error and something needs to be voided, the user must flag the item as displayed and select the “void” button. Once the user has confirmed all information is correct, select the “print manifest” option.

Once the user has clicked on the “print manifest” option, the user can then view and/or void shipments before the manifest is processed. It is recommended that this step be taken prior to manifest print, as once the manifest is processed, a shipment can no longer be voided.

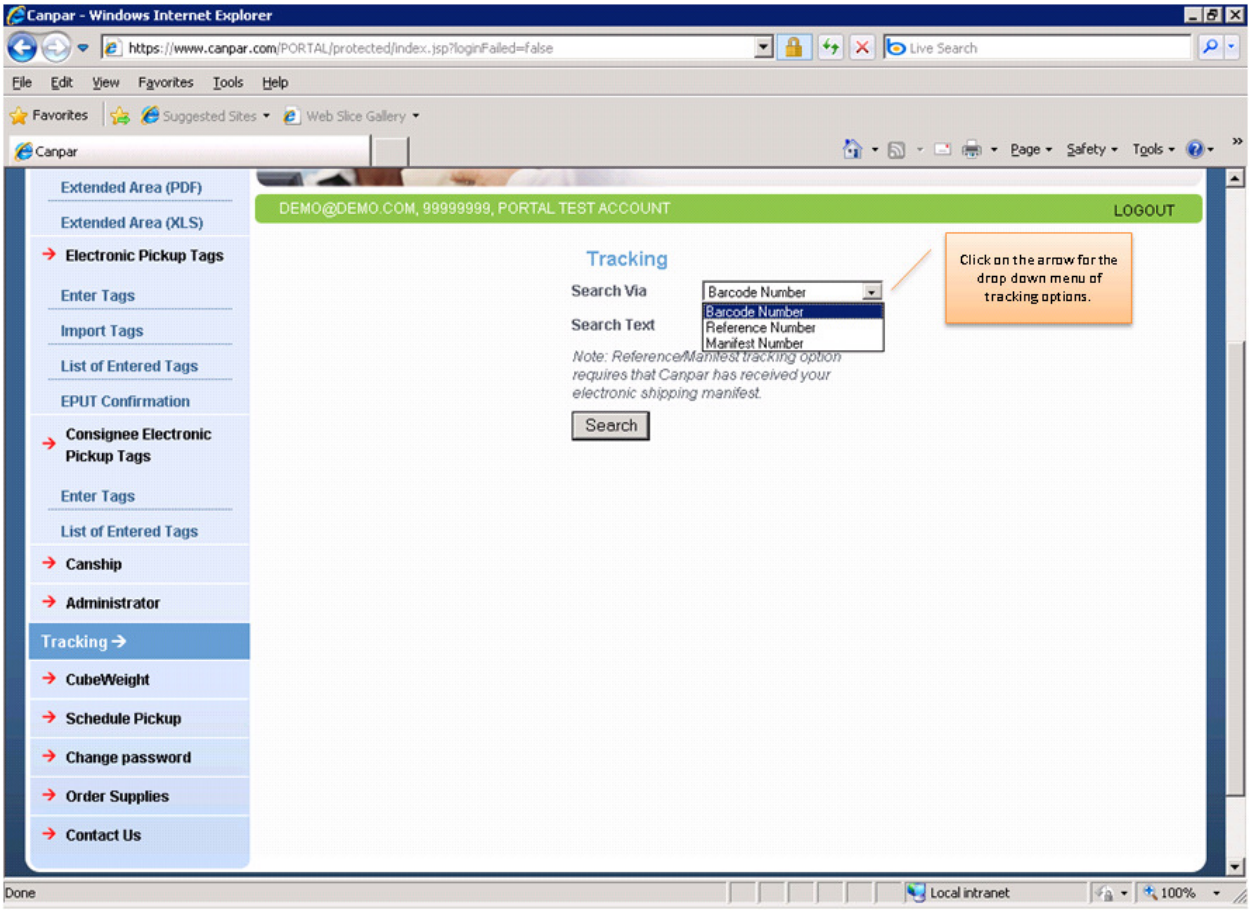


To logout of Canship, simply choose the “logout” option at the top of your screen. This will bring you back to the Canpar main page. Our Canship WEB application is equipped with an extensive help manual that can guide the user through every step required to successfully complete the day’s shipping activity.

Tracking

Our tracking application on the portal gives the user more options than the tracking application on our public web site. The portal application allows the user to track by barcode number, shipper reference number or manifest number.

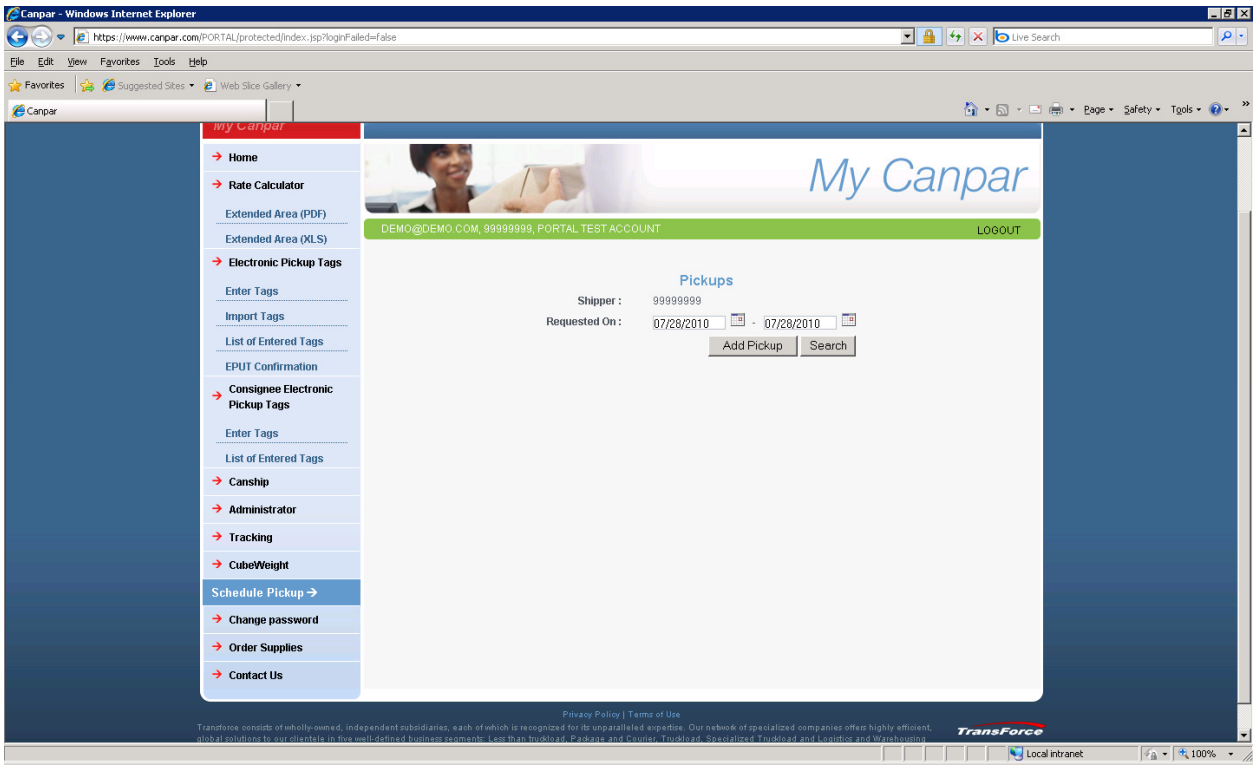
Once the user has selected the Tracking option from the menu, the following screen will display.



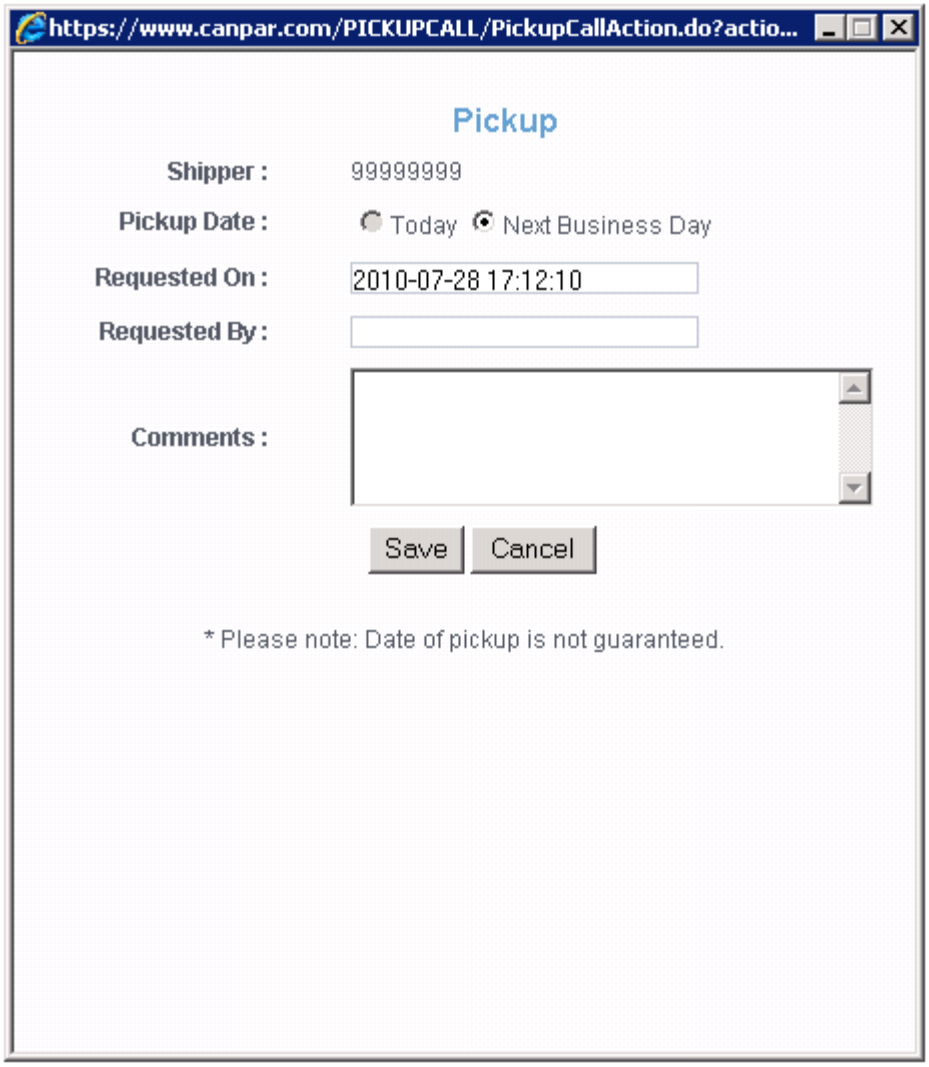
Once the user has populated the required fields, the tracking results will display on screen. The user then has the option of exporting the result in a CSV file format.

Schedule Pickup

In an effort to reduce our carbon footprint, we have developed an application for light or sporadic shippers to schedule a pickup when they have freight that must go out, rather than arriving at their location on a daily basis. To use this application, the user selects “schedule pickup” from the application menu. Once selected, the user populates the date range from the calendars, and clicks on the “add pickup” button.

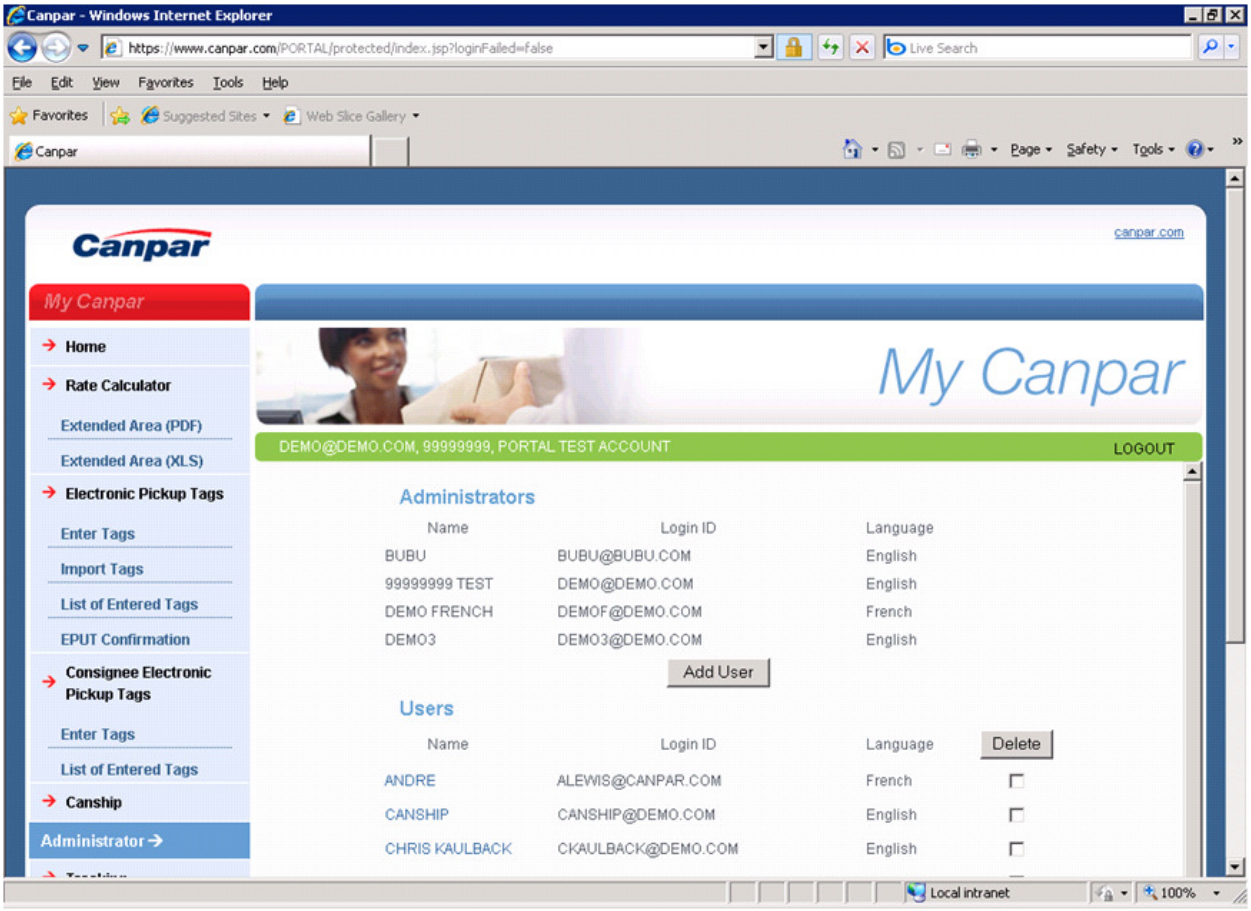


Once the “add pickup” button has been selected, a confirmation screen will pop up, confirming the pickup date and allowing the user to add comments.


https://www.canpar.com/PICKUPCALL/PickupCallAction.do?actio...
Pickup
Shipper :
99999999
Pickup Date :
Today
Next Business Day
Requested On :
2010-07-28 17:12:10
Requested By :
Comments :
Save
Cancel
* Please note: Date of pickup is not guaranteed.

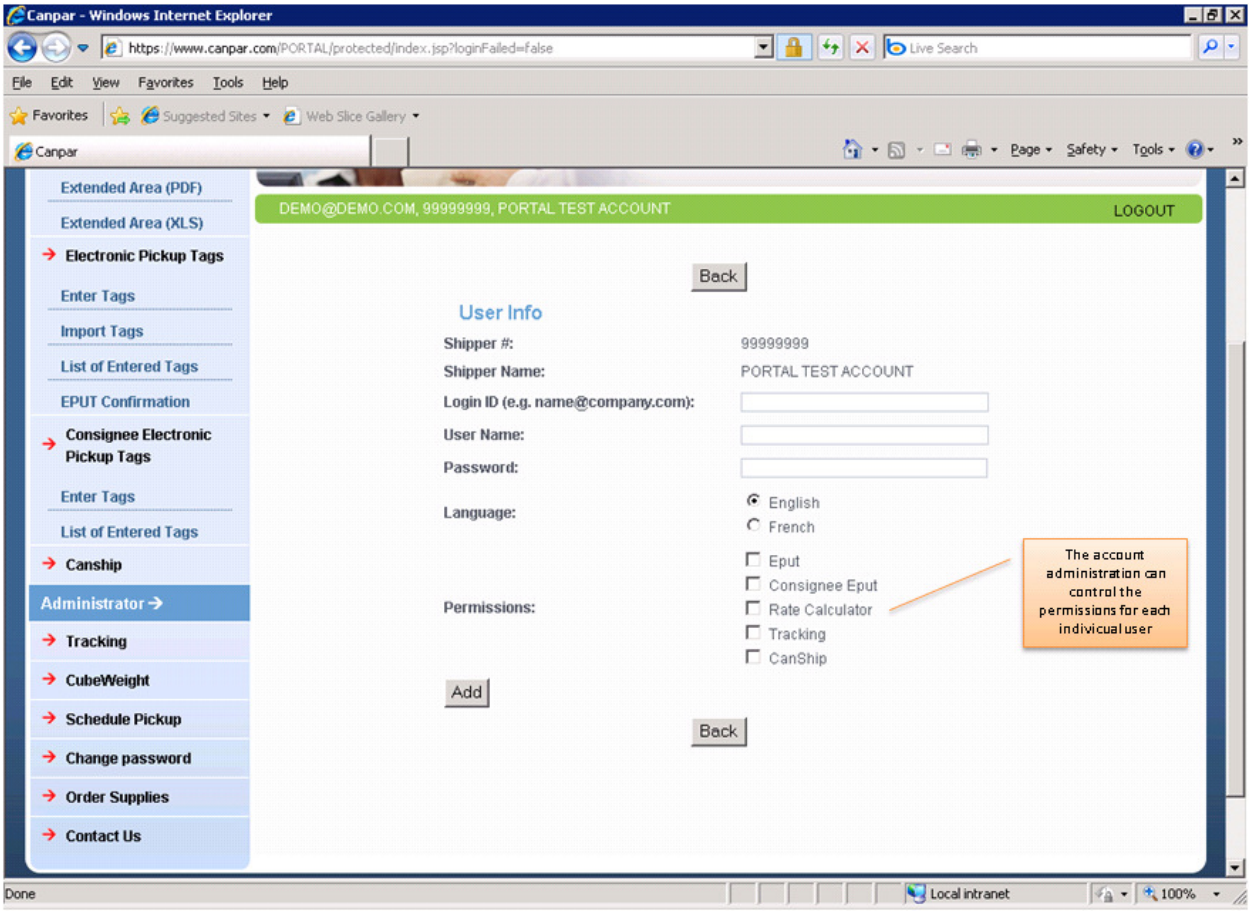
Administrator

Your Canpar account manager or integration team will set up one or more contacts as the account administrator. The administrator can then add as many users as required, and will determine the permissions granted to each user. Users can be added or deleted from the account at any time by the account administrator.



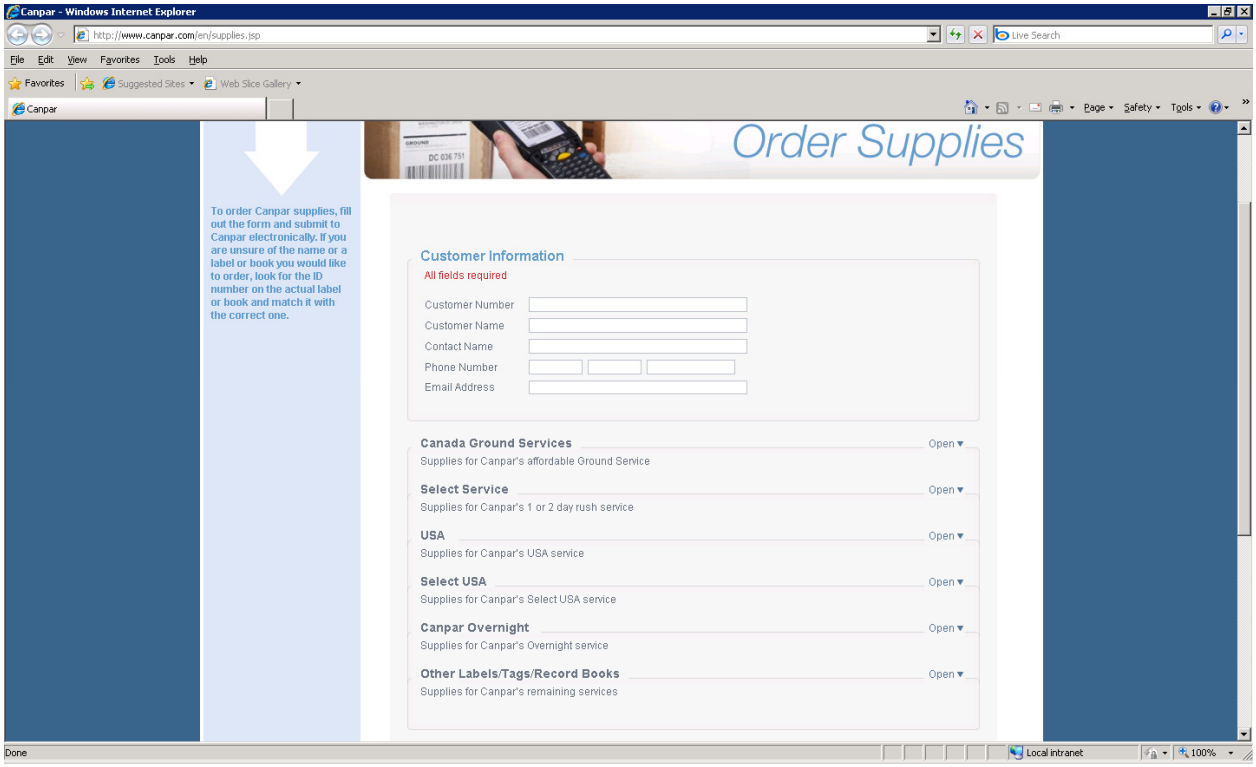
To add a user to the account, the administrator simply clicks on the “add user” button.

Once the “add user” feature has been selected, the following screen will display. The administrator populates the required fields and selects the permissions for each individual user. Once the permissions have been selected, click the “add” button to complete the process.



Order Supplies

This application allows the user to order supplies at any time without having to contact our Customer Service Department. Simply fill in the required fields, click on the supplies required, and select “submit” at the bottom of the screen.



Contact Us

Should the user require assistance please contact us by email at gov.on@canpar.com and a representative will respond to your inquiry.