



A Transforce Company

WEB Based Shipping Solutions Users Manual

for OPS Users

July 2010

Table of Contents

Overview	3
Canpar Portal	3
MyCanpar Home Page	3
Rate Calculator.....	4
Electronic Pick Up Tags	6
Invoice Lookup	10
Canship WEB	12
Tracking.....	21
Schedule Pickup	22
Administrator	24
Order Supplies.....	26
Contact Us.....	27

Overview

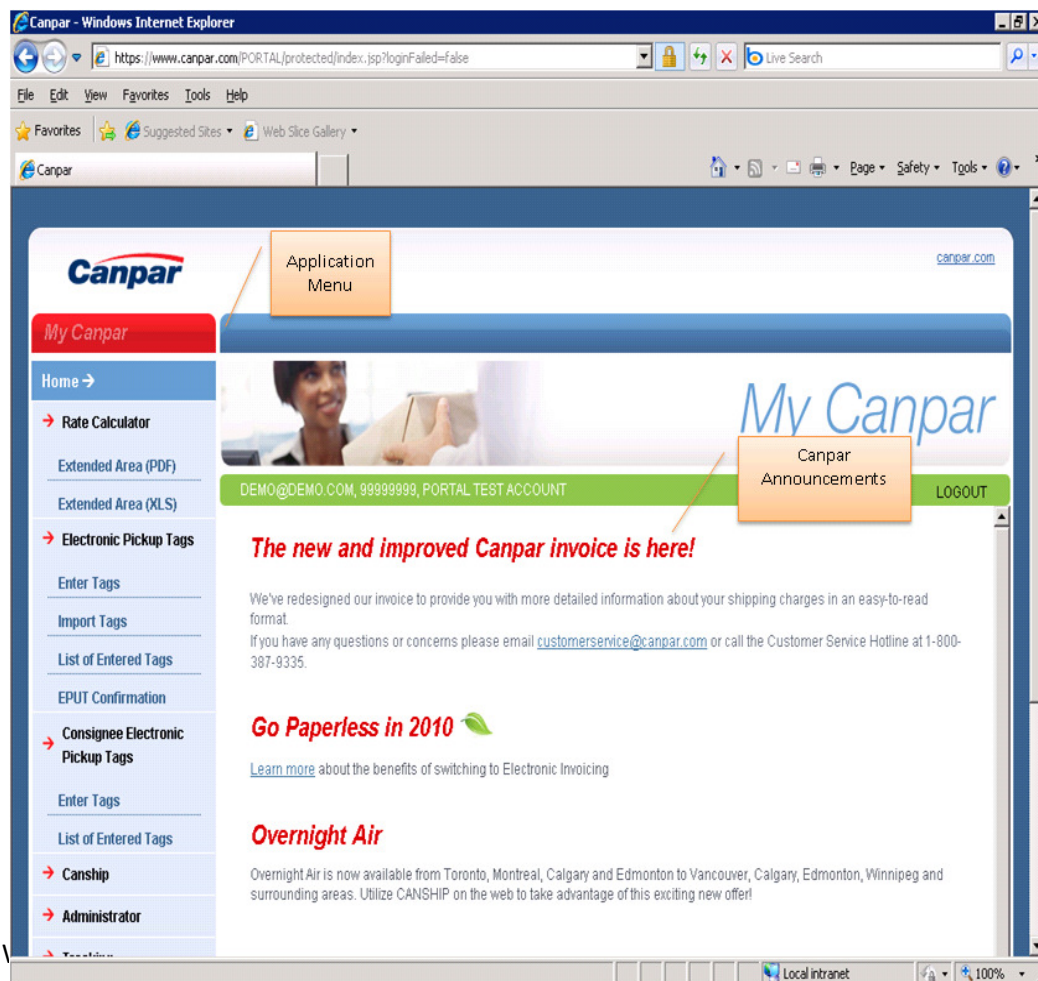
Our in-house team of IT professionals have designed a web based portal interface to meet the needs of the modern shipper. Whether you need to look up a historical invoice, prepare the day's shipping, calculate a rate or track a shipment, we have you covered! As we are continuously expanding our services 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.

The screenshot shows the Canpar Rate Calculator web application running in a Windows Internet Explorer browser. The browser address bar shows the URL: <https://www.canpar.com/PORTAL/protected/index.jsp?loginFailed=false>. The page title is "Canpar - Windows Internet Explorer". The browser's Favorites bar shows "Canpar". The page has a green header with the "My Canpar" logo and a user login bar showing "DEMO@DEMO.COM, 99999999, PORTAL TEST ACCOUNT" and a "LOGOUT" link.

The main content area is titled "Rate Calculator" and contains a form with the following fields and callouts:

- Shipping Date:** A date picker set to "07/28/2010". Callout: "Click on the calendar to select your ship date."
- Postal Code:** An empty text field. Callout: "Record the complete postal code in this box. ie: A1A1A1"
- Service:** A dropdown menu set to "Ground". Callout: "Select the desired level of service."
- Number of Pieces:** A text input field set to "1". Callout: "The number of pieces in the shipment must be".
- Piece Weight:** A button labeled "Piece Weight".
- Pickup Tag:** A checkbox. Callout: "This field must be populated in order to return the correct rate."
- Residential Address:** A checkbox.
- Weight:** Radio buttons for "lb" and "kg".
- Dimensions:** Radio buttons for "in" and "cm".
- Form Fields:** "Add" (with a plus icon), "Weight", "Length", "Height", "Width", "Dim. Weight", "C.O.D. Value, \$", "Declared Value, \$", and "XC".
- Buttons:** "New Rate" and "Calculate Rate". Callout: "Once the above fields are populated, click on calculate rate."
- Summary:** "Total" (0.0), "Weight" (0.0), "Length" (0.0), "Height" (0.0), "Width" (0.0), "Dim. Weight" (0.0), "C.O.D. Value, \$" (0.0), "Declared Value, \$" (0.0), and "XC" (0).

The left sidebar contains a navigation menu with the following items:

- Home
- Rate Calculator →
- 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

Canpar - Windows Internet Explorer

https://www.canpar.com/PORTAL/protected/index.jsp?loginFailed=false

File Edit View Favorites Tools Help

Canpar

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, 999999999, PORTAL TEST ACCOUNT LOGOUT

[Remove](#)

	1.0	0.0	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.

The screenshot displays the Canpar web application in a Windows Internet Explorer browser. The address bar shows the URL: <https://www.canpar.com/PORTAL/protected/index.jsp?loginFailed=false>. The page header includes the Canpar logo and a user session bar with the text "DEMO@DEMO.COM, 99999999, PORTAL TEST ACCOUNT" and a "LOGOUT" link. A left-hand navigation menu lists various options, with "Electronic Pickup Tags" selected and expanded. The main content area is titled "Pickup Location" and contains a form with the following fields and controls:

- ID: [Text Field] [Find Button]
- Name: [Text Field] [Find Button]
- Address: [Text Field] [Find Button]
- City: [Text Field] [Find Button]
- Province: [Dropdown Menu] (Currently showing "AB - Alberta")
- Postal Code: [Text Field] [Find Button]
- Contact Name: [Text Field]
- Contact Phone #: [Text Field] [Find Button]
- Return Auth. #: [Text Field]
- Reference: [Text Field]
- Notes/Comments: [Text Field]
- ** Contact Fax #: [Text Field]
- ** Contact Email: [Text Field]
- Save Address: ☐
- Third Party Tag: ☐

An orange callout box on the right side of the form contains the text: "By clicking on any of the Find buttons on the right hand side, data from the address book will be listed." The Windows taskbar at the bottom shows the Start button and several open applications, including Microsoft Word, Internet Explorer, and Paint. The system clock indicates the time is 3:56 PM.

Address Book

Search:

Via:

Previous | Next Page 1 of 9 43 Address(es) Found

Customer ID	Name	Address	Phone	Fax	Email	Edit/Delete
308	MUSKOKA & HALIBURTON ASSOCIATION OF REAL	18 CHAFFEY STREET HUNTSVILLE, ON, P1H1K7				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
308AAAAAA	MUSKOKA & HALIBURTON ASSOCIATION OF REAL	18 CHAFFEY STREET HUNTSVILLE, ON, P1H1K7				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
309	THUNDER BAY REAL ESTATE BOARD	1135 BARTON STREET THUNDER BAY, ON, P7B5N3				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
331	WINDSOR-ESSEX COUNTY REAL ESTATE BOARD	3020 DEZIEL DR. WINDSOR, ON, N8W5H8				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
768	BANCROFT & DISTRICT REAL ESTATE BOARD	69 HASTINGS STREET NORTH UPSTAIRS BANCROFT, ON, K0L1C0				<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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.

Canpar - Windows Internet Explorer

https://www.canpar.com/PORTAL/protected/index.jsp?loginFailed=false

File Edit View Favorites Tools Help

Canpar

Home

Rate Calculator

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

My Canpar

DEMO@DEMO.COM, 99999999, PORTAL TEST ACCOUNT

LOGOUT

Enter the number of pieces to be picked up here.

Pieces

0

Weight per Piece, LB

0

Enter the weight per piece here.

Remove

Total: 0 0

Declared Value(\$): 0.0

+

Add detail

Pickup Location

Name: MUSKOKA & HALIBURTON ASSOCIATION OF REAL

Address: 18 CHAFFEY STREET

City: HUNTSVILLE

Province: ON

Postal Code: P1H1K7

Contact Name:

Contact Phone #:

Return Auth. #:

Reference:

Notes/Comments:

Contact Fax #:

Contact Email:

Previous List Tags Add

Once all of the required fields are populated, click on the Add button to complete your shipment.

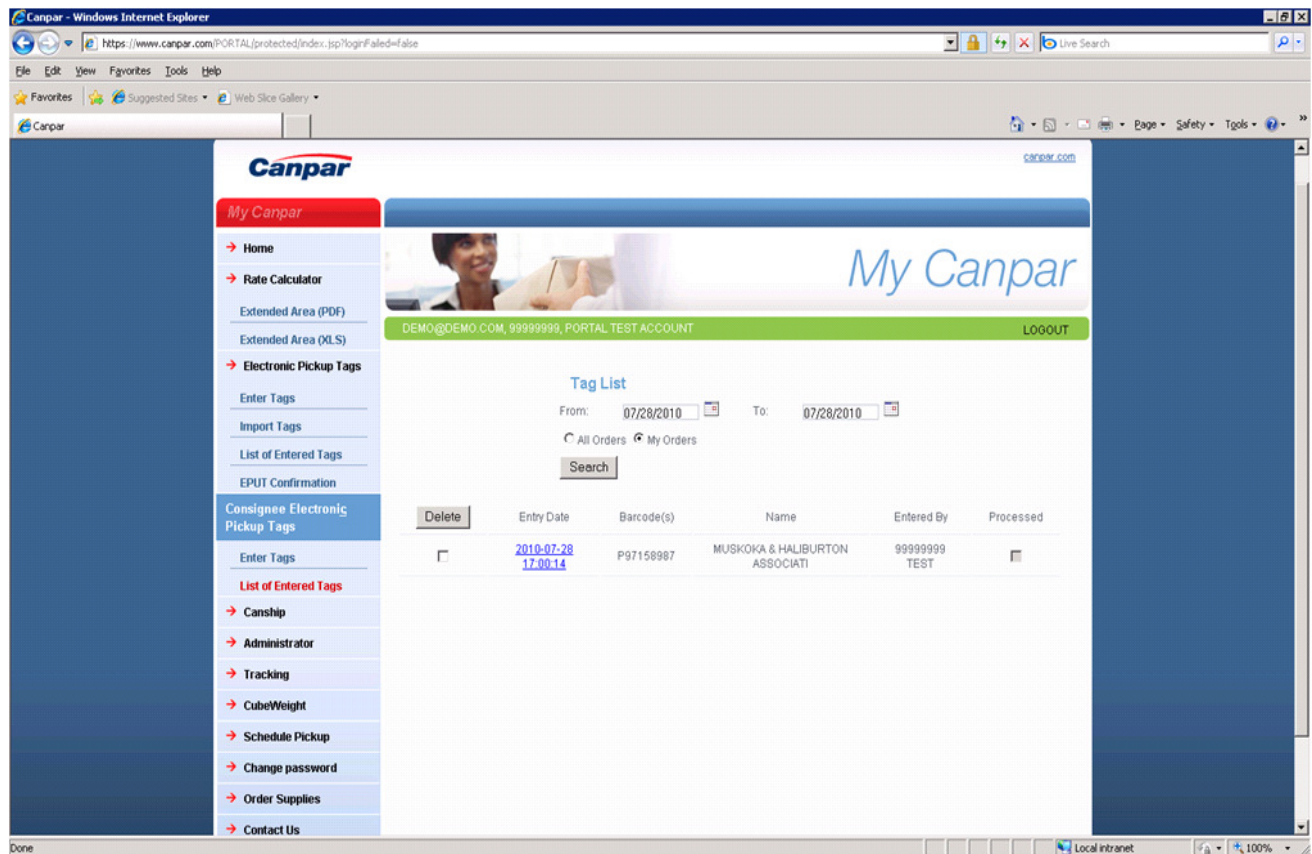
Privacy Policy | Terms of Use

TransForce

Local intranet

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.

The screenshot shows a web browser window titled "Canpar - Windows Internet Explorer" with the URL <https://www.canpar.com/PORTAL/protected/index.jsp?loginFailed=false>. The page features the Canpar logo and a navigation menu on the left under "My Canpar". The main content area is titled "My Canpar" and displays the user "Ruthven, Trish" with a "LOGOUT" link. The "Invoice Lookup" section contains a radio button selection for "Shipper #" (selected) and "Invoice #". The "Back in Days" field is set to "60" and the "From" date is "07/29/2010". A "Search" button is located below the input fields.

Canpar

My Canpar

- Home
- Intranet
- Rate Calculator
- InvoiceLookup →**
- CMFWEB
- Points
- Document Lookup
- Revenue History
- Dispatch Messages
- Outbound Report
- Canpar Reports
- Portal User Admin
- Tracking
- VDM Search

Ruthven, Trish [LOGOUT](#)

Invoice Lookup

Shipper #:

☒ Back in Days:

From:

☐ Invoice #:

Canpar - Windows Internet Explorer

https://www.canpar.com/PORTAL/protected/index.jsp?loginFailed=false

File Edit View Favorites Tools Help

Canpar

Home
Intranet
Rate Calculator
InvoiceLookup →
CMFWEB
Points
Document Lookup
Revenue History
Dispatch Messages
Outbound Report
Canpar Reports
Portal User Admin
Tracking
VDM Search
Revenue Analysis

 **My Canpar**

Ruthven, Trish [LOGOUT](#)

Back In Days:
From:
Invoice #:
[Search](#)

Invoice(s) Found

Invoice #	Invoice Date	PDF Format	Excel Format	XML Format	CSV Format
3353468	2010-06-04			XML	CSV
3355929	2010-06-11			XML	CSV
3361059	2010-06-18			XML	CSV
3363510	2010-06-25			XML	CSV
3368609	2010-07-02			XML	CSV
3371025	2010-07-09			XML	CSV

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Transforce consists of wholly-owned, independent subsidiaries, each of which is recognized for its unparalleled expertise. Our network of specialized companies offers highly efficient, global solutions to our clients in five well-defined business segments: Less than Truckload, Package and Courier, Truckload, Specialized Truckload and Logistics and Warehousing.

TransForce

Done Local intranet 100%

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.

Consignee Information

Cust ID Find Ship Date 08/12/2010

*Name ABC CO. Find

*Address 1 123M MAIN ST.

Address 2

Address 3

*City VANCOUVER

*Prov/State BC-British Columbia

*Postal Code V5A1N1 Country Canada

☐ Residential Address

Email

Telephone () -

Attention

Save Address

Package Details

Service Canpar Ground

*Total Pieces

Reference

Cost Centre

Instructions

☐ Dangerous Goods

☐ Chain Of Signature

*Total Weight (Kgs) 0

Ref. Type

Additional Services

Dec \$ # of XC

Handling % \$ C NSR ☐ Y/N

C.O.D.

COD>>

Calculate Rate Ship Clear TOP

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 Ship Date: 08/12/2010

*Name: TESTIN

*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

Package Details

Service: International

☐ Dangerous Goods

Normal

☐ Chain Of Signature

*Total Pieces: 0 *Total Weight (Kgs): 0

Reference:

Ref. Type:

Cost Centre:

Instructions:

Additional Services

Declared Value: \$0.00 # of XC: 0

Handling: 0 % \$ C NSR: ☐ Y/N

C.O.D.

CANPAR - Shipping - Windows Internet Explorer

Applications Preferences Manifest View Address Book Help

Consignee Information

Cust ID: TEST Find Ship Date: 08/12/2010

*Name: TEST Find

*Address 1: TEST

Address 2:

Address 3:

*City: MISSISSAUGA

*Prov/State: ON-Ontario

*Postal Code: M1M1M1 Country: Canada

☐ Residential Address

Email:

Telephone: (TES) T -

☐ Send Email

Attention: TEST

☐ Print Phone#

Save Address

Once the desired service has been selected, the user can then choose a level of service from the drop down menu.

Package Details

Service: Canpar Overnight

10am

Normal

10am

Noon

Saturday

☐ Dangerous Goods

☐ Chain Of Signature

*Total Pieces: Letter, PAK

*Total Weight (Kgs): 0

Reference:

Cost Centre:

Instructions:

Ref. Type:

Additional Services

Declared Value: \$0.00 # of XC: 0

Handling: 0 % \$ C

Calculate Rate Ship Clear TOP

All items marked by * are required.

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

CANPAR - Shipping - Windows Internet Explorer

Applications Preferences Manifest View Address Book Help

Consignee Information

Cust ID: TEST Find Ship Date: 08/12/2010
 *Name: TEST Find
 *Address 1: TEST
 Address 2:
 Address 3:
 *City: MISSISSAUGA
 *Prov/State: ON-Ontario
 *Postal Code: M1M1M1 Country: Canada
☐ Residential Address
 Email:
 Telephone: (TES) T -
☐ Send Email
 Attention: TEST
☐ Print Phone#
 Save Address

Package Details

Service: Canpar Overnight
 10am
☐ Dangerous Goods
☐ Chain Of Signature
 *Total Pieces: Letter, PAK 1 Piece Weight & Dimensions<< *Total Weight (Kgs): 0

Piece #	Weight (Kgs)	Length	Width	Height	Dim.Weight (Kgs)
#1	0	0	0	0	0

Reference:
 Cost Centre:
 Instructions:
 Ref. Type:

Additional Services

Declared Value: \$0.00 # of XC: 0
 Handling: 0 % \$ C

Clicking on the "piece weight and dimensions" button will display the following dialogue boxes.

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.

CANPAR - Shipping - Windows Internet Explorer

Applications Preferences Manifest View Address Book Help

Consignee Information

Cust ID: TEST Find Ship Date: 08/12/2010
 *Name: TEST Find
 *Address 1: TEST
 Address 2:
 Address 3:
 *City: MISSISSAUGA
 *Prov/State: ON-Ontario
 *Postal Code: M1M1M1 Country: Canada
☐ Residential Address
 Email:
 Telephone: (TES) T -
 Attention: TEST
☐ Send Email
☐ Print Phone#
 Save Address

Package Details

Service: Canpar Ground 10am
☒ Dangerous Goods
☒ Chain Of Signature
 *Total Pieces: 1 Piece Weight & Dimensions<< *Total Weight (Kgs): 0

Piece #	Weight (Kgs)	Length	Width	Height	Dim.Weight (Kgs)
#1	0	0	0	0	0

 Reference:
 Cost Centre:
 Instructions:
 Ref. Type:

Additional Services

Declared Value: \$0.00 # of XC: 0
 Handling: 0 % NSR: ☐ Y/N

Start | Inbox - Microsoft Outlook | Canpar - Windows Inte... | CANPAR - Shipping - ... | Microsoft Excel - Portal... | Canpar Portal Web Site... | 10:04 AM

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.

Address

Address 2
Address 3
*City MISSISSAUGA
*Prov/State ON-Ontario
*Postal Code M1M1M1 Country Canada
Email
Telephone (TES) T -
Attention TEST
Save Address

Package Details

Service Canpar Ground
10am
*Total Pieces 1 Piece Weight & Dimensions>>
Reference
Cost Centre
Instructions
*Total Weight (Kgs) 1
Ref. Type
Dangerous Goods
Chain Of Signature

Additional Services

Declared Value \$0.00 # of XC 0
Handling 0 % \$ C NSR Y/N

C.O.D.

COD>>

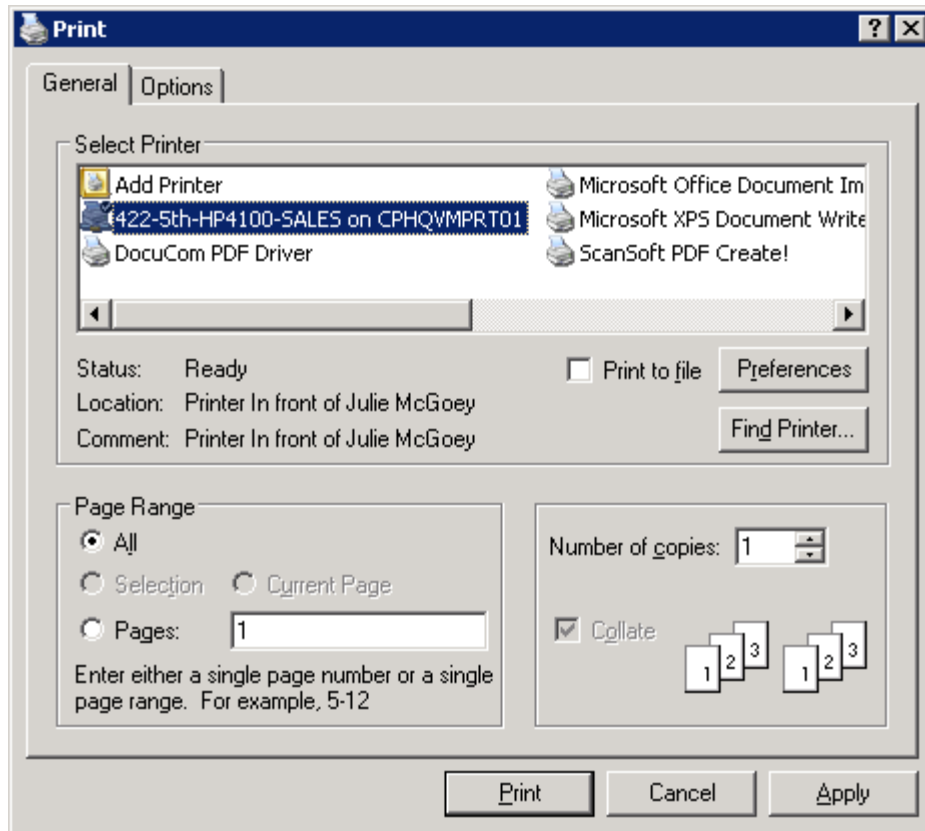
Rate Details

Freight	\$3.61	Zone	1	Transit Time	1 day(s)
10am	\$3.00			Delivery Date	08/13/2010
Subtotal	\$6.61				
Taxes	\$0.86 OHST				
Total	\$7.47				

Calculate Rate Ship Clear TOP

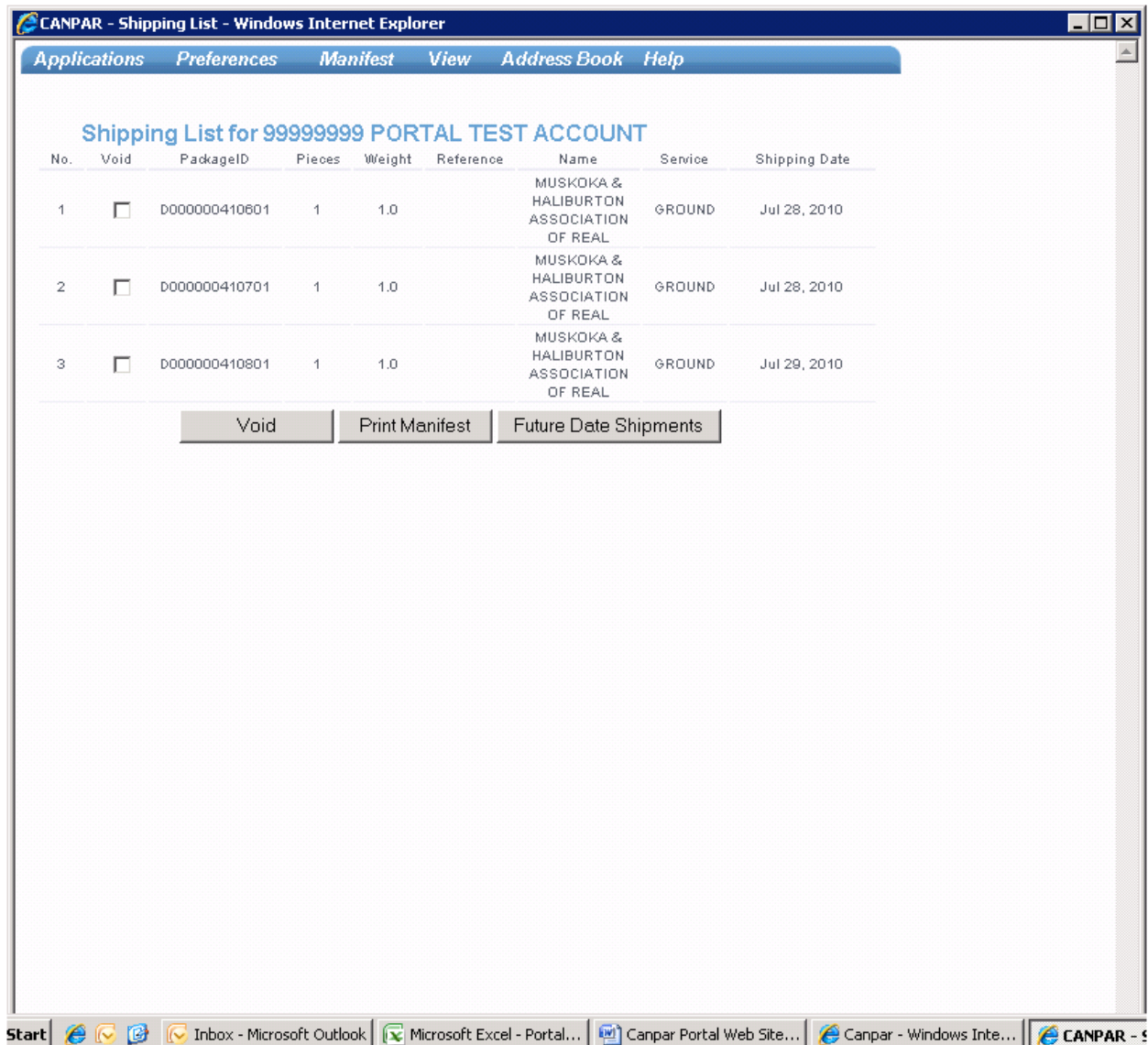
All items marked by * are required.

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.



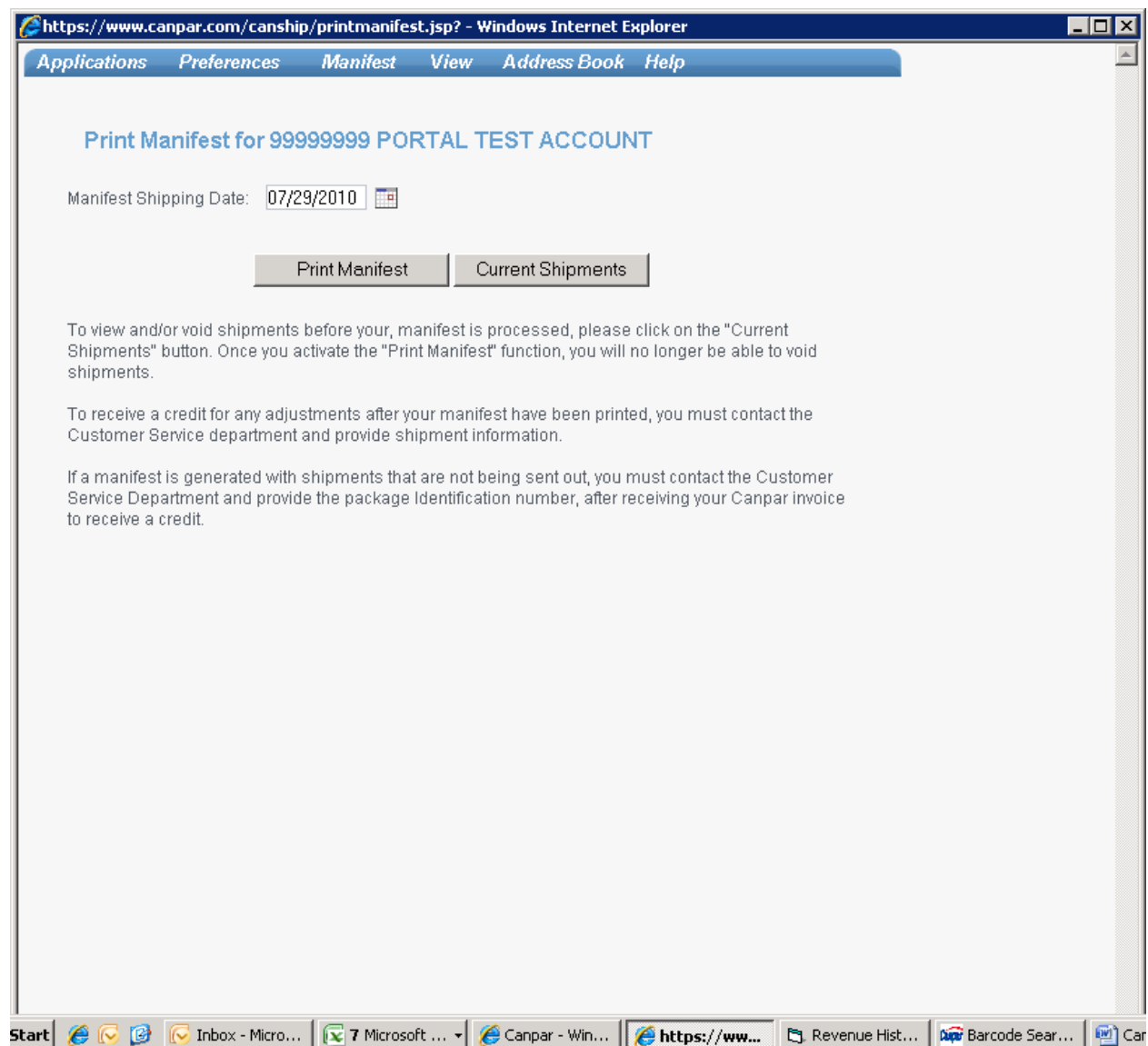
The next screen that the user will see is the print screen. The user can then select the required printer to print the label. Before selecting the “print” button, the user must set up the printer to print on the Canpar labels. Continue in this manner repeating the process for each outbound shipment. 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.

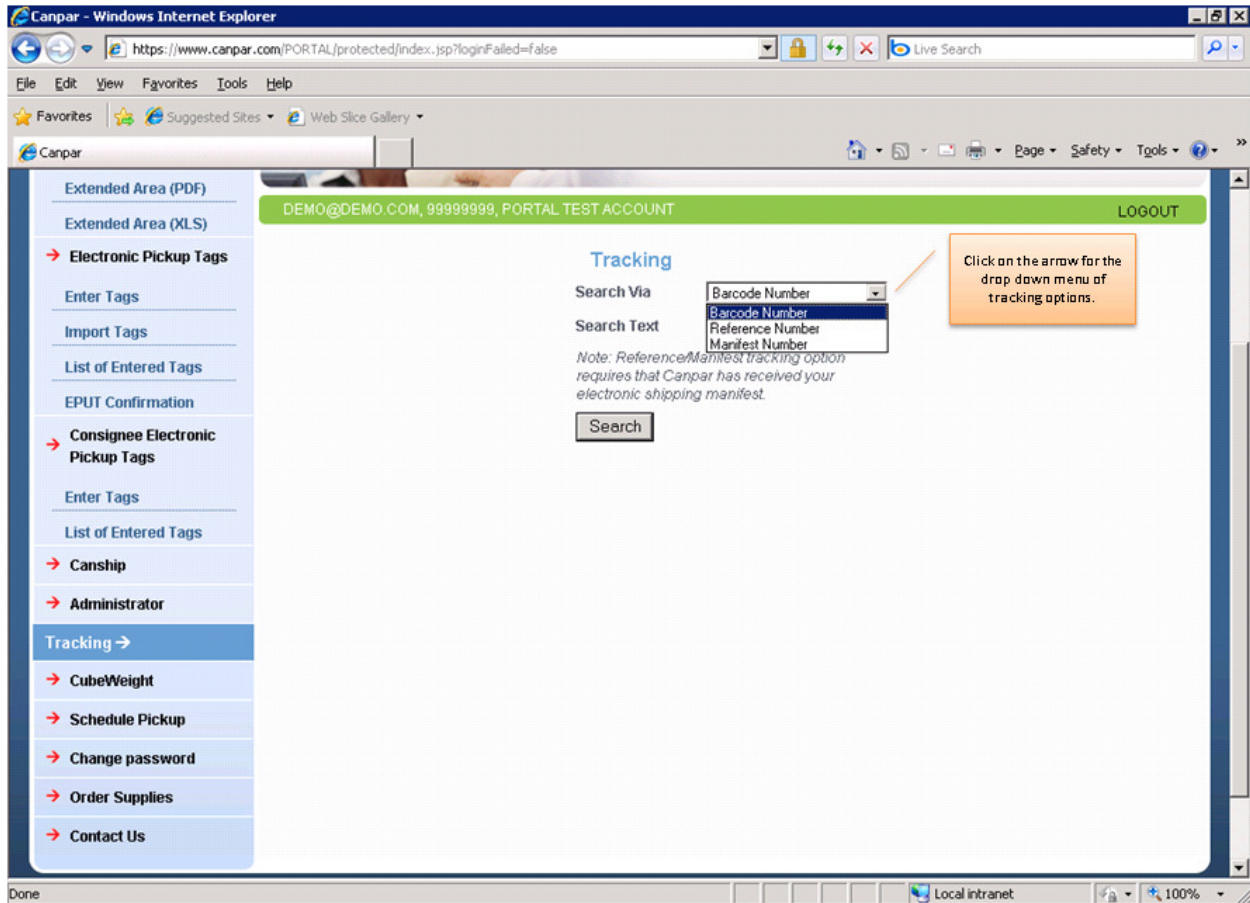


To logout of Canship, simply choose the “logout” option at the top of your screen. This will bring you back to the Canpar main page. Our Canship WEB application is equipped with an extensive help manual that can guide the user through every step required to successfully complete the day’s shipping activity.

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.

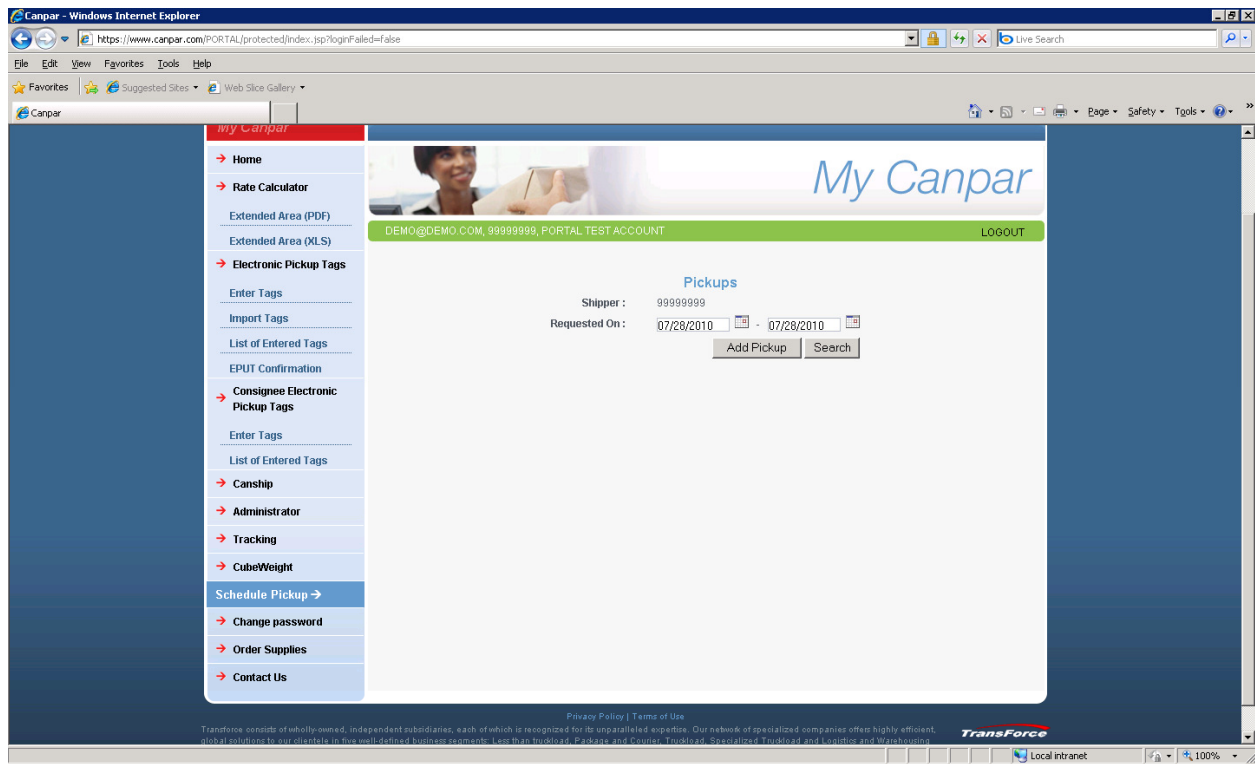
Once the user has selected the Tracking option from the menu, the following screen will display.



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 : 999999999

Pickup Date : ☐ Today ☒ Next Business Day

Requested On :

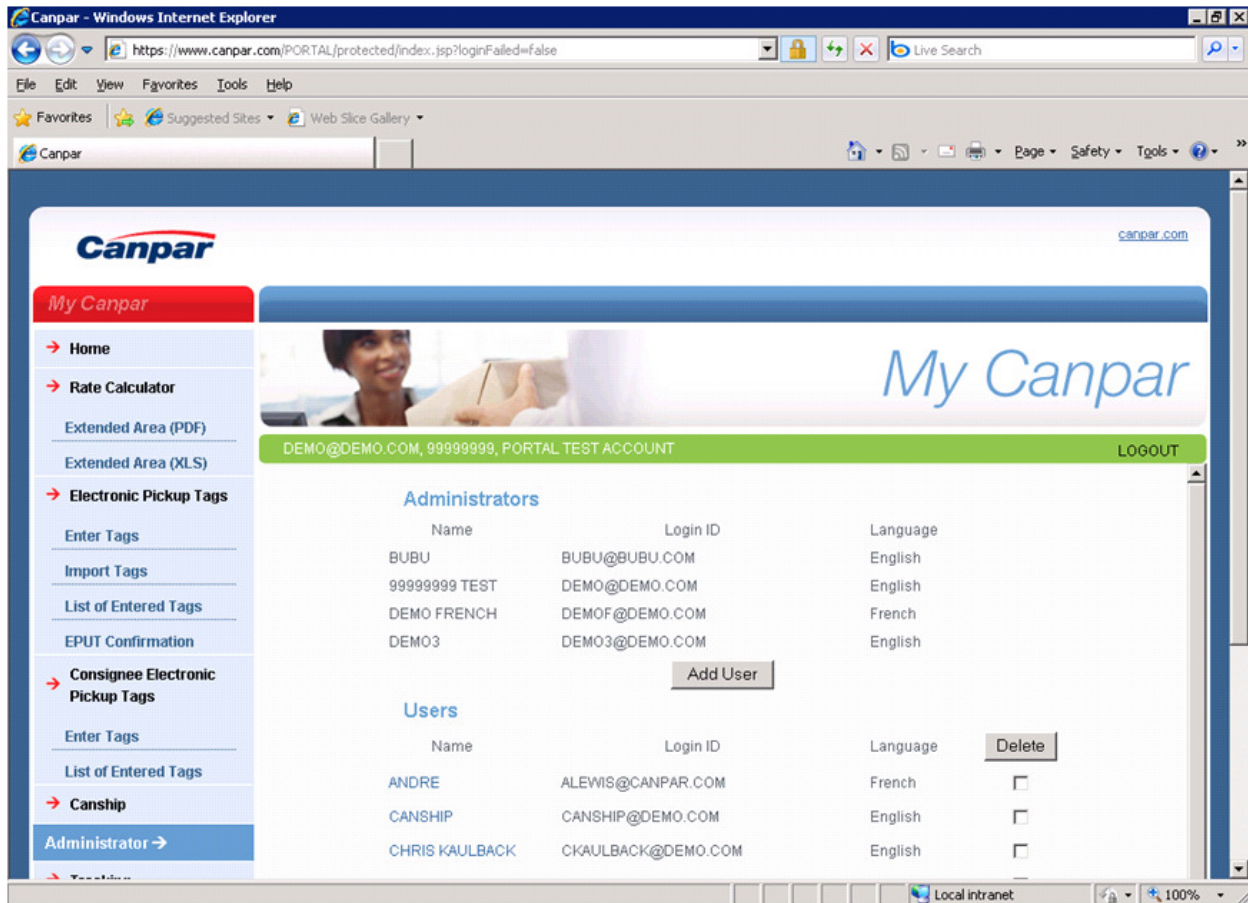
Requested By :

Comments :

* 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.

The screenshot shows the Canpar web portal in Internet Explorer. The browser address bar displays <https://www.canpar.com/PORTAL/protected/index.jsp?loginFailed=false>. The page header shows the user is logged in as **DEMO@DEMO.COM, 99999999, PORTAL TEST ACCOUNT** with a **LOGOUT** link. The left sidebar contains a menu with options like **Electronic Pickup Tags**, **CanShip**, and **Administrator**. The main content area is titled **User Info** and contains the following form fields:

- Shipper #:** 99999999
- Shipper Name:** PORTAL TEST ACCOUNT
- Login ID (e.g. name@company.com):** [Text Input]
- User Name:** [Text Input]
- Password:** [Text Input]
- Language:** ☒ English, ☐ French
- Permissions:** ☐ Eput, ☐ Consignee Eput, ☐ Rate Calculator, ☐ Tracking, ☐ CanShip

Buttons for **Back** and **Add** are present. An orange callout box with an arrow pointing to the **Rate Calculator** checkbox contains the text: "The account administration can control the permissions for each individual user".

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.

The screenshot shows a web browser window titled "Canpar - Windows Internet Explorer" with the address bar displaying "http://www.canpar.com/en/supplies.jsp". The page features a header with the "Order Supplies" title and a background image of a hand holding a barcode scanner. A large blue arrow points to a text box on the left side of the page, which contains the following instructions: "To order Canpar supplies, fill out the form and submit to Canpar electronically. If you are unsure of the name or a label or book you would like to order, look for the ID number on the actual label or book and match it with the correct one."

The main content area contains a form with the following sections:

- Customer Information**
All fields required
 - Customer Number
 - Customer Name
 - Contact Name
 - Phone Number
 - Email Address
- Canada Ground Services**
Supplies for Canpar's affordable Ground Service
- Select Service**
Supplies for Canpar's 1 or 2 day rush service
- USA**
Supplies for Canpar's USA service
- Select USA**
Supplies for Canpar's Select USA service
- Canpar Overnight**
Supplies for Canpar's Overnight service
- Other Labels/Tags/Record Books**
Supplies for Canpar's remaining services

The status bar at the bottom of the browser window shows "Done" and "Local intranet".

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.