Canpar

A Transforce Company

Canship WEB Quick Users Manual

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Canpar Home Page

For users that have access to MyOps-This step is not necessary, simply log on to your MyOps website to access the single sign on and continue to the next step

To begin the login process, type www.canpar.com into your browser's search field. To access your personalized portal, type your user name and password into the required fields and press the Login button.

MyCanpar Home Page

Once you have accessed your portal, the MyCanpar home page will display.

Select the *'Canship'* option in the side bar menu on the left of the screen.
This opens the *Consignee Information* screen, allowing the user to populate the delivery destination.

Canship WEB

This application is used for the daily shipping activity. *Consignee Information* screen is displayed. Fields are blank requiring the delivery destination information to be entered but can be auto-populated by the user. Once the consignee information has been populated, the user will then select the desired service from the drop down menu.

The user must then 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 if a chain of signature is required, the user must ensure that the corresponding box is checked and the appropriate labels and paperwork are affixed.

*Note-When selecting special services such as Chain Of Signature, Dangerous Goods, No signature required, 10AM or Noon service an identifier label is required to be affixed to the shipment.

Once all information has been populated in the required fields,
select the "Ship" button.

The next screen that the user will see is the print screen. The user can then select the required printer to print the label. One label per piece is required to be affixed to the carton/envelope.
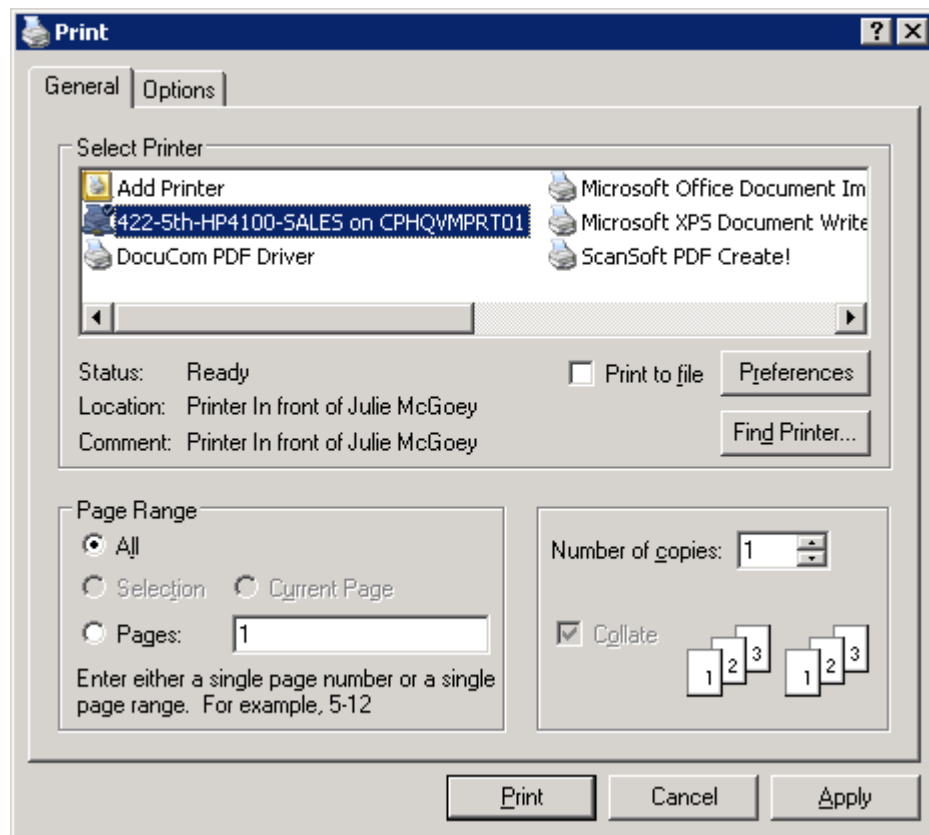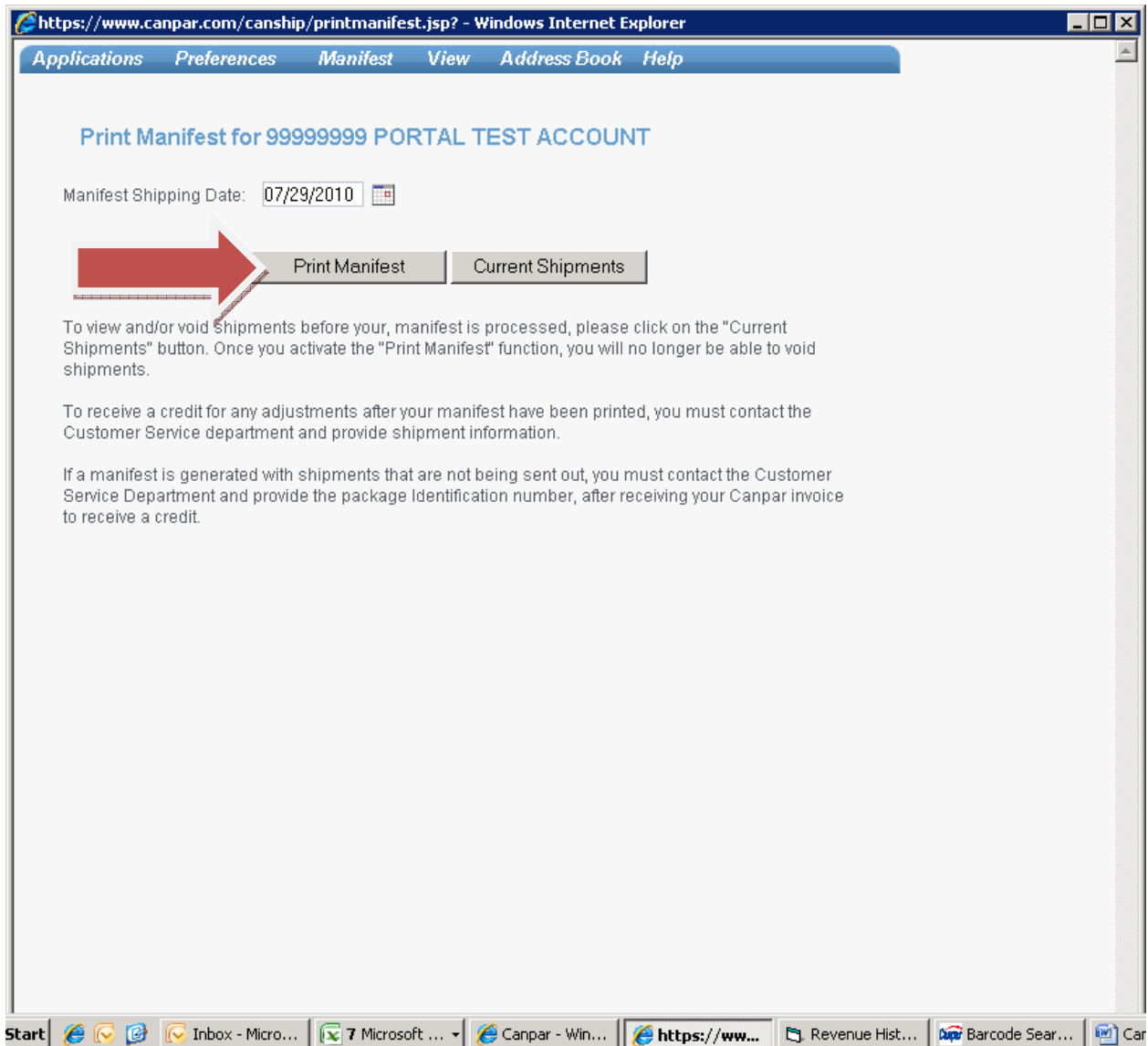
When all labels have been printed for the day select "view" from the top menu. Select "current shipments" from the view menu. Full details of what has been entered will be displayed as follows.

If you identify an error, you can void the shipment by clicking the corresponding box under "void" and select the "void" button.
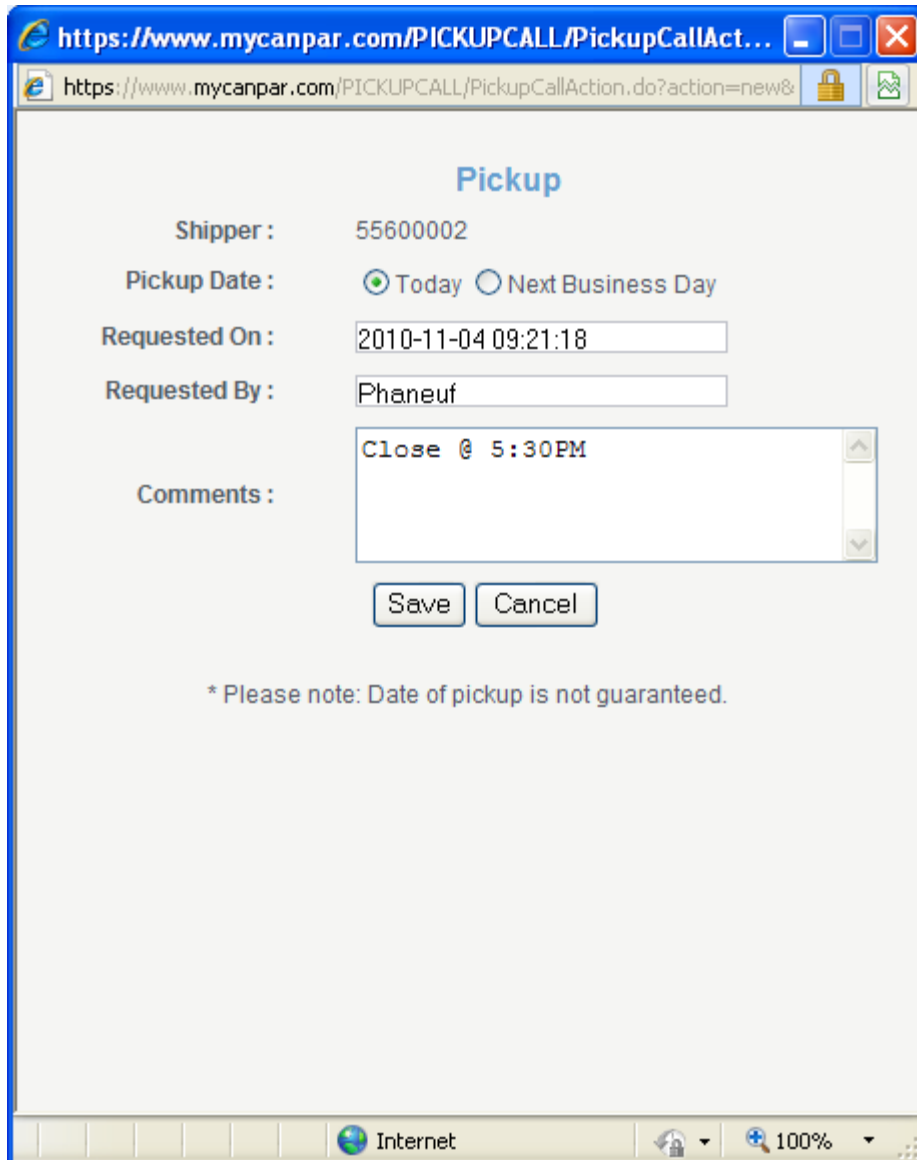
Once the user has confirmed all information is correct, select the "Print Manifest" option. **The Canpar driver will require a copy of the manifest to be available upon pick up.**

Schedule Pickup

For customers on a call in for pickup service, the user selects "Schedule Pickup" from the application menu. Once selected, the user populates the date they would like to have their pick up from the calendars, and clicks on the "add pickup" button. Same day pick up is available in most regions provided it is ordered prior to 2:30 PM.

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. Suggested comments could include the time your location closes, see reception etc.

Schedule a Pickup

Alternatively, you can also schedule a pickup from the manifest print stage.

Supply Tips

The most popular methods of printing a label from Canship are as follows:

1) Using standard photo copy paper, this is an ideal solution for entities that share a printer, you can order plastic pouches/labelopes to insert and adhere the label to the package or envelope.

2) Order integrated labels, these labels are 8"1/2 by 11" fit into any standard laser printer, and come two to a page.

To order supplies, please go to our web site and click on the supplies link as indicated below. Enter your account number and details and select your supply requests. Note**Supplies will be shipped to the location affiliated with the account number you enter.

Contact Us

We have created an e-mail address dedicated to Ontario Government customers. If assistance is required, please send an email to gov.on@canpar.com and a representative will respond to your inquiry within 2-3 business hours. In order to expedite your request it would be helpful to include your Canpar account/shipper number along with a quick reference IE- Supply order in the subject line.