



A Transforce Company

Canship WEB Quick Users Manual

November 3, 2010

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.

The screenshot displays the Canpar website interface. At the top, the Canpar logo is followed by the text "A TRANSFORCE COMPANY". Navigation links include Home, About Canpar, Careers, Contact Us, Site Map, and Français. A secondary navigation bar contains Ship, Track, Our Services, Order Supplies, and MyCanpar. A large banner features a Canpar delivery van and the text "Introducing Overnight Service Across Canada" with a sub-headline "- Login to MyCanpar below to learn more" and three numbered buttons (1, 2, 3). Below the banner, a green bar indicates "Service Status: Operations Normal". Three service tiles are visible: "Track Your Package" with a barcode input field and a "Track" button; "Rate Calculator" with a "Go" button; and "Pick Up on Demand" with a "Go" button. A red arrow points from the "Rate Calculator" tile down to the "Login" button in the "MyCanpar" section. The "MyCanpar" section includes a list of services: Web Shipping, Enhanced Tracking, View Your Rates, and Electronic Pickup Tags, along with "Learn More" and "Register for MyCanpar" links. The "In the Spotlight" section highlights "Go Paperless in 2010" and "Canpar is a proud sponsor of many local charities across Canada", with "Enroll Now" and "Read More" links. A "Fuel Surcharge" link is also present. The footer contains "Privacy Policy | Terms of Use" and a TransForce logo.

MyCanpar Home Page

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

canpar.com

My Canpar

Home →

→ Canship

→ Schedule Pickup

→ Rate Calculator

→ Electronic Pickup Tags

Enter Tags

List of Entered Tags

EPUT Confirmation

→ Consignee Electronic Pickup Tags

Enter Tags

List of Entered Tags

→ InvoiceLookup

→ Administrator

→ Tracking

→ Address Validation

→ Change password

→ Order Supplies

→ Contact Us

DEMO@ONTARIO.CA, 55600002, GOVERNMENT PORTAL TEST ACCOUNT

LOGOUT

Welcome to Canpar - Ontario Government VOR

Go Paperless in 2010

[Learn more](#) about the benefits of switching to Electronic Invoicing

[Frequently Asked Questions](#)

[User Guide](#)

[Invoice Tip Sheet](#)

→ **Canpar Online Shipping System**

Ship packages

[Canship](#)

→ **Custom Rate Calculator**

Cost shipments using your specific rates

[Rate Calculator](#)

→ **Electronic Pick-Up Tags**

Process your returns electronically and shorten transit times

[Enter Tags](#)

[List of Entered Tags](#)

[EPUT Confirmation](#)

→ **Consignee Electronic Pick-Up Tags**

Privacy Policy | Terms of Use

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 clientele in five well-defined business segments: Less than truckload, Package and Courier, Truckload, Specialized Truckload and Logistics and Warehousing Services.

TransForce

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 screenshot shows a web browser window titled "CANPAR - Shipping - Windows Internet Explorer". The application has a menu bar with "Applications", "Preferences", "Manifest", "View", "Address Book", and "Help".

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:
Send Email:
Print Phone#:
Email: []
Telephone: ([]) [] - []
Attention: []
Save Address

Package Details

Service: Canpar Ground
Canpar Ground
Canpar Select
Canpar Overnight
Canpar U.S.A.
Canpar Select U.S.A.
International
Dimensions>>
Dangerous Goods:
Chain Of Signature:
*Total Weight (Kgs): 0
Ref. Type: []

Additional Services

Dec: \$ [] # of XC: []
Handling: [] % [] \$ [] NSR: [] Y/N:

C.O.D.

COD>>

Calculate Rate Ship Clear TOP ▲

An orange callout box points to the Service dropdown menu with the text: "Select the desired service by clicking on the arrow to display the drop down menu."

CANPAR - Shipping - Windows Internet Explorer

Applications Preferences Manifest View Address Book Help

Consignee Information

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

*Name: TEST

*Address 1: TEST

Address 2:

Address 3:

*City: MISSISSAUGA

*Prov/State: ON-Ontario

*Postal Code: M1M1M1 Country: Canada Residential Address

Email: Send Email

Telephone: (TES) T - Print Phone#

Attention: TEST

Package Details

Service: Canpar Overnight Dangerous Goods

10am Chain Of Signature

*Total Pieces Letter, PAK: 1 *Total Weight (Kgs): 0

| Piece # | Weight (Kgs) | Length | Width | Height | Dim.Weight (Kgs) |
|---------|----------------------|----------------------|----------------------|----------------------|----------------------|
| #1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Reference: Ref. Type:

Cost Centre:

Instructions:

Additional Services

Declared Value: \$0.00 # of XC: 0

Handling: 0 %

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

The user must then specify the number of pieces in the shipment, and the total weight. The user can either enter 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 Ship Date: 09/20/2010

*Name: TEST

*Address 1: TEST

Address 2:

Address 3:

*City: TEST

*Prov/State: ON-Ontario

*Postal Code: M1M1M1 Country: Canada

Residential Address

Send Email

Print Phone#

Email:

Telephone: () -

Attention:

Package Details

Service: Canpar Ground Dangerous Goods

Priority: Normal Chain Of Signature

*Total Pieces: 1 *Total Weight (Kgs): 0

Reference: Ref. Type:

Cost Centre:


Instructions:

Additional Services

Declared Value: \$0.00 # of XC: 0

Handling: 0 % \$ NSR: Y/N

All items marked by * are required.

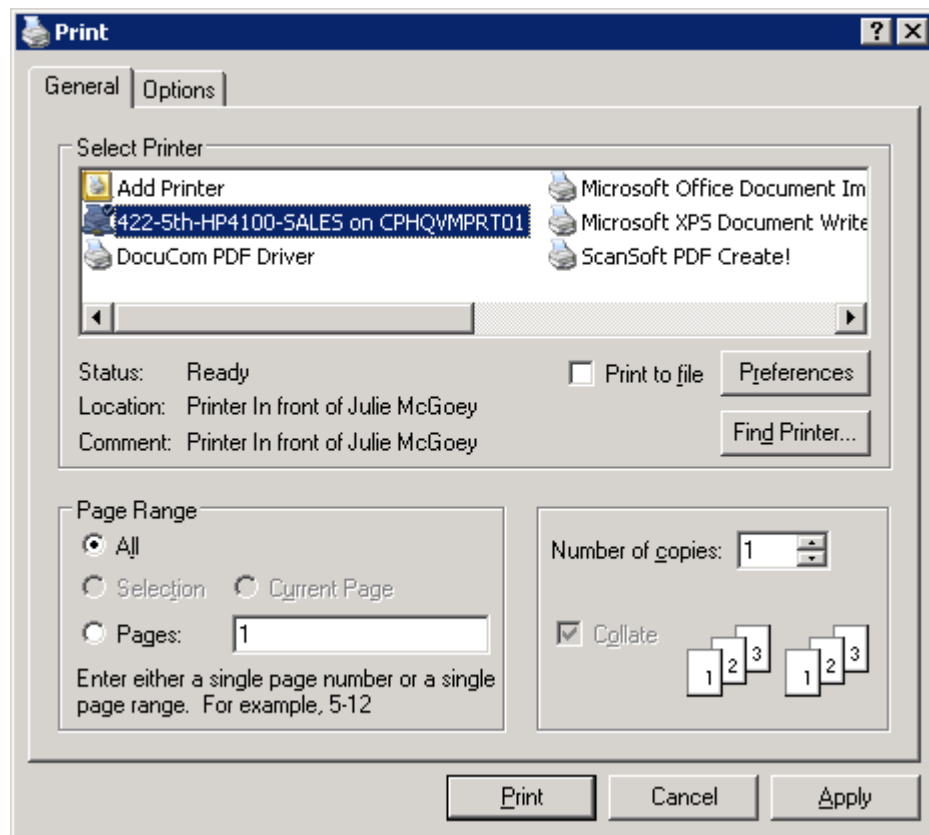


If the shipment contains dangerous goods or if a chain of signature is required, the user must ensure that the corresponding box is checked and the appropriate labels and paperwork are affixed.

***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.



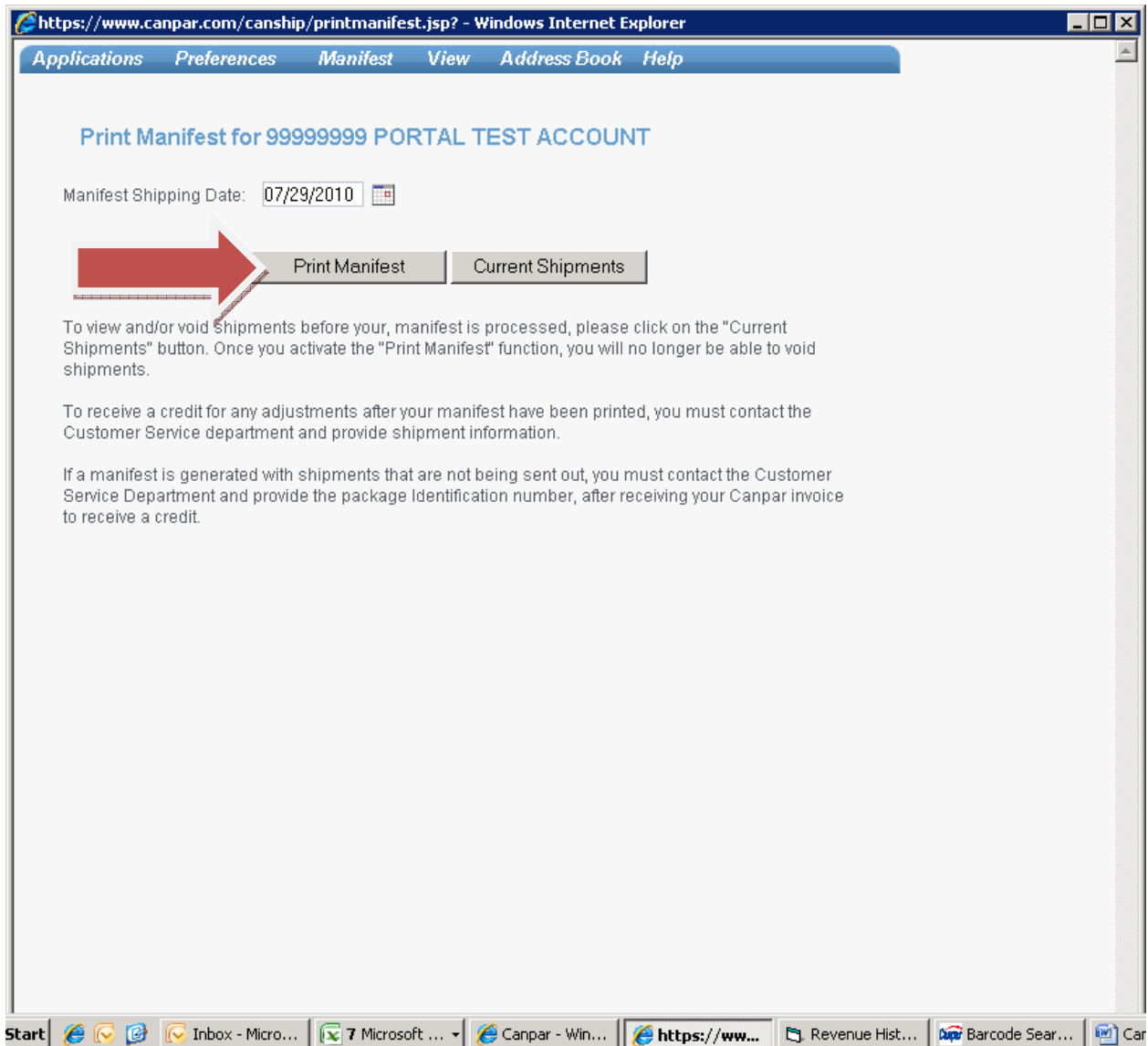
When all labels have been printed for the day select “view” from the top menu. Select “current shipments” from the view menu. Full details of what has been entered will be displayed as follows.

Shipping List for 99999999 PORTAL TEST ACCOUNT

| No. | Void | PackageID | Pieces | Weight | Reference | Name | Service | Shipping Date |
|-----|--------------------------|---------------|--------|--------|-----------|--|---------|---------------|
| 1 | <input type="checkbox"/> | D000000410601 | 1 | 1.0 | | MUSKOKA & HALIBURTON ASSOCIATION OF REAL | GROUND | Jul 28, 2010 |
| 2 | <input type="checkbox"/> | D000000410701 | 1 | 1.0 | | MUSKOKA & HALIBURTON ASSOCIATION OF REAL | GROUND | Jul 28, 2010 |
| 3 | <input type="checkbox"/> | D000000410801 | 1 | 1.0 | | MUSKOKA & HALIBURTON ASSOCIATION OF REAL | GROUND | Jul 29, 2010 |

Void Print Manifest Future Date Shipments

If you identify an error, you can void the shipment by clicking the corresponding box under “void” and select the “void” button.



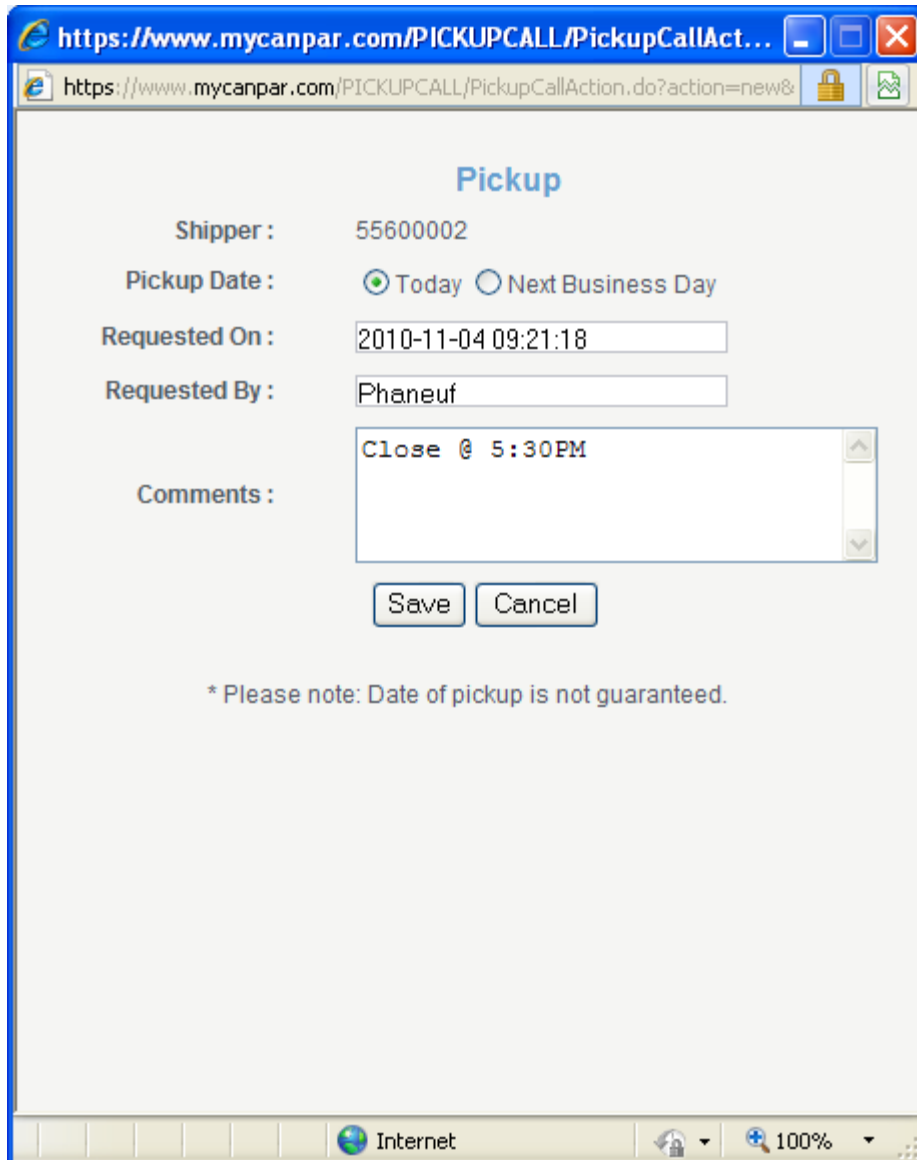
Once the user has confirmed all information is correct, select the "Print Manifest" option. **The Canpar driver will require a copy of the manifest to be available upon pick up.**

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.

The screenshot displays the 'My Canpar' web application interface. On the left is a navigation menu with the following items: Home, Canship, Schedule Pickup (highlighted with a red arrow), Rate Calculator, Electronic Pickup Tags (with sub-links: Enter Tags, List of Entered Tags, EPUT Confirmation), Consignee Electronic Pickup Tags (with sub-links: Enter Tags, List of Entered Tags), InvoiceLookup, Administrator, Tracking, Address Validation, Change password, Order Supplies, and Contact Us. The main content area is titled 'Pickups' and shows a 'Shipper' field with the value '55600002' and a 'Requested On' field with the date '11/03/2010'. Below these fields are 'Add Pickup' and 'Search' buttons. A green banner at the top of the main area reads 'DEMO - ONTARIO, CA, 55600002, GOVERNMENT PORTAL TEST ACCOUNT' and includes a 'LOGOUT' link. The Canpar logo is in the top left, and the TransForce logo is in the bottom right. A footer contains the text: '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 clientele in five well-defined business segments: Less than truckload, Package and Courier, Truckload, Specialized Truckload and Logistics and Warehousing Services. Privacy Policy | Terms of Use'.

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.



Pickup

Shipper : 55600002

Pickup Date : Today Next Business Day

Requested On : 2010-11-04 09:21:18

Requested By : Phaneuf


Comments :
Close @ 5:30PM

* Please note: Date of pickup is not guaranteed.

Schedule a Pickup

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

Web Shipping Manifest #: WEB1397 - Account: 99999999 - Windows Internet Explorer

Print Continue Shipping **Schedule Pickup** 

Canpar Shipping Date: Sep 27, 2010
Manifest Number: WEB1397
Account Number: 99999999

Manifest Details

99999999 - PORTAL TEST ACCOUNT
Service: GROUND

| Details | Consignee Name | Charges |
|---------------------------|----------------|---------------|
| Package ID# D000000439001 | TEST | Freight 8.11 |
| Postal Code L5C4R9 | | Subtotal 8.11 |
| Zone 1 | | Fuel 0.73 |
| Packages 1 | | Total 8.84 |
| Weight 5 | | |

ON HST 1.15
Grand Total 9.99

Canpar Shipping Date: Sep 27, 2010
Manifest Number: WEB1397
Account Number: 99999999

Manifest Summary

99999999 - PORTAL TEST ACCOUNT
MANIFEST TOTALS

| Service | Shpmnts | Pieces | Weight (Lbs) | Freight Charge | C.O.D. Charge | Declared Charge | Sub Total | Fuel | Total |
|-----------|---------|--------|--------------|----------------|---------------|-----------------|-----------|------|-------|
| GROUND | 1 | 1 | 5 | 8.11 | 0.00 | 0.00 | 8.11 | 0.73 | 8.84 |
| Sub Total | 1 | 1 | 5 | 8.11 | 0.00 | 0.00 | 8.11 | 0.73 | 8.84 |

ON HST 1.15
Grand Total 9.99

COD Count: 0

072

Shipper's Signature: _____ Date: _____

Driver's Signature: _____ Date: _____

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.

Canpar A TRANSFORCE COMPANY

Home | About Canpar | Careers | Contact Us | Site Map | Français

Supplies Ship Track Our Services Order Supplies MyCanpar

Order Supplies

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.

Customer Information
All fields required

Customer Number

Customer Name

Contact Name

Phone Number

Email Address

Canada Ground Services Open ▼
Supplies for Canpar's affordable Ground Service

Select Service Open ▼
Supplies for Canpar's 1 or 2 day rush service

USA Open ▼
Supplies for Canpar's USA service

Select USA Open ▼
Supplies for Canpar's Select USA service

International Open ▼
Supplies for Canpar's International service

Canpar Overnight Open ▼
Supplies for Canpar's Overnight service

Other Labels/Tags/Record Books Open ▼
Supplies for Canpar's remaining services

Address Change Notice and Other Comments

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.