



# Purolator Freight® Online Shipping

## Quick Start Guide



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# Shipping LTL Freight Just Got Easier

Thank you for choosing Purolator as your transportation partner.

At Purolator, we're continually investing to serve you better, enhancing our digital capabilities and expanding our offerings to meet the evolving needs of customers like you.

Shipping LTL freight has never been easier. Shipping online eliminates manual processes, helping you save time, reduce errors and streamline your freight operation.

## **With freight online shipping you can:**

- Get estimates and delivery dates
- Schedule pickups online
- Complete and print a bill of lading electronically
- Print labels and bar codes for shipments
- Track a shipment

For more information on our LTL freight services, visit us at [purolator.com](https://www.purolator.com).



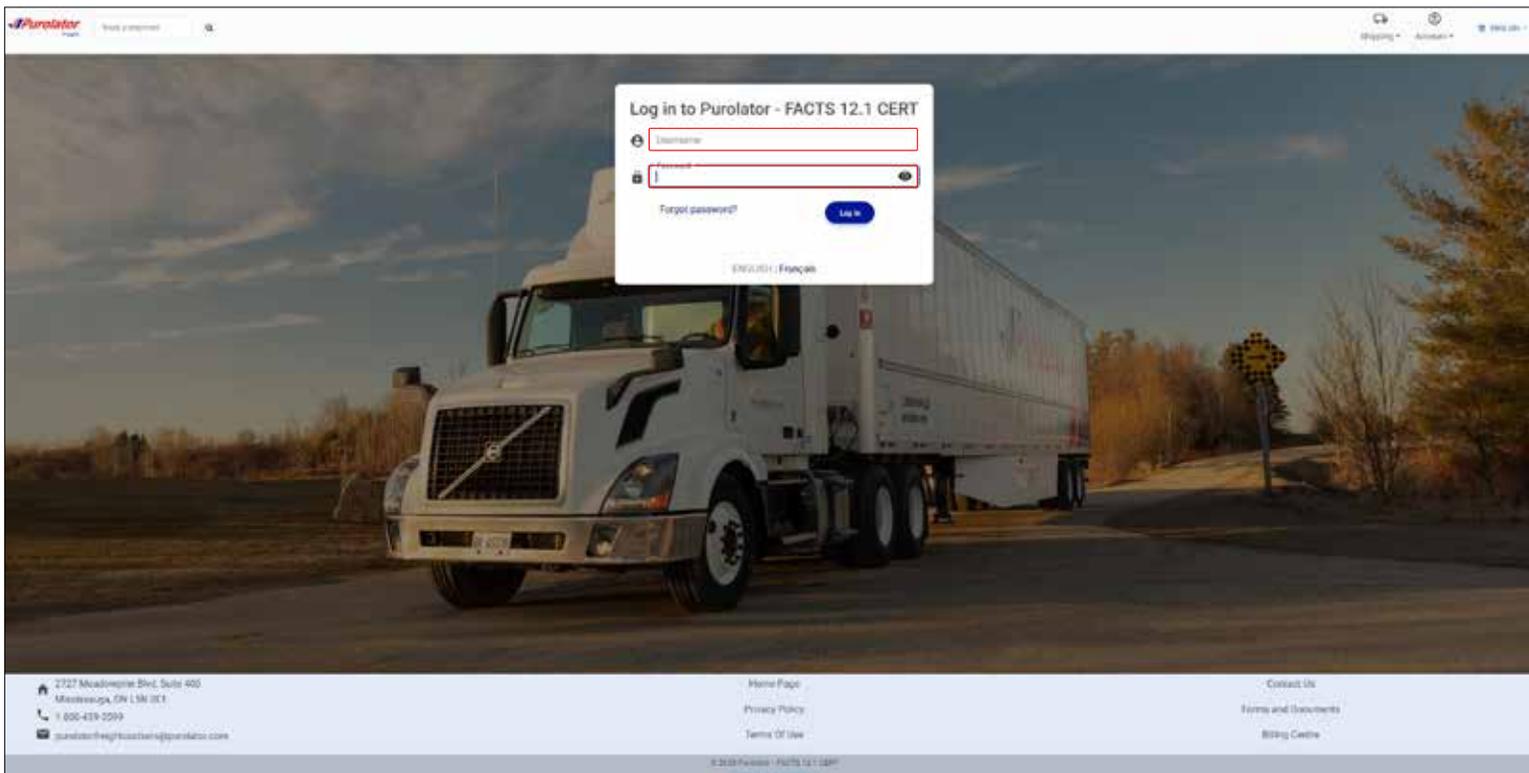
# Log In to Purolator Freight Online

You can log in on the **Freight Services** page, accessed from the **Shipping Services** page.

Once you log in, you'll see your Account Dashboard, where you can track your recent shipments, schedule pickups in real time and access your account profile with one click. Use the Quick Links along the left-hand side for common functions like **Create a Shipment** and **Schedule a Pickup**.

## Navigate to [freight.purolator.com](https://freight.purolator.com)

1. Enter your **username** and **password** and click the  button.



**NOTE:** If this is your first online freight shipment and you already have a Purolator freight account, contact our Tech Support at 1 800 459-5599 to set up your profile and get your username and password.

# Shipment Tracking

Once you've logged in, the landing page defaults to the **Shipment Tracking** page. On this page you are able to use the track a shipment search box at the top left. Options to track a shipment using any of the following shipment details:

- PRO Number
- BOL/PIN# (Bill of Lading/ Personal Identification Number)
- Customer Reference

**Track a shipment:** Enter the shipment PRO Number, BOL number, Pin number and click on the  button.

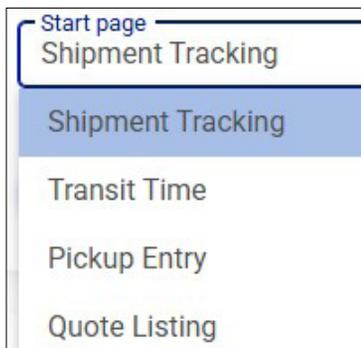
You can further refine your search through filters:

- Date Ranges
- Service Type
- Shipment Status



Shipment#	Ship Date	POD Date	ETA Date	BOL/Reference#	Shipper	Ship City	Consignee	Cons City	Province	Postal Code	Status
PU347381	10/22/23	-	10/22/25	PU347381	PUROLATOR DEMO 1	CITY1578042	PUROLATOR DEMO	ETOBICOKE	ON	M9W1L2	Pickup Scheduled

**Note:** The default landing page can be changed via **My Account – My profile** page



Start page
Shipment Tracking
Shipment Tracking
Transit Time
Pickup Entry
Quote Listing

# Shipment Tracking (Continued)

### Filter Results

#### Date Range

Last 14 Days 

10/09/25 - 10/22/25 

#### Service Type

All 

#### View Shipments Where You Are the:

Shipper  

Consignee  

Bill To  

#### View by Shipment Status:

Delivered  

Undelivered  

Pickups  

## Filter results:

If you need to refine your search results by **date**, **date range**, **service type** or **shipment status**, please use the “More Filters” button to expand the options:

1. Change the **Date range** as needed and hit .
2. Options to view only **Standard LTL** or **Expedited LTL** via the **Service Type** drop-down menu.

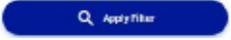
#### Service Type

All 

All

Standard LTL

Expedited LTL

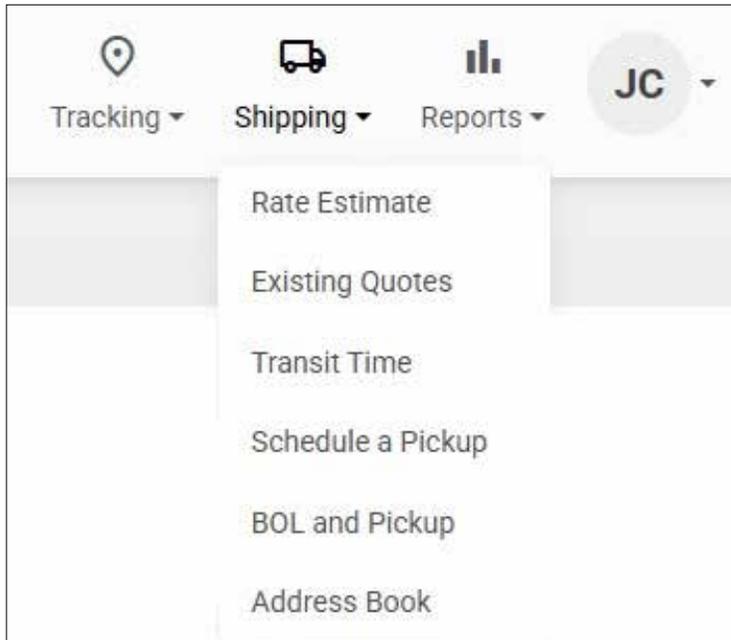
3. Or toggle the different shipments where you are the **Shipper**, **Consignee** or **Bill to party**, and click .

4. Or toggle the different shipment status options and hit the  button.

5. Reset all filters by hitting the  button.

# Shipping

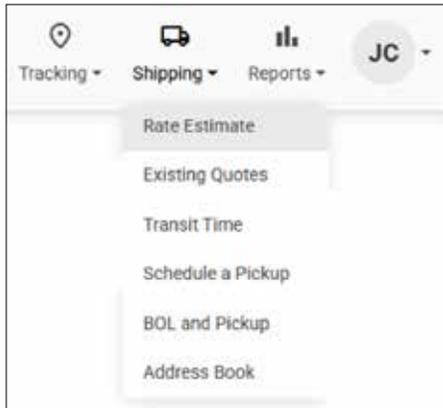
By using the **Shipping** drop-down menu, you can create or check a **Rate Estimate**, **Existing Quotes**, **Transit Time**, **Pickup Entry** and/or **Bill of Lading Entry**.



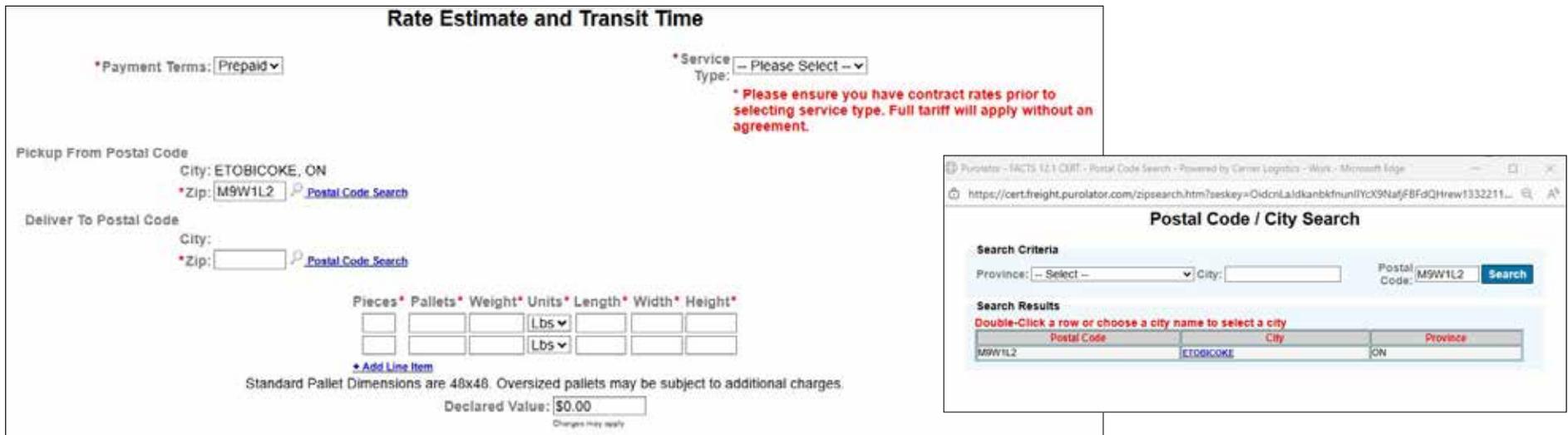
# Shipping (Continued)

## Rate Estimate

1. Select **Rate Estimate** from the **Shipping** drop-down menu.



2. Fill in the mandatory fields to proceed to the next step. Click the [+ Add Line Item](#) button to add more items. Click the [Postal Code Search](#) button to use the Postal Code/City Search option.



**Rate Estimate and Transit Time**

\*Payment Terms:

\*Service Type:

**Pickup From Postal Code**  
City: ETOBICOKE, ON  
\*Zip:  [Postal Code Search](#)

**Deliver To Postal Code**  
City:   
\*Zip:  [Postal Code Search](#)

Pieces*	Pallets*	Weight*	Units*	Length*	Width*	Height*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Lbs"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Lbs"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ Add Line Item](#)

Standard Pallet Dimensions are 48x48. Oversized pallets may be subject to additional charges.

Declared Value:

Charges may apply

**Postal Code / City Search**

Search Criteria  
Province:  City:  Postal Code:

Search Results  
**Double-Click a row or choose a city name to select a city**

Postal Code	City	Province
M9W1L2	ETOBICOKE	ON

# Shipping (Continued)

## Rate Estimate

3. Select all **Specialized Services** required for delivery from the Accessorials box.

**Accessorials**

Transit Services:

AFTER HOURS DELIVERY       CARRIER TO BOOK APPT       DANGEROUS GOODS

EXCESSIVE LENGTH/LONGUEUR EXCESSIVE       Hazardous material       MANUAL SHIP FEE

PRE-BOOKED APPT       PROTECT FR. FREEZING       TAILGATE

TWO PERSON P/U / DEL

Delivery Services:

INSIDE DELIVERY       RESIDENTIAL       TRADE SHOW

**All rates are subject to audits which include freight class and weight validation.**

[Start Over](#)   [Get Quote](#)

4. Click the [Get Quote](#) button to view the estimated rate and transit time. Click the [Start Over](#) button to refresh the page.

**Rate Estimate and Transit Time**

Rates Quoted Based on Entered Information

From: ETOBICOKE, ON M9W1L2      To: ACHESON, AB T7X6A2  
For User:      Account: F10  
Tariff: PREFERRED      Service Type: Expedited LTL  
Business Days: 4      Estimated Delivery Date: 10/28/2025 if you ship today 10/22/2025

Pieces	Pallets	Weight	Shipment Details	Discount	Rate	Charge
5	5	800	FREIGHT			
			EXPEDITED LT/LTL/ACCÉLÉRÉ			
			BOL DIM WEIGHT: 806 LBS			
			RATED AS Declared 686 LBS			647.84
			FUEL SURCHARGE			183.99
			GST			42.40
			DECLARED VALUE/VAL DÉCLARÉE			16.25
			1 30"x30"x34"x5 = 885lbs			
5	5	800				886.48

**All rates are estimates based on the information provided. Rates calculated are subject to audit. See [www.purolator.com](http://www.purolator.com) for Terms and Conditions of service.**

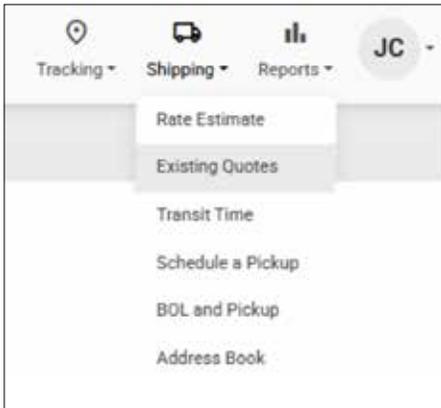
[Make Changes](#)   [Pickup Request](#)   [Get Quote #](#)   [Get New Quote](#)

**Note:** On the results page, you can **Make Changes** to the quote, **Create BOL**, create a **Pickup Request**, **Get Quote #** and/or **Get New Quote**.

# Shipping (Continued)

## Existing Quotes

1. Select **Existing Quotes** from the **Shipping Tools** drop-down menu.



2. The **Existing Quotes** page allows you to search for a quote by the **Quote Number**, **BOL**, **Reference Number** or by **Service** via the drop-down menu. You can also export the list to Excel via the [Export To Excel](#) button.

Existing Quotes													
Search by Quote # or BOL / Reference #												All Services	Export To Excel
Quote Date	Quote #	BOL / Reference #	Weight	Shipper	City	Province	Postal Code	Cosignee	City	Province	Postal Code	Quote Amount	Options
09/24/25	9035458133	1234567	50000 lbs	PROCESS WEAVER CANADA	RICHMOND HILL	ON	L4B4L2	ABC ENTERPRISE INC.	SELKIRK	MB	R1A0A2	\$20,894.45	   
09/24/25	9035458141	1234567	530 lbs	PROCESS WEAVER	RICHMOND HILL	ON	L4B4L2	ABC ENTERPRISE INC.	SELKIRK	MB	R1A0A2	\$1,564.35	   
09/24/25	9035458158	1234567	50000 lbs	PROCESS WEAVER CANADA	RICHMOND HILL	ON	L4B4L2	ABC ENTERPRISE INC.	SELKIRK	MB	R1A0A2	\$21,692.54	   
09/24/25	9035458166	1234567	50000 lbs	PROCESS WEAVER CANADA	RICHMOND HILL	ON	L4B4L2	ABC ENTERPRISE INC.	SELKIRK	MB	R1A0A2	\$21,692.54	   

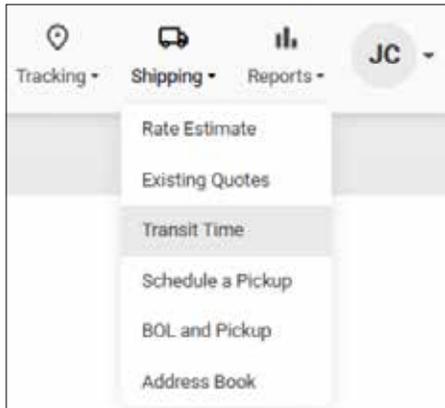
There are four options for each quote on the left-hand side.

-  Print Quote
-  Email Quote
-  Book Load (takes you to the Bill of Lading Request page)
-  Schedule for Pickup

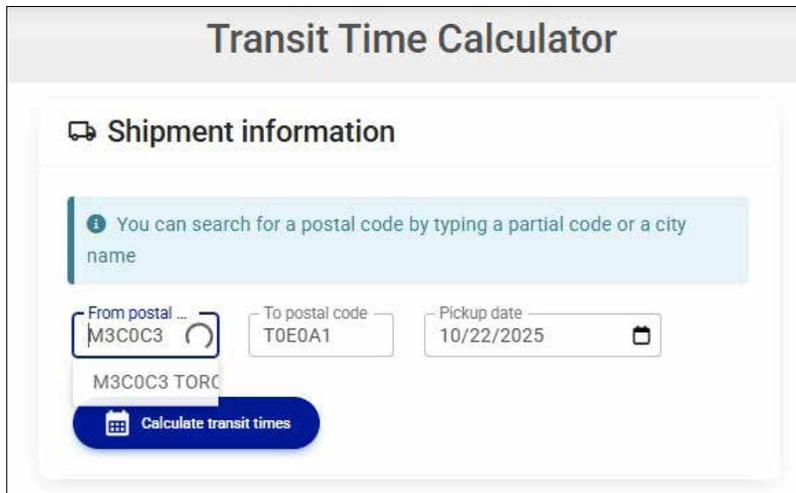
# Shipping (Continued)

## Transit Time

1. Select **Transit Time** from the **Shipping Tools** drop-down menu.



2. Enter the **original postal code**, **destination postal code** and **ship date**. Click the  button.

A screenshot of the 'Transit Time Calculator' form. The title 'Transit Time Calculator' is at the top. Below it is a section titled 'Shipment information' with a truck icon. A light blue information box states: 'You can search for a postal code by typing a partial code or a city name'. There are three input fields: 'From postal code' with 'M3C0C3' and a search icon, 'To postal code' with 'T0E0A1', and 'Pickup date' with '10/22/2025' and a calendar icon. A dropdown menu below the 'From postal code' field shows 'M3C0C3 TORONTO'. A blue button with a calendar icon and the text 'Calculate transit times' is at the bottom.

**TIP:** To use the Postal Code/City Search option, please start typing a city or postal code in the From or To boxes. Providing origin and destination postal codes will provide a more accurate transit time than City Search. Some cities and towns may have different transit times based on postal codes.

# Shipping (Continued)

## Transit Time

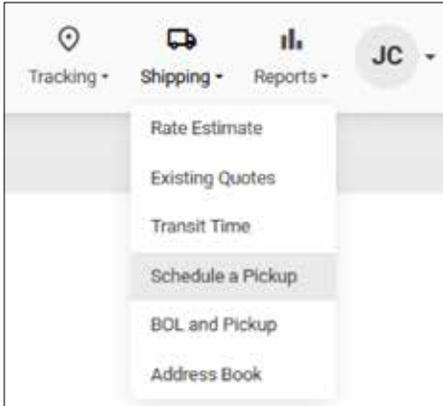
3. The calculated transit times will display below, showing the two different options with Expedited LTL and Standard LTL, showing the Origin location, the number of Transit Days, and the Destination location.

PUROLATOR FREIGHT Expedited LTL			PUROLATOR FREIGHT Standard LTL		
		Wed, Oct 29			Fri, Oct 31
		Estimated delivery date			Estimated delivery date
<b>Origin</b>	<b>Transit Days</b>	<b>Destination</b>	<b>Origin</b>	<b>Transit Days</b>	<b>Destination</b>
TORONTO, ON M3C0C3	5 business days	ALBERTA BEACH, AB T0E0A1	TORONTO, ON M3C0C3	7 business days	ALBERTA BEACH, AB T0E0A1
TORONTO VULCAN HUB		EDMONTON	TORONTO VULCAN HUB		EDMONTON
TORONTO, ON M9W1L2		EDMONTON, AB T6P1J4	TORONTO, ON M9W1L2		EDMONTON, AB T6P1J4
(416) 614-0300		(780) 485-2251	(416) 614-0300		(780) 485-2251
<b>Pickup Days</b>		<b>Delivery Days</b>	<b>Pickup Days</b>		<b>Delivery Days</b>
<b>M</b> <b>T</b> <b>W</b> <b>T</b> <b>F</b>		<b>M</b> <b>T</b> <b>W</b> <b>T</b> <b>F</b>	<b>M</b> <b>T</b> <b>W</b> <b>T</b> <b>F</b>		<b>M</b> <b>T</b> <b>W</b> <b>T</b> <b>F</b>

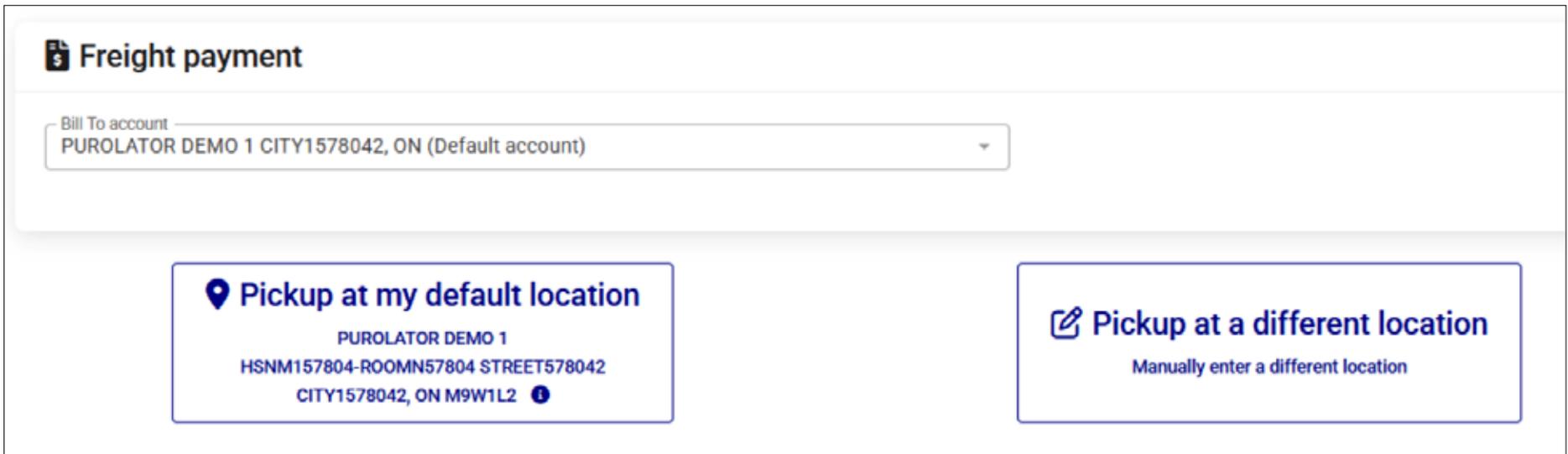
# Shipping (Continued)

## Schedule a Pickup

1. Select **Pickup Entry** from the **Shipping** drop-down menu.



2. Select the **Bill To Account** and then choose from your default pickup location or enter in a new pickup location with the **Pickup at my default location** option.



# Shipping (Continued)

## Schedule a Pickup

3. Fill in the following mandatory fields and click the **Submit** button to proceed to the next steps:

- Pickup address location
- Shipper Contact Name
- Shipper Telephone
- Email
- Pickup Date
- Ready Time
- Close Time

The screenshot shows the 'Pickup from location' section of the shipping interface. At the top, there are two buttons: 'Pickup at my default location' (with a location pin icon) and 'Pickup at a different location' (with a location pin icon and a green background). Below these buttons, the 'Pickup from location' section is titled with a location pin icon. It contains several input fields: 'Internet address search' (with a magnifying glass icon), 'Company name', 'Address' (with a red error message 'You must enter a pickup location name'), 'Address 2', 'City, Province' (with a red error message 'You must enter a pickup location address'), 'Postal code' (with a red error message 'You must enter a pickup location postal code'), 'Contact' (with a red error message 'You must enter a pickup contact name'), 'Phone' (with a red error message 'You must enter a pickup phone number'), and 'Email'. The form is designed to collect detailed pickup location and contact information.

The screenshot shows the 'Pickup schedule' section of the shipping interface. It is titled with a clock icon. It contains three dropdown menus: 'Pickup date' (set to '10/22/25 Today'), 'Ready time' (set to 'Select ready time'), and 'Close time' (set to 'Select close time'). Below these dropdowns, there is a red error message: 'You must enter a close time'. At the bottom, there is a 'Special pickup instructions' text area and a 'Special pickup requirement' dropdown menu (set to 'Select requirement').

# Shipping (Continued)

## Schedule a Pickup

4. Scroll down and enter in the mandatory shipment details along with the deliver to location details. The shipment details:

- Number of pieces, pallets, weight and if there are dangerous goods
- Enter in the deliver to location and receiver contact details.

### Shipment details Delivery #1

<input type="text" value="Pieces"/>	<input type="text" value="Handling uni..."/>	<input type="text" value="Unit type"/> Choose unit type ▾	<input type="text" value="Weight"/>	<input type="text" value="Hazmat"/> No ▾
-------------------------------------	--	--	-------------------------------------	---

Invalid pieces    Invalid handling unit: Choose a type    You must enter a valid weight

### Deliver to location

+ Add another delivery to this pickup

Submit the request by clicking on the  .

# Shipping (Continued)

## Schedule a Pickup

5. You will receive a pickup confirmation number (PU#) and email once the request is successfully processed.

### Schedule A Pickup

**Pickup Created**

#### ➔ Pickup Details PU347474

<b>🕒 Pickup schedule</b> 10/23/25 between 9:00am and 4:00pm	<b>📦 Shipment details</b> Total pieces: 1 Total units: 1 Total weight: 500 Special pickup instructions:
<b>📍 Pickup from location</b> PUROLATOR DEMO 1 HSNM157804-ROOMN57804 STREET578042 FLOOR57804 CITY1578042, ON M9W1L2	
<b>📞 Contact</b> demo (416) 614-0300 demo@demo.com	

[Subscribe to alerts](#)

#### 🚚 Delivery details Vancouver International Airport

<b>📍 Deliver to location</b> Vancouver International Airport 3211 Grant McConachie Wy Richmond, BC V7B 0A4	<b>📦 Shipment details</b> Pieces: 1 Handling units: 1 Weight: 500 Freight description: Pallets
---	--

[Add to address book](#)

[Schedule another pickup](#)

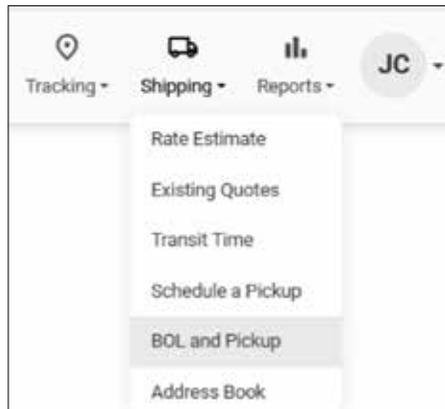
**NOTE:** On this page, you can also add in additional delivery locations using the [+ Add another delivery to this pickup](#) button.

[+ Add another delivery to this pickup](#)

# Shipping (Continued)

## Bill of Lading (BOL) and Pickup

1. Select **Bill of Lading Entry** from the **Shipping Tools** drop-down menu.



# Shipping (Continued)

## Bill of Lading (BOL) and Pickup

2. Fill in the **Shipper Information**, **Consignee Information**, **Shipment Details**, **Special Instructions** and **Shipment Email Manager** (fields marked with \* are required) and click the **Submit** button.

### Bill of Lading Request

To generate a new BOL based on a shipment previously tendered, please enter the pronumber here:

**Shipper Info**

Update Address Book

Name\*

Address\*

Address 2 / Instructions

Postal Code\*

City\*

Province\*

Contact Name\*

Telephone Number\*    Ext

Email

Add to Address Book

BOL or Ref #

Pickup Instructions

**Shipment Payment**

Terms\*:  Prepaid  Collect  Third Party

Number\*  Number - FACTS 12 / CERT Account Number and Name

Update Address Book

Entered By:

Telephone Number    Ext

Email

**Consignee Info**

Update Address Book

Name\*

Address\*

Address 2 / Instructions

Postal Code\*

City\*

Province\*

Contact Name\*

Telephone Number\*    Ext

Email

Add to Address Book

PO or Ref #

Delivery Instructions

**Shipment Details**

Declared Value

Charge may apply

Service\*

**Freight Details**

Pieces  Pallets  DG  Shipment Details  Weight\*  Units\*  Length\*  Width\*  Height\*

# Handling Units Describe handling units (pallets, bundles, drums, etc.) & Contents

Update Description List   Remember this description

# Handling Units Describe handling units (pallets, bundles, drums, etc.) & Contents

Update Description List   Remember this description

[\\* Add Line Item](#)

**Accessories**

Transit Services:

AFTER HOURS DELIVERY  CARRIER TO BOOK APPT  DANGEROUS GOODS \$

EXCESSIVE LENGTH/LONGUEUR EXCESSIVE  Hazardous material  MANUAL SHIP FEE

PROTECT FR. FREEZING  TAILGATE  TWO PERSON PIU / DEL

Delivery Services:

IN SIDE DELIVERY  RESIDENTIAL  TRADE SHOW

PRE-BOOKED APPT :  PM Time :

**Shipment Notifications**

Email list of lading & shipowner status notifications

	BOL	Picked Up	Appt set	Out for Delivery	Enroute	Delivered
Shipper	<input type="checkbox"/>					
Consignee	<input type="checkbox"/>					
<input type="button" value="v"/>	<input type="checkbox"/>					
<input type="button" value="v"/>	<input type="checkbox"/>					
<input type="button" value="v"/>	<input type="checkbox"/>					
<input type="button" value="v"/>	<input type="checkbox"/>					

# Shipping (Continued)

## Bill of Lading (BOL) and Pickup

3. The **Shipment Review** page will populate for review, you can go back and edit, continue for pickup or complete without pickup.

1 — 2 — 3 — 4  
Update BOL Shipment Review Schedule Pickup Confirmation

### Shipment Review

**Shipper**  
Name AALLDALDAL  
Address 9 JOHN BUTTON  
MARKHAM, ON L3R9B3

**Consignee**  
Name test  
Address 9 JOHN BUTTON  
MARKHAM, ON L3R9B3  
[Add to Customer List](#)

**Freight Payment**  
5813157 - WP/PUROLATOR LOGISTIC

Pcs	HUs	Weight (Lbs)	Shipment Details	Len (in)	Wth (in)	Hgt (in)
1	1	1	test	1	1	1
DECLARED VALUE \$500.00						

[<< Previous](#) [Continue >>](#) [Complete without Pickup >>](#)

4. The **Schedule Pickup** step is next, enter in all the fields as they are mandatory and press [Submit](#).

1 — 2 — 3 — 4  
Update BOL Shipment Review Schedule Pickup Confirmation

### Schedule Pickup

Contact\* test

Telephone#\* 416 - 518 - 9398 Ext

Email\*

Email Confirmation\* Yes

Pickup Date\* 10/22/2025 Today

Pickup Time\* Ready Now

Close Time\*

[<< Previous](#) [Submit](#)

# Shipping (Continued)

## Bill of Lading (BOL) and Pickup

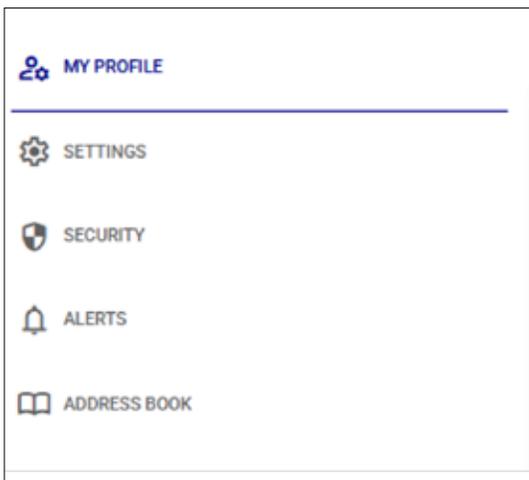
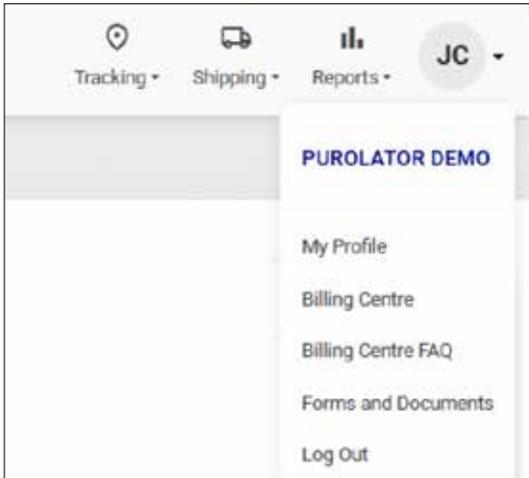
5. Confirmation is given with the "Pickup Number" buttons to view and print the shipment review page, print the bill of lading and per pallet shipping labels, or to continue to create another pickup.

The screenshot displays a four-step progress bar at the top: 1. Update BOL, 2. Shipment Review, 3. Schedule Pickup, and 4. Confirmation. The fourth step is highlighted in blue. Below the progress bar, the text reads: "Your pickup request has been scheduled". A green message states: "Thank you for choosing Purolator - FACTS 12.1 CERT. Your Purolator - FACTS 12.1 CERT Pickup Number is 347475". A prominent pink banner contains the instruction: "Please print a bill of lading for our driver and apply a shipping label to each handling unit". Below this, a green note says: "To cancel your pickup or make any changes, please call customer care." Three blue buttons are provided: "View and Print the Shipment Review Page", "View and Print the Bill of Lading", and "Create Another Pickup and BOL". At the bottom, a red disclaimer states: "All rates are estimates based on the information provided. Rates calculated are subject to audit. See www.purolator.com for Terms and Conditions of service."

# My Account

## My Profile

Clicking on **your initials** in the **My Account** drop-down menu, you can manage your account settings, go to the billing center, find billing FAQ links, the Freight FAQ links.



Clicking on the **My Profile** option opens the profile page, with a left hand navigation for **profile preferences, setting, security, alerts** and the **address book**.

**My Profile:** Update your name, language default settings and the default page to load after login

**Settings:** Set default ship from and deliver to location

**Security:** Change your password or email address

**Alerts:** Toggle to select email alerts for shipment updates through the pickup and delivery process

**Address Book:** Add, edit or delete addresses and download your address book

## My Account (Continued)

On the **My profile** page, you can update your first and last name, change your default language settings and also set the default page to load after logging in.

**My Profile**

MY PROFILE

SETTINGS

SECURITY

ALERTS

ADDRESS BOOK

My profile

About me

Account: F10 PUROLATOR DEMO 1

First name: James

Last name: Carpenter

Language: ENGLISH

Start page: Shipment Tracking

Update profile

The **Settings** page, lets you toggle on or off default ship from or delivery addresses, as well as editing the address information, be sure to click [Save changes](#) if you make any changes.

Settings

Default ship from location

Use a default pickup location

Company name

Address

Address 2

City, Province

Postal code

Contact name

Contact phone

Save changes

Default deliver to location

Use a default deliver to location

Company name

Address

Address 2

City, Province

Postal code

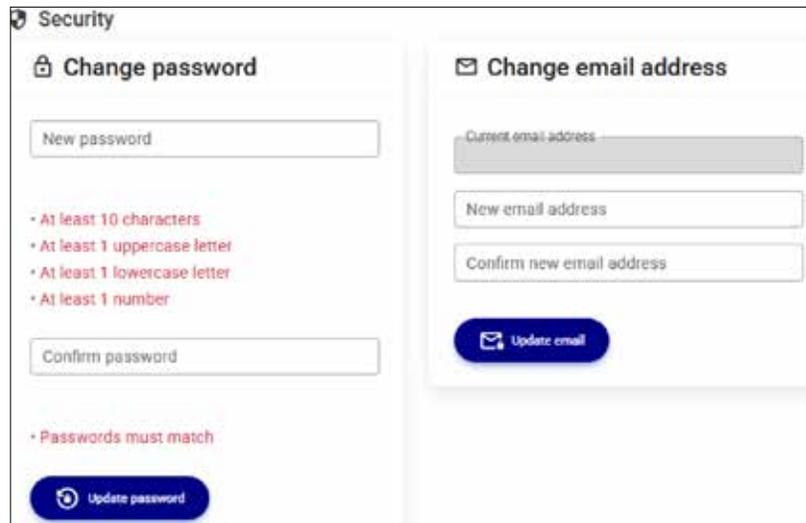
Contact name

Contact phone

Save changes

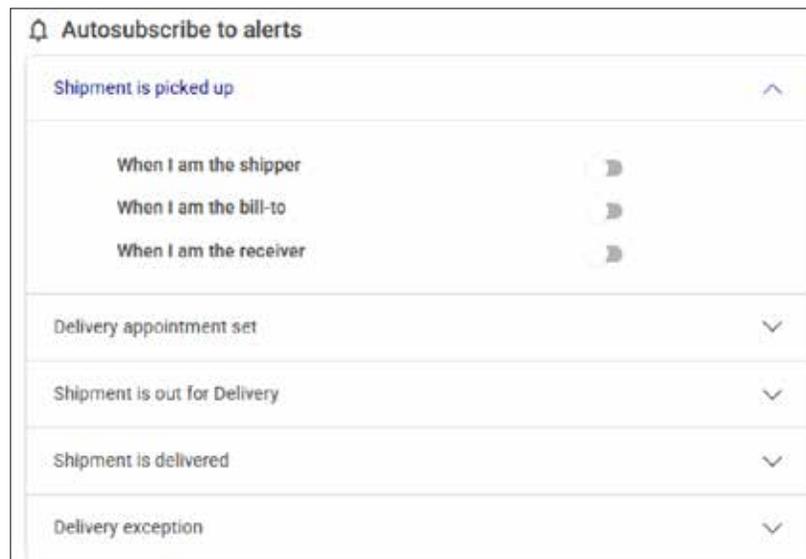
## My Account (Continued)

The **Security** page lets you change your password and update your email address.



The screenshot shows the 'Security' page with two main sections: 'Change password' and 'Change email address'. The 'Change password' section includes a 'New password' field, a list of requirements (at least 10 characters, 1 uppercase letter, 1 lowercase letter, and 1 number), a 'Confirm password' field, and an 'Update password' button. The 'Change email address' section includes a 'Current email address' field, 'New email address' and 'Confirm new email address' fields, and an 'Update email' button.

The **Alerts** page lets you subscribe to receive automatic alerts for shipment events: pickup, delivery appointment set, out for delivery, and delivered, delivery exception.

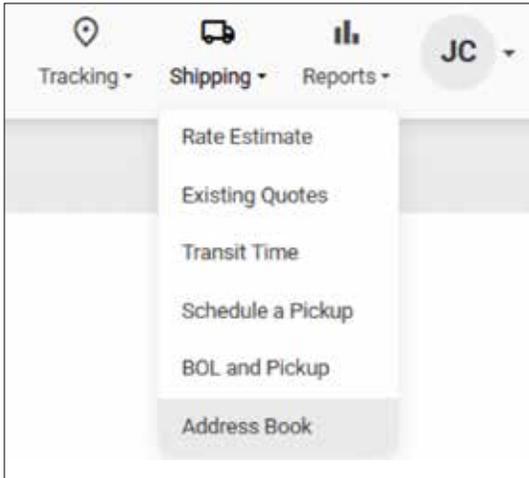


The screenshot shows the 'Autosubscribe to alerts' page. It features a list of shipment events with checkboxes for subscription. The 'Shipment is picked up' event is expanded, showing three sub-options: 'When I am the shipper', 'When I am the bill-to', and 'When I am the receiver', each with a toggle switch. Other events listed include 'Delivery appointment set', 'Shipment is out for Delivery', 'Shipment is delivered', and 'Delivery exception', each with a dropdown arrow.

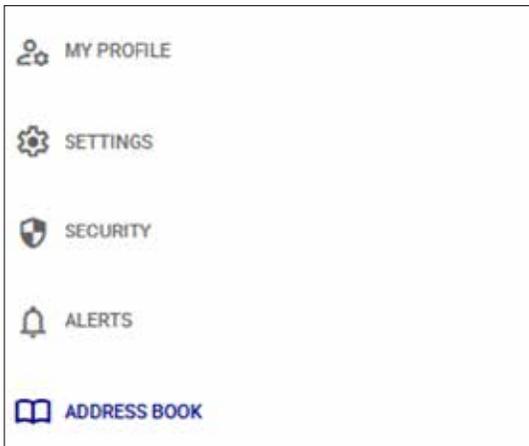
# My Account (Continued)

## Address Book

1. Select **Address Book** from the **My Profile** navigation or from the **Shipping** drop-down menu.



**Address Book** page lets you search your address book, ,  your full address book in Excel, or to delete or edit each address with the edit and delete buttons on each address line  .



# My Account (Continued)

## Address Book

**2. Search:** Use the **Address Book ID, Company Name, City, Province** and/or **Postal Code** in the **Search Criteria** window to narrow your search results.

**Edit:** Click on the “edit” button  on the row you would like to edit.

**Add Address:** Click the  button to add a new shipping address.

**Delete:** Click on the “delete” button  for the row you wish to delete. You will see a confirmation window displayed on the page to confirm.

### Update an address book entry ×

Company name  
AALLDALDAL

Address  
9 JOHN BUTTON

Address 2

City, Province  
MARKHAM, ON

Postal code  
L3R9B3

Contact name

Contact phone  
(416) 518-9398

Purolator - FACTS 12.1 CERT Acct No

Contact email

Use as default pickup location

Use as default deliver to location

# My Account (Continued)

## Address Book

- Update:** Make changes on the **Update Address Book Entry** window. When you are done, click the  button.
- Add Address:** Fill in all the required information on the **Add an address book** entry. When you are done, click the  button.

### Add an address book entry ×

Company name

Address

Address 2

City, Province  Postal code

Contact name

Contact phone

Purolator - FACTS 12.1 CERT Acct No

Contact email

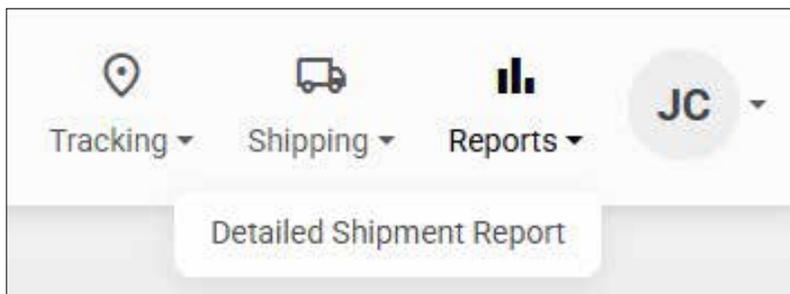
Use as default pickup location

Use as default deliver to location

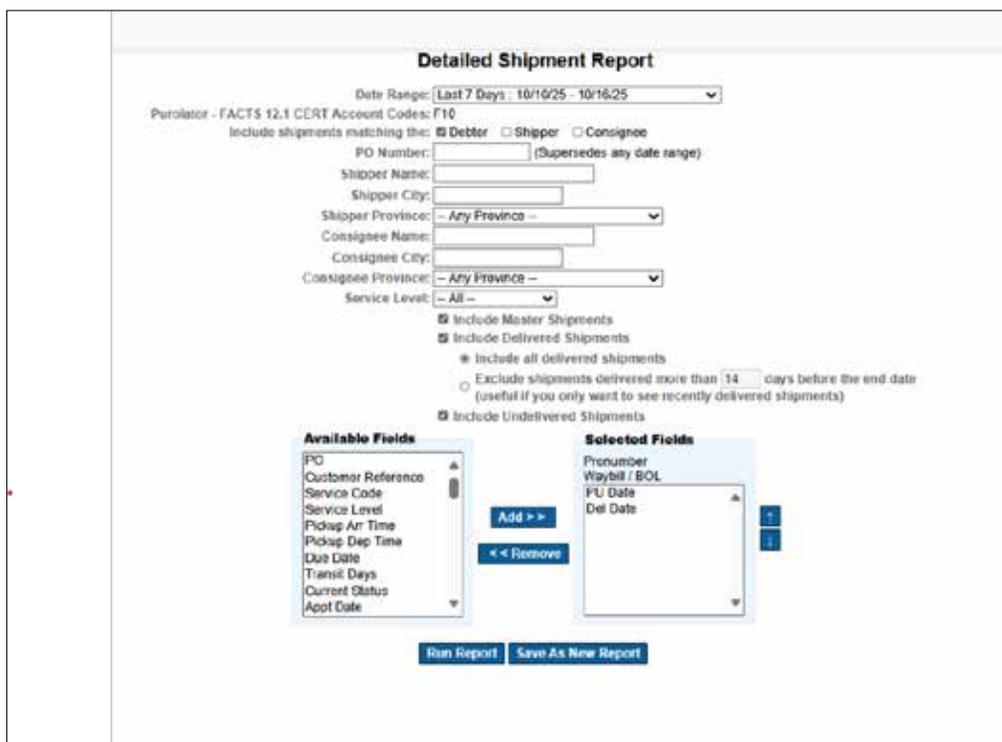
# Reports

## Detailed Shipment Reports

By using the **Reports** drop-down menu, you can create **Detailed Shipment Reports** settings and generate reports based on your needs.



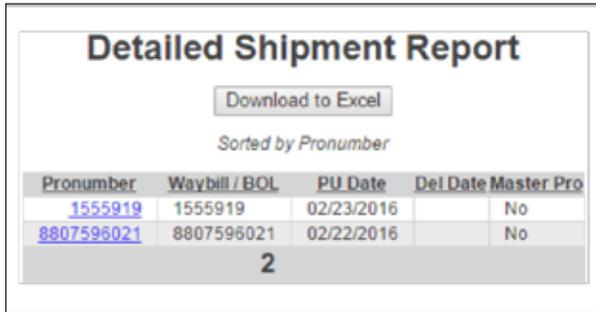
1. Fill in the information on the **Detailed Shipment Report** page.

A screenshot of the 'Detailed Shipment Report' configuration page. The page title is 'Detailed Shipment Report'. It features a 'Date Range' dropdown set to 'Last 7 Days: 10/16/25 - 10/16/25'. Below this is the text 'Purulator - FACTS 12.1 CERT Account Codes: F10'. A section titled 'Include shipments matching this:' contains three radio buttons: 'Debtor' (selected), 'Shipper', and 'Consignee'. There are input fields for 'PO Number:' (with a note '(Supersedes any date range)'), 'Shipper Name:', 'Shipper City:', 'Shipper Province:' (dropdown, 'Any Province'), 'Consignee Name:', 'Consignee City:', and 'Consignee Province:' (dropdown, 'Any Province'). A 'Service Level:' dropdown is set to 'All'. Below these are several checkboxes: 'Include Master Shipments' (checked), 'Include Delivered Shipments' (checked), 'Include all delivered shipments' (radio button selected), 'Exclude shipments delivered more than 14 days before the end date (useful if you only want to see recently delivered shipments)' (radio button unselected), and 'Include Undelivered Shipments' (checked). At the bottom, there are two columns: 'Available Fields' (listing PO, Customer Reference, Service Code, Service Level, Pickup Arr Time, Pickup Dep Time, Del Date, Transit Days, Current Status, Appt Date) and 'Selected Fields' (listing Pronumber, Waybill / BOL, PU Date, Del Date). Between the columns are 'Add >>' and '<< Remove' buttons. At the very bottom are 'Run Report' and 'Save As New Report' buttons.

# Reports (Continued)

## Detailed Shipment Reports

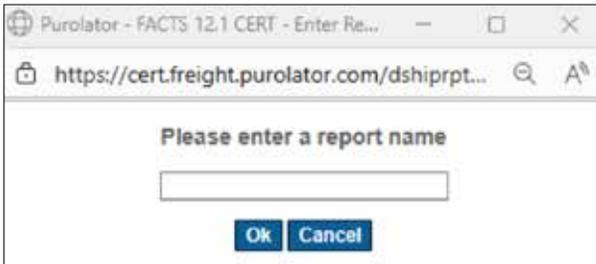
2. Select all **Available Fields** that you would like to include in the report and add them to the **Selected Fields** by clicking the **Add >>** button. You can deselect any fields using the **<< Remove** button.
3. Click the **Run Report** button to generate the report or click the **Save As New Report** button to save the report setting.
4. **Run Report:** Click on the PRO Number to see the shipment details or click the  **Download to Excel** button to save the report to your computer.



Pronumber	Waybill / BOL	PU Date	Del Date	Master Pro
<a href="#">1555919</a>	1555919	02/23/2016		No
<a href="#">8807596021</a>	8807596021	02/22/2016		No

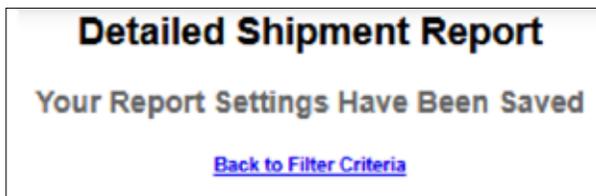
2

5. **Save As New Report:** Enter a report name and then click **Ok**.



Purolator - FACTS 12.1 CERT - Enter Re...  
https://cert.freight.purolator.com/dshiprpt...  
Please enter a report name  
  
Ok Cancel

6. Click the **Back to Filter Criteria** button and run the saved report if required.



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