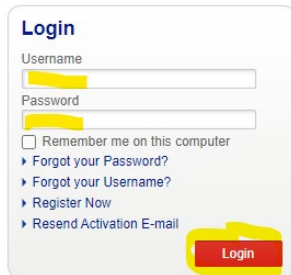


Purolator – How to Ship an Item

Step 1: Go to the Purolator website at [Purolator shipping](#)

Step 2: Login with your username and password, click Login. If you do not have a username and password, please reach out for instructions on how to set up an account.



Login

Username
[Redacted]

Password
[Redacted]

Remember me on this computer

[Forgot your Password?](#)

[Forgot your Username?](#)

[Register Now](#)

[Resend Activation E-mail](#)

Step 3: Click “Create a Shipment” on left hand side.

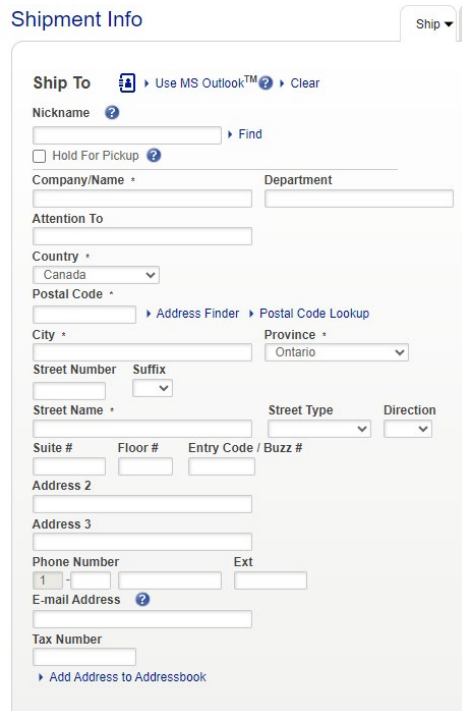


Welcome
Candice Power

Quick Links

- [Create a Shipment](#)
- [Estimate Time & Cost](#)
- [Schedule a Pickup](#)
- [Order Shipping Supplies](#)
- [Rate & Zone Guides](#)
- [Find Location](#)
- [Create a Freight Shipment](#)

Step 4: Enter the “ship to” information, for who and where the item will be shipped to.



Shipment Info

Ship To

Nickname

Hold For Pickup

Company Name * Department

Attention To

Country *

Postal Code * [Address Finder](#) [Postal Code Lookup](#)

City * Province *

Street Number Suffix

Street Name * Street Type Direction

Suite # Floor # Entry Code / Buzz #

Address 2

Address 3



Phone Number Ext

E-mail Address



Tax Number

[Add Address to Addressbook](#)

Step 5: The “ship from” information should be auto populated; you should not have to change this. The “bill to” should also be auto populated

Ship From ▶ Edit 	Bill To
University of Windsor Accounts Payable Candice Power 401 SUNSET Avenue WINDSOR, Ontario Canada, N9B 3P4 1-(519)253-3000 x2123	<input checked="" type="radio"/> Purolator Business Account <input type="text" value="Candice Power"/> ▼ <input type="radio"/> Receiver <input type="text"/> <input type="radio"/> 3rd Party <input type="text"/> <input type="radio"/> Credit Card 

Step 6: “Shipment Date” – choose the date you plan to ship the item out.

Shipment Date  

Step 7:

Pickup Info should be set as “Pre-Arranged Pickup”.


Pickup Info ▶ Drop Off Locator

Schedule a Pickup ▶ Edit
Candice Power
1-(519)253-3000 x2123

Drop Off Pre-Arranged Pickup

Step 8: Under the References/Instructions area, click “Add more”, right beside “Tracking Reference”.

References/Instructions (optional)

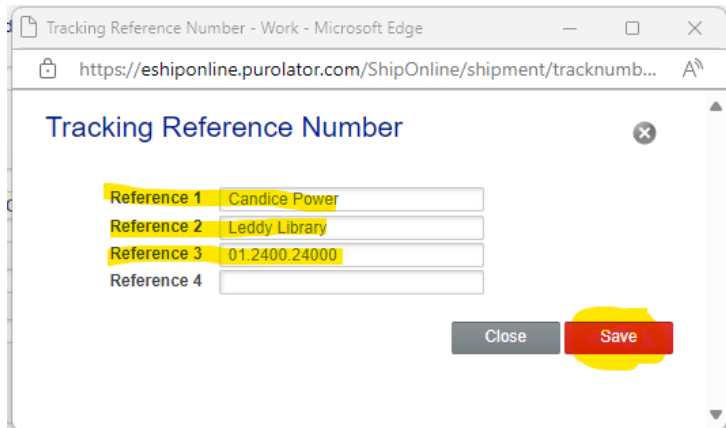
Tracking Reference  ▶ Add more

Cost Centre (Invoice Reference)

Special Instructions for Delivery

Step 9: These items **MUST** be included for every shipment:

- A) Reference 1 – your full name
- B) Reference 2 – your department name
- C) Reference 3 – your department charge account (ie. 01.2400.24000) and/or project number (ie. 816035)



Step 10: Complete the “Shipment Options” details required for your shipment. Once completed, click “Estimate” to receive an estimate for the shipping charges, or click “Ship Now” to ship the item.

Shipment Details

Ship Lists Documents Reports Preferences Track Help ?

Shipment Options

Description

Package Type Express Envelope

Service Purolator Express Envelope

Number of Pieces 1

Total Weight 1 Imperial (lb, in)

Declared Value \$ 00

Signature on Delivery Required

Saturday Delivery

ExpressCheque

Method of Payment Bank Draft

Amount

Additional Handling ?

Dangerous Goods Indicator ?

Dangerous Goods Mode Ground

Dangerous Goods Class Limited Quantities

Print Dangerous Goods Declaration

Shipper's Certification Statement

I hereby declare that the contents of this consignment are accurately declared, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to the Transportation of Dangerous Goods Regulations.

Generate return shipment labels to include with your shipment ?

As the shipper, you are responsible for the contents of each shipment for delivery by Purolator, including shipments classified as Dangerous Goods. This requires correctly identifying, classifying, packaging, marking, labeling and documentation compliance for dangerous goods in accordance with, but not limited to Transport Canada's **Transportation of Dangerous Goods (TDG) Regulations**.

By clicking "Ship Now" you agree that: i) this shipment will be governed by Purolator's **Terms and Conditions** of service; and ii) the credit card or Purolator account used to prepare this shipment will automatically be billed unless the shipment is properly cancelled.

Previous Cancel Estimate Ship Now