

# LOOMIS EXPRESS WEBSHIP GUIDE

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Technical Support Hotline 1.877.549.3638

## CREATE A WEB PROFILE

You must create a Web Profile before you can start shipping. On the home page, click **Log In** and on the next screen, click **Sign Up Now**.

**IF YOU ARE AN EXISTING LOOMIS CUSTOMER,** enter your account number, click continue to validate your account and follow the five easy steps to set up your Web Profile and preferences. In a few seconds, you will receive an email with your Web Profile log in information.

Now you can start shipping!

This screenshot shows the 'Sign Up' page for existing customers. At the top, there are navigation links for SHIP, TRACK, and LOG IN. Below these are two columns: 'LOG IN' and 'NEW TO LOOMIS WEBSHIP?'. The 'LOG IN' section has fields for Username (example: aphan07@yahoo.ca) and Password (masked with asterisks), with a 'Remember my Username and Password on this computer' checkbox. The 'NEW TO LOOMIS WEBSHIP?' section has a 'Promo Code' field. At the bottom right, the 'SIGN UP NOW' button is circled in blue.

This screenshot shows the 'Sign-Up for LOOMIS WebShip' page for new customers. It has two columns: 'EXISTING LOOMIS CUSTOMERS' and 'NEW LOOMIS CUSTOMER?'. The 'NEW LOOMIS CUSTOMER?' section has fields for Account #, Country (dropdown menu showing CANADA), City, and Province/State (dropdown menu showing ONTARIO). At the bottom right, the 'CONTINUE' button is circled in blue.

**IF YOU ARE A NEW LOOMIS CUSTOMER,** sign up on-line by selecting your shipping profile type (one-time shipper paying with credit card vs. regular shipper to set up a Loomis Express account).

As a regular shipper, complete the required fields and your account number will be assigned instantly. Enter your new Loomis Express account number, click continue to validate your account and follow the 5 easy steps to set up your Web Profile and preferences. In a few seconds, you will receive an email with your Web Profile login information. Now you can start shipping!

This screenshot shows the 'Create New Loomis Account' page. It has two radio button options for profile type: 'I'm a one time shipper. I'll use my Credit Card as payment method.' and 'I ship regularly. I want to create a Loomis account.' The second option is selected. Below this is a 'NEXT' button circled in blue. The bottom part of the page shows fields for Business, Residential, and Mobile phone numbers, Email Address, Language preference (dropdown menu showing English), and 'Approximately how many shipments per week?' (dropdown menu showing 001 - 005). The 'What services would you use most?' dropdown menu shows 'LOOMIS GROUND' selected.

**TIP:** During the set-up, set your shipping preferences to make future shipments faster and easier!

# SHIP DOMESTICALLY IN 5 EASY STEPS!

Your account information will automatically appear in the **Shipping From** section.

- 1 Enter your recipient's address information OR select an existing contact from your address book OR use the Receiver ID Quick Retrieve feature.

**TIP:** A Receiver ID is like a nickname, you can create one for each of your recipients.

- 2 Book a Pickup request OR let us know if you already have a pickup Scheduled.

- 3 Loomis Express can send shipment updates to both the sender and receiver. Select when you would like Loomis Express to send notifications about your shipment.

- 4 Enter the weight and size information for your package(s).

- 5 Choose your "Domestic Service" options.

Click **Complete Shipment** and follow the on-screen instructions to print your waybill.

**TIP:** Check your printer settings to make sure the waybill prints properly.

**TIP:** Preview your rate and transit time before completing your shipment by clicking Calculate Rate.

The screenshot shows the 'Ship a Package' form with the following sections and highlighted elements:

- SHIPPING FROM:** First Name: AN, Last Name: PHAN.
- SHIPPING TO:** Group Shipping (dropdown), Address Book (button), Last 10 Recipients (dropdown), Receiver ID (input), RETRIEVE (button), Company Name, First Name, Last Name, Address, Country (CANADA), Phone, Postal/Zip Code, City, Province/State (ALBERTA), IATA, IATA Selector, Add or Update Receiver in your Address Book (checkbox).
- SHIPMENT INFORMATION:** Loomis Product: LOOMIS EXPRESS DOMESTIC, Shipment Date: 08/29/2011, Ready Time: 11:04, Pickup/Drop off: Pickup-Office, Payment Type: Pre-paid, Collect Account #, S.V.P. (\$CAD): \$0.00, Special Agreement #, Reference #, Cost Centre: cctrB, Instruction.
- PACKAGE INFORMATION:** Unit of Measurement: Imperial, Common Package Size (dropdown), Add More Pieces: 1, ADD (button).
- Table of Packages:**

	Weight	Length	Width	Height	Envelope
1	0.0	0.0	0.0	0.0	<input type="checkbox"/>
2	0.0	0.0	0.0	0.0	<input type="checkbox"/>
3	0.0	0.0	0.0	0.0	<input type="checkbox"/>
4	0.0	0.0	0.0	0.0	<input type="checkbox"/>
5	0.0	0.0	0.0	0.0	<input type="checkbox"/>
- NOTIFICATION:** Notify Me (dropdown), My Email: an.phan@dhl.com, Notify Receiver (dropdown), Receiver's Email (input).
- DOMESTIC SERVICE:** Residential, Fragile, Saturday Service, Special Handling, Non-Pack.
- Buttons:** CLEAR, REVIEW & CONFIRM, COMPLETE SHIPMENT, ADD TO DRAFT.
- Footer:** View Draft Shipment, Calculate Rate.

# WEBSHIP ADDRESS BOOK & SHIPMENT REPORTS

Creating and maintaining your address book is simple and easy. The WebShip address book lets you save multiple addresses and contacts for quick reference and completing shipment information.

To add a new entry, click the [Add New Address](#) link and complete the information. Confirm your new entry by clicking the [Add Address](#) button. You can also import your existing contacts using our on-line template.

From the main address book list, you can edit, delete, and ship to an address with one click. You can also view recent shipments to each address.

You can create group shipments by clicking [Manage Groups](#). This advanced feature is useful for regular shippers who consistently send packages to a set list of recipients. For more information about this feature please contact Loomis Technical Support at 1-877-549-3638.

Address Book

Filtered By: Company Name

Select	Receiver ID - Company	Contact	Street	City, Province, Country
<input type="checkbox"/>	TR27956 - EDMONTON	TR27956 - EDMONTON	10025 - 56TH AVENUE	EDMONTON, ALBERTA, CANADA
<input type="checkbox"/>	TR27956 - SPARWOOD	TR27956 - SPARWOOD	721 DOUGLAS FIR ROAD	SPARWOOD, BRITISH COLUMBIA, CANADA
<input type="checkbox"/>	TR27959 - CRANBROOK	TR27959 - CRANBROOK	2001 THEATRE ROAD	CRANBROOK, BRITISH COLUMBIA, CANADA
<input type="checkbox"/>	TR27970 - FORT MACMURRAY	TR27970 - FORT MACMURRAY	291 FAKITAWA TRAIL	FORT MACMURRAY, ALBERTA, CANADA

**TIP:** The WebShip address book allows you to view and sort your addresses by many different variables including Company Name, City, Country, and Contact Name. The search function is another quick way to find contacts. Simply type in what you are looking for and click Search.

Shipment Reporting

SHIPPING REPORTING

Commonly Used Reports Custom Reports Driver Pickup Report

Waybill #

Parcel #

Shipping Date

Service

Loomis Product

Receiver ID

Report's Name:

Period From: 8/22/2011 Period To: 8/29/2011

Create and print reports to help track and manage your shipments efficiently. WebShip allows you to create custom reports for your web profile and save for future use. Simply select the fields you want to include, specify the sort order, and time period. For more information about this advanced feature please contact Loomis Technical Support at 1-877-549-3638.

**TIP:** Preview your rate and transit time before completing your shipment by clicking Calculate Rate.

# PRINTING WAYBILLS AND SHIPMENT DOCUMENTS

- 1 After clicking the **Complete Shipment** button, a Confirmation Page will open up where WebShip provides a summary of your shipment, including: the number of pieces, waybill number and shipment rate amount.
- 2 Print your waybill by clicking on the button. This will open a new window where you must make sure your printer settings are correct. Follow the Print Setup instructions to make sure the entire waybill fits on one half of a letter size page.
- 3 Print all copies of your waybill. Keep one for your records, and include the other copies in the waybill pouch, which must be affixed to your shipment.

SHIP ADDRESS BOOK SHIPPING HISTORY SHIPMENT REPORT

TRACK

Shipment Complete

Thank you. Your shipment order has been processed and will be delivered as scheduled.

PRINT WAYBILL  Use Thermal Printer

Select	Shipment Date	Shipment Number	From Address	To Address	Number of Pieces
<input checked="" type="checkbox"/>	08/29/2011	NET79998105	BRAMPTON ONTARIO CANADA L6T5S6	VAL D'OR QUEBEC CA J9P6Y4	1 pcs

[Recent Activity](#) | [Repeat This Shipment](#)  
[Select All](#) | [Deselect All](#) | [Document Toolkit](#)

**Print Instructions:**

Please note that you must allow pop-ups from this site in order to print your waybills.

You must set the printing options on your browser by selecting Page Setup from the File or Print menu, set all margins to about .20" and unclick all header and footer settings. If you do not follow this procedure, the printed waybills may be spaced incorrectly.

**Supporting Shipping Documents**

Would you like to create a Commercial Invoice for this shipment? Click [here](#) to create one.  
 Would you like to create a Dangerous Goods document for this shipment? Click [here](#) to create one.  
 View all other supporting shipment documents in the [Document Toolkit](#)

CONTINUE SHIPPING

**TIP:** If you want to cancel your shipment, use the shipping history screen.

**TIP:** To print correctly go to the page set up menu and set all margins to .20" and unclick header and footer settings. For Domestic Waybills page orientation should be set to portrait.