

CANSHIP

Instructional Guide

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Download latest Java version from www.java.com to get started with launch on **Canship WS**

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Part One: Overview & New Features

While the functionalities of the new Canship are extremely similar to the previous versions of Canship Plus and Canship Web, the layout of the application is slightly different and there are new features which should be highlighted. The following guide will take you through the three most utilized screens (New Shipment, Pending Shipments & History Search) and then through a few “how to” topics, such as printing a label, re-printing a label, processing a manifest and searching the history.

Overview of the Shipping Screen



Along the top of your shipping window, you will notice that there are eight tabs, separating the functions of the Canship application. They are:

New Shipment: This is the screen on which you will enter your shipment information to print a label

Pending Shipments: This screen will keep track of shipments waiting to be manifested, highlighting shipments which have been placed on hold and shipments that have been voided. The generation of the manifest is also part of the Pending Shipments screen.

My Addresses: On this screen, you will be able to view, to search or edit saved addresses or save a new record.

My Cost Centres: On this screen, you can view or edit saved cost centers, or save a new cost center.

My Commodities: On this screen, you can view or edit saved commodity records or save a new one for addition to you customs documentation.

History Search: From this screen, you can search your history via several search criteria, by shipper number or by date range. You can also export the returned results into an Excel file.

My Preferences: This screen allows you to save a variety of preferences pertaining to the account, the administrators and specific users.

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Shipment Screen

Ensure you have Java downloaded from www.java.com

The shipping screen is built for ease-of-use and contains many new and exciting features! Shippers who have multiple accounts will be able to ship from all accounts via one screen, there are new on-screen tool tips to guide new users. To ensure accurate addresses, Canship offers postal code validation. Below is a screenshot of the entire window, but for ease of understanding, we will go through it section by section.

Ship Date
Ship Date: SEP 9, 2011 Shipping Account: 99999998 - POR...

Pickup Information
Postal/Zip Code: L5C4R9 Look Up
Name: PORTAL TEST ACCOUNT Find
Address 1: 1290 CENTRAL PARKWAY W, SUITE 500
Address 2: City: MISSISSAUGA
Address 3: Province: ON - ONTARIO
Telephone: (905) 897-3611 Email: JN@CANPAR.COM

Delivery Information
Pre-Labelled Country: CA - CANADA
Address ID: Postal/Zip Code:
Name:
Address 1:
Address 2: City:
Address 3: Province: AB - ALBERTA
Telephone: () - Ext: Email:
Attention: Instructions:
Save Address Print Phone# Residential Address

Service Information
Available Services: No Signature Required

Premium
Premium: None (selected), 12 Noon, 10 am, Saturday

Billing Info
Collect Shipper
Cost Centre:
Store Num:

Package Details
Expand
Pieces: 1 Box Name: Tot. Kg: 0 Individual weights Reference: ALTERNATIVE REFERENCE Tot. Dec. Val.
Table:
| Box Name | Weight | Length | Width | Height | Reference | ALTERNATIVE REFERENCE | Declare Val. | XC |
| 1 | | | 0.0 | 0.0 | 0.0 | | | | |
+
-
Packages COD
Use COD: 0 kg cm lb in Use Scale Handling: 0.00 % \$
Clear Rate Hold Ship

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If the ship date differs from the current date, simply click on the calendar to select an alternate date.

The screenshot shows the 'Ship Date' section with a date field set to 'SEP 9, 2011' and a calendar icon. Next to it is the 'Shipping Account' dropdown menu, currently showing '99999998 - POR...'. Below this is the 'Pickup Information' section, which includes fields for 'Postal/Zip Code' (L5C4R9), 'Name' (PORTAL TEST ACCOUNT), 'Address 1' (1290 CENTRAL PARKWAY W, SUITE 500), 'Address 2', 'Address 3', 'Telephone' ((905) 897-3611), 'City' (MISSISSAUGA), 'Province' (ON - ONTARIO), and 'Email' (JN@CANPAR.COM). Each field has a small question mark icon next to it.

From the drop-down menu, you can select which account you would like to ship on. Once selected, the Pickup Information will update to reflect the information associated with the selected account.

★ **New Feature:** Scrolling over the  icon on any portion of the form provides on-screen information about the data that the field requires.

Formerly "Customer ID," the address ID field serves as a flag for the address record you are saving and is the criteria that your address book will sort by. If you do not wish to save the address, an Address ID is not required.

The screenshot shows the 'Delivery Information' section. It has a 'Pre-Labelled' button and a 'Country' dropdown set to 'CA - CANADA'. Below are fields for 'Address ID', 'Name', 'Address 1', 'Address 2', 'Address 3', 'Telephone' (with area code and extension fields), 'Attention', 'Postal/Zip Code', 'City', 'Province' (set to 'AB - ALBERTA'), 'Email', and 'Instructions'. At the bottom, there are three checkboxes: 'Save Address', 'Print Phone#' (unchecked), and 'Residential Address' (unchecked).

This feature was formerly known as "Quick Ship." If using an in-house address label, you can create a Canpar barcode for the shipment by clicking on "Pre-Labelled" and then filling in the postal code only and the package details.

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★ **New Feature:** Depending on the postal code you are shipping to, the service and premium information will dynamically update to show you only what is available prior to submitting the shipment.

★ **New Feature:** Canship now integrates the Collect feature directly into the application. If you would like to ship Collect to another account number, simply type in the Collect Shipper number and proceed with your shipment, as per usual. In order to utilize this feature, your account must be enabled for collect shipping.

★ **New Feature:** The package Details are now displayed in a dynamic grid. Filling in the top line updates the grid, but changes can also be made at the piece level by clicking into the field you wish to change.

★ **New Feature:** You may now toggle between pounds and kilograms or inches and centimeters. When you proceed to ship, Canship will convert the measure to match the units in your rates.

★ **New Feature:** Canship now supports the use of a weigh scale.

★ **New Feature:** If you would like to enter a shipment but hold it for shipping, simply click on "Hold." The shipment will be queued in the system for shipping at another time. A temporary label will be printed for the shipment.

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Pending Shipments Screen

The Pending Shipments screen is where you will find a listing of the shipments that have been processed, held or voided. If you have multiple accounts, you can view each account independently of the other(s) in order to deduct what has been processed on each. The Pending Shipments screen is also where you will now find the option to print and re-print a manifest, as well as the option to re-print a shipping label.

The screenshot shows the 'CANPAR Shipping Application - Version 1.0 (2.0.8)' interface. The main window displays a table of pending shipments with columns for Name, Barcode, Pieces, Weight, Reference, Reference 2, Postal Code, and Ship Date. A 'reprintlabel' button is visible in the top right. A 'Print Manifest' button is located at the bottom center. A 'Reprint Manifest' section is at the bottom left. Callouts highlight three new features: 1) A dropdown menu for selecting a shipper number. 2) A 'reprintlabel' button for re-printing shipping labels. 3) A 'Print Manifest' button for printing manifests for selected accounts. A legend at the bottom explains the color-coding of rows: Red for void, Yellow for on hold, and Normal style for normal shipments.

Select the shipper number you would like to view shipments for.

★ New Feature: Option to re-print shipping label(s).

★ New Feature: Color-coded row design makes telling which shipments are void, on hold or normal easy to see!

Clicking on "Print Manifest" will print the manifest for the selected account number. Only shipments with a status of normal or void will show on your manifest. Any shipments on hold will be held in queue until the shipment is actually processed to go out

Name	Barcode	Pieces	Weight	Reference	Reference 2	Postal Code	Ship Date
TEST NAME	D999999990000000009001	5	8.8 lb	123123		M1M1M1	25-Aug-2011
TEST NAME	D99999999000000001001	2	17.0 lb	123123		M1M1M1	25-Aug-2011
TEST NAME	D999999990000000011001	1	20.0 lb			M1M1M1	25-Aug-2011
TEST NAME	S999999990000000071001	1	20.0 lb			M1M1M1	25-Aug-2011
TEST CUSTOMER	S999999990000000072001	1	2.0 lb			L5C4R9	29-Aug-2011
TEST NAME	S999999990000000073001	1	1.0 lb			M1M1M1	29-Aug-2011
TEST NAME		1	0.0 lb			M1M1M1	30-Aug-2011
TEST CUSTOMER	S999999990000000074001	1	2.0 lb			L5C4R9	31-Aug-2011
TEST CUSTOMER		1	0.0 lb			L5C4R9	31-Aug-2011
TEST NAME	D999999990000000012001	1	12.0 lb			M1M1M1	1-Sep-2011
TEST NAME	D999999990000000013001	1	10.0 lb			M1M1M1	1-Sep-2011
TEST NAME	D999999990000000014001	1	10.0 lb			M1M1M1	1-Sep-2011
TEST NAME	S999999990000000075001	1	10.0 lb			M1M1M1	2-Sep-2011
TEST NAME	S999999990000000076001	1	10.0 lb			M1M1M1	2-Sep-2011

Additional copy format: SUMMARY
No. of Summary Copies: 1

Number of Shipments 76
Number of Pieces 90

Row Color: Red - Void, Yellow - On Hold, Normal style - You can get detail by double clicking on

Reprint Manifest:(Last Manifest Printed 00000015)

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History Search Screen

The History Search screen is where you will have the ability to track parcels or lookup the details of specific shipments on-screen. Additionally, from this screen, you can also re-print the Canpar Proforma (customs documentation) if the shipment had an associated document at the time of shipping. You may also create reports of your shipping usage for specific date ranges.

★ New Feature: You can now select a date range to search the history by and can also export the results into an Excel file.

★ New Feature: On-screen detail can be viewed simply by selecting the desired package ID.

★ New Feature: Clicking on "Proforma" takes you to a printable version of the customs documentation (if documentation was completed at the time of shipping).

Clicking on "Track your Package" takes you directly to the tracking results for the selected package ID.

CANPAR Shipping Application - Version 1.0 (2.0.8)

Navigation: New Shipment | Pending Shipments | My Addresses | My Cost Centres | My Boxes | My Commodities | **History**

View / Search CanShip History

Search Criteria: Name | Shipper Number: 99999998 - PORTAL ...

Search Value: TEST | Shipping Start Date: SEP 1, 2011 | End Date: SEP 13, 2011

Search

Shipment History Search Results

No. of Records: 14

Package ID	Name	Address	City	Province	Country	Postal Code	Date	Pieces	Manifest
S99999980000000058001	TEST NAME	ADDRESS 1	TORONTO	ON	CA	M1M1M1	1-Sep-2011	2	00000029
D99999980000000012001	TEST NAME	ADDRESS 1	TORONTO	ON	CA	M1M1M1	1-Sep-2011	1	00000029
D99999980000000013001	TEST NAME	ADDRESS 1	TORONTO	ON	CA	M1M1M1	1-Sep-2011	1	00000029
D99999980000000014001	TEST NAME	ADDRESS 1	TORONTO	ON	CA	M1M1M1	6-Sep-2011	2	00000029
S99999980000000059001	TEST NAME	ADDRESS 1	TORONTO	ON	CA	M1M1M1	6-Sep-2011	4	00000029
S99999980000000063001	TEST NAME	ADDRESS 1	TORONTO	ON	CA	M1M1M1	6-Sep-2011	2	00000032
S99999980000000064001	TEST NAME	ADDRESS 1	TORONTO	ON	CA	M1M1M1	6-Sep-2011	5	00000032
S99999980000000066001	TEST CUSTO...	1290 CENTRAL PARKWAY	MISSISSAUGA	ON	CA	L5C4R9	6-Sep-2011	3	00000032
S99999980000000074001	TEST NAME	ADDRESS 1	TORONTO	ON	CA	M1M1M1	6-Sep-2011	1	00000037
S99999980000000075001	TEST CUSTO...	1290 CENTRAL PARKWAY	MISSISSAUGA	ON	CA	L5C4R9	6-Sep-2011	1	00000038

Export to Excel

Shipment Detail - Barcode(Package ID):D9999998000000013001(Total packages:1)

Entered By: WSADMIN@DEMO.COM	Instruction: GROUND	DV Charge: \$0.00	Fuel surcharge: \$1.87
Cust ID: 5000034	Service: GROUND	COD Charge: \$0.00	Freight: \$12.22
Name: TEST NAME	Manifest: 00000029	EA Charge: \$0.00	Sub Total: \$14.09
Address: ADDRESS 1	Shipping Date: 2-Sep-2011	RA Charge: \$0.00	HST/QST/G...: \$1.83
City: TORONTO	Description:	XC Charge: \$0.00	Total: \$15.92
Province: ON	Premium:	Premium Charge: \$0.00	
Postal Code: M1M1M1	Cost Centre:	NSR: Signature Required	

Proforma | Track your Package

Package ID	Weight	Length	Width	Height	Reference	Reference 2	Declare Value	XC	COD Amnt 1	COD Amnt 2	COD Amnt 3
D99999980000000013001	10.0 lb	0.0 cm	0.0 cm	0.0 cm			0.0				

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Part Two: How-To Guide

How to... Process a Label

The screenshot shows the CANPAR Shipping Application interface. The 'New Shipment' button is highlighted with a blue circle and a '1' callout. The 'Shipping Account' dropdown is also highlighted with a '1' callout. The 'Delivery Information' section is highlighted with a '2' callout. The 'Service Information' section is highlighted with a '3' callout. The 'Premium' section is highlighted with a '4' callout. The 'Package Details' section is highlighted with a '5' callout. The 'Rate' button is highlighted with a '6' callout.

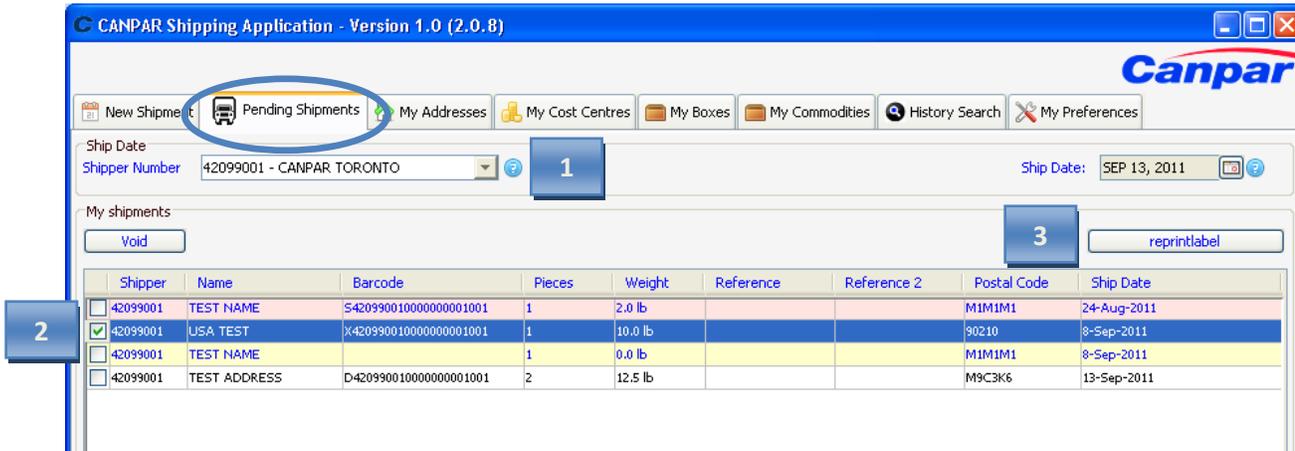
Box Name	Weight	Length	Width	Height	Reference	ALTERNATIVE REFERENCE	Declare Val.	XC
1	10	0.0	0.0	0.0				
2	20	0.0	0.0	0.0				

1. Select the **shipping account** you would like to ship on. (Note: The Pickup Information form will automatically populate depending on the account number you select).
2. Fill out the **Delivery Information** typing the address in manually or selecting an address from your address book.
3. Select the desired **service** for the shipment.
4. Select any **premium services** for the shipment, if desired.
5. Fill out the **Package Details**, including the number of pieces and the weight.

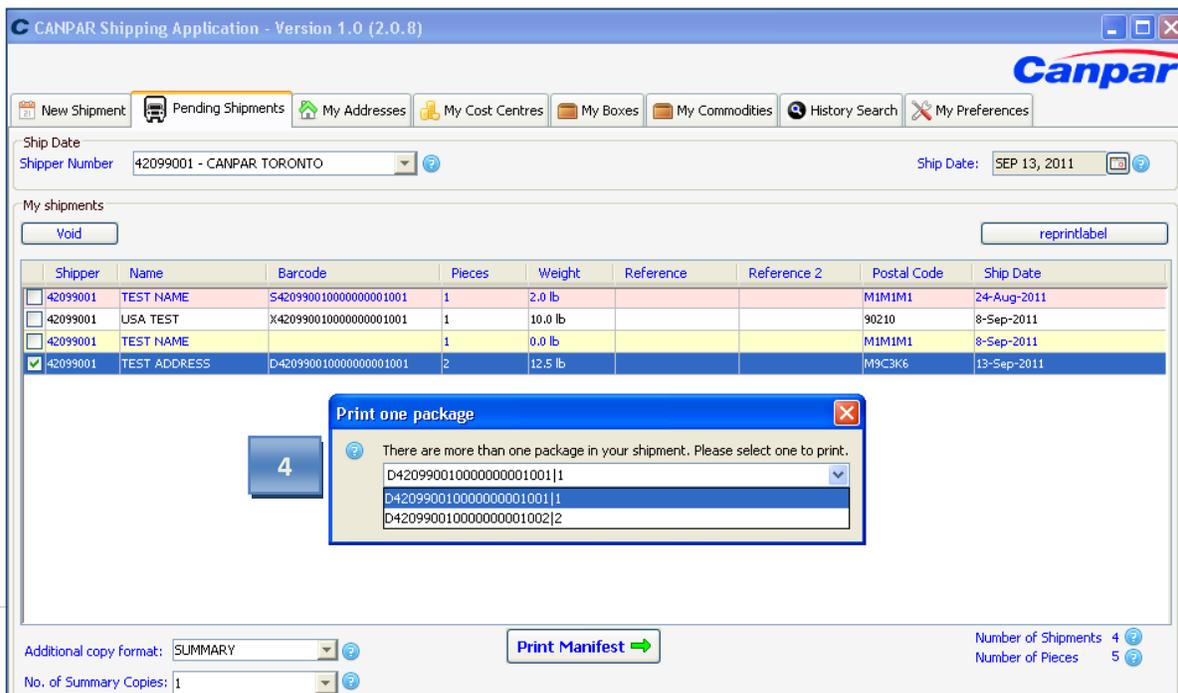
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- Click on **RATE** to see a summary of the charges for the shipment. Click on **HOLD** to place the package in queue for shipping at another time OR click on **SHIP** to print out a shipping label.

How to... Reprint a Label



- On the Pending Shipments screen, select the **shipper number** that the label was printed on
- Place a **checkmark** in the checkbox to select which shipment to re-print a label for
- Click on **REPRINT LABEL**
- If the selection is for a multi-piece shipment, you will be prompted to pick which label in the sequence to re-print. It is important to ensure that if you are reprinting all labels in a shipment, you print one of each label as opposed to printing 2 copies of one label. **You must avoid using duplicate barcodes at all costs.**



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How to... Print a Manifest

CANPAR Shipping Application - Version 1.0 (2.0.8)

New Shipment Pending Shipments My Addresses My Cost Centres My Boxes My Commodities History Search My Preferences

Ship Date
Shipper Number 42099001 - CANPAR TORONTO Ship Date: SEP 13, 2011

My shipments
Void reprintLabel

Shipper	Name	Barcode	Pieces	Weight	Reference	Reference 2	Postal Code	Ship Date
42099001	TEST NAME	S420990010000000001001	1	2.0 lb			M1M1M1	24-Aug-2011
42099001	USA TEST	X420990010000000001001	1	10.0 lb			90210	8-Sep-2011
42099001	TEST NAME		1	0.0 lb			M1M1M1	8-Sep-2011
42099001	TEST ADDRESS	D420990010000000001001	2	12.5 lb			M9C3K6	13-Sep-2011

Additional copy format: DETAIL No. of Summary Copies: 1

Print Manifest

Number of Shipments: 4
Number of Pieces: 5

Row Color: Red - Void, Yellow - On Hold, Normal style - You can get detail by double clicking on the row(not check box) if the shipment is not voided.

Reprint Manifest:(Last Manifest Printed 00000056)

Print Manifest Number: 00000056 Reprint
Reprint Format: SUMMARY Preview

1. On the Pending Shipments screen, select the **shipper number** you would like to print the manifest for.

2. Verify the shipments in queue. If any need to be voided, all voiding must be done before printing the manifest.

If a manifest is generated with shipments that are not being sent out, you must contact the Customer Service Department and provide the package identification number (barcode). This can only be processed as a credit after receiving your Canpar invoice.

3. If required, select the format and number of additional copies of the manifest to be printed. By default, 1 SUMMARY copy will print for the Canpar driver.

4. Click on **PRINT MANIFEST**

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How to... Reprint a Manifest

CANPAR Shipping Application - Version 1.0 (2.0.8)

New Shipment Pending Shipments My Addresses My Cost Centres My Boxes My Commodities History Search My Preferences

Ship Date: Shipper Number: 42099001 - CANPAR TORONTO Ship Date: SEP 13, 2011

My shipments

Void reprintlabel

Shipper	Name	Barcode	Pieces	Weight	Reference	Reference 2	Postal Code	Ship Date
42099001	TEST NAME	S420990010000000001001	1	2.0 lb			MIMIM1	24-Aug-2011
42099001	USA TEST	X420990010000000001001	1	10.0 lb			90210	8-Sep-2011
42099001	TEST NAME		1	0.0 lb			MIMIM1	8-Sep-2011
42099001	TEST ADDRESS	D420990010000000001001	2	12.5 lb			M9C3K6	13-Sep-2011

Additional copy format: DETAIL No. of Summary Copies: 1

Print Manifest

Number of Shipments: 4 Number of Pieces: 5

Row Color: Red - Void, Yellow - On Hold, Normal style - You can get detail by double clicking on the row(not check box) if the shipment is not voided.

Reprint Manifest:(Last Manifest Printed 0000056)

Print Manifest Number: 0000056 Reprint

Reprint Format: SUMMARY Preview

1. On the Pending Shipments screen, select the **shipper number** you wish to reprint a manifest for.
2. In the “print manifest number” field, type in the **manifest number** you are looking for.
3. Click on **PREVIEW** to see an on-screen copy of the manifest or click on **REPRINT** to obtain a hardcopy of the manifest.

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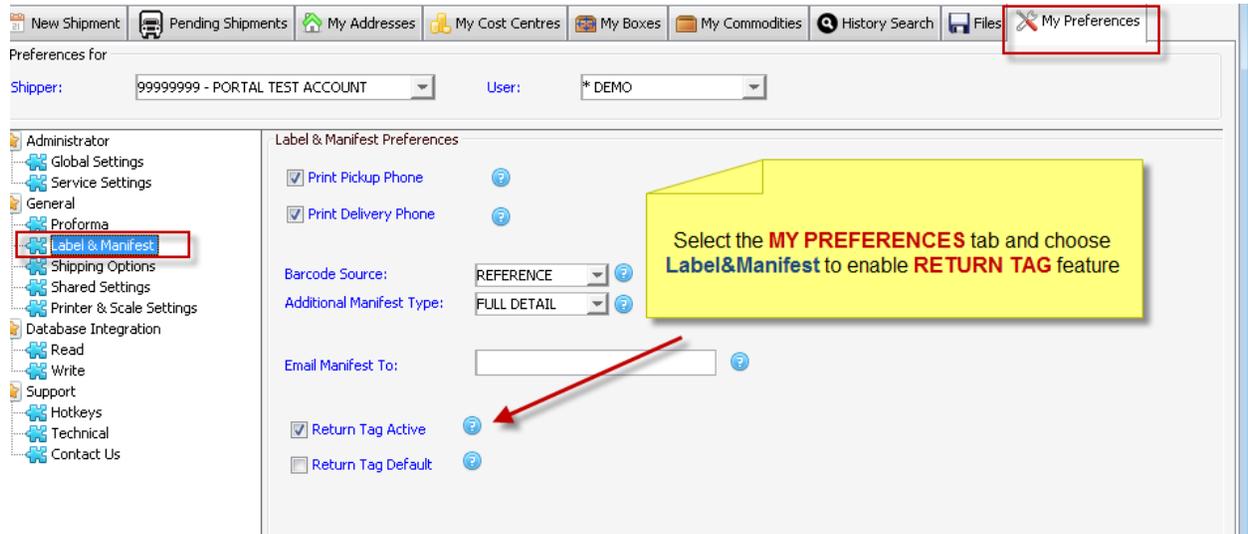
How to... Search the History

The screenshot displays the CANSHIP application interface for searching shipment history. The search criteria are set to 'Name' with a search value of 'TEST'. The shipper number is '99999998 - PORTAL ...', the shipping start date is 'SEP 1, 2011', and the end date is 'SEP 13, 2011'. The search results show a table of 14 records with columns for Package ID, Name, Address, City, Province, Country, Postal Code, Date, Pieces, and Manifest. A detailed view of a shipment is shown below the table, including fields for Entered By, Cust ID, Name, Address, City, Province, Postal Code, Instruction, Service, Manifest, Shipping Date, Description, Premium, Cost Centre, NSR, DV Charge, Fuel surcharge, COD Charge, Freight, EA Charge, RA Charge, XC Charge, Premium Charge, Sub Total, HST/QST/G..., and Total. There are also buttons for 'Proforma' and 'Track your Package'.

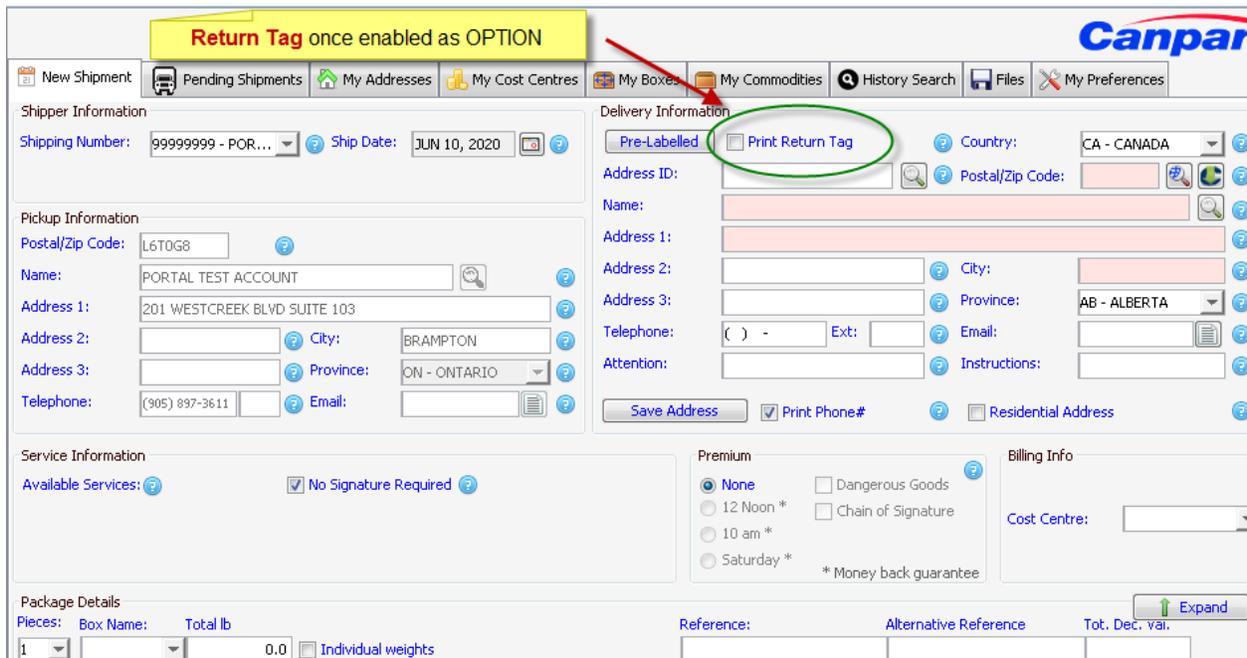
1. On the History Search screen, select the **search criteria** from the dropdown menu and then type in the **search value**. Also, select the **shipper number** to search under.
* If you are looking for shipments within a certain time frame, you may also select a start and end date to retrieve the shipping information for the specific date range.
2. Click on **SEARCH** to retrieve the results.
3. If more than one result is returned, simply **click on the shipment** you wish to see detail for. The details will show at the bottom of the window.
4. If you would like to export the shipping data, click on **EXPORT TO EXCEL** to create a spreadsheet of all returned results.

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Enabling **Return Tag** Feature in My Preferences:



Once enabled the **Return Tag** appears as an optional choice on **New Shipment** screen



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Contacting the Service Desk

We understand that change is sometimes overwhelming. If you should have any questions or concerns regarding the new Canship, please do not hesitate to contact our Service Desk. Our hours of operation are Monday to Friday, 8:00 am to 7:00 pm (EST).

Telephone: 1-866-588-1488

Email: servicedesk@canpar.com