Purolator

Getting Started

REGISTERING ONLINE:

1. Each customer, needs to register with Purolator-Eship online.
2. Go to www.purolator.com
3. Click on 'Register now'
    1. If customer would like to get an account number for invoicing they would choose: '*Open a Purolator Business Account and register for MyPurolator'*
    2. If customer already has a purolator business account they would choose: *'Use an existing Purolator Business Account and register for MyPurolator'*
    3. If customer just wants to schedule pickups only or pay by credit card they would choose: '*Register for MyPurolator Only'*
4. After choosing one of the three options, fill in blank fields at the right of the page. The account will be for your clinic so please create a username and password. This will also be your personal information ie: Name/email, etc.
5. Click on 'Next'. (this will bring the new customer to the Account information screen. Depending on which of the above three options the customer has selected, fill in the information required on this page)
6. Click on 'Next'
7. Read and agree to the terms and conditions.
8. Click on 'Register'. The system will then send them an activation email. Once you receive the activation email, it must be accepted within the provided timeframe to activate the account. Verify your password and activate the online account.

TO SCHEDULE A PICKUP ONLY ONLINE:

1. Go to www.purolator.com
2. Enter the username and password and click 'Login'.
3. Prior to creating a shipment, go to 'My Account', 'Preferences' tab and ensure that under the 'Shipment Details' that 'Customer Packaging' is selected. Also under 'Return Details' heading, that 'Bill to', select 'Receiver'.

4. Once logged into the Puroloator-Eship online go to 'Ship/Pickups/Request Pickup'
5. Enter the details of the pickup at the right of the screen
6. Click on 'Submit Pickup Request'.
7. You will obtain a pickup conformation number. Pickup is complete.

TO CREATE A WAYBILL AND CREATE THE PICKUP AT THE SAME TIME:

1. Go to www.purolator.com
2. Enter the username and password
3. Click on 'Log in'.
4. Once logged into the Puroloator-Eship online go to 'Ship/Create a shipment' -*(this is the first of three steps)*
5. Fill in the SHIP TO at the left of the page, which will always be OOLab's information, so it will prepopulate after the first entry. *(SHIP FROM will already be filled in at the left)*
6. Choose the appropriate billing method at the right of the page. If Credit card is the only option, add the OOLab Purolator account information. Under "My Account" go to "Preferences" and then to "Manage Accounts". Click "Add an Account" and enter OOLab Account details for our account to be charged for the incoming shipment. Once you have an account set up, we can provide this information.

7. Now when you enter the shipment, you will see this in the top right-hand corner.

8. G0 to PICKUP INFO *(enter the pickup information as applies to the customers hours of operation)*
9. Click on 'Next'
10. Enter the package details, but it is not necessary*, ie: type of package/service required/pieces/weight/dimension.*
11. Click on 'SHIP'

12. Check under the pickup information column at the right to ensure there is a pickup number
13. Click on 'view/print shipping documents' and print off the shipping documents. This is the waybill, required to be affixed to all incoming packages.

If customer requires any further assistance, please call 1-800-459-5599 opt 1 opt 2