

INSTRUCTION OF LOCAL SHIPPING & TRACKING TOOL



LOG-IN

To begin, please provide your username & password. If you don't have an account:

- E-mail Weblogins@frontierscs.com
- **Become a Client**

Username:

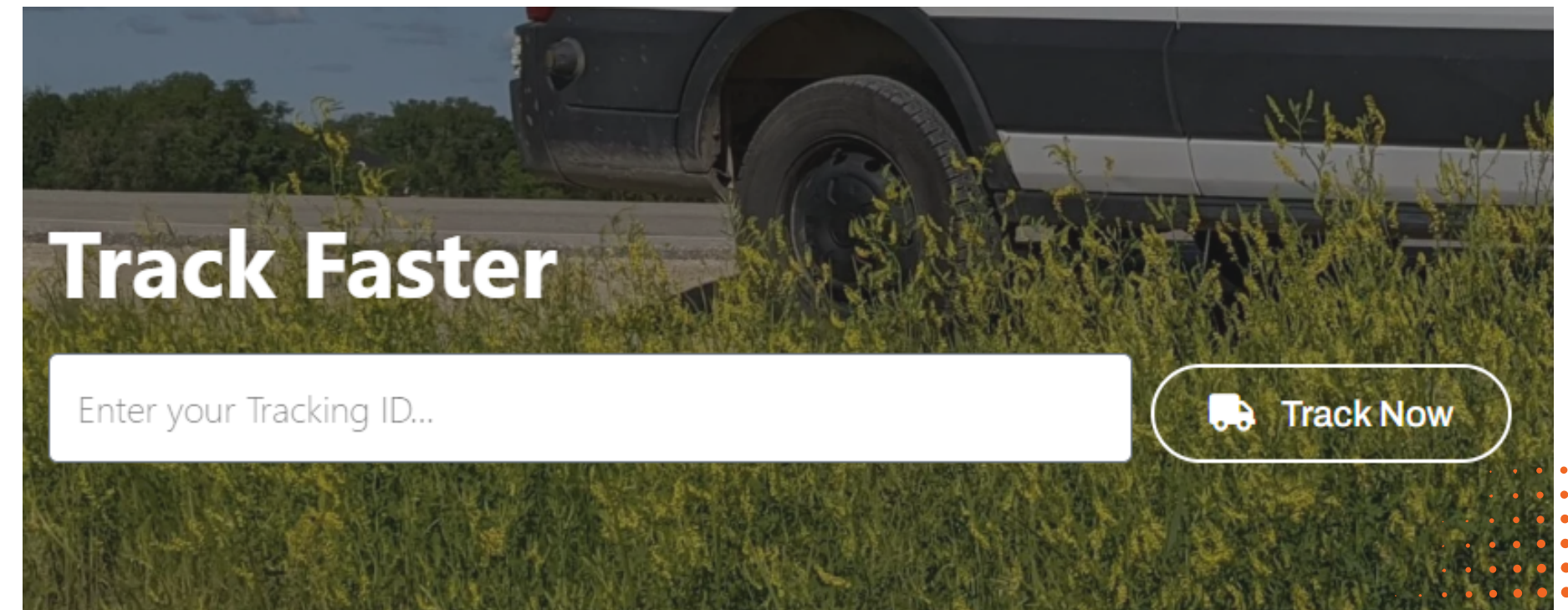
Password:

Log In

TRACKING

Tracking there are 2 options:

- Use the Quick Track
- Use **Frontier's Web Site**



INTERFACE: TRACK

- Within the "Track" section, a variety of tracking tools are provided for your convenience:
 - Snapshot
 - Date Range
 - Shipment number
 - BOL/Reference #
 - Purchase Order
 - Agent Shipment No.

The screenshot shows a dark blue navigation bar with several dropdown menus: Track, Shipping, My Account, Reports, Parcel, and Utilities. The 'Track' dropdown is open, revealing a 'Quick Track' section with a text input field containing 'Tracking or BOL No'. Below this is a section titled 'Online Shipment Tracking' with a horizontal line. Underneath, there are five blue links: 'Snapshot', 'Date Range', 'Shipment Number', 'BOL/Reference #', and 'Purchase Order'. To the right of these links is the text 'Agent Shipment No'.

A close-up view of the 'Quick Track' input field and the 'Track' button. The input field contains the text 'Quick Track' and the button is labeled 'Track'.

EXAMPLE DATE RANGE TRACKING

1. Chose "Track"
2. Click "Date Range Tracking"
3. Enter a date range or chose "Starting date" or "Ending Date"
4. Filter by marking necessary columns: "Bill To", "Shipper", "Consignee" and "Live Shipments"
5. Chose "All shipments", "Undelivered only" or "Delivered only"
6. Click "Display Results" to see a report or use Excel icon to download it directly.

The screenshot shows the 'Track' dropdown menu with options: Track, Shipping, My Account, Reports, and Utilities. The 'Track' option is selected, showing a search box for 'Tracking or BOL No' and a list of tracking methods: Snapshot, Date Range, Shipment Number, BOL/Reference #, and Purchase Order. A large arrow points down to the 'Date Range Tracking' interface.

The 'Date Range Tracking' configuration page shows a 'Date Range' dropdown set to 'Custom Dates'. The 'Starting Date (mm/dd/yyyy)' is 05/26/2023 and the 'Ending Date (mm/dd/yyyy)' is 06/02/2023. Under 'Include Shipments Where You Are', the checkboxes for 'Bill To', 'Shipper', and 'Consignee' are checked. Under 'Include', 'Live Shipments' is checked, and 'All Shipments' is selected. There are buttons for 'Display Results' and 'Download'.

Track Shipping My Account Reports Utilities Quick Track

Date Range Tracking: 05/26/2023 - 06/02/2023

[Show Criteria](#) [Download](#)

Ship Date	Del Date	Del Time	ETA Date	Shipment Number	BOL/Ref #	Shipper	Shipper City	Consignee	Consignee City	Province	Postal Code	Status
06/01/2023	06/01/2023	04:09 PM	Delivered	10161803		UNIVERSITY OF REGINA STORES	REGINA	REGINA BATTERY DEPOT	REGINA	SK	S4S	OK - DELIVERED COMPL 06/01/23 16:09 Signed: ASHTON
06/01/2023			06/01/2023	10007912	10000-4340-6140	Ar...	REGINA		REGINA	SK	S4S	PICKUP COMPLETED.
06/01/2023			06/05/2023	10007957	10000-6930-6140	CE...	REGINA	BUILD	SASKATOON	SK	S7N	LAST @ SASKATOON TERMINAL
05/30/2023	05/30/2023	11:52 AM	Delivered	10159397		TH...	REGINA		REGINA	SK	S4S	OK - DELIVERED COMPL 05/30/23 11:52 Signed: DELIVERED
05/30/2023	05/30/2023	04:17 PM	Delivered	10007795	QuoteNo: 10007795	PR...	REGINA		REGINA	SK	S4S	OK - DELIVERED COMPLETE 05/30/23 04:17 PM
05/26/2023	05/26/2023	10:50 AM	Delivered	10007621	QuoteNo: 10007621	PR...	REGINA		REGINA	SK	S4S	OK - DELIVERED COMPL 05/26/23 10:50 Signed: DELIVERED
05/26/2023			05/29/2023	10007565	10000-4340-6140	Ar...	REGINA		REGINA	SK	S4S	PICKUP COMPLETED.

7 records. [Download](#)

INTERFACE: SHIPPING

- Under the "Shipping" section, you will find a range of available tools and instruments:

- Transit Time
- Rate Quote
- BOL and Pickup
- Shipment Alert
- Freight Class Calculator



EXAMPLE OF BILL OF LANDING REPORT

1. Chose "Shipping"
2. Click "BOL and S"
3. Enter your "Data Range" or chose "Starting Statement Date" and "Ending Statement Date"
4. Click "Run Report" to display the report
5. Click "Download Report" to export your report

Shipping Tools

- Transit Time
- Rate Quote
- BOL and Pickup**
- Shipment Alerts
- Freight Class Calculator



Update Bill of Lading

To generate a new BOL based on a shipment previously tendered, please enter the tracking number here [Go](#)

1 Update BOL 2 Shipment Review 3 Schedule Pickup 4 Confirmation

Ship Date: 06/02/2023 Today

Shipper Info

Name:

Address:

Address 2 / Instructions:

Postal Code:

City:

Province:

Contact Name:

Telephone Number: Ext:

Email:

Add to Address Book

Consignee Info

Name:

Address:

Address 2 / Instructions:

Postal Code:

City:

Province:

Contact Name:

Telephone Number: Ext:

Email:

Add to Address Book

Shipment Payment

4340 HEALTH SERVICES- SWC

Shipment Details

Declared Value:

COD Amount:

Service:

Entered By:

Telephone Number: Ext:

Email:

Pieces

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

Special Services

Pickup Services:

- RESIDENTIAL PICKUP

Transit Services:

- LARGE PACKAGE
- TRUCK / VAN NEEDED

Delivery Services:

- 2ND FLOOR DELIVERY
- INSIDE DELIVERY
- MALL DELIVERY
- OFF ROUTE DELIVERY
- POWER TAIL GATE
- RESIDENTIAL DELIVERY
- SCHOOL DELIVERY

Shipment Notifications

	BOL	Picked Up	Appt Set	Out for Delivery	Enroute	Delivered
Shipper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consignee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Continue >>](#)



Track Shipping Utilities

Contact Us Email Tracing Link

DELIVERY DETAILS

Delivered Date: 05/01/2023
Status: OK - DELIVERED COMPLETE

Shipment Number: 10005842 Ship Date: 04/25/2023
Bill of Lading #: 10000-4340-6140
Ship From: Regina, SK S4S0A2 Deliver To: Regina, SK S4S3R1

Total: Pieces: 1 Weight: 2 Service Type: Same Day Courier

History

Shipment Status	Location	Date	Time
DELIVERED. THANK YOU FOR USING FRONTIER	REGINA, SK	05/01/2023	
Pickup Dispatched To Driver	In Transit	04/25/2023	02:30 PM
Picked Up	Regina, SK	04/25/2023	01:54 PM
Pickup Request Received	Customer Care Center	04/24/2023	04:55 PM
Electronic Billing Information Received	Data Center	04/24/2023	04:55 PM

INTERFACE: MY ACCOUNT

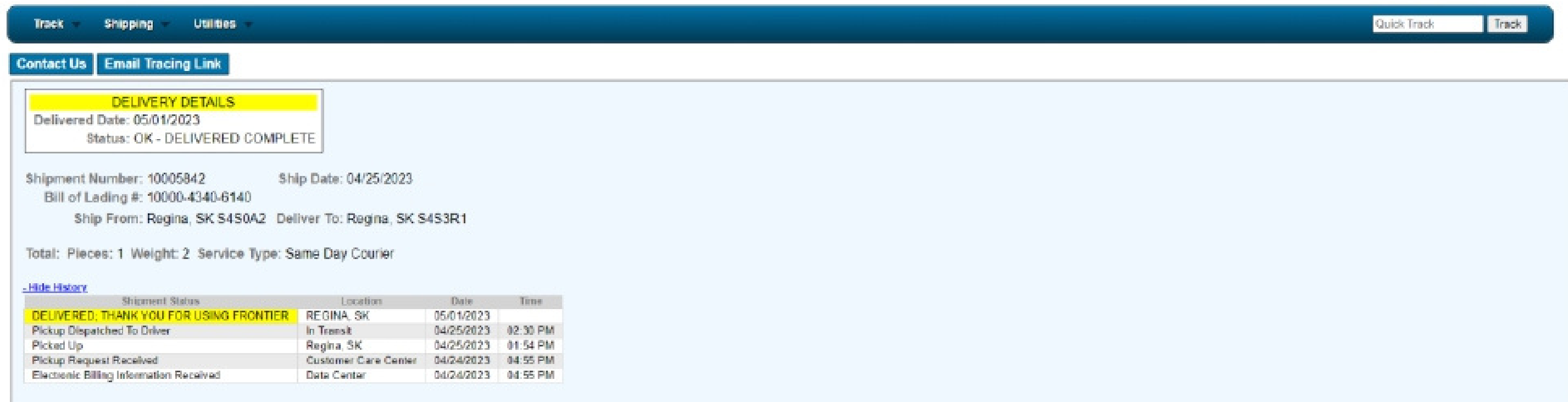
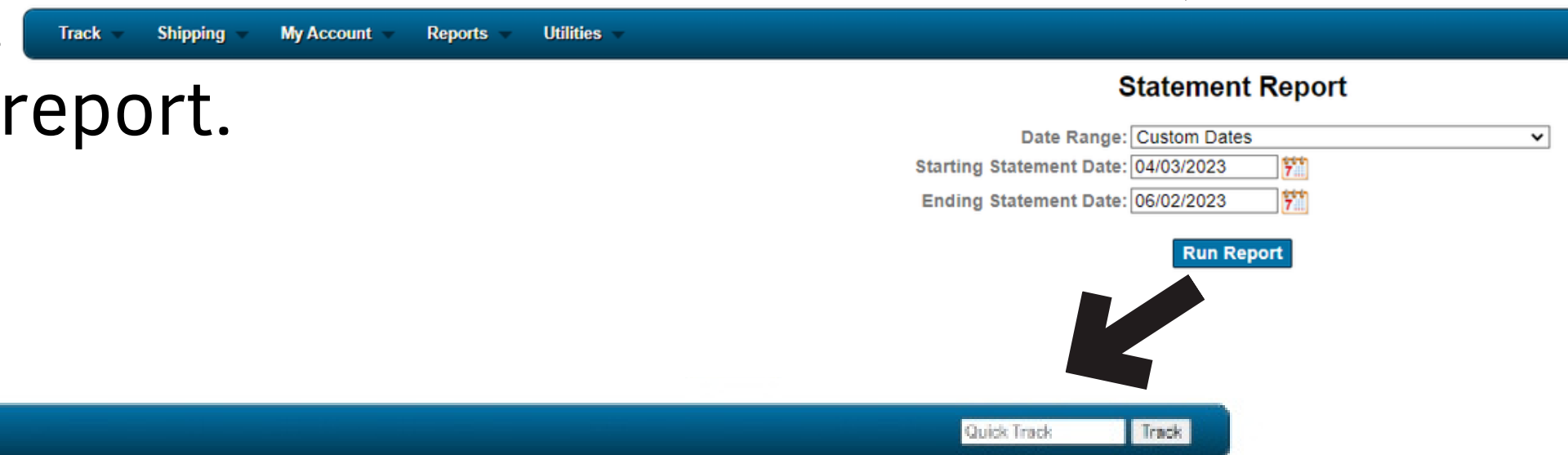
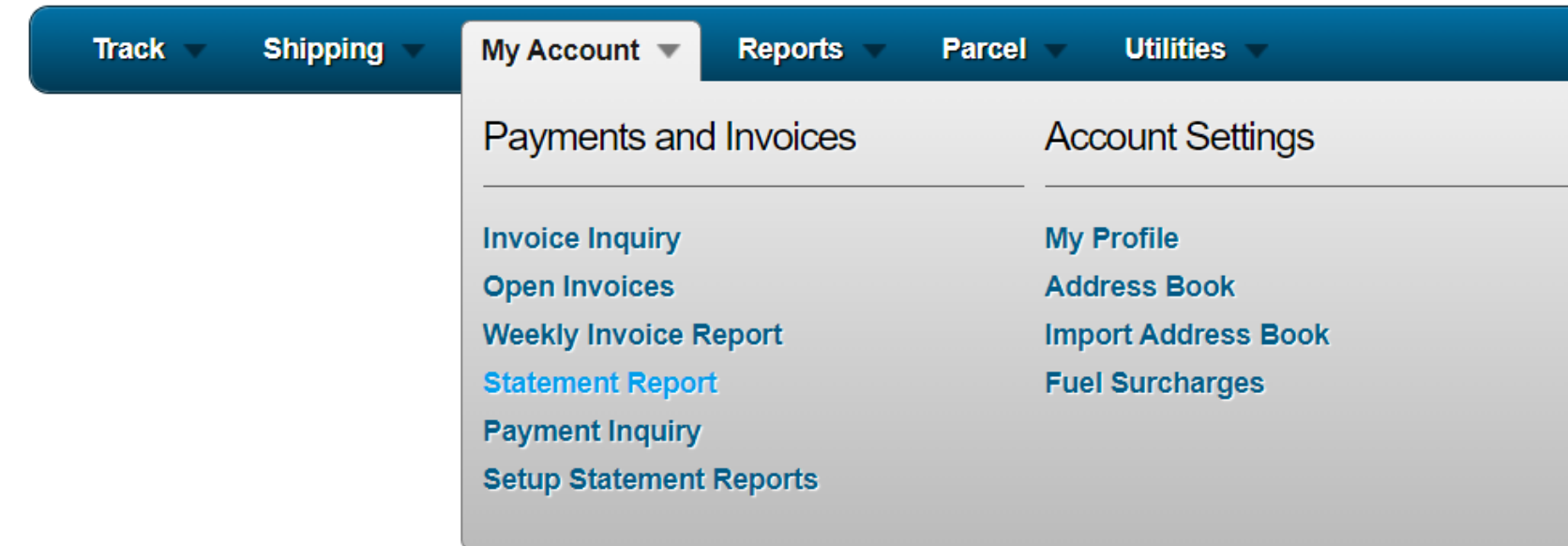
- Within the "My Account" section, you have the ability to review and manage your payment settings as well as your account preferences.

- Invoices Inquiry
- Open invoices
- Weekly Invoice Report
- Statement Report
- Payment Inquiry
- Setup Statement Reports



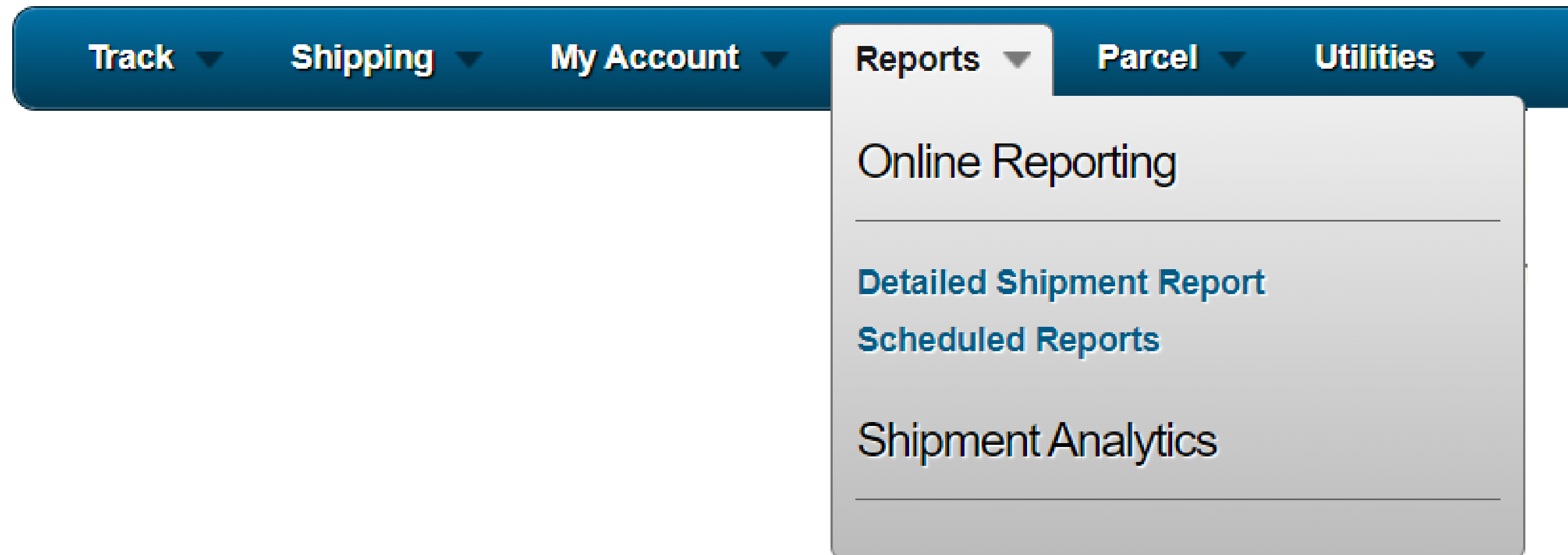
EXAMPLE STATEMENT REPORT

1. Chose "My Account"
2. Click "Statement Report"
3. Enter your "Data Range" or chose "Starting Statement Date" and "Ending Statement Date"
4. Click "Run Report" to display the report.
5. Click "Download Report" to export your report.



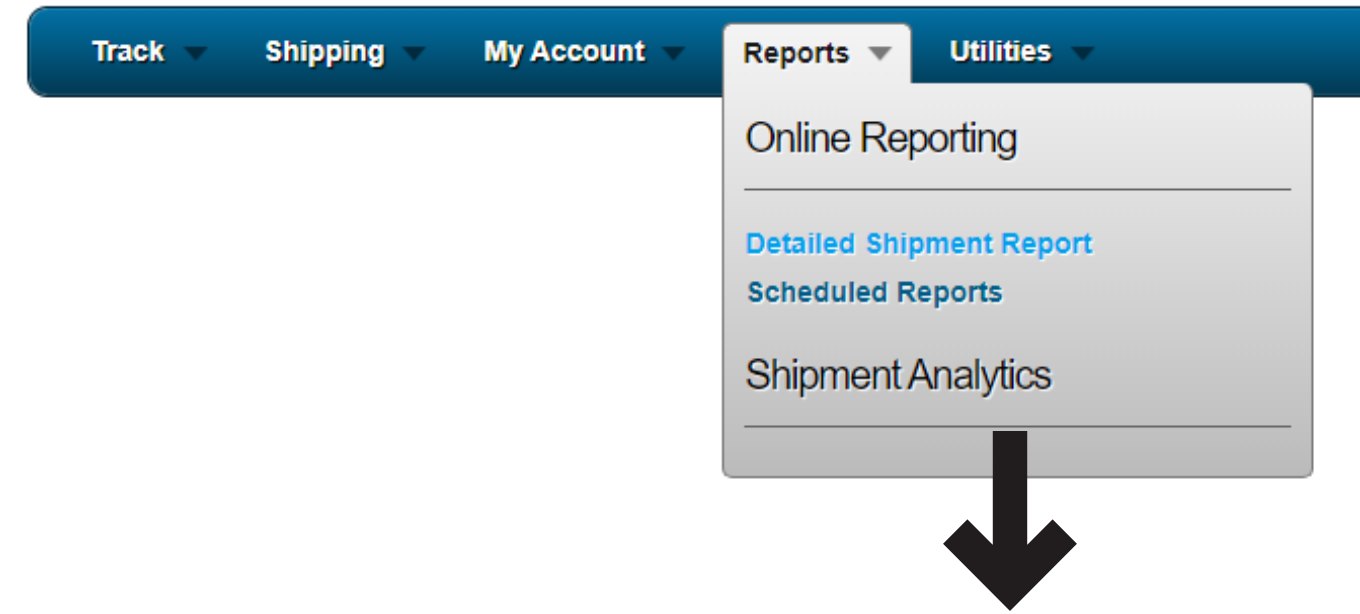
INTERFACE: REPORT

- Use our "Reports" category for online data analysis and insights. Benefit from available tools to manage your shipments better.



DATAILED SHIPMENT REPORT

1. Chose "Report"
2. Click "Detailed Shipment Report"
3. Chose your "Data Range"
4. Filter by "Debtor", "Shipper", "Consignee"
5. Enter "PO Number"
6. Enter Name, City, State of Shipper and Consignee
7. Choose "Service Level"



Detailed Shipment Report

Select a Saved Report:

Date Range:

Frontier Account Codes: 1026

Include shipments matching the: Debtor Shipper Consignee

PO Number: (Supersedes any date range)

Shipper Name:

Shipper City:

Shipper State:

Consignee Name:

Consignee City:

Consignee State:

Service Level:

Include Master Shipments

Include Delivered Shipments

Include all delivered shipments

Exclude shipments delivered more than days before the end of the date range (useful if you only want to see recently delivered shipments)

Include Undelivered Shipments

Available Fields

- Trn
- PO
- Customer Reference
- Service Code
- Service Level
- Pickup Arr Time
- Pickup Dep Time
- Due Date
- Transit Days
- Current Status

Selected Fields

- Shipment Number
- Waybill / BOL
- PU Date
- Del Date

Detailed Shipment Report

[Download to Excel](#)

Sorted by Shipment Number

Shipment Number	Waybill / BOL	PU Date	Del Date	Transit Days	Consignee Province	Consignee Postal Code	Taxes	Freight Charges	Gross Revenue	Pieces	Master Pro
10007795	QuoteNo: 10007795	05/30/2023	05/30/2023	0	SK	S4P 2L	0.45	7.00	7.62	1	No
10007912	10000-4340-6140	06/01/2023		0	SK	S4S3R1	0.00	0.00	0.00	1	No
10007957	10000-6930-6140	06/01/2023	06/02/2023	2	SK	S7K8H4	0.00	0.00	0.00	1	No
10159397		05/30/2023	05/30/2023	0	SK	S4S1A2	0.89	14.00	15.23	1	No
10161803		06/01/2023	06/01/2023	0	SK	S4R5X3	0.00	0.00	0.00	18	No
5							\$1.34	\$21.00	\$22.85	22	

Total Deliveries	5
Total Pieces	22
Total Pallets	0

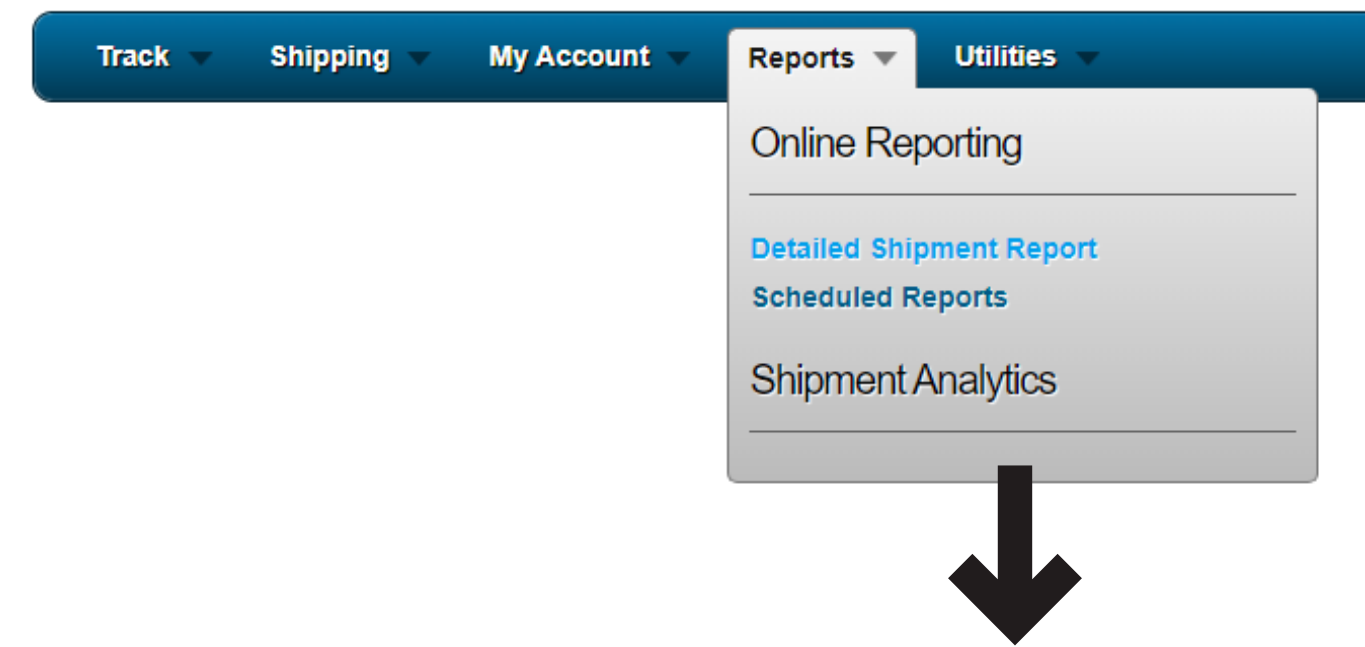
DATAILED SHIPMENT REPORT (CONTINUING)

8. Choose "Include Delivered Shipments", "Excluded Delivered Shipments" and "Include Undelivered Shipments"

9. Select Fields in your reports by using "Add" or "Remove"

10. Click "Run Report" to display the report

11. Click "Download Report" to export your report



Detailed Shipment Report

Select a Saved Report:

Date Range:

Frontier Account Codes: 1026

Include shipments matching the: Debtor Shipper Consignee

PO Number: (Supersedes any date range)

Shipper Name:

Shipper City:

Shipper State:

Consignee Name:

Consignee City:

Consignee State:

Service Level:

Include Master Shipments

Include Delivered Shipments

Include all delivered shipments

Exclude shipments delivered more than days before the end (useful if you only want to see recently delivered shipments)

Include Undelivered Shipments

Available Fields

- Destination Terminal Code
- Consignee Code
- Consignee Name
- Consignee Address
- Consignee City
- Consignee Province
- Consignee Postal Code
- Bill To Code
- Bill To Name
- Bill To Address

Available Fields

- Billed Weight
- Freight Class
- Billing Terms
- Gross Revenue
- Discount
- Freight Charges
- Total Charges
- FSC
- Taxes
- All Accessorials

Available Fields

- Trm
- PO
- Customer Reference
- Service Code
- Service Level
- Pickup Arr Time
- Pickup Dep Time
- Due Date
- Transit Days
- Current Status

Selected Fields

- Shipment Number
- Waybill / BOL
- PU Date
- Del Date

Detailed Shipment Report

[Download to Excel](#)

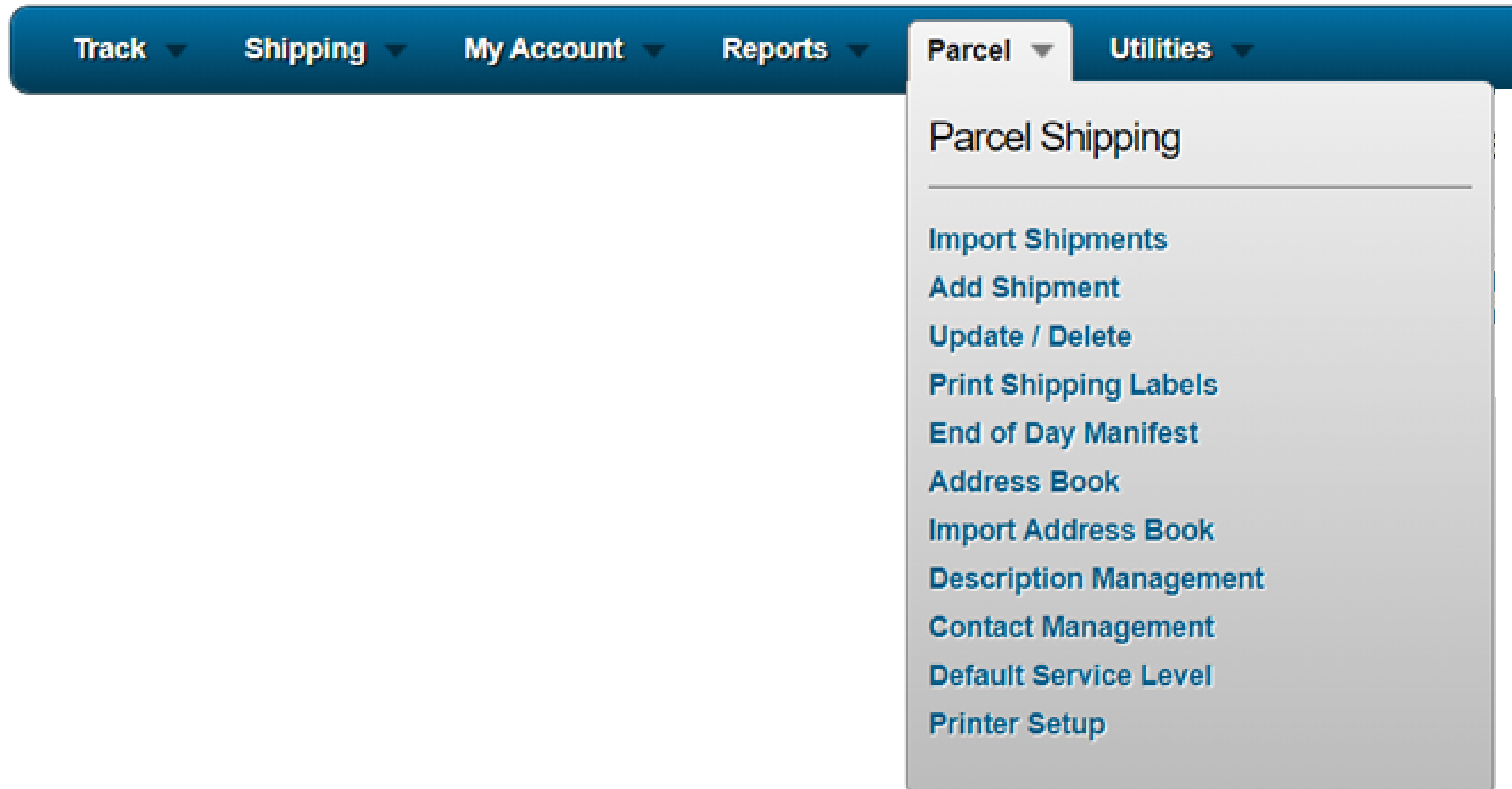
Sorted by Shipment Number

Shipment Number	Waybill / BOL	PU Date	Del Date	Transit Days	Consignee Province	Consignee Postal Code	Taxes	Freight Charges	Gross Revenue	Pieces	Master Pro
10007795	QuoteNo: 10007795	05/30/2023	05/30/2023	0	SK	S4P 2L	0.45	7.00	7.62	1	No
10007912	10000-4340-6140	06/01/2023		0	SK	S4S3R1	0.00	0.00	0.00	1	No
10007957	10000-6930-6140	06/01/2023	06/02/2023	2	SK	S7K8H4	0.00	0.00	0.00	1	No
10159397		05/30/2023	05/30/2023	0	SK	S4S1A2	0.89	14.00	15.23	1	No
10161803		06/01/2023	06/01/2023	0	SK	S4R5X3	0.00	0.00	0.00	18	No
5							\$1.34	\$21.00	\$22.85	22	

Total Deliveries	5
Total Pieces	22
Total Pallets	0

INTERFACE: PACEL

- Within the "Parcel" section, you have the capability to monitor and manage all of your parcels utilizing the following tools:



- Parcel Shipping
- Import Shipments
- Add Shipment
- Update / Delete
- Print Shipping Labels
- End of Day Manifest
- Address Book
- Import Address Book
- Description Management
- Contact Management
- Default Service Level
- Printer Setup

EXAMPLE OF SHIPMENT ENTRY

1. Chose "Parcel"
2. Click "Add Shipment"
3. Enter your shipment details
4. Create an order

Shipment Entry

To start with a copy of a previous shipment, please enter the reference number here: [Go](#)

Consignee

Address ID: Or *Select: FRONTIER SASKATOON Or [Add New Consignee](#)

Name: FRONTIER SASKATOON
Address: 3927

City: SASKATOON State: SK Email: marcel@gmail.com Zip: S7P0C9

Contact: JOE Telephone: (306)111-1111 Send Email

Shipment Information

*Select Debtor: 17093 - FRONTIER REGINA
*Pickup Date: 06/13/2023 - Today
Saved Contacts: -- Please Select --

*Service: PARCEL Terms: Prepaid
Shipper Contact: Ma Save Contact
 Hazardous Save Description

*Pieces: 10 *Weight: 100 Lbs Kg
Saved Descriptions: --- Please Select --- or Enter Description: heavy delivery package
Total Length: 100 Width: 100 Height: 200 inches
Declared Value \$: 300.00

BOL/Reference: PO Number:
COD Amt \$: 0.00 COD Fee: Prepaid Collect
Special Instructions: Call Consignee delivery

Dim Wgt: 12037 Lbs

Accessorials (extra charges may apply)

<input checked="" type="checkbox"/> 2ND FLOOR DELIVERY	<input type="checkbox"/> INSIDE DELIVERY	<input checked="" type="checkbox"/> LARGE PACKAGE
<input type="checkbox"/> MALL DELIVERY	<input type="checkbox"/> OFF ROUTE DELIVERY	<input type="checkbox"/> POWER TAIL GATE
<input type="checkbox"/> RESIDENTIAL DELIVERY	<input type="checkbox"/> RESIDENTIAL PICKUP	<input type="checkbox"/> SCHOOL DELIVERY
<input checked="" type="checkbox"/> TRUCK / VAN NEEDED		

[See Price](#) [Save and Print](#) [Cancel](#)



INTERFACE: UTILITIES

You can always rely on the "Utilities" section to quickly navigate back to the main Frontier Supply Chain Solutions homepage.



Frontier Supply Chain Solutions Inc.

[Track Now](#)