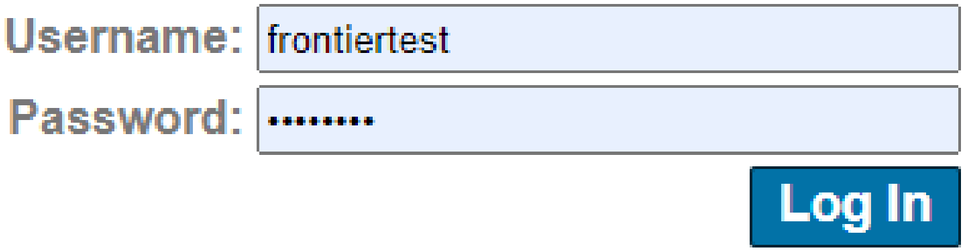
FRONTIER
FREIGHT • COURIER
CUSTOMS BROKERAGE

# WEBSHIP INSTRUCTIONS

## LOG-IN

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

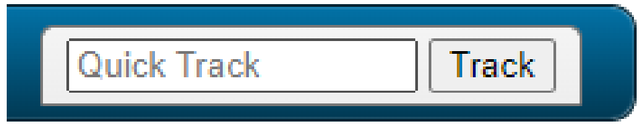
- For existing customers: Webship Account
- For new user: choose Become a Client

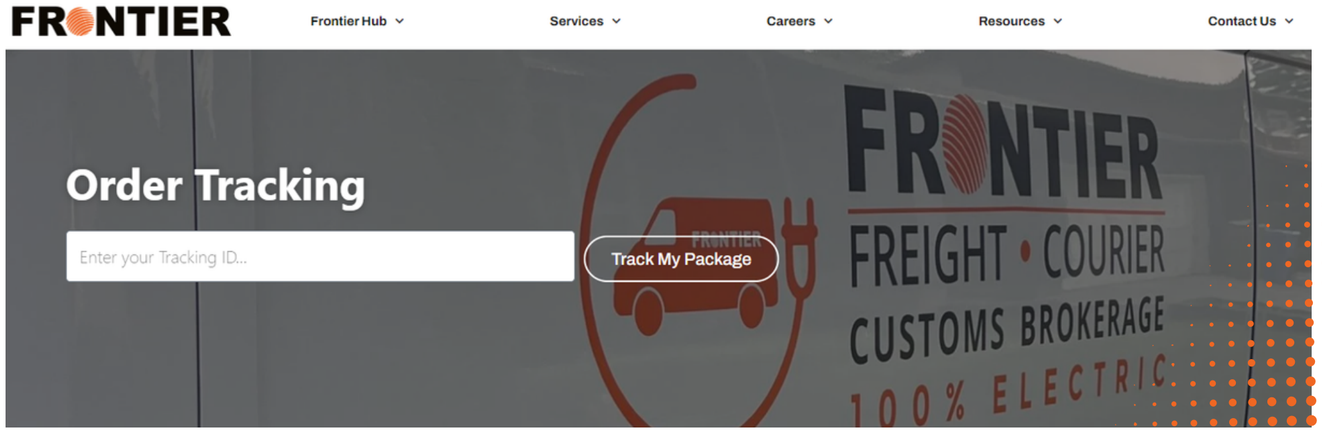



## TRACKING

You can track your packages:

- In Webship, “Quick Track” (top right corner of window)
- At Frontier webpage



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# INTERFACE: TRACK

- Within the "Track" section, a variety of tracking tools are provided for your convenience.

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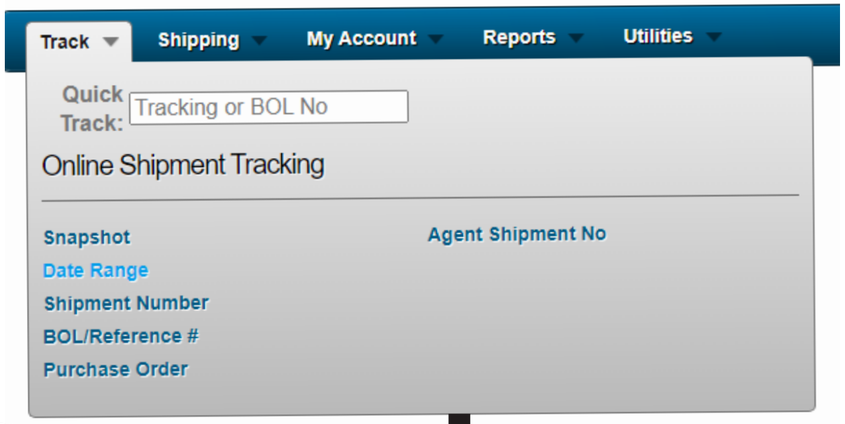
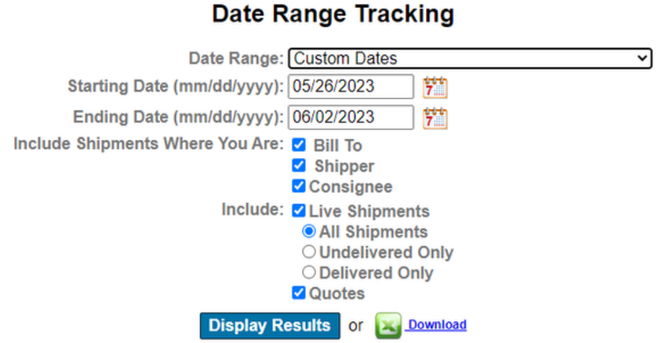
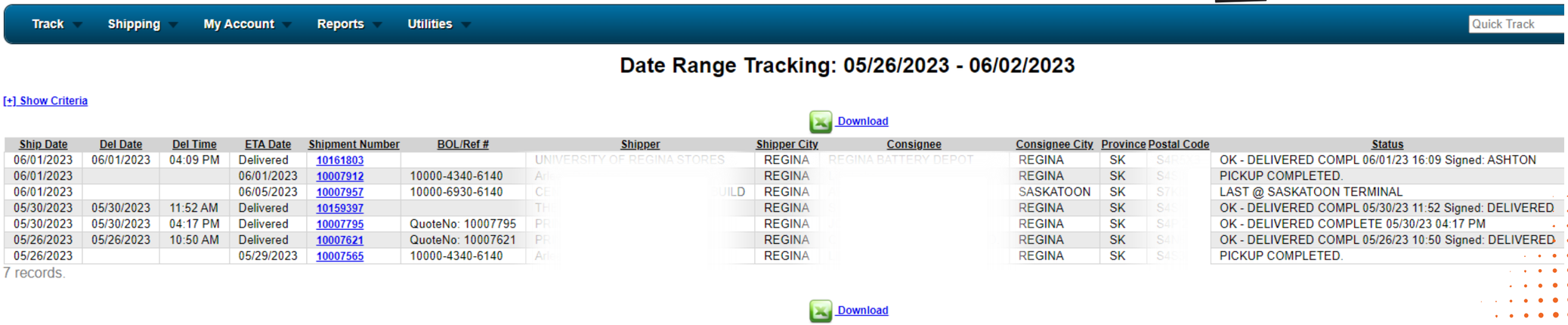
# EXAMPLE DATE RANGE TRACKING

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.



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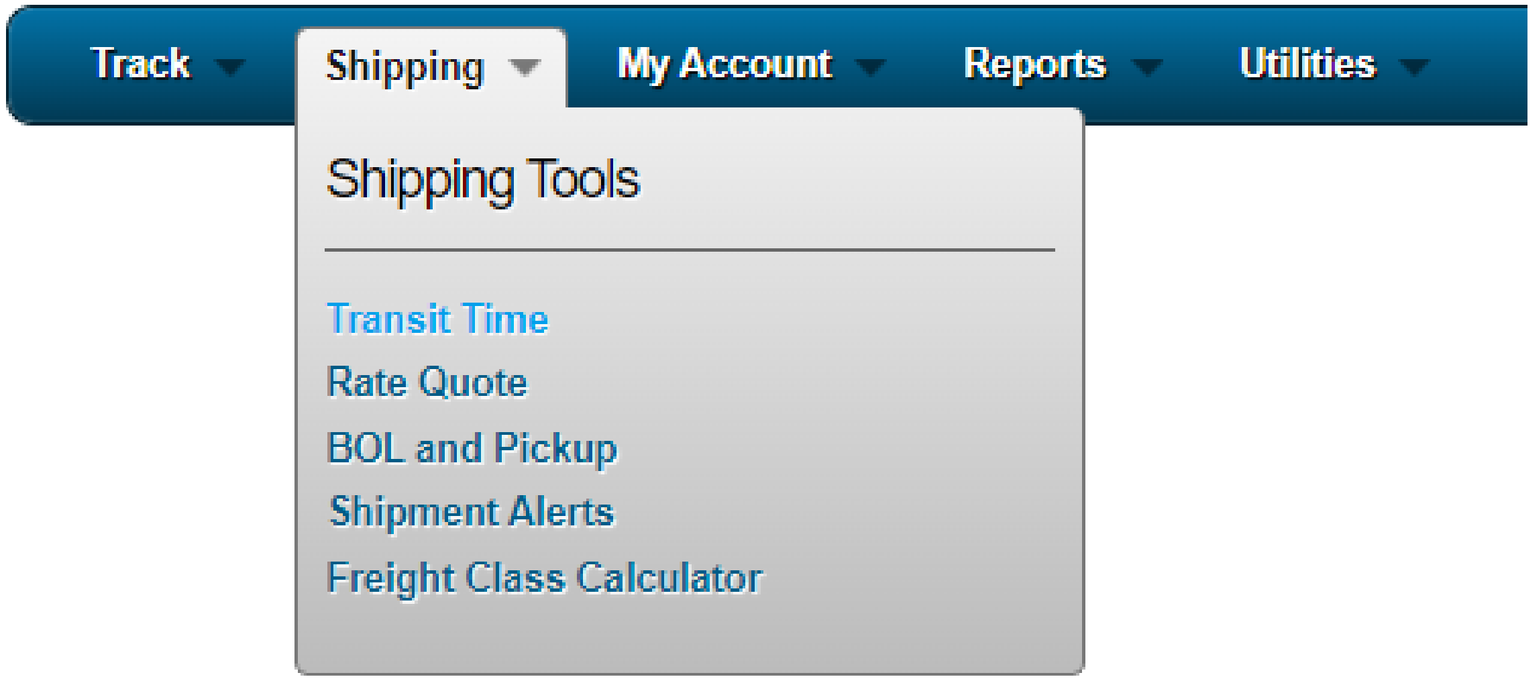
# INTERFACE: SHIPPING

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



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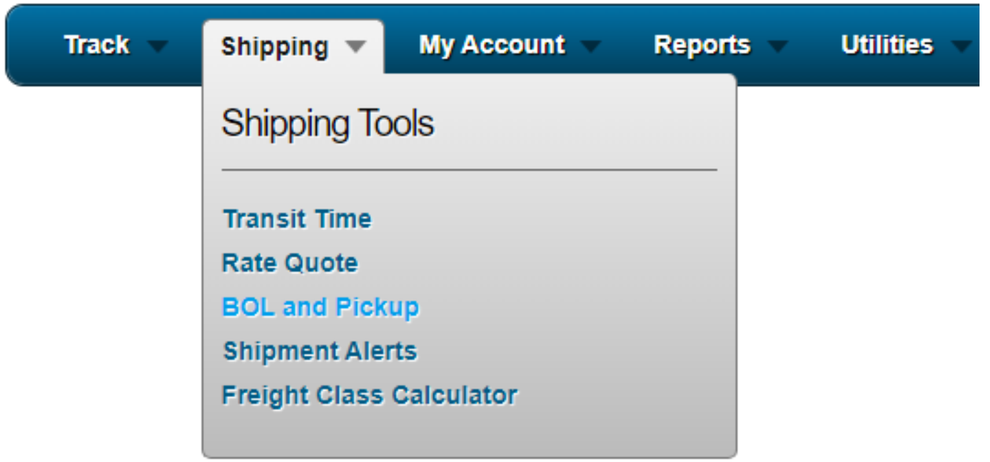
# EXAMPLE OF BOL AND PICKUP

1. Choose "Shipping"
2. Click "BOL and Pickup"
3. Enter the order details in Bill of Lading
4. Click "Continue >>"







## Update Bill of Lading

To generate a new BOL based on a shipment previously tendered, please enter the tracking number here: Go

Shipment Date* 06/15/2023 Today

**Shipper Info**

Update Address Book: FRONTIER REGINA-REGINA
Name*: FRONTIER REGINA
Address*: 1055 MCKAY STREET
Address 2 / Instructions:
Postal Code*: S4N4X9
City*: REGINA
Province*: SASKATCHEWAN (SK)
Contact Name*: Rayan Reynolds
Telephone Number*: 306 - 569 - 8771 Ext
Email: rr@frontierscs.com
Add to Address Book
BOL or Ref #:
Pickup Instructions: Leave in a front door

**Shipment Payment**

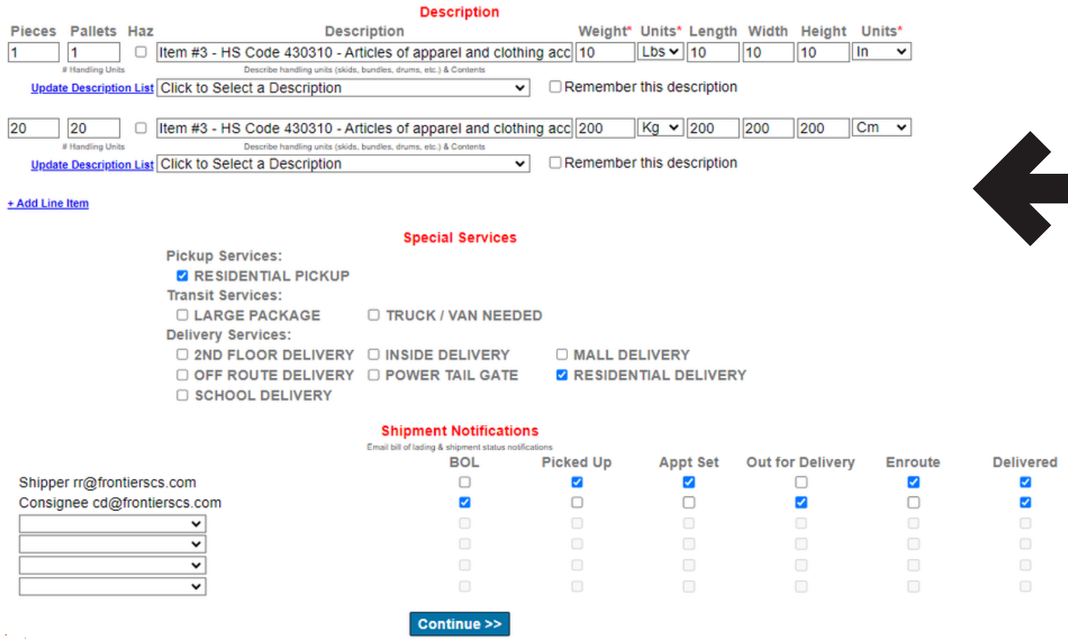
17093 FRONTIER REGINA REG
Frontier Account Number and Name
Update Address Book
Entered By: FRONTIER
Telephone Number: 204 - 784 - 4800 Ext
Email: logistics@frontierscs.com

**Consignee Info**

Update Address Book: FRONTIER SASKATOON-SASK.
Name*: FRONTIER SASKATOON
Address*: 3927 BRODSKY AVENUE
Address 2 / Instructions:
Postal Code*: S7P0C9
City*: SASKATOON
Province*: SASKATCHEWAN (SK)
Contact Name*: Celine Dion
Telephone Number*: 306 - 653 - 7020 Ext
Email: cd@frontierscs.com
Add to Address Book
PO or Ref #:
Delivery Instructions: Pickup in warehouse

**Shipment Details**

Declared Value: $300.00
Charges may apply
COD Amount:
Service*: SAME DAY COURIER



# EXAMPLE OF BOL AND PICKUP (CONTINUING)

4. Check the description in the "Shipment Review"
5. Click "Continue >>"
6. Enter contacting information and dates for scheduling pickup
7. Click "Submit"
8. Download BOL / Shipment Review Page / Shipping Labels

**Shipment Review**

**Shipper**
Name FRONTIER REGINA
Address 1055 MCKAY STREET
REGINA, SK S4N4X9

**Consignee**
Name FRONTIER SASKATOON
Address 3927 BRODSKY AVENUE
SASKATOON, SK S7P0C9

**Freight Payment**
17093 - FRONTIER REGINA

Rates could not be calculated for the shipment information entered.
Please double check that the information entered is accurate.

| Pcs | HUs | Weight (Lbs) | Description | Len (in) | Wth (in) | Hgt (in) |
|---|---|---|---|---|---|---|
| 1 | 1 | 10 | Item #3 - HS Code 430310 - Articles of apparel and clothing accessories | 10 | 10 | 10 |
| 20 | 20 | 200 | Item #3 - HS Code 430310 - Articles of apparel and clothing accessories | 200 | 200 | 200 |
| | | | RESIDENTIAL DELIVERY | | | |
| | | | RESIDENTIAL PICKUP | | | |
| | | | DECLARED VALUE $300.00 | | | |

<< Previous | Continue >>

**Schedule Pickup**

Contact* Jessica
Call Back #* 306 - 569 - 7006 Ext
Email* jgerlach@frontierscs.com
Email Confirmation* Yes
Pickup Date* 06/15/2023 Today
Pickup Time* Ready Now
Close Time* 6:00 PM

<< Previous | Submit

Your pickup request has been scheduled

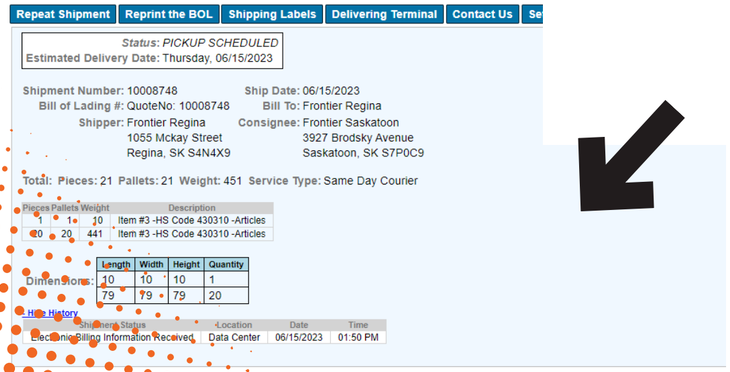
Thank you for choosing Frontier.
Your Frontier Tracking Number is 10008748

**Please print a bill of lading for our driver and apply a shipping label to each handling unit**

To cancel your pickup or make any changes, please call customer care.

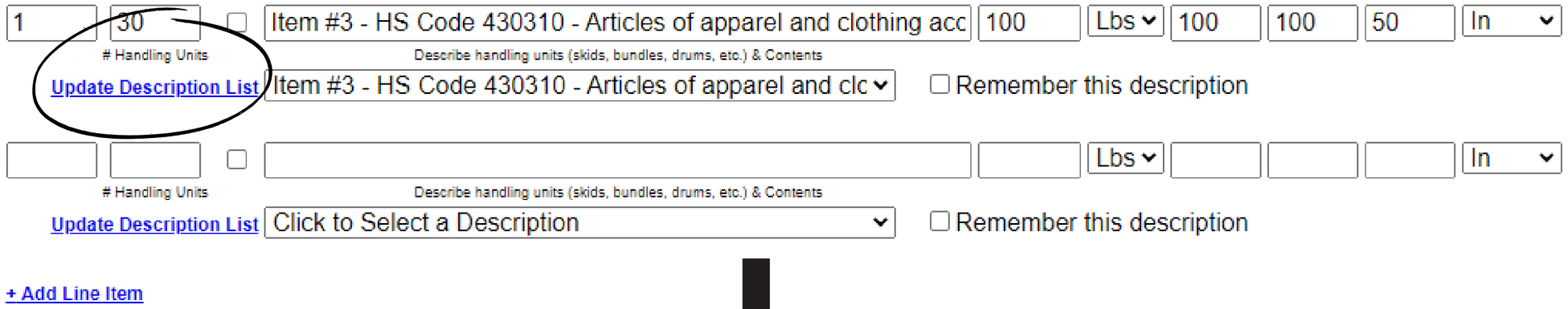
View and Print the Shipment Review Page
View and Print the Bill of Lading
View and Print Shipping Labels
Create Another Pickup and BOL

All rate quotes are estimates based on the information provided. All freight is subject to inspection. See our website for additional terms and conditions.



# EXAMPLE OF BOL AND PICKUP (DESCRIPTION LIST)

- To maintaine your own description, click "Update Description List".



**Maintain Descriptions for FRONTIER REGINA**

Add Update Delete

**Description List - Click a row to select a description, double-click to update a description**

| Mask | line # | Description | Haz-Mat |
|---|---|---|---|
| no | 1 | Item #1 - HS Codes 86090000 - CONTAINERS (INCLUDING CONTAINERS FOR THE TRANSPORT OF FLUIDS) SPECIALLY DESIGNED AND EQUIPPED FOR CARRIAGE BY ONE OR MORE MODES OF TRANSPORT | no |
| no | 2 | Item #2 - HS Code 87033290 - Motor, cars, vehicles | no |
| no | 3 | Item #3 - HS Code 430310 - Articles of apparel and clothing accessories | no |

Add Update Delete

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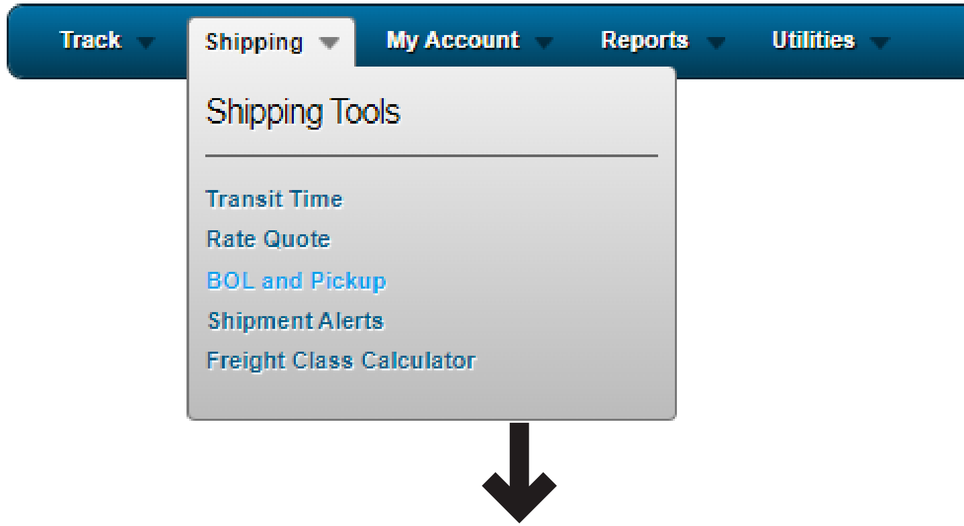
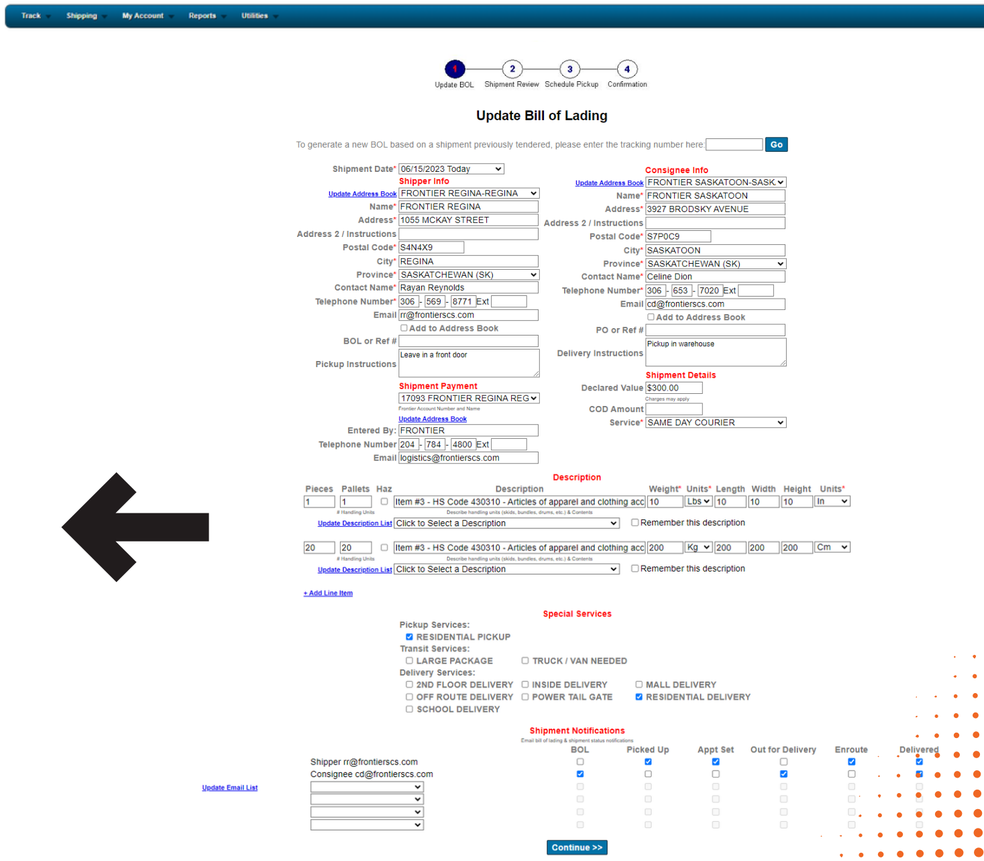
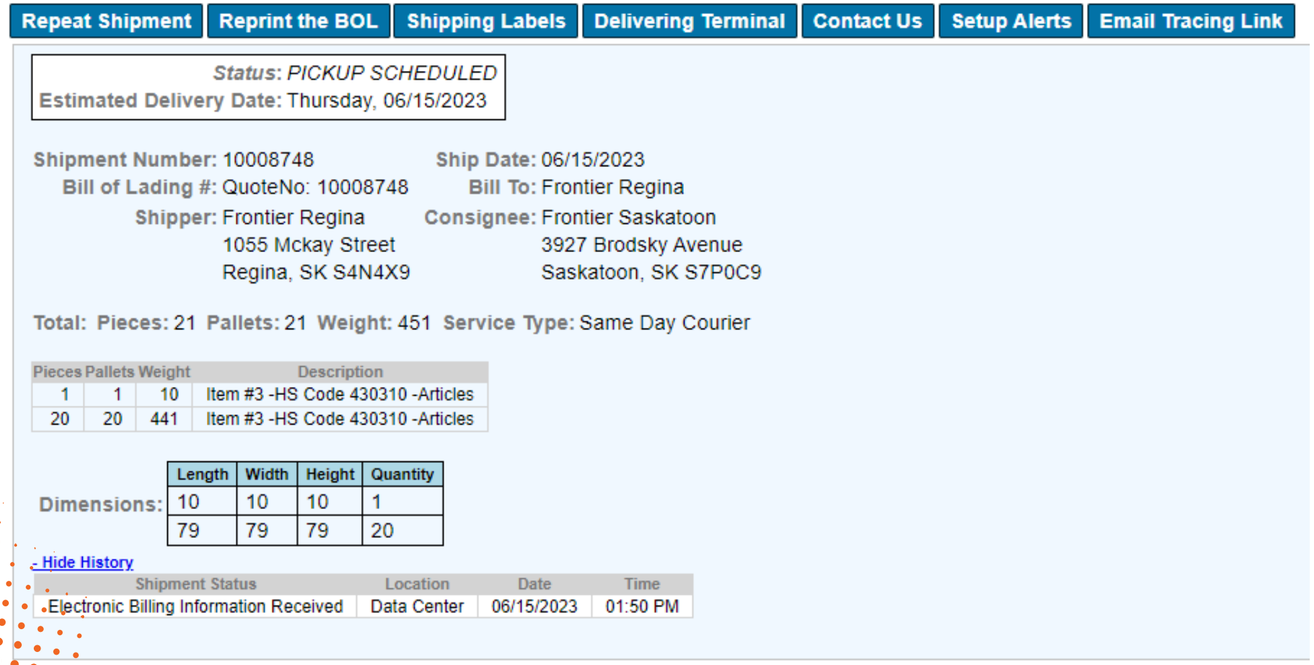
# EXAMPLE OF DISPATCH SCREEN

1. Chose "Shipping"
2. Click "BOL and Pickup"
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: 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

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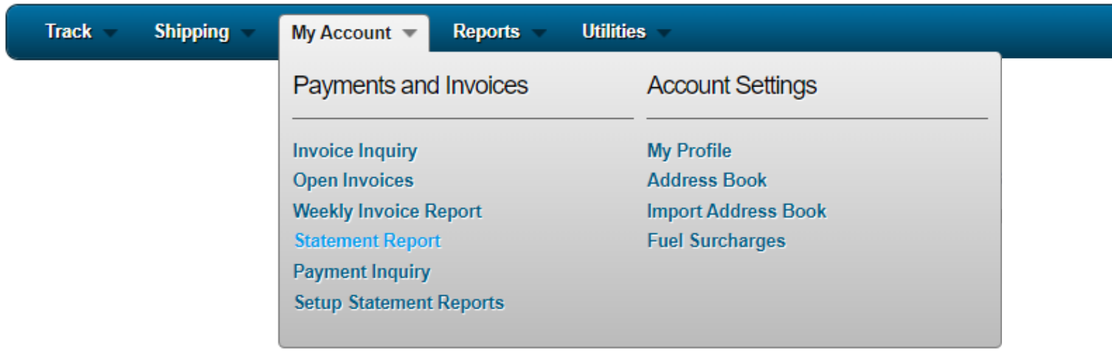
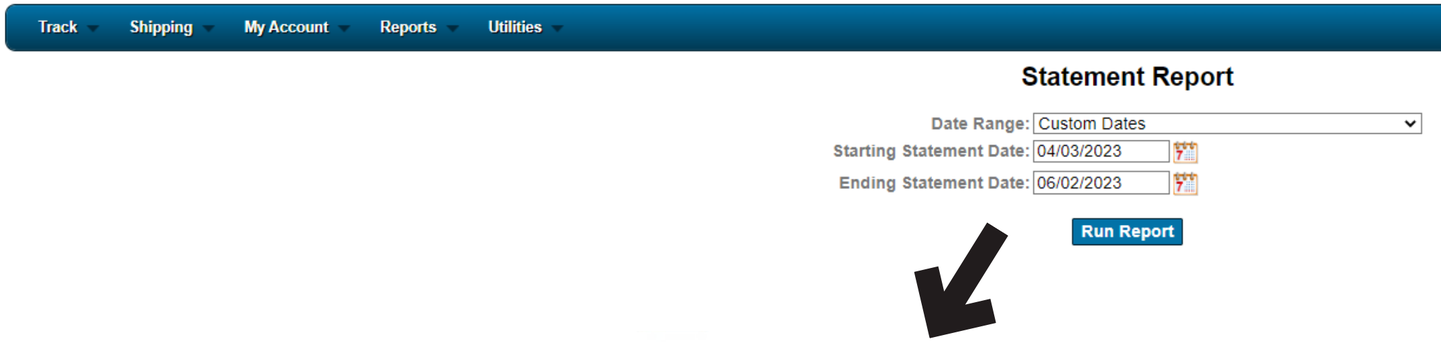
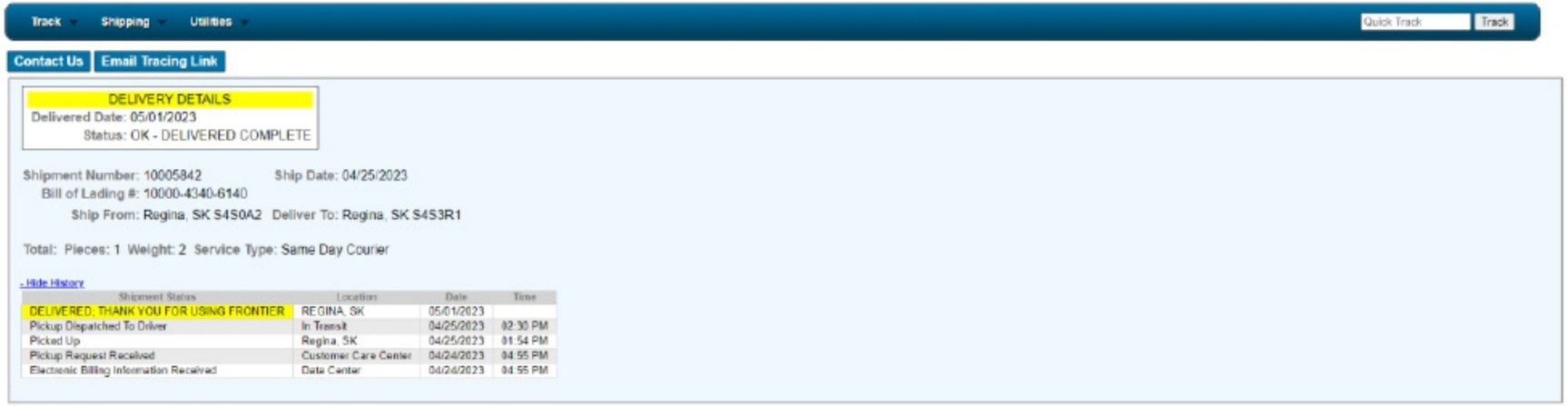
# EXAMPLE STATEMENT REPORT

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.



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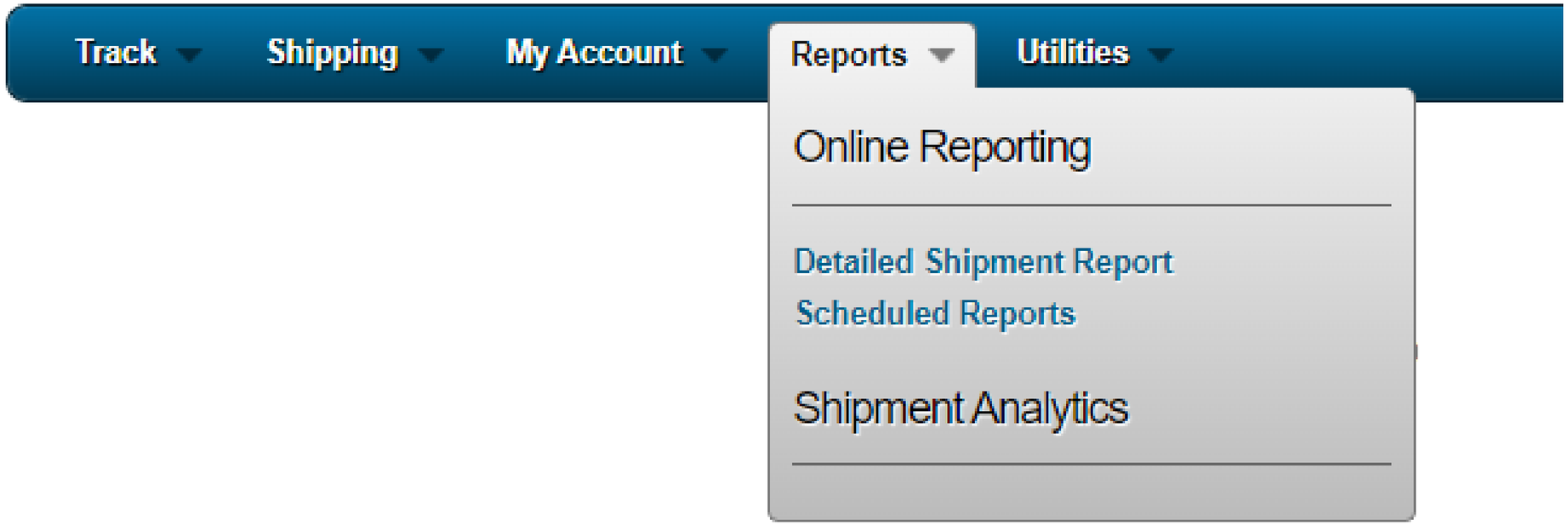
# INTERFACE: REPORT

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



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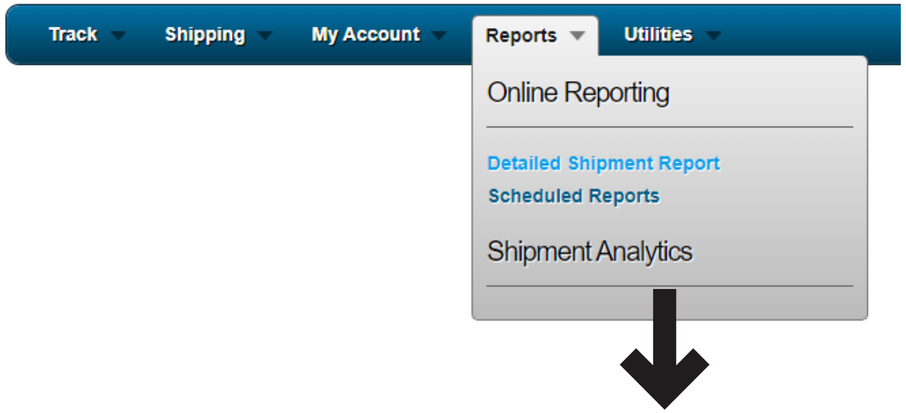
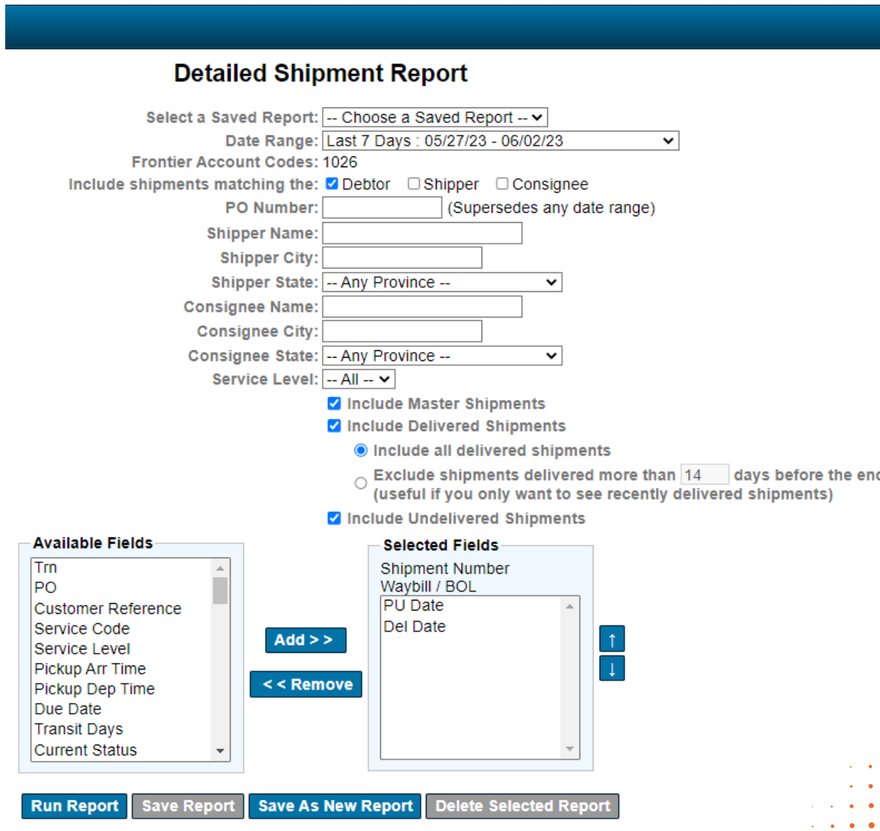
# EXAMPLE OF DATAILED SHIPMENT REPORT

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

Download to Excel

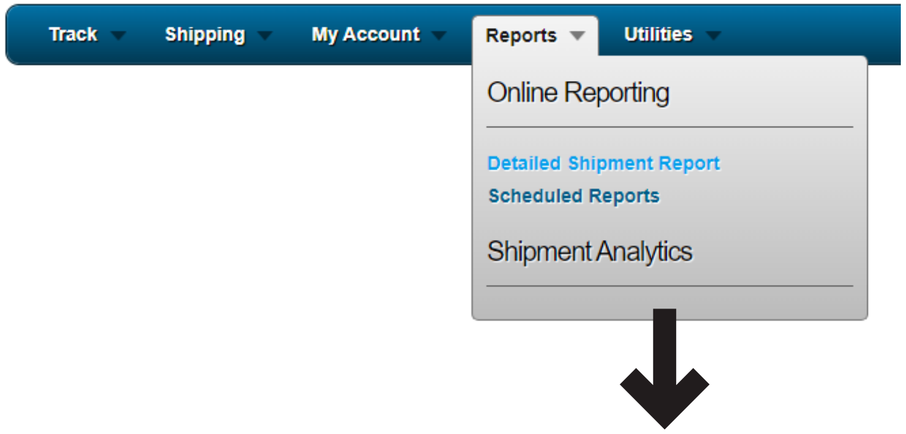
*Sorted by Shipment Number*

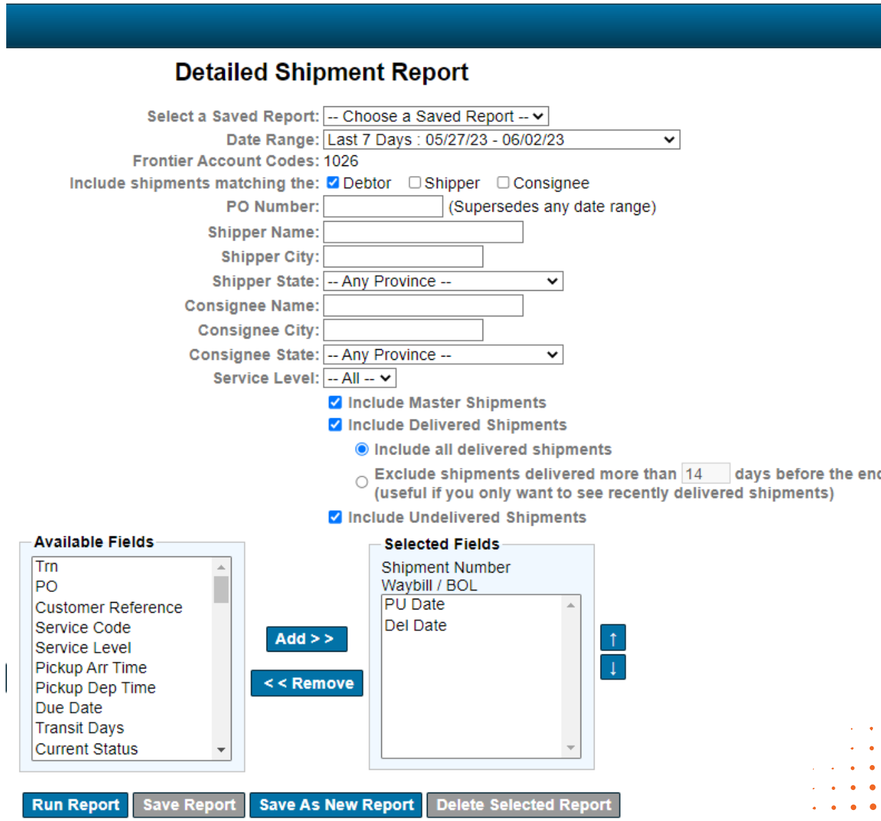
| Shipment Number | Waybill / BOL | PU Date | Del Date | Transit Days | Consignee Province | Consignee Postal Code | Taxes | Freight Charges | Gross Revenue | Pieces | Master Pro |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 10007795 | QuoteNo: 10007795 | 05/30/2023 | 05/30/2023 | 0 | SK | S4P 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 | |

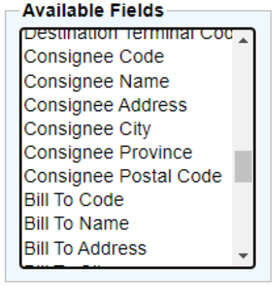
| | |
|---|---|
| Total Deliveries | 5 |
| Total Pieces | 22 |
| Total Pallets | 0 |

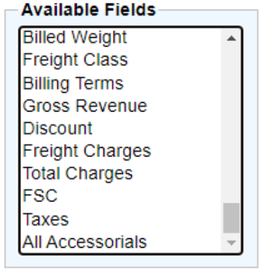
# EXAMPLE OF DATAILED SHIPMENT REPORT (CONTINUING)

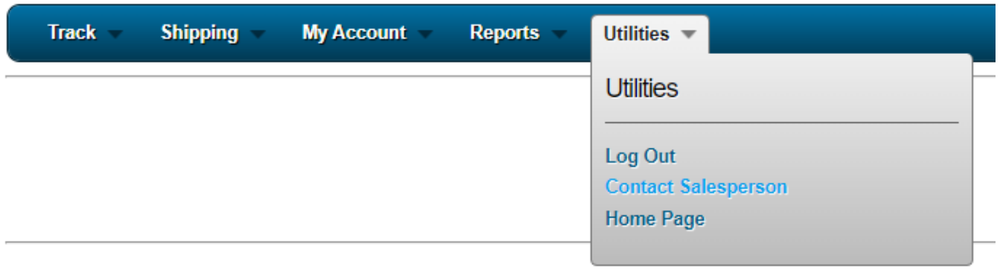
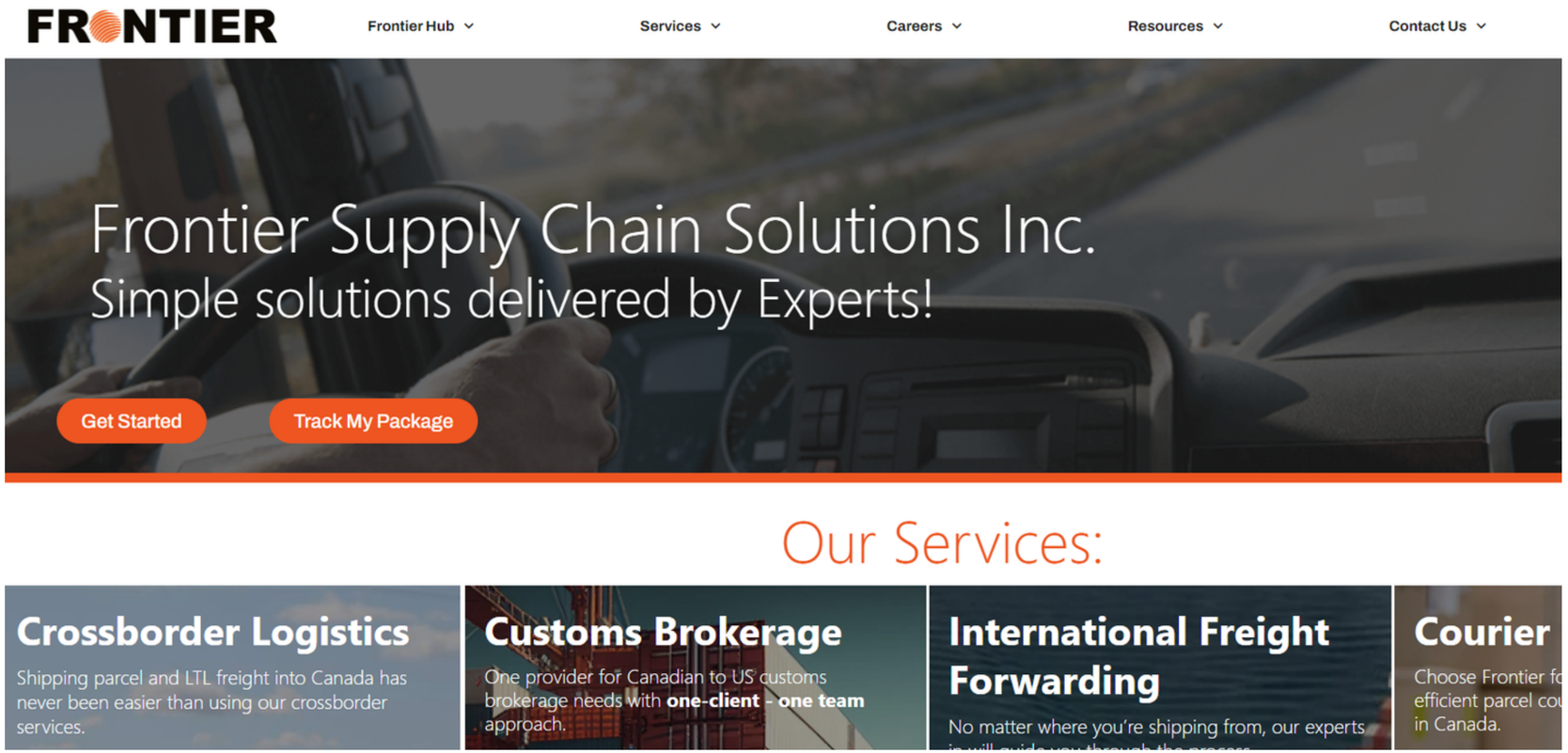
8. Choose "Include Delivered Shipments", "Excluded Delivered Shipments" and "Include Undelivered Shipments"
9. Select Fields in your reports by using "Add" or "Remove"
10. Click "Run Report" to display the report
11. Click "Download Report" to export your report





# INTERFACE: UTILITIES

You can always rely on the "Utilities" section to quickly navigate back to the homepage