

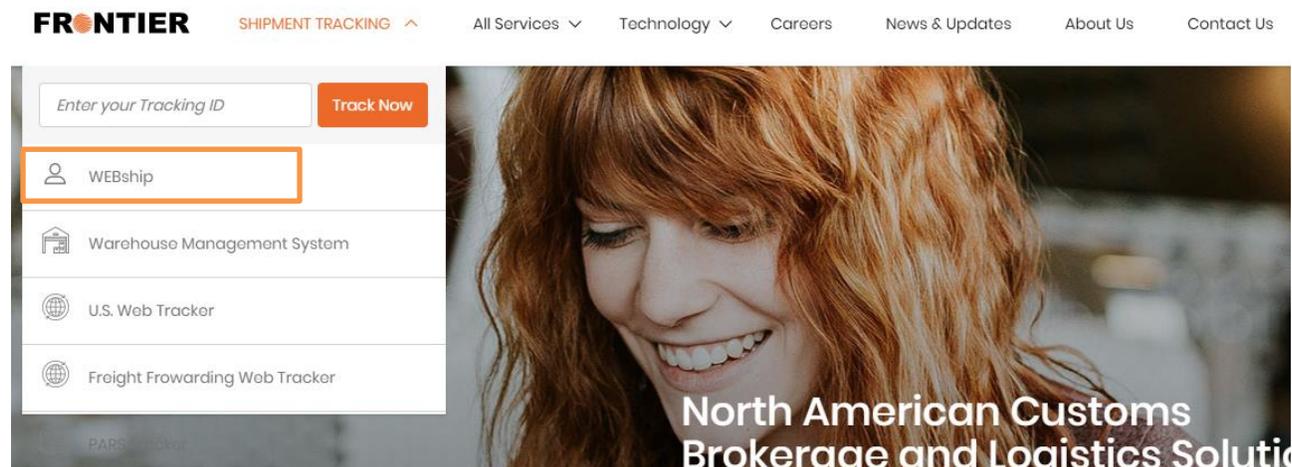
# FRONTIER

STEP 1: Visit the Frontier home page: <https://www.frontierscs.com/>

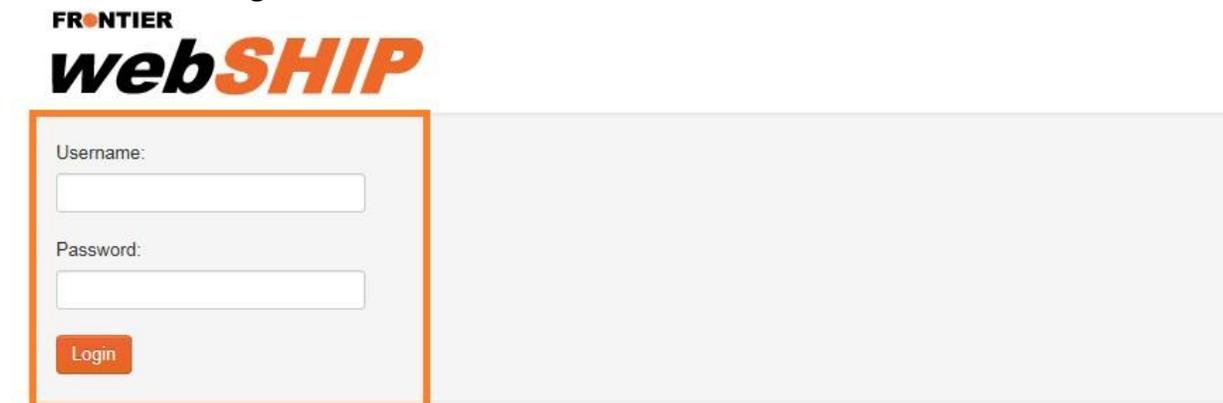
STEP 2: Click on **SHIPMENT TRACKING**



STEP 3: Click on WEBship



STEP 3: WEBship will launch in a new window, please enter your Username and Password, and then click "Login"

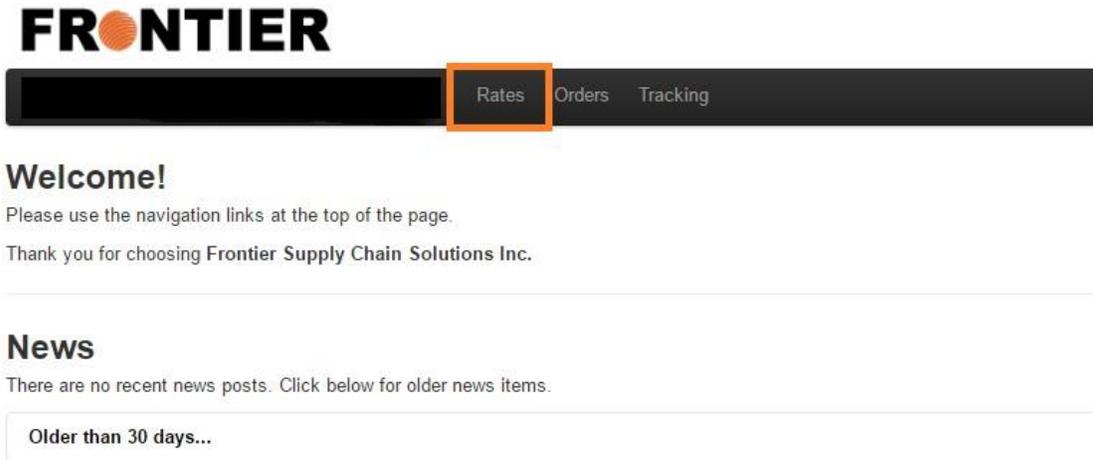


**Note:** Certain versions of Internet Explorer are not supported. For optimal performance, please use [Google Chrome](#) or [Mozilla Firefox](#).

How to use WEBship:

## Rates

STEP 1: Select "Rates" on top of the menu bar

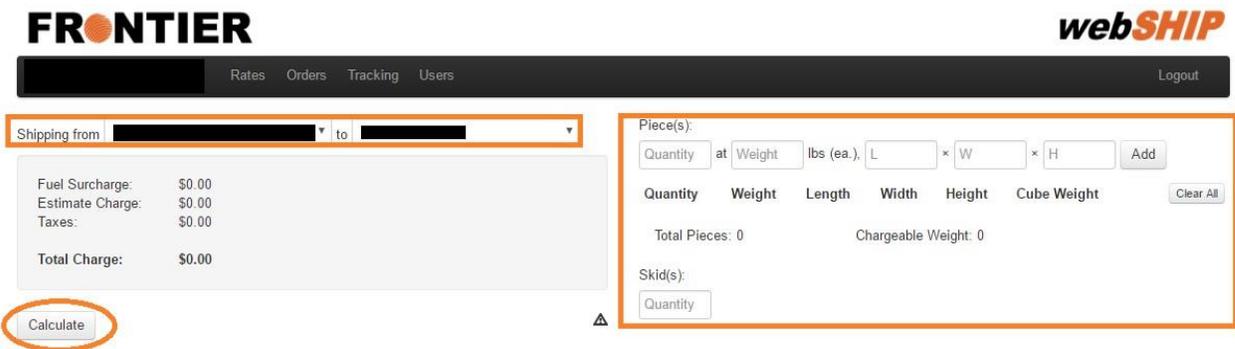


STEP 2: Select your shipping "from" and "to" location

STEP 3: Enter all applicable information on the right hand side<sup>1</sup>, (please enter in inches for length, width, and height) and click "Add"

NOTE: PLEASE ADD SKID(S) COUNT ONLY IF SKID RATES ARE APPLICABLE, OTHERWISE, PLEASE LEAVE BLANK

STEP 4: Click Calculate to get your estimated charge<sup>2</sup>



<sup>1</sup> When measuring dimensions, be sure to round UP to the nearest whole number. Example:

12.1 X 12.7 X 12.2 inches = 13 X 13 X 13 inches

When weighing items, be sure to ROUND UP to the nearest pound

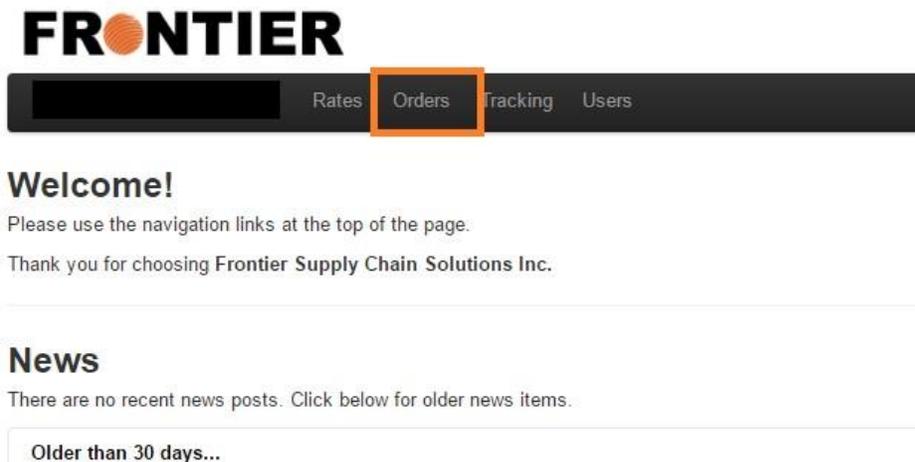
Example: 12.2 lbs = 13 lbs

<sup>2</sup> Manitoba courier clients are subject to a fuel surcharge of 20%

How to use WEBship:

## Orders

STEP 1: Select "Orders" on top of the menu bar



STEP 2: Click on "New Order" to get started



STEP 3: In Consignee area use pull-down menu to select Consignee. If this is a brand new consignee/customer, Click the "New" button and add information

STEP 4: Under pieces, piece count = # of cartons/boxes/packages per customer

STEP 5: Enter the weight & dimensions<sup>3</sup> in inches for each piece (or pallet), hit add button

STEP 6: Enter in desired reference number(s) and hit add ref #

STEP 7: Click the "Calculate" button to generate freight rate<sup>4</sup>

STEP 8: Make sure the consignee is chosen from the drop down before hitting "Add pro bill"

<sup>3</sup> When measuring dimensions, be sure to round UP to the nearest whole number. Example: 12.1 X 12.7 X 12.2 inches = 13 X 13 X 13 inches

When weighing items, be sure to ROUND UP to the nearest pound  
Example: 12.2 lbs = 13 lbs

<sup>4</sup> Manitoba courier clients are subject to a fuel surcharge of 20%

## How to use WEBship:

The screenshot shows the WEBship interface with several numbered callouts:

- 3**: A red "New" button next to the Consignee dropdown menu.
- 4**: A red number next to the Shipper dropdown menu.
- 5**: A red number next to the dimensions input fields (L, W, H).
- 6**: A red number next to the Reference # input field.
- 7**: A red number next to the Calculate button.
- 8**: A red number next to the Add Probill button.

The interface includes a top navigation bar with "Rates", "Orders", "Tracking", "Users", and "Logout". The main form is divided into "Shipper" and "Consignee" sections. The "Shipper" section has a dropdown menu and a "Pick Up Notes" button. The "Consignee" section has a dropdown menu, a "New" button, and several input fields for address and phone number. The "Estimated Delivery" date is displayed as 25/11/2016. The "Piece(s)" section has a table with columns for Quantity, Weight, Length, Width, Height, and Cube Weight. The "Reference Numbers" section has a "Reference #" input field and a "Clear All" button. The "Total Charge" section shows a total of \$0.00. The "Calculate" button is located below the charge section. The "Add Probill" button is located at the bottom right of the form. A table at the bottom of the form lists shipment details: Shipment ID, Shipper, City/State, Consignee, City/State, Pieces, Lbs, Chargeable, Skids, Cost, Label, and Remove. The "Submit Order" and "Cancel This Order" buttons are located at the bottom right of the table.

STEP 9: The Shipping Label will pop up in separate window. Either print it now or in batch at end of entering orders

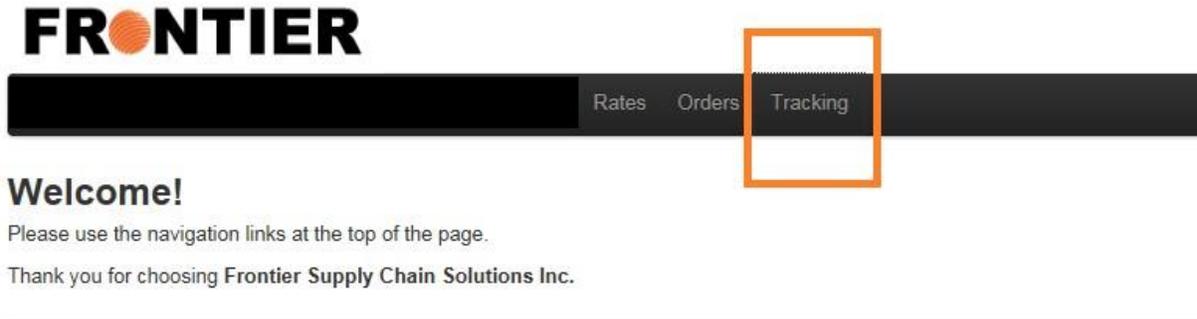
STEP 10: Make sure you hit "Submit Order" after each entry to ensure cut off time are met

STEP 11: To do the next shipment, please start over from step number 3

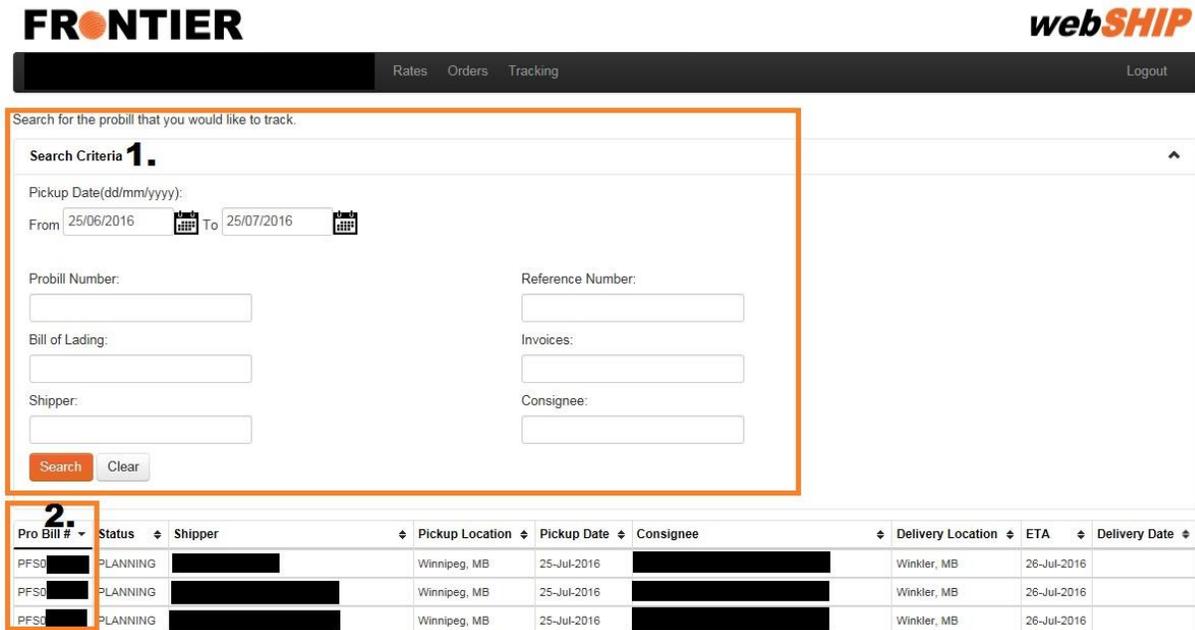
How to use WEBship:

## Tracking

STEP 1: Click on "Tracking" to access all shipments



STEP 2: The Pro Bills will be automatically displayed, you can refine your search based on multiple search criterias for efficiency (the Control Number to reconcile between your Pro Bill and invoice is going to be the PFS Number referenced under the Pro Bill Number)



STEP 3: Click on any shipment you want to look into, and the screen will display more information (including an electronic signature that serves as the Proof of Delivery)

## Additional Information

We are very excited about the benefits and efficiencies this WEBship program will bring to your business. If you have any questions, please do not hesitate to contact:

Please call Frontier @ 1-877-704-3727 if you require any additional information