26-Mar-14

Purolator Eship Web Services

Shipping Module

Contents

Configuration of Purolator

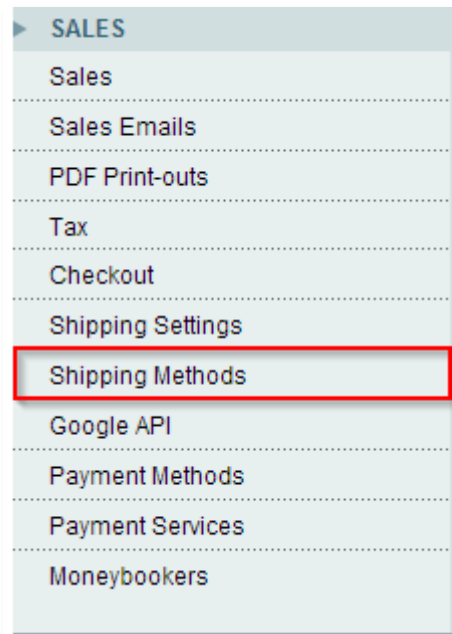Step 1: Navigate to your Magento sites admin page.

Step 2: Log in using your credentials.

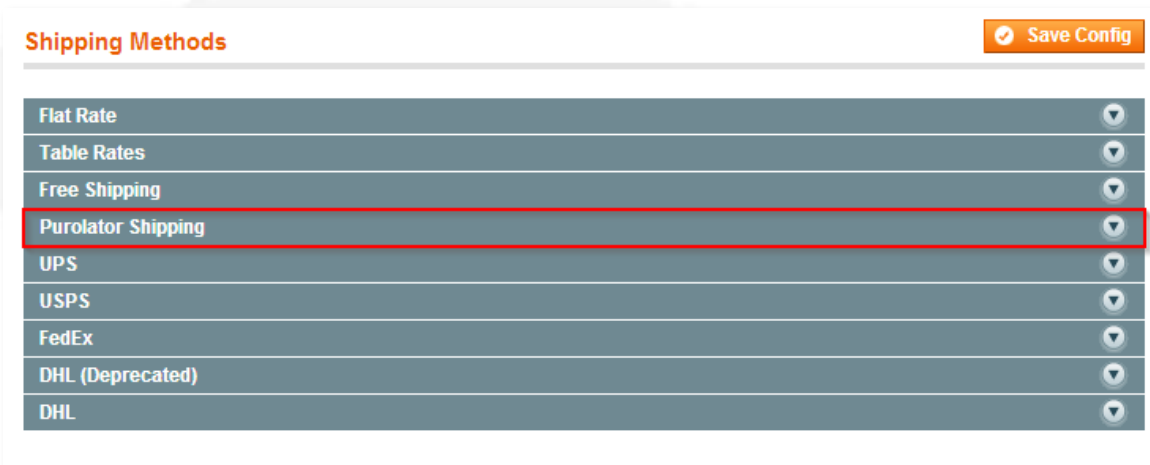Step 3: Navigate to System > Configuration.
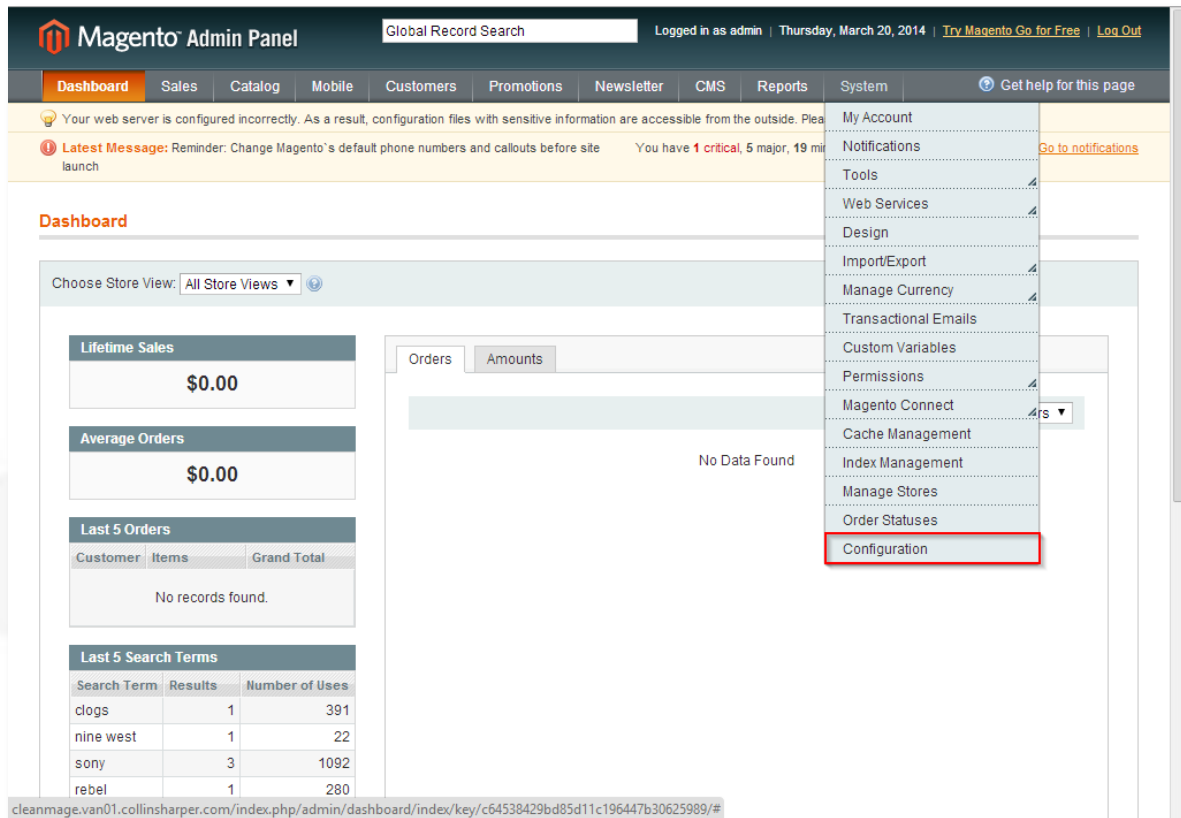
Step 4: Identify the Sales section, on the left side under customers.

Step 5: Click Shipping Methods.

Step 6: Expand Purolator Shipping.

Step 7: Identify "Access Key" data field and input Access Key of Purolator account.

Step 8: Identify "Password" data field and input Password of Purolator account.

Step 9: Identify "Billing Account" data field and input Billing Account of Purolator account.

Step 10: Identify "Registered Account" data field and input Registered Account

of Purolator account.

NOTE – Step 9 and Step 10 will have the same data input.

Step 11: Identify "Allowed Methods" option field, select preferred allowed methods. Hold ctrl to select multiple.

Step 12: Identify "Enable Test Mode" option field, single click drop menu arrow. located at the right end of option field, and, select preferred Test Mode.

Step 13: Identify "Enable Debug Mode" option field, single click drop menu arrow. located at the right end of option field, and, select preferred Debug Mode.

*Note – For testing purposes choose "Yes" for both step 12 and step 13.

Step 14: Click Save Config button on the top of the page.

Step 15: Identify the Sales section, on the left side under customers.

Step 16: Click Shipping Settings.

*Note – For the following steps, step 17 to step 21, the information is tied to the Purolator Account. The address information needs to match the information you created your Purolator Account with.

Step 17: Identify "Country" option field, single click drop menu arrow. located at the right end of option field, and, select preferred Country option.

Step 18: Identify "Region/State" option field, single click drop menu arrow. located at the right end of option field, and, select preferred Region/State option.

Step 19: Identify "ZIP/Postal Code" data field and input ZIP/Postal Code.

Step 20: Identify "City" data field and input City.

Step 21: Identify "Street Address" data field and input Street Address.

Step 22: Click Save Config.

Measure Units Configuration

Step 1: Navigate to System > Configuration.

Step 2: Identify the Catalog section.

Step 3: Click Catalog.

Step 4: Expand Measure Units.

Catalog   `✓ Save Config`

Measure Units	⊙
Product Reviews	⊙
Frontend	⊙
Sitemap	⊙
Product Alerts	⊙
Product Alerts Run Settings	⊙
Product Image Placeholders	⊙
Recently Viewed/Compared Products	⊙
Price	⊙
Layered Navigation	⊙
Category Top Navigation	⊙
Catalog Search	⊙
Search Engine Optimizations	⊙
Downloadable Product Options	⊙
Date & Time Custom Options	⊙

Step 5: Identify "Weight" option field, single click drop menu arrow. located at the right end of option field, and, select preferred Weight option.
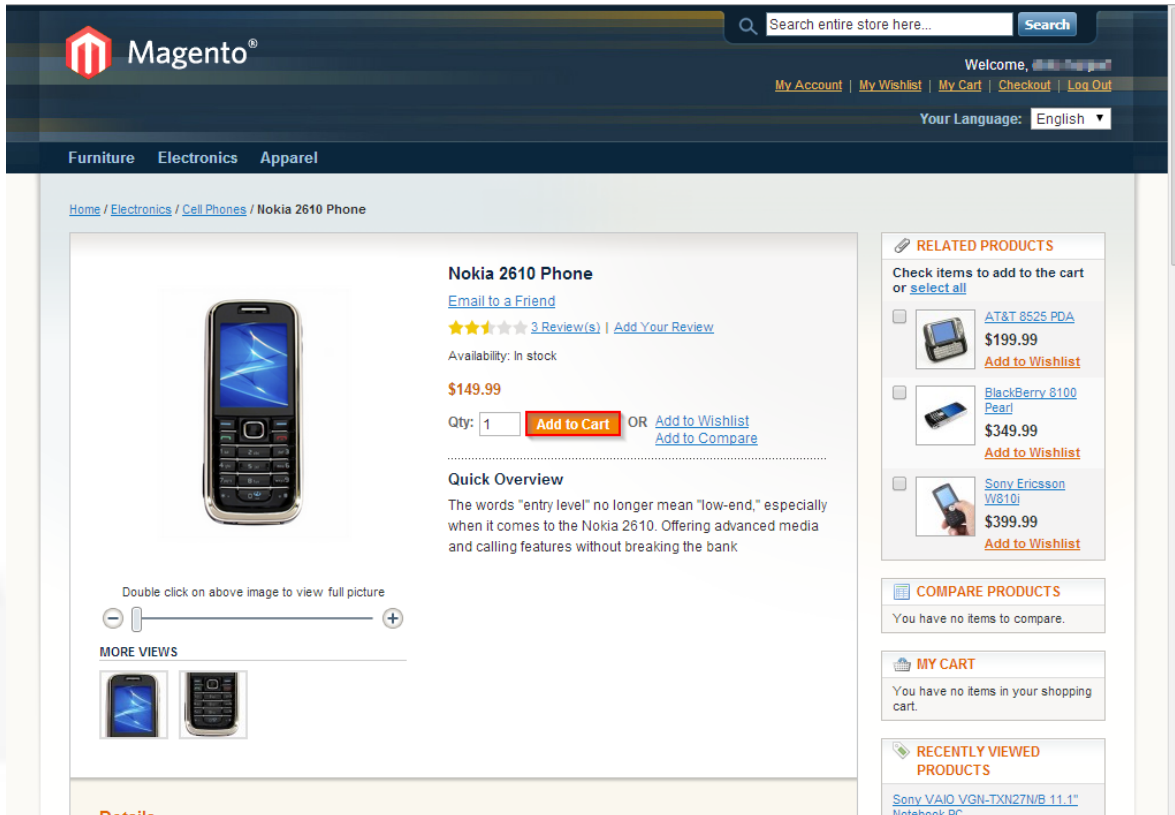
Step 6: Identify "Length, Width, Height" option field, single click drop menu arrow. located at the right end of option field, and, select preferred Length, Width, Height option.

Catalog   `✓ Save Config`

Measure Units

Weight	→ kg ▼	[STORE VIEW]
Length, Width, Height	→ Centimeter ▼	[STORE VIEW]

Step 7: Click Save Config.

Purolator in the Cart

Step 1: Navigate to any product details page.

Step 2: Click Add to Cart button.

Step 3: Navigate to your cart, if not already redirected there.

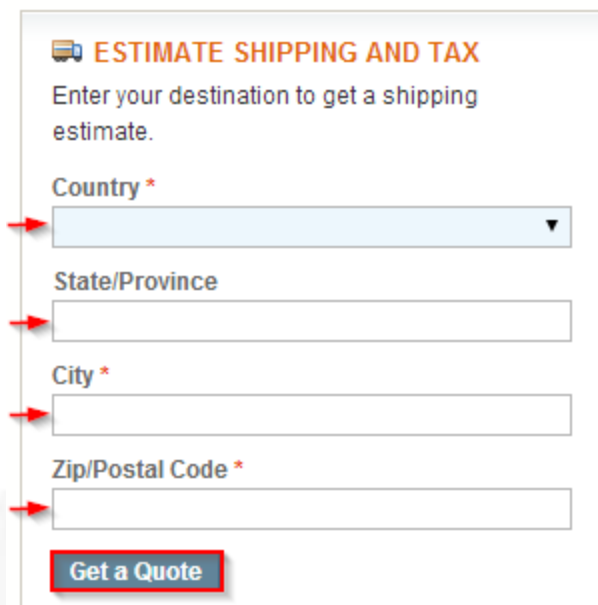Step 4: Identify the "Estimate Shipping and Tax" section.

Step 5: Identify "Country" option field, single click drop menu arrow. located at the right end of option field, and, select preferred country.

Step 6: Identify "State/Province" option field, single click drop menu arrow. located at the right end of option field, and, select preferred State/Province.

Step 7: Identify "City" data field and input City of destination.

Step 8: Identify "ZIP/Postal Code" data field and input ZIP/Postal Code of destination.

Step 9: Click Get a Quote.

Step 10: Choose one of the offered Purolator shipping methods.

ESTIMATE SHIPPING AND TAX

Enter your destination to get a shipping estimate.

Country *

Canada

State/Province *

British Columbia

City *

vancouver

Zip/Postal Code *

v6b1r8

Get a Quote

Purolator

○ Purolator Express Est. Delivery: 2014-03-21 $15.10

○ Purolator Express 10:30AM Est. Delivery: 2014-03-21 $31.86

○ Purolator Express 9AM Est. Delivery: 2014-03-21 $46.52

Flat Rate

○ Fixed $5.00

Update Total

Step 11: Click Update Total.

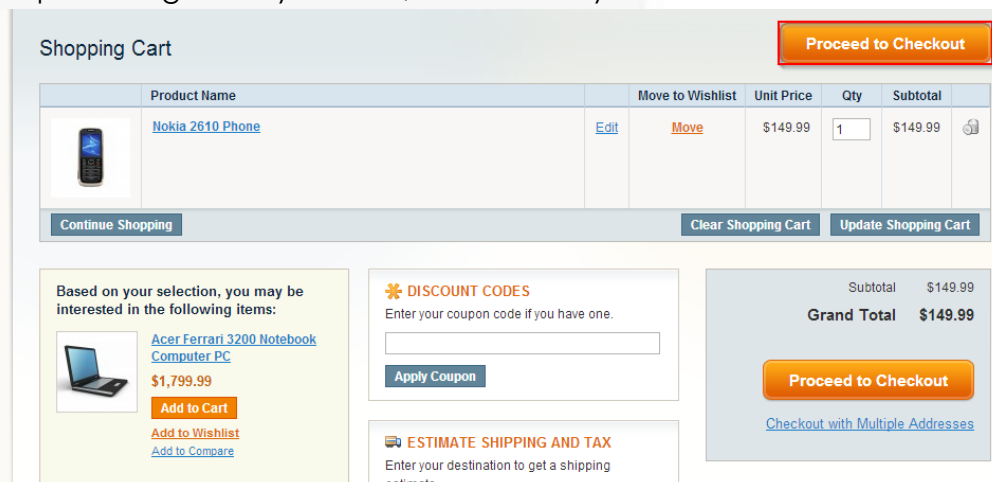*Note – The cost of the shipping should be added instantly to your carts total.

Purolator on Checkout

Step 1: Navigate to any product Details page.

Step 2: Click Add to Cart button.

Step 3: Navigate to your cart, if not already redirected.

Step 4: Click Proceed to Checkout.

Step 5: Identify "Address" data field and input street address for billing.

Step 6: Identify "City" data field and input city for billing.

Step 7: Identify "State/Province" option field, single click drop menu arrow. located at the right end of option field, and, select preferred state/province.

Step 8: Identify "ZIP/Postal Code" data field and input zip/postal code for billing.

Step 9: Identify "Country" option field, single click drop menu arrow. located at the right end of option field, and, select preferred country.

Step 10: Identify "Telephone" data field and input telephone number for billing.

Step 11: Click Continue.

Step 12: Identify the Purolator shipping method section.

Step 13: Choose one of the offered Purolator shipping methods.

Step 14: Click Continue.

Checkout

1 Billing Information

2 Shipping Information

3 Shipping Method

Purolator
- ○ Purolator Express Est. Delivery: 2014-03-21 $15.10
- ○ Purolator Express 10:30AM Est. Delivery: 2014-03-21 $31.86
- ○ Purolator Express 9AM Est. Delivery: 2014-03-21 $46.52

Flat Rate
- ○ Fixed $5.00

↑ Back   Continue

Step 15: Choose one of the Payment methods.

Step 16: Click Continue.

Checkout

1 Billing Information

2 Shipping Information

3 Shipping Method

4 Payment Information

- ○ Check / Money order
- ○ Credit Card (saved)

* Required Fields

↑ Back   Continue

Step 17: Ensure that the Shipping cost and Subtotal are accurately added to make the Grand Total.

Step 18: Click Place Order.

Creating Purolator Shipments

Step 1: Navigate to the back end of your site.

Step 2: Log into Magento admin using your credentials

Step 3: Navigate to Sales > Orders.

Step 4: Click on order.

Step 5: Identify "Invoice" button, top right of page.

Step 6: Click Invoice button.

Step 7: Ensure all information on invoice is correct.

Step 8: Identify "Submit Invoice" button, on bottom right of page.

Step 9: Click Submit Invoice button.

Items to Invoice							
Product	Price	Qty	Qty to Invoice	Subtotal	Tax Amount	Discount Amount	Row Total
Nokia 2610 Phone **SKU:** n2610	$149.99	Ordered 1	1	$149.99	$0.00	$0.00	$149.99
			Update Qty's				

Paid Amount	Refund Amount	Shipping Amount	Shipping Refund	**Order Grand Total**
$0.00	$0.00	$0.00	$0.00	**$165.09**

Invoice History

Invoice Comments

Invoice Totals

Subtotal	$149.99
Shipping & Handling	$15.10
Grand Total	**$165.09**

Append Comments ☐
Email Copy of Invoice ☐

✔ Submit Invoice

Step 10: Identify "Ship" button, on top right of page.

Step 11: Click Ship button.

Order # 100000001 | Mar 20, 2014 9:59:47 AM

*Note - The store owner can modify the "Qty to Ship" field to split the order into multiple shipments.

Step 12: Ensure all information on shipment is correct.

Step 13: Identify "Submit Shipment" button, bottom right of page.

Step 14: Click Submit Shipment button.

Step 15: Navigate to Sales > Purolator Shipment.

Step 16: Identify "Create Purolator Shipments", top right of page.

Step 17: Click Create Purolator Shipments.

Step 18: Check box next to shipment to make Purolator shipment.

Step 19: Identify "Actions" data field, choose Create Purolator Shipments.

Step 20: Click Submit.

*Note – The message that is displayed when you create a Purolator shipment.

*Note – Shipment can be voided and recreated at any time, unless shipment has be manifested.

Printing Labels

Step 1: Navigate to Sales > Purolator Shipment.

Step 2: Check box next to Purolator shipment.

Step 3: Identify "Actions" data field, choose Print Purolator Labels.

Step 4: Click Submit.

Step 5: If another window pops up, click Save to save labels.

*Note – If Labels are not configured, you will save a default template.

Tracking Information

Step 1: Navigate to Sales > Purolator Shipment.
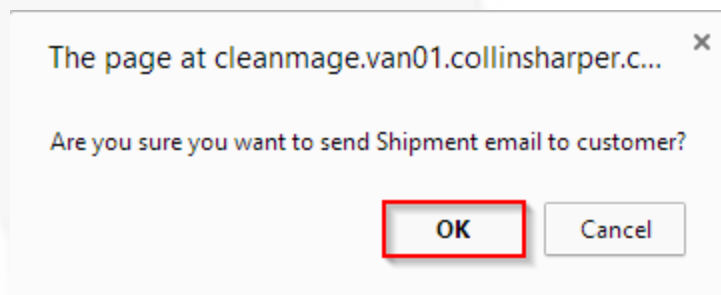

Step 2: Click "view" on order.

Step 3: Identify "Send Tracking Information" button, top right of page.

Step 4: Click Send Tracking Information.

Shipment #100000001 | Mar 20, 2014 10:20:24 AM (the shipment email is not sent)   ⊙ Back   ● Print   ● Send Tracking Information

Order # 100000001 (the order confirmation email was sent)		Account Information	
Order Date	Mar 20, 2014 9:59:47 AM	Customer Name	
Order Status	Complete	Email	
Purchased From	Main Website Main Store English	Customer Group	General
Placed from IP			

Billing Address	Edit	Shipping Address	Edit
1100 128 W pender vancouver, British Columbia, v6b1r8 Canada T: 0123456789		1100 128 W pender vancouver, British Columbia, v6b1r8 Canada T: 0123456789	

Payment Information

Check / Money order
Order was placed using USD

Shipping and Tracking Information

Track this shipment
Purolator - Purolator Express Est. Delivery: 2014-03-21 Total Shipping Charges: $15.10

Carrier	Title	Number	Action
Purolator	Shipment PIN #	329017355275	Delete

Step 5: Click "OK" on the pop up window.

The page at cleanmage.van01.collinsharper.c...   ✕

Are you sure you want to send Shipment email to customer?

OK   Cancel

Step 6: Check email of customer.

Hello, ▩▩▩ ▩▩▩▩

Thank you for your order from The Shop. You can check the status of your order by logging into your account. If you have any questions about your order please contact us at support@example.com or call us at 1234546789 Monday - Friday, 8am - 5pm PST.
Your shipping confirmation is below. Thank you again for your business.

Your Shipment #100000001 for Order #100000001

Billing Information:

▩▩▩ ▩▩▩▩
1100 128 W pender
vancouver, British Columbia, v6b1r8
Canada
T: 0123456789

Payment Method:

Check / Money order

Shipping Information:

▩▩▩ ▩▩▩▩
1100 128 W pender
vancouver, British Columbia, v6b1r8
Canada
T: 0123456789

Shipping Method:

Purolator - Purolator Express Est. Delivery: 2014-03-21

Item	Sku	Qty
Nokia 2610 Phone	n2610	1

Shipped By	Tracking Number
Shipment PIN #	329017355275

Thank you, **The Shop**

*Note – Tracking number is sent with this email.

Step 7: Navigate to the front end of your site.

Step 8: Log into customer's account.
S

Step 9: Navigate to Account Dashboard.
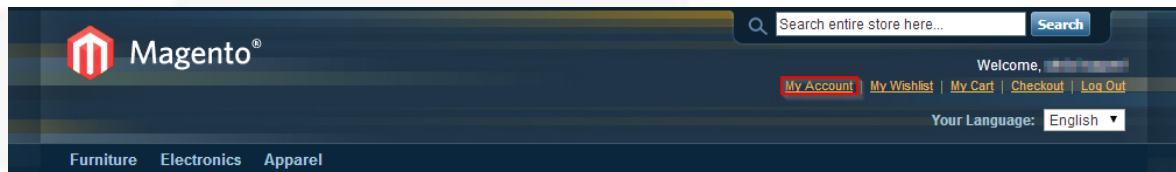
Step 10: Click "View Order" on completed order.

*Note - If order not on Account Dashboard, click on "My Orders" on the left to locate order. The Account Dashboard only displays recent orders.

Step 11: Identify "Track Your Order" link.

Step 12: Click Track Your Order.

Step 13: Click Close Window.

Purolator Manifest

Step 1: Navigate to Sales > Purolator Manifest.

Step 2: Identify "Create New Purolator Manifest" button, top right of page.

Step 3: Click Create New Purolator Manifest button.

*Note – Once order is put into the manifest it may no longer be voided/shipped. Purolator suggests running manifest at end of business day. While in test mode admin will only be able to generate one manifest for the duration of that test.

Step 4: Click link to view manifest.

Purolator Manifests

⊕ Create New Purolator Manifest ⊕ Purolator Shipments

Page ◄ 1 ► of 1 pages | View 20 ▼ per page | Total 1 records found   Reset Filter   Search

Purolator Manifest ID #	Date Created	Date Updated	Document Type	Description	Url
3	21/03/2014 12:00:00 AM	21/03/2014 12:00:00 AM	PrepaidManifest	Prepaid Manifest	>https://eshiponline.purolator.com/ShipOnline/shipment/getLabel.ashx? TEMP_TYPE=STUB&REPORT_NAME=GenericDummyManifest.pdf&REPO