

26-Mar-14

# Purolator Eship Web Services

## Shipping Module



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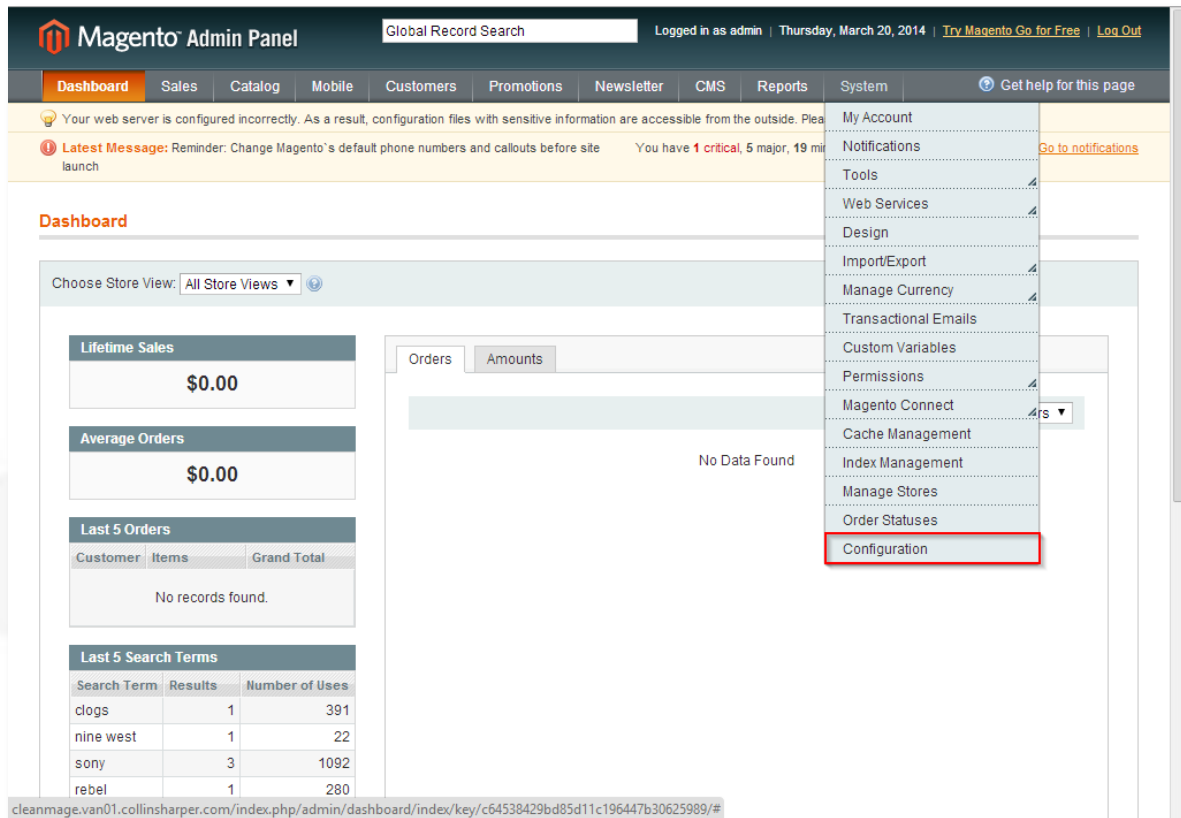
**Head Office:** #1100 – 128 Pender St W, Vancouver, BC V6B 1R8  
**P:** 604.336.1444 **W:** collinsharper.com

## Configuration of Purolator

Step 1: Navigate to your Magento sites admin page.

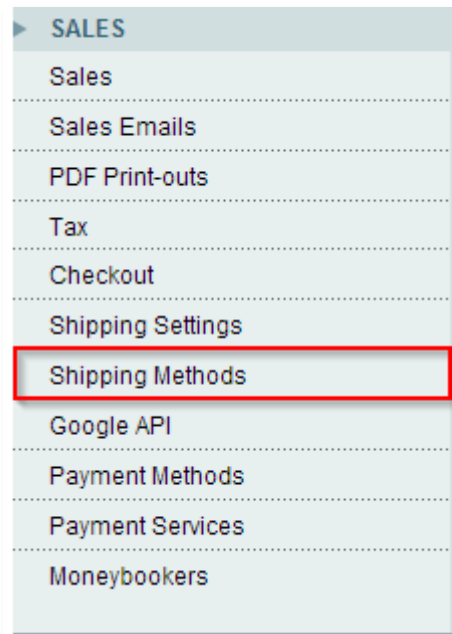
Step 2: Log in using your credentials.

Step 3: Navigate to System > Configuration.

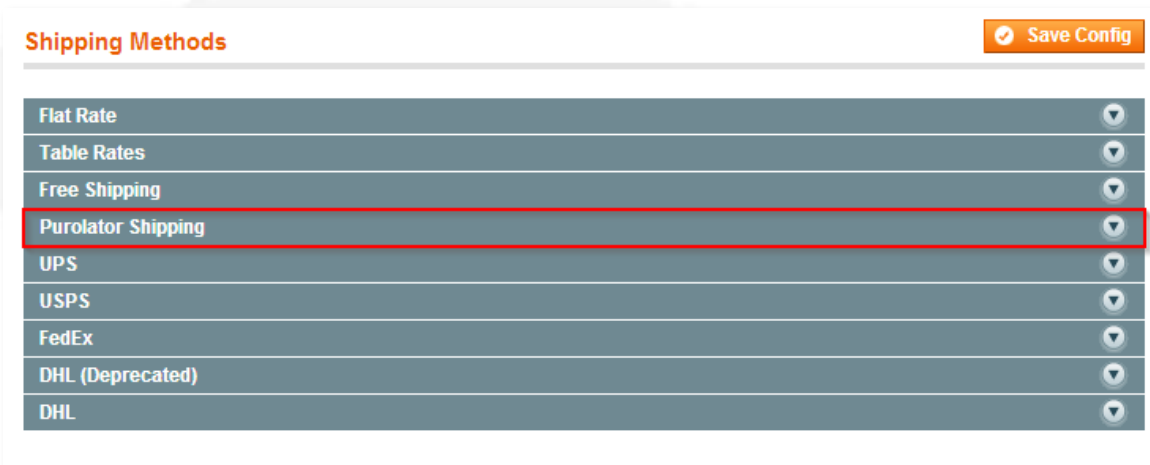


Step 4: Identify the Sales section, on the left side under customers.

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.

The screenshot shows a web application interface for configuring shipping methods. On the left is a sidebar menu with categories: Shipping Methods, CATALOG, CUSTOMERS, and SALES. The main content area is titled 'Shipping Methods' and 'Purolator Shipping'. It contains a list of configuration fields with their current values and a '[STORE VIEW]' link for each. Red arrows point to the 'Access Key', 'Password', 'Billing Account', 'Registered Account', and 'Allowed methods' fields. The 'Allowed methods' field is a multi-select dropdown menu showing a list of shipping options.

Field	Value	Action
Enabled	Yes	[STORE VIEW]
Title	Purolator	[STORE VIEW]
Access Key		[STORE VIEW]
Password		[STORE VIEW]
Billing Account		[STORE VIEW]
Registered Account		[STORE VIEW]
Hide in frontend	No	[STORE VIEW]
Allowed methods	Purolator Express, Purolator Express 9AM, Purolator Express 10:30AM, Purolator Express Envelope 9AM, Purolator Express Envelope 10:30AM, Purolator Express Envelope, Purolator Express Pack 9AM, Purolator Express Pack 10:30AM, Purolator Express Pack, Purolator Express Box 9AM	[STORE VIEW]
Merchant VAT Number		[STORE VIEW]
Calculate Handling Fee	Fixed	[WEBSITE]
Shipment Options	Origin Signature Not Required	[STORE VIEW]
International Signature	Yes	[STORE VIEW]
Handling	0	[STORE VIEW]
Fail over Rate Title		[STORE VIEW]
Fail over Rate Cost		[STORE VIEW]
Days to add to estimated delivery days.		[STORE VIEW]
Use Cash on Delivery	No	[STORE VIEW]

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.

Insurance Coverage	<input type="text" value="No"/>	[STORE VIEW]
Displayed Error Message	<div> <p>This shipping method is currently unavailable.</p> <p>If you would like to ship using this shipping method, please contact us.</p> </div>	[STORE VIEW]
Enable Test Mode	<input type="text" value="No"/> ▲ Use Test API	[STORE VIEW]
Enable Debug Mode	<input type="text" value="No"/> ▲ Verbose logging to system.log to help developers	[STORE VIEW]
Sort order	<input type="text"/>	[STORE VIEW]

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

Current Configuration Scope:  

  
[Manage Stores](#)

**Shipping Methods**
  
 Flat Rate
   
 Table Rates

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

Step 16: Click Shipping Settings.

SALES

Sales
   
 Sales Emails
   
 PDF Print-outs
   
 Tax
   
 Checkout
   
**Shipping Settings**
  
 Shipping Methods
   
 Google API
   
 Payment Methods
   
 Payment Services
   
 Moneybookers

**\*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.

### Shipping Settings

 Save Config

Origin		
Country	 --Please Select--	[WEBSITE]
Region/State	 -- Please select --	[WEBSITE]
ZIP/Postal Code		[WEBSITE]
City		[WEBSITE]
Street Address		[WEBSITE]
Street Address Line 2		[WEBSITE]

Step 22: Click Save Config.

## Measure Units Configuration

Step 1: Navigate to System > Configuration.

Magento Admin Panel Global Record Search Logged in as admin | Thursday, March 20, 2014 | Try Magento Go for Free | Log Out

Dashboard Sales Catalog Mobile Customers Promotions Newsletter CMS Reports System Get help for this page

Your web server is configured incorrectly. As a result, configuration files with sensitive information are accessible from the outside. Please see the Magento documentation for more information.

Latest Message: Reminder: Change Magento's default phone numbers and callouts before site launch You have 1 critical, 5 major, 19 minor messages.

Go to notifications

### Dashboard

Choose Store View: All Store Views

#### Lifetime Sales

\$0.00

#### Average Orders

\$0.00

#### Last 5 Orders

Customer	Items	Grand Total
No records found.		

#### Last 5 Search Terms

Search Term	Results	Number of Uses
clogs	1	391
nine west	1	22
sony	3	1092
rebel	1	280

Orders Amounts

No Data Found

- My Account
- Notifications
- Tools
- Web Services
- Design
- Import/Export
- Manage Currency
- Transactional Emails
- Custom Variables
- Permissions
- Magento Connect
- Cache Management
- Index Management
- Manage Stores
- Order Statuses
- Configuration

cleanmage.van01.collinsharper.com/index.php/admin/dashboard/index/key/c64538429bd85d11c196447b30625989/#

Step 2: Identify the Catalog section.

Step 3: Click Catalog.



Step 4: Expand Measure Units.

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.

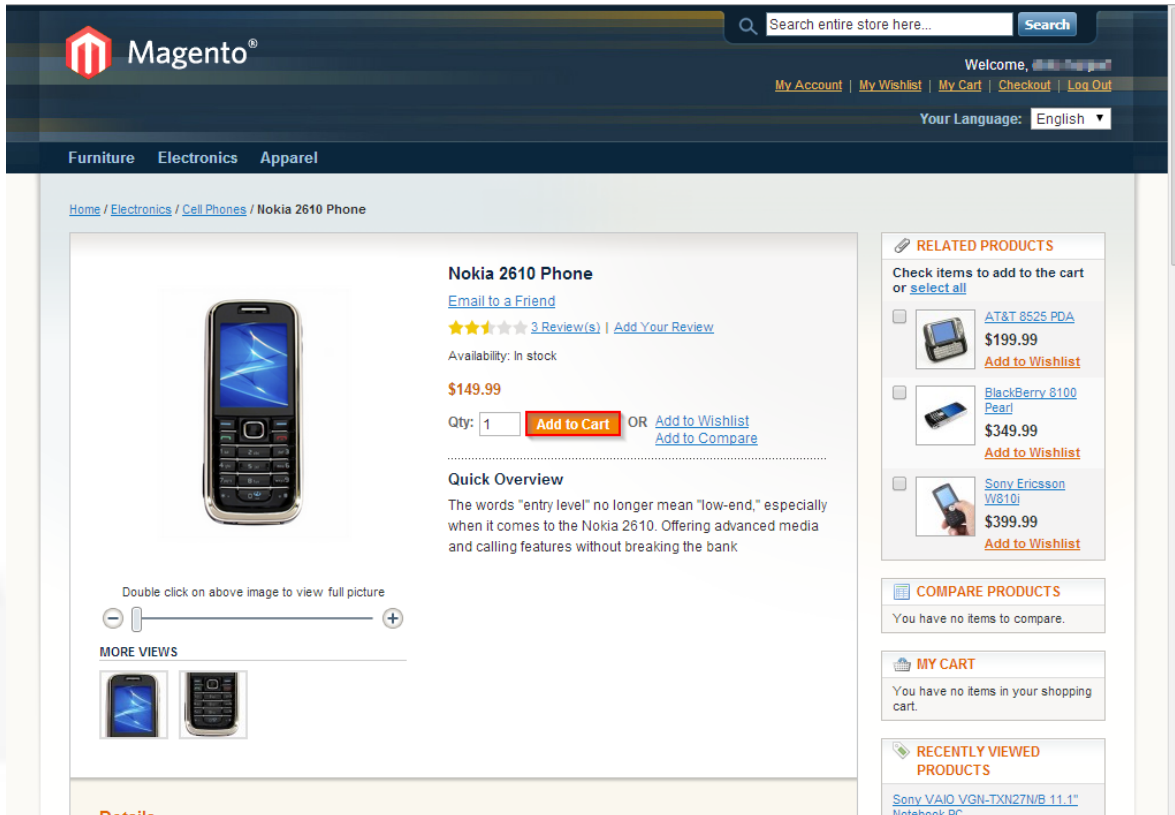
Step 6: Identify "Length, Width, Height" option field, single click drop menu arrow. located at the right end of option field, and, select preferred Length, Width, Height option.

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.

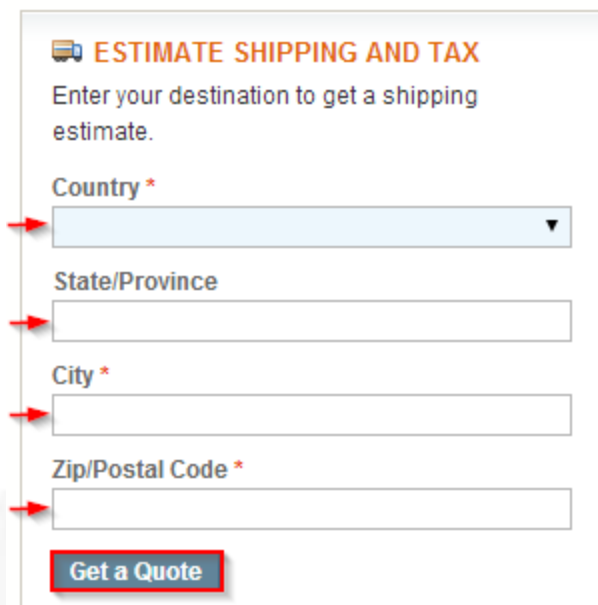
Step 5: Identify "Country" option field, single click drop menu arrow. located at the right end of option field, and, select preferred country.


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.




 **ESTIMATE SHIPPING AND TAX**

Enter your destination to get a shipping estimate.


**Country \***




**State/Province**



**City \***




**Zip/Postal Code \***



**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.

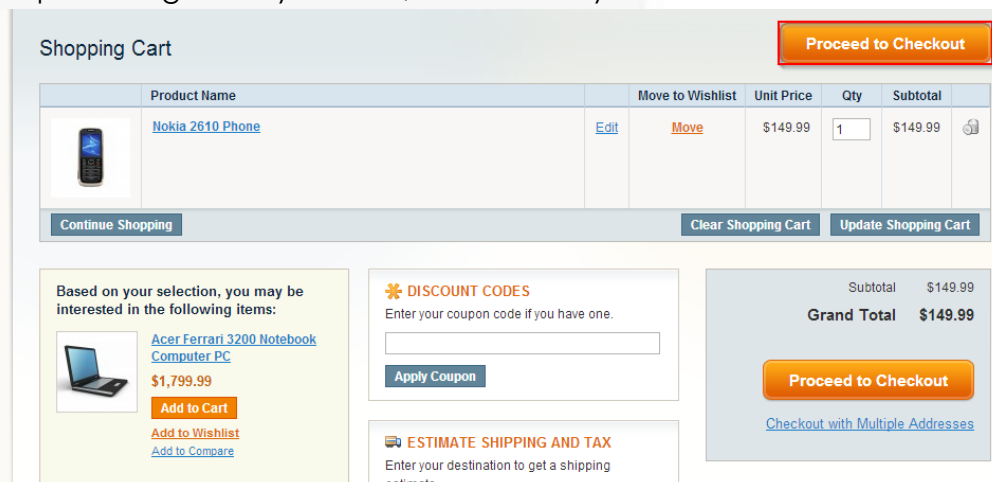
## Purolator on Checkout

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.

**Checkout**

**1 Billing Information**

First Name \*  Last Name \*

Company

Address \*

City \*  State/Province \*

Zip/Postal Code \*  Country \*

Telephone \*  Fax

☒ Ship to this address  
☐ Ship to different address

\* Required Fields

**Continue**

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.

The screenshot shows a checkout interface with a title bar 'Checkout'. Below it is a list of steps: 1 Billing Information, 2 Shipping Information, 3 Shipping Method (highlighted in orange), and 4 Payment Information. The 'Shipping Method' section contains two options: 'Purolator' and 'Flat Rate'. Under 'Purolator', there are three radio button options: 'Purolator Express Est. Delivery: 2014-03-21 \$15.10', 'Purolator Express 10:30AM Est. Delivery: 2014-03-21 \$31.86', and 'Purolator Express 9AM Est. Delivery: 2014-03-21 \$46.52'. Under 'Flat Rate', there is one radio button option: 'Fixed \$5.00'. At the bottom left is a blue link 'Back' with an upward arrow, and at the bottom right is an orange 'Continue' button.

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.

The screenshot shows the same checkout interface as before, but now step 4 'Payment Information' is highlighted in orange. The 'Shipping Method' step is still visible but not highlighted. The 'Payment Information' section contains two radio button options: 'Check / Money order' and 'Credit Card (saved)'. At the bottom right, there is a red asterisk followed by the text '\* Required Fields'. At the bottom left is a blue link 'Back' with an upward arrow, and at the bottom right is an orange 'Continue' button.

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.

5 Order Review			
Product Name	Price	Qty	Subtotal
Nokia 2610 Phone	\$149.99	1	\$149.99
Subtotal			\$149.99
Shipping & Handling (Purolator - Purolator Express Est. Delivery: 2014-03-21)			\$15.10
<b>Grand Total</b>			<b>\$165.09</b>

Forgot an Item? [Edit Your Cart](#)

**Place Order**

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.

The screenshot shows the Magento Admin Panel interface. The top navigation bar includes the Magento logo, 'Admin Panel', a search bar, and user information. The main navigation sidebar on the left has a red box around the 'Orders' link. Below 'Orders', a dropdown menu is visible, listing various order-related actions like 'Invoices', 'Shipments', 'Purolator Shipment', etc. The main content area shows the 'Orders' tab selected, with a 'Select Range' dropdown set to 'Last 24 Hours' and a message 'No Data Found'.

Step 4: Click on order.

**Orders** [Create New Order](#)

Page  of 1 pages | View  per page | Total 1 records found | [New Order RSS](#) | Export to:  [Export](#) [Reset Filter](#) [Search](#)

Select Visible | Unselect Visible | 0 items selected Actions  [Submit](#)

	Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	G.T. (Base)	G.T. (Purchased)	Status	Action
Any	<input type="text"/>	<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	100000001	Main Website Main Store English	Mar 20, 2014 9:59:47 AM			\$165.09	\$165.09	Pending	<a href="#">View</a>

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

Step 6: Click Invoice button.

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

[Back](#) [Edit](#) [Cancel](#) [Send Email](#) [Hold](#) [Invoice](#) [Ship](#) [Reorder](#)

**Information**

- Invoices
- Credit Memos
- Shipments
- Comments History
- Transactions

**Order # 100000001 (the order confirmation email was sent)**

Order Date	Mar 20, 2014 9:59:47 AM
Order Status	Pending
Purchased From	Main Website Main Store English
Placed from IP	

**Account Information**

Customer Name	
Email	
Customer Group	General

**Billing Address** [Edit](#)

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

**Shipping Address** [Edit](#)

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

**Payment Information**

Check / Money order  
Order was placed using USD

**Shipping & Handling Information**

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

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	<input type="text" value="1"/>	\$149.99	\$0.00	\$0.00	\$149.99
			<a href="#">Update Qty's</a>				

Paid Amount \$0.00	Refund Amount \$0.00	Shipping Amount \$0.00	Shipping Refund \$0.00	<b>Order Grand Total</b> <b>\$165.09</b>
-----------------------	-------------------------	---------------------------	---------------------------	---

#### Invoice History

Invoice Comments

#### Invoice Totals

Subtotal	\$149.99
Shipping & Handling	\$15.10
<b>Grand Total</b>	<b>\$165.09</b>

☐ 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**

[Back](#) [Edit](#) [Send Email](#) [Credit Memo](#) [Hold](#) [Ship](#) [Reorder](#)

**Order # 100000001 (the order confirmation email was sent)**

Order Date **Mar 20, 2014 9:59:47 AM**

Order Status **Processing**

Purchased From **Main Website  
Main Store  
English**

Placed from IP **[REDACTED]**

**Account Information**

Customer Name **[REDACTED]**

Email **[REDACTED]**

Customer Group **General**

**Billing Address**

[Edit](#)

**[REDACTED]**  
1100 128 W pender  
vancouver, British Columbia, v6b1r8  
Canada  
T: 0123456789

**Shipping Address**

[Edit](#)

**[REDACTED]**  
1100 128 W pender  
vancouver, British Columbia, v6b1r8  
Canada  
T: 0123456789

**Payment Information**

**Shipping & Handling Information**

**\*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.

Items to Ship		
Product	Qty	Qty to Ship
HTC Touch Diamond SKU: HTC Touch Diamond	Ordered 1	<input type="text" value="1"/>

**Shipment Comments**

Shipment Comments

Append Comments ☐

Email Copy of Shipment ☐

[Submit Shipment](#)

Step 15: Navigate to Sales > Purolator Shipment.

The screenshot shows the Magento Admin Panel interface. The top navigation bar includes links for Dashboard, Sales, Catalog, Mobile, Customers, Promotions, Newsletter, CMS, Reports, and System. A dropdown menu is open under the 'Sales' tab, showing options like Orders, Invoices, Shipments, and Purolator Shipment (which is highlighted with a red box). Other options in the dropdown include Purolator Manifest, Credit Memos, Transactions, Recurring Profiles (beta), Billing Agreements, Terms and conditions, and Tax. The main content area displays a dashboard with various widgets, including a graph showing sales data over the last 24 hours.

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

Step 17: Click Create Purolator Shipments.

The screenshot shows the 'Purolator Shipments' page. At the top, there are three buttons: 'Back', 'Create Purolator Shipments' (highlighted with a red box), and 'Purolator Manifests'. Below the buttons, there is a table with columns for Shipment #, Purolator Shipment PIN, Date Shipped, Order #, Order Date, Ordered By, Total Qty, and Action. The table is currently empty, and a message 'No records found.' is displayed at the bottom.

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.

**Purolator Shipments** [Back](#) [Create Purolator Shipments](#) [Purolator Manifests](#)

Page 1 of 1 pages | View 20 per page | Total 1 records found | Export to: CSV | [Export](#) | [Reset Filter](#) | [Search](#)

Select All | Unselect All | Select Visible | Unselect Visible | 1 items selected | Actions: Create Purolator shipments | [Submit](#)

	Shipment #	Date Shipped	Order #	Order Date	Ordered	Action
Any		From: To:		From: To:		
<input checked="" type="checkbox"/>	100000001	Mar 20, 2014 10:20:24 AM	100000001	Mar 20, 2014 9:59:47 AM		1 <a href="#">View</a>

**Purolator Shipments** [Back](#) [Create Purolator Shipments](#) [Purolator Manifests](#)

Page 1 of 1 pages | View 20 per page | Total 1 records found | Export to: CSV | [Export](#) | [Reset Filter](#) | [Search](#)

Select All | Unselect All | Select Visible | Unselect Visible | 0 items selected | Actions: | [Submit](#)

	Shipment #	Purolator Shipment PIN	Date Shipped	Order #	Order Date	Ordered By	Total Qty	Action
Any			From: To:		From: To:			
<input type="checkbox"/>	100000001	329017355275	Mar 20, 2014 10:20:24 AM	100000001	Mar 20, 2014 9:59:47 AM			1 <a href="#">View</a>

**\*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 been manifested.

## Printing Labels

Step 1: Navigate to Sales > Purolator Shipment.

The screenshot shows the Magento Admin Panel interface. The top navigation bar includes 'Dashboard', 'Sales', 'Catalog', 'Mobile', 'Customers', 'Promotions', 'Newsletter', 'CMS', 'Reports', and 'System'. The left sidebar menu is open, and 'Purolator Shipment' is highlighted under the 'Orders' section. The main content area displays a dashboard with various widgets, including 'Average Orders' (\$149.99) and 'Last 5 Orders'.

Step 2: Check box next to Purolator shipment.

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

Step 4: Click Submit.

The screenshot shows the 'Purolator Shipments' page. At the top, there are buttons for 'Back', 'Create Purolator Shipments', and 'Purolator Manifests'. Below the buttons, there is a table with columns: 'Shipment #', 'Purolator Shipment PIN', 'Date Shipped', 'Order #', 'Order Date', and 'Actions'. The 'Actions' column for the first row contains a dropdown menu with options 'Void Purolator Shipment' and 'Print Purolator labels'. The 'Print Purolator labels' option is highlighted. A 'Submit' button is located to the right of the table.

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.

The screenshot shows the Magento Admin Panel interface. The top navigation bar includes 'Dashboard', 'Sales', 'Catalog', 'Mobile', 'Customers', 'Promotions', 'Newsletter', 'CMS', 'Reports', and 'System'. The 'Sales' menu is expanded, showing options like 'Orders', 'Invoices', 'Shipments', 'Purolator Shipment' (highlighted with a red box), 'Purolator Manifest', 'Credit Memos', 'Transactions', 'Recurring Profiles (beta)', 'Billing Agreements', 'Terms and conditions', and 'Tax'. The main content area displays a dashboard with various widgets, including 'Average Orders' (\$149.99), 'Last 5 Orders', and 'Last 5 Search Terms'. A line graph is also visible on the right side of the dashboard.

Step 2: Click “view” on order.

The screenshot shows the 'Purolator Shipments' page. At the top, there are buttons for 'Back', 'Create Purolator Shipments', and 'Purolator Manifests'. Below this is a search and filter section with 'Page 1 of 1 pages', 'View 20 per page', 'Total 1 records found', and buttons for 'Export to: CSV', 'Export', 'Reset Filter', and 'Search'. The main table lists shipment details. The 'View' button in the 'Action' column is highlighted with a red box.

Shipment #	Purolator Shipment PIN	Date Shipped	Order #	Order Date	Ordered By	Total Qty	Action
100000001	329017355275	Mar 20, 2014 10:20:24 AM	100000001	Mar 20, 2014 9:59:47 AM		1	<a href="#">View</a>

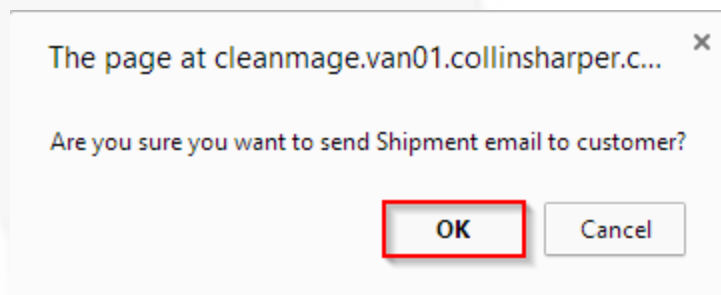
Step 3: Identify “Send Tracking Information” button, top right of page.

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

<b>Order # 100000001 (the order confirmation email was sent)</b> Order Date: Mar 20, 2014 9:59:47 AM Order Status: Complete Purchased From: Main Website Main Store English Placed from IP: [redacted]	<b>Account Information</b> Customer Name: [redacted] Email: [redacted] Customer Group: General								
<b>Billing Address</b> <span>Edit</span> [redacted] 1100 128 W pender vancouver, British Columbia, v6b1r8 Canada T: 0123456789	<b>Shipping Address</b> <span>Edit</span> [redacted] 1100 128 W pender vancouver, British Columbia, v6b1r8 Canada T: 0123456789								
<b>Payment Information</b> Check / Money order Order was placed using USD	<b>Shipping and Tracking Information</b> <a href="#">Track this shipment</a> Purolator - Purolator Express Est. Delivery: 2014-03-21 Total Shipping Charges: \$15.10 <table border="1"> <thead> <tr> <th>Carrier</th> <th>Title</th> <th>Number</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Purolator</td> <td>Shipment PIN #</td> <td>330047355935</td> <td>Delete</td> </tr> </tbody> </table>	Carrier	Title	Number	Action	Purolator	Shipment PIN #	330047355935	Delete
Carrier	Title	Number	Action						
Purolator	Shipment PIN #	330047355935	Delete						

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



Step 6: Check email of customer.

Hello, **John Doe**

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](mailto:support@example.com) or call us at 123456789 Monday - Friday, 8am - 5pm PST.

Your shipping confirmation is below. Thank you again for your business.

Your Shipment #100000001 for Order #100000001

**Billing Information:**

**John Doe**  
1100 128 W pender  
vancouver, British Columbia, v6b1r8  
Canada  
T: 0123456789

**Payment Method:**

Check / Money order

**Shipping Information:**

**John Doe**  
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 #	<u>329017355275</u>	

Thank you, The Shop

**\*Note** – Tracking number is sent with this email.

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

The screenshot displays the front end of a Magento e-commerce website. The header includes the Magento logo, a search bar, and navigation links for 'My Account', 'My Wishlist', 'My Cart', 'Checkout', and 'Log In'. The main content area features several promotional banners and product listings. A prominent banner for 'Anashria' sandals offers a 20% discount. Below this, there's a section for 'Buy Canon REBEL' cameras starting at \$499. A 'FREE SHIPPING' banner is also visible. The 'Best Selling Products' section showcases various items like Sony VAIO laptops, Nine West shoes, and Acer Ferrari computers. A 'COMMUNITY POLL' is present, asking for favorite Magento features. The footer includes 'POPULAR TAGS' and a 'NOW ACCEPTING PayPal' badge.

Step 8: Log into customer's account.  
S

**Login or Create an Account**

**NEW CUSTOMERS**

By creating an account with our store, you will be able to move through the checkout process faster, store multiple shipping addresses, view and track your orders in your account and more.

**Create an Account**

**REGISTERED CUSTOMERS**

If you have an account with us, please log in.

Email Address \*

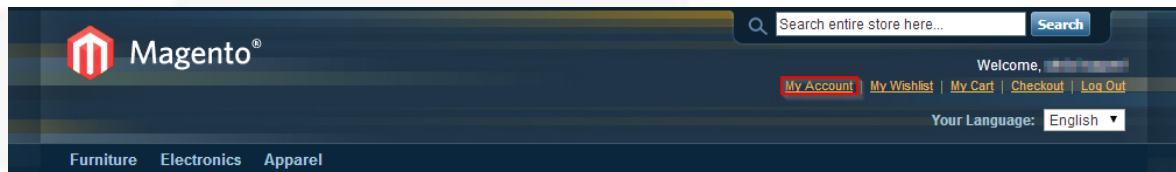
Password \*

[Forgot Your Password?](#)

**Login**

\* Required Fields

Step 9: Navigate to Account Dashboard.



Step 10: Click "View Order" on completed order.

**MY ACCOUNT**

**Account Dashboard**

- Account Information
- Address Book
- My Orders
- Billing Agreements
- Recurring Profiles
- My Product Reviews
- My Tags
- My Wishlist
- My Applications

**My Dashboard**

Hello, [User Name]

From your My Account Dashboard you have the ability to view a snapshot of your recent account activity and update your account information. Select a link below to view or edit information.

**RECENT ORDERS** [View All](#)

Order #	Date	Ship To	Order Total	Status	
100000002	3/20/2014	[Address]	\$765.10	Pending	<a href="#">View Order</a>   <a href="#">Reorder</a>
100000001	3/20/2014	[Address]	\$165.09	Complete	<a href="#">View Order</a>   <a href="#">Reorder</a>

**\*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.

Welcome, 
[My Account](#) | [My Wishlist](#) | [My Cart](#) | [Checkout](#) | [Log Out](#)

Your Language: English

[Furniture](#)
[Electronics](#)
[Apparel](#)

**MY ACCOUNT**  
Account Dashboard  
Account Information  
Address Book  
**My Orders**  
Billing Agreements  
Recurring Profiles  
My Product Reviews  
My Tags  
My Wishlist  
My Applications  
Newsletter Subscriptions  
My Downloadable Products

**Order #100000001 - Complete**
[Reorder](#) | [Print Order](#)

About This Order: [Order Information](#) | [Invoices](#) | [Shipments](#)

Order Date: March 20, 2014

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

**Shipping Method**  
Purolator - Purolator Express Est. Delivery: 2014-03-21

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

**Payment Method**  
Check / Money order

Items Ordered [Track your order](#)

Product Name	SKU	Price	Qty	Subtotal
Nokia 2610 Phone	n2610	\$149.99	Ordered: 1 Shipped: 1	\$149.99
Subtotal				\$149.99
Shipping & Handling				\$15.10

**Did you know?**  
Our customer service is available 24/7  
**(555) 555-0123**  
Hold on, help is on the way.

Step 13: Click Close Window.

## Tracking Information

[Close Window](#)

### Shipment #100000001

Tracking Number:	329017355275
Carrier:	Purolator
Track:	<a href="https://eshiponline.purolator.com/ShipOnline/Public/Track/TrackingDetails.aspx?pin=329017355275">https://eshiponline.purolator.com/ShipOnline/Public/Track/TrackingDetails.aspx?pin=329017355275</a>

[Close Window](#)

## Purolator Manifest

Step 1: Navigate to Sales > Purolator Manifest.

The screenshot shows the Magento Admin Panel interface. The top navigation bar includes the Magento logo, 'Admin Panel', a search bar, and user information. The main navigation menu on the left has 'Dashboard' selected, and a sub-menu is open showing options like 'Orders', 'Invoices', 'Shipments', and 'Purolator Manifest' (which is highlighted with a red box). The main content area displays a dashboard with various widgets, including a graph showing 'Orders' and 'Amounts' over a 24-hour period.

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

Step 3: Click Create New Purolator Manifest button.

The screenshot shows the 'Purolator Manifests' page. At the top right, there are two buttons: 'Create New Purolator Manifest' and 'Purolator Shipments'. Below these, there is a pagination bar showing 'Page 1 of 1 pages' and a 'View 20 per page' dropdown. A table with columns 'Purolator Manifest ID #', 'Date Created', 'Date Updated', 'Document Type', 'Description', and 'Url' is visible at the bottom.

**\*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  of 1 pages | View  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	> <a href="https://eshiponline.purolator.com/ShipOnline/shipment/getLabel.ashx?TEMP_TYPE=STUB&amp;REPORT_NAME=GenericDummyManifest.pdf&amp;REPO">https://eshiponline.purolator.com/ShipOnline/shipment/getLabel.ashx? TEMP_TYPE=STUB&amp;REPORT_NAME=GenericDummyManifest.pdf&amp;REPO</a>