

Domestic | Transborder | National Home Delivery Service

December 2012

1-877-SAMEDAY

Dear Valued Customer,

We've taken your feedback and improved our website!

Now you can pre-populate certain fields in order to ship faster. Simply follow the four easy steps below to customize your account's fields and save time creating shipments. And of course, should you have any troubles, do not hesitate to call our customer service line at 1-877-SAMEDAY (726-3329).

Step 1: Login to your Account at <u>www.sameday.ca</u>.

Step 2: Once logged in, click on "My Settings", → "Interface Setting"

MY ACCOUNT TRANSIT TIMES	GET A QUOTE	CREATE A SHIPM	ENT TRACK A SHIF	MENT		CONTACT US	FRANÇAIS LOGOUT		
Home About L	ls Service	Portfolio Our	Network Ce	rtificates	What's New	? Careers	My Sameday		
My Account My Dashboard Shipping	My Dashboa Message Center	Recent Shipments	Pending Shipments	Quotes Invo	ice History S	hipment Status Report			
Tracking									
Content Mgmt. My Settings Change My Password My Address Book My Profile Interface Setting Administration									





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Step 3: Customize your Interface. You can customize any or all of the following fields by selecting from the drop down menus:

- Service Type (Business/Home Delivery)
- Shipment Type (Regular Shipment, Return, Exchange, Quote)
- From (One Specific Shipper)
- To (One Specific Consignee)

- Payment Type (Prepaid, Collect , Third Party)
- Bill To (One Specific Account Number)
- Measurement Type (Imperial/Metric)
- Ready Time (NOTE: Use the 24 hour clock)
 - Close Time (NOTE: Use the 24 hour clock)

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MY ACCOUNT TRANSIT TIMES GET A QUOTE CREATE A SHIPMENT TRACK A SHIPMENT CONTACT US | FRANÇAIS | LOGOUT My Sameday My Account **Interface Settings** My Dashboard Shipping Service Type Commercial/Business Delivery C Residential/Home Delivery C None
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 Collect
 Third Party these fields I want to.. 013052--SAMEDAY WORLDWIDE -**Bill To** Get a quote > Measurement Type Imperial (lbs, in) C Metric (kg, cm) Track a shipment > Get transit times > **Ready Time** [26:00] Request a pickup > Close Time [00:00] Register E-Invoice > Save

Save your Customized Interface by clicking "Save" at the bottom of your screen.





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Step 4: Create your shipments as usual with your customized interface. Save time by not needing to input the data for these fields.

NOTE: All customizable fields remain changeable for shipments that might differ from the norm. However, should you wish to change the customized fields at a later date, simply repeat the process and the fields will be customized to your new shipment needs.

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Home Ab My Account	out Us Service Portfolio Create Shipment	Our Network Certificates	What's New? Caree	ers My Sameday
My Dashboard Shipping Tracking Content Mgmt. My Settings Administration	Select service Commer	cial/Business Delivery C Residential/Home Select Shipment Type: R Quote No:	Delivery egular Shipment 💽 🖓 Get Details	0
I want to <u>Get a quote ></u> <u>Track a shipment ></u> <u>Get transit times ></u> <u>Request a pickup ></u> <u>Register E-Invoice ></u>	Customiz fields pre	zed	ABC_Corporation ABC_Corporation Contact Name * Joe Smith Company Name * ABC Corporation Address Line1 * 123 Main Street Address Line2 City * Toronto Province/State Ontario	
Rate Calculator Click here to find out how much it costs before you ship >	Perpaid C collect C T	ca C	Postal Code/Zip * M482C8 Email Telephone * 4165551234 Remember this	C

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