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HOW TO ENTER A NEW ORDER

Enter your account number, web ID, and password – (If you do not have this information please contact our office at 604.273.3344)

It will take you directly to the New Order screen, as shown below.

[ALL] # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Progressive Messenger ----- 9900 River Drive, Unit 102

PICK UP

LOCATION (ALIAS)
Progressive Messenger

STREET
9900 River Drive UNIT 102

CITY PROV POSTAL
Richmond BC V6X3S3

COUNTRY
CANADA

CONTACT PHONE

DELIVER TO

LOCATION (ALIAS) INTERNATIONAL ORDER
PROGRESSIVE MESSENGER LTD.

STREET
9900 RIVER DRIVE UNIT

CITY PROV POSTAL
Richmond BC V6X3S3

COUNTRY
CANADA

CONTACT PHONE

Order Information

Pick Up: 17 / Aug / 12 Ready Time: 15 : 10 Reference: Waybill #:
Service: REGULAR Vehicle: Car Weight: (Lbs) 1

Insurance: NO Declared Value: Department: Select One

Comments:

Packages (required)

Customer Pkg.	0
Envelope	0
Paper Box	0
Skid	0

Quick Order Continue

The default address for pick up will be your company. To make changes, see page 7

Fill in the appropriate fields for delivery.

You may change the “Pick up” and “Ready time” to a future date/time. **The reference box must be filled in if your company’s account has been set up this way.**

Change the service depending on the urgency of your package.

If needed, change the vehicle type in accordance to the size of your shipment.

Under “Packages” mark the appropriate package type. Note, by entering “Paper Box” it will default as 25 LBS. If your package is not 25 LBS, it is suggested you use “Customer Pkg.”

Any additional information needed maybe be put in the “Comments” box. I.e. Dimensions of package such as a skid, or hours of operations.

To ensure accurate delivery, please provide a contact for both Pick up & Delivery.

The difference between clicking “Quick Order” and “Continue”

Once the “New Order” screen has been filled, you may either click on “Quick Order” or “Continue”

By clicking on “Quick Order” you will be immediately taken to the Waybill screen. As shown below,

Delivery Information ACC#: 6 FROM: PROGRESSIVE MESSENGER 9900 RIVER DR, Unit 102 Richmond, BC V6X3S3 CANADA SHIP TO: POST OFFICE 11800 CAMBIE RD Richmond, BC V6X1L5 CANADA	Tracking Number #28321 										
	Client Progressive Messenger Ltd.										
	<table border="1"> <tr> <td>Service AGGRESSIVE</td> <td>Pick up Date 8/16/2012</td> </tr> <tr> <td>Delivery Date 8/16/2012</td> <td>Deliver By 16:49</td> </tr> <tr> <td>Ordered By</td> <td>Vehicle Car</td> </tr> <tr> <td>Packages 1 Customer Pkg.</td> <td>Insurance YES</td> </tr> <tr> <td>Weight 1 Lbs</td> <td>COD \$0.00</td> </tr> </table>	Service AGGRESSIVE	Pick up Date 8/16/2012	Delivery Date 8/16/2012	Deliver By 16:49	Ordered By	Vehicle Car	Packages 1 Customer Pkg.	Insurance YES	Weight 1 Lbs	COD \$0.00
Service AGGRESSIVE	Pick up Date 8/16/2012										
Delivery Date 8/16/2012	Deliver By 16:49										
Ordered By	Vehicle Car										
Packages 1 Customer Pkg.	Insurance YES										
Weight 1 Lbs	COD \$0.00										
Reference MAIL 											
Instructions											

This screen ensures your order has been processed. In our continuing of efforts for sustainability, the waybill screen does not need to be printed.

By clicking on “Continue” you will be directed to a summary break down. To make changes, click on “Previous.” You will need to click on “Complete” for the order to be processed.

PICK UP	Progressive Messenger	DELIVER TO
	9900 River Drive, Unit 102	
	Richmond, BC	
	V6X3S3	
	CANADA	
Jack	PROGRESSIVE MESSENGER LTD.	
P: 604.273.3344	9900 RIVER DRIVE	
F:	Richmond, BC	
E:	V6X3S3	
	CANADA	
	Jill	
	P: 604.273.3344	
	F:	
	E:	

Order Information					
Pick Up Date:	8/17/2012	Ready Time:	15:25	Service:	REGULAR
Delivery Date:	8/17/2012	Deliver By:	20:25	Insurance:	No
Weight:	10 Lbs	Reference:	Testing	Waybill #:	
Ordered By:	ROSE	Department:		Vehicle:	Car
				Declared Value:	\$0.00

Packages	Comments:	Charges																								
Skid	1 Skid is 4'x4' Hours for pick up is 8am - 5:30	<table> <tr><td>Base Amount:</td><td>\$6.64</td></tr> <tr><td>Weight Surcharge:</td><td>\$0.00</td></tr> <tr><td>Waiting Time Surcharge:</td><td>\$0.00</td></tr> <tr><td>Package Surcharge:</td><td>\$0.00</td></tr> <tr><td>Vehicle Surcharge:</td><td>\$0.00</td></tr> <tr><td>After Hours Surcharge:</td><td>\$0.00</td></tr> <tr><td>Insurance Surcharge:</td><td>\$0.00</td></tr> <tr><td>Fuel Surcharge:</td><td>\$0.00</td></tr> <tr><td>Extras:</td><td>\$0.00</td></tr> <tr><td>Subtotal:</td><td>\$6.64</td></tr> <tr><td>HST (12%):</td><td>\$0.80</td></tr> <tr><td>Total:</td><td>\$7.44</td></tr> </table>	Base Amount:	\$6.64	Weight Surcharge:	\$0.00	Waiting Time Surcharge:	\$0.00	Package Surcharge:	\$0.00	Vehicle Surcharge:	\$0.00	After Hours Surcharge:	\$0.00	Insurance Surcharge:	\$0.00	Fuel Surcharge:	\$0.00	Extras:	\$0.00	Subtotal:	\$6.64	HST (12%):	\$0.80	Total:	\$7.44
Base Amount:	\$6.64																									
Weight Surcharge:	\$0.00																									
Waiting Time Surcharge:	\$0.00																									
Package Surcharge:	\$0.00																									
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Fuel Surcharge:	\$0.00																									
Extras:	\$0.00																									
Subtotal:	\$6.64																									
HST (12%):	\$0.80																									
Total:	\$7.44																									

[Previous](#) [Complete](#)

How to enter a return trip

Once you have been taken to the waybill screen, click on “Return” on the upper right hand corner.

[New Order](#) [Enter Return Trip](#) [Order Tracking](#)

You will need to click “Complete” for the return order to be processed. You will be provided with another trace number.

How to Track an Order

If you would like to track a shipment, click on the “Order Tracking” tab on the upper right hand side of the screen.

[New Order](#) [Order Tracking](#) [Search](#) [Addressbook](#) [Reports](#) [Admin](#) [Logout](#)

A list of your orders will be shown in descending order, by date.

Checking the status of an order

Click on the order number you would like to review.

The status of the order will be highlighted in red.

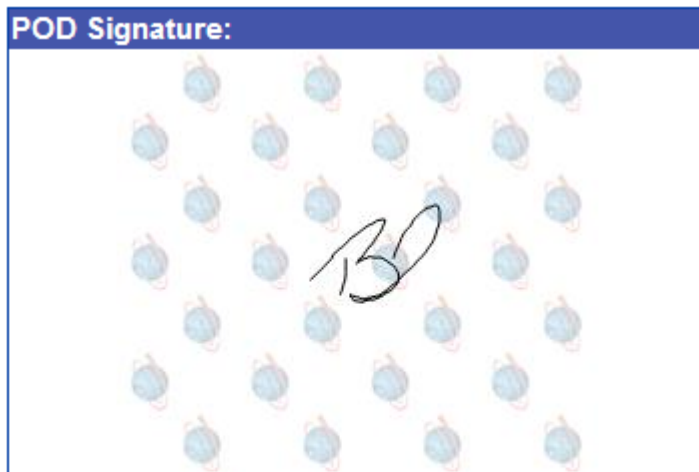
Order Information					
Pick Up Date:	8/16/2012	Ready Time:	15:49	Service:	AGGRESSIVE Vehicle: Car
Delivery Date:	8/16/2012	Deliver By:	16:49	Insurance:	YES Declared Value: \$0.00
Status:	Delivered	Picked Up:	8/16/2012 16:50	Delivered:	8/16/2012 16:50 Waiting Time: 0 min.
Weight:	1 Lbs	Reference:	MAIL	Waybill #:	
Ordered By:		Department:			
POD:	bob				

Once the order has been dispatched, you will not be able to make changes to your order. Please contact our call centre at 604.273.3344 to make a change.

Checking for a POD (Proof of Delivery)

Click on the "Order Tracking" tab on the upper right hand side of the screen.

Click on the order number you would like to review. Once your package is delivered, you may see the Proof of Delivery under "POD SIGNATURE"



OK

Reprint Waybill

Administering your account:

How to manage your address book

In the process of entering a new order, you may save a new company to your address book by clicking 

To enter a new address manually, under the “AddressBook” tab click on, “Add new address”

New Address	Default Contact (optional)
Name: <input type="text"/>	Name: <input type="text"/>
Street Name: <input type="text"/>	Email: <input type="text"/>
Unit: <input type="text"/>	Phone: <input type="text"/>
City: <input type="text"/>	Fax: <input type="text"/>
Province: <input type="text" value="BC"/> Postal Code: <input type="text"/>	Notification: <input type="text" value="None"/>
Country: <input type="text" value="CAN"/>	
Alias: <input type="text"/> Close Time: <input type="text"/> : <input type="text"/>	
Special Instructions: <input type="text"/>	

To make changes to an existing address contact, click on the client you would like to edit under the “AdressBook” tab.

How to add contacts for a client

To add a contact, click “AddressBook”

Click on the client you wish to add a contact to

On the upper right hand side, click, “New” under “Address Contacts”

Address Contacts	
<input type="button" value="New"/>	
Name:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Notification:	<input type="text" value="Email"/>
Default:	<input type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

You may enter multiple contacts, and set one as a default. The default contact will appear every time you enter the client in the new order screen.

New order screen: When entering a client with more than one the contact icon will appear



Click on the icon  and select the desired contact

To change the default pick up on the New Order screen

Click on the “Admin” tab

Click “Edit”

Under “Default Address” chose the default address you would like use. You may only choose an existing client from your address book. You may choose to have the default address in the delivery location by changing the “Address Location” Please see below,

Edit User	
Name:	ROSE
Title:	
Phone:	604-273-3344
Fax:	
Email:	
Notification:	None
Department:	Select One
Web ID:	ROSE
Password:	- Click here to change password -
Default Address:	PROGRESSIVE MESSENGER LTD.
Address Start Letter:	[ALL]
Address Location:	Address in Deliver To Location
Start Page:	Address in Dropdown Address in Pick Up Location
View Pricing:	Address in Deliver To Location
View Reports:	<input checked="" type="checkbox"/>

How to search for an invoice

Click on the “Reports” tab

Invoices will be seen from oldest to newest

Click on the invoice number you would like to view

You may choose to have you invoice sent to you directly by email. Please contact our call centre at 604.273.3344 to make arrangements.