

# **WEBSHIP INSTRUCTIONS**



## LOG-IN

To begin, please provide your username & password. If you don't have an account:

- For existing customers: **Webship Account**
- For new user: choose **Become a Client**

Username:

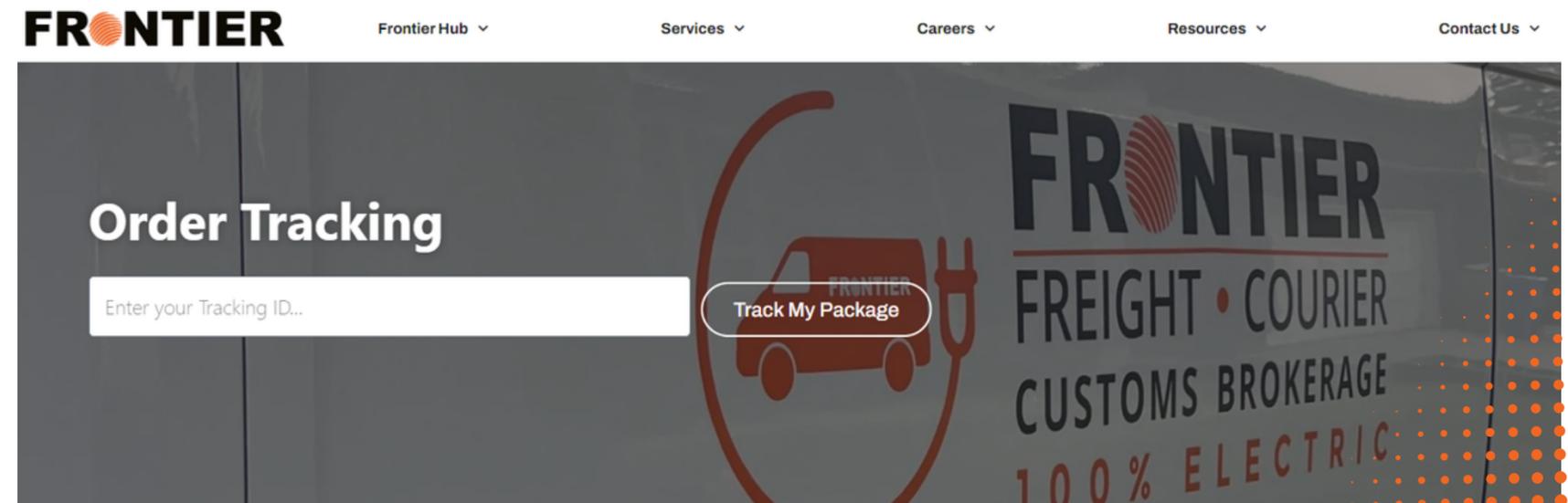
Password:

**Log In**

## TRACKING

You can track your packages:

- In Webship, **“Quick Track”** (top right corner of window)
- At **Frontier** webpage



## INTERFACE: TRACK

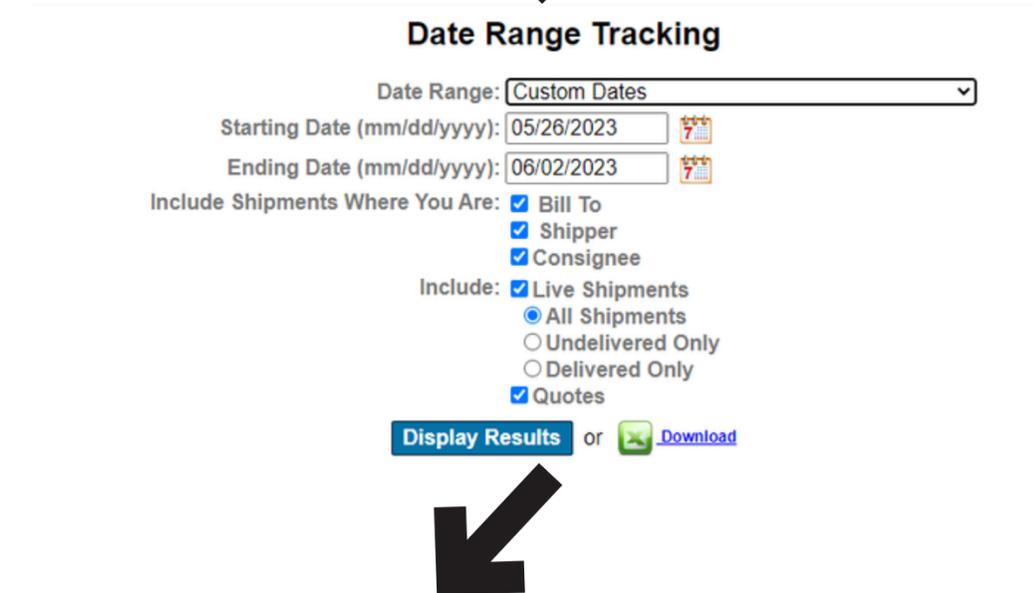
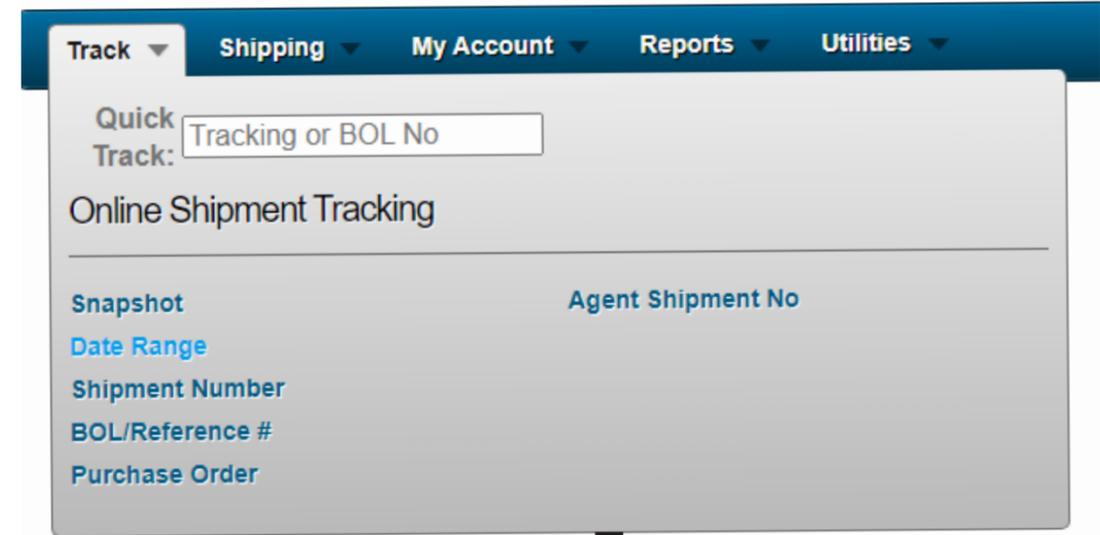
- Within the "Track" section, a variety of tracking tools are provided for your convenience.

The image shows a screenshot of the Frontier website's navigation bar. The bar is dark blue with white text for the navigation items: Track, Shipping, My Account, Reports, and Utilities. To the right of these items is a search box containing the text "Quick Track" and a "Track" button. Below the navigation bar, the "Track" dropdown menu is open, showing a search input field with the placeholder text "Tracking or BOL No". Below the search field, the text "Online Shipment Tracking" is displayed. A horizontal line separates this from a list of tracking options: Snapshot, Date Range, Shipment Number, BOL/Reference #, and Purchase Order. To the right of this list, the text "Agent Shipment No" is visible.

Snapshot	Agent Shipment No
Date Range	
Shipment Number	
BOL/Reference #	
Purchase Order	

## EXAMPLE DATE RANGE TRACKING

1. Chose "Track"
2. Click "Date Range Tracking"
3. Enter a date range or chose "Starting date" or "Ending Date"
4. Filter by marking necessary columns: "Bill To", "Shipper", "Consignee" and "Live Shipments"
5. Chose "All shipments", "Undelivered only" or "Delivered only"
6. Click "Display Results" to see a report or use Excel icon to download it directly.

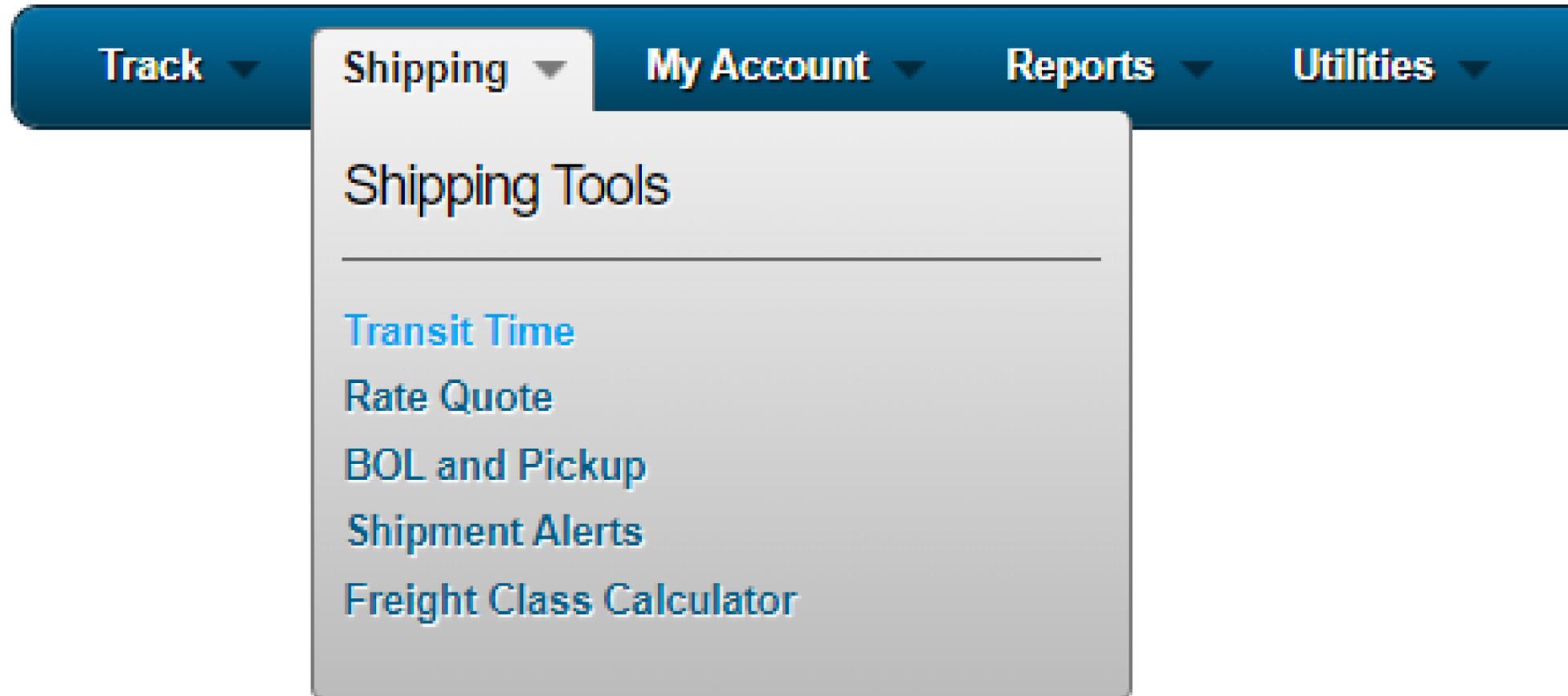


Ship Date	Del Date	Del Time	ETA Date	Shipment Number	BOL/Ref #	Shipper	Shipper City	Consignee	Consignee City	Province	Postal Code	Status
06/01/2023	06/01/2023	04:09 PM	Delivered	<a href="#">10161803</a>		UNIVERSITY OF REGINA STORES	REGINA	REGINA BATTERY DEPOT	REGINA	SK	S4R	OK - DELIVERED COMPL 06/01/23 16:09 Signed: ASHTON
06/01/2023			06/01/2023	<a href="#">10007912</a>	10000-4340-6140	ARMOUR	REGINA		REGINA	SK	S4R	PICKUP COMPLETED.
06/01/2023			06/05/2023	<a href="#">10007957</a>	10000-6930-6140	CELESTINE	REGINA		SASKATOON	SK	S7N	LAST @ SASKATOON TERMINAL
05/30/2023	05/30/2023	11:52 AM	Delivered	<a href="#">10159397</a>		THE	REGINA		REGINA	SK	S4R	OK - DELIVERED COMPL 05/30/23 11:52 Signed: DELIVERED
05/30/2023	05/30/2023	04:17 PM	Delivered	<a href="#">10007795</a>	QuoteNo: 10007795	PR	REGINA		REGINA	SK	S4R	OK - DELIVERED COMPLETE 05/30/23 04:17 PM
05/26/2023	05/26/2023	10:50 AM	Delivered	<a href="#">10007621</a>	QuoteNo: 10007621	PR	REGINA		REGINA	SK	S4R	OK - DELIVERED COMPL 05/26/23 10:50 Signed: DELIVERED
05/26/2023			05/29/2023	<a href="#">10007565</a>	10000-4340-6140	ARMOUR	REGINA		REGINA	SK	S4R	PICKUP COMPLETED.

7 records.

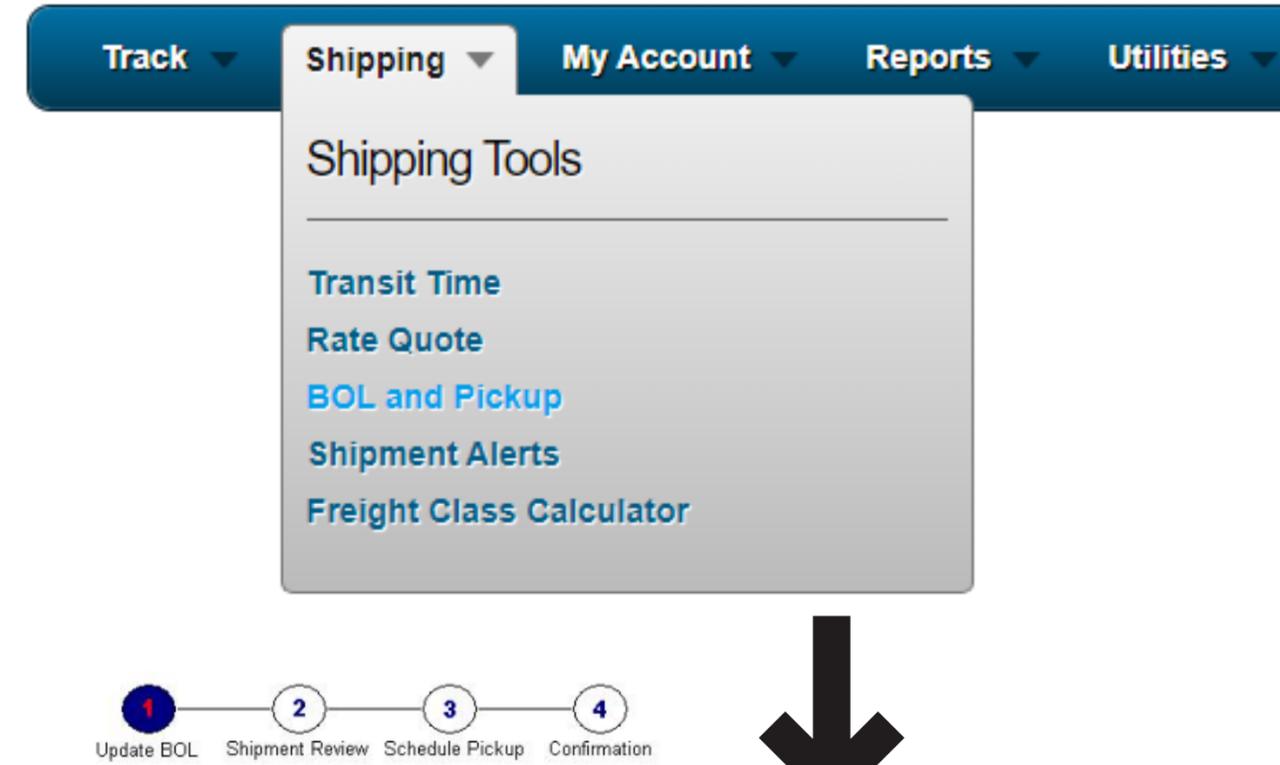
## INTERFACE: SHIPPING

- Under the "Shipping" section, you will find a range of available tools and instruments.



## EXAMPLE OF BOL AND PICKUP

1. Choose "Shipping"
2. Click "BOL and Pickup"
3. Enter the order details in Bill of Lading
4. Click "Continue >>"



### Update Bill of Lading

To generate a new BOL based on a shipment previously tendered, please enter the tracking number here:

Shipment Date\* 06/15/2023 Today

**Shipper Info**

[Update Address Book](#) FRONTIER REGINA-REGINA

Name\* FRONTIER REGINA

Address\* 1055 MCKAY STREET

Address 2 / Instructions

Postal Code\* S4N4X9

City\* REGINA

Province\* SASKATCHEWAN (SK)

Contact Name\* Rayan Reynolds

Telephone Number\* 306 - 569 - 8771 Ext

Email rr@frontierscs.com

Add to Address Book

BOL or Ref #

Pickup Instructions Leave in a front door

**Shipment Payment**

17093 FRONTIER REGINA REG

Frontier Account Number and Name

[Update Address Book](#)

Entered By: FRONTIER

Telephone Number 204 - 784 - 4800 Ext

Email logistics@frontierscs.com

**Consignee Info**

[Update Address Book](#) FRONTIER SASKATOON-SASK

Name\* FRONTIER SASKATOON

Address\* 3927 BRODSKY AVENUE

Address 2 / Instructions

Postal Code\* S7P0C9

City\* SASKATOON

Province\* SASKATCHEWAN (SK)

Contact Name\* Celine Dion

Telephone Number\* 306 - 653 - 7020 Ext

Email cd@frontierscs.com

Add to Address Book

PO or Ref #

Delivery Instructions Pickup in warehouse

**Shipment Details**

Declared Value \$300.00

Charges may apply

COD Amount

Service\* SAME DAY COURIER

Pieces	Pallets	Haz	Description	Weight*	Units*	Length	Width	Height	Units*	
1	1	<input type="checkbox"/>	Item #3 - HS Code 430310 - Articles of apparel and clothing acc	10	Lbs	10	10	10	In	
<a href="#">Update Description List</a> Click to Select a Description <input type="checkbox"/> Remember this description										
20	20	<input type="checkbox"/>	Item #3 - HS Code 430310 - Articles of apparel and clothing acc	200	Kg	200	200	200	Cm	
<a href="#">Update Description List</a> Click to Select a Description <input type="checkbox"/> Remember this description										

[+ Add Line Item](#)

**Special Services**

Pickup Services:

RESIDENTIAL PICKUP

Transit Services:

LARGE PACKAGE  TRUCK / VAN NEEDED

Delivery Services:

2ND FLOOR DELIVERY  INSIDE DELIVERY  MALL DELIVERY

OFF ROUTE DELIVERY  POWER TAIL GATE  RESIDENTIAL DELIVERY

SCHOOL DELIVERY

**Shipment Notifications**

Email bill of lading & shipment status notifications

	BOL	Picked Up	Appt Set	Out for Delivery	Enroute	Delivered
Shipper rr@frontierscs.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consignee cd@frontierscs.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>					
	<input type="checkbox"/>					
	<input type="checkbox"/>					

[Update Email List](#)



## EXAMPLE OF BOL AND PICKUP (CONTINUING)

4. Check the description in the "Shipment Review"
5. Click "Continue >>"
6. Enter contacting information and dates for scheduling pickup
7. Click "Submit"
8. Download BOL / Shipment Review Page / Shipping Labels

### Shipment Review

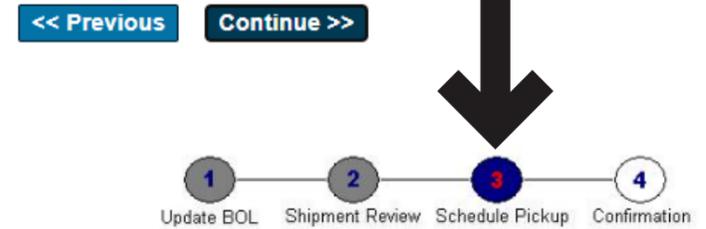
**Shipper**  
 Name FRONTIER REGINA  
 Address 1055 MCKAY STREET  
 REGINA, SK S4N4X9

**Consignee**  
 Name FRONTIER SASKATOON  
 Address 3927 BRODSKY AVENUE  
 SASKATOON, SK S7P0C9

**Freight Payment**  
 17093 - FRONTIER REGINA

Rates could not be calculated for the shipment information entered.  
 Please double check that the information entered is accurate.

Pcs	HUs	Weight (Lbs)	Description	Len (in)	Wth (in)	Hgt (in)
1	1	10	Item #3 - HS Code 430310 - Articles of apparel and clothing accessories	10	10	10
20	20	200	Item #3 - HS Code 430310 - Articles of apparel and clothing accessories	200	200	200
			RESIDENTIAL DELIVERY			
			RESIDENTIAL PICKUP			
			DECLARED VALUE \$300.00			



Your pickup request has been scheduled

Thank you for choosing Frontier.  
 Your Frontier Tracking Number is 10008748

**Please print a bill of lading for our driver and apply a shipping label to each handling unit**

Contact\* Jessica

Call Back #\* 306 - 569 - 7006 Ext

Email\* jgerlach@frontierscs.com

Email Confirmation\* Yes

Pickup Date\* 06/15/2023 Today

Pickup Time\* Ready Now

Close Time\* 6:00 PM

<< Previous Submit

- View and Print the Shipment Review Page
- View and Print the Bill of Lading
- View and Print Shipping Labels
- Create Another Pickup and BOL

All rate quotes are estimates based on the information provided. All freight is subject to inspection. See our website for additional terms and conditions.

Repeat Shipment Reprint the BOL Shipping Labels Delivering Terminal Contact Us

Status: PICKUP SCHEDULED  
 Estimated Delivery Date: Thursday, 06/15/2023

Shipment Number: 10008748 Ship Date: 06/15/2023  
 Bill of Lading #: QuoteNo: 10008748 Bill To: Frontier Regina  
 Shipper: Frontier Regina Consignee: Frontier Saskatoon  
 1055 Mckay Street 3927 Brodsky Avenue  
 Regina, SK S4N4X9 Saskatoon, SK S7P0C9

Total: Pieces: 21 Pallets: 21 Weight: 451 Service Type: Same Day Courier

Pieces	Pallets	Weight	Description
1	1	10	Item #3 - HS Code 430310 - Articles
20	20	441	Item #3 - HS Code 430310 - Articles

Length	Width	Height	Quantity
10	10	10	1
79	79	79	20

Electronic Billing Information Received, Data Center, 06/15/2023, 01:50 PM

## EXAMPLE OF BOL AND PICKUP (DESCRIPTION LIST)

- To maintain your own description, click "Update Description List".

# Handling Units Describe handling units (skids, bundles, drums, etc.) & Contents

[Update Description List](#)   Remember this description

# Handling Units Describe handling units (skids, bundles, drums, etc.) & Contents

[Update Description List](#)   Remember this description

[+ Add Line Item](#)



Maintain Descriptions for FRONTIER REGINA

[Add](#) [Update](#) [Delete](#)

Description List - Click a row to select a description, double-click to update a description

Mask	line #	Description	Haz-Mat
no	1	Item #1 - HS Codes 86090000 - CONTAINERS (INCLUDING CONTAINERS FOR THE TRANSPORT OF FLUIDS) SPECIALLY DESIGNED AND EQUIPPED FOR CARRIAGE BY ONE OR MORE MODES OF TRANSPORT	no
no	2	Item #2 - HS Code 87033290 - Motor, cars, vehicles	no
no	3	Item #3 - HS Code 430310 - Articles of apparel and clothing accessories	no

[Add](#) [Update](#) [Delete](#)

## EXAMPLE OF DISPATCH SCREEN

1. Chose "Shipping"
2. Click "BOL and Pickup"
3. Enter your "Data Range" or chose "Starting Statement Date" and "Ending Statement Date"
4. Click "Run Report" to display the report
5. Click "Download Report" to export your report

Track Shipping My Account Reports Utilities

Shipping Tools

- Transit Time
- Rate Quote
- BOL and Pickup
- Shipment Alerts
- Freight Class Calculator

Update Bill of Lading

To generate a new BOL based on a shipment previously tendered, please enter the tracking number here:  [Go](#)

Shipment Date: 06/15/2023 Today

Shipper Info: FRONTIER REGINA-REGINA  
 Name: FRONTIER REGINA  
 Address: 1055 MCKAY STREET  
 Postal Code: S4N4X9  
 City: REGINA  
 Province: SASKATCHEWAN (SK)  
 Contact Name: Rayan Reynolds  
 Telephone Number: 306-569-1877 Ext  
 Email: rr@frontierscs.com

Consignee Info: FRONTIER SASKATOON-SASK  
 Name: FRONTIER SASKATOON  
 Address: 3927 BRODSKY AVENUE  
 Address 2 / Instructions:   
 Postal Code: S7P0C9  
 City: SASKATOON  
 Province: SASKATCHEWAN (SK)  
 Contact Name: Celine Dion  
 Telephone Number: 306-653-7020 Ext  
 Email: cd@frontierscs.com

Shipment Payment: 17093 FRONTIER REGINA REG  
 Entered By: FRONTIER  
 Telephone Number: 204-784-4800 Ext  
 Email: logistics@frontierscs.com

Pieces	Pallets	Haz	Description	Weight*	Units*	Length	Width	Height	Units*
1	1		Item #3 - HS Code 430310 - Articles of apparel and clothing acc	10	Lbs	10	10	10	in
20	20		Item #3 - HS Code 430310 - Articles of apparel and clothing acc	200	Kg	200	200	200	Cm

Special Services:  RESIDENTIAL PICKUP

Shipment Notifications:

Shipper	Consignee	BOL	Picked Up	Appt Set	Out for Delivery	Enroute	Delivered
rr@frontierscs.com	cd@frontierscs.com	<input checked="" type="checkbox"/>					

Repeat Shipment Reprint the BOL Shipping Labels Delivering Terminal Contact Us Setup Alerts Email Tracing Link

**Status: PICKUP SCHEDULED**  
**Estimated Delivery Date: Thursday, 06/15/2023**

Shipment Number: 10008748 Ship Date: 06/15/2023  
 Bill of Lading #: QuoteNo: 10008748 Bill To: Frontier Regina  
 Shipper: Frontier Regina Consignee: Frontier Saskatoon  
 1055 Mckay Street 3927 Brodsky Avenue  
 Regina, SK S4N4X9 Saskatoon, SK S7P0C9

Total: Pieces: 21 Pallets: 21 Weight: 451 Service Type: Same Day Courier

Pieces	Pallets	Weight	Description
1	1	10	Item #3 -HS Code 430310 -Articles
20	20	441	Item #3 -HS Code 430310 -Articles

Dimensions:

Length	Width	Height	Quantity
10	10	10	1
79	79	79	20

Hide History

Shipment Status	Location	Date	Time
Electronic Billing Information Received	Data Center	06/15/2023	01:50 PM

## INTERFACE: MY ACCOUNT

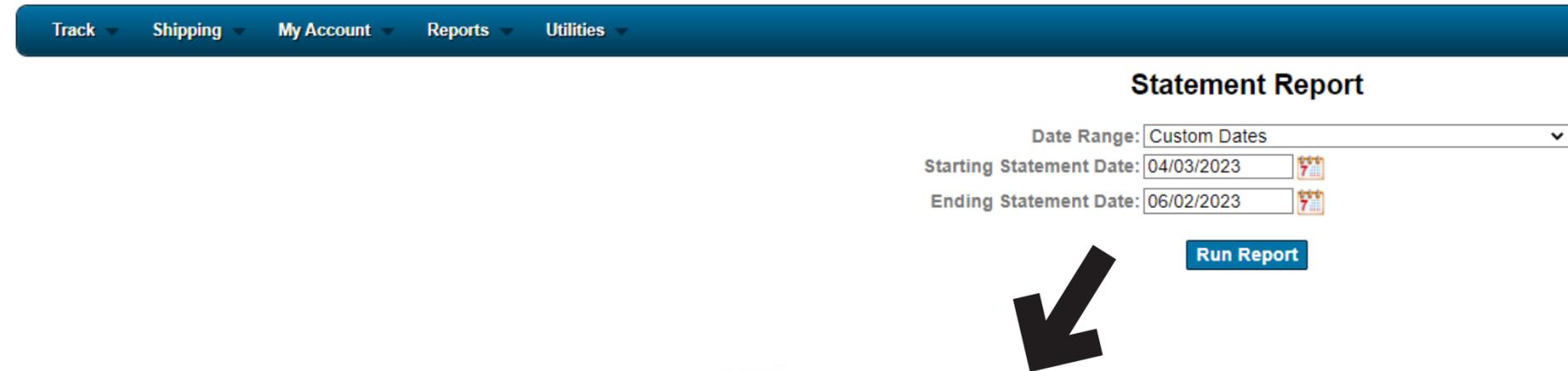
- Within the "My Account" section, you have the ability to review and manage your payment settings as well as your account preferences.

- Invoices Inquiry
- Open invoices
- Weekly Invoice Report
- Statement Report
- Payment Inquiry
- Setup Statement Reports



## EXAMPLE STATEMENT REPORT

1. Chose "My Account"
2. Click "Statement Report"
3. Enter your "Data Range" or chose "Starting Statement Date" and "Ending Statement Date"
4. Click "Run Report" to display the report.
5. Click "Download Report" to export your report.

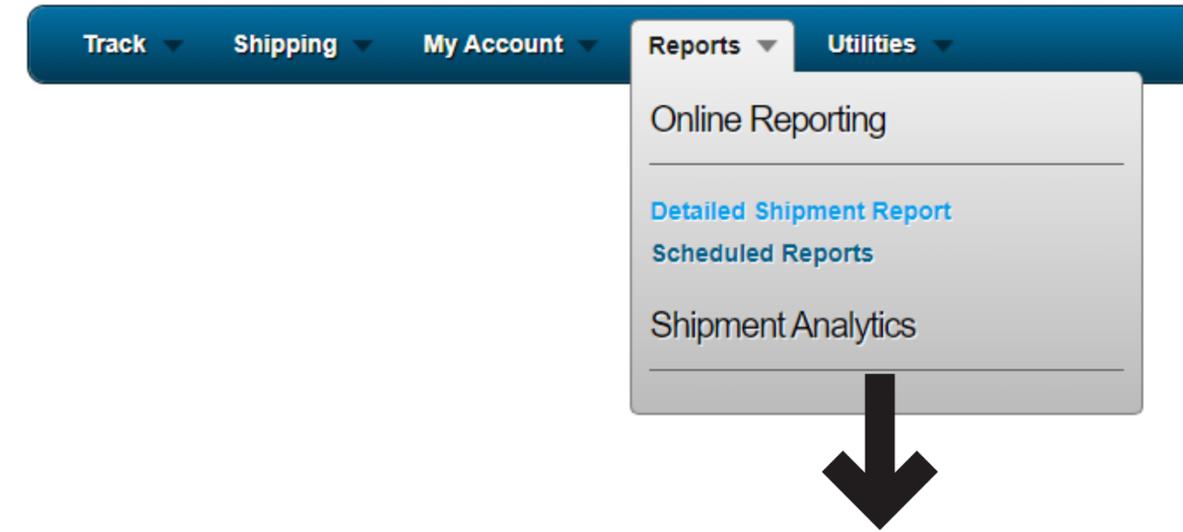


Shipment Status	Location	Date	Time
<b>DELIVERED, THANK YOU FOR USING FRONTIER</b>	REGINA, SK	05/01/2023	
Pickup Dispatched To Driver	In Transit	04/25/2023	02:30 PM
Picked Up	Regina, SK	04/25/2023	01:54 PM
Pickup Request Received	Customer Care Center	04/24/2023	04:55 PM
Electronic Billing Information Received	Data Center	04/24/2023	04:55 PM



# EXAMPLE OF DATAILED SHIPMENT REPORT

1. Chose "Report"
2. Click "Detailed Shipment Report"
3. Chose your "Data Range"
4. Filter by "Debtor", "Shipper", "Consignee"
5. Enter "PO Number"
6. Enter Name, City, State of Shipper and Consignee
7. Choose "Service Level"



### Detailed Shipment Report

Select a Saved Report:

Date Range:

Frontier Account Codes: 1026

Include shipments matching the:  Debtor  Shipper  Consignee

PO Number:  (Supersedes any date range)

Shipper Name:

Shipper City:

Shipper State:

Consignee Name:

Consignee City:

Consignee State:

Service Level:

Include Master Shipments

Include Delivered Shipments

Include all delivered shipments

Exclude shipments delivered more than  days before the end (useful if you only want to see recently delivered shipments)

Include Undelivered Shipments

#### Available Fields

- Tm
- PO
- Customer Reference
- Service Code
- Service Level
- Pickup Arr Time
- Pickup Dep Time
- Due Date
- Transit Days
- Current Status

#### Selected Fields

- Shipment Number
- Waybill / BOL
- PU Date
- Del Date

## Detailed Shipment Report

[Download to Excel](#)

Sorted by Shipment Number

Shipment Number	Waybill / BOL	PU Date	Del Date	Transit Days	Consignee	Province	Consignee Postal Code	Taxes	Freight Charges	Gross Revenue	Pieces	Master Pro
<a href="#">10007795</a>	QuoteNo: 10007795	05/30/2023	05/30/2023	0	SK		S4P 2L	0.45	7.00	7.62	1	No
<a href="#">10007912</a>	10000-4340-6140	06/01/2023		0	SK		S4S3R1	0.00	0.00	0.00	1	No
<a href="#">10007957</a>	10000-6930-6140	06/01/2023	06/02/2023	2	SK		S7K8H4	0.00	0.00	0.00	1	No
<a href="#">10159397</a>		05/30/2023	05/30/2023	0	SK		S4S1A2	0.89	14.00	15.23	1	No
<a href="#">10161803</a>		06/01/2023	06/01/2023	0	SK		S4R5X3	0.00	0.00	0.00	18	No
5								\$1.34	\$21.00	\$22.85	22	

Total Deliveries	5
Total Pieces	22
Total Pallets	0

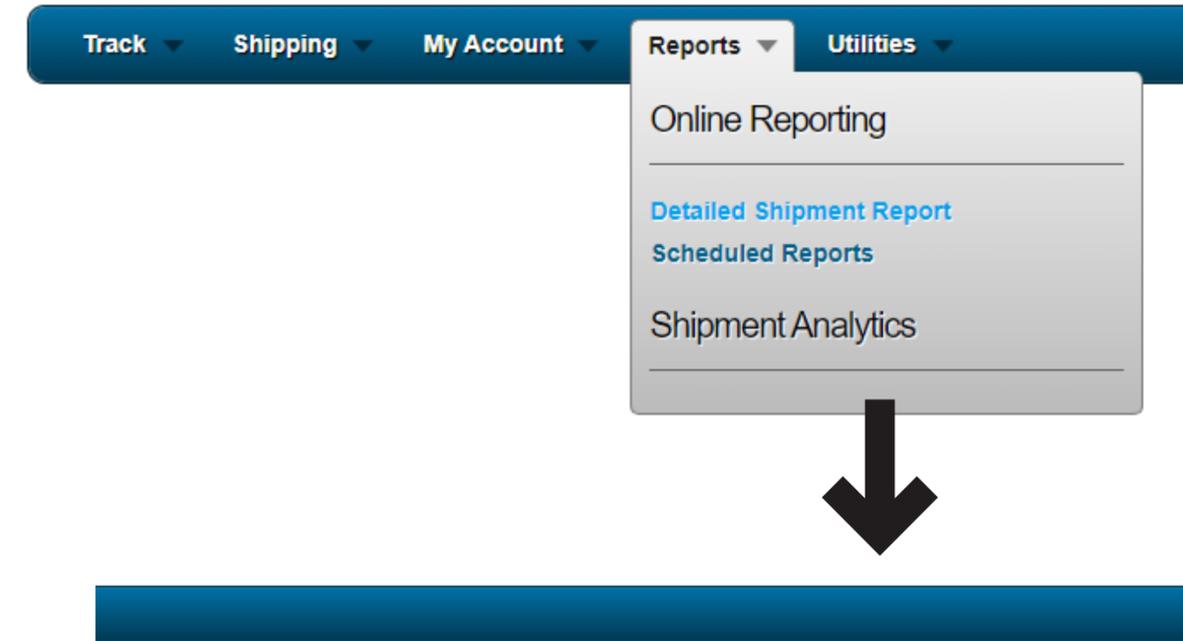
# EXAMPLE OF DATAILED SHIPMENT REPORT (CONTINUING)

8. Choose "Include Delivered Shipments", "Excluded Delivered Shipments" and "Include Undelivered Shipments"

9. Select Fields in your reports by using "Add" or "Remove"

10. Click "Run Report" to display the report

11. Click "Download Report" to export your report



### Detailed Shipment Report

Select a Saved Report:

Date Range:

Frontier Account Codes: 1026

Include shipments matching the:  Debtor  Shipper  Consignee

PO Number:  (Supersedes any date range)

Shipper Name:

Shipper City:

Shipper State:

Consignee Name:

Consignee City:

Consignee State:

Service Level:

Include Master Shipments

Include Delivered Shipments

Include all delivered shipments

Exclude shipments delivered more than  days before the end (useful if you only want to see recently delivered shipments)

Include Undelivered Shipments

**Available Fields**

- Destination Terminal Code
- Consignee Code
- Consignee Name
- Consignee Address
- Consignee City
- Consignee Province
- Consignee Postal Code
- Bill To Code
- Bill To Name
- Bill To Address

**Available Fields**

- Billed Weight
- Freight Class
- Billing Terms
- Gross Revenue
- Discount
- Freight Charges
- Total Charges
- FSC
- Taxes
- All Accessorials

**Available Fields**

- Trm
- PO
- Customer Reference
- Service Code
- Service Level
- Pickup Arr Time
- Pickup Dep Time
- Due Date
- Transit Days
- Current Status

**Selected Fields**

- Shipment Number
- Waybill / BOL
- PU Date
- Del Date

### Detailed Shipment Report

[Download to Excel](#)

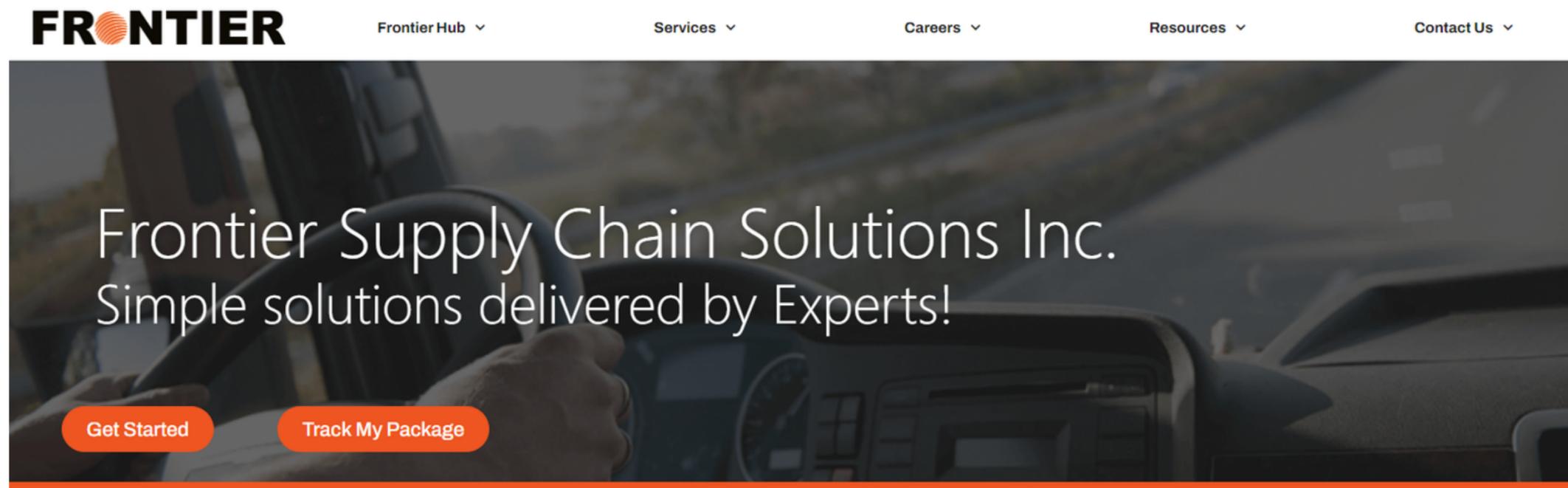
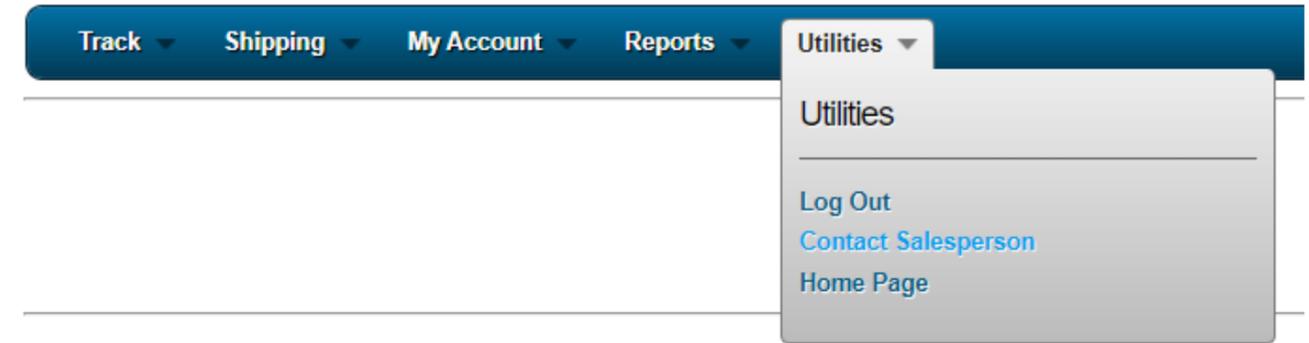
Sorted by Shipment Number

Shipment Number	Waybill / BOL	PU Date	Del Date	Transit Days	Consignee Province	Consignee Postal Code	Taxes	Freight Charges	Gross Revenue	Pieces	Master Pro
<a href="#">10007795</a>	QuoteNo: 10007795	05/30/2023	05/30/2023	0	SK	S4P 2L	0.45	7.00	7.62	1	No
<a href="#">10007912</a>	10000-4340-6140	06/01/2023		0	SK	S4S3R1	0.00	0.00	0.00	1	No
<a href="#">10007957</a>	10000-6930-6140	06/01/2023	06/02/2023	2	SK	S7K8H4	0.00	0.00	0.00	1	No
<a href="#">10159397</a>		05/30/2023	05/30/2023	0	SK	S4S1A2	0.89	14.00	15.23	1	No
<a href="#">10161803</a>		06/01/2023	06/01/2023	0	SK	S4R5X3	0.00	0.00	0.00	18	No
5							<b>\$1.34</b>	<b>\$21.00</b>	<b>\$22.85</b>	<b>22</b>	

Total Deliveries	5
Total Pieces	22
Total Pallets	0

## INTERFACE: UTILITIES

You can always rely on the "Utilities" section to quickly navigate back to the **homepage**



## Our Services:

