



deliverysuite.com

by Nology Solutions

Customer User Guide

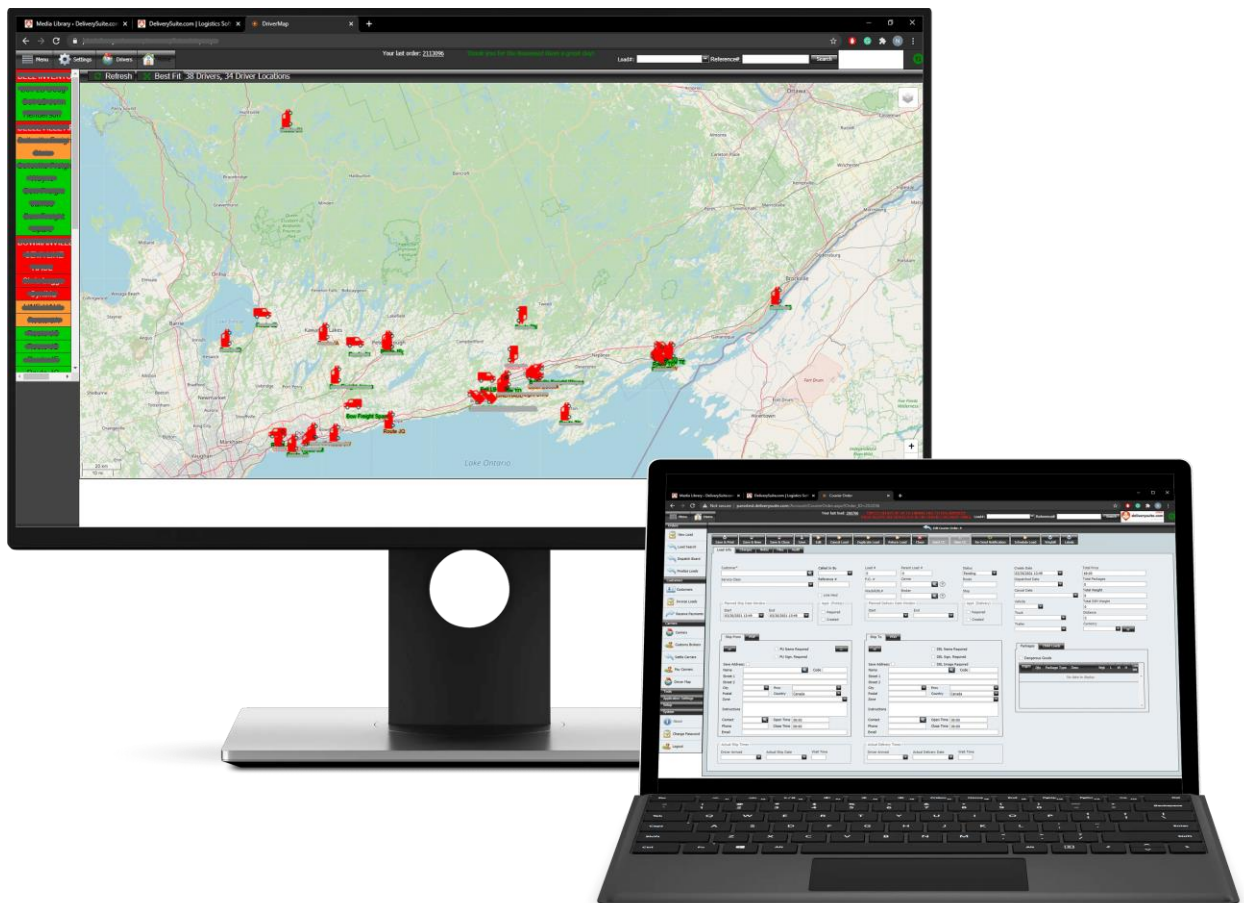
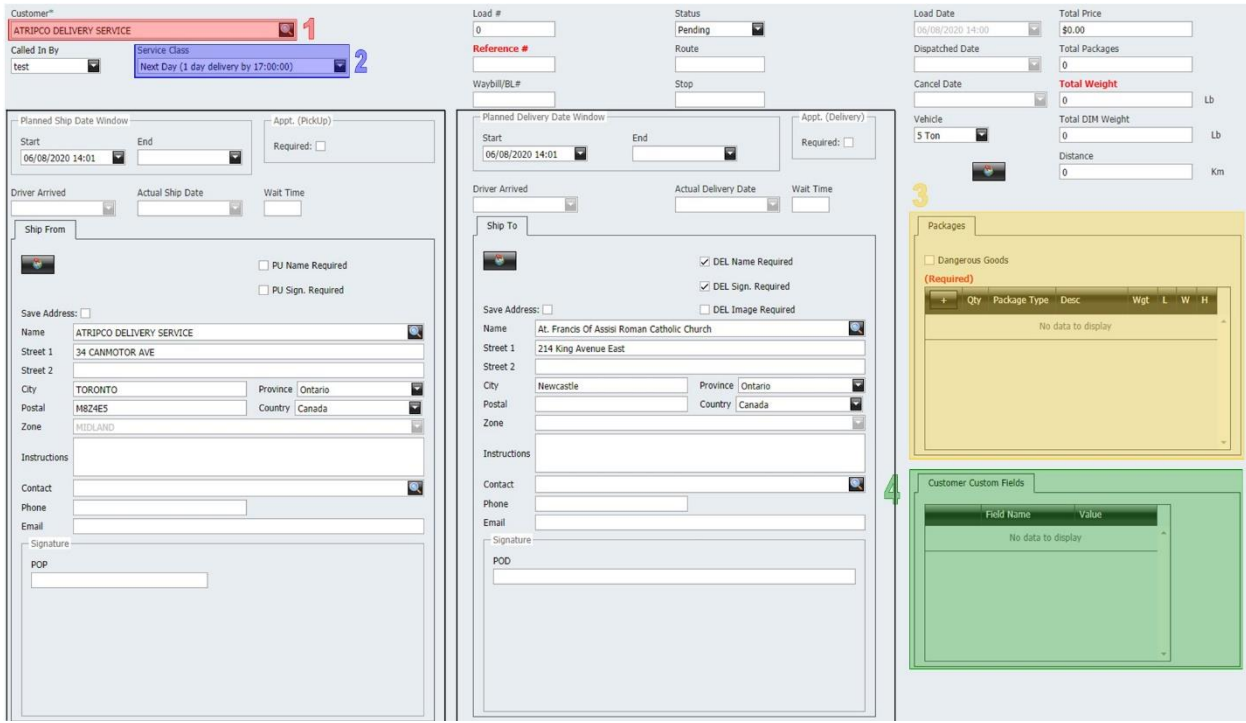




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CREATE LOAD



1. Choose customer from drop-down menu
2. Choose service class from drop-down menu
3. Packages within your specified load will be displayed here. To add a package, click: 
 To edit a load, click: 
 If carrying dangerous goods, do not forget to check the box labelled as "Dangerous Goods". The driver will require a Dangerous Goods form from the customer before loading the package(s). examples of dangerous goods include explosives, gases, flammable liquids/solids, etc.
4. Reference #, PO#, & Waybill # are already listed, but customer can make additional custom fields. Created Custom Fields will be displayed here

Planned Ship Date Window 1

Start: 06/04/2020 09:35 End: 06/04/2020 09:35

Appt. (PickUp)
☐ Required
☐ Created

Driver Arrived: 06/04/2020 09:44 Actual Ship Date: 06/04/2020 09:45 2 Wait Time:

Ship From

☐ PU Name Required
☐ PU Sign. Required

Save Address: ☐ 3

Name: Amer Sports Cana Code:

Street 1: 85 Davy Rd

Street 2:

City: Belleville Province:

Postal Code: Country: Canada

Zone: STANDARD

Instructions: 4

Contact: Open Time: 00:00

Phone: Close Time: 00:00

Email:

Signature: 5

POP: Danny

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Planned Delivery Date Window 1

Start: End:

Appt. (Delivery)
☐ Required
☐ Created

Driver Arrived: Actual Delivery Date: 2 Wait Time:

Ship To

☒ DEL Name Required
☒ DEL Sign. Required
☒ DEL Image Required 6

Save Address: ☐ 3

Name: Code:

Street 1:

Street 2:

City: Prov:

Postal: Country: Canada

Zone:

Instructions: 4

Contact: Open Time: 00:00

Phone: Close Time: 00:00

Email:

Signature: 5

POD:

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Ship from:


1. Choose the ship date window from the drop-down menu
2. Choose the date & time of when the driver arrived, then when the package was shipped out
3. Choose where the package(s) are being shipped from in the drop-down menu. The corresponding date will display below
4. Input instructions upon pickup such as: "Knock on the door, don't ring the doorbell"
5. If "PU Name Required" is selected, the driver will require a typed-out name of whom he/she is picking up the package from. If "PU Sign. Required" is selected, the driver will require a signature of whom he/she is picking up the package from

Ship to:



1. Choose the ship date window from the drop-down menu
2. Choose the date & time of when the driver arrived, then when the package was delivered
3. Choose where the package(s) are being shipped to in the drop-down menu. The corresponding date will display below
4. Input instructions upon delivery such as: "Knock on the door, don't ring the doorbell"
5. If 'DEL Name Required' is selected, the driver will require a typed-out name of whom he/she is delivering the package to. If 'DEL Sign. Required' is selected, the driver will require a signature of whom he/she is delivering the package to
6. If 'DEL Image Required' is selected, the driver is required to take a photo of the package & its surroundings when the package is delivered

Upload DEL Image



Actions	View Attachment	Reference	Document Type	Created
 	View	signature.png	POD	6/4/2020 2:46:10 PM

Document Type: POD  2 ☐ Internal Only

Select multiple files...  [Upload File\(s\)](#)  [signature.png](#)

1. Select "Files"
2. Choose document type → you can upload the waybill, proof of delivery (POD), any damaged products (you can upload several photos with various document types)
3. Select "Browse" & choose photos you want to upload. Your photo(s) will be listed below "Upload File(s)"
4. Select "Upload File(s)". They will be listed above
5. Delete file
6. Save file

LOAD SEARCH

Load Search

Load#:

Waybill#:

Customer:

Status:

Start Date:

Unfinished?: ☐

Child Load?: ☐

Reference#:

Caller:

Service:

End Date:

Deleted?: ☐

Pickup

Name:

City:

Start Date:

Street:

Postal:

End Date:

Delivery

Name:

City:

Start Date:

Street:

Postal:

End Date:

Total Loads: 2500

Drag a column header here to group by that column

Load Number	Created Date	Customer Name/Company	Stop	Reference	Shipper City	Service Type	Status	Shipper Name/Company	Shipper Address	Consignee Name/Company	Consignee Address	Shipping Date Actual
1633346	05/26/2020 08:30	WORLD		SHI3692047	MISSISSAUGA	HALPHR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	ROCKE PALMER...JULY 9 12:00	210 BELL BLVD (HOME DEPOT)	07/09/2018 05:23
1633347	05/26/2020 08:30	WORLD		SHI3718949	MISSISSAUGA	2HR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	KINGSTON PAINT	1187 PRINCESS ST	07/03/2018 05:40
1633348	05/26/2020 08:30	WORLD		SHI3755278	MISSISSAUGA	HALPHR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	CARMEN PARENT...JULY 5 8-12	20 JOHNSON RD	07/05/2018 05:47
1633349	05/26/2020 08:30	WORLD		SHI8154567	MISSISSAUGA	2HR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	BENN S AUTO	3897 QUINN ROAD W	07/03/2018 05:41
1633350	05/26/2020 08:30	WORLD		SHI8155602	MISSISSAUGA	HALPHR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	KATHE KEENAN...JULY 6 12-4	1297 HAZZOLIN CRES	07/06/2018 05:54
1633352	05/26/2020 08:30	WORLD		SVK0077770	MISSISSAUGA	2HR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	PRINCESS OF VALES OWN REG	100 MONTREAL STREET	07/03/2018 05:39
1633353	05/26/2020 08:30	WORLD		SVK0077782	MISSISSAUGA	2HR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	VENTREX VENDING	620 HOCKAY ST UNIT C	07/03/2018 05:42
1633354	05/26/2020 08:30	WORLD		XT03990772	MISSISSAUGA	2HR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	HONE HARDWARE NAPANEE	199 JIM KIMMETT BLVD	07/03/2018 05:42
1633355	05/26/2020 08:30	WORLD		XT03990773	MISSISSAUGA	2HR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	PLANTS AND POTS	500 GARDINERS RD	07/03/2018 05:42
1633356	05/26/2020 08:30	WORLD		XT04011408	MISSISSAUGA	HALPHR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	Margaret Smith...JULY 5 12-4	15 Pier Drive	07/05/2018 05:49
1633357	05/26/2020 08:30	WORLD		XT04224287	MISSISSAUGA	2HR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	EMILY QUINN BLACK...JULY 4	67 SCHOONER DR	07/04/2018 07:00
1633358	05/26/2020 08:30	WORLD		XT04275402	MISSISSAUGA	HALPHR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	DEVON HOOKS (JUL-6)	23 LINTON PARK RD	07/06/2018 05:44
1633359	05/26/2020 08:30	WORLD		XT04275404	MISSISSAUGA	HALPHR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	ANDREA BERES (JUL-12)	6 QUEBEC ST	07/12/2018 04:56
1633360	05/26/2020 08:30	WORLD		XT04280381	MISSISSAUGA	HALPHR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	BRIAN LAUTHER...JULY 5 10-2	12 HEVISON DRIVE	07/05/2018 05:51
1633361	05/26/2020 08:30	WORLD		XT04313040	MISSISSAUGA	2HR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	33850 CASHWAY BELLEVILL	260 BELL BOULEVARD	07/03/2018 05:37
1633362	05/26/2020 08:30	WORLD		XT04503034	MISSISSAUGA	2HR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	CARH S POOL	14742 COUNTY RD 21	07/03/2018 05:43
1633363	05/26/2020 08:30	WORLD		XT04503093	MISSISSAUGA	2HR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	HOT TUB R US	642 MT CHESNEY ROAD	07/03/2018 05:40
1633364	05/26/2020 08:30	WORLD		XT04549880	MISSISSAUGA	2HR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	DULUX PAINTS STORE	546 BATH ROAD	07/03/2018 05:42
1633365	05/26/2020 08:30	WORLD		XT04726903	MISSISSAUGA	2HR	Delivered	SAHEDAY TORONTO	6975 HENKES DRIVE	Sue Scro...JULY 4	23 Cedar Glenn Rd RR 2	07/04/2018 06:56

1. Enter parameters
 - More parameters = more accurate searches
 - If status is not indicated, it will default to an open order
2. After pressing search, the loads will display below

ACCOUNT SETUP

Mailing Address

Bill To Same ☐

Customer No* CC7721

Customer Name ATRIPCO DELIVERY SERVICE

Street 1 34 CANMOTOR AVE

Street 2

Country Canada

Province Ontario

City TORONTO

Postal Code M8Z4E5

Billing Contact

Created Date 4/11/2020 5:58:37 PM

Contact Name DREW SERVICE

Email dservice@atripco.net

Phone 416-252-7721 EXT229

Cell Phone Number

Fax

Order Alerts

Send New Order Alerts Via Email <input type="checkbox"/>	Send New Order Alerts Via Text <input type="checkbox"/>
Send Dispatch Alerts Via Email <input type="checkbox"/>	Send Dispatch Alerts Via Text <input type="checkbox"/>
Send Quote Alerts Via Email <input type="checkbox"/>	Send Quote Alerts Via Text <input type="checkbox"/>
Send Pickup Alerts Via Email <input type="checkbox"/>	Send Pickup Alerts Via Text <input type="checkbox"/>
Send Delivered Alerts Via Email <input checked="" type="checkbox"/>	Send Delivered Alerts Via Text <input type="checkbox"/>
Send Cancelled Alerts Via Email <input type="checkbox"/>	Send Cancelled Alerts Via Text <input type="checkbox"/>
Send Invoice Alerts <input type="checkbox"/>	Send Statements <input type="checkbox"/>

Credit Card Details

Type

Number

Name on Card

Expiry MM / YYYY

CVV

Limit 1000000.0000

Running Balance 0.0000

Default Address

Pickup 0

Delivery 0

Required Fields

Require Reference ☒

Require Caller ☐

Require Department ☐

Require Pieces ☒

Require Weight ☒


Distance Unit ☒ Km ☐ Mi

Weight Unit ☐ Kg ☒ Lbs



Cubed Weight Factor 166

1. Edit Mailing Address
Select 'Bill To Same' if your Mailing Address is the same as your Billing Contact
2. Select what Order Alerts you'd like to receive & via email or text (or both)
3. Select what is required when creating a new load. For example, if you select 'Require Caller' then you need to fill out the caller's name or else you will not be able to create a new load
4. Edit billing/credit card details
5. Change default pickup/delivery addresses
6. Change unit of measurement

MY CONTACTS

Contacts Detail							
Total Count: 1							
Enter text to search... Search							
	Name	Email	Phone	Fax	Mobile	Active	Web Access
2	 DREW SERVICE	dservice@atipco.net	416-252-7721 EXT229			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. Create new Contact
2. Edit Contact
3. Delete Contact

 Save
  Cancel

Active: ☐

1

2

Web Access: ☐

Name:

Email:

Password:

Phone Numbers

Primary:

Fax:

Mobile:

Alerts

Send New Order Alerts Via Email: ☐

Send New Order Alerts Via Text: ☐

Send Dispatch Alerts Via Email: ☐

Send Dispatch Alerts Via Text: ☐

Send Quote Alerts Via Email: ☐

Send Quote Alerts Via Text: ☐

Send Pickup Alerts Via Email: ☐

Send Pickup Alerts Via Text: ☐

Send Delivered Alerts Via Email: ☐

Send Delivered Alerts Via Text: ☐

Send Cancelled Alerts Via Email: ☐

Send Cancelled Alerts Via Text: ☐

Send Invoice Alerts: ☐

Send Statements: ☐

3

Default Address

PickUp:

Delivery:

4

Default Page

Default Page:



Default Service Class:

5



Create New Contact

1. Contact is live & can be used to create new Loads
2. Contact has login access to DeliverySuite
3. Select Alerts that the Contact will receive
4. Change Contact's default pickup/delivery address
5. Change Contact's default page → this is the page that automatically opens when the Contact logs into DeliverySuite

MY ADDRESSES

Shipping Addresses								
Total Addresses: 2								
Enter text to search...								
Customer Number	Address Code	Name	Street1	Street2	City	Contact_Phone	Active	
CC7721		ATRIPOCO DELIVERY SERVICE	34 CANMOTOR AVE		TORONTO			
CC7721		CIMA	415 BASELINE RD	2ND FLR	BOWMANVILLE			

1. Create new Address
2. Edit Address
3. Delete Address
4. Checked box means the Address is currently active & can be used in creating a new Load

 Save
  Cancel

Active: ☒ 1

Locked: ☐ 2

Name:

Address Code: Close Time:

Street1:

Street2:

Street3:

Street4:

Country:

Province:

City:

Postal Code:

Contact

Name:

Phone:

Email:

Fax:

Created By:

Date:

Updated By:

Date:

Create New Address


1. If checked, address can be used in creating a new Load
2. If checked, address cannot be used in creating a new Load


MY INVOICES

GL Type	Created	Number	Reference	Effective	Due Date	Amount	Tax Amount	Total Amount	Running Balance
Invoice	06/10/2020	100143		06/10/2020	06/20/2020	\$550	15%	\$632.50	0.00
Invoice	06/10/2020	100142		06/10/2020	06/20/2020	\$230	15%	\$264.50	0.00

- View Invoices & their relevant information
- Select the Invoice # to view the full Invoice

Invoice example:





INVOICE

100143

Invoice Date: 06/10/2020



Invoice Terms: Net 10



Due Date: 06/20/2020

Total Due: \$310.75 CDN

[Click Here For Payment Options](#)

Details:

Load #:	80102		Ontario		Unit B	Ontario	POD:		
Create Date	06/01/2020								
Called In:									
Service:	RCD								
Vehicle:	5 Ton								
Total Pcs:	2	PU Instr		DEL Instr:					
Weight:	500								
DIM Weight:	0								
Reference:	389MM	Shipped Date:	01-Jun-2020 14:00	Delivered:	01-Jun-2020 17:00				
PO#:		Waiting Time:		Waiting Time:					
Accessorials:									
Notes:									

Load #:	80131		Ontario		Unit B	Ontario	POD:	
Create Date	06/02/2020							
Called In:								
Service:	RCD							
Vehicle:	5 Ton							
Total Pcs:	2	PU Instr		DEL Instr:				
Weight:	500							
DIM Weight:	0							
Reference:	390MM	Shipped Date:	02-Jun-2020 14:00	Delivered:	02-Jun-2020 17:00			
PO#:		Waiting Time:		Waiting Time:				
Accessorials:								
Notes:								

Base Amount:	55.00
Weight Charge:	0.00
Pieces Charge:	0.00
Vehicle Amount:	0.00
Fuel Charge:	0.00
Aft-Hrs Charge:	0.00
Waiting Charge:	0.00
Insurance:	0.00
Accessorials:	0.00
SubTotal:	55.00
Tax 1	7.15
Tax 2	0.00
Total Amount:	62.15

CHANGE PASSWORD

Change Password(* Fields are required)

Email: *

!

Old Password: *

Max 8 Chars

!

New Password: *

Max 8 Chars

Confirm New Password: *

Max 8 Chars

Submit

Use email & password associated with DeliverySuite to change your password. Do not use a previous password.

Enjoy using DeliverySuite!

