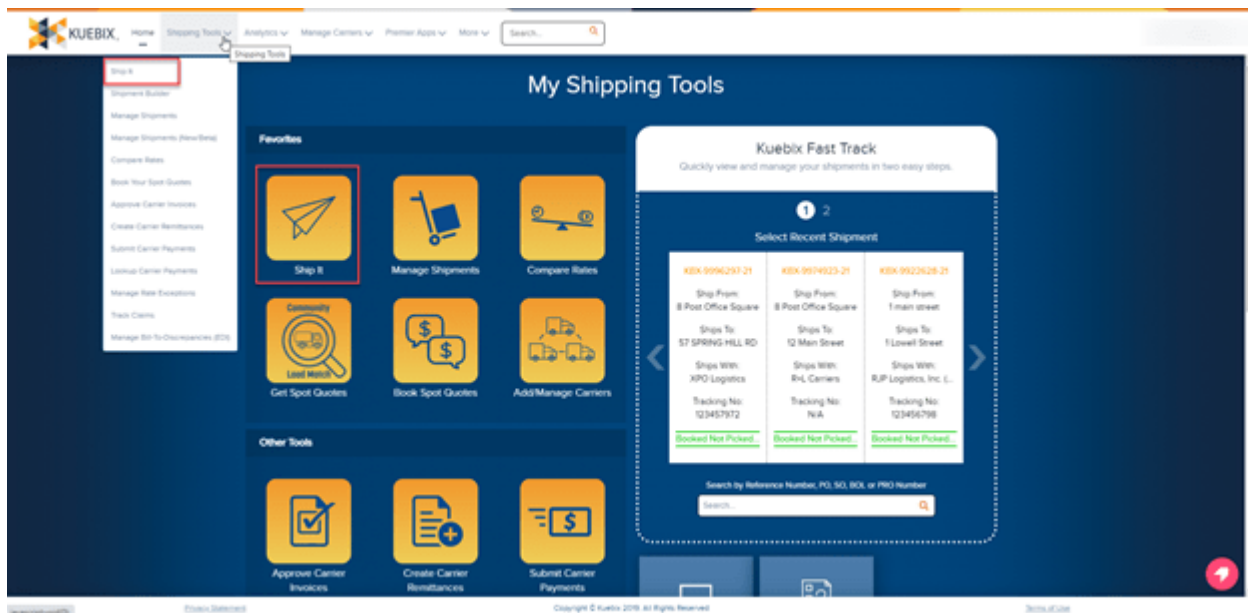
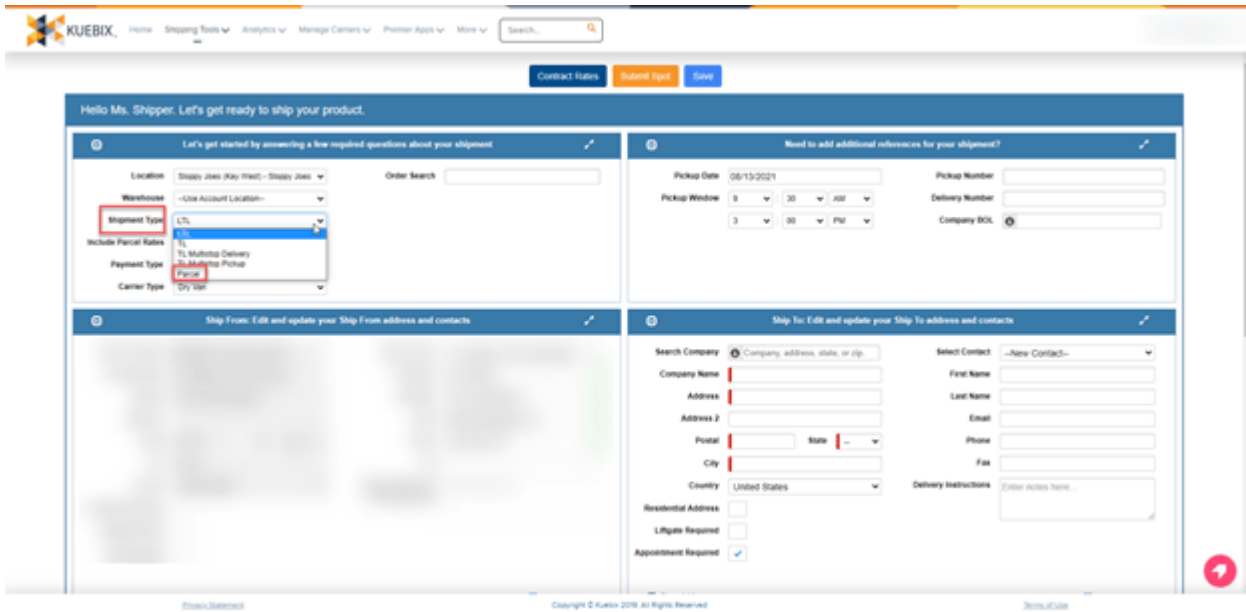


Creating Parcel Shipments

First hover your mouse to **Shipping Tools** and click **Ship It** or click the **Ship It** icon on the **Favorites**.



On the Ship It page please change the **Shipment Type** to **Parcel**.



Contract Rates | Submit Quote | Save

Hello Ms. Shipper. Let's get ready to ship your product.

Let's get started by answering a few required questions about your shipment

Location: Order Search:

Warehouse:

Shipment Type:

Include Parcel Rates:

Payment Type:

Carrier Type:

Need to add additional references for your shipment?

Pickup Date: Pickup Number:

Pickup Window: Delivery Number:

Company BOL:

Ship From: Edit and update your Ship From address and contacts

Ship To: Edit and update your Ship To address and contacts

Search Company: Select Contact:

Company Name: First Name:

Address: Last Name:

Address 2: Email:

Postal: State:

City: Phone:

Country: Delivery Instructions:

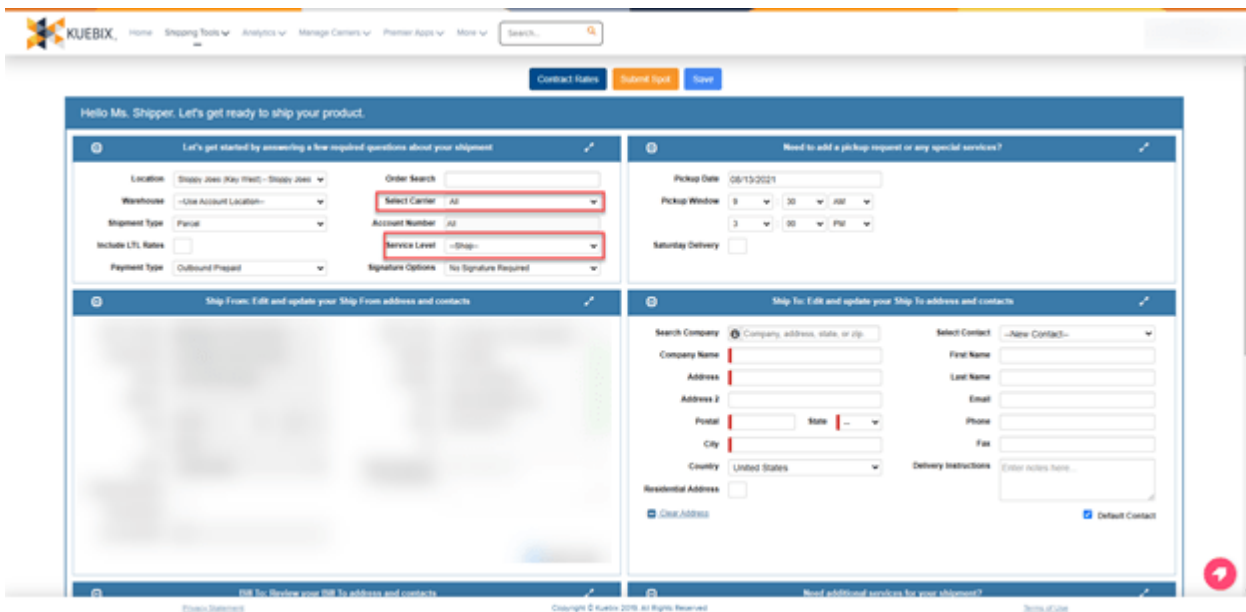
Residential Address:

Litigate Required:

Appointment Required:

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We suggest for **Select carrier** and **Select Level** should be **All** and **-Shop-**.



Contract Rates | Submit Quote | Save

Hello Ms. Shipper. Let's get ready to ship your product.

Let's get started by answering a few required questions about your shipment

Location: Order Search:

Warehouse:

Shipment Type:

Include LTL Rates:

Payment Type:

Account Number:

Signature Options:

Select Carrier:

Service Level:

Need to add a pickup request or any special services?

Pickup Date: Pickup Number:

Pickup Window: Delivery Number:

Saturday Delivery:

Ship From: Edit and update your Ship From address and contacts

Ship To: Edit and update your Ship To address and contacts

Search Company: Select Contact:

Company Name: First Name:

Address: Last Name:

Address 2: Email:

Postal: State:

City: Phone:

Country: Delivery Instructions:

Residential Address:

Clear Address:

Default Contact:

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After filling in the rest of the shipment information, click **Contract Rates** to see your results.

Once you select the desired carrier rate, please reach out to the Carrier to schedule



pickup if you do not already have regularly scheduled pickups.