

# “How To” guide

## Website & Express Web Portal

[kindersleytransport.com](http://kindersleytransport.com)

All the information you need to know about Kindersley Transport Ltd. can be found on the website using the menu bar.

### Home

Link to **Home** to:

- Contact our Sales Team
  - Quick Access to Services
  - Recent News
  - Access Customer Login and Tracking Widget
  - Login Button can also be found on the left of your screen.
- Customers access to login, regardless of which page they are on



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**KINDERSLEY**  
Transport Ltd.

**HI-TECH**  
Express Inc.

**EDGE**  
Transportation Services Ltd.

**HWT**  
Limited

**QUILL**  
Transport Ltd.

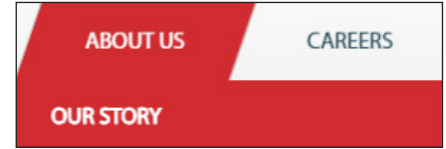
**TRIANGLE**  
Freight Services Ltd.

**STG**  
Fleet Services

## About Us

Link to **About Us** to learn about:

- Learn who KindersleyTransport Ltd. is and what it stands for
- Company History
- Current and Past News/Headlines regarding Kindersley



## Careers

Link to **Careers**:

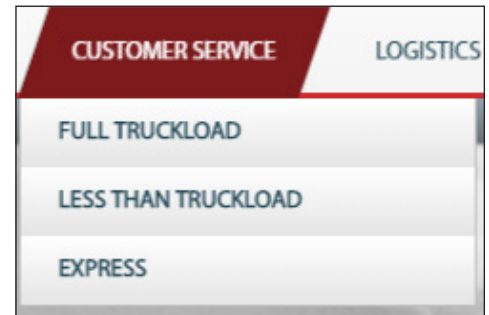
- Link will redirect you to our Siemens Career Page where you can access all job vacancies across the group of companies



## Customer Service

Link to **Customer Service** to:

- Access Forms and Downloads
- View our Service Standards
- Download Service Points by Province
- View the Fuel Surcharge & Currency Exchange Rates
- Access Value Added Rules and Charges
- Download Cubing and Chargable Weight Rules
- View Dangerous Goods List
- Access Terms and Conditions PDF
- Find answers to Frequently Asked Questions



Each menu item under Customer Service filtered by service offering: **Full Truckload, Less Than Truckload and Express.**

## Services

Link to **Services** to:

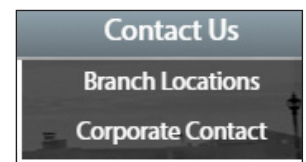
- Information regarding each service offering within the Group of Companies



## Contact Us

Link to **Contact Us** to learn about:

- Maps and Contact numbers for Kindersley's 10 Branch locations
- Corporate Head Office map
- Corporate contacts including:
  - Recruitment
  - Sales
  - Customer Service



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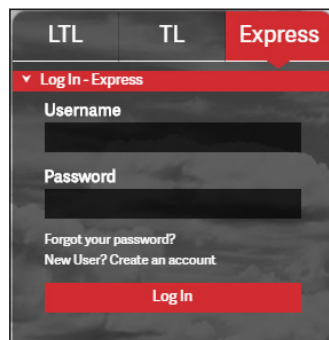
## Customer Web Access

### Explanation

**Why use our Customer Web Access?** The KTL Express Customer Web Access tool allows you to trace shipments, get shipment reports, create shipments, print manifests and update contact information.

### Logging Into Your KTL Express ShipTrack Account

If you would like to login to your Web Access Account, enter your Account ID and Password into the Express Login Widget on the Home page of the Kindersley Transport Ltd. website.



If you do not already have an account, contact KTL Express at [express.info@kindersleytransport.com](mailto:express.info@kindersleytransport.com) or at **8888-844-3724** to have an account set up.

### KTL Express Customer Web Access Navigation

You can access your account information at any time by clicking on the menu bar. From the account section, you can:

- Review contact information
- View account history



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## The Homepage (News Tab)

Provides you with resources such as useful links to our online documents.

## Trace & Trace Tab

From the **Track & Trace Tab**, you can search a shipment by waybill or reference number in order to see real-time status updates, waybill information and invoice information and documents.



## Reports Tab

### Get Shipment Status Reports

From the **Reports Tab**, you can get a summary report of all shipments associated to your account by date. Simply enter a date range and click **Submit**.

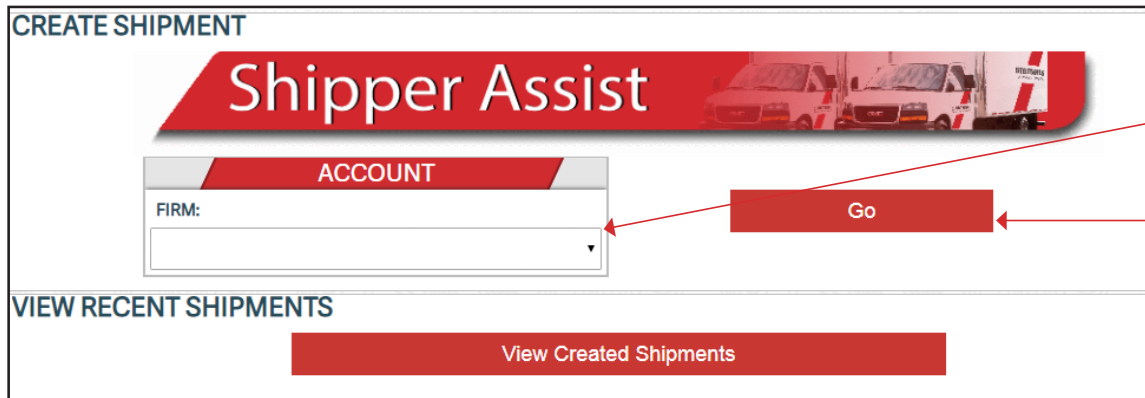
WAYBILL STATUS RESULTS																
Waybill	BOL Tag	Pieces	Skids	lbs	Status	Pickup Date	Delivery Date	Delivery Time	Shipper	Shipper City	Shipper PC	Consignee	Consignee City	Consignee PC	Appointment Date	Appointment Time



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## Create a Shipment

From the **Create a Shipment Tab**, choose the account ① you wish to create a shipment for (if multiple), then click **Go** ②. Shippers Assist will open in a new tab.



Now that you are logged in, click **I agree with the above terms and conditions** to start shipping.

The left hand side offers you a variety of options when using your Shipper Assist Account such as: managing your receivers list, reviewing manifests, etc.

When you have a shipment, it's as easy as **1, 2, 3.**



## Step 1 - Creating A Waybill

\* If you already have the receiver in your Address Book, select the receiver from the Receiver List, then click Create Waybill.

### Shipper information 1

- Complete this section with your Company's information

### Receiver information 2

- Complete this section with the Receiver's Information (this can be saved to your Address Book if it is a new receiver)

### Shipment information 3

- Enter applicable information regarding shipment information in the field provided

### Options 4

- Enter any additional information in the Options field provided

### Billing Information 5

- Once the waybill information is completed, click **Print Waybill**

Attach the waybill(s) to all\* pieces of freight.


\* A separate waybill will print for the number of pieces that was specified: 6 pieces, 6 waybills will print out. Attach each waybill on to the individual pieces of freight.



## Step 2 - Prepare Manifest

Once you have completed all your shipments for the day, print the Manifest and give to the Driver.

- The **Print Manifest Button** ① be found on the menu bar on the left side of your screen under Prepare Manifest
- You can print a second copy of the manifest for your own records as well



- Ship Parcel
- Prepare Manifest
- Review Manifest
- **Print Manifest**
- Address Book
- Add New Receiver
- Modify Receiver
- Delete Receiver
- Import Receivers
- Undo Receiver Import
- Waybills
- Postponed Waybill
- Reprint Waybill
- Delete Waybill
- Set Preferences
- Terms and Conditions
- Valid Service Points
- Support
- Home

### Shipper Assist

#### Create Waybill

The date of this waybill is like to create a waybill w he

Note: Once this waybill change it by cancelling th new

\*indicates a

#### 1. Shipper Information

**FLAMAN SALES L**  
PO Box 250  
HWY 16 & 71 Street  
Saskatoon, SK  
S7K 3J7


Contact Name:  
Reference (15 charac  
limit):

#### 2. Receiver Information







**B & A Petroleum**  
420 1st Ave W  
Assiniboia , SK  
S0H0B0

#### KTL EXPRESS - SHIPPING MANIFEST

DATE (DDMMYYYY): 28/05/2018  
SHIPPER: SASKTEL  
2133 1 AVE  
REGINA, SK S4R 8G4  
Phone: 306-777-3635  
Account No.: 336013



**SA336013-28/05/2018**

Receiver	Billing (1)	Billing (2)	Accessorials
SASKTEL HWY 378 PARCEL S	Waybill: 25799099 Service: GRD From: 336013 To: Ppd/Cot: P Bill To: Shipper's Ref: 2722860	Pieces: 3 FrType: R Weight: 101 Desc.: Instructions: Attn: 306 883 7783	
SASKTEL HWY 378 PARCEL S	Waybill: 25799420 Service: GRD From: 336013 To: Ppd/Cot: P Bill To: Shipper's Ref: 2722861	Pieces: 1 FrType: R Weight: 3 Desc.: Instructions: 306-883-4294 Attn: jack vandyke Phone: 306 883 7783	
CDO/CSC 119 Broadman St LaRonge, SK S0J 3G0	Waybill: 25799453 Service: GRD From: 336013 To: Ppd/Cot: P Bill To: Shipper's Ref: 2722798	Pieces: 1 FrType: R Weight: 3 Desc.: Instructions: 306-425-6306 Attn: nathan arnott Phone: 306-425-0098	
FORT QU'APPELLE LOT 6, BLOCK3, BOUNDARY AVE. FORT QU'APPELLE, SK S0G 1S0	Waybill: 25799479 Service: GRD From: 336013 To: Ppd/Cot: P Bill To: Shipper's Ref: 2707408	Pieces: 1 FrType: R Weight: 4 Desc.: Instructions: 306-331-8746 Attn: colin brass Phone:	
SASKTEL - NORTH BATTLEF 1242 99 ST NORTH BATTLEFORD, SK S9A 0P5	Waybill: 25799495 Service: GRD From: 336013 To: Ppd/Cot: P Bill To: Shipper's Ref: 2721987	Pieces: 1 FrType: R Weight: 1 Desc.: Instructions: 7775950 Attn: anthony quach Phone:	
Family Law 520 Spadina Crescent Saskatoon, SK S7K3G7	Waybill: 25800889 Service: GRD From: 336013 To: Ppd/Cot: P Bill To: Shipper's Ref: 2723113	Pieces: 1 FrType: R Weight: 4 Desc.: Instructions: Attn: Lori Phone: 306-933-5135	

Shipper's Signature \_\_\_\_\_

For KTL Express (Courier Signature) \_\_\_\_\_

Driver Num.    Time    Day    Month



## Step 3 - Call For Pickup

Once the manifest is printed, call KTL Express for pickup.

- Provide the Driver with the printed manifest

The screenshot shows the 'Shipper Assist' web portal. On the left is a navigation menu with the following items: Ship Parcel, Prepare Manifest, Review Manifest, Print Manifest, Address Book, Add New Receiver, Modify Receiver, Delete Receiver, Import Receivers, Undo Receiver Import, Waybills, Postponed Waybill, Reprint Waybill, Delete Waybill, Set Preferences, Terms and Conditions, Valid Service Points, Support, and Home. The main content area is titled 'Shipper Assist' and features a red banner with the text 'Ship a parcel in 3 simple steps...'. Below this, there are three numbered steps: 1. Print Waybills, 2. Prepare Today's Manifest, and 3. Call for Pick Up. Each step includes instructions and a red button. A note in the top right corner states: 'Note: To print waybills or manifests you must have Adobe Acrobat Reader 4.0 installed.' The 'Logout' button is at the bottom of the main content area.

## View Recent Shipments

From the **Create a Shipment Tab**, click **View Created Shipments** to get a summary of recently created shipments.

Click on the status of any shipment to get a trace report for that specific shipment.

The screenshot shows the 'CREATE SHIPMENT' section of the 'Shipper Assist' web portal. It features a red banner with the text 'Shipper Assist' and an image of a white delivery truck. Below the banner is a form with a red header 'ACCOUNT' and a 'FIRM:' label. To the right of the form is a red 'Go' button. Below the form is a red button labeled 'View Created Shipments'.



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