



How to manage your shipments

Loomis Express

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Loomis Express

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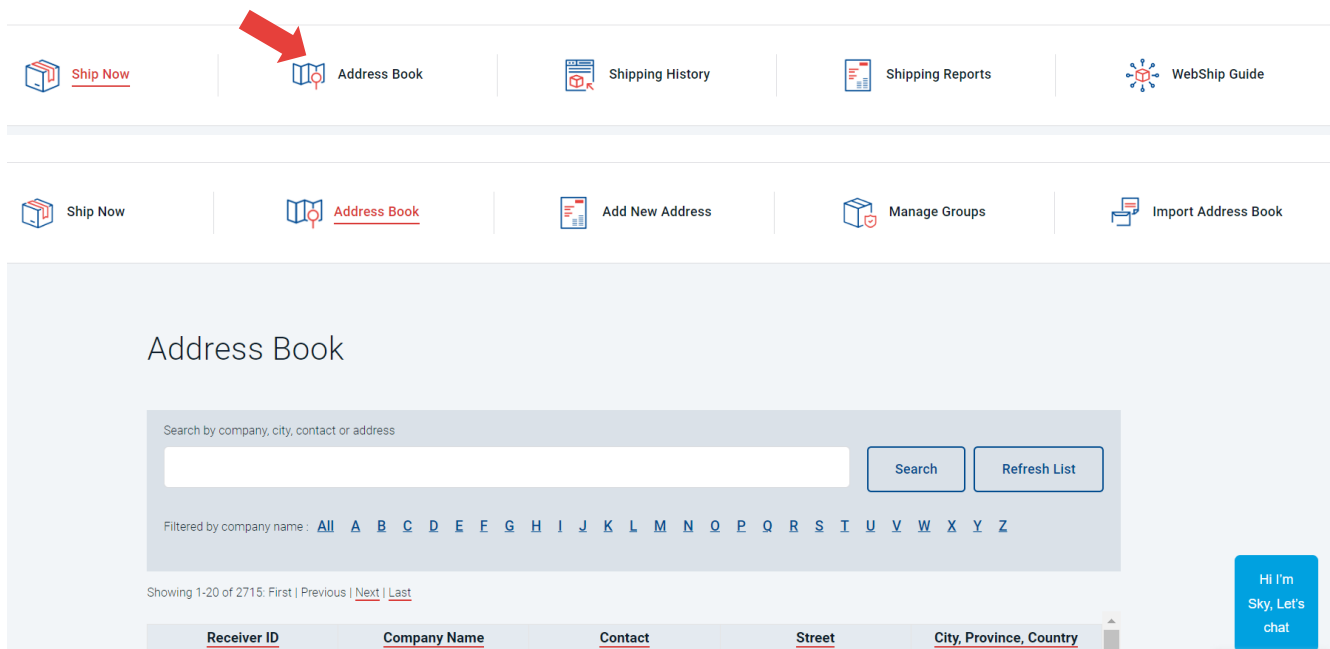
1-855-256-6647

MANAGE YOUR SHIPMENTS

The top menu of the Ship Now screen gives you multiple options to manage your shipments. You can access the address book, view your shipping history and analyze your shipping reports.

Address Book

To access the Address Book, click on the **Address Book** in the top menu.



The screenshot shows the Loomis Express interface. At the top, there is a navigation menu with five items: Ship Now, Address Book, Shipping History, Shipping Reports, and WebShip Guide. A red arrow points to the Address Book icon. Below this is another menu with five items: Ship Now, Address Book, Add New Address, Manage Groups, and Import Address Book. The Address Book icon is highlighted. Below the menus is the Address Book screen. It features a search bar with the placeholder text "Search by company, city, contact or address". To the right of the search bar are "Search" and "Refresh List" buttons. Below the search bar is a filter section labeled "Filtered by company name:" followed by a list of letters from A to Z. Below the filter section is a pagination bar that says "Showing 1-20 of 2715. First | Previous | Next | Last". At the bottom of the screen is a table with the following columns: Receiver ID, Company Name, Contact, Street, and City, Province, Country. A chat bubble is visible in the bottom right corner with the text "Hi I'm Sky, Let's chat".

In the Address Book screen, you will see a list of saved recipient information.

1. **Edit:** Click **Edit** under a particular recipient and the various fields with saved information will open up. You can easily change the details and save/update the information.
2. **Delete:** Click **Delete** to remove the recipient from the address book.
3. **Ship To:** Click **Ship To** button to auto-populate the details in the shipping screen.
4. **Transactions:** To view the shipping history of a particular recipient, click the **Transactions** button.

Address Book

Search by company, city, contact or address






Filtered by company name : [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](#)

Showing 1-20 of 2715: [First](#) | [Previous](#) | [Next](#) | [Last](#)

<u>Receiver ID</u>	<u>Company Name</u>	<u>Contact</u>	<u>Street</u>	<u>City, Province, Country</u>
JAMIE Edit Delete Ship To Transactions				RICHMOND HILL, ONTARIO, CA
Lori Edit Delete Ship To Transactions				MISSISSAUGA, ONTARIO, CA
Reg Edit Delete Ship To Transactions				MILTON, ONTARIO, CA
KATHryn Edit Delete Ship To Transactions				MISSISSAUGA, ONTARIO, CA

Add New Address

To add a new address to the list, click **Add New Address** from the top menu.

 Ship Now
  Address Book
 **Add New Address**
 Manage Groups
  Import Address Book

Address Book

Search by company, city, contact or address

Filtered by company name : [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](#)

Showing 1-20 of 2715: [First](#) | [Previous](#) | [Next](#) | [Last](#)

<u>Receiver ID</u>	<u>Company Name</u>	<u>Contact</u>	<u>Street</u>	<u>City, Province, Country</u>
--------------------	---------------------	----------------	---------------	--------------------------------

Hi I'm Sky, Let's chat

Fill in the fields for the new recipient and click **Add Address**.

Add New Address

* Receiver ID [?](#) * Company Name * First Name * Last Name


* Address 1 Address 2

* Country * Postal/Zip Code * City * Province/State

* Phone Number Fax Number Email Address Reference # [?](#)


Collect Account# Collect Lock [?](#) Instruction 1 Instruction 2

VAT # Cost Centre Loomis Product [?](#)

 [ADD ADDRESS](#)

Manage Groups

You can create a group for your addresses easily using Manage Groups. For example, recipients from the same location could be under one group. Click **Manage Groups** from the top menu.



[Ship Now](#) [Address Book](#) [Add New Address](#) [Manage Groups](#) [Import Address Book](#)

Address Book

Search by company, city, contact or address

[Search](#) [Refresh List](#)

Filtered by company name: [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](#)

Showing 1-20 of 2715: [First](#) | [Previous](#) | [Next](#) | [Last](#)

Receiver ID	Company Name	Contact	Street	City, Province, Country
-----------------------------	------------------------------	-------------------------	------------------------	---

[Hi I'm Sky, Let's chat](#)

You can view the list of groups. To add a New Group. Type your group name under New Group Name. Select the type of group from the drop-down menu and select **Add New Group**.

Manage Groups

* New Group Name

* Type

Domestic



Add New Group

Showing 1-1 of 1

<u>Group Name</u>	<u>Number of consignees</u>	<u>Type</u>
Test Edit Delete	0	Domestic

Manage Groups

* New Group Name

* Type

Domestic



Add New Group

Showing 1-1 of 1

<u>Group Name</u>	<u>Number of consignees</u>	<u>Type</u>
Test Edit Delete	0	Domestic

To add the recipients into a group, click **Edit** under the Group Name.

Manage Groups

* New Group Name

* Type

Domestic



Add New Group

Showing 1-1 of 1

<u>Group Name</u>	<u>Number of consignees</u>	<u>Type</u>
Test Edit Delete	0	Domestic

Click on **Add** under the recipient to add into that particular group.

Edit Group

Group Name: Test
Type: Domestic

Address Book
Showing 1-10 of 2683: [First](#) | [Previous](#) | [Next](#) | [Last](#)

There is no data available.

Receiver ID	Company Name	Contact Name	Address
Add			
Add 0			
Add 000			
Add 0005			

To remove the recipient details from a group, click on **Remove**.

Edit Group

Group Name: Test
Type: Domestic
Showing 1-1 of 1

Address Book
Showing 1-10 of 2682: [First](#) | [Previous](#) | [Next](#) | [Last](#)

Receiver ID	Company Name	Contact Name	Address
Remove			

Receiver ID	Company Name	Contact Name	Address
Add 0			
Add 000			
Add 0005			
Add 011 00			

Import Address Book

Our shipping portal allows you to import the address book to eliminate the manual entries. To make sure the all the details are correctly entered, we have provided the template file.

Download the file and add the details as per the fields. Click on **Choose file** and **Upload file** to import the Address Book all at once.

Import Address Book

The Import Data Table

Click [here](#) to download the template file

Please click on the « Choose File » button to browse and select a file and then click « Upload File » button to upload the selected file.

Choose File

No File Chosen

Upload File

(Text file with an extension of .txt or .csv. Max file size: 500k)

Shipping History

To access the Shipping Home, go to Ship Now screen (which is the home screen) and click **Shipping History** from the top menu.

Ship Now

Address Book

Shipping History

Shipping Reports

WebShip Guide

You will view all the recent transactions (up to 90 days) for domestic and international shipments. Use the filters to search for a particular transaction you are searching for.

Ship Now

Address Book

Shipping History

Shipping Reports

WebShip Guide

Shipping History

Today

All

Search

Waybill

Search

Showing 1-3 of 3

	Waybill Number	Receiver ID	Ship Date	Company Name	Contact	Address	Pickup Number
Recent Cancel Track		434	2023/07/27 11:10 AM	CANPAR			
Recent Cancel Track		438	2023/07/27 10:25 AM	CANPAR COURIER			
Recent Cancel Track		435	2023/07/27 09:42 AM	CANPAR COURIER			

Use Thermal Printer

Label Size 4 x 6

Today

Today
Yesterday
7 days
30 days
60 days
90 days

Today

All

Search

Showing 1-3 of 3

All
Domestic
International

Shipping History

Today

All

Search

Waybill

Search

Showing 1-3 of 3

Waybill
Receiver ID

Reprint: You can reprint the particular waybill on the same day it was created.

Cancel: You can cancel the shipment on the same day it was created.

Track: Using the Track button, you can track the particular shipment.

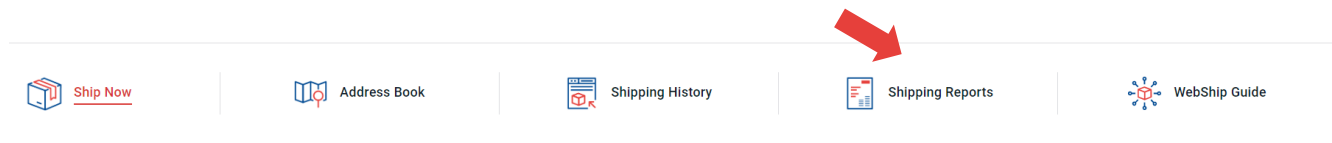
	<u>Waybill Number</u>	<u>Receiver ID</u>	<u>Ship Date</u>	<u>Company Name</u>	<u>Contact</u>	<u>Address</u>	<u>Pickup Number</u>
Reprint Cancel Track		434	2023/07/27 11:10 AM	CANPAR			
Reprint Cancel Track		438	2023/07/27 10:25 AM	CANPAR COURIER			
Reprint Cancel Track		435	2023/07/27 09:42 AM	CANPAR COURIER			

Use Thermal Printer
 Label Size 4 x 6

Uncheck if you want
to save as an
image/pdf.

Shipping Reports

You can view/download the report of your shipping history. Click **Shipping Reports** from the top menu.



Select the Period **From and To** date and choose to display the result or you can export the excel file.

Additionally, you can Setup Custom Reports for your shipping transactions. Click on **Setup Custom Reports**.

Shipping Reports

* Driver Pickup Report - This Report will help your Loomis driver by providing a shipment summary for their records. Select a From and To Period below (set both to 'Today' to summarize all of your shipments to be shipped today).

Select the date range

View/download the results

* Period From: 2023-07-28 * Period To: 2023-07-28

Commonly Used Reports

[Setup Custom Reports](#) [View the saved reports](#)

Create custom report from here

Showing 1-3 of 3

Waybill #	Parcel #	Shipping Date	Loomis Product	Receiver ID	Company	First Name	Last Name	Estimated Rate	# of Pieces	Weight	Unit of Measure	Value Add Services	From IATA	To IATA
NET		7/28/2023 10:14:00 AM	LOOMIS GROUND	280	LOOMIS EXPRESS			0.00	1	0.9	Imperial Unit			
NET		7/28/2023	LOOMIS	280	LOOMIS			0.00	1	0.9	Imperial			

To create a new custom report, select the fields from the checklist, type the report name and click **Save**.

Add your new report name

Custom Reports

Commonly Used Reports

Create a new custom report


Report Name:

Select Fields

- Waybill #
- Parcel #
- Shipping Date
- Service
- Loomis Product
- Receiver ID
- Company
- First Name
- Last Name
- Estimated Rate
- # of Pieces
- Weight
- Unit of Measure
- Value Add Services
- From IATA
- To IATA

Select the fields from the checklist.

CONTACT US

Website	https://www.loomis-express.com/loomship/en <i>Key on-line tool for tracking your parcel (Live Chat), creating a shipment, learning more about our services and products, ordering supplies and other useful tools such as calculating a shipment rate or your volumetric weight, and printing a waybill using our WebShip.</i>
Customer Service	Phone: 1-855-2-LOOMIS, that is 1-855-256-6647 Live Chat: Use the Live Chat button on the bottom right-hand side on the Loomis Home page <i>General inquiries, track & trace, rate inquiries</i> 
Technical Support	Phone: 1-877-549-3638 Email: servicedesk@loomis-express.com <i>Key contact for all your technical support for our WebShip, Laser System, and API applications.</i>
Accounting	Phone: 1-866-662-0021 Email: customer.care@loomis-express.com <i>Key contact for Invoice inquiries, disputes, payment options</i>
Claims	Email: claims@loomis-express.com <i>To submit a claim for a lost or damaged parcel, please email your claim form, cost invoice, waybill or manifest.</i>

The Loomis Express logo, consisting of the company name in blue italicized font with a red swoosh above it.

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