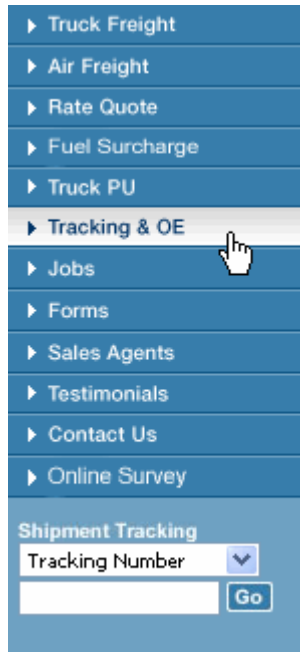


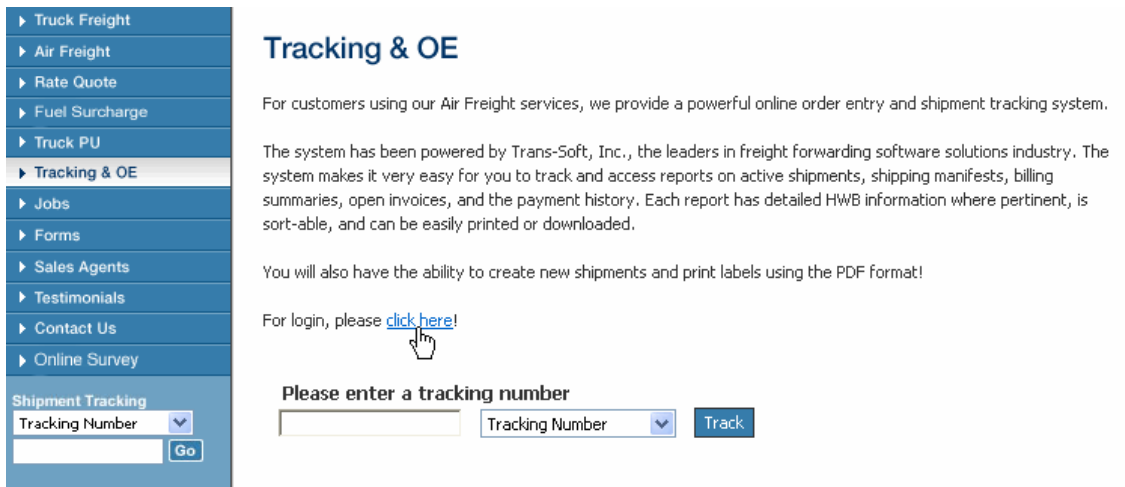
PEI Logistics Online Order Entry User Guide

The tracking system is available via our website at www.shippei.com.

To log into the shipment tracking and order entry application select the “Tracking & OE” link from the navigation bar on the left side of the screen. Or, if you are tracking only, simply enter your tracking number and click “Go”.



The next screen gives a brief notice that shipment tracking and online order entry is available only to those customers that utilize PEI’s air freight services. Truckload shipment tracking will be available in the future. Just click the link that says “For login, please click here!”.



The next screen you will see is the log in screen. Enter your assigned username and password then click “Login”.

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Quick Shipment Lookup HWB Number

Username:

Password:

- Request a username and password.
- Forgot your password?
- PEI homepage.

After you log in to the tracking & OE section you can create new shipments by selecting the “Shipping Tools” link and selecting “Create Shipments”.

PEI Logistics

Non-Standard Critical Shipping

Reports Billing Shipping Tools Preferences Help

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Quick Shipment Lookup HWB Number

- Create Shipments
- View On-line Orders
- Shipping Documents

This will open the entry section. Beginning with the “General” tab, fill in the requested information and click “Next”.

General Pickup Delivery Billing DIMS PO Finish

HWB #: Ship Date: 04/26/2007 Service: -- Please Select --

Shipper Information

Shipper: DEMO CUSTOMER

Attention:

Ship Ref#:

Consignee Information

Consignee:

Attention:

Cons Ref#:

Pieces: Commodity: -- Please Select -- Dec Value: \$0

Weight: Description: Dangerous Goods

Each time you complete a section and click on the “Next” button you will be taken to the next step in the order entry process. To make online order entry more efficient many of these fields throughout the process may have a default value. For example, if most of the time your company is the shipper and you mostly utilize 2nd Day service these fields can be set in the preferences area so that when you log in they are auto populated with your company as the shipper and 2nd Day service already selected for you. If you need help setting up the default fields please contact your PEI Sales Representative or contact PEI’s corporate office at 888-SHIP-911.

Once all of the information has been added, check the box to confirm that you agree to the terms and conditions, and click "Submit". When our dispatch receives your order our system will send you a confirmation via email to the default email address that has been set up for your account.

General | Pickup | Delivery | Billing | DIMS | PO | **Finish**

Terms and Conditions

All Shipments to or from Shipper (which term includes the exporter, importer, sender, receiver, owner, consignor, consignee, transferor or transferee of the shipments or the agent thereof) will be handled by the forwarder and/or customs broker handling this shipment, whose name appears on the reverse side, (the "Company") on the following terms and conditions. No agent or employee of either party may alter or waive any of the following terms or conditions.

1. Choosing Routes and Agents Company shall have complete freedom in choosing means, route and procedure to the following in the handling, transportation and delivery of the goods. Advice by Company to Shipper that a particular person or firm has been selected to render services as to the goods shall not be construed to mean that Company warrants or represents that such person or firm will render such services.

2. Services by Third Parties Unless Company carries, stores or otherwise physically handles the shipment, and the loss, damage, expense or delay occurs during such activity. Company assumes no liability as a carrier and shall not be held liable for any loss, damage, expense or delay to the goods Shipped here under except as provided in and subject to the limitations of Paragraph 8. Company undertakes no liability for any loss, damage, expense or delay to the goods Shipped here under except as provided in and subject to the limitations of Paragraph 8. Company

I agree to the above terms and conditions.

Submit

Prev

This will complete the order entry process. From here the only other thing to do is to print your Bill of Lading and or shipping labels if applicable. This process is done by checking the Bill of Lading box, and selecting "Download" option. See Below.

Shipping Documents Manager

HWB#: DEMOTEST Find DEMOTEST is the HWB# of your shipment.

Shipping Manifest
04/26/2007

Bill of Lading (#DEMOTEST)

Shipping Label (#DEMOTEST)
4 in. height X 6 in. width

Address Label (#DEMOTEST)
4 in. height X 6 in. width

AVERY 5168 Address Label (#DEMOTEST)
1 Starting point

Download OR Email

If for example you are entering an order to be picked up from your vendor you can enter your vendor's email address and click "Email" and our system will email the documents to your vendor.