



How to create a shipment

Loomis Express

E: www.loomis-express.com

P: 1-855-256-6647

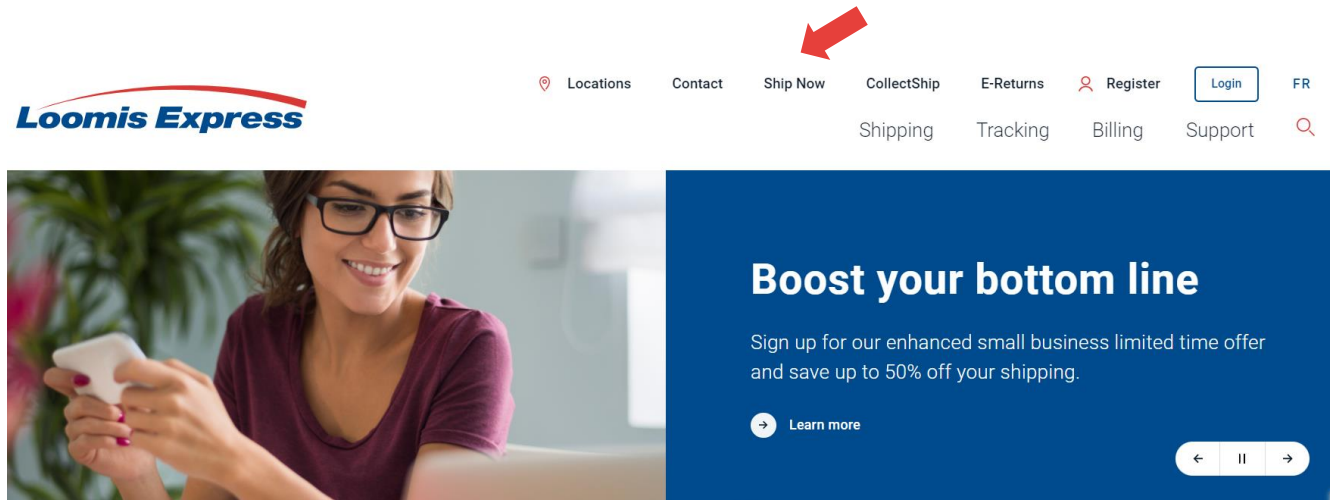
Loomis Express

201 Westcreek Blvd, Brampton, ON

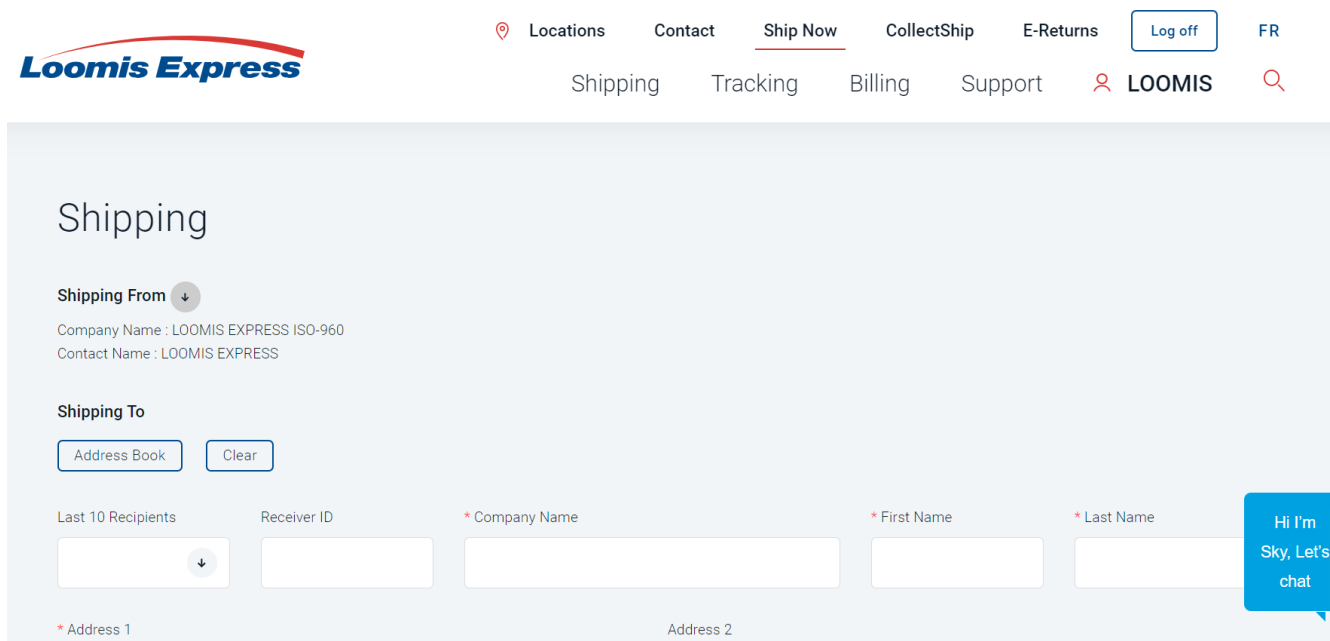
1-855-256-6647

CREATE A SHIPMENT

From the Loomis Express Home Page, select **Ship Now** from top menu bar.



Enter the Loomis Shipping portal and the following home screen will appear.



Shipping

Shipping From ▾

Company Name : LOOMIS EXPRESS ISO-960
Contact Name : LOOMIS EXPRESS

Shipping To


Address Book Clear

Last 10 Recipients Receiver ID * Company Name * First Name * Last Name


* Address 1 Address 2

Hi I'm Sky, Let's chat

Shipping From


Your account information will automatically appear in the Shipping From section. In case you want to change the Shipping From address for a particular shipment, click on the  to expand and edit the details.


Shipping


Shipping From  [Click here to expand.](#)

Company Name : LOOMIS EXPRESS ISO-960
Contact Name : LOOMIS EXPRESS

You will see the default Shipping From information. You can edit the fields and save the updated address.

Shipping From 

* First Name	* Last Name	* Company Name
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="LOOMIS EXPRESS ISO-960"/>
* Address 1	Address 2	
<input type="text" value="201 WESTCREEK BLVD"/>	<input type="text" value="2ND FLOOR"/>	
* Postal/Zip Code	* City	* Province/State
<input type="text" value="L6T5T7"/>	<input type="text" value="BRAMPTON"/>	<input style="text-align: right; font-size: small; vertical-align: bottom; border: none; border-bottom: 1px solid #ccc;" type="text" value="ONTARIO"/> 
Email Address	* Phone Number	Fax Number
<input type="text" value="abc@company.com"/>	<input type="text" value="999999999"/>	<input type="text"/>



Shipping To

Two options-

1. **Enter manually:** You can manually enter your recipient's information like Company Name, First/ Last Name, Complete Address and Phone Number.

Shipping To

Last 10 Recipients Receiver ID * Company Name * First Name * Last Name

↓

* Address 1 Address 2

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

↓ ↓

* Phone Number

Add or Update Receiver in your Address Book [?](#)

Check this to add/update the receiver in your address book.

- Use address book/Receiver ID:** You can easily access the saved recipient's information by clicking on **Address Book** button and search the company, city, contact or address or by entering the Receiver ID. Once searched, click on **Ship To** to auto populate the details.

[Click here to access the Address Book](#)

Shipping To

Last 10 Recipients Receiver ID * Company Name * First Name * Last Name

↓

* Address 1 Address 2

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

↓ ↓

* Phone Number

Add or Update Receiver in your Address Book [?](#)

Type here to
search

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](#)

<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				
Lori Edit Delete Ship To Transactions				
Reg Edit Delete Ship To Transactions				
KATHryn Edit Delete Ship To Transactions				

Notification

Loomis Express can send shipment email updates to both the sender and receiver. Select when you would like Loomis Express to send email notifications about your shipment.

Notification

Notify me [?](#)

When package is delivered [↓](#)

My Email [?](#)

Receiver's Email [?](#)

When package is shipped [↓](#)

Email address of the sender

Email address of the recipient

Shipment Information

Shipment Information			
Loomis Product ?	Shipment Date ?	Ready Time	Office Closing Time
LOOMIS GROUND ↓	2023-07-26	14:45	17:00
Pickup/Drop off ?	Payment Type ?		
Drop Off ↓	Pre-paid ↓		
S.V.P. (SCAD) ?	Special Agreement # (Required for value over \$2,500) ?	Reference # ?	Cost Centre ?
0			
Instruction 1	Instruction 2		

1. **Loomis Product:** Select the type of Loomis Product (Ground, Express 1800, Express 12:00, and Express 9:00) you want to use for your shipment.



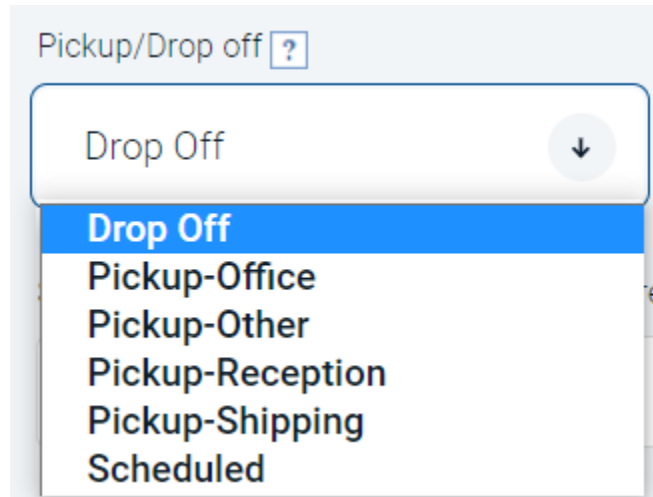
Loomis Product ?

- LOOMIS GROUND
- LOOMIS GROUND**
- LOOMIS EXP DOM 9:00
- LOOMIS EXP DOM 12:00
- LOOMIS EXP DOM 18:00

2. **Shipment Date and Ready Time:**
 - a. **Shipment Date:** Date when the shipment is ready to be shipped.
 - b. **Ready Time:** Time when the shipment is packed and ready to be picked up.
 - c. **Office Closing Time:** Time when your office is closing. This indicates to the driver by when they can come to pick up the shipment.

Shipment Date ?	Ready Time	Office Closing Time
2023-07-26	14:45	17:00

3. **Pickup/Drop off:** Choose the appropriate option from the drop-down menu indicating the location where the shipment is available for the pickup driver. If you choose **other**, please provide information in the Other field provided. If you have a regular daily pick up scheduled with our courier driver, then please select **Scheduled**.

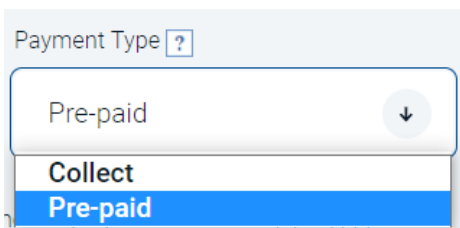


Pickup/Drop off [?]

Drop Off ↓

- Drop Off
- Pickup-Office
- Pickup-Other
- Pickup-Reception
- Pickup-Shipping
- Scheduled

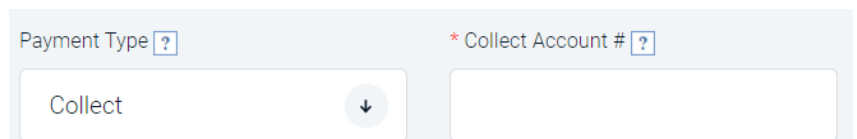
4. **Payment Type:** prepaid will be selected as default. If you are shipping collect to a Loomis customer, choose **Collect** from the payment type drop down menu. Enter Loomis Customer collect account # in the field provided.



Payment Type [?]

Pre-paid ↓

- Collect
- Pre-paid



Payment Type [?] * Collect Account # [?]

Collect ↓

5. **S.V.P (\$CAD)- Shipment Value Protection:** With Loomis Shipment Value Protection you can protect the shipments you value most. The amount declared is the amount necessary to repair or replace a shipment/piece in the event of physical loss or damage. In the Shipment Value Protection (S.V.P) box, a liability surcharge per \$100.00 of the valuation or part thereof will apply to all shipments. If there is no value entered in the S.V.P box, "NIL" must be indicated on the waybill. All shipments with a declared value exceeding \$2,500 (to a maximum of \$5000) must have a pre-authorization Special Agreement Number, obtained from the local Loomis Express

branch Customer Service 1-855-2LOOMIS (1-855-256-6647) prior to shipping. This number is to appear in the Special Agreement box on the waybill (refer to section 15 of the Loomis Express Terms and Conditions).

S.V.P. (\$CAD) <input type="text" value="0"/>	Special Agreement # <i>(Required for value over \$2,500)</i> <input type="text"/>
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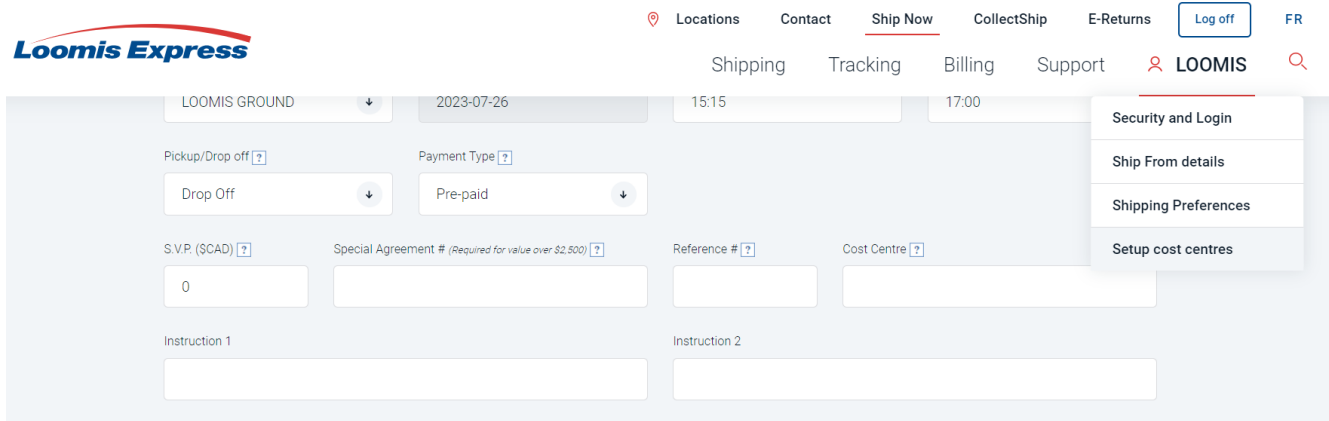
- Reference number(optional):** You can assign a reference number to your shipment. This allows you to reference your shipments on shipping reports and invoices. You can also track the shipment with this number. A Reference Number can be alphanumeric. If you've saved a Reference Number with a receiver, it will automatically populate this field when that receiver is selected.

Reference #

- Cost Centre:** You can assign a Cost Centre to your shipments. This allows you to reference your shipments in Shipping Reports, E-Billing, etc for shipping cost analysis. A Cost Center can be alphanumeric, i.e. "123", "COST", or "123COST". Saving a Cost Centre as part of your profile means this Cost Centre will always appear on the shipment screen as a default. However, receivers that have Cost Centre saved with them will overwrite this default.

Cost Centre

You can add/delete Cost Centres by clicking **Setup cost centres**. Type the Cost Centre in the add bar and click **Add**. If you want to delete the Cost Centre, use the drop down and select the cost centre and click **Delete**.



The screenshot shows the Loomis Express shipping form. At the top, there are navigation tabs: Locations, Contact, Ship Now (selected), CollectShip, E>Returns, and Log off. Below these are menu items: Shipping, Tracking, Billing, Support, and a user profile for LOOMIS. The main form area includes fields for Pickup/Drop off (Drop Off), Payment Type (Pre-paid), S.V.P. (\$CAD) (0), Special Agreement #, Reference #, and Cost Centre. A dropdown menu is open over the Cost Centre field, showing options: Security and Login, Ship From details, Shipping Preferences, and Setup cost centres.

Setup cost centres

To add a cost centre to the list, simply enter the new cost centre information in the field below and click on the ADD button. To delete from the list, select the value and click on the DELETE button.

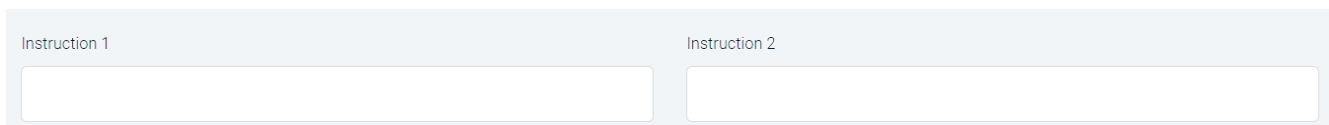


The screenshot shows the 'Setup cost centres' form. It has a text input field, an 'Add' button, a dropdown menu containing 'owm', and a 'Delete' button. Red arrows point to the input field, the dropdown arrow, and the 'Delete' button.

Type the cost centre name to add to the list.

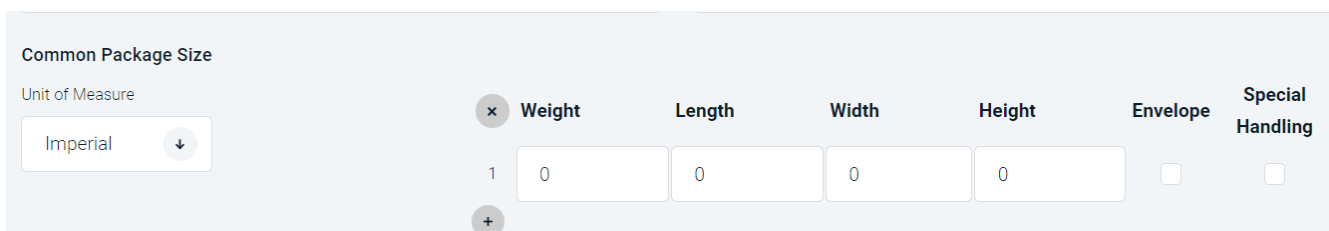
Click here to expand the cost centre list.

8. **Instruction 1 & 2:** fields to enter specific delivery instructions such as buzzer #s, no signature required, etc.



The screenshot shows two text input fields labeled 'Instruction 1' and 'Instruction 2'.

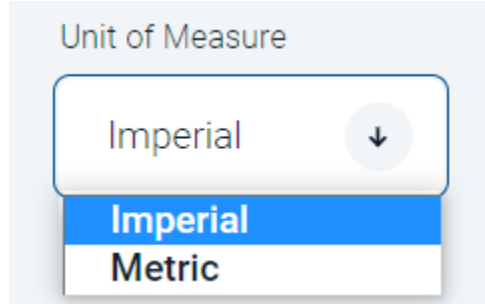
Common Package Size



The screenshot shows the 'Common Package Size' form. It includes a 'Unit of Measure' dropdown set to 'Imperial'. Below are input fields for Weight, Length, Width, Height, Envelope, and Special Handling. The Weight field has a multiplier 'x' and a plus sign '+'. The Envelope and Special Handling fields have checkboxes.

Unit of Measure	Weight	Length	Width	Height	Envelope	Special Handling
Imperial	1 x 0	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>

Unit of Measurement is Imperial by default. But you can also choose Metric units.




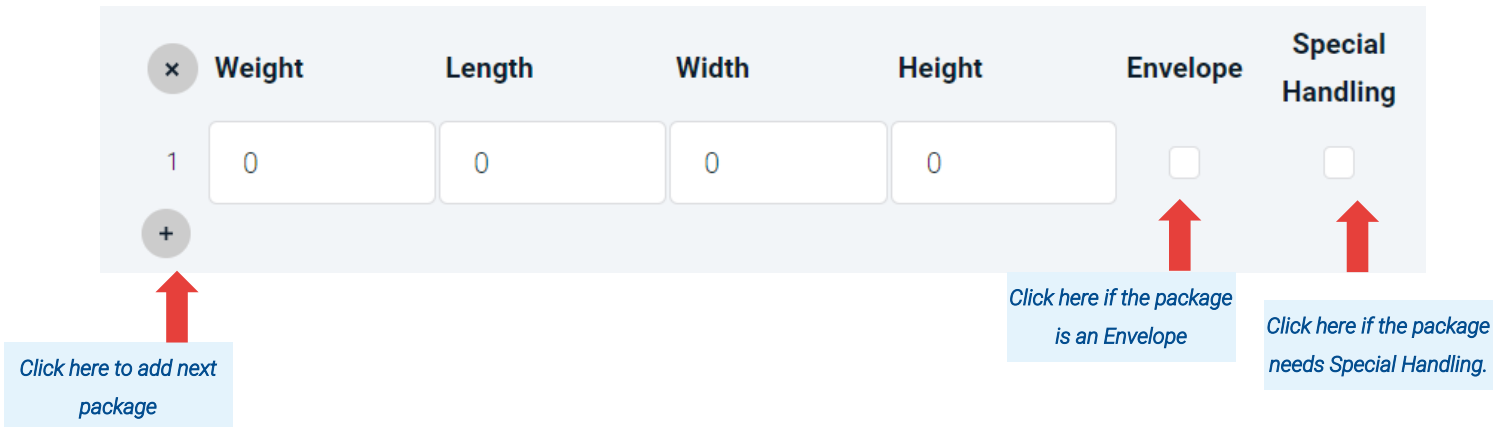
Unit of Measure

Imperial ↓

Imperial

Metric

Enter the weight and dimensions of your package. If you are shipping an Envelope, just check off the **Envelope** box. If you are shipping more than 1 piece, click the  to add multiple pieces.



×	Weight	Length	Width	Height	Envelope	Special Handling
1	0	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>
+						

Click here to add next package

Click here if the package is an Envelope

Click here if the package needs Special Handling.

Domestic Service

1. **Fragile:** Fragile is a service for those packages that need extra attention.
2. **Residential Delivery:** Residential is a service Loomis provides for packages being sent to or picked up from a residential area.
3. **Chain of Signature:** The shipper may require security control to track shipments from points of origin to destination. Loomis Express will provide manual and electronic security checks allowing visibility and accountability for your shipments. An additional charge will be applied as per the Loomis Express Rates in effect at time of shipping.
4. **Saturday Service:** Delivery on Saturday is available for select destinations where the service is offered. Webship will warn you if this service doesn't exist for a particular area.

5. **Signature Required:** A Shipper may request that Loomis-Express obtain the signature of a recipient within Canada upon delivery. An additional fee, set forth in the Loomis Express Domestic Accessorial Rates in effect at the time of shipping, will be assessed. Loomis Express will obtain, at its sole and unlimited discretion, an electronic signature or other physical acknowledgement of receipt to release without signature upon Delivery. The Shipper must use the Loomis Express Automated Shipping System to initiate a request for this service.

Domestic Service

Fragile [?](#)
 Residential Delivery [?](#)
 Chain Of Signature [?](#)
 Saturday Service [?](#)

Signature Required

Dangerous Goods [?](#)
 Return Cheque [?](#)

[View Draft Shipments](#)

*By completing this shipment, you agree to [Loomis Express's Terms and Conditions](#)

Signature Required

1. **Dangerous Goods:** Loomis Express can carry acceptable quantities of dangerous goods or hazardous materials disclosed to it. Packages containing Dangerous Goods and Limited Quantities require manual handling and will be assessed and charged accordingly. Service not available to Extended area and agent locations. Please refer to the Dangerous Goods section in our Terms & Conditions for more details.

Dangerous Goods [?](#)

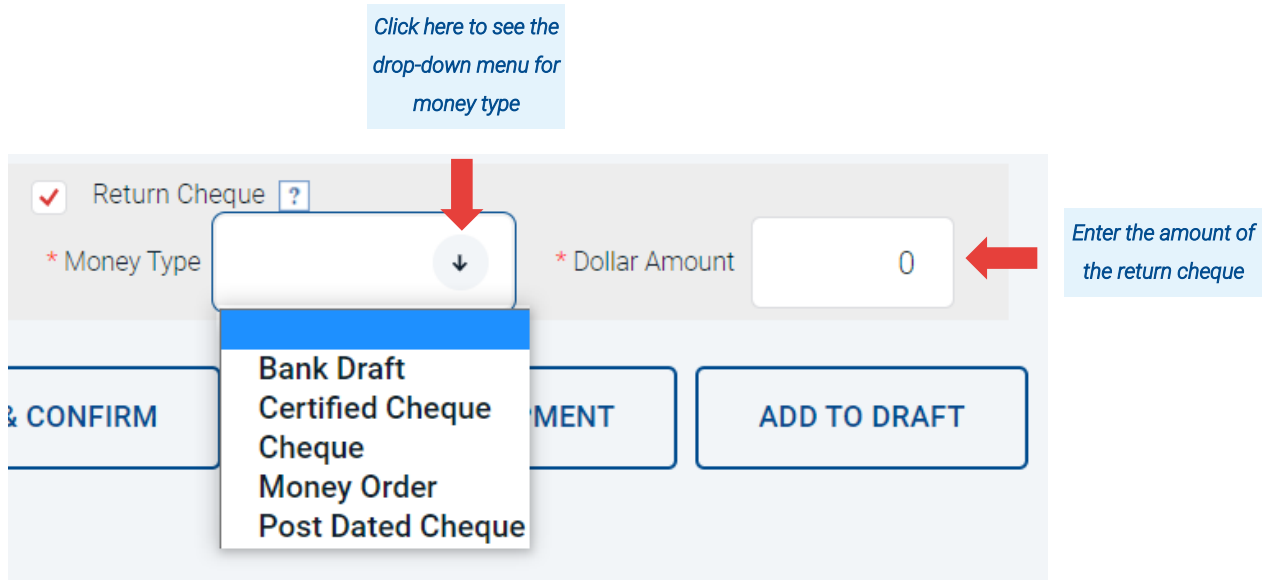
[Enter DG Class](#) →

[Enter DG Pin](#)

Dangerous Goods Paperwork Requirement - Dangerous Goods Paperwork is a compulsory document required by Government. It is shipper's responsibility to complete the paperwork, prior to allowing a carrier to take the dangerous goods. Link to this document can be found [here](#).

2. **Return Cheque:** The Loomis Express Return Cheque service will collect payment from the receiver on delivery of shipped goods. This payment will be made payable to the shipper and sent back to them via Return Cheque service. Enter the amount of payment on the Return Cheque waybill and Loomis will accept payment from the receiver in the form of a cheque, post-dated cheque, certified cheque, bank draft or money order before releasing the package/shipment to the consignee. Loomis Express is not responsible for mis issued cheques and NSF/stop payment fees.

Click here to see the drop-down menu for money type



Enter the amount of the return cheque

Once all the form is filled, you can-

- **Review & confirm:** Preview your rate and transit time before completing your shipment.

[View Draft Shipments](#)

REVIEW & CONFIRM **COMPLETE SHIPMENT** **ADD TO DRAFT**

*By completing this shipment, you agree to [Loomis Express's Terms and Conditions](#).

Shipping

SHIPPING FROM

Contact Name	LOOMIS EXPRESS
Company Name	LOOMIS EXPRESS ISO-960
Address	201 WESTCREEK BLVD 2ND FLOOR, BRAMPTON, ONTARIO, L6T5T7

[Home](#)

SHIPPING TO

Company Name	Home
Contact Name	
Address	
City	
Province/State	
Postal/Zip Code	
Country	
Phone Number	

NOTIFICATION

Notify me	When package is delivered
My Email	@LOOMIS- EXPRESS.COM
Notify Receiver	When package is shipped
Receiver's Email	

SERVICE SELECTION

SHIPMENT INFORMATION

Loomis Product	LOOMIS GROUND
Shipment Date	2023-07-26
Ready Time	16:18
Office Closing Time	17:00
Pickup/Drop off	Drop Off
Payment Type	Pre-paid
Collect Account #	
S.V.P. (\$CAD)	0
Special Agreement #	
Reference #	196854
Cost Centre	

PACKAGE INFORMATION

	Weight (lbs)	Length (in)	Width (in)	Height (in)	Dim Weight (lbs)	Special Handling
1	0.9	1	1	1	0.9	

NOTIFICATION

Notify me	When package is delivered
My Email	@LOOMIS- EXPRESS.COM
Notify Receiver	When package is shipped
Receiver's Email	

SERVICE SELECTION

	RATE
Freight Charge	\$ 0
Fuel Surcharge	\$ 0
GST/HST	\$ 0.00
PST/QST	\$ 0.00
Total (CAD)	\$ 0.00
Delivery Day(s)	1
Total Weight (lbs)	0.9

The rates displayed are an estimated amount.

[Print](#)

Special Agreement #

Reference #	196854
Cost Centre	

PACKAGE INFORMATION

	Weight (lbs)	Length (in)	Width (in)	Height (in)	Dim Weight (lbs)	Special Handling
1	0.9	1	1	1	0.9	

Total Billing Weight : 0.9 lbs

TRANSIT TIME

Transit time	1 day (s)
Estimated Delivery Date	2023-07-27


[Back](#)
[Complete Shipment](#)

- **Complete Shipment:** Follow the on-screen instructions to print your shipping label. Print your waybill by clicking on the **Print Waybill** button. This will open a new window where you must make sure your printer settings are correct. Follow the Print Setup instructions to make sure the entire waybill fits on one half of a letter size page.

Click here to view draft shipments.

[View Draft Shipments](#)

REVIEW & CONFIRM

COMPLETE SHIPMENT

ADD TO DRAFT

*By completing this shipment, you agree to [Loomis Express's Terms and Conditions](#)

Shipment Complete

Thank you for shipping with us. Your shipment order has been processed and will be picked up as scheduled.

Print Waybills

Create Another Shipment

Use Thermal Printer

Label Size 4 x 6

	Shipment Date	Shipment Number	From Address	To Address	Number of Pieces	Pickup Number	ECODE
Print Waybill Repeat this Shipment	2023-07-26 04:18	NET730	BRAMPTON ON CA L6T5T7	BURLINGTON ON CA L7R3G7	1		

→ Recent Activity → Document Toolkit

Print Instructions:

Please note that you must allow pop-ups from this site in order to print your waybills. You must set the printing options on your browser by selecting Page Setup from the File or Print menu, set all margins to about .20" and unclick all header and footer settings. If you do not follow this procedure, the printed waybills may be spaced incorrectly.

Supporting Shipping Documents

Would you like to create a Dangerous Goods document for this shipment? Click [here](#) to create one.

View all other supporting shipment documents in the [Document Toolkit](#)

Click here to print waybill to put on the shipment

If you have Thermal printer connected, keep it checked. If you want to print the waybill as an image, please check off.

- **Add to Draft:** You can add the information to a draft and save it for later.

View the draft shipments here

[View Draft Shipments](#)


REVIEW & CONFIRM

COMPLETE SHIPMENT

ADD TO DRAFT

*By completing this shipment, you agree to [Loomis Express's Terms and Conditions](#)

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 is centered on the page. It consists of the company name in a bold, blue, sans-serif font, with a red swoosh underline that curves over the top of the word "Express".

**201 Westcreek Blvd. Suite 200 Brampton, Ontario L6T 5S6
1.855.2LOOMIS | (1.855.256.6647) | loomis-express.com**