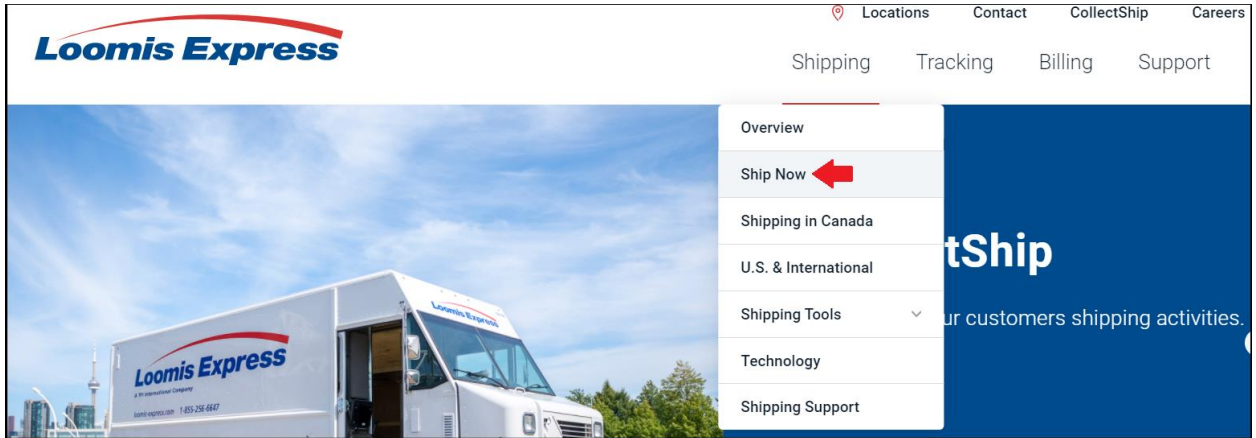


How to Manage your Contacts

Creating and maintaining your address book is simple and easy. The WebShip address book lets you save multiple addresses and contacts for quick reference and completing shipment information.

- To access the Address Book, please click “Shipping” on the right top corner. Then select, Ship Now.



1. To add a new entry, click the Add New Address link. After completing this form, please click Add Address to save the new contact information. Please note: a Receiver ID is a unique identifier that you can create

Shipping

Shipping From
Company Name : AVAS TEST ACCOUNT
Contact Name : SALES DEPARTMENT

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 [?](#)

Notification

Notify me [?](#)

My Email

Notify Receiver [?](#)

Receiver's Email

Shipment Information

Loomis Product [?](#)

Shipment Date [?](#)

Ready Time

Office Closing Time

S.V.P. (\$CAD) [?](#)

Special Agreement # *(Required for value over \$2,500)* [?](#)

Reference # [?](#)

Cost Centre [?](#)

Instruction 1

Instruction 2

Common Package Size

Unit of Measure

<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Weight	Length	Width	Height	Envelope	
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		

Domestic Service

No Signature Required [?](#) Residential Delivery [?](#) Chain Of Signature [?](#) Saturday Service [?](#)

Fragile [?](#) Special Handling [?](#)

Dangerous Goods [?](#)

Return Cheque [?](#)

- From the main address book, you can edit, delete, and ship to an address with one click. You can also view recent shipments to each address.

The screenshot shows the 'Address Book' page. At the top, there are navigation tabs: Shipping, Address Book (selected), Add New Address, Manage Groups, and Import Address Book. Below the tabs is a search bar with the text 'Search by company, city, contact or address' and buttons for 'Search' and 'Refresh List'. Underneath the search bar, there is a filter for 'Filtered by company name' with a list of letters from A to Z. Below the filter, it says 'Showing 1-20 of 1332: First | Previous | Next | Last'. The main content is a table with the following columns: Receiver ID, Company Name, Contact, Street, and City, Province, Country. The first row contains the following data: Receiver ID: D00004, Company Name: **PSE DO NOT USE THIS A/C**, Contact: **PSE DO NOT USE THIS A/C**, Street: 12008 - 152 A AVENUE, City, Province, Country: EDMONTON, AB, CA. Below the Receiver ID, there are links for 'Edit', 'Delete', 'Ship To', and 'Transactions'. A red arrow points to the 'Ship To' link.

Receiver ID	Company Name	Contact	Street	City, Province, Country
D00004 Edit Delete Ship To Transactions	**PSE DO NOT USE THIS A/C**	**PSE DO NOT USE THIS A/C**	12008 - 152 A AVENUE	EDMONTON, AB, CA

- You can also import your existing contacts using our on-line template.

The screenshot shows the 'Import Address Book' page. At the top, there are navigation tabs: Shipping, Address Book (selected), Add New Address, Manage Groups, and Import Address Book (selected). Below the tabs, the page title is 'Import Address Book'. There is a link 'The Import Data Table' with a red arrow pointing to it. Below the link, it says 'Click here to download the template file'. Below that, it says 'Please click on the « Choose File » button to browse and select a file and then click « Upload File » button to upload the selected file.' Below this text is a file upload area with a 'Choose File' button, the text 'No File Chosen', and an 'Upload File' button. At the bottom of the upload area, there is a small note: '(Text file with an extension of .txt or .csv. Max file size: 500k)'.

- You can create group shipments by clicking Manage Groups. This advanced feature is useful for regular shippers who consistently send packages to a set list of recipients. For more information about this feature please contact Loomis Technical Support at 1-877-549-3638.



Shipping



Address Book



Add New Address



Manage Groups



Import Address Book

Manage Groups

* New Group Name

* Type

Domestic



Add New Group

