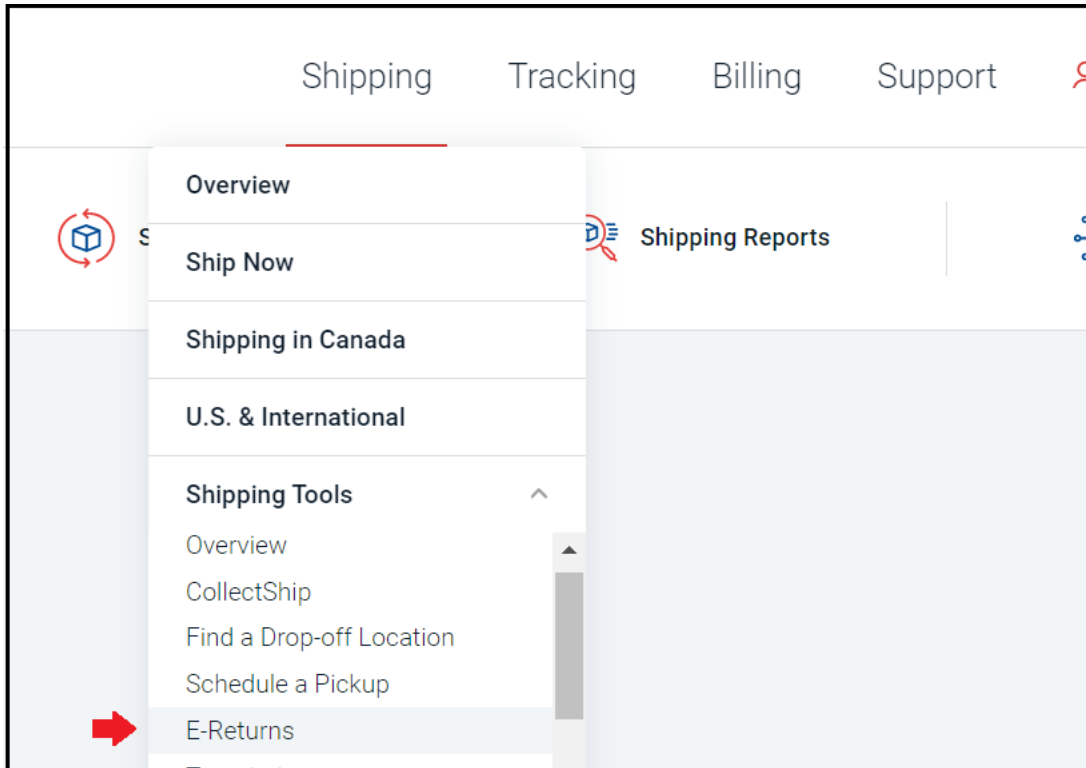


## HOW TO CREATE AN E-RETURN

1. After you log in to your WebShip account, hover your mouse over to “Shipping” on the upper-right corner, then click Shipping Tools and then select E>Returns.



2. Enter the Requestor's full name, company name and contact information.

Requestor			
* First Name	* Last Name	* Email Address	* Return Authorization #
<input type="text" value="SALES"/>	<input type="text" value="DEPARTMENT"/>	<input type="text" value="SALES.DEPARTMENT@LOOMIS-EXPRESS.C"/>	<input type="text"/>
Delivery Location			
Address ID	* Company Name	* First Name	* Last Name
<input type="text"/>	<input type="text" value="AVAS TEST ACCOUNT"/>	<input type="text" value="SALES"/>	<input type="text" value="DEPARTMENT"/>
* Address 1		* Address 2	
<input type="text" value="5 LISA ST"/>		<input type="text" value="906"/>	
* Country	* Postal/Zip Code	* City	* Province/State
<input type="text" value="CANADA"/>	<input type="text" value="L6T4T4"/>	<input type="text" value="BRAMPTON"/>	<input type="text" value="ONTARIO"/>
Phone Number	Instructions		
<input type="text" value="9059999999"/>	<input type="text"/>		

3. Enter the address where the returned shipment will be picked up. You can also click the Address Book button if you have the return address saved into your Address Book.

Pickup Location			
<input style="border: 1px solid blue;" type="button" value="Address Book"/>			
Address ID	* Company Name	* First Name	* Last Name
<input type="text" value="A &amp; B HARDW"/>	<input type="text" value="A &amp; B HARDWARE &amp; AG SUPPL"/>	<input type="text" value="A &amp; B HARDWARE &amp; AG SUPPL"/>	<input type="text" value=".."/>
* Address 1		Address 2	
<input type="text" value="742 PACIFIC AVENUE"/>		<input type="text"/>	
* Country	* Postal/Zip Code	* City	* Province/State
<input type="text" value="CANADA"/>	<input type="text" value="S0N1N0"/>	<input type="text" value="MAPLE CREEK"/>	<input type="text" value="SASKATCHEWAN"/>
Phone Number	Instructions	Shipper's Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pickup Location	Specify		
<input type="text" value="Pickup-Office"/>	<input type="text"/>		

4. Enter the package information, the type of service, and the shipping date. Then click review and confirm.

### Package Information

Unit of Measure: Imperial

Weight	Length	Width	Height	Envelope
1 0.9	1	1	1	<input checked="" type="checkbox"/>

Service Selection

\* Loomis Product: LOOMIS GROUND

Fragile      Special Handling:

Saturday Service

Residential Delivery       Dangerous Goods      DG Class:       DG Pin:

Shipment Date: 2021-08-05

**REVIEW & CONFIRM**

5. After confirming your E-return, a confirmation page will appear. If you need to reschedule, click the Reschedule button above. Also, you can see all the E-return activities and print the E-return waybill by clicking the Recent E-return button.

## E>Returns

Dear SALES DEPARTMENT,

Your e-returns request has been successfully sent.

Please retain your return authorization number as it will enable you to track your shipment on our web site.

Thank you for using Loomis Express e-returns service.

- [Book another E-Return](#)
- [View recent E>Returns](#)
- [Ship Now](#)

[CONTINUE](#)