

Changes have been made on transactional Bourret Web site. Barcodes stickers can now be printed to indentify the freight being shipped. Here are steps to do to use this functionality:

Step 1

Connect on Bourret Web site and select web order

▶ LOGIN

Username
[input field] ←

Password
[input field] >> ←

You forgot your password?

Step 2

Enter order's info: pick-up address, delivery address, contacts, particularities, pick-up and delivery dates

2 Pick-Up Adress

[input field] [icon] +

Contact name *

[input field] [icon] +

Particularities

- #####RUSH/URGENT#####
- CLEARED CUSTOM
- DO NOT DOUBLE STACK / NE PAS EMPLER
- DO NOT UNSTACK / NE PAS DEPLIER
- DOCK FEES / FRAIS DE QUAI

3 Pick-Up date and opening hours

Date : * [11/30/2009] [calendar icon]

Stock will be ready after : * [11] : [22] (hh:mm) (24 H)

Closing : * [] : [] (hh:mm) (24 H)

4 Delivery Adress

[input field] [icon] +

Contact name

[input field] [icon] +

Take an appointment

Particularities

- #####RUSH/URGENT#####
- CLEARED CUSTOM
- COD
- DO NOT DOUBLE STACK / NE PAS EMPLER
- DO NOT UNSTACK / NE PAS DEPLIER

5 Delivery date

[input field] [calendar icon]

(DELETE key to erase)

Step 3

Enter freight detail

Enter the number of barcodes stickers needed to identify the freight

*(The default number of stickers is same as the number of pieces.

The number of stickers must be less or equal to the number of pieces)

6 Items by different product

Packing type : * Case(s)

Number of pieces by packing type : * 4

Number of stickers needed * 4

total units (Set To Contain) : [] []

Dangerous goods [] [] Kg

By packing type

Length : * 48 Inch(s) Stackable :

Width : * 48 Fragile :

Height : * 48

Volume : 64 Cubic Feet

Total

Volume : 256 Cubic Feet Weight : * 2400 Lbs Trail. use : [] Pl. Lin. []

Step 4

Rate simulation and send to dispatch

Send order to dispatch

*The printing of stickers is allowed only when the order has been sent to dispatch

Rate simulation
This option will show the order's rate. You will be able to send this order to the dispatch after.

Send to Dispatch
This option confirm the order and will show the order's rate.

Cancel

Step 5

Print stickers via the new menu, *Print stickers*

* For some packaging types, the sticker printing button is inactive.

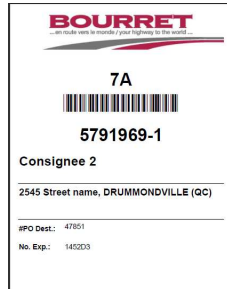
Order #430419

Print stickers

Print this page

Step 6

Merchandise identification: Put a sticker on each piece to ship



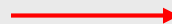
Particularities :

Stickers reprinting :

It is possible to go back in an order already sent to dispatch to reprint stickers.

*Note: Reprinted stickers don't have the same ID number

Order #430419



Print stickers



Print this page

(Ex: Original printing of the stickers 1, 2 and 3 and give stickers 4, 5 and 6 when reprinted.

**Reprinting is allow until Bill of lading information is validated by Bourret staff

Case : Shipping a skid more than the original order quantity

To do : Reprint the sticker

Identify the extra skid with any of the reprinted stickers

Case : Shipping a skid less than the original order quantity

To do: Nothing

Case : Original stickers are damaged or lost

To do : Reprint the stickers and identify the merchandise.