

Instructions for Internet Dispatch System

In our effort to reduce our carbon footprint, we have upgraded our system from manual waybills to an online shipping system. Below, you will find the step by step instructions to creating your online shipments

Go to our website at: www.abcexpress.ca

Click on: Internet Dispatch System (bottom of our webpage)

Log in Username: ALWAYS IN CAPS

Type in Password: ABC (in caps)

Click on “New Order”.

Fill out all the fields required (in blue)

Click “Submit”.

Print out label. (8.5x11 sheet will print 2 waybills)

Driver will sign one for your records and attach other to parcel (this is your label).

Click “submit” again and your order is processed to our server.

The next time you log in, if you use Google Chrome, or Firefox Mozilla (free downloads) as your internet browser, all the information you previously entered for a particular customer will be saved(i.e. Name, address), You will just have to fill in the piece count and weight and COD amount if applicable. All you need to do to recall the first letter of the customer name and the drop box will appear.