



Canadian LTL Online tracking for the Internet

User's Manual

Updated: 2014



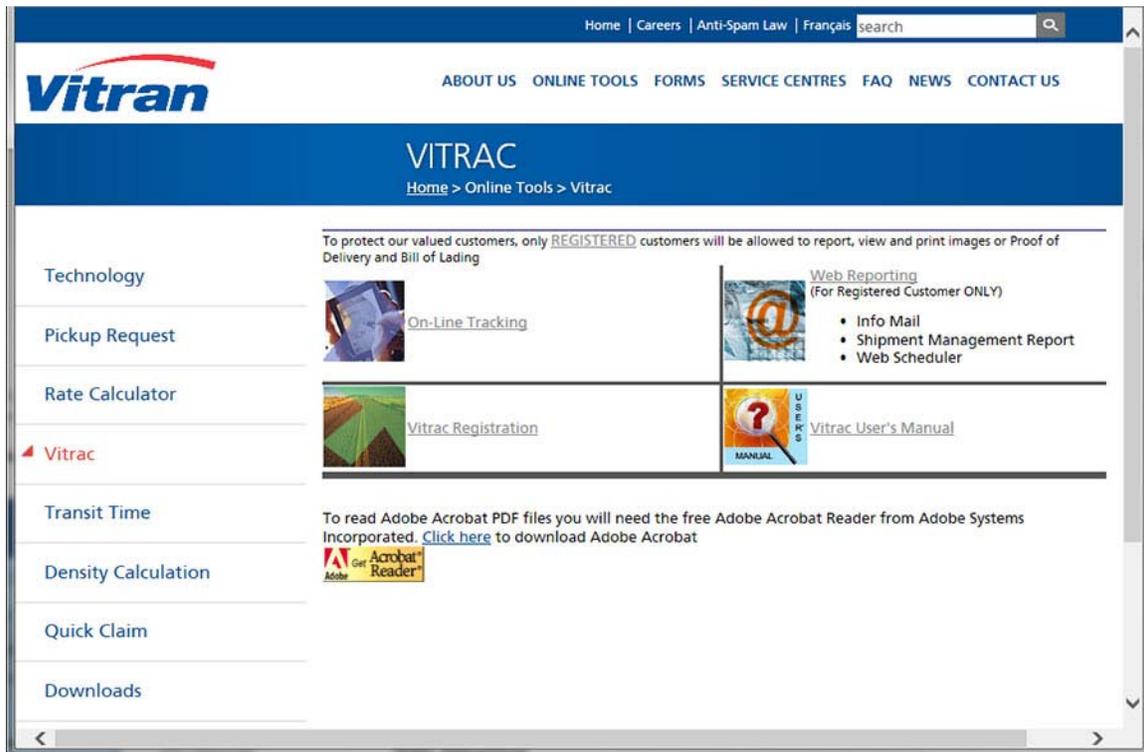
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Introduction

Vitrac allows Vitran's customers to track their shipments anytime, anywhere. You can either type in www.vitran.com/vitrac or click on the Vitrac button on the left navigator bar and it will bring you to the following screen.

Currently, Vitrac consists of two components; **online tracking** and **web reporting**.



Online Tracking

- Live shipment status and delivery verification with images of Proof of Delivery

Web Reporting

- Web reporting allows you to create a customized management report to meet your specific needs

Vitrac Registration

- As a registered user, OnLine Tracking and Shipment Management Reporting are readily available at your fingertips



Vitrac Registration

In order to login to Vitrac, you will need to contact your local representative to set up account for you. Once account has been set up, you will receive a Web Account and Password from ltl.cda.webmaster@vitran.com.

1. You can click on **Vitrac** under **Online Tools** left navigator to go to Vitrac Registration page.

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VITRAC
Canadian LTL

VITRAC REGISTRATION
New User

To help you join our growing number of satisfied customers, please contact your account manager to register your company. As a registered customer, you will be able to track a shipment by Pro Number, Pickup Date, Bill of Lading Number or Purchase Order Number.

To protect our valued customers, only registered customers will be allowed to view and print images of Proof of Delivery or Bill of Lading.

If you have received a web account and password from our sales representative, please [click here](#) to continue with registration.

VITRAC HOME

[On-Line Tracking](#)

Web Reporting
(For Registered Customer ONLY)

- Info Mail
- Shipment Management Report
- Web Scheduler



2. Click on 'Click here' link to continue with registration

Web Account	<input type="text"/>
Password	<input type="password"/>
eMail Address	<input type="text"/>
Language Preference	<input checked="" type="radio"/> English <input type="radio"/> French
<input type="button" value="Register"/>	

Note: Various Vitrac functions require that you specify your e-mail address. For example, when requesting a shipment management report, the report will be e-mailed to that address. If you choose to leave the e-mail address blank, you can still use the tracking system, however, features that require an e-mail address will not function correctly.

 In order to provide moderate security that is not cumbersome or difficult to use, Vitran has implemented a simple system employing 'cookies'. A cookie is simply a token (or customer ID) which is sent to your computer when you successfully log in to the form above using the account and password assigned to you in advance by our MIS department. On subsequent visits to our web site, your browser will send the cookie back in order to identify you so that you *do not need to log in each and every time you visit our site.*

Some notes about cookies:

- 1) Your browser will not send a cookie to any other web site other than the one that it came from.
- 2) The customer ID assigned is just a number. It has no significance to anyone other than Vitran's shipment tracking system.
- 3) Not all web browsers support cookies, although most popular browsers do. If your browser does not support cookies, or if you have disabled them, you must upgrade and/or enable cookies to use the shipment tracking facilities on this site.
- 4) If you will be accessing our tracking facilities from multiple computers, each computer needs a cookie, so you must register each computer separately.
- 5) You may find that changes you make to your system (for example installing a new web browser) will cause cookies to be deleted. If this occurs you will need to re-register.
- 6) Cookies will automatically expire 90 days after the last time you use our tracking facility. If you do not use the system for an extended length of time, you will need to re-register to acquire a valid cookie.
- 7) In order to prevent unauthorized access, three consecutive attempts to register with the incorrect password will disable your account. If you forget your password, or if you would like to have your password changed, please contact your account manager. Changing your password will invalidate all existing cookies.



Online Tracking

Registered users are able to track shipment by **Pro Number**, **Pickup Date**, **Bill of Lading Number** or **Customer PO**.

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VITRAC

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Account: **Wheels International**

Pro Number:

Pickup Date YYYYMMDD:

Bill of Lading No.:

Customer PO:

HELP

Selection Criteria (Enter Only One)

Vitran employees can go [here](#) to choose an alternate web account to trace.

This page has been visited **29108** times since **02Dec1999**.



If system has more than one record from your search, it will display the following screen below. Click on any of the Pickup Date, BOL Numbers or Customer PO to specify an ascending sort.

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Account : **Forzani Group** Ordered by : **Pickup Date + Consignee**

Pro No.	Pickup Date	Bill of Lading	Customer PO	Pcs	lbs
78621383	20140601	4789862	5389569	1	0
78621384	20140601	4789848	5389586	87	897
78621385	20140601	4789855	5389580	16	239
78621386	20140601	4789879	5389594	44	565
78621387	20140601	4789886	5389596	95	988
78621388	20140601	4789893	5389588	81	1073
78621389	20140601	4789909	5389584	43	416
78621390	20140601	4789916	5389575	14	135

Click on Pro Number to see shipment details.
Click on Pickup Date, BOL Number or PO Number to change browse order.

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When click on the Pro #, system will display shipment's details with images of Bill of Lading and Proof of Delivery.

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Pro Number	78621385	Weight / Pcs	239 lbs 16 Pcs
Customer PO No.	5389580	BOL Number	4789855
Shipper	FGL SPORTS LTD. 10077 GRACE ROAD SURREY, BC		
Consignee	SPORT CHEK #246 5771 Marine WAY UNIT # 600 BURNABY, BC		
Pickup Date	Sun 01Jun2014		
Date Appt Made	Thu 29May2014 14:00	Appt Date Given	Wed 04Jun2014
Shipment Status	Delivered on Wed 04Jun2014		
Document Images	POD (1 Pages / 43.5 Kb) BOL (1 Pages / 92.4 Kb)		

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For the user who do not have web account. They can still able to track shipment by pro number.

Vitrac Online Tracking

Pro Number

To view shipment status enter Vitran's 8-digit pro number.
Vitran employees can go [here](#) to choose an alternate web account to trace.

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Information will still display to customer, however, they will not be able to view the images.

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Pro Number	76750839	Weight / Pcs	600 lbs 1 Pcs
Customer PO No.	n/a	BOL Number	n/a
Shipper	ABC CORK CO 653 WILTON GROVE RD, W. LONDON , ON		
Consignee	POLAR BAY WINES 254 DUNDAS STREET WATERDOWN , ON		
Pickup Date	Thu 07Nov2013		
Shipment Status	Delivered on Tue 12Nov2013 Arrived 12:52PM Departed 01:13PM Signed By DAVE		

This Pro does not appear to be a Forzani Group shipment.

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Web Reporting

There are 3 options under Web Reporting, which are **Info Mail**, **Shipment Management Report** and **Web Scheduler**.

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WEB REPORTING

Info Mail is used to automatically email notifications of deliveries as they occur. Customers can optionally have proof of delivery document images emailed to them as well.

The **Shipment Management Report** lists the status of all or selected shipments that you have with Vitran. This report is highly customizable and can be tailored to suit a variety of customer requirements.

Use Vitran's **Web Scheduler** to manage your scheduled reports. You can cancel reports, modify report parameters, run reports using saved parameters and view report history.



InfoMail

- Email notification for pickup and delivery
- Document Images checkbox allows you to choose which image you want along with the delivery notification
- The Reference number you enter can be a Bill of Lading Number, a Purchase Order Number, or a Vitran Pro Number.

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Account: **Forzani Group**
Mail To: june.yuen@vitran.com

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Fill out this section if you would like to be notified automatically when the status of your shipments change. Check each item that you wish to receive. If you are currently receiving an item, and no longer wish to receive it, uncheck the item and click the submit button.

Pickup notifications for all shipments
 Delivery notifications for all shipments
 Proof of delivery document images for all shipments
 Bill of lading document images for all shipments
 Exception reports for
 all late shipments, or
 only late shipments that have a requested delivery date

NEW! Send pickup, delivery and exception report in XLS format (Default is PDF format)

Fill out this section if you only wish to receive notifications for specific shipments. You will be notified by email when the shipment is delivered, and you will receive the Proof of Deliver document image as soon as it is available. *If anything appears in this section, the previous section will be ignored.*

Reference Type	Reference Type
<input type="text" value="Vitran Pro Number"/>	<input type="text"/>
<input type="text" value="Vitran Pro Number"/>	<input type="text"/>
<input type="text" value="Vitran Pro Number"/>	<input type="text"/>
<input type="text" value="Vitran Pro Number"/>	<input type="text"/>



Shipment Management Report

Shipment Management Report list the status of All or selected shipments that you have with Vitran. The report is highly customizable and can be tailored to suit a variety of customer requirements.

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Vitran Account Forzani Group

Starting Date YYYYMMDD

Ending Date YYYYMMDD

Origin Province or State

Destination Province or State

Include

Filter Contains the Phrase

Sort By

File Format

Email Report To

Language English French

When requesting spreadsheet data (XLS or CSV) use the options below to specify which items to include in the table. These options are ignored for PDF reports

Vitran Pro# Shipper Information Name City Street State/Prov

Bill of Lading# Consignee Information Name City Street State/Prov

Customer PO# Transit Information P/U & Del Dates Appt Dates Weight/Pcs As Weight

Select **Submit** to run the report immediately.
Select **Schedule** to schedule automated reports for daily, weekly or monthly delivery
Please click the **Help** icon for help with selecting parameters.

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- **Starting** and **Ending Dates** is the range of dates to be included in the report. You can select a range of Pickup, Delivery or Appointment dates by changing the Data Type.
- By Default, all Shipments are selected under **Origin and Destination State or Province**.
- The **Include** parameter is used to further restrict the report to only include shipments of interest.
- Use the '**Sort By**' option to select the order in which the shipments will appear on the report.
- The Shipment Management Report can be generated in **(1) PDF**, **(2) XLS/Microsoft Excel**, or **(3) CSV/Comma separated Variable** format
- Once you click on the **Submit** button, the report will be created immediately. The '**Schedule**' button gives you the option to schedule the report to run automatically daily, weekly or monthly intervals.

You can choose to have the report run **automatically** at predetermined intervals, or you can simply save your parameters in order to save time when **manually** running the report in the future.

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You have elected to schedule a report for automated delivery. It is necessary to refine the range of Delivery dates to be included in the report so that the report will generate the correct information at the time it is run. You can select from one of several predefined Delivery date ranges, or if you select a specific number of days, the report will include the number of days specified ending at the date the report is generated Delivery Please note that any Delivery dates referred to below are relative to the Delivery date on which the report is created. Also, please be sure to assign an appropriate description to all reports. The description will appear at the top of each page when the report is printed and will be the subject line for email messages.

Description

Report Duration **OR** No. of Days

Scheduled Date

Scheduled Time

 **HELP**

Please click the **Help** icon for help with selecting parameters

- The **Description** will appear as the subject line of the email message, and is used to identify the report in Vitrac's Web Scheduler
- You must specify a range of dates which is relative to the date on which the report is run. You can choose from one of the predefined date range or you can specify a specific number of days.
- The **Scheduled Date** parameter specifies on which days the report will be running. The choices are mostly self explanatory. One of the choices (Don't Schedule – Save only) does not schedule the job to run repeatedly. 15 But instead simply stores your selections in the Web Scheduler's database.
- This allows you to use the **Web Scheduler** to trigger the report manually at an arbitrary time without having to **reenter** all the report parameter.
- '**Scheduled Time**' allow you to choose one of the specified times for the report to run
- Once you click on the **Schedule** button, your scheduled job should appear in the Web Scheduler.



Web Scheduler

Use Vitran's Web Scheduler to manage your scheduled reports. You can cancel reports, modify report parameters, and run reports using saved parameters and view report history

Vitrac -- Manage Scheduled Reports

Account **A L Draft Tech**
email Address margareth.iley@ALD.com

Shipment Management Report - Today's Schedule ▾

Run Now

Edit Job

Show History

Delete Job

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- All the reports you have scheduled will appear on the drop down menu · You can cancel reports, modify report parameters, and run reports using saved parameters and view report history.
- We keep the history of your scheduled reports for **14 days** and you can click on the link to retrieves your reports in real time.