

S&S Transport, Inc.
Online Scheduling

Login: Portal.sstransport.com

Or try Portal.sstransport.com/Login.aspx

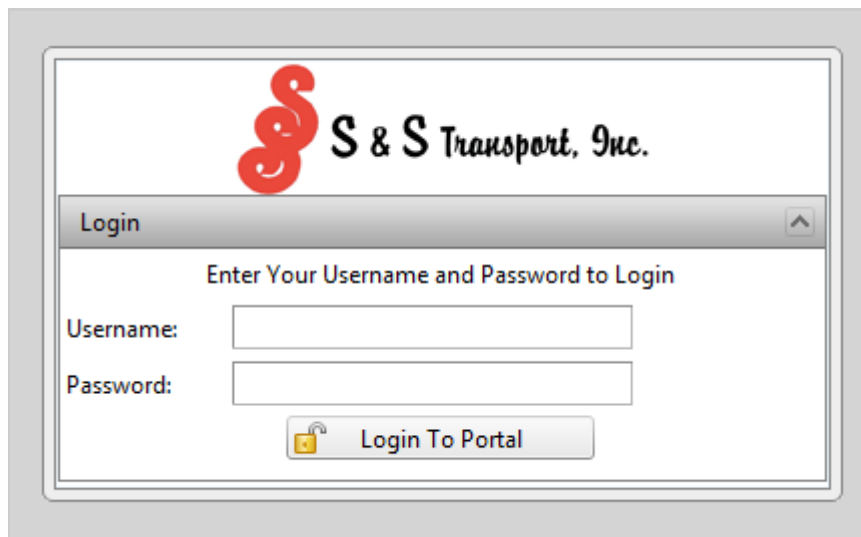
Customers must have an S&S sign them up for an account.
Please contact S&S Transport for this access code if you need to be set up.
701-402-2020 for website help
701-746-8484 Dispatch/General line

**PLEASE CHECK THE FOLLOWING SETTINGS ON YOUR COMPUTER:
COMPATIBLE WEB BROWSERS:**

Google Chrome - automatically updates - newest version
Firefox—version 18 or newer
Internet Explorer - version 8 or above.
Safari (for MAC/Apple) - version 6 or newer

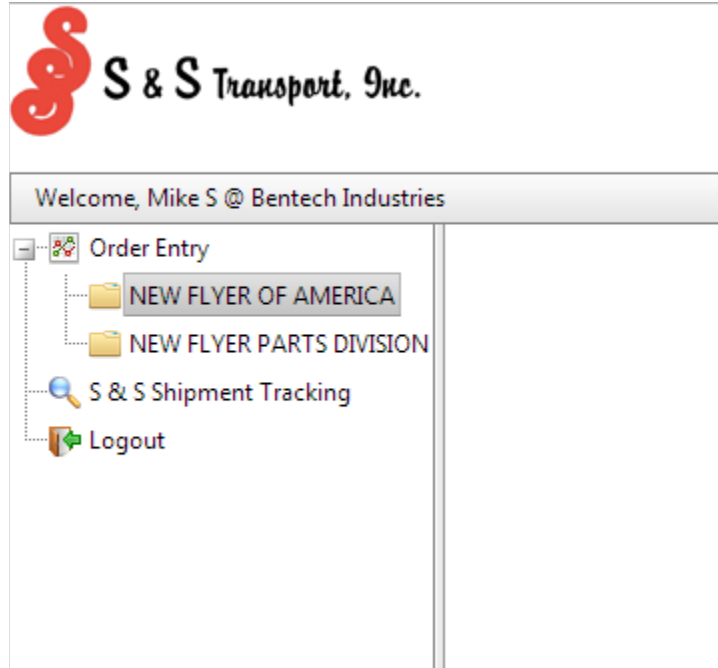
Popup blocker should be turned OFF on S&S Website.

LOGIN SCREEN: Username & Password are capital/lowercase sensitive.



The screenshot shows a web browser window titled "Login". At the top, there is a logo consisting of a red stylized "S" followed by the text "S & S Transport, Inc.". Below the logo, the text "Enter Your Username and Password to Login" is displayed. There are two input fields: "Username:" and "Password:". Below the input fields is a button labeled "Login To Portal" with a small lock icon to its left.

Once Logged in, Select the company/customer you are putting in the pickup request for.
 (Which company are you shipping to?)



Selecting the company will bring you to the main screen where you can view:


- **Incomplete orders** (orders that have not been sent to S&S for scheduling)
- **Completed orders** (orders that have been sent to S&S for scheduling)
- **Accepted orders** (orders that have been sent to S&S and accepted by S&S for scheduling)
- **Rejected orders** (for any reason if a order is rejected it will appear here. These are typically requested by the supplier)



Welcome, Mike S @ Bentech Industries

Order Entry (Pickup Request)

Order Entry for Customer: NEW FLYER OF AMERICA (NEWFCR)



NEW FLYER OF AMERICA
 214 5TH AVE SW
 CROOKSTON MN
 56716

[+ New Order](#)
[+ New Template](#)
[Download CCI Form \(Canada Customs\)](#)

[Incomplete](#)
[Completed \(Waiting for Acceptance\)](#)
[Accepted](#)
[Rejected](#)
[Templates](#)

	Bill #	Caller	Ship From	Shipper City	Shipper State	Ship To	Dest. City	Dest. State	Pick Up By	Deliver E
View Delete	70686	NEW FLYER OF AMERICA	BENTECH INDUSTRIES	PHILADELPHI	PA	NEW FLYER OF AMERICA	CROOKSTON	MN	07/03/2013	07/04/2013
View Delete	70629	NEW FLYER OF AMERICA	BENTECH INDUSTRIES	PHILADELPHI	PA	NEW FLYER R&D	WINNIPEG	MB	06/29/2013	06/30/2013

To create a new pickup request, click on *New Order*

New Templates can be designed if you have the same shipment regularly. Please see page ____ for more details on templates.

Please fill in the information as requested.

Drop down boxes on the right side of the address book will bring up information.

- **Ship Date:** Requested date of pickup
- **Delivery Date:** Requested date of delivery
- **Shipper information:** Company shipping the product
- **Ship to locations:** There can be multiple ship to locations entered at once for each shipper. Each ship to location should have its own SHIP TO/ORDER #. (To use the multiple shipments look for the Add Shipment button beneath each order)

Order Entry
Order #75479 - INCOMPLETE

Shipper Info
 Ship Date: 1/22/2014 8:00 AM
 Delivery Date: 1/23/2014 5:00 PM
 Bill To: Caller

Shipper Information
 Address Book: [Dropdown] Edit
 Shipper Name: BENTECH INDUSTRIES
 Address 1: 4165 NORTH 5TH STREET
 Address 2:
 City: PHILADELPH State: PA Zip: 19109

Ship To Locations
 Delete Ship To / Order #: 75479

Stop Details
 Address Book: [Dropdown] Edit
 Ship To Name: NEW FLYER OF AMERICA
 Address 1: 214 5TH AVE SW
 Address 2:
 City: CROOKSTON State: MN Zip: 56716
 Delivery By: 1/23/2014 5:00 PM
 Is Rush?:

Shipping Instructions
 Stackable Pallets
 Nonstackable Pallets
 Order Notes:

Trace Numbers
 [Table with Trace Number and Order Notes columns]

Shipment Details
 + Add Shipment Detail Line Refresh

- **Stop details:** Enter where product is getting shipped to.
- **Mark if pallets are stackable or non-stackable**
- **ORDER NOTES:** ANY IMPORTANT INFORMATION THAT NEEDS TO BE KNOWN ABOUT SHIPMENT, CAN INCLUDE READY TIMES, PICKUP NUMBERS, SHIPPING TIMES, CONTACT, OR ANYTHING ELSE THAT IS SPECIFIC TO THE SHIPMENT.
- **Trace numbers:** Select type of trace number and enter number accordingly. Several trace numbers can be entered on a single shipment.

Order Entry
Order #75479 - INCOMPLETE

Save & Complete Save & Hold Cancel Changes

Delete Ship To / Order #: 75479

Stop Details
Address Book: [Dropdown] Edit
Ship To Name: NEW FLYER OF AMERICA
Address 1: 214 5TH AVE SW
Address 2: [Text]
City: CROOKSTON State: MN Zip: 56716
Delivery By: 1/23/2014 5:00 PM
Is Rush?:

Shipping Instructions
 Stackable Pallets
 Nonstackable Pallets
Order Notes: [Text Area]

Trace Numbers
[Table with 2 columns: Trace Number, Description]

Shipment Details
+ Add Shipment Detail Line Refresh

Pie	Units	Description	Tri Space Req.	Dang. Goods?	Length	Width	Height	Temp Controlled?	Temp.		
0	0	0	FREIGHT OF ALL KINDS	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>	Insert Cancel

No Order Details Entered.

Add Additional Ship-To Locations
Number to Add: 1 Add Now

Total Pieces: 0 PCS Total Weight: 0 LB Total Pallets: 0 Add Shipment

- **Click on Add Shipment Detail Line to enter details of the shipment.** Multiple lines can be added for the same order. **Hit insert** for each detail line. If numerous detail lines are entered in at once, a running total piece count, weight, and pallet count will show on the bottom.
- If done with request **hit save & complete** in Upper right hand corner. This sends the request to S&S for scheduling a pickup.
- If needing to add another shipment, hit Add Now. This will drop down another Order # to be filled out and completed.

- After you have completed a pickup request, you can print off a BOL. The BOL generated is based off the information that was entered on the order.
- The order number will be found under completed or accepted if it was sent to S&S for pickup.
- **Select the proper bill number by clicking on VIEW**



Welcome, Mike S @ Bentech Industries

Order Entry

- NEW FLYER OF AMERICA
- NEW FLYER PARTS DIVISION
- S & S Shipment Tracking
- Logout

[+ New Order](#)
[+ New Template](#)
[Download CCI Form \(Canada Customs\)](#)

[Incomplete](#)
[Completed \(Waiting for Acceptance\)](#)
[Accepted](#)
[Rejected](#)
[Templates](#)

Bill #	Caller	Ship From	Shipper City	Shipper State	Ship To	Dest.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
View 70710	NEW FLYER OF AMERICA	BENTECH INDUSTRIES	PHILADELPHI	PA	NEW FLYER	ST C
View 65899	NEW FLYER OF AMERICA	BENTECH INDUSTRIES	PHILADELPHI	PA	NEW FLYER	ST C
-----	NEW FLYER OF	BENTECH	-----	-----	-----	---

- **Click on the Print BOL to bring up the Bill of Lading for the shipment**

Order Entry

Order #70710 - ACCEPTED Cancel Changes

Shipper Info

Ship Date: 7/4/2013 8:00 AM

Delivery Date: 7/5/2013 5:00 PM

Bill To: Other

Shipper Information

Address Book:

Shipper Name: BENTECH INDUSTRIES

Address 1: 4165 NORTH 5TH STREET

Address 2:

City: PHILADELPHI State: PA Zip: 19109

Bill-To Information

Address Book:

Bill To Name: NEW FLYER OF AMERICA

Address 1: 214 5TH AVE SW

Address 2:

City: CROOKSTON State: MN Zip: 56716

Ship To Locations

Delete [Ship To / Order #: 70710](#) [Print BOL](#)

Stop Details

Address Book:

Ship To Name: NEW FLYER

Address 1: 6200 GLENN CARLSON DRIVE

Address 2:

City: ST CLOUD State: MN Zip: 56301

Delivery By: 7/5/2013 5:00 PM

Is Rush?:

Shipping Instructions

Stackable Pallets

Nonstackable Pallets

Order Notes:

Trace Numbers

Bill of Lading bol123

Shipment Details


Pieces	Weight (LB)	Pallets	Description	Trl Space Req.	Dang. Goods?	Length	Width	Height	Temp Controlled?	Temp.
Total Pieces:	8 PCS	Total Weight:	1200 LB	Total Pallets:	2					

- The bill of lading viewer will pop-up and you can print off the Bill of Lading for your shipment.

Bill of Lading Viewer

1 / 1 Main Report 100%

STRAIGHT BILL OF LADING
ORIGINAL - NOT NEGOTIABLE

 **S & S Transport, Inc.**
P.O. Box 12579
Grand Forks, North Dakota
58208-2579

Booking Number: **70710**

S & S Transport Inc.
(Name of Carrier) SSTE

Questions? Contact S & S Transport, Inc.
800-726-8022
You may request pickups, trace shipments
or learn more about our services at www.sstransport.com

Shipper No. _____
Carrier No. _____

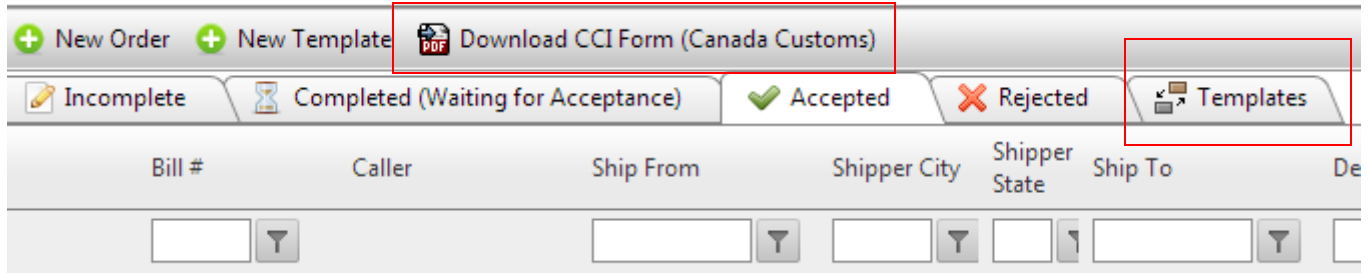
DATE 07/04/2013

SHIPPER (ORIGIN)		BILL TO (MAILING ADDRESS)	
FROM SHIPPER BENTECH INDUSTRIES		BILL TO NAME NEW FLYER OF AMERICA	
STREET 4165 NORTH 5TH STREET		ADDRESS: 214 5TH AVE SW	
CITY, STATE, ZIP PHILADELPHIA, PA 19109		CITY, STATE, ZIP CROOKSTON, MN 56716	
SHIPPER'S NUMBER bol123		CUSTOMER P.O. NO.	
TO CONSIGNEE NEW FLYER		CITY, STATE, ZIP CROOKSTON, MN 56716	
STREET 6200 GLENN CARLSON DRIVE		CITY, STATE, ZIP CROOKSTON, MN 56716	
CITY, STATE, ZIP ST CLOUD, MN 56301		CITY, STATE, ZIP CROOKSTON, MN 56716	
PIECES	HAZMAT	KIND OF PACKAGING, DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS (Subject to Correction) LIST HAZARDOUS MATERIALS FIRST	WEIGHT LBS. (Subject to Correction)
9		FREIGHT OF ALL KINDS	1.200

/Modules/OrderEntry/BOLReportViewer.aspx?DetailLineID=70710

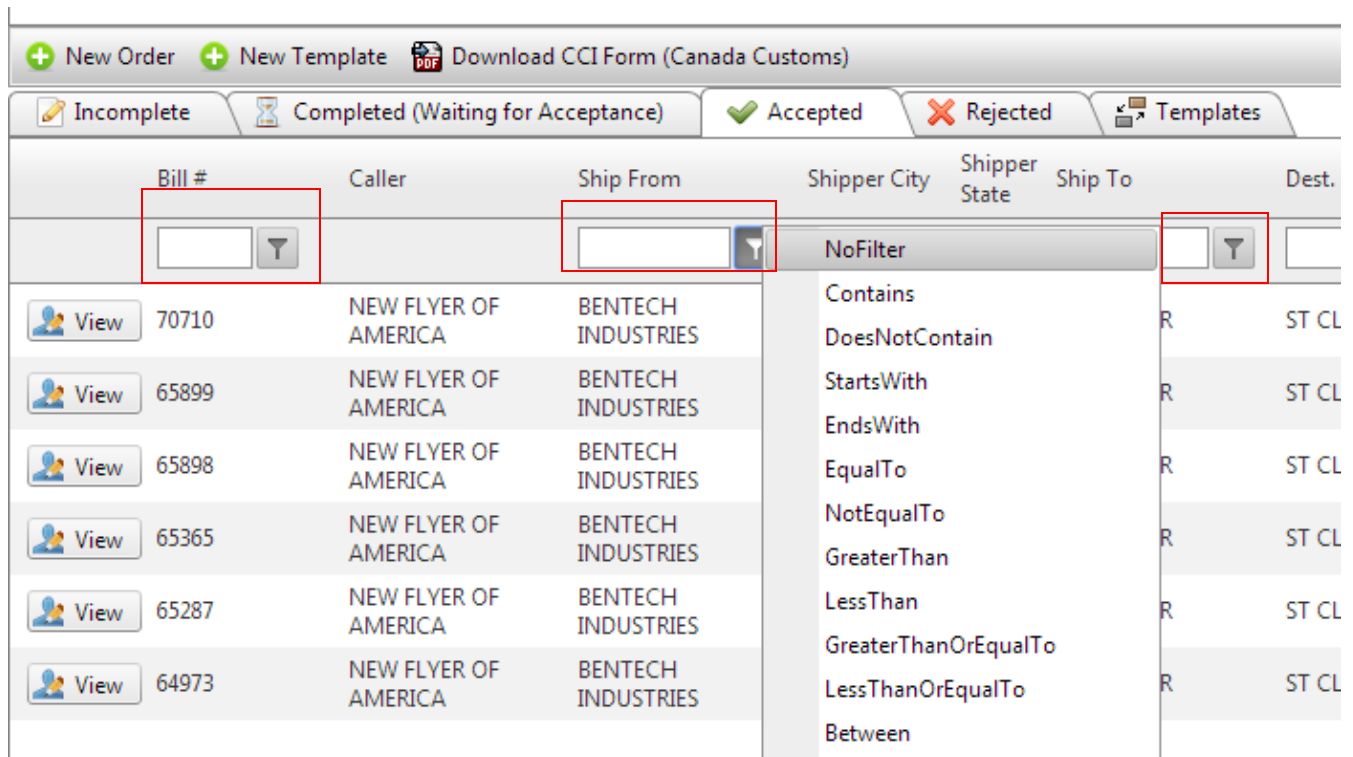
If for any reason you click on a button and nothing occurs, check the popup blocker setting on your computer. Please have your popup blocker turned OFF for the S&S Websites.

For convenience there is a Canada Customs Invoice available for the shipper. **This is the shipper's responsibility to fill out and include with the shipments going into Canada if customs are not already provided.**



Templates can be created for shipments that occur on a regular basis. If using templates, please make sure the information is accurate before completing. This is not necessarily a shortcut for all shipments but may cut down on time if you ship a lot to the same location. Be sure if you use templates any edits are made before the order is submitted to S&S Transport for scheduling.

Filters are made for searching. Click on these to search for specific orders. You can use any of the fields with a filter behind it to search by.





- Tracking shipments can be done by clicking on the S&S Tracking on the left side of the screen.

Welcome, Mike S @ Bentech Industries

- Order Entry
 - NEW FLYER OF AMERICA
 - NEW FLYER PARTS DIVISION
 - S & S Shipment Tracking**
- Logout