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.
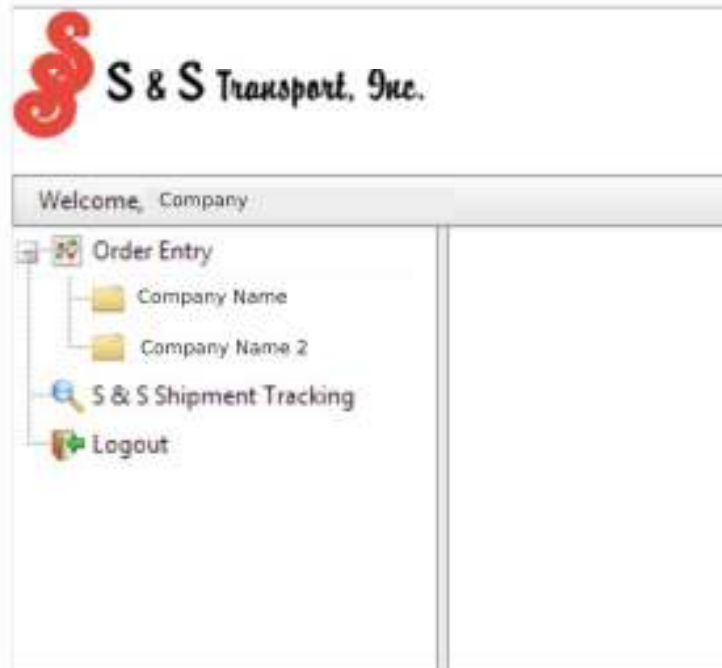
S & S Transport, Inc.

Login

Enter Your Username and Password to Login

Username: [ ]

Password: [ ]

Login To Portal

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

S & S Transport, Inc.

Welcome, Company

- Order Entry
  - Company Name
  - Company Name 2
- S & S Shipment Tracking
- Logout

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

- **Incomplete orders** (orders that have <u>not</u> 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

S & S Transport, Inc.

Order Entry (Pickup Request)

Order Entry for Customer

- Order Entry
  - Company Name
  - Company Name 2
- S & S Shipment Tracking
- Logout

Company
123 Cherry St.
Anywhere, USA 12345

New Order   New Template   Download CCI Form (Canada Customs)

		Bill #	Caller	Ship From	Shipper City	Shipper State	Ship To	Dest. City	Dest. State	Pick Up By	Deliver I
View	Delete	70008						CROOKSTON	MN	07/03/2013	07/04/2
View	Delete	70029						WINNIPEG	MB	06/29/2013	06/30/2

Incomplete   Completed (Waiting for Acceptance)   Accepted   Rejected   Templates

- **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)

- **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.

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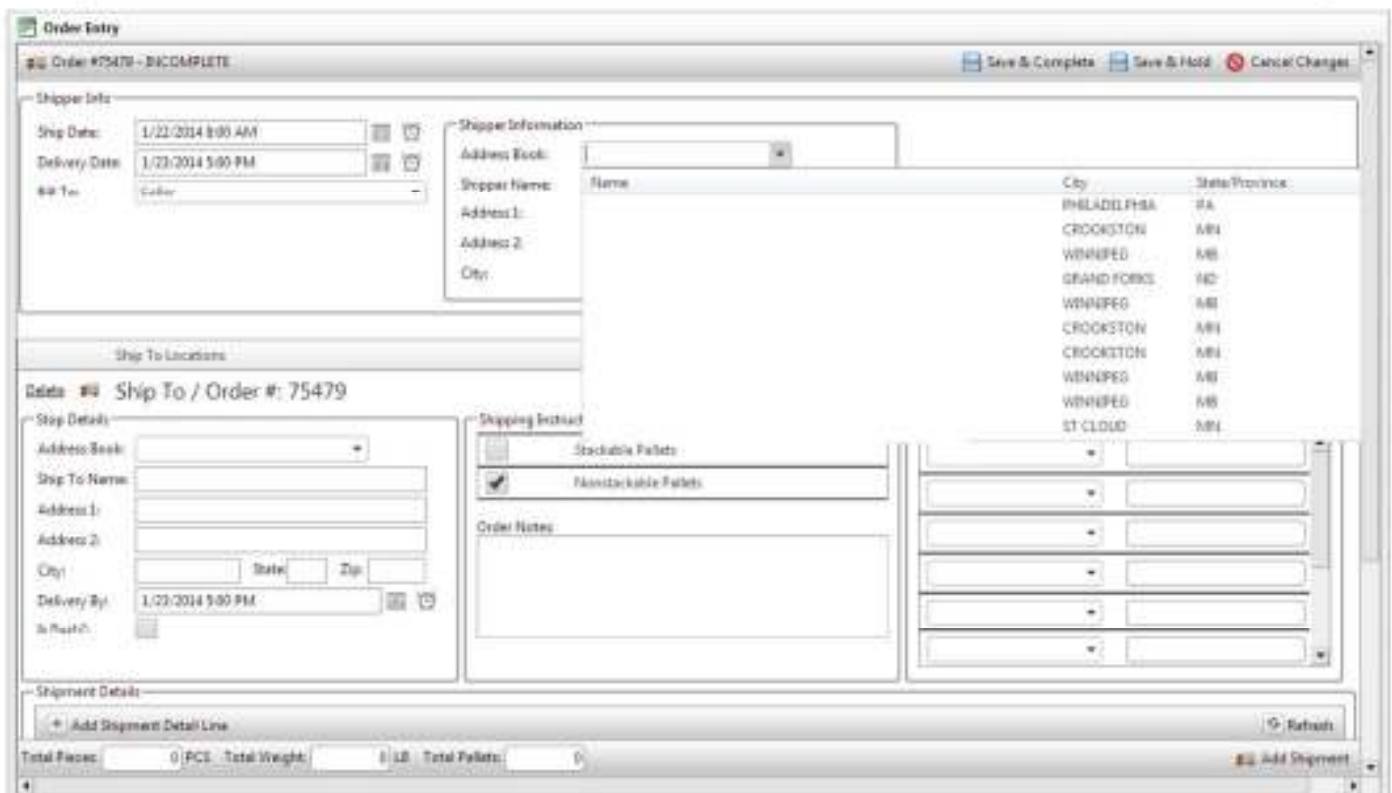
To create a new pickup request, click on *New Order*

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

- Order Entry
  - S & S Shipment Tracking
  - Logout

Order Entry (Pickup Request)

Order Entry for Customer:

⊕ New Order   ⊕ New Template   📥 Download CCI Form (Canada Customs)

| 📝 Incomplete | 🗒 Completed (Waiting for Acceptance) | ✔ Accepted | ✖ Re |

	Bill #	Caller	Ship From	Ship
	[ ] ▼		[ ] ▼	
👤 View Delete	70686			PHIL
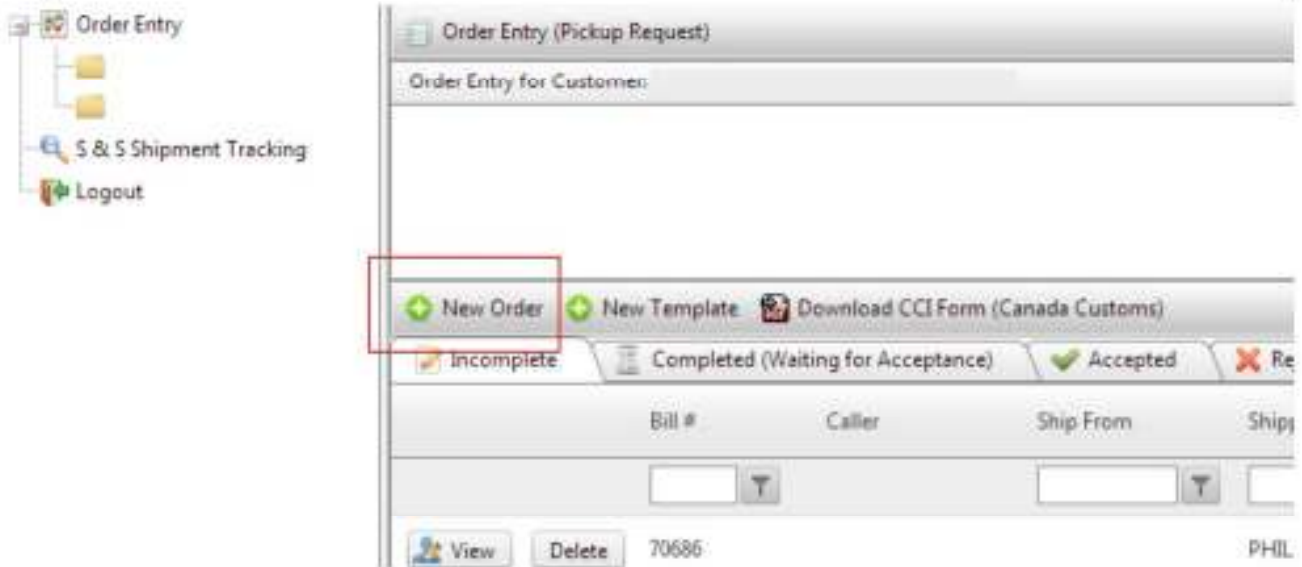
Please fill in the information as requested.
Drop down boxes on the right side of the address book will bring up information.

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

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.

- **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% ▼ | Business Objects |

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)   DATE

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)	
FROM/SHIPPER	
STREET	SHIPPER'S NUMBER bol123
CITY, STATE, ZIP	CUSTOMER P.O NO

CONSIGNEE (DESTINATION)	BILL TO (MAILING ADDRESS)
TO CONSIGNEE	BILL TO NAME
STREET	ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP

PIECES	HAZMAT	KIND OF PACKAGING, DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS (Subject to Correction) LIST HAZARDOUS MATERIALS FIRST	WEIGHT LBS (Subject to Correction)
		FREIGHT OF ALL KINDS	

/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 shippers 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.

S & S Transport, Inc.

Order Entry

S & S Shipment Tracking

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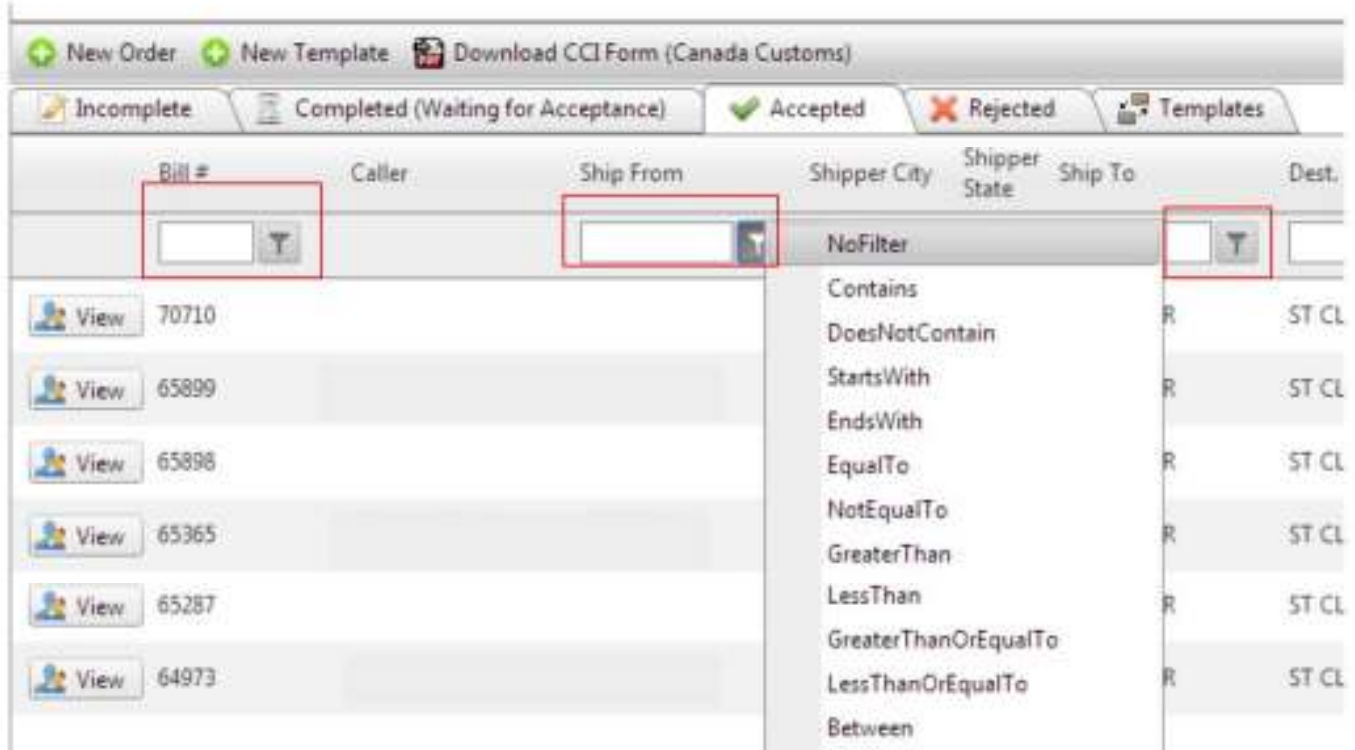
- Tracking shipments can be done by clicking on the S&S Tracking on the left side of the screen.