



Canadian LTL Online Tracking for the Internet

User's Manual

Updated: April 7, 2011



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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**.

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

 On-Line Tracking	 Web Reporting (For Registered Customer ONLY) <ul style="list-style-type: none">• Info Mail• Shipment Management Report• Web Scheduler
 Vitrac Registration	 Vitrac User's Manual
 Filing A Claim	 Claim Status Inquiry

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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, On-Line 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 htl.cda.webmaster@vitran.com.

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

Friday, August 12, 2011

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TRACK SHIPMENT
Enter Pro#

ONLINE TOOLS
Rate Calculator
Density Calculation
Vitrac 1
Filing a Claim
Transit Time

VITRAC
Canadian LTL

VITRAC REGISTRATION
New User
To help you join our growing number of satisfied customers, please contact your account manager to registrater 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 **click² 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

Friday, November 5, 2010

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Enter Pro#

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Vitrac Registration

Web Account

Password

eMail Address

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.*



Online Tracking

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

Friday, November

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TRACK SHIPMENT

Enter Pro#

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Vitrac Online Tracking

Account **A L Draft Tech**

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 **14287** 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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Vitrac Online Tracking

Account : **A L D Draft Tech** Ordered by : **Bill of Lading**

Pro No.	Pickup Date	Bill of Lading	Customer PO	Pcs	lbs
74577014	20100420	00307 064 10	n/a	2	751
74766212	20100817	00307 099 10	n/a	30	586
74444829	20100318	00307 110 10	NA	48	1062
74687584	20100914	00307 110 10	n/a	47	961
74574155	20100304	00307 154 10	n/a	46	982
74605231	20100617	00307 229 10	0600307	25	560
74568051	20100831	00307 230 10	n/a	52	983
74562824	20100223	00307 263 10	NA	48	807

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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HELP



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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TRACK SHIPMENT

Enter Pro#

▶▶

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Vitrac Online Tracking

Pro Number	75227129	Weight / Pcs	858 lbs 1 Pcs
Shipper	A L DRAFT TECH 7470 BULLER STREET BURNABY , BC		
Consignee	CENTRAL DOOR & WINDOW #5757-8 250-338-1909 542 ANDERTON AVE COURTENAY , BC		
Pickup Date	Wed 27Oct2010		
Shipment Status	Delivered on Thu 28Oct2010		
Document Images	POD (1 Pages / 27.1 Kb) BOL (1 Pages / 46.3 Kb)		
PO Number(s)	6019250		



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

The screenshot shows the Vitran Online Tracking page. At the top, there is a navigation bar with the Vitran logo and the text "VITRAN". Below this, there are several menu items: HOME, ALERTS, VITRAN CORPORATION, INVESTOR RELATIONS, CANADIAN I/L, US I/L, LOGISTICS, and a "STEP UP TO VITRAN" banner featuring a truck. The main content area is titled "Vitrac Online Tracking" and contains a search form for "Pro Number" with the value "75150480" entered and a "Submit" button. Below the search form, there is a message: "To view shipment status enter Vitran's 8-digit pro number. Vitran employees can go [here](#) to choose an alternate web account to trace." At the bottom of the main content area, it says "This page has been visited 3691 times since 02Dec1999". On the left side, there is a sidebar menu with various options: Service Centres, Cross Border Services, Documents, Career, Contact Us, Weather, Download, Newsroom, TRACK SHIPMENT, Enter Pro#, 75150480, Transit Time, On-Line Tracking, Registration, Web Reporting, Filing a Claim, and Claim Inquiry. At the bottom left, there is a logo for the Ontario Trucking Association.



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

Vitrac Online Tracking

Pro Number	75150480	Weight / Pcs	650 lbs 2 Pcs
Shipper	WEXXAR PACKAGING INC BELCOR 10101 NORDEL COURT DELTA , BC		
Consignee	APOTEX RICHMOND HILL 380 ELGIN MILLS ROAD EAST RICHMOND HILL , ON		
Pickup Date	Tue 29Mar2011		
Shipment Status	Delivered on Fri 01Apr2011 Arrived 09:03AM Departed 09:10AM Signed By D_SELTZER		

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Ontario Trucking Association



Web Reporting

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

The screenshot shows the Vitran website interface. At the top is the Vitran logo and a navigation bar with links for HOME, ALERTS, VITRAN CORPORATION, INVESTOR RELATIONS, CANADIAN LTL, US LTL, and LOGISTICS. Below this is a secondary navigation bar with links for FAQ, Ship to USA, Ship to Canada, Forms-USCBP, Forms-CBSA, News-USCBP, and News-CBSA. A left sidebar contains a menu with links to Service Centres, Cross Border Services, Documents, Career, Contact Us, Weather, Download, and Newsroom. Below the menu is a 'TRACK SHIPMENT' section with a text input field containing '75150480' and a search button. Further down the sidebar are links for Transit Time, On-Line Tracking, Registration, Web Reporting, Filing a Claim, and Claim Inquiry. At the bottom left of the sidebar is the Ontario Trucking Association logo. The main content area is titled 'WEB REPORTING' and features three sections: 1. 'Info Mail' with a description and a sample email notification image. 2. 'Shipment Management Report' with a description and a sample report table. 3. 'Web Scheduler' with a description and a sample calendar interface.

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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Vitran Info Mail

Account **A L Draft Tech**
Mail To **margareth.ley@ALD.com**

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 Number
Vitran Pro Number	<input type="text"/>
Bill of Lading Number	<input type="text"/>
Purchase Order Number	<input type="text"/>
Vitran Pro Number	<input type="text"/>
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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TRACK SHIPMENT

Enter Pro #

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Vitran Shipment Management Report

Vitrac Account A L Draft Tech

Starting Pickup **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

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#

Bill of Lading #

Customer PO#

Shipper Information Name City Street State/Prov

Consignee Information Name City Street State/Prov

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 **Help** icon for help with selecting parameters.

- **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.

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- 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.

Vitran Shipment Management Report

Vitrac Account **A L Draft Tech**

Origin / Destination From All Points To All Points

Include All Shipments

Sort By Origin City

File Format Printed Report (PDF)

email Report To margareth.ley@ALD.com

You have elected to schedule a report for automated delivery. It is necessary to refine the range of Pickup 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 Pickup 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.

Please note that any Pickup dates referred to below are relative to the 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 Today's Appointments

Report Duration The Current Date **OR** No. of Days

Scheduled Date Every Day (Mon to Fri)

Scheduled Time 06:00 AM

Please click **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.



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 **re-enter** 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

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Vitrac -- Manage Scheduled Reports

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

Shipment Management Report - Today's Schedule

Run Now Edit Job
Show History Delete Job

[Vitrac Home](#) [Vitran Home Page](#)

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Enter Pro#
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Ontario Trucking Association

- 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.