



Atripco Delivery Service

On-Line Order Entry
Tutorial

Log In



- Open Internet Explorer or Firefox

A screenshot of the ATRIPCO website homepage. The header features the ATRIPCO logo and the slogan "Anything. Anywhere. Anytime." Below the header is a navigation bar with links for "CORPORATE INFORMATION", "SERVICES", "SALES & MARKETING", and "WE'RE MEMBERS OF". The main content area includes a "CURRENT NEWS" section with links like "Service Change" and "2008 Rates", and an "Our Services" section with a list of services: Courier, Contract Trucking & Fleet Management, Warehousing and Distribution, and Newspaper & Publication Distribution. A "Courier Shortcuts" pop-up window is overlaid on the right side of the page, containing a "Rush, Emergency, Same Day and more..." section with a "Login to Order Entry" button. A red arrow points from the address bar in the first image to the "Login to Order Entry" button in this screenshot.

- In the address bar, type in www.atripco.net

- Locate the login icon on the main page and click it

Log In con't

- On This screen please enter the Account #, Web ID, and Password provided by Atripco



Welcome to the Atripco Delivery Service Online Order System. Please enter your access information.

Account #:

Web ID:

Password:

Save account & user id on computer

- Click the login button to proceed

Navigation Bar



- Once you log on, you will see along the top right of the screen the above menu options
- You can use these options to enter new orders, track shipments, add or modify saved addresses and even obtain your invoices.

New Order

New Order

New Order Order Trac

Select letters for addresses.

Addresses will appear in this box

[ALL] # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Click to drop address to pick up

Click to drop address to deliver to

Enter your order detail

Click to save the address

Select service level required

Click here to continue with your order

The screenshot shows a 'New Order' form with several sections and annotations:

- Address Selection:** A row of buttons labeled with letters A through Z, with an '[ALL]' button on the left and a '#' button. A red arrow points from the text 'Select letters for addresses.' to this row.
- Address Boxes:** Two side-by-side address entry forms. The left one is labeled 'PICK UP' and the right one 'DELIVER TO'. Each form includes fields for 'LOCATION (ALIAS)', 'STREET', 'UNIT', 'CITY', 'PROV', 'POSTAL', 'COUNTRY' (with a dropdown set to 'CANADA'), 'CONTACT', and 'PHONE'. A red arrow points from the text 'Addresses will appear in this box' to a search box above these forms. Another red arrow points from the text 'Click to drop address to pick up' to a button on the left of the 'PICK UP' form. A third red arrow points from the text 'Click to drop address to deliver to' to a button on the right of the 'DELIVER TO' form.
- Order Information:** A blue header section containing:
 - Pick Up:** A dropdown menu, a date selector (Sep 08), and a 'Ready Time' selector (15:10).
 - Reference:** A text input field.
 - Waybill #:** A text input field.
 - Service:** A dropdown menu set to 'RUSH'.
 - Vehicle:** A dropdown menu set to 'Car'.
 - Weight (Lbs):** A text input field with '1' entered.
 - Insurance:** A dropdown menu set to 'NO'.
 - Declared Value:** A text input field.
 - Department:** A dropdown menu set to 'Select One'.
 - Comments:** A large text area.
- Packages (required):** A table with two rows:

Packages (required)	
Parcel	0
Skid	0
- Buttons:** At the bottom, there are two buttons: 'Quick Order' and 'Continue'. A red arrow points from the text 'Click here to continue with your order' to the 'Continue' button.

New Order con't

Review your order details



PICK UP	ATRIPCO
	34 CANMOTOR AVE
	Etobicoke, ON
	M8Z4E5
	CANADA
	No Contact Specified
	P: F: E:

DELIVER TO	AMC
	Mississauga, ON
	CANADA
	No Contact Specified
	P: F: E:

Order Information			
Pick Up Date: 9/23/2008	Ready Time: 15:36	Service: RUSH	Vehicle: Car
Delivery Date: 9/23/2008	Deliver By: 18:36	Insurance: No	Declared Value: \$0.00
Weight: 1 Lbs	Reference:	Waybill #:	
Ordered By:	Department:		

Packages
Parcel 1

Comments:

Charges	
Subtotal:	\$27.58
GST (5%):	\$1.38
Total:	\$28.96

If you wish to change something, click here



To complete your order and receive your waybill, click here

Your estimated cost will appear here

New Order con't

[New Order](#)

[Order Tracking](#)

To create another order, click here

To see the tracking on this and other orders, click here

This is your Waybill.

Print a copy and attach it to your shipment, keeping the bar code visible



Delivery Information		Tracking Number	
ACC#: 1		#477986	
FROM: ATRIPCO PRICE QUOTE 34 CANMOTOR AVE			
Etobicoke, ON M8Z4E5 CANADA		Client ATRIPCO	
SHIP TO: AMC		Service RUSH	Pick up Date 9/23/2008
Mississauga, ON CANADA		Delivery Date 9/23/2008	Deliver By 18:45
Reference		Ordered By	Vehicle Car
Instructions		Packages 1 Parcel	Insurance NO
		Weight 1 Lbs	COD \$0.00

Shipper's Signature: _____

Driver's Number: _____

Consignee's Signature: _____

Time: _____

Name (printed): _____