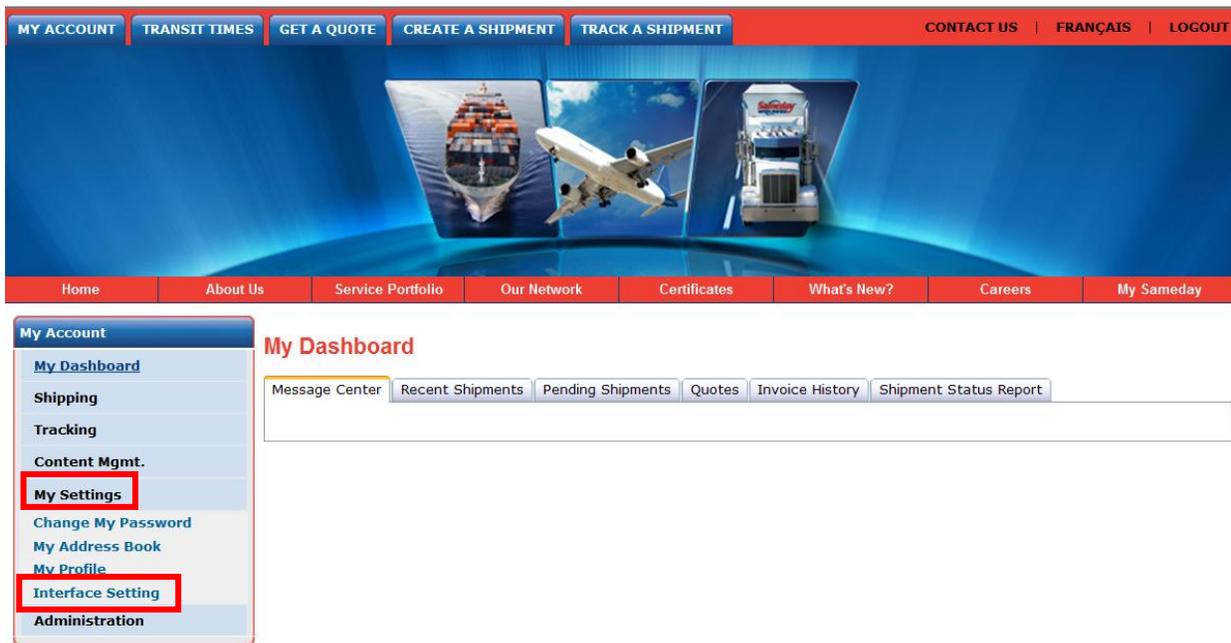December 2012

Dear Valued Customer,

We've taken your feedback and improved our website!

Now you can pre-populate certain fields in order to ship faster. Simply follow the four easy steps below to customize your account's fields and save time creating shipments. And of course, should you have any troubles, do not hesitate to call our customer service line at 1-877-SAMEDAY (726-3329).

Step 1: Login to your Account at www.sameday.ca.

Step 2: Once logged in, click on "My Settings", → "Interface Setting"

Step 3: Customize your Interface. You can customize any or all of the following fields by selecting from the drop down menus:

- Service Type (Business/Home Delivery)
- Shipment Type (Regular Shipment, Return, Exchange, Quote)
- From (One Specific Shipper)
- To (One Specific Consignee)

- Payment Type (Prepaid, Collect , Third Party)
- Bill To (One Specific Account Number)
- Measurement Type (Imperial/Metric)
- Ready Time (**NOTE:** Use the 24 hour clock)
- Close Time (**NOTE:** Use the 24 hour clock)

Save your Customized Interface by clicking "Save" at the bottom of your screen.

Step 4: Create your shipments as usual with your customized interface. Save time by not needing to input the data for these fields.

NOTE: All customizable fields remain changeable for shipments that might differ from the norm. However, should you wish to change the customized fields at a later date, simply repeat the process and the fields will be customized to your new shipment needs.

Customized fields pre-populate