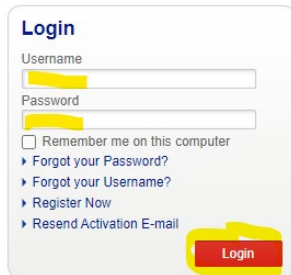# Purolator – How to Ship an Item

Step 1: Go to the Purolator website at [Purolator shipping](#)

Step 2: Login with your username and password, click Login. If you do not have a username and password, please reach out for instructions on how to set up an account.

Step 3: Click "Create a Shipment" on left hand side.
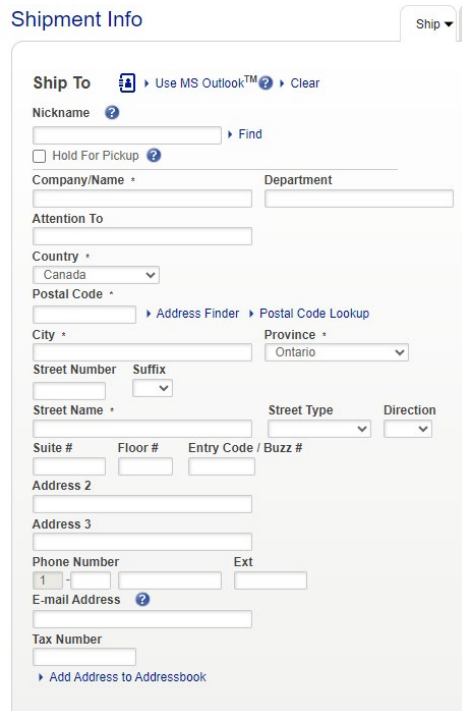
Step 4: Enter the "ship to" information, for who and where the item will be shipped to.

Step 5: The "ship from" information should be auto populated; you should not have to change this. The "bill to" should also be auto populated

Step 6: "Shipment Date" – choose the date you plan to ship the item out.

Step 7:

Pickup Info should be set as "Pre-Arranged Pickup".

Step 8: Under the References/Instructions area, click "Add more", right beside "Tracking Reference".

Step 9: These items **MUST** be included for every shipment:

A) Reference 1 – your full name

B) Reference 2 – your department name

C) Reference 3 – your department charge account (ie. 01.2400.24000) and/or project number (ie. 816035)
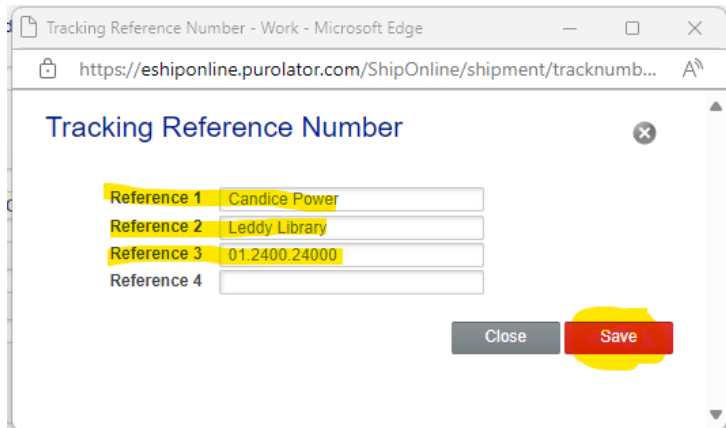
Step 10: Complete the "Shipment Options" details required for your shipment. Once completed, click "Estimate" to receive an estimate for the shipping charges, or click "Ship Now" to ship the item.