



MINIMAX

ONLINE PORTAL

USER GUIDE



605 Education Road
Cornwall, Ontario, K6H 6C7

PEACE OF MIND

TRANSPORTATION

From our family to yours.



Step 1: Rate Quote and Transit Time

This is the first step in booking your shipment. Follow the instructions below to ensure you receive an accurate quote.

Required Fields

All fields marked with a red asterisk (*) are mandatory and must be completed before proceeding.

Instructions:

1. **Pickup Information**
 - Enter the **Pickup Postal Code** and the corresponding City should appear.
 - Ensure the postal code is in the correct 6-digit Canadian format (e.g., K0C2A0).
2. **Delivery Information**
 - Enter the **Delivery Postal Code** and corresponding City should appear.
 - Again, use the correct 6-digit format.
3. **Shipment Details**
 - Fill in the number of **Pieces**, **Pallets**, and **Positions**.
 - Provide accurate **Weight**, **Length**, **Width**, and **Height** of the shipment.
 - Choose the correct **Units** (e.g., lbs, inches) from the dropdowns.
4. **Declared Value**
 - Optional field – enter the declared value of your shipment for insurance or liability purposes (if applicable).
5. **Accessorial Charges**
 - Located below the main form, these are **optional** additional services.
 - They are grouped into:
 - **Pickup Services** (e.g., Airport Pickup, Floor Pickup)
 - **Transit Services** (e.g., Dangerous Goods, Heated Service)
 - **Delivery Services** (e.g., Home Delivery, Military Base Delivery)
 - Select all that apply to your shipment.
6. **Submit for Quote**
 - Once all required fields are completed, click the **Get Quote** button at the bottom of the page.
 - To reset the form, click **Start Over**.



Rate Quote and Transit Time

*Payment Terms: Prepaid

Pickup From Postal Code
City:
*Zip: [Postal Code Search](#)

Deliver To Postal Code
City:
*Zip: [Postal Code Search](#)

Pieces*	Pallets	Positions	Weight*	Units*	Length*	Width*	Height*	Units*
				Lbs				In
				Lbs				In

[* Add Line Item](#)

Standard Pallet Dimensions are 48x48. Oversized pallets may be subject to additional charges.

Declared Value:
Charges may apply

Accessorial

Pickup Services:

☐ AIRPORT PICKUP	☐ EXHIBITION CENTER PICKUP	☐ EXTRA MAN POWER AT PICKUP
☐ INSIDE / FLOOR PICKUP	☐ MINE PICKUP	☐ PALLET EXCHANGE AT PICKUP
☐ PICKUP APPOINTMENT	☐ PICKUP FROM ISLAND NEEDING FERRY	☐ PICKUP FROM MILITARY BASE
☐ PORT PICKUP	☐ PREBOOKED PICKUP APPOINTMENT	☐ PRIVATE HOME PICKUP
☐ SMALL TRUCK PICKUP		

Transit Services:

☐ BLIND SHIPMENT	☐ CONSTRUCTION SITE PICKUP	☐ CROSS-DOCK
☐ DANGEROUS GOODS	☐ EXCESS VALUATION	☐ HEATED SERVICE
☐ STORAGE IN TRANSIT		

Delivery Services:

☐ AIRPORT DELIVERY	☐ APPOINTMENT PRE-BOOKED	☐ APPOINTMENT REQUIRED
☐ CONSTRUCTION SITE DELIVERY	☐ DELIVERY TO ISLAND NEEDING FERRY	☐ DELIVERY TO MILITARY BASE
☐ EXHIBITION CENTER DELIVERY	☐ EXTRA MAN POWER AT DELIVERY	☐ INSIDE / FLOOR DELIVERY
☐ MINE DELIVERY	☐ PORT DELIVERY	☐ PRIVATE HOME DELIVERY
☐ SMALL TRUCK DELIVERY		

All quotes are subject to audits which include classifications and weight verification.

Start Over Get Quote

Step 2: Saved Rate Quote

After submitting your shipment details, you will be taken to the **Saved Rate Quote** page. This page provides an estimate based on the information you entered in the previous step.

What You'll See:

- **Quoted From / To:** Displays the origin and destination locations.
- **For User:** Your username as registered in the portal.
- **Customer #:** Your customer number.
- **Business Days:** Estimated number of transit days.
- **Estimated Delivery Date:** Based on today's date and standard transit time.



Note: All rate quotes are estimates and are subject to audit and inspection. Additional charges may apply based on actual shipment characteristics.

Other Information:

- **Service Type:** Displays the selected or default service level (e.g., *Normal Service*).
- **Quote Number:** A unique number tied to this rate quote. Make note of it for reference.
- **Email Option:** You can email the quote to yourself or a colleague by entering an email address and clicking **Send Email**.

Next Actions:

- **BOL Request:** Click this to move forward and generate a **Bill of Lading** based on this quote.
- **Get Another Rate Quote:** Returns you to the Rate Quote page if you'd like to start a new quote.

Saved Rate Quote

Rates Calculated Subject To Audit

Quoted From: Cornwall, ON K6H6C7 To: Etobicoke, ON M9W1G6
For User: bpoirier Customer: 12345678
Business Days: 1 Estimated Delivery Date: 08/08/2025 If you ship today 08/07/2025

Pieces	Pallets	Positions	Weight	Description	Rate	Charge
1	1	1	999	FREIGHT	146.00	146.00
				SMALL TRUCK PICKUP		45.00
				1 48"x48"x48"x1		
1	1	1	999			\$191.00

Service Type: NORMAL SERVICE

All rate quotes are estimates based on the information provided. All freight is subject to inspection. See our website for additional terms and conditions.

Your quote number is **130**

Email this quote to : **Send Email**

BOL Request **Get Another Rate Quote**

Step 3: Update Bill of Lading (BOL)

Once your rate has been confirmed, the next step is to generate the **Bill of Lading (BOL)** — a required document for all shipments.

Required Fields

As with previous steps, all fields marked with a red asterisk (*) are mandatory.

How to Fill Out the BOL:

Shipment Date

- Defaults to today's date, but you may select a future shipping date.

Shipper Info



- This section auto-fills based on your account.
- Confirm or update the:
 - **Name**
 - **Address**
 - **Contact Name and Number**
 - **Postal Code and City**

You can click "**Add to Address Book**" to save for future use.

Consignee Info (Receiver)

Select or enter the receiving company's details:

- **Name, Address, Postal Code, City**
- **Contact Name and Number**
- Use the **Address Book** to quickly retrieve saved locations.

Reference Numbers

- Enter any **BOL #** or **Purchase Order #** for tracking or internal use.
- You can also include **Pickup** and **Delivery Instructions** if needed.

Shipment Payment

- Select the correct billing party (e.g., your company, the receiver, or third party).
- This is tied to the account number listed on your profile.

Entered By

- This will auto-fill with your contact information.
- You can edit if needed and update the **Email List** for notifications.

Shipment Details

This section will **automatically populate** based on the information you entered during the **Rate Quote** step — including:

- **Number of Pieces**
- **Pallets**
- **Positions**
- **Weight**
- **Dimensions**
- **Freight Description**

Special Services (Accessorials)

- Choose any services that apply (e.g., Small Truck Pickup, Dangerous Goods, Home Delivery).
- These match the options you selected in the Rate Quote stage.

Shipment Notifications



This section allows you to receive status updates for your shipment via email.

You can choose to be notified when key events occur, such as:

- BOL Created
- Picked Up
- Appointment Set
- Out for Delivery
- Enroute
- Delivered

You can assign notifications to be sent to the **Shipper** or **Consignee** by checking the corresponding boxes.

Custom Notification Recipients

If you'd like to send notifications to **other recipients**, click **"Update Email List."**

- This will take you to a new page where you can:
 - Add custom email addresses
 - Remove outdated contacts
 - Manage your notification list for future shipments

Once saved, these email addresses will be selectable for future use without needing to re-enter them.

Contact List - Click a row to select a contact, double-click to update a contact		Add	Update	Delete
Name	Email			



Update Bill of Lading

To generate a new BOL based on a shipment previously tendered, please enter the tracking number here: **Go**

Shipment Date* 08/07/2025 Today ▼

Shipper info

Update Address Book MINIMAX TEST-CORNWALL ▼

Name*

Address*

Address 2 / Instructions

Postal Code* K8H6C7

City* Cornwall

Province* ONTARIO (ON) ▼

Contact Name*

Telephone Number* - - Ext.

Email

☐ Add to Address Book

BOL or Ref #

Pickup Instructions

Shipment Payment

Update Address Book 12345678 MINIMAX TEST COI ▼

Minimax - PROLINE Account Number and Name

Entered By: Ben Poirier

Telephone Number - - Ext.

Email bpoirier@minimaxexpress.com

Consignee info

Update Address Book Click to Select ▼

Name*

Address*

Address 2 / Instructions

Postal Code* M9W1G8

City* Etobicoke

Province* ONTARIO (ON) ▼

Contact Name*

Telephone Number* - - Ext.

Email

☐ Add to Address Book

PO or Ref #

Delivery Instructions

Shipment Details

Declared Value

Charges may apply

Pieces	Pallets	Positions	Haz	Description	Weight*	Units*	Length*	Width*	Height*	Units*
1	1	1	☐	FREIGHT 1.48"x48"x48"x1	999	Lbs ▼	48	48	48	In ▼
# Handling Units Describe handling units (pallets, bundles, drums, etc.) & Contents										
				Update Description List Click to Select a Description ▼	☐ Remember this description					
# Handling Units Describe handling units (pallets, bundles, drums, etc.) & Contents										
				Update Description List Click to Select a Description ▼	☐ Remember this description					

* Add Line Item

Special Services

Pickup Services:

- ☐ AIRPORT PICKUP
- ☐ IN SIDE / FLOOR PICKUP
- ☐ PICKUP APPOINTMENT
- ☐ PORT PICKUP
- ☒ SMALL TRUCK PICKUP

Transit Services:

- ☐ BLIND SHIPMENT
- ☐ DANGEROUS GOODS
- ☐ STORAGE IN TRANSIT

Delivery Services:

- ☐ AIRPORT DELIVERY
- ☐ CONSTRUCTION SITE DELIVERY
- ☐ EXHIBITION CENTER DELIVERY
- ☐ MINE DELIVERY
- ☐ SMALL TRUCK DELIVERY

- ☐ EXHIBITION CENTER PICKUP
- ☐ MINE PICKUP
- ☐ PICKUP FROM ISLAND NEEDING FERRY
- ☐ PREBOOKED PICKUP APPOINTMENT

- ☐ EXTRA MAN POWER AT PICKUP
- ☐ PALLET EXCHANGE AT PICKUP
- ☐ PICKUP FROM MILITARY BASE
- ☐ PRIVATE HOME PICKUP

- ☐ CONSTRUCTION SITE PICKUP
- ☐ EXCESS VALUATION

- ☐ CROSSL-DOCK
- ☐ HEATED SERVICE

- ☐ APPOINTMENT PRE-BOOKED
- ☐ DELIVERY TO ISLAND NEEDING FERRY
- ☐ EXTRA MAN POWER AT DELIVERY
- ☐ PORT DELIVERY

- ☐ APPOINTMENT REQUIRED
- ☐ DELIVERY TO MILITARY BASE
- ☐ IN SIDE / FLOOR DELIVERY
- ☐ PRIVATE HOME DELIVERY

Shipment Notifications

Send bill of lading & shipment status notifications

	Shipper	Consignee	BOL	Picked Up	Appt Set	Out for Delivery	Enroute	Delivered
Update Email List	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐

Continue>>



Step 4: Shipment Review

The **Shipment Review** page is your final chance to check and confirm all the details of your shipment before scheduling pickup or finalizing the Bill of Lading.

✓ What's Displayed:

📍 Shipper & Consignee

- Shows the full name, address, and postal code for both shipper and consignee.
- Use **Add to Customer List** if you'd like to save this address for future shipments.

💳 Freight Payment

- Confirms the selected payment account and terms.

📅 Transit Information

- Business Days:** Estimated transit time.
- Estimated Delivery Date:** Based on dates entered.

1

2

3

4

Update BOL Shipment Review Schedule Pickup Confirmation

Shipment Review

Shipper
Name Minimax Express
Address 605 Education Road
Cornwall, ON K6H6C7
Add to Customer List

Consignee
Name Minimax Express
Address 50 Belfield Road
Etobicoke, ON M9W1G6
Add to Customer List

Freight Payment
12345678 - MINIMAX TEST

Business Days: 1 Estimated Delivery Date: 08/08/2025 if you ship today 08/07/2025 Direct Service: NO

	Pcs	HUs	Positions	Weight (Lbs)	Reason	Description	Len (in)	Wth (in)	Hgt (in)	Discount	Rate	Charge
	1	1	1	999		FREIGHT 1 48"x48"x48"x1	48	48	48		146	146.00
					SMAP	SMALL TRUCK PICKUP						45.00
						1 48"x48"x48"x1						
					INST	Please Call 30 Minutes Prior to						
					INST	Delivery						
Totals:	1	1	1	999								\$191.00

All rate quotes are estimates based on the information provided. All freight is subject to inspection. See our website for additional terms and conditions.

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Continue >>

Complete without Pickup >>

Step 5: Confirmation & Shipping Labels

This is the final step in the booking process. Your pickup has now been scheduled, and you will receive a **Minimax Tracking Number** for this shipment.



What to Do Next:

1. Print the Bill of Lading (BOL)

- Click **View and Print the Bill of Lading** to generate the document.
- Provide this BOL to the driver at pickup.

The BOL is a legal document that outlines the details of your shipment.

2. Print Shipping Labels

- Click **View and Print Shipping Labels** to generate labels for your freight.
- **Attach one label to each handling unit (minimum one per skid)** to ensure accurate tracking and delivery.

3. Optional Actions

- **View and Print the Shipment Review Page** – for your records.
- **Create Another Pickup and BOL** – if you need to schedule another shipment.

1

2

3

4

Update BOL Shipment Review Schedule Pickup Confirmation

Your pickup request has been scheduled

Thank you for choosing Minimax - PRELIVE.
Your Minimax - PRELIVE Tracking Number is 1556871

Please print a bill of lading for our driver and apply a shipping label to each handling unit

To cancel your pickup or make any changes, please call customer care.

View and Print the Shipment Review Page

View and Print the Bill of Lading

View and Print Shipping Labels

Create Another Pickup and BOL

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