

Nisku Dispatch Ltd.

8400 – 39 St
Leduc, Alberta
T9E 0H4

Phone 780-955-7603
Fax 780-955-8088
e-mail: Nisku@niskudispatch.com

ONLINE ORDER SYSTEM - WEB PORTAL

To our valued Customers,

Nisku Dispatch Ltd. is pleased to announce our Online Order System is now available.

As a valued client we wish to offer you a free, secure and password-protected portal to:

- Enter your PRE PAID Orders
- Track your orders
- Receive emails notifying you of pick up and POD in real time
- Receivers Electronic Signature (POD's)
- View your Invoices

The portal allows for Administrators to have access to all aspects of the portal, giving them the ability to set up users while controlling information each user has access to.

To activate your Online Portal,

Complete all areas of the attached Web Portal Set Up Request and return via email or fax to:

accounts@niskudispatch.com or fax to 780-955-8088.

Once the attached form has been received, we will activate the Administrators Web portal account and respond with your Administrators Web ID and Password.

“How To” guides for administration staff and users will also be provided to help walk you through the portal set up and its features.

Thank you,

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ONLINE ORDER SYSTEM - WEB PORTAL REQUEST Customer Set up

Name of Company: _____
Account# _____

(NOTE: Your Company 3-4 digit Account # can be found on the top right corner of your Nisku Dispatch Ltd. Invoice)

The administrator will have access to all areas of the Portal including Invoices. The administrator will be able to set up the remaining callers/users and give them usernames and passwords. As well as control which areas of the Portal each user has access to.

Please choose your own Administrator Web ID and Password.
This will be the information you will use to log into your Portal.

Administrators Name: _____
Email Address: _____
Contact Phone # _____
Web User ID: _____
Password (Numeric only) _____

You have the option of receiving notifications via email for each stage of the delivery from the time you place the order to the point of delivery and signed POD.

You have the ability to have all order notifications, pickups and PODs emailed to one email address or You can have the portal set up to email the notifications to the individual who places the order only.

Do you want all notifications to go to one email address only? Yes No

Do you want notifications to go to each individual caller only? Yes No

Please mark which of the following notifications you would like to receive via email:

New Order Picked Up POD Cancelled None

Email address you want the chosen notifications sent to: _____

Once all areas have been completed, return via email or fax to:

accounts@niskudispatch.com or fax to 780-955-8088.

Signature

Printed Name

Date