

Online User Guide

Welcome to the new Novex Online Ordering System

What you need to start!

- 1. Account Number, Web ID and Password
- 2. Postal Codes to ensure 100% accuracy
- 3. Dimensions of package

Don't know your Account Number, Web ID or password? Please call Customer Care at 604.278.1935 or email info@novex.ca



LET'S GET STARTED

WWW.NOVEX.CA

Pickup	C		Delivery	0	
Company Name			Company Name		
Street	Unit		Street	Unit	1. Anything
City Postal Contact Name Email	Prov AB Country CAN V Phone OSave Contact		City Pestal CostactName Email	Prov AB V Country CAN V Phone DSave Contact	1. Anything highlighted in Red is a required field
Order Information Ready Time Jun 30, 2021 50:30 AM Vehicle Type Department Select One		H > >	Reference Insurance No	0	2. Dimensions must be
Comments Packages (Required)	Dedured Value				added and are in inches
Note : Dimensions in - (In) and PackageType Add Package	Weight in - (Lbs)		Wildh O O] [^{Weight}] ③	

CHOOSE YOUR SERVICE LEVEL

to UCIERA (\$27.36) Today (1310 AM +REG (\$4.94) Today (03.10 PM Foday (03.10 PM Foday (03.10 PM Foday (03.10 PM Foday (03.10 PM	LSHT (\$13.67) Today 1140 AM (\$5.60) Tomorrow 03:00 PM Feders Priority Overright (\$9.73) 02-Jul-2021 06:00 PM	LADT (\$ 20) Today (20) PM (\$ 20) Today (20) PM (\$ 40,40) Today (11:0,0M) (\$ 40,19) Today (20) PM	ARNA (K4.50) Today Olicio PM (Saco) 02-Jul-2021 Oscol PM Freight - 4 Hour (Salas) Today O2:10 PM	Select the service level and click "Continue"
	СС	DNFIRM Y	OUR ORD	ER

Edit Order Ohange Service Complete

this screen

5-ECO CAR No \$0.00 25 Lbs

\$0.00 Tester

Service: Vehicle: Insurance: Declared Value: Weight: Reference: Waybill #: COD:

Ordered By: Department: Instructions BOX

	DELIVERY SOLUTIONS
Account Num	per: 9400
I	5842912
FROM:	novex 14271 Knox Way
Ready By:	Richmond, BC, V6V2Z4 06-30-2021 10:10 AM
SHIP TO:	novex 14271 Knox Way Richmond, BC, V6V2Z4
Deliver By:	07-01-2021 03:00 PM
Contact: Service:	Tester 5-ECO
Insurance: COD:	No \$0.00
Packages:	Piece 1 of 1, Package Type: BOX
Total Weight: Reference:	25 Lbs
Instuctions:	

VOV

WAYBILL PREVIEW

Although waybills are not required for Novex deliveries, this page can be printed for your own tracking purposes OR can be affixed on the package

TRACK YOUR ORDER

	Order Tr	acking											
	O Search												
											Q, FIN	10	
	No.	Order Date 1	Caller	Service Type	Pickup From	Deliver To	Status	Reference	Pickup Time	Delivered Time	POD	images	Re
racking	5842912	06/30/2021 10:11	Tester	S-ECO	novex	novex	Open					0	
	5842906	06/25/2021 10:56	test	10-ULTRA	TCM Industries	alimar	G					0	
	5842905	06/25/2021 10:40	test	10-ULTRA	TCM Industries	alimar	0.00					0	
	5842904	06/25/2021 10:36	test	10-ULTRA	TCM Industries	alimar	Cpus					0	
	5842870	05/21/2021 10:45	test	4-REG	NOVEX-SALES DE	Alexander Holbur	Delivered	test	06/13/2021 11:12	06/18/2021 07:03	Test	0	
	5842852	05/03/2021 02:29	Tester	5-ECO	Novex Cheryl	Affinity Law Group	Com					0	
	5842845	04/28/2021 03:52	KAREN	4-REG	NOVER-SALES DE	NELMACHINERY	Com					0	
	5842844	04/28/202103:50	KAREN	4-REG	NOVEX-SALES DE	N&LMACHINERY	Open					0	
	5842843	04/28/2021 01:40	Ken	4-REG	Novex Cheryl	Affinity Law Group	Open					0	
	5842842	04/28/2021 01:24	test	4-REG	NOVEX-SALES DE	Affinity Law Group	Open					0	
	5842840	04/28/2021 12:48	Ken	4-REG	Affinity Law Group	Novex Cheryl	Com					0	
weredby	5042039	04/28/2021 11:45	Ken	4-REG	Affinity Law Group	KPIMG	Open					0	
arrenter Product	5842035	04/23/202104:11	1234	4-REG	NOVEN SALES DE	Alexander Holbur_	0000	Test				0	

- To edit details of an order, select the Order number
- The order can only be edited or cancelled if:
 - Status is Open
 - The order has been entered by a Web User
- After the order is edited, select Complete to re-submit the job. The job number will not change.
- If the status is anything other than Open, please call the Customer Care line 604-278-1935 to make any changes.
- To cancel an Open order, select the Order Number in the Order Tracking tab. Select Cancel Order.

SEARCH FOR AN ORDER

novexe	=							0	00
RELIGION DECEMBER	Order Tracking								
	O Search								
C Dashboard	Order Number	Service		Start Date	End Date	Pickup From	Deliver To		
38 New Order		Select One	×						
	Reference	Caller		POD	Waybill Number				
Order Tracking									
CI Address Book							Reset	earch	
E Involces							Q, Filter		

You can search for order by:

- Order Number
- Start and End Dates
- Pick Up from
- Deliver To
- Service
- Reference
- Caller (Ordered By)
- POD (Proof of Delivery)



ADDRESS BOOK

novexe	=							4	9
Internet and the	Address Book				+ New Adde	Q, Filter			
	Company Name	Address	City	State / Province	Zip / Postal	Last Used			
C Dashboard	almar	1600 mc cara street Regina, AB S4N	Regina	AB	54N		12		12
🖗 New Order	TCM Industries	14 123 Main St West Hamilton, AB L9C 4G3	Hamilton	AB	L9C 4G3		B,	-	4
order Tracking	Ballard Power	4343 North Fraser Way Burnaby, BC V53579	Burnaby	BC	V5J5J9	01/08/2021.08	18	8	4
Address Book	bmo calgary	727 17 Ave SW 2fr calgary, AB T2x0b6	calgary	AB	T2s066		B,	8	4
E Invoices	best delivery address	1234 main street vancouver, BC V6a1c4	vancouver	BC	V6a1c4		12'	8	4
	Test company Oct 20	1130 west georgia street 4 fir Vancouver, BC V6C3A6	Vancouver	BC	V6C3A6		12'		4
	test delivery address	1234 main street vancouver, BC V6a1c4	vancouver	BC	V6a1c4		12'		4
	66633		ddd	BC	V1x2w3		D'	8	
	66633	ddd ddd, DC V1x2w3	ddd	8C	V1x2m3		B,	8	4
	Pradeep	1234 vancouver, BC V1x3x2	vancouver	BC	V1x3x2		ß	8	4
	Pradeep	444 vancouver, BC VIc4s3	vancouver	BC	V1c4s3		C)	-	4
Powered by	Pradeep	232 233 vancouver. BC V1c2/3	vancouver	BC	V1c2/3		B,	-	4
A Fleet Complete Product	Novex Cheryl	14271 Knox Way 105 Richmond, BC V6v2z4	Richmond	BC	V6v2z4	05/03/2021.02_	12		

Add a new entry, edit an existing entry or delete an entry on this screen

		INVC	NCES		
	=			0	4
novex	Invoices			Q, Film.	
	Invoice Number	Invoke Date	Due Dute	Amount	
	20072	30 Apr 2006	30 May 2006	\$206.64	
	36708	31 May 2006	30-Jun 2006	\$56.22	
	406194	31-Oct-2016	30-Nov-2016	\$24.98	
	409553	30 Nov 2055	30-Dec-2056	\$19.73	
9 Incian	454155	35 Dec-2056	30.Jan 2017	\$13.30	
	419127	28-feb-2017	30-Mar-2017	\$37.00	
	422472	35 Mar-2057	30 Apr -2017	\$7.96	
	425856	30 Apr-2017	30-May-2017	\$6.51	
	429631	31-May-2017	30-Jun 2017	\$3.75	
	436203	35-A#-2017	30-Aug-2017	\$51.26	
Contraction of the local division of the loc	439525	35 Aug 2017	30.5ep-2017	\$30.99	
A Flort Complete Product	449461	30 Nov 2017	30-Dec-2017	\$13.40	

You have access to all your invoices from the menu on the left Click on the invoice number that you need, and a PDF file will download.



With Administration rights, on this screen you can Edit users, decide what they have access to within the account, manage their default address if they work out of a different location, and much more.

