



HOW TO REQUEST A SHIPMENT

Fort McKay Logistics LP requires you to create an account online to access all quotes and shipping request. Please follow these steps first to ensure your account is set up properly.

1. Enter the Fort McKay Logistics LP website main page
2. Create an account under "MY ACCOUNT"
3. Register your User ID and Password

Once registration is complete you will have full access to:

- Get a shipping quote
- Request a Shipment
- Review your recent shipments
- Review and update your profile

Our online Request a Shipment option allows you to send a shipment request via email directly to our Dispatch team who will schedule your pickup and provide confirmation via email and/or call once complete.

To request a Shipment:

1. Log into your account
2. Select "Request a Shipment"
3. Select which method you will be paying with

Fort McKay Logistics LP requires you to complete their Credit Application or have Credit Card Authorization approval prior to requesting a shipment.

Please download the forms on our website under "Customer Resources" and submit to our Accounts Receivable department at accountsreceivable@fortmckaygroup.com for approval

Pickup Address

4. From – Name of the organization where the shipment is being picked up from.
5. Pick up address - Complete address of pick up location
6. Purchase Order – this is your PO # that you will use for billing purposes. Not required if a credit card is used.
7. Type of Equipment used – if you know what type of equipment will be needed to ship your material please select it here
8. Quote # - this is where you will enter your approved spot quote # if you obtain one first prior to requesting your shipment.
9. Pick Up Date – the day you want the material picked up
10. Ready Time – the time the shipment will be ready to be picked up
11. Closing Time – the time the business is closed



Delivery Information

12. Consigned To - The definition of a consignee is a person/company who is designated as the receiver of goods. Enter the Company Name - Name of the company/person that the delivery is being made to.
13. Delivery address - Complete address of delivery location
14. Requested By – this will be where you enter the name of the person filling out the form.
15. Invoiced to – this is the name of the company who will be paying for the shipment.
16. Non Regulated goods – fill in all appropriate information pertaining to your shipment here
17. Regulated dangerous goods – fill in all appropriate information pertaining to your shipment here.
18. Special Agreement – this is for any special services that you may require for pickup and delivery
19. Freight Charges – The method of payment that will be used for this shipment.
20. Credit Card – if this method is selected, please fill out the Credit Card Authorization form and have it approved
21. Prepaid – select this method if you have a credit account approved with Fort McKay Logistics LP. If you would like to set up a credit account, please fill out the credit application and have your approval completed prior to requesting shipping the material
22. Submit – by selecting this options you have agreed to all the terms and conditions for Fort McKay Logistics LP and have verified that all information noted is accurate. Please contact us immediately if any adjustments need to be made 780.485.5666 or FMLCustomerservice@fortmckaygroup.com

Once your Request a Shipment is submitted; you will receive an email indicating that Fort McKay Logistics LP BOL has been sent to our dispatch team. There will be an attached PDF version for a copy for your files.

Thank you for choosing Fort McKay Logistics LP, we appreciate your business

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