## **Cardinal Health™ OptiFreight® Logistics**

# Start shipping now

## Request an OptiFreight® Logistics website account

To request a log in, go to **optifreight.cardinalhealth.com**, click on **New User**, and fill out the form using your company's information. You should receive an email from Customer Care with a case number, for reference.

## **Activate your account**

Reference the email you received from **GMB-MyAccess@cardinalhealth.com** for a link to the OptiFreight® Logistics website, your new username and a temporary password. You will need to log in and change your password within 48 hours. If you cannot locate the email, check your junk or spam folder.

- Click the hyperlink in the email to get to the OptiFreight® Logistics website. You may want to bookmark or save this website as a favorite for easy future access.
- 2. Type in your new username and temporary password.
- 3. Reset your password, then sign in again with your new password to confirm.
- 4. Set up a security question and accept the Terms and Agreement.
- 5. Once you confirm your contact information, you can start shipping.

#### **OptiFreight® Logistics website**

## optifreight.cardinalhealth.com

#### **Customer Care**

For assistance with password resets, website assistance or general questions, please contact Customer Care at **1.866.457.4579** or **OptiFreightWebCustomerCare@cardinalhealth.com** 

#### Large freight shipments (over 150 lbs.)

Call Logistics Solutions at 1.866.457.4579 ext. 2 optifreightLTL@cardinalhealth.com



Once you are logged in, check out our **Training Videos** link on the left main menu to help you get started. Quick and easy videos on topics such as:

- Intro to OptiFreight® Logistics
- Receiving
- Reports
- Shipping
- Program management



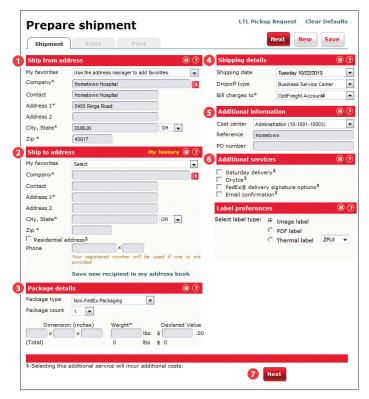
### Create a shipping label

- From the Outbound Shipments menu, click Prepare Shipment. Enter your address in the Ship from address section. Review your name and address as it appears and edit as needed.
- Complete the Ship to address section by typing in the required fields (\*), searching your Address Book or selecting from the My Favorites drop-down menu.
- In the Package details section, choose your Package type and estimate the Weight of your shipment in pounds.
  - Note: Ground shipping is not a service option when using FedEx packaging.
- 4. Select the shipping date and drop-off type from the drop-down lists in the Shipping details section. Verify the phrase "OptiFreight Account #" appears in the Bill charges to field. This guarantees that you will receive your discounted rates.
  - **Note:** You will need to confirm that FedEx pickup is available at your location.
- In the Additional information section, enter the appropriate
   Cost center, Reference and PO number for your company or your package.
- The Additional services section is optional. Select the services you require for this shipment. Note: These services can incur an additional fee.
- 7. Click **Next** to go to the **Rates** page.
- 8. The **Rates** page provides a list of all available **Service modes** with rate quotes and estimated delivery dates.
- 9. After the **Service mode** is selected, the **Shipping Advice** screen may appear, offering advice on how to save more.
- 10. Make your final selection and click **Next**.
- 11. Review your label and click Print label(s).
- 12. The label will print on a regular piece of paper through a normal office printer. Use an airbill pouch to attach the label to the package.
- 13. Other options available on this page include creating a return label and editing, repeating or canceling the shipment.

## **Ordering FedEx supplies**

You can order FedEx shipping supplies free of charge right from the OptiFreight® Logistics website. Orders are fulfilled by FedEx and will arrive within 2-5 business days of the order date.

You can also order FedEx shipping supplies from fedex.com directly.







For questions or more information, contact Customer Care at **866.457.4579** or **OptiFreightWebCustomerCare@cardinalhealth.com** 

