

GMK LOGISTICS

CUSTOMER WEB PORTAL



WAREHOUSE

V3.0 - MAY 2022



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Logging into the Customer Portal

1. Navigate to the GMK Logistics website: www.gmklogistics.com.au
(Please ensure you are using Google Chrome as your web browser.)
Click on Customer Login



Click Proceed to Customer Login

[Proceed to customer login](#)

[Download Freight Customer Portal Instruction Manual \(PDF\)](#)

[Download Warehouse Customer Portal Instruction Manual \(PDF\)](#)

Key Points for entering Consignments via the web portal.

- Please be aware of the freight dimensions you are entering jobs in. The system will default to Metres, however this can be changed to Centimetres in Manage your settings > User Defaults > Settings > "Enter Freight Dimensions in"
- All roll product (carpet/vinyl) requires a cubic value only of 0.001 (M3). Do not enter Length, Width or Height for roll product
- Please be aware of the Service you are selecting for your freight to travel (this will affect the cost of your job). The system will default to General – Interstate/Country. This will need to be changed for Metro/Express deliveries. A default can be set if you often send freight via the same service in Manage your settings > User Defaults > "Default Service"

2. Enter the Username and Password that has been provided to you

The screenshot shows the GMK LOGISTICS logo at the top. Below it, there is a message: "Please enter your Username and Password if you are a Registered Online User." followed by "Please Register [here](#) to request an Online Account." A horizontal line separates this from the "Customer Login" section. This section contains two input fields: "Username" and "Password", each with a small eye icon to toggle visibility. Below the fields is an orange "Login" button.



Note: If you need multiple logins created, please contact it@gmklogistics.com.au
Visible icons may differ for some users.

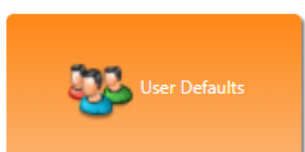
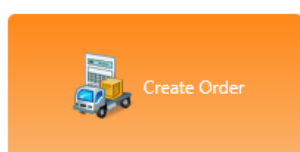
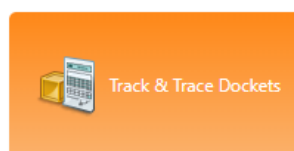
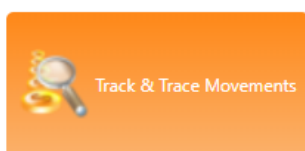
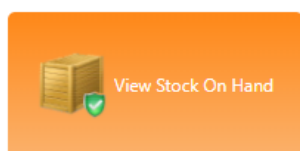
3. The Warehouse Menu will appear as below:



Welcome **Summer Logistics**
[[Log Out](#)]

Home	View Stock On Hand	Track & Trace	Create Order	User Defaults	Logout
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WAREHOUSING MENU



Manage your Settings – User Defaults

1. Click on the 'User Defaults' Icon from the Warehouse Menu.



The icon is an orange rounded rectangle with a white circle containing three stylized human figures in blue, green, and red. To the right of the icon, the text "User Defaults" is written in white.

User Defaults

Default Site

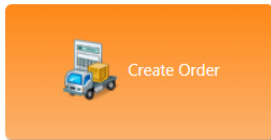
Default Delivery Service

Default Site Select the Warehouse site from which majority of your orders will be picked from

Default Delivery Service Select a delivery service that applies to majority of your Warehouse orders.

Create Order

1. Click on 'Create Order' from the Warehouse Menu.



There are 7 sections to complete as shown below, labelled A to F.
Refer to the following pages for details required for each section

Welcome **Summer Logistics**
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CREATE DOCKET

A Main Details

Docket No. To be assigned Site *

Movement Date *

Receiver *

Address

Suburb

Contact Name Phone

Email

Information

Save to Receiver List

Order Number

Invoice Number

Delivery Service *

Reference

Warehouse Instructions

Delivery Instructions

B Product Detail

Product	Pick Unit of Measure	Handling Measure	SOH	Qty	Batch	Serial Number	Amend
Add product details							

C Delivery Details

Delivery Req Date Delivery Req Time Timeslot is pre-booked

Not Applicable

D Additional References

Enter:

Added:

ID	Additional tracking references	Action
No references added		

E Attachments

Attachments : [Remove](#)

Attachment	Action
No attachments	

* Required fields

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Application Version: 20.14.3.7858 Database Version: 20.14.3.7858 [2305]

A. MAIN DETAILS

CREATE DOCKET

A Main Details

Docket No. To be assigned Site * Movement Date * 20/08/2020

Receiver * <input type="text"/> Address <input type="text"/> Suburb <input type="text"/> <input type="text"/> Contact Name <input type="text"/> Phone <input type="text"/> Email <input type="text"/> Information <input type="text"/> <input type="checkbox"/> Save to Receiver List	Order Number <input type="text"/> Invoice Number <input type="text"/> Delivery Service * <input type="text"/> Reference <input type="text"/>
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Warehouse Instructions <input type="text"/>	Delivery Instructions <input type="text"/>
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***The below fields should be entered if appropriate**

- Docket No** A unique auto-generated number that will populate after the order has been saved
- Site** This is the Warehouse that you would like your stock picked from. A default can be set as per the “Manage your settings - User Defaults” section
- Movement Date** This will default to today’s date and is the consignment creation date
- Receiver** Enter the required Receiver Name. Alternatively, begin typing and your set receiver list will appear for you to select from. You can select “Save to Receiver List” to save time on future Data Entry
- Address** The address where the freight will be delivered once picked from the warehouse
- Suburb** The Suburb where the freight will be delivered. Once selected this will default the State & Postcode
- Order Number** This is the customer’s order number and will appear on the warehouse pick slip and on the transport consignment note*
- Invoice Number** This will appear on the Warehouse Pick slip*
- Delivery Service** This is the service that the freight will be transported (General/Express)
- Reference** This will appear on the warehouse Pick slip*
- Warehouse Instructions** These will appear on the Warehouse Pick Slip
- Delivery Instructions** These will appear on the Con note and should include contact details of the receiver (name and contact number)

B. PRODUCT DETAIL

Product A drop down box will display all product codes that exist for the customer (Code & Description)

Pick Unit of Measure This will populate once a product code has been selected and will show how the product exists in our system (ie – pallet or roll)

Handling Measure This will populate for roll product only and will display the unit the product is recorded in (metres)

SOH This will show the current Stock on Hand of the selected product

Qty This is where you enter the quantity of the product that you wish to order

Batch **This can be entered for both Roll and Pallet product** if you need to order from a specific batch

Serial **This is to only be entered for Roll product** and is unique to each roll

Amend Once the line has been entered, you will have the option to update (add the line) or delete to re-enter the information

C. DELIVERY DETAILS

*The below is not mandatory

Delivery Req Date Enter the date the freight is required to be delivered

Delivery Req Time If time specific, enter the time the freight is required to be delivered, otherwise leave blank

D. ADDITIONAL REFERENCES

*The below is not mandatory

D Additional References

Enter:

Added:

ID	Additional tracking references	Action
No references added		

Enter any additional details here. These will display in the additional tracking references to the right. A consignment note can be tracked by these references as well as the consignment note number

E. ATTACHMENTS

*The below is not mandatory

E Attachments

Attachments : [Remove](#)

[Add](#)

Attachment Action

No attachments

Browse to select the attachment. Once found, click to upload. Attachments will be displayed on the right-hand side

2. Once all the above information has been entered for your order, select Save

- Your order will receive an allocated 'Docket Number' which you can use to track throughout the life of the Warehouse Order and Transport Con note



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DOCKET HAS BEEN CREATED SUCCESSFULLY

Your Docket Number **SUM14** has been created for **22/09/2020** at Sydney warehouse.

Docket Number SUM14

Charge to Account Summer Logistics

Receiver Name Blue Beach

Address 1 Sunset Road
GREGORY HILLS, NSW 2557

Order Number

Invoice Number

Delivery Service LOG

Reference

Product Detail

Product	Pick Unit of Measure	Handling Measure	Quantity	Batch	Serial Number
FR70	Carton		20,000		
			20,000		

Create Another Order

Done

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Application Version: 20.14.6.2 Database Version: 20.14.6.2 [2306]

Revision Table:

DATE	VERSION NUMBER	UPDATED BY	CHANGE APPLIED TO THE DOCUMENT
22/09/20	V1	Rachel Satara	Original version
17/11/21	V2	Carmen Buttenshaw	Revised login screen shot
18/5/22	V3	Rachel Satara	Updated Front Page, confirmed all processes