GMK LOGISTICS

CUSTOMER WEB PORTAL

WAREHOUSE

V3.0 - MAY 2022

Warehouse Customer Portal

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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

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

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:
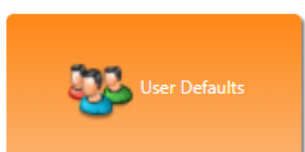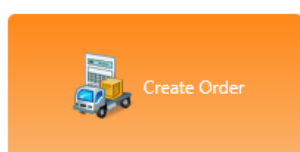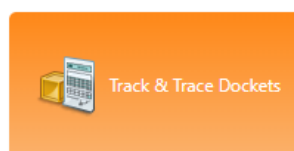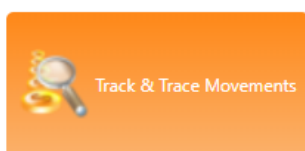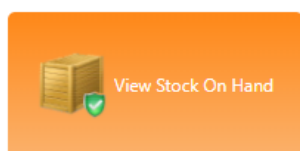
Manage your Settings – User Defaults

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

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

A. MAIN DETAILS

CREATE DOCKET

A Main Details

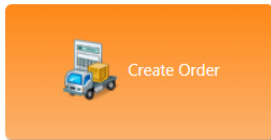| Field	Value
Docket No.	To be assigned
Site *	
Movement Date *	20/08/2020
Receiver *	
Order Number	
Address	
Invoice Number	
Delivery Service *	
Reference	
Suburb	
Contact	Name / Phone
Email	
Information	
	Save to Receiver List

Warehouse Instructions

Delivery Instructions

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

Add

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

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

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

3. 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

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