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# JAIX CUSTOMER PORTAL - FREIGHT

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Customer Document



NOVEMBER, 2019

GMK LOGISTICS

82 Rodeo Road, Gregory Hills, NSW 2557

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### Logging into the Customer Portal

1. Go to the GMK website: [www.gmklogistics.com.au](http://www.gmklogistics.com.au)  
Click on Customers  
Select Customer Login from the drop down



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



Please enter your Username and Password if you are a Registered Online User.

Please Register [here](#) to request an Online Account.

#### Customer Login

Username

Password

3. You will now be able to see the Freight Menu as per below.



Welcome **Customer Name Here**  
[ [Log Out](#) ]

Home	Consignment	Track & Trace	Activity Reports	Manage Your Settings	Logout
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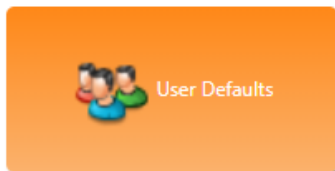
### FREIGHT MENU



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

### Manage your Settings – User Defaults

4. Click on the 'User Defaults' Icon from the Freight Menu.



#### User Defaults

Default Service

Default Sender

Default Receiver

Default Unit Group

Default Unit

Default Label Format

Default Close Time

#### Settings

Enter Freight Dimensions In

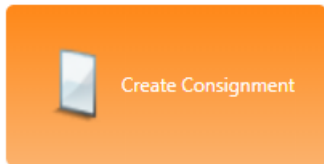
Save

Back

- Default Service** Select the required default service. This is the way the freight will travel
- Default Sender** Select a default sender address
- Default Receiver** Only populate with a default receiver if you send to the same receiver, otherwise leave blank
- Default Unit Group** Select a default based on your most common unit type
- Default Label Format** Select A4 or A5 label type
- Default Close Time** Enter your site's closing time

## Create Consignment

5. Click on 'Create Consignment' from the Freight Menu. There are 7 sections to complete as shown below, labelled A to G. Refer to the following pages for details required for each section



Home	Consignment	Track & Trace	Activity Reports	Manage Your Settings	Logout
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### CREATE CONSIGNMENT

**A Main Details**

Consignment No. To be assigned \_\_\_\_\_ Despatch Date  Charge To **Customer Name Here**

Service

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**B Sender & Receiver**

Sender <input type="text"/>	Receiver <input type="text"/>
Address <input type="text"/>	Address <input type="text"/>
Suburb <input type="text"/>	Suburb <input type="text"/>
Zone <input type="text"/>	Zone <input type="text"/>
Contact <input type="text"/> Phone <input type="text"/>	Contact <input type="text"/> Phone <input type="text"/>
Site Information <input type="text"/>	Site Information <input type="text"/>
Pickup Instructions <input type="text"/>	Delivery Instructions <input type="text"/>
<input type="checkbox"/> Save in Frequent Sender List <input type="checkbox"/> Save to Both	<input type="checkbox"/> Save in Frequent Receiver List <input type="checkbox"/> Save to Both
Sender Ref <input type="text"/>	Receiver Ref <input type="text"/>
Job Instructions <input type="text"/>	

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**C Consignment Detail**

Detail Ref	Unit Group	Unit	Description	Qty	Item Qty	Total Weight (kgs)	Length (...)	Width (M)	Height (M)	Cubic (M3)	Amend
Add consignment details											
<input type="button" value="Add"/>											

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**D Delivery Details**

Delivery Req Date  Delivery Req Time  Not Applicable Timeslot is pre-booked

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**E Additional References**

Enter:

Added: 

ID	Additional tracking references	Action
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No references added

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**F Attachments**

Attachments:   [Remove](#)

[Add](#)

Attachment	Action
No attachments	

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**G Pickup Requirements**

\*How would you like to handle your pickup ?

- I would like to book a new pickup for this consignment
- I have already booked a pickup for today, please link this consignment to the following pickup reference
- I do not require a pickup I will drop freight at the nearest depot
- No pickup yet, I still have more consignments to create

\* Required fields

## A. MAIN DETAILS

Consignment No. To be assigned  
 Despatch Date   
 Charge To   
 Service

- Consignment No** A unique auto-generated number that will populate after the consignment details have been completed
- Despatch Date** This will default to todays date and is the consignment creation date
- Charge To** Only your name will be listed here, unless allowable debtors are available
- Service** Select the service code required

## B. SENDER & RECEIVER

Sender	<input type="text"/>	Receiver	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Suburb	<input type="text"/>	Suburb	<input type="text"/>
Zone	<input type="text"/>	Zone	<input type="text"/>
Contact	<input type="text"/> Phone	Contact	<input type="text"/> Phone
Site Information	<input type="text"/>	Site Information	<input type="text"/>
Pickup Instructions	<input type="text"/>	Delivery Instructions	<input type="text"/>
	<input type="checkbox"/> Save in Frequent Sender List <input type="checkbox"/> Save to Both		<input type="checkbox"/> Save in Frequent Receiver List <input type="checkbox"/> Save to Both
Sender Ref	<input type="text"/>	Receiver Ref	<input type="text"/>
Job Instructions	<input type="text"/>		

- Sender/Receiver** Select the required sender/receiver from the drop down list, or type new details. These can be saved in frequent sender/receiver lists (or both)
- Address** This will pre-populate if a sender/receiver is selected from the list, otherwise you will need to add the address.
- Suburb** Once selected, this will populate State & Postcode as well as Zone. If a Zone does not populate, please contact GMK Customer Service
- Contact** Add contact details for the sender/receiver
- Site Information** Enter information relevant to the site EG a specific gate/delivery dock
- Pickup/Delivery Instructions** Enter special instructions for the sender/receiver
- Sender Ref/Receiver Ref** Additional reference fields that can be used to recall the consignment note
- Job Instructions** Enter any type of special instructions, i.e. Site Delivery, Tailgate Required

**C. CONSIGNMENT DETAIL**



**NOTE: All roll product requires a cubic (carpet/vinyl).**  
 Please enter a total Cubic value of 0.001 (M3) only,  
 do not enter Length, Width or Height

Click on Add to create a new line detail

Detail Ref	Unit Group	Unit	Description	Qty	Item Qty	Total Weight (kgs)	Length (M)	Width (M)	Height (M)	Cubic (M3)	Amend
No data to display											

Add

- Detail Ref Not forced, however for roll product this would be the serial number
- Unit Group This is the product type (Roll/Pallet)
- Unit Select the unit type (standard/double, carpet/vinyl)
- Description Enter description of the product
- Qty Enter quantity of the unit type
- Item Qty Enter the length (lineal meterage) of the unit. ONLY USED FOR ROLL PRODUCT
- Total Weight This is the total weight of all units, i.e. if there are 4 items against a unit type the total weight would be the weight of the 4 units combined
- Length Enter the correct length of the item; for non-roll product
- Width Enter the correct width of the item; for non-roll product
- Height Enter the correct height of the item; for non-roll product
- Cubic This will auto calculate based on the length, width and height; or may be entered

Detail Ref	Unit Group	Unit	Description	Qty	Item Qty	Total Weight (kgs)	Length (M)	Width (M)	Height (M)	Cubic (M3)	Amend
123	Pallet	Standard	Blue Pallet	1	0	250.0	1.200	1.200	1.200	1.728	<a href="#">Delete</a>
456	Roll	Carpet	Red Carpet	1	50	100.0	3.660	0.400	0.400	0.586	<a href="#">Delete</a>
789	Roll	Vinyl	Yellow Vinyl	1	35	80.0	4.000	0.400	0.400	0.640	<a href="#">Delete</a>



**Note:** Item Quantity is to be used for **ROLL** product only.  
 This is the length of the roll in Lineal Metres.



Those accounts enabled to transport Dangerous Goods will see the below additional columns on their Consignment Detail:

Detail Ref	Unit Group	Unit	Description	UN Number	DG KG/LTR	Qty	Item Qty	Total Weight (kgs)	Ler
				UN Number	DG KG/LTR			0.0	

UN Number	Description	Class/Division
0000	Mixed Classes	MIXED PACK
10	AMMUNITION, INCENDIARY with or without bur	1.3
1001	ACETYLENE, DISSOLVED	2.1
1002	AIR, COMPRESSED	2.2

**UN Number** Select the appropriate UN Number & associated Description from the drop down menu

**DG KG/LTR** Enter in the quantity of the dangerous goods



**Note:** If your account has not been enabled for Dangerous Goods and you require this, please contact Customer Service

## D. DELIVERY DETAILS

Delivery Req Date 
 Delivery Req Time 
 Timeslot is pre-booked

Not Applicable

**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, otherwise leave blank

## E. ADDITIONAL REFERENCES

Enter:

Added:

ID	Additional tracking references	Action
No data to display		

Enter any additional details here. These will display in the additional tracking references to the right.

A consignment note can be tracked by these reference as well as the consignment note number

**F. ATTACHMENTS**

Attachments :  Browse... Remove

[Add](#)

Upload

Attachment	Action
No attachments	

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

**G. PICKUP REQUIREMENTS**

\*How would you like to handle your pickup ?

- 1 I would like to book a new pickup for this consignment
- 2 I have already booked a pickup for today, please link this consignment to the following pickup reference
- 3 I do not require a pickup I will drop freight at the nearest depot
- 4 No pickup yet, I still have more consignments to create

Select **Option 1** – I would like to book a new pickup for this consignment

1 \*How would you like to handle your pickup ?

I would like to book a new pickup for this consignment

Ready At:   Close Time:

I have already booked a pickup for today, please link this consignment to the following pickup reference

I do not require a pickup I will drop freight at the nearest depot

No pickup yet, I still have more consignments to create

Required fields

Save Back

Select the Ready At Date & Time, as well as the business Close Time. Click Save

You will now be able to print the consignment notes & Labels.

The freight is to be labelled and the consignment note to be handed to the driver

### CONSIGNMENT HAS BEEN CREATED SUCCESSFULLY

Your Consignment Number CN#1 has been created for 31/10/2019 at Sydney branch.

Pickup for this connote is CN#1

Tracking Number

Consignment Number CN#1

Charge to Account Customer Name

Sender Reference 1234

Receiver Reference ABCD

Sender Name Hello Flooring

Address 1 Long Street, Shortville

Receiver Name Goodbye Flooring

Address 1 Short Street, Longville

#### Instructions

#### Consignment Detail

Reference	Description	Unit Group	Unit	Quantity	Item Quantity	Total Weight (k...	Dimensions	Cubic Met...
123	Blue Pallet	Pallet	Standard	1.000	0.000	250.0	1.200 X 1.200 X ...	1.728
456	Red Carpet	Roll	Carpet	1.000	50.000	100.0	0.400 X 3.660 X ...	0.586
789	Yellow Vinyl	Roll	Vinyl	1.000	35.000	80.0	0.400 X 4.000 X ...	0.640
TOTAL				3.000	85.000	430.000		2.954

Print Consignment

Print Labels

Create Another Consignment

Send as an Email

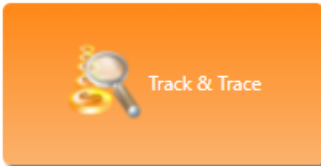
Done



**Note: ALL Freight must be labelled**

## Track & Trace

6. Click on the Track & Trace icon from the Freight Menu.



You can search by either:

- Created Date
- Despatch Date
- Sender/Receiver Ref
- Additional Ref
- Consignment No

### SEARCH CONSIGNMENTS

Search By  Created Date  
 Despatch Date

From Date

To Date

Sender Ref

Receiver Ref

Additional Ref

Include Cancelled

Consignment No



<input type="checkbox"/>	Consignment No	SRV	Status	Despatch Date	Trailer(s)	Sender Ref	Receiver Ref	Sender	Sender State	Receiver	Receiver State	Held	Invoice No	Current ETA	Revised ETA	Last Known Location	Arrival Time	POD	Delivered Date
<input type="checkbox"/>	CN #1	GEN	Created	31/10/2019		1234	ABCD	Hello Flooring	New South Wales	Goodbye Flooring	New South Wales	<input type="checkbox"/>							

You will be able to print Consignment Notes and Labels from this screen

7. When viewing a consignment in Track & Trace, you will be able to view the different status' of the freight as it travels

**Manifested**  
**Pending Arrival**

TRACK CONSIGNMENT  
STATUS - LOADED 2/06/2015



Picked Up



Loaded



Depot



On Delivery



Delivered

**Arrived at Receiving Depot**

TRACK CONSIGNMENT  
STATUS - ARRIVED AT RECEIVING DEPOT 3/06/2015



Picked Up



Loaded



Depot



On Delivery



Delivered

**Delivery Allocated**

TRACK CONSIGNMENT  
STATUS - DELIVERY ALLOCATED 04/06/2015



Picked Up



Loaded



Depot



On Delivery



Delivered

**Departed Receiver**  
**Delivery is now Complete**

TRACK CONSIGNMENT  
STATUS - DELIVERY COMPLETE 04/06/2015



Picked Up



Loaded



Depot



On Delivery



Delivered

You will also be able to see a status breakdown accompanied by a Date & Time stamp of each event  
From here you can view the Proof of Delivery (POD) also.

### Status History

Status Description	Reference	Depot	Date & Time
Driver Arrived for Pickup	10040	Sydney	05/11/2019 12:09 PM
Allocated to Pickup Driver	10040	Sydney	05/11/2019 12:30 PM
Pickup Completed	10040	Sydney	05/11/2019 12:30 PM
Loaded for Delivery	10064	Sydney	05/11/2019 12:33 PM
Delivered	10064	Sydney	06/11/2019 12:34 PM

### Pickup and Delivery Information

Type	Date/Time	Description	POD DateTime	POD Name	POD Signature
Cross Dock Pickup	05/11/2019 12:30 PM				
Delivery	06/11/2019 12:34 PM		05/11/2019 12:50 PM		

### POD Details



Click to Enlarge your  
POD

[Click to Enlarge](#)

Back

Print

Print Labels

Send as an Email

## Activity Reports

8. Click on the Activity Reports icon from the freight menu



You are able to sort by a Date Range as well as a Debtor, Zone range or consignment status

**CHOOSE FROM A DATE RANGE**

Date Type  Created  Despatch Date  Invoiced

From Date

To Date

**FILTER BY**

Debtor

From Zone

To Zone

**VIEW**

Active

#	Consignment No.	Despatch Date	Trailer(s)	Sender Ref	Receiver Ref	Service	Qty	Weight	Cubic	Description	Sender Name	Sender Address	Receiver Name	Receiver Address
No data to display														
<b>Totals: 0</b>														

All consignments within the selected range will appear like the below:

<input type="checkbox"/>	Consignment No.	Despatch Date	Trailer(s)	Sender Ref	Receiver Ref	Service	Qty	Weight	Cubic	Description	Sender Name	Sender Address	Receiver Name	Receiver Address
<input type="checkbox"/>	CN#1	23/09/2019				GEN	1	100.000	0.010	CARPET	Hello Flooring	1 Long Street, Shortville	Goodbye Flooring	1 Short Street, Longville
<input type="checkbox"/>	CN#2	23/09/2019				GEN	1	100.000	0.010	CARPET	Fred's Carpet	1 Long Street, Shortville	Georges Carpet	1 Short Street, Longville
<input type="checkbox"/>	CN#3	24/09/2019				GEN	2	350.000	1.729	Various	ABC Flooring	1 Long Street, Shortville	DEF Flooring	1 Short Street, Longville
<input type="checkbox"/>	CN#4	31/10/2019				GEN	3	430.000	2.954	Various	Pallet World	1 Long Street, Shortville	Carpet World	1 Short Street, Longville
<b>Totals: 4</b>							<b>7</b>	<b>980.000</b>	<b>4.703</b>					

-