JAIX CUSTOMER PORTAL - FREIGHT

Customer Document

NOVEMBER 1, 2019

GMK LOGISTICS
82 Rodeo Road, Gregory Hills, NSW 2557

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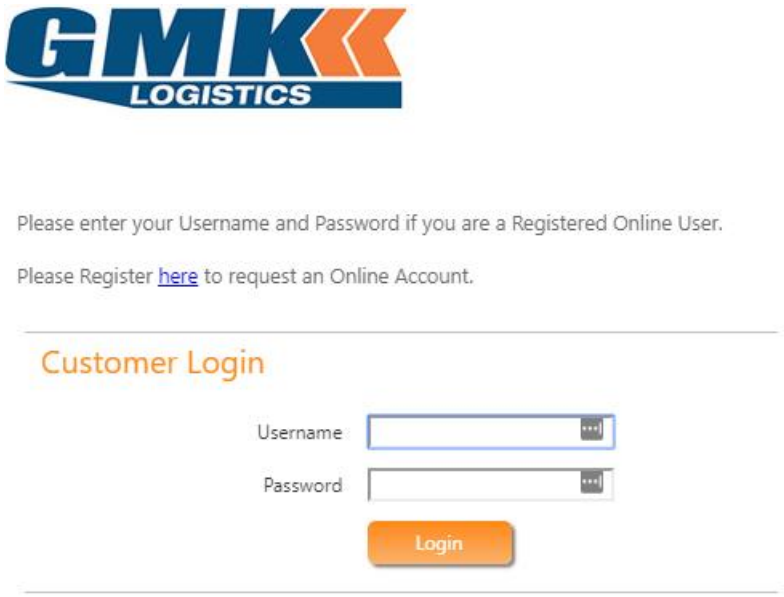
Logging into the Customer Portal

1. Go to the GMK website: www.gmklogistics.com.au
   Click on Customers
   Select Customer Login from the drop down

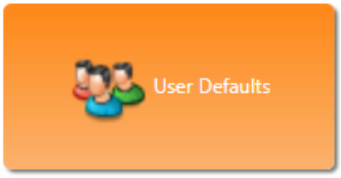
2. Enter the Username and Password that has been provided to you

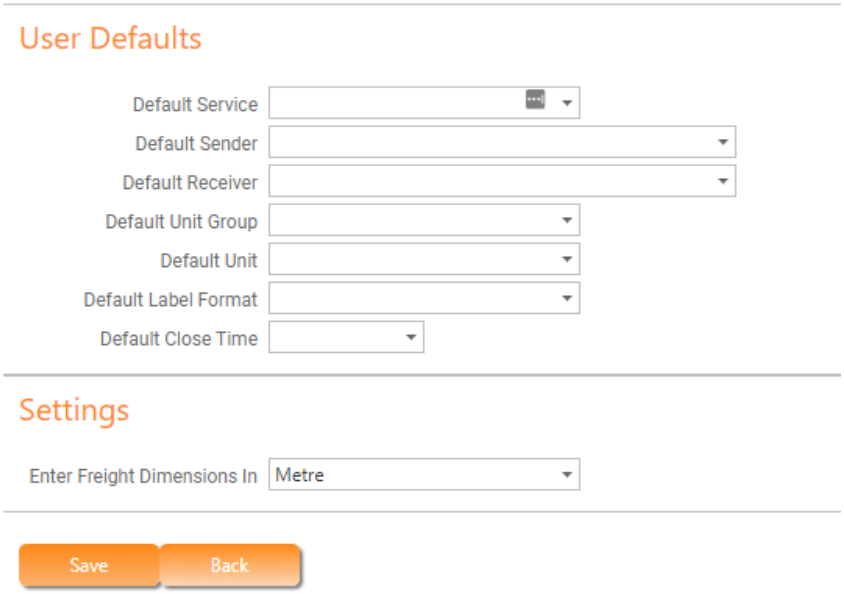


3. You will now be able to see the Freight Menu as per below.

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

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

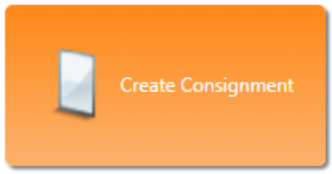


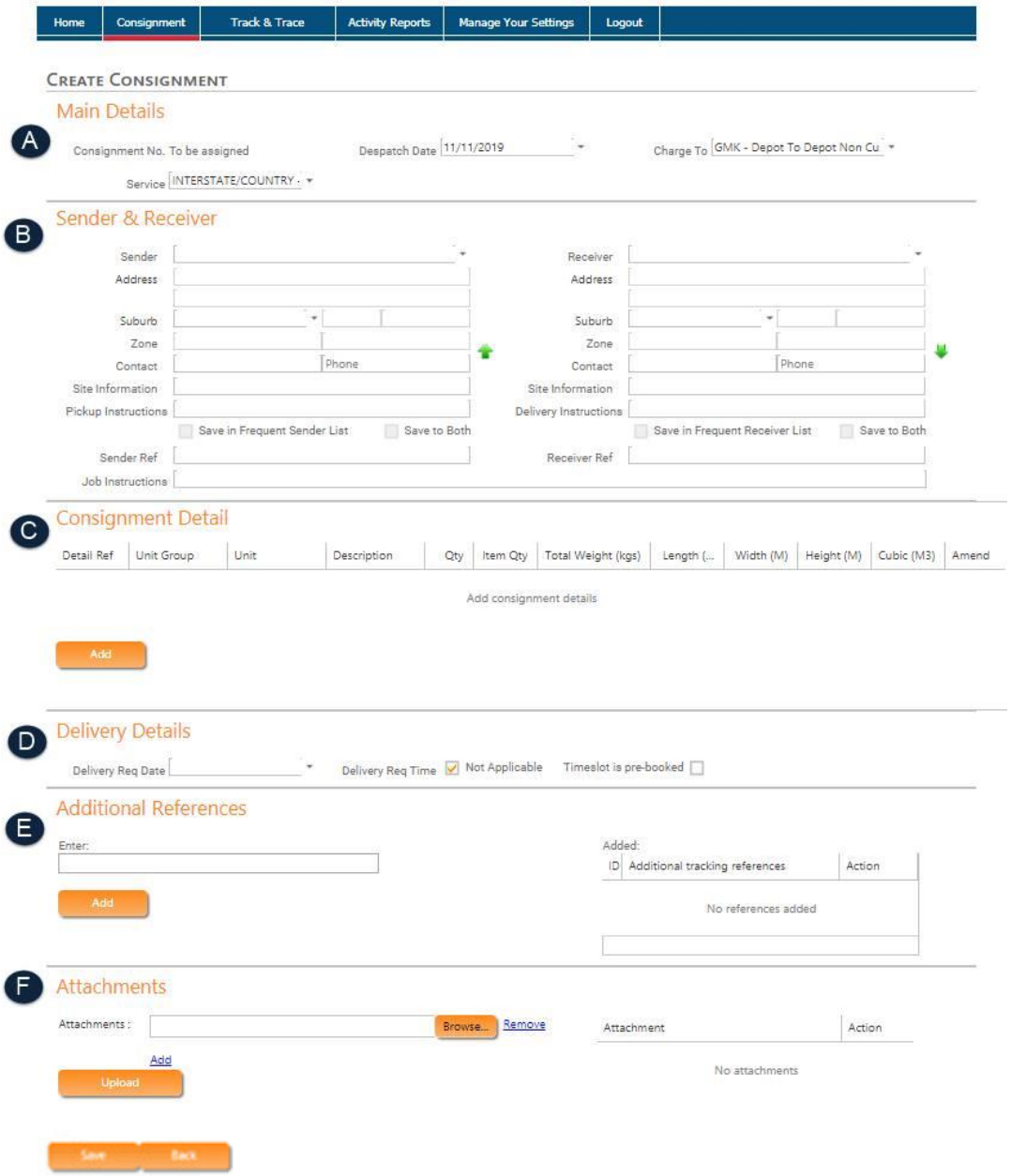


Default Service	Select the required default service. This is the way the freight will travel
Default Sender	Select a default sender address
Default Receiver	Only populate with a default receiver if you send to the same receiver, otherwise leave blank
Default Unit Group	Select a default based on your 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 F. Refer to the following pages for details required for each section

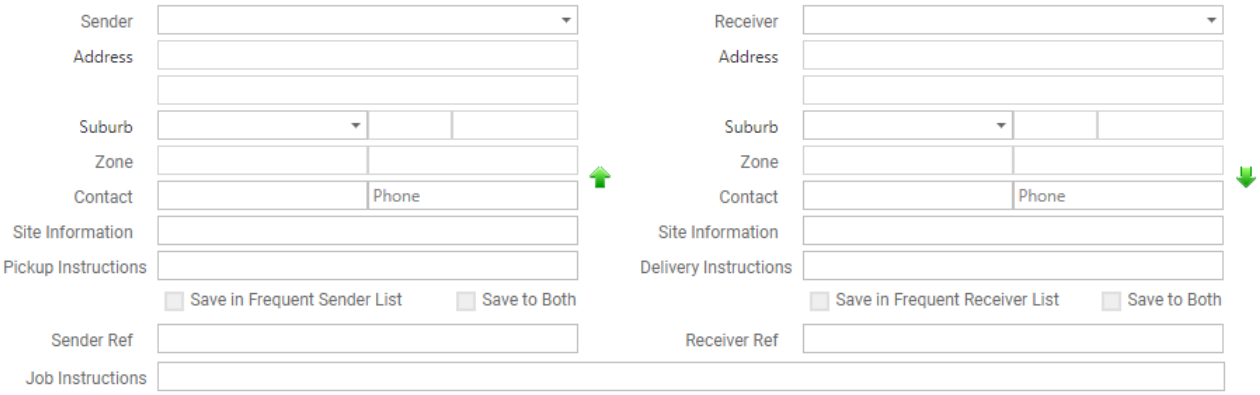




A. MAIN DETAILS

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/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

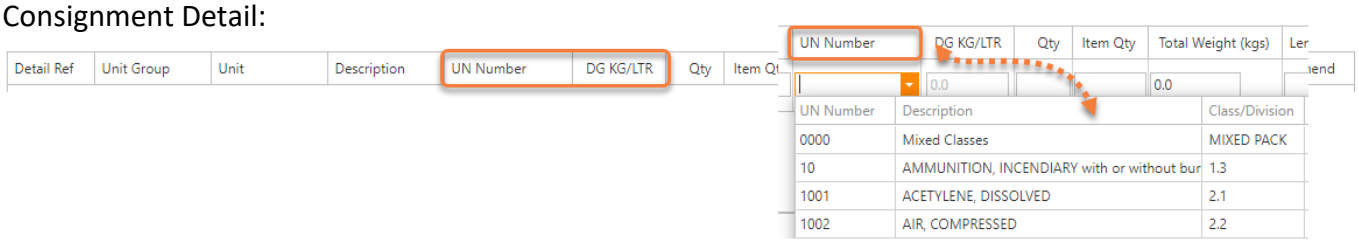
Detail Ref	Unit Group	Unit	Description	Qty	Item Qty	Total Weight (kgs)	Length (M)	Width (M)	Height (M)	Cubic (M3)	Amend
No data to display											

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	Delete
456	Roll	Carpet	Red Carpet	1	50	100.0	3.660	0.400	0.400	0.586	Delete
789	Roll	Vinyl	Yellow Vinyl	1	35	80.0	4.000	0.400	0.400	0.640	Delete

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

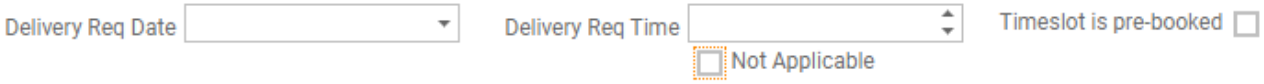
Those accounts enabled to transport Dangerous Goods will see the below additional columns on their Consignment Detail:



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	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 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

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

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

Note: ALL Freight must be labelled

Continue to create further consignments (if required) by selecting the tab “Create Another Consignment “

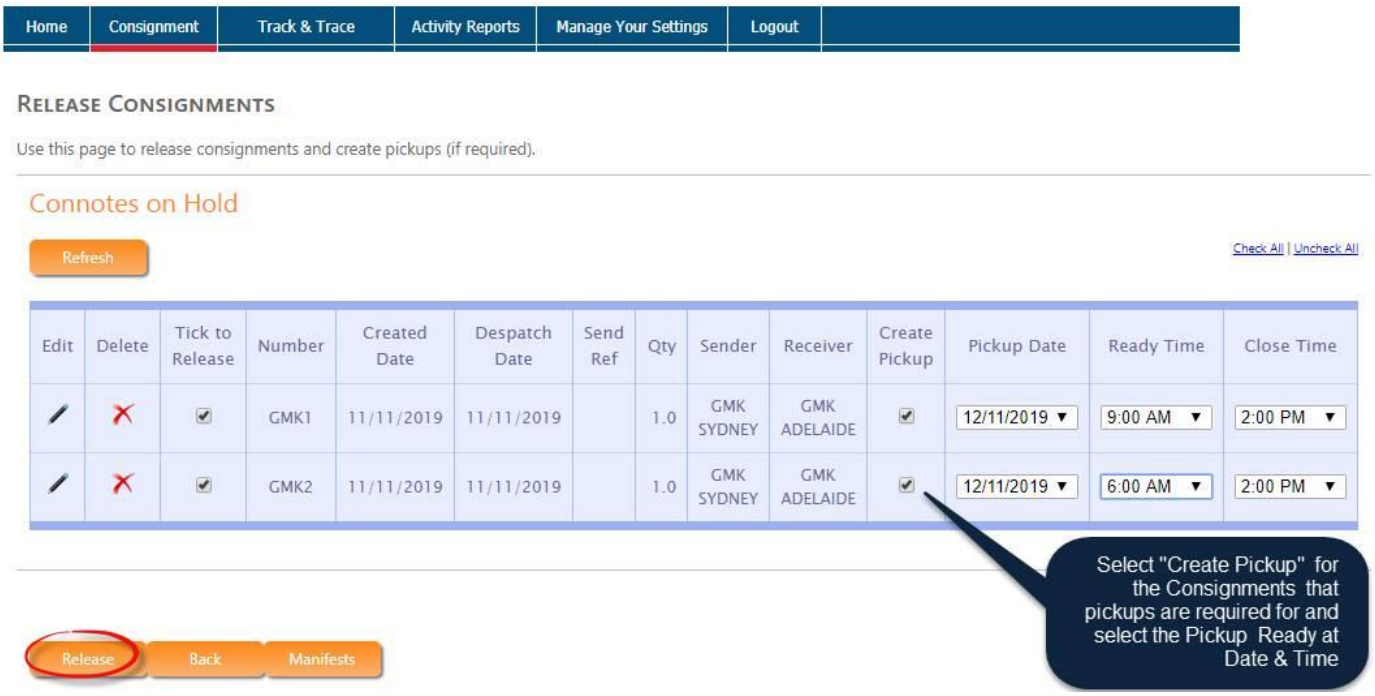
PICKUP REQUIREMENTS

Please follow the below steps to create Pickups for your Consignments:

1. Select Home
2. On the Freight Menu Select “Release Consignment” tab

The following screen will appear:

3. Locate the consignment/s and click in the “Create Pickup” column
4. Select the Pickup Date, Ready Time, and Close Time
5. Once all consignments have been marked as Create Pickup select the Release tab

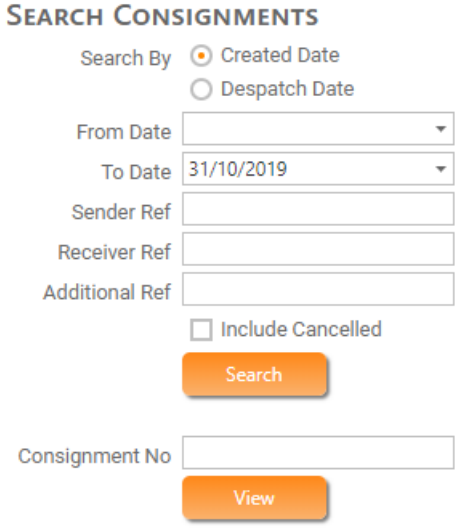


Track & Trace

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



	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
☐	CN #1	GEN	Created	31/10/2019		1234	ABCD	Hello Flooring	New South Wales	Goodbye Flooring	New South Wales	☐							

Print CNs | Print Labels | Print CN & Labels | Export Result

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

Arrived at Receiving Depot

Delivery Allocated

Departed Receiver

Delivery is now Complete

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

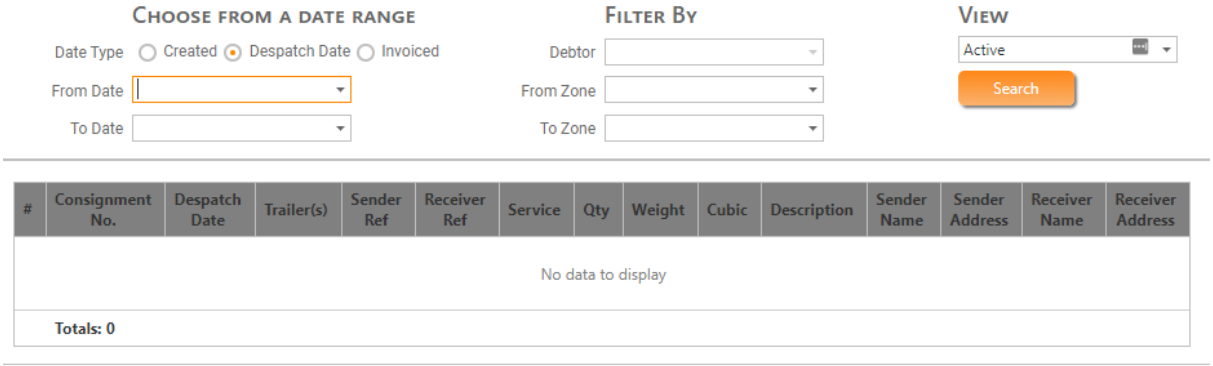
Click to Enlarge

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



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

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