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# JAIX CUSTOMER PORTAL - FREIGHT

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Customer Document



NOVEMBER 25, 2019

GMK LOGISTICS

82 Rodeo Road, Gregory Hills, NSW 2557

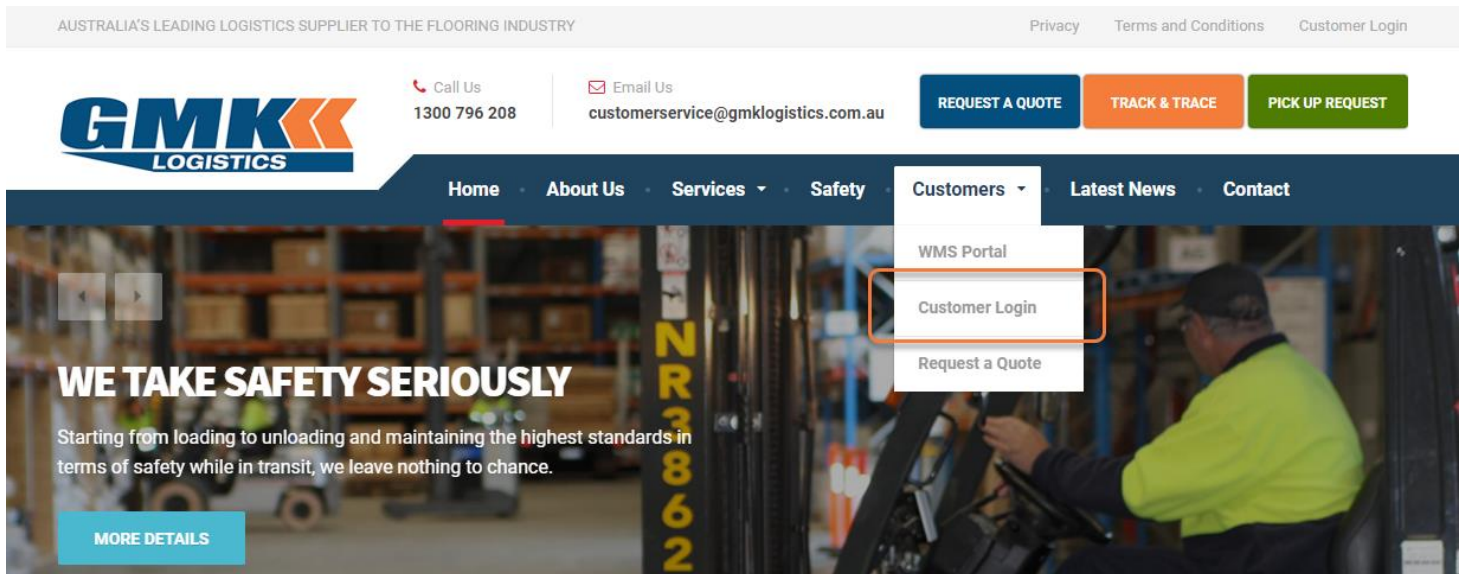
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### Logging into the Customer Portal

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

Login







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

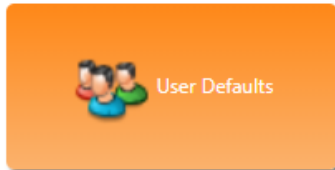
 Track & Trace	 Activity Reports	 Release Consignment
 Create Consignment	 Manage Frequent Addresses	 User Defaults



**Note:** If you need multiple logins created, please contact [webportal@gmklogistics.com.au](mailto:webportal@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	<input type="text" value=""/>
Default Sender	<input type="text" value=""/>
Default Receiver	<input type="text" value=""/>
Default Unit Group	<input type="text" value=""/>
Default Unit	<input type="text" value=""/>
Default Label Format	<input type="text" value=""/>
Default Close Time	<input type="text" value=""/>

#### Settings

Enter Freight Dimensions In	<input type="text" value="Metre"/>
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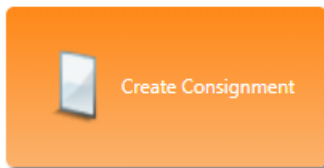
Save

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 F. 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 11/11/2019 Charge To GMK - Depot To Depot Non Cu  
 Service INTERSTATE/COUNTRY

**B Sender & Receiver**

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

**C Consignment Detail**

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

**D Delivery Details**

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

**E Additional References**

Enter: \_\_\_\_\_ Added: \_\_\_\_\_

ID	Additional tracking references	Action
No references added		

**F Attachments**

Attachments: \_\_\_\_\_

Attachment	Action
No attachments	

## 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 today's date and is the consignment creation date

**Charge To** Only your business name will be listed here, unless allowable debtors are available.

**Note:** if selecting your company in the charge to field, please ensure you input ( into the Receiver detail fields ) the address for where your company is paying to. If an on-forwarder or receiver is being utilised to complete the final destination delivery you **must** input the on-forwarding / receiver address details into the Job Instructions field.

If an alternate allowable debtor is selected in the charge to field and this allowable debtor is paying from the pickup address to the final destination delivery address please ensure that you input the final delivery address into the Receiver address detail fields.

**Service** Select the service code required.

## B. SENDER & RECEIVER

<p>Sender <input type="text"/></p> <p>Address <input type="text"/></p> <p>Suburb <input type="text"/></p> <p>Zone <input type="text"/></p> <p>Contact <input type="text"/> Phone <input type="text"/></p> <p>Site Information <input type="text"/></p> <p>Pickup Instructions <input type="text"/></p> <p><input type="checkbox"/> Save in Frequent Sender List <input type="checkbox"/> Save to Both</p> <p>Sender Ref <input type="text"/></p> <p>Job Instructions <input type="text"/></p>	<p>Receiver <input type="text"/></p> <p>Address <input type="text"/></p> <p>Suburb <input type="text"/></p> <p>Zone <input type="text"/></p> <p>Contact <input type="text"/> Phone <input type="text"/></p> <p>Site Information <input type="text"/></p> <p>Delivery Instructions <input type="text"/></p> <p><input type="checkbox"/> Save in Frequent Receiver List <input type="checkbox"/> Save to Both</p> <p>Receiver Ref <input type="text"/></p>
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Sender/Receiver Select the required sender/receiver from the drop down list ( type the first letter of the receiver name for the drop down list to appear ), or type the 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. **Note:** input Receiver address for where your company will be charged to.

Suburb Type first character and allow the suburb drop down list to appear. Select from the list and 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, final address information if going through an on-forwarder



**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** ( For example: Backing Paperwork for the Receiver, if required )

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

Click Save

Save Back

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**

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

Print Consignment Print Labels Create Another Consignment Send as an Email Done

**NOTE:** Once all consignments are entered you **MUST** continue to the instructions on **Pickup Requirements/Release Consignments**

## PICKUP REQUIREMENTS / RELEASE CONSIGNMENTS

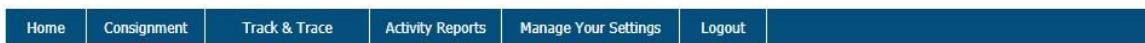
Please follow the below steps to create Pickups for your Consignments and to Release your Consignments:

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 ( IF GMK are to pickup )
5. Select the Tick to Release column for all consignments to be released
6. Once all consignments have been marked as Tick To Release & Create Pickup (if applicable) **select the Orange Release tab at the bottom of the screen to complete the process**



### RELEASE CONSIGNMENTS

Use this page to release consignments and create pickups (if required).

#### Connotes on Hold

Refresh

[Check All](#) | [Uncheck All](#)

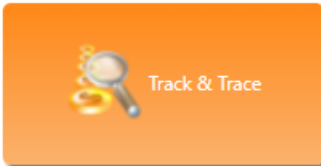
Edit	Delete	Tick to Release	Number	Created Date	Despatch Date	Send Ref	Qty	Sender	Receiver	Create Pickup	Pickup Date	Ready Time	Close Time
		<input checked="" type="checkbox"/>	GMK1	11/11/2019	11/11/2019		1.0	GMK SYDNEY	GMK ADELAIDE	<input checked="" type="checkbox"/>	12/11/2019 ▼	9:00 AM ▼	2:00 PM ▼
		<input checked="" type="checkbox"/>	GMK2	11/11/2019	11/11/2019		1.0	GMK SYDNEY	GMK ADELAIDE	<input checked="" type="checkbox"/>	12/11/2019 ▼	6:00 AM ▼	2:00 PM ▼

Select "Create Pickup" for the Consignments that pickups are required for and select the Pickup Ready at Date & Time



## 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

Search

Consignment No

View



<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"/>							

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**

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

## TO MAKE CHANGES TO A CONSIGNMENT ( Prior to Release )

Select the Release Consignments Menu

**RELEASE CONSIGNMENTS**  
Use this page to release consignments and create pickups (if required).

Connotes on Hold [Check All](#) | [Uncheck All](#)

[Refresh](#)

Edit	Delete	Tick to Release	Number	Created Date	Despatch Date	Send Ref	Qty	Sender	Receiver	Create Pickup	Pickup Date	Ready Time	Close Time
		<input type="checkbox"/>	GMK1	11/11/2019	11/11/2019		1.0	GMK SYDNEY	GMK ADELAIDE		12/11/2019	9:00 AM	2:00 PM

Select Edit to make Changes ( prior to release )  
Select Delete to cancel / remove ( prior to release )

**NOTE:** customers who process consignments via EDI will need to contact the Customer Service Team at GMK Logistics to make any changes to a consignment. Updates for EDI consignments cannot be made via the online portal. Only consignments entered directly via the portal website will be available to edit or delete.

## 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:</b>							0								

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:</b>							4	7	980.000	4.703				



### Manage Frequent Addresses

9. Click on the Manage Frequent Addresses from the freight menu

The following menu will appear.

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

Select	Edit	Code	Name	Address
--------	------	------	------	---------

#### RECEIVERS

Select	Edit	Code	Name	Address
--------	------	------	------	---------

Select Add to enter a new sender or receiver address



#### Frequent Address

Code  (Leave blank to auto-generate)

Name

Address

Suburb

Type

Email Address

Site Contact Name

Site Contact Phone

Site Information

Pickup Instructions

Delivery Instructions



Once fields are completed select save

To update an existing address, tick the select box next to the address in the list, and click on the edit pencil icon



The selected address will open and you can make the necessary changes and hit save once complete

