GMK LOGISTICS

CUSTOMER WEB PORTAL

FREIGHT

V3.0 - MAY 2022

Transport Customer Portal

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Logging into the Customer Portal

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

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

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

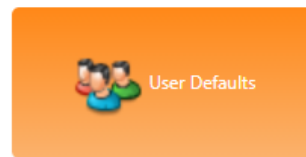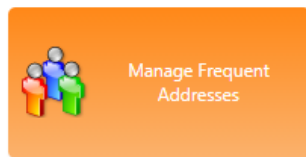3. The Freight Menu will appear as below:
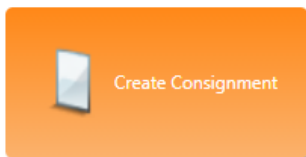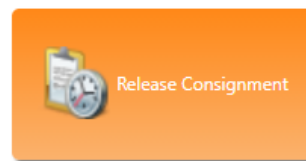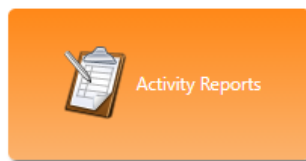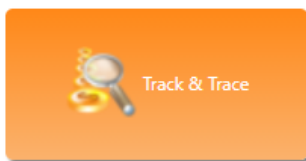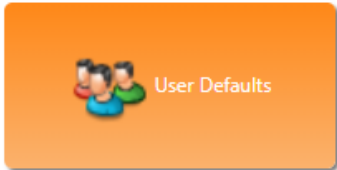
Manage your Settings – User Defaults

1. Click on the 'User Defaults' Icon from the Freight Menu.
   The below defaults are only required to be set upon your first time logging in.

Default Service	Select the service that applies to the majority of your consignments *(this can be changed within the con note if the service should differ)*
Default Sender	Select a default sender address *(these can be selected from your address book – refer to the "manage frequent addresses" section")*
Default Receiver	If you send to multiple receivers, it is best to leave this blank
Default Unit Group	Select a default based on your most common unit type
Default Label Format	This should be set as per above image
Default Close Time	Enter your site's closing time
Enter Freight Dimensions in	This is best set to Centimetre's to reduce data entry errors

Create Consignment

2. 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

Create Consignment
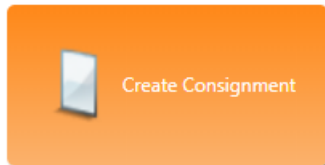
CREATE CONSIGNMENT

Main Details

(A) Consignment No. To be assigned   Despatch Date 18/01/2021 ▼   Charge To Summer Logistics ▼

Service [▼]

Sender & Receiver

(B)

Sender		Receiver	
Address		Address	
Suburb	▼	Suburb	▼
Zone		Zone	
Contact / Phone		Contact / Phone	
Site Information		Site Information	
Pickup Instructions		Delivery Instructions	

☐ Save in Frequent Sender List   ☐ Save to Both   ☐ Save in Frequent Receiver List   ☐ Save to Both

Sender Ref [ ]   Receiver Ref [ ]

Job Instructions [ ]

Consignment Detail

(C)

Detail Ref	Unit Group	Unit	Description	Qty	Item Qty	Total Weight (kgs)	Length (...	Width (M)	Height (M)	Cubic (M3)	Amend

Add consignment details

Add

Delivery Details

(D) Delivery Req Date [▼]   Delivery Req Time ☑ Not Applicable   Timeslot is pre-booked ☐

Additional References

(E) Enter: [ ]   Added:

ID	Additional tracking references	Action
	No references added	

Add

Attachments

(F) Attachments : [ ] Browse... Remove

Attachment	Action
No attachments	

Add

Upload

Save   **Back**

A. **MAIN DETAILS**

CREATE CONSIGNMENT

Main Details

Consignment No. To be assigned	Despatch Date 18/01/2021 ▼	Charge To Summer Logistics ▼
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.
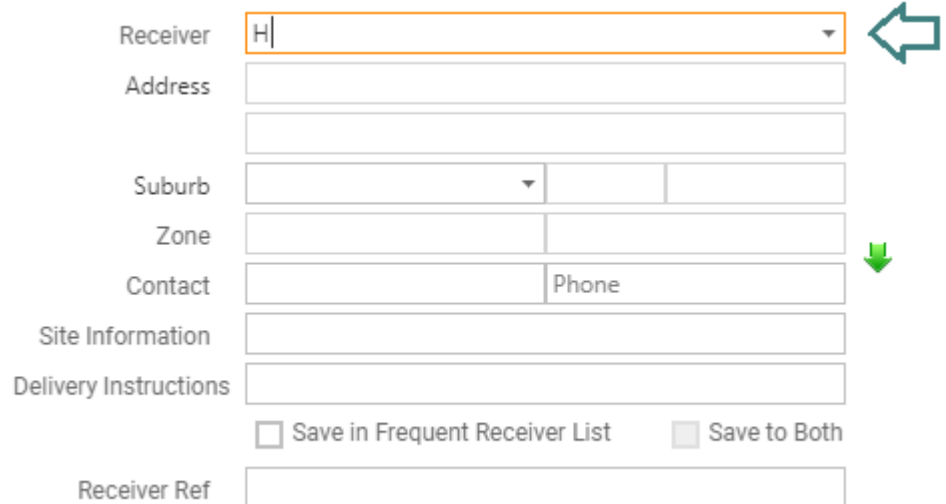
If an alternate allowable debtor is selected in the charge to field and this allowable debtor is paying from the pickup address to the final destination delivery address please ensure that you input the final delivery address into the Receiver address detail fields.

Service   Select the service code required.

A. **SENDER & RECEIVER**

Sender	▼	Receiver	▼
Address		Address	
Suburb	▼	Suburb	▼
Zone		Zone	
Contact	Phone	Contact	Phone
Site Information		Site Information	
Pickup Instructions		Delivery Instructions	
☐ Save in Frequent Sender List ☐ Save to Both		☐ Save in Frequent Receiver List ☐ Save to Both	
Sender Ref		Receiver Ref	
Job Instructions			

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

B. 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	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 <u>Dangerous Goods</u> will see the below additional columns on their Consignment Detail:

Detail Ref	Unit Group	Unit	Description	UN Number	DG KG/LTR	Qty	Item Qt...

UN Number	DG KG/LTR	Qty	Item Qty	Total Weight (kgs)	Ler
	0.0			0.0	end

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

C. 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

D. ADDITIONAL REFERENCES

Enter:

[Add]

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

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

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

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**

Track & Trace

3. 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	31/10/2019
Sender Ref	
Receiver Ref	
Additional Ref	
	☐ Include Cancelled
	Search
Consignment No	
	View

CONSIGNMENTS

	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

Customer Document

4. 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

| Home | Consignment | Track & Trace | Activity Reports | Manage Your Settings | Logout |

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
✏	✗		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

5. 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

Search

#	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								

Totals: 0

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

Show Customization Window

	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					

Print Result Export to XLS Print CNs Print Labels Print CN & Labels Back

Manage Frequent Addresses

6. 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

SENDERS

Select	Edit	Code	Name	Address

RECEIVERS

Select	Edit	Code	Name	Address

Select Add to enter a new sender or receiver address

Add	Delete	Back

Frequent Address

Code	[___]
	(Leave blank to auto-generate)
Name	[ ]
Address	[ ]
	[ ]
Suburb	[▼] [ ] [ ]
Type	[Both ▼]
Email Address	[ ]
Site Contact Name	[ ]
Site Contact Phone	[ ]
Site Information	[ ]
Pickup Instructions	[ ]
Delivery Instructions	[ ]

Save	Back

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

Select	Edit
☐	✏

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

Save	Back