

GLS.

smart⁴ shipping
User Guide

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Setup Guide

First Sender

Upon your first login to the platform, you will be prompted to set up your initial sender. This is typically the primary shipping address you will use.

To complete the form, follow these steps:

1. **Company Name:** Enter your company name.
2. **Shipper Name:** Provide the name of your shipper.
3. **Billing Account:** Select the appropriate billing account from the drop-down list.
4. **Reference (Optional):** If your account number requires a reference, you can either type a default value or leave this field blank.

Setup Guide Sign Out Passer en français

Welcome!
Welcome to GLS Canada's shipping platform! To continue, you must complete the form below to create your first sender.

Company Details

Company Name* 1 0 / 40 Shipper Name* 2 0 / 40

Billing Account* 3 0 / 40

Billing References

Invoice 4 0 / 50

Next

To enter your shipping information, follow these steps:

1. **Shipper Address:** Enter the full shipper address, including the suite number if applicable.
2. **City:** Input the city.
3. **Postal Code:** Input the postal code.
4. **Province:** Select the province.
5. **Country:** Select the country.

Setup Guide Sign Out Passer en français

Welcome!
Welcome to GLS Canada's shipping platform! To continue, you must complete the form below to create your first sender.

Address Details

Street Line 1* 1 Type for suggestions 0 / 100 Street Line 2*

City* 2 0 / 100 Postal Code* 3

Province* 4 0 / 100 Country* 5

Back Save

At this time we only support Canadian senders

Shipping

Create a Shipper

You can create multiple shippers if you have multiple account numbers or locations.

To add a new shipper, follow these steps:

1. **Add Shipper:** Click on the "+" sign.
2. **Company Name:** Enter the company name.
3. **Shipper's Name:** Enter the shipper's name.
4. **Billing Account:** Select a billing account.
5. **Phone Number:** Enter the company's phone number.
6. **Address:** Provide the full address (Street number and street name).
7. **City:** Enter the city name.
8. **Postal Code:** Enter the postal code.
9. **Province:** Select the province.
10. **Country:** Choose the country.
11. **Email and Notifications** (Optional): If needed, enter the email address and select the notifications the user should receive for each shipment made with this shipper.

Shipper

437590 - JOH 1A0 - Test

TEST 437590

ACTON VALE, QC
JOH 1A0 🇨🇦

Test

Add Sender x

Company Details

Company Name* 2 0 / 40
Nom de l'entreprise is not valid.

Department 0 / 50

Shipper Name* 3 0 / 40

Billing Account* 4 v

Phone Number* 5

Billing References

No Billing References

Address Details

Street Line 1* 6 0 / 100

Street Line 2 0 / 100

City* 7 0 / 100

Postal Code* 8

Province* 9 v

Country* 10 v

At this time we only support Canadian senders.

Email Preferences

Email Address 11

Created

Picked Up

In Transit

On Delivery

Delivered

Save

Select a Shipper

To select a shipper, follow these steps:

- Open Drop-Down Menu:** Click on the drop-down menu.



You can also search for a specific shipper by entering the name in the select a shipper field.

- Select Shipper:** From the list of available shippers, choose the one you want to ship from.

Edit a Shipper

To manage shipper information:

1. **Edit Shipper:** Click on the "Pencil" icon to edit the shipper information.
2. **Delete Shipper:** Click on the "Bin" icon to delete a shipper.

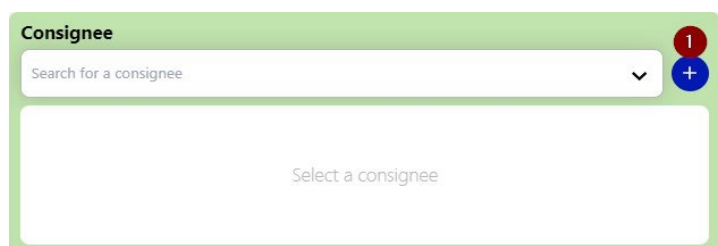


Create a consignee

This is how you can create your consignee. Every consignee created will be saved in your address book.

To add a consignee, follow these steps:

1. **Add Consignee:** Click on the "+" icon.
2. **Company Name:** Enter the company name.
3. **Unique ID (Optional):** Enter a unique ID to identify your consignee (e.g., number, name, etc.).
4. **Phone Number:** Enter the company phone number.
5. **Always Collect (Optional):** Select this option if the consignee will always pay for shipments with their GLS account number.
6. **GLS Account Number (Optional):** Enter the GLS account number if the consignee is paying for this shipment.
7. **Address Information:** Click the "+" icon and enter the address details.
8. **Contact Information:** Click the "+" icon and enter the consignee's contact details.



Add Consignee [Close]

Company Details

Company Name* [2] Unique ID [3]

0 / 40 0 / 100

Nom de l'entreprise is not valid.

Company Phone Number [4] Company Phone Ext

+1 (888) 463-4266

Always Collect [5]

Billing Accounts [6] +

No billing accounts, please add one

Addresses * [7] +

No addresses, please add one

Attention To [8] +

No attention to, please add one

[Reset] [Save]

Select a consignee

To select a consignee, follow these steps:

1. **Open Drop-Down Menu:** Click on the drop-down menu.
2. **Select Consignee:** Choose the desired consignee from the list.
3. **Search Consignee (Optional):** Use the search bar to find a consignee by their address, name, unique ID, etc.

Consignee [Close] [Add]

Search for a consignee [3] [1]

Search for a consignee

Test [2] (ID: 001)

TEST

Edit a consignee

To edit consignee information:

1. **Edit Consignee:** Click on the "Pencil" icon to update the consignee details.



Consignee

Search for a consignee

TEST

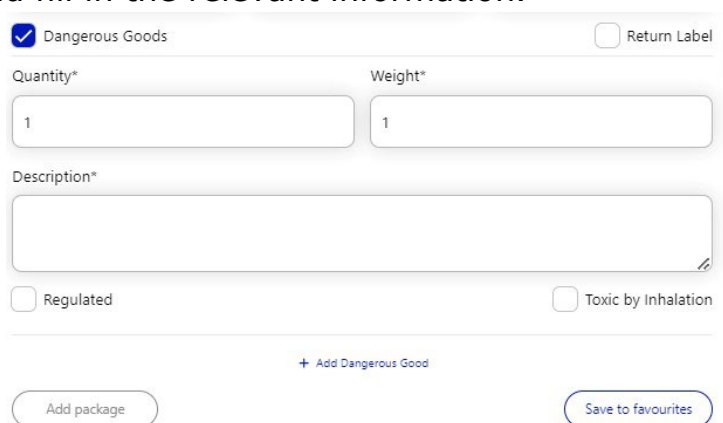
SAINT-MARTIN, QC
G0M 180

TEST

Enter Package Details

To add a package, follow these steps:

1. **Package Type:** Select the package type.
2. **Quantity:** Enter the quantity.
3. **Weight:** Enter the weight. By default, "Each" is selected, meaning the weight is for each box. You can select "Total" for the combined weight of all boxes.
4. **Dimensions:** Enter the length, width, and height.
5. **Dangerous Goods (Optional):** If this is a dangerous goods shipment, check the box and fill in the relevant information.



Dangerous Goods Return Label

Quantity* Weight*

1 1

Description*

Regulated Toxic by Inhalation

+ Add Dangerous Good

Add package Save to favourites

6. **Return Label (Optional):** Check the box if you need a return label for this shipment.

- Save to Favourites** (Optional): Click on this option if you want to save the package weight and dimensions for future use.
- Add Package:** Click on "Add package" to include the package in your package details.

The screenshot shows the 'Package Details' form with the following elements and callouts:

- 1:** Type* dropdown menu (set to 'Box')
- 2:** Quantity* input field (set to '1')
- 3:** Weight (lb)* input field (set to '1')
- 4:** Length (in) input field (set to '1')
- 5:** Dangerous Goods checkbox
- 6:** Return Label checkbox
- 7:** Save to favourites button
- 8:** Add package button

Select a favourite box

To use a saved preset for your package, follow these steps:

- Open Saved Presets:** Click on "Saved Presets".
- Select Preset:** Choose the desired saved preset to add it to your package details.
- Edit or Delete Preset** (Optional): Click the "Pencil" icon to edit the saved preset, or the "Bin" icon to delete it.

The screenshot shows the 'Package Details' form with the 'Saved Presets' dropdown menu open. The callouts are:

- 1:** Saved Presets dropdown menu
- 2:** A saved preset card showing '10x10x10 1 x (Box) 5 lb 10 x 10 x 10' with edit and delete icons
- 3:** A 'No saved' button

Edit an Added Package

To edit a package, follow these steps:

1. **Select Package:** Click on the package within the package details.
2. **Edit Values:** Update the desired values.
3. **Update Package:** Click on "Update package" to save the changes.

The screenshot shows the 'Package Details' form. At the top, there is a 'Saved Presets' dropdown. Below it is a package summary box with a red circle '1' pointing to the package icon. The summary shows '1 x [Box]', '5 lb (each)', and '10 x 10 x 10 in'. Below the summary are three input fields: 'Type*' (set to 'Box'), 'Quantity*' (set to '1'), and 'Weight (lb)*' (set to '5'). There are 'Total' and 'Each' tabs under the weight field. Below these are three more input fields: 'Length (in)' (set to '10'), 'Width (in)' (set to '10'), and 'Height (in)' (set to '10'). At the bottom, there are two checkboxes: 'Dangerous Goods' and 'Return Label'. A red circle '2' points to the 'Update package' button, and a red circle '3' points to the 'Update package' button.

Pickup & Delivery Details

To manage pickups for your shipment:

1. **Link to existing pickup** (Optional): Select an existing pickup to link this shipment to it.
2. **Schedule a new pickup** (Optional): Arrange a new pickup for your current shipment by selecting this option.

The screenshot shows the 'Pickup & Delivery Details' form. It starts with the title 'Pickup & Delivery Details' and the instruction 'Select a scheduled pickup'. Below this is a dropdown menu with the text 'No scheduled pickups' and a red circle '1' pointing to the dropdown arrow. Below the dropdown is the word 'or'. Below 'or' is a button labeled 'Schedule a new pickup' with a red circle '2' pointing to the button.

Schedule Pickup

To schedule a pickup, follow these steps:

1. **Date:** Select the pickup date.
2. **Ready By:** Select the time the shipment will be ready.
3. **Closing Time:** Select the pickup location's closing time.
4. **Location:** Select the pickup location.

The screenshot shows a 'Schedule Pickup' form with a close button (X) in the top right corner. It contains four dropdown menus arranged in a 2x2 grid, each with a red circle containing a number (1-4) next to it. The first dropdown is labeled 'Date*' and contains the text 'Select a date'. The second is labeled 'Ready By*' and contains '16:00'. The third is labeled 'Closing Time*' and contains '17:00'. The fourth is labeled 'Location*' and contains 'Expédition'. Below the dropdowns is a grey 'Schedule' button.

Additional Services

To add additional services to your shipment:

- **Select Services** (Optional): Check the box next to any services needed for this shipment.

Additional Services

- | | |
|---|---|
| <input type="checkbox"/> Declared Value | <input type="checkbox"/> Trade Show Delivery |
| <input type="checkbox"/> Hold for Pickup | <input type="checkbox"/> Non Conveyable |
| <input type="checkbox"/> Weekend Delivery | <input type="checkbox"/> Signature Not Required |

Notification

This notification option is similar to the one available for the consignee, but it is not saved for future use. It's only valid for the current shipment.

To set up notifications:

1. **Add Notification:** Click on "Add notification".
2. **Enter Email:** Enter the email where you want to receive notifications.
3. **Select Status:** Choose the desired package status to receive notifications for.
4. **Add:** Click on "Add" to confirm.

Notifications

No emails will be sent

Add notification **1**

Email **2**

you@domain.com

Created

Picked Up

In Transit **3**

On Delivery

Delivered

Add **4**

Add notification

Additional Services

Declared Value

Hold for Pickup

Weekend Delivery

Notifications

Delivery

able

Not Required

Payment Details

To select the payment method for this shipment:

1. **Payment Method:** Choose one of the following options:
 - **Prepaid:** The shipment will be charged to your account number.
 - **Collect:** The shipment will be charged to the consignee account.
 - **Third Party:** The shipment will be charged to an external account.
2. **View Estimated Rate:** Click on "Show more" to view more details about the estimated rate for this shipment.

The screenshot shows a form titled "Payment Details" with a blue header. The form contains the following fields and options:

- Billing Account:** (empty field)
- Payment Method:** A dropdown menu set to "Prepaid", with a red circle '1' next to it.
- Return Labels:** A dropdown menu set to "No".
- Estimated Delivery:** "1 Day".
- Estimated Total:** "\$7.13".
- Show more:** A link with a dropdown arrow, with a red circle '2' next to it.

Billing References

To finalize your shipment:

1. **Mandatory Reference:** If there's a mandatory reference on your account number, enter the desired value in the field (optional).
2. **Display on Label:** Check the box "Display on label" to have your reference show up on the label (optional).
3. **Add Reference:** Click on "Add reference" to include any additional reference for this shipment (optional).
4. **Instructions:** Enter any extra instructions for this shipment (optional).
5. **Ship:** Click on "Ship" to complete the shipment and get your label.
6. **Reset:** Click on the reset button to restart your shipment from scratch (optional).

The screenshot shows a form titled "Billing References" with a blue header. The form contains the following fields and options:

- Account references:**
 - Invoice*:** A text input field with a red circle '1' next to it.
 - Display on label:** A checkbox with a red circle '2' next to it.
- Additional references:** A button labeled "Add reference" with a red circle '3' next to it.
- Instructions:** A text input field with a red circle '4' next to it.
- Ship:** A yellow button with a red circle '5' next to it.
- Reset:** A blue circular button with a refresh icon and a red circle '6' next to it.

Shipments

Label Reprint

To reprint the label for the selected shipment:

1. **Reprint Label:** Click on the "Printer" icon.



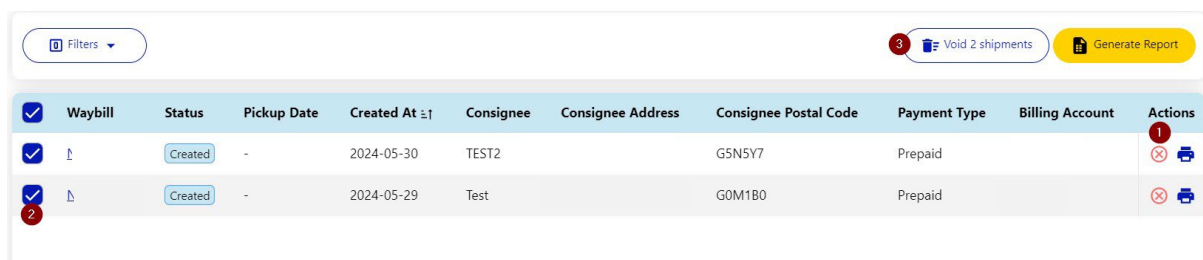
The screenshot shows a table with columns: Waybill, Status, Pickup Date, Created At ±1, Consignee, Consignee Address, Consignee Postal Code, Payment Type, Billing Account, and Actions. There are two rows of data. The first row has Waybill 'N1', Status 'Created', Pickup Date '-', Created At '2024-05-30', Consignee 'TEST2', Consignee Address 'G5N5Y7', Payment Type 'Prepaid', and an Actions column with a printer icon and a red '1' notification badge. The second row has Waybill 'N1', Status 'Created', Pickup Date '-', Created At '2024-05-29', Consignee 'Test', Consignee Address 'G0M1B0', Payment Type 'Prepaid', and an Actions column with a printer icon and a red '1' notification badge. A 'Filters' dropdown is in the top left, and a 'Generate Report' button is in the top right.

Waybill	Status	Pickup Date	Created At ±1	Consignee	Consignee Address	Consignee Postal Code	Payment Type	Billing Account	Actions
N1	Created	-	2024-05-30	TEST2	G5N5Y7		Prepaid		1
N1	Created	-	2024-05-29	Test	G0M1B0		Prepaid		1

Cancel Shipments

To cancel shipments:

1. **Cancel Individual Shipment:** Click on the "X" icon to cancel an individual shipment.
2. **Select Shipments** (Optional): Check the boxes next to the desired shipments.
3. **Void Shipments:** Click on the "Void x shipments" button to cancel all the selected shipments.



The screenshot shows the same table as above, but with checkboxes in the first column selected for both rows. A red '3' notification badge is next to the 'Void 2 shipments' button in the top right. The printer icons in the Actions column are still present. The 'Filters' dropdown and 'Generate Report' button are also visible.

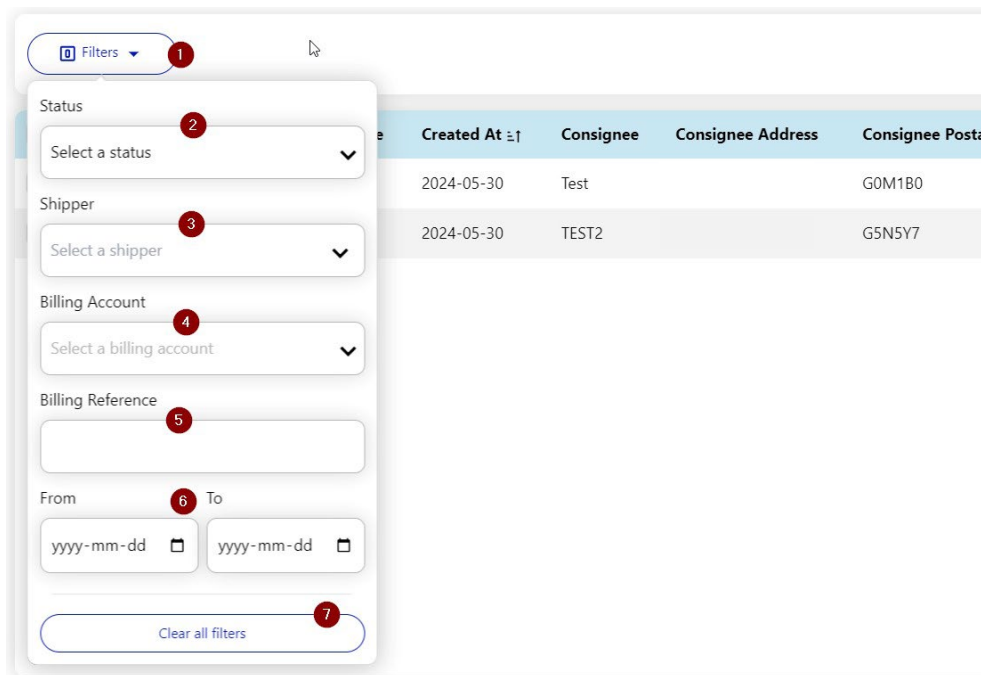
Waybill	Status	Pickup Date	Created At ±1	Consignee	Consignee Address	Consignee Postal Code	Payment Type	Billing Account	Actions
<input checked="" type="checkbox"/> N1	Created	-	2024-05-30	TEST2	G5N5Y7		Prepaid		1
<input checked="" type="checkbox"/> N1	Created	-	2024-05-29	Test	G0M1B0		Prepaid		1

Filters

To filter shipments:

1. **Open Filter:** Click on "Filter" to open the filter options.
2. **Select Shipment Status** (Optional): Choose a status from the available options: Cancelled, Confirmed, Return, Ready for Pickup, Picked Up, In Transit, Out for Delivery.

- Select Shipper** (Optional): Choose a specific shipper to view shipments made by them.
- Select Billing Account** (Optional): Choose a specific billing account to view shipments made with that account number.
- Enter Billing Reference**: Provide a billing reference such as the invoice number, department number, etc.
- Select Date Range**: Choose the "From" and "To" dates to view shipments within a specific period.
- Clear Filters**: Click on "Clear all filters" to reset all filter options.



Shipment Tracking Details

To view shipment tracking details:

- Click on Waybill Number**: Click on the waybill number to be redirected to the shipment tracking details for the selected shipment.



<input type="checkbox"/>	Waybill	Status	Pickup Date	Created At ±1	Consignee	Consignee Address	Consignee Postal Code
<input type="checkbox"/>	N	Created	-	2024-05-30	Test		G0M1B0
<input type="checkbox"/>	N1	Created	-	2024-05-30	TEST2		G5N5Y7

N1

Information Received | Picked Up | In Transit | Out For Delivery | Delivered

Shipper
 ACTON VALE, QC
 JOH1A0 (H)

Receiver
 SAINT-MARTIN, QC
 G0M1B0 (H)

Details
 Delivery Type: Ground
 Payment Method: Prepaid
 Unit of Measurement: kg / cm
 Billing Account: 437590

Activity (Piece 1)

Status	Location	Date
Created	-	2024-05-30

Pieces

#	Type	Quantity	Weight	Dimensions
1	Box	1	1 kg	1x1x1 cm

References

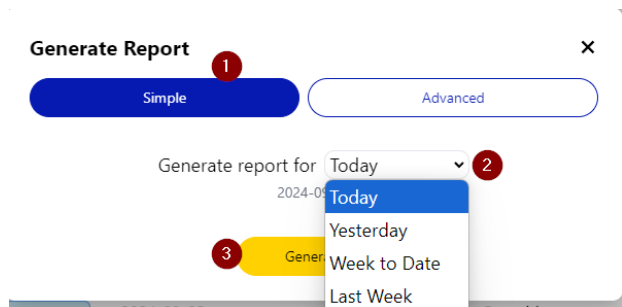
Type	Value
INV	test2

Generate Report

To generate shipment reports:

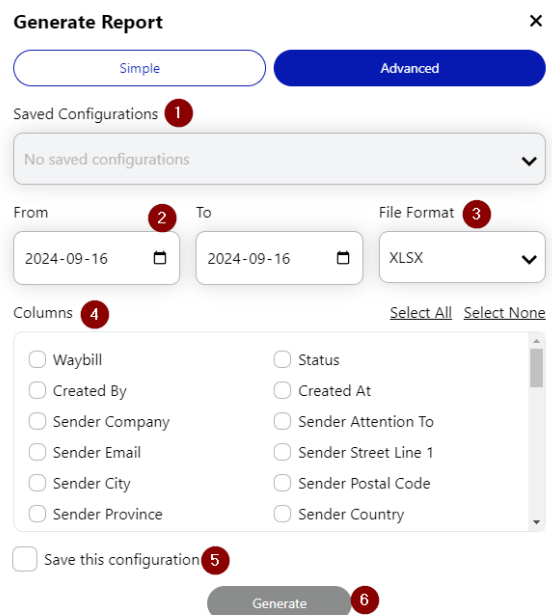
Simple Report

1. Click "Simple Report"
2. Click drop-down menu and select a range for the report
3. Click "Generate"



Advanced Report

1. If you have a Saved Configuration, select one from the drop-down menu.
2. Choose a date range for the report.
3. Choose the file format for the report that you would like to download.
4. Select the columns you would like to see in the report.
5. If you would like to save this configuration to run this report later, click "Save this configuration".
6. Click "Generate".



Pickups

Schedule Pickup

To schedule a pickup:

1. **Schedule Pickup:** Click on "Schedule Pickup".
2. **Select Sender:** Choose a shipper from the drop-down menu.
3. **Pickup Date:** Select the pickup date.
4. **Ready By Time:** Select the time the shipment will be ready.
5. **Closing Time:** Select the closing time.
6. **Pickup Location:** Choose the pickup location.
7. **Link Shipments:** Check the shipments you want to link to this pickup.

The screenshot shows a 'Schedule Pickup' form with the following elements:

- 1:** A yellow button labeled 'Schedule Pickup' with a calendar icon.
- 2:** A dropdown menu for 'Sender' with the value '437590 - JOH 1A0 - Test'.
- 3:** A dropdown menu for 'Date*' with the value 'Select a date'.
- 4:** A dropdown menu for 'Ready By*' with the value '15:00'.
- 5:** A dropdown menu for 'Closing Time*' with the value '17:00'.
- 6:** A dropdown menu for 'Location*' with the value 'Shipping'.
- 7:** A table of 'Shipments' with checkboxes for linking.

Tracking #	Consignee	Quantity	Total Weight
<input type="checkbox"/>	Test	1	1
<input type="checkbox"/>	TEST2	1	1

Schedule Pickup [Close]

Details

Sender: 437590 - JOH 1A0 - Test

Date*: Select a date

Ready By*: 15:00

Closing Time*: 17:00

Location*: Shipping



Shipments

Schedule

Print manifest

To print the manifest for a pickup:

1. **Print Manifest:** Click on the "Printer" icon next to the desired pickup.

Expected Date	Status	Address	Ready By	Closing Time	Location	Service	Created At	Actions
2024-06-03	Active		15:00	17:00	Shipping	Parcel	-	  

Edit Pickup

To edit an existing pickup:

1. **Edit Pickup:** Click on the "Pencil" icon.

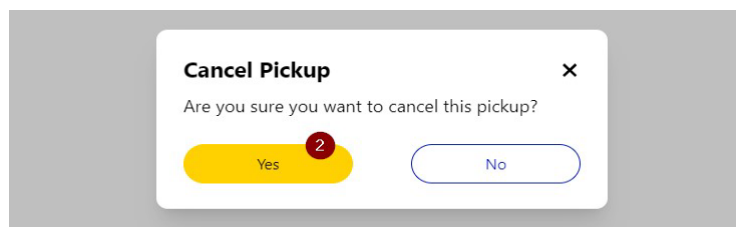
Expected Date	Status	Address	Ready By	Closing Time	Location	Service	Created At	Actions
2024-06-03	Active		15:00	17:00	Shipping	Parcel	-	  

Cancel Pickup

To cancel a pickup:

1. **Cancel Pickup:** Click on the "X" icon.
2. **Confirm Cancellation:** Select "Yes" to confirm the cancellation.

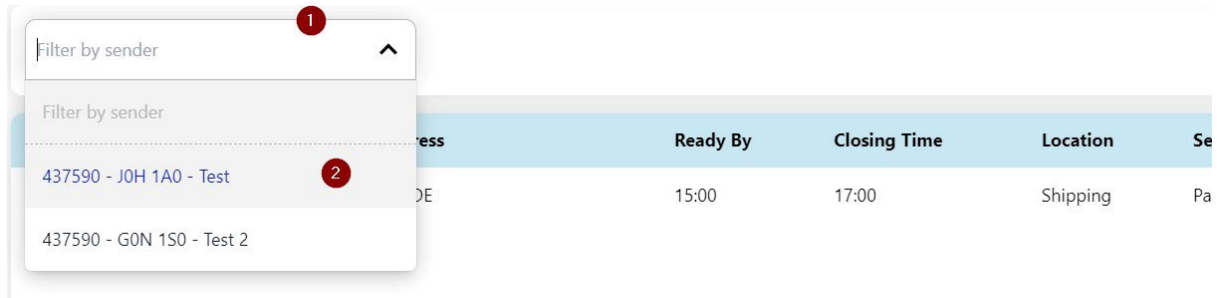
Expected Date	Status	Address	Ready By	Closing Time	Location	Service	Created At	Actions
2024-06-03	Active		15:00	17:00	Shipping	Parcel	-	  



Filter Pickup

To select a shipper:

1. **Open Dropdown:** Click on the drop-down menu.
2. **Choose Shipper:** Select an available shipper from the list.



Tracking

Track a Shipment

To track shipments:

1. **Enter Waybill Number:** Input a valid waybill number in the text field. You can track multiple shipments by adding a "," at the end of each waybill. For example: W00000000, W11111111, W22222222
2. **Track Shipments:** Click on "Track x shipments".
3. **Click on Waybill Number:** Simply click on the waybill number to view the tracking information.
4. **Print:** Click on the "Printer" icon to print the tracking detail (optional).

The screenshot displays the 'Track a shipment' interface. At the top, there is a text input field with the placeholder 'Enter up to 99 waybills e.g., W00000000,W11111111,W22222222' and a 'Track 0 shipments' button. Below this, the interface shows the tracking details for waybill 'N1'. A progress bar indicates the status: Information Received (active), Picked Up, In Transit, Out For Delivery, and Delivered. The shipper is ACTON VALE, QC J0H1A0 and the receiver is SAINT-MARTIN, QC G0M1B0. The activity log shows the shipment was created on 2024-05-30. The pieces section shows 1 box weighing 1 kg with dimensions 1x1x1 cm. The references section shows an invoice (INV) with value test2.

Waybill	Status	Date	Category
N1	Created	2024-05-30	Parcel

Activity

Status	Location	Date
Created	-	2024-05-30

Pieces					References	
#	Type	Quantity	Weight	Dimensions	Type	Value
1	Box	1	1 kg	1x1x1 cm	INV	test2

Quick Rate

Generate Estimate

To generate a shipping rate:

1. **Select Shipper:** Choose the shipper.
2. **Enter Destination Postal Code:** Input the postal code for the destination.
3. **Select Delivery Type:** Choose the delivery type.
4. **Enter Package Details:** Provide the details of the package.

The screenshot shows the 'Generate Estimate' form with the following fields and callouts:

- 1:** Shipper dropdown menu.
- 2:** Destination Postal Code input field.
- 3:** Package Details section, including Type, Quantity, Weight, Length, Width, and Height.
- 4:** Additional Services section with checkboxes for Declared Value, Hold for Pickup, Weekend Delivery, Trade Show Delivery, Non Conveyable, and Signature Not Required.
- 5:** Generate Rate button.

5. **Additional Services (Optional):** Select any required additional services.
6. **Generate Rate:** Click on "Generate Rate".
7. **Create Shipment (Optional):** Click on "Create Shipment".

The screenshot shows the 'Rate Estimate' summary table and buttons:









Rate Estimate	
Total Weight:	1 kg
Cubed Weight:	1 kg
Basic Charge:	\$1.00
Weight Charge:	\$0.00
Zone Charge:	\$0.00
Fuel Charge:	\$1.49
Residential Delivery:	\$4.50
Residential Delivery Signature:	\$5.25
Carbon Surcharge:	\$0.14
Subtotal:	\$10.89
Taxes:	\$0.00
Estimated Delivery:	1 Day
Estimated Total:	\$12.38

Buttons: Generate Rate, Create Shipment (6)

Rate History (Freight)

To manage freight rate requests:

1. **View Rate Request:** Click on the “Magnifying glass” icon to see a previously created freight rate request.
2. **Create Shipment:** Click on “Create Shipment” to create a shipment from this rate request.


Reference	Destination	Items	Weight	Created By	Date	Actions
WEB	H7S2H7	1 x Box	2		2024-05-29	
WEB	H7S2H7	1 x Skid	2000		2024-05-29	
WEB	H7S2H7	1 x Skid	2000		2024-05-29	
WEB	J0V1X0	1 x parcelType.full	10		2024-05-24	
WEB	J0V1X0	1 x parcelType.full	10		2024-05-24	
WEB	J0V1X0	1 x Crate	10		2024-05-24	
WEB	J0V1X0	1 x Box	10		2024-05-24	
WEB	J0V1X0	1 x Bundle	10		2024-05-24	

WEB ✕

Account:	-	Date:	2024-05-29
Origin:	H9P2T7	Destination:	H7S2H7
Content:	1 x Box	Weight:	0 LB

Estimate

Total Weight:	0 kg
Cubed Weight:	3 kg
Basic Charge:	\$41.70
Weight Charge:	\$0.00
Zone Charge:	\$0.00
Fuel Charge:	\$11.30
Carbon Surcharge:	\$2.67
Subtotal:	\$55.67
Taxes:	\$0.00
Estimated Delivery:	0 Days
Estimated Total:	\$55.67



Consignees

Create Consignee

To create a new contact:

1. **Create Consignee:** Click on "Create consignee".

Search...

Create Consignee Import Consignees

Company Name	Customer ID	Billing Accounts	Company Phone Number	Attention To	Addresses	Actions
Cisco	Cisco		+1 (654) 654-6546			
GLS Canada	GLS Canada		+1 (654) 646-5465	TEST		
GLS OTT	GLS OTT		-	TEST OTT		
House INC	0001	300030	+1 (165) 465-4654	Bob		
Razer	0005		+1 (654) 654-6546	Alex		

25 Per page Previous 1 Next

Edit a Consignee

To edit an existing consignee:

1. **Edit Consignee:** Click on the "Pencil" icon next to the consignee in the list.

Search...

Create Consignee Import Consignees

Company Name	Customer ID	Billing Accounts	Company Phone Number	Attention To	Addresses	Actions
Cisco	Cisco		+1 (654) 654-6546			
GLS Canada	GLS Canada		+1 (654) 646-5465	TEST		
GLS OTT	GLS OTT		-	TEST OTT		
House INC	0001	300030	+1 (165) 465-4654	Bob		
Razer	0005		+1 (654) 654-6546	Alex		

25 Per page Previous 1 Next

Delete a Consignee

To delete an existing consignee:

- Delete Consignee:** Click on the "Bin" icon next to the consignee in the list.

+ Create Consignee+ Import Consignees

Company Name	Customer ID	Billing Accounts	Company Phone Number	Attention To	Addresses	Actions 1
Cisco	Cisco		+1 (654) 654-6546			✎ 🗑
GLS Canada	GLS Canada		+1 (654) 646-5465	TEST		✎ 🗑
GLS OTT	GLS OTT		-	TEST OTT		✎ 🗑
House INC	0001	300030	+1 (165) 465-4654	Bob		✎ 🗑
Razer	0005		+1 (654) 654-6546	Alex		✎ 🗑








25 ▼ Per pagePrevious 1 Next

Billing

Unpaid Bills

To view an unpaid bill:






1. **View Bill:** Click on the "Email" icon to have the selected unpaid bill forwarded to your email account.

Unpaid Bills	Paid Bills	Pre-billing					
Bill Number	Total Waybill	Date	Payment Date	Amount	Payment	Balance	Actions
-	-	2024-05-03	2024-05-03	\$80.00	\$0.00	\$80.00	
-	-	2024-05-10	2024-05-10	\$70.00	\$0.00	\$70.00	
-	-	2024-05-17	2024-05-17	\$74.00	\$0.00	\$74.00	
-	-	2024-05-24	2024-05-24	\$50.00	\$0.00	\$50.00	
-	-	2024-05-10	2024-05-10	\$56.00	\$0.00	\$56.00	
-	-	2024-05-03	2024-05-03	\$246.40	\$0.00	\$246.40	
-	-	2024-05-17	2024-05-17	\$66.95	\$0.00	\$66.95	

Paid Bills

To manage paid bills:

1. **Select Date Range** (Optional): Choose a date range to view paid bills within a set period.
2. **Export All** (Optional): Click on the "Export All" button to export all the paid bills.
3. **Export View** (Optional): Click on the "Export View" button to export the currently viewed paid bills.
4. **View Bill:** Click on the "Email" icon to forward the selected bill to your email account.

Unpaid Bills	Paid Bills	Pre-billing			
Bill Number	Total Waybill	Date	Payment Date	Amount	Actions
-	-	2024-03-08	2024-04-12	\$68.00	
-	-	2024-03-15	2024-04-12	\$45.00	
-	-	2024-03-22	2024-04-12	\$61.00	
-	-	2024-03-29	2024-04-12	\$55.00	
-	-	2024-04-05	2024-05-17	\$71.00	

Options

User Preferences

To set your preferences:

1. **Language:** Select your preferred language.
2. **Default Shipper:** Choose the default shipper from the drop-down menu.
3. **Parcel Shipment Package Type:** Select the default package type for parcel shipment.
4. **Freight Shipment Package Type:** Select the default package type for freight shipment.
5. **Unit of Measurement:** Choose your default unit of measurement (Imperial: INLB or Metric: KG-CM).
6. **Display Total Weight:** Check the box to display weight as total in the package details during shipment creation.
7. **Show Rate Details:** Check the box "Always show rate details" to expand the rate details by default on the ship page.
8. **Default Package:** Check the box "Always have default package" to always have a pre-filled package in the package details on the ship page.
9. **Maximum Pieces per Shipment:** Enter a custom maximum number of pieces per shipment (maximum is 99).
10. **Contact Search Method:** Check the box for your preferred contact search method.
11. **Default Label Printing Format:** Select the desired default label printing format.
12. **Save Preferences:** Click on the "Save" button to save all your selected preferences.

User Preferences User Management Organization Preferences

General

Language English French **1**

Shipping Preferences

Default shipper 437590 - H9P 2T7 - GLS Canada **2**

Default package type - Parcel Box **3**

Default package type - Freight Skid **4**

Default unit of measurement Imperial Metric **5**

Package weight as total **6**

Always show rate details **7**

Always have default package **8**

Package preset Select **9**

Ship on consignee select **10**

Max pieces per shipment 99 **11**

Contact search method Default Customer ID **12**

Waybill format 4 x 5 4 x 5 Peel-Off Letter (8.5 x 11) **13**

Reset Save **14**

User Management

To add a new sub-user:

- Add New User:** Click on "Add New User".
- First Name:** Enter the user's first name.
- Last Name:** Enter the user's last name.
- Username:** Enter the desired login username (cannot be an email address).
- Password:** Enter the desired login password.
- Permissions Presets (Optional):** Select a permissions preset.
- Manual Permissions (Optional):** Manually select desired permissions for this user.
- Save:** Click on "Save".

User Preferences **User Management** Organization Preferences

Add New User **1** Change Password Update User Delete User

Email	First Name	Last Name	Preset
	ALEX		Super Admin
	Alex		Custom

User Details ✕

First Name* 2

0 / 100

Last Name* 3

0 / 100

Username* 4

0 / 100

Password* 5

Permissions Presets

[Admin](#) [Shipper](#) [Shipper Restricted](#) [Custom](#) 6

Permissions Options 7

Shipments

Delete Read All Read Own Write

Consignees

Delete Read All Read Own Write

Billing Accounts

Read All

Senders

Delete Read All Read Own Write

Users

Delete Read All Read Own Write

Page Access

Shipping Shipments Quick rate

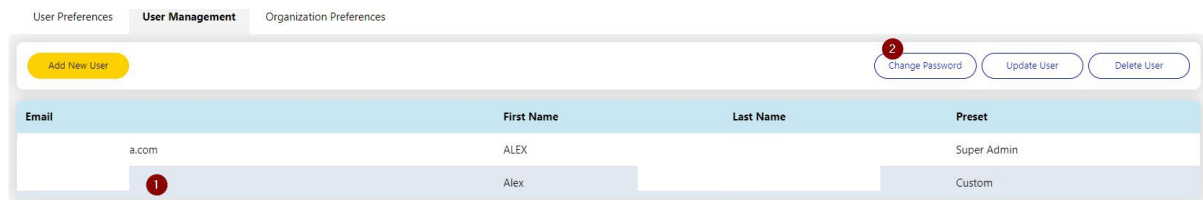
Consignees Options Products

8

Change Password

To change a user's password:

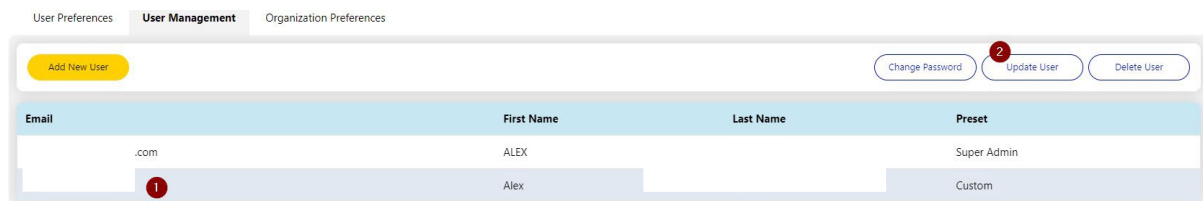
1. **Select User:** Choose the user from the list.
2. **Change Password:** Click on "Change Password" to set a new password for this user.



Update User

To edit a user's permissions and information:

1. **Select User:** Choose a user from the list.
2. **Update User:** Click on "Update User" to edit the user's permissions and information.



Delete User

To delete a user:

1. **Select User:** Choose the user from the list.
2. **Delete User:** Click on "Delete User" to delete the user.



Organization Preferences

To set organization preferences:

1. **Default Pickup Ready Time:** Select the desired default pickup ready by time.
2. **Default Pickup Closing Time:** Select the desired default pickup closing time.
3. **Default Pickup Location:** Choose the desired default pickup location.
4. **Automatic Pickup Scheduling:** Check the box to have pickups scheduled automatically when creating shipments.
5. **Default Shipment Insurance Declared Value:** Enter a default declared value for shipment insurance.
6. **Always Print References on Label:** Select this if you want to ensure that all references entered on the Ship screen appear on the label.
7. **Mandatory Dimensions:** Check the box to make the dimensions mandatory for all shipments.
8. **Display Unique ID on Waybill:** Check the box to display unique ID on the waybill by default.
9. **Default Signature Requirement:** Check the box to have signature required by default for all residential shipments.
10. **Rate Markup Type:** Select a rate markup type.
11. **Rate Markup Value:** Enter the rate markup value based on the previously selected type.
12. **Remove All Contacts:** Click on "Remove All Contacts" to delete all available contacts in your address books. (Note: Contacts cannot be recovered after deletion using this function).
13. **Save Preferences:** Click on "Save" to save all your organization preferences.

User Preferences User Management **Organization Preferences**

Pickup Preferences

Ready By: 16:00 1

Closing Time: 17:00 2

Location: Shipping 3

Schedule Automatic Pickups: 4

Shipping Preferences

Default declared value: 0 5

Always print references on label: 6

Require dimensions: 7

Display unique ID on waybill: 8

Residential signature required: 9

Rate Preferences

Markup label: Percentage 10

Markup amount: 1 11

Remove All Contacts: 12

13

14. **Import Web Address Book:** If you were a gls-canada.com shipping system user, you can use this to import your web address book to Smart4 Shipping.

Support

Contact Us

To submit feedback:

1. **Feedback Type:** Select the type of feedback you want to send.
2. **Description:** Enter your issue or feedback in the comments section, providing as much detail as possible.
3. **Receive Updates** (Optional): Check the box if you want to receive updates on your feedback.
4. **Submit:** Click on "Submit" to send your feedback request.

The screenshot shows a web form titled "Support". It contains the following elements:

- A dropdown menu labeled "Feedback Type" with "Technical Issues" selected. A red circle with the number "1" is positioned above the dropdown.
- A text input field labeled "Comments". A red circle with the number "2" is positioned above the input field.
- A checkbox labeled "Would you like to receive updates concerning your feedback?". A red circle with the number "3" is positioned to the right of the checkbox.
- A text input field containing the email address "abilodeau@gls-canada.com".
- A yellow "Submit" button. A red circle with the number "4" is positioned above the button.