

## Shipping A Package with GLS

Access to the GLS Shipping menu functions, similar to most other VinNOW menu options, is controlled by security flags in each user's Security Profile. The GLS Shipping option is accessed via the VinNOW Maintenance menu. An internet connection is required to access this option.

The GLS Shipping screen allows the user to search for and view the status of a list of orders created in VinNOW. This screen is used primarily to perform the following two functions:

1. Create GLS shipments and print the shipping labels for orders with a status of 'To Be Shipped'.
2. Accept Shipment of GLS shipments for orders with a status of 'Shipment Created'. This action will update the order's status to 'Shipped.'

**Note:** if you are a ShipCompliant customer you can check compliance of the order prior to creating the shipment by checking the 'Check compliance before creating shipments' option on the GLS shipping form. Additionally, when updating the order to 'Accept Shipment', the shipment information can be sent to ShipCompliant.

Other functions that can be performed from this screen are:

- Delete/Void forward shipments up to the time they are tendered to GLS.
- Re-print a GLS shipping label: find order and click on the box to left of invoice #, click on Process menu then Reprint GLS Shipping Label.
- View/Edit the VinNOW packing slip.
- View the VinNOW order invoice.
- Access the GLS Pickup Scheduling form. That feature is documented under GLS Pickup and Scheduling.
- Access the GLS Pickup Summary form. That feature is documented under GLS Pickup and Scheduling.

### Creating GLS Shipments

GLS shipments may be selected and created for 1 order at a time, or for multiple orders having the same attributes.

For VinNOW group orders where all the orders contain the same products, an entire group of orders can be selected and the shipments created in a single batch operation. All selected orders must also be using the same GLS Carrier, either GLS Ground, or GLS Express.

Split shipment packing slips however, cannot be selected for shipping at the same time. If you do, you will receive a message that the shipment must contain the same items.

**Note:** Creating a shipment does not notify GLS that packages are ready for pickup. Unless you have an ongoing routine pickup by GLS, you will need to make arrangements with GLS to schedule on-call pickups. You can also schedule GLS On-Call Pickups from within VinNOW. The On-Call Pickup Scheduling feature is documented separately.

### **Processing A Single Shipment**

Creating and processing a single GLS shipment in VinNOW requires the following steps:

1. Find the order to be shipped in the GLS Shipping module.
2. Select the order.
3. Click "Create Shipment" Button
4. Enter the shipment details.
5. Create the shipment and a label will print.

When the driver picks up the package(s), update the packing slip status by selecting the shipped order in GLS module and click "Accept Shipment". Please note that clicking the "Accept Shipment" button triggers an action to mark the shipment as having been shipped by updating the Shipment's Status only in the VinNOW database. Nothing is communicated to GLS when this action is taken.

Find the order to be shipped by specifying the desired search criteria. By default, the search criteria are set to search for orders with an Order Status of "To Be Shipped" and the Shipper set to "GLS" for all orders with a GLS shipment service.

1. Select the order by clicking in the leftmost column. This will display a check mark in that column.
2. Shipments can be created for the following statuses: "To Be Shipped", or "Invoiced"
3. When the check mark is displayed, the 'Create Shipment' button will be enabled. Click the 'Create Shipment' button to bring up the Shipment Request form.
4. On the Shipment Request form, enter the shipment details for the service information, package information, and the payment information.

**Note:** If multiple orders have been selected that are using the same GLS Carrier, but have different GLS shipment services, the following message is displayed on the Shipment Request form: "Note: Multiple Ship Services are Present." This serves only to inform the User that not all orders are using the shipment service displayed on the form.

### **Shipment Service Information**

GLS Service Type Info:

When shipping with GLS, the customer must select a delivery service type. The delivery service types offered by GLS are as follows:

**PDS** – GLS Priority Overnight, next business day delivery by 10:30 AM in most areas.

**EPS** – GLS Early Priority Overnight, next business day delivery by 8:00 AM in most areas.

**NPS** – GLS Noon Priority, next business day delivery by 12:00 PM in most areas.

**SDS** – GLS Saturday Delivery, Saturday delivery by 10:30 AM in most areas. Available for Friday pickups only.

**ESS** – GLS Early Saturday, Saturday delivery by 8:00 AM in most areas. Available for Friday pickups only.

**CPS** – GLS Ground, next business day delivery by 5:00 PM in most areas.

**Note: Not all service types may apply to every shipper's account.**

**Service** - Required. Select a GLS shipment service type from the drop-down menu. If a GLS shipment service was selected when the VinNOW order was created, the shipment service type will default to that value on this screen.

**Number of Packages** - Required. Enter the number of packages (up to 99) in your shipment. The default setting is 1 package. A separate Tab Page of package information will be added for each package. Page Tabs are displayed

if the number of packages is greater than one to allow you to enter the necessary package information for each package.

**Saturday Delivery** – Select this check box if you need the shipment to arrive on Saturday. Availability is limited to specific services and selected destinations.

**E-mail Notification** – This check box allows you to use GLS E-mail notification service. Select the appropriate check boxes to alert the recipient or others that a shipment has been created, that an exception has occurred, and/or that the shipment has been delivered. See Email Notification Information (above) for more information.

**Note:** The check box must be checked in order for any e-mail notification information entered to be included with the shipment creation request.

### **Package Information**

**Packaging** – Required. Select a packaging type from the drop-down menu. The default value for this field is as specified in your system's GLS Shipping Preferences. For any GLS Ground shipment, this value must be set to "Your Packaging".

**Weight** – Required. Enter the weight of the package. Required for all packages.

**Dimensions** – Not Applicable for GLS Shipping.

**Declared Value** – Optional. Enter the value of your package.

**Delivery Confirmation** – Required if shipment contains alcohol. Select from the drop-down menu to have GLS send automatic delivery confirmation, to require a signature for delivery, or to require an adult signature. The default



value for this field is as specified in your system's GLS Shipping Preferences. For any shipment containing alcohol, the value must be set to "Adult Signature Required".

**Additional Handling** - Not Applicable for GLS Shipping.

**Oversize** - Not Applicable for GLS Shipping.

**C.O.D. Amount** – Enter the monetary amount in US dollars that GLS is to collect from your recipient upon delivery of a Collect on Delivery (C.O.D.) shipment.

**C.O.D. Collection Type** - Not Applicable for GLS Shipping.

**Reference 1** - User defined information that may be displayed on the GLS shipping label. The default value for this field is as specified in your system's GLS Shipping Preferences. The VinNOW suggested default for Reference 1 is the concatenation of following three VinNOW shipment related fields separated by dashes: customer number, invoice number, and the packing slip number.

**Reference 2** – User defined information that may be displayed on the GLS shipping label. The default value for this field is as specified in your system's GLS Shipping Preferences. The suggested VinNOW default for Reference 2 is 'Approved Wine Shipper'.

### **Payment Information**

For each new shipment the payment method for the shipping charges is 'Bill to Account' which will bill to your GLS account number. No additional payment methods are available.

- Bill Receiver -Not Applicable for GLS Shipping.
- Bill Third Party – Not Applicable for GLS Shipping.

Click the 'OK' button to send an internet request to GLS to create the shipment, after supplying the shipment details on Shipment Request screen. This may take a few seconds for each shipment creation. If the request is received and approved, the GLS shipping label will be printed and the initial Shipping screen will be displayed.

The original order selected for shipment creation will show the status as 'Shipment Created' and a corresponding Shipment ID will be displayed. When the driver picks up the package(s), update the packing slip status to shipped via standard shipping module.

It is possible to retrieve and view the various shipping rates for different GLS delivery services that would be applicable to the GLS Shipments being created. On the Shipment Request detail form, there is now a "Check Rates" button that can be clicked to go to the VinNOW GLS Service Rates form.

One thing to note when Checking Rates while processing Group Order shipments, if the GLS service of any included shipment is changed from what the default service is, when you return to the Shipment Request detail form, there will be a message on that form informing you that multiple services have been applied.

### **Processing Group Order Shipments**

Make sure your VinNOW user profile has the back-office report printer print action set to "No Prompt" so you do not have to "ok" each label to print.

Processing group order shipments involves the same steps as processing a single shipment. Find the group of orders to be shipped, by setting the search criteria similar to the following:

- Status: 'To Be Shipped'
- Shipper/Service: 'GLS'
- Group Order #: number of the group order desired
- Select the entire group by clicking the check mark in the heading column at the top of the list. All the eligible orders will be selected.
- Click the 'Create Shipment' button to display the Shipment Request screen. Under Ship To, instead of a single recipient, you will see an entry for each of the orders selected.

Since each shipment contains the same items, you will need to enter the shipment details only once, and they will be applied to each shipment created. (See Processing A Single Shipment, Entering Shipment Details above.)

After the shipment details have been entered, send requests to GLS to create the shipment by clicking the 'OK' button. You will then be prompted to confirm the requests.

Clicking the 'OK' button to confirm your request will commence processing of the batch of shipments, one shipment at a time. A shipping label for each shipment will be printed. If a shipment is unable to be processed for any reason during the process, the process will continue with the next shipment.

At the end of the batch processing, a message will be displayed to alert the user if there were any errors. Shipments which could not be processed will still have a status of 'To Be Shipped' and the Shipment ID column in the shipping grid will display 'Shipment Error'.

## **GLS Ratings**

Shipment Rating feature can be accessed from the GLS Shipment Request detail form by clicking the "Check Rates" button.

Before you can check rates, all of the information required to create a Shipment must be supplied. Once the shipment information is supplied, clicking the "Check Rates" button will bring up the Shipment Rating form.

The Rating form will display many of the item values on which the ratings are based. These values are read-only and cannot be changed on this form.

The main grid on the Rating form will have a row for each Shipment that is to be created. Upon initial form entry, only the first Shipment will have its Service Rates retrieved and displayed.

You can get the ratings for other shipments by clicking on the leftmost selection column for that shipment and then clicking "Get Rates". All the shipments can be selected by clicking in the topmost column.

Once rates have been retrieved, they will display in the shipment's grid row under the column for any of the available GLS services. If no rate is displayed for a shipment, then that GLS service is not available/valid for that particular shipment. The User can still set that service as the one to use. But it will likely return an error form GLS when attempting to create the shipment.

**To change the GLS Service for any of the shipments in the grid:**

1. Select those shipments whose GLS Service you want changed by clicking in their leftmost selection column in the grid.
2. Select the desired GLS Service from the drop-down list that is above the grid.
3. Click on the "Go" button adjacent the drop-down list. A confirmation message will display prior to any changes being made to the selected shipments.
4. If User confirms they want the service change, the shipment's service will be updated and the new service will then display in that shipment's grid row in the Shipper / Service column.

**Re-Printing GLS Shipping Labels**

Initially the GLS shipping label is printed when the GLS shipment is created. (See Processing A Single Shipment and Processing Group Order Shipments above.) To re-print a GLS shipping label:

1. Find the desired order
2. Select it by clicking in the Invoice number column to highlight the invoice number.
3. On the Process menu, click the 'Re-Print GLS Shipping Labels'.

**Note:** The label will print in the GIF or EPL format it was generated with and cannot be changed and reprinted in the other format without voiding and regenerating the label again.