

# GLS Pickup and Scheduling

## GLS On-Call Pickups

Pickup Scheduling feature is accessed from the main GLS Shipment form by clicking the "GLS Pickup Scheduling" button.

**Note:** Under certain circumstances, GLS On-Call Pickups cannot be created using VinNOW. The determination of whether On-Call Pickups can be scheduled from VinNOW is entirely decided by GLS. Among other things, it is based on physical location of the pickup origin. Users who cannot schedule On-Line Pickups successfully, might try speaking with their GLS Service Representative to see about having that changed.

The GLS Pickup Scheduling forms allows you to schedule new GLS pickups for the GLS Shipments that have been created in VinNOW and have a status of "Shipment Created" or "Shipped".

You can also choose to add your shipments to a GLS Pickup that has already been scheduled. Note however, that if you add shipments to an existing GLS Pickup, the additional shipment(s) information is not sent to GLS. GLS will not be made aware of the additional shipment items.

The current GLS interface has no capability for modifying a Scheduled Pickup.

The information will be saved within the VinNOW database and will be included within the GLS Pickup Summary feature of VinNOW.

The Pickup Scheduling process begins on a form similar in look and feel to the main GLS Shipping form. You enter search criteria to get a list of the shipments. When a list of shipments is displayed in the form's main grid, you can choose the shipments you wish to work with by clicking in their selection column.

Once shipments are selected, the next step is to go to the Pickup Scheduling detail form by clicking the "Schedule GLS Pickup" button.

## GLS Pickup Scheduling form:

This scheduling form allows shipments created in VinNOW to be scheduled for pickup by GLS.

It also allows you to add shipments to an existing GLS Pickup...even if the Pickup has already been made. Adding shipments to a pickup that has already been made serves only to document the shipment-pickup linkage within VinNOW and make it available for viewing within the GLS Pickup Summary.

When scheduling a new GLS Pickup, make sure that the "Schedule New Pickup" radio button is selected. For new Pickups, it is required that you provide the pickup date and the times that the shipment items will be available.

Pickup Date must be within 7 days in future from current date and exclude weekends/GLS service holiday. If no Pickup Date is provided, it will be defaulted to current day.

**User/Shipper information** - Required. Default values are present when initiating the form.

When adding shipments to an existing GLS Pickup, no changes are permitted to User information values.

When adding shipments to an existing GLS Pickup, make sure that the "Add to a Scheduled Pickup" radio button is selected.

**To view a selection list of existing GLS Pickups:**

- Enter/Select a beginning date for the Pickups you want included.
- Click on the 'Go' button. A selection list of your GLS Pickups will be populated. This is a drop-down list that appears when the down arrow button next to the text entry box is pressed.
- Select the Pickup you want the shipment(s) added to from the provided list of GLS Pickups.
- The "Pickup Items" grid on the form displays a summary of all shipments contained in the GLS Pickup. It is grouped by GLS service type.
- Click on "Ok" button to schedule/save the Pickup. Or click on "Cancel" to exit the form with no changes being made.

NOTE: Each GLS Pickup is assigned a unique Pickup Confirmation Number (PCN) at the time it is created. If contacting GLS for any reason about a scheduled pickup, the PCN will allow them to access information related to a specific pickup.

GLS Pickup Summary form is accessed from the main GLS Shipment form by clicking the "GLS Pickup Summary" button.

The Pickup Summary form allows the User to query the VinNOW database and retrieve GLS Pickup records and their associated Shipment Packing Slips. The grid in the top section of the form is for display of GLS Pickups.

To view the Packing Slips linked to a GLS Pickup, you select a GLS Pickup in the grid by clicking any column in the desired row and then clicking on the "List Packing Slips" button. Or you can double click a row in the GLS Pickups grid to have its Packing Slips displayed.