

An online web based system where you have access to all your shipment details right at your finger tips.

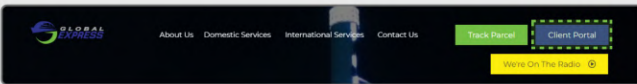
ONLINE USER GUIDE

Capturing Waybills, Booking Collections & Creating Quotes



1. Log onto www.globalexpress.co.za using Firefox or Google Chrome.

2. Select **Client Portal** tab to access the Global Express login screen.

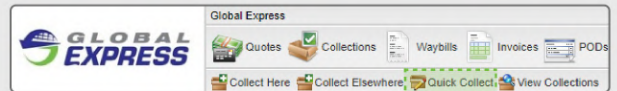


3. Enter your **unique username and password** obtained by sending your name & Global Express account number to natasha@globalexp.co.za.

What the system offers:

- Collections can be booked online and an automated reference number is provided
- Waybills can be created online whereby an A4 page can be printed and attached to your shipment - no more running out of waybills
- Waybills are created in PDF format and, therefore can be e-mailed to sites if required
- Waybill tracking details can be viewed online
- Verbal and hard copy PODs can be viewed or printed online
- Quotes can be generated online
- Data of all shipments previously sent can be viewed at any time
- Costs of shipments can be viewed online
- Invoices can be accessed online

4. **BOOKING COLLECTIONS**
To book collections online select **Collections** > **Quick Collect** > complete the necessary fields & then **Submit**.



Please provide a minimum window of 2 hours between Ready Time & Closing Time.

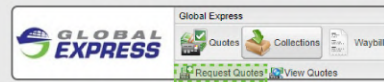
PLEASE NOTE: Truck collections need to be pre-arranged with our branch

Book New Quick Collection

Use Default Collection Address

From: Customer
Place: SANDTON Ring: 9
Address:
Contact:
Telephone:
Call:
Email:
Date - Times: Collect Date: 21/05/2024
Ready Time: 12:23
Closing Time: 17:00
Parcels: Pieces: 1
Weight:
Destination:
Notes:

5. **CREATING QUOTES**
To create a quote online, select **Quotes** > **Request Quotes** > complete all the necessary fields and then **Submit**.



Request New Quote

Customer: [] Date: 21/05/2024
Account: [] Carriage: []
From: Customer To: Customer
Place: SANDTON Ring: 9 Place: CAPE TOWN Ring: 9
Address:
Contact:
Telephone:
Call:
Email:
Reference: [] Insurance: [] Declared Value: []
Pieces: Description Length (cm) Width (cm) Height (cm) Mass (Total kg)
[] [] [] [] [] []

A block will appear with **Service Options for Quote** > Select the service type option you would like to use and then click **Accept**. This will then generate the official quote which will give you the options to either:

ACCEPT TO WAYBILL (attach waybill to shipment) **OR**
ACCEPT TO COLLECTION (books collection only) **OR**
PRINT (which will print to PDF).

Only **ACCEPT TO WAYBILL** if you print your own waybills and have not filled one out, otherwise always **ACCEPT TO COLLECTION**.

PLEASE NOTE: Same Day Deliveries have to be arranged directly with our branch

Service	Est. Code	Est. Desc	Est. Total	Est. Svc	Est. Svc Desc
ECD	ECONOMY	21/05/2024	17.00.00	444.52	ECD
NDX	Next day	23/05/2024	17.00.00	821.68	Service
ESL	Overnight Express	21/05/2024	17.00.00	1,611.68	Service
SDI	Same day	21/05/2024	N/A	2,261.14	Service
					For Booking
					For Billing
					Chargeable
					Subtotal
					Customer Vat
					Total:GMB

If you have any problem, or are interested in any of the other services that Global Express offers, please contact your local branch or send a mail with your enquiry to natasha@globalexp.co.za and we will assist you as quickly as possible

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Viewing Waybills, Tracking Shipments, POD Images & Invoices



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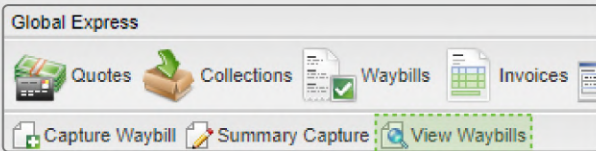
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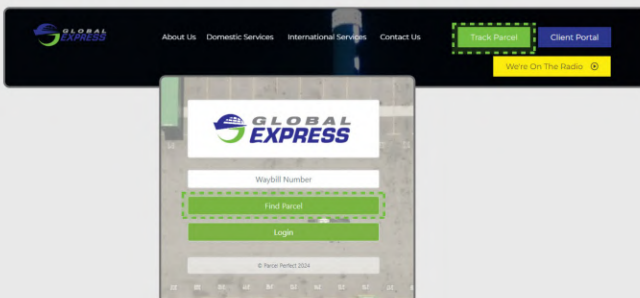
4. VIEWING WAYBILLS

You can view any shipments on your account by going to **View Waybills**, selecting a date range or destination on the left and then clicking Update.



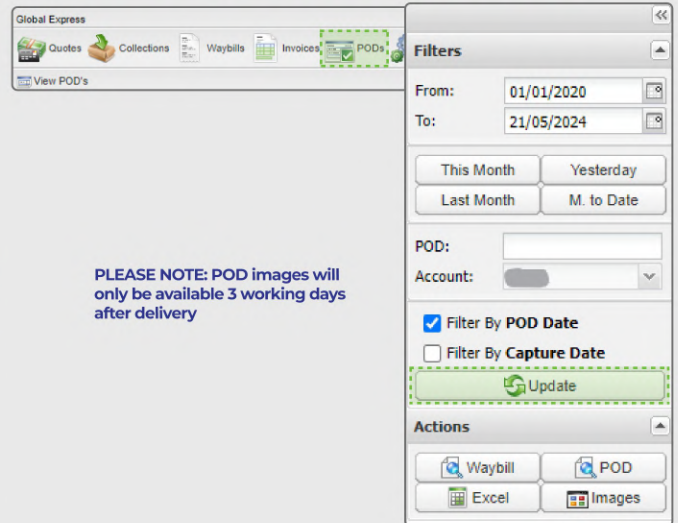
5. TRACKING SHIPMENTS

Select **Track Parcel** > Type your **Waybill Number** and then click **Find Parcel**.



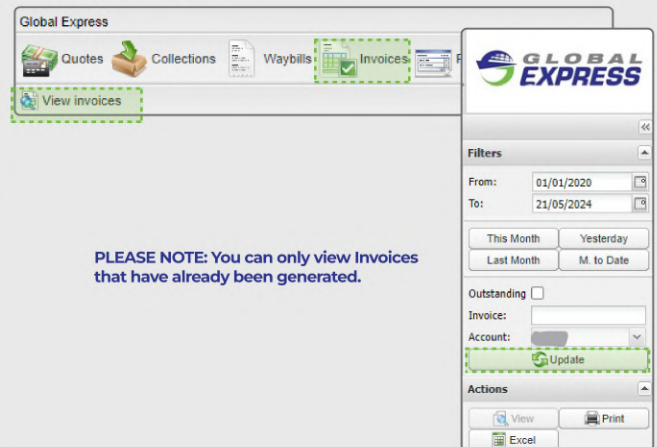
6. POD IMAGES

To obtain a domestic **POD image**, go to the **PODs** tab > **Select your Date range** > **Update** > **Click Waybill** and then click 'Images' for the **POD Image** or 'POD' for the verbal **POD**.



7. VIEWING INVOICES

To view Invoices, select **Invoices** > **View Invoices**. Enter the date period of the invoice you require & select 'Update'. You can now either **View**, **Print** or **export your invoices to your Excel**.



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