



MyGLS

GENERAL OVERVIEW:

MyGLS is a program accessible at <http://myglshu>. You can complete the entire process of parcel dispatch here: you can order our services and print shipping labels simply and quickly.

MyGLS can also be used independently from the GLS Connect software and the GLS online interface.

USER-FRIENDLY INTERFACE:

You do not have to install anything - all you need is an internet connection. You can start using MyGLS straight away once you have obtained a unique customer ID

PRINTING PARCEL LABELS:

You can order basic GLS products and services using MyGLS. You can print parcel labels individually or in batches; blank labels are provided by GLS free of charge.

SECURITY:

MyGLS is a part of the GLS system so all data get stored on the GLS server as they get printed. There is no data loss, and data are processed securely.

DATABASE:

You can create client master records using the program or you can import existing data. You can build custom reports according to your requirements.

PARCEL TRACKING:

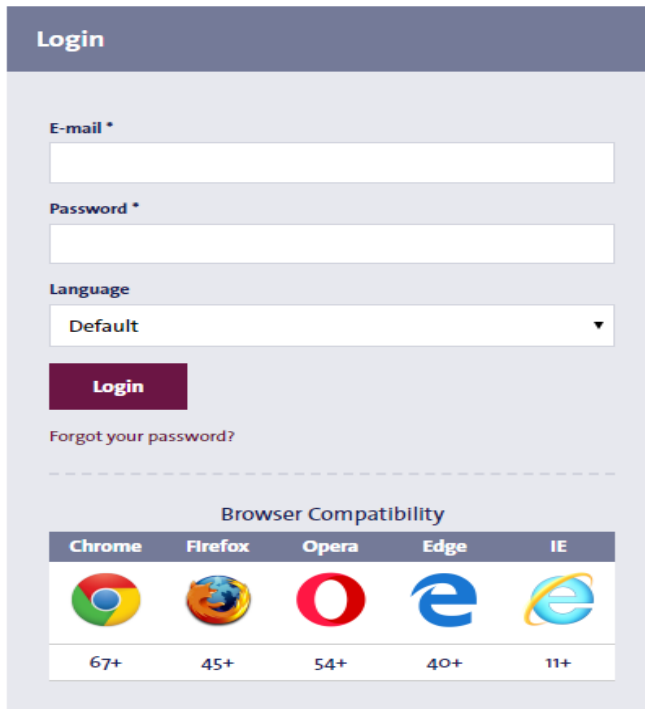
You can track your parcels simply using the Track & Trace function, available both in GLS Connect and MyGLS.

MANAGING MULTIPLE USERS:






MyGLS allows you to control the number of users that can access the system, and you can define the services available to each user.

1. Login	2
1.1 Login process	2
1.2 Forgotten password	2
2. Home Page	3
3. New Parcel	4
3.1 Sender	4
3.2 Ship to this address	5
3.3 Ship to GLS ParcelShop	6
3.4 Services	7
3.5 Pick & Ship – Pick & Return	10
4. Importing parcel data	11
4.1 Importing a CSV file	12
5. Parcel information	15
5.1 Saved searches	15
5.2 Search settings	16
5.3 Parcel lists	16
5.4 Pick-up Receipt	17
5.5 Saving label lists	17
5.6 Track & Trace – ParcelTracking	18
5.7 Reprinting labels	18
5.8 Deleting labels	19
6. Recipient database	19
6.1 Search	19
6.2 Adding a new client	19
6.3 Import	20
6.4 Shared Addresses/Private addresses	21
7. Print list	21
8. Ordering a courier	22
9. Ordering supplies	23
10. Contact	24
11. My addresses	25
12. Settings	26
12.1 Setting paper format	26
13. F.A.Q – Frequently Asked Questions	26
14. Other functions	27
14.1 Users	27
14.2 Adding COD	30
14.3 SMS Settings	31

1. Login



The screenshot shows the MyGLS login interface. At the top, there is a dark blue header with the word "Login" in white. Below the header, there are two input fields: "E-mail *" and "Password *". Underneath these is a "Language" dropdown menu currently set to "Default". A dark blue "Login" button is positioned below the dropdown. Below the button is a link that says "Forgot your password?". At the bottom of the form, there is a "Browser Compatibility" section with a table of browser icons and their minimum versions:

Chrome	Firefox	Opera	Edge	IE
				
67+	45+	54+	40+	11+

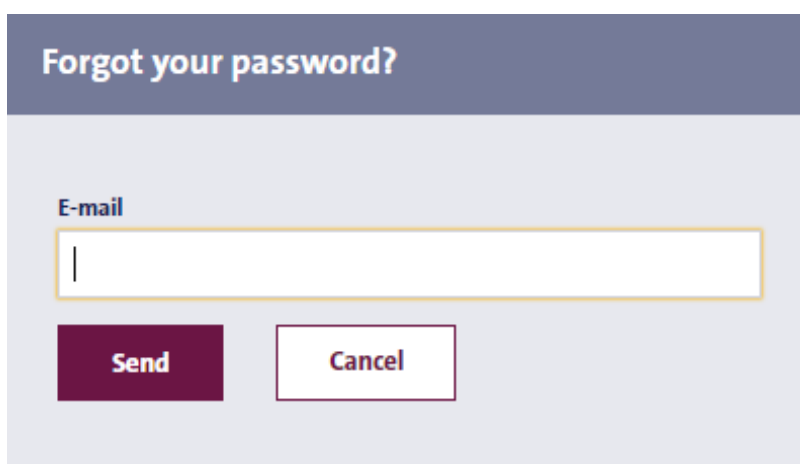
1.1 Login process

Click on the following link to open MyGLS:

<https://myglshu>

To log in, enter the password you chose when you created your user profile and your user name, which is your email address registered on MyGLS.

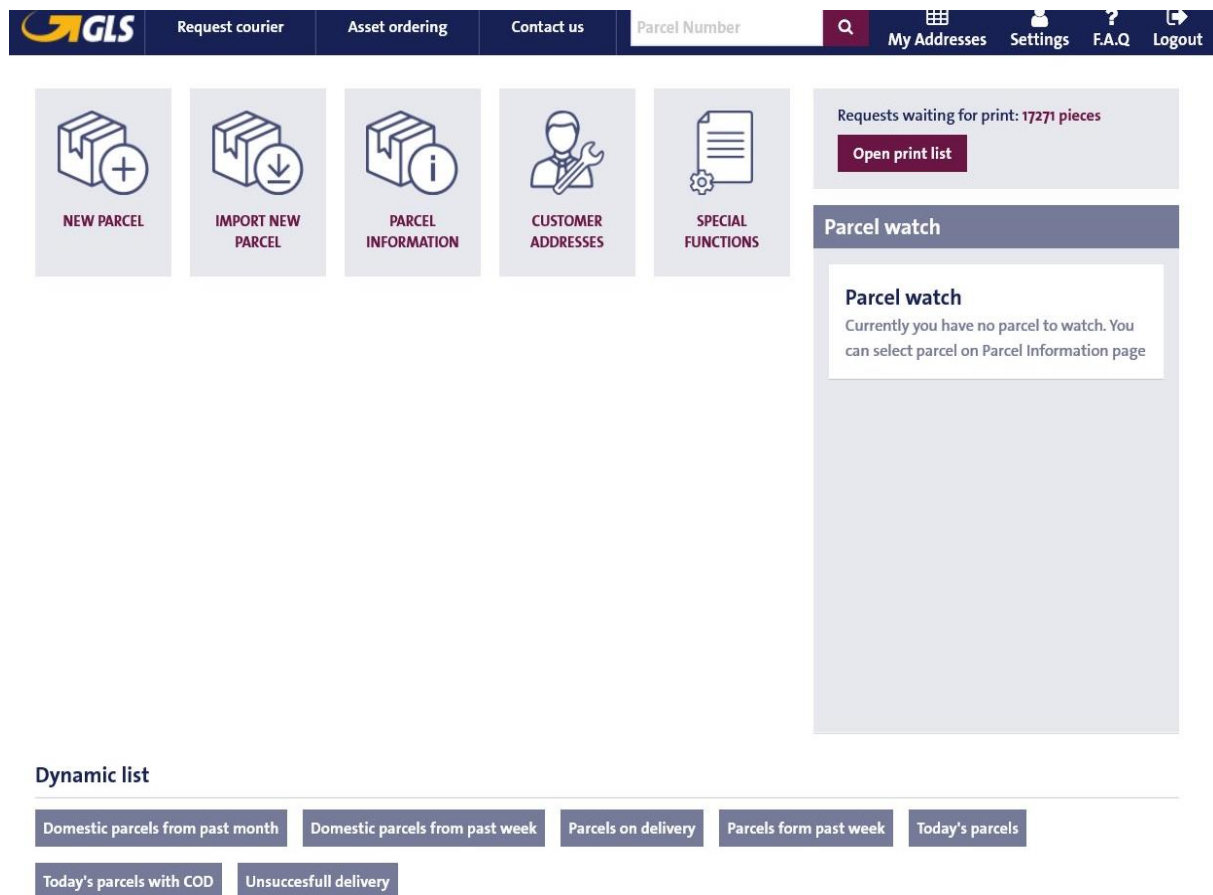
1.2 Forgotten password



The screenshot shows the "Forgot your password?" form. It has a dark blue header with the text "Forgot your password?". Below the header is an "E-mail" input field. At the bottom of the form, there are two buttons: a dark blue "Send" button and a white "Cancel" button with a dark blue border.

If you forgot your password, click on **“Did you forget your password?”** option at the bottom of the page and enter your registered email address. MyGLS will send

you an email that will allow you to reset your password. Click on **the link** in the email to reset your password.



2. Home Page

A successful login will take you to the MyGLS home page; you can always return here by clicking on the GLS icon in the blue ribbon on the top of every screen. The main page consists of several blocks. The top block contains the Order Courier, Order Supplies, Contact, My Addresses, Settings and FAQ menus, and you can also retrieve parcel tracking data based on parcel ID.

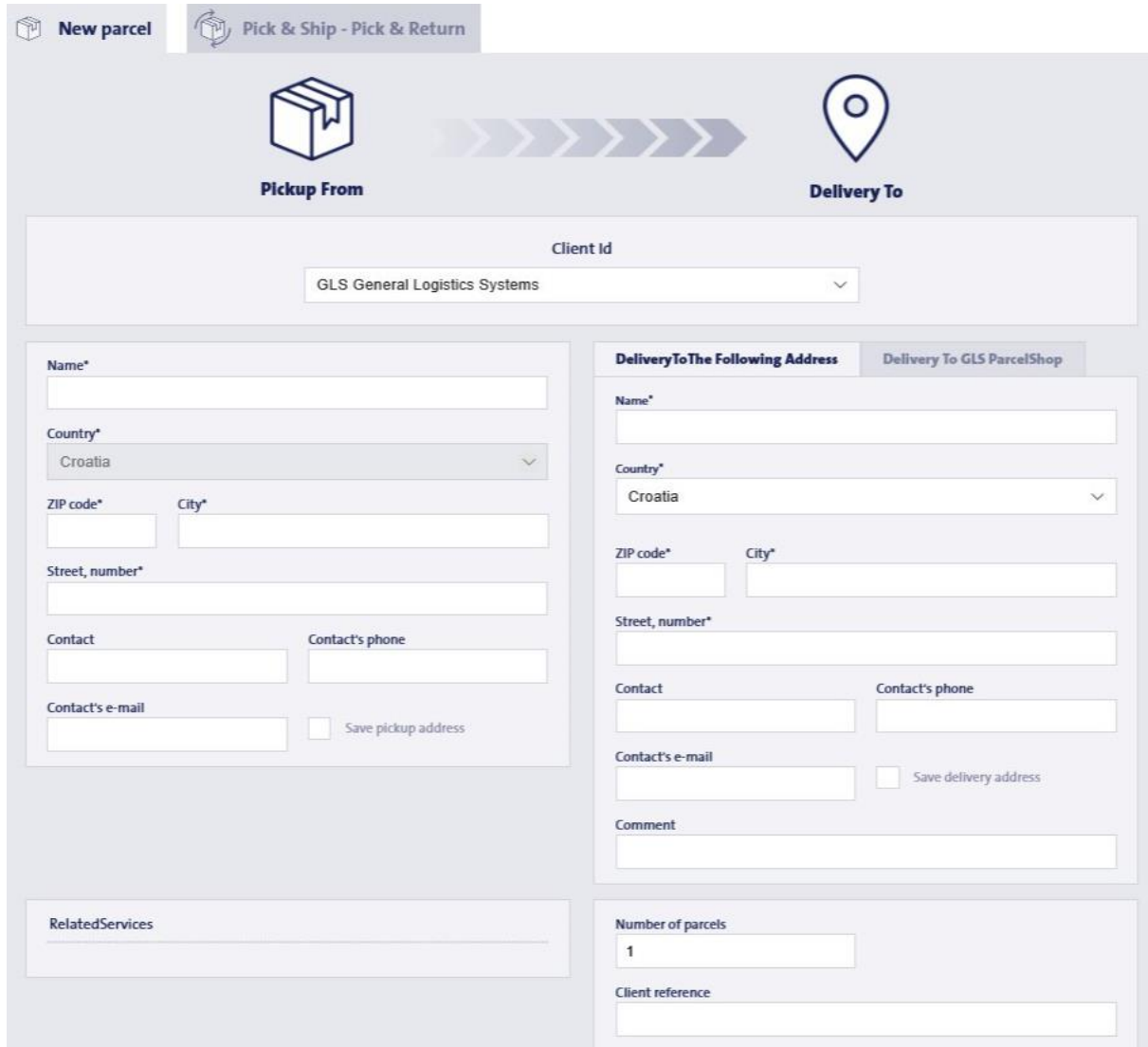
The middle block contains the New Parcel, Import Parcel Data, Parcel Information, Recipient Database and Other Functions menus. On the right side of the page you can see the Print List and the details of parcels selected for tracking.

In the middle of the page you can see current GLS News. Maintenance notices are also displayed here.

At the bottom of the page you can find saved and standard Parcel Information searches My GLS.

3. New Parcel

GLS parcel labels can be printed using the New Parcel menu. Sender details can be found on the left and recipient and parcel data on the right, while the services available for the parcel can be seen at the bottom of the page, grouped into three categories. If you have more than one client ID, select one from the dropdown menu at the top of the page.



The screenshot shows the 'New parcel' form in the GLS system. At the top, there are two tabs: 'New parcel' (selected) and 'Pick & Ship - Pick & Return'. Below the tabs is a progress bar with two main stages: 'Pickup From' (represented by a box icon) and 'Delivery To' (represented by a location pin icon). A 'Client Id' dropdown menu is set to 'GLS General Logistics Systems'. The form is divided into two main columns. The left column is for 'Pickup From' details, including fields for Name*, Country* (set to Croatia), ZIP code*, City*, Street, number*, Contact, Contact's phone, and Contact's e-mail. There is a checkbox for 'Save pickup address'. The right column is for 'Delivery To' details, with a sub-tab 'Delivery To The Following Address' selected. It includes fields for Name*, Country* (set to Croatia), ZIP code*, City*, Street, number*, Contact, Contact's phone, Contact's e-mail, and a checkbox for 'Save delivery address'. A 'Comment' field is also present. At the bottom, there is a 'RelatedServices' field, a 'Number of parcels' field (set to 1), and a 'Client reference' field.

3.1 Sender

GLS parcel labels can be printed using the New Parcel menu. Sender details can be found on the left and recipient and parcel data on the right, while the services available for the parcel can be seen at the bottom of the page, grouped into three categories. If you have more than one client ID, select one from the dropdown menu at the top of the page.

Name*	
<input type="text"/>	
Country*	
Croatia <input type="button" value="v"/>	
ZIP code*	City*
<input type="text"/>	<input type="text"/>
Street, number*	
<input type="text"/>	
Contact	Contact's phone
<input type="text"/>	<input type="text"/>
Contact's e-mail	<input type="checkbox"/> Save pickup address
<input type="text"/>	

3.2 Ship to this address

If a parcel is being shipped to the recipient's address, the address information can be entered in the fields on the right side of the screen. You can also specify here the number of parcels, the COD amount (maximum HUF 499,995; leave this field blank if not applicable) and any comments you want printed on the label printed by MyGLS. You can also save the recipient's details or, if a recipient's details have already been saved (recipient database), enter the first few characters of their name in the Name field and the system will display the matches.

Delivery To The Following Address		Delivery To GLS ParcelShop
Name*		
<input type="text"/>		
Country*		
<input type="text" value="Croatia"/>		
ZIP code*	City*	
<input type="text"/>	<input type="text"/>	
Street, number*		
<input type="text"/>		
Contact	Contact's phone	
<input type="text"/>	<input type="text"/>	
Contact's e-mail	<input type="checkbox"/> Save delivery address	
<input type="text"/>		
Comment		
<input type="text"/>		
Number of parcels		
<input type="text" value="1"/>		
Client reference		
<input type="text"/>		

COD amount	Currency	
<input type="text" value="0"/>	<input type="text" value="HRK"/>	
COD reference		
<input type="text"/>		

3.3 Ship to GLS ParcelShop

For shipping to ParcelShop, click on the Ship to GLS ParcelShop next to the Ship to this address tab and use the map search to select a GLS ParcelShop or enter the first few characters of the name of your chosen ParcelShop and the page will display the available matches.

The default view of the map search is the whole of Hungary; you can reduce it by entering a postcode or a place name in the Ship to GLS ParcelShop field before opening the map search.

If you choose to have your parcel delivered to a GLS ParcelShop, you must provide the name, phone number and email address of a Contact person.

New parcel
Pick & Ship - Pick & Return

Pickup From

Delivery To

Client Id

GLS General Logistics Systems

Name*

Country*

Croatia

ZIP code* **City***

Street, number*

Contact **Contact's phone**

Contact's e-mail

Save pickup address

Delivery To The Following Address **Delivery To GLS ParcelShop**

Name*

Country*

Croatia

ZIP code* **City***

Street, number*

Contact **Contact's phone**

Contact's e-mail

Save delivery address

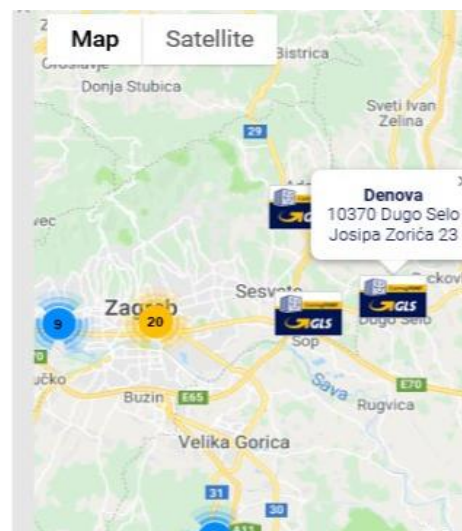
ZAGREB

Address: 10000 Zagreb Varaždinska 116
Phone: +385 1 2369 616
E-mail: d10@glS-croatia.com

Credit card payment is not available!

Opening Hours:

- Monday:** 8-12; 17-19 Break:
- Tuesday:** 8-12; 17-19 Break:
- Wednesday:** 8-12; 17-19 Break:
- Thursday:** 8-12; 17-19 Break:
- Friday:** 8-12; 17-19 Break:
- Saturday:** Break:
- Sunday:** Break:
- Parcel Delivery:**



3.4 Services

The services that can be assigned to labels can be found at the bottom of the page, grouped into the following three categories:

- v
i
Information
Parcel Informations
- v
🕒
Timing
Parcel Schedule
- v
⚠️
Special
Special Handling

3.4.1 Information – notification options

Notification services: Contact Service, FlexDelivery Service, FlexDeliverySMS Service, Preadvice Service, SMS Service

^
i
Information
Parcel Informations

Contact Service

Consignee is notified about delivery 1 hour ahead by courier

Phone*

SELECT

SET AS DEFAULT

FlexDelivery Service

Notification about planned time of delivery and courier phone number
Late Delivery
Address Day of delivery Consignee can

E-mail*

LATE DELIVERY SERVICE

SELECT

SET AS DEFAULT

FlexDeliverySMS Service

FlexDelivery with SMS option

Phone*

SELECT

SET AS DEFAULT

Preadvice Service

Automatic SMS in the morning of delivery.

3 hour timewindow for delivery
Courier Phone Number
Parcel ID
COD value

Phone*

SELECT

SET AS DEFAULT

SMS Service

Customizable SMS to inform consignee

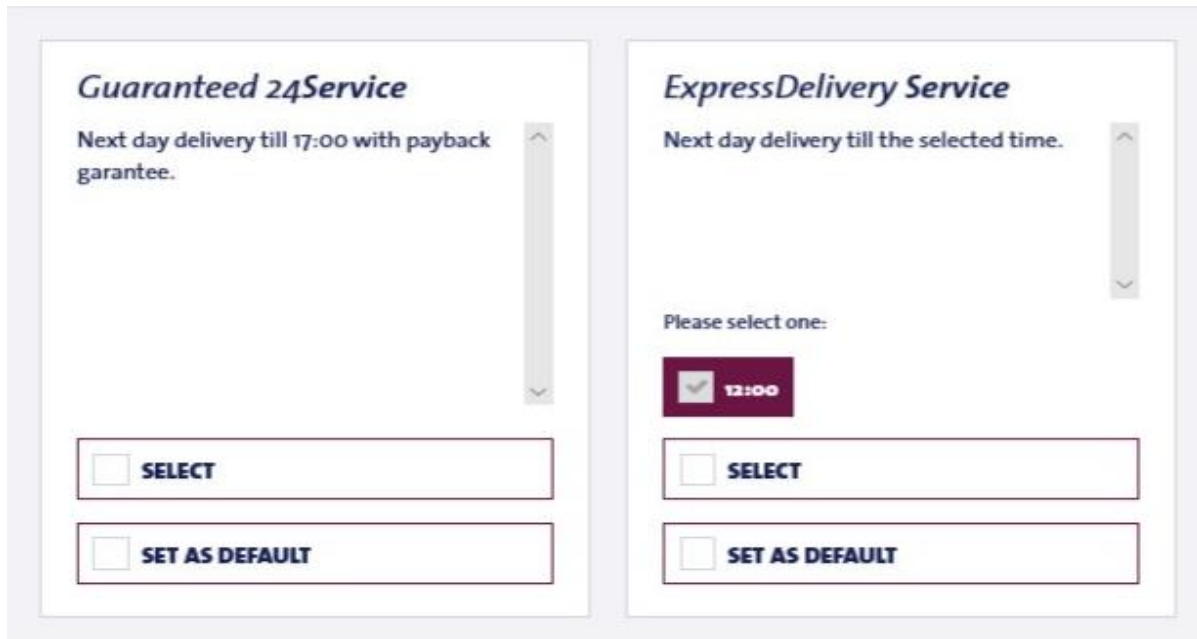
Phone*

SELECT

SET AS DEFAULT

3.4.2 Timing – scheduled delivery

Services related to scheduled delivery: ExpressDeliveryService, Guaranteed 24 service



The screenshot displays two side-by-side service selection panels. The left panel is titled "Guaranteed 24Service" and features the text "Next day delivery till 17:00 with payback guarantee." Below this text is a vertical scrollbar. At the bottom of the panel are two buttons: "SELECT" and "SET AS DEFAULT", each with an unchecked checkbox. The right panel is titled "ExpressDelivery Service" and features the text "Next day delivery till the selected time." Below this text is a vertical scrollbar. Underneath the scrollbar is the instruction "Please select one:" followed by a dark red button with a white checkmark and the text "12:00". Below this are two buttons: "SELECT" and "SET AS DEFAULT", each with an unchecked checkbox.

3.4.3 Special - special handling

Special parcel handling services: AdresseeOnly Service, DocReturnService, ExchangeService, DeclaredValueInsurance Service

Special Handling

AddresseeOnly Service
Delivery for dedicated consignee only

Name*

SELECT

SET AS DEFAULT

DocReturnService
Delivery note return

Document id

SELECT

SET AS DEFAULT

ExchangeService
Parcel delivery and exchange in sametime

SELECT

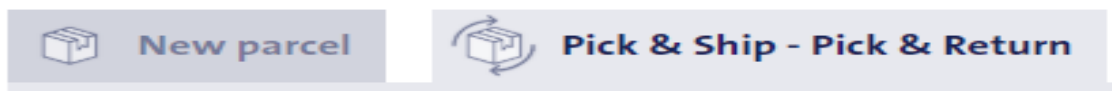
DeclaredValueInsurance Service

Parcel value*

SELECT

SET AS DEFAULT

3.5 Pick & Ship – Pick & Return



The Pick & Ship and Pick & Return options, available if you are dispatching a parcel from an address other than your usual address or you would like a parcel to be brought to you, can be found in the New Parcel menu under the tab next to New Parcel. If you chose to use either of these functions, the label for your parcel(s) will be printed by GLS Hungary and affixed to the parcel by the courier during collection. The following three options are available in this menu:

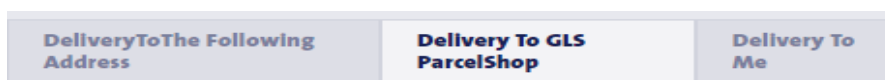
Pick & Ship to This Address

Have a parcel picked up at a specified address and delivered to another one.



Pick & Ship to GLS ParcelShop

Have a parcel picked up at a specified address and delivered to a GLS ParcelShop.



Pick & Return

Have a parcel picked up at a specified address and brought back to you. If a default sender has been set in our system, the program will automatically complete the recipient's details.

Delivery To The Following Address	Delivery To GLS ParcelShop	Delivery To Me
-----------------------------------	----------------------------	----------------

4. Importing parcel data

You can upload label data saved elsewhere in a CVS file using MyGLS, so that the system can prepare the labels to be printed using the imported data. Imported data are not printed automatically, i.e. they are considered to have been prepared only until they are printed or sent, so they can be modified or even deleted. Labels prepared using imported data can be found in the Print List menu on the MyGLS home page.

Imported labels can appear in two backgrounds:

White background: import successful

Red background: import failed

If there has been a fault in importing parcel data, the system will not allow the label to be printed. Click on the failed import in the print list to open the label details and review the error message displayed in red at the top of the page on the left.

The following must be taken in to account for the file format:

- Each value must be in a separate column.
- The order of the columns is up to you – there is no fixed format.
- The file does not have to have a header.
- The file may contain multiple rows.
- The file name is arbitrary.

The file can contain the following values:

- recipient's name (max. 255 characters long)
- country (max. 255 characters long, ISO-2 country code, e.g. HU)
- city (max. 255 characters long)
- postcode (max. 10 characters long)
- street, house number, floor, apartment number (max. 255 characters long)
- phone number (optional) (max. 255 characters long)
- cash on delivery (optional) (max. 6 characters long)
- cash on delivery reference (optional) (max. 20 characters long)
- services (optional) (max. 255 characters long)
- comments (optional) (max. 255 characters long)
- client reference number (optional) (max. 20 characters long)
- number of items (whole numbers only)

When importing a CSV file you can also select the services for your parcels by entering the three-letter identifier(s) of the desired service(s) followed by an opening and then a closing bracket.

Examples:

- ordering one service (FlexDeliveryService):
..... **FDS()**
- ordering multiple services (ExpressDeliveryService + Preadvice)
.....**T12()SM2()**
- ordering a service for high-value parcels (AddresseeOnlyService)
.....**AOS (Elek Test)**

Codes of available GLS services:

CODE OF SERVICES	NAME OF SERVICES
T12	ExpressParcel
SZL	DocumentReturnService
INS	AddOnInsuranceService
SBS	StandbyService
DDS	DayDefiniteService
SDS	ScheduledDeliveryService
SAT	SaturdayService
AOS	AddresseeOnlyService
PSS	Pick&ShipServices
PRS	Pick&ReturnServices
FDS	FlexDeliveryService
SM2	PreadviceService
CS1	ContactService
EXS	ExchangeService
FSS	FlexDelivery SMS Service
SM1	SMSService
PSD	ParcelShopDelivery Service

4.1 Importing a CSV file

New parcels can be imported in four steps.

Step 1: select the file to be imported and define the coding of the file (windows-1250, iso-8859-2, utf-8), the delimiter used in the file and whether the file has a header. The file preview displays the details of the imported file and you can check if the character coding is correct.

1 File Attach

Load file to import (csv,txt)

File Encoding: windows-1250

Field separator: ;

No header.

File Preview

[Click here to trigger the file uploader!](#) **Import**

Step 2: enter the sender's details manually or choose one from the pickup addresses already saved.

Important: the Owner field must contain your GLS client ID, which you can enter manually, import in a file or select from the dropdown menu.

2 Sender's details

Please select the appropriate field from the list or enter the value manually.

Owner: 100000001

Name:

Country:

Street Number and name:

ZIP Code: City: Phone: E-mail:

Contact:

Select from my pickup addresses

Step 3: specify the recipient's details by selecting the appropriate values in the dropdown menus in the relevant fields or enter the required information manually.

3 Recipient's details

Please select the appropriate field from the list or enter the value manually.

Name	Country	
<input type="text"/>	<input type="text"/>	
Street Number and name	ZIP Code	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	E-mail	Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 4: enter the parcel details by selecting the appropriate values in the dropdown menus in the relevant fields or enter the required information manually.

4 Details of parcels

Please select the appropriate field from the list or enter the value manually

Pickup Date	Count
<input type="text" value="2019.07.26."/>	<input type="text"/>
Comment	CoD reference
<input type="text"/>	<input type="text"/>
Amount of CoD	Client reference
<input type="text"/>	<input type="text"/>
Services	
<input type="text"/>	

Please note: the Number of Items field must be populated so enter 1 in the absence of a relevant figure or the import will fail!

Import settings

If you want to save your import settings, here you can.

Name Of Import Settings

Import settings can be saved in Step 4 under an arbitrary name. Saved settings will be displayed in an orange rectangle, showing their name on the top of the screen.

Saved Import settings

If you want to use saved import settings subsequently, click on the saved settings in question, then select the file to be imported to have the saved data automatically populated by MyGLS. To delete saved import settings, click on the **X** in the orange rectangle.

Once you have set all the data, click on the Import button at the bottom of the screen. The system will import the data, then it will take you to the Print List menu to check or modify/delete label data before printing.

5. Parcel information

Dynamic list

Domestic parcels from past month
Domestic parcels from past week
Parcels on delivery
Parcels form past week
Today's parcels

Today's parcels with COD
Unsuccesfull delivery

More filter condition

Today
 Previous One Day
 Previous One Week

Previous One Month
 Time Range

Date from **To**

Show my parcel only

BeforeDelivery

DeliveryInProgress

Delivered

DeliveryError

Addressee's name

Country **ZIP Code**

Client reference

COD reference

COD parcel only

Name of filter conditions
Name of filter conditions
Delete filter conditions

Search

This menu contains information about the completed labels.

It enables you to run searches based on search templates saved in advance, create your own custom searches in the Search Settings tab, view parcel tracking data, save parcel lists in CSV or PDF format or delete printed labels.

If you have multiple client IDs in the same MyGLS interface, use the client ID on the top of the page to define whether you would like to see the parcels of all your client IDs or only of a selected one.

5.1 Saved searches

Dynamic list

Domestic parcels from past month Domestic parcels from past week Parcels on delivery Parcels form past week Today's parcels

Today's parcels with COD Unsuccesfull delivery

Here you can limit your template search using the options provided in the system or your own special searches, which are displayed in the list in a yellow background.

5.2 Search settings

More filter condition

Today Previous One Day Previous One Week BeforeDelivery
 Previous One Month Time Range DeliveryInProgress
 Show my parcel only Delivered
 DeliveryError

Date from: To:

Addressee's name:
 Country: ZIP Code:
 Client reference:
 COD reference:
 COD parcel only

Name of filter conditions:

In this tab you can narrow down your search based on date, parcel status, recipient data or, if you have multiple users, to your own parcels only. If you would like to review a certain set of parcel information, use the Name Filter Criteria option to save your settings.

5.3 Parcel lists

Number Of Hits 125								
								List Item
								10
Select	State	Parcel number	Parcel watch	Client reference	Print Date	DeliveryDate	Addressee's name	Amount of COO
<input type="checkbox"/>	●	3113353292	<input type="checkbox"/>		2019. 06. 28. 9:49:31	2019. 07. 01. 13:04:10	P-product Kft.	0
<input type="checkbox"/>	●	3113356103	<input type="checkbox"/>		2019. 06. 28. 13:43:28		Test Ügyfél	0
<input type="checkbox"/>	●	3113358085	<input type="checkbox"/>		2019. 07. 01. 6:53:05		Minta ügyfél	0
<input type="checkbox"/>	●	3113363851	<input type="checkbox"/>		2019. 07. 01. 13:20:46	2019. 07. 02. 16:26:16	Test Elek	0

At the bottom of the page you can find the list of printed/dispatched parcels, their status, parcel ID, recipient and parcel details. You can also set parcel tracking for a specific parcel. Parcels can assume four statuses in the MyGLS system.

They are colour-coded as follows:

- **Grey** : In pick-up - the parcel has not yet been collected by a GLS courier
- **Yellow** : Out for delivery - the parcel has been collected by a GLS courier and is currently being delivered
- **Green** : Delivered - the Recipient took delivery of the parcel
- **Red** : Failed delivery attempt - the parcel could not be delivered / the recipient did not take delivery of the parcel

To see more details, including sender and recipient data, click on the parcel in question in the list to review the complete set of information related thereto.

5.4 Pick-up Receipt

[↓ Download Selected POD](#)

Click on the Pick-up Receipt button at the bottom of the page to download the Pick-up Receipt for the selected parcels in PDF format

5.5 Saving label lists

[↓ Export CSV](#)

[↓ Export PDF](#)

Parcel data can be saved in two file formats, CSV and PDF, in MyGLS;

just click on the Save button for the desired format.

5.6 Track & Trace – ParcelTracking

Parcel number: 3113469982			Weight: 0,6 kg Download
Date	State	Depot	Info
2019. 07. 22. 8:23:32	delivered	Alsónémedi	Csikos Tunde
2019. 07. 22. 8:21:33	Delivery list scan	Alsónémedi	07:30-10:30
2019. 07. 22. 6:42:29	Depot Entry	Alsónémedi	
2019. 07. 19. 10:24:00	APL-Registration	Alsónémedi	
2019. 07. 19. 10:14:58	Data sent		

You can track dispatched parcels in the Parcel Information menu. Click on the selected parcel in the parcel list at the bottom of the page to open a window to view its details and the latest track & trace information, again at the bottom of the page.

Select	State	Parcel number	Parcel watch	Client reference	Print Date	DeliveryDate	Addressee's name	Amount of COD
<input type="checkbox"/>	<input checked="" type="radio"/>	3113504397	<input type="checkbox"/>		2019. 07. 25. 15:08:28		Test Ügyfél	0

Parcel watch

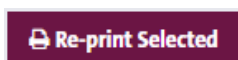
2019.02.07
St51-Data sent
3112814593
 teszt megosztott

[Watched](#) [Details](#)

PARCEL WATCH:

The track & trace information of certain parcels can be displayed in the Parcel Tracking bar on the MyGLS home page. To do so tick the Track Parcel box for the parcel in question in the parcel list. Track & trace can be set for multiple parcels.

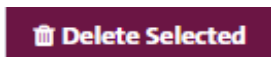
5.7 Reprinting labels



Labels already printed in the MyGLS system can be reprinted with a new parcel number. To do

this, select from the parcel list the parcels whose labels you would like to be reprinted and click on the Reprint button at the bottom of the screen. Parcels thus selected for reprinting will be moved to the print list on the MyGLS home page, from where their labels can be printed again.

5.8 Deleting labels



Labels printed mistakenly or incorrectly can be deleted using the Delete button at the bottom of the page.

6. Recipient database

Shared Customers | Private Customers

Search [] + New Customer Import Export Delete All

Number Of Hits 2 List item 10

Select	Name	Street Number and name	ZIP Code	City	Contact	Phone
<input type="checkbox"/>	Test	Test ulica 1	10000	Zagreb		
<input type="checkbox"/>	Test Testovski	Varaždinska 116	10000	Zagreb	Test Testovski	091 091 0910

Select All Clear All

1



Use the Recipient Database menu to manage the details of recipients to be printed on labels. You can add new recipients, delete existing ones and import and export recipient databases. If you have multiple users, you can allow all users see the uploaded addresses (Shared Addresses) or restrict access to yourself (Private addresses).

6.1 Search

You can search for records by Short Name as well as Name. Enter your search criteria to obtain a list of hits.

6.2 Adding a new client

Click on the Add New Client button to enter new clients to the database. Click on the Save button to save the data entered.

Create

Client IDs

Owner
GENERAL LOGISTICS SYSTEMS

Short name

Name

Country
Hungary

ZIP Code City

Street Number and name

Contacts

Contact

Phone E-mail

Permission
Shared Customer

6.3 Import

If you already have a client master file, you can import it into the Recipient Database in a CSV file using a semicolon as a delimiter.

The import screen consists of two steps:

1. Attach file

Select the file to be imported and define the coding of the file (windows-1250, iso-8859-2, utf-8), the delimiter used in the file and whether the file has a header.

1 File Attach

Load file to Import (csv,txt)

File Encoding: windows-1250 Field separator: ; No header.

File Preview

```
name;matchcode;city;zipCode;ctrCode;address;contactPerson;contactPhone;contactEmail
```

C:\fakepath\contactList_n_o8.csv

2. Recipient data

Here you can match the columns in the file with the appropriate field values or enter the data in question manually. Important: enter your own nine-digit GLS client ID in the Client ID field. You can do this manually, import it in a file or select it from a dropdown window. When you have entered all the data, click on the

Import button at the bottom of the screen. MyGLS will process the CSV file and the recipients will be added to the Recipient Database.

2 Consignee address data

Please select the appropriate field from the list or enter the value manually

Client Id: 100000001 | Short name: []

Name: [] | Country: []

Street Number and name: [] | ZIP Code: [] | City: []

Phone: [] | E-mail: [] | Contact: []

6.4 Shared Addresses/Private addresses

These two tabs enable you to control whether all users can see the uploaded recipients or you would like them to appear only in your own user profile. If you do not want other users to see your recipients, save/upload them in the Private addresses tab.

Shared Customers
 Private Customers

7. Print list

Print List Client: GENERAL LOGISTICS SYSTEMS

Number Of Hits 4

List item: 10 Show only my parcels

Select	Id	Delivery name	Name	Count	Street Number and name	City	ZIP Code
<input type="checkbox"/>	34840	Galagonya Otlettár - Malata Grafika Kft	GENERAL LOGISTICS SYSTEMS	1	Fő út 124.	Orkény	2377
<input type="checkbox"/>	125749	Mirta Vedriš	GENERAL LOGISTICS SYSTEMS	1	PAVLA Hatza 22	ZADAR	23000
<input type="checkbox"/>	125750	Mirta Vedriš	GENERAL LOGISTICS SYSTEMS	1	PAVLA Hatza 22	ZADAR	23000
<input type="checkbox"/>	125763	1026	GENERAL LOGISTICS SYSTEMS	1	sasa	Budapest II.	1026

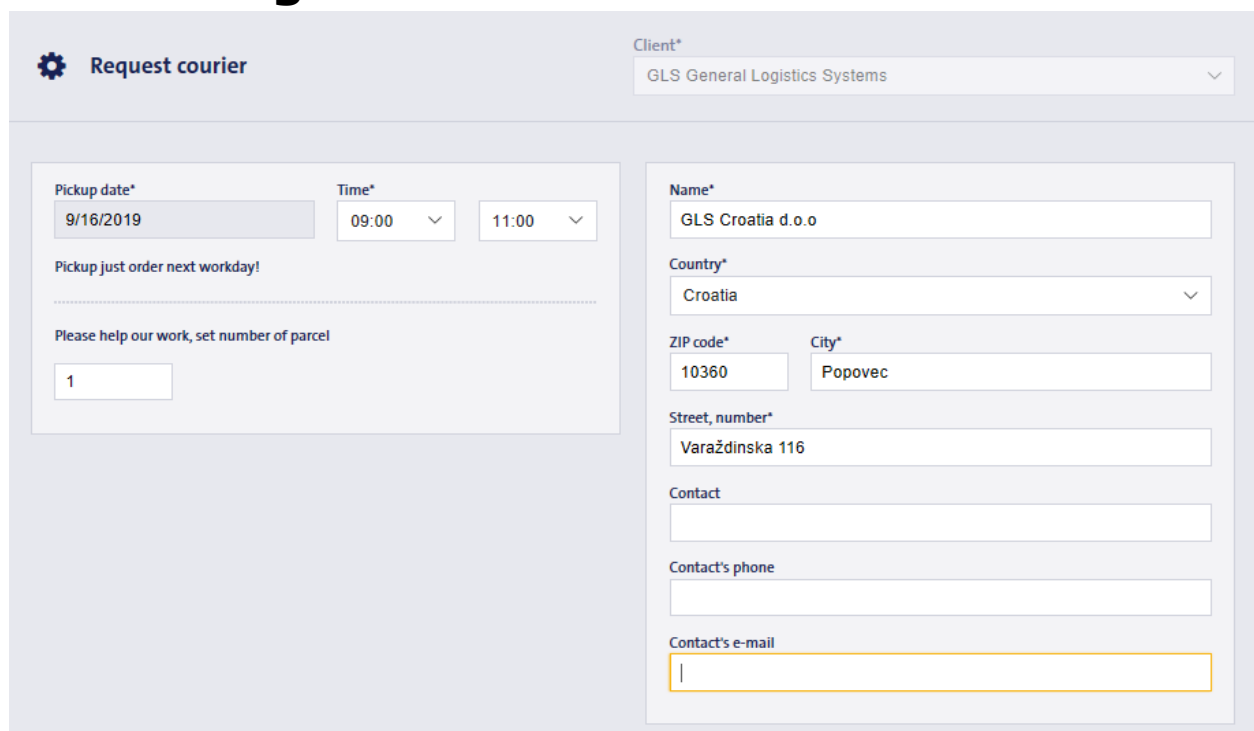
The print list in the top right hand corner of the home page contains labels saved, imported or selected for reprinting.

Here you can modify parcel details or delete parcels from the list before printing.

If there are multiple users, the system defaults to displaying only your own parcels; if you would also like to see parcels prepared by other users, untick the "Show My Parcels Only" field.

If you have multiple client IDs under the same profile, you can switch between client IDs in the top right hand corner to view labels to be printed under another client ID.

8. Ordering a courier



The screenshot shows the 'Request courier' form. At the top left is a gear icon and the text 'Request courier'. At the top right is a 'Client*' dropdown menu with 'GLS General Logistics Systems' selected. The form is divided into two main sections. The left section contains a 'Pickup date*' field with '9/16/2019', a 'Time*' section with two dropdown menus for '09:00' and '11:00', a note 'Pickup just order next workday!', and a 'Please help our work, set number of parcel' field with the value '1'. The right section contains a 'Name*' field with 'GLS Croatia d.o.o', a 'Country*' dropdown menu with 'Croatia', a 'ZIP code*' field with '10360' and a 'City*' field with 'Popovec', a 'Street, number*' field with 'Varaždinska 116', and three empty fields for 'Contact', 'Contact's phone', and 'Contact's e-mail'. At the bottom of the form are two buttons: '<< Back' and 'Order'.

GLS clients not sending parcels on a regular basis can use MyGLS to request pickup for the next working day. If you send parcels via GLS daily and you have agreed on a fixed pickup time, then you do not need to use this menu.

Pickup date: Parcel pickup can only be ordered for the next working day or for up to five working days ahead. You must specify a minimum two-hour interval between 09.00 and 17.00 when the parcel(s) can be picked up on the day in question.

Pickup address: If you set a default sender, this field will be automatically populated. If you would like to change this because you would


like to collect the parcels from another site, click on the Modify button to change the data.

Warning!

You can only request parcels to be picked up at locations where they have GLS parcel labels affixed to them.

If you would like us to pick up a parcel without a parcel label, then please use our Pick&Ship and Pick&Return services.

9. Ordering supplies

 Previous Orders

Pickup address in reordering

Bazsi ▼

List item

10 ▼

Number Of Hits 11

Select	Order date ▼ ▲	Ordered product ▼ ▲	Ordered quantity ▼ ▲
<input type="checkbox"/>	2019. 07. 18.	Connectový štítek A6	1000
<input type="checkbox"/>	2019. 07. 18.	Connectový štítek A6	1
<input type="checkbox"/>	2019. 06. 21.	Connect naljepnica	10
<input type="checkbox"/>	2019. 03. 22.	A4-es cimke (4 x 105*148 mm)	2
<input type="checkbox"/>	2019. 03. 22.	A4-es cimke (4 x 105*148 mm)	2
<input type="checkbox"/>	2019. 02. 27.	A4-es cimke (4 x 105*148 mm)	2
<input type="checkbox"/>	2019. 02. 27.	A4-es cimke (4 x 105*148 mm)	2
<input type="checkbox"/>	2019. 02. 22.	Etichete termice(85x85)	1
<input type="checkbox"/>	2019. 02. 22.	Etichete termice(85x85)	1
<input type="checkbox"/>	2018. 10. 11.	Etichete Connect	1

In this menu you can order supplies for parcel dispatch. When you open it, MyGLS will immediately display your earlier supplies orders. Select an earlier order and click the Reorder Selected Items button to submit it again.

Click on the New Order button to place a new order for supplies. This opens the available supplies list, which are grouped into three categories:

Labels: Types of self-adhesive labels needed for label printing.

Labels

<input type="text" value="Connect label"/> / pcs	<input type="text" value="A4 label"/> / pcs
<input type="text" value="Termo label"/> / pcs	<input type="text" value="Maxi label"/> / pcs

Service Labels: Self-adhesive labels for various GLS services.

ServiceLabels

<input type="text" value="Express"/> / pcs	<input type="text" value="Exchange"/> / pcs
<input type="text" value="Addressee Only"/> / pcs	<input type="text" value="Export"/> / pcs
<input type="text" value="COD"/> / pcs	

Blank forms: COD and pickup list forms.

PrintForm

<input type="text" value="COD list"/> / block	<input type="text" value="Delivery list"/> / block
---	--

If you have multiple pickup addresses, select the address to which you would like the products in question to be sent from the Pickup Addresses dropdown window at the top of the page.

Order Labels And PrintedMatters

Pickup Addresses

10. Contact

You can find the contact details of GLS here:

[Request courier](#)
[Asset ordering](#)
[Contact us](#)

[My Addresses](#)
[Settings](#)
[F.A.Q](#)
[Logout](#)

[Contact](#)
[Complain](#)

Contact

If you need information that is not available on our website, we're here for you. Whether you want general advice on sending your goods or have questions regarding a specific parcel, give us a call, fill out the contact form or send us an e-mail: info@glS-hungary.com. We look forward to hearing from you.

Call us

The customer service is there for you from Monday to Friday, 07.00 to 20.00.

[+36 1 802 0265*](tel:+3618020265)
[+36 20 890-0660*](tel:+36208900660)

11. My addresses

My Addresses
 Show Only Your Own Pickup Addresses
 GLS General Logistics Systems ▾

Default	Name	Street Number and name	ZIP Code	City	Contact	Phone
Add Address						

You can enter one or more pickup addresses here. If you have multiple users, tick the Show My Pickup Addresses Only box to see only the pickup addresses created by the user in question. If you tick the Default box before a selected address, the sender detail fields will be automatically populated.

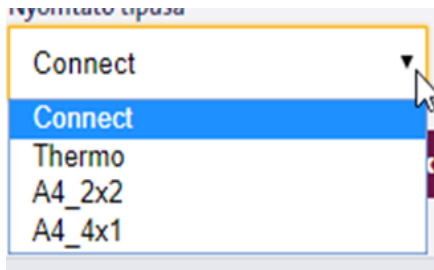
Show Only Your Own Pickup Addresses
 GENERAL LOGISTICS SYSTEMS ▾

In the case of multiple client IDs scroll down in the window in the top right hand corner to switch between their pickup addresses.

12. Settings

Here you can change the name appearing in MyGLS and the language of MyGLS, and you can also modify your password if necessary.

12.1 Setting paper format



In Set Key Data you can select the label type you would like to use for your GLS labels. You can choose from four options:

- Connect:** 91 x 151 mm self-adhesive label
- Thermal:** 85 x 85 mm self-adhesive thermal label
- A4 2x2:** self-adhesive A4 sheet, 4 labels per sheet
- A4 4_1 :** A4 size label (portrait)

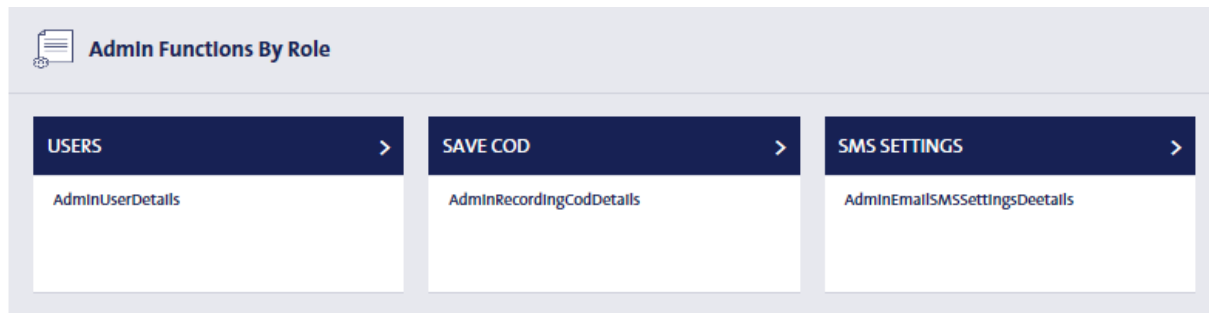
Test your settings by pressing the **Print Test Label** button.

13. F.A.Q – Frequently Asked Questions

Here you can find the answers to the questions asked most frequently about MyGLS. You can also pose questions of your own, which will then be answered by our staff.

14. Other functions

The Other Functions menu comprises four submenus:



USERS: Create/edit users

ADD COD: Add COD manually to a parcel to be dispatched

SMS SETTINGS: Edit and send SMS settings to clients

14.1 Users

Here you can create new user profiles and edit or delete existing ones. The system displays a list of user profiles; if you have multiple client IDs, you can search by user name or client ID.

14.1.1 New user



Here you can create new users and grant them access rights to MyGLS.

To create a new profile, enter an email address (it must not be one already registered in the system) and the name to be displayed.

You can also select the language of MyGLS, the label type, a group ID, a default pickup address and a default delivery address.

Create / modify user AvailableServices Permissions

Email

Displayed name Language

Print label type Group Id

Default pickup address Id Default delivery address Id

The following client numbers accessible

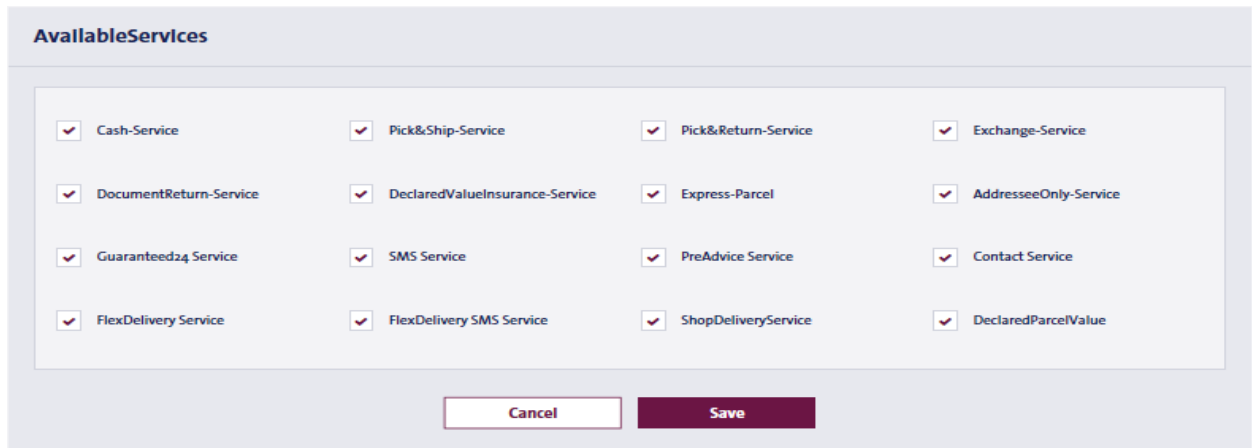
100000001 : GENERAL LOGISTICS SYSTEMS

If you have multiple client IDs, press the Add button at the bottom of the screen to select the client IDs that can be accessed by the new profile.

Select Client Id

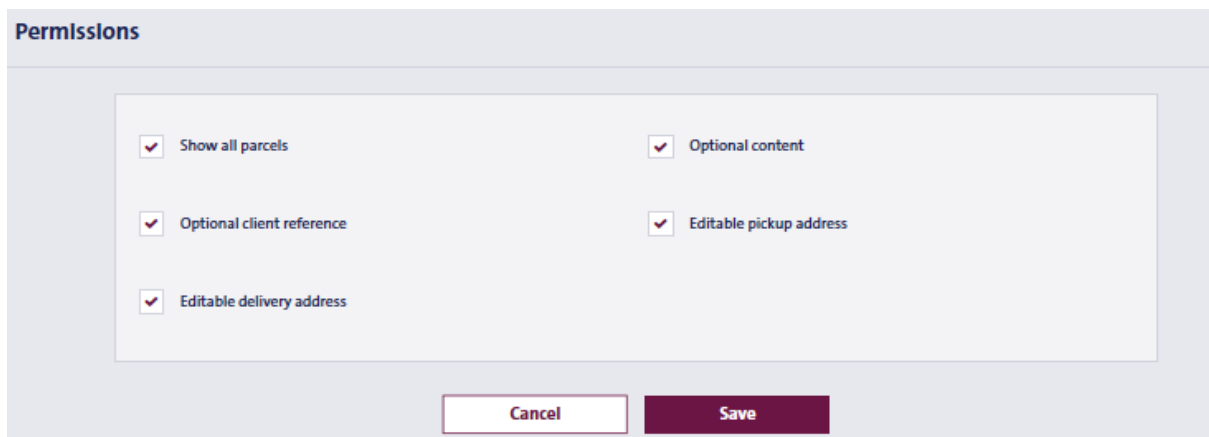
100000001 : GENERAL LOGISTICS SYSTEMS

14.1.2 Available Services



In this tab you can determine whether the new profile will have access to all GLS services or only to a selected range. The system defaults to all GLS services so untick the boxes next to the services you do not want the new profile to access.

14.1.3 Access rights



In this submenu you can modify the access rights of existing profiles, for example the menus they can access or whether they can see parcels created by other users.

The following access rights can be controlled this way:

ShowAllParcels: Show all parcels in the parcel information/print list created by a client ID. If you untick this option, the user will only see the parcels created by their profile.

OptionalClientRef: If you untick this option, the user will have to provide a Client Reference when preparing labels under their profile.

EditableDeliveryAddress: If you untick this option, the user will not be able to edit recipient details and they can only use the default recipient address when dispatching parcels.

OptionalContent: If you untick this option, the user will have to complete the Comments field when preparing labels under their profile.

EditablePickupAddress: If you untick this option, the user will not be able to edit sender details and they can only use the default sender address when dispatching parcels.


14.2 Adding COD

Save Cod

Parcel number

CodAmountWithoutPunctuationMark

CoD reference



The selected service (s) are valid (s) only if the package is equipped with the additional sticker. Please attach the sticker (stickers) to the package.

Parcel number ▼ ▲
CoD reference ▼ ▲
Date ▼ ▲
Amount of CoD ▼ ▲
Currency ▼ ▲
Bank account

Here you can add/modify a COD amount for labels already printed/dispatched. You must enter the ID of the parcel you wish to edit and the COD amount (in one word, without using punctuation marks as separators), and you can also enter a client reference.

14.3 SMS Settings



SMS Notifications to Recipients

SMS text (max 160 character)

Sended Parcels Pick&Ship, Pick&Return Service

Delivery SMS template seed

26 character

Insert Variable
SMS text save

List of sms to be sent List item

Select	Phone	Parcel number	Client reference	Addressee	ZIP Code	City	Street Number and name	Sender's name	Date
<input type="checkbox"/>									

Select All
Clear All
Inverse Selection
Delete Selected

[< Back](#)

[Send selected SMSs](#)

Here you can create your own SMS to be sent to your clients instead of the standard GLS SMS. To make use of this feature, link the SMS Service to the label when creating a new parcel. The SMS message can be up to 160 characters long, and it can include several variables (e.g. parcel ID). SMS messages this created will not be sent automatically; you can send them by clicking on them in the SMS list at the bottom of the page or delete them if you decide not to send them.