

QUICK REFERENCE GUIDE

HOW TO CREATE A SHIPMENT & BOOK A PICKUP

Create shipments on one universal online platform

Create a shipment, print labels and book pick-ups in a few easy steps. Use templates to quickly and efficiently pre-populate information including item line details, delivery information and choice of Team Global Express carrier. Save draft shipments for finalising at your convenience.

CREATE
A SHIPMENT

PRINT LABELS
& DOCUMENTS

PRINT &
CLOSE MANIFEST

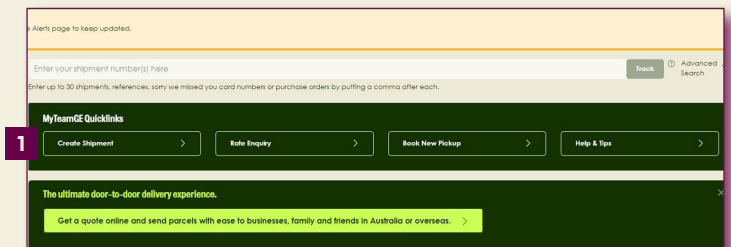
BOOK
A PICKUP

CREATE A SHIPMENT

1. CLICK CREATE A SHIPMENT QUICKLINK ON THE DASHBOARD

Fields may vary subject to carrier and service selection, and configured user settings. Values in some fields can be set to default.

To learn how to set defaults refer to the Quick Reference Guide - How to configure your MyTeamGE profile settings.

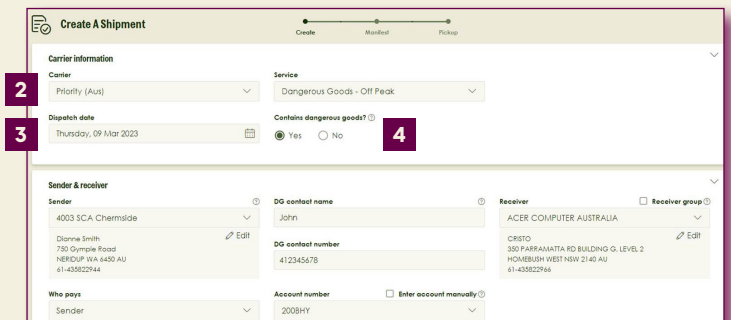


ENTER CARRIER INFORMATION

2. SELECT TEAM GLOBAL EXPRESS CARRIER AND SERVICE FROM THE DROP-DOWN LIST

If you have configured a preferred carrier and service in your user settings, these fields auto-populate. You can change this selection if required. Carrier and service availability is subject to the accounts approved in your profile.

Note: Courier will be available to select as a Team Global Express carrier only if shipment creation for Courier has been enabled for you on MyTeamGE.



3. SELECT DISPATCH DATE

Dispatch date will default to the current date and you'll be able to select a date up to next 7 business days, excluding weekends.

4. SELECT IF THE SHIPMENT CONTAINS DANGEROUS GOODS (DG)

If a DG service is selected, the default selection is YES. If you select YES, you'll be required to complete additional dangerous goods details.

PROVIDE SENDER AND RECEIVER DETAILS

If you have preferred sender and payer details configured at a carrier level in your user settings, these fields auto-populate.

You can add or edit an existing address for the current shipment. These changes will not be saved to your contact list on MyTeamGE.

5. SEARCH AND SELECT SENDER AND RECEIVER FROM THE DROP-DOWN LISTS

Tip: Do a quick lookup using an Alias you've assigned to the contact

6. CHECK THE RECEIVER GROUP BOX TO SELECT A RECEIVER GROUP FOR THE SHIPMENT

Hint: Selecting a receiver group enables you to send this shipment to multiple receivers at the same time. To learn how to create a receiver group, refer to the Quick Reference Guide: How to configure your profile settings.

7. SELECT WHO PAYS

You can select from SENDER, RECEIVER or THIRD PARTY. If the sender address and shipment pickup address are not the same, select Who pays as third party. For Courier, Who pays will always be set to sender.

8. SELECT AND ENTER ACCOUNT NUMBER

If Who pays is selected as 'receiver' or 'third party', account number will need to be manually entered. (For Courier, you also need to select the state).

9. NOTIFY SENDER & RECEIVER

Click on edit and add email address(es) to activate the Advance Shipping Notification (ASN) Notify third party field is available when Who pays is selected as third party.

QUOTE NUMBER, DROP OFF DEPOT and COLLECTION DEPOT will be available based on carrier selection. These are optional fields. Complete if required to your shipments.

10. ENTER SHIPMENT REFERENCES

You can provide reference(s) for your shipment. This reference can be used to also track your shipment on MyTeamGE.

Note: These are optional; complete only if required for your shipment.

The screenshot shows the 'Create A Shipment' form with the following details:

- Carrier Information:** Carrier: Intermodal & Specialised, Service: Express, Mode: ROAD, Dispatch date: Thursday, 09 Mar 2023, Contains dangerous goods? No.
- Sender & receiver:** Sender: Aarohi Agency, Receiver: 4203 SCA Chermide, Receiver group: [checked].
- Who pays:** Sender, Account number: 13806, WESTRAC EMP, account manually: [checked].
- Drop off depot:** ADELAIDE TNOX, Collection depot: ADELAIDE TEXP.
- Notifications:** Sender notifications: 1 email & 1 SMS contact set, Receiver notifications: 4 email & 1 SMS contact set.

The screenshot shows the 'Create A Shipment' form with the following details:

- Carrier Information:** Carrier: Priority (Aus), Service: Parcels - Overnight, Dispatch date: Tuesday, 21 Feb 2023, Contains dangerous goods? No.
- Sender & receiver:** Sender: [test address], Receiver: [test address], Receiver group: [unchecked].
- Who pays:** Sender, Account number: 302702, AEROSPACE DIVISION.
- Notifications:** Sender notifications: 7 email & 1 SMS contact set, Receiver notifications: 3 email & 1 SMS contact set.
- References:** Shipment reference 1: Receiver Test, Shipment reference 2: test349.

ENTER SHIPPING ITEMS INFORMATION

Use templates to reduce data entry and save shipping item information including dangerous goods details. To learn how to create a template, refer to the Quick Reference Guide: How to configure your profile settings.

You can change the data entry view to list or table.

11. COMPLETE SHIPPING ITEMS DETAILS

- Item description
- Billing type (available for some carriers)
- Number of items
- Item type
- Volume (M3 / UOM / per unit)
- Only applicable to some carriers
- Dimensions in cm – L, W & H (As you enter these details, total cubic volume field populates)
- Total weight in kg
- Sender and receiver reference (This is the shipping item reference and is optional)

The screenshot shows the 'Shipping Items' form. It includes a dropdown for 'Item description' (ITEM), a table for item details, and fields for 'Sender reference' (SEMPREF) and 'Receiver reference' (RECREP). The table has columns for 'No. of items', 'Length', 'Width', 'Height', 'Total cubic volume', and 'Total weight'. The values entered are: 1 item, 2 cm length, 2 cm width, 2 cm height, 0.001 m³ volume, and 7 kg weight. There are buttons for 'Update template', 'Delete template', and 'Clear'.

12. COMPLETE DANGEROUS GOODS DETAILS (APPLICABLE ONLY FOR DG SHIPMENTS)

- Enter UN NUMBER pre-populating class/division, Sub risk, packing group and proper shipping name fields
- Enter DG PACKAGING DESCRIPTION
- Enter DG PACKAGING QUANTITY
- Enter DG QUANTITY (VOL)

Note: Additional DG details can be added to a shipping line item.

The screenshot shows the 'Dangerous goods details' form. It includes fields for 'UN number' (1180), 'Class / Division' (3), 'Sub hazard' (NA), 'Packing group' (III), and 'Proper shipping name' (ETHYL BUTYRATE). There are also fields for 'DG pkg description' (DG), 'DG pkg (qty)' (4), and 'DG qty (kg or l)' (4). A '+ Add' button is visible. At the bottom, a summary shows 'Total items: 5', 'Total weight: 5Kg', and 'Total cubic volume: 0.005M³'. There are buttons for 'Add New Line' and 'Clear'.

13. CLICK ADD NEW LINE (OPTIONAL)

Add more shipping line items as required. A tally of the total items, weight and cubic volume is displayed providing a shipment summary.

Tip: Save the current shipping line item as a template, or edit existing templates from shipment screen.

Note: You can click PRICE NOW to do a rate enquiry.

The screenshot shows the 'Enter item description' form. It includes a dropdown for 'Enter item description' (1), a dropdown for 'Billing type' (General Freight), and a table for item details. The table has columns for 'No. of items', 'Quantity type', 'Length', 'Width', 'Height', 'Total cubic volume', and 'Total weight'. The values entered are: 1 item, Items quantity type, 11 cm length, 11 cm width, 11 cm height, 0.001 m³ volume, and 1 kg weight. There are buttons for 'Update template', 'Delete template', 'Price Now', and 'Add New Line'. A 'Click Here For Chat Support' button is also present.

The screenshot shows the 'Account number' form. It includes dropdowns for 'Account number' (13806, WESTRAC EMP), 'Origin suburb & postcode' (DARLING HARBOUR, 2000), and 'Destination suburb & postcode' (MELBOURNE WHARF, 3000). There is a 'Team GE Extra Service required' dropdown (NO). A table shows item details: 1 item, 11cm x 11cm x 11cm, 0.001 m³, 1 kg. A 'Total Charge: AUD \$48.19' is displayed, along with 'Rate: AUD \$43.91 | GST: AUD \$4.38'. A note states: 'Note: This is an estimate only and additional fees and surcharges may apply. Results may vary if actual details differ. Transit Times exclude weekends/public holidays. International Non Documents may incur extra 24 hours subject to commodity type and local customs clearance. Delivery outside metro areas may increase time. Toll's standard terms and conditions apply to the delivery of all goods. For additional charges, surcharges and Terms & Conditions, refer the link below.' There are buttons for 'Create A Shipment', 'New Enquiry', and 'Click Here For Chat Support'.

PROVIDE ADDITIONAL INFORMATION

This section is optional to complete, and the fields vary subject to carrier and services enabled for your profile.

Fields could include:

- Add pallet transactions
- Purchase order
- Contains food or food packaging
- Team Global Express Extra Service (if yes, enter agreed amount)
- Security
- Allow delivery to alternate delivery location
- Notify by SMS
- Receiver delivery fields (earliest delivery date/time and latest delivery date/time)
- Special instructions
- You can add special instructions and select to print a separate special instructions label for your shipping items

ASSIGN SHIPMENT TO A MANIFEST

MyTeamGE automatically assigns shipments to a manifest. You can also manually assign the shipment to an existing open manifest or create a new manifest to add the shipment.

To manually assign a shipment to a manifest, you can:

1. Select open manifest from the dropdown list
2. Check CREATE and ADD TO NEW manifest box

PRINT AND CLOSE THE SHIPMENT

To close the shipment and print shipping documents, you can select:

- PRINT & CLOSE to manually print the labels and close the manifest.
- SMART PRINT to auto-complete printing actions. NOTE: Smart Print button will only display if this button is activated and configured in Printer settings.

Tip: To learn how to activate Smart Print option, refer to the Quick Reference Guide: How to configure your printer and print settings.

Note: You can also save shipment as a draft to complete later. If Receiver group is selected, SAVE AS DRAFT option is not available. Access draft shipments from the Shipments tab on MyTeamGE Dashboard.

14. SELECT PRINT & CLOSE

PRINT LABELS AND DOCUMENTS

All Team Global Express carriers use an industry standard 6x4 label. This single label design prints on both thermal and laser printers.

15. SELECT START POSITION FOR LABEL PRINTING (A4 PART LABEL (PDF))

16. CLICK PRINT OR DOWNLOAD PDF

Note:

- Printing the label locks the freight lines
- Print shipment is available for select carriers only

PRINT AND CLOSE MANIFEST

17. CLICK GO TO MANIFEST

18. PRINT & CLOSE THE MANIFEST

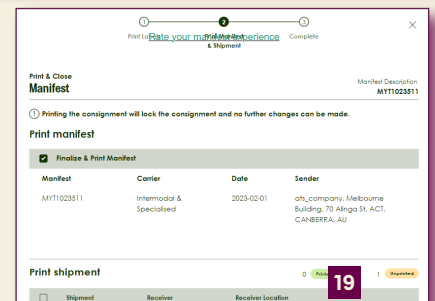
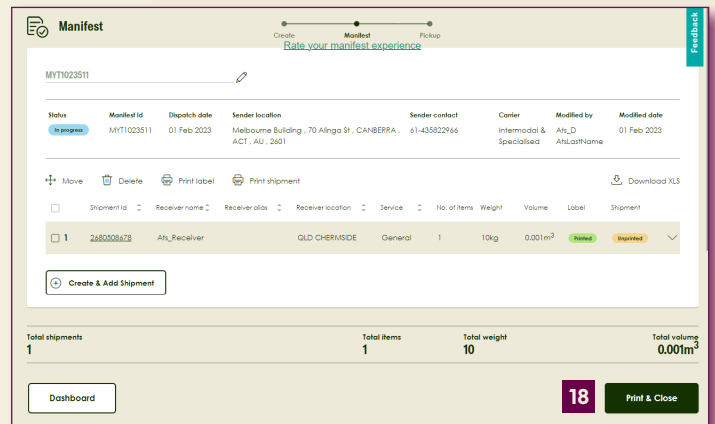
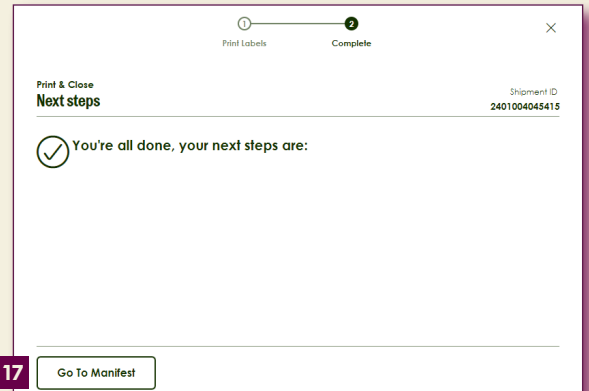
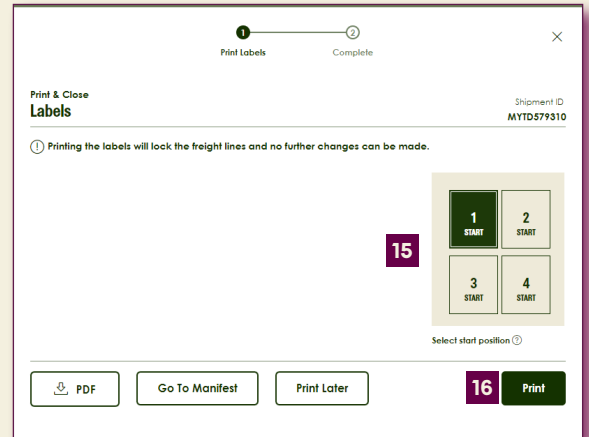
Note: Enter Manifest description. You can also perform multiple actions from the Manifest screen:

- Move shipments to an open or new manifest
- Delete shipment(s)
- Print labels and shipment
- Create and add a new shipment to the manifest

19. REVIEW MANIFEST DETAILS AND CLICK PRINT

Note: Printing the manifest will lock the consignment and no further changes can be made. Reprinting can only occur when the manifest is still open.

Note: You can BOOK A PICKUP from the Manifest screen, once the manifest is printed and closed (with the exception of Courier).

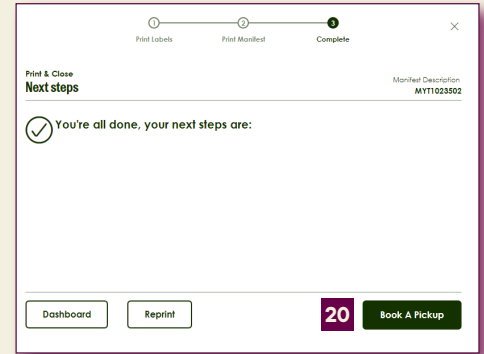


BOOK A PICKUP

20. CLICK BOOK A PICKUP

21. CONFIRM DETAILS

- Team Global Express carrier
- Account number
- If you're at the pickup location. If yes, the next 3 fields are auto-populated; however, you can edit the address for this pickup. If no, you'll be required to complete the next 3 fields manually
- Sender details
- Service
- Destination suburb and postcode



22. SELECT THE LARGEST ITEM AND CONFIRM ITEM DESCRIPTION FIELDS

- Item description
- Number of items
- Pallet space
- Item dimensions (L,W,H)

Note: Enter the dimensions of the largest shipping item, to ensure an appropriate pickup vehicle is available to collect your shipments.

- Total cubic volume and weight
- Dangerous goods
- Food or food packaging

Note: Pickup item fields may vary subject to Carrier and service selection Destination suburb and postcode.

23. SELECT DISPATCH DATE AND READY TIME

Note: Dispatch date defaults to the current date.

24. ENTER LOCATION CLOSING TIME

25. SELECT OPTIONAL DETAILS, INCLUDING

- Driver is required to bring consignment notes
- Reference number
- Exact pickup point
- Special instructions

26. CLICK REVIEW & BOOK PICKUP

27. REVIEW PICKUP DETAILS AND CLICK CONFIRM PICKUP

Note: Information is still able to be edited if required

A confirmation message including the pickup reference number is displayed. Additionally, this information is forwarded to the registered email address associated with the MyTeamGE account.

28. CLICK PRINT OR SHARE SHIPMENT DETAILS (OPTIONAL)

