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 QU DASHBOARD Fields may vary subject to carrier and configured user settings. Values in sor to default. To learn how to set defaults refer to th Guide - How to configure your MyTear	service selection, and me fields can be set ne Quick Reference	Alert page to keep updated. Enter you dripment number(s) have Terr to bas observations, sary we missed you continumbers or purchase orders by purchase Terr to bas observations The drinket Could links Conde Salpment	> Beak New Polocy > New 2 Type >
ENTER CARRIER INFORMAT	ION		
 2. SELECT TEAM GLOBAL EXPRESSERVICE FROM THE DROP-DOWN If you have configured a preferred ca your user settings, these fields auto-p change this selection if required. Carr availability is subject to the accounts profile. Note: Courier will be available to select Express carrier only if shipment creati been enabled for you on MyTeamGE. 3. SELECT DISPATCH DATE Dispatch date will default to the curre able to select a date up to next 7 busi weekends. 	ILIST rrier and service in opulate. You can rier and service approved in your et as a Team Global on for Courier has	Center A Shipment Center Information Center Priodity (Aut3) Center Center Priodity (Aut3) Center C	
4. SELECT IF THE SHIPMENT CON GOODS (DG) If a DG service is selected, the default you select YES, you'll be required to co dangerous goods details.	t selection is YES. If		
HOW TO CREATE A SHIPMENT & BOO TGE 01/23 V1.4	K A PICKUP		TEAM GLOBAL

EXPRESS

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.

Carrier Information					
Carrier		Service		Mode	
Intermodal & Specialised	~	Express	~	ROAD	~
Dispatch date		Contains dangerous goods? (1)			
Thursday, 09 Mar 2023		🔿 Yes 🔘 No			
Sender & receiver					
Sender	0	Receiver	6 Receiver group ③		
Aarohi Agency	\sim	4003 SCA Chermside	~		
Aarohi Aarohi_1 Lane A MYRUP WA 6450 AU 61-424164264	Ø Edit	Dianne Smith 750 Gympie Road NERIDUP WA 6450 AU 61-435822966	Ø Edit		
Who pays	0	Account number	account manually ()	Quote number (Options)	
Sender	~	13806, WESTRAC EMP	8 🗸	Quote number	
Drop off depot (Optional)		Collection depot (Cotonol)			
ADELAIDE TNQX	~	ADELAIDE TEXP	~		
New Notify up to 10 receiver notificat	/S or email on the progr	ess of your shipments. on Receiver notifications. <u>Learn more</u>	×		
Sender politications		Receiver politications	0		

Carrier Information				
Corrier		Service		
Priority (Aus)	~	Parcels - Overnight	~	
Dispatch date		Contains dangerous goods? (2)		
Tuesday, 21 Feb 2023		🔿 Yes 🔘 No		
Sender & receiver				
Sender	٢	Receiver	Receiver group (*)	
A-Zα-z0-9.s*@#%&'.,∜):*\$	\sim	A-Za-z0-9.s*@#%&'.,/%;:*\$Rece	eivCompany 🗸 🗸	
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Who pays		Account number	()	
Sender	\sim	302702, AEROSPACE DIVISION	~	
Sender notifications	۲	Receiver notifications	۲	
7 email & 1 SMS contact set, <u>Edit</u>		3 email & 1 SMS contact set. <u>Eait</u>		
References				
Shipment reference 1		Shipment reference 2		



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)

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)

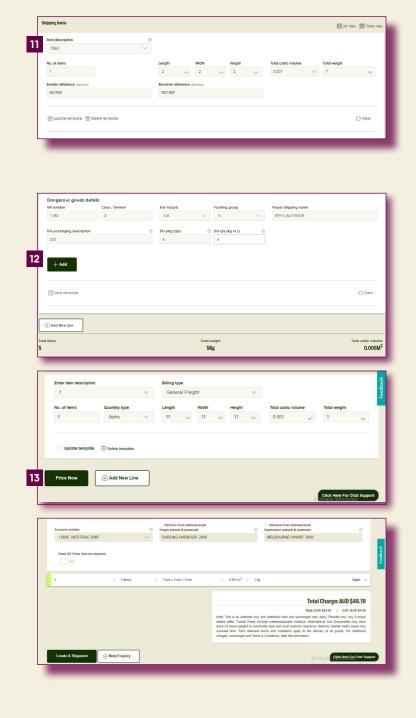
Note: Additional DG details can be added to a shipping line item.

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.





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 seperate 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.

Additional Information				
Add pallet transactions?				
YES				
Customer own	Exchange	Transfer to Team Global Express	Docket no.	
Chep				
Loscom				
Other				
Chep other				
Loscom ofher				
Purchase order	0	Special instructions (Optional)		
Add purchase order	\odot			
		Print special instructions lab	el	
Contains food or food packaging?	Would you like Team GE Extra Se	ervice? (2)		
O NO	0 10			
items		weight Kg		Total cubic vol 0.00

Add pallet transactions?		
urchase order (Optional)	③ Special instructions (Optional)	
Add purchase order	\odot	
	Print special instructions label	
Contains food or food packaging?	Would you like Team GE Extra Service?	
	NO	

Assign to manifest ③	
Create and add to new manifest	
1	
Save As Draft	Print & Close

Add pallet transactions?			
0 NO			
Purchase order (Optional)	٢	Special instructions (Carlane)	
Add purchase order	\odot		
		Print special instructions label	
Contains food or food packaging?	Would you like Team GE Extra	Service? ()	
NO	NO		
Assign to manifest (*)			
Assign to manifest ①			



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).

Create and add to new manifest	
Save As Draft	14 Print & Close
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Print & Close Labels	Shipment ID MYTD579310
Printing the labels will lock t	he freight lines and no further changes can be made.
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Print shipment



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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)



Ъ Book A Pickup		Create	Manifest	Pickup		
ok pickup from scratch here OR p	ickup an existing m	nanifest				
Carrier		Account number			I am at the pickup locat	ion
IPEC	\sim	DH4535		\sim	YES	
Sender or alias	0	JOHN SMITH			Phone number ## +61 * 435 822 96	,
JB HIFI	~	JOHN SMITH			435 822 96	0
JOHN SMITH 50 Rundle Moll PARLIAMENT HOUSE SA 5000 AU 61435822966						
NO						
Service	0	Destination suburb		۲		
Road Express	~	CANBERRA, 260				
1000 Express		Dratocatry 200				
Select largest item	•					
Box / Carton	\sim					
Number of items		Length	Width	Height	Total weight	
5		30 cm	45 cm	30 cm	50	kg
						Q Cle
Dispatch date	±	Ready time		0	Location closing time	
Dispatch date Thursiday, 02 Feb 2023	Ē	Ready time		®		
			(Optional)			
Thursday, 02 Feb 2023		10:15	(Optional)		17:00	
Thursday, 02 Feb 2023		10:15	(Optional)		17:00 Pickup from	
Thursday, 02 Feb 2023		10:15	(Optional)		17:00 Pickup from	
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