Label-Lite Online

GLS

Import shipments

A file with your shipments can easily be imported.

Customers who developed the old GLSLink format, can continue to use it. As well as the clients who developed the previous import file in EXCEL.

Import file

Select **Import** in het menu **Order processing**.
Browse to the location of the import file.
Click in this window **Open** and then **Upload file**.

After import you will get a summary of the number of imported and possibly refused shipments.

You will find your shipments in **Order processing - Parcel, Freight or Express**. It is possible to change or delete your shipments after the import.

Create labels

Go to **Parcel, Freight or Express** in the menu **Order processing**.
Select one, several or all shipments (checkbox next to Reference) and click on **Print label(s).**

You will get a window with the image of the label, click the printer icon to print your labels. You can only print labels if the goods are collected at you address.

Transmit shipments and pick-ups

Go to **Parcel, Freight or Express** in the menu **Order processing**.
Select one, several or all shipments (checkbox next to Reference) and click on **Transmit.**

Your shipments and pick-ups are transferred and are added to the End of day list.

Print End of Day list

Go to **End of Day** in het menu **Order processing**.

Select a pick up address or –PICKUPORDERS-, –ALL- or by product, –ALL- or a customer number and click on **Search**.

You will get a list of the selected shipments or pick up orders, select the orders to print the list and click **Print**.

You will get a window with the image of the End of Day list, click the printer icon to print the list.

Select another pick up address and repeat the steps above.

Remark

Only the first 500 lines (shipments) of your file will be imported.

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Create import file

File format: **mandatory fields (max. length) (red)**, optional field (max. length) (green).

DO NOT CREATE HEADINGS!
Use one line per shipment.

Description Import file V2.2

Customers who have developed the previous EXCEL import file, may continue to use this.

Column A: **Type (5) fixed value: IMPSH**
Column B: Customer number (7)
Column C: **Reference (15)**
Column D: Code consignee (35)
Column E: **Name consignee (35)**
Column F: Zone (35)
Column G: **Street (35)**
Column H: House number (6) – mandatory if not in the street
Column I: Box (4)
Column J: **ISO Country code (2) - ISO 3166 alpha 2-characters country code**
Column K: **Postal code (35)**
Column L: **City (35)**
Column M: Contact (35)
Column N: Telephone (25)
Column O: Address type (1) –P: private; B: business (default value when empty)
Column P: Filler 2 (1) (not used)
Column Q: Filler 3 (1) (not used)
Column R: Filler 4 (1) (not used)
Column S: GLS number consignee (7)
Column T: **Number of Parcels (3)**
Column U: **Number of palettes (3)**
Column V: **Weight (6) – 1.0 = 1 kg (mandatory separator, 1 figure after point)**
Column W: Cash on delivery (15) – 25.00 = 25 euro (always 2 figures for eurocent, separated by a point)
Column X: Currency code Cash on delivery (3)
Column Y: Insurance amount (15) – 25.00 = 25 euro (always 2 figures for eurocent, separated by a point)
Column Z: Currency code Insurance (3)
Column AA: Proof of delivery (1) – standard "0" (zero); E = email, P = hardcopy
Column AB: Description (64)
Column AC: Instructions (64)
Column AD: Filler 5 (1) (not used)
Column AE: Filler 6 (1) (not used)
Column AF: Filler 7 (1) (not used)
Column AG: E-mail address (64)
Column AH: Requested delivery / pickup date (10) - DD/MM/YYYY
Column AI: Product (1) - P = Parcel, F= Freight, X = Express
Column AJ: Special service for Express (1) –
        Parcel en Express: 0 = 9.00u, 6 = next day, 7 = 10.00u, 8 = 12.00u, 9 = Saturday
        Freight: 8 = 12.00u, 9 = next day
Column AK: E-mail confirmation with Express shipments (1) – standard " " (empty); M = e-mail
Column AL: Delivery / Pickup (1) - standard " " (empty) = delivery, P = pickup
Column AM: Length (3) in cm
Column AN: **EOL (4) fixed value: NONE**

Save your file as a **CSV-file** (change the type of file format in File – Save as). Your file looks like the example below.

Example import file

```
IMPSH;;CO2;;TORREMANS;;VLIMMERSEBAAN;121;;BE;2310;RIJKEVORSEL;;;P;;;;;2;;0.9;;;;;E;;;;;;;;;;;;;none
IMPSH;;PL1V;a0156;ALDERS ETN. NV;;ST.ANTONIUSWEG;29;;BE;3910;NEERPELT;Mevr. Denise;011-642741;B;;;;;;1;125.0;;;152.00;eur;;;;;;;;;;;;;none
IMPSH;;CO3CM;;GRK SERVICES NV;IZ WESTGRIJPEN 8001;WALSTRAAT ;1;;BE;3300;TIENEN;;;;;;;;3;;33.3;85.00;eur;;;;Order 895 van 25/01/09;;;;;;;;;;;;none
IMPSH;;PL1;;ELEKTRA;;EKSAARDEBAAN;83;;BE;9160;LOKEREN;;09-3468578;B;;;;;;1;98.0;;;;;;;;;;;;;;;;;none
IMPSH;;PL2VDP;C789;L'OREAL SA;;ROUTE DE ST-HUBERT;1;;BE;6800;RECOGNE;R. BRUNDSEAUX;061 22 92 11;;;;;;;2;233.0;;;88.80;eur;P;;;;;;;6/02/2014;;;;P;;none
IMPSH;;CO5D;;OMETA;;DRIE EIKENSTRAAT;661;;BE;2650;EDEGEM;;03/826.93.76;;;;;;5;;85.2;;;;;;;;;;;;11/02/2014;;;;;;none
IMPSH;1234567;PR008;;MANS;;INDUSTRIELAAN;14;;BE;1070;BRUSSEL;;;;;;;;;1;;1.9;100;;;;;;;;;;;info@sender.eu;;X;8;M;;;none
```