

Welcome

Welcome to Label-Lite Windows.

Label-Lite is a user-friendly program that we have developed specifically for your Parcel and Freight shipments. With this program you can very easily and quickly print labels for your shipments



With Label-Lite you can use the following types of labels:

* Laser: *two labels on an A4 or four labels on one A4.*

* Thermal printer: *label size 100 x 150 mm.*

The *four labels on one A4* can be ordered from our Sales Service, tel 02/55.66.211 optie3.

Or by the following link http://services.gls-belgium.com/E/order_ship_doc.htm

Attention! For Label-Lite you need an active **Internet connection**. If you can not print labels, ask your system or network administrator if the following information can be released.

GLS Belgium

Shipping system	Hostname	Port
Parcel	Unibox1.gls-belgium.com	3030
Parcel	Unibox2.gls-belgium.com	3030
Parcel	Unibox3.gls-belgium.com	3030
Parcel	Unibox4.gls-belgium.com	3030
Parcel	Unibox5.gls-belgium.com	3030
Parcel	Unibox6.gls-belgium.com	3030

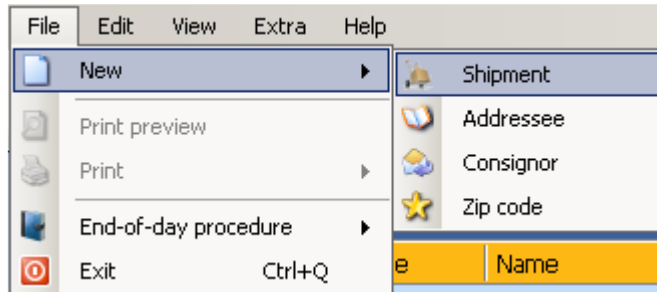
GLS Belgium Distribution

Shipping system	Hostname	Port
Parcel	services.gls-belgium.com	3118
Freight	services.gls-belgium.com	3118

Shipments

Create shipments

Select in the menu *File* the option *New* then *Shipment*



Next you are in the shipment screen, where you can create your shipments.

Depending on the registered GLS Company (GLS Belgium and / or GLS Belgium Distribution) you can select the desired Consignor, Parcel or Freight.

Choose your consignee from the address book or enter the address manually.

*For shipments to the Netherlands you can use **Quick search NI zipcode**.*


First, select the country and enter a Dutch zip code, then the house number and possible addition; the street and city fields are automatically filled in.

You can enter a *reference* for your shipment, ex. an order number, in the appropriate field.

For more information about the possible products and services visit the GLS website, select Belgium:
<https://.gls-group.eu/>

Units


Enter the desired number of units, packaging (depending on the GLS Company) and weight.

Click the green plus  icon to, depending on the number of units, adding units.

The package number and the Track ID are automatically created and assigned to the unit when the label is printed.

Units can be deleted by selecting the desired line with the right mouse button and choose *Delete*.

Package	Weight	Unit number
Collo	15	Automatically
Collo		Automatically





Services


In services, depending on the chosen Consignor, the available Services for your shipment are shown.

To activate a Consignor for the different services go to *Consignors* in the menu *View*. Double click on the chosen Consignor and select the demanded service.

GLS Belgium Distribution

Parcel	Freight
<input checked="" type="checkbox"/> Enabled Consignor no. Parcel: <input type="text"/>	<input checked="" type="checkbox"/> Enabled Consignor no. Freight: <input type="text"/>
Services Express: <input checked="" type="checkbox"/> Cash On Delivery: <input checked="" type="checkbox"/> Add On Insurance: <input checked="" type="checkbox"/> Pick & Return: <input checked="" type="checkbox"/>  Pick & Ship: <input checked="" type="checkbox"/>	Services Time Definite: <input checked="" type="checkbox"/> Cash On Delivery: <input checked="" type="checkbox"/> Add On Insurance: <input checked="" type="checkbox"/> Dangerous Goods: <input checked="" type="checkbox"/> Pick & Return: <input checked="" type="checkbox"/>  Pick & Ship: <input checked="" type="checkbox"/>

GLS Belgium

Parcel
<input checked="" type="checkbox"/> Enabled Consignor no. Parcel: <input type="text"/>
Services Express: <input checked="" type="checkbox"/> Cash On Delivery: <input checked="" type="checkbox"/> Pick & Return: <input checked="" type="checkbox"/>  Pick & Ship: <input checked="" type="checkbox"/> Shop Delivery: <input checked="" type="checkbox"/> Shop Return: <input checked="" type="checkbox"/> Addressee Only: <input checked="" type="checkbox"/> Deposit: <input checked="" type="checkbox"/> FlexDelivery: <input type="checkbox"/>

E-mail

You can keep your addressee and yourself informed of the status of the shipment with an e-mail message.

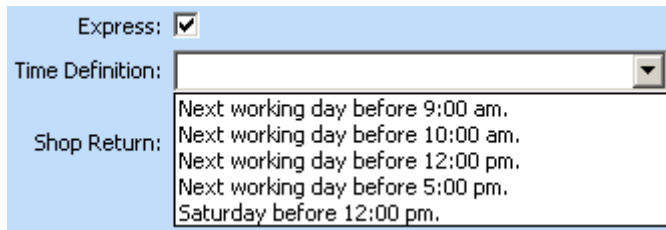
See the section **Activate the E-mail notification**.

Info 1 en Info 2

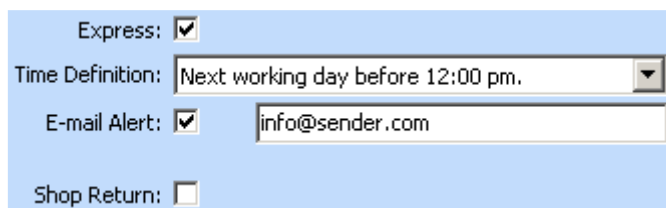
You can use 2 message lines (Note 1 and Note 2) to add a message to your shipment.

Express

To send your shipment with Express Service, select while creating the shipment *Express* and choose the desired service:



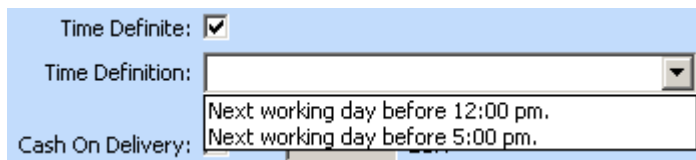
When you have selected the desired service, you have the possibility to select *E-mail Alert*. Automatically the e-mail address of the consigner is filled in. You can change the e-mail address if necessary.



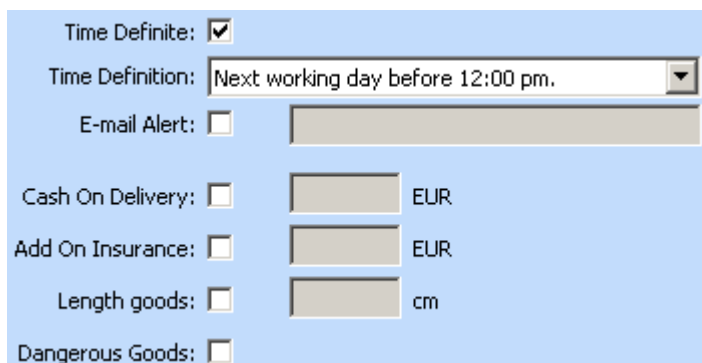
You can combine the service with *Shop Return*.

Time Definite (only possible with GLS Belgium Distribution)

To send your shipment with Express Service, select while creating the shipment *Time Definite* and choose the desired service:



When you have selected the desired service, you have the possibility to select *E-mail Alert*. Automatically the e-mail address of the consigner is filled in. You can change the e-mail address if necessary.



You can combine the Time Definite-service with the following services : Cash On Delivery, Add On Insurance, Lenght goods and Dangerous Goods.

Cash-Service

To send your shipment with Cash on Delivery, select *Cash-Service* and fill in the amount (in Euro's) in the appropriate field.

For *GLS Belgium Distribution* enter the amount **per consignment**

For *GLS Belgium*, the amount is registered on **the first unit**

The screenshot shows the 'Units' and 'Services' sections of a shipping software interface. In the 'Units' section, there is a form with '1' in a box, 'Collo' in a dropdown, 'of 23 kg' and a green plus icon. Below this is a table with columns: Package, Weight, Unit number, and Track ID. The table contains two rows: 'Collo' with weight 12 and 'Collo' with weight 23, both with 'Automatically' for unit number and track ID. In the 'Services' section, there are three checkboxes: 'Cash On Delivery' (checked), 'Shop Return' (unchecked), and 'Addressee Only' (unchecked). To the right of the 'Cash On Delivery' checkbox is a text box containing '456,23' and 'EUR'.

Add On Insurance (only possible with GLS Belgium Distribution)

To send your shipment with extra insurance, select *Add On Insurance* and fill in the amount (in Euro's) in the appropriate field.

Lenght Goods (enkel mogelijk bij GLS Belgium Distribution)

When a unit has a lenght of more then 2 meter, select while creating this shipment the option *Lenght Goods* and fill in the longest lenght in cm.

Dangerous Goods (only possible with GLS Belgium Distribution)

For a shipment with *Dangerous Goods*, select the option while creating the shipment.

Pick & Return

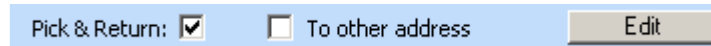
Would you like to pick up a shipment to be delivered with you, select the *Pick & Return*. You can change the *Preferred pickup date* aanpassen.

The screenshot shows the 'Services' section of the shipping software interface. It features a 'Pick & Return' checkbox which is checked, and a 'To other address' checkbox which is unchecked. There is an 'Edit' button to the right. Below this is a 'Preferred pickup date' dropdown menu showing 'maandag 28 oktober 2013'. A calendar popup is displayed for 'oktober 2013', showing days from 1 to 31. The date '25' is highlighted with a red box. Below the calendar, there is a text box with a red box around it containing 'Vandaag: 25/10/2013'.

Remark: Pick & Return orders can not be deleted!

Pick & Ship

Would you like to pick up a shipment to be delivered elsewhere, select the *Pick & Return en To other address* or click on the icon *Edit*:



Pick & Return: To other address

A new window will open where you can select from your addresses the shipping address or to create a new delivery address.

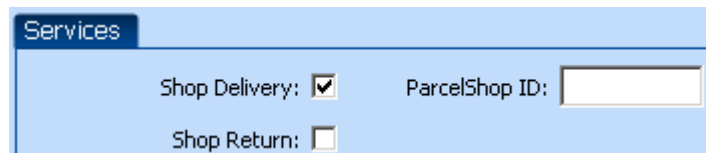
Remark : Pick & Ship orders can not be deleted!

Shop Delivery

With Shop Delivery you can decide in when and in which GLS Belgium Parcel Shops the goods are delivered.

Met de optie Shop Delivery kan men beslissen wanneer en in welke GLS Belgium Parcel Shops de goederen worden geleverd.

With this link you can find your preferred GLS Parcel Shop ID <https://gls-group.eu/BE/vl/home>



Services
Shop Delivery: ParcelShop ID:
Shop Return:

Shop Return

If you want to give the consignee the opportunity to resend the unwanted goods for free, then select GLS ShopReturn.

Per unit there is always an additional Return- en Acceptance-label printed.

Addressee Only

With this option the goods can only be delivered to the consignee.

Deposit

This free service offers the sender the possibility to instruct GLS to deliver the goods at a specific location at the address of the consignee, without the requirement of his signature.

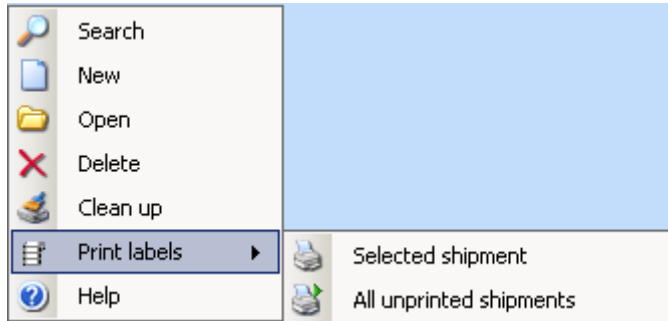
Flex Delivery

For the deliveries in Belgium (except for Express- and Shop-Delivery shipments) the receipt will be notified by email of the next delivery and point of time, with the link to our website he can choose very easy between the different delivery options.

Print labels

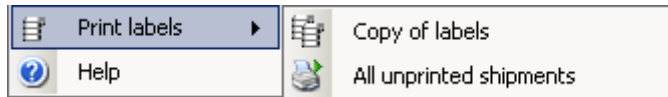
When creating of a shipment, you can print the label immediately by clicking the *Print* button.


You can print the labels for all shipments at once by selecting a shipment in the overview and press the right mouse button then select the *Print labels* menu, *all unprinted shipments*.




To print a single shipment, choose *Selected shipment*.

When a label is already printed, you can use this menu to obtain a *Copy of labels*.



If the labels are successfully printed, you will see the following icon in the shipment overview .

If the label can not be printed, you will receive this icon , and the reason why the label is not printed (in the yellow info box).

Change shipment

As long as the shipment is not in the “History” (this happens after the End-of-procedure), you can still make some changes in Label-Lite.

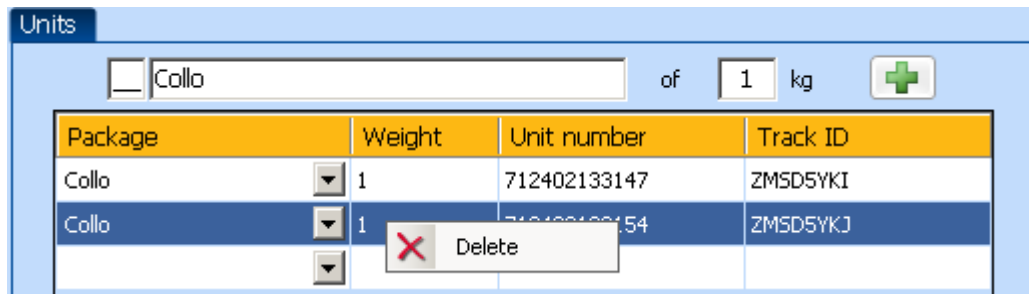
To open the shipment, double-click on the line in the overview.

When the label is not yet printed, you can make changes to the Address, Units and Services.

Once the label is printed you can only add or delete units.

To **add one or more** Units, adjust the weight and press on the +-icon.


To **delete one or more** Units, select the unit with the right mouse button and select *Delete*.



To change the weight of a unit, you need to delete this unit and recreate it.

Delete shipment

Select the shipment you want to delete in the overview screen and click the **right mouse button**, then select *Delete* in the menu.

When the shipment is open, click on the icon *Delete*  in the upper left corner.

Selective printing and deleting shipments

You can select certain shipments, whether or not following another, and just print these labels.

Are the shipments **in order** then select them with the mouse (Shift-key + arrow up or down) and print by clicking on the icon of the menu or with the right mouse button.

Are the shipments **NOT in order**, select them with the CTRL-key + mouse click, then print the shipments.

Select, like described above, the shipments you wish to remove and click on the icon or on the right mouse button to remove the shipments.

End-of-day procedure

When the *End-of-day procedure* is activated all the printed shipment in the overview are moved to the History. At the same time the loading list of these units is printed.

The loading list is signed by the GLS driver, as proof of receipt of the goods.

End-of-day procedure

Parcel

Execute End of day procedure

Print shipments list Parcel copies

Shipping date:

Freight

Execute End of day procedure

Print shipments list Freight copies

Shipping date:

When you execute the *End-of-day procedure* you have the possibility to exclude certain shipments, just un-check the box for this shipment.

End-of-day procedure

Process <input checked="" type="checkbox"/>	Units	Reference	Name	City	Services
<input checked="" type="checkbox"/>	2	N84000048	VINCI PARK SERVICES ...	OOSTENDE	
<input checked="" type="checkbox"/>	2	NE0030050	VERWIMP LOUIS	VALKENSWAARD	

Attention! Shipments in *History* can not be changed.

Tip! The End-of-day procedure must be activated each day for proper handing of the shipments. You can activate the End-of-day procedure several times a day.

History

After the End-of-day procedure all shipments are stored in the *History*.

Search shipments in the History

You can sort the shipments by clicking with your mouse on the appropriate column.

Click the right mouse button and select *Search* to search a shipment, then enter (a part of) the Name of the addressee.

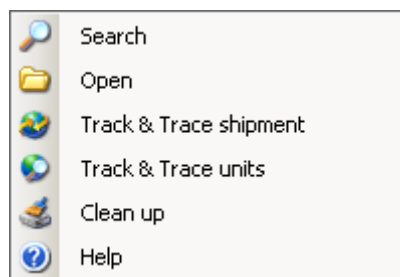
When you found the shipment, close the Search window and double click on the line to open the shipment.


Track & Trace

In *History* you can request the status of your shipment online.

Select the requested shipment with the right mouse button and select the option *Track & Trace shipment*. This option is only available when you filled in a reference for this shipment.

When there is no reference available, select the option *Track & Trace units*. The shipment opens and with the *Track & Trace unit* button, the status of the chosen unit is shown.



With the button,  the link of the shipment is copied to the clipboard. The contents of the clipboard, you can insert in another application.

If you have specific questions about your shipment, contact our Customer service.

You can also Track & Trace your shipment on our website <https://gls-group.eu>

Addressees

The Addressees-screen allows you to create a new addressees, correct, change or delete an existing addressee.


Create a New addressee



To create a new addressee, select *New* in the menu *File* then *Addressee*. You can now create a new addressee in Label-Lite.

Fill in your own alias in *address code*, ex. the client number of this customer. With this address code you can quickly find the addressee and create a shipment.

Maintain addressee

When you double click on the address line you can correct, change or delete this address.

A wrong address can be recognised by the exclamation mark  in the first column, the error code appears in the yellow box.

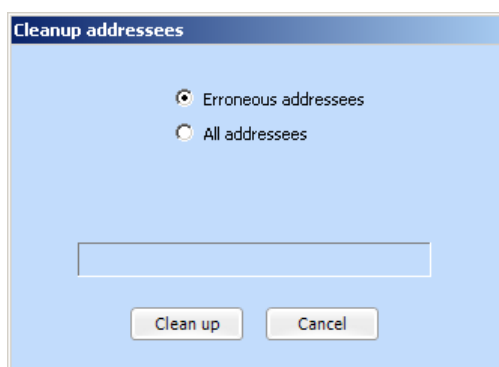
	FABOU	ABOU D'ABI B...
	- House no. is empty	
	FALLISON	ALLISON

Delete addresse

Select the addressee with the right mouse button, choose *Delete* from the menu when you want to delete this address.

Clean up addressees

To delete all addressees or al erroneous (incorrect) addressees, select *Clean up* from the menu *Edit*.



Attention! In Label-Lite it is possible to add the same address code several times for different addressees.

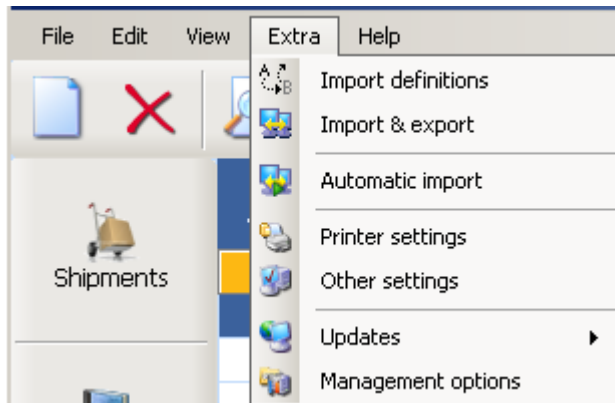
Import- and export addressees and shipments

Import addressees and shipments

In Label-Lite you can import addressees as well as shipments.

If you want to import addressees for the first time, you must first create an *Import definition* in Label-Lite.

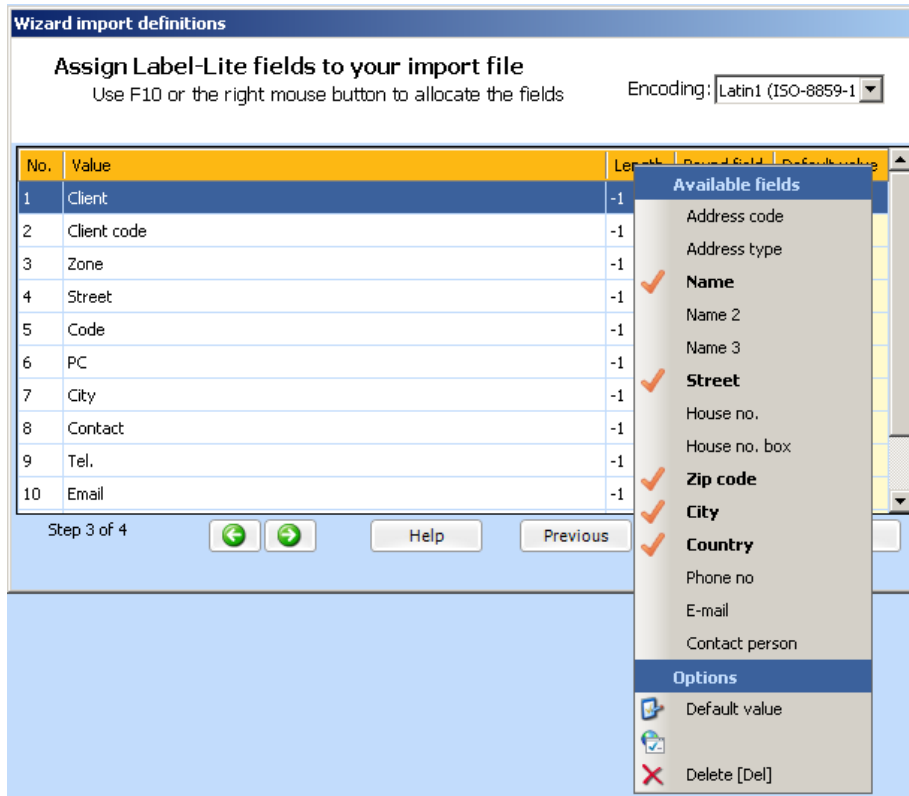
To create a new import definition, select *Import definitions* from the menu *Extra*. Here you can choose to create an import definition for your addresses or shipments.



When you create an import definition, a wizard starts. Here you must follow several steps.

Import addressees

To create a new import definition for your addressees, select *Import definitions* in the menu *Extra*, then select *New addressees import definition*.



Depending on your file format, it is possible that the fields must be split first. Then you must allocate the Label-Lite fields to the fields in your import file. If all (mandatory) fields are allocated, you can save your import definition.

Now you can immediately import the file, by clicking on the *Import file now* checker box.

After importation of your addressees, you are in the screen overview *Addressees*. Here you can manually alter or delete the incorrect addresses.

Afterwards you can use this import definition again, select *Import & export* in the menu *Extra* and choose *Import addressees or shipments*. Then select the appropriate import definition and browse to the import file.

Import shipments

To create a new import definition for your shipments, select *Import definitions* in the menu *Extra*, then select *New shipment import definition*.

Wizard import definitions

Assign Label-Lite fields to your import file
Use F10 or the right mouse button to allocate the fields

Encoding: Latin1 (ISO-8859-1)

No.	Value	Available fields	Length	Bound field	Default value
1	Consignor n°	Consignor no.	-1	(UNBOUND)	
2	Name	Address type	-1	(UNBOUND)	
3	Name 2	<input checked="" type="checkbox"/> Name	-1	(UNBOUND)	
4	Street	Name 2	-1	(UNBOUND)	
5	House n°	Name 3	-1	(UNBOUND)	
6	House n° box	<input checked="" type="checkbox"/> Street	-1	(UNBOUND)	
7	Zip code	House no.	-1	(UNBOUND)	
8	City	House no. box	-1	(UNBOUND)	
9	Country	<input checked="" type="checkbox"/> Zip code	-1	(UNBOUND)	
10	Phone n°	<input checked="" type="checkbox"/> City	-1	(UNBOUND)	
		<input checked="" type="checkbox"/> Country	-1	(UNBOUND)	

Step 3 of 4

Previous Next Cancel

Available fields:

- Consignor no.
- Address type
- Name**
- Name 2
- Name 3
- Street**
- House no.
- House no. box
- Zip code**
- City**
- Country**
- Phone no.
- Contact person
- E-mail
- Reference
- Note 1
- Note 2
- No. of shipment units**
- Weight**
- Package**
- Services

Options:

- Default value
- Custom addressee type codes
- Delete [Del]

Options list:

- Cash On Delivery: Amount
- Express
- Addressee Only: Yes/No
- Dangerous Goods: Yes/No
- Add On Insurance: Amount
- Deposit: Yes/No
- Length goods: Max. length (cm)
- Pick & Return
- Pick & Ship
- Shop Delivery
- Shop Return: Yes/No

Service boxes:

- Express Service
- E-mail Alert
- Email address consignor
- Pick & Return: Yes/No
- Preferred pickup date
- Pick & Ship: Yes/No
- Preferred pickup date
- Delivery address Name
- Delivery address Name 2
- Delivery address Name 3
- Delivery address Street
- Delivery address House no.
- Delivery address House no. box
- Delivery address Zip code
- Delivery address City
- Delivery address Country
- Delivery address Phone no
- Delivery address Contact person
- Delivery address E-mail
- Shop Delivery: ParcelShop ID
- Phone no. consignor
- Email address consignor

When your shipment file is imported, you are in the screen overview *Shipments*. Here you can manually alter or delete the incorrect shipments.

Note! Use the next table to create the Package code (depends on your client number) to create your import shipment file:

Package code	Name	Network
PCO	Collo	Parcel
CO	Collo	Freight
PL	Pallet	Freight

Afterwards you can also use this import definition again, select *Import & export* in the menu *Extra* and choose *Import addressees or shipments*. Then select the appropriate import definition and browse to the import file.

Automatic shipments import

It is also possible to import and print your shipments automatically.

This is possible when you have a working import definition; select *Management options* in the menu *Extra*, now select *Automatic import* in the menu *Extra*.

Interval	Folder	Filename	Import definition	Print labels	Label printer
00:00:05	C:\Program Files\GL...	*.csv	Default Shipments i...	<input checked="" type="checkbox"/>	Generic / Text Only

Interval: 00:00:07 (hh:mm:ss)
Folder: D:\Data
Filename: *.*txt
Import definition: Default Shipments import definition (LL Default Shipments)
Print labels:
Label printer: Lexmark X652de P53
Label type: Laser (4 labels on A4)
Paper source: Automatically Select
Support Generic / Text Only Zebra printers:


New Save

Automatic import enabled: Start with Label-Lite:

OK Close

To import your shipments automatically, browse to the folder where your import file is located, then fill in the name of your file ("wildcards" are allowed), the time interval and the import definition.

To add or import a file, possibly from another location with another importdefinition, fill in all the necessary fields and save this new automatic import.

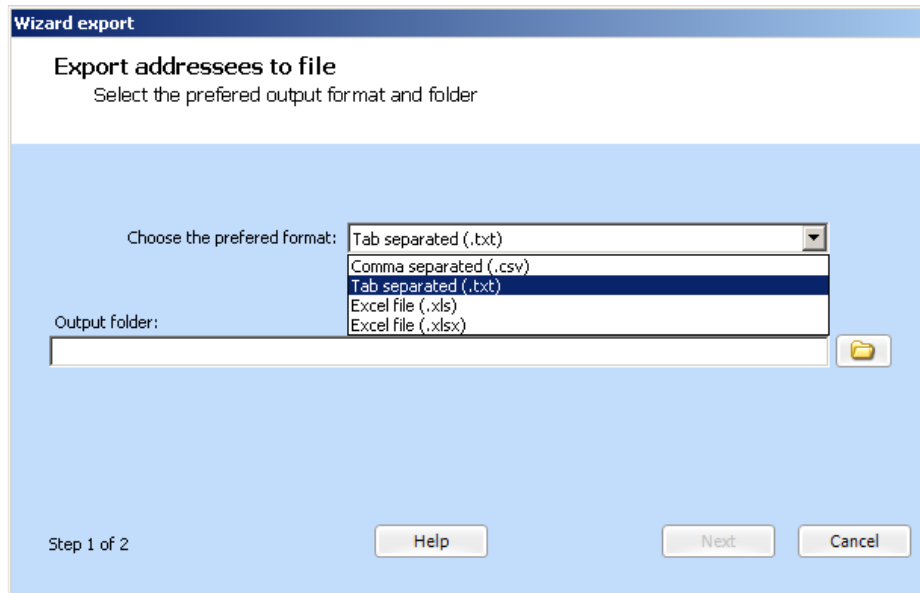
When the option *Automatic import* is activated, you will see this icon  in your status bar. You can enable or disable the option *Automatic import* in the menu *Extra*.

The files which are treated correctly, are saved in the folder *Processed*. The files in error are written in the folder *Errors* (see folder import files).

With the automatic import it is possible to use several import definitions and import files and print the labels on different printers.

Export addressees

It is possible to export your address file.

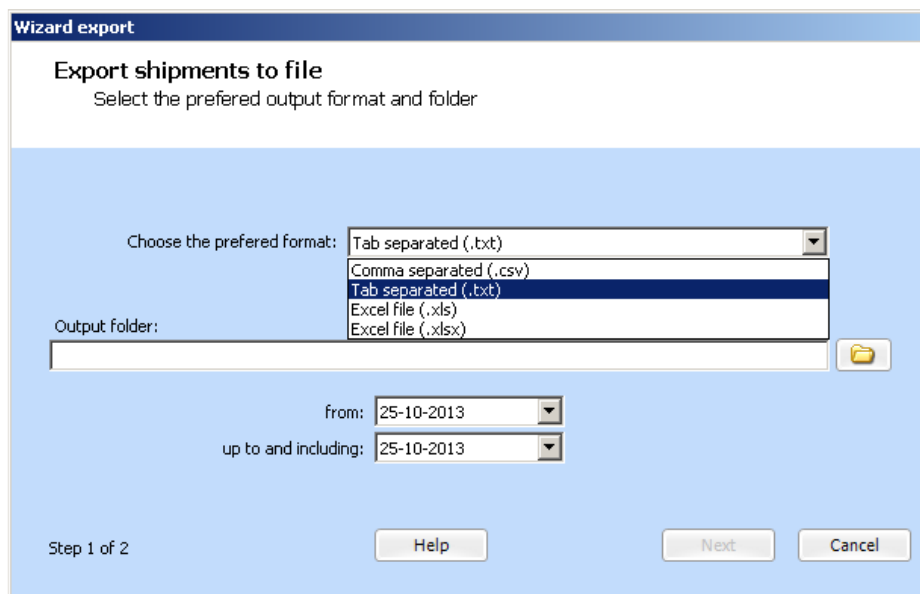


The screenshot shows a 'Wizard export' dialog box titled 'Export addressees to file'. The subtitle is 'Select the preferred output format and folder'. The main area has a light blue background. There is a label 'Choose the preferred format:' followed by a dropdown menu. The dropdown menu is open, showing four options: 'Tab separated (.txt)', 'Comma separated (.csv)', 'Tab separated (.txt)', and 'Excel file (.xls)'. The first 'Tab separated (.txt)' option is highlighted. Below the dropdown is an 'Output folder:' label followed by a text input field and a folder icon button. At the bottom left, it says 'Step 1 of 2'. At the bottom center, there are three buttons: 'Help', 'Next', and 'Cancel'.

Select *Import & Export* in the menu *Extra* and choose *Export addressees*. Select the preferred file format and the output folder where you want to export the file.

Export shipments

It is also possible to export your shipments.



The screenshot shows a 'Wizard export' dialog box titled 'Export shipments to file'. The subtitle is 'Select the preferred output format and folder'. The main area has a light blue background. There is a label 'Choose the preferred format:' followed by a dropdown menu. The dropdown menu is open, showing four options: 'Tab separated (.txt)', 'Comma separated (.csv)', 'Tab separated (.txt)', and 'Excel file (.xls)'. The first 'Tab separated (.txt)' option is highlighted. Below the dropdown is an 'Output folder:' label followed by a text input field and a folder icon button. Below the folder input field are two date selection fields: 'from:' with a dropdown menu showing '25-10-2013' and 'up to and including:' with a dropdown menu showing '25-10-2013'. At the bottom left, it says 'Step 1 of 2'. At the bottom center, there are three buttons: 'Help', 'Next', and 'Cancel'.

Select *Import & Export* in the menu *Extra* and choose *Export shipments*. Select the preferred file format, the output folder and period, now you can export the file.

The default export folder is automatically cleared. All files older than 5 days are deleted. In *Management options* from the menu *Extra*, you can change the default export folder and the period (files history) to delete the files.

Settings

Within Label-Lite you have the possibilities to set up several settings to your own liking. To change these settings select the proper option in the menu *Extra*.

Packaging

Here you can change the kind of Packaging that is shown when you creating a shipment.

Packaging			
Name	Show	Shipping system	Properties
Collo	<input checked="" type="checkbox"/>	Parcel	Max. weight: 32 kg
Collo	<input checked="" type="checkbox"/>	Freight	Max. weight: 50 kg, Max. volume: 0,4 m3, Min. length: 201 cm, Max. length: 600 cm, Max. no. of pieces: 10 pieces
Standard pallet	<input checked="" type="checkbox"/>	Freight	Max. weight: 999 kg, Max. dimensions: 120x80x195 cm (lxwxh)

Printer settings

Here you can change the printer settings for the labels and the documents.

Printer settings

Labels

Label type: Laser (4 labels on A4)

Label printer: Lexmark X652de P53

Paper source: Automatically Select

No. of Freight labels: 1

Always show printer dialog:

Support Generic / Text Only Zebra printers:

Print GLS logo:

Positioning

Horizontal movement: 0 mm

Vertical movement: 0 mm

Print test label

Documents

Document printer: Lexmark X652de P53

Paper source: Automatically Select

Shipping list style: Compact

No. of Parcel EOD lists: 1

No. of Freight EOD lists: 1

Always show printer dialog:

Save Cancel

The *Label type* is *Thermal* or *Laser*.

In *Label printer* you select the printer you will use to print the labels.

If you print your labels with a laser printer, you have the possibility to select the label.

When you selected the flag *Always show printer dialog* the available printers are shown before printing the label.

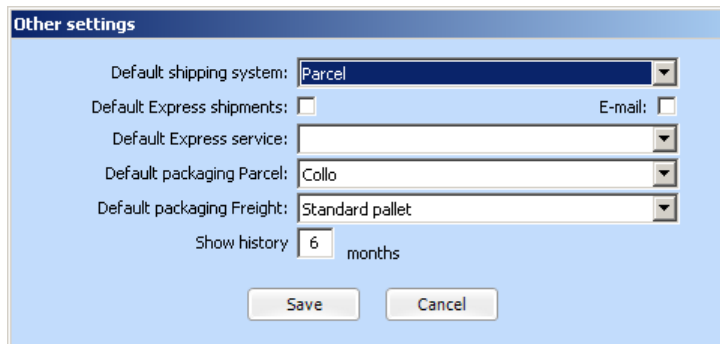
If you are using a thermal Zebra printer (ZPL) which is installed with the Generic Text Only driver, then use the option *Support Generic / Text Only Zebra printers*.

The *Document printer* is the printer which is used for the various lists (ex. End-Of-Day list, list of addressees) from Label-Lite.

Attention! Only labels printed on thermal or laser printers are accepted. We do not accept labels printed with ink jet printers for quality reasons.

Other settings

In the screen *Other settings* of the menu *Extra*, you can change some Label-Lite settings to your own needs.



In *Default shipping system* you can change the default shipping system (Parcel or Freight).

To create by default an express shipment, select *Default Express shipments* and SMS enabled. *Default Express service* is only available for the Parcel system.

In *Default Express service* you can select the default service for your Express shipments (ex. Next working day before 12:00 pm).

In *Default packaging Parcel* and *Default packaging Freight* you can select the default packaging who will be filled in while creating a shipment.

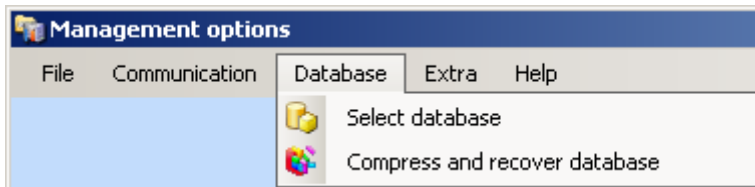
With the option *Show history* you can indicate how long the history is displayed.

Management options

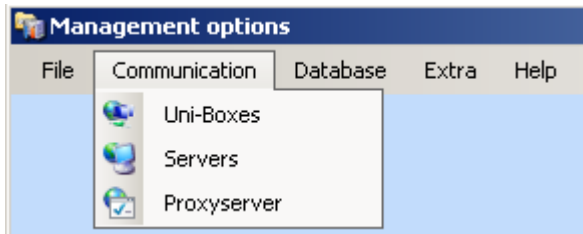
In Management options, you can ex. change the location of the Label-Lite database, set up your Proxy server, etc.

To activate the Management options, select *Management options* in the menu *Extra*.

To change the location of the Label-Lite database, go to *Database* and select *Select database*



To set up your proxy server, go to *Communication* and select *Proxyserver*



When you see, in the lower right corner of your screen, the following icon with the next message *Updates: Unable to connect to the remote server*, you must set-up your proxyserver.



To activate this option you need to contact our service E-tools.

You can contact E-tools by phone during office hours on the number 02/55.66.211 option 5.

Installation

We advise you to close all applications before installing Label-Lite.

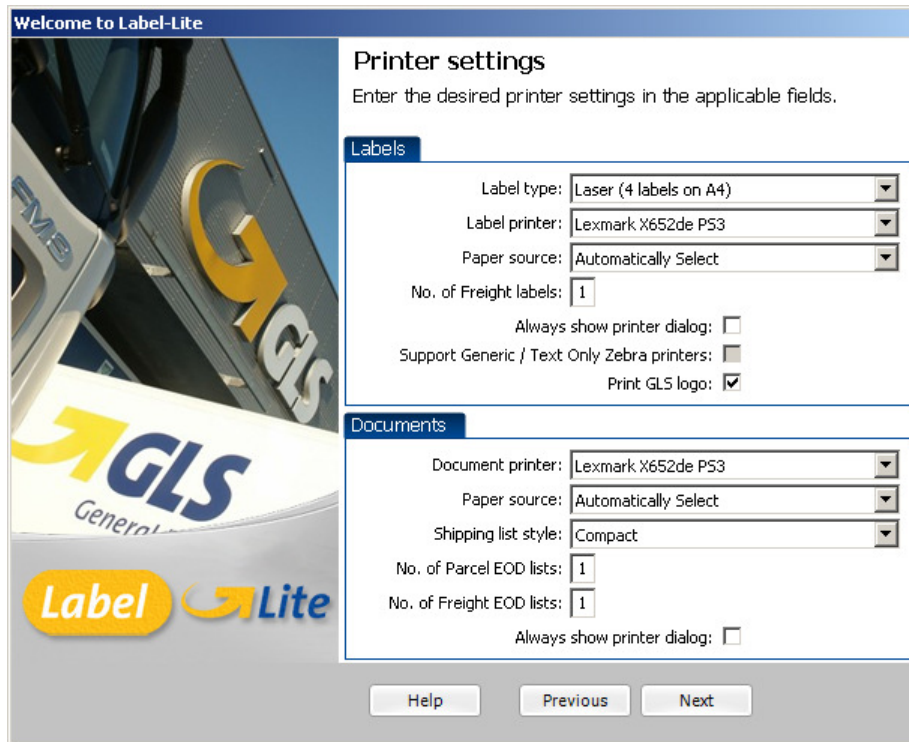


After accepting the license agreement, browse to folder where you want to install Label-Lite. After selecting this folder Label-Lite will be installed.

After installation you can start Label-Lite by clicking on the shortcut on your desktop.

Startup

When you start Label-Lite for the first time, you need to follow a number of steps to be able to use Label-Lite, ex. Your Printer setting.



The screenshot shows the 'Welcome to Label-Lite' dialog box. The title bar reads 'Welcome to Label-Lite'. The main content area is titled 'Printer settings' and contains the instruction: 'Enter the desired printer settings in the applicable fields.' There are two sections: 'Labels' and 'Documents'.
Labels section:
- Label type: Laser (4 labels on A4) (dropdown)
- Label printer: Lexmark X652de P53 (dropdown)
- Paper source: Automatically Select (dropdown)
- No. of Freight labels: 1 (text input)
- Always show printer dialog:
- Support Generic / Text Only Zebra printers:
- Print GLS logo:
Documents section:
- Document printer: Lexmark X652de P53 (dropdown)
- Paper source: Automatically Select (dropdown)
- Shipping list style: Compact (dropdown)
- No. of Parcel EOD lists: 1 (text input)
- No. of Freight EOD lists: 1 (text input)
- Always show printer dialog:
At the bottom, there are three buttons: 'Help', 'Previous', and 'Next'.

The *Label type* is *Thermal* or *Laser*.

In *Label printer* you select the printer you will use to print the labels.

When you selected the flag *Always show printer dialog* the available printers are shown before printing the label.

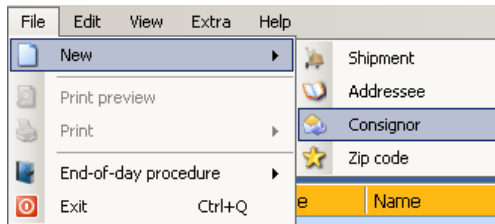
If you are using a thermal Zebra printer which is installed with the Generic Text Only diver, then use the option *Support Generic / Text Only Zebra printers*.

The *Document printer* is the printer which is used for the various lists (ex. End-Of-Day list, list of addressees) from Label-Lite.

Attention! Only labels printed on thermal or laser printers are accepted. We do not accepted labels printed with ink jet printers for quality reasons.

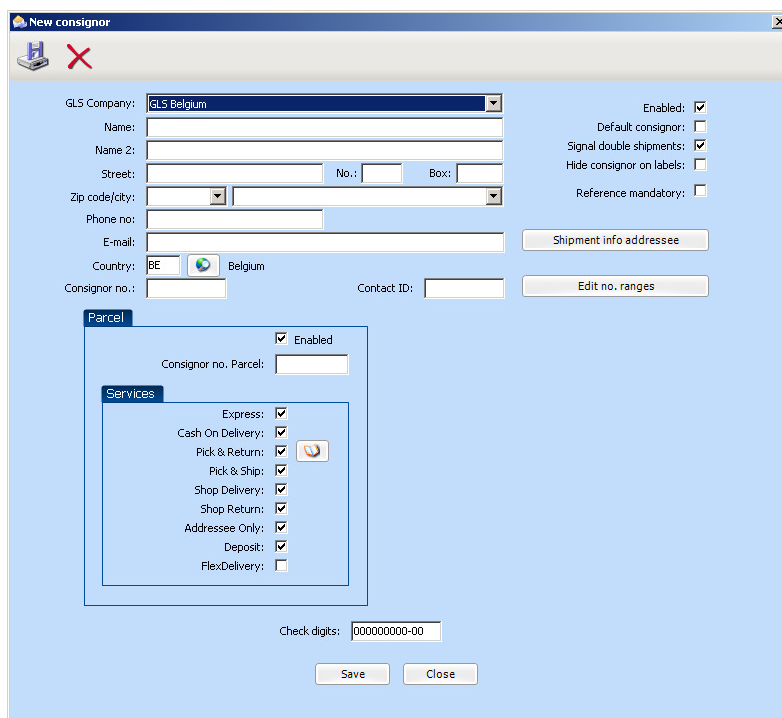
Registration of Label-Lite

To create a new Consignor in Label-Lite, select *File* then choose *New, Consignor*.



After filling in your address you need your GLS Consignor number (client number) must be registered by the GLS Sales Service.

Contact our Sales Service by phone during office hours on the number **02/55.66.211 option 5**.

A screenshot of the 'New consignor' dialog box in the Label-Lite application. The dialog has a title bar with a blue background and a close button. The main area is light blue and contains several input fields and checkboxes. The 'GLS Company' dropdown is set to 'GLS Belgium'. The 'Name' field is empty. The 'Street' field is empty, with 'No.' and 'Box' sub-fields. The 'Zip code/city' field is empty. The 'Phone no.' and 'E-mail' fields are empty. The 'Country' is set to 'BE' (Belgium). The 'Consignor no.' field is empty. The 'Contact ID' field is empty. There are two buttons: 'Shipment info addressee' and 'Edit no. ranges'. A 'Parcel' sub-dialog is open, showing a list of services with checkboxes: 'Express' (checked), 'Cash On Delivery' (checked), 'Pick & Return' (checked), 'Pick & Ship' (checked), 'Shop Delivery' (checked), 'Shop Return' (checked), 'Addressee Only' (checked), 'Deposit' (checked), and 'FlexDelivery' (unchecked). The 'Check digits' field is set to '000000000-00'. There are 'Save' and 'Close' buttons at the bottom.

Tip! Make sure you have you GLS Consignor number (client number) by the hand before contacting the GLS Sales Service, then we can assist you better.

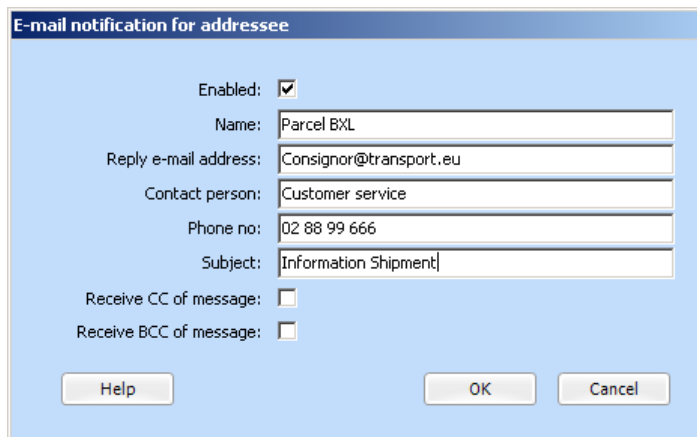
E-mail Notification and flex delivery

E-mail notification

If you want to send an e-mail message, for each consignment where an e-mail address is entered, to your addressee you need to activate this option per consignor.

Activate e-mail notification

Select your consignor and click on *Shipment info addressee*, check *Enabled* and fill in the missing data.



If you work via a **Proxyserver**, you can set it up in Management options of Label-Lite.

Select *Management options* in the menu *Extra* and enter the authorisation code. Go to *Communication* and select *Proxyserver*, set up your proxyserver.

E-mail address in Addressees

An addressee's e-mail address can in several ways be added to the shipment. You can modify the existing addresses in your address book (see *Maintain addressees*) and add an e-mail address.

In the import file and import definition you can provide a field for the e-mail addresses, so that this data is also imported.

While creating a shipment you can add an e-mail address and when you save this shipment you are also able to save this address.

Sending the e-mail

The e-mail is sent to the addressee after the *End-of-day procedure*.

For the shipments destined to Belgium and Luxemburg the language of the e-mails text is in Dutch and French.

Shipments with destination The Netherlands, the e-mail is sent only in Dutch.

For the shipments to France, the e-mail is sent in French.

For shipments with destination Germany, the e-mail is sent in German.

For all other destination countries, the e-mail is sent in English.

Content of the e-mail with a delivery

In this e-mail you will find, among others, the following information (see example):

Sender; the name and city of the consignor

Receipt; the complete address of the addressee

Shipping details: GLS Reference(s), GLS Product, Our Reference(s) of all the units of this shipment.

The Cash on Delivery amount.

It is possible to check the status of the shipment via [Track & Trace](#)

Your contact details: service, telephone number and e-mail address where the addressee can contact you.

Subject: Fw: E-mail notificatie Freight account

Dear Mr, Mrs,

On 14-10-2013 we offered a package to be sent to your address to GLS for shipment.

Sender
Fr8 Anderlecht
ANDERLECHT

Recipient
THE SHELBOURNE HOTEL
ST. STEPHENS GREEN 27
DUBLIN2 DUBLIN
Ierland

Shipping details		
GLS Reference(s)	GLS Product	Our Reference(s)
716851643516	Euro Business Parcel	NE0070156

Packages shipped to Benelux will be delivered by GLS on the next working day. Other delivery terms apply for all other countries.

You can view the status of your shipment on [Track & Trace](#).

If you have any questions about your shipment, please contact Freight account at: 02 55 88 99 or by e-mail: christa.vanliisebeth@qls-belgium.com.

Kind regards,

Freight account
Fr8 Anderlecht

This email is automatically generated by Label-Lite, the PC System of GLS to easily create shipments and print final routing transport labels.



Content of the e-mail with a pick-up

Subject: Collect package

Dear Sir / Madam,

We hereby inform you that we, on requested of the consignor below, will collect 1 package **today** at your address.

Would you like to be so kind, to ensure that the package is well prepacked and ready to ship?

Information pickup request

Consignor: fr8
ANDERLECHT

Pickup address: 00000
AVENIDA DE LOMBARDA 14
CASAL DO PAUL

Yours sincerely,

GLS Belgium N.V. / GLS Belgium Distribution NV
glsgroup.eu/be

This email is automatically generated by Label-Lite, the PC application of GLS to easy create shipments and print labels.



Flex Delivery

For the deliveries in Belgium (except for Express- and Shop-Delivery shipments) the receipt will be notified by email of the next delivery and point of time, with the link to our website he can choose very easy between the different delivery options.

Parcel redirection

Here you can choose what happens next with your parcel. Parcel redirection and the fulfilment of the chosen options is free of charge.

Information about your parcel

Parcel number(s): XXXXXXXXXXXX

Estimated delivery time: Mon. - Fri. 8:30 AM - 1:00 PM

What would you like to do? What would you like to do?

- Delivery on a defined date
- Grant deposit permission
- Delivery at new address
- Delivery to a GLS parcel shop
- Pick up in GLS depot
- Refuse parcel(s)

Cancel Finish

Select options - how and

Flex Delivery must be **activated** per Consignor :
in *Services*, Flex Delivery must be checked,
the email address must be completed in the address of the destination in the shipment,
the option Email notification can be enabled

When Flex Delivery is enabled, NO email notification is sent from Label-Lite for the standard shipments but the message below (see **Flex Delivery message**).
For the Express shipments and Pick&Ship orders, the email notification is sent and NOT the Flex Delivery message.

When Flex Delivery is NOT enabled and e-mail notification is, the email notification is sent for the standard-, Express- shipments and Pick&Ship-orders, but not for Shop Delivery.

For Shop Delivery shipments an email is sent after the delivery in the Parcel shop.

Content of the Flex Delivery message

Subject Fw: Uw pakket van/Votre colis de GLS Belgium Test IT is onderweg/est en cours d'acheminement: Kies een leveringsoptie/Choisissez une option de livraison

Beste bestemming,

Uw pakket met onderstaande gegevens is vandaag bij GLS toegekomen.

Dit is een levering tegen betaling. Gelieve onderstaand bedrag klaar te houden. Dank bij voorbaat!

De levering van het pakket wordt voorzien volgens onderstaande datum en tijdschema.

Indien u op voorhand weet dat niemand aanwezig zal zijn om de levering te ontvangen, kan u de leveringsopties gratis wijzigen met onderstaande links. Indien u de levering reeds hebt gewijzigd, hoeft u de opdracht niet meer door te geven.

Deze mail werd automatisch gegenereerd, gelieve hier niet op te antwoorden.

Met vriendelijke groeten,
Uw GLS-team

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Afzender / Ex péditeur:
GLS Belgium Test IT

Referentie / Référence:
4eenheid

Pakketnummer / Numéro de colis:
71639925981


Afleveradres / Adresse de livraison:
test it
industrielaan 14
1070 Anderlecht

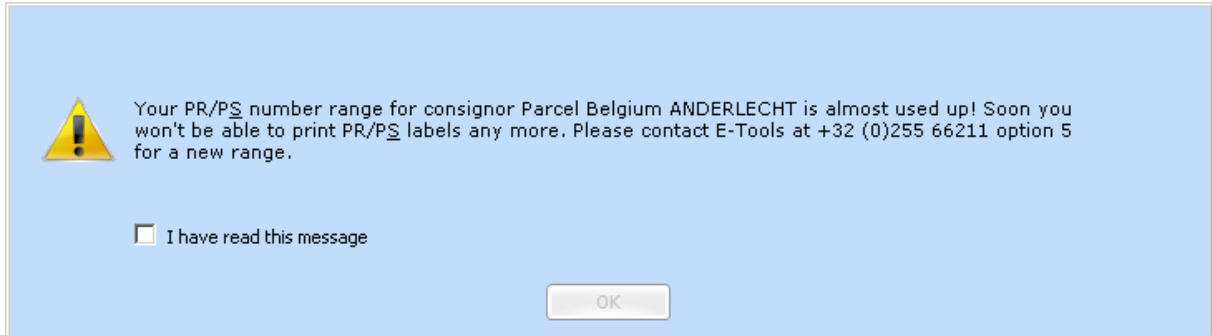
Voorziene leverdatum / Date de livraison prévue:
2013-10-23

Levering tussen / Livraison entre:
08:30 - 13:00

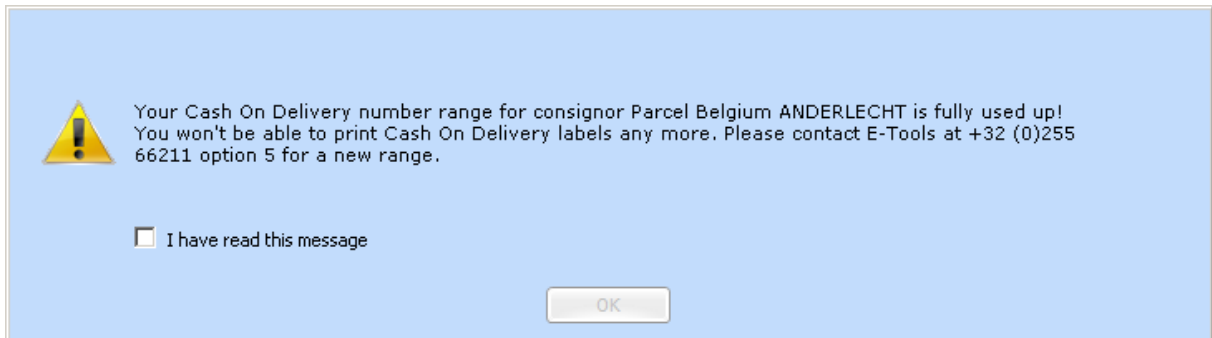
[Internet-link naar de leveringsopties/Lien internet vers les options de livraison](#)
[Link voor Android-applicatie om leveringsopties te wijzigen/Lien d'options de livraison pour application Android](#)
[Link voor iOS-applicatie om leveringsopties te wijzigen/Lien d'options de livraison pour application iOS](#)

Request a new range

When you are almost at the end of your range number, you will see the next screen, in the lower right corner of your screen you will also see this icon 



When you are at the end of your range number, you will see the next screen :



You need to request a new range at the GLS SalesService.
The GLS SalesService can be contacted during office hours at the next phone number **02/55.66.211 option 5.**