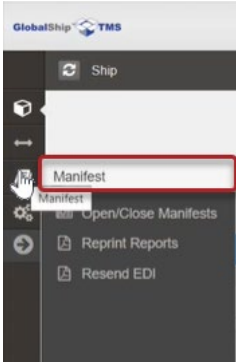
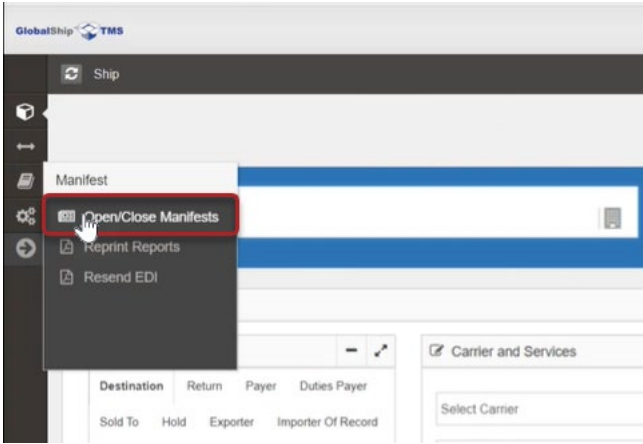


GlobalShip – Open and Close Manifest

Introduction GlobalShip is a software product used by the Distribution Centers (DC) Discount Tire works with for distributing products to stores.

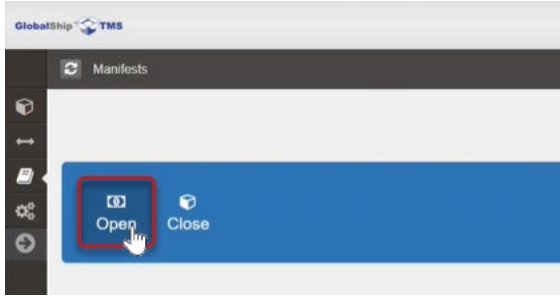
Purpose The purpose of this document is to show the steps DC employees need to perform at the beginning and end of their shifts in order to be able to ship products. Otherwise, products will not ship. This document includes steps used for additional tasks related to reprinting labels and looking up shipments.

Open Manifest Follow these steps to open the Manifest at the beginning of the shift:

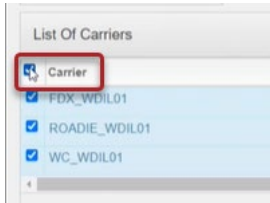
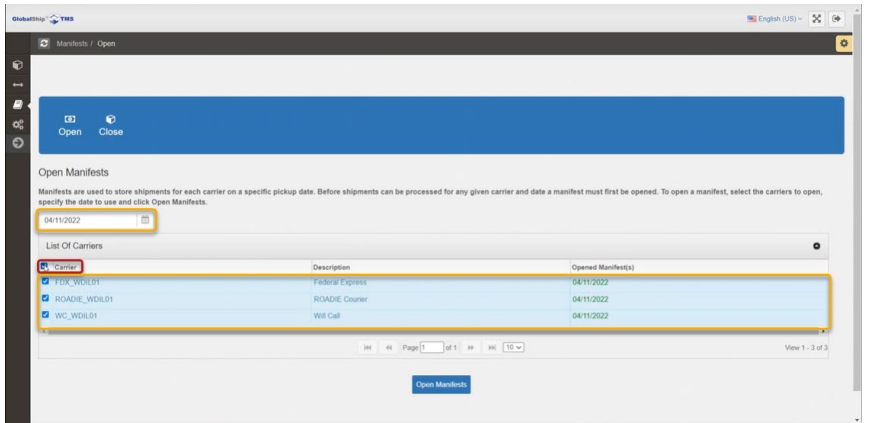
Step	Action
1	After logging into GlobalShip, use the navigation pane on the left-hand side of the screen; then click Manifest . <div></div>
2	From the dropdown list, select Open/Close Manifests . <div></div>

Open Manifest (continued)

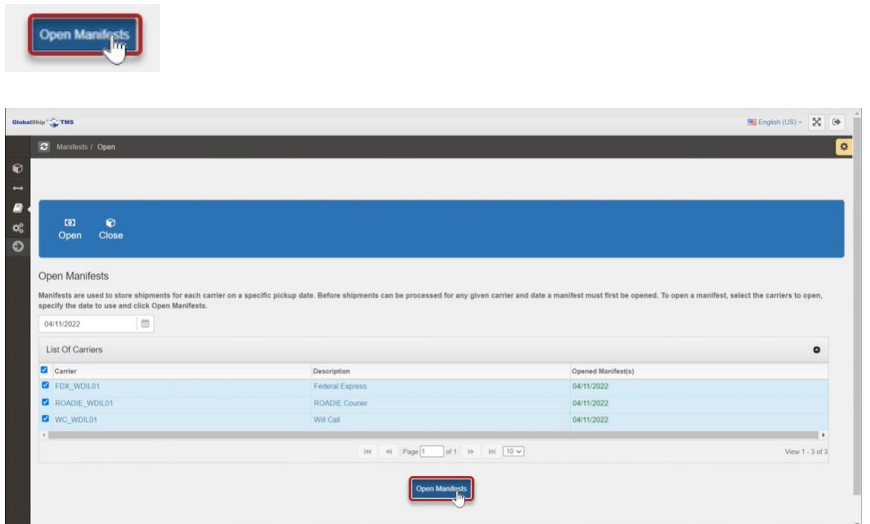
3 Click **Open**.



4 The current date shows in the date field. The List Of Carriers table shows all the carriers being used by the Distribution Center. All carriers need to be chosen. To select them, click the checkbox next to Carrier.

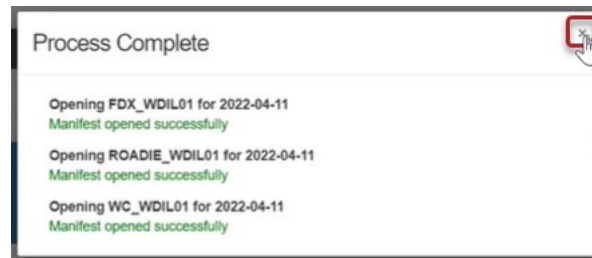



5 Click **Open Manifests**.



Open Manifest (continued)

6

Click **X** to close the Process Complete pop-up window.

Note: If you don't select the carriers before clicking **Open Manifests**, the system will give an error message stating "Unable to ship order, please open manifest". The error message is not shown here. But if you receive it, close it out and go back to Step 4.

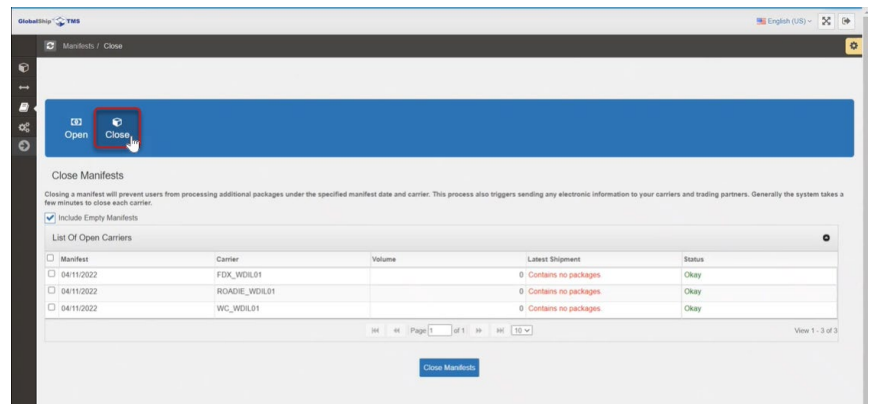
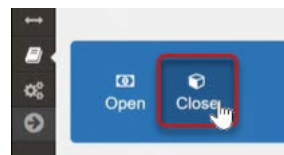
Close Manifest

Follow these steps to close the Manifest at the end of the shift:

Step

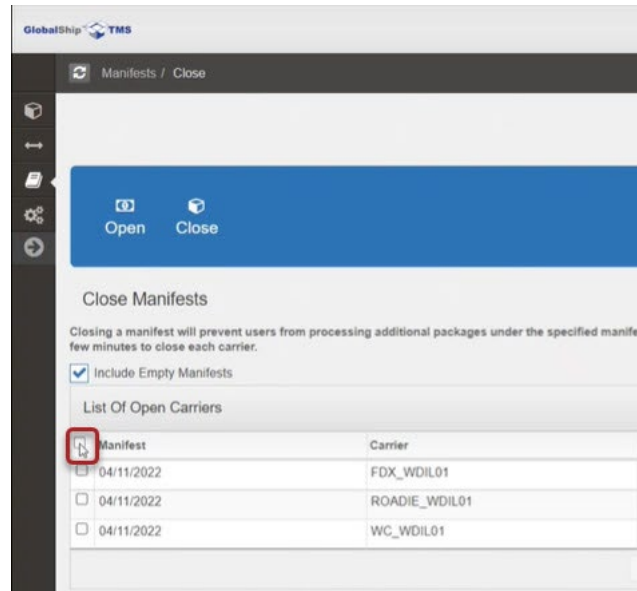
Action

1

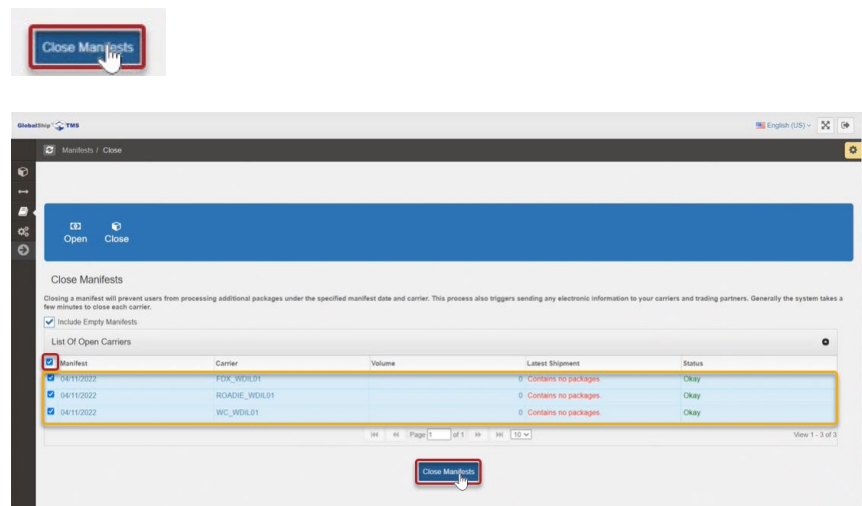
Click **Close**.

Close Manifest (continued)

2

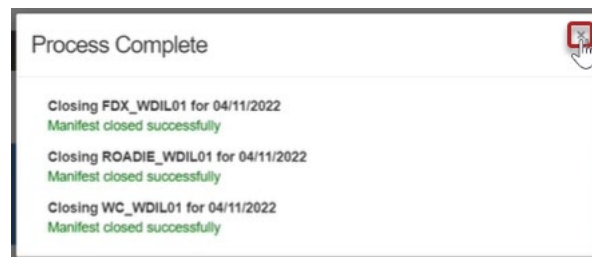
Click the checkbox next to **Manifest**.

3

Check all the information in the List of Open Carriers table including Carrier and Volume. Click **Close Manifest**.

Note: This needs to be done every single day at the end of shift to be able to ship. If they don't do this, they won't be able to ship.

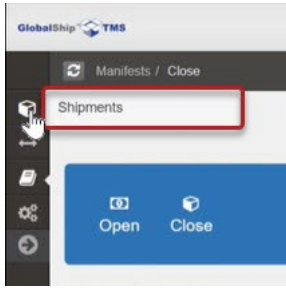
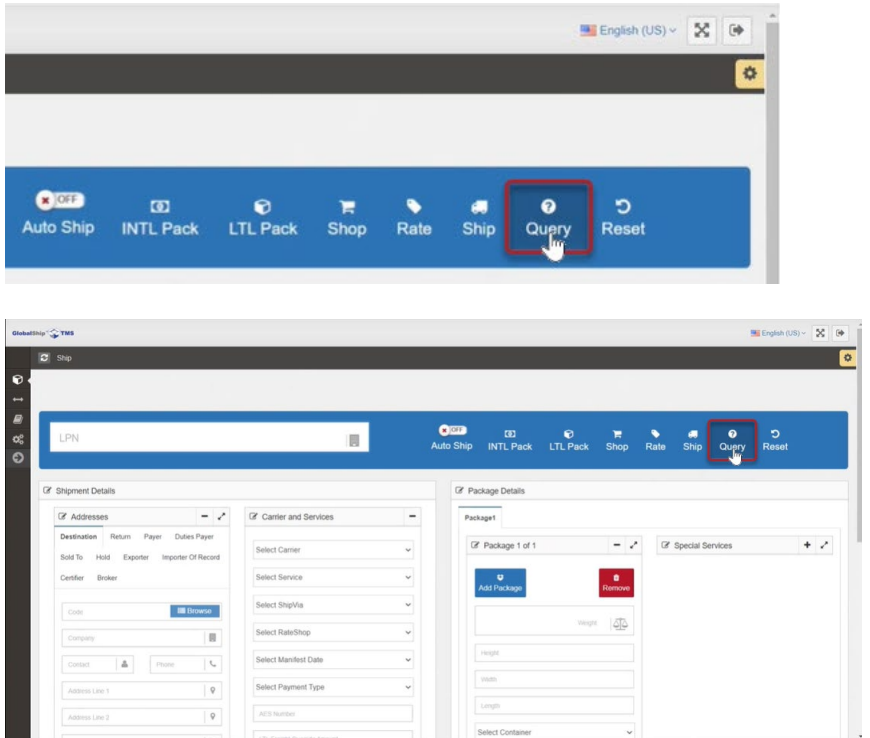
4

Click **X** to close the Process Complete pop-up window.

Note: This screen can error out. In that case, click **Close Manifest** again, and the process should complete showing the Process Complete pop-up window.

Reprint Labels or Look Up a Shipment

Follow these steps to reprint labels or look up a shipment:

Step	Action
1	<p>Click Shipments.</p> 
2	<p>Click Query.</p> 

Reprint Labels or Look Up a Shipment (continued)

3

In the Shipment Query we need to apply a filter. In order to apply a filter, click the arrow in the field 'Field to filter'. Then select **Delivery Number** from the dropdown list. This will apply a filter to the Shipment Query pop-up window.

GlobalShip 4.0 - Google Chrome
gsswp01.trtc.com:1000/Core/Query/transfer.aspx

Shipment Query The table below displays information about shipments you have made. You may click on column headers to change the display order or change the number of shipments displayed per page. For additional information please contact your mailroom administrator.

RESULTS FILTER (optional)

Date Field
☐ Created ☐ Shipped ☐ Voided
 Start Date: [] [] [] [] [] []
 End Date: [] [] [] [] [] []
 (Leave End Date blank for single day filter)

Field to filter: [v]
 Shipment ID
 Recipient
 Package Count
 Carrier
 Service Level
 Tracking Number
 Delivery Number

Current Filters
 Filter
 Remove Filter

Display 10 rows per page. Change Count Use Archive

Shipment ID	Package ID	Created	Recipient	Package Count	Shipped	Voided	Carrier	Service Level	Tracking Number	Delivery Number
4161	9814	4/7/2022 2:37:02 PM	Test Roadie	8	N/A	N/A	ROADIE_WOCH01	STD		
4161	9815	4/7/2022 2:37:02 PM	Test Roadie	8	N/A	N/A	ROADIE_WOCH01	STD		
4161	9808	4/7/2022 2:37:02 PM	Test Roadie	8	N/A	N/A	ROADIE_WOCH01	STD		
4161	9809	4/7/2022 2:37:02 PM	Test Roadie	8	N/A	N/A	ROADIE_WOCH01	STD		
4161	9810	4/7/2022 2:37:02 PM	Test Roadie	8	N/A	N/A	ROADIE_WOCH01	STD		
4161	9811	4/7/2022 2:37:02 PM	Test Roadie	8	N/A	N/A	ROADIE_WOCH01	STD		
4161	9812	4/7/2022 2:37:02 PM	Test Roadie	8	N/A	N/A	ROADIE_WOCH01	STD		
4161	9813	4/7/2022 2:37:02 PM	Test Roadie	8	N/A	N/A	ROADIE_WOCH01	STD		
4160	9800	4/7/2022 2:29:07 PM	Test Roadie	8	N/A	N/A	ROADIE_WOCH01	STD		
4160	9801	4/7/2022 2:29:07 PM	Test Roadie	8	N/A	N/A	ROADIE_WOCH01	STD		

Page 1 of 32
 <<< Prev Next >>>

4

Enter the Delivery Number in the 'Search for' field.

GlobalShip 4.0 - Google Chrome
gsswp01.trtc.com:1000/Core/Query/transfer.aspx

Shipment Query The table below displays information about shipments you have made. You may click on column headers to change the display order or change the number of shipments displayed per page. For additional information please contact your mailroom administrator.

RESULTS FILTER (optional)

Date Field
☐ Created ☐ Shipped ☐ Voided
 Start Date: [] [] [] [] [] []
 End Date: [] [] [] [] [] []
 (Leave End Date blank for single day filter)

Field to filter: Delivery Number [v]
 Like
 Search for: 0082921999

Current Filters
 Filter
 Remove Filter

Display 10 rows per page. Change Count Use Archive

Shipment ID	Package ID	Created	Recipient	Package Count	Shipped	Voided	Carrier	Service Level	Tracking Number	Delivery Number
4161	9814	4/7/2022 2:37:02 PM	Test Roadie	8	N/A	N/A	ROADIE_WOCH01	STD		

5

Click Filter.

GlobalShip 4.0 - Google Chrome
gsswp01.trtc.com:1000/Core/Query/QueryDefault.aspx

Shipment Query The table below displays information about shipments you have made. You may click on column headers to change the display order or change the number of shipments displayed per page. For additional information please contact your mailroom administrator.

RESULTS FILTER (optional)

Date Field
☐ Created ☐ Shipped ☐ Voided
 Start Date: [] [] [] [] [] []
 End Date: [] [] [] [] [] []
 (Leave End Date blank for single day filter)

Field to filter: [v]
 Search for: 0082921999

Current Filters
 Delivery Number LIKE '0082921999'
 Filter
 Remove Filter

Display 10 rows per page. Change Count Use Archive

Shipment ID	Package ID	Created	Recipient	Package Count	Shipped	Voided	Carrier	Service Level	Tracking Number	Delivery Number
4141	9702	4/6/2022 1:35:26 PM	JAMES JAMES	4	4/6/2022 1:35:30 PM	N/A	FDX_WDGA01	HD	271735193366	0082921999
4141	9701	4/6/2022 1:35:26 PM	JAMES JAMES	4	4/6/2022 1:35:30 PM	N/A	FDX_WDGA01	HD	271735192429	0082921999
4141	9704	4/6/2022 1:35:26 PM	JAMES JAMES	4	4/6/2022 1:35:31 PM	N/A	FDX_WDGA01	HD	271735194903	0082921999
4141	9703	4/6/2022 1:35:26 PM	JAMES JAMES	4	4/6/2022 1:35:30 PM	N/A	FDX_WDGA01	HD	271735193886	0082921999

Page 1 of 1
 <<< Prev Next >>>

Reprint Labels or Look Up a Shipment (continued)

6

On the Shipment Query screen, you will find a Shipment ID that needs to be reprinted or a shipment that needs to be voided. Click the Shipment ID.

GlobalShip 4.0 - Google Chrome

gsswp01.trtc.com:1000/Core/Query/QueryDefault.aspx

Shipment Query

The table below displays information about shipments you have made. You may click on column headers to change the display order or change the number of shipments displayed per page. For additional information please contact your mailroom administrator.

RESULTS FILTER (optional)

Date Field: ☐ Created ☐ Shipped ☐ Voided

Field to filter:

Start Date:

End Date:

(Leave End Date blank for single day filter)

Search for:

Current Filters: Delivery Number LNE '0082921999'

Display 10 rows per page. ☐ Use Archive

Shipment ID	Package ID	Created	Recipient	Package Count	Shipped	Voided	Carrier	Service Level	Tracking Number	Delivery Number
4141	9702	4/6/2022 1:35:26 PM	JAMES JAMES	4	4/6/2022 1:35:30 PM	N/A	FDX_WDGA01	HD	271735193366	0082921999
4141	9701	4/6/2022 1:35:26 PM	JAMES JAMES	4	4/6/2022 1:35:30 PM	N/A	FDX_WDGA01	HD	271735192429	0082921999
4141	9704	4/6/2022 1:35:26 PM	JAMES JAMES	4	4/6/2022 1:35:31 PM	N/A	FDX_WDGA01	HD	271735194903	0082921999
4141	9703	4/6/2022 1:35:26 PM	JAMES JAMES	4	4/6/2022 1:35:30 PM	N/A	FDX_WDGA01	HD	271735193686	0082921999

Page 1 of 1

<< Prev Next >>

7

In the Shipment ID Details pop-window opens.

At this point, you have a choice to reprint the labels or void the shipment.

To reprint the labels, click **Reprint Labels**. This will send the labels to the local printer.

To void the shipment, click **Void Shipment**.

Hold Release 1-4 Reprint BOL Reprint Labels Void Shipment

GlobalShip 4.0 - Google Chrome

gsswp01.trtc.com:1000/Core/Query/querydetail.aspx

Shipment 4141 Details:

Shipment Details Hold Release 1-4 Reprint BOL Reprint Labels Void Shipment

Shipment ID	4141	Delivery Number	0082921999
Created	4/6/2022 1:35:26 PM	Reference 2	N/A
Carrier Code	FDX_WDGA01	Reference 3	N/A
Service Code	HD	Reference Number 4	N/A
Payment Type	PREPAID	Reference Number 5	N/A
Zone	2		
Tracking Number	271735192429		
Package Count	4		

Address Details

Origin Address		Return Address	
Company:	GA Discount Tire Direct	Company:	GA Discount Tire Direct
Contact:	N/A	Contact:	GA Discount Tire Direct
Address 1:	7780 SPENCE RD	Address 1:	7780 SPENCE RD
Address 2:	Suite B	Address 2:	Suite B
Address 3:	N/A	Address 3:	N/A
Address 4:	N/A	Address 4:	N/A
City:	Fairburn	City:	Fairburn
State:	GA	State:	GA
ZIP:	30213-2947	ZIP:	30213-2947
Country Code:	US	Country Code:	US
Phone:	555-555-1234	Phone:	555-555-1234
Fax:	N/A	Fax:	N/A
Email:	N/A	Email:	N/A
Carrier Account:	company	Carrier Account:	company

Destination Address

Company:	JAMES
Contact:	JAMES

Payee Address N/A

Reprint Labels or Look Up a Shipment (continued)

8

After making the choice to reprint the labels or void the shipment, your steps are complete, there are no other screens that open. Click **X** to close the window.

GlobalShip 4.0 - Google Chrome
gsswp01.trtc.com:1000/Core/Query/querydetail.aspx

Shipment 4141 Details:

Shipment Details		Hold	Release	1-4	Reprint BOL	Reprint Labels	Void Shipment
Shipment ID	4141						
Created	4/6/2022 1:35:26 PM						
Carrier Code	FDX_WDGA01						
Service Code	HD						
Payment Type	PREPAID						
Zone	2						
Tracking Number	271735192429						
Package Count	4						

Address Details

Origin Address		Return Address	
Company:	GA Discount Tire Direct	Company:	GA Discount Tire Direct
Contact:	N/A	Contact:	GA Discount Tire Direct
Address 1:	7780 SPENCE RD	Address 1:	7780 SPENCE RD
Address 2:	Suite B	Address 2:	Suite B
Address 3:	N/A	Address 3:	N/A
Address 4:	N/A	Address 4:	N/A
City:	Fairburn	City:	Fairburn
State:	GA	State:	GA
ZIP:	30213-2947	ZIP:	30213-2947
Country Code:	US	Country Code:	US
Phone:	555-555-1234	Phone:	555-555-1234
Fax:	N/A	Fax:	N/A
Email:	N/A	Email:	N/A
Carrier Account:	company	Carrier Account:	company

Destination Address		Payee Address	
Company:	JAMES		N/A
Contact:	JAMES		

Contact

Contact the Service Desk at support@discounttire.com or 800-366-4399.