

Express Guide and worksheet to Gepard Global

Get Registered



3. Use link <https://www.gepardglobal.com.au/>
4. Click Register and then follow the on screen instructions for registering your company or organization

Once your registered you're almost there!

1. The last step to activating your account is for you to send an email to admin@gepardglobal.com.au for us to approve with our Back of house team

The image shows a 'Register:' form on a blue background. It starts with 'Welcome to Gepard Global'. The form contains several input fields: 'Company name or customer', 'Login name' (with a person icon), 'password' (with a lock icon), 'Confirm Password' (with a lock icon), 'Email', 'Telephone', 'Address', and 'ABN'. At the bottom, there is a 'Verification' button and the 'gmea' logo.The image shows a 'Login:' form on a blue background. It starts with 'Welcome to Gepard Global'. The form contains three input fields: 'UserName' (with a person icon), 'Password' (with a lock icon), and 'Verification'. At the bottom, there is a large blue 'Login' button.

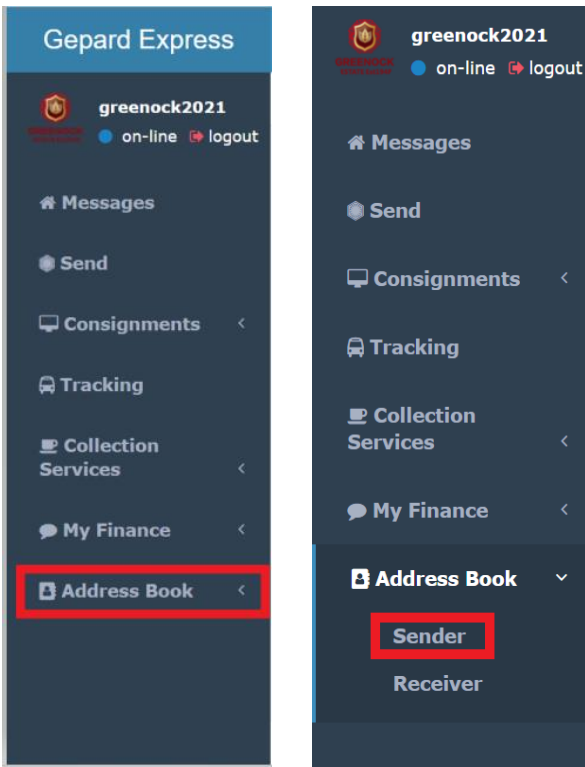
Now its time to get started!

2. Use your newly created and approved log on details to access the Gepard Global online portal. You will need to verify a special code each time you log into your organizations portal to confirm its you, this code changes every log on session

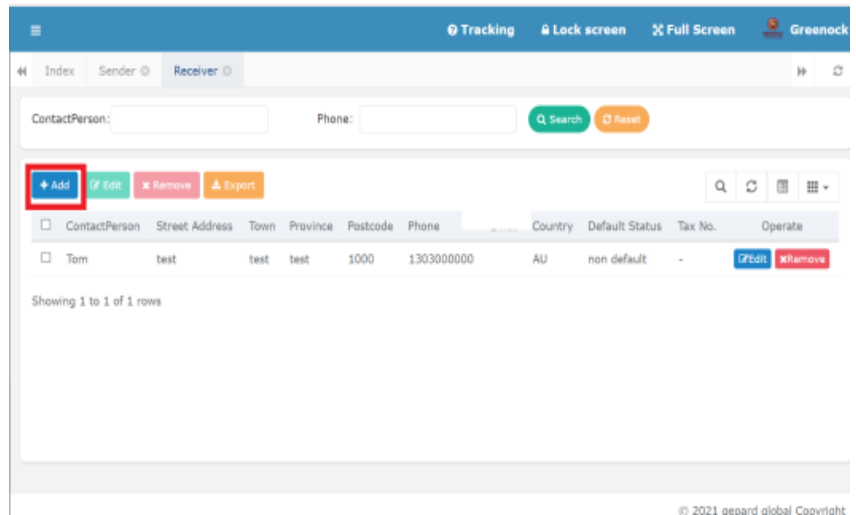
Once logged in successful your home dashboard will auto populate the screen

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Address book



Pre filling some information can save you time in the future in your Address Book. As the sender, your information should stay the same each time. To add yourself as a sender, go to the left panel, click on the Click 'Sender' Then press add.



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Once you have filled out all details press submit.

Now you will be saved as a sender in your contact list. Now each time you go to fill out a form on the Gepard Website it will pre fill the sender information to save time

You can have multiple 'sender' and 'receiver' contacts saved

This screenshot shows the 'Add Customer Address Book' form in the web application. The form fields are: ContactPerson, StreetAddress, Town, Province, PostCode, Phone, and Email. The 'Submit' button is highlighted in a red box.

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The same way you added yourself as a sender in the address book, You can also add the receiver to save time in the future. If this person will be making multiple orders add them to the address book to save time.

*****If You do pre fill the Receiver information, Double check before submission that you have the right customer.

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On the left side of the screen there is a vertically facing task bar. To create an order find the option that is labeled **“SEND”** press to create

When the screen on your right populates, find the **“Send Item”** option and this will start your order

Quick Tip-

Gepard automatically knows what information is important to us and wont let you complete an order without having it all. Anything with a **RED ***** next to it will not let you proceed unless its populated

Start off by adding the customers order number in the top left corner

Select the service and how it will travel

Service Example is:

- Domestic standard
- Priority International

If any special instructions for delivery they get added in here

Example:

- Please leave by front door
- Leave by Other/ carport

Consignment quantity Is the total amount of packages

Example :

- 12 bottle order can be packed separately into two consignments

On average we calculate the weight of a regular 750ml bottle to be 1.5 Kilo's in weight

The consignment type will auto populate itself to basic, Change here for insured price or insurance

Ready to pick up time is when the order will be ready for collection by driver once being picked, packed and ready to go. Any orders that are received before 10 am we aim for same day delivery

Duties and taxes will only ever auto populate if you have an order created for "INTERNATIONALPRIORITY"

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Here is where you fill out all of your packaging information for your order

Packaging means “how many cartons or parcels to be delivered”

For example: if there are two types of cartons such as 18KG and 9KG, you need to enter in two packages with quantity 4 and 2

These should duplicate your connote by the end of your order which get stuck to the box whilst awaiting pick up from our drivers

Add Order
✕

Select Packaging + Add Packaging

* Quantity	* Weight(kg)	Length(cm)	Width(cm)	Height(cm)	Operate
<input type="text" value="4"/>	<input type="text" value="18"/>	<input type="text" value="10"/>	<input type="text" value="20"/>	<input type="text" value="30"/>	✕Remove
<input type="text" value="2"/>	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="20"/>	<input type="text" value="10"/>	✕Remove

Sender Select...

For example: if there are two types of cartons such as 18KG and 9KG, you need to enter in two packages with quantity 4 and 2

Select items + Add Item

* Item Description	SKU	* Quantity	Place Of Origin	* Unit Price	Currency	* Weight (kg)	Unit	Operate
<input type="text" value="wine"/>	<input type="text" value="SKU"/>	<input type="text" value="48"/>	<input type="text" value="AU"/>	<input type="text" value="10"/>	<input type="text" value="AUD"/>	<input type="text" value="1.5"/>	<input type="text" value="bottle"/>	✕Remove
<input type="text" value="books"/>	<input type="text" value="SKU"/>	<input type="text" value="10"/>	<input type="text" value="AU"/>	<input type="text" value="5"/>	<input type="text" value="AUD"/>	<input type="text" value="1.8"/>	<input type="text" value="piece"/>	✕Remove

Billing Information Calculate

Billing Weight(kg)
Estimated Freight
Submit
Cancel

Here is the product breakdown of whats inside the box, Almost like an order summery!
Now this is different for everyone depending on whats being sent

In above's example I need to send wine and books that's packed into 6 boxes

- 4 boxes of Wine
- 2 boxes of books

My quantity amount in this case will be how many bottles, followed by the unit price and then weight

Being descriptive is a very important step

Being ahead is always our goal, You helping us by specifying what exactly in in the consignment means we can ensure no goods are missing during the transition between your company to your customers

Now hit **“calculate”** for the estimation of freight costs

Once all completed hit **“submit”** for the next step

Note if information is missing which is needed to proceed, order will not be able to be submitted and you will be automatically shown that information is incomplete

Save to address book

Select items [+Add Item](#)

*Item Description	SKU	*Quantity	Place Of Origin	*Unit Price	Currency	*Weight (kg)	Unit Of Measurement
honey	SKU	1	AU	10	AUD	20	piece

Billing Information [Calculate](#)

Billing Weight(kg) **20** Estimated Freight **14.21**

[Submit](#)

Index Send

TrackingNo: query multiple please separate by wrapping ContactPerson: StreetAddress: Service: Please Select Duties and Please Select Taxes: OrderNo: TimeRange: 2021-08-22 - End Search Reset

[+ Send Item](#) [+ Import Items](#) [* Remove](#) [Print Label](#) [+ Export](#)

OrderNo	TrackingNo	Service	Battery	Remark	TotalQuantity	TotalValue	ReceiverName	ReceiverPhone	ReceiverNation	ReceiverPostcode
<input checked="" type="checkbox"/>	GG13637577012	Domestic Standard	no electrified		6	\$400	Victor Dabrowski		AU	5015

Showing 1 to 1 of 1 rows

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Now you will be brought back to the familiar Gepard home Page Dashboard

Your orders will look something like this

From here tick the box and press “Print Label” and attach it to the side of your pre packed orders

Here Is your final sticker printed, stuck on a visible and easy to access side ready for collection

You should have one label printed, per box ready for collection

Primary **W**

GEPARD GLOBAL EXPRESS

Barcode: GG13637577012

From: [Redacted]

Ship To: [Redacted] Att Street, Port Adelaide, SA AUSTRALIA 5015

Order ID: GEW 1036-F1 **AU**

No.	Qty	Description of Contents	kg.	SKU
1	6	[Redacted]	51.000	
		Weight (kg)	306.000	

1/6

Overview

Things to remember:

*We recommend adding your customers to the contact list to save time in the future

*In Gepard, required information is marked with *

*Weight cant be more than 22 kilo per row

*If youre unable to proceed, its likely information has been missed

*The street address will print how you enter it here so ensure there is no spelling mistakes or personal error that could effect the delivery

The customer will automatically receive an email notification about the status of their parcel so ensure their contact details are correct

Overview

We understand what its like as a company to go through change and learn new systems that’s why as a Business we will be here every step of the way with your logistical and ordering needs