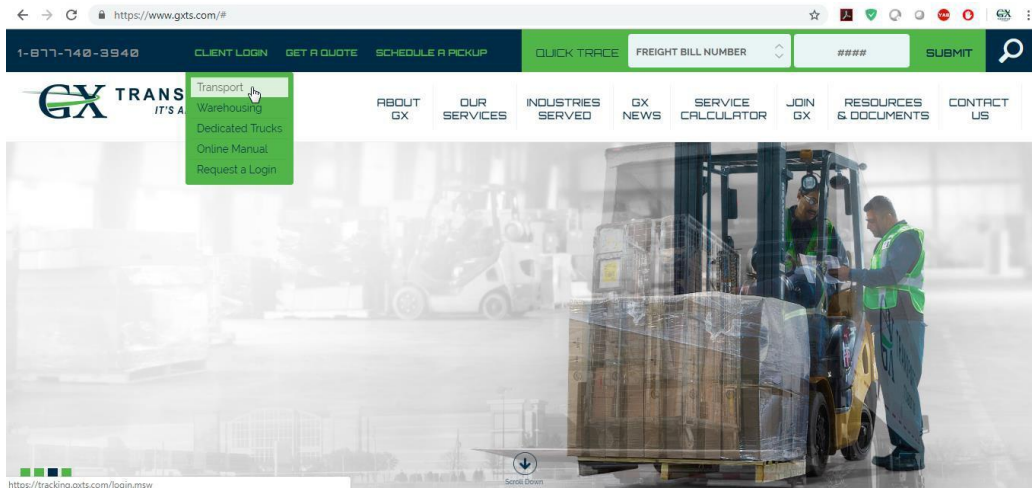


How to Enter Order Online

Follow the steps below or watch this two-minute video demo: [Here](#).

Step 1: Login to GX Website: <https://www.gx.com/>

Step 2: Click on Client Login -> Transport



Step 3: Will prompt to enter the username and password



Login

Username:

Password:

Password IS case sensitive

Keep me logged in

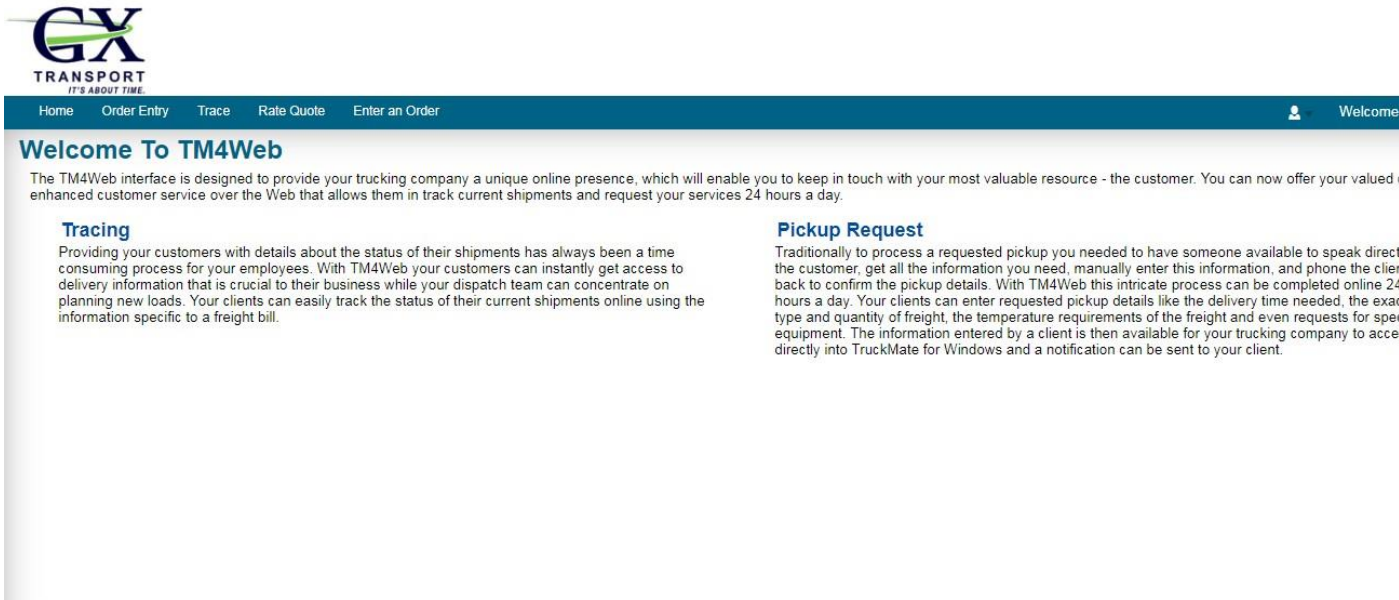
[Forgot your username/password?](#)

Step 4: Enter your username

Step 5: Enter your password

Step 6: Once entered the credentials, please click on Login

Step 7: You should see the following screen:

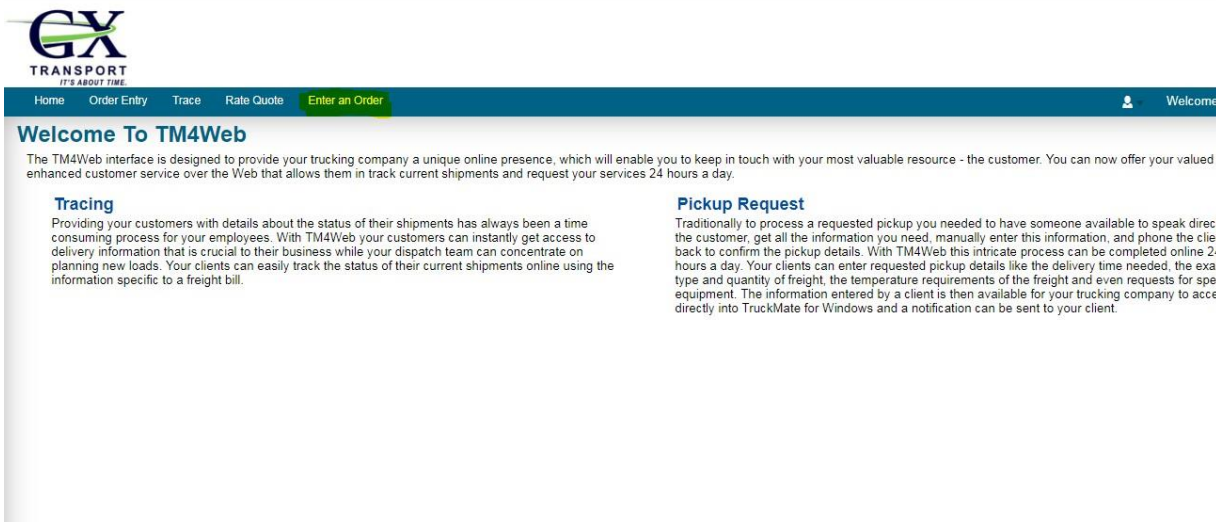


The screenshot shows the GX Transport website interface. At the top left is the GX Transport logo with the tagline "IT'S ABOUT TIME". Below the logo is a navigation bar with links for Home, Order Entry, Trace, Rate Quote, and Enter an Order. On the right side of the navigation bar, there is a user icon and the text "Welcome". The main content area is titled "Welcome To TM4Web" and contains a paragraph of introductory text. Below this text are two columns of content. The left column is titled "Tracing" and describes how the TM4Web interface helps customers track shipments. The right column is titled "Pickup Request" and describes how the interface helps customers request pickups online.

Tracing
Providing your customers with details about the status of their shipments has always been a time consuming process for your employees. With TM4Web your customers can instantly get access to delivery information that is crucial to their business while your dispatch team can concentrate on planning new loads. Your clients can easily track the status of their current shipments online using the information specific to a freight bill.

Pickup Request
Traditionally to process a requested pickup you needed to have someone available to speak directly with the customer, get all the information you need, manually enter this information, and phone the client back to confirm the pickup details. With TM4Web this intricate process can be completed online 24 hours a day. Your clients can enter requested pickup details like the delivery time needed, the exact type and quantity of freight, the temperature requirements of the freight and even requests for special equipment. The information entered by a client is then available for your trucking company to accept directly into TruckMate for Windows and a notification can be sent to your client.

Step 8: Click on Enter an Order to enter a new order



This screenshot is similar to the previous one, but the "Enter an Order" link in the navigation bar is highlighted in green, indicating it is the next step in the process. The rest of the page content, including the GX Transport logo, navigation bar, and main content area, remains the same.

Step 9: Please select the service level from the dropdown from the order entry page:

The screenshot shows the GX Transport Order Entry page. The browser address bar displays "https://tracking.gxtransport.com/orderentry/order_entry.msw". The page header includes the GX Transport logo and navigation links: Home, Order Entry, Trace, Rate Quote, and Enter an Order. The main heading is "Order Entry" with a sub-heading "Bill Number: NA". A "Service Level" dropdown menu is open, showing options: EXCLUSIVE, EXPEDITED ROAD, TEAM DRIVERS, REGULAR SERVICE, INTERNATIONAL, OCEAN, and DIRECT DRIVE. Below the dropdown is a form with fields for Shipper, Consignee, and Other, including checkboxes for "Shipper - is Caller" and "Consignee". The form contains the following data:

Shipper - is Caller	Consignee	Other
0020888	Code	Code
CERTUS AUTOMOTIVE INC		
2797 THAMESGATE DR	Address	Address
MISSISSAUGA	City	City
ON	Province	Province
L4T 1G5	Postal Code	Postal Code
905-676-9555	Phone	Phone

Step 10: Click on the magnifying lens to select the destination (Click on Orange Text)

The screenshot shows the GX Transport Order Entry page with a magnifying glass icon over the destination field. A red arrow points to the magnifying glass. The text "CLICK ON MAGNIFYING GLASS SELECT DESTINATION (CLICK ON ORANGE TEXT)" is overlaid in red. The form contains the following data:

Shipper - is Caller	Consignee	Other
0020888	0015147	Code
CERTUS AUTOMOTIVE INC	MITCHELL PLASTICS	
2797 THAMESGATE DR	100 WASHBURN DRIVE	Address
MISSISSAUGA	KITCHENER	City
ON	ON	Province
L4T 1G5	NSR 1S2	Postal Code

Step 11: Select the Bill To from the dropdown

Province:	ON	ON	ON	Province:	
Postal Code:	L4T 1G5	L4T 1G5	NSR 1S2	Postal Code:	
Phone:	905-676-9555	905-676-9555	519-893-3831	Phone:	
Contact:	Lisa Chen	VICKY/RENE	Select contact...	Select contact...	
Email:	lchen@certusauto.com			Email:	
Zone:		MISSISSAUGA, ON	KITCHENER, ON		
Bill To:	Consignee				
Currency:	CAD				

Step 12: Enter the shipment details:

COMMODITY	PIECES	PALLETS	WEIGHT	LENGTH_1
AUTO	10	1	300.00 LB	2.00 FT

Step 13: Enter the pickup and or delivery date/ time information:

▼ Dangerous Goods				
▲ Dates				
From	To			
Pickup	2019-01-31 09:00 AM	2019-01-31 05:00 PM	<input type="checkbox"/> Appt. Rq'd	<input type="checkbox"/> Appt. Made
Delivery	2019-02-01 09:00 AM	2019-02-01 05:00 PM	<input type="checkbox"/> Appt. Rq'd	<input type="checkbox"/> Appt. Made
▼ Notes				

Step 14: Enter the trace number information



▲ Trace Numbers

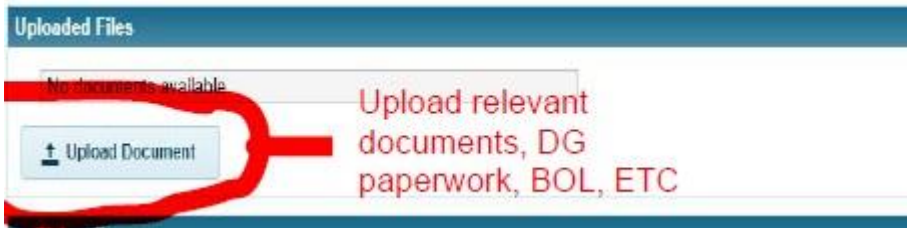
+ Add new record

Trace Type Trace Number

0

No items to display

Step 15: Upload any relevant paperwork (if any)



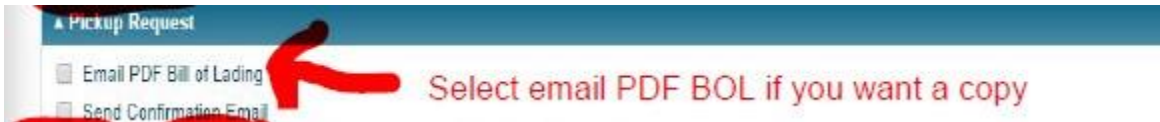
Uploaded Files

No documents available

Upload Document

Upload relevant documents, DG paperwork, BOL, ETC

Step 16: Select Email PDF BOL if you would like to have a copy of the order



▲ Pickup Request

Email PDF Bill of Lading

Send Confirmation Email

Select email PDF BOL if you want a copy

Step 17: Please click on SAVE and COMPLETE to submit the order.



Upon clicking the Hold or Complete button below, any selected additional options will be executed.

Save Hold Complete