

GLS Connect | Portal User Guide

How to: Prepare a shipment



To prepare a shipment, click  **Ship** located in the left-side navigation bar.

Note: After logging in, your account  **Dashboard** will open automatically.



Step 1: Ship from & Ship to address

• Verify your **Ship from** address.

This field will be automatically populated with your contact information, but can be edited on a per shipment basis.

- To edit, click the edit symbol .
- To add a new **Ship from** address, click the + button.

• Select or enter **Ship to** recipient.

Enter your recipient's information.

We recommend that you provide a phone number and email for easy contact upon delivery.

- To edit, click the edit symbol .
- To add a new **Ship to** address, click the + button.

Step 2: Package Information

Select or enter the details of your shipment in the **Parcel information** section.

Declared value: Amount you would like to declare.

GLS automatically covers up to \$100 in value per package. For packages \$101-\$300 in value, there is a \$4.35 charge and for each additional \$100 value beyond \$300, there is a \$1.45 charge. If the value is under \$100, leave this blank.

COD value: Amount to be collected by the delivery driver (fee applies).

C.O.D. funds will be returned to you within three business days of the delivery.

Note: After entering Parcel information, click 'Add parcel' to add the parcel(s) to the shipment.

Step 3: Shipment Notifications (optional)

Select **Add notification** to enter an email and/or phone number to receive updates on your shipment.

Note: Notifications are available for shippers, recipients, and/or anyone additional that wishes to stay informed about the shipment status. By selecting the text message notifications format, you consent to receiving mobile text message updates from GLS regarding your shipment. Standard message and data rates may apply.

Notifications

email@glus-us.com

Label created Receipt Exception Out for delivery Delivery

(800) 322-5555

Label created Receipt Exception Out for delivery Delivery

Add notification

'Label Created' Notification: Notifies the shipper and/or recipient that the shipping label has been created. This does not mean the package has shipped.

'Receipt' Notification: Notifies the shipper and/or recipient that GLS has inducted the package into the system at the GLS facility.

'Exception' Notification: Notifies the shipper and/or recipient of a delivery exception, such as a failed delivery attempt or shipping delay.

'Out for delivery' Notification: Notifies the shipper and/or recipient that the package is out for delivery.

'Delivery' Notification: Notifies the shipper and/or recipient that the package has been delivered.

Step 4: Shipment Information (optional)

Add a **Shipment reference** and/or **Delivery instructions**

Shipment information

Shipment reference

Please enter a value

0 / 25

Delivery instructions

0 / 100

Shipment reference: Add a shipment reference for your own record.

Delivery instructions: Enter special delivery instructions for the driver, if needed.

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Step 5: Schedule a Pickup (optional)

Select a scheduled pickup from the dropdown or **Schedule a new pickup.**

Note: This step is not mandatory to obtain a rate estimate. See Step 8 for additional information on managing and/or scheduling a pickup.

Pickup

Select a scheduled pickup [Reset](#)

Select Pickup ▼

or

[Schedule a new pickup](#)

Step 6: Services and Rate Estimator

Enter the **Ship date** and select **Show rates** to get a rate estimate for your shipment and delivery time for the recipient's address.

Rate estimate

Ship date * 09/28/2026

[Show rates](#)

Priority by 10:30 AM Tuesday, September 29, 2026	Service PDS
Estimated rate	\$50.41

Ground Tuesday, September 29, 2026	Service CPS
Estimated rate	\$20.86
Transportation charge	\$16.08
Fuel charge	\$4.78
Total	\$20.86

[Ship](#)

GLS Service Types

Priority Delivery: Early-day delivery designed to help meet your customer expectations. Available for next-business-day and multi-day shipments, with delivery earlier in the day based on the destination ZIP code.

Ground Delivery: Dependable delivery built for consistency and operational confidence. Delivery is made by the end of the scheduled delivery day, with later-day delivery possible depending on the destination.

Saturday Delivery: Extend your operating week and keep shipments moving when timing matters most. Available for eligible shipments with delivery on Saturday.

Note: Additional services may be available depending on your shipping needs and destination. Contact your GLS Sales representative for more information.

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Step 6: Services and Rate Estimator (continued)

To generate a shipping label, select the desired service and rate, and click **Ship**.

Rate estimate

Ship date * 09/28/2026

Show rates

Priority by 10:30 AM
Tuesday, September 29, 2026

Service
PDS

Estimated rate
\$50.41

Ground
Tuesday, September 29, 2026

Service
CPS

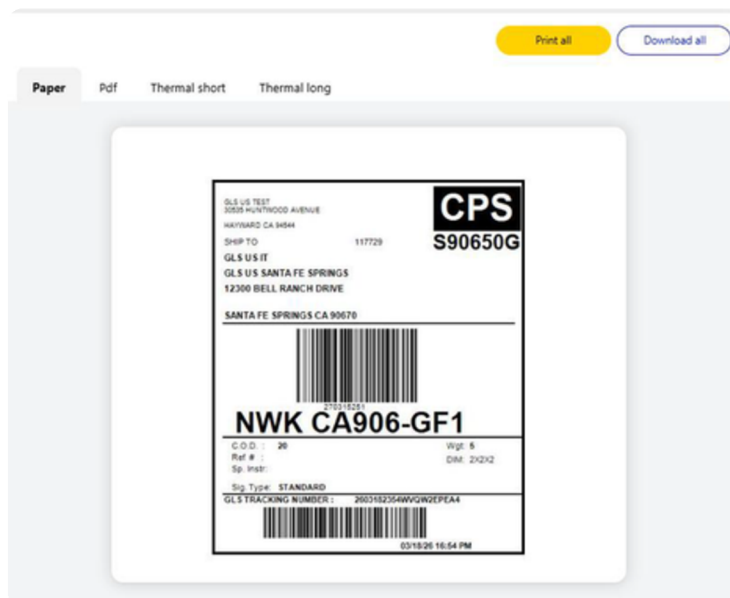
Estimated rate
\$20.86

Transportation charge \$16.08

Fuel charge \$4.78

Total \$20.86

Ship



Once the label is created, you can print, download and/or email the shipping label to yourself or another recipient.

Step 7: Shipment Management

To view new and active shipments, select  **Shipments** located in the left-side navigation bar.

Dashboard

Ship

Shipments

Pickups

Rates & times

Address book

Billing

Preferences

Support

Tracking number (Shipments not tendered)	Parcel source	Status	Created date	Ship to company	Ship to country	Ship to contact	Actions
NP2609280000LC092KS	GLS connect	Label created	09/22/2026	GLS US	US	GLS Team	
NP2609280099KG260GL	GLS connect	Label created	09/22/2026	GLS	US	GLS Team	

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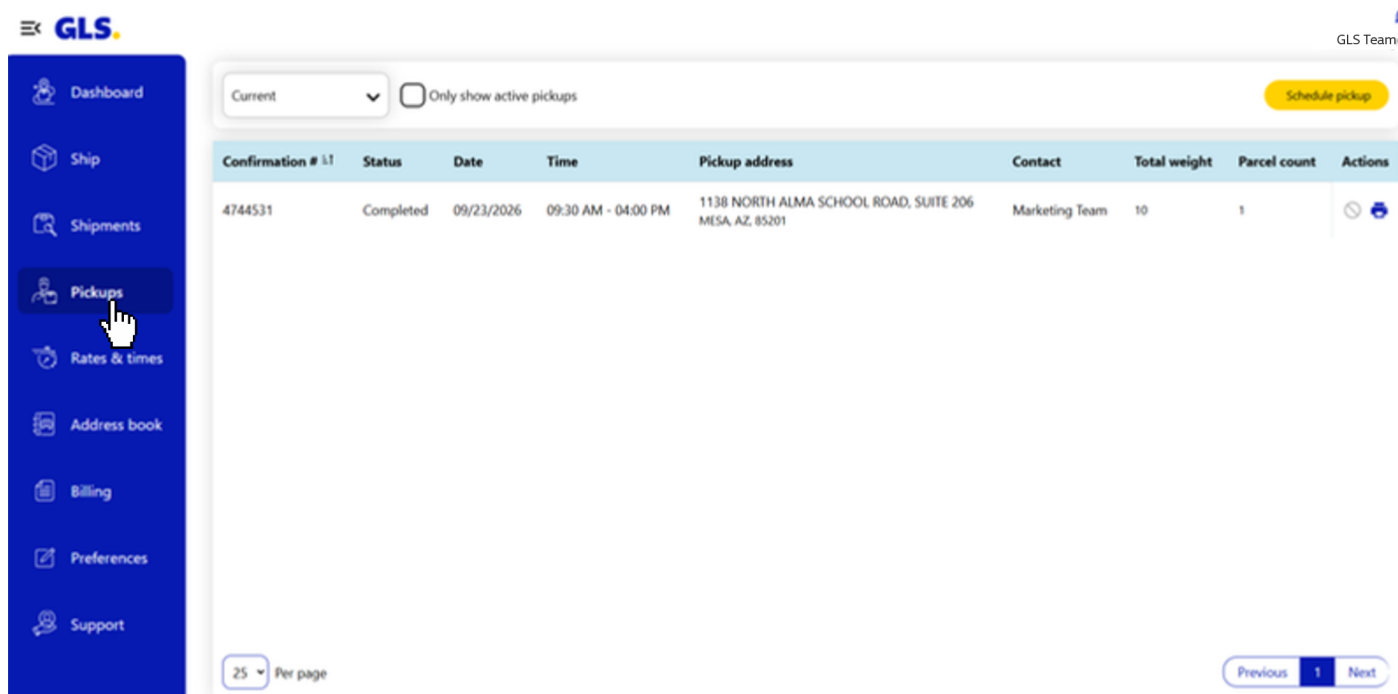
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Step 8: Manage or Schedule a Pickup

To manage or schedule a new pickup, click  **Pickups** located in the left-side navigation bar.



To schedule a new pickup, click **Schedule pickup** in the top right corner.

- Select or enter the pickup address, date, time and window. Additionally, enter the total number of parcels and combined total weight for the pickup and click **Schedule**.

Schedule pickup

Pickup address

GLS US Test - Preferred

GLS US TEST - PREFERRED

30535 Huntwood Avenue
Hayward, CA
94544

GLS Team - Test, 8003225555, test@gl5-us.com

Details

Pickup date* 10/07/2026

Request notification Yes

Earliest pickup time* 08:00 AM

Latest pickup time* 04:00 PM

No. of parcel* 1

Total weight (lb)* 5

Pickup instructions

Pickup instructions

0 / 255

* Additional fees may apply for scheduling an on call pickup

Schedule

Pickup Tip:

Schedule 1-6 days in advance for a reduced pickup fee.

Need a pickup today?
Same Day On-Call service is available for an additional fee.