

# Instructions

# **“Shipping documents for GLS parcels” online service**

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# Contents

<b>1</b>	<b>Introduction</b>	<b>3</b>
1.1	Purpose of the document	3
1.2	Purpose of the "Shipping documents for GLS parcels" online service	3
1.3	Scope of the "Shipping documents for GLS parcels" online service	3
<b>2</b>	<b>Overview of consignments</b>	<b>4</b>
2.1	Create consignment -> Full entry	4
2.2	Create consignment -> Quick entry	9
2.3	Copy consignment	11
2.4	Delete consignment	11
2.5	Track consignment	12
2.6	Print consignment	12
2.7	Tax assessment decision	13
<b>3</b>	<b>Address management</b>	<b>14</b>
3.1	Create address	14
3.2	Import addresses	15
3.3	Export addresses	15
3.4	Edit addresses	15
3.5	Delete addresses	15
<b>4</b>	<b>Article management</b>	<b>16</b>
4.1	Create article	16
4.2	Import articles	17
4.3	Export articles	17
4.4	Edit articles	17
4.5	Delete articles	17
<b>5</b>	<b>Settings</b>	<b>18</b>
5.1	Addresses	18
<b>6</b>	<b>Multi-GLS upload</b>	<b>19</b>

# 1 Introduction

## 1.1 Purpose of the document

The following document is the user manual for the “Shipping documents for GLS parcels” online service.

## 1.2 Purpose of the “Shipping documents for GLS parcels” online service

The online service is an electronic aid for creating, managing and tracking Swiss Post GLS export consignments.

## 1.3 Scope of the “Shipping documents for GLS parcels” online service

The online service consists of a consignment management function where consignments can be created and managed.

The article management and address management features help to make the process of creating consignments easier.

The function allows for detailed addresses, which can be used to make the routine work of entering and managing consignments more efficient. Frequent data, or data that always remain the same, can be preset and does not have to be re-entered each time a consignment is created. For example, default settings can be defined for: sender addresses, importer addresses, recipient addresses

**Tip:**

It is worthwhile configuring these settings right at the outset. For more information, see section 5.

# 2 Overview of consignments

The overview lists all consignments for the user currently logged in.

To search for a consignment, enter a search term and/or select a status and click "Search". For a more detailed search, click on "Advanced search" and enter the exact data for the consignment.

<a href="#">Quick entry</a> ⓘ	<a href="#">Full entry</a> ⓘ	<input type="text"/>	<a href="#">Search</a>	<a href="#">Advanced search</a>			
<b>Filter</b>							
<input checked="" type="radio"/> All <input type="radio"/> Own							
<b>Overview of consignments</b>				Results per page: 10 ▾			
<input type="checkbox"/>	<b>Shipment number</b>	<b>Dat</b> ↕	<b>Importer</b> ↕	<b>Imp. country</b> ↕	<b>Recipient</b> ↕	<b>Rec. country</b> ↕	
<input type="checkbox"/>	99399010319	23.01.20	Fischer AG	PT	Fischer AG	PT	Actions ▾
<input type="checkbox"/>	99399010360	24.06.20	Fischer AG	PT	Fischer AG	PT	Actions ▾

## 2.1 Create consignment -> Full entry

To start the creation process, click on the "Full entry" button in the overview of consignments or copy a corresponding consignment (see section 2.2 Copy consignment). The application takes you to the first step in the creation process: address data, step 1/5.

You can navigate the creation process using the "Next" and "Back" buttons.

### Address data, step 1/5

The address data consists of the sender address and importer address. Click on the plus or minus symbol next to any of the address details to show or hide them.

#### Sender address

Select a possible RRN (invoice reference number) and franking licence to complete the invoice address details.

In the "First name and last name" field, please also specify the name of the contact person who signs the commercial invoice generated by the system at the end of the process. A telephone number should also be entered in case queries arise.

#### Importer address

You can either enter the importer address manually or click on the search symbol next to the address code to go to address management, where you can select an existing address.

For more information about address management, see section 3.

In address management, you can include or update either a new address you have entered manually or an existing, modified address. Simply select the checkbox "Save/update address in address management".

## Parcel data, step 2/5

The parcel data consists of a recipient address, the gross weight and the customer reference.

1. Sender	2. Parcel	3. Consignment overview	4. Customs information	5. Other data
Customer reference <input type="text"/>				
<b>Product details</b>				<b>List price parcel (CHF)</b> <input type="text" value="31.30"/>
Gross weight in kg (including packaging)* <input type="text"/> <input type="button" value="i"/>				<input type="button" value="Recalculate price"/>
<b>Recipient address</b>				
Address code <input type="text"/> <input type="button" value="i"/>		<input type="text"/>		<input type="button" value="🔍"/>
Company name 1*		<input type="text"/>		<input type="button" value="🔍"/>
Company name 2		<input type="text"/>		
Company name 3		<input type="text"/>		
Address 1* <input type="text"/> <input type="button" value="i"/>		<input type="text"/>		
Address 2		<input type="text"/>		

### Entering the gross weight

Enter the total gross weight of this parcel.

Entering the gross weight allows for the gross list price to be calculated by pressing the “Recalculate price” button.

### Customer reference

You can enter your internal reference in the “Customer reference” field. This simplifies searching for and allocating consignments.

### Recipient address

You can either enter the recipient address manually or click on the search symbol next to the address code to go to address management, where you can select an existing address.

Please note: it is only ever possible to select recipient addresses from the importing country. For more information about address management, see section 3.

In address management, you can include or update either a new address you have entered manually or an existing, modified address. Simply select the checkbox “Save/update address in address management”.

Click on the “International information” button to view import and shipping conditions for the selected country and use the product filter.

### Consignment overview step 3/5

This step displays all parcels contained in the current consignment.

1. Sender		2. Parcel		3. Consignment overview		4. Customs information		5. Other data	
GLS parcel no.	Recipient	Post code/location	Country	Gross weight	Customer reference				
99399010700	Logo Entreprise	75001 Pari	FR	5.000	12365	Actions <input type="button" value="v"/>			
							<input type="button" value="Add further parcel"/>		

You can edit or delete individual parcels in the consignment by selecting the “Edit” or “Delete” actions.

1. Sender		2. Parcel		3. Consignment overview		4. Customs information		5. Other data	
GLS parcel no.	Recipient	Post code/location	Country	Gross weight	Customer reference				
99399010700	Logo Entreprise	75001 Pari	FR	5.000	12365	Actions <input type="button" value="v"/>			
							Actions Edit Delete		
<input type="button" value="Back"/>								<input type="button" value="Next"/>	

You can use the “Add another parcel” button to enter an additional parcel for the same consignment. NB: a consignment can consist of multiple parcels only if all parcels are going to the same importer.

### Customs information, step 4/5

All relevant information regarding the consignment content must be provided in the customs information.

#### Declaration of consignment content

1. Sender		2. Parcel		3. Consignment overview		4. Customs information		5. Other data	
Invoice number <input type="text"/>	<input type="button" value="i"/>								
Type of commercial invoice* <input type="text" value="Commercial invoice"/>	<input type="button" value="i"/>								
Currency of declared articles* <input type="text"/>	<input type="button" value="i"/>								
Number of parcels	1								
Gross weight in kg (including	30.000								

In this step, enter the importer’s invoice number. This is printed on the commercial invoice generated by the system.

If you wish to attach your own (non-system-specific) commercial invoice, please select the checkbox “Non-system-specific commercial invoice”. Should you opt for the non-system-specific commercial invoice, article entry is not required.

**Commercial invoice:** the commercial invoice is used for invoicing, as a document for customs processing in the importing country, for checking the performance of the agreement and as evidence in the event of violations of purchase agreements.

**Pro forma invoice:** the pro forma invoice is a receipt that does not usually request payment from the recipient. It is issued, for example, to demonstrate the value of a goods consignment and for tax purposes.

This step also displays the number of parcels in the consignment, in this case 1, and the total gross weight, 30 kg in this example.

## Article

Click on the minus symbol to minimize the article details or on the plus symbol to expand them.

You can either enter the article data manually or click on the search symbol next to the article code to go to article management, where you can select an existing article. For more information about article management, see section 4.

In article management, you can include or update either a new article you have entered manually or an existing, modified article. Simply select the checkbox "Save/update article in article management".

Click on the "Delete" button to remove articles and click on the "Add" button to add new articles. In principle, at least one article must be entered per consignment.

Click on the "Next" button when the data has been entered in full.

The commercial invoice shows all articles and the total value of goods for all articles entered.

Article (1 Article created)					
Article description	Quantity	Goods value (CHF)	Country of origin	Net weight	
<input type="checkbox"/> artbeschreibung2	24	55.5	Switzerland	3.000	<input type="button" value="Delete"/>
Article code <input type="button" value="i"/>	<input type="text" value="artkuerzel2222"/>	<input type="button" value="🔍"/>			
Article description* <input type="button" value="i"/>	<input type="text" value="artbeschreibung2"/>	<input type="button" value="🔍"/>			
Goods value (CHF)* <input type="button" value="i"/>	<input type="text" value="55.5"/>				
Gross weight* <input type="button" value="i"/>	<input type="text" value="4.000"/>				
Net weight* <input type="button" value="i"/>	<input type="text" value="3.000"/>				
Quantity* <input type="button" value="i"/>	<input type="text" value="24"/>				
Country of origin*	<input type="text" value="Switzerland"/>				
Article description for commercial invoice	<input type="text" value="besch handelsrechung TextText2"/>				
Customs tariff number <input type="button" value="i"/>	<input type="text" value="4444.5555"/>	Key <input type="button" value="i"/>	<input type="text"/>		
Goods transit certification <input type="button" value="i"/>	<input type="text"/>	Goods transit certificate number <input type="button" value="i"/>	<input type="text"/>		
Export licence <input type="button" value="i"/>	<input type="text"/>	Export licence date	<input type="text"/>	<input type="button" value="📅"/>	
Save/update article in article management <input type="button" value="i"/>	<input type="checkbox"/>				
<input type="button" value="Add article"/>					
<hr/>					
<input type="button" value="Back"/>				<input type="button" value="Next"/>	

- **Customs tariff number:** the customs tariff number is used to mark goods for customs purposes and can be found at [www.tares.ch](http://www.tares.ch).
- **Key:** enter the key for the customs tariff number here (if available).
- **Goods certificate:** enter the type of the enclosed goods certificate here (e.g. EUR 1).
- **Goods certificate reference number:** enter the reference number of the enclosed goods certificate here (e.g. 618712).
- **Export licence:** enter the authorization number here if you are an authorized exporter (authorization from Swiss customs).

## Other data/completion, step 5/5

1. Sender    2. Parcel    3. Consignment overview    4. Customs information    5. Other data

Small parcel  [i](#)

Incoterm\*  [i](#)

**Print parameters**

Commercial invoice  [i](#)

Origin declaration  [i](#)

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[Back](#) [Complete and print](#)

Select the GLS Incoterm with which you want to ship the consignment.

The number 3 appears in the commercial invoice print parameters for consignments in the EU. The number tells you how many times the commercial invoice is created.

Select the checkbox “Origin declaration” to print this information on the commercial invoice. The origin declaration is used for the purposes of exemption from customs duty in the destination country for goods with a preferential legal origin up to a value of EUR 6,000. It must be indicated on the commercial invoice and signed by hand.

Click on the “Complete and print” button to complete the consignment and print all the relevant documents. The consignment status changes to “Printed” and can no longer be edited.

When the documents for your consignment have been created, you will also receive instructions on how to affix the label and commercial invoice to the parcel.

### Documents created successfully

Instructions for attaching the label and the commercial invoice to the parcels:

1. Stick the label to the relevant parcel.
2. Commercial invoice (own invoice or invoice created using the online service): fold commercial invoices with the printed side on the inside and place them in an envelope or in a clear plastic folder attached to the parcel.



## 2.2 Create consignment -> Quick entry

### Standard

Dispatch date*	<input type="text" value="20.02.2019"/>	
<b>+ Sender address</b> (Musterhans , 3013 Bern)		
Recipient address entry method	<input type="text" value="Standard"/>	
<b>- Recipient address</b>		
Address code	<input type="text"/>	
Company name 1*	<input type="text"/>	
Company name 2	<input type="text"/>	
Company name 3	<input type="text"/>	
Address 1*	<input type="text"/>	
Address 2	<input type="text"/>	
Address 3	<input type="text"/>	
Post code*	<input type="text"/>	
Location*	<input type="text"/>	
Country*	<input type="text"/>	<input type="button" value="Information international"/>
Contact*	<input type="text"/>	
email	<input type="text"/>	
Telephone*	+ <input type="text"/>	
VAT no.	<input type="text"/>	
Tax number	<input type="text"/>	
Save/update address in address management	<input type="checkbox"/>	
<b>Product details</b>		<b>List price parcel (CHF) </b>
Gross weight in kg (including packaging)*	<input type="text"/>	<input type="button" value="Recalculate price"/>
Small parcel:	<input type="checkbox"/>	
Flex Delivery Service	<input type="checkbox"/>	
<input type="button" value="Back"/>	<input type="button" value="Close without printing"/>	<input type="button" value="Print"/>

The address data consists of the sender address and recipient address. Click on the plus or minus symbol next to any of the address details to show or hide them.

Select a possible RRN (invoice reference number) and franking licence to complete the invoice address details.

The next step is to enter the parcel data. You can enter the following parameter:  
– Gross weight of the consignment


## Minimum

🏠 > My Post > Shipping documents for GLS parcels





Dispatch date\*  📅

+ **Sender address** (Musterhans , 3013 Bern)

Method of entry of recipient address  ▼

 You must attach your own address label when using this method (minimum).

+ **Recipient address**

Product details		List price parcel (CHF) 
Gross weight in kg (including packaging)* 	<input type="text"/> <input type="button" value="Recalculate price"/>	
Small parcel 	<input type="checkbox"/>	
Flex Delivery Service 	<input type="checkbox"/>	

The address data consists of the sender address and recipient address. Click on the plus or minus symbol next to any of the address details to show or hide them. Select a possible RRN (invoice reference number) and franking licence to complete the invoice address details.

For the "Minimum" entry type, you need to enter only a small amount of address data that is required for the shipment process to run smoothly. The application itself does not generate an address label. You can use your own address label. The following details are required:

- Postcode
- Country

The next step is to enter the parcel data. You can enter the following parameter:

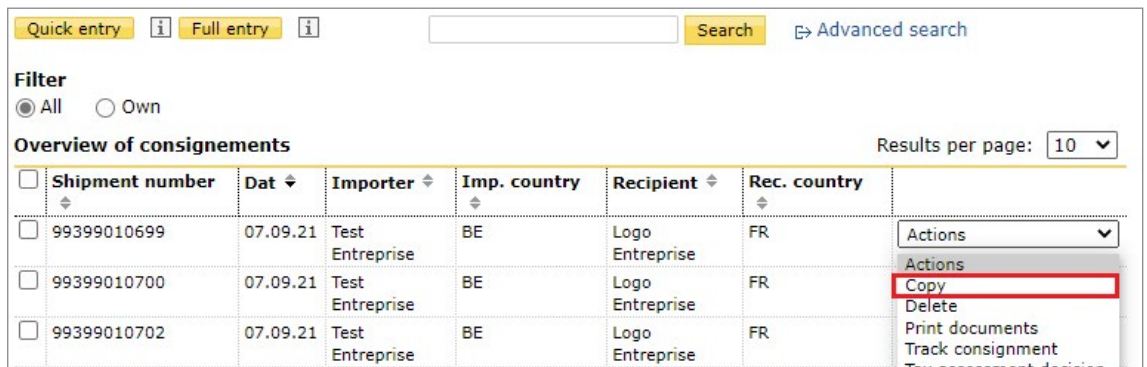
- Gross weight of the consignment

### 2.3 Copy consignment

Go to the relevant consignment and select the “Copy” action. The application takes you to the creation process in which the copied consignment can be edited.

During copying, the attributes dispatch date, status and customer reference are not copied and have to be entered again.

The copy function is practical when you are creating several similar consignments.



Quick entry  Full entry   Search [Advanced search](#)

**Filter**  
 All  Own

**Overview of consignments** Results per page: 10

<input type="checkbox"/>	Shipment number	Dat	Importer	Imp. country	Recipient	Rec. country	
<input type="checkbox"/>	99399010699	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	Actions
<input type="checkbox"/>	99399010700	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	Actions Copy Delete Print documents Track consignment Tax assessment decision
<input type="checkbox"/>	99399010702	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	

### 2.4 Delete consignment

Go to the relevant consignment and select the “Delete” action to remove it from the system.



**Filter**  
 All  Own

**Overview of consignments** Results per page: 10

<input type="checkbox"/>	Shipment number	Dat	Importer	Imp. country	Recipient	Rec. country	
<input type="checkbox"/>	99399010699	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	Actions
<input type="checkbox"/>	99399010700	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	Actions Copy Delete Print documents Track consignment Tax assessment decision Actions
<input type="checkbox"/>	99399010702	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	
<input type="checkbox"/>	99399010703	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	
<input type="checkbox"/>	99399010637	03.09.21	-	-	-	DE	Actions

## 2.5 Track consignment

Go to the relevant consignment and select the “Track consignment” action. The application takes you to the track consignment function, which shows the transport history. You can select the “Accept” button to go directly to consignment tracking for a specific parcel.

Quick entry  Full entry   Search [Advanced search](#)

**Filter**  
 All  Own

**Overview of consignments** Results per page: 10

<input type="checkbox"/>	Shipment number	Dat	Importer	Imp. country	Recipient	Rec. country	
<input type="checkbox"/>	99399010699	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	Actions
<input type="checkbox"/>	99399010700	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	Actions Copy Delete
<input type="checkbox"/>	99399010702	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	Print documents Track consignment Tax assessment decision

GLS parcel no.	Recipient	Gross weight (kg)	
993990103198	Fischer AG, Fischerweg 3, 1000-037, Lissaon, Portugal	2.000	Accept

Customer Service Swiss Post GLS: Tel. 0848 858 686 / E-Mail: [infogls@swisspost.ch](mailto:infogls@swisspost.ch)

You will find more information about the electronic assessment notice (eVV) under <http://int.post.ch/evd>.

## 2.6 Print consignment

Go to the relevant consignment and select the “Print documents” action. The documents are created in PDF format according to the print parameters and can be printed.

**Filter**  
 All  Own

**Overview of consignments** Results per page: 10

<input type="checkbox"/>	Shipment number	Dat	Importer	Imp. country	Recipient	Rec. country	
<input type="checkbox"/>	99399010699	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	Actions
<input type="checkbox"/>	99399010700	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	Actions Copy Delete
<input type="checkbox"/>	99399010702	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	Print documents Track consignment Tax assessment decision
<input type="checkbox"/>	99399010703	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	Actions

## 2.7 Tax assessment decision

Go to the relevant consignment and select the “Tax assessment decision” action. The application takes you to the electronic tax assessment decision function. You can go directly to the electronic tax assessment decision for the relevant parcel by selecting the “Accept” button.

Quick entry ⓘ Full entry ⓘ  Search [Advanced search](#)

**Filter**  
 All  Own

**Overview of consignments** Results per page: 10 ▾

<input type="checkbox"/>	Shipment number	Dat	Importer	Imp. country	Recipient	Rec. country	
<input type="checkbox"/>	99399010699	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	Actions ▾
<input type="checkbox"/>	99399010700	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	Actions Copy Delete Print documents Track consignment <b>Tax assessment decision</b> Actions ▾
<input type="checkbox"/>	99399010702	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	Actions ▾
<input type="checkbox"/>	99399010703	07.09.21	Test Entreprise	BE	Logo Entreprise	FR	Actions ▾
<input type="checkbox"/>	99399010637	03.09.21	-	-	-	DE	Actions ▾

GLS parcel no.	Recipient	Gross weight (kg)	
993990103198	Fischer AG, Fischerweg 3, 1000-037, Lissaon, Portugal	2.000	Accept

Customer Service Swiss Post GLS: Tel. 0848 858 686 / E-Mail: [infogls@swisspost.ch](mailto:infogls@swisspost.ch)

You will find more information about the electronic assessment notice (eVV) under <http://int.post.ch/evd>.

[Back to overview](#)

## Electronic customs clearance documents

Consignment number <b>99399010319</b>	Postcode <b>4583</b>
Customs clearance, consignment or waybill number	Swiss sender/Recipient postcode

# 3 Address management

Addresses that are used frequently when creating consignments can be entered in address management.

Hover the cursor over "Shipping documents for GLS parcels" until the page opens and select "Addresses" to access address management.

Enter a search term and click on the "Search" button to search for the corresponding address. To carry out a more detailed search, click on "Filter on" and enter further search criteria.



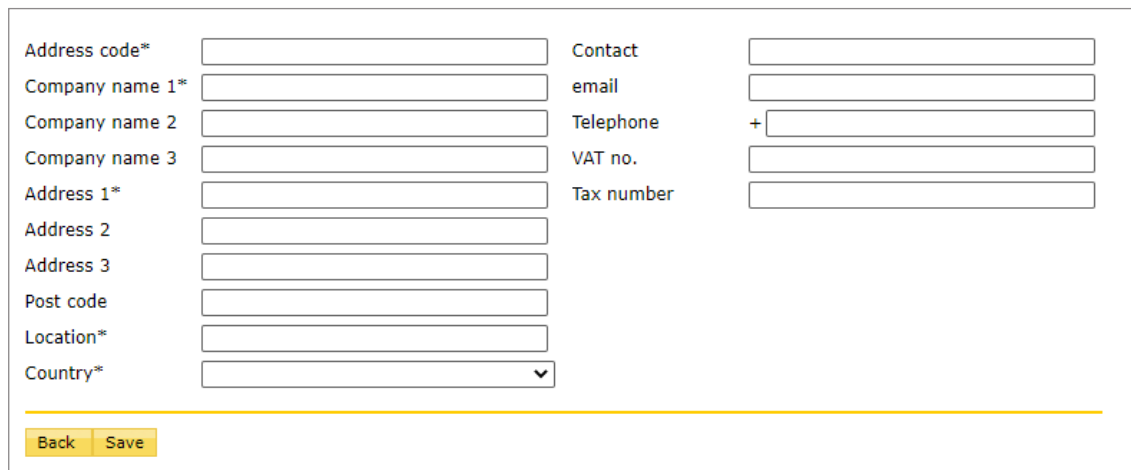
A search bar with a text input field, a yellow "Search" button, and a blue "Filter on" button with a magnifying glass icon. To the right are three yellow buttons: "Import", "Export", and "Create".

## 3.1 Create address

Click on the "Create" button to enter a new address manually.

Click on the "Save" button to save the details and add the new address to address management. All mandatory fields must be completed for the address to be saved.

Please note: the recipient's tax identification numbers can be entered the "Tax number" field.



A form for creating a new address. It contains two columns of fields. The left column includes: Address code\*, Company name 1\*, Company name 2, Company name 3, Address 1\*, Address 2, Address 3, Post code, Location\*, and Country\* (a dropdown menu). The right column includes: Contact, email, Telephone (with a plus sign icon), VAT no., and Tax number. At the bottom left, there are two yellow buttons: "Back" and "Save".

### 3.2 Import addresses

Click on the "Import" button in address management to go to the function for uploading addresses.

Click on the "Get sample file" button to download a template of the CSV file.

Up to 1,000 addresses can be imported in one CSV file import.

Click on the "Browse" button to select the relevant CSV file from your file manager. Then click on the "Start" button to perform the import.

Specify file  Keine Datei ausgewählt

**Important!** Importing overwrites the existing address dataset. Addresses that are in address management but not in the import file will be deleted. Addresses that are in address management and the import file will be updated. **If you want to add addresses via an import and do not want to lose the addresses already entered, you should first perform an export and add the data to the import file before uploading it.**

### 3.3 Export addresses

Click on the "Export" button in address management to download all addresses contained in this function. The export generates a CSV file.

### 3.4 Edit addresses

Go to the relevant address in address management and select the "Edit" action. The application takes you to the screen for entering addresses.

Click on the "Save" button to apply the changes.

### 3.5 Delete addresses

Go to the relevant address in address management and select the "Delete" action to remove it from the system.

Address data Results per page: 25 ▼

<input type="checkbox"/> Code	Name 1	Post code	Location	Country	Actions
<input type="checkbox"/> 3reto	Test Entreprise Reto	1010	Bruxelles	Belgien	Actions ▼
<input type="checkbox"/> 4	ASCH	1205	Genève	Schweiz	Actions ▼
<input type="checkbox"/> 6	Test Entreprise	1010	Bruxelles	Belgien	Actions ▼
<input type="checkbox"/> aaac123455	Firmenname11bbb	1233	asdfasdf	Schweiz	Actions ▼
<input type="checkbox"/> aaa-ungült	Iran	Iran	Iran	Iran	Actions ▼
<input type="checkbox"/> aabc123456	Firmenname12bbbb	1333	asdfasdf	Schweiz	Actions ▼
<input type="checkbox"/> ABS-Adress	Samoan Inc.	0056	Samoa	Samoa, amerikanischer Teil	Actions ▼
<input type="checkbox"/> Affentrang	Affentranger GmbH	3110	Münsingen	Schweiz	Actions ▼

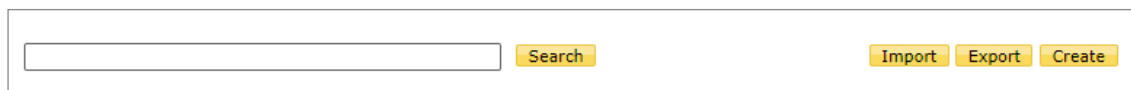


# 4 Article management

Articles that are used frequently when creating consignments can be entered in article management.

Hover the cursor over "Shipping documents for GLS parcels" until the page opens and select "Articles" to access article management.

Enter a search term and click on the "Search" button to search for the corresponding article.

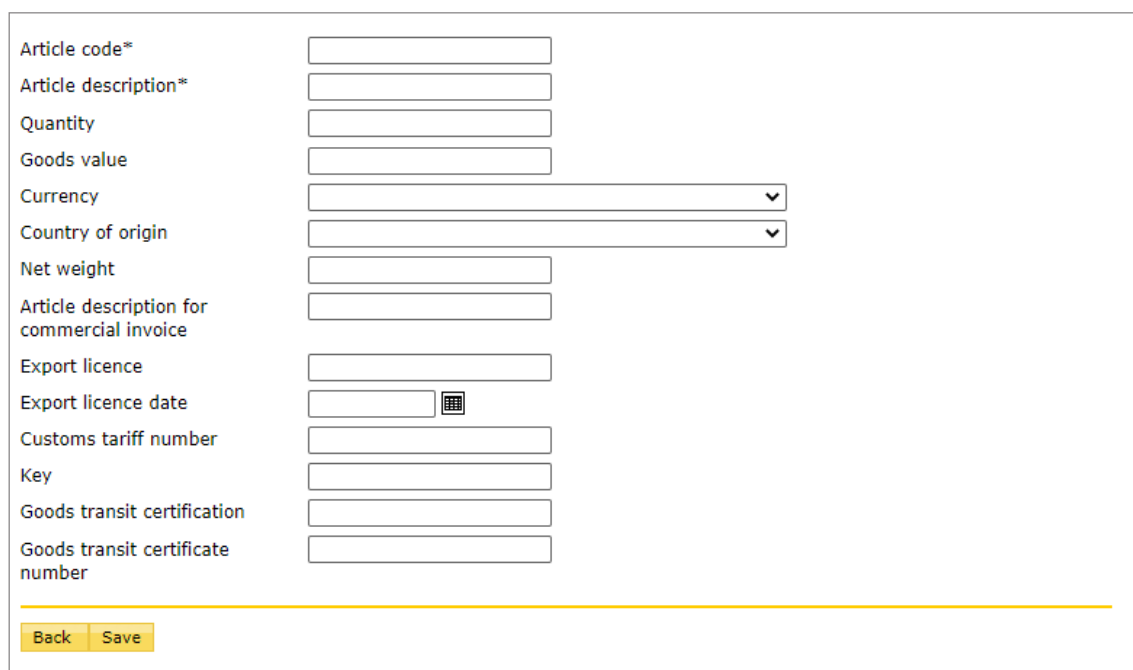


A search bar with a text input field on the left, followed by a yellow "Search" button. To the right of the search bar are three yellow buttons: "Import", "Export", and "Create".

## 4.1 Create article

Click on the "Create" button to enter a new article manually.

Click on the "Save" button to save the details and record the new article in article management.



A form for creating a new article. It contains the following fields and controls:

- Article code\* (text input)
- Article description\* (text input)
- Quantity (text input)
- Goods value (text input)
- Currency (dropdown menu)
- Country of origin (dropdown menu)
- Net weight (text input)
- Article description for commercial invoice (text input)
- Export licence (text input)
- Export licence date (text input with a calendar icon)
- Customs tariff number (text input)
- Key (text input)
- Goods transit certification (text input)
- Goods transit certificate number (text input)

At the bottom of the form, there are two yellow buttons: "Back" and "Save".



## 4.2 Import articles

Click on the "Import" button in article management to go to the function for uploading articles.

Click on the "Get sample file" button to download a template of the CSV file.

Up to 1,000 articles can be imported in one CSV file import.

Click on the "Browse" button to select the relevant CSV file from your file manager. Then click on the "Start" button to perform the import.

Specify file  Keine Datei ausgewählt

**Important!** Importing overwrites the existing article dataset. Articles that are in article management but not in the import file will be deleted. Articles that are in article management and the import file will be updated. **If you want to add articles via an import and do not want to lose the articles already entered, you should first perform an export and add the data to the import file before uploading it.**

## 4.3 Export articles

Click on the "Export" button in article management to download all articles contained in this function.

The export generates a CSV file.

## 4.4 Edit articles

Go to the relevant article in article management and select the "Edit" action. The application takes you to the screen for entering articles.

Click on the "Save" button to apply the changes.

Article data			Results per page: 30
Article description	Country of origin	Customs tariff number	Actions
artbeschreibung2	Schweiz	4444.5555	Actions
Muschter	Argentinien	aaaaa	Actions

2 articles have been found.

## 4.5 Delete articles

Go to the relevant article in article management and select the "Delete" action to remove it from the system.

Article data			Results per page: 30
Article description	Country of origin	Customs tariff number	Actions
artbeschreibung2	Schweiz	4444.5555	Actions
Muschter	Argentinien	aaaaa	Actions

2 articles have been found.

# 5 Settings

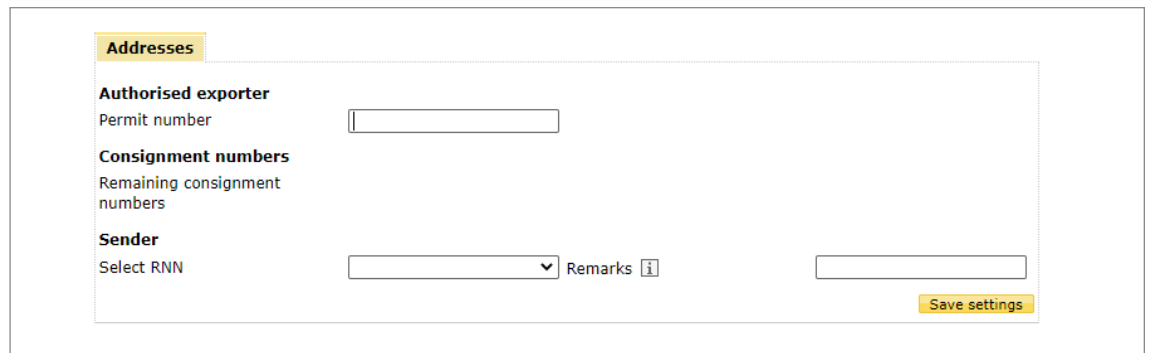
Default settings can be defined in the settings.

Default settings are used to define frequently used field information as standard settings. They are automatically applied in the entry screens and do not have to be filled in again when entering a consignment.

Hover the cursor over “Shipping documents for GLS parcels” until the page opens and select “Settings” to access settings management.

## 5.1 Addresses

In this area, you can enter your authorization number as an authorized exporter (if available). If you have several invoice reference numbers (RRNs), you can select one of them and define supplementary details regarding the invoice address. Save your changes by clicking the “Save settings” button.



The screenshot shows a web form titled "Addresses" with a yellow header. The form is enclosed in a dashed border and contains the following sections:

- Authorised exporter**: A label "Permit number" followed by a text input field.
- Consignment numbers**: A label "Remaining consignment numbers" with no input field.
- Sender**: A label "Select RNN" followed by a dropdown menu, a "Remarks" label with an information icon, and a text input field.

A yellow "Save settings" button is located at the bottom right of the form.

# 6 Multi-GLS upload

You can use the multi-GLS upload to import several Swiss Post GLS parcels at once and then continue editing them or finalize them.


Click on the "Get sample file" button to download a template of the CSV file.

Select the invoice reference number (RRN) under which you want to import the waybill.

Click on the "Browse" button to select the relevant CSV file from your file manager. Then click on the "Start" button to perform the import.

Invoice reference

Specify file  Keine ausgewählt



The following table gives an overview of all fields available in the CSV file. The possible values are listed for all fields. The "Category" column indicates whether the field is optional (O) or required (R) for the import to be error-free.

Column	Type	Length	Category	Comment
SENDER NAME 1	Text	30	R	
SENDER NAME 2	Text	30	O	
SENDER NAME 3	Text	30	O	
SENDER ADDRESS 1	Text	30	R	
SENDER ADDRESS 2	Text	30	O	
SENDER ADDRESS 3	Text	30	O	
SENDER POSTCODE	Text	4	R	Must be numerical, because CH sender
SENDER CITY	Text	30	R	
SENDER COUNTRY	Text	2	R	Must be "CH"
SENDER CONTACT PERSON	Text	30	R	
SENDER TELEPHONE	Text	20	R	Cannot begin with 0
SENDER EMAIL	Text	50	O	Must have a valid e-mail address structure
SENDER VAT NO.	Text	20	O	
SENDER TAX NO.	Text	30	O	
RECEIVER NAME 1	Text	30	O	
RECEIVER NAME 2	Text	30	O	
RECEIVER NAME 3	Text	30	O	
RECEIVER ADDRESS 1	Text	30	O	
RECEIVER ADDRESS 2	Text	30	O	
RECEIVER ADDRESS 3	Text	30	O	
RECEIVER POSTCODE	Text	12	R	
RECEIVER CITY	Text	30	O	
RECEIVER COUNTRY	Text	2	O	
RECEIVER CONTACT PERSON	Text	30	R	
RECEIVER TELEPHONE	Text	20	O	Cannot begin with 0
RECEIVER EMAIL	Text	50	O	Must have a valid e-mail address structure
RECEIVER VAT NO.	Text	20	O	
RECEIVER TAX NO.	Text	30	O	
GROSS WEIGHT KG	Number		R	

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