



MyDesk Guideline – Transport document & invoice Upload



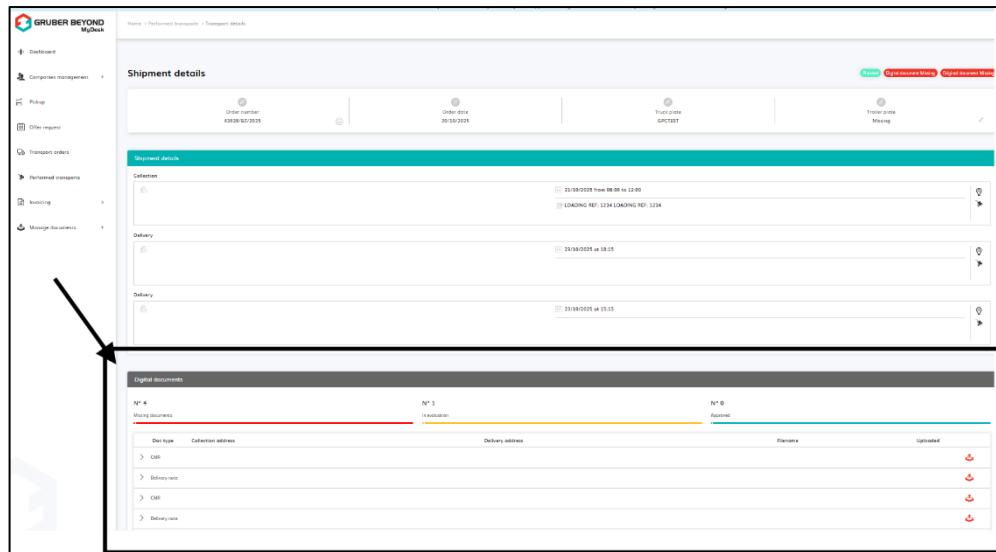
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Uploading digital transport documents

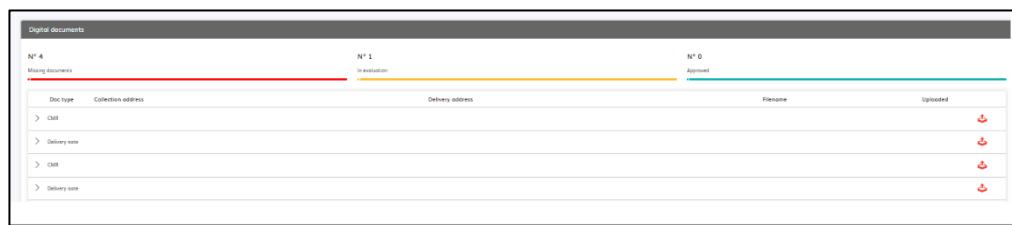
Step 1: In the order at issue scroll down to see the section for the upload of the digital transport documents.



The screenshot shows the 'Digital documents' section of the software. It displays four rows of document details, each with a 'Doc type', 'Collection address', 'Delivery address', 'Filename', and 'Uploaded' status. The 'Uploaded' column shows red upload icons for the first three rows, indicating no valid upload. The fourth row shows a green 'Missing' button, indicating no document has been uploaded.

Doc type	Collection address	Delivery address	Filename	Uploaded
> CMR				
> Delivery note				
> CMR				
> Delivery note			Missing	

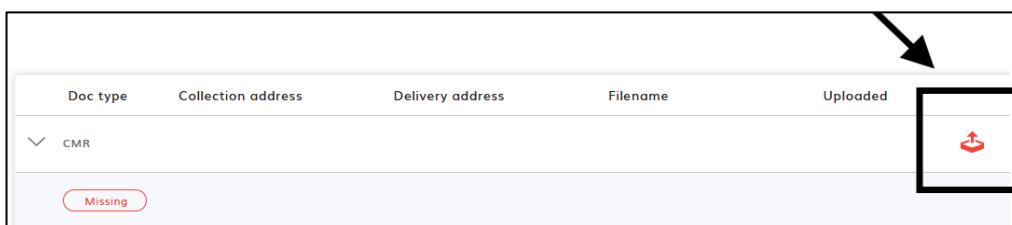
Step 2: The section is structured in order to display in a clear way all the transport documents that GRUBER Logistics expects to receive for the order. Every document must be uploaded in the correct row, which identifies document type, sender and receiver. In the following example we have a shipment with one loading place and two different unloading places where we expect to receive CMR and delivery note for every sender-receiver combination, so 4 documents in total.



The screenshot shows the 'Digital documents' section with four rows. The first row is highlighted in red, indicating missing documents. The other three rows are in white, indicating valid uploads.

Doc type	Collection address	Delivery address	Filename	Uploaded
> CMR				
> Delivery note				
> CMR				
> Delivery note				

Step 3: To upload the digital transport documents click on the upload icon on the right side. The icon is highlighted in red if there is no document uploaded or no valid upload.

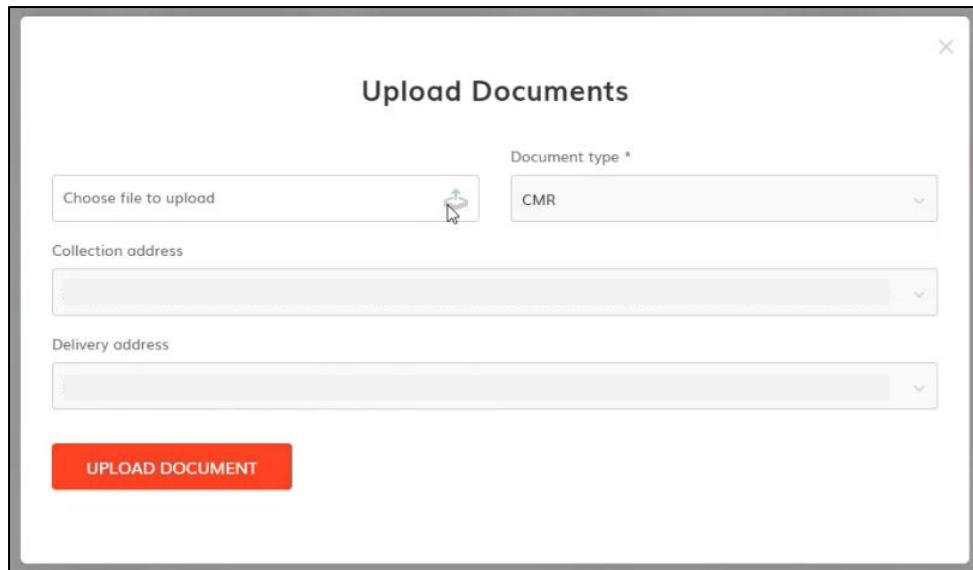


The screenshot shows a single row of document details. The 'Uploaded' column contains a red upload icon, indicating no valid upload.

Doc type	Collection address	Delivery address	Filename	Uploaded
CMR				
Missing				



The following window opens: browse your files to select the one you want to upload and **click on “Upload document”**.



A screenshot of a web-based document upload interface titled "Upload Documents". The window includes fields for "Choose file to upload" (with a file browser icon), "Document type *" (set to "CMR"), "Collection address", and "Delivery address", each with a dropdown arrow. A prominent red button at the bottom left is labeled "UPLOAD DOCUMENT".



Monitoring document status

As soon as the document is uploaded, you can monitor the status at any time:

“missing” → no document uploaded yet



“in evaluation” → GRUBER Logistics is evaluating the uploaded document



“approved” → document was approved by GRUBER Logistics



“rejected” → evaluation process had a negative outcome: if applicable, we will indicate the reason for rejection as in the screenshot so you can see what's wrong and upload a suitable document



Original documents

In specific cases you may be requested to send to GRUBER Logistics the original, paper transport documents. **If this applies**, you will see an additional, dedicated section named “Original documents”.

Original documents

N° 2	N° 0
Missing documents	Approved

For this selected order you are kindly asked to send, by post/courier, all the original paper transport documents to the following address:

GRUBER Logistics SSC
Trade Center, 2nd floor, Str. Nufarului, 28 E
410583 Oradea
Romania

Doc type	Collection address	Delivery address	Received
Original CMR	
Missing			
Original CMR			

Here you'll find the **address to which you shall send original paper documents**, along with an overview of the transport documents Gruber Logistics expects to receive for the selected order.

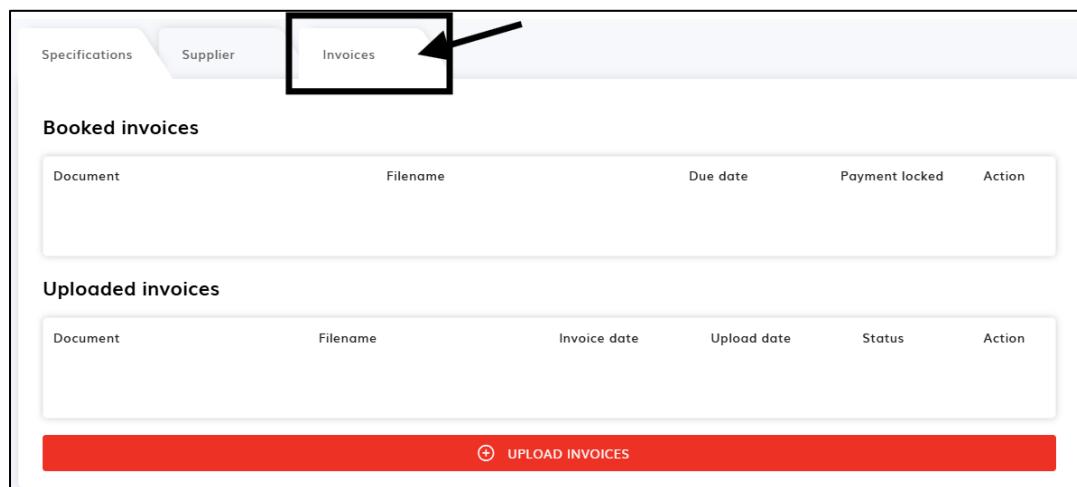
Once we receive the original paper documents, by post or courier, the status will automatically update from “missing” to “received,” along with the date of receipt.

Doc type	Collection address	Delivery address	Received
Original CMR		09/10/2025 	
		09/10/2025	



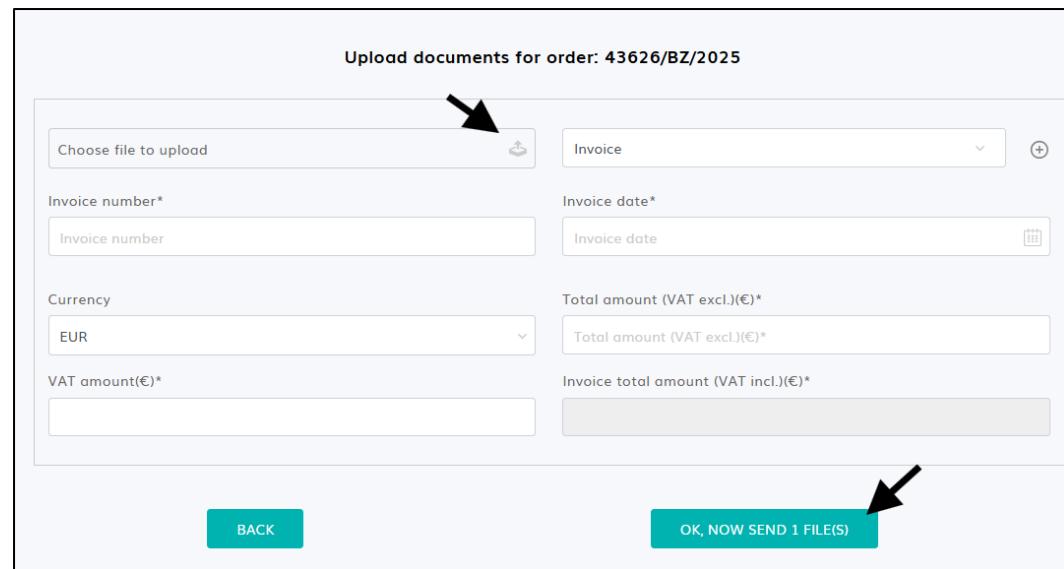
Invoice upload

The section for invoice / credit notes upload is located below the sections related to the transport documents. You will see the tab “Invoices”.



The screenshot shows a software interface with a navigation bar at the top. The 'Invoices' tab is highlighted with a black box and an arrow pointing to it. Below the navigation bar, there are two sections: 'Booked invoices' and 'Uploaded invoices'. The 'Uploaded invoices' section contains a table with columns: Document, Filename, Due date, Payment locked, and Action. At the bottom of this section is a red button labeled '+ UPLOAD INVOICES'.

Step 1: Click on “Upload invoices”; enter all the requested details and upload the document.



The screenshot shows a dialog box titled "Upload documents for order: 43626/BZ/2025". It contains the following fields:

- Choose file to upload (with a browse button)
- Invoice number*
- Invoice date*
- Currency (set to EUR)
- Total amount (VAT excl.)(€)*
- VAT amount(€)*
- Invoice total amount (VAT incl.)(€)*

At the bottom are two buttons: "BACK" and "OK, NOW SEND 1 FILE(S)". Arrows point to the "Choose file to upload" button and the "OK, NOW SEND 1 FILE(S)" button.



Step 2: The uploaded invoice is **now visible** in the “Uploaded invoices” section.

Uploaded invoices					
Document	Filename	Invoice date	Upload date	Status	Action
Invoice	EMPTY_1.pdf ↳	06/10/2025	06/10/2025		
 UPLOAD INVOICES					

Step 3: Once GRUBER Logistics books the invoice in the TMS, the invoice will move to the **section “booked invoices”**.

Specifications	Supplier	Charges detail	Invoices
Booked invoices			
Uploaded invoices			
Document	Filename	Due date	Payment locked
invoice	EMPTY_1.pdf	05/12/2025	
 UPLOAD INVOICES			

