



## MyDesk Guideline – Transport document & invoice Upload



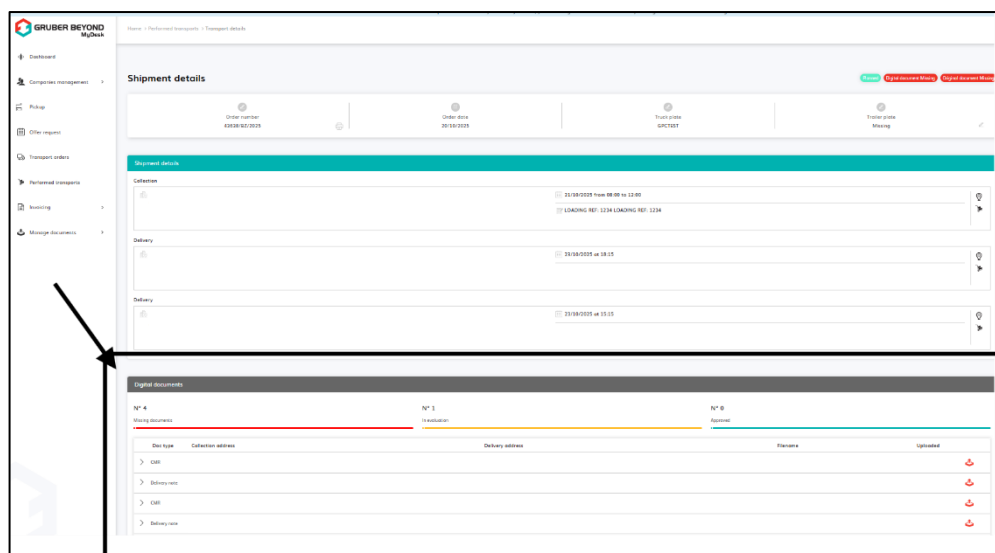
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# Uploading digital transport documents

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



**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.

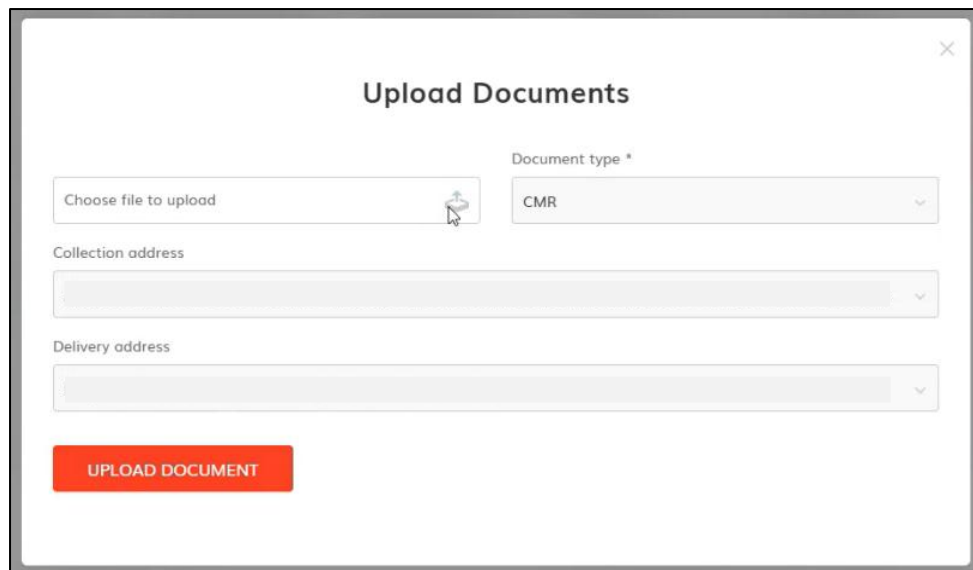
Digital documents					
N° 4 Loading documents		N° 1 Unloading		N° 6 Receiver	
Doc type	Collection address	Delivery address	Filename	Uploaded	
> CMR				📄	
> Delivery note				📄	
> CMR				📄	
> Delivery note				📄	

**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.

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”**.



The screenshot shows a web application window titled "Upload Documents" with a close button (X) in the top right corner. The window contains the following elements:

- A file selection button labeled "Choose file to upload" with a small icon of a hand pointing to a document.
- A dropdown menu labeled "Document type \*" with "CMR" selected.
- A text input field labeled "Collection address" with a dropdown arrow on the right.
- A text input field labeled "Delivery address" with a dropdown arrow on the right.
- A red button labeled "UPLOAD DOCUMENT" at the bottom left.



# Monitoring document status

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

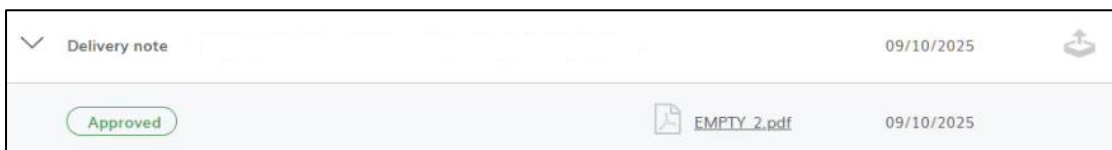
**“missing”** → no document uploaded yet



**“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.

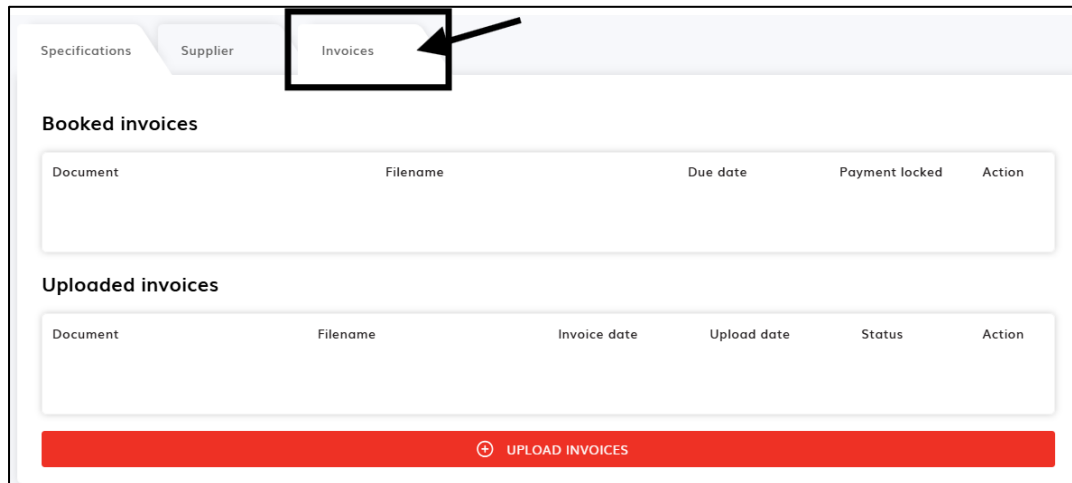
Once we receive the original paper documents, by post or courier, the status will automatically update from “missing” to “received,” along with the date of receipt.

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



Specifications Supplier **Invoices**

**Booked invoices**

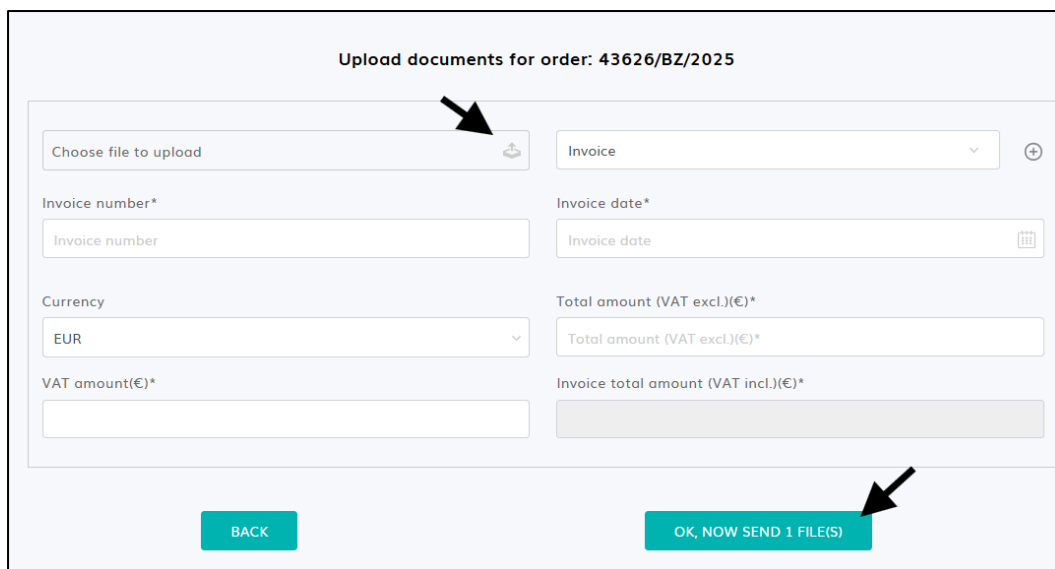
Document	Filename	Due date	Payment locked	Action

**Uploaded invoices**


Document	Filename	Invoice date	Upload date	Status	Action



**UPLOAD INVOICES**

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




**Upload documents for order: 43626/BZ/2025**

Choose file to upload 

Invoice  

Invoice number\*

Invoice date\*  

Currency

Total amount (VAT excl.)(€)\*




VAT amount(€)\*

Invoice total amount (VAT incl.)(€)\*

**BACK** **OK, NOW SEND 1 FILE(S)**



**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

Document	Filename	Due date	Payment locked	Action
invoice	EMPTY_1.pdf	05/12/2025		

Uploaded invoices

Document	Filename	Invoice date	Upload date	Status	Action

 UPLOAD INVOICES

