

Tracking Sharing Process in GLO (Post-ASN) Portal & Email Users

This guide explains **how to share tracking data** in the Global Logistics Orchestration (GLO) system for **Email & Portal Users**, after completing **shipment booking outside of GLO**.



Processes in GLO

GLO includes several processes to support shipment booking, tracking, and documentation. Below is an overview of the tracking data sharing process for your reference.

<u>Tracking Sharing (Post-ASN)</u>	Complete Vendor booking outside of GLO, but share Tracking data in GLO - UI Link option & Excel file attachment are available
<u>FAQ</u>	Frequently Asked Questions and Troubleshooting

***NOTE:** Please utilize the codes listed below in the carrier field when updating tracking information. Different codes should be applied for parcels!**

Partner Name	Carrier codes			
	Parcel (Express)	AIR mode	ROAD mode	OCEAN mode
DHL Global Forwarding	not exist	DZNA	not exist	DZNA
JAS Worldwide, Inc.	not exist	JASF	JASF	JASF
EXPEDITORS INTERNATIONAL	not exist	EXDO	EXDO	EXDO
KUEHNE + NAGEL INC.	not exist	KHNN	KHNN	KHNN
CH Robinson	not exist	not exist	RBTW for TL RBLT for LTL	not exist
DSV Air & Sea Holding A/S	not exist	DSVF	DSVF	DSVF
CEVA Logistics U.S., Inc	not exist	CEYA	CEVA	CEYA
AIT Worldwide Logistics, Inc.	not exist	not exist	AIIH	not exist
Hellmann Worldwide Logistics	not exist	HIFI	HIFI	HIFI
UPS Supply Chain Solutions	not exist	UPSF	UPSF	UPSF
PARCEL ONLY!				
DHL Express	DHLC-PARCEL			
FEDEX CORPORATION	FDE-PARCEL			
UNITED PARCEL SERVICE, INC.	UPSN-PARCEL			



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If shipment booking is done outside of GLO, suppliers can update tracking data, transport mode, and carrier or forwarder name in the order list once the booking is complete. This information remains accessible outside of GLO.

1 OPTION 1 – Email Suppliers can access the Excel attachment from the email alert to share tracking data. (DPO Summary Alert or New PO Alert)

Open the Excel attachment from the system email.



Required data is highlighted in blue and all PO data is pre-populated in the file

Tracking Number – please provide only the exact tracking number without any extra characters, and ensure there is only one tracking number per PO line

A	M	N	O	P	Q	R	T	V	W	X	Y	Z	AA	AB
Purchase Order No.	*Request Qty.	Received Qty.	Open Qty.	Promise ID	Promise State	*Promise Qty.	*Requested Delivery Date	*Confirmed Arrival Date	Confirmed Ship Date	Transit time	Tracking Number	Carrier	Transport Mode	No Con Code
2594541	290,0000	0,0000	290,0000	1	Unconfirmed	290,0000	2026-06-23	2026-04-29		7	480469847517	DHLC-PARCEL - DHL Express	PARCEL	

Promised quantity – you can confirm here the shipped qty. It is editable, or you can create more Promise lines against the same PO in case of partial shipments with different Promise dates / Shipped dates

Carrier: select from the drop-down list

Transportation mode – choose from the drop-down menu.

#0	22	23	24	25	26
#*Purchase Order No.	Confirmed Ship Date	Confirmed Ship Date	Transit time	Carrier	Transport Mode
#*订单编号	承诺发货日期	承诺发货日期	运输时间	承运者	运输方式
1302596541	2026-04-29		7	DHLC-PARCEL - DHL Express FDE-PARCEL - FEDEX CORPORATION UPSN-PARCEL - UNITED PARCEL SERVICE INC.	PARCEL

Rules: For Transport Mode marked as PARCEL, only these options are permitted: FDE-PARCEL, DHLC-PARCEL, or UPSN-PARCEL; otherwise, an error notification will be shown.

2 OPTION 2 - From email alert using UI link - Portal & Email Users

Please use the email link to access the PO data regarding the items scheduled for shipment.

New fields have been added: **Carrier**, **Carrier Name**, and **Transport Mode**.

Use the table editor when fields are unavailable in the UI. (2) You can rearrange any fields in the order list, moving them up and down (3) Click "Save and Close" once setup is completed (4)

Users can then enter the Tracking Number, Carrier, and Transport Mode details for the POs.

Once the details are entered, click "Acknowledge" to save the information.

The **Carrier** field is type-ahead.

The **Transport Mode** is chosen from a drop-down list.

Rules: For Transport Mode marked as PARCEL, only these options are permitted: **FDE-PARCEL**, **DHLC-PARCEL**, or **UPSN-PARCEL**; otherwise, an error notification will be shown.

Once all data has been entered correctly, a confirmation message will be displayed

GLO - Supplier Instructions: Tracking Data Sharing (Post-ASN)

These instructions explain how suppliers must share Tracking Data details in the Global Logistics Orchestration (GLO) portal after the booking process.

1

What is Tracking Data Sharing?

A process where suppliers book shipments outside GLO and then share tracking data in GLO after ASN creation (Post-ASN).

2

How do I share tracking data?

Email Users: Download the Excel file from the system email, fill in the required fields, and submit it as directed.

Portal Users: Access the UI link from the email and enter the necessary information.

3

What information is required?

- Tracking Number: Enter one per purchase order line, ensuring there are no additional characters.
- Carrier: Refer to the table on the first page and begin typing the carrier's name in the UI field to access the list.
- Transportation Mode: Use the type-ahead field for selection.
- Shipped Quantity: Specify the amount shipped.

4

Can I enter multiple tracking numbers?

No. Only one tracking number per PO line is allowed.

5

Are there restrictions for Transportation Mode?

Yes. If set to PARCEL, only these are allowed:
FDE-PARCEL, DHLK-PARCEL, UPSN-PARCEL.

6

Can I edit shipped quantity?

Yes, the quantity should not exceed the total open or remaining amount specified on the Purchase Order (PO). In the case of a partial shipment, kindly create additional Promise lines and include tracking information for each. Please be aware that multiple tracking numbers are not allowed within a single PO line.

7

What happens if data is incorrect or missing?

It may impact shipment visibility and Auto-Flip (tracking + ASN matching) may fail.