

Vejledning til retur til BibMedia (Odense afdeling) via GLS

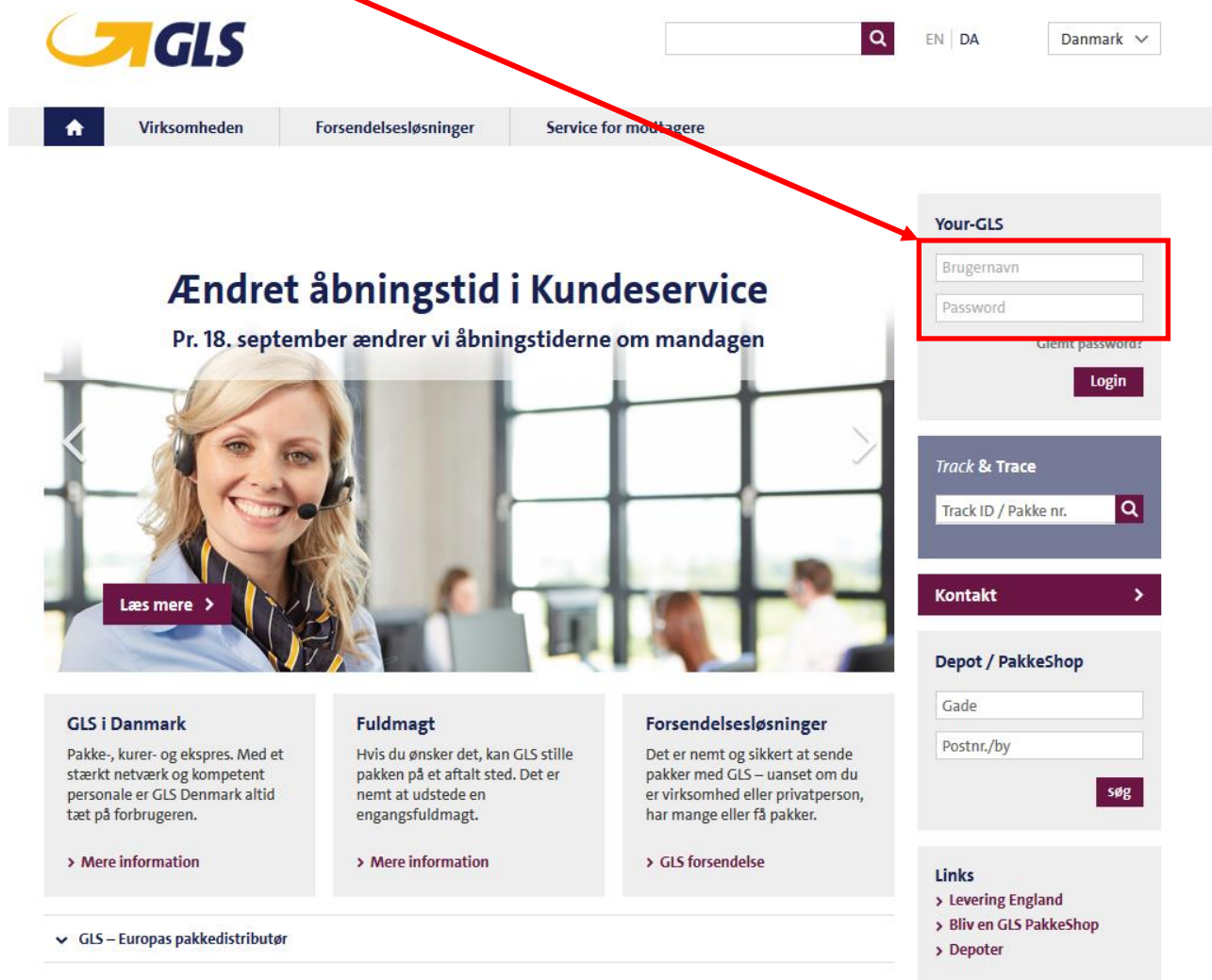
Følgende vejledning gælder al retur til BibMedia.

1. Gå til adressen: <https://gls-group.eu/DK/da/home>

2. Benyt login:

Brugernavn: 2080023700

Password: OBL

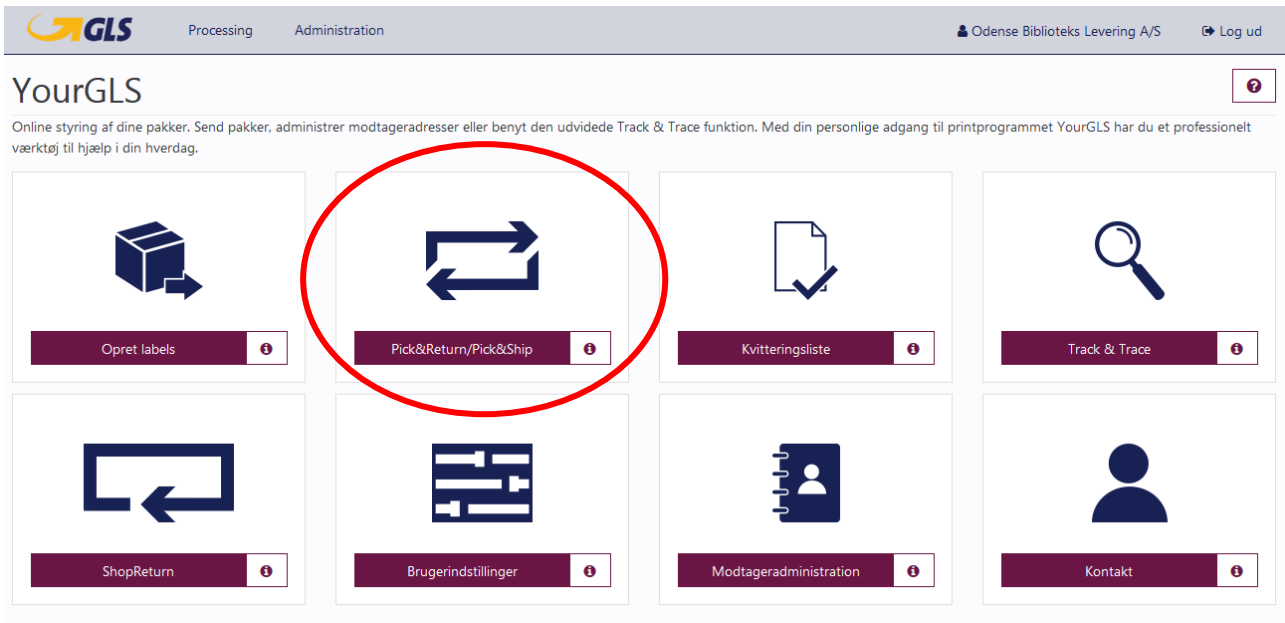


The screenshot shows the GLS website homepage. At the top left is the GLS logo. To the right are search and language options (EN | DA) and a location dropdown (Danmark). A navigation bar contains 'Virksomheden', 'Forsendelsesløsninger', and 'Service for modtagere'. The main banner features a smiling customer service representative and the text 'Ændret åbningstid i Kundeservice' with a date change. Below the banner are three informational boxes: 'GLS i Danmark', 'Fuldmagt', and 'Forsendelsesløsninger'. On the right side, there is a 'Your-GLS' login section with fields for 'Brugernavn' and 'Password', a 'Login' button, and a 'Track & Trace' section with a search field for 'Track ID / Pakke nr.'. Below that is a 'Kontakt' button and a 'Depot / PakkeShop' section with fields for 'Gade' and 'Postnr./by' and a 'Søg' button. At the bottom right, there is a 'Links' section with options like 'Levering England', 'Bliv en GLS PakkeShop', and 'Depoter'. A red box highlights the login fields, and a red arrow points from the instructions above to this box.

Ved spørgsmål, kontakt venligst kundeservice:

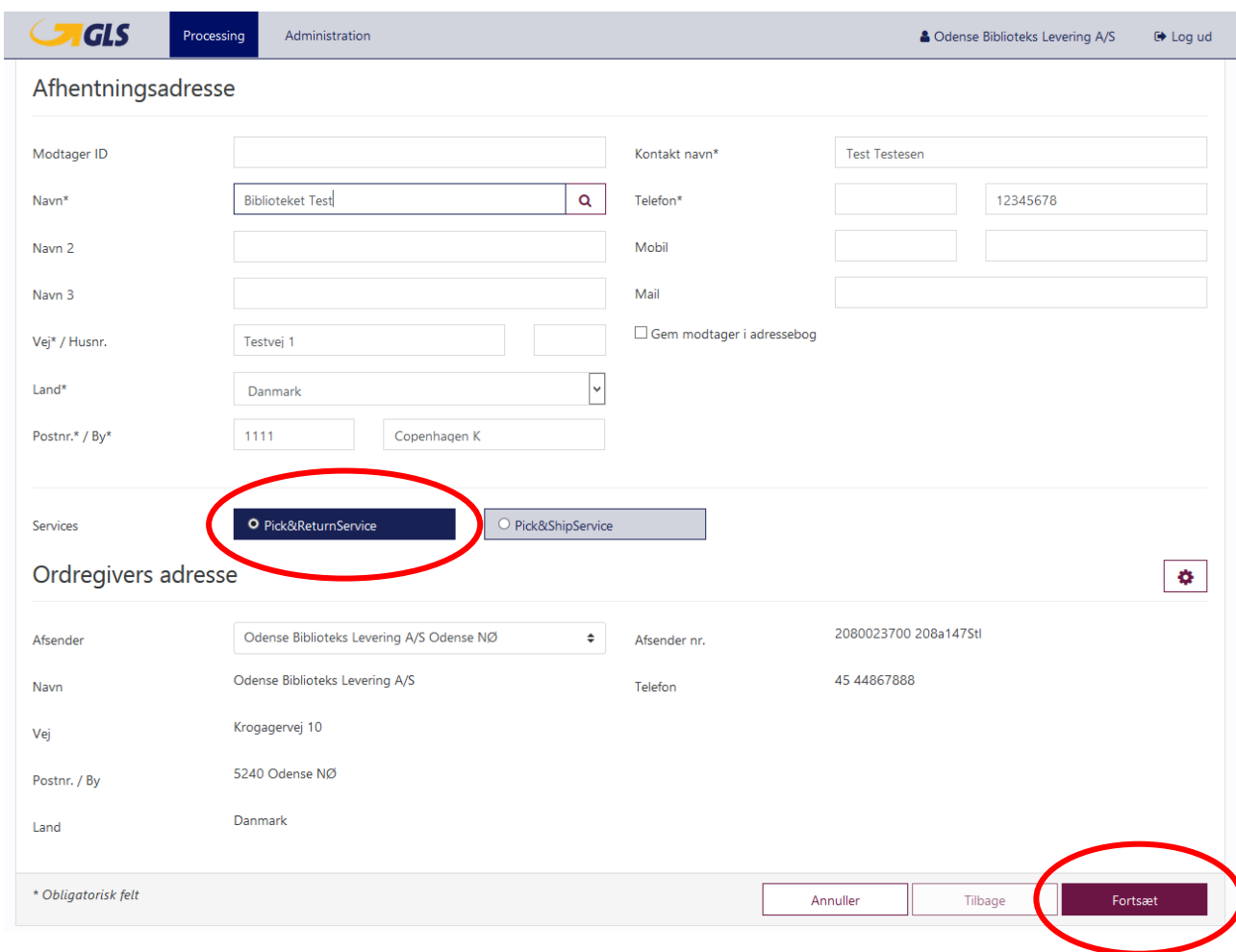
Tlf.: **4486 7888** eller mail: kundeservice@bibmedia.dk

3. Vælg muligheden **Pick&Return/Pick&Ship**.



The screenshot shows the 'YourGLS' dashboard with a grid of icons. The icon for 'Pick&Return/Pick&Ship' (two arrows forming a square) is circled in red. Other icons include 'Opret labels', 'Kvitteringsliste', 'Track & Trace', 'ShopReturn', 'Brugerindstillinger', 'Modtageradministration', and 'Kontakt'.

4. Sørg for at **Pick&ReturnService** er valgt. De obligatoriske felter udfyldes og der trykkes **Fortsæt**.



The screenshot shows the 'Afhentningsadresse' form. The 'Services' section has 'Pick&ReturnService' selected with a radio button, which is circled in red. The 'Fortsæt' button at the bottom right is also circled in red. The form contains fields for recipient and sender information.

Afhentningsadresse	
Modtager ID	
Navn*	Biblioteket Test
Navn 2	
Navn 3	
Vej* / Husnr.	Testvej 1
Land*	Danmark
Postnr.* / By*	1111 Copenhagen K
Kontakt navn*	Test Testesen
Telefon*	12345678
Mobil	
Mail	
<input type="checkbox"/> Gem modtager i adressebog	
Services	<input checked="" type="radio"/> Pick&ReturnService <input type="radio"/> Pick&ShipService
Ordregivers adresse	
Afsender	Odense Biblioteks Levering A/S Odense NØ
Afsender nr.	2080023700 208a1475t1
Navn	Odense Biblioteks Levering A/S
Telefon	45 44867888
Vej	Krogagervej 10
Postnr. / By	5240 Odense NØ
Land	Danmark
* Obligatorisk felt	
Annuller Tilbage Fortsæt	

5. Der vælges **BusinessParcel** og i Vægt skrives der **8** uanset hvor meget kassen vejer.

Hvis der er flere kasser til retur, klikkes på **Tilføj pakke med samme vægt**, indtil man har det ønskede antal kasser.

6. Der trykkes **Afslut**.

The screenshot shows the GLS web interface for creating a return order. The header includes the GLS logo, 'Processing Administration', and 'Odense Biblioteks Levering A/S'. The main heading is 'Pick&Return/Pick&Ship'. Below this, there is a section for 'Afføringsadresse Modtager' with the address: 'Biblioteksmedier, Energivej 9, 2750 Ballerup, Odense Biblioteks Levering A/S, Krogagervej 10, 5240 Odense NØ'. The 'Produkter og services' section has 'Produkt' with 'BusinessParcel' selected (circled in red) and 'SameDaySolution' unselected. 'Services' has 'AddOnLiabilityService' unselected. 'Dato*' is '21/09/2017' and 'Afsender ref.nr.' is empty. The 'Vægt' field contains '8' (circled in red) and 'kg'. Below the weight field are buttons for 'Tilføj pakke' and 'Tilføj pakke med samme vægt'. At the bottom, there are buttons for 'Annuller', 'Tilbage', and 'Afslut' (circled in red). A note at the bottom left says '* Obligatorisk felt'.

6. Returafhentningen er nu udført og GLS vil typisk komme dagen efter. Chaufføren medbringer adresselabel til kassen, I skal blot sørge for at kassen er placeret det sted, hvor GLS normalt leverer pakker til jer.

The screenshot shows the GLS web interface after the return order has been created. The header is the same as in the previous screenshot. The main heading is 'Pick&Return/Pick&Ship'. Below this, there is a section for 'Din ordre er udført.' with the text: 'Din ordre er udført. Detaljerne for ordren kan dannes. Klik på "Print detaljer".' At the bottom right, there are buttons for 'Tilbage' and 'Print detaljer'.