ShipGCI Online Portal

Booking Your Shipment


Bookings can be created on the "Create a Booking" tab (**A**) on the intranet home page. All pertinent directions and information can be found within the page.

The ShipGCI team will contact the person requesting the booking within an hour of submission to confirm receipt of the request.

Tracking Your Shipment

Access the tracking portal via http://shipgci.webtracker.wisegrid.net to view your shipment.

The default search layout created for GCI is called "**NORMAL SEARCH**" and can be selected from the drop-down menu at **1**.
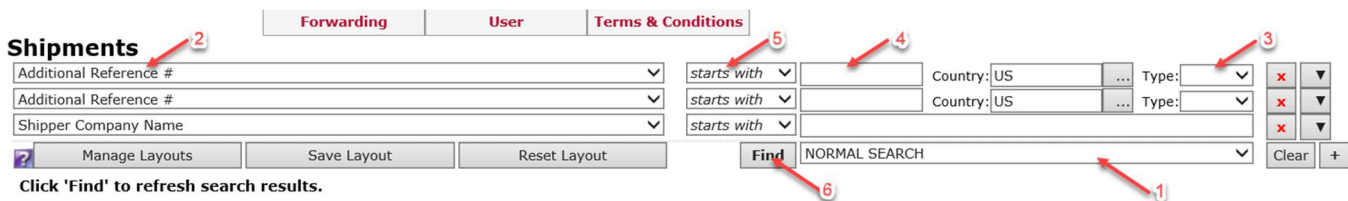
With "**Normal Search**" selected, the user can easily choose criteria to search by. The "**Additional Reference #**" category (**2**) can be used to search by any of the below fields, by selecting the three letter "**Type**" (**3**) and entering the desired information in the text box (**4**).

Additional Reference Type (Legend)

Country	Type	Type Description
US	APR	Material Requester's Name (who requested the materials be pulled)
US	CPO	PO # (if applicable)
US	EXC	ShipGCI notes about abnormal shipments
US	GAC	GCI Account Code / Project # / Task #
US	MAB	ShipGCI Master Bill #
US	POD	Name of person who accepted the delivery (if delivered)
US	RDD	Need-By-Date (mm/dd/yyyy)
US	REQ	Shipping Requester's Name (who requested the ShipGCI booking)

Example:
 If the user would like to search for a shipment by project number, the user can select "GAC" as the "Type" and enter the project code in the text box.
If the user would like to search only by task number, the user can follow the same steps but change the drop down (**5**) from "starts with" to "contains" since task number will not be listed at the start of the field within which it resides (project codes are listed "project. task").

The user can further refine the search by adding additional criteria in the second "Additional Reference #" row using the same instructions.
The last row allows the user to search by vendor name for PO shipments coming from vendors. Again, the user has the option to select "contains", or "exact" in addition to "starts with" when searching the name.
When all desired criteria are filled in, simply press "Find" (**6**).

Search Results

At the header level of the search results page, the visible fields include: Shipment # (emailed to requester at the time of pick-up), Order Ref # (PO # if applicable), Goods Description (sometimes simplified and generalized for security reasons), Packs (number and type of package sent), Actual Pickup (date and time of actual pickup from origin), ETA (estimated time of arrival at final destination), Last Milestone Date (date and time of most recent tracking "milestone"), Last Milestone Description (see key below), Shipper (origin party), Shipper Full Address (origin location), Consignee (receiving party), Consignee Full Address (receiving destination).

Status Name	Description
DISPATCHED	The ShipGCI team has created the booking
PICKED UP	The item has been picked up from location of origin
IN TRANSIT	The item is en route to final destination
ARRIVED	The item has arrived in destination city / destination port
DELIVERED	The item has been delivered to destination address

By clicking on a "Shipment #", the user can enter the booking and view all other shipment details. The shipper's notes ("EXC" row in "Additional Reference Numbers") will show notes from the ShipGCI team on problem shipments.

Contact

Please reach out to dispatch@shipgci.com for any additional questions or concerns about your shipments or call the team at (833)744-7424. Team members are now located within the PMO group at AOC (1001 Northway Drive) and within GCI's warehouse at 4901 Fairbanks Street in Anchorage.