



GCM EXPRESS
TRINIDAD

HOW TO PRE-ALERT

YOUR
INVOICE

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IG C.M And Air-Maritime Customs Brokerage Co. Ltd
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Shopping from your favourite online stores like **Amazon** , **TEMU** , **Shein**, or **eBay** is exciting, especially when you're using **GCM Express** to ship your purchases . But did you know that you can speed up the shipping process and ensure a smooth delivery by pre-alerting your package?

If you're new to our pre-alert system ? Here's a simply easy step-by-step guide to using our pre-alert system via your GCM Express customer Portal so your packages are processed faster and smoother .

What's Pre-alert in Shipping and Why Is It Important?

A pre-alert lets GCM Express team know that your package is on its way to our Miami warehouse. By providing us with key information like the tracking number and details about your order, we can use that information once your package is scanned after the delivery; this way we can get it to you without delays. It's like giving us a heads-up to get things moving faster!

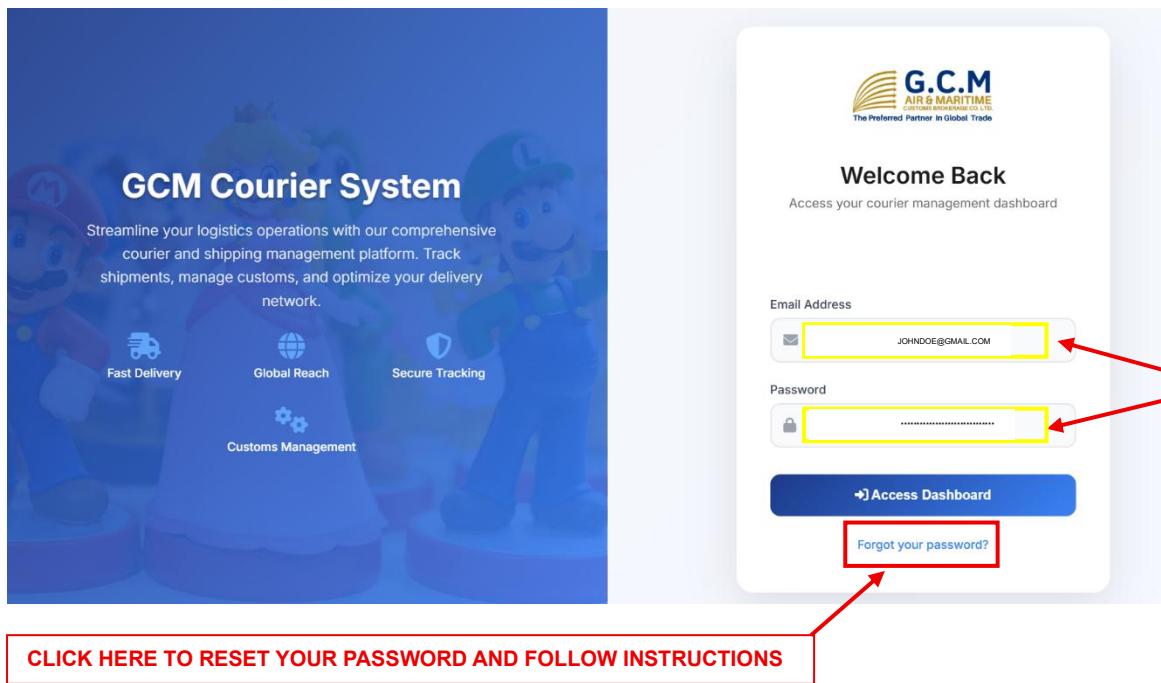
What Do You Need to Pre-alert Your Package?

Before you start the pre-alert process, make sure you have the following information available :

- **Online Store**
- **Invoice of your order**
- **Description**
- **Package Value**
- **Tracking number**

Step-by-Step on How to Pre-alert Your Package (s)

1. Log in to your GCM Express Customer Portal



GCM Courier System

Streamline your logistics operations with our comprehensive courier and shipping management platform. Track shipments, manage customs, and optimize your delivery network.

Fast Delivery Global Reach Secure Tracking Customs Management

Welcome Back
Access your courier management dashboard

Email Address:

Password:

Access Dashboard

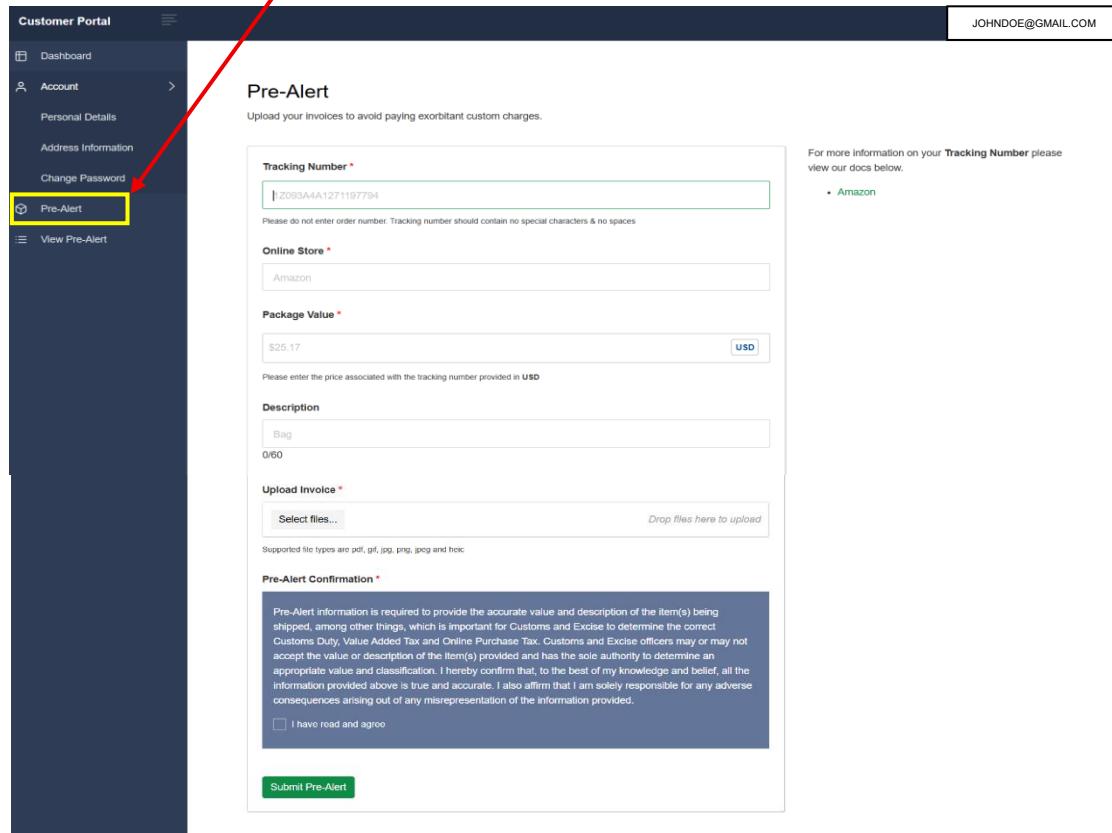
[Forgot your password?](#)

CLICK HERE TO RESET YOUR PASSWORD AND FOLLOW INSTRUCTIONS

Email would be the email you used when signing up with GCM if you have forgotten please feel free to contact customerservice so we can assist you.

2. Go to the Pre-alert Section

Once you are logged in, click on Pre-alert on the side menu and fill information as required .



Customer Portal

JOHNDOE@GMAIL.COM

Dashboard Account Personal Details Address Information Change Password **Pre-Alert** View Pre-Alert

Pre-Alert

Upload your invoices to avoid paying exorbitant custom charges.

Tracking Number *
J1093AAA1271197794

Please do not enter order number. Tracking number should contain no special characters & no spaces

Online Store *
Amazon

Package Value *
\$25.17 **USD**

Please enter the price associated with the tracking number provided in **USD**

Description
Bag
0/60

Upload Invoice *
Select files... Drop files here to upload

Supported file types are pdf, gif, jpg, png, jpeg and htc

Pre-Alert Confirmation *

Pre-Alert information is required to provide the accurate value and description of the item(s) being shipped, among other things, which is important for Customs and Excise to determine the correct Customs Duty, Value Added Tax and Online Purchase Tax. Customs and Excise officers may or may not accept the value or description of the item(s) provided and has the sole authority to determine an appropriate value and classification. I hereby confirm that, to the best of my knowledge and belief, all the information provided above is true and accurate. I also affirm that I am solely responsible for any adverse consequences arising out of any misrepresentation of the information provided.

I have read and agree

Submit Pre-Alert

3. Information required for Pre-alert form - (*SEE info provided below)

- a. **Tracking Number:** Enter the tracking number provided by the seller (you can find it on your order details or the track section of your order). This will help us identify your package once it arrives at our Miami warehouse.
- b. **Online Store :** Add the name of the store where you purchased your items.
- c. **Package Value:** Input the total value of your order as shown on the invoice. This is crucial for customs processing.
- d. **Package Description:** Add a brief description of the items you purchased
- e. **Upload the Invoice:** Attached the invoice for your order; this will be needed for customs clearance.



Upload Invoice *

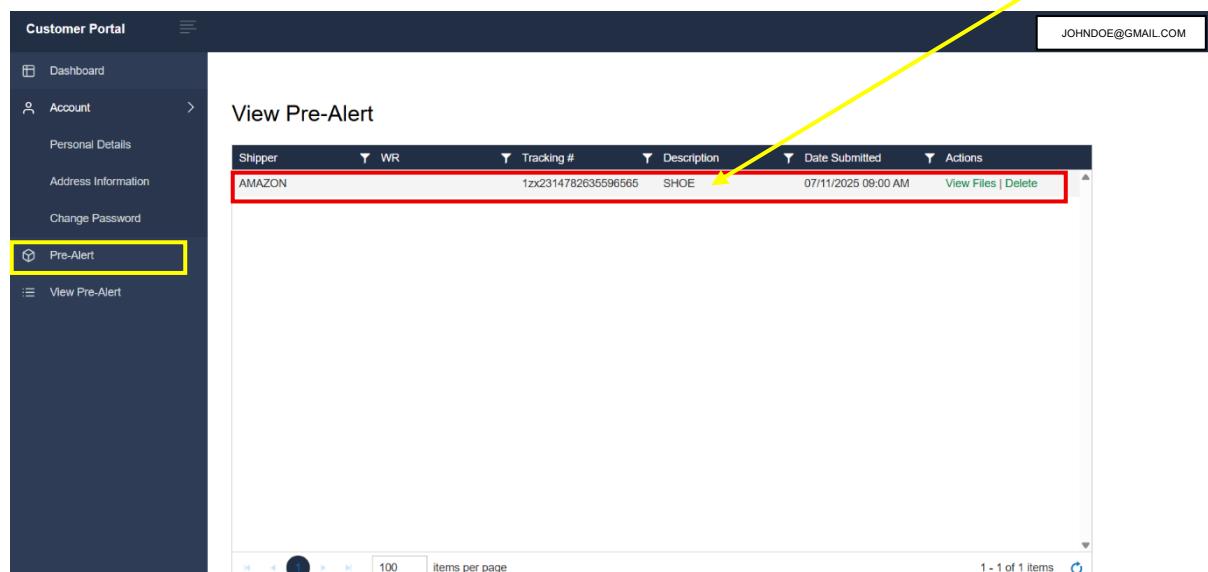
Select files... Drop files here to upload

 -538412270.pdf 4.90 KB X

Supported file types are pdf, gif, jpg, png, jpeg and heic

Once all the above steps have been completed you can then proceed to click on confirmation and your invoice once accepted will be uploaded to the Portal . Please note if you would like to review you can check in your pre-alert tab in your customer profile .

4. Pre-alert Invoices -Once Uploaded this is how your Pre-alert page would look on your Dashboard



Customer Portal JOHNDOE@GMAIL.COM

Dashboard

Account >

Personal Details

Address Information

Change Password

Pre-Alert View Pre-Alert

View Pre-Alert

Shipper	WR	Tracking #	Description	Date Submitted	Actions
AMAZON		1zx2314782635596565	SHOE	07/11/2025 09:00 AM	View Files Delete

100 items per page

1 - 1 of 1 items

HOW TO ?

HOW TO RE-VIEW PRE-ALERT INVOICE

Customer Portal

Dashboard

Account

Personal Details

Address Information

Change Password

Pre-Alert

View Pre-Alert

Shipper	WR	Tracking #	Description	Date Submitted
AMAZON		1zx2314782635596565	SHOE	07/11/2025 09:00 AM

Pre-Alert Files

be28f28f97f9f8b17ad7eace45954ac1.pdf

View Download

CLICK VIEW FILES AND WHEN WINDOW POPS UP CLICK VIEW OR DOWNLOAD

Items per page: 100

HOW TO DELETE A PRE-ALERT INVOICE

gcmexpress.gcmamtt.com/customerdashboard/Viewprealert

JOHNDOE@GMAIL.COM

View Pre-Alert

Shipper	WR	Tracking #	Description	Date Submitted	Actions
AMAZON		1zx2314782635596565	SHOE	07/11/2025 09:00 AM	View Files Delete

Are you sure you want to delete this Pre alert?

OK Cancel

CLICK ON DELETE

Items per page: 100