



Introduction – What is data importing?

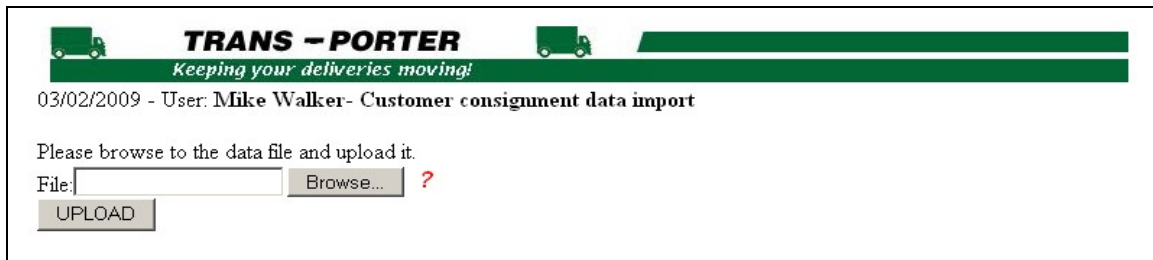
All consignment information is data and we need to get the data about your consignments into Trans-Porter so that we can carry out your collections and deliveries. There are three main ways of carrying this out.

1. **The manual way** – Using this method you can telephone our customer service team, fax them or send them an email detailing what you want collected and delivered and when you want your instructions carried out. This is a method that is still used by many of our customers and we are always happy to receive your instructions in this way.
The downside to this method is that you have to stop what you are doing, possibly type up a fax or email instruction, or maybe spend some time on the telephone talking to our customer service team. There is also the risk of errors being created during the transfer of the information from your system to ours.
2. **Using Trans-Porter** – A lot of our customers are now seeing the benefit of registering on Trans-Porter, our online consignment management system. This allows you to enter your consignment details directly onto our computer and then monitor the progress of the consignment. You can also track and trace your consignments as well as receive POD (proof of delivery) notifications. By using Trans-Porter, you can save yourself time and eliminate keying errors.
3. **Data importing** – If you send a considerable number of consignments each day then you may like to try using our data import function. This method allows you to send a file from your own computer system directly into Trans-Porter which will generate the consignments automatically. All that is required is an industry standard CSV (Comma Separated Values) file containing your consignment details in the layout required by Trans-Porter. Most computer systems are already capable of producing a CSV file in the required format with very little extra work. The Trans-Porter IT team are more than willing to advise you and help you to setup data importing.

How to.....Import consignments

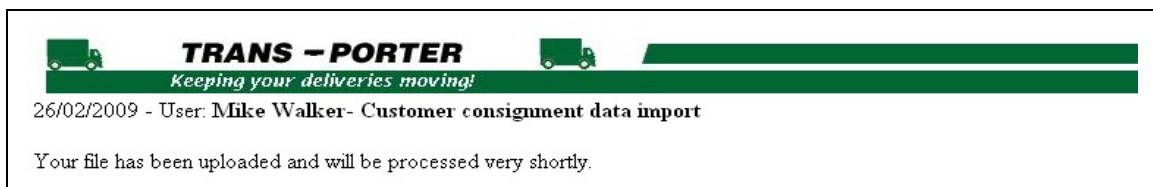
Having prepared your CSV file for importing, you should make sure that it is saved somewhere that you can find it, e.g. on your desktop.

Login to Trans-Porter.
Click on *Import* on the main menu.



The screenshot shows the Trans-Porter web interface. At the top is the logo and tagline. Below it, the text reads "03/02/2009 - User: Mike Walker- Customer consignment data import". A message says "Please browse to the data file and upload it." There is a "File:" label followed by a text input field, a "Browse..." button, and a red question mark icon. Below these is an "UPLOAD" button.

Click on *Browse* and locate your data file.
Click on *Upload*.



The screenshot shows the Trans-Porter web interface with a confirmation message. At the top is the logo and tagline. Below it, the text reads "26/02/2009 - User: Mike Walker- Customer consignment data import". The message says "Your file has been uploaded and will be processed very shortly."

You should receive a message saying that your file has been uploaded and is due to be processed. If there is a problem uploading your file then you will receive a message.

Processing of your file will start immediately and the time taken will depend upon how many consignments you have uploaded.

You can view your uploaded consignments using the Consignment History button on the main menu and entering the appropriate dates. Please note that this search operates on the consignment collection date and not the entry date.

As with manually entered consignments, you now have at least five minutes during which time you can edit them.

On the next page is the format for a Trans-Porter import CSV.



CSV Format

	Description	Type	Size	Notes
0	Collection name	Text	40	Required
1	Collection address line 1	Text	40	Required
2	Collection address line 2	Text	40	
3	Collection address line 3	Text	40	
4	Collection address line 4	Text	40	Required
5	Collection address line 5	Text	40	
6	Collection postcode	Text	10	Required
7	Collection phone	Text	20	
8	Delivery name	Text	40	Required
9	Delivery address line 1	Text	40	Required
10	Delivery address line 2	Text	40	
11	Delivery address line 3	Text	40	
12	Delivery address line 4	Text	40	Required
13	Delivery address line 5	Text	40	
14	Delivery postcode	Text	10	Required
15	Delivery phone	Text	20	
16	Customer reference 1	Text	30	
17	Customer reference 2	Text	30	
18	Date collection due	Date	10	Required 2009-12-31
19	Collection time	Text	20	
20	Date delivery due	Date	10	Required 2009-12-31
21	Delivery time	Text	10	
22	Service level	Text	10	Required AM / Eco bookin / Economy / Next day / Same day / Saturday / Timed
23	Item	Text	50	Required e.g. Pallet
24	Quantity	Integer	3	Required
25	Weight	Integer	10	kg
26	Notes	Text	255	
27	Hazardous	Integer	1	Required 0=Non-haz / 1=Haz
28	Reserved for future use			
29	Reserved for future use			
30	Reserved for future use			

After this you may add as many groups of the following three lines as are required.

X	Item	Text	50	Required e.g. Pallet
X	Quantity	Integer	3	Required
X	Weight	Integer	10	kg

Example data

Mike Cox,Steve Porter Transport Ltd.,Dallimore House,Somerton Industrial Park,Cowes,Isle of Wight,PO31 8PB,01983 291732, Mike Cox,24 Acacia Avenue,,Cowes,Isle of Wight,PO32 6UZ,01983 299299,TEST 1,TEST 2,2009-02-02,10:00,2009-02-03,12:00,Next day,A Pallet,2,100,Please call before delivery,0,,

Mike Cox,24 Acacia Avenue,,Cowes,Isle of Wight,PO32 6UZ,01983 299299, Mike Cox,Steve Porter Transport Ltd.,Dallimore House,Somerton Industrial Park,Cowes,Isle of Wight,PO31 8PB,01983 291732,TEST 1,TEST 2,2009-02-02,10:00,2009-02-03,12:00,Next day,C Pallet,1,500,Urgent delivery ,0,,