

How To Bulk Import Shipments From A File

Using bulk upload you can import shipments from files, such as CSVs, which can be exported from most platforms.

To get started, click “**Shipments**” on the left-hand menu to reveal dropdown options & click “**Bulk Upload Parcels**”.

We have provided an example template for user's to download which can be located under '**Upload File Requirements**'

Step 1) Select your CSV or tab delimited file.

1. If your file contains headers (e.g. name for each column in the data), leave the box ticked.
2. If you haven't previously made a “**mapping**” for the file, click “**Create a new Mapping**”. If you've previously saved a mapping for the files format, you can select the template here.
3. You'll also need to let us know the content type of the shipment. Currently, you'll have to separate the printed matter from non-printed into different files before upload.

Step 2) Here, you'll be asked to “**Match the Details**”. You'll need to match your data's headers into names that we recognise. For example, your data header may be called “**addressee name**”, whereas our corresponding mandatory field is “**Recipient Name**”.

1. Click the edit pencil in the “**mandatory fields**” column & you'll be able to select a field from the drop-down that should represent the column.
2. Click the save icon next to the drop down once the corresponding mandatory field is selected.
3. Once all mandatory fields have been mapped, you'll be able to “**Save The Mapping**” or “**Upload**”. If you upload this file in the same format regularly, it is recommended to **save the mapping** to avoid repetitive mapping.
4. Click “**Upload**” in the bottom right, and your data will be processed.

Tip: If you know your CSV file always contains the same headers, such as a CSV file downloaded from the same marketplace, **save your mapping** in the bottom-right of step 2 so we can skip this step in the future.

Step 3) Will show you a summary of your shipment. Here data will be validated, and recommendations will be displayed (if any), such as “**incorrect postcode for this city**” – but these do not need to be acted upon. Errors will also be displayed, which would occur when the postcode format does not match that expected for the country - which must be corrected before closing the shipment.

1. Once you're ready to print, click “**Print All Labels**”.
2. **Once you're done, click “Close Shipment” so we know your data is finalised.**

Revision #4

Created Tue, Mar 24, 2020 1:31 PM by Luke Turnbull

Updated Tue, May 17, 2022 12:33 PM by Admin