

# QUICK REFERENCE GUIDE

# HOW TO BULK CREATE SHIPMENTS

## Consolidate and upload large volumes of shipments in one action

Save time and improve efficiency. Ideal if you create a high number of consignments regularly. Upload all your shipping information as a MyTeamGE supported excel file and MyTeamGE will do the rest - validate, manifest and print shipping documents.

SETTINGS

UPLOAD  
SHIPMENTS

UPLOAD  
HISTORY

ERROR  
HANDLING

This document provides a guide to bulk upload setting configuration, bulk upload shipments, upload history and error handling.

## CONFIGURE BULK CREATE SETTING

### 1. SELECT BULK CREATE SETTINGS

From the BULK CREATE menu option.

### 2. BULK CREATE SETTINGS PAGE WILL APPEAR WITH DEFAULT SETTINGS

**Note:** These settings are available to configure only if the user is not part of a group. For users within a group, the Group Admin is responsible for the configuration of the settings (and cannot be altered by the user).

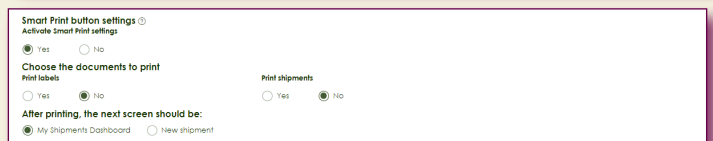
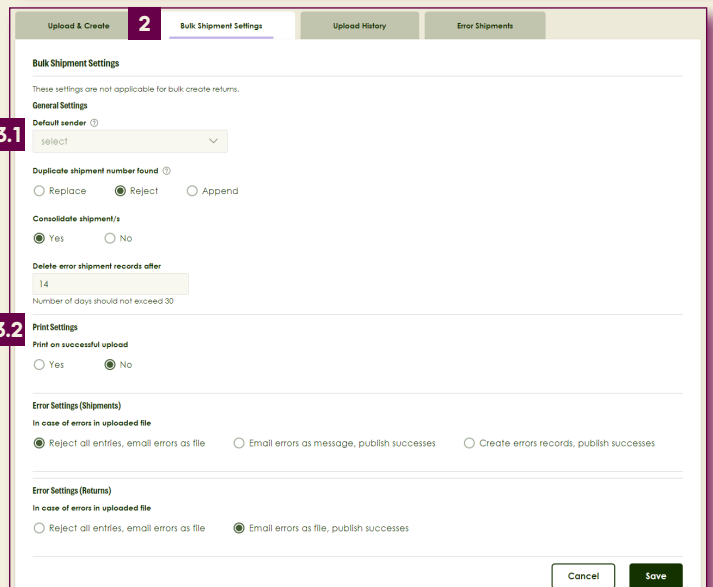
### 3. CONFIGURABLE SETTINGS INCLUDE:

3.1. - GENERAL SETTINGS - only applicable to shipments

SETTING	DESCRIPTION
Default Sender	Specify a default Sender to consider when shipment files are being imported without providing the Sender is in the file.
Duplicate shipment number found	Indicate the action to be taken when importing a shipment that has the same shipment ID which is already existing in MyTeamGE database.
Consolidate Shipment/s	Specify whether the shipments need to be consolidated.
Delete error shipments after	Specify the duration (days) for how long error shipments should be kept in MyTeamGE. The duration should be 30 days or less.

3.2. - PRINT SETTINGS - Available only if you have installed Advanced Print Client and have an active print profile with Smart Print enabled for labels and shipments

SETTING	DESCRIPTION
Print on successful upload	Specify whether the relevant shipment documents should be printed on successful upload.
Print documents	Indicate what documents should be printed if "Print on successful upload" is set to "Yes".



### 3.3 - ERROR SETTINGS for SHIPMENTS

SETTING	DESCRIPTION
Reject all entries, email error as file	When there are one or more errors in the upload file, reject all the shipments and email a file with error shipments.
Email errors as file, publish success	When there are one or more errors in the upload file, publish the shipments with no errors to Shipment Tab and email a file with error shipments.
Create error records, publish success	When there are one or more errors in the upload file, allow to create the error shipments and publish only the shipments with no errors to Shipment Tab. Error shipments can be accessed from Upload History tab.

## BULK UPLOAD SHIPMENT FILE

### 1. GO TO UPLOAD & CREATE TAB

### 2. DOWNLOAD SHIPMENTS TEMPLATE

Refer the Shipment guidelines document for details on completing the Shipments file.

A sample shipment template can be found here.

### 3. SELECT UPLOAD TYPE (SHIPMENT OLD FORMAT, NEW MYTEAMGE FORMAT OR RETURNS) AND UPLOAD THE FILE

**Note:** A message displays advising the file type and format has been checked. Once successful, the file upload will commence.

### 4. ONCE YOUR FILE IS PROCESSED

MyTeamGE notifies you via the dashboard. Click the bell icon to view the notifications:

- Bulk create shipments – partially created (displaying number of records successfully created) OR
- Bulk create shipments – successful (displaying number of records successfully created) OR
- Bulk create shipments – failed

**Note:** MyTeamGE validates the data in the upload file. If any errors identified, depending on the settings, shipment creation will fail, or partial shipments will be created.

### 5. MANAGE SHIPMENTS SUCCESSFULLY CREATED

Shipments successfully created displays in the SHIPMENTS tab on the DASHBOARD. Print/reprint labels and perform other actions as required. Manage your manifests and/or book pickups from the manifest tab.

Status	Shipment ID	References	Dispatch date	Receiver company	Sender location	Receiver location	Carrier	Service	Manifest name
Printed	MYT7906447	3020203 # none...	07 Feb 2023	Receiver	SOUTHBEAK VIC 3006	MELBOURNE VIC 3004	Priority (Aus)	Parcel - Off Peak	MYT1068112
Printed	MYT792000088		08 Feb 2023	Agent Company	KARAWATHA QLD 4117	MELBOURNE VIC 3004	IFEC	Road Express	MYT1068111

## VIEW UPLOAD HISTORY

### 6. THE UPLOAD HISTORY TAB ON THE BULK UPLOAD SCREEN

Provides a list of view of your imports, including the status, date and time of upload, and even access to download the success and error files.

## ERROR HANDLING IN MYTEAMGE

Clicking on any SHIPMENT error record in the UPLOAD HISTORY tab will allow you to correct the data in MyTeamGE.

### 1. CLICK AN UNSUCCESSFUL OR PARTIALY SUCCESSFUL RECORD

The screen will reload and display a list of all SHIPMENTS that contain errors.

### 2. CLICK SHIPMENT ID TO OPEN A SHIPMENT WITH ERRORS

The shipment will open in the Create Shipment screen in a new browser tab.

### 3. CORRECT THE ERRORS HIGHLIGHTED, THEN PRINT & CLOSE THE SHIPMENT

## ERROR HANDLING - CORRECT & UPLOAD FILE

If the shipment creation fails, you are notified via the dashboard as well as receiving an email with the Shipment file attached. Error details get recorded in a separate column (Column A).

### 4. OPEN THE FILE AND REVIEW ERRORS IN COLUMN A

Dependent on error settings the error file will only display error records.

### 5. FIX ALL ERRORS

### 6. DELETE THE ERROR COLUMN A

### 7. SAVE THE FILE (XLS)

### 8. UPLOAD YOUR SHIPMENT FILE ON MYTEAMGE

Refer to Bulk Upload Shipment File section in this document.

