# 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.

SET	TINGS		UPLOAD UPLOAD SHIPMENTS HISTOR			T	ERROR HANDLING		
setting confi	ent provides a gui guration, bulk upl ry and error hand								
CONFIGURI	E BULK CREATE	SETTING		Homepage	Finance	My Admin	Help & Tips		
	K CREATE SETTING CREATE menu option.			Go to homepage Rate Enquiry Get rate Transit Time	Get Invoice Details Stationery Order stationery My Orders	User/Account settings Account approval Customer managemen User management My Profile	Heip & Ilps I FAQs Frequently asked questions About		
WITH DEFAUL Note: These set user is not part Group Admin is	TE SETTINGS PAGE T SETTINGS tings are available to of a group. For users v responsible for the co annot be altered by th	configure only if the vithin a group, the onfiguration of the		Centronal time Shipments Create a shipment Pickups Book a pickup Returns Create a return	Buik Create Buik create reignments Buik create reiums Buik abjornents settings	About me My accounts My notification preferen My contacts My renjorates My tempiates My user settings Printer settings Printer health check	About MylleamGE Contlact Contlact us Website Privacy policy Terms & Conditions Team Global Express		
3.1 GENERAL S	ABLE SETTINGS INC SETTINGS - only applic			Upload & Create 2 Bulk Shipment Settings These settings are not applicable	Bulk Shipment Settings	Upload History	Error Shipments		
SETTING Default Sender	DESCRIPTION Specify a default Sender shipment files are being providing the Sender is	g imported without		3.1     Defoult sender ③     Select      Duplicate shipment number foun      Replace      @ Reject	✓				
Duplicate shipment number found	Indicate the action to b a shipment that has the ID which is already exist database.			Consolidate shipment/s	er				
Consolidate Shipment/s	Specify whether the shi consolidated.	pments need to be		3.2 Print Settings Print on successful upload					
Delete error shipments after	Specify the duration (do shipments should be ke duration should be 30 c	pt in MyTeamGE. The		Ves No Error Settings (Shipments) In case of errors in uploaded file Reject all entries, email	errors as file 🔷 Email erro	ors as message, publish suc	ccesses O Create errors records, publish successes		
Advanced Print	TINGS - Available only Client and have an a bled for labels and sh	ctive print profile with		Error Settings (Returns) In case of errors in uploaded file Reject all entrifes, email i	errors as file 🛛 🖲 Email erro	ors as file, publish successe	s Cancel Save		
SETTING	DESCRIPTION						Cancer		
Print on successful upload	Specify whether the rele documents should be p upload.			Smart Print button settings ③       Activate \$mart Print settings	1 <b>t</b> Print shi	pments			
Print documents	Indicate what documer "Print on successful upl			Yes  No After printing, the next screen My Shipments Dashboard	> Yes	s 🖲 No			



#### 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**

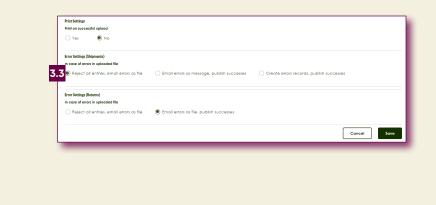
MyTeamGE notifies you via the dashboard. Click the bell icon to view the notifications:

- 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

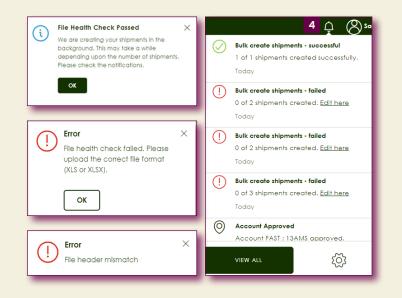
**Note:** MyTeamGE validates the data in the upload file. If any errors identified, depending on the settings, shipment creation will fail, or partial shipments will be created.

#### 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.











### **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.



Upload & Create	Bulk	: Shipment Settings		Ipload History	Error Shipments				
rror Shipments > N	ewBulk								
- 1 of 1 records						Created From	From	To 16-02-2023 🛗	Q
Delete									
) Delete Shipmenl ID 💲	References	Upload C date	Dispatch ‡ date	Receiver Company	Sender C	Receiver C	Carrier :	Service 0	Ø

Carrier Information			
Corrier		Service	
Priority (Aus)	$\sim$	Parcels - Overnight	~
Dispatch date		Contains dangerous goods? 🕐	
Tuesday, 21 Feb 2023	<b></b>	🔿 Yes 🔘 No	
Sender & receiver			
Sender	0	Receiver	Receiver group ③
COM	$\sim$	Bulk Return Receiver one	$\sim$
DEMO1 DEMO3N U 3401 250 City Rd SOUTHBANK VIC 3005 AU 61-412547555	🖉 Edit	Bulk Return Contact Receiver one Address Line 1 Address Line 2 MELBOURNE VIC 3000 AU 61-435822966	0 Edit
Who pays		Account number	C
Sender	~	302702, AEROSPACE DIVISION	~
Sender notifications	۲	Receiver notifications	C
3 email & 1 SMS contact set. <u>Edit</u>		1 email & 1 SMS contact set. <u>Edit</u>	
References			
Shipment reference 1		Shipment reference 2	
Select reference 1	$\sim$		
Enter a volid reference value		Entervolue	

