

GUIDELINES

BULK CREATE RETURNS GUIDELINES

How to prepare the input file for creating returns in bulk

Bulk create returns saves time by consolidating and uploading large volumes of return shipments in one action.

FILE RESTRICTIONS

- Ensure that the imported file type is Excel (XLSX or XLS).
- Ensure that the total size of the file does not exceed the maximum limit of 5 MB.
- Ensure that the total number of rows in the file is within the maximum limit of 5,000 excluding the header.
- Ensure that the data columns within the file are not deleted or interchanged.
- Ensure that the file contains at least one line of returns data.

POINTS TO REMEMBER

- Use the first worksheet of the spreadsheet.
- The first row in each column must include all headings in the table below.
- Mandatory fields cannot be left blank.
- Each return line must be on a separate row.
- Complete the return details by adding the necessary information in separate fields as per the column headings. Refer to the table below for specific requirements.
- The file name of the bulk upload file must NOT have any spaces.
- For the Carrier field, the Carrier code must be provided instead of the Carrier name.
- For the Service field, the Service code must be provided instead of the Service name.
- Only the following special characters are allowed: @#\$%&_-'./?

INPUT FILE – FIELD SPECIFICATIONS

Different values in the 'Type' column below:

- M Mandatory
- O Optional
- M/O Mandatory if the dependent column is selected, otherwise optional.

Input File Column	Column in File	Corresponding UI Field	Maximum Length	Type	Allowed Value	Validations / Restrictions
CarrierID	A	Carrier	4	M	Appropriate value from the list of carrier codes. E.g. TNQX	
DispatchDate	B	Dispatch date	10	M	Format must be DD-MM-YYYY E.g. 01-07-2019	Dispatch date must be next business day or later.
ServiceCode	C	Service		M	Appropriate value from the list of service codes.	
ProductCode	D			M/O	Appropriate value from the list of product codes. Contact your account manager if you are not able to find the product code.	This field is applicable and mandatory if the Carrier is Priority.
ServiceMode	E	Not applicable for Returns. Can be left blank.				
ShipmentNumber	F					
TempType	G					
TempPickUp	H					
TempRangeFrom	I					
TempRangeTo	J					
ChargeTo	K	Who Pays	1	M	Allowed Values: S, R, T	S - Sender, R - Receiver, T - Third Party
AccountCode	L		20	M	Any valid account code.	
DeliveredInDepot	M	Not applicable for Returns. Can be left blank.				
HoldInDepot	N					
SenderCountry	O	Sender Address details	2	M	E.g. AU	
SenderCompanyName	P		50	M	E.g. Jims Plumbing	
SenderAlias	Q		20	M/O	This is the "Alias" field on the contact record on MyTeamGE.	Mandatory for Toll Works BUs: Intermodal & Specialised, Tasmania For other BUs, SenderAlias is optional.
SenderAddressLine1	R		80	M	E.g. 464 St Kilda Road	
SenderAddressLine2	S		80	O		

Input File Column	Column in File	Corresponding UI Field	Maximum Length	Type	Allowed Value	Validations / Restrictions	
SenderSuburb	T	Sender Address details	40	M	E.g. Melbourne		
SenderState	U		3	M	E.g. VIC		
SenderPostcode	V		6	M	E.g. 3004		
SenderContactName	W		40	M	E.g. John Smith		
SenderContactPhoneNumber	X		20	M	No spaces in the number Format e.g. Landline: +61387689687 Mobile: 61-423675823		
SenderContactEmail	Y		50	O	E.g. test@jims.com		
SenderDGContactName	Z	Not applicable for Returns. Can be left blank.					
SenderDGContactPhoneNumber	AA						
ReceiverCountry	AB	Receiver Address details	2	M	E.g. AU	Refer to the list of valid country codes.	
ReceiverCompanyName	AC		50	M	E.g. Orion		
ReceiverAlias	AD		20	M/O	This is the "Alias" field on the contact record on MyTeamGE.	Mandatory for Toll Works BUs: Intermodal & Specialised, Tasmania For other BUs, SenderAlias is optional.	
ReceiverAddressLine1	AE		80	M	E.g. 54 Swan Street		
ReceiverAddressLine2	AF		80	O			
ReceiverSuburb	AG		40	M	E.g. Mulgrave		
ReceiverState	AH		3	M	E.g. VIC		
ReceiverPostcode	AI		6	M	E.g. 3170		
ReceiverContactName	AJ		40	M	E.g. John Smith		
ReceiverContactPhoneNumber	AK		2-	M	No spaces in the number Format e.g. Landline: +61387689687 Mobile: 61-423675823		
ReceiverContactEmail	AL		50	O	test@orion.com		
ReceiverSpecialInstructions	AM		80	O	Special instructions for delivery		
ThirdPartyCompanyName	AN		Third Party Address details	50	M/O	E.g. Orion	Mandatory if ChargeTo is "T" (Third Party)

Input File Column	Column in File	Corresponding UI Field	Maximum Length	Type	Allowed Value	Validations / Restrictions
ThirdPartyAddressLine1	AO	Third PartyAddress details	80	M/O	E.g. 54 Swan Street	Mandatory if ChargeTo is "T" (Third Party)
ThirdPartyAddressLine2	AP		80	O		
ThirdPartySuburb	AQ		40	M/O	E.g. Mulgrave	
ThirdPartyState	AR		3	M/O	E.g. VIC	
ThirdPartyPostcode	AS		6	M/O	E.g. 3170	
ThirdPartyContactName	AT		40	M/O	E.g. John Smith	
ThirdPartyContactPhoneNumber	AU		20	M/O	No spaces in the number Format e.g. Landline: +61387689687 Mobile: 61-423675823	
ThirdPartyContactEmail	AV		50	O	test@orion.com	
ExtraService	AW	Not applicable for Returns. Can be left blank.				
FoodPackagingFlag	AX					
Shipment reference 1	AY					
Shipment reference 2	AZ					
QuoteNumber	BA					
PurchaseOrderNumber	BB					
BillingType	BC	Billing Type	255	O	ContactSales orAccount Manager if required.	Potentially used for IPEC Fashion and Local Service
BillingCode	BD		3	O		
Description	BE	Item Description	50	M	E.g. Pallets	
Sender Reference	BF	Item reference	13	O		Allowed special characters are -_*@#/\$%&.\'?:;
Receiver Reference	BG	Not applicable for Returns. Can be left blank.				
NumberItems	BH	No. of items	4	M	e.g. 50	
NumberPallets	BI	Not applicable for Returns. Can be left blank.				
NumberMiscUnits	BJ					
Item Type	BK					
Length	BL	Length	4	M/O	E.g. 50 Mandatory when TotalVolume is left blank.	

Input File Column	Column in File	Corresponding UI Field	Maximum Length	Type	Allowed Value	Validations / Restrictions
Width	BM	Width	4	M/O	Measured in centimetres.	
Height	BN	Height	4	M/O	E.g.78 Mandatory when TotalVolume is left blank. Measured in centimetres.	
TotalVolume	BO		10	M/O	E.g.10 Mandatory when TotalVolume is left blank. Measured in centimetres.	Note:- This is the item volume, not total volume.
ItemWeight	BP		10	M	Mandatory when Length, Width and Height fields are left blank.	Note:- This is the item weight, not total weight.
SourceSystemId	BQ	Not applicable for Returns. Can be left blank.				
TradingNumber	BR					
InitiatorContactName	BS	Name	40	M	E.g. John Smith	This is the person who is creating the return.
InitiatorPhoneNo	BT	Phone Number	20	M	No spaces in the number Format e.g. Landline: +61387689687 Mobile: 61-423675823	
InitiatorEmailId	BU	Email	50	O	E.g. test@gmail.com	
ReadyTime	BV	Ready time	5	M	HH:MM 24HR Format E.g. 12:00	ReadyTime is between 9:00 and 15:00 and cannot be later than Closing Time.
LocationClosingTime	BW	Location closing time	5	M		Closing time should NOT be earlier than readytime.
RanNumber	BX	Reference	40	M	E.g. RAN#6758395355	Alphanumeric/ characters/Numbers only.
EarliestDeliveryDate	BY	Earliest Delivery Date	10	M	DD-MM-YYYY E.g. 21-06-2019	Earliest Delivery Date must be next business day or later.
SecurityFlag	BZ	Not applicable for Returns. Can be left blank.				
AlternativeDeliveryRequestFlag	CA					
AuthorityToLeaveFlag	CB					
SMSMobileNumber	CC					
ReturnReference	CD	Return Reference	40	O		
SenderContactMobile	CE	Mobile text field on the Contacts Settings tab for a sender	13	O	E.g. 610432564768+610432564768 61-432564768 +61-432564768	General AUS mobile numbers are validated Note: notification mobile number for the sender on the shipment. Provide the mobile

Input File Column	Column in File	Corresponding UI Field	Maximum Length	Type	Allowed Value	Validations / Restrictions
SenderShipmentCreatedMilestone	CF	Shipment Created Milestone check box on notification Preferences tab for a sender	1	O	Y = Yes Blank/ Empty, N = No	Note: Specify whether the sender needs notification on Shipment Created milestone or not. The same milestone preferences will be applied to both sender email and mobile.
SenderInTransitMilestone	CG	In Transit Milestone check box on notification Preferences tab for a sender	1	O		Note: Specify whether the sender needs notification on In Transit milestone or not. The same milestone preferences will be applied to both sender email and mobile.
SenderPickedUpMilestone	CH	Picked Up Milestone check box on notification Preferences tab for a sender	1	O		Note: Specify whether the sender needs notification on Picked up milestone or not. The same milestone preferences will be applied to both sender email and mobile.
SenderDeliveredMilestone	CI	Delivered Milestone check box on notification Preferences tab for a sender	1	O		Note: Specify whether the sender needs notification on Delivered milestone or not. The same milestone preferences will be applied to both sender email and mobile.
SenderCollectedMilestone	CJ	Collected Milestone check box on notification Preferences tab for a sender	1	O		Note: Specify whether the sender needs notification on Collected milestone or not. The same milestone preferences will be applied to both sender email and mobile.
SenderExceptionMilestone	CK	Exception Milestone check box on notification Preferences tab for a sender	1	O		Note: Specify whether the sender needs notification on Exception milestone or not. The same milestone preferences will be applied to both sender email and mobile.
ReceiverContactMobile	CL	Mobile text field on the Contacts Settings tab for a receiver	13	O	E.g. 610432564768+610432564768 61-432564768 +61-432564768 61423534567 +61423543234	Note: notification mobile number for the receiver on the shipment.
ReceiverShipmentCreatedMilestone	CM	Shipment Created Milestone check box on notification Preferences tab for a receiver	1	O	Y = Yes Blank/ Empty, N = No	General AUS mobile numbers are validated Note: notification mobile number for the receiver on the shipment. Provide the mobile number if receiver wants notifications on shipment. E.g for B2C services
ReceiverInTransitMilestone	CN	In Transit Milestone check box on notification Preferences tab for a receiver	1	O		Note: Specify whether the receiver needs notification on In Transit milestone or not. The same milestone preferences will be applied to both receiver email and mobile.
ReceiverPickedUpMilestone	CO	Picked Up Milestone check box on notification Preferences tab for a receiver	1	O		Note: Specify whether the receiver needs notification on Picked Up milestone or not. The same milestone preferences will be applied to both receiver email and mobile.
ReceiverDeliveredMilestone	CP	Delivered Milestone check box on notification Preferences tab for a receiver	1	O		Note: Specify whether the receiver needs notification on Delivered milestone or not. The same milestone preferences will be applied to both receiver email and mobile.
ReceiverCollectedMilestone	CQ	Collected Milestone check box on notification Preferences tab for a receiver	1	O		Note: Specify whether the receiver needs notification on Collected milestone or not. The same milestone preferences will be applied to both receiver email and mobile.
ReceiverExceptionMilestone	CR	Exception Milestone check box on notification Preferences tab for a receiver	1	O		Note: Specify whether the receiver needs notification on Exception milestone or not. The same milestone preferences will be applied to both receiver email and mobile.

LIST OF CARRIER CODES

Carrier Name	Carrier Code
Courier	FAST
IPEC	IPEC
Priority (NZ)	PRINZ
Priority (Aus)	PRIO
Intermodal & Specialised	TNQX
Tasmania	TTAS

LIST OF SERVICE/ PRODUCT CODES PRIORITY

Carrier Name	Carrier Code	Service Name	Service Code	Product Code
Priority (Aus)	PRIO	Global - Express Documents	00	01
		Global - Express Parcels	00	02
		Global - Express Airfreight / Global Mail - Small	00	06
		PRS Overnight	02	16
		Parcels - Same Day	01	02
		Parcels - Overnight	02	02
		Parcels - Off Peak	03	02
		Parcels - Saturday/After Hrs	07	02
		Parcels - Sunday/Public Hol.	08	02
		Dangerous Goods - Overnight	02	08
		Dangerous Goods - Off Peak	03	08
		TechServ - Overnight	02	70
		TechServ - OffPeak	03	70
		Auswide 1kg Satchel - Overnight	02	20
		Auswide 3kg Satchel - Overnight	02	21
		Auswide 5kg Satchel - Overnight	02	22

Carrier Name	Carrier Code	Service Name	Service Code	Product Code
Priority (Aus)	PRIO	Auswide 3kg Label - Overnight	02	26
		Same Day Direct	20	02
		B2C Priority 1kg Sat ATL	BP	SD
		B2C Priority 3kg Sat ATL	BP	SF
		B2C Priority 5kg Sat ATL	BP	SG
		B2C Priority Pcl ATL	BP	SH
		B2C Priority 1kg Sat SR	BP	K5
		B2C Priority 3kg Sat SR	BP	M5
		B2C Priority 5kg Sat SR	BP	M6
		B2C Priority Pcl SR	BP	M7
		B2C Priority CC 1kg Satchel ATL	CC	SD
		B2C Priority CC 3kg Satchel ATL	CC	SF
		B2C Priority CC 5kg Satchel ATL	CC	SG
		B2C Priority CC Parcel ATL	CC	SH
		B2C Priority CC 1kg Satchel SR	CC	K5
		B2C Priority CC 3kg Satchel SR	CC	M5
		B2C Priority CC 5kg Satchel SR	CC	M6
		B2C Priority CC Parcel SR	CC	M7
		B2C Off-peak Return 1kg Satchel	BR	ET
		B2C Off-peak Return 3kg Satchel	BR	EU
		B2C Off-peak Return 5kg Satchel	BR	EV
		B2C Off-peak Return Parcel	BR	EW
		3rd Party Return - OffPeak	03	2A
		3rd Party Return - Overnight	02	2A
		PU RTN & REPAIR SERVICE	43	2M
		Local 5kg Satchel - Overnight	02	37
		Optical 500gm Satc. - Overnight	02	60
		Optical 3kg Satchel - Overnight	02	61
		PRS Off Peak	03	11

Carrier Name	Carrier Code	Service Name	Service Code	Product Code
Priority (Aus)	PRIO	Dangerous Goods - Sameday	01	08
		Bio Sub CATB UN3373- Overnight	02	19
		Bio Sub CATB UN3373- Afterhours Sat	07	19
		OVERNIGHT CONSUMER DELIVERY NSR	BC	PL
		500GM Satchel - Overnight	02	AG
		Global Mail - Large	00	GM
		ECONOMY EXP CONSUMER DLVRY NSR	EE	PL
		Global - Express Envelope	00	1Z
		Same Day Metro Collection	01	P7
		Same Day Metro Delivery	01	P8
		500g Visa Satchel - Overnight	02	PV
		Bio Sub CATB UN3373- Offpeak	03	19
		OVERNIGHT CONSUMER DELIVERY SR	BC	7Y
		ECONOMY EXP CONSUMER DLVRY SR	EE	7Y
		Bio Sub CATB UN3373- Sameday	01	19

Carrier Name	Carrier Code	Service Name	Service Code	Product Code
Priority (Aus)	PRIO	EconomyExpress B2B	BE	DW
		Economy Pacific-Airport to Airport	00	YA
		Economy Pacific-Door to Airport	00	YB
		Economy Pacific-Door to Door	00	YC
		TSF1 Parcels - Overnight Dangerous Goods	82	08
		TSF1 Satchel - Auswide 1kg	82	20
		TSF1 Parcels - Overnight	82	02
		TSF1 Satchel - Auswide 3kg	82	21
		TSF1 Satchel - Auswide 5kg	82	22
		TSF1 Parcels - Overnight Bio Sub CATB UN3373	82	19
		TSF2 Parcels - Overnight	92	02
		TSF1 Label - Auswide 3kg	82	26
		TSF1 Satchel - 5kg Local	82	37
		TSF2 Parcels - Overnight Bio Sub CATB UN3373	92	19
		TSF2 Parcels - Overnight Dangerous Goods	92	08
		TSF2 Satchel - Auswide 5kg	92	22
		TSF2 Satchel - Auswide 1kg	92	20
		TSF2 Label - Auswide 3kg	92	26
		TSF2 Satchel - Auswide 3kg	92	21
		TSF2 Satchel - 5kg Local	92	37
		TechServ Premium	25	70
		Redelivery Special Product	10	09
		H2H Overnight Office to Office	02	9M
		H2H Sameday	01	9L
		HRF Parcels - After hrs & Sat	60	02
		HRF Satchel - Auswide 1kg	62	20
		HRF Parcels - Overnight Bio Sub CATB UN3373	62	19
		HRF Parcels - Offpeak Dangerous Goods	61	08
		HRF Parcels - Overnight Dangerous Goods	62	08
		HRF Satchel - Auswide 3kg	62	21
		HRF Satchel - Auswide 5kg	62	22

Carrier Name	Carrier Code	Service Name	Service Code	Product Code
Priority (Aus)	PRIO	HRF Parcels - Offpeak	61	02
		HRF Parcels - Offpeak Bio Sub CATB UN3373	61	19
		Parcel Select ADP Overnight	BC	PM
		B2C Parcel Overnight	BC	AE
		B2C Parcel Economy Express	EE	AE
		B2C 500g Overnight	BC	AD
		B2C 500g Economy Express	EE	AD
		HRF Label - Auswide 3kg	62	26
		HRF Satchel - 5kg Local	62	37
		HRF Parcels - Same Day	63	02
		HRF Parcels - Sameday Bio Sub CATB UN3373	63	19
		HRF Parcels - After hrs & Sat Bio Sub CATB UN3373	60	19
		HRF Parcels - Sameday Dangerous Goods	63	08
		HRF Parcels - Same Day Direct	64	02
		HRF Parcels - Sunday/Public Holiday	65	02
		HMF Parcels - Offpeak	71	02
		HMF Parcels - After hrs & Sat	70	02
		HMF Satchel - Auswide 3kg	72	21
		HMF Parcels - Overnight	72	02
		HMF Parcels - Dangerous Goods	71	08
		HMF Parcels - Overnight Dangerous Goods	72	08
		HMF Satchel - Auswide 5kg	72	22
		HMF Satchel - 5kg Local	72	37
		HMF Parcels - Offpeak Bio Sub CATB UN3373	71	19
		HMF Satchel - Auswide 1kg	72	20
		HMF Label - Auswide 3kg	72	26
		HMF Parcels - After hrs & Sat Bio Sub CATB UN3373	70	19
		HMF Parcels - Overnight Bio Sub CATB UN3373	72	19
		HMF Parcels - Sameday Bio Sub CATB UN3373	73	19
		HMF Parcels - Same Day	73	02
		HMF Parcels - Same Day Direct	74	02

Carrier Name	Carrier Code	Service Name	Service Code	Product Code
Priority (Aus)	PRIO	Parcel Select ADP Economy Express	EE	PM
		HMF Parcels - Sunday/Public Holiday	75	02
		HMF Parcels - Sameday Dangerous Goods	73	08
		Domestic Mail Lodgement	06	PC
		IM Letter Small	06	RI
		IM Letter 125g	06	RJ
		IM Letter 250g	06	RK
		IM Letter 500g	06	RL
		IM Lg Art 500g	06	RM
		HRF Parcels - Overnight	62	02
		Tech Services Sameday	01	70
		Economy Break Bulk HAWB	00	J9
		Express Break Bulk MAWB	00	K1
		Economy Break Bulk MAWB	00	K2
		Express Break Bulk HAWB	00	K3
		Exports Cargo	00	03
Priority (NZ)	PRINZ	Global - Express Documents	00	01
		Parcels - Same Day	01	02
		Parcels - Overnight	02	02
		Parcels - Off Peak	03	02
		Parcels - Saturday/After Hrs	07	02
		Parcels - Sunday/Public Hol.	08	02
		Global - Express Parcels	00	02
		Returns Priority	02	2A
		Returns Offpeak	03	2A
		Global - Express Envelope	00	1Z
		Global - Express Airfreight	00	03
		Economy Pacific-Airport to Airport	00	YA
		Economy Pacific-Door to Door	00	YC
		Economy Pacific-Door to Airport	00	YB
		Global Mail	00	06

ALL OTHER BUS

Carrier Name	Carrier Code	Service Name	Service Code
Courier	FAST	Distribution	DIS
IPEC	IPEC	Road Express	X
		Priority	H
		Trans Tasman	I
		Direct	V
		Local	L
		Fashion	F
		Auswide 3kg Satchel	T
		Auswide 5kg Satchel	U
		Sensitive	7
		Intermodal & Specialised	TNQX
Express	E		
Premium	M		
Food Dry	F		
Dangerous Goods	D		
Frozen	Z		
Third Party	T		
Refrigeration	R		
Air Freight	A		
Dangerous Goods Express	X		
DG Refrigerated	S		
Rail General	Q		
Rail Dangerous Goods	V		
FCL	J		
DG FCL	Y		
Tasmania	TTAS		
		Express	E
		DG Freight	D
		Refrigeration	R

LIST OF COUNTRY CODES

Code	Country Name	Code	Country Name	Code	Country Name
AF	AFGHANISTAN	AL	ALBANIA	DZ	ALGERIA
AS	AMERICAN SAMOA	AD	ANDORRA	AO	ANGOLA
AI	ANGUILLA	AG	ANTIGUA & BARBUDA	AR	ARGENTINA
AM	ARMENIA	AW	ARUBA	AU	AUSTRALIA
AT	AUSTRIA	AZ	AZERBAIJAN	BS	BAHAMAS
BH	BAHRAIN	BD	BANGLADESH	BB	BARBADOS
BY	BELARUS	BE	BELGIUM	BZ	BELIZE
BJ	BENIN	BM	BERMUDA	BT	BHUTAN
BO	BOLIVIA	BA	BOSNIA & HERZEGOVINA	BW	BOTSWANA
BR	BRAZIL	BN	BRUNEI	BG	BULGARIA
BF	BURKINA FASO	BI	BURUNDI	KH	CAMBODIA
CM	CAMEROON	CA	CANADA	RY	CANARY IS
CV	CAPE VERDE	KY	CAYMAN IS	CF	CENTRAL AFRICAN REP
TD	CHAD	CS	CHANNEL ISLANDS	CL	CHILE
CN	CHINA	CX	CHRISTMAS IS	CC	COCOS KEELING IS
CO	COLOMBIA	KM	COMOROS	CG	CONGO
CK	COOK IS	CR	COSTA RICA	HR	CROATIA
CU	CUBA	CY	CYPRUS	CZ	CZECH REPUBLIC
CD	DEM REP OF THE CONGO	DK	DENMARK	DJ	DJIBOUTI
DM	DOMINICA	DO	DOMINICAN REPUBLIC	TP	EASTTIMOR
EC	ECUADOR	EG	EGYPT	SV	EL SALVADOR
GQ	EQUATORIAL GUINEA	ER	ERITREA	EE	ESTONIA
ET	ETHIOPIA	FO	FAROE IS	FJ	FIJI
FI	FINLAND	FR	FRANCE	GF	FRENCH GUIANA
PF	FRENCH POLYNESIA	GA	GABON	GM	GAMBIA
GE	GEORGIA	DE	GERMANY	GH	GHANA
GI	GIBRALTAR	GR	GREECE	GL	GREENLAND
GD	GRENADA	GP	GUADELOUPE	GU	GUAM

Code	Country Name	Code	Country Name	Code	Country Name
GT	GUATEMALA	GN	GUINEA	GW	GUINEA BISSAU
GY	GUYANA	HT	HAITI	HM	HEARD & MCDONALD ISLANDS
HN	HONDURAS	HK	HONG KONG	HU	HUNGARY
IS	ICELAND	IN	INDIA	ID	INDONESIA
IQ	IRAQ	IE	IRELAND	IM	ISLE OF MAN
IL	ISRAEL	IT	ITALY	CI	IVORY COAST
JM	JAMAICA	JP	JAPAN	JO	JORDAN
KZ	KAZAKHSTAN	KE	KENYA	KI	KIRIBATI
KR	KOREA SOUTH	KW	KUWAIT	KG	KYRGYZSTAN
LA	LAOS	LV	LATVIA	LB	LEBANON
LS	LESOTHO	LR	LIBERIA	LI	LIECHTENSTEIN
LT	LITHUANIA	LU	LUXEMBOURG	MO	MACAU
MK	MACEDONIA	MG	MADAGASCAR	MW	MALAWI
MY	MALAYSIA	MV	MALDIVES	ML	MALI
MT	MALTA	MH	MARSHALL IS	MQ	MARTINIQUE
MR	MAURITANIA	MU	MAURITIUS	YT	MAYOTTE
MX	MEXICO	FM	MICRONESIA	MD	MOLDOVA
MC	MONACO	MS	MONTSERRAT	MA	MOROCCO
MZ	MOZAMBIQUE	MM	MYANMAR	NA	NAMIBIA
NR	NAURU	NP	NEPAL	AN	NETHERLAND ANTILLES
NL	NETHERLANDS	NC	NEW CALEDONIA	NZ	NEW ZEALAND
NI	NICARAGUA	NE	NIGER	NG	NIGERIA
NU	NIUE	NF	NORFOLK ISLAND	ND	NORTHERN IRELAND
MP	NORTHERN MARIANA IS	NO	NORWAY	OM	OMAN
PK	PAKISTAN	PW	PALAU	PS	PALESTINE
PA	PANAMA	PG	PAPUA NEW GUINEA	PY	PARAGUAY
PE	PERU	PH	PHILIPPINES	PN	PITCAIRN IS
PL	POLAND	PT	PORTUGAL	PR	PUERTO RICO
QA	QATAR	RE	REUNION IS	RO	ROMANIA

Code	Country Name	Code	Country Name	Code	Country Name
RU	RUSSIA	RW	RWANDA	WS	SAMOA
SM	SAN MARINO	SA	SAUDI ARABIA	LD	SCOTLAND
SN	SENEGAL	YU	SERBIA & MONTENEGRO	SC	SEYCHELLES
SL	SIERRA LEONE	SG	SINGAPORE	SK	SLOVAKIA
SI	SLOVENIA	SB	SOLOMON	IS	SOMALIA
ZA	SOUTH AFRICA	ES	SPAIN	LK	SRI LANKA
KN	ST KITTS & NEVIS	LC	ST LUCIA	PM	ST PIERRE & MIQUELON
VC	ST VINCENT & GRENADINE	SD	SUDAN	SR	SURINAM
SZ	SWAZILAND	SE	SWEDEN	CH	SWITZERLAND
TW	TAIWAN	TJ	TAJKISTAN	TZ	TANZANIA
TH	THAILAND	TG	TOGO	TK	TOKELAU
TO	TONGA	TT	TRINIDAD & TOBAGO	TN	TUNISIA
TR	TURKEY	TM	TURKMENISTAN	TC	TURKS & CAICOS IS
TV	TUVALU	UG	UGANDA	UA	UKRAINE
AE	UNITED ARAB EMIRATES	UK	UNITED KINGDOM	US	UNITED STATES
UY	URUGUAY	UZ	UZBEKISTAN	VU	VANUATU
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WF	WALLIS & FUTUNA IS	YE	YEMEN	ZM	ZAMBIA
ZW	ZIMBABWE				

HOW TO CONFIGURE BULK CREATE SHIPMENT SETTINGS

1. 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).

Bulk Upload

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1 Bulk Shipment Settings

Upload & Create | **1 Bulk Shipment Settings** | Upload History | Error Shipments

Bulk Shipment Settings

These settings are not applicable for bulk create returns.

General Settings

Default sender ⓘ

select

Duplicate shipment number found ⓘ

Replace Reject Append

Consolidate shipment/s ⓘ

Yes No

Delete error shipment records after

14

Number of days should not exceed 30

Print Settings

Print on successful upload

Yes No

Error Settings (Shipments)

In case of errors in uploaded file

Reject all entries, email errors as file Email errors as message, publish successes Create errors records, publish successes

2 Error Settings (Returns)

In case of errors in uploaded file

Reject all entries, email errors as file Email errors as file, publish successes

[Cancel](#) [Save](#)

2. CONFIGURABLE SETTINGS INCLUDE ERROR SETTINGS FOR RETURNS

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.