

## BULK CREATE RETURNS

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

### How to prepare the input file for creating return shipments in bulk

#### 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 4 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.

#### 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.

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Input File Column	Column in File	Corresponding UI Field	Maximum Length	Type	Allowed Value	Validations / Restrictions
CarrierID	A	Toll Carrier	4	M	Appropriate value from the list of <a href="#">carrier codes</a> . E.g. TNQX	
DispatchDate	B	Dispatch date	10	M	DD-MM-YYYY E.g. 01-07-2019	
ServiceCode	C	Service		M	Appropriate value from the list of <a href="#">service codes</a> .	
ProductCode	D			M/O	Appropriate value from the list of <a href="#">product codes</a> . 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	<i>Not applicable for Returns. Can be left blank.</i>				
ShipmentNumber	F	<i>Not applicable for Returns. Can be left blank.</i>				
TempType	G	<i>Not applicable for Returns. Can be left blank.</i>				
TempPickUp	H	<i>Not applicable for Returns. Can be left blank.</i>				
TempRangeFrom	I	<i>Not applicable for Returns. Can be left blank.</i>				
TempRangeTo	J	<i>Not applicable for Returns. Can be left blank.</i>				
ChargeTo	K	Who Pays	1	M	<i>Allowed Values:</i> <ul style="list-style-type: none"> <li>• S</li> <li>• R</li> <li>• T</li> </ul>	<b>S</b> - Sender <b>R</b> - Receiver <b>T</b> – Third Party
AccountCode	L		20	M	Any valid account code.	
DeliveredInDepot	M	<i>Not applicable for Returns. Can be left blank.</i>				
HoldInDepot	N	<i>Not applicable for Returns. Can be left blank.</i>				
SenderCountry	O	Sender Address Details	2	M	E.g. AU	
SenderCompanyName	P	Sender Address details	50	M	E.g. Jims Plumbing	
SenderAlias	Q		20	M/O	This is the “ <b>Alias</b> ” field on the contact record on MyToll.	Mandatory for Toll Works BUs: <ul style="list-style-type: none"> <li>• Intermodal &amp; Specialised</li> <li>• Toll Tasmania</li> <li>• Toll Chemicals</li> <li>• Toll Energy &amp; Marine</li> <li>• Toll Mining Services</li> </ul> For other BUs, SenderAlias is optional.
SenderAddressLine1	R		80	M	E.g. 464 St Kilda Road	
SenderAddressLine2	S		80	O		
SenderSuburb	T		40	M	E.g. Melbourne	

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SenderState	U		3	M	E.g. VIC		
SenderPostcode	V		6	M	E.g. 3004		
SenderContactName	W		40	M			
SenderContactPhoneNumber	X		20	M	E.g. 03 9689 6535		
SenderContactEmail	Y		50	O	E.g. <a href="mailto:test@jims.com">test@jims.com</a>		
SenderDGContactName	Z	<i>Not applicable for Returns. Can be left blank.</i>					
SenderDGContactPhoneNumber	AA	<i>Not applicable for Returns. Can be left blank.</i>					
ReceiverCountry	AB	Receiver Address details	2	M	E.g. AU		
ReceiverCompanyName	AC		50	M	E.g. Orion		
ReceiverAlias	AD		20	M/O	This is the “ <b>Alias</b> ” field on the contact record on MyToll.	Mandatory for Toll Works BUs: <ul style="list-style-type: none"> <li>• Intermodal &amp; Specialised</li> <li>• Toll Tasmania</li> <li>• Toll Chemicals</li> <li>• Toll Energy &amp; Marine</li> <li>• Toll Mining Services</li> </ul> For other BUs, ReceiverAlias 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			
ReceiverContactPhoneNumber	AK		20	M			
ReceiverContactEmail	AL	50	O	<a href="mailto:test@orion.com">test@orion.com</a>			
ReceiverSpecialInstructions	AM	80	O	Special instructions for delivery			
ThirdPartyCompanyName	AN	Third Party Address details	50	M	E.g. Orion	Applicable only if ChargeTo is “T” (Third Party)	
ThirdPartyAddressLine1	AO		80	M	E.g. 54 Swan Street	Applicable only if ChargeTo is “T” (Third Party)	
ThirdPartyAddressLine2	AP		80	O		Applicable only if ChargeTo is “T” (Third Party)	
ThirdPartySuburb	AQ		40	M	E.g. Mulgrave	Applicable only if ChargeTo is “T” (Third Party)	
ThirdPartyState	AR		3	M	E.g. VIC	Applicable only if ChargeTo is “T” (Third Party)	

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ThirdPartyPostcode	AS		6	M	E.g. 3170	Applicable only if ChargeTo is "T" (Third Party)
ThirdPartyContactName	AT		40	M		Applicable only if ChargeTo is "T" (Third Party)
ThirdPartyContactPhoneNumber	AU		20	M		Applicable only if ChargeTo is "T" (Third Party)
ThirdPartyContactEmail	AV		50	O	<a href="mailto:test@orion.com">test@orion.com</a>	Applicable only if ChargeTo is "T" (Third Party)
ExtraService	AW	<i>Not applicable for Returns. Can be left blank.</i>				
FoodPackagingFlag	AX	<i>Not applicable for Returns. Can be left blank.</i>				
Shipment reference 1	AY	<i>Not applicable for Returns. Can be left blank.</i>				
Shipment reference 2	AZ	<i>Not applicable for Returns. Can be left blank.</i>				
QuoteNumber	BA	<i>Not applicable for Returns. Can be left blank.</i>				
PurchaseOrderNumber	BB	<i>Not applicable for Returns. Can be left blank.</i>				
BillingType	BC	Billing Type	255	O	Contact your BU for the list of valid billing types	
BillingCode	BD			O	Contact your BU for the list of valid billing codes	
Description	BE	Item Description	50	M	E.g. Pallets	
Sender Reference	BF	Item reference	13	O		Allowed special characters are - _*@#/\$%&.\'?:;
Receiver Reference	BG	<i>Not applicable for Returns. Can be left blank.</i>				
NumberItems	BH	No. of items	4	M	e.g. 50	
NumberPallets	BI	<i>Not applicable for Returns. Can be left blank.</i>				
NumberMiscUnits	BJ	<i>Not applicable for Returns. Can be left blank.</i>				
Item Type	BK	<i>Not applicable for Returns. Can be left blank.</i>				
Length	BL	Length	4	M/O	E.g. 50 Mandatory when TotalVolume is left blank. Measured in centimetres.	
Width	BM	Width	4	M/O	E.g. 78 Mandatory when TotalVolume is left blank. Measured in centimetres.	
Height	BN	Height	4	M/O	E.g. 10 Mandatory when TotalVolume is left blank. Measured in centimetres.	
TotalVolume	BO		10	M/O	Mandatory when Length, Width and Height fields are left blank.	Note:- This is the item volume, not total volume.

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ItemWeight	BP		10	M	Measured in kilograms	Note:- This is the item weight, not total weight.
SourceSystemId	BQ	<i>Not applicable for Returns. Can be left blank.</i>				
TradingNumber	BR	<i>Not applicable for Returns. Can be left blank.</i>				
InitiatorContactName	BS	Name	40	M		
InitiatorPhoneNo	BT	Phone Number	20	M		
InitiatorEmailId	BU	Email	50	O		
ReadyTime	BV	Ready time	5	M	HH:MM E.g. 10:50	
LocationClosingTime	BW	Location closing time	5	M	HH:MM E.g. 10:50	
RanNumber	BX	Reference	40	M		
EarliestDeliveryDate	BY	<i>Not applicable for Returns. Can be left blank.</i>				
SecurityFlag	BZ	<i>Not applicable for Returns. Can be left blank.</i>				
AlternativeDeliveryRequestFlag	CA	<i>Not applicable for Returns. Can be left blank.</i>				
AuthorityToLeaveFlag	CB	<i>Not applicable for Returns. Can be left blank.</i>				
SMSMobileNumber	CC	<i>Not applicable for Returns. Can be left blank.</i>				
ReturnReference	CD	Return Reference	40	O		

[List of carrier codes](#)



[List of service/product codes](#)

