

BULK CREATE SHIPMENTS

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

How to prepare the input file for creating shipments in bulk

File Restrictions:

- Ensure that the imported file type 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 shipment 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.
- Add each shipment line on a separate row.
- Shipment lines in the upload file are merged into one shipment if they have the same Dispatch date, Carrier, Service, Sender, Receiver, Reference 1, Reference 2, Shipment Number, Manifest Name.
- Shipment lines can only have one dangerous goods per line.
- Complete the shipment 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.

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 carrier codes . 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 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	Mode	4	M/O	<i>Allowed Values:</i> <ul style="list-style-type: none"> • Rail • Road • Ship 	<ul style="list-style-type: none"> • The allowed values are case-sensitive • Applicable only for Toll Works BUs <ul style="list-style-type: none"> - Intermodal & Specialised - Toll Tasmania - Toll Chemicals - Toll Energy & Marine - Toll Mining Services
ShipmentNumber	F		50	M/O	Mandatory when you are configured for Number Range Management, i.e. if you are providing your shipment number in the upload file.	
TempType	G	Temperature Type	20	M/O	<i>Allowed Values:</i> <ul style="list-style-type: none"> • Chiller • Freezer • Other Mandatory, if service is refrigeration/DG Refrigerated	The allowed values are case-sensitive
TempPickUp	H			O		
TempRangeFrom	I	Temperature From	5	M/O	Mandatory when TempType = Other Minimum value = -30 deg C	Mandatory, if service is refrigeration/DG Refrigerated
TempRangeTo	J	Temperature To	5	M/O	Mandatory when TempType = Other Maximum value = 20 deg C	Mandatory, if service is refrigeration/DG Refrigerated
ChargeTo	K	Who Pays	1	M	<i>Allowed Values:</i> <ul style="list-style-type: none"> • S • R • T 	S - Sender R - Receiver T – Third Party
ManifestName	L		50	O	Required if the user wants to specify the manifest for a shipment. E.g. Day-Manifest	
AccountCode	M		20	M	Any valid account code.	

MyToll Bulk Shipments Guidelines

DeliveredInDepot	N	Drop off depot	6	O	Appropriate value from the list of depot codes.	Applicable to Toll Works BUs <ul style="list-style-type: none"> • Intermodal & Specialised • Toll Tasmania • Toll Chemicals • Toll Energy & Marine • Toll Mining Services
HoldInDepot	O	Collection depot	6	O	Appropriate value from the list of depot codes.	Applicable to Toll Works BUs <ul style="list-style-type: none"> • Intermodal & Specialised • Toll Tasmania • Toll Chemicals • Toll Energy & Marine • Toll Mining Services
SenderCountry	P	Sender Address Details	2	M	E.g. AU	
SenderCompanyName	Q	Sender Address details	50	M	E.g. Jims Plumbing	
SenderAlias	R		20	M/O	This is the “Alias” field on the contact record on MyToll.	The Sender Alias is mandatory for the Toll Works BUs: <ul style="list-style-type: none"> • Toll Tasmania • Toll Intermodal & Specialised • Toll Chemicals • Toll Energy & Marine • Toll Mining Services For other BUs, SenderAlias is optional.
SenderAddressLine1	S		80	M	E.g. 464 St Kilda Road	
SenderAddressLine2	T		80	O		
SenderSuburb	U		40	M	E.g. Melbourne	
SenderState	V		3	M	E.g. VIC	
SenderPostcode	W		6	M	E.g. 3004	
SenderContactName	X		40	M		
SenderContactPhoneNumber	Y		20	M	E.g. 03 9689 6535	
SenderContactEmail	Z		50	O	E.g. test@jims.com	
SenderDGContactName	AA	DG Contact Name	40	M/O	Mandatory for Dangerous Goods	
SenderDGContactPhoneNumber	AB	DG Contact Number	20	M/O	Mandatory for Dangerous Goods	
ReceiverCountry	AC	Receiver Address details	2	M	E.g. AU	
ReceiverCompanyName	AD		50	M	E.g. Orion	
ReceiverAlias	AE		20	M/O	This is the “Alias” field on the contact record on MyToll.	The Receiver Alias is mandatory for the below BUs:

MyToll Bulk Shipments Guidelines

						<ul style="list-style-type: none"> • Toll Tasmania • Toll Intermodal & Specialised • Toll Chemicals • Toll Energy & Marine • Toll Mining Services <p>For other BUs, the ReceiverAlias is optional.</p>
ReceiverAddressLine1	AF		80	M	E.g. 54 Swan Street	
ReceiverAddressLine2	AG		80	O		
ReceiverSuburb	AH		40	M	E.g. Mulgrave	
ReceiverState	AI		3	M	E.g. VIC	
ReceiverPostcode	AJ		6	M	E.g. 3170	
ReceiverContactName	AK		40	M		
ReceiverContactPhoneNumber	AL		20	M		
ReceiverContactEmail	AM		50	O	test@orion.com	
ReceiverSpecialInstructions	AN		80	O	Special instructions for delivery	
ThirdPartyCompanyName	AO	Third Party Address details	50	M	E.g. Orion	Applicable only if ChargeTo is "T" (Third Party)
ThirdPartyAddressLine1	AP		80	M	E.g. 54 Swan Street	Applicable only if ChargeTo is "T" (Third Party)
ThirdPartyAddressLine2	AQ		80	O		Applicable only if ChargeTo is "T" (Third Party)
ThirdPartySuburb	AR		40	M	E.g. Mulgrave	Applicable only if ChargeTo is "T" (Third Party)
ThirdPartyState	AS		3	M	E.g. VIC	Applicable only if ChargeTo is "T" (Third Party)
ThirdPartyPostcode	AT		6	M	E.g. 3170	Applicable only if ChargeTo is "T" (Third Party)
ThirdPartyContactName	AU		40	M		Applicable only if ChargeTo is "T" (Third Party)
ThirdPartyContactPhoneNumber	AV		20	M		Applicable only if ChargeTo is "T" (Third Party)
ThirdPartyContactEmail	AW		50	O	test@orion.com	Applicable only if ChargeTo is "T" (Third Party)
ExtraService	AX	Toll Extra Service	4	O	Up to 3000	Commas and cents not accepted
FoodPackagingFlag	AY	Contains food or food packaging?	1	O	Y, N, Blank	Y = Yes N, Blank, Empty = No

MyToll Bulk Shipments Guidelines

Reference1	AZ	Shipment Reference 1	40	O		
Reference2	BA	Shipment Reference 2	40	O		
QuoteNumber	BB	Quote Number	15	O	E.g. QUOTE001	Allowed special characters are: -_*@#/\$%&.,\';;
PurchaseOrderNumber	BC	Purchase Order	1000	O	PO564884 PO756483	Separate multiple purchase orders with space ' ' Purchase order maximum length = 20 Maximum of 50 purchase orders allowed
BillingType	BD	Billing Type	255	M	Contact your BU for the list of valid billing types	
BillingCode	BE		3	M	Contact your BU for the list of valid billing codes	
Description	BF	Item Description	50	M	E.g. Pallets	
SenderReference	BG	Sender reference	13	O		Allowed special characters are -_*@#/\$%&.,\';;
ReceiverReference	BH	Receiver reference	13	O		
NumberItems	BI	No. of items	4	M/O	Mandatory if ItemType = Items e.g. 50	
NumberPallets	BJ		4	M/O	Mandatory if ItemType = Pallets e.g. 50	
NumberMiscUnits	BK		4	M/O	Mandatory if ItemType = Misc units e.g. 50	
ItemType	BL	Item Type		M	Anyone of the below values: <ul style="list-style-type: none"> • Items • Pallets • Misc units 	The allowed values are case-sensitive
Length	BM	Length	4	M	E.g. 50 Mandatory when TotalVolume is left blank.	
Width	BN	Width	4	M	E.g. 78 Mandatory when TotalVolume is left blank.	
Height	BO	Height	4	M	E.g. 10 Mandatory when TotalVolume is left blank.	
TotalVolume	BP	Total Volume	10	M/O	Mandatory when Length, Width and Height fields are left blank.	Note: This is the item volume, not total volume.
ItemWeight	BQ	Total Weight	10	M	Measured in kilograms.	Note: This is the item weight, not total weight.

MyToll Bulk Shipments Guidelines

DangerousGoodsUNCode	BR	UN Number	4	M	Mandatory if transporting DG.	Refer to a list of defined values as allowed by reference data DG matrix.
Class_Division	BS	Class / Division	40	M	Mandatory if transporting DG.	
SubRisk	BT	Sub risk	10	M/O	Mandatory if transporting DG. Blank if not applicable.	
PackingGroup	BU	Packing group	10	M/O	Mandatory if transporting DG. Blank if not applicable.	
PackingDescription	BV	DG Packaging description	40	M	Mandatory if transporting DG.	
PackageQuantity	BW	DG Pkg (Qty)	4	M	Mandatory if transporting DG.	
ShippingName	BX	Proper Shipping Name	40	M	Mandatory if transporting DG.	
TotalAggregateWeight	BY	DG Qty (kg or L)	10	M	Mandatory if transporting DG.	
Technical Name	BZ	Technical Name	40	M	Mandatory if transporting DG and the dangerous good has a Technical Name.	
SourceSystemId	CA		50	M/O	Mandatory if you are providing your shipment number in the file.	
TradingNumber	CB		50	M/O	Mandatory if you are providing your shipment number in the file.	
LatestDeliveryDate	CC	Latest Delivery Date	10	O	DD-MM-YYYY E.g. 21-06-2019	Applicable only for Courier.
LatestDeliveryTime	CD	Latest Delivery Time	5	O	HH:MM E.g. 10:50	Applicable only for Courier.
EarliestDeliveryDate	CE	Earliest Delivery Date	10	O	DD-MM-YYYY E.g. 21-06-2019	Applicable only for Courier.
EarliestDeliveryTime	CF	Earliest Delivery Time	5	O	HH:MM E.g. 10:50	Applicable only for Courier.
AccountState	CG	Account State	3	M	E.g. VIC	Applicable only for Courier.
SecurityFlag	CH	Security Flag	1	O	Applicable to IPEC only. Y = Yes Blank, N, Empty = No	Applicable to IPEC only.
AlternativeDeliveryRequestFlag	CI	Alternative Delivery Request Flag	1	O	Y = Yes Blank, N, Empty = No	Applicable to IPEC only.
AuthorityToLeaveFlag	CJ	Authority to Leave?	1	O	Y = Yes Blank, N, Empty = No	
ChepCustomerOwnQuantity	CK	Chep Customer own	4	O	E.g. 1	
ChepExchangeQuantity	CL	Chep Exchange	4	O	E.g. 2	
ChepTransferToTollQuantity	CM	Chep Transfer to toll	4	O	E.g. 3	

MyToll Bulk Shipments Guidelines

ChepDocketNumber	CN	Chep Docket no.	15	M/O	Mandatory if ChepTransferToTollQuantity has a value E.g. DOC123	Allowed special characters are -_*@#\$%&."'\';:
LoscamCustomerOwnQuantity	CO	Loscam Customer own	4	O	E.g. 1	
LoscamExchangeQuantity	CP	Loscam Exchange	4	O	E.g. 2	
LoscamTransferToTollQuantity	CQ	Loscam Transfer to toll	4	O	E.g. 3	
LoscamDocketNumber	CR	Loscam Docket no.	15	M/O	Mandatory if LoscamTransferToTollQuantity has a value E.g. DOC123	Allowed special characters are -_*@#\$%&."'\';:
OtherCustomerOwnQuantity	CS	Other Customer Own	4	O	E.g. 1	
ChepOtherExchangeQuantity	CT	Chep Other Exchange	4	O	E.g. 2	
ChepOtherTransferToTollQuantity	CU	Chep Other Transfer to toll	4	O	E.g. 3	
ChepOtherDocketNumber	CV	Chep Other Docket no.	15	M/O	Mandatory if ChepOtherTransferToTollQuantity has a value E.g. DOC123	Allowed special characters are -_*@#\$%&."'\';:
LoscamOtherExchangeQuantity	CW	Loscam Other Exchange	4	O	E.g. 1	
LoscamOtherTransferToTollQuantity	CX	Loscam Other Transfer to toll	4	O	E.g. 2	
LoscamOtherDocket	CY	Loscam Other Docket no.	15	M/O	Mandatory if LoscamOtherTransferToTollQuantity has a value E.g. DOC123	Allowed special characters are -_*@#\$%&."'\';:
PalletTransactionType	CZ			O		
RequiredByDeliveryDate	DA		10	O	DD-MM-YYYY E.g. 21-06-2019	Applicable to Toll Chemicals only.
DeclaredValue	DB		10	M/O	Mandatory for Global shipments E.g. 150.00	
DeclaredValueCurrencyCode	DC			M/O	Mandatory for Global shipments. Appropriate value from the list of currency codes .	
TypeOfExport	DD		50	M/O	Mandatory for Global shipments <i>Allowed Values:</i> <ul style="list-style-type: none"> • Permanent • Return • Temporary 	The allowed values are case sensitive

MyToll Bulk Shipments Guidelines

WhoPaysDuties	DE		1	M/O	Mandatory for Global shipments <i>Allowed Values:</i> <ul style="list-style-type: none">• S• R	S – Sender R – Receiver
HarmonisedCommodityCode	DF		10	O		Allowed special characters are -_*@#/\$%&,.\'?;
SMSMobileNumber	DG		20	O	E.g. 0487892641	

List of carrier codes



List of service/product
codes



List of currency codes

