

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 MyToll supported excel file and MyToll will do the rest - validate, manifest and print shipping documents.

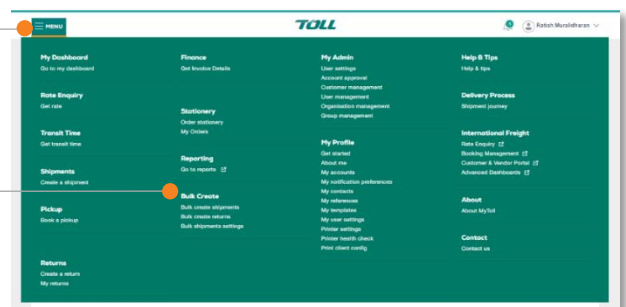
- UPLOAD SHIPMENT FILE
- VIEW UPLOAD HISTORY
- ERROR HANDLING

OPEN BULK CREATE SHIPMENT & RETURNS

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

1. Hover over or click **MENU**
2. Select **BULK CREATE SHIPMENTS**

NOTE: Configure settings to manage how shipments are created from the data in the uploaded file. Refer to Quick Reference Guide - "Configure Bulk Shipment Settings".



UPLOAD BULK SHIPMENT & RETURNS FILE

3. Download **SHIPMENT TEMPLATE**

Download the respective template from the **UPLOAD & CREATE** tab.

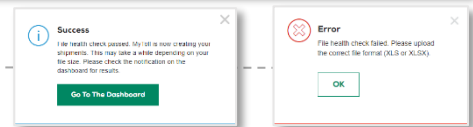
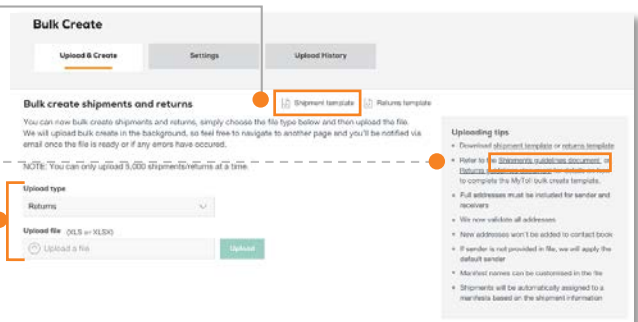
4. Complete the **SHIPMENT FILE**

Refer to the "Bulk Create Shipments Guidelines" for details on completing the shipments file

5. Select & upload the **SHIPMENT FILE**

Browse your computer and select the file to upload. Click **UPLOAD**.

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

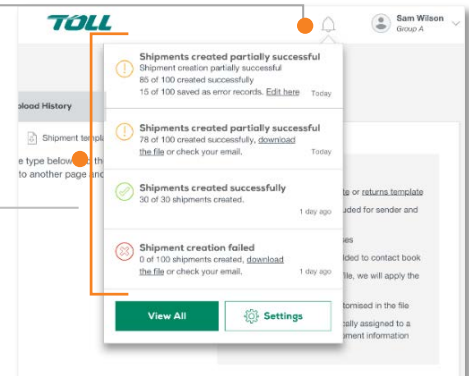


6. Once your **FILE IS PROCESSED** click the **BELL** icon to view the notifications.

Notifications include:

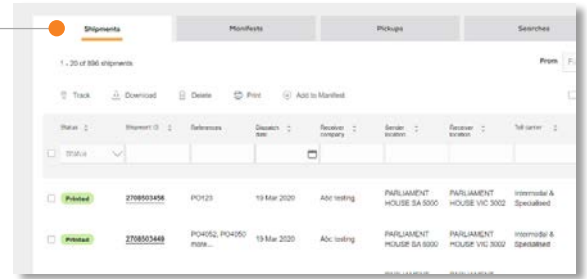
- Bulk create **SHIPMENTS** - partially created* (displays number of shipments successfully created) OR
- Bulk create **SHIPMENTS** – successful* (displays number of shipments successfully created) OR
- Bulk create **SHIPMENTS** - failed

NOTE: MyToll 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.



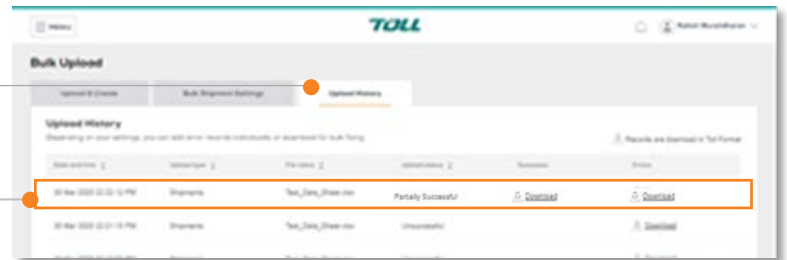
VIEW CREATED SHIPMENTS

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



VIEW UPLOAD HISTORY

The *UPLOAD HISTORY* tab on the *BULK UPLOAD SCREEN*, provides a list view of all your imports, including the upload status, date and time of upload, and even access to download the success and error files.



ERROR HANDLING IN MYTOLL

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

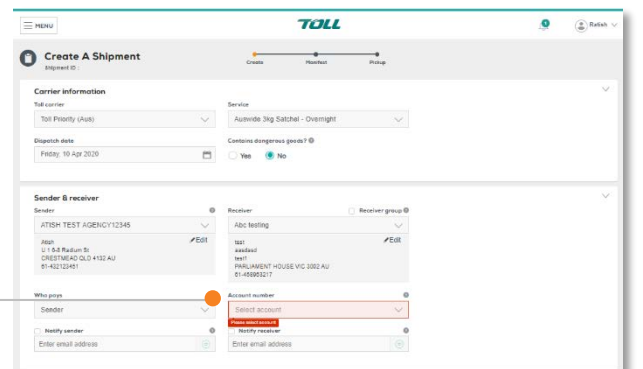
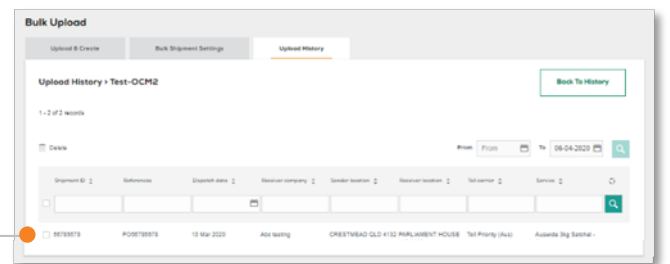
7. Click on an **UNSUCCESSFUL** or **PARTIALLY SUCCESSFUL** record

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

8. Click to open a SHIPMENT with errors

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

9. Correct the **ERRORS (HIGHLIGHTED)**, then **PRINT & CLOSE** the shipment



ERROR HANDLING – CORRECT & UPLOAD FILE

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

10. Open the file and **REVIEW ERRORS** in column A

Dependant on error settings the error file will only display the error records

11. Fix all **ERRORS**
12. Delete the **ERROR COLUMN A**
13. **SAVE** the file (xls)
14. **UPLOAD** your return file on MyToll

Refer to [UPLOAD BULK SHIPMENT FILE](#) section in this document.

RECOMMENDATION:
Quick Reference Guide – [“How to track your shipment”](#)

For more Help and Tips visit mytoll.com