

HOW TO CONFIGURE BULK SHIPMENT SETTINGS



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.

OPEN BULK SHIPMENT SETTINGS

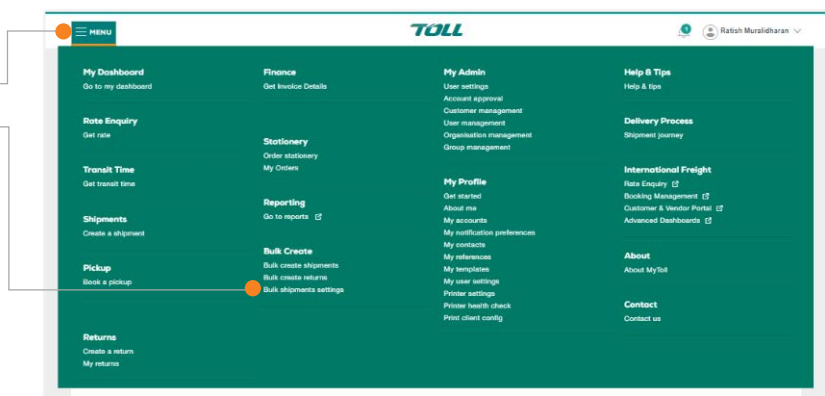
GENERAL SETTINGS

PRINT SETTINGS

ERROR SETTINGS

OPEN BULK SHIPMENT SETTINGS

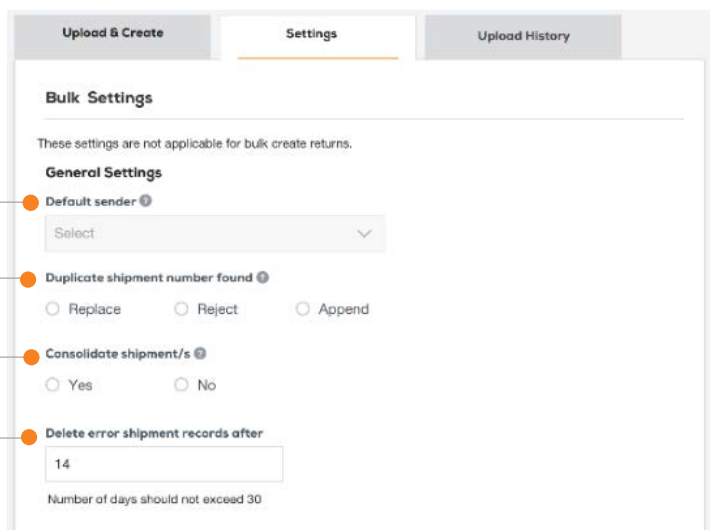
1. Hover over or click *MENU*
2. Then *BULK SHIPMENTS SETTINGS* from the *BULK CREATE* menu



GENERAL SETTINGS

Configure settings to manage how shipments are created from the data in the uploaded file. **NOTE:** The following settings are not applicable to *Bulk Create Returns*.

3. **DEFAULT SENDER**
The default sender is used when no sender details are included in the shipment file
4. **DUPLICATE SHIPMENT NUMBER FOUND**
Allows you to specify the action to be taken when an existing OPEN SHIPMENT shares the same Shipment ID used in the import file.
5. **CONSOLIDATE SHIPMENT/S**
Specify consolidation action of existing open shipments with the same information contained in the shipment file (i.e. carrier, service, sender, receiver, dispatch date and account number).
6. **DELETE ERROR SHIPMENTS AFTER**
Specify the number of days you want MyToll to retain error shipments records. Must be less than 30 days.



PRINT SETTINGS

Print settings allows you to automate the printing of relevant shipping documents upon successful upload.

NOTE: These print settings only available if you have installed advance print client and have an active print profile.

7. **Print on successful upload**
Select your preference
8. **Print documents**
Select documents to print

ERROR SETTINGS

Select your Error Settings preference for Bulk Shipments and Bulk Returns

9. **Reject all entries, email errors as file**
All entries are rejected if there are any error(s) found. Error file sent via email.
10. **Email errors as file, publish success**
Successful entries are created and published to the Shipment Tab. Only entries with errors are rejected. Error file sent via email.
11. **Create error records, publish success**
Successful entries are created and published to the Shipment Tab. Entries with errors are also created can be accessed via the UPLOAD HISTORY TAB.
12. Click **Save**

RECOMMENDATION:
Quick Reference Guide - [“How to create shipment and book pick up”](#)

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