

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.

SETTINGS

UPLOAD SHIPMENT FILE

ERROR HANDLING

BULK CREATE

Create bulk shipments on MyToll via the bulk create menu option.

Settings

Configure settings to manage how shipments are created from the data in the uploaded file.

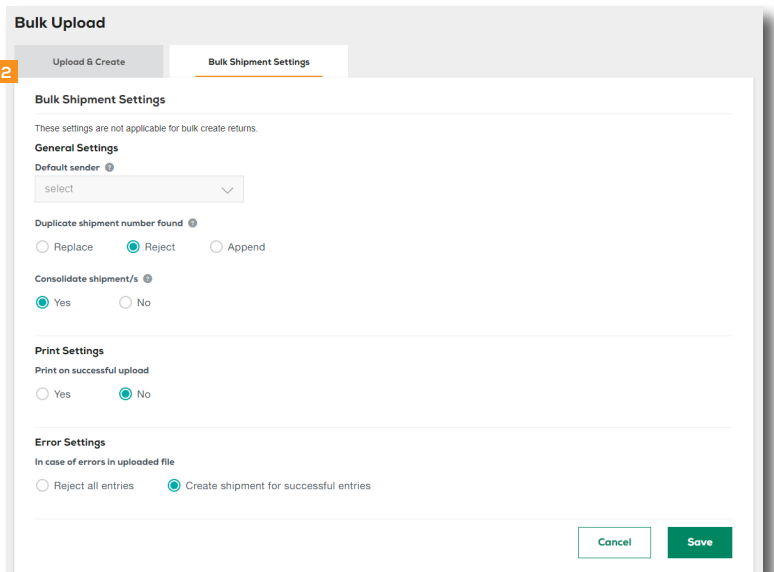
1. Select **BULK SHIPMENT SETTINGS** from the main menu



NOTE: These setting 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).

2. Configurable shipment settings include:

Setting	Default value	Options
Default Sender	Blank (the user sets the default value)	Search and select via the dropdown list
Duplicate shipment number found	Reject	- Replace - Reject - Append
Consolidate shipments	Yes	- Yes - No
Print on successful upload	No	- Yes - No
Print documents	Labels (If option Yes is selected on print on successful upload)	- Labels - Shipments - Special instructions
Error settings	Create shipment for successful entries	- Reject all entries - Create shipments for successful entries



UPLOAD SHIPMENT FILE

The shipment file should match the below MyToll requirements:

- File type – Excel (xls, xlsx)
- File format – MyToll standard file format (download the Shipment file template on MyToll)
- File size – 4MB
- Maximum number of records allowed in the file – 5,000 rows

NOTE: Refer to the guidelines document for details on completing the shipments file

3. **Select *BULK CREATE SHIPMENTS* from the main menu**
Ensure the upload type is set to Shipments
4. **Select and upload your *SHIPMENTS 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.

5. **Once your *FILE IS PROCESSED*, MyToll notifies you via the dashboard.** The notification advises the following:
 - Bulk create shipments - partially created (displaying number of shipments successfully created) OR
 - Bulk create shipments - successful (displaying number of shipments successfully created) OR
 - Bulk create shipments - failed

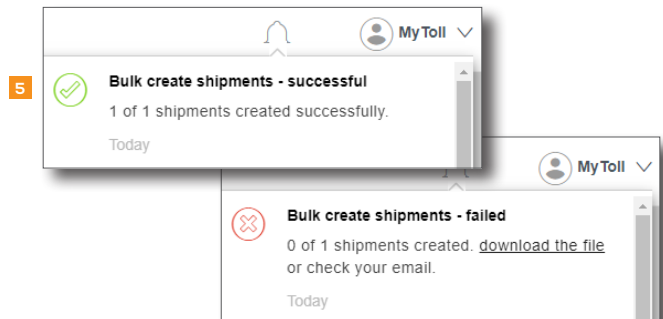
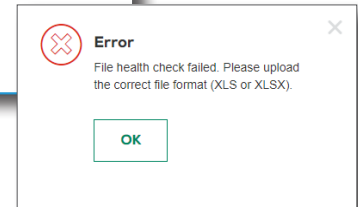
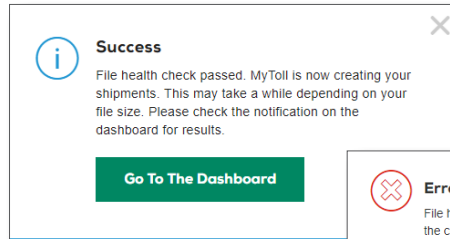
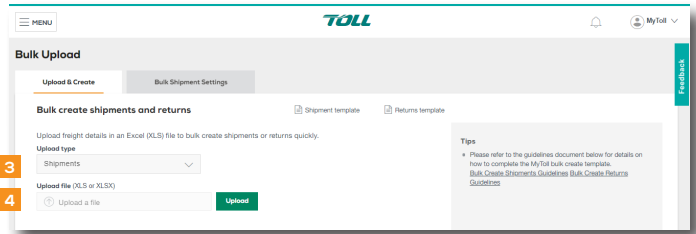
NOTE: MyToll validates the data in the upload file. If any errors identified, depending on the settings, shipment creation will fail or partial shipments will be created

6. **Manage shipments successfully created**
Shipments successfully created displays in the shipments tab on the dashboard. Print/reprint labels and perform other actions as required. Manage your manifests and/or book pickups from the manifest tab.

ERROR HANDLING

If the shipment 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).

7. **Open the file and *REVIEW ERRORS* in column A**
Dependant on error settings the error file will only display the error records
8. **Fix all *ERRORS***
9. **Delete the *ERROR COLUMN A***
10. ***SAVE* the file (xls)**
11. ***UPLOAD* your shipment file on MyToll following the steps 3 and 4**



RECOMMENDATION:
Quick Reference Guide
How to track your shipment

For more Help and Tips visit mytoll.com