



## Shipment Upload from CSV File

This facility allows you to generate multiple shipments via CSV file upload. It can be a more efficient way to work if you have a large number of shipments to raise.

The CSV file can be uploaded via your web browser or uploaded via SFTP. Once the file has been uploaded to our server, it is processed in the background by the IFS system. An email is then sent giving you the results of the file upload.

### **CSV File Format**

We recommend using the example format below, however we can accommodate custom file formats if required. For example, you may have an Amazon or eBay export format.

Please download this example CSV file, containing sample data for 3 shipments:

[https://ship.ifsgroup.com/download/shipments\\_example.csv](https://ship.ifsgroup.com/download/shipments_example.csv)

### **Required Information**

Your CSV file should contain the following fields in this order (\* indicates mandatory):

- |                         |                        |
|-------------------------|------------------------|
| 1. Shipment Reference * | 12. Pieces *           |
| 2. Name *               | 13. Weight *           |
| 3. Company Name         | 14. Length *           |
| 4. Address Line 1 *     | 15. Width *            |
| 5. Address Line 2       | 16. Height *           |
| 6. City *               | 17. Service Code *     |
| 7. County / State *     | 18. Customs Value *    |
| 8. Postcode *           | 19. Product Code *     |
| 9. Country Code *       | 20. Product Quantity * |
| 10. Email               |                        |
| 11. Telephone *         |                        |

***Continued on following page.***

## To upload a CSV file via your web browser follow these steps:

1. Click on the **Upload** link from the main navigation.
2. From the "Shipment Upload" screen, select the CSV file to upload and then click the **Upload File** button.

Shipment Upload

CSV File: demo\_company.csv

Cancel Upload File

Select the file to upload

Click to upload the file

**Info** Shipment Upload from CSV File

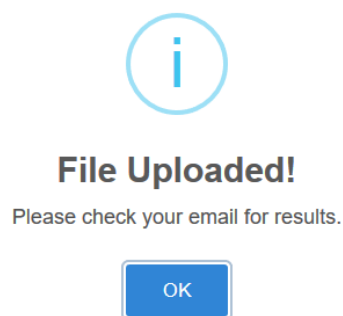
This facility enables you to create up to 250 shipments using a csv file format.

**International Shipments**  
These will default to Recipient pays Duty/ Taxes.

**Import Results**  
Upon a successful upload, a report detailing the results of the import will be automatically sent to you. The report will detail the shipments that have been created and any failures. If you upload the same file again with any corrections, any previously created shipments will be ignored.

Please allow 5 minutes for the the email to be delivered.

3. You will receive a notification to tell you that your CSV file has been uploaded successfully.



4. Once the file has been processed you will receive an email as the example below shows.

Wed 23/01/2019 16:07

noreply@antrim.ifsgroup.com

**Shipment Upload (Courier) - Demo Company - 3 created / 0 failed**

To: Daryl Shannon

If there are problems with how this message is displayed, click here to view it in a web browser.

success\_vZrUZeUIWdDU.csv 1 KB

original\_vZrUZeUIWdDU.csv 1 KB

**Shipment Upload (Courier) - Demo Company - 3 created / 0 failed**

Upload performed by Daryl Shannon.

[Download Labels Here](#)

[Download Commercial Invoices Here](#)

#	Shipment Reference	Recipient	Service	Status	Carrier	Carrier Reference
1	TEST1V8	CLARA DICKI, ISTANBUL TR	IP	Created <a href="#">10007900248</a>	FEDEX	476702868094
2	TEST2NI	CRISTAL SCHROEDER, BIGGIN HILL GB	UK24	Created <a href="#">10007900257</a>	UPS	1Z922E2A0498831938
3	TEST3QI	WINFIELD KUVALIS, WARRINGTON GB	UK24	Created <a href="#">10007900261</a>	UPS	1Z922E2A0495970150

## **Shipment Upload FAQ**

**1. What is the maximum field length for address lines?**

The maximum length for each address line is 35 characters. This is a restriction imposed by various carriers.

**2. What way is billing handled for non-domestic shipments?**

Billing will default to sender pays shipping and recipient pays tax and duty.

**3. Can weights be defaulted in my upload?**

We ask that accurate weights are provided in your CSV upload to avoid issues with billing. However, dependent on service used it may be possible to provide a default value.

**4. What should I provide in the product code column of the CSV file?**

The product code should match that of a commodity you have saved on the IFS database.

**5. How do I obtain labels for the shipments generated?**

The response email contains a link to a single PDF containing the labels of all the shipments successfully created. You would then print off the PDF as required. Alternatively, you may also download labels from the "History" screen by clicking on the printer icon on the right.

**6. What are the maximum number of shipments I can upload per csv?**

250 shipments maximum per CSV file.

**7. How long does it take for a file to be processed?**

On average it takes 2-3 minutes to process your upload, but this may vary depending on server load at the time and the number of lines in the CSV file.

**8. Can I use a custom CSV file format?**

Yes, we can create a custom upload configuration for you. For example, you may require an Amazon and/or eBay export format. At time of upload you just specify which file type you are uploading.

**9. How do I get tracking numbers for the shipments generated?**

The response email contains details of all the shipments created. It also contains a CSV attachment with the tracking URLs of each shipment.

**10. How does IFS prevent duplicate shipment uploads?**

To help prevent duplicate shipments via upload, we require a combination of shipment reference, postcode and pieces to be unique (within 24hr period). So, for example if you uploaded a second shipment to the same postcode using the same reference and number of pieces within 24hrs it would be rejected with response "Shipment already exists".

**11. Can I create shipments using the web form also?**

Yes, you can still create shipments using the web form.

**12. How can we transfer files to IFS automatically?**

We accept file uploads via SFTP transfer. FTP protocol is not supported as it is deemed unsecure.