

# **MyGLS**

## **import guide**

# Guide to Importing Package Data in MyGLS

## Step 1 - File Preparation

Prepare the CSV file as follows:

- a. The order of columns can be created arbitrarily.
- b. Each value must be in a separate column.
- c. The file can contain multiple rows.
- d. A header is not mandatory.
- e. The file can be saved under any name.

The following columns may be included in the file:

- **Consignee name** (up to 255 characters)
- **Country with ISO-2 country code** (up to 255 characters, e.g., HU)
- **City** (up to 255 characters)
- **Postal code** (up to 10 characters)
- **Additional address information** (street, house number, building, staircase) (up to 255 characters)
- **Number of packages** (whole numbers only)
- **Consignee phone number** (*optional*) (up to 255 characters)
- **COD amount** (if no COD, can be omitted) (up to 6 characters, numbers only)
- **COD reference** (*optional*) (up to 20 characters)
- **Services** (*optional*) (up to 255 characters)
- **Remarks** (*optional*) (up to 255 characters)
- **Customer reference** (*optional*) (up to 20 characters)

During import, it is possible to specify the desired services for the packages. For this, you need a column in the file that contains the three-letter identifier of the service, followed by a value in parentheses depending on the type of service.

Example:

- Ordering a service - FlexDeliveryService: FDS()
- Ordering a service that requires a name (AddresseeOnlyService): AOS(Test Name)/Enter the name of the person who can receive the package/
- Ordering multiple services - ExpressParcel and PreadviceService: T12()SM2()

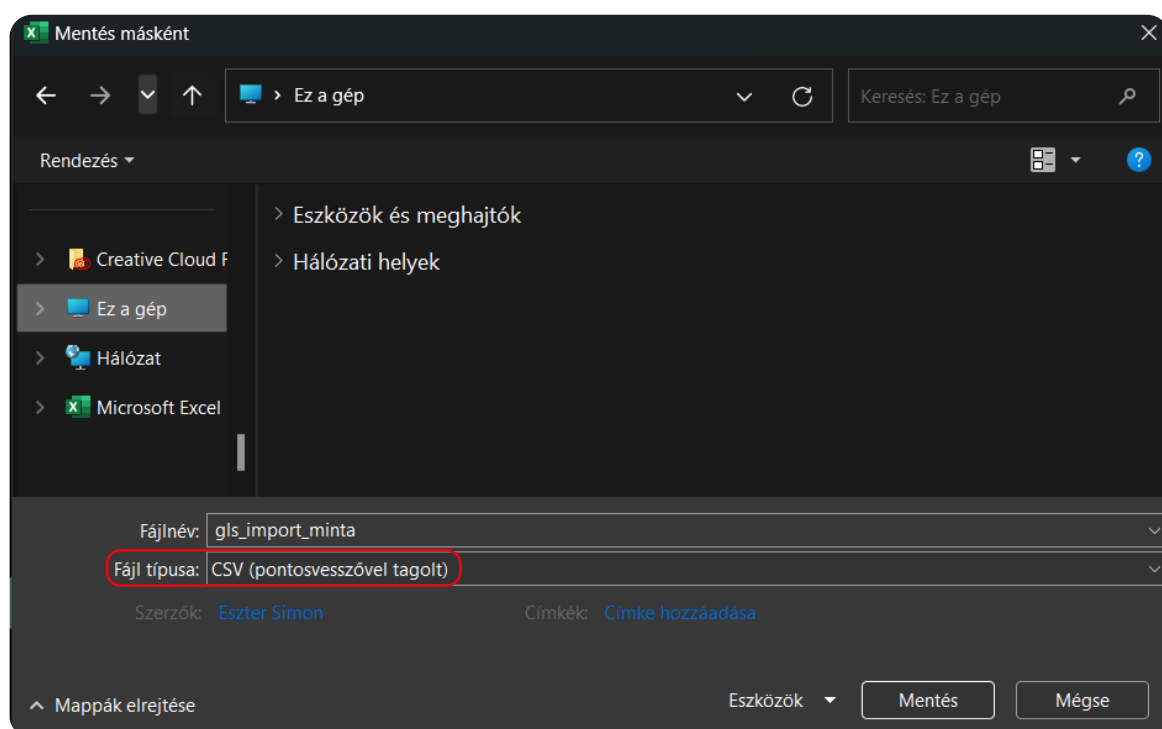


### Three-letter service identifiers:

- T12 ExpressParcel
- SZL DocumentReturnService
- INS AddOnInsuranceService
- DDS DayDefiniteService
- SDS ScheduledDeliveryService
- SAT SaturdayService
- AOS AddresseeOnlyService
- PSS Pick&ShipServices
- PRS Pick&ReturnServices
- FDS FlexDeliveryService
- SM2 PreadviceService
- CS1 ContactService
- XS ExchangeService
- FSS FlexDeliverySMSService
- SM1 SMSService
- PSD ShopDeliveryService

### Saving

While saving, the file type should be CSV, although other formats can be used, but it is recommended to use CSV. This is important because the MyGLS system requires specifying the file type being imported.



## Step 2 - Upload File to MyGLS System

If the file is ready, four steps are required to import it into the system.

- I. First, the file to be imported needs to be uploaded. Based on the file type, encoding can be selected (windows-1250, iso-8859-2, utf-8). If saved in the recommended basic CSV format, windows-1250 should be selected. In this case, the delimiter is a semicolon. Finally, it should be indicated whether the document has a header. After clicking the import button, a preview will appear where the imported document data can be checked.

1

File Attach

Load file to import (csv,txt)

File Encoding

windows-1250

Field separator

;

☐ No header.

File Preview

Amount of CoD;Name;Street;City;ZIP Code;Country;E-mail;Phone;CoD reference;Client reference;Comment;Count;Contact;Services  
5000;Név Teszt;Teszt utca 8;Budapest;1025;HU;t36301234567;UTANVET1;123456;csengő;1;Név Teszt;FDS(  
;Teszt Név;Teszt utca 42;Nagykátá;2760;HU;nagykata@teszt.hu;36301234567;;123457;;2;Teszt Név;  
10000;Vezetéknév Keresztnév;Teszt utca 8 6/50;Budapest;1101;HU;t36301234567;UTANVET2;123458;ajtó;1;Vez  
etéknév Keresztnév;T12();SM2()  
2000;Teszt Teszt;Teszt utca 82 7/50;Szombathely;9700;HU;;36301234567;UTANVET3;123459;;1;Teszt Teszt;AO  
S(Teszt Teszt)

Sample file\_EN.csv

Import

- II. In the next step, the sender's data must be provided. This can be done in three ways:
  - Select from the pick-up addresses using the selection button in the pop-up window.
  - Enter it in the CSV file. In this case, new columns must be created in the document to be uploaded, and the data must be entered there.
  - Typing the correct data into the respective fields.

**Important!** The GLS customer number must be entered in the owner field. This can be entered manually or selected from the drop-down menu.

2

Sender's details

Please select the appropriate field from the list or enter the value manually.

Owner

100000001

Name

Feladó Neve

Country

HU

ZIP Code

1000

City

teszt Város

Street

teszt Utca

House number

1

House Number Info

teszt Épület

Phone

06301234567

E-mail

|

Contact

teszt Kapcsolattartó

Select from my pickup addresses

- III. In the third step, the consignee data needs to be provided. Each field from the drop-down list should be selected, i.e., mapped to the value specified in the CSV header. For example, if the consignee name was used in the CSV document, then the consignee name should be selected in the Name field's drop-down list.

**3** Recipient's details

Please select the appropriate field from the list or enter the value manually.

Name	Country
Name	Country
ZIP Code	City
ZIP Code	City
Street	
Street	
House number	House Number Info
Phone	E-mail
Phone	E-mail
Contact	

- IV. In the last step, the package data can be provided. Again, the appropriate values can be selected from the drop-down lists and mapped to the respective fields.

**4** Details of parcels

Please select the appropriate field from the list or enter the value manually

Pickup Date	Count
2024.07.12.	1
Comment	CoD reference
CoD reference	CoD reference
Amount of CoD	Client reference
Amount of CoD	Client reference
Services	

It is important that if there is no quantity in the file, the interface will automatically handle the package as one piece.

### Step 3 - Save Import Settings

At the bottom of the page, there is an option to save the import settings, where the set import data can be saved. The saved settings appear at the top of the page.

Import settings

If you want to save your import settings, here you can.

Name Of Import Settings

Save import settings

Delete fields

To use the saved import setting, first click on the saved setting, then select the file to be imported. The MyGLS will automatically fill in the saved data.  
The saved import setting can be deleted by clicking the x in the rectangle.


**Saved Import settings**

Alapbeállítás x

próba x

## Step 4 - Printing Labels

After completing the steps, click the Import button at the bottom of the page, and the system will import the data, then automatically redirect to the printing list menu. Here, the data can be checked and possibly modified/deleted before actual printing.

 **Print List**

Client  
GLS General Logistics Systems Hungary Kft. - 100000001

**Number Of Hits 4**


List item  
10 ☒ Show only my parcels


Select	Id	Delivery name	Name	Count	Street Number and name	City	ZIP Code	
<input type="checkbox"/>	266373228	Név Teszt	GLS General Logistics Systems Hungary Kft.	1	Teszt utca	Budapest	1025	>
<input type="checkbox"/>	266373229	Teszt Név	GLS General Logistics Systems Hungary Kft.	1	Teszt utca	Nagykátá	2760	>
<input type="checkbox"/>	266373230	Vezetéknév Keresztnév	GLS General Logistics Systems Hungary Kft.	1	Teszt utca	Budapest	1101	>
<input type="checkbox"/>	266373234	Teszt Teszt	GLS General Logistics Systems Hungary Kft.	1	Teszt utca	Szombathely	9700	>

Select All

Clear All

Inverse Selection

 Print Selected

 Delete Selected