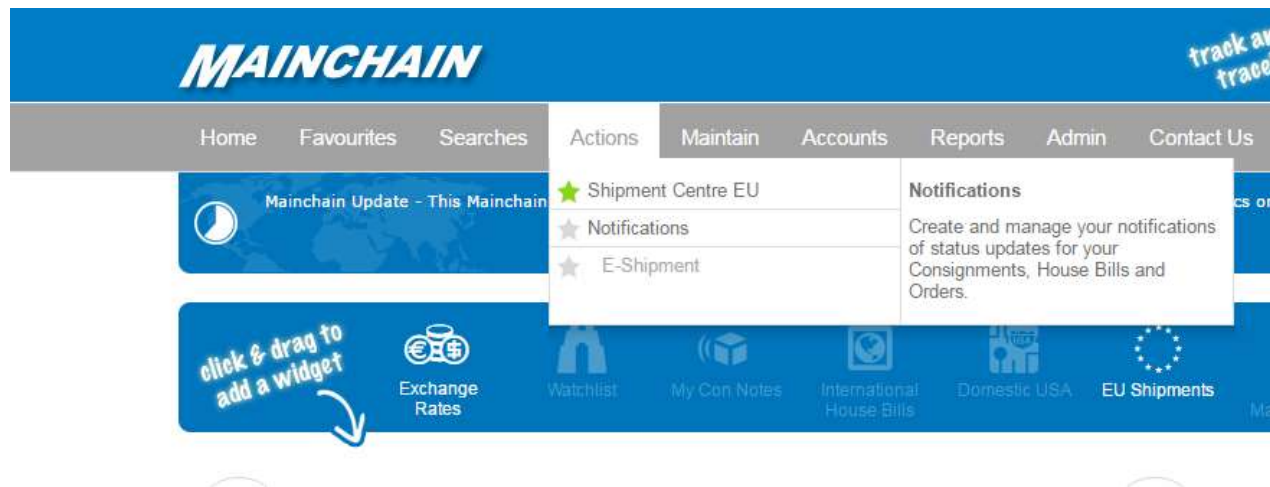


Upload shipment data via .csv in Shipment Centre EU

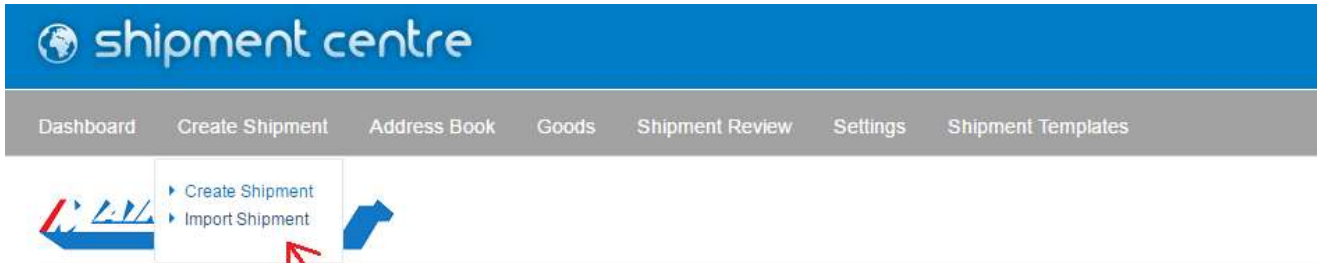
1. Sing in

To access Shipment Centre EU please log in with the login details provided by Mainfreight at <https://eu.mainchain.net>. Once logged in, choose Actions at the top of the menu and then Shipment Centre EU. You will now be automatically redirected to Shipment Centre EU.

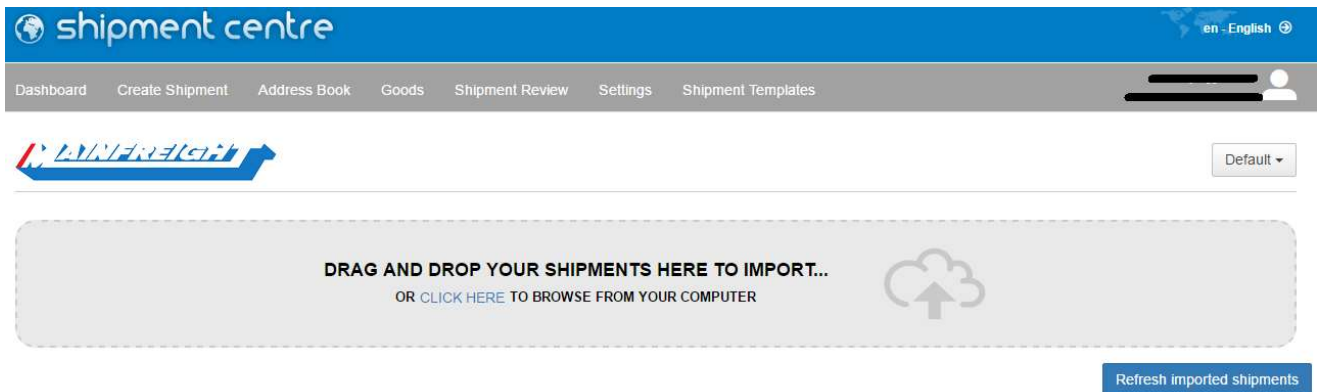


2. Import Shipment

To upload shipment data in Shipment Centre EU by using a CSV file, choose the option "Import Shipment" in the menu under "Create Shipment".



Now you can drag your CSV file into the gray area to upload the file, or click "CLICK HERE" to add the file by browsing through the files on your computer.



When you have dragged the file into the gray area, or selected a file by browsing, the message below will be displayed. The File has been successfully uploaded and is now being processed.




The "Refresh imported shipments" button allows you to refresh the page. After the shipments have been processed, Shipment Centre will indicate if the shipments have been successfully uploaded. When the shipments have been successfully uploaded the message below will appear (In this example we have uploaded 2 shipments):



If the upload contains one or more errors, the message below appears. In this case one of the two shipments contains one or more errors.



By clicking  you can view the error message and correct the error in your CSV file.

At the top, the number of uploaded shipments and the number of shipments with errors are shown. Next, select "Records Failed" to view the shipment(s) with errors.



Testbestand Shipment Centre.csv
Imported by: SCEU Wim Bosman TEST Imported: 2017.05.15 14:06:44 ✓ 1 records were created/updated. ▲ 1 records failed.

1 Records Loaded 1 Records Failed

Opdrachtnummer	Netwerk	DG	Ontvanger	Levering naar
169490/01	European Forwarding		Wim Bosman IT Test Customer	Test Ontvanger 

By clicking  you can view the error message(s).

Once the error in the CSV file is corrected, you can upload the same CSV file again. The information already uploaded in Shipment Centre will be automatically overwritten.

You can find the shipments that have been properly processed in the shipment overview. To do this, click on "Shipment Overview" in the menu. From here you can print the labels and upload the shipments.