

INSTRUCTIONS FOR UPLOADING CSV FILE V1

IMPORTING SHIPMENT ORDERS IN LARGE QUANTITIES

You can use a CSV file to bulk upload large amount of your shipments in to our system to avoid entering them one by one. This is a fabulous way to save plenty of your time and energy for something else! We developed this instrument for your convenience and would be pleased if you use it. It is very simple as the only things is needed is to follow steps described below:

1. Login to personal account
2. Press "Bulk parcel upload" in "Calculator" section
3. Upload CSV file as per description below:

CSV FILE FORMAT

You can use Latin alphabet letters and Arabic numbers only, filling the data in English only. The file size should not exceed 1 Mb. CSV file (Comma-separated values) file saved on the computer that is structured according requirements (file options are created using Excel or any text editor). To make it easier, please find template [here](#). You can find further column description below.

COLUMN FORMAT

The file must contain 20 columns containing the relevant information:

A. ID

Number by order, for few parcels in one shipment should be the same.

B. Recipient's company name

C. Recipient's person name and surname

D. Recipient's telephone number

E. Recipient's email

F. Address line 1 of the recipient

- G. Address line 2 of the recipient**
- H. Address line 3 of the recipient**
- I. Parcel pickup address**
- J. Parcel pickup date**
- K. Recipient's country (two-character code)**

Example: Latvia – LV/Russia – RU/Norway – NO etc. You can find two character ISO abbreviation list [here](#).

- L. Recipient's city**
- M. Recipient's state or province**

Mandatory for sending to USA and Canada. [US State and Canada Province Codes](#)

- N. Recipient's postal code**

Correct code should be specified that corresponds to the structure of each country. More details are available [here](#).

- O. Courier service code**

Must specified one of the service codes:

- (**UPS**) UPS Standard - **ups_standard**
- (**UPS**) UPS Express Saver - **ups_express_saver**
- (**UPS**) UPS Express Envelope - **ups_express_envelope**
- (**EMS**) EMS Express - **ems_express**
- (**DPD**) DPD Classic - **dpd_classic**
- (**LP**) Latvijas Pasts - **latvijas_pasts**

- P. Type of parcel**

Must specify one of the options: (pack, envelope)

- Q. Contents of the parcel**
- R. Dimensions of the parcel**

All dimensions must be specified in one cell. Should be specified the weight in kilograms, the height of the length and width in centimeters without spaces, separating them

using the horizontal bar "-". For example, if the size of the parcel is 2.5kg, 15cm, 15cm, 65cm, then the result should be "2.5-15-15-65".

S. Value of the goods (in EUR)

Price must be specified in Euro, the decimal part should be separated by a period.

T. Parcel sender

U. Reason for export

In the column, user must specify one of the options, available values: other, sold, gift

CSV FILE UPLOADING RESULT

After uploading file, system shows the errors in the file if any exists, the places where they are located, and options of fixing to create a correct order list. Orders that are filled incorrectly will not be displayed and uploaded to system as a result of importing the file into the system.

CONTACTS

We understand that this file may look boring, however we ask you to give a try and it will be much easier than it can look now indeed. For any issues, please contact us true [Contact](#) page, by calling us to by e-mail info@yousend.lv

DIFFICULTIES WITH CSV FILE OPENING

In case if you faced difficulties with CSV file opening in your MS Excel, please find instructions how to fix this below:

1. Open a new Excel sheet, select the Data tab, then click 'From Text' in the Get External Data group.
2. Browse to the CSV file and select 'Import'.
3. In step 1 of the Import Wizard choose 'Delimited' as the original data type. Click 'Next'.
4. In step 2 of the Import Wizard choose Comma as the delimiter (deselect the Tab check box) and click 'Next'.

5. In step 3 of the Import Wizard, you tell Excel not to change your formats. With the first column in the Data Preview selected, scroll across to the last column and select it while holding the SHIFT key (all columns should now be selected). Then select 'Text' as the Column Data Format and click 'Finish'.
6. Click OK to insert the data into cell A1.

You should now have a spreadsheet with the imported data but without Excel breaking the Formatting required for the intended YouSend service. Remember to export the file from Excel to CSV again before uploading to YouSend again.

Thank you!