## **Imports CONTRACT**

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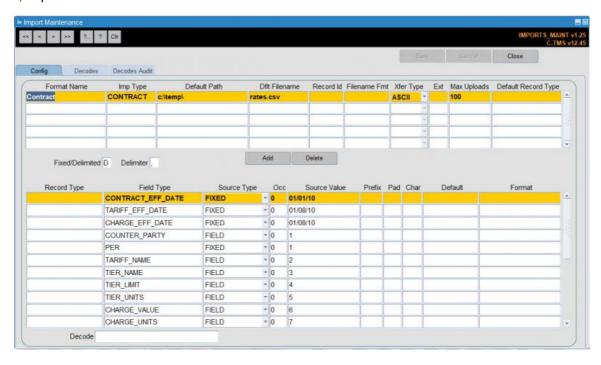
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## 1 Imports CONTRACT

You can import contracts and tariffs through the standard Imports "CONTRACT" import format.

One will be set up for you and should be visible within the Imports Maintenance screen, accessed from C-TMS Modules, Maintenance, Imports.



The import has been set up to allow you to pre-configure various data, and to upload the rest:

Pre-configured (FIXED) data:

- CONTRACT EFF DATE
- TARGET\_EFF\_DATE
- CHARGE\_EFF\_DATE
- PER
- CURRENCY
- CHARGE\_TYPE
- SERVICE\_TYPE
- COST\_CENTRE

Variable (FIELD) data (in columns of a CSV file):

- 1. COUNTER\_PARTY
- 2. TARIFF\_NAME
- 3. TIER\_NAME
- 4. TIER\_LIMIT
- 5. TIER\_UNITS
- 6. CHARGE\_VALUE
- 7. CHARGE\_UNITS
- 8. STJ FROM
- 9. STJ\_TO

To use this, first change the FIXED data in the import to your desired values:

- CONTRACT EFF DATE the effective date from for the contract
- TARGET\_EFF\_DATE the effective date from for the tariff
- CHARGE\_EFF\_DATE the effective date from for the charge
- PER defaulting to 1
- CURRENCY the shared currency between the two parties.
- CHARGE\_TYPE typically Order Revenue for customer contracts or Trip Cost for carrier contracts, but could be any charge types set up in the system.



- SERVICE\_TYPE the delivery type.
- COST CENTRE set to your cost centre, who will pay or receive payment, depending on the counter party (carrier or customer)

Next step in to prepare the import file. This should be a CSV file.

Details of the columns:

- 1. COUNTER\_PARTY the carrier or customer code.
- 2. TARIFF\_NAME a description of the tariff being configured
- 3. TIER\_NAME a description of the tier being configured
- 4. TIER\_LIMIT the limit to this tier
- 5. TIER\_UNITS the unit being assessed by this tier. This could be any unit set up in the system.
- 6. CHARGE\_VALUE the value charged per this charge line.
- 7. CHARGE\_UNITS the unit being charged against
- 8. STJ\_FROM the geographical range (standard journey) of this tariff.
- 9. STJ TO the geographical range (standard journey) of this tariff.

Vote: Standard journeys are formatted as type, then a colon (:) then the value, for example "C:GB" denotes a country range for the specific country "GB" as set up in the countries system data.

- Type is one of the following:
  - ◆ "R" Planning Region◆ "P" Postal Region

  - \* "T" Town
    \* "C" Country
    \* "Z" Zone
    \* "L" Location
- Value is the specific ID of one of the types. For example, "GB" as set up in Countries.

You can then import the file through the Imports option on Administration, File Interfaces, Imports, if your user has been authorised to use the "Contracts" import format:

- Find the format "Contracts"
- Click **Browse** and find your CSV file.
- Click Import and confirm any pop up messages.

You will then be able to see the contract in CTMS Modules, Maintenance, Contracts.

## Example:

With the following fixed data:

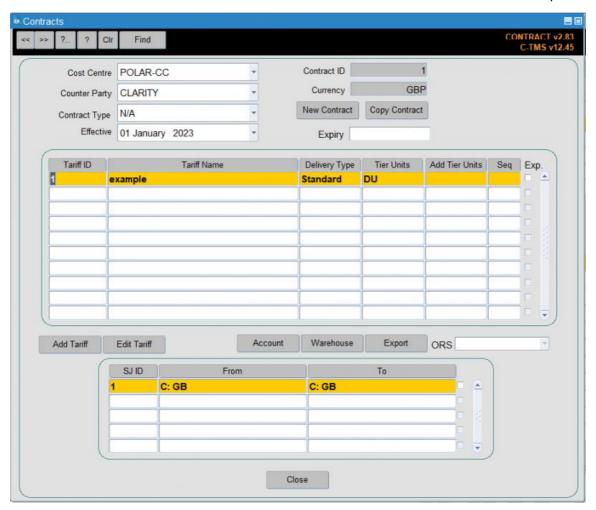
- CONTRACT\_EFF\_DATE 01/01/23
- TARGET\_EFF\_DATE 01/01/23
- CHARGE\_EFF\_DATE 01/01/23
- PER 1
- CURRENCY GBP
- CHARGE\_TYPE Order Revenue SERVICE\_TYPE Standard
- COST\_CENTRE POLAR-CC

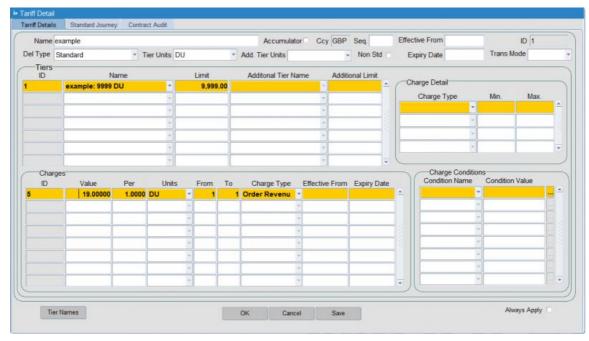
and the following CSV:

```
CLARITY, example, example: 9999 DU, 9999, DU, 19, DU, C:GB, C:GB
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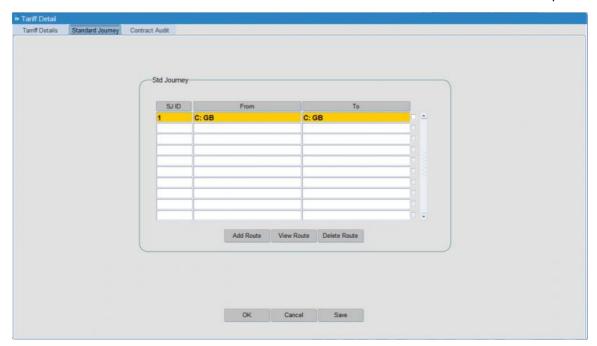
Will create the following contract:











The import can be modified so that you can change fixed values to variable fields, and then add columns to the CSV. You can also include charge conditions, standard journey, contract, tier and charge expiry dates, min and max charges, transport modes, etc.

