

Imports CONTRACT

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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.

Record Type	Field Type	Source Type	Occ	Source Value	Prefix	Pad	Char	Default	Format
	CONTRACT_EFF_DATE	FIXED	0	01/01/10					
	TARIFF_EFF_DATE	FIXED	0	01/08/10					
	CHARGE_EFF_DATE	FIXED	0	01/08/10					
	COUNTER_PARTY	FIELD	0	1					
	PER	FIELD	0	1					
	TARIFF_NAME	FIELD	0	2					
	TIER_NAME	FIELD	0	3					
	TIER_LIMIT	FIELD	0	4					
	TIER_UNITS	FIELD	0	5					
	CHARGE_VALUE	FIELD	0	6					
	CHARGE_UNITS	FIELD	0	7					

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 is 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.

 **Note:** 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

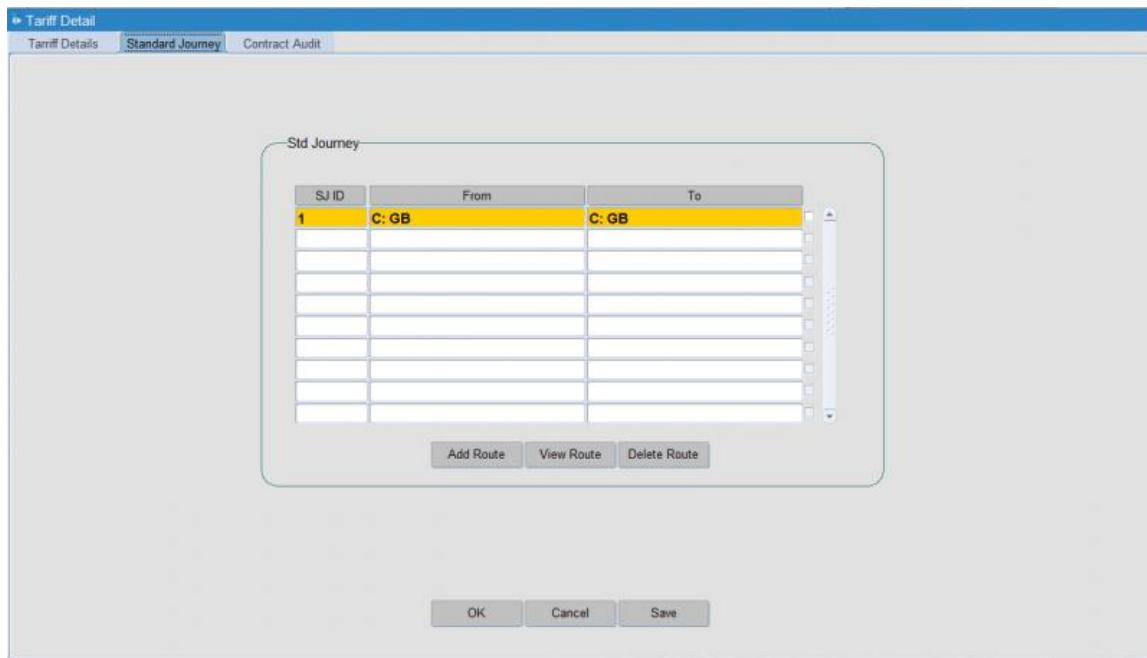
and the following CSV:

```
CLARITY,example,example: 9999 DU,9999,DU,19,DU,C:GB,C:GB
```

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.

