



Aptean

Interface - Imports Guide

Calidus TMS - 12.48

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Reference: INTERFACE

Contents

1 Imports.....	1
1.1 Access Control.....	1
1.2 Import Processing.....	2
1.3 User Interface.....	2
1.4 Notes on Validation of Imports.....	8
1.5 Currently Available Imports.....	9
1.6 Further Configuration.....	12
2 Import Details.....	15
2.1 ACCOUNT.....	15
2.2 ACC_SERVICES.....	15
2.3 ACC_SRV_RTS.....	15
2.4 ASSET.....	16
2.5 BOOKING.....	17
2.6 CARRIER.....	18
2.7 CONTRACT.....	19
2.8 CURR_USAGE.....	23
2.9 CUSTOMER.....	23
2.10 CUST_FLEET.....	24
2.11 DEBRIEF.....	25
2.12 DECODE.....	26
2.13 DRIVERS.....	26
2.14 DRIVER_SHIFT.....	26
2.15 DU_TYPE.....	26
2.16 FIXED_ROUTE.....	27
2.17 INVOICE_RQTS.....	28
2.18 LOCATION.....	29
2.19 LOC_UPDATE.....	31
2.20 LOC_ZONES.....	31
2.21 PERSON.....	31
2.22 REGION_DATA.....	32
2.23 REGION_DEPOT.....	32
2.24 SCHED_RULES.....	33
2.25 SHIFT_PATT.....	33
2.26 TI_ORDER.....	33
2.27 TRACTOR.....	36
2.28 TRAILER.....	36
2.29 TYRES.....	37
2.30 VEHICLE.....	37
2.31 WMS_PRODUCT.....	37

1 Imports

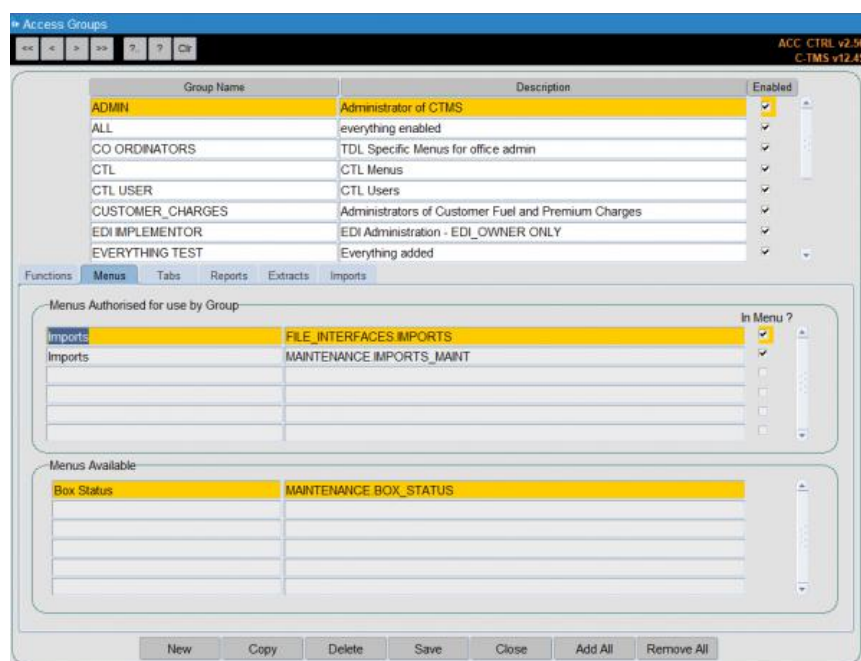
The C-TMS Flat File Import functionality allows for data to be loaded into the system without the need for a formal electronic interface. The import mechanism allows a file from a users PC to be uploaded to the server and from there it can be loaded into the database.

There is a predefined set of import types which have been configured along with the fields which can be included in each import. It is possible to configure these imports to suit individual requirements, for example, on an Order import it is possible to pass in the id for an existing location or it is possible to pass in the name and address for a new location (only the first 2 parts of a postcode are required for a new location to be created) with relevant information such as loading rates automatically being copied from existing locations to their orders. Certain imports also have the concept of a record type allowing 2 types of information to be included in one import such as orders and order lines. Order details can be contained on one line and then one or many orders lines can be included in subsequent lines.

1.1 Access Control

Access to maintain and execute the imports is subject to access control.

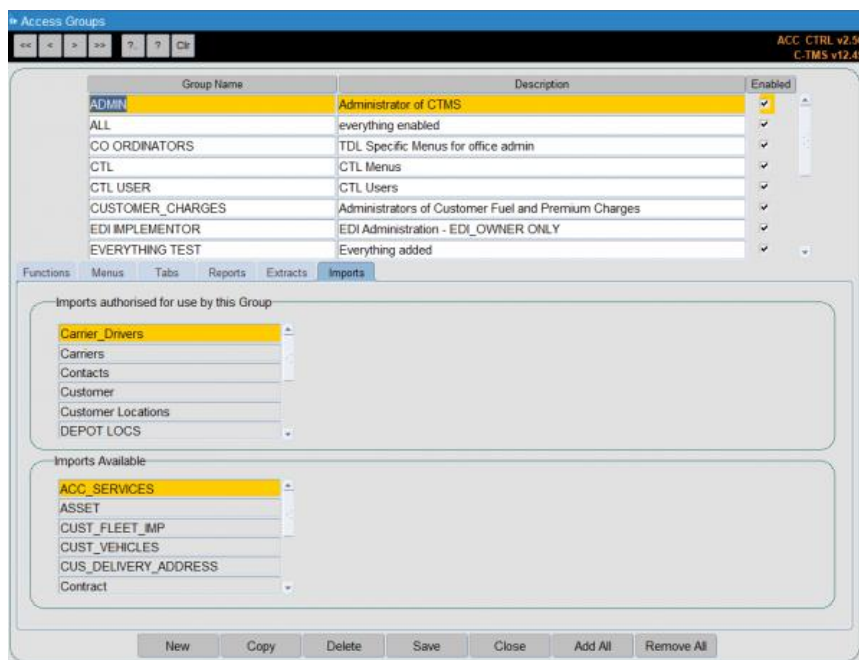
To access the maintenance or execution of imports, your user must be part of a group that has access to the screens. You can do this through the Access Control screen, Groups maintenance, Menu tab for your assigned group.



- Imports (FILE_INTERFACES.IMPORTS) - this is for the execution of imports.
- Imports (MAINTENANCE.IMPORTS_MAINT) - this is for the maintenance of imports.

In order to import in a particular format, you also have to have access to the format, which is controlled through the same screen, Imports tab:





In both cases, access is granted by double-clicking the required menu or import on the lower "Available" table to add it to the upper "Authorised" table.

If you do not have privilege to change access control, contact your system administrator for access.

1.2 Import Processing

There are a number of imports that are currently configured including [Orders.](#), [Bookings](#), [Slots](#) and Receipts.

While processing the file C-TMS will attempt to process each line individually, upon completion it will report back to the user the number of lines that were processed successfully and the number that failed. Results and failures files (.res and .fail) are produced and can be viewed on the server to see what happened during the import. Upon completion a record will also be written to an audit table, detailing when the import was run, who ran it, the number of records processed successfully and the number that failed. If the Import was for orders it will also contain a comma separated string of all the orders that were created.

With regard to the Orders imports it is very important to prevent a file from being processed more than once. C-TMS will perform a check to ensure that the same file cannot be loaded twice, this is achieved using the checksum functionality on the server, if a user attempts to load a file that has already been processed it will be rejected. C-TMS also performs checks to ensure that the order being processed is not already in the system, the check is made based on the key fields of an order.

1.3 User Interface

There are 2 screens in C-TMS for imports, one for maintenance and the other for execution as follows:

1.3.1 Maintenance



The screenshot shows the 'Import Maintenance' window with the following data:

Format Name	Imp Type	Default Path	Defl Filename	Record Id	Filename Fmt	Xfer Type	Ext	Max Uploads	Default Record Type
BOOKING_IMPORT	BOOKING	C:\temp\	booking_import			ASCII		1	
Contract	CONTRACT	c:\temp\	Whit_Contr.csv			ASCII		100	
Decode	DECODE	c:\	decode.csv			ASCII		100	
EXACT_PURCHASE_F	RECEIPT	c:\temp\	esr			ASCII		1	
EXACT_SALES_RECE	RECEIPT	c:\temp\	esr			ASCII		1	

Below the first table, there are checkboxes for 'Fixed/Delimited' and 'D' (Delimiter), and buttons for 'Add' and 'Delete'.

Record Type	Field Type	Source Type	Occ	Source Value	Prefix	Pad	Char	Default	Format
SOURCE_ID	FIELD	0	1						
DEST_ID	FIELD	0	2						
SCHED_NAME	FIELD	0	3						
PRODUCT	FIELD	0	4						
DU_TYPE	FIELD	0	5						
QUANTITY	FIELD	0	6						

At the bottom, there is a 'Decode' text field.

To create a new import, select a row on the top section and click the **Add** button.

Enter a unique format name.

Enter an import format or select from a lookup using CTRL-L - a list of currently available imports is shown below.

Enter a default path and filename - this is a default LOCAL path and filename on your PCs or network which is used when executing to find the import files. You can change this when executing an import, but is useful as a default.

You may also enter:

- XFer Type - ASCII (character, the default) or BINARY.
- Max Uploads - a maximum number of records that can be uploaded through this import.
- Default Record Type - a default for the records (lines) included in the file.
- Fixed/Delimited - this will default to delimited if unspecified.
- Delimiter - this will default to a comma if unspecified.

You can save your export using the **Save** button provided, or cancel any changes you have made after the last save with the **Cancel** button.

To edit an existing import, you can select it from the top table, and any defined extract fields will be listed below.

To delete an existing import, select the import in the top table and click the **Delete** button.

To add extract fields, select the lower table and click the **Add** button. The screen will take you through the adding of a new field.

If there are multiple record (line) types that can be specified in the import, the screen will automatically show you the available record types. You can select one by clicking on it and clicking OK, or by double-clicking on the data row. You can cancel the addition by clicking the **Cancel** button.

After selecting a record type (or if there is only one record type), the screen will automatically show you a list of fields for that record type. You can select one by clicking on it and clicking OK, or by double-clicking on the data row. You can cancel the addition by clicking the **Cancel** button.

After that, you can specify where the data for this system field comes from:

- FIXED - a fixed value, typed directly in the Source Value column.
- FIELD - a column of data from the inbound file, indicated by a numeric entry in the Source Value column.
- PARAM - a parameter from the execution screen, identified by the Source Value column.
- OMIT - a placeholder. The field will not be imported or set.

You may also specify the following:



- Occ - occurrence of that field
- Prefix - a prefix to add to the start of the field data
- Pad - How many characters to pad the field, if required. Applies to the left i.e. padding to 3 characters with "0", "1" becomes "001", "17" becomes "017", "12345" becomes "123".
- Char - a padding character for the field when padding.
- Default - a default value if the import field is not provided.
- Format - Available formats are defined in the Formulae tab. If selected, one of:
 - ◆ COMET - a bespoke format.
 - ◆ SSL - a bespoke service level format.
 - ◆ PLUS_X - where X is a number to add to a numeric field value.
 - ◆ ADD_DAYS_SCHED_OFFSET - an offset to a date, specified in the 4th and 5th parameters.
 - ◆ DATE_NEXT_SLOT - the date of the next delivery slot, defined by parameters: 2 - secondary location; 3 - principal location, 4 - Product, 5 - RPE
 - ◆ DAY+1WD - the next working day from the date specified.
 - ◆ DAYNAME_TO_WKDAYNO - convert a week day number to a human-readable day name.
 - ◆ LOC_REF_X - Obtain a location ID by an alternative reference. Various reference types are possible, which will be suffixed to the model prefix "LOC_REF_", eg "LOC_REF_EXT", "LOC_REF_WHS".
 - ◆ PRD_REF_X - Obtain a PRODUCT TYPE by an alternative reference. Various reference types are possible, which will be suffixed to the model prefix "PRD_REF_", "PRD_REF_SECTION_DFLT".
 - ◆ DU_REF_X - Obtain a DU_TYPE by an alternative reference. Various reference types are possible, which will be suffixed to the model prefix "DU_REF_PRD_DFLT", eg "PRD_REF_SECTION_DFLT".
- Decode - a decode table to lookup a value from the import field value to a system field value. This is covered more in the following section. A lookup list of decodes is provided. If a decode value is not found, the direct import field value is used.

You can add new fields, delete existing fields, edit existing fields and save your changes using the buttons provided.

 **Note:** Typically with each import, there is a record type and action that is required. This is usually specified against the core data record type.

For example, the PERSON import type (for importing drivers and crew) supports the following 3 record type:

- PERSON - the person being imported and its data - the core data.
- CARRIER - the carriers to which this person belongs.
- VEHICLE - any vehicle types that person is capable of using.

The REC_TYPE and ACTION fields are specified against the PERSON record type.

You can use this to your advantage to import multiple record types in a single file.

For example, you might want to import a person, a carrier for that person and some vehicle types that they can use.

Each record might be configured as follows:

- Common:
 - ◆ Column 1:REC_TYPE, column 2:ACTION
- PERSON
 - ◆ Column 3:PERSON_ID, Column 4:FORENAME, Column 5:SURNAME
- CARRIER
 - ◆ Column 3:CARRIER_PERSON_ID, Column 4:CARRIER_ID, Column 5:CARRIER_INACTIVE
- VEHICLE
 - ◆ Column 3:VEHICLE_PERSON_ID, Column 4:VEHICLE_TYPE

The import file might look like this:

```
PERSON,A,120,Walker,Jay
CARRIER,A,120,CARRIER1,N
VEHICLE,A,120,VTTYPE1
VEHICLE,A,120,VTTYPE2
PERSON,A,121,Golding,Harry
CARRIER,A,121,CARRIER1,N
```

Importing this file would create 2 people, both assigned to carrier 1, with the first person assigned to two vehicle types.



1.3.2 Decodes

Decodes are tables of cross-reference data that you can use to convert import values to system values, to account for differences in import data formats.

For example, you have a delivery type STANDARD. All external data import files provide the data, but one field says "STD" instead of "STANDARD". You could create an import decode to change "STD" to "STANDARD" and reference the decode table here.

There are also many different decodes in the system, and some are specifically required for some functionality to operate, usually required decodes for specific interfaces.

Some examples:

- LOGIX Interface
 - ◆ *Decode Name:* LOGIX_DU_TYPES
 - ◆ *Decode Type:* DU Types
 - ◆ *Source Value:* The CTMS DU Type
 - ◆ *Target Value:* The Logix DU Type
- LogiNext Interface
 - ◆ *Decode Name:* LOGINEXT_DEL_TYPES
 - ◆ *Decode Type:* Reference
 - ◆ *Source Value:* The CTMS Delivery Type
 - ◆ *Target Value:* The LogiNext Delivery Type

Typically, these will be mentioned in the documentation of the specific screens, interfaces or processes as to which decodes are required for certain bespoke functionality to operate as required, and are not listed in this guide. Some other brief examples are:

- XML_REFERENCE - Order sub-references names.
- LOC_REF_NAMES - Location reference names.
- Specifically for Aptean POD (APOD):
 - ◆ FLEXIPOD_TPCLIENTNUM
 - ◆ FLX_DEPOT
 - ◆ FLX_RESULT_CODES
 - ◆ FLX_STATUS_CODES
- Specifically for Automotive Alliance Dealerships:
 - ◆ {CUSTOMER}_DEALERSHIPS - e.g. FORD_DEALERSHIPS
 - ◆ {CUSTOMER}_DU_TYPES - e.g. TESLA_DU_TYPES

You create decodes in the Decode import tab.

You can create a new decode table from the top table by clicking the **Add** button on the top section.

You must provide:

- A unique name.
- A type, provided in a drop-down list.

Types are selected from the following list:

- CARRIER
- CARTONS
- CLASS
- COMMODITY
- COST_CENTRE
- CUSTOMER
- CUST_GROUP
- DELIVERY
- DEL_TYPE
- DRIVER_NUM
- DU_TYPE
- EPOD - cross-reference specifically for Calidus EPOD.



- LATLONG_CALC
- LOCATION
- REFERENCE - general cross-reference tables Order and Location References specifically.
- SERVICE_LVL
- TRACTOR_ID
- TRAILER_ID
- TRAILER_TYPE
- WCS_IN - cross-reference specifically for Calidus WCS.
- XML_REF

You can save using the **Save** button and delete the decode table with the **Delete** button.

When a decode table is selected, the decodes are shown in the lower table. You can edit existing decodes or add new ones with the **Add** button in this section. You can delete decode entries with the **Delete** button.

You must provide:

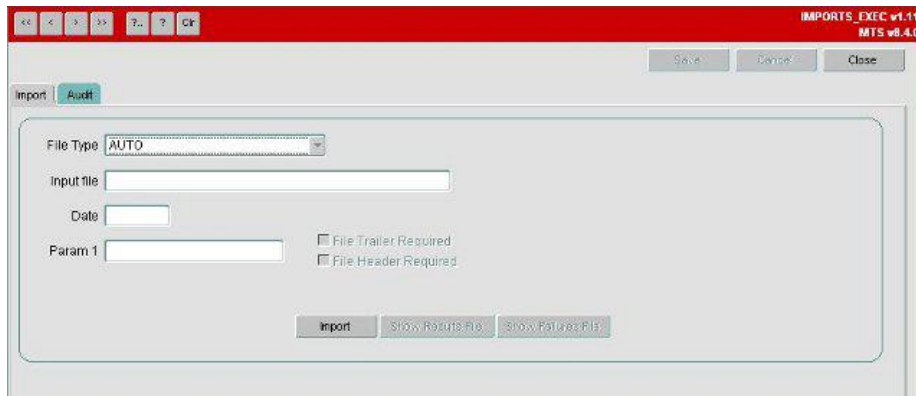
- Source value - the value to be changed.
- Target value - the value to change to.

You may also provide a customer and/or carrier to which this decode pertains. This decode will then only be used if the import references this customer and/or carrier.

 **Note:** You can use the import process itself to import decode tables, by creating an import of import type "DECODE".

- **DECODE**

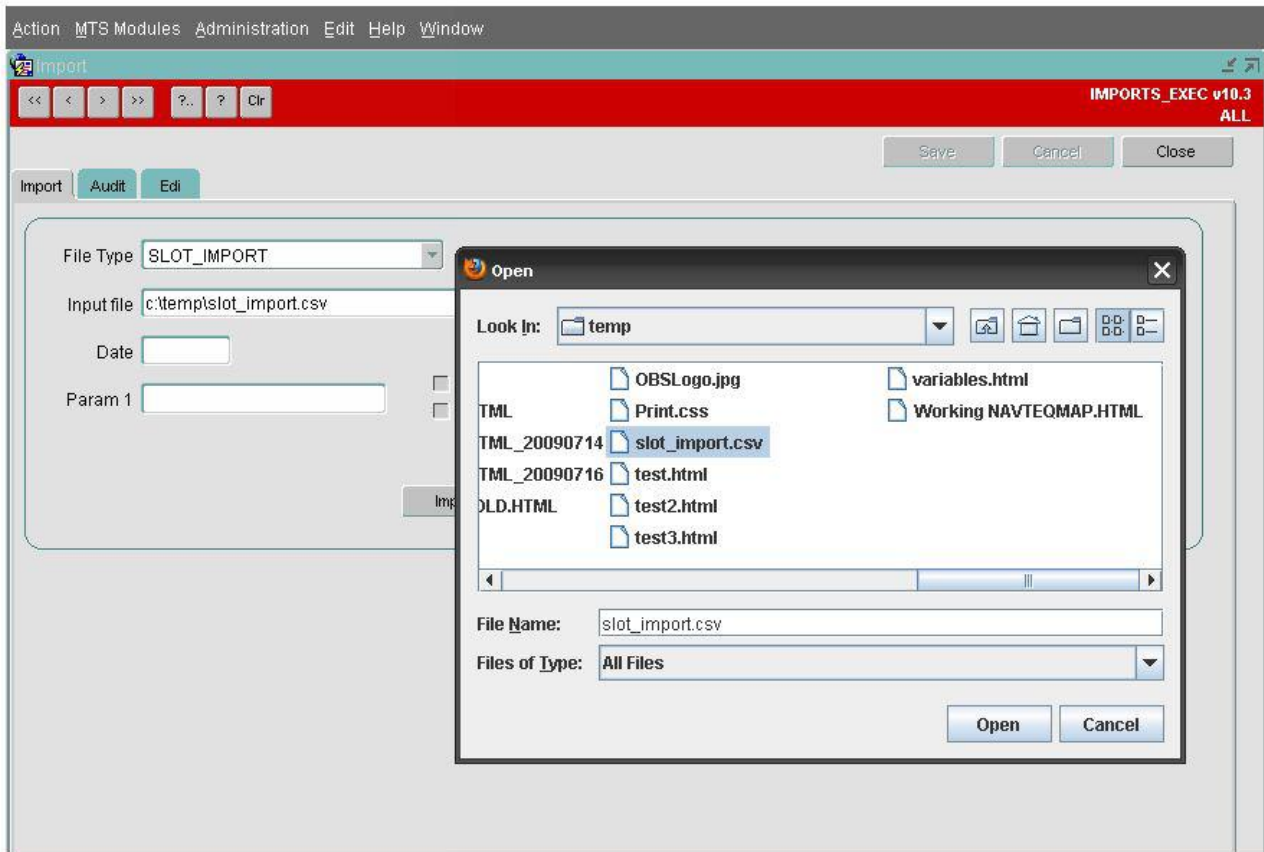
1.3.3 Execution



When an import is executed the file must be on the server, the system allows the user to upload the file onto the server if it is not already there.

To upload a file onto the server for importing you will need to either accept the default file location for the type of import you are performing or use the **Browse** button to select a file to upload from your PC or a network location that you have access to:

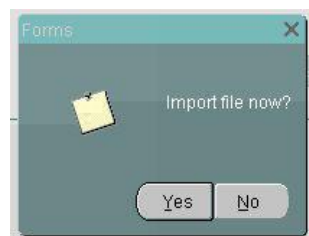




Once the file is found and selected you should click the **Open** Button. This will then prompt you to confirm you wish to upload the file onto the system's server:

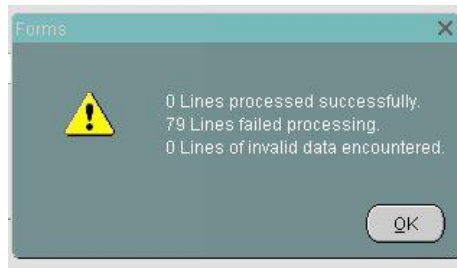


If you click on **Yes** the file will be uploaded onto the server, depending on the import file's size you may be presented with an hour glass whilst the upload occurs. When the upload is complete you will be asked if you wish to proceed with the import:

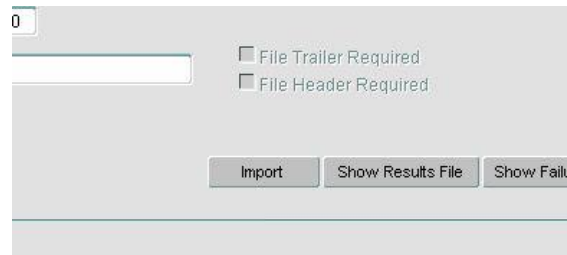


If you click **Yes** you will then be presented with a confirmation message advising what has happened during the import:





If errors occur during the import as above you will notice the **Show Results File** button has become active you will be able to click on this to see why the data was rejected:



```
LOC ( S08102) does not exist in MTS.
LOC ( S08102) does not exist in MTS.
LOC ( S08102) does not exist in MTS.
LOC ( S06473) does not exist in MTS.
LOC ( S06473) does not exist in MTS.
LOC ( S06473) does not exist in MTS.
LOC ( S06473) does not exist in MTS.
LOC ( S06473) does not exist in MTS.
LOC ( S06473) does not exist in MTS.
LOC ( S06473) does not exist in MTS.
LOC ( S06473) does not exist in MTS.
LOC ( S02257) does not exist in MTS.
LOC ( S02257) does not exist in MTS.
```

The **Show Failure File** will list those records that have failed to upload - this can be downloaded, corrected and then re-uploaded.

1.4 Notes on Validation of Imports

The import fields have strict restrictions, such as particular values, formats, lengths, etc.

As any field can be decoded through a decode table entry, this restriction applies to the *decoded* value.

Similarly, data can be modified through formulae, amending the data uploaded for a particular field. Any fields which apply formulas will have the restrictions applied to the *transformed* data.

If there is no decode or formula, then the data you attempt to upload *must* abide by the stated restrictions, otherwise the system will reject the data.

To preserve database integrity and prevent duplicate data being imported, every CSV file has a unique numeric identifier, not visible to the user. This is called the "checksum value".

The system will prevent a file import if the content is identical to a previously uploaded file. For example, if an import is executed and completes ok, then the exact same file is attempted to be uploaded, with which the content remains unchanged from the first import, the following error message is displayed:





In this instance the data will already have been uploaded onto the system.

1.5 Currently Available Imports

A variety of imports are available in the C-TMS system, and bespoke imports are developed when required by the business. A current list of the imports available are described below:

Import	Description
ACCOUNT	This import allows users to upload Accounts into C-TMS. This import allows for addition, modification or deletion of account data.
ACC_SERVICES	This import allows users to upload Services into C-TMS. This import allows for addition and modification of additional services.
ACC_SRV_RTS	This import allows users to upload Account Service Requirements into C-TMS. This import allows addition ONLY.
ASSET	This import allows users to upload permanent assets into C-TMS. This allows for creation and modification of permanent assets.
BAX_DEL_TYPE	
BAX_ROUTE	
BOOKING	This import allows users to upload Bookings into C-TMS. This import allows 3 different types: BOOKING, BOOKINGS_ASN and BOOKINGS_MDD.
CARRIER	This import allows you to upload Carriers into C-TMS. This allows for addition, modification or deletion of carriers.
CARRIER_LANE	This import allows users to upload Carrier Lanes into C-TMS
CONTRACT	This import allows users to upload Contracts into C-TMS
CURR_USAGE	This import allows users to upload Account Currency Usage records into C-TMS. This import allows for addition or deletion of currency usage data.
CUSTOMER	This import allows you to upload Customers into C-TMS
CUST_FLEET	This import allows users to upload Customer Fleets into C-TMS. Note that this is specific to Fleet Maintenance users (Bespoke)
DEBRIEF	This import allows users to upload basic debrief information against a location on a trip into C-TMS. This includes signatory and arrival/departure date/time, and sets the orders at that location to POD confirmed.
DECODE	This import allows users to upload Import/Export Decodes into C-TMS



Import	Description
DEL_SCHEDULE	This import allows users to upload into C-TMS
DRIVERS	This import allows users to be uploaded Drivers into C-TMS. This allows for addition, modification or deletion of basic driver details. 💡 Note: The PERSON import supersedes this import and should be used instead.
DRIVER_SHIFT	This import allows users to allocate Drivers to Shift Patterns into C-TMS. This allows for Addition, modification or deletion of driver shift patterns.
DU_TYPE	This import allows users to upload Despatch Unit Types Despatch Unit Types into C-TMS
FIXED_ROUTE	This import allows users to upload Fixed Routes into C-TMS. This allows for addition, modification or deletion of fixed routes, stops and transport modes.
GAZ_DHL_ESD	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_MOVIANTO	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_POLARSP	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_UKMAIL	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_UKM_PO	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_UKM_SE	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_YODEL	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_YODEL_AC	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_YODEL_CF	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_YODEL_CY	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_YODEL_DE	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_YODEL_DP	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_YODEL_DS	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_YODEL_FE	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_YODEL_HA	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_YODEL_RE	This import allows users to upload Carrier Gazetteers into C-TMS
GAZ_YODEL_SE	This import allows users to upload Carrier Gazetteers into C-TMS
INVOICE_RQTS	This import allows users to upload Invoice Requirements into C-TMS. This import allows for addition, modification or deletion of account invoice requirements data.
LANE	This import allows users to upload Lanes into C-TMS
LOCATION	This import allows users to upload Locations into C-TMS. This import allows addition ONLY of locations, constraints, contacts, references and trailer types.



Import	Description
LOC_PRD_FACT	This import allows users to upload location product factors into C-TMS
LOC_UPDATE	This import allows users to upload updated locations into C-TMS. This import allows update ONLY of basic location address details.
LOC_ZONES	This import allows users to upload Location Zones into C-TMS
MILK_ROUND	
ORD_LINE_ITM	This import allows users to upload Orders into C-TMS. Note that orders can be added, modified or deleted through this interface.
PARAGONXDOCK	
PAR_DEL_DATE	
PAR_TRIP_DTL	
PAR_XDOCKS	
PERSON	This import allows users to upload Drivers into C-TMS. This import allows for addition, modification or deletion of drivers details (record type PERSON, the core type), carrier assignment (CARRIER) and allowed vehicle types (VEHICLE).
PORTAL	This import is used by portal when uploading Orders from Portal.
PROCESS_ITEM	This is a bespoke interface for Toyota items.
PROC_ITM_FIX	
PRODUCT	This import allows users to upload Product information into C-TMS
PROD_ITEMS	This import allows users to upload Product Items into C-TMS
RECEIPT	This import allows users to upload Receipts into C-TMS
REGION_DATA	This import allows users to upload Region mapping into C-TMS. This import allows for addition, modification or deletion of region data.
REGION_DEPOT	This import allows users to upload Region assignments to Depot into C-TMS. This import allows for addition, modification or deletion of region depot assignment data.
RES_AVAIL	This import allows users to upload Resource Availability exceptions into C-TMS
SCHED_RULES	This import allows users to upload Schedule Rules into C-TMS. This import allows for addition and modification of scheduling rules per cost centre, customer, service level and transport mode.
SCREENING	This import allows users to upload Customer Screening Charges into C-TMS. Note that this is bespoke functionality
SHIFT_PATT	This import allows users to upload Depot Shift Patterns into C-TMS. This import allows for addition, modification or deletion of shift patterns per depot.
SKU_ORDER	This import allows users to upload SKU?s into C-TMS



Import	Description
SLOT	This import allows users to upload Slot details into C-TMS
TEAMS	This import allows users to upload Teams into C-TMS. Note that this is bespoke to Sessions Collections processing only.
TI_ORDER	This import allows users to upload Orders into C-TMS. Note that orders can only be added or deleted through this interface, not modified.
TRACTOR	This import allows users to upload Tractors into C-TMS. This import allows addition, modification or deletion of tractors and the carrier to which they are assigned.
TRAILER	This import allows users to upload Trailers into C-TMS. This import allows for addition, modification or deletion of trailers.
TYRES	This import allows users to upload Tyres cross-reference data into C-TMS. Note that this is bespoke for Fleet Maintenance processes only.
VEHICLE	This import allows users to upload Vehicles into C-TMS. This import allows addition, modification or deletion of fixed vehicles (linked tractor and trailer) and the carriers to which they are assigned.
VOLUMETRICS	This import allows users to upload Product Vehicle volumes data into C-TMS.
WMS_PRODUCT	This import allows users to upload WMS Product cross-reference data into C-TMS. Note that this is bespoke and used for Brexit export processes only.
XDOCK_PATH	This import allows users to upload XDock_Paths into C-TMS.
ZONE_CHGS	This import allows users to upload Location Zone Surcharges into C-TMS.

1.6 Further Configuration

The following System Parameters affect this functionality:

Parameter	Description	Level
BKG_INCREMENT	Increment exiting Bookings on import rather than overwriting	SYSTEM
BKG_SLOT_INACTIVATE	Controls whether existing Slots are updated to INACTIVE during a Slot Import.	SYSTEM
CLIENT_CODE_CHECK	Client code assessment for Location import	SYSTEM
CONTINGENCY_IMPORT	Contingency Import setting	COST CENTRE
FIXED_IMPORT	Customer is using fixed order import	CUSTOMER
GEO_LOC_IMP_POST_PLAN	Populate the postal and planning regions using rules in country and static data when doing location import	SYSTEM
GEO_SLOT_IMPORT_FILE	Name of Slot Import file	SYSTEM
GEO_SLOT_IMPORT_PATH	Slot Import path	SYSTEM
IMP_BWSC_DEF_CARRIER	Default Carrier for BWSC import for self delivery suppliers	COST CENTRE
IMP_CARRIER_LANE_COUNTRY_CODE		COST CENTRE



Parameter	Description	Level
	Country code for each cost centre imported on Carrier_Lane - INDUSTRIAL	
IMP_COL_DATE_REQD	Collection Date must be specified for imports	COST_CENTRE
IMP_CREATE_ITEM_ID	Controls if Item identifiers are system generated in CSV	CUSTOMER
IMP_FULL_LOC_ADDR_MATCH	Check the addresses match for the location name, address line 1, postcode, country and type for imported orders before creating a new location (Y/N).	SYSTEM
IMP_LOC_ID_ONLY	Only validate the location id when importing orders not the address lines	SYSTEM
IMP_OVERRIDE_SOURCE_REF	Set source system and control additional functionality in ORD LINE ITM CSV order import	SYSTEM
IMP_RESET_ORD_WINDOWS	Reset Order windows during Import	COST_CENTRE
IMP_RESET_ORD_WINDOWS	Reset Order windows during Import	CUSTOMER
IMP_TI_ORDER_CALC_WEIGHTS	CSV Import - Calculate weights from dims($Y=X*Y*Z/6000$)	COST_CENTRE
IMP_TI_ORDER_CHECK_SMS	CSV Import - Check contact numbers can be used as SMS numbers	COST_CENTRE
IMP_TI_ORDER_DEFAULT_DU	CSV Import - Default DU Type Method	COST_CENTRE
IMP_TI_ORDER_GEN_ITEMS	CSV Import - Generate order items from Qty	COST_CENTRE
IMP_TI_ORDER_GEN_LOC	CSV Import - Location Name generation by Post Code	COST_CENTRE
IMP TI ORDER QTY ADD	CSV Import - Add line qty	COST CENTRE
IMP_TI_ORDER_REVENUE_LIMIT	CSV Import -Pre-call above revenue limit (Numeric Limit).0 means no pre-call	COST_CENTRE
IMP_TI_ORD_GEN_LOC_NAME	Send Supplier Collection Messages	CUSTOMER
IMP USE DEFAULT DU	Use Default DU Type in import	CUSTOMER
IMP USE DEFAULT DU	Use Default DU Type in import	CUSTOMER
IMP_USE_GERMAN_DECODE	Controls if location names are decoded from German	SYSTEM
OMS_UNIQUE_EXT_REF	Controls if imports can load multiple order lines	CUSTOMER
ORD_BOOKING_METHOD	CSV Import - Booking Method -HOME for home delivery, any other value for standard	COST_CENTRE
ORD_CHECK_DUPLICATE_ORDERS	For orders where source system is IMPORTS check to see if order is a duplicate - Y or N	SYSTEM
PORTAL_ORDERS	Portal Imports available	SYSTEM
PRD_ITEM_IMPORT_FILE	Name of Product Item Import file	SYSTEM
PRD_ITEM_IMPORT_PATH	Product Item Import path	SYSTEM
SCH_SCHED_ORD_IMPORT_IGGESUND_SCHED_DATE_OVERRIDE	When Importing IGGESUND data, can the sched_date be over-written by the SCH_SCHED_ORD_DERIVE rule?	SYSTEM



Parameter	Description	Level
SCH_SCHED_ORD_IMP_TI_ORDER_SCHED_DATE_OVERRIDE	When Importing TI_ORDER data, can the sched_date be over-written by the SCH_SCHED_ORD_DERIVE rule?	SYSTEM
UTL_IMPORT_IGNORE_INVALID_OPERATION	The import process of files will suppress the auditing of messages when a file does not exist on the server to overwrite (Y/N)	SYSTEM
ZONE_POSTCODE_CHECK	Does Zone import check the postcode	SYSTEM



2 Import Details

The following is a summary of the usage of some imports configurable in the system.

2.1 ACCOUNT

This import allows addition, modification or deletion of account data in the system.

The following fields may be specified:

- ACTION - required - one of 'A'dd (default), 'M'odify, 'D'elete
- ACCOUNT_ID - required, must be 12 characters or less
- ACCOUNT_TYPE - required, one of 'CUSTOMER', 'CARRIER', 'CENTRE', 'GROUP'
- ACCOUNT_OWNER - required, must be 12 characters or less, must be valid data in the system matching the usage type provided.
- EXT_REF - optional, if provided must be 50 characters or less
- BANK_NAME - optional, if provided must be 50 characters or less
- BANK_ACCOUNT_NAME - optional, if provided must be 50 characters or less
- BANK_ACCOUNT_NO - optional, if provided must be 50 characters or less
- SWIFT_REF - optional, if provided must be 50 characters or less
- OF_ACC_IDENTITY - optional, if provided must be 20 characters or less
- OF_SEG_COMPANY - optional, if provided must be 4 characters or less
- OF_SEG_LOCATION - optional, if provided must be 6 characters or less
- OF_SEG_ACTIVITY - optional, if provided must be 2 characters or less
- OF_SEG_CUST_CONTR - optional, if provided must be 6 characters or less
- OF_SEG_PRIME - optional, if provided must be 4 characters or less
- OF_SEG_ANALYSIS - optional, if provided must be 6 characters or less
- VAT_COUNTRY - optional, must be a valid country in the system.
- VAT_REG_NO - optional, if provided must be 35 characters or less
- INACTIVE - optional, 'Y', 'N'
- VAT_CTRY_CHECK - optional, 'Y', 'N'
- PAY_VAT_ALWAYS - optional, 'Y', 'N'
- PAY_VAT_DOMESTIC - optional, 'Y', 'N'
- PAY_VAT_INTRA_EU - optional, 'Y', 'N'
- PAY_VAT_INTL - optional, 'Y', 'N'
- FS_COST_CENTRE - optional, if provided must be 12 characters or less
- VENDOR_CODE - optional, if provided must be 8 characters or less
- VENDOR_SITE_ID - optional, if provided must be 15 characters or less
- IBAN_REF - optional, if provided must be 30 characters or less

2.2 ACC_SERVICES

This import allows addition or modification of additional services in the system. If not present, this will also add a payment type ofr the service.

The following fields may be specified:

- SERVICE_ID - required - if exists, this will modify the service, else add it.
- SERVICE_NAME - required for adding
- SERVICE_EVENT - required for adding - one of 'TRIP','ORDER','BOTH'
- INITIATED_FROM_TASK
- SIGNIFICANT_SERVICE

2.3 ACC_SRV_RTS

This import allows addition of additional service rates in the system.



The following fields may be specified:

- **SERVICE_ID** - required - must exist as an additional service in the system.
- **DEBIT_ACC** - required - the account may be set to ALL or must be a valid account within the system. the debit and credit accounts may not both be set to ALL. The account specified must be of type 'GROUP','CUSTOMER' when the specified service type is for an ORDER service event, or 'CENTRE' for a TRIP service event.
- **CREDIT_ACC** - required - the account may be set to ALL or must be a valid account within the system. the debit and credit accounts may not both be set to ALL. The account specified must be of type 'GROUP','CUSTOMER' when the specified service type is for a TRIP service event, or 'CENTRE' for an ORDER service event.
- **EFFECTIVE_DATE** - required - date format DD/MM/YY
- **CHARGE_TYPE** - optional - if provided, 'FIXED','HOURS'. If not provided, will default to the charge type of the service specified.
- **AMOUNT** - required.

2.4 ASSET

To support an initial upload of multiple new Assets a file import is available using the standard C-TMS Import Maintenance functionality:

The screenshot shows the 'Import Maintenance' window with the 'Config' tab selected. The 'Format Name' is 'ASSET'. The 'Imp Type' is 'ASSET'. The 'Default Path' is 'c:\temp\'. The 'Dflt Filename' is 'asset.csv'. The 'Record Id' is empty. The 'Filename Fmt' is empty. The 'Xfer Type' is 'ASCII'. The 'Ext' is empty. The 'Max Uploads' is '100'. The 'Default Record Type' is empty. Below this, there is a table with columns: Record Type, Field Type, Source Type, Occ, Source Value, Prefix, Pad, Char, Default, and Format. The table contains the following data:

Record Type	Field Type	Source Type	Occ	Source Value	Prefix	Pad	Char	Default	Format
ASSET_ID	FIELD	0	1						
OWNER	FIELD	0	2						
ASSET_TYPE	FIELD	0	3						
ORIGIN	FIELD	0	4						
CURRENT_LOCATION	FIELD	0	5						
ROUTE	FIELD	0	6						
STATUS	FIELD	0	7						
COMMENTS	FIELD	0	8						
ACTION	FIELD	0	9						

At the bottom of the window, there is a 'Decode' button and a 'Fixed/Delimited' checkbox.

The following fields can be specified:

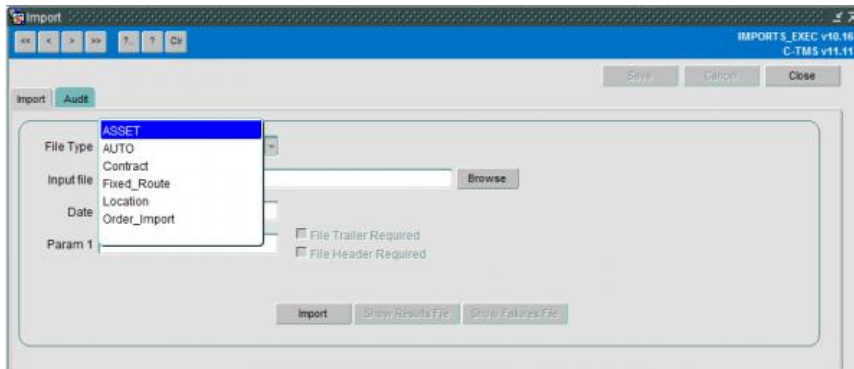
- **ACTION** - optional - 'A'dd or 'M'odify. If not provided, and the asset is not found, will default to adding, else modifying. If adding, the asset must not exist, if modifying, the asset must exist.
- **ASSET_ID** - required
- **OWNER**
- **ASSET_TYPE** - required when adding - must exist as a DU type marked as reusable in the system.
- **ORIGIN**
- **CURRENT_LOCATION** - required when adding - must exist as a valid location in the system.
- **ROUTE**
- **STATUS** - required - must be a valid status in the system.
- **COMMENTS**

Any data that does not conform to the specified format will be rejected, any errors will be reported in the results file which can be displayed on completion of the import process.

Duplicate assets will not be inserted if an asset already exists; this will be considered an update.

The standard Import screen is used to initiate the upload of the file:





When a valid asset is created/updated an associated record will be created in the Asset Audit History table to record the details of the creation or amendment.

Further configuration:

Parameter	Description	Level
UPPERCASE ASSET ID	Asset id to be stored in upper case	SYSTEM

2.5 BOOKING

This import can be used to create bookings in the system.

The following record types may be specified:

- BOOKING - the route header, the main import type.
- BOOKINGS_ASN
- BOOKINGS_MDD

The following fields may be specified per record type:

- BOOKING
 - ◆ BOOKING_REF
 - ◆ SOURCE_ID
 - ◆ DEST_ID
 - ◆ SCHED_NAME
 - ◆ PRODUCT
 - ◆ DU_TYPE
 - ◆ QUANTITY
 - ◆ CUSTOMER
 - ◆ COST_CENTRE
 - ◆ WEIGHT
 - ◆ VOLUME
 - ◆ SPECIAL_INSTRUCTIONS
- BOOKINGS_ASN
 - ◆ ACTION
 - ◆ DU_QTY
 - ◆ ORIGINAL_QTY
 - ◆ WEIGHT
 - ◆ VOLUME
 - ◆ IDENTIFIER
 - ◆ SOURCE_SYSTEM
 - ◆ DEL_DATE
 - ◆ BOOKING_REF
 - ◆ PRODUCT_ITEM
 - ◆ DU_TYPE
- BOOKINGS_MDD



- ◆ ACTION
- ◆ TO_LOC
- ◆ BOOKING_REF
- ◆ PRODUCT_ITEM
- ◆ PRODUCT_DESCRIPTION
- ◆ UOM
- ◆ ORIGINAL_QTY
- ◆ DEL_PRIORITY
- ◆ HANDLING_CODE1
- ◆ HANDLING_CODE2
- ◆ HANDLING_CODE3
- ◆ CARRIER_CODE
- ◆ INSPECTION_REQ
- ◆ TESTING_REQ
- ◆ DU_TYPE
- ◆ DU_QTY
- ◆ IDENTIFIER
- ◆ SOURCE_SYSTEM
- ◆ DEL_DATE
- ◆ COST_CENTRE_NAME
- ◆ CUSTOMER
- ◆ FROM_LOC

2.6 CARRIER

This import may be used to create carriers in the system.

The following fields may be specified:

- ACTION - required - one of 'A'dd (default), 'M'odify, 'D'elete.  **Note:** If the carrier is in use (i.e. is used on trips, or referenced in system or user access control parameters), then the carrier may not be deleted.
- CARRIER_ID - required - must not exist if adding, must existing if modifying or deleting
- CARRIER_NAME
- GROUP_NAME - optional - if provided, must exist as a carrier group in the system
- COST_CENTRE_NAME - optional - if provided, must exist as a cost centre in the system
- CARRIER_TYPE_ID - required when adding - if provided, must exist as a carrier type in the system
- CURRENT_HAULAGE_UNIT
- FIXED_COST_WEEKDAY
- FIXED_COST_SAT
- FIXED_COST_SUN
- HUB_LOCATION - optional - if provided, must exist as a location in the system
- ENFORCE_START_AT_HUB - 'Y','N'
- ENFORCE_END_AT_HUB - 'Y','N'
- BARCODE_TYPE
- TMS_REF
- HQ_LOCATION - optional - if provided, must exist as a location in the system
- EXPORTFILE_TYPE
- VAT_NUMBER
- VAT_COUNTRY - optional - if provided, must exist as a country in the system
- STD_SHIFT_HOURS
- STD_FACTOR
- ALTERNATE_CARRIER - 'Y','N'
- OVERTIME_FACTOR
- MAX_SHIFT_HOURS
- TRIP_THRESHOLD_HOURS
- MAX_DRIVING_HOURS
- ADDRESS_LINE1
- ADDRESS_LINE2
- ADDRESS_LINE3
- TOWN
- COUNTY
- COUNTRY_CODE - optional - if provided, must exist as a country in the system
- POSTCODE



- REGION
- PHONE
- FAX
- DRIVER_BREAK_THRES
- DRIVER_BREAK_MINS
- WORK_BREAK_THRES
- WORK_BREAK_MINS
- DISPLAY_TYPE - required - one of 'POPLIST','FREETEXT'
- CONTACT
- PERMIT_DEBRIEF - 'Y','N'
- WORK_STOPOVER_THRES
- STOPOVER_MINS
- DRIVE_STOPOVER_THRES
- MULTIPLE_TARIFFS - 'Y','N'
- INACTIVE - 'Y','N'
- EXTERNAL_DRIVER - 'Y','N'
- SMARTPHONE_ENABLED - one of 'SMARTPHONE','MICROLISE','TOMTOM'
- EMAIL
- LABEL_FORMAT - optional - if provided, must be a valid label format in the system.
- MANIFEST_FORMAT - optional - if provided, must be a valid manifest format in the system.
- PRINT_MANIFEST - 'Y','N'
- VOLUMETRIC_FACTOR
- AUTO_SCHEDULING - 'Y','N'
- MAX_DU_PER_SHIP
- PRINT_SHIPMENT_LABEL - 'Y','N'
- PAYMENT_DEADLINE
- MPG
- EPOD_ENABLED - 'Y','N'
- TRANSPORT_MODE - 'AIR','ROAD'
- ALLOW_PALLETS - 'Y','N'
- AWB_CONS_CAPTURE - 'Y','N'
- THIRD_PARTY_LABEL - 'Y','N'
- AUTO_DEBRIEF_COL - 'Y','N'
- AUTO_DEBRIEF_DEL - 'Y','N'
- SEND_TO_EPOD_COL - 'Y','N'
- SEND_TO_EPOD_DEL - 'Y','N'
- ALTERNATE_CARR_NAME
- REPORTING_CARRIER
- DEFAULT_RESOURCE - 'Y','N'
- ENFORCE_START_AT_DEL - 'Y','N'

2.7 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 screenshot shows the 'Import Maintenance' window with the 'Config' tab selected. The window title is 'IMPORTS_MAINT v1.25 C-TMS v12.45'. It contains two main tables.

Table 1: Import Configuration

Format Name	Imp Type	Default Path	Dflt Filename	Record Id	Filename Fmt	Xfer Type	Ext	Max Uploads	Default Record Type
Contract	CONTRACT	c:\temp\	rates.csv			ASCII		100	

Below this table are buttons for 'Fixed/Delimited', 'Delimiter', 'Add', and 'Delete'.

Table 2: Field Configuration

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	FIXED	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					

At the bottom left is a 'Decode' button.

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.

 **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:



Contracts

Contract ID: 1
Currency: GBP
New Contract Copy Contract

Cost Centre: POLAR-CC
Counter Party: CLARITY
Contract Type: N/A
Effective: 01 January 2023
Expiry:

Tariff ID	Tariff Name	Delivery Type	Tier Units	Add Tier Units	Seq	Exp.
1	example	Standard	DU			

Add Tariff Edit Tariff Account Warehouse Export ORS

SJ ID	From	To
1	C: GB	C: GB

Close

Tariff Detail

Tariff Details Standard Journey Contract Audit

Name: example Accumulator: Ccy: GBP Seq: Effective From: ID: 1
Del Type: Standard Tier Units: DU Add Tier Units: Non Std: Expiry Date: Trans Mode:

Tiers ID	Name	Limit	Additional Tier Name	Additional Limit
1	example: 9999 DU	9,999.00		

Charge Detail

Charge Type	Min.	Max.

Charges

ID	Value	Per	Units	From	To	Charge Type	Effective From	Expiry Date
5	19.00000	1.0000	DU	1	1	Order Revenue		

Charge Conditions

Condition Name	Condition Value

Tier Names OK Cancel Save Always Apply



The screenshot shows a software interface titled 'Tariff Detail' with three tabs: 'Tariff Details', 'Standard Journey', and 'Contract Audit'. The 'Standard Journey' tab is active. Inside this tab, there is a sub-window titled 'Std Journey' containing a table with three columns: 'SJ ID', 'From', and 'To'. The first row of the table is highlighted in yellow and contains the values '1', 'C: GB', and 'C: GB' respectively. Below the table, there are three buttons: 'Add Route', 'View Route', and 'Delete Route'. At the bottom of the main window, there are three buttons: 'OK', 'Cancel', and 'Save'.

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.

2.8 CURR_USAGE

This import allows addition or deletion of account currency usage data in the system.

The following fields may be specified:

- ACTION - required - one of 'A'dd (default), 'D'elete.
- USAGE_TYPE - required, must be 12 characters or less, one of 'CUSTOMER', 'CUST_GROUP', 'CC', 'CARRIER', 'GROUP_NAME'
- USAGE_VALUE - required, must be 12 characters or less, must be valid data in the system matching the usage type provided.
- CCY_CODE - required, must be 3 characters or less, must be a valid currency in the system.

2.9 CUSTOMER

This import allows addition, modification or deletion of customers data in the system.

The following fields may be specified:

- ACTION - required - one of 'A'dd (default), 'M'odify, 'D'elete
- CUSTOMER_ID - required - must be 12 characters or less
- CUSTOMER_NAME - optional - must be 50 characters or less
- CONTACT_NAME - optional - must be 50 characters or less
- LOCATION_ID - optional - must be 12 characters or less, must exist as a location in the system.
- MTM_CUST_CODE - optional - must be 2 characters or less
- CUST_GROUP - optional - must be 12 characters or less, must exist as a customer group in the system
- COST_CENTRE_NAME - optional - must be 12 characters or less, must exist as a cost centre in the system
- VAT_COUNTRY - optional - must be 3 characters or less, must exist as a country in the system
- VAT_REG_NO - optional - must be 50 characters or less
- COUNTRY - optional - must be 3 characters or less, must exist as a country in the system
- TYPE - optional - one of 'CUSTOMER', 'BILLING_UNIT', 'BUYER', 'SUPPLIER'
- LATE_ORDER_DAYS_THLD, optional - numeric
- INT_ORD_TO_LOGNET - optional - one of 'Y', 'N'



- UNISON_IF_VALUE - optional - must be 3 characters or less
- TOK_POD_AVAIL - optional - one of 'Y', 'N'
- CONSOLIDATE_ORDERS - optional - one of 'Y', 'N'
- CONSOL_ALLOC_METHOD - optional - one of 'WEIGHT','RPE'
- ORD_REV_CHRG_TYPE_ID - optional - numeric, must exist in the system as a charging mechanism.
- LOTS_INSTALLED - optional - must be 12 characters or less
- LATE_DEL_MINS_THRLD - optional - numeric
- ORDER_LINE_CONTRACT - optional - one of 'Y', 'N'
- SEND_ORD_MSG - optional - one of 'Y', 'N'
- HIDE_ALL_ACTUALS - optional - one of 'Y', 'N'
- ALLOW_MANUAL_RPE - optional - one of 'Y', 'N'
- UPDATE_TO_DELIVER - optional - one of 'Y', 'N'
- ORDER_REASON_CODE - optional - one of 'Y', 'N'
- ITEM_REASON_CODE - optional - one of 'Y', 'N'
- LATE_REASON_CODE - optional - one of 'Y', 'N'
- USE_ALTERNATIVE_ITEM - optional - one of 'Y', 'N'
- TRIP_DEBRIEF_LEVEL - optional - one of 'Off', 'Items Only', 'Line Only', 'Line and Items'
- EARLY_DEL_MINS_THRLD - optional - numeric
- TRIP_CONF_VALIDATION - optional - one of 'Y', 'N'
- NO_MIN_COLLECTION - optional - one of 'Y', 'N'
- VALIDATE_PROD - optional - one of 'Y', 'N'
- EFX_SITE - optional - must be 40 characters or less
- AUTO_SCHED_EXCLUDE - optional - one of 'Y', 'N'
- AUTO_PLANNING - optional - one of 'Y', 'N'
- CALC_RPE - optional - one of 'Y', 'N'
- ENABLE_EPOD - optional - one of 'Y', 'N'
- PROCESS_SCAN_ITEMS - optional - one of 'Y', 'N'
- AIR_MODE - optional - numeric less than 99999
- ROAD_MODE - optional - numeric less than 99999
- LABEL_FORMAT - optional - one of 'Z','P'
- ORDER_HDR_CONTRACT - optional - one of 'Y', 'N'
- DEDICATED_CARRIER - optional - if provided, must be a carrier in the system.
- AR_ITEM_CONTENT_TYPE - optional - one of 'ITEM','CLAIM'
- AR_LABEL_REQ - optional - one of 'Y', 'N'
- AR_LABEL_FORMAT - optional - one of 'AAM','BMW'
- AR_ITEM_LABEL_REQ - optional - one of 'Y', 'N'
- AR_ITEM_LABEL_FORMAT - optional - one of 'AAM','BMW'
- AR_MANIFEST_REQ - optional - one of 'Y', 'N'
- AR_MANIFEST_FORMAT - optional - one of 'AAM','BMW'
- PICK_QTY_REQ - optional - one of 'Y', 'N'
- SUPP_DOC_FORMAT - optional - one of 'SD1','SD2','SD3','SD4','SD5','SD6'
- MIN_OWN_DRY_ICE - optional - numeric
- MIN_DRY_ICE - optional - numeric
- MIN_TAILGATE - optional - numeric
- MIN_LABOUR - optional - numeric
- CHG_PACKAGE - optional - one of 'Y', 'N'
- CHG_DRYICE - optional - one of 'Y', 'N'
- CHG_WETICE - optional - one of 'Y', 'N'
- SEND_ALC_MSG - optional - one of 'Y', 'N'
- SEND_MAR_MSG - optional - one of 'Y', 'N'
- SEND_LOA_MSG - optional - one of 'Y', 'N'
- SEND_WMS_LOAD_MSG - optional - one of 'Y', 'N'
- SEND_WMS_DESP_MSG - optional - one of 'Y', 'N'
- SEND_WMS_UNLOAD_MSG - optional - one of 'Y', 'N'
- SHIPMENT_CUST_ID - optional - must be 50 characters or less
- MU_ID - optional - must be 50 characters or less
- FACILITY_ID - optional - must be 50 characters or less

2.10 CUST_FLEET

This import allows users to upload Customer Fleets into C-TMS. This allows creation of updating of details. Note that this is specific to Fleet Maintenance users (Bespoke)



The following fields may be specified:

- CUSTOMER_ID - required - must exist as a customer
- REG_FLEET_NUMBER - required
- CURRENT_LOCATION_ID - required - must be a location for the customer, must be type BRANCH or INV, must be active
- INACTIVE - required - one of 'Y', 'N'
- VEHICLE_TYPE - required - one of 'TRACTOR', 'TRAILER', 'RIGID', 'CAR', 'VAN', 'AGRICULTURAL'
- AXLE_CONFIG - required - must be a valid axle config in the system.
- MAKE - optional
- MODEL - optional
- LAST_INSPECTION_DATE - optional
- ODO - optional
- LAST_POSITION - optional
- LAST_POSITION_DATE - optional
- LAST_POS_TIME - optional
- LAST_POSITION_TIME - optional
- AXLE_1_SIZE - optional
- AXLE_2_SIZE - optional
- AXLE_3_SIZE - optional
- AXLE_4_SIZE - optional
- AXLE_5_SIZE - optional
- AXLE_1_PSI - optional
- AXLE_2_PSI - optional
- AXLE_3_PSI - optional
- AXLE_4_PSI - optional
- AXLE_5_PSI - optional
- AXLE_1_PRODUCT_ID - optional
- AXLE_2_PRODUCT_ID - optional
- AXLE_3_PRODUCT_ID - optional
- AXLE_4_PRODUCT_ID - optional
- AXLE_5_PRODUCT_ID - optional
- AXLE_1_TREAD_DEPTH - optional
- AXLE_2_TREAD_DEPTH - optional
- AXLE_3_TREAD_DEPTH - optional
- AXLE_4_TREAD_DEPTH - optional
- AXLE_5_TREAD_DEPTH - optional

2.11 DEBRIEF

This import may be used to capture external debrief information. The process can add or update signature information. The process will set the quantity delivered against the items and set the order to POD confirmed. The delivery trip stop will be debrief with the arrival time. A reason of CD will be added to the order.

The following fields may be specified:

- OMS_REF - optional - either EXTERNAL_REF or OMS_REF must be specified. This reference is used in preference to EXTERNAL_REF to find the order. The specified order must exist in the system. The order must be planned for delivery in the system.
- EXTERNAL_REF - optional - either EXTERNAL_REF or OMS_REF must be specified.
- SIGNATORY_DATE - required
- SIGNATORY_TIME
- SIGNATORY - required
- SUBURB
- POSTCODE
- STATE
- CONSIGNMENT_NOTE
- CARRIER - required - must exist as a carrier in the system.



2.12 DECODE

This import type allows you to import decodes for imports and exports processing.

The following fields may be specified:

- **DECODE_NAME** - required - must exist as a decode table already set up in the system.
- **SOURCE_VALUE** - required. Will not be updated if the decode name and source already exists on the system.
- **TARGET_VALUE** - required.
 - ♦ If **DECODE_NAME** is **LOCATION**, then the target value must be a location set up on the system.
 - ♦ If **DECODE_NAME** is **CUSTOMER**, then the target value must be a customer set up on the system.
 - ♦ If **DECODE_NAME** is **CIST_CENTRE**, then the target value must be a cost centre set up on the system.
- **CUSTOMER_ID** - optional - if provided, then this must be a customer set up on the system.

2.13 DRIVERS

This import allows users to upload basic drivers data into C-TMS. This import supports adding, modifying and deleting drivers.  **Note:** This has been superseded by the PERSON upload, which is more functional.

The following fields may be specified:

- **ACTION** - required - one of 'A'dd (default), 'M'odify, 'D'elele
- **ID** - required - must exist for modifying and deleting, must not exist for adding.
- **SURNAME** - required - must be less than 50 characters
- **FORENAME** - required - must be less than 50 characters
- **JOB_TITLE** - required - must be less than 50 characters, must exist as a person type in the system.
- **LOCATION_ID** - required - must be less than 12 characters
- **CONTACT_NO** - optional - must be less than 50 characters
- **INACTIVE** - optional - one of 'Y', 'N'
- **AGENCY** - optional - one of 'Y', 'N'
- **SMARTPHONE_ENABLED** - optional - one of 'SMARTPHONE','MICROLISE','TOMTOM','EPOD'
- **EPOD_USERNAME** - optional - must be less than 10 characters
- **TOMTOM_ENABLED** - optional - one of 'Y', 'N'

2.14 DRIVER_SHIFT

This import can be used to define shift pattern assignment to drivers.

The following fields may be specified:

- **ACTION** - required - one of 'A'dd (default), 'M'odify, 'D'elele
- **SHIFT_CODE** - required - must exist as a shift pattern in the system.
- **DAYS_OF_WEEK** - required - must indicate the days of week active in 'YN' format e.g. 'YYYYYNN', Monday to Sunday
- **DRIVER** - required - must exist as a driver in the system.
- **CARRIER** - required - must exist as a carrier in the system.
- **START_DATE** - required - date format DDMMYYYY, must be within 3 years of the current date, must identify a Monday.

2.15 DU_TYPE

This import allows addition of DU types data in the system. Also creates carrier and customer allowed DU types.

The following fields may be specified:

- **DU_TYPE** - required
- **DU_DESCRIPTION** - optional



- VOLUME - optional
- VOLUME_COLLAPSED - optional
- MAX_KG - optional
- RPE - optional
- PRIORITY - optional
- ALLOW_DECIMALS - optional - one of 'Y', 'N'
- NO_VOLUME_RECALC - optional - one of 'Y', 'N'
- AVG_WEIGHT - optional
- DU_CATEGORY - optional
- REUSABLE_ASSET - optional - one of 'Y', 'N'
- WIDTH - optional
- LENGTH - optional
- HEIGHT - optional
- OWNED_PACKAGING - optional - one of 'Y', 'N'
- PRODUCT_TYPE - optional - if provided, must be a product type in the system
- FROM_LOC - optional - if provided, must be a location in the system
- TO_LOC - optional - if provided, must be a product type in the system
- CUSTOMER - optional - if provided, must be a list of customers, which will create the DU type in the locations
- CARRIER_ID - optional - if provided, , must be a list of carriers, which will create the DU type as allowable DU types for the carriers
- NEW_DU_TYPE - optional - one of 'Y', 'N' (default). If Y, creates a new DU type and teh actions adding them to the carriers and customers if provided.
- COST_CENTRE_NAME - optional

2.16 FIXED_ROUTE

This import type allows you to import fixed route headers and details into the system.

The following record types may be specified:

- ROUTE - the route header, the main import type.
- STOP - the stops on the route header
- TRANSPORT_MODE - optional - transport modes for the route.

The following fields may be specified per record type:

- ROUTE
 - ♦ ACTION - only blank or D (default) values are allowed for this import. To delete a route, you must have administrative access to delete routes.
 - ♦ REC_TYPE - required - one of the record types above.
 - ♦ ROUTE_CODE - required. If no action has been specified, if the route exists, then the route will be modified. If the route does not exist, it will be added.
 - ♦ ROUTE_NAME - required
 - ♦ DEPOT - required - must exist as an active RDC location in the system. If the depot is inactive, and you have administrative access to activate locations, then the depot can be activated automatically.
 - ♦ MAX_TRIPS
 - ♦ ENGINE
 - ♦ PRIORITY - must be a positive number i.e. greater than 0
 - ♦ CARRIER_ID - required - must exist in the system.
 - ♦ TRAILER_TYPE - required - must exist in the system.
 - ♦ INACTIVE - optional - if provided must be 'Y', 'N'
 - ♦ RTE_DAYS - required - may be provided as a string on 'YN' or '10', where Y or 1 denote an active day.
 - ♦ START_TIME - optional - if provided, must be a time.
 - ♦ CUT_OFF_TIME - optional - if provided, must be a time.
 - ♦ OVERRIDE_HUB_TIME - optional - must be Y', 'N'
 - ♦ CALC_TIME_DISTANCE - optional - must be Y', 'N'
 - ♦ ROUTE_COST - optional - must be a positive number.
 - ♦ MAX_TRIPS_PER_DAY - optional
 - ♦ SEND_TO_PARAGON - optional - must be Y', 'N'
 - ♦ ROUTE_TYPE
 - ♦ ROUTE_END
 - ♦ SCHED_ENG_ROUTE - optional - must be Y', 'N'



- ◆ PAR_RUN - optional - Inserts or updates the run number for Paragon for the route. Uses decodes "PAR_RUN"
- ◆ TRANSPORT_MODES - optional - delimited transport mode - superseded by record type TRANSPORT_MODE below
- ◆ BANK_HOLIDAY - optional - whether the route is considered a bank holiday route, which is not managed by external processes such as Paragon Strategic Planning for Fixed Drop Scheduling Engine. Values Y or N.
- STOP - optional section
 - ◆ ID - optional - if not provided of a stop of that ID does not exist, a new stop will be created, otherwise the stop will be updated.
 - ◆ SEQ - required - must be greater than 0 and must not already exist on the route.
 - ◆ STOP_TYPE - required - must be one of 'L', 'R', 'Z', 'C'
 - ◆ LOCATION_ID - required if stop type is 'L', 'C' - must exist as an active location in the system. If the location is inactive, and you have administrative access to activate locations, then the depot can be activated automatically
 - ◆ REGION - required is stop type is 'R', 'C', 'Z'
 - ◆ MANDATORY - required - must be one of 'Y', 'N'
 - ◆ TARGET_TIME - required
 - ◆ MAX_EARLY_MINS - required
 - ◆ MAX_LATE_MINS - required
 - ◆ COLLECTION - optional - must be one of 'M', 'O'. Either COLLECTION or DELIVERY must be populated.
 - ◆ DELIVERY - optional - must be one of 'M', 'O'. Either COLLECTION or DELIVERY must be populated.
 - ◆ STOP_PRIORITY - must be a positive number i.e. greater than 0. Required for an optional stop.
 - ◆ CROSSDOCK - optional - must be one of 'Y', 'N'
 - ◆ FIXED - optional - must be one of 'Y', 'N'
 - ◆ FILL_FACTOR - optional - must be between 0 and 1
 - ◆ STOP_CUT_OFF_TIME - optional - must be a time
 - ◆ STOP_CUT_OFF_TIME_DL - optional - must be a time
- TRANSPORT_MODE - optional section
 - ◆ TRANSPORT_MODE_TYPE - required - must exist as a transport mode in the system.
 - ◆ INC_EXC - optional - must be one of 'I', 'E'

Further Configuration

Access Control Group	Description	Level
GEO_ACTIVATE_LOCATION	Ability to update an Inactive Location to Active.	Functions
RTE_DELETE_ROUTE	Ability to Delete Routes	Functions

2.17 INVOICE_RQTS

This import allows addition, modification or deletion of account data in the system.

The following fields may be specified:

- ACTION - required - one of 'A'dd (default), 'M'odify, 'D'elede
- ACCOUNT_ID - required, must be 12 characters or less, must exist as an account in the system
- CREDIT_ACC - required, must be 12 characters or less, must exist as an account in the system
- JOURNAL - optional, numeric, must exist as a journal in the system
- VAT_COUNTRY - required, must be a country code in the system
- VAT_REG_NO - optional, if provided must be 35 characters or less
- INV_TERMS - optional, if provided must be an invoice terms entry in the system.
- INV_PERIOD - optional, one of 'DAILY', 'WEEKLY', 'MONTHLY', 'DATELIST')
- INV_DAY - optional, numeric, valid value as per period provided.
- GENERATION_METHOD - optional, one of 'M','G','R','S','C'
- GENERATION_DELAY - optional, numeric
- CREATE_PROVISIONAL - optional, 'Y','N', will be set to 'N' for self-billing accounts.
- PAYMENT_METHOD - optional, one of 'Cash', 'Cheque', 'Credit Card', 'Direct Debit', 'Other Directs'
- INACTIVE - optional, one of 'Y','N'
- EXPORT_TYPE - optional, one of 'EXACT','ORACLE','CARGO','CARGO_NZ','CARGO_AU'
- DFLT_NARRATIVE - optional, must be 256 characters or less



- SEPARATE_INVOICES - optional, one of 'Y','N'
- INV_DATE_SOURCE - optional, one of 'APPROVAL','CREATION','COLLECTION','DELIVERY','ORDER_COLLECTION','SCHEDULE','SERVICE','MANUAL'
- PRVSNL_POD_RQT - optional, one of 'INCLUDE','OMIT','PREVENT'
- FILING_REF_REQD - optional, one of 'Y','N'
- BCI - optional, one of 'Y','N'
- BCI_START_DATE - optional, DateTime format
- SELF_BILL_DATE - optional, DateTime format
- MIN_CONSIGNMENT_CHRG - optional, numeric

2.18 LOCATION

This import type allows adding locations and location-based data.

There are multiple record types:

- LOCATION - the main import of the location. Required.
- CONSTRAINT - any location constraints. Optional.
- CONTACT - location contacts. Optional.
- REFERENCES - location references. Optional.
- TRAILER_TYPE - trailer types allowed or excluded at this location. Optional. If not provided, all location types are allowed.

The following fields may be specified per record type:

- LOCATION
 - ◆ REC_TYPE - required
 - ◆ LOCATION_ID - required - must not exist in the system.
 - ◆ LOCATION_TYPE - required - must exist in the system.
 - ◆ LOCATION_NAME - required - configurable as to whether this must not exist in the system via system parameters
 - ◆ PARENT_LOC_ID - optional - is supplied, must exist as a location in the system.
 - ◆ ADDRESS_LINE1
 - ◆ ADDRESS_LINE2
 - ◆ ADDRESS_LINE3
 - ◆ TOWN
 - ◆ COUNTY
 - ◆ COUNTRY_CODE - Required - must exist as a country code in the system.
 - ◆ POSTCODE
 - ◆ POSTAL_REGION - optional - the system can be configured to calculate this for you from the country code and postcode.
 - ◆ PLANNING_REGION - optional - the system can be configured to calculate this for you from the country code and postcode.
 - ◆ LATITUDE
 - ◆ LONGITUDE
 - ◆ LOADING_RATE - required - if provided, this must exist in the system data. Loading rate can be pre-populated from a default rate.
 - ◆ UNLOADING_RATE - required - if provided, this must exist in the system data. Loading rate can be pre-populated from a default rate.
 - ◆ PHONE
 - ◆ FAX
 - ◆ LINK_ID - optional. Used for C-ePOD consolidation.
 - ◆ TIMEZONE_NAME - optional - if provided, this must exist in the system data.
 - ◆ CUST_CLIENT_CODE - optional.
 - ◆ ALTERNATIVE_CODE - optional - must be 12 characters or less.
 - ◆ USAGE - creates the location usage as per the system parameter. If provided, the provided value must exist as system data on the table that the system is set up to generate location usage records, usually CUSTOMER or CUST_GROUP.
 - ◆ CONTACT_SURNAME - optional - if provided, creates a single contact against the location. Can be superseded with CONTACTS sections.
 - ◆ CONTACT_FORENAME - optional - if provided, creates a single contact against the location. Can be superseded with CONTACTS sections.



- ◆ CONTACT_PHONE - optional - if provided, creates a single contact against the location. Can be superseded with CONTACTS sections.
- ◆ CONTACT_EMAIL - optional - if provided, creates a single contact against the location. Can be superseded with CONTACTS sections.
- ◆ CONTACT_JOB_TITLE - optional - if provided, creates a single contact against the location. Can be superseded with CONTACTS sections.
- ◆ CONTACT_TITLE - optional - if provided, creates a single contact against the location. Can be superseded with CONTACTS sections.
- CONSTRAINT - optional section
 - ◆ CONS_LOCATION_ID - required - must be the location ID and must exist in the system data (or reference the location just created in this import).
 - ◆ CONSTRAINT_TYPE - required - must exist in the system
 - ◆ DAY - required - must be one of '1', '2', '3', '4', '5', '6', '7', indicating the day of the week. only 1 constraint type may exist per day specified.
 - ◆ START_TIME - required - must be a valid time
 - ◆ END_TIME - required - must be a valid time
 - ◆ VALUE - required
- CONTACT - optional section
 - ◆ CONTACT_LOCATION_ID - required - must be the location ID and must exist in the system data (or reference the location just created in this import).
 - ◆ SURNAME - required
 - ◆ FORENAME - required
 - ◆ JOB_TITLE
 - ◆ TITLE
 - ◆ PHONE
 - ◆ EMAIL
- REFERENCES - optional section
 - ◆ REF_LOCATION_ID - required - must be the location ID and must exist in the system data (or reference the location just created in this import).
 - ◆ REFERENCE_NAME - required. Must be a valid location reference in the system, specified in import decodes, type "LOC_REF_NAMES". The location ID and reference name must not exist.
 - ◆ REFERENCE_VALUE - required - must be 200 characters or less.
- TRAILER_TYPE - optional section
 - ◆ TRAILER_LOCATION_ID - required - must be the location ID and must exist in the system data (or reference the location just created in this import).
 - ◆ TRAILER_TYPE - required - must exist in the system data.
 - ◆ FILL_FACTOR - required - value supplied must be between 0 and 1.
 - ◆ INC_EXC - optional - if provided, must be values 'I' (default), 'E'. The values of TRAILER_LOCATION_ID, TRAILER_TYPE and INC_EXC must not already exist in the system.

The location will be added to the location usage following the system logic enabled by system parameters.

Further configuration:

Parameter	Description	Level
GEO_VALIDATE_LOCATION_NAME	Indicates whether the system should check for duplicate location names (as well as IDs) when creating/updating locations	SYSTEM
GEO_LOC_IMP_POST_PLAN	Populate the postal and planning regions using rules in country and static data when doing location import	SYSTEM
GEO_POP_PLANNING_REGION	Controls whether the Planning Region is populated from the look up table - Y or N.	SYSTEM
GEO_DEFAULT_LOAD_RATE	Default Loading Rate for locations.	SYSTEM
GEO_DEFAULT_UNLOAD_RATE	Default Unloading Rate for locations.	SYSTEM
MTS_LOCATION_USAGE	Controls how Locations are grouped, either via CUST_GROUP, CUSTOMER, used in Customer form to display correct tab	SYSTEM



2.19 LOC_UPDATE

This import allows you to update basic information of locations already in the system.

The following fields may be used:

- LOCATION_ID - optional. If not provided, the location ID will be derived from the name.
- LOCATION_NAME - required
- PARENT_LOC_ID - optional - if provided, must exist in the system.
- LOCATION_TYPE - required - must exist in the system
- ADDRESS_LINE1 - optional - if provided will be updated.
- ADDRESS_LINE2 - optional - if provided will be updated.
- ADDRESS_LINE3 - optional - if provided will be updated.
- TOWN - optional - if provided will be updated.
- COUNTY - optional - if provided will be updated.
- COUNTRY_CODE - required - must exist in the system.
- POSTCODE - optional - if provided will be updated.
- MASTER_LOCATION - optional - if provided must be 'Y', 'N'.
- EXT_LOCATION_NAME - optional - if provided will be updated.



Note: Planning region will be updated by system configuration

2.20 LOC_ZONES

This import allows addition or modification of location zones in the system.

The following fields may be specified:

- ZONE - required
- CUSTOMER - optional - if provided, must exist as a customer in the system.
- LOCATION_TYPE - required - one of 'COUNTRY', 'PLANNING_REGION', 'POSTAL_REGION', 'POSTAL_STRING', 'POSTCODE', 'LOCATION_ID', 'ZONE'
- COUNTRY_CODE - required if LOCATION_TYPE is one of 'PLANNING_REGION', 'POSTAL_REGION', 'POSTAL_STRING', 'POSTCODE' - must be a valid country in the system.
- FROM_RANGE - required - will be ignored if a record exists for the location type and from range specified. Must be valid data in the system matching the selection of location type.
- TO_RANGE - required - Must be valid data in the system matching the selection of location type.
- INCLUDE_EXCLUDE - required - one of 'I', 'E'
- INACTIVE - optional - 'Y', 'N'
- TOWN_SUBURB
- ROUTING_CODE
- COST_CENTRE_NAME - optional - if provided, must be a valid cost centre in the system.

Further configuration:

Parameter	Description	Level
ZONE POSTCODE CHECK	Does Zone import check the postcode	SYSTEM

2.21 PERSON

This import type allows adding, modifying or deleting drivers and driver attributes in the system.

The following record types may be used:

- PERSON - Person details
- CARRIER - Carrier assignment
- VEHICLE - The vehicle types that person is qualified to drive.

The following fields may be specified per record type:



- PERSON
 - ◆ REC_TYPE - one of the record types above
 - ◆ ACTION - required - one of 'A'dd (default), 'M'odify, 'D'elele
 - ◆ PERSON_ID - required. Must not exist as system data when adding, must exist when modifying or deleting.
 - ◆ FORENAME - required when adding.
 - ◆ SURNAME - required when adding.
 - ◆ JOB_TITLE - required when adding - if provided, must exist as a person type in the system.
 - ◆ LOCATION_ID - optional - if provided, must exist as a location in the system.
 - ◆ CONTACT_NO
 - ◆ INACTIVE - optional - 'N' (default), 'Y'
 - ◆ AGENCY - optional - 'N' (default), 'Y'
 - ◆ SMARTPHONE_ENABLED - optional - one of 'EPOD' (default), 'SMARTPHONE', 'MICROLISE', 'TOMTOM'
 - ◆ EPOD_USERNAME
 - ◆ TOMTOM_ENABLED - optional - 'N' (default), 'Y'
 - ◆ DOB - optional - must be a date
 - ◆ ADDRESS_1
 - ◆ ADDRESS_2
 - ◆ ADDRESS_3
 - ◆ ADDRESS_4
 - ◆ ADDRESS_5
 - ◆ START_DATE - optional - must be a date
- CARRIER - optional

CARRIER_PERSON_ID - required - must exist (or have been created above) CARRIER_ID - required - must exist as a carrier in the system. CARRIER_INACTIVE - 'Y', 'N'

- VEHICLE - optional

VEHICLE_PERSON_ID - required - must exist (or have been created above) VEHICLE_TYPE - required - must exist as a trailer type

2.22 REGION_DATA

This import allows addition, modification or deletion of region data in the system.

The following fields may be specified:

- ACTION - required - one of 'A'dd (default), 'M'odify, 'D'elele
- POSTAL_REGION - required - must be 15 characters or less
- PLANNING_REGION - required - must be 5 characters or less
- COUNTRY_CODE - required - must be 3 characters or less
- ALT_COUNTRY_CODE - required - must be 3 characters or less

2.23 REGION_DEPOT

This import allows addition, modification or deletion of region depot assignment data in the system.

The following fields may be specified:

- ACTION - required - one of 'A'dd (default), 'M'odify, 'D'elele
- PLANNING_REGION - required - must be 12 characters or less, must exist as a planning region in the system
- DEPOT - required - must be 12 characters or less, must exist as an RDC location in the system
- GROUP_NAME - required - must be 12 characters or less, must exist as a schedule group in the system
- ORIGIN_PORT - optional - if provided, must be 20 characters or less
- COST_CENTRE_NAME - optional - if provided, must be 20 characters or less, must exist in the system



2.24 SCHED_RULES

This import allows users to upload Scheduling rules data into C-TMS. This import supports adding and updating schedule rules.

The following fields may be specified:

- **COST_CENTRE** - required - must be present as a cost centre in the system.
- **CUSTOMER** - required - must be present as a customer in the system.
- **RULE_NAME** - required - must be less than 40 characters.
- **CUTOFF** - required - time format.
- **OFFSET** - required - numeric
- **EARLY_TIME** - required - time format.
- **LATE_TIME** - required - time format.
- **SERVICE_LEVEL** - required - must be a valid service level in the system.
- **OFFSET_COLLECTION** - required - numeric
- **FROM_ZONE** - required - must be a valid zone in the system.
- **TO_ZONE** - required - must be a valid zone in the system.
- **TRANSPORT_MODE** - required - must be a valid transport mode in the system.
- **EXC_SCHED_ENG** - required - one of 'Y', 'N'

Further configuration:

Parameter	Description	Level
ALLOW_SAME_DAY_DELIVERY	Customer flag. Controls whether the cutoff is updated on the schedule rule (if Y, then not updated)	ORG_CUSTOMER

2.25 SHIFT_PATT

This import can be used to define standard shift patterns per depot.

The following fields may be specified:

- **ACTION** - required - one of 'A'dd (default), 'M'odify, 'D'elete
- **SHIFT_CODE** - required - 20 characters or less - must not exist for adding, must exist for modifying or deleting.
- **DEPOT** - required when not deleting - must exist as an RDC location in the system.
- **SHIFT_START** - required - time format.
- **SHIFT_END** - required - time format.
- **MON** - required - 'Y','N'.
- **TUE** - required - 'Y','N'.
- **WED** - required - 'Y','N'.
- **THU** - required - 'Y','N'.
- **FRI** - required - 'Y','N'.
- **SAT** - required - 'Y','N'.
- **SUN** - required - 'Y','N'.

2.26 TI_ORDER

The Import functionality will be used to upload selective master data into C-TMS during the initial implementation. It will also be used to upload Manifests from Suppliers. Each import is defined by a template created in the Imports section. More details on creation of imports can be found in the [Imports](#) page.

Each template defines each data field and its position within the uploaded data file. Fixed common values can be specified rather than including all the mandatory fields within the data file.

In order to conform to the CSV upload process in use by C-TMS, the initial line of each order must be configured with a line type of "ORDER_AND_LINE", and each subsequent line for the order configured with a line type of "LINE".



It is expected that there will be a CSV import template created for each customer, with certain defaults set against it, such as the customer itself and the location from which the product is to be collected.

 **Note:** Orders can only be added or deleted through this interface, not modified.

The format allows the following to be specified:

The following record types can be specified:

- ORDER_AND_LINE - the first line
- LINE - subsequent lines for the same order

For ORDER_AND_LINE types, the following fields may be specified:

- SPECIAL_INSTR
- BOOKING_REF
- ACTION
- EXT_REF
- SCHED_DATE
- CUSTOMER
- COST_CENTRE
- DEL_TYPE
- FRLOC_NAME
- FRLOC_TYPE
- FRLOC_ADDR1
- FRLOC_ADDR2
- FRLOC_ADDR3
- FRLOC_TOWN
- FRLOC_CNTY
- FRLOC_CNTRY
- FRLOC_C_CODE
- FRLOC_PCODE
- FROM_LOC
- TOLOC_NAME
- TOLOC_TYPE
- TOLOC_ADDR1
- TOLOC_ADDR2
- TOLOC_ADDR3
- TOLOC_TOWN
- TOLOC_CNTY
- TOLOC_CNTRY
- TOLOC_PCODE
- TOLOC_C_CODE
- TO_LOC
- EARLY_AVAIL
- LATE_AVAIL
- EARLY_DEL
- LATE_DEL
- SHIP_REF
- GROUP_NAME
- PRODUCT
- DU_TYPE
- QTY
- WEIGHT_KG
- VOL_CU_M
- FINAL_TO
- ORIG_FROM
- ORD_COMMENTS
- REC_TYPE
- QTY_IN_CASES
- DEL_POINT_REF
- ITEM_ID



- WMS_ORD_REF
- MSG_MEDIUM
- RECIPIENT_SMS
- RECIPIENT_SMS2
- RECIPIENT_SMS3
- RECIPIENT_SMS4
- RECIPIENT_EMAIL
- UN_NUMBER
- HAZARD_DESC
- HAZARD_QTY
- SERVICE_LEVEL
- CARRIER_ID
- LOC_FROM_ADDRESSEE
- LOC_TO_ADDRESSEE
- LOC_FROM_ADDRESSEE
- LOC_TO_ADDRESSEE
- LIFTS
- OVERSIZE
- FROM_LOC_CHILD
- TO_LOC_CHILD
- CONTAINER_NO
- DEL_PRIORITY
- ORD_ROUTE_CODE
- LN_HEIGHT
- LN_WIDTH
- LN_LENGTH
- LN_ITEM_DESCRIPTION
- LN_ITEM_AKA_CODE
- LN_ITEM_PACK_COUNT

For LINE types, the following fields may be specified:

- LINE_DU_TYPE
- LINE_PRODUCT
- LINE_QTY
- LINE_WEIGHT_KG
- LINE_VOL_CU_M
- LINE_QTY_IN_CASES
- LINE_ITEM_ID
- LINE_UN_NUMBER
- LINE_HAZARD_DESC
- LINE_HAZARD_QTY
- LINE_LIFTS
- LINE_HEIGHT
- LINE_WIDTH
- LINE_LENGTH
- ITEM_DESCRIPTION
- ITEM_AKA_CODE
- ITEM_PACK_COUNT

Further Configuration:

Parameter	Description	Level
SCH_SCHED_ORD_IMP_TI_ORDER_SCHED_DATE_OVERRIDE	When Importing TI_ORDER data, can the sched_date be over-written by the SCH_SCHED_ORD_DERIVE rule?	SYSTEM
IMP_TI_ORDER_GEN_LOC	CSV Import - Location Name generation by Post Code	SYSTEM
IMP_TI_ORDER_DEFAULT_DU	CSV Import - Default DU Type Method	SYSTEM
IMP_TI_ORDER_CALC_WEIGHTS	CSV Import - Calculate weights from dims($Y=X*Y*Z/6000$)	SYSTEM
IMP_TI_ORDER_REVENUE_LIMIT		SYSTEM



Parameter	Description	Level
	CSV Import -Pre-call above revenue limit (Numeric Limit).0 means no pre-call	
IMP_TI_ORDER_CHECK_SMS	CSV Import - Check contact numbers can be used as SMS numbers	SYSTEM
IMP TI ORDER QTY ADD	CSV Import - Add line qty	SYSTEM
IMP_TI_ORDER_GEN_ITEMS	CSV Import - Generate order items from Qty	SYSTEM
IMP_TI_ORDER_REVENUE_LIMIT	CSV Import -Pre-call above revenue limit (Numeric Limit).0 means no pre-call	SYSTEM

2.27 TRACTOR

This import type allows adding, modifying or deleting tractors in the system.

The following record types may be specified:

- TRACTOR - the main tractor information
- TRACTOR_CARRIER - carriers to whom the tractor is available.

The following fields may be specified per record type:

- TRACTOR - required
 - ♦ ACTION - optional - one of 'A'dd (default), 'M'odify, 'D'elete
 - ♦ TRACTOR_ID - required, 12 characters or less. Must not exist as system data when adding, must exist when deleting.
 - ♦ TRACTOR_TYPE
 - ♦ DESCRIPTION
 - ♦ INACTIVE - optional - one of 'Y', 'N'
 - ♦ TRACKING_ENABLED - one of 'ISOTRAK', 'TOMTOM', 'MICROLISE'
 - ♦ TRACK_REF
 - ♦ MPG
 - ♦ CONTACT_NO
 - ♦ CARRIER_ID - optional - if provided, must exist as a carrier in the system. Mainly superseded by TRACTOR_CARRIER record type.
- TRACTOR_CARRIER - optional
 - ♦ ACTION - optional - one of 'A'dd (default), 'D'elete
 - ♦ TRACTOR_ID - required, 12 characters or less. Must not exist as system data when adding, must exist when deleting.
 - ♦ CARRIER_ID - required - if provided, must exist as a carrier in the system. Mainly superseded by TRACTOR_CARRIER record type.

2.28 TRAILER

This import type allows adding, modifying or deleting trailers in the system.

The following fields may be specified.

- ACTION - 'A'dd, 'M'odify and 'D'elete
- TRAILER_ID - required. Must not exist for adding, must exist for other actions
- TRAILER_TYPE - must exist in the system Resource data.
- INACTIVE - one of 'N' (default), 'Y'
- TRACKING_ENABLED - one of 'ISOTRAK', 'TOMTOM', 'MICROLISE'
- COST_CENTRE_NAME



2.29 TYRES

This import allows users to upload Tyres cross-reference data into C-TMS. This import supports adding and updating tyre details. Note that this is bespoke for Fleet Maintenance processes only.

The following fields may be specified:

- PRODUCT_ID - required
- CATEGORY - required - one of NON-TYRE, RETAIL, VEH_SERV, REM_SERV, TYRE, SERV_ITEMS, CHARGE
- DESCRIPTION - optional
- MANUFACTURER - optional
- BRAND - optional
- MODEL - one of AGRI, TRAILER, TRUCK, VAN, RIGID, TRACTOR, CAR
- PRODUCT_SIZE - tyre size, minus slash and R e.g. 38565225
- RADIUS - the diameter of the tyre
- PLY - optional
- PATTERN - optional
- SPEED_RATING - optional
- LOAD_INDEX - optional
- PROD_TYPE_ID - required - must be configured as a product type in the system.
- CLASSIFICATION - one of AGRI, TRAILER, TRUCK, VAN, RIGID, TRACTOR, CAR

2.30 VEHICLE

This import type allows adding, modifying or deleting fixed vehicles (e.g. vans) in the system, as opposed to separate tractor and trailer records. These fixed vehicles are then linked.

The following record types may be specified:

- VEHICLE
- VEHICLE_CARRIER

The following fields may be specified per record type:

- VEHICLE
 - ◆ ACTION - required - one of 'A'dd (default), 'M'odify, 'D'elete
 - ◆ REG_NO - Required, 12 characters or less
 - ◆ FLEET_ID
 - ◆ VEHICLE_TYPE - required if adding - if provided, must exist as a trailer type.
 - ◆ VIN_NO
 - ◆ TOMTOM_ENABLED - 'Y','N'
 - ◆ TOMTOM_REF
 - ◆ EPOD_ENABLED - 'Y','N'
 - ◆ TAIL_LIFT - 'Y','N'
 - ◆ BLUE_LIGHT - 'Y','N'
 - ◆ VOR - Vehicle Off Road (Inactive) - 'Y','N'
 - ◆ NARRATIVE
- VEHICLE_CARRIER - optional
 - ◆ REG_NO - required - must exist as a vehicle added above
 - ◆ CARRIER_ID - required - must exist as a carrier in the system.
 - ◆ CARRIER_INACTIVE - 'Y','N'

2.31 WMS_PRODUCT

This import allows users to upload WMS Product cross-reference data into C-TMS. Note that this is bespoke and used for Brexit export processes only.

The following fields may be specified:



- PRODUCT_ID - required
- CATEGORY
- COO_CODE
- TARIFF_EU
- TARIFF_UK
- UNITS_PER_CASE
- PACKAGING_TYPE
- PACKAGE_COST
- VAT_RATE
- CURRENCY
- MEURSING_CODE
- GROSS_UNIT_WEIGHT
- EXCISE_CODE
- NET_CASE_WEIGHT
- DGN_PRODUCT_CODE
- QUOTA_NUMBER
- PHARMACEUTICAL_ANNEX
- DESCRIPTION

