

The data file is a 'CSV' file with field lengths (maximum characters) up to those below. (See Note 1)

	FIELD		MAX CHARACTERS
A-1	* Connote No.	(See Note 2) *	15
B-2	* Dispatch Date (DD/MM/YYYY)	*	10
C-3	*+ Account Number (supplied by XL)	*+	10
D-4	* Receiver Name	*	60
E-5	* Receiver Street Address Line 1	*	60
F-6	Receiver Street Address Line 2		60
G-7	Receiver Street Address Line 3		60
H-8	* Receiver Suburb/Town	*	40
I-9	* Receiver State	*	4
J-10	* Receiver Postcode	*	6
K-11	Special Delivery Instructions		600
L-12	Delivery Window Start-Date (DD/MM/YYYY)		10
M-13	Delivery Window Stop-Date (DD/MM/YYYY)		10
N-14	Consignment Reference (prints on invoice)		20
O-15	Spare	+	2
P-16	Detail Line Reference		20
Q-17	* Description of Package	(See Note 3) *	30
R-18	* No. of Items	*	8
S-19	* Weight (in kgs)	(See Note 4) *	8
T-20	** Cubic Height (in cm, rounded up)	**	5
U-21	** Cubic Width (in cm, rounded up)	**	5
V-22	** Cubic Length (in cm, rounded up)	**	5
W-23	** Cubic Quantity	(See Note 5) **	7
X-24	** Total Cubic Metres	(See Note 6) **	9
Y-25	*+ Type	(See Notes 7 & 8) *+	15
		End of Record	C/R L/F

Fields marked '\*' are mandatory. Fields marked '\*\*' are mandatory for items exceeding the cubic allowance which are to be cubed for charging purposes, but are otherwise not required. Fields marked '+' are non-printing.

Non-printable characters are not permitted. There must be **no** commas or quotation marks in the fields unless those fields are quoted.

Fields 'O' to 'X' comprise the individual detail lines to be printed on the consignment note. Multiple detail lines (up to 6) can be used for consignments with mixed package types (e.g. cartons and pallets) or items with different cubic dimensions being consigned to a receiver. Multiple items of the same package type may be combined on one detail line.

#### NOTES:

- 1 The file must contain records with 25 comma separated fields of up to the above field lengths.
- 2 Valid characters are "A" to "Z", "a" to "z", "0" to "9", "-" and "/" only. Connote Nos must be unique on a daily basis, but can be reused on other days.
- 3 Description of package (e.g. carton, pallet, skid, roll) **not** a description of the contents of the package (e.g. widgets).
- 4 If the weight is given as a decimal, it will be rounded up to the next whole number (e.g. 15.25 kgs = 16 kgs chargeable weight).
- 5 "Cubic Quantity" is the number of items having those cubic dimensions, and need not be the same as the No. of Items. Multiple items of the same package type combined on the one detail line may be given a single total cubic measure. Should be left blank or set to zero if no dimensions are given at fields T to V.
- 6 "Total Cubic Metres" = Height (in metres) \* Width (in metres) \* Length (in metres) \* Cubic Quantity. Up to 4 decimal places can be accepted.
- 7 "Type" can be set to "RETURNS" to indicate a request for an authorised pickup from the Receiver for return to your warehouse. "Consignment Reference" should be set to your Returns Authorisation number.
- 8 Field Y must not be left blank if producing the file using Microsoft Excel, but is otherwise non-printing.