

[Batch Shipments](#)

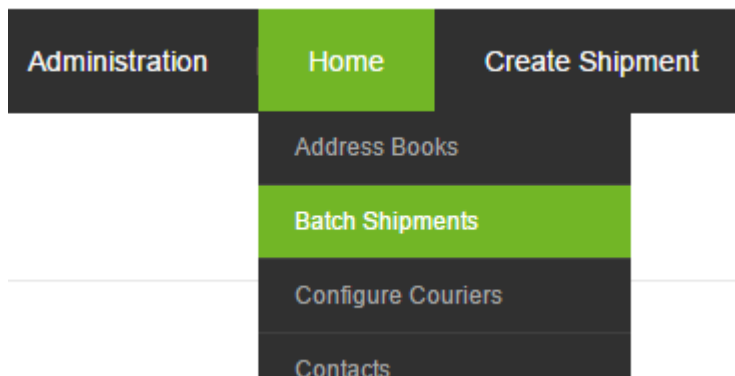
Our interface has been designed primarily around creating and submitting a single shipment at a time. However for heavier users it is useful to process multiple shipments at once. Some users will regularly have a list of shipments that need to be submitted that has been produced by another system. In this document we will introduce a new feature aimed at addressing these cases.

What are Batch Shipments?

Each shipment in our system can be viewed and processed independently. However, shipments can also exist in containers called “Batch Shipments”. Working with shipments inside a batch allows one to modify, quote, ship and void multiple shipments at once.

In addition it is possible to import shipments into a batch from a CSV file which can be useful for integration with external order systems.

You can access the Batch Shipments through **Home | Batch Shipments**



During development this menu option is only available to partners but the URLs (/batch/new, /batch/1) are available to all shippers.

When you create a new Batch you will see the Batch Shipment page.

Batch Shipment - 8

BATCH OPTIONS

Shipment Date Packaging Type Units

BATCH STATUS

Total Shipments 0 Quoted 0 Manifested 0
In-Transit 0 Delivered 0 Exceptions 0 Void 0

SHIPMENTS

Shipper Attn Shipper Company

ADD SHIPMENT **IMPORT** **QUOTE** **SUBMIT** **VOID** **DELETE**

DOWNLOAD WAYBILLS **EXPORT**

An empty batch shipment

You can now add shipments to this batch in two ways:

Manual Entry

Click “Add Shipment” to add a shipment to the batch. When you click the button a new row will be added and you can edit the fields directly. Note that not all shipment fields are currently available in this interface but you can treat each shipment as a regular individual shipment by clicking on the **Shipment Number** (the first item in the row).

Importing from a CSV file

If you have a flat file consisting of one row per shipment, you can import it into the batch by clicking on “Import”. When you do this you will be asked to upload the file.

Batch Shipment Import

Use a Saved Field Map ▼

Search:

<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	destination_attn	destination_company	destination_street1	destination_city	des
<input checked="" type="checkbox"/>	Ronald Ferguson	Yambee	96405 Almo Way	Bloomington	IN
<input checked="" type="checkbox"/>	Steven Powell	Rhyloo	4811 Oneill Place	Bradenton	FL
<input checked="" type="checkbox"/>	Kevin Brooks	Meejo	34 Anhalt Road	Little Rock	AR
<input checked="" type="checkbox"/>	Joan Griffin	Blogtags	84 Magdeline Alley	Phoenix	AZ
<input checked="" type="checkbox"/>	Stephanie Cook	Wikizz	353 Granby Center	Fresno	CA
<input checked="" type="checkbox"/>	Amy Welch	Dynava	7 Anzinger Circle	Trenton	NJ
<input checked="" type="checkbox"/>	Steve Fox	Skynoodle	7808 Fisk Court	Fairfax	VA
<input checked="" type="checkbox"/>	Gary Bradley	Agimba	2489 Mifflin Crossing	Van Nuys	CA
<input checked="" type="checkbox"/>	Antonio Perry	Roomm	89 Blackbird Center	Indianapolis	IN
<input checked="" type="checkbox"/>	Michelle Peters	Dynabox	7 Merchant Terrace	Atlanta	GA
<input checked="" type="checkbox"/>	Douglas Myers	Skynoodle	151 Golf Trail	Portland	OR
<input checked="" type="checkbox"/>	Marilyn Ryan	Jaxnation	15553 Hovde Place	Oakland	CA
<input checked="" type="checkbox"/>	Cynthia Ford	Oyoyo	2845 Monica Parkway	Pensacola	FL
<input checked="" type="checkbox"/>	Sharon Phillips	Demimbu	330 Messerschmidt Point	Waterbury	CT
<input checked="" type="checkbox"/>	Dorothy Pierce	Tanoodle	1 Lakewood Gardens Drive	Cincinnati	OH
<input checked="" type="checkbox"/>	Russell Tucker	Bluezoom	460 Sundown Lane	Dallas	TX

Importing a CSV file containing multiple shipments

The interface that appears once you upload the CSV file allows you to assign a meaning (field) to each column. You do this by scrolling to the column of interest and selecting a field from the drop down box at the top of the column.

Each shipment you import will have the default shipper and consignee according to the user account that owns the batch. (The owner is the user account that created the batch.) Therefore you only need to import the columns that contain non-default data - typically the consignee address and package weight.

Saving your Field Map

If you do this import regularly you can save the map you have created by clicking "Save Map" and giving it a name. After that you can click "Use a Saved Field Map" to retrieve it in future batch shipments.

Consignee Street 1	Consignee City	Consignee Province/State/County	Consignee Postal Code / ZIP
destination_street1	destination_city	destination_state	destination_zip
96405 Almo Way	Bloomington	IN	47405
4811 Oneill Place	Bradenton	FL	34282
34 Anhalt Road			72222
84 Magdeline Alley			85062
353 Granby Center			93794
7 Anzinger Circle			08608
7808 Fisk Court			22036
2489 Mifflin Crossing			91406
89 Blackbird Center	Indianapolis	IN	46247
7 Merchant Terrace	Atlanta	GA	30316
151 Galf Trail	Portland	OR	97240

Enter a label to describe this field map

OK
Cancel

Saving the column assignments in a customer account makes regular batch imports much quicker

If the CSV file you imported includes a header, remember to de-select that row. Once ready you can click “Import Selection” to create the shipments.

Batch Shipment Import

Use a Saved Field Map Search:

<input checked="" type="checkbox"/>	Consignee Attn	Consignee Company Name	Consignee Street 1	Consignee City	Cons
<input type="checkbox"/>	destination_attn	destination_company	destination_street1	destination_city	des
<input checked="" type="checkbox"/>	Ronald Ferguson	Yambee	96405 Almo Way	Bloomington	IN
<input checked="" type="checkbox"/>	Steven Powell	Rhyloo	4811 Oneill Place	Bradenton	FL
<input checked="" type="checkbox"/>	Kevin Brooks	Meejo	34 Anhalt Road	Little Rock	AR
<input checked="" type="checkbox"/>	Joan Griffin	Blogtags	84 Magdeline Alley	Phoenix	AZ
<input checked="" type="checkbox"/>	Stephanie Cook	Wikizz		Fresno	CA
<input checked="" type="checkbox"/>	Amy Welch	Dynava		Trenton	NJ
<input checked="" type="checkbox"/>	Steve Fox	Skynoodle		Fairfax	VA
<input checked="" type="checkbox"/>	Gary Bradley	Agimba		Van Nuys	CA
<input checked="" type="checkbox"/>	Antonio Perry	Roomm		Indianapolis	IN
<input checked="" type="checkbox"/>	Michelle Peters	Dynabox		Atlanta	GA
<input checked="" type="checkbox"/>	Douglas Myers	Skynoodle		Portland	OR
<input checked="" type="checkbox"/>	Marilyn Ryan	Jaxnation	15553 Hovde Place	Oakland	CA
<input checked="" type="checkbox"/>	Cynthia Ford	Oyoyo	2845 Monica Parkway	Pensacola	FL
<input checked="" type="checkbox"/>	Sharon Phillips	Demimbu	330 Messerschmidt Point	Waterbury	CT
<input checked="" type="checkbox"/>	Dorothy Pierce	Tanoodle	1 Lakewood Gardens Drive	Cincinnati	OH
<input checked="" type="checkbox"/>	Russell Tucker	Bluezoom	460 Sundown Lane	Dallas	TX
<input checked="" type="checkbox"/>	Helen Matthews	Buzzbean	427 Cottonwood Drive	Albany	NY
<input checked="" type="checkbox"/>	Roger Richardson	Avavee	40 Barnett Court	Washington	DC

Import Selection
Parse Selected Addresses
Save Map

Importing Addresses

Please Wait..

Click Import Selection to import the selected shipment rows

When you have finished importing the shipments you can click “Return to Batch”

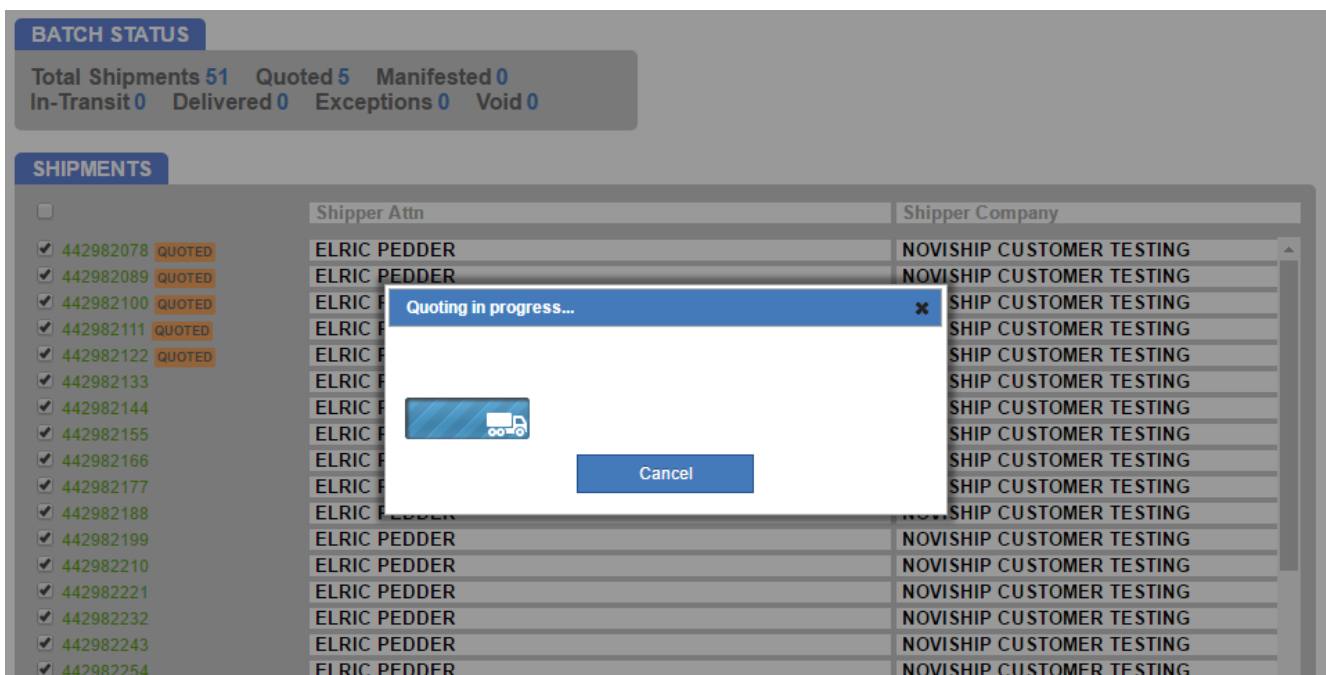
to return to the batch shipment editor.

Editing Shipments

Each row in the Batch Shipment Editor can be modified. If you enter data into the column header it is applied to all shipments in the batch.

Quoting Shipments

When your shipments are ready you can check them and click “Quote” to retrieve quotes.



Quoting Shipments

Each shipment that has been quoted will have the quote options displayed in the last column. By default the cheapest quote is selected.

Submitting Shipments

Once a shipment has been quoted you can “Submit” it which means it will become manifested and the waybills will be generated.

Each manifested shipment will have an icon beside the shipment status which provides access to the documents (waybills, manifests, etc).

BATCH OPTIONS

Shipment Date **2016-04-06** Packaging Type **Courier Provided Envelope** Units **Imperial**

BATCH STATUS

Total Shipments **202** Quoted **199** Manifested **3**
In-Transit **0** Delivered **0** Exceptions **0** Void **0**

SHIPMENTS

		Shipper Attn	Shipper Company
<input type="checkbox"/>	440101750	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101761	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101772	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101783	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101794	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101805	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101816	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101827	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101838	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101849	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101860	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101871	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101882	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101893	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101904	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101915	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101926	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101937	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101948	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101959	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101970	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101981	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440101992	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440102003	JOHN SMITH	NOVISHIP TESTING
<input type="checkbox"/>	440102014	JOHN SMITH	NOVISHIP TESTING

Waybills and other Documents
1. Label #123456789012

- ADD SHIPMENT
- IMPORT
- QUOTE
- SUBMIT
- VOID
- DELETE
- DOWNLOAD WAYBILLS
- EXPORT

Access shipment documents by clicking on the document icon

You can also click “Download Waybills” to retrieve a single PDF containing every waybill for the shipments in this batch.

Exporting Data

The “Export” button produces a CSV file with data for each shipment, including status and tracking number.