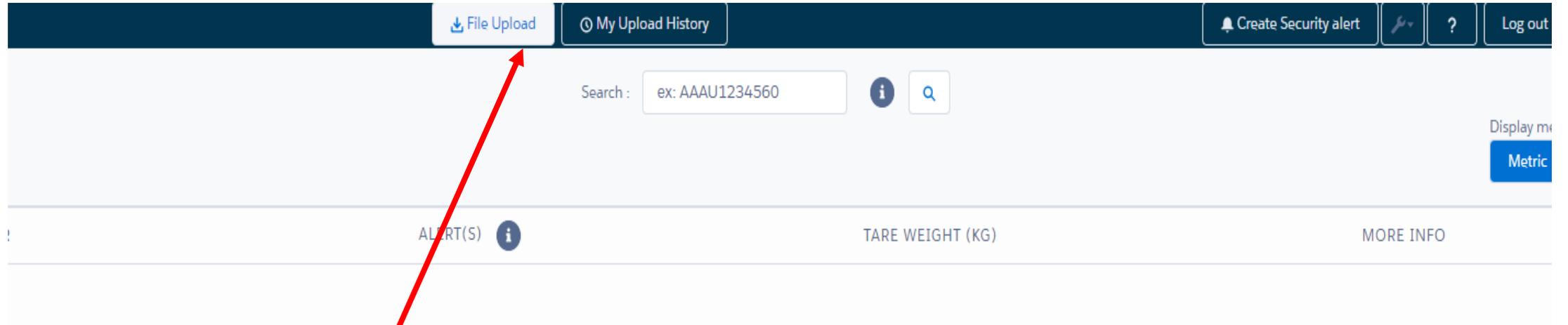# FILE UPLOAD PROCEDURE

Click on 'File Upload' at the top of the screen.

NOTE : *You must have an Owner/Operator account to access to the Upload function.*
If you do not see the "file upload" button, it means that your Owner/Operator application has not yet been approved.
Contact us if necessary.

FILE UPLOAD PROCEDURE

Closely follow the instructions on the upload screen

1. Select fleet file upload option :
Fleet in/Update: Add new containers or update existing containers
Fleet out: Remove containers from your fleet, (they will still be accessible if already loaded by another operator)
Fleet replace: Your entire fleet will be deleted and replaced with the contents of the new file.
Sold/scrapped: Upload new container Sold/Scrapped warnings or deactivate the existing ones.

MORE INFO

FLEET IN/UPDATE   FLEET OUT   FLEET REPLACE   SOLD/SCRAPPED   EXCEPTION ALERT   SECURITY ALERT

Upload new containers or update the existing ones.

The file must have the .csv format and match the following template :Fleet In Template

Please note that the dates must respect the format "YYYY-MM-DD" and the decimals must be separated by dots

0. Click here to download the upload file template

2. Select the delimiter used in your .csv file :

CSV delimiter

, ; tab

Upload a file

3. Select the file to upload
Browse your PC and select the files, you can select several files

Drop files here

4. Click 'Send' to start the upload :

Cancel   Send

5.Upload completed
You are immediately switched to following screen, and you will receive a mail reporting the result of the upload, with the number of containers successfully uploaded and the number of containers rejected with the reason for.

You can browse and select another file for loading

1. Select fleet file option.
If you had selected Fleet replace for the first loading, you must now select fleet update to add containers.
Select fleet out if you want to delete containers from your fleet.
(*Note : these containers may nevertheless remain visible in the database if they have been also loaded by another operator*)

MORE INFO

| FLEET IN/UPDATE | FLEET OUT | FLEET REPLACE | SOLD/SCRAPPED | EXCEPTION ALERT | SECURITY ALERT |

Upload new containers or update the existing ones.

The file must have the .csv format and match the following template : Fleet In Template
Please note that the dates must respect the format "YYYY-MM-DD" and the decimals must be separated by dots ".".

CSV delimiter

| , | ; | tab |

2. Check the delimiter used in your .csv file :

Upload a file

3. Select another file to upload
Browse your PC and select the file(s)

Drop files here

Cancel   Send

4. Click 'Send another file' to start the new upload :

5. Or click 'finish' to exit the upload windows and get back to main screen

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FILE UPLOAD PROCEDURE

NEW !!! EXCEPTION AND SECURITY ALERT

1. Select Alert option.
Upload new container <u>Exception or Security</u> alerts (or deactivate the existing ones)
These alert can be any text you want to communicate "container lost", "change of ownership", "container stolen" etc

Technical Characteristics Database (BoxTech)

FLEET IN/UPDATE   FLEET OUT   FLEET REPLACE   SOLD/SCRAPPED

EXCEPTION ALERT   SECURITY ALERT

Upload new container Security alerts or deactivate the existing ones.

The file must have the .csv format and match the following template : Security Alert Template

2. Check the template you will use to upload the alerts

3. Choose the option upload or deactivate

Action to perform

| Upload new alerts | Deactivate existing alerts |

CSV delimiter

| , | ; | tab |

4. Check the delimiter used in your .csv file :

Upload a file

5. Select another file to upload
Browse your PC and select the file(s)

Drop files here

6. Click 'Send' to start the upload :

7. Or click 'finish' to exit the upload windows and get back to main screen

Cancel   Send

Technical Characteristics Database — BoxTech

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	container_number,tare_kg,tare_lbs,group_st,detail_st,max_payload_kg,max_payload_lbs,max_gross_mass_kg,max_gross_mass_lbs,cubic_capacity_cbm,cubic_capacity_cuft,stacking_kg,stacking_lbs,racking_kg,racking_lbs,racking_n,external_length_mm,external_wid																		
2	AAAU9999910,2200,4850,40GP,42G1,30480,74000,31200,69500,35,68,213000,430000,20000,40000,150,12129,2500,2591,12057,2444,2387,2400,2280,AB1234567,2016-12-31,ZZZZ01,YZ/X 1234 AB/2016,HC40:00A,A/BC0000/01,IM MEGANUM 10002000,70(																		
3	AAAU9999925,..........																		
4	....																		
5	....																		
6	up to 100 000 containers																		
7																			

How to prepare the csv upload file :

You should pay attention :

The line 1 of the file must always contain the headers
The file may list up to 100 000 containers

In the case you <u>have no data for one column</u>, do not insert blank space or "0" or any character,
leave the cell empty in Excel, or insert two delimiters in row if you build the file directly in .csv
[ie : ",," - in the case the delimiter is a "," (coma)]
As an alternative, you can delete the unused headers, make sure you <u>respect the sequence</u>
between the headers line and your data when building your file

You <u>cannot add new headers</u> which are not already present in the headers line

The <u>minimum data requirements</u> are
-       Container number
-       Tare weight
-       Maximum Gross Mass and/or Maximum Payload
-       ISO Size-type and/or Group Size-type
<u>All data must be present on each line</u> of the file for each container

<u>Respect the format of data</u> as shown in the sample line of the
template downladed from rthe upload window
between others, respect the <u>date format</u> strictly : yyyy-mm-dd
Your file cannot be loaded if the date is in an other format

The <u>decimal symbol</u> is "." (dot)
DO NOT use "," (coma), the upload would fail

The <u>delimiter</u> can be either a coma "," a semi-colon ";" or a tab
[In the exemple above, we used "," (coma)]
DO NOT use "." (dot) as delimiter as it is used as decimal symbol
<u>Remember your choice</u> of delimiter, you will have to specify it once in
the upload windows

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