

# FILE UPLOAD PROCEDURE

First of all, if you are registered as an uploader, this is the screen you should see. If you don't see this screen, please let us know.



Enter container number

Search

## Information for Uploaders

You can manage your container fleet in Boxtech, full documentation of the application can be found at [www.bic-boxtech.org/faqs](http://www.bic-boxtech.org/faqs)

## Fleet In / On Hire

This feature allows you to add new containers to your active fleet, including containers that are currently 'on hire' to you.

Upload Fleet »

## Off Hire

This feature will 'off hire' containers from your fleet removing you as the current operator of the container. If you are the BIC Code Holder for the container you can permanently remove containers from your fleet using sold/scrapped indicator.

Upload Off-Hire »

## Sold / Scrapped

Mark containers as sold or scrapped that you have permanently removed from your fleet.

## Lost / Stolen

Mark containers as lost or stolen when the current location is unknown.

You have 4 options of upload depending on the information you want to provide:

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[Upload Off-Hire »](#)

### Sold / Scrapped

Mark containers as sold or scrapped that you have permanently removed from your fleet.

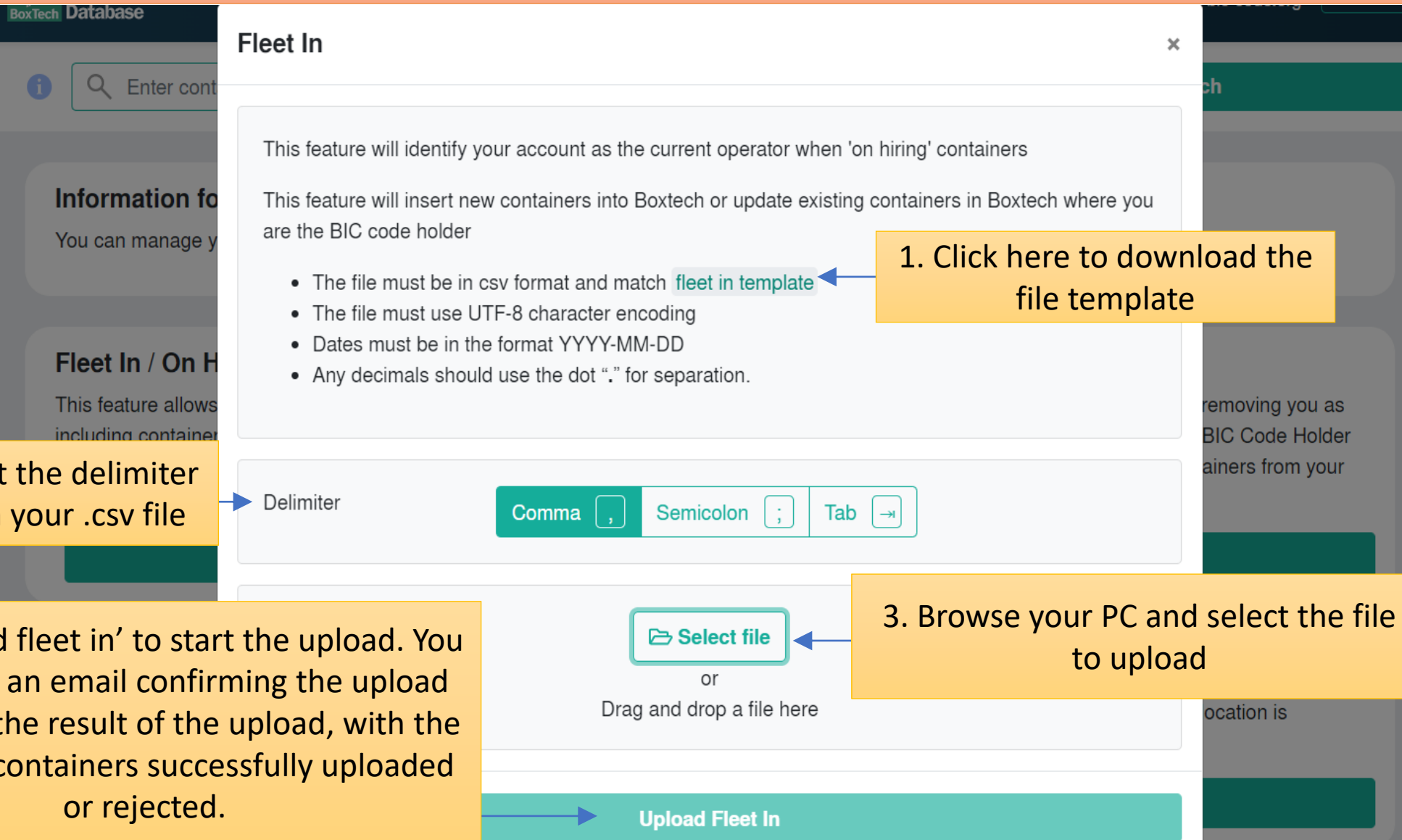
[Upload Sold/Scrapped »](#)

### Lost / Stolen

Mark containers as lost or stolen when the current location is unknown.

[Upload Lost/Stolen »](#)

# The process to upload a file is always the same:



**Fleet In**

This feature will identify your account as the current operator when 'on hiring' containers

This feature will insert new containers into Boxtech or update existing containers in Boxtech where you are the BIC code holder

- The file must be in csv format and match [fleet in template](#)
- The file must use UTF-8 character encoding
- Dates must be in the format YYYY-MM-DD
- Any decimals should use the dot "." for separation.

Delimiter: **Comma** (,) Semicolon (;) Tab (→)

[Select file](#) or Drag and drop a file here

**Upload Fleet In**

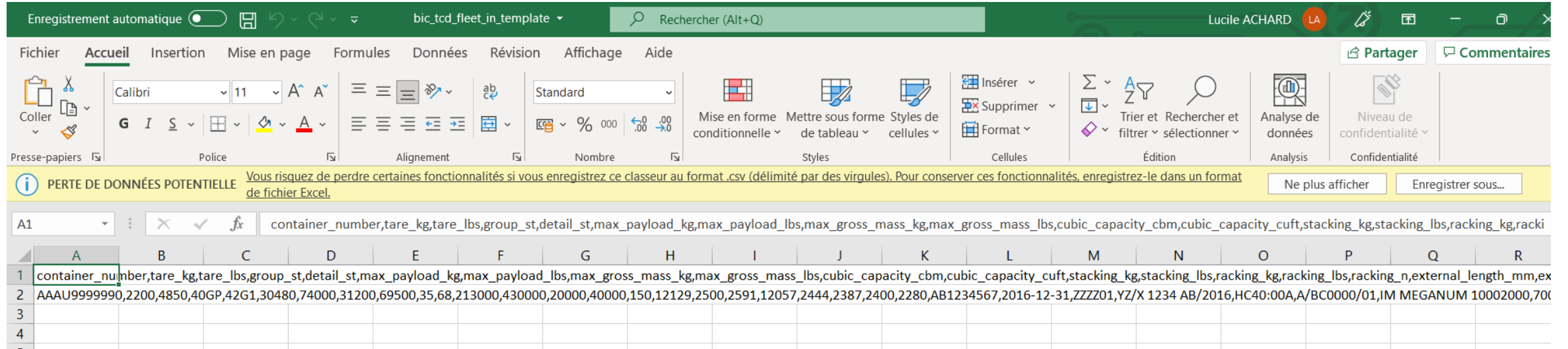
**1. Click here to download the file template**

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

**3. Browse your PC and select the file to upload**

Click 'Upload fleet in' to start the upload. You will receive an email confirming the upload and stating the result of the upload, with the number of containers successfully uploaded or rejected.

# How to prepare the csv file:



The minimum data requirements are :

- Container number
- Tare weight
- Maximum Gross Mass and/or Maximum Payload
- ISO Size-type and/or Group Size-type

**The line 1 of the file must always contain the headers. You cannot add new headers which are not already present in the headers line.**

In the case you have no data for one column, 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)]

- The decimal symbol is "." (dot)  
DO NOT use "," (coma), the upload would fail.

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