

# 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.



61

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Logout

Q 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

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

BoxTech Database	Fleet In		×	ch
Information fo You can manage y Fleet In / On H This feature allows including container 2. Select the delimiter used in your .csy file	<ul> <li>This feature will identify your account as the current operator when 'on This feature will insert new containers into Boxtech or update existing or are the BIC code holder</li> <li>The file must be in csv format and match fleet in template</li> <li>The file must use UTF-8 character encoding</li> <li>Dates must be in the format YYYY-MM-DD</li> <li>Any decimals should use the dot "." for separation.</li> </ul>		hiring' containers containers in Boxtech where you <b>1. Click here to download the</b> file template removing you as BIC Code Holder ainers from your	
Click 'Upload fleet in' to start will receive an email confirn and stating the result of the number of containers succes or rejected.	the upload. You ning the upload upload, with the ssfully uploaded	Cr Select file or Drag and drop a file here Upload Fleet In	3. Browse your PC and to uploa	d select the file



# How to prepare the csv file:

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i) PERTE DE DONNÉES POTENTIELLE <u>vous risquez de perdre certaines fonctionnalités si vous enregistrez ce classeur au format .csv (delimite par des virgules). Pour conserver ces fonctionnalités, enregistrez-le dans un format <u>de fichier Excel.</u></u>					
A1 $\cdot$ i X $\checkmark$ $f_x$ 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,racki					
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1         container_nulmber,tare_kg,tare_lbs,group_st,detail_st,max_payload_kg,max_payload_lbs,max_gross_mass_kg,max           2         AAAU99999990,2200,4850,40GP,42G1,30480,74000,31200,69500,35,68,213000,430000,20000,40000,150,12129,250           3         4	x_gross_mass_lbs,cubic_capacity_cbm,cubic_capacity_cuft,stacking_kg,stacking_lbs,racking_kg,racking_lbs,racking_n,external_length_mm,ex )0,2591,12057,2444,2387,2400,2280,AB1234567,2016-12-31,ZZZZ01,YZ/X 1234 AB/2016,HC40:00A,A/BC0000/01,IM MEGANUM 10002000,700				
<ul> <li>The minimum data requirements are :</li> <li>Container number</li> <li>Tare weight</li> <li>Maximum Gross Mass and/or Maximum Payload</li> <li>ISO Size-type and/or Group Size-type</li> </ul> The line 1 of the file must always contain the headers. You cannot add new he 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 character, leave the cell empty in Excel or insert two delimiters in row if you bui file directly in .csv [ie : ",," - in the case the delimiter is a "," (coma)]	<ul> <li>The <u>decimal symbol</u> is "." (dot) DO NOT use "," (coma), the upload would fail.</li> <li>The <u>delimiter</u> can be either a coma "," a semi-colon ";" or a tab 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</li> </ul>				