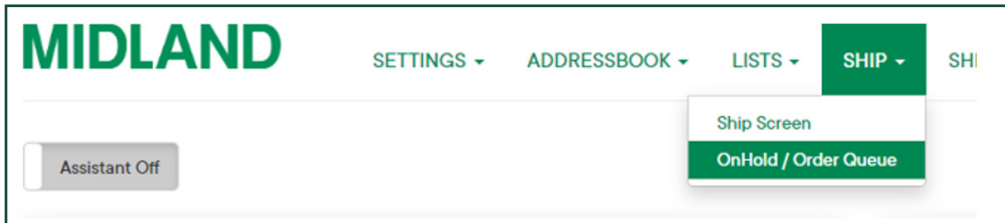# MyMidland FAQ - How can we help?

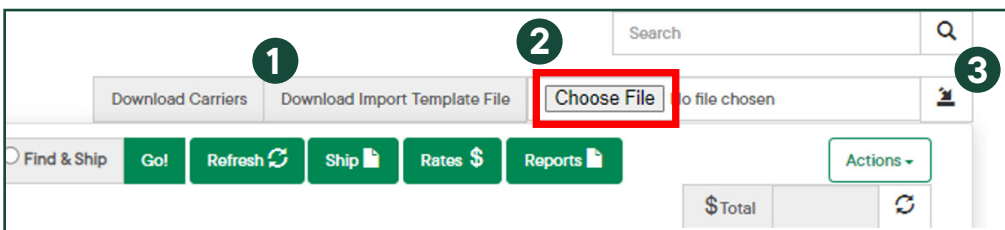## Q: Can I bulk upload shipping details for multiple shipments?

A: Yes! The On Hold / Order Queue is a shipment management tool which allows you to bulk upload shipments from an excel file then make adjustments prior to generating labels and aggregate shipments to reduce shipping costs.

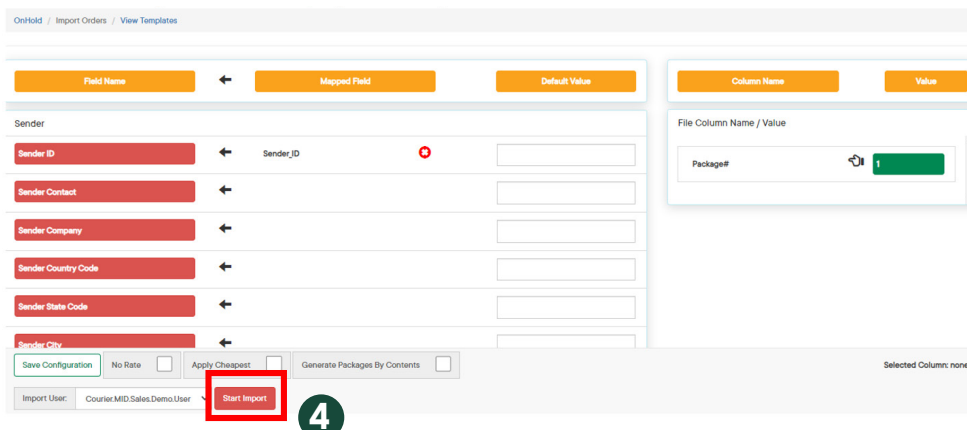**To Bulk Upload Shipment Entries**
1. Download the spreadsheet template from the MyMidland OnHold / Order Queue page (under the Ship Tab) or use your own custom template. If using a custom template, be sure to match the field details using the information in the template provided.

Once the spreadsheet is complete, upload the details to the OnHold list by selecting 2. **Choose File** then 3. **Import**.

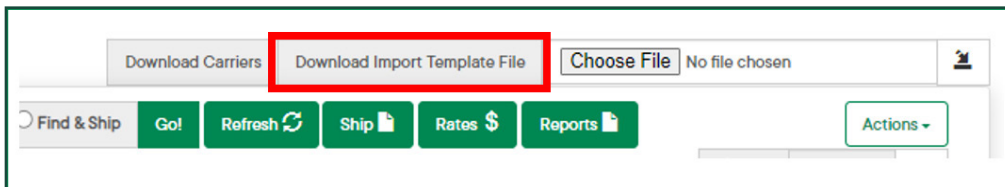
Confirm field details are accurate and select 4. **Start Import**.

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Q: Which fields must I include in my bulk upload template? What are all the field options?

A: The table below outlines ALL possible fields contained in the Import Template.

The fields identified as *Yes – Required to Ship* must be completed to successfully ship your order.

FILE COLUMN	FIELD NAME	DESCRIPTION	REQ'D TO SHIP?
A	JobNo	Order Number - If left blank, system will assign the next number - When creating a multi piece shipment, have one row per package with same JobNo to tie them together and specify the Package# per row	No
B	Sender_ID	Sender ID from Sender Address Book	No
C	Recipient_ID	Recipient ID from Recipient Address Book	No
D	Recipient_Contact	Contact Name; will override recipient address book values if both were provided	No
E	Recipient_Company	Company Name; will override recipient address book values if both were provided	Yes
F	Recipient_Country_Code	Country Code (CA/US); will override recipient address book values if both were provided	Yes
H	Recipient_City	City Name; will override recipient address book values if both were provided	Yes
I	Recipient_Zip	Postal Code; will override recipient address book values if both were provided	Yes
J	Recipient_Address1	Address 1 field; will override recipient address book values if both were provided	Yes
K	Recipient_Address2	Address 1 field; will override recipient address book values if both were provided	No
L	Recipient_Tel	Telephone Number; will override recipient address book values if both were provided	Yes
M	Recipient_Email	Email address: will override recipient address book values if both were provided	No
N	RecipientResidential	1 = Residential 0 = Non-Residential; default unless otherwise specified (will override recipient address book values if both were provided)	No
O	NumberOfPackages	Total number of packages	Yes
P	Package#	Package Number used for multi-piece shipments. Use the same Job ID for a multi-piece shipment then declare a specific package number per line. Example for a 3-piece shipment: Line 1: Job ID=A001, Package#=1 Line 2: Job ID=A001, Package#=2 Line 3: Job ID=A001, Package#=3	No
Q	Weight	Weight (to 2 decimal places)	Yes

FILE COLUMN	FIELD NAME	DESCRIPTION	REQ'D TO SHIP?
R	WeightUM	Weight Unit of Measure (LBS=Pounds, KGS=Kilograms)	Yes
S	Length	Length (to 2 decimal places)	No
T	Width	Width (to 2 decimal places)	No
U	Height	Height (to 2 decimal places)	No
V	DimsUM	Dimensions Unit of Measure (I=Inches, C=Centimeters)	No
W	ShipmentProtection	Dollar Amount (to 2 decimal places)	No
X	ShipmentProtectionCurrency	Currency for shipment protection value (CAD)	No
Y	Description	Description of the shipment (shows when the shipment is opened on Ship screen, is not transmitted to Midland)	No
Z	ShipDate	ShipDate (MM/DD/YYYY) *Defaults to today unless otherwise specified	No
AA	DepartmentCode	Department code used in MyMidland	No
AB	DepartmentName	Department name used in MyMidland	No
AC	PO#	PO (Shipment level for single piece shipment, Pkg level for multi piece shipment)	No
AD	CustomerRef	Reference 1 (Shipment level for single piece shipment, Pkg level for multi piece shipment)	No
AE	Reference2	Reference 2 (Shipment level for single piece shipment, Pkg level for multi piece shipment)	No
AF	CarrierCode	10094 (Courier)	Yes
AG	ServiceCode	Service (CGRD=Ground, CSPD=Speed Letter, CAIR=Air, CDEF=Deferred Air)	Yes
AH	Packaging_Code	Packaging type to be used. Default=1 if left blank. 1 = Your Packaging 2 = Midland Speed Letter 3 = Midland Speed Pack	No
AI	EmailLabels	Flag for emailing of labels. Default=0 if left blank. 0 = No 1 = Yes	No
AJ	EmailsToSendTheLabels	Email addresses to send the label to. Separated by semi-colon ";"	No
AK	ShipmentInstructions	Shipment Instructions	No
AL	RecipientType	Recipient type in MyMidland	No
AM	Bill_To	Defines who would pay for the shipment 1 = Sender 2 = Recipient 3 = Third Party	Yes
AN	Bill_To_Company	Company of 3rd Party Bill To	Yes, if Bill To=3
AO	Bill_To_Contact	Contact of 3rd Party Bill To	Yes, if Bill To=3
AP	Bill_To_Country	Country Code (CA/US) of 3rd Party Bill To	Yes, if Bill To=3
AQ	Bill_To_State	Province or State (2-character value - NB, NS, PE, NL, ON, QC, etc.) of 3rd Party Bill To	Yes, if Bill To=3
AR	Bill_To_City	City of 3rd Party Bill To	Yes, if Bill To=3
AS	Bill_To_Address	Street Address of 3rd Party Bill To	Yes, if Bill To=3
AT	Bill_To_Address_2	Address 2 of 3rd Party Bill To_Address	No
AU	Bill_To_Zip	Zip of 3rd Party Bill To	Yes, if Bill To=3
AV	Bill_To_Phone	Phone of 3rd Party Bill To	Yes, if Bill To=3
AW	Bill_To_Email	Email of 3rd Party Bill To	Yes, if Bill To=3
AY	SpecialOption_1_Code	Added Value Service Code, Example: Heated Service Code; 10094007 (use code only). *See special option code table below.	No
AZ	SpecialOption_1_SubOption_1_Value	Enter Value as needed	No
BA	SpecialOption_1_SubOption_2_Value	Enter Secondary Value as needed	No

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FILE COLUMN	FIELD NAME	DESCRIPTION	REQ'D TO SHIP?
BB	SpecialOption_2_Code	Additional Added Value Service Code, Example: Dangerous Goods: 10094006 (use code only)	No
BC	SpecialOption_2_SubOption_1_Value	Enter Value as needed	No
BD	SpecialOption_2_SubOption_2_Value	Enter Secondary Value as needed	No
BE	SpecialOption_3_Code	Additional Added Value Service Code, Example: Non-Conveyance: 10094009 (use code only)	No
BF	SpecialOption_3_SubOption_1_Value	Enter Value as needed	No
BG	SpecialOption_4_Code	Additional Added Value Service Code, Example Signature preference: 10094002 (use code only)	No
BH	SpecialOption_4_SubOption_1_Value	Enter Value as needed Example: Signature preference is either SR or NSR	No
BI	SpecialOption_5_Code	Additional Added Value Service Code, Example: Hold for Pick-up: 10094011 (use code only)	No
BJ	SpecialOption_5_SubOption_1_Value	Enter Value as needed	No

Use the following Special Option Codes and corresponding Special Option Sub Option Values to apply value added services in the Import File Template.

VALUE ADDED SERVICES	SPECIAL OPTION CODE	SPECIAL OPTION SUB OPTION VALUE	NOTES
Collect on Delivery	10094001	100	Enter $ value (100 = $100)
9am Delivery Required	10094003		
Delivery Appointment Required	10094004		
Hydraulic Lift on Delivery	10094005		
Dangerous Goods	10094006		
Heated Service	10094007		
Signature Preference	10094002	SR or NSR	SR = Signature required NSR = No signature required
Hydraulic Lift on Pick-up	10094008		
Non-conveyance	10094009		
Check Return	10094010	100	Enter $ value (100 = $100)
Hold for Pick-up	10094011		