



Import or Integration

As from version 4.7.0

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Introduction

The purpose of this document is to explain to the customers (or their internal or external IT partners) of GLS Belgium and GLS Belgium Distribution how they can further automate their business workflow when they are using Label-Lite.

Label-Lite is the PC based Customer Solution of GLS in Belgium. With this solution you can manage delivery addresses, enter orders, print labels, print loading lists, send an e-mail message and Track & Trace your shipment via history.

We make a distinction between import and integration in Label-Lite.

Import

Upload an order-file once (or a several times) a day. This file comes from the customers IT system and can be loaded into Label-Lite via the import wizard. This reduces the manual data-entry. Once loaded, you can use the normal functions of Label-Lite inclusive printing of labels. This function is most of the time used in a more Office environment. Note, the same file can be uploaded several times, each time new shipments are created.

Integration

This function will be used in a more Operational environment, where the customer scans his parcels in his systems. This scan triggers a signal and sends an order file to a directory, Label-Lite loads the order and a label is printed immediately. Where to find files, where to print and how often to look can be parameterized (time interval).

General

Both methods (import or integration) are ready to be used at your convenience and for both GLS companies.

A default format structure of the import file is available in Label-Lite. A former default import definition for ABX link is still available.

The import file can also have a different format which is than mapped via the import definition wizard.

Default Shipments import definition (Import CSV-file)

Create your import file like the description below and save as .CSV (Comma Separated Values).

Default Shipments import definition

#	Bound field	Length	Example	Remark
1	Consignor n°	9	9999999	GLS Consignor n°
2	Destination Name	30	Firma	
3	Destination Name 2	30	2 nd Name	Continuation name
4	Destination Street	30	Industrielaan	
5	Destination House n°	5	14	Numeric field
6	Destination House n° box	5	A	
7	Destination Zip code	8	1070	
8	Destination City	30	Anderlecht	
9	Destination Country	30	BE	Default BE
10	Destination Phone n°	15	02 999 99 99	! Mandatory if Express Service
11	Destination Contact person	30	Service achat	
12	Destination E-mail	50	info@receive.eu	
13	Reference	10	P7845AA	Your reference
14	N° of shipment units	3	5	Numeric field; max. 99 units per shipment
15	Weight	8	6	Numeric field; weight per unit in kg
16	Package	30	PCO	See table Package
17	Cash-Service	9	125.00	Numeric field ; format 0.00
18	Length goods: maximum length	3	375	Longest length of the shipment in cm / Not possible in BE
19	Pick & Return	2	Y	Pick-up address in fields 2 to 12 Return address is your own address
20	Pick & Ship	2	Y	Pick-up address in fields 2 to 12 Delivery address in fields 22 to 33
21	Preferred pickup date	15	7/06/2014	dd/mm/yyyy
22	P&S address Name	30		
23	P&S address Name 2	30		
24	P&S address Name 3	30		Not used in BD
25	P&S address Street	30		
26	P&S address House n°	5		Numeric field
27	P&S address House n° box	5		
28	P&S address Zip code	8		
29	P&S address City	30		
30	P&S address Country	30		Default BE
31	P&S address Phone n°	15		
32	P&S address Contact person	30		
33	P&S address E-mail	50		

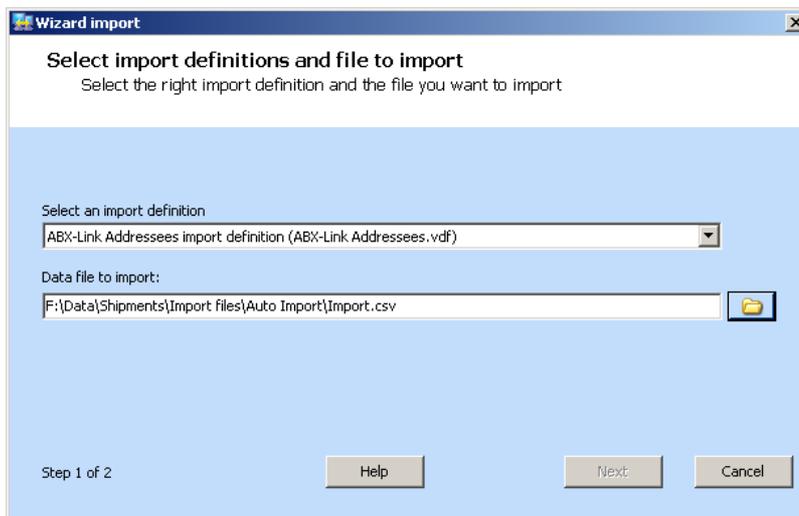
- Mandatory fields are in **BOLD**
- In the Example (csv-file), we used "." for decimal symbol

Use the next table to create the Package code for your import shipment file:

Package table:

Package	Name	Network
PCO	Collo	Parcel
CO	Collo	Freight
PL	Pallet	Freight

Select *Import & export* in the menu *Extra* and choose *Import addressees or shipments*.
Select the import definition *Default Shipments import definition (LL Default shipments .vdf)* and browse to your *Data file to import* on your computer or server.



When your shipment file is imported, you are in the screen overview *Shipments*. Here you can manually alter or delete the incorrect shipments.

Import shipments (own format)

To create a new import definition for your shipments, select *Import definitions* in the menu *Extra*.

Import CSV-file

Select *New shipment import definition*. Browse to your *Data file to import* on your computer or server. Change the *Field delimiter* and/or *Decimal separator* if necessary. If your file contains column names, set the flag to skip this row and select *Next*.

Wizard import definitions

Select a template

Select the desired file type by clicking the corresponding radio button

Select template and data file

New addresses import definition

New shipments import definition

Select an existing import definition

Data file to import::

C:\WINXP\Profiles\05610209\Desktop\Label-Lite\Import examples\Import zendingen\CSV\BE Palet

Field delimiter: ;

Decimal separator: ,

First row contains column names (skip row)

Step 1 of 4

Help Previous Next Cancel

Import TXT-file

Select *New shipment import definition*. Browse to your *Data file to import* on your computer or server. If your file contains column names, set the flag to skip this row.

When you are importing a **TXT-file**, you need to separate the fields first.

Wizard import definitions - New Shipments definition

Split fields

Click on the ruler to separate the fields

Encoding: ASCII

100	110	120	130	140	150
	KOOLMIJNLAAN 91				BE3530
	AV. DES MARTYRS 274				BE4620
	M SMEDENSTRAAT 23				NL6211
	RONDE VAN VLAANDERENPLEIN 11				BE9700
	81-83, RUE DE L'ANGE				BE5000
	MEENT 74				NL3011
	MEENT 74				NL3011
	HUIDEVETTERSSTRAAT 11				BE2000
	LICHTAARTSEWEG 2/1				BE2200

Step 2 of 4

Help Previous Next Cancel

Wizard Import Definitions

In *Wizard import definitions* allocate your fields to the correct import field, use F10 or the right mouse button.

The fields in **bold** and with  are mandatory.

Wizard import definitions

Assign Label-Lite fields to your import file

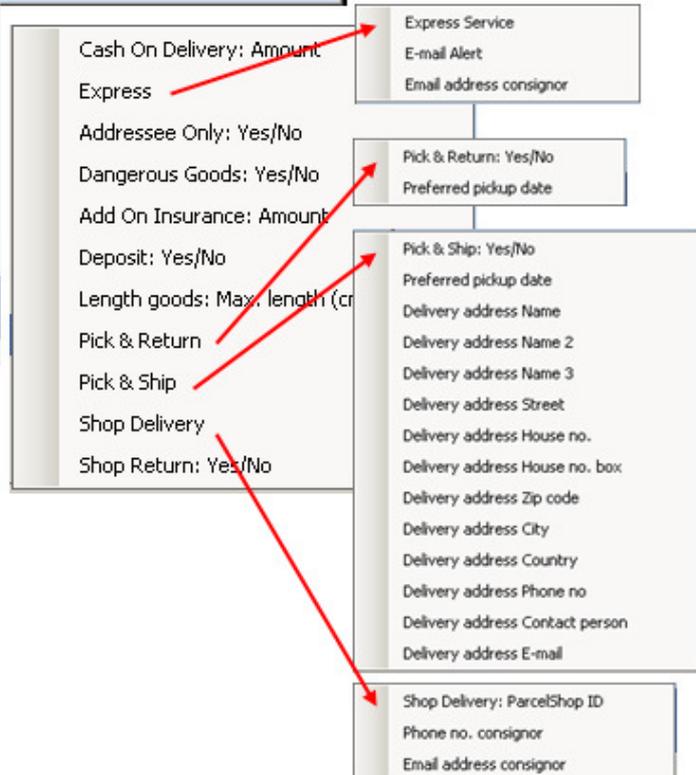
Use F10 or the right mouse button to allocate the fields

Encoding: Latin1 (ISO-8859-1)

No.	Value	Available fields	Length	Bound field	Default value
1	Consignor n°	Consignor no.	-1	(UNBOUND)	
2	Name	Name	-1	(UNBOUND)	
3	Name 2	Name 2	-1	(UNBOUND)	
4	Street	Street	-1	(UNBOUND)	
5	House n°	House no.	-1	(UNBOUND)	
6	House n° box	House no. box	-1	(UNBOUND)	
7	Zip code	Zip code	-1	(UNBOUND)	
8	City	City	-1	(UNBOUND)	
9	Country	Country	-1	(UNBOUND)	
10	Phone n°	Phone no.	-1	(UNBOUND)	

Step 3 of 4

Previous Next Cancel



Some mandatory fields can have a default value when the field is empty, ex.:
Country code=BE, Package=PCO

Other fields can also have a default value when the field is empty, ex. *Consignor no.*

To allocate your field use F10 or the right mouse button and select *Default value* and fill in the default value. If a field is empty in the import file and the *Default value* is filled in, this value will be filled automatically.

Description Available fields

#	Bound field	Length	Example	Remark
1	Consignor n°	10	9999999	GLS Consignor n°
2	Address type			Not used
3	Destination Name	30	Firma	
4	Destination Name 2	30	2 nd name	Continuation name
5	Destination Name 3	30	3 rd name	Continuation name
6	Destination Street	30	Industrielaan	
7	Destination House n°	5	14	Numeric field
8	Destination House n° box	5		
9	Destination Zip code	8	1070	
10	Destination City	30	Anderlecht	
11	Destination Country	30	BE	Default BE
12	Destination Phone n°	15	+32 2 999 99 99	! Mandatory for Euro Business and Express Service
13	Destination Contact person	30	Service achat	! Mandatory for Euro Business
14	Destination E-mail	50	info@receiver.eu	
15	Reference	10	P7845AA	Your reference
16	Note 1	30	Order 12345	Instructions for consignee
17	Note 2	30		Instructions for consignee
18	N° of shipment units	3	5	Numeric field; max. 99 units per shipment
19	Weight	8	6	Numeric field; weight per unit in kg
20	Package	30	PCO	Default PCO, See table: Package
21	Cash On Delivery : Amount	9	125.00	Default 0, Numeric field; format 0.00
22	Express Service	3	T12	See table: Express
23	E-mail Alert	2	Y	
24	E-mail adresse Consignor	50	info@send.eu	! Mandatory if E-mail Alert = Y
25	Addressee Only: Yes/No	2	Y	Not possible in BD
26	Dangerous goods: Yes/No	2	Y	Not possible in BE
27	Add On Insurance : Amount	9	250.00	Default 0, Not possible in BE
28	Deposit: Yes/No		Y	Not possible in BD
29	Length goods: maximum length (cm)	3	375	Longest length of the shipment in cm / Not possible in BE
30	Pick & Return : Yes/No	2	Y	Pick-up address in fields 2 to 14 Return address is your own address
31	Preferred pickup date	15	10/01/2014	Format DD/MM/YYYY
32	Pick & Ship: Yes/No	2	Y	Pick-up address in fields 2 to 14 Delivery address in fields 33 to 45
33	Preferred pickup date	15	10/01/2014	Format DD/MM/YYYY
34	P&S address Name	30		
35	P&S address Name 2	30		
36	P&S address Name 3	30		
37	P&S address Street	30		
38	P&S address House n°	5		Numeric field
39	P&S address House n° box	5		
40	P&S address Zip code	8		
41	P&S address City	30		
42	P&S address Country	30		Default BE
43	P&S address Phone n°	15		
44	P&S address Contact person	30		
45	P&S address E-mail	50		

46	Shop Delivery: ParcelShop ID	10	0560005003	See https://gls-group.eu/BE/en/depot-parcelshop
47	Phone no. consigner	15		
48	E-mail adresse consignor	50		
49	Shop Return: Yes/No	2	Y	

Package table:

Package	Name	Network
PCO	Collo	Parcel
CO	Collo	Freight
PL	Pallet	Freight

Express table:

Express Service	Code
Next working day before 9:00 am	T9
Next working day before 10:00 am	T10
Next working day before 12:00 am	T12
Next working day before 5:00 pm	T17
Saturday before 12.00 am	S12

Express Service, Next working day before 9:00 am is geographically restricted.

Afterwards you can also use this import definition again, select *Import & export* in the menu *Extra* and choose *Import addressees or shipments*. Then select the appropriate import definition and browse to the import file.

Important remark

For GLS Belgium (Parcel network) the *Services* are **only** possible in Belgium, *Pick & Return Service* is possible in Europe.

For GLS Belgium Distribution (Freight network), *Time Definite* (Express) is **only** possible in Belgium, the other *Service* are possible in Europe.

Example csv-file and label

```
569999961;FIRMA TEST;ZONE
INDUSTRIE;TESTSTREET;120;5a;9999;CITY;BE;02 123 11
11;Sales
Service:sales.service@firma.eu;01BP1;1;27;PCO;125.00
```



Automatic shipments import / Automatic print

It is easy to import and print your shipments automatically; this is possible with a working import definition.

Select from the menu *Extra* then *Management options* and enter the authorisation code **LL4**. Now, select *Automatic import* in the menu *Extra*.

Interval	Folder	Filename	Import definition	Print labels	Label printer
00:00:05	C:\Program Files\GL...	*.csv	Default Shipments i...	<input checked="" type="checkbox"/>	Generic / Text Only

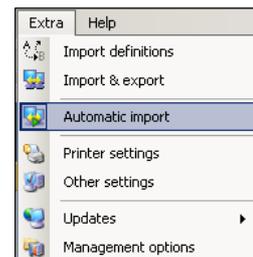
- Fill in the time Interval (hh:mm:ss) to upload your file
- Browse to the Folder where your import file(s) is located
- Fill in the filename (*.txt or *.vcs) of the file you wish to import
- Select your the Import definition
- **Cross the box Print Labels if you want to print your labels immediately after import**
- Choose the Label printer, Label type and Paper source you wish to use to print the labels

Cross the box *Automatic import enabled* to be able to use this import from the menu *Extra*.

Cross the box *Start with Label-Lite*, to uploading the available files immediately when you start the Label-Lite application.

Save this automatic import.

It is possible to enter several Automatic imports and print on several printers, for this you need to define a separate automatic import (use off a different file name or directory is mandatory).



When the option *Automatic import* is activated, you will see this icon  in your status bar. You can enable or disable the option *Automatic import* in het menu *Extra*.

The files which are treated correctly, are saved in the folder *Processed*. The files in error are written in the folder *Errors* (see folder import files).

Automatic Export shipments

Every time the End-of-Day is executed in Label-lite, an export file is automatically created.

Name	Size	Type	Date Modified
LLShipmentsExport_20120911_120407.txt	3 KB	ConTEXT document	11/09/2012 12:04
LLShipmentsExport_20120911_152936.txt	5 KB	ConTEXT document	11/09/2012 15:29
LLShipmentsExport_20120911_154528.txt	5 KB	ConTEXT document	11/09/2012 15:45

LLShipmentsExport_YYYYMMDD_uummss.txt-file

In the export file the following data is available :

Unit number, Print date, Reference, Weight, Shipping system, Package, GP number, Track ID, Uni-Ship, EOD, **Track & Trace link**, Name, Name 2, Name 3, Street, No., Box, Zip code, City, ...

Unit number	Print date	Reference	Weight	Shipping system	Package	GP number	Track ID	Uni-Ship	EOD	Track
40003809902631	11-09-2012 15:45:13	N23900775	123	Freight	PL	004000380994		False	OK	http
40003810102632	11-09-2012 15:45:13	N23900775	123	Freight	PL	004000381014		False	OK	http
716200001097	11-09-2012 15:45:17	N31180776	15	Parcel	PCO	716200001097	ZMYN&3XP	False	OK	http

Export shipments

Select *Import & Export* in het menu *Extra* en choose *Export shipments*. Select the preferred file format, the output folder and period, now you can export the file.

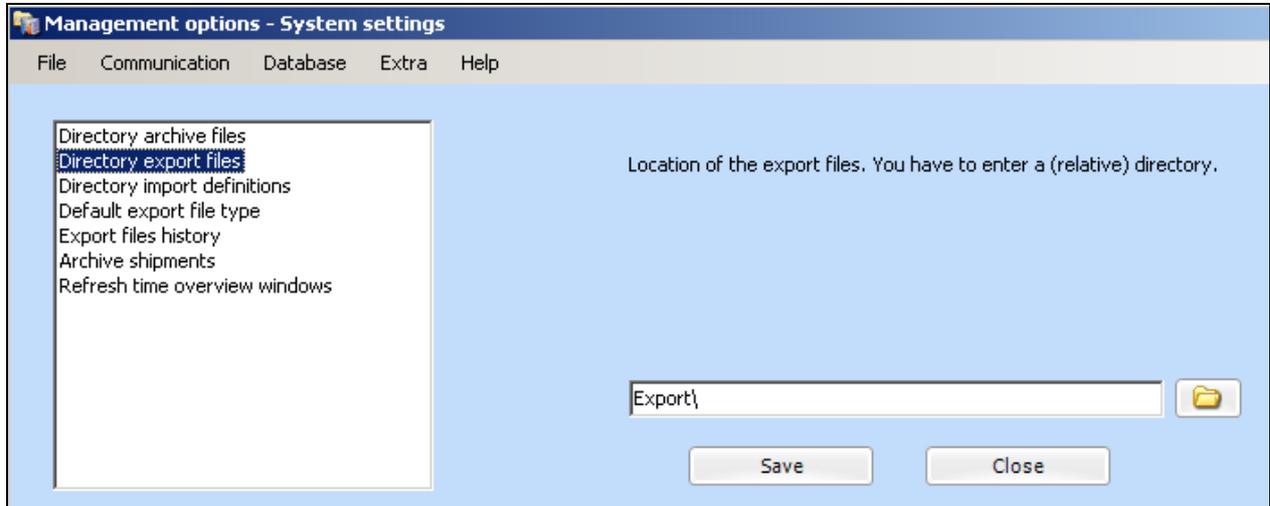
The default export folder is automatically cleared, all files older then 5 days are deleted.

You can change the default export folder and the period to delete the files (see remark blow).

Important remark

To change the location of the Export file and the number of days this file is kept, select *Extra* from the menu and go to *Management options*, enter the authorisation code **LL4**.

To change the location of the export file, select in the *Extra* menu, *System settings* and go to *Directory export files* and brows to the preferred directory.



To change the number of days the export file is kept, go to *Export files history* and change the number of days the file must be stored.

Contacts

In case you have more questions concerning import or integration functions, you can contact GLS via your Account Manager or contact our E-tools Department (+32-2-55.66.211 select after your language option 5).