

Import addresses

A file with your customers/consignees can easily be imported.

The file must be created as a text file (filename.txt) or csv-file.

As delimiters you can use the following symbols: Pipe " | ", semicolon " ; ", comma " , ".

Import file

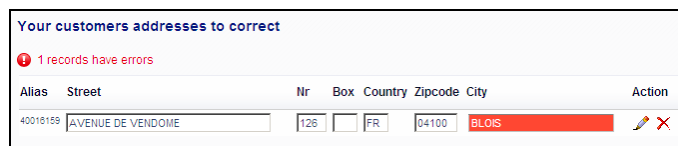
Select **Import & corrections** in the menu **Addresses**.

Click Browse and go to the folder where the import file is stored.

In this window, select **Open** and **Upload file**.

After the import you will get an overview of the imported addresses and possibly rejected addresses.

The addresses are verified after import, incorrect addresses are not listed in the address book and they need first to be corrected or deleted.



After importation, you can find your addresses in **Addresses – Address management**. Here you can also create addresses manually, change or delete.

Create import file

File format: **mandatory field (max. length)(red)**, optional field (max. length)(green).

DO NOT CREATE HEADINGS!

Put on each line an address.

Description of import file addresses

- column A :** sequential numbering (40)
- column B :** Name1(35)
- column C : Name2(35)
- column D : Name3(35) - not used, added to Name2
- column E :** Street(35)
- column F :** Alias(15)
- column G :** CountryCode(3) - ISO 3166 alpha 2-letter country code
- column H :** ZipCode(10)
- column I :** City(35)
- column J : Contact(35)
- column K : Phone(25)
- column L : email(64)
- column M :** Comments(40) – default NONE

Save your file as a **CSV-file** (change the type of file format in File – Save as). Your file looks like the example below.

Example import file

```
1;CALL TECHNO NV;;;HAACHTSESTWG. 571;40003065;BE;1030;BRUSSEL;;2429650;;none
2;CHEMOGAS GMBH;;;WESTVAARTDIJK 85;40003058;BE;1850;GRIMBERGEN;;2516087;;none
3;D.T.M.;;;BERGENSE STWG. 702;40004016;BE;1600;ST.PIETERS -LEEUV;;3769697;;none
4;DE BRUYN;;;RUE CLAESSENS 27;40004000;BE;1020;BRUXELLES;;4262105;;none
5;DEVOLDER USINES;;;RUE DE L'INTENDANT 156;40004080;BE;1080;BRUXELLES;;4269873;;none
6;MOX HUGO STOCK;;;STWG NAAR BERGEN 1048;40013147;BE;1070;BRUSSEL;;5212038;;none
7;D.E.C.;;;KLEINE DAALSTRAAT 85;40004014;BE;1930;ZAVENTEM;;7253180;;none
8;ROMARCO NV;;;BAAIKENSSTRAAT 17;40019311;BE;9240;ZELE;;52448694;;none
```