

HOW TO CORRECT BULK UPLOAD ERRORS IN OMNIPARCEL



SEKOLOGISTICS.COM



HOW TO CORRECT BULK UPLOAD ERRORS

- 1. Log into OmniParcel.
- 2. Go to the 'Bulk Upload' page in OmniParcel.

\leftrightarrow \rightarrow O	← → Ů ⋒ Not secure omniparcel.com/bulkuploadv2														
OmniParce	Create -	Reprint & Manifests	Exports - Impo	nis - Bulk Printing -	RTS -	Tracking & History	Reports -	Parcel Point -	Adminstration -						
Bulk Upload Shipme	ents			Push Groups											
Import Type	Self Label Manife	est		Bulk Upload						~					
Select Import File	Choose File N	o file chosen		$-\Lambda$											
	Import			٦٢											
Filename:				Q Search			Page Siz	ze 25 🖌 Page	1 🗸						
Imported	Туре	Sender	Subject					Filename		Lines	Errors	Processed	Pending	Voided	

3. Click on the 'Data' button next to the data you are correcting.

minParcer															Saman	tha Bl	
Bulk Upload Shipmen	ts												search	to switch i	ites (admin	only)	
Import Type	Self Label Manifest						~										
Select Import File	Choose File No file	chosen															
	Import																
Filename:			Q, Search	Page Size 25 V Page 1	•												
Imported	Туре	Sender	Subject	Filename	Lines	Errors	Processed	Pending	Voided	To Print	Started	Ended					File
08-Jan-2021 06:40 PM	Self Label Manifest	no-reply@estorelogistics.com.au	CVA Omni Parcel despatch - LAV	CVA_DESPATCH_20210108184007.CSV	2	1	1	0	0	0	08-Jan-2021 06:40 PM	08-Jan-2021 06:40 PM	Errors		S	Ê	۰
07-Jan-2021 07:50 PM	Self Label Manifest	no-reply@estorelogistics.com.au	CVA Omni Parcel despatch - LAV	CVA_DESPATCH_20210107195032.CSV	4	1	3	0	0	0	08-Jan-2021 02:42 PM	08-Jan-2021 02:42 PM	Errors		S	1	¢
06-Jan-2021 08:28 PM	Self Label Manifest	no-reply@estorelogistics.com.au	CVA Omni Parcel despatch - LAV	CVA_DESPATCH_20210106202758.CSV	4	0	4	0	0	0	08-Jan-2021 02:43 PM	08-Jan-2021 02:43 PM	Completed			Î	٥
05-Jan-2021 06:35 PM	Self Label Manifest	no-reply@estorelogistics.com.au	CVA Omni Parcel despatch - LAV	CVA_DESPATCH_20210105183532.CSV	2	0	2	0	0	0	08-Jan-2021 01:58 PM	08-Jan-2021 01:58 PM	Completed			1	٩
04-Jan-2021 07:56 PM	Self Label Manifest	no-reply@estorelogistics.com.au	CVA Omni Parcel despatch - LAV	CVA_DESPATCH_20210104195628.CSV	2	0	2	0	0	0	08-Jan-2021 01:58 PM	08-Jan-2021 01:58 PM	Completed			î.	¢
31-Dec-2020 08:50 PM	Self Label Manifest	no-reply@estorelogistics.com.au	CVA Omni Parcel despatch - LAV	CVA_DESPATCH_20201231205049.CSV	3	0	3	0	0	0	08-Jan-2021 01:58 PM	08-Jan-2021 01:58 PM	Completed			Î	۰
30-Dec-2020 10:38 PM	Self Label Manifest	no-reply@estorelogistics.com.au	CVA Omni Parcel despatch - LAV	CVA_DESPATCH_20201230211255.CSV	3	1	2	0	0	0	08-Jan-2021 02:42 PM	08-Jan-2021 02:42 PM	Errors		S	1	¢
29-Dec-2020 08:31 PM	Self Label Manifest	no-reply@estorelogistics.com.au	CVA Omni Parcel despatch - LAV	CVA_DESPATCH_20201229203055.CSV	7	0	7	0	0	0	29-Dec-2020 08:31 PM	29-Dec-2020 08:31 PM	Completed	А		î	٥
														ግ ሰ			

4. Click 'Start Fixing errors'.

Bulk Uplo	ad Batch Review							search to switch sites (admin only)
Import Ty Last 100	pe: Self Label Manifest Failed Lines xing errors							
	Line	Reference1	Error					
0	1	S165830	[{"Property": "Goods Line [0] TotalValue", "Erro	or":""}]				
Return	to List Successful Lines							
Line	External Shipment No		Destination Name	Reference 1	Product SKU	Product Category	Published	Consignment Number
3	MILLE 1000TC SUPER KING	SHEET SET - WHITE	BEVAN APLIN	S169429			08-Jan-2021 02:42 PM	WRR5104138
2	VINTAGE PCASE & FITTEDS	HEET QUEEN DENIM	CELIA FITZGERALD	S169190			08-Jan-2021 01:59 PM	WRR5103464
Return	to List							

5. The words in red at the top of the page should give you a good indication of what the error may be.

ulk Upload Batch Fix errors on lines.	
	[['Property' 'Goods Line [0] TotalValue' ['Error' '']]
External Shipment No	WRR5104137001
External Shipment No Prefix	WRR
Reference1	\$165030
Reference2	
Reference3	LUXURY COTTON VELOUR BEACH TOWEL - TETRIS
Reference4	
Reference5	
Carrier	OMNI PARCEL
Service	AIR TRACKED
Destination Id	

6. The example error above reads 'Total Value', and as shown in the screenshot below there is '0' (zero) in the total value field. In this case, a value needs to be added.

	Packages										
Packages	Name	Item No	Length cm	Width cm	Height cm	Kg	Туре	Code	Tracking No	Barcode	Overlabel Barcode
	- Custom -	• 1	22.301	21.331	24.434	2.61	SATCHEL		WRR51041370	WRR51041370	
Goode	Description	Country	0		ll Code		Table		_	Tetel Melue	
00003	ds Description Country		Currenc		n code		Total KG	Uni	s	Total value	
	CONSUMER ELECTRONICS	CN	NZD				2.61	2		0 <	\sim $ -$
	C Dauglidate & Caus	N-14 P									7
	S Revalidate & Save	I Void line									

7. Once the total value has been added click 'Revalidate & Save'.

Packages	Name	Item No	Length	cm	Width cm	Height cm	Кg	Туре	Code		Tracking No	Barcode	Overlabel Barcode
	- Custom -	1	22.301		21.331	24.434	2.61	SATCHEL			WRR51041370	WRR51041370	
Goods	oods Description Country			Currency		H Code		Total KG		Units		Total Valu	e
	CONSUMER ELECTRONICS	CN		NZD				2.61		2		139.98	
	C Revalidate & Save	Void line											

8. If there is another error you will be directed to the next error to solve, but if this is the only one you will be returned to the List page and the error line will now read 'Review Required'.

													Ŷ		_	
30-Dec-2020 10:38 PM	Self Label Manifest	no-reply@estorelogistics.com.au	CVA Omni Parcel despatch - LAV	CVA_DESPATCH_20201230211255.CSV	3	0	2	0	0	0	08-Jan-2021 02:42 PM	08-Jan-2021 02:42 PM	Review Required	S	Î	٩

9. After approximately two minutes, refresh the page and if the correct error was fixed the status will now read 'Completed'.

TROUBLESHOOTING

10. If the status continues to read 'Review Required', click on the 'Refresh' button and the below pop up will appear, press 'OK'.



11. You will be taken to the review page then click on 'revalidate' and select 'OK' on the pop-up. You may need to do this a few times.

Dmr	niParcel 剩 🚥 🗉	Reprint & Manifests Exports * Imports * Bulk Prints	g = RTS = Tracking & I	omniparcel.com says				Platypus Shoes Sy 💄 Samantha Bl
Bulk U	Jpload Batch Review			Are you sure?				search in sailch siles (admin only)
Import	Type: Self Label Manifest				OK	Cancel		
Last 1	00 Failed Lines							
S Re	validate							
	Line		Reference1				Error	
🗊 Voi	id Selected Lines							
Re	earn to Eist							
Last 1	00 Successful Lines							
Line	External Shipment No	Destination Name		Reference 1	Product SKU	Product Category	Published	Consignment Number
		SAMUEL RAJ		VANSNZ000013895			Today 01:57 PM	WEX0295728
19								111010200120
19 88		MARION NORTHE		SKXNZ000065206			15-Dec-2020 10:49 PM	WRX0274000

12. The top line should then clear and have successfully gone through.

C Reval	idate								
		Line		Reference1				Error	
Toid Sector	Selected Lines In to List Successful Lines		Д						
Line	External Shipment No	Destination N	ame		Reference 1	Product SKU	Product Category	Published	Consignment Number
88		MARION NOF	THE		SKXNZ000065206			15-Dec-2020 10:49 PM	WRX0274000
87		KATARINA RE	YNOLDS		SKXNZ000065241			15-Dec-2020 10:49 PM	WRX0273999

13. If for any reason these steps do not work, please send through an email to IT Support for further investigations. Please see our Guide to Managing Support Tickets in Jira located here for how to submit enquiries to our IT Support Team.