Web portal "YourGLS" – Import of consignee addresses

GLS Germany ▪ Status: June 2019

In your YourGLS "Address book" you have the possibility to import an address file with the data of your consignees. Thus the addresses of your customers are automatically available to you if you want to generate a parcel order.

To import an address file proceed as follows:

1. Select button "Import" in "Address book".

An address file with the data of your consignees can be imported here. The addresses of your consignees are thus available to you if you want to generate a parcel order.

2. Enter any delimiter in the field "Delimiter".

Use the delimiter that you have used in your import file e.g. comma (,), semicolon (;), colon (:), beam disk (|), hyphen (-). Do not use spaces.

3. Select the button "Select File".

Select the file you want to import. Note that the address file must be a text file (ASCII encoded). Formats such as CSV and TXT can be used.

File format:

Field name	Maximum field length	Mandatory field
ConsigneeID	40	Y
Name1	40	Y
Name2	40	N
Name3	40	N
Street [1]	40	Y
MatchCode	10	N
CountryCode [2]	2 or 3	Y
ZipCode [3]	10	Y
City	40	Y
Contact	40	N
Phone	15	N
Email	255	N
Comments	40	N
MobileCountry	6	N
MobileRegion	15	N
MobileContact	15	N
MobileExtension	5	N
BlockNo [1]	10	N

[1] Recommendation: "BlockNo" should be entered in a separate field, independent of "Street".

[2] ISO 3166-1 alpha-2 / alpha-3 / numeric [https://en.wikipedia.org/wiki/ISO_3166-1]

3) For Ireland, enter the Eircode (postal code in Ireland), the routing key (first three alphanumeric characters of the Eircode) or the location. The Eircode consists of a three-digit routing key and a unique identifier consisting of 4 alphanumeric characters.

Example for import file:

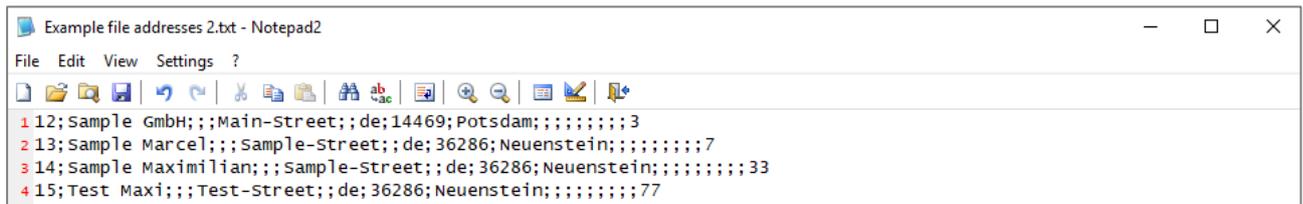### All fields are filled (separated by „,“ as delimiter):

4,Sample GmbH,sample trade,logistics,Main-Street,sample,DE,14469,Potsdam,Martina Sample,+49301234567,martina.sample@test.de,comment,+49,172,1234,567,11

Only mandatory fields are filled + BlockNo [recommended] (separated by „;“ as delimiter):

12;Sample GmbH;;;Main-Street;;DE;14469;Potsdam;;;;;;;;;3

4. Select the button "Import"

The import status of the records is displayed. Please make sure that the import was carried out without errors.

Import Status Data sets total 4, successful 4, failed 0