

## How to create a CSV file to import freight offers

The first line should contain the column headers or be empty.

Fill in the table rows with sentences, observing the following column order:

**Column A – Type of the Offer** (required)

To indicate the type of the offer, it is necessary to specify:

0 – freight

**Column B – Country of loading** (required)

Country name in English or ISO country code, for example, Lithuania or LT.

**Column C - Region in the country of loading** (optional)

The region name must be in English, for example, Vilnius reg.

**Column D – City of loading** (optional)

The city name must be in English or Russian, for example, Berlin (Берлин), Москва (Moscow).

**Column E – The postal code of the city of loading** (optional)

Postal code of the city of loading, for example, DE-26719

Note: Do not forget to specify the region or city in the country of loading.

**Column F – Country of unloading** (required)

Country name in English or ISO country code, for example, Latvia or LV

**Column G – Region in the country of unloading** (optional)

The region name must be in English, for example, Warsaw reg.

**Column H – City of unloading** (required)

The city name must be in English or Russian, for example, Париж (Paris), Hamburg (Гамбург).

**Column I – Postal code of the city of unloading** (optional)

Postal code of the city of unloading, for example, DE-08172"

Note: Do not forget to specify the region or city in the country of unloading.

**Column J - Loading date** (required)

Specify the date in dd.mm.yyyy format, for example, 23.12.2017

dd - day

mm - month

yyyy - year.

**Column K - The freight is valid until** (required)

Specify up to what date in the format dd.mm.yyyy the offer of freight is valid, for example, on 25.12.2017

dd - day,

mm - month,

yyyy - year.

**Column L - Comments** (optional)

The option to add comments to the freight, for example: type of loading, type of freight, additional information, etc.

**Column M – Freight weight** (required)

Specify the weight of the freight in tons, for example: 3.5 or 20, etc.

**Column N – Freight volume** (optional)

Specify freight volume in m<sup>3</sup>, for example: 82 or 84, etc.

**Column O - Freight length in ldm** (optional)

Specify freight length in ldm, for example: 6 or 13.6, etc.

**Column P - number of Euro-pallets** (optional)

Specify number of Euro-pallets in units.

**Column Q - Body type** (optional)

Specify the body type, for example: tent 92, isotherm, refrigerator. etc.

You can specify several body types, separate them with commas (,).

**Column R – Number of vehicles** (optional)

Specify the number of vehicles.

**Column S - Freight price** (optional)

Enter the price of freight

**Column T - Currency code** (optional)

Specify the ISO currency code, for example: EUR, PLN, UAH

**Column U - Method of loading** (optional)

Specify the loading method:

back,

top,

side.

When specifying several methods of loading, separate them with commas (,). For example: top, side.

**Column V - Loading type** (optional)

Specify the loading type:

full,

partial

When specifying several types of loading, separate them with commas (,). For example: full, partial.

**Column W – ADR (danger type)** (optional)

Specify the required information:

0 - no ADR

1 ... 9 - ADR class

**Column X – TIR** (optional)

Specify the required information:

0 - no TIR

1 - TIR is available.

**Column Y – Declaration** (optional)

Specify the required information:

0 - no declaration,

1 - declaration available.

**Column Z - Elevator** (optional)

Specify the required information:

0 - Not needed,

1 - Needed

**Column AA - Manipulator** (optional)

Specify the required information:

0 - Not needed,

1 - Needed

Save the file in CSV format with the following settings:

- encoding UTF-8

- separator ; (semicolon)

Upload the file to the Cargo website in the "Import" section. After uploading the file, you can download the file with the import results.

The first value in the row is the result of the import:

"OK" - the offer has been added to the web site

"Error" - description of the error.