

Importing a customer/address register

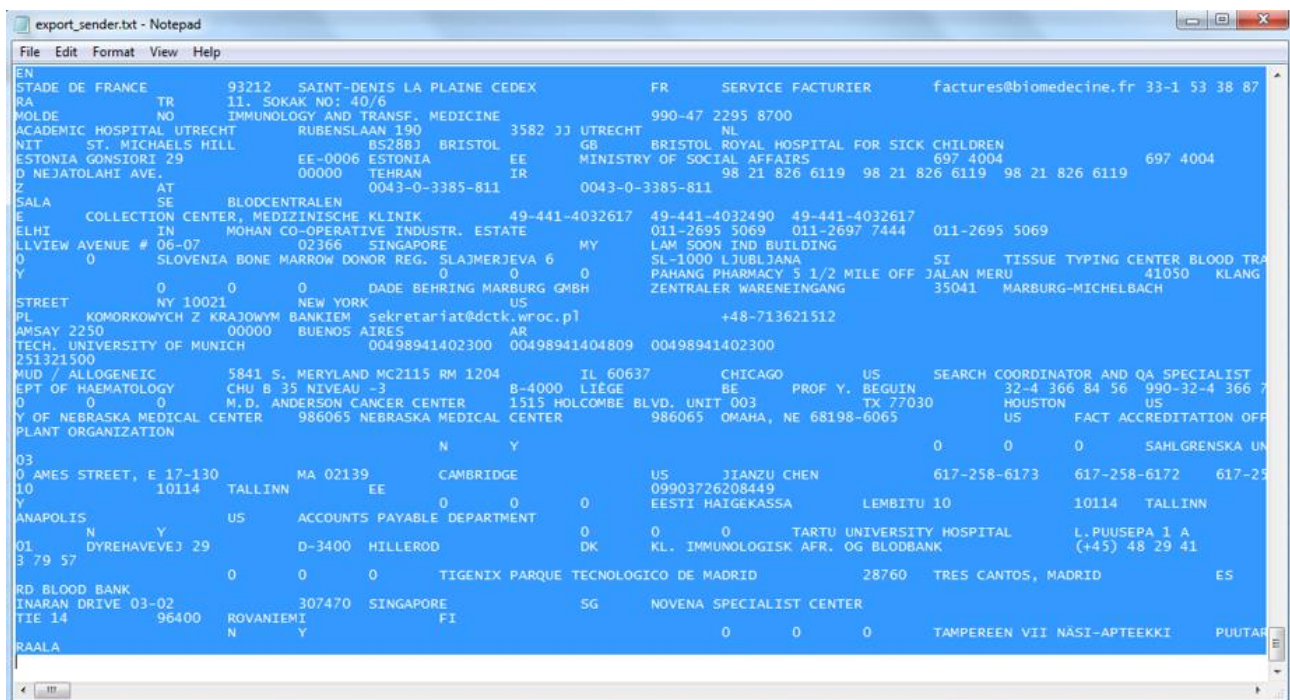
You can import addressee and shipper registers into SmartShip to make placing orders easier. Importing a register is useful if you regularly ship to specific addressees.

You can learn more about the example files on the [instructions page](#) and use them to make the process easier. It is important to know the content of the fields so that the information will be imported into SmartShip correctly:

The titles that separate the fields from each other must be in the top row. The titles must be spelled correctly and be inside square brackets, for example [quickid]. The file may only contain the titles that you want to import into SmartShip. If you do not want to import a specific field into the system, you must remove the entire field. Removing only the content is not enough.

1.2 Instructions for building and importing a register

- Use SmartShip' example files: Instructions > Instructions Page > Example – import address list
- Select template content (ctrl+A) and copy the information (ctrl+C).

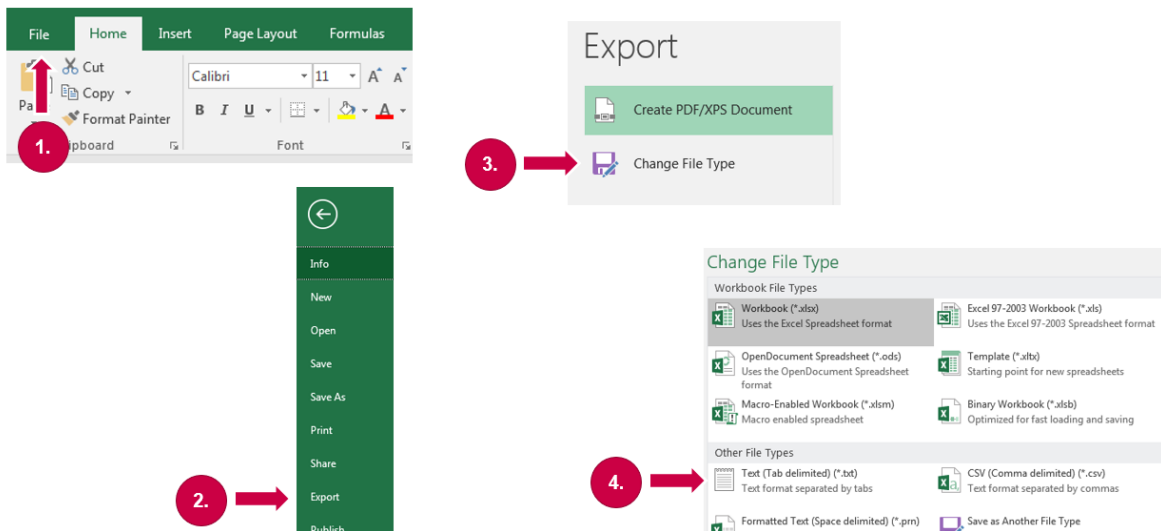


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EN STADE DE FRANCE 93212 SAINT-DENIS LA PLAINE CEDEX FR SERVICE FACTURIER factures@biomedecine.fr 33-1 53 38 87
RA TR 11. SOKAK NO: 40/6
WOLDE NO IMMUNOLOGY AND TRANSF. MEDICINE 3582 JJ UTRECHT 990-47 2295 8700
ACADEMIC HOSPITAL UTRECHT RUBENSLAAN 190 3582 JJ UTRECHT NL
NIT ST. MICHAEL'S HILL BS288J BRISTOL GB BRISTOL ROYAL HOSPITAL FOR SICK CHILDREN
ESTONIA GONSIORI 29 EE-0006 ESTONIA EE MINISTRY OF SOCIAL AFFAIRS 697 4004
D NEJATOLAHY AVE. 00000 TEHRAN IR 98 21 826 6119 98 21 826 6119 98 21 826 6119
Z AT 0043-0-3385-811 0043-0-3385-811
SALA SE BLODCENTRALEN
E COLLECTION CENTER, MEDIZINISCHE KLINIK 49-441-4032617 49-441-4032490 49-441-4032617
ELHI IN MOHAN CO-OPERATIVE INDUSTR. ESTATE 011-2695 5069 011-2697 7444 011-2695 5069
LLVIEW AVENUE # 06-07 02366 SINGAPORE MY LAM SOON IND BUILDING
0 SLOVENIA BONE MARROW DONOR REG. SLAJMERJEVA 6 0 SL-1000 LJUBLJANA SI TISSUE TYPING CENTER BLOOD TRA
Y 0 0 0 DADE BEHRING MARBURG GMBH 0 PAHANG PHARMACY 5 1/2 MILE OFF JALAN MERU 41050 KLANG
STREET NY 10021 NEW YORK US ZENTRALER WARENEINGANG 35041 MARBURG-MICHELBA
PL KOMORKOWYCH Z KRAJOWYM BANKIEM sekretariat@dctk.wroc.pl +48-713621512
AMSAY 2250 00000 BUENOS AIRES AR 00498941402300 00498941404809 00498941402300
TECH. UNIVERSITY OF MUNICH 00498941402300 00498941404809 00498941402300
251321500
MUD / ALLOGENIC 5841 S. MERYLAND MC2115 RM 1204 IL 60637 CHICAGO US SEARCH COORDINATOR AND QA SPECIALIST
EPT OF HAEMATOLOGY CHU B 35 NIVEAU -3 B-4000 LIEGE BE PROF Y. BEGUIN 32-4 366 84 56 990-32-4 366 7
0 0 0 M.D. ANDERSON CANCER CENTER 1515 HOLCOMBE BLVD. UNIT 003 TX 77030 HOUSTON US
Y OF NEBRASKA MEDICAL CENTER 986065 NEBRASKA MEDICAL CENTER 986065 OMAHA, NE 68198-6065 US FACT ACCREDITATION OFF
PLANT ORGANIZATION
03 N Y
0 AMES STREET, E 17-130 MA 02139 CAMBRIDGE US JIANZU CHEN 617-258-6173 617-258-6172 617-25
10 10114 TALLINN EE 09903726208449 EESTI HAIGEKASSA LEMBITU 10 10114 TALLINN
Y ANAPOLIS US ACCOUNTS PAYABLE DEPARTMENT 0 0 0
01 DYREHAVEVEJ 29 D-3400 HILLEROD DK KL. IMMUNOLOGISK AFR. OG BLODBANK L.PUISEPA 1 A
3 79 57 (+45) 48 29 41
RD BLOOD BANK 0 0 0 TIGENIX PARQUE TECNOLOGICO DE MADRID 28760 TRES CANTOS, MADRID ES
INARAN DRIVE 03-02 307470 SINGAPORE SG NOVENA SPECIALIST CENTER
TIE 14 96400 ROVANIEMI FI 0 0 0 TAMPEREEN VII NASI-APTEEKKI PUUTAR
RAALA N Y
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- Paste the information to Excel (ctrl+V).
- In Excel, remove the address information in the template, but keep the titles for the columns.

	A	B	C	D	E	F	G	H	I	J	K
1	[quickid]	[sender]	[receiver]	[orgno]	[vatno]	[category1t]	[category2t]	[category3t]	[category1r]	[category2r]	[category3r]
2		Y	N						0	0	0
3		Y	N						0	0	0
4		Y	N						0	0	0
5		Y	N						0	0	0
6		Y	N						0	0	0
7		Y	N						0	0	0
8		Y	N						0	0	0
9		Y	N						0	0	0
10		Y	N						0	0	0
11		Y	N						0	0	0
12		Y	N						0	0	0
13		Y	N						0	0	0
14		Y	N						0	0	0
15		Y	N						0	0	0
16		Y	N						0	0	0

- Enter your own addresses and save the file as a text file: File > Export > Change File Type > Text (Tab Delimited) (*.txt)



- Import the file into SmartShip by clicking Import in the Maintenance tab.
- Select shipper and/or addressee, the correct import format and character encoding and locate the file on your computer.

If problems occur, check that the file is in the correct format, the titles are in their own columns inside square brackets [], the information is under the correct titles and that the ZIP codes and phone numbers are in the correct format (without hyphens). Making the checks is easiest when the file is in the .csv format (Excel).

Further information is available [here](#). The instructions include title descriptions, etc. The instructions are also available on the Instructions page of SmartShip's Instructions tab, under Import Address List.

Please note that the maximum number of shippers and addressees is 10,000. If necessary, you can buy the Extended Address Register supplementary service, which includes space for 30,000 addresses for the price

of EUR 20/month. Supplementary services are available in Unifaun's online store, which you can access from the top right corner of SmartShip.