



IMPORTING CONTACTS ON WEBSITE

Things to note when using the Excel file

Please ensure you read these instructions prior to completing the template for importing contacts.

- **Always** use template downloaded from our website
- **Do not** change the order of the columns. They **MUST** stay in that order
- **Do not** remove columns – even if you do not need them
- **NEVER** delete row 1 on template
- The items marked with an asterisk (*) below are mandatory and must be completed on the Excel sheet
- **Keep and save this file in CSV format**

Steps for completing each column

Column Name	Instructions
Nickname*	Enter a name to identify this address contact
ContactName*	First and last name of Contact
ContactCompanyName*	Name of company (no more than 25 characters)
Address1*	Enter street address with no commas or # symbols
Address2	Enter unit number, suite or apartment etc. if required. If there is none, leave this field blank
City*	Enter city name
Province*	Enter province code (2 digits). Please see example on Excel
Country*	Enter 2 digit code only - CA for Canada; US for United States
PostalCode*	There can be no spaces. Please follow the example in Excel template "Q1Q2W2"
EmailAddress*	Enter a valid email address here. This field is required. If you do not have one, please use something like unknown@unknown.com
PhoneNumber*	Enter the phone number without spaces or dashes
PhoneNumberExtension	Enter an extension if applicable. If there is no extension, please leave this field blank
ContactType*	Please indicate type of customer using one of these options. You must only use these codes: <ul style="list-style-type: none">• CON – consignee• SHP – shipper• OTR – other (3rd party drop down)• SHR – shared in all fields