

EVRI

International

Batch Import

Version 1.00
April 2022

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Versions

Version History

Version	Comments	Date
1.0	Initial Release	22/04/2022

Introduction

This Evri International Batch CSV import document is intended for customers who wish to ship globally with Evri Global Eco. This method allows customers with a csv file of parcel data and import into the Evri International Application. This document outlines the ability to Create parcels.

Access and Testing

Only authorised clients are allowed access to the Batch uploading, clients looking to utilise the Evri International platform via batch must first have an Evri account, Evri Service Desk will provide credentials and initially set in test mode. After approval from Evri Service Desk with the test sample parcel data, you will only then be permitted into Production Environment. You will be asked to make several batch uploads fulfilling specific scenarios relating to your shipping profile for further information. Please see below email address for contacting the Evri International Service Desk

techsupport@globaleco.uk

Support

Evri will support customers with understanding how our Batch upload service functions, we have an example batch file format available for you to study and strongly advice customers to use real data where possible rather than standard values. Any questions regarding the batch upload should be emailed to the below email addresses.

techsupport@globaleco.uk

Batch Services

Format

The Evri International platform will ONLY accept a CSV (Comma delimited) file type for any batch upload performed. There are various formats of CSV such as CSV (Macintosh) and CSV (MS-DOS) but we will only accept the standard comma delimited file type (CSV).

Please note that the file is header based rather than position. To ensure your file is uploaded correct you should use the exact wording as specified within the file parameters

For EU and Rest of World parcels, you are required to specify line item data. This is achieved by populating the Item fields (Fields 28 to 32). Where there are multiple items within a parcel, you should specify each item within a new line, we will utilise the ShipperReferenceID (Field 1) to ascertain each unique parcel

Encoding

The Evri International platform requires all data to be provided in UTF-8 Encoding, failing to provide correct encoding would mean unreadable data and bad labels. There are two encoding types you must make note, file encoding and character encoding, both of these must be in UTF-8 format.

Security and Authentication

The Evri International platform is a secure application and authentication has been met once you have logged into the application online via your secure web browser. We recommend that you use a browser such as Google Chrome when logging into the online application and uploading parcel data into the platform, this is to ensure

Create Parcel Data

File Parameters

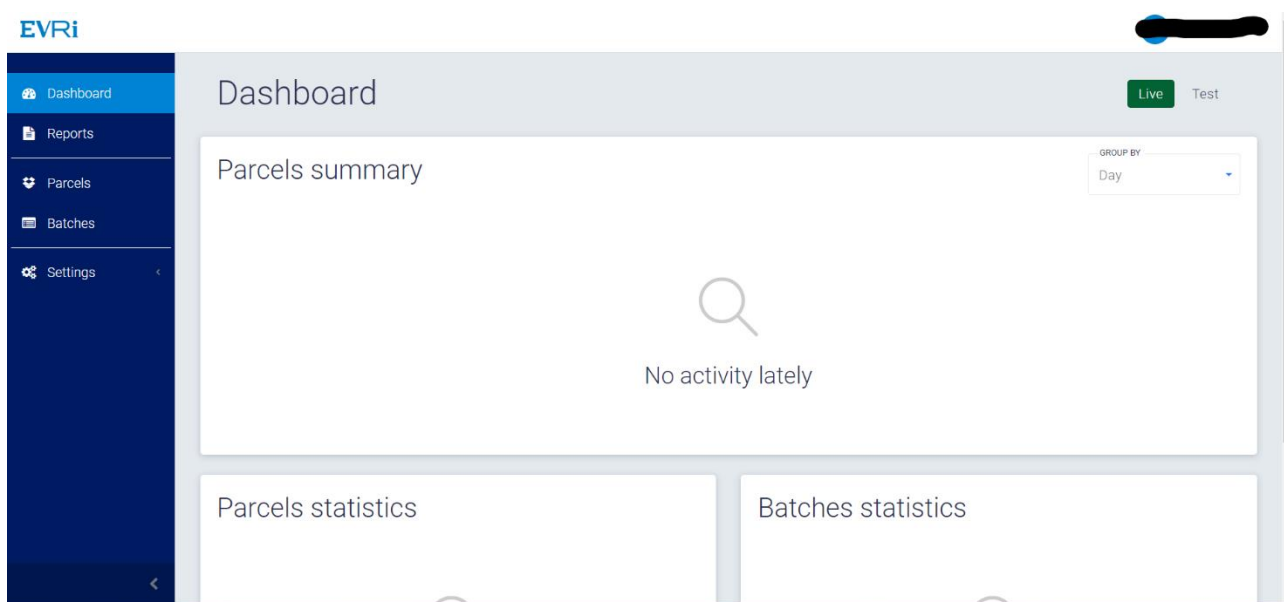
Field Number	Field	Type	Mandatory	Max Length	Notes
1	ShipperReferenceID	Char	Y	35	
2	CustomerReference1	Char	N	20	
3	CustomerReference2	Char	N	20	
4	ServiceCode	Char	Y	35	
5	ConsigneeContact	Char	Y	35	
6	ConsigneeAddress1	Char	Y	50	
7	ConsigneeAddress2	Char	N	50	
8	ConsigneeAddress3	Char	N	50	
9	ConsigneeCity	Char	Y	35	
10	ConsigneeState	Char	C	35	Required for USA and Canada destinations (Use 2 letter State Codes). Required for Australia destination (Use 2 / 3 letter state code).
11	ConsigneeZip	Char	Y	15	
12	ConsigneeCountry	Char	Y	2	ISO Country/Territory Code
13	ConsigneePhone	Num	C	20	
14	ConsigneeEmail	Char	Y	100	
15	Weight	Num	Y	7,3	Eg. 4.50
16	WeightUOM	Char	Y	1	"K" kg, "L" Lbs
17	Length	Char	N	4	In Cms
18	Width	Char	N	4	In Cms
19	Height	Char	N	4	In Cms
20	DimensionUOM	Char	Y	2	"cm" only
21	Value	Num	Y	10,2	Eg. 10.50
22	Currency	Char	Y	3	ISO Currency Code
23	Description	Char	Y	20	
24	ShipperCompany	Char	Y	20	
25	ShipperEORI	Char	C	20	Required for EU Destinations
26	ShipperRegNumber	Char	N	20	OSS/IOSS Registration Number
27	Terms	Char	Y	3	DDU DDP

28	ItemDescription	Char	C	10	Required for EU and rest of world destinations
29	ItemPrice	Num	C	10,2	Required for EU and rest of world destinations
30	ItemQuantity	Char	C	3	Required for EU and rest of world destinations
31	ItemCountryOfOrigin	Char	C	2	ISO 2 Country Code Required for EU and rest of world destinations
32	ItemHSCode	Num	C	10	Required for EU and rest of world destinations

Uploading File

The below step by step guide will walk you through how to upload a complete CSV file into Evri International Application. Screenshots have been added to demonstrate the actions involved.

- 1) Once you have logged in with your credentials, you will land on the customer dashboard page. As and when you start shipping, you will see parcel summary and batch statistics in the below page.



- 2) From the left Menu you will need to select Batches and the below page will arise, scrolling down will reveal your historic batch files, labels and uploads. It will have a copy of the csv file, the date the file was uploaded, number of parcels detected within the file, user and view details

Filter

CREATE DATE FROM: 13 Apr 2022 00:00
 CREATE DATE TO:
 USER: All
 STATUS: All

CLEAR FILTER

APPLY FILTER

Batches

The total number of batches: 5

All

Live

Test

NEW BATCH

ID	FILES	CREATED	PARCELS	USER	
62	Download file csv Download labels	14 Apr 2022 14:27:20 (UTC +01:00)	0 - found 0 - created / 1 - with errors	[REDACTED]	View details
61	Download file csv Download labels	14 Apr 2022 13:46:54 (UTC +01:00)	1 - found 1 - created	[REDACTED]	View details
60	Download file csv	14 Apr 2022 13:43:26 (UTC +01:00)	3 - found	[REDACTED]	View details

- 3) Click on **NEW BATCH** and the below window will appear, you will need to select International CSV as the type and make sure the MODE is set as Test as you are at approval stage and first batch upload. Once you have selected your type please Drag and drop your files into the grey box or click and select the file to upload.

New Batch

MODE

Live

Test

TYPE *



Drop files here or click to upload.

CANCEL

SAVE BATCH

4) Once you have finished uploading your file, please click

SAVE BATCH

Downloading Labels

Download file csv Download labels	14 Apr 2022 13:46:54 (UTC +01:00)	1 - found 1 - created		View details
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Once you have successfully uploaded and created parcels which you will see in the

1 - found

parcels column 1 - created with the parcels amount,

the next step would be to download labels. You should click on the blue download

labels button **Download labels**

the labels will download and save as PDF file on the device you are using to make the booking. Using your PDF viewing application you will then print the label to your printer*.

*Please Note we cannot help or install any Label Printers on your behalf, you must contact your local IT to have a label printer connected and installed on the device for which you will be printing parcel labels

Correcting Errors

If in your parcel upload you find parcels with errors in red as below snip, you must click on the red link and correct the parcel error, the link will re-direct you to the parcel error page and parcel detail.

0 - found
0 - created / 1 - with errors

Once you have successfully corrected the parcel error you will see the parcel status change to Created as below screenshot

Live

View

Invoice

PDF

Label

PDF | ZPL | ZPL

User

Date create

a few seconds ago (20 Apr 2022),
at 19:26:29 (UTC +01:00)

Service

Evri International

Carrier

Hermes HSI Courier

Reference

Carrier Tracking

System Tracking

From

United Kingdom

To

Germany

Source

API

Cancel parcel

CREATED

You can now go back to Batches tab and click on the button.

Download labels

Tracking

Once the parcels have been created and scanned in our warehouse the system will send an Evri pre-alert to the end consumer containing the tracking link.

If you wish to track any of parcels, please use the tracking link below

<https://globaleco.app/track/>

GlobalEco platform

Search by tracking number

SEARCH

Q SEARCH

Shipment History

DATE/TIME	EVENT	LOCATION	COMMENTS
2022-04-21 08:03:11	Delivered	Reichenbach, DE	
2022-04-21 05:57:03	Out for delivery	Reichenbach, DE	
2022-04-21 05:47:27	In transit	Reichenbach, DE	
2022-04-21 02:22:38	In transit	Gera, DE	
2022-04-21 02:22:38	Out for delivery	Gera, DE	
2022-04-20 22:38:12	In transit	Gera, DE	
2022-04-20 18:31:21	In transit	Kabelsketal, DE	
2022-04-19 13:19:22	Accepted	Basildon, GB	Accepted at LHR
2022-04-19 13:19:22	Carrier label created	bradford, GB	Parcel carrier label created

Resource

Services

The below table is a list of services available within the Evri International Batch Upload. The functionality has incorporated domestic services allowing customers to access Domestic services through the Evri network

Service Code	Description
INTERNATIONAL	Evri International
INTERNATIONAL_EXPEDITED	Evri International Expedited
DOMESTIC_STANDARD	Evri UK
DOMESTIC_24HR	Evri UK 24hr

Tracking Events Table

Tracking Code	Description
2	Delayed
100	Created
120	Carrier Label Error
150	Carrier Label Created
200	Received by Carrier
300	Accepted
350	Arrived In Country
400	Consolidated
500	In Transit
700	In Customs
740	Hold By Customs
780	Customs Cleared
900	Delivery Awaiting Collection
1000	Delivered
1100	Cancelled
1200	Lost
1300	Return to Sender
1400	Out For Delivery
1500	Cross Docked
1600	Delivery Attempted
1700	Delivery Exception