

FILE HEADER RECORD		POSITION	LENGTH	Ref
Record Type (“00” for Header record)	*	1-2	2	A
Account No (Supplied by XL)	*	3-8	6	B
Freight Pickup Date (DD/MM/YYYY)	*	9-18	10	C
File Name (Account No + Date Time {YYYYMMDDhhmmss}.TXT)	*	19-42	24	D
		End Of Record	C/R L/F	

CONNOTE RECORD		POSITION	LENGTH	Ref
Record Type (“10” for connote records)	*	1-2	2	E
Connote No. (See Note 1)	*	3-17	15	F
Filler (leave blank)		18-37	20	G
Receiver Name	*	38-97	60	H
Receiver Street Address Line 1	*	98-157	60	I
Receiver Street Address Line 2		158-217	60	J
Receiver Street Address Line 3		218-277	60	K
Receiver Suburb/Town	*	278-317	40	L
Receiver State	*	318-320	3	M
Receiver Postcode	*	321-324	4	N
Special Delivery Instructions		325-524	200	O
Delivery Window Start-Date (DD/MM/YYYY) (See Note 2)	x	525-534	10	P
Delivery Window Stop-Date (DD/MM/YYYY) (See Note 2)	x	535-544	10	Q
Time Slot Booked-In Date (DD/MM/YYYY) (See Note 3)	x	545-554	10	R
Time Slot Booked-In Time (hh:mm – 24 hour format) (See Note 3)	x	555-559	5	S
Time Slot Booking Reference (See Note 3)	x	560-574	15	T
Consignment Reference (prints on invoice)		575-594	20	U
Release Date (DD/MM/YYYY) (See Note 4)	x	595-604	10	V
Filler (leave blank)		605-614	10	W
Detail Line Reference		615-634	20	X
Package Type (See Note 5)	*	635-644	10	Y
No. of Items (max 999 per line)	*	645-649	5	Z
Weight (in kgs, rounded up) (See Note 6)	*	650-655	6	a
Cubic Height (in cms, rounded up) (See Note 6)	**	656-658	3	b
Cubic Width (in cms, rounded up) (See Note 6)	**	659-661	3	c
Cubic Length (in cms, rounded up) (See Note 6)	**	662-664	3	d
Cubic Quantity (See Note 7)	**	665-669	5	e
Total Cubic Metres (up to 4 decimal places, rounded up) (See Note 8)	**	670-676	7	f
No of Chep Pallets	x	677-678	2	g
No of Loscam Pallets	x	679-680	2	h
Type (See Note 9)		681-700	20	i
		End Of Record	C/R L/F	

LABEL RECORD (must be contiguous to relevant connote records)		POSITION	LENGTH	Ref
Record Type (“20” for Label records)	*	1-2	2	j
Connote No. (See Note 1)	*	3-17	15	k
Label No. (See Note 10)	*	18-37	20	l
Type (‘S’ for single label items or ‘B’ for multiple label items)		38	1	m
Package Type (See Note 5)		39-48	10	n
		End Of Record	C/R L/F	

The file must be an ASCII format text file (not CSV). All fields are fixed record length. Valid characters are “A”-“Z”, “a”-“z”, “0”-“9”, “-” and “/” only. Special and non-printing characters are not allowed. Dates must be valid.

Fields marked ‘*’ are mandatory. Fields marked ‘x’ should only be populated where relevant, otherwise leave blank. Fields marked ‘**’ are mandatory for items exceeding the cubic allowance which are to be cubed for charging purposes, but are otherwise optional. Items of the same package type with the same cubic dimensions can be combined in one Type 10 record by giving the total no. of items, kgs and cubic qty (See Note 7).

Multiple (up to 8) Type 10 records can be used for a consignment with mixed package types (e.g. cartons and pallets) or different cubic dimensions (fields ‘E’ to ‘W’ data must be repeated). Multiple Type 10 records for a consignment must be contiguous. Multiple Type 20 records for a consignment must be contiguous.

NOTES:

- 1 Connote Nos must be unique (must not be reused within 13 months). If used in label barcode number, see Note 10.
- 2 These fields should contain the “Not Before” and/or “Not After” dates for deliveries that have a Delivery Window, otherwise leave blank.
- 3 These fields should contain the time slot booked-in date and time and reference where the time slot booking has already been made by you, otherwise leave blank.
- 4 This field should contain the video or book release “in store by date” if applicable, otherwise leave blank.
- 5 Description of package (e.g. carton, pallet, skid, roll) **not** a description of the contents of the package (e.g. widgets).
- 6 Figures given as decimals will be rounded up to the next whole number (e.g. 15.25 kgs = 16 kgs chargeable weight).
- 7 “Cubic Quantity” is the number of items having those cubic dimensions, and need not be the same as the No. of Items. Multiple items of the same package type combined on the one detail line may be given a single total cubic measure. Should be left blank or set to zero if no dimensions are given.
- 8 “Total Cubic Metres” = Height (in metres) * Width (in metres) * Length (in metres) * Cubic Quantity. Up to 4 decimal places can be accepted.
- 9 Set to “RETURNS” to indicate a request for an authorised pickup from the Receiver for return to your warehouse, otherwise leave blank. “Consignment Reference” should be set to your Returns Authorisation number for returns.
- 10 Label numbers are 20 digit numeric only SSCC/EAN barcode label numbers used to identify individual items. Alternatively, if you do not use SSCC/EAN barcode label numbers then the following may be substituted to make up the 20 character unique number for each item. Numbers must not be reused within 13 months.

NON-SSCC LABEL NUMBER FORMAT (must be unique for each item)	LENGTH	EXAMPLE
Application identifier (must be “00”)	2	00
Packaging Indicator (“1” for pallets, “3” for cartons, “0” for other)	1	3
Account No Prefix (must be “9”)	1	9
Account No (Supplied by XL)	6	987654
Connote No (numeric only, 7 digits right justified, leading zero filled) ++	7	0023456
Item No (numeric only, 3 digits right justified, leading zero filled)	3	001

++ Alpha characters can be converted to numbers as below. If the connote number is larger than 7 digits, use 7 right most digits.

Alpha	No	Alpha	No	Alpha	No	Alpha	No
A	33	H	40	O	47	V	54
B	34	I	41	P	48	W	55
C	35	J	42	Q	49	X	56
D	36	K	43	R	50	Y	57
E	37	L	44	S	51	Z	58
F	38	M	45	T	52	Z	59
G	39	N	46	U	53		