

<b>FILE HEADER RECORD</b>		<b>POSITION</b>	<b>LENGTH</b>
Record Type (“00” for File Header Record)	*	0	2
Account No (Supplied by XL)	*	1	6
Freight Pickup Date (DD/MM/YYYY)	*	2	10
File Name (Account No + Date Time {YYYYMMDDhhmmss}.PSV)	*	3	24
		End Of Record	CR LF

<b>B2B DELIVERY CONNOTE RECORD</b>		<b>POSITION</b>	<b>LENGTH</b>
Record Type (“10” for B2B Delivery Connote Records)	*	0	2
Connote No.	(See Notes 1 & 10) +*	1	15
Filler	(leave blank)	2	20
Receiver Name	*	3	60
Receiver Street Address Line 1	*	4	60
Receiver Street Address Line 2		5	60
Receiver Street Address Line 3		6	60
Receiver Suburb/Town	*	7	40
Receiver State	*	8	3
Receiver Postcode	*	9	4
Special Delivery Instructions		10	500
Delivery Window Start-Date (DD/MM/YYYY)	(See Note 3) x	11	10
Delivery Window Stop-Date (DD/MM/YYYY)	(See Note 3) x	12	10
Time Slot Booked In Date (DD/MM/YYYY)	(See Note 3) x	13	10
Time Slot Booked In Time (HH:MM)	(See Note 3) x	14	5
Time Slot Booked In Reference	(See Note 3) x	15	15
Consignment Reference (prints on invoice)	+	16	20
New Release/Embargo In Store Date (DD/MM/YYYY)	(See Note 3) x	17	10
Receiver Contact Phone No		18	10
Detail Line Reference	t	19	20
Package Type	(See Note 6) *	20	10
No. of Items (max 999 per line)	*	21	5
Total Kgs of No. of Items (max 9999.9, rounded up)	(See Note 7) *	22	6
Cubic Height (in cms, rounded up)	(See Note 7) **	23	3
Cubic Width (in cms, rounded up)	(See Note 7) **	24	3
Cubic Length (in cms, rounded up)	(See Note 7) **	25	3
Cubic Quantity	(See Note 8) **	26	5
Total Cubic Metres (up to 4 decimal places, rounded up)	(See Note 9) **	27	7
No of Chep Pallets	x	28	2
No of Loscam Pallets	x	29	2
Type	(See Note 10 or leave blank)	30	20
		End Of Record	CR LF

<b>B2C HOME DELIVERY CONNOTE RECORD</b>		<b>POSITION</b>	<b>LENGTH</b>
Record Type (“15” for B2C Home Delivery Connote Records)	*	0	2
Connote No.	(See Notes 1 & 10) +*	1	15
Filler	(leave blank)	2	20
Sender Contact SMS No	(See Note 2) x	3	10
Sender Contact email	(See Note 2) x	4	50
Receiver Name	*	5	60
Receiver Street Address Line 1	*	6	60
Receiver Street Address Line 2		7	60
Receiver Street Address Line 3		8	60
Receiver Suburb/Town	*	9	40
Receiver State	*	10	3
Receiver Postcode	*	11	4
Receiver Contact Phone No	*	12	10
Special Delivery Instructions		13	500
Delivery Window Start-Date (DD/MM/YYYY)	(See Note 3) x	14	10
Delivery Window Stop-Date (DD/MM/YYYY)	(See Note 3) x	15	10
Receiver Consignment Status Updates SMS No	(See Note 2) x	16	10

Receiver Consignment Status Updates email	(See Note 2) x	17	50
Receiver Consignment Status Updates Salutation		18	50
Consignment Reference (prints on invoice)	+	19	20
Filler	(leave blank)	20	0
Detail Line Reference	+	21	20
Package Type	(See Note 6) *	22	10
No. of Items (max 999 per line)	*	23	5
Total Kgs of No. of Items (max 9999.9, rounded up)	(See Note 7) *	24	6
Cubic Height (in cms, rounded up)	(See Note 7) **	25	3
Cubic Width (in cms, rounded up)	(See Note 7) **	26	3
Cubic Length (in cms, rounded up)	(See Note 7) **	27	3
Cubic Quantity	(See Note 8) **	28	5
Total Cubic Metres (up to 4 decimal places, rounded up)	(See Note 9) **	29	7
No of Chep Pallets	x	30	2
No of Loscam Pallets	x	31	2
End Of Record		CR LF	

<b>LABEL RECORDS (must be contiguous to relevant Type 10/15 record)</b>		<b>POSITION</b>	<b>LENGTH</b>
Record Type (“20” for Delivery Label Records for Type 10/15 Record)	*	0	2
Connote No.	(See Note 1) *	1	15
Label No.	(See Note 14) +*	2	20
Type (‘S’ for single label items or ‘B’ for multiple label items)		3	1
Package Type	(See Note 6)	4	10
End Of Record		CR LF	

<b>REFERENCES RECORDS (must be contiguous to relevant Type 10/15 record)</b>		<b>POSITION</b>	<b>LENGTH</b>
Record Type (“22” for References Records for Type 10/15 Record)	*	0	2
Connote No.	(See Note 1) *	1	15
Reference	+*	2	50
Print on Connote concatenated with Special Delivery Instructions (‘Y’ / ‘N’)		3	1
End Of Record		CR LF	

<b>STATUS RECORD (must be contiguous to relevant Type 10/15 record)</b>		<b>POSITION</b>	<b>LENGTH</b>
Record Type (“25” for Status Update Records for Type 10/15 Record)	*	0	2
Connote No.	(See Note 1) *	1	15
Sender Contact SMS No	(See Note 2) x	2	10
Sender Contact email	(See Note 2) x	3	50
Receiver Consignment Status Updates SMS No	(See Note 2) x	4	10
Receiver Consignment Status Updates email	(See Note 2) x	5	50
Receiver Consignment Status Updates Salutation		6	50
End Of Record		CR LF	

<b>DGs RECORDS (must be contiguous to relevant Type 10/15 record)</b>		<b>POSITION</b>	<b>LENGTH</b>
Record Type (“50” for Dangerous Goods Records for Type 10/15 Record)	*	0	2
Connote No.	(See Note 1) *	1	15
UN Number	*	2	4
Packing Group Designator		3	3
Class or Division	*	4	7
Trade or Common Name	(See Note 11) *	5	50
Technical or Proper Shipping Name	(See Note 11) *	6	50
Type of Outer Packaging	(See Note 6) *	7	50
No. of Outer Packages	*	8	5
Combined Amount of DGs (in kgs or ltrs, rounded up)	(See Note 12) *	9	5
Subsidiary Risk or Sub-Class	(See Note 13)	10	7
End Of Record		CR LF	

<b>RTS CONNOTE RECORD</b>	<b>POSITION</b>	<b>LENGTH</b>
Record Type (“30” for Authorised RTS Records) *	0	2
RTS Authorisation No. (See Note 1) +*	1	15
Filler (leave blank)	2	20
Pickup From Name *	3	60
Pickup From Street Address Line 1 *	4	60
Pickup From Street Address Line 2	5	60
Pickup From Street Address Line 3	6	60
Pickup From Suburb/Town *	7	40
Pickup From State *	8	3
Pickup From Postcode *	9	4
Pickup Contact Name	10	50
Pickup Contact Phone No *	11	10
Pickup Contact email	12	50
Pickup Reasons/Notes	13	200
Pickup Special Pickup/Delivery Instructions	14	200
Pickup Window Start-Date (DD/MM/YYYY) (See Note 3) x	15	10
Pickup Window Stop-Date (DD/MM/YYYY) (See Note 3) x	16	10
Pickup Window Opening Time (hh:mm – 24 hour format) (See Note 3) x	17	5
Pickup Window Closing Time (hh:mm – 24 hour format) (See Note 3) x	18	5
Consignor Contact Name *	19	50
Consignor Contact Phone No *	20	10
Consignor Contact email *	21	50
Consignment Reference (prints on invoice) +	22	20
Filler (leave blank)	23	20
Detail Line Reference +	24	20
Package Type (See Note 6) *	25	10
No. of Items (max 999 per line) *	26	5
Total Kgs of No. of Items (max 9999.9, rounded up) (See Note 7) *	27	6
Cubic Height (in cms, rounded up) (See Note 7) **	28	3
Cubic Width (in cms, rounded up) (See Note 7) **	29	3
Cubic Length (in cms, rounded up) (See Note 7) **	30	3
Cubic Quantity (See Note 8) **	31	5
Total Cubic Metres (up to 4 decimal places, rounded up) (See Note 9) **	32	7
End Of Record	CR LF	

<b>APU CONNOTE RECORD</b>	<b>POSITION</b>	<b>LENGTH</b>
Record Type (“40” for Authorised Pick Up and Redeliver records) *	0	2
APU Authorisation No. (See Note 1) +*	1	15
Filler (leave blank)	2	20
Pickup From Name *	3	60
Pickup From Street Address Line 1 *	4	60
Pickup From Street Address Line 2	5	60
Pickup From Street Address Line 3	6	60
Pickup From Suburb/Town *	7	40
Pickup From State *	8	3
Pickup From Postcode *	9	4
Pickup Contact Name	10	50
Pickup Contact Phone No *	11	10
Pickup Contact email	12	50
Pickup Reasons/Notes	13	200
Pickup Special Pickup Instructions	14	200
Pickup Window Start-Date (DD/MM/YYYY) (See Note 3) x	15	10
Pickup Window Stop-Date (DD/MM/YYYY) (See Note 3) x	16	10
Pickup Window Opening Time (hh:mm – 24 hour format) (See Note 3) x	17	5
Pickup Window Closing Time (hh:mm – 24 hour format) (See Note 3) x	18	5
Redeliver Name *	19	60
Redeliver Street Address Line 1 *	20	60

Redeliver Street Address Line 2		21	60
Redeliver Street Address Line 3		22	60
Redeliver Suburb/Town	*	23	40
Redeliver State	*	24	3
Redeliver Postcode	*	25	4
Redeliver Contact Name		26	50
Redeliver Contact Phone No	*	27	10
Redeliver Contact email		28	50
Redelivery Special Delivery Instructions		29	200
Redeliver Window Start-Date (DD/MM/YYYY)	(See Note 3) x	30	10
Redeliver Window Stop-Date (DD/MM/YYYY)	(See Note 3) x	31	10
Time Slot Booked-In Date (DD/MM/YYYY)	(See Note 4) x	32	10
Time Slot Booked-In Time (hh:mm – 24 hour format)	(See Note 4) x	33	5
Time Slot Booking Reference	(See Note 4) x	34	15
Consignor Contact Name	*	35	50
Consignor Contact Phone No	*	36	10
Consignor Contact email	*	37	50
Consignment Reference (prints on invoice)	+	38	20
Filler	(leave blank)	39	10
Detail Line Reference	+	40	20
Package Type	(See Note 6) *	41	10
No. of Items (max 999 per line)	*	42	5
Total Kgs of No. of Items (max 9999.9, rounded up)	(See Note 7) *	43	6
Cubic Height (in cms, rounded up)	(See Note 7) **	44	3
Cubic Width (in cms, rounded up)	(See Note 7) **	45	3
Cubic Length (in cms, rounded up)	(See Note 7) **	46	3
Cubic Quantity	(See Note 8) **	47	5
Total Cubic Metres (up to 4 decimal places, rounded up)	(See Note 9) **	48	7
	End Of Record	CR LF	

## GENERAL INSTRUCTIONS:

The file must be a pipe separated (ASCII 124) ASCII text file. All fields lengths are maximum relevant characters (extra characters will be ignored). Valid characters are “A”-“Z”, “a”-“z”, “0”-“9”, “-” and “/” only. Special and non-printing characters are not allowed. Embedded pipe 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, 15, 30 or 40 records by giving the total no. of items, kgs and cubic qty (See Note 8).

Fields marked ‘+’ are internet tracking search fields.

Multiple Type 10, 15, 30 or 40 records can be used for a consignment with mixed package types (e.g. cartons and pallets) or different cubic dimensions (fields ‘A’ to ‘o’ data must be repeated on each line). Multiple Type 10, 15, 30 or 40 records for a consignment must be contiguous. Records will be combined on the hard copy consignment note where the maximum print lines is exceeded.

Type 22 records can provide multiple search indexes for internet tracking of a Type 10/15 record (e.g. invoice or picking slip numbers, receiver order numbers or ASNs). References can be printed concatenated with the Special Delivery Instructions field (up to the maximum field length as above). Type 22 records (if any) for a connote record must be contiguous after the relevant Type 10/15 record if sent in the same file as the Type 10/15 record, or can be sent separately in a subsequent file on the same day if required (e.g. for ASNs assigned after the Type 10/15 records).

Type 20, 25 and 50 records (if any) must be contiguous after the relevant Type 10/15 record.

### NOTES:

- 1 Numbers must be unique (must not be reused within 13 months). Must not contain spaces, asterisks or percent signs.
- 2 Populate with valid Mobile No (no spaces) and/or email address to enable status update push notifications, otherwise leave blank.
- 3 These fields should contain the “Not Before” and/or “Not After” dates and/or times for deliveries or pickups that have a Delivery/Pickup Window; details of a Time Slot Booking that has already been made by the Sender; or for New Release/Embargoed publications the “In Store Date”, otherwise leave blank.
- 4 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.
- 5 This field should contain the video or book release “in store by date” if applicable, otherwise leave blank.
- 6 Description of package (e.g. carton, pallet, skid, roll) **not** a description of the contents of the package (e.g. widgets).
- 7 Figures given with extra decimal precision will be rounded up to the next number (e.g. 15.24 kgs = 15.3 kgs chargeable weight and 9.6 cm = 10 cm dimension).
- 8 “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.
- 9 “Total Cubic Metres” = Height (in metres) \* Width (in metres) \* Length (in metres) \* Cubic Quantity. Up to 4 decimal places can be accepted.
- 10 Can be set to “RETURNS” as an alternative to using a Type 30 record 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.
- 11 The technical or proper shipping name of the dangerous goods. Examples of common -v- technical names:

Technical name	Common name
Acetone	Nail polish remover
Sodium hypochlorite	Liquid pool chlorine
Sodium hydroxide	Caustic soda

- 12 Do not include the weight/volume of the outer packages, only the weight/volume of the DGs themselves.
- 13 e.g. a product may have a primary risk of toxic (class 6.1) with a subsidiary risk of flammable liquid (class 3)
- 14 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.

<b>NON-SSCC LABEL NUMBER FORMAT (must be unique for each item)</b>	<b>LENGTH</b>	<b>EXAMPLE</b>
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		59
G	39	N	46	U	53		