

Column name	Explanation	Required?	Repeatable?	Rules	Example
Customer Shipment Reference	<p>This is your reference for the shipment. It could be the reference number of an order placed on your eCommerce store for example. It's shown in the list of bulk shipping shipments to help you identify the shipment.</p> <p>If you upload a file with a row where the "Customer Shipment Reference" is the same as the previous row, we assume this row is for another parcel within the shipment. This means the previous row's Sender and Recipient Address data, and customs information, will be used, so you don't need to duplicate this information on to this line.</p>	N	N	Max 10 characters	- ABC123 - #0001
Ordered Date	If the shipment is for an order from your eCommerce store, this is the date that your customer placed the order. We might display this on the list of shipments on the bulk shipping page in future, to further help you identify the shipment once it's uploaded.	N	N	A date in one of the following formats: - YYYY-MM-DD - DD-MM-YYYY - DD/MM/YYYY - DD.MM.YYYY - MM/DD/YYYY - DD-MM-YY - MM/DD/YY - YY.MM.DD	- 2018-01-31 - 01/05/2018
Weight	The weight of the parcel. Can be a positive number without any units, in which case it will be interpreted as being in the last unit specified on a previous parcel measurement, or failing that, the unit according to your preferences settings. Or it can include a unit explicitly. Most common units are supported.	Y	N	A positive number, with or without units	- 12 - 12 lb - 12lb - 12 kg - 1200g
Length	The length of the parcel. See "Weight" explanation for more information about the units.	Y	N	See "Weight" rules	- 12 - 12 in - 12in - 12 cm - 1200mm
Width	The width of the parcel. See "Weight" explanation for more information about the units.	Y	N	See "Weight" rules	See "Length" example
Height	The height of the parcel. See "Weight" explanation for more information about the units.	Y	N	See "Weight" rules	See "Length" example
Sender Name	The name of the person sending the parcel. If not specified, the name of the logged in user account will be used.	N	N	Some services may have a character limit, but you'll be able to correct this after uploading the CSV file, if required.	John Smith
Sender Email	The email address of the person sending the parcel. If not specified, the email address of the logged in user account will be used.	N	N		john@example.com
Sender Phone	The telephone number of the person or organisation sending the parcel. If not specified, the telephone number of the logged in user account, as set in your account profile, will be used.	N	N		5551231234
Sender Address Organisation	The organisation / company name of the person sending the parcel. Uses the "Organisation" from the logged in account holder's Default Collection Address if none of the "Sender Address xxx" fields are present in the CSV file. You can set the set the Default Collection Address in your "Account > My addresses" screen.	N	N		Acme Ltd
Sender Address Line 1	See "Sender Address Organisation" for information on the default value if none is specified in the CSV file.	N	N		1600 Pennsylvania Avenue
Sender Address Line 2	See "Sender Address Organisation" for information on the default value if none is specified in the CSV file.	N	N		
Sender Address Town / City	See "Sender Address Organisation" for information on the default value if none is specified in the CSV file.	N	N		Washington DC

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Sender Address State / County / Province	The code or name of the state, county or province of the sender. For some countries, this should be the ISO code, e.g. for the state of New York, in the USA, this should be "US-NY". See "Sender Address Organisation" for information on the default value if none is specified in the CSV file.	Depends on Sender Country Code and the Service selected.	N	For US, ES, CA, PT, MX countries, some services will require the ISO code of the state / county / province. Others may accept the name. Others may not require it all.	- "US-NY" for New York state in USA - "ES-IB" for Balearic Islands (Majorca, Menorca) in Spain - "ES-CN" for Canary Islands (Lanzarote etc) in Spain - "Hampshire" for name of county in UK
Sender Address Postcode	See "Sender Address Organisation" for information on the default value if none is specified in the CSV file.	N	N	A valid postcode for the given country	20500
Sender Country Code	See "Sender Address Organisation" for information on the default value if none is specified in the CSV file.	N	N	A valid 2 letter ISO country code	US
Sender Address Residential	Indicates whether the sender's address is a residential address, as opposed to a commercial address. This can affect which services are available for the shipment, and their price.	N	N	One of - Yes - No	Yes
Collection Notes	Any notes you wish to be passed on to the courier for when they collect the parcel. Please note, that not all services support this field	N	N	Max 255 characters	Please knock twice
Recipient Name		Y	N		
Recipient Email		Y	N		
Recipient Phone		Y	N		
Delivery Address Organisation		N	N		
Delivery Address Line 1		Y	N		
Delivery Address Line 2		N	N		
Delivery Address Town / City		Y	N		
Delivery Address State / County / Province	See "Sender Address State / County / Province" explanation for information around the data in this column	Depends on Delivery Country Code and the Service selected	N	See "Sender Address State / County / Province" rules	See "Recipient Address State / County / Province" rules
Delivery Address Postcode		Y	N	A valid postcode for the given country	
Delivery Country Code		Y	N	A valid 2 letter ISO country code	US
Delivery Address Residential	Indicates whether the recipient's address is a residential address, as opposed to a commercial address. This can affect which services are available for the shipment, and their price.	N	N	One of - Yes - No	Yes
Delivery Notes	Any notes you wish to be passed on to the courier for when they deliver the parcel. Please note, that not all services support this field	N	N	Max 255 characters	Please knock twice
Customs Invoice Type	Required if the shipment crosses a customs union. This will be included in the customs documentation that we will generate for you, and must be printed and attached to your parcel. See our FAQ about customs invoice type for more information.	Depends on whether the shipment crosses customs unions	N	Leave blank, or one of - Proforma - Commercial	
Customs Export Reason		Depends on whether the shipment crosses customs unions	N	Leave blank, or one of: - Sold - Gift - Sample - Repair - Documents - Intra company transfer - Temporary export	
Customs Export Type		Depends on whether the shipment crosses customs unions	N	Leave blank, or one of - Permanent - Temporary	

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Code of Country of Manufacture		Depends on whether the shipment crosses customs unions	N	Leave blank or a valid 2 letter ISO country code	US
Sender Customs Type		Depends on whether the shipment crosses customs unions	N	Leave blank, or one of - Business - Private Individual	
Sender Customs Tax Reference		Depends on whether the shipment crosses customs unions	N		
Sender Customs Company Name		Depends on whether the shipment crosses customs unions	N	Required if "Sender Customs Type" is "Business"	
Recipient Customs Type		Depends on whether the shipment crosses customs unions	N	Leave blank, or one of - Business - Private Individual	
Recipient Customs Tax Reference		Depends on whether the shipment crosses customs unions	N		
Recipient Customs Company Name		Depends on whether the shipment crosses customs unions	N	Required if "Recipient Customs Type" is "Business"	
Currency Code		Y	N	A valid 3-letter ISO currency code	- USD (US Dollar) - EUR (Euro) - GBP (Pounds sterling)
Product Description	A description of the product being shipped from the sender to the recipient. This is required regardless of whether the shipment is crossing a customs union. If there are multiple products in the parcel, you can repeat the 3 columns for "Product Description", "Product Quantity" and "Product Unit Price" multiple times in your CSV.	Y	Y	The character limit will depend on the Service selected	T-shirt
Product Quantity	The quantity of the product being shipped from the sender to the recipient. If omitted, a quantity of "1" is assumed. If there are multiple products in the parcel, you can repeat the 3 columns for "Product Description", "Product Quantity" and "Product Unit Price" multiple times in your CSV.	N	Y	A positive integer	1
Product Unit Price	The unit price of the product(s) being shipped from the sender to the recipient. This is required regardless of whether the shipment is crossing a customs union. If there are multiple products in the parcel, you can repeat the 3 columns for "Product Description", "Product Quantity" and "Product Unit Price" multiple times in your CSV.	Y	Y	A monetary value, in the major unit of the value in the "Currency Code" column, with or without a currency symbol.	- \$9.99 - £9.99 - 9.99