

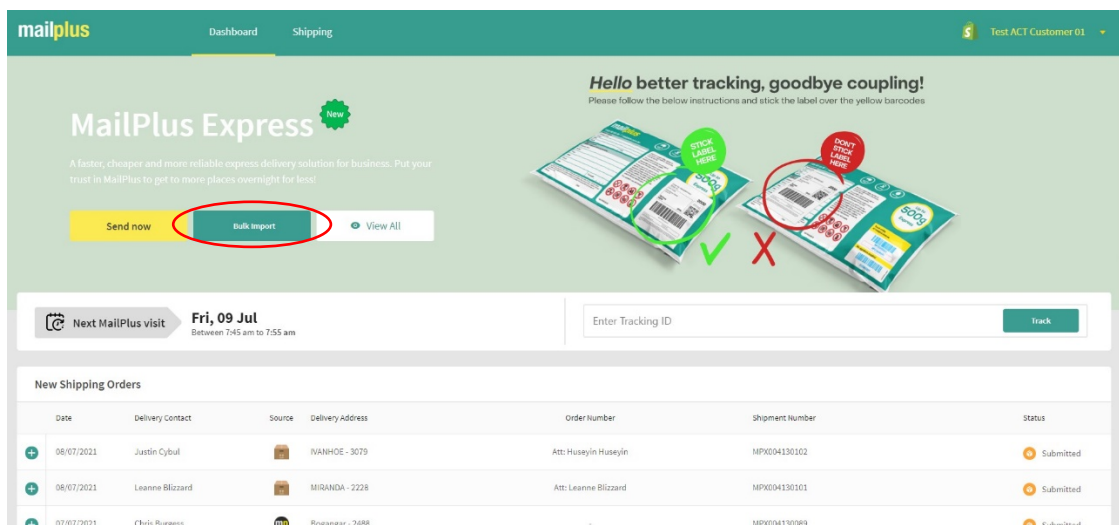


## CSV bulk upload process.

This is your step-by-step guide on how to bulk upload your online orders to the MailPlus Portal.

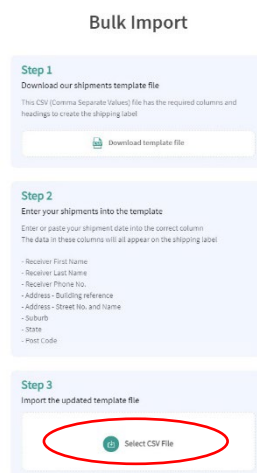
### Step 1.

Start at the MailPlus Customer Portal homepage, then Click on the “**Bulk Import**” button.



### Step 2.

Follow the steps in the pop-up box, then click on the “**Select CSV File**” button to upload your file.



### Step 3.

Ensure all columns match to the data, then click on the **“Start Import”** button.

×

Review CSV

Customer Order Reference*	Receiver's First Name*	Receiver's Last Name*	Receiver's Phone No.*	Address - Building reference*	Address - Street No. and Name*	Suburb	State	Post Code	Action
Order Reference	Receiver's First Name	Receiver's Last Name	Receiver's Phone No.	Address - Building reference	Address - Street No. and Name	Suburb	State	Post Code	
Optional	John	Doe	0404 123 456	Level 3, Suite 4B	680 George Street	Sydney	NSW	2000	

Start Import

Showing 1-3 of 3

### Step 4.

You'll then see a successful import message, then click the **“Print Label”** button.

×

Review CSV

Success  
Imported successfully

● 4 of 5 orders imported successfully

Print Label

## Step 5.

Select the product type/size for each order and then select the orders.

Back to listings

### Print Labels

Select: ☒ Select All (3) Merge All Separate All

☐ MPX004130107 - Customer Order Reference Restore Default Merge All Separate All

date: 2021-07-13 00:21:12 reference: Customer Order Reference  
delivery contact: Receiver FN 2 Receiver LN 2 delivery address: Suburb

☐ MPXL000045 MailPlus Express - 1kg Last printed at: 2021-07-13 00:21:19

Item Description

☐ MPX004130106 - Customer Order Reference Restore Default Merge All Separate All

date: 2021-07-13 00:20:30 reference: Customer Order Reference  
delivery contact: Receiver FN 2 Receiver LN 2 delivery address: Suburb

☐ MPXL000044 MailPlus Express - 1kg Last printed at: 2021-07-13 00:20:35

Item Description

1 Submit and print

Then click **“Submit and Print”**, as shown above.

## Step 6.

Labels will be downloaded into your local Downloads folder as a PDF file. Open the PDF file from your local folder and click on print.

**TOLL** Express Parcels DESP: 13/07/21 **SYDB**

**Auswide 1kg Satchel - Overnight**

CONNTE #: MPXL000047

TO: MP Rights  
680 George St  
Sydney  
NSW 2000  
Australia  
Phone: 1300564995  
Contact: Ashli Barndras

Special Instructions:

DG's: NO ADP ATL 1 of 2 1 kg

Barcode: 421 03620001403 011

Barcode: 0035529797000000300

FROM: Kabira Sparks  
Sydney  
2009  
Australia  
REF: MPXL000047  
Description of Goods: Satchel  
DECLARATION BY: Kabira  
I hereby declare that this consignment does contain dangerous goods

UNSATISFACTORY PERFORMANCE ALERTS: ALL ORDERS TO ADDRESS ARE YOUR MAIL SENT

## Step 8.

Stick the label on the MailPlus Express satchel, ensuring barcodes on the right are covered.



The item is now ready for collection.

