

**Overview**

Below are the instructions to upload basic Customer rates into DTMS through a rate import rather than manually entering each rate.

**Rate Import**

Create an Excel spreadsheet using the following format below. Please note that this format must be exact. If there are fields that you do not use they still need to be on the spreadsheet and can just be left blank.

Enter the columns below in columns A1 to T1.

Column	Header	Description
A	Client Code	Customer Code
B	Name / Description	Customer Name
C	Commodity Class	Commodity class, if not used leave blank (you can use either commodity code or commodity class but not both)
D	Commodity Code	Commodity code to use for the rates, if not present the system will use "*",(you can use either commodity code or commodity class but not both)
E	Description	Description of Commodity
F	Equipment Type	Equipment code to use for the rate (you can use either equipment type or equipment rate class but not both)
G	Equipment Rate Class	Equipment class, if not used leave blank (you can use either equipment type or equipment rate class but not both)
H	Load City	The origin city for the rate sheet
I	Load Province	The origin Province or State
J	Unload City	The destination city for the rate sheet
K	Unload Province	The destination Province or State
L	UoM	Indicates the unit of measure

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M	Accessorials	Enter any accessorial codes, multiple accessorials should be separated by a comma (example FSC, WTU, WTL)
N	Contract No.	Enter any contract number that should auto populate on the rate
O	Revisions	Enter any revisions
P	Breakpoint UoM	Enter a Breakpoint UoM, has to be one of these (literal) values: QTY, WGHT, MILE, KM, SKID, LINFT, 3TIER, DMT, FUELVOL, CUBE, CYCLE - they correspond to the breakpoint values as present in the Rate Maintenance screen
Q	Starting Date	The Effective date to assign to the rate. If this doesn't exist, today's date will be assigned as the effective date.
R	Expiry Date	The expiry date of the rate. If this doesn't exist no expiry date will be assigned to the rate
S	Fuel Usage	Enter any fuel usage
T	Rate	Enter rate amount

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