

# Shipment Tracking

The shipment tracking is managed through the import of a CSV file. The following is the proper format to use for this import (optional fields are blue and are automatically defined in the automatic process if not used):

order_number	carrier_code	title	number	sku_qty_shipped	notify_customer
00551	ups	UPS	1Z 999 999 99 9999 999 9	18401.31:2	0
10104	ups	UPS	1Z 999 999 99 9999 999 8	17522	1
10140	dhl	DHL	JD0001234567800012		1
10510	fedex	FedEx	55555555 9007 1	21145:5,10105.01:7 0	

## Automatic Process

This automatically-run process is custom process which sets some parameters based on data passed-in.

### Checklist



Create a CSV file by following the above suggested format



Save the file as a CSV



Check the file in a text editor to ensure all fields are quoted (ex. "sku").



Move the file to the var/import/shipping/ folder



Optional: This import process is executed based on the frequency defined in System > Configuration > Sales > Shipping Tracking. After import process has completed, you may verify shipment tracking information by going to Admin > Sales > Orders > Select Order > Shipments tab.

When saving CSV files, ensure the following properties are defined:

Character set Unicode (UTF-8)

Field delimiter ,

Text delimiter "

**SPECIAL NOTE ABOUT EXCEL:**

Please note that if you open the file directly in Excel, leading zero's will be stripped from columns. To prevent this, create a blank spreadsheet in Excel and go to File > Import to import the CSV. Make sure to define all columns as Text during import.

Similarly, Excel does not properly quote fields defined as Text when saving the file as a CSV. You can either use a custom Macro to accomplish this, or after defining columns as text and saving the file in Excel, open the file again in OpenOffice and save it again as a CSV.