NATIONAL LOCATION REGISTRY

Bulk Upload Guide

August 2022 v 2.0

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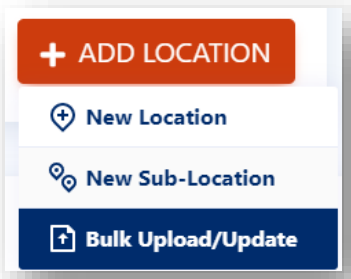
Overview and Requirements

The option to use the Bulk Upload function is useful when adding multiple locations. This is an alternative to completing the on-line form for each location. It can also be used to bulk-update locations instead of manually editing each location. Note that this is an additional function and is not essential for adding/updating locations.

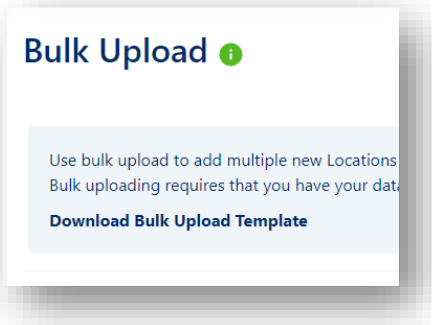
Using the Bulk Upload function requires the use of the bulk upload template Excel spreadsheet to populate the data. The template has been built with Microsoft Excel, and this is the preferred solution.

Accessing the Bulk Upload

The Bulk Upload option is found through the 'Add Location' button found on the Dashboard, or in Manage My Locations.



The page will prompt you to download the Bulk Upload Template. This file is an Excel spreadsheet.



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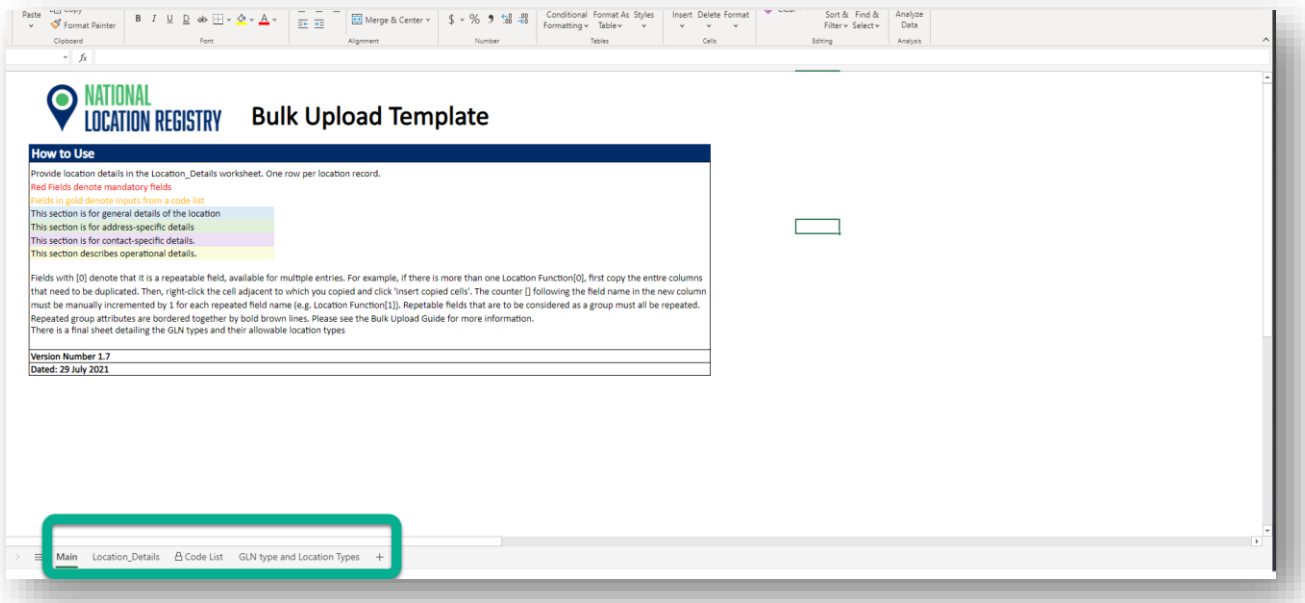
Information about the Template

The file is composed of four sheets:

1. **Main**: containing instructions for reference, however an outline will be contained in this Guide.
2. **Location_Details**: where you will input the data of your locations. The information put into here will be what will is put into the NLR when the template has been uploaded.
3. **Code List**: a locked sheet which can be referred to when there is input of **gold** fields (and some **red** fields). *A field refers to an attribute of the location, such as Location Function.*
4. **GLN type and Location Types**: a place of reference when choosing a GLN type, and the allowable Location Types.



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Information about the Template continued (I)

The general rules are:

- One location per row
  - Do not add rows beneath assuming it will be linked. See 'Repeated Fields' when there are multiple instances of an attribute.
- Fields that are in **red** are mandatory fields. The upload will not work if these are left empty.
  - An exception to this is the Location Name, which is not required only if the location entry is a sub-location. In this case, a sub-location name is required.
  - Another exception is that for only-Healthcare subscribers, the Operational Details section is not required.
- Fields that are in **gold** are fields that must come from a select list. To assist you with this, these cells have a drop-down menu to search from.
- The template has colour formatting to assist in navigating the template. These are matching the Steps found in the NLR form when using the website to add a location.
- The Location Name and Sub-Location have been 'frozen' as you scroll through the template to assist you in placing information in the correct rows.
- There are mouse-over tips when you have the mouse hovering the field name if you need clarification.

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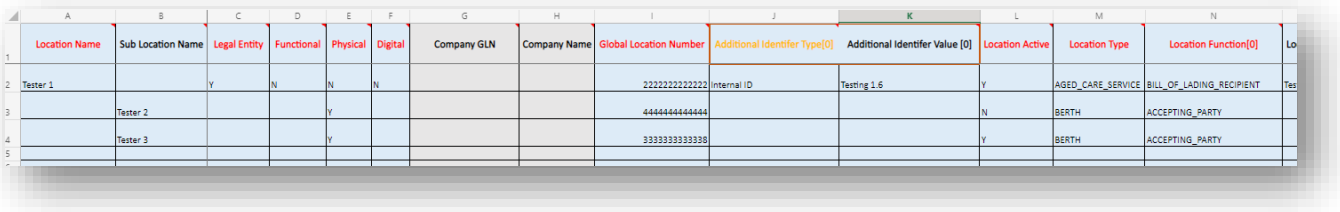
Field-specific Information: General



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Location Name	Sub Location Name	Legal Entity	Functional	Physical	Digital	Company GLN	Company Name	Global Location Number	Additional Identifer Type[0]	Additional Identifer Value [0]	Location Active	Location Type	Location Function[0]	Lo
2	Tester 1		Y	N	N	N			2222222222222	Internal ID	Testing 1.6	Y	AGED_CARE_SERVICE	BILL_OF_LADING_RECIPIENT	Tes
3		Tester 2			Y				4444444444444			N	BERTH	ACCEPTING_PARTY	
4		Tester 3			Y				3333333333338			Y	BERTH	ACCEPTING_PARTY	
5															

Some things to note in the General Details section:

- Entering a 'Sub Location Name' will not require a 'Location Name'
- The assigned GLN types (Legal Entity, Functional, Physical or Digital) must match the relevant 'Location Type' as described in the fourth sheet
- If the Global Location Number (of the location) already exists in the NLR, and it is in your user's list of locations, the Bulk Upload will perform an update, rather than add to the registry
- 'Replaced GLN' should refer to an **inactive** GLN already in the NLR
- 'Replaced by GLN' should refer to an **active** GLN already in the NLR
- If entering a sub-location, you must have the relevant 'Parent Location GLN'- otherwise it would default to a parent location
- 'Additional Identifier' fields refer to ID or numbers that are internal within your organisation that you may use to describe those locations, such as 'B01'
- The 'Company GLN' and 'Company Name' fields do not require any input- it is a function for the bulk upload
- Please ensure you provide the right Location Type as the Global Location Number allocation rules prohibit Location Type from being edited after the Location record is published in the Registry. Click to review the Global Location Number allocation rules

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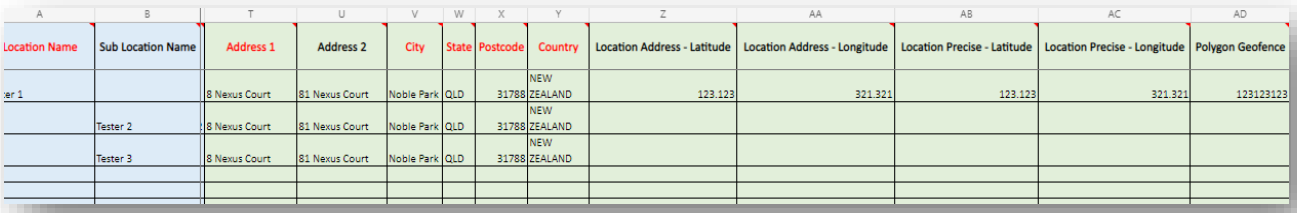
Field-specific Information: Address



A	B	T	U	V	W	X	Y	Z	AA	AB	AC	AD
Location Name	Sub Location Name	Address 1	Address 2	City	State	Postcode	Country	Location Address - Latitude	Location Address - Longitude	Location Precise - Latitude	Location Precise - Longitude	Polygon Geofence
er 1		8 Nexus Court	81 Nexus Court	Noble Park	QLD	31788	NEW ZEALAND	123.123	321.321	123.123	321.321	123123123
	Tester 2	8 Nexus Court	81 Nexus Court	Noble Park	QLD	31788	NEW ZEALAND					
	Tester 3	8 Nexus Court	81 Nexus Court	Noble Park	QLD	31788	NEW ZEALAND					

Some things to note in the Address-Specific Details section:

- Location coordinates, including a Polygon Geofence are not required in the template
- If the address is adequately accurate, the NLR website will populate the longitude and latitude coordinates using Google Maps.
- Please ensure you provide the right Address as the Global Location Number allocation rules prohibit Address from being edited after the Location record is published in the Registry. Click to review the Global Location Number allocation rules

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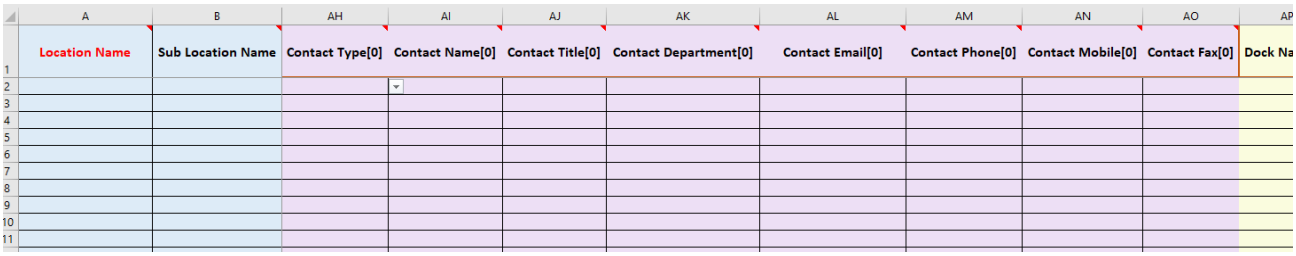
Field-specific Information: Location Privacy and Contacts



	A	B	AH	AI	AJ	AK	AL	AM	AN	AO	AP
1	Location Name	Sub Location Name	Contact Type[0]	Contact Name[0]	Contact Title[0]	Contact Department[0]	Contact Email[0]	Contact Phone[0]	Contact Mobile[0]	Contact Fax[0]	Dock Na
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											

Some things to note in the Contact-Specific Details section:

- The three options for location privacy are:
  - Unrestricted: any user on the NLR will be able to find this location in the Search Registry.
  - Restricted: selected companies can find this location on the NLR. If this option is chosen, then the 'Location Restricted GLN' must have a valid company GLN listed in the NLR, that will then be allowed to view this location on the NLR.
  - Internal: only users within your organisation can find the location on the NLR.
- Please see the 'Repeated Fields' section of this guide to input multiple contacts.

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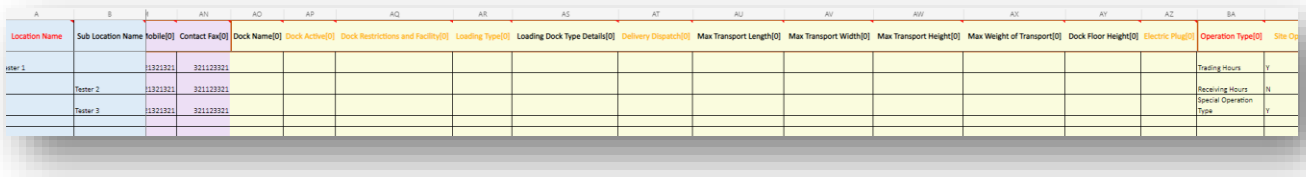
Field-specific Information: Operational



Location Name	Sub Location Name	Mobile[0]	Contact Fax[0]	Dock Name[0]	Dock Active[0]	Dock Restrictions and Facility[0]	Loading Type[0]	Loading Dock Type Details[0]	Delivery Dispatch[0]	Max Transport Length[0]	Max Transport Width[0]	Max Transport Height[0]	Max Weight of Transport[0]	Dock Floor Height[0]	Electric Plug[0]	Operation Type[0]	Site Op
ester 1		1321321	321123321													Trading Hours	Y
	Tester 2	1321321	321123321													Receiving Hours	N
	Tester 3	1321321	321123321													Special Operation Type	Y

Some things to note in the Operational Details section:

- Users subscribed only to the Healthcare will not need to complete this section (it can be left blank)
- Transport and Freight subscribers (or Both) will need to complete any mandatory fields in this section (such as Operation Type)
- If 'LOADING_DOCK' was selected as a Location Type (in the General Details section), then Dock Information fields will be required.
- Completing the Hours fields will format input into 24-hour time but will be put into 12-hour time on the NLR.
- Leaving entries blank will default to 'No' in the fields that require yes/no inputs.

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Repeated Fields

There are fields with a [0] suffix in their title. These allow for multiple entries such as:

Remembering that the template has the requirement of one row per location, there are additional steps to add multiple entries of a field. Follow these instructions closely as the data validation and formatting can cause errors when uploading.

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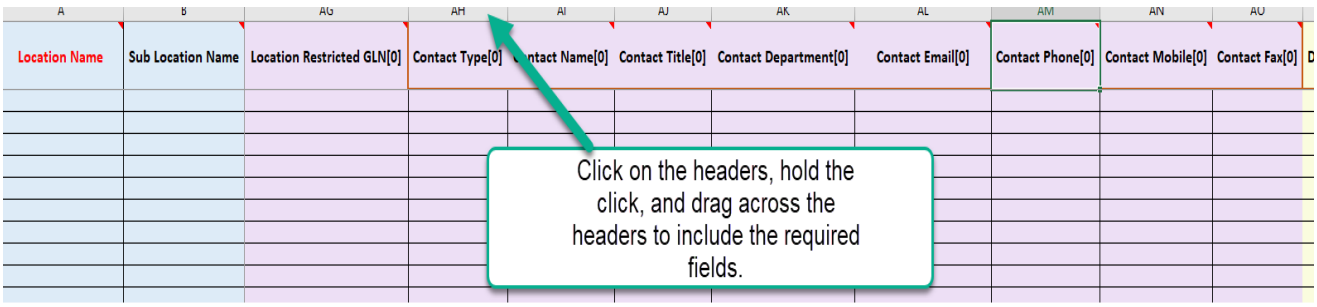
Repeated Fields: Instructions

1. Select **entire column(s)** that need repeating.
   To do this select the **cell headers** using left-click.

   Note that if the fields have a brown border, these must be selected as a collected group.



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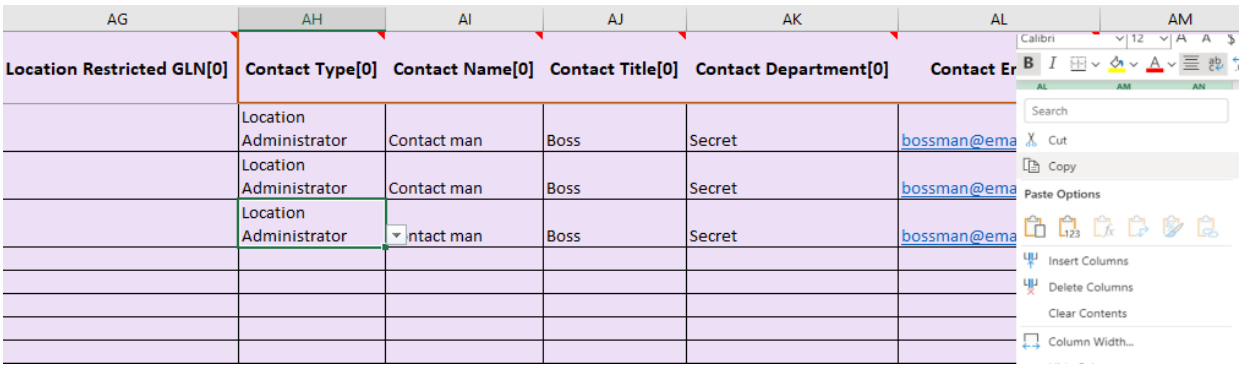
Repeated Fields: Instructions continued (I)

2. Copy the selection.

To do this, it is preferable to right-click to avoid mistakes.



AG	AH	AI	AJ	AK	AL
Location Restricted GLN[0]	Contact Type[0]	Contact Name[0]	Contact Title[0]	Contact Department[0]	Contact Er
	Location Administrator	Contact man	Boss	Secret	bossman@ema
	Location Administrator	Contact man	Boss	Secret	bossman@ema
	Location Administrator	ntact man	Boss	Secret	bossman@ema

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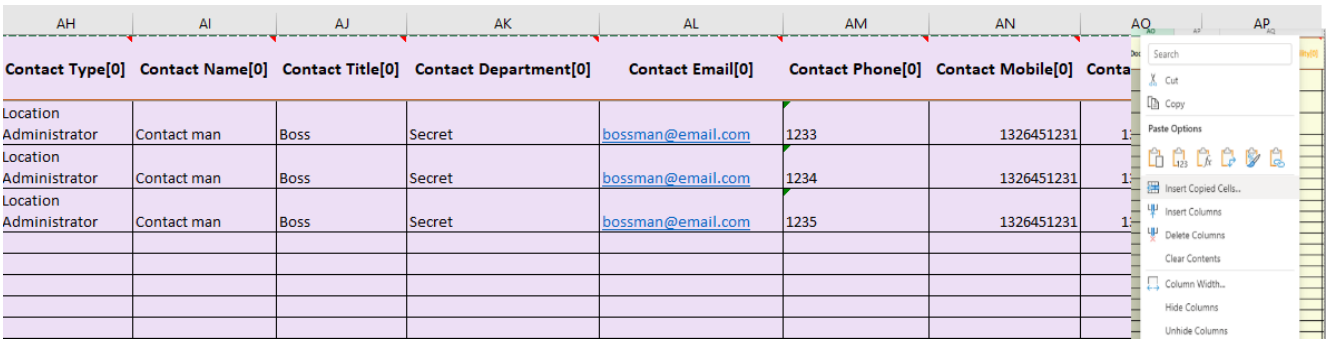
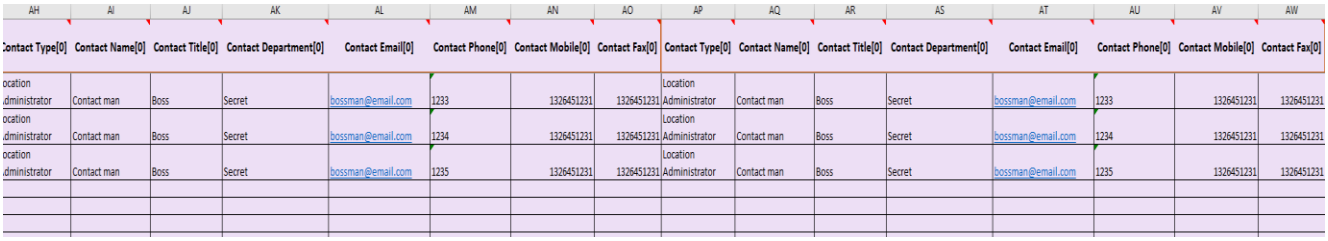
Repeated Fields: Instructions continued (II)

3. Insert the copied cells adjacent to the selection.
   Right-click the adjacent header, and click 'Insert Copied Cells'



AH	AI	AJ	AK	AL	AM	AN	AO
Contact Type[0]	**Contact Name[0]**	**Contact Title[0]**	**Contact Department[0]**	**Contact Email[0]**	**Contact Phone[0]**	**Contact Mobile[0]**	**Conta**
Location Administrator	Contact man	Boss	Secret	bossman@email.com	1233	1326451231	1
Location Administrator	Contact man	Boss	Secret	bossman@email.com	1234	1326451231	1
Location Administrator	Contact man	Boss	Secret	bossman@email.com	1235	1326451231	1



AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW
Contact Type[0]	**Contact Name[0]**	**Contact Title[0]**	**Contact Department[0]**	**Contact Email[0]**	**Contact Phone[0]**	**Contact Mobile[0]**	**Contact Fax[0]**	**Contact Type[0]**	**Contact Name[0]**	**Contact Title[0]**	**Contact Department[0]**	**Contact Email[0]**	**Contact Phone[0]**	**Contact Mobile[0]**	**Contact Fax[0]**
ocation dministrator	Contact man	Boss	Secret	bossman@email.com	1233	1326451231	1326451231	Location Administrator	Contact man	Boss	Secret	bossman@email.com	1233	1326451231	1326451231
ocation dministrator	Contact man	Boss	Secret	bossman@email.com	1234	1326451231	1326451231	Location Administrator	Contact man	Boss	Secret	bossman@email.com	1234	1326451231	1326451231
ocation dministrator	Contact man	Boss	Secret	bossman@email.com	1235	1326451231	1326451231	Location Administrator	Contact man	Boss	Secret	bossman@email.com	1235	1326451231	1326451231

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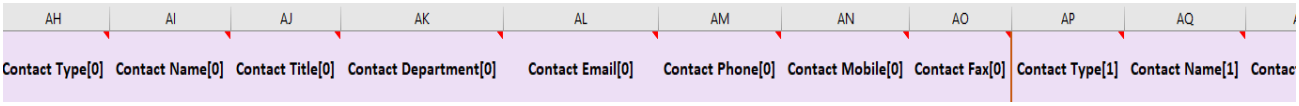
Repeated Fields: Instructions continued (III)

4. Update the counter by 1

   This is a manual process where you would edit the field name. Increase by 1 for each time you have repeated that field name.

   As a final check, you should not have more than one field name with the same counter.

AH	AI	AJ	AK	AL	AM	AN	AO
Contact Type[0]	Contact Name[0]	Contact Title[0]	Contact Department[0]	Contact Email[0]	Contact Phone[0]	Contact Mobile[0]	Contact Fax[0]



AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	
Contact Type[0]	Contact Name[0]	Contact Title[0]	Contact Department[0]	Contact Email[0]	Contact Phone[0]	Contact Mobile[0]	Contact Fax[0]	Contact Type[1]	Contact Name[1]	Contac

You should have [0] field names followed by [1] field names **in the same row.**

This process is the same for [2], [3] and so on.

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Repeated Fields: Instructions continued (III)

Here is a list of repeatable fields, showing the beginning of a repeatable group to the final field of that repeatable group.

From	To
Additional Identifier Type	Additional Identifier Value
Location Type	(standalone repeat)
Location Restricted GLN	(standalone repeat)
Contact Type	Contact Fax
Dock Name	Electric Plug
Operation Type	Sunday Close Hour
Transport Details	Transport Precise Longitude

Remember that Operational Details are only applicable to Transport and Freight users (or Both).

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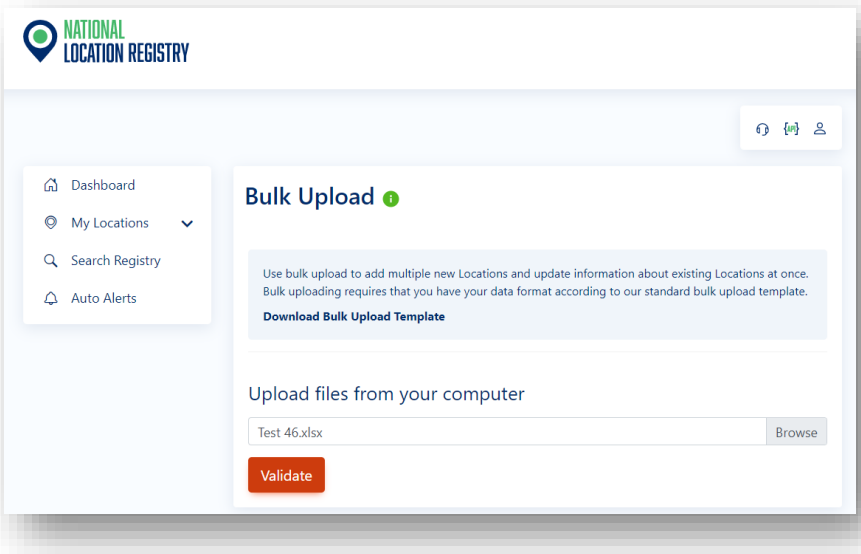
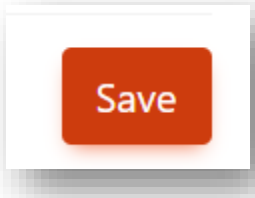
Uploading

Once completed and saved in a known destination on your computer, navigate to the Bulk Upload page of the NLR, and click 'Validate'.



You should then see a summary of the information you have updated, and any errors it may have encountered.
In the case of errors, it should specify where in the template it was encountered.
It is then a simple matter of returning to the saved template, fixing it, and then attempt another upload. Remember to click 'save' when successful.



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Helpful Tips

- Do not worry about adding 'duplicates' of a GLN- the Bulk Upload will attempt to update any existing GLNs
- It is good to check the upload in 'Manage My Locations' and if the details are all correct.
    - If not, and if there are only a few spot mistakes, or you have forgotten to enter a detail, you can do it from the NLR website rather than return to the Bulk Upload template.
- If you are adding in sub-locations, with parent GLNs not already in the NLR, you will need to do 'two' uploads:
    - Once to add in the parent GLNs,
    - Save,
    - Then re-upload the same Excel file to add in the sub-locations.
- For additional support, find the support icon in the top-right corner of all NLR pages.