

Movers Suite

User Guide

User Guide to UniGroup Downloads

Setup, description, and contents of a download from UniGroup

User Guide to UniGroup Downloads

Version 3.7 (Spring 2008)

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UniGroup Downloads



MoversSuite supports five distinct record downloads from UniGroup. The table below identifies each of these, the record identification used by UniGroup, and the standard Import Type used to recognize them process within the MoversSuite application.

UniGroup Download Record Description	UniGroup Record ID	MoversSuite Import Type
Registration (RORD) Download Contents		
Name & Address Information Record	AOM	Name/Address Information
Address Change Record	ADDR	Billing Address Update
Pricing, Military, and order Changes Record	END	Order Changes
Equipment Download Record	EQP	Equipment Requirements
Extra Stops Record	EXT	Extra Stops
International Record	INTL	International Information
Pricing Record	PRC	Registration Pricing
Registration Detail Record	REGI	Registration
Special Instructions Record	SPE	Special Instructions
Vehicle Record	VEH	Not supported
Dispatch (Dispatch) Download		
Dispatch	ADSP	Dispatch
Memo Pad Download		
Memo Download	MEMO	MemoPad
Ratings (PRIC) Download Contents		
Master, Hauling, Accessorial, and Distribution Data	RTM, RTA, RTH, RTD	Rating, Rating Order

Revenue Distribution & Billing System (RDBS) Download Contents		
Distribution Data Record (invoice and revenue)	DDR, DDI	Distribution

UniGroup Download Setup and Administration

The following administrative settings are referenced directly by the UniGroup download processes.

Important: Contact UniGroup for the latest supported codes and types.

Administrative Setting	Description								
Auto Dispatch	<p>The VL Auto Dispatch setting, located within Mover's Suite Administration > Common > General > SysFile, will allow MoversSuite to automatically assign an order downloaded through UniGroup Dispatch to a long distance trip.</p> <p>See the Registration Details Record (REGI) Download section for more information.</p>								
Carton Codes	<p>Carton codes will be referenced as part of a Rating download from UniGroup. These codes will need to be established and correctly linked to the Item Codes table.</p> <p>This setup involves updating the VL Item Codes for each Item Code and may involve updating the Materials table.</p> <p>Refer to the UniGroup Van Line Carton Codes supported by PRIC for setup details.</p>								
Commodity Codes	<p>Set up within the Mover's Suite Administration > MMS > General > CommType, is required by the Registration download and is used to provide a more descriptive Move Information > Commodity and used by uploads to define the type of move.</p> <p>A commodity is required for Special Services uploads and the Commodity Code must be set to either SCOM, DISP, or ELEC.</p>								
Direction Code	<p>The direction associated to an International move is defined within the Mover's Suite Administration > MMS > International Direction setup.</p> <p>UniGroup currently supports the following:</p> <table border="1"> <thead> <tr> <th>Van Line Code</th> <th>Direction Description</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>Inbound</td> </tr> <tr> <td>O</td> <td>Outbound</td> </tr> <tr> <td>T</td> <td>Third Country</td> </tr> </tbody> </table> <p>Refer to the International Record (INTL) Download section for usage.</p>	Van Line Code	Direction Description	I	Inbound	O	Outbound	T	Third Country
Van Line Code	Direction Description								
I	Inbound								
O	Outbound								
T	Third Country								
Distribution Codes	<p>Distribution codes are needed as part of Rating download from UniGroup. Codes in use on the UniGroup side must exist within MoversSuite and be</p>								

	<p>linked to the correct Item Code.</p> <p>These codes are synonymous to Item Codes. Distribution Codes used in Rating and Distribution downloads must match to the correct Item Code as defined within the Mover's Suite Administration > AFS > Item Codes > Item Code or Mover's Suite Administration > Tools > Item Codes setup areas.</p>												
Note Type	<p>Set up Mover's Suite Administration > MMS > General > NoteType, in order for a note to be received as a UniGroup Memo Pad it must be created with a supported code. See Note Types Setup for Memo Pad Uploads.</p> <p>For downloaded Memo Pad records, this field will be used to pull the description defined within MoversSuite. If there is no matching Van Line Code for the Note Type, then one will be created.</p> <p>Refer to the Unigroup Memo Pad Download Content for usage.</p>												
Personnel	<p>A generic user will be needed in order to log notes against as part of a Memo Pad download. Refer to the Generic User Required for UniGroup Memo Pad Download section.</p> <p>Refer to the Unigroup Memo Pad Download Content for usage.</p>												
Transportation Mode	<p>Set in Mover's Suite Administration > MMS > International > International Transportation Mode, this setting links an international order to a van line transportation mode.</p> <p>UniGroup currently supports the following:</p> <table border="1"> <thead> <tr> <th>Mode</th> <th>Mode Description</th> </tr> </thead> <tbody> <tr> <td>F</td> <td>Full Container</td> </tr> <tr> <td>L</td> <td>Lift Van</td> </tr> <tr> <td>A</td> <td>Air</td> </tr> <tr> <td>V</td> <td>Vehicle</td> </tr> <tr> <td>O</td> <td>Overland</td> </tr> </tbody> </table> <p>Refer to the International Record (INTL) Download section for usage.</p>	Mode	Mode Description	F	Full Container	L	Lift Van	A	Air	V	Vehicle	O	Overland
Mode	Mode Description												
F	Full Container												
L	Lift Van												
A	Air												
V	Vehicle												
O	Overland												

Generic User Required for UniGroup Memo Pad Download

A generic user is needed to log activity and notes under. Define a generic user within the **MoversSuite Administration - web > User Setup > Personnel** setup. This user must have the following fields set:

- First Name/MI
- Last Name
- Employee #
- Status (ACTIVE)
- Default Branch

All other fields are optional and MoversSuite typically defines this user upon initial installation with a Last Name of "Application" and a First Name of "External."

The screenshot displays the 'User Setup' tab for a personnel record in the MoversSuite Administration web interface. The 'General Information' section contains the following fields and values:

- First Name/MI: External
- Last Name: Application
- Employee #: vl
- Hire Date: (empty)
- Effective Date: (empty)
- Status: ACTIVE
- Labor Type: No Labor Type
- Note: ** Do Not Delete ** This is for the Interface **

The 'Accounting' section shows the following fields and values:

- Commission Plan: -none-
- Vendor: -none-

Figure 1: MoversSuite Administration - web - web > User Setup > Personnel

Note Types Setup for Memo Pad Download

The Van Line Code associated with a MoversSuite Note Type record is needed to retrieve the user-defined description that appears for the note within the application. This data is required for the Memo Pad Upload to UniGroup. See the [Note Types Setup for Memo Pad Uploads](#) for a listing.

UniGroup Van Line Carton Codes supported by PRIC

Carton codes are defined as VL Item Codes associated to Item Codes and are needed when importing revenue for accessorials from UniGroup pricing (PRIC). Errors will be received during the download if the code is not found within the VL Item Code setting. Further, if it not accurately mapped then incorrect distribution information will be reported.

The following process describes how an administrator can add or update the mapping of Item Codes to UniGroup PRIC carton codes.

Verify that each Van Line Item Code is Defined in MoversSuite

1. In **Mover's Suite Administration**,
2. Open **AFS > Item Codes > Item Code setup**,

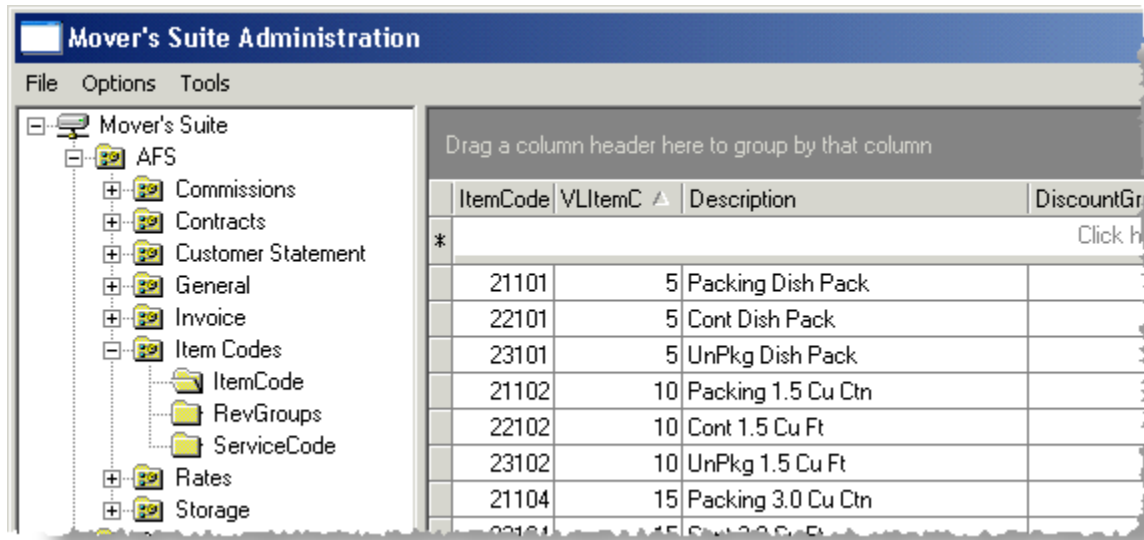


Figure 2: Mover's Suite Administration > AFS > Item Codes > Item Code setup

3. Scroll through the Item Code records and compare **Item Code** values to **VL Item Codes**,
Tip: Use the column sorting feature (e.g. click on the Item Code header will evoke sorting) to help locate records.
4. **Verify** that each VL Item Code is set up on the system by using the form below,
5. **Add** Item Codes as needed. **Note:** Use the Item Code Generation screen (**Mover's Suite Administration > Tools > Item Codes**) to define general ledger accounts to newly defined Item Codes.

Example Item Code Settings	
Item Code	21135
VL Item Code	35
Description	Grandfather Clock
RGPriKey	Packing
Invoice	Y
IGPriKey	Packing
Agent Percentage	95
Service Code Pri Key	Packing Commissi
GL Group	4

6. Verify that the **MoversSuite Administration - web > Accounting Setup > Materials** records are accurate and up-to-date,

If new Item Code records are added, then the **Container, Packing and Unpacking (CPU)** information must be updated as well. For each Item Code assignment to a Van Line Item Code, there must be a Container, Packing, and Unpacking definition created for it within the **MoversSuite Administration - web > Accounting Setup > Materials** setup. Reference the [Defining Materials \(CPU\) Types](#) topic within the online help utility for more information.

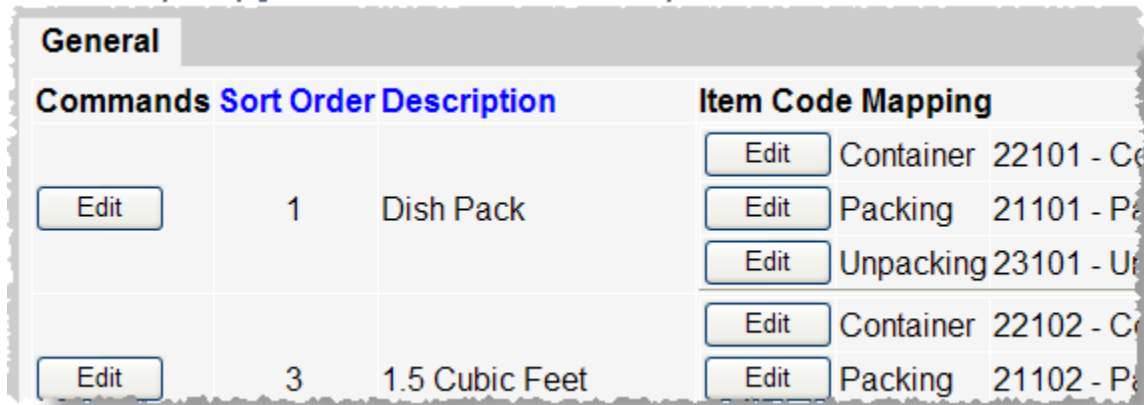



Figure 3: MoversSuite Administration - web > Accounting Setup > Materials

The Materials mappings allows for a described material to be associated to an Item Code which in turn is linked to a Van Line Item Code that is referenced by upload and download processes.

UniGroup Carton Codes Setup Worksheet

Work through the following list and fill in mapped Item Codes. Enter a “Y” in the *New Item Code* field as a reminder to add the new Item Code to other setup areas, such as Materials. The *Added to Materials* box has been added to help a user keep track of entries made in the **MoversSuite Administration - web > Accounting Setup > Materials**.

 Click icon to open this form in Adobe Portable Document Image (PDF) format.

Enter Item Code	VL Item Code	Van Line Item Code Description (May not necessarily be identical to what is used on a MoversSuite user’s system)	New Item Code (Y/N)?	Added to Materials (Y/N)?
	5	DISH PACKS		
	10	CARTON 1 1/2 CU. FT.		
	15	CARTONS 3 CU. FT.		
	20	CARTONS 4 1/2 CU FT.		
	25	CARTONS 6 CU. FT.		

	30	CARTONS 6 1/2 CU FT.		
	35	GRANDFATHER CLOCK		
	40	GUN CARTON		
	45	IRONING BOARD CTN		
	50	LAMP SHADE CTN		
	55	POLE LAMP CTN		
	60	SKI CARTONS		
	65	TEA CHEST CTN		
	70	SML DBL/TPL WALL CTN		
	75	MED DBL/TPL WALL CTN		
	80	LG DBL/TPL WALL CTN		
	85	WARDROBE CTN		
	86	LAYDOWN WARDROBE		
	90	CRIB MATTRESS CTN		
	95	TWIN MATTRESS CTN		
	100	DOUBLE MATTRESS CTN		
	105	QUEEN/KING MATTRESS		
	110	LONG TWIN MATTRESS		
	115	MATTRESS COVER		
	120	CORR MIRROR CTN		
	125	CUBIC FOOT CRATES		
	130	MINIMUM CRATES		
	135	CARTONS 2 CU. FT.		
	140	CARTONS 4 CU. FT.		
	145	CARTONS 5 CU. FT.		
	150	MIRROR CARTON LARGE		

	155	MIRROR CTN. CU. FT.		
	160	HEAVY DUTY CARTON		
	165	OTHER CARTON		
	170	TV-FLATPANEL 30"-59"		
	800	GPP Custom Pack Adjustment		

UniGroup Download Content

This section lists the contents of each download type. Only the fields visible within the MoversSuite application are listed. Other information that is interpreted from the download may be used internally and is not displayed herein.

Important: Only the portion of the download that is visible within the MoversSuite application is listed within this content section.

A complete mapping of all downloaded fields from UniGroup is available upon request. This mapping is in a Microsoft Excel spreadsheet and lists all fields referenced in the download, the corresponding MoversSuite database name, etc. Contact your support representative to receive a copy of this technical document.

UniGroup Registration Downloads

The UniGroup Registration can be comprised of several record types depending on what information was entered for the order within UniGroup's Registration (RORD) entry screens.

UniGroup Download Record Description	Record ID	MoversSuite Import Type
Name & Address Information Record	AOM	Name/Address Information
Address Change Record	ADDR	Billing Address Update
Pricing, Military, and order Changes Record	END	Order Changes
Equipment Download Record	EQP	Equipment Requirements
Extra Stops Record	EXT	Extra Stops
International Record	INTL	International Information
Pricing Record	PRC	Registration Pricing
Registration Detail Record	REGI	Registration
Special Instructions Record	SPE	Special Instructions
Vehicle Record	VEH	Not supported

Each record type will also contain a header record.

UniGroup Registration Download Header

The download header will be present for registration downloads and describes how the record will be interpreted in addition to a setting a number of common variables, such as agents of the order and order number.

Field Description	Field Location in MoversSuite
Record ID	<p>Reference Only</p> <p>This value describes what is included in the record (see above table) and will be one of the following:</p> <p>AOM, ADDR, END, EQP, EXT, INTL, PRC, REGI, SPE, or VEH</p>
Booking Agent Number of the Order	<p>Information Bar > Order Number (NNN-NNNN-N-N-N-N)</p> <p>Orders.OrderNo and Orders.OrderSeg</p> <p>Note: If this value does not match that of the Booking Agent, then the</p>

	download is considered a foreign order. This value is used to set the branch of the order in MoversSuite and to lookup the Move Type for the order.
Order Number (in UniGroup)	Information Bar > Order Number (NNN-<u>NNNN</u>-N-N-N-N)
Year of the Order	Information Bar > Order Number (NNN-NNNN-<u>N</u>-N-N-N)
Partial Shipment Code	Information Bar > Order Number (NNN-NNNN-N-<u>N</u>-N-N)
Overflow Code	Information Bar > Order Number (NNN-NNNN-N-N-<u>N</u>-N)
Split Haul Code	Information Bar > Order Number (NNN-NNNN-N-N-N-<u>N</u>)
Booker Agent Number	Agents > Booking Agent > Agent Information (<u>NNNN</u>)
Booking Agent Van Line Code	Agents > Booking Agent > Agent Information (<u>NNNN</u>)
Origin Agent	Agents > Origin Agent > Agent Information (<u>NNNN</u>)
Origin Agent Van Line Code	Agents > Origin Agent > Agent Information (<u>NNNN</u>)
Destination Agent	Agents > Destination Agent > Agent Information (<u>NNNN</u>)
Destination Agent Van Line Code	Agents > Destination Agent > Agent Information (<u>NNNN</u>)
Hauling Agent Number	Agents > Origin Agent > Agent Information (<u>NNNN</u>)
Hauling Agent Van Line Code	Agents > Destination Agent > Agent Information (<u>NNNN</u>)

UniGroup Name and Address Record (AOM) Download

The following table represents the contents of a basic **Name and Address (AOM)** registration download from UniGroup.

Field Description	Field Location in MoversSuite
Header Record	Data from the header record is also included (see UniGroup Registration Download Header).
Shipper Last Name	Name, Address, Phone > Last Name/Company Name Orders.LastName
Shipper First Name	Name, Address, Phone > First Name Orders.FirstName
Actual Load Date	Move Information > Load Dates (first date when <i>Actual</i> is checked) Orders.ActLoadDate

Actual Delivery Date	Move Information > Delivery Dates (first date when <i>Actual</i> is checked) Orders.ActDelDate
Note: If the National Account does not exist in MoversSuite and the booking agent is a sister agency then the account will automatically be added to Accounts table.	
National Account Number	Billing Information > National Account > Number Administrators can maintain this field through MoversSuite Administration - web > Move Setup > National Account > Account Info > Name.
Bill To Name	Billing Information > Customer > Name Note: Administrators can maintain this Bill To data through the MoversSuite Administration - web > Move Setup > National Account setup.
Bill To Address	Billing Information > Customer > Bill To
Bill To City	Billing Information > Customer > Bill To > City
Bill To State	Billing Information > Customer > Bill To > State
Bill To Postal Code	Billing Information > Customer > Bill To > Postal Code
Bill To Country Code	Billing Information > Customer > Bill To > Country
Bill To Contact	Billing Information > Customer > Bill To > Contact
Actual Miles	Move Information > Miles
Actual Cubic Feet	Move Information > Cubic Feet
Actual Weight	Move Information > Weight
Order Registration Date	Move Information > Book Date Note: This value is only set on new orders.
Purchase Order Number	Billing Information > Billing Information > Purchase Order Number
Origin Address	Name, Address, Phone > Moving From > Address
Origin City	Name, Address, Phone > Moving From > City
Origin State	Name, Address, Phone > Moving From > State
Origin County	Name, Address, Phone > Moving From > County Code
Origin Zip Code	Name, Address, Phone > Moving From > Postal Code
Origin Phone Number	Name, Address, Phone > Moving From > Home Phone
Origin Consign	Name, Address, Phone > Consignor > Consignee/Consignor

Origin Contact	Name, Address, Phone > Consignor > Contact Name
Origin Contact Phone Number	Name, Address, Phone > Consignor > Contact Phone
Destination Address	Name, Address, Phone > Moving To > Address
Destination City	Name, Address, Phone > Moving To > City
Destination State	Name, Address, Phone > Moving To > State
Destination Zip Code	Name, Address, Phone > Moving To > Postal Code
Destination Phone Number	Name, Address, Phone > Moving To > Home Phone
Destination County Code	Name, Address, Phone > Moving To > County Code
Destination Consignor	Name, Address, Phone > Consignee > Consignee/Consignor
Destination Contact	Name, Address, Phone > Consignee > Contact Name
Destination Contact Phone Number	Name, Address, Phone > Consignee > Contact Phone
Salesperson Agent Number	Name, Address, Phone > Salesperson
Estimator Agent Number	Agents > OA Surveyor
Coordinator Agent Number	Name, Address, Phone > Transportation Coordinator
<p>Note: For International Orders, the number is based on the estimator's agency, the estimate number, and estimate year (in the format of NNN-NNNNNNNNNN-N). For all other orders, the Estimate Number is comprised of the separating the downloaded number into two parts in the format of NNNN-NNNNNNN.</p>	
Estimate Number	Name, Address, Phone > Estimate Number
Estimate Year	Name, Address, Phone > Estimate Number Displays for International downloaded orders only (see note above)

Address Change Record (ADDR) Download

The following table represents the contents of a basic **Address Change Record (ADDR)** registration download from UniGroup.

Field Description	Field Location in MoversSuite
Header Record	Data from the header record is also included (see UniGroup Registration Download Header).
National Account Number	Billing Information > National Account > Number
Bill To Name	Billing Information > Customer > Name
Bill To Address	Billing Information > Customer > Bill To > Address Note: Only the first two address lines are downloaded.
Bill To City	Billing Information > Customer > Bill To > City
Bill To State	Billing Information > Customer > Bill To > State
Bill To Zip Code	Billing Information > Customer > Bill To > Postal Code
Bill To Attention Of	Billing Information > Customer > Bill To > Contact

Pricing, Military, and order Changes Record (END) Download Contents

The following table represents the contents of a basic **Pricing, Military, and order Changes Record (END)** registration download from UniGroup.

Field Description	Field Location in MoversSuite
Header Record	Data from the header record is also included (see UniGroup Registration Download Header).
Line Haul Amount	Move Information > Disc l/h

Equipment Download Record (EQP) Download

The following table represents the contents of a basic **Pricing Equipment Download Record (EQP) Download** registration download from UniGroup

Field Description	Field Location in MoversSuite
Header Record	Data from the header record is also included (see UniGroup Registration Download Header).
Number of Pieces	Move Information > Shipment Details > Number of Pieces
Team Required	Move Information > Shipment Details > Team Required
Flat Floor	Move Information > Shipment Details > Flat Floor
Van Size	Move Information > Shipment Details > Size of Van
Pad Count	Move Information > Shipment Details > Number of Pads
Strap Count	Move Information > Shipment Details > Number of Straps
Decking	Move Information > Shipment Details > Decking Required
Carton	Move Information > Shipment Details > Cartoned
Blanket	Move Information > Shipment Details > Blanket
Bubble Wrap	Move Information > Shipment Details > Bubble Wrapped
Skid	Move Information > Shipment Details > Skidded
Crated	Move Information > Shipment Details > Crated
Equipment Model Number	Move Information > Shipment Details > Description

Equipment Length	Move Information > Shipment Details > Length
Equipment Width	Move Information > Shipment Details > Width
Equipment Height	Move Information > Shipment Details > Height

Extra Stops Record (EXT) Download

The following table represents the contents of a basic **Extra Stops Record (EXT) Download** registration download from UniGroup

Field Description	Field Location in MoversSuite
Header Record	Data from the header record is also included (see UniGroup Registration Download Header).
Number of Extra Stops	This setting determines how many Extra Stop records will be updated. A record will be comprised of the remaining fields.
Extra Stop Type	Extra Stops > Extra Stop Information > P/D
Extra Stop Number	Extra Stops > Extra Stop Information > Stop Number
Address	Extra Stops > Extra Stop Information > Address
City	Extra Stops > Extra Stop Information > City
State	Extra Stops > Extra Stop Information > State
Zip Code	Extra Stops > Extra Stop Information > Postal Code
Contact	Extra Stops > Extra Stop Information > Contact
Company	Extra Stops > Extra Stop Information > Company
Contact Phone Number	Extra Stops > Extra Stop Information > Contact Phone

International Record (INTL) Download

The following table represents the contents of a basic **International Record (INTL) Download** registration download from UniGroup

Field Description	Field Location in MoversSuite
Header Record	Data from the header record is also included (see UniGroup Registration Download Header).
Direct Code	Shipping Information > Direction These values are defined within Mover's Suite Administration > MMS > International > International Transportation Mode . Refer to the UniGroup Download Setup and Administration section for setup details.

Transportation Mode	Shipping Information > Transport Mode These values are defined within Mover's Suite Administration > MMS > International > International Transportation Mode . Refer to the UniGroup Download Setup and Administration section for setup details.
Total Gross Weight	Move Information > Weight
Origin Address	Name, Address, Phone > Moving From > Address
Origin City	Name, Address, Phone > Moving From > City
Origin State	Name, Address, Phone > Moving From > State
Origin Zip Code	Name, Address, Phone > Moving From > Postal Code
Origin Phone Number	Name, Address, Phone > Moving From > Home Phone
Origin Country	Name, Address, Phone > Moving From > Home Phone > Country Code
Origination Email	Name, Address, Phone > Email
Origin Agent	Agents > Origin Agent
Destination Address	Name, Address, Phone > Moving To > Address
Destination City	Name, Address, Phone > Moving To > City
Destination State	Name, Address, Phone > Moving To > State
Destination Zip Code	Name, Address, Phone > Moving To > Postal Code
Destination Phone Number	Name, Address, Phone > Moving To > Home Phone
Destination Country	Name, Address, Phone > Moving To > Home Phone > Country Code
Destination Agent	Agents > Destination Agent
Date Registered	Agents > Van Line Registration Date
Requested Load Date	Move Information > Load Dates (in Preferred)
Actual Load Date	Move Information > Load Dates (in Actual)
Estimated Departure Date	Shipping Information > Estimated > Origin Port Departure (in Shipping Dates)
Actual Departure Date	Shipping Information > Actual > Origin Port Departure (in Shipping Dates)
Estimated Arrival Date	Shipping Information > Estimated > Destination Port Arrival (in Shipping Dates)
Actual Arrival Date	Shipping Information > Actual > Destination Port Arrival (in Shipping Dates)
Estimated Inland Arrival Date	Shipping Information > Estimated > Arrival at Destination (in Shipping Dates)

Actual Inland Arrival Date	Shipping Information > Actual > Arrival at Destination (in Shipping Dates)
Estimated Destination Customs Date	Shipping Information > Estimated > Cleared Customs (in Shipping Dates)
Actual Destination Customs Date	Shipping Information > Actual > Cleared Customs (in Shipping Dates)
Requested Destination Delivery Date	Move Information > Delivery Dates (in Preferred)
Actual Destination Delivery Date	Move Information > Delivery Dates (in Actual)
Actual Survey Date	Agents > Survey Date
Estimate Pack Date	Move Information > Pack Dates (in Range)
Actual Pack Date	Move Information > Pack Dates (in Actual)

For each **International (INTL)** record there is a corresponding **Name & Address (AOM)** record. The following data will also be updated for an International download:

- Estimate Number
- Shipper First Name
- Shipper Last Name
- National Account Number
- Purchase Order Number
- Order Registration Date (Book Date)

Reference the [UniGroup Name and Address Record \(AOM\) Download](#) section for more information.

Pricing Record (PRC) Download

The following table represents the contents of a basic **Pricing Record (PRC) Download** registration download from UniGroup.

Field Description	Field Location in MoversSuite
Header Record	Data from the header record is also included (see UniGroup Registration Download Header).
Total Actual Weight	Move Information > Weight
Discounted Linehaul	Move Information > Disc I/h

Registration Details Record (REGI) Download

The following table represents the contents of a basic **Registration Details Record (REGI) Download** registration download from UniGroup.

Field Description	Field Location in MoversSuite
Header Record	Data from the header record is also included (see UniGroup Registration Download Header).
Order Registration Date	Agents > Van Line Registration Date
Earliest Pack Date	Move Information > Pack Dates (in Range)
Latest Pack Date	Move Information > Pack Dates (in Range) (2 nd field)
Earliest Load Date	Move Information > Load Dates (in Range)
Latest Load Date	Move Information > Load Dates (in Range) (2 nd field)
Preferred Load Time	Move Information > Load Dates (in Range) (1 st time field)
Early Delivery Date	Move Information > Delivery Dates (in Range)
Late Delivery Date	Move Information > Delivery Dates (in Range) (2 nd field)
Shipment Value at Registration	Move Information > Amount
Cubic Feet	Move Information > Cubic Feet
Miles	Move Information > Miles
Weight	Move Information > Weight
Van Number	Agents > Van Number
Shipment Commodity	Move Information > Commodity Commodity Code values are maintained within Mover's Suite Administration > MMS > General > CommType setup.

Special Instructions Record (SPE) Download

The following table represents the contents of a basic **Special Instructions Record (SPE) Download** registration download from UniGroup.

Field Description	Field Location in MoversSuite
Header Record	Data from the header record is also included (see UniGroup Registration Download Header).
Note Memo	Notes > Memo (message text) The memo comes as up to 15 lines of text each with its own sequence line number that ensures that the message is assembled in the correct order.
Note: The following fields are set when the above data is downloaded into MoversSuite.	
Created Date	Notes > Last Entry Date and Date This date is based on the date that the record was downloaded into MoversSuite.
Category Code	Notes > Type of Note The Category Code is used to match with the NoteType.VanLineCode and is hard-coded to "SPEC-Special Instructions."
Note Subject	Notes > Subject This field is hard-coded to "Special Instructions"
Created By	Notes > Mover Set to the External Application user defined within the Personnel setup.

Refer to the contents of the **OrderNoteDetail.NoteXml** field for the complete, converted special instructions download.

Sample NoteXml (converted Special Instructions download):

```
<Memo AllowUpdate="1">
  <CreateDate>2008-02-26T00:00:00</CreateDate><VanLineCode>SPEC</VanLineCode>
  <NoteSubject>Special Instructions</NoteSubject>
  <NoteMemo LineNumber="1">ATTN VAN OPERATOR/PICKUP AGENT: BEFORE LOADING, PLEASE
  MAKE SURE THE</NoteMemo>
  <NoteMemo LineNumber="2">CUSTOMER HAS DECLARED A VALUE FOR THEIR GOODS; SELECTED A
  DEDUCTIBLE</NoteMemo>
  <NoteMemo LineNumber="3">AMOUNT, IF APPROPRIATE, AND SIGNS THE VALUATION BLOCK ON
  THE BILL OF</NoteMemo>
  <NoteMemo LineNumber="4">LADING. IF THE VALUATION SECTION IS NOT COMPLETED, DO NOT
  LOAD -- CALL</NoteMemo>
```

```
<NoteMemo LineNumber="5">YOUR AGENCY OR HEADQUARTERS DISPATCHER FOR
INSTRUCTIONS.</NoteMemo>
```

```
<NoteMemo LineNumber="6">-----
-----</NoteMemo>
```

```
</Memo>
```

Viewing the sample record through MoversSuite:

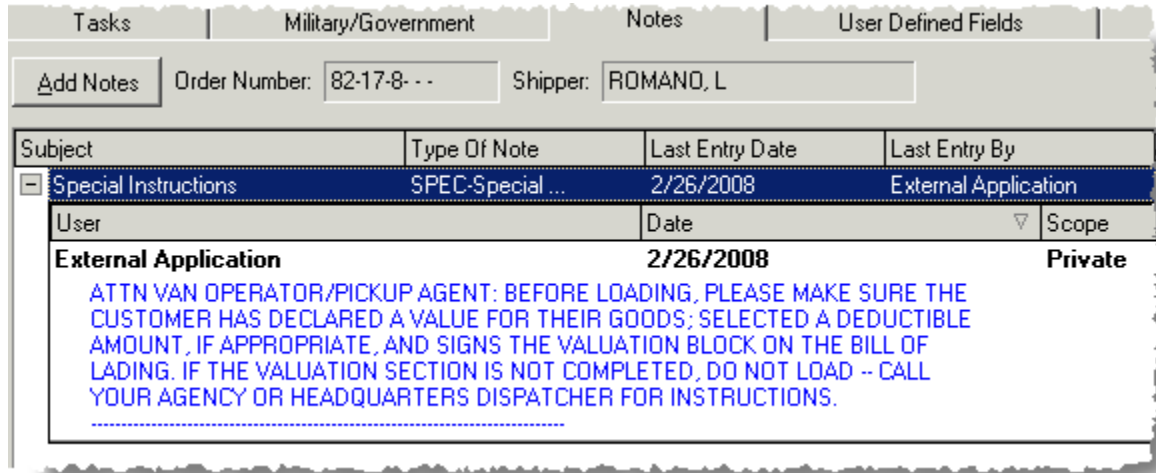


Figure 4: Sample Special Instructions

UniGroup Memo Pad Download Content

The following table represents the contents of a Memo Pad Download from UniGroup.

Important: Only the portion of the download that is visible within the MoversSuite application is listed within this content section.

Field Description	Field Location in MoversSuite
Note: The Order Number is built upon the following values and is used to lookup an existing order in MoversSuite.	
Booking Agent Number	Information Bar > Order Number (NNN-NNNN-N-N-N-N)
Order Number (in UniGroup)	Information Bar > Order Number (NNN-NNNN-N-N-N-N)
Year of the Order	Information Bar > Order Number (NNN-NNNN-N-N-N-N)
Partial Shipment Code	Information Bar > Order Number (NNN-NNNN-N-N-N-N)
Overflow Code	Information Bar > Order Number (NNN-NNNN-N-N-N-N)
Split Haul Code	Information Bar > Order Number (NNN-NNNN-N-N-N-N)
Created Date	Notes > Last Entry Date and Date
Category Code	<p>Notes > Type of Note</p> <p>The Category Code is used to match with the NoteType.VanLineCode. If there is no corresponding entry in the NoteType table that matches the incoming record, then a new NoteType record will be created.</p> <p>See the Note Types Setup for Memo Pad Uploads section for setup details.</p>
Note Subject	Notes > Subject
Note Memo	<p>Notes > Memo (message text)</p> <p>OrderNoteDetail.NoteBody</p> <p>The memo comes as up to 15 lines of text each with its own sequence line number that ensures that the message is assembled in the correct order.</p>
User Initials	<p>Notes > Memo</p> <p>User initials will appear first within the body of the text followed by a “-” (hyphen).</p>
Created By	<p>Notes > Last Entry By</p> <p>Set to the External Application user defined within the Personnel setup.</p>

UniGroup Dispatch Download Content

The following table represents the contents of a Dispatch Download from UniGroup.

Important: Only the portion of the download that is visible within the MoversSuite application is listed within this content section.

Download Field	Field Location in MoversSuite
Booking Agent Number	Information Bar > Order Number (NNN-NNNN-N-N-N-N)
Order Number (in UniGroup)	Information Bar > Order Number (NNN- NNNN -N-N-N-N)
Year of the Order	Information Bar > Order Number (NNN-NNNN- N -N-N-N)
Partial Shipment Code	Information Bar > Order Number (NNN-NNNN-N- N -N-N)
Overflow Code	Information Bar > Order Number (NNN-NNNN-N-N- N)
Split Haul Code	Information Bar > Order Number (NNN-NNNN-N-N-N- N)
Booker Agent Number	Agents > Booking Agent > Agent Information
Hauling Agent	Agents > Origin Agent > Agent Information
Origin Agent	Agents > Origin Agent > Agent Information
Destination Agent	Agents > Destination Agent > Agent Information
Van Number	Agents > Van Number
<p>These following three fields will be referenced by the dispatch updating routines only if the site is setup for auto dispatching (SysFile.VLAutoDispatch set) and if the driver is an active, long distance driver.</p> <p>Note: The Driver Number reference in MoversSuite is comprised of the Driver Agent Number and Driver ID separated by a hyphen ('-').</p>	
Driver Agent Number	<p><i>For United Van Lines:</i></p> <p>MoversSuite Administration - web > User Setup > Personnel > Dispatch > Driver # (NNNN-NN)</p> <p><i>For Mayflower Lines:</i></p> <p>MoversSuite Administration - web > User Setup > Personnel > Dispatch > Driver # (NNNN-NNNNN)</p> <p>Sysuser.DRVNO</p>
Driver ID	<p><i>For United Van Lines:</i></p> <p>MoversSuite Administration - web > User Setup > Personnel > Dispatch > Driver # (NNNN-NN)</p> <p><i>For Mayflower Lines:</i></p> <p>MoversSuite Administration - web > User Setup > Personnel > Dispatch > Driver # (NNNN-</p>

	<u>NNNNN)</u> Sysuser.DRVNO
The following fields will be set for HQ authority (Record ID of 'OST') or agent authority dispatch orders (Record ID of 'OSV') downloads:	
Actual Cubic Feet	Move Information > Cubic Feet Orders.CubicFeet
Actual Weight	Move Information > Weight Orders.Weight
Actual Delivery Date	Move Information > Delivery Dates (first date when <i>Actual</i> is checked) Orders.ActDelDate

UniGroup Auto Dispatching

When auto dispatching is enabled, the **SysFile.VLAutoDispatch** flag is set, several other fields are translated from the download. The most important of these include the driver agent and expanded identification numbers which are used to look up the employee's driver number (**MoversSuite Administration - web > User Setup > Personnel > Dispatch > Driver #**); the table name for the driver number is **Sysuser.DRVNO**.

To qualify for auto dispatching, where trips will automatically be created for the driver, the employee must be established as an active, long distance driver as defined within the Personnel setup, as well.

Also, the driver agent van line is used in conjunction with the driver's ID to determine whether the driver belongs to a sister agency.

UniGroup Rating Download

Rating downloads are generated within the **Rating (PRIC)** screens on the UniGroup mainframe.

Downloaded Rating records are visible within Revenue Entry in MoversSuite and will include Transportation Distribution Information, Split Haul, and Accessorials tabs.

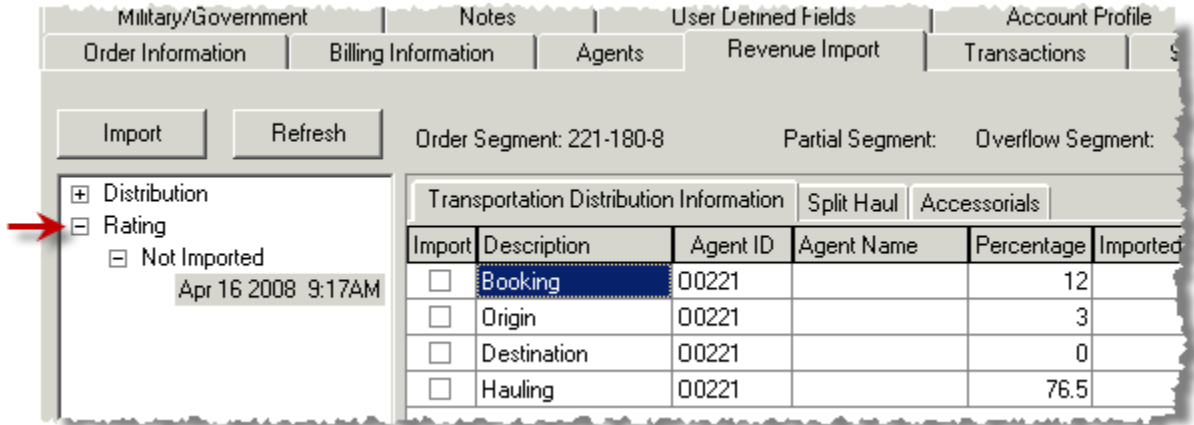


Figure 5: Rating import within Revenue Import

Contents of the Rating download that are visible within the MoversSuite application are listed in the table below.

Important: Only the portion of the download that is visible within the MoversSuite application is listed within this content section.

Download Field	Field Location in MoversSuite
Estimate Number	Name, Address, Phone > Estimate Number
Order Number	Information Bar > Order Number
Order Segment	Revenue Import > Order Segment
Partial Segment	Revenue Import > Partial Segment
Overflow Segment	Revenue Import > Overflow Segment
Set-Off Segment	Revenue Import > Set-Off Segment
Shipment Type	Move Information > Shipment Type
Booking Agent	Agents > Booking Agent
Origin Agent	Agents > Origin Agent
Weight	Move Information > Weight

Miles	Move Information > Miles
Discount Percentage	Billing Information > Discount
Agents	Revenue Import > Transportation Distribution Information > Agent ID and Name Up to four definitions can be applied for each agent type: booking, origin, destination, and hauling.
Agent Line Haul Pct.	Revenue Import > Transportation Distribution Information > Percentage Percentage of line haul to be applied to the total distribution for each agent type assigned to the order.
Split Haul	
Split Agent	Revenue Import > Split Haul > Agent ID and Name
Driver Identification	Revenue Import > Split Haul > Driver Number
Miles by Agency Pct.	Revenue Import > Split Haul > Miles Based on the agency's percentage of the total miles.
Weight by Agency Pct.	Revenue Import > Split Haul > Weight Based on the agency's percentage of the total weight.
Agency Split Pct.	Revenue Import > Split Haul > Split % The amount of a hauling split is based on this percentage of the total agent's distribution percentage (as defined on the Revenue Import > Transportation Distribution Information tab). See the Transactions > Hauling Split dialog for a summary of imported hauling splits.
Agency Partial Segment	Revenue Import > Split Haul > P
Agency Overflow Segment	Revenue Import > Split Haul > O
Agency Split Haul Segment	Revenue Import > Split Haul > S
Accessorials	
Item Description	Revenue Import > Accessorials > Description Pulled from the Item Code Table for the specified Distribution Code (Item Code)
Agent	Revenue Import > Accessorials > Agent
Distribution Code	Revenue Import > Accessorials > Distribution Code
Invoice Amount	Revenue Import > Accessorials > Amount

UniGroup Rating Order Download

Rating Order downloads are generated within the **Rating (PRIC)** screens and represent a separate component of a complete Rating download from the on the UniGroup mainframe.

Contents of the Rating Order download that are visible within the MoversSuite application are listed in the table below.

Important: Only the portion of the download that is visible within the MoversSuite application is listed within this content section.

Download Field	Field Location in MoversSuite
Estimate Number	Name, Address, Phone > Estimate Number
Order Number	Information Bar > Order Number
Order Segment	Revenue Import > Order Segment
Partial Segment	Revenue Import > Partial Segment
Overflow Segment	Revenue Import > Overflow Segment
Set-Off Segment	Revenue Import > Set-Off Segment
Shipper First Name	Name, Address, Phone > First Name/MI
Shipper Last Name	Name, Address, Phone > Last Name/Company Name
Origin Information	
Phone Number	Name, Address, Phone > Moving From > Home Phone
Street Address	Name, Address, Phone > Moving From > Address First two lines only.
City	Name, Address, Phone > Moving From > City
State	Name, Address, Phone > Moving From > State
Postal Code	Name, Address, Phone > Moving From > Postal Code
County Code	Name, Address, Phone > Moving From > County Code
Destination Information	
Phone Number	Name, Address, Phone > Moving To > Home Phone
Street Address	Name, Address, Phone > Moving To > Address

	First two lines only.
City	Name, Address, Phone > Moving To > City
State	Name, Address, Phone > Moving To > State
Postal Code	Name, Address, Phone > Moving To > Postal Code
County Code	Name, Address, Phone > Moving To > County Code
Dates	
Start Load Date	Move Information > Load Dates (in Range)
Start Pack Date	Move Information > Pack Dates (in Range)
Start Delivery Date	Move Information > Delivery Dates (in Range)
End Delivery Date	Move Information > Delivery Dates (in Range) (2nd field)
Billing Information	
National Account	Billing Information > National Account > Number
Customer	Billing Information > Customer > Name
Address	Billing Information > Customer > Bill To > Address First two lines only.
City	Billing Information > Customer > Bill To > City
State	Billing Information > Customer > Bill To > State
Postal Code	Billing Information > Customer > Bill To > Postal Code
Contact	Billing Information > Customer > Bill To > Contact
Purchase Order Number	Billing Information > Billing Information > Purchase Order Number
Tariff	Billing Information > Tariff/Rate
Van Line Section	Billing Information > Van Line Section
Discount Percentage	Billing Information > Discount
Estimate Amount	Billing Information > Estimate Amount
Agents of the Order	
Booking Agent	Agents > Booking Agent
Origin Agent	Agents > Origin Agent

Destination Agent	Agents > Destination Agent
Hauling Agent	Agents > Hauling Agent
Military Information	
Origin Base Code	Military/Government > Bases > Origin
Origin Base State	Military/Government > Bases > Origin > State
Destination Base Code	Military/Government > Bases > Destination
Destination Base State	Military/Government > Bases > Destination > State
Move Information	
Shipment Type	Move Information > Shipment Type
Commodity	Move Information > Commodity
Weight	Move Information > Weight
Miles	Move Information > Miles
Cubic Feet	Move Information > Cubic Feet
Linear Feet	Move Information > Linear Feet

UniGroup Distribution Download

Distribution downloads are generated within the **Revenue Distribution & Billing System (RDBS)** screens within the UniGroup mainframe.

Downloaded Distribution records are visible within Revenue Entry in MoversSuite.

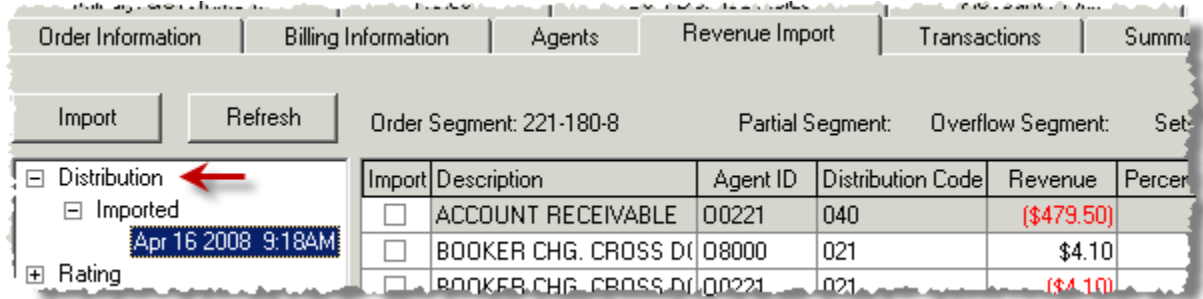


Figure 6: Distribution import within Revenue Import

Contents of the Distribution download that are visible within the MoversSuite application are listed in the table below.


Important: Only the portion of the download that is visible within the MoversSuite application is listed within this content section.

Download Field	Field Location in MoversSuite
Order Number	Information Bar > Order Number
Order Segment	Revenue Import > Order Segment
Partial Segment	Revenue Import > Partial Segment
Overflow Segment	Revenue Import > Overflow Segment
Set-Off Segment	Revenue Import > Set-Off Segment
Distributions	
Description	Revenue Import > Description Pulled from the Item Code Table for the specified Distribution Code (Item Code)
Distribution Agent	Revenue Import > Agent ID Based on the agent assigned to the distribution (booking, origin, or hauling agent)
Distribution Code	Revenue Import > Distribution Code
Revenue Amount	Revenue Import > Revenue
Percentage Applied	Revenue Import > Percentage

Based on the agent assigned to the distribution (booking, origin, or hauling agent)

UniGroup Download Content by Application Location

The table below lists all MoversSuite data fields, by tab location within the application, for all supported types of UniGroup download processes.

 Click icon to open this section in Adobe Portable Document Image (PDF) format.

Fields in MoversSuite	Dispatch	Distribution	Memo Pad	Rating	Rating Order	Registration
Agents Tab						
Booking Agent	✓	✓		✓	✓	✓
Destination Agent	✓			✓	✓	
Hauling Agent	✓					✓
OA Surveyor						✓
Origin Agent	✓			✓	✓	✓
Survey Date						✓
Van Line Registration Date						✓
Van Number	✓					✓
Billing Information Tab						
Account Number	✓		✓			
Bill To Address					✓	✓
Customer					✓	✓
Discount					✓	✓
Estimate Amount					✓	
National Account					✓	✓
Purchase Order Number					✓	✓
Tariff/Rate					✓	
Van Line Section					✓	
Extra Stops Tab						
Address						✓
Company						✓
Contact						✓

Contact Phone						✓
Pickup/Delivery						✓
Stop Number						✓
Information Bar						
Order Number	✓	✓	✓	✓	✓	✓
Military/Government Tab						
Destination Base and State					✓	
Origin Base and State					✓	
Move Information Tab						
Amount						✓
Book Date						✓
Commodity					✓	✓
Cubic Feet	✓				✓	✓
Delivery Dates (<i>Actual</i>)	✓					✓
Delivery Dates (<i>Preferred</i>)						✓
Delivery Dates (<i>1st Column in Range</i>)					✓	✓
Delivery Dates (<i>2nd Column in Range</i>)					✓	✓
Disc l/h						✓
Linear Feet					✓	
Load Dates (<i>Actual</i>)						✓
Load Dates (<i>Preferred</i>)						✓
Load Dates (<i>1st Column in Range</i>)					✓	✓
Load Dates (<i>2nd Column in Range</i>)						✓
Load Dates (<i>1st Time Column in Range</i>)						✓
Miles				✓	✓	✓
Pack Dates (<i>Actual</i>)						✓
Pack Dates (<i>1st Column in Range</i>)						✓
Pack Dates (<i>2nd Column in Range</i>)						✓
Shipment Details						✓
Shipment Type				✓	✓	
Weight				✓	✓	✓
Name, Address, Phone Tab						
Consignee Information						✓
Consignor Information						✓
Email						✓

Estimate Number				✓	✓	✓
First Name/MI					✓	✓
Last Name/Company Name					✓	✓
Moving From Information					✓	✓
Moving To Information					✓	✓
Salesperson						✓
Transportation Coordinator						✓
Notes Tab						
All Information			✓			✓
Revenue Import Tab						
Accessorials				✓		
Distribution Code		✓				
Order Segment		✓				
Overflow Segment		✓		✓	✓	
Partial Segment		✓		✓	✓	
Percentage		✓				
Set-Off Segment		✓		✓	✓	
Split Hauls				✓		
Transportation Distribution Information				✓		
Shipping Information Tab						
Direction						✓
Actual Shipping Dates: Arrival at Destination, Cleared Customs, Destination Port Arrival, Origin Port Departure						✓
Estimated Shipping Dates: Arrival at Destination, Cleared Customs, Destination Port Arrival, Origin Port Departure						✓
Transport Mode						✓
MoversSuite Administration - web						
MoversSuite Administration - web> User Setup > Personnel > Dispatch >Driver#	✓					✓