

# *Movers* Suite

User Guide

## User Guide to UniGroup Uploads

Setup, description, and contents of an upload to UniGroup

# User Guide to UniGroup Uploads

## Version 3.7 (Spring 2008)

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# Table of Contents

|   |          |
|---|----------|
| <b>UNIGROUP UPLOADS</b>                         | <b>4</b> |
| UNIGROUP UPLOAD SETUP AND ADMINISTRATION        | 5        |
| MEMO PAD UPLOAD                                 | 7        |
| Note Types Setup for Memo Pad Uploads           | 7        |
| Setting Note Types for UniGroup Memo Pad        | 8        |
| Uploading to UniGroup Memo Pad                  | 9        |
| UNIGROUP HHGD AND SPECIAL SERVICES UPLOADS      | 13       |
| Access to UniGroup Order Upload Options         | 13       |
| TROUBLESHOOTING UNIGROUP UPLOADS                | 15       |
| UNIGROUP MEMO PAD UPLOAD CONTENTS               | 17       |
| UNIGROUP HOUSEHOLD GOODS UPLOAD CONTENTS        | 18       |
| UNIGROUP SPECIAL SERVICES UPLOAD CONTENTS       | 21       |
| UNIGROUP UPLOAD CONTENT BY APPLICATION LOCATION | 26       |

# UniGroup Uploads



MoversSuite offers the ability to upload, or transfer, data records into the UniGroup mainframe to provide a consistency in order information across the two platforms.

Extensible Markup Language, abbreviated XML, is the form in which MoversSuite data is transferred across the internet to the UniGroup mainframe. This format provides a secure, consistent, and efficient means of exchanging information. Read more about XML and all its capabilities through the World Wide Web Consortium (group dedicated to setting guidelines for the internet) at [www.w3.org](http://www.w3.org).

MoversSuite offers three processes, described in the table below, that can be used to send data to UniGroup using XML formatted content through the internet.

| Upload   | Description and UniGroup Command  |
|--|---|
| Memo Pad   | This upload populates the data that would be entered through a <b>MEMO</b> command on the UniGroup mainframe. |
| Van Lines HHG Estimates                              | This upload populates the data that would be entered through a <b>PRIC</b> command on the UniGroup mainframe. |
| Van Lines Special Services Products Pre-Registration | This upload populates the data that would be entered through a <b>RORD</b> command on the UniGroup mainframe. |

The data uploaded to the UniGroup mainframe is described in this topic along with what data must be present and the administrative settings necessary for a successful upload.

# UniGroup Upload Setup and Administration

The following table lists the administrative setting needed to create an environment to upload data to the UniGroup mainframe.

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

| Administrative Setting | Description   |               |                          |    |         |    |          |    |                  |    |      |    |            |    |               |
|------------------------|---|---------------|--------------------------|----|---------|----|----------|----|------------------|----|------|----|------------|----|---------------|
| <b>Carton Codes</b>    | <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 <a href="#">UniGroup Van Line Carton Codes supported by PRIC</a> for setup details.</p>   |               |                          |    |         |    |          |    |                  |    |      |    |            |    |               |
| <b>Commodity Code</b>  | <p>Set up within the <b>Mover's Suite Administration &gt; MMS &gt; General &gt; CommType</b>, is required by the Registration download and is used to provide a more descriptive <b>Move Information &gt; Commodity</b> 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>   |               |                          |    |         |    |          |    |                  |    |      |    |            |    |               |
| <b>Note Type</b>       | <p>Set up <b>Mover's Suite Administration &gt; MMS &gt; General &gt; NoteType</b>, in order for a note to be received as a UniGroup Memo Pad it must be created with a supported code. See <a href="#">Note Types Setup for Memo Pad Uploads</a>.</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 <a href="#">Unigroup Memo Pad Upload Contents</a> for usage.</p>   |               |                          |    |         |    |          |    |                  |    |      |    |            |    |               |
| <b>Payment Type</b>    | <p>The following payment types must be set up in <b>Mover's Suite Administration &gt; MMS &gt; General &gt; PayType</b> and be assigned to an order to be recognized by UniGroup:</p> <table border="1"> <thead> <tr> <th>Van Line Code</th> <th>Payment Type Description</th> </tr> </thead> <tbody> <tr> <td>CC</td> <td>Inbound</td> </tr> <tr> <td>PP</td> <td>Outbound</td> </tr> <tr> <td>AE</td> <td>American Express</td> </tr> <tr> <td>VC</td> <td>Visa</td> </tr> <tr> <td>MC</td> <td>Mastercard</td> </tr> <tr> <td>DC</td> <td>Discover Card</td> </tr> </tbody> </table> | Van Line Code | Payment Type Description | CC | Inbound | PP | Outbound | AE | American Express | VC | Visa | MC | Mastercard | DC | Discover Card |
| Van Line Code          | Payment Type Description  |               |                          |    |         |    |          |    |                  |    |      |    |            |    |               |
| CC                     | Inbound   |               |                          |    |         |    |          |    |                  |    |      |    |            |    |               |
| PP                     | Outbound  |               |                          |    |         |    |          |    |                  |    |      |    |            |    |               |
| AE                     | American Express  |               |                          |    |         |    |          |    |                  |    |      |    |            |    |               |
| VC                     | Visa  |               |                          |    |         |    |          |    |                  |    |      |    |            |    |               |
| MC                     | Mastercard  |               |                          |    |         |    |          |    |                  |    |      |    |            |    |               |
| DC                     | Discover Card   |               |                          |    |         |    |          |    |                  |    |      |    |            |    |               |
| <b>Shipment Type</b>   | <p>The following shipment types must be set up in <b>Mover's Suite Administration &gt; MMS &gt; General &gt; Shipment Type</b> and be assigned to an order to be recognized by UniGroup:</p>  |               |                          |    |         |    |          |    |                  |    |      |    |            |    |               |

|                                    | <table border="1"> <thead> <tr> <th data-bbox="583 138 797 170">Van Line Code</th> <th data-bbox="797 138 1170 170">Shipment Type Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="583 170 797 201">C</td> <td data-bbox="797 170 1170 201">COD</td> </tr> <tr> <td data-bbox="583 201 797 233">N</td> <td data-bbox="797 201 1170 233">National Account</td> </tr> <tr> <td data-bbox="583 233 797 264">G</td> <td data-bbox="797 233 1170 264">Government/Non-Military</td> </tr> <tr> <td data-bbox="583 264 797 296">M</td> <td data-bbox="797 264 1170 296">Government/Military</td> </tr> <tr> <td data-bbox="583 296 797 327">P</td> <td data-bbox="797 296 1170 327">Prepaid</td> </tr> <tr> <td data-bbox="583 327 797 359">T</td> <td data-bbox="797 327 1170 359">Transferee Prepaid</td> </tr> </tbody> </table> | Van Line Code | Shipment Type Description | C | COD | N | National Account | G | Government/Non-Military | M | Government/Military | P | Prepaid | T | Transferee Prepaid |
|------------------------------------|---|---------------|---------------------------|---|-----|---|------------------|---|-------------------------|---|---------------------|---|---------|---|--------------------|
| Van Line Code                      | Shipment Type Description   |               |                           |   |     |   |                  |   |                         |   |                     |   |         |   |                    |
| C                                  | COD   |               |                           |   |     |   |                  |   |                         |   |                     |   |         |   |                    |
| N                                  | National Account  |               |                           |   |     |   |                  |   |                         |   |                     |   |         |   |                    |
| G                                  | Government/Non-Military   |               |                           |   |     |   |                  |   |                         |   |                     |   |         |   |                    |
| M                                  | Government/Military   |               |                           |   |     |   |                  |   |                         |   |                     |   |         |   |                    |
| P                                  | Prepaid   |               |                           |   |     |   |                  |   |                         |   |                     |   |         |   |                    |
| T                                  | Transferee Prepaid  |               |                           |   |     |   |                  |   |                         |   |                     |   |         |   |                    |
| <p><b>XML Interface Branch</b></p> | <p>Uploads will only be allowed for branches that are defined within the XML Interface Branch. Use the <b>Mover's Suite Administration &gt; Third Party Apps &gt; Xml Interface Branch</b> to associate a branch to UniGroup.</p> <p>The upload options for UniGroup Upload HHGD and UniGroup Upload Specials Services will not be available from the Tools menu if the branch of the order is not defined within XML Interface Branch setup.</p>   |               |                           |   |     |   |                  |   |                         |   |                     |   |         |   |                    |

# Memo Pad Upload

Order notes in MoversSuite are uploaded into Memo Pad records within the UniGroup mainframe where they can be accessed through the **MEMO** screen.

Notes can be uploaded for orders that are either under van line authority or have no authority assigned to them. Notes belonging to orders with agent (“Own”) authority cannot be uploaded to UniGroup Memo Pad.

Further, the note must be associated to a Van Line Code that is accepted by UniGroup (see the [Valid Note Codes for Memo Pad Uploads](#) section).

## Note Types Setup for Memo Pad Uploads

In order for the note to be uploaded into UniGroup Memo Pad, it must be created with one of the following supported codes.

### Valid Note Codes for Memo Pad Uploads

The table below lists the Van Line Codes that are valid for uploading notes into UniGroup’s mainframe, along with a brief description of use on the mainframe. **Note:** The Van Line Code is referenced as a Category Code within the Memo Pad application.

| Van Line Code | Description   |
|---------------|---|
| ADDL          |   |
| AGTF          | File/Documents are in agents file room              |
| AUDT          | Invoice Completion of Audit Forwarded to Accounting |
| AUTH          | Authorization                                       |
| BILL          | Billing Comments                                    |
| CAS           | Corporate Accounts Services Comments                |
| CCLM          | Claim Comments                                      |
| COLL          | Collection Information                              |
| CSC           | Customer Service                                    |
| DCLM          | Delay Claim Comments                                |
| DEDS          | Dedicated Services                                  |
| DISP          | Trade Show Phone Mail Notification                  |
| ECLM          | Cargo Claims (Customer Access)                      |
| EDI           | Special EDI Data Entry Requirements                 |
| EMA1          |   |

|      |  |
|------|--|
| EXCP | Inventory Exceptions   |
| FILE | File/Documents are in UniGroup's file room at World Headquarters                       |
| GBNR |  |
| MKTG | Marketing Sales Comments   |
| INTL | International shipment comments  |
| GOVT | Government   |
| MISC | Miscellaneous Comments   |
| MKTG | Marketing/Sales Comments   |
| MNLO |  |
| OPTS | Operations Dispatch Comments   |
| OSI  | Order Status Comments  |
| OVRD | Override Distribution  |
| PRIC | Pricing Comments   |
| QUAL |  |
| QUOT | Comments related to the order's quote, for Safe-Guard and Special Commodity shipments. |
| REGS | Registration Comments  |
| SDOC |  |
| SIT  | Destination SIT Information  |
| SPEC | Special Instructions   |
| SUBS |  |
| SUPP | Supplemental Billing Information   |
| UTIL | Changes made to order using Utility Screen   |
| VALU |  |
| VOPR | Van Operation VanStar/MayStar Entries  |
| 24HR | Twenty-four hour call confirmation   |

## Setting Note Types for UniGroup Memo Pad

An administrator can set up Note Type records to reference the available Van Line Codes that are supported by UniGroup Memo Pad.

### Defining Memo Pad supported Note Types

1. In **Mover's Suite Administration**,
2. Open the **MMS > General > NoteType** setup,

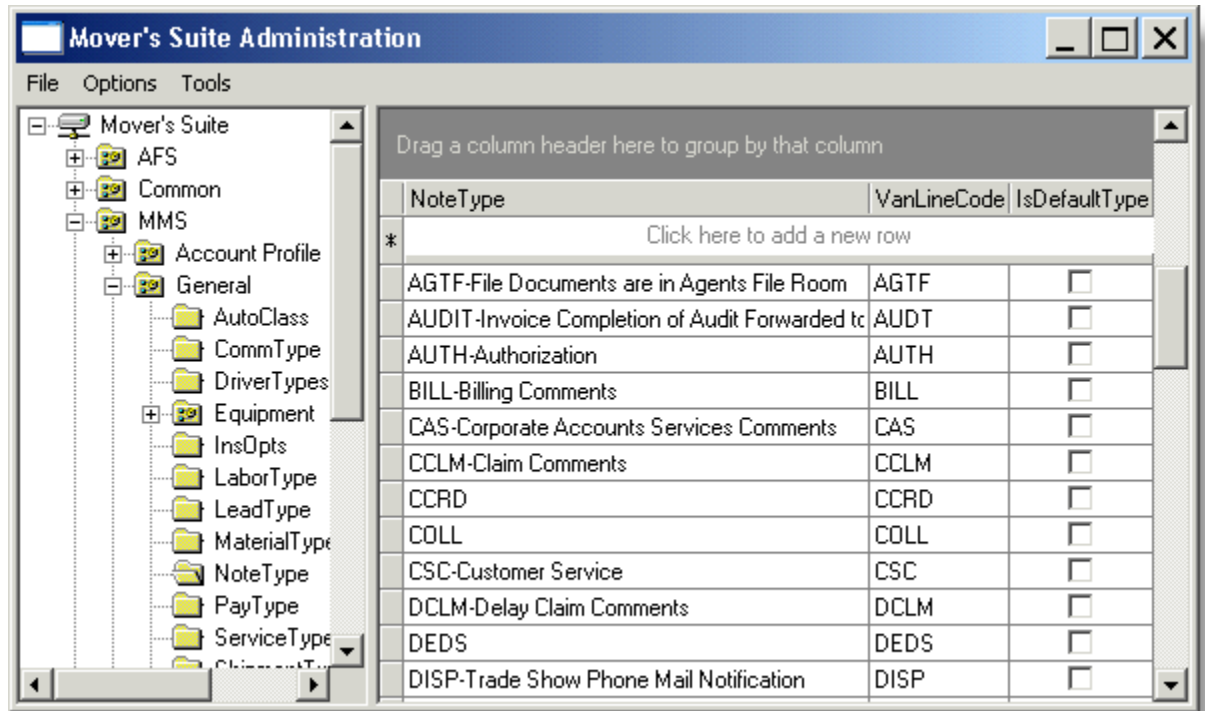


Figure 1: Note Type setup within Mover's Suite Administration

3. Click in the **Note Type** column in the row entitled "Click here to add a new row",
4. Enter a **Note Type** description. This is what will appear for the user to select from within the application when adding Notes,
 

**TIP:** Optionally include the Van Line Code within the description for quick identification by users accessing the Add Note dialog, e.g. "AGTF-File Documents..." for the AGTF Van Line Code.
5. Enter a valid **Van Line Code** from the table listed within the [Valid Note Codes for Memo Pad Uploads](#) section in all uppercase letters. The application will not recognize the code unless it is correctly spelled and in uppercase,
6. Skip the **Is Default Type** setting by pressing the TAB key. This field is only used to indicate which records are default records supplied by MoversSuite,
7. Use the **Tab** key to navigate through the end of the record. This will save all changes made,
8. **Repeat** Steps 3 to 7 to define other Note Type records to be valid for UniGroup Memo Pad.

The established Note Type records will be available within the Type field of the Add Note dialog.

## Uploading to UniGroup Memo Pad

The option to upload notes into UniGroup Memo Pad for an order is only available at the time at which the note is created within the Add Note dialog.

Figure 2: Add Note dialog

As described in the [UniGroup Upload Setup and Administration](#) section, the ability to access this functionality is controlled through security assigned by branch. The **Send to Van Line** section will appear within the Add Note dialog when the option is available to the user.

Figure 3: Send to Van Line section within Add Note.

A user can elect to send the note to UniGroup by setting the **Enabled** flag. Once set, then the option to set the privacy flag on the UniGroup side and the required Initials fields will become available.

The following procedure can be used to create a MoversSuite note and upload it into UniGroup Memo Pad.

## Creating and upload a note to UniGroup Memo Pad

1. In **MoversSuite**,
2. **Find** and open an order record,
3. Open the **Notes** tab,
4. Click on **Add Notes** to access the Add Note dialog,

Figure 4:Add Note dialog

**Note:** Appended notes can be included in an upload, as well. To access the Add Note of an existing note in order to append to it, simply right-mouse click on the record to be appended and select Append To This Note.

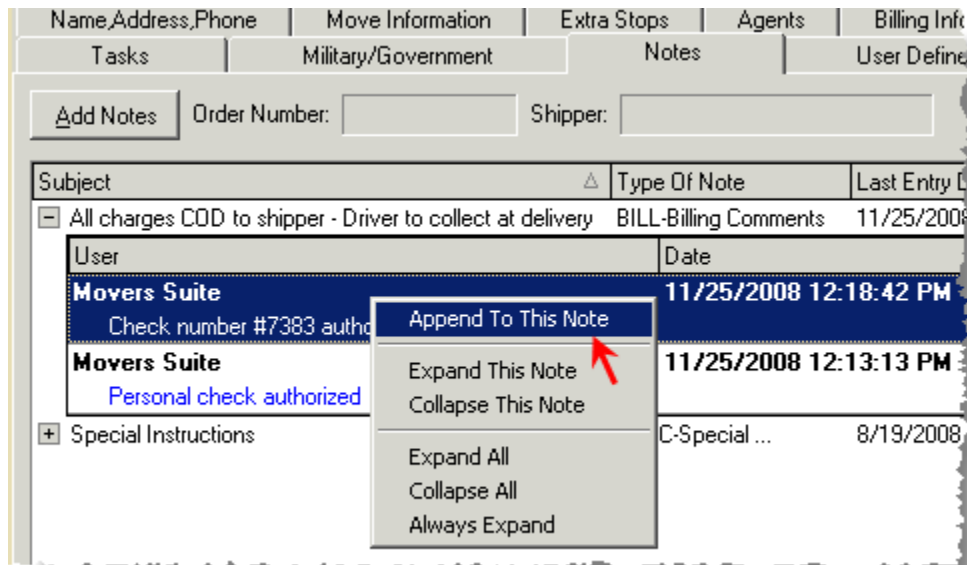


Figure 5: Access to the Append To This Note option through a right-mouse click

5. Select a **Note Scope** of either *Public* to allow the notes to be viewable through the Web Client or select *Private* to restrict it from being viewed through the Web Client,

*Note Information Section:*

6. Select a **Type** from the drop-down menu that corresponds to the available list of Note Types. Refer to the list of UniGroup supported van line codes (see the [Valid Note Codes for Memo Pad Uploads](#) section) to reference the correct value to enter,
7. Enter a **Subject** as the title assigned to both the note and the uploaded memo,
8. Enter text within the **Memo** field. This is the body of the message included with the memo,

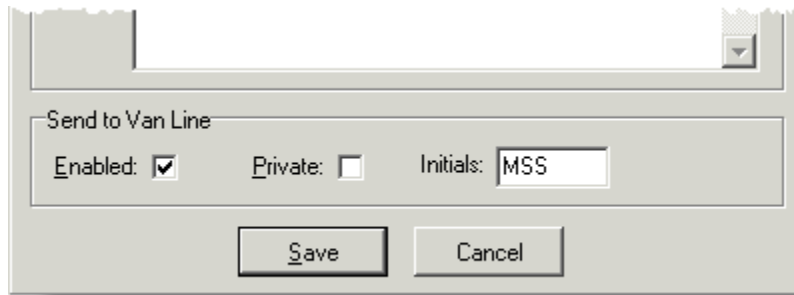
*Send to Van Line Section:*

Figure 6: Send to Van Line options

9. Select **Enabled** to upload the note as a memo into UniGroup. Selecting this option will make the other fields in the section active for editing,
10. Check **Private** to disable viewing of the message by outside agents,
11. Enter the required **Initials** of the person who is to be recognized as the creator of the record within UniGroup Memo Pad,
12. Press **Save** to keep the Note record and upload it to UniGroup Memo Pad.

Once Save is pressed, the application will send the file to UniGroup by means of a queue server. **Note:** the queue server is defined within the Xml System Options table which is established and maintained by MoversSuite.

Any errors that may occur prior to the record being uploaded in UniGroup Memo Pad will prevent the Note record from being saved within MoversSuite. Once the condition that caused the error has been corrected, then the user will need to reprocess the Add Note command.

See the [UniGroup Memo Pad Upload Contents](#) section for a listing of MoversSuite data that is included in the UniGroup Memo Pad upload.

# UniGroup HHGD and Special Services Uploads

Information from a Household Goods (HHG) or Special Services order in MoversSuite can be uploaded into the UniGroup mainframe. The HHG order will be referenced as an estimate through the **PRIC** command within UniGroup and the Special Services order is referenced a Pre-Registration through the **RORD** screen.

As denoted in the [UniGroup Upload Setup and Administration](#) section, the system and Branch must be enabled to send UniGroup uploads. Further, the upload options will not be visible unless the user is in either Order Information or Special Services. The table below identifies which order upload options are currently available and how a user can access them.

## Access to UniGroup Order Upload Options

A user can access either upload request through the Tools menu available from the application's main toolbar. Alternate Tools menu will display based on whether the user is accessing a household goods order or a Special Services order.

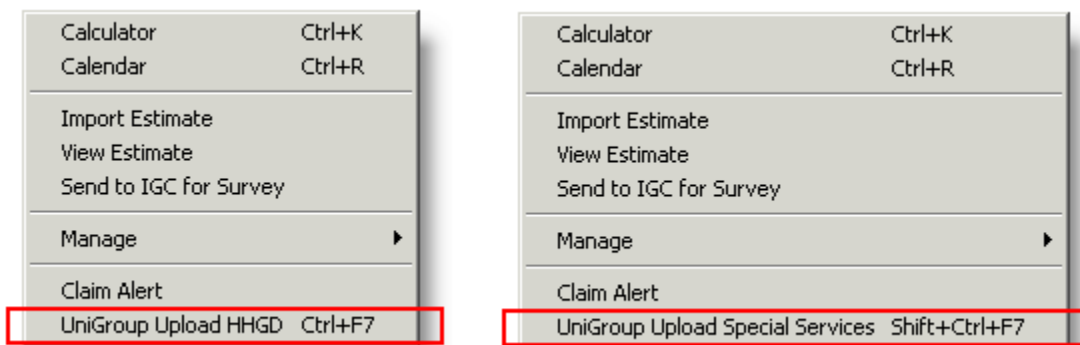


Figure 7: Tool menu for a household goods order (on left) or Special Services order (right)

Access to the upload option is available as described below depending on what type of order is open and active.

| Upload Option                    | Interface and Menu                  | Shortcut Keystroke |
|----------------------------------|-------------------------------------|--------------------|
| UniGroup Upload HHGD             | <b>Order Information &gt; Tools</b> | CTRL + F7          |
| UniGroup Upload Special Services | <b>Special Services &gt; Tools</b>  | SHIFT + CTRL + F7  |

Once the upload option is selected, the application will send the file to UniGroup by means of a queue server (defined within the **Xml System Options** table).

Once the upload is complete, no errors will appear in MoversSuite. A user will need to access the UniGroup mainframe to view the status of the upload.

For a complete listing of data transmitted to Unigroup, refer to the [UniGroup Household Goods Upload Contents](#) or [UniGroup Special Services Upload Contents](#) sections.

# Troubleshooting UniGroup Uploads

This section includes some common errors that may occur when attempting to upload to UniGroup.

|                    |  |
|--------------------|--|
| <b>Issue:</b>      | UniGroup options do not exist in administrative setup  |
| <b>Cause:</b>      | The system variables for UniGroup uploading have not been defined.   |
| <b>Resolution:</b> | Reference the section and verify or correct values within the following tables:<br>Xml Import Type, Xml Interface, Xml Interface Branch, Xml System, and Xml System Options. |

|                    |   |
|--------------------|---|
| <b>Issue:</b>      | Unable to locate UniGroup upload options within MoversSuite   |
| <b>Cause:</b>      | Either the system is not set up to upload to UniGroup or branch security is preventing the user from accessing the functions.   |
| <b>Resolution:</b> | Verify that the system is set up to perform UniGroup uploads and that the branch is enabled to access UniGroup functions.<br><br><i>Check the following:</i><br><br>Verify that the <b>Mover's Suite Administration &gt; Third Party Apps &gt; XmlInterfaceBranch</b> setup is correct and that the Branch of the Order has a matching entry within this setup. |

|                    |  |
|--------------------|--|
| <b>Issue:</b>      | Invalid Note Type was specified  |
| <b>Cause:</b>      | Van Line Code behind the specified Note Type is not valid for a UniGroup Memo Pad upload.  |
| <b>Resolution:</b> | Verify that the Note Type is correct and references a Van Line Code supported by UniGroup.<br><br><i>Check the following:</i><br><br>Verify that <b>Mover's Suite Administration &gt; MMS &gt; General &gt; NoteType</b> setup is correct. See the <a href="#">Note Types Setup for Memo Pad Uploads</a> section for more information. |

|                    |   |
|--------------------|---|
| <b>Issue:</b>      | Receiving an agent authority orders are not supported error |
| <b>Cause:</b>      | The order is not of Van Line authority.                     |
| <b>Resolution:</b> | Agent authority orders are not supported.                   |

|  |  |
|--|--|
|  | <p><i>Check the following:</i></p> <p>Verify that the <b>MoversSuite &gt; Move Information &gt; Authority</b> field references a van line.</p> |
|--|--|

|                    |  |
|--------------------|--|
| <b>Issue:</b>      | The server name or address could not be resolved   |
| <b>Cause:</b>      | Invalid web service reference.   |
| <b>Resolution:</b> | Verify that the XML System Options are correct and that the URL is valid. Contact an IT professional to confirm that the web service is valid and operational. |

If unable to resolve the issue, then contact MoversSuite Support.

# UniGroup Memo Pad Upload Contents

Listed below are the Mover Suite fields that are included in a Household Goods (HHGD) upload to UniGroup.

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

UniGroup requires that data be set for all fields listed in the table below. Refer to the [UniGroup Upload Setup and Administration](#) section for a list of all requirements for a Memo Pad upload. For usage, see the [Memo Pad Upload](#) section.

| Field Description | Field Location in MoversSuite                              |
|-------------------|--|
| Memo Type         | Agents > Van Line Registration Date                        |
| Agent Authority   | Move Information > Authority                               |
| Order Subsidiary  | Information Bar > Branch                                   |
| Order Number      | Information Bar > Order Number                             |
| Estimate Number   | Name, Address, Phone > Estimate Number                     |
| Date Created      | Notes > Add Note > Note Stamp > Date                       |
| Time Created      | Notes > Add Note > Note Stamp > Time                       |
| Category          | Notes > Add Note > Category                                |
| Subject           | Notes > Add Note > Note Information > Note Stamp > Subject |
| Text              | Notes > Add Note > Note Information > Note Stamp > Memo    |

# UniGroup Household Goods Upload Contents

Listed below are the Mover Suite fields that are included in a Household Goods (HHGD) upload to UniGroup.

UniGroup requires that data be set for the following fields:

- Estimate Number (including Booking Agent Number)
- Order Type (set to “H” internally)
- Shipment Type
- Tariff Contract Number
- Load Date
- Commodity (must link to a Van Line Code of “HHGD”)
- Proviso (set to “1” internally)
- Origin Address, City, State, and Postal Code
- Destination Address, City, State, and Postal Code
- Valuation Amount
- Weight

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

Refer to the [UniGroup Upload Setup and Administration](#) section for a list of all requirements and see the [UniGroup HHGD and Special Services Uploads](#) section for usage information.

| Field Description         | Field Location in MoversSuite   |
|---------------------------|---|
| Authority                 | <b>Move Information &gt; Authority</b>  |
| Booking Agent             | <b>Agents &gt; Booking Agent</b>  |
| Estimate Number           | <b>Name, Address, Phone &gt; Estimate Number</b>  |
| Type Shipment             | <b>Move Information &gt; Shipment Type</b>  |
| Shipper Name              | <b>Name, Address, Phone &gt; Last Name/Company Name, plus<br/>Name, Address, Phone &gt; First Name/MI, plus<br/>Military/Government &gt; Rank (for Military orders)</b> |
| <b>Origin Information</b> |   |
| Agent Number              | <b>Agents &gt; Origin Agent &gt; Agent Information</b>  |
| Contact Name              | <b>Name, Address, Phone &gt; Consignee &gt; Contact Name</b>  |
| Contact Phone             | <b>Name, Address, Phone &gt; Consignee &gt; Contact Phone</b>   |

|                                |  |
|--------------------------------|--|
| Street Address                 | <b>Name, Address, Phone &gt; Moving From &gt; Address</b>                              |
| City                           | <b>Name, Address, Phone &gt; Moving From &gt; City</b>                                 |
| State                          | <b>Name, Address, Phone &gt; Moving From &gt; Address &gt; State</b>                   |
| Zip                            | <b>Name, Address, Phone &gt; Moving From &gt; Postal Code</b>                          |
| <b>Destination Information</b> |  |
| Agent Number                   | <b>Agents &gt; Destination Agent &gt; Agent Information</b>                            |
| Contact Name                   | <b>Name, Address, Phone &gt; Consignor &gt; Contact Name</b>                           |
| Contact Phone                  | <b>Name, Address, Phone &gt; Consignor &gt; Contact Phone</b>                          |
| Street Address                 | <b>Name, Address, Phone &gt; Moving To &gt; Address</b>                                |
| City                           | <b>Name, Address, Phone &gt; Moving To &gt; City</b>                                   |
| State                          | <b>Name, Address, Phone &gt; Moving To &gt; Address &gt; State</b>                     |
| Zip                            | <b>Name, Address, Phone &gt; Moving To &gt; Postal Code</b>                            |
| <b>Dates</b>                   |  |
| Earliest Load Date             | <b>Move Information &gt; Load Dates</b> (first date when <i>Range</i> is checked)      |
| Latest Load Date               | <b>Move Information &gt; Load Dates</b> (second date when <i>Range</i> is checked)     |
| Preferred Load Date            | <b>Move Information &gt; Load Dates</b> (first date when <i>Preferred</i> is checked)  |
| Earliest Deliver Date          | <b>Move Information &gt; Delivery Dates</b> (first date when <i>Range</i> is checked)  |
| Latest Deliver Date            | <b>Move Information &gt; Delivery Dates</b> (second date when <i>Range</i> is checked) |
| Preferred Deliver Date         | <b>Move Information &gt; Delivery Dates</b> (first date when <i>Actual</i> is checked) |
| Preferred Pack Date            | <b>Move Information &gt; Pack Dates</b> (when <i>Preferred</i> is checked)             |
| National Account Number        | <b>Billing Information &gt; Account Number</b>   |
| Cubic Feet                     | <b>Move Information &gt; Cubic Feet</b>  |
| Tariff Contract Number         | <b>Billing Information &gt; Contract</b>   |
| Commodity                      | <b>Move Information &gt; Commodity</b>   |
| Shipment Miles                 | <b>Move Information &gt; Miles</b>   |
| HHGD Weight                    | <b>Move Information &gt; Weight</b>  |

|                        |   |
|------------------------|---|
| Auto Weight            | <b>Move Information &gt; Automobile &gt; Weight</b> |
| Percentage Bottom Line | <b>Billing Information &gt; Discount</b>            |
| Valuation Amount       | <b>Move Information &gt; Valuation &gt; Amount</b>  |

# UniGroup Special Services Upload Contents

Listed below are the Mover Suite fields that are included in a Special Services upload to UniGroup.

UniGroup requires that data be set for the following fields:

- Order Type (set internally to “C” if SCOM or “S” for Safeguard (DISP or ELEC)
- Order Number (used to extract subsidiary code (U, M), booking agent number, order sequence and year, and partial shipment code)
- Shipment Type

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

Refer to the [UniGroup Upload Setup and Administration](#) section for a list of all requirements and see the [UniGroup HHGD and Special Services Uploads](#) section for usage information.

| Field Description         | Field Location in MoversSuite   |
|---------------------------|---|
| Order Type                | <b>Move Information &gt; Commodity</b>  |
| Order Number              | <b>Information Bar &gt; Order Number</b>  |
| Agent Number              | <b>Agents &gt; Booking Agent</b>  |
| Shipment Type             | <b>Move Information &gt; Shipment Type</b>  |
| <b>Origin Information</b> |   |
| Agent                     | <b>Agents &gt; Origin Agent</b>   |
| Shipper Name              | <b>Name, Address, Phone &gt; First Name/MI and<br/>Name, Address, Phone &gt; Last Name/Company Name</b> |
| Consignor/Lesser          | <b>Name, Address, Phone &gt; Consignor &gt; Consignee/Consignor</b>                                     |
| Street Address            | <b>Name, Address, Phone &gt; Moving From</b>  |
| City                      | <b>Name, Address, Phone &gt; Moving From &gt; City</b>  |
| State                     | <b>Name, Address, Phone &gt; Moving From &gt; State</b>   |
| Zip Code                  | <b>Name, Address, Phone &gt; Moving From &gt; Postal Code</b>   |
| Contact Name              | <b>Name, Address, Phone &gt; Consignor &gt; Contact Name</b>  |
| Contact Phone             | <b>Name, Address, Phone &gt; Consignor &gt; Contact Phone</b>   |

|                                |  |
|--------------------------------|--|
| Military Installation          | <b>Military/Government &gt; Bases &gt; Origin</b>  |
| <b>Destination Information</b> |  |
| Agent Number                   | <b>Agents &gt; Destination Agent</b>   |
| Consignee                      | <b>Name, Address, Phone &gt; Consignee &gt; Consignee/Consignor</b>                            |
| Street Address                 | <b>Name, Address, Phone &gt; Moving To</b>   |
| City                           | <b>Name, Address, Phone &gt; Moving To &gt; City</b>   |
| State                          | <b>Name, Address, Phone &gt; Moving To &gt; State</b>  |
| Zip Code                       | <b>Name, Address, Phone &gt; Moving To &gt; Postal Code</b>                                    |
| Contact Name                   | <b>Name, Address, Phone &gt; Consignee &gt; Contact Name</b>                                   |
| Contact Phone                  | <b>Name, Address, Phone &gt; Consignee &gt; Contact Phone</b>                                  |
| Military Installation          | <b>Military/Government &gt; Bases &gt; Destination</b>   |
| Salesman ID                    | <b>Name, Address, Phone &gt; Salesperson</b>   |
| Salesman Agent Number          | <b>Agents &gt; Booking Agent</b>   |
| National Account               | <b>Billing Information &gt; National Account &gt; Account Number</b>                           |
| <b>Dates</b>                   |  |
| Earliest Load Date             | <b>Move Information &gt; Load Dates</b> (first date when <i>Range</i> is checked)              |
| Latest Load Date               | <b>Move Information &gt; Load Dates</b> (second date when <i>Range</i> is checked)             |
| Preferred Load Date            | <b>Move Information &gt; Load Dates</b> (first date when <i>Preferred</i> is checked)          |
| Earliest Deliver Date          | <b>Move Information &gt; Delivery Dates</b> (first date when <i>Range</i> is checked)          |
| Latest Deliver Date            | <b>Move Information &gt; Delivery Dates</b> (second date when <i>Range</i> is checked)         |
| Preferred Deliver Date         | <b>Move Information &gt; Delivery Dates</b> (first date when <i>Actual</i> is checked)         |
| Earliest Time to Load          | <b>Move Information &gt; Load Dates</b> (first time column when <i>Range</i> is selected)      |
| Earliest Time to Deliver       | <b>Move Information &gt; Delivery Dates</b> (second time column when <i>Range</i> is selected) |
| Tariff Number                  | <b>Billing Information &gt; Tariff/Rate</b>  |
| Proviso                        | <b>Billing Information &gt; Tariff/Rate</b> and/or <b>Move Information &gt; Commodity</b>      |
| Weight                         | <b>Move Information &gt; Weight</b>  |

|   |  |
|---|--|
| Cubic feet  | <b>Move Information &gt; Cubic Feet</b>  |
| Linear Feet   | <b>Move Information &gt; Linear Feet</b>   |
| Commodity   | <b>Move Information &gt; Commodity</b>   |
| Number of Extra Pickups   | <b>Move Information &gt; Extra Stops</b> (count of records with Stop Type set to <i>Pickup</i> )   |
| Number of Extra Deliveries  | <b>Move Information &gt; Extra Stops</b> (count of records with Stop Type set to <i>Delivery</i> ) |
| Request to Haul   | <b>Move Information &gt; Self Haul</b>   |
| Agent Number  | <b>Agents &gt; Hauling Agent &gt; Number</b>   |
| Government Bill of Lading Number  | <b>Military/Government &gt; Other Information &gt; GBL Number</b>                                  |
| Payment Type Code   | <b>Billing Information &gt; Billing Information &gt; Payment Type</b>                              |
| Purchase Order Number   | <b>Billing Information &gt; Billing Information &gt; Purchase Order Number</b>                     |
| SIT Code  | <b>Billing Information &gt; Billing Information &gt; SIT Information</b>                           |
| SIT Date  | <b>Billing Information &gt; Billing Information &gt; SIT Information &gt; In Date Estimated</b>    |
| Move Coordinator Name   | <b>Name, Address, Phone &gt; Transportation Coordinator</b>  |
| <b>Shipment Details Information</b>   |  |
| The next 12 fields are validated only when the Commodity is linked to a Van Line Code of either "DISP" or "ELEC". |  |
| Number of Pieces  | <b>Move Information &gt; Shipment Details &gt; Number of Pieces</b>                                |
| Blanket Wrap  | <b>Move Information &gt; Shipment Details &gt; Blanket</b>   |
| Pack in Cartons   | <b>Move Information &gt; Shipment Details &gt; Cartoned</b>  |
| Pack in Crates  | <b>Move Information &gt; Shipment Details &gt; Crated</b>  |
| Flat Floor  | <b>Move Information &gt; Shipment Details &gt; Flat Floor</b>                                      |
| Van Size  | <b>Move Information &gt; Shipment Details &gt; Size of Van</b>                                     |
| Number of Pads  | <b>Move Information &gt; Shipment Details &gt; Number of Pads</b>                                  |
| Number of Straps  | <b>Move Information &gt; Shipment Details &gt; Number of Straps</b>                                |
| Decking   | <b>Move Information &gt; Shipment Details &gt; Decking Required</b>                                |
| Two Man Team Indicator  | <b>Move Information &gt; Shipment Details &gt; Team Required</b>                                   |
| Bubble Wrap   | <b>Move Information &gt; Shipment Details &gt; Bubble Wrapped</b>                                  |

|   |  |
|---|--|
| Skid  | <b>Move Information &gt; Shipment Details &gt; Skidded</b>   |
| <b>Model Information</b>  |  |
| Multiple records can exist  |  |
| Description   | <b>Move Information &gt; Shipment Details &gt; Description</b>   |
| Length  | <b>Move Information &gt; Shipment Details &gt; Length</b>  |
| Width   | <b>Move Information &gt; Shipment Details &gt; Width</b>   |
| Height  | <b>Move Information &gt; Shipment Details &gt; Height</b>  |
| <b>Trade Show Information</b>   |  |
| The Commodity Code should be set to "DISP" to upload the next 5 fields. |  |
| Up to six tradeshow records can be uploaded.                            |  |
| Sequence Number   | <b>Move Information &gt; Shipment Details &gt; Trade Show Information &gt; Sequence Number</b><br><br>Based on the order of entry within the table ranging in values from 1-6. An unlimited number of trade show records can be created, however, only the first six in the listing are included in the UniGroup upload. |
| Point of Service  | <b>Move Information &gt; Shipment Details &gt; Trade Show Information &gt; O/D</b>   |
| Show Code   | <b>Move Information &gt; Shipment Details &gt; Trade Show Information &gt; Show</b>  |
| Booth Code  | <b>Move Information &gt; Shipment Details &gt; Trade Show Information &gt; Booth Number</b>  |
| Booth Description   | <b>Move Information &gt; Shipment Details &gt; Trade Show Information &gt; Booth Description</b>   |
| <b>Extra Stop Information</b>   |  |
| Up to 50 extra stop records can be uploaded.                            |  |
| Stop Type   | <b>Move Information &gt; Extra Stops &gt; Stop Information &gt; Stop Type</b>  |
| Sequence  | <b>Move Information &gt; Extra Stops &gt; Stop Information &gt; Stop Number</b>  |
| Company Name  | <b>Move Information &gt; Extra Stops &gt; Contact Information &gt; Company</b>   |
| Street Address  | <b>Move Information &gt; Extra Stops &gt; Address Information</b>  |
| City  | <b>Move Information &gt; Extra Stops &gt; Address Information &gt; City</b>  |
| State   | <b>Move Information &gt; Extra Stops &gt; Address Information &gt; State</b>   |
| Zip Code  | <b>Move Information &gt; Extra Stops &gt; Address Information &gt; Postal Code</b>   |

|  |   |
|--|---|
| Contact Name   | <b>Move Information &gt; Extra Stops &gt; Contact Information &gt; Name</b>                                     |
| Telephone Number   | <b>Move Information &gt; Extra Stops &gt; Contact Information &gt; Phone</b>                                    |
| Early Request Date   | <b>Move Information &gt; Extra Stops &gt; Contact Information &gt; Date Range</b> (first date column)           |
| Late Request Date  | <b>Move Information &gt; Extra Stops &gt; Contact Information &gt; Date Range</b> (from the second date column) |
| <b>Special Instructions Information</b><br>UniGroup allows two entries for special instructions: One for the origin and one for the destination. Each is allowed to be up to 136 characters in length and will be represented by two Sequence numbers: <ul style="list-style-type: none"> <li>• Sequence 1 and 2: Origin Special Instructions (up to 136 characters)</li> <li>• Sequence 4 and 5: Destination Special Instructions (up to 136 characters)</li> </ul> |   |
| Sequence   | <b>Move Information &gt; Special Instructions</b>   |
| Type   | <b>Move Information &gt; Special Instructions &gt; Origin or Destination</b>                                    |
| Text   | <b>Move Information &gt; Special Instructions</b>   |

# UniGroup Upload Content by Application Location

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



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

| Fields in MoversSuite               | Household Goods | Memo Pad | Special Services |
|-------------------------------------|-----------------|----------|------------------|
| <b>Agents Tab</b>                   |                 |          |                  |
| Booking Agent                       | ✓               |          | ✓                |
| Destination Agent                   |                 |          | ✓                |
| Hauling Agent                       |                 |          | ✓                |
| Origin Agent                        | ✓               |          | ✓                |
| Van Line Registration Date          |                 | ✓        |                  |
| <b>Billing Information Tab</b>      |                 |          |                  |
| Account Number                      | ✓               |          | ✓                |
| Contract                            | ✓               |          |                  |
| Discount                            | ✓               |          |                  |
| Payment Type                        |                 |          | ✓                |
| Purchase Order Number               |                 |          | ✓                |
| SIT Information > Code              |                 |          | ✓                |
| SIT Information > In Date Estimated |                 |          | ✓                |
| Tariff/Rate                         |                 |          | ✓                |
| <b>Information Bar</b>              |                 |          |                  |
| Branch                              |                 | ✓        |                  |
| Order Number                        |                 | ✓        | ✓                |
| <b>Military/Government Tab</b>      |                 |          |                  |
| GBL Number                          |                 |          | ✓                |
| Destination Base                    |                 |          | ✓                |
| Origin Base                         |                 |          | ✓                |
| Rank                                | ✓               |          |                  |
| <b>Move Information Tab</b>         |                 |          |                  |
| Automobile Weight                   | ✓               |          |                  |
| Authority                           | ✓               | ✓        |                  |
| 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> )        | ✓ |   | ✓ |
| Discount 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>1st Time Column in Range</i> )       |   |   | ✓ |
| Load Dates ( <i>2<sup>nd</sup> Column in Range</i> ) |   |   |   |
| Miles  | ✓ |   |   |
| Pack Dates ( <i>1st Column in Range</i> )            | ✓ |   |   |
| Self Haul  |   |   | ✓ |
| Shipment Information                                 |   |   | ✓ |
| Trade Show Information                               |   |   | ✓ |
| Shipment Type  | ✓ |   | ✓ |
| Special Instructions                                 |   |   | ✓ |
| Valuation Amount                                     | ✓ |   |   |
| Weight   | ✓ |   | ✓ |
| <b>Name, Address, Phone Tab</b>                      |   |   |   |
| Consignee and Consignor Information                  | ✓ |   | ✓ |
| Estimate Number                                      | ✓ | ✓ |   |
| First Name/MI  | ✓ |   | ✓ |
| Last Name/Company Name                               | ✓ |   | ✓ |
| Moving From Information                              | ✓ |   | ✓ |
| Moving To Information                                | ✓ |   | ✓ |
| Salesperson  |   |   | ✓ |
| Transportation Coordinator                           |   |   | ✓ |
| <b>Notes Tab</b>                                     |   |   |   |
| Category   |   | ✓ |   |
| Date   |   | ✓ |   |
| Memo   |   | ✓ |   |
| Subject  |   | ✓ |   |
| Time   |   | ✓ |   |

