Data import: importing vehicle data

A comprehensive guide to importing vehicle data, which facilitates the bulk creation of vehicles belonging to both the organization and its contract carriers. This is a crucial step in preparing the fleet for assignment.

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Importing vehicle data allows for the bulk creation of vehicles, which can belong to either the company itself or a contract carrier. This is a critical step in preparing the Qargo system for assigning transport jobs and managing the fleet. This article outlines the specific requirements, best practices, and common issues related to importing vehicle data.

📖 Key terminology

For clarity throughout this guide, the following terms are defined.

- **Vehicle:** A truck, tractor, trailer, chassis, van, or any other type of vehicle used for transport.
- **License plate:** The unique identifier for a vehicle. This is also known as a registration plate.
- **Contract carrier:** A company that provides transportation services to the organization.
- **Code:** A unique identifier for a vehicle from an external system, which can be used to ensure accurate data updates.

✅ Critical import requirements for vehicles

Prior to importing vehicle data, the following requirements and warnings must be considered to ensure data integrity.

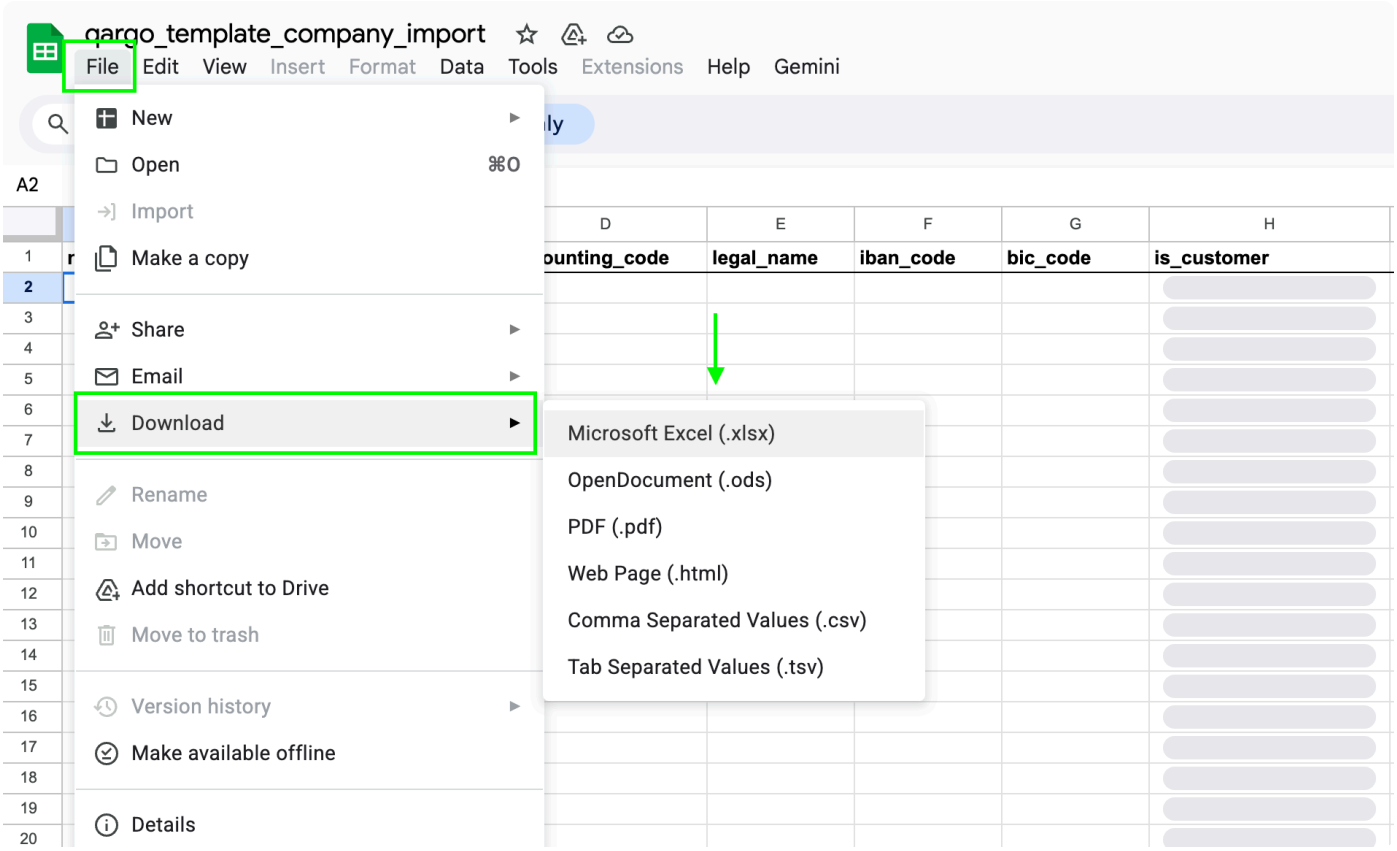
- **Contract carrier prerequisite:** Before a vehicle belonging to a contract carrier can be imported, the contract carrier's company record **must** already exist in the Qargo system. The import will fail if the specified contract carrier cannot be found.
- **Unique identification:** Qargo identifies existing vehicles by their unique **License plate**.
- **Mandatory fields:** The **Name** and **Vehicle type** (e.g., Tractor, Van, Rigid) are mandatory fields. An import will fail if these are left blank.

🛠️ Step-by-step data import process

Step 1: Download the template

A specific spreadsheet template is available to upload vehicle data. **To be able to edit and upload the data, a copy of the template must be downloaded:**

1. Click the link: Vehicle data import template
2. Once the template opens, go to **File** and select **Download**
3. Save the template **(in .xlsx or .csv format)** to the computer and begin entering the company data.



📚 Always use a blank template downloaded directly from this article or provided by the Qargo team. Re-using an old template may lead to import errors.

Step 2: Fill in the Excel template

Open the template and populate it with the required data. The template contains column headers that correspond to the fields in Qargo.

- **Required fields:** Make sure to fill out all the required fields (a comprehensive list of required fields can be found in the next section of this article). An import will fail if these fields are left blank.
- **Formatting:** Close attention should be paid to the specified data format (e.g., dates, numbers, text).

Step 3: Submit for upload

1. **During onboarding:** Work directly with the **onboarding manager** to upload the initial business data. The onboarding manager will guide the user through the process and ensure a successful import.
2. **After onboarding:** For all future data updates and imports, contact the **account manager**. The account manager will assist with the upload process and provide ongoing support.

📝 Details of the vehicle import template

The following table provides a detailed, field-by-field explanation of the Excel template for vehicle import, including data formats, required fields, and best practices for populating each column.

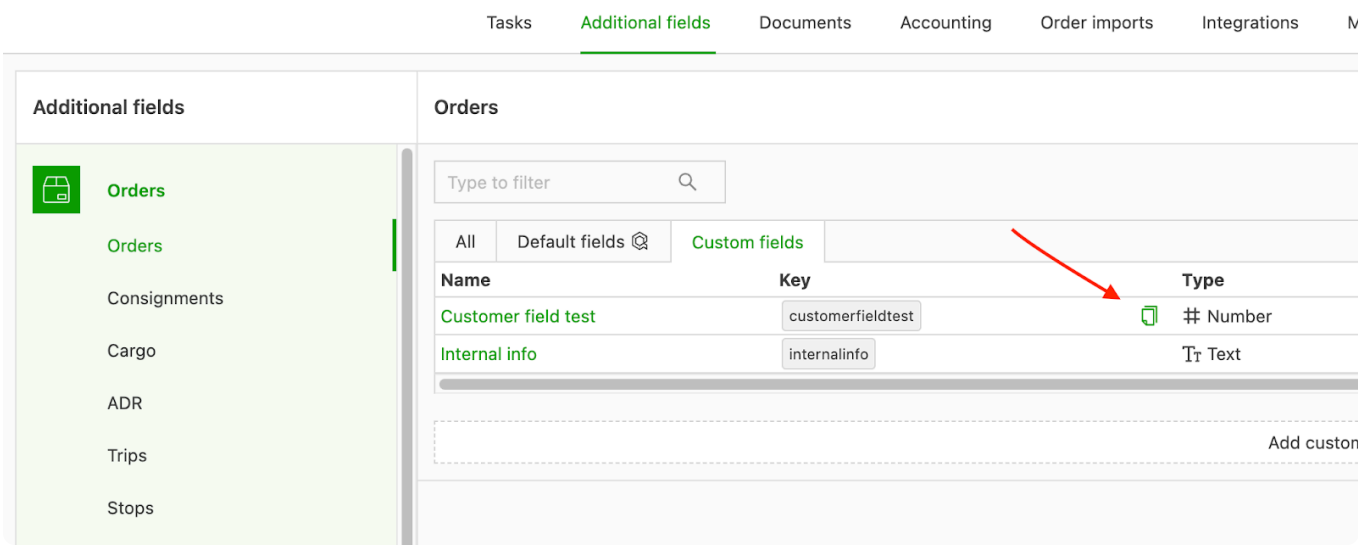
Column name	Required/optional	Remarks	Example
vehicle_type	Required	TRACTOR/VAN/RIGID/TRAILER	TRAILER
name	Required	Vehicle name displayed in Qargo	12BLT2 or VAN2
code	Optional		
note	Optional		
manufacturer	Optional		Exagon
model	Optional		B12
vin_number	Optional		
license_plate	Optional		12BLT2
axle_configuration	Optional	I.e., 4 x 2 = 4 is the trailer wheels and 2 is the driven wheels (tractor/power unit).\	
The axle configuration must be entered correctly for accurate toll calculation in some countries, such as France.	4 x 2		
roof type	Optional	CLOSED, OPEN, or FLATBED	CLOSED
fuel_type	Optional	DIESEL, BIOFUELS, LPG, ELECTRIC, HYBRID_ELECTRIC	DIESEL
emission_class	Optional		EURO_3
subcontractor_company	Optional		
co3_object_id	Optional		
co3_active	Optional		TRUE or FALSE
verizon_connect_object_id	Optional		
verizon_connect_active	Optional		TRUE or FALSE
transics_object_id	Optional		
transics_active	Optional		TRUE or FALSE
trimble_object_id	Optional		
trimble_active	Optional		TRUE or FALSE
webfleet_object_id	Optional		

Column name	Required/optional	Remarks	Example
webfleet_active	Optional		TRUE or FALSE
samsara_object_id	Optional		
samsara_active	Optional		TRUE or FALSE
generic_object_id	Optional		
generic_active	Optional		TRUE or FALSE
generic_integration_code	Optional		
archived	Optional		TRUE or null
tare_weight	Optional	Kilograms	1.0
gross_weight	Optional	Metric tons	1
capacity_weight	Optional		1
capacity_volume	Optional	CBM	1.000
capacity_ldm	Optional		1
capacity_pallet_spaces	Optional		1
capacity_length	Optional	Meters	1.000
capacity_width	Optional	Meters	1.000
capacity_height	Optional	Meters	1.000
exterior_height	Optional	Meters	1.000
exterior_width	Optional	Meters	1.000
exterior_length	Optional	Meters	1.000
validity_start_timestamp	Optional	YY/MM/DD	2020/01/20
validity_end_timestamp	Optional	YY/MM/DD	2026/01/20
validity_description	Optional		
custom_fields__example	Optional	To import custom field values. Remark: the format uses a double underscore (`__`) to connect the prefix **custom_fields** to the unique field ID	

🔎 Troubleshooting common vehicle import errors

This section addresses specific errors that may arise during the import of vehicle data.

- **Contract carrier record not found:** This is the most common error for contract carrier vehicles. It occurs when the **Contract carrier name** in the template does not exactly match an existing company in Qargo. The contract carrier must exist in the system before its vehicles can be imported.
- **Missing mandatory fields:** The import will fail for any row where the **Vehicle name** or **Type** is left blank.
- **Sheet name:** The sheet name in the Excel template file must be named exactly **'Import'**. Any other name will cause an error when uploading the file.
- **Invalid vehicle type:** Ensure that the vehicle type entered (e.g., 'TRAILER') is a valid option within the Qargo platform.
- **Case-sensitive column headers:** Column headers must be entered with the correct casing (e.g., `vat_number`, not `VAT_number`). Using incorrect casing will cause the data in that column to be silently ignored and not imported, as the system will not recognize the header.
- **Leading apostrophe errors:** Data in a cell cannot begin with an apostrophe ('). If an apostrophe is used, the system will not recognize the value, and an error may occur. **This rule is waived only if the article explicitly instructs that an apostrophe should be used for a specific field.**
- **Custom fields:** The column name must follow the convention **custom_field__[ID]** (remember to keep the double underscore to connect the prefix **custom_field** to the unique field ID), with the specific ID retrieved from the Qargo organization settings. Click the copy button next to the custom field to copy its ID:



✨ Best practices for importing vehicles

To ensure a smooth and accurate import, consider the following best practices.

- **Ensure contract carrier data is complete:** Before attempting to import contract carrier vehicles, verify that all associated contract carriers have already been successfully imported into the system as companies.
- **Maintain data consistency:** Pay close attention to the **Contract carrier company** and **License plate** fields. Any spelling mistakes or different capitalization will cause the link to fail.
- **Use the Code field:** Although optional, using the **Code** field is highly recommended. It provides a reliable way to update vehicle records and prevents conflicts.

➡️ What to do next

Once vehicles have been successfully imported, they can be linked to drivers in combinations and used in orders. The next logical steps include:

- **Importing drivers:** If required, internal or contract carrier drivers can now be imported.
- **Configuring combinations:** Vehicles can be linked to drivers in bulk by creating combinations.

📈 Use cases for vehicle import

Importing vehicle data is an invaluable tool for several key business processes.

- **Initial fleet setup:** The primary use case is to populate a Qargo tenant with an entire fleet of vehicles, including both owned vehicles and those from regular contract carriers.
- **Onboarding a new fleet:** When a new business unit or fleet is acquired, its vehicle details can be added in bulk to the Qargo system.

> 📚 If multiple billing entities are used, additional custom fields are required. Contact the account manager for further information.