

FLOPPY DISK ELECTRONIC LODGEMENT SYSTEM

Using Excel

Example of Correctly Presented Data Generated on PC

TFES claims can be submitted on a spreadsheet file carried on floppy disk. The claim data can be input using Lotus 1-2-3 for DOS Release 2, 3 or 4, Lotus 1-2-3 Release 1 or Release 5 or 9 for Windows, Excel Versions 2.1, 3.0, 4.0, 5.0 or 97.

Any other PC software can be used as long as that software uses a DOS operating system and has the ability to either convert the file to a comma delimited file OR save the file as a Lotus file, ie. with a WK4 extension OR as an Excel file, ie with XLS, XLT or XLW as the extension.

Once the file has been saved to a disk, submit it (with relevant documentation) to this office where a conversion to comma delimited format will be undertaken where necessary.

The following example shows how to prepare a file.

The file in this example is generated from an Excel 5 spreadsheet.

Setting up the Spreadsheet

Automatic Spreadsheet Setup:

The setting up of the column widths and names has been automated by an Excel 5 macro (using Excel 4.0 macro language) obtainable from this office.

To use the macro open Excel then the file SETUPNEW.XLS supplied on disk. The macro displays as a sheet on screen. For ease of use minimise the sheet using the minimise button:



Select File, New to open a new Excel sheet then select Tools on the menu bar. An option named 'Setup Columns for TFES Disk' will display as the last option on the drop-down menu. Select this option and the macro will run.

Enter the data into the spreadsheet using procedures on pages 2 - 4, saving the file as described. The macro file can be used again by opening it in Excel.

Manual Spreadsheet Setup:

Using either the mouse and dragging on the column boundaries or selecting the menu option Format, Column, Width and entering the width, setup the columns with the appropriate widths and names as indicated.

The table below lists the Columns, Column Names and Column Widths, and gives an explanation of the abbreviated Column Names.

Column	Column Names	Explanation of Abbreviations	Column Width
A	FF	Freight Forwarder	4
B	CONSIGN NO	Consignment Number	11
C	MMYYYY	Date of Shipment	7
D	INVO.NO *	Invoice Number	11
E	CHEQ NO	Cheque Number	8
F	CC	Commodity Code	5
G	S	Scheme Code (must be N, M or P)	2
H	C.T *	Container/Trailer Type	5
I	NO.C	Number of Container/Trailers	4
J	TONNES *	Weight of Shipment	10
K	CUBICS *	Cubic Measurement	10
L	PA	No. of Pallets	3
M	LSTOCK	No. of Head	7
N	R	Route Code	2
O	TT	Transport Task	3
P	F PAID *	Freight Amount Paid	11
Q	R/D *	R = Reefer, D = Dry	1

where * = centre justification

Entry of Data into the Spreadsheet**1. Header Line**

The first line of data is the floppy disk file header in the following format:

eg. TFESDATA TES001001D TES001 TEST CLAIMANT

where the fields are as follows:

- the filename TFESDATA is compulsory
- the Disk Number is the Claimant Code plus a unique number which is incremented by 1 for each new claim with the D at the end indicating that the claim is submitted on disk
- Claimant Code supplied by the Tasmanian Freight Equalisation Scheme
- Claimant Name

2. Entering Claim Lines

The data for each claim line is entered starting immediately below the header. Lists of the codes for each field are supplied at Attachment 1.

Example of a line of data:

Data	Comments
TNT	Freight Forwarder Code for TNT Seafast
1234567890	Consignment Note Number
'071999	MonthCenturyYear of Shipment, ie July 1999
1234567890	Invoice Number
1234567	Cheque Number
'01	Commodity Code, ie Aluminium
N	Scheme Code, ie Northbound
6	Container Type, ie 6 metre container
10	Number of containers
198	Tonnes (Net)
[comma]	Cubic Metres
[comma]	Pallets
[comma]	Number of Head of Livestock
G	Route Code ie Northern Tas to Victoria
WW	Transport Task, ie Wharf-to-Wharf
8500	Freight Amount Paid
D	R = Reefer or D = Dry

where ' is required in the date field only if the date precedes with a zero, and in the commodity field for commodities from 01 to 09.

Saving the Spreadsheet

Once the data has been entered it must be saved. This is done with the following command:

File, Save (or clicking on the disk icon on the toolbar) and entering a file name. This will save the file as an Excel spreadsheet with an . XLS extension.

Save a copy of the Excel file to a clean double sided, double density or high density, formatted disk ie. 3.5" (720kb or 1.44kb).

This file will be converted to a comma delimited file by this office and loaded to the TFES computer system for processing.

The floppy disk is now ready for lodgement. Please remember to submit the necessary documentation with your claim including the *Payments system - Processing Authority* form.

Subsequent Claims

A new claim can be created by retrieving the Excel file, erasing the data from the previous claim and entering data for the new claim. This file is then saved under a new file name leaving the original file unaltered.

Remember to increment the Unique Number in the File Header for each new claim, that is, the next file header will read as follows:-

TFESDATA TES001002D TES001 TEST CLAIMANT



where the change is indicated by an arrow.

Lotus

If using the Lotus spreadsheet application save the worksheet file as a Lotus file with the extension WK4. Notes on preparing claims using Lotus 1-2-3 Release 9 for Windows are available from Centrelink on request.

Further Information

Further information and assistance with electronic lodgement may be obtained by contacting Tasmanian Assistance Services, Centrelink:

Phone: 03 62222850 FreeCALL: 1800 993 347

Fax: 03 62222149

Email: tfes.support@centrelink.gov.au

Claim forms and eligibility guidelines can be downloaded from the TFES website:

www.centrelink.gov.au (go to TFES from the A-Z listing)

FREIGHT FORWARDER AND SHIPPING COMPANY CODES

Freight Forwarder or Shipping Company	Code	Freight Forwarder or Shipping Company	Code
Freight forwarder not included	AAA	M N & T L Gray	GRY
Approved Air Cargo Shipments	AIR	Hazell	HAZ
Allalong Transport	ALT	WV & HM Hodge	HOD
Alltrans	ALL		
Atkins Removals & Storage	ATK	Jebsons	JEB
Australia Post	AUP		
		Keith Ives Logistics Pty Ltd	KEI
Barry Walsh Holdings	BAR	King Island Transport	KIT
Bass Express	BAS	K & S Freighters	KSF
Bass Strait Horse Transport	POK	Kwikasair	KWI
Bass Strait Transport	BST		
Bernel Seafreight	BEN	Linfox Australia Pty Ltd	LIN
Berwick's Livestock Transport	BER	Lloyds North Pty Ltd	LLN
Blue Eye Fishing Pty Ltd	BLU	LMS	LMS
		Local & Interstate Transport	LIS
Charles Kelly	CHK	L R Removals	LRR
Chemtrans	CHE		
Cope	COP	McPhee	MCP
Graeme Cox & Company	COX	E & J March	MAR
Cressy Transport	CRE	Mathews	MAT
Currie Cargoes	CUR	Malaysian Int Shipping Corp	MIS
		Maxfield Haulage	MAX
Dunian Freight Distribution Pty Ltd	DUN	Mitsui O.S.K. Lines Ltd	MIT
Edwards	EDW		
		Neilson & Johnson	NIL
FCL	FCL		
Flinders Strait Shipping Co	FSS	Owens Sea-Link (formerly Mogal)	OWE
Formby	FOR		
Freight Management Services	FMS	Page Transport	PAG
Fresh freight Tasmania Pty Ltd	FFT	Patrick Shipping	PAS
		Patrick Tasmania	PAT
GHT Freight Services	GHT	P & M Pickrell	PIC
Grace Bros	GRA	P & O Nedlloyd	PON

Freight Forwarder or Shipping Company	Code	Freight Forwarder or Shipping Company	Code
Portside United	PSU	Tasmanian Interstate Freighters	TIF
Price Removals	PRI	Tas Searoads	SEA
		TAS Trans Logistics Pty Ltd	TAS
J D & M E Randall Pty Ltd	RAN	Thorpe Transport	THO
Terry Read Transport	REA	Toll Transport Pty Ltd	TOL
		A J & A M Townsend	TON
Southern Cross Ocean Lines Pty Ltd	SCO	Townsend Deliveries	TOW
Southern Shipping Company	SOU	Transport Tasmania Line	TTL
SSD Freight	SSD		
Superfreighters Pty Ltd	SUP	Vic - Tas Searoad Pty Ltd	VIC
Tas Freight Services	TFS	Watkins	WAT
Tasmanian Cargo Services	TCS	West Coast Transport	WCT
Tasmanian Horse Transport	TAH		

COMMODITY CODES**NORTHBOUND COMMODITIES**

Description	Comm Code	Description	Comm Code
Aluminium Powder Metal & Paste	01	Concrete Products Concrete products (HD) All Other Goods	15A 15B
Asbestos Cement Articles	02	Confectionery & Chocolate Products Iced confectionery Other Liquid chocolate	16A 16B 16C
Bakery products	74	Eggs Egg pulp	17A 17B
Beverages		Feeding stuffs - animal	18
Drums	03A	Ferric and Ferrous sulphate	19
Drums (High Density)	03AH	Fertilisers, manufactured	20
Cartons	03B	Fibreglass and plastic materials and products	21
Cartons (High Density)	03BH	Recycled plastic	21R
Other	03C	Fish and Fish products	
Other (High Density)	03CH	Fresh	22A
Beer	03D	Frozen	22B
Bottled/mineral water	03E	Preparations	22C
Wine	03F	Other	22D
Blankets	04	Other (High Density)	22DH
Bricks	05	Floor coverings	23
Calcium Carbide	06	Floor coverings (High Density)	23H
Carbon, Activated	07	Footwear	24
Carbon, Black	08	Flour	73
Casein	09	Fruit and Fruit preparations	
Cement, Bagged	10	Other Fresh Fruit	25B
Cereals & cereal preparations	11	Frozen Fruit	25C
Cheese	12	Frozen Fruit (High Density)	25CH
Cleansing and stripping products, liquid or powder	69	Processed Fruit	25D
Coal	13	Processed Fruit (High Density)	25DH
Coal (High Density)	13H	Other	25E
Colouring Materials		Other (High Density)	25EH
Titanium Dioxide	14A	Apples, Cartons	25FN
Other	14B	Apples, juicing, half height containers	25GN
		Apples (Bins)	25HN
		Apples (¾ Carton)	25J

Description	Comm Code	Description	Comm Code
Furniture	26	Machinery and hand tools	35
		Machinery and hand tools (High Density)	35H
Glassware	27	Machinery and Transport Equipment	36
Glassware (Cullet)	27H	Recycled tyres	36R
Recycled Glass	27R	Malt	
Gravel aggregate	28	Dry preparations, Food & Bev	37A
		Dry preparations, Food & Bev (High Density)	37AH
		Liquid preparations	37B
Grinding millstones	29	Margarine	38
		Margarine (High Density)	38H
Hardboard	30	Meat and meat products	
Hides and skins	31	Fresh	39A
Hides and skins (High Density)	31H	Chilled	39B
Honey and Beeswax		Frozen	39C
Honey	32A	Hanging	39D
Honey (High Density)	32AH	Processed	39E
Beeswax	32B	Processed (High Density)	39EH
Beeswax (High Density)	32BH	Other meat products	39F
Hops	33	Other meat products (HD)	39FH
Livestock		Metals and Metal products	
Sheep, Adult	34A	Ferro-alloy products	40A
Sheep, Stud	34B	Ferro Silicon in bulka bags	40AM
Lambs	34C	Metal Castings	40B
Goats, Adult	34D	Metal Castings (High Density)	40BH
Kids	34E	Metal products and metal parts	40C
Deer, Adult	34F	Metal products and parts (High Density)	40CH
Fawns	34G	Metal waste and scrap	40D
Pigs	34H	Metal waste and scrap (HD)	40DH
Cattle, Adult	34I		
Cattle, Stud	34J		
Calves	34K		
Horses	34L		
Foals	34M		
Emus	71		
Ostriches (LCL)	72L		
Ostriches (FCL)	72F		

Description	Comm Code	Description	Comm Code
Milk and Milk products		Soil conditioners	
Milk, Dried, Condensed and UHT	41A	Peat Moss	52A
Milk, Dried, Condensed and UHT (High Density)	41AH	Peat Moss (High Density)	52AH
Milk powders, Concentrates and Preparations	41B	Crushed Pine Bark	52B
Butter	41C	Crushed Pine Bark (HD)	52BH
Newsprint	42N	Seaweed	52C
Ores and Concentrates		Seaweed (High Density)	52CH
Rutile and Zircon	43A	Cocoa Bean Husks	52D
Tin	43B	Cocoa Bean Husks (HD)	52DH
Other	43C	Stone, quarried	53
Low Density (eg. Limil)	43D	Tallow	54
Paper and Paper Products		Tallow (High Density)	54H
Paper	44A	Textile yarns and clothing	55
Waste paper	44B	Timber	56N
Paper products	44C	Tree Ferns	57
Paper products (High Density)	44CH	Turf	58
Particle Board	45	Turf (High Density)	58H
Pesticides	75	Vegetables and vegetable products	
Plastaid	46	Fresh	59A
Plywood	47	Frozen	59B
Sand	76	Processed	59C
Sausage Casings	48	Other	59D
Sausage Casings (High Density)	48H	Other (High Density)	59DH
Sedge	49	Waste Oil	68
Seeds	50	Waste Oil (High Density)	68H
Seedlings, rootstocks etc.	51	Waste Rag	60
Silica Fume	70	Whiting (carbonate of lime)	61
		Wood & Cork Products	62
		Wood pulp, bales and pellets	63
		Wool	64
		Wool grease	65
		Wool grease (High Density)	65H
		Yeast	66
		Yeast (High Density)	66H
		Zinc	67N

SOUTHBOUND COMMODITIES

Manufacturing and Mining

Raw Materials

High Density Goods	150
All Other Goods	151
Livestock	
Sheep, Adult	152
Sheep, Stud	153
Lambs	154
Goats, Adult	155
Kids	156
Deer, Adult	157
Fawns	158
Pigs	159
Cattle, Adult	160
Cattle, Stud	161
Calves	162
Horses	163

Equipment

High Density Goods	165
All Other Goods	166

Bakery

High Density Goods	167
All Other Goods	168

Grains (FCL)

Barley	170A
Oats	170B
Sorghum	170C
Soya Meal	170D
Beans	170E
Peas	179F
Lupins	170G
Other/Mixed	170H
Wheat	170I

Primary Producers and Professional Entertainers and Sportspeople

Codes will be supplied by Centrelink on request.

SCHEME, ROUTE AND TRANSPORT TASK CODES

Scheme	Code	Transport Task	Code
Northbound	N	Wharf to Wharf	WW
Manufacturing and Mining	M	Door to Door	DD
Primary Producers	P	Wharf to Door	WD
		Door to Wharf	DW
Route Codes			
Northbound			
Southern Tasmania to Victoria	A		
Southern Tasmania to New South Wales	B		
Southern Tasmania to South Australia	C		
Southern Tasmania to Queensland	D		
Southern Tasmania to Western Australia	E		
Southern Tasmania to Northern Territory	F		
Northern Tasmania to Victoria	G		
Northern Tasmania to New South Wales	H		
Northern Tasmania to South Australia	I		
Northern Tasmania to Queensland	J		
Northern Tasmania to Western Australia	K		
Northern Tasmania to Northern Territory	L		
Southbound			
Victoria to Southern Tasmania	M		
New South Wales to Southern Tasmania	N		
South Australia " "	O		
Queensland " "	P		
Western Australia " "	Q		
Northern Territory " "	R		
Victoria to Northern Tasmania	S		
New South Wales " "	T		
South Australia " "	U		
Queensland " "	V		
Western Australia " "	W		
Northern Territory " "	X		

TABLE OF CARGO UNIT CODES

General	Unit Code	Livestock	Unit Code
Containers		Containers	
3.05 Metre	3	6 Metre	L6
6.1 Metre	6		
10 Metre	10C	Trailers	
12.2 Metre	12C	3 Metre	L3T
13.6 Metre	14C	4 Metre	L4T
Unitised Cargo	6U	5 Metre	L5T
		6 Metre	L6T
Pantechicons		7 Metre	L7T
8 Metre	8P	8 Metre	L8T
9 Metre	9P	9 Metre	L9T
10 Metre	10P	10 Metre	L10T
11 Metre	11P	11 Metre	L11T
12.2 Metre	12P	12 Metre	L12T
Trailers			
3 Metre	3TR		
4 Metre	4T		
5 Metre	5T		
6 Metre	6T		
7 Metre	7T		
8 Metre	8T		
9 Metre	9T		
9 Metre Newsprint	N9T		
10 Metre	10T		
11 Metre	11T		
12.2 Metre	12T		
13 Metre	13T		
14 Metre	14T		
15 Metre	15T		
16 Metre	16T		
17 Metre	17T		
18 Metre	18 T		
Tanks			
6.1 Metre Tanktainer	6		

Note: There are a number of other cargo codes relating to livestock in less than container loads. These will be supplied by Centrelink on request.