

**Correct as at 17th May 2026. It may be superseded at any time.**

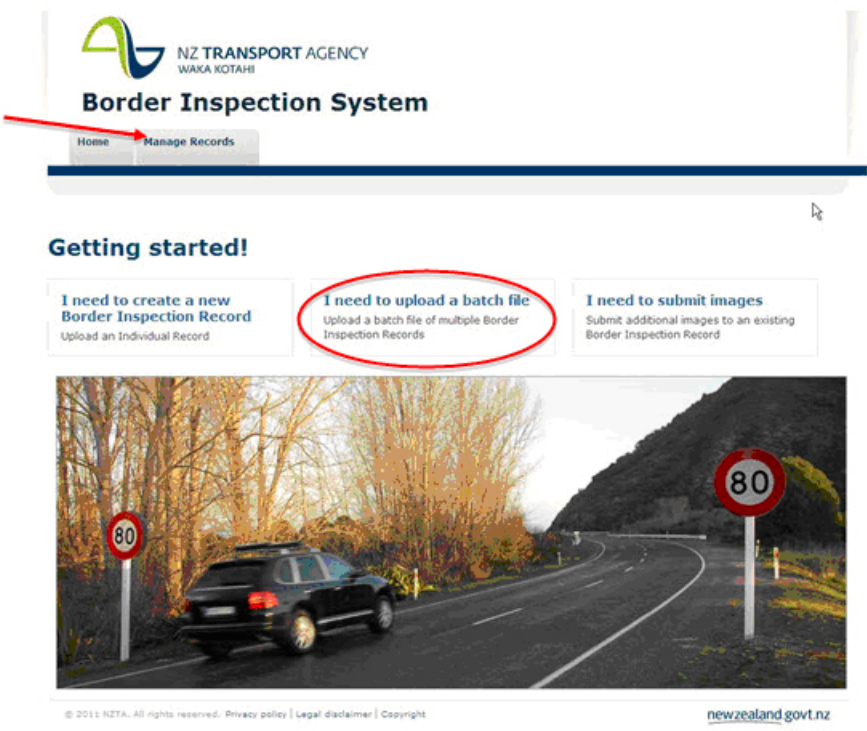
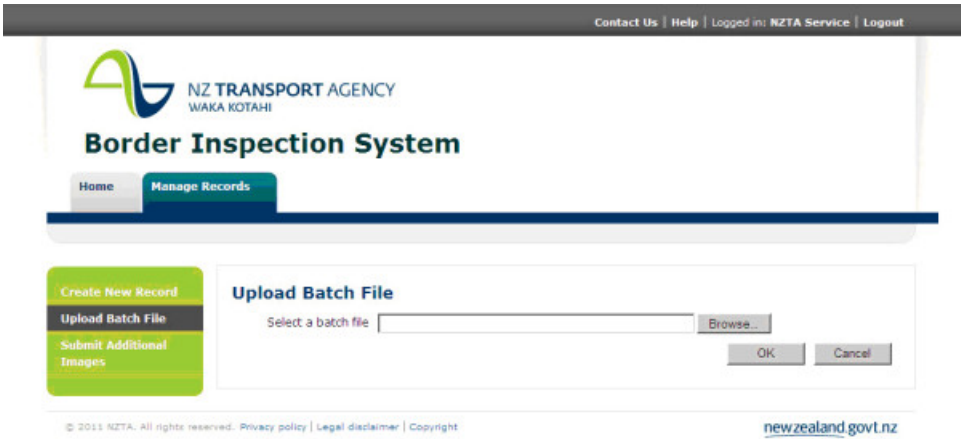
**Extract taken from:** Border inspection of imported used vehicles > Reference materials > Border inspection system guidelines > Entering multiple border inspection records (batch files)

## **2-7 Entering multiple border inspection records (batch files)**

### **Introduction**

Multiple border inspection records can be loaded in an .xml file and submitted for upload to the border inspection system.

## Uploading a batch file

Step	Action
<p>1</p>	<p>On the homepage, upload a batch file by using one of the methods below:</p> <ul style="list-style-type: none"> <li>• click on the <b>I need to upload a batch file</b> button in the middle of the screen, or</li> <li>• select the <b>Manage records</b> tab at the top left of the screen and select <b>Upload Batch File</b> from the list on the left-hand side of the screen:</li> </ul>  <p>The screenshot shows the NZ Transport Agency (WAKA KOTAHI) Border Inspection System homepage. The 'Manage Records' tab is active. Three main action buttons are visible: 'I need to create a new Border Inspection Record', 'I need to upload a batch file' (circled in red), and 'I need to submit images'. Below these is a photograph of a road with speed limit signs.</p>
<p>2</p>	<p>A new window will open requesting that you select a file to upload:</p>  <p>The screenshot shows the 'Upload Batch File' dialog box. It features a 'Browse...' button for selecting a file, and 'OK' and 'Cancel' buttons at the bottom right.</p>
<p>3</p>	<p>Click on <b>Browse...</b> to locate the batch file stored on your system.</p>
<p>4</p>	<p>After you have selected the relevant file, click on <b>OK</b>.</p>

## Batch file specifications

- The file must be supplied in an xml format that meets the NZ Transport Agency (NZTA) border inspection schema. For a copy of the schema, refer to the technical specifications that were supplied with your NZTA contract.
- Images and jpegs are to be incorporated as part of the inspection record and included in the xml file
- The following fields must be populated in upper case:
  - » UnknownMake (eg KAMAKUSA)
  - » ImporterName (eg FAST CARS INC)
- The following fields must be populated in title case:
  - » UnknownPort (eg Whanganui, not whanganui or WHANGANUI)
  - » UnknownSite (eg Pokeno, not pokeno or POKENO).