

Correct as at 26th April 2026. It may be superseded at any time.

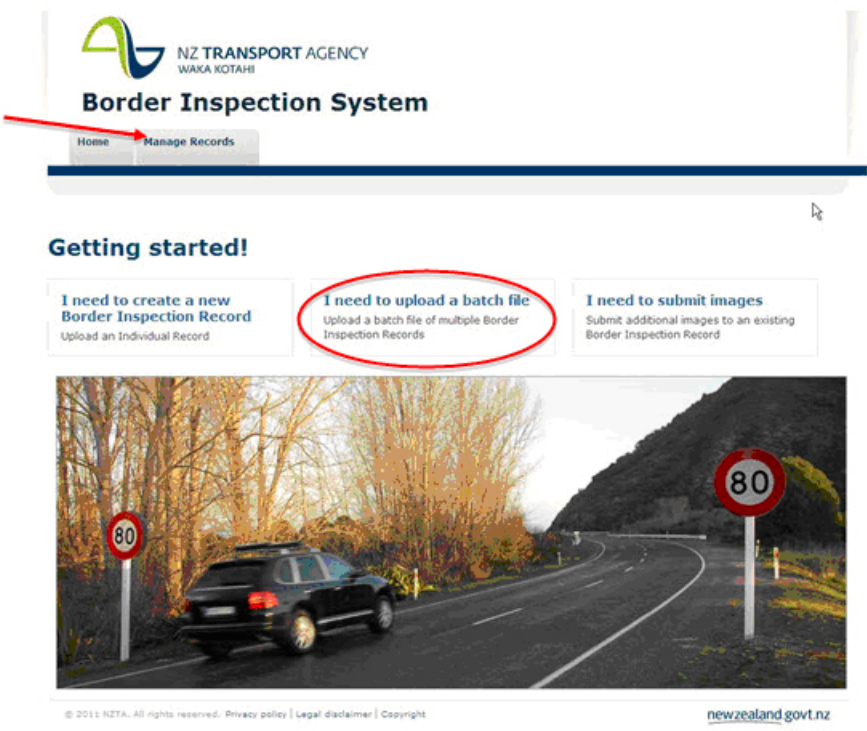
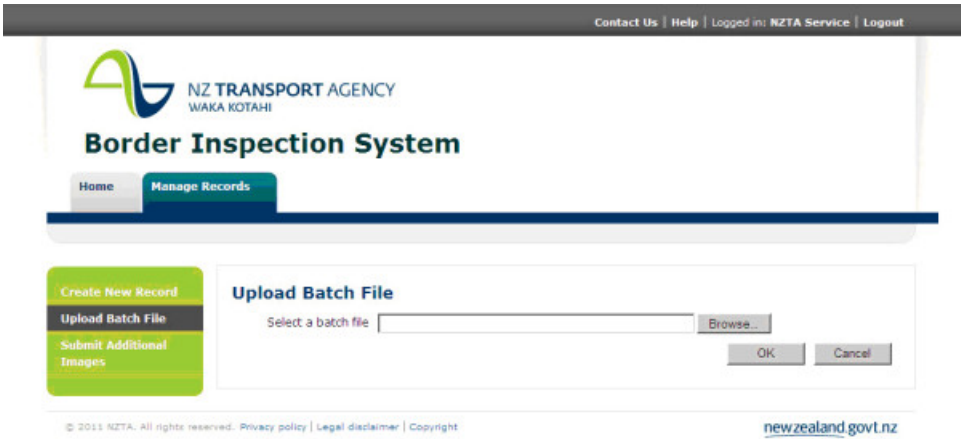
Extract taken from: Border inspection of imported used vehicles > Reference materials > Border inspection system guidelines > Entering multiple border inspection records (batch files)

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
1	<p>On the homepage, upload a batch file by using one of the methods below:</p> <ul style="list-style-type: none"> • click on the I need to upload a batch file button in the middle of the screen, or • select the Manage records tab at the top left of the screen and select Upload Batch File from the list on the left-hand side of the screen: 
2	<p>A new window will open requesting that you select a file to upload:</p> 
3	<p>Click on Browse... to locate the batch file stored on your system.</p>
4	<p>After you have selected the relevant file, click on OK.</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).