

# Magaya FTZ Migration Import

Detailed how-to instructions for preparing, previewing, and importing Magaya FTZ warehouse receipt data into Easy3PL.

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## Key idea

The CSV is not one row per Magaya receipt. It is one row per inventory line, storage unit, lot, or zone-lot combination. Easy3PL groups rows with the same Magaya WR # and Admission # into one Easy3PL warehouse receipt.

## Output created by the import

FTZ warehouse receipts, FTZ admissions, admission lines, inventory rows, storage units/pallets, FTZ inventory layers, receipt history, inventory history, and audit records.

Prepared for operational users handling Magaya-to-Easy3PL FTZ migration imports.

# Before You Start

Use this guide when a customer is migrating FTZ-controlled receipts and inventory from Magaya into Easy3PL. The goal is to preserve the important FTZ traceability fields while creating Easy3PL warehouse receipts that can be reviewed and managed in the FTZ workflow.

## Important

Do not summarize one Magaya receipt into one CSV row unless that receipt truly has only one inventory/storage-unit line. The import expects inventory-line detail.

## What the customer should export from Magaya

- Inventory-line level detail, not just receipt header detail.
- Receipt number, receipt/import date, admission/e214 number, zone status, SKU, quantities, UOM, pieces, pallet/storage-unit number, location, HTSUS, country of origin, customs value, and invoice/reference fields.
- One row for each distinct SKU, lot, zone lot, storage unit, or rack/floor location combination.

## How Easy3PL groups rows

### Export

Inventory-line data from Magaya

### Prepare

Complete the Easy3PL CSV template

### Preview

Upload CSV and review validation

### Import

Create FTZ WRs, admissions, and inventory

### Verify

Review holds, history, and FTZ data

Rows with the same Client, Warehouse, Magaya WR #, and Admission # are grouped together into one Easy3PL warehouse receipt. Each row still becomes its own admission line and inventory row.

## Example

If Magaya WR MG-500 has 12 pallets, the CSV should usually contain 12 rows with MG-500 repeated in Magaya WR #. Easy3PL will create one WR containing those 12 inventory lines.

# Quick Start

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- 1 Open Easy3PL and go to Warehouse Receipts.
- 2 Click More... in the toolbar.
- 3 Click Magaya FTZ Template and save the CSV template.
- 4 Send the template to the customer or fill it from the Magaya export.
- 5 Remove the sample row from the template before using real data.
- 6 Enter one row per inventory line, storage unit, lot, or zone-lot combination.
- 7 Return to Warehouse Receipts, click More..., then click Import Magaya FTZ.
- 8 Choose the completed CSV file. Easy3PL will preview and validate it first.
- 9 If errors appear, correct the CSV and upload it again.
- 10 When all rows are valid, click Import Validated FTZ Receipts.
- 11 Review the created WRs. They will be FTZ controlled and placed on FTZ hold for verification.

## No data is created during preview

The upload preview validates the file and reports row-level issues. Warehouse receipts and inventory are created only after the user clicks Import Validated FTZ Receipts.

# CSV Structure

## Required columns

| Column                         | What to enter                               | Notes                                                          |
|--------------------------------|---------------------------------------------|----------------------------------------------------------------|
| Magaya WR #                    | The Magaya receipt/reference number.        | Repeated on every row that belongs to the same Magaya receipt. |
| Client ID or Client Name       | Use the Easy3PL client ID when possible.    | Name matching is supported but IDs are safer.                  |
| Warehouse ID or Warehouse Name | Use the Easy3PL warehouse ID when possible. | Name matching is supported but IDs are safer.                  |
| Receipt Date                   | Date received/imported.                     | Recommended format: YYYY-MM-DD.                                |
| Admission #                    | FTZ admission or e214 number.               | Used with Magaya WR # to block duplicate imports.              |
| Zone Status                    | PF, NPF, D, or ZR.                          | Any other value blocks import.                                 |
| SKU                            | Existing Easy3PL SKU.                       | The SKU must already exist for the client.                     |
| Storage Unit #                 | Pallet or storage unit number.              | Used to create the WR storage unit.                            |
| Qty Units                      | Positive quantity.                          | Used as FTZ received/on-hand quantity.                         |
| Pieces                         | Positive piece quantity.                    | Can be calculated from Qty Units x Qty Per Unit if blank.      |
| HTSUS                          | HTSUS/HTS code.                             | Required for FTZ traceability.                                 |
| Country Of Origin              | Country of origin.                          | Use the source value from Magaya.                              |
| Customs Value                  | Customs value for the line.                 | Required and cannot be negative.                               |

## Rack location columns

| Column        | Required when | Notes                                                                |
|---------------|---------------|----------------------------------------------------------------------|
| Location Type | Optional      | Use Rack for rack inventory. Any other value is treated as Floor.    |
| Area          | Rack rows     | Must match an Easy3PL warehouse area. If blank, Floor rows try Main. |
| Aisle         | Rack rows     | Rack aisle/row number.                                               |
| Bay           | Rack rows     | Rack bay/column number.                                              |
| Shelf         | Rack rows     | Rack shelf number.                                                   |
| Slot          | Rack rows     | Rack slot/bin number.                                                |

| Column | Required when | Notes                                                                    |
|--------|---------------|--------------------------------------------------------------------------|
| Stack  | Rack rows     | Defaults to 1 if blank. The location/stack must not already be occupied. |

# Recommended Field Mapping From Magaya

Magaya installations can label export fields differently. The table below shows what to ask for and where the values should land in the Easy3PL template.

| Magaya concept               | Easy3PL column                                      | Guidance                                                       |
|------------------------------|-----------------------------------------------------|----------------------------------------------------------------|
| Receipt number               | Magaya WR #                                         | Use the source receipt/reference that the customer recognizes. |
| Receipt date or arrival date | Receipt Date                                        | Use the date the goods were received/imported.                 |
| Importer/customer            | Client ID or Client Name                            | Prefer Easy3PL Client ID after client setup is complete.       |
| Warehouse/site               | Warehouse ID or Warehouse Name                      | Prefer Easy3PL Warehouse ID.                                   |
| Admission/e214 number        | Admission #                                         | Required for FTZ grouping and duplicate protection.            |
| Zone status                  | Zone Status                                         | Normalize to PF, NPF, D, or ZR.                                |
| Item/SKU                     | SKU                                                 | Must already exist in Easy3PL before import.                   |
| Description                  | Item Description                                    | Optional but useful for review.                                |
| Lot / zone lot               | Zone Lot # and Lot #                                | Use Zone Lot # when Magaya tracks it separately.               |
| Pallet/license plate         | Storage Unit #                                      | One row per storage unit when inventory is palletized.         |
| Location                     | Location Type, Area, Aisle, Bay, Shelf, Slot, Stack | Rack rows must match existing Easy3PL locations.               |
| HTS/HTSUS                    | HTSUS                                               | Required for FTZ inventory records.                            |
| COO                          | Country Of Origin                                   | Use country code or source value provided by Magaya.           |
| Entered/customs value        | Customs Value                                       | Use line-level value when possible.                            |
| Invoice data                 | Invoice #, Invoice Line #, Manufacturer ID          | Optional but recommended for traceability.                     |
| Magaya internal line ID      | Magaya Inventory ID                                 | Optional but very useful for reconciliation.                   |

# Examples

## Example 1: one Magaya receipt, one pallet

| Magaya WR # | Admission # | SKU     | Storage Unit # | Qty Units | Pieces | Location Type |
|-------------|-------------|---------|----------------|-----------|--------|---------------|
| MG-1001     | E214-1001   | SKU-001 | 1              | 10        | 10     | Floor         |

Easy3PL creates one WR, one FTZ admission, one admission line, one storage unit, and one inventory row.

## Example 2: one Magaya receipt, three pallets

| Magaya WR # | Admission # | SKU     | Storage Unit # | Zone Lot # | Qty Units | Location Type |
|-------------|-------------|---------|----------------|------------|-----------|---------------|
| MG-2001     | E214-2001   | RICE-20 | 1              | ZL-A       | 40        | Floor         |
| MG-2001     | E214-2001   | RICE-20 | 2              | ZL-A       | 40        | Floor         |
| MG-2001     | E214-2001   | RICE-20 | 3              | ZL-B       | 25        | Rack          |

Easy3PL still creates one WR because the Magaya WR # and Admission # are the same, but it creates three inventory/admission line records.

## Example 3: one receipt with multiple SKUs

| Magaya WR # | Admission # | SKU    | Storage Unit # | Qty Units | HTSUS        | COO |
|-------------|-------------|--------|----------------|-----------|--------------|-----|
| MG-3001     | E214-3001   | ITEM-A | 1              | 12        | 1234.56.7890 | CN  |
| MG-3001     | E214-3001   | ITEM-B | 2              | 8         | 9876.54.3210 | VN  |

Use one row per SKU/storage-unit combination. Do not combine different SKUs into one CSV row.

# Validation and Common Errors

The importer is designed to fail early during preview so corrections can be made before data is created.

| Message / issue                         | What it means                                                     | How to fix it                                                                                 |
|-----------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Client could not be resolved            | The Client ID/name does not match an active Easy3PL client.       | Use the Easy3PL client ID or correct the client name.                                         |
| Warehouse could not be resolved         | The Warehouse ID/name does not match an active Easy3PL warehouse. | Use the Easy3PL warehouse ID or correct the warehouse name.                                   |
| SKU was not found for client            | The SKU does not exist for that client in Easy3PL.                | Create/import the SKU first, then retry the FTZ migration import.                             |
| Zone Status must be PF, NPF, D, or ZR   | The zone status is missing or not normalized.                     | Change the value to one of the accepted FTZ zone statuses.                                    |
| Rack location was not found             | Area/aisle/bay/shelf/slot does not match an Easy3PL location.     | Create/sync the warehouse layout first, or correct the rack fields.                           |
| Rack location stack is already occupied | The destination rack/stack already has a pallet.                  | Choose an empty location/stack or import the row as Floor if appropriate.                     |
| Magaya WR / admission already exists    | This Magaya receipt/admission pair was already imported.          | Confirm it is not a duplicate. If needed, use a corrected Magaya WR # or admission reference. |
| FTZ manage permission is required       | The user is not allowed to import for that client/warehouse.      | Ask an administrator to grant FTZ manage permission or perform the import.                    |

## Best practice

Run a small test file first: one receipt with two or three lines. Verify the created Easy3PL WR, FTZ admission, inventory rows, and history before importing the full migration file.

# Pre-Import Checklist

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## Easy3PL setup

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- Client exists in Easy3PL.
- Warehouse exists in Easy3PL.
- FTZ profile/site setup is complete where applicable.
- All SKUs in the Magaya export already exist for the client.
- Warehouse areas and rack locations exist before importing rack inventory.
- The user performing the import has ftz.manage permission for the client and warehouse.

## CSV quality

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- Sample row has been removed.
- Each row represents an inventory line/storage unit/lot combination.
- Rows from the same Magaya receipt repeat the same Magaya WR # and Admission #.
- Zone Status values are normalized to PF, NPF, D, or ZR.
- Quantities, pieces, and customs values are numeric.
- Rack rows include Area, Aisle, Bay, Shelf, Slot, and Stack.
- Country of origin and HTSUS are present on every row.

## After import

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- Review the created WRs in Warehouse Receipts.
- Confirm each imported WR is FTZ controlled.
- Review FTZ admission details and admission lines.
- Resolve/verify the FTZ hold before releasing inventory for normal operations.
- Spot-check inventory history and FTZ audit records for traceability.

### Template location

Download from Warehouse Receipts > More... > Magaya FTZ Template, or use docs/templates/magaya-ftz-migration-template.csv from the project docs.

# Appendix: Full Template Column List

| Column          | Column              | Column              |
|-----------------|---------------------|---------------------|
| Magaya WR #     | Client ID           | Client Name         |
| Warehouse ID    | Warehouse Name      | Receipt Date        |
| Admission #     | Admission Type      | Admission Status    |
| Zone Status     | FTZ Site ID         | Entry #             |
| BOL #           | In-Bond #           | Carrier             |
| SKU             | Item Description    | Zone Lot #          |
| Lot #           | Serial #            | PO #                |
| Expiration      | Qty Units           | Qty Per Unit        |
| Pieces          | Quantity UOM        | Packaging Unit Type |
| Storage Unit #  | Storage Unit Type   | Location Type       |
| Area            | Aisle               | Bay                 |
| Shelf           | Slot                | Stack               |
| HTSUS           | Country Of Origin   | Customs Value       |
| Gross Weight    | Weight UOM          | Package Count       |
| Package Type    | Invoice #           | Invoice Line #      |
| Manufacturer ID | Magaya Inventory ID | Notes               |