



## SHIPMENT IMPORT TEMPLATE GUIDE AND SERVICE CODE LIST

The import template shows the mandatory fields (see column 4) along with all the other available fields.

This template must be used in conjunction with the instructions within 'Creating a Shipment Import' of the Imports Section which outlines the import procedure.

Also included is a list of all the available DPD service codes and descriptions.

Field Name	Type A/N	Maximum field length	Mandatory Y/N	Example
Shipment date	A/N	10	N	20/11/2012
Delivery address line 1 (property/street)	A/N	35	Y	42 West Street
Delivery address line 3 (city)	A/N	35	Y	Newcastle
Delivery post code	A/N	8	Y	NE13 2BN
Delivery country code	A	2	N	GB
Delivery service code	N	4	N	12
Delivery number of parcels	N	3	N	1
Delivery total weight	N	5	N	21
Collection on delivery flag (Y/N)	A	1	N	Y
Delivery VAT number	A/N	15	N	
Delivery additional information	A/N	50	N	Deliver to back door
Delivery address line 2 (locality)	A/N	35	N	Off East Lane
Delivery address line 4 (county)	A/N	35	N	Northumberland
Delivery contact name	A/N	25	N	John Smith
Delivery contact telephone number	A/N	15	N	0191 200 222
Delivery customer ref. 1	A/N	25	N	Test ref1
Delivery customer ref. 2	A/N	25	N	
Delivery customer ref. 3	A/N	25	N	
Delivery customs value	N	10	N	
Delivery description	A/N	25	N	
Delivery notification SMS number	A/N	20	N	0724654654
Delivery notification email address	A/N	50	N	mrsmith@ex.co.uk
Delivery organisation name	A/N	35	N	
Extended liability flag (Y/N)	A	1	N	
Extended liability value	N	10	N	
Return VAT number	A/N	15	N	
Return additional information	A/N	50	N	
Return address line 1 (property/street)	A/N	35	N	
Return address line 2 (locality)	A/N	35	N	

Return address line 3 (city)	A/N	35	N	
Return address line 4 (county)	A/N	35	N	
Return contact name	A/N	25	N	
Return contact telephone number	A/N	15	N	
Return country code	A	2	N	
Return customer ref. 1	A/N	25	N	
Return customer ref. 2	A/N	25	N	
Return customer ref. 3	A/N	25	N	
Return description	A/N	20	N	
Return number of parcels	N	3	N	
Return organisation name	A/N	35	N	
Return post code	A/N	8	N	
Return service code	A/N	4	N	
Return total weight (kg)	N	5	N	

## SERVICE CODE LIST - Domestic

ship@ease Code	DPD Product	Service
11	DPD PARCEL	Two Day
12		Next Day
13		Before 12
14		Before 10
16		Saturday
17		Sat by 12
18		Sat by 10
21	DPD HOME	Home EVE
23		Home AM
25		Home PM
32	DPD ExpressPak	Next Day

33		Before 12
34		Before 10
36		Saturday
37		Sat by 12
38		Sat by 10
41	DPD Swapit	Two Day
42		Next Day
43		Before 12
44		Before 10
46		Saturday
47		Sat by 12
48		Sat by 10
59	DPD Homecall	Homecall
71	DPD Pallet	Two Day
72		Next Day
73		Before 12
74		Before 10
76		Saturday
77		Sat by 12
78		Sat by 10
81	DPD Freight	Two Day
82		Next Day
83		Before 12

84		Before 10
86		Saturday
87		Sat by 12
88		Sat by 10
91	DPD Contract Pak	Two Day
92		Next Day
93		Before 12
94		Before 10
96		Saturday
97		Sat by 12
98		Sat by 10

## SERVICE CODE LIST - International

<b>International</b>		
19	DPD Classic	ROAD
10	DPD Express	Parcel by AIR
30	DPD Express	Document by AIR
70	DPD Express	Europe by AIR