



dpdgroup

MyDPD Address Book Specification

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Version 3.0

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Confidential

Version History

Version	Changes	Date	Author
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5XX]b['F YWtfXg'hc'h\Y'5XXfYgg'6cc_)s
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9X]h]b['Ub'5XXfYgg'6cc_'F YWtfX	% s
7 fYU]b['G\]da Ybtrg	%{

Address Books

MyDPD gives users the option to create an address book of contacts to be used throughout the application for creating shipments and collections.

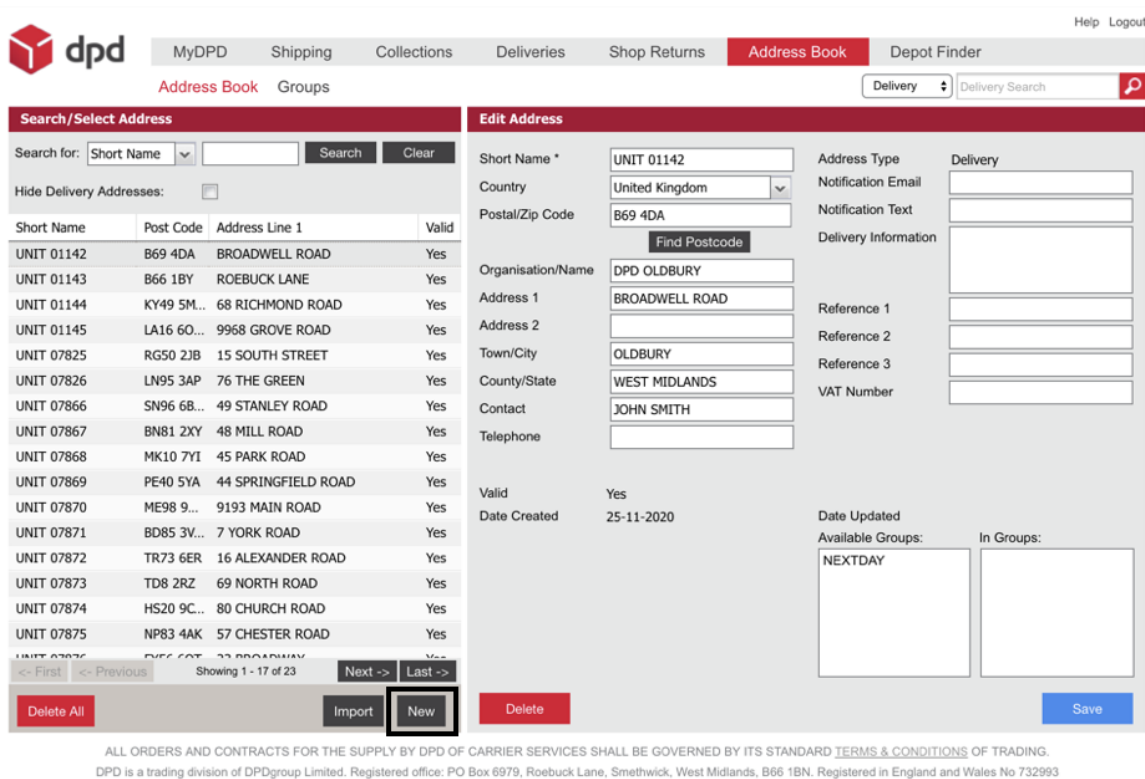
Records can be added to the Address Book by typing in each address individually, by importing a .csv file or by adding addresses as shipments are created.

This guide covers how to add records to the Address Book and how to manage them within MyDPD.

5XX]b['F YWcfXg'hc 'h\Y'5XXfYgg'6cc_s

þX]j]Xi U`m5XX]b['F YWcfXgs

The Address Book can be found along the top bar of headings in MyDPD.



This is where you can add, edit and delete Address Book records.

To add a new record, click on 'New' at the bottom of the screen. MyDPD will then show an empty Address Book record which can be populated with the relevant information.

One of the mandatory fields is defined as 'Short Name'. This is a unique identifier for that individual address. The Short Name will be used to search for the address when you create a shipment manually.

Once the relevant details have been completed, click on 'Save'.

Field	Description	Example
Short Name	Unique identifier	Unit 153
Country	Delivery country	United Kingdom

Postal/Zip Code	Postcode	SW7 5BD
Organisation/Name	Delivery name	Natural History Museum
Delivery Address Line 1	Address Line 1	Cromwell Road
Delivery Address Line 2	Address Line 2	South Kensington
Town/City	Address Line 3	London
Country/State	Address Line 4	Greater London
Contact	Delivery contact name	John Smith
Telephone	Delivery contact telephone	01215002510
Address Type	Is the address a delivery address, or a return address?	Delivery
Notification Email	Where the notification emails will be sent	example@dpdgroup.co.uk
Notification Text	Where the notification SMS will be sent	07123456789
Delivery Information	Extra delivery information	Use the side door
Reference 1	User definable reference fields. Be aware this reference will appear on all shipments sent to the address	ORD-12345
Reference 2		INV78910
Reference 3		JM 219
VAT Number	VAT number of the recipient	10000000000000000000
Groups	This is for use with Bulk Reverse It and Group Despatch	UKSTORES

How to import a file of address records

MyDPD also gives users the option to import a file of address records into the application to populate the address book.

File format

MyDPD can accept a CSV file format with a delimiter of a comma (,) and a carriage return/line feed (CRLF) to separate the fields of information.

Each line of data represents a new address record. This means you can include a single, or multiple addresses in a single import file.

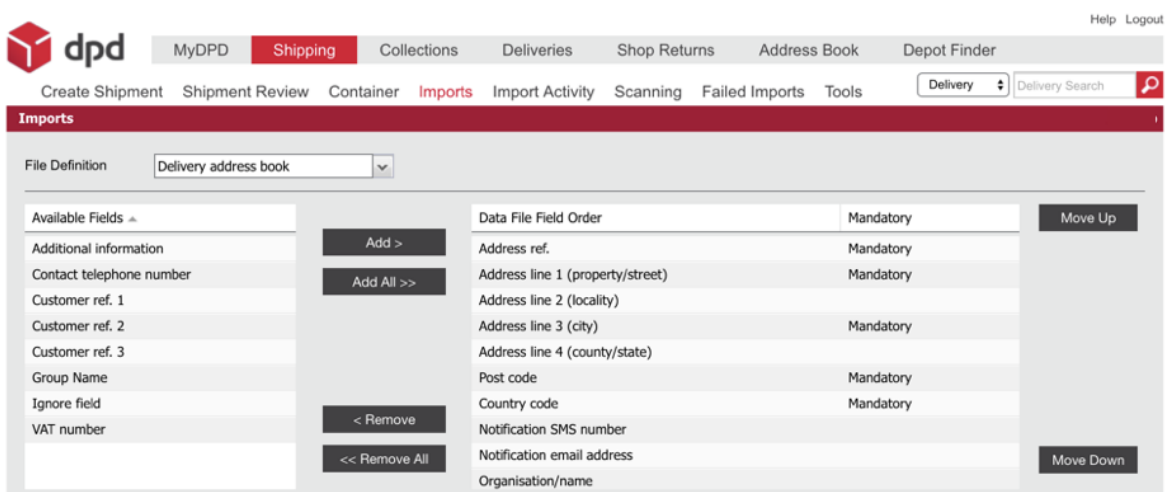
File structure

MyDPD needs to know the order of the information in the file and how it is presented. We refer to this as mapping the file.

To map the file sign in to MyDPD and navigate to the Imports page



You will then be presented with the import mapping screen for the file



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Two lists will then be displayed. The list on the left is the '5j U]`UV`Y':]Y`Xg and the list on the right is the 8 UHJ':]Y':]Y`X`C fXYf list.

The Data File field Ordef is where the order of the information in the import file is defined.

The field at the top of the Data File Field Order list will be the data provided in the first field in the import file. The second field listed in the Data File Field Order list will be the second field in the import file.

To add fields to the Data File Field Order list you can click and drag them from the Available Fields list and place them in the Data File Field Order, or you can use the Add and Remove buttons on screen.

You can add as many fields as required, but it is key every field in your import file is mapped in the Data File Field Order list.

The number of fields listed in the Data File Field Order list must match the number of fields present in the file.

9l Ua d`Y`A Udd]b[s

Field Order	Data File Field Order	Import File Data	Example Data
1	M	Address Ref.	Store 153
2	M	Address Line 1 (property/street)	Cromwell Road
3	S	Address Line 2 (locality)	South Kensington
4	M	Address Line 3 (city)	London
5	S	Address Line 4 (county/state)	
6	M	Post code	SW7 5BD
7	M	Country code	GB
8		Notification SMS number	07123456789
9		Notification email address	example@dpgroup.co.uk
10		Organisation/name	Natural History Museum
11		Ignore field	07/05/2015

The table above shows an example import file. The Import File Data column represents the data in the import file. The information in the Data File Field Order column shows the fields that would be used in the import mapping.

The total number of fields in the import file match the number of fields mapped in the Data File Field Order list. This is helped by using the Ignore field in the Data File Field Order list.

The Ignore field allows the user to tell MyDPD that a field is present, but the data is irrelevant or the field is blank (See Field Position 11).

The address book import file in this example would appear as follows:

```
GhcfY`%` z7 fca k Y`F cUXzGci h` ? Ybg]b[ hcbz@cbXcbzGK +s
) 68z 6z$+%&' ( ) * +, - žl Ua d`Y4 XdX[ fci d"Vc"i _žBUhi fU`< ]ghcfmiA i gYi a ž$+#$) #&$%)
```

Please note the data in the example only goes on to a second line in this document due to the size constraint of the page.

Once the file has been mapped, select the relevant file delimiter using the :]Y`X`8Y`ja]hYfs dropdown menu..

The :]Y`X`8Y`ja]hYf is the character separating the fields of data. The example on the previous page used a 7ca a U'fłžŁ delimiter.

5XX]b[`Ub`5XXfYgg`6cc_`F YWcfX`hc`U`; fci ds

MyDPD can group addresses into user defined groups. An Address Book record does not have to be assigned to a group, this is an optional feature.

To create and add a record to a group, the ; fci d`BUa Y field must be mapped in the final position of the Data File Field Order List.

In the import file, the final field of data would contain the name of the group, or groups, the record is to be aligned to.

A single record can be aligned with multiple groups. The group names must be separated by a different field delimiter to the one used to separate the rest of the address book fields.

The different field delimiter used is defined by the ; fci d`BUa Y`8Y`ja]hYf dropdown menu.

The address book import file with groups would appear as follows:

GhcFY`%` ž7 fca k Y``F cUXžGci h\`? Ybg]b[hcbž@cbXcbžžGK +s
) 68ž 6ž\$+%&' () *+, -žYI Ua d`Y4 XdX[fci d`Vč"i _žBUh fU`<]ghc fms
A i gYi a ž\$+#\$) #&\$% ž5@@GHCF 9Gpç ÷ <`GHF 99H`GHCF 9Gpž 9LH`85MžLA 5G`DF CA C

→ dcfh]b['h\Y:]Ys

Once the file is mapped within the Import settings, the address book import file can be imported into MyDPD within the Address Book tab.

The screenshot shows the MyDPD Address Book interface. The top navigation bar includes 'MyDPD', 'Shipping', 'Collections', 'Deliveries', 'Shop Returns', 'Address Book', and 'Depot Finder'. The 'Address Book' tab is active. Below the navigation bar, there are sections for 'Search/Select Address' and 'Edit Address'. The 'Search/Select Address' section contains a search form with a dropdown for 'Short Name', a search button, and a clear button. Below the search form is a table of address entries. The 'Edit Address' section contains a form for editing the selected address, with fields for 'Short Name', 'Country', 'Postal/Zip Code', 'Organisation/Name', 'Address 1', 'Address 2', 'Town/City', 'County/State', 'Contact', and 'Telephone'. There are also fields for 'Address Type', 'Notification Email', 'Notification Text', 'Delivery Information', 'Reference 1', 'Reference 2', 'Reference 3', and 'VAT Number'. At the bottom of the 'Edit Address' section, there are fields for 'Valid', 'Date Created', 'Date Updated', 'Available Groups', and 'In Groups'. A 'Save' button is located at the bottom right of the 'Edit Address' section.

Short Name	Post Code	Address Line 1	Valid
UNIT 01142	B69 4DA	BROADWELL ROAD	Yes
UNIT 01143	B66 1BY	ROEBUCK LANE	Yes
UNIT 01144	KY49 5M...	68 RICHMOND ROAD	Yes
UNIT 01145	LA16 6O...	9968 GROVE ROAD	Yes
UNIT 07825	RG50 2JB	15 SOUTH STREET	Yes
UNIT 07826	LN95 3AP	76 THE GREEN	Yes
UNIT 07866	SN96 6B...	49 STANLEY ROAD	Yes
UNIT 07867	BN81 2XY	48 MILL ROAD	Yes
UNIT 07868	MK10 7YI	45 PARK ROAD	Yes
UNIT 07869	PE40 5YA	44 SPRINGFIELD ROAD	Yes
UNIT 07870	ME98 9...	9193 MAIN ROAD	Yes
UNIT 07871	BD85 3V...	7 YORK ROAD	Yes
UNIT 07872	TR73 6ER	16 ALEXANDER ROAD	Yes
UNIT 07873	TD8 2RZ	69 NORTH ROAD	Yes
UNIT 07874	HS20 9C...	80 CHURCH ROAD	Yes
UNIT 07875	NP83 4AK	57 CHESTER ROAD	Yes

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Click on the → dcfh]button and a window will appear. It is within this window the address book file location is identified and the import method is chosen.

The screenshot shows the 'Address Book Import' dialog box. It has a title bar with a close button. The dialog contains the following fields and options:

- Template:** A dropdown menu showing 'Customer address book template'.
- File Location:** A text input field with a 'Select File...' button.
- Import Options:** Three radio button options: 'Import New Only (Reject Duplicates)' (selected), 'Overwrite Existing Addresses', and 'Empty Address Book Before Import'.
- Group Import Behavior:** Two radio button options: 'Default' (selected) and 'Update'.
- Upload:** A blue button at the bottom right.

Cdhjcs	5Wjcs
Template	Leave as 'Customer address book template'
File Location	Click on 'Select File..' and locate the Address Book import file on the computer
Import New Only (Reject Duplicates)	The file will be imported, but MyDPD will reject any addresses that use a short name that already exists in the Address Book.
Overwrite Existing Addresses	The file will be imported, but MyDPD will overwrite any addresses that use a short name that already exists in the Address Book.
Empty Address Book Before Import	MyDPD will delete the Address Book before importing the address book import file
Group Import Behaviour	

Once the desired [Cdhjcs](#) have been selected, click on [5Wjcs](#) and the address book import file will be imported into MyDPD.

Any data errors or issues will be displayed in a pop up window. The records causing the errors will still be imported, but fields may be missing or the data could be truncated.

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Once the Address book has been populated with addresses, they can be edited and updated within the 5XXfYgg'6cc_'tab.

Select the Address record from the list on the left and the complete record will be shown on the right side of the application.

Once the required changes have been made, click on GUj Y' to complete the process.

7 fYUh]b['G\]da Ybhgs

Creating shipments using the 5XXfYgg'6cc_' is done on the 7 fYUhY'G\]da Ybhpage within the G\]dd]b['screen.

Help | Logout

MyDPD **Shipping** Collections Deliveries Shop Returns Address Book Depot Finder

Create Shipment Shipment Review Container Imports Import Activity Scanning Failed Imports Tools Delivery Delivery Search

Create Shipment

Our One Hour Delivery Window service Predict is free. Please complete either or both of the Predict fields on the Create Shipment page to notify the receiver. Read more

Delivery Details		Package Details	
Short Name	UNIT 01142	Total No of Packages *	1
Country *	UNITED KINGDOM	Total Weight (Kg) *	1
Postal/Zip Code *	B69 4DA Find Postcode	Product *	Parcel
Organisation/Name	DPD OLDBURY	Service *	Dpd Next Day
Address 1 *	BROADWELL ROAD	Extended Liability	No
Address 2		Shipment Date *	Wednesday - 25/11/2020 Remember Date
City *	OLDBURY	Your Reference 1 *	
County/State	WEST MIDLANDS	Your Reference 2	
Delivery Information (Max. 50)		Your Reference 3	
Delivery Contact		Collect on Delivery	No
Contact	JOHN SMITH		
Telephone			
Notification Email Predict			
Notification Text Predict			
Save To Address Book			

Clear Print Later Print Now

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The address is searched for using the G\cfhBUa Y' of the record. The Address Book can also be searched for using the Dcgh'7 cXY or the Cf[Ub]gUh]cb name. This is chosen using the drop down menu to the left of the first field.

Once the address has been retrieved, the information can be edited if required. Any changes can be saved to the Address Book using the GUj Y'Hc '5XXfYgg'6cc_' button.