



dpdgroup

MyDPD Address Book Specification

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Confidential

Version History

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Introduction

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.

Adding Records to the Address Book

Individually Adding Records

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

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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	Information	Example Data
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@dpgdgroup.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

Importing an Address Book File

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

File Format

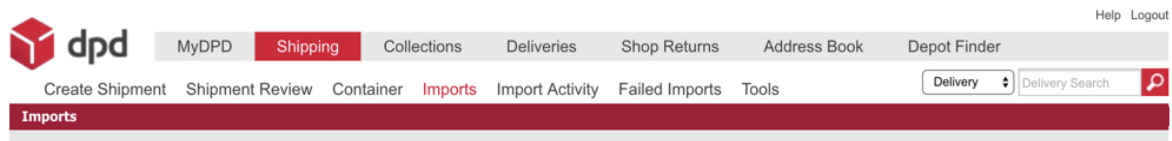
MyDPD can accept a .csv file formats with a delimiter of **Comma (,) Pipe (|) Colon (:) Semi-colon (;) Tilde (~)** or **Tab** to separate the fields of information.

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

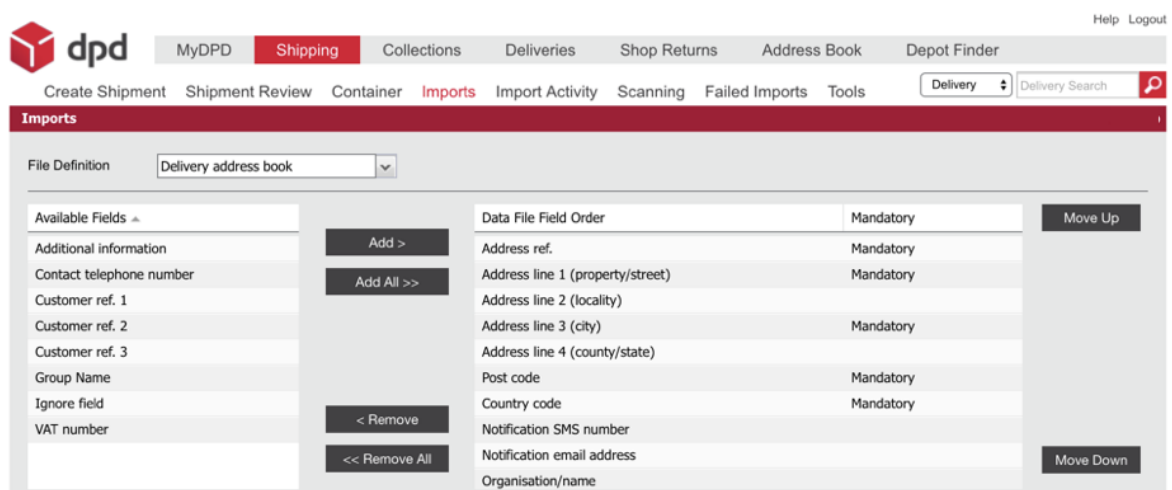
Mapping an Address Book File

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 **Shipping > Imports**



You will then be presented with the import mapping screen for the **Delivery Address Book**



Two lists will then be displayed. The list on the left is the **Available Fields** and the list on the right is the **Data File Field Order** list.

The screenshot shows the DPD Shipping 'Imports' section. At the top, there's a navigation bar with 'MyDPD', 'Shipping' (highlighted), 'Collections', 'Deliveries', 'Shop Returns', 'Address Book', and 'Depot Finder'. Below this is a sub-navigation bar with 'Create Shipment', 'Shipment Review', 'Container', 'Imports' (highlighted), 'Import Activity', 'Scanning', 'Failed Imports', and 'Tools'. A 'Delivery' dropdown and a 'Delivery Search' button are also present.

The main area is titled 'Imports'. It features a 'File Definition' dropdown set to 'Delivery address book'. Below this, there are two main columns:

- Available Fields:** A list of fields including 'Additional information', 'Contact telephone number', 'Customer ref. 1', 'Customer ref. 2', 'Customer ref. 3', 'Group Name', 'Ignore field', and 'VAT number'. Buttons for 'Add >', 'Add All >>', '< Remove', and '<< Remove All' are located between the two columns.
- Data File Field Order:** A table with two columns: the field name and a 'Mandatory' checkbox. The fields listed are:

Data File Field Order	Mandatory
Address ref.	Mandatory
Address line 1 (property/street)	Mandatory
Address line 2 (locality)	
Address line 3 (city)	Mandatory
Address line 4 (county/state)	
Post code	Mandatory
Country code	Mandatory
Notification SMS number	
Notification email address	
Organisation/name	

 Buttons for 'Move Up' and 'Move Down' are on the right side of this list.

At the bottom, there are dropdowns for 'Field Delimiter' (set to 'Comma (,)') and 'Group Name Delimiter' (set to 'Pipe (|)'). 'Cancel' and 'Save' buttons are at the bottom right.

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The Data File field Order 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.

Example Mapping

Field Position	Mandatory	Data File Field Order	Import File Data
1	Y	Address Ref.	Store 153
2	Y	Address Line 1 (property/street)	Cromwell Road
3		Address Line 2 (locality)	South Kensington
4	Y	Address Line 3 (city)	London
5		Address Line 4 (county/state)	
6	Y	Post code	SW7 5BD
7	Y	Country code	GB
8		Notification SMS number	07123456789
9		Notification email address	example@dpgdgroup.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.

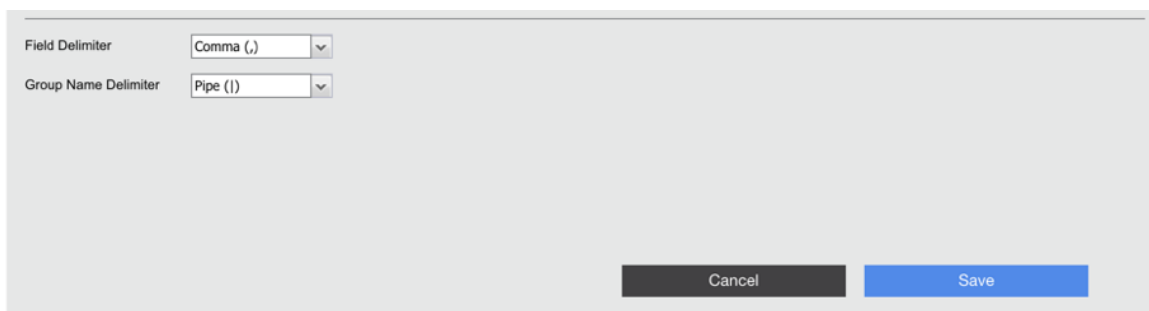
The Ignore field allows the user to tell MyDPD that a field is present, but the data is irrelevant or the field is blank (See Field Position 11).

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

**Store 153,Cromwell Road,South Kensington,London,,SW7
5BD,GB,07123456789,example@dpgdgroup.co.uk,Natural History Museum,07/05/2015**

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 **Field Delimiter** dropdown menu..

A screenshot of a settings dialog box. It has two dropdown menus. The first is labeled 'Field Delimiter' and is set to 'Comma (,)'. The second is labeled 'Group Name Delimiter' and is set to 'Pipe (|)'. At the bottom right, there are two buttons: 'Cancel' (grey) and 'Save' (blue).

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The **Field Delimiter** is the character separating the fields of data. The example on the previous page used a **Comma (,)** delimiter.

Adding an Address Book Record to a Group

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 **Group Name** 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 **Group Name Delimiter** dropdown menu.

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

**Store 153,Cromwell Road,South Kensington,London,,SW7
5BD,GB,07123456789,example@dpdgroup.co.uk,Natural History
Museum,07/05/2015,ALL STORES|HIGH STREET STORES|NEXT DAY|XMAS PROMO**

Importing the File

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. At the top, there's a navigation bar with tabs: MyDPD, Shipping, Collections, Deliveries, Shop Returns, Address Book (selected), and Depot Finder. Below the navigation bar, there's a sub-header 'Address Book Groups' and a search bar with a dropdown menu set to 'Delivery' and a 'Delivery Search' button.

The main content area is divided into two panels. The left panel, titled 'Search/Select Address', contains a search form with a dropdown menu set to 'Short Name', a search button, and a clear button. Below the search form is a table of addresses with columns: Short Name, Post Code, Address Line 1, and Valid. The table lists 17 addresses, with the first 16 visible. The right panel, titled 'Edit Address', contains a form for editing an address. The form fields include: Short Name (UNIT 01142), Country (United Kingdom), Postal/Zip Code (B69 4DA), Organisation/Name (DPD OLDBURY), Address 1 (BROADWELL ROAD), Address 2, Town/City (OLDBURY), County/State (WEST MIDLANDS), Contact (JOHN SMITH), Telephone, Valid (Yes), Date Created (25-11-2020), Date Updated, Available Groups (NEXTDAY), In Groups, Reference 1, Reference 2, Reference 3, and VAT Number. There are buttons for 'Find Postcode', 'Delete', and 'Save'.

At the bottom of the page, there is a disclaimer: 'ALL ORDERS AND CONTRACTS FOR THE SUPPLY BY DPD OF CARRIER SERVICES SHALL BE GOVERNED BY ITS STANDARD TERMS & CONDITIONS OF TRADING. DPD is a trading division of DPDgroup Limited. Registered office: PO Box 6979, Roebuck Lane, Smethwick, West Midlands, B66 1BN. Registered in England and Wales No 732993'.

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

Option	Action
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 **Import Options** have been selected, click on **Import** 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.

Editing an Address Book Record

Once the Address book has been populated with addresses, they can be edited and updated within the **Address Book** 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 **Save** to complete the process.

Creating Shipments

Creating shipments using the **Address Book** is done on the **Create Shipment** page within the **Shipping** 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	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
City *	OLDBURY	Your Reference 1 *	
County/State	WEST MIDLANDS	Your Reference 2	
Delivery Information (Max. 50)		Your Reference 3	
		Collect on Delivery	No

Delivery Contact	
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 **Short Name** of the record. The Address Book can also be searched for using the **Post Code** or the **Organisation** 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 **Save To Address Book** button.