

dpdgroup

MyDPD Address Book Specification

November 2020

Version 3.0

Copyright © DPDgroup 2020

Confidential

Version History

Version	Changes	Date	Author
3.0	Document Created	Nov '20	JM: Customer Integration

Copyright

The information contained within this document is the property of DPDgroup. This information is issued in confidence to the intended recipients only and must not be reproduced, used or disclosed in whole or in part or given or otherwise communicated to any third party without the prior written permission of DPDgroup.

Disclaimer

This document is subject to change, so please ensure prior to any development you obtain the latest version of the technical specification from our FTP Server.

Any advice given or statements or recommendations made shall not in any circumstances constitute or be deemed to constitute a warranty by disclosed in whole or in part or given or otherwise communicated to any third party without the prior written permission of DPDgroup as to the accuracy of such advice, statements or recommendations disclosed in whole or in part or given or otherwise communicated to any third party without the prior written permission of DPDgroup shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted in connection with this document.

Introduction	4
Adding Records to the Address Book	5
Individually Adding Records	5
Importing an Address Book File	7
File Format	7
Mapping an Address Book File	7
Example Mapping	9
Adding an Address Book Record to a Group	10
Importing the File	11
Editing an Address Book Record	13
Creating Shipments	14

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.

The screenshot shows the MyDPD Address Book interface. At the top, there is a navigation bar with 'MyDPD', 'Shipping', 'Collections', 'Deliveries', 'Shop Returns', 'Address Book', and 'Depot Finder'. The 'Address Book' tab is active. Below the navigation bar, there is a search bar and a 'Delivery' dropdown menu. The main content area is divided into two sections: '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 addresses with columns for 'Short Name', 'Post Code', 'Address Line 1', and 'Valid'. The table lists 17 records, with the first one being 'UNIT 01142 B69 4DA BROADWELL ROAD Yes'. At the bottom of the table are navigation buttons: '<< First', '<< Previous', 'Showing 1 - 17 of 23', 'Next >>', and 'Last >>'. Below the table are buttons for 'Delete All', 'Import', 'New', and 'Delete'.

The 'Edit Address' section contains a form with the following fields: '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), and 'Telephone'. There are also fields for 'Address Type' (Delivery), 'Notification Email', 'Notification Text', 'Delivery Information', 'Reference 1', 'Reference 2', 'Reference 3', and 'VAT Number'. At the bottom of the form are buttons for 'Valid' (Yes), 'Date Created' (25-11-2020), 'Date Updated', 'Available Groups' (NEXTDAY), and 'In Groups'. A 'Save' button is located at the bottom right of the form.

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'.

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@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

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.

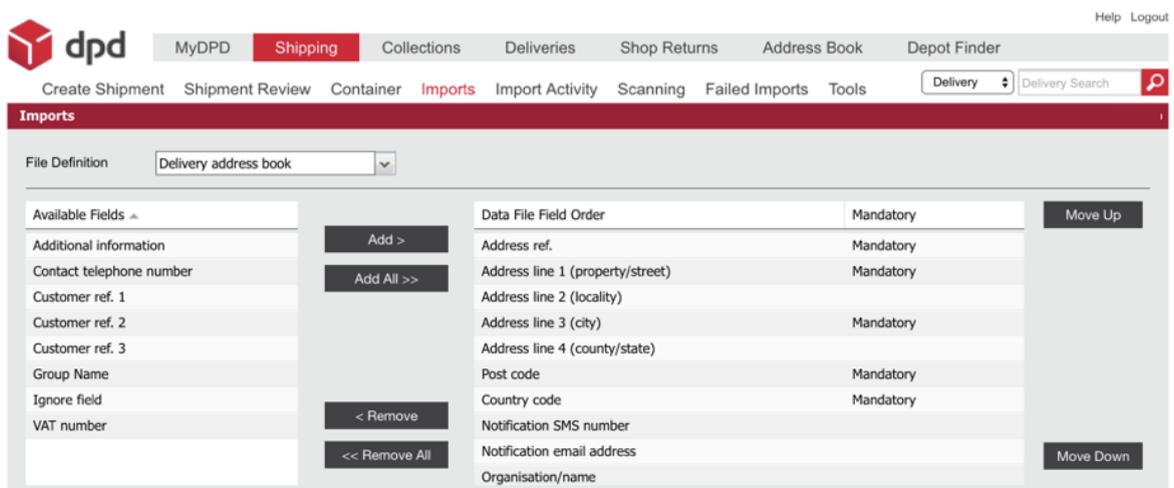
Mapping an Address Book File

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 interface for the 'Imports' section. The 'File Definition' is set to 'Delivery address book'. The 'Available Fields' list on the left includes 'Additional information', 'Contact telephone number', 'Customer ref. 1', 'Customer ref. 2', 'Customer ref. 3', 'Group Name', 'Ignore field', and 'VAT number'. The 'Data File Field Order' list on the right includes 'Address ref.', 'Address line 1 (property/street)', 'Address line 2 (locality)', 'Address line 3 (city)', 'Address line 4 (county/state)', 'Post code', 'Country code', 'Notification SMS number', 'Notification email address', and 'Organisation/name'. The 'Field Delimiter' is set to 'Comma (,)' and the 'Group Name Delimiter' is set to 'Pipe (|)'. Buttons for 'Add >', 'Add All >>', '< Remove', '<< Remove All', 'Move Up', and 'Move Down' are visible. 'Cancel' and 'Save' buttons are at the bottom.

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

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@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.

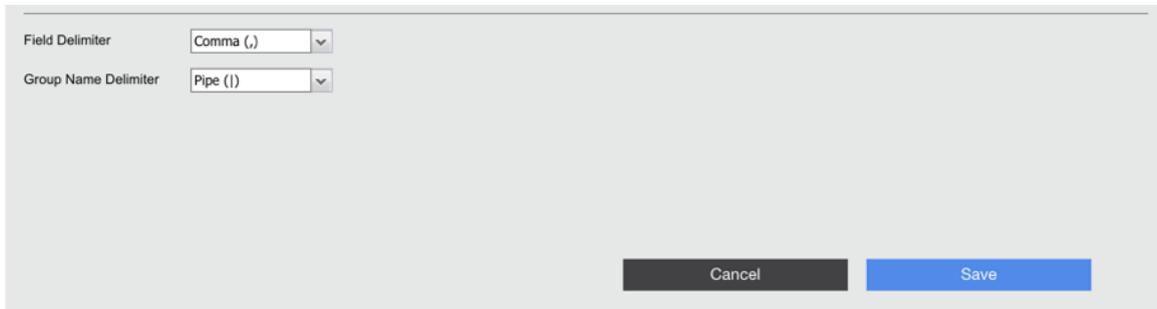
The Ignore field allows the user to tell MyDPD that a field is present, but the data is irrelevant or the field is blank (See Field Position 11).

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

**Store 153,Cromwell Road,South Kensington,London,,SW7
5BD,GB,07123456789,example@dpgroup.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..



The screenshot shows a configuration window with 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).

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

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. 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 tabs for 'Address Book' and 'Groups'. A search bar is present with a dropdown menu set to 'Delivery' and a search icon.

The main content area is divided into two sections: 'Search/Select Address' and 'Edit Address'.

Search/Select Address: This section contains a search form with a dropdown menu for 'Short Name', a search button, and a clear button. Below the search form is a table of addresses with columns for 'Short Name', 'Post Code', 'Address Line 1', and 'Valid'. The table lists 17 addresses, with the first one being 'UNIT 01142' with post code 'B69 4DA' and address 'BROADWELL ROAD'. At the bottom of the table are navigation buttons: '<< First', '< Previous', 'Showing 1 - 17 of 23', 'Next >>', and 'Last >>'. Below the table are three buttons: 'Delete All', 'Import', and 'New'.

Edit Address: This section contains a form for editing the selected 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), 'Town/City' (OLDBURY), 'County/State' (WEST MIDLANDS), 'Contact' (JOHN SMITH), and 'Telephone'. There are also fields for 'Address Type' (Delivery), 'Notification Email', 'Notification Text', 'Delivery Information', 'Reference 1', 'Reference 2', 'Reference 3', and 'VAT Number'. At the bottom of the form are buttons for 'Delete' and 'Save'. There are also fields for 'Valid' (Yes), 'Date Created' (25-11-2020), 'Date Updated', 'Available Groups' (NEXTDAY), and 'In Groups'.

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. The dialog has a title bar with a close button. The main content area 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 to its right.
- 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 of the dialog.

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.

The screenshot shows the DPD 'Create Shipment' form. The 'Delivery Details' section includes a 'Short Name' dropdown menu currently set to 'UNIT 01142'. Below this are fields for Country (UNITED KINGDOM), Postal/Zip Code (B69 4DA), Organisation/Name (DPD OLDBURY), Address 1 (BROADWELL ROAD), Address 2, City (OLDBURY), and County/State (WEST MIDLANDS). The 'Package Details' section includes Total No of Packages (1), Total Weight (Kg) (1), Product (Parcel), Service (Dpd Next Day), Extended Liability (No), Shipment Date (Wednesday - 25/11/2020), and Your Reference 1, 2, and 3. The 'Delivery Contact' section includes Contact (JOHN SMITH), Telephone, Notification Email, and Notification Text. A 'Save To Address Book' button is located at the bottom of the form. The form also features a 'Clear' button and 'Print Later'/'Print Now' options.

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. Registered office: PO Box 6979, Roebuck Lane, Smethwick, West Midlands, B66 1BN. Registered in England and Wales No 732993

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.