



## TEMPLATE GUIDE AND SERVICE CODES

The import template shows the mandatory fields (see column's 2, 3 & 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

Field Type	UK Only	International	SwapIT/ReverseIT	Max Field Length	Example
	<i>Mandatory –Yes / No</i>				
Shipment Date	N	N	N	10	20/06/2013
Address Line 1	Y	Y	Y	35	42 West Street
Address Line 3	Y	Y	Y	35	Newcastle
Postcode	Y	Y	Y	8	NE13 2BN
Country Code	N	Y	Y	2	GB
Service Code	N	N	Y	4	12
No. Parcels	N	N	N	3	1
Total Weight	N	N	N	5	21
Collection on Del.	N	N	Y	1	Y
Delivery VAT No.	N	N	N	15	000000000000000
Additional Info	N	N	N	50	leave at back gate
Address Line 2	N	N	N	35	East Lane
Address Line 4	N	N	N	35	Northumberland
Contact Name	N	Y	Y	25	John Smith
Contact Telephone	N	Y	Y	15	0191 200 222
Customer Ref 1	N	N	Y	25	Test Ref1
Customer Ref 2	N	N	N	25	Test Ref2
Customer Ref 3	N	N	N	25	Test Ref3
Customs Value	N	N	N	10	100
Notification SMS	N	N	N	20	0724654654
Notification Email	N	N	N	50	<u>mrsmith@ex.co.uk</u>
Organisation	N	N	N	35	Company Name
Extended Liability	N	N	N	1	Y
Extended Liability Val	N	N	N	10	1000
Return VAT No.	N	N	N	15	000000000000000
Return Additional Info	N	N	N	50	Return Me
Return Address Line 1	N	N	Y	35	16 Highgrove
Return Address Line 2	N	N	N	35	New Invention
Return Address Line 3	N	N	N	35	Willenhall
Return Address Line 4	N	N	N	35	West Midlands
Return Contact Name	N	N	N	25	Mr Shipper
Return Telephone	N	N	Y	15	01922446741
Return Country Code	N	N	Y	2	GB
Return Customer Ref 1	N	N	Y	25	TEST REF1
Return Customer Ref 2	N	N	N	25	TEST REF2
Return Customer Ref 3	N	N	N	25	TEST REF3
Return Description	N	N	Y	20	Item Description

Return No Parcels	N	N	Y	3	1
Return Organisation	N	N	Y	35	Company Name
Return Postcode	N	N	Y	8	Wv12 5sz
Return Service Code	N	N	Y	4	12
Return Total Weight	N	N	Y	5	15

## SERVICE CODE LIST – Domestic

Ship@ease Codes	DPD Product	Service Name
11	<b>PARCEL</b>	<b>Two Day</b>
12	PARCEL	<b>Next Day</b>
13	PARCEL	<b>Before 12</b>
14	PARCEL	<b>Before 10</b>
16	PARCEL	<b>Saturday</b>
17	PARCEL	<b>Saturday By 12</b>
18	PARCEL	<b>Saturday By 10</b>
<b> </b>		
21	<b>HOME DELIVERY</b>	<b>Home Delivery Evening</b>
23	HOME DELIVERY	<b>Home Delivery AM</b>
25	HOME DELIVERY	<b>Home Delivery PM</b>
<b> </b>		
32	<b>EXPRESSPAK</b>	<b>Next Day</b>
33	EXPRESSPAK	<b>Before 12</b>
34	EXPRESSPAK	<b>Before 10</b>
36	EXPRESSPAK	<b>Saturday</b>
37	EXPRESSPAK	<b>Saturday By 12</b>
38	EXPRESSPAK	<b>Saturday By 10</b>
<b> </b>		
41	<b>SWAP IT</b>	<b>Two Day</b>
42	SWAP IT	<b>Next Day</b>
43	SWAP IT	<b>Before 12</b>
44	SWAP IT	<b>Before 10</b>
46	SWAP IT	<b>Saturday</b>
47	SWAP IT	<b>Saturday By 12</b>
48	SWAP IT	<b>Saturday By 10</b>
<b> </b>		
59	<b>HEMOCALL</b>	<b>Homecall</b>
<b> </b>		
71	<b>PALLET</b>	<b>Two Day</b>
72	PALLET	<b>Next Day</b>
73	PALLET	<b>Before 12</b>
74	PALLET	<b>Before 10</b>
76	PALLET	<b>Saturday</b>
77	PALLET	<b>Saturday By 12</b>
78	PALLET	<b>Saturday By 10</b>
<b> </b>		
81	<b>FREIGHT</b>	<b>Two Day</b>
82	FREIGHT	<b>Next Day</b>

<b>89</b>	FREIGHT	<b>Before 12</b>
<b>84</b>	FREIGHT	<b>Before 10</b>
<b>86</b>	FREIGHT	<b>Saturday</b>
<b>87</b>	FREIGHT	<b>Saturday By 12</b>
<b>88</b>	FREIGHT	<b>Saturday By 10</b>
<b>91</b>	<b>CONTRACTPAK</b>	<b>Two Day</b>
<b>92</b>	CONTRACTPAK	<b>Next Day</b>
<b>93</b>	CONTRACTPAK	<b>Before 12</b>
<b>94</b>	CONTRACTPAK	<b>Before 10</b>
<b>96</b>	CONTRACTPAK	<b>Saturday</b>
<b>97</b>	CONTRACTPAK	<b>Saturday By 12</b>
<b>98</b>	CONTRACTPAK	<b>Saturday By 10</b>

## SERVICE CODE LIST - International

<b>19</b>	<b>DPD CLASSIC</b>	<b>ROAD</b>
<b>10</b>	<b>EXPRESS</b>	<b>Parcel by AIR</b>
<b>30</b>	EXPRESS	<b>Document by AIR</b>
<b>70</b>	EXPRESS	<b>Europe by AIR</b>

This document has been created for sole use on the DPD web system's in conjunction with the Web Import's Facility. If you are experiencing any issues or you require help with any of information provided above.

Please contact the IT Service Desk on the details provided below;

Email: [IT.Servicedesk@geopostuk.com](mailto:IT.Servicedesk@geopostuk.com)

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