

MyDPD BETA Shipping Guide





Version History

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Getting Started on My DPD

MyDPD is an online service for account holders, designed to make the entire shipping process easier for small and large-scale businesses alike. It brings all of your essential shipping procedures together into a single comprehensive platform.

Within MyDPD you will have access to our online shipping system, which will enable you to print all your shipping documents and manage your shipments more efficiently.

You can track your consignments, arrange collections and use our depot finder. You also have the ability to maintain and access your address book as well as save your personal shipping preferences for next time.



We'll also provide you with our latest service updates and inform you of any changes to the functionality of MyDPD as soon as it happens, so you'll always be kept in the loop!

1. Start by Opening MyDPD from the icon on your desktop



2. Enter your Username and Password to Login into My DPD



Unable to log in or forgotten your username or password? Please contact Sales Support 08459 505 505 (Option 2) who will assist you

The MyDPD Welcome Screen



MyDPD Account Details

Personalise My DPD with your unique account details:

1. Navigate to MyDPD > My Account Details



2. Click Contact Details and complete your details then click SAVE

Home dpd	MyDPD Shipping Collections Deliveries Sho Welcome My Account Details Reports Disapporting API	pp Returns Address Book	Depot Finder	1
Contact Details Printing Settings	Account Number: 150672 Contact Details		User Login ID: CYCLESVIK1	
Collection Defaults			* Mandatory	
Invoice Settings	* Title	Mr	*	
	* Forename	John		
	* Surname	Smith Warehouse Manager		
	* Email	john.smith@example.com		
	* Telephone Number	0123 456 7890		Click on Save
© 2016 DPD	DPD is a trading division of DPDgroup. Registered office: PO BDX 6979, Roebuck Lare, 1	Smethwick, West Midlands, B66 1BN. Register	Save	when details have been entered

3. Click **Printing settings** and complete the printer details then click SAVE



• • •			Help Logout	
🔰 dpd	MyDPD Shipping Collections Deliveries Shop F	Returns Address Book	Depot Finder	
	Welcome My Account Details Reports Diagnostics API		Delivery Search	
Contact Details	Account Number: 150672		User Login ID: CYCLESVIK1	
Printing Settings	Printing Settings Details			
Collection Defaults				
Shipping Defaults			* Mandatory	
Invoice Settings	Printing to a Thermal Printer			
	Thermal Printer Settings			
	Thermal Printer Type	Citizen/TSC	•	
	* Thermal Printer Name	Citizen CLP-521	Test Printer	
	* Thermal Printer Asset Number	12345		
	If you are unable to find or cannot read your asset number, please tick	this box		
	Harrison Party of Contractions The Theorem Divides Acard Munitive	and he found on a sticker (see left)		
	on the printer. The asset number is	six numerical digits.		
				Click on Save
	Laser Printer Settings			when details
	Labels Per Page 💿 1 🛞 2			Which details
				have been
			Save	entered

4. Click **Collection Defaults** and complete the collection details then click **SAVE**

ntact Details	Account Number: 150672		User Login ID: CYCLESVIK1	
nting Settings	Collection Details			
lection Defaults	Do not prompt for collection (By clicking this you are st	ating that your local depot have a daily pre-a	arranged collection with yourselves)	
bice Settings	Collect From a Different Address			
	Product	Parcel	•	
	Service Reference 1	Dpd Next Day		
	Number of Items	1		
	Weight (Kg)	5		
		17:00	Click on Cour	ρ
	Closing Time (HH:MM)	11.00	Click on Save	<u> </u>

5. Click **Shipping Defaults** and complete the shipping details then click SAVE



Detaile	Account Number: 150672	User Login ID: CYCLESVIK1	
Settings	Shipping Details		Click here to Share the Address
n Defaults			
Defaults		* Mandatory	Book ~ this will allow multiple
lettings	Use shared address book		logins to access the address book
	Country	Select a country •	entries but not edit them
	Allow parcels to be shipped on a Saturday / Supday	Short Name	entries but not ealt them
	- Now parces to be anyped on a balancey / duriday		
	Domestic Shipping Defaults		
	Product	Parcel •	
	Service	Dpd Two Day -	
	Number of items		
	Weight (Kg)		
	Senders Address on Label		
	Reference 1 Prefix		
	Return Address		
	Address Index	1	
	Country	Select a country	
	* Postcode	Find Postcode	
	Organization		
	Property		
	• Street		
	Locality		
	• Town		
	County		
	Contact Name		
	Contact Number		
	Is Default Address		
	International Shipping Defaults		
	Products/Service	Select a Products/Service -	
	Number of Items		
	Weight (Kg)		
	Reference 1 Prefix		
	Extended Liability Value		
	Currency	Pound Sterling (GBP)	
	Contents Description		
	Dimension (Air services only)		
	Weight (Kg) Length (cm)	Width (cm) Heinht (cm)	If Cursor goes straight to
	congriting)	ringen (enn)	Total No of Packages is
	Occasion Defaults		selected when the user scans the
	Scanning Denaults		parcel the surser will
	Auto Print		
	 Cursor goes straight to Total No of Packages 		automatically set itself to 'Total
	-		Number of Packages'
		Save	
	³ D is a trading division of DPDgroup. Registered office: PO BOX 6979, Roeb	uck Lane, Smethwick, West Midlands, 806 18N. Registered in England and Wales No. 732993	
			If Auto Print is selected once the
			I I AULO FIIIL IS SELECTED ONCE THE
			user scans or types a valid
			user scans or types a valid reference 1 the label will be

6. Click **Invoice Settings** and complete the invoice details then click **SAVE**

dod	MyDPD Shinning Collections Deliveries Shi	n Returns Address Book F	Depot Finder
aba	Welcome My Account Details Reports Diagnostics API		Delivery Search
	Account Number: 150672		User Login ID: CYCLES//K1
ntact Details	Account number: 190072		USEI LOGIITID. CTCLESVIKI
nting Settings	Invoice Details		
ection Defaults			
ig Defaults	Invoice Selection	Select each time invoice is required •	
ce Settings	Invoice Type	Select each time invoice is required -	
	Vat Number		
	Page Header		
	(when not using letternead paper. Max 255 characters)		
	Senders Invoice Details		
	Company Nama		
	Descent.		
	Рторену		
	Address 1		
	Address 2		
	Address 3		
	Address 4		
	Postcode		
	Contact Name		
	Contact Number		
			Save
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You're now ready to start using My DPD, you will find all on-line shipping services here.

Creating an Ad-Hoc Domestic Shipment

MyDPD will allow the creation of domestic shipments in a number of ways. Shipments can be created by either customers details already





uploaded to your address book or create one off shipments manually. The option is also available to print immediately or at a later time.

Creating Single Shipments Manually

- 1. Navigate to MyDPD > Shipping
- 2. This will take you to **Create Shipment** where you will need to enter details of your shipment

Welcome Ny Account Details Reports Diagnostics API Delivery Search Welcome to MyDPD	bab 😭	MyDPD	Shipping	Collections	Deliveries	Shop Returns	Address Book	Depot Finder	Help Logout
Welcome to wyupu		Welcome	My Account Det	ails Reports	Diagnostics	API		Delivery Search	٩
Welcome you have a sectify learned on to M-DDD	Welcome to MyD	IPD	read as to MuDDD						

 In the Delivery Details section enter the address details of your shipment ~ mandatory information is highlighted on each box by an asterisk*

Entering a valid UK postcode in the delivery address section should present you with a drop down list of addresses associated with that postcode, making it easy for you to select your shipment destination.

		Package Details	
Short Name Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50) Delivery Contact Contact	UNITED KINGDOM	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3 Collect on Delivery	1 1 Monday - 13/02/2017

4. Select or manually enter the address details (Address Line 1 and Address Line 3 are mandatory)

Note that once you have populated the address details, the type of service will pre populate to the Domestic shipping defaults you have set up in MyDPD > My Account Details > Shipping Defaults for that particular postal area.

5. In the Delivery Contact section enter a contact name and telephone number of your delivery address ~ for UK and EU countries, this information is not mandatory but may be helpful ~You also have the option to enter a mobile number and/or email address in order for your customer to receive notifications on their delivery from our DPD Predict service.

Create Shipment					AVIK1
Our One Hour Delivery Wind	ow service Predict is free. Please co	omplete either or bot	h of the Predict fields to notif	y the receiver. Read more	
Delivery Details			Package Details		
Short Name v Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50)	UNITED KINGDOM B69 4DA Find Post D P D GROUP UK LTD BROADWELL WORKS BIRMINGHAM RO OLDBURY WEST MIDLANDS	code	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3 Collect on Delivery	1 1 Parcel Dpd Two Day Monday - 13/02/2017	× ×
Delivery Contact Contact Telephone Notification Email Predict Notification Text Predict			I		

- 6. In the **Package Details** section enter your package details ~ enter details in all mandatory fields marked with an asterisk*
- In the Package Details Section enter additional details i.e. Order references in fields Your Reference 1 Your Reference 2 Your Reference 3 and Collect on Delivery if there is a collection on delivery (Reverse It or Swap It)
- 8. Select **Print Now** or **Print Later** once you have entered all the details you require for your shipment ~ printing options are:
 - a. **Print Now** will print off your label/s immediately ready to attach to your packages



- b. Print Later will store your created shipment in MyDPD > Shipping > Shipment Review allowing you to print the label/s at a later time Note ~ Print Later is only available up to midnight, the shipment will be 'locked' after then
- c. Clear will remove all entered details
- Print Now ~ the label/s will immediately print on your designated printer and the shipment will show in MyDPD > Shipping > Shipment Review with a YES in the Printed column.
- 10. **Print Later** ~ the label/s will be stored in MyDPD > Shipping > Shipment Review and show as NO in the Printed column.

Note – Unprinted shipments can be edited or deleted via MyDPD > Shipping > Shipment Review

						Date 13/02/2017	🖻 🗣		Filter	f	Reset	
1	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
1	13/02/2017	ORDER NO 12345	1564731430	GB	B694DA	Parcel - Dpd Two Day	2	Unknown	No	No		ľ
												•

Example of an Unprinted shipment in MyDPD > Shipping > Shipment Review

Short Name Image: Country * UNITED KINGDOM Total No of Packages * 2 Country * UNITED KINGDOM Total Weight (Kg) * 20 Postal/Zip Code * B69 4DA Find Postcode Product * Parcel Organisation/Name D P D GROUP UK LTD Service * Dpd Two Day Address 1 * BROADWELL WORKS BIRMINGHAM ROAD Shipment Date * Monday - 13/02/2017 Address 2 Image: Country * Your Reference 1 ODDER NO 12345 Chy * OLDBURY Your Reference 2 Image: Country * Country/State WEST MIDLANDS Your Reference 3 Image: Country * Delivery Information (Max .50) Image: Country * No Image: Country * Contact JOHN SMITH JOHN SMITH Image: Country * No Notification Email Predict JOHNSMITH@EXAMPLE.COM Image: Country * Image: Country *	Delivery Details		Package Details
Country * UNITED KINSDOM Total Weight (Kg) * 20 Postal/Zip Code * B69 4DA Find Postcode Product * Parcel Organisation/Name D P D GROUP UK LTD Service * Dpd Two Day Address 1 * BROADWELL WORKS BIRMINGHAM ROAD Shipment Date * Monday - 13/02/2017 Address 2 Image: Country * OLDBURY Your Reference 1 ORDER ND 12345 City * OLDBURY Your Reference 2 Image: Country State Collect on Delivery Delivery Information (Max. 50) Image: Country State No Image: Country State Delivery Contact Image: Country State Olden SMITH Image: Country State Contact JOHN SMITH Olden SMITH Image: Country State Notification Email Predict JOHNSMITH@EXAMPLE.COM Image: Country State	Short Name 🗸		Total No of Packages * 2
Postal/Zip Code * B59 4DA Find Postcode Product * Parcel Organisation/Name D P D GROUP UK LTD Service * Dpd Two Day Address 1 * BROADWELL WORKS BIRMINGHAM ROAD Shipment Date * Monday - 13/02/2017 TB Address 2	Country *	UNITED KINGDOM	Total Weight (Kg) * 20
Organisation/Name D P D GROUP UK LTD Service * Dpd Two Day Address 1 * BROADWELL WORKS BIRMINGHAM ROAD Shipment Date * Monday - 13/02/2017 3 Address 2 Image: Comp of the service image: Comp of th	Postal/Zip Code *	B69 4DA Find Postcode	Product* Parcel
Address 1* BROADWELL WORKS BIRMINGHAM ROAD Shipment Date * Monday - 13/02/2017 Image: Context Conte	Organisation/Name	D P D GROUP UK LTD	Service * Dpd Two Day
Address 2 Your Reference 1 ORDER NO 12345 Chy* OLDBURY Your Reference 2	Address 1 *	BROADWELL WORKS BIRMINGHAM ROAD	Shipment Date * Monday - 13/02/2017
OLDBURY Your Reference 2 County/State WEST MIDLANDS Delivery Information (Max. 50) Your Reference 3 Collect on Delivery No Delivery Contact Collect on Delivery Contact JOHN SMITH Telephone 0121000000 Notification Email Predict JOHNSMITH@EXAMPLE.COM	Address 2		Your Reference 1 ORDER NO 12345
County/State WEST MIDLANDS Your Reference 3 Delivery Information (Max. 50) Collect on Delivery No Delivery Contact Solidin SMITH Solidin SMITH Contact 01210000000 Solidin SMITH Notification Email Predict JOHNSMITH@EXAMPLE.COM	City *	OLDBURY	Your Reference 2
Delivery Information (Max. 50) Collect on Delivery No Delivery Contact Contact 20HN SMITH Elephone 0121000000 Notification Email Predict 30HNSMITH@EXAMPLE.COM	County/State	WEST MIDLANDS	Your Reference 3
Delivery Contact Contact 20HN SMITH Telephone 01210000000 Notification Email Predict 30HNSMITH@EXAMPLE.COM	Delivery Information (Max. 50)		Collect on Delivery No 🗸
Notification Email Predict JOHNSMITH@EXAMPLE.COM	Contact Telephone	JOHN SMITH	
	Notification Email Predict	JOHNSMITH@EXAMPLE.COM	
Notification Text Predict 0700000000	Notification Text Predict	0700000000	

An example of a fully completed shipment

Creating an Ad-hoc Domestic Shipment from the Address Book

MyDPD will allow the creation of domestic shipments in a number of ways. Shipments can be created by either customers details already uploaded to your address book or create one off shipments manually. The option is also available to print immediately or at a later time. **Creating Single Shipments Manually from Address Book**

- 1. Navigate to MyDPD > Shipping
- 2. This will take you to **Create Shipment** where you will need to enter details of your shipment

Welcome My Account Details Reports Diagnostics API Delivery Search	8

If you have delivery addresses saved within MyDPD > Address Book you can create Ad-Hoc shipments to go to these addresses ~ the search options for a previously saved address are:

- a. The Short Name Lookup
- b. The Organisation Name Lookup
- c. The Postcode Lookup

Delivery Details		Package Details	
Short Name Organisation Posto de Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50) Delivery Contact Contact Telephone Notification Email Predict Notification Text Predict	UNITED KINGDOM Find Po Find Po Save To Address Book	Total No of Packages Total Weight (Kg)* Product* Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3 Collect on Delivery	s * 1 1 Monday - 13/02/2017

Address Look Ups - Short Name

 In the Address Look Up search bar select Short Name from the drop down menu and enter the delivery address Short Name ~ all addresses that begin with the text you have typed will be displayed

Short Name	~	S
Country *		UNITED KINGDOM
elivery Details		
elivery Details	×	

2. Select the required Short Name and the Delivery Details section will be populated with the delivery details saved for that address

Delivery Details		Package Details		
Short Name Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50)	S001 UNITED KINGDOM B69 4DA Find Postcode SMITH PRODUCTS LTD BROADWELL WORKS BIRMINGHAM ROAD OLDBURY WEST MIDLANDS	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3 Collect on Delivery	1 1 Parcel Dpd Two Day Monday - 13/02/2017	v
Delivery Contact Contact Telephone Notification Email Predict Notification Text Predict	JOHN SMITH 01210000000 Save To Address Book			

Note - You will see from the example above that once you have selected the delivery address from the Short Name drop down menu the shipment creation page will populate all sections that are mandatory including Total Packages, Total Weight, Product and Service fields in the Package Details section with the Domestic shipping defaults you have set up within MyDPD > My Account Details > Shipping Defaults for that particular postal area.



3. Select **Print Now** or **Print Later** once you have entered all the details you require for your shipment

Delivery Details		Package Details	
Short Name 🗸	5001	Total No of Packages *	1
Country *	UNITED KINGDOM	✓ Total Weight (Kg) *	1
Postal/Zip Code *	B69 4DA Find Postcode	Product *	Parcel 👻
Organisation/Name	SMITH PRODUCTS LTD	Service *	Dpd Two Day 👻
Address 1 *	BROADWELL WORKS BIRMINGHAM ROAD	Shipment Date *	Monday - 13/02/2017
Address 2		Your Reference 1	
City *	OLDBURY	Your Reference 2	
County/State	WEST MIDLANDS	Your Reference 3	
Delivery Information (Max. 50)		Collect on Delivery	No
Delivery Contact			
Contact	JOHN SMITH		
Telephone	01210000000	=	
Notification Email Predict		=	
Notification Text Predict		=	
	Cours To Address Book	_	
	Save to Address Book		

Address Look Ups - Organisation Name

 In the Address Look Up search bar select Organisation Name from the drop down menu and enter the delivery address Organisation

 all addresses that begin with the text you have typed will be displayed

rganisation 💌 🗸		
hort Name	UNITED KINGDOM	~
Organisation	Find Postcode	
Postcode		
Delivery Details		
Delivery Details	∽ sm	
Delivery Details Organisation Country *	SMITH PRODUCTS LTD - S001	

2. Select the required **Organisation** and the **Delivery Details** section will be populated with the delivery details saved for that address

Organisation v St Country * UI Postal/Zip Code * B6	MITH PRODUCTS LTD - 5001	Total No of Packages *	1
Organisation/Name Si Address 1 * BF Address 2 City * O County/State W	69 4DA Find Postcode MITH PRODUCTS LTD ROADWELL WORKS BIRMINGHAM ROAD DLDBURY VEST MIDLANDS	Product * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3	1 Parcel Dpd Next Day Monday - 13/02/2017
Delivery Contact Contact Contact Telephone O Notific ation Email Predict Notific ation Text Predict	OHN SMITH	I	

Note – You will see from the example above that once you have selected the delivery address from the **Organisation** drop down menu the shipment creation page will populate all sections that are mandatory including **Total Packages**, **Total Weight**, **Product** and **Service** fields in the **Package Details** section with the Domestic shipping defaults you have set up within MyDPD > My Account Details > Shipping Defaults for that particular postal area. 3. Select **Print Now** or **Print Later** once you have entered all the details you require for your shipment

Delivery Details		Package Details	
Organisation 🗸	SMITH PRODUCTS LTD - 5001	Total No of Packages *	1
Country *	UNITED KINGDOM	Total Weight (Kg) *	1
Postal/Zip Code *	B69 4DA Find Postcode	Product *	Parcel
Organisation/Name	SMITH PRODUCTS LTD	Service *	Dpd Next Day
Address 1 *	BROADWELL WORKS BIRMINGHAM ROAD	Shipment Date *	Monday - 13/02/2017
Address 2		Your Reference 1	
City *	OLDBURY	Your Reference 2	
County/State	WEST MIDLANDS	Your Reference 3	
Delivery Information (Max. 50)		Collect on Delivery	No
	۱ <u>ــــــــــــــــــــــــــــــــــــ</u>		
Delivery Contact			
Contact	JOHN SMITH		
Telephone	01210000000		
Notification Email Predict			
Notification Text Predict			
	Seve To Address Book		
	Save to Aduless Duok		

Address Look Ups - Postcode

 In the Address Look Up search bar select Postcode from the drop down menu and enter the delivery address Postcode ~ all addresses that begin with the text you have typed will be displayed

Postcode 🗸 🗸		
Short Name	UNITED KINGDOM	~
Organisation	Find Post	code
Postcode n		
rganisation/Nat		
organisation/Na(")		
Organisation/Na		
Drganisation/Na() Delivery Details Postcode	b69	

2. Select the required **Postcode** and the **Delivery Details** section will be populated with the delivery details saved for that address

Create Shipment			AVIK
Our One Hour Delivery Winde	ow service Predict is free. Please complete either or bo	th of the Predict fields to notify	the receiver. Read more
Delivery Details		Package Details	
Postcode 🗸	B69 4DA - 5001	Total No of Packages *	1
Country *	UNITED KINGDOM	Total Weight (Kg) *	1
Postal/Zip Code *	B69 4DA Find Postcode	Product *	Parcel 👻
Organisation/Name	SMITH PRODUCTS LTD	Service *	Dpd Two Day 👻
Address 1 *	BROADWELL WORKS BIRMINGHAM ROAD	Shipment Date *	Monday - 13/02/2017
Address 2		Your Reference 1	
City *	OLDBURY	Your Reference 2	
County/State	WEST MIDLANDS	Your Reference 3	
Delivery Information (Max. 50)	[]	Collect on Delivery	No
Delivery Contact Contact Telephone Notification Email Predict	JOHN SMITH 01210000000		
Notification Text Predict	Save To Address Book		
	Clear Prin	It Later Print Now	

Note – You will see from the example above that once you have selected the delivery address from the **Postcode** drop down menu the shipment creation page will populate all sections that are mandatory including **Total Packages**, **Total Weight**, **Product** and **Service** fields in the **Package Details** section with the Domestic shipping defaults you have set up within MyDPD > My Account Details > Shipping Defaults for that particular postal area.

3. Select **Print Now** or **Print Later** once you have entered all the details you require for your shipment

Create Shipment				AVIKI
Our One Hour Delivery Wind	ow service Predict is free. Please complete either or bot	h of the Predict fields to notify	the receiver. Read more	
Delivery Details		Package Details		
Postcode Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50)	B69 4DA - S001 UNITED KINGDOM B69 4DA Find Postcode SMITH PRODUCTS LTD BROADWELL WORKS BIRMINGHAM ROAD OLDBURY WEST MIDLANDS	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3 Collect on Delivery	1 1 Parcel Dpd Two Day Monday - 13/02/2017	× ×
Delivery Contact Contact Telephone Notification Email Predict Notification Text Predict	JOHN SMITH 01210000000 C Save To Address Book	C ₂		
	Clear	t Later Print Now		

Creating an Ad-Hoc Domestic Shipment with Reverse It Service

MyDPD will allow you to create domestic shipments where there may be a package to collect and return when delivering your shipment ~ there are 2 types of collection that you can arrange via the **Create Shipment** page:

- a. Swap It Where the delivery driver will collect package/s on delivery
- b. Reverse It Where the delivery driver will collect like for like product/s on delivery

Create Your Delivery Shipment with a Reverse It Return

- 1. Navigate to MyDPD > Shipping
- 2. This will take you to **Create Shipment** where you will need to enter details of your shipment



 In the Delivery Details section enter the address details of your shipment ~ mandatory information is highlighted on each box by an asterisk*

Entering a valid UK postcode in the delivery address section should present you with a drop down list of addresses associated with that postcode, making it easy for you to select your shipment destination.

Create Shipment			AVIK1
Our One Hour Delivery Wind	ow service Predict is free. Please complete either or bo	th of the Predict fields to notif	fy the receiver. Read more
Delivery Details		Package Details	
Delivery Details	UNITED KINGDOM	Package Details Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3 Collect on Delivery	1 1 Monday - 13/02/2017
	Clear Prin	t Later Print Now	

4. Select or manually enter the address details (Address Line 1 and Address Line 3 are mandatory)

Note that once you have populated the address details, the type of service will pre populate to the Domestic shipping defaults you have set up in MyDPD > My Account Details > Shipping Defaults for that particular postal area.

5. In the Delivery Contact section enter a contact name and telephone number of your delivery address ~ this information is not mandatory but may be helpful ~You also have the option to enter a mobile number and/or email address in order for your customer to receive notifications on their delivery from our DPD Predict service.

Delivery Details		Package Details	
Short Name Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50)	UNITED KINGDOM	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3 Collect on Delivery	1 1 Ded Two Day Monday - 13/02/2017 No
Delivery Contact Contact			
Telephone			
Notification Email Predict			
Natification Taxt Decalles			

- 6. In the **Package Details** section enter your package details ~ enter details in all mandatory fields marked with an asterisk*
- 7. Select Reverse from the Collect on Delivery drop down menu

Delivery Details		Package Details	
Short Name Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50)	UNITED KINGDOM V B69 4DA Find Postcode D P D GROUP UK LTD BROADWELL WORKS BIRMINGHAM ROAD OLDBURY WEST MIDLANDS	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Collect on Delivery	1 1 Parcel v Dpd Two Day v Monday - 13/02/2017
Delivery Contact	JOHN SMITH		
Telephone	01210000000		
Notification Email Predict	JOHNSMITH@EXAMPLE.COM		
Notification Text Predict	0700000000		

Page 24 - If you require further assistance contact the IT Service Desk on 0121 500 2510

You will see above that once **Reverse** has been selected from the drop down menu, the options to **Print Now** or **Print Later** have been disabled ~ To proceed enter details for the returned package:

- 8. Click Return Details located at the bottom right of the screen ~ this will open the Create Shipment > Return Details screen and enter details of the return package and its destination ~ Mandatory fields that must be filled out in order to proceed and are marked with an asterisk* are as follows:
- 9. Once all the details have been entered then the options **Print Now** or **Print Later** are enabled.

Create Shipment			IVA
Our One Hour Delivery Wind	ow service Predict is free. Please complete either or bo	th of the Predict fields to noti	y the receiver. Read more
Return Details		Package Details	
Short Name Country Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County Delivery Information (Max. 50)	UNITED KINGDOM	Total No of Packages * Total Weight (Kg) * Product * Service * Your Reference 1 Your Reference 2 Your Reference 3	1 1 Reverse It Dpd Two Day
Return Contact Contact Telephone	DAVID SMITH 01210000000		
			k√ €
<- Delivery Details	Clear	Later Print Now	

10. Select **Print Now** or **Print Later** once you have entered all the details you require for your shipment

Note – Unprinted shipments can be edited or deleted via MyDPD > Shipping > Shipment Review

Creating an Ad-Hoc Domestic Shipment with Swap It Service (Dpd Only)

MyDPD will allow you to create domestic shipments where there may be a package to collect and return when delivering your shipment ~ there are 2 types of collection that you can arrange via the **Create Shipment** page:

- a. Swap It Where the delivery driver will collect package/s on delivery
- b. Reverse It Where the delivery driver will collect like for like product/s on delivery

Create Your Delivery Shipment with Swap It

- 1. Navigate to MyDPD > Shipping
- 2. This will take you to **Create Shipment** where you will need to enter details of your shipment

bab 😭	MyDPD	Shipping	Collections	Deliveries	Shop Returns	Address Book	Depot Finder	Help Logout	
	Welcome My Account Details Reports Diagnostics API Delivery Search								
Welcome to MyDP	Q								
Welcome , you have	successfully lo	gged on to MyDPD.							

 In the Delivery Details section enter the address details of your shipment ~ mandatory information is highlighted on each box by an asterisk*

Entering a valid UK postcode in the delivery address section should present you with a drop down list of addresses associated with that postcode, making it easy for you to select your shipment destination.

Create Shipment			AVIK1
Our One Hour Delivery Windo	ow service Predict is free. Please complete either or both	h of the Predict fields to notify	y the receiver. Read more
Delivery Details		Package Details	
Short Name v Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50)	UNITED KINGDOM	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3 Collect on Delivery	1 1 1 1 Monday - 13/02/2017
Delivery Contact Contact Telephone Notification Email Predict Notification Text Predict		1	
	Clear Print	Later Print Now	

4. Select or manually enter the address details (Address Line 1 and Address Line 3 are mandatory)

Note that once you have populated the address details, the type of service will pre populate to the Domestic shipping defaults you have set up in MyDPD > My Account Details > Shipping Defaults for that particular postal area.

5. In the Delivery Contact section enter a contact name and telephone number of your delivery address ~ this information is not mandatory but may be helpful ~You also have the option to enter a mobile number and/or email address in order for your customer to receive notifications on their delivery from our DPD Predict service.

Delivery Details		Package Details	
Short Name Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50)	UNITED KINGDOM V B69 4DA Find Postcode D P D GROUP UK LTD BROADWELL WORKS BIRMINGHAM ROAD OLDBURY WEST MIDLANDS	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3 Collect on Delivery	1 1 Parcel Dpd Two Day Monday - 13/02/2017 No V
Delivery Contact Contact Telephone Notification Email Predict Notification Text Predict		1	

- 6. In the **Package Details** section enter your package details ~ enter details in all mandatory fields marked with an asterisk*
- 7. Select Swap from the Collect on Delivery drop down menu

Delivery Details Package Details Short Name Image: Country * UNITED KINGDOM Image: Country * Total No of Packages * 2 Country * UNITED KINGDOM Image: Country * Total No of Packages * 2 Postal/Zip Code * B694DA Find Postcode Product * Parcel Organisation/Name D P D GROUP UK LTD Service * Dpd Two Day Address 1 * BROADWELL WORKS BIRMINGHAM ROAD Shipment Date * Monday - 13/02/2017 Address 2 Image: Country * Image: Country * Image: Country * Country * OLDBURY Country * Image: Country * Country * Image: Country * Image: Country * Image: Country * Delivery Information (Max. 50) Image: Country * Image: Country * Delivery Contact Image: Country * Image: Country *		low service Predict is free. Please complete either or both	h of the Predict fields to notif	y the receiver. Read more	
Short Name Image: Country * UNITED KINGDOM Image: Country * Total No of Packages * 2 Country * UNITED KINGDOM Image: Country * Total No of Packages * 2 Postal/Zlp Code * B694DA Find Postcode Product * Parcel Organisation/Name D P D GROUP UK LTD Service * Dpd Two Day Address 1 * BROADWELL WORKS BIRMINGHAM ROAD Shipment Date * Monday - 13/02/2017 Address 2 Image: Country/State WEST MIDLANDS Shipment Date * Delivery Information (Max. 50) Image: Country State No Delivery Contact JOHN SMITH Shift H	very Details		Package Details		
Contact DOIN SMITH DOIN SMITH	t Name v try * al/Zip Code * unisation/Name ess 1 * ess 2 * nty/State rery Information (Max. 50)	UNITED KINGDOM UNITED KINGDOM Find Postcode D P D GROUP UK LTD BROADWELL WORKS BIRMINGHAM ROAD OLDBURY WEST MIDLANDS	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Collect on Delivery	2 20 Parcel Dpd Two Day Monday - 13/02/2017	~
JOHN SMITH	very Contact		l.	-	
Telephone 01310000000					
Votification Email Direction	ication Email Deadlet				
Notification Text Description 1000000000	ication Text Dradict				

You will see above that once **Swap** has been selected from the drop down menu, the options to **Print Now** or **Print Later** have been disabled ~ To proceed enter details for the returned package:

Create Shipment			AVIK1
0	To proceed, correct the follow	ng issue: City must be ente	red
Delivery Details		Package Details	
Short Name		Total No of Packages *	1
Country *	UNITED KINGDOM	Total Weight (Kg) *	10
Postal/Zip Code *	B694DA Find Postcode	Product *	Swapit 🗸
Organisation/Name	D P D GROUP UK LTD	Service *	Dpd Two Day
Address 1 *	BROADWELL WORKS BIRMINGHAM ROAD	Shipment Date *	Monday - 13/02/2017
Address 2		Collect on Delivery	Swap 💌
City *	OLDBURY		
County/State	WEST MIDLANDS		
Delivery Information (Max. 50)			
		_	
Delivery Contact			
Contact	JOHN SMITH		
Telephone	01210000000		
Notification Email Predict	JOHNSMITH@EXAMPLE.COM		Ν
Notification Text Predict	0700000000		13 13
	Clear Print	Later Print Now	Return Details ->

8. Click Return Details located at the bottom right of the screen ~ this will open the Create Shipment > Return Details screen and enter details of the return package and its destination ~ Mandatory fields that must be filled out in order to proceed are as follows and are marked with an asterisk*

Once all the details have been entered then the options **Print Now** or **Print Later** are enabled.

Create Shipment						AVIK1
Our One Hour Delivery Wind	ow service Predic	is free. Please complete e	either or both	h of the Predict fields to notify	the receiver. Read more	
Return Details				Package Details		
Short Name			~	Return Item Description	PRODUCT	
Country	UNITED KINGDOM		~	Total No of Packages *	1	
Postal/Zip Code *	LE10 3BQ	Find Postcode		Total Weight (Kg) *	10	
Organisation/Name	D P D INTERNATIO	NAL GATEWAY		Product *	Swapit	×
Address 1 *	LOGIX ROAD, R D	PARK		Service *	Dpd Two Day	×
Address 2				Your Reference 1		
City *	HINCKLEY			Your Reference 2		
County	LEICESTERSHIRE			Your Reference 3		
Delivery Information (Max. 50)						
Return Contact						
Contact	DAVID SMITH					
Telephone	01211111111					
				N		
				45		
<- Delivery Details		Clear	Print I	Later Print Now		

9. Select **Print Now** or **Print Later** once you have entered all the details you require for your shipment

Note – Unprinted shipments can be edited or deleted via MyDPD > Shipping > Shipment Review

Creating an Ad-hoc Domestic Shipment from the Address Book with Swap it / Reverse it Service

MyDPD will allow the creation of domestic shipments in a number of ways. Shipments can be created by either customers details already uploaded to your address book or create one off shipments manually. The option is also available to print immediately or at a later time.

Creating Single Shipments Manually from Address Book

- 1. Navigate to MyDPD > Shipping
- 2. This will take you to **Create Shipment** where you will need to enter details of your shipment

dpd	MyDPD	Shipping	Collections	Deliveries	Shop Returns	Address Book	Depot Finder	
•	Welcome	My Account Details	Reports	Diagnostics	API		Delivery Search	P
Welcome to MyDP	D							
Welcome , you have	successfully lo	gged on to MyDPD.						

If you have delivery addresses saved within MyDPD > Address Book you can create Ad-Hoc shipments to go to these addresses ~ the search options for a previously saved address are:

- d. The Short Name Lookup
- e. The Organisation Name Lookup
- f. The Postcode Lookup

Delivery Details			Package Details		
Short Name Organisation Postcode Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50) Delivery Contact Contact Telephone Notification Email Predict	UNITED KINGDOM Find Postcode		Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3 Collect on Delivery	1 1 1 No	× ×
Notification Text Predict:	Save To Address Book	r Prin	Later Print Now		

Address Look Ups – Short Name

 In the Address Look Up search bar select Short Name from the drop down menu and enter the delivery address Short Name ~ all addresses that begin with the text you have typed will be displayed

Short Name	~	s	
Country *		LINITED KINGDOM	

Delivery Details			
Short Name	~	s	
Country *		S001	
Postal/Zip Code *		Find Postcode	

 Select the required Short Name and the Delivery Details section will be populated with the delivery details saved for that address

Create Shipment				AVIK1
Our One Hour Delivery Wind	low service Predict is free. Please complete either o	r both of the Predict fields to noti	ify the receiver. Read more	
Delivery Details		Package Details		
Short Name Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50)	S001 UNITED KINGDOM Find Postcode SMITH PRODUCTS LTD BROADWELL WORKS BIRMINGHAM ROAD OLDBURY WEST MIDLANDS	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3 Collect on Delivery	1 1 Parcel Dpd Two Day Monday - 13/02/2017	× ×
Delivery Information (Max. 50) Delivery Contact Contact Telephone Notification Email Predict	JOHN SMITH 01210000000	Collect on Delivery	No	
Notification Text Predict	Save To Address Book	Print Later Print Now		

Note – You will see from the example above that once you have selected the delivery address from the **Short Name** drop down menu the shipment creation page will populate all sections that are mandatory including **Total Packages**, **Total Weight**, **Product** and **Service** fields in the **Package Details** section with the Domestic shipping defaults you have set up within MyDPD > My Account Details > Shipping Defaults for that particular postal area. 3. Select **Print Now** or **Print Later** once you have entered all the details you require for your shipment

Delivery Details		Package Details	
Short Name 👻	5001	Total No of Packages *	1
Country *	UNITED KINGDOM	Total Weight (Kg) *	1
Postal/Zip Code *	B69 4DA Find Postcode	Product *	Parcel
Organisation/Name	SMITH PRODUCTS LTD	Service *	Dpd Two Day
Address 1 *	BROADWELL WORKS BIRMINGHAM ROAD	Shipment Date *	Monday - 13/02/2017
Address 2		Your Reference 1	
City *	OLDBURY	Your Reference 2	
County/State	WEST MIDLANDS	Your Reference 3	
Delivery Information (Max. 50)		Collect on Delivery	No ¥
Delivery Contact			
Contact			
relephone	01210000000		
Notification Email Predict			
Notification Text Predict			
	Save To Address Book		

Address Look Ups – Organisation Name

 In the Address Look Up search bar select Organisation Name from the drop down menu and enter the delivery address Organisation ~ all addresses that begin with the text you have typed will be displayed

rganisation	~		
Short Name		UNITED KINGDOM	~
Organisation		Find Postrode	
ostcode			
A CONTRACTOR OF A CONTRACT OF			
	_		
Delivery Detail	5		
Delivery Detail	5	sm	
Delivery Details Organisation Country *	5	sm SMITH PRODUCTS LTD - S001	

2. Select the required **Organisation** and the **Delivery Details** section will be populated with the delivery details saved for that address

Organisation SMITH PRODUCTS LTD - S001 Total No of Packages * 1 Country * UNITED KINGDOM Total Weight (Kg) * 1 PostaVZip Code * B69 4DA Find Postcode Product * Parcel Organisation/Name SMITH PRODUCTS LTD Service * Dpd Next Day Address 1 * BROADWELL WORKS BIRMINGHAM ROAD Shipment Date * Monday - 13/02/2017 Address 2	Delivery Details		Package Details	
Delivery Information (Max. 50) Collect on Delivery No 🗸	Organisation v Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State	SMITH PRODUCTS LTD - 5001 UNITED KINGDOM B69 4DA SMITH PRODUCTS LTD BROADWELL WORKS BIRMINGHAM ROAD OLDBURY WEST MIDLANDS	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3	1 Parcel Dpd Next Day Monday - 13/02/2017
Telephone 0121000000 Notification Email Predict Image: Comparison of the second secon	Delivery Contact Contact Telephone Notification Email Predict Notification Text Predict	JOHN SMITH 01210000000		

Note – You will see from the example above that once you have selected the delivery address from the **Organisation** drop down menu the shipment creation page will populate all sections that are mandatory including **Total Packages**, **Total Weight**, **Product** and **Service** fields in the **Package Details** section with the Domestic shipping defaults you have set up within MyDPD > My Account Details > Shipping Defaults for that particular postal area. 3. Select **Print Now** or **Print Later** once you have entered all the details you require for your shipment

Delivery Details		Package Details	
Organisation Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City *	SMITH PRODUCTS LTD - S001 UNITED KINGDOM B69 4DA Find Postcode SMITH PRODUCTS LTD BROADWELL WORKS BIRMINGHAM ROAD OLDBURY	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2	1
Delivery Information (Max. 50) Delivery Contact		Collect on Delivery	No
Contact Felephone Votification Email Predict Votification Text Predict	JOHN SMITH 0121000000 Save To Address Book	-	

Address Look Ups - Postcode

 In the Address Look Up search bar select Postcode from the drop down menu and enter the delivery address Postcode ~ all addresses that begin with the text you have typed will be displayed

Postcode	×		
Short Name		UNITED KINGDOM	~
Organisation		Find Pos	tcode
Postcode	∩~		
	C I Dunning		
)rganisa <mark>tion/</mark> Na	R_)		
Organisation/Na	£		
Organisation/Na De livery Deta	ils		
Organisation/Na Delivery Deta Postcode	ils	b69	

2. Select the required **Postcode** and the **Delivery Details** section will be populated with the delivery details saved for that address

Delivery Details		Package Details		
Postcode Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50)	B69 4DA - S001 UNITED KINGDOM B69 4DA Find Postcode SMITH PRODUCTS LTD BROADWELL WORKS BIRMINGHAM ROAD OLDBURY WEST MIDLANDS	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3 Collect on Delivery	1 1 Parcel Dpd Two Day Monday - 13/02/2017	×
Delivery Contact Contact Telephone Notification Email Predict Notification Text Predict	JOHN SMITH 01210000000 Save To Address Book	2		

Note – You will see from the example above that once you have selected the delivery address from the **Postcode** drop down menu the shipment creation page will populate all sections that are mandatory including **Total Packages, Total Weight, Product** and **Service** fields in the **Package Details** section with the Domestic shipping defaults you have set up within MyDPD > My Account Details > Shipping Defaults for that particular postal area.

3. Select **Print Now** or **Print Later** once you have entered all the details you require for your shipment

Adding Return Details for a Swap It/Reverse It Return

- If you have shipments that require a collection on delivery then select Swap or Reverse from the Collect on Delivery drop down menu ~ this will enable the Return Details option (bottom right of screen)
- 2. Click **Return Details** at the bottom right of the screen and you will be directed to the Create Shipment > Return Details screen ~ the
Return Details will be automatically populated from the Return Address defaults within MYDPD > My Account Details > Shipping Defaults ~ the return address details can be overridden manually or entries selected from the address book ~ the mandatory fields are marked with an asterisk*

Create Shipment			VIKINGA1
Our One Hour Delivery Windo	w service Predict is free. Please complete either or both	n of the Predict fields to notify the	e receiver. Read more
Delivery Details		Package Details	
Short Name v Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50)	UNITED KINGDOM V B69 4DA Find Postcode D P D GROUP UK LTD BROADWELL WORKS BIRMINGHAM ROAD OLDBURY WEST MIDLANDS	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3 Collect on Delivery	1 5 Parcel V Dpd Next Day V Tuesday - 07/03/2017 3 Reverse V
Delivery Contact Contact Telephone Notification Email Predict Notification Text Predict		1	
	Clear Print	Later Print Now	Return Details ->

3. Select **Print Now** or **Print Later** once you have entered all the details you require for your return shipment

Create Shipment						AV	IK1
Our One Hour Delivery Wind	ow service Predict is	s free. Please complete eith	er or bot	h of the Predict fields to notif	y the receiver. Read m	lore	
Return Details				Package Details			
Short Name			~	Total No of Packages *	1		
Country	UNITED KINGDOM		~	Total Weight (Kg) *	1		
Postal/Zip Code *	LE10 3BQ	Find Postcode		Product *	Reverse It	>	-
Organisation/Name	D P D INTERNATIONA	L GATEWAY		Service *	Dpd Two Day		-
Address 1 *	LOGIX ROAD, R D PA	RK		Your Reference 1			
Address 2				Your Reference 2			
City *	HINCKLEY			Your Reference 3			
County	LEICESTERSHIRE						
Delivery Information (Max. 50)							
Return Contact							
Contact	DAVID SMITH						
Telephone	01210000000						
			-				
						2	
< Doliveny Detaile		Clear	Drint	otor Drint Nou			
<- Delivery Details		Clear	Print	Later Print Now			

Note – Unprinted shipments can be edited or deleted via MyDPD > Shipping > Shipment Review

Creating an Ad-Hoc Shipment to an EU Country

MyDPD will allow the creation of EU shipments in a number of ways. As with domestic shipments can be created by either customers details already uploaded to your address book or create one off shipments manually. The option is also available to print immediately or at a later time.

Creating Single Shipments Manually

- 1. Navigate to MyDPD > Shipping
- 2. This will take you to **Create Shipment** where you will need to enter details of your shipment

bab 😭	MyDPD	Shipping C	Collections	Deliveries	Shop Returns	Address Book	Depot Finder	Help Logout
	Welcome	My Account Details	Reports	Diagnostics	API		Delivery Search	P
Welcome to MyDI	PD							
Welcome , you have	successfully lo	gged on to MyDPD.						

3. Select the EU country from the **Country** drop down (defaulted to UNITED KINGDOM

Delivery Detail	S		
Short Name	~		
Country *		GERMANY	~

 In the Delivery Details section enter the address details of your shipment ~ mandatory information is highlighted on each box by an asterisk *

For a shipment to an EU country, you will need to enter all address details into the **Delivery Details** section as there will be no drop down address options available ~ When you have selected the country you wish to ship to and entered the address details, MyDPD will automatically populate the type of service will pre populate to the International shipping defaults you have set up in MyDPD > My Account Details > Shipping Defaults

- 5. In the **Delivery Contact** section enter a contact name and telephone number of your delivery address ~ this information is not mandatory but may be helpful ~You also have the option to enter a mobile number and/or email address in order for your customer to receive notifications on their delivery from our DPD Predict service if available for that Country
- 6. Complete the **Package Details** section ~ the mandatory information required is:
 - a. Total Number of Packages
 - b. Total Weight of Shipment (KG)
 - c. Product Service Should be defaulted to service selected for that country in your International shipping defaults but can be amended via the drop down menu
 - d. Customs Value (GBP)

- e. Description of contents
- f. Shipment Date Should be defaulted to today's date
- In the Package Details Section enter additional details i.e. Order references in fields Your Reference 1 Your Reference 2 Your Reference 3

Delivery Details		Package Details	
Short Name Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50)	GERMANY v 99876 TEST ORGANISATION LTD TEST STRASSE BERLIN	Total No of Packages * Total Weight (Kg) * Product/Service * Customs Value Contents Extended Liability Shipment Date * Your Reference 1 Your Reference 2	1 1 Parcel - DPD Classic (2 to 3 days) 100 TEST CONTENTS No Tuesday - 14/02/2017
Delivery Contact Contact Telephone Notification Email Notification Text	JOHN SMITH 0000000000 JOHNSMITH@EXAMPLE.COM 1234567890		

An example of a fully completed EU shipment

8. Select **Print Now** or **Print Later** once you have entered all the details you require for your shipment

Note – Unprinted shipments can be edited or deleted via MyDPD > Shipping > Shipment Review

	ervice Pre	edict is free. Ple	ase compl	ete either or	both of the Predict fiel	ds on the C	reate Shipment	page to notify the	receiver.	Read	more
arch					Date 14/02/2017	<u> </u>		Filter	F	leset	
Shipment Date Reference 1		Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
14/02/2017		1564731899	DE	99876	Parcel - DPD Classic	1	Unknown	No	No		ď
	ß										1

Example of an Unprinted shipment in MyDPD > Shipping > Shipment Review

Creating an Ad-Hoc Shipment to a Non EU Country

MyDPD will allow the creation of Non EU shipments in a number of ways. As with domestic shipments can be created by either customers details already uploaded to your address book or create one off shipments manually. The option is also available to print immediately or at a later time.

When shipping to a Non EU country, as well as entering the usual details of a shipment, you will need to enter details into an invoicing page in order to print your labels.

Creating Non EU Single Shipments Manually – Shipment Details

- 1. Navigate to MyDPD > Shipping
- 2. This will take you to **Create Shipment** where you will need to enter details of your shipment

• · · ·		\frown						Help Logout
🔰 dpd	MyDPD	Shipping	Collections	Deliveries	Shop Returns	Address Book	Depot Finder	
•	Welcome	My Account Detai	ls Reports	Diagnostics	API		Delivery Search	P
Welcome to MyDP	D							
Welcome , you have	successfully lo	gged on to MyDPD.						

3. Select the Non EU country from the **Country** drop down (defaulted to UNITED KINGDOM

Short Name	~		
Country *		1154	v

- 4. In the **Delivery Details** section enter the address details of your shipment ~ mandatory information is highlighted on each box by an asterisk * they are:
 - a. Postcode
 - b. Address Line 1
 - c. Address Line 3 (or City)

For a shipment to a Non EU country, you will need to enter all address details into the **Delivery Details** section as there will be no drop down address options available ~ once you have entered your postcode you will then be prompted that this shipment will require an invoice.

Create Shipment			AVIK1
Our One Hour Delivery Windo	ow service Predict is free. Please complete either or b	oth of the Predict fields to notify t	he receiver. Read more
Delivery Details		Package Details	
Short Name v Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 5)	USA v 10000	Total No of Packages * Total Weight (Kg) * Product/Service * Customs Value * Contents * Extended Liability Shipment Date * Your Reference 1 Generate <u>Customs Invoice</u> *	1 1 Air Express (2 to 4 days) No Tuesday - 14/02/2017
Delivery Contact Contact * Telephone * Notification Email Notification Text		OAn invoice is require Remember to print 5 co PLEASE ENSURE ALL	d for the selected country pies of your invoice for customs clearance. COPIES HAVE AN ORIGINAL SIGNATURE
	Clear Pr	int Later Print Now	

For a shipment to an Non EU country, you will need to enter all address details into the **Delivery Details** section as there will be no drop down address options available ~ When you have selected the country you wish to ship to and entered the address details, MyDPD will automatically populate the type of service will pre populate to the International shipping defaults you have set up in MyDPD > My Account **Details** > Shipping Defaults ~ the **Product /Service** can be amended by selecting from the drop down menu

- 5. In the **Delivery Contact** section enter a contact name and telephone number of your delivery contact ~ for a Non EU country this information is mandatory
- 6. Complete the **Package Details** section ~ the mandatory information required is:
 - a. Total Number of Packages
 - b. Total Weight of Shipment (KG)
 - c. Product Service Should be defaulted to service selected for that country in your International shipping defaults but can be amended from the dropdown menu
 - d. Customs Value (GBP)
 - e. Description of contents

- f. Extended liability (if yes is selected then an extra field will appear asking for the amount of extended liability)
- g. Shipment Date Should be defaulted to today's date
- h. Generate Customs Invoice (Drop down Menu) For Non EU shipments, select **Yes**
- In the Package Details Section enter additional details i.e. Order references in fields Your Reference 1 Your Reference 2 Your Reference 3
- 8. The International Invoice option has been enabled ~ Click on International Invoice to enter your invoice details

Delivery Details		Package Details	
Short Name Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50)	USA v I0000 TEST AMERICA LTD WASHINGTON STREET VASHINGTON	Total No of Packages * Total Weight (Kg) * Product/Service * Customs Value * Contents * Extended Liability Shipment Date * Your Reference 1 Your Reference 2	1 1 1 Air Express (2 to 4 days) 100 TEST CONTENTS No Image: Content state sta
Delivery Contact	·,	Your Reference 3 Generate Customs Invoice *	Yes
Contact * Telephone * Notification Email Notification Text	JOHN SMITH 0987654321	①An invoice is require Remember to print 5 co PLEASE ENSURE ALL	d for the selected country pies of your invoice for customs clearance. COPIES HAVE AN ORIGINAL SIGNATURE

An example of a fully completed EU Shipment Delivery Screen

Creating an International Invoice for a Non EU Shipments

Once the delivery, contact and package details have been entered for the shipment you will now need to complete the International Invoice page as prompted.

Create Shipment				CYCLESVIK1
Our One Hour Delivery W	/indow service Predict is free. Please	complete either or both	h of the Predict fields to notify th	ne receiver. Read more
International Invoice				
Type * No. of Items Terms of Delivery	Proforma 1 DAP	~	Reason for export * Total Weight (kg) Country of Origin *	1
Shipper			Receiver	
Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Contact Telephone Shipper's EORI No * FDA Registration No.			Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Contact Telephone Receiver's VAT/PID/EORI No	USA I0000 TEST AMERICA LTD WASHINGTON STREET WASHINGTON JOHN SMITH 0987654321
<- Delivery Details		Clear Print Lat	ter Print Now	Commodity Details ->

- 1. In the International Invoice Section enter the following details:
 - a. Select **Proforma** or **Commercial** invoice in **Type** from the drop down menu
 - b. Enter details in Reason for export
 - c. Enter details in Country of Origin

Create Shipment						
Our One Hour Delivery	Window service Predict is free. Ple	ase complete either or bot	h of the Predict fields to no	tify the receiver. Read more		
International Invoice						
Type *	Proforma	¥	Reason for export *	EXAMPLE REASON		
No. of Items	1		Total Weight (kg)	1		
Terms of Delivery	DAP		Country of Origin *	UK		

- 2. In the Shipper section of the screen enter the following details:
 - a. Select the Country of the Shipper from the drop down menu
 - Enter the Shipper Postal/Zip Code (If the Shipper address is a UK address then provided you enter a valid UK postcode then you will be able to select the address from the dropdown menu)
 - c. Enter the Shipper's EORI Number
- 3. The **Receiver** section should automatically populate with the delivery address details entered into the original **Create Shipment** page

You will see that you are now required to enter the **Commodity Details** ~ Click on **Commodity Details** on the bottom right of the screen

International Invoice					
ype *	Proforma	~	Reason for export *	EXAMPLE REASON	
lo. of Items erms of Delivery	1 DAP		Total Weight (kg) Country of Origin *	1 UK	
Shipper			Receiver		
Country *	UNITED KINGDOM	~	Country *	USA	~
Postal/Zip Code *	B69 4DA		Postal/Zip Code *	10000	
Organisation/Name	D P D GROUP UK LTD		Organisation/Name	TEST AMERICA LTD	
Address 1 *	BROADWELL WORKS BIRMINGHAM ROAD		Address 1 *	WASHINGTON STREET	
Address 2			Address 2		
Dity *	OLDBURY		City *	WASHINGTON	
County/State	WE4. ST MIDLANDS		County/State		
Contact			Contact	JOHN SMITH	
[elephone			Telephone	0987654321	
Shipper's EORI No *	12345		Receiver's \/AT/PID/EORI No		

An example of an International Invoice screen that has been completed with all mandatory information

Creating Non EU Single Shipments Manually – Commodity Details

1. Click on Add which will open up a row in which to add the details of the commodity

Create Shipment				CYCLES
Our One Hour Delivery Windo	w service Predict is free. Please complete e	either or both of the Predict field	ds to notify the receiver. R	lead more
Invoice Commodity Details				
Add Remove				Total Unit Value:
Commodity Code	Full Description of Goods *	Number of Items *	Unit Value (GBP) *	Country of Manufacture
	Pl	LEASE ADD COMMODITY		
	G			
<- International Invoice	Clear	Print Later Print Nov	N	



- 2. Double click on the row and you will be prompted to enter 5 fields of data ~ fields marked with an asterisk* are mandatory:
 - a. Commodity Code (Not mandatory)
 - b. Full Description of Goods
 - c. Number of Items
 - d. Unit Value (GBP)
 - e. Country of Manufacture (Not mandatory)
 - 3. Click **Update** when all of the details have been entered ~ If there are multiple commodities to add then simply complete the steps above per commodity

Invoice Commodity Details Add Remove				Total L	Jnit Value: 0
Commodity Code	Full Description of Goods *	Number of Items *	Unit Value (GBP) *	Country of Manufacture	
Test	Test Goods Description	1	100	United Kingdom	~

4. As all 3 pages of a Non EU International Shipment have been completed the **Print Now** and **Print Later** options have been enabled

Create Shipment				CYCLESVIKI
Our One Hour Delivery Wine	dow service Predict is free. Please comp	lete either or both of the Predict fi	elds to notify the receiver. F	Read more
Invoice Commodity Detail	i			
Add Remove				Total Unit Value: 100.00
Commodity Code	Full Description of Goods *	Number of Items *	Unit Value (GBP) *	Country of Manufacture
TEST	TEST GOODS DESCRIPTION	1	100	UNITED KINGDOM
<- International Invoice		Dear Print Later Print N	low	



- 5. Select **Print Now** or **Print Later** once you have entered all the details you require for your shipment
- 6. Once you have selected your print option you will be presented with the option to print the International Invoice

Shipment Review

Within Shipment Review you can manage your shipments, it gives you the functionality to:

- a. Review data on any created shipments
- b. Search for specific shipments
- c. See whether a shipment's labels have been printed
- d. Print unprinted labels for shipments
- e. Void/Unvoid Shipments
- f. Change/Amend Shipment Dates
- g. Delete Shipments
- h. Print Shipment Manifests
- i. Edit and Copy Shipments
- j. Send Shipment and/or Manifest details to a file on your local system

The review page can show you as a wide or narrow range of details on a particular shipment as you require and in the order you require them.

Accessing the Shipment Review Screen

1. Navigate to MYDPD > Shipping > Shipment Review



earc	h				Date 15/02/2017	n 🖪		Filter	F	Reset	
	Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
]	15/02/2017	1564733113	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	Yes		0
1	15/02/2017	1564733114	GB	B694DA	Parcel - Dpd Next Day	2	Unknown	No	Yes		8
1	15/02/2017	1564733119	GB	B694DA	Expresspak - Dpd Ne	0	Unknown	Yes	No		Ø
Ĵ.	15/02/2017	1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		Ø
1	15/02/2017	1564733124	US	00000	Air Express	1	Unknown	No	No		Ø
		Ν									
		13									

Example of the Shipment Review screen detailing printed, unprinted and voided shipments

The Shipment Review functionality offers a vast range of data and can be tailored to show as much or as little of this information as required ~ below the various functionality is explained and they can be accessed and used.

Shipment Review Search

Within **Shipment Review** you can search for any created shipment via the search bar at the top of the screen ~ search criteria includes:

- a. Shipment Date
- b. Date Search (click on the calendar to show dates)
- c. Consignment Number or partial Consignment Number
- d. Country destination of shipment
- e. Postcode or partial postcode
- f. Contact Name or partial Contact Name
- g. Contact Number or partial Contact Number

The example below shows a shipment for the U.S. that has been located by using the country code as the search criteria:

1. Click into the search bar, type in the search criteria and press **Enter** or the **Filter** option

earch US	1		\supset	Date 15/02/2017	🖻 🖳	Filter		F	Reset	
Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edi
] 15/02/2017	1564733113	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		8
] 15/02/2017	1564733114	GB	B694DA	Parcel - Dpd Next Day	2	Customer data received	No	Yes		8
] 15/02/2017	1564733119	GB	B694DA	Expresspak - Dpd Ne	0	Unknown	Yes	No		C
15/02/2017	1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		Ø
15/02/2017	1564733124	US	00000	Air Express	1	Unknown	No	No		C

The system will search for any shipment that contains "US" in ANY field and return the results it finds ~ as shown in the example below:

arch	US					Date 15/02/2017	2		Filter			Reset	
] Shij	pment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status		Voided	Printed	View	Edit
] 15/	02/2017		1564733124	US	00000	Air Express	1	Unknown		No	No		Ø

2. To return to the full list of shipments then either click **Reset** or clear the search bar of any text and press **Enter**

Deleting Unprinted Shipments

Within **Shipment Review** you can delete an UNPRINTED shipment that is no longer required ~ it is not possible to delete a PRINTED shipment it has to be VOIDED (see guide on Voiding/Unvoiding Shipments) ~ there are a number of ways in which how shipments can be deleted:

Deleting Unprinted Shipments via the Shipment Review Screen

npr r O	nent Review	e Predict is free Ple	ase compl	ete either or	both of the Predict field	Is on the C	reate Shinment nage to r	notify the	receiver	Read	mou
arc	h				Date 15/02/2017		Filter		10001101	Reset	
	Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
	15/02/2017	1564733113	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes	ß	8
]	15/02/2017	1564733114	GB	B694DA	Parcel - Dpd Next Day	2	Customer data received	No	Yes		
	15/02/2017	1564733119	GB	B694DA	Expresspak - Dpd Ne	1	Unknown	No	No		Ø
	15/02/2017	1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		Ø
	15/02/2017	1564733124	US	00000	Air Express	1	Unknown	No	No		d
FI	rst <- Previous			Sh	owing 1 - 5 of 5				Next		est -

An example of a **Shipment Review** screen that has unprinted labels (Rows 3–5)

- By using the tick boxes on the left of the screen, select the shipment to be deleted ~ once selected the following buttons have been enabled:
 - a. Delete
 - b. Void
 - c. Change Date
 - d. Print Shipment

Search					Date 15/02/2017	n 🖪	Filter		F	Reset	
Sł	hipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	E
15	5/02/2017	1564733113	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		f
1	5/02/2017	1564733114	GB	B694DA	Parcel - Dpd Next Day	2	Customer data received	No	Yes		6
	5/02/2017	1564733119	GB	B694DA	Expresspak - Dpd Ne	1	Unknown	No	No		Ø
15	5/02/2017	1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		Ø
-	2/02/2017	1564733124	1.00							1000	
1		1301735124	US	00000	Air Express	1	Unknown	No	No		G
	JU2/2017	100700124	US	00000	Air Express	1	Unknown	No	No		C
	JU2/2017	100700124	US	00000	Air Express	1	Unknown	No	No		C

- Click Delete ~ the following will be displayed "Your shipment (Consignment: *******) has been deleted"
- 3. Click OK and the shipment will have been removed from the list

Country Pe GB B6 GB B6 IE	ostcode 694DA 694DA	Product/Service Parcel - Dpd Two Day Parcel - Dpd Next Day	Packages	Status Customer data received	Voided No	Printed	View	Edit
GB BE GB BE IE	694DA 694DA	Parcel - Dpd Two Day Parcel - Dpd Next Day	1	Customer data received	No	Yec	1971	
GB B6	694DA	Parcel - Dpd Next Day				100		8
IE		Contraction and the second second	2	Customer data received	No	Yes		8
		Parcel - Dpd Two Day	1	Unknown	No	No		Ø
JS 00	0000	Air Express	1	Unknown	No	No		C

Deleting Unprinted Shipments via the Package Details Screen

You can also delete shipments via Package Details screen:

1. Double click on the unprinted shipment to be deleted ~ this will direct you to the **Package Details** screen for that shipment

ollection Info	GB GB		Package Details				Shipment Deta Consignment No.	i ls 1564733187
ost Code	SE55SE		Total Weight (Kg) 1 Packages 1				Product	Parcel - Dpd Two
rganisation/Name idress 1	12 LONDON ROA	.n	Parcel	Reprint	Status		Shipment Date	15/02/2017
dress 2	PECKHAM	-	15501564733187	-	Open		Printed	No
ty	LONDON			-		. <u> </u>	Void	No
ounty	WEST LONDON						Manifested	No
ontact	ETHEL TAKANG						Additional Info.	
lephone								
otification/Se	ender Informa	ition					Delivery Inform	nation
count	131411						Country	GB
otification Email							Post Code	B694DA
otification Text							Organisation/Name	EXAMPLE 10 LTD
eference 1	Reference 2	Reference 3					Address 1	1 HIGH STREET
							Address 2	PTPL/THC/ HAM
			Alicat	1	law with		Causty/State	BIRMINGHAM
							Gounty/State	
			YON				Contact	

- Click Delete ~ the following will be displayed "Your shipment (Consignment: *******) has been deleted"
- 3. Click OK and the shipment will have been removed from the list

arci	:h				Date 15/02/2017	🖻 🖳	Filter		i	Reset	
3	Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
1	15/02/2017	1564733113	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		8
	15/02/2017	1564733114	GB	B694DA	Parcel - Dpd Next Day	2	Customer data received	No	Yes		8
	15/02/2017	1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		Ø
	15/02/2017	1564733124	US	00000	Air Express	1	Unknown	No	No		C

Voiding/Unvoiding Shipments

Within **Shipment Review** the options to void or unvoid shipments that have been either printed or unprinted ~ there are a number of ways in which how shipments can be deleted:

Voiding/Unvoiding Shipments via the Overall Shipment Review Screen

arc	h				Date 15/02/2017		Filter			Reset	
1	Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
	15/02/2017	1564733113	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		8
	15/02/2017	1564733114	GB	B694DA	Parcel - Dpd Next Day	2	Customer data received	No	Yes		8
	15/02/2017	1564733119	GB	B694DA	Expresspak - Dpd Ne.	. 1	Unknown	No	No		Ø
	15/02/2017	1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		Ø
	15/02/2017	1564733124	US	00000	Air Express	1	Unknown	No	No	1	Ø

Page 54 - If you require further assistance contact the IT Service Desk on 0121 500 2510

An example of the **Shipment Review** screen showing multiple shipments that can be Voided/Unvoided

- By using the tick boxes on the left of the screen, select the shipment to be voided ~ once selected the following buttons have been enabled:
 - a. Void
 - b. Print Shipment

arch				Date 15/02/2017		Filter		I	Reset	
Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
15/02/2017	1564733113	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		8
15/02/2017	1564733114	GB	B694DA	Parcel - Dpd Next Day	2	Customer data received	No	Yes		8
15/02/2017	1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		Ø
15/02/2017	1564733124	US	00000	Air Express	1	Unknown	No	No		Ø
15/02/2017	1564733198	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	No	E	1
					1.0		10			9

- Click Void ~ the following will be displayed "Your shipment (Consignment: *******) has been voided"
- 3. Click **OK** and in the Shipment Review Screen the **Voided** column of that shipment will show **"Yes"** for that shipment

arch				Date 15/02/2017	🖻 🖪	Filter		F	Reset	
] Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
15/02/2017	1564733113	GB	B694DA	Parcel - Dpd Two Day	0	Customer data received	Yes	Yes		8
15/02/2017	1564733114	GB	B694DA	Parcel - Dpd Next Day	2	Customer data received	No	Yes		8
15/02/2017	1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		Ø
15/02/2017	1564733124	US	00000	Air Express	1	Unknown	No	No		Ø
15/02/2017	1564733198	CP	100000000	and the second second second second		Tall Lager Alder to Alder		1044450	1971	
		GD	869404	Parcel - Dpd Two Day	1	Unknown	No	No		
		GD	6694DA	Parcel - Dpd Two Day	1	Unknown	No	No		ß

- 4. To unvoid a voided parcel via Shipment Review select the check box as before ~ this will enable the **Unvoid** option
- Click Unvoid ~ the following will be displayed "Your shipment (Consignment: *******) has been unvoided"
- 6. Click **OK** and in the Shipment Review Screen the **Voided** column of that shipment will show **"No"** for that shipment

rch				Date	15/02/2017	🖪 🗣	Filter		1	Reset	
Shipment Date Reference 1	Consignment	Country	Postcode	Product,	t/Service	Packages	Status	Voided	Printed	View	Edit
v15/02/2017	1564733113	GB	B694DA	Parcel -	- Dpd Two Day	1	Customer data received	No	Yes		8
15/02/2017	1564733114	GB	B694DA	Parcel -	- Dpd Next Day	2	Customer data received	No	Yes		8
15/02/2017	1564733123	IE		Parcel -	- Dpd Two Day	1	Unknown	No	No		C
15/02/2017	1564733124	US	00000	Air Expr	ress	1	Unknown	No	No		Ø
15/02/2017	1564733198	GB	B694DA	Parcel -	- Dpd Two Day	1	Unknown	No	No		Ø

Voiding/Unvoiding Shipments via the Package Details Screen

1. Double click on the unprinted shipment to be voided ~ this will direct you to the **Package Details** screen for that shipment

Shipment Review									AVIK1
Our One Hour Deliv	ery Window servi	ice Predict is	free. Please	complete either or both	of the Pred	lict field:	s on the Crea	te Shipment page to notif	y the receiver. Read more
Outbound									
Collection Info Country Post Code Organisation/Name Address 1 Address 2 City County Contact	GB SE55SE IT TEST SILVER 12 LONDON ROAI PECKHAM LONDON WEST LONDON ETHEL TAKANG	D		Package Details Total Weight (Kg) 1 Packages 1 Parcel 1 15501564733405 1	Reprint	Status Open		Shipment Deta Consignment No. Product Shipment Date Printed Void Manifested Additional Info.	ils 1564733405 Parcel - Dpd Two Day 16/02/2017 Yes No No
Telephone Notification/Se Account Notification Email Notification Text	ender Informa 131411	tion						Delivery Inform Country Post Code Organisation/Name	nation GB B694DA EXAMPLE LTD 1
Reference 1	Reference 2	Reference 3		Void	U	nvoîd		Address 1 Address 2 City County/State Contact	EXAMPLE STREET BIRMINGHAM JOHN SMITH
Return to List Delete	Void		Unvoid	Change Date	Print St	ipment	Print Ur	nprinted Print Manif	Copy Shipment est Send to File

 Click Void ~ the following will be displayed "Your shipment (Consignment: *******) has been voided"

- 3. Click **OK** to return to the Package Details Screen ~ the detail within the Package Details section will have changed to read:
 - a. Total Weight (Kg) O
 - b. Packages 0
 - c. In the Status column will read as Voided

ollection Info	rmation			Anthene Details				Shipment Deta	ils
untry	GB		/	Total Weight (Kg)				Consignment No.	1564733405
st Code	SE55SE			Packages 0			`	Product	Parcel - Dpd Two Day
drees 1	12 LONDON POAF			Parcel	Reprint	Status 🔲	\backslash	Shipment Date	16/02/2017
dress 2	DECKHAM	, ,	/	15501564733405		Voided		Printed	Yes
v	LONDON		/	1000100 // 00 /00	-	ronded []	\	Void	Yes
, untv	WESTLONDON		1					Manifested	No
ntact	ETHEL TAKANG							Additional Info.	
ephone	211122 0 00 000								
								Delivery Inform	nation
ount	121411	lion						Country	GB
tification Email	151411		\					Post Code	B694DA
tification Text			\mathbf{A}				/	Organisation/Name	EXAMPLE LTD 1
eference 1	Reference 2	Reference 3	$\mathbf{\lambda}$				/	Address 1	EXAMPLE STREET
		Norei ence o				/	/	Address 2	
						/		City	BIRMINGHAM
				Void		nvoid		County/State	
						/		Contact	JOHN SMITH
								Telephone	00876543212

- To UNVOID a voided shipment via Package Details click on Unvoid at the bottom of the screen ~ the following will be displayed "Your shipment (Consignment: *******) has been unvoided"
- 5. Click **OK** to return to the Package Details Screen ~ the detail within the Package Details section will have changed to read:
 - d. Total Weight (Kg) (Weight of Package)
 - e. Packages O (Number of Packages)
 - f. In the Status column will read as Open

Collection Info Country Post Code Organisation/Name Address 1 Address 2 City County County County Contact Telephone Notification / Se Account Notification Email Notification Text Reference 1	GB SE55SE IT TEST SILVER 12 LONDON ROAD PECKHAM LONDON WEST LONDON ETHEL TAKANG ender Information 131411 Reference 2 Referen	ce 3	Package Details Total Weight (Kg) 1 Packages 1 Parcel 1 15501564733405	Reprint 2	Status Copen	Shipment Deta Consignment No. Product Shipment Date Printed Void Manifested Additional Info. Delivery Inform Country Post Code Organisation/Name Address 1	atis 1564733405 Parcel - Dpd Two Day 16/02/2017 Yes No No mation GB B694DA EXAMPLE LTD 1 EXAMPLE STREET
			Void	Unv	roid	City County/State Contact Telephone	BIRMINGHAM JOHN SMITH 09876543212

Voiding/Unvoiding Parcels from Multi-Parcel Consignments

MyDPD allows you to void/unvoid single parcels from a Multi-parcel consignment ~ this is done by viewing **Package Details** via **Shipment Review:**

earch				Date 16/02/2017	•	Filter		F	Reset	
Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
16/02/2017	1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes	1	8
] 16/02/2017	1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	No		Ø
16/02/2017	1564733407	IE		Expresspak - Dpd Ne	1	Unknown	No	No		Ø
] 16/02/2017	1564733411	US	00000	Air Express	1	Unknown	No	No	14	Ø
16/02/2017	1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		Ø
	G									

An example of **Shipment Review** that has a multi-parcel consignment of 5 Parcels (Row 5)

Outbound								
Collection Info Country Post Code Organisation/Name uddress 1	GB SE55SE IT TEST SILVER 12 LONDON ROAD	D	Package Detai Total Weight (Kg) Packages Parcel	20 5	Reprint	Status	Shipment Deta Consignment No. Product Shipment Date	ils 1564733412 Parcel - Dpd Two Day 16/02/2017
Address 2 Dity County Contact Telephone	PECKHAM LONDON WEST LONDON ETHEL TAKANG		15501564733412 15501564733413 15501564733414 15501564733415			Open Open Open Open	Printed ∿oid Manifested Additional Info.	No No No
Notification/Se account Jotification Email Jotification Text	ender Informat 131411	tion	13301301733110		-	open	Delivery Inform Country Post Code Organisation/Name Address 1	GB B694DA EXAMPLE 7 LTD 1 HIGH ROAD
	Reference 2	Reference 5	Void		U	nvoid	Address 2 City County/State Contact Telephone	BIRMINGHAM

1. Double click on the consignment to be edited ~ this will direct you to the **Package Details** screen for that shipment

The package details section in the centre of the screen shows the parcel number details of all parcels within the consignment.

 By using the tick boxes next to the parcel numbers select the parcel to be voided from the consignment~ once selected this will enable the VOID option below the Package Details Section

Outbound									
collection Info ountry ost Code Irganisation/Name	GB SE55SE IT TEST SILVER			Package Detail Total Weight (Kg) Packages	20 5			Shipment Deta Consignment No. Product	ills 1564733412 Parcel - Dpd Two Day
ddress 1 ddress 2 ity ounty ontact elephone	12 LONDON ROA PECKHAM LONDON WEST LONDON ETHEL TAKANG	D		Parcel 15501564733412 15501564733413 15501564733414 15501564733415 15501564733416		Reprint	Status Open Open Open Open	Shipment Date Printed Void Manifested Additional Info.	16/02/2017 No No
Iotification/Se ccount otification Email otification Text	nder Informa 131411	tion		15501504755410		-	open	Delivery Inform Country Post Code Organisation/Name	nation GB B694DA EXAMPLE 7 LTD
Reference 1	Reference 2	Reference 3	G	Void		U	nvoid	Address 1 Address 2 City County/State	1 HIGH ROAD BIRMINGHAM
								Telephone	98765432123

 Click Void button and a pop up window will appear titled Weight Review ~ here the Original Total Weight of the consignment and the New Total Weight of the consignment will be displayed

Shipment Review									AVIK
ur One Hour Deliv	ery Window serv	rice Predict is	free. Pleas	e complete either or both	of the Pre	dict field	s on the Crea	ate Shipment page to not	ify the receiver. Read more
Outbound									
Collection Info Country Post Code Organisation/Name Address 1	GB SE55SE IT TEST SILVER	D		Package Details Total Weight (Kg) 20 Packages 5 Parcel	Reprint	Status		Shipment Det Consignment No. Product Shipment Date	ails 1564733412 Parcel - Dpd Two Day 16/02/2017
Address 2 City County Contact	PECKHAM LONDON WEST LONDON ETHEL TAKANG			15501564733412 15501564733413 15501564733414 15501564733415	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Open Weight R Original T	eview otal Weight:	Printed 20 kg	No
Notification/Se Account Notification Email Notification Text	ender Informa 131411	ition		15501564733416	e	New Tota	I Weight:	12 kg Cancel Organisationintranie	HDA
Reference 1	Reference 2	Reference 3		Void				Address 1 Address 2 City County/State	1 HIGH ROAD BIRMINGHAM
Return to List								Contact Telephone	JOHN SMITH 98765432123
Delete	Void			Change Date			Print U	nprinted Print Man	ifest Send to File

- 5. Click **OK** to return to the Package Details Screen ~ the detail within the Package Details section will have changed to read:
 - g. Total Weight (Kg) (Weight of Package)
 - h. Packages O (Number of Packages)
 - i. In the Status column will read as Voided

Outbound							
collection Info ountry ost Code irganisation/Name ddress 1 ddress 2 ity ounty ounty	rmation GB SE55SE IT TEST SILVER 12 LONDON ROA PECKHAM LONDON WEST LONDON ETHEL TAKANG	D	Package Details Total Weight (Kg) Packages Parcel 15501564733412 15501564733413 15501564733414 15501564733415	Reprint	Status Voided Voided Open Open	Shipment Deta Consignment No. Product Shipment Date Printed Void Manifested Additional Info.	ils 1564733412 Parcel - Dpd Two Day 16/02/2017 No No No
Iotification/Se ccount lotification Email lotification Text	nder Informa 131411	tion	15501564733416		Open	Delivery Inform Country Post Code Organisation/Name	nation GB B694DA EXAMPLE 7 LTD
Reference 1	Reference 2	Reference 3	 Void	I	Jnvoid	Address 1 Address 2 City County/State	1 HIGH ROAD BIRMINGHAM
						Contact Telephone	JOHN SMITH 98765432123

6. To **Unvoid** Voided parcel numbers select the tickboxes next to the parcel numbers and Click on the **Unvoid** option that is now enabled

Shipment Review											AVIK
Our One Hour Delive	ery Window serv	rice Predict is free.	Please comp	plete either or t	ooth of	the Pred	lict fields	s on th	e Create Shi	oment page to noti	fy the receiver. Read more
Outbound											
Collection Info Country Post Code Organisation/Name Address 1 Address 2 City County Contact	rmation GB SE55SE IT TEST SILVER 12 LONDON ROA PECKHAM LONDON WEST LONDON ETHEL TAKANG	D	Pack Total Pack Par 155 155 155	Kage Detail I Weight (Kg) (ages i01564733412 i01564733413 i01564733414 i01564733415	S 12 3	Reprint	Status Voided Voided Open Open		r)	Shipment Deta Consignment No. Product Shipment Date Printed Void Manifested Additional Info.	tils 1564733412 Parcel - Dpd Two Day 16/02/2017 No No No
Telephone Notification/Se	nder Informa	ition	155	01564733416		ē	Open			Delivery Inform	nation
Account Notification Email Notification Text	131411									Country Post Code Organisation/Name	GB B694DA EXAMPLE 7 LTD
Reference 1	Reference 2	Reference 3		Void			nvoid			Address 1 Address 2 City	1 HIGH ROAD BIRMINGHAM
				Volu			IVOId			Contact Telephone	JOHN SMITH 98765432123
Return to List Delete	Void	Unv	oid	Change Date		Print Sh	ipment	P	rint Unprinte	d Print Manif	Edit Shipment

- 7. The Original Total Weight of the consignment and the New Total Weight of the consignment will be displayed
- 9. Click **OK** to return to the Package Details Screen ~ the detail within the Package Details section will have changed to read:
 - j. Total Weight (Kg) (Weight of Package)
 - k. Packages O (Number of Packages)
 - l. In the Status column will read as Open

Shipment Review											AVIK1
Our One Hour Delive	ery Window serv	ice Predict is fre	e. Please	complete either or b	oth c	of the Prec	lict field:	s on tł	he Create Shipm	nent page to notif	y the receiver. Read more
Outbound											
Collection Info	rmation								s	shipment Deta	ils
Country	GB			Package Details	5				c	onsignment No.	1564733412
Post Code	SE55SE			Total Weight (Kg)	20				P	roduct	Parcel - Dpd Two
Organisation/Name	IT TEST SILVER			Packages	5						Day
Address 1	12 LONDON ROA	D		Parcel		Reprint	Status		S	hipment Date	16/02/2017
Address 2	PECKHAM			15501564733412		A	Open		P	rinted	No
City	LONDON			15501564733413		Ē.	Open		M	bid	No
County	WEST LONDON			15501564733414		- E	Open		M	lanifested	No
Contact	ETHEL TAKANG			15501504753415		- Z	Open		A	dditional Info.	
Telephone				15501564755415			Open				
				15501564733416			Open		_		
Notification/Se	nder Informa	tion								pelivery inform	nation
Account	131411								C	ountry	GB
Notification Email									P	ost Code	B694DA
Notification Text									0	rganisation/Name	EXAMPLE 7 LTD
Reference 1	Reference 2	Reference 3							A	ddress 1	1 HIGH ROAD
									A	ddress 2	
									C	ity	BIRMINGHAM
				Void			nvoid			ounty/State	
									-	ontact	JOHN SMITH
									10	elephone	98765432123
Return to List											Edit Shipment
Delete	Void	Un	void	Change Date	I	Print Sh	ipment	F	Print Unprinted	Print Manif	est Send to File

Changing Shipment Dates

MyDPD allows you to change the date of a created unprinted shipment ~ there are a number of ways in which how shipments can be deleted:

Change Shipment Date via Shipment Review

Below is an example of a Shipment Review screen that has unprinted shipments that can have the shipment date changed (Rows 2-5) ~ the Printed column shows **No** for these 4 shipments:

arch				Date 16/02/2017	- 🔒	Filter		F	Reset	
] Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
] 16/02/2017	1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		8
] 16/02/2017	1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	No		Ø
16/02/2017	1564733407	IE		Expresspak - Dpd Ne	1	Unknown	No	No		Ø
16/02/2017	1564733411	US	00000	Air Express	1	Unknown	No	No		Ø
16/02/2017	1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		Ø
\triangleright										

1. Using the tick boxes on the left of the screen select an unprinted shipment ~ this will enable the **Change Date** option

irch					Date 16/02/2017	n 📑	Filter		F	Reset	
Shipment Date Referen	nce 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edi
16/02/2017		1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		8
6/02/2017		1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	No		Ø
16/02/2017		1564733407	IE		Expresspak - Dpd Ne	1	Unknown	No	No		Ø
16/02/2017	·	1564733411	US	00000	Air Express	1	Unknown	No	No		Ø
16/02/2017		1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		C

2. Click **Change Date** and a message will be displayed giving you the option to change the date

 Click on the date shown in the Change Date box and select a date from the calendar ~ Only dates that are not greyed out can be selected as new shipment dates

NB: Shipment dates can only be changed up to ONE WEEK from today's date and only on working days unless you have enabled Saturday and Sunday deliveries in your Account Settings

Ship	ment Review										AVIK1
Our C	ne Hour Delivery Window servic	e Predict is free. Ple	ase compl	ete either or	both of the Predict field	ds on the C	reate Shipment page to r	otify the	receiver.	Read	more
Sear	sh				Date 16/02/2017	- R	Filter		F	Reset	
	Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
	16/02/2017	1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		8
	16/02/2017	1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	No		Ø
	16/02/2017	1564733407	IE		Expresspak - Dpd Ne	1	Unknown	No	No		Ø
	16/02/2017	1564733411	US	00000	Air Express	1	Unknown	No	No		Ø
	16/02/2017	1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		Ø
-							Image: Non-Section (Non-Section (F S 3 4 10 11 17 18 24 25 3 4 2017 11			4
				Sh	owing 1 - 5 of 5						ist->
	Delete Void	Unvoid		Change Date	e Print Shipment	Print	Unprinted Print Ma		Se	nd to F	ile

4. Select the revised date for the shipment ~ the calendar will disappear and the **Change Date** box will populate

Ship	ment Review										AVIK
Our C	ne Hour Delivery Window	service Predict is free. Ple	ase comp	lete either or	both of the Predict field	is on the C	reate Shipment page to r	notify the	receiver.	Read n	nore
Searc	sh l				Date 16/02/2017	· 🔒	Filter		1	Reset	
	Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View E	Edit
	16/02/2017	1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		8
V	16/02/2017	1564733406	GB	B694DA	Parcel - Dpd Two Day	1		No	No	E (Z
	16/02/2017	1564733407	IE		Expresspak - Dpd Ne	1	Unknown	No	No	(Z
	16/02/2017	1564733411	US	00000	Air Express	1		No	No	(Z
	16/02/2017	1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No	§ (Z
							Change Dar	2			
											+
				Sh	owing 1 - 5 of 5						
	Delete	oid Unvoid		Change Date	Print Shipment	Print	Unprinted Print Ma		Se		le

- 5. Click Change Date in the pop up window and the following message will be displayed "Your shipment (Consignment: ********), shipment date has been changed to **/**/****"
- 6. Click **OK** to close the pop up window and you will return to Shipment Review and in **Shipment Date** column the amended date will be displayed

arch				Date 16/02/2017	r 🗣	Filter		1	Reset	
] Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	P <mark>ackag</mark> es	Status	Voided	Printed	View	Edit
16/02/2017	1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		8
20/02/2017	1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	No		C
18/02/2017	1564733407	IE		Expresspak - Dpd Ne	1	Unknown	No	No		Ø
16/02/2017	1564733411	US	00000	Air Express	1	Unknown	No	No		Ø
16/02/2017	1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		Ø

Change Shipment Date via the Package Details Screen

- 1. Double click on the shipment to have the date changed ~ this will direct you to the **Package Details** screen for that consignment
- 2. From **Package Details** Click **Change Date** at the bottom of the screen

								and the second se
ollection Info	rmation						Shipment Deta	ils
ountry	GB		Package Deta	alis			Consignment No.	1564733406
st Code	SE55SE		Total vveight (Kg)	1			Product	Parcel - Dpd Two
ganisation/Name	IT TEST SILVER		Packages	1	12411 0251		Chinment Data	Day
dress 1	12 LONDON ROA	D	Parcel	Re	print Status	s 🛄	Shipment Date	16/02/2017
dress 2	PECKHAM		15501564733406	- I	Open		Printed	No
у	LONDON						Void	No
unty	WEST LONDON						Additional lafe	NO
ntact	ETHEL TAKANG						Additional Info.	
lephone								
otification/Se	nder Informa	tion					Delivery Inform	nation
count	131411	lion					Country	GB
tification Email	151111						Post Code	B694DA
tification Text							Organisation/Name	EXAMPLE 2 LTD
eference 1	Reference 2	Reference 3					Address 1	5 EXAMPLE STREET
		Norei cince o					Address 2	
							City	BIRMINGHAM
			Void		Unvoid		County/State	
							Contact	JOHN SMITH
							Tolophono	01050404067

 Click on the date shown in the Change Date box and select a date from the calendar ~ Only dates that are not greyed out can be selected as new shipment dates

NB: Shipment dates can only be changed up to ONE WEEK from today's date and only on working days unless you have enabled Saturday and Sunday deliveries in your Account Settings

Shipment Review									AVIK1
Our One Hour Delive	ery Window servi	ce Predict is free. Pleas	e complete either or both	of the Pred	dict fields	s on the (Create Shipme	ent page to noti	fy the receiver. Read more
Outbound									
Collection Info Country Post Code Organisation/Name Address 1 Address 2 City County Contact	GB SES5SE IT TEST SILVER 12 LONDON ROAE PECKHAM LONDON WEST LONDON ETHEL TAKANG	9	Package Details Total Weight (Kg) 1 Packages 1 Parcel 1 15501564733406 1	Reprint	Status Open Change	Date	Shi Coi Pro Shi Prir Vok	ipment Deta nsignment No. iduct pment Date nted d	ails 1564733406 Parcel - Dpd Two Day 16/02/2017 No No
Telephone Notification/Se Account Notification Email Notification Text	ender Informat	ion			Date		16/02/2017 Fel 5 M 29 30	bruary 2017 + T W T 1 31 1 2	
Reference 1	Reference 2	Reference 3					12 13 19 2 26 2 5 Fe	14 15 16 1 21 22 23 2 28 1 2 bruary 20, 2017	MPLE STREET 18 25 NGHAM 11 SMITH 434267
Return to List									Edit Shipment
Delete	Void	Unvoid	Change Date			Prin	t Unprinted	Print Manif	fest Send to File

4. Select the revised date for the shipment ~ the calendar will disappear and the **Change Date** box will populate

Outbound								
Collection Info Country Post Code	GB SE555E		Package Details Total Weight (Kg) 1				Shipment Deta Consignment No. Product	iils 1564733406 Parcel - Dpd Two
Organisation/Name	IT TEST SILVER		Packages 1					Day
ddress 1	12 LONDON ROA	D	Parcel	Reprint	Status		Shipment Date	16/02/2017
ddress 2	PECKHAM		15501564733406	A	Open		Printed	No
ity	LONDON						√oid	No
ounty	WEST LONDON				Change	Date		×P
ontact	ETHEL TAKANG							-
elephone				S	Date	20	0/02/2017	1
lotification/Se	nder Informa	ition					Change Date	ion 3
otification Email lotification Text							Organisation/Name	EXAMPLE 2 LTD
Reference 1	Reference 2	Reference 3					Address 1 Address 2	5 EXAMPLE STREET
							City	BIRMINGHAM
							County/State	
							Contact	JOHN SMITH
							Telephone	01253434267

5. Click Change Date in the pop up window and the following message will be displayed "Your shipment (Consignment: ********), shipment date has been changed to **/**/****"

6. Click **OK** to close the pop up window and you will return to package details and in Shipment Details the amended date will be displayed in the Shipment Date

	100000000000000000000000000000000000000						
ollection Info ountry ost Code rganisation/Name	GB SE55SE IT TEST SILVER	ß	Package Details Total Weight (Kg) 1 Packages 1 Parcel	Reprint	Status	Shipment Deta Consignment No. Product Shipment Date	hils 1564733406 Parcel - Dpt Two Day 20/02/2017
ddress 1 ddress 2 ty ounty ontact dephone	PECKHAM LONDON WEST LONDON ETHEL TAKANG	ation	15501564733406		Open	Printed Void Manifested Additional Info. Delivery Inform	No No No
count otification Email otification Text	131411					Country Post Code Organisation/Name	GB B694DA EXAMPLE 2 LTD
Reference 1	Reference 2	Reference 3				Address 1 Address 2 City	5 EXAMPLE STREET
			Void	U	nvoid	County/State Contact Telephone	JOHN SMITH 01253434267

Printing Unprinted Shipments

Within Shipment Review you can print any unprinted shipments that have been created. The options to print single unprinted shipments or print all unprinted shipments. This can done by the following ways:

Printing Single Unprinted Shipments via Shipment Review

Below is an example of a Shipment Review screen with unprinted shipments (rows 2-5) ~ the unprinted shipments are shown on the review screen with a **No** in the **Printed** column:



· O	ne Hour Delivery Window service	e Predict is free. Ple	ase compl	ete either or	Date 16/02/2017	ls on the C	reate Shipment page to r Filter	notify the	receiver.	Read	mor
1	Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
]	16/02/2017	1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		8
	16/02/2017	1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	No		Ø
	16/02/2017	1564733407	IE		Expresspak - Dpd Ne	1	Unknown	No	No		Ø
	16/02/2017	1564733411	US	00000	Air Express	1	Unknown	No	No		C
	16/02/2017	1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		C
Fi	irst <- Previous			Sh	owing 1 - 5 of 5				Next	-> L	ast.

 Using the tick boxes on the left of the Shipment Review screen select an unprinted shipment to be printed ~ this will enable the Print Shipment option at the bottom of the screen

Note – This will also enable the options to **Delete, Void or Change Date** of the shipment.

- 2. Click **Print Shipment** ~ the label will print and display:
 - a. The Printed column now shows as Yes
 - b. The shipment will show a padlock in **Edit** denoting that this cannot be edited
| arch | | | | Date 16/02/2017 | 3 🔒 | Filter | | | Reset | |
|---------------------------|-------------|---------|----------|----------------------|----------|------------------------|--------|-----------|-------|------|
| Shipment Date Reference 1 | Consignment | Country | Postcode | Product/Service | Packages | Status | Voidea | d Printed | View | Edit |
|] 16/02/2017 | 1564733405 | GB | B694DA | Parcel - Dpd Two Day | 1 | Customer data received | No | Yes | | • |
| 16/02/2017 | 1564733406 | GB | B694DA | Parcel - Dpd Two Day | 1 | Unknown | No | Yes | | 0 |
| 16/02/2017 | 1564733407 | IE | | Expresspak - Dpd Ne | 1 | Unknown | No | No | | Ø |
| 16/02/2017 | 1564733411 | US | 00000 | Air Express | 1 | Unknown | No | No | | C |
| 16/02/2017 | 1564733412 | GB | REGADA | Barcal Dad Two Day | - | 11-1 | | 10.0 | 1000 | |
| | | | DUSTUR | Parcer - Opu Two Day | 5 | Unknown | No | No | | |
| | | | | Parcer - Opo TWO Day | 2 | Unknown | No | No | | ß |

Printing Individual Unprinted Shipments via the Package Details Screen

 Double click on the unprinted shipment to be printed ~ this will direct you to the Package Details screen for that shipment and all available options are now enabled (with the exception of Unvoid as this is not a voided shipment)

oucound								
Collection Info	rmation						Shipment Deta	ils
Country	GB		Package Details				Consignment No.	1564733407
Post Code	SE55SE		Total Weight (Kg) 1				Product	Expresspak - Dpd
organisation/Name	IT TEST SILVER		Packages 1					Next Day
ddress 1	12 LONDON ROA	D	Parcel	Reprint	Status		Shipment Date	16/02/2017
ddress 2	PECKHAM		15501564733407	÷.	Open	(T)	Printed	No
ity	LONDON						Void	No
County	WEST LONDON						Manifested	No
Contact	ETHEL TAKANG						Additional Info.	
elephone								
lotification/Se	nder Informa	tion					Delivery Inform	nation
ccount	131411						Country	IE
lotification Email							Post Code	
lotification Text							Organisation/Name	EXAMPLE 3 LTD
Reference 1	Reference 2	Reference 3					Address 1	10 EXAMPLE STREET
							Address 2	
			Maid	1	au unit d		City	DUBLIN
			VOID		DIVORU		County/State	
							Contact	JOHN SMITH
							Talaahaaa	0000000000000

 Click Print Shipment and the label will print ~ the Delete and Change Date options have been disabled

Outbound							
Collection Info Country Post Code	GB SE555E		Package Details Total Weight (Kg) Packages	1		Shipment Deta Consignment No. Product	ils 1564733407 Expresspak - Dpd Next Day
ddress 1	12 LONDON PO	AD	Parcel	Reprint	Status	Shipment Date	16/02/2017
ddress 2	PECKHAM		15501564733407		Open	Printed	Yes
itv	LONDON					Void	No
ounty	WESTLONDON					Manifested	No
ontact	ETHEL TAKANG					Additional Info.	
elephone							
lotification/Se	ender Inform	ation				Delivery Inform	nation
ccount	131411					Doet Code	IL
lotification Email						Organisation/Name	EXAMPLE 3 LTD
Reference 1	Reference 2	Reference 3				Address 1	10 EXAMPLE STREET
						Address 2	
			Maid	1	Invisid	City	DUBLIN
			Void		anvoid.	County/State	
						Contact	JOHN SMITH
						Telephone	09987756566

3. Click **Return to List** to return back to **Shipment Review** and displayed will be :

- a. The Printed column now shows as Yes
- b. The shipment will show a padlock in **Edit** denoting that this cannot be edited

arc	h				Date 16/02/2017	🖻 🖪	Filter			Reset	
I	Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
	16/02/2017	1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		8
	16/02/2017	1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	Yes		0
	16/02/2017	1564733407	IE		Expresspak - Dpd Ne	1	Unknown	No	Yes		0
	16/02/2017	1564733411	US	00000	Air Express	1	Unknown	No	No	-	Ø
	16/02/2017	1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		Ø
							6				
							6				

Printing All Unprinted Shipments via the Shipment Review Screen

Within **Shipment Review** you can print off all unprinted shipments that have been created with just one click.

Below is an example of the **Shipment Review** screen with 2 unprinted shipments (rows 4 & 5) ~ the **Print Unprinted** option at the bottom of the screen is enabled :

arc		e Predict is nee. Pre	ase comp		Date 16/02/2017	🖻 🖪	Filter		F	Reset	
1	Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
	16/02/2017	1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		8
]	16/02/2017	1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	Yes		0
	16/02/2017	1564733407	IE		Expresspak - Dpd Ne	1	Unknown	No	Yes		8
	16/02/2017	1564733411	US	00000	Air Express	1	Unknown	No	No		Ø
	16/02/2017	1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		C
Fi	rst <- Previous			Sh	owing 1 - 5 of 5				Next	-> L	ast-

- 1. Click **Print Unprinted** ~ A pop up window will appear asking you to enter the shipment date of the the unprinted labels to print ~ this date will default to today's date.
- 2. Select the date of the shipment/s to print and click **Print**
- 3. The unprinted labels will print off and the shipments will show a **Yes** in the Printed column and a padlock will show in the Edit column, denoting that this can no longer be edited

Copying/Adding to Printed Shipments

MyDPD will allow you to copy a printed shipment if you need to duplicate the details from a previous consignment ~ this means that you will not need to enter all the details again in **Create Shipment**

Copying/Adding to Printed Shipments via Package Details

 Within Shipment Review double click on the shipment to be copied ~ this will direct you to the Package Details screen where the Copy Shipment option available:

Shipment Review									AVIK1
Our One Hour Delive	ery Window servi	ice Predict is free. Plea	ase complete either or both	of the Predic	t fields	s on th	ne Create Shipme	ent page to notif	y the receiver. Read more
Outbound									
Collection Info Country Post Code Organisation/Name Address 1 Address 2 City County Contact	GB SE555E IT TEST SILVER 12 LONDON ROAI PECKHAM LONDON WEST LONDON ETHEL TAKANG	D	Package Details Total Weight (Kg) 1 Packages 1 Parcel 1 15501564733405 1	Reprint !	Status Open		Shi Coi Pric Shi Voi Ma Add	ipment Deta nsignment No. iduct pment Date nted d nifested diftional Info.	ils 1564733405 Parcel - Dpd Two Day 16/02/2017 Yes No No
Telephone Notification/Se Account Notification Email Notification Text	nder Informa 131411	tion					De Coi Pos Org	livery Inform untry st Code ganisation/Name	GB B694DA EXAMPLE LTD 1
Reference 1	Reference 2	Reference 3	14-11	11	6	Ì	Ade Ade City	dress 1 dress 2 /	EXAMPLE STREET
Return to List			Void		/010		Co Co Tel	ntact ephone	JOHN SMITH 09876543212 Copy Shipment
Delete	Void	Unvoid	Change Date	Print Ship	ment	F	Print Unprinted	Print Manif	est Send to File

2. Click **Copy Shipment** and this will direct you to the **Create Shipment** screen with all address and previous shipment package details populated

Create Shipment			AVIK1
Our One Hour Delivery Wind	ow service Predict is free. Please complete either or bot	h of the Predict fields to noti	fy the receiver. Read more
Delivery Details		Package Details	
Short Name v Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50)	UNITED KINGDOM V B694DA Find Postcode EXAMPLE LTD 1 EXAMPLE STREET BIRMINGHAM	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Collect on Delivery	1 1 Parcel v Dpd Two Day v Thursday - 16/02/2017 S No v
Delivery Contact Contact Telephone Notification Email Predict Notification Text Predict	JOHN SMITH 09876543212	I	
	Clear	Later Print Now	

3. Within **Create Shipment** edit any details as required which include:

- a. Delivery Details
- b. Delivery Contact Details
- c. Total No of Packages
- d. Total Weight
- e. Product
- f. Service
- g. Shipment Date
- h. Collection on Delivery Requirement

4. Click Print Later or Print Now

Delivery Details		Package Details	
Short Name Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50) Delivery Contact	UNITED KINGDOM	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Collect on Delivery	3 30 Parcel Dpd Next Day Thursday - 16/02/2017 No
Contact Telephone Notification Email Predict Notification Text Predict	JOHN SMITH 09876543212	-	

Printing Manifests

MyDPD will produce a detailed summary of all consignments produced within a day ~ This manifest will detail all printed consignments and produce a total summary ~ Upon collection of the shipments, the driver can sign the summary to confirm the correct number of parcels have been collected.

Note - Manifests can only be created for **PRINTED** shipments.

 Within Shipment Review click Print Manifest at the bottom of the screen ~ A message will display asking to select the date of the Manifest to generate

11011				Date 17/02/2017	🖻 🗣	Filte	ar 🛛	F	Reset	
Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
17/02/2017	1564734086	GB	B694DA	Parcel - Dpd Next Day	1	Unknown	No	Yes		8
17/02/2017	1564734087	GB	B694DA	Print Manifest				×	E	8
17/02/2017	1564734088	GB	B694DA			5-1				8
17/02/2017	1564734089	IE		Shipment Date	17/02/2017	[]				8
17/02/2017	1564734090	US	00000			C	oporato Ma	nifort		8
								mest		
				Created Date	Consignm	ents Parcels	Reprint			
				17-02-2017 11:46 am	5	5	A			
							_			

- 2. Select the date of the manifest you would like to print from the calendar icon and Click **Generate Manifest** ~ A message will appear asking to select what printer to print the manifest from
- 3. Select the printer and click **Print** ~ the manifest for the selected date will now print off

Shipping Lis Account 1314111	t for DF	PD (L	JK) of R	n 21/02/2017			12 LONDON ROA PECKILAM LONDON WEST LONDON SESSISE
Consignment Number	Reference	-	Nugal	Product/berrece	Gauren	Pret Cade	Belluny Bothen
1004134000		5	5.0	Parcel - Opd Next Ore	GR	SHE LEA	EXAMPLE COMPANY I I MARK ETHERT BURNING AM
104754058		1	8.8	Pareel - Devi 12.68	38	MB-CA	EXAMPLE COMPANY (* 2 Meter Strett) BENNUS (M
1804734000		1	18	Extension - Dog Next Day	90	059.4EA	Example Commerce States & Tract Branchistry
1524754096		1		Partal - Opt Hext Day	96	BB GA	EXAMPLE COMPANY 6 1 March 1778127 BPANNO 464
							second in the second second
THEATTABOP	Tutai Itama	1	ч	Parat - Opt 18.28	a	BR-CA	BURNING ON
Summary	fatai Itane		ч	Parat Opt 32.38		BE 4CA	Burger Control Control - 2
Summary	Turai Itana	•	ч	Parat - Opel 1828		DE 4CA	Paces
Summary Service Pecal - Dal Pecal Day	Mai Nana	u.	ч	Parat - Opt 18.28 Dansfyrment 2		BR CA	Pasan Pasan Pasan
Summary Summary Invite Peter Del Rei Del Peter Del Teol	fotai itama	a	u	Pievel - Opel 18.28 Disselignment 2 1		IN CA	Paradi 4 4
Summary Service Percent Dat Head Day Percent - Dat Head Day Depender - Dat Head Day	Tutai Itama	1 9	u	Panel - Opel 11.20 Development 2 1 1		DE CA	Paradia Collection of Paradia
Summary Service Pearl Def Pearl Day Pearl Def Tearl Day Pearl Def Tearl Day Pearl Def Tearl Day Pearl Def Tearl Day	Tutai Itama		ų	Panel - Opd 18.30 Doeslysoed 2 1 1 1			Pueses Pueses Pueses Pueses 1 1
Summary Service Preside Dest Presidency Preside Dest Trade Preside Dest Trade Preside Dest Trade Preside Dest Trade Preside Dest Trade Preside Dest Trade	Tutui ttama	•	u	Panel - Opel 1939 Developmentel 3 1 1 1 1 8			Ppacela Ppa
Summary Summary Series Pear Daties Daties Pear Daties Davisor - Daties Pear Daties Tear	Turkai Itaanaa V	•	u	Panel - Opt 11.20 Dissignment 2 1 1 1 1 1 1 1 1 1			Paceta Conc. ************************************
Summary Summer Private Dati Real Day Private Dati Real Day Private Dati Real Daywood, Dati Hold Total accopt Rull Truk camera	Neditara V	t		Panel - Opt 11.20 Desetypended 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Carolina	controls (r)	Packets Control Packets Control 0 0 0 0 1 1 1 1 1 1 10 0 10 0
Interfacer Summary Inter Press: Del Piet Day Press: Del Piet Day	Televittene ν	t ru		Print - Opt 11.21	cardioa	consulty in 1	Pacons Pacons #
Summary Summary Index Peak Dathed Rey Peak Dathed Rey Peak Dathed Rey Peak Dathed Rey Peak Dathed Rey Summary Summary	V θ correct o	t ra	• • • • • •	Print - Opt 11.20 Designment 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Curollone	control (control (contro) (contro) (contro) (contro) (contro) (contro) (contro) (con	Paceto Concert Paceto P
Summary Summary Invite Power - Del Red Day Reset - Del Red Day Reset - Del Red Day Reset - Del Red Day Reset - Del Red Day Reset Reset Reset Reset	V V γ B cared a	t 9		Print - Opt 11.21 Destiganet 2 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Curollone	an ca	Paces (Date) Paces (Date) Paces

An example of a printed manifest



Send To File

The **Send to File** option will send the data of the daily shipments to a file you specify on request ~ this will be sent (exported) as a CSV. File:

1. Within **Shipment Review** Click **Send To File** ~ A message will be displayed asking to name your file and select the location of where it is to be saved on your local system

rch				Date 17/02/2017	- -	Filte	er	F	Reset	
Shipment Date Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
17/02/2017	1564734086	GB	B694DA	Parcel - Dpd Next Day	1	Unknown	No	Yes		8
17/02/2017	1564734087	GB	B694DA	Pallet - Dpd Next Day	1	Unknown	No	Yes		8
17/02/2017	1564734088	GB	B694DA	Expresspak - Dpd Ne	1	Unknown	No	Yes		8
17/02/2017	1564734089	IE		Parcel - Dpd Two Day	1	Unknown	No	Yes		8
17/02/2017	1564734090	US	00000	Air Express	1	Unknown	No	Yes		8
									2	

2. Name the file select the save location and Click **Save** ~ the file will save to your selected location on your local system.

V DPD Send To File Docs		▼ +j	Search DPD Sen	d To File Docs	2
ganize 🔻 New folder				·== •	0
Favorites Name Name Desktop Downloads Recent Places Libraries Documents Music Pictures Videos Computer Windows (C:) Network	Date modified Type No items match your search.	Size			
File name: 17th Feb Shipments Save as type: All Files (*.*)					
Hide Folders		(Save	Cancel	
4					

Importing a Shipment File into MyDPD

MyDPD will allow you to import a shipment file held on your local system. To do this set up your Shipping Import Template to match the data fields on your local file exactly ~ the import file can be in your desired file format i.e. CSV (Comma Separated Value) file type or TXT (Text).

It is very important that the data file to be imported is checked and is correct, as "Bad Data" within an imported file will create errors that will result in shipments not being processed or printed.

Setting Up Your Shipment Import Template Data Fields

1. Navigate to MyDPD > Shipping > Imports

_								Help Logout
🖌 dpd 🗖	MyDPD	Shipping	Collections	Deliveries	Shop Returns	Address Book	Depot Finde	ər
We	elcome	My Account De	tails Reports	Diagnostics	API		Deliver	y Search 🔎
Welcome to MyDPD								
Welcome, you have succe	essfully log	ged on to MyDPD.						
Quick Links					Messages			
Create Shipment Manage your Shipment Collection Exceptions Delivery Dashboard	its				No new messages.			
Watch Your Parcels								
Recent Enhancements	1				System Updates	S		
MyDPD - Designed to mak essential shipping procedu	ke the entire ires togethe	e shipping process er into a comprehen	easier. It brings all sive platform.	of your	No updates available	9.		
© 2015 DPD. DPD is a	a trading di	vision of DPDgroup.	Registered office: F	PO BOX 6979, Roe	buck Lane, Smethwick, We	st Midlands, 866 18N. Reg	gistered in England	and Wales No 732993

- 2. The Import File Templates screen will open and Delivery address book will already be defaulted from the drop down men File Definition
- 3. Select **Shipment f**rom the File Definition drop down menu

le Definition	Delivery address book			
lo D'onnaon	Delivery address book			
vailable Fields 🛦	Return address book	Data File Field Order	Mandatory	Move Up
dditional inform	Shipment	Address ref	Mandatony	
ddrace line 2 (lo	Shipment receipt	Address line 1 (property/street)	Mandatooy	
iddress line 2 (lo	Shipment export	>> Address line 2 (property/street)	Mandatory	
daress line 4 (co	ounty/state)	Address line 3 (City)	Mandatory	
ustomer ref. 1		Post code	Mandatory	
ustomer ref. 2		Country code	Mandatory	
ustomer ref. 3		Contact name		
otification SMS r	number	Contact telephone number		
otification email	l address < Remo	we a		
rganisation/nam	ne 💌 << Remo			Move Down
	•			b
ld Delimiter	Comma (,) 🗸 🗸			

This will open up the Shipment Template for importing shipment files ~ in this template select fields from the list on the left hand side to populate the **Data File Field Order** on the right of the screen ~ these fields should match the file you wish to import exactly to ensure the file is imported with no "Bad Data".



Below is an example of a shipment import file ready to be imported to MyDPD which includes the following data:

- a. Column A Organisation Name
- b. Column B Delivery Address Line 1 (mandatory)
- c. Column C Delivery Address Line 3 (mandatory)
- d. Column D Delivery Address Postcode (mandatory)
- e. Column E Delivery Address Country Code
- f. Column F Delivery Contact Name
- g. Column G Delivery Contact Number
- h. Column H Description of Goods

	А	В	С	D	E	F	G	Н	1
1	Example 1 Ltd	1 Main Road	Birmingham	B69 4DA	UK	A Smith	12345678910	Test Descripton	
2	Example 2 Ltd	2 Main Road	Birmingham	B69 4DA	UK	A Jones	12345678910	Test Descripton	
3	Example 3 Ltd	3 Main Road	Birmingham	B69 4DA	UK	A Wright	12345678910	Test Descripton	
4	Example 4 Ltd	4 Main Road	Birmingham	B69 4DA	UK	A Davis	12345678910	Test Descripton	
5	Example 5 Ltd	5 Main Road	Birmingham	B69 4DA	UK	A Miller	12345678910	Test Descripton	
6	Example 6 Ltd	6 Main Road	Birmingham	B69 4DA	UK	A Johnson	12345678910	Test Descripton	
7	Example 7 Ltd	7 Main Road	Birmingham	B69 4DA	UK	A Sharp	12345678910	Test Descripton	
8	Example 8 Ltd	8 Main Road	Birmingham	B69 4DA	UK	A Aitkin	12345678910	Test Descripton	
9	Example 9 Ltd	9 Main Road	Birmingham	B69 4DA	UK	A Patel	12345678910	Test Descripton	
10	Example 10 Ltd	10 Main Road	Birmingham	B69 4DA	UK	A Ellis	12345678910	Test Descripton	
11									

The above example has no **Header or Footer** lines ~ this is important to note as in the **Shipment Template** you are asked to specify how many header or footer lines the file has.

Important ~ You must now ensure that your **Shipment Template** matches your import file and the data file field order from top to bottom corresponds with the field order of your file from left to right.

4. From Available Fields on the left of the screen select the fields that your import file contains and add them to the Data File Field Order section on the right of the screen ~ Available fields can be added by selecting a field and clicking Add or they can be dragged and dropped into the Data File Field Order list on the right hand side of the screen

If you wish to ignore any of the fields in your import file use the option in available fields **Ignore field**

5. Translations enables you to convert non DPD data into a useable DPD format an example of this would be a TNT service code



translated to a valid DPD service code (NxtDay = 1^12) ~ detailed below are the available translations:

- a. Look up Service ~ Use in the Delivery Service field ~ This is used to translate a non DPD service code to a valid DPD service code (this requires DPD administration configuration)
- b. Store Data ~ Used in conjunction with Add Stored Data for name/address/contact data merging
- c. Add Stored Data ~ Used in conjunction with Store Data for name/address/contact data merging E.g. Store Data field contains Smith, Add Stored Data contains Robert ~ Result is the Store Data field is added to the end of the Add Stored Data creating Robert Smith
- **d. Divide by 1000** ~ Use in weight field to force conversion from grams to Kg
- e. Find Country Code ~ Used to convert a Country Name to a country code E.g. Germany to DE, France to FR
- f. Get Service from Country Code ~ Used in Delivery Country Code ~This is used to identify a service code from a country code (needs DPD administration configuration)
- **g.** Get Service and Country from Name ~ This will identify the Country code from the country name, then adds the service for that country code (needs DPD administration configuration)
- **h.** Combine Instructions ~ Used in Additional Info field ~This will add the contents of this field to the Delivery Additional information field

No Translation 🗸 🗸
No Translation
Add Stored Data
Combine Instructions
Divide by 1000
Find Country Code
Get Service and Country from Name
Get Service from Country Code
Look up Service
Store Data

6. Set up Translations as required and SAVE

Available Fields Add> Delivery address line 4 (county/state) Add> Delivery address line 4 (county/state) Add> Delivery address line 3 (city) No Translation Mandator Delivery customer ref. 1 Delivery code No Translation Mandator Delivery customer ref. 2 Delivery country code No Translation Mandator Delivery customs ref. 3 Delivery country code No Translation Mandator Delivery no f packages Delivery contact name No Translation More Delivery contact telephone number Delivery service code Cermove All Delivery description No Translation Move Delivery Move Delivery contact telephone number	ile Definition Shipment		~					
Add > Delivery address line 3 (city) No Translation Mandato Delivery customer ref. 1 Add All >> Delivery post code No Translation Mandato Delivery customer ref. 2 Delivery country code No Translation Mandato Delivery customer ref. 3 Delivery country code No Translation Mandato Delivery no of packages Delivery contact name No Translation Mandato Delivery notification SMS number CRemove Delivery contact telephone number No Translation Move Delivery on Translation Delivery service code CRemove All Delivery description No Translation Move Do	Available Fields 🔺			Data File Field Order	Translation		Mandatory	Move Up
Delivery customer ref. 1 Add All >> Delivery customer ref. 2 Delivery post code No Translation Delivery customer ref. 3 Delivery country code No Translation Delivery customs value Delivery contact name No Translation Delivery notification SMS number Cernove Delivery contact telephone number No Translation Delivery service code Cernove All Delivery description No Translation Move Do	Delivery address line 4 (county/stat	e) 🔺	Add >	Delivery address line 3 (city)	No Translation	~	Mandato *	
Delivery customer ref. 2 Delivery customer ref. 3 Delivery customs value Delivery country code No Translation Delivery no of packages Delivery contact name No Translation Delivery notification SMS number C Remove Delivery service code C Remove All	Delivery customer ref. 1		Add All >>	Delivery post code	No Translation	×	Mandato	
Delivery customer ref. 3 Delivery country code No Translation v Delivery customs value Delivery contact name No Translation v Delivery notification SMS number Cemove Delivery contact telephone number No Translation v Delivery notification email address Delivery description No Translation v Move Do	Delivery customer ref. 2				No manalation			
Delivery customs value Delivery contact name No Translation Image: Contact name Delivery notification SMS number Cemove Delivery contact telephone number No Translation Delivery notification email address Delivery description No Translation Image: Contact name Delivery service code Cemove All Delivery description No Translation Image: Contact name	Delivery customer ref. 3			Delivery country code	No Translation	*	- 11	
Delivery no of packages Contract delephone number No Translation Contract delephone number Delivery notification email address Delivery description No Translation Contract delephone number Delivery service code Contract delephone number No Translation Contract delephone number No Translation Contract delephone number	Delivery custom <mark>s value</mark>			Delivery contact name	No Translation	v	- 11	
Delivery notification SMS number < Remove Delivery contact telephone number No Translation < Delivery notification email address Delivery service code < No Translation 	Delivery no of packages							
Delivery notification email address Delivery description No Translation V Move Do	Delivery notification SMS number		< Remove	Delivery contact telephone number	No Translation	~	6	
Delivery service code < < Remove All	Delivery notification email address			Delivery description	No Translation			
	Delivery service code		<< Remove All				-	Move Down

Note – The order of the fields in your import file MUST match the data file field order and must also include data for all mandatory fields ~ if not your import will be unsuccessful. Below is an example of how the Shipment Template would need to be set up in order to import the file successfully:

Data File Field Order	Translation	Mandatory Move Up
Add > Delivery address line 3 (city)	No Translation 🗸	Mandato 🔺
Add All >> Delivery post code	No Translation	Mandato
A NOT AND A NOT		
Delivery country code	No Translation	
Delivery contact name	No Translation	
Delivery contact telephone number	No Translation 🗸 🗸	De
Delivery description	No Translation	
Remove All		Move Down
/	Add > Data File Field Order Delivery address line 3 (city) Add All >> Delivery post code Delivery contact name Delivery contact name Delivery contact telephone number Ceremove All	Add > Data File Field Order Translation Add > Delivery address line 3 (city) No Translation v Add All >> Delivery post code No Translation v Delivery country code No Translation v Delivery contact name No Translation v Delivery contact telephone number No Translation v Delivery description No Translation v

7. When the data file fields have been set up and placed in the same order as the file to import, you now need to specify how MyDPD is to process it

Import Directory Import Extension Field Delimiter Print Label on Import Auto Import Header Lines Footer Lines	C:\ csv Comma (,)	[⊰
Footer Lines Click here to change y	o our Printer settings	Cancel Save

A screenshot of the bottom half of the **Shipment Template** screen In this section of the screen you will need to specify how MyDPD processes your shipment import files ~ below is an explanation on each field in this section:

- a. Import Directory In this field you will need to tell MyDPD where (file location) on your local system it should look for shipment import files
- b. Import Extension In this field you will need to tell MyDPD what TYPE of file it should look for within the previously specified location e.g. .CSV or .TXT
- c. Field Delimiter The field delimiter section is where you can select the character that is used to specify the start of each new column within your import file being used examples are: Comma (,) Pipe (|) Tilde (~)
- d. **Print Label on Import** Selecting this tick box will mean that your labels will be printed automatically immediately on import of your Shipment File
- e. Auto Import Selecting this tick box will mean that MyDPD will search your Import Directory every 3 seconds and import any new data it finds without prompt ~ not selecting this option will mean that My DPD will only import files from the Import Directory when requested to do so
- f. Header Lines In this field you would tell MyDPD if your imported file has any header lines and how many (An example of this would be if your Import File has title rows ABOVE the data to be processed) ~ Telling the template how many header lines your file has will mean the system will ignore these lines
- g. Footer Lines In this field you would tell MyDPD if your imported file has any footer lines and how many (An example of this would be if your Import File has title rows BELOW the data to be processed) ~ Telling the template how many footer lines your file has will mean the system will ignore these lines
- 8. Click SAVE to save the template

Setting Up Your Import Preferences

1. In **Import Directory** field enter the location of your import files on your local system ~ Navigate to the file location on your local system and in the location bar at the top copy the directory location

e Edit View Tools Help	Undo	
Organize 🔻 Include in library 🔻 Share with 👻 New folder	Cut	
Image: Downloads Name Image: Recent Places Ti Image: Libraries Ti Image: Documents Image: Documents Image: Documents Image: Documents	Paste Delete Select All Right to left Reading order Show Unicode control characters Insert Unicode control character	Size
Network		

2. Navigate back to MyDPD > Shipping > Imports and paste the copied location into the Import Directory

nports						CYCLESV
ile Definition	Shipment	~				
Available Fields	A:		Data File Field Order	Translation	Mandatory	Move Up
Delivery address	line 4 (county/state)	Add >	Delivery address line 3 (city)	No Translation	Mandato 🔺	
Delivery custome	er ref. 1	Add All >>	Delivery post code	No Translation	Mandato	
Delivery custome Delivery custome	er ref. 3		Delivery country code	No Translation	_	
elivery customs	s value		Delivery contact name	No Translation	- 11	
Delivery no of pa Delivery notificat	tion SMS number		Delivery contact telephone number	No Translation	_	
Delivery notifical	tion email address	< Remove	Delivery description	No Translation		
Delivery service (code 💌	<< Remove All	4			Move Down
	Cultmant Chinmant	Film				
port Extension	.csv	Cut	Ctrl+X			
eld Delimiter	Comma (,)	Copy	Ctrl+C			
int Label on Imp	port 🕅	Paste	Ctrl+V			
uto Import		Select All	Ctrl+A			
eader Lines	0	Print.	Ctrl+P			
ooter Lines	0					
lick here to cha	ange your Printer settings			Cancel		Save

3. In **Import Extension** enter the extension type of the files you wish MyDPD to search for within the specified directory e.g. .CSV or .TXT



- 4. In **Field Delimiter** enter the delimiter type that your imported file uses i.e.
 - a. Comma (,)
 - b. Pipe (|)
 - c. Colon (:)
 - d. Semi Colon (;)
 - e. Tilde (~)
 - f. Tab
 - 5. In **Print Label on Import** select the tick box if you would like MyDPD to automatically print labels of the shipments imported ~ Ensure this box is left empty if you *DO NOT* wish MyDPD to automatically print labels of the shipments imported
 - 6. In Auto Import select the tick box if you would like MyDPD to automatically import any files held within your import directory every 3 seconds ~ Ensure this box is left empty if you DO NOT wish MyDPD to automatically import files held in the specified directory.
 - 7. In **Header Lines** enter the amount of Header lines your import file has so the system recognises that it needs to ignore them ~ If your file has no header lines then leave this field blank or zero
 - 8. In **Footer Lines** enter the amount of Footer lines your import file has so the system recognises that it needs to ignore them ~ If your file has no footer lines then leave this field blank or zero

Below is an example of the preferences section completed and ready to save before beginning the file import instructing MyDPD to:

- a. Print any labels automatically on import
- b. Not to automatically import files from the specified directory unless requested
- c. There are no header or footer lines for the system to ignore
- 9. When the template is set up fully click Save as shown above ~ a message will appear stating, "Your template changes have been saved successfully"

Imports					CYCLESVIK1
File Definition	Shipment	~			
Available Fields 🔺			Data File Field Order	Translation	Mandatory Move Up
Delivery address lin	e 4 (county/state)	Add >	Delivery address line 3 (city)	No Translation 👻	Mandato 🕈
Delivery customer n	ef. 1	Add All >>	Delivery post code	No Translation	Mandato
Delivery customer n	ef. 2		Delivery country code	No Translation	
Delivery customs va	lue		Delivery contact name		
Delivery no of packa	ages		Derivery contact name	No Translation	
Delivery notification	n SMS number	< Remove	Delivery contact telephone number	No Translation 🗸 🗸	
Delivery notification	n email address		Delivery description	No Translation	
Delivery service cod	le 👻	<< Remove All	•		Move Down
Import Directory	C:\Import Shipment	Files - AP\Sł			
Import Extension	.csv				
Field Delimiter	Comma (,)	~			
Print Label on Import	V				
Auto Import			Ν		
Header Lines	0		~		
Footer Lines	0				
Oliok hara ta ahara	no vous Drintes antiinne				
Click here to chance	<u>de your Printer settings</u>			Cancel	Save

Importing Your Shipment File (Auto Import Selected)

- Place a copy of your Shipment File into the specified directory on the template ~ If you have selected Auto Import then MyDPD will automatically import any file held within or copied into the specified directory and with the specified file extension
- 2. Navigate to MyDPD > Shipping > Import Activity
- 3. Within the **Import Activity** screen the **Import on Demand** option is disabled (This is because you have chosen to import files automatically by selecting the **Auto Import** tick box on the template)

import Activity		CYCLESVIK
Test Import I Enter the local	ile on of your test file below and press the Test File button. This will tell you if the structure of your file is correct or contains errors.	
Generate Ex	ort File	
Template: Select Date Export File:	Shipment export Monday - 20/02/2017 C:\export\export.bxt Generate	
The below are	a will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.) No import information to display	Clear Activity

Below is an example of the Import Activity screen when:

- a. A valid file is placed in the specified directory
- b. Auto Import is selected

est Import Fi	le	
nter the locatio	n of your test file below and press the Test File button. This will tell you if the structure of yo	our file is correct or contains errors.
inter <mark>te</mark> st file loc	ation	Test File
enerate Expo	ort File	
emplate:	Shipment export	
elect Date	Monday - 20/02/2017	
xport File:	C:\export\export.txt Generate	
he below area	will show your activity for your import jobs. (Most recent activity will be displayed first. Max	. 250 entries.) Clear Activity
Generating recei	pt file Shipment Import Ex_837627.csv	20/02/17 - 14:32:40
Finished process	ing file Shipment Import Ex.csv (10/10)	20/02/17 - 14:32:40
Successfully uplo	aded file Shipment Import Ex.csv with job number 837627	20/02/17 - 14:32:39
Processing file Sl	hipment Import Ex.csv	20/02/17 - 14:32:37
	×	
	2	
		Import on demand

The 10 labels relating to this import will print off automatically as the **Print Label On Import** tick box was selected in the Shipment Import Template.



Import Your Shipment File (Auto Import NOT Selected)

- Place a copy of your Shipment File into the specified directory on the template ~ If you have NOT selected Auto Import then MyDPD will only import any file held within or copied into the specified directory and with the specified file extension when you select to import from the Import Activity screen
- 2. Navigate to MyDPD > Shipping > Import Activity
- 3. Within the **Import Activity** screen the **Import on Demand** option is enabled (This is because you have chosen *NOT* to import files automatically by not selecting the **Auto Import** tick box on the template)

Below is a screenshot of an **Import Activity** screen where you have *NOT* selected **Auto Import** from your shipment import template:

Import Activity		AVIK1
Test Import	File	
Enter the locat	tion of your test file below and prose the Test File button. This will tall you if the structure of your file is correct or contains errors	
Enter test file k	location Test File	
Generate Exp	port File	
Template:	Shipment export	
Select Date	Monday - 20/02/2017	
Export File:	C:\export\export.txt Generate	
The below are	a will show your activity for your impact is to "Mast report activity will be displayed first. May, 250 actrice V	
The below are	ea win snow your activity for your import jobs. (wost recent activity win be displayed inst. Max. 250 entries.)	Clear Activity
	No import information to display	
	(
		Import on demand

4. Click **Import on Demand** ~ the file will now begin to be processed through the **Import Activity** screen

Enter the locat	ion of your test file below and press the Test File button. This will tell you if the structure of you	ur file is correct or contains errors.
Enter test file lo	cation	lestrie
Senerate Exp	port File	
Femplate:	Shipment export	
Select Date	Monday - 20/02/2017	
Export File:	C:\export\export.txt Generate	
he below are	a will show your activity for your import jobs. (Most recent activity will be displayed first. Max.)	250 entries.) Clear Activity
Finished proces	spin file Shipment Import Ex 2_037020.csv	20/02/17 - 14:42:44
Successfully un	loaded file Shipment Import Ex 2.csv with job number 837628	20/02/17 - 14:42:44
Processing file	Shipment Import Ex 2.csv	20/02/17 - 14:42:41
	R.	

The 10 labels relating to this import will print off automatically as the **Print Label On Import** tick box was selected in the **Shipment Import** Template.

Importing your file "On Demand"

- 1. Place your Shipment Import file into the directory on your local system
- 2. Navigate to MyDPD > Shipping > Import Activity

apa	MyDPD Shippin	Collections	Deliveries Shop Returns	Address Book De	epot Finder	
(Create Shipment Shi	pment Review Imp	orts Import Activity Scanning		Delivery Search	h
iports						CYC
ile Definition	Shipment	v				
Available Fields 🔺			Data File Field Order	Translation	Mandatory	Move l
Additional Info	<u>^</u>	Add >	Delivery organisation/name	No Translation	× _	
Collection on delivery	flag (Y/N)	Add All >>	Delivery address line 1 (property/street)	No Translation	 Mandato 	
Currency Code Delivery VAT number			Delivery address line 3 (city)	No Translation	Mandato	
Delivery additional inf	ormation			No translation		
Delivery address line :	2 (locality)		Delivery post code	No Translation	Mandato	
Delivery address line ·	4 (county/state)	Romana	Delivery country code	No Translation	v	
Delivery customer ref.	.1	< Remove	Delivery contact name	No Translation	~	
Delivery customer ref.	.2 🗸	<< Remove All			•	Move Do
4	• •		•			
mport Directory	C:\Import Shipment F	iles - AP\Sł				
nport Extension	.csv					
ield Delimiter	Comma (,)	- 63				
Print Label on Import						
Auto Import	0					
Auto Import Header Lines	U					

This will open up the Import Activity screen as shown below ~ detailed here will be the imports that have been sent to MyDPD. The **Import on demand** option is enabled at the bottom of the screen ~ from here is where you instruct MyDPD to search for and import the import file on your local system:

mport Activity		AVIK1
Test Import F Enter the locati Enter test file lo Generate Exp Template: Select Date Export File:	ile on of your test file below and press the Test File button. This will tell you if the structure of your file is correct or contains errors. cation Test File ort File Shipment export Tuesday - 21/02/2017 C:(export\export.but Generate	
elect Date xport File:	Tuesday - 21/02/2017 C:\export\export.txt Generate	
The below area	a will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.) No import information to display	Clear Activity
	No import information to display	
		Import on demand

3. Click **Import on demand** and your import file will start to process through the **Import Activity** screen, as shown below:

	nort File	1.1.1
		nerate Expo
	Shipment export	nplate:
	Tuesday - 21/02/2017	ect Date
	C:\export\export.txt Generate	ort File:
Clear Activity	a will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.)	e below area
21/02/17 - 13:57:32	eipt file Test Import 1_837732.csv	nerating recei
21/02/17 - 13:57:32	ssing file Test Import 1.csv (10/10)	nished process
21/02/17 - 13:57:32	loaded file Test Import 1.csv with job number 837732	ccessfully uplo
21/02/17 - 13:57:29	Test Import 1.csv	
21/02/17 - 13 21/02/17 - 13 21/02/17 - 13	ssing file Test Import 1.csv (10/10) Noaded file Test Import 1.csv with job number 837732	nished process ccessfully uplo

The import file has been uploaded to MyDPD and the file will have been removed from your local system file directory.

If **Print on Import** is selected in your shipment template then the labels will automatically print off ~ If you have NOT selected this option then you will need to print off your labels via MyDPD > Shipping > Shipment Review

Note ~ to correct any Bad Import Data follow the instructions in Import Activity, Bad Data.

Creating a Shipment Receipt

MyDpd will allow you to create a shipment receipt file once a job has been printed. The file contains a tracking number that can be imported back into an order management system. The layout of the file can be configured.

1. Navigate to MyDpd > Shipping > Imports

2. Select **Shipment Receipt** from the **File Definition** drop down menu

Create Shipme	ent Shipment Review	Imports Import Activity Scanning		Delivery Search
nports				CYCLESVI
File Definition Shipment receipt	v			
Available Fields 🔺		Data File Field Order	Mandatory	Move Up
Delivery polification SMS number	Add >	Delivery consignment number		
Delivery notification amail address	Add All >>	Delivery address line 1 (property/street)		
Delivery rouncation/name		Delivery address line 2 (locality)		
Delivery organisation/name		Delivery address line 3 (city)		
Delivery service code		Delivery post code		
Extended liability flag (Y/N)		Delivery parcel numbers		
Extended liability value		L		
Return additional information	< Remove			
Return address line 1 (property/street)	<< Remove All			Move Down
Datum adda Raa D //tt.)				
Export Directory	C:\			
Export Extension	.csv			
Field Delimiter	Comma (,) 🗸			
Create Receipt File				
One receipt per shipment when printed				
One line per shipment				
Use reference 5 for name				
Click here to change your Printer set	ttings		Cancel	Save

- 3. Select the fields required from the **Available Fields** menu by either:
 - a. Clicking on the field required and then Add to appear in the Data File Field Order list or
 - b. Drag and Drop the field into the Data File Field Order list
- 4. Once the fields have been selected the order can be amended by the **Move Up** and **Move Down** options
- 5. Enter the file location in **Export Directory** where the file will be exported to e.g. C:\Export
- 6. In **Export Extension** enter the file extension of your receipt file e.g. .CSV .TXT .OUT
- 7. Select the Field Delimiter type from the drop down menu
- 8. Tick **Create Receipt File** to create the receipt file, this will enable further options which can be selected by a tick:
 - a. One receipt per shipment when printed
 - b. One line per shipment

c. Use reference 5 for name

Export Directory Export Extension	C:\ .csv		
Field Delimiter	Comma (,) 🗸		
Create Receipt File			Click on Save
One receipt per shipment when printed			
One line per shipment			when details
Use reference 5 for name			have been
			entered
Click here to change your Printer setti	ings	Cancel Save	

The Shipment Receipt template was configured to export Consignment Number / Address Line 1 / Address Line 3 / Postcode / Contact Name:

	<u> </u>	U		0	-
1	1564734743	1 TEST STREET	BIRMINGHAM	B694DA	A SMITH
2	1564734744	2 TEST STREET	BIRMINGHAM	B694DA	A JONES
3	1564734745	3 TEST STREET	BIRMINGHAM	B694DA	A WRIGHT
4	1564734746	4 TEST STREET	BIRMINGHAM	B694DA	A DAVIS
5	1564734747	5 TEST STREET	BIRMINGHAM	B694DA	A MILLER
5	1564734748	6 TEST STREET	BIRMINGHAM	B694DA	A JOHNSON
7	1564734749	7 TEST STREET	BIRMINGHAM	B694DA	A SHARP
3	1564734750	8 TEST STREET	BIRMINGHAM	B694DA	A AITKIN
Э	1564734751	9 TEST STREET	BIRMINGHAM	B694DA	A PATEL
0	1564734752	10 TEST STREET	BIRMINGHAM	B694DA	A ELLIS

An example of the exported Shipment Receipt File

Exporting Data Files

As well as importing files such as shipments & address books, MyDPD also allows you to export data files for your own use or records. In order to receive these files on your local system, you will need to configure your MyDPD templates to send the data you require, in the format and to the location you require.

Setting up Shipment Receipts

1. Navigate to MyDPD > Shipping > Imports

2. Within the **Imports** screen from the **File Definition** drop down menu select **Shipment Receipt** ~this will open up your Shipment Receipt Export template.

imports				AVIK
File Definition	Shipment receipt			
	Delivery address book			
Available Fields 🔺	Return address book	Data File Field Order	Mandatory	Move Up
Collection address li	Shipment			
Collection address li	Shipment export	>>		
Collection address lin	e 3 (city)			
Collection address lin	e 4 (county/state)			
Collection contact na	me			
Collection contact tel	ephone number			
Collection country con	de			
Collection on delivery	<pre>/ flag (Y/N) </pre> <pre>< Remo</pre>	ve		
Collection organisatio	on/name 👻 << Remov	re All		Move Down
4	•		•	
Export Directory				
Export Extension				
Field Delimiter	Comma (,) 🗸 🗸			
Create Receipt File				
One receipt per shipm	ent when printed			
One line per shipn	nent []			
Use reference 5 fo	or name			
Click boro to change	your Printer eattinge			
Cherchere to change	your rinter setungs		Cancel	Save

The Shipment Receipt is configurable and can contain as much or as little data as required and in whatever order. There are no mandatory fields in the export file only the fields that are selected to be visible.

- 3. From the **Available Fields** section on the left of the screen, select the fields you would like your Shipment Receipt export to contain and in the order you would like them to appear ~ selections can be made by:
 - a. Highlighting the Available Field and clicking Add >
 - b. Add All >> will copy all of the available fields into the Data
 File Field Order section
 - c. Dragging and dropping from the **Available Fields** section across to the **Data File Field Order** section
 - d. The order in which your fields appear on your export file can be amended by highlighting the field and clicking Move Up or Move Down

Shipment receipt	*			
Available Fields 🔺		Data File Field Order	Mandatory	Move Up
Derivery address line 2 (locality)	Add >	Delivery consignment number		
Delivery address line 4 (county/state)		Delivery contact name		
Delivery contact telephone number	Add All >>	Delivery address line 1 (property/street)		
Delivery country code		Delivery address line 3 (city)		
Delivery customer ref. 1		Dalivani post coda		
Delivery customer ref. 2		Delivery description		
Delivery customer ref. 3		Derivery description		
Delivery customs value	< Remove			
the second se				

An example of a **Shipment Receipt** Template which has been set up to include Delivery Consignment Number / Delivery Contact Name / Delivery Address Line 1 / Delivery Address Line 3 / Delivery Post Code / Delivery Description.

You now need to tell MyDPD where you would like your Shipment Receipt export file to be sent on your local system.

- 4. From your local system navigate to the file location where you would like to have your receipt exports stored
- 5. In the directory title bar, highlight and copy the destination, as shown in the example below:

Definition				
ailable Fields a	C:\Import	t Shipment Files - AP\Receipt Export Files	Undo	/et
nivery address i	File Edit View Tool	s Help		
livery address I	Organize 🔻 Include	in library 🔻 Share with 🔫 New folde	Cut	
ivery contact t			Сору	
ivery country c	🙀 Favorites	Name	kaiste	Size
ivery customer	🧮 Desktop		Delete	
ivery customer	퉳 Downloads		Select All	
ivery customer	🖳 Recent Places			
ivery customs			Right to left Reading order	
ivery no of pac	詞 Libraries		Show Unicode control characters	
	Documents		Insert Unicode control character	► Do
_	J Music		Open IMF	
1000	Pictures		Beconversion	
ort Directory	Videos		Reconversion	
ort Extension				
Delimiter	📜 Computer			
ite Receipt File	🚢 Windows (C:)			
receipt per sh				
One line per s	👊 Network			
Use reference		•	III	
	0 items	I Device Management		
k hore to she	o items			

6. Navigate back to MyDPD and paste the copied location into the **Export Directory** field

ile Definition	Shipment receipt	Y			
Available Fields	*		Data File Field Order	Mandatory	Move Up
Collection addre	ss line 1 (property/stre	e 🔺 🛛 Add >	Delivery consignment number		
Collection addre	ss line 2 (locality)	Add All a	> Delivery contact name		
Collection addre	ss line 3 (city)		Delivery address line 1 (property/street))	
Collection addre	ss line 4 (county/state))	Delivery address line 3 (city)		
Collection contac	ct name		Delivery post code		
Collection contact	ct telephone number		Delivery description		
Collection counti	ry code				
Collection on del	livery flag (Y/N)	< Remov	re		
Collection organ	isation/name	< Remov	e All		Move Down
•	•		4		•
Export Directory	· · ·	C:\Import Shipment	Files - APIReceipt		
Export Extension		.CSV	Cut Cut+A		
ield Delimiter		Comma (,) 🗸 🗸	Copy Ctrl+C		
Create Receipt Fil	le		Paste Ctrl+V		
One receipt per sl	hipment when printed		Select All Ctrl+A		
One line per s	shipment		Print Ctrl+P		
Use reference	e 5 for name				

- 7. Within the **Export Extension** field, enter the type of file extension you would like your export file to be i.e. .CSV or .TXT
- 8. Select the **Field Delimiter** from the drop down menu i.e. Comma (,) Pipe ()
- 9. Tick **Create Receipt File** and this will configure your export to be sent as ONE file showing ALL consignments that were imported

4	A	В	С	D	E	F	0
1	1564734782	A SMITH	1 TEST ROAD	BIRMINGHAM	B694DA	TEST DESCRIPTION	
2	1564734783	A JONES	2 TEST ROAD	BIRMINGHAM	B694DA	TEST DESCRIPTION	
3	1564734784	A WRIGHT	3 TEST ROAD	BIRMINGHAM	B694DA	TEST DESCRIPTION	
4	1564734785	A DAVIS	4 TEST ROAD	BIRMINGHAM	B694DA	TEST DESCRIPTION	
5	1564734786	A MILLER	5 TEST ROAD	BIRMINGHAM	B694DA	TEST DESCRIPTION	
6	1564734787	A JOHNSON	6 TEST ROAD	BIRMINGHAM	B694DA	TEST DESCRIPTION	
7	1564734788	A SHARP	7 TEST ROAD	BIRMINGHAM	B694DA	TEST DESCRIPTION	
8	1564734789	A AITKIN	8 TEST ROAD	BIRMINGHAM	B694DA	TEST DESCRIPTION	
9	1564734790	A PATEL	9 TEST ROAD	BIRMINGHAM	B694DA	TEST DESCRIPTION	
10	1564734791	A ELLIS	10 TEST ROAD	BIRMINGHAM	B694DA	TEST DESCRIPTION	
11				·····			

Example of an Exported File



Your Shipment Receipt template is now set up to export receipt files of any Shipment file you import to the directory on your local system that you specified.

Additional Options

Although the set up above will enable the system to export a receipt file as a single file showing all shipments imported the Shipment Receipt template can be configured to export your data in different ways.

- If you would like a separate file to be exported for EACH shipment imported, select Create Shipment File also select One receipt per shipment when printed
- 2. To create one receipt file per shipment and include only the first parcel details for multiple parcel shipments select **ONE LINE PER SHIPMENT**
- 3. Select USE REFERENCE 5 FOR NAME if you require the Reference 5 field in the import file, the receipt file will then be created and named with the contents of this field

Shipment Export

A **shipment export** shows in as much detail as required, all shipments that have been printed for your own records. Very much like a Shipment Receipt export, the Shipment Export is for your own records and is set up in the template screen exactly like a Shipment Receipt File Export.

Setting up Shipment Export

- 1. Navigate to MyDPD > Shipping > Imports
- Within the Imports section select Shipment Export from the File Definition drop down menu ~ this will open up your Shipment Export template

imports				AVIK
File Definition	Shipment export	3		
	Delivery address book			
Available Fields 🔺	Return address book	Data File Field Order	Mandatory	Move Up
Collection address li	Shipment	>		
Collection address li	Shipment export	22		
Collection address li	ine 3 (city)			
Collection address li	ine 4 (county/state)			
Collection contact n	ame			
Collection contact te	elephone number			
Collection country of	ode			
Collection on deliver	ry flag (Y/N) < Rei	nove		
Collection organisat	tion/name 👻 << Ren	nove All		Move Down
•	•	4		•
Export File Field Delimiter	Comma (,)]		
			Cancel	Save

The **Shipment Export** is configurable and can contain as much or as little data as required and in whatever order. There are no mandatory fields in the export file only the fields that are selected to be visible.

- 3. From the **Available Fields** section on the left of the screen, select the fields you would like your Shipment Receipt export to contain and in the order you would like them to appear ~ selections can be made by either:
 - a. Highlighting the Available Field and clicking Add
 - b. Dragging and dropping from the Available Fields section across to the Data File Field Order section
 - c. The order in which your fields appear on your export file can be amended by highlighting the field and clicking Move Up or Move Down

File Definition	Shipment export	*			
Available Fields	*		Data File Field Order	Mandatory	Move Up
concerior pose e		Add >	Delivery contact name		
Delivery addition	al information		Delivery address line 1 (property/street)		
Delivery address	line 2 (locality)		Delivery address line 3 (city)		
Delivery address	line 4 (county/state)		Delivery post code		
Delivery contact	telephone number		Delivery consignment number		
Delivery country	code				
Delivery custome	er ref. 1				
Delivery custome	er ref. 2	< Remove			
Delivery custome	er ref. 3				10
Dalivani custome	vuliue V	<< Remove All	4		Move Down

An example of a **Shipment Export** Template which has been set up to include Delivery Contact Name / Delivery Address Line 1 / Delivery Address Line 3 / Delivery Post Code / Delivery Description.

You now need to tell MyDpd where you would like your **Shipment Export** file to be sent on your local system:

- 4. From your local system, navigate to the file location where you would like to have your receipt exports stored
- 5. In the directory title bar, highlight and copy the destination, e.g. C:\Import Shipment Files

Imports				AVIK1
File Definition		8		
Available Fields	File Edit View Tools	Shipment Files - AP\Receipt Export Files	Undo	р /e Up
Delivery address I	Organize Include i	in library ▼ Share with ▼ New folde	Cut Copy	
Delivery contact to Delivery country c Delivery customer	☆ Favorites ■ Desktop	Name	væste Delete	Size
Delivery customer Delivery customer	Downloads		Select All	
Delivery customs Delivery no of pac	Cibraries		Show Unicode control characters Insert Unicode control character	: Down
Export Directory Export Extension	Pictures Videos		Open IME Reconversion	
Field Delimiter	🖳 Computer			
Create Receipt File	🚢 Windows (C:)			
One receipt per sh One line per si Use reference	🙀 Network			
<u>Click here to cha</u>	0 items			

Example of Copy Destination for the **Shipment Export** file to be sent to

6. Navigate back to MyDPD > Shipping > Imports and paste the copied location into Export Directory

mports					AVI
File Definition	Shipment export	v			
Available Fields	*		Data File Field Order	Mandatory	Move Up
conceriori pose e		Ad <mark>d</mark> >	Delivery contact name		
Delivery addition	al information		Delivery address line 1 (property/street)		
Delivery address	line 2 (locality)	AUG AU >>	Delivery address line 3 (city)		
Delivery address	line 4 (county/state)		Delivery post code		
Delivery contact	telephone number		Delivery consignment number		
Delivery country	code				
Delivery custome	er ref. 1				
Delivery custome	er ref. 2	< Remove			
Delivery custome	er ref. 3				
Dalivan/ custome	aula	<< Remove All	4		Move Down
Export File	C:\Import Shipment	Files - AP			
ield Delimiter	Comma (,)	Cut Ci	rl+X		
		Copy Ct	rl+C		
		Paste St	rl+V		
		Select All Ct	rl+A		
		Print Ci	rl+P		
				Cancel	Save

- Once the file destination has been pasted to the Export File field add an extension to the data you have copied into the field ~ this should either be:
 - a. .csv or
 - b. .txt
- 8. Click on **Save** ~ the Shipment Export template is now complete

Generating Your Export File

Shipment Export files are not generated automatically like a Shipment Receipt file. In order to export the file generate it via the Import Activity screen:

- 1. Navigate to MyDPD > Shipping > Import Activity
- 2. Select the date of the shipments to export by clicking on the calendar icon
- 3. Click Generate

		AVI
Test Import F	ile	
Enter the locati	ion of your test file below and press the Test File button. This will tell you if the structure of your file is correct or contains errors.	
Enter test file lo	ocation Test File	
Generate Exp	port File	
emplate:	Shipment export	
elect Date	Wednesday - 22/02/2017	
xport File:	C:\Import Shipment Files - AP\Shipmer Generate	
		Invest or demand

- 4. A pop up message will appear asking, "Are you sure? Are you sure you want to export the shipment data" Click Yes
- 5. A pop up window will appear stating "Export completed successfully. Generated export file: C:*specified file location and extension*"
- 6. Click **OK** Your export file will be sent to your specified location.

Name	Date modified	Туре	Size
길 Receipt Export Files	22/02/2017 09:57	File folder	
퉬 Shipment Export Files	22/02/2017 10:18	File folder	
퉬 Shipment Import Files	22/02/2017 09:57	File folder	
🖲 Shipment Export Files.csv	22/02/2017 10:24	Microsoft Office E	1 KB



1	A	D	C	U	E
1	A SMITH	1 TEST ROAD	BIRMINGHAM	B694DA	1564734827
2	A JONES	2 TEST ROAD	BIRMINGHAM	B694DA	1564734828
3	A WRIGHT	3 TEST ROAD	BIRMINGHAM	B694DA	1564734829
4	A DAVIS	4 TEST ROAD	BIRMINGHAM	B694DA	1564734830
5	A MILLER	5 TEST ROAD	BIRMINGHAM	B694DA	1564734831
6	A JOHNSON	6 TEST ROAD	BIRMINGHAM	B694DA	1564734832
7	A SHARP	7 TEST ROAD	BIRMINGHAM	B694DA	1564734833
8	A AITKIN	8 TEST ROAD	BIRMINGHAM	B694DA	1564734834
9	A PATEL	9 TEST ROAD	BIRMINGHAM	B694DA	1564734835
10	A ELLIS	10 TEST ROAD	BIRMINGHAM	B694DA	1564734836
11					

Examples of the Shipment Export location and output file

Import Activity / Failed Imports

Within MyDPD the **Import Activity** screen is where any data that has been imported into MyDPD is visible and can be reviewed ~ It can:

- a. Show all imported file activity
- b. Show successful imports
- c. Show any "Bad Data" errors & unsuccessful imports
- d. Generate receipt file exports
- e. Test Import files

Reviewing Imports

When MyDPD imports a Shipment File, a full review of the data that has been imported can be done via **Import Activity** ~ It will highlight all successful data transfers as well as any failed transfers. Below is an example of an Import Activity screen showing an import that has both good and bad data:

nter the location of your test file below and press the Test File button. This will tell you if the structure of your file is correct or contains errors. Test File emplate: Shipment export elect Date Monday - 20/02/2017 xport File: C:\export\export.bt Generate the below area will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.) the below area will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.) the below area will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.) the below area will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.) the below area will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.) the below area will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.) the below area will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.) Clear Activity Successfully uploaded file Shipment Import Ex 3.csv (8/10) 20/02/17 - 16:17:37 20/02/17 - 16:17:37 Generating receipt file Shipment Import Ex 3.csv. (8/10) 20/02/17 - 16:17:37 Generating receipt file Shipment Import Ex 3.gs7646.csv 20/02/17 - 16:17:37 Generating error file Shipment Import Ex 3.csv.bad (2/10) Processing file Shipment Import Ex 3.csv.bad (2	Fest Import F	ile	
Inter test file location Test File eenerate Export File emplate: Shipment export elect Date Monday - 20/02/2017 xport File: C:\export\export.bxt Generate the below area will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.) Clear Activity Successfully uploaded file Shipment Import Ex 3.csv with job number 837646 Successfully uploaded file Shipment Import Ex 3.csv (8/10) 20/02/17 - 16:17:37 20/02/17 - 16:17:37 Sa7646: Missing mandatory field for field Outbound Address 1 on line 5 (line 1 in error file) 20/02/17 - 16:17:37 Generating receipt file Shipment Import Ex 3.csv.bad (2/10) Processing file Shipment Import Ex 3.csv.bad (2/10) </th <th>Enter the locati</th> <th>ion of your test file below and press the Test File button. This will tell you if the structure of your file</th> <th>is correct or contains errors.</th>	Enter the locati	ion of your test file below and press the Test File button. This will tell you if the structure of your file	is correct or contains errors.
Benerate Export File emplate: Shipment export elect Date Monday - 20/02/2017 xport File: C:\export\export.txt Generate C:\export\export.txt he below area will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.) Clear Activity Successfully uploaded file Shipment Import Ex 3.csv with job number 837646 20/02/17 16:17:37 Successfully uploaded file Shipment Import Ex 3.csv (8/10) 20/02/17 16:17:37 837646: Missing mandatory field for field Outbound Address 1 on line 5 (line 1 in error file) 20/02/17 16:17:37 837646: Missing mandatory field for field Outbound Address 1 on line 8 (line 2 in error file) 20/02/17 16:17:37 Generating receipt file Shipment Import Ex 3.g87646.csv 20/02/17 16:17:37 Generating error file Shipment Import Ex 3.csv.bad (2/10) 20/02/17 16:17:37 Processing file Shipment Import Ex 3.csv. 20/02/17 16:17:37 Processing file Shipment Import Ex 3.csv. 20/02/17 16:17:37 School = Addres I in the Sol = Addr	Enter test file lo	ocation	Test File
emplate: Shipment export elect Date Monday - 20/02/2017 xport File: C:\export\export.bxt C:\export\export.bxt Generate he below area will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.) Clear Activity Successfully uploaded file Shipment Import Ex 3.csv with job number 837646 20/02/17 - 16:17:37 Frinshed processing file Shipment Import Ex 3.csv (8/10) 20/02/17 - 16:17:37 837646: Missing mandatory field for field Outbound Address 1 on line 5 (line 1 in error file) 20/02/17 - 16:17:37 Generating receipt file Shipment Import Ex 3.csv.bad (2/10) 20/02/17 - 16:17:37 Processing file Shipment Import Ex 3.csv.bad (2/10) 20/02/17 - 16:17:37 Processing file Shipment Import Ex 3.csv.bad (2/10) 20/02/17 - 16:17:37 Processing file Shipment Import Ex 3.csv.bad (2/10) 20/02/17 - 16:17:37	Generate Exp	port File	
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	Processing file	Shipment Import Ex 3.csv	20/02/17 - 16:17:34
		N	
N		2	
\triangleright			

An example of an **Import Activity** screen showing an import that has both good and bad data

Bad Data

Bad data transfers occur when MyDPD is looking for a particular form of data in a certain field within an imported file and cannot find the format it requires to ensure a successful transfer.

Within MyDPD there are 2 ways in which you can correct bad data ~ MyDPD can be configured to either:

- a. Have the option to correct bad data via MyDPD (this option will require DPD Administrator configuration)
- b. Have the option for MyDPD to send a bad data file back to your local system for you to correct and re-import

Correcting Bad Data via MyDPD

Using this bad data correction option will mean that any bad data found on a file import can be corrected within MyDPD (This option will require DPD Administration configuration).



Below follows an explanation of how you would correct bad data within MyDPD.

Below is an example of a shipment file to be imported that contains bad data ~ in Row 10, column D the postcode is missing:

	А	В	С	D	Е	F	G	Н
1	Test Company A	1 Testing Road	Birmingham	B69 4DA	UK	A Smith	12345678910	Test Description
2	Test Company B	2 Testing Road	Birmingham	B69 4DA	UK	A Jones	12345678910	Test Description
3	Test Company C	3 Testing Road	Birmingham	B69 4DA	UK	A Wright	12345678910	Test Description
4	Test Company D	4 Testing Road	Birmingham	B69 4DA	UK	A Davis	12345678910	Test Description
5	Test Company E	5 Testing Road	Birmingham	B69 4DA	UK	A Miller	12345678910	Test Description
6	Test Company F	6 Testing Road	Birmingham	B69 4DA	UK	A Johnson	12345678910	Test Description
7	Test Company G	7 Testing Road	Birmingham	B69 4DA	UK	A Sharp	12345678910	Test Description
8	Test Company H	8 Testing Road	Birmingham	B69 4DA	UK	A Aitkin	12345678910	Test Description
9	Test Company I	9 Testing Road	Birmingham	B69 4DA	UK	A Patel	12345678910	Test Description
10	Test Company J	10 Testing Road	Birmingham		UK	A Ellis	12345678910	Test Description
11								
10								1.4

Once this file has been imported the Import Activity screen will highlight the error, as shown below:

mport Activity		AVI
Test Import F Enter the locat	ile on of your test file below and press the Test File button. This will tell you if the structure of your file is correct or	contains errors.
Enter test file lo	cation lest rie	
Generate Exp	port File	
Template:	Shipment export	
Select Date	Thursday - 23/02/2017	
Export File:	C:\Import Shipment Files - AP\Shipmer Generate	
The below ere	niil shannan ashidi farma imaatisha Maataraatashidi will ka diaslanad fast May 250 ashida (
Successfully up	loaded file Test Import E.csv with iob number 837954	23/02/17 - 10:25:24
Finished proces	ssing file Test Import E.csv (9/10)	23/02/17 - 10:25:24
837954: Missin	g mandatory field for field Outbound postcode on line 10 (line 1 in error file)	23/02/17 - 10:25:24
Generating rec	aipt file Test Import E_837954.csv	23/02/17 - 10:25:24
Processing file	Test Import E.csv	23/02/17 - 10:25:21

This bad data can now be corrected within MyDPD:

1. Navigate to MyDPD > Shipping > Failed Imports

😭 dpd	MyDPD SI	hipping Collecti	ons	Deliveries S	hop Returns	Address Book	Depot Finder	Help Logout
	Create Shipment	Shipment Review	Imports	Import Activity	Scanning	Failed Imports	Delivery Search	۶

Any failed data transfers will be listed in the **Failed Import Shipments Review** screen as below:

earch			Date 23/02/2017 🕞 🙀 Filter	Reset
Date	Postcode	Reference 1	Failure Reason	Edit
7	-	-	Missing mandatory field for field Outbound postcode	A

Note - If you wish to delete this shipment select the tick box enabling the **Delete** option at the bottom of the screen and click **Delete** To correct this data:

2. Double Click on the line of data to be corrected opening **Create Shipment** where a message will be displayed at the top of the screen advising what data needs to be corrected as shown in the example below:

Create Shipment						
To proceed, correct t	he following issue: The postcode/zipcode (outbound) is	invalid. See www.geopostc	odes.com for valid postcode/zipcode formats.			
Delivery Details		Package Details				
Short Name Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50)	UNITED KINGDOM V Find Postcode TEST COMPANY J 10 TESTING ROAD BIRMINGHAM	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3 Collect on Delivery	1 1 1 Thursday - 23/02/2017			
Delivery Contact Contact Telephone Notification Email Predict Notification Text Predict	A ELLIS 12345678910	I				
Clear Print Later Print Now						

In the above example the error message is stating "*To proceed, correct the following issue: The postcode/zip code (outbound) is invalid. See www.geopostcodes.com* for valid postcode/zip code formats"

 Correct the data fields required, this will enable the Print Now / Print Later options
Delivery Details		Package Details	
Short Name v Country * Postal/Zip Code * Organisation/Name Address 1 *	UNITED KINGDOM	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date *	1 1 v Thursday - 23/02/2017
Address 2 City * County/State Delivery Information (Max. 50)		Your Reference 1 Your Reference 2 Your Reference 3 Collect on Delivery	No v
Contact Telephone Notification Email Predict Notification Text Predict	A ELLIS 12345678910		
	Clear Print	Later Print Now	

 Select your printing requirements ~ The data has now been corrected and the failed data record will have been removed from the Failed Imports Shipment Review screen

Correcting Bad Data via Bad Data File Export (Default Setting)

Using this bad data correction option will mean that any bad data found on a file import will be exported back to your import directory as a .BAD file for correction on your local system and reimported ~ below follows an explanation of how you would correct bad data that has been exported to your local directory.

Below is an example of a shipment file to be imported that contains bad data. ~ in Row 10, column D the postcode is missing:

	А	В	С	D	Е	F	G	H
1	Test Company A	1 Testing Road	Birmingham	B69 4DA	UK	A Smith	12345678910	Test Description
2	Test Company B	2 Testing Road	Birmingham	B69 4DA	UK	A Jones	12345678910	Test Description
3	Test Company C	3 Testing Road	Birmingham	B69 4DA	UK	A Wright	12345678910	Test Description
4	Test Company D	4 Testing Road	Birmingham	B69 4DA	UK	A Davis	12345678910	Test Description
5	Test Company E	5 Testing Road	Birmingham	869 4DA	UK	A Miller	12345678910	Test Description
6	Test Company F	6 Testing Road	Birmingham	B69 4DA	UK	A Johnson	12345678910	Test Description
7	Test Company G	7 Testing Road	Birmingham	B69 4DA	UK	A Sharp	12345678910	Test Description
8	Test Company H	8 Testing Road	Birmingham	B69 4DA	UK	A Aitkin	12345678910	Test Description
9	Test Company I	9 Testing Road	Birmingham	B69 4DA	UK	A Patel	12345678910	Test Description
10	Test Company J	10 Testing Road	Birmingham		UK	A Ellis	12345678910	Test Description
11								
10								

Once this file has been imported the **Import Activity** screen will highlight the error as shown below:

nport Activity		AV
Test Import F	ile	
Enter the local Enter test file lo	on of your test life below and press the rest File button. This will tell you if the structure of your life	Test File
Generate Exp	port File	
Template:	Shipment export	
Select Date	Thursday - 23/02/2017	
Export File:	C:\Import Shipment Files - AP\Shipmer Generate	
The below area	a will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250	entries.) Clear Activity
Generating erro	or fill\Test Import G.csv.bad (1/10)	23/02/17 - 11:28:27
Generating rece	eipt file Test Import G_837969.csv	23/02/17 - 11:28:27
837969: Missing	g mandatory field for field Outbound postcode on line 10 (line 1 in error file)	23/02/17 - 11:28:27
Finished proces	ising file Test Import G.csv (9/10)	23/02/17 - 11:28:27
Successfully up	loaded file Test Import G.csv with job number 837969	23/02/17 - 11:28:27
		22/02/17 11/28/24

From the example above visible within the **Import Activity** screen has a line stating **"Generating error file Test Import G.csv.bad (1/10)"** ~ this is advising that the system has exported a bad data file to your import directory ~ navigating to your **Import Directory** will allow you to investigate and amend this failed import record.

⋺	: Shipment Files s Help	- AP 🕨 Shipmen	t Import Fi	les	rch Shipment li	mport Files	_	ç
Organize 👻 Include	in library 🔻	Share with 💌	Burn	New folder		•		0
🔆 Favorites	Name	^		Date modified	Туре		Size	
Desktop	🔳 Test I	mport G.csv.bad		23/02/2017 11:28	BAD File			1 K
Downloads E Recent Places								
词 Libraries								
Documents								
J Music		N						

An example of the bad data file that MyDPD will export to your local directory

Note – If you wish to discard this record then simply delete the file from your directory.

To correct this data:

 Double click the .bad file in your Import directory to review the record ~ this will open up as a .txt file ~ An example of the file is shown below and you can see by reading the data from left to right you can identify where the data is missing:

Test Import G.csv.bad - Notepad	ļ
File Edit Format View Help Test Company J,10 Testing Road,Birmingham, UK, A Ellis,12345678910,Test Description	·

 Correct the missing data or errors within the bad file and click on the 'X' at the top right of the .txt file

Test Import G.csv.bad - Notepad	
File Edit Format View Help	
Test Company J,10 Testing Road,Birmingham, B69 4D4,UK,A Ellis,12345678910,Test Description	*

3. A message box will appear asking if you would like to save the amended file ~ Click **Save**



- 4. The file will now need to be renamed to remove the .bad extension by:
 - a. Rename the file by right clicking on the file and select **Rename** or
 - b. From the file name remove the .bad extension at the end and **Enter**



5. You will be presented with Rename message window as shown in the example below and click **Yes** ~ your amended file is now ready to re-import into MyDPD

	If you change a file name exter	nsion, the file might become unusable
_	Are you sure you want to char	ige it?
	N	

6. Navigate to MyDPD > Shipping > Import Activity and within here the amended records that have been imported are visible (if you have Auto Import selected on your Shipment template) as shown in the example below:

Test Import F Enter the locati Enter test file lo	Ife on of your test file below and press the Test File button. This will tell you if the structure of your file is cation	correct or contains errors. Test File
Generate Exp Template: Select Date Export File:	Shipment export Thursday - 23/02/2017 C:\Import Shipment Files - AP\Shipmer Generate	
The below area	a will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entr	ries.) Clear Activity
Printing 2 label	(s)	23/02/17 - 11:59:07
Generating rece	eipt file Test Import G_837979.csv	23/02/17 - 11:59:07
Finished proces	sing file Test Import G.csv (1/1)	23/02/17 - 11:59:07
Successfully up	loaded file Test Import G.csv with job number 837979	23/02/17 - 11:59:07
Processing file	Test Import G.csv	23/02/17 - 11:59:06
Generating erro	r file Test Import G.csv.bad (1/10)	23/02/17 - 11:28:27
Generating rece	eipt file Test Import G_837969.csv	23/02/17 - 11:28:27
837969: Missing	g mandatory field for field Outbound postcode on line 10 (line 1 in error file)	23/02/17 - 11:28:27
Finished proces	sing file Test Import G.csv (9/10)	23/02/17 - 11:28:27
Successfully up	loaded file Test Import G.csv with job number 837969	23/02/17 - 11:28:27
Processing file	Test Import G.csv	23/02/17 - 11:28:24
Processing file	Test Import G.csv	23/02/17 - 11:28:

Note - If you do not have **Auto Import** selected on your Shipment template click **Import on Demand** on the Import Activity screen.

Import on Demand

Within MyDPD the Import on Demand functionality offers the ability to import a shipment file from your local system when you chose it to as opposed to Automatic Importing that will automatically processes a shipment file as soon as the file is placed into the directory.

Setting up Import on Demand

- 1. Navigate to MyDPD > Shipping > Imports
- 2. Select **Shipment f**rom the File Definition drop down menu ~ this will open the Shipment Import Template

nports							
File Definition	Shipment	~					
	Delivery address book						
Available Fields 🔺	Return address book		Data File Field Order	Translation		Mandatory	Move Up
Additional Info	Shipmenth		Delivery organisation/name	No Translation	×	*	
Collection on deliver	Shipment export			no manoidation			
Currency Code	Shipment export		Delivery address line 1 (property/street)	No Translation	~	Mandato	
Delivery VAT number	r		Delivery address line 3 (city)	No Translation	~	Mandato	
Delivery additional in	nformation		Delivery next and			Mandata	
Delivery address line	2 (locality)		Derivery post code	No Translation	*	Mandato	
Delivery address line	4 (county/state)		Delivery country code	No Translation	~		
Delivery customer re	f. 1	< Remo	Delivery contact name	No Translation			
Delivery customer re	f. 2 👻	<< Remov	Al Contract name	INO Translation	~	+	Move Dow
•	÷.					•	
nport Directory	C:\Import Shipme	ent Files - AP\Sł					
mport Extension	.CSV						
ield Delimiter	Comma (,)	~					
roduct Field Delimiter	r Pipe ()	~					
rint Label on Import							
uto Import							
leader Lines	0						
ooter Lines	0						
lick here to change	e vour Printer settings				Cancel		Save

- Ensure your Data File Field Orders are set up to identically match the import file by selecting the required fields from the Available Fields section on the left and placing them in the same order as they appear on the import file
- 4. Copy the location of your local system and enter in **Import Directory**
- 5. Ensure the Import Extension / File Delimiter / Product Field Delimiter are all set correctly and if there are any Header and Footer lines to ignore
- 6. To print labels automatically after importing the file then select **Print Label on Import**
- 7. To enable Import on Demand leave the Auto Import option EMPTY

nports								
File Definition	Shipment		~					
Available Fields ▲				Data File Field Order	Translation		Mandatory	Move U
Additional Info			Add >	Delivery organisation/name	No Translation	~	*	
Collection on delive	ery flag (Y/N)		Add All >>	Delivery address line 1 (property/street)	No Translation	~	Mandato	
Currency Code								
Delivery VAT numb	ber			Delivery address line 3 (city)	No Translation	~	Mandato	
Delivery additional	information			Delivery post code	No Translation	~	Mandato	
Delivery address lin	ne 4 (county/state)			Delivery country code	No Translation	~		
Delivery customer i	ref. 1		< Remove	Delivery contact name	No. The second second			
Delivery customer i	ref. 2	+	<< Remove All	benvery contact name	No Translation	×		Move Dov
•	•			4			•	
mport Directory	C:\Import Sh	ipment F	les - AP\Sł					
nport Extension	csv							
ield Delimiter	Comma (,)	~	1					
roduct Field Delimit	ter Pipe (I)	-]					
rint Label on Impor								
uto Import		2						
leader Lines	0							
ooter Lines	0							
Niek here te ehen	nne vour Printer sett	inas				Cancol		Save

8. Click Save ~ A message will appear stating "Template Saved. Your template changes have been saved successfully"

Scanning

Within MyDPD there is the facility to scan a barcode created from a Customer's order system, display this shipment and edit or/and print. The availability of this functionality will be determined via the account settings within MyDPD > My Account Details > Shipping Defaults > Scanning Defaults.

The Shipping Defaults for Scanning are:

- a. Auto Print ~ when the parcel is scanned or a valid reference entered the label will be automatically printed.
- b. Cursor goes straight to Total Number of Packages ~ when the parcel is scanned or a valid reference entered the Package Details can be edited.

Using the Scanning Facility

 Within MyDpd navigate to MyDPD > My Account Details > Shipping Defaults > Scanning Defaults and Select Auto Print or Cursor goes straight to Total Number of Packages dependant on your requirements and click SAVE

s dod	MyDPD Shinning Collections Deliveries	Shon Returns Address Book	Depot Finder
	Welcome My Account Details Reports Diagnostics	API	Delivery Search
Contact Details	Account Number: 150672		User Login ID: CYCLESVIK
Printing Settings	Shipping Details		
Collection Defaults			t Mandalan .
Shipping Defaults			Mandatory
Invoice Settings	Country	Select a country	
	Default shinning address hook search tune	Short Name	
	Allow parcels to be shipped on a Saturday / Sunday		
	Domostic Shinning Dofaulte		
	Product	Parcel	-
	Service	Dpd Two Day	•
	Number of Items		
	Weight (Kg)		
	Senders Address on Label		
	Reference 1 Pretix		
	Return Address		
	Address Index	1	•
	Country	Select a country	•
	* Postcode		Find Postcode
	Organisation		
	Property		
	* Street		
	Loc ality		
	* Town		
	County		
	Contact Name		
	Contact Number		
	Is Default Address		
	International Shipping Defaults		
	Products/Service	Select a Products/Service	•
	Number of Items		
	Weight (Kg)		
	Weight (Kg) Reference 1 Prefix		
	Weight (Kg) Reference 1 Prefix Extended Liability	Select each time	
	Weight (Kg) Reference a Prefix Extended Liability Extended Liability Value	Select each time	•
	Weight (Kg) Reference 1 Prefix Extended Lability Extended Lability Vilue Currency	Select each time Pound Sterling (GBP)	•
	Weight (Kg) Reference 1 Prefix Extended Lability Extended Lability Weile Currency Contents Description	Select each time Pound Sterling (GBP)	
	Wayfi (Kg) Reference 1 Perfix Extended Lability Extended Lability Value Currency Contents Description Dimension (Air services only)	Select each time Pound Sterling (GBP)	
	Weight (Kg) Reference 1 Firefin Extended Lability Extended Lability Value Currency Contents Description Demossion(Air services only) Weight (Kg)	Select each time Pound Stering (GBP)	
	Weight (rig) Reference I Infels Extended Labelity Extended Labelity Currency Contents Description Demonstan(Air services only) Weight (rig) Vespit (rig)	Select each time Pound Stering (GBP) Length (cm) Height (cm)	
	Weight (r(g) Reference I Infetti Extended Lability Extended Lability Contents Description Demension (Air services only) Weight (r(g) Veight (r(g)) Seaming Defaults	Select each time Pound Stering (GBP) Length (cm) Height (cm)	
	Weight (Kg) Reference 1 Prefix Extended Lability Extended Lability Extended Lability Currency Contents Description Dimension (Air services only) Weight (Kg) Vddm (cm) I Scanning Defaults	Select each time Pound Sterling (OBP) Length (cm) Height (cm)	
	Weight (Kg) Reserved Lability Extended Lability Currency Contents Description Demonsion (Air services only) Weight (Kg) Weight (Kg) Scanning Defaults Auto Print	Select each time Pound Stering (GBP) Length (cm) Height (cm)	
	Weight (rigs) Helerence I Infette Estanded Labelity Estanded Labelity Estanded Labelity Currency Contents Description Demonstrain(Air services only) Ueight (rigs) I Generating Defaults Generating Defaults O Auto Pret Currency Currency Straight to Total No of Packages	Select each time Pound Stering (GBP) Length (cm) Height (cm)	
	Weight (Kg) Reference 1 Perfut Extended Labitity Extended Labitity Value Contents Description Dimension (Air services only) Weight (Kg) Weight (Kg) Contents Contents Contents Content Description Content Content Con	Select each time Pound Sterling (GBP) Longth (cm) Height (cm)	-

- 2. Navigate to MyDpd > Shipping > Scanning.
- 3. Scan the barcode or enter the Job Reference 1 details.

BOB TEST D P D GROUP UK LTD BROADWELL WORKS BIRMINGHAM ROAD OLDBURY WEST MIDLANDS B694DA		example001	
	Cantidad	Nombre del artículo	Precio
	1.00	A new item - Colour: Medium	£5.00
	1.00	Office chair	£10.00
	:	Subtotal	£15.00
	Vat 20%	@ 20%	£3.00
		Total	£18.00

Example Barcode

- 4. The Scanning Shipment screen will now be populated with the shipment details:
 - a. If **Auto Print** is the Scanning default label will be automatically printed.

🖬 dpd 🛛 Myl	OPD Sh	ipping C	ollections	Deliveries	Shop Retu	ms Ada	fress Book	Depot	Finder	
Creat	e Shipment	Shipment Re	view Import	s Import A	ctivity Scanni	ng Failed I	mports		Delivery Search	\$
Scanning										CYCLESVIK
our One Hour Delivery Wind	low service Pr	edict is free. P	lease complete	either or both	of the Predict fie	elds to notify t	he receiver. Re	ead more		
Delivery Details					Package Deta	niks				
Scan Reference *	EXAMPLE001				Total No of Pac	kages *	1	_		
Country *	UNITED KING	DOM		~	Total Weight (K	g) *	1	_		
Postal/Zip Code *	B694DA	F	ind Postcode		Product*		Parcel			~
Organisation/Name	D P D GROUP	UK LTD			Service *		Dpd Two Day			~
Address 1 *	BROADWELL	WORKS BIRMIN	SHAM ROAD		Shipment Date	•	Thursday - 02	/03/2017	•	
Address 2					Your Reference	2				
City *	OLDBURY				Your Reference	3				
County/State	WEST MIDLA	NDS								
Delivery Information (Max. 50)										
Delivery Contact										
Contact	BOB TEST									
Telephone										
Notification Email Predict										
Notification Text Predict										
			Ci	ear Print	Later Print	Now				
			_							

 b. If Cursor goes straight to Total Number of Packages is the Scanning default then Edit the Total Number of Packages and select either Print Now or Print Later

					Help I I o
🔰 dod 📰	AvDPD Shipping Collections Deli	liveries	Shop Returns Ac	ddress Book Depot Finder	100100
	pate Shipment Shipment Review Imports II	mport Ac	tivity Scanning Failed	Imports Delivery Search	-
Constant	ate onipment onipment review imports in	inport Ac	divity ocanning railed	Dentery Dearter	010100
Scanning	indev service Drodict is free. Please complete eithe	ar or both	of the Dradict fields to patify	the meaker Read man	CICLESVI
our one Hour Delivery w	ndow service Predict is nee. Please complete enne	in or bour	or the Predict fields to houry	the receiver, Read more	
Delivery Details			Package Details		
Scan Reference *	EXAMPLE001	_	Total No of Packages *	1	
Country *	UNITED KINGDOM	~	Total Weight (Kg) *	1	
Postal/Zip Code *	B694DA Find Postcode		Product *	Parcel	~
Organisation/Name	D P D GROUP UK LTD		Service *	Dpd Two Day	~
Address 1 *	BROADWELL WORKS BIRMINGHAM ROAD	_	Shipment Date *	Thursday - 02/03/2017	
Address 2		_	Your Reference 2		
City -	OLDBURY	_	Your Reference 3		
County/State	WEST MIDLANDS	_ !			
Delivery mormation (Max. :					
Delivery Contact					
Contact	BOB TEST				
Telephone		_			
Notification Email Predict		_			
Notification Text Predict		_			
	Clear	Print I	Later Print Now		

5. The printed / unprinted shipments will now appear in Shipping > Shipment Review

Shop Returns – Pickup Shops

MyDPD allows you to be able to create a return of a parcel/s from your customers, creating and emailing a return label to your customer for them to attach to their package/s and drop off at one of our Pickup shops. The driver will then collect the parcel/s as soon as possible and ensure it is returned to the address you specify.

Creating Your Shop Return

1. Navigate to MyDPD > Shop Returns

									Help Logout
	MyDPD	Shipping	Collections	Deliveries	Sho	Returns	Address Book	Depot Finder	
• •	Welcome	My Account Det	ails Reports	Diagnostics	API	Shop Retur	ns	Delivery Searc	h 🔎
Welcome to MyDP	D								
Welcome , you have s	successfully lo	gged on to MyDPD.							
Quick Links					Mess	ages			
Create Shipment Manage your Shi Collection Except Delivery Dashboa Watch Your Parce	pments ions ard els				No ne	w messages.			
Recent Enhancem	ents				Syste	m Updates			
MyDPD - Designed to essential shipping pro	make the entine cedures togeth	re shipping process e ner into a comprehene	asier. It brings all sive platform.	of your	No up	dates available.			
© 2015 DPD. DF	PD is a trading o	livision of DPDgroup. I	Registered office: P	O BOX 6979, Roeb	u <mark>ck</mark> Lane, S	Smethwick, West	Midlands, B66 1BN. Re	egistered in England and W	ales No 732993

 This will open the Create Return Screen ~ Enter all details relating to the return, ensuring all mandatory fields (marked with an asterisk*) are completed

Cre	eate Return Search Dashboard Find Shop		Delivery Search
Create Return			AVIK1
Create Return Return From Short Name Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Contact Telephone Email No. of Parcels * Return Reference Total Weight (kgs)*		Return To Short Name Country Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State	AVTK1
	Clear Email	Now Print Now	

3. In the Return From section on the left of the screen, enter the details of the location where the parcel will be returned from (This is likely to be your customer's address) ~ Ensure all mandatory fields marked with an asterisk* are completed ~ If this is an address that you have saved to your Address Book then you can search for it via the Short Name look up

- 4. In the **Email** field, enter the email address of your customer ~ This will ensure that an email is sent to your customer with a return label to place on their parcel/s
- 5. In **No. of Parcels** select how many parcels are to be returned from the drop down menu
- 6. Enter a Return Reference if required
- 7. Enter the total weight of the return in Kgs in the **Total Weight** field

Return From		Return To	
Short Name	v	Short Name	×
Country *	UNITED KINGDOM	Country	UNITED KINGDOM
Postal/Zip Code *	B70 1AA Find Postcode	Postal/Zip Code *	Find Postcode
Organisation/Name	MR A TESTER	Organisation/Name	
Address 1 *	1 MAIN STREET	Address 1 *	
Address 2		Address 2	
City *	BIRMINGHAM	City *	
County/State		County/State	
Contact	MR TESTER		
Telephone	09876543212		
Email	ATESTER@EXAMPLE.COM		
No. of Parcels *	2		
Return Reference	12345		
Total Weight (kgs)*	3		
	Clear Email N	Now Print Now	

An example of the **Return From** section of the **Create Return** screen

You will see from the example above that at this stage, the **Email Now** and **Print Now** options remain disabled ~ this is because you must enter the details of the **Return To** address to proceed.

 In the Return To section on the right of the screen, enter the details of where you would like the returned parcel/s to be returned to ~ Ensure all mandatory fields marked with an asterisk* are completed.

Below is an example of a fully completed Create Return screen. You can see that now both the "Return From" and "Return To" sections are completed, the "Email Now" and "Print Now" buttons at the bottom of the screen are enabled.

Return From		Return To	
Short Name	×	Short Name	v
Country *	UNITED KINGDOM	Country	UNITED KINGDOM
Postal/Zip Code *	B70 1AA Find Postcode	Postal/Zip Code *	B69 4DA Find Postcode
Organisation/Name	MR A TESTER	Organisation/Name	D P D GROUP UK LTD
Address 1 *	1 MAIN STREET	Address 1 *	BROADWELL WORKS BIRMINGHAM ROAD
Address 2		Address 2	
City *	BIRMINGHAM	City *	OLDBURY
County/State		County/State	WEST MIDLANDS
Contact	MR TESTER		
Telephone	09876543212		
Email	ATESTER@EXAMPLE.COM		
No. of Parcels *	2		
Return Reference	12345		
Total Weight (kgs)*	3		
	Clear Email	Now Print Now	

An example of a fully completed Create Return screen

Now both the **Return From** and **Return To** sections are completed, the **Email Now** and **Print Now** options are enabled.

You now have 2 options in producing the return label:

Create Return

① Your return has been saved successfully. Your consignment number is 1564734869 and your return label has been emailed.

b. Clicking **Print Now** will print off the return label/s on your printer for you to place inside the parcel/s so the consumer can attach to their parcel/s should they need to return them.

If you select this option then after clicking **Print Now** the screen will clear and a message at the top of the screen will state: "Your shipment has been saved successfully. Your consignment number is ********

A pop up window will appear asking you to specify the A4 printer you would like to print off the return document

Return From		Return To
Short Name		Short Name
Country *	UNITED KINGDOM	Print 🔀
Postal/Zip Code *	B70 1AA Find Postcode	General
Organisation/Name	MR A TESTER	
Address 1 *	1 MAIN STREET	Select Printer
Address 2		Generic / Text Only Eav Microsoft Office Document Imag
City *	BIRMINGHAM	General_Printing on GOLDPS002
County/State		
Contact	MR TESTER	
Telephone	09876543212	Location: Oldbury
Email	ATESTER@EXAMPLE.COM	Comment: Find Printer
No. of Parcels *	2	- Roos Proco
Return Reference	12345	C All Number of copies: 1
Total Weight (kgs)*	3	C Selection C Current Page
		C Pages:
		Print Cancel Apply
	Clear En	hail Now Print Now

c. Select your printer and click Print

Search Returns

You can search for return parcels within the Shop Returns screen and check on the tracking status of your returned parcels.

Search			AVI
	Return To		
UNITED KINGDOM	Short Name Country Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State	UNITED KINGDOM	
		Image: Search Return To Image: Search Short Name Image: Search Country Image: Search Organisation/Name Address 1* Address 2 Image: Address 2 City* Image: Search Countly/State	Return To UINTED KINGDOM Find Postcode Organisation/Name Address 1* Address 2 City* County/State

1. Within the **Shop Returns** screen click **Search**

This will open up the **Returns Search** screen ~ from here you can search for returns in a number of ways, the screenshot example below uses a **Date Search**

- 2. Select Date Search and from the drop down menu select Creation Date
- 3. Enter a **From Date** and **To Date** in the boxes by clicking on the calendar days you wish to search
- 4. Click **Search** ~ this will open up the returns found that relate to the search criteria entered

Returns Search			AVIK1
Account:*	It Test Silver (131411)	T	
Parcel Number:*			
Return Reference:*			
Date Search:*	Creation Date	Postcode: Optional Find Postcode	
From Date:*	Pleaks choose a From Date		
To Date:*	Please choose a To Date		

Product:	All	elivery Searc	n v	Delivery Country:	All Countries V	Account:	It Test Silver (131411)	
Service:	All Serv	vices	•	Postcode:	Find Postcode	Collection Country:		
Exception:	Please	Please Select		Destination: Sort By:	All Destinations 🔹 🔻	Range:	All Ranges	T
Undelivered	ndelivered:				Not specified 🔹	Direction:	All Directions	•
Results Created	Return	Account	Parcel No	Status	From Address	To Address		Email/Prin
Results Created Date 22/02/2017	Return Reference	Account	Parcel No 1550 1584 734 888 W	Status Customer data	From Address Mr A Test, United Kingdom, 1 Main	To Address	,Broadwell Works Birmingham	Email/Prin
Results Created Date 22/02/2017 22/02/2017	Return Reference	Account 131411 131411	Parcel No 1550 1564 734 866 W 1550 1584 734 869 Q	Status Customer data received Customer data received	From Address Mr A Test,United Kingdom, 1 Main Road,Huddersfield Mr A Tester,United Kingdom, 1 Main Street,Birmingham	To Address D P D Group Uk Ltd Road,Oldbury D P D Group Uk Ltd Road,Oldbury	,Broadwell Works Birmingham ,Broadwell Works Birmingham	Email/Prin Email

An example of **Return** results

You can click into each of the records shown for more detail and you also have the option to add records to a **watch list**

Collection	Customer Ref	Account	Service	Consignment	Address	Email Address	Phone Number
		131411	parcel - return to shop	1564734866 (1)	D P D Group Uk Ltd, Broadwell Works Birmingham Road, Oldbury, West Midlands, 869 4DA		
Available (Options	`					
6-0+ Add	to watch list)					
Delivery H	istory			յիդ			She

Find Shop

Within the Shop Returns screen you can search for a DPD Pickup Shop for your consumers to take their return parcels.

1. Within Shop Returns click Find Shop

stand stand	14 555	01.	0.11				D	Help Logout
🚺 aba	MyDPD	Shipping	Collections	Deliveries	Shop Returns	Address Book	Depot Finder	
Create Return	Create Return	Search	Dashboard	Shop			Delivery Search	AVIK1
Return From					Return To			
Short Name Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Contact Telephone Email No. of Parcels * Return Reference Total Weight (kgs)*		KINGDOM	Find Postcode		Short Name Country Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State		XOM Find Postcode	
			Cle	ar Email N	ow Print Now			

This will open the DPD Pickup Shop Finder ~ here you can enter a valid UK postcode and the search results will display on screen



An example of DPD Pickup Shop Finder results

- 2. Selecting a shop from the list will open up the details of the selected shop ~ this will show details such as;
 - a. Business Name.
 - b. Business Address.
 - c. Business opening hours.
 - d. Distance from the postcode you entered.

Address Book Management via Manual Entry

There are 2 ways in which an address can be manually added to your address book:

- a. Via the Create Shipment Screen
- b. Via the Address Book Screen

Below are explanations of both methods.

Manually Adding Address to Address Book via Create Shipment Screen

- 1. Navigate to MyDpd > Shipping > Create Shipment
- 2. Enter all details in the **Delivery Details** section ~ mandatory fields are marked with an asterisk*

Create Shipment			CYCLESVIK1
Our One Hour Delivery Wind	low service Predict is free. Please complete either or bot	h of the Predict fields to notify	the receiver. Read more
Delivery Details		Package Details	
Short Name v Country * Postal/Zip Code * Organisation/Name	UNITED KINGDOM V B69 4DA Find Postcode D P D GROUP UK LTD DODADUF UK UNDOKO	Total No of Packages * Total Weight (Kg) * Product * Service *	1 Parcel v Dpd Next Day v
Address 1 Address 2 City * County/State Delivery Information (Max. 50)	OLDBURY WEST MIDLANDS	Your Reference 1 Your Reference 2 Your Reference 3	
Delivery Contact Contact Telephone Notification Email Predict Notification Text Predict		G	
	Clear Print	Later Print Now	

- Enter a Short Name into the Field at the top of the screen. Once you have allocated a Short Name then the option to Save To Address Book is enabled ~ Short Names are limited to 35 characters
- 4. Click on Save to Address Book and a pop up window will appear stating, Your address (****) has been saved successfully
- 5. Click OK to close

Delivery Details		Package Details	
Short Name Country * Postal/Zip Code * Organisation/Name Address 1 * Address 2 City * County/State Delivery Information (Max. 50)	UNITED KINGDOM V B69 4DA Find Postcode D P D GROUP UK LTD BROADWELL WORKS BIRMINGHAM ROAD OLDBURY WEST MIDLANDS	Total No of Packages * Total Weight (Kg) * Product * Service * Shipment Date * Your Reference 1 Your Reference 2 Your Reference 3	1 1 Derived and the second sec
Delivery Contact Contact Telephone Notification Email Predict Notification Text Predict	Save To Address Book		
	Clear	Later Print Now	

Manually Adding Address to Address Book via Address Book Screen

- 1. Navigate to MyDpd > Address Book
- 2. In the Search/Select Address section, click on New

Search/Select Address	Edit Address	
Search for: Short Name V Search Clear		Address Type Delivery
Short Name Post Code Address Line 1 Valid	Country Postal/Zip Code Find Postcode Organisation/Name Address 1 Address 2 Town/Oty County/State Contact Telephone	
<- First <- Previous Showing 0 - 0 of 0 Next-> Last>	Valid Date Created	

Clicking on **New** will open up the right hand side of the screen where you will need to enter the full address details of your new delivery address.

- 3. Enter the address & contact details of the delivery address
- 4. Enter a **Short Name** ~ Short Names are limited to 35 characters
- 5. In the **Address Type** field, from the drop down menu, select whether the address to be added is a delivery address or a return address
- 6. Click on **Save** when all details have been entered



7. Once you have clicked on Save then a pop up window will appear stating Your address (****) has been saved successfully

Managing Your Address Book

Within the Address Book you can also Edit and Delete addresses.

Editing an address

1. Search/Select the address to be edited in the **Search for** option (minimum of 2 characters)

Search/Select Address						
Search for: Short	Name	COMPANY B Search	Clear			
Short Name	Post Code	Address Line 1	Valid			
COMPANY B	B69 4DA	2 MAIN STREET	Yes			

2. Click on the address to be edited and this will populate the **Edit** Address fields

Edit Address			
Short Name * Country Postal/Zip Code Organisation/Name Address 1	COMPANY B	Address Type Notification Email Notification Text Delivery Information	Delivery
Address 2 Town/City County/State Contact Telephone	BIRMINGHAM BIRMINGHAM BIRMINGHAM 2345678901	Reference 1 Reference 2 Reference 3 VAT Number	
Valid Date Created	Yes 15-02-2017	Owner Date Updated	CYCLESVIK1
Delete			Save

3. Make the changes required to the address and *Save*

Deleting an address

1. Search/Select the address to be deleted in the **Search for** option (minimum of 2 characters)

Search/Select Address						
Name 🗸 🗸	COMPANY B Search	Clear				
Post Code	Address Line 1	Valid				
B69 4DA	2 MAIN STREET	Yes				
	Name V Post Code B69 4DA	Name COMPANY B Search Post Code Address Line 1 B69 4DA 2 MAIN STREET				

2. Click on the address to be deleted and this will populate the **Edit** Address fields

nont Name	COMPANY B	Address Type	Delivery
Country	~	Notification Email	
ostal/Zip Code	B69 4DA	Notification Text	
Organisation/Name		Delivery Information	
ddress 1	2 MAIN STREET]	
ddress 2		Reference 1	
own/City	BIRMINGHAM	Reference 2	
County/State		Reference 3	
Contact	B SMITH	VAT Number	
elephone	2345678901		-
alid	Yes	Owner	CYCLESVIK1
ate Created	15-02-2017	Date Updated	

3. Click **Delete** to remove the record from the address book and the following will be displayed.

	County/State		
Address Deleted			- 11
Your address (COMPANY B) has bee	n deleted successfully		
	ОК		
		-	-11

 To delete ALL the records held in the address book click Delete All ~ note you will not be able to recover your records once this action has been taken!



Address Book Management via Import

MyDPD will allow you to import an Address Book held on your local system ~ this is done by setting up your Delivery Address Import Template to match the data fields on your local file ~The import file on your local system should be a CSV (Comma Separated Value) file type.

Setting up a Delivery Address Import Template

- 1. Navigate to MyDPD > Shipping > Imports
- 2. Within the Import File Templates screen **File Definition** will default to **Delivery address book**

Create Shipment Shipment Re	eview Imports Import Activity Scanning	Delivery Search
orts		CYCLE
Definition Delivery address book 🗸		
ailable Fields 🔺	Data File Field Order	Mandatory Move Up
litional information Add	> Address ref.	Mandatory
Iress line 2 (locality) Add A	Address line 1 (property/street)	Mandatory
Iress line 4 (county/state)	Address line 3 (city)	Mandatory
itact name	Post code	Mandatory
itact telephone number	Country code	Mandatory
tomer ref. 1		
tomer ref. 2		
tomer ref. 3	love	
ification SMS number 🔹 << Rem	ove All	Move Dov
• • •		×
d Delimiter Comma (,)		
		Cancel Save

- To import an Address Book, MyDPD requires the data file to have 5 mandatory data fields ~ these data fields are as follows and should form part of the import file:
 - a. Address Reference (Recipient or Organisation Name).
 - b. Address Line 1 (Property or Street).
 - c. Address Line 3 (City).
 - d. Postcode.
 - e. Country Code (A list of country codes can be found ********).
- 4. Select any other fields to include in the import file (e.g.: contact and telephone details) from Available Fields section on the left of the screen, and add them to the Data File Field Order section on the right of the screen ~ Available fields can be added by selecting a field and clicking Add or they can be dragged and dropped into the Data File Field Order list

Note – The order of the fields MUST match the order the data is shown in your import file exactly or the import will be unsuccessful.

Here is an example of a CSV Address Book Data File with Contact Name and Contact Number added to the mandatory fields:

1	A	В	С	D	E	F	G	ł
1	Address Ref	Address Line 1	Address Line 3	Postcode	Country Code	Contact	Contact Telephone	
2	Company A	1 Main Street	Birmingham	B69 4DA	UK	A Smith	1234567890	
3	Company B	2 Main Street	Birmingham	B69 4DA	UK	B Smith	2345678901	
4	Company C	3 Main Street	Birmingham	B69 4DA	UK	C Smith	3456789012	
5	Company D	4 Main Street	Birmingham	B69 4DA	UK	D Smith	4567890123	
6	Company E	5 Main Street	Birmingham	B69 4DA	UK	E Smith	5678901234	
7	Company F	6 Main Street	Birmingham	B69 4DA	UK	F Smith	6789012345	
8	Company G	7 Main Street	Birmingham	B69 4DA	UK	G Smith	7890123456	
9	Company H	8 Main Street	Birmingham	B69 4DA	UK	H Smith	8901234567	
10	Company I	9 Main Street	Birmingham	B69 4DA	UK	I Smith	9012345678	
11	Company J	10 Main Street	Birmingham	B69 4DA	UK	J Smith	1098765432	
12	Company K	11 Main Street	Birmingham	B69 4DA	UK	K Smith	2109876543	
13	Company L	12 Main Street	Birmingham	B69 4DA	UK	L Smith	3210987654	
14	And the state of the							

An example of a CSV Address Book Data File with Contact Name and Contact Number added to the mandatory fields

vailable Fields 🔺	Data File Field Order	Mandatory	Move Up
dditional information 🔺 Add >	Address ref.	Mandatory	
ddress line 2 (locality)	Address line 1 (property/street)	Mandatory	
ddress line 4 (county/state)	Address line 3 (city)	Mandatory	
ustomer ref. 1	Post code	Mandatory	
ustomer ref. 2	Country code	Mandatory	
ustomer ref. 3	Contact name		
otification SMS number	Contact telephone number		
otification email address <a>	/e		
rganisation/name 👻 << Remove	e All		Move Down
•	4		•
ld Delimiter Comma (,)			

An example of how the **Delivery Address Book** template would need to be set up in order to import the file successfully

5. When you have set up your Delivery Address Template correctly click Save ~ A pop up message box will appear stating
"Template Saved - Your template changes have been saved successfully"

dpd MyDPD Shipping Co	lections Deliveries Shop Returns A	Address Book Depot Finder	Help Logor
Create Shipment Shipment Rev	iew Imports Import Activity Scanning	Delivery Search	2
ports			CYCLESVIKI
e Definition Delivery address book			
vailable Fields 🔺	Data File Field Order	Mandatory	Move Up
dditional information Add >	Address ref.	Mandatory	
ddress line 2 (locality) Add All	Address line 1 (property/street)	Mandatory	
ddress line 4 (county/state)	Address line 3 (city)	Mandatory	
ustomer ref. 1	Post code	Mandatory	
ustomer ref. 2	Country code	Mandatory	
ustomer ref. 3	Contact name		
otification SMS number	Template Saved		
otification email address			
rganisation/name 👻 << Remov	e All Your template changes have been saved successful	ally	
F. F.		ОК	
eld Delimiter Comma (,)			
		Cancel	av D

Now that you have correctly and successfully saved your Delivery Address Import template you are ready to import the file from your local system.

Importing Your Delivery Address Book

- 1. Navigate to MyDPD > Address Book
- 2. Click Import

🍸 dpd	MyDPD	Shipping	Collections	Deliveries	Shop Returns	Address	Book Depot	Finder	
·	Address Book							Delivery Search	P
Search/Select Add	lress			Edit Address					
Search for: Short Nar	me 🗸	Searc	h Clear						~
Short Name	Post Code Address	s Line 1	Valid			~			
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		0.202							
			CONTRACTOR INCOMENT						
< Hirst < Previous	Snowing U -	U OT U	Last->						
Delete All		( In	port Nev						

3. An Address Book Import pop up window will open ~ specify whether you would like to import a customer address book or return address book ~ Import options on how you would like MyDPD to process the file can be selected

Template:	Customer address book template	~
File Location:		Select File
Import Options:	Import New Only (Reject Duplicates)	
	Overwrite Existing Addresses	
	C Empty Address Book Before Import	

- 4. Select **Customer address book template** from the **Template** drop down menu
- 5. Click **File Location** and locate your import file from your local system

- 6. In **Import Options** select how you would like MyDPD to treat the import file against any other addresses you may have already saved to your Address Book:
  - a. Select **Import New Only (Reject Duplicates) to** only import addresses from your import file that are NOT already stored in your Address Book.
  - b. Select **Overwrite Existing Addresses** to replace any existing addresses in your Address Book that are the same as those in your new import file.
  - c. Select **Empty Address Book Before to** clear out any previously stored address data from your Address Book.
- 7. Once File Location and Import Options are populated click Upload



Your imported addresses will now populate the address list on the screen as seen in the example below and will have been allocated **Short Names.** 

To import a return address file, then follow all the steps above but when prompted by the **Address Book Import** pop up window select

	-	11 3					
	Addres	s Book				Delivery Search	
Search/Select	Address			Edit Address			
earch for: Shor	t Name 🗸	Sear	ch Clear				~
hort Name	Post Code	Address Line 1	Valid		×		
OMPANY A	B69 4DA	1 MAIN STREET	Yes				
OMPANY B	B69 4DA	2 MAIN STREET	Yes				
OMPANY C	B69 4DA	3 MAIN STREET	Yes				
DMPANY D	B69 4DA	4 MAIN STREET	Yes				
OMPANY E	B69 4DA	5 MAIN STREET	Yes				
OMPANY F	B69 4DA	6 MAIN STREET	Yes				
DMPANY G	B69 4DA	7 MAIN STREET	Yes				
OMPANY H	869 4DA	8 MAIN STREET	Yes				
OMPANY I	B69 4DA	9 MAIN STREET	Yes				
OMPANY J	B69 4DA	10 MAIN STREET	Yes				
OMPANY K	B69 4DA	11 MAIN STREET	Yes				
OMPANY L	869 4DA	12 MAIN STREET	Yes				
First < Prev	vious Sh	owing 1 - 12 of 12	Next-> Last->				
< First < Prev	rious Sh	owing 1 - 12 of 12	Next-> Last->				

Return address book template from the Template dropdown menu

An example of Imported addresses with allocated Short Names

#### Searching for an Address within the Address Book

Addresses that you have saved to the Address book, whether it is a delivery address or a return address, can be searched for via MyDPD > Address Book ~ There are 7 search criteria in the Search/Select Address drop down menu:

- a. Postcode
- b. Organisation
- c. Country
- d. Address Line 1
- e. Address Line 2
- f. Town/City
- g. Contact
- Select the type of data you would like to search (from the above list)

   Enter text into the search text box to the right of the dropdown
  menu
- 2. Click Search to display results



# **Depot Finder**

MyDPD has a section built in that allows you to search for Depots or Pickup Shops across the UK, track parcels and check known Service Disruptions.

#### Track My Parcel

This feature allows you to track your parcel using your parcel number and postcode or calling card number.

#### Searching for a Local Depot

1. Navigate to MyDPD > Depot Finder

MyDPD	Shipping	Collections	D			and the second			
		Conections	Deliveries	Shop Returns	Address Book	Depot linder			
Welcome	My Account Deta	ils Reports	Diagnostics	API		Depot Finder	\$		
1									
ccessfully log	gged on to MyDPD.								
				Messages					
Create Shipment     Manage your Shipments     Collection Exceptions     Delivery Dashboard     Watch Your Parcels					No new messages.				
nts				System Updates					
MyDPD - Designed to make the entire shipping process easier. It brings all of your essential shipping procedures together into a comprehensive platform.					No updates available.				
	icessfully log ients is its nake the entir indures togeth	icessfully logged on to MyDPD.	icessfully logged on to MyDPD.	its I					

This will open up the Depot Finder screen that has the options to:

- a. Track a Parcel
- b. Find a DPD Pickup Shop
- c. Find a Local Depot
- d. Check for Service Disruptions
- 2. Click Find My Local Depot

3. Within the **Depot Finder** section enter a valid postcode and click **Submit** 

Home Products & Se	ervices Help MyDPD About DPD Careers Driving Opportunities
Track My Parcel DPD Pickup Shop Finder Find My Local Depot Service Discustion	Help > Find My Local Depot Depot Finder Please show me the local depot for the following postcode:
	Your Postcode B69 4DA

The search results will return the closest DPD depot to the postcode entered~ it will show:

- a. Your local depot.
- b. The depot address.
- c. The depot opening hours.
- d. A map of location and route.
- e. Directions to the depot from the postcode you entered.

#### Searching for a Local Pickup Shop

- 1. Navigate to MyDPD > Depot Finder
- 2. Click **DPD Pickup Shop Finder** ~ This will open up the DPD Pickup Shop Finder screen as shown below:

Home	Products & S	ervices Help	MyDPD /	About DPD	Careers	Driving Oppor	tunities		
Track My Pa DPD Pickup	rcel Shop Finder	Help > DPD Pickup S DPD Picku	ihop Finder IP Shop	Finder					
Service Disr	uption	Language			Country		Postcode		
		∺ English		-	United Ki	ngdom 🔸	Postcoo	de 🔎	Search
		Map Satellite + - * * * * * * * * * * * * * * * * * *	SCOTE/	AND Unite Kingdo an	ed om		North	Filter List	+

**3.** Select the Language and Country from the drop down menus above the UK map and enter a valid postcode into Postcode and click Search



This will search our network of Pickup Shops and return results on a localised map and display as a full list on the right of the screen ~ The



results are set in order of distance from the postcode entered ~ it will show:

- a. Business Name
- b. Business Address
- c. Business Opening Hours
- d. Whether the business has parking available
- e. Distance from the entered postcode



4. Click on **Select** next to a listed business and this will open up a more detailed screen relating to that particular Pickup Shop, as shown below:



#### Service Disruption Checker

The Service Disruption screen is where you can check if there are any issues delivering to a particular area of the UK or search a specific postcode and/or check general issues we are aware of.

Track My Parcel	Help > Service Disruption								
DPD Pickup Shop Finder	Service Disruption								
Find My Local Depot	•								
Service Disruption									
	Check Your Postcode An	28							
	Please enter your postcode to check if parcel delivery services in your area have been affected.								
	*								
	Postcode:		Submit						
			Submit						
	Unexpected Delay								
N	County	Delay in days	Postcodes						
43	Orkney	1	KW15, KW16, KW17						
	Shetland Islands	1	ZE1, ZE2, ZE3						
	Shropshire	10	WV16 6						
	A fire incident								
	County	Delay in days	Postcodes						
	Aberdeenshire	2	AB10						
	West Midlands	2	B32 2						
	West Midlands	5	B1 3, B6 9						

An example of the Service Disruption screen

# Data Specifications for File Import

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	International	SwapIT ReverseIT	Ship2Shop	Max Field Length	Example / Notes
		Ма	andatory –Yes	/ No		
Shipment Date	N	N	Ν	N	10	20/06/2013
Address Line 1	Y	Y	Y	Y	35	Broadwell Road
Address Line 3	Y	Y	Y	Y	35	Oldbury
Postcode	Y	Y	Y	Y	8	B69 4DA
Country Code	N	Y	Y	N	2	GB
Service Code	N	N	Y	Y	4	12
No. Parcels	N	N	N	N	3	1
Total Weight	N	N	N	N	5	21
Collection on Del.	N	N	Y	N	1	Y
Delivery VAT No.	N	N	N	N	15	100000000000000
Additional Info	N	N	N	N	50	Leave in safe place
Address Line 2	N	N	N	N	35	Broadwell Works
Address Line 4	N	N	N	N	35	Birmingham
Contact Name	N	Y	Y	N	25	John Smith
Contact Telephone	N	Y	Y	N	15	0121 500 2500
Customer Ref 1	N	N	Y	N	25	Test Ref1
Customer Ref 2	N	N	N	N	25	Test Ref2
Customer Ref 3	N	N	N	N	25	Test Ref3
Content Description	N	Y	N	N	25	For International Traffic
Customs Value	N	Non EU Destinations	N	Ν	10	100
Notification SMS	N	N	N	Y	20	07123456789
Notification Email	N	N	N	Y	50	smith@email.com
Organisation	N	Ν	Ν	N	35	DPDGroup

Extended Liability	Ν	Ν	N	N	1	Y
Extended Liability Val	Ν	Ν	N	N	10	1000
Return VAT No.	Ν	Ν	N	N	15	000000000000000000000000000000000000000
Return Additional Info	Ν	Ν	N	N	50	Leave safe
Return Address Line 1	Ν	Ν	Y	N	35	Roebuck Lane
Return Address Line 2	Ν	Ν	N	N	35	Smethwick
Return Address Line 3	Ν	Ν	Y	N	35	Birmingham
Return Address Line 4	Ν	Ν	N	N	35	West Midlands
Return Contact Name	Ν	Ν	Y	N	25	Ms Smith
Return Telephone	Ν	Ν	Y	N	15	01215002500
Return Country Code	Ν	Ν	Y	N	2	GB
Return Customer Ref 1	Ν	Ν	Y	N	25	TEST REF1
Return Customer Ref 2	Ν	Ν	N	N	25	TEST REF2
Return Customer Ref 3	Ν	Ν	N	N	25	TEST REF3
Return Description	N	Ν	Y	N	20	Item Description
Return No Parcels	Ν	Ν	Y	N	3	1
Return Organization	Ν	Ν	Y	N	35	Company Name
Return Postcode	Ν	Ν	Y	N	8	B69 4DA
Return Service Code	Ν	Ν	Y	N	4	12
Return Total Weight	Ν	Ν	Y	N	5	15
Shop ID	Ν	Ν	N	Y	7	GB12218
Shop Postcode	Ν	Ν	N	Y	8	B4 6GA
Shop Country Code	Ν	Ν	N	Y	2	GB
Shop Organisation Name	N	Ν	Ν	N	35	Doddle- Birmingham Snow Hill
Shop Address Line 1	Ν	Ν	N		35	Unit 2 One Snow Hill
Shop Address Line 2	Ν	Ν	N	At least one address field	35	Snow Hill
Shop Address Line 3	Ν	Ν	N	should be specified.	35	Queensway
Shop Address Line 4	Ν	Ν	N		35	Birmingham
Shop Compatible	N	Ν	Ν	Y	1	Y


# Service Codes List

The below list of service codes include both 2 digit and 3 digit codes. Any type can be used for automated file imports.

2 Digit Code	3 Digit Code	Product	Service
11	-	PARCEL	Two Day
12	-	PARCEL	Next Day
13	-	PARCEL	DPD 12
14	-	PARCEL	DPD 10.30
16	-	PARCEL	Saturday
17	-	PARCEL	Saturday 12
18	-	PARCEL	Saturday 10.30
7	-	PARCEL	Sunday 10.30
15	-	PARCEL	Timed
22	-	PARCEL	Return
01	801	PARCEL	Sunday
07	807	PARCEL	Sunday 10:30
29	829	PARCEL	Sunday 12
2 Digit Code	3 Digit Code	Product	Service
91	891	SHIP2SHOP	SHIP2SHOP
2 Digit Code	3 Digit Code	Product	Service
59	_	HOMECALL	Homecall
2 Digit Code	3 Digit Code	Product	Service
25	-	HOME DELIVERY	Afternoon
21	-	HOME DELIVERY	Evening
2 Digit Code	3 Digit Code	Product	Service
32	-	EXPRESSPAK	Next Day
32 33		EXPRESSPAK EXPRESSPAK	Next Day DPD 12
32 33 34		EXPRESSPAK EXPRESSPAK EXPRESSPAK	Next Day DPD 12 DPD 10.30
32 33 34 36	- - - -	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK	Next Day DPD 12 DPD 10.30 Saturday
32 33 34 36 37	- - - - -	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK	Next Day DPD 12 DPD 10.30 Saturday Saturday 12
32 33 34 36 37 38	- - - - - - -	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK	Next Day DPD 12 DPD 10.30 Saturday Saturday 12 Saturday 10.30
32 33 34 36 37 38 38 35	- - - - - - - -	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK	Next Day DPD 12 DPD 10.30 Saturday Saturday 12 Saturday 10.30 Timed
32 33 34 36 37 38 35 09	- - - - - - - 809	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK	Next Day DPD 12 DPD 10.30 Saturday Saturday 12 Saturday 10.30 Timed Sunday
32 33 34 36 37 38 35 09 23	- - - - - - - 809 823	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK	Next Day DPD 12 DPD 10.30 Saturday Saturday 12 Saturday 10.30 Timed Sunday Sunday 10:30
32 33 34 36 37 38 35 09 23 51	- - - - - - - 809 823 851	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK	Next Day DPD 12 DPD 10.30 Saturday Saturday 12 Saturday 10.30 Timed Sunday Sunday 10:30 Sunday 12
32 33 34 36 37 38 35 09 23 51 2 Digit Code	- - - - - - - 809 823 851 3 Digit Code	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK Product	Next Day DPD 12 DPD 10.30 Saturday Saturday 12 Saturday 10.30 Timed Sunday Sunday 10:30 Sunday 12 Service
32 33 34 36 37 38 35 09 23 51 2 Digit Code 41	- - - - - - - - 809 823 823 851 3 Digit Code	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK SWAP IT	Next Day DPD 12 DPD 10.30 Saturday Saturday 12 Saturday 10.30 Timed Sunday Sunday 10:30 Sunday 10:30 Sunday 12 Service Two Day
32 33 34 36 37 38 35 09 23 51 2 Digit Code 41 42	- - - - - - - - 809 823 851 3 Digit Code - -	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK SWAP IT SWAP IT	Next Day DPD 12 DPD 10.30 Saturday Saturday 12 Saturday 10.30 Timed Sunday Sunday 10:30 Sunday 10:30 Sunday 12 Service Two Day Next Day
32 33 34 36 37 38 35 09 23 51 2 Digit Code 41 42 43	- - - - - - - - 809 823 851 3 Digit Code - - -	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK SWAP IT SWAP IT SWAP IT	Next Day DPD 12 DPD 10.30 Saturday Saturday 12 Saturday 10.30 Timed Sunday Sunday 10:30 Sunday 12 Service Two Day Next Day DPD 12
32 33 34 36 37 38 35 09 23 51 2 Digit Code 41 42 43 44	- - - - - - - - - 809 823 851 3 Digit Code - - - - - -	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK Product SWAP IT SWAP IT SWAP IT	Next Day DPD 12 DPD 10.30 Saturday Saturday 12 Saturday 10.30 Timed Sunday 10:30 Sunday 10:30 Sunday 12 Service Two Day Next Day DPD 12 DPD 10.30
32 33 34 36 37 38 35 09 23 51 2 Digit Code 41 42 43 44 49	- - - - - - - - - 809 823 851 851 3 Digit Code - - - - - - - -	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK SWAP IT SWAP IT SWAP IT SWAP IT	Next Day DPD 12 DPD 10.30 Saturday Saturday 12 Saturday 10.30 Timed Sunday 10.30 Sunday 10:30 Sunday 12 Service Two Day Next Day DPD 12 DPD 10.30 Afternoon
32 33 34 36 37 38 35 09 23 51 2 Digit Code 41 42 43 44 49 46	- - - - - - - - - 809 823 851 3 Digit Code - - - - - - - - - - - - - -	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK Product SWAP IT SWAP IT SWAP IT SWAP IT SWAP IT	Next Day DPD 12 DPD 10.30 Saturday Saturday 12 Saturday 10.30 Timed Sunday 10:30 Sunday 10:30 Sunday 12 Service Two Day Next Day DPD 12 DPD 10.30 Afternoon Saturday
32 33 34 36 37 38 35 09 23 51 2 Digit Code 41 42 43 44 49 46 47	- - - - - - - - - 809 823 851 3 Digit Code - - - - - - - - - - - - - - - - -	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK Product SWAP IT SWAP IT SWAP IT SWAP IT SWAP IT SWAP IT	Next Day DPD 12 DPD 10.30 Saturday Saturday 12 Saturday 10.30 Timed Sunday 10.30 Sunday 10:30 Sunday 12 Service Two Day Next Day DPD 12 DPD 12 DPD 10.30 Afternoon Saturday Saturday 12
32 33 34 36 37 38 35 09 23 51 2 Digit Code 41 42 43 44 49 46 47 48	- - - - - - - - - - - 809 823 851 3 Digit Code - - - - - - - - - - - - - - - - - - -	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK Product SWAP IT SWAP IT SWAP IT SWAP IT SWAP IT SWAP IT SWAP IT SWAP IT	Next Day DPD 12 DPD 10.30 Saturday Saturday 12 Saturday 10.30 Timed Sunday 10.30 Sunday 10:30 Sunday 12 Service Two Day DPD 12 DPD 12 DPD 10.30 Afternoon Saturday Saturday 12 Saturday 12 Saturday 10.30
32 33 34 36 37 38 35 09 23 51 2 Digit Code 41 42 43 44 49 46 47 48 53	- - - - - - - - - - 809 823 851 3 Digit Code - - - - - - - - - - - - - - - - - - -	EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK EXPRESSPAK Product SWAP IT SWAP IT SWAP IT SWAP IT SWAP IT SWAP IT SWAP IT SWAP IT SWAP IT	Next Day DPD 12 DPD 10.30 Saturday Saturday 12 Saturday 10.30 Timed Sunday 10:30 Sunday 10:30 Sunday 12 Service Two Day Next Day DPD 12 DPD 12 DPD 12 DPD 12 DPD 12 Saturday 12 Saturday 12 Saturday 10.30 Evening

#### DPD DOMESTIC SERVICE CODES

03	803	SWAP IT	Sunday
05	805	SWAP IT	Sunday 10:30
04	804	SWAP IT	Sunday 12
2 Digit Code	3 Digit Code	Product	Service
56	-	REVERSE IT	Two Day
55	_	<b>REVERSE IT</b>	Next Day
2 Digit Code	3 Digit Code	Product	Service
71	_	PALLET	Two Day
72	-	PALLET	Next Day
73	-	PALLET	DPD 12
74	_	PALLET	DPD 10.30
76	_	PALLET	Saturday
77	-	PALLET	Saturday 12
78	_	PALLET	Saturday 10.30
79	_	PALLET	DPD Classic
75	_	PALLET	Timed
08	808	PALLET	Sunday
28	828	PALLET	Sunday 10:30
69	869	PALLET	Sunday 12
2 Digit Code	3 Digit Code	Product	Service
81	-	FREIGHT	Two Day
82	-	FREIGHT	Next Day
83	-	FREIGHT	DPD 12
84	-	FREIGHT	DPD 10.30
86	-	FREIGHT	Saturday
87	-	FREIGHT	Saturday 12
88	-	FREIGHT	Saturday 10.30
89	-	FREIGHT	DPD Classic
85	-	FREIGHT	Timed
06	806	FREIGHT	Sunday
24	824	FREIGHT	Sunday 10:30
31	831	FREIGHT	Sunday 12

### DPD INTERNATIONAL SERVICE CODES

2 Digit Code	3 Digit Code	Product	Service
19	-	DPD CLASSIC	By Road
10	-	EXPRESS	Parcel by AIR
30	-	EXPRESS	Document by AIR
39	-	EXPRESS PACK	Classic 2–3 Days
70	-	EXPRESS	Europe by AIR
80	_	DPD DIRECT	DPD Direct
58	_	DPD DIRECT ROI	DPD Direct
60	_	AIR CLASSIC	Air Classic

## DPD LOCAL DOMESTIC CODES

|--|

11	209	PARCEL	Two Day
12	212	PARCEL	Next Day
13	213	PARCEL	DPD LOCAL 12
08	214	PARCEL	DPD LOCAL 10.30
17	216	PARCEL	Saturday 12
09	218	PARCEL	Saturday 10.30
71	871	PARCEL	Saturday
75	875	PARCEL	Sunday
35	835	PARCEL	Sunday 10:30
15	815	PARCEL	Sunday 12
2 Digit Code	3 Digit Code	Product	Service
91	891	SHIP2SHOP	SHIP2SHOP
2 Digit Code	3 Digit Code	Product	Service
57	-	HOMECALL	Homecall
2 Digit Code	3 Digit Code	Product	Service
1	241	EXPRESSPAK 1	Homecall
68	242	EXPRESSPAK 1	Next Day
3	243	EXPRESSPAK 1	DPD LOCAL 12
4	244	EXPRESSPAK 1	DPD LOCAL 10.30
5	246	EXPRESSPAK 1	Saturday 12
6	248	EXPRESSPAK 1	Saturday 10.30
72	872	EXPRESSPAK 1	Saturday
76	876	EXPRESSPAK 1	Sunday
49	849	EXPRESSPAK 1	Sunday 10:30
47	847	EXPRESSPAK 1	Sunday 12
2 Digit Code	3 Digit Code	Product	Service
2 Digit Code 31	3 Digit Code 231	Product EXPRESSPAK 5	Service Homecall
2 Digit Code 31 32	3 Digit Code 231 232	Product EXPRESSPAK 5 EXPRESSPAK 5	Service Homecall Next Day
2 Digit Code 31 32 33	3 Digit Code 231 232 233	Product EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5	Service Homecall Next Day DPD LOCAL 12
2 Digit Code 31 32 33 28	3 Digit Code 231 232 233 234	Product EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 10.30
2 Digit Code 31 32 33 28 37	3 Digit Code 231 232 233 234 236	Product EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12
2 Digit Code 31 32 33 28 37 29	3 Digit Code 231 232 233 234 234 236 238	Product EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12 Saturday 10.30
2 Digit Code 31 32 33 28 37 29 73	3 Digit Code 231 232 233 234 236 238 873	Product EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12 Saturday 10.30 Saturday
2 Digit Code 31 32 33 28 37 29 73 77	3 Digit Code 231 232 233 234 236 238 238 873 877	Product EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12 Saturday 10.30 Saturday Sunday
2 Digit Code 31 32 33 28 37 29 73 77 23	3 Digit Code 231 232 233 234 236 236 238 873 877 823	Product EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12 Saturday 10.30 Saturday Sunday Sunday 10:30
2 Digit Code 31 32 33 28 37 29 73 77 23 51	3 Digit Code 231 232 233 234 236 238 873 873 877 823 851	Product EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12 Saturday 10.30 Saturday Sunday Sunday 10:30 Sunday 12
2 Digit Code 31 32 33 28 37 29 73 77 23 51 2 Digit Code	3 Digit Code 231 232 233 234 236 238 873 873 877 823 877 823 851 3 Digit Code	Product EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 Product	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12 Saturday 10.30 Saturday Sunday Sunday 10:30 Sunday 12 Service
2 Digit Code 31 32 33 28 37 29 73 77 23 51 2 Digit Code 67	3 Digit Code 231 232 233 234 236 238 873 877 823 877 823 851 3 Digit Code 281	Product EXPRESSPAK 5 EXPRESSPAK 5 FREIGHT	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12 Saturday 10.30 Saturday Sunday Sunday 10:30 Sunday 12 Service Homecall
2 Digit Code 31 32 33 28 37 29 73 77 23 51 2 Digit Code 67 82	3 Digit Code 231 232 233 234 236 238 873 873 877 823 851 3 Digit Code 281 282	Product EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 Product FREIGHT FREIGHT	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12 Saturday 10.30 Saturday Sunday 10:30 Sunday 10:30 Sunday 12 Service Homecall Next Day
2 Digit Code 31 32 33 28 37 29 73 77 23 51 2 Digit Code 67 82 83	3 Digit Code 231 232 233 234 236 238 873 877 823 877 823 851 3 Digit Code 281 282 283	Product EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 EXPRESSPAK 5 FREIGHT FREIGHT	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12 Saturday 10.30 Saturday Sunday 10:30 Sunday 10:30 Sunday 12 Service Homecall Next Day By 12
2 Digit Code 31 32 33 28 37 29 73 77 23 51 2 Digit Code 67 82 83 65	3 Digit Code 231 232 233 234 236 238 873 877 823 877 823 851 3 Digit Code 281 282 283 284	Product EXPRESSPAK 5 EXPRESSPAK 5 FREIGHT FREIGHT FREIGHT	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12 Saturday 10.30 Saturday Sunday 10:30 Sunday 10:30 Sunday 12 Service Homecall Next Day By 12 By 10.30
2 Digit Code 31 32 33 28 37 29 73 77 23 51 2 Digit Code 67 82 83 65 87	3 Digit Code 231 232 233 234 236 238 873 873 877 823 851 3 Digit Code 281 282 283 283 284 286	Product EXPRESSPAK 5 EXPRESSPAK 5 FREIGHT FREIGHT FREIGHT FREIGHT	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12 Saturday 10.30 Saturday Sunday 10:30 Sunday 12 Service Homecall Next Day By 12 By 10.30
2 Digit Code 31 32 33 28 37 29 73 77 23 51 2 Digit Code 67 82 83 65 87 69	3 Digit Code 231 232 233 234 236 238 873 877 823 851 3 Digit Code 281 282 283 283 284 286 288	Product EXPRESSPAK 5 EXPRESSPAK 5 FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12 Saturday 10.30 Saturday Sunday 10:30 Sunday 10:30 Sunday 12 Service Homecall Next Day By 12 By 10.30 Saturday By 12 Saturday By 10.30
2 Digit Code 31 32 33 28 37 29 73 77 23 51 2 Digit Code 67 82 67 82 83 65 87 69 74	3 Digit Code 231 232 233 234 236 238 873 877 823 851 3 Digit Code 281 282 283 284 284 286 288 874	Product EXPRESSPAK 5 EXPRESSPAK 5 FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12 Saturday 10.30 Saturday Sunday 10:30 Sunday 10:30 Sunday 12 Service Homecall Next Day By 12 By 10.30 Saturday By 12 Saturday By 10.30
2 Digit Code 31 32 33 28 37 29 73 77 23 51 2 Digit Code 67 82 83 65 87 69 74 78	3 Digit Code 231 232 233 234 236 238 873 877 823 851 3 Digit Code 281 282 283 282 283 284 286 288 874 878	Product EXPRESSPAK 5 EXPRESSPAK 5 FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12 Saturday 10.30 Saturday Sunday 10:30 Sunday 10:30 Sunday 12 Service Homecall Next Day By 12 By 10.30 Saturday By 12 Saturday By 10.30 Saturday By 10.30
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2 Digit Code 31 32 33 28 37 29 73 77 23 51 2 Digit Code 67 82 83 65 87 69 74 78 24 45 2 Digit Code 56	3 Digit Code 231 232 233 234 236 238 873 873 877 823 851 3 Digit Code 281 282 283 282 283 284 286 288 874 878 824 878 824 845 3 Digit Code	Product EXPRESSPAK 5 EXPRESSPAK 5 FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT FREIGHT	Service Homecall Next Day DPD LOCAL 12 DPD LOCAL 12 DPD LOCAL 10.30 Saturday 12 Saturday 10.30 Saturday Sunday 10:30 Sunday 10:30 Sunday 12 By 10.30 Saturday By 12 By 10.30 Saturday By 12 Saturday By 10.30 Saturday By 10.30 Saturday Sunday 10:30 Sunday 10:30 Sunday 10:30 Sunday 12 Service Two Day

2 Digit Code	3 Digit Code	Product	Service
19	-	DPD CLASSIC	By Road
10	-	PARCEL	BY AIR
30	-	DOCUMENT	BY AIR
39	-	EXPRESSPAK	Classic 2-3 Days
70	-	EUROPE	BY AIR
80	-	DPD DIRECT	DPD Direct
58	-	DPD DIRECT ROI	DPD Direct
60	-	AIR CLASSIC	Air Classic

#### DPD LOCAL INTERNATIONAL CODES

# Web URL Tracking Integration

The below URL's are examples which can be implemented into a HTML form allowing use of the tracking service using an anchor. The red text string can be substituted with your consignment information.

#### DPD Tracking Links

http://www.dpd.co.uk/service/tracking?consignment=http://www.dpd.co.uk/service/tracking?parcel=http://www.dpd.co.uk/service/tracking?account=**1234567**&orderNumber=http://www.dpd.co.uk/service/tracking?postcode=**b694da**&sendersRef=

### DPD LOCAL Tracking Links

http://www.dpdlocal.co.uk/service/tracking?consignment=http://www.dpdlocal.co.uk/service/tracking?parcel=http://www.dpdlocal.co.uk/service/tracking?account=**1234567**&orderNumber=http://www.dpdlocal.co.uk/service/tracking?postcode=**b694da**&sendersRef=