

dpdgroup

MyDPD

**BETA**

Shipping Guide



dpd



dpd  
local

## Version History

Version	Changes	Date	Author
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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.

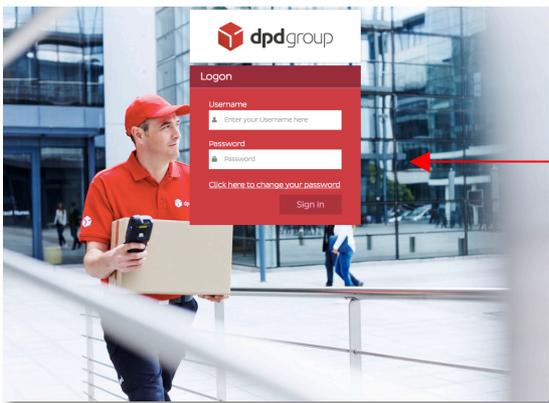
You can track your consignments, arrange collections and use our depot finder. You also have the ability to maintain and access your address book as well as save your personal shipping preferences for next time.

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



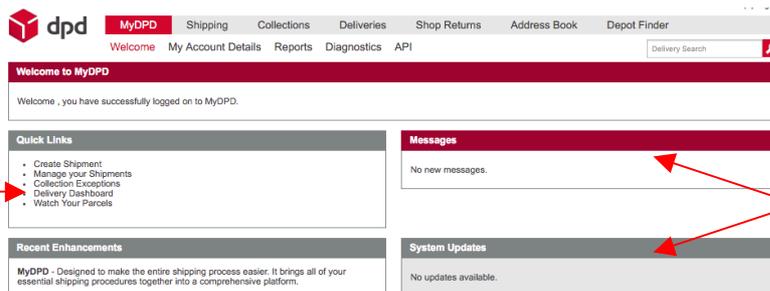
2. Enter your **Username** and **Password** to Login into My DPD



Enter username and password here.

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



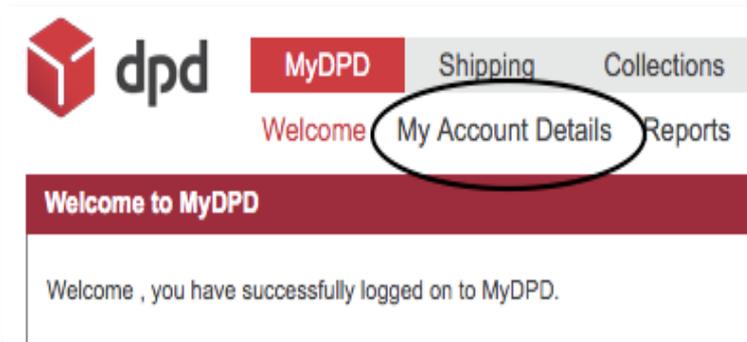
Quick Links to useful areas of MyDPD can be accessed from here

Messages and System Updates will be displayed here

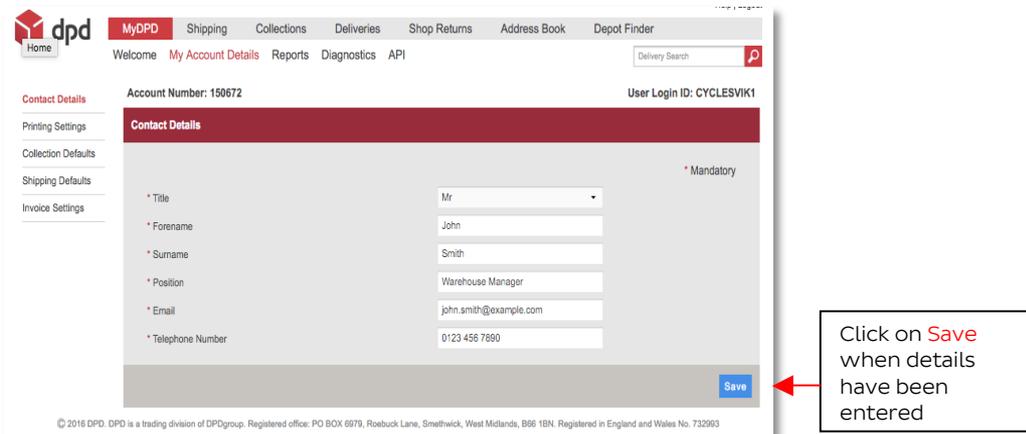
## MyDPD Account Details

Personalise My DPD with your unique account details:

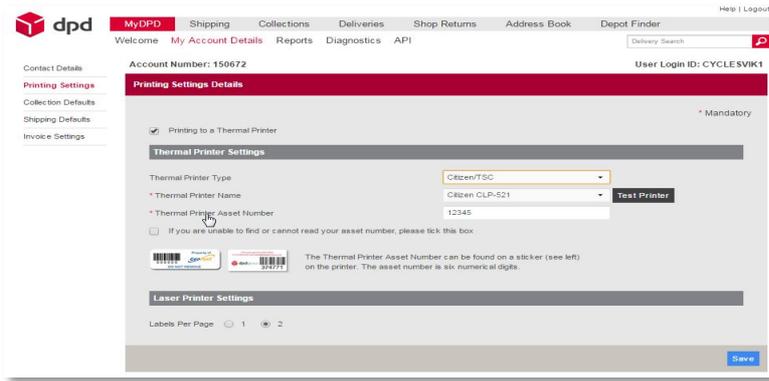
1. Navigate to **MyDPD > My Account Details**



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

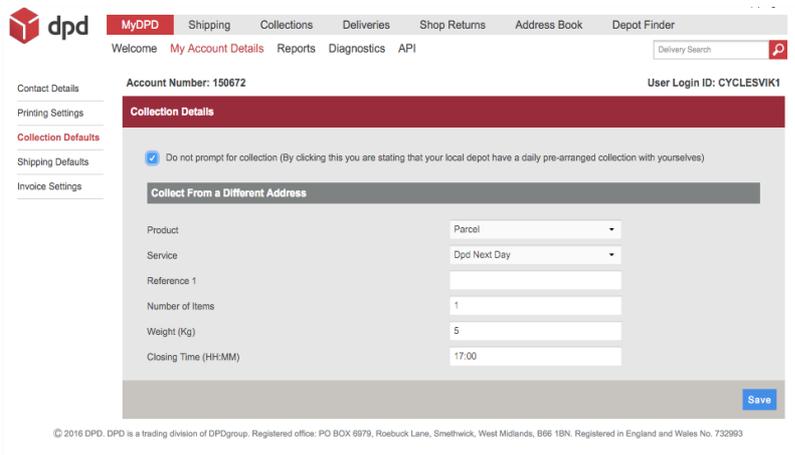


3. Click **Printing settings** and complete the printer details then click **SAVE**



Click on **Save** when details have been entered

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



Click on **Save** when details have been entered

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

The screenshot shows the MyDPD Shipping Defaults configuration page. The page is divided into several sections:

- Shipping Details:** Includes a checkbox for 'Use shared address book' (highlighted with a red arrow), a 'Country' dropdown menu, and a 'Short Name' dropdown menu.
- Domestic Shipping Defaults:** Includes a 'Product' dropdown menu (set to 'Parcel'), a 'Service' dropdown menu (set to 'Dpd Two Day'), and a 'Senders Address on Label' checkbox (checked).
- Return Address:** Includes a 'Country' dropdown menu, a 'Postcode' field with a 'Find Postcode' button, and several other address-related fields.
- International Shipping Defaults:** Includes a 'Products/Service' dropdown menu, a 'Currency' dropdown menu (set to 'Pound Sterling (GBP)'), and a 'Contents Description' field.
- Dimension (Air services only):** Includes fields for 'Weight (Kg)', 'Length (cm)', 'Width (cm)', and 'Height (cm)'.
- Scanning Defaults:** Includes two radio buttons: 'Auto Print' and 'Cursor goes straight to Total No of Packages' (highlighted with a red arrow).

A 'Save' button is located at the bottom right of the form.

Click here to **Share the Address Book** ~ this will allow multiple logins to access the address book entries but not edit them

If **Cursor goes straight to Total No of Packages** is selected when the user scans the parcel the cursor will automatically set itself to 'Total Number of Packages'

If **Auto Print** is selected once the user scans or types a valid reference 1 the label will be automatically printed

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

dpd MyDPD Shipping Collections Deliveries Shop Returns Address Book Depot Finder

Welcome My Account Details Reports Diagnostics API Delivery Search

Account Number: 150672 User Login ID: CYCLESVIK1

**Invoice Details**

Invoice Selection Select each time invoice is required

Invoice Type Select each time invoice is required

Vat Number

Page Header (When not using letterhead paper. Max 255 characters)

**Senders Invoice Details**

Company Name

Property

Address 1

Address 2

Address 3

Address 4

Postcode

Contact Name

Contact Number

Save

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Click on **Save** when details have been entered

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



3. 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.

A screenshot of the 'Create Shipment' form. The form is divided into three main sections: 'Delivery Details', 'Package Details', and 'Delivery Contact'.  
**Delivery Details:** Includes fields for Short Name, Country (UNITED KINGDOM), Postal/Zip Code (B69 4DA), Organisation/Name (D P D Group UK Ltd, Broadwell Works, Birmingham Road, Oldbury), Address 1, Address 2, City, County/State, and Delivery Information (Max. 50). A 'Find Postcode' button is next to the Postal/Zip Code field.  
**Package Details:** Includes Total No of Packages (1), Total Weight (Kg) (1), Product, Service, Shipment Date (Monday - 13/02/2017), Your Reference 1, Your Reference 2, Your Reference 3, and Collect on Delivery (No).  
**Delivery Contact:** Includes Contact, Telephone, Notification Email Predict, and Notification Text Predict.  
At the bottom of the form are buttons for 'Clear', 'Print Later', and 'Print Now'. A red banner at the top right of the form says 'AVIK1'. A note at the top of the form states: 'Our One Hour Delivery Window service Predict is free. Please complete either or both of the Predict fields to notify the receiver. Read more'.

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** AVIX1

Our One Hour Delivery Window service Predict is free. Please complete either or both of the Predict fields to notify the receiver. [Read more](#)

Delivery Details		Package Details	
Short Name	<input type="text"/>	Total No of Packages *	<input type="text" value="1"/>
Country *	UNITED KINGDOM	Total Weight (Kg) *	<input type="text" value="1"/>
Postal/Zip Code *	B69 4DA <input type="button" value="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	<input type="text"/>	Your Reference 1	<input type="text"/>
City *	OLDBURY	Your Reference 2	<input type="text"/>
County/State	WEST MIDLANDS	Your Reference 3	<input type="text"/>
Delivery Information (Max. 50)	<input type="text"/>	Collect on Delivery	No

Delivery Contact	
Contact	<input type="text"/>
Telephone	<input type="text"/>
Notification Email Predict	<input type="text"/>
Notification Text Predict	<input type="text"/>

6. In the **Package Details** section enter your package details ~ enter details in all mandatory fields marked with an asterisk\*
7. 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

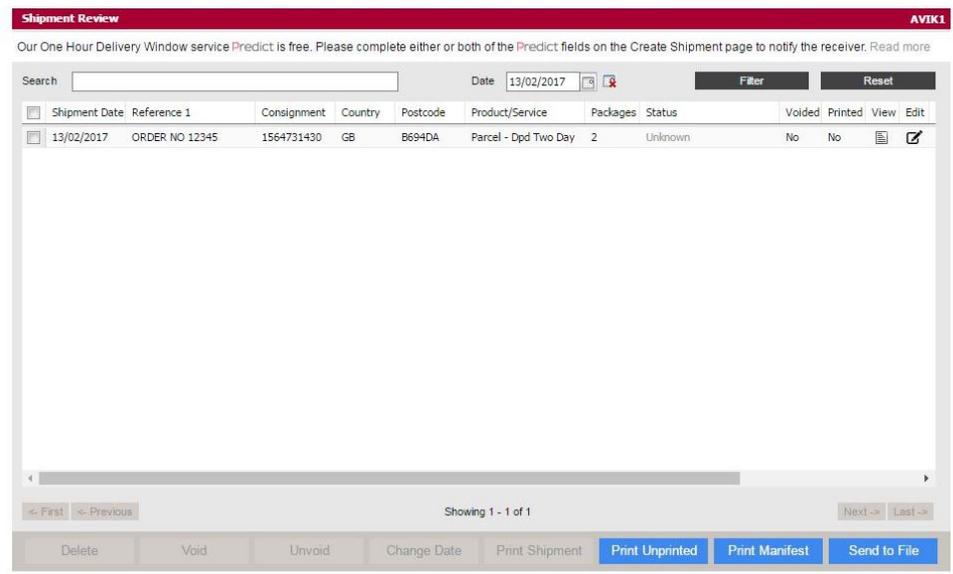
Note ~ Print Later is only available up to midnight, the shipment will be 'locked' after then

- c. **Clear** will remove all entered details

- 9. **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**



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

*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



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

## Address Look Ups – Short Name

1. 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

2. 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 Window service Predict is free. Please complete either or both of the Predict fields to notify the receiver. [Read more](#)

Delivery Details		Package Details	
Short Name	5001	Total No of Packages *	1
Country *	UNITED KINGDOM	Total Weight (Kg) *	1
Postal/Zip Code *	B69 4DA <span>Find Postcode</span>	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	

Save To Address Book

Clear 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

**Create Shipment** AVIK1

Our One Hour Delivery Window service **Predict** is free. Please complete either or both of the **Predict** fields to notify the receiver. [Read more](#)

Delivery Details		Package Details	
Short Name	S001	Total No of Packages *	1
Country *	UNITED KINGDOM	Total Weight (Kg) *	1
Postal/Zip Code *	B69 4DA <span style="margin-left: 20px;">Find Postcode</span>	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 <b>Predict</b>	
Notification Text <b>Predict</b>	

[Save To Address Book](#)

Clear
Print Later
Print Now

## Address Look Ups – Organisation Name

1. 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

**Delivery Details**

Organisation (selected in dropdown) | [Search Bar]

Short Name | UNITED KINGDOM

Organisation | [Search Bar] Find Postcode

Postcode | [Search Bar]

Organisation/Name | [Search Bar]

---

**Delivery Details**

Organisation (selected in dropdown) | sm

Country \* | SMITH PRODUCTS LTD - S001

Postal/Zip Code \* | [Search Bar] Find Postcode

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

**Create Shipment** AVIK1

Our One Hour Delivery Window service **Predict** is free. Please complete either or both of the **Predict** fields to notify the receiver. [Read more](#)

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 <span>Find Postcode</span>	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

Delivery Contact	
Contact	JOHN SMITH
Telephone	01210000000
Notification Email <b>Predict</b>	
Notification Text <b>Predict</b>	

Save To Address Book

Clear Print Later Print Now

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

**Create Shipment** AVIK1

Our One Hour Delivery Window service **Predict** is free. Please complete either or both of the **Predict** fields to notify the receiver. [Read more](#)

Delivery Details	Package Details
Organisation * SMITH PRODUCTS LTD - S001	Total No of Packages * 1
Country * UNITED KINGDOM	Total Weight (Kg) * 1
Postal/Zip Code * B69 4DA <input type="button" value="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

Delivery Contact	
Contact	JOHN SMITH
Telephone	01210000000
Notification Email <b>Predict</b>	
Notification Text <b>Predict</b>	

## Address Look Ups – Postcode

1. 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

**Delivery Details**

Postcode \*  
Short Name  
Organisation  
Postcode  
Organisation/Name

UNITED KINGDOM  

**Delivery Details**

Postcode \*  
Country \*

b69  
B69 4DA - S001

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

Create Shipment
AVIK1

Our One Hour Delivery Window service Predict is free. Please complete either or both of the Predict fields to notify the receiver. [Read more](#)

Delivery Details	Package Details
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="text" value="B69 4DA - 5001"/> </div> <div style="width: 5%; text-align: center;">▼</div> </div> <p>Country * UNITED KINGDOM ▼</p> <p>Postal/Zip Code * B69 4DA <span style="margin-left: 20px;">Find Postcode</span></p> <p>Organisation/Name SMITH PRODUCTS LTD</p> <p>Address 1 * BROADWELL WORKS BIRMINGHAM ROAD</p> <p>Address 2</p> <p>City * OLDBURY</p> <p>County/State WEST MIDLANDS</p> <p>Delivery Information (Max. 50)</p>	<p>Total No of Packages * 1</p> <p>Total Weight (Kg) * 1</p> <p>Product * Parcel ▼</p> <p>Service * Dpd Two Day ▼</p> <p>Shipment Date * Monday - 13/02/2017 <span style="font-size: x-small;">📅</span></p> <p>Your Reference 1</p> <p>Your Reference 2</p> <p>Your Reference 3</p> <p>Collect on Delivery No ▼</p>
Delivery Contact	
<p>Contact JOHN SMITH</p> <p>Telephone 01210000000</p> <p>Notification Email Predict</p> <p>Notification Text Predict</p> <p style="text-align: center;"><span style="background-color: #333; color: white; padding: 2px 5px;">Save To Address Book</span></p>	

Clear
Print 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** AVIK1

Our One Hour Delivery Window service Predict is free. Please complete either or both 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 <input type="button" value="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 <small>Predict</small>	
Notification Text <small>Predict</small>	

## 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



3. 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.

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.

- 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.

**Create Shipment** AVIK1

Our One Hour Delivery Window service Predict is free. Please complete either or both of the Predict fields to notify the receiver. [Read more](#)

Delivery Details		Package Details	
Short Name	<input type="text"/>	Total No of Packages *	<input type="text" value="1"/>
Country *	UNITED KINGDOM	Total Weight (Kg) *	<input type="text" value="1"/>
Postal/Zip Code *	B69 4DA <input type="button" value="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	<input type="text"/>	Your Reference 1	<input type="text"/>
City *	OLDBURY	Your Reference 2	<input type="text"/>
County/State	WEST MIDLANDS	Your Reference 3	<input type="text"/>
Delivery Information (Max. 50)	<input type="text"/>	Collect on Delivery	No

Delivery Contact	
Contact	<input type="text"/>
Telephone	<input type="text"/>
Notification Email Predict	<input type="text"/>
Notification Text Predict	<input type="text"/>

- In the **Package Details** section enter your package details ~ enter details in all mandatory fields marked with an asterisk\*

- Select **Reverse** from the **Collect on Delivery** drop down menu

**Create Shipment** AVIK1

Our One Hour Delivery Window service Predict is free. Please complete either or both of the Predict fields to notify the receiver. [Read more](#)

Delivery Details		Package Details	
Short Name	<input type="text"/>	Total No of Packages *	<input type="text" value="1"/>
Country *	UNITED KINGDOM	Total Weight (Kg) *	<input type="text" value="1"/>
Postal/Zip Code *	B69 4DA <input type="button" value="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	<input type="text"/>	Your Reference 1	<input type="text"/>
City *	OLDBURY	Your Reference 2	<input type="text"/>
County/State	WEST MIDLANDS	Your Reference 3	<input type="text"/>
Delivery Information (Max. 50)	<input type="text"/>	Collect on Delivery	Reverse

Delivery Contact	
Contact	JOHN SMITH
Telephone	01210000000
Notification Email Predict	JOHNSMITH@EXAMPLE.COM
Notification Text Predict	07000000000

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.

The screenshot shows a web form titled "Create Shipment" with a sub-header "Return Details". The form is divided into two main sections: "Return Details" and "Package Details".

**Return Details Section:**

- Short Name: [Empty field]
- Country: UNITED KINGDOM (dropdown)
- Postal/Zip Code \*: LE10 3BQ (input) with a "Find Postcode" button
- Organisation/Name: D P D INTERNATIONAL GATEWAY (input)
- Address 1 \*: LOGIX ROAD, R D PARK (input)
- Address 2: [Empty field]
- City \*: HINCKLEY (input)
- County: LEICESTERSHIRE (input)
- Delivery Information (Max. 50): [Empty field]

**Package Details Section:**

- Total No of Packages \*: 1 (input)
- Total Weight (Kg) \*: 1 (input)
- Product \*: Reverse It (dropdown)
- Service \*: Dpd Two Day (dropdown)
- Your Reference 1: [Empty field]
- Your Reference 2: [Empty field]
- Your Reference 3: [Empty field]

**Return Contact Section:**

- Contact: DAVID SMITH (input)
- Telephone: 0121000000 (input)

At the bottom of the form, there are three buttons: "< - Delivery Details" (grey), "Clear" (red), and "Print Later" (blue). The "Print Now" button is also present but appears to be disabled in this state.

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



3. 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 Window service Predict is free. Please complete either or both of the Predict fields to notify the receiver. Read more

Delivery Details	Package Details
Short Name <input type="text"/> Country * <input type="text" value="UNITED KINGDOM"/> Postal/Zip Code * <input type="text" value="B69 4DA"/> <input type="button" value="Find Postcode"/> Organisation/Name <input type="text" value="D P D Group UK Ltd, Broadwell Works, Birmingham Road, Oldbury"/> Address 1 * <input type="text"/> Address 2 <input type="text"/> City * <input type="text"/> County/State <input type="text"/> Delivery Information (Max. 50) <input type="text"/>	Total No of Packages * <input type="text" value="1"/> Total Weight (Kg) * <input type="text" value="1"/> Product * <input type="text"/> Service * <input type="text"/> Shipment Date * <input type="text" value="Monday - 13/02/2017"/> Your Reference 1 <input type="text"/> Your Reference 2 <input type="text"/> Your Reference 3 <input type="text"/> Collect on Delivery <input type="text" value="No"/>
Delivery Contact	
Contact <input type="text"/> Telephone <input type="text"/> Notification Email Predict <input type="text"/> Notification Text Predict <input type="text"/>	
<input type="button" value="Clear"/> <input type="button" value="Print Later"/> <input type="button" value="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.

**Create Shipment** AVIK1

Our One Hour Delivery Window service Predict is free. Please complete either or both of the Predict fields to notify the receiver. [Read more](#)

Delivery Details		Package Details	
Short Name	<input type="text"/>	Total No of Packages *	<input type="text" value="1"/>
Country *	UNITED KINGDOM	Total Weight (Kg) *	<input type="text" value="1"/>
Postal/Zip Code *	B69 4DA <input type="button" value="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	<input type="text"/>	Your Reference 1	<input type="text"/>
City *	OLDBURY	Your Reference 2	<input type="text"/>
County/State	WEST MIDLANDS	Your Reference 3	<input type="text"/>
Delivery Information (Max. 50)	<input type="text"/>	Collect on Delivery	No

Delivery Contact	
Contact	<input type="text"/>
Telephone	<input type="text"/>
Notification Email Predict	<input type="text"/>
Notification Text Predict	<input type="text"/>

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

**Create Shipment** AVIK1

Our One Hour Delivery Window service Predict is free. Please complete either or both of the Predict fields to notify the receiver. [Read more](#)

Delivery Details		Package Details	
Short Name	<input type="text"/>	Total No of Packages *	<input type="text" value="2"/>
Country *	UNITED KINGDOM	Total Weight (Kg) *	<input type="text" value="20"/>
Postal/Zip Code *	B694DA <input type="button" value="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	<input type="text"/>	Collect on Delivery	<div style="border: 1px solid black; padding: 2px;"> <input type="text" value="No"/> <input type="text" value="Reverse"/> <input type="text" value="Swap"/> </div>
City *	OLDBURY		
County/State	WEST MIDLANDS		
Delivery Information (Max. 50)	<input type="text"/>		

Delivery Contact	
Contact	JOHN SMITH
Telephone	01210000000
Notification Email Predict	JOHNSMITH@EXAMPLE.COM
Notification Text Predict	07000000000

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

To proceed, correct the following issue: City must be entered

Delivery Details	Package Details
Short Name <input type="text"/>	Total No of Packages * <input type="text" value="1"/>
Country * <input type="text" value="UNITED KINGDOM"/>	Total Weight (Kg) * <input type="text" value="10"/>
Postal/Zip Code * <input type="text" value="B694DA"/> <input type="button" value="Find Postcode"/>	Product * <input type="text" value="Swapit"/>
Organisation/Name <input type="text" value="D P D GROUP UK LTD"/>	Service * <input type="text" value="Dpd Two Day"/>
Address 1 * <input type="text" value="BROADWELL WORKS BIRMINGHAM ROAD"/>	Shipment Date * <input type="text" value="Monday - 13/02/2017"/>
Address 2 <input type="text"/>	Collect on Delivery <input type="text" value="Swap"/>
City * <input type="text" value="OLDBURY"/>	
County/State <input type="text" value="WEST MIDLANDS"/>	
Delivery Information (Max. 50) <input type="text"/>	
Delivery Contact	
Contact <input type="text" value="JOHN SMITH"/>	
Telephone <input type="text" value="01210000000"/>	
Notification Email <small>Predict</small> <input type="text" value="JOHNSMITH@EXAMPLE.COM"/>	
Notification Text <small>Predict</small> <input type="text" value="07000000000"/>	

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 Window service Predict is free. Please complete either or both 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 <input type="button" value="Find Postcode"/>	Total Weight (Kg) *: 10
Organisation/Name: D P D INTERNATIONAL 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

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

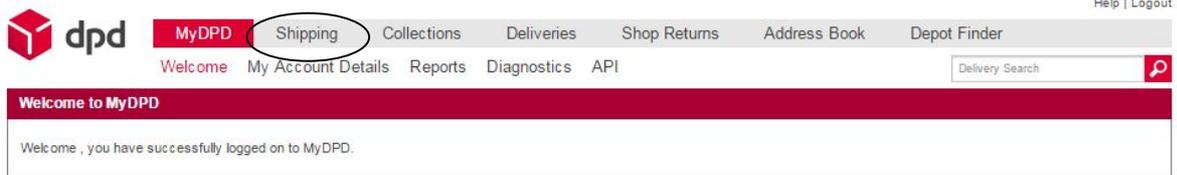
Note – Unprinted shipments can be edited or deleted via [MyDPD > Shipping > Shipment Review](#)

## 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



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

## Address Look Ups – Short Name

1. 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

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

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

**Create Shipment** AVIK1

Our One Hour Delivery Window service **Predict** is free. Please complete either or both of the **Predict** fields to notify the receiver. [Read more](#)

Delivery Details		Package Details	
Short Name	S001	Total No of Packages *	1
Country *	UNITED KINGDOM	Total Weight (Kg) *	1
Postal/Zip Code *	B69 4DA <span style="margin-left: 20px;">Find Postcode</span>	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	0121000000
Notification Email <b>Predict</b>	
Notification Text <b>Predict</b>	

Save To Address Book

Clear Print Later Print Now

## Address Look Ups – Organisation Name

1. 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

**Delivery Details**

Organisation (selected) | Short Name | Organisation | Postcode | Organisation/Name

UNITED KINGDOM | Find Postcode

---

**Delivery Details**

Organisation | sm | SMITH PRODUCTS LTD - S001

Country \* | Postal/Zip Code \* | Find Postcode

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

**Create Shipment** AVIK1

Our One Hour Delivery Window service **Predict** is free. Please complete either or both of the **Predict** fields to notify the receiver. [Read more](#)

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 <input type="button" value="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

Delivery Contact	
Contact	JOHN SMITH
Telephone	01210000000
Notification Email <b>Predict</b>	
Notification Text <b>Predict</b>	

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

**Create Shipment** AVIK1

Our One Hour Delivery Window service **Predict** is free. Please complete either or both of the **Predict** fields to notify the receiver. [Read more](#)

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 <input type="button" value="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

Delivery Contact	
Contact	JOHN SMITH
Telephone	01210000000
Notification Email <b>Predict</b>	
Notification Text <b>Predict</b>	

## Address Look Ups – Postcode

1. 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

**Delivery Details**

Postcode [dropdown menu]  
Short Name  
Organisation  
Postcode  
Organisation/Name

UNITED KINGDOM [dropdown menu]

**Delivery Details**

Postcode [dropdown menu] b69

Country \* B69 4DA - S001

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

Create Shipment
AVIK1

Our One Hour Delivery Window service Predict is free. Please complete either or both of the Predict fields to notify the receiver. [Read more](#)

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

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

1. 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 Window service Predict is free. Please complete either or both of the Predict fields to notify the receiver. Read more

Delivery Details		Package Details	
Short Name	<input type="text"/>	Total No of Packages *	<input type="text" value="1"/>
Country *	<input type="text" value="UNITED KINGDOM"/>	Total Weight (Kg) *	<input type="text" value="5"/>
Postal/Zip Code *	<input type="text" value="B69 4DA"/> <input type="button" value="Find Postcode"/>	Product *	<input type="text" value="Parcel"/>
Organisation/Name	<input type="text" value="D P D GROUP UK LTD"/>	Service *	<input type="text" value="Dpd Next Day"/>
Address 1 *	<input type="text" value="BROADWELL WORKS BIRMINGHAM ROAD"/>	Shipment Date *	<input type="text" value="Tuesday - 07/03/2017"/>
Address 2	<input type="text"/>	Your Reference 1	<input type="text"/>
City *	<input type="text" value="OLDBURY"/>	Your Reference 2	<input type="text"/>
County/State	<input type="text" value="WEST MIDLANDS"/>	Your Reference 3	<input type="text"/>
Delivery Information (Max. 50)	<input type="text"/>	Collect on Delivery	<input type="text" value="Reverse"/>

Delivery Contact	
Contact	<input type="text"/>
Telephone	<input type="text"/>
Notification Email Predict	<input type="text"/>
Notification Text Predict	<input type="text"/>

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

Create Shipment
AVIK1

Our One Hour Delivery Window service Predict is free. Please complete either or both of the Predict fields to notify the receiver. [Read more](#)

Return Details	Package Details
Short Name <input type="text"/>	Total No of Packages * <input type="text" value="1"/>
Country <input type="text" value="UNITED KINGDOM"/>	Total Weight (Kg) * <input type="text" value="1"/>
Postal/Zip Code * <input type="text" value="LE10 3BQ"/> <span style="background-color: black; color: white; padding: 2px 5px;">Find Postcode</span>	Product * <input type="text" value="Reverse It"/>
Organisation/Name <input type="text" value="D P D INTERNATIONAL GATEWAY"/>	Service * <input type="text" value="Dpd Two Day"/>
Address 1 * <input type="text" value="LOGIX ROAD, R D PARK"/>	Your Reference 1 <input type="text"/>
Address 2 <input type="text"/>	Your Reference 2 <input type="text"/>
City * <input type="text" value="HINCKLEY"/>	Your Reference 3 <input type="text"/>
County <input type="text" value="LEICESTERSHIRE"/>	
Delivery Information (Max. 50) <input type="text"/>	

**Return Contact**

Contact <input type="text" value="DAVID SMITH"/>
Telephone <input type="text" value="01210000000"/>

<- 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



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

The image shows a 'Delivery Details' form. It has a 'Short Name' dropdown menu and an empty text input field. Below that is a 'Country \*' dropdown menu with 'GERMANY' selected and highlighted in blue.

4. 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

7. In the **Package Details** Section enter additional details i.e. Order references in fields **Your Reference 1 Your Reference 2 Your Reference 3**

**Create Shipment** AVIK1

Our One Hour Delivery Window service **Predict** is free. Please complete either or both of the **Predict** fields to notify the receiver. [Read more](#)

Delivery Details		Package Details	
Short Name	<input type="text"/>	Total No of Packages *	<input type="text" value="1"/>
Country *	<input type="text" value="GERMANY"/>	Total Weight (Kg) *	<input type="text" value="1"/>
Postal/Zip Code *	<input type="text" value="99876"/>	Product/Service *	<input type="text" value="Parcel - DPD Classic (2 to 3 days)"/>
Organisation/Name	<input type="text" value="TEST ORGANISATION LTD"/>	Customs Value	<input type="text" value="100"/>
Address 1 *	<input type="text" value="TEST STRASSE"/>	Contents	<input type="text" value="TEST CONTENTS"/>
Address 2	<input type="text"/>	Extended Liability	<input type="text" value="No"/>
City *	<input type="text" value="BERLIN"/>	Shipment Date *	<input type="text" value="Tuesday - 14/02/2017"/>
County/State	<input type="text"/>	Your Reference 1	<input type="text"/>
Delivery Information (Max. 50)	<input type="text"/>	Your Reference 2	<input type="text"/>
		Your Reference 3	<input type="text"/>

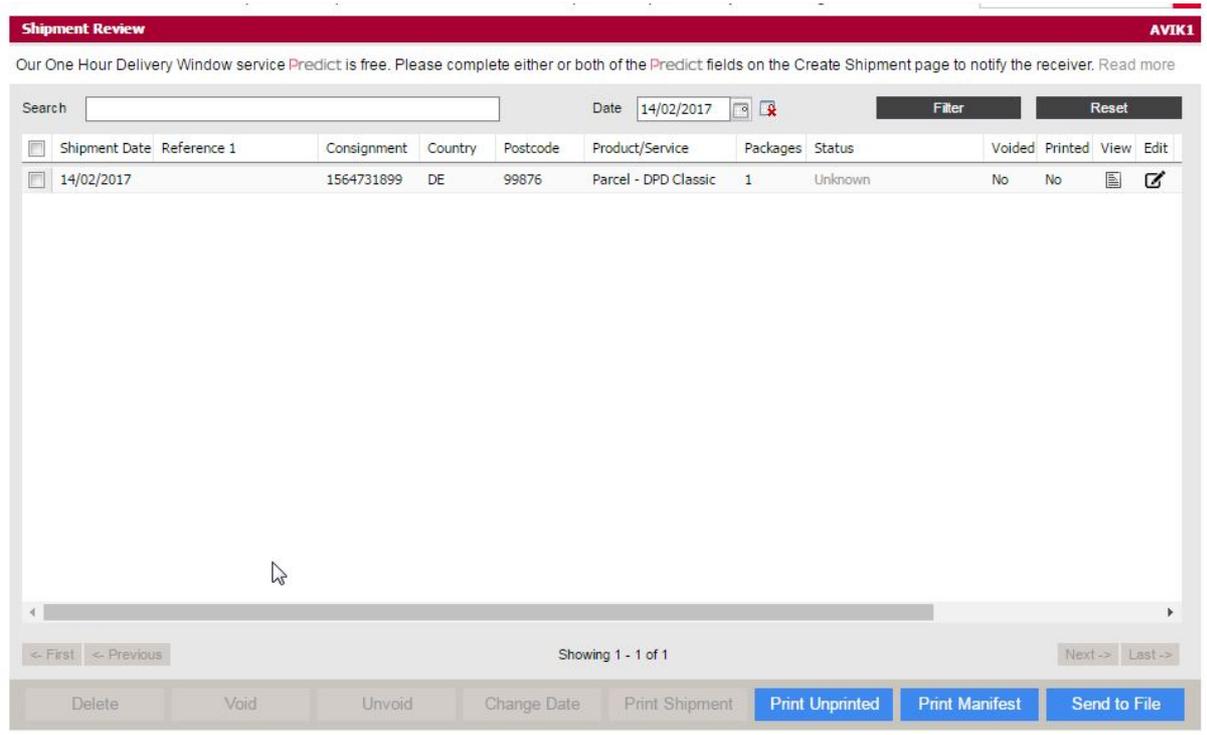
  

Delivery Contact	
Contact	<input type="text" value="JOHN SMITH"/>
Telephone	<input type="text" value="00000000000"/>
Notification Email	<input type="text" value="JOHNSMITH@EXAMPLE.COM"/>
Notification Text	<input type="text" value="1234567890"/>

*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](#)



*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



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

The image shows a 'Delivery Details' form. It has a 'Short Name' dropdown menu and an empty text input field. Below that is a 'Country \*' dropdown menu with 'USA' selected. The asterisk indicates that the country field is mandatory.

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 Window service **Predict** is free. Please complete either or both of the **Predict** fields to notify the receiver. [Read more](#)

Delivery Details	Package Details
Short Name * <input type="text"/>	Total No of Packages * <input type="text" value="1"/>
Country * <input type="text" value="USA"/>	Total Weight (Kg) * <input type="text" value="1"/>
Postal/Zip Code * <input type="text" value="10000"/>	Product/Service * <input type="text" value="Air Express (2 to 4 days)"/>
Organisation/Name <input type="text"/>	Customs Value * <input type="text"/>
Address 1 * <input type="text"/>	Contents * <input type="text"/>
Address 2 <input type="text"/>	Extended Liability <input type="text" value="No"/>
City * <input type="text"/>	Shipment Date * <input type="text" value="Tuesday - 14/02/2017"/>
County/State <input type="text"/>	Your Reference 1 <input type="text"/>
Delivery Information (Max. 5) <input type="text"/>	Generate Customs Invoice * <input type="text" value="Please Select"/>

**ⓘ An invoice is required for the selected country**  
Remember to **print 5 copies** of your invoice for customs clearance.  
**PLEASE ENSURE ALL COPIES HAVE AN ORIGINAL SIGNATURE**

Delivery Contact
Contact * <input type="text"/>
Telephone * <input type="text"/>
Notification Email <input type="text"/>
Notification Text <input type="text"/>

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**
7. 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

**Create Shipment** CYCLESVIKI

Our One Hour Delivery Window service **Predict** is free. Please complete either or both of the **Predict** fields to notify the receiver. [Read more](#)

Delivery Details	Package Details
Short Name * <input type="text"/>	Total No of Packages * <input type="text" value="1"/>
Country * <input type="text" value="USA"/>	Total Weight (Kg) * <input type="text" value="1"/>
Postal/Zip Code * <input type="text" value="10000"/>	Product/Service * <input type="text" value="Air Express (2 to 4 days)"/>
Organisation/Name <input type="text" value="TEST AMERICA LTD"/>	Customs Value * <input type="text" value="100"/>
Address 1 * <input type="text" value="WASHINGTON STREET"/>	Contents * <input type="text" value="TEST CONTENTS"/>
Address 2 <input type="text"/>	Extended Liability <input type="text" value="No"/>
City * <input type="text" value="WASHINGTON"/>	Shipment Date * <input type="text" value="Tuesday - 14/02/2017"/>
County/State <input type="text"/>	Your Reference 1 <input type="text"/>
Delivery Information (Max. 50) <input type="text"/>	Your Reference 2 <input type="text"/>
	Your Reference 3 <input type="text"/>
	Generate Customs Invoice * <input type="text" value="Yes"/>

**ⓘ An invoice is required for the selected country**  
Remember to **print 5 copies** of your invoice for customs clearance.  
**PLEASE ENSURE ALL 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 Window service **Predict** is free. Please complete either or both of the **Predict** fields to notify the receiver. [Read more](#)

**International Invoice**

Type *	Proforma	Reason for export *	
No. of Items	1	Total Weight (kg)	1
Terms of Delivery	DAP	Country of Origin *	

Shipper	Receiver		
Country *	UNITED KINGDOM	Country *	USA
Postal/Zip Code *		Postal/Zip Code *	10000
Organisation/Name		Organisation/Name	TEST AMERICA LTD
Address 1 *		Address 1 *	WASHINGTON STREET
Address 2		Address 2	
City *		City *	WASHINGTON
County/State		County/State	
Contact		Contact	JOHN SMITH
Telephone		Telephone	0987654321
Shipper's EORI No *		Receiver's VAT/PID/EORI No	
FDA Registration No.			

[<- Delivery Details](#)
**Clear**
Print Later
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** CYCLESVIK1

Our One Hour Delivery Window service **Predict** is free. Please complete either or both of the **Predict** fields to notify 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
  - b. 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

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

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

The screenshot shows a form titled "Invoice Commodity Details" with a table and two buttons. The table has five columns: "Commodity Code", "Full Description of Goods \*", "Number of Items \*", "Unit Value (GBP) \*", and "Country of Manufacture". The first row contains the values "Test", "Test Goods Description", "1", "100", and "United Kingdom". Below the table are two buttons: "Update" and "Cancel". The "Update" button is circled in red.

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

The screenshot shows the "Create Shipment" page. At the top, there is a red header with "CYCLESVIK1". Below it, a message states: "Our One Hour Delivery Window service Predict is free. Please complete either or both of the Predict fields to notify the receiver. Read more". The main form is titled "Invoice Commodity Details" and contains a table with the same data as the previous screenshot. Below the table, there are three buttons: "Clear" (red), "Print Later" (blue), and "Print Now" (blue). At the bottom left, there is a link "< International Invoice".

Commodity Code	Full Description of Goods *	Number of Items *	Unit Value (GBP) *	Country of Manufacture
TEST	TEST GOODS DESCRIPTION	1	100	UNITED KINGDOM

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**



**Shipment Review** AVIK1

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

Search  Date

<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input type="checkbox"/>	15/02/2017		1564733113	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	Yes		
<input type="checkbox"/>	15/02/2017		1564733114	GB	B694DA	Parcel - Dpd Next Day	2	Unknown	No	Yes		
<input type="checkbox"/>	15/02/2017		1564733119	GB	B694DA	Expresspak - Dpd Ne...	0	Unknown	Yes	No		
<input type="checkbox"/>	15/02/2017		1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		
<input type="checkbox"/>	15/02/2017		1564733124	US	00000	Air Express	1	Unknown	No	No		

Showing 1 - 5 of 5

*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

**Shipment Review** AVIK1

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

Search:  Date: 15/02/2017

<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input type="checkbox"/>	15/02/2017		1564733113	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		
<input type="checkbox"/>	15/02/2017		1564733114	GB	B694DA	Parcel - Dpd Next Day	2	Customer data received	No	Yes		
<input type="checkbox"/>	15/02/2017		1564733119	GB	B694DA	Expresspak - Dpd Ne...	0	Unknown	Yes	No		
<input type="checkbox"/>	15/02/2017		1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		
<input type="checkbox"/>	15/02/2017		1564733124	US	00000	Air Express	1	Unknown	No	No		

< First < Previous Showing 1 - 5 of 5 Next -> Last ->

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:

**Shipment Review** AVIK1

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

Search:  Date: 15/02/2017

<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input type="checkbox"/>	15/02/2017		1564733124	US	00000	Air Express	1	Unknown	No	No		

< First < Previous Showing 1 - 1 of 1 Next -> Last ->

- 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

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		
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		
15/02/2017		1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		
15/02/2017		1564733124	US	00000	Air Express	1	Unknown	No	No		

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

1. 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

**Shipment Review** AVIK1

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

Search  Date 15/02/2017

<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input type="checkbox"/>	15/02/2017		1564733113	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		
<input type="checkbox"/>	15/02/2017		1564733114	GB	B694DA	Parcel - Dpd Next Day	2	Customer data received	No	Yes		
<input checked="" type="checkbox"/>	15/02/2017		1564733119	GB	B694DA	Expresspak - Dpd Ne...	1	Unknown	No	No		
<input type="checkbox"/>	15/02/2017		1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		
<input type="checkbox"/>	15/02/2017		1564733124	US	00000	Air Express	1	Unknown	No	No		

Showing 1 - 5 of 5

2. 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

**Shipment Review** AVIK1

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

Search  Date 15/02/2017

<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input type="checkbox"/>	15/02/2017		1564733113	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		
<input type="checkbox"/>	15/02/2017		1564733114	GB	B694DA	Parcel - Dpd Next Day	2	Customer data received	No	Yes		
<input type="checkbox"/>	15/02/2017		1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		
<input type="checkbox"/>	15/02/2017		1564733124	US	00000	Air Express	1	Unknown	No	No		

Showing 1 - 4 of 4

## 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

**Shipment Review** AVIK1

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

**Outbound**

Collection Information		Package Details		Shipment Details	
Country	GB	Total Weight (Kg)	1	Consignment No.	1564733187
Post Code	SE55SE	Packages	1	Product	Parcel - Dpd Two Day
Organisation/Name	IT TEST SILVER	Parcel	Reprint	Status	
Address 1	12 LONDON ROAD	15501564733187		Open	
Address 2	PECKHAM				
City	LONDON			Shipment Date	15/02/2017
County	WEST LONDON			Printed	No
Contact	ETHEL TAKANG			Void	No
Telephone				Manifested	No
				Additional Info.	
Notification/Sender Information		Delivery Information			
Account	131411	Country	GB		
Notification Email		Post Code	B694DA		
Notification Text		Organisation/Name	EXAMPLE 10 LTD		
Reference 1	Reference 2	Address 1	1 HIGH STREET		
		Address 2			
		City	BIRMINGHAM		
		County/State			
		Contact	JOHN SMITH		
		Telephone	09876543212		

**Void** **Unvoid**

[Return to List](#) [Edit Shipment](#)

**Delete** **Void** **Unvoid** **Change Date** **Print Shipment** **Print Unprinted** **Print Manifest** **Send to File**

2. 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

**Shipment Review** AVIK1

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

Search  Date

<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input type="checkbox"/>	15/02/2017		1564733113	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		
<input type="checkbox"/>	15/02/2017		1564733114	GB	B694DA	Parcel - Dpd Next Day	2	Customer data received	No	Yes		
<input type="checkbox"/>	15/02/2017		1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		
<input type="checkbox"/>	15/02/2017		1564733124	US	00000	Air Express	1	Unknown	No	No		

< First < Previous Showing 1 - 4 of 4 Next -> Last ->

## 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

**Shipment Review** AVIK1

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

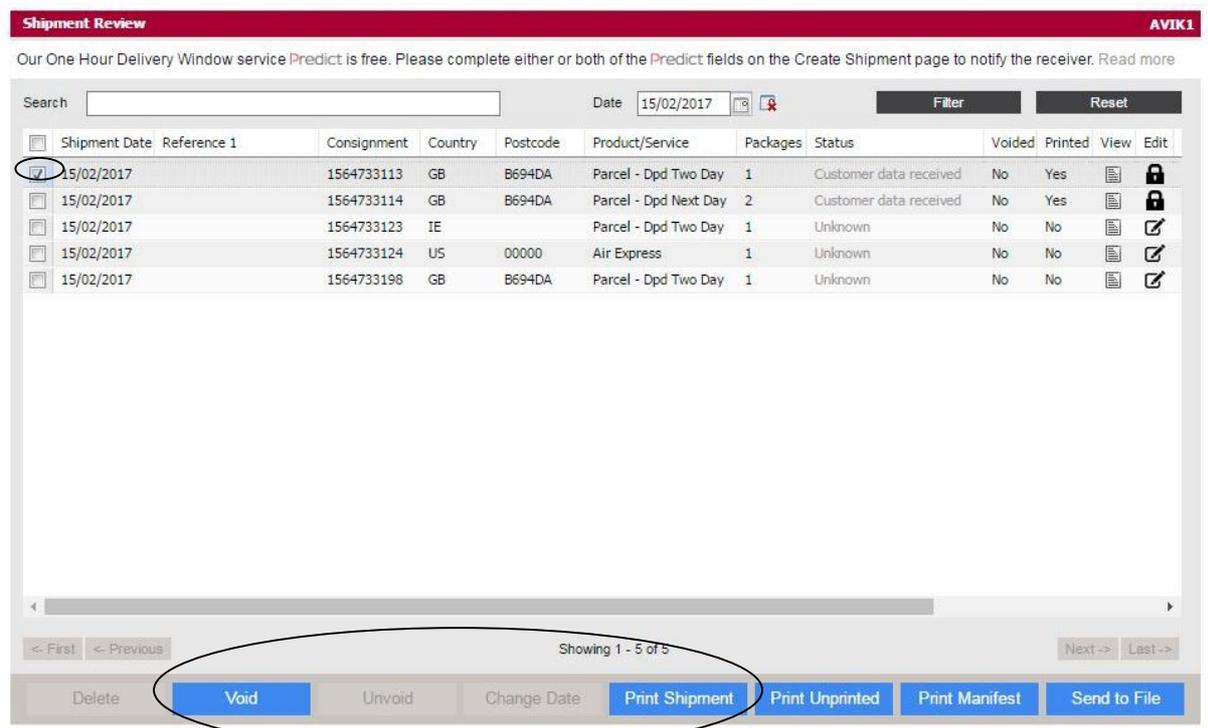
Search  Date

<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input type="checkbox"/>	15/02/2017		1564733113	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		
<input type="checkbox"/>	15/02/2017		1564733114	GB	B694DA	Parcel - Dpd Next Day	2	Customer data received	No	Yes		
<input type="checkbox"/>	15/02/2017		1564733119	GB	B694DA	Expresspak - Dpd Ne...	1	Unknown	No	No		
<input type="checkbox"/>	15/02/2017		1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		
<input type="checkbox"/>	15/02/2017		1564733124	US	00000	Air Express	1	Unknown	No	No		

< First < Previous Showing 1 - 5 of 5 Next -> Last ->

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

1. 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



2. 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

**Shipment Review** AVIK1

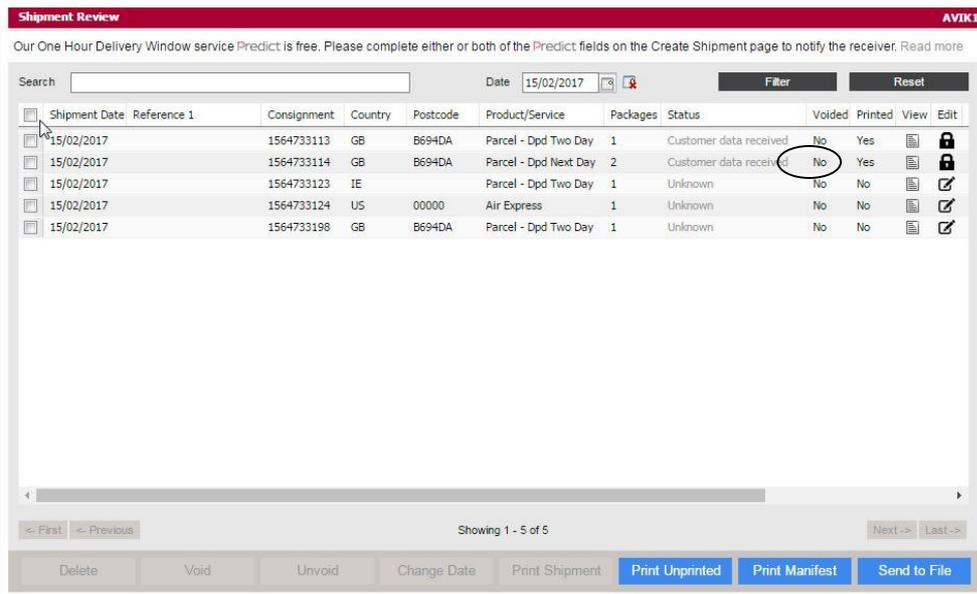
Our One Hour Delivery Window service Predict is free. Please complete either or both of the Predict fields on the Create Shipment page to notify the receiver. Read more

Search  Date 15/02/2017

<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input checked="" type="checkbox"/>	15/02/2017		1564733113	GB	B694DA	Parcel - Dpd Two Day	0	Customer data received	Yes	Yes		
<input type="checkbox"/>	15/02/2017		1564733114	GB	B694DA	Parcel - Dpd Next Day	2	Customer data received	No	Yes		
<input type="checkbox"/>	15/02/2017		1564733123	IE		Parcel - Dpd Two Day	1	Unknown	No	No		
<input type="checkbox"/>	15/02/2017		1564733124	US	00000	Air Express	1	Unknown	No	No		
<input type="checkbox"/>	15/02/2017		1564733198	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	No		

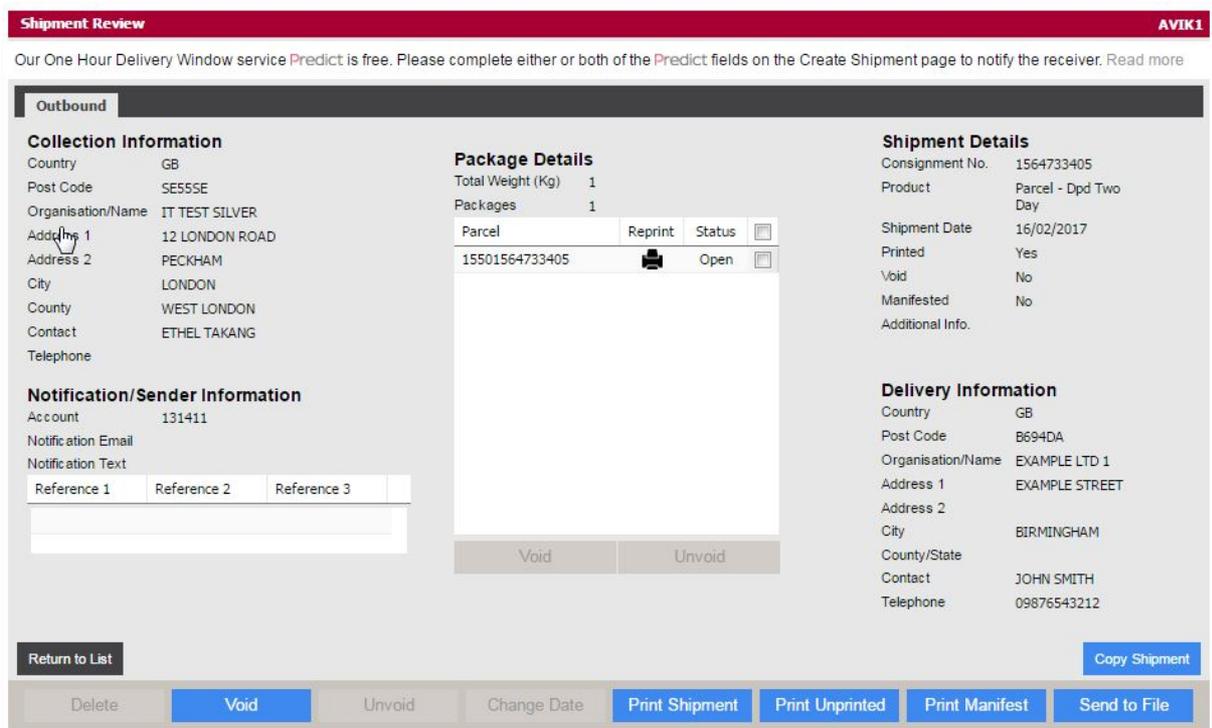
< First < Previous Showing 1 - 5 of 5 Next -> Last ->

4. To unvoid a voided parcel via Shipment Review select the check box as before ~ this will enable the **Unvoid** option
5. 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



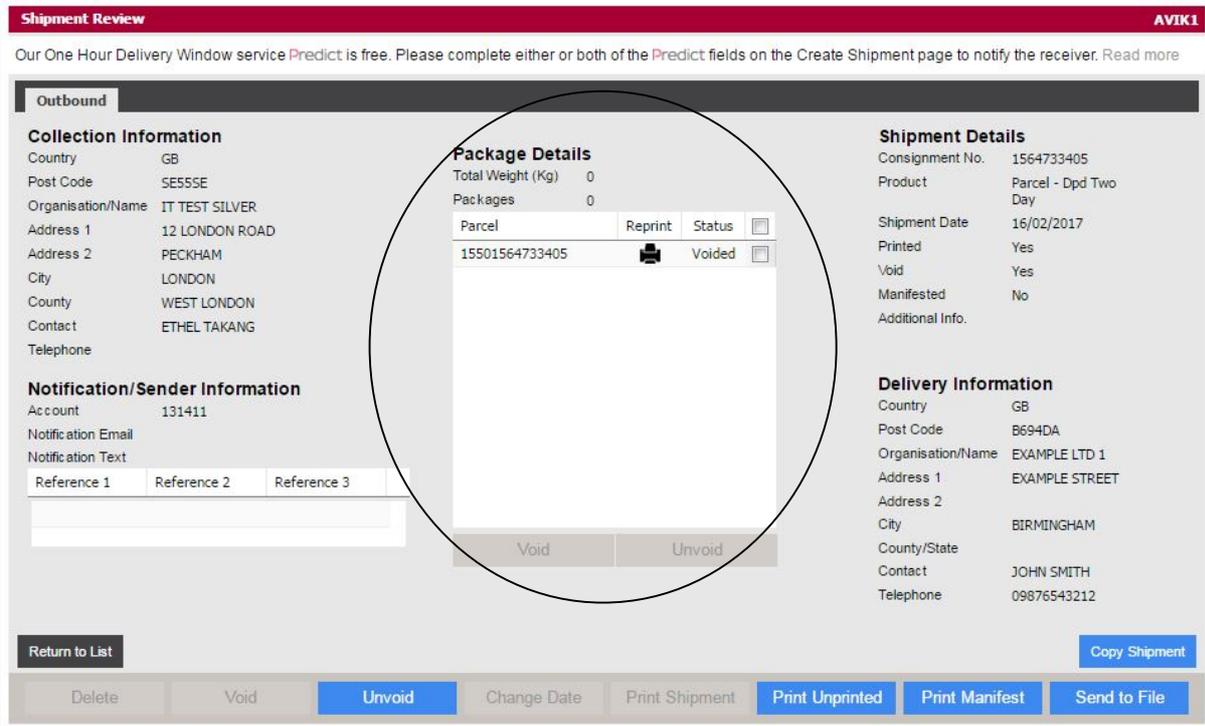
## Voiding/Unvoiding Shipments via the Package Details Screen

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



2. 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) 0
  - b. Packages 0
  - c. In the **Status** column will read as **Voided**



4. 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 0 (Number of Packages)
  - f. In the **Status** column will read as **Open**

**Shipment Review** AVIK1

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

**Outbound**

**Collection Information**

Country GB  
 Post Code SE55SE  
 Organisation/Name IT TEST SILVER  
 Address 1 12 LONDON ROAD  
 Address 2 PECKHAM  
 City LONDON  
 County WEST LONDON  
 Contact ETHEL TAKANG  
 Telephone

**Notification/Sender Information**

Account 131411  
 Notification Email  
 Notification Text

Reference 1	Reference 2	Reference 3

**Package Details**

Total Weight (Kg) 1  
 Packages 1

Parcel	Reprint	Status
15501564733405		Open

**Shipment Details**

Consignment No. 1564733405  
 Product Parcel - Dpd Two Day  
 Shipment Date 16/02/2017  
 Printed Yes  
 Void No  
 Manifested No  
 Additional Info.

**Delivery Information**

Country GB  
 Post Code B694DA  
 Organisation/Name EXAMPLE LTD 1  
 Address 1 EXAMPLE STREET  
 Address 2  
 City BIRMINGHAM  
 County/State  
 Contact JOHN SMITH  
 Telephone 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**:

**Shipment Review** AVIK1

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

Search  Date

<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input type="checkbox"/>	16/02/2017		1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		
<input type="checkbox"/>	16/02/2017		1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733407	IE		Expresspak - Dpd Ne...	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733411	US	00000	Air Express	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		

Showing 1 - 5 of 5

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

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

**Shipment Review** AVIK1

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

**Outbound**

**Collection Information**

Country GB  
Post Code SE55SE  
Organisation/Name IT TEST SILVER  
Address 1 12 LONDON ROAD  
Address 2 PECKHAM  
City LONDON  
County WEST LONDON  
Contact ETHEL TAKANG  
Telephone

**Package Details**

Total Weight (Kg) 20  
Packages 5

Parcel	Reprint	Status	<input type="checkbox"/>
15501564733412		Open	<input type="checkbox"/>
15501564733413		Open	<input type="checkbox"/>
15501564733414		Open	<input type="checkbox"/>
15501564733415		Open	<input type="checkbox"/>
15501564733416		Open	<input type="checkbox"/>

**Shipment Details**

Consignment No. 1564733412  
Product Parcel - Dpd Two Day  
Shipment Date 16/02/2017  
Printed No  
Void No  
Manifested No  
Additional Info.

**Notification/Sender Information**

Account 131411  
Notification Email  
Notification Text

Reference 1	Reference 2	Reference 3

**Delivery Information**

Country GB  
Post Code B694DA  
Organisation/Name EXAMPLE 7 LTD  
Address 1 1 HIGH ROAD  
Address 2  
City BIRMINGHAM  
County/State  
Contact JOHN SMITH  
Telephone 98765432123

[Return to List](#) [Edit Shipment](#)

[Delete](#) [Void](#) [Unvoid](#) [Change Date](#) [Print Shipment](#) [Print Unprinted](#) [Print Manifest](#) [Send to File](#)

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

2. 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

**Shipment Review** AVIK1

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

**Outbound**

**Collection Information**

Country GB  
 Post Code SE55SE  
 Organisation/Name IT TEST SILVER  
 Address 1 12 LONDON ROAD  
 Address 2 PECKHAM  
 City LONDON  
 County WEST LONDON  
 Contact ETHEL TAKANG  
 Telephone

**Notification/Sender Information**

Account 131411  
 Notification Email  
 Notification Text

Reference 1	Reference 2	Reference 3

**Package Details**

Total Weight (Kg) 20  
 Packages 5

Parcel	Reprint	Status	<input type="checkbox"/>
15501564733412		Open	<input checked="" type="checkbox"/>
15501564733413		Open	<input checked="" type="checkbox"/>
15501564733414		Open	<input type="checkbox"/>
15501564733415		Open	<input type="checkbox"/>
15501564733416		Open	<input type="checkbox"/>

**Shipment Details**

Consignment No. 1564733412  
 Product Parcel - Dpd Two Day  
 Shipment Date 16/02/2017  
 Printed No  
 Void No  
 Manifested No  
 Additional Info.

**Delivery Information**

Country GB  
 Post Code B694DA  
 Organisation/Name EXAMPLE 7 LTD  
 Address 1 1 HIGH ROAD  
 Address 2  
 City BIRMINGHAM  
 County/State  
 Contact JOHN SMITH  
 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** AVIK1

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

**Outbound**

**Collection Information**

Country GB  
 Post Code SE55SE  
 Organisation/Name IT TEST SILVER  
 Address 1 12 LONDON ROAD  
 Address 2 PECKHAM  
 City LONDON  
 County WEST LONDON  
 Contact ETHEL TAKANG  
 Telephone

**Notification/Sender Information**

Account 131411  
 Notification Email  
 Notification Text

Reference 1	Reference 2	Reference 3

**Package Details**

Total Weight (Kg) 20  
 Packages 5

Parcel	Reprint	Status	<input type="checkbox"/>
15501564733412		Open	<input checked="" type="checkbox"/>
15501564733413		Open	<input checked="" type="checkbox"/>
15501564733414		Open	<input type="checkbox"/>
15501564733415		Open	<input type="checkbox"/>
15501564733416		Open	<input type="checkbox"/>

**Shipment Details**

Consignment No. 1564733412  
 Product Parcel - Dpd Two Day  
 Shipment Date 16/02/2017  
 Printed No

**Weight Review** ✕

Original Total Weight: 20 kg

New Total Weight:  kg

4. Click **OK** the following will be displayed “Parcel(s) \*\*\*\*\*  
\*\*\*\*\* have been voided”
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 0 (Number of Packages)
  - i. In the **Status** column will read as **Voided**

**Shipment Review** AVIK1

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

**Outbound**

**Collection Information**

Country GB  
Post Code SE55SE  
Organisation/Name IT TEST SILVER  
Address 1 12 LONDON ROAD  
Address 2 PECKHAM  
City LONDON  
County WEST LONDON  
Contact ETHEL TAKANG  
Telephone

**Notification/Sender Information**

Account 131411  
Notification Email  
Notification Text

Reference 1	Reference 2	Reference 3

**Package Details**

Total Weight (Kg) 12  
Packages 3

Parcel	Reprint	Status	
15501564733412		Voided	<input checked="" type="checkbox"/>
15501564733413		Voided	<input checked="" type="checkbox"/>
15501564733414		Open	<input type="checkbox"/>
15501564733415		Open	<input type="checkbox"/>
15501564733416		Open	<input type="checkbox"/>

Void      Unvoid

**Shipment Details**

Consignment No. 1564733412  
Product Parcel - Dpd Two Day  
Shipment Date 16/02/2017  
Printed No  
Void No  
Manifested No  
Additional Info.

**Delivery Information**

Country GB  
Post Code B694DA  
Organisation/Name EXAMPLE 7 LTD  
Address 1 1 HIGH ROAD  
Address 2  
City BIRMINGHAM  
County/State  
Contact JOHN SMITH  
Telephone 98765432123

**Return to List** **Edit Shipment**

Delete
Void
Unvoid
Change Date
Print Shipment
Print Unprinted
Print Manifest
Send to File

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** AVIK1

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

**Outbound**

**Collection Information**

Country GB  
 Post Code SE55SE  
 Organisation/Name IT TEST SILVER  
 Address 1 12 LONDON ROAD  
 Address 2 PECKHAM  
 City LONDON  
 County WEST LONDON  
 Contact ETHEL TAKANG  
 Telephone

**Notification/Sender Information**

Account 131411  
 Notification Email  
 Notification Text

Reference 1	Reference 2	Reference 3

**Package Details**

Total Weight (Kg) 12  
 Packages 3

Parcel	Reprint	Status
15501564733412		Voided <input checked="" type="checkbox"/>
15501564733413		Voided <input type="checkbox"/>
15501564733414		Open <input type="checkbox"/>
15501564733415		Open <input type="checkbox"/>
15501564733416		Open <input type="checkbox"/>

**Shipment Details**

Consignment No. 1564733412  
 Product Parcel - Dpd Two Day  
 Shipment Date 16/02/2017  
 Printed No  
 Void No  
 Manifested No  
 Additional Info.

**Delivery Information**

Country GB  
 Post Code B694DA  
 Organisation/Name EXAMPLE 7 LTD  
 Address 1 1 HIGH ROAD  
 Address 2  
 City BIRMINGHAM  
 County/State  
 Contact JOHN SMITH  
 Telephone 98765432123

[Return to List](#) [Edit Shipment](#)

7. The Original Total Weight of the consignment and the New Total Weight of the consignment will be displayed
8. Click OK the following will be displayed **“Parcel(s) \*\*\*\*\* , \*\*\*\*\* have been unvoided”**
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 0 (Number of Packages)
  - l. In the **Status** column will read as **Open**

**Shipment Review** AVIK1

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

**Outbound**

**Collection Information**

Country GB  
 Post Code SE55SE  
 Organisation/Name IT TEST SILVER  
 Address 1 12 LONDON ROAD  
 Address 2 PECKHAM  
 City LONDON  
 County WEST LONDON  
 Contact ETHEL TAKANG  
 Telephone

**Notification/Sender Information**

Account 131411  
 Notification Email  
 Notification Text

Reference 1	Reference 2	Reference 3

**Package Details**

Total Weight (Kg) 20  
 Packages 5

Parcel	Reprint	Status	
15501564733412		Open	<input type="checkbox"/>
15501564733413		Open	<input type="checkbox"/>
15501564733414		Open	<input type="checkbox"/>
15501564733415		Open	<input type="checkbox"/>
15501564733416		Open	<input type="checkbox"/>

Void      Unvoid

**Shipment Details**

Consignment No. 1564733412  
 Product Parcel - Dpd Two Day  
 Shipment Date 16/02/2017  
 Printed No  
 Void No  
 Manifested No  
 Additional Info.

**Delivery Information**

Country GB  
 Post Code B694DA  
 Organisation/Name EXAMPLE 7 LTD  
 Address 1 1 HIGH ROAD  
 Address 2  
 City BIRMINGHAM  
 County/State  
 Contact JOHN SMITH  
 Telephone 98765432123

[Return to List](#) [Edit Shipment](#)

Delete
Void
Unvoid
Change Date
Print Shipment
Print Unprinted
Print Manifest
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:

**Shipment Review** AVIK1

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

Search  Date 16/02/2017

<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input type="checkbox"/>	16/02/2017		1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		
<input type="checkbox"/>	16/02/2017		1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733407	IE		Expresspak - Dpd Ne...	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733411	US	00000	Air Express	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		

Showing 1 - 5 of 5

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

**Shipment Review** AVIK1

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

Search  Date 16/02/2017

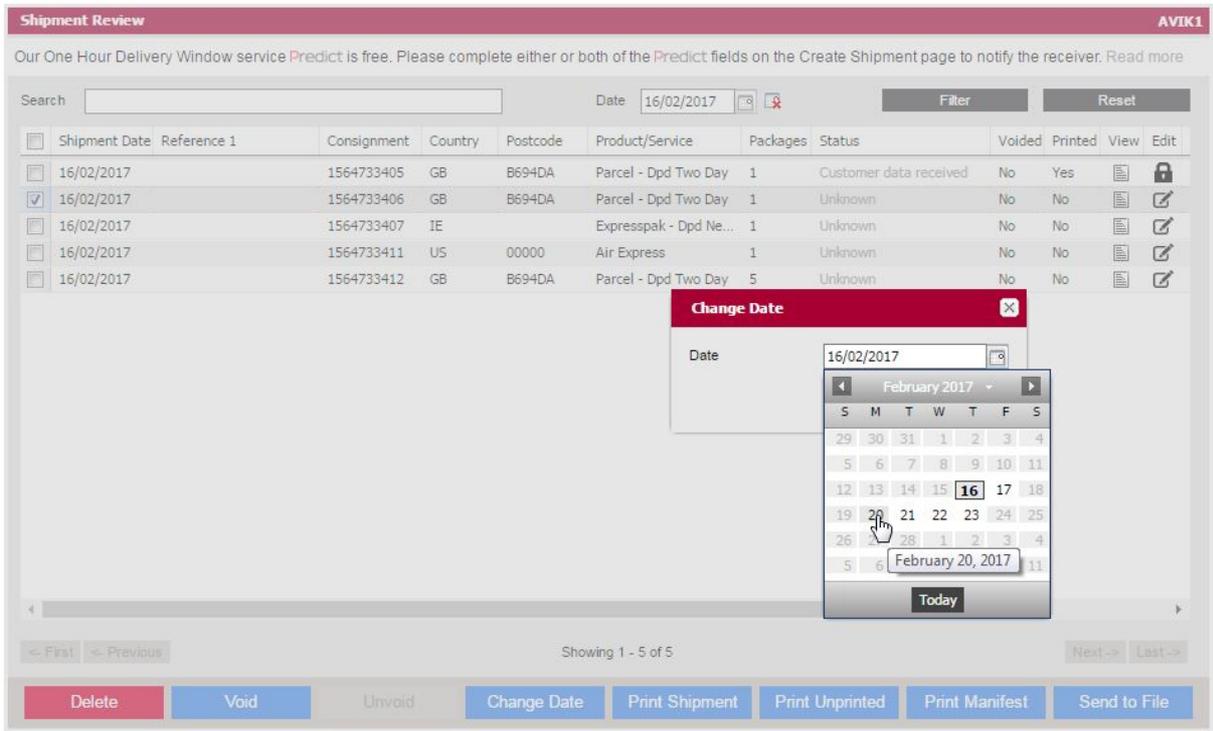
<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input type="checkbox"/>	16/02/2017		1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		
<input checked="" type="checkbox"/>	16/02/2017		1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733407	IE		Expresspak - Dpd Ne...	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733411	US	00000	Air Express	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		

Showing 1 - 5 of 5

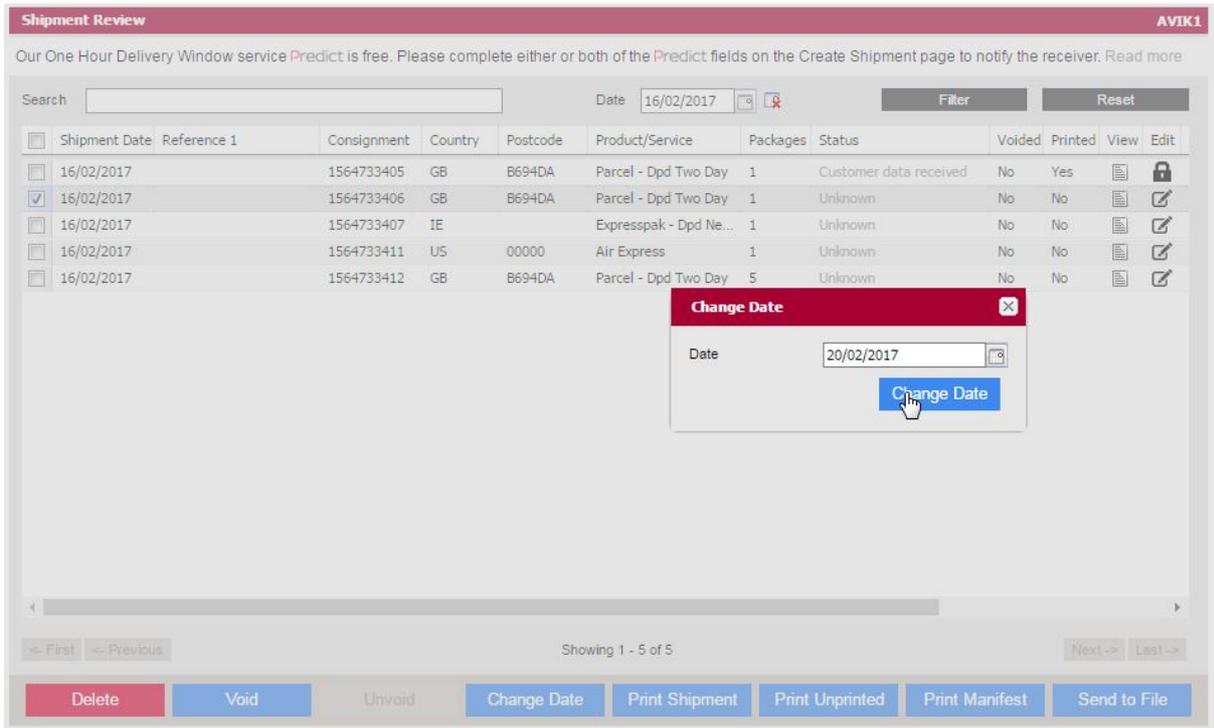
- Click **Change Date** and a message will be displayed giving you the option to change the date

3. 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



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



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

**Shipment Review** AVIK1

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

Search  Date 16/02/2017

<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input type="checkbox"/>	16/02/2017		1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		
<input type="checkbox"/>	20/02/2017		1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	No		
<input type="checkbox"/>	18/02/2017		1564733407	IE		Expresspak - Dpd Ne...	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733411	US	00000	Air Express	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		

Showing 1 - 5 of 5

## 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

**Shipment Review** AVIK1

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

**Outbound**

**Collection Information**

Country GB  
 Post Code SE55SE  
 Organisation/Name IT TEST SILVER  
 Address 1 12 LONDON ROAD  
 Address 2 PECKHAM  
 City LONDON  
 County WEST LONDON  
 Contact ETHEL TAKANG  
 Telephone

**Notification/Sender Information**

Account 131411  
 Notification Email  
 Notification Text

Reference 1	Reference 2	Reference 3

**Package Details**

Total Weight (Kg) 1  
 Packages 1

Parcel	Reprint	Status
15501564733406		Open

Void    Unvoid

**Shipment Details**

Consignment No. 1564733406  
 Product Parcel - Dpd Two Day  
 Shipment Date 16/02/2017  
 Printed No  
 Void No  
 Manifested No  
 Additional Info.

**Delivery Information**

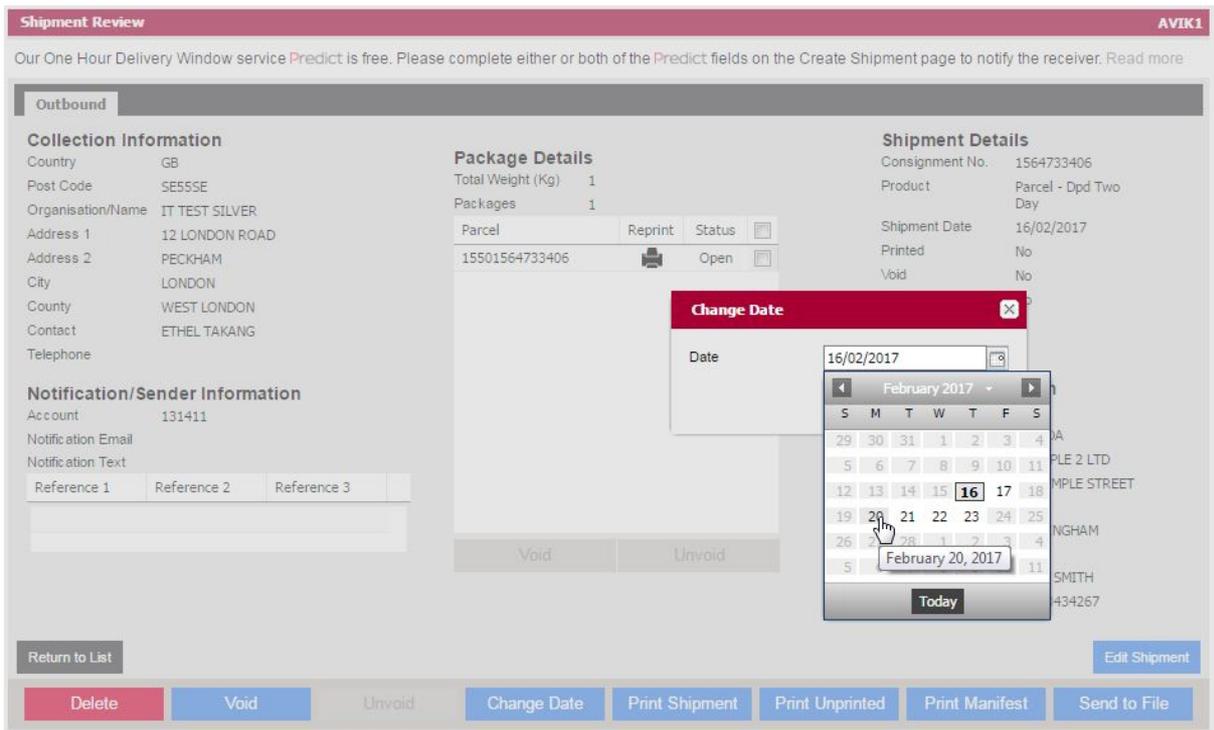
Country GB  
 Post Code B694DA  
 Organisation/Name EXAMPLE 2 LTD  
 Address 1 5 EXAMPLE STREET  
 Address 2  
 City BIRMINGHAM  
 County/State  
 Contact JOHN SMITH  
 Telephone 01253434267

[Return to List](#) [Edit Shipment](#)

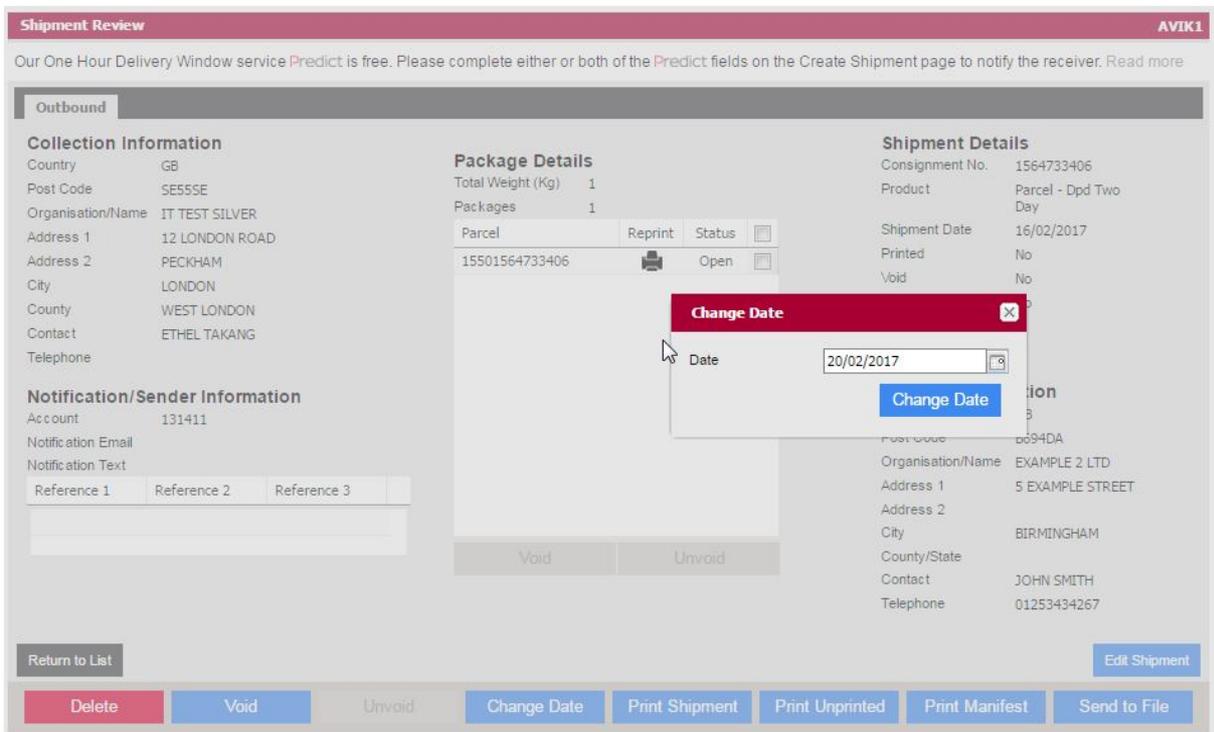
Delete
Void
Unvoid
**Change Date**
Print Shipment
Print Unprinted
Print Manifest
Send to File

- 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



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



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

- 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

**Shipment Review** AVIK1

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

**Outbound**

**Collection Information**

Country GB

Post Code SE55SE

Organisation/Name IT TEST SILVER

Address 1 12 LONDON ROAD

Address 2 PECKHAM

City LONDON

County WEST LONDON

Contact ETHEL TAKANG

Telephone

**Notification/Sender Information**

Account 131411

Notification Email

Notification Text

Reference 1	Reference 2	Reference 3

**Package Details**

Total Weight (Kg) 1

Packages 1

Parcel	Reprint	Status
15501564733406		Open

Void Unvoid

**Shipment Details**

Consignment No. 1564733406

Product Parcel - DPD Two Day

Shipment Date 20/02/2017

Printed No

Void No

Manifested No

Additional Info.

**Delivery Information**

Country GB

Post Code B694DA

Organisation/Name EXAMPLE 2 LTD

Address 1 5 EXAMPLE STREET

Address 2

City BIRMINGHAM

County/State

Contact JOHN SMITH

Telephone 01253434267

[Return to List](#) [Edit Shipment](#)

Delete
Void
Unvoid
Change Date
Print Shipment
Print Unprinted
Print Manifest
Send to File

## 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:

**Shipment Review** AVIK1

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

Search  Date 16/02/2017

<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input type="checkbox"/>	16/02/2017		1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		
<input type="checkbox"/>	16/02/2017		1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733407	IE		Expresspak - Dpd Ne...	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733411	US	00000	Air Express	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		

Showing 1 - 5 of 5

- 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.

- Click **Print Shipment** ~ the label will print and display:
  - The **Printed** column now shows as **Yes**
  - The shipment will show a padlock in **Edit** denoting that this cannot be edited

**Shipment Review** AVIK1

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

Search  Date 16/02/2017

<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input type="checkbox"/>	16/02/2017		1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		
<input type="checkbox"/>	16/02/2017		1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	Yes		
<input type="checkbox"/>	16/02/2017		1564733407	IE		Expresspak - Dpd Ne...	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733411	US	00000	Air Express	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		

Showing 1 - 5 of 5

## Printing Individual Unprinted Shipments via the Package Details Screen

1. 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)

**Shipment Review** AVIK1

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

**Outbound**

**Collection Information**

Country GB  
 Post Code SE55SE  
 Organisation/Name IT TEST SILVER  
 Address 1 12 LONDON ROAD  
 Address 2 PECKHAM  
 City LONDON  
 County WEST LONDON  
 Contact ETHEL TAKANG  
 Telephone

**Notification/Sender Information**

Account 131411  
 Notification Email  
 Notification Text

Reference 1	Reference 2	Reference 3

**Package Details**

Total Weight (Kg) 1  
 Packages 1

Parcel	Reprint	Status
15501564733407		Open <input type="checkbox"/>

Void    Unvoid

**Shipment Details**

Consignment No. 1564733407  
 Product Expresspak - Dpd Next Day  
 Shipment Date 16/02/2017  
 Printed No  
 Void No  
 Manifested No  
 Additional Info.

**Delivery Information**

Country IE  
 Post Code  
 Organisation/Name EXAMPLE 3 LTD  
 Address 1 10 EXAMPLE STREET  
 Address 2  
 City DUBLIN  
 Country/State  
 Contact JOHN SMITH  
 Telephone 09987756566

[Return to List](#) [Edit Shipment](#)

Delete
Void
Unvoid
Change Date
Print Shipment
Print Unprinted
Print Manifest
Send to File

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

**Shipment Review** AVIK1

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

**Outbound**

**Collection Information**

Country GB  
 Post Code SE55SE  
 Organisation/Name IT TEST SILVER  
 Address 1 12 LONDON ROAD  
 Address 2 PECKHAM  
 City LONDON  
 County WEST LONDON  
 Contact ETHEL TAKANG  
 Telephone

**Notification/Sender Information**

Account 131411  
 Notification Email  
 Notification Text

Reference 1	Reference 2	Reference 3

**Package Details**

Total Weight (Kg) 1  
 Packages 1

Parcel	Reprint	Status
15501564733407		Open <input type="checkbox"/>

Void    Unvoid

**Shipment Details**

Consignment No. 1564733407  
 Product Expresspak - Dpd Next Day  
 Shipment Date 16/02/2017  
 Printed Yes  
 Void No  
 Manifested No  
 Additional Info.

**Delivery Information**

Country IE  
 Post Code  
 Organisation/Name EXAMPLE 3 LTD  
 Address 1 10 EXAMPLE STREET  
 Address 2  
 City DUBLIN  
 Country/State  
 Contact JOHN SMITH  
 Telephone 09987756566

[Return to List](#) [Copy Shipment](#)

Delete
Void
Unvoid
Change Date
Print Shipment
Print Unprinted
Print Manifest
Send to File

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

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

**Shipment Review** AVIK1

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

Search  Date

<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input type="checkbox"/>	16/02/2017		1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		
<input type="checkbox"/>	16/02/2017		1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	Yes		
<input type="checkbox"/>	16/02/2017		1564733407	IE		Expresspak - Dpd Ne...	1	Unknown	No	Yes		
<input type="checkbox"/>	16/02/2017		1564733411	US	00000	Air Express	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		

Showing 1 - 5 of 5

## 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 :

**Shipment Review** AVIK1

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

Search  Date 16/02/2017

<input type="checkbox"/>	Shipment Date	Reference 1	Consignment	Country	Postcode	Product/Service	Packages	Status	Voided	Printed	View	Edit
<input type="checkbox"/>	16/02/2017		1564733405	GB	B694DA	Parcel - Dpd Two Day	1	Customer data received	No	Yes		
<input type="checkbox"/>	16/02/2017		1564733406	GB	B694DA	Parcel - Dpd Two Day	1	Unknown	No	Yes		
<input type="checkbox"/>	16/02/2017		1564733407	IE		Expresspak - Dpd Ne...	1	Unknown	No	Yes		
<input type="checkbox"/>	16/02/2017		1564733411	US	00000	Air Express	1	Unknown	No	No		
<input type="checkbox"/>	16/02/2017		1564733412	GB	B694DA	Parcel - Dpd Two Day	5	Unknown	No	No		

Showing 1 - 5 of 5

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

1. 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 Delivery Window service Predict is free. Please complete either or both of the Predict fields on the Create Shipment page to notify the receiver. [Read more](#)

**Outbound**

<p><b>Collection Information</b></p> <p>Country GB          Post Code SE55SE          Organisation/Name IT TEST SILVER          Address 1 12 LONDON ROAD          Address 2 PECKHAM          City LONDON          County WEST LONDON          Contact ETHEL TAKANG          Telephone</p> <p><b>Notification/Sender Information</b></p> <p>Account 131411          Notification Email          Notification Text</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Reference 1</th> <th style="width: 33%;">Reference 2</th> <th style="width: 33%;">Reference 3</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Reference 1	Reference 2	Reference 3				<p><b>Package Details</b></p> <p>Total Weight (Kg) 1          Packages 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Parcel</th> <th style="width: 20%;">Reprint</th> <th style="width: 30%;">Status</th> </tr> </thead> <tbody> <tr> <td>15501564733405</td> <td style="text-align: center;">🖨️</td> <td style="text-align: center;">Open</td> </tr> </tbody> </table> <p style="text-align: center;">Void    Unvoid</p>	Parcel	Reprint	Status	15501564733405	🖨️	Open	<p><b>Shipment Details</b></p> <p>Consignment No. 1564733405          Product Parcel - Dpd Two Day          Shipment Date 16/02/2017          Printed Yes          Void No          Manifested No          Additional Info.</p> <p><b>Delivery Information</b></p> <p>Country GB          Post Code B694DA          Organisation/Name EXAMPLE LTD 1          Address 1 EXAMPLE STREET          Address 2          City BIRMINGHAM          County/State          Contact JOHN SMITH          Telephone 09876543212</p>
Reference 1	Reference 2	Reference 3												
Parcel	Reprint	Status												
15501564733405	🖨️	Open												

[Copy Shipment](#)

[Return to List](#)

Delete   Void   Unvoid   Change Date   Print Shipment   Print Unprinted   Print Manifest   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 Window service Predict is free. Please complete either or both of the Predict fields to notify the receiver. [Read more](#)

<p><b>Delivery Details</b></p> <p>Short Name <input type="text"/></p> <p>Country * UNITED KINGDOM <input type="text"/></p> <p>Postal/Zip Code * B694DA <input type="text"/> <span style="background-color: #333; color: #fff; padding: 2px 5px;">Find Postcode</span></p> <p>Organisation/Name EXAMPLE LTD 1 <input type="text"/></p> <p>Address 1 * EXAMPLE STREET <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>City * BIRMINGHAM <input type="text"/></p> <p>County/State <input type="text"/></p> <p>Delivery Information (Max. 50) <input type="text"/></p> <p><b>Delivery Contact</b></p> <p>Contact JOHN SMITH <input type="text"/></p> <p>Telephone 09876543212 <input type="text"/></p> <p>Notification Email Predict <input type="text"/></p> <p>Notification Text Predict <input type="text"/></p>	<p><b>Package Details</b></p> <p>Total No of Packages * 1 <input type="text"/></p> <p>Total Weight (Kg) * 1 <input type="text"/></p> <p>Product * Parcel <input type="text"/></p> <p>Service * Dpd Two Day <input type="text"/></p> <p>Shipment Date * Thursday - 16/02/2017 <input type="text"/></p> <p>Collect on Delivery No <input type="text"/></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Clear   Print 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**

**Create Shipment** AVIK1

Our One Hour Delivery Window service **Predict** is free. Please complete either or both of the **Predict** fields to notify the receiver. [Read more](#)

Delivery Details		Package Details	
Short Name	<input type="text"/>	Total No of Packages *	<input type="text" value="3"/>
Country *	<input type="text" value="UNITED KINGDOM"/>	Total Weight (Kg) *	<input type="text" value="30"/>
Postal/Zip Code *	<input type="text" value="B694DA"/> <input type="button" value="Find Postcode"/>	Product *	<input type="text" value="Parcel"/>
Organisation/Name	<input type="text" value="EXAMPLE LTD 1"/>	Service *	<input type="text" value="Dpd Next Day"/>
Address 1 *	<input type="text" value="EXAMPLE STREET"/>	Shipment Date *	<input type="text" value="Thursday - 16/02/2017"/>
Address 2	<input type="text"/>	Collect on Delivery	<input type="text" value="No"/>
City *	<input type="text" value="BIRMINGHAM"/>		
County/State	<input type="text"/>		
Delivery Information (Max. 50)	<input type="text"/>		

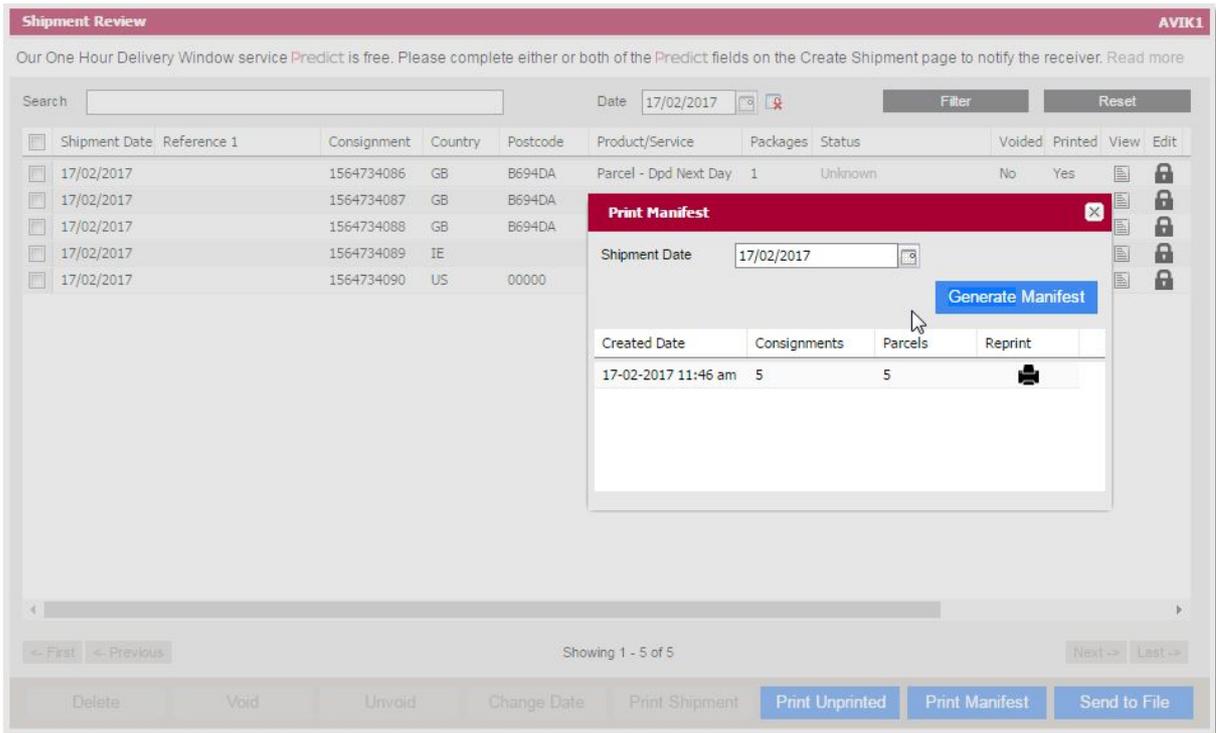
Delivery Contact	
Contact	<input type="text" value="JOHN SMITH"/>
Telephone	<input type="text" value="09876543212"/>
Notification Email <b>Predict</b>	<input type="text"/>
Notification Text <b>Predict</b>	<input type="text"/>

## 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.

1. 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



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

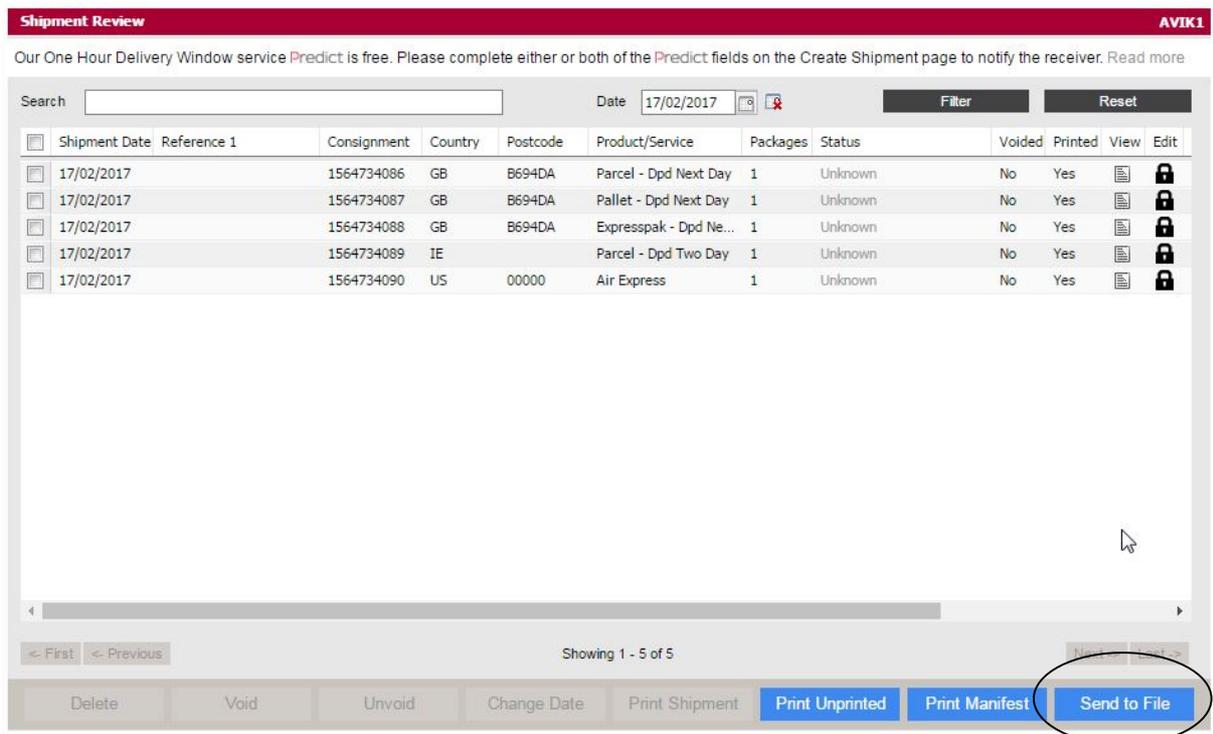


*An example of a printed manifest*

## 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:

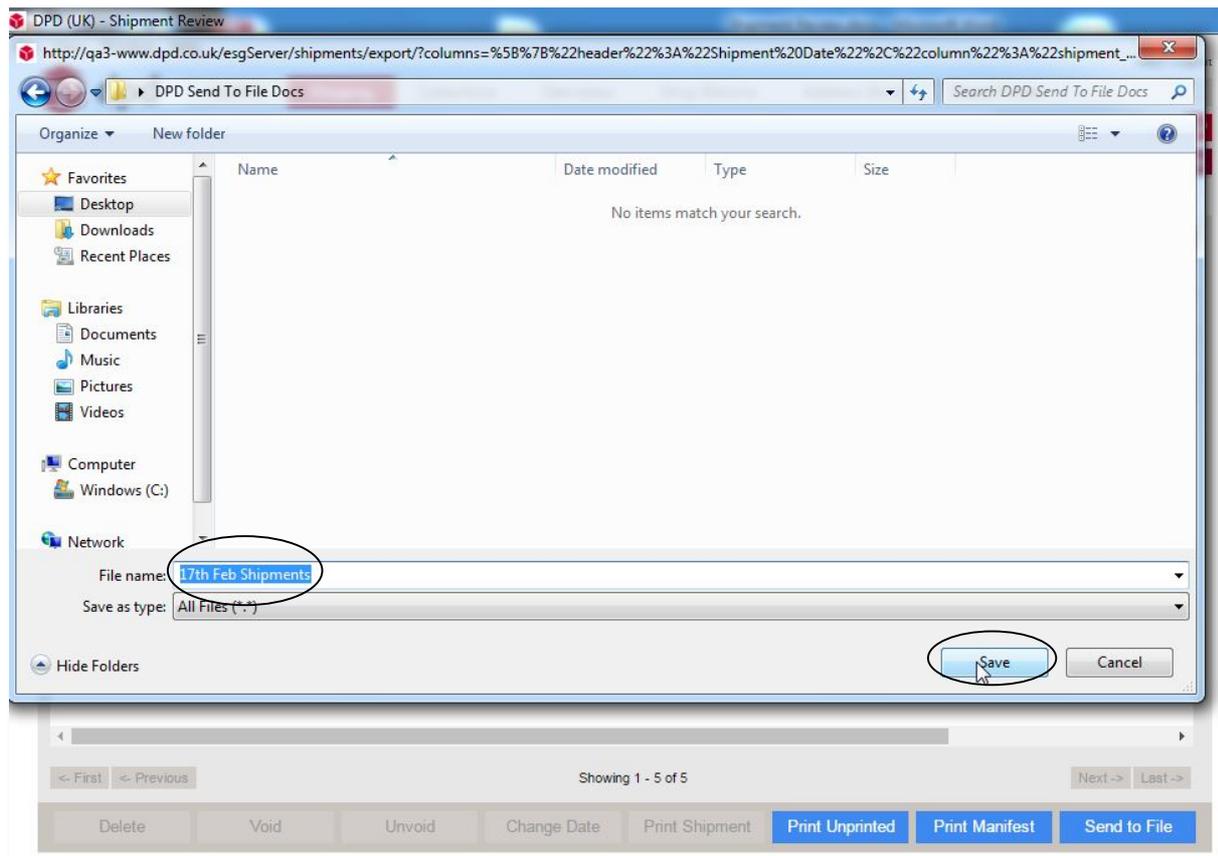
1. Within **Shipment Review** Click **Send To File** ~ A message will be displayed asking to name your file and select the location of where it is to be saved on your local system



The screenshot shows the 'Shipment Review' interface. At the top, there is a header with 'Shipment Review' on the left and 'AVEK1' on the right. Below the header, a message states: 'Our One Hour Delivery Window service Predict is free. Please complete either or both of the Predict fields on the Create Shipment page to notify the receiver. Read more'. The main area contains a table with columns: Shipment Date, Reference 1, Consignment, Country, Postcode, Product/Service, Packages, Status, Voided, Printed, View, and Edit. The table lists five shipments from 17/02/2017. At the bottom of the interface, there is a navigation bar with buttons: Delete, Void, Unvoid, Change Date, Print Shipment, Print Unprinted, Print Manifest, and Send to File. The 'Send to File' button is highlighted with a red circle.

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		
17/02/2017		1564734087	GB	B694DA	Pallet - Dpd Next Day	1	Unknown	No	Yes		
17/02/2017		1564734088	GB	B694DA	Expresspak - Dpd Ne...	1	Unknown	No	Yes		
17/02/2017		1564734089	IE		Parcel - Dpd Two Day	1	Unknown	No	Yes		
17/02/2017		1564734090	US	00000	Air Express	1	Unknown	No	Yes		

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



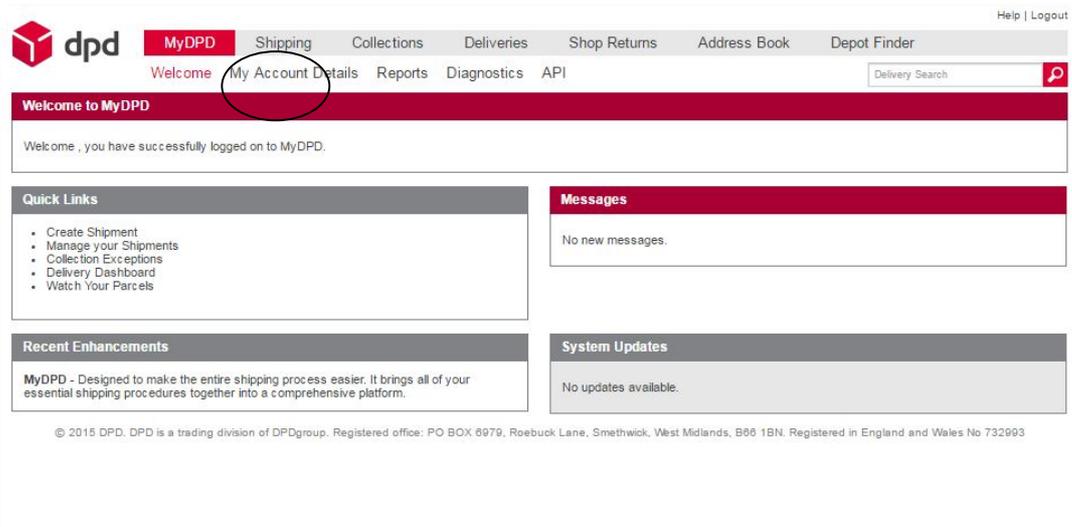
## Importing a Shipment File into MyDPD

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.

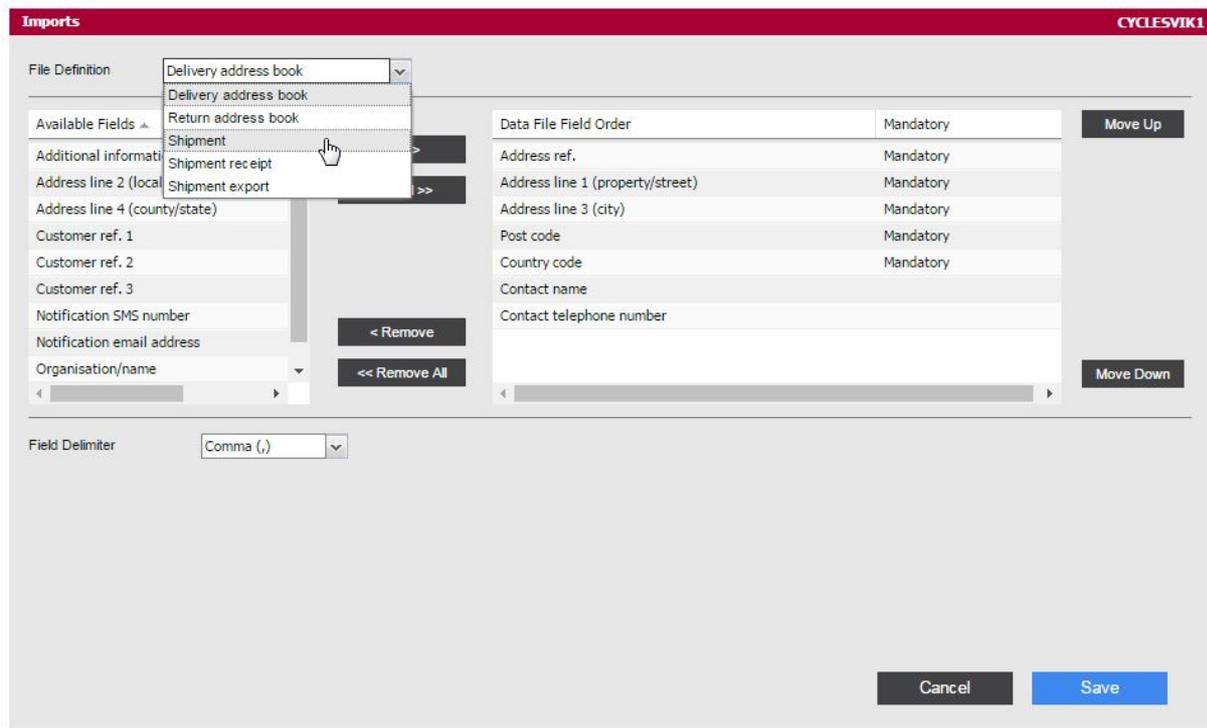
## Setting Up Your Shipment Import Template Data Fields

1. Navigate to [MyDPD](#) > [Shipping](#) > [Imports](#)



2. The **Import File Templates** screen will open and Delivery address book will already be defaulted from the drop down menu **File Definition**

3. Select **Shipment** from the File Definition drop down menu



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

	A	B	C	D	E	F	G	H	I
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.

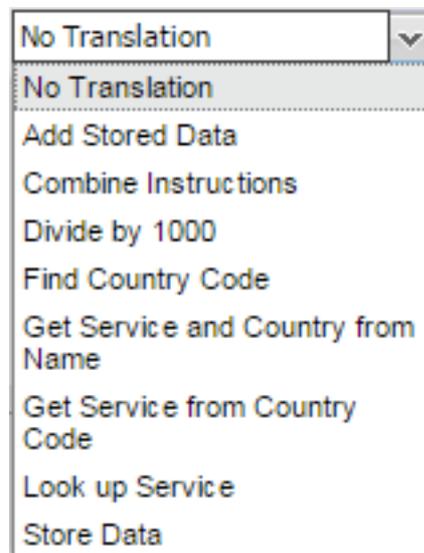
4. From **Available Fields** on the left of the screen select the fields that your import file contains and add them to the **Data File Field Order** section on the right of the screen ~ Available fields can be added by selecting a field and clicking **Add** or they can be dragged and dropped into the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

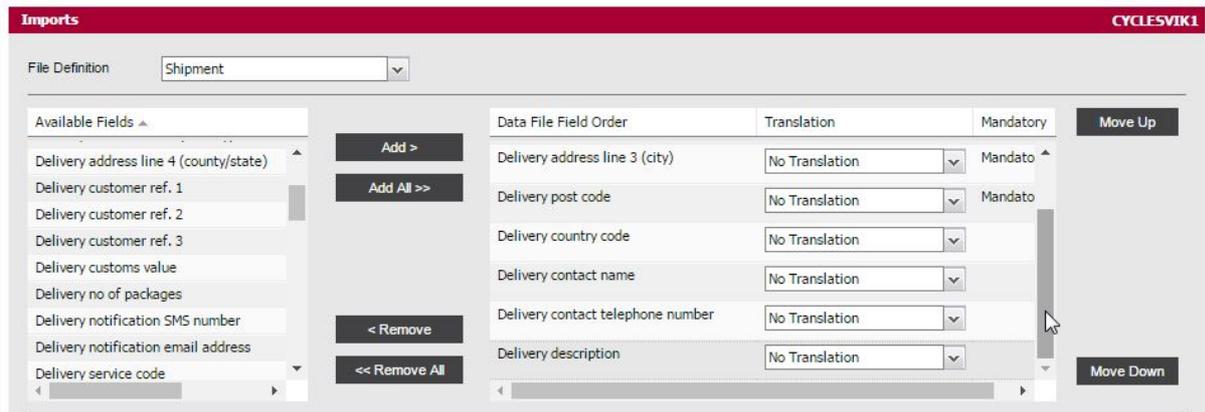
5. Translations enables you to convert non DPD data into a useable DPD format an example of this would be a TNT service code

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

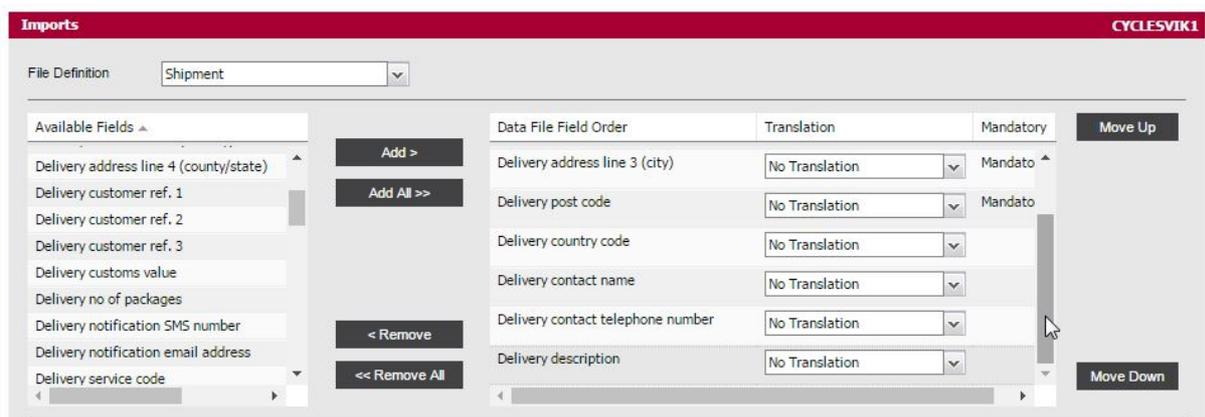
- a. **Look up Service** ~ Use in the Delivery Service field ~ This is used to translate a non DPD service code to a valid DPD service code (this requires DPD administration configuration)
- b. **Store Data** ~ Used in conjunction with Add Stored Data for name/address/contact data merging
- c. **Add 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



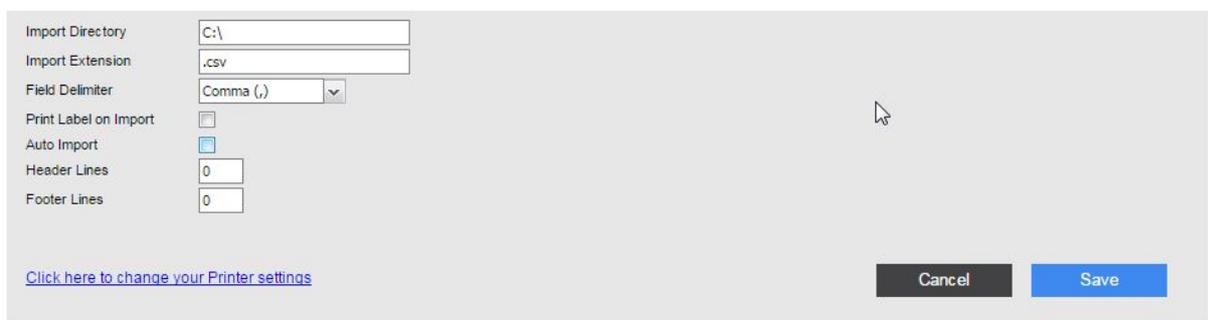
6. Set up Translations as required and **SAVE**



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:



- 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



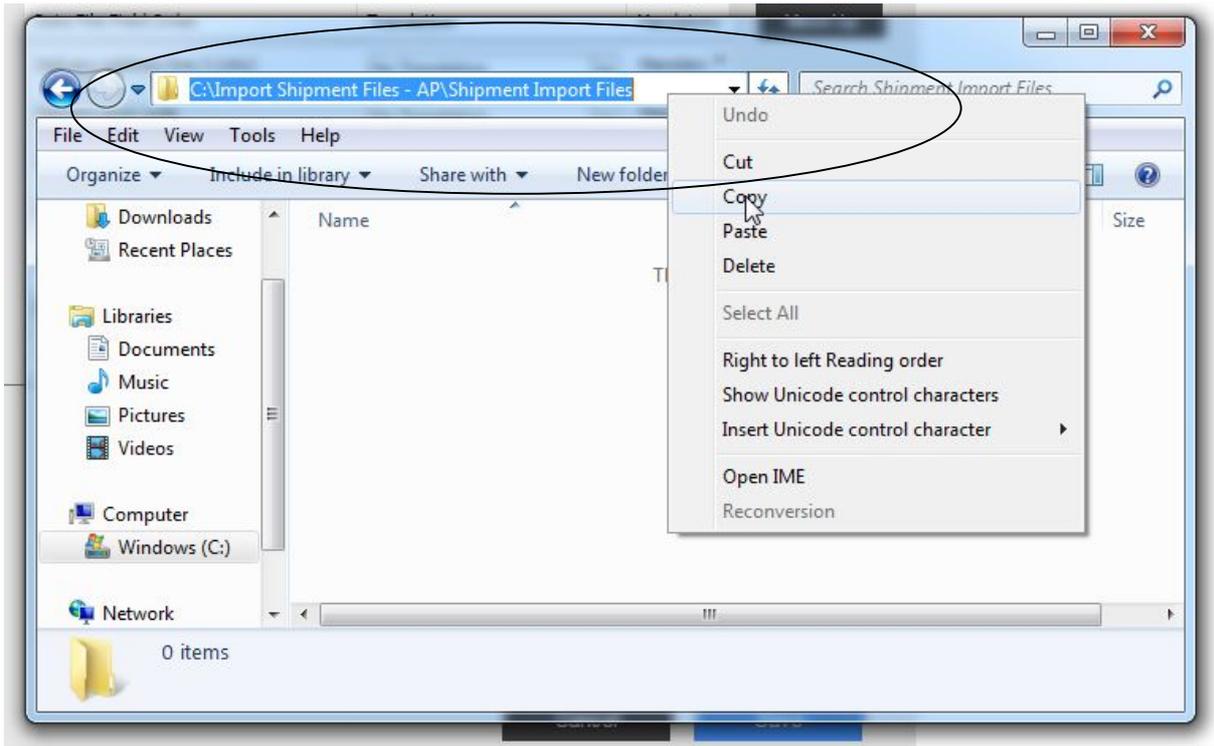
A screenshot of the bottom half of the *Shipment Template* screen  
 In this section of the screen you will need to specify how MyDPD processes your shipment import files ~ below is an explanation on each field in this section:

- 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

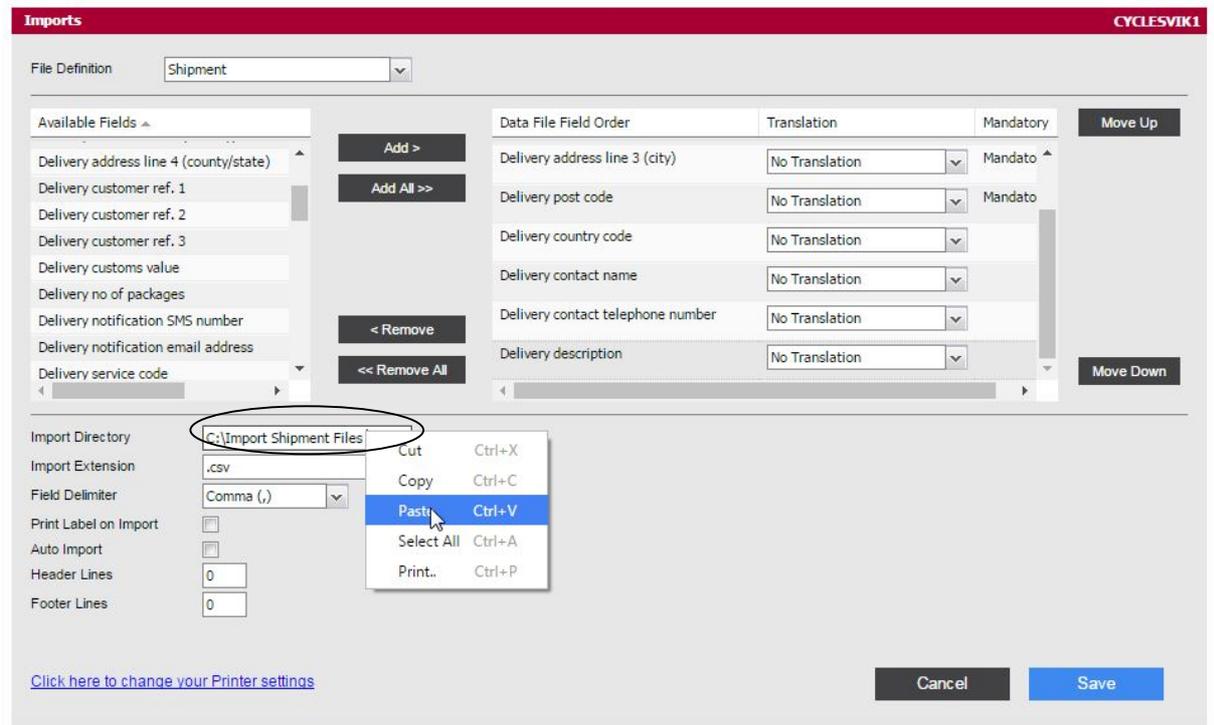
8. Click **SAVE** to save the template

## 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



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



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**

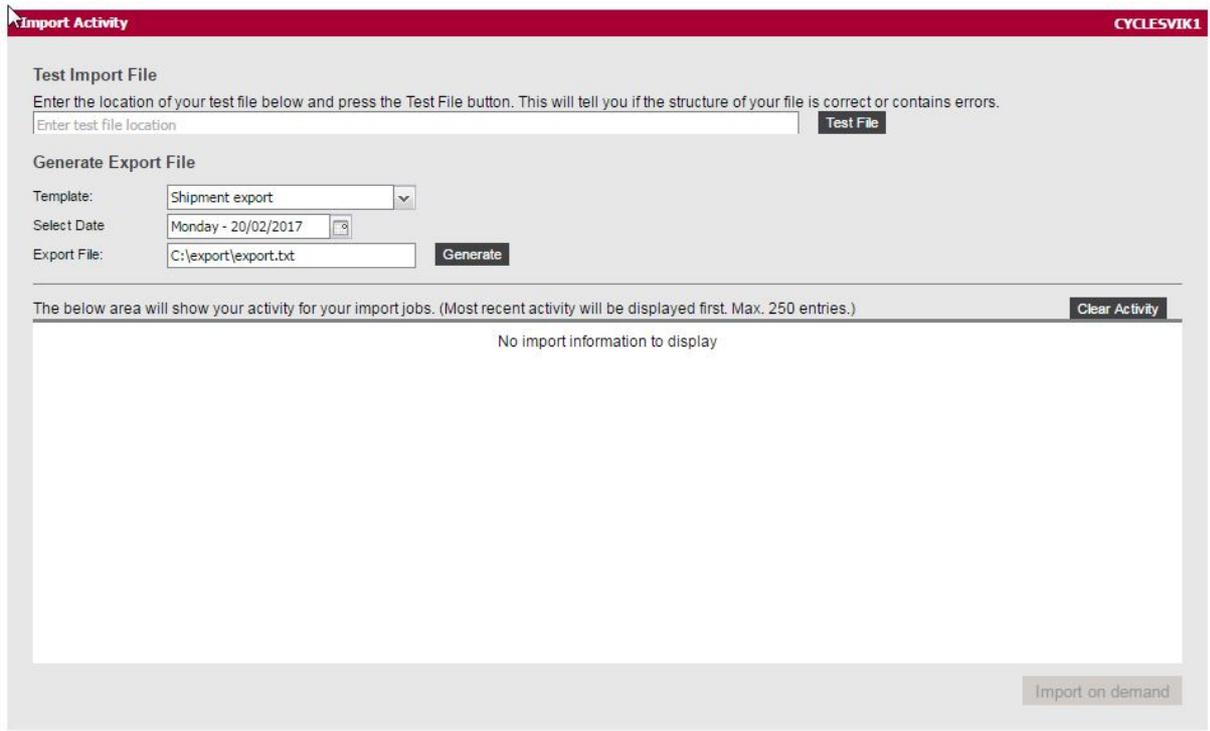
4. In **Field Delimiter** enter the delimiter type that your imported file uses i.e.
  - a. Comma (,)
  - b. Pipe (|)
  - c. Colon (:)
  - d. Semi Colon (;)
  - e. Tilde (~)
  - f. Tab
  
5. In **Print Label on Import** select the tick box if you would like MyDPD to automatically print labels of the 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”**

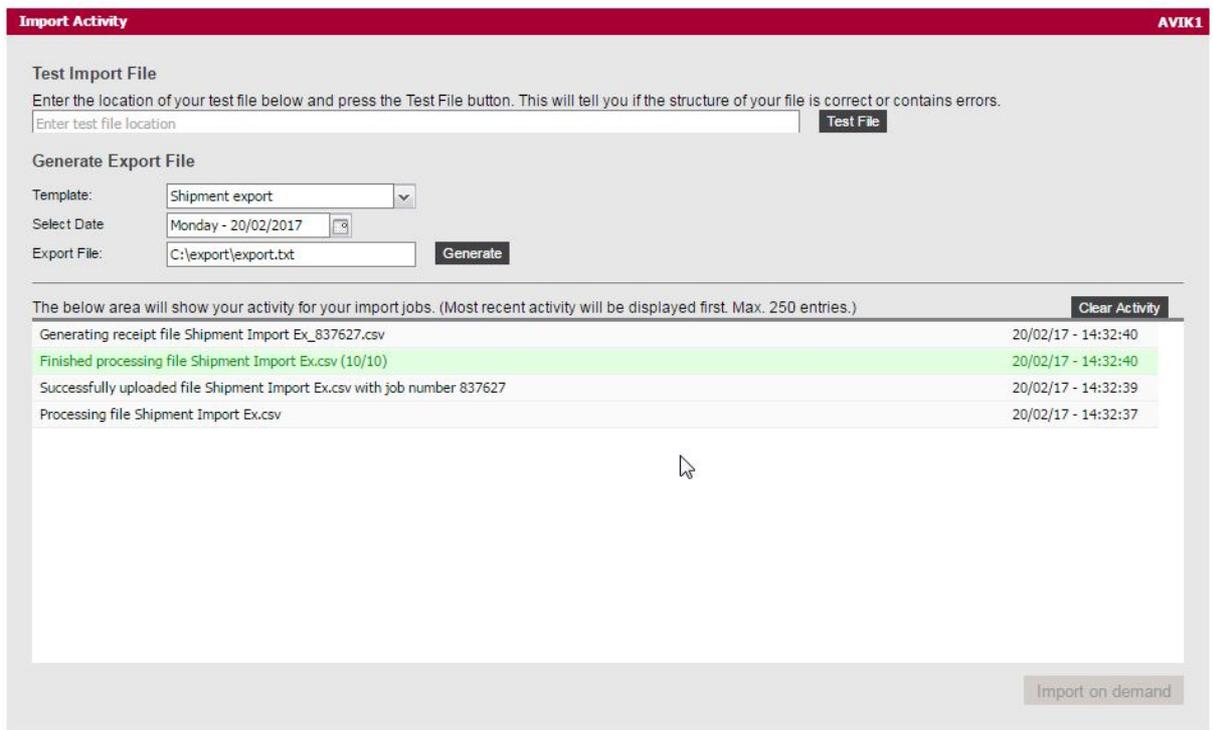
## Importing Your Shipment File (Auto Import Selected)

1. 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)



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

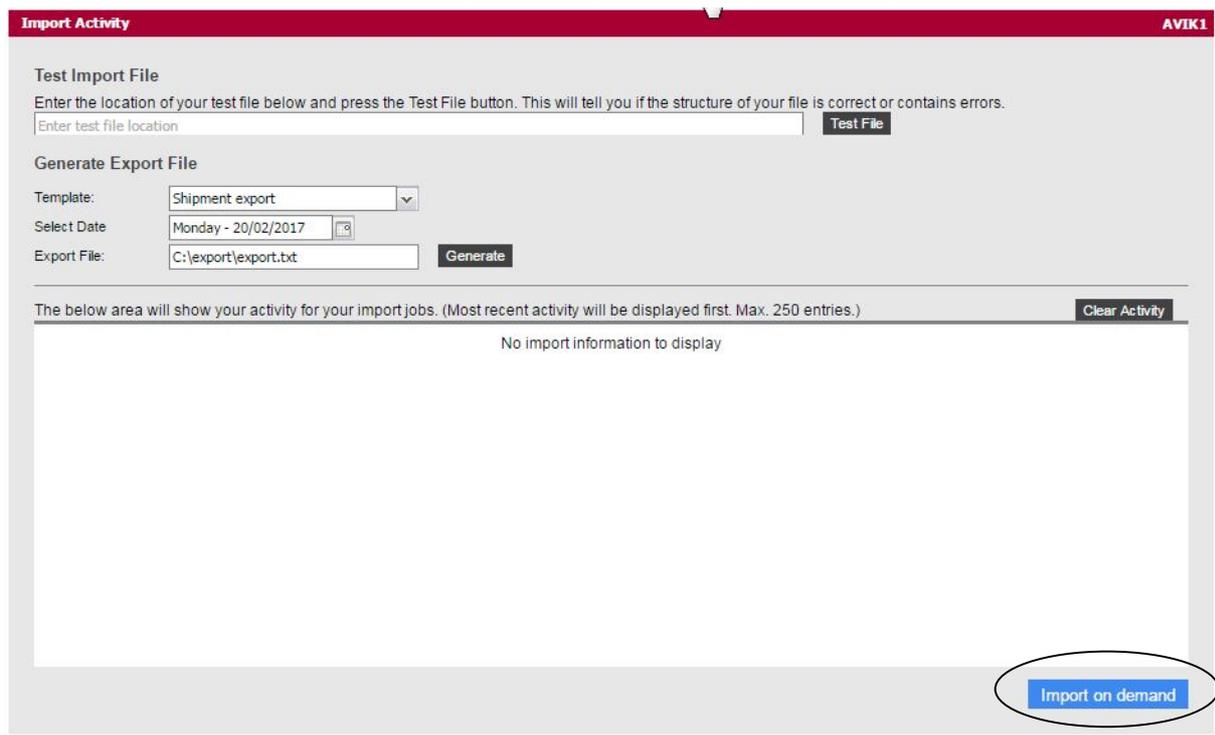


The 10 labels relating to this import will print off automatically as the **Print Label On Import** tick box was selected in the Shipment Import Template.

## Import Your Shipment File (Auto Import NOT Selected)

1. 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:



The screenshot shows the 'Import Activity' interface. At the top, there's a red header with 'Import Activity' on the left and 'AVIK1' on the right. Below the header, there are two main sections: 'Test Import File' and 'Generate Export File'. The 'Test Import File' section has a text input field for 'Enter test file location' and a 'Test File' button. The 'Generate Export File' section has a 'Template:' dropdown menu set to 'Shipment export', a 'Select Date' field set to 'Monday - 20/02/2017', and an 'Export File:' text input field containing 'C:\export\export.txt'. There is a 'Generate' button next to the 'Export File' field. Below these sections, there's a message: 'The below area will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.)' with a 'Clear Activity' button. The main content area is empty, displaying 'No import information to display'. In the bottom right corner, there is a blue button labeled 'Import on demand', which is circled in the screenshot.

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

**Import Activity** AVIK1

**Test Import File**  
 Enter 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.  
 Enter test file location

**Generate Export File**  
 Template:    
 Select Date:    
 Export File:

The below area will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.)

Generating receipt file Shipment Import Ex 2_837628.csv	20/02/17 - 14:42:44
Finished processing file Shipment Import Ex 2.csv (10/10)	20/02/17 - 14:42:44
Successfully uploaded 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

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](#)

**Imports** CYCLESVIK1

File Definition:

Available Fields	Data File Field Order	Translation	Mandatory	
Additional Info	Delivery organisation/name	No Translation		Move Up
Collection on delivery flag (Y/N)	Delivery address line 1 (property/street)	No Translation	Mandato	
Currency Code	Delivery address line 3 (city)	No Translation	Mandato	
Delivery VAT number	Delivery post code	No Translation	Mandato	
Delivery additional information	Delivery country code	No Translation		
Delivery address line 2 (locality)	Delivery contact name	No Translation		Move Down
Delivery address line 4 (county/state)				
Delivery customer ref. 1				
Delivery customer ref. 2				

Import Directory:

Import Extension:

Field Delimiter:

Print Label on Import:

Auto Import:

Header Lines:

Footer Lines:

[Click here to change your Printer settings](#)

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:

**Import Activity** AVIK1

**Test Import File**  
Enter 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.

**Generate Export File**  
Template:   
Select Date:   
Export File:

The below area will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.)

No import information to display

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

**Import Activity** AVIK1

**Test Import File**  
Enter 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.  
Enter test file location

**Generate Export File**  
Template:    
Select Date:    
Export File:

The below area will show your activity for your import jobs. (Most recent activity will be displayed first. Max. 250 entries.)

Generating receipt file Test Import 1_837732.csv	21/02/17 - 13:57:32
Finished processing file Test Import 1.csv (10/10)	21/02/17 - 13:57:32
Successfully uploaded file Test Import 1.csv with job number 837732	21/02/17 - 13:57:32
Processing file Test Import 1.csv	21/02/17 - 13:57:29

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

The screenshot shows the DPD MyDPD Shipping Imports interface. The 'File Definition' dropdown is set to 'Shipment receipt'. The 'Available Fields' list on the left includes: Delivery notification SMS number, Delivery notification email address, Delivery organisation/name, Delivery service code, Delivery total weight (kg), Extended liability flag (Y/N), Extended liability value, Return additional information, Return address line 1 (property/street), and Return address line 2 (property/street). The 'Data File Field Order' list on the right includes: Delivery consignment number, Delivery address line 1 (property/street), Delivery address line 2 (locality), Delivery address line 3 (city), Delivery post code, and Delivery parcel numbers. The 'Export Directory' is set to 'C:\', 'Export Extension' is '.csv', and 'Field Delimiter' is 'Comma (,)'.

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: 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 settings](#)  
Buttons: Cancel, Save

Click on **Save** when details have been entered

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

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
8	1564734750	8 TEST STREET	BIRMINGHAM	B694DA	A AITKIN
9	1564734751	9 TEST STREET	BIRMINGHAM	B694DA	A PATEL
10	1564734752	10 TEST STREET	BIRMINGHAM	B694DA	A ELLIS

*An example of the exported Shipment Receipt File*

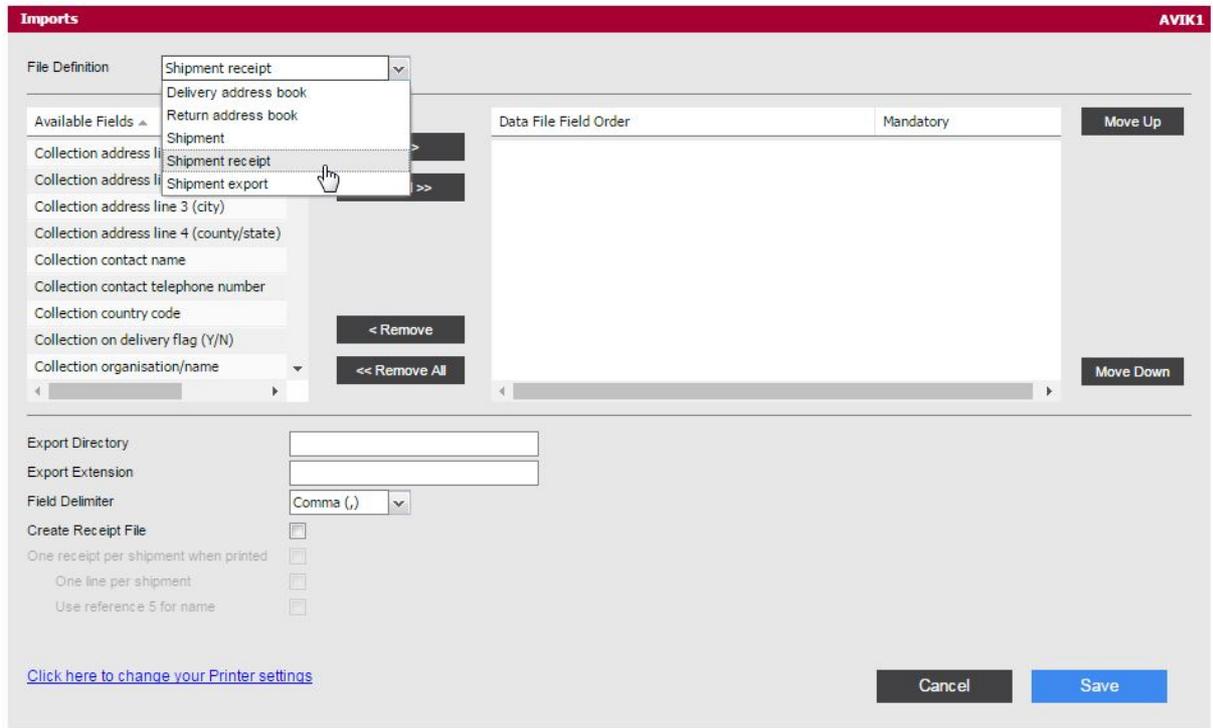
## Exporting Data Files

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

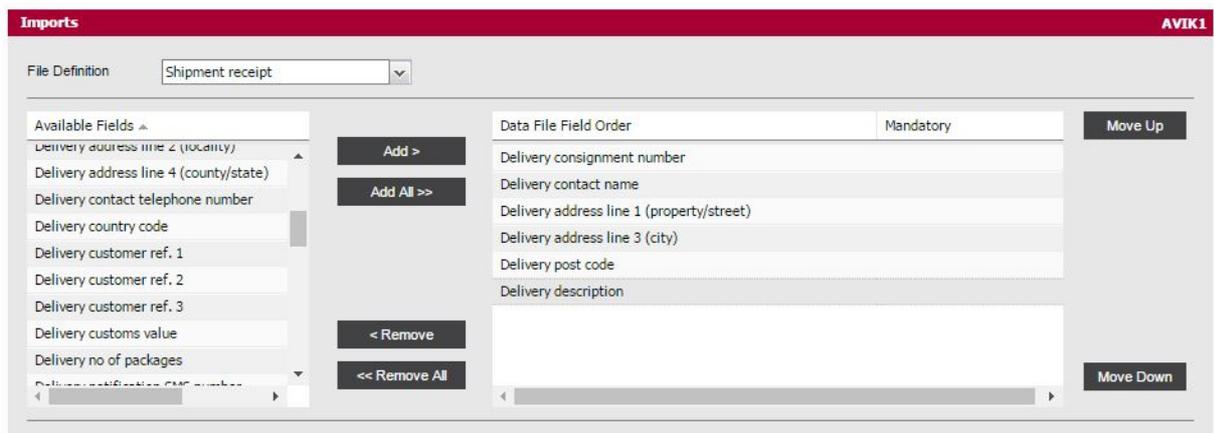
1. Navigate to **MyDPD > Shipping > Imports**

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



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.

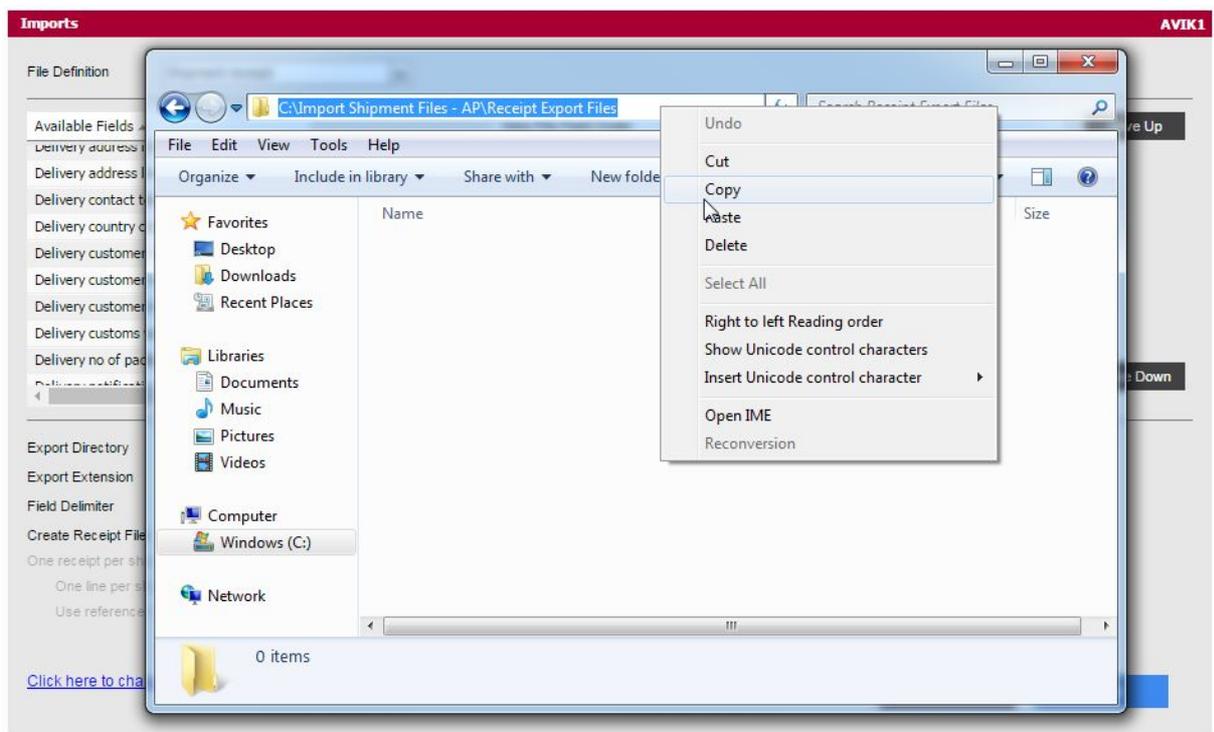
3. From the **Available Fields** section on the left of the screen, select the fields you would like your Shipment Receipt export to contain and in the order you would like them to appear ~ selections can be made by:
  - a. Highlighting the Available Field and clicking **Add >**
  - b. **Add All >>** 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**



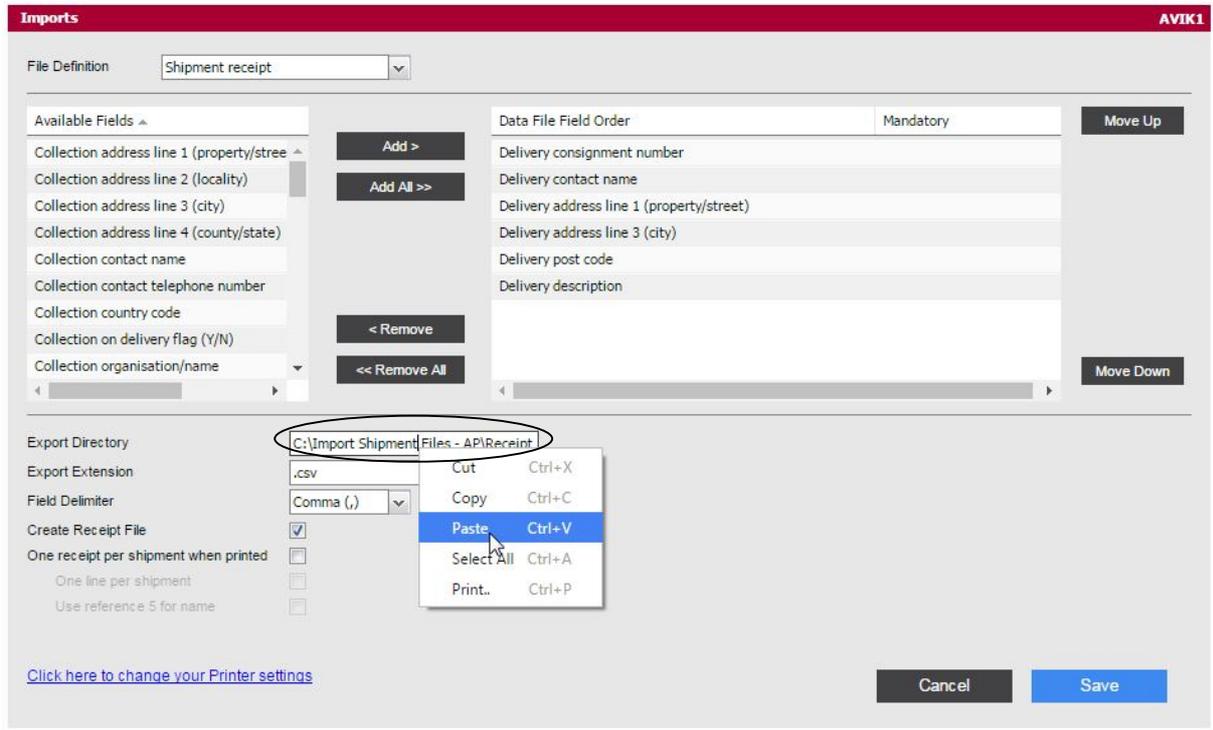
An example of a **Shipment Receipt** Template which has been set up to include *Delivery Consignment Number / Delivery Contact Name / Delivery Address Line 1 / Delivery Address Line 3 / Delivery Post Code / Delivery Description*.

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:



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



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

	A	B	C	D	E	F	G
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.

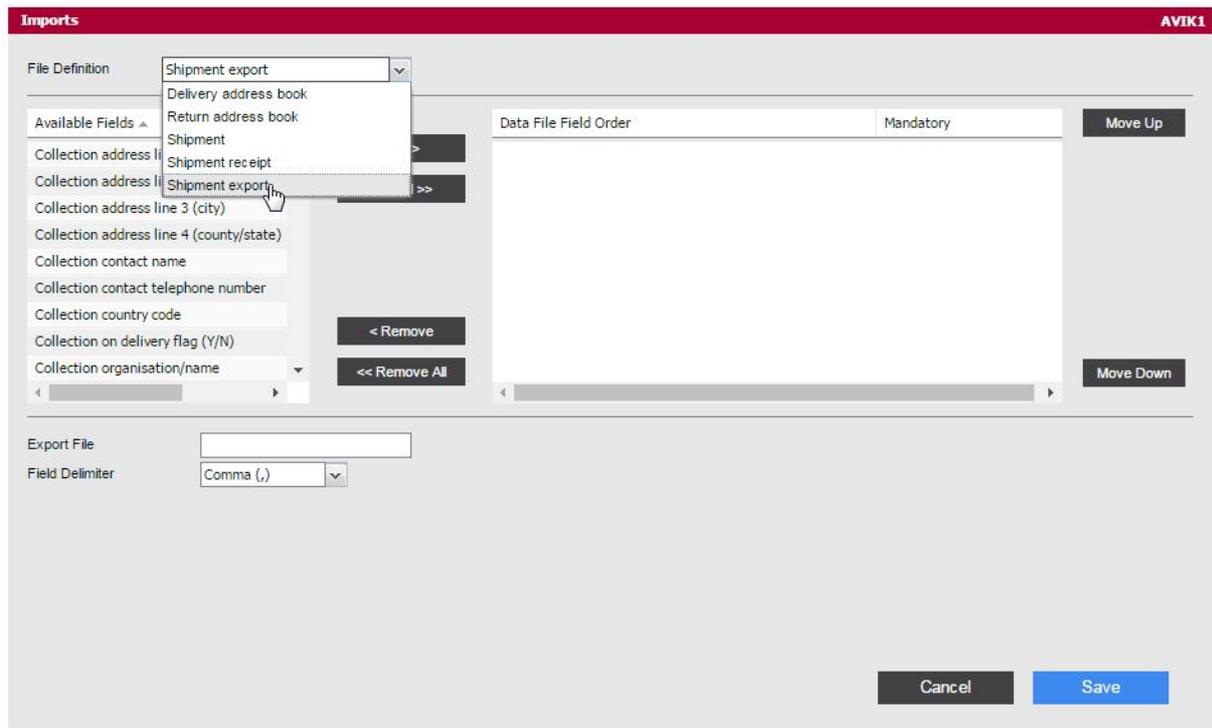
1. If you would like a separate file to be exported for EACH shipment imported, select **Create Shipment File** also select **One receipt per shipment when printed**
2. To create one receipt file per shipment and include only the first parcel details for multiple parcel shipments select **ONE LINE PER 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.

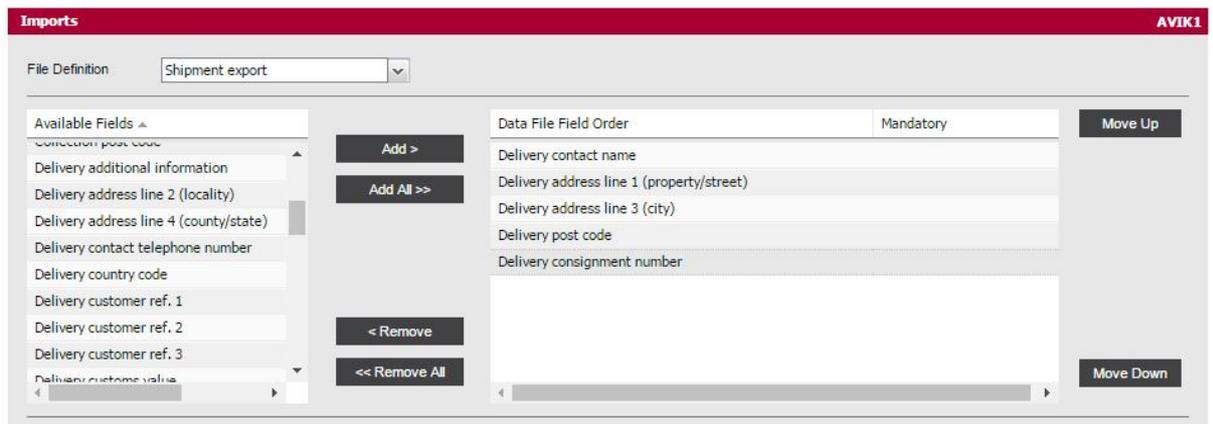
## Setting up Shipment Export

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



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.

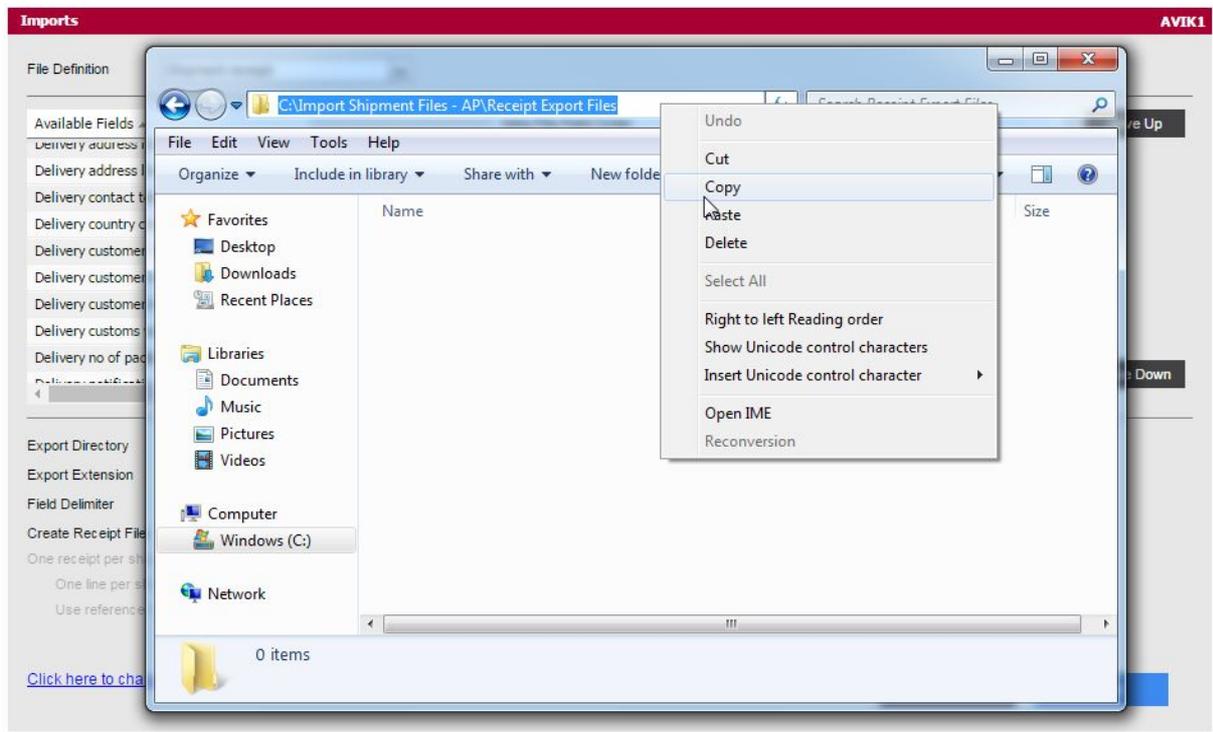
3. From the **Available Fields** section on the left of the screen, select the fields you would like your Shipment Receipt export to contain and in the order you would like them to appear ~ selections can be made by either:
  - a. Highlighting the Available Field and clicking **Add**
  - b. Dragging 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**



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.

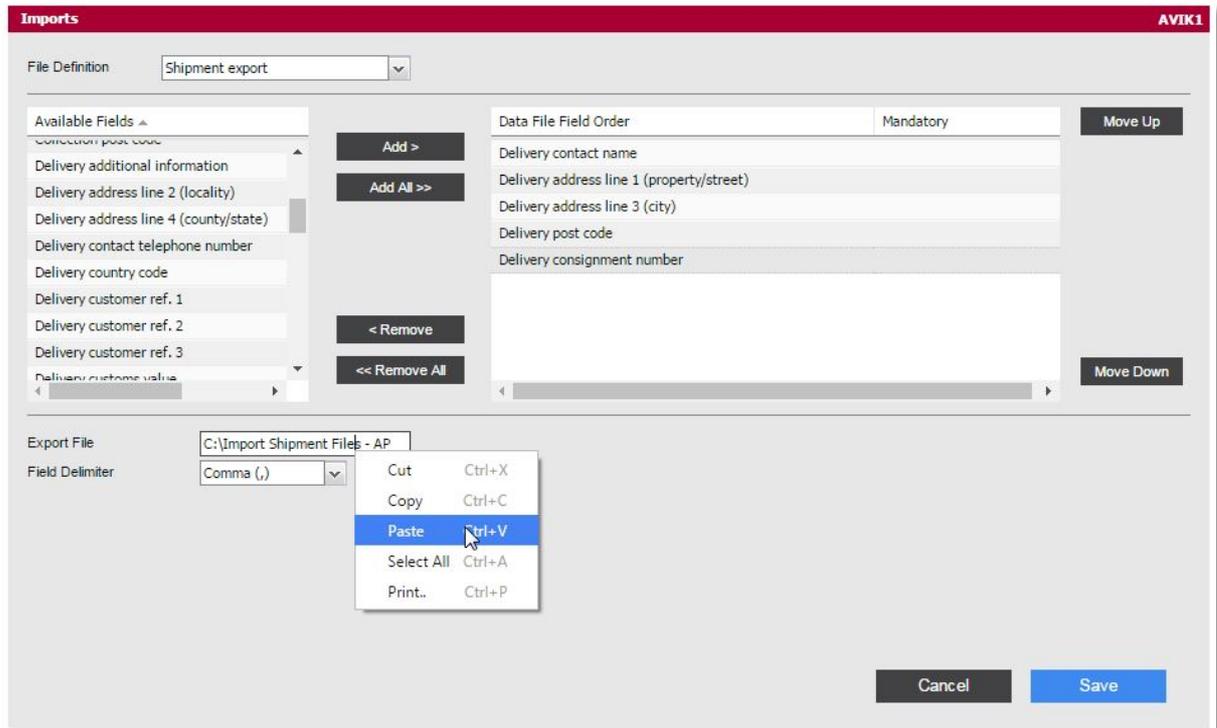
You now need to tell MyDpd where you would like your **Shipment Export** file to be sent on your local system:

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



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**



7. 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:

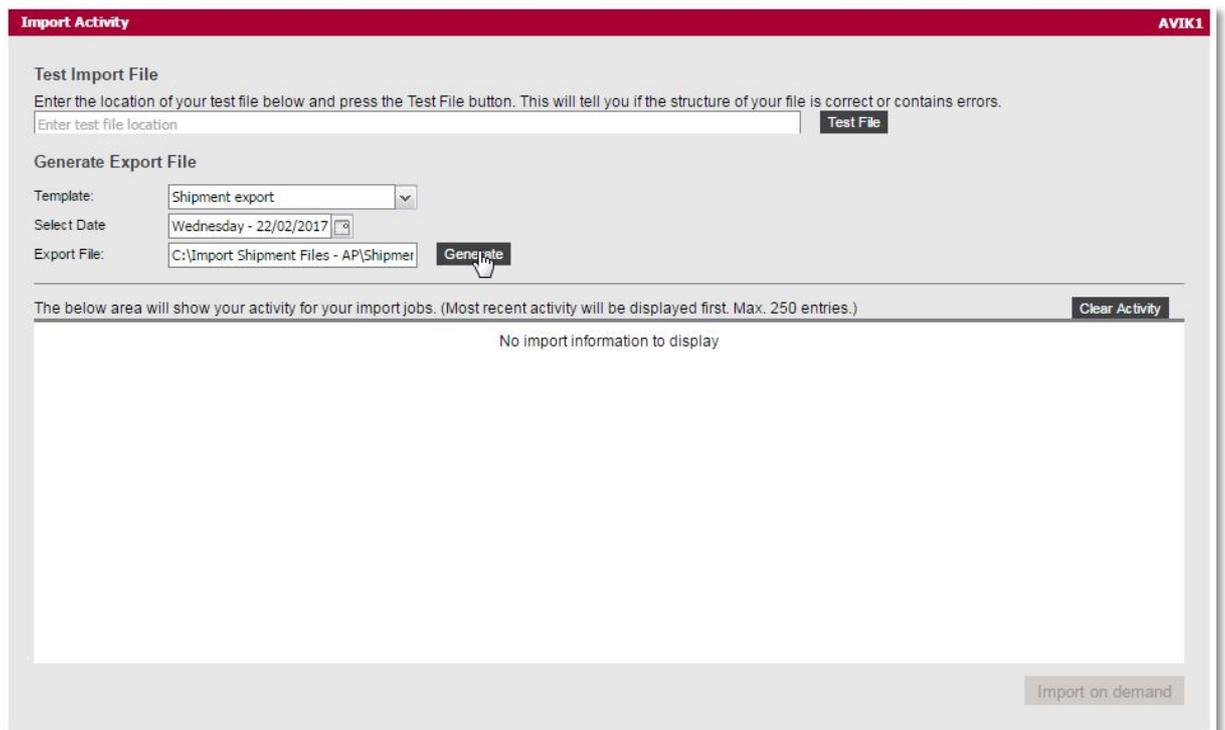
- a. **.csv** or
- b. **.txt**

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**



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.



	A	B	C	D	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

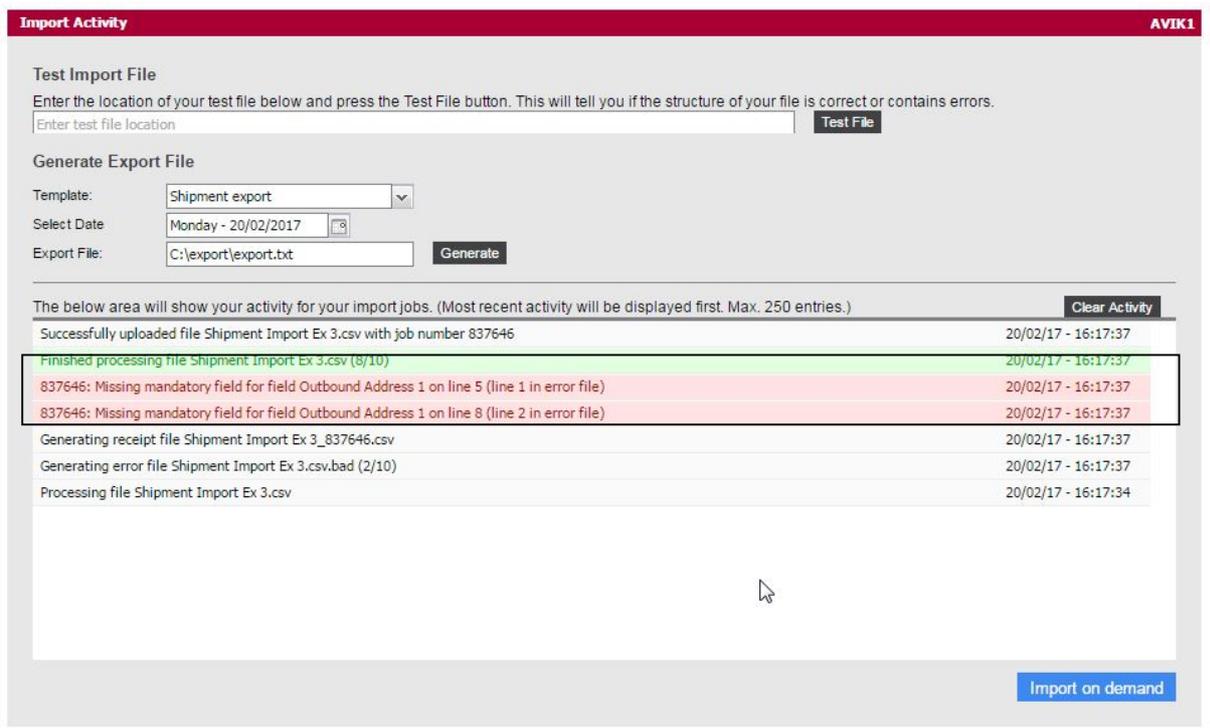
## Import Activity / Failed Imports

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:



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:

	A	B	C	D	E	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	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								
12								

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

This bad data can now be corrected within MyDPD:

1. Navigate to [MyDPD](#) > [Shipping](#) > [Failed Imports](#)

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

Date	Postcode	Reference 1	Failure Reason	Edit
-	-	-	Missing mandatory field for field Outbound postcode	

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** AVIK1

**To proceed, correct the following issue: The postcode/zipcode (outbound) is invalid. See [www.geopostcodes.com](http://www.geopostcodes.com) for valid postcode/zipcode formats.**

Delivery Details		Package Details	
Short Name	<input type="text"/>	Total No of Packages *	<input type="text" value="1"/>
Country *	UNITED KINGDOM	Total Weight (Kg) *	<input type="text" value="1"/>
Postal/Zip Code *	<input type="text"/> <input type="button" value="Find Postcode"/>	Product *	<input type="text"/>
Organisation/Name	TEST COMPANY J	Service *	<input type="text"/>
Address 1 *	10 TESTING ROAD	Shipment Date *	Thursday - 23/02/2017
Address 2	<input type="text"/>	Your Reference 1	<input type="text"/>
City *	BIRMINGHAM	Your Reference 2	<input type="text"/>
County/State	<input type="text"/>	Your Reference 3	<input type="text"/>
Delivery Information (Max. 50)	<input type="text"/>	Collect on Delivery	No

Delivery Contact	
Contact	A ELLIS
Telephone	12345678910
Notification Email <small>Predict</small>	<input type="text"/>
Notification Text <small>Predict</small>	<input type="text"/>

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](http://www.geopostcodes.com) for valid postcode/zip code formats*”

3. Correct the data fields required, this will enable the **Print Now / Print Later** options

Delivery Details		Package Details	
Short Name	<input type="text"/>	Total No of Packages *	<input type="text" value="1"/>
Country *	UNITED KINGDOM	Total Weight (Kg) *	<input type="text" value="1"/>
Postal/Zip Code *	B69 4DA <input type="button" value="Find Postcode"/>	Product *	<input type="text"/>
Organisation/Name	TEST COMPANY J	Service *	<input type="text"/>
Address 1 *	10 TESTING ROAD	Shipment Date *	Thursday - 23/02/2017
Address 2	<input type="text"/>	Your Reference 1	<input type="text"/>
City *	BIRMINGHAM	Your Reference 2	<input type="text"/>
County/State	<input type="text"/>	Your Reference 3	<input type="text"/>
Delivery Information (Max. 50)	<input type="text"/>	Collect on Delivery	No
Delivery Contact			
Contact	A ELLIS		
Telephone	12345678910		
Notification Email <small>Predict</small>	<input type="text"/>		
Notification Text <small>Predict</small>	<input type="text"/>		
<input type="button" value="Clear"/> <input type="button" value="Print Later"/> <input type="button" value="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.

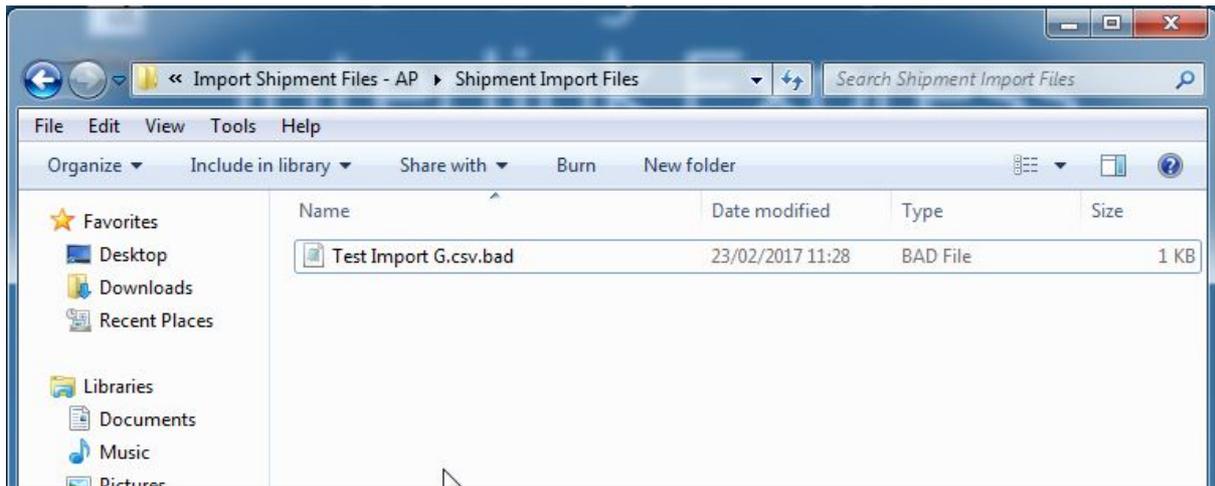
Below is an example of a shipment file to be imported that contains bad data. ~ in Row 10, column D the postcode is missing:

	A	B	C	D	E	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	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								
12								

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

The screenshot shows the 'Import Activity' interface. At the top, there are sections for 'Test Import File' and 'Generate Export File'. Below these, a list of activities is shown. The first activity, 'Generating error file Test Import G.csv.bad (1/10)', is highlighted in red, indicating an error. The error message is: '837969: Missing mandatory field for field Outbound postcode on line 10 (line 1 in error file)'. Other activities include 'Generating receipt file', 'Finished processing file', 'Successfully uploaded file', and 'Processing file'.

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.

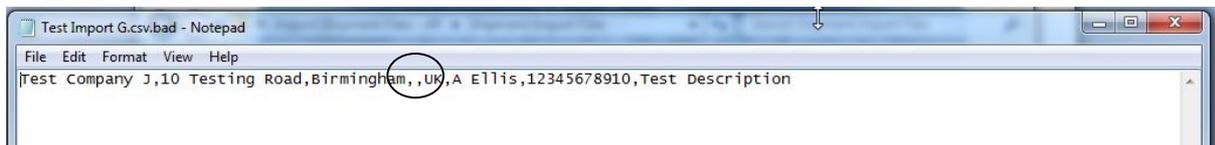


An example of the bad data file that MyDPD will export to your local directory

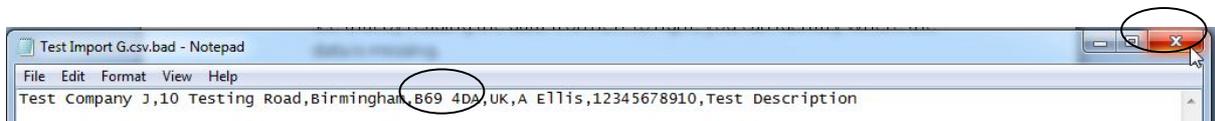
Note – If you wish to discard this record then simply delete the file from your directory.

To correct this data:

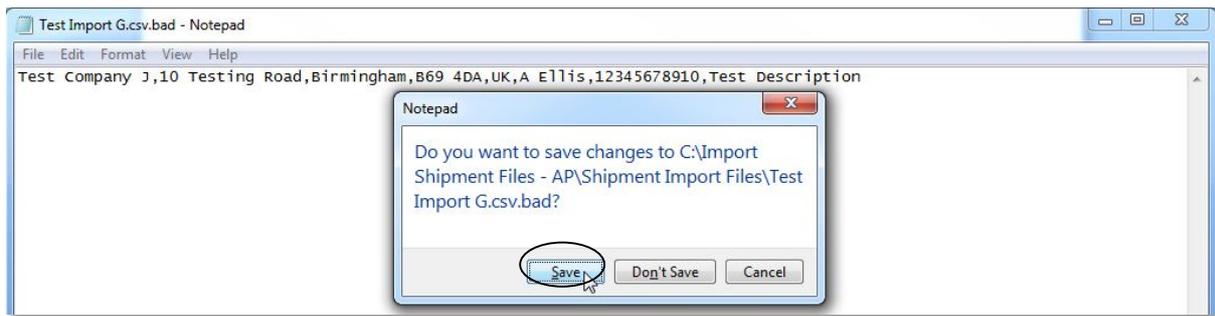
1. Double click the .bad file in your **Import directory** to review the record ~ this will open up as a .txt file ~ An example of the file is shown below and you can see by reading the data from left to right you can identify where the data is missing:



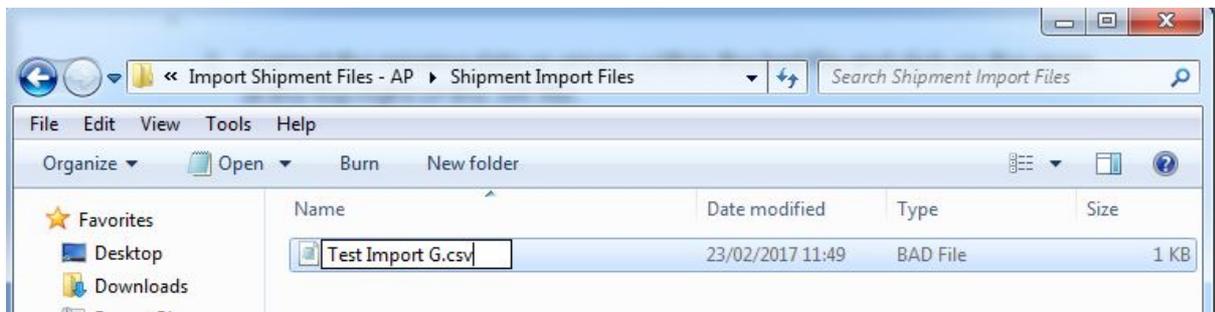
2. Correct the missing data or errors within the bad file and click on the 'X' at the top right of the .txt file



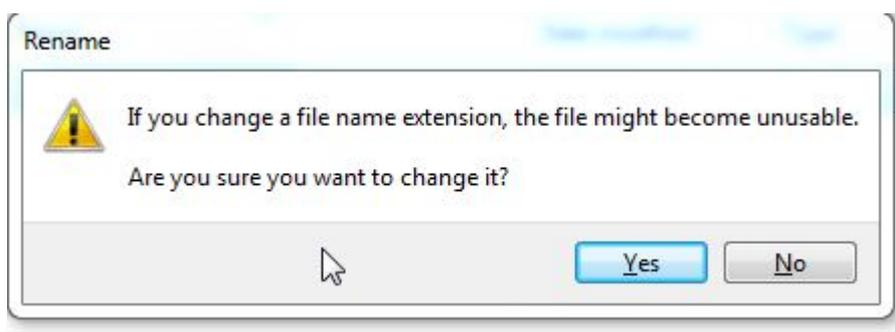
3. A message box will appear asking if you would like to save the amended file ~ Click **Save**



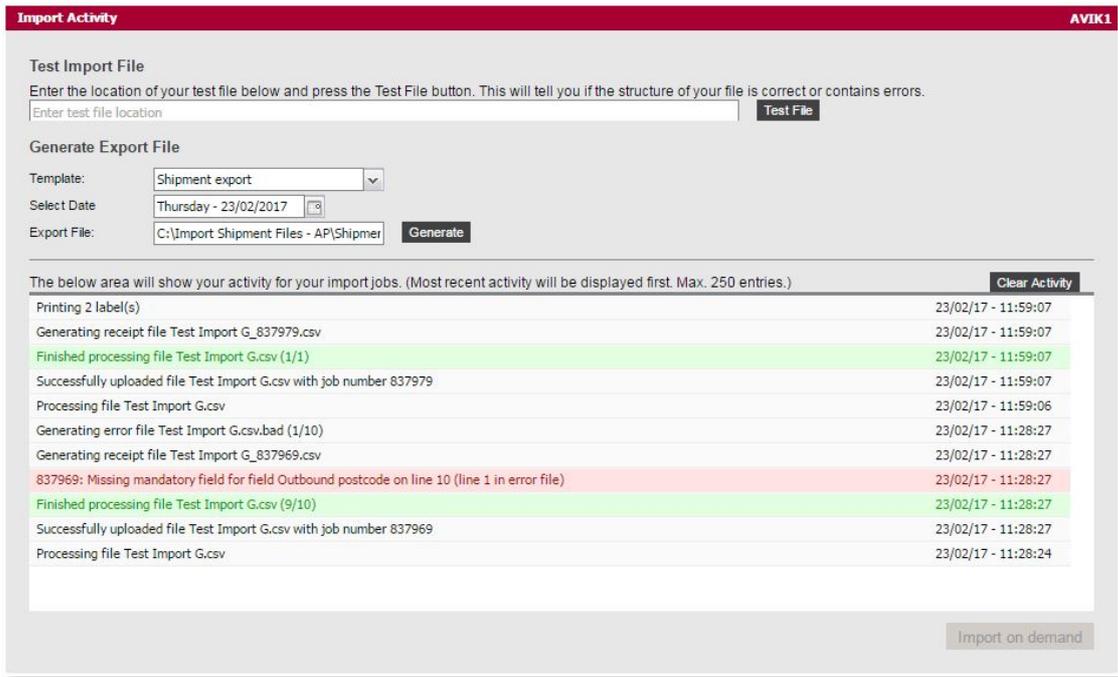
4. The file will now need to be renamed to remove the .bad extension by:
  - a. Rename the file by right clicking on the file and select **Rename** or
  - b. From the file name remove the .bad extension at the end and **Enter**



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



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:



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** from the File Definition drop down menu ~ this will open the Shipment Import Template

The screenshot shows the 'Imports' configuration window in AVIK1. The 'File Definition' dropdown is set to 'Shipment'. The 'Available Fields' list on the left includes 'Delivery organisation/name', 'Delivery address line 1 (property/street)', 'Delivery address line 3 (city)', 'Delivery post code', 'Delivery country code', and 'Delivery contact name'. The 'Data File Field Order' list on the right shows these fields in the same order, with 'No Translation' selected for each and 'Mandatory' status indicated for the first three. The 'Import Directory' is set to 'C:\Import Shipment Files - AP\St', 'Import Extension' to '.csv', 'Field Delimiter' to 'Comma (,)', and 'Product Field Delimiter' to 'Pipe (|)'. The 'Print Label on Import' and 'Auto Import' checkboxes are unchecked. 'Header Lines' and 'Footer Lines' are both set to '0'. The window has 'Cancel' and 'Save' buttons at the bottom right.

3. 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

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

1. 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**

The screenshot shows the MyDPD 'My Account Details' page. The 'Shipping Defaults' section is active, and the 'Scanning Defaults' sub-section is highlighted with a red box. The 'Scanning Defaults' section contains two radio button options: 'Auto Print' and 'Cursor goes straight to Total No of Packages', with the latter being selected. A 'Save' button is located at the bottom right of the form.

DPD (UK) - My Account Details

File View Window Help

dpd

MyDPD Shipping Collections Deliveries Shop Returns Address Book Depot Finder

Welcome My Account Details Reports Diagnostics API

Delivery Search

Account Number: 150672 User Login ID: CYCLESVIK1

Help | Logout

Contact Details

Printing Settings

Collection Defaults

**Shipping Defaults**

Invoice Settings

Use shared address book:  \* Mandatory

Country:  Select a country

Default shipping address book search type:  Short Name

Allow parcels to be shipped on a Saturday / Sunday:

**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

Organisation:

Property:

\* Street:

Locality:

\* Town:

County:

Contact Name:

Contact Number:

Is Default Address:

**International Shipping Defaults**

Product/Service:  Select a Product/Service

Number of Items:

Weight (Kg):

Reference 1 Prefix:

Extended Liability:  Select each time

Extended Liability Value:

Currency:  Pound Sterling (GBP)

Contents Description:

**Dimension (Air services only)**

Weight (Kg):  Length (cm):

Width (cm):  Height (cm):

**Scanning Defaults**

Auto Print:

Cursor goes straight to Total No of Packages:

Save

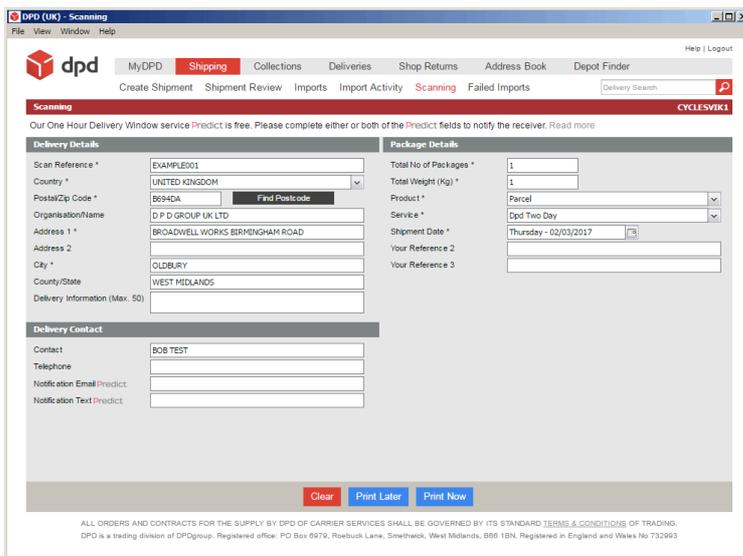
© 2016 DPD. DPD is a trading division of DPDgroup. Registered office: PO BOX 9978, Roebuck Lane, Smeethwick, West Midlands, B96 1BN Registered in England and Wales No. 732983

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



*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.



- 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**

DPD (UK) - Scanning

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

Create Shipment Shipment Review Imports Import Activity **Scanning** Failed Imports Delivery Search

Scanning **CYCLESWIKI**

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

**Delivery Details**

Scan Reference \* EXAMPLE001

Country \* UNITED KINGDOM

Postal/Zip Code \* B694DA Find Postcode

Organisation/Name D P D GROUP UK LTD

Address 1 \* BROADWELL WORKS BIRMINGHAM ROAD

Address 2

City \* OLDBURY

Country/State WEST MIDLANDS

Delivery Information (Max. 50)

**Package Details**

Total No of Packages \* 1

Total Weight (Kg) \* 1

Product \* Parcel

Service \* Dpd Two Day

Shipment Date \* Thursday - 02/03/2017

Your Reference 2

Your Reference 3

**Delivery Contact**

Contact BOB TEST

Telephone

Notification Email Predict

Notification Text Predict

Clear Print Later Print Now

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

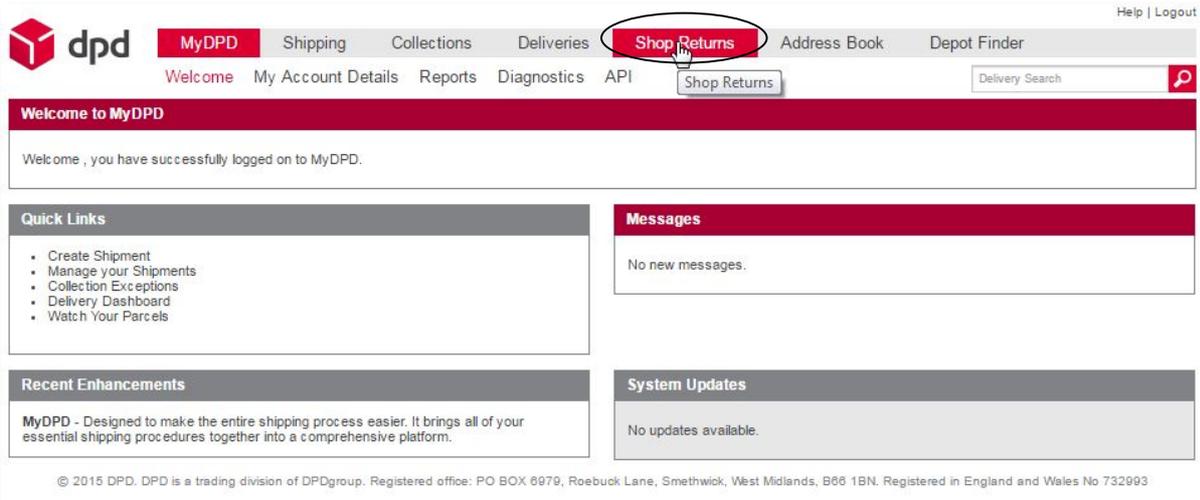
5. The printed / unprinted shipments will now appear in **Shipping > Shipment Review**

## 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**



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

The image shows the 'Create Return' form. At the top, there is a navigation bar with 'Create Return', Search, Dashboard, and Find Shop. A search bar labeled 'Delivery Search' is on the right. The main content area has a red header 'Create Return' and the AVIK1 logo. The form is divided into two columns: 'Return From' and 'Return To'. Each column has a 'Short Name' dropdown menu, a 'Country' dropdown menu (set to 'UNITED KINGDOM'), a 'Postal/Zip Code' input field with a 'Find Postcode' button, and several text input fields for 'Organisation/Name', 'Address 1 \*', 'Address 2', 'City \*', 'County/State', 'Contact', 'Telephone', and 'Email'. The 'Return From' section also has a 'No. of Parcels \*' dropdown menu (set to '1') and 'Return Reference' and 'Total Weight (kgs)\*' input fields. At the bottom, there are three buttons: 'Clear', 'Email Now', and '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	Short Name
Country *	Country
Postal/Zip Code *	Postal/Zip Code *
Organisation/Name	Organisation/Name
Address 1 *	Address 1 *
Address 2	Address 2
City *	City *
County/State	County/State
Contact	
Telephone	
Email	
No. of Parcels *	
Return Reference	
Total Weight (kgs) *	

Clear Email 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.

8. 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	<input type="text"/>	Short Name	<input type="text"/>
Country *	UNITED KINGDOM	Country	UNITED KINGDOM
Postal/Zip Code *	B70 1AA <input type="button" value="Find Postcode"/>	Postal/Zip Code *	B69 4DA <input type="button" value="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	<input type="text"/>	Address 2	<input type="text"/>
City *	BIRMINGHAM	City *	OLDBURY
County/State	<input type="text"/>	County/State	WEST MIDLANDS
Contact	MR TESTER		
Telephone	09876543212		
Email	ATESTER@EXAMPLE.COM		
No. of Parcels *	2		
Return Reference	12345		
Total Weight (kgs) *	3		

*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:

- Clicking **Email Now** will email the consumer (on the email address entered) with the return label/s that they will print out and attach to their parcel/s ~ The consumer will then take their return parcel/s to a DPD Pickup Shop for it to be collected by the driver ~ The print out will give the consumer shop options close to their home address. If you select this option then after clicking **Email Now**, the screen will clear and a message at the top of the screen will state:  
**“Your return has been saved successfully. Your consignment number is \*\*\*\*\* and your return label has been emailed”**



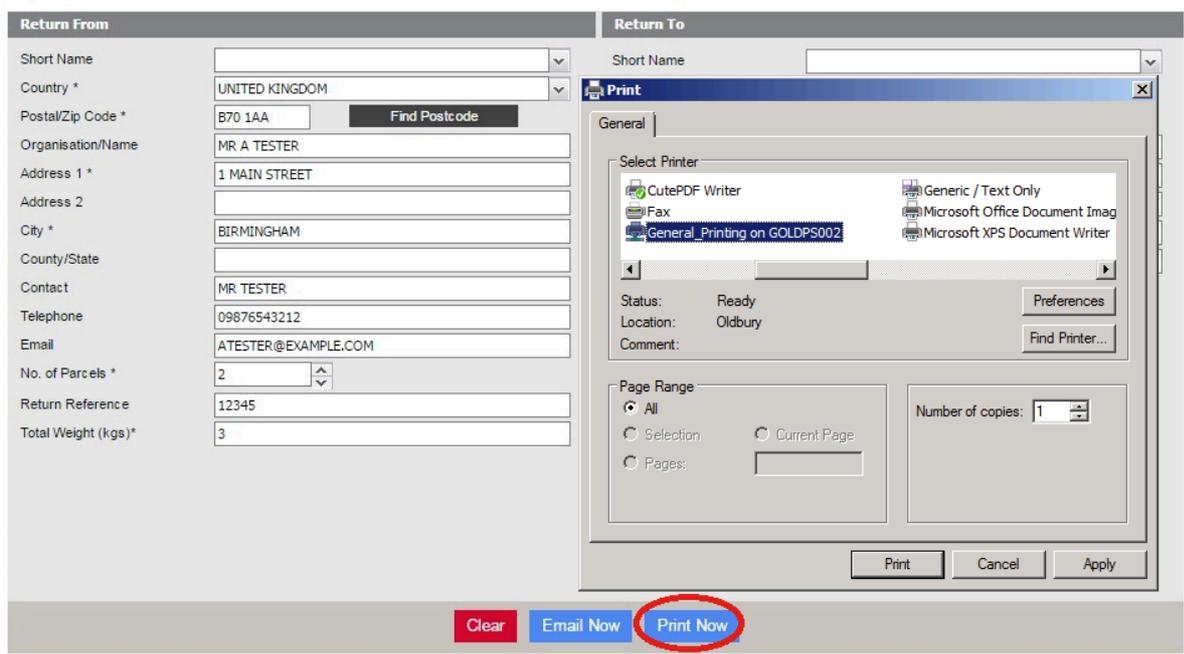
- Clicking **Print Now** will print off the return label/s on your printer for you to place inside the parcel/s so the consumer can attach to their parcel/s should they need to return them.

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

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.

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

**Delivery Search**

Product:  **Delivery Search**

Service:

Exception:

Undelivered:

Delivery Country:

Postcode:

Destination:

Sort By:

Account:

Collection Country:

Range:

Direction:

**Results**

Created Date	Return Reference	Account	Parcel No	Status	From Address	To Address	Email/Print
22/02/2017		131411	1550 1564 734 886 W	Customer data received	Mr A Test,United Kingdom,1 Main Road,Huddersfield	D P D Group Uk Ltd,Broadwell Works Birmingham Road,Oldbury	Email
22/02/2017	12345	131411	1550 1564 734 889 Q	Customer data received	Mr A Tester,United Kingdom,1 Main Street,Birmingham	D P D Group Uk Ltd,Broadwell Works Birmingham Road,Oldbury	Email
22/02/2017	12346	131411	1550 1564 734 870 3	Customer data received	Mr B Test,United Kingdom,2 Test Street,Birmingham	D P D Group Uk Ltd,Broadwell Works Birmingham Road,Oldbury	Print

Results 1 to 3 of 3

*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	1564734988 (1)	D P D Group Uk Ltd, Broadwell Works Birmingham Road, Oldbury, West Midlands, B69 4DA		

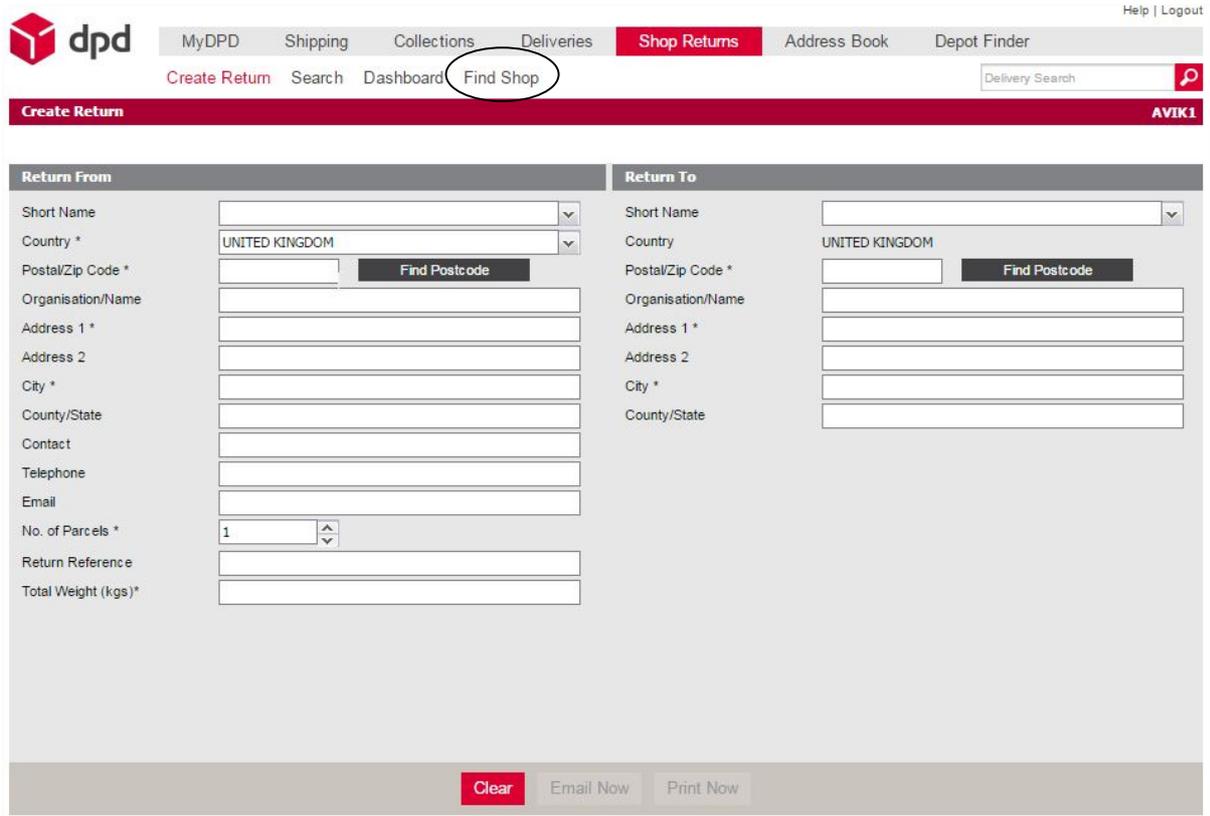
**Available Options**

**Delivery History**

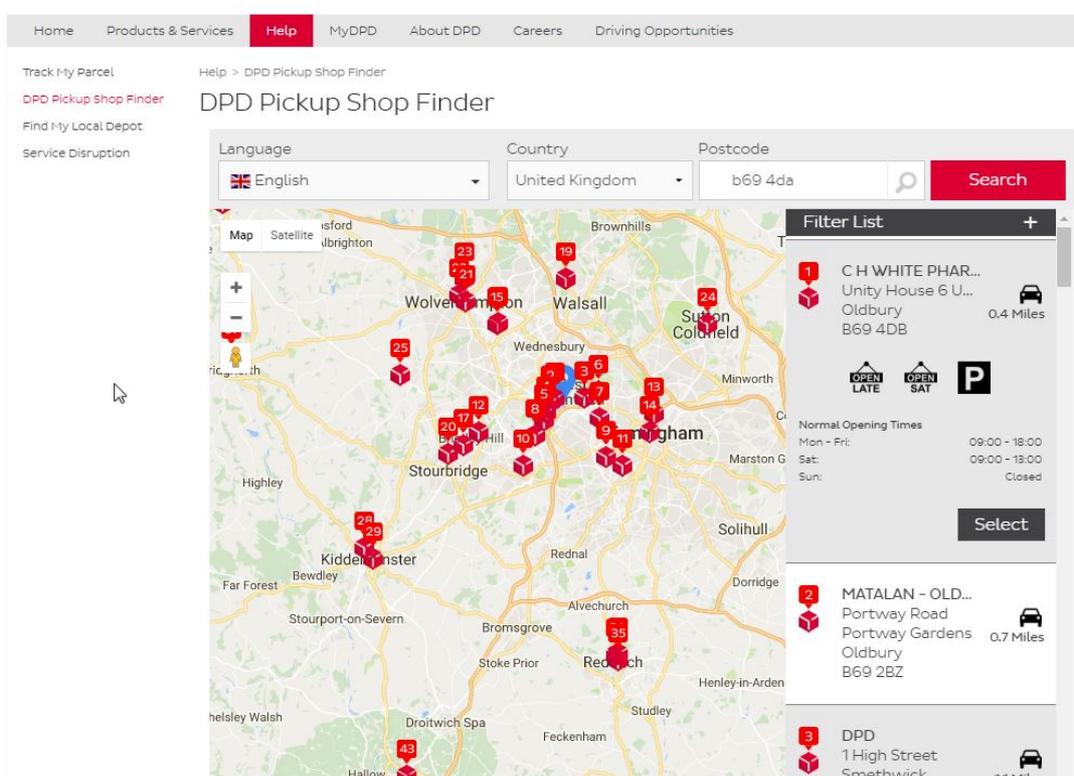
## Find Shop

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**



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 Window service Predict is free. Please complete either or both of the Predict fields to notify the receiver. Read more

Delivery Details		Package Details	
Short Name	<input type="text"/>	Total No of Packages *	<input type="text" value="1"/>
Country *	UNITED KINGDOM	Total Weight (Kg) *	<input type="text" value="1"/>
Postal/Zip Code *	B69 4DA <input type="button" value="Find Postcode"/>	Product *	Parcel
Organisation/Name	D P D GROUP UK LTD	Service *	Dpd Next Day
Address 1 *	BROADWELL WORKS BIRMINGHAM ROAD	Shipment Date *	Tuesday - 14/02/2017
Address 2	<input type="text"/>	Your Reference 1	<input type="text"/>
City *	OLDBURY	Your Reference 2	<input type="text"/>
County/State	WEST MIDLANDS	Your Reference 3	<input type="text"/>
Delivery Information (Max. 50)	<input type="text"/>		

Delivery Contact	
Contact	<input type="text"/>
Telephone	<input type="text"/>
Notification Email Predict	<input type="text"/>
Notification Text Predict	<input type="text"/>

3. 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	DPD1	Total No of Packages *	1
Country *	UNITED KINGDOM	Total Weight (Kg) *	1
Postal/Zip Code *	B69 4DA <span>Find Postcode</span>	Product *	Parcel
Organisation/Name	D P D GROUP UK LTD	Service *	Dpd Next Day
Address 1 *	BROADWELL WORKS BIRMINGHAM ROAD	Shipment Date *	Tuesday - 14/02/2017
Address 2		Your Reference 1	
City *	OLDBURY	Your Reference 2	
County/State	WEST MIDLANDS	Your Reference 3	
Delivery Information (Max. 50)			

Delivery Contact	
Contact	
Telephone	
Notification Email Predict	
Notification Text Predict	
<span>Save To Address Book</span>	

Clear Print 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 <input type="text"/> <span>Search</span> <span>Clear</span>				Short Name *			
Short Name				Country			
Post Code				Postal/Zip Code			
Address Line 1				<span>Find Postcode</span>			
Valid				Organisation/Name			
				Address 1			
				Address 2			
				Town/City			
				County/State			
				Contact			
				Telephone			
				Valid			
				Date Created			
				Address Type			
				Notification Email			
				Notification Text			
				Delivery Information			
				Reference 1			
				Reference 2			
				Reference 3			
				VAT Number			
				Owner			
				Date Updated			
<span>&lt; First</span> <span>&lt; Previous</span> <span>Showing 0 - 0 of 0</span> <span>Next -&gt;</span> <span>Last -&gt;</span>							
<span>Delete All</span> <span>Import</span> <span>New</span>				<span>Delete</span> <span>Save</span>			

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

The screenshot shows a web application interface for managing addresses. It is divided into two main sections: 'Search/Select Address' and 'Edit Address'.

**Search/Select Address:** This section has a search bar with a dropdown menu for 'Short Name', a search input field, and 'Search' and 'Clear' buttons. Below the search bar is a table with columns for 'Short Name', 'Post Code', 'Address Line 1', and 'Valid'. The table is currently empty, showing 'Showing 0 - 0 of 0' records. Navigation buttons for '<- First', '<- Previous', 'Next ->', and 'Last ->' are present. At the bottom of this section are buttons for 'Delete All', 'Import', and 'New'.

**Edit Address:** This section contains the following fields:
 

- Short Name \*: DPD1
- Country: United Kingdom (dropdown)
- Postal/Zip Code: B69 4DA
- Find Postcode button
- Organisation/Name: D P D GROUP UK LTD
- Address 1: BROADWELL WORKS BIRMING
- Address 2: (empty)
- Town/City: OLDBURY
- County/State: WEST MIDLANDS
- Contact: JOHN SMITH
- Telephone: 1234567890
- Address Type: Delivery (dropdown)
- Notification Email: (empty)
- Notification Text: (empty)
- Delivery Information: (empty)
- Reference 1: (empty)
- Reference 2: (empty)
- Reference 3: (empty)
- VAT Number: (empty)
- Valid: (checkbox)
- Owner: (empty)
- Date Created: (empty)
- Date Updated: (empty)

 A blue 'Save' button is circled in the bottom right corner of the 'Edit Address' section.

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

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 *	<input type="text" value="COMPANY B"/>	Address Type	<input type="text"/>
Country	<input type="text"/>	Notification Email	<input type="text"/>
Postal/Zip Code	<input type="text" value="B69 4DA"/>	Notification Text	<input type="text"/>
Organisation/Name	<input type="text"/>	Delivery Information	<input type="text"/>
Address 1	<input type="text" value="2 MAIN STREET"/>	Reference 1	<input type="text"/>
Address 2	<input type="text"/>	Reference 2	<input type="text"/>
Town/City	<input type="text" value="BIRMINGHAM"/>	Reference 3	<input type="text"/>
County/State	<input type="text"/>	VAT Number	<input type="text"/>
Contact	<input type="text" value="B SMITH"/>		
Telephone	<input type="text" value="2345678901"/>		
Valid	Yes	Owner	CYCLESVIK1
Date Created	15-02-2017	Date Updated	

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)

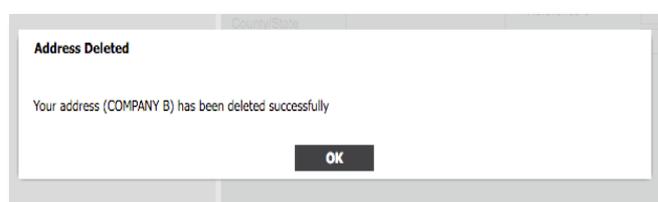
**Search/Select Address**

Search for: Short Name

Short Name	Post Code	Address Line 1	Valid
COMPANY B	B69 4DA	2 MAIN STREET	Yes

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

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



4. 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**

The screenshot shows the 'Imports' section of the MyDPD interface. The 'File Definition' is set to 'Delivery address book'. The 'Available Fields' list on the left includes: Additional information, Address line 2 (locality), Address line 4 (county/state), Contact name, Contact telephone number, Customer ref. 1, Customer ref. 2, Customer ref. 3, and Notification SMS number. The 'Data File Field Order' table on the right lists five mandatory fields: Address ref., Address line 1 (property/street), Address line 3 (city), Post code, and Country code. The 'Field Delimiter' is set to 'Comma (,)'.

Data File Field Order	Mandatory	
Address ref.	Mandatory	Move Up
Address line 1 (property/street)	Mandatory	
Address line 3 (city)	Mandatory	
Post code	Mandatory	
Country code	Mandatory	Move Down

3. 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:

	A	B	C	D	E	F	G	H
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								

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

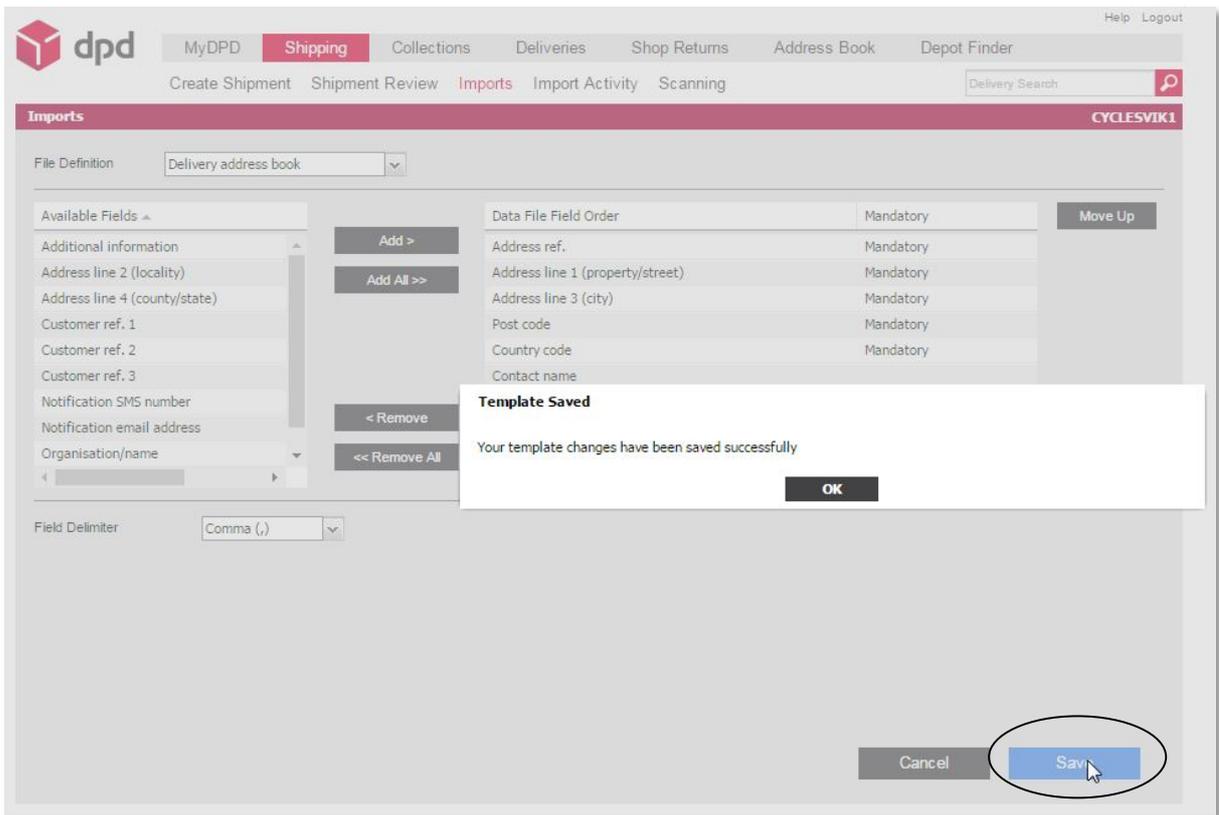
The screenshot shows the DPD web interface for configuring an import file. The 'Imports' section is active, and the file definition is 'Delivery address book'. The 'Available Fields' list on the left includes 'Additional information', 'Address line 2 (locality)', 'Address line 4 (county/state)', 'Customer ref. 1-3', 'Notification SMS number', 'Notification email address', and 'Organisation/name'. The 'Data File Field Order' table on the right lists the following fields and their status:

Data File Field Order	Mandatory	Move Up
Address ref.	Mandatory	
Address line 1 (property/street)	Mandatory	
Address line 3 (city)	Mandatory	
Post code	Mandatory	
Country code	Mandatory	
Contact name	Mandatory	
Contact telephone number		Move Down

The 'Field Delimiter' is set to 'Comma (,)'.

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

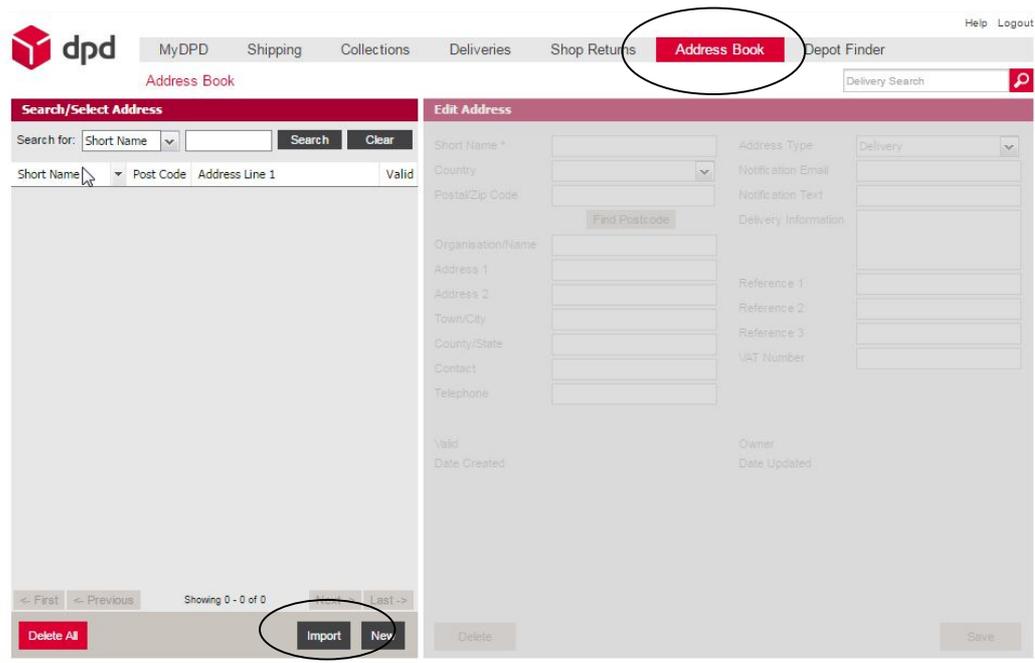
5. When you have set up your Delivery Address Template correctly click **Save** ~ A pop up message box will appear stating “**Template Saved – Your template changes have been saved successfully**”



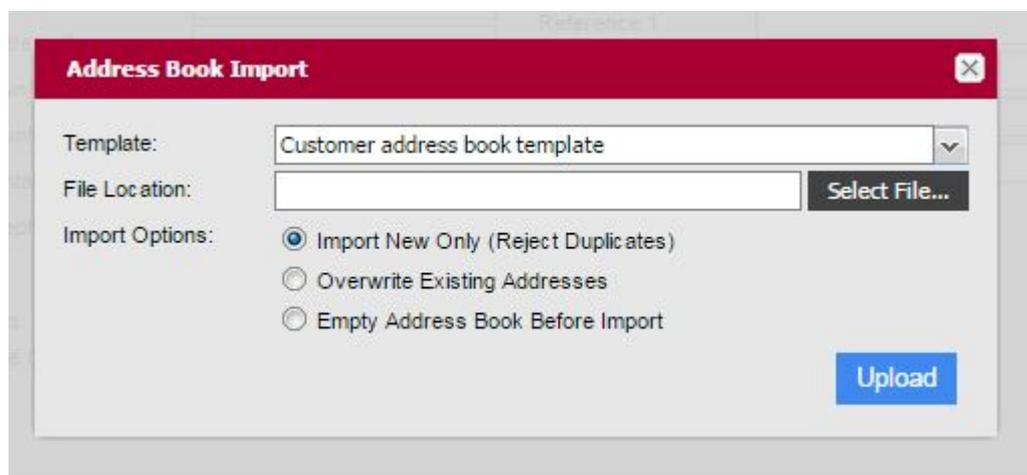
Now that you have correctly and successfully saved your Delivery Address Import template you are ready to import the file from your local system.

## Importing Your Delivery Address Book

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

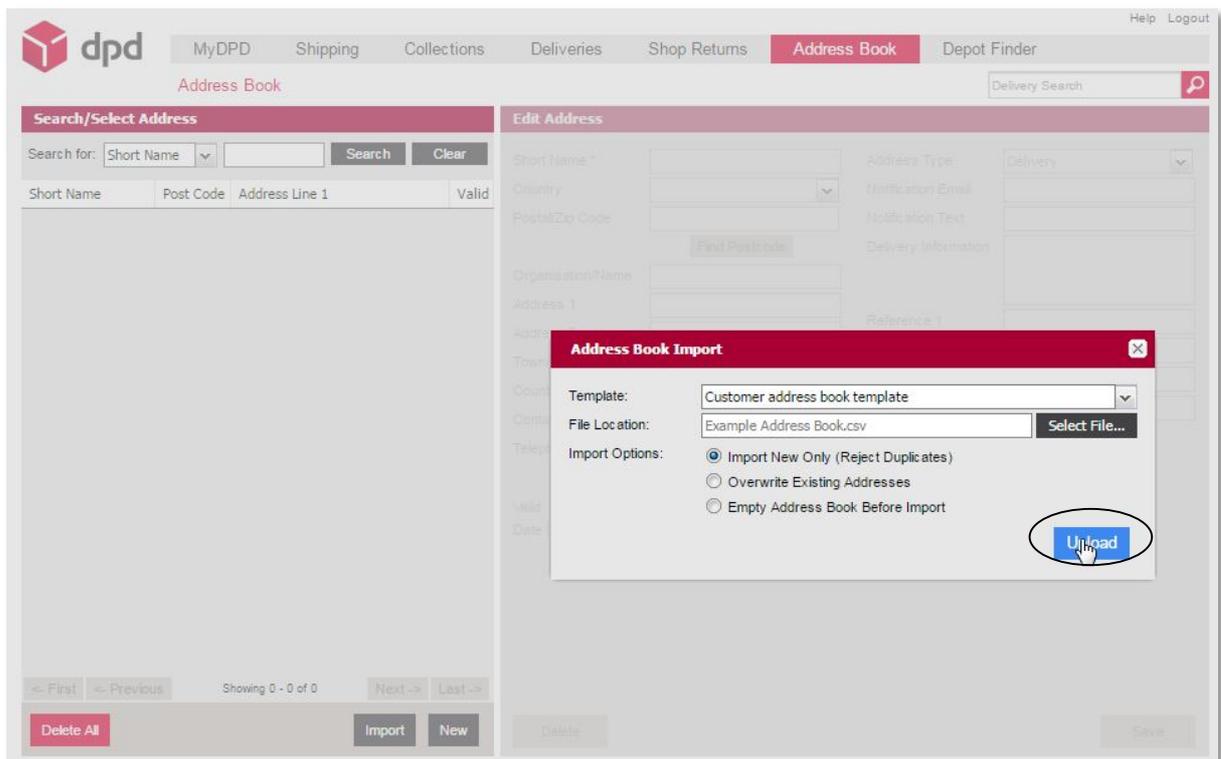


3. An **Address Book Import** pop up window will open ~ specify whether you would like to import a customer address book or return address book ~ Import options on how you would like MyDPD to process the file can be selected



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

## Return address book template from the Template dropdown menu

The screenshot shows the MyDPD Address Book interface. The top navigation bar includes 'MyDPD', 'Shipping', 'Collections', 'Deliveries', 'Shop Returns', 'Address Book' (highlighted), and 'Depot Finder'. A 'Delivery Search' box is on the right. The main area is split into two panels: 'Search/Select Address' and 'Edit Address'.

**Search/Select Address**

Search for: Short Name [dropdown] [input] [Search] [Clear]

Short Name	Post Code	Address Line 1	Valid
COMPANY A	B69 4DA	1 MAIN STREET	Yes
COMPANY B	B69 4DA	2 MAIN STREET	Yes
COMPANY C	B69 4DA	3 MAIN STREET	Yes
COMPANY D	B69 4DA	4 MAIN STREET	Yes
COMPANY E	B69 4DA	5 MAIN STREET	Yes
COMPANY F	B69 4DA	6 MAIN STREET	Yes
COMPANY G	B69 4DA	7 MAIN STREET	Yes
COMPANY H	B69 4DA	8 MAIN STREET	Yes
COMPANY I	B69 4DA	9 MAIN STREET	Yes
COMPANY J	B69 4DA	10 MAIN STREET	Yes
COMPANY K	B69 4DA	11 MAIN STREET	Yes
COMPANY L	B69 4DA	12 MAIN STREET	Yes

< First < Previous Showing 1 - 12 of 12 Next -> Last ->

Delete All Import New

**Edit Address**

Short Name \* [input] Address Type [Delivery] [dropdown]  
Country [United Kingdom] [dropdown] Notification Email [input]  
Postal/Zip Code [input] Notification Text [input]  
[Find Postcode] Delivery Information [input]  
Organisation/Name [input] Reference 1 [input]  
Address 1 [input] Reference 2 [input]  
Address 2 [input] Reference 3 [input]  
Town/City [input] County/State [input]  
Contact [input] VAT Number [input]  
Telephone [input] Valid [input] Owner [input]  
Date Created [input] Date Updated [input]

Delete Save

*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:

- Postcode
  - Organisation
  - Country
  - Address Line 1
  - Address Line 2
  - Town/City
  - 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
  - Click **Search** to display results

# Depot Finder

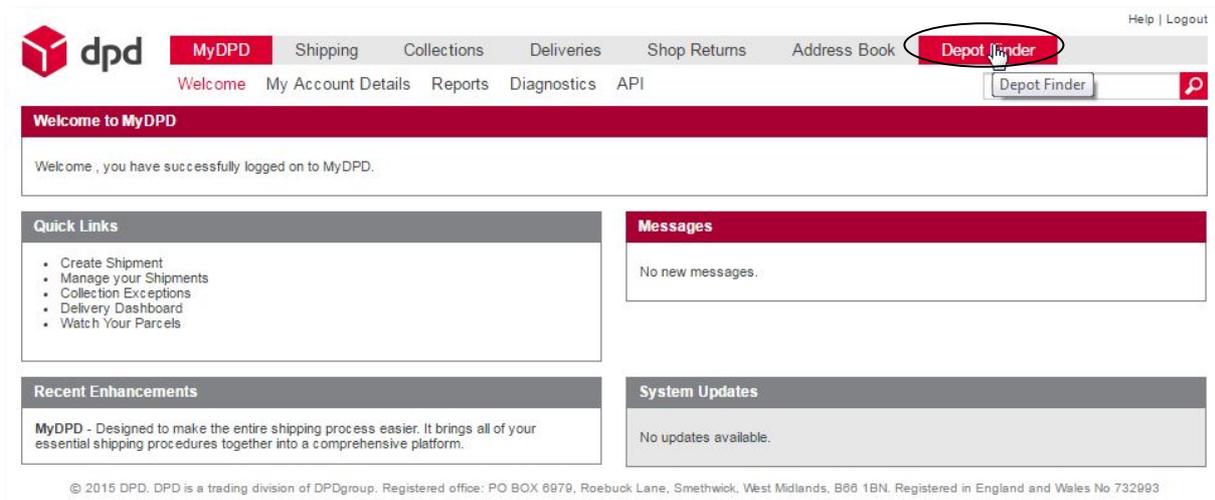
MyDPD has a section built in that allows you to search for Depots or Pickup Shops across the UK, track parcels and check known Service Disruptions.

## 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](#)

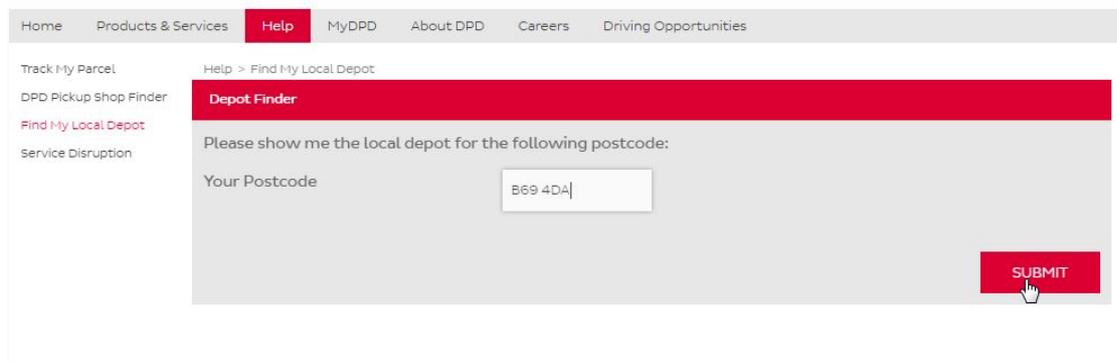


This will open up the Depot Finder screen that has the options to:

- 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**



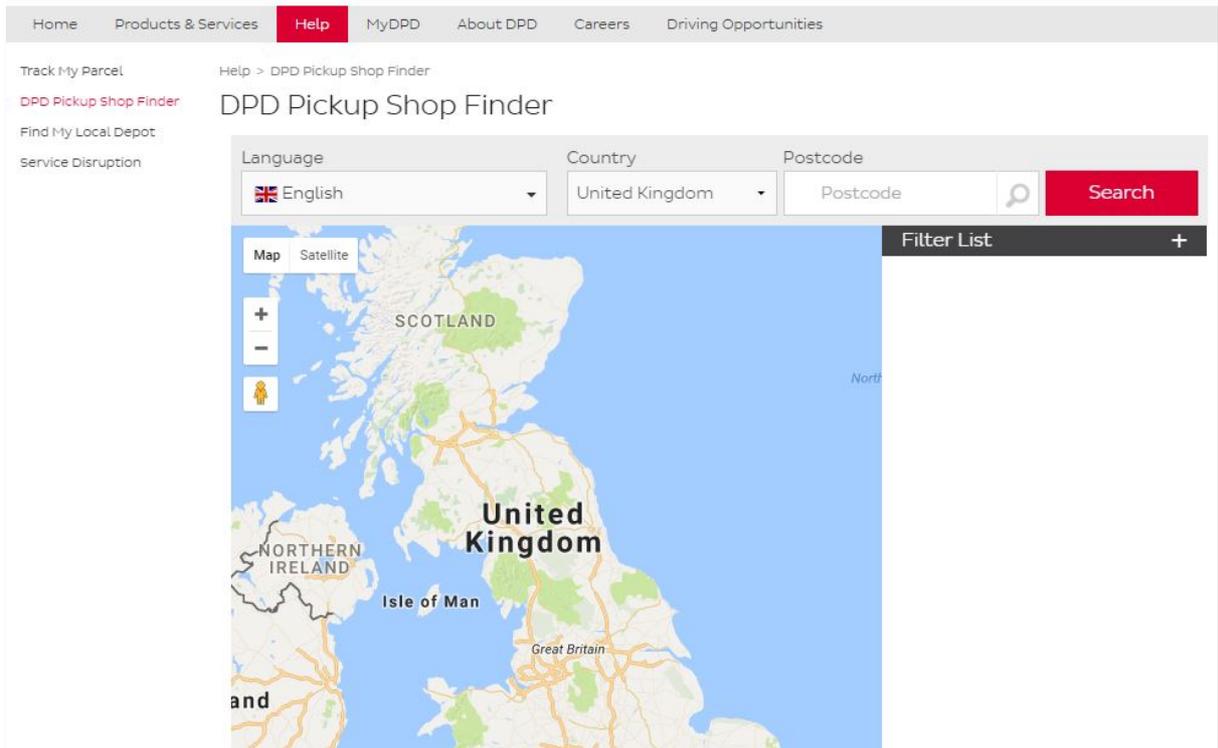
The screenshot shows a web browser interface for the DPD Depot Finder. At the top, there is a navigation menu with links for Home, Products & Services, Help (highlighted in red), MyDPD, About DPD, Careers, and Driving Opportunities. Below the navigation, there is a sidebar with links for Track My Parcel, DPD Pickup Shop Finder, Find My Local Depot (highlighted in red), and Service Disruption. The main content area is titled 'Depot Finder' and contains the text 'Please show me the local depot for the following postcode:'. Below this text is a text input field labeled 'Your Postcode' containing the value 'B69 4DA'. To the right of the input field is a red button labeled 'SUBMIT' with a mouse cursor hovering over it.

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

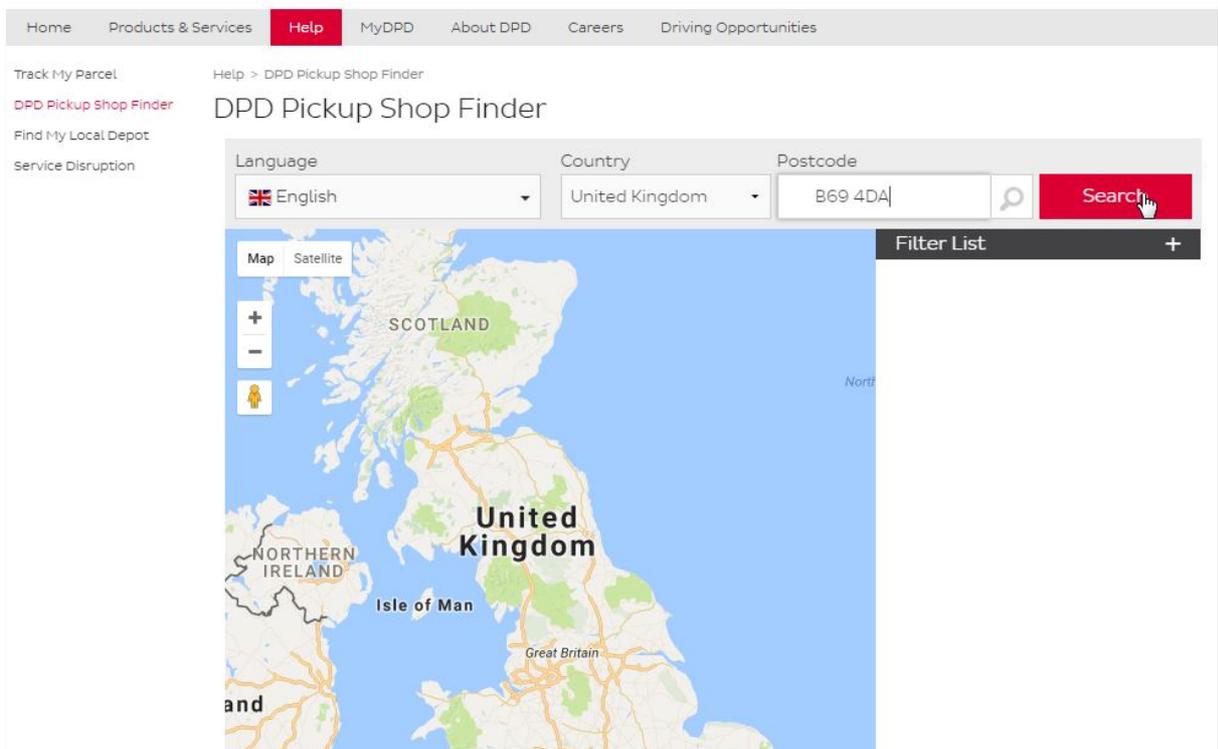
- a. Your local depot.
- b. The depot address.
- c. The depot opening hours.
- d. A map of location and route.
- e. Directions to the depot from the postcode you entered.

## 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:



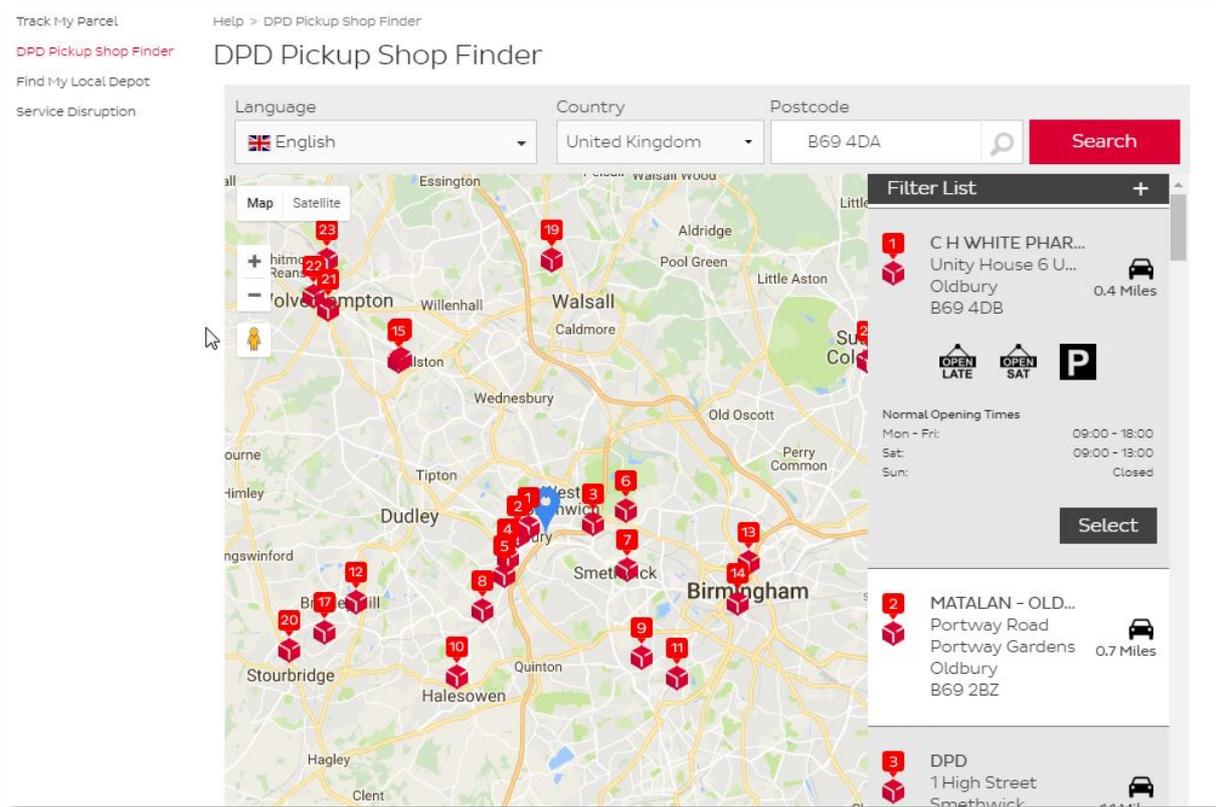
3. Select the **Language** and **Country** from the drop down menus above the UK map and enter a valid postcode into **Postcode** and click **Search**



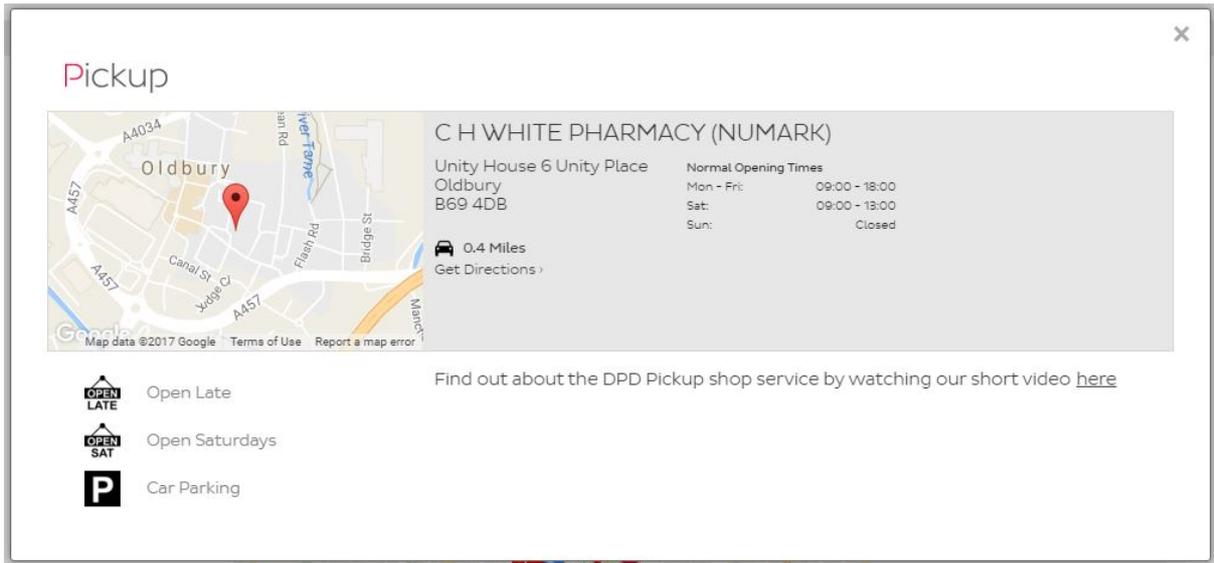
This will search our network of Pickup Shops and return results on a localised map and display as a full list on the right of the screen ~ The

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

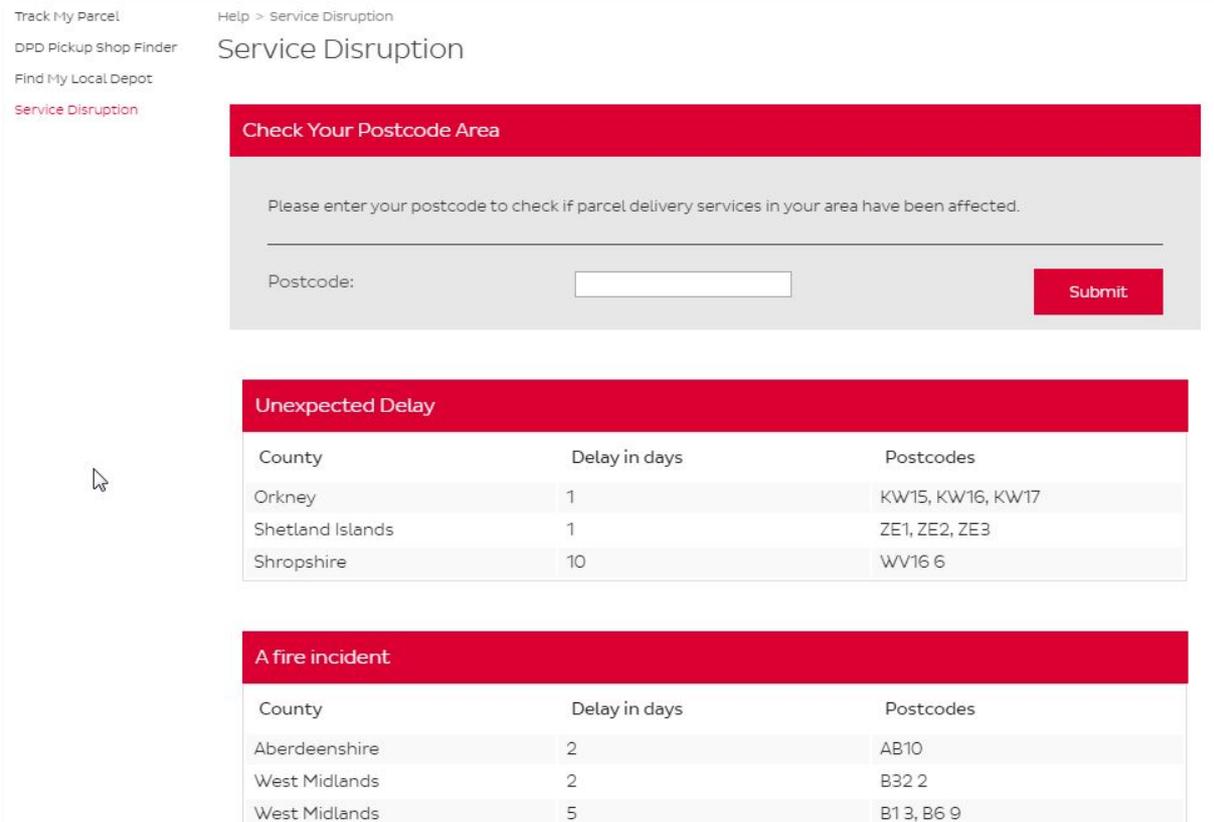


4. Click on **Select** next to a listed business and this will open up a more detailed screen relating to that particular Pickup Shop, as shown below:



## 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.



*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
	<i>Mandatory – Yes / No</i>					
Shipment Date	N	N	N	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	1000000000000000
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	N	10	100
Notification SMS	N	N	N	Y	20	07123456789
Notification Email	N	N	N	Y	50	smith@email.com
Organisation	N	N	N	N	35	DPDGroup

Extended Liability	N	N	N	N	1	Y
Extended Liability Val	N	N	N	N	10	1000
Return VAT No.	N	N	N	N	15	0000000000000000
Return Additional Info	N	N	N	N	50	Leave safe
Return Address Line 1	N	N	Y	N	35	Roebuck Lane
Return Address Line 2	N	N	N	N	35	Smethwick
Return Address Line 3	N	N	Y	N	35	Birmingham
Return Address Line 4	N	N	N	N	35	West Midlands
Return Contact Name	N	N	Y	N	25	Ms Smith
Return Telephone	N	N	Y	N	15	01215002500
Return Country Code	N	N	Y	N	2	GB
Return Customer Ref 1	N	N	Y	N	25	TEST REF1
Return Customer Ref 2	N	N	N	N	25	TEST REF2
Return Customer Ref 3	N	N	N	N	25	TEST REF3
Return Description	N	N	Y	N	20	Item Description
Return No Parcels	N	N	Y	N	3	1
Return Organization	N	N	Y	N	35	Company Name
Return Postcode	N	N	Y	N	8	B69 4DA
Return Service Code	N	N	Y	N	4	12
Return Total Weight	N	N	Y	N	5	15
Shop ID	N	N	N	Y	7	GB12218
Shop Postcode	N	N	N	Y	8	B4 6GA
Shop Country Code	N	N	N	Y	2	GB
Shop Organisation Name	N	N	N	N	35	Doddle- Birmingham Snow Hill
Shop Address Line 1	N	N	N	At least one address field should be specified.	35	Unit 2 One Snow Hill
Shop Address Line 2	N	N	N		35	Snow Hill
Shop Address Line 3	N	N	N		35	Queensway
Shop Address Line 4	N	N	N		35	Birmingham
Shop Compatible	N	N	N	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.

### DPD DOMESTIC SERVICE CODES

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
33	-	EXPRESSPAK	DPD 12
34	-	EXPRESSPAK	DPD 10.30
36	-	EXPRESSPAK	Saturday
37	-	EXPRESSPAK	Saturday 12
38	-	EXPRESSPAK	Saturday 10.30
35	-	EXPRESSPAK	Timed
09	809	EXPRESSPAK	Sunday
23	823	EXPRESSPAK	Sunday 10:30
51	851	EXPRESSPAK	Sunday 12
2 Digit Code	3 Digit Code	Product	Service
41	-	SWAP IT	Two Day
42	-	SWAP IT	Next Day
43	-	SWAP IT	DPD 12
44	-	SWAP IT	DPD 10.30
49	-	SWAP IT	Afternoon
46	-	SWAP IT	Saturday
47	-	SWAP IT	Saturday 12
48	-	SWAP IT	Saturday 10.30
53	-	SWAP IT	Evening
45	-	SWAP IT	Timed

03	803	SWAP IT	Sunday
05	805	SWAP IT	Sunday 10:30
04	804	SWAP IT	Sunday 12
<b>2 Digit Code</b>	<b>3 Digit Code</b>	<b>Product</b>	<b>Service</b>
56	-	REVERSE IT	Two Day
55	-	REVERSE IT	Next Day
<b>2 Digit Code</b>	<b>3 Digit Code</b>	<b>Product</b>	<b>Service</b>
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
<b>2 Digit Code</b>	<b>3 Digit Code</b>	<b>Product</b>	<b>Service</b>
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

2 Digit Code	3 Digit Code	Product	Service
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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
<b>2 Digit Code</b>	<b>3 Digit Code</b>	<b>Product</b>	<b>Service</b>
91	891	SHIP2SHOP	SHIP2SHOP
<b>2 Digit Code</b>	<b>3 Digit Code</b>	<b>Product</b>	<b>Service</b>
57	-	HEMOCALL	Homecall
<b>2 Digit Code</b>	<b>3 Digit Code</b>	<b>Product</b>	<b>Service</b>
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
<b>2 Digit Code</b>	<b>3 Digit Code</b>	<b>Product</b>	<b>Service</b>
31	231	EXPRESSPAK 5	Homecall
32	232	EXPRESSPAK 5	Next Day
33	233	EXPRESSPAK 5	DPD LOCAL 12
28	234	EXPRESSPAK 5	DPD LOCAL 10.30
37	236	EXPRESSPAK 5	Saturday 12
29	238	EXPRESSPAK 5	Saturday 10.30
73	873	EXPRESSPAK 5	Saturday
77	877	EXPRESSPAK 5	Sunday
23	823	EXPRESSPAK 5	Sunday 10:30
51	851	EXPRESSPAK 5	Sunday 12
<b>2 Digit Code</b>	<b>3 Digit Code</b>	<b>Product</b>	<b>Service</b>
67	281	FREIGHT	Homecall
82	282	FREIGHT	Next Day
83	283	FREIGHT	By 12
65	284	FREIGHT	By 10.30
87	286	FREIGHT	Saturday By 12
69	288	FREIGHT	Saturday By 10.30
74	874	FREIGHT	Saturday
78	878	FREIGHT	Sunday
24	824	FREIGHT	Sunday 10:30
45	845	FREIGHT	Sunday 12
<b>2 Digit Code</b>	<b>3 Digit Code</b>	<b>Product</b>	<b>Service</b>
56	-	REVERSE IT	Two Day
55	-	REVERSE IT	Next Day

## DPD LOCAL INTERNATIONAL CODES

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

## 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=8549915792>  
<http://www.dpd.co.uk/service/tracking?parcel=9205360880>  
<http://www.dpd.co.uk/service/tracking?account=1234567&orderNumber=12345>  
<http://www.dpd.co.uk/service/tracking?postcode=b694da&sendersRef=12345>

### DPD LOCAL Tracking Links

<http://www.dpdlocal.co.uk/service/tracking?consignment=8549915792>  
<http://www.dpdlocal.co.uk/service/tracking?parcel=9205360880>  
<http://www.dpdlocal.co.uk/service/tracking?account=1234567&orderNumber=12345>  
<http://www.dpdlocal.co.uk/service/tracking?postcode=b694da&sendersRef=12345>