



DPD Print

DELISprint

Version 6.2.1.0 / 09/2020

| DPD Deutschland GmbH, Großostheim |

Content

1	Basics: structure and processes of parcel label printing	7
1.1	What is DPD Print?.....	7
1.2	Technical environment	7
1.2.1	Software requirements	7
1.2.2	Hardware requirements.....	7
1.2.3	Interfaces.....	8
1.3	Types of installation.....	8
1.4	Order-based operations.....	8
1.5	Changes in order status	9
1.6	Products, options.....	9
2	Working with DPD Print.....	10
2.1	Starting the programme.....	10
2.2	Login window.....	10
2.2.1	Logging in.....	11
2.2.2	The manual	11
2.2.3	System report.....	13
2.2.4	Remote support.....	14
2.3	Order pool.....	18
2.3.1	Menu button	18
2.3.2	Tab and index bar	22
2.3.3	Control button bar.....	23
2.3.4	Processing of orders	23
2.3.5	Parcel label printing.....	25
2.3.6	Close shipping.....	27
2.3.7	Search for order	29
2.3.8	Data import.....	31
2.3.9	Help	33
2.3.10	Active order list.....	34
2.3.11	Status bar in order pool (detailed section for selected orders)	37
2.4	Order creation.....	40
2.4.1	Selection of clients	41
2.4.2	Consignor address	41
2.4.3	Consignee address	45
2.4.4	Products	46
2.4.5	Options	51
2.4.6	Additional information.....	51
2.4.7	References	75
2.4.8	Parcels	75
2.4.9	Action	76
2.4.10	Function keys and key combinations	78

2.5	Shipping close	79
2.5.1	Shipping close administration	79
2.5.2	Close shipping	81
2.5.3	Close shipping reminder	85
2.6	Address administration	89
2.6.1	Selection filter	90
2.6.2	Address data	91
2.6.3	Edit	92
2.6.4	Action buttons	94
2.7	User data and settings	95
2.7.1	User data	96
2.7.2	User role	96
2.7.3	Clients	96
2.7.4	Cost centres	96
2.8	Tools	97
2.8.1	System report	97
2.8.2	Reset local settings	97
2.8.3	Create database backup	97
2.8.4	Install database backup	98
2.9	Support	98
2.9.1	Search for updates	99
2.9.2	Online manual	99
2.9.3	More information on DPD website	99
2.9.4	Remote support	99
3	Installation and administration	101
3.1	Setup: types of installation	101
3.1.1	Installing the programme	101
3.1.2	DPD Print workstation installation	103
3.1.3	DPD Print Server installation	107
3.1.4	Updating	110
3.2	Configuration system settings	110
3.2.1	System configuration	111
3.2.2	Internet	113
3.2.3	Printouts	118
3.2.4	Order	123
3.2.5	Services	127
3.2.6	Miscellaneous	130
3.3	Client administration	131
3.3.1	Client overview	131
3.4	User administration	133
3.4.1	User administration	134
3.4.2	Roles	135
3.4.3	Cost centre	137
3.5	Printer administration	138

3.6	Configure email	139
3.6.1	Details	140
3.6.2	Contents	140
3.7	Application update	141
3.7.1	'Online update' button.....	142
3.7.2	'Manual update' button	144
3.7.3	Import the updates on the next restart of the application.....	145
3.7.4	Importing updates immediately (note: server / clients are rebooted).....	145
3.7.5	'Update' button	146
4	Data import and data export	147
4.1	Data import	147
4.1.1	Import parcels.....	147
4.1.2	Import addresses.....	148
4.1.3	Import structure - orders.....	149
4.1.4	Address import structure	156
4.1.5	Rules	164
4.1.6	Test rule	170
4.1.7	Import service.....	170
4.1.8	Import settings.....	173
4.2	Data export	176
4.2.1	Export addresses in CSV format.....	177
4.2.2	Export orders (CSV format).....	177
4.2.3	Export settings.....	181
4.2.4	Reset local settings	183
5	List of illustrations	183
6	Field list for the import of orders.....	189
6.1	Standard fields.....	189
6.2	Delivery address	192
6.3	Department delivery	193
6.4	Export data	193
6.5	Higher insurance, IDCheck, time-specific delivery	195
6.6	Cash on delivery	195
6.7	ParcelShop delivery.....	195
6.8	Notification.....	196
6.9	Hazardous goods	198
7	Field list for the import of addresses	200

Changes from the previous version

Datum	Version	Autor	Status *Entwurf veröffentlicht, freigegeben, zurückgestellt	Änderung
05.05.2014	Version 6.0.5.0	Vanessa Reubold		Chapters 3.1, 3.2.5 and 6.1 were updated
21.10.2015	Version 6.1.0.0	Vanessa Reubold		New Layout (DPD Logo)
29.09.2017	Version 6.1.1.0	Vanessa Reubold		New product DPD Food
20.03.2019	Version 6.2.0.0	Vanessa Perez		Software requirements
28.01.2020	Version 6.2.0.3	Janine Calo		Adjustment software requirements

Beteiligte

Name	Organisation	Funktion	Kontakt

1 Basics: structure and processes of parcel label printing

1.1 What is DPD Print?

Our parcel label printing programme DPD Print has been developed in order to simplify the process of parcel shipping with DPD, and to enable you as the customer to create DPD parcel labels quickly and conveniently.

1.2 Technical environment

So that DPD Print can be installed on your system and put into operation without difficulty, certain system requirements have to be met in terms of software and hardware. These are described below.

1.2.1 Software requirements

Please make sure that one of the following operating systems, including all the official service packs, is installed in your system:

- **Microsoft Windows 8**
- **Microsoft Windows 10**

1.2.2 Hardware requirements

In terms of hardware in the following requirements must be met:

- **Single installation / server installation**
 - Screen resolution: minimal 1024×768 Pixel
 - 700 MB free hard disc storage for the installation
 - 3 GB free hard disc storage for the current operation
 - 2 GB working memory (minimal)
 - CPU: 2.0 Gigahertz / single core processor (minimal)

- **Network installation**
 - Screen resolution: minimal 1024×768 Pixel

- 250 MB free hard disc storage for the installation
- 3 GB free hard disc storage for the current operation
- 1 GB working memory (minimal)

1.2.3 Interfaces

■ **Printer**

Laser printer and thermo label printer (see also the information to the printer in the DPD parcel label specification V1.7)

■ **Internet**

Internet directly or over proxy server

■ **Network**

Connection to other DPD Print network server (local)

1.3 Types of installation

Different types of installation are required for the various applications of DPD Print. Everything is possible, from use on a small scale with a single workstation installation to complex networked systems which work with a single database.

In the case of a single workstation installation, the data and the programme are installed on a PC and access from outside to the database is not possible.

In the case of a network installation, the database is installed on a server. An unlimited number of client installations can work with this server installation. In the process the data is always saved on the server only. It can also be defined if the server is to operate as a normal application, or as a service in the background.



More detailed instructions on installing the various options are available in chapter 3.1.

1.4 Order-based operations

DPD Print works on the basis of order-based operations. This means that an order has to be created for every parcel which is to be shipped. In addition to information about the consignor and consignee, an order contains all the product-relevant data.

Within a single order several parcels can be sent to the same address with the same product/option variants. In this way the recording of a shipment with several parcels is simplified. All the master data needs to be recorded only once. The order brackets enable all the parcel labels for an order to be printed out as a batch, and also to be transmitted to the DPD backend.

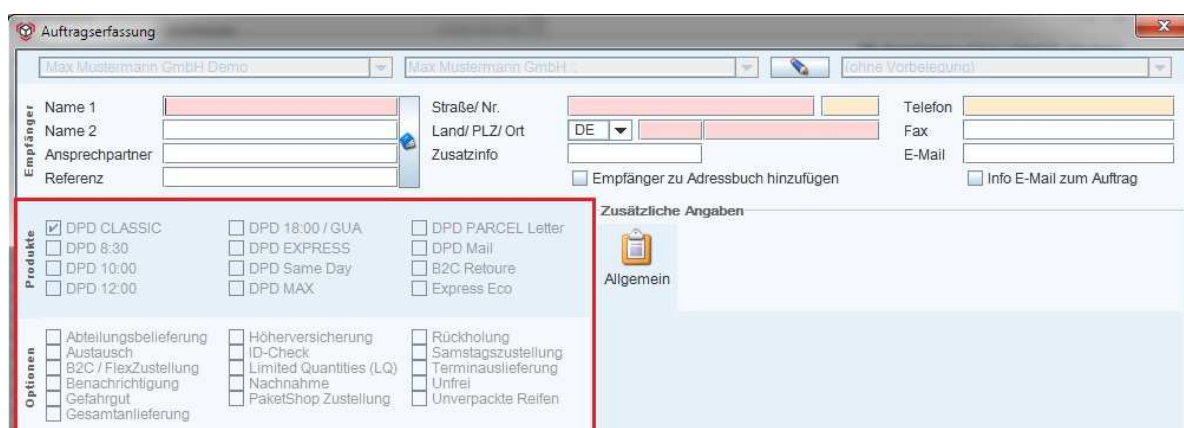
1.5 Changes in order status

An order can take on a series of different statuses. When it is created it first has the status 'Open' if not all data is entered or the data is invalid. After all the data which is relevant for printing the order has been entered correctly, the next status is 'Checked'. In this way it can be seen at one glance for which orders the data still needs correction or further entries.

Only checked orders can be printed. After successful printing the order receives the status 'Printed'. From this status onwards it is no longer possible to change the order data. The order can only be opened for the purpose of viewing the data. The final status which an order can reach is the status 'Archived'. This status is achieved when a shipping close is implemented.

1.6 Products, options

When an order is recorded the type of shipping is defined by the products and options which are entered. It depends on the configuration of your system which products and options you can select in DPD Print. The products and options which are available depends on the configuration of your client.



The screenshot shows the 'Auftragserfassung' window. The 'Produkte' section is highlighted with a red box. It contains the following options:

- ☒ DPD CLASSIC
- ☐ DPD 8:30
- ☐ DPD 10:00
- ☐ DPD 12:00
- ☐ DPD 18:00 / GUA
- ☐ DPD EXPRESS
- ☐ DPD Same Day
- ☐ DPD MAX
- ☐ DPD PARCEL Letter
- ☐ DPD Mail
- ☐ B2C Retourne
- ☐ Express Eco

The 'Optionen' section contains the following options:

- ☐ Abteilungsbeförderung
- ☐ Austausch
- ☐ B2C / Flexzustellung
- ☐ Benachrichtigung
- ☐ Gefahrgut
- ☐ Gesamtanlieferung
- ☐ Höherversicherung
- ☐ ID-Check
- ☐ Limited Quantities (LQ)
- ☐ Nachnahme
- ☐ PaketShop Zustellung
- ☐ Rückholung
- ☐ Samstagszustellung
- ☐ Terminauslieferung
- ☐ Unfrei
- ☐ Unverpackte Reifen

The 'Zusätzliche Angaben' section is on the right, with a tab labeled 'Allgemein'.

Fig. 1 - View of the Products and Options section

In general it is mandatory that exactly one product has to be selected in an order. The options can then be booked in addition to the product.



The programme only offers you valid combinations of product and options.

2 Working with DPD Print

2.1 Starting the programme

You start the programme with a double-click on the programme symbol.



Fig. 2 - DPD Print start-up screen

While the connection to the database is initialised and the user interface is loaded, the start-up screen appears and displays continuous information on the loading process.

2.2 Login window

The login window serves the purpose of logging in and authorising the user for DPD Print (see chapter 2.2.1). In addition a number of supplementary resources and Remote support functions which are used for the programme administration and the correction of possible errors are provided (please see chapter 2.2.4).

2.2.1 Logging in

After the startup screen the login window appears. Here users who wish to log into DPD Print have to enter their access data.



Fig. 3 - Login window

From the list you select the user name which has been registered for you and then enter your password, making sure you use the correct capital letters and lower-case letters.

After logging in, users automatically access the order pool in DPD Print.



If you don't find your user-ID in the dropdown menu you should contact your local administrator (who can register you as a user in accordance with your tasks).



*Further functions of the login window are described in chapter 2.2 ff.
You will find further details on the user settings in chapter 3.4.*

2.2.2 The manual

You will find the complete documentation together with tips and tricks relating to your DPD Print software, arranged clearly in terms of topics and tasks, here in the DPD Print Manual.

The manual can be accessed via the programme's 'Help' function, and as an entry in your start menu. When the manual is accessed via one of the above options, in order to display the document the Sumatra PDF viewer, which is also supplied, is also accessed and provides further functions.

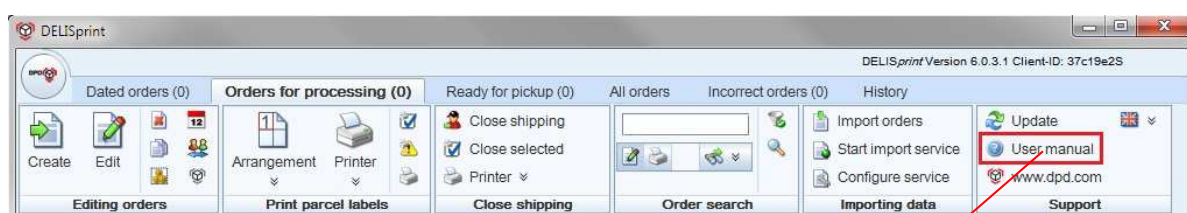


Fig. 4 - Help function DPD Print



Fig. 5 - Viewing the manual via the Sumatra PDF viewer

2.2.3 System report

In the event of problems with the DPD Print software the 'System report' button creates a PDF file which can be sent to a member of the DPD staff or your local administrator. The information that is provided makes a faster analysis of the error possible. The installation report contains a detailed, user-related overview of the connected clients and number cycles, available product types and options as well as all the settings, for example for reminders, print and printer, server etc., as well as the current status of the system.

After you have selected "System report" by mouse click, you then have to specify the location on your local computer where the system report is to be generated and saved:

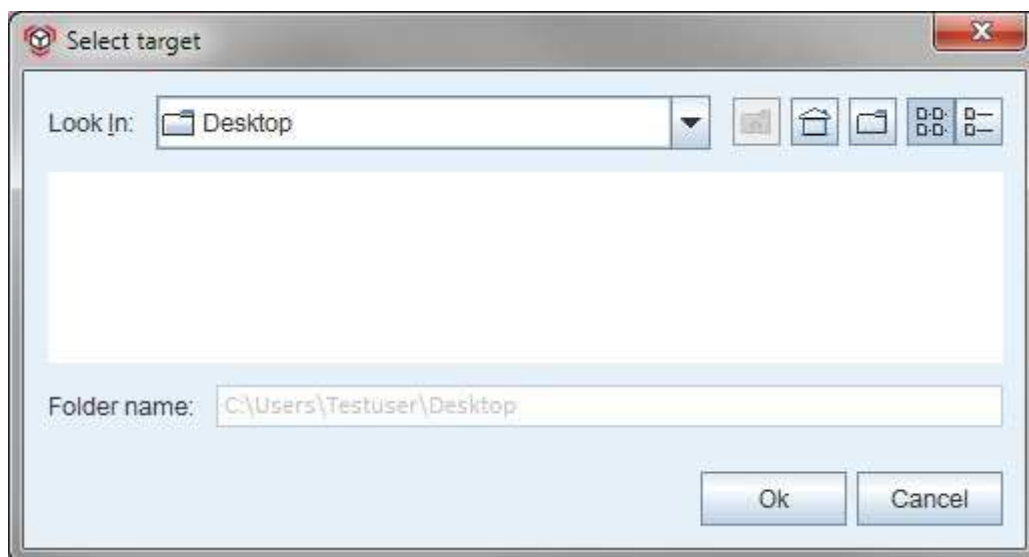


Fig. 6 - Selecting the location for the system report to be created

After a target location has been selected and confirmed with "OK" the report is created. The status is displayed. If the system report has been created successfully a confirmation message appears:



Fig. 7 - Information - successful created system report

An extract of the system report:

Status report

Version

Client ID: 419151a85

Clients

Name	Company	Customer number	Customer subID	Street	House number	
Postal	Country	City	Status			
Allowed products/options/special settings						
Max Mustermann GmbH		01234567891	0	Musterstrasse	20	
12345	DE	Musterstadt	Disabled			
B2C / B2CR / B2CRO / COD / CPD / CRO / E10 / E12 / E18 / E30 / EECN / EEC3 / EXW / HAZ						
IDC / IE2 / LQ / MAIL / MAX / NP / ODD / PAN / PL / PSD / SAT / SD / SP / SWAP						
TYRS / freesenderaddress						
Tim		09980000000182606	000	Stockstädter Str.	10	
83782	DE	Großschwein	Active			
B2C / B2CR / B2CRO / COD / CPD / CRO / E10 / E12 / E18 / E30 / EECN / EEC3 / EXW / HAZ						
IDC / IE2 / LQ / MAIL / MAX / NP / ODD / PAN / PL / PSD / SAT / SD / SP / SWAP						
TFD / TYRS / automaticpickuporder / autoswitchmailparcel / codwithbankdata / displayinternal / exporthandling / freesenderaddress / mandatoryserviceworks /						
Client parcel number cycles						
Name	Start Nr.	End Nr.	Current Nr.	Remaining Nr.	Restart	Last restart
Max Mustermann GmbH	09981111120001	09981111120099	09981111120001	98	Can be reset with	01.01.2000
Tim	09999901005000	09999901005500	09999901005024	476	Throughout	07.06.2012
Created users						
Name	Admin role	Client				
Admin	System administrator	(Timo Golowko, Administrator, Max Mustermann GmbH, Nothing)				

Page 1 / 9

Fig. 8 - Extract from the system report

2.2.4 Remote support

be necessary for a member of the DPD depot staff to look at content on your screen or change settings on your PC.

For this purpose the installation of DPD Print includes a number of Remote support programmes (guest modules), which you can start on the instructions of the member of the DPD staff under **'Remote support'** on the menu.

For this purpose you first select the DPD symbol in the DPD Print software and then under the "Support" item on the menu you select "Remote support".

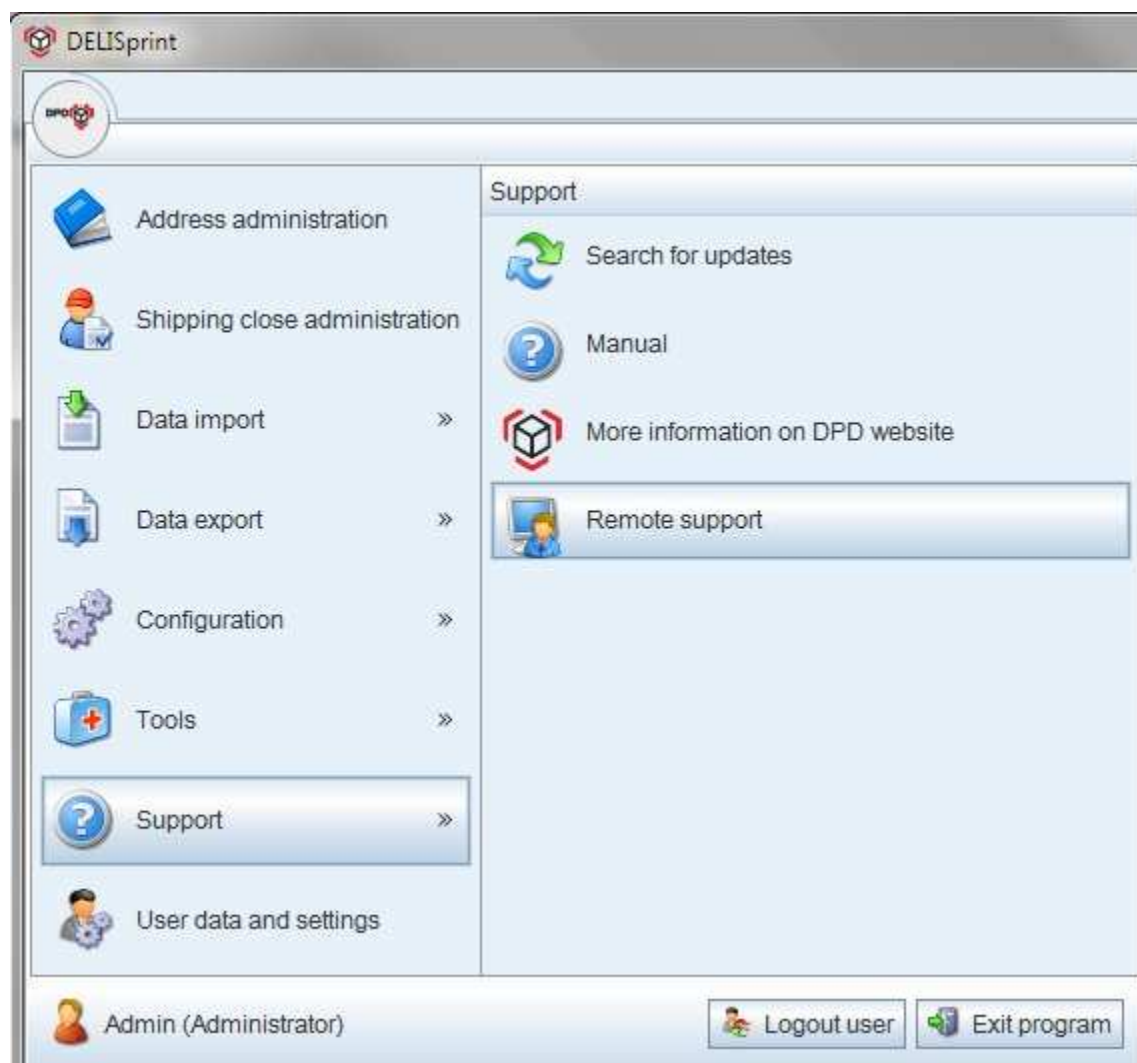


Fig. 9 - Accessing the remote support function

2.2.4.1 Remote support with pcvisit



Fig. 10 - Start of remote support with PCVisit

After the guest module is started via the '**pcvisit4**' screen you are requested to enter a name and a session ID. Here you enter the numerical code which is given to you at the same time by the member of the DPD staff on the telephone, and then click on '**Session start**'.



Fig. 11 - Remote support - pcvisit

With the aid of the session ID the guest module creates a connection with a pcvisit server on the internet and with the host module operated by the member of the DPD staff.

2.2.4.2 Remote support with Netviewer

The use of the Netviewer guest module is the same as the procedure which is described in chapter 2.2.4.1 for pcvisit 4.

Nach dem Start des Gastmoduls werden Sie aufgefordert, eine Sitzungsnummer einzugeben, die



Fig. 12 - Start of remote support with Netviewer

After the start of the guest module you will be requested to enter the session number code which you have been given in advance or during the start by the member of the DPD staff.



Fig. 13 - Login - remote support with netviewer

With the aid of the session number the guest module creates a connection (via the '**Connect**' button) with a server on the internet and with the host module operated by a member of the DPD staff.

2.3 Order pool

The order pool is the main operating mask for the DPD Print application and makes available all the functions you need for creating, processing and changing orders. The mask is divided into the tab section, the toolbar, the order list and the status bar. The various sections and the functions which they contain are described below.

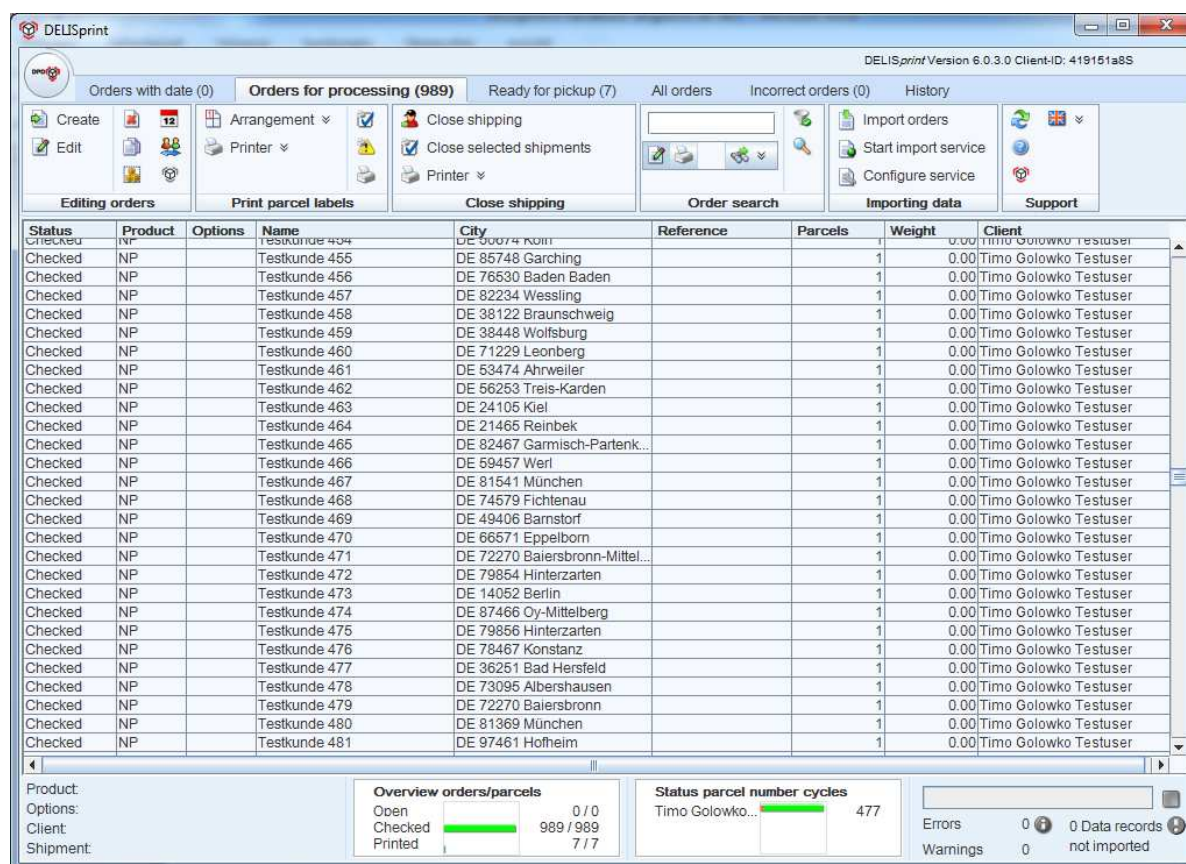


Fig. 14 - Order pool dialogue window

2.3.1 Menu button

A click on the **'Menu'** button (round button top left) leads in a clear and organised way to all the functions which are connected to the configurations or settings for editing the address data, administration of the shipping close, shipping promotions, the import and export of data, user administration, help functions and personal user administration.



In the case of functions which are marked with a small double arrow (») a dialogue window can be opened up to provide additional functions.

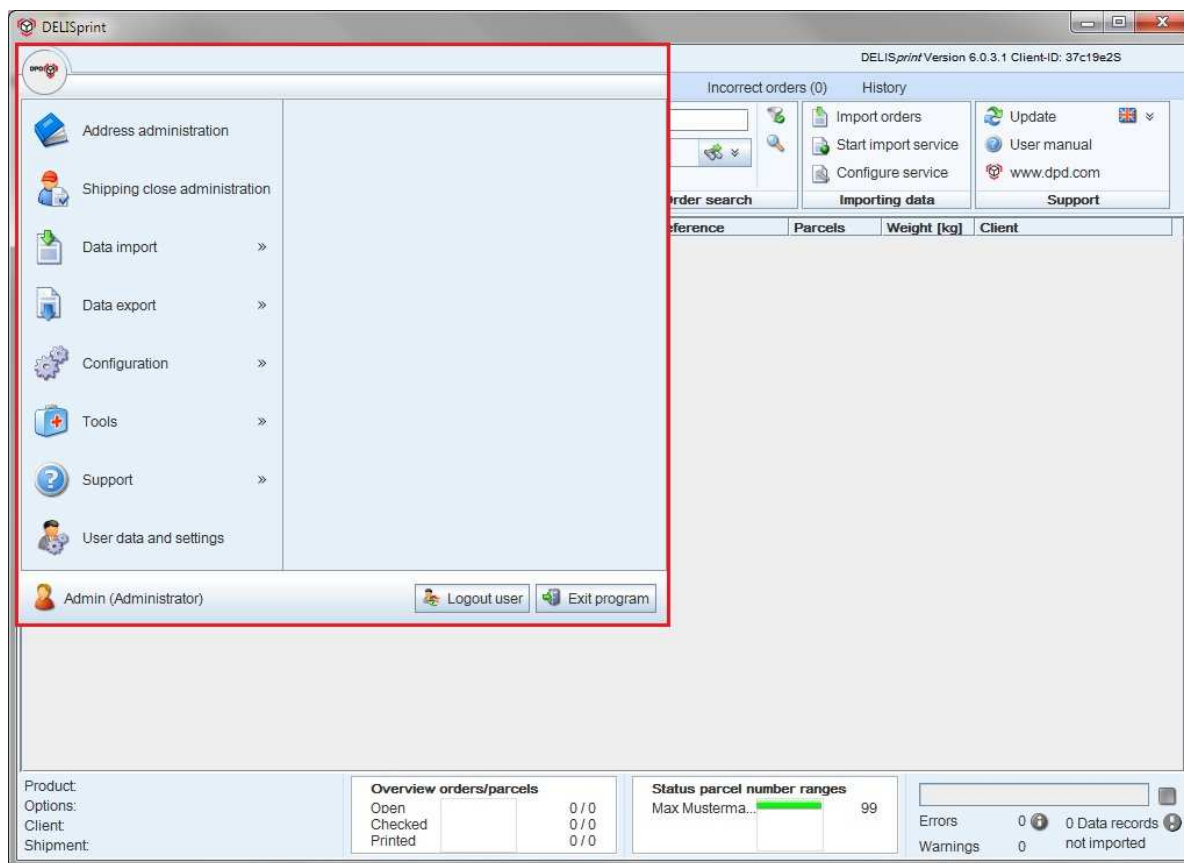


Fig. 15 - Dialogue window - menu button

2.3.1.1 Address administration

The '**Address administration**' button opens the address administration window, which enables customer addresses to be administered. This covers the creation, editing and deleting of customer addresses (please see chapter 2.6).

2.3.1.2 Shipping close administration

The button '**Shipping close administration**' opens the dialogue window with the same name, which gives you an overview of all the shipping closes which have already been implemented. If necessary journals can be printed out (please see chapter 2.5).

2.3.1.3 Data import

The '**Data import**' button activates buttons for the import operation (please see chapter 4.1):

- '**Import orders**'
Import of parcels and orders from external sources
- '**Import addresses**'
Import of address books from external sources
- '**Configuration of the import structure for orders**'
Configuration of the data structure for the import of parcels and orders

- **'Configuration of the import structure for addresses'**
Configuration of the data structure for address book entries
- **'Configuration of settings for the import service'**
Defining the settings for for the automatic import of parcels and orders
- **'Configuration of the rules'**
Defining the import rules for text and data records
- **'Import of DPD Print settings'**
Import of settings from other DPD Print installations or from DPD

2.3.1.4 Data export

The **'Data export'** button activates various buttons for configuration (please see chapter 4.2):

- **'Export of the address book'** (CSV format)
- **'Export of orders'** (CSV format)
- **'Export/transmission of programme settings'**

2.3.1.5 Configuration

The **'Configuration'** button activates buttons for the configuration of:

- **'Settings'**
Options for internet, printer, services and other sections (please see chapter 3.2.1)
- **'Printer administration'**
Definition of printers and print settings: source, format, issue (please see chapter 3.5)
- **'User administration'**
Definition of rights and specifications for users and clients (please see chapter 3.4)
- **'Client administration'**
Administration and status of clients and parcel number ranges (please see chapter 3.3)
- **'Email notification'**
Settings for the automatic sending of emails to clients (please see chapter 3.2.2.5)
- **'Order overview'**
Settings for the display and naming of the columns in the overview of orders (please see chapter 2.3.10.1)

2.3.1.6 Tools

The **'Tools'** button opens up various buttons for the configuration of:

- **'System report'**
Creates the system report.
- **'Reset local settings'**
Enables the resetting of all locally implemented settings for one or for all workstations (please see chapter 4.2.4).

■ **'Create database backup'**

Creates a backup of the global DPD Print database.

■ **'Install database backup'**

Installs the backup version of the database once more and overwrites the existing data.

2.3.1.7 Support

The **'Support'** button activates various buttons for::

■ **'Search for updates'** (of the DPD Print6-Software)

Checks if there are updates available for the programme and the database.

■ **'Manual'**

Here you will find instructions and help on all matters connected with the DPD Print6 application.

■ **'More information on the DPD website'**

Opens the website www.dpd.de in a new browser window.

■ **'Remote support'**

Remote support enables access to the PC if support is required. For this purpose you start up one of the guest modules which are displayed.

2.3.1.8 User data and settings

The **'User data and settings'** button accesses the dialogue window of this name. This enables the user administration to be implemented, with password and role allocation.

2.3.1.9 Display of registered user

Bottom left in this dialogue window an icon of a person is shown, which represents the user who is logged in. The user name is displayed next to the icon.



Fig. 16 - Example logged in user

2.3.1.10 User Logout

A click on the **'User Logout'** button ends the DPD Print programme and logs the user out of the system. After that the login window opens once more, and the user can once more log into the system with user-ID and password.

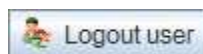


Fig. 17 - Button 'User logout'

2.3.1.11 Close program

Via the **'Close program'** button the DPD Print programme is ended and closed.

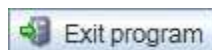


Fig. 18 -- Button 'Close program'

2.3.2 Tab and index bar

In the order pool there are six different list views available, and in the tab bar the user can switch between these (as with a card index). The index which has been selected is highlighted and this controls the display of the orders which appear in the main section. All tabs are related to a specific status in the processing of orders, and filter the view in the main section correspondingly, so that only orders with a specific status are displayed together:

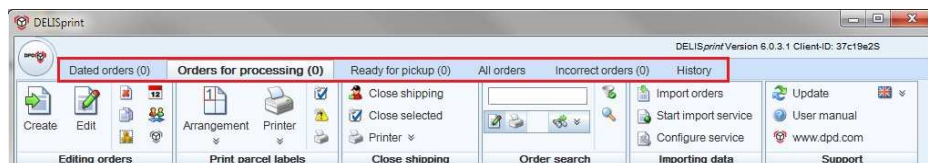


Fig. 19 - Tabs - order status



To the title of each tab (except for "All orders" and "History") the number of orders which are contained in the relevant list is shown in brackets.

2.3.2.1 Orders with date

Orders which have not been printed yet and which have a shipping date in the future.

2.3.2.2 Orders for processing

Orders which have not been printed yet and whose shipping date is no longer in the future.

2.3.2.3 Ready for pickup

Orders which have been printed but for which there is no shipping close yet.

2.3.2.4 All orders

All orders which are present in the system, excluded the orders with the status "Archived".

2.3.2.5 Incorrect orders

All orders for which the automatic validation has not been successful (as a rule because of missing or incorrect entries in the order data).

2.3.2.6 History

The history shows all orders for which a shipping close has already been implemented. Additionally the parcel line shows whether the shipment size was decreased resp. parcel labels have been reprinted (lighter font color). The standard length of time during which the data remains in the history is set at 100 days. However, under the system settings this can be changed as required (please see chapter 3.2.6).

If this tab is activated, a filter dialogue opens automatically above the order pool. The default setting for the period is from one week in the past to the present day (so that the orders for the past week can be viewed). However, like all the other parameters of the filter dialogue, this period can be changed individually.

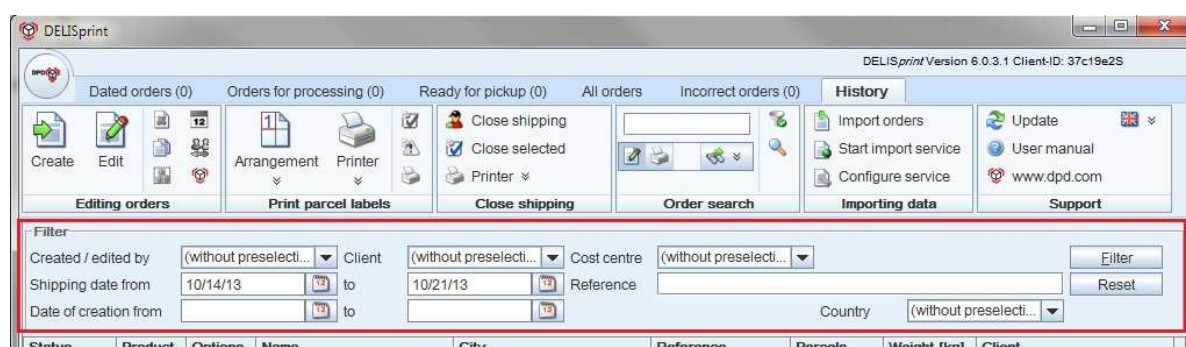


Fig. 20 - Filter dialogue

2.3.3 Control button bar

The control button bar in the order pool is divided into six different functional areas. Each of these has a different task, which is described below. By clicking on one of the buttons the individual function is implemented and/or a new dialogue window opens.



Fig. 21 - Control button bar

2.3.4 Processing of orders



Fig. 22 - Processing of orders

2.3.4.1 Creating an order

This activates the 'Order creation' function (please see chapter 2.4) with a new order. The consignor, the client, the type of order etc. can be entered and created and saved as a new order.

2.3.4.2 Processing an order

A click on 'Processing an order' opens the dialogue window 'Order creation'. Orders which have already been entered can be processed further here.

2.3.4.3 Deleting an order

Orders which have already been created can be deleted here (in the order list). In the compact view of DPD Print only the symbol is displayed, without the word "Delete":



2.3.4.4 Duplicate

Orders which have already been created can be duplicated here. The duplicate is then opened in the dialogue window 'Order creation'. In the compact view of DPD Print only the symbol is displayed, without the word "Duplicate":




2.3.4.5 Grouping of orders

Several orders which have already been created can be combined into a single order here. In the compact view of DPD Print only the symbol is displayed, without the word "Group":



2.3.4.6 Shipping date

For one or more orders which have already been created the shipping date can be changed manually here. For this purpose you click on the calendar icon (), after which the following window opens:

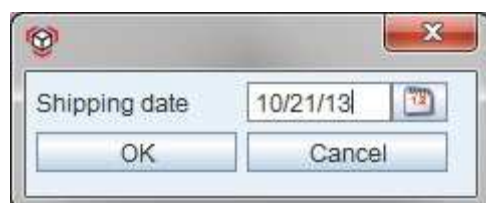


Fig. 23 - Shipping date selection field



A click on the button with the calendar symbol () opens up a dialogue window in which the user can click on the required date. The arrows on the side enable the user to jump to the previous month (left) or to the next month (right).



Fig. 24 - Calendar function for order date

2.3.4.7 Change of client

For one or more orders which have already been created the client can be changed retrospectively. A click on **'Change of client'** with the person symbol () opens up a dialogue window with the relevant clients to whom the previously selected orders can be assigned.

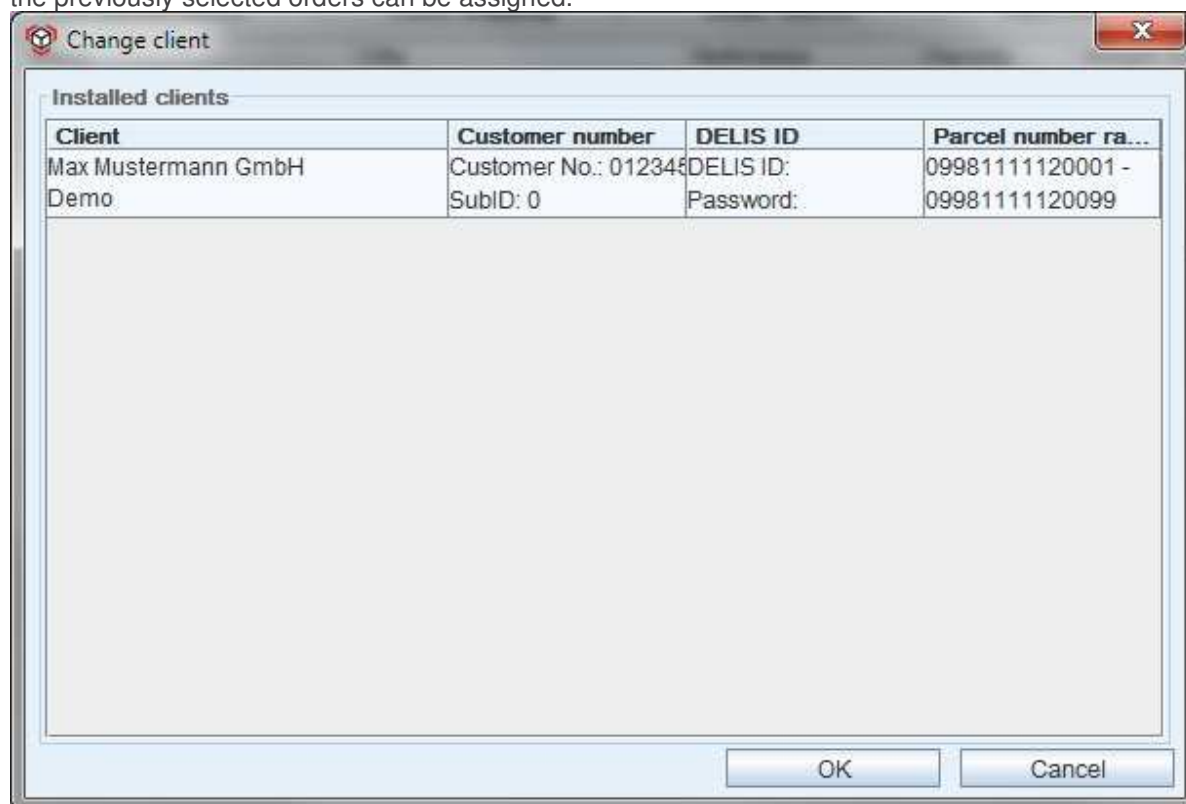



Fig. 25 - Dialogue window - change of client

2.3.4.8 Tracking

For all printed or archived orders the online shipment tracking function can be started by means of the parcel icon ().

2.3.5 Parcel label printing

The functions of the following buttons are related to the various possibilities for printing parcel labels and the selection and configuration of the printers which are used.



Fig. 26 - Buttons - parcel label printing

2.3.5.1 Positioning

Via the 'Positioning' button a selection list opens up with options for the position at which the first label is to be printed on the DIN A4 sheet of labels. The following labels are automatically set at the positions which follow.

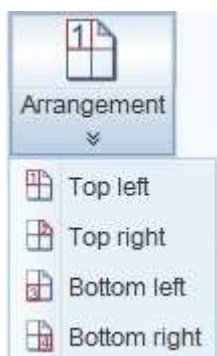



Fig. 27 - Selection list - parcel label positioning

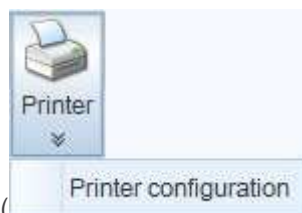



This function enables the continued use of label sheets which have already been started!

2.3.5.2 Printer

When the user clicks on '**Printer**' () all orders which have been checked are printed out on the printer which has been defined as the standard printer.

A click on the double arrow opens up a dialogue window which enables a selection among printers which have already been configured. A click on '**Printer configuration**'




() opens up the dialogue window 'Printer configuration', which enables the configuration of a new printer, the processing of an existing printer and the deletion of print orders in Windows and thermal printers (please see chapter 3.2.3.1).



Please note: this configuration menu applies only to printers for parcel label printing!

2.3.5.2.1 Selection of PDF format

You can select the ( PDF) button by mouse click and accordingly define PDF as the default setting for printing (indicated by the green tick). During the printing of orders a PDF file is created which can then be manually printed out.


2.3.5.3 Batch printing

This function collects print orders until four have been accumulated. After that they are printed out together on a sheet of labels. The number of existing print orders is displayed next to the button.



*In the **'Printer configuration'** dialogue the box next to 'Activate batch printing for DIN A4 (delays printing until four labels are ready)' has to be checked with an **x** (see also chapter 3.2.3.1)*

2.3.5.4 Print (selected orders)

When the user clicks on **'Print'** () labels are only printed via the selected standard printer for those orders that have been selected from the order list.

In the status bar at bottom right in the order pool the display shows errors, warnings and data records which have not been imported, together with the relevant quantity.

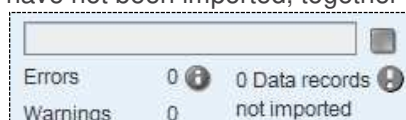




Fig. 28 - Status bar order pool

2.3.5.5 Follow-up print

With this command () only parcel labels are printed out on the standard printer for the orders selected from the order list which have already been printed.

2.3.5.6 Print all

With this command () all validated orders are printed out via the standard list printer.

2.3.6 Close shipping

The functions covered by this section prepare the current orders for pickup by transmitting the data of the orders which have been entered to the DPD Print Connector and printing out the pickup lists, collection requests, export and hazardous goods documents as well as the labels.

The DPD Print Connector transfers the collected data online to the DPD system for further processing. The settings for the data transmission can be implemented via the buttons **'Menu →**

Configuration → Settings' – dialogue window 'Configuration system specifications' – tab 'Internet' (please see 3.2.2).

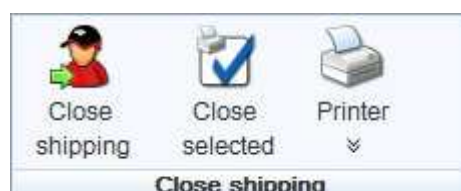



Fig. 29 - Buttons - Close shipping

2.3.6.1 Close shipping

This small man symbol () starts the shipping close operations for all the current orders which have been recorded completely. These include all the orders which have been checked (without error but not yet printed), and orders which have already been printed out and have a shipping date up to and including the current date.




Orders which are still open are not included!

The shipping close means that the shipping documents and lists are drawn up and the data transmission is implemented to the DPD system automatically online via the DPD Print Connector.


A click on '**Close shipping**' opens the dialogue window 'Shipping close'. This enables various documents such as shipping lists, export documents and shipping overview to be printed out or saved. The exact way this functions is described in detail in chapter 2.5.

2.3.6.2 Close selected orders

The tick symbol () starts the shipping close process *only for those orders which have been selected in the order list*. These include all the orders which have been checked (without error but not yet printed) and orders which have already been printed out and have a shipping date up to and including the current date. Orders which are still open are not included!

A click on '**Close selected orders**' opens the dialogue window 'Shipping close'. This enables various documents such as shipping lists, export documents and shipping overview to be printed out or saved. The exact way this functions is described in detail in chapter 2.5.

2.3.6.3 Printer

A click on '**Printer**' () opens a selection menu which enables the selection of a printer from those which have already been registered, or which accesses the dialogue window 'Printer configuration' when the user clicks on '**Printer configuration**'. This enables the configuration of a new printer, the processing of an existing printer and the deletion of print orders in Windows and thermal printers (see also chapter 3.2.3.4).

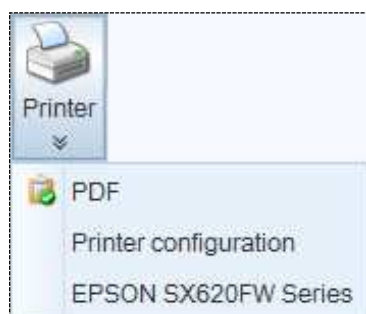



Fig. 30 - Example: menu for selecting active printers

2.3.6.3.1 Selection of PDF format

You can select the () button by mouse click and accordingly define PDF as the default setting for printing (indicated by the green tick). During the printing of orders a PDF file is created which can then be manually printed out.

2.3.6.4 Reminder to implement a shipping close

If a red and yellow flashing exclamation mark appears next to the '**Close shipping**' button (please see chapter 3.2.5.1), this is a reminder to the user to implement the shipping close procedure (see also chapter 2.5).

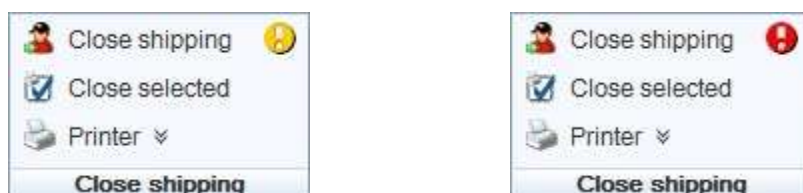


Fig. 31 - Close shipping

2.3.7 Search for order

Dieses Funktionsfeld hilft bei der Suche nach Aufträgen und Paketdaten. Zwei verschiedene Suchvorgänge werden hier angeboten: Erstens die Suche anhand von 4 Suchkriterien über die Menge aller Aufträge im System - unabhängig vom aktuell ausgewählten Auftragspool. Zweitens die Suche innerhalb des Auftragspools anhand eines eigenen Filter-Dialogfensters.



Fig. 32 - Buttons - search for order

2.3.7.1 Search process on the basis of search criteria

2.3.7.1.1 Entry field for search terms

Here you enter the search terms, which can for example be the name of a client, the reference field of an order, the number of a parcel label or a customer number.

2.3.7.1.2 Search field

When you access the selection menu there are 4 different fields available for the implementation of the search. This search function only covers the information which has previously been entered in these fields, and is not restricted to the order list which is currently displayed.

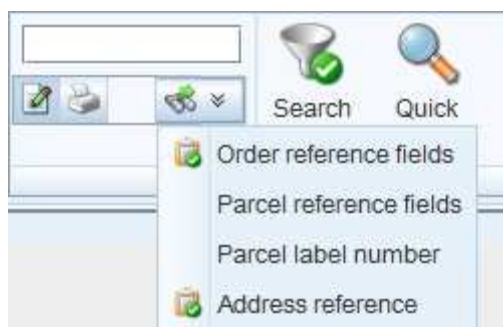



Fig. 33 - Selection menu for search fields

2.3.7.1.3 Selecting and de-selecting search fields

In order to activate one or more of the four possible search fields, you click on the double arrow icon () to open the selection list and click on the required search field. The green tick next to the individual option indicates that a field has been selected:

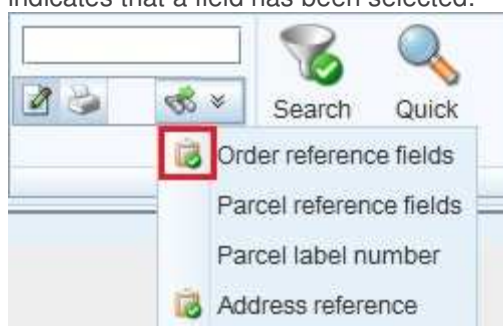




Fig. 34 - Example of a selected search field


2.3.7.1.4 Display search result

A click on the “**Start search**” button with the '**Option: Display search result**' () immediately shows the order you have searched for via the input field. In the case of several search results the required order can be selected from a list.

2.3.7.1.5 Print search result

A click on the “**Start search**” button with the '**Option: Print search result**' () immediately prints the order you have searched for via the input field. In the case of several search results the required order can be selected from a list.

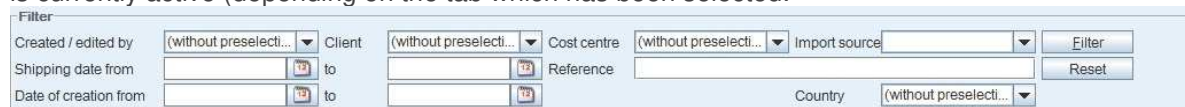
2.3.7.1.6 Start search

A click on '**Start search**' () starts the search for the term which has been entered within the indicated search fields.

2.3.7.2 Search process: filtering the active order pool

2.3.7.2.1 Search filters

A click on **'Search filters'**  opens and closes the 'Filter' dialogue window directly above the order list. This function enables the user to search the relevant fields by a wide range of criteria, but only in the order list which is currently active (depending on the tab which has been selected):




The 'Filter' dialogue window contains the following fields:

- Created / edited by: (without preselecti...)
- Client: (without preselecti...)
- Cost centre: (without preselecti...)
- Import source: (without preselecti...)
- Shipping date from: [] to: []
- Reference: []
- Date of creation from: [] to: []
- Country: (without preselecti...)

Buttons: Filter, Reset

Fig. 35 - Filter fields for a search in the active order pool

2.3.7.2.2 Quick search

The **'Quick search'** button (**magnifying glass symbol** ) activates a search field directly above the order list and starts a quick search within the list which is displayed (depending on the list which has been selected for processing: e.g. 'Orders for processing'). Depending on the search terms which have been entered, only the orders which have been found are displayed.



Search [] Tip: activate/deactivate search with key [F3] ☐ Upper/lower case letters Order pool refresh is off.

Fig. 36 - Quick search



This search function can be activated or deactivated at any time via the F3 key.

2.3.8 Data import

Here a data import can be started manually in order to import parcel data from customers with different systems into your DPD Print programme.



Fig. 37 - Buttons - data import

2.3.8.1 Import orders

A click on **'Import orders'** () opens the dialogue window 'Import orders':

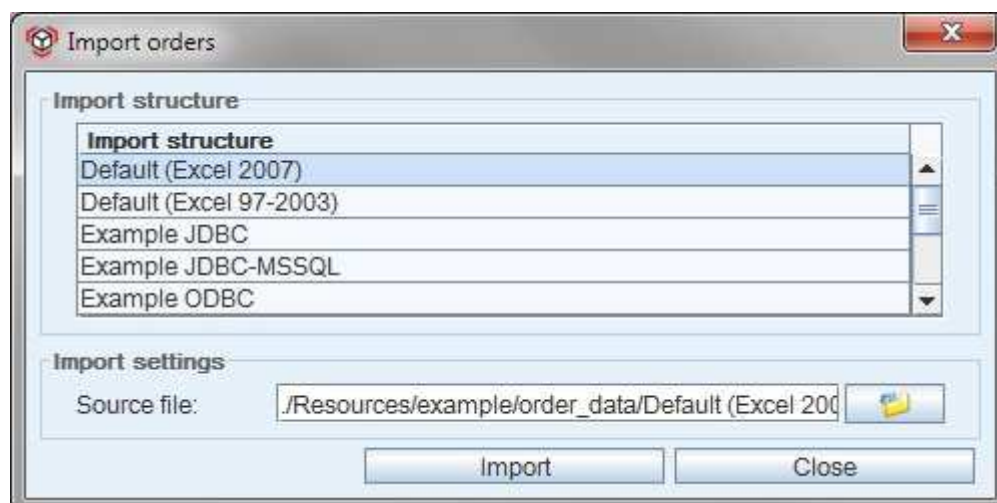



Fig. 38 - Dialogue window - import orders

2.3.8.2 Start import service

If the symbol on the **Start import service** button is green, a click on the button will start the automatic import process which has been defined by the user. When the symbol is red the process can be stopped by a click on the button. The process can check every 10 seconds if new import files are available for processing.

2.3.8.3 Configure service

The **'Configure service'** button () opens the dialogue window of this name. Here the user can define the import structures, access import directories, set the query intervals, select actions and specify the target directories for the imported data.

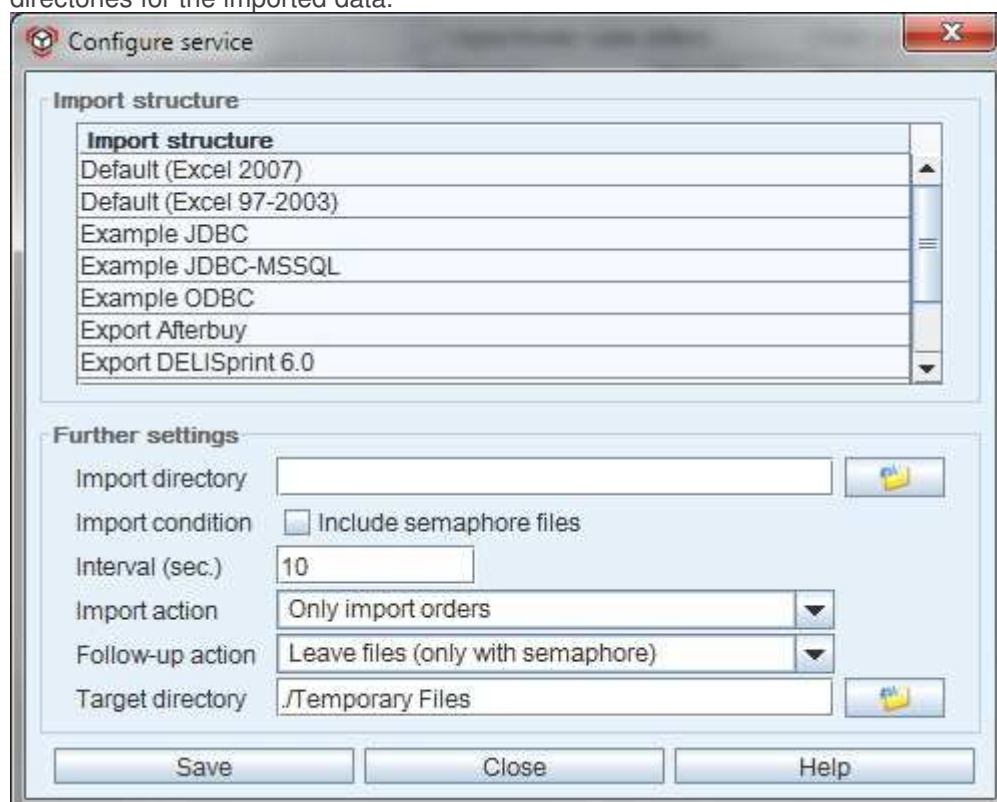



Fig. 39 - Dialogue window - configure service

 *Die The settings for this service are described in more detail in chapter 4.1.7.*


2.3.9 Help

Here a number of help functions are made available. These support the user in working with this software.




Fig. 40 - Help buttons

2.3.9.1 Update

The **'Update'** button () starts the synchronisation mechanism which opens the 'Application update' dialogue window (please see chapter 3.1.4). The update updates the application and routing data.


2.3.9.2 Manual

The **'Manual'** button () accesses the online user manual. This contains the complete documentation, instructions and help functions related to the DPD Print software, arranged clearly by topics and tasks. The manual is displayed by the Sumatra PDF viewer which is provided.

2.3.9.3 DPD website

A click on the DPD parcel symbol () accesses the DPD website with the standard web browser that is installed on your local PC. Here the user will find product explanations and up-to-date information.

2.3.9.4 Language

A click on **'Language'** () opens a drop down list of the languages available for the DPD Print application. A click on the required language has the effect of changing the display to the relevant language.

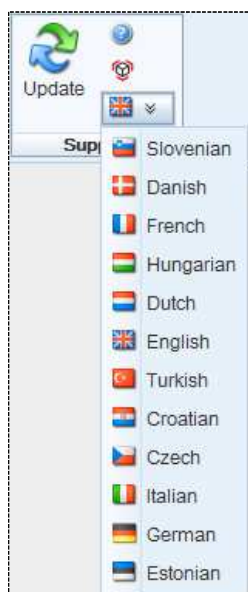


Fig. 41 - Drop-down list of available languages for DPD Print

2.3.10 Active order list

The order list displays all the orders which have a specific status. Only the orders of those clients for which the specific user has the relevant authorisation can be viewed (please see the chapter 3.4.2). For the processing of orders there are a number of functions available on the list.

Status	Product	Options^	Name	City	Reference	Parcels	Weight	Client
Printed	NP		Testkunde 12	DE 06295 Eisleben		1	0.00	Testuser
Printed	NP		Testkunde 13	DE 57629 Atzelgift		1	0.00	Testuser
Printed	NP		Testkunde 15	DE 67146 Deidesheim		1	0.00	Testuser
Printed	NP		Testkunde 16	DE 02625 Bautzen		1	0.00	Testuser
Printed	NP		Testkunde 17	DE 23858 Reinfeld		1	0.00	Testuser

Fig. 42 - Active order list



A double click on a selected order opens the dialogue window 'Entering an order', which enables new entries or changes to be made quickly.

A quick with the *right-hand mouse key* (with the pointer on the selected order) opens up a dialogue window with a selection menu for fast access to the most important functions for the processing of orders:

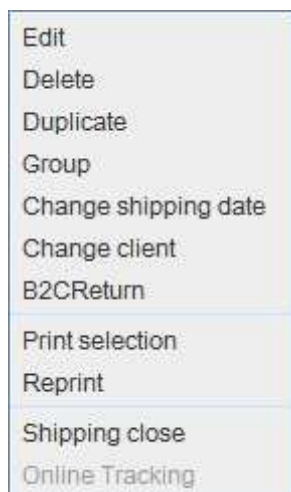


Fig. 43 - Selection menu - right-hand mouse key

Columns in the order list:

- **Status** (of the order)
- **Product**
- **Options**
- **Name** (of the consignee)
- **Place** (of the consignee)
- **Reference**
For supplementary data which can be freely selected, e.g. the order number, invoice number or customer IDs
- **Parcels** (number of parcels)
- **Weight** (all parcels of an order)
- **Client**

2.3.10.1 Column headings

The column headings in the order pool can be configured, in other words they can be displayed and hidden. A right-click on a specific column heading opens the dialogue window below it with selection fields for each column. If the relevant checkbox is activated, the column is displayed in the order pool. In this way users can display exactly those columns which are relevant to them.

In addition the sequence of the columns can be changed by marking the individual column with the mouse, holding down the mouse key and dragging the column to the required position.

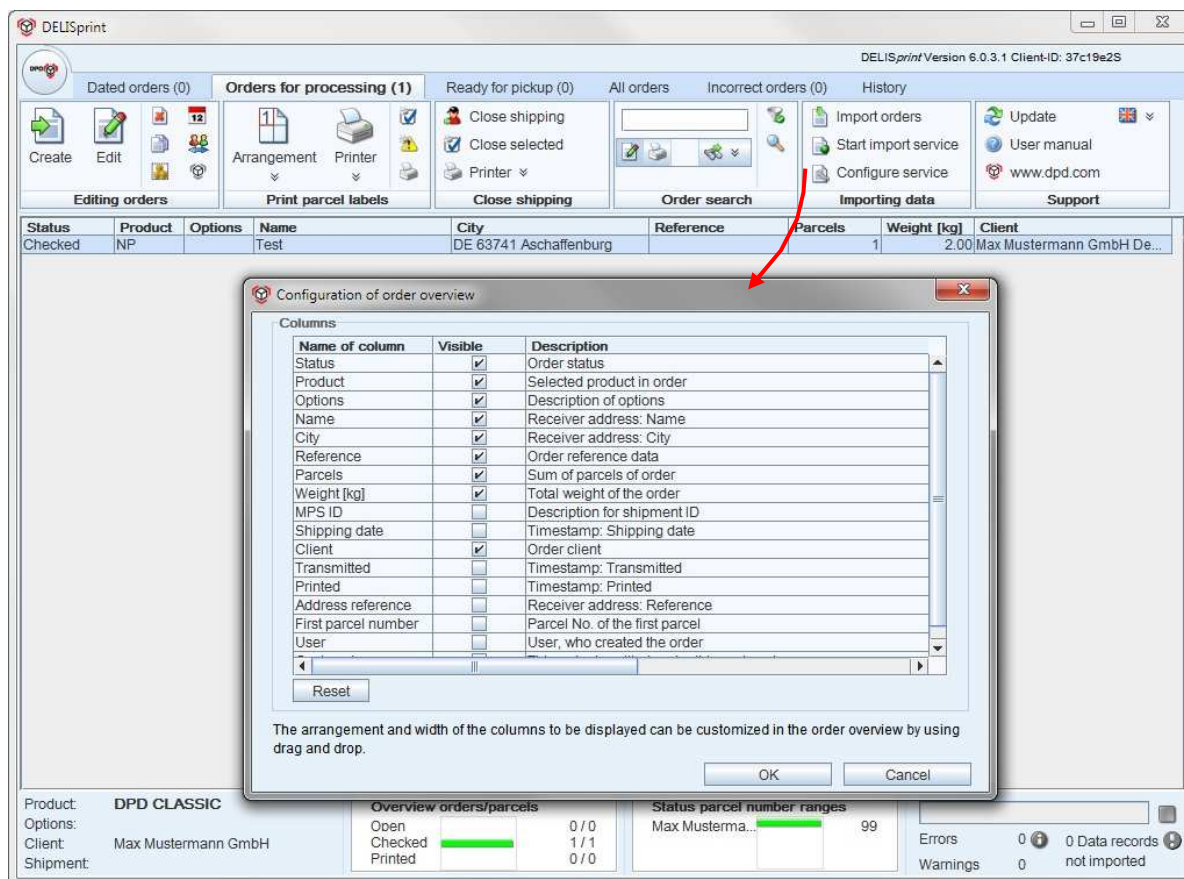



Fig. 44 - Column headings in the order pool



A left-hand mouse click on a column header arranges the relevant column (e.g. in ascending alphabetical order) and a further click changes the direction of the arrangement (e.g. in descending alphabetical order). The third mouse click returns everything to the original arrangement. Column headers can always be rearranged by clicking on them

The last view with the selected columns is automatically selected by the system and is displayed in the same way the next time the user logs into the DPD Print system.

2.3.10.2 'Reset' button

If the user clicks on this button () all the individual changes which have been made are reset to their original condition.

2.3.11 Status bar in order pool (detailed section for selected orders)

For the selected orders the status bar at the bottom of the order pool clearly shows you the status information for product, option, client and the shipment (MPS ID). In addition the status of the orders you have entered such as 'Open', 'Checked' and 'Printed' is displayed by the green status bars. In addition the available parcels within the client's number cycles are displayed, together with a progress bar.

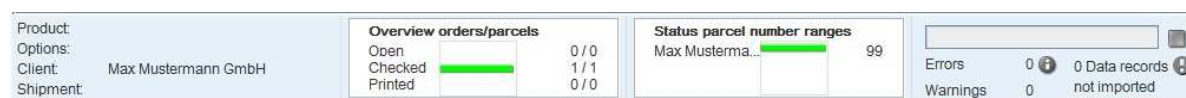


Fig. 45 - Status bar - detailed section - selected orders

2.3.11.1 Summary overview of order details

For the selected order this section displays the product, option, client and the shipment (MPS ID). If there are several shipments, instead of an MPS ID the system shows the placeholder '...'.



Fig. 46 - Status bar - detailed section - order status

2.3.11.2 Status bar - order pool

For the order conditions of 'Open', 'Checked' and 'Printed' these 3 status bars show the specific quantity of the related orders and parcels.



Fig. 47 - Status bar - detailed section - parcel number ranges

2.3.11.3 Status bar - open parcel label numbers

For a maximum number of three clients these status bars show the parcel label numbers which are still available for use by the client administration. A double-click on this field opens the dialogue window 'Status of clients'.

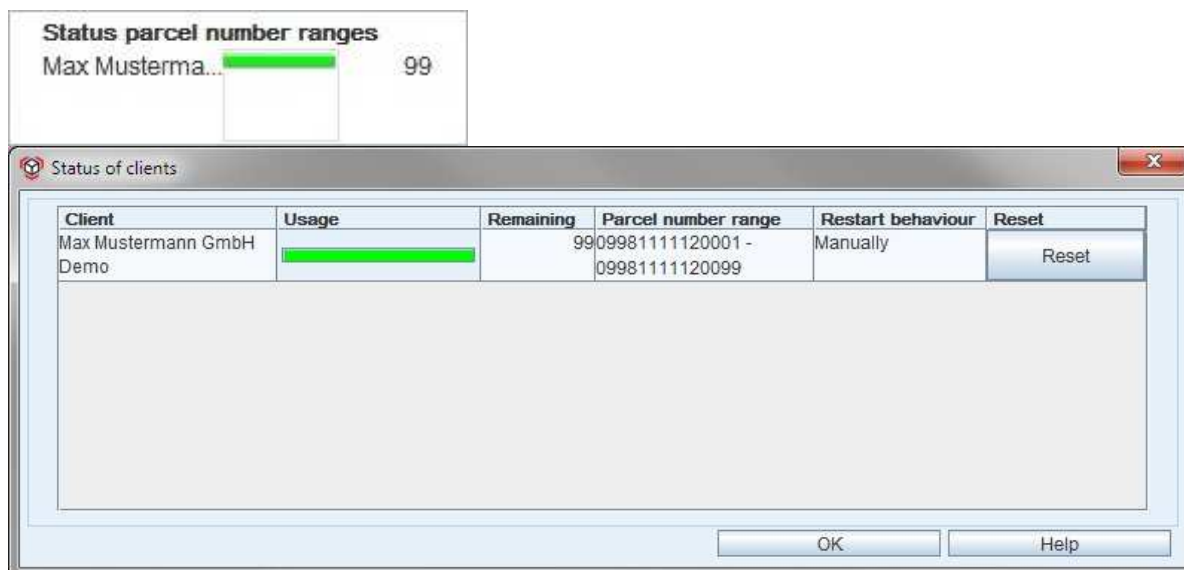


Fig. 48 - Dialogue window - status of clients

Here the parcel number ranges which have been used and those which are still available to the client are clearly displayed, together with the current parcel label numbers. In addition the **'Reset'** button enables number cycles to be reset for individual clients. In this case the following dialogue appears, requesting the password (mandatory for the reset) for the specific client.

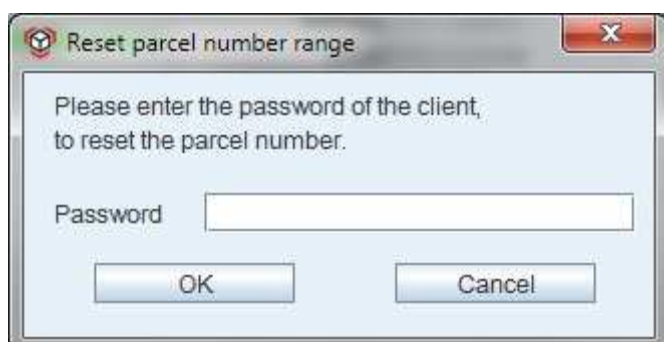



Fig. 49 - Reset of parcel label number cycles

2.3.11.4 Progress bar

A blue bar shows the progress made by the processes in the background. To make it easier to detect errors the system displays errors, warnings and any orders which have not been imported.



Fig. 50 - Status bar - detailed section - progress bar

Click in the toolbar on the button **'Start import service'** ( **Start import service**) the colour of the symbol changes from green to red. Processing errors are indicated by the red symbol with an exclamation mark. The

green symbol means the process is free from errors. Damaged files are indicated by a red symbol on the button, and correct files by a green one.

The messages 'Error', 'Warning' and 'Data records not imported' are displayed.



The small numbers in this field indicate the number of orders with errors (next to the round symbol with exclamation mark) and the number of warnings. The number of orders which have not been imported and can't be printed is also displayed.

2.4 Order creation

In the 'Entering an order' function, which you can access via the 'Creating an order' button, new orders are created and client, consignor, product, options and the shipping date are selected. For each order up to 99 parcel data records with reference entries, dimensions and weights can be entered. The orders can only be printed when all the relevant order data has been entered.

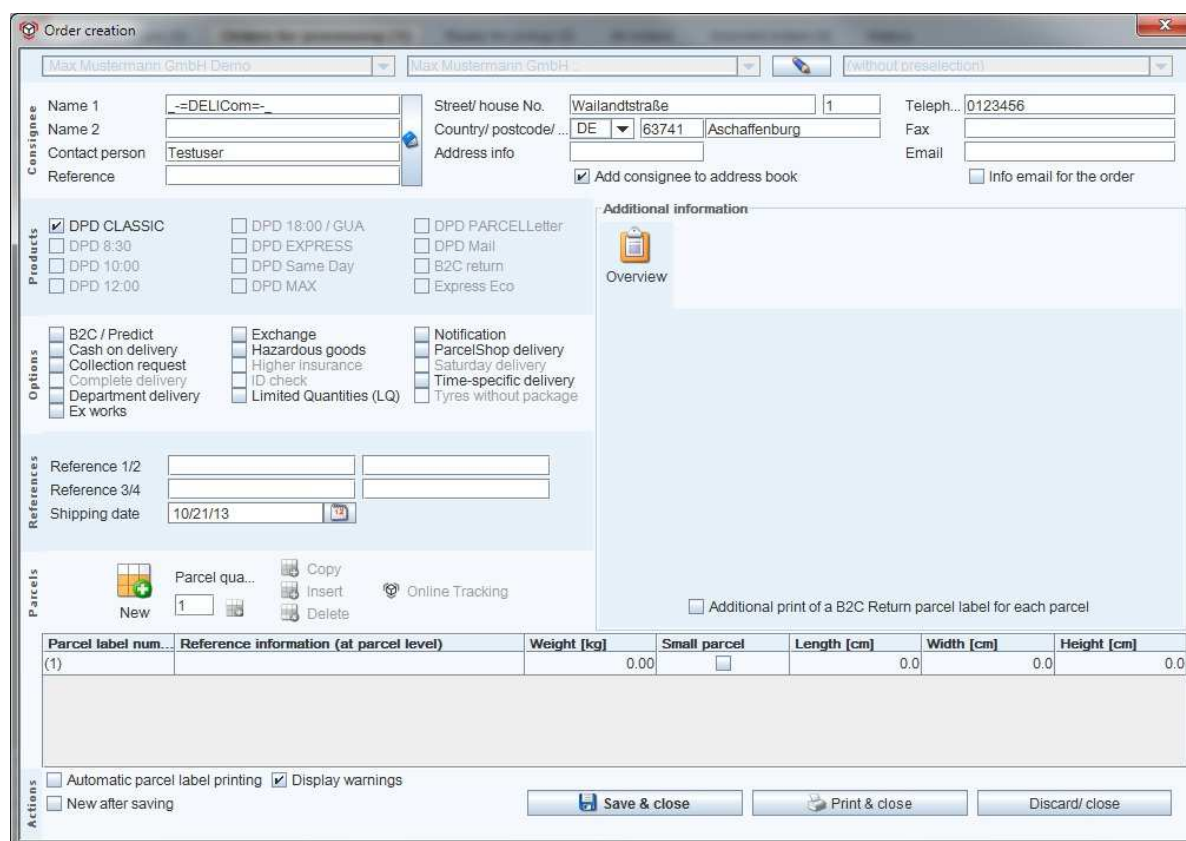


Fig. 51 - Dialogue window - order creation

After printing has been completed the button 'Online Tracking' can be used to start and view the shipment tracking process.



Fig. 52 - Online Tracking

2.4.1 Selection of clients



Fig. 53 - Fields for selection of clients

2.4.1.1 Client selection field

In this first selection field a client (consignor) has to be selected for a new order. The default setting here is the standard client who is indicated in the system configuration. If no standard client is specified, the system automatically takes the first available client.



Fig. 54 - Client selection field

2.4.1.2 Consignor selection field

The second selection field enables the selection of a consignor address which is different from the client's main address (e.g. if a company has various locations), in other words the indication of who is making the shipment and from where.



Fig. 55 - Consignor selection field

2.4.1.3 Cost centre selection field

In the third selection field (next to the pencil symbol) the user can select a predefined cost centre.

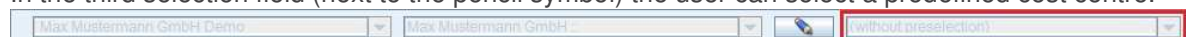




Fig. 56 - Cost centre selection field

 To create a new cost centre access the buttons **'Menu → Configuration → Settings' → Dialogue window 'Configuration system settings' – Tab 'Order'** (please see chapter 3.2.4.3).

 The allocation of a cost centre is implemented via **'Menu → Configuration → User administration' → Dialogue window 'User configuration'** (please see chapter 3.4).

2.4.2 Consignor address



A click on the button with the pencil symbol () opens up an additional section over the consignee input fields, after which the pencil is shown crossed through (). A further click hides this section again.



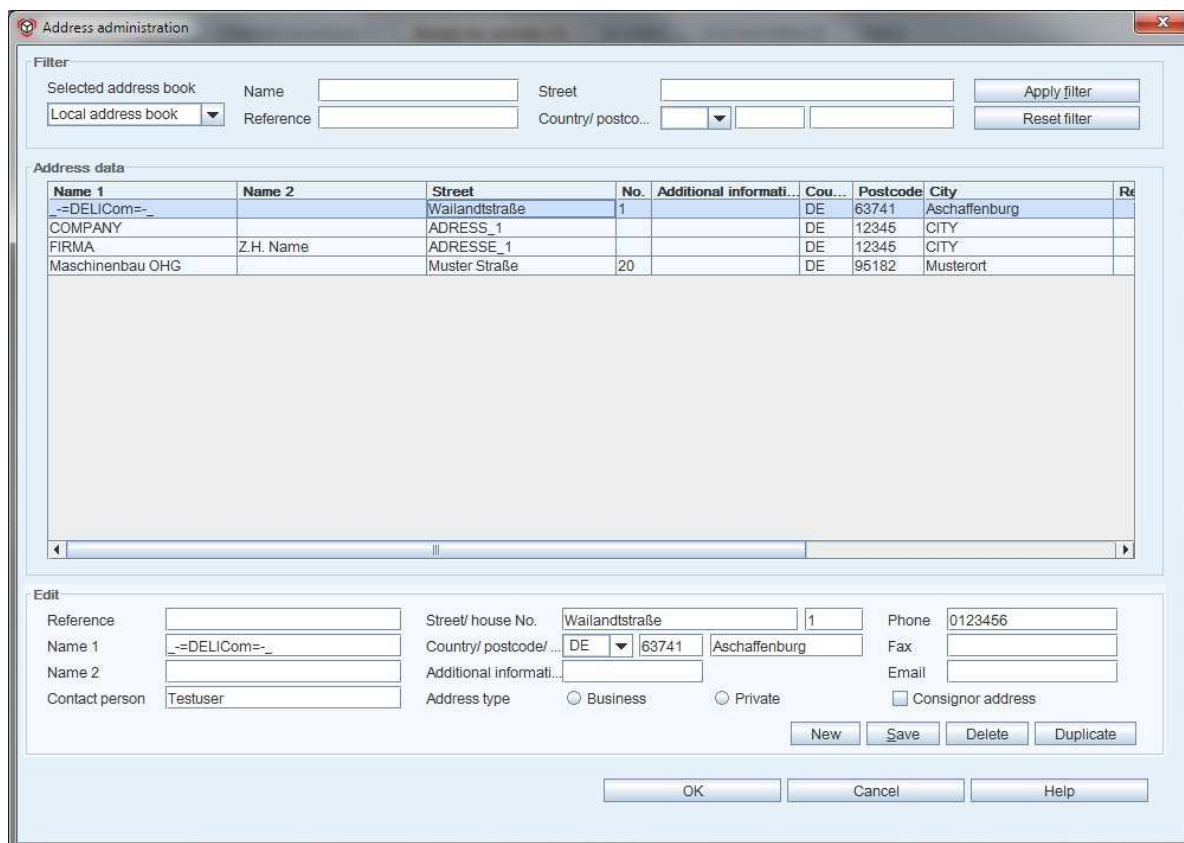
Fig. 57 - Consignor input fields

If the consignor address is displayed, all the input fields for saving a consignor address, with telephone and fax number and email address can be found here.

2.4.2.1 Book symbol ('Address administration')

A click on the button with the book icon next to the input fields for Name 1, Name 2 and contact person opens the dialogue window "Address administration" (see chapter 2.6). This enables existing addresses to be selected or processed. In addition new addresses can also be created.





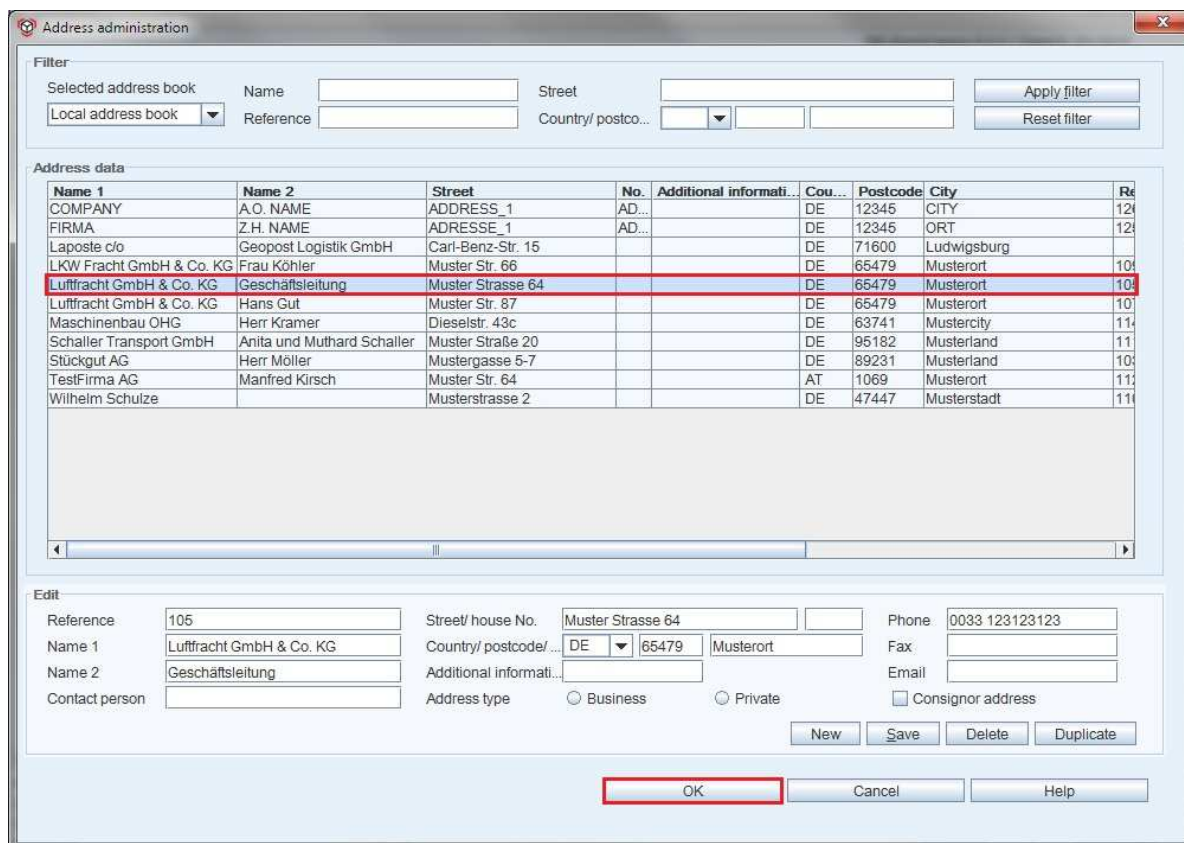
The dialog window 'Address administration' contains the following sections:

- Filter:** Includes fields for 'Selected address book' (set to 'Local address book'), 'Name', 'Street', 'Reference', and 'Country/ postcode...'. It also has 'Apply filter' and 'Reset filter' buttons.
- Address data:** A table with columns: Name 1, Name 2, Street, No., Additional informati..., Cou..., Postcode, City, and Re. The table contains three entries:

Name 1	Name 2	Street	No.	Additional informati...	Cou...	Postcode	City	Re
--DELICom=-		Wailandtstraße	1		DE	63741	Aschaffenburg	
COMPANY		ADRESSE_1			DE	12345	CITY	
FIRMA	Z.H. Name	ADRESSE_1			DE	12345	CITY	
Maschinenbau OHG		Muster Straße	20		DE	95182	Musterort	
- Edit:** Fields for 'Reference', 'Name 1', 'Name 2', and 'Contact person' (set to 'Testuser'). It also includes fields for 'Street/ house No.' (Wailandtstraße, 1), 'Country/ postcode/ ...' (DE, 63741, Aschaffenburg), 'Additional informati...', 'Phone' (0123456), 'Fax', 'Email', and 'Address type' (Business/Private radio buttons). There is a 'Consignor address' checkbox and buttons for 'New', 'Save', 'Delete', and 'Duplicate'.
- Buttons:** 'OK', 'Cancel', and 'Help' at the bottom.

Fig. 58 - Book symbol for opening the dialogue window 'Address administration'

An existing address can either be selected by double-clicking on it, or clicking on it once (the address line changes to dark blue) and confirming by clicking on "OK":



Address administration

Filter

Selected address book: Local address book

Name: Street:

Reference: Country/ postcode:

Apply filter Reset filter

Address data

Name 1	Name 2	Street	No.	Additional informati...	Cou...	Postcode	City	Re
COMPANY	A.O. NAME	ADDRESS_1	AD...		DE	12345	CITY	12
FIRMA	Z.H. NAME	ADRESSE_1	AD...		DE	12345	ORT	12
Laposte c/o	Geopost Logistik GmbH	Carl-Benz-Str. 15			DE	71600	Ludwigsburg	
LKW Fracht GmbH & Co. KG	Frau Köhler	Muster Str. 66			DE	65479	Musterort	10
Luftracht GmbH & Co. KG	Geschäftsleitung	Muster Strasse 64			DE	65479	Musterort	10
Luftracht GmbH & Co. KG	Hans Gut	Muster Str. 87			DE	65479	Musterort	10
Maschinenbau OHG	Herr Kramer	Dieselstr. 43c			DE	63741	Musterort	11
Schaller Transport GmbH	Anita und Muthard Schaller	Muster Straße 20			DE	95182	Musterland	11
Stückgut AG	Herr Möller	Mustergasse 5-7			DE	89231	Musterland	10
TestFirma AG	Manfred Kirsch	Muster Str. 64			AT	1069	Musterort	11
Wilhelm Schulze		Musterstrasse 2			DE	47447	Musterstadt	11

Edit

Reference: 105 Street/ house No.: Muster Strasse 64 Phone: 0033 123123123

Name 1: Luftracht GmbH & Co. KG Country/ postcode/ ...: DE 65479 Musterort Fax:

Name 2: Geschäftsleitung Additional informati...: Email:

Contact person: Address type: ☐ Business ☐ Private ☐ Consignor address

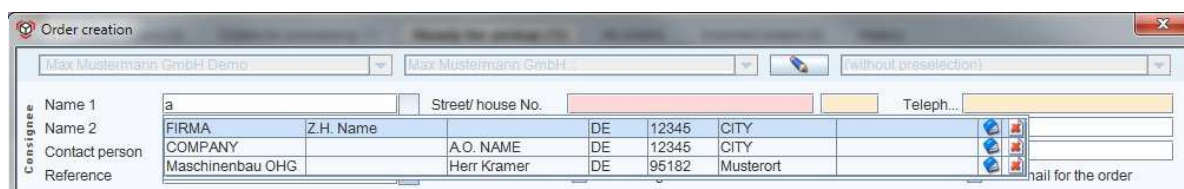
New Save Delete Duplicate

OK Cancel Help

Fig. 59 - Dialogue window - address administration

2.4.2.2 Suggestion list (auto function)

During the manual entry of a consignor address in the "Name 1" field, a search is implemented in the database for similar addresses. After at least one character has been entered, a list of matching contacts from the address book is displayed. The required address can be selected from the list by clicking on it. The selection is also possible with the cursor keys and the choice can be done with the tabulator key. Pressing the Alt key closes the suggestion list at any time.



Order creation

Max Mustermann GmbH Demo Max Mustermann GmbH (without preselection)

Name 1: a Street/ house No.: Teleph...:

Name 2:

Contact person:

Reference:

FIRMA	Z.H. Name	A.O. NAME	DE	12345	CITY	
COMPANY		DE	12345	CITY		
Maschinenbau OHG	Herr Kramer	DE	95182	Musterort		

Mail for the order

Fig. 60 - Example: suggestion list of consignor addresses for the character 'a'



This suggestion list is also available for consignee addresses (please see chapter 2.4.3).

2.4.2.2.1 Editing an address in the suggestion list

COMPANY		A.O. NAME	DE	12345	CITY			
---------	--	-----------	----	-------	------	--	---	---

A click on the book symbol next to an address in the suggestion list opens this address in the "Address administration" dialogue window, so that it can be edited there.

2.4.2.2.2 Deleting an address in the suggestion list

COMPANY		A.O. NAME	DE	12345	CITY			
---------	--	-----------	----	-------	------	--	---	---

A click on the delete symbol next to an address in the suggestion list deletes this address from the address book. To finally delete the address a confirmation request first has to be confirmed with "Yes".

2.4.3 Consignee address

Here all the input fields for saving a consignee address, including telephone, fax number and email address, can be filled out.

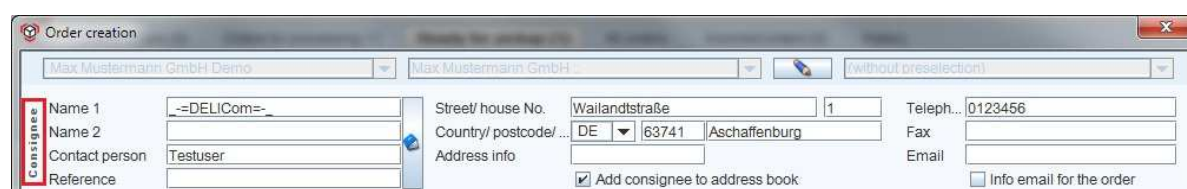


Fig. 61 - Consignee input fields

2.4.3.1 Book symbol ('Address administration')

A click on the book icon next to the input fields for Name 1, Name 2, contact person and reference opens the dialogue window 'Address administration' (please see chapter 2.6). Here the user can access and edit existing addresses. In addition new consignee addresses can also be created (please see chapter 2.4.2.1).

2.4.3.2 Add consignee to address book

There is a possibility to save newly entered addresses in the address book automatically by activating the "Add consignee to address book" checkbox.



Addresses for which this option is selected are not saved in the address book until the order has been printed. From this time the address is available for further orders.

2.4.3.3 Info email for the order

The selection field 'Info email for the order' is important for some options in which the consignee is to be notified by email. Notification is only given if this checkbox is ticked and an email address has been provided.



The fields highlighted in red are mandatory and have to be filled out!

2.4.3.4 Suggestion list (auto function)

During the manual entry of the consignee address a background search takes place for a matching address among the addresses saved in the database. After at least one character has been entered, a list of matching contacts from the address book is displayed. The search covers "Name 1" and the "Reference" field. Suggested addresses can be accepted by clicking on the relevant name. The selection is also possible with the cursor keys and the choice can be done with the tabulator key. Pressing the Alt key closes the suggestion list at any time.

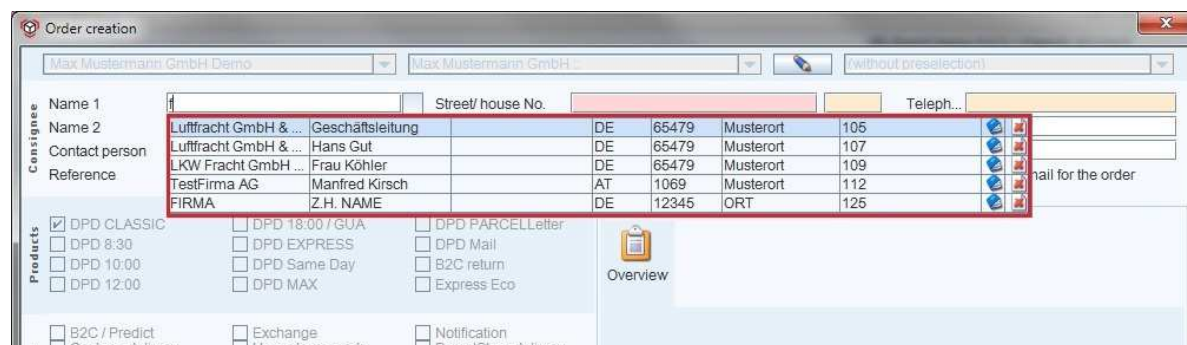



Fig. 62 - Example: suggestion list for consignee addresses

2.4.3.4.1 Editing an address in the suggestion list

COMPANY		A.O. NAME	DE	12345	CITY			
---------	--	-----------	----	-------	------	--	---	---

A click on the book icon next to an address in the suggestion list opens this address in the "Address administration" dialogue window, where it can be edited.

2.4.3.4.2 Deleting an address in the suggestion list

COMPANY		A.O. NAME	DE	12345	CITY			
---------	--	-----------	----	-------	------	--	---	---

A click on the delete symbol next to an address in the suggestion list deletes this address from the address book. In order to delete the address finally, a confirmation question has to be answered with "Yes".

2.4.4 Products

Here the various products for the individual order can be selected. A number of option types are available, depending on the selected clients and the products which are assigned to them. These are based on the route which the system calculates. Fields which are shaded in grey cannot be selected.

In general only one product can be selected.

The relevant route is calculated by the system on the basis of the valid address (the dispatch depot per client, the country and the postcode have to be registered). In this way it can be specified which products and options are available on the route and which combinations can therefore be selected.



A detailed description of the various products is available in 'Products, options ...' (please see chapter 1.6).

Products		
<input checked="" type="checkbox"/> DPD CLASSIC	<input type="checkbox"/> DPD 18:00 / GUA	<input type="checkbox"/> DPD PARCELletter
<input type="checkbox"/> DPD 8:30	<input type="checkbox"/> DPD EXPRESS	<input type="checkbox"/> DPD Mail
<input type="checkbox"/> DPD 10:00	<input type="checkbox"/> DPD Same Day	<input type="checkbox"/> B2C return
<input type="checkbox"/> DPD 12:00	<input type="checkbox"/> DPD MAX	<input type="checkbox"/> Express Eco

Fig. 63 - Selection fields - DPD product types

If the user has not made all the relevant selections for a product, the system automatically provides a message about the missing selections:

Additional information

 Overview
  Notification
  COD

Fig. 64 - Error message - product / service selection not complete

2.4.4.1 DPD EXPRESS (Export, customs and flight data)

Export data consists of the data which is necessary in order to ship parcels across customs borders or in international air transport. Where export data is required, the maximum number of parcels per order corresponds to the maximum number of parcels (999) in a shipment. An export order must not consist of more than one shipment.

The routing database provides the information about when what type of export data has to be recorded. In addition the parcel type also defines a mandatory input field.

In the case of 'DPD EXPRESS' product types and export orders, to the right of the information about the selected options there appears an **'Export data'** button. When clicked on this opens a dialogue window 'Invoice address customs' and 'Invoice details'.

Products

☒ DPD CLASSIC
☐ DPD 8:30
☐ DPD 10:00
☐ DPD 12:00

☐ DPD 18:00 / GUA
☐ DPD EXPRESS
☐ DPD Same Day
☐ DPD MAX

☐ DPD PARCELletter
☐ DPD Mail
☐ B2C return
☐ Express Eco

Options

☐ B2C / Predict
☐ Cash on delivery
☐ Collection request
☐ Complete delivery
☐ Department delivery
☐ Ex works


☐ Exchange
☐ Hazardous goods
☐ Higher insurance
☐ ID check
☐ Limited Quantities (LQ)

☐ Notification
☐ ParcelShop delivery
☐ Saturday delivery
☐ Time-specific delivery
☐ Tyres without package


References




Reference 1/2:


Reference 3/4:

Shipping date: 11/14/13 



Parcels

 New

 Copy
 Insert
 Delete

 Online Tracking

Additional information

 Overview
  Export data

Invoice address customs

Name 1:

Invoice details

Parcel type:

Terms of delivery:

Total customs v...:

Consignor EORI:

Tax No.:

Comment:

Accompanying ...

☐ Commercial invoice
☐ Export declaration
☐ ATR

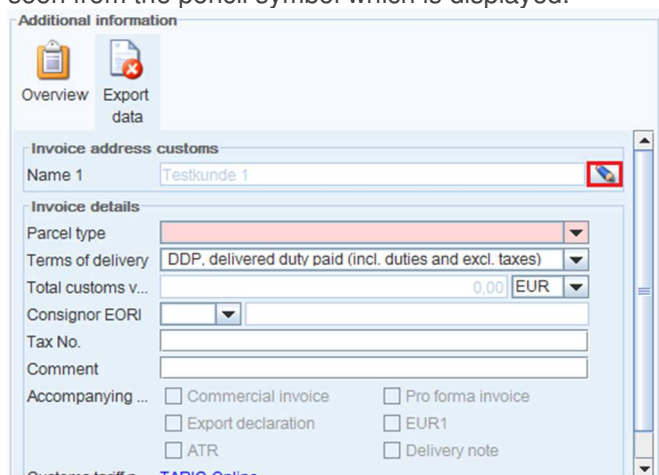
☐ Pro forma invoice
☐ EUR1
☐ Delivery note

Customs tariff n... [T&P/Online](#)

Fig. 65 - Button and input fields – export data

2.4.4.1.1 Dialogue window 'Invoice address customs'

Here the default setting for the invoice address customs is the recipient address for the order, which can be seen from the pencil symbol which is displayed.



Additional information

Overview Export data

Invoice address customs

Name 1 Testkunde 1

Invoice details

Parcel type

Terms of delivery DDP, delivered duty paid (incl. duties and excl. taxes)

Total customs v... 0,00 EUR

Consignor EORI

Tax No.

Comment

Accompanying ...

☐ Commercial invoice ☐ Pro forma invoice

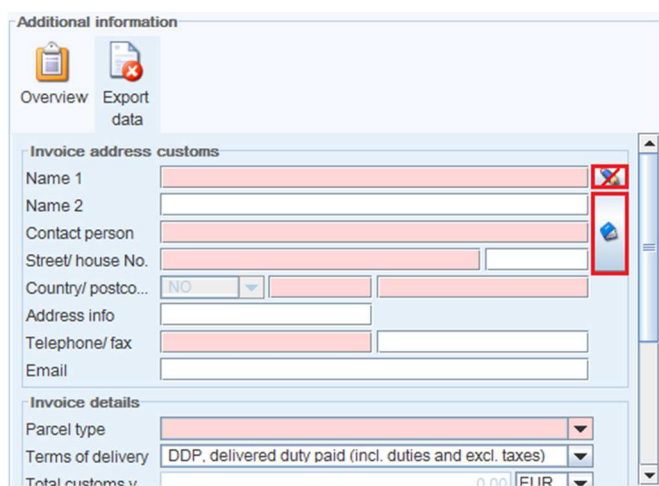
☐ Export declaration ☐ EUR1

☐ ATR ☐ Delivery note

Customs tariff n TABIC-Online

Fig. 66 - Dialogue window – invoice address customs

After the user clicks on the pencil symbol the invoice address customs can be freely entered. The address book is also available for this type of address input:



Additional information

Overview Export data

Invoice address customs

Name 1

Name 2

Contact person

Street/ house No.

Country/ postco... NO

Address info

Telephone/ fax

Email

Invoice details

Parcel type

Terms of delivery DDP, delivered duty paid (incl. duties and excl. taxes)

Total customs v... 0,00 EUR

Fig. 67 - Dialogue window invoice address customs – free entry



The fields highlighted in red are mandatory and have to be filled out!

After all the data has been entered into this dialogue window and if the data is valid (e.g. the country of destination for the invoice must correspond to the country of destination for the order), this is indicated by a green tick next to the export data:

Additional information

Overview **Export data**

Invoice address customs

Name 1

Name 2

Contact person

Street/ house No.

Country/ postco...

Address info

Telephone/ fax

Email

Invoice details

Parcel type

Terms of delivery

Total customs v...

Fig. 68 - Valid export data

2.4.4.1.2 Dialogue window 'Invoice details'

Under "Invoice details" the parcel type, the terms of delivery (also available from a drop-down list), the total customs value, the currency (which can be selected from a drop-down list), the consignor EORI, the tax number, and optional comment and accompanying documents have to be provided:

Additional information

Overview **Export data**

Email

Invoice details

Parcel type

Terms of delivery

Total customs v...

Consignor EORI

Tax No.

Comment

Accompanying ... ☐ Commercial invoice ☐ Pro forma invoice

☐ Export declaration ☐ EUR1

☐ ATR ☐ Delivery note

Customs tariff n... [TARIC-Online](#)

Fig. 69 - Dialogue window - invoice details

■ Parcel type

A drop-down list enables a choice to be made between 'Document' and 'Parcel'.

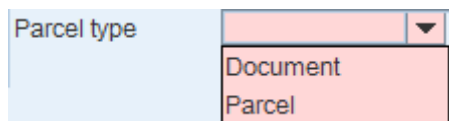


Fig. 70 - Document type

■ Total customs value

For the parcel type 'Parcel' the order has to have a total customs value (greater than 0). If the order only contains documents, the total customs value is set to '0'.

■ Accompanying documents

The order can contain accompanying documents for the parcel type 'Parcel'. This section offers various options which can be ticked (see above).

2.4.4.1.3 'Export data'

In the parcel line for the order, the "Export data" – the content and the customs tariff number – for the parcel typ 'Parcel' can be entered at the end of the line:

Parcel lab...	Reference information (at parcel level)	Weight [kg]	Small parcel	Length [cm]	Width [cm]	Height [cm]	Export data
(1)		15.00	<input type="checkbox"/>	40.0	30.0	20.0	<div>Content</div> <div>Customs tari...</div>

Fig. 71 - Export data

■ Content

Here information about the nature of the contents can be provided.

■ Tariff

Here the relevant customs tariff number can be entered. Help with finding the correct number is provided by the homepage of the European Commission (Taxation and Customs Union), which can be accessed by clicking on the blue TARIC online field ([TARIC-Online](#)) in your standard web browser.



Legal Notice | Contact | Search | English (en)

European Commission

TAXATION AND CUSTOMS UNION

European Commission > Taxation and Customs Union > Databases > TARIC > Measure

The TARIC site has been upgraded. The following document is a guide to this upgrade: [\[User Guide\]](#) (6.7 Mb)

Help | What's new? | Information | FAQ

Last update: 18-10-2013

TARIC Consultation

Measure | Geographical area | Regulation

Search for measures

Goods code [browse] | Country of origin/destination

[Advanced search]

Retrieve Measures

The current reference date for the query is 21-10-2013 [change]

Fig. 72 - Website of the European Commission (Taxation and Customs Union)



For further information:

http://www.dpd.com/de_en/Home/Versand/Internationaler-Versand2

2.4.5 Options

Here the shipping options can be selected. Depending on the selected client and the options assigned to him for the calculated route, a number of types of option appear in grey – these are not available for selection. With some types of option new buttons may appear under 'Extra options'. When clicked on, these open a dialogue window with selection fields for shipping options.



A detailed description of the various options is available in 'Products, options ...' (please see chapter 1.6).



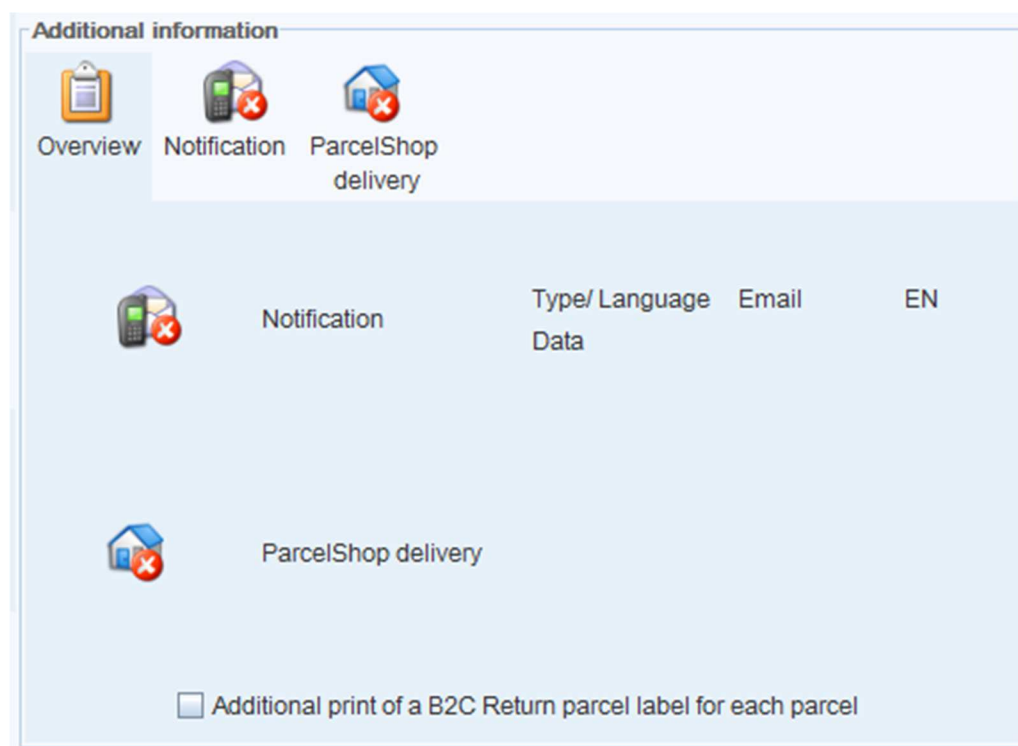
Options

<input type="checkbox"/> B2C / Predict	<input type="checkbox"/> Exchange	<input type="checkbox"/> Notification
<input type="checkbox"/> Cash on delivery	<input type="checkbox"/> Hazardous goods	<input type="checkbox"/> ParcelShop delivery
<input type="checkbox"/> Collection request	<input type="checkbox"/> Higher insurance	<input type="checkbox"/> Saturday delivery
<input type="checkbox"/> Complete delivery	<input type="checkbox"/> ID check	<input type="checkbox"/> Time-specific delivery
<input type="checkbox"/> Department delivery	<input type="checkbox"/> Limited Quantities (LQ)	<input type="checkbox"/> Tyres without package
<input type="checkbox"/> Ex works		

Fig. 73 - Selection fields DPD options



2.4.6 Additional information

In the additional information further buttons are only displayed in connection with the selected product type. If no buttons appear in the overview it is not necessary to fill out anything here.



Additional information

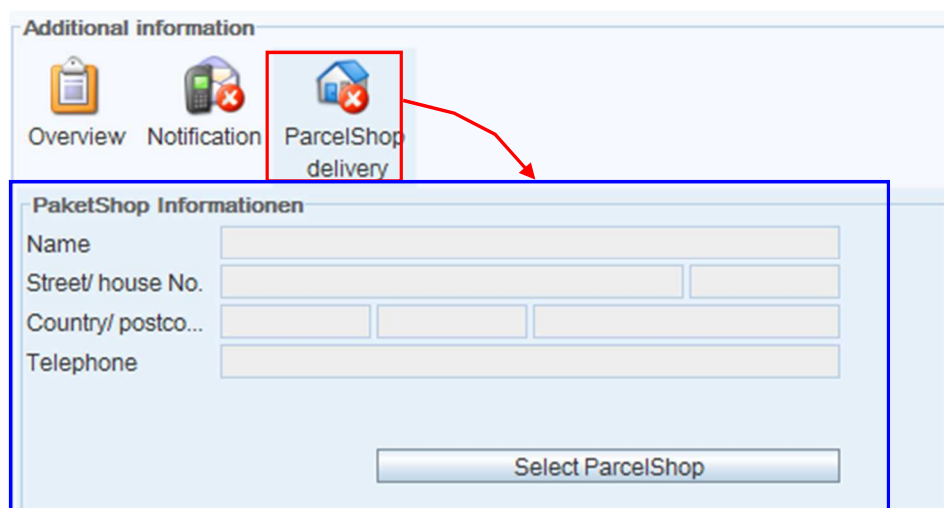
Overview Notification ParcelShop delivery

Notification	Type/ Language	Email	EN
			
			

☐ Additional print of a B2C Return parcel label for each parcel

Fig. 74 - Button and overview of options for selected orders

In each case a click on the button which appears opens a dialogue window which requires the entry of the relevant additional information:



Additional information

Overview Notification ParcelShop delivery

PaketShop Informationen

Name

Street/ house No.

Country/ postco...

Telephone

Select ParcelShop

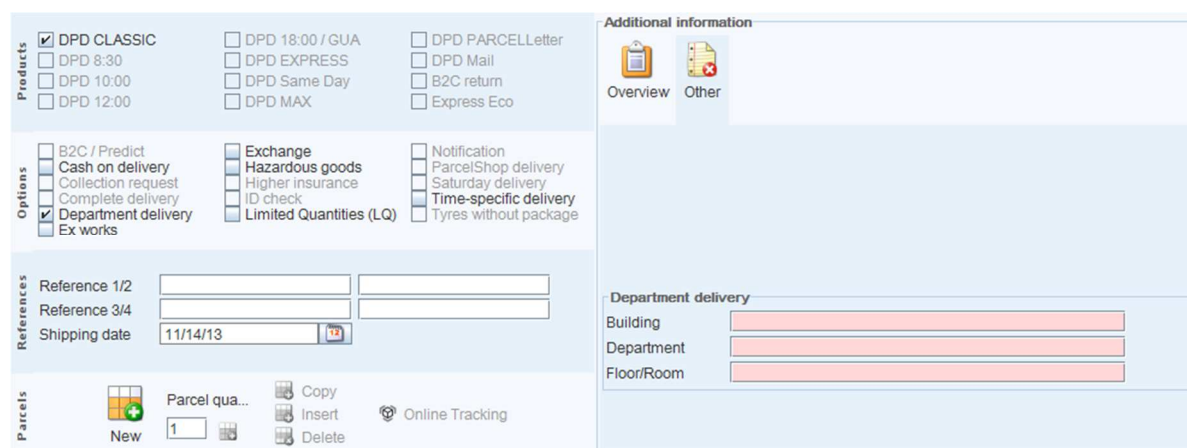
Fig. 75 - Button and selection fields - ParcelShop delivery

2.4.6.1 Overview

A click on the '**Overview**' button displays the various extra options for the product type which has been selected for (✗), this means that there are still errors here or additional entries need to be made. A green symbol with a white tick (✓) means that the individual selections for the extra option are already complete.

2.4.6.2 Department delivery

If this option is selected, the symbol for 'Other' appears below the information about the selected options. A mouse click opens the following red (mandatory) input fields:



The screenshot shows the DPD interface with the 'Additional information' section expanded. The 'Department delivery' option is selected under the 'Options' tab. The 'Additional information' section contains three red input fields: 'Building', 'Department', and 'Floor/Room'. The 'Overview' button is visible above the input fields. The 'Products' tab shows 'DPD CLASSIC' selected. The 'References' section shows 'Reference 1/2', 'Reference 3/4', and 'Shipping date' (11/14/13). The 'Parcels' section shows 'New' and 'Parcel qua...' with a value of 1. The 'Copy', 'Insert', and 'Delete' buttons are also visible.

Fig. 76 - Option department delivery - additional information - other

Additional information about the delivery, such as building, floor and department, can be entered here.

2.4.6.3 Notification

If the option 'Notification' is selected, a click on the button '**Notification**' opens up the 'Notification' dialogue window below, in which the type of notification, the language and the data can be selected from the selection lists. In addition the timing of the notification can be selected. In the notification process the message is sent for each event. The message can be sent by email, by phone (only with DPD 8:30) or SMS. The possible events are:

- Pick-up
- Delivery not successful
- Delivery
- Inbound
- Out for delivery
- B2C notification (special case)

2.4.6.3.1 Notification product DPD 8:30

Up to 5 types of notification can be defined for an order.



Telephone notification is only available for the DPD 8:30 product!

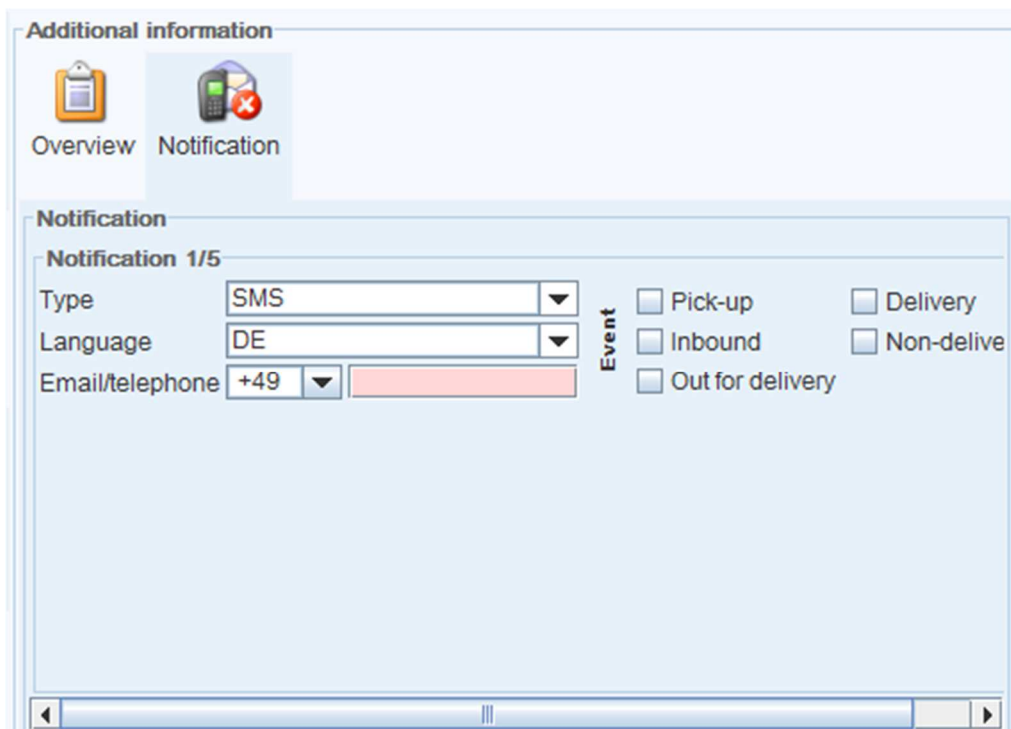


Fig. 77 - Button and selection list fields –notification for DPD 8:30

■ **Type of notification**

Email, SMS or telephone

■ **Language:**

DE/ German, EN/ English, DN/ Danish and possibly additional languages. The languages which are available depends on the country of destination for the order.

■ **Data:**

Depending on the selected notification type, the email address of the consignee or the mobile/landline number can be entered. Depending on the country which has been selected the relevant country code is entered by the system.

The adjacent selection fields (pick-up, inbound etc.) refer to the time of the notification, i.e. when the notification is to be implemented.

2.4.6.3.2 Notification B2C / Predict

In the case of B2C (notification option in combination with B2C /Predict), one notification is possible: email or SMS.

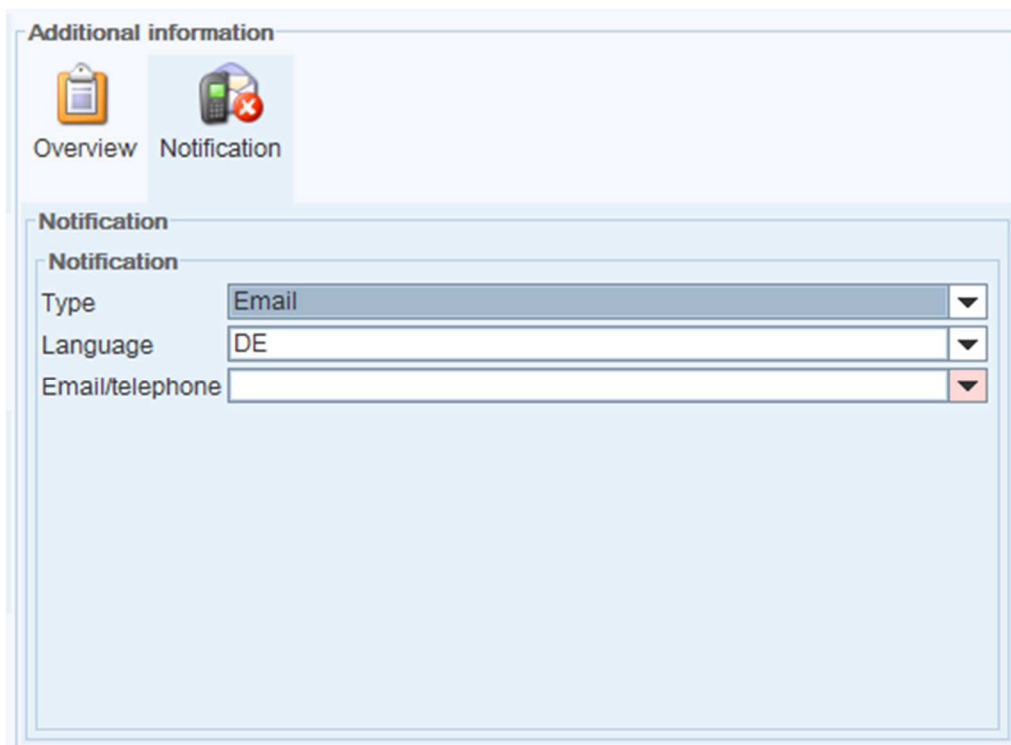


Fig. 78 - Button and selection list fields – B2C notification

2.4.6.4 Exchange (return shipment)

If the option 'Exchange' has been selected, a click on the button **'Return shipment'** opens a dialogue window below in which the 'Delivery address for return shipment' including telephone number and email address can be entered.

On the outward transport the exchange service is a normal parcel, with the additional instruction for the delivery driver that he has to bring back this parcel or a different parcel from the delivery address. The parcel label which is necessary for the return shipment is sent at the same time, or enclosed with the parcel. On the so-called 'relabel' the consignee address becomes the consignor address for the return transport. The address which is entered in the Options section becomes the consignee address. If this is left blank it corresponds to the original consignor address for the order. The reference numbers for the order are transferred.

The following parcel labels are generated:

- 1) Label for the outward transport (normal parcel label)
- 2) Supplementary exchange label (is stuck on the parcel for the outward transport)
- 3) Relabel for the return transport (relabel is enclosed with the parcel)
 - There are consignor/consignee addresses which deviate from the order (see above)
 - It is a relabel which uses the feature BACK
 - The ref. Numbers for the outward transport are also printed on it for the return
 - The weight for the return transport is set at 0 (because it is not known)

- 4) The receipt for the parcel taken back by the driver (enclosed with parcel)

2.4.6.4.1 Add delivery address

As can be seen from the following image, there is a default delivery address. The pencil icon is deactivated and the address is shaded, which means that no changes can be made to it here. However, the book icon can be used to select and apply an address from the address book (please see chapter 2.6). In this case the pencil icon is activated and manual changes can be made.

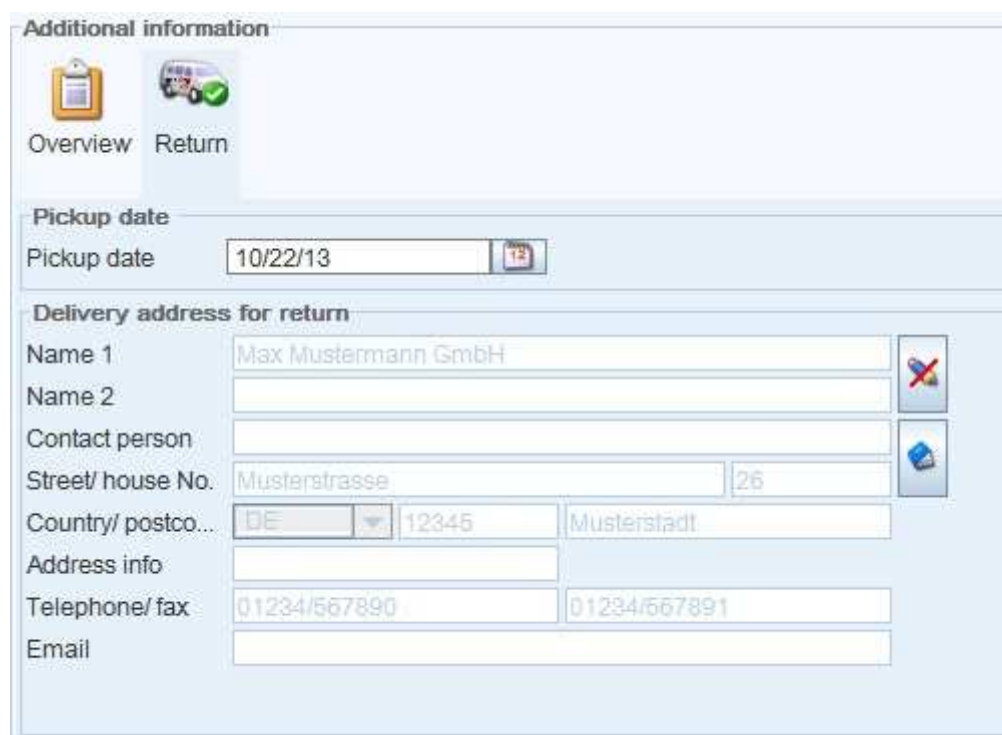




Fig. 79 - Button and input fields - return shipment

2.4.6.4.2 Enter delivery address manually

Alternatively it is possible to click on the deactivated pencil icon in order to enter a delivery address manually (the icon is then no longer crossed through). The mandatory fields are shown in red. As mentioned in the previous point, the selection of an address from the address book using the book icon (please see chapter 2.6) is also possible here:






Overview

Return

Pickup date


Pickup date

10/22/13




Delivery address for return


Name 1



Name 2



Contact person



Street/ house No.

Country/ postco...

DE

Address info

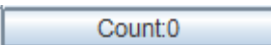
Telephone/ fax

Email

Fig. 80 - "Return" button - manual entry of delivery address

2.4.6.5 Hazardous goods

If this option is selected, an additional "hazardous goods" column is automatically displayed in the parcel line for the order recording, with a 'Count: 0' button. Here orders which contain hazardous goods are recorded.

For this purpose a click on the hazardous goods column  opens a 'Hazardous goods' dialogue window which enables the precise recording of a wide range of hazardous goods, even within an order. A parcel can contain up to four various hazardous goods classes.

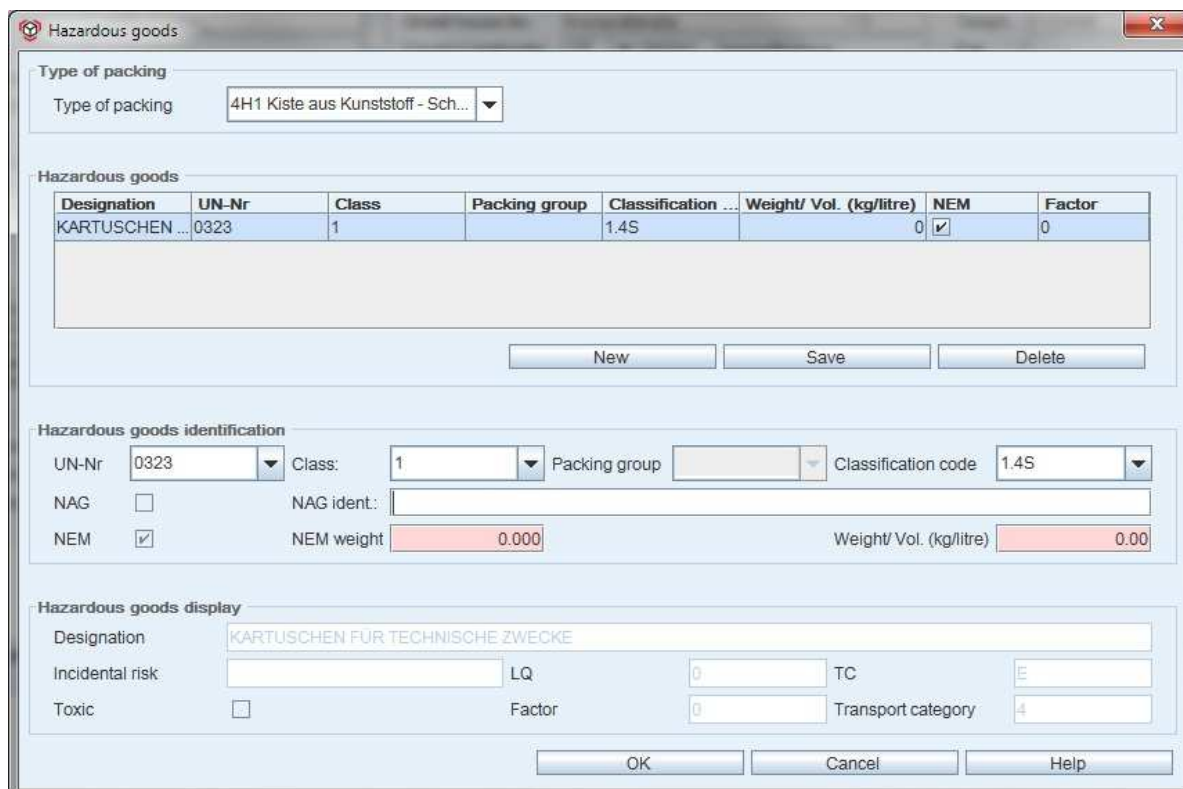



Fig. 81 - Dialogue window - hazardous goods

 The fields highlighted in red are mandatory and have to be filled out!

2.4.6.5.1 Type of packaging

Any hazardous goods which are to be shipped must first be securely packed. For safety purposes there are officially approved types of packaging for every type of hazardous goods. Each approved type of packaging has to carry a UN symbol, followed by a letter and number code which exactly classifies the packaging. These can be individual packaging (outer packaging), combined packaging (plastic), combined packaging (glass, porcelain or stoneware) or thin sheet metal. The permitted type of packaging for the relevant hazardous goods can be selected from this list.

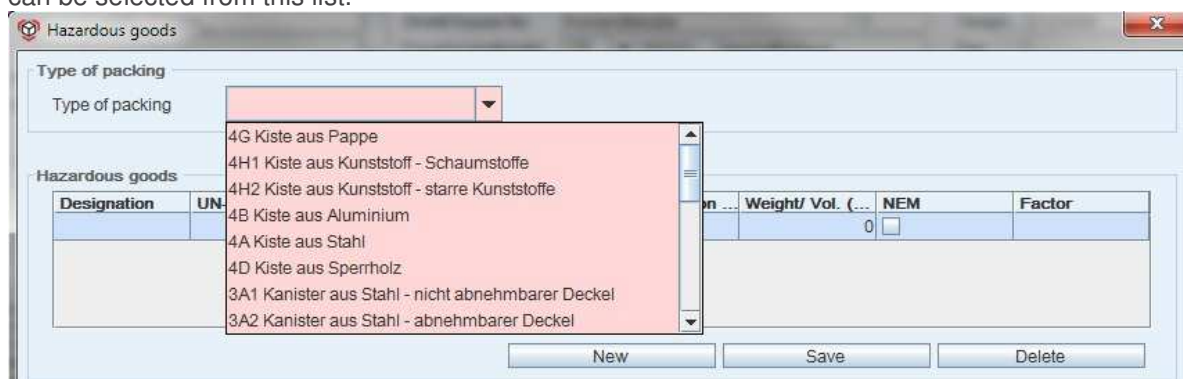


Fig. 82 - Selection menu - type of packaging for hazardous goods

2.4.6.5.2 Hazardous goods

Hazardous goods identification

UN-Nr	<input type="text"/>	Class:	<input type="text"/>	Packing group	<input type="text"/>	Classification code	<input type="text"/>
NAG	<input type="checkbox"/>	NAG ident.:	<input type="text"/>				
NEM	<input type="checkbox"/>	NEM weight	<input type="text" value="0.000"/>	Weight/ Vol. (kg/litre)		<input type="text" value="0.00"/>	

Fig. 83 - Section 'Hazardous goods'

■ Descriptions

Here the system automatically enters the hazardous goods to be transported, depending on the selected classification code.

■ UN No. (internationally agreed substance number)

The so-called UN norm packaging code contains details on the name of the packaging, its characteristics, its suitability, the maximum permitted weight of the package, whether there is inner packaging, the year of manufacture, the code of the country in which the packaging was tested and finally the permit number..

■ Class (grouping by substance type)

Hazardous goods are divided into 9 classes. The individual classes are sub-divided further by means of a classification code:

Class 1 is divided into the sub-classes (indicating the level of risk) and *compatibility groups* (indicating what can be packed together).

Classes 2 to 9 are sub-divided by codes indicating the level of risk or the characteristics of the material.

Class 1 - Explosive substances

Sub-classes

Compatibility groups

Class 2 - gases and gaseous substances

Class 3 - flammable liquid substances

Class 4 - flammable solid substances

Class 4.1 - substances which represent a fire risk

Class 4.2 - self-igniting substances

Class 4.3 - substances which form combustible gases in combination with water

Class 5 - oxidising substances

Class 5.1 - oxidising material

Class 5.2 - organic peroxides

Class 6 - toxic substances

Class 6.1 - poisonous substances

Class 6.2 - infectious substances

Class 7 - radioactive substances

Class 8 - caustic substances

Class 9 - miscellaneous hazardous substances and objects

■ Packing group

The term 'packing group' describes the classification of substances and objects as hazardous goods under transport regulations:

Packing group I: substances representing a high risk level

Packing group II: substances representing a medium risk level

Packing group III: substances representing a low risk level

■ Classification code

The classification code specifies the hazardous goods classes in terms of further subdivisions.

■ **Weight (kg/litre)**

Indicates the weight in kilos or volume in litres of the hazardous goods substance.

■ **NEM Checkbox**

This function is automatically activated if the net explosive mass (NEM) applies to the hazardous goods.

■ **Factor**

This is the multiplier for the hazardous goods points.


■ **Button "New"**

A click on this button  enables the recording of the parcel contents of an additional class of hazardous goods.

■ **Button "Save"**

With this button  the entries which have been made are saved.

■ **Button "Delete"**

With this button  the entries which have been made are deleted..

2.4.6.5.3 Hazardous goods identification

Depending on the selected UNNR the following fields have a default setting. The fields highlighted in red are mandatory and have to be filled out manually:

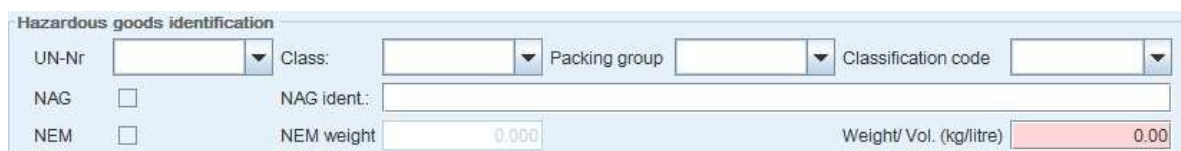


Fig. 84 - Hazardous goods identification

■ **UN No.**

If here a code number is selected from the list, the relevant entries are automatically entered in the 'Hazardous goods' fields. Manual entries are only possible for weights (kg/liter). All other data is automatically entered by the system.



It depends on the selected UNNR whether all fields or a few fields are to be filled out. The registered hazardous goods classes are updated together with the update of the routing database.

■ **Class**

■ **Packing group**

■ **Classification code**

■ **NAG (Not listed elsewhere - checkbox)**

A general description which covers substances, compounds, solutions or objects which

a) are not listed in chapter 3.2 Table A of the Directive on Hazardous Goods and

b) have chemical, physical and/or hazardous properties which correspond to the class, classification code, packing group and designation of the 'not listed elsewhere' entry.

■ **NAG ident Not listed elsewhere designation**

■ **NEM**

NEM = net explosive mass.

■ **NEM weight**

Weight of the net explosive mass.

■ **Weight (kg/litre)**

2.4.6.5.4 Hazardous goods display

Hazardous goods display					
Designation	<input type="text"/>				
Incidental risk	<input type="text"/>	LQ	<input type="text"/>	TC	<input type="text"/>
Toxic	<input type="checkbox"/>	Factor	<input type="text"/>	Transport category	<input type="text"/>

Fig. 85 - Hazardous goods display

■ **Designation**

Name of the hazardous goods contained.

■ **Incidental risk**

Indication of the incidental risk.

■ **LQ (limited quantity)**

Shipping of hazardous goods in limited quantities.

■ **TC**

The tunnel restriction code regulates what hazardous goods can be transported through tunnels.

■ **Toxic**

Indication whether the hazardous goods are poisonous.

■ **Factor**

This is the multiplier for the hazardous goods points.

■ **Transport category**

This determines the factor of a hazardous goods substance.

- **'OK' button**
With this button the entries are saved and integrated.
- **'Cancel' button**
With this button the entries are deleted without being saved.
- **'Help' button'**
This button calls up this online manual.

When the shipping is closed two different parcel labels are printed out for hazardous goods: a normal parcel label and a hazardous goods label, together with hazardous goods transport documents.

Außerlich nicht ersichtbare Schäden müssen DPD innerhalb von 7 Tagen nach Ablieferung schriftlich gemeldet werden. / Damage not recognisable on the outside has to be reported in writing to DPD within 7 days after delivery.

Empfänger:
-DELICom-

Testuser
Wailandstraße 1
Tel. 0123456
DE-63741 Aschaffenburg

Referenz 1
Referenz 2

Lieferung 1 / 1
Gewicht 0.00 kg


DEMO

Gefahrgut / hazardous goods
0998 1111 1200 02_G
Track: **!RELABEL !**
102-DE-63741
22.10.12 10:53 P20/32000 DELT32-int 6.0.3.1 MDH

DEMO

0063 741 0998 1111 1200 02 102 276 X

DPD
Logo
Testuser CPO DEL Com
Mehlnick 1
DE-63741 Aschaffenburg
Tel. 0123456
Fax 01234567890
Mehlnick 2
DE-63741 Aschaffenburg
Tel. 01234567890
Mehlnick 3
DE-63741 Aschaffenburg
Tel. 01234567890

DPD 

G efahrgut

4
3
2
1

1008 ACETAL
3.11.EF1.10

UN-Nr.: 2800
(NAG Bezeichnung)
ADR-Nr.: 1.2.1.10

0998 1111120002 G

Fig. 86 - Hazardous goods parcel label and supplementary hazardous goods label

Bitte an den DPD Fahrer übergeben!

Gefahrgut-Beförderungspapier gemäß ADR/RID

Versanddepot: 0898 DELICom DPD Deutscher Paket Dienst GmbH & Co.KG generated information DE-63741 Aschaffenburg Tel. +49 (0) 6021 492-5 FAX. +49 (0) 6021 492-6501	Absender: Name: Adr. DE-63741 Tel. 567567 FAX.
--	---

K-Code = Klassifizierungscode VG = Verpackungsgruppe N.A.G. = nicht anderweitig genannt NEM = Nettoexplosivstoff Masse TC = Tunnelbeschränkungscode

Paket-Nr.	UN-Nr. (N.A.G Text)	Bezeichnung					
	Nr. Gefahrzettel	VG	TC	K-Code	Faktor	Gew./Vol.(kg/l)	NEM/kg
	Verpackung						
Empfänger	Name	Strasse		Paketgewicht (kg)			
	Land	PLZ	Ort				

Beschreibung Verpackung/Anzahl	4B	Kiste aus Aluminium	:	1
Beförderungskategorie 0:	0.00	kg/l	Beinhaltet in Paketen	0
Beförderungskategorie 1:	0.00	kg/l	Beinhaltet in Paketen	0
Beförderungskategorie 2:	0.00	kg/l	Beinhaltet in Paketen	0
Beförderungskategorie 3:	0.00	kg/l	Beinhaltet in Paketen	0
Beförderungskategorie 4:	10.00	kg/l	Beinhaltet in Paketen	1
Paketanzahl	:	1	Gesamtpunkte	0
Gesamtgewicht	:	10.00 kg/l	Tunnelkategorie (TC)	E

Transport WITHOUT exceeding the permitted quantity indicated in sub-section 1.1.3.6 of ADR.

Ich bestätige als Fahrzeugführer, dass ich auf das Gefahrgut hingewiesen wurde. Mein Ausbildungsstand und die Fahrzeugausrüstung entsprechen den geltenden ADR Vorschriften.

1, 14.11.2013

Amtliches Kennzeichen
Unterschrift des Fahrzeugführers

Fig. 87 - Hazardous goods transport document in accordance with ADR/RID

2.4.6.6 Complete delivery

In a 'complete delivery' the shipment contains a number of parcels which all have to be delivered at the same time. One order can consist of several shipments. This must be taken into account when the parcel labels are created. The 'complete delivery' instructions refer only to the individual shipment. Additional order data or parcel data is not necessary.

A normal label is printed out. In addition there is a supplementary label which provides a reference for the shipment and is also stuck on the parcel. If the order is distributed across several shipments, the supplementary labels have to be stuck on each individual parcel of this shipment.



Fig. 88 - Supplementary label for complete delivery

If the complete delivery is selected together with the time-specific delivery option, the following supplementary label is provided:



TERMINAUSLIEFERUNG
FIXED-DATE DELIVERY



Gewünschter Termin der Auslieferung
Desired date of delivery

30.09.2013

GESAMTANLIEFERUNG
MULTI-PARCEL-DELIVERY

Lieferung besteht aus / Paketen
Delivery consists of / parcels


1 / 2

MPS-ID
MPS099811112001820130926

Fig. 89 - Supplementary label for complete delivery in combination with time-specific delivery

2.4.6.7 Higher insurance

As soon as the 'Higher insurance' option is selected, the required input fields are displayed in the parcel line. Standard insurance for parcels is already 520.00 euros. The higher insurance option enables insurance cover to be increased up to a maximum of €13,000.

 Depending on country, the indicated euro values of standard insurance and higher insurance may vary.

Per parcel the amount and purpose of use have to be recorded. The minimum and maximum amounts are provided by the routing database. The currency can't be selected. This is also provided by the routing database and displayed in the parcel line behind the input field for the amount.

Parcel label...	Reference information (at parcel level)	Weight [kg]	Length [cm]	Width [cm]	Height [cm]	Higher insurance
(1)		0.00	0.0	0.0	0.0	Amount <input type="text" value="0.00"/> EUR Purpose of p... <input type="text"/>

Fig. 90 - Parcel line - higher insurance

2.4.6.8 ID Check

Delivery in this case is made exclusively to one named person. In the "Additional information" section the name of a person with authority to take delivery must be entered. In addition the telephone number can optionally be entered. This personal data is defined in recording the order.



Fig. 91 - Input fields - ID Check

2.4.6.9 Limited Quantities (LQ) – Gefahrgut in begrenzten Mengen

Limited quantities are specific hazardous goods substances which do not present an increased risk if transported in limited quantities. When the order is entered the parcels must be marked as relevant for this summarisation. The reason for this is the quantity restrictions for the transport industry, which prescribe that from a specific quantity this substance has to be handled as hazardous goods.


If the option is selected, an additional "LQ" column is displayed in the parcel line. This is pre-selected for all parcels (checkbox). This selection can be cancelled and individual parcels for an order can be defined as "Non-LQ parcels". In the case of all parcels for which the option has been selected by checkbox, an entry in the "Weight (kg)" field is mandatory.

Parcel label num...	Reference information (at parcel level)	Weight [kg]	LQ	Length [cm]	Width [cm]	Height [cm]
(1)		0.00	<input checked="" type="checkbox"/>	0.0	0.0	0.0


Fig. 92 - Checkbox Limited Quantities

2.4.6.10 COD

The option 'COD' activates a dialogue window of the same name in the "Individual information" section for entries on the type of collection, the currency and, if collection is to be by direct debit, the bank account. The entries can all be selected from selection menus. As the message in the dialogue window below shows, a COD amount can be entered individually for every parcel in the parcel details (please see chapter 2.4.8).



Overview



COD

COD

Collection type
Cash

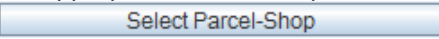
Currency
EUR

Please enter the COD amount and purpose for payment in the parcel details.
You can enter an individual amount for each parcel or only for the first parcel of a shipment of parcels.

Fig. 93 - Button and COD selection list fields

2.4.6.11 ParcelShop delivery

Parcels can also be shipped for collection from a ParcelShop. In this case the consignee address on the parcel label is the address of the ParcelShop. In addition, the name of the actual consignee must be printed in the "Name 1" section of the contact person field. In addition to the normal label, a supplementary label is printed, which provides details of the real consignee with the complete address and telephone number.

In recording the order, the consignee for the parcel is entered as usual. If the 'ParcelShop delivery' option has been selected, a click on the **'ParcelShop delivery'** button opens up a search dialogue window 'ParcelShop search', which enables the user to find the appropriate ParcelShop. It is not possible to process this data manually. Instead it is filled out using the  button:

Additional information

Overview Notification **ParcelShop delivery**

ParcelShop information

Name

Street/ house No.

Country/ postco...

Telephone

Fig. 94 - ParcelShop delivery - buttons and input fields

A click on the button opens the 'ParcelShop search' dialogue window:

ParcelShop search

Parameters for the surrounding area search

Country Post... City Distance (km)

Name	Street	Postcode	City	Distance
DESK Factory Shop GmbH & Co.	Schwalbenrainweg 36	63741	Aschaffenburg	0.2 km
EDEKA AKTIV	Lorbeerweg 6	63741	Aschaffenburg - Nilkheim	2.2 km
Smilebox GmbH	Löherstraße 7	63739	Aschaffenburg	2.4 km
Scholz Marco	Hauptstraße 9	63814	Mainaschaff	2.5 km
Autoglas Meybom GmbH	Am Glockenturm 3	63814	Mainaschaff	2.8 km
Alexander Rung GmbH	Auhofstr. 25	63741	Aschaffenburg	2.9 km
Copy Shop KKS	Würzburger Straße 55	63743	Aschaffenburg	3.4 km
SB-Station Lenard GbR	Obernburger Straße 82	63811	Stockstadt	3.8 km
Nah + Gut Löwe	Schweinheimer Str. 98	63743	Aschaffenburg - Schweinheim	3.9 km
Rung Transporte GmbH im Hause DPD	Wailandstraße 1	63741	Aschaffenburg - Nilkheim	4.4 km
Fernseh Hugo	Aschaffener Straße 16	63773	Goldbach	4.4 km

ParcelShop details

Distance (km)

Name

Street/ house No.

Country/ postcode...

Telephone

More information about the ParcelShop on the Internet <http://www.dpd.com/>


Opening hours

	from - to	from - to
Monday	10:00	18:00
Tuesday	10:00	18:00
Wednesday	10:00	18:00
Thursday	10:00	18:00
Friday	10:00	18:00
Saturday	10:00	18:00
Sunday		

Fig. 95 - ParcelShop search dialogue window

This dialogue window lists, arranged by distance, all the relevant ParcelShops for the location and maximum surrounding area which the user has entered. When the right ParcelShop has been found, the **'Confirm'** button enters the shop in the ParcelShop information.

After a click on the 'Search in surrounding area' button the system automatically searches for ParcelShops within the radius that is entered in the "Distance (km)" and the postcode or city which has been entered. If the system is unable to find a ParcelShop within this radius, the nearest ParcelShops are listed, together with their precise distance from the consignee address. In addition details of the selected ParcelShop are displayed, for example the address, telephone number and hours of business.

 *If the value in 'Distance (km)' is changed, the user (once more) has to click on the 'Search in surrounding area' button, in order to update the results list.*



DPD Paket-Shop

Selbstabholer / Customer pickup

Zustelladresse / Delivery address:

DESCH Factory Shop GmbH & Co.
 DPD PaketShop - Selbstabholer
 Schwalbenrainweg 36
 DE-63741 Aschaffenburg

Empfänger / Receiver:

-DELICom=-
 Wailandtstraße 1
 DE-63741 Aschaffenburg

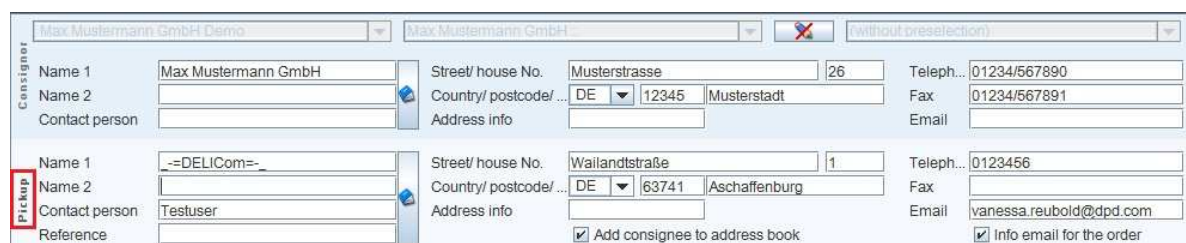
Paket- und Sendungsnummer / Parcel and Shipment number:

0998111120020
 B2C099811112002020130926

Fig. 96 - Supplementary ParcelShop label

2.4.6.12 Collection request

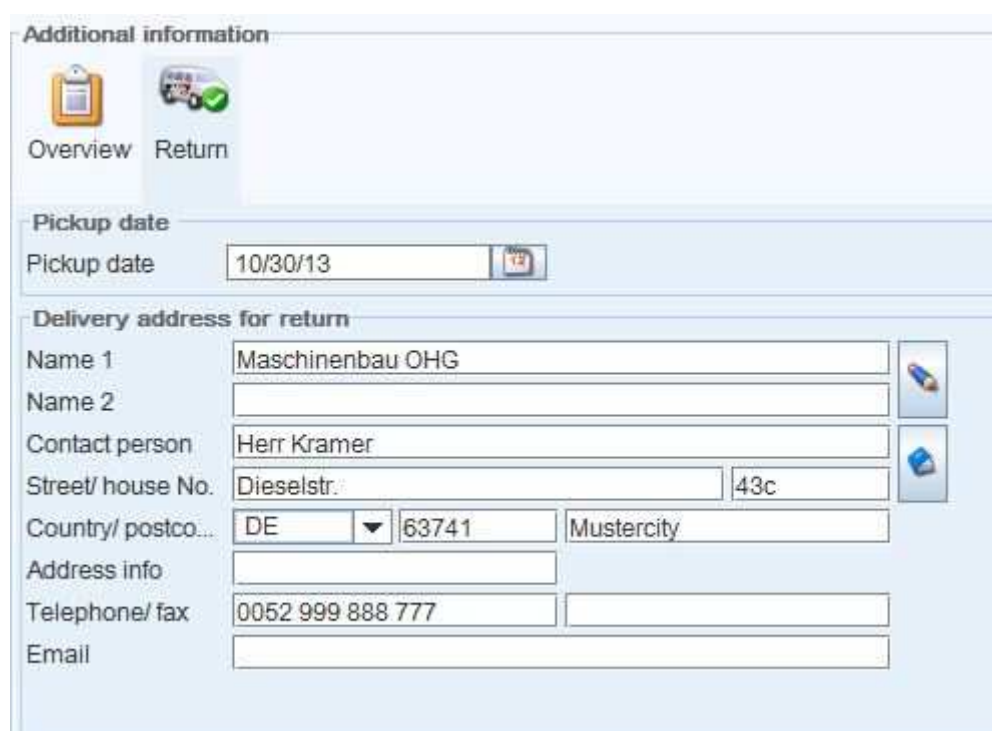
The default setting is that this option can only be selected if a client has applied for this and if it has been imported with the relevant client file from DPD (*.knf). If a parcel has to be returned on behalf of the client, the 'Collection request' option has to be activated (check the box). This changes the name of the top left-hand address block from 'Consignee address' to 'Pickup', because the consignee for the collection request is in fact the client himself.



Consigner		Max Mustermann GmbH Demo		Max Mustermann GmbH		[X]		[without preselection]	
Name 1	Max Mustermann GmbH	Street/ house No.	Musterstrasse	26	Teleph...	01234/567890			
Name 2		Country/ postcode/ ...	DE	12345	Musterstadt	Fax	01234/567891		
Contact person		Address info				Email			
Pickup		Name 1		--DELICOM--		Street/ house No.		Wailandstraße	
		Name 2				Country/ postcode/ ...		DE	
		Contact person		Testuser		Address info		63741 Aschaffenburg	
		Reference				Telephone		0123456	
						Fax			
						Email		vanessa.reubold@dpd.com	
						Add consignee to address book		<input checked="" type="checkbox"/>	
						Info email for the order		<input checked="" type="checkbox"/>	

Fig. 97 - Address data fields for pickup

Additionally it is possible to enter an alternative delivery address for the collection request in the section 'Additional information'. That is helpful if the collection request is not to be delivered to the client's normal address but to a storage facility, which is in a different location than the client's normal place of business. In other cases the default delivery address for collection requests is the client's standard address. This means that if the user clicks on the address of the consignor or client, this is automatically taken as the delivery address.





Additional information	
	
Overview	Return
Pickup date	
Pickup date	10/30/13
Delivery address for return	
Name 1	Maschinenbau OHG
Name 2	
Contact person	Herr Kramer
Street/ house No.	Dieselstr. 43c
Country/ postco...	DE 63741 Mustercity
Address info	
Telephone/ fax	0052 999 888 777
Email	

Fig. 98 - Alternative delivery address for collection request

Further data for collection requests can be entered via the reference information in the respective parcel line. The meaning of each field is described in the dialogue window itself. The input field for reference information

No. 3 resp. No.4 will be displayed automatically if the previous field has a value (also "space" is accepted as a value).

If the option "Collection request" is selected, both the name and the content of the **'Print and close'** button change to **'Transmit and close'** below the parcel line in the "Action" section, because for this option no parcel labels are printed, and normally collection requests should be transmitted to the DPD depot as early as possible. If the order is not to be transmitted immediately, the "Save and close" button can be used in order to save the order for the moment and include it in the transmission later at the shipping close:

Parcel label number	Reference information (at parcel level)	Weight [kg]	Length [cm]	Width [cm]	Height [cm]
(1)		0.00	0.0	0.0	0.0

Actions

☐ Automatic parcel label printing ☒ Display warnings

☐ New after saving

Save & close

Transmit & close

Discard/ close

Fig. 99 - Save & new

If the user clicks on the **'Transmit and close'** button, the "Shipping close" dialogue window opens. In the bottom section the selection field "Include checked collection requests in the shipping close" is automatically activated and enables any collection requests which have not yet been transmitted to be included in the transmission.

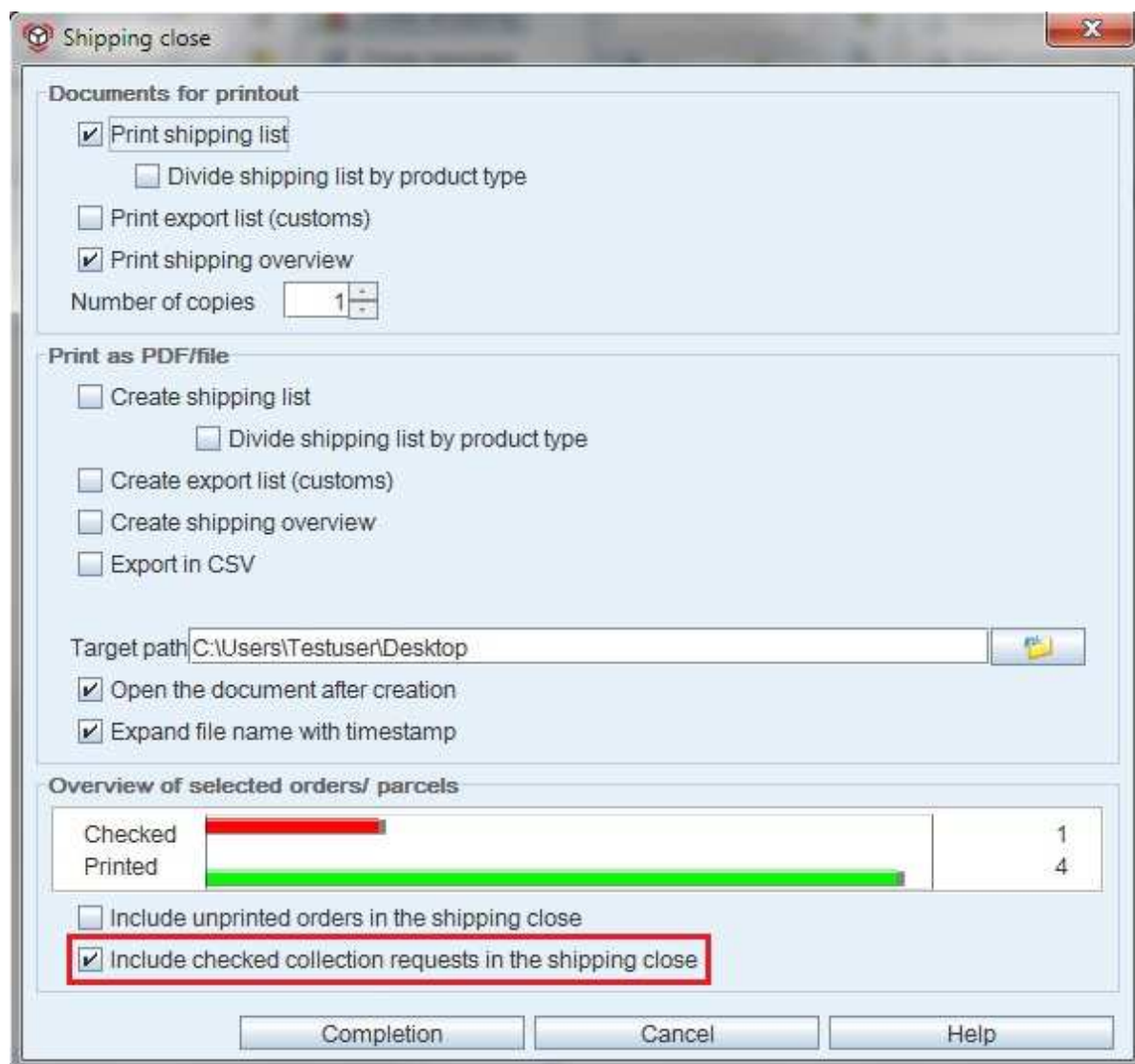


Fig. 100 - Dialogue window - shipping close / function for collection requests

2.4.6.13 Time-specific delivery

In time-specific delivery, delivery is required for a specific date. The date which is entered is mandatory and must be in the future. An order can consist of several shipments. This must be taken into account when the parcel labels are generated. Complete delivery refers only to the individual shipment.



Effects on the parcel label: a normal label is printed out. In addition there is a supplementary label which is also stuck on the parcel and acts as a reference for the shipment. If the order is distributed among several shipments, the individual shipment numbers must be printed on the labels.

Conditions for time-specific delivery:

- The time-specific delivery option must be selected.
- The date must be in the future.
- The date must be max. six months in the future.



Fig. 101 - Supplementary label for time-specific delivery

If the time-specific delivery option is selected in combination with the complete delivery option, a supplementary label is generated as described in chapter 2.4.6.6.

2.4.6.14 Miscellaneous


The '**Miscellaneous**' button in the 'Additional information' section is displayed if one of the following options has been selected:

- ID-Check
- Time-specific delivery
- Department delivery
- Higher insurance


Date can be selected via the button with the calendar icon ()

If the button is activated, the mandatory input fields for an order are also activated. Here individual information to the named options can be or must be entered.

Additional information



Overview



Other

ID Check

Full name

Frau Musterfrau

Telephone

0123456

Department delivery

Building

Buildin 11

Department


first floor

Floor/Room

receiving department

Fig. 102 - Miscellaneous - button and input fields

2.4.7 References


The 'References' section lists four reference fields, in which freely selectable supplementary information such as invoice number or customer number can be recorded. The shipping date can be entered either manually or via the button with the calendar symbol ().

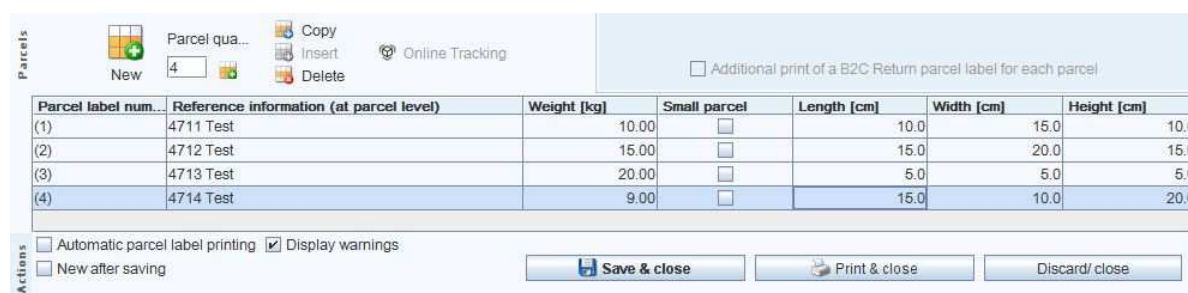


The 'References' section contains four input fields. The first two are labeled 'Reference 1/2' and 'Reference 3/4'. The third is labeled 'Shipping date' and contains the text '10/29/13'. The fourth field has a calendar icon next to it.

Fig. 103 - Entry fields - references 1-4 and calendar function

2.4.8 Parcels

Up to 999 parcel data records can be recorded for each order. New parcels can be recorded, copied or deleted here. In addition the Ttracking function can be activated with the button 'Online Tracking' ().



The 'Parcels' section includes a toolbar with buttons for 'New', 'Copy', 'Insert', 'Delete', and 'Online Tracking'. Below the toolbar is a table with the following data:


Parcel label num...	Reference information (at parcel level)	Weight [kg]	Small parcel	Length [cm]	Width [cm]	Height [cm]
(1)	4711 Test	10.00	<input type="checkbox"/>	10.0	15.0	10.0
(2)	4712 Test	15.00	<input type="checkbox"/>	15.0	20.0	15.0
(3)	4713 Test	20.00	<input type="checkbox"/>	5.0	5.0	5.0
(4)	4714 Test	9.00	<input type="checkbox"/>	15.0	10.0	20.0

Below the table are checkboxes for 'Automatic parcel label printing' and 'Display warnings'. At the bottom are buttons for 'Save & close', 'Print & close', and 'Discard/ close'.

Fig. 104 - Individual recording of parcel order details for selected clients

2.4.8.1 'New' button



A click on the **"New"** button () enables further parcels to be added by opening additional parcel lines. If the input field below the parcel number is used, the desired number of parcels can be added to the order, either by means of the actual "New" button or the minimised "New" button:



The 'Parcels' section interface is shown with the 'New' button and the 'Parcel qua...' input field highlighted with red boxes. The 'Parcel qua...' field contains the number '4'.

Fig. 105 - Section parcels - new button

2.4.8.2 'Copy' button

By clicking on the **'Copy'** button (F7) existing parcels within the active parcel list can be copied. Several parcel lines can be copied at the same time by holding down the <ENTER> key while the relevant parcels are selected with the mouse.

2.4.8.3 'Paste' button

By clicking on the **'Paste'** button the parcel orders which have been previously copied can be entered into the parcel list.

2.4.8.4 'Delete' button

By clicking on the **'Delete'** button existing (selected) parcel orders can be deleted again.

2.4.8.5 'Online Tracking' button

The **'Online Tracking'** button activates Tracking for the purpose of tracking a shipment. However, the relevant Internet browser only opens if the relevant order has already been printed and has already been given a unique parcel label number (otherwise the Online Tracking button is greyed out, i.e. it is not active).

2.4.8.6 Parcel list

Parcel label num...	Reference information (at parcel level)	Weight [kg]	Small parcel	Length [cm]	Width [cm]	Height [cm]
(1)	4711 Test	10.00	<input type="checkbox"/>	10.0	15.0	10.0
(2)	4712 Test	15.00	<input type="checkbox"/>	15.0	20.0	15.0
(3)	4713 Test	20.00	<input type="checkbox"/>	5.0	5.0	5.0
(4)	4714 Test	9.00	<input type="checkbox"/>	15.0	10.0	20.0

Fig. 106 - Parcel list - order creation

The parcel list shows all the recorded parcels for an order, indicating parcel number, parcel size (height, width, length) and weight. In addition extra options can be recorded, such as 'small parcel' and COD amounts as well as the reason for the payment and reference numbers for the individual parcel.

If required, new columns are added for optional entries on 'reference information', 'higher insurance', 'export data' as well as 'COD'. After a double-click on the empty column field under the heading, input fields are displayed and the required information can be entered here.

2.4.9 Action

☐ Automatic parcel label printing
 ☒ Display warnings

☐ New after saving

Fig. 107 - Action bar - order creation

2.4.9.1 Checkbox 'Print parcel label automatically'

This box has to be checked if a new order is to be printed immediately after recording. Then only the **'Print & close'** button is active and the **'Save & close'** button is deactivated. If the box is not checked, the default setting is that the **'Save & close'** button is activated.

2.4.9.2 Checkbox 'Display warnings'

Activating this box means that warnings are displayed if any data is missing (input fields highlighted in yellow) or incorrect (dialogue window 'Warnings').



Please note! Errors prevent the completion of an order – on the other hand warnings don't!

2.4.9.3 Checkbox 'New after saving'

Activating this box means that after an order has been saved the 'Order creation' dialogue window is once more opened for processing. In this way several orders can be entered one after the other faster.

2.4.9.4 'Save and close' button

When the user clicks on **"Save & close"**, **all the entries and changes which have been made to the selected order are saved and the recording process for the order is closed.**



This button is normally active!

2.4.9.5 'Print and close' button

After a click on the **'Print & close'** button the current order is printed, if it is ready for shipping. If there are errors or missing data the 'Error message' dialogue window opens, indicating the incorrect data so that it can be corrected. If a mandatory field is involved or not filled out, the order can't be printed. After that the dialogue window "Record order" is closed.



This button is active as the default setting and when "Automatic parcel label printing" is selected!

2.4.9.6 'Discard/close' button

After a click on the **'Cancel/ close'** button any changes to the current order are not saved.



This button is normally active!

2.4.9.7 'Print and new' button

A click on the **'Print & new'** button has the effect of printing the current order, if it is ready for shipping. If there are errors or missing data the 'Error message' dialogue window opens, indicating the incorrect data so that it can be corrected. If a mandatory field is involved or not filled out, the order can't be printed – the missing data first has to be corrected or entered. If it is only a matter of warnings, the "OK" button can be used to close the error message dialogue window again. After that the "Record order" dialogue window opens up again, so that a new order can be created.



Fig. 108 - Print and new button



This button is only active in connection with "New after saving". It also remains active if "Automatic parcel label printing" is additionally selected (in this case the button "New after saving" is greyed out, because data is not saved before printing)!

2.4.9.8 'Save and new' button

After a click on the **'Save & new' button** all the changes which have been made to the current order are saved and 'Order creation' is opened so that a new order can be entered.

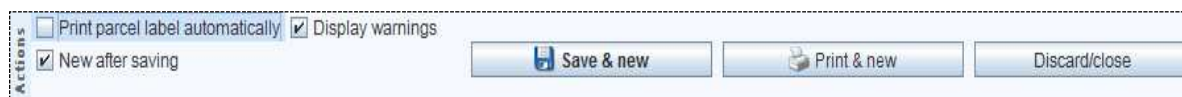


Fig. 109 - Save and new button



This button is only active in connection with 'New after saving'!

2.4.10 Function keys and key combinations

For faster processing and for experienced users the main functions for entering an order are also available via the function keys (F1-F12) or as key combinations.

2.4.10.1 Function keys for blocks of entering an order

F1	Help	Opens the help topics
F2	-	No action
F3	Search	Possible, for example, in parcel list to search for details
F4	Client	Activates the client selection list
F5	Consignee	Moves the cursor to consignee in the "Name 1" field
F6	-	No action
F7	Options	Moves the cursor to the first checkbox for the options
F8	-	No action
F9	Parcel quantity	Moves the cursor to the input field for parcel quantity
F10	Parcel reference	Moves the cursor to the field "Reference information" in the parcel list
F11	Parcel weight	Moves the cursor to the "Weight (kg)" in the parcel list
F12	Details of the options	Switches among the tabs in the "Additional information" section

2.4.10.2 Key combinations

STRG+W	<i>Read out weight (Function not available yet!)</i>
STRG+N	New parcel line
STRG+V	In parcel line: Paste
STRG+X	In parcel line: Delete
STRG+P	Print & close/new
STRG+S	Save & close/new
RETURN	Confirms a change/entry
ESC	<i>Cancel changes</i>

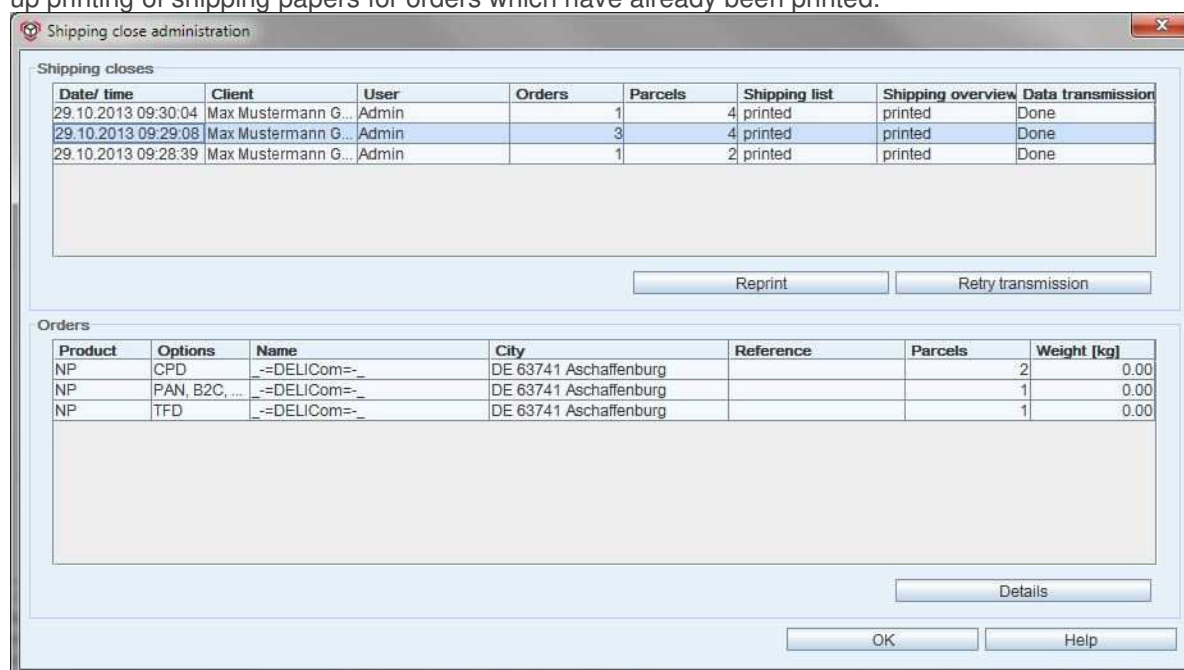
More keyboard shortcuts are available in the main window with the Alt key. Those are displayed in the dialogue window itself.

2.5 Shipping close

In this chapter all aspects of the shipping close are described.

2.5.1 Shipping close administration

The dialogue window 'Shipping close administration' is accessed via the button **'Menu → shipping close administration'**. Here only the closed shipping operations are administered and there is a possibility of follow-up printing of shipping papers for orders which have already been printed.



Date/ time	Client	User	Orders	Parcels	Shipping list	Shipping overview	Data transmission
29.10.2013 09:30:04	Max Mustermann G...	Admin		1	4 printed	printed	Done
29.10.2013 09:29:08	Max Mustermann G...	Admin		3	4 printed	printed	Done
29.10.2013 09:28:39	Max Mustermann G...	Admin		1	2 printed	printed	Done

Product	Options	Name	City	Reference	Parcels	Weight [kg]
NP	CPD	--DELICom--	DE 63741 Aschaffenburg		2	0.00
NP	PAN, B2C, ...	--DELICom--	DE 63741 Aschaffenburg		1	0.00
NP	TFD	--DELICom--	DE 63741 Aschaffenburg		1	0.00

Fig. 110 - Shipping close administration



The shipping close can only be implemented by a user who is an authorised 'manager'. Other users are not authorised to carry out this function.

2.5.1.1 Shipping closes

This list shows only shipping closes which have already been implemented, with date/time, client, total number of orders, total number of parcels etc.


Date/ time	Client	User	Orders	Parcels	Shipping list	Shipping overview	Data transmission
29.10.2013 09:30:04	Max Mustermann G...	Admin	1	4	printed	printed	Done
29.10.2013 09:29:08	Max Mustermann G...	Admin	3	4	printed	printed	Done
29.10.2013 09:28:39	Max Mustermann G...	Admin	1	2	printed	printed	Done

Reprint Retry transmission

Fig. 111 - Shipping close administration - shipping closes

2.5.1.1.1 'Reprint' button

The button Reprint enables the follow-up printing of a shipping close which has already been implemented:


Reprint shipping close
Close

Documents for printout

- ☒ Print shipping list
 - ☐ Divide shipping list by product type
- ☐ Print export list (customs)
- ☒ Print shipping overview

Number of copies

Print as PDF/file

- ☐ Create shipping list
 - ☐ Divide shipping list by product type
- ☐ Create export list (customs)
- ☐ Create shipping overview
- ☐ Export in CSV

Target path

☒ Open the document after creation
☒ Expand file name with timestamp

OK Cancel Help

Fig. 112 - Dialogue window - follow-up print shipping close


2.5.1.1.2 'Retry transmission' button

Fig. 114 - Toolbar - close shipping

The shipping close can optionally be implemented for all the current orders which have been recorded completely, or *only for those orders which have been selected from the order list*.

The shipping close means that the shipping documents and lists are created and the data transmission to the DPD system is implemented automatically online via the DPD Print Connector.

2.5.2.1 'Close shipping' button

A click on  **Close shipping** opens the 'Shipping close' dialogue window. This enables the printing respectively saving of various documents such as shipping lists, export documents and shipping overview.

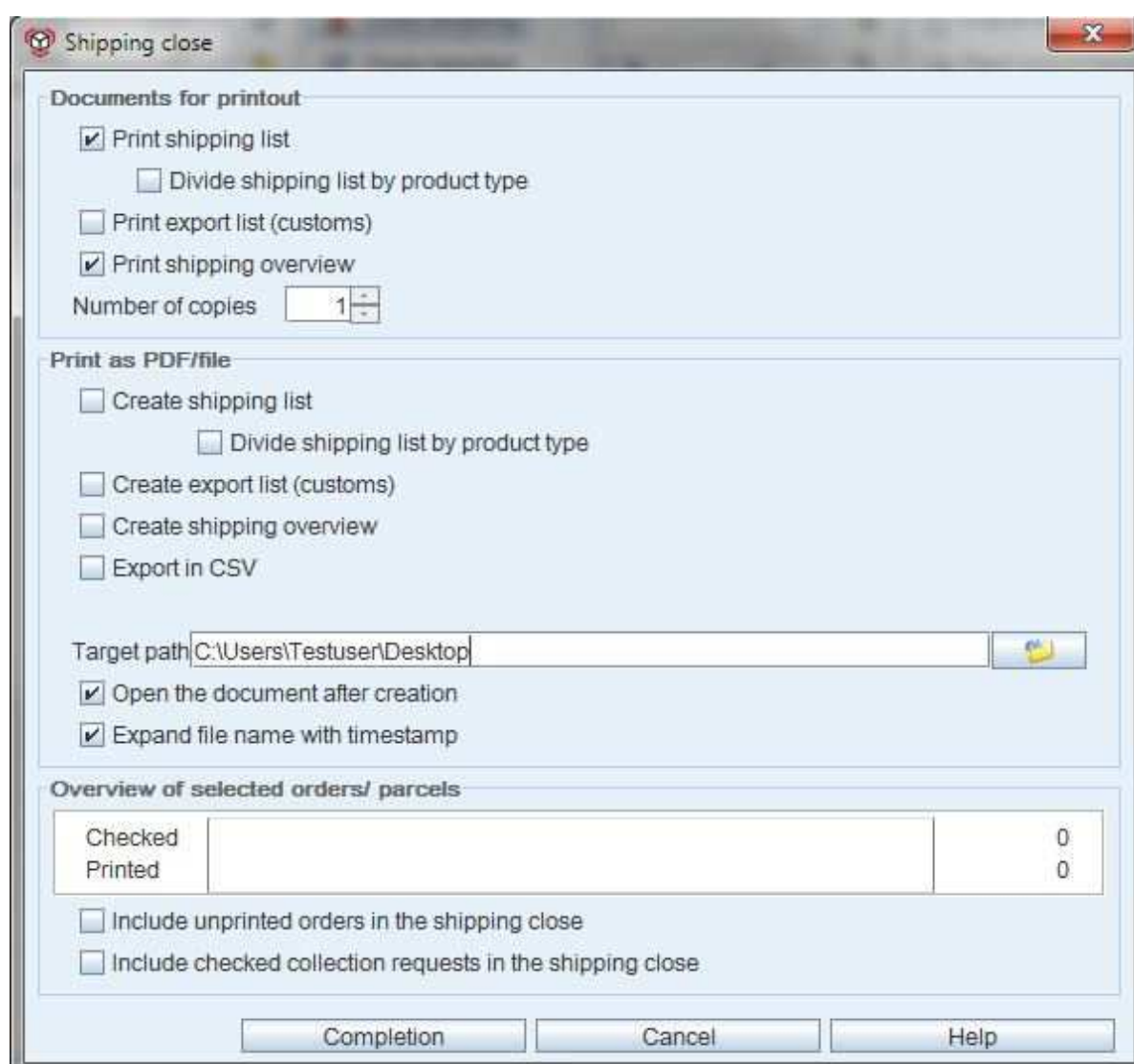



Fig. 115 - Dialogue window - shipping close

2.5.2.1.1 Print to printer

- **Print shipping list**
This prints a shipping list of the orders for a specific client.
- **Divide shipping list by product type**
This arranges the shipping list into the different product types.
- **Print documents for export processing**
Export documents are also printed for export orders.
- **Print shipping overview**
This print statistics for the orders of the individual client.
- **Number of copies**
This option determines the number of copies to be printed.

2.5.2.1.2 Print as PDF/file

- **Create shipping list**
This draws up a shipping list for the orders of the specific client.
- **Divide shipping list by product type**
This arranges the shipping list into the various product types.
- **Create export list (customs)**
Export documents are also created for export orders.
- **Create shipping overview**
This creates statistics for the orders of the specific client.
- **Export in CSV**
- **Target path**
The target part indicates where the documents are to be saved. A click on '**Open directory**' () opens the "Save in..." dialogue, so that the user can search for and select the required location.
- **Open the document after creation**
This automatically opens the documents which have been created and saved.
Expand file name with timestamp.
- **Dateiname mit Zeitstempel erweitern**

2.5.2.1.3 Overview of selected orders / parcels

- **Overview**

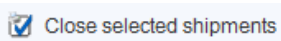


Fig. 116 - Overview - checked, printed

Here the user is provided with an overview of order status (i.e. how many orders are still outstanding, have already been checked or have already been printed).

- **Include orders which have not been printed yet in the shipping close**
This automatically includes any orders which have not yet been printed in the shipping close.
- **Include in the shipping close all collection requests which have been checked**
This automatically includes in the shipping close any collection requests which have not been transmitted yet (see also chapter 2.4.6.11)

2.5.2.2 Close selected shipments

A click on  begins the shipping close *only for those current orders which have been selected in the order list*. These can be orders that have been checked (without errors but not yet printed) as well as orders which have already been printed and have a shipping date up to and including the current date. Open orders are not included here either!

2.5.2.3 Printer

A click on the **"Printer"** button opens a selection menu which enables the selection of an existing printer or accesses the "Printer configuration" dialogue window if the "Printer configuration" button is clicked on. Here Windows printers or thermal printers can be added, processed or removed (see also chapter 3.5 ff).

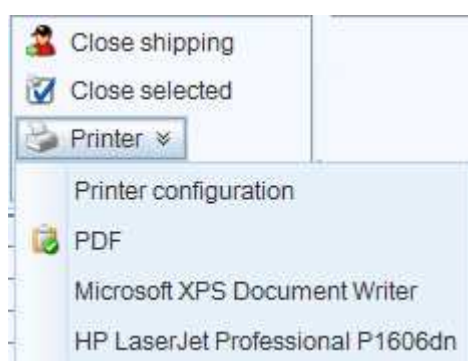


Fig. 117 - Printer button



*The button 'PDF print' starts a printout in PDF form.
Please note: this configuration menu applies only to the printer for the shipping close!*

2.5.3 Close shipping reminder

If a symbol with a red and yellow exclamation mark appears next to the '**Close shipping**' button (please see chapter 3.2.5.1), this is a reminder and request to the user to implement a shipping close (please see chapter 2.5).



Fig. 118 - Reminder - shipping close

The lists which can be produced during the shipping close are displayed below.

2.5.3.1 Parcel label

For a detailed description of the special features of the parcel label please refer to the DPD parcel label specifications.

<p><small>Außerhalb nicht anwendbare Schilder müssen DPD innerhalb von 7 Tagen nach Zustellung entfernt werden. - Damage not negotiable on the outside has to be reported in writing to DPD within 7 days after delivery.</small></p> <p>Empfänger --=DELICom=--</p> <p>Testuser Wailandstraße 1</p> <p>Tel. 0123456 DE-63741 Aschaffenburg</p>		<p><small>Außerhalb nicht anwendbare Schilder müssen DPD innerhalb von 7 Tagen nach Zustellung entfernt werden. - Damage not negotiable on the outside has to be reported in writing to DPD within 7 days after delivery.</small></p> <p>Empfänger --=DELICom=--</p> <p>Testuser Wailandstraße 1</p> <p>Tel. 0123456 DE-63741 Aschaffenburg</p>	
Referenz 1 4713 Test1	Ladung 3 / 4 Gewicht 20,00 kg	Referenz 1 4714 Test1	Ladung 4 / 4 Gewicht 9,00 kg
<p>0998 1111 1200 31₆</p> <p>!RELABEL !</p> <p>101-DE-63741</p> <p>27.09.10 10:15 10175000 DELICom-rt 4.0.0.1.101</p> <p>DEMO</p> <p>0063 741 0998 1111 1200 31 101 276 5</p>		<p>0998 1111 1200 32₄</p> <p>!RELABEL !</p> <p>101-DE-63741</p> <p>27.09.10 10:15 10175000 DELICom-rt 4.0.0.1.101</p> <p>DEMO</p> <p>0063 741 0998 1111 1200 32 101 276 6</p>	
<p><small>Außerhalb nicht anwendbare Schilder müssen DPD innerhalb von 7 Tagen nach Zustellung entfernt werden. - Damage not negotiable on the outside has to be reported in writing to DPD within 7 days after delivery.</small></p> <p>Empfänger --=DELICom=--</p> <p>Testuser Wailandstraße 1</p> <p>Tel. 0123456 DE-63741 Aschaffenburg</p>		<p><small>Außerhalb nicht anwendbare Schilder müssen DPD innerhalb von 7 Tagen nach Zustellung entfernt werden. - Damage not negotiable on the outside has to be reported in writing to DPD within 7 days after delivery.</small></p> <p>Empfänger --=DELICom=--</p> <p>Testuser Wailandstraße 1</p> <p>Tel. 0123456 DE-63741 Aschaffenburg</p>	
Referenz 1 Test2	Ladung 1 / 2 Gewicht 0,00 kg	Referenz 1 Test2	Ladung 2 / 2 Gewicht 0,00 kg
<p>0998 1111 1200 33₂</p> <p>!RELABEL !</p> <p>101-DE-63741</p> <p>27.09.10 10:15 10175000 DELICom-rt 4.0.0.1.101</p> <p>DEMO</p> <p>0063 741 0998 1111 1200 33 101 276 0</p>		<p>0998 1111 1200 34₂</p> <p>!RELABEL !</p> <p>101-DE-63741</p> <p>27.09.10 10:15 10175000 DELICom-rt 4.0.0.1.101</p> <p>DEMO</p> <p>0063 741 0998 1111 1200 34 101 276 1</p>	

Fig. 119 - Parcel label - batch printing sheet

2.5.3.2 Shipping overview

The shipping overview contains an overview of the orders of a client for each shipping close.

Customer address
Müllerstraße 3
DE-63741

Depot address
DELICom DPD Deutscher Paket Dienst
GmbH & Co.KG
generated information 3
DE-63741 Aschaffenburg

Shipping overview No. 78
Customer No.: 0998000000084848
Client ID: 47fec4dS
Date: 14.11.2013 21:51:37
Parcel quantity: 1

DPD
DELISprint Version 6.0.3.1
Routing database version 20130902

Products	Type	Weight	Quantity	User statistics	SP	NP	E830	E10	E12	E18	IE2	PL	SD	MAX	EEC	EECS	B2CR	MAIL	Weight
DPD CLASSIC SMALL	SP	0.00	0	g x (m se...)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
DPD CLASSIC	NP	0.00	1	K z ()	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
DPD 8:30	E830	0.00	0	K x ()	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
DPD 10:00	E10	0.00	0	Admin (Administrator)	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0.00
DPD 12:00	E12	0.00	0	Pa (F i)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
DPD 18:00 / GUA	E18	0.00	0																
DPD EXPRESS	IE2	0.00	0																
DPD Same Day	SD	0.00	0																
DPD MAX	MAX	0.00	0																
DPD PARCELletter	PL	0.00	0																
DPD Mail	MAIL	0.00	0																
B2C return	B2CR	0.00	0																
Express Eco	EECN	0.00	0																
Express Eco Small	EECS	0.00	0																
		0.00	1																

Export	Quantity
Number of parcels for customs clearance	0
Number of shipments for customs clearance	0

Options	Number
Department delivery	0
Exchange	0
B2C / Predict	0
B2C return	0
Notification	0
Hazardous goods	1

Options	Number
Complete delivery	0
Higher insurance	0
ID check	0
Limited Quantities (LQ)	0
Cash on delivery	0
ParcelShop delivery	0

Options	Number
Collection request	0
Saturday delivery	0
Time-specific delivery	0
Ex works	0
Tyres without package	0

Data transfer: None

For your documents

Page 1 / 1

Fig. 120 - Shipping overview

2.5.3.3 Journal printout

The journal printout for a shipping close displays a table which lists the main data of the individual orders in the form of a shipping list.

Customer address
Müllerstraße 2

1113
DE-63741

Depot address
DELICOM DPD Deutscher Paket Dienst
GmbH & Co.KG
generated information 3
DE-63741 Aschaffenburg

Shipping list No. 78
Customer No.: 0998000000084848
Client ID: 47fec4dS
Date: 14.11.2013 21:51:39
Parcel quantity: 1



DELISprint Version 6.0.3.1
Routing database version 20130902


User	Sequence	Parcel No.	Shipping type	Consignee	Street	Postcode	City	Reference no.	Weight
Admin	1	09981001100074	NP,HAZ	Testkunde 7	Unnaer Landstr. 2	DE-58708	Menden		0.00

Signature _____

Data transfer: None

Please forward this list to the DPD depot or your DPD driver

Page 1 / 1

 Fig. 121 - Shipping list - shipping close


The journal printouts also include the COD list and the Collection request list.

2.5.3.4 Export documents

Customer address
Max Mustermann GmbH
Musterstrasse 26
DE-12345 Musterstadt

Depot address
DELICom DPD GmbH & Co. KG
Testdepot
Wailandtstr. 1
DE-63741 Aschaffenburg

Export list 4
Customer No.: 01234567891
Client ID: 37c19e2S
Date: 29.10.2013 09:42:55
Parcel quantity: 2

DPD 
DELI Sprint Version 6.0.3.1
Routing database version 20130902

Shipment No.	Company and name (invoice address)	Address	Postcode	City	Total weight (kg)	Goods value
Parcel No.	1) 2)	Company and name (delivery address)	Address	Postcode	City	Weight (kg) Content
MPS099811112002120131029	1)	_-DELICom-_-	Wailandtstraße 1	NO-1000	Aschaffenburg	2.000 Total
0998111120021	2)	_-DELICom-_-	Wailandtstraße 1	NO-1000	Aschaffenburg	1.000
0998111120022		_-DELICom-_-	Wailandtstraße 1	NO-1000	Aschaffenburg	1.000

Data transfer: Internet

1) content: P

Page 1 / 1

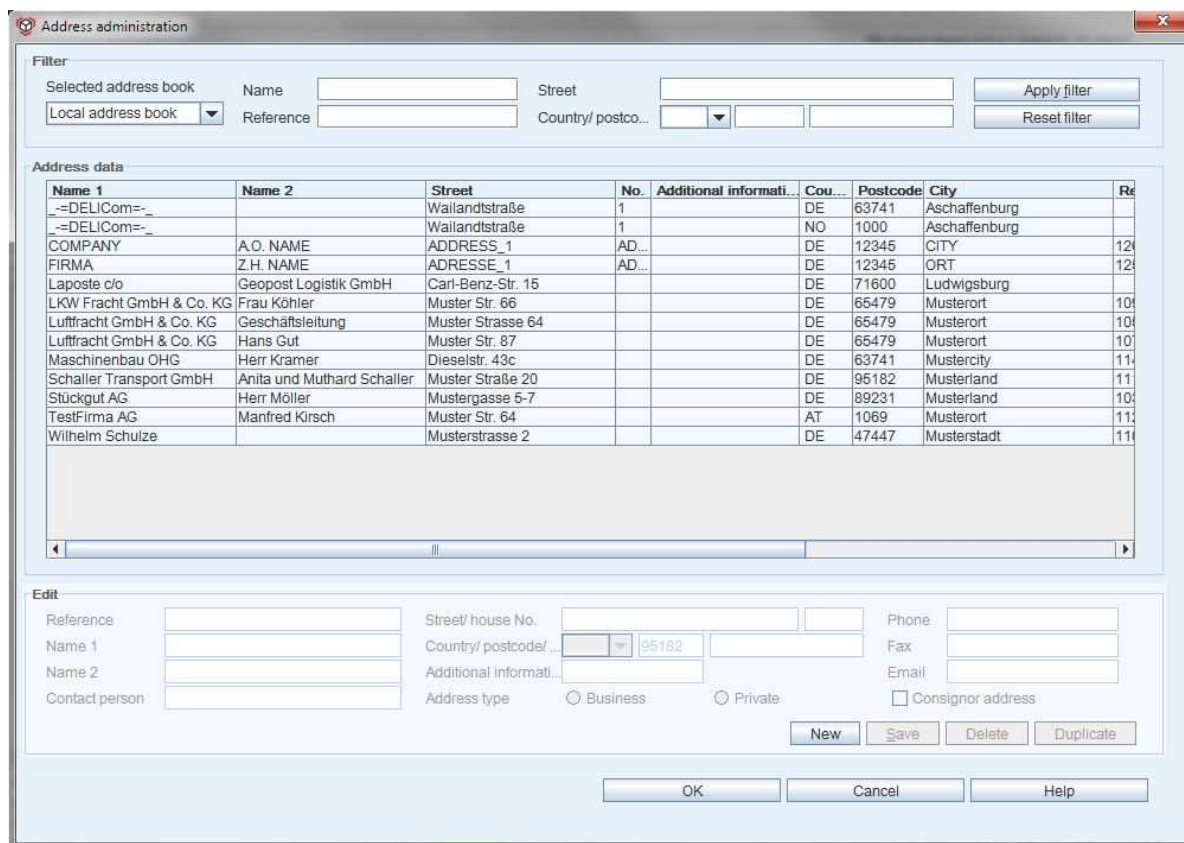
Fig. 122 - Export documents



If the internet is not available when the shipping close is implemented, the shipping lists etc. are still produced. The system will automatically try for 7 days after the unsuccessful shipping close to transmit any data which has not been transmitted with the next shipping close!

2.6 Address administration

The address administration can be accessed via the button '**Menu → Address update**'. Customer addresses can be administered, i.e. recorded, edited or removed, in the dialogue of the same name.



Filter

Selected address book: Name: Street: Apply filter

Local address book Reference: Country/ postcode: Reset filter

Address data

Name 1	Name 2	Street	No.	Additional informati...	Cou...	Postcode	City	Re
--DELICom--		Wailandstraße	1		DE	63741	Aschaffenburg	
--DELICom--		Wailandstraße	1		NO	1000	Aschaffenburg	
COMPANY	A.O. NAME	ADDRESS_1	AD...		DE	12345	CITY	12
FIRMA	Z.H. NAME	ADRESSE_1	AD...		DE	12345	ORT	12
Laposte clo	Geopost Logistik GmbH	Carl-Benz-Str. 15			DE	71600	Ludwigsburg	
LKW Fracht GmbH & Co. KG	Frau Köhler	Muster Str. 66			DE	65479	Musterort	10
Lufftracht GmbH & Co. KG	Geschäftsleitung	Muster Strasse 64			DE	65479	Musterort	10
Lufftracht GmbH & Co. KG	Hans Gut	Muster Str. 87			DE	65479	Musterort	10
Maschinenbau OHG	Herr Kramer	Dieselstr. 43c			DE	63741	Musterort	11
Schaller Transport GmbH	Anita und Muthard Schaller	Muster Straße 20			DE	95182	Musterland	11
Stückgut AG	Herr Möller	Mustergasse 5-7			DE	89231	Musterland	10
TestFirma AG	Manfred Kirsch	Muster Str. 64			AT	1069	Musterort	11
Wilhelm Schulze		Musterstrasse 2			DE	47447	Musterstadt	11

Edit

Reference: Street/ house No.: Phone:

Name 1: Country/ postcode/ ...: 95182 Fax:

Name 2: Additional informati...: Email:

Contact person: Address type: ☐ Business ☐ Private ☐ Consignor address

Fig. 123 - Dialogue window - address administration

2.6.1 Selection filter



Filter

Selected address book: Name: Street: Apply filter

Local address book Reference: Country/ postcode: Reset filter

Fig. 124 - Input fields - address book filters

2.6.1.1 Selected address book

First the relevant address book is selected via the 'Selected address book' selection list. If a different address book from the local address book is selected from the selection field, this is displayed in the address list and can also be filtered, but it is not available for editing. Correspondingly the displayed address is not activated under 'Processing an order' either.

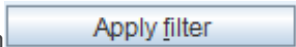
2.6.1.2 Input fields

There are address input fields for

- name,
- street,

- reference,
- country / postcode / town.

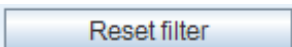
2.6.1.3 'Apply filter' button

When the the user fills out the input fields and clicks on the **'Apply filter'** button , the address data in the list from then on only shows addresses to which one or more of the entries correspond. In the process the filter also finds addresses if only part of the entry corresponds to them. For example, if under 'Street' the word 'path' is entered the filter will find 'Fieldpath', 'Foot Path' and 'Pathway'.



The more filter input there is, the more the address data list is reduced!

2.6.1.4 'Reset filter' button

If you click on this button  the filter is reset and the list once more shows all the available address data.

2.6.2 Address data

The 'Address data' list displays a table with all the currently saved clients with consignor name (name 1, name 2), street, customer number, supplementary information, country, postcode and customer city.

Address data							
Name 1	Name 2	Street	No.	Additional informati...	Cou...	Postcode	City
--DELICom--		Wailandtstraße	1		DE	63741	Aschaffenburg
--DELICom--		Wailandtstraße	1		NO	1000	Aschaffenburg
COMPANY	A.O. NAME	ADRESSE_1	AD...		DE	12345	CITY
FIRMA	Z.H. NAME	ADRESSE_1	AD...		DE	12345	ORT
Laposte c/o	Geopost Logistik GmbH	Carl-Benz-Str. 15			DE	71600	Ludwigsburg
LKW Fracht GmbH & Co. KG	Frau Köhler	Muster Str. 66			DE	65479	Musterort
Luftfracht GmbH & Co. KG	Geschäftsleitung	Muster Strasse 64			DE	65479	Musterort
Luftfracht GmbH & Co. KG	Hans Gut	Muster Str. 87			DE	65479	Musterort
Maschinenbau OHG	Herr Kramer	Dieselstr. 43c			DE	63741	Mustercity
Schaller Transport GmbH	Anita und Muthard Schaller	Muster Straße 20			DE	95182	Musterland
Stückgut AG	Herr Möller	Mustergasse 5-7			DE	89231	Musterland
TestFirma AG	Manfred Kirsch	Muster Str. 64			AT	1069	Musterort
Wilhelm Schulze		Musterstrasse 2			DE	47447	Musterstadt

Fig. 125 - Address book list - address data

A click on a specific customer highlights the relevant data in blue (see above). At the same time the data appears further down in the input fields under 'Processing an order'. Here the address data can be edited or updated (see also chapter 2.6.3).

By clicking on one of the column headings the displayed data can be arranged in ascending alphabetical order, while a further click arranges them arranged in descending alphabetical order – in each case for the column which has been clicked on. In this way the user has a faster overview of the relevant customer data.

2.6.3 Edit

Here the address data can be recorded, edited and updated. In addition the telephone and fax numbers and the email addresses can be recorded. For reasons of clarity these are saved but not displayed in the above address data list.



Fig. 126 - Input fields - processing address data



The fields highlighted in red are mandatory and have to be filled out. If they are not filled out it is impossible to save the entries.

2.6.3.1 'New' button

When the user clicks on this button the data for a new customer can be entered and recorded in the input fields in the section 'Edit'. The fields 'Name 1', 'Street/house no', 'postcode' and 'city' are highlighted in red as mandatory fields and have to be filled out:



Fig. 127 - Entry of a new address - mandatory fields

2.6.3.2 'Save' button

With this command all the entries and newly entered customer data are saved. If any data is incorrect or missing, the 'Error message' dialogue window appears and indicates clearly which fields are incorrect or have not been filled out:

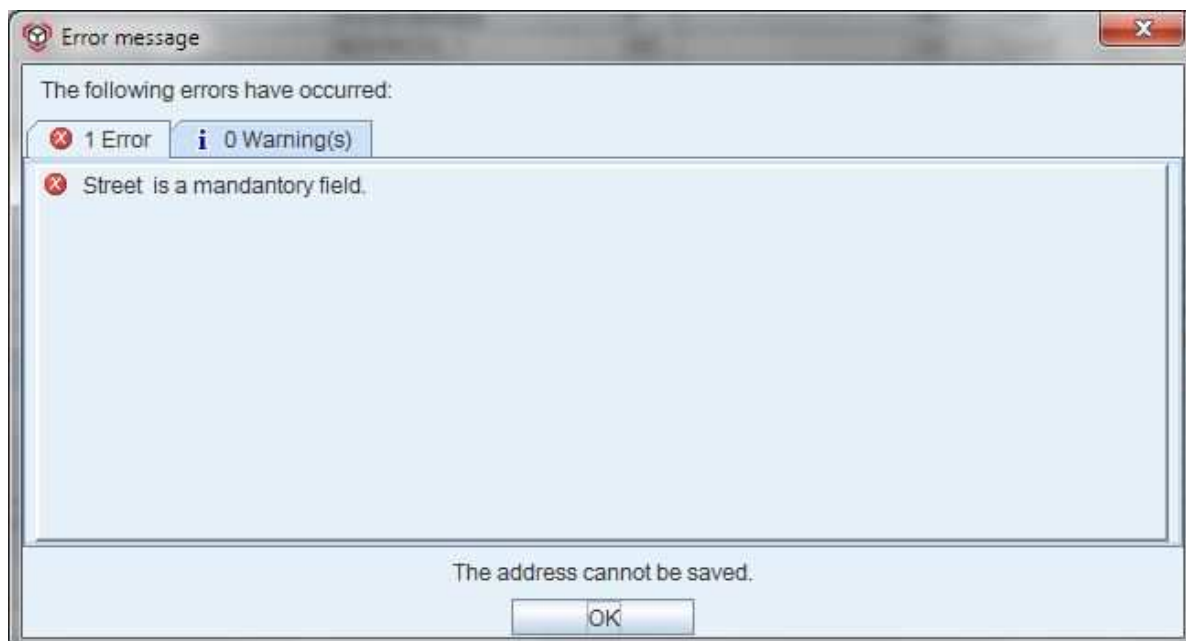


Fig. 128 - Error message - address data

The error message has to be confirmed using the '**OK**' button. After that the entries can be corrected or completed and then saved once more. If the entries are then correct no further dialogue window appears when the user clicks on the '**Save**' button, and the data is integrated into the address database.

2.6.3.3 'Delete' button

When the user clicks on this button selected customer data is deleted. First a dialogue window opens which asks once more if the address or addresses are really to be deleted. This question has to be answered by clicking on the '**Yes**' or '**No**' button.

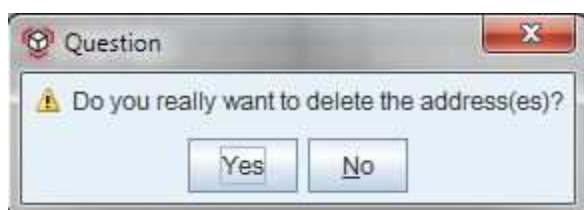


Fig. 129 - Security query - deleting an order

2.6.3.4 'Duplicate' button

The "Duplicate" button enables a previously selected address data record to be copied and then entered in the address list and edited. After all the entries or changes have been made, the address can be saved by clicking on "Save".

2.6.4 Action buttons

These buttons manage the entries in the dialogue window 'Address administration':



Fig. 130 - Address book - actions toolbar

2.6.4.1 „OK“ button

The **'OK'** button save the entries which have been made and closes the address administration once more.

2.6.4.2 'Cancel' button

By clicking on the **'Cancel'** button the address administration is closed again without saving or integrating the changes.

2.6.4.3 'Help' button

When the user clicks on the **'Help'** button this online manual opens.

2.6.4.4 Dialogue window 'Address Configuration Overview'

A right-click on one of the column headers opens the dialogue window 'Address Configuration Overview':

Address data								
Name 1 ▼	Name 2	Street	No.	Additional informati...	Cou...	Postcode	City	Re
Wilhelm Schulze		Musterstrasse 2			DE	47447	Musterstadt	111
TestFirma AG	Manfred Kirsch	Muster Str. 64			AT	1069	Musterort	111
Stückgut & Co	Herr Müller	Musterstrasse 5,7			DE	80221	Musterland	101



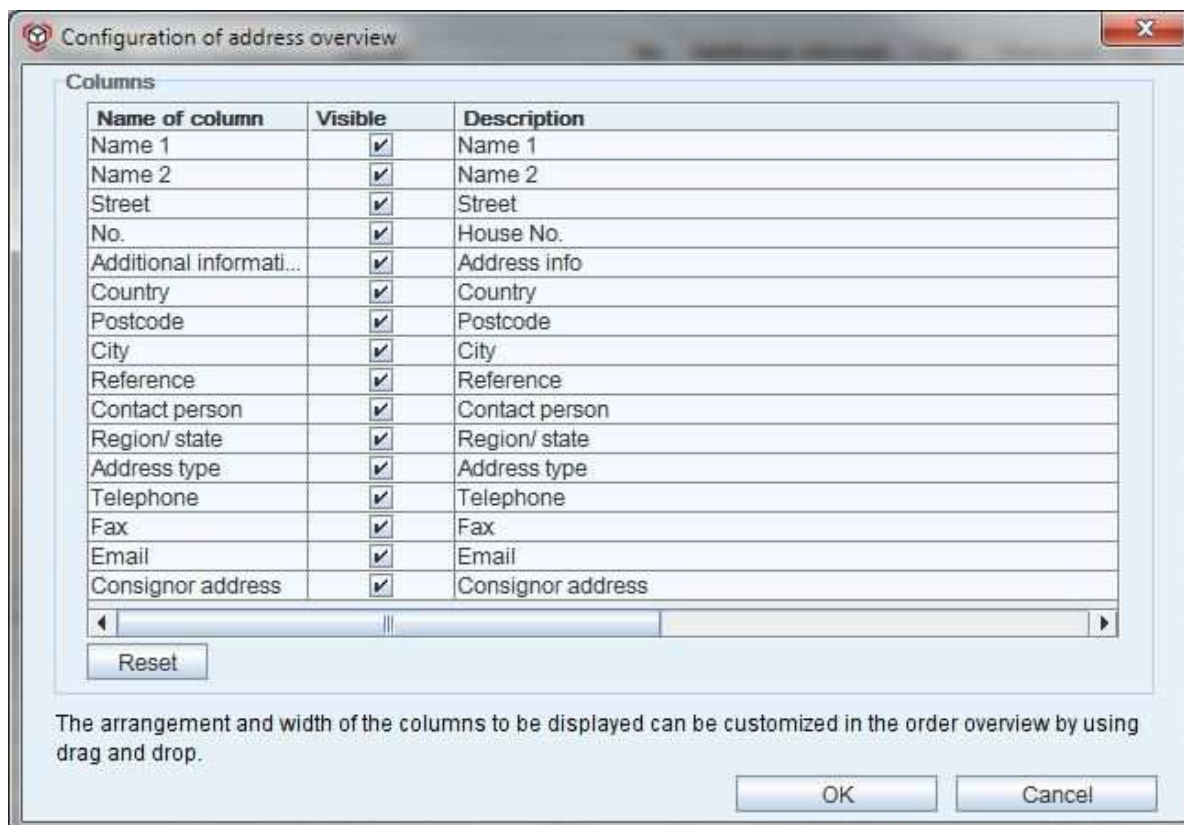
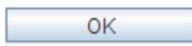
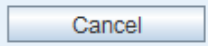
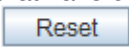


Fig. 131 - Dialogue window - address configuration overview

In this dialogue window it is possible to use checkboxes to display or hide columns in the address list..

The  button confirms any changes that have been made. With  the dialogue window is closed without any changes being saved.  cancels any changes made to the checkboxes.

2.7 User data and settings

The dialogue window 'User data and settings' is accessed via **'Menu → User data and settings'**.

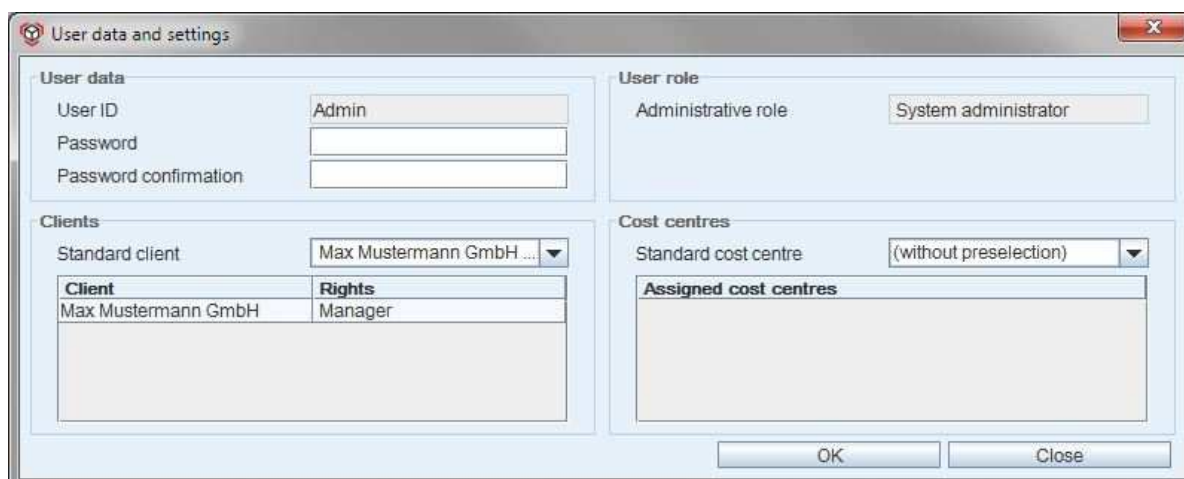


Fig. 132 - Dialogue window - user data and settings

2.7.1 User data

In the dialogue window 'User data and settings' it is possible under 'User data' to enter the password manually in the input field below it. In confirmation the password has to be entered once more under 'Repeat password'.



The password has to have at least six characters or digits or a combination of the two!

2.7.2 User role

Here the administrative role of the user is displayed, e.g. 'System administrator'.

2.7.3 Clients

In this section the specified standard client is displayed. The other allocated clients are displayed in a table, in each case with the role which has been allocated to them.



Changes to client rights can be made via the dialogue window 'User configuration' (please see chapter 3.4).

2.7.4 Cost centres

Under 'Standard cost centre' selections can be made from the list:

■ (without preselection)

Then the system does *not* automatically allocate a preselected cost centre.

The table 'Assigned cost centres' shows the available cost centres which have already been registered (please see chapter 3.2.4.3).

2.7.4.1 'Save' button

A click on '**Save**' saves all the new entries and changes in the system.

2.7.4.2 'Close' button

A click on '**Close**' enables the user to leave the dialogue window again without saving any changes..

2.8 Tools

Users can access the tools via the button 'Menu → Tools':

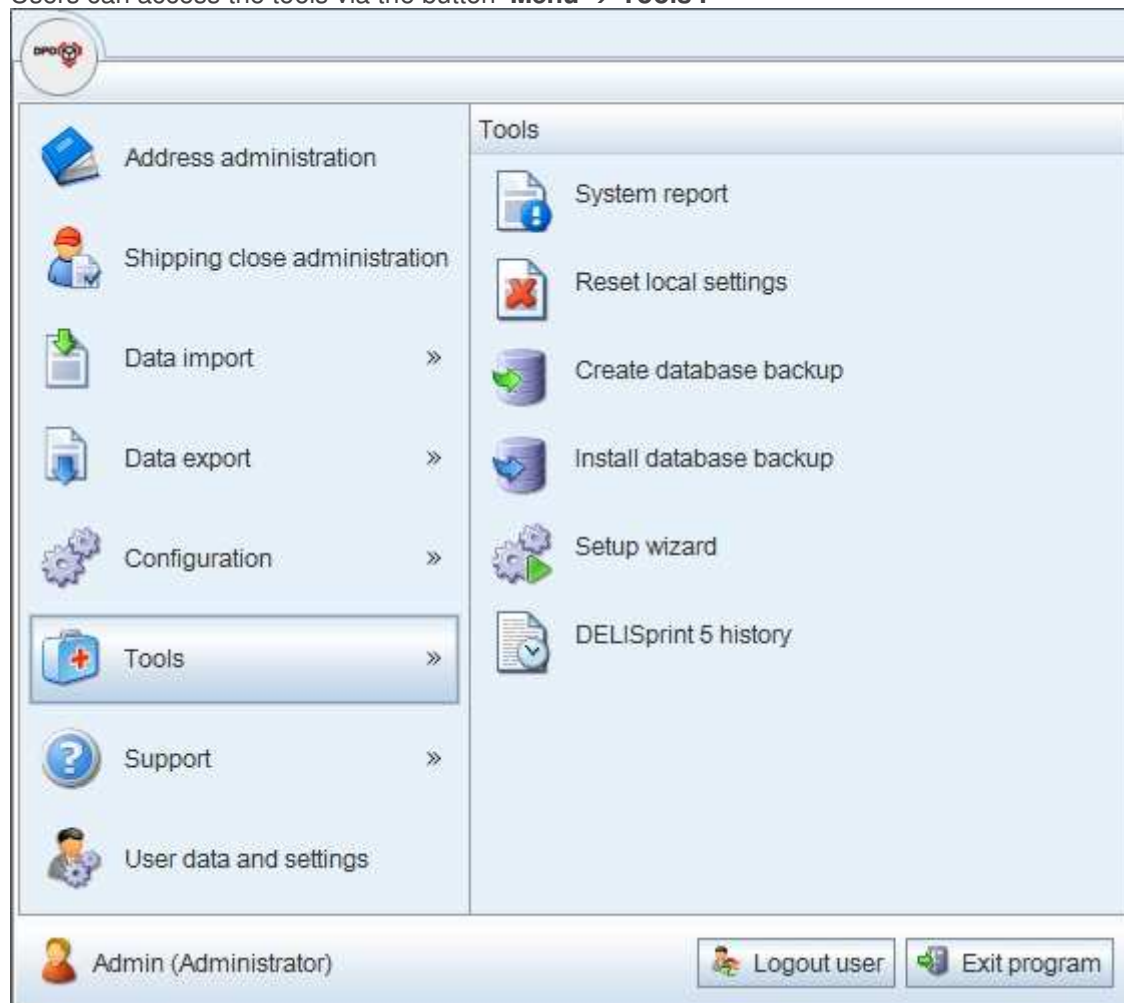


Fig. 133 - Menu - Tools

2.8.1 System report

Creates a system report for the current installation, incl. the log files.

2.8.2 Reset local settings

This option resets all local settings to standard values.

2.8.3 Create database backup

Creates a backup of the complete database for the installation.

2.8.4 Install database backup

Enables previously created database backups to be installed.



Note: All current data is overwritten.

2.9 Support

'Support' can be accessed via the button **'Menu → Support'**.

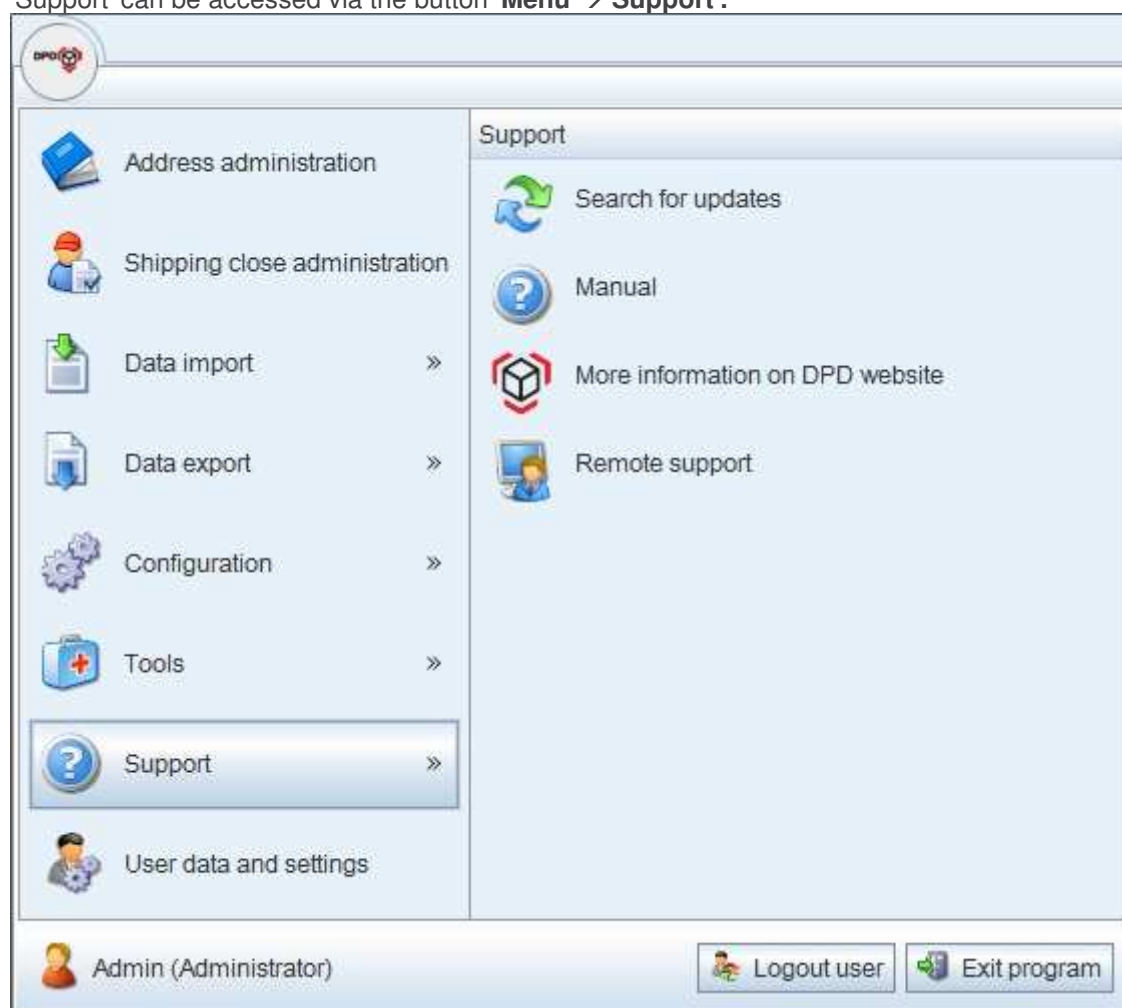


Fig. 134 - Menu - Support

2.9.1 Search for updates

In this dialogue the user can download a new version of DPD Print 6 and new data (routing data) by online update, or install the routing data by manual update. The user also has the possibility of installing the update immediately or the next time the computer is started.

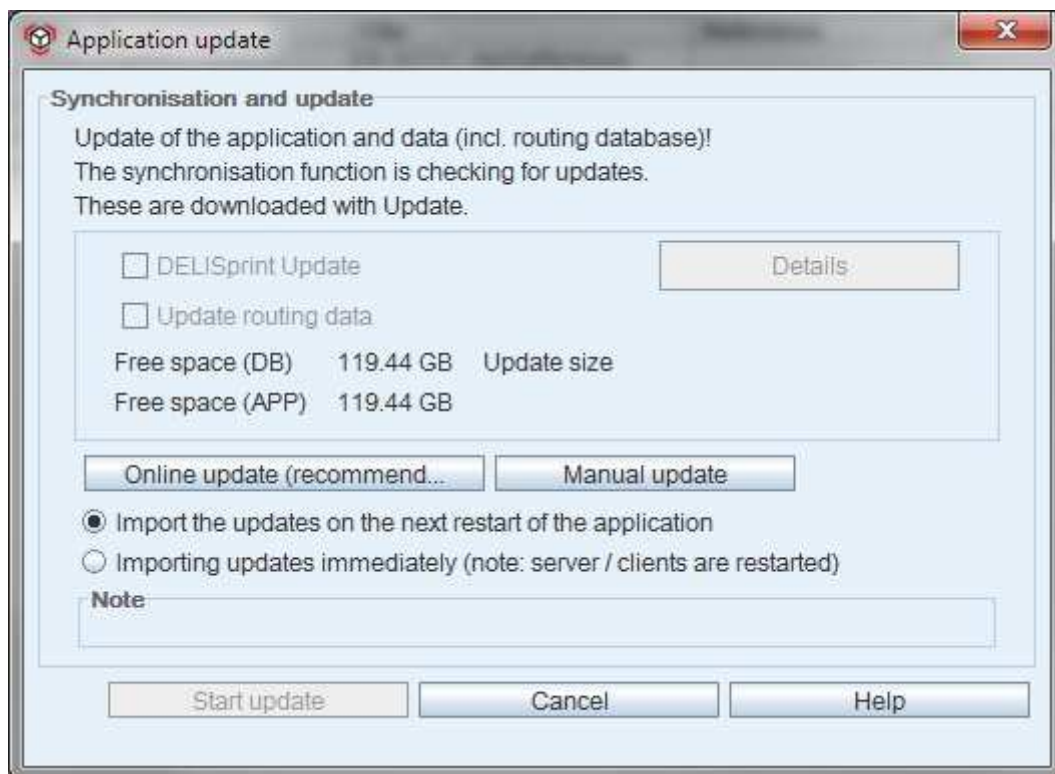


Fig. 135 - Dialogue window - application update

2.9.2 Online manual

The manual informs the user about the functions of DPD Print 6.

2.9.3 More information on DPD website

This button accesses the DPD website in your standard web browser. Here you will find out everything about new features and DPD in general.

2.9.4 Remote support

This sub-point from the menu is described in detail in chapter 2.2.4 ff.

3 Installation and administration

3.1 Setup: types of installation


3.1.1 Installing the programme

The installation begins automatically when the setupDPD Print6.exe file is opened with a double click. First a window appears with a security query which asks if the software is really to be installed. The DPD Print 6 application can of course be installed without any risk.



Fig. 136 - Security warning - execute file


In order to continue with the installation the user must click on the button '**Execute**'.

 Depending on the operating system which is used, it is possible that after the user clicks on the 'Execute' button a further security query appears, asking if changes to the computer to be made.

The next step is to select the language in which the software is to be installed:



Fig. 137 - Select setup language

 *If an existing version of DPD Print is installed on your system, you will receive a message that an update is possible within the application. In addition it has to be confirmed if the installation is to be continued in spite of this:*

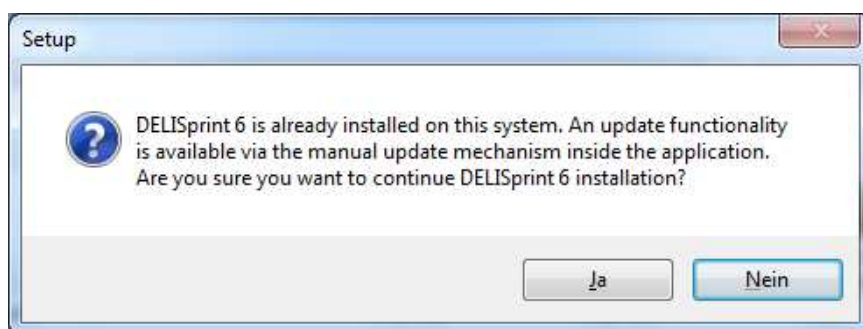


Fig. 138 - Setup - notification for already installed DPD Print 6 installation

If no existing version is available on your system, the following screen appears. In order to continue the installation you click on **'Next'**:



Fig. 139 - Setup - welcome mask

Users should read the license information thoroughly. A click on 'I accept the agreement' activates the **'Next'** button. A click on **'Back'** takes the user back to the previous dialogue window.

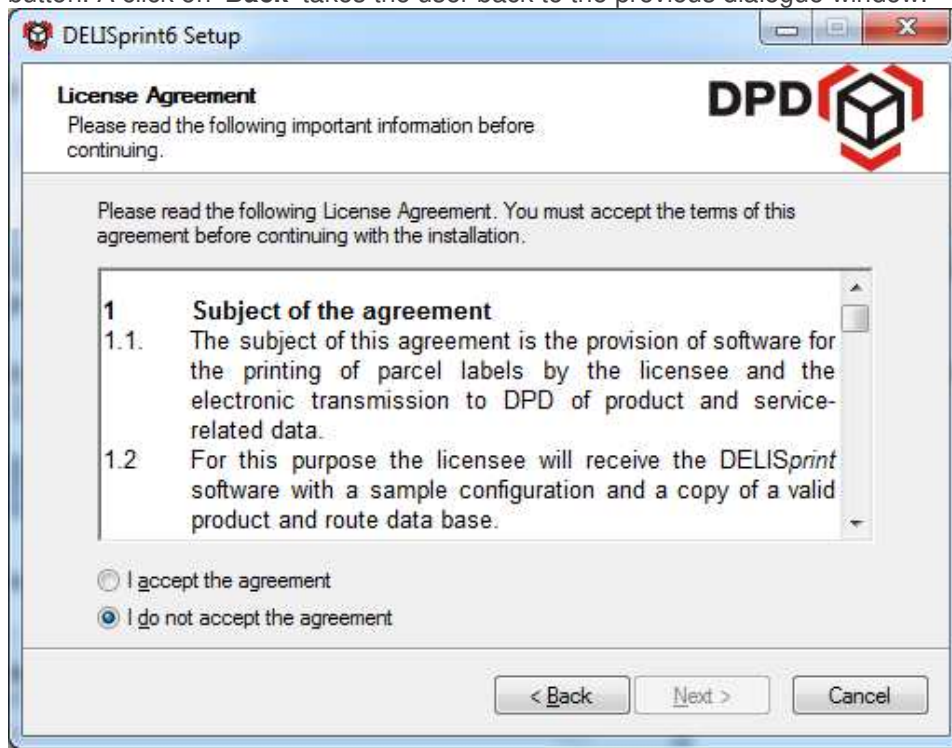


Fig. 140 - Licence agreement

The following dialogue window provides a number of options for the type of installation of the application (please see chapter 3.1.2 and 3.1.3).).

3.1.2 DPD Print workstation installation

3.1.2.1 Client environment (standard)

For an individual workstation installation which operates locally and only on the PC which is used, the installation type 'Client environment (standard)' is selected. This installs the application on the local computer, on which the database also runs. The disadvantage of such an installation is that the application is not available to other users.

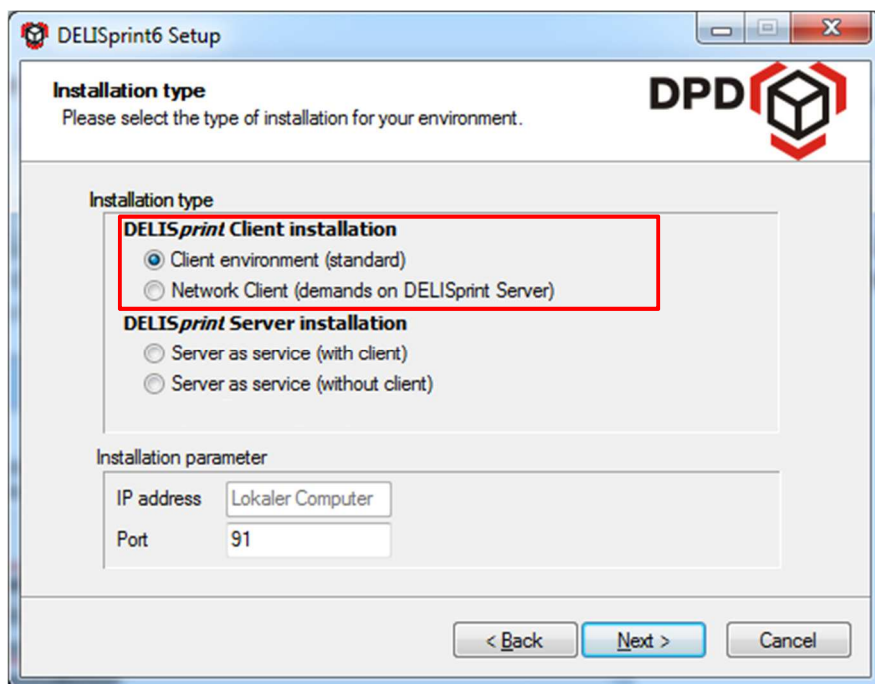


Fig. 141 - Installation type - client environment (standard)

 The installation parameters 'IP address' and 'Port' are automatically entered by the system, although the port can also be changed manually. The button '**Continue**' leads to the next dialogue window.

Here the user defines the directory in which the application is to be installed. In the normal case DPD directory is created under C:\Programmes or, in the case of Windows 7, under C:\Program Files (x86), in which the DPD Print 6 application is installed. This default directory can be accepted, or alternatively the '**Browse**' button of the Windows Explorer can be used to select a different directory.

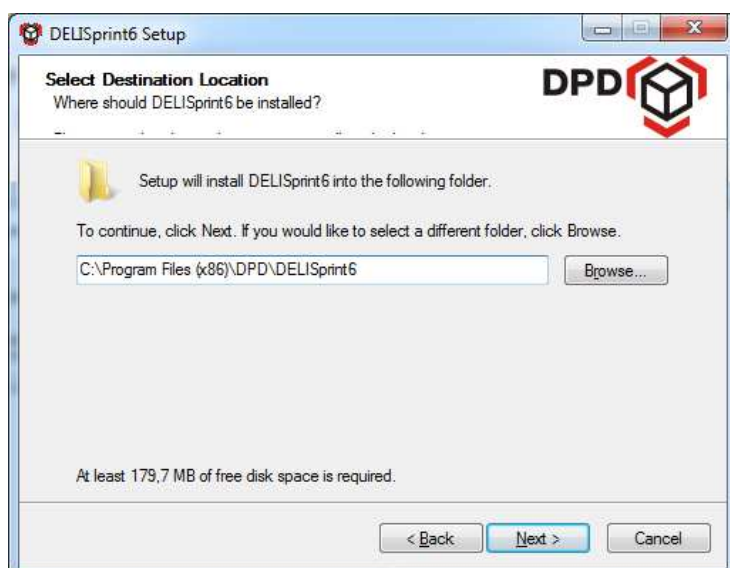


Fig. 142 - Setup - select destination location

The button '**Continue**' opens the dialogue window for the start menu directory with which the application is to be linked. The relevant directory is already entered in the input field as standard. If DPD Print 6 is not to create a link in the start menu, the box next to 'Do not create directory in start menu' can be checked.



Fig. 143 - Setup - select start menu folder

In the next dialogue window the user can define the positioning of programme symbols under 'Additional icons'. By checking the relevant boxes a desktop symbol and/or a symbol in the quick start bar can be selected or deselected:

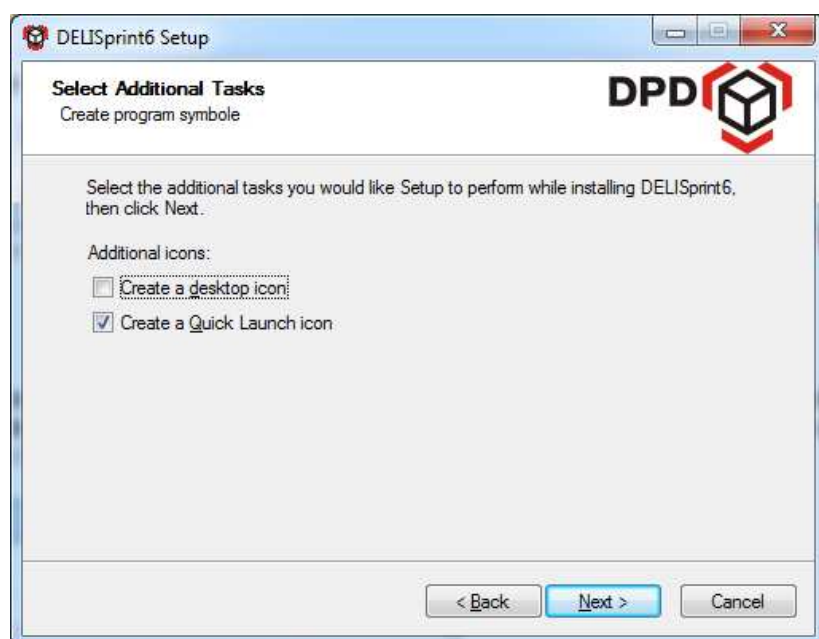


Fig. 144 - Setup - create programme symbols

The following window starts the installation after a click on the **'Install'** button.



Fig. 145 - Execute installation

The progress of the installation is displayed by the increase in the number of green boxes in the progress bar:

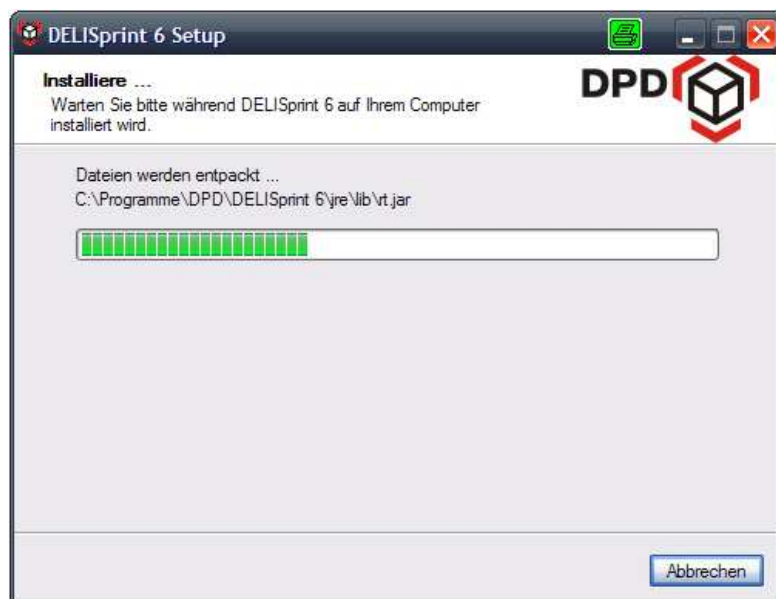


Fig. 146 - Progress - programme installation

After a successful installation the following screen appears. In order to complete the setup the user now clicks on the 'Finish' button. By checking the box it can also be defined whether DPD Print 6 should be started as soon as the installation is completed.



Fig. 147 - Finishing the installation

3.1.2.2 Network Client (demands on DPD Print Server)

The advantage of this type of installation is that the software is installed in a central location (DPD Print server). Users can then access this server and the databases as clients from their own computers (which is also possible from different locations).

3.1.3 DPD Print Server installation

Server installation can be selected here under 'DPD Print Server installation'. The advantage of this kind of installation is that the software is installed at a central location (the server). Users can then access this server and the appropriate database as clients from their own computers (which is also possible from different locations).

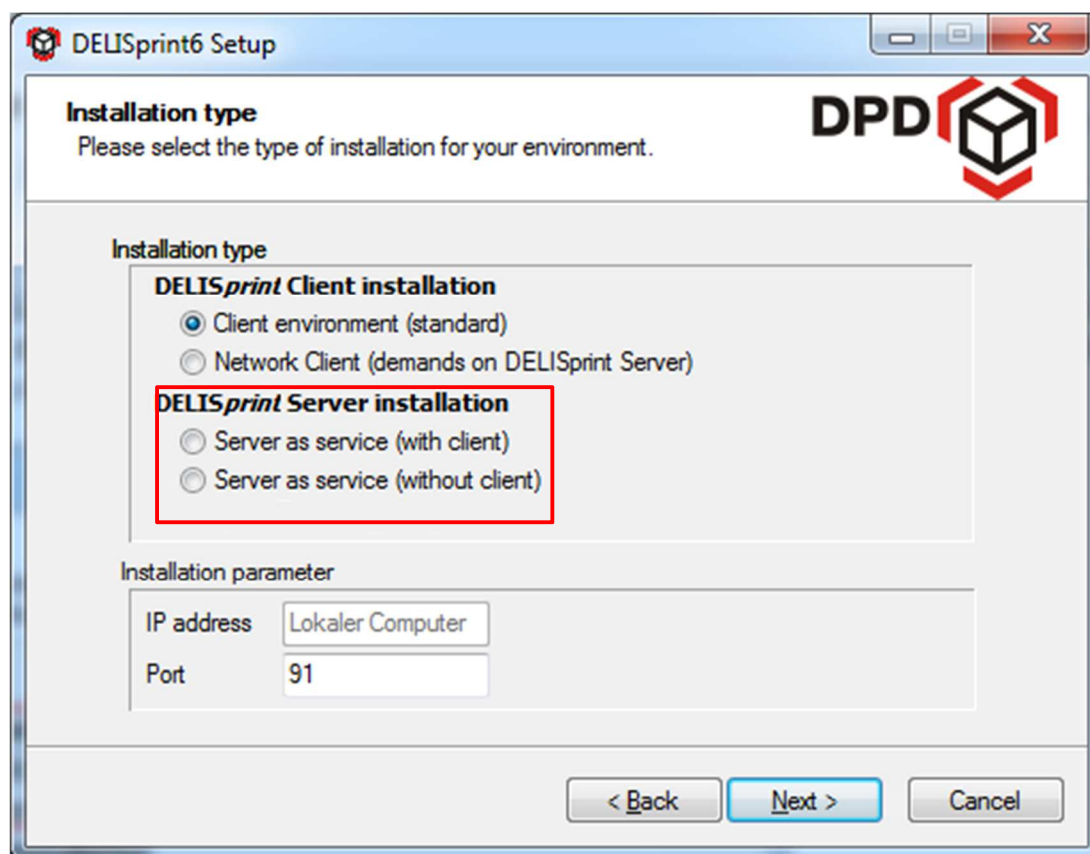


Fig. 148 - Installation as server

3.1.3.1 Server as service (with client)

In this case the software is installed on a server and the application runs as a service in the background (starts automatically with the computer). The client has access as a user to the user interface (i.e. dialogues, buttons etc).

3.1.3.2 Server as service (without client)

In this case the software is installed on a server and the application runs as a service in the background (starts automatically with the computer). However, the client has no access to the user interface (i.e. dialogues, buttons etc).

3.1.4 Updating

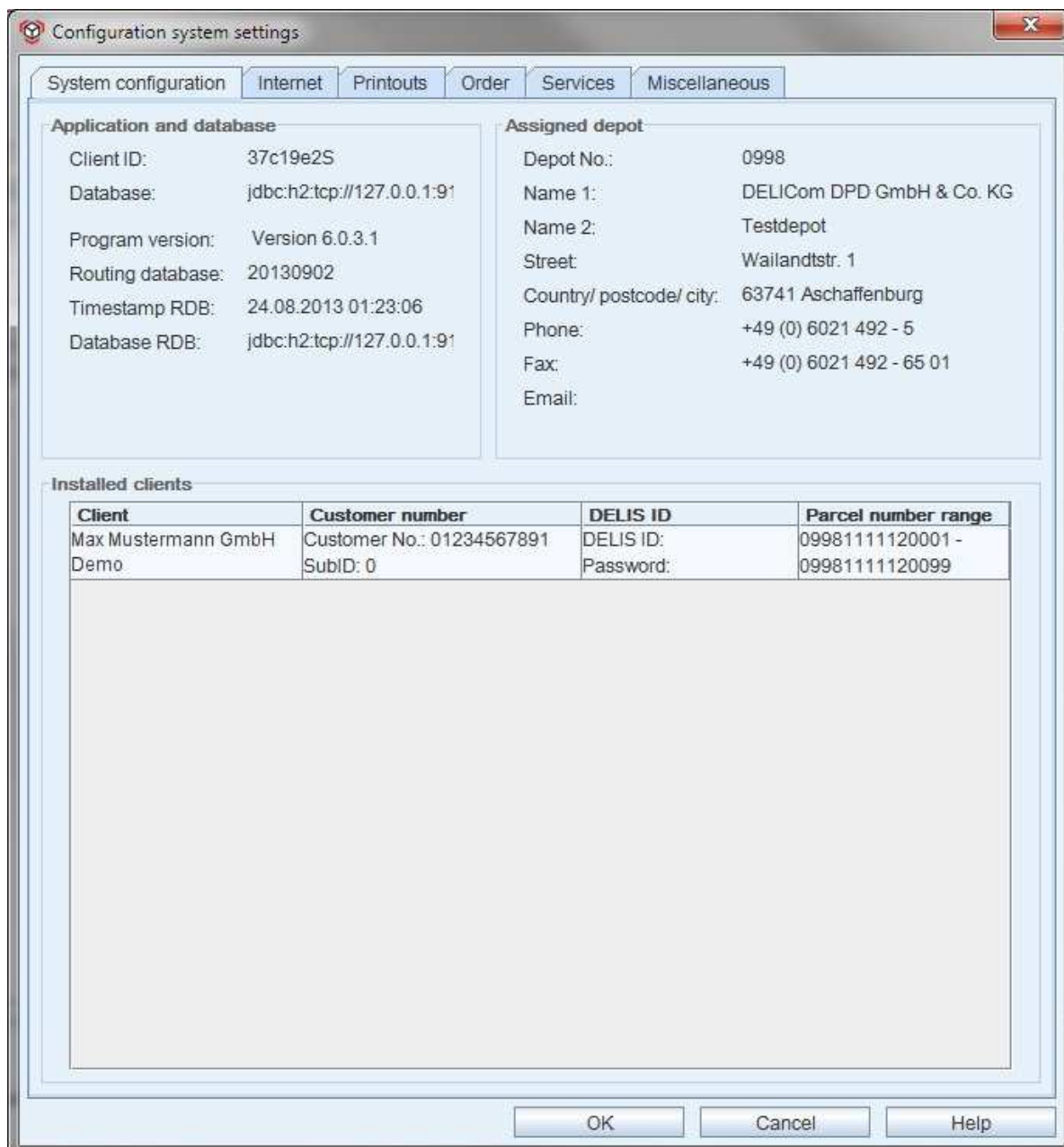
Updating the DPD Print software is implemented by the buttons '**Menu → Support → Search for updates**'. With this function the system automatically looks for programme updates. If the system does not make available a dialogue window it means the application is up to date.

Alternatively, updating can be implemented via the dialogue window 'Application update', which can be found under 'Help' via the '**Update**' button in the programme's toolbar (please see chapter 2.3.9.1).

3.2 Configuration system settings

The 'Configuration of system specifications' dialogue window is implemented via the buttons '**Menu → Configuration → Settings**'.

The system parameters can be configured in a structured and well-organised way into different themes under individual tabs:



The dialog box 'Configuration system settings' has tabs for 'System configuration', 'Internet', 'Printouts', 'Order', 'Services', and 'Miscellaneous'. The 'System configuration' tab is active, showing two main sections: 'Application and database' and 'Assigned depot'.

Application and database:

- Client ID: 37c19e25
- Database: jdbc:h2:tcp://127.0.0.1:91
- Program version: Version 6.0.3.1
- Routing database: 20130902
- Timestamp RDB: 24.08.2013 01:23:06
- Database RDB: jdbc:h2:tcp://127.0.0.1:91

Assigned depot:

- Depot No.: 0998
- Name 1: DELICom DPD GmbH & Co. KG
- Name 2: Testdepot
- Street: Wailandtstr. 1
- Country/ postcode/ city: 63741 Aschaffenburg
- Phone: +49 (0) 6021 492 - 5
- Fax: +49 (0) 6021 492 - 65 01
- Email:

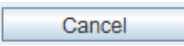
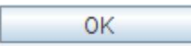
Installed clients:

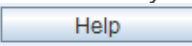
Client	Customer number	DELIS ID	Parcel number range
Max Mustermann GmbH	Customer No.: 01234567891	DELIS ID:	09981111120001 -
Demo	SubID: 0	Password:	09981111120099

At the bottom are buttons for 'OK', 'Cancel', and 'Help'.

Fig. 149 - Dialogue window - configuration system settings

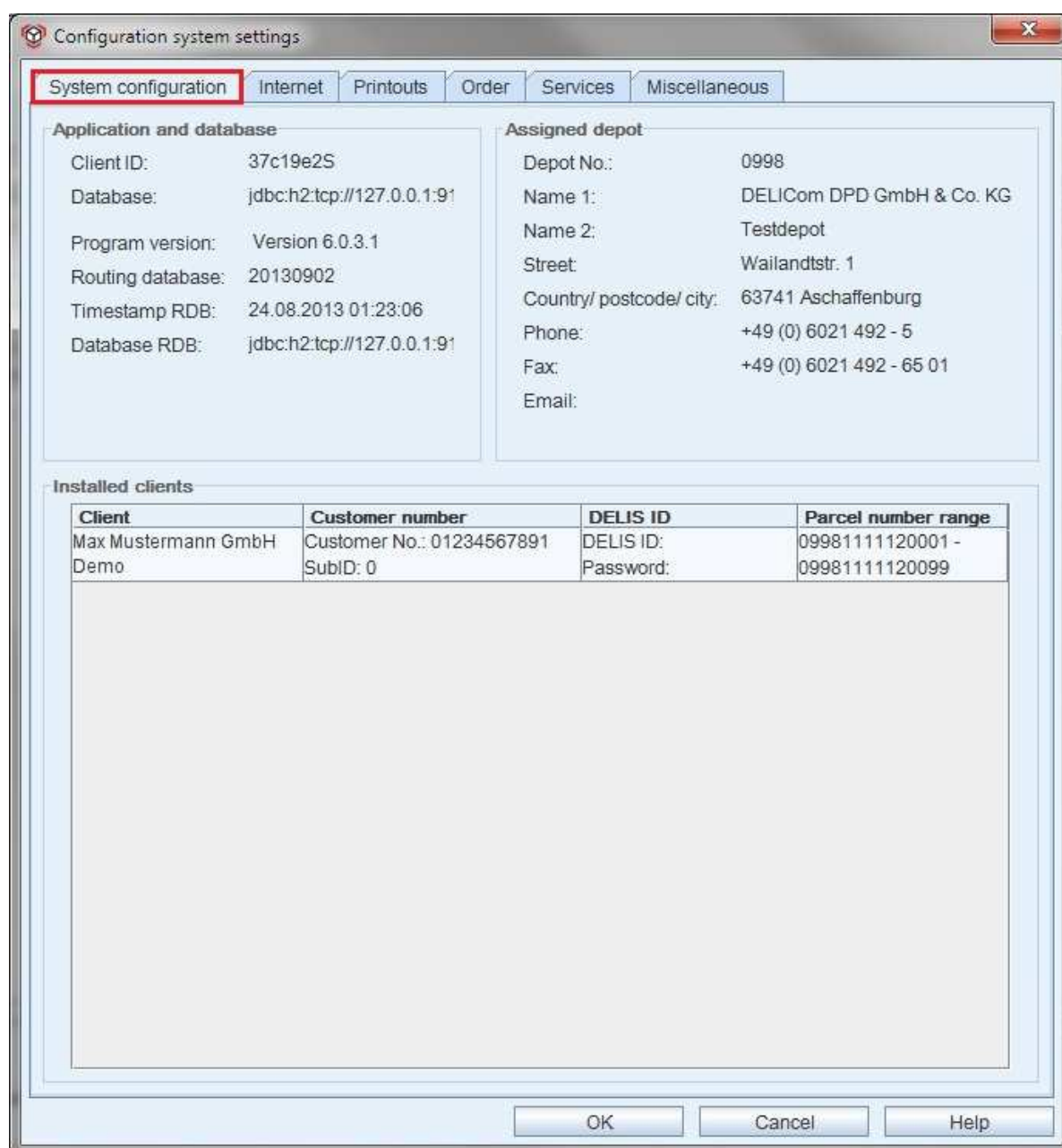


The following applies to all tabs: By clicking on **'Cancel'**  the user can leave the configuration menu again without saving the changes. The button **'OK'** 

closes the menu and saves any changes in the system. The online manual is accessed by clicking on the **'Help'** button .

3.2.1 System configuration

The system configuration tab is divided into three sections:



The dialog box 'Configuration system settings' has a tabbed interface. The 'System configuration' tab is selected and highlighted with a red rectangle. It contains two main sections: 'Application and database' and 'Assigned depot'. Below these is a table for 'Installed clients'.

System configuration | Internet | Printouts | Order | Services | Miscellaneous

Application and database

Client ID: 37c19e2S
 Database: jdbc:h2:tcp://127.0.0.1:91
 Program version: Version 6.0.3.1
 Routing database: 20130902
 Timestamp RDB: 24.08.2013 01:23:06
 Database RDB: jdbc:h2:tcp://127.0.0.1:91

Assigned depot

Depot No.: 0998
 Name 1: DELICom DPD GmbH & Co. KG
 Name 2: Testdepot
 Street: Wailandtstr. 1
 Country/ postcode/ city: 63741 Aschaffenburg
 Phone: +49 (0) 6021 492 - 5
 Fax: +49 (0) 6021 492 - 65 01
 Email:

Installed clients

Client	Customer number	DELIS ID	Parcel number range
Max Mustermann GmbH	Customer No.: 01234567891	DELIS ID:	09981111120001 -
Demo	SubID: 0	Password:	09981111120099

OK Cancel Help

Fig. 150 - Configuration system settings - tab - system configuration

3.2.1.1 Application and database

Here the client ID, database name, programme version and the name and timestamp of the current routing database are listed.

3.2.1.2 Assigned depot

Here the allocated DPD depot is displayed, together with the depot number and all address data.

3.2.1.3 Installed clients

All clients which are allocated to the individual user are listed in the table with customer number, DELIS ID and the related parcel number ranges.

By clicking on one of the column headings the list can be arranged in ascending or descending order, depending on column.

3.2.2 Internet

The internet tab is divided into several sections which enable the settings for the online transmission of data to DPD to be defined:

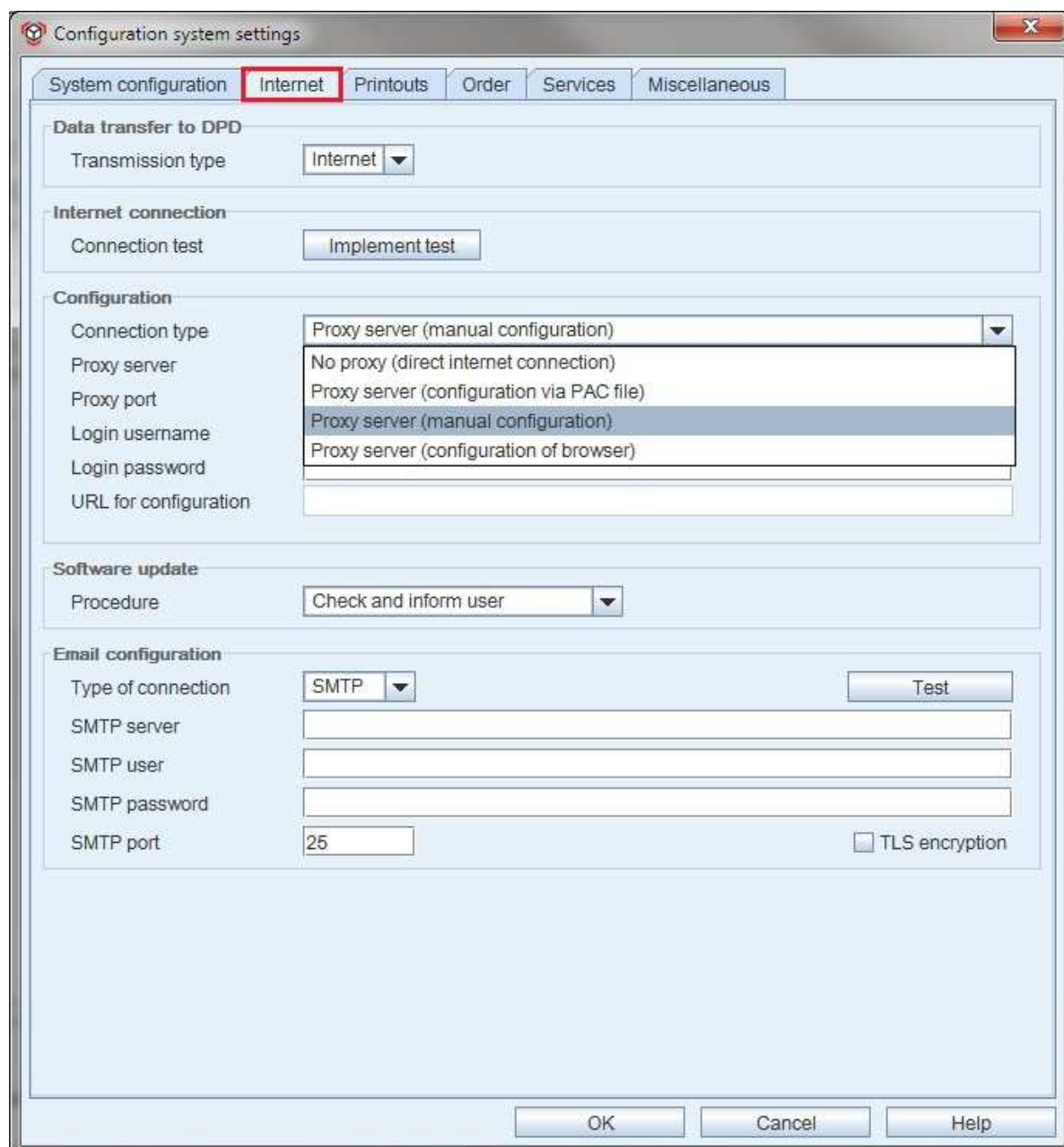


Fig. 151 - Configuration system settings - tab - internet

3.2.2.1 Data transfer to DPD

■ Transmission type

The selection menu on the right for the transmission of shipping close data to DPD contains two options:

- 'None' (no data transmission is to be implemented)
- 'Internet' (the data transmission is to be implemented online)

3.2.2.2 Internet connection

If 'internet' has been selected for data transmission to DPD, the **'Implement test'** button

Implement test

enables the function of the data communication to be tested.

3.2.2.3 Configuration

The entries in the following input fields have to be made manually:

- **Connection type:**

Here a selection field enables the type of connection for communication with the internet to be selected. The selection list menu enables the options

'No proxy (direct internet connection)',
'Proxy server (configuration by PAC file)',
'Proxy server (manual configuration)' and
'Proxy server (browser configuration)'.

- **Proxy Server:**

- **Proxy Port:**

- **Login username:**

- **Login password:**

- **URL for configuration**



If you are not sure which entries have to be made please contact your system administrator!

3.2.2.4 Software update

By clicking on the selection menu the user can define the type of software update:

- **Check and automatic update**

In this case the system checks if there is an update for the DPD Print software and automatically implements the update.

- **Check and inform the user**

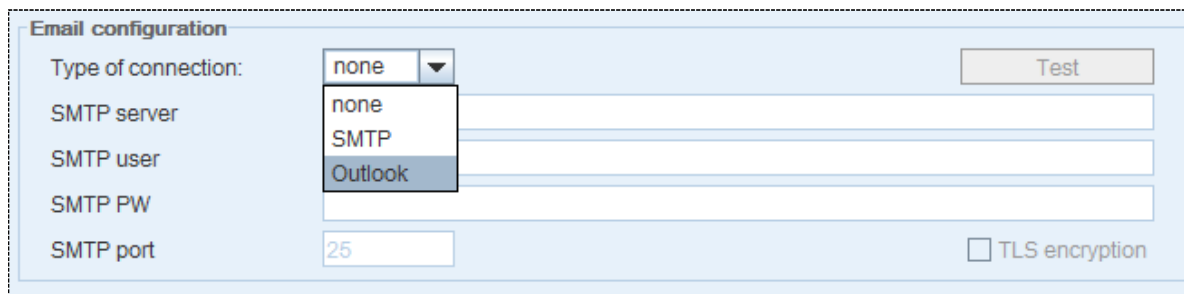
Here the system checks if there is an update for the DPD Print software and then informs the user.

- **No automatic check**

With this setting users have to look for updates themselves.

3.2.2.5 Email configuration

Here the type of data transmission for emails (for the shipping close) to the recipients of orders can be defined.



The image shows a web form titled "Email configuration". It contains the following fields and controls:

- Type of connection:** A dropdown menu with "none" selected. A "Test" button is located to the right of this dropdown.
- SMTP server:** A text input field.
- SMTP user:** A text input field.
- SMTP PW:** A text input field.
- SMTP port:** A text input field with the value "25" entered.
- TLS encryption:** A checkbox labeled "TLS encryption" which is currently unchecked.

Fig. 152 - Email configuration

■ Type of connection

Here a selection field enables a connection type for the communication with the internet. The selection list offers the options 'none' (no data transmission), 'SMTP' and 'Outlook'.

If Outlook is selected, the data transmission is implemented via your existing Outlook account. If you select SMTP as the type of transmission the data below has to be entered in order to set up the data transfer.

■ SMTP server

Here you enter the server address of your internet provider, e.g.: smtp.1und1.de

■ SMTP user

Here you enter your email address, e.g.: mustermann@mhag.net.net

■ SMTP PW

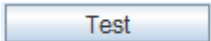
Here you enter your personal password for the email address.

■ SMTP port

Input field for the SMTP port. The default value is '25'.

■ TLS encryption

Via this checkbox a TLS encryption for the connection can be chosen.

If the transmission types 'SMTP' or 'Outlook' have been selected, the **'Test'** button  is active and can be used to test the data connection.

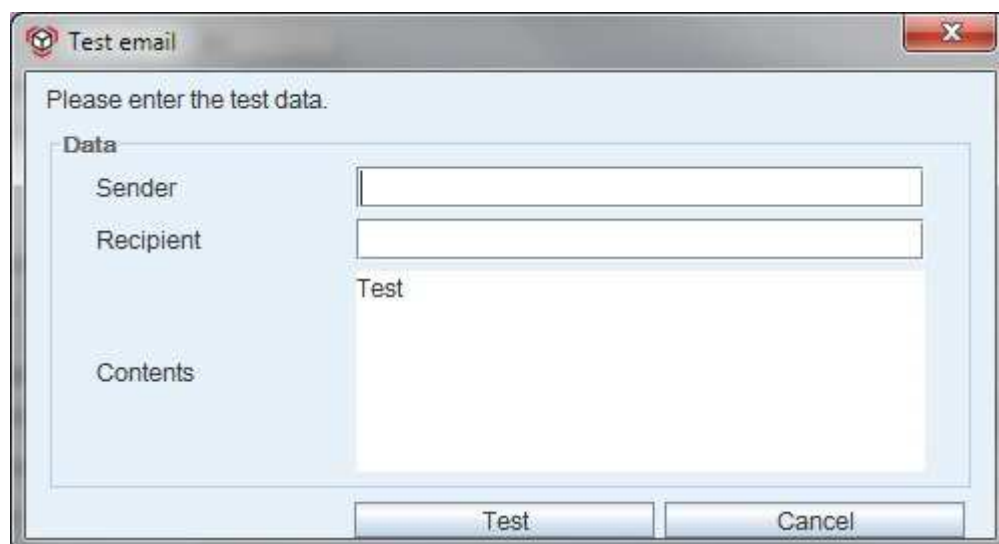


Fig. 153 - Dialogue window - test email

If the data transmission for sending emails functions is without error, you will receive the following message:



Fig. 154 - Message - email has been sent

3.2.3 Printouts

The tab 'Printouts' accesses the configuration menu for selecting printer and printer settings. In the upper section of the dialogue window the functions for the printout display are summarised under 'General'. In addition sorting, printer selection, printer settings and paper or label format can be selected.

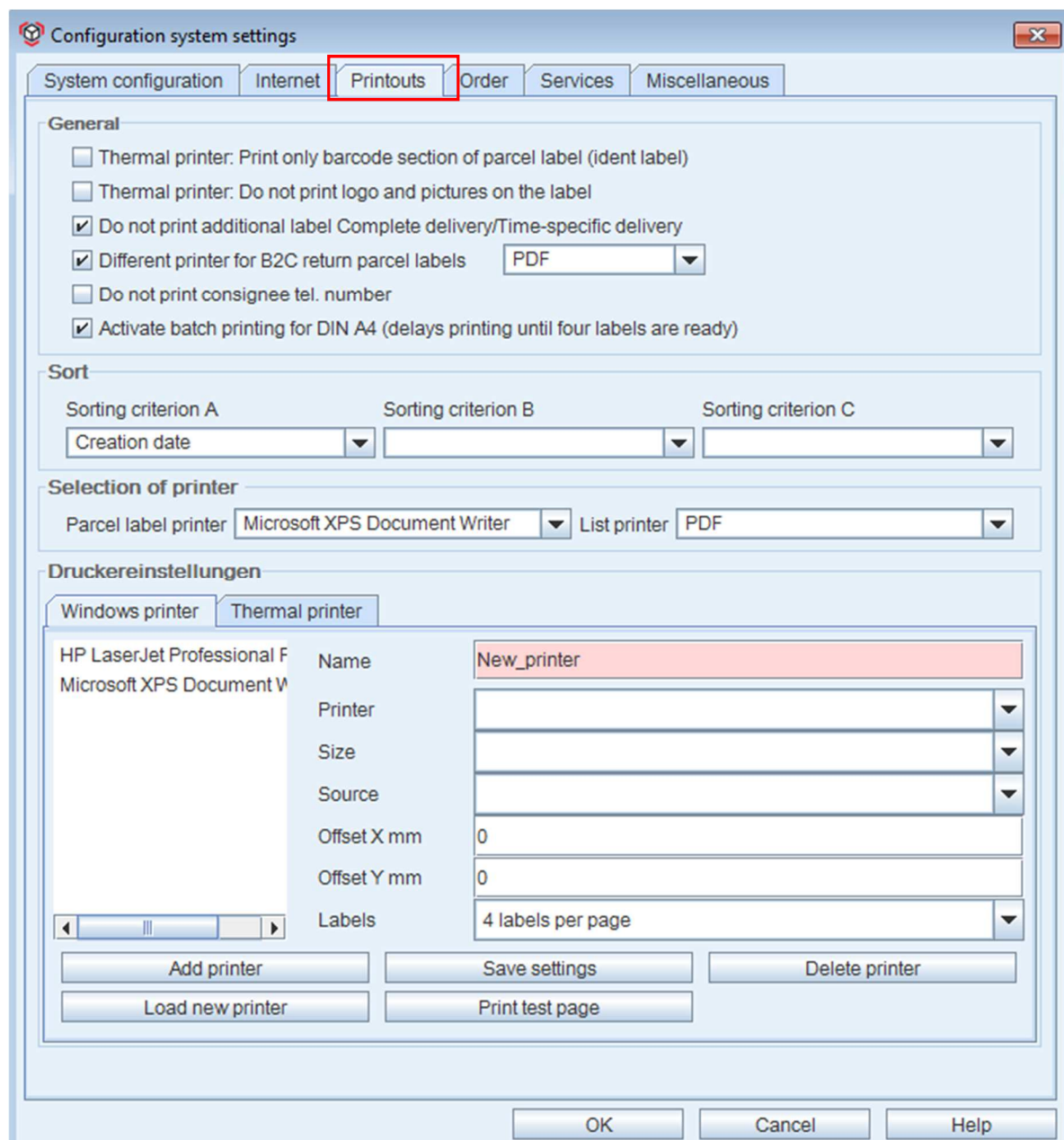


Fig. 155 - Configuration system settings - tab - printouts

3.2.3.1 General

This section of the dialogue window contains various additional options for the printout of parcel labels, supplementary stickers and batch printing. Six selection fields are available:

☒ Different printer for B2C return parcel labels

- **Activate batch printing for DIN A4 (delays printing until four labels are ready)**

This menu item enables the order features for the correspondingly arranged printout of address labels to be selected from three selection fields as sorting criteria A, B and C.

Sort

Sorting criterion A

Creation date

Postcode

Client

Shipment type

Company

Reference 1

Reference 2

Parcel number

Creation date

Sorting criterion B

Sorting criterion C

Fig. 158 - Tab printouts - sort

3.2.3.3 Selection of printer

Here the user can select, from the selection list, the standard printer for parcel label printing and the standard printer for the list printouts.

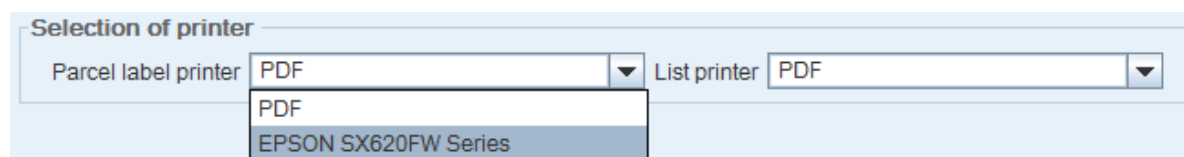


Fig. 159 - Tab printouts - selection of printer

3.2.3.4 Printer

In the lower section of the dialogue window there are two tabs available for selection, enabling a Windows printer or a thermal printer to be created or read in, and if necessary deleted again:

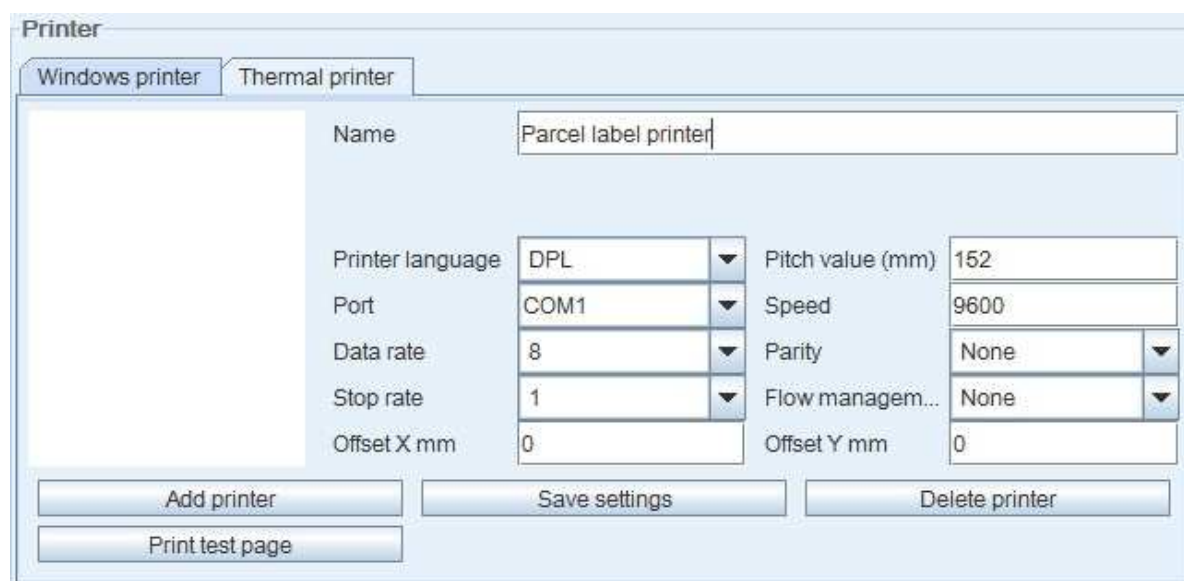


Fig. 160 - Tab printouts - printer

3.2.3.4.1 'Windows printer' tab

'Windows printer' is the name used here for printer types which operate under Windows printer settings and are used as standard printers for printing out lists. In the background special drivers are required by the system for their operation.

EPSON SX620FW Series	Name	EPSON SX620FW Series
	Printer	EPSON SX620FW Series ▼
	Size	iso-a4 ▼
	Source:	Kassette (Randlos) ▼
	Offset X mm:	0
	Offset Y mm:	0
	Labels:	4 labels per page ▼

Fig. 161 - Configuration - windows printer

The selection fields make a range of selection options available.

- **Name** the name can be freely selected
- **Printer** generally the name of the type
- **Size** indicates the size of the printing paper
- **Source** indicates from which shaft the printer takes the paper
- **Offset X and Y mm:**
The offset settings for the X and Y axes of the sheet of labels have to be entered manually. With this function the user can position the parcel stickers on the sheet with precision by adjusting the position where printing begins upwards/downwards (vertically along the Y axis) and to the left/right (horizontally along the X axis)..
- **Labels** Selection list for the number of labels to be printed on the sheet.

3.2.3.4.2 'Thermal printer' tab

'Thermal printers' are special label printers and printer types which can be connected with the system via serial or parallel interfaces. No driver files are needed to control these printers, but they have to be operated in the printer language directly. A list of the languages which are supported is provided under 'Language'. In contrast to Windows printers there are a number of varying options available for the relevant settings under this tab.

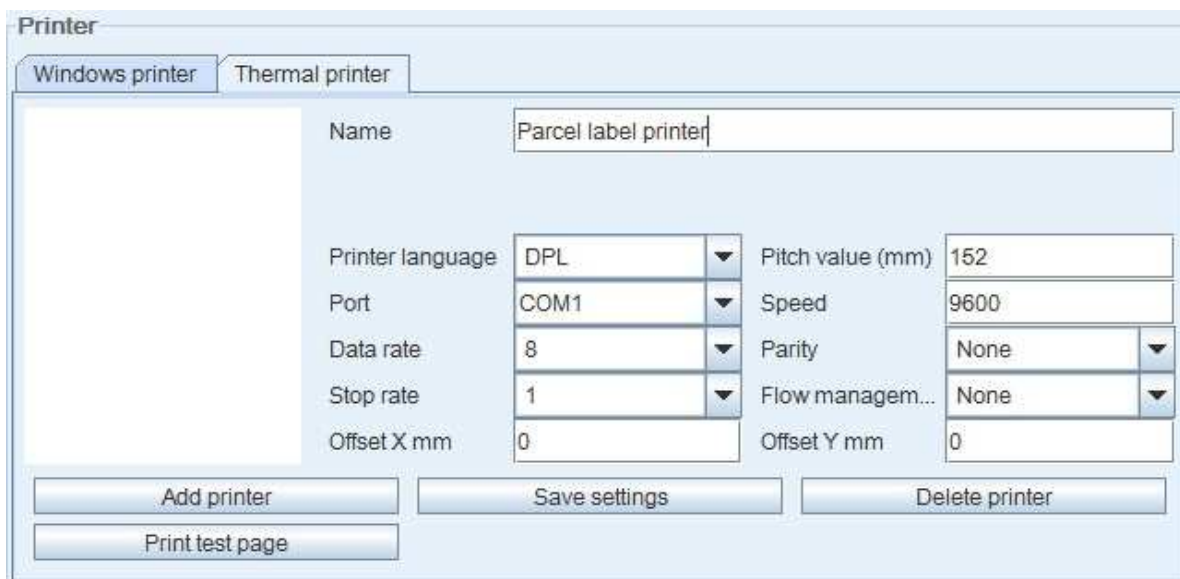


Fig. 162 - Configuration - thermal printer

The selection fields provide a wide range of selection options.

- **Name** the name can be freely selected
- **Printer language** language with which the printer is to be operated
- **Port** port to which the printer is connected
- **Data rate** the digital data transmission rate in bytes
- **Stop rate**
- **Offset X and Y mm:**
The offset settings for the X and Y axes of the sheet of labels have to be entered manually. With this function the user can position the parcel stickers on the sheet with precision by adjusting the position where printing begins upwards/downwards (vertically along the Y axis) and to the left/right (horizontally along the X axis)..
- **Pitch value (mm)**
- **Speed** the data transmission from the system to the printer
- **Parity** for the correct setting please consult your printer manual
- **Flow management**

3.2.3.4.3 Additional buttons under 'Printer'

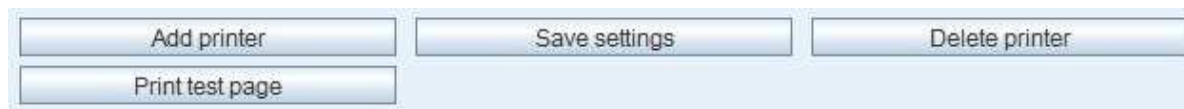


Fig. 163 - Additional buttons - printer

■ **'Add printer' button**

The **'Add printer'** resets the displayed settings of the input fields, so that individual entries can be made.

■ **'Save settings' button**

A click on **'Save settings'** integrates all settings into the system. In the list of newly registered/changed printers the printer then appears under the name which has been entered.

■ **'Print test page' button**

In order to check the printouts a click on the **'Print test page'** creates a test printout.

■ **'Delete printer' button**

By clicking on the **'Delete printer'** selected printers can be removed from the selection list again.

■ **'Load new printer' button**

With this button the user can start the search of installed printers in the system (resp. network).

3.2.4 Order

The 'Order' tab is divided into several sections which enable settings to be made for order administration:

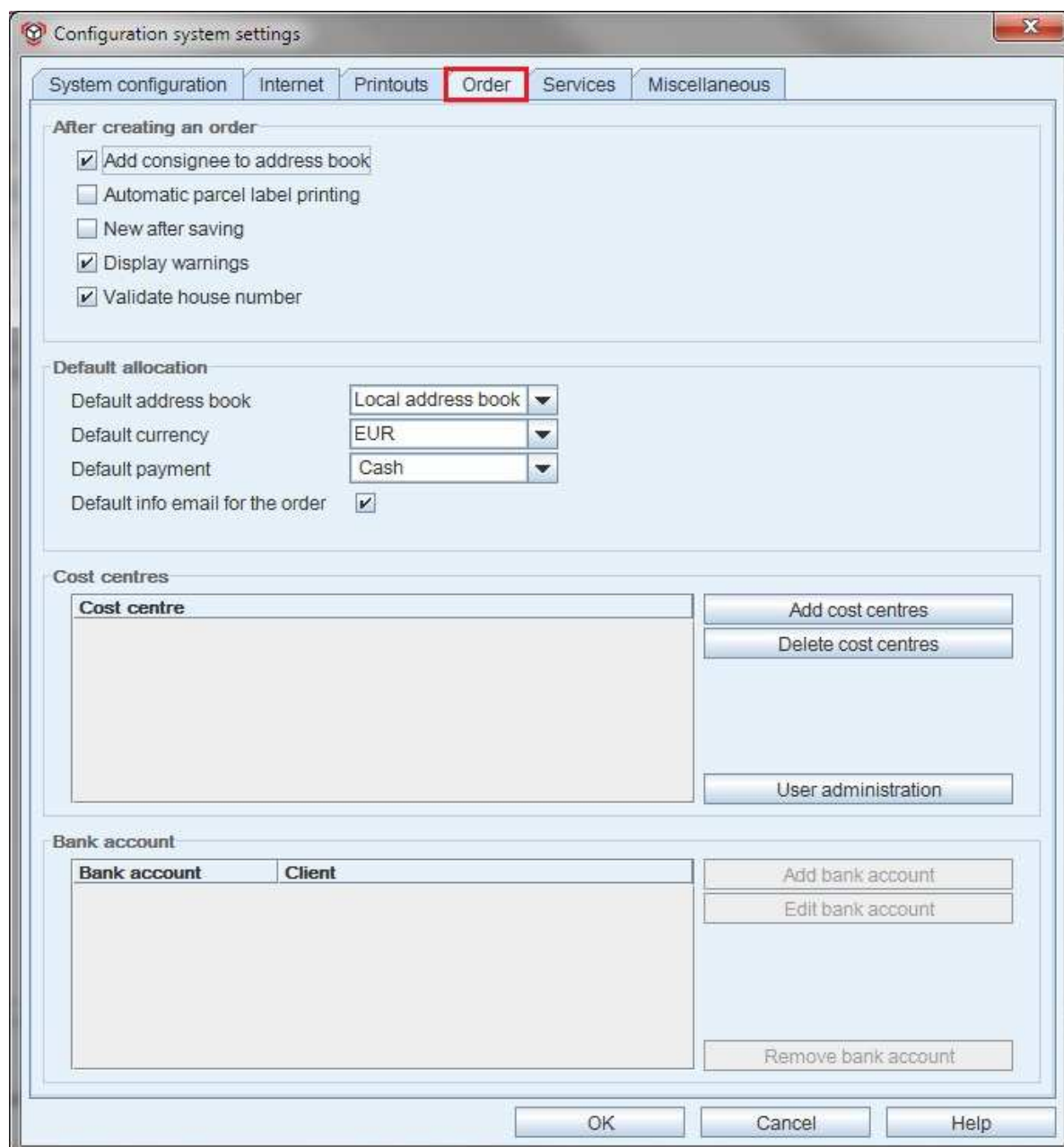


Fig. 164 - Configuration system settings - tab order

3.2.4.1 After creating an order

After creating an order

- ☒ Add consignee to address book
- ☐ Automatic parcel label printing
- ☐ New after saving
- ☒ Display warnings
- ☒ Validate house number

Fig. 165 - Tab order - bank account

- **Add consignee to address book**
By clicking on this selection field the user can specify if, when an order is saved, the consignee is automatically included in the address book.
- **Print parcel label automatically**
By clicking on this selection field the user can specify if, when an order is saved, a parcel label is automatically printed out.
- **New after saving**
By clicking on this selection field the user can specify if, when an order is saved, the 'Order creation' entry mask automatically opens, so that a new order can be entered.
- **Display warnings**
Activating this checkbox enables the display of warnings when an order is closed. However, warnings do not prevent the order being saved or printed.
- **Validate house number**
This option checks if the 'House number' field is filled out.

3.2.4.2 Default allocation

Default allocation	
Default address book	Local address book ▼
Default currency	EUR ▼
Default payment	Cash ▼
Default info email for the order	<input checked="" type="checkbox"/>

Fig. 166 - Tab order - default allocation

- **Default address book**
A click on this selection menu specifies the address book which is accessed as standard by the address administration.

■ **Default currency**

A click on this selection menu specifies the currency which is used as standard.

■ **Default payment**

This selection list enables the user to select between 'Cash' or 'Cheque' as the method of payment.

■ **Default info email for the order**

If this checkbox is activated, 'Info email for the order' is automatically activated next to the consignee address in the order recording window – both in manual order recording and in the import of orders.

3.2.4.3 Cost centres

Here the user can add and name new cost centres, which are then allocated to the individual clients in the user administration (please see chapter 3.4.3).

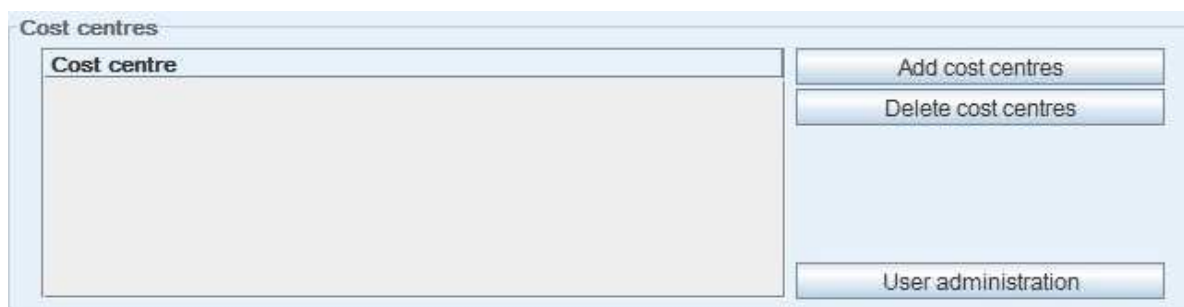


Fig. 167 - Tab order - cost centres

■ **'Add cost centres' button**

This button creates a new cost centre in the adjacent table. A double click on the line of the new cost centre enables the name to be changed.

■ **'Delete cost centres' button**

This button deletes the cost centre which has been selected from the table.



Before finally deleting it, the system displays a warning if any orders which have been assigned to this cost centre are still unprocessed.

■ **'User administration' button**

By clicking on this button the user accesses the dialogue window 'Configuration of users', where cost centres can be assigned to clients and deleted again (please see chapter 3.4.3).

3.2.4.4 Bank account

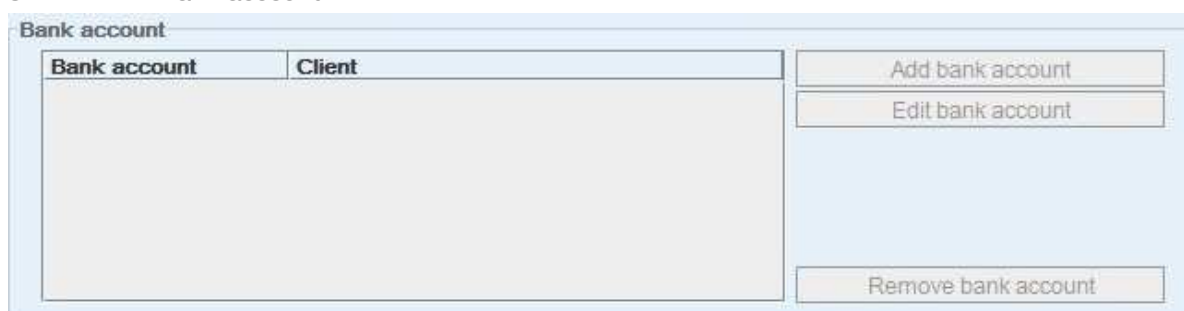


Fig. 168 - Tab order - bank account

■ 'Add bank account' button

A click on this button opens the following 'Bank account' dialogue window, which enables a new bank account to be added:

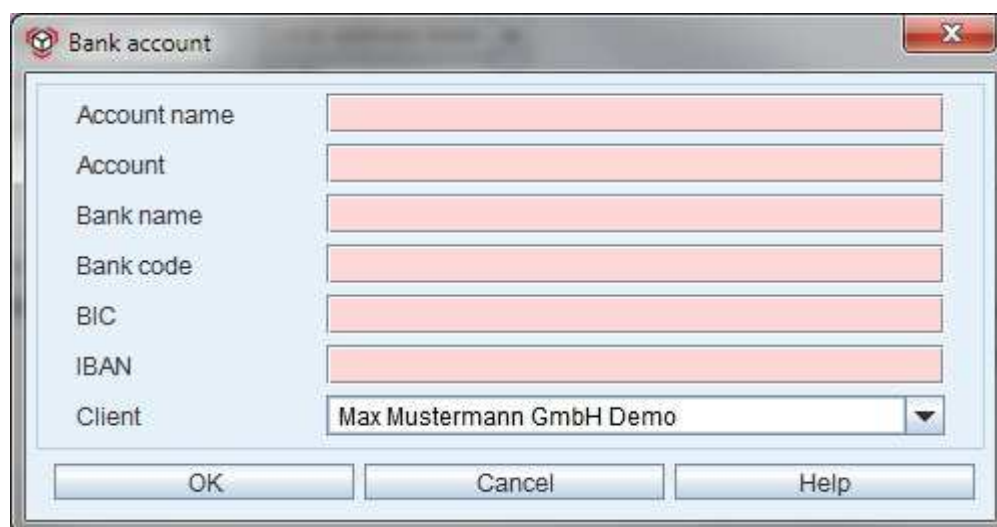


Fig. 169 - Dialogue window - bank account

■ 'Edit bank account' button

The 'Edit bank account' button opens a previously selected bank account in the 'Bank account' dialogue window, where it can be edited:

■ 'Remove bank account' button

This button deletes a bank account which has previously been selected from the table.

3.2.5 Services

The services tab contains various options for setting the automatic functions for the shipping close.

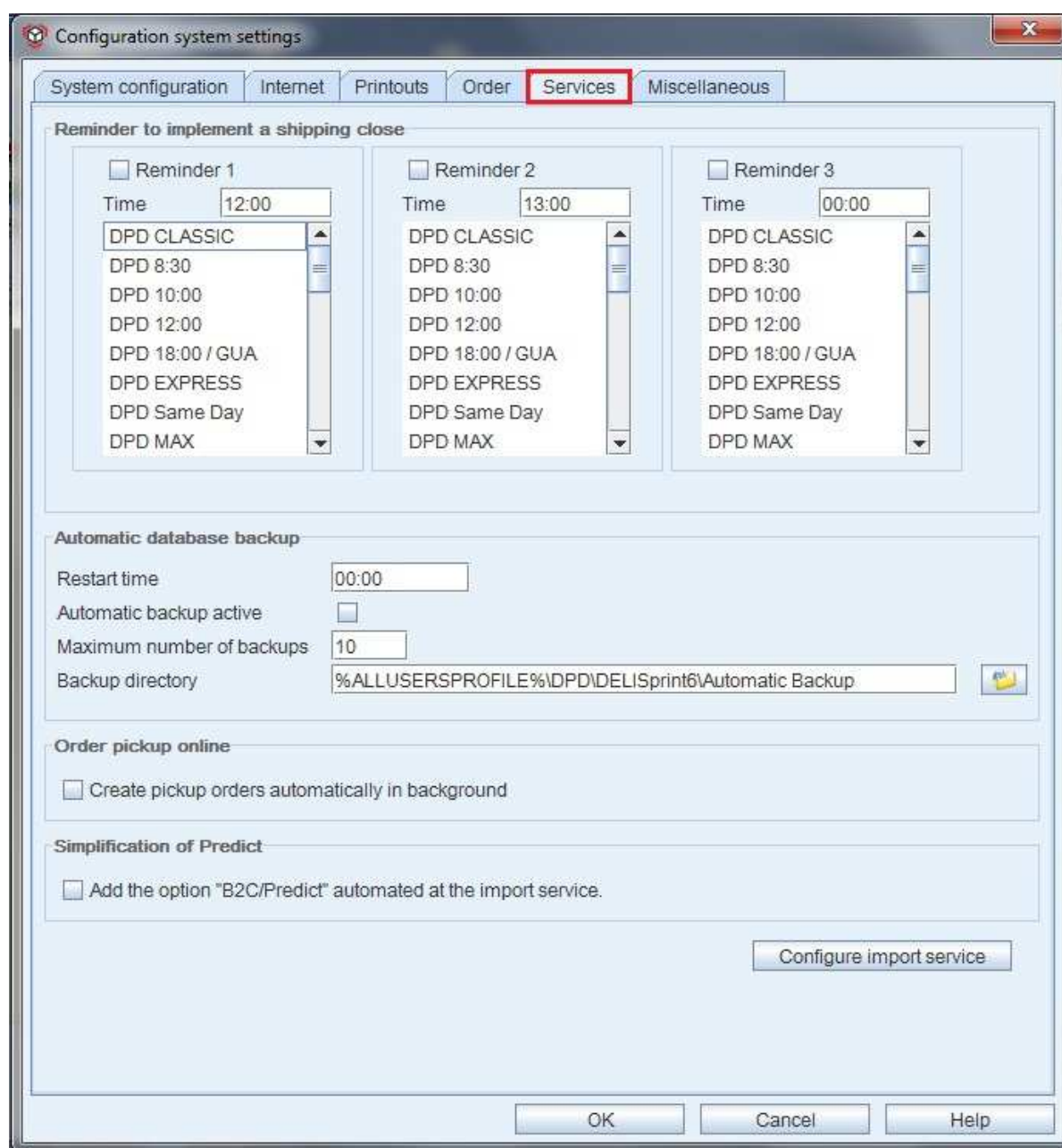


Fig. 170 - Configuration system settings - tab - services

3.2.5.1 Reminder to implement a shipping close

■ **Reminder 1, Reminder 2, Reminder 3**

The reminder is an automatic function which reminds the user in good time about shipping closes which have to be implemented. The notification is displayed in the order pool in the toolbar under 'Close shipping' in the form of a red button which flashes red and yellow and has a '**Reminder**' exclamation mark. This indicates that a shipping close has to be implemented. This has to be selected manually by the user.

The selection fields enable settings to be made for Reminders 1, 2 and 3. The time of each reminder can be entered. And each reminder selection list is displayed, which enables the selection of the products for which the specific reminder is to be implemented at the time which has been entered.



The reminder and the flashing of the reminder button can be ended by clicking on the button or on the '**Close shipping**' button.

3.2.5.2 Order online pickup

■ **Create automatic pickup orders in background**

In this selection field the user can indicate if pickup orders are to be created automatically during the data transmission in the course of an update of the shipping close (e.g. for the routing database and the software version). With these pickup orders the drivers are informed where and when they have to pick up parcels from the customer.

3.2.5.3 Simplification of Predict

■ **Add the option "B2C/Predict" automated at the import service**

The option "B2C/Predict" is set automatically as soon as an e-mail address or mobile phone number is available in the consignee address.

3.2.5.4 'Configure import service' button

■ **'Configure import service' button**

A click on 'Configure import service' opens up the dialogue window 'Configure service', which enables an automatic data import to be created. This makes new orders available to the system in good time before the time that has been set for the reminders.



The configuration of an import service is described in detail in chapter 4.1.7.

3.2.6 Miscellaneous

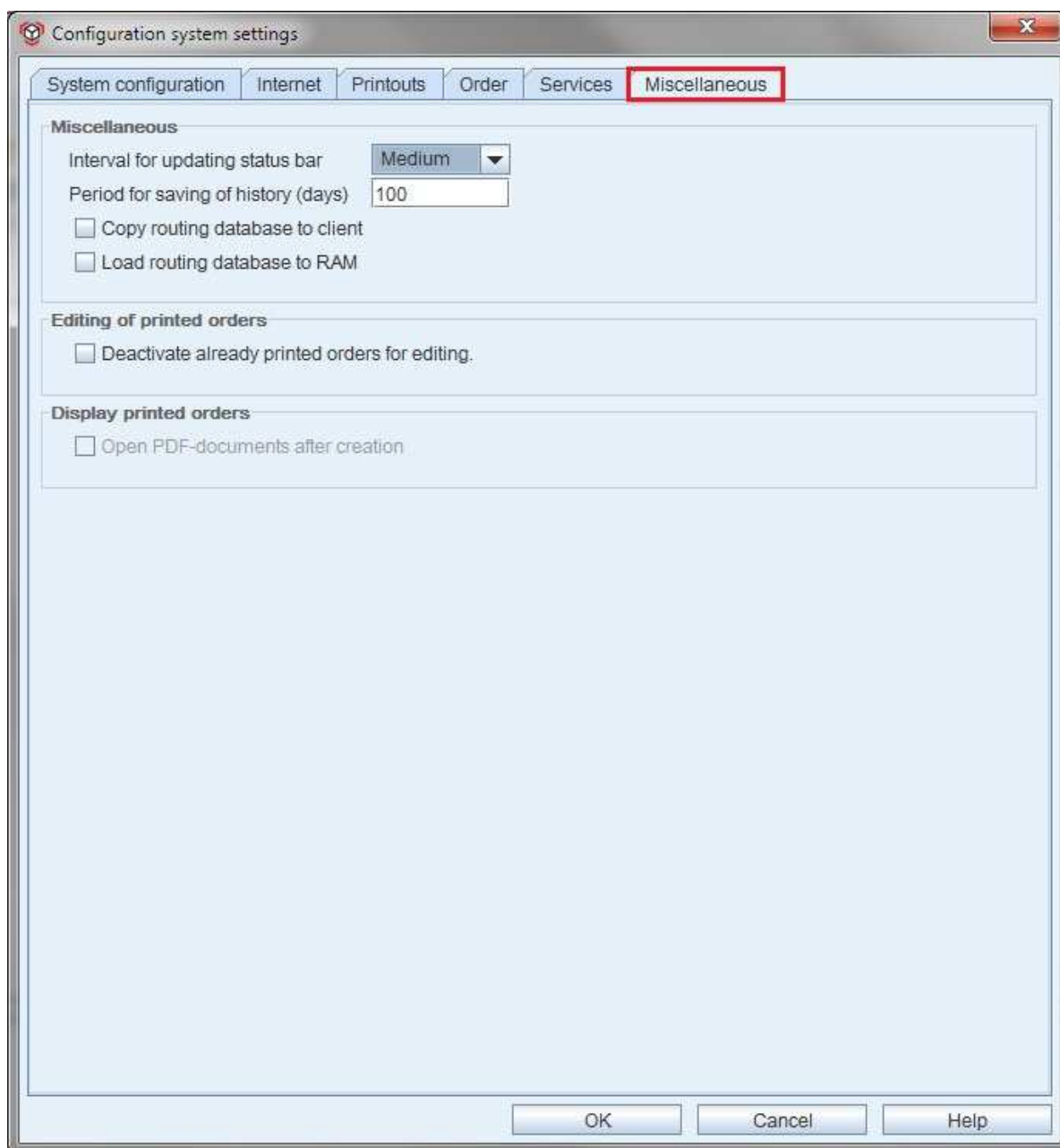


Fig. 171 - Configuration system settings - tab - miscellaneous

3.2.6.1 Miscellaneous

■ Interval for updating status bar

Depending on the amount of work and the number of users which the system has, the status bar has to be updated so that the latest data is shown on the screen for each user.

The selection list makes it possible to select the values 'Low', 'Medium' 'High', and 'None' as intervals for updating the status bar.

■ Period for saving of history (days)

The period during which the data is saved in the history can be entered manually in the input field. This entry specifies that archived orders are automatically deleted after the period of time which has been entered.

■ Copy routing database to client

If this checkbox is activated, the current routing database is automatically copied to all connected clients. This keeps the data transfer between the server and the client as low as possible.

■ Load routing database to RAM

With this option the routing database is loaded to the main memory while operations are continuing, which enables faster processing.

3.3 Client administration

The 'Client administration' is accessed via the buttons 'Menu → Configuration → Client administration'

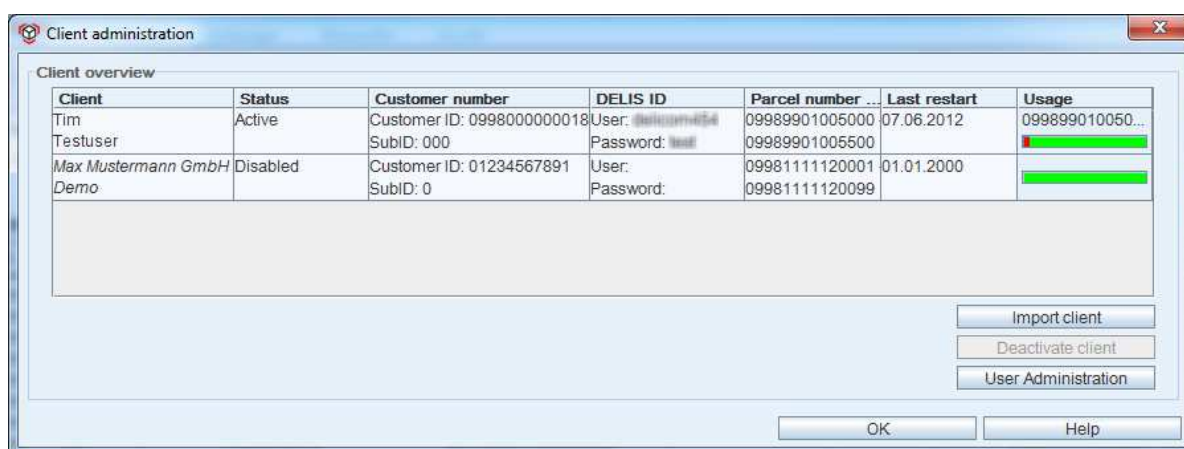


Fig. 172 - Dialogue window - client administration

3.3.1 Client overview

In the overview of clients the clients which are assigned to the user can be viewed and new clients can be added. The table lists clients with

- Client,
- Status,
- Customer number,
- DELIS ID,
- Parcel number range
- Last restart and
- Usage (of parcel label numbers)

The consumption is displayed by a progress bar which is highlighted in green. A red bar above it displays the progress in numbers that have been consumed.

3.3.1.1 'Import client' button

The import of new clients can only be implemented in one way. A click on the button '**Import clients**' opens the 'Import client' dialogue window, which facilitates the search for import files. Here the user can look for files with the usual Windows browser window.

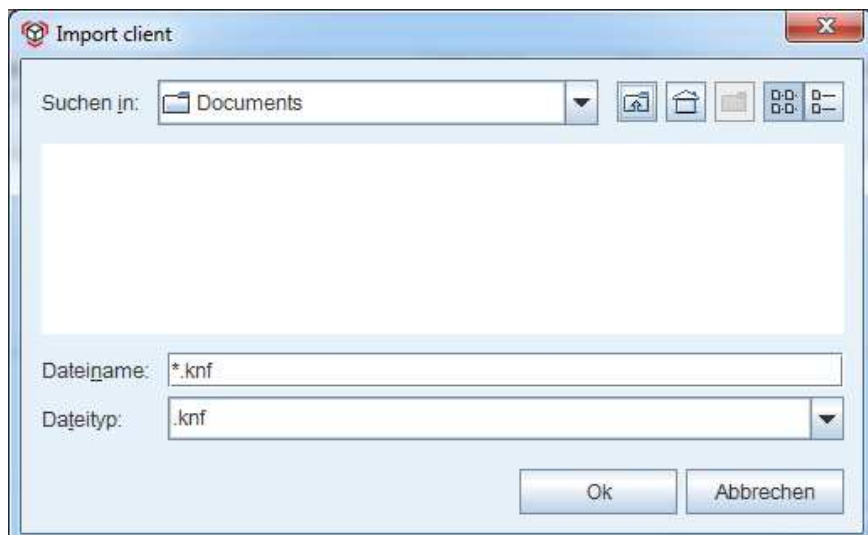


Fig. 173 - File browser - import client

New clients can only be integrated into the system individually via a special encrypted file from DPD with the ending **.knf**. This file already contains all the relevant information and settings for the client. You will receive more information about the knf file from your DPD depot.

When this special client file has been imported via the dialogue window, the demo client (if this is still being used) is deactivated. After that it is no longer displayed and the user no longer has rights for this client. Before the user can work with the new client, the application has to be restarted so that the system can integrate the changes.

If the system has problems with the import, the 'Import client' dialogue window will open with an error message indicating the incorrect file.

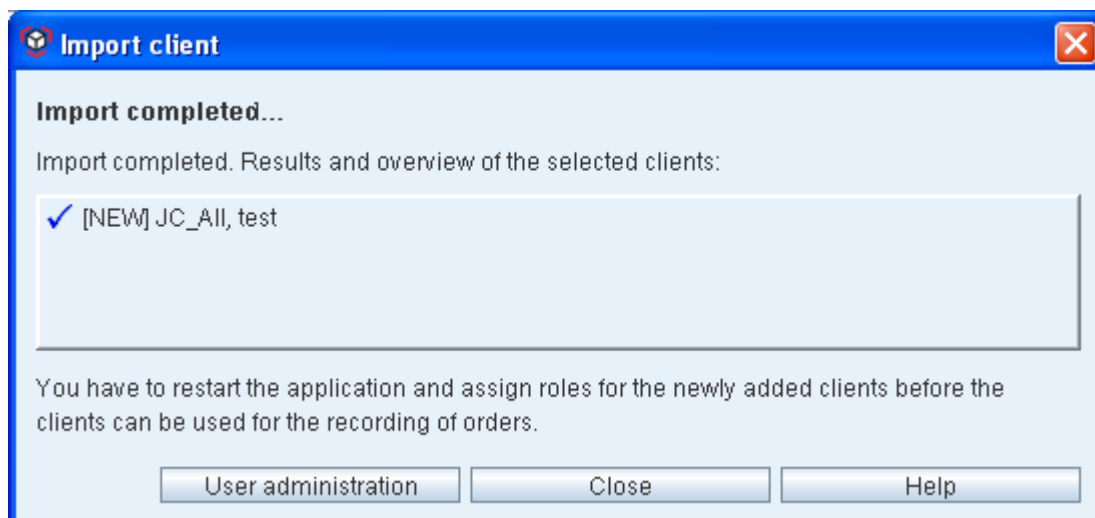


Fig. 174 - Message - import of client completed

3.3.1.2 'Deactivate client' button

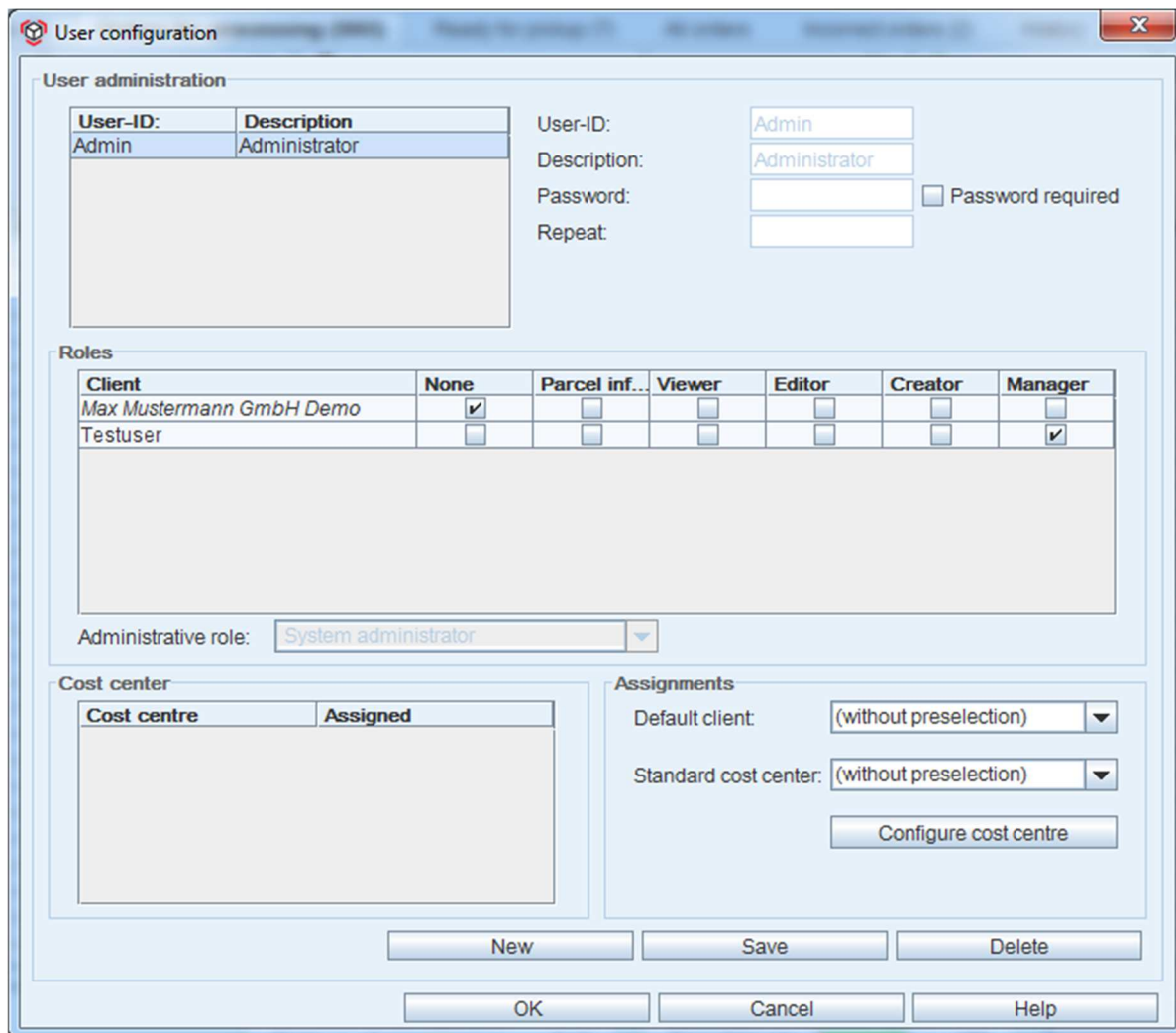
With this button an active client selected from the list can be deactivated. If an active client has been selected, the button is no longer greyed out and can therefore be used.

3.3.1.3 'User administration' button

When the user clicks on the button '**User administration**' the dialogue window 'User configuration' opens and enables the administration of rights and roles in relation to clients to be implemented. Here it is once more possible to specify or modify the status of the client (please see the following chapter 3.4).

3.4 User administration

The 'User configuration' dialogue window is accessed via the button '**Menu → Configuration → User administration**'. The dialogue window contains four different sections for the user administration, the role administration of clients and the assignment of cost centres:



User configuration

User administration

User-ID:	Description
Admin	Administrator

User-ID:

Description:

Password: ☐ Password required

Repeat:

Roles

Client	None	Parcel inf...	Viewer	Editor	Creator	Manager
Max Mustermann GmbH Demo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testuser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Administrative role:

Cost center

Cost centre	Assigned
-------------	----------

Assignments

Default client:

Standard cost center:

Fig. 175 - Dialogue window - user configuration

3.4.1 User administration

Under 'User administration' the administrator can be specified and provided with a password:



User administration

User-ID:	Description
Admin	Administrator

User-ID:

Description:

Password: ☐ Password required

Password confirmation:

Fig. 176 - Dialogue window - user configuration - user administration

In order to create a new user it is first necessary to click on the button **'New'** (at the bottom of the dialogue window). After that the red marking shows that the 'User ID' field is a mandatory field:



The dialog window titled "User administration" contains a table on the left and form fields on the right.

User-ID:	Description
Admin	Administrator

User-ID:

Description:

Password:

Password confirmation:

☒ Password required

Fig. 177 - Dialogue window - user configuration - new user

■ User-ID

For the User-ID (user name) here a freely selectable sequence of characters (max. 8 digits) is entered.

■ Description

In this input field a description can be added to the user name.

■ Password

The password must have at least six characters. By activating the 'Password required' checkbox it can be specified that a user is forced to have a password. Otherwise the user can handle his password settings by himself.

■ Password confirmation

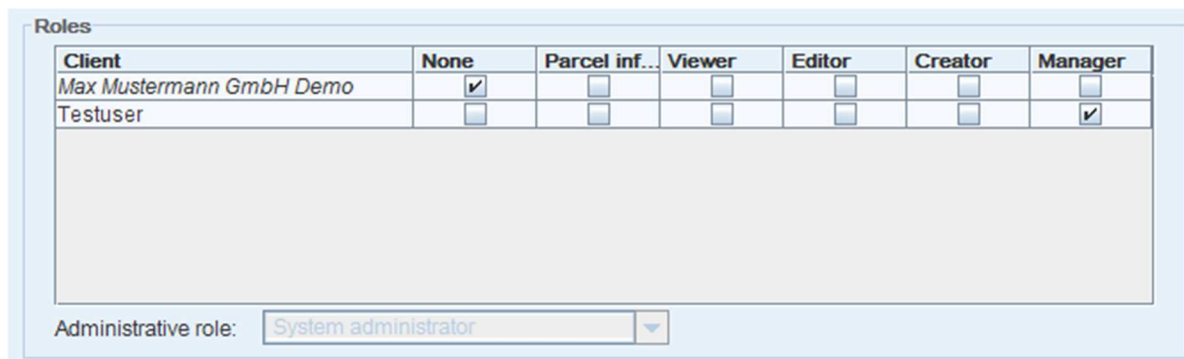
If the password is entered it has to be entered here once more in confirmation.



The fields 'Password' and 'Password confirmation' are only mandatory, if the checkbox 'Password required' has been activated.

3.4.2 Roles

The role system for clients includes six different roles, each of which has different access rights and tasks. Whatever role they have, all users have access to the help and support functions. The selection of the individual role is simply implemented by activating a checkbox by clicking on the selection field:



The dialog window titled "Roles" contains a table with columns for Client, None, Parcel inf..., Viewer, Editor, Creator, and Manager.

Client	None	Parcel inf...	Viewer	Editor	Creator	Manager
Max Mustermann GmbH Demo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testuser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Administrative role:

Fig. 178 - Dialogue window - user configuration - roles

■ **None**

If the 'None' box is checked this means that no role has been assigned to the user. This user then has no rights within the software and is not active.

■ **Parcel information**

This user can view the order list and search for orders, but has no other rights. This role only serves for the tracking of parcels.

■ **Viewer**

This role only gives the user the right to view the order list or the customer address data. The user can view parcel details but can't edit or delete orders

■ **Editor**

This role authorises the use to process existing orders but not to create new orders or delete existing ones. The user can change address and shipping data and has access to all print functions.

■ **Creator**

This role authorises the use to process orders as well as to create and administer orders. In addition the user can import address and order lists and has access to the import service.

■ **Manager**

This role differs from creator only in the additional authorisation to initiate and carry out the shipping close, as well as to export address and order data.

3.4.2.1 'Administrative role' list

In addition to the right to process an order, there are two administrative groups for setting up and administering the system. On the one hand there is the workstation administrator, who can implement all the settings which are required to set up a workstation (printer etc.), and on the other hand there is the system administrator, who is responsible for updating the application.

The 'Administrative role' can be assigned via the selection field of this name:

■ **'Workstation administrator'**

This role gives the user administrator rights, but only for this workstation.

■ **'System administrator'**

With this role the user is given administrator rights for the whole DPD Print 6 system and receives all rights with regard to system settings, configurations and access rights administration.

■ **'None (default user)'**

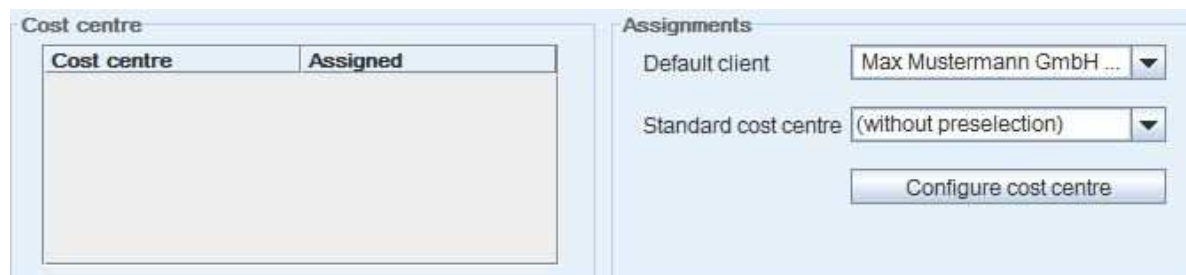
This selection gives the user no administrative rights.

It should be noted that the next higher role always includes the rights of the previous role in addition to having further authorisations!

The standard client can be selected and specified using the selection field (only the assigned clients are displayed in the selection field).

3.4.3 Cost centre

Under this section cost centres can be allocated to different clients. A cost centre is the location where costs arise and the service is performed. The cost centre has the task of collecting the costs which arise in a specific section of the company for purposes of cost accounting. Cost centres are a criterion for the internal identification and allocation of orders, and have no influence on procedures in DPD Print. The cost centre consists only of its name, which is an alphanumerical value. Cost centres are defined in the system settings and can be allocated to a user in the user administration. This means that the individual user is authorised to create orders with reference to this cost centre.



Cost centre	Assigned
-------------	----------

Assignments

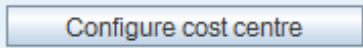
Default client: Max Mustermann GmbH ... ▼

Standard cost centre: (without preselection) ▼

Configure cost centre

Fig. 179 - Cost centre - allocation of clients

The list of cost centres and their allocation is displayed in the cost centres described in chapter 3.2.4.3. Under 'Assignments' the standard client and standard cost centre can be selected.

A click on the  button takes the user to the configuration of the system specifications, order tab (please see chapter 3.2.4)

3.5 Printer administration

The dialogue windows 'Printer configuration' is accessed via the button '**Menu → Configuration → Printer administration**'. By clicking on this dialogue window the printer can be selected and print settings, paper format and label format can be selected:

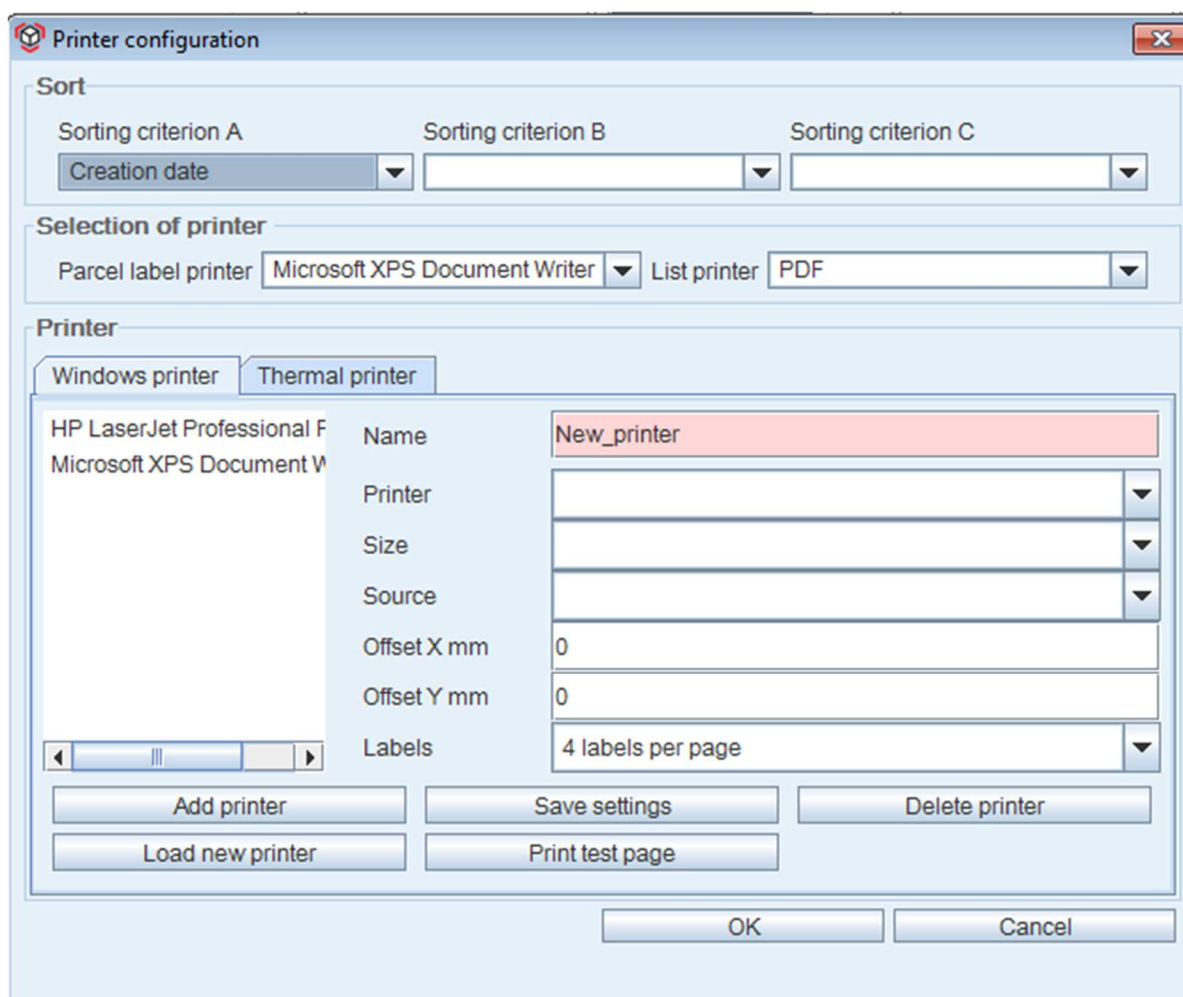



Fig. 180 - Printer configuration

 The extensive settings and selection options in the printer administration are described *in detail in chapter 3.2.3.*

3.6 Configure email

The dialogue window 'Configure email' is accessed via the buttons '**Menu → Configuration → Configure email**'.

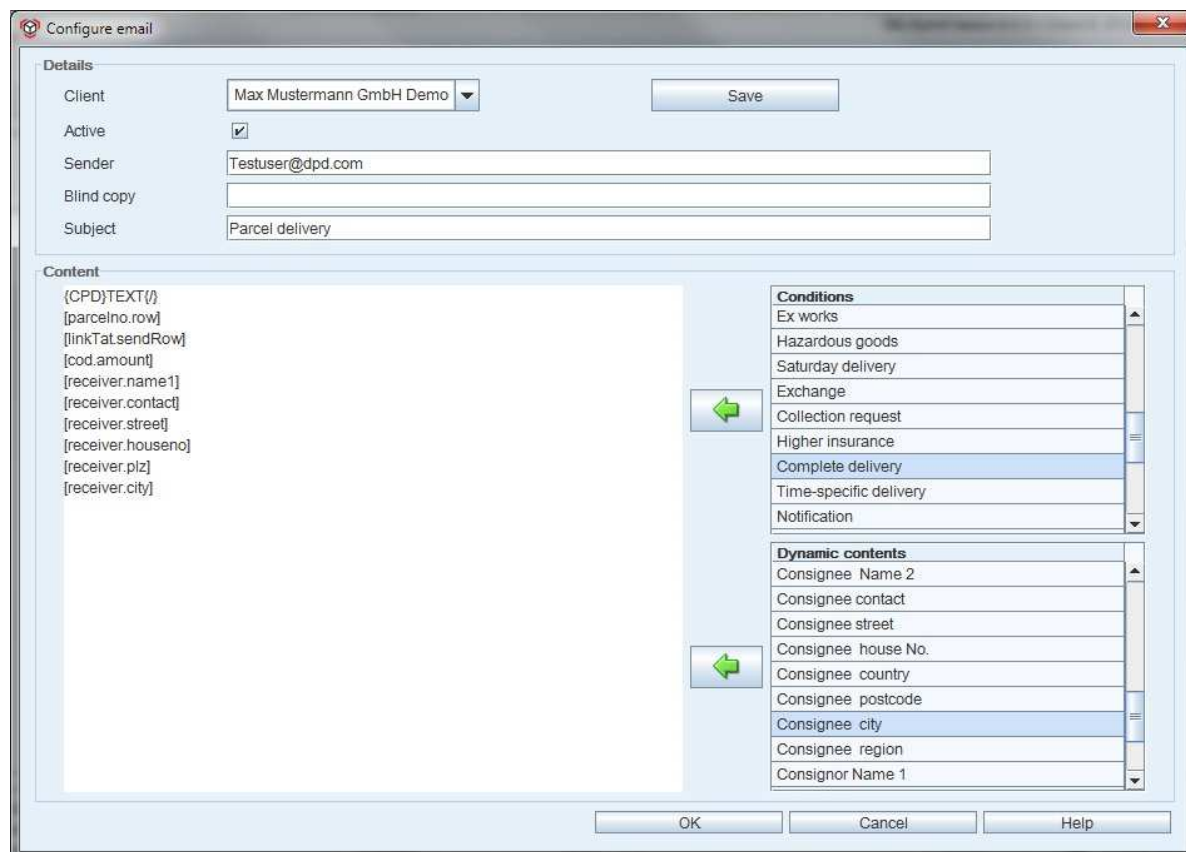


Fig. 181 - Dialogue window - configure email

However, to make sure the emails can be sent in the first place, the checkbox 'Info email for the order' has to be activated in the toolbar under 'Order creation':



Fig. 182 – Info email: enter consignee address + activate info email

Secondly, the email address of the consignee has to be entered in the address data **or in the 'Email' field displayed above (see also chapter 2.4.3)**

3.6.1 Details



Details	
Client	Max Mustermann GmbH Demo <input type="button" value="Save"/>
Active	<input checked="" type="checkbox"/>
Sender	Testuser@dpd.com
Blind copy	
Subject	Parcel delivery

Fig. 183 - Details - sending emails

- **Client**
Under 'Details' the user can select one of the clients who are assigned to him by means of this selection list and save this client using the button 'Save'.
- **Active**
Emails are only sent automatically to the selected clients if the checkbox next to 'Active' is checked.
- **Sender**
Here the sender (as a rule the allocated parcel station) has to be entered.
- **Blind copy**
Here a further recipient for email notification can be entered.
- **Subject**
Here the subject of the email notification has to be entered.

3.6.2 Contents

In this section of the dialogue window the contents of the automatic notification email can be configured. The display of the data is implemented here as the header for a database query which reads out the information which is stored. The conditions and dynamic contents are in an 'if...then' relationship. This means that, for example, if the condition is COD, then the text which is contained should also be printed, and the selected dynamic content should be integrated in the email. However, this also means that the text contained in the email is only included if the condition(s) is/are met. For this purpose the system uses the local Outlook on your computer. For each client it is only possible to save one email template – in other words it is not possible to create different email templates for different applications or options. Instead all useful combinations have to be covered by this one template. For this purpose "or" relationships are also possible: these define two conditions and transfer them to the content field of the email template. These two conditions then trigger the email notification, even if only one of them is fulfilled.

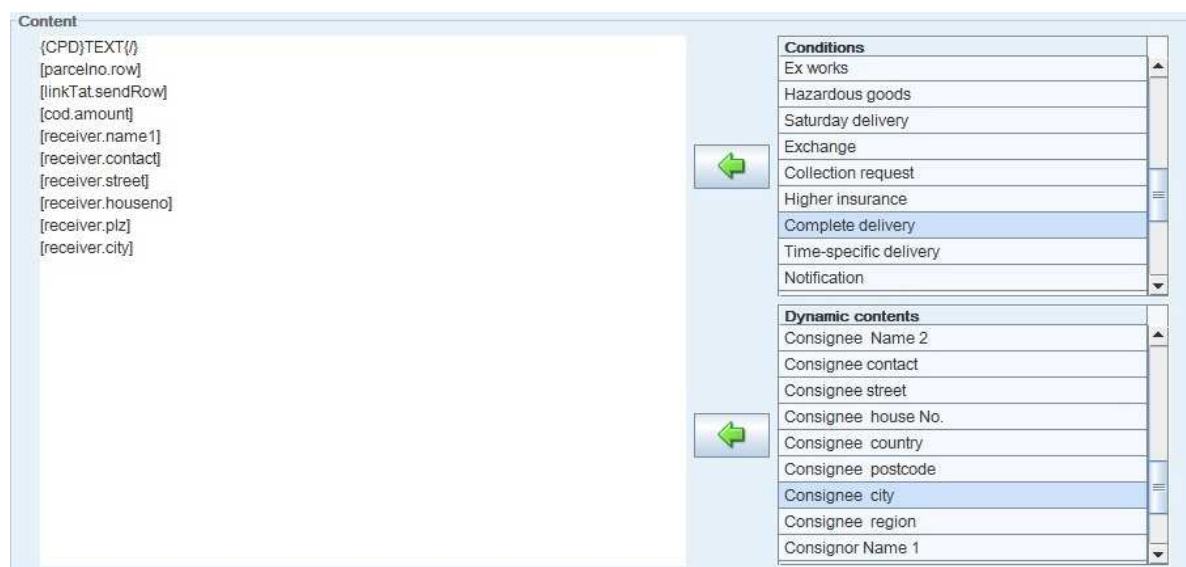



Fig. 184 - Dialogue field - configure email

3.6.2.1 Conditions

Under 'Conditions' all the current DPD products and options are listed. These can be selected individually (are then highlighted in dark blue) and transferred to the content window by a click on the **'Arrow'** button () next to them. This can also be implemented by drag-and-drop with the mouse key held down.

3.6.2.2 Dynamic contents

This is data which varies in accordance with the type of product and the order, and is therefore dynamic. For example, the selection includes the numbers of the parcel label and shipment, links for shipment tracking, reference data, COD data, consignee details and contact data.

3.7 Application update

The dialogue window 'Application update' is opened via the button **'Update'** in the 'Help' section of the toolbar in the order pool. (please see chapter 2.3.9.1). Alternatively the dialogue window can be accessed via the buttons **'Menu → Support → Search for updates'**. With the help of this dialogue the user can search for an update of the application and the basic data for installation on the local system.



It is a good idea to make a regular update of the application. In addition to the correction of errors, users will also always have access to the latest functions.

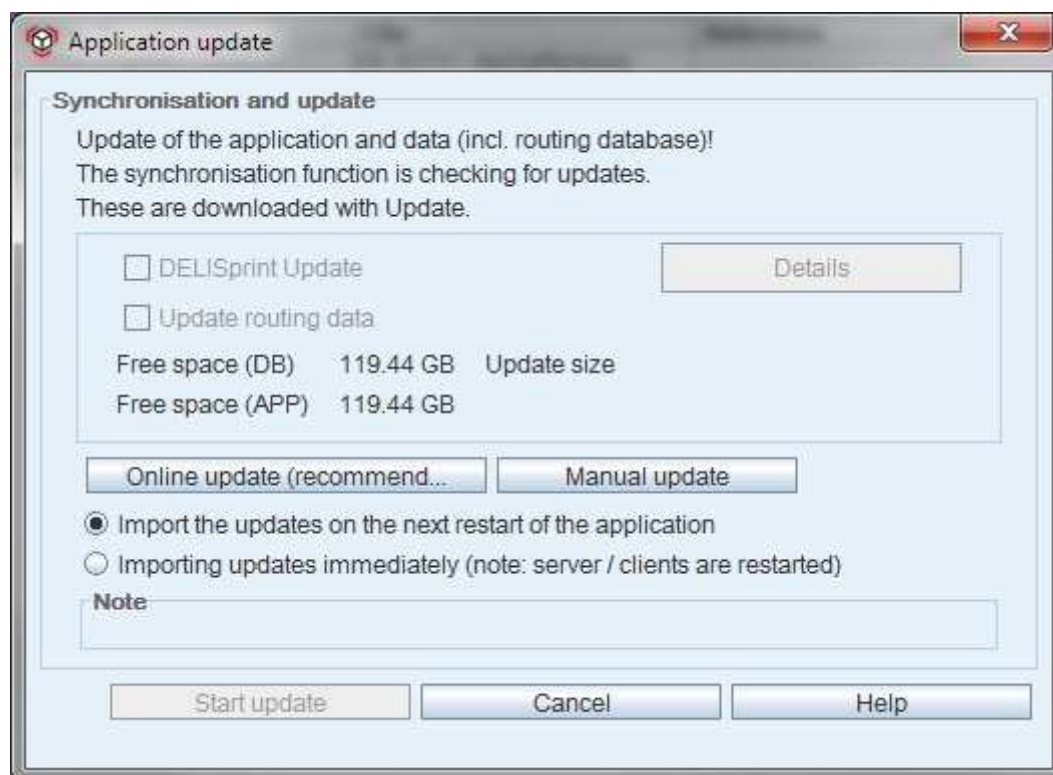


Fig. 185 - Dialogue window - application update

3.7.1 'Online update' button

With a click on the 'Online update' button a search is implemented on the server for updates. If the user clicks on this button, the following status dialogue window appears first:

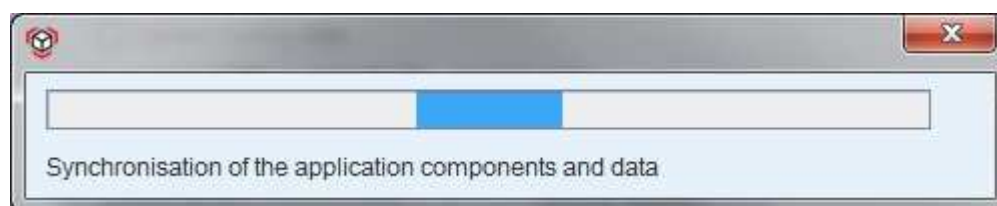
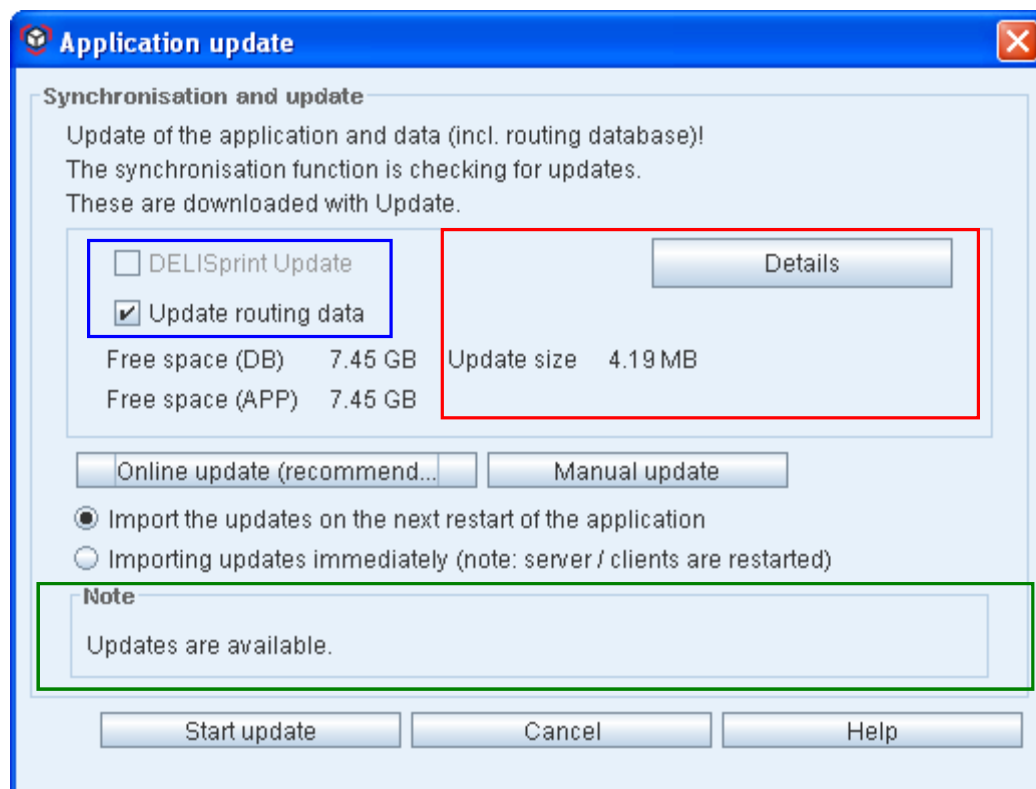


Fig. 186 - Dialogue window - online update - status

During this process, a check is made if there are any new files on the server which you can install for your software. After the status dialogue window closes automatically, the size of the existing update is visible and the 'Online update' is greyed out, in other words deactivated. If updates for the application are available, the 'Update application' checkbox is activated. The same applies to the checkbox 'Update data' (data can, for example, be the latest routing database or a new list of postcodes). In addition the 'Updates available' message appears and the **'Details'** button is active:

Fig. 187 - Dialogue window - application update - type and size of update



3.7.1.1 'Details' button

After a check has been made if updates are available, a click on the '**Details**' button adds to the dialogue window a list of files which have been downloaded.

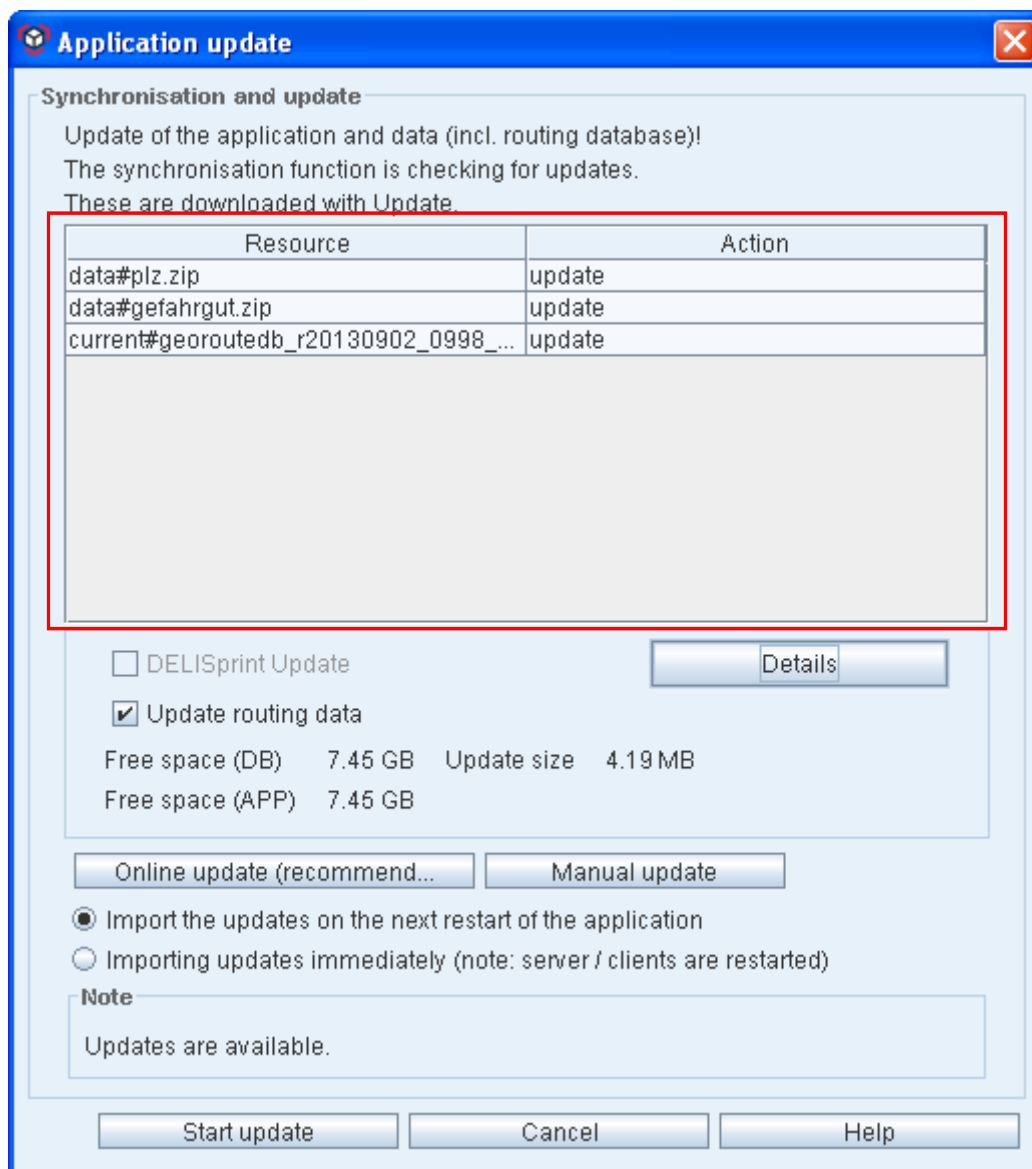


Fig. 188 - Dialogue window - update of the application and data

Under "Action" the action to be carried out (in this case 'Update') for the files on the left is displayed. A click on the 'Details' button hides the list once more.

3.7.2 'Manual update' button

The alternative to the online update is provided by the 'Manual update' button. A click on this button opens the file selection browser, which enables the update to be installed to be selected in the .zip format:

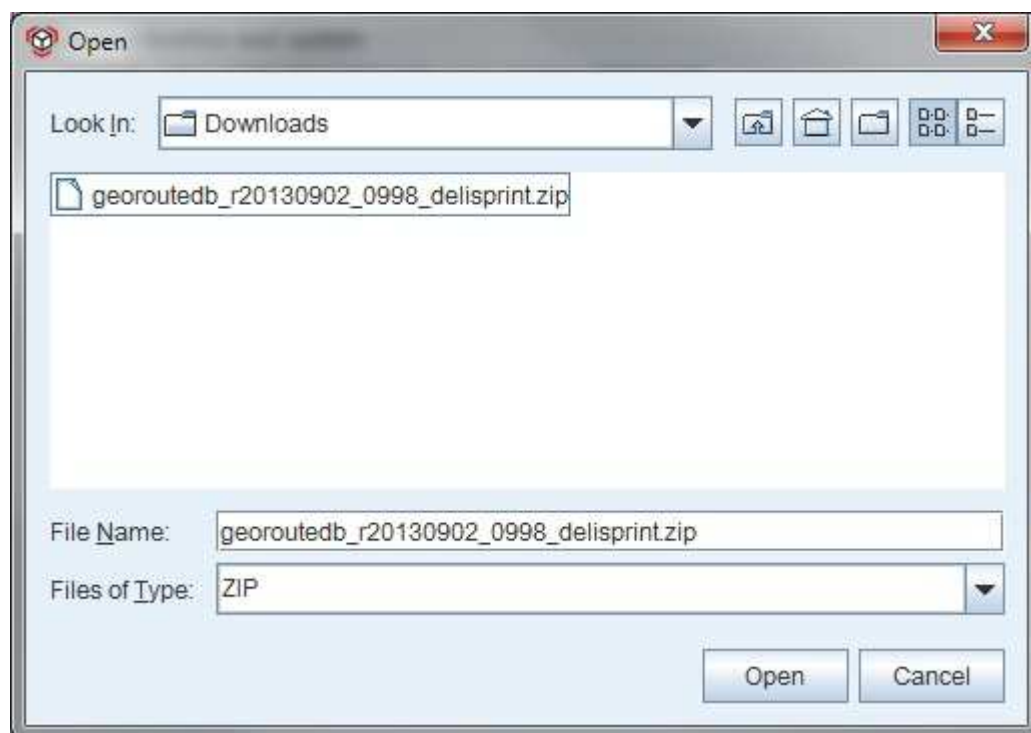


Fig. 189 - File browser - manual update

3.7.3 Import the updates on the next restart of the application

If this update option is selected, the data or application components to be installed are first downloaded and then installed when the software is restarted. The corresponding message appears:

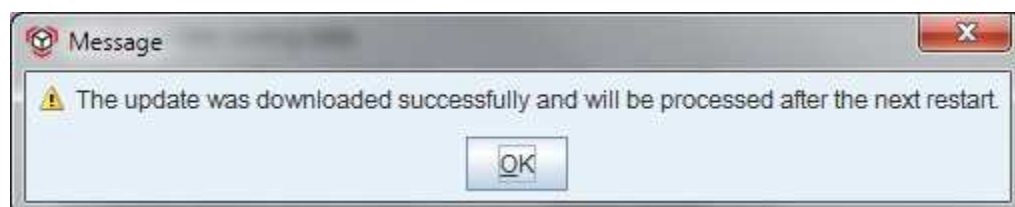


Fig. 190 - Update will be processed after the next reboot

3.7.4 Importing updates immediately (note: server / clients are rebooted)

In this type of application update, any downloaded data is immediately installed and processed. In the process the DPD Print client is automatically restarted.

3.7.5 'Update' button

If new file versions are detected during synchronisation the button **'Update'** is activated. The user can select between an update of the data and/or an update of the application. When the user clicks on the button **'Update'** the listed files are updated.

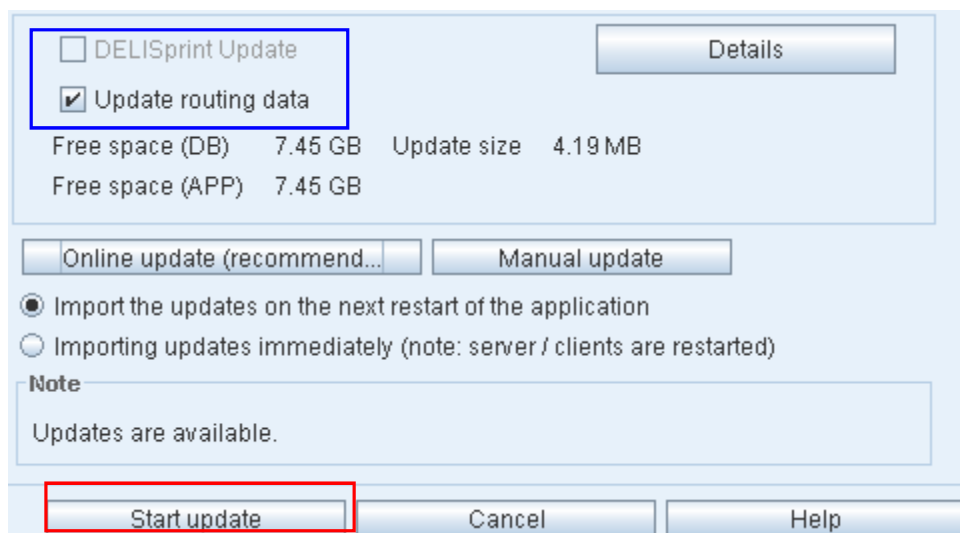



Fig. 191 - Dialogue window - application update - update button

 *If the message 'The application is up to date!' appears as soon as the dialogue window is accessed, this means that no update is necessary!*

While the data is updated a progress bar shows how many components still have to be updated/downloaded.:

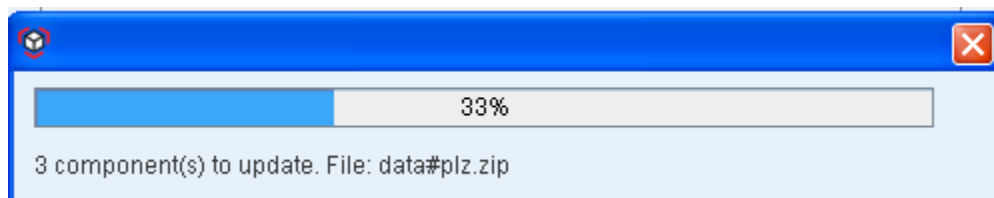


Fig. 192 - Update - status bar

after which the following message appears: **'The application is up to date!'**.

4 Data import and data export

4.1 Data import

4.1.1 Import parcels

This function enables the import of parcel lists into the DPD Print programme. The dialogue window 'Import parcels' is accessed via the button **'Menu → Data import → Start import of orders'**:



Fig. 193 - Dialogue window - import parcels



Note: the important of large files can lead to a loss of performance while the user is working.

The progress of the import is displayed bottom right in the order pool by the blue progress bar. The number next to the 'Errors' field indicates the number of incorrect files.

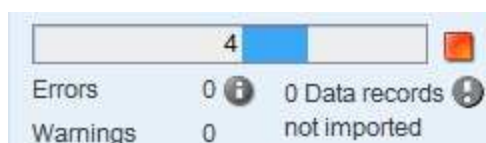


Fig. 194 - Progress bar

The data records are imported in spite of the incorrect data. Otherwise these would be displayed in the field 'Data records not imported' by a number greater than 0 and a button highlighted in colour.

A click on the blue **'Info'** button next to the 'Errors' field opens the 'Error message' dialogue which lists errors and warnings and describes them:



Fig. 195 - Dialogue window - warnings - import orders

4.1.2 Import addresses

This function enables the import of address lists to the DPD Print programme. The 'Import addresses' dialogue window is opened via the button **'Menu → Data import → Start import of address data'**:

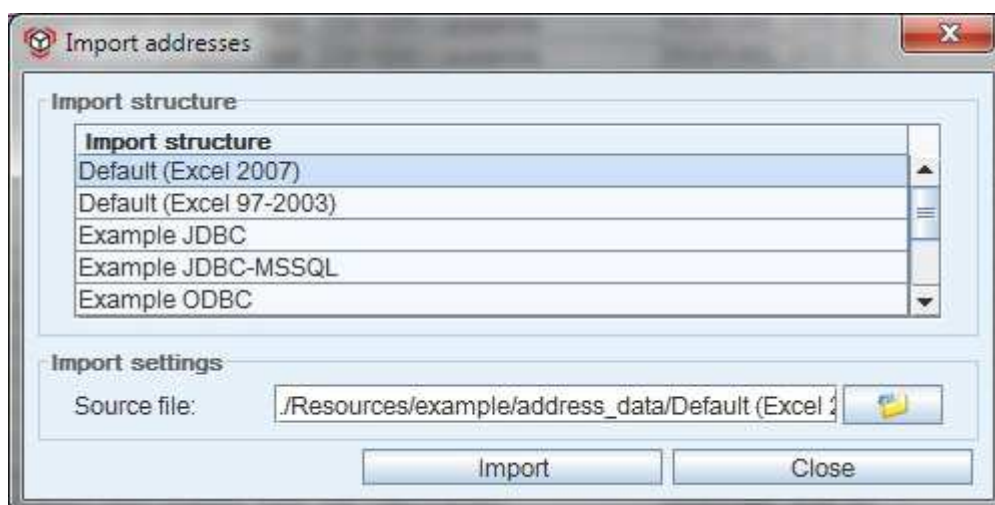


Fig. 196 - Dialogue window - import addresses




Note: the import of large files can lead to a loss of performance while the user is working.

4.1.2.1 'Import' button

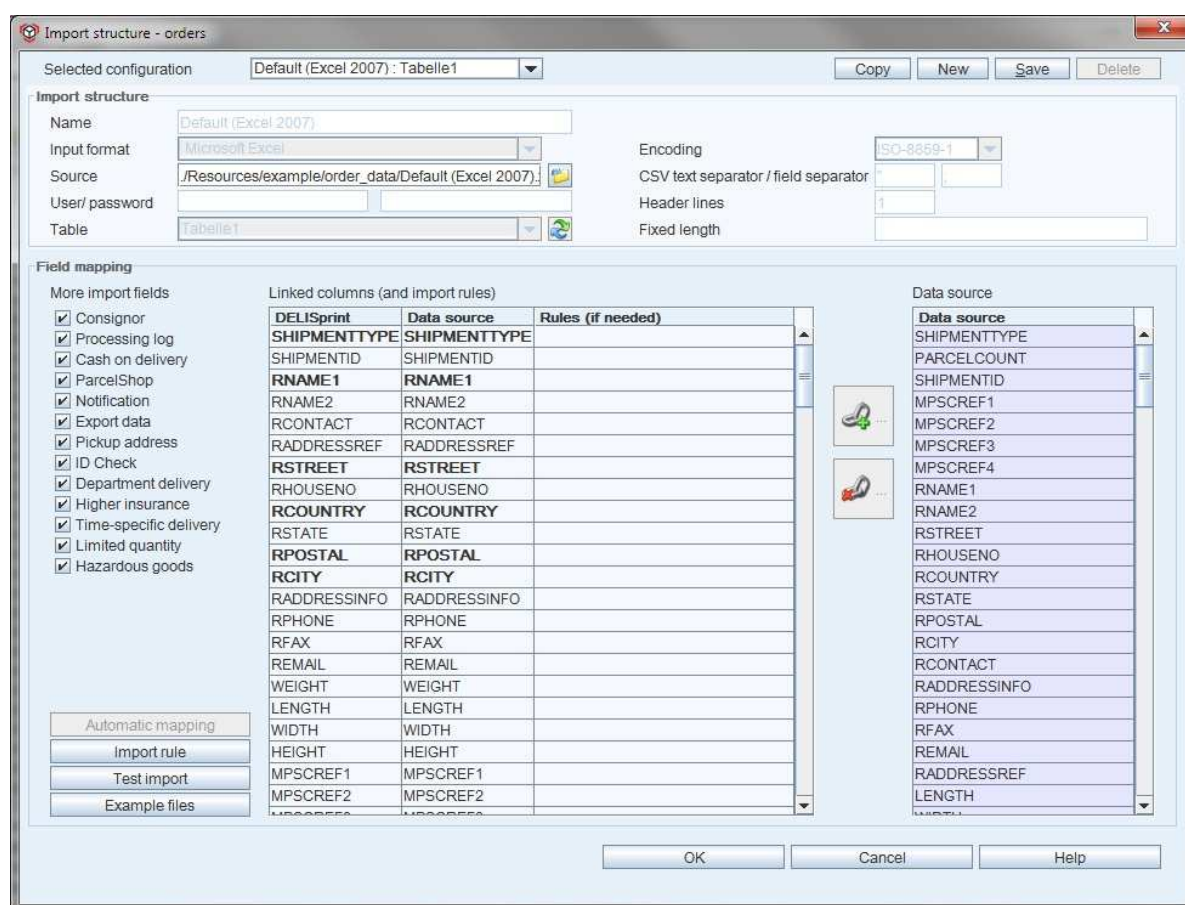
From the files which are listed under 'Import structures', the user can click on an address file to select and import it via the **'Import'** button.

4.1.2.2 'Open file' button

By clicking on the button **'Open file'** () the Explorer browser window is opened which enables the user to look for imported files on the local computer.

4.1.3 Import structure - orders

By clicking on this dialogue window the user can specify the structure of the files which are to be imported into the DPD Print programme as parcel lists. The dialogue window 'Import structure - parcels' is opened by the button **'Menu → Data import → Configure parcel import structure'**:



Import structure - orders

Selected configuration: Default (Excel 2007) : Tabelle1 [Copy] [New] [Save] [Delete]

Import structure

Name: Default (Excel 2007)

Input format: Microsoft Excel

Source: /Resources/example/order_data/Default (Excel 2007). [Open file icon]

User/ password: []

Table: Tabelle1 [Open file icon]

Encoding: ISO-8859-1

CSV text separator / field separator: []

Header lines: 1

Fixed length: []

Field mapping

More import fields:

- ☒ Consignor
- ☒ Processing log
- ☒ Cash on delivery
- ☒ ParcelShop
- ☒ Notification
- ☒ Export data
- ☒ Pickup address
- ☒ ID Check
- ☒ Department delivery
- ☒ Higher insurance
- ☒ Time-specific delivery
- ☒ Limited quantity
- ☒ Hazardous goods

Automatic mapping []

Import rule []

Test import []

Example files []

Linked columns (and import rules)

DELISprint	Data source	Rules (if needed)
SHIPMENTTYPE	SHIPMENTTYPE	
SHIPMENTID	SHIPMENTID	
RNAME1	RNAME1	
RNAME2	RNAME2	
RCONTACT	RCONTACT	
RADDRESSREF	RADDRESSREF	
RSTREET	RSTREET	
RHOUSENO	RHOUSENO	
RCOUNTRY	RCOUNTRY	
RSTATE	RSTATE	
RPOSTAL	RPOSTAL	
RCITY	RCITY	
RADDRESSINFO	RADDRESSINFO	
RPHONE	RPHONE	
RFAX	RFAX	
REMAIL	REMAIL	
WEIGHT	WEIGHT	
LENGTH	LENGTH	
WIDTH	WIDTH	
HEIGHT	HEIGHT	
MPSCREF1	MPSCREF1	
MPSCREF2	MPSCREF2	
MPSCREF3	MPSCREF3	
MPSCREF4	MPSCREF4	

Data source

- SHIPMENTTYPE
- PARCELCOUNT
- SHIPMENTID
- MPSCREF1
- MPSCREF2
- MPSCREF3
- MPSCREF4
- RNAME1
- RNAME2
- RSTREET
- RHOUSENO
- RCOUNTRY
- RSTATE
- RPOSTAL
- RCITY
- RCONTACT
- RADDRESSINFO
- RPHONE
- RFAX
- REMAIL
- RADDRESSREF
- LENGTH
- WIDTH
- HEIGHT

[OK] [Cancel] [Help]

Fig. 197 - Dialogue window - import structure - orders

4.1.3.1 Selected configuration

For the configuration of the parcel import structure there are several possibilities available:

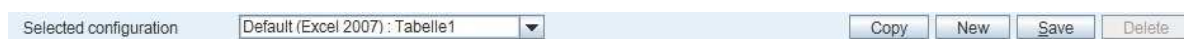


Fig. 198 - Dialogue window - import structure - orders - selected configuration

■ **Selected configuration**

An existing import list is selected via the 'Selected configuration' selection list.

■ **'Copy' button**

By means of the 'Copy' button an existing, previously selected, import list is copied. The list can then be modified and saved.

■ **'New' button**

By clicking on the button 'New' a new import structure can be created.

■ **'Save' button**

The button 'Save' enables the selected configuration to be saved.

■ **'Delete' button**

With a click on 'Delete' entries in the input fields are deleted again.

4.1.3.2 Import structure

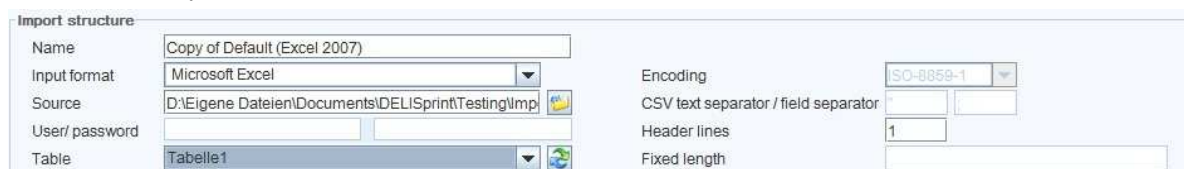


Fig. 199 - Dialogue window - import structure - orders - import structure

■ **Name**

Here a 'Name' can first be entered for the import file and this is automatically entered in the selection list (under 'Selected configuration').

■ **Input format**

Under 'Input format' the list field offers four different possibilities for selection:

- Microsoft Excel

If Microsoft Excel has been selected as the input format the input field 'Header lines' is activated. Depending on the structure of the individual import file, the number of header lines (= line for column headings) can be entered, with 0 representing no header line. Each further line in the Excel table represents the data to be imported.

- CSV

If CSV has been selected as the input format, the input fields 'Header lines' and 'Encoding', which provide a selection list, are available together with the input fields 'CSV text limiter' and 'CSV field limiter'. The standard setting as text limiter is a quotation mark (") and as the field limiter a semi-colon (;). Naturally these limiter characters can be changed, depending on the structure of the import file. The limiter character tabulator is shortened with \t.

- JDBC and ODBC

JDBC and ODBC are access possibilities for databases.

Example of a JDBC connection: *jdbc:mysql://localhost:3306/test*


<i>mysql</i>	→ Name of the database system
<i>localhost</i>	→ Name of the database server
<i>3306</i>	→ Port of the database server
<i>test</i>	→ Name of the database

Example of an ODBC connection: *jdbc:odbc:TestAdresse*

<i>TestAdresse</i>	→ Name of the ODBC data source
--------------------	--------------------------------

When a database is accessed, the fields for the user ID and password have to be filled out with the relevant values. Please use the adequate drivers of your connected database.

■ Source

The 'Source' of the import data can be selected via the Explorer window, which opens by means of a click on the 'Open directory' button () next to it.

■ User/password

In the new creation of import files, individual words or character sequences can be entered in the input fields for the user ID and password. If a file which is already password protected is to be opened, the correct user ID and password have to be entered in order to open the file.

■ Table

The selection field 'Table' indicates which tables are to be accessed in the data source. In


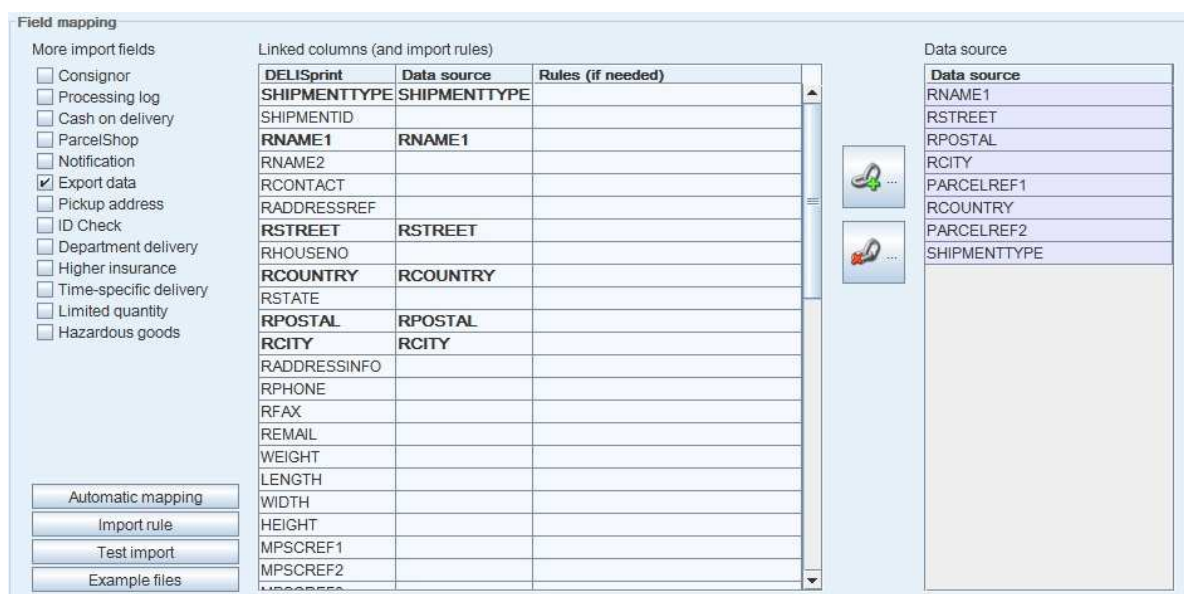
Excel they are the worksheets of an Excel file. The button 'Change table' () updates the display under 'Table'.



Fig. 200 - Dialogue window - import structure - orders - table

4.1.3.3 Field mapping

The complete lower section of the 'Import structure - orders' dialogue window provides the user with extensive functions for the import of files from external data sources.



Field mapping

More import fields

- ☐ Consignor
- ☐ Processing log
- ☐ Cash on delivery
- ☐ ParcelShop
- ☐ Notification
- ☒ Export data
- ☐ Pickup address
- ☐ ID Check
- ☐ Department delivery
- ☐ Higher insurance
- ☐ Time-specific delivery
- ☐ Limited quantity
- ☐ Hazardous goods

Linked columns (and import rules)

DELSprint	Data source	Rules (if needed)
SHIPMENTTYPE	SHIPMENTTYPE	
SHIPMENTID		
RNAME1	RNAME1	
RNAME2		
RCONTACT		
RADDRESSREF		
RSTREET	RSTREET	
RHOUSENO		
RCOUNTRY	RCOUNTRY	
RSTATE		
RPOSTAL	RPOSTAL	
RCITY	RCITY	
RADDRESSINFO		
RPHONE		
RFAX		
REMAIL		
WEIGHT		
LENGTH		
WIDTH		
HEIGHT		
MPSCREF1		
MPSCREF2		
MPSCREF3		

Data source

Data source
RNAME1
RSTREET
RPOSTAL
RCITY
PARCELREF1
RCOUNTRY
PARCELREF2
SHIPMENTTYPE

Buttons: Automatic mapping, Import rule, Test import, Example files

Fig. 201 - Dialogue window - import structure - orders - field mapping

4.1.3.3.1 More import fields

On the left in the dialogue window the various shipping options can be activated or deactivated by using the selection fields in the 'More import fields' section. In this way the user can decide how much and what information is to be imported at the same time.



More import fields

- ☐ Consignor
- ☐ Processing log
- ☐ Cash on delivery
- ☐ ParcelShop
- ☐ Notification
- ☒ Export data
- ☐ Pickup address
- ☐ ID Check
- ☐ Department delivery
- ☐ Higher insurance
- ☐ Time-specific delivery
- ☐ Limited quantity
- ☐ Hazardous goods

Fig. 202 - Field mapping - more import fields

4.1.3.3.2 Linked columns (and import rules)

A click on any line in the table highlights the corresponding line in red:

Linked columns (and import rules)

DELISprint	Data source	Rules (if needed)
SHIPMENTTYPE	SHIPMENTTYPE	
SHIPMENTID		
RNAME1	RNAME1	
RNAME2		
RCONTACT		
RADDRESSREF		
RSTREET	RSTREET	
RHOUSENO		
RCOUNTRY	RCOUNTRY	
RSTATE		

Fig. 203 - Field mapping - linked columns (and import rules)

4.1.3.3.3 Data source

If the input format can read the selected 'Data source' (in other words the address file which is to be imported), the column headings are displayed immediately under 'Data source' on the right. The allocated header lines are also displayed on the left in the table 'Linked columns (and import rules)' under the data source field. Missing entries indicate that the data source does not provide a corresponding header line here.

Linked columns (and import rules)

DELISprint	Data source	Rules (if needed)
SHIPMENTTYPE	SHIPMENTTYPE	
SHIPMENTID		
RNAME1	RNAME1	
RNAME2		
RCONTACT		
RADDRESSREF		
RSTREET	RSTREET	
RHOUSENO		
RCOUNTRY	RCOUNTRY	
RSTATE		

Data source

Data source
RNAME1
RSTREET
RPOSTAL
RCITY
PARCELREF1
RCOUNTRY
PARCELREF2
SHIPMENTTYPE

Fig. 204 - Field mapping - data source

4.1.3.3.4 Rules (if needed)

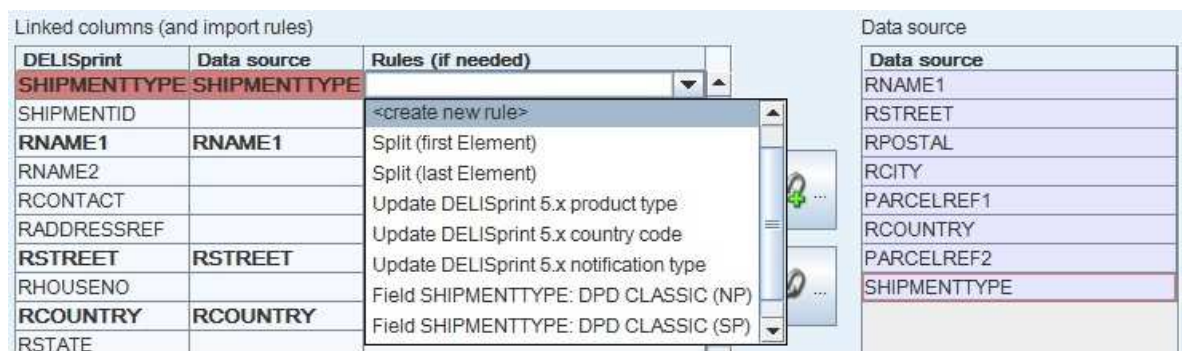




Fig. 205 - Selection menu - rules

In the column 'Rules – if needed' the user can activate a selection field which makes available a number of predefined conversion rules for the data import (e.g. conversion of DPD Print 5.x product type. However, these can also be defined by the user. The first entry '<Create new rule>' opens the dialogue window 'Rules'. Alternatively this can be implemented by accessing the dialogue window 'Menu' and clicking on the buttons '**Data import** → **Configure rules**'. Here it's also possible to edit the rules.

 For a detailed description of this dialogue window please see chapter 4.1.5.

4.1.3.3.5 'Create link' button

If the names of the header lines in the data source do not agree with those of the import structure, the assignment of columns with the same content can be implemented manually by clicking on the '**Create link**'

button ().

For this purpose there are 3 different possibilities:

■ Allocation via the "Create link" button

A click on the "DPD Print" line in the table selects it and highlights it in red. Next the relevant column in the right-hand table is selected under "Data source" and linked by clicking on the "Create link" button.

■ Drag-and-drop function


Creating a link is even simpler if the drag-and-drop function is used. For this purpose a header line from the data source column (on far right) is highlighted with the mouse and then, with the left-hand mouse key held down, dragged across to the "Data" column in the table next to the "DPD Print" column and linked in this way. The column headers can be completely different – only the content of the linked columns has to be the same!

■ Highlight and double-click


The third possibility of creating a new link with the data source is a double click on an entry in the "Data source" column in order to allocate it to the selected left-hand DPD Print column (highlighted in red).

4.1.3.3.6 'Delete link' button



With the button **'Delete link'** () links can be deleted again. To do this the user simply clicks on the relevant column in the "Linked columns (and import rules)" and then on the 'Delete link' button.

4.1.3.3.7 'Automatic mapping' button

A further convenient possibility for creating data pairs is automatic mapping. The button **'Automatic mapping'** () contains this function, which automatically compares and links a column in the data source with the import structure. However, only fields which have the same name can be mapped. The remaining fields have to be linked manually, using one of the methods which are described above.

4.1.3.3.8 'Import rule' button

This button opens the dialogue window 'Rules'.



For a detailed description please see chapter 4.1.5.

4.1.3.3.9 'Test import' button

The import can be tested in advance with the button **'Test import'**. The system implements the defined import on the basis of the mapping which has been selected, but does not save anything in the database.

When the user clicks on **'Test import'**, first an 'Import parcels' window appears with a blue progress bar which symbolises the current import process. The number in the field of the bar indicates how many orders have already been imported. Next to it the square red button enables the test import to be terminated.



Fig. 206 - Progress bar - test import - parcels

After the test import has been completed an 'Error message' window opens and displays both errors and warnings in different tabs. Errors are any orders which couldn't be imported because of missing or incorrect entries. Warnings on the other hand are only missing entries, and these do not prevent the import of the specific order.



Error:

Status = open

Warnings:

Status = validated in spite of this – open orders are also saved



Fig. 207 - Error message - test import - parcels

4.1.3.4 „OK“ button

Entries, changes, mappings and the newly created imports are saved by means of the **'OK'** button.

4.1.3.5 'Cancel' button

The **'Cancel'** button enables the user to leave the dialogue window without saving the entries or changes which have been made.

4.1.3.6 'Help' button

By clicking on the **'Help'** button the user can access the DPD Print 6 online manual.

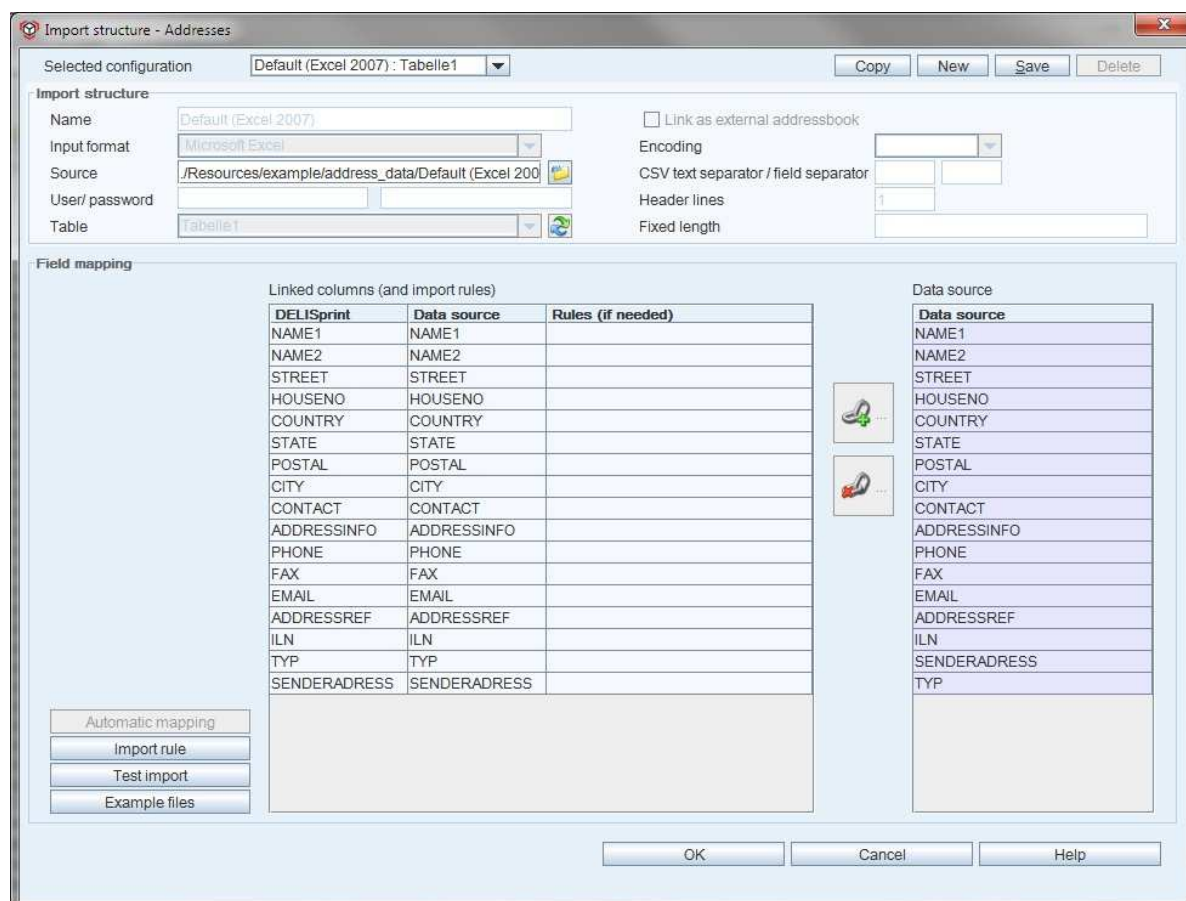
4.1.4 Address import structure

By clicking on this dialogue window the user can specify the structure of the files which can be imported as address lists into the DPD Print programme. The dialogue window 'Import structure addresses' can be accessed via the button **'Menu → Data import → Configure address import structure'**.



During the import of addresses the system automatically checks for duplicates, which are only imported once!

Fig. 208 - Dialogue window - addresses



4.1.4.1 Selected configuration

There are several possibilities available for the configuration of the address import structure:

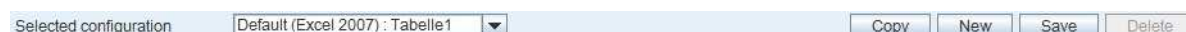


Fig. 209 - Dialogue window - addresses - selected configuration

■ Selected configuration

An existing import list is selected via the 'Selected configuration' selection list.

■ 'Copy' button

With the help of the 'Copy' button an existing, previously selected import list can be copied, modified and saved.

■ 'New' button

By clicking on the button 'New' a new import structure can be created.

■ 'Save' button

The button **'Save'** enables the selected configuration to be saved.

■ 'Delete' button

With a click on **'Delete'** entries in the input fields are deleted again.

4.1.4.2 Import structure



Fig. 210 - Dialogue window - import structure - addresses - import structure

■ Name

Here a 'Name' can first be entered for the new import file and this is automatically entered in the selection list (under 'Selected configuration').

■ Inputformat

Under 'Input format' the list field offers four different possibilities for selection:

- Microsoft Excel
If Microsoft Excel has been selected as the input format the input field 'Header lines' is activated. Depending on the structure of the individual import file, the number of header lines (= line for column headings) can be entered, with 0 representing no header line. Each further line in the Excel table represents the data to be imported.
- CSV
If CSV has been selected as the input format, the input fields 'Header lines' and 'Encoding', which provide a selection list, are available together with the input fields 'CSV text limiter' and 'CSV field limiter' are activated. The standard setting as text limiter is a quotation mark (') and as the field limiter a semi-colon (;). Naturally these limiter characters can be changed, depending on the structure of the import file.
- JDBC and ODBC
JDBC and ODBC are access possibilities for databases.

Example of a JDBC connection: `jdbc:mysql://localhost:3306/test`


<i>mysql</i>	→ Name of the database system
<i>localhost</i>	→ Name of the database server
<i>3306</i>	→ Port of the database server
<i>test</i>	→ Name of the database

Example of an ODBC connection: *jdbc:odbc:TestAdresse*

TestAdresse → Name of the ODBC data source

When a database is accessed the fields for the user ID and password have to be provided with the relevant values. Please use the adequate drivers of your connected database.

■ Source

The 'Source' of the import data can be selected via the Explorer window, which opens by means of a click on the 'Open directory' button () next to it".

■ User/Password

In the new creation of export files, individual words or character sequences can be entered in the input fields for the user ID and password. If a file which is already password protected is to be opened, the correct user ID and password have to be entered in order to open a file.

■ Table


The selection field 'Table' indicates which tables are to be accessed in the data source. In Excel they are the worksheets of an Excel file. The button 'Change table' () updates the display under 'Data source' in the section 'Field mapping'.



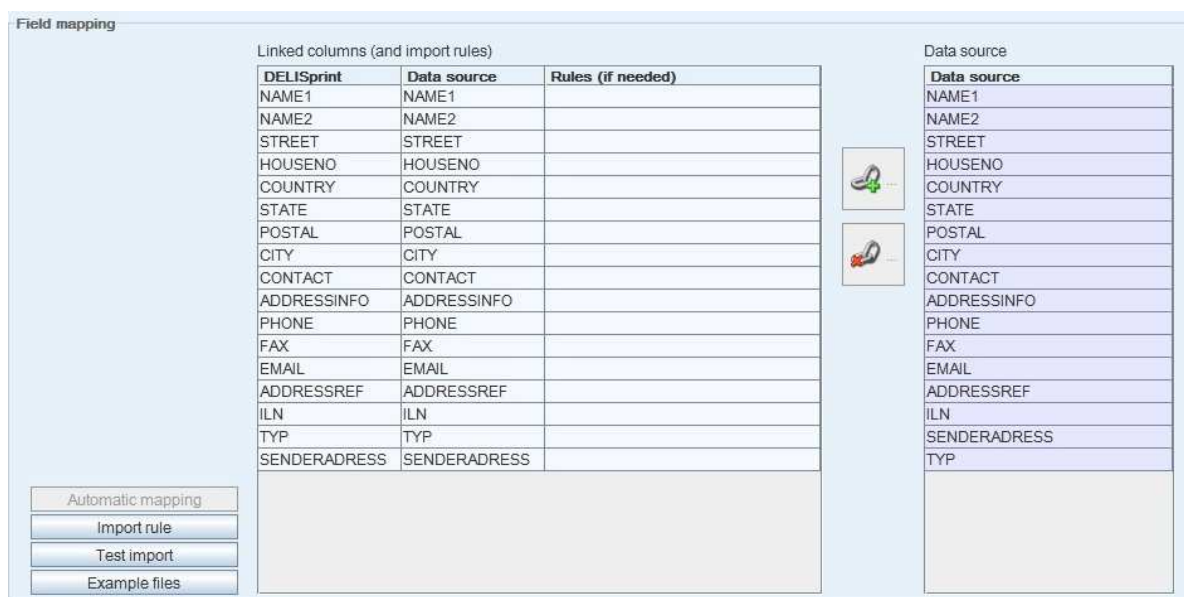
Fig. 211 Dialogue window - import structure - addresses - table

■ 'Link as external address book' checkbox

This enables an imported address file to be selected in the address book under the import name as an independent address book in addition to the 'Local address book'.

4.1.4.3 Field mapping

Under 'Field mapping' the entire lower section of the 'Import structure addresses' dialogue window provides the user with extensive functions for the import of files from external data sources.



Field mapping

Linked columns (and import rules)

DELISprint	Data source	Rules (if needed)
NAME1	NAME1	
NAME2	NAME2	
STREET	STREET	
HOUSENO	HOUSENO	
COUNTRY	COUNTRY	
STATE	STATE	
POSTAL	POSTAL	
CITY	CITY	
CONTACT	CONTACT	
ADDRESSINFO	ADDRESSINFO	
PHONE	PHONE	
FAX	FAX	
EMAIL	EMAIL	
ADDRESSREF	ADDRESSREF	
ILN	ILN	
TYP	TYP	
SENDERADDRESS	SENDERADDRESS	

Automatic mapping
Import rule
Test import
Example files

Data source

Data source
NAME1
NAME2
STREET
HOUSENO
COUNTRY
STATE
POSTAL
CITY
CONTACT
ADDRESSINFO
PHONE
FAX
EMAIL
ADDRESSREF
ILN
SENDERADDRESS
TYP

Fig. 212 - Dialogue window - import structure - addresses - field mapping

4.1.4.3.1 Linked columns (and import rules)

A click on any line in the table highlights the corresponding line in red:

Linked columns (and import rules)		
DELISprint	Data source	Rules (if needed)
NAME1	NAME1	
NAME2	NAME2	
STREET	STREET	
HOUSENO	HOUSENO	
COUNTRY	COUNTRY	
STATE	STATE	
POSTAL	POSTAL	
CITY	CITY	
CONTACT	CONTACT	
ADDRESSINFO	ADDRESSINFO	
PHONE	PHONE	
FAX	FAX	
EMAIL	EMAIL	
ADDRESSREF	ADDRESSREF	
ILN	ILN	
TYP	TYP	
SENDERADDRESS	SENDERADDRESS	

Fig. 213 - Field mapping - Linked columns (and import rules)

4.1.4.3.2 Data source

If the input format can read the selected 'Data source' (in other words the address file which is to be imported), the column headings are displayed immediately under 'Data source' on the right. The allocated header lines are also displayed on the left in the table 'Linked columns (and import rules)' under the data source field. Missing entries indicate that the data source does not provide a corresponding header line here.

Linked columns (and import rules)					Data source	
DELISprint	Data source	Rules (if needed)			Data source	
NAME1	NAME1				NAME1	
NAME2	NAME2				NAME2	
STREET	STREET				STREET	
HOUSENO	HOUSENO				HOUSENO	
COUNTRY	COUNTRY				COUNTRY	
STATE	STATE				STATE	
POSTAL	POSTAL				POSTAL	
CITY	CITY				CITY	
CONTACT	CONTACT				CONTACT	
ADDRESSINFO	ADDRESSINFO				ADDRESSINFO	
PHONE	PHONE				PHONE	
FAX	FAX				FAX	
EMAIL	EMAIL				EMAIL	
ADDRESSREF	ADDRESSREF				ADDRESSREF	
ILN	ILN				ILN	
TYP	TYP				SENDERADDRESS	
SENDERADDRESS	SENDERADDRESS				TYP	


Fig. 214 - Field mapping - data source

4.1.4.3.3 Rules


Linked columns (and import rules)					Data source	
DELISprint	Data source	Rules (if needed)			Data source	
NAME1	NAME1				NAME1	
NAME2	NAME2	<create new rule>			NAME2	
STREET	STREET	Split (first Element)			STREET	
HOUSENO	HOUSENO	Split (last Element)			HOUSENO	
COUNTRY	COUNTRY	Update DELISprint 5.x product type			COUNTRY	
STATE	STATE	Update DELISprint 5.x country code			STATE	
POSTAL	POSTAL	Update DELISprint 5.x notification type			POSTAL	
CITY	CITY	Field SHIPMENTTYPE: DPD CLASSIC (NP)			CITY	
CONTACT	CONTACT	Field SHIPMENTTYPE: DPD CLASSIC (SP)			CONTACT	
ADDRESSINFO	ADDRESSINFO				ADDRESSINFO	
PHONE	PHONE				PHONE	
FAX	FAX				FAX	

Fig. 215 - Selection menu - rules

In the column 'Rules – if needed' the user can activate a selection field which makes available a number of predefined conversion rules for the data import (e.g. conversion of DPD Print 5.x product type). However, these can also be defined by the user. The first entry '<Create new rule>' opens the dialogue window 'Rules'. Alternatively this can be implemented by accessing the dialogue window 'Menu' and clicking on the buttons '**Data import** → **Configure rules**'.

 For a detailed description of this dialogue window please see chapter 4.1.5.

4.1.4.3.4 'Create link' button

If the names of the header lines in the data source do not agree with those of the import structure, the assignment of columns with the same content can be implemented manually by clicking on the **'Create link' button** ().

There are three different possibilities for this:

■ **Allocation via the "Create link" button**

A click on the "DPD Print" line in the table selects it and highlights it in red. Next the relevant column in the right-hand table is selected under "Data source" and connected by clicking on the "Create link" button.

■ **Drag-and-drop function**


Creating a link is even simpler if the drag-and-drop function is used. For this purpose a header line from the data source column (on far right) is highlighted with the mouse and then, with the left-hand mouse key held down, dragged across to the "Data" column in the table next to the "DPD Print" column and linked in this way. The column headers can be completely different – only the content of the linked columns has to be the same!

■ **Highlight and double-click**

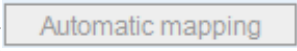
The third possibility of creating a new link with the data source is a double click on an entry in the "Data source" column in order to allocate it to the selected left-hand DPD Print column (highlighted in red).

4.1.4.3.5 'Delete link' button



With the button **'Delete link'** () links can be deleted again. For this purpose the user simply clicks on the relevant column in the "Linked columns (and import rules)" section and then on the 'Delete link' button.

4.1.4.3.6 'Automatic mapping' button

A further convenient possibility for creating data pairs is automatic mapping. The button **'Automatic mapping'** () contains this function, which automatically compares and links a column in the data source with the import structure. However, only fields which have the same name can be mapped. The remaining fields have to be linked manually, using one of the methods which are described above.

4.1.4.3.7 'Import rule' button

This button opens the dialogue window 'Rules'.

 For a detailed description please see chapter 4.1.5. .

4.1.4.3.8 'Test import' button

The import can be tested in advance with the button **'Test import'**. The system implements the defined import on the basis of the mapping which has been selected, but does not save anything in the database.

When the user clicks on **'Test import'**, first an 'Import parcels' window appears with a blue progress bar which symbolises the current import process. The number in the field of the bar indicates how many orders have already been imported. Next to it the square red button enables the test import to be terminated.



Fig. 216 - Progress bar - test import - parcels

After the test import has been completed an 'Error message' window opens and displays both errors and warnings in different tabs. Errors are any orders which couldn't be imported because of missing or incorrect entries. Warnings on the other hand are only missing entries, and these do not prevent the import of the specific order.


 **Error:** *Status = open*
Warnings: *Status = validated in spite of this – open orders are also saved*



Fig. 217 - Error message - test import - parcels

4.1.4.4 „OK“ button

Entries, changes, mappings and the newly created imports are saved by means of the **'OK'** button.

4.1.4.5 'Cancel' button

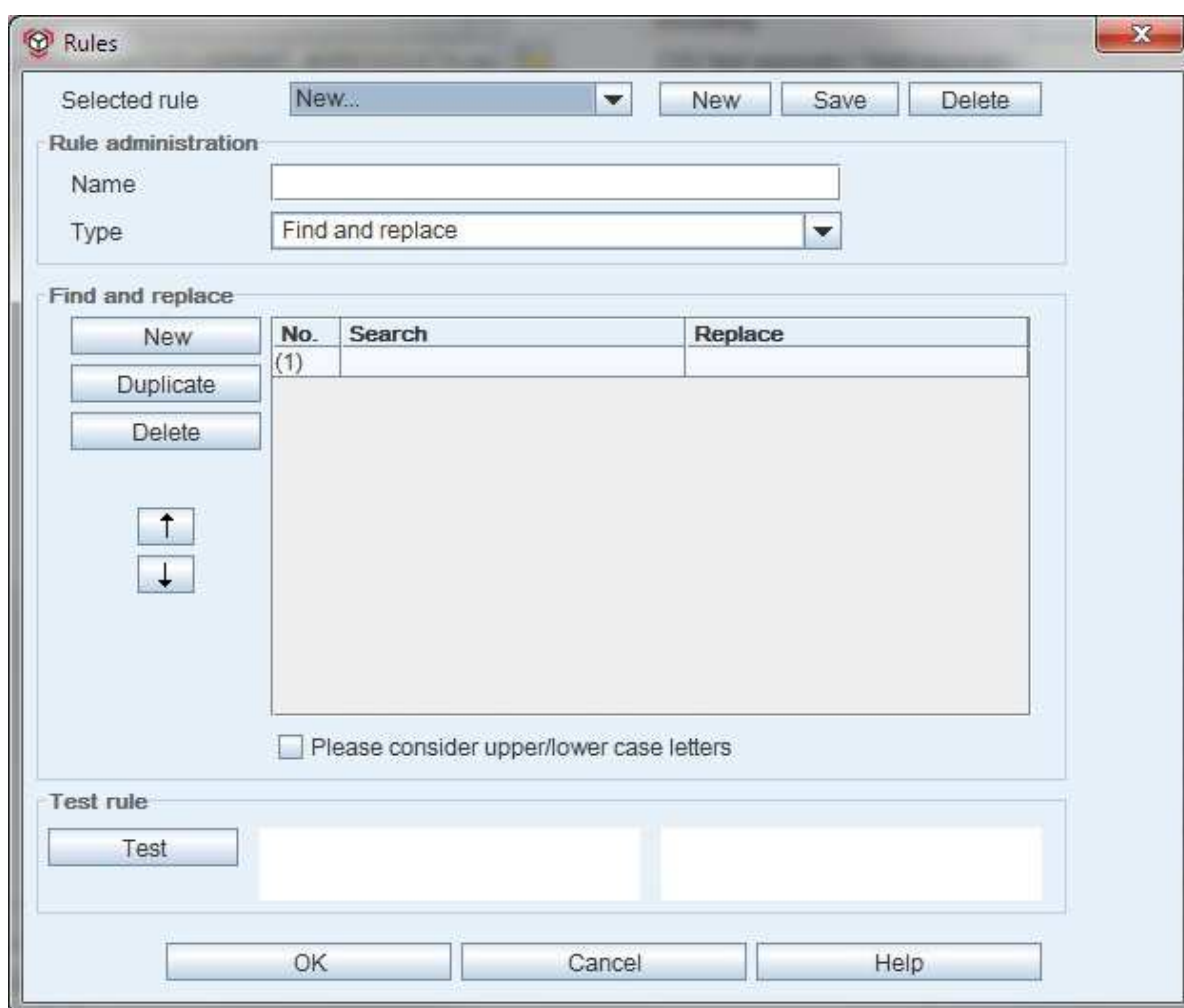
The **'Cancel'** button enables the user to leave the dialogue window without saving the entries or changes which have been made.

4.1.4.6 'Help' button

By clicking on the **'Help'** button the user can access the DPD Print 6 online manual.

4.1.5 Rules

The dialogue window 'Rules' is opened via the dialogue window 'Menu' and then via the buttons **'Data import' → 'Configure rules'**. Here the user can configure and save rules for the data import, in other words how text is imported into the DPD Print system.



Rules

Selected rule: New... [New] [Save] [Delete]

Rule administration

Name: [Text Field]

Type: Find and replace [Dropdown]

Find and replace

[New] [Duplicate] [Delete]

[Up Arrow] [Down Arrow]

No.	Search	Replace
(1)		

☐ Please consider upper/lower case letters

Test rule

[Test] [Text Field] [Text Field]

[OK] [Cancel] [Help]

Fig. 218 - Dialogue window - rules

4.1.5.1 Selected rule

Under 'Selected rules' a selection field is activated by a click on the arrow button (▼). This field provides a number of predefined and already available conversion rules for the data import (e.g. Update DPD Print 5.x product type).

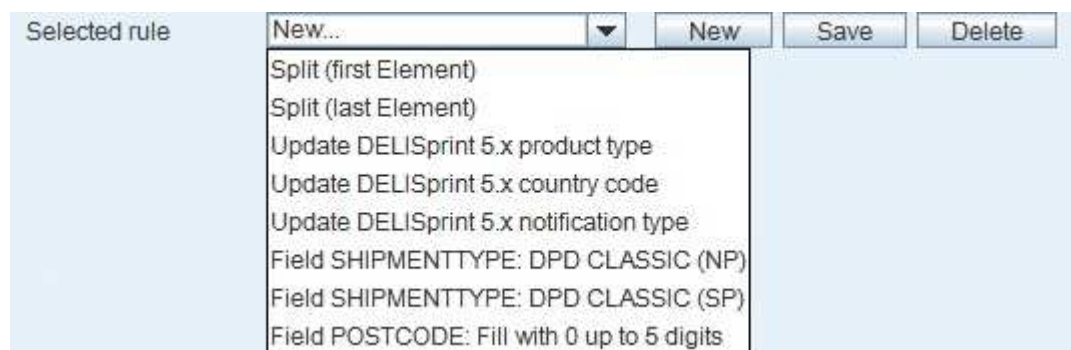


Fig. 219 - Dialogue window - rules - list of predefined rules

■ Split (first element)

When two character strings are entered separated by a space, only the first string is used (e.g.: NP SP → NP)

■ Split (last element)

When two character strings are entered separated by a space, only the second string is used (e.g.: NP SP → SP).

■ Update DPD Print 5.x product type

With this update the DPD Print 5 product designations are replaced by the product designations from DPD Print 6.

■ Update DPD Print 5.x country code

With this update the DPD Print 5 country designations are replaced by the designations from DPD Print 6.

■ Update DPD Print 5.x notification type

With this update the DPD Print 5 designations for notifications are replaced by the designations from DPD Print 6.

■ Field SHIPMENTTYPE: DPD CLASSIC (NP)

If the SHIPMENTTYPE column in the import file is not filled out, it receives the default setting of 'NP'.

■ Field SHIPMENTTYPE: DPD CLASSIC (SP)

If the SHIPMENTTYPE column in the import file is not filled out, it receives the default setting of 'SP'.

■ Field POSTCODE: Fill with 0 up to 5 digits

If the import file does not have an initial zero in front of German postcodes, this is automatically added.

4.1.5.1.1 'New' button

When the user clicks on the button **'New'** the cursor jumps to the input field 'Name' under rules administration, and a name can be entered for the new rule which is to be created.

4.1.5.1.2 'Save' button

When the user clicks on the button **'Save'** the new rule is saved and included in the list of predefined rules and displayed immediately.

4.1.5.1.3 'Delete' button

When the user clicks on the button **'Delete'**, a selected rule in the list is deleted and is then no longer displayed under the predefined rules.

4.1.5.2 Rule administration



Fig. 220 - Dialogue window - rules - rule administration

■ Name

Here the name for a newly defined import rule can be entered.

■ Type

The selection list makes available two types of rule:

- Regular expressions
A regular expression is a string of characters which serves to describe quantities of character strings with the help of specific syntactic rules.
- Find and replace
Here a specific character string which has been entered is replaced by a predefined character string.

4.1.5.3 Regular expression

The 'Regular expressions' is displayed if the 'Regular expressions' type has been selected in the 'Rule administration' section:

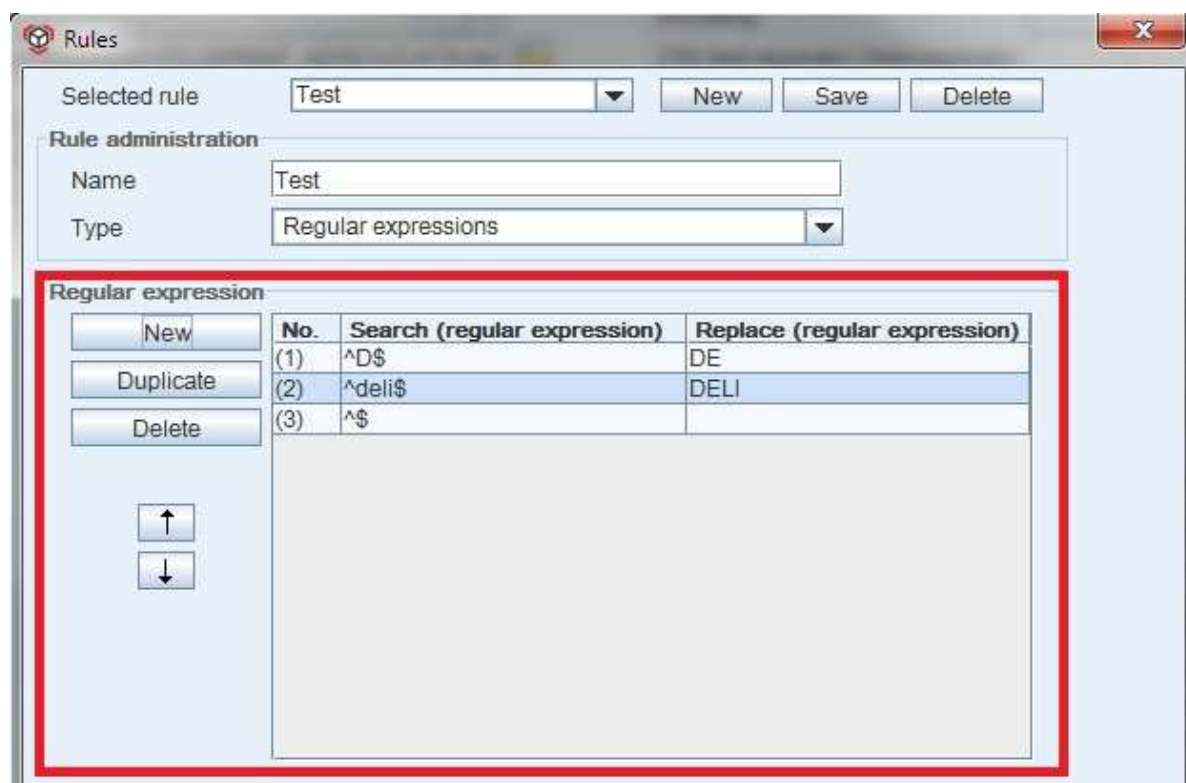


Fig. 221 - Dialogue window - rule definition - regular expressions

This makes it possible to configure specific rules and specific sequences of rules by regular expressions in 'Search (regular expression)' and 'Replace (regular expression)'.

In the process the sequence of the rules is important, because the rules are processed one after the other, from top to bottom.

Regular expressions are first a kind of *filter criterion* for texts, in that the individual regular expression is compared with the text. A further example for the use of regular expressions as a filter is the possibility of making complex text replacements by describing the character sequence by regular expressions.

Secondly, regular expressions can also be used as the basis for creating quantities of words as a kind of template, without having to enter every word individually. For example, an expression can be entered which generates all possible sequences of characters (words) which begin with *S* and end in *D*.

Examples of regular expressions:

^.....\$ = a sequence of characters which appears between the characters is replaced by the (required) sequence of characters / word which is entered.

e.g. ^D\$ is replaced by DE (as a prefix in front of postcodes)

% = stands for any required character which is replaced by the (required) sequence of characters / word which is entered

e.g. f%ll (i.e. fill, full etc.) is replaced by 'fall'

* = stands for as many characters as required within a sequence which is replaced by the (required) sequence of characters / word which is entered.

*e.g. P*I (all words with 'p' as the first letter and 'I' as the last letter, irrespective of what comes between them) are changed to 'parcel'*

For more details of this method of data filtering, two links are provided below. The first of these explains the application of the rules and the second contains a library of the available expressions:

Link 1: <http://www.regular-expressions.info/java.html>

Link 2: http://leepoint.net/notes-java/data/strings/40regular_expressions/25sum-regex.html

4.1.5.3.1 'New' button

When the user clicks on the button **'New'** a new line is opened for the creation of a new rule line.



4.1.5.3.2 'Duplicate' button

When the user clicks on the button **'Duplicate'**, the highlighted line with the rule it contains is duplicated and added at the end as an additional line.

4.1.5.3.3 'Delete' button

By clicking on the **'Delete'** button the highlighted rule line is deleted again.

4.1.5.3.4 Arrow buttons

The **'Arrow buttons'** (, ) can be used to change the sequence of a highlighted rule line by moving it upwards or downward and re-numbering it.

4.1.5.4 Section 'Find and replace'

The 'Find and replace' section is displayed when 'Find and replace' is selected as a type in the 'Rule administration':

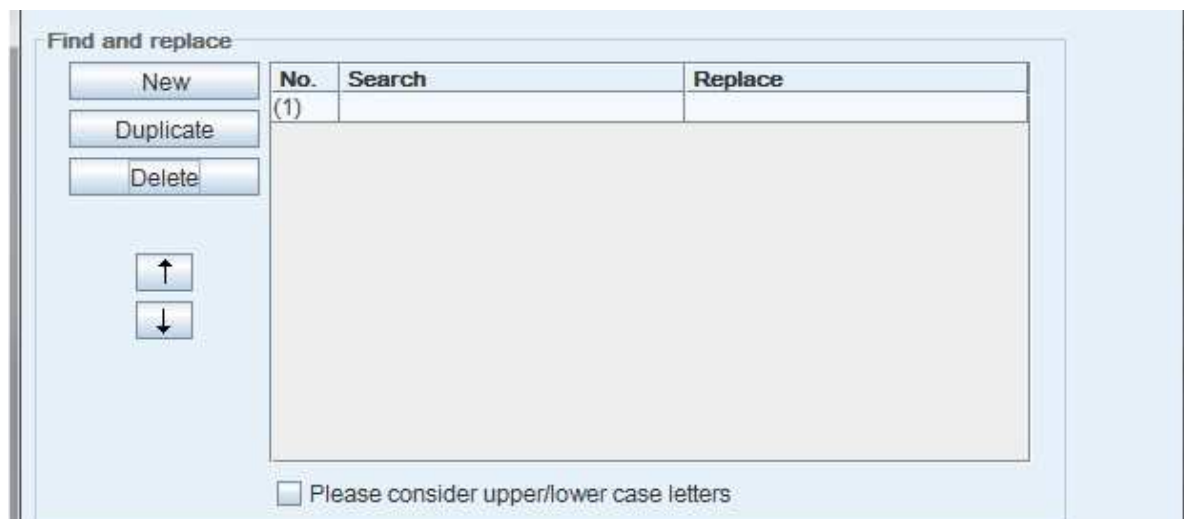


Fig. 222 - Dialogue window - rules - find and replace

For this purpose the user enters, in the 'Find' column, a number, letter or word for which a search has to be made in the import file, and in the 'Replace' column the number, letter or word which is to replace the numbers or characters which are searched for. The user can also access the selection field for the implementation of capital letters for lower case letters.

4.1.5.5 'New' button

When the user clicks on the button **'New'** a new line is opened for the creation of a new rule line.



4.1.5.6 'Duplicate' button

When the user clicks on the button **'Duplicate'**, the highlighted line with the rule it contains is duplicated and added at the end as an additional line.

4.1.5.7 'Delete' button

By clicking on the **'Delete'** button the highlighted rule line is deleted again.

4.1.5.8 Arrow buttons

The **'Arrow buttons'** (, ) can be used to change the sequence of a highlighted rule line by moving it upwards or downward and re-numbering it.



Selected lines are highlighted in dark blue!

4.1.6 Test rule

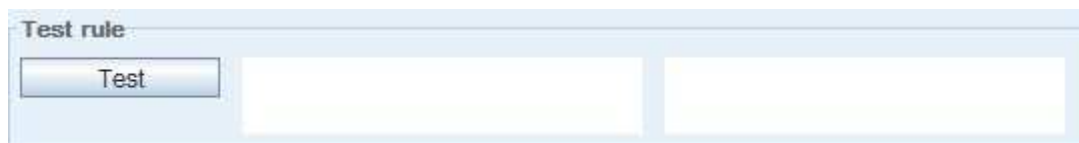


Fig. 223 - Dialogue window - rules - test rule

The new import rules which have been configured as above can be tested immediately under 'Rule test' via the **'Test'** button. For this purpose a test sequence of characters is entered in the left-hand input field, and when the user clicks on the 'Test' button the results are displayed after the defined rules have been applied.

4.1.6.1 'OK' button

When the user clicks on the **'OK'** button the newly created rule is saved and integrated.

4.1.6.2 'Cancel' button

If the user clicks on the **'Cancel'** button, changes to the rules are not saved.

4.1.6.3 'Help' button

By clicking on the **'Help'** button the user can access this online manual and look for explanations.

4.1.7 Import service

By clicking on this dialogue window the import service can be configured. The dialogue window 'Configure service' is accessed via the button **'Menu → Data import → Configure settings for parcel import service'**.



Fig. 224 - Dialogue window - configure service


4.1.7.1 Import settings

The table above lists the existing import structures. By clicking on a file the individual import structure is selected and highlighted in blue.

4.1.7.2 Further settings

The input fields in the lower section of the dialogue window refer to the automatic import service of order files:

■ Import directory

A click on 'Open file' () opens a file browser which enables the required import directory to be selected. The automatic import service then only looks in this directory for new import data.

■ Import condition

The checkbox next to 'Include semaphores' specifies if semaphore files should be included during the data import. A semaphore file is only generated after the import file has been transmitted completely, in order to avoid competing accesses. The semaphore file enables the system to identify if this file has already been imported. This is important because it makes sure that the automatic import service does not continuously try to import files which have already been imported, which puts an unnecessary strain on the system and duplicates data.

■ Interval (sec.)

Here the user can manually enter the interval at which the system automatically looks for a new import data.

■ Import action

The selection field provides two possible options for import actions:

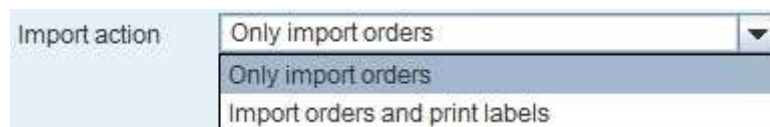


Fig. 225 - Dialogue window - import action

- 'Import orders only' or
- 'Import orders and print labels'

■ Follow-up action

This selection field provides a number of possibilities for follow-up actions after the import:

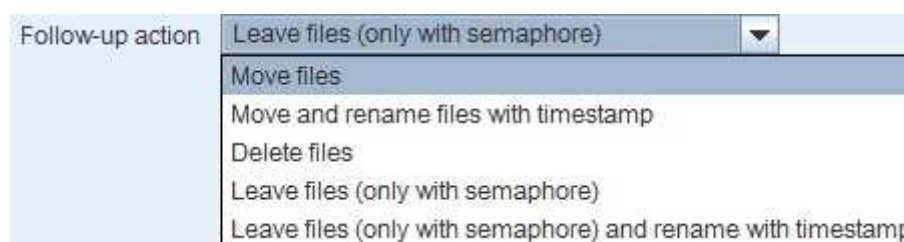


Fig. 226 - Selection list of possible follow-up actions after import

- Move files

After import the files are transferred to the target directory.

- Move and rename files with time stamp

Imported files are transferred to the target directory and provided with a time stamp (file name suffix which indicates the time of import).

- Delete files

After import the files are immediately deleted.


- Leave files (only with semaphore)

After import the files remain in the import directory.

- Leave and rename files (only with semaphore) with time stamp

After import the files remain in the import directory and are provided with a time stamp.

■ Target directory

A click on the button 'Open file' () opens the Explorer which enables the required target directory to be selected. The automatic import service then transfers the import files only to this directory, with or without time stamp, depending on the specified follow-up action.

4.1.7.3 'Save' button

When the user clicks on the button '**Save**' all entries are saved to the system.

4.1.7.4 'Close' button

When the user clicks on the button **'Close'** the dialogue window is closed without saving the entries or changes.


4.1.7.5 'Help' button

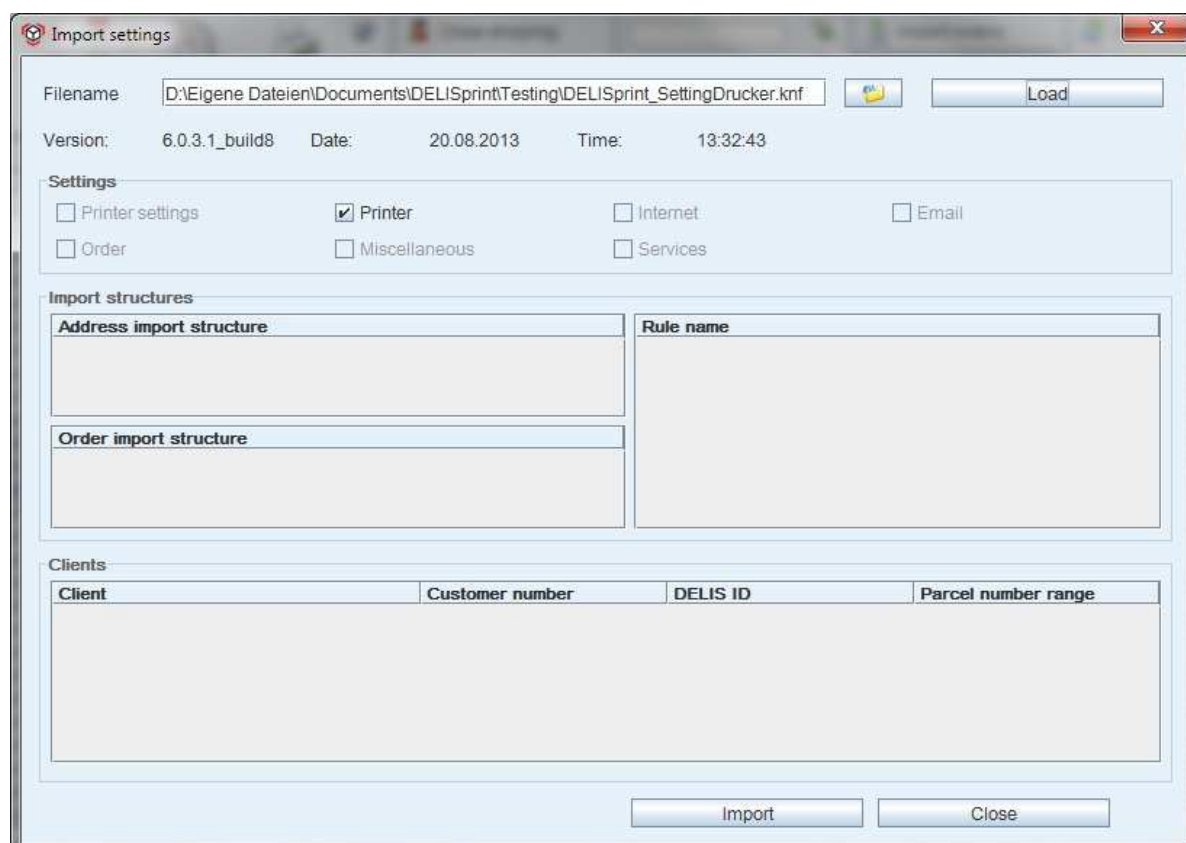
The **'Help'** button opens this online manual.

4.1.8 Import settings

By clicking on this dialogue window, system settings which have been made and saved via the dialogue window 'Export settings' (please see chapter 4.2.3) can be imported once more and used. The dialogue window 'Import settings' is accessed via the buttons **'Menu → Data import → Import DPD Print settings'**.

4.1.8.1 Import configuration file

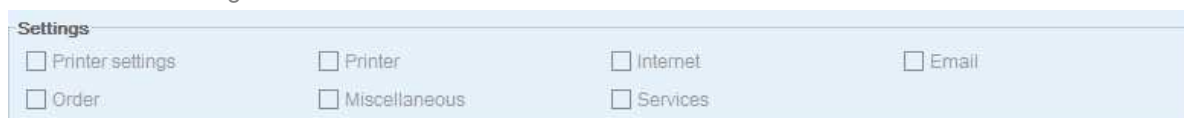
In the upper section of the dialogue window the **'Choose file'** () button can, with the aid of the file browser, be used to search for the location of the configuration file (ending **.knf**). The path of the file is then displayed in the adjacent line. After a click on the 'Load' button the import file is loaded and the programme version, date of saving and the exact time of saving are displayed:



Clients			
Client	Customer number	DELIS ID	Parcel number range

Fig. 227 - Dialogue window - import settings

4.1.8.2 Settings



Settings			
<input type="checkbox"/> Printer settings	<input type="checkbox"/> Printer	<input type="checkbox"/> Internet	<input type="checkbox"/> Email
<input type="checkbox"/> Order	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Services	

Fig. 228 - Dialogue window - import settings - settings

In addition to the version information, the selection fields of the individual configurations which were transmitted at the same time are activated (with a tick).

- Printer settings
- Printer
- Internet
- Email
- Order
- Miscellaneous
- Services

A click on a selection field selects or cancels the current setting. The selection fields which have been highlighted are checked and are then included in the import. In this way individual configurations can be included or excluded during the import process.

4.1.8.3 Import structures



Import structures	
Address import structure	Rule name

Fig. 229 - Dialogue window - import settings - import structures

The various address and parcel import structures, are listed under the corresponding headers in the dialogue window, together with the rule name. By clicking on the required file this is highlighted in blue. Only entries which have been highlighted are then included during the import.

- Address import structure
- Parcel import structure
- Rule name

4.1.8.4 Clients

The clients shown here can also be selected by mouse click and included in the import:

Clients			
Client	Customer number	DELIS ID	Parcel number range

Fig. 230 - Dialogue window - import settings - clients

4.1.8.5 'Import' button



Fig. 231 - Dialogue window - import settings - import button

All the highlighted/selected settings are transmitted by a click on the **'Import'** button and saved in the system. If the import is succesful, the following message appears:

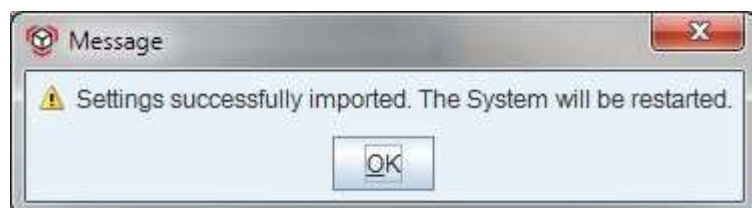


Fig. 232 - Message - successful import of settings

4.2 Data export

CSV is the classical format for the trouble-free exchange of structured data between different programmes. The name is the abbreviation for 'comma separated values'. It is the aim of CSV to save structured data from tables or lists in a general format which can be read and processed by any programme. For this purpose a simple ASCII file is created, with each line of the file representing one line of the table which is to be exported.

Within the text file a number of characters have a special function in structuring the data:

1. A character is used to separate data fields (tables – columns) within the data record. Normally the comma is used for this, but depending on the software involved and the user settings, the semi-colon, colon, tab, space or other characters are used.
2. Field limiting characters are used to make it possible for special characters to be used within the data (e.g. a comma in numbers). This is normally the quotation mark '. If the field limiting character itself is contained in the data, it is duplicated in the data field.

For example, if an address book is exported in the CSV format, you normally receive a file which looks something like this:

'Name',	'First	name',	'Town'
'Meier',	'Fritz',		'Musterhausen'
'Müller',	'Hans',		'Musterstadt'
'Schmidt',	'Bernd',		'Musterdorf'

The first data record can be a header data record which defines the column name. A CSV file therefore on the one hand contains the structure and the values of the table. On the other hand it is available in a format which is often used for the purpose of exchanging data between different programmes, for example tables in a database.

4.2.1 Export addresses in CSV format

If addresses or address lists from the DPD Print programme are to be saved (e.g. to make them available for other types of use or to use them for the processing of orders at a later date), the address data can be issued as a CSV file.

Therefore you have to access the buttons **'Menu → Data export → Export address book (CSV format)'**.

After that a file browser opens and the user can specify the location where the exported address data is to be saved ('DPD PRINT_ADRESSDATA.csv'):

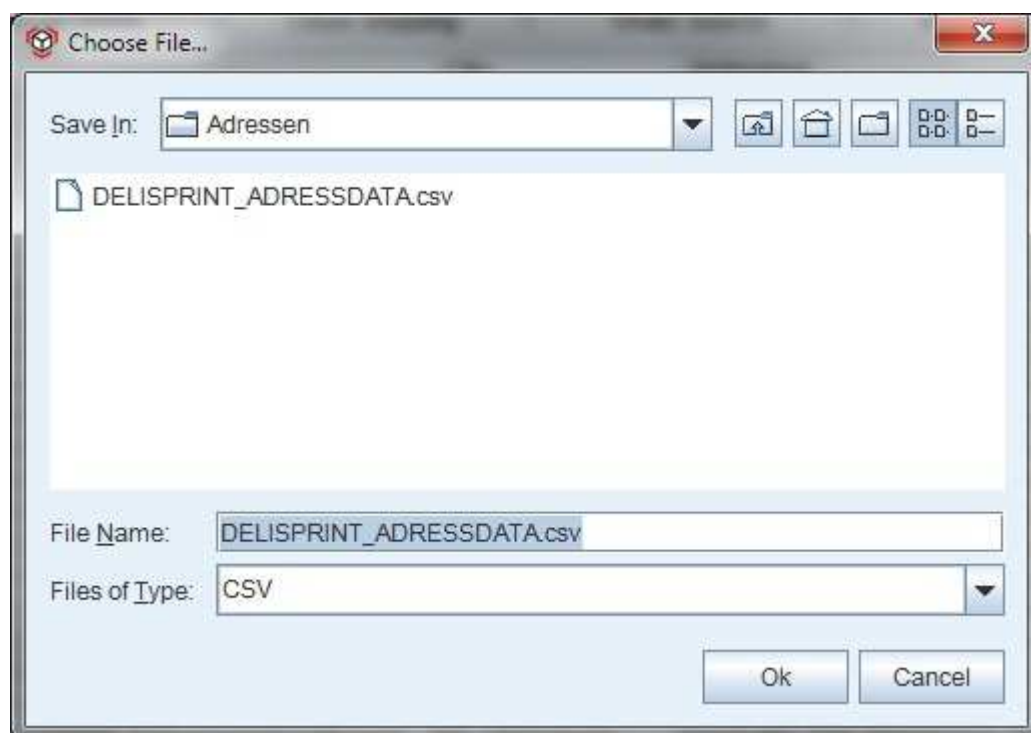



Fig. 233 - File browser - export address book (CSV format)

The exported address file can be made available again at any time via the 'Import addresses' (please see chapter 4.1.2) dialogue window.

4.2.2 Export orders (CSV format)


If orders or order lists from the DPD Print programme are to be saved (e.g. to make them available for other types of use or to use them for the processing of orders at a later date), the order data can be issued as a CSV file. For this purpose you select **'Menu → Data export → Export parcel orders (CSV format)'**. This opens the dialogue window 'Export orders':


Export orders

X

Please select the orders for export.

Export file

File name




CSV field separator

☐ Current orders (all orders without a shipping close)
☒ Completed orders (all orders with a shipping close)

Clients

Client ^	Customer num...	DELIS ID	Parcel number ...
Max Mustermann GmbH	Customer No.: 012	DELIS ID:	09981111120001
Demo	SubID: 0	Password:	09981111120099

Period of time (shipping close)

Orders from

Orders to


Export

Cancel

Help

Fig. 234 - Dialogue window - export orders

4.2.2.1 Export file

In the export file section, the relevant preliminary settings can be made for the export file which is to be created:

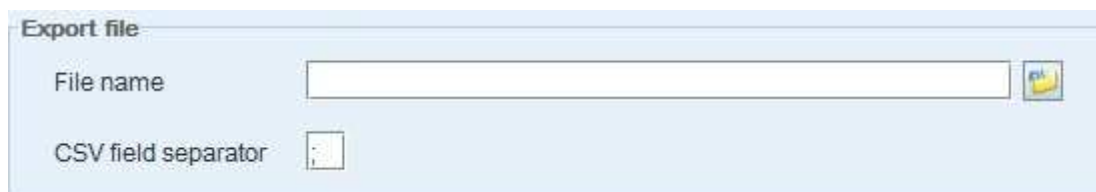



Fig. 235 - Dialogue window - export orders - export file

■ **File name**

By clicking on the '**Order search**' button () the Explorer opens to enable the search for a suitable order for the export of the data of the shipping close. In the input field the name of the export file can be entered or changed.

■ **CSV field separator**

To make the file readable for Excel, too, the individual fields of the database can be issued in a format with separators such as the comma or semi-colon.

In addition the radio buttons can be used to specify what type of orders to be exported should be selected:

■ **Current orders (all orders not yet archived)**

This option exports orders which have not yet been closed.

■ **Completed (archived) orders**

If this option is selected, all orders from the "History" tab can be exported. The export quantity can be specified by limiting the time period.

4.2.2.2 Clients

Here the currently assigned clients for the individual user are listed:

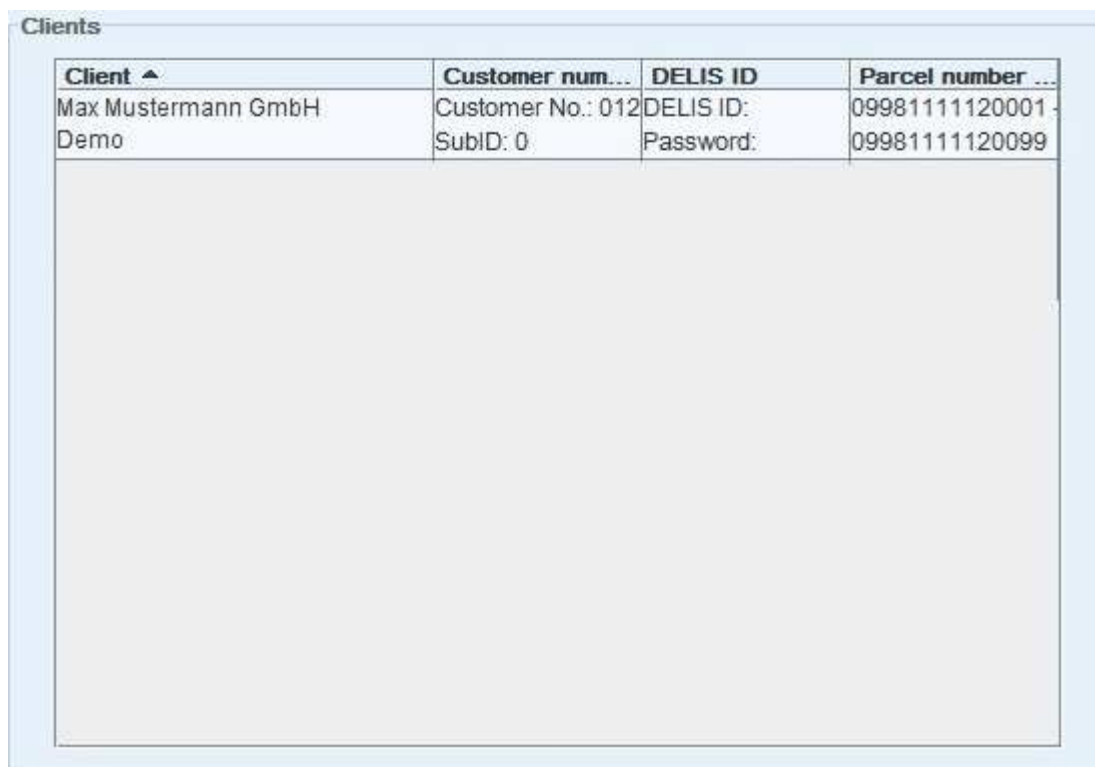


Fig. 236 - Dialogue window - export orders - clients

If the option 'Completed (archived) orders' is selected, the client for whom the orders are to be exported can be selected by mouse click (client is then shaded in blue).

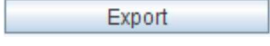
4.2.2.3 Period of time (shipping close)

Here the input fields 'Orders from' and 'Orders to' can be used to enter the period of time, or the calendar function can be used to enter the date to which the data export should refer:

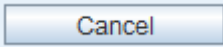


Fig. 237 - Dialogue window - export orders - period of time (shipping close)

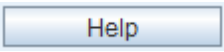
4.2.2.4 'Export' button

All highlighted entries are transmitted by a click on the **'Export'** button  and saved in the newly created file. Of course it is also possible here to select and change an existing export file.

4.2.2.5 'Cancel' button

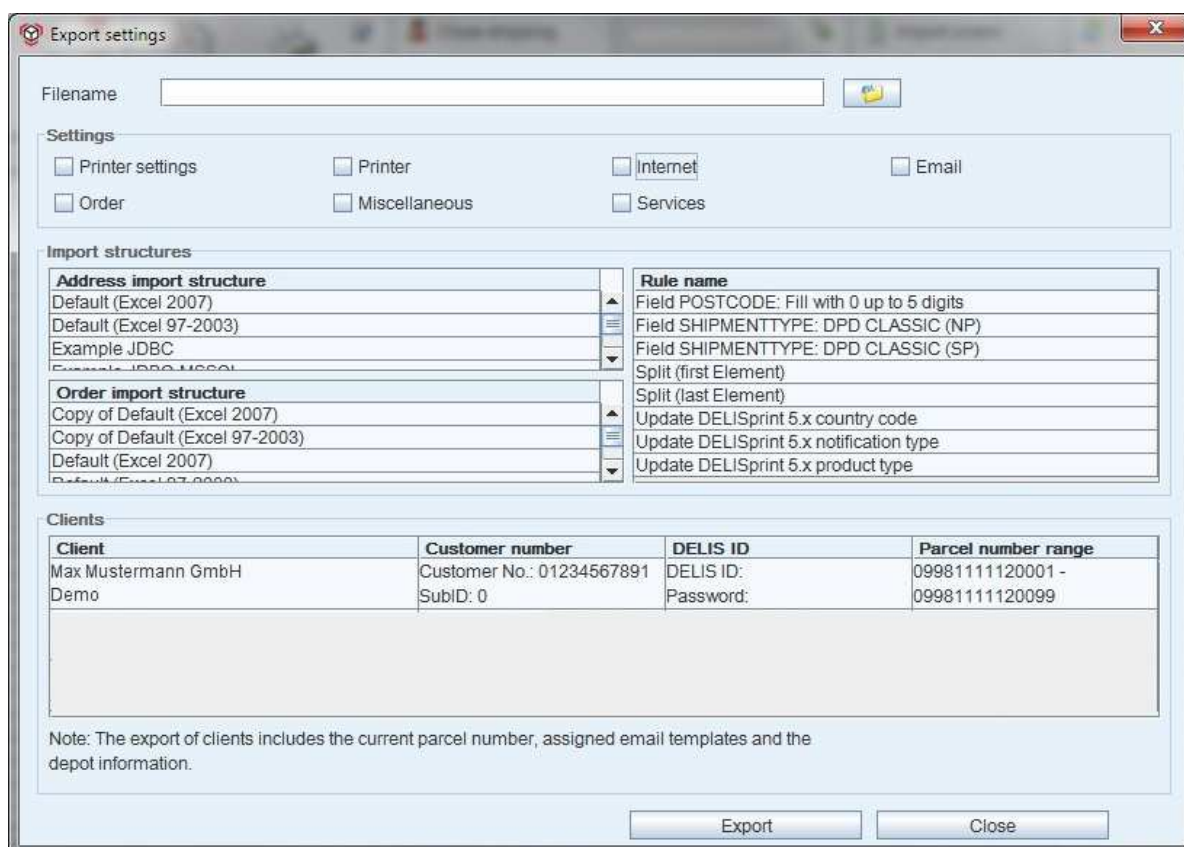
When the user clicks on the button **'Close'**  the dialogue window is closed without saving the changes.

4.2.2.6 'Help' button

The **'Help'** button  opens this online manual.

4.2.3 Export settings

By clicking on this dialogue window, system settings (please see chapter 3.2) can be saved and made available for the 'Import settings' function (please see chapter 4.1.8). The dialogue window 'Export settings' is accessed via the button **'Menu → Data export → Export/transfer programme settings'**:



The 'Export settings' dialog box contains the following sections:

- Filename:** A text input field and a 'Choose file' button.
- Settings:** A group box containing checkboxes for 'Printer settings', 'Printer', 'Internet', 'Email', 'Order', 'Miscellaneous', and 'Services'.
- Import structures:** Two list boxes. The left list box shows 'Address import structure' (Default (Excel 2007), Default (Excel 97-2003), Example JDBC, Example JDBO, Example JDBO) and 'Order import structure' (Copy of Default (Excel 2007), Copy of Default (Excel 97-2003), Default (Excel 2007), Default (Excel 97-2003)). The right list box shows 'Rule name' (Field POSTCODE: Fill with 0 up to 5 digits, Field SHIPMENTTYPE: DPD CLASSIC (NP), Field SHIPMENTTYPE: DPD CLASSIC (SP), Split (first Element), Split (last Element), Update DELISprint 5.x country code, Update DELISprint 5.x notification type, Update DELISprint 5.x product type).
- Clients:** A table with columns: Client, Customer number, DELIS ID, and Parcel number range.

Client	Customer number	DELIS ID	Parcel number range
Max Mustermann GmbH	Customer No.: 01234567891	DELIS ID:	09981111120001 -
Demo	SubID: 0	Password:	09981111120099
- Note:** The export of clients includes the current parcel number, assigned email templates and the depot information.
- Buttons:** 'Export' and 'Close'.

Fig. 238 - Dialogue window - export settings

At the top of the dialogue window the user can enter a file name for the configuration file to be exported, while the **'Choose file'** button can be used in the file browser to specify where it is to be saved:



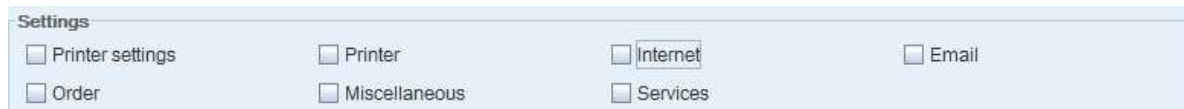
The 'Filename' section of the dialog box, showing a text input field and a 'Choose file' button.

Fig. 239 - Dialogue window - export settings - filename

4.2.3.1 Settings

The configurations are displayed by selection fields (please see chapter 3.2 ff.) for 'Printer settings', 'Printer', 'Internet', 'Email', 'Order', 'Miscellaneous' and 'Services'. click on a selection field selects or cancels the current

setting. The selection fields which have been highlighted are checked and are then included in the export. In this way individual configurations can be included or excluded during the export process:



Settings

☐ Printer settings ☐ Printer ☐ Internet ☐ Email

☐ Order ☐ Miscellaneous ☐ Services

Fig. 240 - Dialogue window - export settings - settings

4.2.3.2 Import structures

The various address and parcel import structures as well as the rule names are listed under the corresponding headings in the dialogue window. When the user clicks on a file it is highlighted in blue. Multiple selection or deselection is possible with <STRG>. Only highlighted entries are included in the export:



Import structures

Address import structure	Rule name
Default (Excel 2007)	Field POSTCODE: Fill with 0 up to 5 digits
Default (Excel 97-2003)	Field SHIPMENTTYPE: DPD CLASSIC (NP)
Example JDBC	Field SHIPMENTTYPE: DPD CLASSIC (SP)
Example JDBC-MSSQL	Split (first Element)
	Split (last Element)
Order import structure	
Copy of Default (Excel 2007)	Update DELISprint 5.x country code
Copy of Default (Excel 97-2003)	Update DELISprint 5.x notification type
Default (Excel 2007)	Update DELISprint 5.x product type
Default (Excel 97-2003)	

Fig. 241 - Dialogue window - export settings – import structures

4.2.3.3 Clients

The clients shown here can also be selected by mouse click and included in the export:



Clients

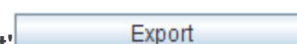
Client	Customer number	DELIS ID	Parcel number range
Max Mustermann GmbH	Customer No.: 01234567891	DELIS ID:	09981111120001 -
Demo	SubID: 0	Password:	09981111120099

Note: The export of clients includes the current parcel number, assigned email templates and the depot information.

Fig. 242 - Dialogue window - export settings - clients

4.2.3.4 'Export' button

All highlighted entries are transmitted when the user clicks on the button **'Export'** and saved in the newly created file. A successful export will be confirmed by the following message:



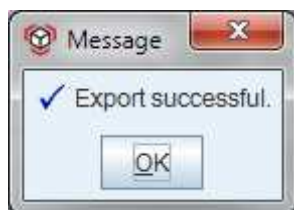
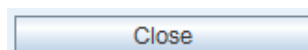


Fig. 243 - Message of a successful export

4.2.3.5 'Close' button

When the user clicks on the button **'Close'**

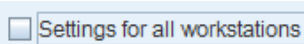


the dialogue window is closed without saving the changes that have been made.

4.2.4 Reset local settings

The dialogue window 'Reset local settings' can be accessed via the buttons **'Menu → Tools → Reset local settings'**. All settings for the DPD Print system which are made at the workstation (see display of the workstation number) can be deleted by a click on the **'OK'** button.

By selecting checkbox



you can specify if the command is to be valid for the displayed workstation only, or all workstations (e.g. all connected workstations in the network in the case of a client-server installation).

If you confirm with "OK", you will be asked in a new dialogue window to confirm a restart of the application. This is necessary so that the changes can be integrated in the system.

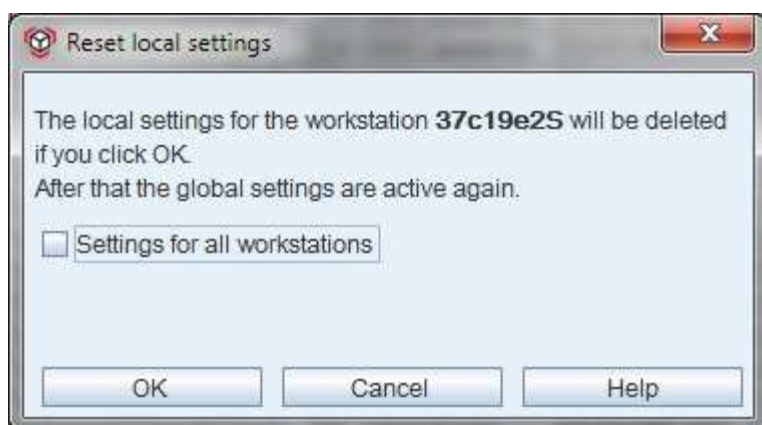


Fig. 244 - Reset local settings

5 List of illustrations

Fig. 1 - View of the Products and Options section9

Fig. 2 - DPD Print start-up screen	10
Fig. 3 - Login window.....	11
Fig. 4 - Help function DPD Print	12
Fig. 5 - Viewing the manual via the Sumatra PDF viewer.....	12
Fig. 6 - Selecting the location for the system report to be created.....	13
Fig. 7 - Information - successful created system report	13
Fig. 8 - Extract from the system report	14
Fig. 9 - Accessing the remote support function	15
Fig. 10 - Start of remote support with PCVisit	15
Fig. 11 - Remote support - pcvisit	16
Fig. 12 - Start of remote support with Netviewer	17
Fig. 13 - Login - remote support with netviewer	17
Fig. 14 - Order pool dialogue window.....	18
Fig. 15 - Dialogue window - menu button.....	19
Fig. 16 - Example logged in user.....	21
Fig. 17 - Button 'User logout'	21
Fig. 18 -- Button 'Close program'	22
Fig. 19 - Tabs - order status	22
Fig. 20 - Filter dialogue.....	23
Fig. 21 - Control button bar.....	23
Fig. 22 - Processing of orders	23
Fig. 23 - Shipping date selection field	24
Fig. 24 - Calendar function for order date	24
Fig. 25 - Dialogue window - change of client.....	25
Fig. 26 - Buttons - parcel label printing.....	25
Fig. 27 - Selection list - parcel label positioning	26
Fig. 28 - Status bar order pool.....	27
Fig. 29 - Buttons - Close shipping	27
Fig. 30 - Example: menu for selecting active printers	29
Fig. 31 - Close shipping.....	29
Fig. 32 - Buttons - search for order	29
Fig. 33 - Selection menu for search fields	30
Fig. 34 - Example of a selected search field	30
Fig. 35 - Filter fields for a search in the active order pool	31
Fig. 36 - Quick search	31
Fig. 37 - Buttons - data import.....	31
Fig. 38 - Dialogue window - import orders.....	32
Fig. 39 - Dialogue window - configure service.....	33
Fig. 40 - Help buttons	33
Fig. 41 - Drop-down list of available languages for DPD Print	34
Fig. 42 - Active order list.....	34
Fig. 43 - Selection menu - right-hand mouse key	35
Fig. 44 - Column headings in the order pool	36
Fig. 45 - Status bar - detailed section - selected orders.....	37
Fig. 46 - Status bar - detailed section - order status	37
Fig. 47 - Status bar - detailed section - parcel number ranges	37
Fig. 48 - Dialogue window - status of clients.....	38
Fig. 49 - Reset of parcel label number cycles	38
Fig. 50 - Status bar - detailed section - progress bar	38
Fig. 51 - Dialogue window - order creation.....	40
Fig. 52 - Online Tracking	40
Fig. 53 - Fields for selection of clients	41
Fig. 54 - Client selection field	41
Fig. 55 - Consignor selection field	41
Fig. 56 - Cost centre selection field	41
Fig. 57 - Consignor input fields.....	42
Fig. 58 - Book symbol for opening the dialogue window 'Address administration'.....	43
Fig. 59 - Dialogue window - address administration	44
Fig. 60 - Example: suggestion list of consignor addresses for the character 'a'	44
Fig. 61 - Consignee input fields	45

Fig. 62 - Example: suggestion list for consignee addresses	46
Fig. 63 - Selection fields - DPD product types.....	47
Fig. 64 - Error message - product / service selection not complete	47
Fig. 65 - Button and input fields – export data	47
Fig. 66 - Dialogue window – invoice address customs	48
Fig. 67 - Dialogue window invoice address customs – free entry	48
Fig. 68 - Valid export data	49
Fig. 69 - Dialogue window - invoice details	49
Fig. 70 - Document type	50
Fig. 71 - Export data	50
Fig. 72 - Website of the European Commission (Taxation and Customs Union).....	51
Fig. 73 - Selection fields DPD options.....	51
Fig. 74 - Button and overview of options for selected orders	52
Fig. 75 - Button and selection fields - ParcelShop delivery.....	52
Fig. 76 - Option department delivery - additional information - other.....	53
Fig. 77 - Button and selection list fields –notification for DPD 8:30.....	54
Fig. 78 - Button and selection list fields – B2C notification	55
Fig. 79 - Button and input fields - return shipment	56
Fig. 80 - "Return" button - manual entry of delivery address	57
Fig. 81 - Dialogue window - hazardous goods	58
Fig. 82 - Selection menu - type of packaging for hazardous goods	58
Fig. 83 - Section 'Hazardous goods'.....	59
Fig. 84 - Hazardous goods identification	60
Fig. 85 - Hazardous goods display	61
Fig. 86 - Hazardous goods parcel label and supplementary hazardous goods label	62
Fig. 87 - Hazardous goods transport document in accordance with ADR/RID	63
Fig. 88 - Supplementary label for complete delivery	64
Fig. 89 - Supplementary label for complete delivery in combination with time-specific delivery.....	65
Fig. 90 - Parcel line - higher insurance.....	65
Fig. 91 - Input fields - ID Check.....	66
Fig. 92 - Checkbox Limited Quantities	66
Fig. 93 - Button and COD selection list fields.....	67
Fig. 94 - ParcelShop delivery - buttons and input fields.....	68
Fig. 95 - ParcelShop search dialogue window	68
Fig. 96 - Supplementary ParcelShop label.....	69
Fig. 97 - Address data fields for pickup	70
Fig. 98 - Alternative delivery address for collection request.....	70
Fig. 99 - Save & new	71
Fig. 100 - Dialogue window - shipping close / function for collection requests	72
Fig. 101 - Supplementary label for time-specific delivery.....	73
Fig. 102 - Miscellaneous - button and input fields.....	74
Fig. 103 - Entry fields - references 1-4 and calendar function	75
Fig. 104 - Individual recording of parcel order details for selected clients	75
Fig. 105 - Section parcels - new button.....	75
Fig. 106 - Parcel list - order creation	76
Fig. 107 - Action bar - order creation.....	76
Fig. 108 - Print and new button	78
Fig. 109 - Save and new button	78
Fig. 110 - Shipping close administration	79
Fig. 111 - Shipping close administration - shipping closes	80
Fig. 112 - Dialogue window - follow-up print shipping close	80
Fig. 113 - Dialogue window - follow-up print shipping close - orders.....	81
Fig. 114 - Toolbar - close shipping	82
Fig. 115 - Dialogue window - shipping close.....	82
Fig. 116 - Overview - checked, printed.....	84
Fig. 117 - Printer button.....	84
Fig. 118 - Reminder - shipping close.....	85
Fig. 119 - Parcel label - batch printing sheet.....	86
Fig. 120 - Shipping overview	87
Fig. 121 - Shipping list - shipping close.....	88

Fig. 122 - Export documents	89
Fig. 123 - Dialogue window - address administration	90
Fig. 124 - Input fields - address book filters	90
Fig. 125 - Address book list - address data.....	91
Fig. 126 - Input fields - processing address data	92
Fig. 127 - Entry of a new address - mandatory fields.....	92
Fig. 128 - Error message - address data.....	93
Fig. 129 - Security query - deleting an order.....	93
Fig. 130 - Address book - actions toolbar.....	94
Fig. 131 - Dialogue window - address configuration overview	95
Fig. 132 - Dialogue window - user data and settings	96
Fig. 133 - Menu - Tools	97
Fig. 134 - Menu - Support.....	98
Fig. 135 - Dialogue window - application update	99
Fig. 136 - Security warning - execute file	101
Fig. 137 - Select setup language.....	102
Fig. 138 - Setup - notification for already installed DPD Print 6 installation.....	102
Fig. 139 - Setup - welcome mask.....	103
Fig. 140 - Licence agreement.....	103
Fig. 141 - Installation type - client environment (standard)	104
Fig. 142 - Setup - select destination location	104
Fig. 143 - Setup - select start menu folder	105
Fig. 144 - Setup - create programme symbols.....	105
Fig. 145 - Execute installation	106
Fig. 146 - Progress - programme installation	106
Fig. 147 - Finishing the installation.....	107
Fig. 148 - Installation as server	108
Fig. 149 - Dialogue window - configuration system settings	111
Fig. 150 - Configuration system settings - tab - system configuration	112
Fig. 151 - Configuration system settings - tab - internet	114
Fig. 152 - Email configuration.....	116
Fig. 153 - Dialogue window - test email	117
Fig. 154 - Message - email has been sent	117
Fig. 155 - Configuration system settings - tab - printouts.....	118
Fig. 156 - Tab printouts - general.....	119
Fig. 157 - B2C printer	119
Fig. 158 - Tab printouts - sort	120
Fig. 159 - Tab printouts - selection of printer.....	120
Fig. 160 - Tab printouts - printer.....	120
Fig. 161 - Configuration - windows printer.....	121
Fig. 162 - Configuration - thermal printer	122
Fig. 163 - Additional buttons - printer	123
Fig. 164 - Configuration system settings - tab order	124
Fig. 165 - Tab order - bank account	125
Fig. 166 - Tab order - default allocation	125
Fig. 167 - Tab order - cost centres.....	126
Fig. 168 - Tab order - bank account.....	127
Fig. 169 - Dialogue window - bank account	127
Fig. 170 - Configuration system settings - tab - services	128
Fig. 171 - Configuration system settings - tab - miscellaneous.....	130
Fig. 172 - Dialogue window - client administration.....	131
Fig. 173 - File browser - import client.....	132
Fig. 174 - Message - import of client completed	133
Fig. 175 - Dialogue window - user configuration	134
Fig. 176 - Dialogue window - user configuration - user administration	134
Fig. 177 - Dialogue window - user configuration - new user	135
Fig. 178 - Dialogue window - user configuration - roles	135
Fig. 179 - Cost centre - allocation of clients	137
Fig. 180 - Printer configuration	138
Fig. 181 - Dialogue window - configure email	139

Fig. 182 – Info email: enter consignee address + activate info email	139
Fig. 183 - Details - sending emails	140
Fig. 184 - Dialogue field - configure email.....	141
Fig. 185 - Dialogue window - application update	142
Fig. 186 - Dialogue window - online update - status	142
Fig. 187 - Dialogue window - application update - type and size of update	142
Fig. 188 - Dialogue window - update of the application and data	144
Fig. 189 - File browser - manual update.....	145
Fig. 190 - Update will be processed after the next reboot.....	145
Fig. 191 - Dialogue window - application update - update button	146
Fig. 192 - Update - status bar	146
Fig. 193 - Dialogue window - import parcels	147
Fig. 194 - Progress bar	147
Fig. 195 - Dialogue window - warnings - import orders	148
Fig. 196 - Dialogue window - import addresses	148
Fig. 197 - Dialogue window - import structure - orders	149
Fig. 198 - Dialogue window - import structure - orders - selected configuration.....	150
Fig. 199 - Dialogue window - import structure - orders - import structure	150
Fig. 200 - Dialogue window - import structure - orders - table	151
Fig. 201 - Dialogue window - import structure - orders - field mapping	152
Fig. 202 - Field mapping - more import fields.....	152
Fig. 203 - Field mapping - linked columns (and import rules)	153
Fig. 204 - Field mapping - data source.....	153
Fig. 205 - Selection menu - rules	154
Fig. 206 - Progress bar - test import - parcels.....	155
Fig. 207 - Error message - test import - parcels.....	156
Fig. 208 - Dialogue window - addresses	156
Fig. 209 - Dialogue window - addresses - selected configuration.....	157
Fig. 210 - Dialogue window - import structure - addresses - import structure	158
Fig. 211 Dialogue window - import structure - addresses - table	159
Fig. 212 - Dialogue window - import structure - addresses - field mapping	160
Fig. 213 - Field mapping - Linked columns (and import rules)	160
Fig. 214 - Field mapping - data source.....	161
Fig. 215 - Selection menu - rules	161
Fig. 216 - Progress bar - test import - parcels.....	163
Fig. 217 - Error message - test import - parcels.....	163
Fig. 218 - Dialogue window - rules	165
Fig. 219 - Dialogue window - rules - list of predefined rules	165
Fig. 220 - Dialogue window - rules - rule administration	166
Fig. 221 - Dialogue window - rule definition - regular expressions.....	167
Fig. 222 - Dialogue window - rules - find and replace	169
Fig. 223 - Dialogue window - rules - test rule	170
Fig. 224 - Dialogue window - configure service.....	171
Fig. 225 - Dialogue window - import action	172
Fig. 226 - Selection list of possible follow-up actions after import.....	172
Fig. 227 - Dialogue window - import settings	174
Fig. 228 - Dialogue window - import settings - settings.....	174
Fig. 229 - Dialogue window - import settings - import structures	174
Fig. 230 - Dialogue window - import settings - clients	175
Fig. 231 - Dialogue window - import settings - import button	176
Fig. 232 - Message - successful import of settings	176
Fig. 233 - File browser - export address book (CSV format).....	177
Fig. 234 - Dialogue window - export orders.....	178
Fig. 235 - Dialogue window - export orders - export file.....	179
Fig. 236 - Dialogue window - export orders - clients	180
Fig. 237 - Dialogue window - export orders - period of time (shipping close)	180
Fig. 238 - Dialogue window - export settings	181
Fig. 239 - Dialogue window - export settings - filename	181
Fig. 240 - Dialogue window - export settings - settings.....	182
Fig. 241 - Dialogue window - export settings – import structures	182

Fig. 242 - Dialogue window - export settings - clients	182
Fig. 243 - Message of a successful export.....	183
Fig. 244 - Reset local settings	183

6 Field list for the import of orders

6.1 Standard fields

Field name	Length	Data type	Field type	Description
SHIPMENTTYPE	35	C	M	<p>In the export file, under SHIPMENTTYPE the abbreviation of the product name always appears separated by a comma, e.g.: 'NP' SWAP, ...'</p> <p><u>Products</u></p> <p>NP = DPD CLASSIC MAIL = DPD Mail E18 = DPD 18:00 / GUA E12 = DPD 12:00 E10 = DPD 10:00 E830 = DPD 8:30 B2CR = B2C Retoure MAX = DPD MAX IE2 = DPD EXPRESS SD = DPD Same Day PL = DPD PARCEL Letter SP = DPD CLASSIC Small EECN = Express Eco EECS = Express Eco Small</p> <p><u>Options</u></p> <p>IDC = ID check PTYRS = Tyre EXW = Ex works TYRS = Tyre without package ODD = Department delivery HAZ = Hazardous goods B2C = B2C / Predict LQ = Limited Quantities (LQ) TFD = Time-specific delivery HINS = Higher insurance SWAP = Exchange PSD = ParcelShop delivery CRO = Collection request CPD = Complete delivery COD = Cash on delivery PAN = Notification SAT = Saturday delivery DID = Food</p>

PARCELCOUNT	3	N	M	Number of parcels per shipment. Thus several parcels of an order can be described by a single row. The import will then create an order with several parcels with the same content. In case nothing is set for this parameter the value 1 is taken.
SHIPMENTID	35	C	O	Unique shipment number. This is the criterion for grouping several parcels with possibly not the same content to one order. Thus several parcels of an order can be described by several lines in the source. It's mandatory that lines that should be grouped must be one behind the other.
MPSCREF1	35	C	O	MPS Customer reference 1
MPSCREF2	35	C	O	MPS Customer reference 2
MPSCREF3	35	C	O	MPS Customer reference 3
MPSCREF4	35	C	O	MPS Customer reference 4
RNAME1	35	C	M	Name of consignee 1
RNAME2	35	C	M	Name of consignee 2
RSTREET	35	C	M	Street of consignee
RHOUSENO	8	C	O	House number of consignee
RCOUNTRY	2	C	M	Consignee country in Alpha2 Country Code (e.g. DE)
RSTATE	2	C	O	State in consignee country, e.g. CA for California
RPOSTAL	9	C	M	Postal code of consignee
RCITY	35	C	M	City of consignee
RCONTACT	35	C	O	Contact person of consignee
RADDRESSINFO	35	C	O	Additional information to the consignee
RPHONE	30	C	O	Phone number of the consignee
RFAX	30	C	O	Fax number of the consignee
REMAIL	50	C	O	Email address of the consignee
RMOBILEPHONE	50	C	O	Mobile number of the consignee
RADDRESSREF	35	C	O	Address reference
LENGTH	10	N	O	Parcel length (in cm)

WIDTH	10	N	O	Parcel width (in cm)
HEIGHT	10	N	O	Parcel height (in cm)
WEIGHT	7	N	O	Weight (in kg) with 3 decimal places
DELIVERYDATE	8	C	M	Localised dispatch date (e.g. DD.MM.YY)
PARCELREF1	35	C	O	Parcel reference number 1
PARCELREF2	35	C	O	Parcel reference number 2
PARCELREF3	35	C	O	Parcel reference number 3
PARCELREF4	35	C	O	Parcel reference number 4
SNAME1	35	C	M	Name of consignor 1
SNAME2	35	C	O	Name of consignor 2
SSTREET	35	C	M	Street of consignor
SHOUSENO	8	C	O	House number of consignor
SCOUNTRY	2	C	M	Consignor country in Alpha2 Country Code (e.g. DE)
SPOSTAL	9	C	M	Postal code of consignor
SCITY	35	C	M	City of consignor
SCONTACT	35	C	O	Contact person of consignor
SADDRESSINFO	35	C	O	Additional information to the consignor
SPHONE	30	C	O	Phone number of the consignor
SFAX	30	C	O	Fax number of the consignor
SEMAIL	50	C	O	Email address of the consignor
SCLIENT	34	C	O	DELIS ID + ':' + Customer number SubID e.g. test:000
SCOSTUNIT	32	C	O	Id of the cost centre
DP_STATUS	150	C	M	Status as character string, where relevant internationalised Write access is possible to this field during an import!
DP_OUTPUT	1500	C	M	Output as character string Write access is possible to this field during an import!

6.2 Delivery address

Field name	Length	Data type	Field type	Description
DNAME1	35	C	(M)	Name 1 of the delivery address (only relevant for Exchange, Collection request, B2CR)
DNAME2	35	C	O	Name 2 of the delivery address (only relevant for Exchange, Collection request, B2CR)
DSTREET	35	C	(M)	Street of the delivery address (only relevant for Exchange, Collection request, B2CR)
DHOUSENR	8	C	O	House number of the delivery address (only relevant for Exchange, Collection request, B2CR)
DCOUNTRY	2	C	(M)	Alpha2 Country Code (e.g. DE) of the delivery address (only relevant for Exchange, Collection request, B2CR)
DPOSTAL	9	C	(M)	Postal code of the delivery address (only relevant for Exchange, Collection request, B2CR)
DSTATE	2	C	(M)	State of the delivery country, e.g. CA for California
DCITY	35	C	(M)	City of the delivery address (only relevant for Exchange, Collection request, B2CR)
DCONTACT	35	C	O	Contact person of the delivery address (only relevant for Exchange, Collection request, B2CR)
DPHONE	30	C	O	Phone number of the delivery address (only relevant for Exchange, Collection request, B2CR)
DFAX	30	C	O	Fax number of the delivery address (only relevant for Exchange, Collection request, B2CR)
DEMAIL	50	C	O	Email address of the delivery address (only relevant for Exchange, Collection request, B2CR)
DILN	13	N	O	International location number of the delivery address (only relevant for Exchange, Collection request, B2CR)
DDATE	8	C	O	Localised delivery date (e.g. DD.MM.YY)

6.3 Department delivery

Field name	Length	Data type	Field type	Description
DBUILDING	30	C	(M)	Building (only relevant for department delivery)
DFLOOR	30	C	(M)	Floor (only relevant for department delivery)
DDEPARTMENT	30	C	(M)	Department (only relevant for department delivery)

6.4 Export data

Field name	Length	Data type	Field type	Description
INAME1	35	C	(M)	Name 1 of the invoice address (only relevant with export data)
INAME2	35	C	O	Name 2 of the invoice address (only relevant with export data)
ISTREET	35	C	(M)	Street of the invoice address (only relevant with export data)
IHOUSENR	8	C	O	House number of the invoice address (only relevant with export data)
ICOUNTRY	2	C	(M)	Alpha 2 Country Code (e.g. DE) of the invoice address (only relevant with export data)
IPOSTAL	9	C	(M)	ZIP of the invoice address (only relevant with export data)
ISTATE	2	C	(M)	State of the invoice address, e.g. CA for California
ICITY	35	C	(M)	City of the invoice address (only relevant with export data)
ICONTACT	35	C	O	Contact person of the invoice address (only relevant with export data)
IPHONE	30	C	O	Phone number of the invoice address (only relevant with export data)
IFAX	30	C	O	Fax number of the invoice address (only relevant with export data)

IEMAIL	50	C	O	Email address of the invoice address (only relevant with export data)
IILN	13	N	O	International location number of the invoice address (only relevant with export data)
EICVATNO	50	C	O	Tax number (only relevant with export data)
EICTERMS	2	N	(M)	Terms of delivery (only relevant with export data) 01 = DAP, cleared 02 = DDP, delivered duty paid (incl. duties and excl. taxes) 03 = DDP, delivered duty paid (incl. duties and taxes) 05 = Ex works (EXW) 06 = DAP
EICCOMMENT	70	C	O	Comment (only relevant with export data)
EIPARCELTYPE	1	C	(M)	Document type (only relevant with export data) P = Parcel; D = Document
EICURRENCY	3	C	(M)	Currency in Alpha3 Code (e.g. EUR, only relevant with export data type P)
EIAMOUNT	12	N	(M)	Total customs value (only relevant with export data, mandatory field with type P)
EICONTENT	35	C	(M)	Content (only relevant with export data, mandatory field with type P)
EICPAPER	8	C	O	Enclosure (only relevant with export data type P) valid values are A, B, C, D, F, G unseperated. A = commercial invoice; B = pro forma invoice; C = export declaration; D = EUR1; F = ATR; G = delivery note
EIENCLOSURE	1	C	O	Truth value on whether the shipping documents are inside the parcel (only relevant with export data type P). possible values: Y or N
EIEORI	17	C	O	Senders VAT/EORI number
EITARIF	8	C	O	Tariff (only relevant with export data type P)

6.5 Higher insurance, IDCheck, time-specific delivery

Field name	Length	Data type	Field type	Description
HINSAMOUNT	10	N	(M)	Higher insurance (only relevant if the HINS option is selected)
HINSCONTENT	35	C	(M)	Higher insurance content (only relevant if the HINS option is selected)
PERSNAME	35	C	(M)	Name (only relevant with option ID Check)
PERSPHONE	20	C	O	Phone number (only relevant with option ID Check)
DELIVERYDATEFROM	8	C	(M)	Localised delivery date (e.g. DD.MM.YY) for the option time-specific delivery

6.6 Cash on delivery

Field name	Length	Data type	Field type	Description
NAMOUNT	10	C	(M)	COD amount (only relevant with option cash on delivery)
NCURRENCY	3	C	(M)	Alpha 3 currency code (e.g. EUR, only relevant with option cash on delivery)
NBANKACCOUNT	?	C	O	Bank account (only relevant with option cash on delivery)
NPURPOSE	14	C	O	Purpose (only relevant with option cash on delivery)
NINKASSO	1	N	(M)	Collection type (only relevant with option cash on delivery, 0 = Cash; 1 = Cheque)

6.7 ParcelShop delivery

Field name	Length	Data type	Field type	Description
PSDEPOT	17	C	(M)	Depot of the ParcelShop (only relevant with ParcelShop delivery)

PSNAME1	35	C	(M)	Name 1 of the ParcelShop (only relevant with ParcelShop delivery)
PSNAME2	35	C	O	Name 2 of the ParcelShop (only relevant with ParcelShop delivery)
PSSTREET	35	C	(M)	Street of the ParcelShop (only relevant with ParcelShop delivery)
PSHOUSENR	8	C	O	House number of the ParcelShop (only relevant with ParcelShop delivery)
PSCOUNTRY	2	C	(M)	Alpa2 Country code (e.g. DE, only relevant with ParcelShop delivery)
PSSTATE	2	C	O	State of the ParcelShop e.g. CA for California (only relevant with ParcelShop delivery)
PSPOSTAL	9	C	(M)	Postal code of the ParcelShop (only relevant with ParcelShop delivery)
PSCITY	35	C	(M)	City of the ParcelShop (only relevant with ParcelShop delivery)
PSPHONE	20	C	O	Phone number of the ParcelShop (only relevant with ParcelShop delivery)
PSEMAIL	50	C	O	Email address of the ParcelShop (only relevant with ParcelShop delivery)
PSILN	13	N	O	International location number of the ParcelShop (only relevant with ParcelShop delivery)

6.8 Notification

Field name	Length	Data type	Field type	Description
MSGTYPE1	1	N	(M)	Notification type - possible values: 1 = Email, 2 = Phone, 3 = SMS
MSGVALUE1	50	C	(M)	Value for the notification Required data format for the message types SMS and phone: +internationalCountryNumber#phoneNumber Examples: +49#725673423
MSGRULE1	3	N	(M)	Rule for the events which are to trigger a notification. Each event has a specific value.

				<p>By adding together the values combinations of events can be displayed, e.g. notification of inbound from consignor scan and delivery scan = 5 (Complete table found in the attachment MSGRULE details in the MPSEXDATA interface description. 1 = inbound from consignor 2 = non-delivery 4 = delivery 8 = inbound at recipient depot 16 = out for delivery 900=pick-up for DPD ParcelShop delivery 901=pick-up with COD info for direct delivery in ParcelShop 902=delivery in DPD ParcelShop 904=IDM notification / Predict 905=COD notification classic 906=Redirection to DPDPParcelShop</p>
MSGLANG1	2	C	(M)	Language for notification (Alpha 2 Country code, e.g. DE)
MSGTYPE2	1	N	O	please see MSGTYPE1
MSGVALUE2	50	C	O	please see MSGVALUE1
MSGRULE2	3	N	O	please see MSGRULE1
MSGLANG2	2	C	O	please see MSGLANG1
MSGTYPE3	1	N	O	please see MSGTYPE1
MSGVALUE3	50	C	O	please see MSGVALUE1
MSGRULE3	3	N	O	please see MSGRULE1
MSGLANG3	2	C	O	please see MSGLANG1
MSGTYPE4	1	N	O	please see MSGTYPE1
MSGVALUE4	50	C	O	please see MSGVALUE1
MSGRULE4	3	N	O	please see MSGRULE1
MSGLANG4	2	C	O	please see MSGLANG1
MSGTYPE5	1	N	O	please see MSGTYPE1
MSGVALUE5	50	C	O	please see MSGVALUE1
MSGRULE5	3	N	O	please see MSGRULE1
MSGLANG5	2	C	O	please see MSGLANG1

6.9 Hazardous goods

Field name	Length	Data type	Field type	Description
HAZLQ	1	C	O	Switch for limited quantity. Possible values are 1 or 0.
HAZPACKING	3	C	(M)	<p>Abbreviated packaging type for hazardous goods.</p> <p><u>Possible values:</u></p> <p>4G: cardboard box</p> <p>4H1: box made of plastic, foam</p> <p>4H2: box made of rigid plastic</p> <p>4B: box made of aluminium</p> <p>4A: steel box</p> <p>4D: plywood box</p> <p>3A1: steel canister, lid non-removable</p> <p>3A2: steel canister, lid removable</p> <p>3H1: plastic canister, lid non-removable</p> <p>3H2: plastic canister, lid removable</p> <p>3B1: aluminium canister, lid non-removable</p> <p>3B2: aluminium canister, lid removable</p> <p>5H: plastic sack</p> <p>5M: paper sack</p> <p>6H: combined packaging</p> <p>0A1: sheet steel container, non-removable lid</p> <p>0A2: sheet steel container, removable lid</p> <p>1A1: steel drum, non-removable lid</p> <p>1A2: steel drum, removable lid</p> <p>1B1: alu. drum, non-removable lid</p> <p>1B2: alu. drum, removable lid</p> <p>1H1: plastic drum, non-removable lid</p> <p>1H2: plastic drum, removable lid</p>

HAZ1UNNO	4	C	(M)	UNNR of the hazardous good
HAZ1CLASS	6	C	(M)	Class of the hazardous good
HAZ1PGROUP	5	C	O	V-Group of the hazardous good (Roman numerals, e.g. I , II, III)
HAZ1CCODE	5	C	(M)	K-Code of the hazardous good
HAZ1WEIGHT	6	N	(M)	Weight of the hazardous good
HAZ1TEXT	150	C	(M)	Nag-Description of the hazardous good
HAZ1NWEIGHT	6	N	(M)	Nem.-weight of the hazardous good
HAZ2UNNO	4	C	(M)	please see HAZ1UNNO
HAZ2CLASS	6	C	(M)	please see HAZ1CLASS
HAZ2PGROUP	5	C	O	please see HAZ1PGROUP
HAZ2CCODE	5	C	(M)	please see HAZ1CCODE
HAZ2WEIGHT	6	N	(M)	please see HAZ1WEIGHT
HAZ2TEXT	150	C	(M)	please see HAZ1TEXT
HAZ2NWEIGHT	6	N	(M)	please see HAZ1NWEIGHT
HAZ3UNNO	4	C	(M)	please see HAZ1UNNO
HAZ3CLASS	6	C	(M)	please see HAZ1CLASS
HAZ3PGROUP	5	C	O	please see HAZ1PGROUP
HAZ3CCODE	5	C	(M)	please see HAZ1CCODE
HAZ3WEIGHT	6	N	(M)	please see HAZ1WEIGHT
HAZ3TEXT	150	C	(M)	please see HAZ1TEXT
HAZ3NWEIGHT	6	N	(M)	please see HAZ1NWEIGHT
HAZ4UNNO	4	C	(M)	please see HAZ1UNNO
HAZ4CLASS	6	C	(M)	please see HAZ1CLASS
HAZ4PGROUP	5	C	O	please see HAZ1PGROUP
HAZ4CCODE	5	C	(M)	please see HAZ1CCODE
HAZ4WEIGHT	6	N	(M)	please see HAZ1WEIGHT
HAZ4TEXT	150	C	(M)	please see HAZ1TEXT
HAZ4NWEIGHT	6	N	(M)	please see HAZ1NWEIGHT

7 Field list for the import of addresses

Field name	Length	Data type	Field type	Description
NAME1	35	C	M	Name 1
NAME2	35	C	O	Name 2
STREET	35	C	M	Street
HOUSENO	8	C	O	House number
COUNTRY	2	C	M	Country in Alpha2 Country code (e.g. DE)
STATE	2	C	O	State in country e.g. CA for California (USA)
POSTAL	9	C	M	Postal code
CITY	35	C	M	City
CONTACT	35	C	O	Contact person
ADDRESSINFO	35	C	O	Additional information
PHONE	30	C	O	Phone number
FAX	30	C	O	Fax number
EMAIL	50	C	O	Email address
ADDRESSREF	35	C	O	Address reference
ILN	13	N	O	International location number of the address
SENDERADDRESS	1	C	O	Identification as possible consignor address for selection box, e.g. Y for marking it for selection box, otherwise N.
TYP	2	C	O	Address type, e.g. BA for business and PA for private