

Invoicing: CSV-file

Add your location

Introduction

After the new invoicing process goes live, you will receive a single invoice per invoice number, and we will no longer offer separate invoices per sub-account (collection address location, shipping address). To still obtain invoice information per sub-account, there are two options to show which parcels belong to which sub-account.

Option 1: Identification by sender

When creating a shipping order, you are asked for sender details. Think of the fields **senderName**, **senderAddress**, **senderZip**, **senderCity** and **senderCountry**. These fields are reflected in the new CSV file that becomes available in DPD Insights. Most of the fields are visible in this CSV by default, however some of them you need to add yourself via DPD Insights to make them visible (see this [explanation - in Dutch](#)). Below are the relevant columns.

Name CSV kolom	In standard file visible
senderName	No
senderName2	No
senderAddress	Yes
senderZip	Yes
senderCity	Yes
senderCountry	Yes
senderEmail	No
senderPhone	No

This is the first option to find out the information per subaccount after going live. In your case, if you make the sender details the same as your sub-accounts, this solution will allow you to immediately see which parcels belong to them.

Option 2 : Identification by adding additional attribute

If the sender details are not always the same as the sub-account, this second option offers a solution. Here, you add an additional attribute to each dispatch order. You use the **parcel reference fields** (explanation will follow below). You decide which reference you use and how this reference matches a sub-account.

Please note that this extra attribute is not visible by default in the new CSV file and that you have to add the attribute in DPD Insights (see this [explanation - in Dutch](#)). However, after you have made this addition, you can distinguish between your sub-accounts using the additional attribute.

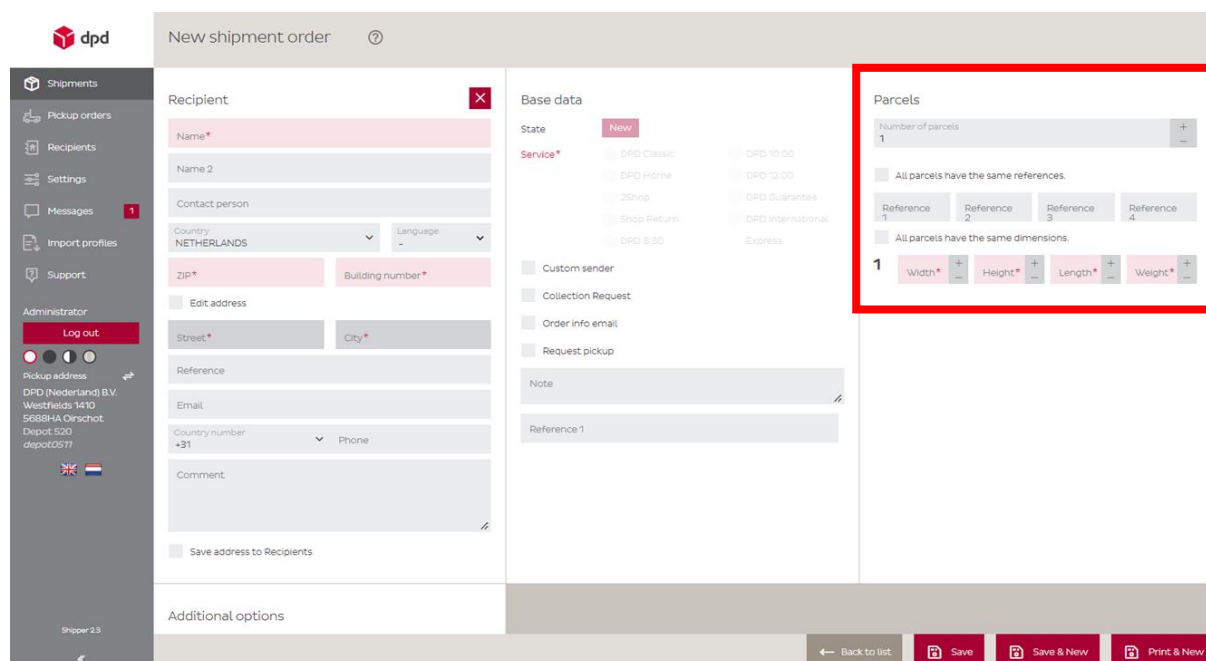
For each tool (DPD Shipper Central, DPD Shipper Local, DPD Shipper Webservice, Self-developer), we will explain where you can find the reference fields and how you can add an additional attribute to a shipping order.

DPD Shipper Central and DPD Shipper Local

Additional reference when **manually creating** a shipment order

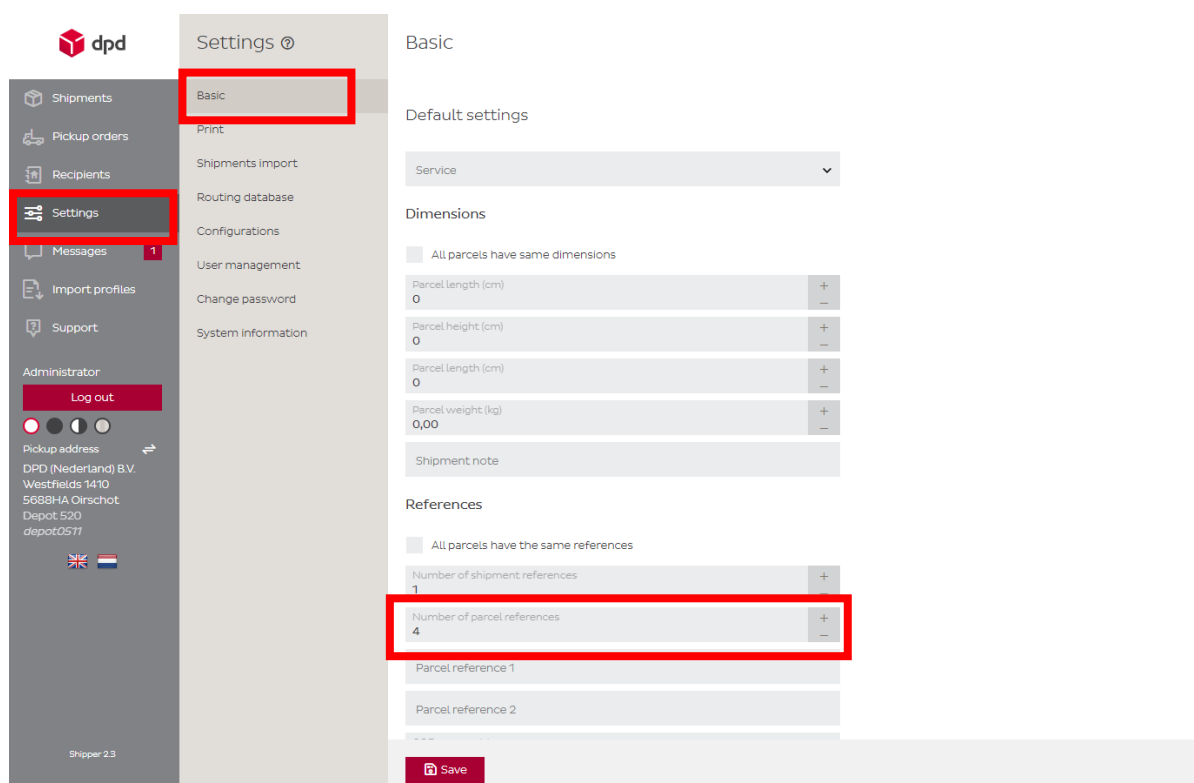
When manually creating a **new shipping order** within DPD Shipper Central or DPD Shipper Local, you will find the section called **Parcels** on the right-hand side. This is also where you can, if you wish, use the **Reference field 4** to add the additional attribute to your shipments (see fig. 1).

Figure 1



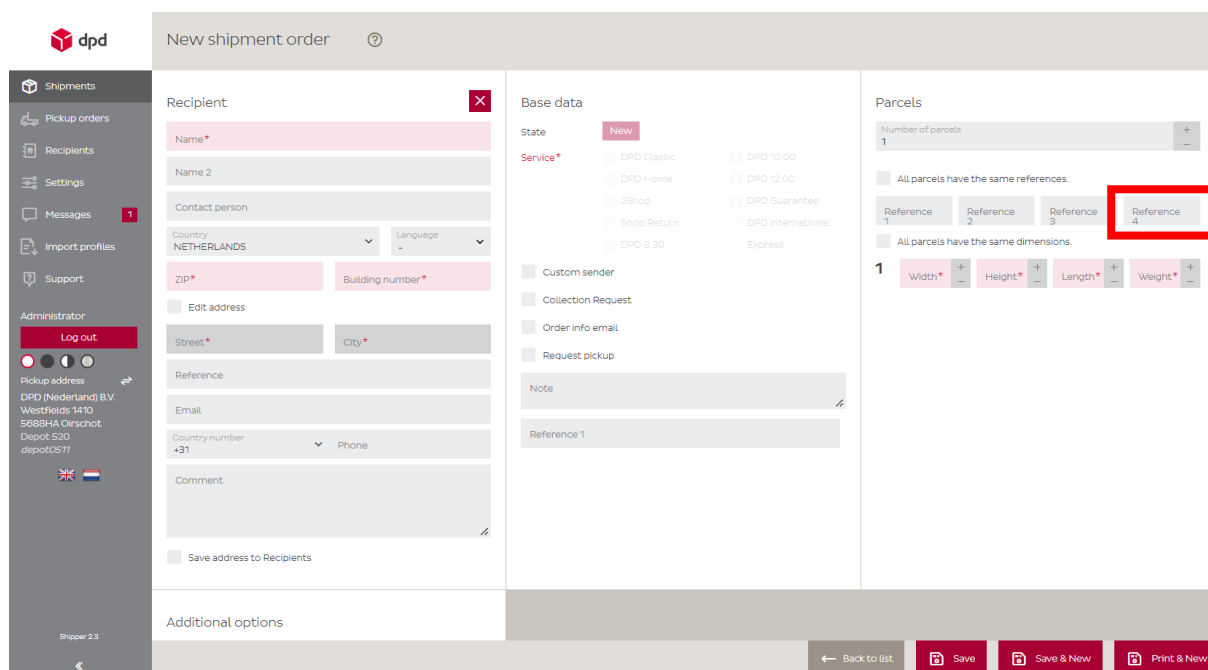
To use this **Reference field 4**, it must first be added. To do this, navigate to **Settings / Basic** and, under the **References** heading, set the **Number of parcel references** to 4 (see fig. 2).

Figure 2



If you now create a new dispatch order, you will see the **Reference field 4** under the Parcel section. Only use **Reference field 4** to give the desired additional attribute so that sub-accounts can later be distinguished on the basis of this field (see fig. 3). **Note : Do not use the fields under the Basic data section for this.**

Figure 3



DPD Shipper Central and DPD Shipper Local

Adding additional attribute to the **CSV file** to be uploaded

If you create new shipping orders by importing a CSV file, the additional attribute (the information about the associated subaccount) can be added to the CSV file itself. You specify an attribute for each line in the CSV file to be uploaded. After you have uploaded the CSV file in DPD Shipper, this attribute will automatically be attached to the corresponding parcels. You can now use this attribute in the CSV file to be downloaded from DPD Insights, to identify the parcels by sub-account.

Use the steps below to add an attribute to each shipment:

Add an additional column to the CSV file to be uploaded. For example, you can add a column called '**Invoice sub reference**' (see fig.4).

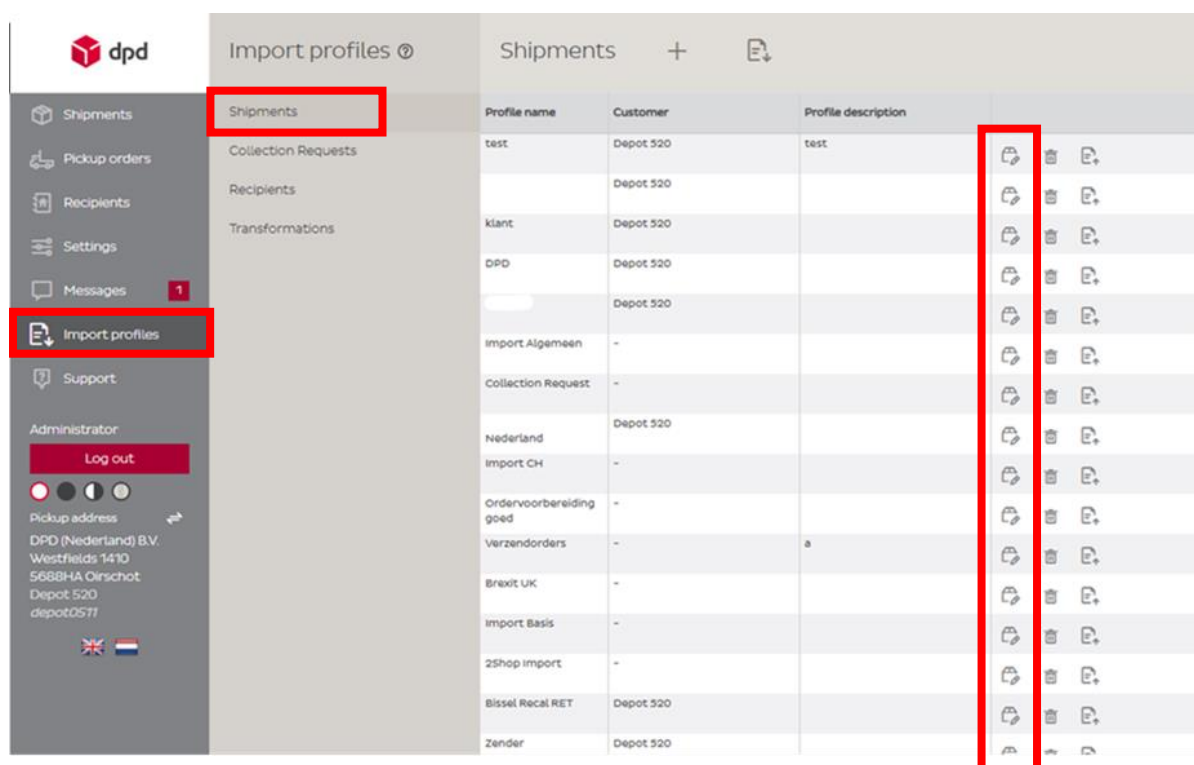
Figure 4

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Productcode	Naam	Straat	Huisnummer	Postcode	Stad	Land	Telefoon	Email	Gewicht	Referentie1	Opmerking	aantal pakketten	Factuur sub referentie
B2B	Pietje Puk	Westfields	1410	5688HA	Oirschot	NL	612345678	info@dpd.nl	500,500	testreferentie	Test1234		Senderref1234

In order for DPD Shipper to recognise this attribute once the CSV file is uploaded, the name of this column must be added to the corresponding import profile:

- In the menu on the left, navigate to **Import profiles**
- Then go to **Shipping orders**
- Find the correct profile (under **Profile name**)
- Click on the **Edit icon**. (see fig. 5)

Figure 5



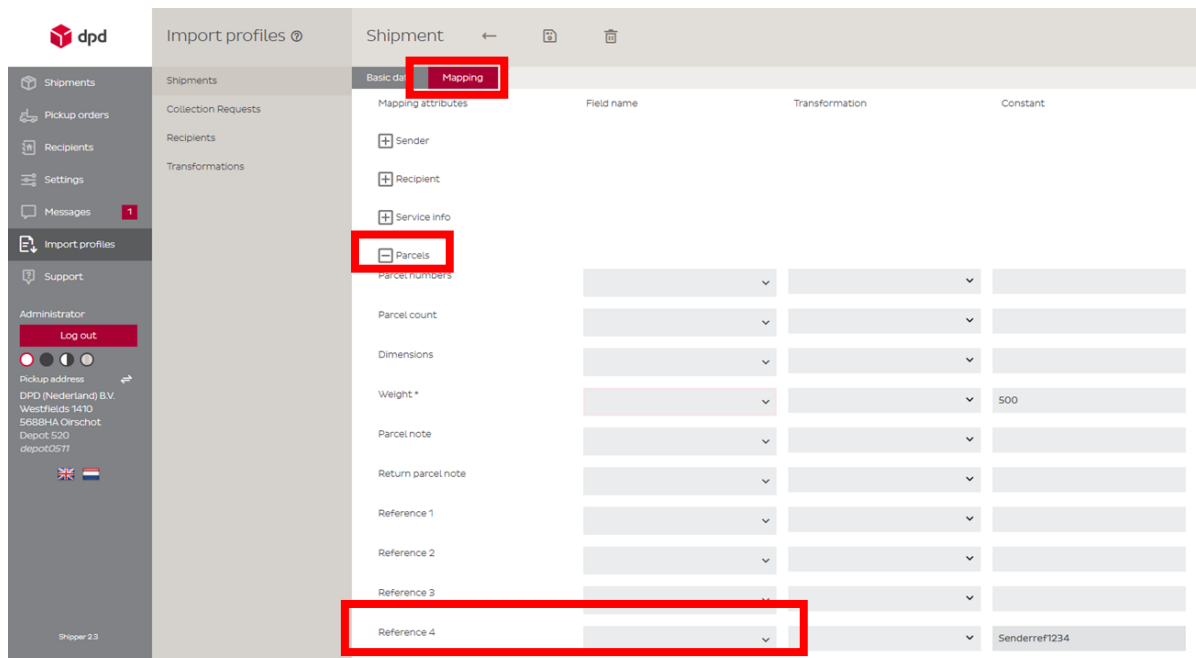
The screenshot shows the DPD Shipper interface. On the left, the 'Import profiles' menu item is highlighted with a red box. The main area displays a table of import profiles. The 'Shipments' tab is selected, and the 'Edit' icon (a pencil) for the first profile is highlighted with a red box.

Profile name	Customer	Profile description	Actions
test	Depot 520	test	[Edit] [Delete] [Refresh]
	Depot 520		[Edit] [Delete] [Refresh]
klant	Depot 520		[Edit] [Delete] [Refresh]
DPD	Depot 520		[Edit] [Delete] [Refresh]
	Depot 520		[Edit] [Delete] [Refresh]
import Algemeen	-		[Edit] [Delete] [Refresh]
Collection Request	-		[Edit] [Delete] [Refresh]
Nederland	Depot 520		[Edit] [Delete] [Refresh]
import CH	-		[Edit] [Delete] [Refresh]
Ordervoorbereiding goed	-		[Edit] [Delete] [Refresh]
Verzendorders	-	a	[Edit] [Delete] [Refresh]
Brexit UK	-		[Edit] [Delete] [Refresh]
import Basis	-		[Edit] [Delete] [Refresh]
2Shop import	-		[Edit] [Delete] [Refresh]
Bissel Recal RET	Depot 520		[Edit] [Delete] [Refresh]
Zender	Depot 520		[Edit] [Delete] [Refresh]

Once you have opened the correct import profile:

- Click on **Mapping**. (see fig.6)
- Then scroll down and click on **Parcels**.
- Under **Reference 4**, enter the added column name from the CSV file in the Field Name column so that it is recognised (in this case Invoice sub reference).

Figure 6



The added column and its associated information, the additional attribute, will be visible in the downloadable CSV file in DPD Insights.

DPD Shipper Central and DPD Shipper Local

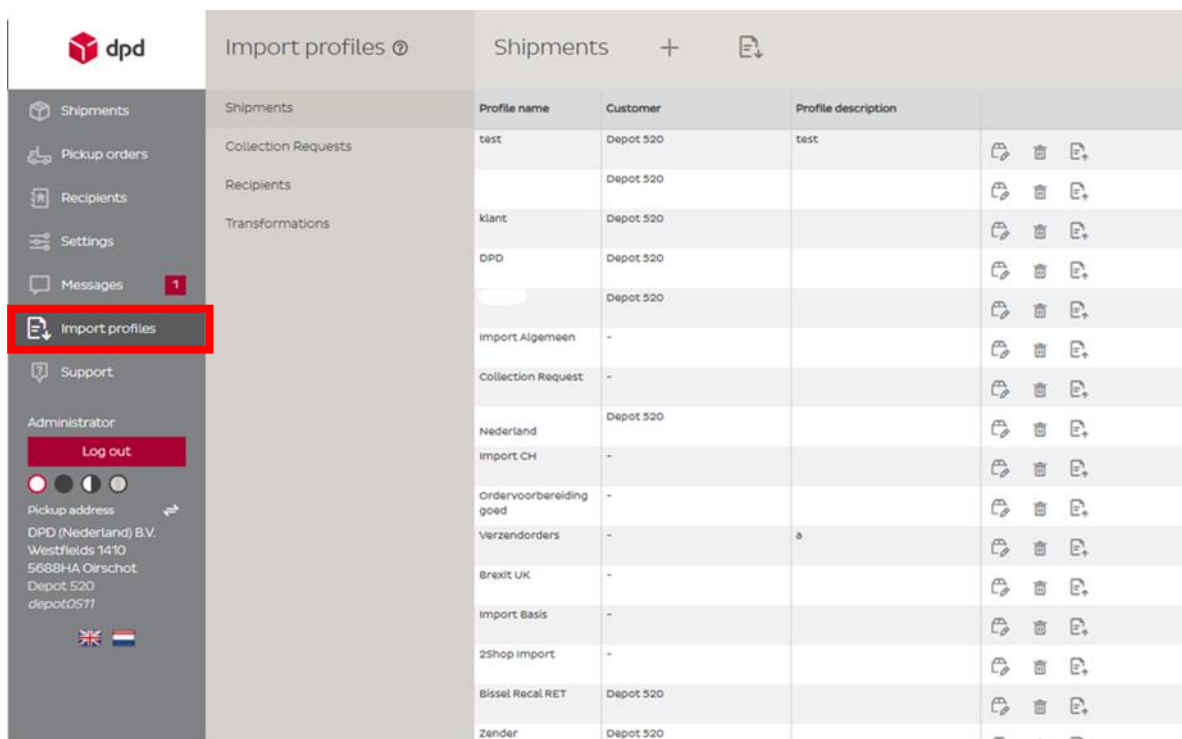
Adding an additional attribute to an **import profile**

If you use an import profile per subaccount, to import your shipping orders you can add the additional attribute (the information about the corresponding sub-account) to the import profile being used. This way, you do not have to add an attribute per line in the CSV file, but all shipments created under the corresponding import profile will automatically receive the attribute. This is what the **Reference field 4** is for.

Use the steps below to make use of this:

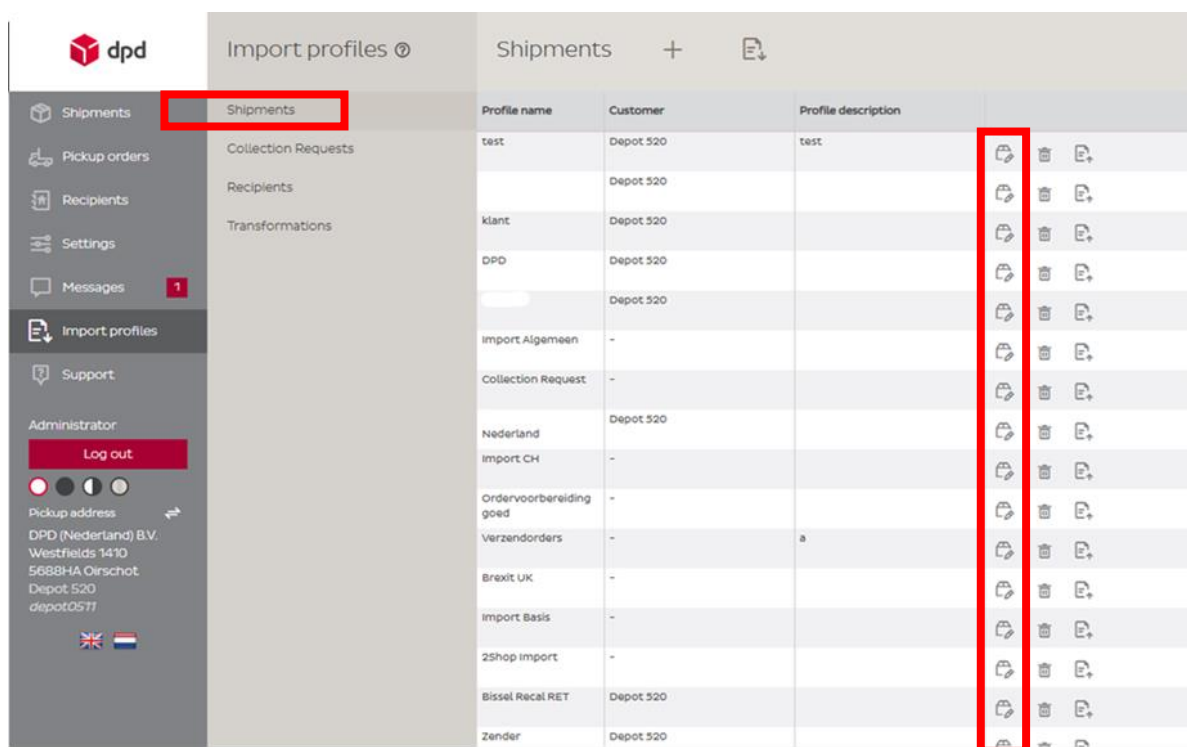
- Navigate to **import profiles** via the menu on the left. (see fig.7)

Figure 7



- Under Import profiles, choose **Shipment**, and find the relevant profile (Profile name) to which you want to add the attribute.
- Then click the **edit icon** behind the relevant profile (see fig.8).

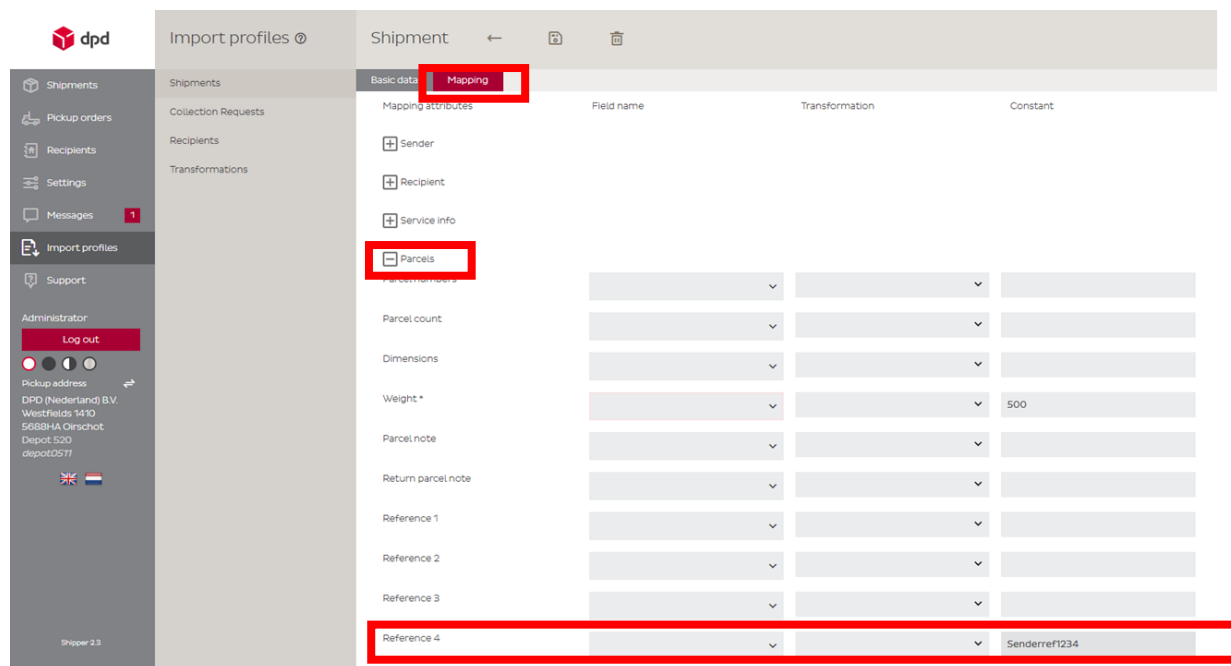
FigFigure 8



Once you have opened the correct import profile:

- Click **Mapping** (see fig.9).
- Scroll down and click on the **Parcels**.
- Under **Reference 4**, you can now enter the desired attribute in the column called **Constant**, which will then be assigned to all parcels of that import profile.

Figure 9



If necessary, repeat these steps for each desired import profile (sender).

Note: If you are using multiple senders, create a separate import profile for each sender. Add the additional attribute to each import profile to indicate to which sub-account the orders of that sender correspond.

DPD Shipper Webservices

If you are using the DPD Shipper Webservice, add the attribute for the subaccount to the **<customerReferenceNumber4>** field. (see fig.10) For additional explanation, please visit [DPD's Knowledge Portal](#).

Figure 10

Node	Type	Length	Description	Mandatory?		
<parcelLabelNumber>			n/a	n/a	Not used, do not include in the call.	No
<customerReferenceNumber1>	String	Max 35	Reference 1 of this particular parcel. Shown on label and included in electronic data.			No
<customerReferenceNumber2>	String	Max 35	Reference 2 of this particular parcel. Shown on label and included in electronic data, but <u>not</u> shown on Collection Request labels.			No
<customerReferenceNumber3>	String	Max 35	Reference 3 of this particular parcel. <u>Not</u> shown on any label, but included in electronic data.			No
<customerReferenceNumber4>	String	Max 35	Reference 4 of this particular parcel. <u>Not</u> shown on any label, but included in electronic data.			No

Self-developers

For self-developers, if required, in the parcel information sent to DPD, the **SendParcelref4** field should be filled with the attribute of the relevant sub-account.