



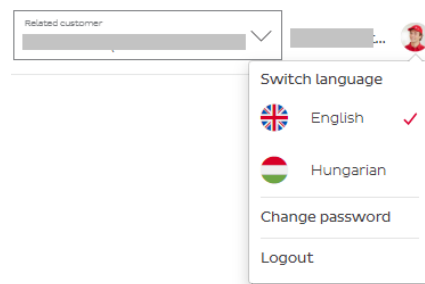
DPD Shipping User Manual

Content

LANGUAGE SET-UP.....	3
CHANGE PASSWORD	3
SIGN OUT.....	3
SHIPPING PROFIL.....	3
Settings	3
Printer settings.....	3
File upload with incorrect line.....	4
Shipment Creation Mode	4
Desktop application - automatic printing and file loading not yet functional.....	4
Export format set up	4
SHIPPING ORDER.....	5
Shipment creation	5
Simple mode.....	5
Sender:	5
Receiver:	5
Service:.....	6
Reinsurance:	7
Predict:.....	7
Delivery note return:.....	7
Parcel information:.....	7
Shipment creation:	7
Return shipment creation:	8
Special mode	10
Sender:	10
Consignee/Recipient:	10
Return Service:	12
File upload.....	13
Creating samples.....	15
List Samples.....	23
List shipments	23
List of Return orders.....	24
Create Pickup order	25
List Pickup orders.....	26
ADDRESS BOOK.....	28
Create a new address.....	28
Export address book.....	29
Masked address.....	29

LANGUAGE SET-UP

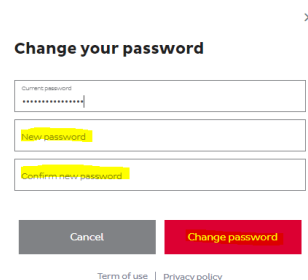
Upon entering to the system, you can see your Username and unique Partner ID on the upper right corner. Here you can change the language of the interface.



CHANGE PASSWORD

To change the password, click on the icon in the upper right corner and select the Change password menu item.

In the pop-up window, fill in the blank fields with the new password, then click the Change Password button.



SIGN OUT

To log out, click on the icon in the upper right corner and select the Logout menu item.

SHIPPING PROFIL

Settings

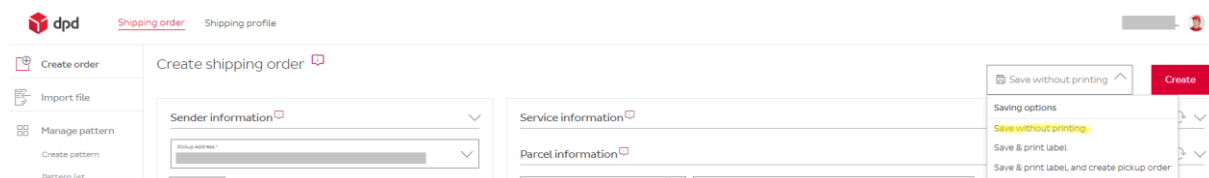
Printer settings

Use this option only if a switched-on printer is continuously connected to the machine.



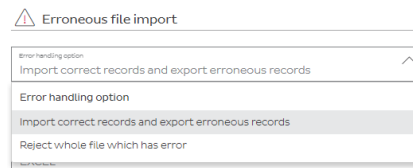
If this option is not selected, the label can be downloaded in PDF format and you can decide which label you want to print and when.

To do this, please select the following option when saving the package:



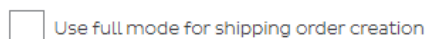
File upload with incorrect line

In DPD Shipping, you can upload files in excel or csv format. From the drop-down menu, you can choose how the loading should work in case of an incorrect line and whether the system should upload the correct data or not.



Shipment Creation Mode

By default, the format of the Delivery order is a so-called simplified mode. In this mode, the sender information is automatically filled in with your data, so package delivery is also faster.



When this option is selected, the interface changes to the so-called in a special way, in which case the system guides you step by step through the package delivery process. We recommend this method if you are using the interface for the first time.

Both models are free to use and optional.

Desktop application - automatic printing and file loading not yet functional.

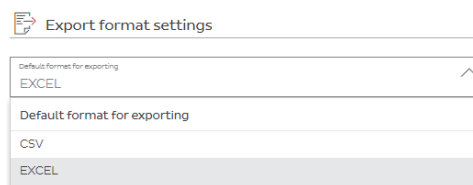


[Download app](#)

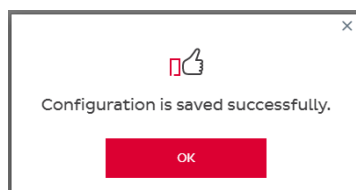
It is recommended to download the labels and print the downloaded pdfs.

Export format set up

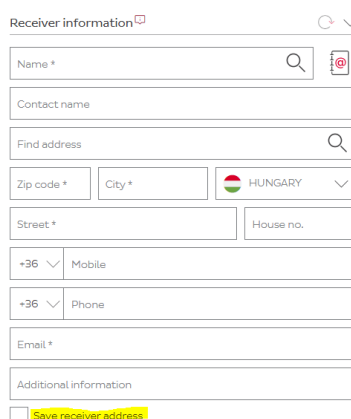
On the interface, you have the option to export the recipient's addresses saved in the Address Book. The result of the export will be an excel or csv format file, which you can set here.



After each change, it is necessary to save the settings by clicking the *Save* button, the changes will be lost by going to another menu item!



With the same button, you can immediately save the newly entered address at the same time as the package is delivered.



Receiver information

Name *

Contact name

Find address

Zip code * City * HUNGARY

Street * House no.

+36 Mobile

+36 Phone

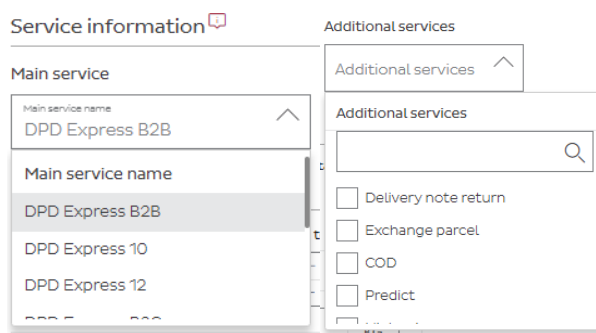
Email *

Additional information

Save receiver address

Service:

First, choose a basic service from the list, then choose additional services that you want to use.



Service information

Main service

Main service name

DPD Express B2B

DPD Express 10

DPD Express 12

Additional services

Additional services

Delivery note return

Exchange parcel

COD

Predict

The list of services that appears is influenced by what services your contract covers and which countries you can use which services!

Depending on the selected additional services, additional empty fields pop up.

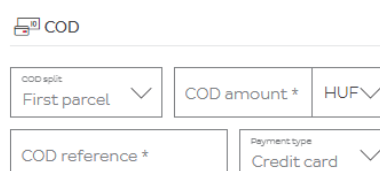
COD (= cash on delivery):

In the case of a shipment consisting of several packages, the cash on delivery amount is always applied to the first package.

Please enter the amount of the cash on delivery according to the currency of the selected country!

Country	Currency	Max SUM
Hungary	HUF	999 999
Czech Republic	CZK	50 000 cash/200 000 card
Croatia	EUR	2 500
Romania	RON	10 000
Slovenia	EUR	2 500
Slovakia	EUR	3 320 at home/1 000 at PUDO

Payment is possible by bank card and cash. If you choose the Credit card option, the recipient can only pay by credit card. If you choose the Cash/Credit card option, you can pay by card or cash. Above 300.000 HUF, you can only pay by credit card.



COD

COD split

First parcel

COD amount * HUF

COD reference *


Payment type

Credit card

Reinsurance:

The excess insurance amount can be distributed between related packages in two ways:

- Equally: the entered amount is automatically distributed between the packages.
- Individual: You decide which package and which amount.


 Higher insurance

Ins. split Even	Ins. amount * HUF
--------------------	----------------------

Please enter the amount of the insurance in HUF, the maximum amount of which can be HUF 4,550,000!

Predict:

On the day the package is picked up, the recipient will be notified by SMS about the pick-up of the package, the cash on delivery amount and the delivery the next day.

 Predict


Language * Hungarian

On the day the shipment is delivered, the recipient will be notified again via SMS about the 1-hour interval in which he can expect the arrival of the DPD courier.

You can choose whether the message is written in Hungarian or English.

Delivery note return:

The invoice or delivery note provided by you will be signed and stamped by the Consignee when the packages are delivered, and a copy of it will be sent in electronic form. The document return service can only be used by customers who have a separate contract for the service!

 Delivery note return

Document reference *

Parcel information:

Enter the number of packages in the shipment, the references, and the weight and size data.

If all packages in the shipment are of the same weight and size, simply check this option for automatic filling.

Parcel information   

Please mind the weight/size restriction: Max total weight (kg): 31.5 | Max girth + length (cm): 475

No. of parcels 1	<input type="checkbox"/> Same weight and dimension	Shipment ref.
---------------------	--	---------------

Parcel 1

Weight 0,00	KG		
L 000	W 000	H 000	CM
Parcel ref.			

Please note that entering these data is mandatory for some services!

Shipment creation:

Several options are available for creating the package / shipment:

Create a shipment as a draft:

The shipment will be saved as a draft and can be edited later. The data is not sent to DPD.

Create a shipment and print a label:

The shipment is saved with the status Printed. The data is forwarded to DPD and the label is generated.

Please select the paper size!

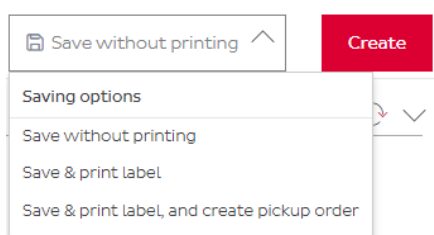
If automatic printing is turned on, the PDF will be sent directly to the configured printer.

Creating a shipment with a car order:

The shipment is saved with the status Car order. The data is forwarded to DPD, the label generation and the car order are created.

Enter the recording date and select the time interval, if possible!

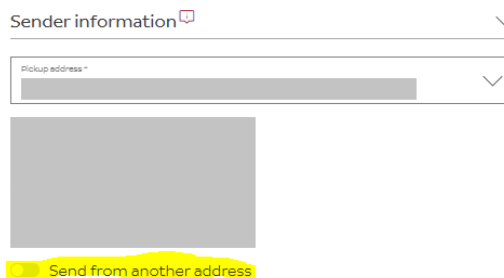
After selecting the save option, click Create! You can view the created shipment in the Shipment listing.



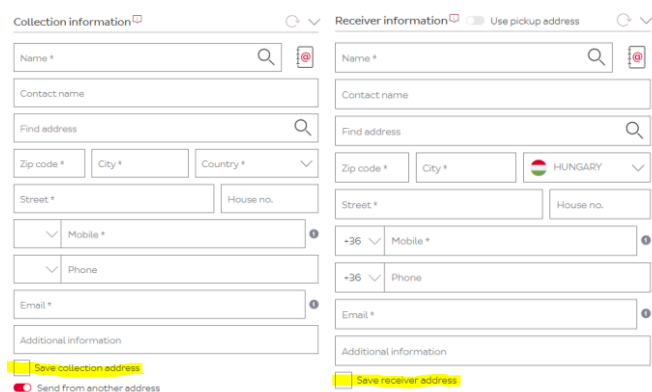
Return shipment creation:

To record a domestic or import order, drag the "Send from another address" button to the right.

On the pop-up screen, you can then select domestic or import manually or even from the saved addresses (only from the countries indicated in the GTC Austria, Belgium, Bulgaria, Czech Republic, Denmark, Estonia, Finland, France, Netherlands, Croatia, Ireland, Poland, Latvia, Lithuania, Luxembourg, Germany, Italy, Portugal, Romania, Spain, Switzerland*, Sweden, Slovakia, Slovenia) recording address, then the delivery destination, which can be your own or a third domestic address.



Select a previously saved address using the Address Book or, if you have not yet saved an address, fill in the fields and check the Save Recording Address / Save Recipient Address option. The save is valid in the given category, so it is included in your own recording or recipients in the Address Book.



If you want to raise more shipments, enter the number of packages in the Package information field or change the value using the +/- buttons.

Parcel information ⌵

Please mind the weight/size restriction: Max total weight (kg): 31.5 | Max girth + length (cm): 475

Shipment ref. Same weight and dimension

Parcel 1 ✕

weight: 0.00 KG

L: 000 W: 000 H: 000 CM

Parcel ref.

Parcel 2 ✕

weight: 0.00 KG

L: 000 W: 000 H: 000 CM

Parcel ref.

To be successful, if you have a reference number, please enter or fill in the parameters of the shipment(s).

Parcel information ⌵

Please mind the weight/size restriction: Max total weight (kg): 31.5 | Max girth + length (cm): 475

Same weight and dimension

Parcel 1 ✕

weight: 0.00 KG

L: 000 W: 000 H: 000 CM


Parcel ref.

Parcel 2 ✕

weight: 0.00 KG

L: 000 W: 000 H: 000 CM

Parcel ref.



Shipp

- + Create order
- ⇄ Import file
- ☰ Manage pattern
 - Create pattern
 - Pattern list
- 📦 Orders
 - Shipment list
 - Collection request list
- 👤 Pickup orders
 - Create pickup order
 - Pickup order list
- 📍 Address book
- 📍 Masked address

After entering the data, the order can be recorded by clicking the Create button.

If you want to view or retrieve the orders created so far, click on the Orders – Collection request list menu item.

Special mode

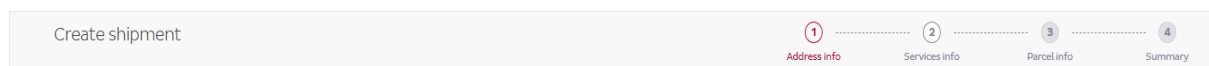
By default, the format of the Delivery order is a so-called simplified mode. In this mode, the sender information is automatically filled in with your data, so package delivery is also faster.

In special mode, the system guides you step by step through the package delivery process. We recommend this method if you are using the interface for the first time.

The package delivery consists of four parts:

1. Address information
2. Service information
3. Package Information
4. Summary

You can go back between individual parts with the Previous button and move on with the Next button.



Sender:

First, select the recording address from the drop-down list.

The use of return goods is necessary if you want to record delivery from another address, for example domestic return goods or an import order.

Use collection request

Sender information

Address

Return address *

Name *

Name 2 *

Address *

Enter the name, phone number and email address of the contact person. This is a person who can be reached on the sender's side in case of a problem.

Use the hidden address if you do not want your sender information to appear on the package label.

Contact

Contact name *

+36 Phone *

Email *

Use masked address

Consignee/Recipient:

Then fill in the information of the Recipient. You can enter all the data manually or choose from the recommendations of the Address Book. Click on the desired address and press the Use Address button to select the recipient.

Receiver information

Information

Name *

Name 2 *

Company name *

Company name 2 *

Address

Find address

Country: HUNGARY

Zip code *

City *

Street *

House no.

Flat no.

Contact

Contact name *

+36 Mobile *

Email *

Additional address info

Save receiver address

You can also search for an address by starting to type in the Search for an address field and choosing from Google recommendations.

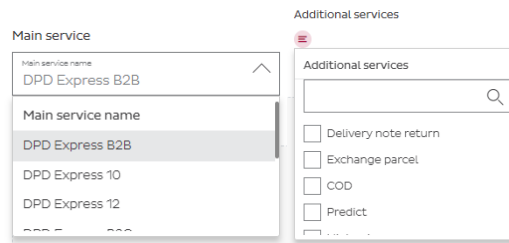
Enter the Recipient's contact information so that a person representing the recipient can be contacted in the event of a problem.

If you have selected an address that already exists in the Address Book but had to be changed, you can update the data by selecting Save

Receiver Address. With the same button, you can immediately save the newly entered address at the same time as the package is delivered.

Service:

First, choose a basic service from the list, then choose additional services that you want to use.



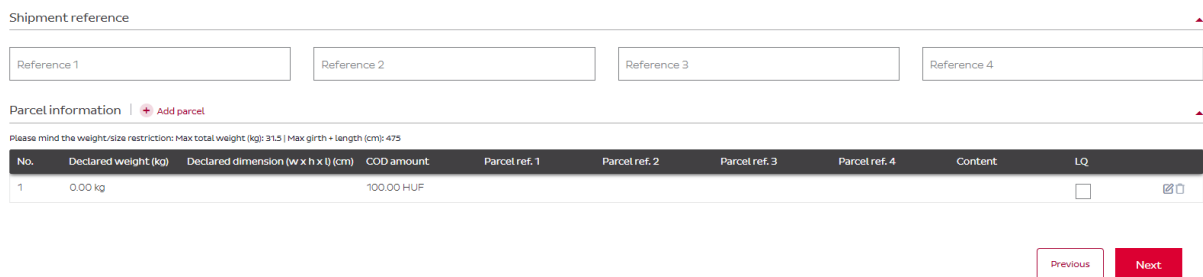
The screenshot shows two panels. The 'Main service' panel has a dropdown menu with 'DPD Express B2B' selected. Below it, a list shows 'DPD Express B2B', 'DPD Express 10', and 'DPD Express 12'. The 'Additional services' panel has a search bar and a list of checkboxes: 'Delivery note return', 'Exchange parcel', 'COD', and 'Predict'.

The list of services that appears is influenced by what services your contract covers and which countries you can use which services!

Depending on the selected additional services, additional empty fields pop up. You can read about their filling in detail in the description of the Simplified mode.

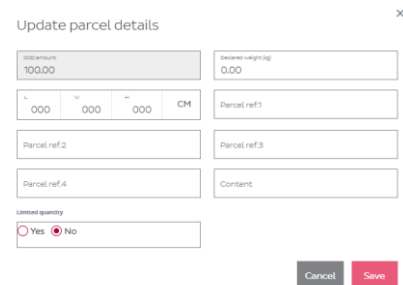
Package:

Enter the number of packages in the shipment, the references, and the weight and size data. Click on the pencil icon at the end of the line and enter the necessary data in the pop-up window.



The screenshot shows a 'Shipment reference' section with four input fields labeled 'Reference 1' through 'Reference 4'. Below it is a 'Parcel information' section with a table. The table has columns for 'No.', 'Declared weight (kg)', 'Declared dimension (w x h x l) (cm)', 'COD amount', 'Parcel ref. 1', 'Parcel ref. 2', 'Parcel ref. 3', 'Parcel ref. 4', 'Content', and 'LQ'. The first row contains the values: '1', '0,00 kg', '100,00 HUF', and empty cells for the rest. Below the table are 'Previous' and 'Next' buttons.

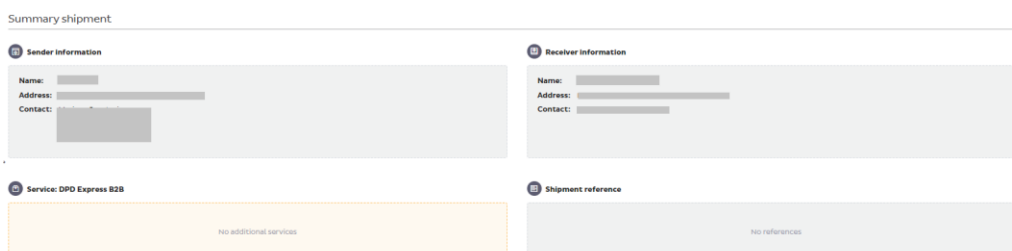
Please note that entering these data is mandatory for some services!



The 'Update parcel details' window contains several input fields: 'Maximum' (100,00), 'Declared weight (kg)' (0,00), 'L' (000), 'W' (000), 'H' (000), 'CM', 'Parcel.ref.1', 'Parcel.ref.2', 'Parcel.ref.3', 'Parcel.ref.4', and 'Content'. At the bottom, there is a 'Limited quantity' section with radio buttons for 'Yes' and 'No' (selected).

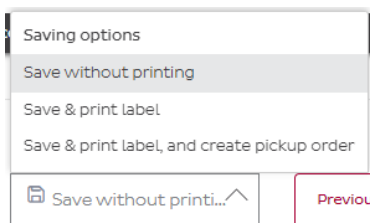
Summary:

In the fourth section, you can view and verify the entered information.



The 'Summary shipment' overview shows four sections: 'Sender information', 'Receiver information', 'Service: DPD Express B2B' (with a note 'No additional services'), and 'Shipment reference' (with a note 'No references').

Choose a save and create method that is the same as the options in the simplified mode.



Several options are available for creating the package / shipment:

Create a shipment as a draft:

The shipment will be saved as a draft and can be edited later. The data is not sent to DPD.

Create a shipment and print a label:

The shipment is saved with the status Printed. The data is forwarded to DPD and the label is generated.

Please select the paper size!

If automatic printing is turned on, the PDF will be sent directly to the configured printer.

Creating a shipment with a car order:

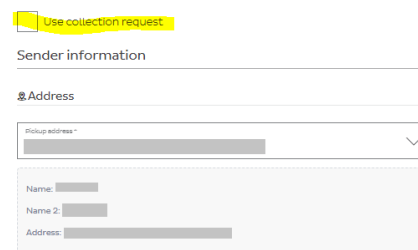
The shipment is saved with the status Car order. The data is forwarded to DPD, the label generation and the car order are created.

Enter the recording date and select the time interval, if possible!

After selecting the save option, click Confirm! You can view the created shipment in the Shipment listing.

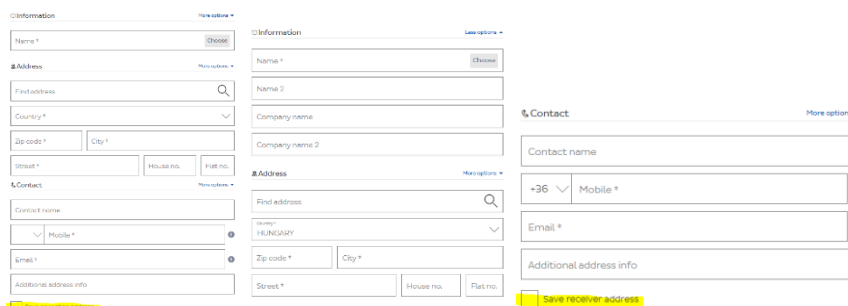
Return Service:

To record a domestic or import pick-up order, check the "Use return goods" button.



On the pop-up screen, you can then select domestic or import manually or even from the saved addresses (only from the countries indicated in the GTC Austria, Belgium, Bulgaria, Czech Republic, Denmark, Estonia, Finland, France, Netherlands, Croatia, Ireland, Poland, Latvia, Lithuania, Luxembourg, Germany, Italy, Portugal, Romania, Spain, Switzerland*, Sweden, Slovakia, Slovenia) recording address, then the delivery destination, which can be your own or a third domestic address. You can choose from saved addresses using the Select button.

If you have not yet saved an address, fill in the fields and check the Save recording address / Save recipient address option. The save is valid in the given category, so it is included in your own recording or recipients in the Address Book.



You can choose from saved addresses using the Select button.

You can continue by clicking the Next button.

If you want to raise more shipments, change the number of packages in the Package information field using the Add Package button.

By clicking on the pencil icon on the right side, the parameters of the package(s) can be entered individually in the pop-up window.

Shipment reference ▲

Reference 1 Reference 2 Reference 3 Reference 4

Parcel information ▲ + Add parcel

Please mind the weight/size restriction: Max total weight (kg): 31.5 | Max girth + length (cm): 475

No.	Declared weight (kg)	Declared dimension (w x h x l) (cm)	Parcel ref. 1	Parcel ref. 2	Parcel ref. 3	Parcel ref. 4	Content	LQ
1	0.00 kg							<input type="checkbox"/>

Previous
Next

Update parcel details ×

Declared weight (kg)

L: W: H: CM

Parcel.ref.1 Parcel.ref.2

Parcel.ref.3 Parcel.ref.4

Content

Limited quantity
 Yes No

Cancel
Save

If you have a reference number, please enter it in order to ensure a successful recording.

The date of the first recording attempt can be selected on the following interface. The next working day is possible at the earliest, if the recording takes place by 18:00.

Parcel information ▼

1 Total parcels Shows: 10 | 25 | 50 | 100

No.	Declared weight	Declared dimension (w x h x l)	Parcel ref. 1	Parcel ref. 2	Parcel ref. 3	Parcel ref. 4	Content	LQ
1	0.00 kg							✗

Barcode
Previous
Confirm

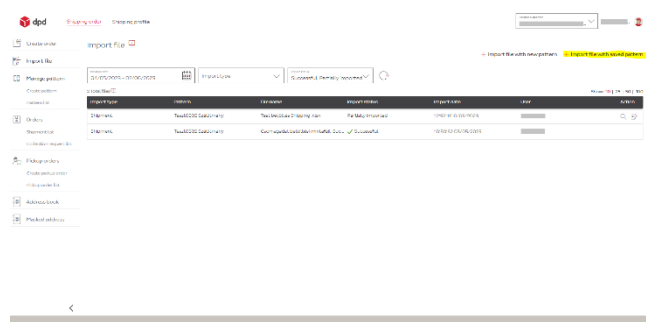
After entering the data, the order can be recorded by clicking the Confirm button.

If you want to view or retrieve the orders created so far, click on the Orders - List of return goods menu item.

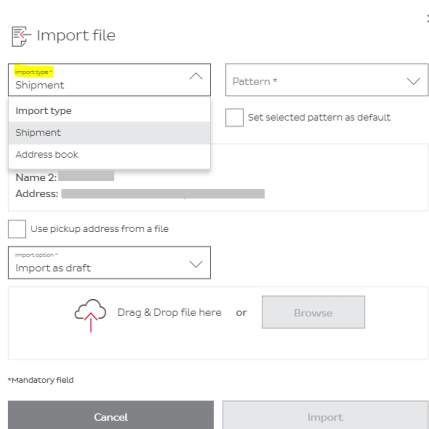
File upload

Before uploading a file, you should create the templates (see the description of the next menu item)

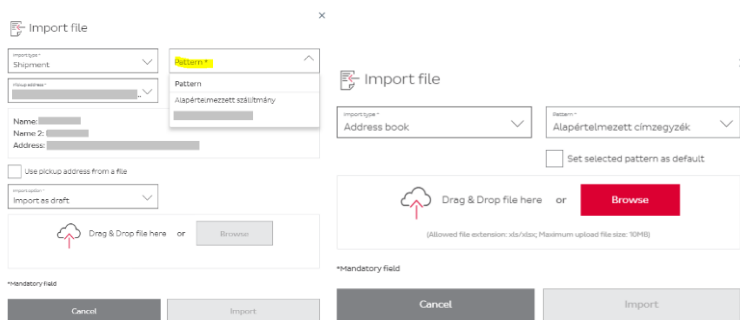
1. If we have created the templates, you can do so by clicking the "+File upload with saved template" button on the right.



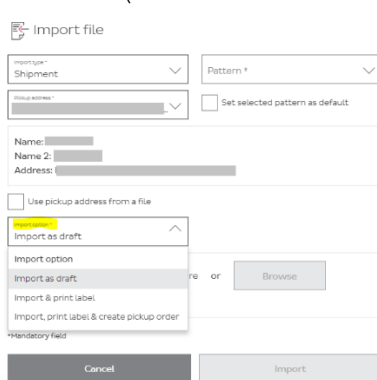
- Choose from the drop-down menu on the left whether you want to load a shipment or an address book.



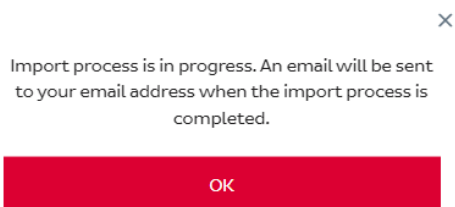
- Select the sample you want to use as a template from the drop-down menu on the right (since we only uploaded 1 piece per type, the Default shipment will be displayed for the shipment, and the Default address list will be displayed for the address book).



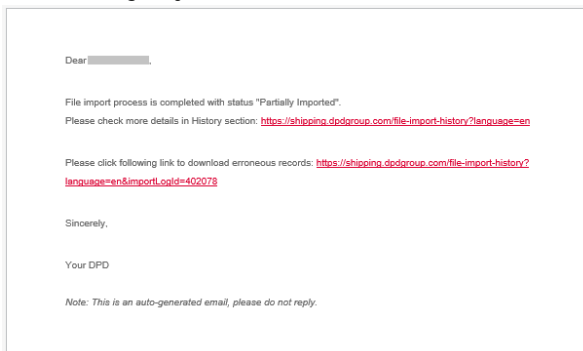
- Choose from the drop-down menu whether you want to save the data as a draft, print the labels, or order a car in addition to all this (save as a draft is recommended).



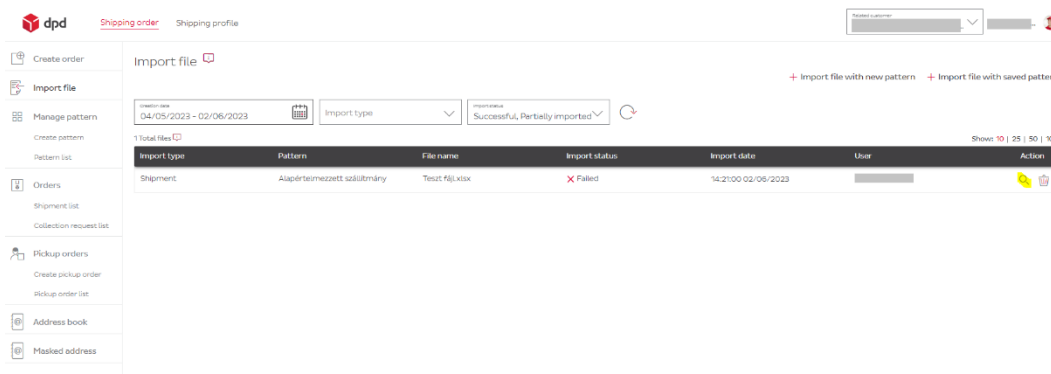
- The loading process is indicated by a pop-up window.



6. You will receive a system message by e-mail about the successful loading or partial loading.



7. In case of unsuccessful or partial loading, the problems can be seen in detail under the magnifying glass icon.



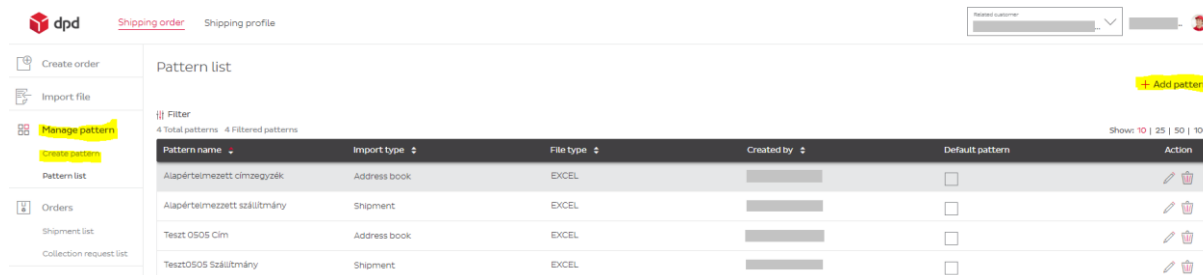
In the case of the files you want to upload, there are a few parameters that you should pay attention to in order for the upload to be successful:

- The Name fields accept only max 35 characters,
- The Country codes should be in alphabet-2 type,
- The telefon numbers should be entered together, without spaces and special characters.

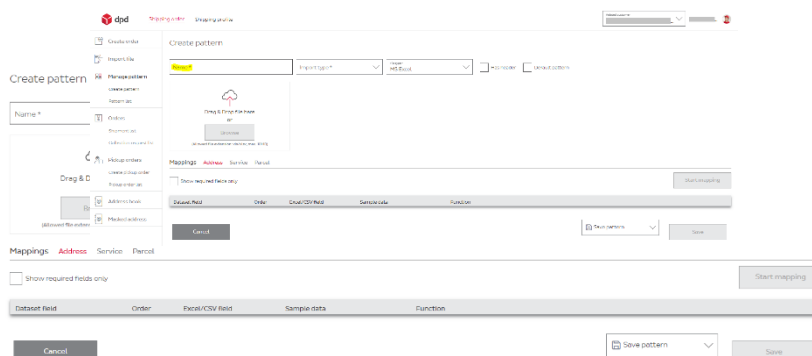
Creating samples

The file uploading template can be created in several ways. Either in the menu item designated for this, or by selecting File loading, the sample can be saved at the same time. If you want to use the "Create templates" menu item, it can be found in the upper right corner under the profile data, or in the menu bar on the left side.

Shipment

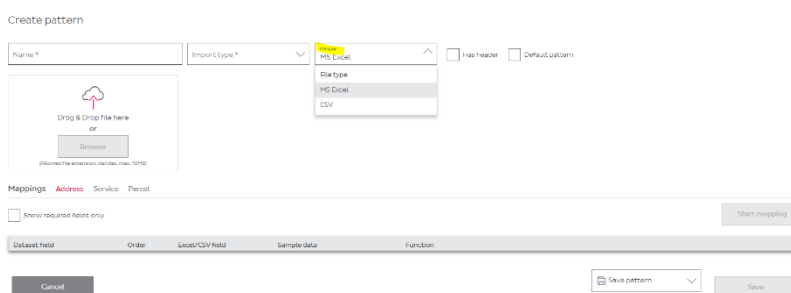


1. The scheme can be edited here for both shipment and address book loading, so choose the name you want to give the file accordingly and enter it in the Name field. (E.g. Default shipment, address book template)

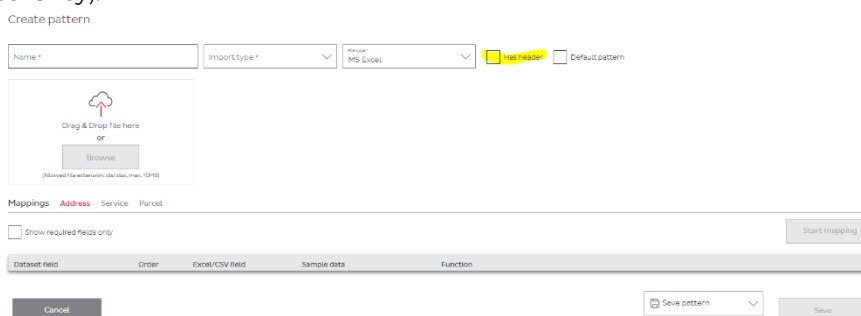


2. Select whether you want to create a shipment or an address book in the "Upload type" drop-down menu.

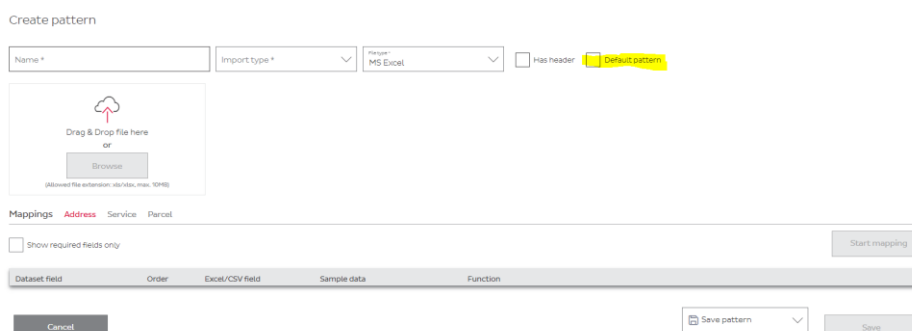
3. Choose from the "File type" drop-down menu whether you want to load in Excel or csv format. (Excel recommended)



4. Select whether the template you want to load contains this header (it is worth ticking for transparency).



5. Check whether you want to save it as a default pattern.




For the first time, it is worth creating a template that covers all services, in the future this will no longer be necessary, you can load any service without creating a new template.

6. Drag it under the cloud icon or use the "Search" button to select the Excel or csv file of the template you want to upload.

Create pattern

Name * Import type * File type * Has header Default pattern



Drag & Drop file here
or


Browse

(Allowed file extension: xls/xlsx, max. 10MB)

7. Once this has been done, click on the "Start scanning" button to start examining the data, which is used to ensure that the system places the appropriate values in the appropriate cells when the finished file is loaded.

Create pattern

Name * Import type * File type * Has header Default pattern

 Teszt fajl.xlsx (8.9 kB)

Mappings **Address** Service Parcel

Show required fields only

Start mapping

Dataset field	Order	Excel/CSV field	Sample data	Function
Receiver name*		<i>Click and drag field here</i>		Select... ▾
Receiver name 2		<i>Click and drag field here</i>		Select... ▾
Receiver company name		<i>Click and drag field here</i>		Select... ▾
Receiver company name 2		<i>Click and drag field here</i>		Select... ▾
Receiver country*		<i>Click and drag field here</i>		Select... ▾
Receiver zip code*		<i>Click and drag field here</i>		Select... ▾
Receiver city*		<i>Click and drag field here</i>		Select... ▾
Receiver street*		<i>Click and drag field here</i>		Select... ▾


8. Drag the data that pops up in the right bar into the appropriate cell.

dpd Shipping order Shipping profile

- Create order
- Import file
- Manage pattern
 - Create pattern
 - Pattern list
- Orders
 - Shipment list
 - Collection request list
- Pickup orders
 - Create pickup order
 - Pickup order list
- Address book
- Masked address

Create pattern

Name * Import type * File type * Has header Default pattern

 _customer_list.xlsx (12.3 kB)

Mappings **Address** Service Parcel

Show required fields only

Dataset field	Order	Excel/CSV field	Sample data	Function
Receiver name*		<i>Click and drag field here</i>		Select... ▾
Receiver name 2		<i>Click and drag field here</i>		Select... ▾
Receiver company name		<i>Click and drag field here</i>		Select... ▾
Receiver company name 2		<i>Click and drag field here</i>		Select... ▾
Receiver country*		<i>Click and drag field here</i>		Select... ▾
Receiver zip code*		<i>Click and drag field here</i>		Select... ▾
Receiver city*		<i>Click and drag field here</i>		Select... ▾
Receiver street*		<i>Click and drag field here</i>		Select... ▾

Excel/CSV fields

Search field...

Map one field to multiple dataset fields



Total (10) (Drag one of these items to mappings list)

- Receiver name Test
- Receiver company name
- Receiver country HU
- Receiver zip code
- Receiver city
- Receiver street
- Receiver house no
- Receiver mobile
- Receiver email
- Receiver phone

Make sure that the correct cell and value are paired, and that the mandatory data marked with an asterisk is filled in. If you've dragged a row into an incorrect cell while holding the cursor over it, a small "x" will appear next to the data, which simply moves it back to the right bar, leaving the incorrect cell blank.

Create pattern

Name * Import type * Shipment File type * MS Excel Has header Default pattern

 _customer_list.xlsx (12.3 KB) 

Mappings **Address** Service Parcel

Show required fields only

Dataset field	Order	Excel/CSV field	Sample data	Function
Receiver name*	5	Receiver city		---
Receiver name 2		<input type="text" value="Click and drag field here"/>		Select... <input type="button" value="v"/>
Receiver company name		<input type="text" value="Click and drag field here"/>		Select... <input type="button" value="v"/>
Receiver company name 2		<input type="text" value="Click and drag field here"/>		Select... <input type="button" value="v"/>

Search field...

Map one field to multiple dataset fields



Total (9) *(Drag one of these items to mappings list)*

1	Receiver name	Elek Teszt
2	Receiver company name	
3	Receiver country	HU
4	Receiver zip code	
6	Receiver street	
7	Receiver house no	
8	Receiver mobile	
9	Receiver email	
10	Receiver phone	

PL. Recipient's name * Elek Teszt jumped back into the data to be mapped.

Create pattern

Name * Import type * Shipment File type * MS Excel Has header Default pattern

 _customer_list.xlsx (12.3 KB) 

Mappings **Address** Service Parcel

Show required fields only

Dataset field	Order	Excel/CSV field	Sample data	Function
Receiver name*		<input type="text" value="Click and drag field here"/>		Select... <input type="button" value="v"/>
Receiver name 2		<input type="text" value="Click and drag field here"/>		Select... <input type="button" value="v"/>
Receiver company name		<input type="text" value="Click and drag field here"/>		Select... <input type="button" value="v"/>

Search field...

Map one field to multiple dataset fields

Total (10) *(Drag one of these items to mappings list)*

1	Receiver name	Elek Teszt
2	Receiver company name	
3	Receiver country	HU
4	Receiver zip code	
5	Receiver city	
6	Receiver street	
7	Receiver house no	
8	Receiver mobile	
9	Receiver email	
10	Receiver phone	

9. Then specifying the destination country, it is worth choosing an option in the drop-down menu that allows the entry of an alphanumeric country code.

Create pattern

Name * Importer: Shipment Range: MS Excel Has header Default pattern

customer_list.xlsx (2.3 KB)

Mappings Address Service Parcel

Show required fields only

Dataset field	Order	Excel/CSV field	Sample data	Function
Receiver name*	Click and drag field here			Select...
Receiver name 2	Click and drag field here			Replace
Receiver company name	Click and drag field here			Find country code alpha-2 from code alpha-3
Receiver company name 2	Click and drag field here			
Receiver country*	3	Receiver country	HU	Find country
Receiver zip code*	Click and drag field here			Select...

Search field...

Map one field to multiple dataset fields

Total (9) (Drag one of these items to mappings list)

1	Receiver name	Elek Teszt
2	Receiver company name	
4	Receiver zip code	
5	Receiver city	
6	Receiver street	
7	Receiver house no	
8	Receiver mobile	
9	Receiver email	
10	Receiver phone	

When mapping, note that you can select additional services from a separate drop-down menu. It is worth applying the full mapping here for the first time as well.

Mappings Address Service Parcel

Additional services: COD, Predict

Dataset field	Order	Excel/CSV field	Sample data	Function
Main service*	11	Column 11	Main service	Replace <input type="button" value="Replace value"/>
COD				
Cod split	Click and drag field here			Use default
Cod amount	12	Column 12	COD amount	---
Cod currency	13	Column 13	COD currency	Select...
Cod payment type	14	Column 14	COD payment type	Select...
Cod reference	Click and drag field here			Select...
Cod bank account...	Click and drag field here			Use default
Predict				
Predict sms mobile...	15	Column 15	Predict SMS mobile	---

10. After the data related to the address, it is also necessary to provide information about the service. Each service that you want to load in a file must be provided with the required substitute value here, otherwise the loading will fail. If you want to create the first, default template that covers all services, you need to carry it through with all services.

dpd Shipping order Shipping profile

Create order

Name * Importer: Shipment Range: MS Excel Has header Default pattern

customer_list.xlsx (2.7 KB)

Mappings Address Service Parcel

Additional services:

Dataset field	Order	Excel/CSV field	Sample data	Function
Main service*	11	Main service	COD, Predict	Replace <input type="button" value="Replace value"/>

Search field...

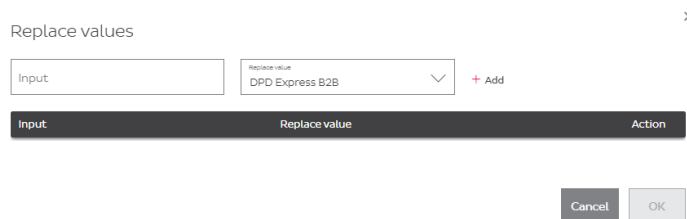
Map one field to multiple dataset fields

Total (4) (Drag one of these items to mappings list)

12	COD amount	12000
13	COD currency	HUF
14	COD payment type	Card
15	Predict SMS mobile	362041922000

In the cell on the left, you must enter the value as the name of the service appears in the file you want to load.

If e.g. If you have given the same name as it appears in the system, it must be replaced with the same name, but if, for example, you gave the DPD Express B2B (domestic business to business) service the name DPD1, then you must indicate this on the left.

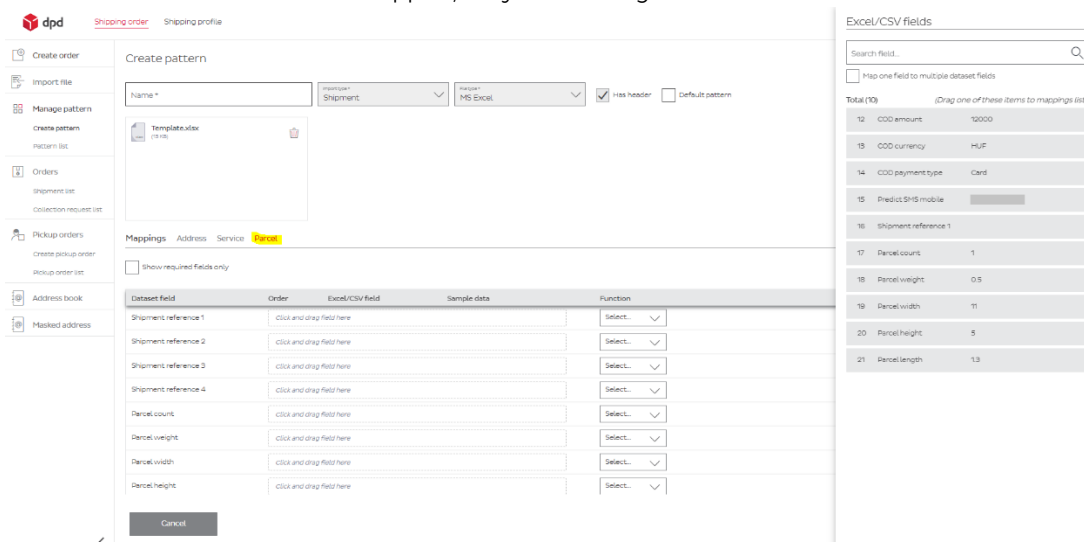


E.g. If the DPD Express B2B name is DPD1



Press the add button and repeat with all or the services you want to give up.

11. If the services have also been mapped, only the Package data remains.



Dataset field	Order	Excel/CSV field	Sample data	Function
Shipment reference 1		Click and drag field here		Select...
Shipment reference 2		Click and drag field here		Select...
Shipment reference 3		Click and drag field here		Select...
Shipment reference 4		Click and drag field here		Select...
Parcel count		Click and drag field here		Select...
Parcel weight		Click and drag field here		Select...
Parcel width		Click and drag field here		Select...
Parcel height		Click and drag field here		Select...

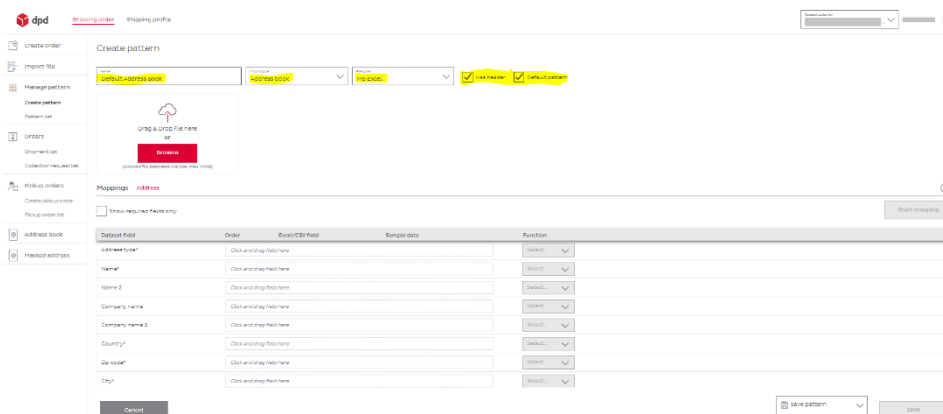
Total (10)	(Drag one of these items to mappings list)
12	COD amount 12000
13	COD currency HUF
14	COD payment type Card
15	Parcel SMS mobile
16	Shipment reference 1
17	Parcel count 1
18	Parcel weight 0.5
19	Parcel width 11
20	Parcel height 5
21	Parcel length 13

Address book

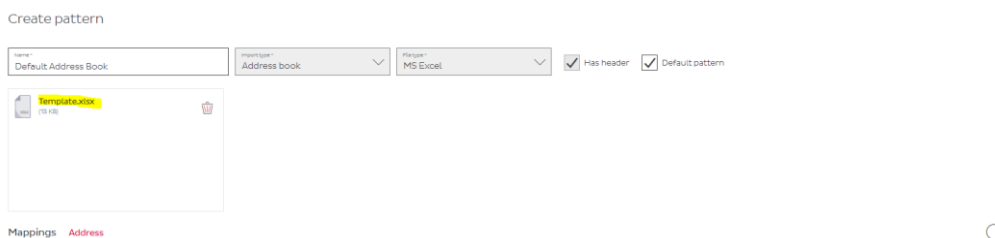
The procedure for entering the address book is similar to that for shipments.

1. Choose a name for the template (e.g. Default Address Book)
2. Select the Address Book type from the drop-down menu
3. Select the file type you want to load (Excel is recommended)
4. Choose whether to make the template the default.

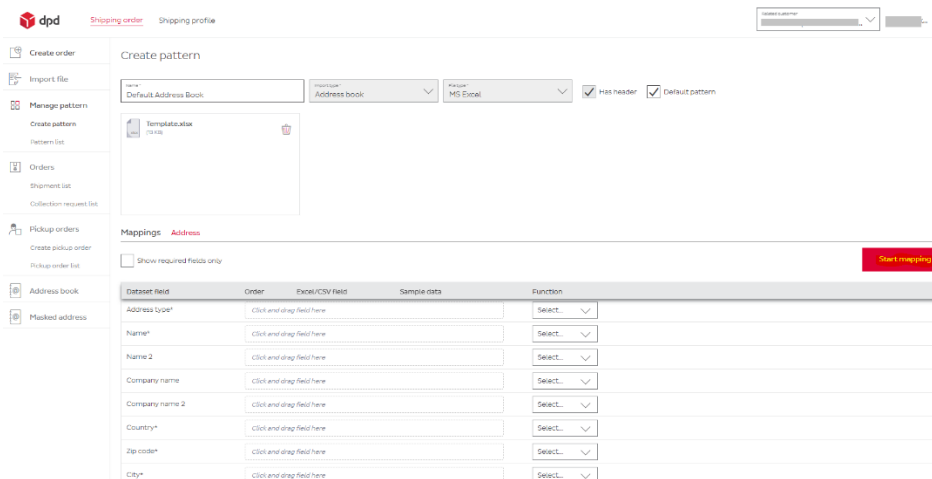
(Here, too, it is worth making a sample for the first time that you will always use)



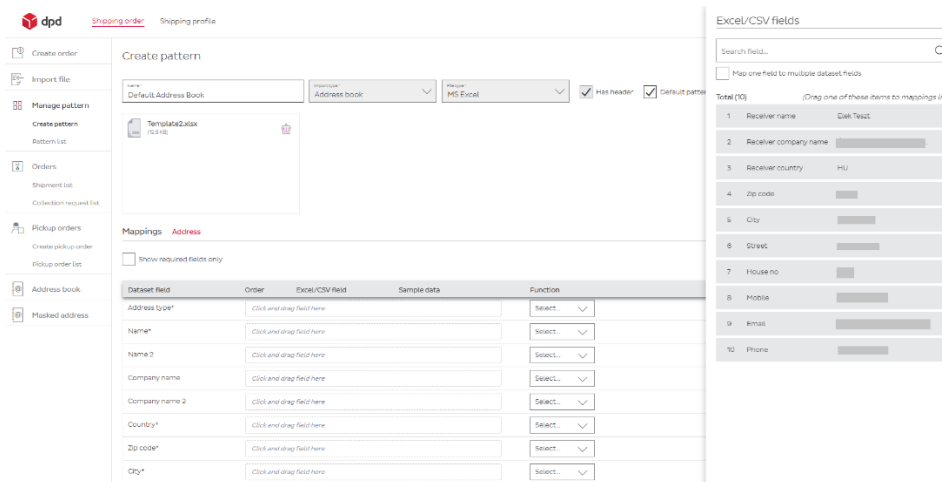
5. Browse to or drag and drop the saved Excel file.



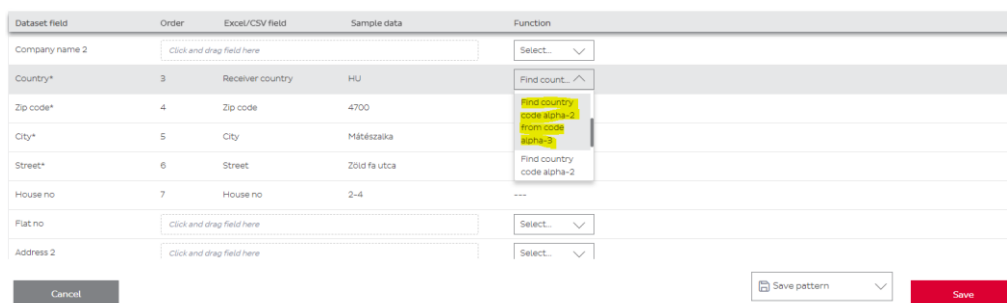
6. Start the mapping.



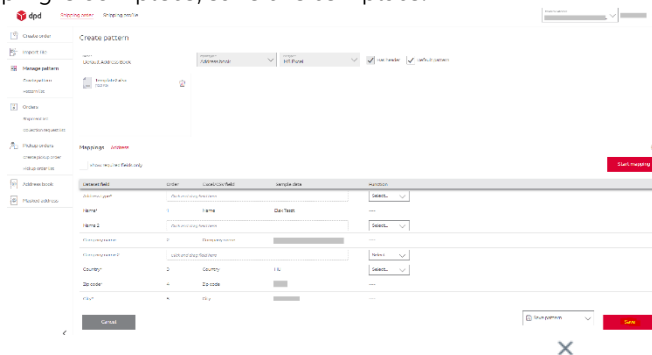
7. Indent all fields according to the data content.



In the case of the postal code, it is also worth choosing from the drop-down menu an option that is alphanumeric and accepts both letter and number characters.



8. When the mapping is complete, save the template.



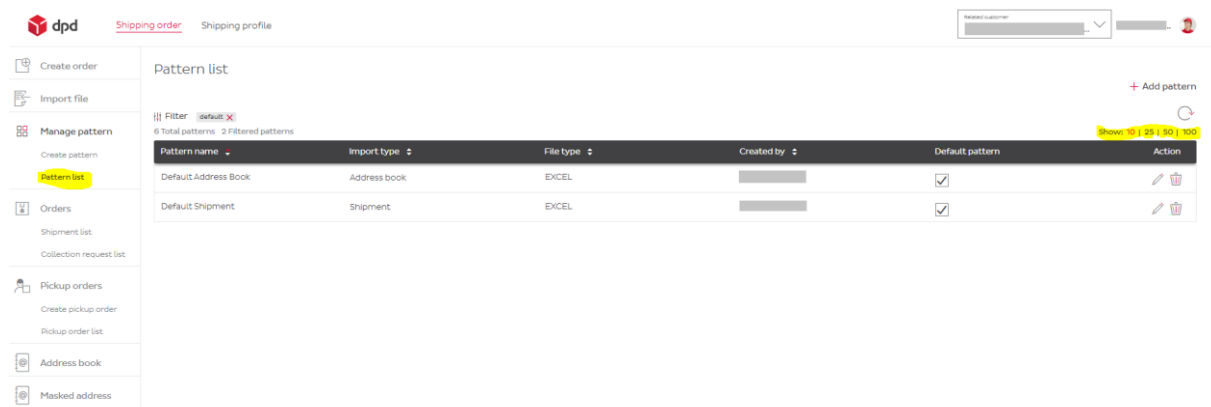
Pattern is created successfully.



The loading aids are contained in the following files.

List Samples

The uploaded samples can be found in the Pattern list menu item. If you have created more, it can be set to display 10-25-50-100 lines on one page. In our case, the two default templates are displayed.



List shipments

In this menu item, you will find all registered shipments. Depending on the settings, you can display 10, 25, 50 or 100 items on one page. **Show: 10 | 25 | 50 | 100**

By clicking on the document icon, you can export all the shipments in the list to a CSV or Excel file (depends on settings), regardless of filter conditions.



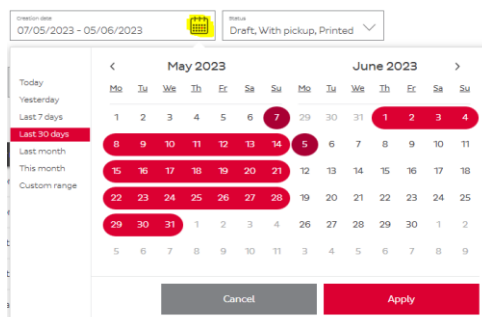
If you want to reduce the number of shipments in the list, you can do so in several ways:

1. For example, you can search by name or fragment in the General search field.
2. You can sort the results by Created Date or Best Result.
3. You can filter by time interval. Click on the calendar icon and select from the calendar the interval in which you want to view the created shipments.

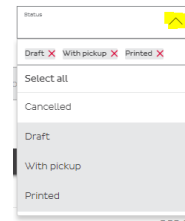
Sort by
Creation ...

Sort by
Creation date

Best match

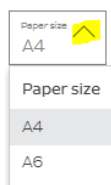


4. Narrow your results by status. Listed shipments can have four statuses:
- Deleted
 - Draft
 - By recording
 - Printed

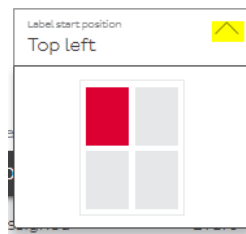


Select one or more items from the list and perform the following actions:

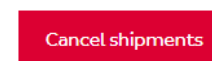
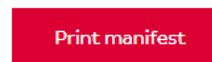
1. Enter the paper size.



2. Default print setting: you can specify where the label should be placed on the page.



3. Printing the label of the selected shipments, with the specified settings.
4. Print a list of selected items.
5. Create a car order for the selected shipments.
6. Deletion of selected shipments.



List of Return orders

You can search the list of return orders in the following ways:

- Country of admission
- Country of destination
- Name
- Recipient's name
- Status

Collection request list

Collection country Show all countries	Receiver country Show all countries	Collection name Show all collection names	Receiver name Show all receiver names	Status
--	--	--	--	--------

On the right side of the table, you can set how many rows are displayed in the list. You can export the listed items using the document icon.

Collection request list

Show all countries |
 Show all countries |
 Show all collection names |
 Show all receiver names |

4 Total collections 

Show: 10 | 25 | 50 | 100



Your request for exporting is progressed and the export file will be sent to your email account. Shipping orders will be fully exported in creation order, up to overall parcel count of 500.

OK

The result will be sent to the email address associated with the user account, in Excel file format.


Create Pickup order



There are several ways to place a car order. The easiest way is to select the shipments you want to send in the List Shipments menu item, then click the Create Car Order button.

Shipment list

General search Sort by: Creation ... Creation date: 07/05/2023 - 05/06/2023 Status: Draft, With pickup, Printed

A4 |
 Top left |
 |
 |
 |

13 Total shipments  Show: 10 | 25 | 50 | 100

MPSID	Shipment status	Receiver name	Parcel count	COD amount	Service name	Parcel ref. 1	Time of creation	Action
<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>								

On the next screen, you can use the calendar to change the recording day. By default, you can order recording for the next working day at the earliest.

- Create order
- Import file
- Manage pattern
 - Create pattern
 - Pattern list
- Orders
 - Shipment list
 - Collection request list
 - Pickup orders**
 - Create pickup order
 - Pickup order list
 - Address book
 - Masked address

Create pickup order

Sender information

Address

Name :

Name 2 :

Address:


Contact

Contact name:

+36 phone:

Email:

Details

Pickup date: 06/06/2023 

Pickup time: 09:00 - 11:00

Parcel count: 2

Total parcel weight (kg): 0.00

Additional info:

Parcel information

2 Total parcels Show: 10 | 25 | 50 | 100

No.	Parcel no.	Parcel weight (kg)	Receiver name
1	16380000160297	0.00	Testz Péter
2	16380000160298	0.00	Testz Péter

Under it, you can select a time interval for the given day, which can be a minimum of 2 but a maximum of 4 hours.

Pickup time*
09:00 - 11:00

Pickup time

From 09 : 00

To 11 : 00


The checked package numbers with the weight of the items and the names of the recipients appear in the bottom lines. You can finalize the car order by clicking the Create button.

Parcel information ^

2 Total parcels Show: 10 | 25 | 50 | 100

No.	Parcel no.	Parcel weight (kg)	Receiver name
1	16380000160297	0.00	Testz Péter
2	16380000160298	0.00	Testz Péter

Cancel
Create


 Pickup order is created successfully.
OK








Another way to order a car is to create it in the dedicated menu.








The package data is not displayed here, but the quantity and total weight of the shipments must be entered manually.


List Pickup orders

Both types of car orders can be seen in the List of pickup orders menu item.

You can use the calendar in the upper left corner to filter by creation date, next to it by recording title.

-  Create order
-  Import file
-  Manage pattern
 - Create pattern
 - Pattern list
-  Orders
 - Shipment list
 - Collection request list
-  Pickup orders
 - Create pickup order
 - Pickup order list
-  Address book
-  Masked address

-  Create order
-  Import file
-  Manage pattern
 - Create pattern
 - Pattern list
-  Orders
 - Shipment list
 - Collection request list
-  Pickup orders
 - Create pickup order
 - Pickup order list
-  Address book
-  Masked address

Pickup date 

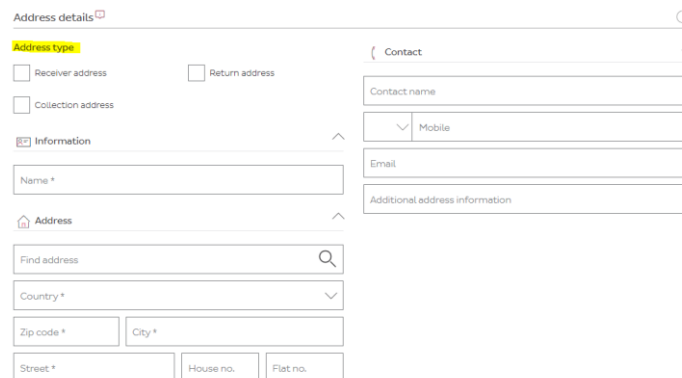
	May 2023							June 2023							
	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
Today							7	29	30	31	1	2	3	4	
Yesterday															
Last 7 days	1	2	3	4	5	6	7	29	30	31	1	2	3	4	
Last 30 days	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
Last month	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
This month	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
Custom range	29	30	31	1	2	3	4	26	27	28	29	30	1	2	
	5	6	7	8	9	10	11	3	4	5	6	7	8	9	

ADDRESS BOOK

You can manage addresses created manually or loaded using a file in the Address Book.

Create a new address

To create a new address, select the type of address you want to create in the Address Details section.



- Receiver address type: use it to add a new recipient. Based on the name entered here, you can easily find the recipient in the Address Book when creating a package.
- Collection address type: use for packet recording addresses.
- Return address type: use for return addresses.

Then fill in the blanks with the appropriate information.

Click the arrows on the right to open new fields to enter the exact address.



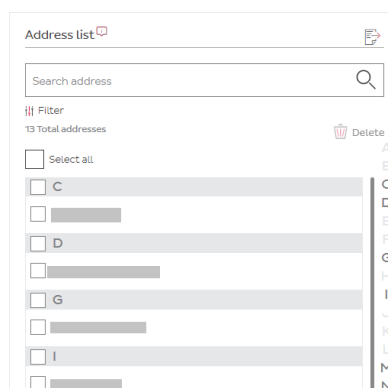
You can also search for an address by starting to type in the Search for an address field and choosing from Google's recommendations, or you can enter the information manually.



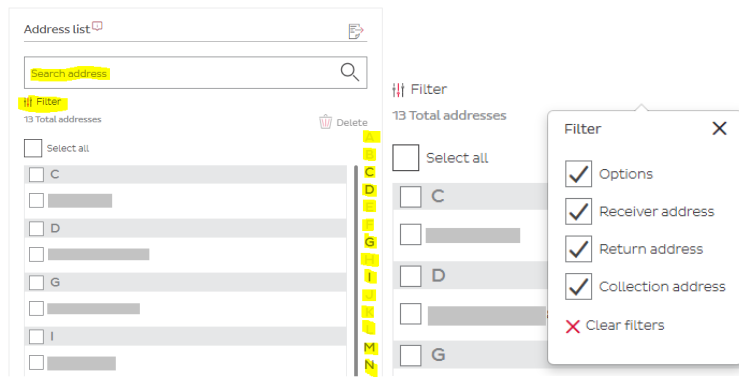
After filling in the fields, click the Add button at the bottom of the page to save the address.

Search, modify and delete in the Address Book

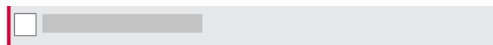
In the Address Book, you will find the addresses arranged in ABC order according to the Name given to the addresses.



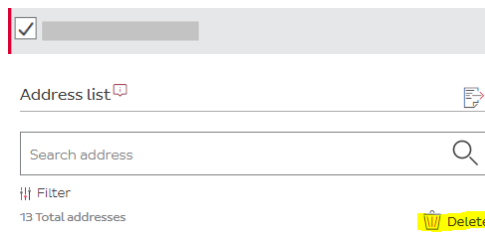
To search, click on the corresponding letter of the ABC, enter a fragment of the address in the Search Address field or use the filters to search by type.



Select an address by clicking on the name and edit the address details on the right side. Save the changes with the Add button.



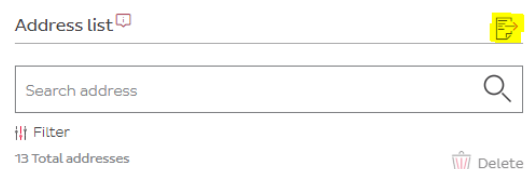
To delete, check the addresses you want to delete and click on the trash can icon.



Export address book

You can freely export the addresses in the Address Book to a CSV or Excel file at any time (depending on settings).

Click on the document icon on the right and export the addresses stored in the system.



Masked address

The Masked address means a "disguised" sender. It is possible that other information than your own appears on the label as a sender.

Create a new masked address

A masked address can only be created manually in the system. To create a new address, in the Address Details section, fill in the blanks with the appropriate information.

You can also search for an address by starting to type in the Search for an address field and choosing from Google's recommendations, or you can enter the information manually.

After filling in the fields, click the Add button at the bottom of the page to save the address.




Search, modify and delete Masked addresses

In the list, you will find the addresses arranged in ABC order according to the Name entered for the addresses.

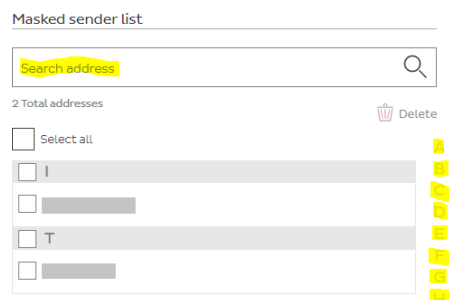
To search, click on the corresponding letter of ABC or enter a fragment of the address in the Search Address field.

Select an address by clicking on the name and edit the address details on the right side. Save the changes with the Save button.



A screenshot showing two rows of masked addresses. Each row has a checkbox on the left. The first row has an unchecked checkbox, and the second row has a checked checkbox.

To delete, check the addresses you want to delete and click on the trash can icon.



A screenshot of the 'Masked sender list' interface. It features a search bar with the placeholder text 'Search address' and a magnifying glass icon. Below the search bar, it indicates '2 Total addresses' and a 'Delete' button with a trash can icon. A list of addresses is shown, with the first one starting with 'I' and the second with 'T'. Each address has a checkbox on the left and a vertical stack of yellow buttons on the right.



A screenshot of the 'Masked sender list' interface, similar to the previous one. The 'Delete' button is highlighted in yellow.