



DPD Shipping User Manual

📬 dpd

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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.

Change your password

Switch language

English

Hungarian

Change password

Logout

Current paseword	
New password	
Confirm new password	
Cancel	Change password
Term of use Privacy policy	

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.

Printer settings
Direct printing

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:

Shipp	bing order Shipping profile		. 2
Create order	Create shipping order 📮		Save without printing
F Import file	Sender information	Service information	Saving options
Create pattern	Picky address."	Parcel information 🗆	Save without printing Save & print label
Pattern list			Save & print label, and create pickup order



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.

Error handing option Import correct records and export erroneous records	^
Error handling option	
Import correct records and export erroneous records	
Reject whole file which has error	
hard View has he	

Shipment Creation Mode

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

🗄 Shiping order creation mode

Desktop app - direct printing and automatic import

Export format settings

Use full mode for shipping order creation

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.

Download app

Both models are free to use and optional.

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

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

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.

Default format for exporting EXCEL	^
Default format for exporting	
CSV	
EXCEL	

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!





SHIPPING ORDER

Shipment creation

Simple 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.

Please note that fields marked with an asterisk are mandatory!

Sender:

First, select the Pick-Up address from the drop-down list. The system automatically fills in the data with the Pick-up address set as default.

Sender information 😳	\sim
Pickup address *	~
Send from another address	

Receiver:

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 😳	0 v			
Name *	Q <mark>e</mark>	Receiver list		
Contact name		Search receiver address		
ind address	Q	12 Total receivers Name	Address	Show: 10 25
Zip code * City *	🔷 HUNGARY 🗸 🗸			
Street *	House no.			_
+36 V Mobile				-
-36 V Phone				_
mail *		_		_
Additional information				< 1
Save receiver address				Use addres

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

Receiver information 😳		$\bigcirc \lor$
Name *	Q	
Contact name		
Find address		Q
Zip code * City *	HUNGARY	\sim
Street *	House no.	
+36 🗸 Mobile		
+36 V Phone		
Email *		
Additional information		
Save receiver address		

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 Recipient Address.



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

Receiver information 😳	C• ~
Name *	0
Contact name	
Find address	Q
Zip code * City *	🛑 HUNGARY 🗸 🗸
Street *	House no.
+36 🗸 Mobile	
+36 V 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 😳	Additional services				
Main service	Additional services				
Main service name DPD Express B2B	Additional services				
Main service name					
DPD Express B2B	_ Delivery note return				
DPD Express 10					
DPD Express 12	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.

		10	۱,		\sim	
t	-			-	U	υ

First parcel	COD ar	HUFV	
COD reference *		Payment type Credit o	~ /



HUEN

Reinsurance:

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

Ins. amount *

Ins. split

Even

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

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.

(L) Predict	
Language *	
Hungarian	\sim

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 info	mation 💷				C
Please mind the	weight/size rest	riction: Max tota	al weight (kg):	31.5 Max girth + length (cm): 475	
No. of percels		+ -	Shipment	ref. Same weight and dimension	
Parcel 1					
weight 0.00			KG		
L 000	w 000	н 000	СМ		
Parcel re	ef.				

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.

Save without printing	Create
Saving options	2
Save without printing	
Save & print label	
Save & print label, and create pickup o	order

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.

Sender information 🖓	\sim
Ficiup address *	\sim
Send from another 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.

Collection information 😳	$\odot \sim$	Receiver information 😳 💿 Use pickup address	$\odot \sim$
Name * Q	0	Name * Q	1
Contact name		Contact name	
Find address	Q	Find address	Q
Zip code * City * Country *	\sim	Zip code * City *	\sim
Street* House no.		Street * House no.	
V Mobile *	0	+36 🗸 Mobile *	0
Phone Phone		+36 V Phone	
Email *	0	Email *	0
Additional information		Additional information	
Save collection address		Save receiver address	



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

	mation 😳		l weight (kg): 31.5	the old have been a locate	foods 478			
of peroria	wegno side resi	+	Shipment ref.		10.000.475			Same weight and dimension
Parcel 1			×	Parcel 2				×
weight 0.00			KG	unight 0.00			KG]
000	000	н 000	CM	000	000	н 000	СМ]
Parcel re	f.			Parcel re	f.			

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

rcel informati	on								C.
ase mind the weight	/size restri	ction: Max total	l weight (kg): 31.5	Max girth + length	(cm): 475				
s. of percela		+	Shipment ref.					Same weight and dimension	
Parcel 1			×	Parcel 2				×	
0.00			KG	valgis 0.00			KG]	
L W	000	- 000	СМ	ь 000	000	н 000	СМ		
Parcel ref.				Parcel ref					

	🔰 dpd 🛛 Shipp	A
		lf
Ē	Create order	С
K	Import file	
	Manage pattern	
	Create pattern	
	Pattern list	
•	Orders	
	Shipment list	
	Collection request list	
2	Pickup orders	
	Create pickup order	
	Pickup order list	
10	Address book	
10	Masked address	

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

² 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	
Fickup address *	~
Name:	
Name 2:	
Address:	

Enter	the	name,	phone	number	and	email	address	of	the	
conta	ct pe	erson. T	his is a	person	who	can be	reached	on	the	
sende	r's sid	de in cas	se of a p	roblem.						

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

Consignee/Recipient:

the recipient.

Contact	
Contact name *	
+36 🗸	Phone *
Email"	
Use m	asked address

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

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



Find address			Q
owny" HUNGARY			\sim
Zip code *	City *		
Street *		House no.	Flat no.

Contact	More options
Contact name	
+36 🗸 Mobile	
Email *	
Additional address info	



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.

		Additional services	
Main service		=	
Main service name DPD Express B2B	^	Additional services	
Main service name			<u>.</u>
DPD Express B2B		Delivery note return Exchange parcel	
DPD Express 10			
DPD Express 12		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.

Shipment refe	erence								
Reference 1		Reference 2		Reference 3			Reference 4		
Parcelinforma	ation 丨 🛨 Add parcel								-
Please mind the wei	ght/size restriction: Max total weight (kg): 31.5 Ma	ix girth + length (cm): 475							
No. Decla	ared 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	LQ	
1 0.00	kg	100.00 HUF							ØŌ
								Previous	Next
Dlaaca	note that enter	ing those data	ic manda	tory for	como	Update parcel	details		×
	note that enter	ng these data	is manua		some	000 amouns 100.00		Declared weight (ig) 0.00	
services	5!					L W 000 000	" 000 СМ	Parcel ref.1	
						Parcel ref.2		Parcel ref.3	
						Parcel ref.4		Content	
						Limited quantity			
						🔾 Yes 💿 No			
Summa	ry:								Cancel Save
In the fo	ourth section, you	can view and v	erify the er	ntered in [.]	formatio	n.			
	Summary shipment								•
	Sender Information			Receiver information	n				
	Name:			Name:	_				

Service: DPD Express B2B	Shipment reference	
No additional sarvices	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,

Use collection request	
Sender information	
& Address	
Fickup eddress *	\sim
Name:	
Name 2:	
Address:	

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.

Cinformation	Hore optional w				
Name *	Choose	© Information	Lass options +		
2.Address	Mana options +	Name *	Charlese		
Find address	Q	Name 2			
Country *	\sim	Company name		& Contact	More options
Zip code * City *		Company name 2		Contact name	
Streat * House no. &Contect	Hat no.	#Address	More options *	+36 V Mobile *	
Contact nome		Find address	Q	TSO V PODILE -	
V Mobile*	0	Govery* HUNGARY	~	Email *	
Ernel I	0	Zip code * City *		Additional address info	
Additional address info		Street *	House no. Flat no.		
				Save receiver address	



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.

Shipme	hipment reference										
Referer	ice 1		Reference 2		Reference 3		Reference 4				
Parcel in	nformation										
	the weight/size restriction: Max tota	l weight (kg): 31.5 Max c	irth + length (cm): 475								
No.	-		w x h x l) (cm) Parcel ref. 1	Parcel ref. 2	Parcel ref. 3	Parcel ref. 4	Content	LQ			
1	0.00 kg								<mark>Ø</mark> û		
								Previous	Next		
			Update parce	el details		×					
			Declared weight (kg)		L W 000	000 CM					
			Parcel ref.1		Parcel ref.2						
			Parcel ref.3		Parcel ref.4						
			Content		Umited quantity						
					Can	cet 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.

Parceli	Parcelinformation										
Total parcels S											
	Declared weight	Declared dimension (w x h x l)	Parcel ref. 1	Parcel ref. 2	Parcel ref. 3	Parcel ref. 4	Content				
1	0.00 kg							×			
						0	05/06/2(ous 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)

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

😚 dpd 🛛 😣	ying under Shine no profile					100110010	.~ 2
Contervier	Import file 💷						
🚰 Import file					+ Impa	t flexith reception -1	oport file with swed pictern
CO Mercyc prillion	05/05/2023 - 02/05/2023	Importage	V Successful Per	eymented~			
Croste politions	s rotal files						Prose 10 25 50 100
Patiend at	import type	(SERVIN)	Denome	import status	in part data	1897	A/800
1 Orders	Cristman.	Texablood Californiany	Text Decidials Chapting Inter-	the bally important	12421010101010208		9.92
Suprovision	Crigonius C	TeachECOD Scalaring	Competitivities mitute	Sue. V Successful	12/12/12 05/05/02/11		
coluction request list							
An Pologrades							
Crostcarchus order							
Philospherike Ref.							
Addressbook							
B Markot address							
<							
😚 dipek yana di anana kana kana							market Arbert



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

Shipment	~	Patter	rn *	\sim
Import type		Set	t selected pattern as de	fault
Shipment				
Address book				
Name 2: Address:		_		
Use pickup addre	ss from a file			
mport option * Import as draft	\sim			
	Drag & Drop file her	e or	Browse	
1				

3. 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).

F Import file	
Shipment	rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr
Pattern Alapérteimezzett szálútmány	
Name:	Address book
Address: Use pickup address from a file	Set selected pattern as default
Importas draft V	Drag & Drop file here or Browse
Crop & Drop file here or Browne	(Allowed file extension: xfs/xfsc; Maximum upload file size: 10MB)
	*Mandatory field
Cancel Import	Cancel Import

4. 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).



5. 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.

	🔰 dpd 🛛 Shipi	ping order Shipping profile					falatel eutomer	.~
•	Create order	Import file 🔍						
3	Import file					+ Imp	ort file with new pattern + Impo	rt file with saved patter
88	Manage pattern	0wellor.dex 04/05/2023 - 02/06/2023	Import type	Successful	II, Partially imported			
	Create pattern	1 Total files 😳						Show: 10 25 50 10
	Pattern list	Import type	Pattern	File name	Import status	Import date	User	Action
U ð	Orders	Shipment	Alapérteimezzett szállítmány	Teszt fájLxisx	× Falled	14:21:00 02/06/2023		<mark>0,</mark> 🖞
	Shipment list							
	Collection request list							
8	Pickup orders							
	Create pickup order							
	Pickup order list							
0	Address book							
0	Masked address							

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.

<u>Shipment</u>

👔 dpd 🛛 Shi	pping order Shipping profile				Related sustomer						
Create order	Pattern list										
F Import file		- <mark></mark>									
BB Manage pattern	4 Total patterns 4 Filtered patterns					Show: 10 25 50 100					
Create pattern	Pattern name 🌻	Import type 💠	File type 💠	Created by 🖨	Default pattern	Action					
Pattern list	Alapértelmezett címzegyzék	Address book	EXCEL			1 🗊					
U. Orders	Alapértelmezzett szállítmány	Shipment	EXCEL			1					
Shipment list	Teszt 0505 Cím	Address book	EXCEL			1					
Collection request list	Teszt0505 Szállítmány	Shipment	EXCEL			1					



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)

	🜍 dpd 🛛 🕬	Ring offer Despire and w					2
	Create order	Create pattern					
Create pattern	Impetitiv Managepatter averagemen Assertial Onlos Standards Onlos	Drog 5 Drog 1/4 hours	Inportupe*	V MSEnt V	-sonecær 📄 Desautocitern		
C Drag & D Br	Pidoup order Create pidoup order Prove order on Image: State order Image: State order Image: State order Image: State order	Mappings Avenue Service Parcel Tool required trice only Decard.field Drive Conternational Conternationacional Conternationacional Conternationacional Conter	Crosh/C2/ Mid	Serrore cela Punction		Shar Can upping	
(Allowed The extern		Const			I	🛐 Stur peterna 🧹 Socia	
Show required fields							Start mapping
Dataset field	Order	Excel/CSV field	Sample data	Function			
Cancel						🖹 Save pattern 🗸 🗸	Save

- 2. Select whether you want to create a shipment or an address book in the "Upload type" dropdown menu.
- 3. Choose from the "File type" drop-down menu whether you want to load in Excel or csv format. (Excel recommended)

iame *	Import type *	\sim	MS Excel	A Has header	Default pattern		
			File type				
			MS Excel				
-1-			CSV				
Drag & Drop file here or							
Rrowne							
and the second sec							
(Allowed Halestenson, Marklan, mar, 1919)							
ppings Address Service Parcel							Start mappin
Vitanee' file extension starsteen men. 129(2) ppings Address Sorvice Parcel Show required fields only starset field Order	Excel/CSV field	Sampte dat	Le Fur	ction			Start mappin
opings Address Service Percel Snow required fields only	Decel/CSV field	Sample dat	La Fur	stion			Start mappir

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.

Create pattern

Create pattern										
Name *		Import type *	\sim	MS Excel	\sim	Has header	Default pattern			
Drag & Drap file hen or (Allower file etension: do Allo, rea Mappings Address Service										
Show required fields only										Start mapping
Dataset field	Order	Excel/CSV field	Sample data		Function					
Cancel								🛱 Save pattern	~	Save



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.

 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 *	Shipment	MS Excel	Has header Default pattern
<mark>4</mark> 2-			
Drag & Drop file here or			
Browse (Allowed file extension: xfs/xfsr, 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.

Shipment	MS Excel	Has header Default pattern								
Ŵ										
Mappings Address Service Parcel										
		Start	mapping							
Order Excel/CSV field	Sample data	Function								
Click and drag field here		Select V								
Click and drag field here		Select.	I							
Click and drag field here Click and drag field here										
		Select.								
Click and drag field here		Select V								
Click and drag field here Click and drag field here		Select.								
Click and drag field here		Select Select Select								
	Parcel Order Excel/CSV/field	Parcel Order Excel/CSV/field Sample data	Shipment MS Excel Default pattern							

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

tippir	ng order Shipping profile					Excel/CSV fields	>	
Create order	Create pattern					Search field	Q	
Import file		Importupe *	Flatype *			Map one field to multiple dataset fields		
Manage pattern	Name *	Shipment	✓ MS Excel	V Has header	Default patter	100at (10) (D)	ag one of these items to mappings list)	
Create pattern Pattern list	customer_listx	dsx 🔟				Receiver company r		
U Orders						3 Receiver country	HU	
Shipment list Collection request list						4 Receiver zip code		
Pickup orders	Mappings Address Service	Parcel				5 Receiver city		
Create pickup order	Show required fields only					6 Receiver street		
Pickup order list					_	7 Receiver house no		
0	Dataset field Receiver name*	Order Excel/CSV field	Sample data	Function		8 Receiver mobile		
Masked address	Receiver name 2	Click and drag field here		Select V		9 Receiver email		
	Receiver company name	Click and drag field here		Select V		10 Receiver phone		
	Receiver company name 2	Click and drag field here		Select 🗸				
	Receiver country*	Click and drag field here		Select 🗸				
	Receiver zip code*	Click and drag field here		Select 🗸				
	Receiver city*	Click and drag field here		Select. V				
	Receiver street*	Click and drag field here		Select 🗸				



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								Searc	h field	Q
-								M	ap one field to multiple da	taset fields
Name *		Shipment	\sim	MS Excel	\sim	🗸 Has header	Default patter	Total (9) (Drag	one of these items to mappings list)
_customer_list.x	lsx							1	Receiver name	Elek Teszt
(12.3 KB)	ilsx							2	Receiver company nam	e
								з	Receiver country	HU
								4	Receiver zip code	
Mappings Address Service	Parcel							6	Receiver street	
							_	7	Receiver house no	-
Show required fields only								8	Receiver mobile	
Dataset field	Order E	xcel/CSV field	Sample data		Function			9	Receiver email	_
Receiver name*	5 R	leceiver city		<u>e</u>						
Receiver name 2	Click and drag f	ield here			Select	\sim		10	Receiver phone	
Receiver company name	Click and drag f	ield here			Select	\sim				
Receiver company name 2	Click and drag f	ield here			Select	\sim				

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

Create pattern								Searc	h field	Q
								M	ap one field to multiple data	set fields
Name *		Shipment	\sim	MS Excel	\sim	✓ Has header	Default patter	Total (1	0) (Drag or	e of these items to mappings list)
customer_list	.xlsx							1	Receiver name	Elek Teszt
(12.3 KB)								2	Receiver company name	
								з	Receiver country	HU
								4	Receiver zip code	
Mappings Address Service	a Parcel							5	Receiver city	
	e Poicei							6	Receiver street	
Show required fields only								7	Receiver house no	-
Dataset field	Order Exc	el/CSV field	Sample data		Function			8	Receiver mobile	-
Receiver name*	Click and drag field	l here			Select	\sim				
Receiver name 2	Click and drag field	lhere			Select	\sim		9	Receiver email	-
Receiver company name	Click and drag field	Click and drag field here			Select	\sim		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								Searc	ch field		Q
		import type *		File type *			_		ap one field to multiple o	dataset fields	
Name *		Shipment	\sim	MS Excel	\sim	🗸 Has header	Default patter	Total (9) (Drag	g one of these items	s to mappings list)
customer_list	xlsx							1	Receiver name	Elek Teszt	
xtex (12.3 KB)	xlsx							2	Receiver company nar	ne	
								4	Receiver zip code		
								5	Receiver city		
Mappings Address Service	e Parcel							6	Receiver street		
Show required fields only							_	7	Receiver house no		
								8	Receiver mobile		
Dataset field	Order Ex	ccel/CSV field	Sample data		Function			9	Receiver email		
Receiver name*	Click and drag fie	ld here			Select	\sim					
Receiver name 2	Click and drag fie	ild here			Replace			10	Receiver phone		
Receiver company name	Click and drag fie	ld here			Find count code alpha						
Receiver company name 2	Click and drag fie	ld here			from code alpha-3						
Receiver country*	3 Re	ceiver country	HU		Find count.	<u>.</u>					
Receiver zip code*	Click and drag fie	ld here			Select	\sim					

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.

	Address Service Parcel										
dditional ser additional services COD, Predi		D 💿 Predi	ict 🛛			Start mapping					
Dataset fiel	d	Order	Excel/CSV field	Sample data		Function					
Main service	*	11	Column 11	Main service		Replace V 🖓 Replace value					
COD	Cod split	Click and a	drag field here			Use defauL					
	Cod amount	12	Column 12	COD amount							
	Cod currency	13	Column 13	COD currency		Select_ V					
	Cod payment type	14	Column 14	COD payment type		Select V					
	Cod reference	Click and	drag field here			Select_ V					
	Cod bank account	Click and	drag field here			Use defauL					
Predict	Predict sms mobil	15	Column 15	Predict SMS mobile		***					
Ca	ncel					Save pattern V					

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.

🎁 dr	pd <u>Shipp</u>	ing order Shipping profile							Exce	el/CSV fields			>
Creat	te order	Create pattern							Sean	ch field			Q
- Impo	ort file			impositupe.	Fistos*			_		lap one field to mul	tiple dataset fie	lds	
	ige pattern	Name *		Shipment	MS Excel	~	 Has header 	Default pattern	TO LOT (4) COD amount	(Drag one of t 120	these items to mappin 00	τs (ist)
Petter	e pattern rn list	(12.7 KB)	istuxisx 👜						13	COD currency	HUF		
Order	rs								14	COD payment ty	pe Care	d	
	nent list ction request list								15	Predict SMS mot	ole 362	04182800	
Picku		Mappings Address Serv	ice Parcel										
	e pickup order p order list	Additional services											
a Addre	ess book	Additionatservices											
B Mask	ed address	Dataset field	Order	Excel/CSV field	Sample data	Function							
		Main service*	n	Main service	COD, Predict	Replace	V 🔗 Repl	ace value					
		Cancel											
	<												

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.

	Replace values			×
	Input	Replace value DPD Express B2B	✓ + Add	
	Input	Replace value		Action
				Cancel OK
E.g. If the DPD Express	B2B name is DPD1			
	Replace values			×
	Input DPD1	Replace value DPD Express B2B	→ + Add	
	Input	Replace value		Action
				Cancel

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.

👔 dpd 🛛 Shipp	oing order Shipping profile					Exc	el/CSV fields	>
Create order	Create pattern						rch field Map one field to multiple da	Q_ taset fields
Indext file Indext fi	Name *	Shpment	NE ROOK	V V Has hea	der 🔄 Deffeuß pattern	13 14 15 10	(10) (Drag COD emount COD currency COD payment type Predict SHS mobile Shipment reference 1 Parcel count	nee of these items to mappings list) 12000 HUF Card
Pickup order list	Show required fields only					18	Parcel weight	0.5
	Dataset field Shipment reference 1	Order Excel/CSV field Click and drag field here	Sample data	Function Select	~	19	Percel width	11
Masked address	Shipment reference 2	click and drag field here		Select	~	20	Parcel height	5
	Shipment reference 3	click and drag field here		Select.	\sim	21	Parcellength	13
	Shipment reference 4	click and drag field here		Select.	\sim			
	Parcel count	click and drag field here		Select	\sim			
	Parcel weight	Click and drag field here		Select.	\sim			
	Parcel width	click and drag field here		Select	\sim			
	Parcel height	Click and drag field here		Select.	\checkmark			
<								

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.



😚 dpd 🛛 👘 opp	ing order shipping profile				
🕒 create order	Create pattern				
- import file	term.	mentar:			
🔛 Hanage pattern	Default Address Book	Records book.	V Has header V Default pat	iter 1	
Create pattern	\sim				
T Orders	Drag & Drop Ale here or				
Dipment Set	Encourse (scienced Pice esteration activities, rotes)				
A Pickup orders	Mappings Address				0
Create pilds, p.order Pickup order list	Show required fields only				Start mapping
Address book	Dataset field	Order Excel/CSV field Sample data	Function		
Maskod address	Address type"	Click and drug Fald here	Salart.	~	
	Name*	Click and drag field have	Select.	\sim	
	Name 2	Click and drag field here	Swiech.	\sim	
	Company name	Click and diveg field here	Calast.	\sim	
	Company name 2	Click and drag field here	Soloct.	~	
	Country*	Click and drug field here	Select.	\mathbf{v}	
	Zp code*	Click and drug fala have	Salact.	\sim	
	Chyl	Click and drag field have	Select	~	
	Cancel				save pattern V

(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.

Default Address Book		Address book	\sim	MS Excel	Has header	Default pattern	
(13 KB)	Ŵ						
Mappings Address							C

6. Start the mapping.

Create pattern

🕎 dpd 🛛 Ship	ping order Shipping profile								Falsed subscript	.~
Create order	Create pattern									
Import file	harta*		mostipe*		Kalpa'			_		
8 Manage pattern	Default Address Book		Address book	~	MS Excel	~	Has heade	r 🔽 Default pattern		
Create pattern Pattern list	Template.xisx	ŵ								
Orders Shipment list Collection request list										
Pickup orders	Mappings Address									C
Create pickup order Pickup order list	Show required fields only									Start mapping
Address book	Dataset field	Order E	rcel/CSV field	Sample dat	,	Function				
Masked address	Address type*	Click and drag fie	ald here			Select.	\sim			
	Name*	Click and drag fie	eld here			Select.	\sim			
	Name 2	Click and drag fie	eld here			Select.	\sim			
	Company name	Click and drag fie	eld here			Select	\sim			
	Company name 2	Click and drag fie	Click and drag field here			Select.	\sim			
	Country*	Click and drag fie	eld here			Select	\sim			
	Zip code*	Click and drag fie	sid here			Select.	\sim			
	City*	Click and drag fie	eld here			Select	\sim			

7. Indent all fields according to the data content.



😚 dpd 🛛 Shippin	ng order Shipping profile								Exce	el/CSV fields	>
Create order	Create pattern								Searc	ch field	Q
Free Import file	-		Importages '		Fisijus'				М	ap one field to multiple data	set fields
88 Manage pattern	Default Address Book		Address book	\sim	MS Excel	\sim	Has header	Cefault patter	Total ((Drag on	e of these items to mappings list)
Create pattern Pattern list	Template2.xlsx (12.5 kil)	鉝							1	Receiver name Receiver company name	Elek Teszt
Grders									3	Receiver country	HU
Shipment list Collection request list									4	Zip code	
Pickup orders	Mappings Address								S	City	
Create pickup order Pickup order list	Show required fields only								6		
Address book	Dataset field	Order Ex	icel/CSV field	Sample data		Function		_	7	House no	-
Masked address	Address type*	Click and drag fiel				Select	\sim		8	Mobile	
[69] Plasked address	Name*	Click and drag fiel	id here			Select	\sim		9	Email	
	Name 2	Click and drag fiel	ld here			Select	\sim		10	Phone	
	Company name	Click and drag fiel	ld here			Select	\sim				
	Company name 2	Click and drag fiel	ld here			Select	\sim				
	Country*	Click and drag fiel	(d here			Select	\sim				
	Zip code*	Click and drag fiel	id here			Select.	\sim				
	CIty*	Click and drag fiel	(d here			Select.	\sim				

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.

Dataset field	Order	Excel/CSV field	Sample data	Function
Company name 2	Click and dr	ag field here		Select.
Country*	з	Receiver country	HU	Find count_ ^
Zip code*	4	Zip code	4700	Find country code alpha-2
City*	5	City	Mátészalka	from code Nothe-9
Street*	6	Street	Zöld fa utca	Find country code alpha-2
House no	7	House no	2-4	
Flat no	Click and dr	ng field here		Select V
Address 2	Click and dr	ng field here		Select
Cancel				Seve pattern V

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





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.

📬 dpd 🛛 Ship	oping order Shipping profile				Related 6.410/mer	.~
Create order	Pattern list					
Import file						+ Add pattern
🚦 Manage pattern	6 Total patterns 2 Filtered patterns					Show: 10 25 50 100
Create pattern	Pattern name 👙	Import type 💠	File type 🗘	Created by 🗘	Default pattern	Action
Pattern list	Default Address Book	Address book	EXCEL		\checkmark	1
Orders	Default Shipment	Shipment	EXCEL		\checkmark	1
Shipment list						
Collection request list						
Pickup orders						
Create pickup order						
Pickup order list						
Address book						
Masked address						

List shipments

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

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.

07/05/2023 - 0	5/06/20	23				_{etus} Draft, V	With p	ickup,	Print	ed 🔪	/			
	<		Ma	ay 20	23					Ju	ne 20	023		>
Today Yesterday	Mo	Тч	We	Ξh	Er	Sa	Su	Mo	Тч	<u>We</u>	Ξh	Er	Sa	Su
Last 7 days	1	2	з	4	5	6	0	29	30	31	1	2	з	4
Last 30 days	8	9	10	n	12	13	14	5	6	7	8	9	10	11
This month	15	16	17	18	19	20	21	12	13	14	15	16	17	18
Custom range	22	23	24	25	26	27	28	19	20	21	22	23	24	25
	29	30	31	1	2	з	4	26	27	28	29	30	1	2
	5	6	7	8	9	10	11	з	4	5	6	7	8	9
			_						_					
											A	oply		



Q

Creation

Sort by Creation date Best match

General search



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

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

1. Enter the paper size.



Paper size A4 Paper size A4 A6



- 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	\sim	Collection name Show all collection names	\sim	Receiver name Show all receiver names	\sim	Status	\sim
--	--	--------	--	--------	--	--------	--------	--------

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.



Print label

Print manifest

Create pickup order

Cancel shipments

😚 dpd

Collection request list					
Show all countries	Receiver country Show all countries	sociar name Show all receiver names	Status	\sim	
4 Total collections					Show: 10 25 50 100
			×		
		ОК			

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	Q		rion data 1/05/2023 - 05/06/2023	Draft	, With pickup, Printed $$				
A4	→ F	Print label	Print manifest	Create pickup order				с	ancel shipments
13 Total shipments $\overrightarrow{\mathbb{B}}$								9	Show: 10 25 50 100
MPSID	Shipment status	Receiver nam	e Parcel coun	t COD a	mount Servic	e name	Parcel ref. 1	Time of creation	Action
									ŵ
V									Ŵ

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	Create pic	ckup order			
Import file	Sender infor	mation		Details	
Create pattern Pattern list	Address		(Contact	06/06/2023	
U Orders	Address:		+36 V	09:00 - 1500 Investance* 2	
Collection request list			and.	Trad pred only togin Q.DO	
Create pickup order Pickup order list				Additional info	
Address book	Parcelinform	nation			^
Masked address	2 Total parcels	Parcel no.	Parcel weight (kg)	Show Receiver name	: 10 25 50 100
	1	16380000160297	0.00	Teszt Péter	
	2	16380000160298	0.00	Teszt Péter	
	Cance	si		-	Create

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 t	ime	
From	09 💠 :	00 \$
То	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.





ickup date						how a		resses				\sim		
	<		Ma	iy 20	23					Ju	ne 20	023		>
'oday 'esterday	Mo	Tu	<u>We</u>	Τh	Er	Sa	<u>Su</u>	Mo	Tu	We	Τh	Er	Sa	Su
.ast 7 days	1	2	з	4	5	6	7	29	30	31	1	2	3	4
ast 30 days	8	9	10	11	12	13	14	5	6	7	8	9	10	11
This month	15	16	17	18	19	20	21	12	13	14	15	16	17	18
Custom range	22	23	24	25	26	27	28	19	20	21	22	23	24	25
	29	30	31	1	2	з	4	26	27	28	29	30	1	2
	5	6	7	8	9	10	11	з	4	5	6	7	8	9
			-					_	_					
					Ca						Ap	oply		



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.

Address details 😳	C.
Address type	(Contact ^
Receiver address Return address	
Collection address	Contact name
Re Information	✓ Mobile
	Email
Name *	Additional address information
Address	
Find address Q	
Country*	
Zip code * City *	
Street * House no. Flat no.	

- 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.

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.

 $\overline{}$

Address	\land
Find address	Q

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.

Address list 😳	
Search address	Q
II Filter	
13 Total addresses	Delete
Select all	
С	C
	D E F
D	
	G H
G	
	K
	N

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.



Address list 💭	Đ		
Search address	Q	† ! † Filter	
11 Filter 13 Total addresses	ŵ Delete	13 Total addresses	Filter X
Select all		Select all	
		C	✓ Options
D	G		Receiver address
G		D	Return address Collection address
			Clear filters
	M	G	Clear nicers

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.

Address list 😳	
Search address	Q
¦∦ Filter 13 Total addresses	

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.

Address list 😳	
Search address	Q
¦∦ Filter 13 Total addresses	ŵ Delete

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 Masked sender list 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.

.

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

Search address	Q
2 Total addresses	🕅 Delete
Select all	
Т	

Search address	Q
2 Total addresses	