

# User's Guide

## DPD Online Application



# User's Manual

## DPD Online Application

Version 2.3

Warsaw, July 2018

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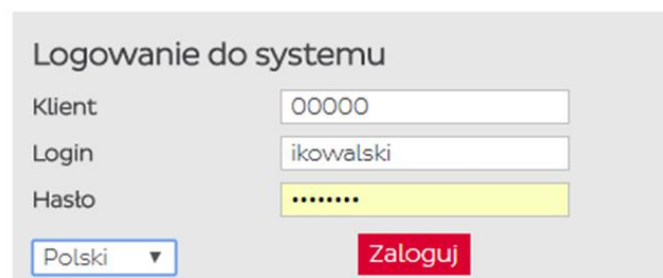


## 1. Logging in

DPD Online application is available at <https://online.dpd.com.pl> Please refer any questions regarding the application's functionality to Technical Support at: [online@dpd.com.pl](mailto:online@dpd.com.pl) or tel. 22 577 56 56.

### Logging into the application

In order to log in to the application the user enters a client ID into the login window (it is always the payer's main number) as well as login and password provided by the Administrator. Once #Log In is clicked, the system verifies the accuracy of entered data. Each User who logs in for the first time must accept the regulations that are located on the page following the login window.

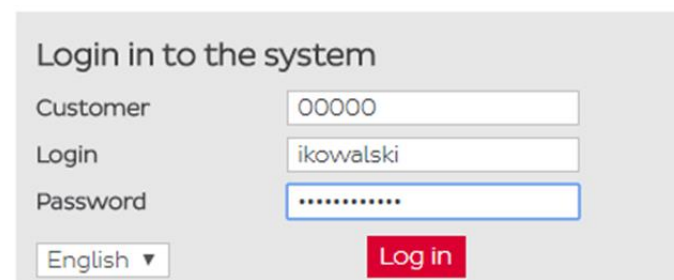


The screenshot shows a login form with the title "Logowanie do systemu". It contains three input fields: "Klient" with the value "00000", "Login" with the value "ikowalski", and "Hasło" with masked characters ".....". Below the fields is a language dropdown menu set to "Polski" and a red "Zaloguj" button.

[Zapomniałem/łam hasła](#)

### Language versions – change of the application language

The user has the option to change the application language to English. Language can be selected from the drop down list on the login page. The change to English results in the page being refreshed and the content displayed in the selected language. After logging in, the user browses the application in the selected language.



The screenshot shows a login form with the title "Login in to the system". It contains three input fields: "Customer" with the value "00000", "Login" with the value "ikowalski", and "Password" with masked characters ".....". Below the fields is a language dropdown menu set to "English" and a red "Log in" button.

[I forgot my password](#)

### Password

The safety of personal data policy has been amended which results in stronger password requirement for application user accounts. Therefore now the following password requirements must be met when setting up a new account.

- Login and password must be different,
- Password cannot contain Polish symbols,
- Password must contain at least 1 lower case letter, 1 upper case letter and one digit and must consist of at least 8 characters.

## 1. Logging in

For security reasons, password change is enforced by the Application. The password change message appears every 60 days from the date of first login. For the first 7 days the User can ignore the message and work in the Application, however after 7 days the password change will be enforced by the Application. The User will not be able to log in to the Application unless he/she changes the password.

### Login problems

It is not possible to log in with a number which has been suspended by DPD Polska. In such event a blocked client message appears and the User should contact his/her DPD account manager.

If wrong data is used for logging in, a wrong login or wrong password message will appear. In such event please check if the entered data is correct and try again. If the wrong login or wrong password message appears again, please contact your DPD account manager or a designated Administrator (a person with full administrative permissions for DPD Online).

**Note:** *If wrong data is entered five times the account will be blocked.*

If the application is idle for over 15 minutes, the session will expire. The User has to log back in to return to the application. A session expired message may appear.

### Password recovery

The password can be recovered only if the DPD Client account has not been blocked by DPD.

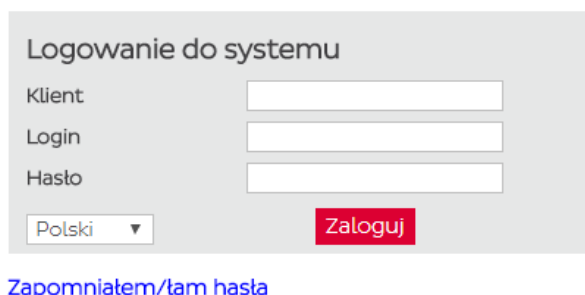
The DPD Online application password can be changed in the following events:

- The user forgot his/her password,
- The user's password has expired.

On the DPD Online website, under the login window there is a link enabling password recovery. The client must click the link and then enter the identification data such as client number (numkat), login and a string of characters which will be displayed. Following successful authentication the system will send a link to create a new password, to the user's e-mail address. The password will have to meet the conditions of the DPD Online application. Following the successful change of password the client will be redirected to the DPD Online login page where he/she can log in again with the new password.

The users created by a DPD Client in the DPD Online application will also be able to recover the password automatically. In order to do that the client must define an e-mail address to the User's login.


1. The client needs to activate the „*Forgot the password*” link under the login window.
2. After the link has been clicked, the client is redirected to the password recovery window.



**Odzyskiwanie hasła**

Klient

Login



Przepisz tekst z obrazka

E-mail z linkiem umożliwiającym odzyskanie hasła zostanie przesłany automatycznie na adres mailowy wskazany na koncie użytkownika.

3. The client enters his/her identification data: Client and Login.
4. The client enters the text displayed on the screen (CAPTCHA).
5. Once all data has been entered, the client clicks *#Recover your password*.
6. The DPD system automatically e-mails the user with the link to a new password.
7. The client clicks the link from the e-mail message and he/she will be redirected to a new password setup window.

**Utwórz nowe hasło**

Nowe hasło

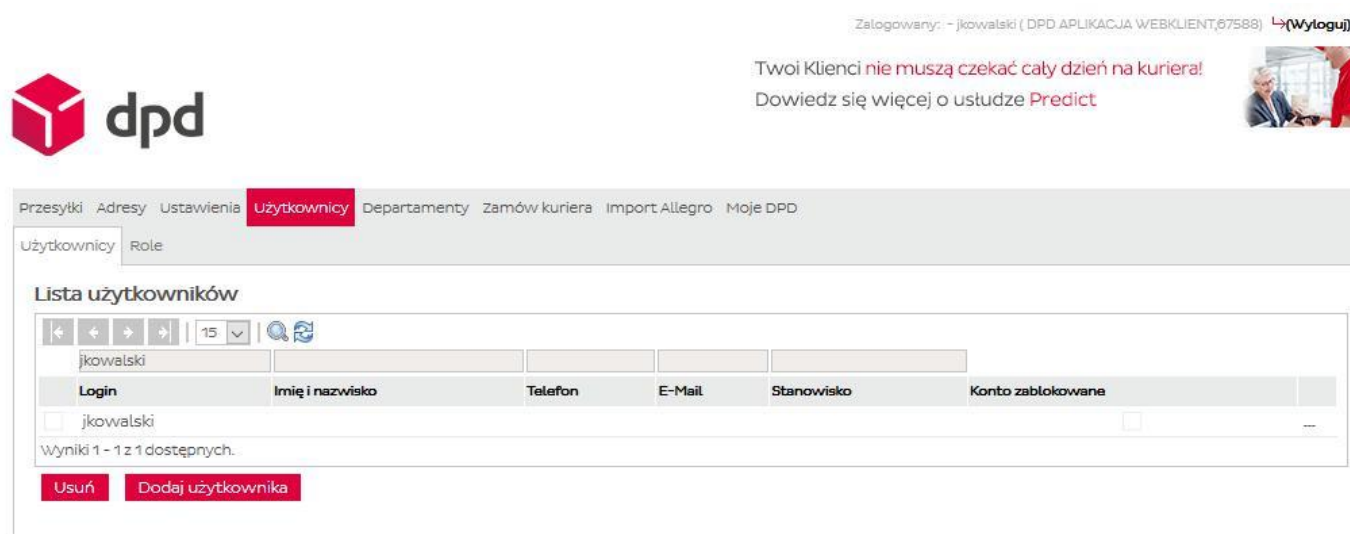
Powtórz hasło

## 2. The users

### Creating a new account

At the request of a DPD Account Manager, the DPD Administrator sets up a Client's Administrator account. The setup is basic, without the option to change the settings by the Client. Client's Administrator can customise the settings for the new login. The following account can also be an Administrator account with specific settings.

A new User account (administrator/operator) can be set up in the User tab.



Zalogowany: - jkowalski (DPD APLIKACJA WEBKLIENT,67588) [\(Wyloguj\)](#)

Twój Klienci **nie muszą czekać cały dzień na kuriera!**  
Dowiedz się więcej o usłudze **Predict**

Przesyłki Adresy Ustawienia **Użytkownicy** Departamenty Zamów kuriera Import Allegro Moje DPD

Użytkownicy Role

**Lista użytkowników**

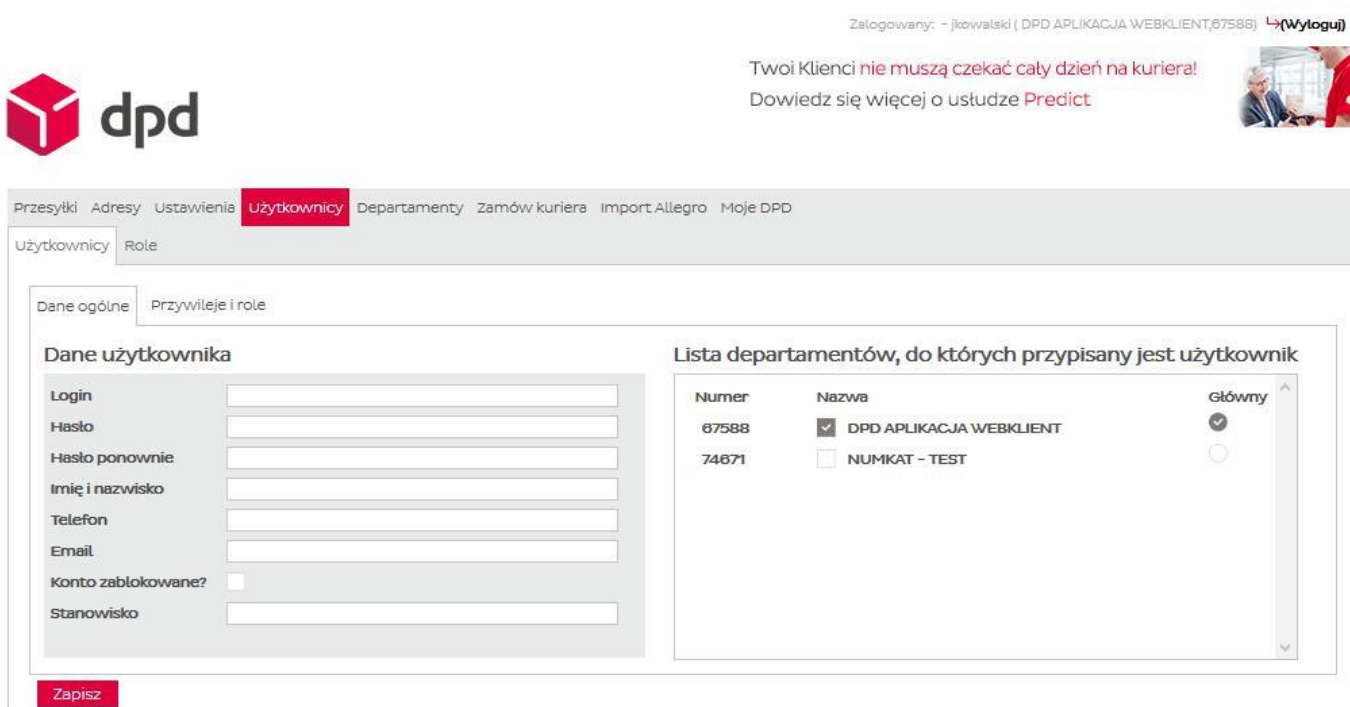
jkowalski

Login	Imię i nazwisko	Telefon	E-Mail	Stanowisko	Konto zablokowane
jkowalski					<input type="checkbox"/>

Wyniki 1 - 1 z 1 dostępnych.

[Usuń](#) [Dodaj użytkownika](#)

To set up a new account, press #Add User, which will open the set up form..



Zalogowany: - jkowalski (DPD APLIKACJA WEBKLIENT,67588) [\(Wyloguj\)](#)

Twój Klienci **nie muszą czekać cały dzień na kuriera!**  
Dowiedz się więcej o usłudze **Predict**

Przesyłki Adresy Ustawienia **Użytkownicy** Departamenty Zamów kuriera Import Allegro Moje DPD

Użytkownicy Role

Dane ogólne **Przywileje i role**

**Dane użytkownika**

Login:

Hasło:

Hasło ponownie:

Imię i nazwisko:

Telefon:

Email:

Konto zablokowane? ☐

Stanowisko:

[Zapisz](#)

**Lista departamentów, do których przypisany jest użytkownik**

Numer	Nazwa	Główny
67588	<input checked="" type="checkbox"/> DPD APLIKACJA WEBKLIENT	<input checked="" type="radio"/>
74671	<input type="checkbox"/> NUMKAT - TEST	<input type="radio"/>

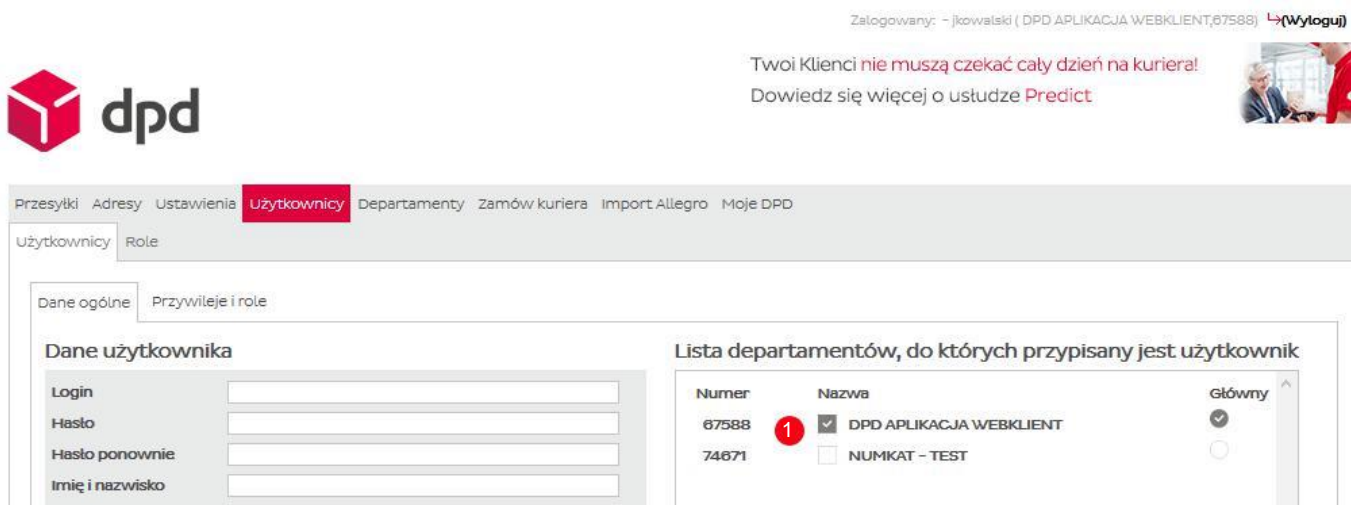


## 2. Users

While completing the General Data tab, the Administrator defines the required data such as login, password, first name and surname of the User. Afterwards the Administrator selects Departments to which the new User will be assigned, which gives the User the right to send parcels from these departments. The User will be able to select the marked departments when generating a new parcel.

Please note that the User must have an option to send the parcel from the actual dispatch place. The department which has been marked as the main one will be a default setting for any new parcel and a default showing on the list of pending and approved parcels.

If an email address is provided in that form, the e-mail contact between the User and DPD will be easier. Information of any changes to the application, planned amendments or maintenance breaks and application downtime will be sent to that e-mail address.



1. Adding or deleting departments which will be managed by the User.

The Administrator can limit the User's dispatch options by deleting the department from the list, unchecking the checkbox next to the numkat to be deleted. It is not possible to uncheck the Department which is set as the main one. Each department reflects one numkat number).

## Blocking the User's account

A User's account can be blocked by the Administrator or if a wrong login or password is entered three times. The Administrator should then check or uncheck #Blocked Account option, as appropriate. When the account is blocked, the User is not able to log in to the application.

Note: in order to leave the User's action history when the User is not authorised to use the application anymore, please block the account but do not remove it.

## 2. Users

### Defining roles and permissions

The next step in creating a new account is defining required permissions. In the Roles and Permissions tab the Administrator defines the scope of the new User's permissions in the app.

Please note that a User should be given the permissions which will determine the scope of his functions. The default roles for newly created accounts are:

- Collection order operator – placing collection orders (for the next day, without label printing);
- Sender edition operator – permission to edit the data in the Sender section – option to enter a sender different from the payer or the recipient;
- Operator – access to tabs: Parcels, Addresses and Settings
- Placing order operator – access to Order the Courier module
- My DPD operator – access to My DPD module
- Allegro operator – access to Allegro Import module



Zalogowany: - jkowalski (DPD APLIKACJA WEBKLIENT,67588) [Wyloguj](#)

Twoi Klienci **nie muszą czekać cały dzień na kuriera!**  
Dowiedz się więcej o usłudze **Predict**



Przesyłki
Adresy
Ustawienia
**Użytkownicy**
Departamenty
Zamów kuriera
Import Allegro
Moje DPD

Użytkownicy
Role

Dane ogólne
Przywileje i role

**Role, do których należy użytkownik**

Imię i nazwisko	Usuń
Operator	... <a href="#">Usuń</a>
Operator Edycja Nadawcy	... <a href="#">Usuń</a>
Operator Zlecenia Odbioru	... <a href="#">Usuń</a>
Klient Administrator	... <a href="#">Usuń</a>
Operator Składanie zleceń <b>1</b>	... <a href="#">Usuń</a>
Operator Moje DPD	... <a href="#">Usuń</a>
Operator Allegro	... <a href="#">Usuń</a>

Dodaj rolę
pracownik 3

**Przywileje**

Nazwa	Dodawanie	Odczyt	Edycja	Usuwanie	Wykonywanie	Usuń przywilej
Dodaj przywilej Zarządzanie użytkownikami						

1. Adding or removing permissions.

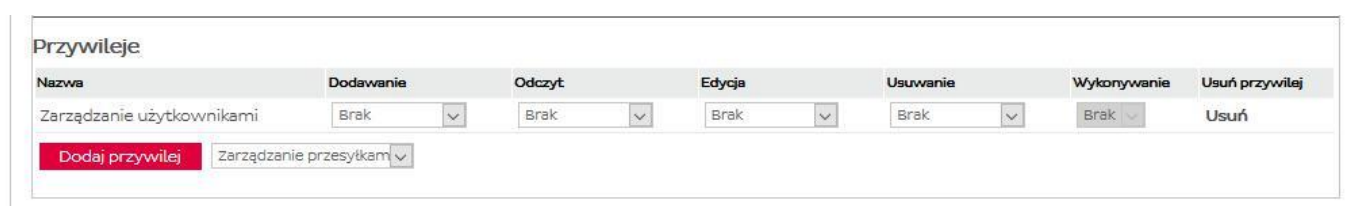
A new role for the user can be added by selecting it from a drop down list and then confirming by clicking #Add Role. To remove the role the administrator must click #Remove next to the relevant permission.

## 2. Users

Another role which can be enabled by the Client's Administrator is Client – Administrator. The user has then the highest level of permissions and can manage all tabs at the level of his/her parcels..

The Administrator can also determine individual permissions for new Users. The permissions may be added or removed to/from an operator.

The permissions extend the managerial roles at the level of a user/department/client. To add or remove a permission, it must be selected from the drop down list and approved by clicking #Add Permission. The list will then show the selected permissions for which the access level should be changed.



Nazwa	Dodawanie	Odczyt	Edycja	Usuwanie	Wykonywanie	Usuń przywilej
Zarządzanie użytkownikami	Brak	Brak	Brak	Brak	Brak	Usuń

**Dodaj przywilej** Zarządzanie przesyłkami

Assigning relevant roles and permissions to a new User is the final step in creating a new account. The newly entered data must be saved – it is possible from the first General Data form. Once the new account is saved, the application will take the User to the list of users with the message User Data Saved.

Level „None” – means that the User has no permissions, e.g. Parcel Import at level None for adding, reading, editing, removing and acting means that the Administrator does not have the Parcel Import module in any specified scope.

Level “User” – permissions set at the user level mean that the User may manage or view the entries created only by him/her e.g. the permissions to manage addresses, where adding/viewing/editing/removing/executing has been set at the user level allows the User to manage only the addresses which he/she created. Extending the permission e.g. to the “Department” level entitles the User to view and manage addresses entered by other users who have the main department in common.

Level “Department” – setting of e.g. Parcel Management at the Department level enables management of all parcels generated for the department by all Users who can manage the department. The condition is that the user must have the permission to manage the department

Level “Client” – e.g. Parcel Management set at the Client level enables management of all parcels.

The condition is that the User must have the permission to manage the department

User data may be edited and changed by clicking (...). An account may be deleted from the User list level by checking the box next to the name and clicking #Delete.

**Note:** Deleting an account means that the history of the User's actions in the application will also be deleted.

### 3. Parcels

Parcels tab enables the following functionalities:

- Defining and editing domestic and international parcels to one (single parcel) or many (numerous parcels) recipients/consignees;
- Removing a parcel;
- Generating waybills and handover protocols;
- Viewing and printing of waybills and handover protocols;
- Managing parcels generated by the User;
- Managing templates;
- Placing pickup orders.

Przesyłki
Adresy
Ustawienia
Użytkownicy
Departamenty
Zamów kuriera
Import Allegro
Moje DPD

Zarządzanie przesyłką
Historia przesyłek
Przesyłka pojedyncza
Przesyłka seryjna
Szablony
Import krajowy
Import zagraniczny

Platnik: 67588 - DPD APLIKACJA WEBKLIENT (MINERALNA 15, 02274 Warszawa)

Lista przesyłek oczekujących:

Nowa
Usuń (0)
Drukuj listy (0)
Złóż zlecenie odbioru (0)

Tylko dzisiejsze: ☐
Przesyłki: Wszystkie
Zlecenie odbioru: Wszystkie
Miejsce nadania: Wszystkie
Wyczyść

5
6
7
8
4

Ile odb./paczek	Odbiorca - firma	Odbiorca - nazwisko	Kraj	Kod	Miasto	Ulica	Nadawca - firma	Nadawca - nazwisko	Kraj	Kod	Miasto	Ulica	ZO	Nr ref.
Nie znaleziono żadnych wyników spełniających kryteria.														

Lista zleceń/przesyłek zatwierdzonych:

Przesyłki
Protokoły

Usuń (0)
Drukuj protokół (0)
Drukuj dupl. listów (0)

Tylko dzisiejsze: ☐
Przesyłki: Wszystkie
Miejsce nadania: Wszystkie
Wyczyść

10

Nr przesyłki	Ile paczek	Odbiorca - firma	Odbiorca - nazwisko	Kraj	Kod	Miasto	Ulica	Nadawca - firma	Nadawca - nazwisko	Kraj	Kod	Miasto	Ulica	Nr ref.
Nie znaleziono żadnych wyników spełniających kryteria.														

Dropdown list:

1. Payer data.

Buttons:

2. #Print waybills
3. #Place collection order
4. #Clear

Filters:

5. Only today – displays the parcels generated on that day
6. Parcels
7. Collection order
8. Place of dispatch
9. Browser window

### 3. Parcels

#### Generating and editing of a single parcel

In order to generate a new parcel/collection order the User has to fill in the required fields regarding sender's and recipient's addresses as well as other data.

In the domestic service the city/town field is filled in automatically. The User can change the name of the city/town.

In the international service the user must select the destination country from the dropdown list, enter the postcode and city/town of the sender and recipient of the parcel.

**Note:** In international service postcode should not contain a blank space or a separator (e.g. format 19-200 Lithuania is incorrect). Also, the postcodes shouldn't be preceded by letters (e.g. LV19200-incorrect) except the UK e.g. B236HH or the Netherlands 3904XL, which is correct.

Przesyłki
Adresy
Ustawienia
Użytkownicy
Zamów kuriera
Import Allegro
Moje DPD

Zarządzanie przesyłką
Historia przesyłek
Przesyłka pojedyncza
Przesyłka seryjna
Szablony

### Tworzenie/edycja przesyłki oraz zleceń odbioru

**1** Płatnik: 74671 - NUMKAT - TEST (MINERALNA 15, 02274 Warszawa)
Centrum kosztowe:

**2** Nadawca:

Firma: NUMKAT - TEST
Imię i nazwisko:
Ulica i nr: MINERALNA 15

**3** Kod pocztowy: 02274
Kraj: Polska
Miasto: Warszawa

Telefon:
Email:

Pobierz z płatnika
Wybierz z książki
Wyczyść
Dodaj do książki

**4** Odbiorca:

Firma:
Imię i nazwisko:
Ulica i nr:

Kod pocztowy:
Kraj: Polska
Miasto:

Telefon:
Email:

Pobierz z płatnika
Wybierz z książki
Dodaj do książki

**5** Ogólne dane przesyłki:

Zawartość:
Uwagi do doręczenia:

Numer referencyjny 1:
Numer referencyjny 2:

Podstawowe dane paczki:

Aby zdefiniować podstawowe dane paczki wybierz kod pocztowy i kraj nadania oraz odbioru

Dodaj paczkę

Zapisz
Anuluj
Złóż zlecenie odbioru
Zapisz jako szablon

Szablony:
Brak
Zastosuj

**Usługi:**

Aby uzyskać dostęp do usług wybierz kod pocztowy i kraj nadania oraz odbioru. Jednym z wybranych krajów musi być Polska

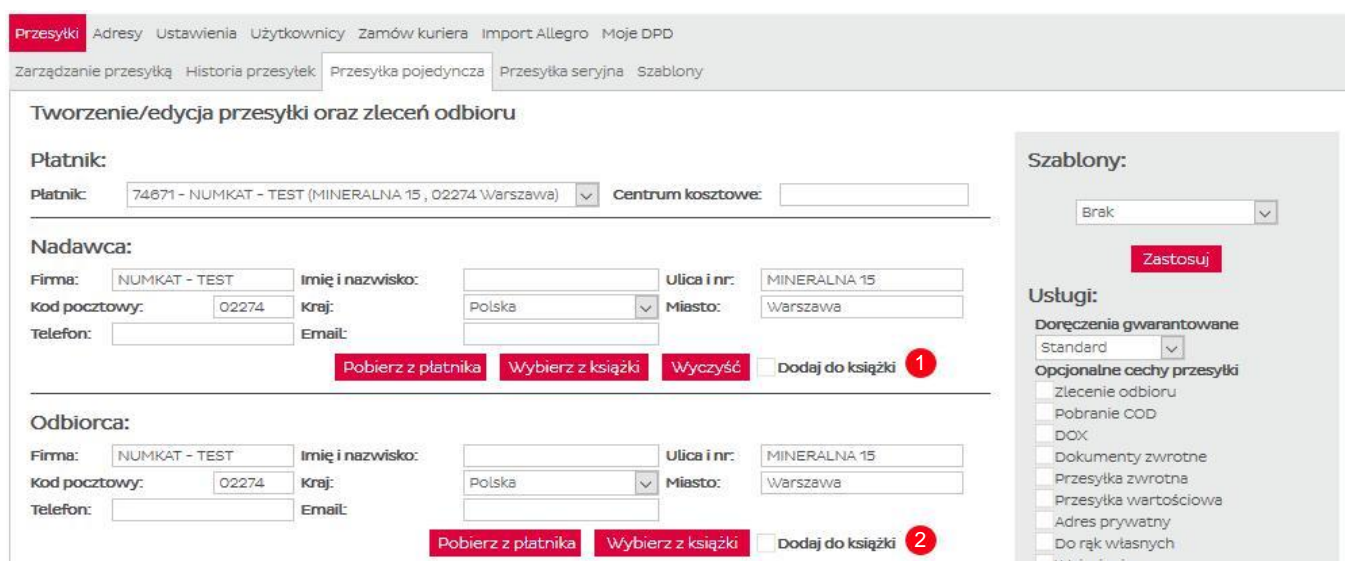
1. Generating a single domestic/international parcel or collection order.
2. Selecting the Payer.
3. Determining the dispatch place.
4. Determining the delivery place.
5. Filling in the remaining data.

### 3. Parcels

#### Automatic saving of the sender or the recipient in the address book

To save the sender or recipient entered in the parcel form to the address book please check the option Add to Address Book. The address will be saved once the parcel is saved.

**Note:** Saved address is always saved as new. The existing addresses are not updated. If the User does not save the parcel, the entered recipient will not be saved in the address book.



The screenshot shows the 'Tworzenie/edycja przesyłki oraz zleceń odbioru' form. It includes fields for 'Płatnik', 'Nadawca' (Sender), and 'Odbiorca' (Recipient). Each section has a 'Dodaj do książki' button, which is highlighted with a red circle and a number (1 for sender, 2 for recipient). Other buttons like 'Pobierz z płatnika', 'Wybierz z książki', and 'Wyczyść' are also visible.

1. Adding the sender's data to the address book.
2. Adding the recipient's data to the address book.

The User has an option to select a previously saved recipient from the address book, by clicking #Select from the Book. The User will be transferred to the senders and recipients list.

Once the recipient/sender is selected and accepted with #Select button, the application returns to the parcel form where the selected address details have been transferred.



The screenshot shows the 'Lista adresatów' section with filters for 'Krajowe', 'Zagraniczne', 'Nadawca', and 'Odbiorca'. Below the filters is a table of saved addresses.

	Firma	Imię i nazwisko	Ulica	Kraj	Kod pocztowy	Pocztą	Miasto	Telefon	Email
Wybierz	Trader	Sebastian frątczak	Ludowa 77	Polska	42215		Częstochowa	666777888	
Wybierz	DUET OŚWIĘCIM		SIENKIEWICZA;14	Polska	32600	Oświęcim	OŚWIĘCIM	0	
Wybierz	RENATA ADAMCZYK		WSCHODNIA;34	Polska	26500	Szydłowiec	SZYDŁOWIEC	0	

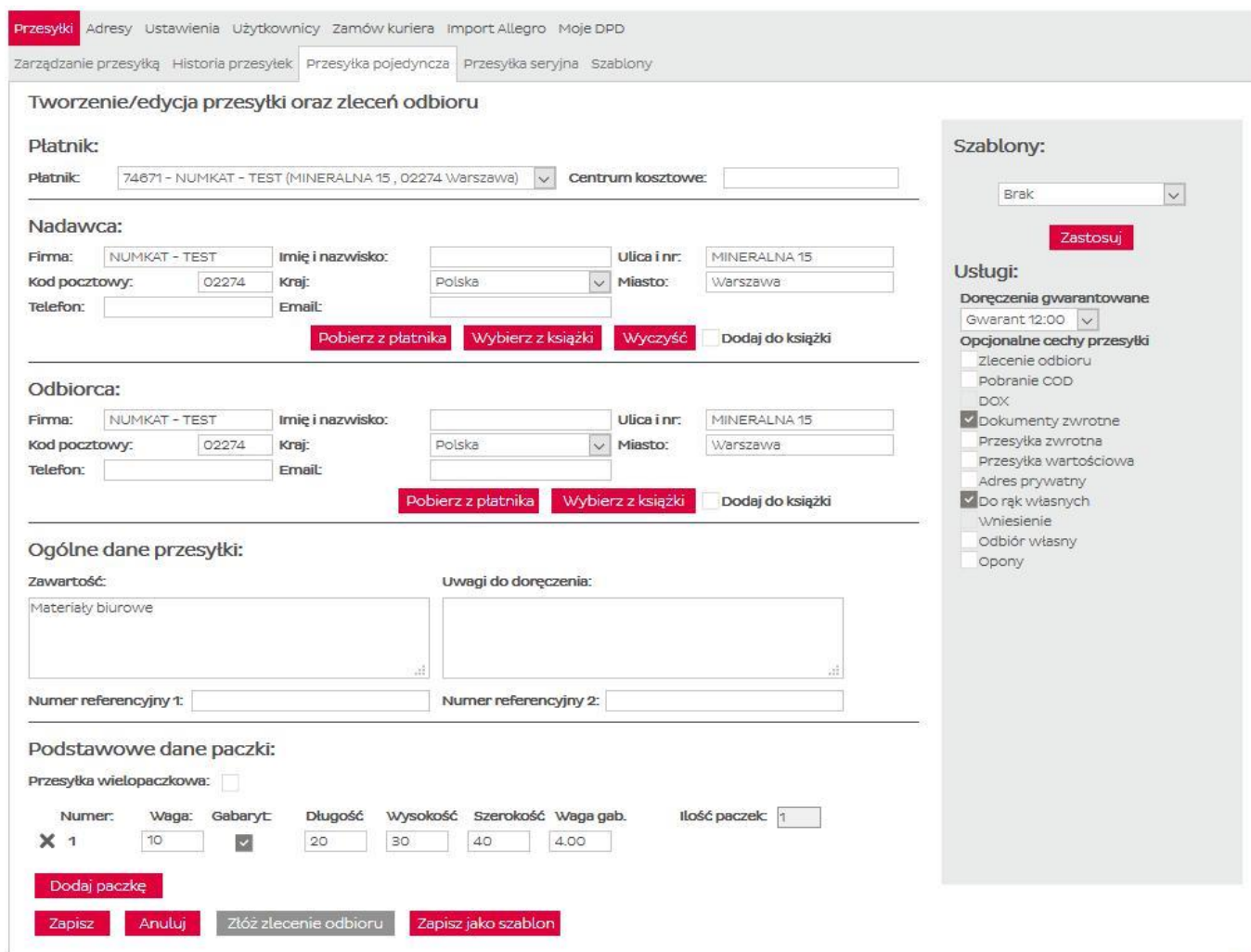


### 3. Parcels

Recipient's/sender's information can be modified and then saved by checking the Add to Address Book checkbox.

DPD Online application enables sending an e-mail or a text message notification to the recipient. The notification can be sent if the correct e-mail address or telephone number is entered in the recipient's form and if such option is enabled in agreement with the account manager.

The User's next step is to fill in the optional fields i.e. contents, delivery comments and reference numbers. The information in these fields will be transferred to the DPD system and then to the invoice specification in one column (information will be separated by separators).



The screenshot shows the DPD Online application interface for creating a parcel. The top navigation bar includes links: Przesyłki, Adresy, Ustawienia, Użytkownicy, Zamów kuriera, Import Allegro, and Moje DPD. Below this is a sub-navigation bar with: Zarządzanie przesyłką, Historia przesyłek, Przesyłka pojedyncza, Przesyłka seryjna, and Szablony.

The main section is titled "Tworzenie/edycja przesyłki oraz zleceń odbioru". It contains several form sections:

- Płatnik:** A dropdown menu showing "74671 - NUMKAT - TEST (MINERALNA 15, 02274 Warszawa)" and a "Centrum kosztowe:" field.
- Nadawca:** Fields for Firma (NUMKAT - TEST), Imię i nazwisko, Ulica i nr (MINERALNA 15), Kod pocztowy (02274), Kraj (Polska), and Miasto (Warszawa). There are also fields for Telefon and Email. Below these are buttons: "Pobierz z płatnika", "Wybierz z książki", "Wyczyść", and "Dodaj do książki".
- Odbiorca:** Similar fields to the sender, with buttons: "Pobierz z płatnika", "Wybierz z książki", and "Dodaj do książki".
- Ogólne dane przesyłki:** Fields for Zawartość (Materiały biurowe) and Uwagi do doręczenia.
- Numer referencyjny 1:** and **Numer referencyjny 2:** input fields.
- Podstawowe dane paczki:** A section for defining the package. It includes a checkbox for "Przesyłka wielopaczkowa:" and a table for package details:
 

Numer:	Waga:	Gabaryt:	Długość:	Wysokość:	Szerokość:	Waga gab.	Ilość paczek:
X 1	10	<input checked="" type="checkbox"/>	20	30	40	4.00	1

 Below the table are buttons: "Dodaj paczkę", "Zapisz", "Anuluj", "Złóż zlecenie odbioru", and "Zapisz jako szablon".

On the right side, there is a sidebar with "Szablony:" (Brak) and "Zastosuj" button. Below it is the "Usługi:" section, which includes "Doręczenia gwarantowane" (Gwarant 12:00) and "Opcjonalne cechy przesyłki" with checkboxes for: Zlecenie odbioru, Pobranie COD, DOX, Dokumenty zwrotne, Przesyłka zwrotna, Przesyłka wartościowa, Adres prywatny, Do rąk własnych, Wniesienie, Odbiór własny, and Opony.

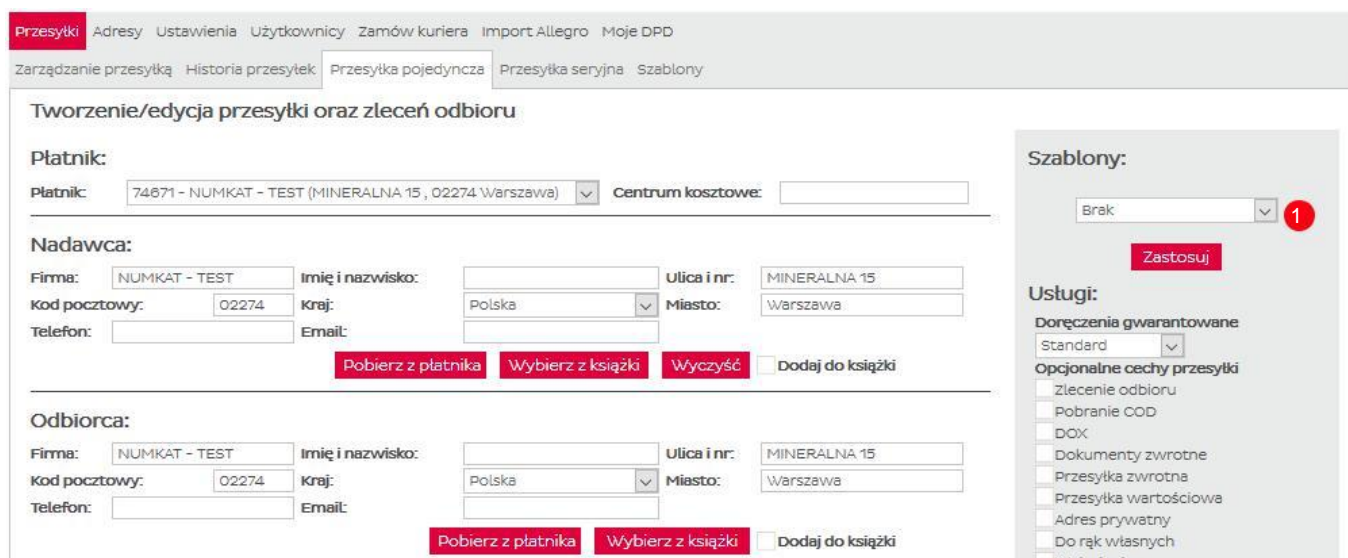
The correct weight of the parcel (a minimum of 0.01 kg) must be entered while defining the parcel – it is a required field which contains the actual weight of a package in the parcel. The dimensions are necessary to determine the weight of a large volume parcel and can be entered once the Dimensions checkbox is checked.

By clicking #Add Parcel the User can specify the weight of the next package in the parcel which will be sent to one recipient. A waybill will be generated for each parcel for which the weight was specified.

### 3. Parcels

### Templates

While generating the parcel, the User can select a previously defined template. The required template name must be selected from the Templates dropdown list and then approved by clicking #Apply.



1. Selecting a template.

Once the template is applied the information from the Basic Parcel Information and Services forms will be filled in.  
**Note:** It is not possible to save the recipient or reference number information in a template

If the User does not apply a template, it is necessary to specify the weight and services for the parcel. The generated parcel will be saved once the required fields are filled in correctly. If the fields are not filled in, the error list will appear.

When the correct data is entered into all required fields, the parcel can be saved. A row with the generated parcel information will be displayed in the List of Pending Parcels.

#### Lista błędów

- Nazwa firmy lub nazwisko nadawcy nie może być puste
- Kod pocztowy nadawcy nie może być pusty
- Miasto nadawcy nie może być puste
- Nazwa firmy lub nazwisko odbiorcy nie może być puste
- Ulica odbiorcy nie może być pusta
- Kod pocztowy odbiorcy nie może być pusty
- Miasto odbiorcy nie może być puste
- Waga musi być większa lub równa 0.01

The saved parcel can always be edited by clicking (...). Changes to the parcel can be made until the waybills are generated.

#### Lista przesyłek oczekujących:

<div> <div>Nowa</div> <div>Usuń (1)</div> <div>Drukuj listy (0)</div> <div>Złóż zlecenie odbioru (1)</div> </div>													
<div> <div>Tylko dzisiejsze:</div> <div>Przesyłki: Wszystkie</div> <div>Zlecenie odbioru: Wszystkie</div> <div>Miejsce nadania: Wszystkie</div> <div>Wyczyść</div> </div>													
<div> <div>10</div> <div>Wszystkie</div> <div>Wszystkie</div> <div>Wszystkie</div> </div>													
Ile odb./ paczek	Odbiorca	Kraj	Kod	Miasto	Ulica	Nadawca	Kraj	Kod	Miasto	Ulica	ZO	Nr ref.	
✓ 1/1	NUMKAT - TEST	PL	02274	Warszawa, MINERALNA 15		NUMKAT - TEST	PL	02274	Warszawa, MINERALNA 15		✓		...

Wyniki 1 - 1 z 1 dostępnych.



### 3. Parcels

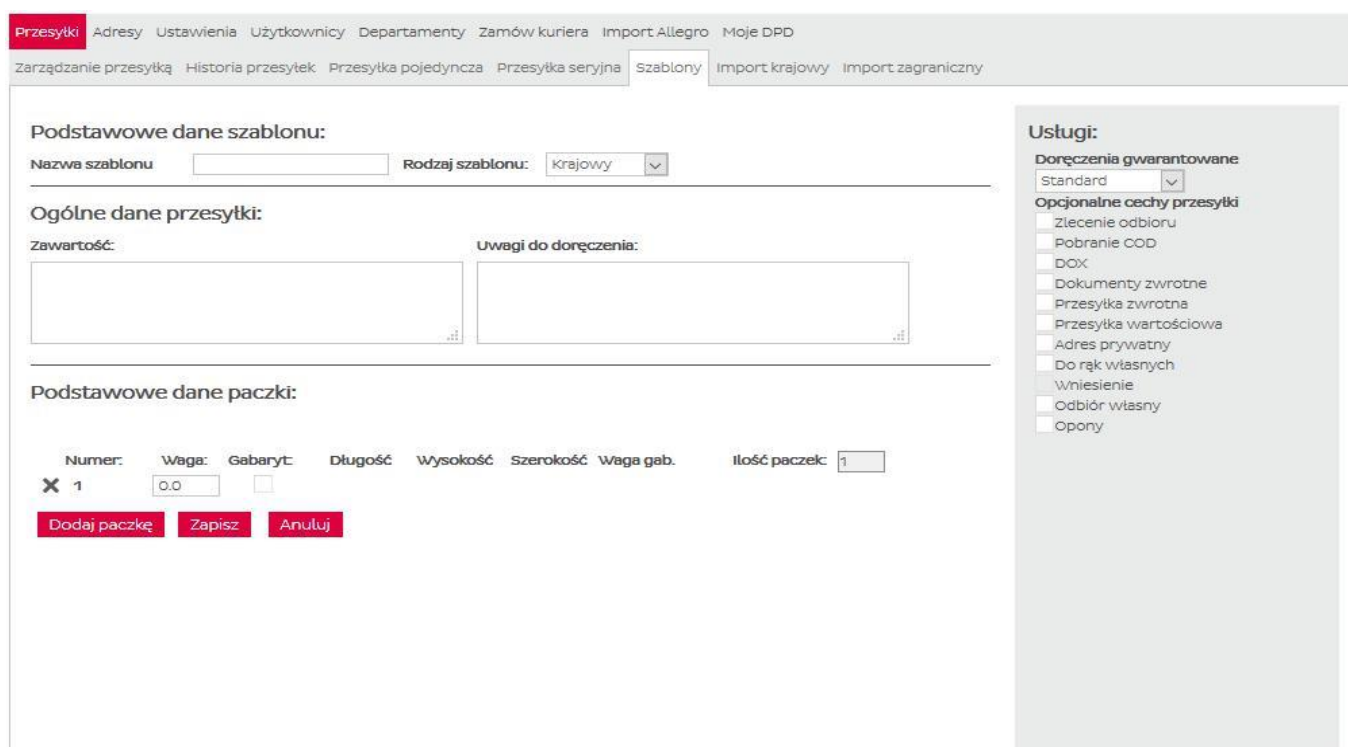
Clicking #Save as Template will take the User to a new form. The new template must be given a new name in order to save it. Once the data is saved, the application will return to the parcel form.

If the user decides not to save the template, he must click #Cancel and the application will return to the parcel generating form.

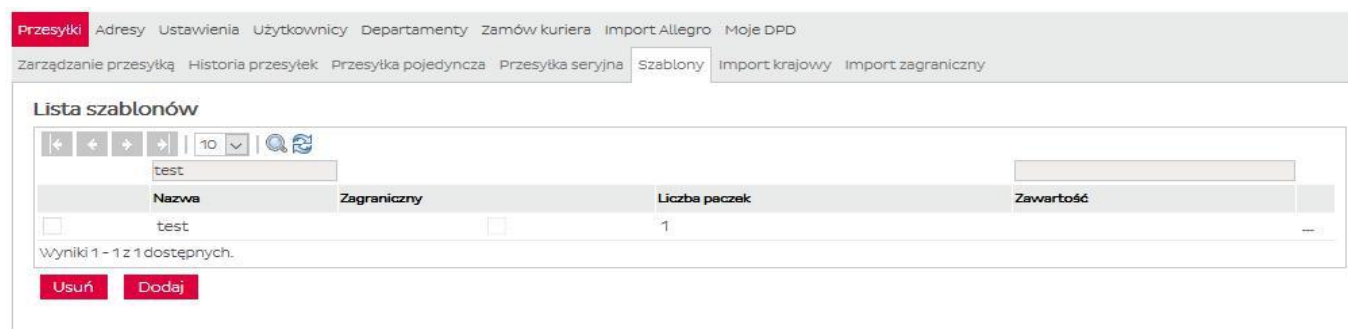
If the User clicks #Cancel on the parcel generating form, the application will return to the Parcel Management screen and all the latest parcel data will be lost.

### Template management

In the Template tab the User can create and manage the templates described above. To add a new template, click the #Add button. The User will be redirected to a new template form.



The User selects the template type from the list, specifying the service type: domestic or international, and then enters the required information i.e. template name, weight, specifies the services and completes the optional information: contents and delivery comments. Once #Save button is clicked, the information will be saved and the User will be redirected to the template list.



### 3. Parcels

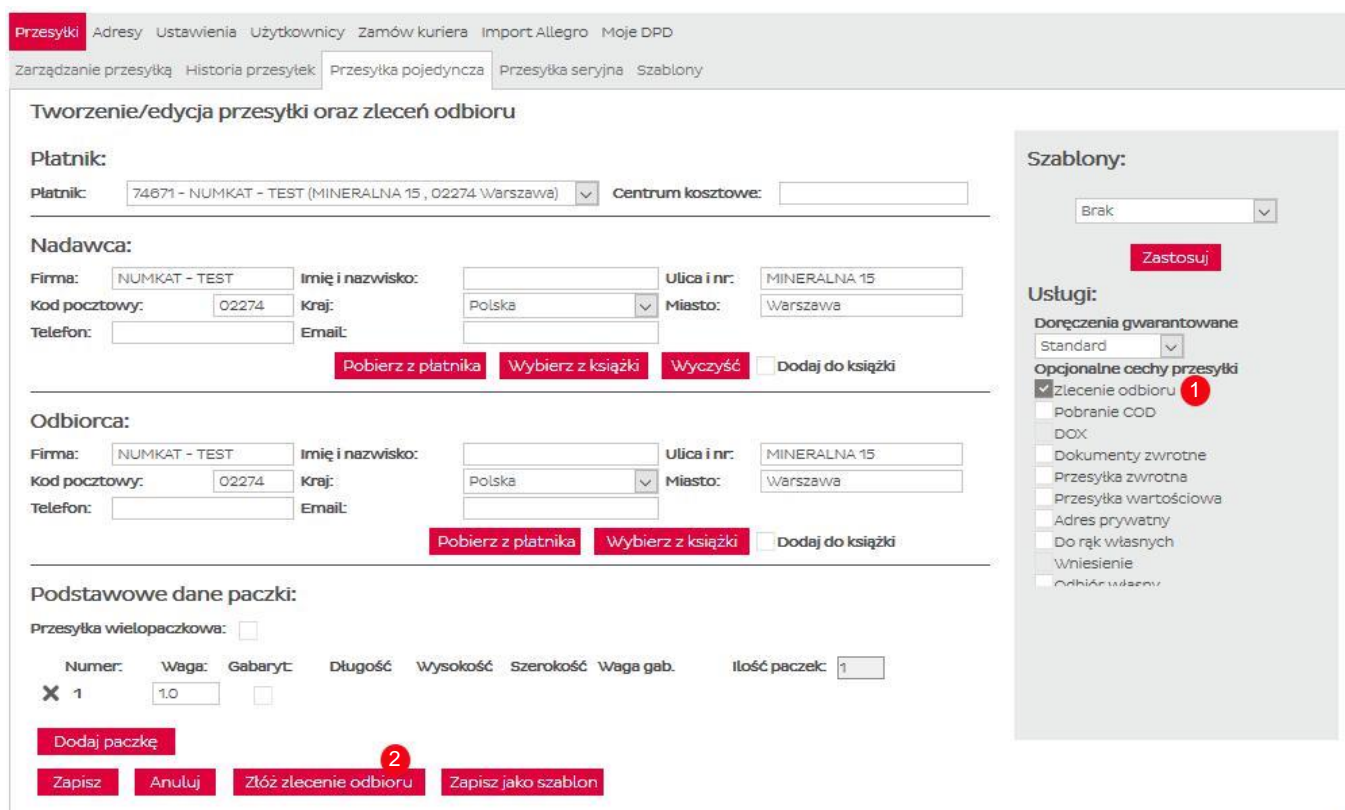
From the list of templates the User can move to edit the saved template by clicking the data row. The User can also remove the selected records by checking the checkboxes on the list and clicking #Remove.

### Creating and placing collection orders

To create a collection order the User performs the steps as for generating a single parcel and additionally must check the Services: Collection Orders checkbox.

**Note:** If the sender is other than PL the collection order checkbox will be checked automatically without the option to uncheck.

The User may place a collection order form from the level of Generating/Editing Parcel form and Collection Orders, by clicking #Place a Collection Order.



The screenshot shows the DPD Online Application interface for creating a collection order. The main form is titled "Tworzenie/edycja przesyłki oraz zleceń odbioru". It contains several sections:

- Płatnik:** A dropdown menu showing "74671 - NUMKAT - TEST (MINERALNA 15, 02274 Warszawa)" and a "Centrum kosztowe:" field.
- Nadawca:** Fields for Firma, Imię i nazwisko, Ulica i nr, Kod pocztowy, Kraj, Miasto, Telefon, and Email. Below these are buttons: "Pobierz z płatnika", "Wybierz z książki", "Wyczyść", and "Dodaj do książki".
- Odbiorca:** Similar fields to the sender section, with the same buttons below.
- Podstawowe dane paczki:** A table for parcel details. The first row shows "Numer: 1", "Waga: 1.0", "Gabaryt: ", "Długość: ", "Wysokość: ", "Szerokość: ", "Waga gab.:", and "Ilość paczek: 1". Below the table is a "Dodaj paczkę" button.
- Buttons:** At the bottom of the form are buttons: "Zapisz", "Anuluj", "Złóż zlecenie odbioru" (marked with a red circle and number 2), and "Zapisz jako szablon".
- Szablony:** A sidebar on the right with a "Szablony:" dropdown (showing "Brak") and a "Zastosuj" button.
- Usługi:** A section titled "Usługi:" with "Doręczenia gwarantowane" (Standard) and "Opcjonalne cechy przesyłki". The "Opcjonalne cechy przesyłki" section includes checkboxes for "Zlecenie odbioru" (checked, marked with a red circle and number 1), "Pobranie COD", "DOX", "Dokumenty zwrotne", "Przesyłka zwrotna", "Przesyłka wartościowa", "Adres prywatny", "Do rąk własnych", "Wniesienie", and "Odbiór własny".

1. Collection order service.
2. #Place Collection Order button.



### 3. Parcels

## Generating and editing multiple domestic and international parcels

This form is very similar to the form described in Generating and Editing Single Parcels, but the generated parcel is directed at many recipients or recipient groups.

#### Tworzenie/edycja przesyłki seryjnej oraz zleceń odbioru

Ogólne dane przesyłki

Odbiorcy

**Płatnik:**

Płatnik:

74671 - NUMKAT - TEST (MINERALNA 15, 02274 Warszawa)

Centrum kosztowe:

**Nadawca:**

Firma:

NUMKAT - TEST

Imię i nazwisko:

Ulica i nr:

MINERALNA 15

Kod pocztowy:

02274

Kraj:

Polska

Miasto:

Warszawa

Telefon:

Email:

Pobierz z płatnika

Wybierz z książki

Wyczyść

Dodaj do książki

**Odbiorca:**

Ilość odbiorców:

0

Wybierz z książki

**Ogólne dane przesyłki:**

Zawartość:

Uwagi do doręczenia:

Numer referencyjny 1:

Numer referencyjny 2:

**Podstawowe dane paczki:**

Przesyłka wielopaczkowa:

☐

Numer:

Waga:

Gabaryt:

Długość:

Wysokość:

Szerokość:

Waga gab.

Ilość paczek:

1

X 1

0.0

☐

Dodaj paczkę

Zapisz

Anuluj

Złóż zlecenie odbioru

Zapisz jako szablon

**Szablony:**

Brak

Zastosuj

**Usługi:**

Doręczenia gwarantowane

Standard

Opcjonalne cechy przesyłki

Zlecenie odbioru

Pobranie COD

DOX

Dokumenty zwrotne

Przesyłka zwrotna

Przesyłka wartościowa

Adres prywatny

Do rąk własnych

Wniesienie

Odbiór własny

Opony

1. General Parcel Information tab.
2. #Select from the Book button.

To create a multiple parcel, the User has the option to enter the sender's data manually, select it from the address book or download from the payer's tab.


Entered data can be deleted by clicking #Clear.

Recipients or recipient groups for the multiple parcel can be added from the Recipient tab or by clicking #Select from Address Book.

By clicking the Recipients tab, the User has the option to select the recipients from the address book and entering the data for recipients who are not in the address book.

Newly entered recipient can be added to the address book by checking the Save to the Book checkbox.

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**dpd group**

### 3. Parcels

#### Tworzenie/edycja przesyłki seryjnej oraz zleceń odbioru

Ogólne dane przesyłki **Odbiorcy** 1

**Odbiorcy**

**Dodaj odbiorcę:**

Firma

Imię i nazwisko

Ulica

Kraj

Kod pocztowy

Miasto

Telefon

Email

NIP

Regon

**Dodaj** ☐ Zapamiętaj w książce

**Lista odbiorców:**

**Firma** **Imię i Nazwisko** **Kraj** **Kod pocztowy** **Miasto** **Ulica**

Nie znaleziono żadnych wyników spełniających kryteria.

**Wybierz z książki** **Usuń** **Powrót do przesyłki**

1. Recipients tab.
2. #Select from Book button.

The recipient address book will be opened by clicking #Select from Book. The recipient can be selected by checking the checkbox next to the address and then by clicking the #Select button.

Recipients Group List tab allows the selection of recipients assigned to a predefined group. It is similar to selecting single recipients. When the entire group is selected, all group member will be visible on the recipients list.

Lista kontrahentów **Lista grup adresatów**

**Lista grup adresatów**

Krajowe ☒ Zagraniczne ☐ Nadawca ☐ Odbiorca ☒

	Nazwa	International	Opis
<input type="checkbox"/>	nova	<input type="checkbox"/>	1
<input type="checkbox"/>	pok	<input type="checkbox"/>	pok

Wyniki 1 - 2 z 2 dostępnych.

Once the recipients and/or recipient groups are selected, the application will proceed to the Generating/Editing Multiple Parcels tab. The number of selected recipients will be shown in the recipients field.

The next step when generating a multiple parcel is to fill in the optional data for the parcel e.g. contents, comments and reference numbers as well as the weight and services.

Once the multiple parcel is saved it is possible to return, at any time, by clicking (...), in the edition window for the parcel and filling in or amending the entered data.

### 3. Parcels

The saved parcel will appear on the list of pending parcels in the form of one row containing sender's data and information regarding recipients for the defined multiple parcel.

When defining a multiple parcel, selecting a guaranteed service which is not available for the given postcode of the recipient, the pending parcels list will show the following rows:

- The first row will contain the parcel with the list of addresses for which the services will be provided;
- Further rows will show the remaining addresses for which the unavailable services were checked.

It is not possible to print out a waybill for a parcel marked in red. It will only become possible once the parcel details are accessed by clicking (...) and additional services, available for the given recipients postcode, are selected.

### Parcel management

Parcel Management form is designed for managing parcels and collection orders – domestic and international. It allows the following functionalities:

List of pending parcels:

- Generating/editing/removing parcels or collection orders,
- Generating and printing waybills
- Placing collection orders

List of approved orders/parcels:

- Generating and printing handover protocols
- Viewing the current handover protocols

There is an additional functionality of searching for parcels and collection orders with various filters:

Today's only – finding all (domestic and international) parcels and collection orders generated on that day

Parcels:

All – displays all parcels and collection orders  
Domestic – displays parcels and collection orders where both dispatch and delivery country is PL.  
International – displays parcels and collection orders where either dispatch or delivery country is not PL.

Place of dispatch:

All – displays all parcels and collection orders  
My parcels – displays parcels and collection orders where the dispatch address is the User's main address  
Dispatch from another location – displays parcels and collection orders where the dispatch address is different from the User's main address.

Collection order:

All – displays all parcels and collection orders.  
Collection order – displays collection orders for which the User will not print the labels.  
Parcels – displays the parcels for which the labels should be printed by the User.



### 3. Parcels

**Note:** Once the parcels are approved on the pending parcel list the labels are generated and it is not possible to make changes at that point.

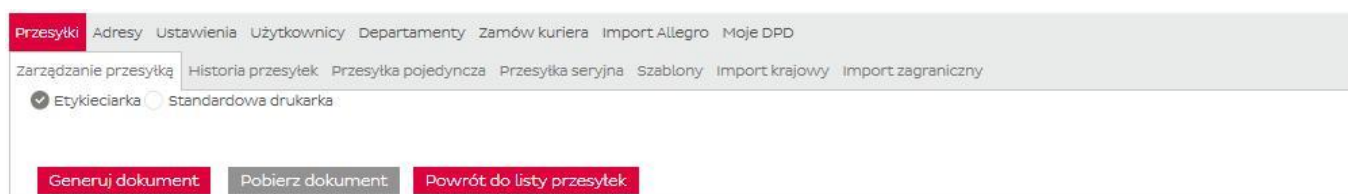
If the application user manages more than one department, then he/she can group all parcels from various departments on one list and print out all labels and the protocol. It can be performed by selecting All in the list of departments.

**Note:** One protocol can contain only the parcels from one despatch place (no more than 100).

### Printing labels and protocols

The application generates documents in the PDF format.

To print the lists for defined parcels the User must check the parcel on the list and then click #Print waybills. Once the printer is selected, the User must click #Generate Document.



The User ends the operation by clicking #Download Document.

Depending on the browser settings the application displays the system window or labels in the PDF format. It is important, that up to the moment of downloading the documents, the parcels will not be accepted and will not be displayed on the list of approved parcels. It is necessary to download the document so that protocol of handover of goods can be printed. When the documents are being generated and before the PDF document is downloaded it is possible to return to the Application and to generate further parcels, however the labels for newly saved parcels cannot be generated until the already generated documents are downloaded. To return to the printout approval window and to download/print the document it is not necessary to check the further parcels – it is enough to click #Print from the List.

When the newly generated labels are checked and #Print Waybills is clicked, the window will display the message „Printing of further waybills is not possible until the previous waybill is downloaded”.

The document must be downloaded and printed from the list and then repeat the printing action for the newly generated parcels.

**Note:** When printing on the „label printer” the printer settings must be adjusted to the paper used.

If an error occurs (for technical reasons) during printout generation, the „Generate Document” button becomes inactive during further attempts to print. It is a security measure in the event of errors caused by lack of reply. In such event the User should return to the list of pending parcels, check the parcel on the list and try to generate the label again.





### 3. Parcels

#### The Protocol tab

Lista zleceń/przesyłek zatwierdzonych:

Przesyłki Protokoły

Drukuj raport (1) Drukuj duplikat (1)

Przesyłki: Wszystkie

10

	Numer protokołu	Ilość przesyłek	Ilość paczek	Data wydruku
<input checked="" type="checkbox"/>	2016/09/29/17997619	1	1	2016-09-29

To print the protocol duplicate, please check the selected record on the list in the Protocol tab and click #Print Duplicate.

It is also possible to generate a CSV file containing detailed report with parcel details. To generate the file please check the selected record on the list in the Protocol tabs and click #Print Report.

The printing process is the same as for labels and original protocols. It is not possible to print the report directly – the file must be downloaded first.

#### Parcel history

The Parcel History tab enables viewing the history of all domestic/international parcels and collection orders. The parcels are transferred to history if the handover protocol was printed for them or a collection order has been placed.

Data may be filtered through browser windows, paging and sorting by any criteria.

**Note:** Parcel history from other applications will not be displayed here

Przesyłki Adresy Ustawienia Użytkownicy Departamenty Zamów kuriera Import Allegro Moje DPD

Zarządzanie przesyłką Historia przesyłek Przesyłka pojedyncza Przesyłka seryjna Szablony Import krajowy Import zagraniczny

Platnik: 67588 - DPD APLIKACJA WEBKLIENT (MINERALNA 15, 02274 Warszawa)

Lista przesyłek

Przesyłki: Wszystkie Zlecenie odbioru: Wszystkie Miejsce nadania: Wszystkie Wyczyść

50

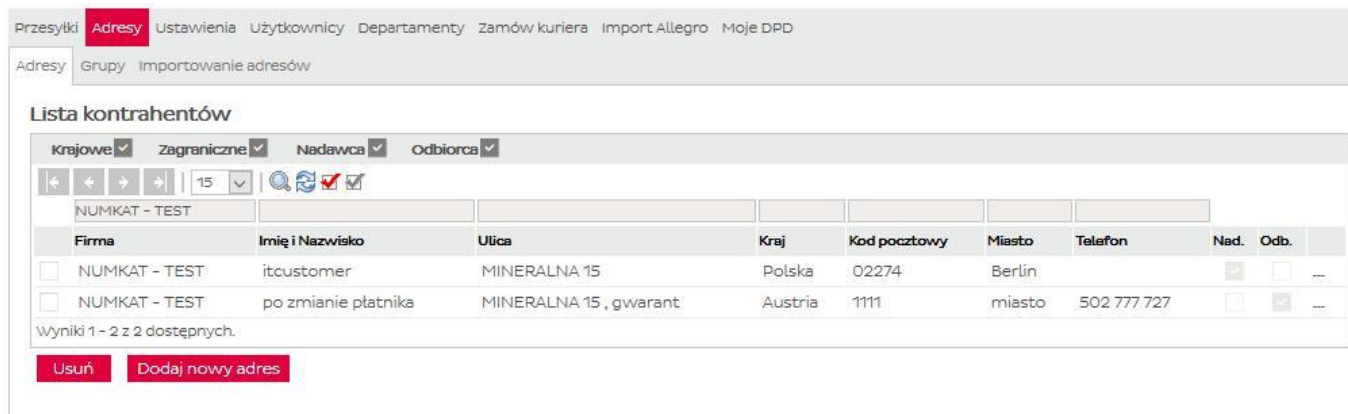
Nr przesyłki	Nr zlecenia	Ilość paczek	Odbiorca	Kraj	Kod	Miasto	Ulica	Nadawca	Kraj	Kod	Miasto	Ulica	ZO	Nr ref.	Data nadania	Status
0000002415310T	WK/CRIN /3355258	1	Test 15	PL	61161	Poznań, Testowa 15	Test 15	PL	61161	Poznań, Testowa 15			<input checked="" type="checkbox"/>		2016-08-23	Status ...

To display parcel details please click the parcel details row.

The Parcel History tab also enables tracking of the status of a specific parcel. By clicking #Status the User is directed to DPD Polska website to subpage track&trace and history of the selected parcel.

## 4. Addresses

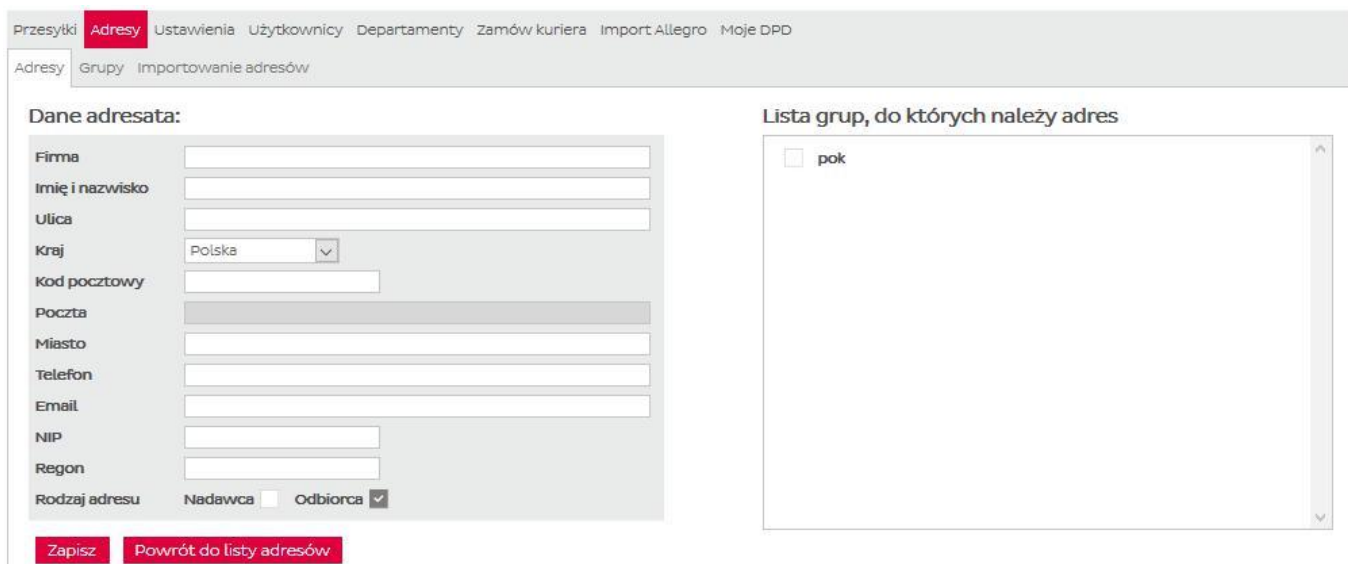
The Address tab serves as the address book which is displayed as the list of defined contractors.



The screenshot shows the 'Adresy' (Addresses) tab with the 'Lista kontrahentów' (Contractor List) sub-tab selected. The interface includes a navigation bar with links like 'Przesyłki', 'Adresy', 'Ustawienia', etc. Below the navigation bar, there are tabs for 'Adresy', 'Grupy', and 'Importowanie adresów'. The main area displays a list of contractors with columns for 'Firma', 'Imię i Nazwisko', 'Ulica', 'Kraj', 'Kod pocztowy', 'Miasto', 'Telefon', 'Nad.', and 'Odb.'. Two entries are visible: 'NUMKAT - TEST' with 'itcustomer' and 'NUMKAT - TEST' with 'po zmianie płatnika'. At the bottom, there are buttons for 'Usuń' (Delete) and 'Dodaj nowy adres' (Add new address).

## Adding a recipient

To add a new address please click #Add New Address. The User will then be redirected to a new form.



The screenshot shows the 'Dane adresata' (Recipient Data) form. It includes fields for 'Firma', 'Imię i nazwisko', 'Ulica', 'Kraj' (with a dropdown menu showing 'Polska'), 'Kod pocztowy', 'Poczta', 'Miasto', 'Telefon', 'Email', 'NIP', and 'Regon'. There is also a 'Rodzaj adresu' (Address Type) section with checkboxes for 'Nadawca' (Sender) and 'Odbiorca' (Recipient), where 'Odbiorca' is checked. To the right, there is a section titled 'Lista grup, do których należy adres' (List of groups to which the address belongs) with a checkbox for 'pok'. At the bottom, there are buttons for 'Zapisz' (Save) and 'Powrót do listy adresów' (Return to address list).

The User defines a new recipient by filling in the basic data. At this stage of defining the recipient's address the User also defines the type of recipient – Sender and/or Recipient by checking the checkbox next to the type of address. If an address group has been predefined and the User would like to add a recipient, please check the checkbox next to the group from the field List of groups to which the address belongs. .

## 4. Addresses

To exclude an address from a group please uncheck the checkbox next to the group to which the address should not belong. One address can belong to a few groups of recipients.

Once the address is saved the application will display the recipient on the address list, whose contents can be filtered, paged and sorted by any criteria.

The address on the list can be edited and modified data can be saved again. In order to go to the edit form please click on the column with (...). After the changes have been made the address must be saved by clicking #Save. It is also possible to leave the form without saving changes by clicking #Return to Address List.

### Adding recipient groups

The Group form in the Address tab is designed mainly for creating new recipient groups for multiple parcels. It also enables viewing, modification and removing of created recipient groups. The form displays the list of predefined recipient groups.

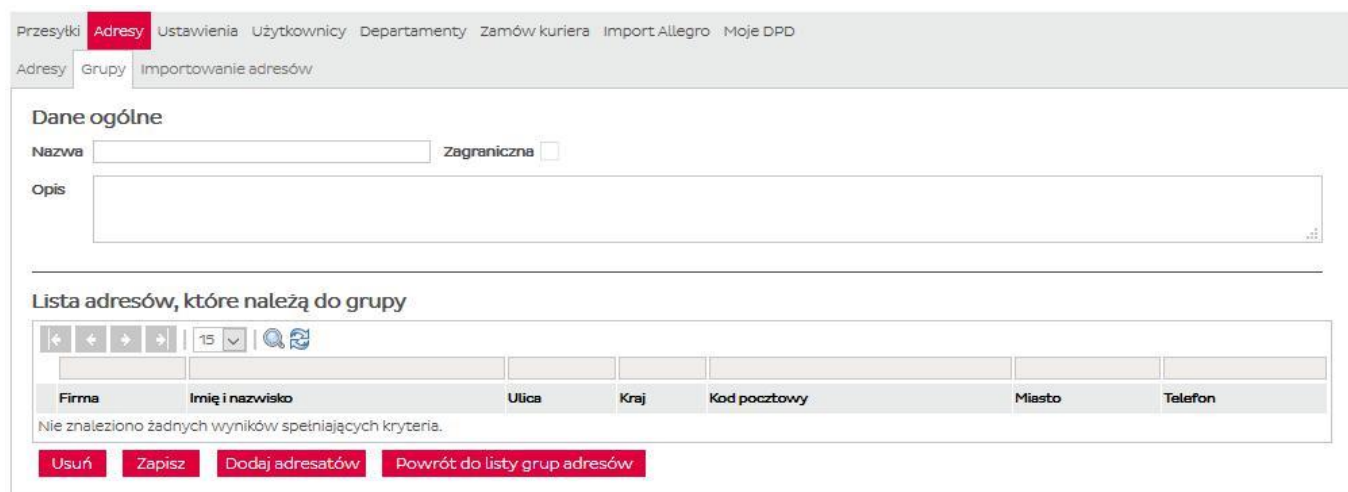
To add a new group please click #New. The form for defining new recipient groups will appear and it enables adding and removing addresses within the group.

The requirement for saving the list is to enter a unique name for the newly created group. The next step is to fill in the description field.

To add a recipient to the group please select the required group, click #Add recipients. The list of recipients will be displayed.

Unnecessary addresses may be deleted by selecting them from the list and clicking #Delete.

To save a new group please click #Save.



The application will display the saved group on the list of address groups with the message New Address Group Added.

## 4. Addresses

There is also an option to edit the specific address group and display particular data for recipients assigned to a particular group. To do so, please click (...).

To remove the selected recipient group, please check the checkbox next to the relevant group and then click #Delete.

**Note:** Deleting a recipient group does not delete the recipients who were assigned to the group.

### Import of domestic recipients

To add addresses to an address book by importing the list of addresses, the User should prepare a CSV file which will contain the basic recipient details i.e. company name, postcode and city/town (required fields) as well as additional details such as phone number or e-mail address.

**Note:** The columns in the file must be named and cannot contain special characters such as ( >< ) + - &\* etc.

	A	B	C	D	E	F
1	Nazwa	Ulica	Kod pocztowy	Miasto	Telefon	e-mail
2	Firma 1	1 Maja 16/5	75-800	Koszalin	123456789	firma1@firma.pl
3	Firma 2	Lipowa 19/21	15-424	Białystok	987654321	firma2@firma.pl
4	Firma 3	Długosza 60	51-162	Wrocław	851851853	firma3@firma.pl
5	Firma 4	Kraszewskiego 1	05-090	Raszyn	716049385	firma4@firma.pl
6	Firma 5	Wrocławska 17	65-613	Zielona Góra	580246917	firma5@firma.pl
7	Firma 6	Przybyszewskiego 51	30-128	Kraków	444444449	firma6@firma.pl
8	Firma 7	Hallera 167	80-416	Gdańsk	308641981	firma7@firma.pl

There are two steps to the import process.

In the first step, please define the imported file and import the file. To do so, please go to the Settings tab and then click #Configuration of Address Import. The form for defining import of addresses will display.

Creating definitions:

First of all please create an import definition by clicking #New Definition. The next tab will display and by clicking #View, the User can specify the recipient list file to be imported.

Przesyłki
Adresy
Ustawienia
Użytkownicy
Departamenty
Zamów kuriera
Import Allegro
Moje DPD

Profil
Konfigurowanie importu krajowego
Konfigurowanie importu zagranicznego
Konfigurowanie importu adresów

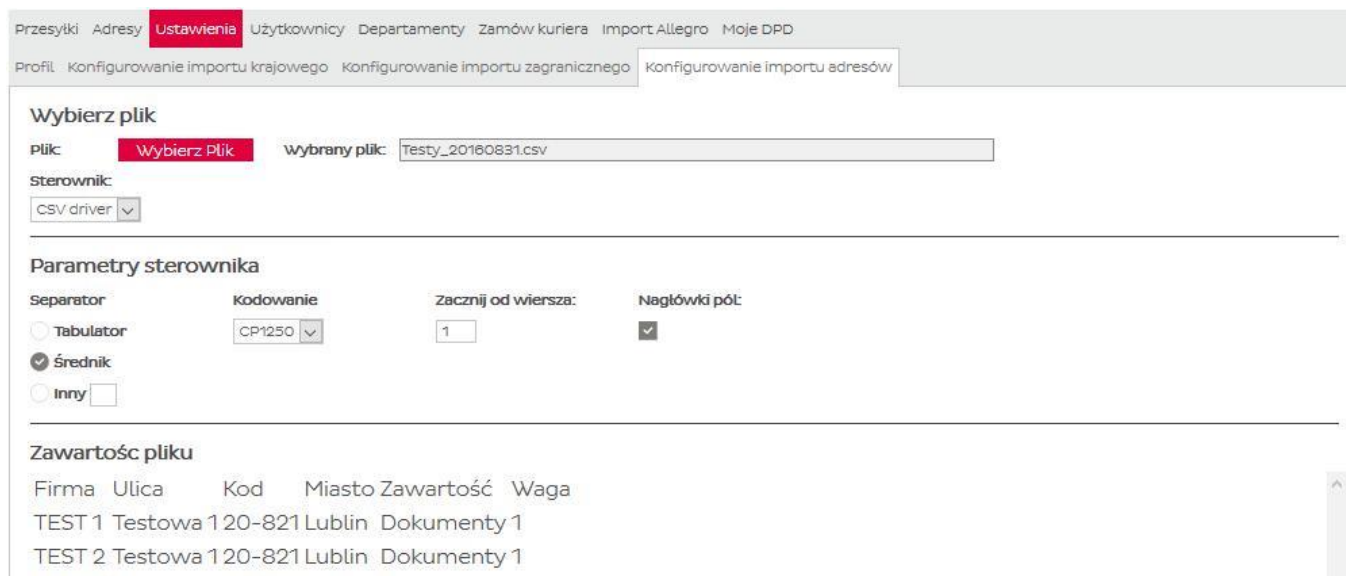
Wybierz plik

Plik:
Wybierz Plik
Wybrany plik:

Powrót do listy konfiguracji

## 4. Addresses

After selecting the file the User selects a CSV driver which will be used for loading the import file. After the name of the driver is selected from the list, the system will refresh the driver parameters block and will display the contents of the file.



**Wybierz plik**

Plik: Wybierz Plik Wybrany plik: Testy\_20160831.csv

Sterownik: CSV driver

---

**Parametry sterownika**

Separator: ☐ Tabulator ☒ Średnik ☐ Inny

Kodowanie: CP1250

Zaczynij od wiersza: 1

Nagłówki pól: ☒

---

**Zawartość pliku**

Firma	Ulica	Kod	Miasto	Zawartość	Waga
TEST 1	Testowa 1	20-821	Lublin	Dokumenty	1
TEST 2	Testowa 1	20-821	Lublin	Dokumenty	1

Then the User specifies the driver's parameters:

- Separator – a character which separates the columns in the CSV file,
- Coding – the coding language of the CSV file, selecting the appropriate file will enable to read the Polish characters,
- Start from the row – shows the row from which the Application should start the import of data from the file
- Field headings – check if the columns in the file have been named.

Click #Next to go to the Mapping screen.

The field which has been checked in the Source column e.g. Company, should be assigned to the relevant field in the Target column. Once the checkboxes for mapped fields have been checked, please select the transformation type and confirm by clicking #Add mapping. Created mapping will appear in the Definition field, with description e.g. Company name 1 to 1 Company.

**Note:** Fields marked with asterisks are obligatory and must be mapped with the fields in the Source column.

To map the customer type please select the transformation type: value from the list, please specify if the Sender or Sender and Recipient. The user selects the expected category and selects the address type in the Target section, and then clicks #Add Mapping.

**Note:** If the User does not select the type of customer (Sender or Sender and Recipient) the imported address will be assigned to the Recipient category by default.

## 4. Addresses

Configuration of import definition ended by clicking #End Mapping. The application will proceed to the definition list.

The next step is to import the relevant file, for which the definition was created. In the Address tab the User selects the option of importing addresses and then selects the created definition and the file by clicking #View and then #Import File.



Przesyłki **Adresy** Ustawienia Użytkownicy Departamenty Zamów kuriera Import Allegro Moje DPD

Adresy Grupy Importowanie adresów

**Importowanie**

wybierz  
definicję: adresy\_20160929

Podaj nazwę pliku Wybierz Plik Wybrany plik: Testy\_20160831.csv

Importuj plik

**Note:** The application will return an error message if some of the addresses are not imported correctly. In such situation please click #Download Log.

By clicking #Download Log a text file will be downloaded. The file will contain the number of row in CSV, for which the address wasn't imported correctly and error details such as wrong postcode or empty postcode row. This means that the address in the highlighted row has not been imported.

**Note:** There is a limit regarding import of address details from the file. It is possible to import 1000 records at one time. Further records will not be included.



## 5. Import of parcels

### Domestic and international import

To import parcel data, the User should prepare a CSV file, which will contain the basic recipient data i.e. company name, street, postcode, town and weight (these fields are mandatory, for international parcels another mandatory field is Contents), and additional data such as name and surname of the recipient, phone number, e-mail address or additional services.

**Note:** Columns in the file must have headers and cannot contain special characters such as ( > < ) + - & \* etc.

For import of parcels, the file can contain only one type of parcels – domestic or international. If the user wants to import international parcels (the Sender or the Recipient is not in Poland) then the User must add the Country field. The name of the country in the import file should be abbreviated, e.g. PL, DE, LT, LV, NL etc.

	A	B	C	D	E	F	G	H
1	Nazwa	Ulica	Kod pocztowy	Miasto	Telefon	Waga	Kwota COD	Zawartość
2	Firma 1	1 Maja 16/5	75-800	Koszalin	123456789	2	10	szkło
3	Firma 2	Lipowa 19/21	15-424	Białystok	987654321	5		
4	Firma 3	Długosza 60	51-162	Wrocław	851851853	15	15	
5	Firma 4	Kraszewskiego 1	05-090	Raszyn	716049385	14		obuwie
6	Firma 5	Wrocławska 17	65-613	Zielona Góra	580246917	27		
7	Firma 6	Przybyszewskiego 51	30-128	Kraków	444444449	10	40	ulotki
8	Firma 7	Hallera 167	80-416	Gdańsk	308641981	8		

There are two steps to import of addresses:

During the first phase please create a definition for imported file and then import the file. To do that, the User must open the Settings tab and then click #Configuration of Domestic/International Import. This will open the form for creating the definition for import of parcels.

Przesyłki
Adresy
**Ustawienia**
Użytkownicy
Departamenty
Zamów kuriera
Import Allegro
Moje DPD

Profil
Konfigurowanie importu krajowego
Konfigurowanie importu zagranicznego
Konfigurowanie importu adresów

Wybierz plik

Plik:
Wybierz Plik
wybrany plik:

Powrót do listy konfiguracji

Creating definitions:

Firstly an import definition must be created, which is done by clicking #New Definition. The User will be redirected to the next tab, where by clicking #View, the user specifies the file with the list of parcels to be imported.

Once the file is selected, the User selects a CSV driver, which will be used for reading the import files. Once the driver is selected from the list, the system shall refresh the driver parameters and display the file content.

## 5. Import of Parcels

Przesyłki Adresy **Ustawienia** Użytkownicy Departamenty Zamów kuriera Import Allegro Moje DPD

Profil Konfigurowanie importu krajowego Konfigurowanie importu zagranicznego Konfigurowanie importu adresów

**Wybierz plik**

Plik: **Wybierz Plik** wybrany plik: Testy\_20160831.csv

Sterownik:

**Parametry sterownika**

Separator: ☐ Tabulator ☒ Średnik ☐ Inny

Kodowanie:

Zaczynij od wiersza:

Nagłówki pól: ☒

**Zawartość pliku**

Firma	Ulica	Kod	Miasto	Zawartość	Waga
TEST 1	Testowa	120-821	Lublin	Dokumenty	1
TEST 2	Testowa	120-821	Lublin	Dokumenty	1

Then the User specifies the driver's parameters:

- Separator – a character which separates the columns in the CSV file,
- Coding – coding language of the CSV file, selecting the appropriate file will enable to read the Polish characters,
- Start from the row – shows the row from which the Application should start the import of data from the file
- Field headings – check if the columns in the file have been named.

Click #Next to go to the Mapping screen.

The field which has been checked in the Source column e.g. Company, should be assigned to the relevant field in the Target column. Once the checkboxes for mapped fields have been checked, please select the transformation type and confirm by clicking #Add Mapping. Created mapping will appear in the Definition field, with description e.g. Company name 1 to 1 Company

**Note:** Fields marked with asterisks are obligatory and must be mapped with the fields in the Source column.

- Recipient or sender details, reference numbers, contents, comments for delivery, weight, etc. are mapped 1 to 1.
- Fields in the column which are marked as T – YES (Yes – mark e.g. Guaranteed, collection order, return document or delivery directly to the specific person) or N – No (No – do not mark) must be mapped by true/false transformation.
- If the column Guaranteed 9:30 is marked with T, then the fields in column Guaranteed 12:00 or any other guaranteed services should be left empty or be marked with N. If T is entered in both columns, then the service will be excluded and the parcel will not be imported.

**Note:** The field content is compared with the defined service availability interval. The content of the field must match the definition exactly



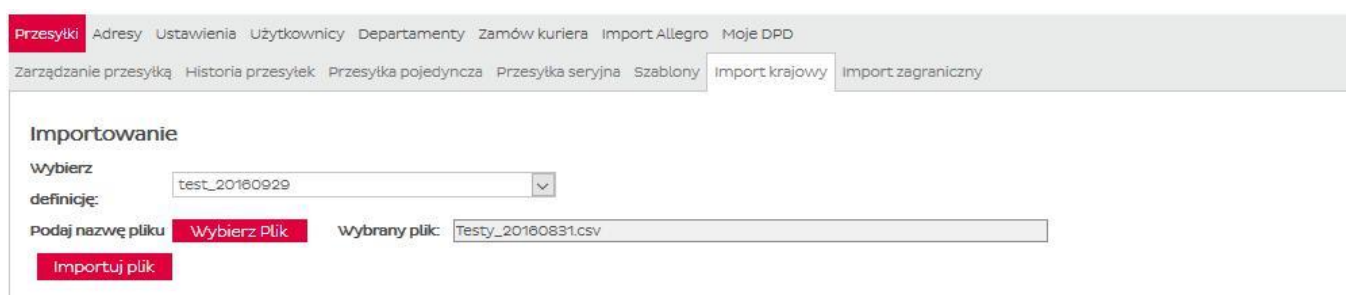
## 5. Import of Parcels

- The column which defines the COD Value for the parcel must contain the amount. In this case we map the amount from the source column 1 to 1 with the COD Amount field. Furthermore the COD Currency field should be marked in the target column and the type of value transformation must be marked by entering PLN in the empty field.

**Note:** The import COD field cannot contain „0” value. In such event the field should be left empty.

To end the import configuration please click #Finish Mapping, the application will then display the definition list.

The next step is to import the appropriate file for which the definition was created. Please open the Parcels tab, select Domestic Import or International, then select the created definition and the file by clicking #View and then #Import File.



**Note:** The application will return an error message if some of the addresses are not imported correctly. In such situation please click #Download Log.

By clicking #Download Log a text file will be downloaded. The file will contain the number of row in CSV, for which the address wasn't imported correctly and error details such as wrong postcode or empty postcode row. This means that the address in the highlighted row has not been imported.

**Note:** There is a limit regarding import of address details from the file. It is possible to import 500 records at one time. Further records will not be included.

## 5. Import of the Parcels

### Import of multi package parcels

To import multi package parcel data the User should prepare A CSV file in accordance with instruction for import of single parcels, but must additionally include the Number of Parcels. If such source value is not mapped, then the file will not be imported.

	A	B	C	D	E	F	G	H	I
1	Nazwa	Ulica	Kod pocztowy	Miasto	Liczba paczek	Waga	Wymiar X	Wymiar Y	Wymiar Z
2	Firma 1	1 Maja 16/5	75-800	Koszalin	3	3 2 6	50 50 50	30 30 30	10 10 10
3	Firma 2	Lipowa 19/21	15-424	Białystok	5	10 2 5 3,5 1	10 10 10 10 10	50 20 30 10 10	50 20 30 10 10
4	Firma 3	Długosza 60	51-162	Wrocław	1	15.5	20	30	40
5									
6									
7									

Separator w postaci kropki

Separator w postaci przecinka

Separator w postaci pionowej kreski

To import the CSV file correctly, the required data format must be used:

- Number of packages – positive integer number equal to the number of packages declared in the parcel,
- Weight – positive real number (if the weight is not a real number, then a coma or full stop should be used as a separator (e.g. 1,5 or 1.5). The number of weight values must be equal to the number of packages, e.g. if 6 packages were given in the Number of Packages then 6 values must be given in the Weight field. In such event each weight must be separated with the vertical line: |,
- Dimensions x, y, z – a declared dimension which should be a positive integer number. There should be a separate column for each dimension (e.g. Dimension x, Dimension y, Dimension z) in the file.  
In the event of mapping of parcel dimensions it is required to specify all dimension of packages in the parcel i.e. length, height and width. Please note, that if e.g. the number of packages specified in the file is 3 then you must specify 3 lengths, 3 heights and 3 widths, because the declared number of packages is compared with the number of x, y and z dimensions. In such event each dimension must be separated with a vertical line: |.

When mapping multi package parcels, the source fields such as Number of Packages, Weight, X/Y/Z Dimensions must be mapped accordingly with the field in order to use the 1 to 1 transformation.

## 6. Departments

The Departments tab contains the number of all existing Payers (numkats) created for a particular client in another DPD system. The data is automatically updated in the DPD Online application.

Przesyłki Adresy Ustawienia Użytkownicy **Departamenty** Zamów kuriera Import Allegro Moje DPD

Zarządzanie departamentami

### Lista departamentów

15

Nazwa	Numkat	Główny	Miasto	Ulica
DPD APLIKACJA WEBKLIENT	67588	<input checked="" type="checkbox"/>	Warszawa	MINERALNA 15
NUMKAT - TEST	74671	<input type="checkbox"/>	Warszawa	MINERALNA 15

Wyniki 1 - 2 z 2 dostępnych.

The list is used mainly for viewing, the User does not have an option to edit the address details – these fields are inactive (greyed out.) When the User clicks (...) the department details will be displayed, and the User will be able to fill in the Cost Centre field.

Przesyłki Adresy Ustawienia Użytkownicy **Departamenty** Zamów kuriera Import Allegro Moje DPD

Zarządzanie departamentami

### Adres departamentu

Ulica: MINERALNA 15

Kod pocztowy: 02274

Pocztą: Warszawa

Miasto: Warszawa

Kraj: Polska

Telefon: 502 777 727

Email:

### Podstawowe dane departamentu

Nazwa: DPD APLIKACJA WEBKLIENT

Numkat: 67588

NIP: 5260204110

Regon: 5260204110

Główny: ☒

Centrum kosztowe:

**Zapisz** **Powrót do listy departamentów**

## 7. Services

When creating a new parcel or collection order the User can select additional services. The list of available services is displayed when the post codes, country of dispatch and country of destination are filled in correctly. If these fields are not filled in – the services section will display a prompt to do so and an additional information that Poland must be specified as the dispatch country or destination country.

**Note:** If the dispatch country, destination country or post code is changed, the preselected services will be deleted.

The User cannot generate a parcel or collection order if both the dispatch and destination country are not Poland. If the selected destination country is not Poland then the dispatch country will be changed to Poland. The same, if the dispatch country is changed to other than Poland then the situation is similar.

### Domestic service

#### Guaranteed delivery

The service consisting in setting the time and date when the first delivery attempt will be made to the Recipient.

#### Collection order

The service consisting in collection of the Parcel from a third party on the next working day after the day the order is received.

#### COD

The service consisting in collecting the amount due for the contents of the Parcel from the Recipient and sending the money to the Client.

#### DOX

The service consisting in delivery of a Parcel with the actual weight not exceeding 0.5 kg, packed in the DPD envelope.

#### Return documents

The service consisting in collecting the Recipient's signature on the document accompanying the Parcel and delivery of such document to the Sender.

#### Return parcel

The service consisting in collecting a parcel from the Recipient while delivering another parcel to him/her. The parcel collected is addressed to the Sender of the primary Parcel – the time of performing such service is two working days from the day of delivery of the primary Parcel.

#### Valuable parcel

The service consisting in providing an additional insurance cover for the Parcel.

The maximum accepted value of the parcel is PLN 500 000.

#### Private address

Delivery of a Parcel to an address which is not an office address.

#### Delivery to a specific person

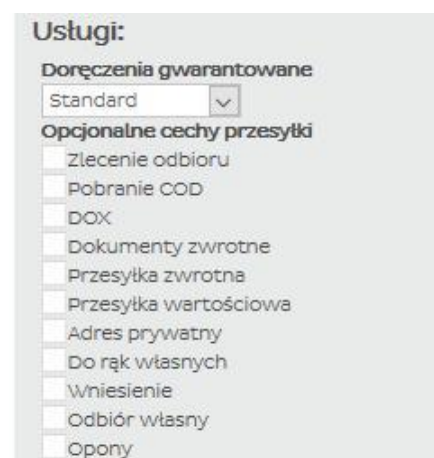
The service consisting in providing delivery of a Parcel only to the person specified on the dispatch confirmation. The person's identity is confirmed by the Courier on the basis of an identification document.

#### Self-collection

The service consisting in providing the Recipient with the option to collect the Parcel from the Depot. The Recipient must give the correct Parcel number and show his/her identification document. If the Recipient is not a natural person he/she must provide the company stamp.

#### Tires

Marking of a parcel containing tires.



## 7. Services

### DPD on the hour

Delivery of a parcel the next working day at the selected time (+/- 20 minutes). The available intervals are: 10:30 – 16:00, 18:00 – 8:00.

### DPD 9:30

Delivery of a parcel the next working day by 9:30. In the period from 1<sup>st</sup> November until 1<sup>st</sup> Marcy the delivery time is by 10:30.

### DPD 12:00

Delivery of the parcel the next working day by 12:00.

### Saturday

Dispatch and/or delivery of a parcel on Saturday between 8:00 – 17:00. The service is available only when the parcel is dispatched on the last working day preceding Saturday.

### Sunday and public holidays

Dispatch and/or delivery of a parcel on Sunday or public holiday between 8:00 – 17:00. Service is available only after prior arrangements with DPD Polska, for each parcel.

## International service

### Collection request

Once a country other than Poland is selected and the sender's and recipient's correct post code is provided, the service is checked automatically. When the parcels sent from a country other than Poland are imported to the system, the service is also checked automatically. Collection request from abroad sent by 17:00 hrs should be carried out the next working day.

### Customs clearance

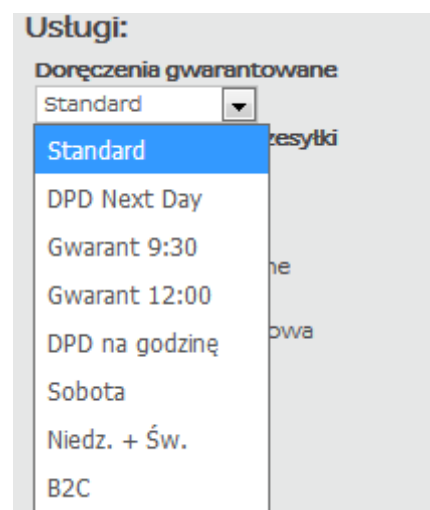
Customs clearance performed by DPD on export or import of goods from outside of the EU common customs territory.

### Pallet

Transport of goods of total actual weight exceeding 31.5 kg, on a solid construction used for transport.

### DPD Next Day

The first delivery attempt will be made on the first working day following dispatch of the parcel.



Uslugi:

Doręczenia gwarantowane

Standard

Standard

DPD Next Day

Gwarant 9:30

Gwarant 12:00

DPD na godzinę

Sobota

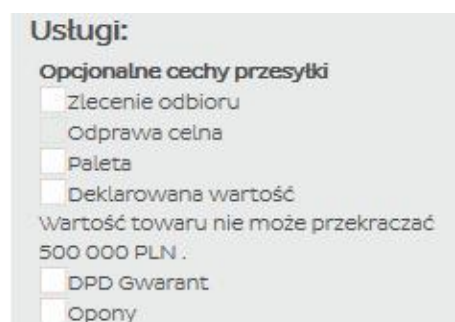
Niedz. + Św.

B2C

**Declared value** – an additional insurance cover for a parcel. The maximum acceptable value of a parcel is PLN 500 000.

**DPD Guarantee** – guaranteed attempt of delivery within the specified period relating to the price list. The service is available only in selected countries.

**Tires** – Marking of a parcel containing tires.



Uslugi:

Opcjonalne cechy przesyłki

☐ Zlecenie odbioru

☐ Odprawa celna

☐ Paleta

☐ Deklarowana wartość

Wartość towaru nie może przekraczać 500 000 PLN.

☐ DPD Gwarant

☐ Opony

**Note:** Selected Additional Services are charged in accordance with the current Price List.

## 8. Ordering courier services

### The list of orders for courier services

In the Ordering Courier Services module the User has an option to display all existing orders for the User who is logged in.

Przesyłki Adresy Ustawienia Użytkownicy Departamenty **Zamów kuriera** Import Allegro Moje DPD

Lista zleceń zamówienia kuriera:

	Numer zlecenia	Płatnik	Typ	L. paczek	L. palet	L. kopert	Data i godz. złożenia	Plan. data realizacji	Plan. godzina realizacji
<input type="checkbox"/>	2016091935939	67588 - DPD APLIKACJA WEBKLIENT (MINERALNA 15, 02274 Warszawa)	krajowe	0	0	1	2016-09-19 15:04	2016-09-19	17:00 - 19:00
<input type="checkbox"/>	2016081124928	67588 - DPD APLIKACJA WEBKLIENT (MINERALNA 15, 02274 Warszawa)	krajowe	0	0	1	2016-08-11 12:20	2016-08-12	17:00 - 19:00

### Creating an order

The User clicks on #New Orders on the Order List screen to display the new order screen and the data entry form.

Przesyłki Adresy Ustawienia Użytkownicy Departamenty **Zamów kuriera** Import Allegro Moje DPD

Nowe zlecenie

<b>Płatnik</b> Numer klienta (numkat): 67588 - DPD APLIKACJA WEBKLIENT Centrum kosztowe: Płatność: Przelew	<b>Zleceniodawca</b> Nazwa firmy: DPD APLIKACJA WEBKLIENT Imię i nazwisko: Adres email: Telefon: 502 777 727	<b>Miejsce nadania</b> <input type="checkbox"/> Adres prywatny Nazwa firmy: DPD APLIKACJA WEBKLIENT Imię i nazwisko: Ulica i nr domu: MINERALNA 15 Kod pocztowy: 02274 Miasto: Warszawa Telefon: 502 777 727 Adres email:
<b>Data i godzina odbioru przesyłki</b> Data odbioru: 2016-09-29 Godziny odbioru:	<b>Typ przesyłki</b> Kraj odbiorcy: Polska Zawartość:	
<b>Deklaracja nadania</b> <input type="checkbox"/> Koperty <input type="checkbox"/> Paczki <input type="checkbox"/> Palety		
<b>Dodatkowe</b> <input checked="" type="checkbox"/> Listy przygotowane		

The user should fill in the required fields, select the date and time of collection and fill in the dispatch declaration: Envelopes/Packages/Pallets.

**Note:** Waybills must be prepared for the order.



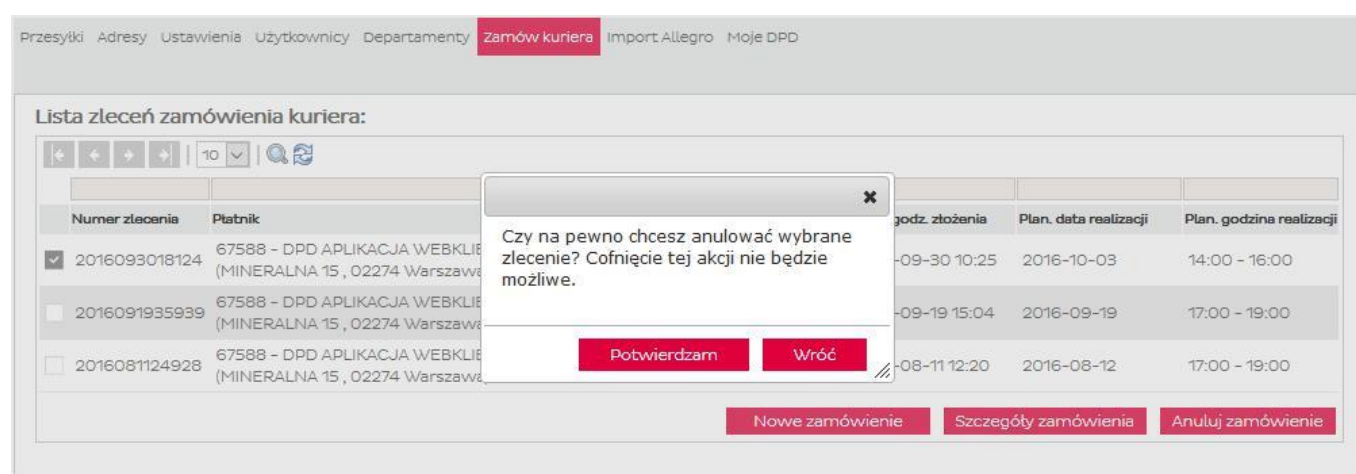
## 8. Ordering courier services

To place the created order, please click #Place an Order. The application will verify the correctness of entered data and will return to the order list.

**Note:** If the required fields are not filled in correctly, placing an order will not be possible and a message will be displayed.

To cancel the order before it was placed, please click #Cancel and the application will return to the list of orders.

The user has an option to cancel the correctly placed order. To do so, please select the order from the list and then click #Cancel the Order. A message will appear, requesting to confirm the cancellation. Please accept the message by clicking #Accept or go back by clicking #Back.



The screenshot shows the DPD Online Application interface. At the top, there is a navigation bar with tabs: Przesyłki, Adresy, Ustawienia, Użytkownicy, Departamenty, **zamów kuriera** (highlighted), Import Allegro, and Moje DPD. Below the navigation bar, the main section is titled 'Lista zleceń zamówienia kuriera:'. It contains a table with columns: Numer zlecenia, Płatnik, godz. złożenia, Plan. data realizacji, and Plan. godzina realizacji. The table lists three orders, all from '67588 - DPD APLIKACJA WEBKLI...' (MINERALNA 15, 02274 Warszawa). A confirmation dialog box is overlaid on the table, asking: 'Czy na pewno chcesz anulować wybrane zlecenie? Cofnięcie tej akcji nie będzie możliwe.' (Are you sure you want to cancel the selected order? Undoing this action will not be possible.). The dialog has two buttons: 'Potwierdzam' (Confirm) and 'Wróć' (Back). At the bottom of the interface, there are three buttons: 'Nowe zamówienie', 'Szczegóły zamówienia', and 'Anuluj zamówienie'.

Cancellation of an order is not possible if:

- The order has already been cancelled by the User;
- The order has already been processed by a DPD employee, e.g. passed on to the courier;
- Connection to the DPD system was not possible.

**Note:** If the cancellation of an order was not successful, please contact the Contact Center.

## 9. Import of Allegro Parcels

### Logging in to Allegro

To use the Allegro integration, please log in to the module, giving the details of your own Allegro account:

- Allegro login;
- Allegro password;
- WebAPI key.

**Note:** Login data is not provided by DPD. WebAPI key must be generated in the Allegro panel.

When logging in the User can check Remember Me – then the entered data will be saved for 14 days. After that period the module will log the User out.

After the data has been entered, please click #Log In.



The User can log out by clicking #Log Out.

### Searching for transactions

The User who is logged in to the Allegro module can search for his/her transactions within the selected time interval „from – to” and by the date of:

- Making a transaction;
- Commencing the auction;
- Completing the auction.

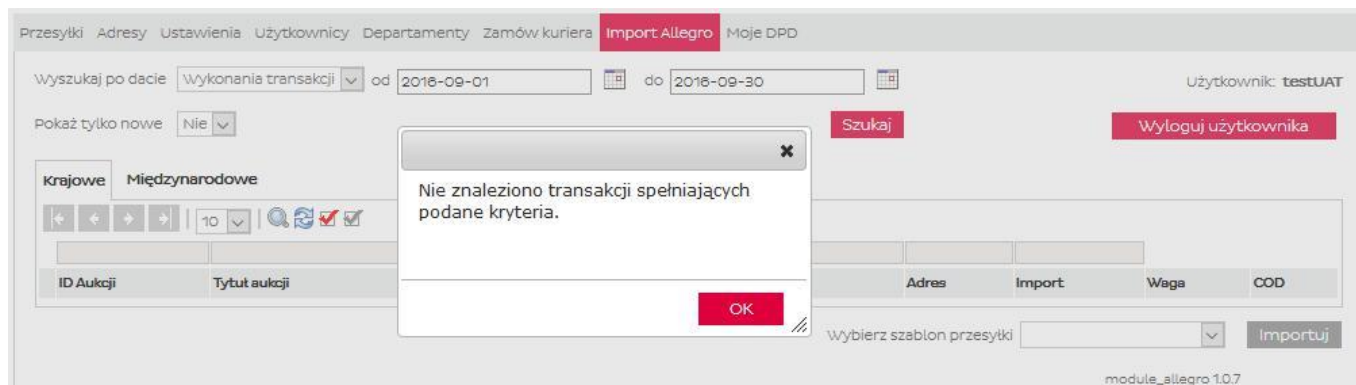
The User can also search for only new data which was not previously imported. To do so, please select Yes on the Show Only New list.





## 9. Import of Allegro Parcels

If the application does not find any data in the specified time interval a message will appear:



The screenshot shows the 'Import Allegro' interface. At the top, there are tabs: 'Przesyłki', 'Adresy', 'Ustawienia', 'Użytkownicy', 'Departamenty', 'Zamów kuriera', 'Import Allegro' (selected), and 'Moje DPD'. Below the tabs, there's a search bar with 'Wyszukaj po dacie' and a dropdown menu set to 'Wykonania transakcji'. The date range is from '2018-09-01' to '2018-09-30'. A 'Szukaj' button is visible. A message box is displayed in the center: 'Nie znaleziono transakcji spełniających podane kryteria.' with an 'OK' button. On the right, there's a 'Wyloguj użytkownika' button. Below the message box, there's a table with columns: 'ID Aukcji', 'Tytuł aukcji', 'Adres', 'Import', 'Waga', and 'COD'. At the bottom right, there's a 'Wybierz szablon przesyłki' dropdown and an 'Importuj' button. The version 'module\_allegro 1.0.7' is shown at the bottom right.

Please accept the message by clicking #OK, and then change the search criteria.

Found transactions will appear on the list:

- Domestic – transactions, for which the buyer provided a domestic delivery address;
- International – transactions, for which the buyer provided an international delivery address.



The screenshot shows the 'Import Allegro' interface with a list of transactions. The 'Krajowe' tab is selected. The table has columns: 'ID Aukcji', 'Tytuł aukcji', 'Cena', 'Kup teraz', 'Nick Allegro', 'Adres', 'Import', 'Waga', and 'COD'. The first row shows: '6058644765', 'Aukcja testowa 9 - nie kupuj', '31', '1', 'Nick Allegro', '10000', 'Tak', and empty fields for 'Waga' and 'COD'. Below the table, there's a 'Wybierz szablon przesyłki' dropdown and an 'Importuj' button.

## Import of transactions

To generate a package label on the basis of the transaction, data must be imported.

- The User checks the selected transactions,
  - Fills in the fields: Weight and COD (if the parcel should be sent as COD)\*;

\*the COD value will be carried from the Allegro web service data

- Clicks the #Import button.

**Note:** An existing template in the application can be used for importing data. Data entered into the template have priority and will overrule the Weight and COD values, if such are provided in the template.

Correctly imported data will appear on the List of Pending Parcels, where the labels can be printed.

## 10. Allegro API Key

If during the import of Allegro auction the client receives a message:

**Allegro API Message:** Incorrect WebAPI key value or the key was blocked.

Allegro API error code: **ERR\_WEBAPI\_KEY**

Please renew the API key

The client must generate an API Allegro (not to be confused with DPD API).

Information on WebApi Allegro: <http://allegro.pl/webapi>

Generating WebApiAllegro key:

1. Click My Allegro,
2. Go to My Account,
3. Go to the drop down list at the bottom WebApi -> Information and Settings (generating the key),
4. Then select the reason for generating a new key by Allegro.

### Generowanie klucza WebAPI



Aby wygenerować klucz dostępowy do usługi Allegro WebAPI, wybierz powód dla którego chcesz go uzyskać, a następnie zapoznaj się z Regulaminem usługi oraz zaakceptuj jego postanowienia.

**Formularz**

Jestem użytkownikiem aplikacji, na potrzeby której muszę wygenerować swój klucz

Dodatkowa informacja z opisem planów na wykorzystywanie klucza:

pozostało **255** znaków

☒ Akceptuję [Regulamin usługi](#)

Generuj klucz

The key is available immediately and its status is displayed under the generated number.

### Ustawienia klucza WebAPI

#### Środowisko produkcyjne

Jeżeli uważasz, że informacje tu zawarte są niepoprawne, lub należy je zmienić, proszę skorzystać z [formularza kontaktowego](#)

Klucz Allegro WebAPI	<b>C</b>
Data ważności	---
Status	<b>Aktywny</b> Zaakceptowany <a href="#">regulamin usługi</a> z dnia <b>03.09.2012</b>

#### Środowisko deweloperskie

Jeżeli chcesz uzyskać dostęp do środowiska testowego WebAPI ([Sandboxa](#)), skorzystaj z poniższego przycisku.

[Wygeneruj dane dostępowe](#)

Generated key must be entered in DPDOnline:



Przesyłki Adresy Ustawienia Użytkownicy Departamenty Zamów kuriera **Import Allegro**

### Dane logowania do Allegro

Login w serwisie Allegro:

Hasło w serwisie Allegro:

Klucz WebAPI

Zapamiętaj mnie ☐

## 11. Technical data

### Specification of the import file

Specification of the import file for the Application is provided below:

**Note:** the application is case sensitive during import.

#### Recipient

Recipient company = text field  
 Recipient street = text field  
 Recipient town/city = text field  
 Recipient post code = numeric field, form 00000 or 00 000  
 Recipient name and surname = text field  
 Recipient e-mail = text field  
 Recipient phone number = text field

#### Sender

Sender company = text field  
 Sender street = text field  
 Sender town/city = text field  
 Sender post code = numeric field, form 00000 or 00 000  
 Sender name and surname = text field  
 Sender e-mail = text field  
 Sender phone number = text field

#### Parcel

Parcel: weight = numeric field  
 Parcel: dimension x = numeric field  
 Parcel: dimension y = numeric field  
 Parcel: dimension z = numeric field

#### Parcel

Reference number 1 = numeric-text field (max 50 characters)  
 Reference number 2 = numeric-text field (max 50 characters)  
 Cost centre = numeric-text field (max 50 characters)  
 Content = numeric-text field (max 90 characters)  
 Comments = numeric-text field (max 90 characters)  
 Number of parcels = numeric field

#### Guaranteed delivery

Standard = T/N  
 Guaranteed 9:30 = T/N  
 Guaranteed 12:00 = T/N  
 DPD for the hour: Time = exact hour (e.g. 12:00)  
 Saturday = T/N  
 Sunday + Public Holidays = T/N  
 DPD Next Day = T/N  
 B2C interval = T/N (exact interval (e.g. 12:00 – 15:00))

#### Optional parcel features

Collection order = T/N  
 COD: amount collected = numeric field  
 COD: currency = (mapping - value)  
 entering PLN as currency  
 DOX = T/N  
 Return documents = T/N  
 Return parcel = T/N  
 Valuable parcel: Value = numeric field  
 Private address = T/N  
 Delivery to the recipient personally = T/N  
 Carry in = T/N  
 Tires = T/N

#### Parcel attributes

Department: Number = numeric field, correct number of the Payer

## 11. Technical data

### Maximum number of characters in the forms

The number of characters in each field is limited.

Maximum character numbers are listed below:

Cost centre	50
Recipient name	100
First name/surname	100
Street address	100
Postcode	6
Postcode abroad	7
Post office	Returned upon postcode
Town/city	50
Phone number	100
E-mail	50
Content	90
Comments for delivery	90
Reference number 1	50
Reference number 2	50

### Hardware requirements

In order to provide optimum performance of the Application the following minimum requirements are recommended:

- Internet connection speed of no less than 100 kb/s
- Internet browser:
  - Firefox Mozilla no less than version 3.0.
  - Internet Explorer minimum IE 7.0 or higher. The application will not work correctly on IE 6.0
- For direct printing - Java minimum version 1.6.10.
- Minimum version of Acrobat is 7.05.

## 12. Import of eBay Parcels

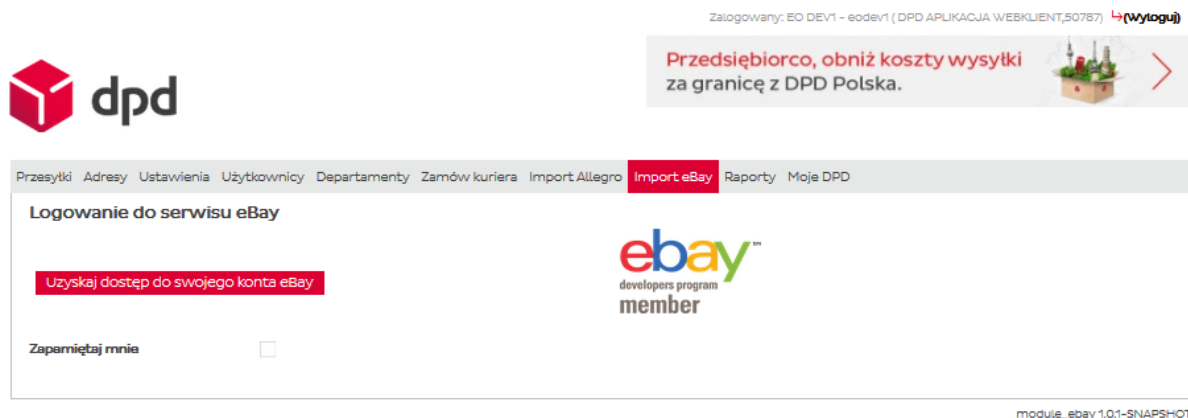
### Logging into eBay module – getting User Token

To login into eBay module, User should get User Token from eBay.

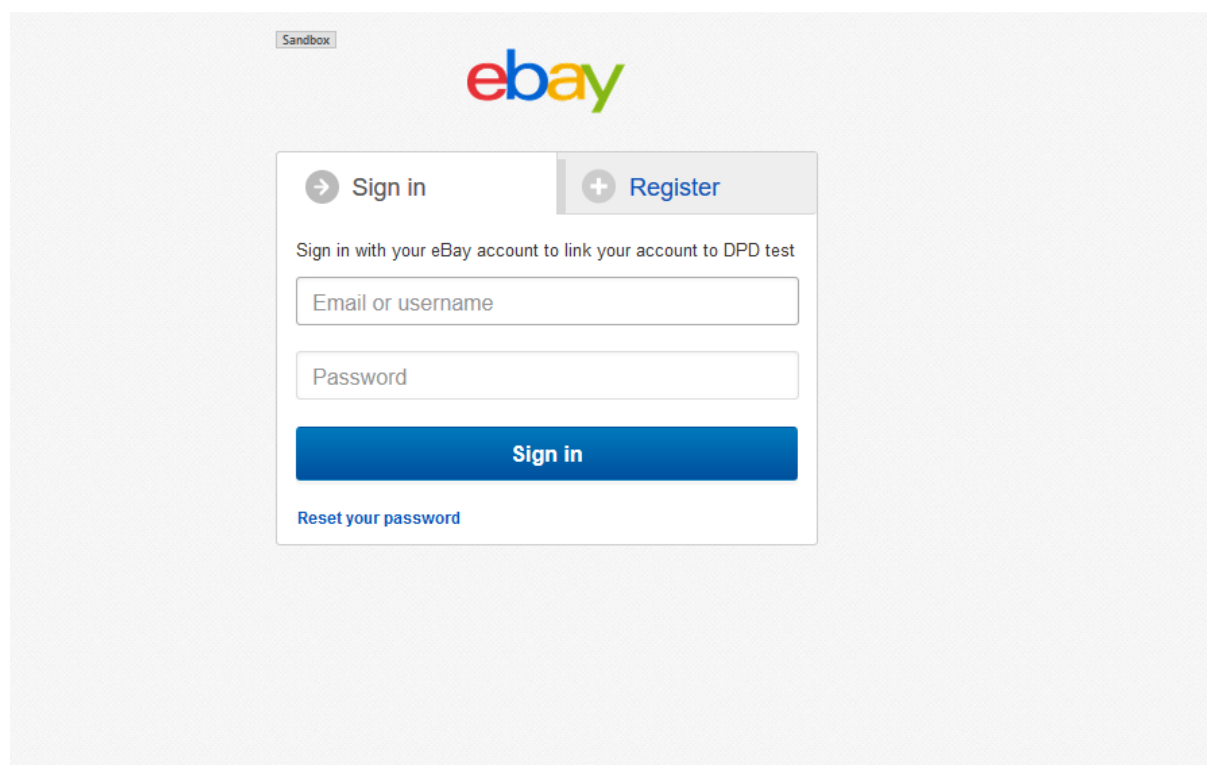
To login into eBay module, while being logged into DPD Online application:

1. Choose tab Import eBay:  
**If the eBay Import tab is not visible, add the eBay-Operator role to the user.**
2. Click button: Get access to your eBay account (Picture 3).
3. Provide your eBay authorization data on eBay login page (Picture 4).
4. Click button Sign in.
5. Click button Agree (Picture 5).

As a result system will show Import eBay screen. User is now logged into eBay Module (Picture 6).



Picture 3. eBay module login page



Picture 4. eBay Service login page





Grant application access: DPD test

Ready to use DPD test? Great! We need your consent to share your eBay data. Don't worry, we won't share your eBay password. You can change this any time by editing your [account preferences](#). Please take the time to read DPD test's terms of service and [privacy policy](#), because these policies will apply when you use this service. Remember, we don't manage policies set by other companies. By clicking on the "I agree" button, you're allowing us to link your eBay account with DPD test.


[Agree](#) No thanks, take me to the Application's website or eBay homepage

[About eBay](#) [Announcements](#) [Community](#) [Security Center](#) [Resolution Center](#) [Seller Information Center](#) [Policies](#) [Affiliates](#) [Help & Contact](#) [Site Map](#)

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Picture 5. eBay access confirmation page



Zalogowany: EO DEV1 - eodew1 (DPD APLIKACJA WEBKLIENT,50787) [Wyloguj](#)

**Przedsiębiorco, obniż koszty wysyłki za granicę z DPD Polska.**



Przesyłki Adresy Ustawienia Użytkownicy Departamenty Zamów kuriera Import Allegro **Import eBay** Raporty Moje DPD

Wyszukaj po dacie Wykonania zamówienia od do Użytkownik: testuser\_grzesiektbg

Pokaż tylko nowe Nie Szukaj Wyloguj użytkownika

Krajowa Międzynarodowa

10

ID zamówienia	Numer przedmiotu	Tytuł aukcji	Ilość	Cena	Kup teraz	Waluta	Nick	Adres	Import	Waga	COD (w PLN)
<input type="checkbox"/> test9999	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiektbuy	90252 Łódź Jaracza	Tak		?
<input type="checkbox"/> test9998	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiektbuy	90252 Łódź Jaracza	Tak		?
<input type="checkbox"/> test9997	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiektbuy	90252 Łódź Jaracza	Tak		?
<input type="checkbox"/> test9996	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiektbuy	90252 Łódź Jaracza	Nie		?
<input type="checkbox"/> test9995	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiektbuy	90252 Łódź Jaracza	Tak		?
<input type="checkbox"/> test9994	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiektbuy	90252 Łódź Jaracza	Tak		?
<input type="checkbox"/> test9993	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiektbuy	90252 Łódź Jaracza	Tak		?
<input type="checkbox"/> test9992	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiektbuy	90252 Łódź Jaracza	Nie		?
<input type="checkbox"/> test9991	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiektbuy	90252 Łódź Jaracza	Nie		?
<input type="checkbox"/> test9990	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiektbuy	90252 Łódź Jaracza	Nie		?

Wyniki 1 - 10 z 10 004 dostępnych.

Wybierz szablon przesyłki Importuj

module\_ebay 1.0.1-SNAPSHOT

Picture 6. Import eBay page

## Using 'Remember me' while logging into eBay Module

While logging into eBay module, User has possibility to use 'Remember me' functionality.

After checking this option User's login and password will be remembered in application for 18 months. After 18 months (assuming that during this time User Token will not be deactivated/blocked) User will need to login once again with his eBay account data. If User during this 18 months will log out from eBay module using Log out button, 'Remember me' option will be switched off and User Token will be deactivated. User will need to get User Token once again with his eBay account data.

To use 'Remember me' option:

1. Choose tam Import eBay (Picture 3).  
As a result system will show eBay module login page (Picture 3).
2. Check checkbox 'Remember me' and click button 'Get access to your eBay account'.  
As a result system will show eBay Service login page (Picture 4).
3. Provide eBay account authorization data on eBay Service login page (Picture 4).
4. Click button Sign in
5. Click button Agree (Picture 5)

As a result system will show Import eBay page. User is now logged into eBay module with 'Remember me' option (Picture 6).

## Searching for transactions

The User who is logged into the eBay module can search for his/her transactions within specific search criteria. To list eBay transactions logged User should:

1. Choose tab Import eBay (Picture 3).  
As a result system will show eBay module login page (Picture 4) or eBay module transactions page (if User's eBay account data was previously remembered). In first case User needs to login as described in 'Logging into eBay module – getting User Token' section.
2. On Import eBay screen User should choose search criteria fields:
  - Search by date
  - From
  - To
3. User may choose 'Show only new' option.
4. Click button Search.

As a result system will list transactions that meet provided search criteria (Picture 7).

eBay transactions are listed in two tabs:

- Domestic
- International

There are three possible results of searching transactions:

1. If system will find only domestic or both domestic and international transactions, tab Domestic will be preselected, showing domestic search results. To check international transactions User should click tab International.
  2. If system will find only International transactions, tab International will be preselected.
  3. If search criteria will not meet any results system will show error window with message 'No transactions meeting the search criteria have been found.'
- 3.1 User can close this window by clicking OK button (Picture 8). After this action system will show empty transaction list.

Zalogowany: EO DEV1 - eodev1 (DPD APLIKACJA WEBKLIENT,50787) [Wyloguj](#)

Przedsiębiorco, obniż koszty wysyłki  
za granicę z DPD Polska.



Przesyłki Adresy Ustawienia Użytkownicy Departamenty Zamów kuriera Import Allegro **Import eBay** Raporty Moje DPD

Wyszukaj po dacie:  od  do  Użytkownik: **testuser\_grzesiekbuy**

Pokaż tylko nowe:

Krajowe **Międzynarodowe**

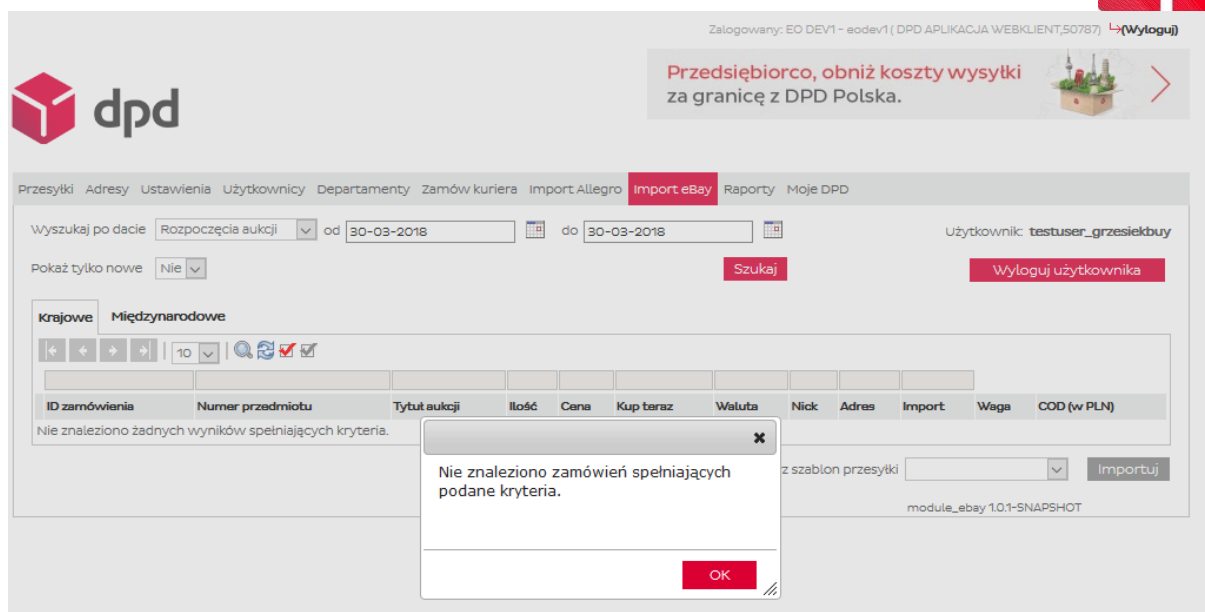
ID zamówienia	Numer przedmiotu	Tytuł aukcji	Ilość	Cena Kup teraz	Waluta	Nick	Adres	Import Waga	COD (w PLN)
<input type="checkbox"/> auto3	testelenium	TEST_ITEM 0702_EO	7	7	GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Nie	<input type="text"/>
<input type="checkbox"/> auto1	testelenium	TEST_ITEM 0702_EO	7	7	GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Nie	<input type="text"/>
<input type="checkbox"/> 28868155001	110260198354	Tester EO PL V2 weight	1	15	GBP	testuser_grzesiekbuy	39-400 Tarnobrzeg 11 Listopada 8	Tak	<input type="text" value="17,0"/>

Wyniki 1 - 3 z 3 dostępnych.

Wybierz szablon przesyłki:

module\_ebay 1.0.1-SNAPSHOT

Picture 7. Search results



Picture 8. No transactions found message window

## Import of transactions

User can import his eBay transactions to DPD Online application using eBay module. During the import User can provide following data:

- Weight, between 0.01 kg and 700 kg for domestic transactions and between 0.01 kg and 32 kg for international transactions (according to services configuration). If User provides wrong value system will show error message.
- COD – collect on delivery amount. For such transactions, which have COD option selected in eBay, field should be filled automatically in eBay module transaction list. If data was not provided in eBay, User can fill this field manually providing values between 0.01 PLN and 15000.00 PLN. If User provides wrong value system will show icon with error message.

To import eBay transactions to DPD Online User should:

1. Get to tab Import eBay (Picture 3) and search for transactions to show transaction list (domestic or international).
2. Select checkboxes on the list for transactions that should be imported to DPD Online (Picture 9).
3. Fill in the fields: Weight and COD (if the parcel should be sent as COD). The COD value could also be carried from the eBay web service data if provided.
4. Click Import button

As a result system will show import summary (Picture 11 and 12). If any errors occur during import User can check error log file using button Download log.

An existing template in the application can be used for importing data. Data entered into the template have priority and will overrule the Weight and COD values, if such are provided in the template.

Correctly imported data will appear on the List of Pending Parcels, where the labels can be printed. Imported transactions will have Yes value in Import field on transaction list (Picture 13).

Przedsiębiorco, obniż koszty wysyłki  
za granicę z DPD Polska.



Przesyłki Adresy Ustawienia Użytkownicy Departamenty Zamów kuriera Import Allegro **Import eBay** Raporty Moje DPD

Wyszukaj po dacie Rozpoczęcia aukcji od 01-03-2018 do 30-03-2018 Użytkownik: testuser\_grzesiekbuy

Pokaż tylko nowe Nie Szukaj Wyloguj użytkownika

Krajowe Międzynarodowe

ID zamówienia	Numer przedmiotu	Tytuł aukcji	Ilość	Cena	Kup teraz	Waluta	Nick	Adres	Import	Waga	COD (w PLN)
<input checked="" type="checkbox"/>	auto3	testselenium	TEST_ITEM 0702_EO	7	7	GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Nie		
<input checked="" type="checkbox"/>	auto1	testselenium	TEST_ITEM 0702_EO	7	7	GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Nie		
<input checked="" type="checkbox"/>	28868155001	110280198354	Tester EO PL V2 weight	1	15	GBP	testuser_grzesiekbuy	39-400 Tarnobrzeg 11 Listopada 8	Tak	17,0	

Wyniki 1 - 3 z 3 dostępnych.

Wybierz szablon przesyłki Importuj

module\_ebay 1.0.1-SNAPSHOT

Picture 9. Selecting transactions for import.

Przedsiębiorco, obniż koszty wysyłki  
za granicę z DPD Polska.



Przesyłki Adresy Ustawienia Użytkownicy Departamenty Zamów kuriera Import Allegro **Import eBay** Raporty Moje DPD

Wyszukaj po dacie Zakończenia aukcji od do Użytkownik: testuser\_test\_eo

Pokaż tylko nowe Nie Szukaj Wyloguj użytkownika

Krajowe Międzynarodowe

ID zamówienia	Numer przedmiotu	Tytuł aukcji	Ilość	Cena	Kup teraz	Waluta	Nick	Adres	Import	Waga	COD (w PLN)
<input type="checkbox"/>	test9999	110259751757	TEST_ITEM 0702_EO	7	7	GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Tak	700	15000
<input type="checkbox"/>	test9998	110259751757	TEST_ITEM 0702_EO	7	7	GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Tak	12	345
<input type="checkbox"/>	test9997	110259751757	TEST_ITEM 0702_EO	7	7	GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Tak	34	123
<input type="checkbox"/>	test9996	110259751757	TEST_ITEM 0702_EO	7	7	GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Tak	0	0
<input type="checkbox"/>	test9995	110259751757	TEST_ITEM 0702_EO	7	7	GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Tak	701	15001

Wyniki 1 - 5 z 10 008 dostępnych.

Wybierz szablon przesyłki Importuj

module\_ebay 1.0.1-SNAPSHOT

Picture 10. Adding Weight and COD values for import.

Zalogowany: EO DEV1 - eodev1 (DPD APLIKACJA WEBKLIENT,50787) [Wyloguj](#)

**Przedsiębiorco, obniż koszty wysyłki za granicę z DPD Polska.**

Przesyłki Adresy Ustawienia Użytkownicy Departamenty Zamów kuriera Import Allegro **Import eBay** Raporty Moje DPD

Wyszukaj po dacie: Zakończenia aukcji od do

Pokaż tylko nowe: Nie Szukaj Wyloguj użytkownika

Krajowe Międzynarodowe

ID zamówienia	Numer przedmiotu	Tytuł aukcji	Ilość	Cena	Kup teraz	Waluta	Nick	Adres	Import	Waga	COD (w PLN)
<input checked="" type="checkbox"/> test9999	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Tak		
<input checked="" type="checkbox"/> test9998	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Tak		
<input type="checkbox"/> test9997	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Tak		
<input type="checkbox"/> test9996	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Tak		
<input type="checkbox"/> test9995	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Tak		
<input type="checkbox"/> test9994	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Tak		
<input type="checkbox"/> test9993	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Tak		
<input type="checkbox"/> test9992	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Tak		
<input type="checkbox"/> test9991	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Tak		
<input type="checkbox"/> test9990	110259751757	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Tak		

Wyniki 1 - 10 z 10 008 dostępnych.

Wybierz szablon przesyłki: Import eBay krajowy Importuj

module\_ebay 1.0.1-SNAPSHOT

Picture 11. Import summary screen (without import errors).

Zalogowany: EO DEV1 - eodev1 (DPD APLIKACJA WEBKLIENT,50787) [Wyloguj](#)

**Przedsiębiorco, obniż koszty wysyłki za granicę z DPD Polska.**

Przesyłki Adresy Ustawienia Użytkownicy Departamenty Zamów kuriera Import Allegro **Import eBay** Raporty Moje DPD

Wyszukaj po dacie: Zakończenia aukcji od do

Pokaż tylko nowe: Nie Szukaj Wyloguj użytkownika

Krajowe Międzynarodowe

ID zamówienia	Numer przedmiotu	Tytuł aukcji	Ilość	Cena	Kup teraz	Waluta	Nick	Adres	Import	Waga	COD (w PLN)
<input type="checkbox"/> auto4	testselenium	TEST_ITEM 0702_EO	1	1		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		
<input type="checkbox"/> auto2	testselenium	TEST_ITEM 0702_EO	1	1		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		
<input checked="" type="checkbox"/> 28878302001	110280198354	Tester EC	1	1		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Tak	34,0	
<input checked="" type="checkbox"/> 28877615001	110282889764	Tester EC	1	1		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Tak	198,0	
<input checked="" type="checkbox"/> 28847031001	110259751757	TEST_ITEM 0702_EO	1	1		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		
<input type="checkbox"/> 28847030001	110259751757	TEST_ITEM 0702_EO	1	1		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		
<input type="checkbox"/> 28847017001	110259751757	TEST_ITEM 0702_EO	1	1		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		
<input type="checkbox"/> 28847012001	110259751757	TEST_ITEM 0702_EO	1	1		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		
<input type="checkbox"/> 28847010001	110259807831	TEST_ITEM 0702_EOv2	1	1		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		
<input type="checkbox"/> 28845851001	110267444092	Photo holiday	1	2		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		
<input type="checkbox"/> 28845623001	110259751757	TEST_ITEM 0702_EO	5	2		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		

Wyniki 1 - 10 z 15 dostępnych.

Wybierz szablon przesyłki: Import eBay międzynarodowy Importuj

module\_ebay 1.0.1-SNAPSHOT

Picture 12. Import summary screen (with import errors).

Przedsiębiorco, obniż koszty wysyłki  
za granicę z DPD Polska.



Przesyłki
Adresy
Ustawienia
Użytkownicy
Departamenty
Zamów kuriera
Import Allegro
**Import eBay**
Raporty
Moje DPD

Wyszukaj po dacie
Zakończenia aukcji
od
do
Użytkownik: testuser\_test\_eo

Pokaż tylko nowe
Nie
Szukaj
Wyloguj użytkownika

Krajowe
Międzynarodowe

ID zamówienia	Numer przedmiotu	Tytuł aukcji	Ilość	Cena	Kup teraz	Waluta	Nick	Adres	Import	Waga	COD (w PLN)
<input type="checkbox"/> auto4	testelenium	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Nie		
<input type="checkbox"/> auto2	testelenium	TEST_ITEM 0702_EO	7	7		GBP	testuser_grzesiekbuy	90252 Łódź Jaracza	Nie		
<input checked="" type="checkbox"/> 28878302001	110280198354	Tester EO PL V2 weight	2	30		GBP	testuser_grzesiekbuy	ECZY 8AF city address	Tak	34,0	
<input checked="" type="checkbox"/> 28877615001	110282869764	Tester EO PL V4	2	202		GBP	testuser_grzesiekbuy	ECZY 8AF city address	Tak	198,0	
<input type="checkbox"/> 28847031001	110259751757	TEST_ITEM 0702_EO	3	3		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		
<input type="checkbox"/> 28847030001	110259751757	TEST_ITEM 0702_EO	1	1		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		
<input type="checkbox"/> 28847017001	110259751757	TEST_ITEM 0702_EO	1	1		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		
<input type="checkbox"/> 28847012001	110259751757	TEST_ITEM 0702_EO	1	1		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		
<input type="checkbox"/> 28847010001	110259807831	TEST_ITEM 0702_EOv2	1	1		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		
<input type="checkbox"/> 28845851001	110267444092	Photo holiday	1	2		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		
<input type="checkbox"/> 28845623001	110259751757	TEST_ITEM 0702_EO	5	2		GBP	testuser_grzesiekbuy	HP19 3EQ city address	Nie		

Wyniki 1 - 10 z 15 dostępnych.

Wybierz szablon przesyłki
Import eBay międzynarodowy
Importuj

module\_ebay 1.0.1-SNAPSHOT

Picture 13. Transactions statuses after import.