



DPD Poland Shipping Module 2.0

User Documentation

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1. Version

Version	Changes	Author
30.04.2021 (1.00)	Document draft	Mateusz Kumanowski
01.12.2021 (3.00)	Version 3.0.0 of the Shipping Module	Mateusz Kumanowski
24.01.2022 (3.01)	Version 3.0.6 of the Shipping Module	Mateusz Kumanowski
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07.03.2023 (3.2)	Version 3.2.0 of the Shipping Module	Mateusz Kumanowski
14.04.2023 (3.3)	Version 3.3.0 of the Shipping Module	Mateusz Kumanowski
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28.02.2025 (4.3)	Version 4.3.0 of the Shipping Module	Mateusz Kumanowski
12.03.2025 (4.4)	Version 4.4.0 of the Shipping Module	Mateusz Kumanowski

2. Introduction

2.1. Application description

The DPD Poland – Shipping Module application enables comprehensive handling of the parcel dispatch process using the DPD Poland API or in offline mode using the GeoRDB or RDB routing database.

The application's functionalities allow parcels to be generated using multiple settings depending on the user's needs.

The basic process is dispatching parcels using the Recipient Book, manual data entry, automated imports from external files, and data import from external systems such as Wapro MAG, Comarch ERP Optima, Comarch ERP XL, Magento 1, Magento 2, and SOTE. The application allows generating a shipment number for the provided data, which includes sender address, recipient address, services, additional information, and the number of parcels. Generating a shipment number enables subsequent tracking of the status in the shipment history and printing of the label on a label printer or an A4 printer.

The Shipping Module allows multiple users to work simultaneously. Based on user groups, it offers the option to select both common and individual content. The application requires a connection to an existing MSSQL database, or the use of an independent SQLite database created from within the Shipping Module.

The application allows generating dynamic shipment history reports and special reports, including a price report, and a report on successful and failed parcel generation.

2.2. Support

For questions regarding the functionality of the application, please send an email to: itcustomersupport@dpd.com.pl

3. Requirements

3.1. System requirements

To ensure optimal performance of the application, it is recommended to meet the following minimum requirements:

- A computer with a 2x2 GHz processor,
- 2 GB RAM,
- Windows 10,
- An internet connection with a speed of 2 Mb.

3.2. Updates

To receive the latest version of the application, please contact the IT department at: itcustomersupport@dpd.com.pl

Updating the application is an automatic process. After running the installation file with the .exe extension, the update will be installed.

4. Onboarding

For the application to function, it requires a connection to external components:

- API DPD Poland
 - To obtain access, please contact your DPD Poland business manager. The API connection data requires:
 - Login
 - Password
 - DPD Customer Number (MASTERFID)
 - DPD Customer Name
- Database
 - MS SQL

Install the database on a local computer or server with unlocked network access. As a result of the database installation, the following data is obtained:

 - Server name
 - Database name
 - Authentication (login/password or Windows authentication)
 - SQLite

In the specified location, the Shipping Module will create a "*.db" file with the SQLite database.

The first launch of the application requires configuring the above-mentioned sources.

4.1. Step 1 – Connecting to the database

The application requires a connection to an existing MSSQL database, or the use of an independent SQLite database created from within the Shipping Module.

Select a path on the local drive where the database with the ".db" extension will be installed. After filling in the details, select the "Connect to database" button. If the specified location contains an existing database, it will be updated to the latest version of the application; otherwise, a new database will be created.

4.1.1.SQLite



First launch of the DPD Poland - Shipping app

Step 1

Database connection

DPD Poland - shipping application requires a connection to the MSSQL or SQLite database. Please enter the connection data in the fields below and check the connection with the "Connect to database" button. data is available, an attempt will be made to automatically create a new database.

Database type

SQLite

Microsoft SQL Server

Database path*

C:\DPDPoland\database.db



Connect to database

Next >

Fill in the required field, then select the "Connect to database" button to verify the connection.

4.1.2.Microsoft SQL Server



First launch of the DPD Poland - Shipping app

Step 1

Database connection

DPD Poland - shipping application requires a connection to the MSSQL or SQLite database. Please enter the connection data in the fields below and check the connection with the "Connect to database" button. data is available, an attempt will be made to automatically create a new database.

Database type

SQLite

Microsoft SQL Server

Server name*

SERVER_NAME

Database name*

DPDPOLAND_DB_NAME

Authentication*

Windows Authentication

Encrypt connection



Trust server certificate





Connect to database

Next >

Fill in the required field, then select the "Connect to database" button to verify the connection.

4.2. Step 2 – DPD Poland Customer profile

First launch of the DPD Poland - Shipping app

Step 2

Customer profile

Please enter DPD account details

Profile name

Login*

Password*

Payer number (MASTERFID)*

Payer name*

Environment*

Production environment

☐ Add a list of NUMKAT numbers

Test connection with DPD API

Show Advanced settings

< Wstecz

Dalej >

Configuration of the main DPD Client Account and NUMKAT numbers

Fill in the required (marked with an asterisk *) DPD Client Account data obtained from the DPD Poland business manager.

Then, select the “Test connection with DPD API” button to verify the connection for selected environment.

Offline Mode

[Hide Advanced settings](#)

☐ Offline mode

Application support RDB or GeoRDB routing base. To activate the offline mode, please contact the IT department of DPD Polska at the following e-mail address: itcustomer@dpd.com.pl

The Shipping Module can operate in Offline mode, using the RDB or GeoRDB database. This mode enables generating shipments, labels, and protocols without utilizing the DPD Poland API. To activate offline mode, please contact the DPD Poland IT department to obtain the configuration file and the latest routing database.

4.3. Step 3 – Create an Administrator Account



First launch of the DPD Poland - Shipping app

Step 3

Create administrator account

Please enter administrator account details

Login*

admin

Password*

Confirm Password*

< Back

Next >

Enter the details for the main administrator account (SUPER ADMIN). This account is used to manage the application with full privileges.

4.4. Step 4 – summary



The configuration has been saved. You can run the application

Configuration summary::

Database Server:

SERVER_SQL

Database name:

DPD_POLAND

DPD Customer name:

DPD Customer number (MASTERFID):

Administrator account:



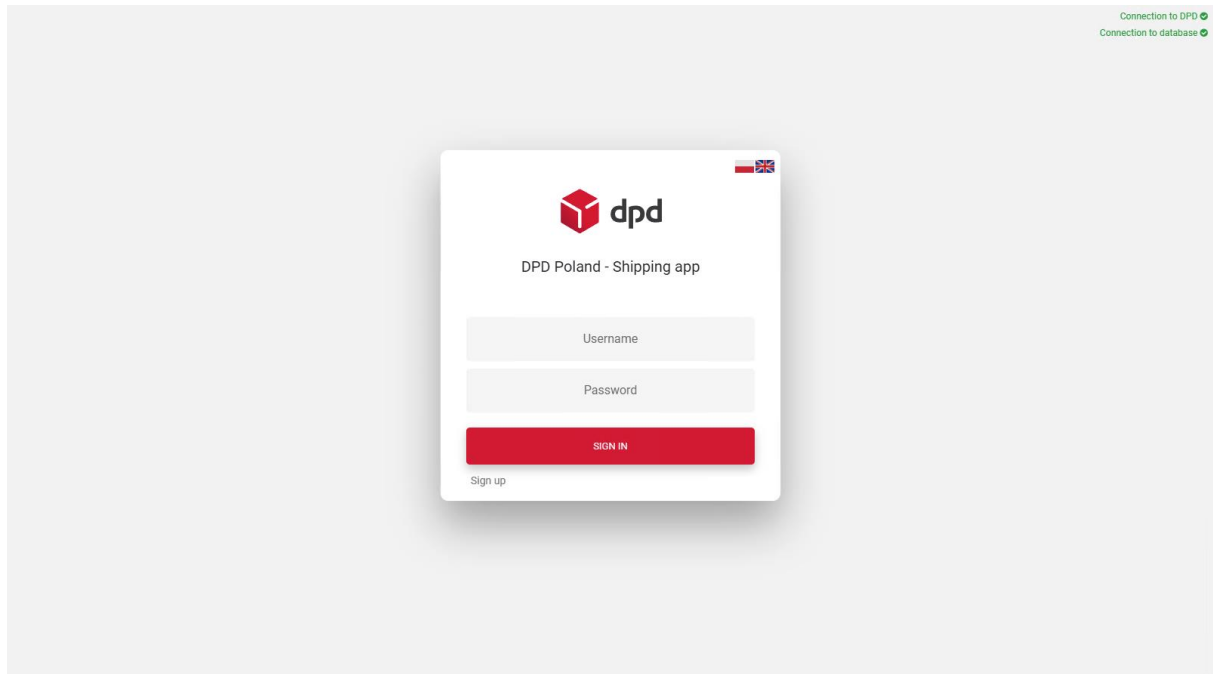
< Back

Run Application >

The summary displays the basic data for the entered configuration. Select the “Run Application” button to proceed to the login screen.

5. Startup Screen

5.1. Login



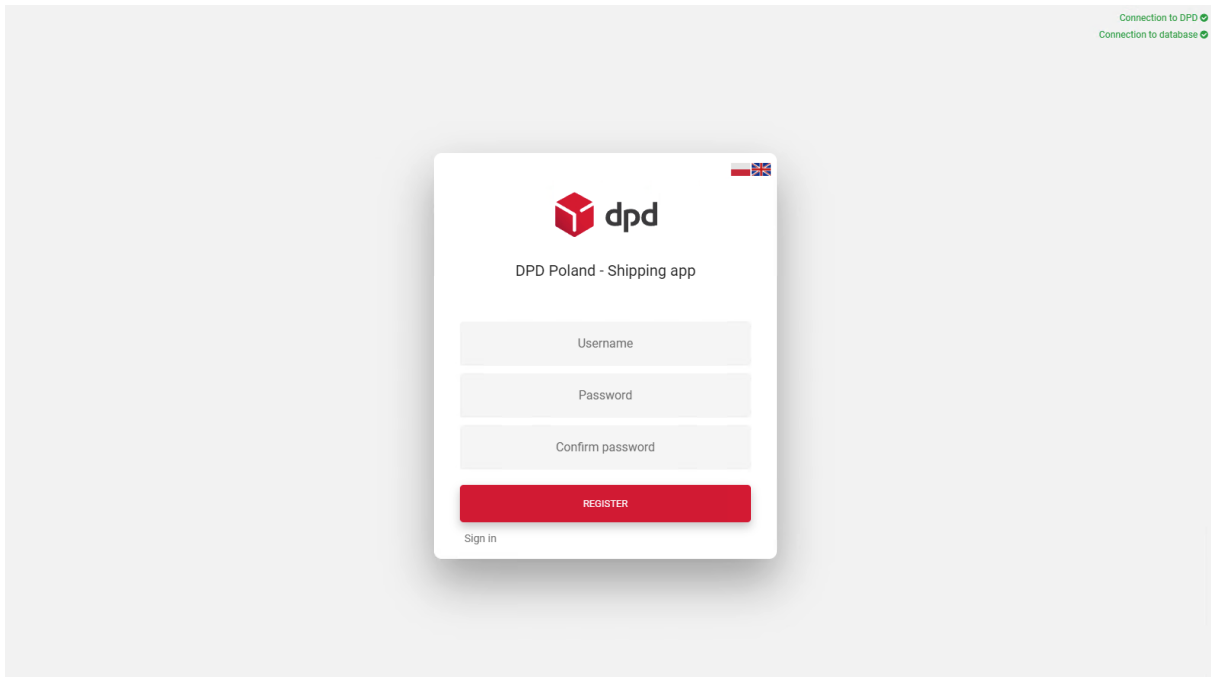
The startup screen of the application is the login screen.



In the top right corner, information about the connection to external systems is displayed:



- DPD Poland API
- Database

If the message is green, the connection has been successfully established. A red message indicates a connection error.

5.2. Registration



Connection to DPD 
Connection to database 

DPD Poland - Shipping app

Username

Password

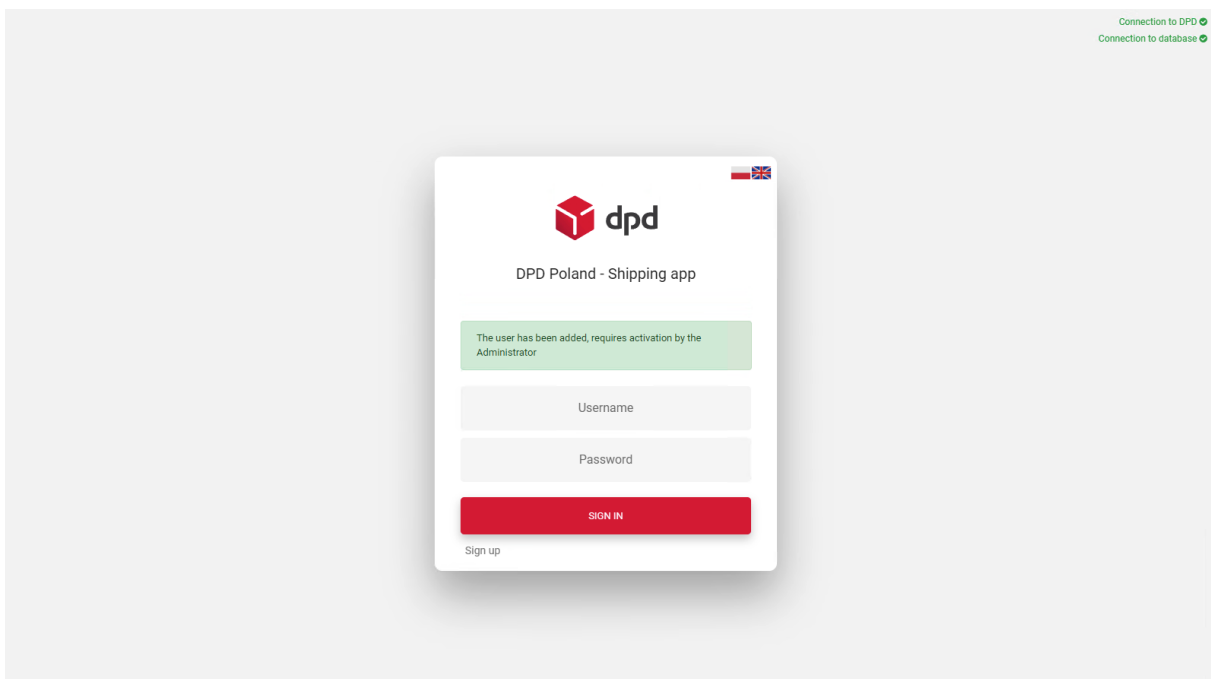
Confirm password



REGISTER



[Sign in](#)

Registration allows you to add a new user.

After entering the username and password, click on the “Register” button.



Connection to DPD 
Connection to database 

DPD Poland - Shipping app

The user has been added, requires activation by the Administrator

Username

Password

SIGN IN

[Sign up](#)

The new user must be activated in the settings by an Administrator group user (Settings -> Users -> Edit User -> Active)

6. Recipient Book

6.1. Recipient List

admin English Log out

dpd Recipient's Book Imports Create shipment Shipping Errors Shipping history Reports Order courier

Add an address Import/Export Addresses

Customer Code	Company	Name	Street	Postal Code	Country	City	Phone	Email	Date		
<input type="checkbox"/>									dd.mm.rrrr	<input type="button" value="Search"/>	
<input type="checkbox"/>	Customer Code	Company Name	John Doe	ul. ABC 3/6	62-020	PL	Warszawa		25-02-2025	<input type="button" value="i"/> <input type="button" value="e"/> <input type="button" value="d"/> <input type="button" value="s"/>	
<input type="checkbox"/>	FIRMA Adam Kowalski	FIRMA	Adam Kowalski	ul. Wspólna 342	02-234	PL	Warszawa	123456789	adam.kowalski@dpd.com	25-02-2025	<input type="button" value="i"/> <input type="button" value="e"/> <input type="button" value="d"/> <input type="button" value="s"/>
<input type="checkbox"/>	FIRMA Jan Kowalski	FIRMA SP. z o.o.	Jan Kowalski	ul. Leśna 2	02-234	PL	Warszawa	123456789	jan.kowalski@dpd.com	25-02-2025	<input type="button" value="i"/> <input type="button" value="e"/> <input type="button" value="d"/> <input type="button" value="s"/>

The Recipient Book allows you to enter a predefined list of addresses for which, during the shipment generation process, the data will be automatically populated.

Addresses in the Recipient Book can be imported from a file using the "Import/Export Addresses" function.

For each row, in the last column, the following actions can be performed:

- Address Details
- Edit Address
- Delete Address
- Create Shipment

admin English Log out

dpd Recipient's Book Imports Create shipment Shipping Errors Shipping history Reports Order courier

Number of selected rows: 3

Add an address Import/Export Addresses


Customer Code	Company	Name	Street	Postal Code	Country	City	Phone	Email	Date		
<input checked="" type="checkbox"/>									dd.mm.rrrr	<input type="button" value="Search"/>	
<input checked="" type="checkbox"/>	Customer Code	Company Name	John Doe	ul. ABC 3/6	62-020	PL	Warszawa		25-02-2025	<input type="button" value="i"/> <input type="button" value="e"/> <input type="button" value="d"/> <input type="button" value="s"/>	
<input checked="" type="checkbox"/>	FIRMA Adam Kowalski	FIRMA	Adam Kowalski	ul. Wspólna 342	02-234	PL	Warszawa	123456789	adam.kowalski@dpd.com	25-02-2025	<input type="button" value="i"/> <input type="button" value="e"/> <input type="button" value="d"/> <input type="button" value="s"/>
<input checked="" type="checkbox"/>	FIRMA Jan Kowalski	FIRMA SP. z o.o.	Jan Kowalski	ul. Leśna 2	02-234	PL	Warszawa	123456789	jan.kowalski@dpd.com	25-02-2025	<input type="button" value="i"/> <input type="button" value="e"/> <input type="button" value="d"/> <input type="button" value="s"/>

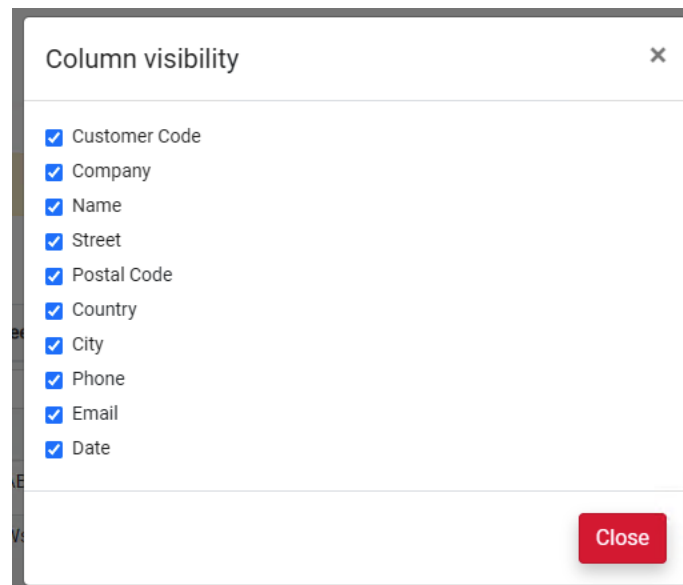
options

Selecting multiple rows allows you to perform batch operations. In the lower left corner, the “Options” button enables additional operations:


- Prepare shipment for the selected rows
- Delete selected rows



The “Select All” button performs batch operations on all records that meet the selected filters.


After clicking the button  , you have the option to hide or show columns in the results table:





6.2. Recipient Details



admin  English  Log out

Recipient's BookImportsCreate shipmentShipping ErrorsShipping historyReportsOrder courier

Recipient details  

Customer Code Company Name John Doe

Recipient


Customer Code:
Company:
Name:
Street:
Postal Code:
City:
Country:
Phone:
Email:

Customer Code
Company Name
John Doe
ul. ABC 3/6
62-020
Warszawa
PL

Wrong shipments

Sender	Recipient	Services	Ref1	Ref2	Error description	Date
No results						

Shipping history

Shipping number	Sender	Recipient	Services	Ref1	Ref2	Label date	Protocol date	Status	Date
1011955235168U	TEST John Doe ul. ABCD 1/2 02-244 Warszawa PL	Company Name John Doe ul. ABC 3/6 62-020 Warszawa PL				25-02-2025 10:38:56			25-02-2025 10:38:55 

The recipient details screen presents basic address information, shipment history, and current erroneous shipments associated with the address.

6.3. Managing the Recipient Book



The “Import/Export Addresses” button allows you to import the Recipient Book from a CSV file with comma delimiters.

- Encoding: UTF-8 (without BOM).
- The file should include a header with the following column names:
Name, First and Last Name, Street, Postal Code, City, Country, Phone, E-mail

Import Recipient's Book

Address data can be imported from semicolon separated *.csv file.

Encoding: UTF-8 (no BOM).

File should contain header with the following column names:
Customer Code, Name, First and last name, Street, Postal code, City, Country, Phone, E-mail

Choose file to upload

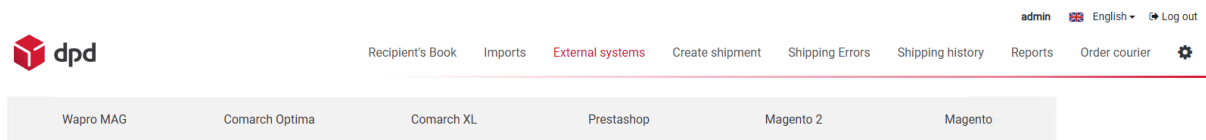
Wybierz plik Nie wybrano pliku

Download sample fileExportImport

- **Select file for Import** – generates a sample .csv file
- **Export** – exports the current Recipient Book to a .csv file
- **Import** – loads data from the specified .csv file into the Recipient Book

7. External Systems

7.1. Integration with External Systems



The Shipping Module provides the ability to integrate with external systems, allowing shipments to be generated based on data provided by these systems. Integration with multiple external systems is possible.

Supported external systems:

- Wapro MAG
- Comarch ERP Optima
- Comarch XL
- Magento
- Magento 2
- SOTE

Prestashop

External systems communicate with the Shipping Module via API:

- SOTE,
- Magento,
- Magento 2
- Prestashop

or a database

- Wapro MAG,
- Comarch Optima,
- Comarch XL

During configuration, you must provide the data necessary to establish a connection with the selected channel.

7.2. Wapro MAG

Integration with Wapro MAG enables the Shipping Module to retrieve:

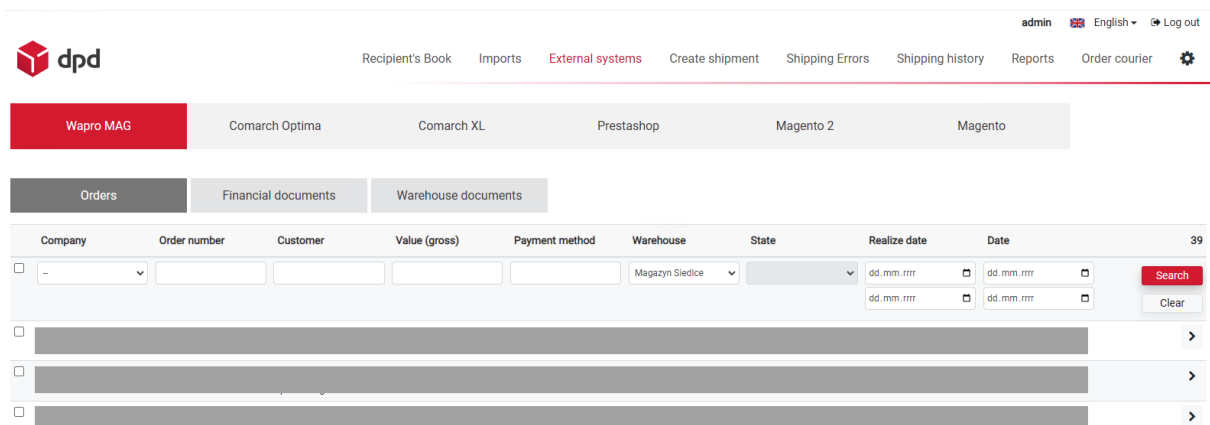
- Orders
- Financial documents
- Warehouse documents

It is possible to filter columns and check the shipment status. The selected filters will be saved in the application until they are changed, or the “Clear” button is pressed.

The status column displays information about a new document, a generation error, or successful shipment generation.

Selecting the Generate Shipment button navigates to the shipment generation screen.

The system configuration is described in the chapter: External Systems – Integration with Wapro MAG.



The screenshot shows the Wapro MAG interface. At the top, there is a navigation bar with the dpd logo and several menu items: Recipient's Book, Imports, External systems (highlighted), Create shipment, Shipping Errors, Shipping history, Reports, Order courier, and a settings gear icon. Below the navigation bar, there is a tabbed interface with tabs for Wapro MAG (selected), Comarch Optima, Comarch XL, Prestashop, Magento 2, and Magento. Under the Wapro MAG tab, there are three sub-tabs: Orders (selected), Financial documents, and Warehouse documents. The main area displays a table with the following columns: Company, Order number, Customer, Value (gross), Payment method, Warehouse, State, Realize date, and Date. The table has a search bar at the top right with a 'Search' button and a 'Clear' button. Below the search bar, there are three rows of data, each with a checkbox on the left and a right arrow on the right. The first row shows a company name, an order number, a customer name, a value, a payment method, a warehouse, a state, and two dates. The second and third rows are partially obscured by a grey bar.

For the Wapro MAG module, it is possible to generate multiple shipments for the selected rows.

Orders									
Financial documents									
Warehouse documents									
Company	Order number	Customer	Value (gross)	Payment method	Warehouse	State	Realize date	Date	39
<input type="checkbox"/>	-				Magazyn		dd.mm.rrrr	dd.mm.rrrr	<input type="button" value="Search"/>
<input type="checkbox"/>							dd.mm.rrrr	dd.mm.rrrr	<input type="button" value="Clear"/>
<input checked="" type="checkbox"/>			235 113.52		Magazyn		13-12-	13-12-	<input type="button" value=""/>
<input checked="" type="checkbox"/>			125 464.84		Magazyn		03-12-	03-12-	<input type="button" value=""/>
<input type="checkbox"/>			30 288.16		Magazyn		03-12-	03-12-	<input type="button" value=""/>
<input type="checkbox"/>			229 328.90		Magazyn		13-11-	13-11-	<input type="button" value=""/>
<input type="checkbox"/>			111 055.61		Magazyn		08-11-	08-11-	<input type="button" value=""/>
<input type="checkbox"/>			23 804.58		Magazyn		08-11-	08-11-	<input type="button" value=""/>
<input type="checkbox"/>			52 762.69		Magazyn		13-10-	13-10-	<input type="button" value=""/>
<input type="checkbox"/>			7 701.37		Magazyn		08-10-	08-10-	<input type="button" value=""/>
<input type="checkbox"/>			22 850.93		Magazyn		08-10-	08-10-	<input type="button" value=""/>
<input type="checkbox"/>			41 197.52		Magazyn		18-09-	18-09-	<input type="button" value=""/>
<input type="checkbox"/>			414.20		Magazyn		13-09-	13-09-	<input type="button" value=""/>

Generating shipments for the list of selected rows in the Wapro MAG system.

Create shipments for selected lines

Receivers:

Document number: WZ 0001/20

Receiver address:

Amount: 246,00

Ref1: , Ref2:

Parcels:

1 - Weight [kg]: 1.05, Content: , Comments:

FID number: 67588

Default FID number

Services

- ☐ Guarantee
- ☐ Personal delivery
- ☐ Delivery to private address
- ☐ Cash on delivery
- ☐ Self-collection
- ☐ Pickup
- ☐ Return documents
- ☐ DOX
- ☐ Return shipment
- ☐ Tires
- ☐ Declared value
- ☐ Duty
- ☐ Pallet
- ☐ DPD Express
- ☐ DPD Food
- ☐ ADR/LQ
- ☐ Digital label
- ☐ Return Label

7.3. Comarch Optima

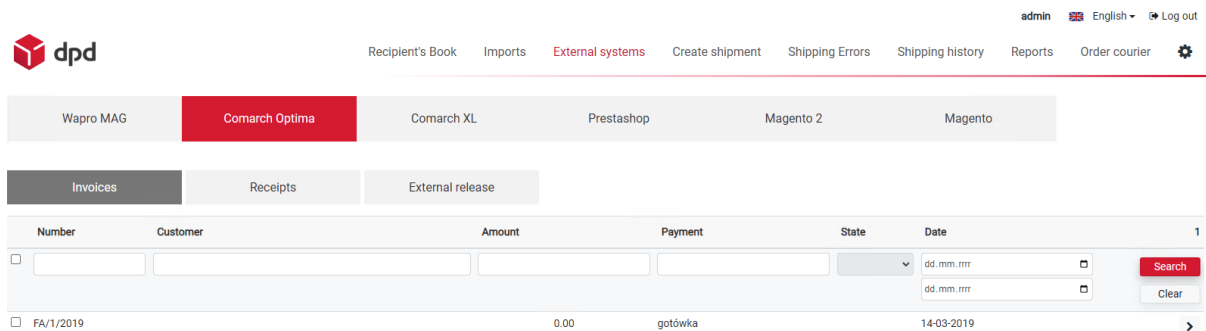
Integration with Comarch ERP Optima enables the Shipping Module to retrieve:

- Invoices
- Receipts
- External release

It is possible to filter columns and check the shipment status. The status column displays information about a new document, a generation error, or successful shipment generation.

Selecting the Generate Shipment button navigates to the shipment generation screen.

The system configuration is described in the chapter: External Systems – Integration with Comarch Optima.



The screenshot shows the dpd shipping module interface. At the top, there is a navigation bar with the dpd logo and a menu with items: Recipient's Book, Imports, External systems (highlighted), Create shipment, Shipping Errors, Shipping history, Reports, Order courier, and a settings gear icon. Below the navigation bar, there is a sub-menu with tabs: Wapro MAG, Comarch Optima (highlighted), Comarch XL, Prestashop, Magento 2, and Magento. Under the Comarch Optima tab, there are three sub-tabs: Invoices (highlighted), Receipts, and External release. The main area displays a table with columns: Number, Customer, Amount, Payment, State, Date, and a status column. The table has one row with the following data: Number: FA/1/2019, Customer: (empty), Amount: 0.00, Payment: gotówka, State: (empty), Date: 14-03-2019. There are search and clear buttons on the right side of the table.

Number	Customer	Amount	Payment	State	Date	
FA/1/2019		0.00	gotówka		14-03-2019	

For the Comarch Optima module, it is possible to generate multiple shipments for the selected rows.



[Wapro MAG](#)
[Comarch Optima](#)
[Comarch XL](#)
[Prestashop](#)
[Magento 2](#)
[Magento](#)

[Invoices](#)
[Receipts](#)
[External release](#)

Number	Customer	Amount	Payment	State	Date	1
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	FA/1/2019	0.00	gotówka		14-03-2019	>

Create shipments for selected lines

options

Generating shipments for the list of selected rows in the Comarch Optima system.

Przygotuj przesyłki dla zaznaczonych wierszy

Dane Odbiorców:
Numer dokumentu:
Dane odbiorcy:
Kwota: 0,00
Ref1: , Ref2:
Przesyłki:
1 - Waga [kg]: 1, Zawartość: , Uwagi:

Numer FID: 67588
Domyślny numer FID

Zmień płatnika

Usługi

- ☐ Doręczenie gwarantowane
- ☐ Doręczenie do rąk własnych
- ☐ Doręczenie na adres prywatny
- ☐ Pobranie COD
- ☐ Odbiór własny
- ☐ Odbiór w punkcie DPD Pickup
- ☐ Dokumenty zwrotne
- ☐ DOX
- ☐ Przesyłka zwrotna
- ☐ Opony
- ☐ Dodatkowa ochrona ubezpieczeniowa
- ☐ Odprawa celna
- ☐ Paleta
- ☐ DPD Express
- ☐ DPD Food
- ☐ LQ
- ☐ Nadanie bez etykiety
- ☐ Etykieta zwrotna

Generuj numer listu


Anuluj


7.4. Comarch XL

Integration with Comarch XL enables the Shipping Module to retrieve documents such as:

- Sales Invoice
- Export Invoice
- Correction of Sales Invoice
- Proforma Sales Invoice
- Internal Document
- Correction of Internal Document
- Purchase Invoice
- Correction of Purchase Invoice
- Proforma Purchase Invoice
- Cost Correction
- Inter-warehouse Receipt
- Inter-warehouse Dispatch
- Receipt
- Correction of Receipt
- Warehouse Receipt
- Internal Receipt
- Correction of Internal Receipt
- External Receipt
- Correction of External Receipt
- Invoice for Receipt
- Correction of Invoice for Receipt
- Sales Complaint
- Sales Report
- Internal Dispatch
- Correction of Internal Dispatch
- Warehouse Dispatch
- External Dispatch
- Correction of External Dispatch
- Deconsolidation Order
- Picking Order
- Production Order
- Repair Order
- Sales Order
- Repair and Service Order
- Service Order
- Warehouse Release Order
- Internal Order
- Purchase Order

It is possible to filter columns and check the shipment status. The status column displays information about a new document, a generation error and successful shipment generation.

Selecting the Generate Shipment button  navigates to the shipment generation screen. The system configuration is described in the chapter: External Systems – Integration with Comarch XL.



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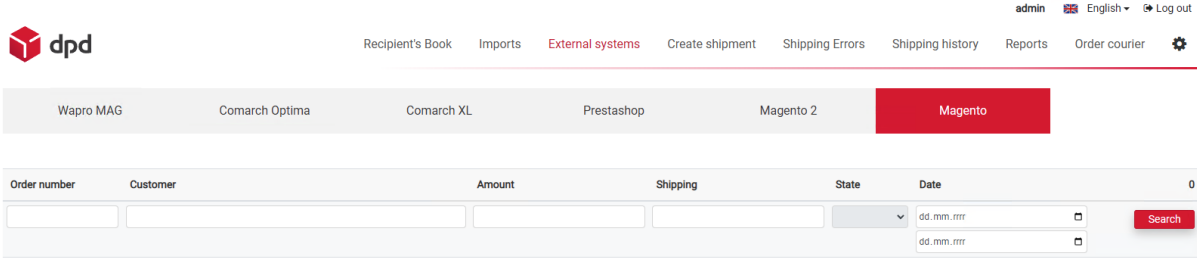
Wapro MAG
Comarch Optima
Comarch XL
Prestashop
Magento 2
Magento

Number	Type	Customer	Amount	Payment	State	Date	100
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <div style="border: 1px solid #ccc; padding: 2px;">21.01.2017</div> <div style="border: 1px solid #ccc; padding: 2px;">27.02.2025</div> </div> <div> <div style="background-color: #c00; color: white; padding: 2px 5px;">Search</div> <div style="background-color: #c00; color: white; padding: 2px 5px;">Clear</div> </div> </div>							
FS-21/12/2016	Faktura sprzedaży	HHhFMNXbcSNEchCJH VLGxchCGDgFLhZIOT	816.72	Przelew		30-08-2019	>
FS-20/12/2016	Faktura sprzedaży	iJMWZMASPudbQONNe EbeQFRF0eSZlDIJZM	9 960.17	Przelew		30-08-2019	>
FS-19/12/2016	Faktura sprzedaży	CYKZZPFYGFrfCeceJ XceiYSOJQSYEYXDra	16 764.90	Przelew		30-08-2019	>

7.5. Magento

Integration with Magento enables retrieval of the order list into the Shipping Module. It is possible to filter columns and check the shipment status. The status column displays information about a new document, a generation error, or successful shipment generation.


Selecting the Generate Shipment button  navigates to the shipment generation screen. The system configuration is described in the chapter: External Systems – Integration with Magento.





The screenshot shows the DPD shipping module interface. At the top, there is a navigation bar with the DPD logo on the left and a series of links on the right: admin, English, Log out, Recipient's Book, Imports, External systems (highlighted in red), Create shipment, Shipping Errors, Shipping history, Reports, and Order courier. Below the navigation bar is a horizontal menu with buttons for Wapro MAG, Comarch Optima, Comarch XL, Prestashop, Magento 2, and Magento (highlighted in red). Below this menu is a table with columns: Order number, Customer, Amount, Shipping, State, Date, and a count of 0. The table has two rows of input fields for filtering. The first row has input fields for Order number, Customer, Amount, and Shipping, followed by a dropdown for State and a date input field with a calendar icon. The second row has similar input fields. A red Search button is located to the right of the date input field.

7.6. Magento 2

Integration with Magento 2 enables retrieval of the order list into the Shipping Module. It is possible to filter columns and check the shipment status. The status column displays information about a new document, a generation error, or successful shipment generation.

Selecting the Generate Shipment button  navigates to the shipment generation screen. The system configuration is described in the chapter: External Systems – Integration with Magento 2.



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[Log out](#)


[Wapro MAG](#)
[Comarch Optima](#)
[Comarch XL](#)
[Prestashop](#)
[Magento 2](#)
[Magento](#)

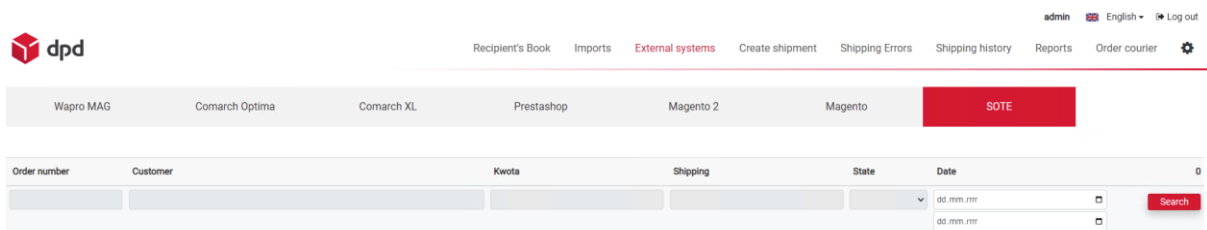
Order number	Customer	Kwota	Shipping	State	Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>27.12.2016</div> <div>27.12.2023</div>	<div>Search</div> <div>Clear</div>

7.7. SOTE

Integration with SOTE enables retrieval of the order list into the Shipping Module.

It is possible to filter columns and check the shipment status. The status column displays information about a new document, a generation error, or successful shipment generation.


Selecting the Generate Shipment button  navigates to the shipment generation screen. The system configuration is described in the chapter: External Systems – Integration with SOTE.

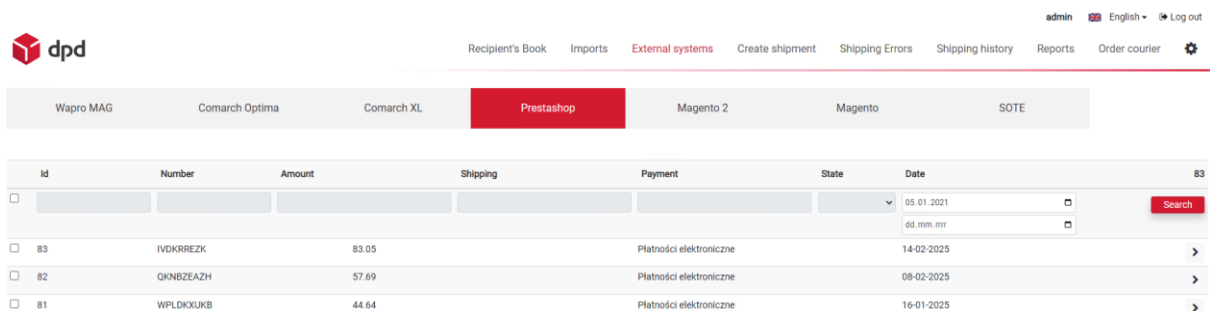


The screenshot shows the DPD Shipping Module interface. At the top, there is a navigation bar with the DPD logo and several menu items: Recipient's Book, Imports, External systems (highlighted in red), Create shipment, Shipping Errors, Shipping history, Reports, and Order courier. Below the navigation bar, there is a horizontal menu with tabs for Wapro MAG, Comarch Optima, Comarch XL, Prestashop, Magento 2, and Magento. A red button labeled SOTE is positioned to the right of these tabs. Below the horizontal menu, there is a search form with columns for Order number, Customer, Kwota, Shipping, State, and Date. The Date column has a dropdown menu with two options: dd.mm.rrr and dd.mm.rrr. A red Search button is located to the right of the search form.

7.8. Prestashop

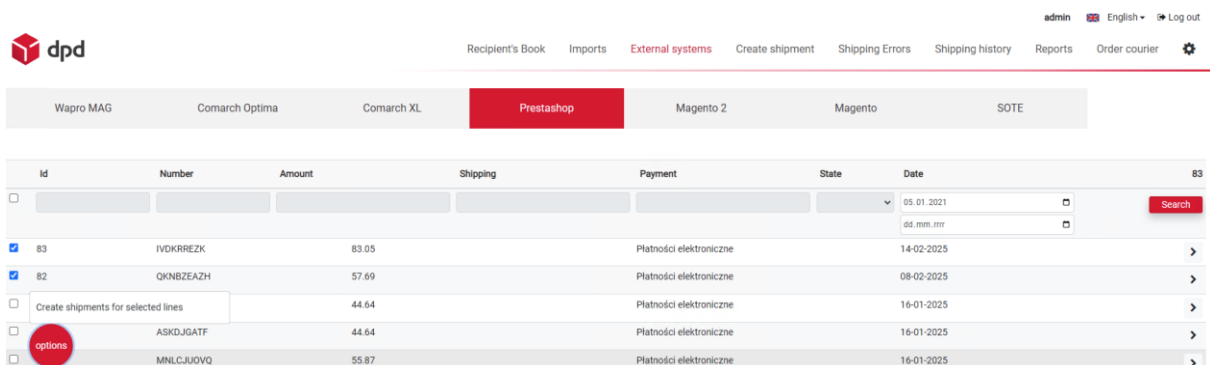
Integration with PRESTASHOP enables retrieval of the order list into the Shipping Module. It is possible to filter orders by a given date range.

Selecting the Generate Shipment button  navigates to the shipment generation screen. The system configuration is described in the chapter: External Systems – Integration with Prestashop.



Id	Number	Amount	Shipping	Payment	State	Date	
<input type="checkbox"/>						05.01.2021	<input type="text" value="dd.mm.rrrr"/> <input type="button" value="Search"/>
<input type="checkbox"/> 83	IVDKRREZK	83.05		Płatności elektroniczne		14-02-2025	<input type="button" value="➤"/>
<input type="checkbox"/> 82	QKNBZEAZH	57.69		Płatności elektroniczne		08-02-2025	<input type="button" value="➤"/>
<input type="checkbox"/> 81	WPLDKXUKB	44.64		Płatności elektroniczne		16-01-2025	<input type="button" value="➤"/>

For the Prestashop module, it is possible to generate multiple shipments for the selected rows.



Id	Number	Amount	Shipping	Payment	State	Date	
<input type="checkbox"/>						05.01.2021	<input type="text" value="dd.mm.rrrr"/> <input type="button" value="Search"/>
<input checked="" type="checkbox"/> 83	IVDKRREZK	83.05		Płatności elektroniczne		14-02-2025	<input type="button" value="➤"/>
<input checked="" type="checkbox"/> 82	QKNBZEAZH	57.69		Płatności elektroniczne		08-02-2025	<input type="button" value="➤"/>
<input type="checkbox"/>	Create shipments for selected lines	44.64		Płatności elektroniczne		16-01-2025	<input type="button" value="➤"/>
<input type="checkbox"/>	ASKDJGATF	44.64		Płatności elektroniczne		16-01-2025	<input type="button" value="➤"/>
<input type="checkbox"/>	MNLCJUOVQ	55.87		Płatności elektroniczne		16-01-2025	<input type="button" value="➤"/>

Generating shipments for the list of selected rows in the Prestashop system.

Create shipments for selected lines

Receivers:

Document number:

Receiver address:

Amount: 83,05

Ref1:, Ref2:

Parcels:

1 - Weight [kg]: 1, Content: demo_21, Comments:

Document number:

Receiver address:

Amount: 57,69

Ref1:, Ref2:

Parcels:

1 - Weight [kg]: 1, Content: demo_21, Comments:

2 - Weight [kg]: 1, Content: demo_11, Comments:

FID number: 67588

Default FID number

Change payer

Services

☐ Guarantee

☐ Personal delivery

☐ Delivery to private address

☐ Cash on delivery

☐ Self-collection

☐ Pickup

☐ Return documents

☐ DOX

☐ Return shipment

☐ Tires

☐ Declared value

☐ Duty

☐ Pallet

☐ DPD Express

☐ DPD Food

☐ ADR/LQ

☐ Digital label

☐ Return Label

Generate shipping number

Cancel

7.9. Shipments Generated from External Systems

Shipments generated from an external system are marked with the source in the column on the Shipment History screen.

admin English Log out

Recipient's Book Imports External systems Create shipment Shipping Errors **Shipping history** Reports Order courier

Shipment Scanning All shipping

	Shipping number	Sender	Recipient	Services	Ref1	Ref2	Customer number	Status	Source	Label date	Protocol date	Date	
<input type="checkbox"/>										dd.mm.rrrr	dd.mm.rrrr	dd.mm.rrrr	Search
										dd.mm.rrrr	dd.mm.rrrr	dd.mm.rrrr	Clear
<input type="checkbox"/>	101196330027U	test test 02-234 Warszawa PL	test test 62-020 Warszawa PL				67588		WAPRO MAG	25-02-2025 11:55:14		25-02-2025 11:55:13	

On the generated row from the source system, the status is changed to Sent.

8. Imports

8.1. Import List

admin

Profil domyslny

English

Log out

Recipient's Book

Imports

External systems

Create shipment

Shipping Errors

Shipping history

Reports

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⚙️

Szablon importu - podstawowy

Import

100/642

Import	Sender	Recipient	Ref1	Ref2	Content	Comments	Weight	Payer	Packages	Status	Date	
<input type="checkbox"/>										Generated	dd.mm.rrrr	Search
											dd.mm.rrrr	Clear
<input type="checkbox"/> 19	DPD Jan Kowalski Street 1/4 02-204 PL Warszawa	FIRMA Testowa Graniczna 2a/1 02-123 PL Warszawa	ref1	ref2	zawar	uwagi	0.01	Sender:123	1		23-11-2024 12:07:27	Q 🗑️ ➡️

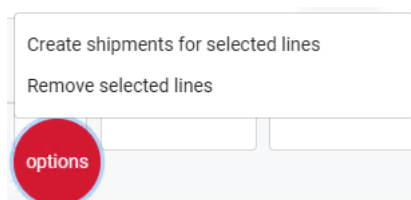
Imports allow generating shipments from external sources based on “.txt” or “.csv” files. The import configurator enables mapping files with different column layouts and encodings and retrieving files from disk or FTP/SFTP. By creating an import template, the user can setup a ready-to-use shipment template that allows automatic data loading into the application, data validation, generation of a shipment number with selected services, as well as label generation and printing. The configurator is available in the application settings (Settings -> Imports -> Add Import Template).

Manual import loading is possible by selecting an import template in the upper left corner, then clicking the Import button.

By default, imports displayed are in the status New and Generation Error.


Each row has action buttons in the last column:

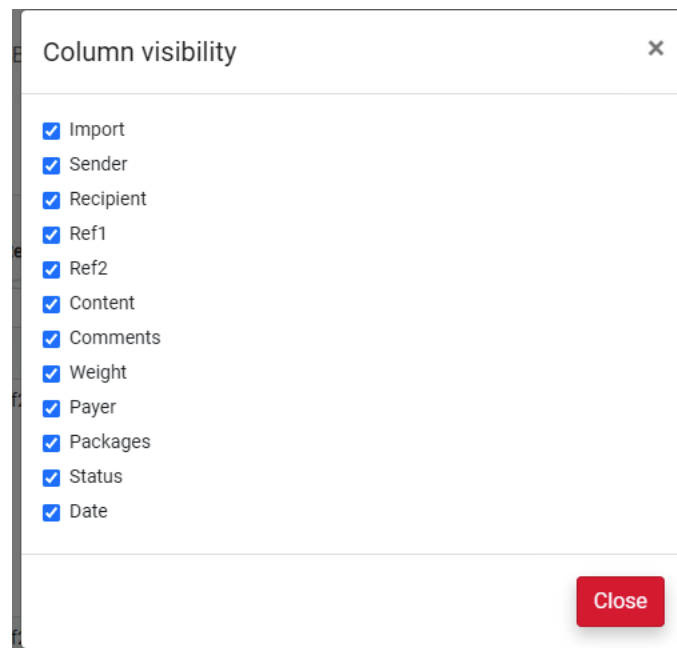
- Import details
- Remove import
- Create shipment from import



Selecting multiple rows provides the possibility to trigger batch operations using the Options button.

The Select All button performs batch operations on all records meeting the selected filters.


After clicking the button  , there is an option to hide or show columns in the results table:




9. Reports

9.1. Report List

The screen contains the definitions of reports. Before generating a report from the Reports screen, the Shipment History, or automatically (e.g. during shipment generation), you must create its definition by specifying the report's save location. Only defined reports are generated.



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







admin

Profil domyslny


English


Log out

Create report

Report type	Report name	Date	6/6
<input type="checkbox"/> Shipping history report	test	01-12-2021 20:52:02	  
<input type="checkbox"/> Shipping history report	test 2	07-09-2022 16:11:09	  
<input type="checkbox"/> Shipment report in UNISOFT format	unisoft	07-09-2022 14:58:05	
<input type="checkbox"/> Shipping report XLS format	Raport XLS	13-09-2022 12:29:06	
<input type="checkbox"/> Generation report - successful and incorrect shipment generation	test	31-10-2024 21:49:02	
<input type="checkbox"/> Price report	price report v2	25-02-2025 12:39:34	

The Reports screen allows you to create and generate reports in the form of .csv/.txt files. Depending on the type of report, the last column contains available actions: edit, generate and save report



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









admin

Profil domyslny

English

Log out

Create report

Report type	Report name	Date	6/6
<input checked="" type="checkbox"/> Shipping history report	test	01-12-2021 20:52:02	  
<input type="checkbox"/> Shipping history report	test 2	07-09-2022 16:11:09	  
<input type="checkbox"/> Shipment report in UNISOFT format	unisoft	07-09-2022 14:58:05	
<input type="checkbox"/> Shipping report XLS format	Raport XLS	13-09-2022 12:29:06	
<input type="checkbox"/> Generation report - successful and incorrect shipment generation	test	31-10-2024 21:49:02	
<input type="checkbox"/> Price report	price report v2	25-02-2025 12:39:34	

Remove selected lines

options


Selecting multiple rows provides the possibility to trigger batch operations using the Options button.


9.2. Create Report

9.2.1. Shipment History Report

The Shipment History Report allows exporting data with a selected column layout, text delimiter, specified filters and sorting.

Report generation takes place on the Report List screen and for selected rows on the Shipment History screen.



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admin

Profil domyślny ▾

English ▾

Log out

New report

Report type

Shipping history report ▾

Report name*

Column selection

Available Columns

Sender ID
Shipping number
Sender: Company
Sender: Name and surname
Sender: Street
Sender: Postal code
Sender: Country
Sender: City
Sender: Phone
Sender: E-Mail
Recipient: Client code
Recipient: Company
Recipient: Name and surname
Receiver: Street
Recipient: Postal Code
Recipient: Country


Selected columns


Filters

Shipping number

Sender

4.3.0









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Sender
Recipient
Services
Ref1
Ref2
Status

Create label from
Create label to
Create protocol from
Create protocol to
Date entry from
Date input to

dd.mm.rrrr
dd.mm.rrrr
dd.mm.rrrr
dd.mm.rrrr
dd.mm.rrrr
dd.mm.rrrr

☐ Report generation date
☐ Report generation date
☐ Report generation date
☐ Report generation date
☐ Report generation date
☐ Report generation date

Sorting

Sort field
Sort Type

Settings

Field separator
File Extension
Linked Field Separator
File save location:

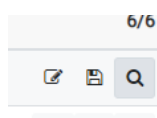
csv

C:\DPD Polska\Raporty

e.g. C:\DPD Polska\Raporty

9.2.1.1. Preview Report

A preview of the Shipment History Report is available by selecting the magnifying glass icon in the last column of the given row.



9.2.2. Price Report

The Price Report is a functionality that creates a price report after a shipment is generated for each package. To use it, you must prepare and import a price list with the following structure:

Country;Price A;Price B;Price C

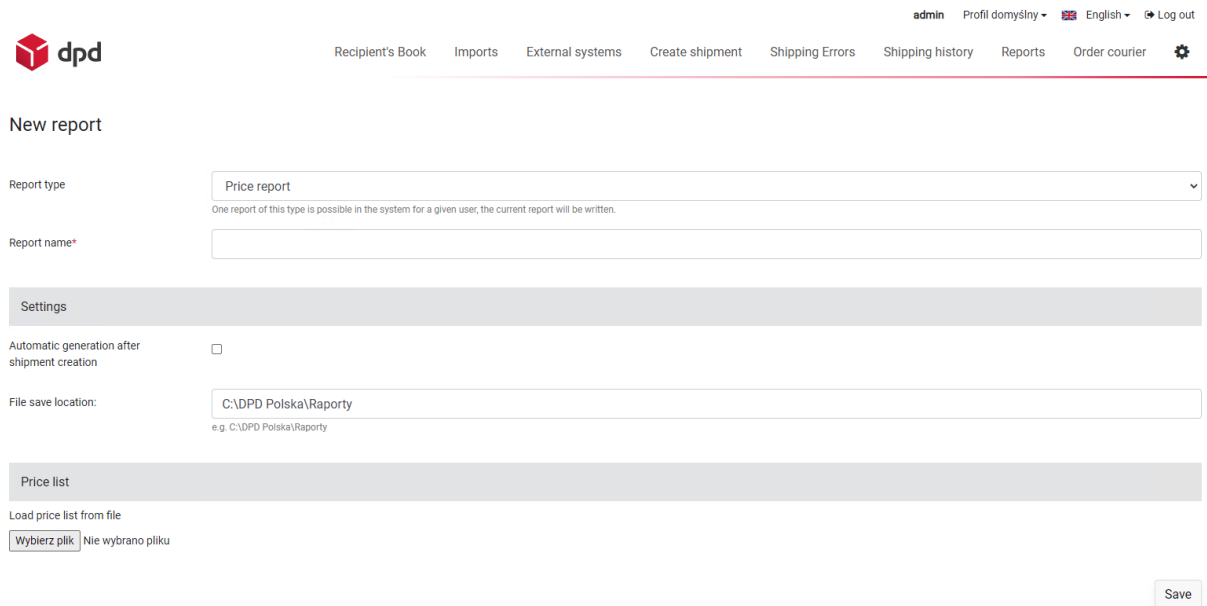
Where:

- **Country** – the country of shipment receipt in ISO (letter) format
- Prices are in the format 000,00
- **Price A** – price for a package up to 3 kg (inclusive)
- **Price B** – price for a package over 3 kg up to 10 kg (inclusive)
- **Price C** – price for a package over 10 kg up to 31.5 kg (inclusive)

The output file contains data separated by a semicolon (“;”):

- Entry **Ref1**
- Entry **Ref2**
- Information on whether the package is primary or not (Y – yes, N – no)
- Primary package number
- Secondary package number (if not available, the primary package number is used)
- Price

The Price Report creation screen:



The screenshot shows the 'New report' screen in the dpd system. At the top, there is a navigation bar with the dpd logo and several menu items: Recipient's Book, Imports, External systems, Create shipment, Shipping Errors, Shipping history, Reports, and Order courier. The 'Reports' menu item is highlighted. In the top right corner, there are links for 'admin', 'Profil domyślny', 'English', and 'Log out'.

The main content area is titled 'New report'. It contains a 'Report type' dropdown menu set to 'Price report'. Below this, there is a 'Report name*' text input field. A note states: 'One report of this type is possible in the system for a given user, the current report will be written.'

Below the input fields is a 'Settings' section. It includes a checkbox for 'Automatic generation after shipment creation' which is currently unchecked. There is also a 'File save location:' text input field containing 'C:\DPD Polska\Raporty', with a note below it: 'e.g. C:\DPD Polska\Raporty'.

At the bottom is a 'Price list' section. It has a 'Load price list from file' label and a button labeled 'Wybierz plik'. The text 'Nie wybrano pliku' is displayed next to the button.

A 'Save' button is located in the bottom right corner of the form.

Report generation occurs automatically after a shipment is generated (if this option is selected on the report creation screen) or from the Shipment History screen -> Options -> Generate Price Report.

9.2.3. Generation Report – Successful and Failed Shipment Generation



New report

Report type: Generation report - successful and incorrect shipment generation

Report name*

Successful shipment generation report

Enable report: ☐

File save location: C:\DPD Polska\Raporty
e.g. C:\DPD Polska\Raporty

Error shipment generation report

Enable report: ☐

File save location: C:\DPD Polska\Raporty
e.g. C:\DPD Polska\Raporty

[Save](#)

The Generation Report generates two files during the generation of the shipment number:

Successful Generation Report

Structure:

ref1;ref2;shipment_number

Failed Generation Report

Structure:

date;ref1;ref2;error_description

9.2.4. UNISOFT Shipment Report



New report

Report type: Shipment report in UNISOFT format

Report name*

Shipment generation report in UNISOFT format

Enable report: ☐

File save location: C:\DPD Polska\Raporty
e.g. C:\DPD Polska\Raporty

[Save](#)

The UNISOFT report is generated during the creation of the protocol.

9.2.5. Shipment Report in XLS Format



New report

Report type: Shipping report XLS format

Report name*

Shipping report XLS format

File save location: C:\DPD Polska\Raporty
e.g. C:\DPD Polska\Raporty

Save

The shipment report in XLS format generates an XLS file at the specified location containing the following fields:

	A	B	C	D
1	DELIVERY_NUMBER	HU_IDENTIFICATION	CARRIER_CODE	TRACKING_NUMBER
2	5901		DPDP	1000498934922U
3	5900		DPDP	1000498934921U
4				
5				
6				

10. Generate shipment

10.1. Create shipment screen

admin

Profil domyślny

English

Log out

dpd

Recipient's Book

Imports

External systems

Create shipment

Shipping Errors

Shipping history

Reports

Order courier

Sender

Sender:

Company:

Name:

Street:

Postal Code:

Country:

City:

Phone:

Email:

Select payer:

test - 123456

Recipient

Search:

Company:

Name:

Street:

Postal Code:

Country:

PL | Polska | Poland | Polen

City:

Phone:

Email:

Shipping Template:

Services

Guarantee

Personal delivery

Delivery to private address

Cash on delivery

Self-collection

Pickup

Return documents

DOX

Return shipment

Tires

Declared value

Duty

Pallet

DPD Express

DPD Food

ADR/LQ

Digital label

Return Label

Packages

Cumulative package weight

No.	Weight [kg]	Content	Comments	Width [cm]	Height [cm]	Depth [cm]	
1	1						-
Total:	1.00						+

Additional information

Ref1:

Ref2:

Clear Form

Generate shipping number

Import Scan

Load

Automatic generation of shipping after scanning

The Generate Shipment screen allows you to define parameters and generate a shipment number. Depending on the application settings, sender data, shipment template, recipient data, services, weight, number of packages, and additional information may be automatically populated.

10.1.1. Import Scanning

Import scanning enables loading import data based on the unique value entered in the field designated as the Scanning Index in the import template settings.

Example:

Column 1 in the import file contains a value unique for all shipments, "00001", which is mapped to the Ref1 field in the Shipping Module. The scanning index is set to the Ref1 field.

After importing the file, on the "Create Shipment" screen in the "Import Scanning" field, enter the value 00001 and click the Load button.


If the import is found, the import data will be loaded onto the shipment generation screen.


There is an option to generate the shipment using the **Generate** command: "generuj"

Clearing the form is performed using the **Clear** command: "wyczysc"

10.2. Generate Shipment for Multiple Recipients

The Recipient Book screen allows you to generate a shipment for multiple addresses. After selecting the addresses and choosing the "Prepare shipments for selected rows" option, you will be redirected to the "Create Shipment" tab in recipient list mode.



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admin

Profil domyślny

English

Log out

Sender:

Company:

Name:

Street:

Postal Code:

Country:

City:

Phone:

Email:

FID number: 67588

Default FID number

Change payer

Recipient List

1

Firma Odbiorcy Jan Kowalski

ul. serdeczna 92/12

02-234 Warszawa Polska

2

FIRMA Adam Kowalski

ul. Wspólna 342

02-234 Warszawa PL

123456789

adam.kowalski@dpd.com

Shipping Template:

Services

☐ Guarantee
 ☐ Personal delivery
 ☐ Delivery to private address
 ☐ Cash on delivery
 ☐ Self-collection
 ☐ Pickup
 ☐ Return documents
 ☐ DOX
 ☐ Return shipment
 ☐ Tires
 ☐ Declared value
 ☐ Duty
 ☐ Pallet
 ☐ DPD Express
 ☐ DPD Food
 ☐ ADR/LQ
 ☐ Digital label
 ☐ Return Label

Packages

Cumulative package weight

No.	Weight [kg]	Content	Comments	Width [cm]	Height [cm]	Depth [cm]	
1	1						-
Total:	1.00						+

Additional information

Ref1:

Ref2:

Clear Form

Generate shipping number

Import Scan


Load


☒ Automatic generation of shipping after scanning

Shipment generation will be carried out for all recipients visible in the list.

10.3. Create Shipment for Import

Selecting the “Create Shipment” option on the Imports screen redirects you to the “Create Shipment” screen, automatically setting the fields according to the import template used for the file import.



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admin

Profil domyślny

English

Log out

Sender:

Company:

Nadawca

Name:

Mateusz Nadawca

Street:

ul. Serdeczna 123/1

Postal Code:

02-234

Country:

PL | Polska | Poland | Polen

City:

Warszawa

Phone:

Email:

FID number: 67588

Change payer

Recipient

Search:

Company:

Name:

Mateusz Odbiorca

Street:

ul. Dworcowa 12

Postal Code:

02-234

Country:

PL | Polska | Poland | Polen

City:

Warszawa

Phone:

Email:

Add address to Recipient Book

Shipping Template:

Services

☐ Guarantee
☐ Personal delivery
☐ Delivery to private address
☐ Cash on delivery
☐ Self-collection
☐ Pickup
☐ Return documents
☐ DOX
☐ Return shipment
☐ Tires
☐ Declared value
☐ Duty
☐ Pallet
☐ DPD Express
☐ DPD Food
☐ ADR/LQ
☐ Digital label
☐ Return Label

Packages

Cumulative package weight

No.	Weight [kg]	Content	Comments	Width [cm]	Height [cm]	Depth [cm]	
1	0,01	zawartosc	uwagi				-
Total:	0.01						+

Additional information

Ref1:

ref1

Ref2:

ref2

Clear Form


Generate shipping number


Import Scan

Load

☒ Automatic generation of shipping after scanning

10.4. Create Shipment from the Shipment Errors Screen



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The shipment was not generated incorrect receiver postal code

Sender

Sender:

Company:

Nadawca

Name:

Mateusz Nadawca

Street:

ul. Serdeczna 123/1

Postal Code:

11-111

Country:

PL | Polska | Poland | Polen

City:

Warszawa

Phone:

Email:

FID number: 67588

Change payer

Recipient

Search:

Company:

Name:

Mateusz Odbiorca

Street:

test

Postal Code:

00-000

Country:

PL | Polska | Poland | Polen

City:

Warszawa

Phone:

Email:

Add address to Recipient Book

Shipping Template:

Services

☐ Guarantee
 ☐ Personal delivery
 ☐ Delivery to private address
 ☐ Cash on delivery
 ☐ Self-collection
 ☐ Pickup
 ☐ Return documents
 ☐ DOX
 ☐ Return shipment
 ☐ Tires
 ☐ Declared value
 ☐ Duty
 ☐ Pallet
 ☐ DPD Express
 ☐ DPD Food
 ☐ ADR/LQ
 ☐ Digital label
 ☐ Return Label

Packages

Cumulative package weight

No.	Weight [kg]	Content	Comments	Width [cm]	Height [cm]	Depth [cm]	
1	0,01	zawartosc	uwagi				-
Total:	0.01						+

Additional information

Ref1:

ref1

Ref2:

ref2

Clear Form

Generate shipping number

Import Scan

Load

☒ Automatic generation of shipping after scanning

Selecting the "Create Shipment" option on the Shipment Errors screen redirects you to the "Create Shipment" screen, automatically setting the fields based on the data that was used to generate the shipment which resulted in an error. An error message is displayed in a red field.

10.5. Additional Services

10.5.1. DPD Pickup point

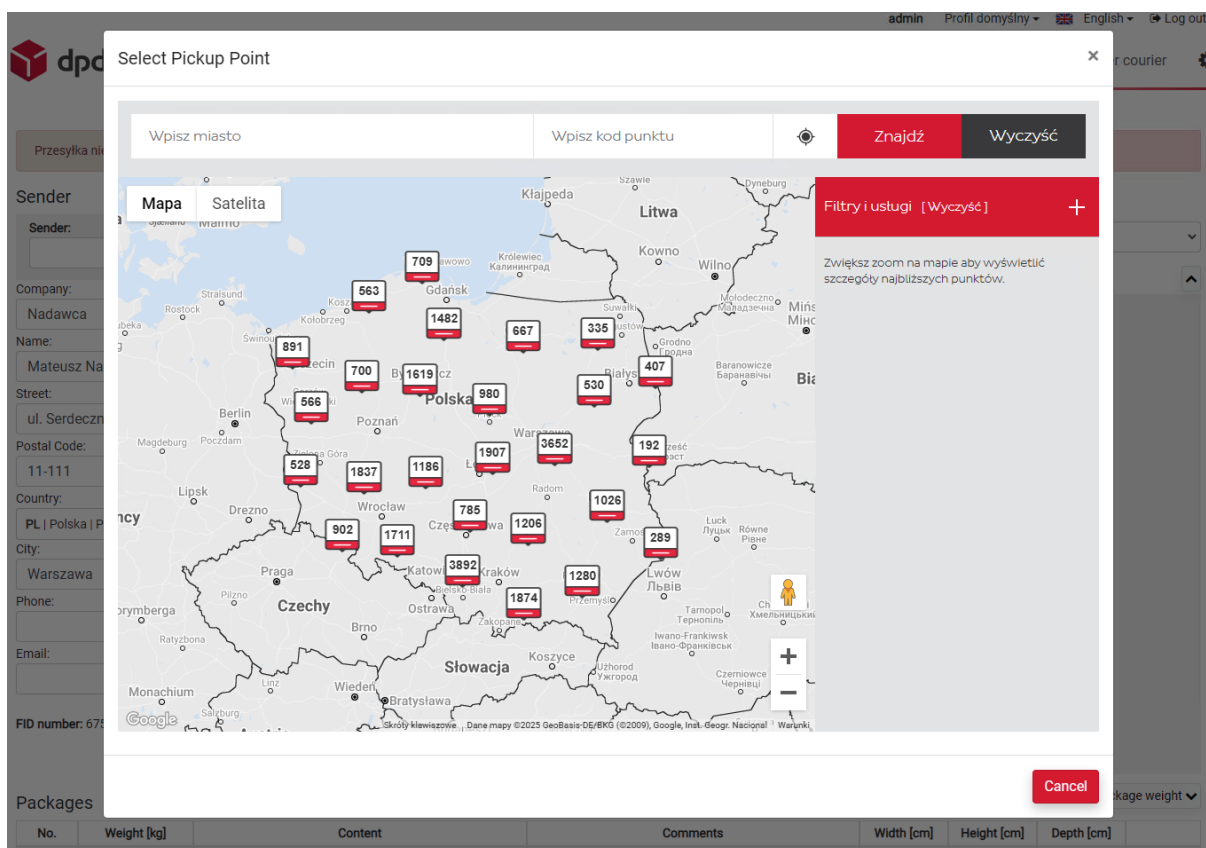
The application allows dispatching a shipment to a Pickup Point. After selecting Pickup at DPD Pickup Point, in the text field you should enter the chosen point or use the Select from map button.

☒ Pickup

Select from map

After clicking the Select from map button, a screen displaying a map of Pickup Points for the country specified in the Recipient Address will be shown.

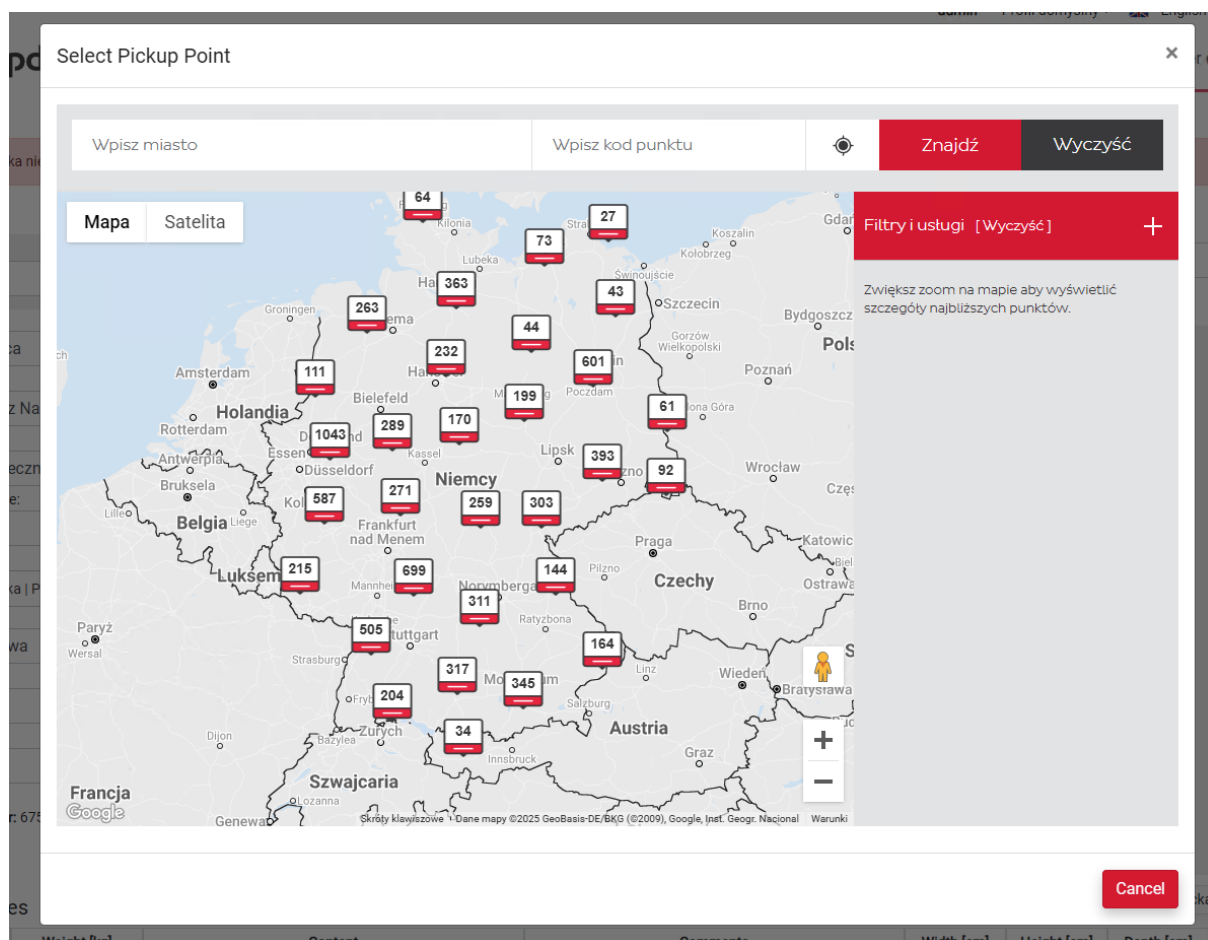
Map of Pickup Points for country PL



The screenshot displays the 'Select Pickup Point' window in the DPD application. The main area is a map of Poland with various pickup points marked by red icons containing numbers. The interface includes a search bar with fields for 'Wpisz miasto' (Enter city) and 'Wpisz kod punktu' (Enter point code), along with 'Znajdź' (Find) and 'Wyczyść' (Clear) buttons. A sidebar on the left contains form fields for sender information. A bottom table shows package details.

No.	Weight [kg]	Content	Comments	Width [cm]	Height [cm]	Depth [cm]

Map of Pickup Points for country DE



Selecting a point on the map and clicking the Select button fills in the Pickup at DPD Pickup Point field.

☒ Pickup

11. Shipment History

11.1. Shipment History Screen

admin

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English

Log out

dpd

Recipient's Book

Imports

External systems

Create shipment

Shipping Errors

Shipping history

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Order courier

Shipment Scanning

All shipping

Shipping number	Sender	Recipient	Services	Ref1	Ref2	Customer number	Status	Source	Label date	Protocol date	Date	
<input type="checkbox"/>									dd.mm.rrrr	dd.mm.rrrr	dd.mm.rrrr	Search
<input type="checkbox"/>									dd.mm.rrrr	dd.mm.rrrr	dd.mm.rrrr	Clear
<input type="checkbox"/>	1011969312838U			ref1	ref2				25-02-2025 12:50:27		25-02-2025 12:50:26	
<input type="checkbox"/>	1009135895490U		Cash on delivery: 10.00 PLN						09-01-2025 14:20:57		09-01-2025 14:20:42	
<input type="checkbox"/>	1005670819857U		Return Label	ref1	ref2				23-11-2024 12:09:08		23-11-2024 12:09:08	

The shipment history screen displays a list of generated shipments, sorted by default from newest to oldest.

Selecting multiple rows allows you to perform batch operations on the selected rows.

Number of selected rows: 891


Number of selected parcels: 943

Shipment Scanning

Shipping number

Sender

☒

After clicking the button , you can hide or show columns in the results table.:

Column visibility

☒ Shipping number

☒ Sender

☒ Recipient

☒ Services

☒ Ref1

☒ Ref2

☒ Customer number

☐ Status

☒ Status - icon

☒ Source


☒ Label date

☒ Protocol date

☒ Date

Close

11.1.1. Return Label

By clicking the button , you can generate a return label for the shipment. The number of the generated return label is visible in the shipment details under the "Services" section.

Generate return label for shipment
1011969312838U

Company:

Nadawca

Name:

Mateusz Nadawca

Street:

ul. Serdeczna 123/1

Postal Code:

11-111

Country:

PL | Polska | Poland | Polen

City:

Warszawa

Phone:

Email:

Generate shipping number

Cancel

11.1.2. Report Generation

Generating reports for selected rows is possible by clicking the Generate Report button. Then, in the popup displaying the list of available reports, specify the type of report to be generated.

Reports are retrieved dynamically based on the configuration in the Reports screen. When generating a report with a specified save path, the report is saved to that location. For CSV/TXT reports without a specified save path, a dialog window will appear after generation, allowing the user to choose a save location.

Generate report

Please select a report to generate

Number of selected lines: 891

Shipping history report - test

Generate

Cancel

Generating the shipment history report from the Shipment History screen disables the filters selected on the report configuration screen.

11.1.3. Shipment Scanning

This function allows you to search for multiple shipments based on the entered shipment numbers.

Add

Shipping number:

Search


1011969312838U



Search


Clear

Cancel

11.2. Shipment Details



admin Profil domyślny ▾  English ▾  Log out

Recipient's Book Imports External systems Create shipment Shipping Errors Shipping history Reports Order courier 

Shipping details: 1011969312838U

Shipping date: 25-02-2025 12:50:26

Sender

Company:

Name:

Street:

Postal Code:

City:

Country:

Phone:

Email:

Nadawca

Mateusz Nadawca

ul. Serdeczna 123/1

11-111

Warszawa

PL

Recipient

Company:

Name:

Street:

Postal Code:

City:

Country:

Phone:

Email:

Mateusz Odbiorca

ul. Dworcowa 12

02-234

Warszawa

PL

Shipping tracking

Date	Time	Description
25-02-2025	12:50:11	Zarejestrowano dane przesyłki, przesyłka jeszcze nie nadana

Payer

Payer:

Payer number:

Sender

67588

Przesyłki

Shipment:

Shipping number:

Weight:

Content:

Comments:

1/1

1011969312838U

0.01kg

zawartosc


uwagi

Remove

The shipment details screen presents all the information used to generate the shipment.

12. Shipment Errors

12.1. List of Shipment Errors




Recipient's Book
Imports
External systems
Create shipment
Shipping Errors
Shipping history
Reports
Order courier

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Sender	Recipient	Services	Ref1	Ref2	Error description	Date	
<input type="checkbox"/> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> </div> <div> <input type="button" value="Search"/> <input type="button" value="Clear"/> </div>							
<input type="checkbox"/> Nadawca Mateusz Nadawca ul. Serdeczna 123/1 11-111 Warszawa PL	Mateusz Odbiorca test 00-000 Warszawa PL		ref1	ref2	Incorrect receiver postal code	25-02-2025 12:50:58	>

This screen displays shipments that failed to generate, sorted by default from newest to oldest.

After clicking the button  , you can hide or show columns in the results table:

Column visibility

☒ Sender
☒ Recipient
☒ Services
☒ Ref1
☒ Ref2
☒ Error description
☒ Date

Selecting multiple rows allows you to perform batch operations.

12.2. Shipment Error Details

An error has occurred! Incorrect receiver postal code

Sender

Sender:

Company:

Name:

Street:

Postal Code:

Country:

City:

Phone:

Email:

FID number: 67588 Change payer

Recipient

Search:

Company:

Name:

Street:

Postal Code:

Country:

City:

Phone:

Email:

Add address to Recipient Book

Shipping Template:

Services ^

- ☐ Guarantee
- ☐ Personal delivery
- ☐ Delivery to private address
- ☐ Cash on delivery
- ☐ Self-collection
- ☐ Pickup
- ☐ Return documents
- ☐ DOX
- ☐ Return shipment
- ☐ Tires
- ☐ Declared value
- ☐ Duty
- ☐ Pallet
- ☐ DPD Express
- ☐ DPD Food
- ☐ ADR/LQ
- ☐ Digital label
- ☐ Return Label

Packages Cumulative package weight ▼

No.	Weight [kg]	Content	Comments	Width [cm]	Height [cm]	Depth [cm]	
1	0,01	<input type="text" value="zawartosc"/>	<input type="text" value="uwagi"/>				-
Total:	0.01						+

Additional information

Ref1:

Ref2:

Clear Form Generate shipping number

The shipment error details screen directs you to the "Create Shipment" screen with fields pre-filled based on the data from the erroneous shipment, along with an error description. You can correct the data and regenerate the shipment.

Once successfully regenerated, the shipment is removed from the shipment errors list and moved to the "Shipping History" tab.

13. Pickup a Courier

13.1. Order List

admin

Profil domýšľný

English

Log out

Recipient's Book

Imports

External systems

Create shipment

Shipping Errors

Shipping history

Reports

Order courier

Order courier

Status

Order number

Sender's address

Company

Name

Phone

Type

Letters

Parcels

Pallets

Pickup time

Pickup date

dd.mm.rrrr

dd.mm.rrrr

Search

Canceled	202311		test	test	111222333	Domestic	0	0	1	10:00-12:00	05-01-2024
Canceled	202311					Domestic	0	0	1	10:00-12:00	29-12-2023
Canceled	202311					Domestic	0	2	0	10:00-12:00	29-12-2023
Canceled	202311					Domestic	0	0	1	14:00-16:00	29-12-2023

The "Order courier" screen displays a list of courier order requests for the given sender address, along with their status and the selected pickup date.

Rows highlighted in gray indicate orders that have been completed or canceled, while rows with a white background represent active orders.

Based on the order date, the row colors automatically change the day after the pickup date. On the day of pickup, the status Today is displayed.

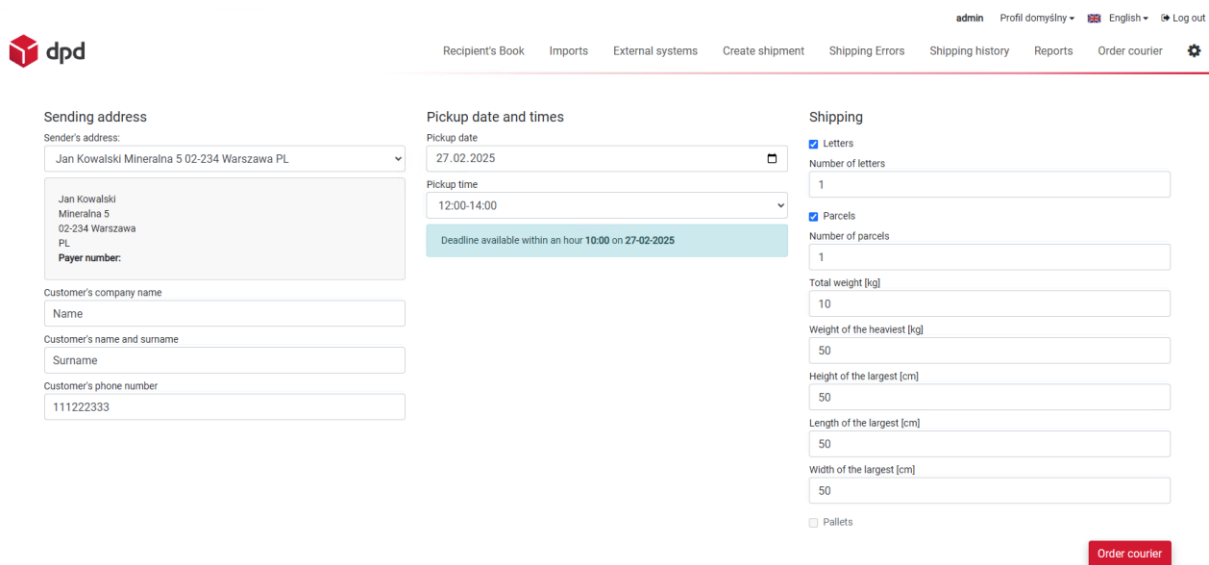
After clicking the button  , you can hide or show columns in the results table.

Column visibility

☒ Order number
 ☒ Sender's address
 ☒ Company
 ☒ Name
 ☒ Phone
 ☒ Type
 ☒ Letters
 ☒ Parcels
 ☒ Pallets
 ☒ Pickup time
 ☒ Pickup date

Close

13.2. Courier Order



The screenshot shows the DPD Courier Order form. It is divided into three main sections: Sending address, Pickup date and times, and Shipping. The Sending address section includes a dropdown for the sender's address (Jan Kowalski Mineralna 5 02-234 Warszawa PL) and fields for the customer's company name, name, surname, and phone number. The Pickup date and times section includes a dropdown for the pickup date (27.02.2025) and a dropdown for the pickup time (12:00-14:00). The Shipping section includes checkboxes for Letters and Parcels, and fields for the number of letters, number of parcels, total weight, weight of the heaviest, height, length, and width of the largest. A blue button labeled "Deadline available within an hour 10:00 on 27-02-2025" is visible. A red button labeled "Order courier" is at the bottom right.

To order a courier, fill in all the fields visible on the screen.


The sender address is automatically retrieved from the sender addresses entered in Settings → Sender Addresses.

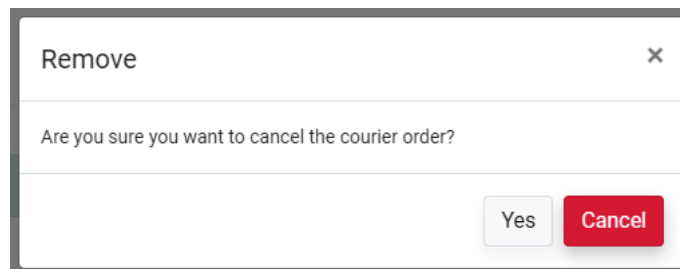
After selecting the sender address and pickup date, available pickup times are displayed along with the deadline (date and time) for placing the order.

A correctly placed order is confirmed with a message and the active order is displayed on the "Order a Courier" screen.

Courier order completed successfully. Order number: 202501

13.3. Cancel Order – Order a Courier

The application allows you to cancel active orders using the button , which then must be confirmed in the modal window that appears.



The screenshot shows a modal window titled "Remove". It contains the text "Are you sure you want to cancel the courier order?". At the bottom right, there are two buttons: "Yes" and "Cancel".

A successful cancellation is confirmed by a message and a change in the row's color.

Canceled	20250	410	09	tset	test	111	Domestic	1	0	0	09:00-12:00	07-03-2025
----------	-------	-----	----	------	------	-----	----------	---	---	---	-------------	------------

14. Settings

14.1. Database

14.1.1. Microsoft SQL Server

Database connection

DPD Poland - shipping application requires a connection to the MSSQL or SQLite database. Please enter the connection data in the fields below and check the connection with the "Connect to database" button. data is available, an attempt will be made to automatically create a new database.

Database type	<div>SQLite</div> <div>Microsoft SQL Server</div>
Server name*	<input type="text" value="SERVER_NAME"/>
Database name*	<input type="text" value="DPDPOLAND_DB_NAME"/>
Authentication*	<div>Windows Authentication</div>
Encrypt connection	<input checked="" type="checkbox"/>
Trust server certificate	<input type="checkbox"/>


Connect to database

Save

14.1.2. SQLite

Database connection

DPD Poland - shipping application requires a connection to the MSSQL or SQLite database. Please enter the connection data in the fields below and check the connection with the "Connect to database" button. data is available, an attempt will be made to automatically create a new database.

Database type	<div>SQLite</div> <div>Microsoft SQL Server</div>
Database path*	<input type="text" value="C:\DPD Poland\DpdShipping.db"/> 

Connect to database

Save

The database connection screen allows you to enter the data for either an MSSQL server or SQLite.

The Connect to database button, when establishing a connection to a server where the specified database name does not exist, will attempt to automatically create it.

A successful connection to the database unlocks the save settings button.
Changing the database will result in an automatic logout.

14.2. DPD Client Account

Customer profiles					Add Profile	
Profile name	Customer Name	Customer Number (MASTERFID)	Login	Date added		
Profil				11-03-2023 15:08	Edit	Delete
Profil				11-04-2023 12:54	Edit	Delete

Add/Edit DPD Client Account Profile

Customer profile

Please enter DPD account details

Profile name

Login*

Password*

Payer number (MASTERFID)*

Payer name*

Environment*

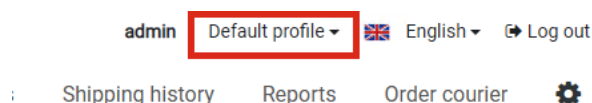
☐ Add a list of NUMKAT numbers

Test connection with DPD API

Zapisz

The DPD Client Account screen allows you to enter the configuration required to connect to the DPD Poland API.

It is possible to configure multiple DPD Client Accounts – the currently selected account is visible in the main application menu.



Changing the profile requires re-login to the application. The last selected profile is saved for the user and will be automatically applied upon re-login. Shipment generation, retrieval of protocols, labels, and other services provided by DPD Poland will be executed using the currently selected DPD Client Account profile.

The Client Numbers list allows you to enter multiple numbers used for generating shipments. The default payer page is set to "Third Party." NUMKAT numbers can be default (shared by all users) or individual for each user.

The Test Connection to DPD API button, once successfully verified, unlocks the save settings button.

14.3. Users

Users					
					<button>Add User</button>
	Alias	Login	Group	Active	Date added
<input type="checkbox"/>	user	user	Uzytkownik grupowy	Yes	11-03-2023 22:47
<input type="checkbox"/>	tester_admin	mat	Administrator	Yes	28-11-2021 10:19
<input type="checkbox"/>	food	food	Uzytkownik	Yes	11-04-2023 13:03
<input type="checkbox"/>	admin2	admin2	Administrator	Yes	28-11-2021 10:19

The Users screen allows you to manage the users in the system.

Self-registration on the Login screen adds a user to the list with an INACTIVE status. Changing a user's status to ACTIVE enables that user to log in to the application.

14.3.1. Add User

Add user

Alias*

Login*

Group*

Active*

☒

Password*

Confirm Password*

Save

The user's alias is an internal name identifying the user.
The user login in the application must be unique and cannot be edited.

14.3.2. Edit User

Edit User

Alias*

admin2

Login*

admin2

Group*

Administrator

Active*

☒

Password

Confirm Password

Save

The Edit User screen allows you to change the alias, group, active status, and password of the user.

If the password field is left empty, the password will remain unchanged.

14.4. Groups

User Groups	
Name	Description
Administrator	Ability to change configuration, visibility of all addresses, shipments and shipment errors
Group user	Visibility of all addresses, shipments and shipping errors between users in this group
User	Visible only own addresses, shipments and shipping errors

The Groups screen displays the active user groups in the system.

Name	Description
Administrator	Ability to change configuration; visibility of all addresses, shipments, and shipment errors. Only own imports are visible.
Group user	Visibility of all addresses, shipments, and shipment errors among users within the Group User group.
User	Visibility only of own addresses, shipments, and shipment errors.


A SUPER ADMIN user is defined within the application with full privileges and complete data visibility. The login and password for this user are assigned during the onboarding process.

14.5. Sender Addresses

Sender's addresses										
										<button>Add sender's address</button>
Company	Name	Street	Postal code	City	Country	Phone	Mail	FID	Active	Default
<input type="checkbox"/> Nazwa firmy	Imię i nazwisko	Street	02-234	Warszawa	PL			67588	Yes	No

The Sender Addresses screen allows you to enter a predefined list of senders, which is visible during the shipment dispatch process.

For the default sender, the sender address fields on the Create Shipment screen will be automatically populated.



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[Default profile](#)
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Sender

Sender:

Alias adresu - Nazwa firmy Imię i nazwisko Street 02-234 PL 6:

Company:

Nazwa firmy

Name:

Imię i nazwisko

Street:

Street

Postal Code:

02-234

Country:

PL | Polska | Poland | Polen

City:

Warszawa

Phone:

Email:

FID number: 67588

FID of the sender's address

Change payer

Recipient

Search:

Company:

Name:

Street:

Postal Code:

Country:

PL | Polska | Poland | Polen

City:

Phone:

Email:

Add address to Recipient Book

Shipping Template:

Services

☐ Guarantee
 ☐ Personal delivery
 ☐ Delivery to private address
 ☐ Cash on delivery
 ☐ Self-collection
 ☐ Pickup
 ☐ Return documents
 ☐ DOX
 ☐ Return shipment
 ☐ Tires
 ☐ Declared value
 ☐ Duty
 ☐ Pallet
 ☐ DPD Express
 ☐ DPD Food
 ☐ ADR/LQ
 ☐ Digital label
 ☐ Return Label

If multiple senders address with an ACTIVE status are entered, a selection field will be displayed on the Create Shipment screen.

14.5.1. Add Sender Address

Add sender's address

Alias

Company*

Name*

Street*

Postal code*

City*

Country*

PL | Polska | Poland | Polen

×

▼

Phone

Mail

FID

Q

Active

☒

Default

☐

Save

14.5.2. Edit Sender Address

Edit sender's address

Alias

Alias adresu

Company*

Nazwa firmy

Name*

Imię i nazwisko

Street*

Street

Postal code*

02-234

City*

Warszawa

Country*

PL | Polska | Poland | Polen

×

▼

Phone

Mail

FID

67588

Q

Active

☒

Default





☐

Save

14.6. Shipment Templates

Shipping Templates

Add shipping template


Name	Active	Default	
<input type="checkbox"/> DPD FOOD	Yes	No	 
<input type="checkbox"/> BEZ FOOD - COD	No	No	 

The Shipment Templates screen allows you to create multiple predefined templates that automatically populate data on the Create Shipment screen.

If the list of shipment templates contains more than one template, a selection field will appear on the Create Shipment screen. The template marked as DEFAULT will be set as the active template.

For a single shipment template with the DEFAULT setting, the template is automatically applied during the shipment dispatch process. The template selection list is always visible. If a FID number is chosen for a shipment template, the FID Number field on the Create Shipment screen will be automatically set to the "FID Number from the shipment template."

[Home](#)
[Dashboard](#)
[Orders](#)
[Shipment](#)
[Reports](#)
[Settings](#)

[Recipient's Book](#)
[Imports](#)
[External systems](#)
[Create shipment](#)
[Shipping Errors](#)
[Shipping history](#)
[Reports](#)
[Order courier](#)


Recipient

Search:

Company:

Name:

Shipping Template:

DPD FOOD

Services

☐ Guarantee
☐ Personal delivery
☐ Delivery to private address
☐ Cash on delivery

14.6.1. Add Shipment Template

Add shipping template

Name*

Active

☐

Default

☐

Shipments

Static number of shipments

☐

Weight [kg]

Content

Comments

Width [cm]

Height [cm]

Depth [cm]

Services

☐ Guarantee

☐ Personal delivery

☐ Delivery to private address

☐ Cash on delivery

☐ Self-collection

☐ Pickup

☐ Return documents

☐ DOX

☐ Return shipment

☐ Tires

☐ Declared value

☐ Duty

☐ Pallet

☐ DPD Express

☐ DPD Food

☐ ADR/LQ

☐ Digital label

☐ Return Label

Additional data

Ref1

Ref2

FID

Q

Save

14.6.2. Edit Shipment Template

Edit Shipping Template

Name*

DPD FOOD

Active

☒

Default

☐

Shipments

Static number of shipments

☐

Weight [kg]

Content

Comments

Width [cm]

Height [cm]

Depth [cm]

Services

☐ Guarantee

☐ Personal delivery

☐ Delivery to private address

☐ Cash on delivery

☐ Self-collection

☐ Pickup

☐ Return documents

☐ DOX

☐ Return shipment

☐ Tires

☐ Declared value

☐ Duty

☐ Pallet

☐ DPD Express

☒ DPD Food

dd.mm.yyyy

☐ ADR/LQ

☐ Digital label

☐ Return Label

Additional data

Ref1

Ref2

FID

124118

Q

Save

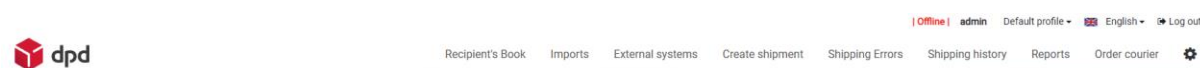
14.7. Offline Profiles

Offline profile settings allow you to configure the generation of shipments, labels and protocols without connecting to the DPD Poland API.

This functionality requires importing a configuration file provided by DPD Poland and downloading the latest routing database (RDB or GeoRDB). The routing database can be imported either from the local disk or via FTP/SFTP.

The outcome of offline mode is the generation of an XML file containing a list of generated shipments. This option is available through automatic generation and sending of the XML file to an FTP/SFTP server, manual generation and sending to an FTP/SFTP server or generating and saving the file to the local disk.

Activating offline mode switches the application to the OFFLINE context, which is visible at the top of the screen.



Configuration Screen

Offline mode
Add

Name	Type	Active	
Profil offline - DPD Polska	GeoRDB	No	✎ ✕
RDB	RDB	No	✎ ✕

Configuration

Enabled
☒
Enable offline mode

Auto send
☐

Auto send interval

Save

Statistics

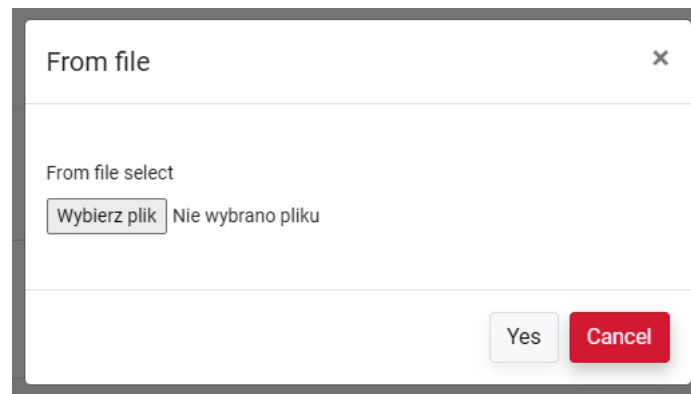
Waiting for sent
12

Last send
12-03-2023 15:30:32

Details

Offline Profile Import





By clicking the Add Offline Profile button , you must select a file for import.



After uploading a valid file, the user will be redirected to the screen for adding a new profile.

Add	
Name*	Profil offline - DPD Polska
RDB:	RDB mode GEORDB
Active	<input type="checkbox"/>
Number from	1
Number to	10000
Sending depot	1305
Type	Standard
Sending Country	
Numkats	123456
Template label	Standard label
RDB database	
	<input checked="" type="radio"/> Disk <input type="radio"/> FTP
Datasource disk path	D:\DPD Polska\bu_customerfile_22010301_B021_11334215345
	<small>Datasource disk path description</small>
Save XML files	
Save is active	<input type="checkbox"/>
Datasource disk path	C:\DPD Polska\DPD Polska - Moduł Wysyłkowy\Awizo
	<small>settings.offline.rdb.save.disk.path.description</small>
	<input type="button" value="Save"/>

On this screen, you can change the profile name, select the RDB/GeoRDB mode, choose the label type, and specify the import paths for the RDB database and the save path for the routing XML file.

Name	Type	Active	
Profil offline - DPD Polska	GeoRDB	No	 
RDB	RDB	No	 

Configuration

Enabled ☐ Enable offline mode

Auto send ☐

Auto send interval

[Save](#)

Statistics

Waiting for sent 12

Last send 12-03-2023 15:30:32

[Details](#)

Once the form is saved, configuration options will appear on the list of offline profiles.

Action Buttons:



- Download Routing Database – Removes the current database and loads a new one based on the configuration (via FTP/SFTP or local disk).
- Generate XML File
- Edit Offline Profile
- Delete Offline Profile

Working in offline mode is no different from online mode. Shipment generation, label and protocol creation, and integrations with external systems, the recipient book, and imports work in both contexts.

14.7.1. Offline Label – Domestic

Standard domestic (PL) label used in offline mode for the RDB option.

Państwa dane osobowe są przetwarzane przez DPD Polska SP. z o.o. z siedzibą w Warszawie 02-274 przy ul. Mineralnej 15, w celu i zakresie wskazanym na stronie internetowej: www.dpd.com.pl



Jan Nowak Szkolna 1 PL-60149 Poznań		Jan Kowalski Wyszkowa PL-60 149 Poznań	Depot 1326 N-123456 DPD Polska Sp.z.o.o ul. Kolumba 12 PL-62052 Komorniki / k. Poz +48-61 646 20 00 dpd@masterlink.com.pl
	PACZKA: 1/1 WAGA: 1.00 kg		

00000000021887 H

Numer paczki

D

Kod usługi

PL-1326-POZ

PO1

101-PL-60149

12-12-2021 11:21:38 Moduł wysyłkowy 3.0.0

G98



0060149 00000000021887 101 616 3

14.7.2. Offline Label – International

International label – the default label for the GeoRDB option for all shipments, and the international label for the RDB option.

Therms & Conditions of services on www.dpd.com			
Adam Nowak Szkolna 1 Berlin 10178 DE		Jan Kowalski Radosna 4 60149 Poznań PL TODO REF	Depot 0112 N-123456 DPD Polska Sp. z o.o. ul. Mineralna 15 02274 WARSZAWA PL
Contact Adam Nowak Phone 123123123 Info Consignment	Packages 1 of 1 Weight 1.00 kg		
0000 0000021889 D <small>Track</small>		D <small>Service</small>	
<h1>DE-DPD-0112</h1>			
SRSK	101-DE-10178 <small>12-12-2021 11:28:59 Moduł wysyłkowy 3.0.0</small>	D178	
			
0010178 00000000021889 101 276 W			

14.7.3. Offline Label – Custom

Custom label – German. Used in the RDB option for both domestic and international labels.

Äußerlich nicht erkennbare Schäden müssen DPD innerhalb von 7 Tage nach Ablieferung schriftlich gemeldet werden /
Notification on damage which not recognisable from the outside has to be submitted to DPD within 7 days in writing.

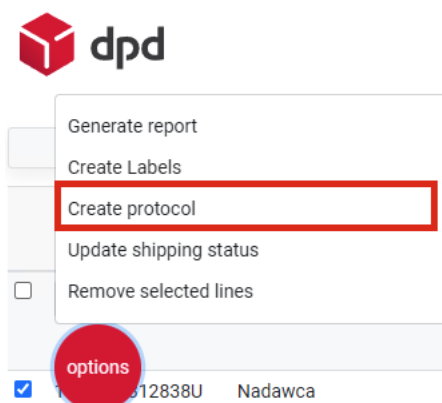
Jan Nowak Szkolna 1 PL-60149 Poznań		Jan Kowalski Wyszkowa PL-60149 Poznań	Depot 1326 N-123456 DPD Polska Sp.z.oo ul. Kolumba 12 PL-62052 Komorniki / k. Poz +48-61 646 20 00 dpd@masterlink.com.pl
	Lieferung: 1/1 Gewicht: 1.00 kg		

00000000021887 H		D
Track		Service
PL-1326-POZ		
PO1	101-PL-60149	G98
12-12-2021 11:24:42 Modul wysyłkowy 3.0.0		
		
0060149 00000000021887 101 616 3		

14.7.4. Offline Protocol

The offline protocol is a PDF file containing a list of generated shipments. In offline mode, the protocol is generated without using the DPD Poland API.

Separate protocols are generated for domestic (PL) and international shipments, containing data from the selected shipments on the Shipment History screen.



Sample Protocol:

PROTOKÓŁ PRZEKAZANIA TOWARU Nr 17
z dnia 12.12.2021

mięjsce nadania

nazwa firmy: _____
 adres: Wyszkowska _____
 kod pocztowy, miejscowość: 60149 Poznań _____
 telefon: _____
 osoba kontaktowa: Jan Kowalski _____
 numer numerat: 123456 _____
 oddział nadający: _____

zleceniodawca

dpd
 DPD Polska Sp. z o.o.
 ul. Mineralna 15
 03-274 Warszawa
 tel. 622 577 55 00
 fax 622 577 55 99

				MIEJSCE DORECZENIA PACZKI					
LP	NUMKAT	NUMER PACZKI	NUMER REFERENCYJNY (np. numer faktury, zamówienia)	OPIS	OOBROCA	WARTOŚĆ PRZESYŁKI	KWOTA COD	WAGA DEKL. (kg)	ZAWARTOŚĆ
1	123456	00000000021887		1/1	Jan Nowak Szkolna 1, 60149 Poznań			1,00	

Łączna liczba paczek: 1 Łączna waga: 1,00 kg

UWAGI: _____

Państwowe dane osobowe są przetwarzane przez DPD Polska Sp. z o.o. z siedzibą w Warszawie 02-274 przy ul. Mineralnej 15, w celu i zakresie wskazanym na stronie internetowej: www.dpd.com.pl

Godzina odjazdu samochodu _____

numer rejestracyjny _____

numer plomby _____

Potwierdzam odebranie paczek zgodnie z protokołem przekazania _____

kod kuriera lub imię i nazwisko pracownika DPD Polska _____

podpis kuriera/pracownika DPD Polska _____

Potwierdzam nadanie paczek zgodnie z protokołem przekazania oraz zgadzam się na weryfikację wagi w oddziale DPD Polska _____

imię i nazwisko nadawcy (przekazującego paczkę) _____

podpis nadawcy _____

godz i data przekazania towaru (uzupełnia nadawca) _____

14.8. External systems

Integration with external systems enables data import into the Shipping Module.

Integrations

Configure integration with selected external systems to generate shipments directly in the DPD Poland shipping app

ERP

Configured

Wapro MAG

Integration with ERP Wapro Mag by Asseco

Configure

Configured

Comarch ERP Optima

Integration with Comarch ERP Optima

Configure

Configured

Comarch ERP XL

Integration with Comarch ERP XL

Configure

E-commerce

Magento

Integration with Magento 1 store

Not configured

Configured

Magento 2

Integration with Magento 2 store

Configure

SOTE

Integration with the SOTE store

Not configured

Configured

Prestashop

Integration with Prestashop

Configure

The following integrations are available:

- Wapro MAG
- Comarch ERP Optima
- Comarch ERP XL
- Magento
- Magento 2
- SOTE
- Prestashop

After activating at least one integration, an External Systems tab will appear in the main menu of the application, allowing you to download documents and generate shipments.

14.8.1. Wapro MAG Integration

Configure Integrations - Wapro MAG

Integration with ERP Wapro Mag by Asseco

Is active ☐

Connection to the WAPRO MAG database

Database server name:*

Database name:*

Authentication:* Windows Authentication ▼

Encrypt connection ☐

Trust server certificate ☐

Connect to database

Settings

Sender's address from WAPRO MAG ☐

Default receiver address Delivery address ▼

Weight from WAPRO MAG ☐

Save letter number to WAPRO MAG ☐

Additional data ☐

Get COD from Wapro Mag ☐

Get declared value service from Wapro Mag ☐

Group products for a single shipment ☒

Shipment grouping method Shipment for each item (number of items * weight) ▼

Save

The connection with Wapro MAG is established directly via the database.

The settings enable the use of additional functionalities:

- Sender Address from WAPRO MAG – retrieves the sender address from the Wapro MAG database.
- Default receiver Address – indicates which type of recipient address will be loaded as the default on the shipment generation screen.
- Weight from Wapro MAG – retrieves the weight from the Wapro MAG product.
- Save letter number to WAPRO MAG – enables saving the shipment number to Wapro MAG.
- Additional Fields – allow retrieval of extra information.
- Get COD from Wapro MAG – sets the collection service for payments containing a specified phrase from the document amount.
- Get Declared value service from Wapro MAG – sets the valuable shipment service for the document amount.
- Grouping products for a single shipment – option for choosing the method of retrieving data for multiple items.
 - Shipment for Each Item – groups the quantity of items into one shipment (quantity * weight).
 - Shipment for Each Unit of an Item

Additional options:

Additional data	<input checked="" type="checkbox"/>
Ref 1	<input type="text" value="Document Number"/>
Ref 2	<input type="text" value="Field 1"/>
Content	<input type="text" value="Comments"/>
Comments	<input type="text" value="Field 7"/>
Pickup point number	<input type="text" value="Field 7"/>
Get COD from Wapro Mag	<input type="checkbox"/>
Get declared value service from Wapro Mag	<input type="checkbox"/>
Group products for a single shipment	<input checked="" type="checkbox"/>
Shipment grouping method	<input type="text" value="Shipping per item"/>

14.8.2. Optima Comarch ERP Optima Integration

Configure Integrations - Comarch ERP Optima

Integration with Comarch ERP Optima

Active ☐

Comarch Optima Database Connection

Database server name:*	<input type="text" value="SERVER_NAME"/>
Database name:*	<input type="text" value="COMARCH_DB_NAME"/>
Authentication:*	<input type="text" value="Windows Authentication"/>
Encrypt connection	<input checked="" type="checkbox"/>
Trust server certificate	<input type="checkbox"/>

Connect to database

Settings

Sender address from Comarch Optima	<input type="checkbox"/>
Weight from Comarch Optima	<input checked="" type="checkbox"/>
Save shipping number	<input type="checkbox"/>
Additional fields	<input type="checkbox"/>
Get COD from Comarch Optima	<input type="checkbox"/>
Get declared value service from Comarch Optima	<input type="checkbox"/>
Group products for a single shipment	<input checked="" type="checkbox"/>
Shipment grouping method	<input type="text" value="Shipping for each item"/>

Save

The connection with Comarch ERP Optima is established directly via the database.

The settings enable the use of additional functionalities:

- Sender Address from Comarch ERP Optima – retrieves the sender address from the Comarch ERP Optima database.
- Weight from Comarch ERP Optima – retrieves the weight from the Comarch ERP Optima product.
- Save Shipment Number – enables saving the shipment number to Comarch ERP Optima.
- Additional Fields – allow retrieval of extra information.
- Get COD from Comarch ERP Optima – sets the collection service for payments containing a specified phrase from the document amount.
- Get Declared value service from Comarch ERP Optima – sets the valuable shipment service for the document amount.
- Grouping Items into One Shipment – option for choosing the method of retrieving data for multiple items.
 - Shipment for Each Item – groups the quantity of items into one shipment (quantity * weight).
 - Shipment for Each Unit of an Item

14.8.3. Comarch ERP XL Integration

Configure Integrations - Comarch ERP XL

Integration with Comarch ERP XL

Is active ☐

Database connection

Database server:*

Database name:*

Authentication:*

Encrypt connection ☒

Trust server certificate ☐

Settings

Weight from Comarch XL ☒

Default source for receiver address

Cash on delivery ☒

Set cash on delivery for payments containing
Payment methods containing the phrase will be marked as cash on delivery documents. Separate multiple phrases with a comma

Additional fields ☒

Ref 1

Ref 2

Content

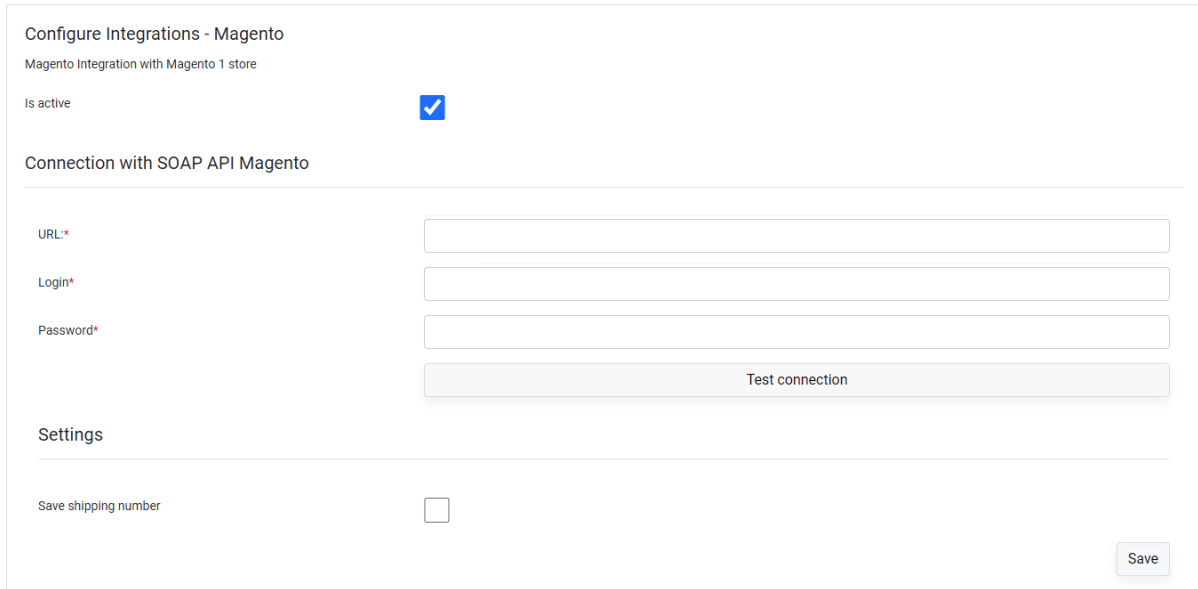
Comments

The connection with Comarch ERP XL is established directly via the database.

The settings enable the use of additional functionalities:

- Weight from Comarch ERP XL – retrieves the weight from the Comarch ERP XL product.
- Additional Fields – allow retrieval of extra information.

14.8.4. Magento Integration



Configure Integrations - Magento

Magento Integration with Magento 1 store

Is active ☒

Connection with SOAP API Magento

URL*

Login*

Password*

Settings

Save shipping number ☐

The connection is established using Magento's SOAP API.

The settings enable the use of additional functionalities:

Save Shipping Number – enables saving the shipment number to Magento.

14.8.4.1. Installation of Shipping Methods on the Magento Store Side

Integration of the Shipping Module with Magento requires the installation of an additional module on the Magento store side. The module is available independently of the application in the form of the file "Magento1_dpd_poland_modules.zip". To obtain access to the latest version of the module, please contact the technical support team at:

itcustomersupport@dpd.com.pl

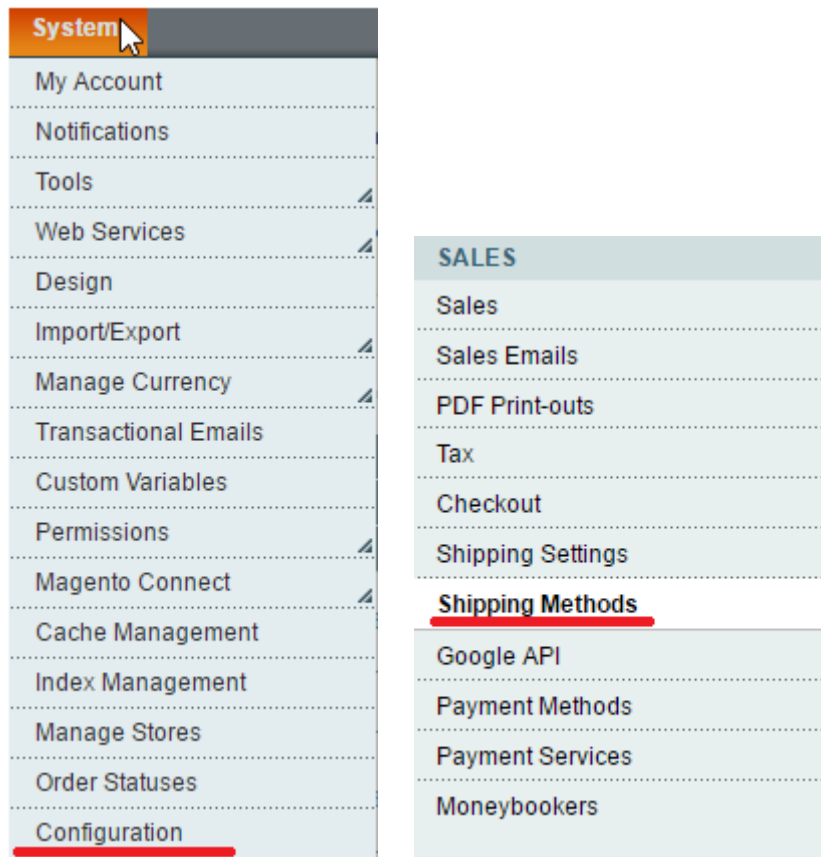
If changes made to the Magento store software override the default functionalities, the module may require additional modifications by your store administrator. The provided module is an example implementation for adding carriers on the Magento side. It is possible to implement your own solution on the Magento side, provided that the consistency of the API interface used for the Application–Store integration is maintained.

To add DPD shipping methods to your Magento online store, you must unzip the file "Magento1_dpd_poland_modules.zip" and perform the following steps:

- Rename the directory for the path
Magento1_dpd_poland_modules\app\design\frontend\[YOUR_THEME_NAME]
by replacing [YOUR_THEME_NAME] with the name of your custom theme.
- Next, upload the "app" directory to the root directory of your store via FTP with the appropriate permissions. After clearing the cache, the DPD Poland shipping methods will appear in the Magento admin panel (System → Configuration → Sales → Shipping Methods).

14.8.4.1.1. Activation of the Shipping Method in the Magento Admin Panel

Navigate to System → Configuration → Sales → Shipping Methods in the Magento Admin Panel, where the DPD shipping methods will be visible.



Shipping Methods		Save Config
DPD International do 3kg (7)	▼	
DPD International do 3kg (8)	▼	
DPD International do 31,5 kg (1)	▼	
DPD International do 3kg (6)	▼	
DPD International do 3kg (5)	▼	
DPD International do 3kg (3)	▼	
DPD International do 3kg (4)	▼	
DPD International do 31,5 kg (2)	▼	
DPD International do 31,5 kg (3)	▼	
DPD International do 31,5 kg (8)	▼	
DPD Polska Standard	▼	
DPD Polska Standard COD	▼	
DPD International do 31,5 kg (7)	▼	
DPD International do 31,5 kg (6)	▼	
DPD International do 31,5 kg (4)	▼	
DPD International do 31,5 kg (5)	▼	
DPD International do 3kg (2)	▼	
DPD International do 3kg (1)	▼	

The module allows you to create multiple shipping methods based on the parameters used. Below is an example expansion for the DPD International method for shipments up to 31.5 kg:

DPD International do 31,5 kg (2)

Enabled	<input type="text" value="No"/>	[GLOBAL]
Available for specific countries only	<input type="text" value="Specific Countries"/>	[GLOBAL]
Ship to Specific Countries	<input type="text" value="Afghanistan"/> <input type="text" value="Albania"/> <input type="text" value="Algeria"/> <input type="text" value="Andorra"/> <input type="text" value="Angola"/> <input type="text" value="Anguilla"/> <input type="text" value="Antarktyka"/> <input type="text" value="Antigua i Barbuda"/> <input type="text" value="Antyle Holenderskie"/> <input type="text" value="Arabia Saudyjska"/>	[GLOBAL]
Price	<input type="text" value="0"/>	[GLOBAL]
Free shipping available	<input type="text" value="No"/>	[GLOBAL]
Minimum Order Amount for Free Shipping	<input type="text" value="0"/>	[GLOBAL]

- Enabled – sets the method as available or unavailable.
- Available for specific countries only – configures the method for either all allowed countries or only for selected ones.
- Ship to Specific Countries – allows you to choose which countries will have access to this shipping option.
- Price – the shipping cost.
- Free shipping available – enables or disables free shipping.
- Minimum Order Amount for Free Shipping – sets the minimum order amount required for free shipping.

14.8.4.1.2. Creating an API User (Magento Integration)

In the Magento store's admin panel, you must enable the WSDL file cache (this option is available under System → Configuration → Services → Magento Core API → General Settings).

SERVICES

Magento Core API

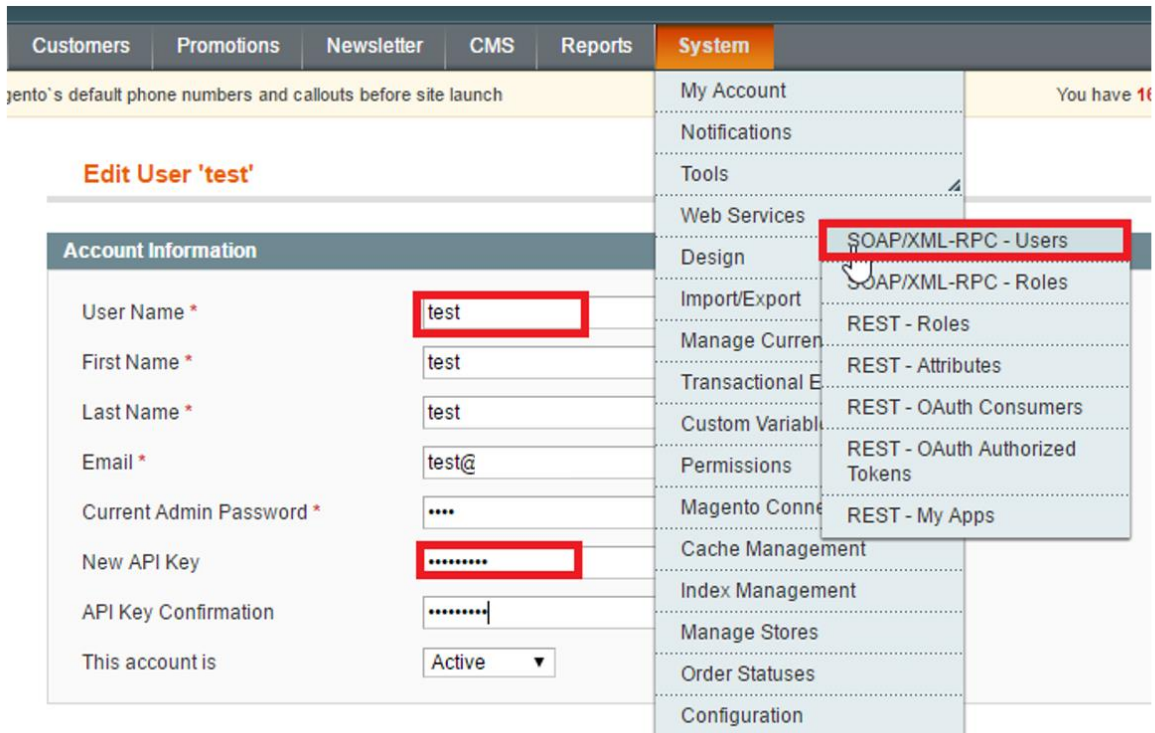
OAuth

Magento Core API Save Config

General Settings

Default Response Charset	<input type="text" value="UTF-8"/>	[STORE VIEW]
Client Session Timeout (sec.)	<input type="text" value="3600"/>	[STORE VIEW]
WS-I Compliance	<input type="text" value="No"/>	[STORE VIEW]
Enable WSDL Cache	<input type="text" value="Yes"/>	[STORE VIEW]

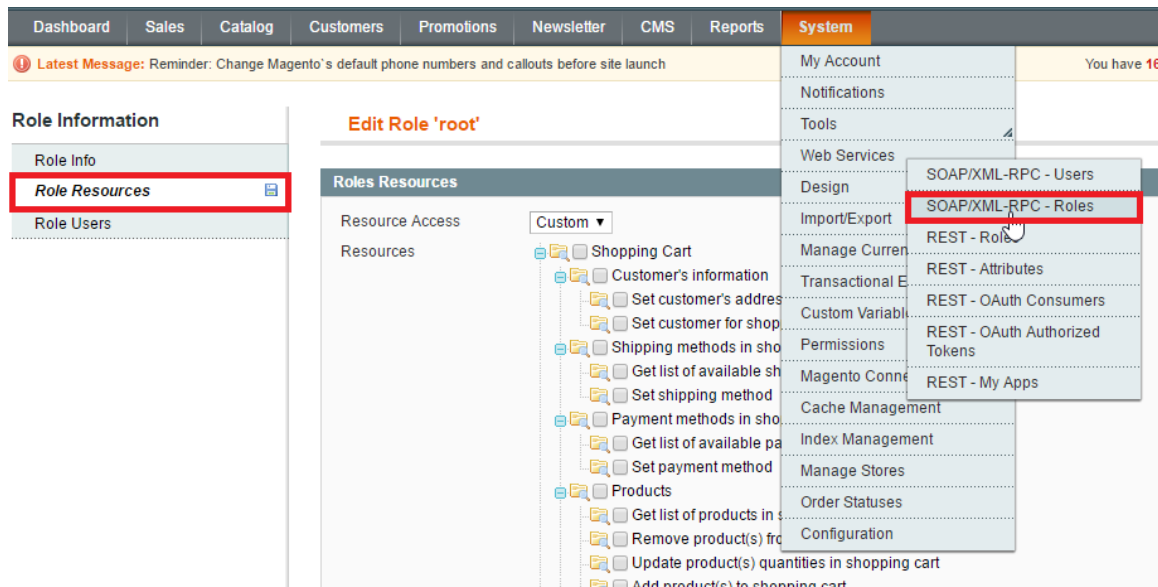
The next configuration step is to create an API SOAP user in the admin panel with an assigned role that has access to all methods within the shipping, products, payments, and orders categories. The access credentials for this account will be used to integrate the DPD Poland application.



The screenshot shows the Magento Admin interface. The top navigation bar includes tabs for Customers, Promotions, Newsletter, CMS, Reports, and System. The 'System' tab is active. Below the navigation bar, there is a message: 'Magento's default phone numbers and callouts before site launch'. The main content area is titled 'Edit User 'test''. It contains a form for user information. The 'User Name' field is highlighted with a red box and contains the text 'test'. The 'New API Key' field is also highlighted with a red box and contains a series of dots. To the right of the form, the 'System' menu is open, showing a list of options. The 'SOAP/XML-RPC - Users' option is highlighted with a red box.

- The User Name field is the same as login used for configuring the connection with the store in the application.
- The New API Key field corresponds to the password.

Next, add a role under System → SOAP/XML-RPC Roles → Role Resources.



The screenshot shows the Magento Admin interface. The top navigation bar includes tabs for Dashboard, Sales, Catalog, Customers, Promotions, Newsletter, CMS, Reports, and System. The 'System' tab is active. Below the navigation bar, there is a message: 'Latest Message: Reminder: Change Magento's default phone numbers and callouts before site launch'. The main content area is titled 'Edit Role 'root''. It contains a form for role information. The 'Role Resources' section is highlighted with a red box. To the right of the form, the 'System' menu is open, showing a list of options. The 'SOAP/XML-RPC - Roles' option is highlighted with a red box.

Then, assign this role to the selected user under System → SOAP/XML-RPC - Users.

User Information

User Info

User Role

Edit User 'test'

Account Information

User Name *	<input type="text" value="test"/>
First Name *	<input type="text" value="test"/>
Last Name *	<input type="text" value="test"/>
Email *	<input type="text" value="test@"/>
Current Admin Password *	<input type="password" value="****"/>
New API Key	<input type="password" value="*****"/>
API Key Confirmation	<input type="password" value="*****"/>
This account is	<input type="text" value="Active"/>

User Information

User Info

User Role

Edit User 'test'

Page 1 of 1 pages | View 20 per page | Total 1 records found

Assigned	Role Name
Any	
<input checked="" type="radio"/>	root

Default view of the order screen:

DPD Polska Standard - Odbiór w punkcie

☒ DPD Polska Standard - Odbiór w punkcie **0,00 zł**

DPD Polska Standard COD

☐ DPD Polska Standard COD **0,00 zł**

Wybrany punkt:

Wpisz adres punktu

Wpisz kod punktu



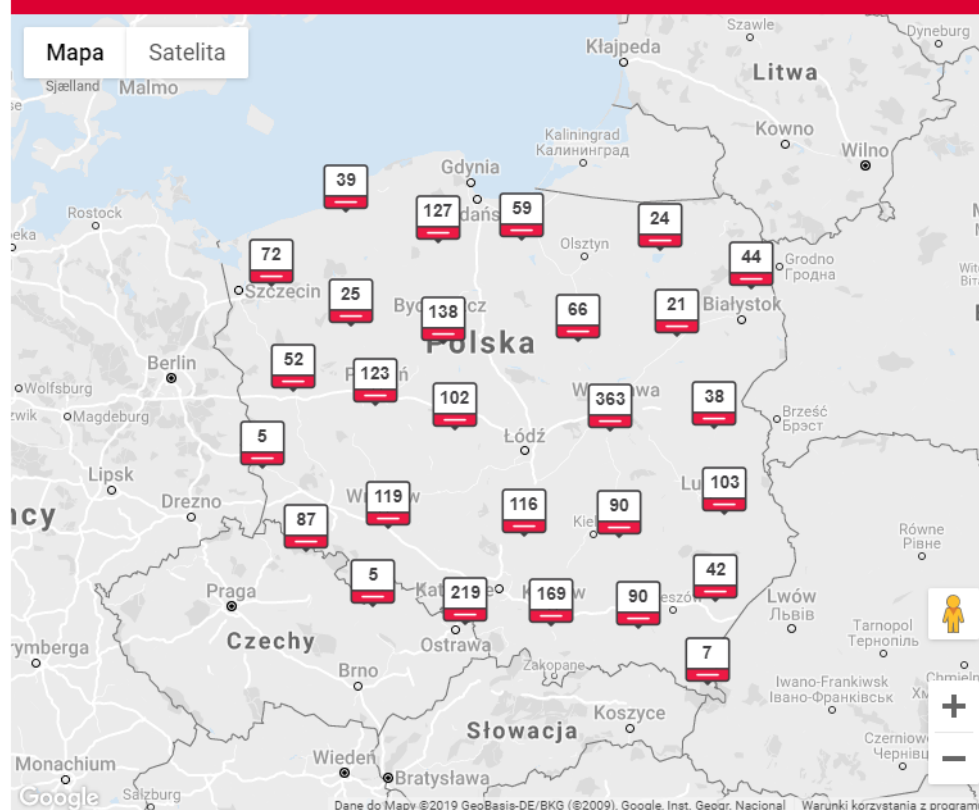
Znajdź

Wyczyść

Lista

Mapa

Filtry i usługi [Wyczyść]



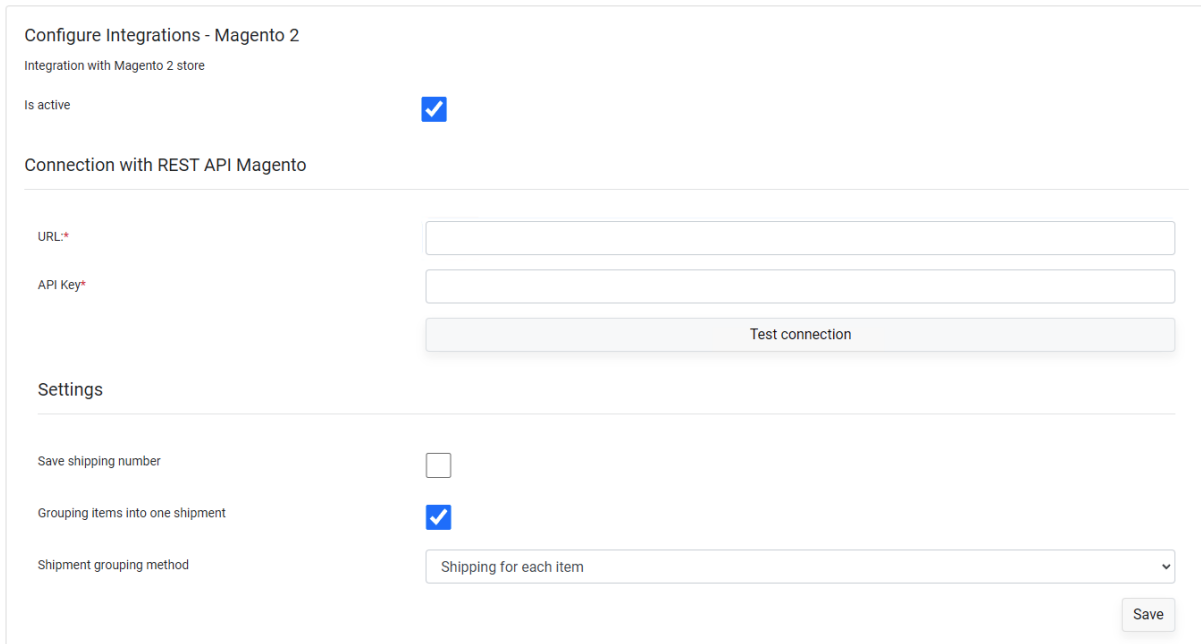
CONTINUE

« Back

5 PAYMENT INFORMATION

6 ORDER REVIEW

14.8.5. Magento 2 Integration



The connection is established via the Magento REST API.

The settings enable the use of additional functionalities:

- Save shipping number – enables saving the shipment number to Magento.
- Shipment grouping method:
 - *One item (quantity × weight)*
 - *Shipment for each unit of an item*
 - *Shipment for each item (quantity × weight)*

14.8.5.1. Installation of Shipping Methods on the Magento 2 Store Side

Integration of the Shipping Module with Magento 2 requires the installation of an additional module on the Magento store side. The module is available independently in the form of the file “Magento2_dpd_poland_modules.zip”. To obtain access to the latest version of the module, please contact the technical support team at: itcustomersupport@dpd.com.pl.

If modifications made to the Magento 2 store software override the default functionalities, the module may require additional adjustments by your store administrator. The provided module is an example implementation for adding carriers on the Magento 2 side. It is also possible to implement your own solution on Magento 2, provided that the API interface used for the Application–Store integration remains consistent.

To add shipping methods:

- Unzip the .zip file.
- Deploy the files to the store server’s app directory (e.g. using FTP) and install the module following the Magento 2 manufacturer’s recommendations.

After installing the module and clearing the cache, the DPD Poland shipping methods will appear in the Magento 2 admin panel under Stores → Configuration → Sales → Shipping Methods.

Additionally, the store API must be enabled to allow integration.

The module includes three shipping methods:

- DPD Poland
- DPD Poland – COD
- DPD Poland – Pickup

14.8.5.1.1. Activation of the Shipping Method (Magento 2)

Configuration

Save Config

CATALOG

SECURITY

CUSTOMERS

SALES

Sales

Sales Emails

PDF Print-outs

Tax

Checkout

Shipping Settings

Multishipping Settings

Delivery Methods

Google API

Payment Methods

3D Secure

SERVICES

ADVANCED

DPD POLSKA

Enabled

Yes

Use system value

Title

DPD Polska

Use system value

Method Name

DPD Polska

Use system value

Price

15

Use system value

Free Shipping

No

Use system value

Free Shipping Amount Threshold

0

Use system value

Calculate Handling Fee

Fixed

Use system value

Handling Fee

0

Displayed Error Message

This shipping method is not available. To use this shipping method, please contact us.

Use system value

Ship to Applicable Countries

All Allowed Countries

Use system value

Ship to Specific Countries

Afghanistan

Albania

Algeria

American Samoa

Andorra

Angola

Anguilla

Antarctica

Antigua & Barbuda

Argentina

Show Method if Not Applicable

Yes

Sort Order

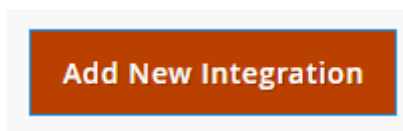
The following options are available for activating the shipping method:

- Enabled – turn the shipping method on or off.
- Title – the header or label for the shipping method.
- Method Name – the name of the shipping method.
- Price – the shipping cost.

- Free shipping – enable free delivery.
- Free shipping amount threshold – the order amount from which free shipping applies.
- Calculate handling fee – whether to include an additional handling fee.
- Handling fee – the amount of the additional fee.
- Displayed Error Message – the error message to display.
- Ship to Applicable Countries – configure shipping countries (all or selected).
- Ship to Specific Countries – list the countries for which the shipping method is available.
- Show Method if Not Applicable – display the shipping method even if requirements are not met.
- Sort Order – the order in which the method is sorted.

14.8.5.1.2. Creating an API User (Magento 2)

To establish the connection between the DPD Poland application and the Magento 2 store, you must create an API user:



- In the System → Integrations tab, click the Add New Integration button.
- In the configuration window, fill in the required fields.

BASIC SETTINGS

Integration Info

API

General

Name *

Email

Callback URL

Enter URL where Oat

Identity link URL

URL to redirect user i

Current User Identity Verification

Your Password *

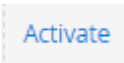

In the API tab, assign permissions for reading and modifying data.

Resource Access

Custom ▼

Resources

- ▶ ☐ Dashboard
- ▶ ☐ Analytics
 - ▶ ☐ API
- ▶ ☒ Sales
 - ▶ ☒ Operations
 - ▶ ☒ Orders
 - ▶ ☒ Actions
 - ▶ ☐ Create
 - ▶ ☒ View
 - ▶ ☐ Send Order Email
 - ▶ ☐ Reorder
 - ▶ ☐ Edit
 - ▶ ☐ Cancel
 - ▶ ☐ Accept or Deny Payment
 - ▶ ☐ Capture
 - ▶ ☐ Invoice
 - ▶ ☐ Credit Memos
 - ▶ ☐ Hold
 - ▶ ☐ Unhold
 - ▶ ☐ Ship
 - ▶ ☐ Comment
 - ▶ ☐ Send Sales Emails
 - ▶ ☐ Payment Amount Authorization
 - ▶ ☐ Get Client Token Braintree
 - ▶ ☐ Invoices
 - ▶ ☒ Shipments
 - ▶ ☐ Dispatches
 - ▶ ☐ Pickups
 - ▶ ☐ Batches
 - ▶ ☐ Credit Memos
 - ▶ ☐ Billing Agreements
 - ▶ ☐ Transactions
 - ▶ ☐ Fetch
 - ▶ ☐ Catalog
 - ▶ ☐ Customers
 - ▶ ☐ Carts
 - ▶ ☐ My Account
 - ▶ ☐ Marketing
 - ▶ ☐ Content
 - ▶ ☐ Reports
 - ▶ ☐ Stores
 - ▶ ☐ System
 - ▶ ☐ Global Search

After saving, activate  the integration user by enabling it and confirming with the appropriate button .

Once the list of tokens appears, copy the contents of the Access Token field and enter it into the DPD Poland module settings.

Access Token

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

14.8.6. SOTE Integration

Configure Integrations - SOTE

Integration with the SOTE store

Is active ☒

Connection SOAP API SOTE

Shop URL*

Login*

Password*

Test connection

Save

The connection is established using the SOTE SOAP API.

14.8.7. Prestashop Integration

Configure Integrations - Prestashop

Integration with Prestashop

Is Active ☒

API Connection

Shop URL*

API key*

Test connection

Save

The connection is established via the Prestashop REST API.

14.9. Imports

Imports

Add import template
Import import template

Name	Active	
<input type="checkbox"/> Import	No	✎ 🔄 🗑️

Configuration

Enable background import ☐
Download frequency [seconds]

Save

The Imports screen allows you to define lists of import templates that support text files (e.g., “.csv”, “.txt”). Using the template configurator, the application user can map any file containing data separated by a text delimiter to the fields used in the shipment generation process.

- The import functionality monitors the specified directory for incoming files. When a file appears, it is imported into the application.
- Once the import is complete, the file is moved to a subfolder named “imported”.

The process can operate in automatic mode (by setting the download frequency on the Imports screen) or in manual mode (by manually initiating the specified import).

Configuration

Enable background import ☐
Download frequency [seconds]

Save

Imports screen:



[Recipient's Book](#)
[Imports](#)
[External systems](#)
[Create shipment](#)
[Shipping Errors](#)
[Shipping history](#)
[Reports](#)
[Order courier](#)
[⚙️](#)

admin English Log out

Import Import

14.9.1. Add/Edit Import Template

Add import template

Import Template	
Name*	<input type="text"/>
Active	<input type="checkbox"/>
Data source	
<input checked="" type="radio"/> Import from disk <input type="radio"/> Import from FTP / SFTP	
Path to imported file:*	<input type="text" value="C:\DPD Polska\Importy"/> <small>Default "C:\DPD Poland\Imports"</small>
File configuration	
Download from line*	<input type="text" value="0"/> <small>Default "0"</small>
Download lines*	<input type="text"/> <small>Default "0" - download all</small>
Don't download the last lines*	<input type="text"/> <small>Default "0"</small>
Encoding*	<input type="text" value="UTF-8"/> <small>Domyslnie "UTF-8"</small>
Column separator*	<input type="text" value=";"/> <small>Default ";"(semicolon)</small>
Connected fields separator*	<input type="text" value=","/> <small>Default ","(comma)</small>
Logical fields - true*	<input type="text" value="1"/> <small>Default "1"</small>
Logical fields - false*	<input type="text" value="0"/> <small>Default "0"</small>
Shipping generation options	
Automatic create shipment	<input type="checkbox"/>
Automatic create report	<input type="checkbox"/>
Automatic print label	<input type="checkbox"/>
Add recipient addresses to the address book	<input type="checkbox"/>
Field values in quote "	<input type="checkbox"/>
Payer number from file name	<input type="checkbox"/>
C.O.D. Ebay	<input type="checkbox"/>
Multipacks - no weight sharing	<input type="checkbox"/>
Sender defined	<input type="text" value="--"/>
Scan Index	<input type="text" value="--"/>
Weight unit	<input type="text"/>
Payer type	<input type="text"/>
Domestic payer	<input type="text" value="--"/>
Foreign payer	<input type="text" value="--"/>
Multipack grouping	<input type="text" value="--"/>

Column mapping

Columns available in the application

--
Sender ID
Sender: Company
Sender: Name and surname
Sender: Street
Sender: Postal code
Sender: Country
Sender: City
Sender: Phone
Sender: E-Mail
Recipient: Client code
Recipient: Company
Recipient: Name and surname
Receiver: Street
Recipient: Postal Code
Recipient: Country

Mapped columns

Constant values

Weight	<input type="text"/>	<input type="checkbox"/> Guarantee
Ref1	<input type="text"/>	<input type="checkbox"/> Personal delivery
Ref2	<input type="text"/>	<input type="checkbox"/> Delivery to private address
Content	<input type="text"/>	<input type="checkbox"/> Cash on delivery
Comments	<input type="text"/>	<input type="checkbox"/> Self-collection
Width [cm]:	<input type="text"/>	<input type="checkbox"/> Pickup
Height [cm]:	<input type="text"/>	<input type="checkbox"/> Return documents
Depth [cm]:	<input type="text"/>	<input type="checkbox"/> DOX
		<input type="checkbox"/> Return shipment
		<input type="checkbox"/> Tires
		<input type="checkbox"/> Declared value
		<input type="checkbox"/> Duty
		<input type="checkbox"/> Pallet
		<input type="checkbox"/> DPD Express
		<input type="checkbox"/> DPD Food
		<input type="checkbox"/> ADR/LQ
		<input type="checkbox"/> Digital label
		<input type="checkbox"/> Return Label

Additional options

Print related file ☐

[Show Advanced settings](#)

File structure

Save

14.9.1.1. Import Template

Import Template

Name*

Active ☐

The import template name is required.

14.9.1.2. Import from Disk

Data source

☒ Import from disk
☐ Import from FTP / SFTP

Path to imported file:*

C:\DPD Polska\Importy

Default "C:\DPD Poland\Imports"

Enter the directory location from which files will be retrieved.

14.9.1.3. Import from FTP/SFTP

Data source

☐ Import from disk
☒ Import from FTP / SFTP

Protocol:*

Encryption:*

Hostname:*

Port:*

User:*

Password:*

FTP path:*

File download path:*

C:\DPD\Imports

Check connection

- Enter the FTP/SFTP credentials and click Check Connection.
- The FTP/SFTP user must have permissions for reading, writing, and renaming files.
- The FTP Path specifies the directory on the FTP/SFTP server.
- The File Download Path specifies the local directory on the user's computer where files will be saved.

14.9.1.4. File Configuration

File configuration	
Download from line*	<input type="text" value="0"/> Default "0"
Download lines*	<input type="text"/> Default "0" - download all
Don't download the last lines*	<input type="text"/> Default "0"
Encoding*	<input type="text" value="UTF-8"/> Domyślnie "UTF-8"
Column separator*	<input type="text" value=";"/> Default ";"(semicolon)
Connected fields separator*	<input type="text" value=","/> Default ","(comma)
Logical fields - true*	<input type="text" value="1"/> Default "1"
Logical fields - false*	<input type="text" value="0"/> Default "0"

- Connected fields separator – allows combining multiple columns from the import file into one field in the application.
- Logical fields – true: designates fields with a “yes” value (e.g., 1).
- Logical fields – false: designates fields with a “no” value (e.g., 0).

14.9.1.5. Shipment Generation Options

Shipping generation options			
Automatic create shipment	<input type="checkbox"/>	Field values in quote "	<input type="checkbox"/>
Automatic create report	<input type="checkbox"/>	Payer number from file name	<input type="checkbox"/>
Automatic print label	<input type="checkbox"/>	C.O.D. Ebay	<input type="checkbox"/>
Add recipient addresses to the address book	<input type="checkbox"/>	Multipacks - no weight sharing	<input type="checkbox"/>
Sender defined	<input type="text" value="--"/>		
Scan Index	<input type="text" value="--"/>		
Weight unit	<input type="text"/>		
Payer type	<input type="text"/>		
Domestic payer	<input type="text" value="--"/>		
Foreign payer	<input type="text" value="--"/>		
Multipack grouping	<input type="text" value="--"/>		

- Multipack grouping - supports grouping multiple rows into a single shipment. Selecting a grouping field aggregates shipments.

- Scan Index – the specified column containing the unique shipment number allows the shipment to be loaded on the Create Shipment screen via the Import Scanning field.

14.9.1.6. Column Mapping

Column mapping

Columns available in the application

--
Sender ID
Sender: Company
Sender: Name and surname
Sender: Street
Sender: Postal code
Sender: Country
Sender: City
Sender: Phone
Sender: E-Mail
Recipient: Client code
Recipient: Company
Recipient: Name and surname
Receiver: Street
Recipient: Postal Code
Recipient: Country

Mapped columns

- Enables mapping the text file columns to the fields available in the application.
- Drag the selected columns to the right side.
- Selecting multiple columns for one field enables data concatenation.
- The symbol “--” indicates an unused column.

14.9.1.7. Constant Values

Constant values

Weight
Ref1
Ref2
Content
Comments
Width [cm]:
Height [cm]:
Depth [cm]:

☐ Guarantee
☐ Personal delivery
☐ Delivery to private address
☐ Cash on delivery
☐ Self-collection
☐ Pickup
☐ Return documents
☐ DOX
☐ Return shipment
☐ Tires
☐ Declared value
☐ Duty
☐ Pallet
☐ DPD Express
☐ DPD Food
☐ ADR/LQ
☐ Digital label
☐ Return Label

Constant values allow you to assign fixed values to shipment fields that cannot be imported from the file. If a field is mapped and a constant value is set, the constant value takes precedence.

14.9.1.8. Additional Options

Additional options

Print related file
☐

[Hide Advanced settings](#)

Append mode
☐

Shipments associated with the 'Multipack Grouping' field are added to the first generated shipment.

Files converter

File type

- Print related file – allows sending the associated .pdf file to the printer based on the reference number.
- Append mode – shipments are grouped into one shipment based on the field selected in the multi-package grouping section. The first import is created normally, and each subsequent import is added using the append method available in the DPD Poland API. This option is available only in the Online context.

14.9.1.9. File Converter

Files converter

File type

XML - 01

Group packages (merge content and comments)
☐

Get records when contains
☐

Get COD when records contains
☐

Ignore files without phrases
☐

Transfer zip files without modification
☐

The file converter allows you to convert an input file (XML, TXT, EDI, CSV) generated by external systems with a structure that prevents standard mapping. The conversion produces an additional .csv file with a structure supported by the Shipping Module.

The file structure for the converter function is as follows:

File structure

Id,OrderId,CustomerName,CustomerAddress,CustomerCity,CustomerZipCode,CustomerCountryCode,CustomerEmail,CustomerLogin,CustomerPhone,RecipientCompanyName,RecipientName,RecipientAddress,RecipientCity,RecipientZipCode,RecipientCountryCode,RecipientPhone,InvoiceCompanyName,InvoiceName,InvoiceAddress,InvoiceCity,InvoiceZipCode,InvoiceCountryCode,InvoiceVatId,Currency,DeliveryCost,DeliveryType,SellDate,TotalPaymentType,Cod,PositionName,PositionOfferName,PositionPrice,PositionQuantity,PositionSignature,PositionTransactionId,PositionOrderId,PositionWeight,ServiceDpdExpress,ServicePallet,ServiceType,ServiceGuaranteed930,ServiceGuaranteed1200,ServiceSaturdayDelivery,SenderName,SenderAddress,SenderCity,SenderZipCode,SenderCountryCode,SenderPhone,AdditionalField1,AdditionalField2,AdditionalField3,AdditionalField4,AdditionalField5,ServiceRod

The above structure needs to be mapped in the Column Mapping section to import the required data.

14.9.1.9.1. XML – 01

Files converter	
File type	XML - 01
Group packages (merge content and comments)	<input type="checkbox"/>
Get records when contains	<input type="checkbox"/>
Get COD when records contains	<input type="checkbox"/>
Ignore files without phrases	<input type="checkbox"/>
Transfer zip files without modification	<input type="checkbox"/>

- Group packages – concatenates content and comments.
- Get records when contains – retrieves only rows where the delivery address contains the specified phrase.
- Get COD when records contains – sets the collection amount only if the delivery address contains the specified phrase.
- Ignore files without phrases– does not process files that do not contain the specified phrase in their name.
- Transfer zip files without modification – if the specified import directory contains files with a “zip” extension, they will be moved directly to the import directory without modification.

14.9.1.9.2. XML – 02

Files converter	
File type	XML - 02
Group packages (merge content and comments)	<input type="checkbox"/>
Get records when contains	<input type="checkbox"/>
Get COD when records contains	<input type="checkbox"/>
Ignore files without phrases	<input type="checkbox"/>
Transfer zip files without modification	<input type="checkbox"/>

- Group packages – concatenates content and comments.
- Get records when contains – retrieves only rows where the delivery address contains the specified phrase.
- Get COD when records contains – sets the collection amount only if the delivery address contains the specified phrase.
- Ignore files without phrases– does not process files that do not contain the specified phrase in their name.
- Transfer zip files without modification – if the specified import directory contains files with a “zip” extension, they will be moved directly to the import directory without modification.

14.9.1.9.3. XML – 03

Files converter	
File type	XML - 03
Group packages (merge content and comments)	<input type="checkbox"/>
Get records when contains	<input type="checkbox"/>
Get COD when records contains	<input type="checkbox"/>
Ignore files without phrases	<input type="checkbox"/>
Transfer zip files without modification	<input type="checkbox"/>

- Group packages – concatenates content and comments.
- Get records when contains – retrieves only rows where the delivery address contains the specified phrase.
- Get COD when records contains – sets the collection amount only if the delivery address contains the specified phrase.
- Ignore files without phrases– does not process files that do not contain the specified phrase in their name.
- Transfer zip files without modification – if the specified import directory contains files with a “zip” extension, they will be moved directly to the import directory without modification.

14.9.1.9.4. CSV – 01 / CSV - 02

Files converter	
File type	CSV - 01
Group packages (merge content and comments)	<input type="checkbox"/>
Get records when contains	<input type="checkbox"/>
Get COD when records contains	<input type="checkbox"/>
Ignore files without phrases	<input type="checkbox"/>
Transfer zip files without modification	<input type="checkbox"/>

- Group packages – concatenates content and comments.
- Get records when contains – retrieves only rows where the delivery address contains the specified phrase.
- Get COD when records contains – sets the collection amount only if the delivery address contains the specified phrase.
- Ignore files without phrases– does not process files that do not contain the specified phrase in their name.
- Transfer zip files without modification – if the specified import directory contains files with a “zip” extension, they will be moved directly to the import directory without modification.

14.9.1.9.5. EDI – 01

Files converter	
File type	EDI - 01
Group packages (merge content and comments)	<input type="checkbox"/>
Get records when contains	<input type="checkbox"/>
Get COD when records contains	<input type="checkbox"/>
Ignore files without phrases	<input type="checkbox"/>
Transfer zip files without modification	<input type="checkbox"/>

- Group packages – concatenates content and comments.
- Get records when contains – retrieves only rows where the delivery address contains the specified phrase.
- Get COD when records contains – sets the collection amount only if the delivery address contains the specified phrase.
- Ignore files without phrases– does not process files that do not contain the specified phrase in their name.
- Transfer zip files without modification – if the specified import directory contains files with a “zip” extension, they will be moved directly to the import directory without modification.

14.9.1.9.6. EDI – 02

Files converter	
File type	EDI - 02
Group packages (merge content and comments)	<input type="checkbox"/>
Get records when contains	<input type="checkbox"/>
Get COD when records contains	<input type="checkbox"/>
Ignore files without phrases	<input type="checkbox"/>
Transfer zip files without modification	<input type="checkbox"/>

- Group packages – concatenates content and comments.
- Get records when contains – retrieves only rows where the delivery address contains the specified phrase.
- Get COD when records contains – sets the collection amount only if the delivery address contains the specified phrase.
- Ignore files without phrases– does not process files that do not contain the specified phrase in their name.
- Transfer zip files without modification – if the specified import directory contains files with a “zip” extension, they will be moved directly to the import directory without modification.

14.9.1.9.7. EDI – 03

Files converter	
File type	EDI - 03
Group packages (merge content and comments)	<input type="checkbox"/>
Get records when contains	<input type="checkbox"/>
Get COD when records contains	<input type="checkbox"/>
Ignore files without phrases	<input type="checkbox"/>
Transfer zip files without modification	<input type="checkbox"/>

- Group packages – concatenates content and comments.
- Get records when contains – retrieves only rows where the delivery address contains the specified phrase.
- Get COD when records contains – sets the collection amount only if the delivery address contains the specified phrase.
- Ignore files without phrases– does not process files that do not contain the specified phrase in their name.
- Transfer zip files without modification – if the specified import directory contains files with a “zip” extension, they will be moved directly to the import directory without modification.

14.9.1.9.8. TXT – 01

Files converter	
File type	TXT - 01
Group packages (merge content and comments)	<input type="checkbox"/>
Get records when contains	<input type="checkbox"/>
Get COD when records contains	<input type="checkbox"/>
Ignore files without phrases	<input type="checkbox"/>
Transfer zip files without modification	<input type="checkbox"/>

- Group packages – concatenates content and comments.
- Get records when contains – retrieves only rows where the delivery address contains the specified phrase.
- Get COD when records contain – sets the collection amount only if the delivery address contains the specified phrase.
- Ignore files without phrases– does not process files that do not contain the specified phrase in their name.
- Transfer zip files without modification – if the specified import directory contains files with a “zip” extension, they will be moved directly to the import directory without modification.

14.9.1.10. File Structure

File structure

```
Id,OrderId,CustomerName,CustomerAddress,CustomerCity,CustomerZipCode,CustomerCountryCode,CustomerEmail,CustomerLogin,CustomerPhone,RecipientCompanyName,  
RecipientName,RecipientAddress,RecipientCity,RecipientZipCode,RecipientCountryCode,RecipientPhone,InvoiceCompanyName,InvoiceName,InvoiceAddress,  
InvoiceCity,InvoiceZipCode,InvoiceCountryCode,InvoiceVatId,Currency,DeliveryCost,DeliveryType,SellDate,Total,PaymentType,Cod,PositionName,PositionOfferName,  
PositionPrice,PositionQuantity,PositionSignature,PositionTransactionId,PositionOrderId,PositionWeight,ServiceDpdExpress,ServicePallet,ServiceType,  
ServiceGuaranteed930,ServiceGuaranteed1200,ServiceSaturdayDelivery,SenderName,SenderAddress,SenderCity,SenderZipCode,SenderCountryCode,SenderPhone,  
AdditionalField1,AdditionalField2,AdditionalField3,AdditionalField4,AdditionalField5,ServiceRod
```

The preview field displays the current file structure as defined by the entered values. The file structure should match the structure of the imported file.

14.10. Settings

Settings

Default shipment weight [kg]

1,00

Default shipment weight.
Default "1.00"kg

Shipping details after generating

☐

Show shipment details after generating (displays a window on the screen "Create shipment" containing a summary of the shipment)

Clear shipping form after generation

☐

When the shipment has been successfully generated, the "Send Shipment" screen will be reset to default state

[Show Advanced settings](#)

Labels

Label printer

--

Default label printer

Print on device

☐

Select label connected to endpoint device

Location of labels

C:\DPD Polska\Labels

Location of files containing generated labels .PDF, EPL or .ZPL
Default "C:\DPD Poland\Labels"

Automatic label generation

☒

Automatic label generation after generating the shipping number

Automatic label printing

☒

Automatic printing after label generation

Printer type

A4 printer

Default "A4 printer"

Label format

PDF

Label file extension. For standard printers - PDF format, for PDF, ZPL or EPL labellers - RAW format.
Default "PDF"

Label limit in file

200

Maximum number of labels in one file
Default "200"

Custom label

☐

Generate custom MOTION label

Content for international labels

☐

Adds content to international packages online - EPL, ZPL labels

Printer selection from import template

☐

Printing labels for the printer specified in the import template fields mapping

Protocols

Protocol printer

--

Default A4 protocol and document printer

Print on device

☐

Select label connected to endpoint device

Protocol location

C:\DPD Polska\Protocols

Location of files containing generated protocols
Default "C:\DPD Polska\Protocols"

Automatic protocol printing

☒

Automatic printing of the protocol after generation.

Advanced settings

Synchronous printing

☒

Value YES - sending documents to the printer in the order they were created (in sequence)
Value NO - allows to increase print speed, but does not preserve the order
By default, "YES"

Refresh the page after bulk operations

☒

Refresh the page on the Shipment History screen after performing bulk operations, e.g. generating labels

Save

14.10.1. Shipments

Settings	
Default shipment weight [kg]	<input type="text" value="1,00"/> <small>Default shipment weight. Default "1.00"kg</small>
Shipping details after generating	<input type="checkbox"/> <small>Show shipment details after generating (displays a window on the screen "Create shipment" containing a summary of the shipment)</small>
Clear shipping form after generation	<input type="checkbox"/> <small>When the shipment has been successfully generated, the "Send Shipment" screen will be reset to default state</small>
Show Advanced settings	

- Default shipment weight – 1 kg
- Shipping details after generation – a modal window displays the details of the generated shipment from the "Create Shipment" screen.
- Clear shipping form after generation – resets the "Create Shipment" form after a shipment has been successfully generated.

14.10.2. Labels

Labels	
Label printer	<input type="text" value="--"/> <small>Default label printer</small>
Print on device	<input type="checkbox"/> <small>Select label connected to endpoint device</small>
Location of labels	<input type="text" value="C:\DPD Polska\Labels"/> <small>Location of files containing generated labels .PDF, EPL or .ZPL Default "C:\DPD Poland\Labels"</small>
Automatic label generation	<input checked="" type="checkbox"/> <small>Automatic label generation after generating the shipping number</small>
Automatic label printing	<input checked="" type="checkbox"/> <small>Automatic printing after label generation</small>
Printer type	<input type="text" value="A4 printer"/> <small>Default "A4 printer"</small>
Label format	<input type="text" value="PDF"/> <small>Label file extension. For standard printers - PDF format, for PDF, ZPL or EPL labellers - RAW format. Default "PDF"</small>
Label limit in file	<input type="text" value="200"/> <small>Maximum number of labels in one file Default "200"</small>
Custom label	<input type="checkbox"/> <small>Generate custom MOTION label</small>
Content for international labels	<input type="checkbox"/> <small>Adds content to international packages online - EPL, ZPL labels</small>
Printer selection from import template	<input type="checkbox"/> <small>Printing labels for the printer specified in the import template fields mapping</small>

- Label Printer – select from the predefined printers available in the system.
- Print on device – for server mode, print label directly on device. When false, printing is support by server.

- Location of labels – the folder where labels are saved.
- Printer Type – Label Printer / Standard Printer.
- Label Format – for label printers, it is possible to print labels in EPL or ZPL format.
- Custom Label – a custom DPD label type (e.g. RUCH label).

14.10.3. Protocols

Protocols

Protocol printer

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▼

Default A4 protocol and document printer

Print on device

☐

Select label connected to endpoint device

Protocol location

C:\DPD Polska\Protocols

Location of files containing generated protocols
Default "C:\DPD Polska\Protocols"

Automatic protocol printing

☒

Automatic printing of the protocol after generation.

- Protocol Printer – select from the predefined printers available in the system.
- Print on device – for server mode, print label directly on device. When false, printing is support by server.
- Protocol Location – the folder where protocols are saved.

14.10.4. Advanced Settings

Advanced settings

Synchronous printing

☒

Value YES - sending documents to the printer in the order they were created (in sequence)
Value NO - allows to increase print speed, but does not preserve the order
By default, "YES"

Refresh the page after bulk operations

☒

Refresh the page on the Shipment History screen after performing bulk operations, e.g. generating labels

- Synchronous printing – maintains the correct print order of labels. Printed labels are sent to the printer in a queue. Disabling this option sends all labels to the printer at once; the print order then depends on the printer's queue.
- Refresh page after performing batch operations – after executing batch operations, the page is refreshed and the current list is reloaded on the "Recipient Book", "Imports", "Shipment History", and "Shipment Errors" screens. This does not apply to deletion operations, where the list is always refreshed. Disabling this option allows, for example, generating labels for selected rows and then, for the same list, generating a report. This option is enabled by default.

14.11. Configuration Information

Configuration

Database connection:

✓

Connection with DPD API:

✓

Application version:

System version:

System username:

Database:

Database path:

Database server:

Database name:

Database authorization type:

DPD API login:

MasterFid DPD API:

Log level:

Information

Save

Build type:

Desktop

Environment:

Production

Application log saving path:

Open folder

The Configuration Information tab displays details about the connection status with the database and the DPD Poland API, along with basic configuration information.

You can open the logs folder using the Open Folder button in the “Application log saving path” section.

14.12. Onboarding

The Onboarding tab allows you to restart the application configuration and go through the initial setup again. This tab is visible only to the main administrator (SUPER ADMIN).

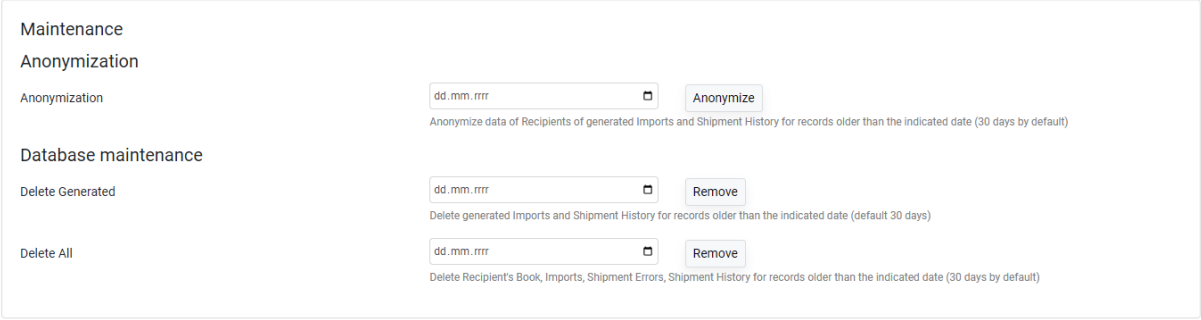
14.13. Administration

The Administration tab allows you to configure the mandatory password change interval for users, as well as the number of days after which a user's password must be changed. The SUPER ADMIN user's password never expires.

This tab is visible only to the main administrator (SUPER ADMIN).

14.14. Maintenance

The Maintenance tab allows you to anonymize data, clear the database of generated imports, shipping history, and clear the database of all Recipient book data, imports, shipping errors, and shipping history.



The screenshot shows the 'Maintenance' section of the application. It contains three main areas: 'Anonymization', 'Database maintenance', and 'Delete All'. Each area has a date input field (placeholder 'dd.mm.yyyy') and a button. The 'Anonymization' section has an 'Anonymize' button and a description: 'Anonymize data of Recipients of generated Imports and Shipment History for records older than the indicated date (30 days by default)'. The 'Database maintenance' section has a 'Remove' button and a description: 'Delete generated Imports and Shipment History for records older than the indicated date (default 30 days)'. The 'Delete All' section has a 'Remove' button and a description: 'Delete Recipient's Book, Imports, Shipment Errors, Shipment History for records older than the indicated date (30 days by default)'.

This tab is visible only to the main administrator (SUPER ADMIN).

- Anonymization – permanently replace personal data with a random string for records older than the specified date (default is 30 days).
- Applies to:
 - Generated Imports – anonymizes recipient data: Name, First and Last Name, Street, Postal Code, City, Phone, and Email Address.
 - Shipment History – anonymizes recipient data: Name, First and Last Name, Street, Postal Code, City, Phone, and Email Address.
- Delete Generated – deletes generated Imports and Shipment History records older than the specified date (default is 30 days).
- Delete All – deletes the Recipient Book, Imports, Shipment Errors, and Shipment History records older than the specified date (default is 30 days).

15. Security

15.1.1. Application Security Policies

- The application stores data in the database and system registry that enables access to external systems for integration. Because actual passwords are required for authentication in external systems, the Shipping Module stores passwords in an encrypted form and decrypts them before connecting to external systems.
- Internal user passwords are stored obfuscated using a cryptographic algorithm.
- The main administrator ("SUPER ADMIN") can configure the password validity period on the Administration screen – by default, 90 days.
- The internal user password policy requires:
- "Password must consist of at least 8 characters, including both lowercase and uppercase letters, as well as digits or special characters from the range #?!@\$%^&*~.,<>{}+."

15.1.2. Database Security

- The application supports working with external databases: Microsoft SQL Server or SQLite.
- Database encryption and security settings must be configured outside the Shipping Module, directly in the database.
- Such configuration must not affect the operation of the database with the Shipping Module.
- Enabling additional data security mechanisms in the database may impact the response time of the Shipping Module.