



# DPD Shipping

Direct printing and automatic shipment import

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# 1 General information

This document is intended for registered customers of the DPD company with an assigned customer number.

The document will introduce you **to printing of shipping labels and shipments uploading through an import file.**

It contains tips and screenshots of DPD Shipping web application (further on referred to as “application”).

You can run the application directly at <https://shipping.dpdgroup.com/login>.

For a smooth functioning of the application, it is necessary to meet the following requirements:

## 1. Internet connection

Supported web browsers:

- Mozilla Firefox
- Google Chrome
- Microsoft Edge
- Opera
- Safari

## 2. PDF Reader (Adobe Reader, PDF Creator, Foxit Reader etc.)

Recommended configuration of your personal computer:

- MS Windows 7 and higher
- 4GB of RAM operation memory
- Dual-core processor of 2GH frequency
- Free disk space of 16GB

**Warning:** the application cannot be used on smartphones.

## 2 Labels printing in PDF format

The application automatically generates labels in PDF format. The user does not need to set anything.

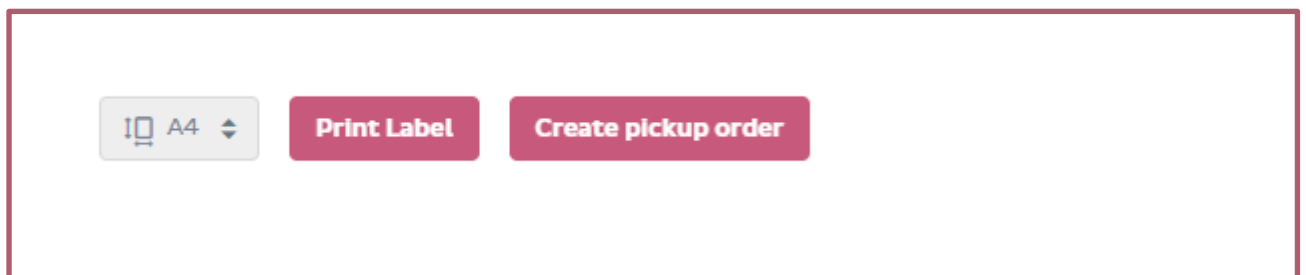
PDF labels can be generated in A4 or A6 size.

- A6 size has the following dimensions: 10x15 cm
- For A4 size, 4 labels are generated per page.

For A6 size, we recommend you to borrow a printer from DPD, or possibly to purchase a printer supporting the dimensions of our shipping labels and communicating by ZPL/EPL script.

We also recommend you to consult your specific case with the DPD technical support.

The printing size of labels can be changed in the Shipment List section. You just need to click on the menu next to the **Print Label** button and choose the page size from the dropdown list.



**Warning:** For proper label generation, it is necessary to set all page margins at 0 directly in the settings of the printer, or select the “Fit to page” option in the PDF viewer.

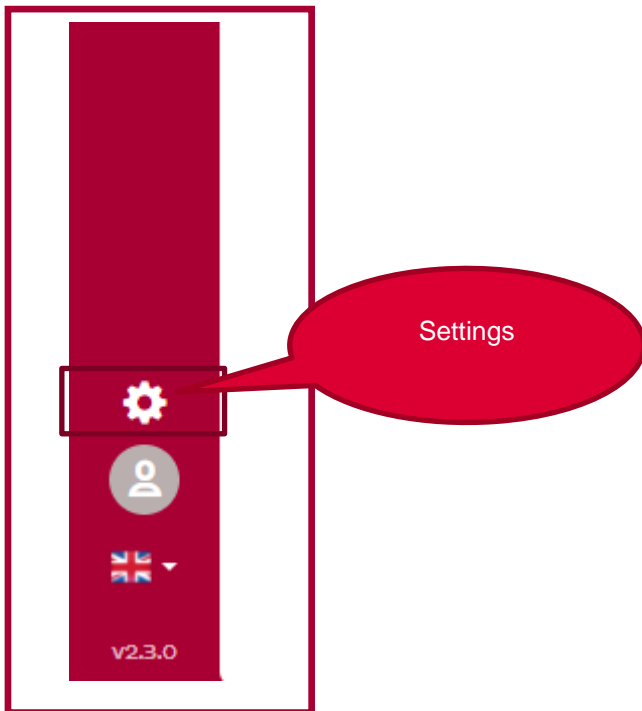
# 3 Printing directly from printers

Another way of generating shipping labels is a direct printing. It means sending shipping labels directly to a printer.

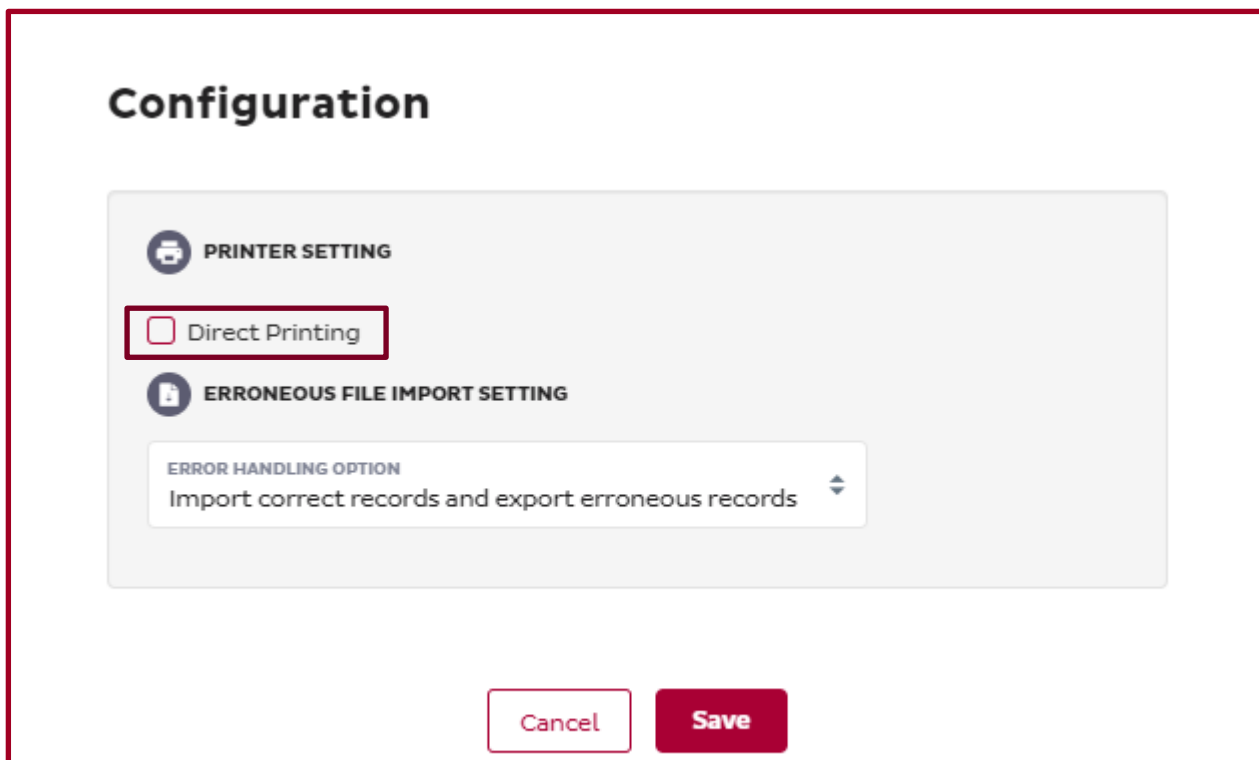
Each user has its own separate setting. The printer needs to be installed to the given PC. We do not recommend to have a remote printer connection.

To set the printer correctly, a few steps need to be taken.

First, activate direct printing option directly in the application. Settings are under the icon of a sprocket on the main bar.



In configuration, select the Direct Printing option and save.



Besides manual data import, the application also enables automatic **data import and automatic label printing**.

Automatic data import means that the app downloads and uploads a file into the application in a set interval.

For functioning of the standard or automatic data import, it is necessary to set the import pattern.

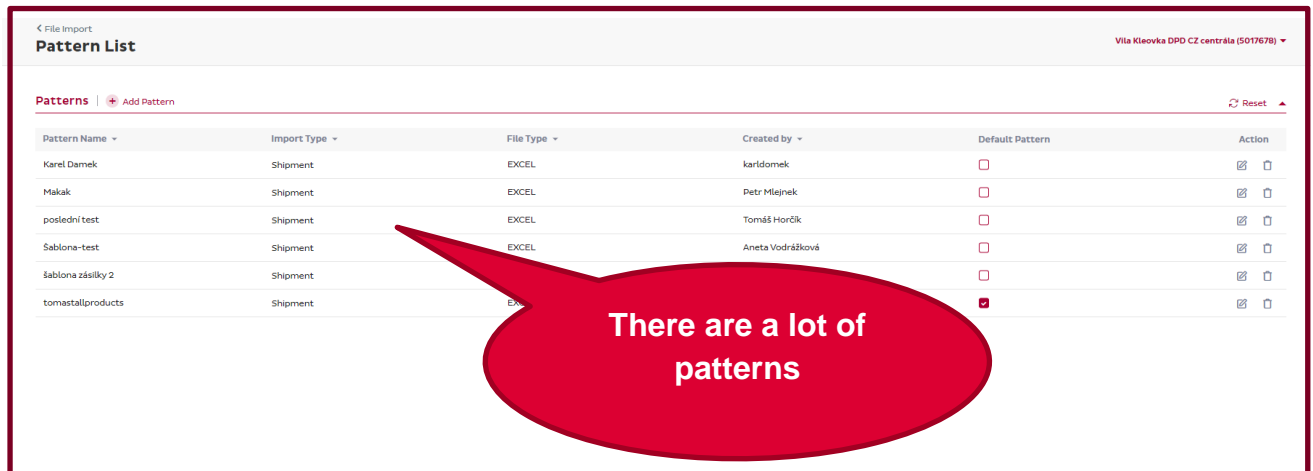
The import pattern can be set by our technical support, or you can set it on your own directly in the application.

For proper functioning of the import, it is necessary to meet several requirements:

- Required fields
- Number of columns, including the empty ones
- Allowed values
- Column order
- Source file format
- Valid address of the consignee
- Valid service code

As soon as the import data pattern is set, automatic import can be used.

To find out if you have a data import pattern set, go to *File Import* icon and then to *Pattern list* on the main bar.



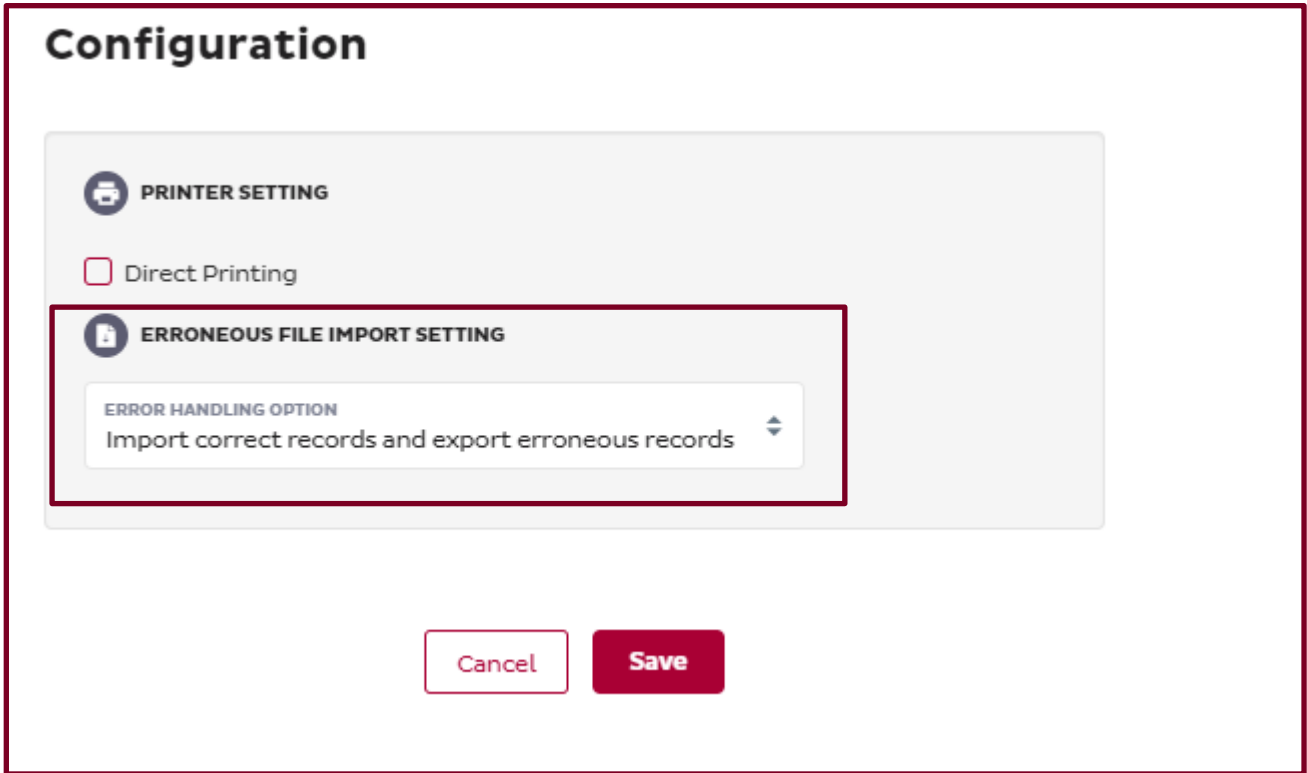
Pattern Name	Import Type	File Type	Created by	Default Pattern	Action
Karel Damek	Shipment	EXCEL	karldomek	<input type="checkbox"/>	
Makak	Shipment	EXCEL	Petr Mlejnek	<input type="checkbox"/>	
posledni test	Shipment	EXCEL	Tomáš Horčík	<input type="checkbox"/>	
Sablona-test	Shipment	EXCEL	Aneta Vodrážková	<input type="checkbox"/>	
šablona zásilky 2	Shipment	EXCEL		<input type="checkbox"/>	
tomastallproducts	Shipment	EXCEL		<input checked="" type="checkbox"/>	

Activation of an automatic import can be allowed in the Settings section, under the sprocket icon on the main bar.

Here, the option of direct printing should already be selected.

Now, select the option of what the application should do if the file contains errors.

- The application imports only records that do not contain errors and exports a file with erroneous records
- The application does not import the file and shows an error message.



As a next step, it is necessary to go to the mini-application for setting further parameters for an automatic import. You can download it [here](#).

On the main page, go to Settings under the sprocket icon.

Here, direct printing and automatic data import are set.

In the “General settings” section, enter the interval scheduling. It means how often the application shall import the available file.

In the “Automatic file import settings” section insert a folder which the application shall import the file from.

Select a pickup address from the list below. These are registered pickup addresses.

In the Pattern field, select the name of the pattern.

You can also select whether the application only imports the file, or if it also generates shipping labels.

Confirm the setting by *Save & Start* button.

**Configuration** Vila Kleovka DPD CZ centrala (5017678) ▼

**GENERAL SETTINGS:**

INTERVAL SCHEDULING (SECONDS): 5 + - PAPER SIZE: \* A4 ▼

Run on startup

**PRINTER SETTINGS:**

SELECT PRINTER: \* ZDesigner LP 2844 ▼

**AUTOMATIC FILE IMPORT SETTINGS:**

Source folder PATTERN \* poslední test ▼

PICKUP ADDRESS \* Nad Petruskou 63/1, 12000 Praha, CZECH REPUBLIC IMPORT OPTION \* Import as draft ▼

Name: Tomáš Horčík DPD CZ  
Name 2: TECHNICKÁ PODPORA  
Address: Nad Petruskou 63/1, 12000 Praha, CZECH REPUBLIC

v1.0.8-prod Save & Start Stop

Go to the main screen by clicking on the *Home* button. Click on the *Start application* button.

As soon as the process is launched, you will see the History of the automatic data import on this page.



# 4 Import pattern settings

The new import pattern can be set directly in the application. The section for setting a new pattern is found under the *File Import* icon, under *File Pattern Creation* bookmark.

A detailed description of individual fields is provided below:

- **Name:** insert a name of your pattern.
- **Import type:** Shipments import or address book import.
- **File type:** Excel or Csv/Txt.
- **Has header:** the first line in the file is ignored in the import.
- **Default Pattern:** default pattern, displays in the first place.
- **Grey box:** drag your file [here](#).

In the mapping of individual fields section, click on the *Start mapping individual fields* button on the right.

The screenshot shows the 'Edit Pattern' interface. At the top, there are fields for 'NAME' (posledni test), 'IMPORT TYPE' (Shipment), and 'FILE TYPE' (MS Excel). Below this is a file upload area with a 'browose' button. The main section is 'Mappings' with tabs for 'Address', 'Service', and 'Parcel'. A table lists dataset fields being mapped to system fields. On the right, a panel titled 'Excel/CSV Fields' shows a list of fields from a file. A red callout bubble points to the 'Start mapping here' button, and another points to the 'Drag inputs' section of the field list.

Dataset Field	Order	Excel/CSV Field	Sample Data	Function
Receiver Name*	1	Jméno	DPD CLASSIC	---
Receiver Name 2		Click and drag field here		---
Receiver Company Name		Click and drag field here		---
Receiver Company Name 2		Click and drag field here		---
Receiver Country*	5	ZEMĚ	CZ	---
Receiver Zip Code*	4	psc	14000	---
Receiver City*	3	město	Praha	---
Receiver Street*	2	ulice	Táborská 6	---

TOTAL (18)	(Drag one of these items to Mappings list)	
1	Jméno	DPD CLASSIC
2	ulice	Táborská 6
3	město	Praha
4	psc	14000
5	ZEMĚ	CZ
6	REF	1
7		777181001
8		thorck@dpd.cz
9		1
10		
11		
12	AMOUNT	100
13	TYPE	0

On the right side, there appears a section with all the inputs in your file. If you want to use some of them several times, click on the *Use several inputs for one field in the file* box.

**Warning:** the setting will not work in Internet Explorer browser.

> **Excel/CSV Fields**

Map one field to multiple dataset fields

**TOTAL (18)** *(Drag one of these items to Mappings list)*

1	Jméno	DPD CLASSIC
2	ulice	Táborská 6
3	město	Praha
4	psc	14000
5	ZEMĚ	CZ
6	REF	1
7	TEL	777181001
8	EMAL	thorcik@dpd.cz
9	PRODUKT	1
10	PREDICT TEL	
11	predict email	
12	AMOUNT	900
13	TYPE	0
14	CURRENCY	

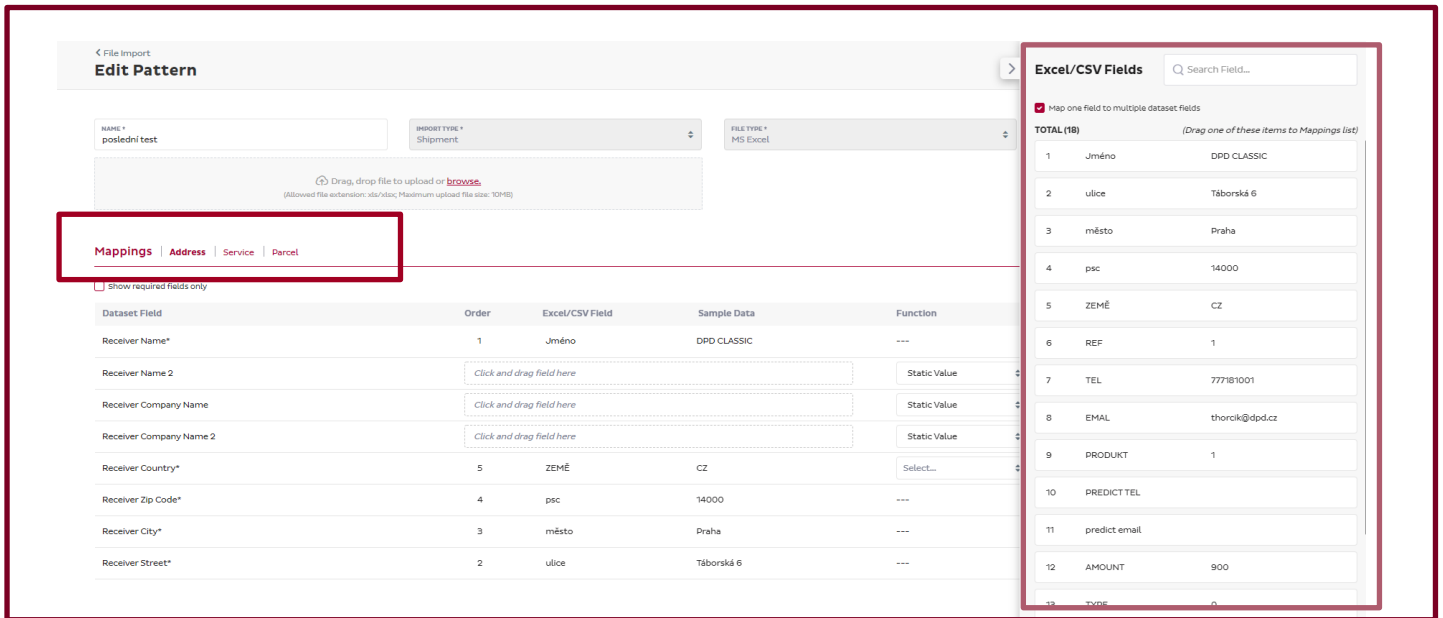
On the left side, there are inputs to match with individual fields in your file.

You do not have to map all the fields, just the required ones.

You will recognise the required fields in our sample file where you can find out what information is **required** for data import. Naturally, the order and names of columns do not have to correspond to the sample pattern.

In the application, you can tick the option *Show required fields only* and you will see only the required fields.

Drag the input from the file on the right with your mouse to the left directly to the field *Click here and drag the field here*. Repeat this action until all inputs are transferred.



For better orientation, the pattern setting is divided into three sections.

## ADDRESS section

This section contains Receiver data and it is also possible to set a Sender Mask Address.

See the description of fields in two languages below:

Receiver Additional Address Info	Receiver Additional Address Info	Dodatečné informace o adrese příjemce
Receiver Address 2	Receiver Address 2	Adresa příjemce 2
Receiver Address 3	Receiver Address 3	Adresa příjemce 3
Receiver City	Receiver City	Město příjemce
Receiver Company Name	Receiver Company Name	Jméno společnosti příjemce
Receiver Company Name 2	Receiver Company Name 2	Jméno společnosti příjemce 2
Receiver Contact Name	Receiver Contact Name	Kontaktní osoba
Receiver Country	Receiver Country	Země příjemce
Receiver Department	Receiver Department	Oddělení příjemce
Receiver Door Code	Receiver Door Code	Číslo dveří příjemce
Receiver Email	Receiver Email	Email příjemce
Receiver Fax	Receiver Fax	Fax příjemce

Receiver Fax Prefix	Receiver Fax Prefix	Receiver Fax Prefix
Receiver Flat No	Receiver Flat No	Receiver Flat No
Receiver Floor	Receiver Floor	Receiver Floor
Receiver House No	Receiver House No	Receiver House No
Receiver Interphone Name	Receiver Interphone Name	Receiver Interphone Name
Receiver Mobile	Receiver Mobile	Receiver Mobile
Receiver Mobile Prefix	Receiver Mobile Prefix	Receiver Mobile Prefix
Receiver Name	Receiver Name	Receiver Name
Receiver Name 2	Receiver Name 2	Receiver Name 2
Receiver Phone	Receiver Phone	Receiver Phone
Receiver Phone Prefix	Receiver Phone Prefix	Receiver Phone Prefix
Receiver Street	Receiver Street	Receiver Street
Receiver Zip Code	Receiver Zip Code	Receiver Zip Code

Masked Address City	Masked Address City	Masked Address City
Masked Address Country	Masked Address Country	Masked Address Country
Masked Address Email	Masked Address Email	Masked Address Email
Masked Address Fax	Masked Address Fax	Masked Address Fax
Masked Address Fax Prefix	Masked Address Fax Prefix	Masked Address Fax Prefix
Masked Address Flat No	Masked Address Flat No	Masked Address Flat No
Masked Address House No	Masked Address House No	Masked Address House No
Masked Address Mobile	Masked Address Mobile	Masked Address Mobile
Masked Address Mobile Prefix	Masked Address Mobile Prefix	Masked Address Mobile Prefix
Masked Address Name	Masked Address Name	Masked Address Name
Masked Address Name 2	Masked Address Name 2	Masked Address Name 2
Masked Address Phone	Masked Address Phone	Masked Address Phone
Masked Address Phone Prefix	Masked Address Phone Prefix	Masked Address Phone Prefix
Masked Address Street	Masked Address Street	Masked Address Street
Masked Address Zip Code	Masked Address Zip Code	Masked Address Zip Code

In the address section, the following fields **are required**:

- Receiver name
- Receiver Street and Flat/House No.
- City
- Zip code: number without spaces. In some countries, zip code may also include letters.
- Receiver country: Numeric code / Alpha code

## SERVICES section

Fax Prefix	Fax Prefix	Fax Prefix
Mobile Prefix	Mobile Prefix	Mobile Prefix
Phone Prefix	Phone Prefix	Phone Prefix
COD Bank Account	COD Bank Account	COD Bank Account
COD Currency	COD Currency	COD Currency
COD Payment Type	COD Payment Type	COD Payment Type
ID Check 5 Characters of ID	ID Check 5 Characters of ID	ID Check 5 Characters of ID
ID Check Receiver Name	ID Check Receiver Name	ID Check Receiver Name
Insurance Currency	Insurance Currency	Insurance Currency
Insurance Split	Insurance Split	Insurance Split

Predict Email Address	Predict Email Address	Predict Email Address
Predict Email Language	Predict Email Language	Predict Email Language
Predict Email Trigger	Predict Email Trigger	Predict Email Trigger
Predict Email Who	Predict Email Who	Predict Email Who
Predict SMS Language	Predict SMS Language	Predict SMS Language
Predict SMS Mobile	Predict SMS Mobile	Predict SMS Mobile
Predict SMS Mobile Prefix	Predict SMS Mobile Prefix	Predict SMS Mobile Prefix
Predict SMS Trigger	Predict SMS Trigger	Predict SMS Trigger
Predict SMS Who	Predict SMS Who	Predict SMS Who
PUDO point ID	PUDO point ID	PUDO point ID
SWAP No. of Swapped Parcel	SWAP No. of Swapped Parcel	SWAP No. of Swapped Parcel

*For each service, there are different required fields/inputs.*

- **Main Service:** any input must be entered to distinguish among the services. Main services are DPD Classic, DPD Private, DPD 10 :00, 12 :00, 18 :00, DPD Pickup, DPD EXPRESS EU/NON EU.

- For DPD Classic service, you can fill in the email address in the file or telephone number in the address section. These data are not required.
- For DPD Private service, it is necessary to fill in a telephone number or email address in the remaining fields. The telephone prefix must be filled in separately. These data must not be used for the DPD Classic service. If you combine these two services, then if DPD Classic service is filled in the line, the columns for prediction of DPD Private service **must remain empty**.
- **Cash on delivery (COD):** the amount must be filled in in order to activate the cash on delivery. Furthermore, it is necessary to fill in a type of payment. It means that the amount must be paid in cash or by card. For cash on delivery, it is necessary to fill in the COD reference.  
When setting the import pattern, choose default settings for splitting the COD amount, currency and bank account. These inputs will be filled in automatically and do not need to be stated in the file.
- **DPD Pickup:** Just fill in the column of the Pickup point ID. This activates the service. For this service, it is necessary to fill in the Phone Prefix field separately.
- **Check ID:** for activating this service, it is necessary to fill in the two other columns. One for the parcel Receiver Name and a second one with 5 last characters of the ID.
- **Swap:** for activating and successful uploading of the service, fill in the next column the number of swapped parcels.
- **High Insurance:** for this service, fill in the amount in the next field. In pattern settings, choose the insurance currency. Just select the currency in import pattern settings.

### PARCEL INFORMATION section

Parcel COD Amount	Parcel COD Amount	Parcel COD Amount
Parcel Content	Parcel Content	Parcel Content
Parcel Height	Parcel Height	Parcel Height
Parcel Insurance Amount	Parcel Insurance Amount	Parcel Insurance Amount
Parcel Length	Parcel Length	Parcel Length
Parcel Limited Quantity	Parcel Limited Quantity	Parcel Limited Quantity
Parcel Reference 1	Parcel Reference 1	Parcel Reference 1
Parcel Reference 2	Parcel Reference 2	Parcel Reference 2
Parcel Reference 3	Parcel Reference 3	Parcel Reference 3
Parcel Reference 4	Parcel Reference 4	Parcel Reference 4
Parcel Weight	Parcel Weight	Parcel Weight
Parcel Width	Parcel Width	Parcel Width
Shipment Reference 1	Shipment Reference 1	Shipment Reference 1
Shipment Reference 2	Shipment Reference 2	Shipment Reference 2
Shipment Reference 3	Shipment Reference 3	Shipment Reference 3
Shipment Reference 4	Shipment Reference 4	Shipment Reference 4

In this section, it is necessary to match again the input from the file where the cash on delivery amount is stated in a column.

The same applies if you use the High Insurance service. The amount also needs to be matched again in this section.

The reason for this is to divide the data among individual parcels.

## Additional functions

- **Static value:** If there is a fixed value in your import file and if the fixed value is constantly repeated, it is possible to set a static value. For example Receiver country, COR Reference, your internal data, payment type for cash on delivery, etc.
- **REPLACE function:** this function can be used for example if your file contains an input unknown to DPD. For example product designation.
- **Default input:** automatically sets the default input defined by DPD. It is, for example, payment type for cash on delivery, phone prefix, cash on delivery split for multiple parcel shipments. The default inputs need to be verified with our technical support.

### Replace Values

<input type="text" value="Input"/>	<input type="text" value="Replace Value"/>	+ Přidat
Input	Replace Value	Akce
Česko	CZ	

Zrušit OK

### Function

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Static Value	▼	VALUE DPD
Static Value	▼	VALUE DPD1
Static Value	▼	VALUE DPD2