

# Import File Specification

**03<sup>rd</sup> December, 2018**

**Author: David McGuinness**

**Version: 1.2**

## Document Control

### Change Request No. : N/A

Filename	IMPORT-FileSpec.docx
Title	Import File Specification
Create Date	30 <sup>th</sup> November 2018
Last Edited	26 <sup>th</sup> November 2020
Created By	David McGuinness
Last Edited By	David McGuinness
Issue	0.1

## Confidential Content

The content of this document is commercial in confidence and is subject to the terms and conditions of a Non- Disclosure Agreement. If you have not signed this agreement, you should not proceed reading this document and should destroy it immediately.

## Change Detail & Approval

<b>CHANGE REQUEST INITIATION:</b>				
Originator: _____ Phone: (____) _____ email: _____ Date Submitted: __				
<b>CHANGE TYPE:</b>				
New Requirement: <input checked="" type="checkbox"/> Requirement Change: <input type="checkbox"/> Other: _____				
<b>CHANGE REASON:</b>				
Legal: _____ Market / Customer: _____ Performance: _____ Defect: _____ Other: _____				
<b>PRIORITY:</b>		<b>Date Required:</b> ____/____/____		
Emergency: _____		Urgent: _____		Routine: _____
<b>CHANGE DESCRIPTION:</b> (Detail functional and/or technical information)				
<b>Attachments:</b> Yes / No				
<b>IMPACT ASSESSMENT:</b> (Use attachment to explain changes, impact on other entities, impact on performance etc.)				
Received By: _____ Date Received: __/__/__ Assigned To: _____ Date Assigned: __/__/__				
<b>DESCRIPTION OF IMPACT:</b> (Operational and commercial)				
<b>CHANGE DETAIL:</b>				
<b>TIME ESTIMATES to make the change:</b>				
Lifecycle Stage	Est. Time	Act. Time	Date Comp.	Remarks
Analysis/Design				
Development				
Testing				
Acceptance				
<b>Total</b>				

<p><b>APPROVALS:</b></p> <p>Change Approved: _____ Change Not Approved: _____ Hold (Future Enhancement): _____</p> <p>1. Signature _____ On behalf of DPD ____/____/____</p>

## Change History

Version	Date	Details
0.1	03/12/2018	Initial Draft
1.0	07/10/2020	Freight amount & Freight Currency added
1.1	05/11/2020	Freight amount note revised
1.2	26/11/2020	SPRNRegno description revised

## Document References

Version	Date Added	Document

## Document Sign-Off

This document is approved by:

Title	Name	Signature	Date
Head of IT & Innovation DPD Ireland	Colin Kennedy		

## **Table of Contents**

<b>Glossary of Terms</b>	<b>8</b>
<b>1. Introduction</b>	<b>9</b>
<b>2. File Specification</b>	<b>10</b>
<b>3. Commodity file</b>	<b>21</b>

## Glossary of Terms

<b>Customer</b>	Refers to the Shipper/account holder
<b>Consignee</b>	Refers to the person collecting the parcel
<b>Consignor</b>	Refers to the sender
<b>PUP</b>	Pickup Point
<b>PWID</b>	Parcel Wizard ID
<b>PWM</b>	Parcel Wizard Member
<b>CDS</b>	Customer Dispatch System (Current labeling software)
<b>SS</b>	Shipping Solution



# 1. Introduction

This specification fully outlines the format and contents of the import file that customers can export from their own systems and into the DPD labeling software.

Files can be imported at regular intervals throughout the day (there is no limit to the number of files that can be imported).

## 2. File Specification

This section will clearly outline the specification of the import file. The table below will display the field position, the description of the field, field type, format and notes.

### File Specifications

**Filename Format** : No Format required

**File Type** : Comma Separated File. EOL (end of the line) should be ended with CRLF character (enter)-Windows format conversion

Field Position	Field Description	Field Type	Format	Example & Notes
1	Customers Order Reference 1	Character	x(50)	The customers reference for the order. <i>Must be unique as this can also be used to link to the consignment in the Customs file - if applicable.</i> <b>Mandatory</b>
2	Client Code	Character	x(8)	The customer's client code. If populated in the import file the address thats stored under this number in the customers client DB will be used.  <b>Not Mandatory</b>
3	Delivery Name	Character	x(30)	"DPD Ireland" <b>Mandatory</b>
4	Delivery Address 1	Character	x(30)	"Monksland" <b>Mandatory</b>
5	Delivery Address 2	Character	x(30)	"Galway Rd" <b>Not Mandatory</b>
6	Delivery Address 3	Character	x(30)	"Athlone" <b>Mandatory</b>

7	Delivery Address 4	Character	x(30)	"Roscommon" <b>Mandatory</b>
8	Delivery Postcode	Character	x(7)	<b>Mandatory</b> for Northern Ireland, UK & International Consignments
9	Delivery Country <sup>1</sup>	Integer	>>>9	Numeric iso three digit county code. 372 (for ROI and NI), 826 for the UK. <b>Mandatory</b>
10	No. of Parcels <sup>2</sup>	Integer	>9	3 <b>Mandatory</b> / can be defaulted on portal. For 3rd countries this value should be no more than 10.
11	Weight	Integer	>>>9	50 <b>Mandatory</b>
12	Extra Insurance Required	Logical	Y/N	Y = Extra Insurance Required N = No Extra Insurance Required <b>Mandatory</b> /default to NO
13	Service <sup>3</sup>	Character	x(1)	<b>Mandatory</b> /default to "O" Should only accept the following characters. "O" - Overnight "T" - Timed "S" - Saturday
14	Time	Integer	>>>9	1200 If it is a timed delivery this field is required <b>Not Mandatory</b>

15	COD Amount	Decimal	>>>>9.99	20.54 (note, no currency symbol) If it is a COD delivery this field is required <b>Not Mandatory</b>
16	COD Currency <sup>4</sup>	Character	x(8)	<b>Mandatory</b> /default to "EUR" Should only accept the following strings. . "EUR" - Euro "STG" - Sterling
17	Service type	Character	x(2)	"RR" = Return Receipt "SW" = Swapit This field is required if one of above service types is required. <b>Not Mandatory</b>
18	Return Consignment Number	Integer	>>>>>>>9	123456879 <b>Not Mandatory</b>
19	Return Name	Character	x(20)	"Joe Bloggs" <b>Not Mandatory</b> / required if RR or SW service used
20	Return Address 1	Character	x(30)	"DPD Ireland" <b>Not Mandatory</b> / required if RR or SW service used
21	Return Address 2	Character	x(30)	"Galway Rd" <b>Not Mandatory</b> / required if RR or SW service used

22	Return Address 3	Character	x(30)	“Athlone” <b>Not Mandatory</b> / required if RR or SW service used
23	Return Address 4	Character	x(30)	“Roscommon” <b>Not Mandatory</b> / required if RR or SW service used
24	Contact	Character	x(25)	“Tom O'Brien” <b>Not Mandatory</b>
25	Mobile Phone / Contact Number	Character	x(20)	“090 6420557” <b>Mandatory (if sending customs data)</b>
26	Reference 1	Character	x(50)	“Additional info” <b>Not Mandatory</b>
27	Reference 2 (Label note Field)	Character	x(50)	“Additional info” <b>Not Mandatory</b>
28	Packing List Reference <sup>12</sup>	Character	X(20)	“123456789acbddefg” Packing List functionality reference field. Please see Packing list section. <b>Not Mandatory</b>
29	Account Number	Character	X(8)	“380318” Your DPD account <b>Mandatory</b>
30	Preadvice email address list	Character	X(100)	“email.address1@net.ie”, “email.address2@ne.ie”, <b>Mandatory (if sending customs data)</b> /required if Preadvice email option set to Y
31	Preadvice email flag	Logical	Y/N	Y <b>Mandatory</b> /default to NO



40	Value of Consignment  (for currency type see field 58) <sup>11</sup>	Decimal	>>>>9.99	20.54 (note, no currency symbol)  This field should display the sum of the total Unit of value fields in the commodity code file.  <b>Should be Mandatory for specific countries check notes below</b>
41	Description of Consignment <sup>11</sup>	Character	x(50)	"computer hardware" <b>Should be Mandatory for specific countries check notes below</b>
42	FileId	Character	X(30)	<b>Not Mandatory</b> Unique file name.
43	FileOrder	Integer	>>9	<b>Not Mandatory</b> File order for import to say in what order file will be imported
44	OrderSequence	Integer	>>9	<b>Not Mandatory</b> Sequence of how orders will be printed.
45	OrderQuantity	Integer	>>9	<b>Not Mandatory</b> Total quantity of orders
46	Printer Name	Character	X(30)	<b>Not Mandatory</b> Specifies which printer the label should be printed too.
47	SecurePin	Character	X(8)	<b>Not Mandatory</b> used for secure deliveries on drivers Handheld

48	DeliveryOption	Character	X(35)	<p><b>Not Mandatory</b> Can only accept the following options:          “Neighbour”          “Safe Place”          “Letterbox”          If more than one option is selected then a comma separated list is required.</p>
49	SafePlace	Character	X(35)	<p><b>Not Mandatory</b> if Safe Place is selected in the delivery option the user can specify a safe place location.</p> <p>For example “back door” or “garage”.</p>
50	DeliveryInstruction	Character	X(100)	<p><b>Not Mandatory</b> customer can add additional delivery instruction which will only be visible to driver at the point of delivery.</p>
51	Transit To Business	Logical	Y/N	<p><b>One of two flags in fields 51 or 52 must be selected</b> Transit Type. Business to Business.</p> <p><b>Mandatory for 3rd Countries</b>          * Additional Field</p>
52	Transit To Consumer	Logical	Y/N	<p><b>One of two flags in fields 51 or 52 must be selected</b> Transit Type. Business to Consumer. This flag will be the default option.</p> <p><b>Mandatory for 3rd Countries</b>          * Additional Field</p>
53	Sender EORI	Character	x(15)	<p>“Abc123”          if the sender is a commercial Business.</p> <p><b>Mandatory for 3rd Countries</b>          * Additional Field</p>



54	SPRN Reg No	Character	x(15)	UK VAT Number EU Sellers/Senders UK VAT Number  <b>Mandatory when sending to a business</b>  <i>* Additional Field</i>
55	Shipment type	Character	x(12)	"Documents / Merchandise" One of the above should be entered in this field. <b>Mandatory for 3rd Countries</b>  <i>* Additional Field</i>
56	Currency  Refers to currency for value in field 10 of the commodity code file	Character	x(8)	Default to "EUR" Should only accept the following strings.  "EUR" - Euro "GBP" - Pounds <b>Mandatory for 3rd Countries</b>  <i>* Additional Field</i>
57	Incoterms	Character	x(8)	<b>Mandatory for 3rd Countries</b> /default to "DAP" Should only accept the following strings. "DAP" - Receiver pays the duty and taxes "EDAP" - Sender pays the duty and taxes  <i>* Additional Field</i>
58	Invoice Number	Character	x(15)	<b>Not Mandatory.</b>  <i>* Additional Field</i>
59	Billing Name	Character	x(100)	To be provided when the Billing details are different to the Shipping Details. <b>Not Mandatory.</b> <i>* Additional Field</i>
60	Billing Address 1	Character	x(100)	To be provided when the Billing details are different to the Shipping Details. <b>Not Mandatory.</b> <i>* Additional Field</i>

61	Billing Address 2	Character	x(100)	To be provided when the Billing details are different to the Shipping Details. <b>Not Mandatory.</b> * Additional Field
62	Billing Address 3	Character	x(100)	To be provided when the Billing details are different to the Shipping Details. <b>Not Mandatory.</b> * Additional Field
63	Billing Address 4	Character	x(100)	To be provided when the Billing details are different to the Shipping Details. <b>Not Mandatory.</b> * Additional Field
64	Billing Postcode	Character	x(10)	To be provided when the Billing details are different to the Shipping Details. <b>Not Mandatory.</b> * Additional Field
65	Billing Country	Integer	>>>9	To be provided when the Billing details are different to the Shipping Details.  Numeric iso three digit county code. 372 (for ROI and NI), 826 for the UK. <b>Not Mandatory.</b> * Additional Field
66	Billing Email	Character	x(10)	To be provided when the Billing details are different to the Shipping Details. <b>Not Mandatory.</b> * Additional Field
67	Billing Phone	Character	x(30)	To be provided when the Billing details are different to the Shipping Details. <b>Not Mandatory.</b> * Additional Field

68	FreightCost	DECIMAL	25.00	Freight cost your company charged your customer for this delivery. Mandatory for customs shipment. <b>* Additional Field</b>
69	FreightCurrency	CHR	"GBP"	Mandatory for customs shipment. Currency used for freight cost. Please note the currency must be the same as the currency on the invoice. <b>* Additional Field</b>

**Fields:**

<sup>1</sup> Service will always be O/T/S i.e 0 – Overnight, T – Timed, S – Saturday,

<sup>2</sup> Must be either EUR or STG

<sup>3</sup> Country Codes derived from ISO 3166. Default to 372 for Ireland

<sup>4</sup> Must be either RR OR SW OR Blank

<sup>5</sup> Country Codes derived from ISO 3166. Default to 372 for Ireland

**\* Additional Field - Denotes new fields (to be populated when sending to 3rd countries)**

**Import file:**

OrderRef\_12345,,Mr Joe Bloggs,Fred Olsens Gate 11,,,Oslo,0152,327,3,1,N,O,,,EUR,,,,,,,,,Test  
Contact,,,505,6L4,,N,N,,,,,,,,,,,,,,,,,,,,,N,Y,GB123456789,IE123456789,SM123456,Merchandise,31.  
98,EURO,DAP,"10,25,15",,,,,,,,,

## 2. Packing List File

This file allows the users to import a file containing the customs data if they wish to send a parcel to a country outside of the European Union.

Both files should be exported at the same time. A customer’s order reference number (first field in the commodity code file) should be entered in the 2<sup>nd</sup> field of the import file.

### 2.1 Packing List file specification

**Filename:** **packlist99999.csv**  
**Where :** **Packlist** Fixed Identifier  
**00001** Five digit unique sequence number.  
 If the sequence number is the same as a previous file then the file will be rejected by the Shipping Solution Import process.  
 There is also configuration option that can allow import file of any name.

**File Type** : **Comma Separated File**

Field Position	Field Description	Field Type	Format	Example & Notes
01	Packing reference number	Character	x(20)	Customers packing reference. Should cross reference with field 28 of the corresponding import file. This number must be <b>UNIQUE</b> "123" <b>Mandatory</b>
2	Item Code	Character	x(8)	Customers code for the particular Item "1" <b>Not Mandatory</b>
3	Item Description	Character	x(50)	Customers description of the item. Description needs to be detailed "Jumper - 80% Cotton -

				20% polyester - Size Large- Blue in colour" <b>Mandatory needs detail</b>
4	Unit of Measure	Character	x(30)	"Number" <b>Not Mandatory</b>
5	Quantity	Integer	->>>>9	5 <b>Mandatory</b>
6	User Defined Field 1	Character	x(20)	"Note 1" <b>Not Mandatory</b>
7	User Defined Field 2	Character	x(20)	"Note 2" <b>Not Mandatory</b>
8	Commodity Code	Character	x(50)	<b>Mandatory</b> Unique to the particular item. Multiple items may contain the same commodity code. <i>* Additional Field</i>
9	Country of Origin	Integer	>>>9	<b>Mandatory</b> Country of origin per commodity code. Numeric iso three digit county code. 826 for the UK. This is the country where the product is sourced or manufactured. <i>* Additional Field</i>
10	Value	Decimal	99.99>>>>	<b>Mandatory</b> Total value for all products with this particular HS Code. <i>* Additional Field</i>
11	Box 44 Conditions1	Character	x(100)	<b>Not Mandatory</b> Required for specific HS Codes <i>* Additional Field</i>

12	Box 44 Conditions2	Character	x(100)	<b>Not Mandatory</b> Required for specific HS Codes <i>* Additional Field</i>
13	Box 44 Conditions3	Character	x(100)	<b>Not Mandatory</b> Required for specific HS Codes <i>* Additional Field</i>
14	Supplementary Units	Decimal	99.99>>>>	<b>Not Mandatory</b> <i>* Additional Field</i>
15	Supplementary Measure	Character	x(50)	<b>Not Mandatory</b> "Litre" <i>* Additional Field</i>
16	TarricAddCode1	Character	x(100)	<b>Not Mandatory</b> Required for specific HS Codes <i>* Additional Field</i>
17	TarricAddCode2	Character	x(100)	<b>Not Mandatory</b> Required for specific HS Codes <i>* Additional Field</i>

*\* Additional Field - Denotes new fields (to be populated when sending to 3rd countries)*

**Commodity file:**

505,1,Jumper,large,2,,792,T-Shirt - 100% Cotton - 20% polyester - Size small- Red in colour,5.99,,,,,,,,

505,4,Jeans,small,3,,792,Jumper - 80% Cotton - 20% polyester - Size Large- Blue in colour,20.99,,,,,,,,

**Import file:**

OrderRef\_12345,,Mr Joe Bloggs,Fred Olsens Gate 11,,Oslo,0152,327,3,1,N,O,,EUR,,,,,,,,,Test  
Contact,,505,6L4,,N,N,,,,,,,,,,,,,,,,,N,Y,GB123456789,IE123456789,SM123456,Merchandise,31.  
98,EURO,DAP,"10,25,15",,,,,,,,