SHIPMENT IMPORT GUIDE

DHL EASYSHIP

DHL Express – Excellence. Simply delivered.
dhl.co.uk/express

DOCUMENT CONTROL

REVISION HISTORY:

Version	Release Date	Comments
0.4	9th March 2016	Draft for comments
0.5	10th March 2016	Draft for comments
1.0	10th March 2016	Distribution
1.1	4thth April 2016	Minor amendments and corrections. Changes to DG Services and Sub classes.
1.2	21st Feb 2018	Correction of some typos and grammar. Also amended due to validation in EasyShip 5.3.19 (phone number and valid town / city names)
1.3	3rd July 2018	Changes to DG Sub class codes
1.4	8th January 2020	Changes to e-mail notification and PLT file names
1.5	9th December 2020	Changes for Brexit

CONFIDENTIALITY (CONTENT IS COMMERCIALLY CONFIDENTIAL)

The information contained in this document is the property Deutsche Post DHL.
No part of its contents may be divulged to third parties without the express written approval of DHL Express.
All rights reserved; no part of this document may be reproduced, stored in a retrieval system, or transmitted in any form or by any other means, electronic, mechanical, photocopying, recording otherwise without the prior written permission of DHL Express.
This document may not be lent, resold, hired out or otherwise disposed of by way of trade in any form, binding or cover other than that in which it is published, without the prior written permission of DHL Express.

DISCLAIMER (RIGHT TO MODIFY)

This document contains (as detailed) the latest information received in time to be incorporated for publication. However, DHL Express reserves the right to modify the information contained herein without published notification.

Deutsche Post World Net offers no warranty, express or implied, regarding its accuracy, sufficiency, merchantability or fitness for any purpose of the information contained herein. Any use made thereof is made entirely at the risk and for the account of the user.

TERMS AND CONDITIONS

The requirements and specifications outlined in this manual are governed by DHL's Terms and Conditions of Carriage, found on DHL's website, www.DHL.com.

AUDIENCE

This document is intended to serve as a guide to assist DHL customers and third party developers during the integration development process. The primary audience of this document is intended to be a trading partner's technical resources and internal DHL EDI support staff.

CONTENT

1 INTRODUCTION

This document is to support customers making changes to their EasyShip solution when using the 'Shipment Import' feature in advance of the new trading relationship between UK and the EU from 2021.

Please make a note of the updated Product Code Table (Appendix A - Local Product Codes) and also sections 5.7 Invoice Details and 5.6 Paperless Trade.

A customer can generate a file containing the shipment data. EasyShip can then import the data into its database. This saves the EasyShip user entering the data manually or the user has to enter less data manually.

The file can contain 1 shipment or multiple shipments.

The current version of EasyShip is 5.3.19. To check which version you have, see Appendix D – EasyShip Versions.

2   IMPORT METHODS

There are three methods of importing the shipment data – Manual Import (2.1); Auto Import (2.2) and Auto Transfer (2.3). Further details of each method can be found in the sections below.

2.1   MANUAL IMPORT

The user initiates the import. They browse to the file and it imports into the Shipment List. The user can then find the shipment when they are ready, make any changes and print the label.

2.2   AUTO IMPORT

EasyShip is configured to poll a folder at a set time interval. When a file is found, the shipment data from the file is imported into the Shipment list. The user can then find the shipment when they are ready, make any changes and print the label. Or they can just find the shipment and print the label if no changes / checking is required.

On a networked EasyShip, 1 client imports the file. The shipments are then displayed in the Shipment List for all clients.

With this step, EasyShip is configured to poll a folder so a user doesn't have to select a file.

2.3   AUTO TRANSFER

EasyShip is configured to poll a folder at a set time interval. When a file is found, the shipment data from the file is imported and the label printed without any user intervention. The shipment data must be correct for the label to print. If any data is missing or invalid the shipment data is imported into the Shipment list so the user can correct it and then print it. EasyShip can be configured to only print valid records and reject invalid records.

On a networked EasyShip, each client needs to poll a different folder. This is because the client that Imports the file will print the Label to its printer. See the UserID section (5.10) if you wish to drop all files into the same folder.

When using Auto Transfer, it's possible to receive back a file containing tracking numbers.

3   ACCESSING THE SHIPMENT IMPORT CONFIGURATION

- To Access the EasyShip Configuration Utility, click on Tools > Configuration
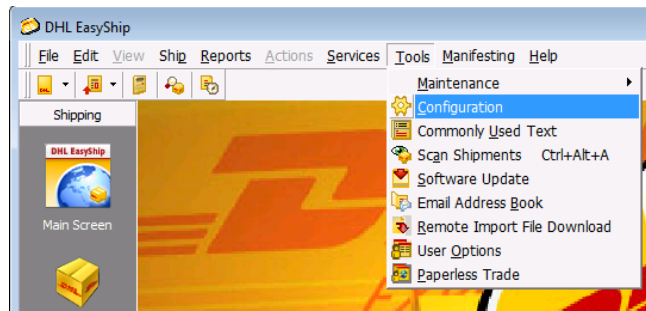
- Browse to Import/Auto Transfer > Settings

Auto Import	If ticked, Auto Import is switched on.
Auto Transfer	If ticked, Auto Transfer is switched on
Paths	Client PC specific.
Interval	This is set in minutes or seconds (minimum 5 seconds).
Start, Current and End Run numbers	Not used.
Paperless Trade > Image Upload path	Client PC specific. This is where EasyShip will look for your Customs Invoice PDF's if you are using Paperless Trade.
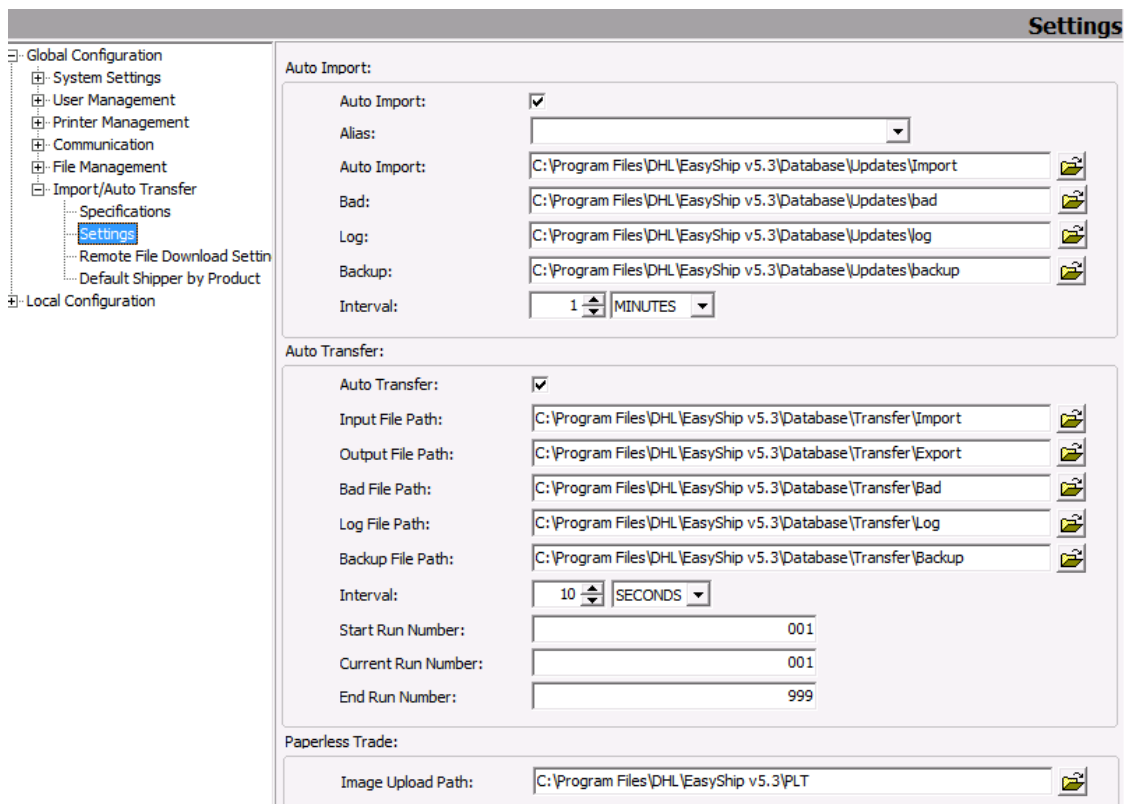
4   IMPORT FILE SPECIFICATIONS

4.1   DELIMITERS

4.1.1   FIELD DELIMITER

The following field delimiters can be used
- Pipe |
- Comma   ,
- Semi-colon   ;
- Tab

4.1.2   RECORD DELIMITERS

The following record delimiters can be used
- CRLF
- CR
- LF
- TAB*
- LFCR
   Note: If TAB is used as a field delimiter it cannot be used as a record delimiter

4.2   FILE NAMING CONVENTIONS

The only limitation on the file name is the extension to be used. Some valid examples are below.

.txt
.csv
.001 – .999
.abc

Reserved File extensions – There are some file extensions that must not be used because they are associated with other programs or applications.
Some examples of reserved file extensions include
.exe
.dll
.bat
.xls
.xlsx
.doc
.docx

4.3 DYNAMIC FIELDS

Some Import fields within the Shipment Import File specification are classed as Dynamic. This means the Import field could either consist of 1 data field or a cluster of several data fields.

As an example, the 'Contents' import field is dynamic. The import field that appears before it in the specification is 'Weight' and the import field after it is 'Shipment Declared Value'.

If the shipment has 1 line containing the description of contents, a '1' is included in the first data field. EasyShip will then look for 1 line of contents in the next data field.
…|Weight|1|Contents Line 1|Shipment Declared Value|…

If data has 2 lines containing the description of contents a '2' is included, therefore EasyShip is looking for 2 contents data fields after it. As you can see below, all remaining import fields are moved along.

…|Weight|2|Contents Line 1| Contents Line 2|Shipment Declared Value|…

5   FILE SECTIONS – WHAT DO YOU NEED?

There are several different sections that can be used.
Before you start, check how your company ships. This will determine which sections / fields you need to include in your File.

Do you ship using one DHL account number?	
Yes	You can default your Shipper ID.
No	You will need different Shipper ID's.
Do you need EasyShip to send the recipient an e-mail notification sometimes / all the time? (See Section 5.2 for details)	
Yes - sometimes / all the time	You will need to include the e-mail Notification (5.2) Section
No	the e-mail notification section (5.2) can be left out.
Do you send the shipments the same day as the labels are printed?	
Yes	you **do not** need to include the Shipment Date (5.11) field
No	you need to include the Shipment Date (5.11) field and enter the date the shipment will be sent.
When entering shipment values, which currency do you use? Is it always GBP?	
Yes	You **do not** need to include the Currency Code (5.12) field if it's always GBP.
No	You need to include the Currency Code (5.12) field and enter the Currency Code e.g. EUR
Do you sometimes ship Delivery Duty Paid?	
Yes	You need to include the Service (5.4) section <u>and</u> the Delivery Duty Paid (5.3) section.
No	You **do not** need to include the Service (5.4) section or the Delivery Duty Paid (5.3) section.
Do you ever need a Saturday Delivery?	
Yes	You need to include the Service (5.45.4) section.
No	You **do not** need to include the Service (5.4) section.
Do you Insure your Shipments sometimes / all the time?	
Yes	You need to include the Service (5.4) section <u>and</u> the Insured Value (5.5) section
No	You **do not** need to include the Service (5.4) section.
How do you prepare Customs Invoices?	
Create your own and save them as a PDF	you need to include the Services (5.4) section and the User Customs Invoice (5.6.1) section.
Through EasyShip	you need to include the Services (5.4) section and the Invoices (5.7) section.
Create your own and print them	You **do not** need to include the Invoices (5.7) section.
Do you ever need to create a return label at the same time as the outbound Label (Exchange)?	
Yes	you need to follow the Exchange (5.8) specification
No	
Do you ship Dangerous Goods e.g. Dry ice, Biological Substances, Lithium Batteries?	
Yes	You need to declare this and enter the details in the file. See Section 5.9
No	

5.1   GENERAL

The fields below are the minimum required for Shipment Import.

Field Name	Max Length	Mandatory	Notes	Example Data
Shipper ID	20	Y	In EasyShip, there is a Shippers list. This contains your Shipping address and Account Number. Each Shipper has a unique ID.	Express
Shipment Reference	30	Y		12345
Receiver Company Name	35	Y	If Shipping to a residential address, enter the person's name here	TEST COMPANY
Receiver Attention	35	Y		ANNIE
Receiver Address Line 1	35	Y		123 LONG ROAD
Receiver Address Line 2	35	N	Can be left blank	
Receiver Address Line 3	35	N	Can be left blank If you will NEVER need Address Line 3, this field can be removed.	
Receiver City	35	Y	Must be a valid town / city name	DIEGEM
Receiver State / Province	20	N		
Receiver Postcode	12	See notes	Mandatory when a Country uses Postcodes.	1831
Receiver Country	35	Y		BELGIUM
Receiver Country Code	2	Y	2 digit IATA code	BE
Receiver Phone	20	Y	Must be a valid phone/mobile for the destination Country	27345678
Local Product Code	1	Y – must be Upper Case.	The list of Local Product Codes can be found in Appendix A – Local Product Codes	D
Shipment Pieces	3	Y	Number of labels required for this shipment.	1
Shipment Weight	6	Y	Weight of the Shipment in KG	2.5
Contents (Dynamic Field)	1	Y	Number of Contents Lines (minimum 1, maximum 2)	1
	75	Y	Description of what you are shipping	DOCUMENTS
Shipment Declared Value	8	See Notes	Mandatory if Shipment is Non Doc / Dutiable. Otherwise, leave blank.	

5.1.1   GENERAL EXAMPLE

EXPRESS|12345|TEST COMPANY|ANNIE|123 LONG ROAD|||DIEGEM||1831|BELGIUM|BE|27345678|D|1|2.5|1|DOCUMENTS ||

5.2 E-MAIL NOTIFICATION (VIA MYDHL+)

MyDHL+ can be configured so any shipments sent under a defined account number will have an e-mail sent when the shipment label is scanned

Within EasyShip, enter the e-mail address in the Receiver Email1 field.

Field Name	Max Length	Mandatory	Notes	Examples – please see notes below	
				Sample Data No e-mail notification	Sample Data e-mail notification
Receiver Email 1	80	See Notes		<leave blank>	test@test.com

5.2.1 E-MAIL NOTIFICATION EXAMPLES

No e-mail Notification ||
e-mail notification |test@test.com|

5.3   DELIVERY DUTY PAID

Note: The Delivery Duty Paid details must be entered in the Services section (5.4).

If the shipment is not Delivery Duty paid, include the fields below but leave them blank.

Field Name	Max Length	Mandatory	Notes	Sample Data – Not DTP	Sample Data
Third Party Billing Flag	1	Y	Enter '1'	\<Leave Blank\>	1
Billing Account – Duties	9	Y	Enter your Account Number from EasyShip	\<Leave Blank\>	130000000
Duty Bill Type	1	Y	Enter '1'	\<Leave Blank\>	1
Payer of Duties ID	20	Y	Enter your Shipper ID from EasyShip	\<Leave Blank\>	EXPRESS
Country Code – Duty Billing Account	2	Y	Enter 'GB'	\<Leave Blank\>	GB
Country - Duty Billing Account	35	Y	Enter 'United Kingdom'	\<Leave Blank\>	UNITED KINGDOM
ID – Payer of VAT	20	Y	Enter your Shipper ID from EasyShip	\<Leave Blank\>	EXPRESS
Country Code – VAT Charges	2	Y	Enter 'GB'	\<Leave Blank\>	GB
Country Name – VAT Charges	35	Y	Enter 'United Kingdom'	\<Leave Blank\>	UNITED KINGDOM
Incoterm	3	Y	Enter DDP	\<Leave Blank\>	DDP
Delivered Duties Paid	1	Y	Enter '1'	\<Leave Blank\>	1

5.3.1   DELIVERY DUTY PAID EXAMPLES

Not DTP |||||||||||
DTP   1|130000000|1|EXPRESS|GB|UNITED KINGDOM|EXPRESS|GB|UNITED KINGDOM|DDP|1|

5.4 SERVICES (DYNAMIC)

Note: All fields below relate to the Services field.

	Field Name	Max Length	Mandatory	Notes	Sample Data – No Service	Sample Data – 1 Service Paperless Trade		Sample Data – 2 Services Paperless Trade and Insurance
Services	Number of Services	2	Y	**No Service required** = '0'. The next 6 fields are removed. **One Service Required** = '1' 6 Fields then need to be inserted before the next field. **Two Services required** = '2'. The 6 fields need to be repeated twice with relevant service info in each.	0	1		2
	Charge Code	2	Y	This Example is Paperless Trade. The Charge Codes can be found in Section 5.4		WY		WY
	Charge Type	3	Y	This Example is Paperless Trade. The Charge Types can be found in Section 5.4		PLT		PLT
	Currency Code	7	See Notes	Insurance – enter the Currency Code e.g. 'GBP' Leave blank for all other Services.		<Leave Blank>		<Leave Blank>
	Charge Amount	7	See Notes	If not DTP, leave blank		<Leave Blank>		<Leave Blank>
	Published Charge Amount	7	See Notes	Insurance = Enter Insured Amount. Leave Blank for all other Services		<Leave Blank>		<Leave Blank>

	No Of Decimals	2	See Notes	Insurance = '2' Leave blank for all other Services.		<Leave Blank>		<Leave Blank>
					Charge Code			I
					Charge Type			SVP
					Currency Code			GBP
					Charge Amount			1500
					Published Charge Amount			1500
					No Of Decimals			2

5.4.1   SERVICES EXAMPLES

- No Services   0|
- 1 Service – Paperless Trade   1|WY|PLT|||||
- 1 Service – Insurance (insured value £1500)   1|I|SVP|GBP|1500|1500|2|
- 1 Service – Delivery Duty Paid   1|D|DTP|||||
- 1 Service – Saturday Delivery   1|A|SAT|||||
- 1 Service – Extended Liability   1|IB|OTH|||||
- 2 Services – Paperless Trade and Insurance   2|WY|PLT|||||I|SVP|GBP|1500|1500|2|
- 3 Services – DTP, Paperless Trade and Insurance   3|D|DTP|||||WY|PLT|||||I|SVP|GBP|1500|1500|2|

5.5   INSURANCE VALUE

If the Insurance service is ever going to be used, the Insured Value field must be populated. It should be placed after the Services section (5.4).

5.5.1   INSURANCE VALUE EXAMPLE

1|I|SVP|GBP|1500|1500|2|1500|

5.6   PAPERLESS TRADE

Available from version 5.3.17. To check which version you have, see

Appendix D – EasyShip **Versions**.

If the customer wishes to upload their own pdf invoice, the User Custom Invoice (5.6.1) field should be used.
Note: The Paperless Trade details must be entered in the Services section (5.4).

5.6.1   USER CUSTOM INVOICE (DYNAMIC)

Available from version 5.3.17. To check which version you have, see

Appendix D – EasyShip **Versions**.

If you are using Paperless Trade and wish to upload your own Invoices, you need to use this section to tell EasyShip the filename of the PDF for this shipment and the Invoice Type.

Note: The PDF filename must only contain a full stop before the file extension. There must not be full stops within the filename.
Example Valid Filename   TestCommercialInvoice.pdf
Example Invalid Filename   Test.CommercialInvoice.pdf

CIN = Commercial Invoice
PNV = Proforma Invoice

Note: All fields below relate to the User Customs Invoice field.

	Field Name	Max Length	Mandatory	Notes	Sample Data (No documents to attach)	Sample Data (1 document to attach)
User Custom Invoice	**Number of Documents to Attach**	1	N	0 if no documents to attach.	0	1
	Document Name	80	See notes	If 0, leave blank. If 1, enter file name		TestCommercialInvoice.pdf
	Invoice Type	3	See Notes	If 0, leave blank. If 1, enter CIN for Commercial Invoice or PNV for Proforma Invoice.		CIN

5.6.2   USER CUSTOM INVOICE EXAMPLES

No Attached Invoices   0|
Attached Commercial Invoice   1|TestCommercialInvoice.pdf|CIN|
Attached Proforma invoice   1|TestProformaInvoice.pdf|PNV|

5.6.3   LOCATION OF THE PDF

The location of the PDF's is configured in EasyShip Configuration > Import/Auto Transfer > Settings
Path is PC specific.

5.7   INVOICE DETAILS (DYNAMIC)

Available from version 5.3.14. To check which version you have, see

Appendix D – EasyShip **Versions**.

The fields below are a starting point. More fields can be added if required by the customer.
If you are using in conjunction with Paperless Trade, you need to enter the service details – see the
Services section (5.4).

Field Name	Max Length	Mandatory	Notes	Sample Data No Invoice	Sample Data 1 Line Invoice (contains a Laptop)		Sample Data 2 Line Invoice (contains a laptop and a docking station)
[Proforma Header] Customs Invoice Type	2	Y	If Number of Line Items = 0, leave blank. CI = Commercial invoice PI = Proforma Invoice	<Leave Blank>	CI		CI
[Proforma Header] Reason For Export 1	30	Y	Enter a reason why you are sending the shipment.	<Leave Blank>	SOLD TO RECEIVER		SOLD TO RECEIVER
[Proforma Header] Comment 1	30	N	Optional	<Leave Blank>			
[Proforma Header] Type of Export	1	Y	P = Permanent T = Temporary R = Re-export	<Leave Blank>	P		P
[Proforma Header] Title	35	Y	Name of person signing the Invoice	<Leave Blank>	JO BLOGGS		JO BLOGGS
Number of line Items	2	Y	This field is not visible in the Import spec. Number of Line Items If 1, then EasyShip expects data in the next 5 fields. If 2, then EasyShip expects a further 2 x 5 fields etc. Every item in the shipment should be listed. So if you have a shipment that	0	1		2

			contains a Laptop, then you would enter 1. If the Shipment contains a Laptop and a Docking Station, then you would enter 2 and list each item.			
[Proforma] Quantity	5	Y	Number of Items of this Description in the Shipment.	<Leave Blank>	5	5
[Proforma] Unit Value	7	Y	Value of each item	<Leave Blank>	300	300
[Proforma] Description	250	Y	Description of the item – be as detailed as possible.	<Leave Blank>	HP ELTITEBOOK LAPTOP	HP ELTITEBOOK LAPTOP
[Proforma] Manufacture Country Code	2	Y	Mandatory when a Country uses Postcodes.	<Leave Blank>	GB	GB
[Proforma] Commodity Code	10	N	Can be left blank	<Leave Blank>		
					[Proforma] Quantity	1
					[Proforma] Unit Value	100
					[Proforma] Description	HP DOCKING STATION
					[Proforma] Manufacture Country Code	GB
					[Proforma] Commodity Code	

5.7.1   INVOICE EXAMPLES

No Invoice |||||0|||||
1 Line Item Invoice   CI|SOLD TO RECEIVER||P|JO BLOGGS|1|5|300|HP ELITEBOOK LAPTOP|GB||
2 Line Item Invoice   PI|INTERCOMPANY GOODS – NOT FOR RESALE||P|JO BLOGGS|2|1|300|HP ELITEBOOK LAPTOP|GB||1|100|HP DOCKING STATION|GB||

5.7.2 ADDITIONAL AVAILABLE INVOICE FIELDS

Field Name	Max Length	Mandatory
[Proforma Header] Reason For Export 2	30	N
[Proforma Header] Reason For Export 3	30	N
[Proforma Header] Comments 2	30	N
[Proforma Header] Comments 3	30	N
[Proforma Header] Customized Statement 1	70	N
[Proforma Header] Customized Statement 2	70	N
[Proforma Header] Customized Statement 3	70	N

5.7.2 ADDITIONAL AVAILABLE INVOICE FIELDS

This is a RESTRICTED document

5.8 EXCHANGE

Available from version 5.3.16. To check which version you have, see

Appendix D – EasyShip **Versions**.

Exchange is where a return label is printed at the same time as the Outbound label.
EasyShip needs to be configured for Exchange.
Paperless Trade is not available for the Return leg.

For an Exchange shipment, there should be 2 records in the Import file. The first is the outbound leg, the second is the return leg.

There can be no more than 10 Exchange shipments in one file.

All Shipper details must be included in the file.
If the return leg is from outside the United Kingdom, the customer needs an Import Express Account number (95 or 96 prefix).
The Shipper ID and Shipper IATA fields should be left blank for the return leg.

Field Name	Mandatory	Notes	Sample Data Outbound Shipment	Sample Data Return Shipment
Shipper ID	Y	Outbound: Return: leave blank	Express	<leave blank>
Shipper Airport Code	Y	Outbound: Enter Airport Code. DHL can advise you what this is. Return: leave blank	LHR	<leave blank>
Shipment Reference	Y		12345	22222
Shipper Account No.	Y	Outbound: Enter your Account No. Return from Outside the UK – Enter your Account No. Return from Outside the UK: Enter your Import Express Account No. (95 or 96 Prefix).	130000000	960000000
Shipper Company Name	Y		UK COMPANY	TEST COMPANY
Shipper Name	Y		PAUL	ANNIE
Shipper Address Line 1	Y		ORBITAL PARK	123 LONG ROAD
Shipper Address Line 2	N	Can be left blank	178 GREAT WEST RD	
Shipper Address Line 3	N	Can be left blank		
Shipper City	N	Must be a valid town / city name	HOUNSLOW	DIEGEM
Shipper State/Province	N	Can be left blank		
Shipper Postcode	See notes	Mandatory when a Country uses Postcodes.	TW4 6JS	1831
Shipper Country	Y		UNITED KINGDOM	BELGIUM
Shipper Country Code	Y		GB	BE
Shipper Phone	Y	Must be a valid phone/mobile for the shippers Country	02088188000	27345678
Receiver Company	Y		TEST COMPANY	UK COMPANY

This is a RESTRICTED document

Name				
Receiver Attention	Y		ANNIE	PAUL
Receiver Address Line 1	Y		123 LONG ROAD	ORBITAL PARK
Receiver Address Line 2	N	Can be left blank		178 GREAT WEST RD
Receiver Address Line 3	N	Can be left blank		
Receiver City	Y	Must be a valid town / city name	DIEGEM	HOUNSLOW
Receiver State / Province	N	Can be left blank		
Receiver Postcode	See notes	Mandatory when a Country uses Postcodes.	1831	TW4 6JS
Receiver Country	Y		BELGIUM	UNITED KINGDOM
Receiver Country Code	Y		BE	GB
Receiver Phone	Y	Must be a valid phone/mobile for the destination Country	27345678	02088188000
Local Product Code	Y	The list of Local Product Codes can be found in Appendix A – Local Product Codes	D	D
Shipment Pieces	Y	Number of labels required for this shipment.	1	1
Shipment Weight	Y	Weight of the Shipment	2.5	2.5
Contents (Dynamic Field)	Y	Number of Contents Lines (minimum 1, maximum 2)	1	1
	Y	Description of what you are shipping	DOCUMENTS	DOCUMENTS
Shipment Declared Value	See Notes	Mandatory if Shipment is Non Doc / Dutiable. Otherwise, leave blank.		
Exchange	Y	0 = Outbound Shipment 1 = Return Shipment	0	1

5.8.1   EXCHANGE EXAMPLE

EXPRESS|LHR|001-OUT|130000000|SHIPPER COMPANY|SHIPPER NAME|ADDRESS LINE 1|||HOUNSLOW||TW4 6JS|UNITED KINGDOM|GB|02088188000|TEST COMPANY|ANNIE|123 LONG ROAD|||DIEGEM||1831|BELGIUM|BE|27345678|D|1|0.5|1|DOCUMENTS||0|
||001-IN|960000000|TEST COMPANY|ANNIE|123 LONG ROAD|||DIEGEM||1831|BELGIUM|BE|27345678|SHIPPER COMPANY|SHIPPER NAME|ADDRESS LINE 1|||HOUNSLOW||TW4 6JS|UNITED KINGDOM|GB|02088188000|D|1|0.5|1|DOCUMENTS||1|

5.9   DANGEROUS GOODS (DYNAMIC)

Available from version 5.3.16. To check which version you have, see

Appendix D – EasyShip **Versions**.

The Dangerous Goods functionality is switched off as default in EasyShip. This is because the customer needs to be approved to ship Dangerous Goods. Then the relevant Dangerous Goods Services are activated.

If you are approved to ship Dangerous Goods, the relevant Dangerous Goods Service and Sub class must be declared. If the details are not included in the Shipment Import file, the user must complete them manually before printing the label.
The Dangerous Goods Charge Codes and Sub Class codes can be found in the section Appendix C – Dangerous Goods Charge Codes and Sub Class Codes.

Note: Fields below relate to the DG_Services field.

	Field Name	Sample Data – No DG Service	Sample Data – 1 DG Service containing 1 Sub Class		Sample Data – 2 DG Services each containing 1 Sub Class		Sample Data – 1 DG Service containing 2 Sub classes
DG_Services	Number of DG Services	0	1		2		1
	Charge Code		HC		HC		HE
	Number of Sub Classes		1		1		2
	Sub Class		901		901		913
	Quantity / Remarks		<Qty/Remarks>		3 kg		<Qty/Remarks>
				Charge Code	HY	Sub Class	921
				Number of Sub Classes	1	Quantity / Remarks	<Qty/Remarks>
				Sub Class	650		
				Quantity / Remarks	<Qty/Remarks>		

5.9.1   DANGEROUS GOODS EXAMPLES

No DG Services	0|
1 DG Service with 1 Sub Class	1|HC|1|901|QTY/REMARKS|
1 DG Service with 2 sub classes	1|HD|1|921|QTY/REMARKS| 1|HE|2|913|QTY/REMARKS|931|QTY/REMARKS|
2 DG Services with 1 sub class each	2|HC|1|901|3 KG|HY|1|650|QTY/REMARKS|
2 DG Services –1 with 1 sub class, 1 with 2 sub classes	2|HC|1|901|QTY/REMARKS|HE|2|913|QTY/REMARKS|931|QTY/REMARKS|

5.10 USER ID PRINTING

Available from version 5.3.14. To check which version you have, see

Appendix D – EasyShip **Versions**.

This is available with Auto Transfer.
By entering the User ID in the File, the customer can choose which printer will print the Label.
This means EasyShip can poll 1 folder for the file and EasyShip only needs to be installed on 1 PC.

Scenario
Customer has 3 label printers around the Warehouse. EasyShip is installed on 1 PC in an Office. The EasyShip has 3 users configured – DHL01, DHL02 and DHL03.
The 3 Label printers are in the Windows Printer List on the Office PC where EasyShip is installed.
The customers file has 'DHL01' in the UserID field. EasyShip imports the file and the label is printed on the Label printer configured for DHL01 in EasyShip.
The file can contain a mixture of User ID's.

5.10.1 USER ID EXAMPLE

DHL01|EXPRESS|00123|TEST COMPANY|ANNIE|123 LONG ROAD|||DIEGEM||1831|BELGIUM|BE|2513 8940
|U|1|0.5|1|DOCUMENTS|||||||||||||0|0||0|||0|||||||0||||||
DHL02|EXPRESS|00332|TEST COMPANY|DAVID|123 LONG ROAD|||LATHAM||12110|UNITED STATES OF
AMERICA|US|5187853338|P|1|0.5|1|COMPUTER EQUIPMENT|50.00|||||||||||0|0||0|||0|PI|INTERCOMPANY GOODS||P|JO
BLOGGS|1|10|5|USB MEMORY STICK|GB||

5.11 SHIPMENT DATE

The date on the Shipment label must be the date the customer is sending the shipment. If no Shipment Date is entered, EasyShip assumes it is being shipped that day.
If you wish to forward date shipments, you can add the Shipment Date field to the spec.
The Date format is DD/MM/YYYY.

5.12 CURRENCY CODE

If the customer is not using GBP, the customer should add the Currency- Declared Value after the Shipment Declared Value field.

| Shipment Declared Value |
| Currency - Declared Value |

e.g
1500.00|EUR|

APPENDIX A - LOCAL PRODUCT CODES

Note: Local Product Codes are subject to change. When building your program that creates the files, please make it easy for you to change the Local Product codes if required.

The codes must be in Upper Case.

Codes below correct as of December 2020.

Product Name	PCC This is printed on the top of the Label	Local Product Code	Destination(s)

Express Worldwide (Doc)	DOX	D	Outside the United Kingdom and to N.Ireland
Express Worldwide (Non Doc)	WPX	P	Outside the United Kingdom and to N.Ireland
Domestic Express	DOM	C	United Kingdom (England, Wales, Scotland and Isle of Man).
Availability for 'Timed' (Pre 9:00, 10:30 + 12:00) Products is dependent on the Destination Postcode.			
Domestic 09:00	DOK	O	United Kingdom
Domestic 12:00	DOT	1	United Kingdom
Express 09:00	TDK	K	Outside the United Kingdom and to N.Ireland if Docs
Express 12:00	TDT	T	Outside the United Kingdom and to N.Ireland if Docs
Express 09:00 (Non Doc)	TDE	E	Outside the United Kingdom and to N.Ireland if Non Docs
Express 12:00 (Non Doc)	TDY	Y	Outside the United Kingdom and to N.Ireland if Non Docs
Express 10:30	TDL	L	United States of America
Express 10:30 (Non Doc)	TDM	M	United States of America
Economy Select	ESI	I	European Destinations – check with your Account Manager
Others - The Products below are not configured as standard in EasyShip.			
BreakBulk	BBX	B	Check with your Account Manager
Medical Express	CMX	G	United Kingdom
Medical Express (Non Doc)	WMX	Q	Outside the United Kingdom and to N.Ireland if Non Docs

This is a RESTRICTED document

APPENDIX B - SERVICE CHARGE CODES AND CHARGE TYPES

Note: Service Charge Codes are subject to change. When building your program that creates the files, please make it easy for you to change the Service charge codes if required.

Codes below correct as of March 2016.

Service Name	Charge Code	Charge Type	Notes
Paperless Trade	WY	PLT	Paperless Trade is available to 75 Countries outside the EU and is for 'Non Doc' shipments.
Insurance	I	SVP	
Delivery Duty Paid	D	DTP	
Saturday Delivery	A	SAT	Saturday Delivery is available on a Friday to selected postcodes.
Extended Liability	IB	OTH	
GoGreen Carbon Neutral	EE	OTH	

APPENDIX C - DANGEROUS GOODS CHARGE CODES AND SUB CLASS CODES

The tables below are subject to change. Please check before using the codes in these tables

DG Service Name	Charge Code	Charge Type	Notes
Lithium Ion PI965-Section II	HB	DGS	
Dry Ice UN1845	HC	DGS	
Li-Ion PI966 Section II	HD	DGS	
Full DG by Air & Li-Batt's Section I(B)	HE	DGS	
Excepted Quantities	HH	DGS	
Consumer Goods ID8000	HK	DGS	
Limited Quantities By Road	HL	DGS	
Li-Metal PI969 Section II	HM	DGS	
Biological UN3373	HY	DGS	
Lithium Ion PI967-Section II	HV	DGS	
Lithium Metal PI970-Section II	HW	DGS	

The table below gives the Sub Class codes per Charge Code. Some Services only have one Sub Class e.g. Dry Ice. Other Charge Codes have several Sub Classes to choose from e.g. Li-Ion PI965-966 Section II. A shipment could have a mixture of DG charge codes, or one charge code with several Sub classes.

Charge Code	DG Service Name	Sub Class Description	Sub Class
HB	Lithium Ion PI965-Section II	Ion PI965 Section II (LiBa)	965
HC	Dry Ice UN1845	Dry Ice UN1845	901
HD	Li-Ion PI966 Section II	Ion PI966 Section II (LiBa with equipment)	966
HE	Full DG by Air & Li-Batt's Section I(B)	Metal PI968 Section IB (LiBa)	931
HE	Full DG by Air & Li-Batt's Section I(B)	Ion PI965 Section IB (LiBa)	911
HE	Full DG by Air & Li-Batt's Section I(B)	Class 8 Corrosives	800
HE	Full DG by Air & Li-Batt's Section I(B)	Class 9 Miscellaneous Dangerous Goods	900
HE	Full DG by Air & Li-Batt's Section I(B)	Division 6.1 Toxic	610
HE	Full DG by Air & Li-Batt's Section I(B)	Division 5.2 Organic Peroxides	520
HE	Full DG by Air & Li-Batt's Section I(B)	Division 5.1 Oxidizing substances	510
HE	Full DG by Air & Li-Batt's Section I(B)	Division 4.3 Substances (Dangerous when wet)	433
HE	Full DG by Air & Li-Batt's Section I(B)	Division 4.2 Substances liable to spontaneous combustion	420
HE	Full DG by Air & Li-Batt's	Division 4.1 Flammable solids	410

This is a RESTRICTED document

|	Section I(B)		
HE	Full DG by Air & Li-Batt's Section I(B)	Division 3 Flammable Liquid	300
HE	Full DG by Air & Li-Batt's Section I(B)	Division 2.1 Non-flammable, non toxic gases	220
HE	Full DG by Air & Li-Batt's Section I(B)	Division 2.1 Flammable gases	210
HH	Excepted Quantities	Excepted quantities in accordance with IATA	E01
HK	Consumer Goods ID8000	Consumer Goods ID8000	700
HL	Limited Quantities By Road	Limited quantities to the limits of ADR	A01
HM	Li-Metal PI969 Section II	Metal PI969 Section II (LiBa with equipment)	941
HV	Lithium Ion PI967-Section II	Ion PI967 Section II (LiBa in equipment)	967
HW	Lithium Metal PI970-Section II	Metal PI970 Section II (LiBa in equipment)	942
HY	Biological UN3373	Biological substances UN3373	650

This is a RESTRICTED document

APPENDIX D – EASYSHIP VERSIONS

Some Shipment Import functionality e.g. User ID Printing, Dangerous Goods is available in newer versions of EasyShip.
If you do not already have EasyShip installed, then all functionality in this document will be available to you when you have EasyShip installed.

If you already have EasyShip installed, you can find out the version following the steps below.
If you are on a version that does not have the functionality you require, we can arrange to visit to upgrade your EasyShip.

1. Click on Help > System Information
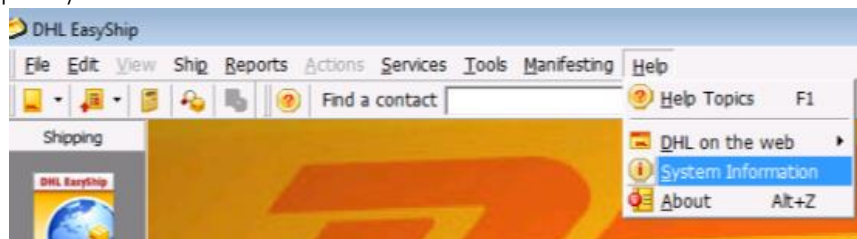
2. The System Information will open. The EasyShip version is displayed next to 'Software Version'.
3. Click on Close to close the System Information window.
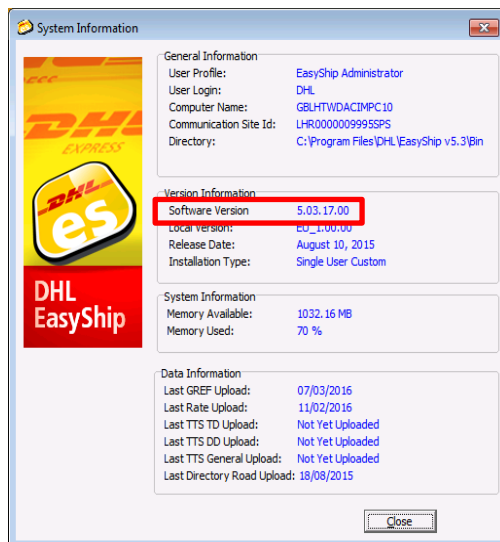
The table below shows functionality per EasyShip version.

EasyShip Version	Invoice Details	User ID Printing	Exchange	Dangerous Goods	Paperless Trade
5.3.12	N	N	N	N	N
5.3.13	N	N	N	N	N
5.3.14	Y	N	N	N	N
5.3.16	Y	N	Y	Y	N
5.3.17,5.3.18,5.3.19	Y	Y	Y	Y	Y

This is a RESTRICTED document