AYR PARCEL CARRIER LABEL AUTOMATIC PRINT

**Ayr labels are currently printed for the 11am cut off for dispatch today, SH labels are printed in the evening

Must Check

AYR DPD

AYR INT

AYR DHL

SH DPD

SH INT

SH DHL

GRAD DPD

GRAD INT

GRAD DHL

EQUIPLGE

Filter for the next available delivery for each of the above

Click the blue arrow in top left hand corner, print & send, Microsoft excel (a list should appear of all the labels

Click Departments.

Click Order Processing

Click Lists

Click DPD/interlink File Creation

Type in Location Code with will be AYR or SH

Type in Shipping Agent Code which will be DPD or INT

Type in the expected delivery date which will normally be the next day.

In the printed column – select No

Click OK

Save in P Drive in the DPD or Interlink or DHL folder (name the file anything you like)

Should flash up on screen Successfully Imported. Labels should print if standalone machine is signed into t

See 'How to Send with Post & Parcel Carriers' for a more detailed guide