

To print labels for DHL from Ayr:

Ensure the PC set up for label printing has “Order Processor” open in a browser window (double-click on the

On Nav – check to see orders to be despatched with DHL. Orders are normally next day delivery (not includ

If there are a lot of labels it’s a good idea to send the list to an excel spreadsheet so it can be checked again

- filter for the next available delivery date for each of the parcel carriers, with a double dot before it (e.g. “..01

- click the blue arrow in top left hand corner of Nav, print & send, Microsoft excel (a
list should appear of all the labels you need and can be checked against the labels
printed off).

To despatch with DHL from Ayr/Salthouse

Click ‘Departments’ ‘Sales & Marketing’ ‘Order Processing’ ‘Lists’ ‘DPD/Interlink File Creation’

Filter on a specific ‘Location Code’= AYR2|EQUIPLGE or SH2|GRAD2 (the “|” character, hold the left shift ke

Select “Shipping Agent Code” = DHL;

“Expected Delivery Date” = double dot before the delivery due date from today (e.g. “..01/03/24”).

“Printed” = No

Click on ‘Add Filter’ below beside the green cross, click on the drop-down, and navigate to select ‘Status’. TH

All the labels can be printed out from all locations at the one time for each carrier but it can be confusing som

Export file to This PC > company(P drive) > DHL > shipin. Populate ‘File Name’ field – any name will do as

Save, and you should get the pop-up message “files are exported successfully”. If not, there should be an er

A pop-up dialogue box opens. Click to print labels for each consignment and repeat until all are printed.

Repeat this for each location.

Check the printed labels against the excel list exported earlier to make sure none are missing. If any are, go

Labels to be given to Warehouse and Salthouse Team along with any despatch notes if appropriate.

To print labels for DPD Local from Ayr/Salthouse:

Get the data in the same way as given for DHL above, starting with 'Departments' 'Sales & Marketing' 'Order'

When the data is to be exported, put it instead to This PC > company(P drive) > INTERLINK. Everything else

If the labels don't print automatically, open the DPD app (not just the web page) on the PC used for label printing

Once logged in, click on "Manage Your Shipments" in the lower second-left box, then click on "Import Activity"

Once printed, check against the excel file of the label run exported from Nav, same as with DHL (except it may

If there's anything non-compliant (usually an invalid address) recognised by the app, the label will print with 'A'

To print labels for DPD from Ayr/Salthouse:

This works almost identically to DPD Local, using the same app. The differences are:

When exporting data, use "DPD" as Shipping Agent Code.

The file export from Nav goes to This PC > company(P drive) > DPD.

Within the DPD app, enter the red DPD part instead of the blue DPD Local.

To despatch with DPD from Astmoor

Astmoor print their own labels for DPD.

If the Location Code is SHAST we must let Astmoor know there is a label to be printed because they don't check

Ideally we should do a label print around 10am and a second around 11:15-11:30. In the winter months we also

Exceptions

Any non-standard deliveries (timed deliveries etc.) need to be done manually directly onto the portal. Currently

To send a parcel not on the system – create a Purchase Order No on Nav and use this as a reference on the portal

To create manual PO, use "DHL Parcel UK Limited" etc. as Vendor Name, "G/L Account" as Type, put the correct

DPD Account No: 502147

Shippers EORI No: GB2602270000 (for Customs Invoices)

Logins and passwords for the parcel carriers are stuck up at the label printer PC and on the Haulier Portal e-