

Manual

Annex for the creation of an
electronic posting list

Version 1.8

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Change history

Version	Date	Status 1	Type of editing2	Editor
0.1	20 Apr. 2005	First draft		H. Hastert-Kirsch C. Willems
0.2	27 Apr. 2005	In progress	Removal of all billing-relevant services for which there is a product key.	C. Willems
0.3	3 May 2005	In progress	Product codes (procedures) are no longer specified as 001, ONN, etc. but as V01, VNN, etc.	C. Willems
0.4	7 Jun. 2005	In progress	Adjustment of the services and additional information for product code P69 Removal of product code P57 Renaming of Europack as DHL Europack Removal of the Postbox service in procedure 54	C. Willems
0.5	25 Nov. 2005	In progress	Review of the document so that it is independent of the posting format implemented. Documentation supplemented to include the "Multicolli National" (MCN) and "Electronic sender's instructions" (ESI/ESR)	C. Willems
0.5.1	12 Jun. 2006	In progress	Technical renaming of "Multicolli National" as "Multitrack"	C. Willems
0.6	17 Sep. 2006	Accepted	Addition of "Type of shipment" table to the customs declaration in procedure 53	H. Hastert-Kirsch C. Willems
0.6.1	22 Nov. 2006	In progress	Change of the "Multitrack" product name to "Multi-parcel shipment tracking" in procedures 01 and NN.	H. Hastert-Kirsch C. Willems
0.6.2	15 Jan. 2007	In progress	Update of the ISO 3166 country code table	H. Hastert-Kirsch C. Willems
0.6.3	18 Jul. 2007	In progress	Addition of service codes and attributes for delivery to addressee only + for procedures 01 and NN (Section 1)	H. Hastert-Kirsch C. Willems
0.6.4	18 Jul. 2007	In progress	Addition of Annex for VAS codes in procedure 99.	H. Hastert-Kirsch
0.6.5	30 Jul. 2009	In progress	Addition of IDP code set Addition of notification module type chart	H. Hastert-Kirsch
0.6.6	8 Nov. 2010	In progress	Addition to consolidated customs clearance within procedure 53	H. Hastert-Kirsch
0.6.7		In progress	Removal of procedure 69 and addition to procedure 99	H. Hastert-Kirsch, W. Mutsch
1.0		In progress	Removal of procedures 69 and 99. Version changed to 1.0	H. Hastert-Kirsch

¹ In progress | Submitted to QA | Accepted <by name> | Released <by name>

² e.g. release, review, addition of...

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Version	Date	Status 1	Type of editing2	Editor
1.1		In progress	<p>Addition of the service codes and service attributes in</p> <ul style="list-style-type: none"> - procedures 01 and NN concerning the new sender's instruction option "TeZu" (fixed date delivery/from June 2011) - procedures 53 and 54 concerning the "Transport insurance A and B" service <p>Adjustment of the service codes and service attributes in procedures 01 and NN concerning the "Transport insurance A and B" service</p>	Manuel Lohrum
1.2		In progress	<p>Addition of the service codes and service attributes for the services</p> <ul style="list-style-type: none"> - IDP (2010) and IDP with contract handling - DHL Paket exchange with matching of check ID - Reset of the service codes for the DHL Paket product in connection with transport insurance to the old service codes 	Manuel Lohrum
1.3		In progress	<p>Adaptation of the exchange service (variants 1-8)</p> <p>Removal of the ISO country and currency code tables</p>	Manuel Lohrum
1.4		In progress	<p>Addition of the service codes and attributes for</p> <ul style="list-style-type: none"> - the exchange service (sizes 1-3 & flat rate) - the "Age check only" service <p>IDP_CONF adjustment</p>	Manuel Lohrum
1.4.1		In progress	Adjustment of the IDP_CONF for "Age check only"	Manuel Lohrum
1.5		In progress	<p>Addition of the feature codes for DHL Europaket and Weltpaket</p> <p>DDP franking replaced with DAP (delivered at place)</p>	Manuel Lohrum
1.6		In progress	<p>Addition regarding the use of service attributes on the paper-based posting list.</p> <p>Information on service attributes for "Transport insurance A and B" for the DHL Paket product</p>	Manuel Lohrum
1.7		In progress	<p>Removal of notification types A2 and B1</p> <p>Only type A1 can be used by the sender in the future.</p>	Manuel Lohrum

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Version	Date	Status 1	Type of editing2	Editor
1.8		In progress	<p>Removal of legacy services</p> <ul style="list-style-type: none"> - Delivery to the addressee in person - Delivery to the addressee in person and with age check - Bulky goods L, XL, XXL - Surcharge on rolls - Postbox sizes 3, 4 and 6 - Postbox in the exchange procedure (as M3, M4 and M6) - Cash on delivery (paper-based) <p>Removal of the "Return recipient" partner role</p> <p>Complete removal of the notification types. The "Shipment notifications" service has been replaced with the free basic "Parcel notification" service.</p>	Manuel Lohrum

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1 Service codes

Services as well as additional and product information are always specified in the product key in the electronic posting list. If no product key exists for specific product and service combinations or if specific services require an amount to be specified, these services must be specified in the electronic posting list in the form of service codes and service attributes.

Earlier versions of electronic posting lists, in which services as well as additional and product information were specified in the form of service codes and attributes, may still be used. The product key must be specified at all times.

Rows shaded in grey are optional and may be specified in addition to the product key. Rows shaded in white must always be specified in the form of service codes and attributes in addition to the product key.

Using the paper-based posting list:

The service attributes combined with the service code "ZL.." must be specified for each package when using the paper-based posting list to declare the services.

The ID codes for services are printed directly one after the other without a comma or space.

Example: Bulky goods, Advice of delivery, Cash on delivery: SRN

Product code (procedure) 01 / DHL Paket

Title	Type	Service code	Service attribute	Comments
Advice of delivery	Service	ZL01	R	
Carriage forward (postage not paid)	Service	ZL01	U	
Bulky goods	Service	ZL01	S	
Transport insurance	Service	ZL01	V	<p>The specification of the insurance amount is explained in the corresponding format specification.</p> <p>Level A=EUR 2,500 Level B=EUR 25,000</p> <p>When using the paper-based posting list, the following attributes without additional information must be used instead of the service attribute V: Transport insurance A = A Transport insurance B = B</p>
Identity and age check (IDP2010)	Service	ZL01	E3	
Identity and age check (IDP2010) with contract handling	Service	ZL01	E4	
"Age check only" service	Service	ZL01	E5	
Exchange service (flat rate)	Service	ZL01	T5	
Exchange service (size 1)	Service	ZL01	T7	

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Title	Type	Service code	Service attribute	Comments
Exchange service (size 2)	Service	ZL01	T8	
Exchange service (size 3)	Service	ZL01	T9	
Pre-sorting 11%	Additional information	ZI02	A	Cooperation code
Pre-sorting 12%	Additional information	ZI02	B	Cooperation code
Pre-sorting 15%	Additional information	ZI02	C	Cooperation code
Without label = without routing code	Additional information	ZI06		
Multi-parcel shipment	Additional information	ZI20	n (max. 39 digits)	Package code of the master package
Multi-parcel shipment	Additional information	MCxx	y	xx = total number of packages in the multi-parcel shipment (max. 11) y = position of the package in the multi-parcel shipment (identical to the sequence on the labels) xx = MC08 = multi-parcel shipment with 8 packages y = 3 = package 3 of 8
Electronic sender's instructions (ESI/ESR)	Additional information	n	ZEVV	n = ESR – order number (max. 14 digits)
ESR option fixed date delivery (Terminzustellung / TeZu)	Additional information	ZI23	Date (yyyymmdd)	For further information please refer to the current Product Specifications Part B Procedure 01
DHL Paket exchange type 1	Additional information	ZIGID1		Default; exchange; no check ID transfer in the order data; no check ID recording/exchange without check ID Check ID: min. 3 digits, max: 15 digits - Characters A-Z and a-z (no umlauts, no "ß") - Characters 0-9 - Additional characters comma (,), dot (.), hyphen (-) and slash (/)
DHL Paket exchange type 2	Additional information	ZIGID2	Check ID	Exchange; check ID transfer in the order data; check ID recording necessary; check mandatory DHL Paket exchange see comment on DHL Paket exchange type 1
DHL Paket exchange type 3	Additional information	ZIGID3	Check ID	Exchange; check ID transfer in the order data; check ID recording necessary; check is non-binding DHL Paket exchange see comment on DHL Paket exchange type 1
DHL Paket exchange type 4	Additional information	ZIGID3		Exchange; no check ID transfer in the order data; inclusion of a check ID;

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Title	Type	Service code	Service attribute	Comments
DHL Paket exchange type 5	Additional information	ZIGID4		Exchange pick-up; no check ID transfer in the order data; no check ID recording/exchange without check ID DHL Paket exchange see comment on DHL Paket exchange type 1
DHL Paket exchange type 6	Additional information	ZIGID5	Check ID	Exchange pick-up; check ID transfer in the order data; check ID recording necessary; check mandatory DHL Paket exchange see comment on DHL Paket exchange type 1
DHL Paket exchange type 7	Additional information	ZIGID6	Check ID	Exchange pick-up; check ID transfer in the order data; check ID recording necessary; check is non-binding DHL Paket exchange see comment on DHL Paket exchange type 1
DHL Paket exchange type 8	Additional information	ZIGID6		Exchange pick-up; no check ID transfer in the order data; inclusion of a check ID;

Table 1: Information on product code (procedure) 01

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Virtual product code (procedure) NN / DHL Paket with paperless cash on delivery (COD)

Title	Type	Service code	Service attribute	Comments
Cash on delivery	Service	ZLNN	G	The specification of the COD amount is explained in the corresponding format specification. Note: For multi-parcel shipments with the "Paperless COD" service the COD amount must be specified for every package in this multi-parcel shipment.
Advice of delivery	Service	ZLNN	R	The specification of the insurance amount is explained in the corresponding format specification. Level A=EUR 2,500 Level B=EUR 25,000 When using the paper-based posting list, the following attributes without additional information must be used instead of the service attribute V: Transport insurance A = A Transport insurance B = B
Bulky goods	Service	ZLNN	S	
Transport insurance A	Service	ZLNN	V	
Identity and age check (IDP2010)	Service	ZLNN	E3	
Identity and age check (IDP2010) with contract handling	Service	ZLNN	E4	
"Age check only" service	Service	ZLNN	E5	
Exchange service (flat rate)	Service	ZLNN	T5	
Exchange service (size 1)	Service	ZLNN	T7	
Exchange service (size 2)	Service	ZLNN	T8	
Exchange service (size 3)	Service	ZLNN	T9	
Pre-sorting 11%	Additional information	ZI02	A	Cooperation code
Pre-sorting 12%	Additional information	ZI02	B	Cooperation code
Pre-sorting 15%	Additional information	ZI02	C	Cooperation code
Without label = without routing code	Additional information	ZI06		
Multi-parcel shipment	Additional information	ZI20	n (max. 39 digits)	Package code of the master package
Multi-parcel shipment	Additional information	MCxx	y	xx = total number of packages in the multi-parcel shipment (max. 11) y = position of the package in the multi-parcel

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Title	Type	Service code	Service attribute	Comments
				shipment (identical to the sequence on the labels) xx = MC08 = multi-parcel shipment with 8 packages y = 3 = package 3 of 8 n = ESR – order number (max. 14 digits)
Electronic sender's instructions (ESI/ESR)	Additional information	n	ZEVV	
ESR option fixed date delivery (Terminzustellung / TeZu)	Additional information	ZI23	Date (yyyymmdd)	For further information please refer to the current Product Specifications Part B Procedure 01
DHL Paket exchange type 1	Additional information	ZIGID1		Default; exchange; no check ID transfer in the order data; no check ID recording/exchange without check ID Check ID: min. 3 digits, max: 15 digits - Characters A-Z and a-z (no umlauts, no "ß") - Characters 0-9 - Additional characters comma (,), dot (.), hyphen (-) and slash (/)
DHL Paket exchange type 2	Additional information	ZIGID2	Check ID	Exchange; check ID transfer in the order data; check ID recording necessary; check mandatory DHL Paket exchange see comment on DHL Paket exchange type 1
DHL Paket exchange type 3	Additional information	ZIGID3	Check ID	Exchange; check ID transfer in the order data; check ID recording necessary; check is non-binding DHL Paket exchange see comment on DHL Paket exchange type 1
DHL Paket exchange type 4	Additional information	ZIGID3		Exchange; no check ID transfer in the order data; inclusion of a check ID;
DHL Paket exchange type 5	Additional information	ZIGID4		Exchange pick-up; no check ID transfer in the order data; no check ID recording/exchange without check ID DHL Paket exchange see comment on DHL Paket exchange type 1
DHL Paket exchange type 6	Additional information	ZIGID5	Check ID	Exchange pick-up; check ID transfer in the order data; check ID recording necessary; check mandatory DHL Paket exchange see comment on DHL Paket exchange type 1
DHL Paket exchange type 7	Additional information	ZIGID6	Check ID	Exchange pick-up; check ID transfer in the order data; check ID recording necessary; check is non-binding DHL Paket exchange see comment on DHL Paket exchange type 1
DHL Paket exchange type 8	Additional information	ZIGID6		Exchange pick-up; no check ID transfer in the order data; inclusion of a check ID;

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Table 2: Information on the virtual product code (procedure) NN

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Product code (procedure) 53, Weltpaket

Title	Type	Code	Attribute	Comments
Surcharge on rolls	Service	ZL53	D	Rolls with standard dimensions
Registered mail	Service	ZL53	I	
Delivery to the addressee in person	Service	ZL53	H	Only for small packets with the "Registered mail" service
International Express	Service	ZL53	E	
Bulky	Service	ZL53	S	
Fragile	Service	ZL53	Z	
Advice of delivery	Service	ZL53	R	
Cash on delivery	Service	ZL53	N	The specification of the COD amount is explained in the corresponding format specification.
Wertpaket International (International Insured)	Service	ZL53	W	The specification of the value is explained in the corresponding format specification.
Transport insurance A	Service	ZL53	T1	Level A=EUR 2,500
Transport insurance B	Service	ZL53	T2	Level B=EUR 25,000
Business parcel international Premium	Product information	PI02	P	
Business parcel international Economy	Product information	PI02	E	
Surface mail parcel	Product information	PI02	S	
Economy Europe (small packet)	Product information	PI03	EE	
Economy World (small packet)	Product information	PI03	EW	
Premium Europe up to 1,000g	Product information	PI04	PE4	
Premium Europe between 1,000 and 2,000g	Product information	PI04	PE6	
Premium World up to 1,000g	Product information	PI05	PW4	
Premium World between 1,000 and 2,000g	Product information	PI05	PW6	
Consolidated customs clearance	Additional information	ZI20	n	Package code of the master package for consolidated customs clearance (max. 39 digits)
Consolidated customs clearance	Additional information	MRNxx	y	xx = total number of packages in a shipment with consolidated customs clearance MRN08 = consolidated customs clearance consisting of 8 packages y = position of the package in the consolidated shipment (identical to the label sequence) y = 3 = package 3 of 8
Consolidated customs clearance	Additional information	MRNID	10DE3302 12345678 M7	MRN (Movement Reference Number)= registration number of the export declaration.MRN body:

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Title	Type	Code	Attribute	Comments
				digits 1-2 2-digit year (example: 10) digits 3-4 ISO alpha country code of the origin country (example: DE) digit 5-17 shipping number, unique per year and origin country (example: 0000000123456) digit 18 check digit (example: 7) For further details concerning consolidated customs clearance please refer to the product specifications.
Direct Injection	Additional information	ZI53	100	
By Pass	Additional information	ZI53	200	

Table 3: Information on product code (procedure) 53

Product code (procedure) 54 (DHL Europaket)

Title	Type	Code	Attribute	Comments
Transport insurance A	Service	ZL54	T1	Level A=EUR 2,500
Transport insurance B	Service	ZL54	T2	Level B=EUR 25,000
Dangerous Goods (limited quantities only)	Additional information	ZI54	203	
Direct Injection	Additional information	ZI54	300 (DI)	The old "DI" code is still supported
Bypass pick-up	Additional information	ZI54	303	Productive 1 January 2005

Table 4: Information on product code (procedure) 54

Product code (procedure) 72 (DHL Express National)

Title	Type	Code	Attribute	Comments
Cash on delivery	Service	ZL72	N	The specification of the COD amount is explained in the corresponding format specification.
Mehrcolli	Additional information	ZI20	n (max. 35 digits)	Package code of the relevant colli parcel
Scheduled delivery	Additional information	ZI21	(Time specificatio n HHMM)	The time is specified as an addition to the product key, with four digits and without a separator

Table 5: Information on product code (procedure) 72

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2 Tables

2.1 Place of posting (acceptance)

Value	Meaning
01	Postal retail outlet/agency
02	Parcel delivery agent
03	Pick-up run
04	Delivery base
05	Parcel sorting centre
06	Group delivery agent

Table 6: Place of posting

2.2 Collection type coded

Code	Description
01	Misc
10	Cash
21	Bankers trust
23	Crossed cheque
48	Credit card

Table 7: COD collection type

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2.3 Status of the partner roles

Description	Coding in 3D flat file format	Coding in 3D IFTMIN format	Coding in CSV format	Procedure 01	Procedure NN	Procedure 53	Procedure 54	Procedure 72
Customer	210	OS	OY	M	M	M	M	M
Poster	220	CZ	SD	O	O	O	O	O
Different invoice recipient	230	IV	IV	O	O	O	O	O
Importer	240	IM	IM	N	N	N	D	N
Recipient	310	CN	CN	M	M	M	M	M

Table 8: Status of the partner roles

2.4 Type of packaging

Code	Use of product codes (procedure)					Description
	01	NN	53	54	72	
PK	Yes	Yes	Yes	Yes	No	Parcel
CO	No	No	No	No	Yes	For 72 = code in product key

Table 9: Type of packaging

2.5 Postage types

- Customs information is only required for international product codes (procedures) if the shipment is dutiable (i.e. for export to a non-EU country or EU special territories), if an export certificate is to be created or if a postage type is to be specified.
- Customs information is required to create an export certificate or to prepare customs clearance (does not replace the customs documents).

Postage type	Classification	Can be used with product code (procedure) 54	Description
DDP	A	Yes	Free domicile including customs clearance, duties and taxes The sender pays the freight charges, customs clearing costs, customs duties and taxes
DDP	B	Yes	Free domicile including customs clearance, excl. VAT. The sender pays the freight charges, customs clearing costs and customs duties. The recipient pays the taxes (VAT).
DDP	C	Yes	Free domicile including customs clearance, excluding duties and taxes. The sender pays the freight charges and customs clearance costs. The recipient pays the customs duties and taxes (VAT).
DAP	--	Yes	Free domicile, excl. customs clearance, duties and taxes. The sender pays the freight charges. The recipient pays the customs clearing costs, customs duties and taxes.
CPT	--	Yes	Carriage paid to (for non-EU countries only if specific conditions are met, e.g. shipments to CH that have already had customs duties imposed on them)

Table 10: Postage types for DHL Europack

2.6 Type of shipment

- The type of shipment must be specified in the electronic transfer when a customs declaration in procedure 53 is created (Business Parcel International).

Value	Meaning
9	Miscellaneous with explanation
21	Goods return
31	Gift
32	Sample
91	Written documents

Table 11: Type of shipment for Businesspaket International

2.7 Overview of the places of posting

- The parcel centre must be specified in the "Place of posting" field, if requested.

2.7.1 List of parcel centres

Parcel centre	ID Parcel centre
Ottendorf-Okrilla	6101
Leipzig	6104
Neumark	6108
Börnische	6114
Rüdersdorf	6115
Neustrelitz	6217
Hamburg-Allermöhe	6221
Neumünster	6224
Bremen	6228
Hanover	6230
Osterweddingen	6239
Bielefeld	6433
Staufenberg	6434
Dorsten	6446
Krefeld	6447
Greven	6448
Cologne	6450
Saulheim	6355
Neuwied	6356
Hagen	6458
Rodgau	6363
Speyer	6367
Eutingen	6372
Köngen	6373
Bruchsal	6376
Lahr	6377
Aschheim	6585
Augsburg	6586

Parcel centre	ID Parcel centre
Günzburg	6589
Feucht	6590
Regensburg	6593
Kitzingen	6597
Nohra	6199

Table 12: List of parcel centres

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2.8 IDP-CONF

Position	Field	Possible code digits		
		0 = not selected	1 = selected, correction not permitted by the delivery agent	2 = selected, correction permitted by the delivery agent
1	Nachname [Last name]	only in connection with "age check only" service	1	2
2	Vorname [First name]	only in connection with "age check only" service	1	2
3	Geburtsdatum [Date of birth]	0	1	2
4	Mindestalter [Minimum age]	0	1	Not possible
5	Ausweisart (Identification type)	0	1	2
6	Ausweisnummer [Identification number]	0	1	2
7	Meldeanschrift [Registered address]	0	1	Not possible
8	Vertragsabwicklung [Contract handling]	0	1	Not possible
9	Vertragsidentifizierer [Contract ID]	0	1	2
10	Staatsangehörigkeit [Nationality]	0	1	Not possible
11	- Not used (fixed value "0")	0	Not possible	Not possible
12	Free text fields	0	1	2
13	- Not used (fixed value "0")	0	Not possible	Not possible
14	- Not used (fixed value "0")	0	Not possible	Not possible
15	- Not used (fixed value "0")	0	Not possible	Not possible

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Contacts

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