Technical Specification for
Common Label / License Plate

Document version 3.7

Last revised: 11 June 2012

Confidential:

History of changes

Date	Author	Version	Status	Changes
7 Jul. 2004	T. Schulte	2.0	First draft	First finalised version
4 Mar. 2005	T. Schulte	2.1	Revised and released	Complete revision of Section 6 • Restructuring and adaptation to take account of new product lines • Inclusion of a sample label for DHL Europlus • Corrections to sample label for Time Definite international • Inclusion of the handling information block for Day Definite deliveries Updating of product range and linking with electronic shipment data in Section 4 Introduction of License Plate in the overall Day Definite product range Removal of Leitcode (routing code) and Identcode specifications in Section 7
22 Dec. 2005	A. Große Erdmann	2.2	Release	General revision of all sections Insertion of new sample labels for all products: • Introduction of new standard for shipment information block (billing no., shipment reference) • Introduction of new service permutations in the handling block for Europack National • Extension of sample label for Businesspaket International
8 May 2006	T. Schulte and A. Große Erdmann	5 Aug. 2006	Revised and released	Corrections to sample labels for Time Definite international and Day Definite national. Removal of duplicate section with respect to DHL Freight
4 May 2009	Udo Gramenz	3.0	Extended and revised	Complete revision of the Common Label Specification for DHL Paket Germany dated 1 January 2009: • Procedure 01 – DHL Paket • Procedure 53 – WELTPAKET • Procedure 54 – DHL EUROPAKET Removal: Procedures 69, 72 and 99, as not DHL Paket Terminology adaptation to GS1 Germany. Consideration of simplification of product portfolio Consideration of E++ label changes in manual sorting block in procedure 54. Updating and standardization of service blocks via procedures 01, 53 and 54. Updates and extensions with new examples and up-to-date services.

19 Apr. 2010	Manuel Lohrum and Melanie Blum	3.2	Extended and revised	Complete revision of the Common Label Specification for DHL Paket Germany from 1 January 2010: Corrections to all sample labels for the Day Definite product range • Procedure 01 – DHL Paket • Procedure 53 – WELTPAKET • Procedure 54 – DHL EUROPAKET Removal of the manual sorting block for VF 54 Updates and extensions with new examples and up-to-date services. Removal of all barcode descriptions with reference to the current version of the Barcode Specification Addition of the MRN number in the course of the introduction of the consolidated export processing for VF 53.
27 May 2010	Manuel Lohrum	3.3	Extended	Adaptation of the "Carriage forward (postage not paid)" to include the VAT liability that is applicable from 1 July 2010 and the increase of the fee for this service to EUR 15.
26 Aug. 2010	Manuel Lohrum	3.4	Extended and revised	Addition of the new "Optimierte Beleghafte Nachnahme (OBHNN)" service (Optimized paper-based COD) for DHL Paket Adaptation of the document references to the respective current versions Standardisation of definitions - Abrechnungs Nr. → Billing no. - Ref Nr. → Ref. No. - Shipment Ref. → Shipment no.
1 Feb. 2011	Manuel Lohrum	3.4.1	Adaptation	Correction of information on number ranges for DHL Paket "Production-based billing"
29 Aug. 2011	Andrea Bay and Steven Paulsen	3.4.2	Adaptation	Correction of DHL Weltpaket to Weltpaket
20 Dec. 2011	Manuel Lohrum	3.5	Adaptation	Weltpaket: - Sender information: Country written out in full in English - Recipient information: Country written out in full, uppercase letters, in German or English - NN triangle dimensions for BLNN (paperless COD) and BHNN (paper-based COD) corrected - Postbox exchange service fully removed - DHL Express – Time Definite fully removed

8 Mar. 2012	Uta Haushälter	3.6	Adaptation	Standardisation of terms & differentiation per product
				- Billing no.
				    → (National) "Abrechnungsnr." [billing no.]
				    → (International) Billing No.
				- Ref. no.
				    → (National) "Referenznr." [Reference no.]
				    → (International) Ref. No.
				- Shipment no.
				    → (National) Sendungsnr." [Shipment no.]
				    → (International) Shipment No.
				Removal of all services (transfer to Part B_DHL Paket, if necessary)
				Comprehensive inclusion of the post number
				Additional marking in the package identifier block (License Plate) of the shipment ID

11 Jun. 2012	Steven Paulsen	3.7	Adaptation	RegionalPaket AT removed from the specification

Table of contents

List of figures

List of abbreviations

1D	One-dimensional
2D	Two-dimensional
2/5i	2/5interleaved
ASC MH 10	American Standard Committee for Material Handling (formerly ANSI: American National Standards Institute)
AWB	Air Way Bill in relation to Air Express
DPWN	Deutsche Post World Net
EAN 128 NVE	Former designation for GS1-128 barcodes SSCC
EAN Data Matrix	New designation for two-dimensional barcode: GS1 DataMatrix
EKP	Customer number
EPG	European Parcel Group
GLN	Global Location Number (formerly ILN: International Location Number)
GTIN	Global Trade Item Number (formerly EAN: European Article Number)
GS1	Global Standards 1, (see also www.gs1-germany.de)
GS1-128 Barcode	Successor to EAN 128 NVE
GTB	General Terms of Business
NVE	Number of shipment unit; package identifier in EAN format (*German: Nummer der Versandeinheit*)
OBHNN	Optimized paper-based COD (*German: Optimierte Beleghafte Nachnahme*)
pt	Point
PDB	Product database in XML format
SG	Font size (*German: Schriftgröße*)
SSCC	International: Serial Shipping Container Code
TN (participation)	Two-character alphanumeric. Identifies a billing relationship
UPU	Universal Postal Union
VF (procedure)	Two-character alphanumeric. Identifies a product area. 01 = DHL PAKET, 53 = WELTPAKET and 54 = DHL EUROPAKET
See	Refer to
VLS	Shipping logistics system (*German: Versandlogistiksystem*)

1 Purpose of the document

This document describes the requirements for the package label for use within shipment logistics systems (VLS) in the framework of the Common Label and License Plate as a standardized package identifier of DHL. Please also refer to the DHL Transport Label Automated Specification v2.5.2 for general and more detailed information.

The description is valid for the products of the Day Definite (DHL Paket, WELTPAKET and DHL EUROPAKET) and also Time Definite (DHL Express, DHL Europlus, Express International) divisions.

1.1 Validity

This document always reflects the latest decision-making status in relation to the Common Label in Germany. Its validity is consequently assured until a new document version is issued, but it does not represent the target status for all products and divisions.

This document is being enhanced in stages and represents the current requirements with respect to the label and package identifiers for Deutsche Post DHL as at the release date.

1.2 Previous versions

A number of specific documents have been created at divisional level for describing the requirements for package labels from different divisions of DPWN. If any of the content of these documents is used for the document to hand, this will be referred to accordingly.

The previous Common Label Specification remains valid in terms of the label structure. Even if changes are not made in line with this specification, the new product and service names should be used in any case.

2 Description of the object

2.1 Brief description of the object

The package label is primarily used to record information about the origin and destination of a package, but also contains additional information on the identification, route, sender's instructions and extra services connected with the dispatch order. It also contains customer and billing information. It thus acts as an information carrier for the acceptance, fee calculation, sorting, loading, special handling, delivery, issuing, billing, investigation, post-processing, operating data processing, tracking & tracing and archiving of an item.

At present very different label formats and contents are used within DHL. Harmonising the layout, structure, information content and syntax of these labels will allow the requirement for cross-divisional production and billing within Deutsche Post DHL to be fulfilled.

2.2 Producers of the object

All systems that produce a label for Deutsche Post DHL must be able to produce the Common Label with all the contents and formats and in the quality specified in this technical specification.

This affects the following VLS:

- VLS made available to shippers by Deutsche Post DHL for a fee (e.g. Easylog)

- VLS made available to shippers by Deutsche Post DHL free of charge (e.g. Intraship)

- VLS made available to shippers by other IT providers (package partners) for a fee

- VLS or integrated merchandise management systems developed by the actual shipper (in-house programmers)

- In addition, the internal DHL production systems produce the Common Label, for example if a package has to be relabelled.

3 Specification of content and layout of the Common Label

This technical specification extends the internationally valid DHL Transport Label Automated Label Specification, version 2.5.2 to incorporate the special characteristics in Germany.

It should be noted that not all label blocks are mandatory. Label blocks may be necessary, for example, depending on the selected product or can be used optionally by the shippers. The block assignment described in the next sections must be complied with however without exception.

The arrangement of the blocks is almost identical for the products DHL Paket (VF 01), WELTPAKET (VF 53), DHL EUROPAKET (VF 54), DHL Europlus (VF 69), DHL Express National (VF 72) and DHL Express International (VF 99). The block arrangement from the Global SOP Automated Label Specification for international express labels was likewise considered to ensure uniform representation.

Common Labels are printed on laser printers with a resolution of at least 200 dpi. Use of the ARIAL font is recommended. Use of thermal printers is recommended for performance reasons for larger shipment volumes. The only waste that arises in the case of these labels is the backing paper in the label format.

Differences only arise in the following areas:

- The product features block is only used for VF 53, 54 and 69. This block can be reduced to a minimum height of 2 mm in VF 01 "DHL Paket" because no details are required for this product. See example 6.1.6 Product features block

- The number of packages in VF 01 is only considered in the shipment information block if the multi-parcel delivery service is selected. Otherwise, this is only optional information that is not valid for DHL deliveries and can be omitted.

- The sender's instruction block is only printed in the case of VF 53. Sender's instructions are represented in VF 01 via the VorV service (electronic sender's instructions) (see Product Specifications Part B for more information).

- The MRN is exclusively printed for VF 53 in the course of consolidated export processing as an additional flag in the shipment information block of the Common Label.

- The GTB block for general terms and conditions only has to be filled in for VF 54 and can otherwise be omitted.

- The customer information block can be used individually assuming there is still enough space on the label. The minimum distance to the routing barcode must be observed.

3.1 Specification of the information blocks

The individual blocks on the package label are described below in general as regards the mandatory components for all products. Details of the product-dependent entries are listed separately in Section 6 for individual product groups.

The number at the top in each block under width and height refers to the dimensions of the entire block; all other details are arranged by line. An overall width of 100 mm is recommended for the blocks, although a width of between 95 and 105 mm is permitted depending on the label used.

Status details used in the specification tables refer to the contents in an existing block. If the block exists, it can contain mandatory or required information (R), details dependent on special conditions (products) (D) or optional details (O). If the block does not exist on the label, the sub-items are also not necessary.

Additional information:

- Rectangular address markers (brackets) should be printed in all four corners of the recipient address. These are used to make it easier to find the recipient field in cases where the recipient address is read automatically. These markers have a recommended size each of 4 mm (horizontal) x 4 mm (vertical) in every corner of the recipient block with a line width of at least 0.5 mm.

- It must be ensured that there are no blank lines in the recipient block. The country name is written in UPPERCASE in the bottom line.

- For accounting reasons, the "Abrechnungsnummer" or billing number (EKP number + VF + TN) must be specified in bold with font size 12 in the shipment information block for all Day Definite products. The English designation <Billing No.:> is used here for DHL EUROPAKET and WELTPAKET shipments and likewise includes the billing number.

- In the case of single parcel shipments, the shipment ref. in the shipment information block may correspond to the package number or the License Plate. Shipment number and package number may deviate from one another for multi-parcel shipments. The number of packages must also be specified right-justified below "Piece" in the case of multi-parcel shipments (e.g. 1/3). Furthermore, a reference to partial deliveries must be included in the handling information block. The "Ref. No." in the shipment information block corresponds to the customer's reference number. It corresponds to the reference number in Track&Trace that is sent via EDI. The entry is optional for the customer. It can refer here for example to the order or delivery note number.

- The Common Label always contains a License Plate number in either the GS1-128 Barcode SSCC or ASC MH 10 format as well as a Routing Barcode in either the GS1-128 Barcode or ASC MH 10 format.
  Exceptions:
  a) DHL Paket services/billing variants "Produktionsbasierte Abrechnung" (production-based billing), "DHL Retoure" (DHL returns), "Ab Werk" (ex works) as well as "Unfrei Sendungen" (carriage forward shipments) are represented with an Identcode as well as a routing code (Leitcode) each in the form of a 2/5i barcode.
  b) The Identcode as per the 2/5i barcode must likewise be used for Weltpaket as a shipment identifier.

- All blocks in a package label that are required as minimum should fit on a standard A6 label (105x148 mm). A larger label may also be used however. Deutsche Post DHL currently recommends the thermal label with the order number 910-300-600 or a label on A5 backing paper for laser printers with the order number 910-300-700. Both labels are larger than A6 and allow all blocks to be printed. Further details are available from DHL Sales.

- The sequence of blocks must not be changed though their width and height can be adjusted relative to the label size used.

- The font sizes are minimum font sizes. Any change in font size in one block requires the font size to be adjusted in other blocks also.

- When selecting the font, make sure to select a sans serif font that can be easily read by the human eye. Use of the ARIAL font is recommended.

3.2   Layout of the Common Label

<table>
<tr>
<td colspan="3">3 - Product logo (D)
Character height 3 mm, max. 20 characters,
Bold (9 pt, 24 dots for 200dpi)
(e.g. CMR Logo in VF 54)</td>
<td colspan="3">2 - Product name (R)
Character height 3 mm (9 pt, 24 dots for 200dpi)</td>
<td colspan="2">1- DHL logo (R)

Width: min. 30 mm</td>
</tr>
<tr>
<td colspan="4">4 – Sender address (R)

5-7 rows. Each row 2 mm character height; 8 pt

Name1, Name2, Name3, Street, City = max. 35 characters
House number = max. 5 characters
Postal code = max. 17 characters
Country = country name written out in
    uppercase notation in English (for Weltpaket and
    DHL Europaket)</td>
<td colspan="2">5 – Customer logo block (O)

Logo over max. 7 rows with 2 mm character height per row

Do not cover sender details.</td>
<td colspan="2">4 – Sender phone number (O)

2 rows. Each row 3 mm
character height 3 mm for 9 pt</td>
</tr>
<tr>
<td colspan="6">6 – Recipient address (R)
6 rows max. Each row 3 mm character height 9 pt
Name1, Name2 or Postal Number, Name3 = each max. 35 characters
Street = max. 35 characters
House number = max. 5 characters
Postal code = max. 17 characters
City = max. 35 characters
Country = country name written out in uppercase notation in German or English.

The recipient block must NOT contain blank lines.</td>
<td colspan="2">6 – Recipient phone number (O)

(For DHL Europaket only)

2 rows. Each row 3 mm for 9 pt</td>
</tr>
<tr>
<td colspan="3">7 – Product features (D)
Black background with white type (e.g. COD)
Character height 6 mm (18 pt, 56 characters for 200dpi)</td>
<td colspan="3">(D)
Delivery day
Only for Time Definite</td>
<td colspan="2">(D)
Delivery time
Only for Time Definite</td>
</tr>
<tr>
<td colspan="8">8 – Shipment information (R)

Billing No. (EKP+VF+TN) (10 pt 200 dpi)   Weight   Piece
Ref No. (10 pt 200 dpi)   xx,yy kg (10 pt, bold)   x/y (10 pt, bold)
Shipment No. (10 pt, bold, 200 dpi)
MRN number / MRN counter (10 pt, bold, 200 dpi)</td>
</tr>
<tr>
<td colspan="8">9 – Handling information – Service block (R) (delivery info and logs for delivery agent)
Service logos in the upper area are based on the samples from Section 6.3.2 onwards.
Cash on delivery information always in   e.g.: VorV Logo right-justified in
left area   top area</td>
</tr>
</table>

10 – Handling information block – Service designation(s) (R)		
1. Service (11 pt)	2. Service (11 pt)	3. Service (11 pt)

11 – Sender's instruction(s) (D)
For WELTPAKET only

12 – GTB block (D)
General Terms and Conditions Height 1.77 mm, 7 pt for 200dpi **(For DHL Europaket only)**

13 – Customer information (O)

Optional block for free, customer-specific information *(Note minimum distance to barcode)*

14 – Routing Code/Leitcode block (R)
1D – Barcode (GS1 128/NVE or code 128 ASC MH10; 2/5 interleaved only permitted for DHL Paket)

The Routing Code or Leitcode/Identcode or License Plate barcode definition must be printed in plain text above the barcodes.

15 – Package identifier block (License Plate) (R)
1D-Barcode (GS1 128/NVE or code 128 ASC MH10 (Identcode 2/5i for WELTPAKET and certain service combinations)

The Routing Code or Leitcode/Identcode or License Plate barcode definition must be printed in plain text above the barcodes.

16 – Shipment logistics system (VLS) Info (R)
Left align to the lowest margin of the label (e.g. Shipment Software 6.0.0.23).
If there is not enough space available, printing is also possible on the side or header.

Please note the minimum distance to the barcodes. Font size 8 pt.

Legend:

R = required = mandatory

D = dependent = dependent on certain conditions

O = optional = at the discretion of the user

DHL PAKET layout with sample data

2 – Product name

3 – Product logo
e.g. CMR

1 – DHL Logo

4 – Sender
information

4 – Sender
phone

5 – Customer
logo

6 – Recipient
information

6 – Recipient
phone

7 – Product
features

8 – Shipment
information

Package counter

Package weight

9 – Handling
information –
Service block

10 – Handling
information

14 – Routing
Code block

15 – Package
identifier block

VLS and
Software
Release

DHL PAKET ≡DHL≡

Von: Absendername1
Absendername2
Absendername3
Heinrich-Brüning-Str. 7
53113 Bonn

Absender Telefon:
+ 49 228 182 0

An: Empfängername1
Empfängername2 / Postnummer
Empfängername3
Buchenweg 5
53572 Unkel
Germany

Empfänger Telefon:
0228-182-25414

Abrechnungsnr.: 563528000324 54 01
Referenznr.: 234-234NH-1/134
Sendungsnr.: 00340433835165558032

Gewicht: Anzahl:
12,0 kg 1/1

N

(96) 999997

Zahlungsempfänger
Betrag: *133,50 €
Kto: 146484123
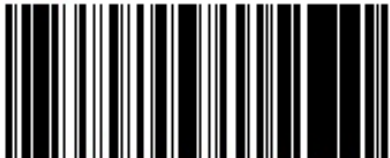BLZ: 440 100 46
206066981234567
KD.-NR. 01567629340

Eigenhändig | **GOGREEN** |

Leitcode/Routingcode

(2L) DE53572+99000906132005

Identcode/License Plate

00340433835165558032

Versandsoftware 7.0.0

Figure 1 DHL Paket layout

DHL PAKET layout with height and size details
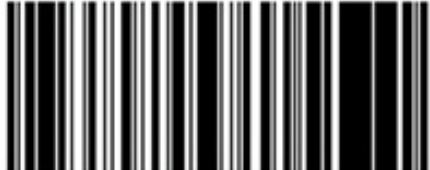
	Segmenthöhe	Größen
DHL PAKET	10 mm	
Von: Absendername1 ...	18 mm	8 pt 7 Zeilen max
An: Empfängername1 ...	29 mm	9 pt 6 Zeilen max
(barcode block)	10 mm	18 pt Blöckhöhe kann variieren
Abrechnungsnr. / Referenznr. / Sendungsnr.	20 mm	9 pt 9 pt 9 pt
Zahlungsempfänger block	30 mm	i.d.R. 9 pt Blöckhöhe kann variieren oder entfallen
Eigenhändig / GOGREEN	10 mm	11 pt
Leitcode/Routingcode	37 mm	9 pt Barcode-höhe: 25 mm Klarschrift: 9 pt
Identcode/License Plate	38 mm	9 pt Barcode-höhe 25 mm Klarschrift: 9 pt
Versandsoftware 7.0.0	3 mm	9 pt

Figure 2 DHL PAKET layout with height and size details

3.3 Dimensions of the Common Label

The standard label format of the Common Label is A6 portrait. The width of the label must be between 95 and 105 mm. The preferred length of the label is 148 mm (DIN A6), though the label can be longer if required. A maximum length is not defined but can be up to 210 mm depending on the product and requirements.

The following labels are recommended for the Common Label by Deutsche Post DHL:

For laser printers:

- Sheet (149 mm x 211 mm) with one label
- Label format: 105 mm x 205 mm
- 4 removable additional labels
- Suitable for laser printers
- Without customer-specific impressions
- Minimum order quantity 1,000 labels
- Order no.: 910-300-700
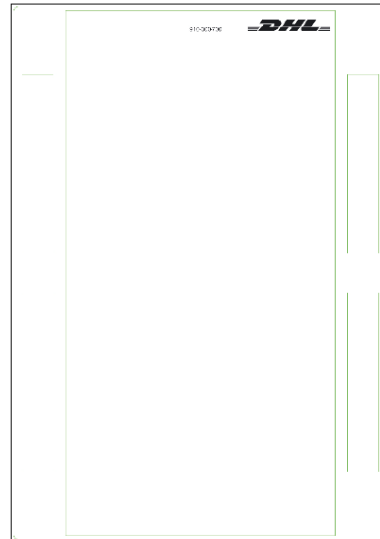
For thermal printers:

- Label format: 103 mm x 199 mm
- Folding type, Leporello fanfold
- Track width: 106.5
- Without customer-specific

  impressions
- Suitable for thermal printers
- Minimum order quantity 1,000 labels
- Order no.: 910-300-600
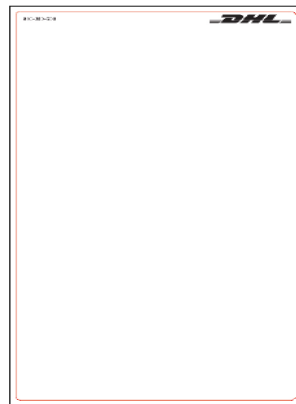
If problems arise when printing the label, refer to the current version of the "Barcode Specification DHL Paket" for remedial options.

Alternatively, the label content can also be split between two smaller labels of at least A6 in size. Note here that the number of the license plate must be printed in plain text (minimum font size 8 pt) on labels that do not bear the license plate as a barcode (see diagram).

Figure 3: Common Label split between two labels using DHL Paket as an example

DHL Paket

Von: Absendername1
Absendername2
Heinrich-Brüning-Str. 7
53113 Bonn
GERMANY

Absender Telefon:
+4922812345649

An: Empfängername1
Empfängemame2
Empfängemame3
Buchenweg 5
53572 Unkel
GERMANY

Empfänger Telefon:
+492281234567

Abrechnungsnr.: 5012345678 01 01   Gewicht:
Referenznr.: 234-234 NH- 1/134   **12,0 kg**
Sendungsnummer.: A1234567894561231

Leitcode/Routingcode

(403)27653572+99000900123053

Identcode/License Plate

Versandsoftware 2.0

00-3-4043383516-555803-2

Figure 4: Common Label in A6 portrait

The standard label format of the Common Label is A6 portrait.

The width of the label must be between 95 and 105 mm. The preferred length of the label is 148 mm (DIN A6), though the label can be longer if required.

- The product features block is only used for VF 53, 54 and 69. This block can be reduced to a minimum height of 2 mm in VF 01 "DHL Paket" because no details are required for this product. See example 6.1.6 Product features block

The handling information service block can be omitted if there is no relevant information (e.g. for cash on delivery) to be printed there

All customer-specific labels must be passed on to Deutsche Post DHL for quality checking before shipment commences.

4   Use of the Common Label

The package label described in the specification to hand applies to all Paket and Express products of Deutsche Post DHL.

Use of the License Plate is only permitted under the following circumstances:

- The shipper must transfer electronic shipment data to Deutsche Post DHL.

- The electronic transfer shipment data must take place at the latest at the same time as the physical transfer of the items to Deutsche Post DHL. Different regulations may be agreed for specific products and services.

- The shipper uses a known number range that is agreed with Deutsche Post DHL in the format GS1-128 Barcode SSCC (formerly: EAN 128 NVE) or ASC MH 10. The following two alternatives are provided here:
  a) Assignment of a License Plate ID by Deutsche Post DHL to the shipper.
  b) The shipper uses his own license plate ID as per ISO 15459 and communicates this to Deutsche Post DHL before cooperation commences.

- Exceptions:
  a) DHL Paket services/billing variants "Produktionsbasierte Abrechnung" (production-based billing), "DHL Retoure" (DHL returns), "Ab Werk" (ex works) as well as "Unfrei Sendungen" (carriage forward shipments) are represented with an Identcode as well as a routing code (Leitcode) each in the form of a 2/5i barcode.
  b) The Identcode as per the 2/5i barcode must likewise be used for Weltpaket as a shipment identifier.

A customer ID required for creating a 2/5i identifier is always assigned by DHL to the shipper.

5 Specification of barcodes in the Common Label

The content and print-related requirements with respect to barcodes are described in the latest version of the "Barcode Specification DHL Paket".

A Routing Code or Leitcode is not created if the postal code in the recipient address is invalid. If the postal code is valid, a Routing Code/Leitcode may also be generated if the street does not exist in the routing data; the street code "000" house number "000" must be specified in this case. The VLS should generate an error message however and the recipient address should be checked because incorrect recipient addresses often lead to returns to sender.

If the shipment logistics system cannot generate the Routing Code (Leitcode) in accordance with the specifications, it is not necessary to generate a PALS product barcode (see Section 5.1).

5.1 Specification of PALS product barcodes

If the shipment logistics system cannot generate a barcode because of an incorrect/faulty postal code or street code, this entry should be zeroed and the remaining entries (e.g. product information) filled. If a VLS is not technically capable of doing this, the product information should be printed by means of the barcodes shown below (PALS barcodes).

The content and print-related requirements with respect to PALS barcodes are described in the latest version of the "Barcode Specification DHL Paket".

5.1.1 List of PALS barcodes for shipments without a Routing Code/Leitcode:

Produktname	GS1 128 DB 96 PALS- Produktcode	Bemerkung	Produkt- code
DHL PAKET+ Nachnahme	999997	für vom Kunden mit VLS erstellte Aufschriftenzettel ohne Leitcodierung	01
DHL PAKET + Unfrei	999996	für vom Kunden mit VLS erstellte Aufschriftenzettel ohne Leitcodierung	02
DHL PAKET+ Ab Werk	999995	für vom Kunden mit VLS erstellte Aufschriftenzettel ohne Leitcodierung	04
DHL PAKET + Sperrgut	999988	für vom Kunden mit VLS erstellte Aufschriftenzettel ohne Leitcodierung	10
DHL PAKET + Sperrgut + Nachnahme	999987	für vom Kunden mit VLS erstellte Aufschriftenzettel ohne Leitcodierung	11
DHL PAKET + Sperrgut + unfrei	999986	für vom Kunden mit VLS erstellte Aufschriftenzettel ohne Leitcodierung	12
DHL PAKET + Sperrgut + Ab Werk	999985	für vom Kunden mit VLS erstellte Aufschriftenzettel ohne Leitcodierung	14
DHL PAKET	999968	für vom Kunden mit VLS erstellte Aufschriftenzettel ohne Leitcodierung	00
WELTPAKET International	999967	für vom Kunden mit VLS erstellte Aufschriftenzettel ohne Leitcodierung	80
DHL PAKET Service Rolle	999926	für vom Kunden mit VLS erstellte Aufschriftenzettel ohne Leitcodierung	23
Stand 15.09.2009			

The PALS barcodes are then printed as shown in the next example:

6 Examples of Day Definite Common Labels

Examples of package labels and their elements are listed below for the various DHL Paket products.

At least one sample label is listed for each product range. After each sample label, a detailed explanation of the deviations from the specification mentioned in Section 3.2 Layout of the Common Label is given as well as any special features. The sample labels do not claim to be complete. Not all product-service combinations can be presented here.

6.1 DHL Paket – Day Definite National

6.1.1 Layout

The layout of the label for this product is based essentially on the principle described in Section 3.2 Layout of the Common Label Label. The following blocks are prescribed for all package labels in this product group:

- 1- DHL logo (R)
- 2 - Product name **(R)**
- 4 – Sender address **(R)**
- 6 – Recipient address **(R)**
- 7 – Product features **(D)**
- 8 – Shipment information **(R)**
- 9 – Handling information – Service block **(R)**
- 10 – Handling information block – Service designation(s) **(R)**
- 14 – Routing Code/Leitcode block **(R)**
- 15 – Package identifier block (License Plate) **(R)**
- 16 – Shipment logistics system (VLS) Info

The elements, layout and dimensioning of the labels are the same for all products. The permitted combinations of product, product features and delivery options can be taken from the latest versions of the respective product specifications.

6.1.2   DHL Paket sample label

DHL Paket

Von: IT Brief GmbH
        Abtl. 1 J4
        Heinrich-Brüning-Str. 7
        53113 Bonn
        GERMANY

Logo

Absender Telefon:
+49 228 123456

An: Empfängername1
        Empfängemame2
        Empfängemame3
        Buchenweg 53
        53572 Unkel
        GERMANY

Empfänger Telefon:
+49 2281234567

Abrechnungsnr.: 5012345678 01 01
Referenznr..:   234-234 NH- 1/134
Sendungsnr.:   00340433835165558032

Gewicht: Anzahl:
12,0 kg   1/1

N

Ohne Zahlschein
BL   Betrag:
Beleglos 135,50 EUR

ID-Prüfung +18!   *GOGREEN*

Leitcode/Routingcode

(403)27653572+99009551 23053

Identcode/License Plate

00-3-4043383516-555803-2

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Services:

1. GOGREEN
2. Paperless cash on delivery
3. Identity and age check +18

Figure 5: Sample label for the DHL Paket product incl. service options

6.1.3 Product logo – Product name and DHL logo

Only the name has to be printed in the top part of the label for the DHL Paket product

The DHL logo is generally imprinted when using DHL labels. No other details are required in the logo block for national use.

If there are technical difficulties printing the logo (e.g. AS400), then the "DHL" logo can also be added in bold type.

6.1.4 Sender block / Sender phone number / Customer logo block

Shippers can print their own sender or company logos (generally graphic) on the label. If a sender logo is used, this must be positioned after the sender block. Note that a logo must not cover other information. The logo should not exceed a height of 7 rows (same height as sender block).

The sender phone number can be specified optionally. The phone number should not exceed two rows for a font size of 9 pt.

6.1.5 Recipient block / Recipient phone number

At most three name fields (Name1, Name2 or Postal number und Name3) can be used now.

The maximum field length for Name1, Name2 or Post number and Name3 is 35 characters each. This maximum number is also transferred in the EDI message and must therefore not be exceeded.
The country specification is optional in the national area but if used it must always be in uppercase notation.

Address markers (brackets) should be printed in all four corners of the recipient address. These are used to make it easier to find the recipient field in cases where the recipient address is read automatically. These markers have a recommended size of 4 mm x 4 mm for a line width of at least 0.5 mm.

The recipient phone number can be specified optionally. The phone number should not exceed two rows for a font size of 9 pt.

Note that no blank lines are permitted in the recipient block.

6.1.6 Product features block

- The product features block is only used for VF 53, 54 and 69. This block can be reduced to a minimum height of 2 mm in VF 01 "DHL Paket" because no details are required for this product. See example 6.1.6 Product features block

6.1.7 Shipment information block

The shipment information block covers a total of three rows of 9 pt each in black type.
The details for weight, number of packages as well as shipment number must be specified in bold.

Abrechnungsnr.: 5012345678 01 01	Gewicht: Anzahl:
Referenznr..: 234-234 NH- 1/134	**12,0 kg** **1/1**
Sendungsnr.: **00340433835165558032**	

A reference number or a shipment number can be printed in the shipment information block. Both numbers can be selected individually for the respective shipper.

This also applies to any other filling of the number field. The standard entry 1/1 is shown in the example here (one parcel of x packages). A different entry is only of interest in the case of the multi-parcel service. The entry for the "Piece" field can be omitted in the case of individual parcel shipments.

Caution(!): If 1/2 and 2/2 are printed on the two labels in the package counter for example for two shipments to the same recipient and the multi-parcel delivery service is not used, this entry will not be taken into account by DEUTSCHE POST DHL. It is merely informative in nature in this case.

The billing number is composed of the individual EKP (customer number at Deutsche Post DHL) plus procedure (two-digits (national = 01)) as well as an individually agreed participation number.

The weight must be specified in any case while the shipment date is optional.
The shipment features applicable to the respective shipment must be printed.

6.1.7.1 Designations

A product-specific distinction is made between the designations:

National products (procedures 01, 07)

- Abrechnungsnr. [Billing no.]
- Referenznr. [Reference no.]
- Sendungsnr. [Shipment no.]

International products (procedures 53, 54)

- Billing No.
- Ref. No.
- Shipment No.

You can also print both language designations one after the other.

6.1.8 Handling information – Service block

The handling information service block contains information for the delivery agent that s/he needs to make the delivery.
This applies, for example, to paperless cash on delivery, ex works, production-based billing, carriage forward (postage not paid), etc.
You will find examples of the variants of this block in Part B_DHL PAKET.

The service blocks should always be completed from left to right, whereby more complex blocks such as paperless cash on delivery or carriage forward are entered first. The cash on delivery service always appears on the far left.
Customers who do not use the cash on delivery or carriage forward service can limit the handling information block to a minimum. The label can then still be printed on an A6 label with all other service combinations.

6.1.9 Handling information block – Service designation(s)

All other services that are relevant for the delivery agent and are to be noted in the handling information block can be presented with a simple typeface. Up to three services can be combined with one another (see also next diagram). They are printed next to each other in the fields.

Figure 6: Examples of handling information – service designations

A font size of 11 pt should be used within the blocks. The maximum height of the block is 10 mm.

Note:
The width of the blocks may be varied, i.e. the designations can be adjusted in terms of width.

6.1.10 Routing Code block / Leitcode block

The Routing Code or Leitcode/Identcode or License Plate barcode definition must be printed in plain text above the barcodes. The requirements in accordance with the latest version of the "Barcode Specification DHL Paket" must be observed.

6.1.11 License Plate / Identcode

The Routing Code or Leitcode/Identcode or License Plate barcode definition must be printed in plain text above the barcodes. The requirements in accordance with the latest version of the "Barcode Specification DHL Paket" must be observed.

6.2 DHL Retoure

With a traditional return, the label is printed for the recipient of the shipment. At the same time, the returns label is printed for a possible return shipment. This can then be included with the shipment, for example, or sent online/offline to the returning party.

Note that a return label may only be printed with an Identcode and a routing code (Leitcode) in 2/5i format. You will be informed of these return number ranges (Identcodes) by the DHL sales representative responsible for you.

The number ranges are defined permanently here for the customer IDs (first two digits of Identcode) 18, 19, 81, 82, 83 and 84.

6.2.1 Layout

The layout of the label for this product is based essentially on the principle described in Section 3.2 Layout of the Common Label Label. The following blocks are prescribed for all package labels in this product group:

- 1- DHL logo (R)
- 2 - Product name **(R)**
- 4 – Sender address **(R)**
- 6 – Recipient address **(R)**
- 7 – Product features **(D)**
- 8 – Shipment information **(R)**
- 9 – Handling information – Service block **(R)**
- 10 – Handling information block – Service designation(s) **(R)**
- 14 – Routing Code/Leitcode block **(R)**
- 15 – Package identifier block (License Plate) **(R)**
- 16 – Shipment logistics system (VLS) Info

The elements, layout and dimensioning of the labels are the same for all products. The permitted combinations of product, product features and delivery options can be taken from the latest versions of the respective product specifications.
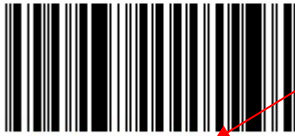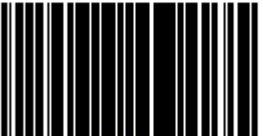
6.2.2 DHL Retoure sample label

DHL Retoure

Von: Absendername1
Absendername2
Absendername3
Buchenweg 5
53572 Unkel

Absender Telefon:
0228-182-25414

An: Empfängername1
Empfängername2
Empfängername3
Heinrich-Brüning-Str. 7
53113 Bonn
GERMANY

Empfänger Telefon:
+49 228 182 0

Abrechnungsnr.: 563528000324 54 01   Gewicht: Anzahl:
Referenznr.:   234-234NH-1/134   **12,0 kg**
Sendungsnr.:   18000000016

Leitcode

53113.044.007.33 9

Identcode

18000000016

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Figure 7: Example of a simple return shipment

6.2.3 DHL Retoure with fictitious house number

Where several return recipients live at the same address, fictitious house numbers (max. 3 digits) can be used to make a distinction between them. This must be agreed with DHL Sales.

The actual house number (7 in the example) is printed on the label for the return shipment. However, the fictitious house number (999 in the example) is printed in the routing code (Leitcode) of the return label.

Figure 8: Sample label for DHL Retoure with fictitious house number

6.3   DHL EUROPAKET – Day Definite International

6.3.1   Layout

The layout of the label for this product is based essentially on the principle described in Section 3.2 Layout of the Common Label Label. The following blocks are prescribed for all package labels in this product group:

- 1- DHL logo (R)
- 2 - Product name **(R)**
- 3 - Product logo **(D)**
- 4 – Sender address **(R)**
- 6 – Recipient address **(R)**
- 6 – Recipient phone number **(O)**

(For DHL Europaket only)
-
- 7 – Product features **(D)**
- 8 – Shipment information **(R)**
- 12 – GTB block **(D)**
- 14 – Routing Code/Leitcode block **(R)**
- 15 – Package identifier block (License Plate) **(R)**
- 16 – Shipment logistics system (VLS) Info

The elements, layout and dimensioning of the labels are the same for all products. The permitted combinations of product, product features and delivery options can be taken from the latest versions of the respective product specifications.
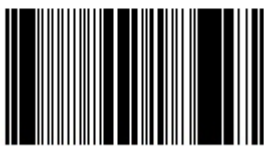
6.3.2 DHL EUROPAKET sample label

Figure 9: Sample label for DHL EUROPAKET (without services)

6.3.3 Product logo – Product name and DHL logo

Note that the CMR logo must be printed on the label for the DHL EUROPAKET product. If the shipment logistics of the shipper cannot process the CMR logo as a graphic, the information may be affixed in plain text.
The character height should not exceed 3 mm (for 9 pt).

Apart from the product name (DHL EUROPAKET), a product content code (source: label reference data) must be specified. For DHL EUROPAKET, this is the following three-character code: **EPA**.
The content code should be printed in a font size of 17 pt and enclosed by a rectangle. Further details can also be taken from the Global SOP DHL Transport Label Specifications.

There are no further special features deviating from the standard for this product.

6.3.4 Sender block / Sender phone number

The English terms "From" and "Sender phone" are used in the sender block. The phone number should always be printed because the delivery process can be shortened in the case of some problems if queries are possible.


A customer-specific logo can be printed but must not cover the text.
The same requirements apply as in relation to the DHL PAKET layout. The only exception here is that the country name must always be specified in case return shipments are required.

6.3.5 Recipient block / Recipient phone number

This specification provides the option of using three name fields (Name1, Name2 und Name3) in the recipient block. The English "To" is used as the form of address. The recipient's phone number can be entered under "Receiver phone".
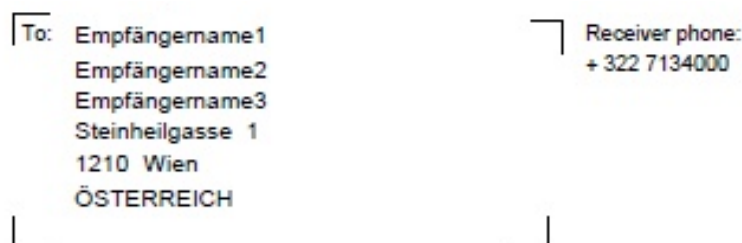
The country code must be specified in uppercase letters. In general, the same requirements apply as in relation to the DHL Paket product.
The maximum field length for Name1, Name2 and Name3 is 35 characters each. This maximum number is also transferred in the EDI message and must therefore not be exceeded.

6.3.6   Product features block

Because no product features have to be shown for DHL EUROPAKET at present, the product features block can be minimised.
Exception: In the case of shipments subject to customs tax, for example in Switzerland or Norway, a "C" (customs clearance) must be entered here.

6.3.7   Shipment information block

Billing No.:	5635280003 54 01	Weight:	Piece
Ref. No.:	234-234NH-1/134	12,0 kg	1/1
Shipment No.:	00340433835156123777		

All details are printed in English in the shipment information block for DHL Europaket (e.g. Billing No., Piece Weight). The date is entered in the format YYYY-MM-DD.
The information in the shipment information block follows the same schema as for DHL Paket and WELTPAKET.
It must simply be noted that there is no "Shipment" with DHL EUROPAKET. The "Piece" entry is therefore always 1/1.

6.3.8   Handling information – Service block / GTB block (general terms and conditions)

The handling information – service block can be omitted at present for DHL EUROPAKET No information is printed here. All other block move upwards as a result.
The GTB block must contain the following text instead.

We are working exclusively on the basis of our current GTC and the CMR.

Exception: GOGREEN service (please refer to the Product Specifications PART B – DHL PARCEL for more information)

6.3.9   Routing Code block / Leitcode block

The Routing Code or Leitcode/Identcode or License Plate barcode definition must be printed in plain text above the barcodes. The requirements in accordance with the latest version of the "Barcode Specification DHL Paket" must be observed.

6.3.10   License Plate / Identcode

The Routing Code or Leitcode/Identcode or License Plate barcode definition must be printed in plain text above the barcodes. The requirements in accordance with the latest version of the "Barcode Specification DHL Paket" must be observed.

6.4 WELTPAKET – Day Definite International

Weltpaket is an international postal product which can be exchanged with other postal companies according to the provisions of the Universal Postal Union. The common label shown below is therefore a compromise between the requirements of DHL Express in Germany and the requirements of the international postal companies.

6.4.1 Layout

The layout of the label for this product is based essentially on the principle described in Section 3.2 Layout of the Common Label Label. The following blocks are prescribed for all package labels in this product group:

- 1- DHL logo (R)
- 2 - Product name **(R)**
- 3 - Product logo **(D)**
- 4 – Sender address **(R)**
- 6 – Recipient address **(R)**
- 6 – Recipient phone number **(O)**

(For DHL Europaket only)
- 7 – Product features **(D)**
- 8 – Shipment information **(R)**
- 9 – Handling information – Service block **(R)**
- 10 – Handling information block – Service designation(s) **(R)**
- 11 – Sender's instruction(s) **(D)**
- 14 – Routing Code/Leitcode block **(R)**
- 15 – Package identifier block (License Plate) **(R)**
- 16 – Shipment logistics system (VLS) Info

The elements, layout and dimensioning of the labels are the same for all products. The permitted combinations of product, product features and delivery options can be taken from the latest versions of the respective product specifications.

6.4.2   Weltpaket sample label

Special features:
The Weltpaket label has a minimum length of 170 mm based on the special features outlined below. Use of the Identcode in 2/5 interleaved format is absolutely mandatory as an identifier.

Figure 10: Weltpaket sample label with the cash on delivery (COD) and bulky goods services

6.4.3 Logo block

The Deutsche Post logo must be printed at the top left. This logo is required in particular for dutiable shipments, since otherwise payment of duty on postal items is not possible. This type of customs clearance is an essential feature of Weltpaket.

Customers who cannot print the Deutsche Post logo can only add "Deutsche Post" following agreement with DHL.

6.4.4 Sender block

A customer-specific logo can be printed but must not cover the text. "From" is used to the left of the sender block.

The same requirements apply as in relation to the DHL Paket product. The sender country must always be printed in uppercase letters in English.

6.4.5 Recipient block

"To" is printed to the left of the recipient block because these shipments are always sent abroad.
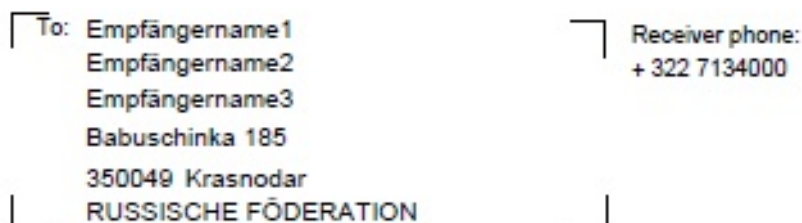
6.4.6 Product features block

The length of the left-hand, inverted (white on black) printed area depends on the number and length of the product features specified.
No time options can be selected for the WELTPAKET product. The right-hand area of this block therefore remains empty.

COD (cash on delivery) is printed for international use to identify the cash on delivery (Nachnahme) service. This is for information purposes for international postal administrations.
Other abbreviations to be specified in the product features block for use of any services can be found in the current version of the "Barcode Specification DHL Paket" in the "Product Features" table.

6.4.7 Shipment information block

Billing No.:	5234567890 5301	Weight:	Piece
Ref. No.:	234-234NH-1/134	**12,0 kg**	**1**
Shipment No.:	53572132005003		
MRN:	06DE405500000394E4 M1/1		

The term "Billing No." is used in international traffic instead of "Abrechnungsnummer" [billing no.]. The same print-related requirements apply as in relation to the DHL Paket product.

The MRN should be shown in combination with a shipment counter (e.g. "M1/3") for consolidated export processing of shipments for which a customs declaration is required or for shipments with a goods value of > EUR 1,000. If no MRN is available at the time of shipment and if consolidated export processing is still used, then the shipment counter in the "MRN" field (e.g. "1/3") must be printed in combination with "Master package" in the "Shipment Ref." field. If consolidated export processing is not used, both entries can be omitted fully.

The specified "Shipment Ref." number can deviate from the actual shipment number where consolidated export processing is used. You will find further details in the Product Specifications "Part C Procedure 53 WELTPAKET".

6.4.8 Handling information – Service block

Nachnahme/Remboursement: 123,40 EUR
Kto/CCP No: 146405123
Bank/Banque: Postbank Dortmund
BIZ/Code Bancaire: 44010046
IBAN: DE12345678901080DU
BIC: PBNKDEFF440

For printing the COD triangle, the same requirements as in relation to DHL Paket apply in terms of printing. This also applies to the additional COD details.

Please note that the French details must be included. The IBAN and BIC are mandatory entries. For further information please refer to the Product Specifications "Part C Procedure 53 WELTPAKET".

6.4.9 Handling information block

The following sample symbols must be printed on the Common Label for the different services Premium, COD (Nachnahme), Bulky Goods (Sperrgut) or Advice of delivery (Rückschein). For details please refer to the Product Specifications "Part C Procedure 53 WELTPAKET".

Nachnahme / Remboursement	Sperrgut / Encombrant	

6.4.10 Sender's instructions block

One of the sender's instructions described below must be printed on every WELTPAKET label.

Note:
This information was formerly printed in the handling information block – service designations. With this specification, the sender's instructions are printed in a separate "Sender's instructions" block below the handling information block – service designations.

Vorausverfügung bei Unzustellbarkeit/ En cas de non-livraison:
Zurück an den Absender, nach 10 Tagen auf dem preiswertesten Weg /
Retourner à l'expéditeur, Aprés 10 jours, par la voile la plus éconimique

Possible sender's instructions:
- "**Zurück an den Absender, nach 10 Tagen auf dem preiswertesten Weg** / Retourneer à l'expéditeur, Aprés 10 jours, par la voile la plus éconimique" [Return to sender after 10 days by most cost-efficient route]
- "**Rücksendung auf dem Luftweg** / Renvoyer à l' expedituer par voie aèrienne." [Return by airmail] or "**Preisgabe** / Traiter comme abandoné" [Abandon]

6.4.11 Routing Code block / Leitcode block

The Routing Code or Leitcode/Identcode or License Plate barcode definition must be printed in plain text above the barcodes. The requirements in accordance with the latest version of the "Barcode Specification DHL Paket" must be observed.

A routing code must always be used; the "Leitcode" is no longer permitted.
The preferred variant of the routing code is the ASC MH10 variant, while the GS1 Standard variant is also possible.

6.4.12 Shipment identifier

The Identcode in 2/5 interleaved format must be used for Weltpaket instead of the License Plate because of international postal agreements with the other postal administrations.
The Routing Code or Leitcode/Identcode or License Plate barcode definition must be printed in plain text above the barcodes. The requirements in accordance with the latest version of the "Barcode Specification DHL Paket" must be observed.