Manual

Electronic posting list

3D FlatFile

Version 1.5

Change history

Version	Date	Status [1]	Type of editing[2]	Editor
0.1	28 Feb. 2005	First draft		H. Hastert-Kirsch C. Willems
0.2	22 Mar. 2005	In progress	Semicolon field separator replaced with pipe sign Maximum number of orders per file limited to 10 Maximum number of shipments per file limited to 999 Return recipient moved from shipment order level to transport order level	C. Willems
0.3	29 Mar. 2005	In progress	Minor textual amendments Addition of a flow diagram; procedure-dependent statuses for the individual procedures	W. Mutsch H. Hastert-Kirsch C. Willems
0.4	22 Apr. 2005	In progress	Minor textual amendments Procedures are specified with 3 digits	W. Mutsch H. Hastert-Kirsch C. Willems
0.5	3 May 2005	In progress	Addition of delivery to a workstation - Addition of fields 28-32 to record type 310 Addition of fields 19-20 to record type 200 for internal purposes In future, product codes (procedures) will be specified as V01, VNN, etc. for transport orders - Record type 300 – fields 11 and 12 restricted to 35 digits (previously 39)	C. Willems
0.6	1 Jun. 2005	In progress	Addition of the "IATA code" field to partner roles 210-250 and 310. A transmission file must only contain orders for one billing number for products 01, NN, 53, 54, 69 and 72 Removal of product code (procedure) V57 Renaming of Europack as DHL Europack	C. Willems H. Hastert-Kirsch
0.7	10 Jun. 2005	In progress	Addition of the statuses to the DHL Classic products Description of field 5 changed in record type 400	C. Willems
0.8	23 Jun. 2005	In progress	Various adjustments	Obad, Ohlwärther, Hastert-Kirsch, Mutsch

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

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

Version	Date	Status [1]	Type of editing[2]	Editor
0.9	30 Nov. 2005	In progress	Addition of "Multicolli National" and "Electronic sender's instructions" to the documentation Expansion of field 5 in record type 330 from 4 to 17 characters Expansion of field 6 in record type 330 from 35 to 40 characters	C. Willems
0.9.1	12 Jun. 2006	In progress	Technical renaming of "Multicolli National" as "Multitrack"	H. Hastert-Kirsch C. Willems
1.0	13 Jun. 2006	Accepted	1) Addition of "Region" field to the partner roles (ISO 3166-2). 2) Addition of fields 16 to 23 to record type 340. 3) Additions to record types 401 and 402. 4) Adjustment of the tables on pages 6 and 8. 5) Additional text on file structure on page 6 6) Expansion and adjustment of the flow diagrams 7) Change of text on transmission time V53	H. Hastert-Kirsch C. Willems
1.1	13 Jun. 2006	In progress	1) Note regarding AWB numbers for procedure 99 in record type 200 (see page 16). 2) Customer-specific reference for single parcel products only in record type 400. In the record type of the 300 series the status was set to N (see page 25).	H. Hastert-Kirsch
1.1.2	26 Oct. 2006	In progress	Text for shipment number amended to include record type 300.	H. Hastert-Kirsch
1.1.3	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
1.1.4	7 Dec. 2006	In progress	Due to the length of the AWB number (10 characters) the "Order number" field is expanded from 9 to 10 digits (field 5 in 200 series record).	H. Hastert-Kirsch, C. Willems
1.1.5	4 Jan. 2007	In progress	Documentation no longer has draft status. The AWB number for DHL Classic is now indicated in field 5 of the 300 series record. The "Order number" field (field 5 in the 200 series record) was changed from 10 to 9 characters. Field 11 of the 200 series record (participation) must be filled with the 01 value in V99.	H. Hastert-Kirsch, C. Willems

Version	Date	Status [1]	Type of editing[2]	Editor
1.2	21 Jun. 2007	In progress	Addition of fields 35-39 for the product "Eigenhändig plus" [Delivery to addressee only plus] to the record type 310 (recipient). Amendment to text in field 6 of the 310 series record. Amendment to version numbers of all record types from 10 to 12.	H. Hastert-Kirsch, C. Willems
1.2.1	3 Nov. 2007	In progress	Expansion of text for reference number field in record type 210 (customer). Here only the EKP number can be handed over. Record type 210 field 4 (page 20). Addition to the field "Contact 1" in record type 210 (customer) for the "Regional parcel [Regionalpaket]" product. Record type 210 field 14 (page 21). Addition to text on routing code. Record type 300 field 18 (page 26). Amendment to text regarding specification of postage types for non-EU countries or special territories or in EU countries Record type 340 field 5 (page 38). Amendment to text regarding the transport order number (page number) Page 17. Addition of the "Transport order number" and "Page number" terms to the glossary. Change to glossary: Due to the "GS1 Germany – Terminology adaptation 2009", ILN changed to GLN = Global Location Number. GLN was added to the glossary. The term ILN was marked accordingly.	H. Hastert-Kirsch Wolfgang Mutsch
1.2.2	15 Jun. 2009		Addition of the "Bypass pickup" note for collective customs clearance in procedure 54 (see page 40). Use of the "Contact 1" field for indicating the "Unfrei Kundennummer" [Carriage forward customer number] to the recipient for procedure 72 (see page 28).	Harald Hastert-Kirsch

Version	Date	Status [1]	Type of editing[2]	Editor
1.3	15 Jun. 2009	In progress	Extension of record type 310 to include fields 39 – 43 for the IDP product (from 2010). New record type 320 for shipment notification and ParcelAlert Amendment to version numbers of all record types from 12 to 13.	Harald Hastert-Kirsch
1.3	10 Jul. 2009	In progress	Addition of first name and surname for the IDP service (see pages 28and 29).	Harald Hastert-Kirsch
1.3.1	30 Jul. 2009	In progress	Amendment of text for the date of birth in conjunction with the IDP service (see page 30).	Harald Hastert-Kirsch
1.3.2	30 Jul. 2009	In progress	Amendment of text: Identity and age check Premium replaced with IDP only (see page 30). Identity and age check (from 2010) is indicated in the glossary. Current product names adjusted. Text on the sender ID for notifications in procedure 72 added (see page 21). Text added on the recipient phone number for notifications in procedure 72 (see page 29). Text for postal code number of the recipient added. The status information has been updated (see page 28). The limitation of transport orders within the file has been removed (see page 17).	Harald Hastert-Kirsch
1.3.3	1 Dec. 2009		Text added on the EKP number in conjunction with the customer (see page 22). The use of a bank name for cash on delivery is optional (see page 45).	Harald Hastert-Kirsch
1.3.3	8 Feb. 2011	Revision	Correction of some content error and text errors	Manuel Lohrum
1.3.4	27 Feb. 2011	Revision	Procedure 69 removed Addition of the payer account number to procedure V99 (see page 19). Addition of the Facility ID. Expansion of the field length (see page 36). Text of EXW (ex works) account number changed to import customer number.	Harald Hastert-Kirsch, Wolfgang Mutsch

Version	Date	Status [1]	Type of editing[2]	Editor

1.4	1 Dec. 2011	Revision	Addition of the following fields:
			
			- Nationality
			  Text 1 and 2 to be displayed for IDP(2010) (record type
			  310)
			- International passport
			  added as ID type for IDP(2010) (record type
			  310)
			- IDP_CONF expanded to include vectors 10 and 12
			  (record type 310).
			- Contact 2 field in conjunction
			  with IDP(2010) is obligatory as of now
			  (record type 310).
				Manuel Lohrum

1.4.1	19 Jun. 2012	Revision	Addition of the relevant items in record type 310 for correct addressing of Packstations and storage of the PostNumber for recipient services Version number amended from 13 to 14.	Manuel Lohrum

1.5	17 May 2013	Revision	- Expansion of record type 330 to include
			  items 17 (BIC) and 18 (IBAN)
			- Shipment notification service renamed DHL
			  advance parcel notification
			- New functionality in record type 310:
			  item 20 (e-mail address) for the DHL
			  advance parcel notification
			- The DHL advance parcel notification
			  can solely be provided by e-mail
			  in future.
				Manuel Lohrum

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1 General information

DHL offers its customers the opportunity to transmit messages between their own shipping logistics system and the DHL systems via an electronic interface. To this end, the customer transmits order data to DHL in the form of electronic posting lists.
The 3D FlatFile format is used as a standardised posting format for the DHL Classic (see Glossary), Danzas and DHL PAKET products.

This documentation describes the layout of the electronic posting list in the 3D FlatFile format.
Further important information for the implementation of electronic posting lists can be found in our product specifications for the respective procedures.

1.1 Basis for electronic data exchange

Electronic data exchange is based on the EDI Agreement. It comprises the rights and obligations of the two contractual parties (customer – DHL). The contact for this is the supporting DHL Vertriebs GmbH & Co. OHG contact.

1.2 Technical connection

If you have any questions on the technical connection and the product codes (procedures)/products please contact your DHL CIS/CIM consultant. He will provide you with information on the various options and their respective prerequisites. He will also establish initial contact with DHL's EDI clearing centre and help you with completing the request for network access.

2 File structure

2.1 General descriptions

- The 3D FlatFile format consists of individual records.
- Each record consists of individual items that are separated by a pipe sign (|) (postfix).
- Each record starts with a document ID, the version and the record type ID and is terminated with a CR+LF.
- The field lengths are variable, but a maximum length is defined for each field.
- As the pipe sign (|) is used as a field separator, **no** pipes can be used within the data fields.
- If no information is available, the pipe must be entered as a field separator.
- No spaces may be inserted before or after the field separators.
- In mandatory fields, only the requested information may be indicated, and no space may be transmitted as replacement.
- Leading zeros (in numeric fields) may only be used where this is specified in the field description.
- The *decimal point* "." is used as a decimal separator.
- The 3D FlatFile format starts with a data header and ends with an "end of file" record.
- The 3D FlatFile format may contain one or more transport orders (max. 10).
- The 3D FlatFile must be clear of product codes (procedures), i.e. all orders within a file must have the same product code (procedure).
- For procedures 01, NN, 53, 53, 54 and 72, the transmission file must only contain orders for one billing number (billing number = customer number + product code + participation). For each billing number, a transmission file with one or more orders must be created.
- A transport order starts with a transport order header and ends with an "end of transport order" record.
- A transport order is structured into one or more shipments (max. 999) where each shipment consists of one or more items.

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3D FlatFile format

- For international product codes (procedures) with return recipient, one transport order must be generated for every return recipient.
- For electronic sender's instructions (ESI) with return recipient, one transport order must be generated for every return recipient.
- The character set used is Latin 1.
- For "Multi-parcel tracking" in procedures 01 and NN, a shipment level (record type ID 300) must be created for every package in a multi-parcel shipment (max. 11 packages).

  For each of these shipments (= package) two service records (record type ID 330) must be provided:

  1) A service record with service code ZI20. The "service attribute" field of this service record must be filled with the Identcode or license plate of the master package.

  2) A service record with service code MC**01**, MC**02**, …, MC**11** for the total number of packages in this multi-parcel shipment. The "service attribute" field is used to record the number of the package within the multi-parcel shipment (1, 2,...11) for this service record.

  The Identcode or license plate in the position and service record (ZI20) are identical in the shipment of the master package.
  The product key of the multi-parcel shipment must be detailed for every package in the multi-parcel shipment.
  Please note that all packages in a multi-parcel shipment are listed in one transport order. The packages in a multi-parcel shipment must be listed below one another in this transport order, in the sequence in which they are entered on the label.
  Packages of other multi-parcel shipments or other individual packages must not be listed between the packages of a multi-parcel shipment.
- For the "Sendungsadvise" [Shipment notification] service, an additional notification record (record type ID 320) must be added for each package for which a notification has been requested.

- In procedure 53 the record types 340 (customs record), 401 (customs detail) and, if required, record type 402 must only be specified if the electronic posting list is also used as a customs declaration (this must first be agreed with the responsible CIS consultant).

					Max.	M/C
	File header				Max. 1 x	M
		Transport order header			Max. 1 x	M
			Shipper		Max. 1 x	M
			Other parties involved		Max. 4x	C
			Shipment header		Max. 1 x	M
			Recipient		Max. 1 x	M
1 x	1 - s	1 - 999 x	Notifications		Max. 10 x	C
			Services		Max. s x	C
			Customs		Max. 1 x	C
				Item	Max. s x	M
			1 – s x	Customs detail	Max. 999 x	C
				Document	Max. 9 x	C
				Dangerous Goods	Max. 1 x	C
	End of transport order				Max. 1 x	M
End of file					Max. 1 x	M

2.2 Name of the transmission file

The name of the transmission file must be structured as follows.

eeeeeeeeee_tt_vvv_nnn_CCYYMMDD.dat

eeeeeeeeee:	unique, numerical customer number, identical to field 8 of record type 200
tt:	2-digit, possibly alphanumeric, participation of the customer as an addition to the customer number; identical to field 11 (participation) of record type 200. For V99 this must always be specified as "01".
vvv:	3-digit product code (procedure); identical to field 10 of record type 200
nnn:	only the last three digits (possibly filled with leading zeros on the left) of the transport order number are specified in the file name; it is identical to field 5 of record type 200; unique and continuous number per customer number + product code (procedure) + participation. In the event of multiple transport orders, the transport order number of the first transport order must be included in the file name.
CCYYMMDD:	Date of creation of this file; it is identical to field 5 (date of creation) of record type 100

The file name is used to resolve transmission problems between the customer and employees of DHL.

The file name must be entered in field 10 of record type 100 for all transmission types.

2.3 Notes on data transfer

While transmitting the electronic posting list to the FTP account it is essential that data cannot be picked up if it is incomplete.
Various options are available, e.g. the file is transferred as a temporary file, the sizes of the file on the FTP server (destination directory) and in the local source directory are compared. If the size matches, the temporary file will be renamed on the server, otherwise the file will be deleted and a local error message is generated if necessary.

Example process flow description:

1. ls "/prod/in/"

2. put "C:\DOKUME~1\ADMINI~1\LOKALE~1\Temp\eeeeeeeeee_tt_vvv_nnn_YYYYMMDD.dat"
"/prod/in/TEMP_ eeeeeeeeee_tt_vv_nnn_YYYYMMDD.dat"

!echo put successful !

ls "/prod/in/"

3. ren "/prod/in/TEMP_ eeeeeeeeee_tt_vv_nnn_YYYYMMDD.dat" "/prod/in/
eeeeeeeeee_tt_vvv_nnn_YYYYMMDD.dat*"*

2.4 Overview of record type IDs

All record types are ascending in accordance with their position in the 3D FlatFile.
The record type IDs are preset and identify the function within the 3D FlatFile.

ID	Record type	Function		Repetition	Status
100	File header	File header		Max. 1 x	M
200	Transport order header	Transport order header		Max. 1-s x	M
210	Customer		Order-related PR	Max. 1 x	M
220	Freight forwarder		Order-related PR	Max. 1 x	C
230	Invoice recipient		Order-related PR	Max. 1 x	C
240	Importer		Order-related PR	Max. 1 x	C
250	Return recipient		Order-related PR	Max. 1 x	C
300	Shipment			Max. 999 x	M
310	Recipient		Package-related PR	Max. 1 x	M
320	Notifications			Max. 10 x	C
330	Service information			Max. 1 - s	C
340	Customs information			Max. 1 x	C
400	Item			Max. 1 - s	M
401	Customs detail record for the item			Max. 1 – 999	C
402	Document record			Max. 1 – 9	C
410	Dangerous Goods			Max. 1 x	C
500	End of transport order	End of transport order		Max. 10 x	M
600	End of file	End of file		Max. 1 x	M

Table 1: Overview of record type functions

Individual or Mehrkolli shipments in procedure 01

100	**File header record**	
200	**Transport order header**	
210	Customer	
220	Freight forwarder	
230	Invoice recipient	
240	Importer	
250	Return recipient	
300	**Shipment record**	Shipment 1
310	*Partner role record*	Recipient
330	Service information	
330	Service information	
340	*Customs record*	
400	Item record	Item 1
300	**Shipment record**	Shipment 2
310	*Partner role record*	Recipient
330	Service information	
400	Item record	Item 1
401	Customs detail record	
402	Document record	
410	Dangerous goods record	
500	**End of transport order**	

Shipment or Mehrkolli shipment in procedure 72

100	**File header record**	
200	**Transport order header**	
210	Customer	
220	Freight forwarder	
230	Invoice recipient	
240	Importer	
250	Return recipient	
300	**Shipment record**	Shipment 1
310	*Partner role record*	Recipient
330	Service information	
330	Service information	
340	*Customs record*	
400	Item record	Item 1
410	Dangerous goods record	
400	Item record	Item 2
400	Item record	Item 3
400	Item record	Item 4
400	Item record	Item 5
410	Dangerous goods record	
500	**End of transport order**	
600	**File end record**	

Example:

```
787|14|100|ICR1|20050322|1340|5012345678|DPAG-EDICC|VLSSOFT|||1|
787|14|200|TA1|.....
787|14|210|REFERENZ|NAME1|.....
787|14|220|REFERENZ |NAME1|.....
787|14|230|REFERENZ |NAME1|.....
787|14|300|SHP1|.....
787|14|310|SHP1|REFERENZ |.....
787|14|320|SHP1|......|
787|14|330|SHP1|......
787|14|330|SHP1|.......
787|14|330|SHP1|.....
787|14|340|SHP1|......
787|14|400|SHP1|POS1|.....
787|14|300|SHP2|.....
787|14|310|SHP2|REFERENZ |.....
787|14|330|SHP2|.....
787|14|330|SHP2|.....
787|14|340|SHP2|.....
787|14|400|SHP2|POS1|.....
787|14|400|SHP2|POS2|.....
787|14|401|SHP2|POS2|.....
787|14|401|SHP2|POS2|.....
787|14|402|SHP2|POS2|.....
787|14|400|SHP2|POS3|.....
787|14|400|SHP2|POS4|.....
787|14|400|SHP2|POS5|.....
787|14|500|TA1|.....
787|14|600|ICR1|1|
```

Shipment 1

Shipment 2

Transport order

File

2.5 Document type

Every record starts with document type 787 = Bordereau.

Document type	787 = Bordereau

787|14|100|..   File header for a transport order

2.6 Version and record type ID

The document type is always followed by the version and the record type ID

787|14|**100|**..   File header
787|14|**200|**..   Transport order header

Document type	787 = Bordereau
Version	14 = Version 1.4
Record type ID	200 = Document header

2.7   Transmission times

Procedure	Transmission time
V01	On the same day as the pick-up
VNN	As early as possible, but no later than 6 p.m. on the day of the pick-up
V53	On the same day as and no later than the pick-up
V54	As early as possible but no later than the time of pick-up
V72	As early as possible, but no later than 6 p.m. on the day of the pick-up
V99	As early as possible but no later than the time of pick-up

3   Description of the individual record types

3.1   Basic information

- Not every field (information) is required in every procedure. The status of the procedure is therefore specified for every field of a record type.

- There are six different status types:

    - M → Mandatory
    - C → Conditional
    - D → Dependent
    - A → Advised
    - O → Optional
    - N → Not Used

- A detailed explanation of the status types can be found in *Section 5.1.*

- The individual fields are separated from each other by means of the pipe sign (ASCII 124$_{10}$ or 7c$_h$). If a field is not filled, the separator must still be entered.

- Two different data types can be distinguished
    - an → alphanumeric
    - n → numeric

- The field lengths are specified as follows:
    an3 = The field must be alphanumeric and always has the length 3.
    n..3 = The field must be numeric and may have between 0 and 3 digits. If the field has
        M status, then the field must have at least 1 digit and no more than 3 digits.

3.2   File header (record type ID 100)

- This record type must always be specified.
- It is used once for every transmission file.
- It is the first record in the transmission file.

File header		Once per file									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Cust oms	No custo ms
1	787 = Bordereau		Document function	an3	"787" for a transport order	M	M	M	M	M	M	M
2	Version		Version of the record type	n2	Constant: "14"	M	M	M	M	M	M	M
3	Record type ID = 100		Identifies the function of the record type see Table 1	n3	Constant: "100"	M	M	M	M	M	M	M
4	ICR number		Is used to identify the transmission file. Is issued by the sender, identical to the ICR number field in the end-of-file record.	n..14		M	M	M	M	M	M	M
5	Date of creation		Date of the file	n8 CCYYMMDD		M	M	M	M	M	M	M
6	Time of creation		Time of the file	n..4 HHMM		M	M	M	M	M	M	M

File header		Once per file									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
77	Data sender		Customer number of the creator of this transmission file. For V99 the DHL Classic customer number followed by a decimal point and the postal code number of the dispatch point must be specified. E.g. 140000000.54294	an..35		M	M	M	M	M	M	M
8	Data recipient		ID of the recipient of this transmission file	an..35	Constant: "DPAG-EDICC"	M	M	M	M	M	M	M
9	Creation software		Name and version of the software that was used to create the posting	an..17	E.g. name and version of the VLS system	M	M	M	M	M	M	M
10	File name		Name of the transmission file	an..50		M	M	M	M	M	M	M
11	Processing time stamp		Time stamp to indicate the time the transmission file was created	n14 CCYYMMDD HHMMSS		M	M	M	M	M	M	M
12	Test code		Identifies a test file	an..1	1 = test file blank = in live operation	D	D	D	D	D	D	D

3.3   Transport order header (record type ID 200)

- Record type 200 starts off the transport order.
- A transport order may contain a maximum of 1 - s shipments.

Transport order header	Min. 1 – max. s times per file									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Cust oms	No custo ms
1	787 = Bordereau	Document function	an3	"787" for a transport order	M	M	M	M	M	M	M
2	Version	Version of the record type	n2	Constant: "14"	M	M	M	M	M	M	M
3	Record type ID = 200	Identifies the function of the record type see Table 1	n3	Constant: "200"	M	M	M	M	M	M	M
4	Transport order reference	Sequential number of the transport order in the transmission file	an..14		M	M	M	M	M	M	M

Transport order header		Min. 1 – max. s times per file									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
5	Order number (page number)		The transport order number is a continuously ascending counter per transport order = posting list (record type 200 to 500) for invoice verification across files. If a transport order number is missing, we assume a missing electronic posting list and our clearing department will query this with the customer. The clearing departments only use the first 3 digits from the right. To simplify matters, however, a consecutive number with a maximum of 9 digits has been permitted.	an..9	The order number must be incremented independently for each customer number + product code + participation = billing number. Special cases: The same counter is used for procedures V01 and VNN with the same customer number and the same participation. Electronic sender instruction files must have a separate counter.	M	M	M	M	M	M	M
6	Posting date		Date of posting/transfer	n8 CCYYMMDD		M	M	M	M	M	M	M
77	Time of posting		Time of posting/transfer	n6 HHMMSS		M	M	M	M	M	M	M

Transport order header			Min. 1 – max. s times per file									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
8	Customer number		Customer number	n..10	For procedures V01, VNN, V54 and V72, the EKP number must be specified. For V99 the DHL Classic customer number.	M	M	M	M	M	M	M
9	Postexpress customer number/ payer account number			an..35	Postexpress customer number for procedure V72. If not available, please leave the field blank. In procedure V99, the "Payer account number" can be transferred here. Please refer to the respective product specifications for more information.	N	N	N	N	O	O	O
10	Product code (procedure)			an3	E.g. V01=DHL Paket V99=DHL-Classic etc.	M	M	M	M	M	M	M

Transport order header			Min. 1 – max. s times per file								V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
11	Participation		2-digit value for differentiation purposes during billing	an2	Must be filled with "01" for V99.	M	M	M	M	M	M	M
12	Acceptance		Place of acceptance	n2	See code list in the Annex	M	M	M	M	M	N	N
13	Place of posting		Reference number of the place of posting	an..4	See code list in the Annex	M	M	M	M	O	N	N
14	Customer reference		Customer-specific reference number for the transport order	an..35	The customer reference may be indicated for the procedures, but it will not be stated on the invoice as an order-related reference.	O	O	O	O	O	N	N
15	Reference number		Reference number of the poster for complete posting	an..35	The poster's reference may be indicated for the procedures, but it will not be stated on the invoice as an order-related reference.	O	O	O	O	O	N	N
16	Order code			an..512		N	N	N	N	N	N	N
17	Transport order text			an..512		N	N	N	N	N	N	N
18	Invoice text			an..512		N	N	N	N	N	N	N
19	Reserved for internal purposes.			an..9		N	N	N	N	N	N	N
20	Reserved for internal purposes.			an..3		N	N	N	N	N	N	N

3.4   Partner roles for the transport order (record type IDs 210-250)

The "Customer" partner role (record 210) must be specified.
If a return recipient is required in procedure V54, all packages of a billing number and a return recipient are combined in a separate order/message.
For the status of the other partner roles please refer to the respective product specifications or the Annex to the electronic posting list ("Status of the partner roles" table).

Address details	Min. 1 – max. 5 times per transport order									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Cust oms	No custo ms
1	787 = Bordereau	Document function	an3	"787" for a transport order	M	M	M	M	M	M	M
2	Version	Version of the record type	n2	Constant: "14"	M	M	M	M	M	M	M

3	Record type ID = 2XX
	  210 = Customer
	  220 = Freight forwarder
	  230 = Invoice recipient
	  240 = Importer
	  250 = Return recipient
		Identifies the function of the record type see Table 1	n3	For V99 only the 210 record is specified.	M	M	M	M	M	M	M

3D FlatFile format

Address details		Min. 1 – max. 5 times per transport order								V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
4	Reference number	Reference number	an..35	With the "Customer" partner role (record 210), the 10-digit EKP no. must be entered. An individual reference may be transferred for all partner roles. For further information on the indication of the partner identification, please refer to the respective product specifications.	D	D	D	D	D	N	N
5	Name1	Name field 1	an..35		M	M	M	M	M	M	M
6	Name2	Name field 2	an..35		O	O	O	O	O	N	N
77	Name3	Name field 3	an..35		O	O	O	O	O	N	N
8	Street		an..35	Street for the partner role	M	M	M	M	M	M	M
9	House number		an..5	The house number should be stated.	D	D	D	D	D	D	D
10	House number add-on	Supplementary text regarding the house number	an..35	E.g. building or floor	N	N	N	N	N	O	O
11	Town/city		an..35		M	M	M	M	M	M	M

3D FlatFile format

Address details	Min. 1 – max. 5 times per transport order										V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
12	Postal code		an..17	The postal code for the partner role is mandatory for all countries with a postal code system.	D	D	D	D	D	D	D
13	Country	Country code in accordance with ISO 3166 (see code list in the Annex)	an2 ISO 3166	Two-character alphanumeric country code	M	M	M	M	M	M	M
14	Contact 1	Name or department of the contact	an..17	With procedure 01 in conjunction with "Regionalpaket", please observe the additions in the product specifications.	D	O	O	O	O	M	M
15	Contact 2	Name or department of the contact	an..35	Contact person for partner role. With procedure V72 in conjunction with the ident service "SMS Zustellavise" [Text message advice], the sender ID for the customer is indicated here. Please refer to the glossary and the latest product specifications for further information.	O	O	O	O	D	N	N

Address details	Min. 1 – max. 5 times per transport order									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
16	Phone	Telephone number of the contact	an..35	For procedure V99, it is mandatory to specify at least one communication contact (phone, fax, e-mail) for the shipper.	O	O	O	O	O	D	D
17	SMS	Mobile phone number of the contact	an..40		O	O	O	O	O	N	N
18	FAX	Fax number of the contact	an..35	For procedure V99, it is mandatory to specify at least one communication contact (phone, fax, e-mail) for the shipper.	O	O	O	O	O	D	D
19	EMAIL	E-mail address of the contact	an..70	For procedure V99, it is mandatory to specify at least one communication contact (phone, fax, e-mail) for the shipper.	O	O	O	O	O	D	D
20	VAT number	VAT number	an..35		N	N	N	N	N	O	O
21	Import customer number		an..35	The import customer number of the recipient or TCSEXPORT must be specified for V99.	N	N	N	N	N	D	D
22	SMS communication code		an..2	"KS"	O	O	O	O	O	N	N
23	FAX communication code		an..2	"KF"	O	O	O	O	O	N	N
24	E-MAIL communication code		an..2	"KM"	O	O	O	O	O	N	N

Address details	Min. 1 – max. 5 times per transport order									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
25	IATA code	IATA code	an..3	In procedure 99, the place of posting must be transferred here. Please consult the respective product specifications.	N	N	N	N	N	M	M
26	Region	In accordance with ISO 3166-2	an..9		N	N	O	N	N	N	N

3.5   Shipment (record type ID 300)

Details on the shipment	Min. 1 – max. 999 times per transport order				V01	VNN	V53	V54	V72	V99	
										Customs	No customs
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
1	787 = Bordereau	Document function	an3	"787" for a transport order	M	M	M	M	M	M	M
2	Version	Version of the record type	n2	Constant: "14"	M	M	M	M	M	M	M
3	Record type ID = 300	Identifies the function of the record type see Table 1	n3	Constant: "300"	M	M	M	M	M	M	M
4	Consecutive shipment counters	Consecutive number per shipment in the transport order	n..6	Increment counter	M	M	M	M	M	M	M

Details on the shipment		Min. 1 – max. 999 times per transport order									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
5	Shipment number		Shipment number for all subsequent items	an..39	For individual shipment in procedure V01, VNN, V53, V54 and V72 as well as for multi-parcel tracking in procedure V01 (item corresponds to a parcel with reference to the master parcel in record type 330) the package code is specified here (identical to field 12 in record type 400). For Mehrkolli shipments in procedure V72, the package code of the master parcel (code of the first parcel) is specified here. For procedure V99 the AWB number must be specified here.	M	M	M	M	M	M	M
6	Total weight		Total weight of all packages in this shipment in kg	n..18 0.000		O	O	O	O	O	M	M

Details on the shipment	Min. 1 – max. 999 times per transport order									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
77	Total volume	Total volume of all items in the posting list in m³	n..18 0.000	For V99 the total volume of high-volume shipments must be specified.	O	O	O	O	O	M	M
8	Number of parcels	To indicate the total number of parcels in this shipment.	n..3		O	O	O	M	O	M	M
9	Number of pallets	To indicate the total number of pallets in this shipment.	n..3		N	N	N	N	N	N	N
10	Number of shipments	To indicate the total number of items in this shipment.	n..18		A	A	A	A	M	M	M
11	Customer reference for the shipment	Customer-specific reference number of the customer for the shipment	an..35	For V99 the first 12 digits are taken over. The number may be indicated for the other procedures but it will only appear as an order-related reference in the invoice if the 400 record does not contain a reference relating to the package.	O	O	O	O	N	O	O

Details on the shipment	Min. 1 – max. 999 times per transport order									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
12	Reference number for the shipment	Customer-specific reference number of the poster for the shipment	an..35	Contains the reference number of the poster for the shipment The number will not appear as an order-based reference in the invoice.	O	O	O	O	N	N	N
13	Destination		an..25		N	N	N	N	N	O	O
14	Route number	Details on the route number	an..17		N	N	N	N	N	N	N
15	Order code		an..512		O	O	O	O	O	N	N
16	Order text	Description of contents	an..512		O	O	O	O	O	M	M
17	Invoice text		an..512		O	O	O	O	O	N	N
18	Routing code/Leitcode	Routing code/ Leitcode of the package.	an..35	Please refer to the respective product specifications to establish whether and how to use the Leitcode or routing code.	D	D	D	D	D	N	N

Details on the shipment	Min. 1 – max. 999 times per transport order									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
19	Product	For procedures V01 to V72 the product key must be specified. For V99 the product must be specified here, e.g. WPX or ECX, etc.	an..35		M	M	M	M	M	M	M
20	Runtime agreement		an..1		O	O	O	O	O	N	N
21	Expected delivery date	Date	n8 CCYYMMDD		O	O	O	O	O	N	N
22	Expected delivery time	Time	n4 HHMM		O	O	O	O	O	N	N
23	Alert		an..2		O	O	O	O	O	N	N
24	Notification		an..2		O	O	O	O	O	N	N

3.6 Recipient (record type ID 310)

Status of the partner roles: see "Status of the partner roles" table in the Annex

Recipient	Once per shipment									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
1	787 = Bordereau	Document function	an3	"787" for a transport order	M	M	M	M	M	M	M
2	Version	Version of the record type	n2	Constant: "14"	M	M	M	M	M	M	M
3	310 = Recipient	Identifies the function of the record type see Table 1	n3	Recipient = "310"	M	M	M	M	M	M	M
4	Consecutive shipment counter	Consecutive number per shipment in the transport order	n..3	Identical to the value in field 4 of the shipment header	M	M	M	M	M	M	M
5	Reference number	Reference number for the partner role	an..35		A	A	A	A	A	A	A
6	Name1	Name1 of recipient	an..35	With "Eigenhändig plus" [Delivery to addressee only plus], the first name and surname of the recipient must be specified.	M	M	M	M	M	M	M

3D FlatFile format

Recipient		Once per shipment									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Cust oms	No custo ms
77	Name2		Name2 of recipient	an..35	When using the recipient service or addressing to Packstations, the personal 6 to 10-digit PostNumber of the recipient must be entered here.	O	O	O	O	O	N	N
8	Name3		Name3 of recipient	an..35		O	O	O	O	O	N	N
9	Street		Street of recipient	an..35	When addressing items to Packstations, the term "Packstation" must be entered here.	M	M	M	M	M	M	M
10	House number		Recipient's house number	an..5	The house number should be stated. When addressing items to Packstations, the Packstation number must be entered here.	D	D	D	D	D	D	D
11	House number add-on		Supplementary text regarding the house number	an..35	E.g. building or floor	O	O	O	O	O	O	O
12	Town/city		Recipient's town/city	an..35		M	M	M	M	M	M	M
13	Postal code		Postal code of recipient	an..17	The postal code is a mandatory field for all recipient countries with a postal code system.	M	M	D	D	M	D	D
14	Country		Country code in accordance with ISO 3166 (see code list in the Annex)	an2 ISO 3166		M	M	D	D	M	M	M

3D FlatFile format

Recipient		Once per shipment										V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
15	Contact 1		Name or department of the contact	an..17	Important note: For V99 a contact must be specified for "Unfreie Sendungen" [Carriage forward shipments] In procedure V72 with "Unfreie Sendungen/Paketen" [Carriage forward shipments/parcels], the carriage forward customer number must be specified as well. **When using IDP, the surname is mandatory.**	D	D	O	O	D	M	D

Recipient		Once per shipment									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
16	Contact 2		Name or department of the contact	an..35	Important note: **When using IDP, the first name is mandatory.** The recipient's mobile number is indicated here when using procedure 72 in conjunction with the "SMS Zustellavise" [Text message delivery notification] ident service.	D	D	O	O	D	N	N
17	Phone		Telephone number of the contact	an..35	For V99, it is mandatory to specify at least one communication contact (phone, fax, e-mail) for the shipper. For V99 the information of at least one telephone number for carriage forward shipments must be specified.	O	O	O	O	O	O	D
18	SMS		Mobile phone number of the contact	an..40		O	O	O	O	O	N	N

Recipient		Once per shipment									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
19	FAX		Fax number of the contact	an..35	For V99, it is mandatory to specify at least one communication contact (phone, fax, e-mail) for the shipper.	O	O	O	O	O	O	O
20	E-MAIL		E-mail address of the contact	an..70	For V99, it is mandatory to specify at least one communication contact (phone, fax, e-mail) for the shipper. By using this segment in procedures 01 and NN, the recipient is e-mailed an automatic advance notification (DHL advance parcel notification) on the day before his parcel shipment is delivered.	O	O	O	O	O	O	O
21	VAT number		VAT number	an..35		N	N	O	O	N	O	O
22	EXW account number			an..35		N	N	N	N	N	N	N
23	SMS communication code			an..2	"ES"	O	O	O	O	O	N	N
24	FAX communication code			an..2	"EF"	O	O	O	O	O	N	N
25	E-MAIL communication code			an..2	"EM"	O	O	O	O	O	N	N

Recipient		Once per shipment									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
26	IATA code/facility ID		IATA code, e.g. for the destination	an..35	In procedure 99, the destination must be transferred here. Please consult the respective product specifications.	O	O	O	O	O	M	M
27	Internal use			an..1		N	N	N	N	N	N	N
28	Internal use			an..1		N	N	N	N	N	N	N
29	Job description		Job description of the contact	an..35		D	N	N	N	N	N	N
30	Office/room number		Job description of the contact	an..35		D	N	N	N	N	N	N
31	Building		Building number or ID of the contact	an..35		D	N	N	N	N	N	N
32	Floor		Floor number of the contact	an..35		D	N	N	N	N	N	N
33	Comments		Text notes of the customer	an..35		D	N	N	N	N	N	N
34	Region		In accordance with ISO 3166-2	an..9		N	N	O	N	N	N	N
35	Date of birth		Date of birth or recipient (for "Eigenhändig plus" [Delivery to addressee only plus] and "IDP")	n..8 CCYYMMDD	With "Eigenhändig plus" [Delivery to addressee only plus], this field is filled out if age testing is specified by the sender.	D	D	N	N	N	N	N

3D FlatFile format

Recipient		Once per shipment									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Cust oms	No custo ms
36	ID number		ID number of recipient (for "Eigenhändig plus" [Delivery to addressee only plus] and "IDP")	an..20	ID card or passport number. Mandatory field for "Eigenhändig plus" [Delivery to addressee only plus]:	D	D	N	N	N	N	N
37	ID type		Type of ID (for "Eigenhändig plus" [Delivery to addressee only plus] and "IDP")	an..2	Mandatory field for IDP: 01=ID card 02=Passport 04=Internat. passport	D	D	N	N	N	N	N
38	Issuing authority		Authority which has issued the ID card or passport (for "Eigenhändig plus" [Delivery to addressee only plus] and "IDP")	an..30	Mandatory field for "Eigenhändig plus" [Delivery to addressee only plus]:	D	D	N	N	N	N	N
39	Minimum age		Minimum age of recipient (for "Eigenhändig plus" [Delivery to addressee only plus] and "IDP")	n..2	The minimum age of the recipient to whom the shipment is to be sent (mandatory only for "Eigenhändig plus" [Delivery to addressee only plus] with age check).	D	D	N	N	N	N	N
40	Registered address – City		City of the registered address according to the ID card (for IDP).	an..35	Registered address and address of the recipient may differ	D	D	N	N	N	N	N

Recipient		Once per shipment									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Cust oms	No customs
41	Registered address – City district		City district of registered address according to the ID card (for IDP).	an..35	Registered address and address of the recipient may differ	D	D	N	N	N	N	N
42	Registered address – Street/ house number		Street and house number of the registered address according to the ID card (for IDP).	an..35	Registered address and address of the recipient may differ	D	D	N	N	N	N	N
43	Contract handling		Specification whether this relates to contract handling. (for IDP).	n..1	0 = No, 1 = Yes	D	D	N	N	N	N	N
44	Contract identifier		Identifier of the contract (field 43) (for IDP).	an..35	This should be an identifier which is also printed as a barcode in addition to the plain text. The barcode is then scanned by the delivery agent. A password can be used upon request.	D	D	N	N	N	N	N

Recipient		Once per shipment									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Cust oms	No custo ms
45	IDP-CONF		The IDP-CONF field is a vector field. Each segment digit from left to right indicates a field that is to be checked. Note: Fields 11 and 13-15 are not used at present and must be filled with zeroes. 1 Surname 2 First name 3 Date of birth 4 Minimum age 5 ID card type 6 ID card number 7 Registered address 8 Contract handling 9 Contract identifier 10 Nationality 12 Free text fields (see also IDP code list in the Annex).	n15	0 = not selected 1 = selected, correction by the delivery agent not allowed 2 = selected, correction by the delivery agent allowed	D	D	N	N	N	N	N
46	Nationality		Nationality of the recipient in conjunction with IDP.	an2	The 2-digit country code according to ISO 3166 is transferred here to specify the recipient's nationality.	D	D	N	N	N	N	N

Recipient		Once per shipment									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Cust oms	No custo ms
47	IDP free text field 1		Description text of a freely definable check criterion which can be stored by agreement with DHL.	an..50		D	D	N	N	N	N	N
48	IDP free text field 2		The field contains the text relating to the check criterion.	an..50		D	D	N	N	N	N	N

3.7 Notifications (record type ID 320)

Record type 320 is only specified in procedures 01 and NN in conjunction with a notification request

Notifications	10 times per shipment										V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
1	787 = Bordereau	Document function	an3	"787" for a transport order	M	M	N	N	N	N	N
2	Version	Version of the record type	n2	Constant: "14"	M	M	N	N	N	N	N
3	Record type ID = 320	Identifies the function of the record type see Table 1	n3	Constant: "320"	M	M	N	N	N	N	N
4	Consecutive shipment counter	Consecutive number per shipment in the transport order	n..6	Identical to the value in field 4 of the shipment header	M	M	N	N	N	N	N
5	Notification module	Indicates the type of notification (see code list in the Annex).	an..2	Example: A1	M	M	N	N	N	N	N
6	Parcel name	Contains a name of the parcel which can be issued by the customer.	an..100	Only for ParcelAlert	D	D	N	N	N	N	N
77	Address add-on	Information on the delivery location	an..35	Only with module "C"	D	D	N	N	N	N	N
8	Email1	E-mail address 1 of the notification recipient	an..70		O	O	N	N	N	N	N

3D FlatFile format

Notifications	10 times per shipment									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
9	Email2	E-mail address 2 of the notification recipient	an..70	Only for ParcelAlert	O	O	N	N	N	N	N
10	Email3	E-mail address 3 of the notification recipient	an..70	Only for ParcelAlert	O	O	N	N	N	N	N
11	Blank field	Dummy field	an..40		N	N	N	N	N	N	N
12	Language	Country code in accordance with ISO 3166, indicating the language for the notifications.	an..2	Example: DE	O	O	N	N	N	N	N
13	Attribute	Dummy field	an..100	Dummy field	O	O	N	N	N	N	N

3.8   Services (record type ID 330)

Record type 330 is only transferred in connection with services, additional information and product information where additional information is required, e.g.: amount, bank details, multi-parcel, Direct Injection, Bypass Pick-up, etc.
Please refer to the respective product specifications and the Annex to the electronic posting list

Services		0 to s times per shipment								V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
1	787 = Bordereau	Document function	an3	"787" for a transport order	M	M	M	M	M	M	M
2	Version	Version of the record type	n2	Constant: "14"	M	M	M	M	M	M	M
3	Record type ID = 330	Identifies the function of the record type see Table 1	n3	Constant: "330"	M	M	M	M	M	M	M
4	Consecutive shipment counter	Consecutive number per shipment in the transport order	n..6	Identical to the value in field 4 of the shipment header	M	M	M	M	M	M	M
5	Service code	Coded entry of the additional information	an..17	Indicator showing what type of additional data it is (see code list in the Annex). "ZL99" is always specified for V99 in connection with VAS codes.	M	M	M	M	M	M	M

Services	0 to s times per shipment									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Cust oms	No custo ms
6	Service attribute	Coded entry of the additional information	an..39	Listing and explanation of the service attributes (see code list in the Annex). For procedure 99 the VAS code is specified here, and for transport insurance the attribute "V" is entered.	D	D	M	M	M	N	N
77	Amount for details of services	Is required to detail the transport insurance (in EUR) or cash on delivery (COD)	n..9 0.00	COD amount including transmission charge in EUR or in the national currency of the recipient	D	D	D	D	D	D	D
8	Currency for details of services	3-digit currency code in accordance with ISO 4217.	an3 ISO 4217		D	D	D	D	D	D	D
9	Type of collection	Currently not used.	n2		N	N	N	N	N	N	N
10	Bank sort code	This and the next three fields are used to specify the bank details for COD shipments	n8	When using the paperless COD service, this field can be left blank if the BIC and IBAN are specified.	N	D	N	N	N	N	N

Services		0 to s times per shipment									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Cust oms	No custo ms
11	Account number		Account number to which the COD amount is transferred	an..10	When using the paperless COD service, this field can be left blank if the BIC and IBAN are specified.	N	D	N	N	N	N	N
12	Account holder		Name of the account holder (who is to receive the payment)	an..35		N	D	N	N	N	N	N
13	Bank name		Name of the bank	an..35		N	O	N	N	N	N	N
14	Bank location		Location of the bank	an..35		N	A	N	N	N	N	N
15	Intended purpose		Intended purpose for COD; corresponds to the intended purpose on the payment form	an..70		N	D	N	N	N	N	N
16	Handling provision		Text detailing how the shipment is to be handled – limited to 70 characters	an..70		N	N	N	N	N	N	N

Services	0 to s times per shipment									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
17	BIC	This field is used to specify the bank details for paperless COD shipments.	an_35	Mandatory field for paperless COD. If the BIC and IBAN are entered, the account number and bank sort code do not need to be provided. <u>Up to and including 31 January 2014, only German bank details may be entered.</u> The BIC must be entered without spaces.	N	D	N	N	N	N	N
18	IBAN	This field is used to specify the bank details for paperless COD shipments.	an_35	Mandatory field for paperless COD. If the BIC and IBAN are entered, the account number and bank sort code do not need to be provided. <u>Up to and including 31 January 2014, only German bank details may be entered.</u> The IBAN must be entered without spaces.	N	D	N	N	N	N	N

3.9   Customs and content record (record type ID 340)

This record type is transmitted for procedure V53 only in connection with a customs content declaration, and for procedure V54 only for shipments to non-EU countries or EU special territories.
For information about postage types in conjunction with dutiable and non-dutiable shipments, please refer to the product specifications and the Annex to the electronic posting list respectively.

See the table "Postage types" in the "Annex for the creation of an electronic posting list".

With V99 a postage type must always be transferred.

Customs	0 to 1 times per shipment									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
1	787 = Bordereau	Document function	an3	"787" for a transport order	N	N	M	M	M	M	M
2	Version	Version of the record type	n2	Constant: "14"	N	N	M	M	M	M	M
3	Record type ID = 340	Identifies the function of the record type see Table 1	n3	Constant: "340"	N	N	M	M	M	M	M
4	Consecutive shipment counter	Consecutive number per shipment in the transport order	n..6	Identical to the value in field 4 of the shipment header	N	N	M	M	M	M	M

Customs		0 to 1 times per shipment									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
5	Postage type		Postage type for DHL Europaket. For V99 the postage types intended for this procedure. Postage types are mandatory for dutiable shipments.	an3	Listing and explanation of the postage types (see list of postage types in the Annex).	N	N	N	M	N	D	D
6	Postage type classification		Entry of details when using the postage type.	an1	Listing and explanation of the postage type classification (see postage type classification in the Annex).	N	N	N	D	N	N	N
77	Goods value		Goods value for customs or tax purposes. Mandatory field if the shipment is to be declared or an export certificate is to be created.	n..9 0.00		N	N	N	D	N	M	N
8	Currency for the goods value		3-digit currency code in accordance with ISO 4217 (see code list in the Annex)	an3 ISO 4217		N	N	N	D	N	M	N

Customs	0 to 1 times per shipment									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No customs
9	Country of origin	The country of origin of the goods (see code list in the Annex)	an2 ISO 3166		N	N	N	D	N	D	N
10	Goods description	Brief description of the goods	an..70	See product specifications	N	N	N	D	N	M	M
11	Goods tariff number		an..17	See product specifications	N	N	N	D	N	D	N
12	Goods quantity		n..7	See product specifications	N	N	N	D	N	N	N
13	Invoice number		an..10	See product specifications	N	N	N	D	N	D	N
14	Reference number for collective customs clearance	Number of the commercial invoice	an..35	See product specifications	N	N	N	D	N	N	N
15	Feature code for collective customs clearance	Feature code if collective customs clearance process is carried out	n3	Constant "301" Important note: An additional "Bypass Pick-up" (record 330) is necessary in conjunction with collective customs clearance. Please refer to the product specifications for further information.	N	N	N	D	N	N	N
16	Postage costs	Postage/fees	n..35		N	N	O	N	N	N	N
17	Currency code for postage		a3 ISO 4217		N	N	D	N	N	N	N
18	Charges	Additional charges	n..35		N	N	O	N	N	N	N

Customs	0 to 1 times per shipment									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Cust oms	No custo ms
19	Currency code for the charges		a3 ISO 4217		N	N	D	N	N	N	N
20	Customs procedure, coded		an..17		N	N	O	N	N	N	N
21	Customs procedure, text	Comment and/or text on the customs procedure	an..512		N	N	O	N	N	N	N
22	Type of shipment, coded	E.g. code for gift or returned goods	an..17		N	N	M	N	N	N	N
23	Type of shipment, text		an..512		N	N	O	N	N	N	N

3.10 Item record (record type ID 400)

In the case of "Single Parcel" products (V01, VNN, V53, V54), there is only ever one 400 record. This also applies to multi-parcel shipments, as one item with reference to the master package (330 record) is specified.

In the case of multi-parcel shipment in procedures V72 and V99, one 400 record is specified for each package in the shipment.
The identifier of the master package/shipment is in the 300 record.

Item			1 to 999 times per shipment								V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No Customs
1	787 = Bordereau		Document function	an3	"787" for a transport order	M	M	M	M	M	M	M
2	Version		Version of the record type	n2	Constant: "14"	M	M	M	M	M	M	M
3	Record type ID = 400		Identifies the function of the record type see Table 1	n3	Constant: "400"	M	M	M	M	M	M	M
4	Consecutive shipment counter		Consecutive number per shipment in the transport order	n..6	Identical to the value in field 4 of the 300 series record	M	M	M	M	M	M	M
5	Consecutive item counter		Unique consecutive item number in the shipment	n..3	Increment counter	M	M	M	M	M	M	M

Item		1 to 999 times per shipment									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No Customs
6	Packaging type	Type of packaging	an..3	For procedure 99: see product specifications. For all other procedures see Annex to the electronic posting list.	M	M	M	M	M	D	D
77	Weight	Weight of the item	n..9 0.000		M	M	M	M	M	M	M
8	Volume	Volume of the item	n..9 0.000	With procedure V72, either the volume or the dimensions of the package must be specified.	N	N	N	A	D	M	M
9	Length	Length of the package, unit of measurement is metres	n..4 0.00		N	N	N	A	D	M	M
10	Width	Width of the package, unit of measurement is metres	n..4 0.00		N	N	N	A	D	M	M
11	Height	Height of the package, unit of measurement is metres	n..4 0.00		N	N	N	A	D	M	M
12	Package identifier	Unique code or shipment number of the package	an..39	License plate number	M	M	M	M	M	M	M
13	Package reference	Customer-specific reference for the item or package	an..35		O	O	O	O	O	O	O

3.11 Customs detail record for the item record (record type ID 401)

Item	1 to 99 times per item									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No Customs
1	787 = Bordereau	Document function	an3	"787" for a transport order	N	N	M	N	N	N	N
2	Version	Version of the record type	n2	Constant: "14"	N	N	M	N	N	N	N
3	Record type ID = 401	Identifies the function of the record type see Table 1	n3	Constant: "401"	N	N	M	N	N	N	N
4	Consecutive shipment counter	Consecutive number per shipment in the transport order	n..6	Identical to the value in field 5 of the shipment header	N	N	M	N	N	N	N
5	Consecutive item counter	Unique consecutive item number in the shipment	n..3	Identical to the value in field 5 of the item record	N	N	M	N	N	N	N
6	Goods value	Goods value of all parts of a goods type in the package	n..35		N	N	M	N	N	N	N
77	Currency for the goods value	3-digit currency code	A3 ISO 4217	See code list in the Annex	N	N	M	N	N	N	N
8	Country of origin	Country of origin of the goods type	A2 ISO 3166	See code list in the Annex	N	N	O	N	N	N	N
9	Goods description	Brief description of the goods type	An..256		N	N	M	N	N	N	N
10	Goods tariff number	Tariff number of the goods type	An..18		N	N	O	N	N	N	N
11	Goods quantity	Quantity of parts per goods type	n..5		N	N	O	N	N	N	N

Item		1 to 99 times per item									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No Customs
12	Net weight		Net weight of all parts of a goods type in kg	n..18		N	N	M	N	N	N	N

3.12 Document record (record type ID 402)

Item	1 to 9 times per shipment									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No Customs
1	787 = Bordereau	Document function	an3	"787" for a transport order	N	N	M	N	N	N	N
2	Version	Version of the record type	n2	Constant: "14"	N	N	M	N	N	N	N
3	Record type ID = 402	Identifies the function of the record type see Table 1	n3	Constant: "402"	N	N	M	N	N	N	N
4	Consecutive shipment counter	Consecutive number per shipment in the transport order	n..6	Identical to the value in field 4 of the shipment header	N	N	M	N	N	N	N
5	Consecutive item counter	Unique consecutive item number in the shipment	n..3	Identical to the value in field 5 of the item record	N	N	M	N	N	N	N
6	Document type, coded	Function of the document, coded	An..3	See code list in the Annex E.g. 380 = Invoice	N	N	D	N	N	N	N
7	Document type, text	Function of the document, text	an..35	Only to be filled if no code available.	N	N	D	N	N	N	N
8	Document identifier	Identifier	an..35	Identifies the document. Should be specified if known.	N	N	O	N	N	N	N

3.13 Dangerous goods (record type ID 410)

Dangerous Goods	Once per shipment										V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No Customs
1	787 = Bordereau	Document function	an3	"787" for a transport order	N	N	N	N	N	N	N
2	Version	Version of the record type	n2	Constant: "14"	N	N	N	N	N	N	N
3	Record type ID = 410	Identifies the function of the record type see Table 1	n3	Constant: "410"	N	N	N	N	N	N	N
4	Consecutive shipment counter	Consecutive number per shipment in the transport order	n..6	Identical to the value in field 4 of the shipment header	N	N	N	N	N	N	N
5	Consecutive item counter	Unique consecutive item number in the shipment	n..3	Identical to the value in field 5 of the item record	N	N	N	N	N	N	N
6	Package reference		an..35		N	N	N	N	N	N	N
7	Class		an..13		N	N	N	N	N	N	N
8	Digit		an..7		N	N	N	N	N	N	N
9	Letter		an..7		N	N	N	N	N	N	N
10	UN no.		n..4		N	N	N	N	N	N	N
11	Weight		n..9 0.000		N	N	N	N	N	N	N
12	Description		an..512		N	N	N	N	N	N	N
13	Package type		an..10		N	N	N	N	N	N	N
14	Litre(s)		n..18		N	N	N	N	N	N	N
15	Packaging group		an..3		N	N	N	N	N	N	N

3.14 End of transport order (record type ID 500)

End of transport order		Once per transport order									V99	
Item	Field		Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No Customs
1	787 = Bordereau		Document function	an3	"787" for a transport order	M	M	M	M	M	M	M
2	Version		Version of the record type	n2	Constant: "14"	M	M	M	M	M	M	M
3	Record type ID = 500		Identifies the function of the record type see Table 1	n3	Constant: "500"	M	M	M	M	M	M	M
4	Transport order reference		See transport order header	an..14		M	M	M	M	M	M	M
5	Number of records		Number of records in the transport order including record types 200 and 500	n..10		M	M	M	M	M	M	M

3.15 End of file (record type ID 600)

End of file	Once per file									V99	
Item	Field	Description	Format	Comment	V01	VNN	V53	V54	V72	Customs	No Customs
1	787 = Bordereau	Document function	an3	"787" for a transport order	M	M	M	M	M	M	M
2	Version	Version of the record type	n2	Constant: "14"	M	M	M	M	M	M	M
3	Record type ID = 600	Identifies the function of the record type see Table 1	n3	Constant: "600"	M	M	M	M	M	M	
4	ICR number		n..14		M	M	M	M	M	M	M
5	Number of orders		n..2		M	M	M	M	M	M	M

4 Flow diagram

Explanation:
The sequence of the individual record types in a file is correct (in the meaning of the flow diagram), if it can be tracked in full by running through the entire flow diagram.
No remainder of the file and no remainder of the flow diagram must remain unprocessed at the end.
Every diagram consists of nodes (record types) that are linked with arrows. The arrows regulate the sequence of the nodes.
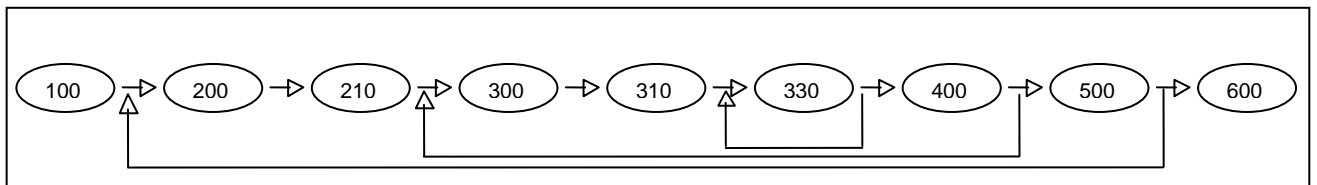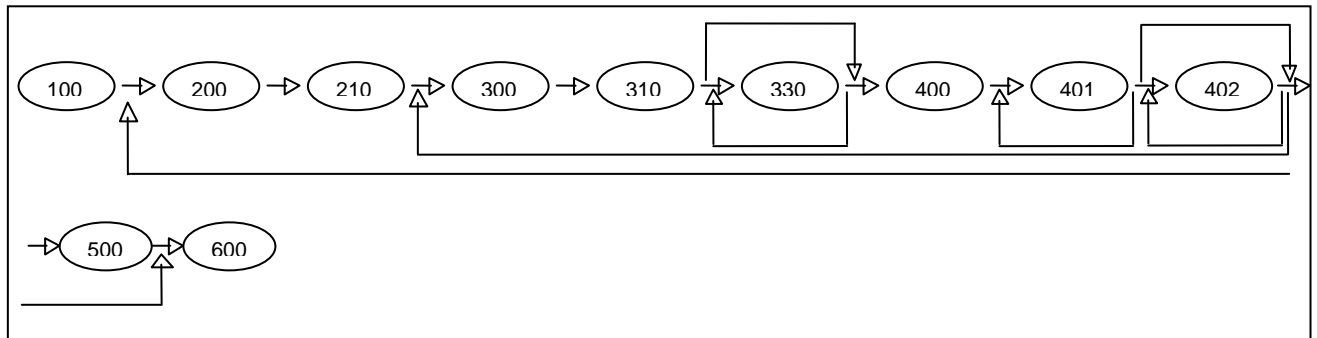
4.1 Product codes (procedures) V01, V53, V54 and V72
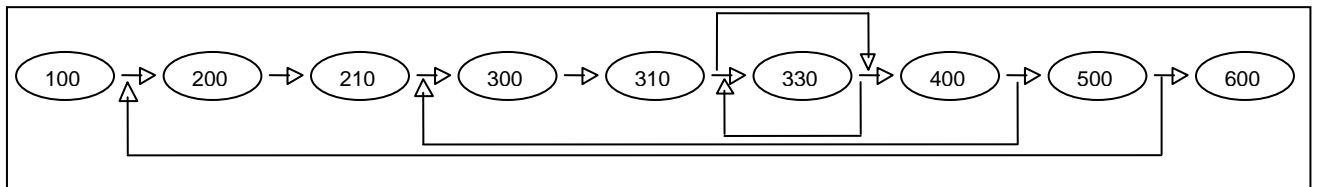
4.2 Product code (procedure) V01 and shipment notifications/ParcelAlert
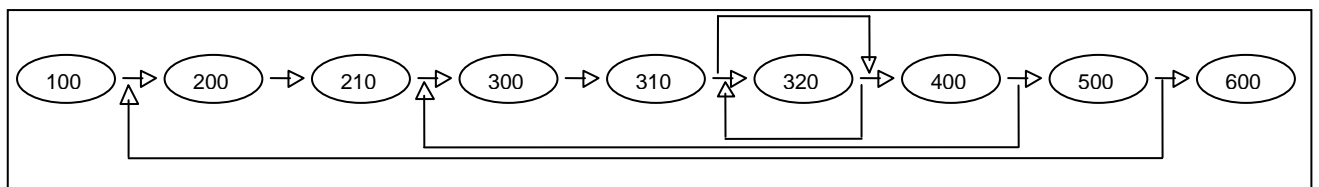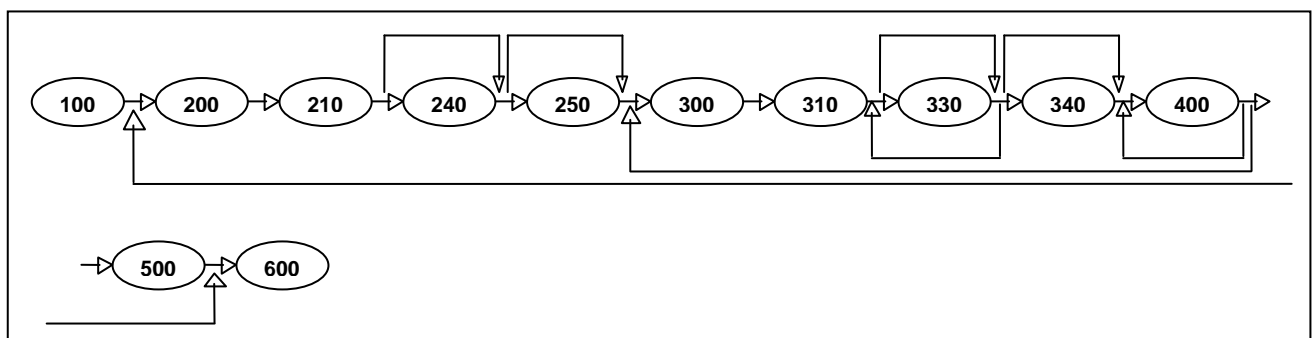

4.3 Product code (procedure) VNN

4.4   Product code (procedure) V53 with customs declaration

4.5   Product code (procedure) V54
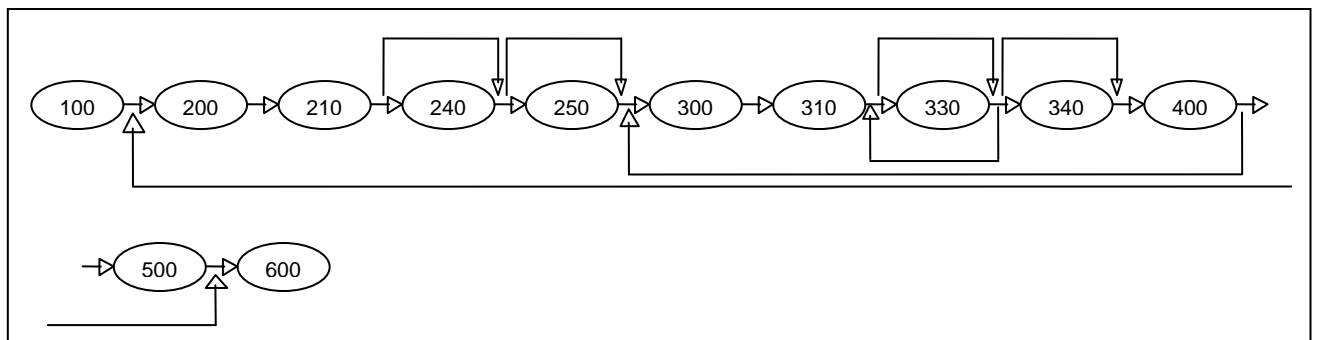
4.6   Product code (procedure) V99

5   Glossary

5.1   Abbreviations

A

A   Status entry in the file for elements that are advised to be used.
ASCII   American Standard Code for Information Interchange   ASCII is a standard code that assigns specific codes to the individual screen symbols (e.g. letters, numbers, etc.). ASCII characters are used on almost every platform ASCII files contain only characters from the ASCII character set and no other formatting or special characters.

B

C

C   Status information in the file for optional elements
CC   Clearing Centre

D

DHL Classic   The term DHL – Classic comprises the Express International products ECX, ESU, SI, WPX, DOX, TDE, TDY, TDT, TDK, DON and WPN.

DIN   Deutsches Institut für Normung [German Institute for Standardisation]

E

EDI   Electronic Data Interchange refers to the exchange of structured business data between applications of communication partners involved.

EDIFACT   United Nations/ Electronic Data Interchange for Administration, Commerce and Transport; defines the globally ratified rules for exchanging electronic business data. With EDIFACT it was attempted to create standard rules for the representation of business transactions that can be used worldwide.

EKP no.   10-digit customer number in the billing number issued by Deutsche Post Euro DHL

EXW   Ex works

F

FTP   File Transfer Protocol

G

GLN   Global Location Number = 13-digit non-significant reference number for identifying legal entities (registered companies), functional units (specific departments within a legal entity) or physical units (formally ILN – International Location Number).

H

Hidden file

term describing files which can be excluded from processing on the basis of a specific attribute (e.g. display, copy, delete, etc.). Hidden files can be used in most operating systems.

I

ICR   Interchange Reference number = unique data exchange reference number of the transmission file

IDP   Identity and age check (from 2010)

ILN   International Location Number = 13-digit non-significant reference number for identifying legal entities (registered companies), functional units (specific departments within a legal entity) or physical units. As of 1 January 2009, the term ILN is replaced by GLN = Global Location Number.

ISDN   Integrated Services Digital Network

ISO   International Standard Organisation. ISO is a body that norms and standardises objects for which an international standard is required. The German counterpart of ISO is DIN.

M

M   Status entry in a file for mandatory elements

MTV   Reusable transport container [*German: Mehrwegtransportbehälter*]

N

N   Status entry in a file for elements that are not used

Notifications   Announcement of parcel delivery to business and private customers

O

O   User-specific status entry in a file for optional elements

P

Page number   See transport order number

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PC   Parcel centre
PLZ   Postal code

Q

R
R   User-specific status entry in the file for mandatory elements
RDT   Remote data transmission

S
Sender ID   The sender ID/SMS customer in procedure 72 is the sender information that is transferred and displayed to the recipient via SMS.
The sender ID/SMS customer can differ from the real/physical sender. The name of the company from which the customer ordered or expects the goods is to be stored as the highest recognition value.

T
Transport order number

     The transport order number is a continuously ascending counter <u>per transport order</u> = posting list (record type 200 to 500) for invoice verification across files. If a transport order number is missing, we assume a missing electronic posting list and our clearing department will query this with the customer. The clearing departments only use the first 3 digits from the right. To simplify matters, however, a consecutive number with a maximum of 9 digits has been permitted. The transport order number should not be confused with the ICR number which identifies the entire file.

V
VAS   Value Added Service
Additional services for procedure 99
VAS Code   Value Added Service Code
For all added services relating to procedure 99 there are VAS codes that must be supplied in the EDI
VAT   Value Added Tax

Z