Invoicing: Instruction manual
Reporting on subaccount

After the new invoicing process goes live, you will receive a single invoice per invoice number, and we will no longer offer separate invoices per subaccount (location, shipping address, e.g.). To still obtain invoice information per subaccount, there are two options to show which parcels belong to which subaccount. We recommend you to do the necessary preparations before the 1st of June, if you want to see the information per subaccount on the CSV of your first invoice. Have you outsourced part of this process, please send this instruction manual to that party.

Note: If you are utilizing Shop Returns and/or Collection Requests, please refer to the additional information provided at the end of this document (section 3Shop Returns and Collection Requests).

1. Option: Identification by sender

When creating a shipment order, you are asked for sender details. Think of the fields *senderName*, *senderAddress, senderZip, senderCity* and *senderCountry*. These fields are incorporated in the new CSV file that becomes available in DPD Insights. Most of the fields are visible in this CSV by default, however some of them you need to add yourself via DPD Insights to make them visible (see this **explanation - in Dutch**). Below are the relevant columns.

Name CSV column	Visible by default
senderName	No
senderName2	No
senderAddress	Yes
senderZip	Yes
senderCity	Yes
senderCountry	Yes
senderEmail	No
senderPhone	No

This is the first option to find out the information per subaccount after going live. If, in your case, you make the sender details equal to your subaccounts, this solution will allow you to immediately see which parcels belong to which subaccounts.

2. Option: Identification by adding additional attribute

If the sender details are not always the same as the subaccount, this second option offers a solution. Here, you add an additional attribute to each shipment order. You use the **parcel reference fields** (explanation will follow below). You decide what kind of reference you use and how this reference matches a subaccount.

Please note that this extra attribute is not visible by default in the new CSV file and that you have to add the attribute in DPD Insights (see this **explanation - in Dutch**). However, after this addition, you can distinguish between your subaccounts using the additional attribute.
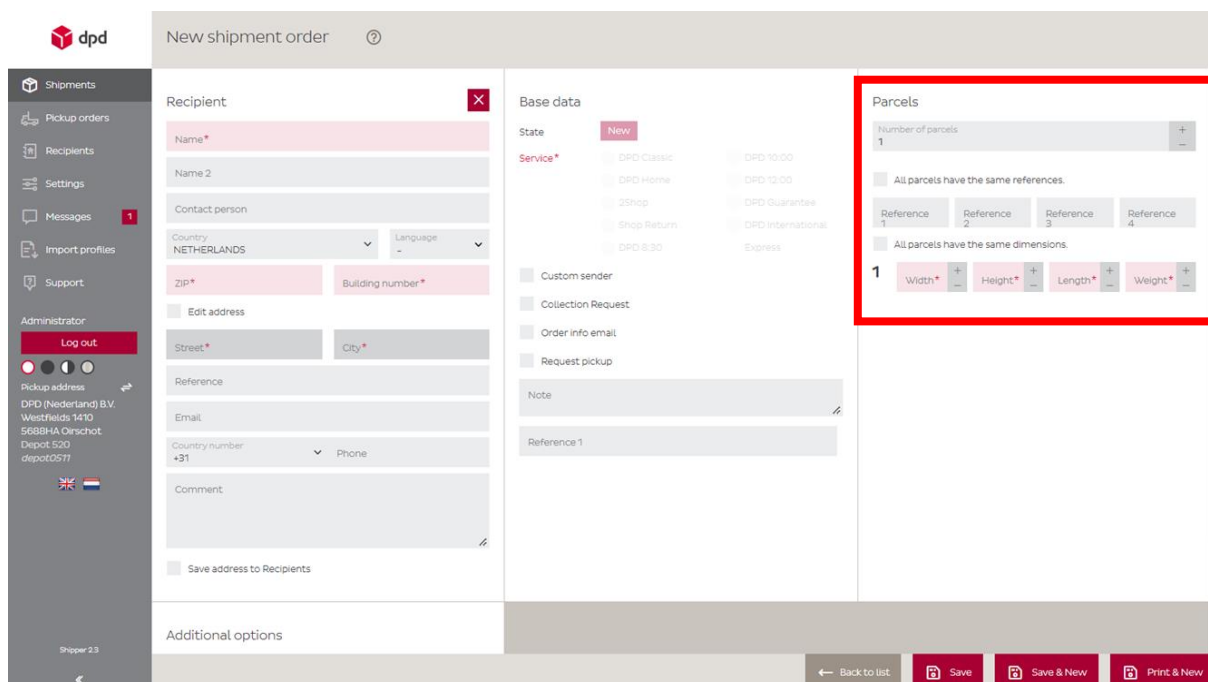
For each tool (DPD Shipper Central, DPD Shipper Local, DPD Shipper Webservice, Self-developer), we will explain where you can find the reference fields and how you can add an additional attribute to a shipment order.

2.1.   DPD Shipper Central and DPD Shipper Local

2.1.1. Additional reference when manually creating a shipment order

When manually creating a **New shipment order** within DPD Shipper Central or DPD Shipper Local, you will find the section called **Parcels** on the right-hand side. This is also where you can, if you wish, use the 4th reference field to add the additional attribute to your shipments (see figure 1).
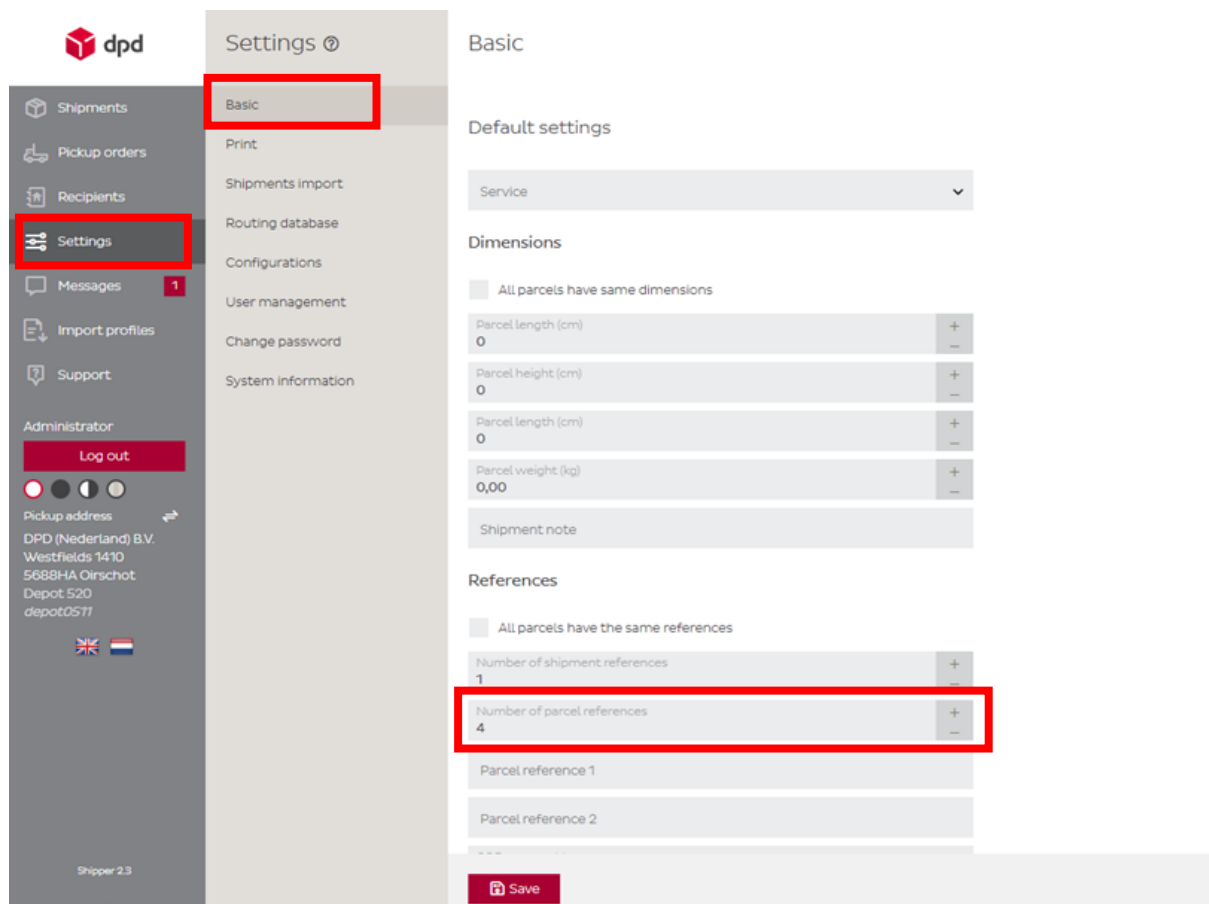
Figure 1

To use this 4th reference field, it must first be added. To do this, navigate to **Settings → Basic** and, under the **References** heading, set the **Number of parcel references** to 4 (see figure 2).
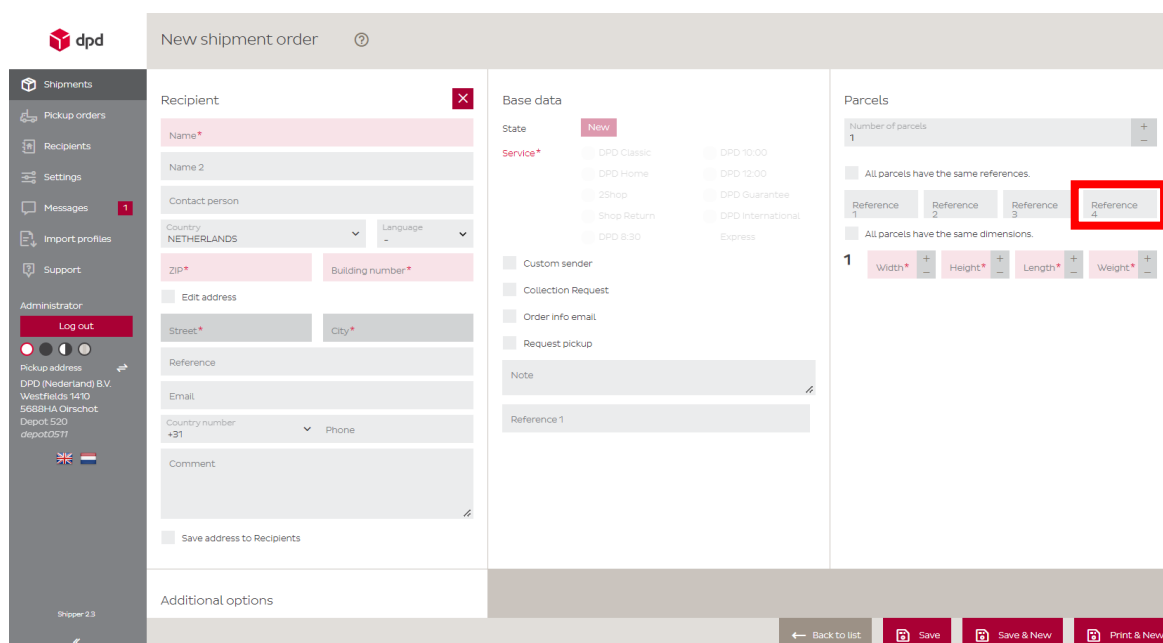
Figure 2

If you now create a new shipment order, you will see the 4 reference fields under the **Parcels** section. Only use *Reference 4* to give the desired additional attribute so that subaccounts can later be distinguished on the basis of this field (see figure 3).
Note: Do not use the fields under the Base data section for this.

Figure 3

2.1.2. Adding additional attribute to the CSV file to be uploaded

If you create new shipment orders by importing a CSV file, the additional attribute (the information about the associated subaccount) can be added to the CSV file itself. You specify an attribute for each line in the CSV file to be uploaded. After you have uploaded the CSV file in DPD Shipper, this attribute will automatically be attached to the corresponding parcels. You can now use this attribute in the CSV file to be downloaded from DPD Insights, to identify the parcels by subaccount.

Use the steps below to add an attribute to each shipment:

- Add an additional column to the CSV file to be uploaded. For example, you can add a column called '*Invoice sub reference*' (see figure 4).
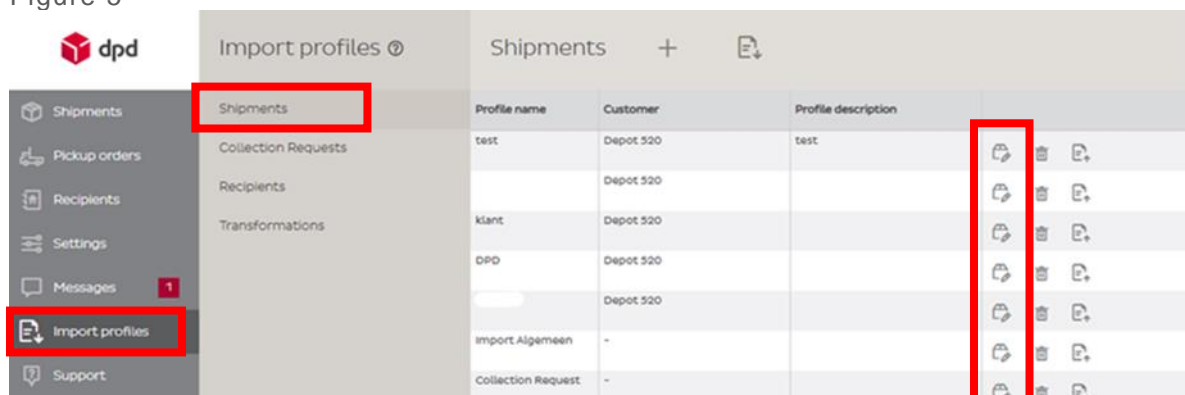
Figure 4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Product code	Name	Street	Number	Zip code	City	Country	Phone	Email	Weight	Reference1	Remark	Number of packages	Incoice sub reference
	B2B	Mike Mitchel	Westfields	1410	5688HA	Oirschot	NL	0612345678	info@dpd.nl	500,500	REF_1A	Test123	1	REF_4B

In order for DPD Shipper to recognize this attribute once the CSV file is uploaded, the name of this column must be added to the corresponding import profile:

- In the menu on the left, navigate to *Import profiles*
- Then go to *Shipments*
- Find the correct profile (under *Profile name*)
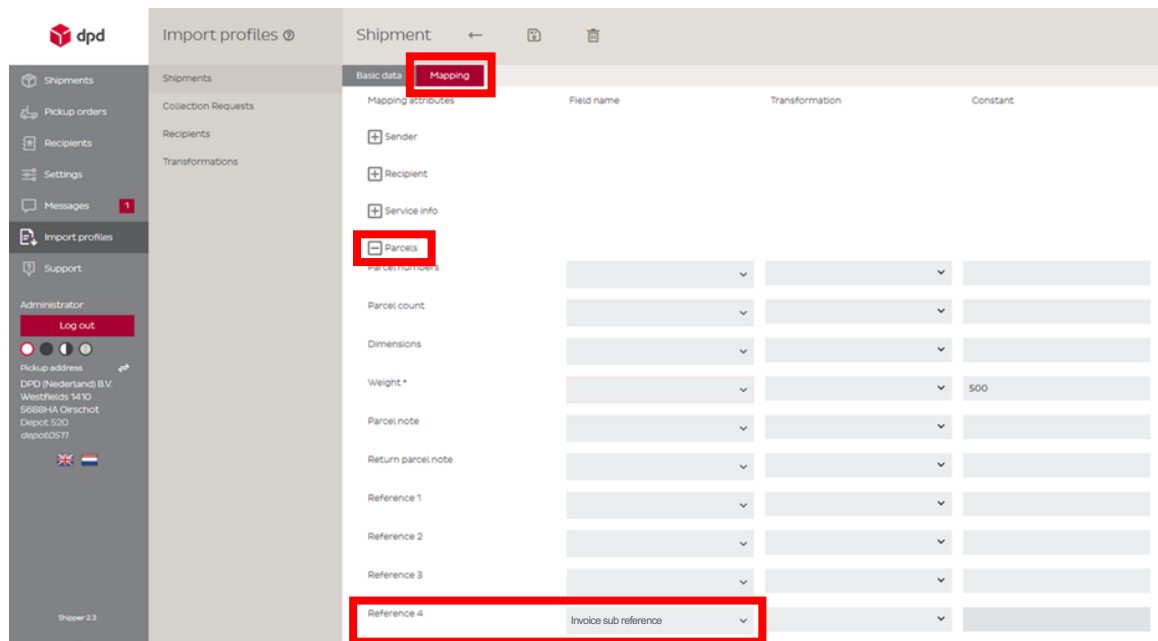- Click on the *Edit icon* (see figure 5).

Figure 5

Once you have opened the correct import profile:

- Click on *Mapping* (see figure 6)
- Then scroll down and click on *Parcels*
- Under *Reference 4*, enter the added column name from the CSV file in the *Field name* column so that it is recognised (in this case *Invoice sub reference*).

Figure 6

The added column and its associated information, the additional attribute, will be visible in the downloadable CSV file in DPD Insights.

2.1.3. Adding an additional attribute to an import profile

If you use an import profile per subaccount to import your shipment orders, you can add the additional attribute (the information about the corresponding subaccount) to the import profile being used. This way, you do not have to add an attribute per line in the CSV file, but all shipments created under the corresponding import profile will automatically receive the attribute. This is what the 4th reference field is for.

Use the steps below to make use of this:

- Navigate to *Import profiles* via the menu on the left.
- Under Import profiles, choose *Shipments*, and find the relevant profile (*Profile name*) to which you want to add the attribute.
- Then click the *Edit icon* behind the relevant profile (see figure 7).
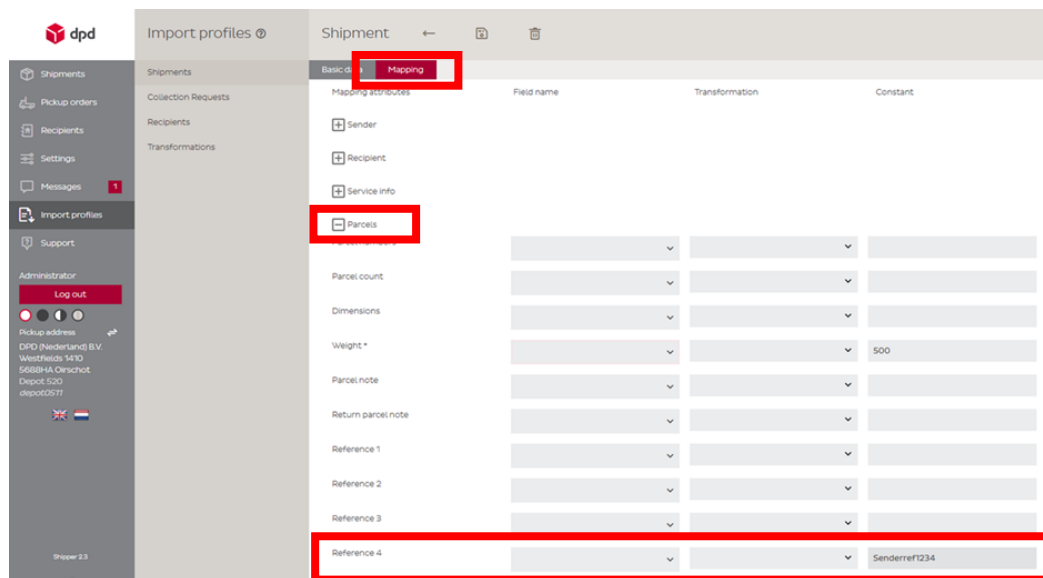
Figure 7
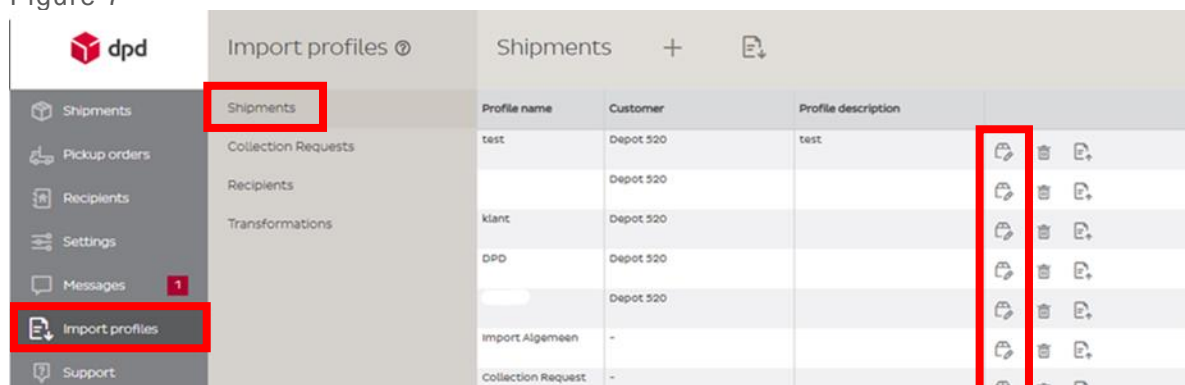
Once you have opened the correct import profile:

- Click **Mapping** (see figure 8)
- Scroll down and click on the **Parcels**
- Under **Reference 4**, you can now enter the desired attribute in the column called **Constant**, which will then be assigned to all parcels of that import profile.

Figure 8

If necessary, repeat these steps for each desired import profile (sender).
Note: If you are using multiple senders, create a separate import profile for each sender. Add the additional attribute to each import profile to indicate to which subaccount the orders of that sender correspond.

2.2. DPD Shipper Webservices

If you are using the DPD Shipper Webservice, add the attribute for the subaccount to the **<customerReferenceNumber4>** field (see figure 9). An example of a Webservice request with this attribute added can be found in figure 10. For additional explanation, please visit **DPD's Knowledge Portal.**

Figure 9

Node	Type	Length	Description	Mandatory?	
`<parcelLabelNumber>`	n/a	n/a	Not used, do not include in the call.	No	
`<customerReferenceNumber1>`	String	Max 35	Reference 1 of this particular parcel. Shown on label and included in electronic data.	No	
`<customerReferenceNumber2>`	String	Max 35	Reference 2 of this particular parcel. Shown on label and included in electronic data, but not shown on Collection Request labels.	No	
`<customerReferenceNumber3>`	String	Max 35	Reference 3 of this particular parcel. Not shown on any label, but included in electronic data.	No	
`<customerReferenceNumber4>`	String	Max 35	Reference 4 of this particular parcel. Not shown on any label, but included in electronic data.	No	

Figure 10

```xml
<order>
    <generalShipmentData>
        <sendingDepot>0522</sendingDepot>
        <product>B2C</product>
        <sender>
            <name1>DPD Nederland BV</name1>
            <street>Westfields</street>
            <houseNo>1410</houseNo>
            <country>NL</country>
            <zipCode>5688HA</zipCode>
            <city>Oirschot</city>
            <type>P</type>
            <email>customerit@dpd.nl</email>
        </sender>
        <recipient>
            <name1>Test</name1>
            <street>Zandstraat</street>
            <houseNo>300</houseNo>
            <country>NL</country>
            <zipCode>5658AD</zipCode>
            <city>Eindhoven</city>
            <type>P</type>
        </recipient>
    </generalShipmentData>
        <parcels>
        <customerReferenceNumber1>CustRef1</customerReferenceNumber1>
        <customerReferenceNumber4>CustRef1</customerReferenceNumber4>
        <weight>500</weight>
    </parcels>
    <productAndServiceData>
        <orderType>consignment</orderType>
```

2.3. Self-developers

For self-developers, if required, in the parcel information sent to DPD, the *SendParcelref4* field should be filled with the attribute representing the relevant subaccount.

3. Shop Returns and Collection Requests

The instructions described above apply for the most part to Shop Returns and Collection Requests as well. However, some operations and fields differ. These deviations are outlined below.
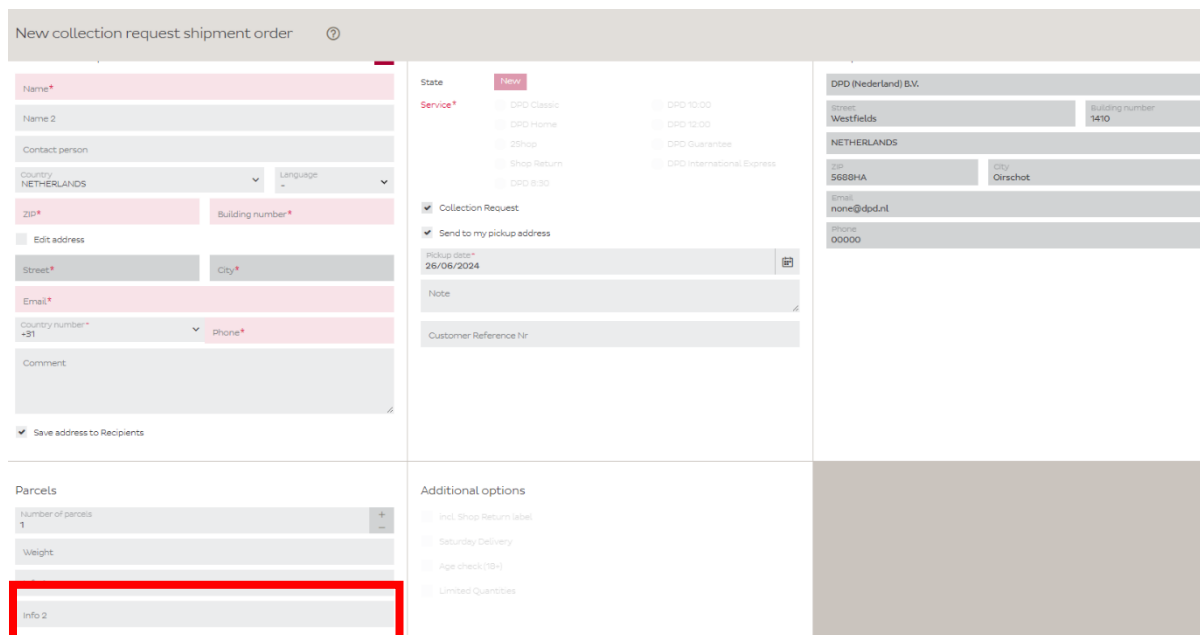
3.1. Option: Identification by sender

For both Shop Returns and Collection Requests, option 1 works the same way. However, in these cases it is not about the sender data (*senderName*, *senderAddress*, etc.), but the receiver data (*receiverName*, *receiverAddress*, etc.). Therefore, the subaccount acts as the destination in these cases. Furthermore, unlike some sender fields, the receiver fields are not visible by default in the new CSV file. You therefore need to add the desired fields yourself via DPD Insights to make them visible (see this **explanation - in Dutch**). Lastly, the same goes for these cases, if the recipient/destination details are not always the same as the subaccount, the next option is probably a better fit.

3.2. Option: Identification by adding additional attribute

Regarding option 2, there are no different fields or operations for Shop Returns, so the manual can be followed exactly as it is. However, for Collection Requests, there are three exceptions:

- Instead of *Reference 4* / *customerReferenceNumber4* the field *Info 2* is used for Collection Requests. This can for example be seen in figure 11 (situation as described in section 2.1.1), figure 12 (described in section 2.1.2 and 2.1.3), and figure 13 (described in section 2.2).

- Additionally, to use the extra attribute when manually creating a shipment order (section 2.1.1), the field *Info 2* does not need to be added first and can be used immediately (see also figure 11).

Figure 11

Figure 12

Figure 13

- Additionally, for Collection Requests, one must navigate to **Collection Requests** under **Import profiles** (see figure 14) instead of **Shipments** (as explained in sections 2.1.2 and 2.1.3). This applies to the rest of the manual as well.

Figure 14
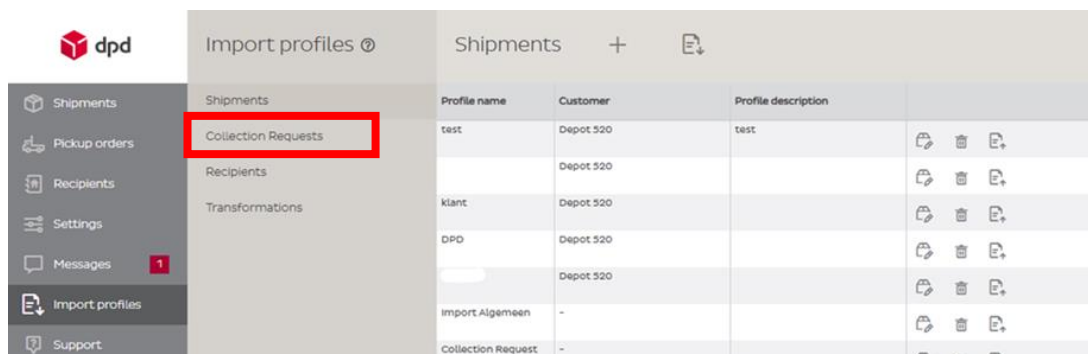
Besides these exceptions, the operations and fields remain the same and the manual as described above can simply be followed.