Technical Upload Guide

For Mail Self-Labellers

Part of UKMail DHL

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Iteration	Status	Date	Change
0.1	Draft	29/06/2022	New draft technical spec
1.0	Issued	22/09/2022	Technical specification – issued Removed declared mail type md01 = CBC Added declared mail type md06 = Mailmark stl

1. Introduction

1.1 Purpose

Outlines high level technical steps for Self-Labellers to integrate with the UKMail via SFTP.

1.2 Intended Audience

Mail Producers wishing to upload consignment manifests for their customers and third parties.

1.3 Scope

Describes the configuration steps necessary to create the upload file in the correct format enabling development of solutions to upload Consignment level data into the DHL eCommerce UK databases.

1.4 Pre-requisites

1.4.1 Credentials

A DHL eCommerce UK customer account must be requested and supplied from the Account Management team. This is necessary as it will be used to validate the sender of the files during the upload process.

The mail producer must have a system, or be able to create one, to generate text files and push them to a remote SFTP folder supplied by DHL eCommerce UK.

2. Self-Labelling

2.1.1 Overview

Mail Producers may use in-house or 3rd party software applications, rather than the DHL eCommerce UK Consignor Live application, to generate unique reference values that are applied to Container labels and barcodes with the main unique reference being the Consignment Number.

Container (Consignment-level) data is required, by DHL eCommerce UK, as soon as possible after Container labels are printed by the Mail Producer.

If Container-level data is not successfully uploaded to DHL eCommerce UK systems before the Container label is scanned, at the Mail Producer's DHL eCommerce UK Collection depot, that Container will be held. In this event; mail is likely to be delayed by at least one working day.

Common file upload scenarios

1. Continuous upload of Container information files:
   a. 1 Header record.
   b. 1 (or more) Mailbag records.
   c. 1 Footer record.
2. End-of-day or end-of-trailer upload of Container information files:
   a. 1 Header record.
   b. 1 (or more) Mailbag records (that have not been continuously uploaded).
   c. 1 (or more) UKMDeclare records (confirming the Containers have been released).
   d. 1 Footer record.

2.1.2 File Formating

The upload file format is flat text file and constructed as a series of 'fixed-length' ASCII text rows; Partially full fields must be right-padded with 'spaces'. Empty fields are padded with 'spaces'. The content consists of 3 elements. These are a header row, data rows and a footer row.

Files are submitted to the incoming folder of the DHL eCommerce UK SFTP server, details of which, including a private SFTP account, will be provided by DHL eCommerce UK.

For transfer, the file naming-convention is:
customermanifest<UK Mail Account ID>ddmmyyyyhhmmss.lck

After transfer is complete, the file is renamed; the file naming-convention is:
customermanifest<UK Mail Account ID>ddmmyyyyhhmmss.dat

The file transfer process must allow for instances when the DHL eCommerce UK SFTP server may be temporarily unavailable and be able to execute the successful transfer/re-naming requirement.
DHL eCommerce UK provides an address, to which Container information files are emailed if successful SFTP transmission is not possible.

In this exceptional scenario, the file-naming convention is:
consignor.dat

2.1.3 Header Record

The first row of every file is called the Simple Header. It states the number of records expected in the file (including header and footer) and the file's production datetime.

The BatchID (Field 3) may be used as a narrative to indicate from where the file came but, essentially, it is free text to describe the transmission.
E.G. "UK Mail Consignor Manifest 04/01/2007".

The Source Network Address (Field 7) is an optional field and gives the IP address or DNS name of the machine from where the transmission originated.

Simple Header			
Field Name	Chars	Format	Description
Data Type	1 to 10	alpha(10)	SIMPLEHEAD
Data Version	11 to 20	alpha(10)	1.01
BatchID	21 to 70	alpha(50)	Unique BatchID/Descriptor
Expected Records	71 to 80	numeric(10)	Expected number of records in this file (including Header and Footer)
Transmission Date	81 to 88	date(8)	Date file transmitted
Transmission Time	89 to 94	time(6)	Time file transmitted
Source Network Address	95 to 114	alpha(20)	IP address or DNS name of source computer. (optional).

2.1.4 Mailbag Record

The Mailbag datatype row contains the full details of each Container; including selection code, mail format, service required, items in bag and weight.

Each Container must have one unique Consignment ID; generated and maintained by the Mail Producer. The Consignment ID is a 14 digit number comprised of a 7 digit prefix, assigned by DHL eCommerce UK for each of the Mail Producer's DHL eCommerce UK Account Numbers, and a 7 digit suffix.

If the allocated prefix was 1234567 then the Consignment ID would be in the sequence:
12345670000000, 12345670000001, 12345670000002

The Mail Producer may use the Customer Reference and Alternative Reference as a reference for a particular Container. Container details may be referenced, on the DHL eCommerce UK web site using the Consignment ID, the Customer Reference or Alternative Reference.

The Mailing ID is an important field and is a unique reference common to a group of Containers e.g. Cell A – 17-11-04. This field is mandatory.

If a Container label is produced, but subsequently cancelled; its associated data must still be sent to DHL eCommerce UK but the value in the Deleted field is set to Y.

Mailbag			
Field Name	Chars	Format	Description
Data Type	1 to 10	alpha(10)	Value must be "MAILBAG"
Data Version	11 to 20	alpha(10)	1.09
Consignment ID	21 to 34	alpha(14)	DHLPUK Consignment Number
Customer Account	35 to 44	alpha(10)	DHLPUK account identifier
Collection Date	45 to 52	date(8)	Date Bag Collected DDMMYYYY
Selection Code	53 to 62	alpha(10)	Royal Mail Selection Code
Mail Format	63	alpha(1)	L = Letter, F = Large Letters, P = Packets, A = A3, B = Barcodes, O = OCRABLE. L = Standard Tariff.
Service Code	64 to 66	number(3)	DHLPUK Service Code – e.g. 501
Bags Count	67 to 70	number(4)	Always 1.
Items Count	71 to 76	number(6)	Number Of Mail Items In Tray
Weight	77 to 81	number(5)	Weight of tray 99.999
Customer Reference	82 to 101	alpha(20)	Mail Producer's Reference
Alternative Reference	102 to 121	alpha(20)	Alternative Reference
Mailing ID	122 to 141	alpha(20)	Mailing ID/Job Reference
Manifest Date	142 to 149	date(8)	Date Manifested Format DDMMYYYY
Manifest Time	150 to 153	time(4)	Time Manifested Format HHMM
Deleted	154	alpha(1)	Shipment Deleted Y/N
Reconciled	155	alpha(1)	Mailbag Reconciled
Machineable	156	alpha(1)	Y/N Items can be mechanised.
Action	157	alpha(1)	I = Insert, A = Amend, D = Delete.
Zone A	158 to 163	number(6)	Number of items for zone A. Used for zoning analysis
Zone B	164 to 169	number(6)	Number of items for zone B. Used for zoning analysis
Zone C	170 to 175	number(6)	Number of items for zone C. Used for zoning analysis
Zone D	176 to 181	number(6)	Number of items for zone D. Used for zoning analysis
Zone E	182 to 187	number(6)	Number of items for zone E. Used for zoning analysis
Zone Z	188 to 193	number(6)	Number of items for zone Z. Used for zoning analysis
iMail Pages	194 to 195	number(2)	Used for iMail only. Quotes number of pages sides to be printed
Time Window	196 to 199	alpha(4)	To be defined
Responsible Mail Code	200 to 203	alpha(4)	Blank = Not Applicable RM03 = Advertising Mail
Mailing Entity value	204 to 218	alphanumeric(15)	Code for under volume bags
RMS 1	219 to 238	alpha(20)	WMS Reference Field 1. Analysis field passed to Royal Mail for reporting purposes. Allocated by the customer

RMS 2	239 to 258	alpha(20)	WMS Reference Field 2. Analysis field passed to Royal Mail for reporting purposes. Allocated by the customer
RMS 3	259 to 278	alpha(20)	WMS Reference Field 3. Analysis field passed to Royal Mail for reporting purposes. Allocated by the customer
RMS 4	279 to 298	alpha(20)	WMS Reference Field 4. Analysis field passed to Royal Mail for reporting purposes. Allocated by the customer
Presentation Type code	299 to 302	alpha(4)	Container type. PR01 = Bag, PR02 = Bundle, PR03 = Red Tub, PR04 = Tray, PR07 = York/Alp
iMail Type	303 to 306	alpha(4)	Alpha/Numeric product code
iMail Special Price	307 to 316	alpha(10)	Pre Priced consignment for iMail format 9999999.99
Declared Mail Type	317 to 320	alpha(4)	Only used for service codes 570 & 571 (STL Mail). MD02 = OCR, MD03 = Mech, MD04 = Mixed, MD05 = Handsort, MD06 = Mailmark STL
Declared Mail Format	321 to 324	alpha(4)	Only used for service codes 570 & 571 (STL Mail). UM01 = Letter, UM02 = Business Large Letter, UM03 = Packets, UM10 = Mixed, UM12 = General Large Letter

2.1.5 UKMDeclare Record

The UKMDeclare datatype is used as a follow-up to the Mailbag record to advise DHL eCommerce UK that the Container is despatched and released. This allows DHL eCommerce UK operations, at the Mail Producer's Collection Depot, to concentrate on 100% scanning for the Containers actually handed over.

UKMDeclare			
Field Name	Chars	Format	Description
Data Type	1 to 10	alpha(10)	Value must be "UKMDECLARE"
Data Version	11 to 20	alpha(10)	1.00
Consignment ID	21 to 34	alpha(14)	DHLPUK Tray Number
Customer Account	35 to 44	alpha(10)	DHLPUK account identifier
Declaration Date	45 to 52	date(8)	Date Bag Declared For Collection Format DDMMYYYY
Declaration Time	53 to 58	time(6)	Time Bag Declared For Collection Format HHMMSS

2.1.6 Footer Record

This data type is a simple footer record.

Footer			
Field Name	**Chars**	**Format**	**Description**
Data Type	1 to 10	alpha(10)	FOOTER
Data Version	11 to 20	alpha(10)	1.00
Actual Records	21 to 30	numeric(10)	Actual number of records in this file (including Header and Footer)

3. Frequently Asked Questions

How do I upload the eManifest data?

The eManifest is uploaded by DHL eCommerce UK to the Royal Mail eMHS system, on behalf of the SCID.

A Mail Producer must upload its Item manifest into the DHL eCommerce UK Mailmark interface, and provide the associated Container manifest into DHL eCommerce UK via the preferred method (SFTP or Consignor Live) as above. Mailmark specifications are available upon request.

How do I contact DHL eCommerce UK's IT Service Desk for Production issues?

The DHL eCommerce UK IT Service Desk may be contacted via the following methods:

Email: itservicedesk_ecsuk@dhl.com

Telephone: 02476 937773

Escalations should be via your DHL eCommerce UK account manager.

4.Appendix 1

4.1 Example File Format

4.1.1 Example File Name

File name customermanifestX12345615062022140000.dat

4.1.2 Section 2.1.1 – scenario 1

File name customermanifestX12345615062022140000.dat

```
SIMPLEHEAD1.01     Direct Release 15062022TESTFILE          00000000061506202214583 6MAILSORT
MAILBAG  1.01    30999901132445X123456       396    L6320001000175067631306 2022TESTFILE-013XYX_30558801132445 15062022TESTFILE   150620221333NNYIZONEA ZONEB
ZONEC ZONED ZONEE ZONEZ 99TIMERM03UVBCODE     WMSREF1        WMSREF2        WMSREF3        WMSREF4        PR04XXXX9999999.99MD04UM12
MAILBAG  1.01    30999901132459X123456       343    L6320001000174067861306 2022TESTFILE-027XYX_30558801132459 15062022TESTFILE   150620221334NNYIZONEA ZONEB
ZONEC ZONED ZONEE ZONEZ 99TIMERM03UVBCODE     WMSREF1        WMSREF2        WMSREF3        WMSREF4        PR04XXXX9999999.99MD04UM12
MAILBAG  1.01    30999901132454X123456       367    L6320001000182067731306 2022TESTFILE-022XYX_30558801132454 15062022TESTFILE   150620221335NNYIZONEA ZONEB
ZONEC ZONED ZONEE ZONEZ 99TIMERM03UVBCODE     WMSREF1        WMSREF2        WMSREF3        WMSREF4        PR04XXXX9999999.99MD04UM12
MAILBAG  1.01    30999901132463X123456       358    L6320001000174067851306 2022TESTFILE-031XYX_30558801132463 15062022TESTFILE   150620221336NNYIZONEA ZONEB
ZONEC ZONED ZONEE ZONEZ 99TIMERM03UVBCODE     WMSREF1        WMSREF2        WMSREF3        WMSREF4        PR04XXXX9999999.99MD04UM12FOOTER  1.00     0000000006
```

4.1.3 Section 2.1.1 – scenario 2

```
SIMPLEHEAD1.01    Direct Release 15062022TESTFILE          0000000010150620221458 36MAILSORT
MAILBAG  1.01    30999901132445X123456      396    L6320001000017506763130620 22TESTFILE-013XYX_30558801132445 15062022TESTFILE   150620221333NNYIZONEA ZONEB
ZONEC ZONED ZONEE ZONEZ 99TIMERM03UVBCODE    WMSREF1       WMSREF2       WMSREF3       WMSREF4       PR04XXXX9999999.99MD04UM12
MAILBAG  1.01    30999901132459X123456      343    L6320001000017406786130620 22TESTFILE-027XYX_30558801132459 15062022TESTFILE   150620221334NNYIZONEA ZONEB
ZONEC ZONED ZONEE ZONEZ 99TIMERM03UVBCODE    WMSREF1       WMSREF2       WMSREF3       WMSREF4       PR04XXXX9999999.99MD04UM12
MAILBAG  1.01    30999901132454X123456      367    L6320001000018206773130620 22TESTFILE-022XYX_30558801132454 15062022TESTFILE   150620221335NNYIZONEA ZONEB
ZONEC ZONED ZONEE ZONEZ 99TIMERM03UVBCODE    WMSREF1       WMSREF2       WMSREF3       WMSREF4       PR04XXXX9999999.99MD04UM12
MAILBAG  1.01    30999901132463X123456      358    L6320001000017406785130620 22TESTFILE-031XYX_30558801132463 15062022TESTFILE   150620221336NNYIZONEA ZONEB
ZONEC ZONED ZONEE ZONEZ 99TIMERM03UVBCODE    WMSREF1       WMSREF2       WMSREF3       WMSREF4       PR04XXXX9999999.99MD04UM12
UKMDECLARE1.00   30999901132445X123456  15062022145836
UKMDECLARE1.00   30999901132459X123456  15062022145836
UKMDECLARE1.00   30999901132454X123456  15062022145836
UKMDECLARE1.00   30999901132463X123456  15062022145836
FOOTER   1.00    0000000010
```

4.1.4 Text Editor Example View

```
SIMPLEHEAD1.01      Direct Release 15062022TESTFILE                0000000010150620221458 36MAILSORT
MAILBAG   1.01      30999901132445X123456            396      L6320001000017506763130620 22TESTFILE-013XYX_30558801132445  15062022TESTFILE    150620221333NNYIZONEA ZONEB ZONEC ZONED ZONEE ZONEZ 99TIMERM03UVBCODE        WMSREF1          WMSREF2          WMSREF3          WMSREF4          PR04XXXX9999999.99MD04UM12
MAILBAG   1.01      30999901132459X123456            343      L6320001000017406786130620 22TESTFILE-027XYX_30558801132459  15062022TESTFILE    150620221334NNYIZONEA ZONEB ZONEC ZONED ZONEE ZONEZ 99TIMERM03UVBCODE        WMSREF1          WMSREF2          WMSREF3          WMSREF4          PR04XXXX9999999.99MD04UM12
MAILBAG   1.01      30999901132454X123456            367      L6320001000018206773130620 22TESTFILE-022XYX_30558801132454  15062022TESTFILE    150620221335NNYIZONEA ZONEB ZONEC ZONED ZONEE ZONEZ 99TIMERM03UVBCODE        WMSREF1          WMSREF2          WMSREF3          WMSREF4          PR04XXXX9999999.99MD04UM12
MAILBAG   1.01      30999901132463X123456            358      L6320001000017406785130620 22TESTFILE-031XYX_30558801132463  15062022TESTFILE    150620221336NNYIZONEA ZONEB ZONEC ZONED ZONEE ZONEZ 99TIMERM03UVBCODE        WMSREF1          WMSREF2          WMSREF3          WMSREF4          PR04XXXX9999999.99MD04UM12
UKMDECLARE1.00      30999901132445X123456    15062022145836
UKMDECLARE1.00      30999901132459X123456    15062022145836
UKMDECLARE1.00      30999901132454X123456    15062022145836
UKMDECLARE1.00      30999901132463X123456    15062022145836
FOOTER    1.00      0000000010
```