

# DPD Courier Deliveries

## DPD Contacts

Who	Department	Email	Phone
Joy	Account Manager		0121 275 7384
Platinum Service	Customer Service	platinum@dpgroup.co.uk	01212754815

DPD Euro Central direct number 0141  
4780739

## DPD System Details

DPD's Booking and tracking system is available here:

<https://www.dpd.co.uk/umslogon/public/doLogon.do>

Login information is stored in **Courier Details collection** in the **Password Vault**.

## Manually Booking on Delivery's on DPD's System

TODO

Booking a There to Here Delivery, There to There Delivery (Pick up from customer, delivery to another address)

# International Fees

Country	Zone	Classic Rate	Express Pak Rates
Germany	1	£9.84	£8.51
France	1	£11.63	£10.35
Netherlands	1	£9.20	£8.44
Belgium	1	£9.10	£8.65
Luxembourg	1	£9.71	£9.10
Austria	2	£11.91	£9.98
Denmark	2	£13.36	£11.87
Switzerland	2	£13.26	£12.04
Czech Republic	3	£10.95	£9.50
Italy	3	£13.26	£12.21
Slovakia	3	£12.37	£9.55
Spain	3	£12.75	£10.42
Finland	4	£19.68	£16.69
Portugal	4	£13.91	£10.38
Sweden	4	£16.10	£13.78
Poland	4	£11.87	£9.90
Estonia	4	£15.35	£12.05
Croatia	4	£19.03	£15.20
Hungary	4	£11.99	£9.95
Slovenia	4	£14.00	£10.20
Lithuania	5	£13.05	£11.50
Latvia	5	£14.26	£12.50
Norway	5	£20.98	£17.98
Iceland	5	£34.45	£26.39
Bulgaria	5	£20.24	£15.94

Romania	5	£19.65	£16.01
Greece	5	£24.38	£18.47

# Exporting Goods / Delivery Outside the UK

## Booking an Export On DPD

1. Log on to mydpd
2. Select 'Shipping' Along the top bar
3. Select the country you are exporting good to
3. Complete the address, contact name, email address and telephone number
4. Click Customs Information Button
5. We are the 'Exporter' so fill in the details with our address details
6. Our EORI number is GB878098854000 / Our VAT number is 878098854
7. On the Right-Hand side - fill in the following details -
 

Reason for Export - Sale

Shipping Freight - 0.00
8. Complete the 'Importer' address details
9. You will need to have the EORI number relating to the country you are exporting to along with the company vat number
10. Click the 'Product Details' button
11. This is a description of the goods we are Exporting - we need to add Commodity code
12. Search this on google e.g - Commodity code for leaflets
13. Enter the Commodity number, the number of parcels and the value of the order e.g £100
 

Commodity code 4802690000: Other - UK Integrated Online Tariff - [GOV.UK \(trade-tariff.service.gov.uk\)](https://gov.uk/trade-tariff.service.gov.uk)
14. Click 'Save' All being well, you will have the option to print the label and the Export documents.

## Screen Shots -

dpd MyDPD **Shipping** Collections Deliveries Pickup Returns Address Book Depot Finder Help | Logout

Create Shipment Shipment Review Imports Import Activity Tools Delivery Delivery Search

**Create Shipment** MATICSERVICES

To proceed, correct the following issue: Notification Text must be a valid Telephone number

**Customs Information**

Type \* Commercial Reason for export \* Sale

No. of Items 1 Total Weight (kg) 1

International Billing Terms Delivered at Place Shipping/Freight Cost (GBP) 0.00

Invoice Reference 934391

**Exporter**

Country \* UNITED KINGDOM

Postal/Zip Code \* ML5 4XD

Organisation/Name MATIC MEDIA

Address 1 \* 9-11 HAGHILL ROAD

Address 2

City \* MOTHERWELL

County/State

Contact FRANCES

Telephone 08442092274

Shipper's EORI No \* GB878098854000

Shipper's VAT No 878098854

Destination Tax ID/Reg No

**Importer**

Country \* REPUBLIC OF IRELAND

Postal/Zip Code V94 X2DT

Organisation/Name SCHUH

Address 1 \* UNIT 07X

Address 2 THE CRESCENT

City \* LIMERICK

County/State

Contact \* STUART

Telephone \*\* 07549099313

Email \*\* STUART@CLAROPRINT.CO.UK

☒ Business

Importer's EORI No \* IE8272987T

Importer's VAT No 8272987

☐ Consumer

Importer's PID No

<- Delivery Details Clear Print Later Print Now Product Details ->

ALL ORDERS AND CONTRACTS FOR THE SUPPLY BY DPD OF CARRIER SERVICES SHALL BE GOVERNED BY ITS STANDARD [TERMS & CONDITIONS](#) OF TRADING.  
DPD is a trading division of DPDgroup. Registered office: PO Box 6979, Roebuck Lane, Smethwick, West Midlands, B66 1BN. Registered in England and Wales No 732993

dpd MyDPD **Shipping** Collections Deliveries Pickup Returns Address Book Depot Finder Help | Logout

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**Create Shipment** MATICSERVICES

To proceed, correct the following issue: Notification Text must be a valid Telephone number

**Product List**

Package	Description	Total Value (GBP)
1	LEAFLETS	100.00

**Product Detail**

Package Number \* 1

Product Code

Enter product identifier (SKU)

Product Type LEAFLETS

For example women's bag/smen's shoes

Detailed Description \*

For example men's patent leather shoes

Product Composition

For example woven 100% silk

Country of Origin \* UNITED KINGDOM

Commodity Code \* 49019900

Enter commodity Code

Product Unit Weight (kg) \* 1.00

The maximum total weight per package is 30kg

Product Quantity \* 1

Quantity of product items for this parcel

Product Unit Value (GBP) \* 100.00

Product Total Value (GBP) 100.00

Total Value (GBP) 0.00

Shipping/Freight Cost (GBP) 0.00

New Cancel Save

<- Customs Information Clear Print Later Print Now

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TODD

## Common Commodity Codes

Search for - commodity code for leaflets

## EORI Number

GB878098854000

## Editing an Export When in Transit

# Tracking DPD Deliveries inside the Matic Track

TODO

# Tracking Deliveries on DPD's Website

TODO

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