

# USE OF NUMBER RANGES FOR SELF-PROGRAMMING

The correct use of number ranges when creating your shipping label is essential for the fast and error-free delivery of your items. This is automatically ensured if you use our shipping function and the shipping web service. When commissioning your shipments through a partner system or an interface developed specially for your company, however, it is necessary to verify the correct use of number ranges.

## WHY IS THE CORRECT USE OF NUMBER RANGES SO IMPORTANT?

For the successful and fastest possible transport, delivery and invoicing of your shipments, it is necessary to transmit to our system what is known as PAN data ("PreAdviceNotification data") produced when you create the shipping label. PAN data are advance shipment data that contain all the required information including the shipment numbers produced from the number range assigned to you.



### PLEASE NOTE:

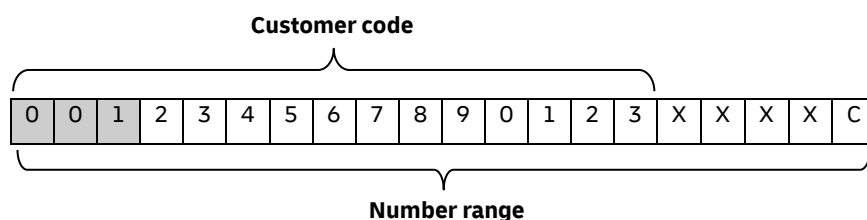
The use of **incorrect number ranges** ...

- results in erroneous PAN data that cause problems in our systems and, in the worst-case scenario, can lead to **non-deliverable items and/or additional fees**.
- can lead to **higher shipping prices** because, due to the inability to match the shipment with your contractual agreements, list prices can be charged instead of your individually agreed prices.
- can result in **problems with your shipment reporting** and shipment tracking.

## HOW ARE NUMBER RANGES ASSIGNED AND WHAT EXACTLY ARE THEY?

- Number ranges are assigned based on the **shipment volume contractually agreed with you per calendar year**.
- Based on your expected annual shipment volume, we assign a **reserved range of shipment numbers to you** – your so-called number range.
- Your number range is **unique and is intended for your shipments only**.

## EXAMPLE OF CUSTOMER CODE AND NUMBER RANGES



Number range examples with the annual shipment volume ("X" stands for the digit scope for possible shipments):

- 001234567890123XXXXC; shipment volume = 0001 – 9,999 shipments
- 0012345678901XXXXXXC; shipment volume = 000001 – 999,999 shipments

In this case, "XXX..." are consecutive digits.



## HOW CAN YOU ENSURE THE CORRECT USE OF NUMBER RANGES?

- The **number range assigned to you** must be **correctly stored** in your partner system or the interface designed for you. The **digits and numbers** of your number range must be **complete und error-free** in all systems and interfaces.
- As soon as you can foresee a **change in the annual volume**, contact your sales representative to **properly adjust the number range**.

## WHERE CAN YOU VIEW YOUR ASSIGNED NUMBER RANGES?

You can find your number ranges in your personal menu of **the Post & DHL Business Customer Portal under “Vertragsdaten”** (contract data). There you can determine the scope of your number ranges, i. e. the number of shipments per year already assigned to you through your number range.

Deutsche Post Geschäftskundenportal

Paket & Waren Verfolgen Rechnungen & Reports

Maxi Mustermensch

Persönliche Daten

Benutzer verwalten

**Vertragsdaten**

Produkt hinzubuchen

Hilfe & Informationen

Abmelden

### Vertragsdatenübersicht

**Kundendaten**

Kundennummer	Firmenname	Adresse	Telefon
0123456789	DHL Paket GmbH Abt. 21A2 Produkt Management Business Custom	Straßensweg 10 53113 Bonn DE	

VERTRAGSDATENÜBERSICHT

SUCHBEGRIFF EINGEBEN

Produkt

nur gültige anzeigen

Ihnen werden 4 Zeilen angezeigt

<input type="checkbox"/>	Abrechnungsnummer	Produkt	<b>Nummernkreis</b>	Vertrag	Abweichender Einlieferer	Bankdaten
<input type="checkbox"/>	01234567891111 WARENPOST	DHL WARENPOST	001234567890123XXXX	-	-	-

## You cannot find the correct section in the Post & DHL Business Customer Portal (BCP)?

Please contact the administrator responsible for your BCP access. You will find the contact details in the menu under “Personal data”:

Deutsche Post Geschäftskundenportal

Paket & Waren Verfolgen Rechnungen & Reports

Maxi Mustermensch

Persönliche Daten

Benutzer verwalten

Vertragsdaten

Produkt hinzubuchen

### Persönliche Daten

**Persönliche Daten**

Abholen AM Brief CO<sub>2</sub>-Report Postcard Rechnungszentrum Responseplus Retoure Verfolgen Paket & Waren Verfolgen

Verfolgen (alt) Versandmonitor Versenden

## You cannot access the Post & DHL Business Customer Portal

Please get in touch with your DHL sales representative.