TRAKPAK / UNTRAK
Labelling Requirements
&
Pre Advice Data
Specification Details

1. Contents

2. Document Control

2.1 Document History

#	Reason	By	Date
3.0	First Release	Dan Pope	10/05/2016
3.0	Additional item description fields	Dan Pope	01/12/2017
3.0	Add COD Amount	Dan Pope	19/12/2017
3.0	Add Branding ID	Dan Pope	20/12/2017
3.0.1	Additional Support for Australia GST	Harry Dhatt	25/05/2018
3.0.2	Added UNTRAK service	Luke Shields	17/04/2019

3. Introduction

3.1 Document Purpose

This document is intended for TRAKPAK clients who wish to produce labels from their own systems and transfer data to P2P for shipment processing.

3.2 Testing Procedures

All clients wishing to process TRAKPAK shipments in this way must first get approval on label formats and transfer files.
All test data including physical labels must be sent in order to get live settings.
For testing purposes the following settings should be used:

Field	Test Setting
Site Code	P2P001
Number Range	900000001 - 900009999

The test data should include a selection of labels and at least one data file based on your intended shipping profile. Please consult your P2P contact to agree details.

All test packs (Label images and data files) should be initially emailed to clientitsupport@p2pmail.co.uk for approval.

Once confirmed FTP Access details will be supplied and physical labels required for final approval.

4. Label Design

4.1 Label Format

Labels are designed to print to 6*4 thermal labels

Other labels can be used on approval by P2P – please consult your P2P contact.

Below images are the standard layout printed in portrait – labels printed in landscape can be used – please refer to notes on barcode positioning to ensure your layout will conform to basic requirements.

1. Please refer to section 4.2 for the barcode format
2. The address should be laid out clearly with the Postcode (where used) in a larger font as shown above
3. Please refer to section 4.3 for the barcode requirements
4. Always print the destination Country ISO code here in bold
5. Trak Pak logo – client may switch this to print their own logo if desired
6. Trak Pak consignment number

4.2 Code 128 Barcode

This Barcode is the TRAKPAK consignment number – this is made up of:

#	Description	Type	Length	Comments
1.	Site Code	Char	6	Assigned by P2P – use P2P001 in testing
2.	Shipping Day	Num	1	1 = Sunday 2 = Monday 3 = Tuesday 4 = Wednesday 5 = Thursday 6 = Friday 7 = Saturday
3.	Origin Country	Char	2	2 digit ISO code for sending Country
4.	Range	Num	9	000000001-999999999 use 900000001 – 900009999 in testing
5.	Piece Count	Num	2	Always use "01"

This barcode should have a maximum of 6mm space between the barcode and the edge of the label
This barcode should be placed at the top of the label

4.3 PDF417 Barcode

This barcode is designed to ensure basic, minimum data for the consignment is included on the label – in event a consignment has no data available from FTP Message transfers – this barcode will be used to generate basic consignment data. This barcode is made up of the following fields, separated by comma (csv format):

#	Description	Type	RF?	Max	Comments
1.	Version Number	Num	Y	1,1	"3.0" for this version
2.	Consignment Number	Char	Y	20	P2P0012GB00000325601
3.	Shipper Company	Char	Y	35	
4.	Shipper Reference ID	Char	N	35	
5.	Consignee Contact Name	Char	Y	40	
6.	Consignee Company	Char	N	35	
7.	Consignee Address 1	Char	Y	35	
8.	Consignee Address 2	Char	N	35	
9.	Consignee Address 3	Char	N	35	
10.	Consignee Town	Char	Y	35	
11.	Consignee State/County	Char	C	35	Required for USA and Canada (2 Character State Code to be used). Required for Australia (Use 2/3 letter State Code)
12.	Consignee Zip	Char	C	15	
13.	Consignee Country Code	Char	Y	2	2 Letter ISO Country Code
14.	Consignee Phone	Char	N	20	Recommended
15.	Consignee Email	Char	Y	40	
16.	Service	Char	Y	4	See service code list
17.	Weight	Num	Y	7,2	
18.	Pieces	Num	Y	1	Always single piece
18.	Weight UOM	Char	Y	1	K = Kgs L = Lbs
19.	Description of Goods	Char	Y	70	
20.	Shipment Value	Num	Y	10,2	
21.	Shipment Currency	Char	Y	3	ISO Currency Code
22.	Shipment Date	Date	Y	10	DD/MM/YYYY

This barcode should have a maximum of 6mm space between the barcode and the surrounding text or edge of the label.

5. File Transfers

5.1 Transfer Method
All files to be transferred to P2P prior to goods arriving at the relevant P2P Hub – failure to provide the required data files to P2P may result in delays to the processing of your consignments

Files are to be transferred via FTP – details will be provided during your testing & approval process

5.2 File Naming
All data files created must follow the following naming convention:

    DDMMYYYYHHMM.CCCCCC

DD	Day Date of file creation
MM	Month Date of file creation
YYYY	Year Date of file creation
HH	Hour of file creation (using 24 hour clock)
MM	Minute of file creation
CCCCCC	Site Code of sending Client

So a file generated for Client Site P2P001 on 1st July 2015 at 5.32pm would be:

    010720151732.P2P001

5.3 File Format and Structure Overview
Each transfer file will consist of several record elements in CSV format:

One HEADER record per transfer (Mandatory)
One or more DETAIL records – one per consignment (Mandatory)
One or more ITEM records – one per Item within a consignment (Mandatory only for shipments that require Customs Clearance)
One TRAILER record per transfer (Mandatory)

All files must be Comma Delimited, quotes should be around all string fields. Files should encoded in UTF-8 without Byte Order Marker.

5.4 File Header Record

#	Name	Type	Required?	Max	Comments
1.	Record Type	Char	Y	1	"H" for HEADER
2	Version Number	Num	Y	1,1	Version of specification used. Use "3.0" for this version
3.	Site Code	Char	Y	6	Your account number. Eg. P2P001
4.	Date	Date	Y	10	Date of file creation. DD/MM/YYYY

5.5 File Detail Record

#	Name	Type	Mandatory?	Max	Comments
1	Record Type	Char	Yes	1	"D" for Detail
2	Consignment Number	Char	Yes	20	TRAKPAK Consignment Number. Eg. "P2P0016GB00000000019"
3	Shipper Reference ID	Char	No	35	
4	** LEAVE BLANK **				
5	** LEAVE BLANK **				
6	** LEAVE BLANK **				
7	Shipper Contact Name	Char	No	40	
8	Shipper Company	Char	Yes	35	
9	Shipper Address 1	Char	Yes	35	
10	Shipper Address 2	Char	No	35	
11	Shipper Address 3	Char	No	35	
12	Shipper Town	Char	Yes	35	
13	Shipper County	Char	No	35	
14	Shipper Zip	Char	Conditional	15	Required for Countries that use Zip/Postal codes
15	Shipper Country Code	Char	Yes	2	ISO Country Code. Eg. "GB"
16	Shipper Phone	Char	No	20	
17	Shipper Email	Char	Yes	40	
18	Shipper VAT Number	Char	No	17	
19	** LEAVE BLANK **				
20	** LEAVE BLANK **				
21	** LEAVE BLANK **				
22	** LEAVE BLANK **				
23	** LEAVE BLANK **				
24	Consignee Contact Name	Char	Yes	40	
25	Consignee Company	Char	No	35	
26	Consignee Address 1	Char	Yes	35	
27	Consignee Address 2	Char	No	35	
28	Consignee Address 3	Char	No	35	
29	Consignee Town	Char	Yes	35	
30	Consignee County	Char	Conditional	35	Required for USA and Canada (Use 2 letter State Codes). Required for Australia (Use 2/3 letter State Code)
31	Consignee Zip	Char	Conditional	15	Required for Countries that use Zip/Postal codes
32	Consignee Country Code	Char	Yes	2	ISO Country Code
33	Consignee Phone	Char	Conditional	20	Required for PUDO Services (must be mobile), otherwise recommended. International Format Only (eg. +441268123456)
34	Consignee Email	Char	Yes	40	
35	Consignee VAT Number	Char	No	17	
36	Consignee PUDO ID	Char	Conditional	20	Required for PUDO Services. Pickup ID of the pickup point
37	Consignee National ID Number	Char	Conditional	40	

38	Consignee Passport Number	Char	Conditional	40	Required depending on Destination/Route
39	Consignee Passport Issue Date	Char	Conditional	40	Required depending on Destination/Route, DD/MM/YYYY format
40	Consignee Passport Exp. Date	Char	Conditional	40	Required depending on Destination/Route, DD/MM/YYYY format
41	Local Consignee Name	Char	Conditional	40	Required depending on Destination/Route. Local language.
42	Consignee Tax ID Number	Char	Conditional	40	Required depending on Destination/Route
43	Payment Reference Number	Char	Conditional	40	Required depending on Destination/Route
44	Payment Date & Time	Char	Conditional	40	Required depending on Destination/Route Format: YYYY-MM-DD HH:MM:SS
45	Merchant ARN	Char	Conditional	40	Merchant (Sub-Client) need to provide the ARN for GST calculation (Australia)
46	Purchaser ABN	Char	Conditional	40	Merchant to Provide ABN of Purchaser (if Applicable) (Australia)
47	GST Exemption Code	Char	Conditional	40	If GST has not been charged then provide the exemption code (Australia)
48	** LEAVE BLANK **				
49	Service	Char	Yes	4	See service code list
50	Shipment Pieces	Num	Yes	1	Always "1"
51	Shipment Weight	Num	Yes	7,2	eg. "3.02"
52	Weight UOM	Char	Yes	1	"K" = Kg, "L" = Lbs
53	Shipment Length	Num	No	4	In Cms
54	Shipment Width	Num	No	4	In Cms
55	Shipment Height	Num	No	4	In Cms
56	Dimension UOM	Char	Yes	2	"cm" only
57	Description of Goods	Char	Yes	70	Overall Shipment Description
58	Shipment Value	Num	Yes	10,2	Overall Shipment Value
59	Shipment Currency	Char	Yes	3	ISO Currency Code. Eg. "GBP"
60	Terms	Char	Yes	3	"DDU" or "DDP"
61	COD Amount	Num	No	4,2	Cash on Delivery Amount. Eg. 132.99
62	COD Currency	Char	Conditional	3	Cash on Delivery Currency, 3 characters. Eg. GBP
63	Branding ID	Char	No	10	
64	** LEAVE BLANK **				
65	** LEAVE BLANK **				
66	** LEAVE BLANK **				
67	** LEAVE BLANK **				
68	** LEAVE BLANK **				
69	** LEAVE BLANK **				
70	** LEAVE BLANK **				

5.6 File Item Record

#	Name	Type	Mandatory?	Max	Comments
1	Record Type	Char	Yes	1	"I" for Item
2	Item Description	Char	Conditional	none	Required for outside EU
3	Item SKU Code	Char	Conditional	20	For CHINA and RUSSIA, please populate with SKU Code
4	Item HS Code	Num	Conditional	10	For CHINA Direct, please populate with HS Code
5	Item Country of Origin	Char	Conditional	2	ISO Country Code
6	Item Purchase Web Address	Char	No	50	Direct link to product required for RUSSIA
7	Item Quantity	Num	Conditional	5	Total Number of Pieces in this item Required for outside EU
8	Item Value	Num	Conditional	5,2	Total Value of this item (all pieces) Required for outside EU
9	Detailed Description	Char	Conditional	None	Detailed description of the item
10	Item Composition	Char	Conditional	None	Item Composition. Eg. 100% Cotton
11	Chinese Description	Char	Conditional	None	For CHINA, please populate with Item Description in Chinese characters
12	Unit	Num	Conditional	5,2	
13	** LEAVE BLANK **				

5.7 File Trailer Record

#	Name	Type	Mandatory?	Max	Comments
1	Record Type	Char	Yes	1	"T" for Trailer
2	Number of Records	Num	Yes	5	Number of Detail records in file
3	** LEAVE BLANK **				
4	** LEAVE BLANK **				
5	** LEAVE BLANK **				

6. Service Codes and Country Rules

6.1 Service Code List

Service Code	Description	Max Weight	Notes
TPWW	TRAKPAK Worldwide	30Kg	
TPWP	TRAKPAK PUDO Service	30Kg	
TPWE	TRAKPAK USA Priority	30Kg	
TPEX	TRAKPAK Worldwide Express	30Kg	
TPLP	TRAKPAK Lite+	2Kg	
TPLT	TRAKPAK Lite	2Kg	
TPKL	TRAKPAK PUDO Kiala France	30Kg	
TPCR	TRAKPAK PUDO Correos Spain	30Kg	
YO24	TRAKPAK UK 24 Hour	30Kg	
YO48	TRAKPAK UK 48 Hour	30Kg	
72PT	TRAKPAK UK 72 Hour Packet	30Kg	
UNTK	P2P UNTRAK	2Kg	

6.2 Country Rules

There are some specific rules for certain countries using particular service codes. Below is a table of the requirements for each.

Country	Service Code	Rules
China	TPDI	1. Item SKU Code is required. 2. Consignee National ID Number is required. 3. Payment Reference Number is required. 4. Payment Date & Time is required. 5. Consignee Contact Name must be in Chinese characters. 6. Consignee Address fields must be in Chinese characters. 7. Consignee Phone is required.
China	TPWW	1. Zip code must be at least 5 digits
Australia	TPWW	2. Consignee County must be populated with 2 / 3 character state code.
USA	All	1. Consignee County must be populated with 2-digit state code.
Canada	All	1. Consignee Country must be populated with State or State code
Germany	TPWW	1. Address Line 1 must be a valid house number and street name