

Geis CZ s.r.o.

Geis SK s.r.o.

Geis PL s.r.o.

System Integration Manual



Global Logistics

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This version replaces all previous versions in its full scope.

Current version is also available at www.geis-group.cz/cs/technicka-podpora,
www.geis-group.sk/sk/technicka-podpora.

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Purpose of the document

System Integration Manual is intended for clients of Geis Group on the Czech, Slovak and Poland territory.

The purpose of the document is to provide clients with key knowledge and information related to system integration so that integration implementation takes as short time as possible. The manual defines the rules for transferring data into Geis Group information system, defines which data should be transferred, which data formats and types are used, and also provides specification of stickers and handing-over certificates for cargo transport.

Prepared by IT department
Last revision: June 22, 2026

Overview of changes

This section includes chronological list of changes in the documentation.

Version number	Date of issue	Description of changes	Section(s)
2026/01	27. 1. 2026	Added Shipment Categories	2.4
2026/01	27. 1. 2026	Hanging Unit on label layout	2.3
2026/01	27. 1. 2026	Type and category of shipment, volume and dimensions of the item	2.1.1 (Record I and Record F)
2025/03	24. 3. 2025	Removing FTP accesses	1.5 , 2.6
2024/03	5. 3. 2024	Deleted B2x services	2.1.1.(record K)
2024/03	5. 3. 2024	Deleted B2x services	2.4
2022/06	29. 6. 2022	Added record "T"	2.1.1
2022/05	6. 5. 2022	Added column of mandatory and optional records (M/O)	2.1.1
2022/03	24. 3. 2022	Updated routing table	2.3
2022/01	17. 1. 2022	Updated table of accessibility of services (HDS)	2.4
2021/07	28. 7. 2021	Updated table of additional services (phone number prefix)	2.4
2021/05	3. 5. 2021	Removal of instalation service. B2C, B2P and B2S services were replaced by HDS service	2.4 2.4
2021/03	12. 3. 2021	Removal of the type of transport Parcel	—
2021/01	18. 1. 2021	Change of record F (MJ code)	3.1
2020/11	10. 11. 2020	Change the structure of records C and D Added records O, P and S Added services HDS and HDP	3.1 3.1 3.4
2020/03	6. 3. 2020	Change in the insurance section	2.2
2020/02	21. 2. 2020	Change of the provider of the parcel services Change of countries and additional services for the parcel Change of the previews of the parcel labels and handover protocols	— 2.5, 2.7 —

2019/11	27. 11. 2019	Information about the data contained in the routing tables changed	1.5
2019/07	5. 7. 2019	List of allowed countries for the B2C parcel service changed	2.5
2019/03	7. 3. 2019	Structure of the K record from Cargo changed Service pickup point renamed on Geis-Point	3.1 2.5.13
2019/02	7. 2. 2019	Service Insurance changed	2.2, 2.5.11
2019/01	15. 1. 2019	Description of service BCK changed	2.5.19
2018/05	1. 11. 2018	Edit header of document Polish FTP servers added	— 1.5, 2.7, 3.6
2018/04	1. 10. 2018	Added table: Authorized exporting countries for B2C service	2.5.8
2018/03	10. 9. 2018	Description of service pickup point changed	2.5.13
2018/02	24. 8. 2018	Change of pickup point format	2.5
2018/01	24. 7. 2018	Modified routing - description of blocks New chapter added - International routing for cargo Poland Service BCK - Reverse shipment added	1.5 1.5.4 2.5.19
2017/01	21. 4. 2017	National routing - Depot number Modified data block table - record 22, 44, 45 New additional services for Poland - CDE, DON, SAS, SAT Modified specifications of labels Descriptions of new services for Poland - CDE, DON, SAS, SAT Modified positions of data blocks in text Modified positions of variables for labels	1.5.1 2.2.1 2.2.1 2.4 2.5.15-18 — —
2015/02	1. 12. 2015	EDL service specification. Adding Pickup point service for SK	2.2.1, 3.4, 3.4.12 2.5.13
2015/01	1. 9. 2015	Change of service availability for countries (CDR)	2.5
2014/04	11. 9. 2014	Added Pickup point service Added Slovak version of Handover protocol	2.5 Attachments
2014/03	24. 3. 2014	Added Payment by card service Differentiation of packages from transport subjects' perspective Added information about data validator Barcode size specified Change of order of introductory chapters Correction of typos and mistakes Modified availability of cargo services abroad	2.5 1.2 1.9 2.4, 3.3 v, vi, vii — 3.4
2014/02	5. 2. 2014	Initial issue of documentation Publication on technical support website Revised Parcel specification Completed Cargo specification	— — — —

Table 1: Overview of documentation modifications

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1 General information

The manual includes ZIP archive containing files with valid Post codes, sticker printing templates, sample handover protocols, sample export data, and logotypes.

Current version of this manual and ZIP archive is available for downloading at www.geis-group.cz/cs/technicka-podpora, at FTP server (see section 1.5 for access information), or from your Geis business manager. Make sure that **you are using the most current version of the documentation**. New version always replaces previous version in its full scope.

Structure and contents of ZIP archive:

```
_loga
|- Geis_logo_barevne.pdf
|- Geis_logo_barevne.png
|- Geis_logo_barevne.svg
|- Geis_logo_cerne.pdf
|- Geis_logo_cerne.png
|- Geis_logo_cerne.svg
|- Geis_logo_printer.zip
\-- Geis.pcx
Cargo
|- Cargo_Label_EPL.txt
|- Cargo_Label_ZPL_200.txt
|- Cargo_Predavaci_Protokol.pdf
|- Cargo_PSC_CZ_Vnitro.txt
|- Cargo_PSC_CZ_Export.txt
|- Cargo_PSC_SK_Vnitro.txt
|- Cargo_PSC_SK_Export.txt
|- Cargo_PSC_PL_Vnitro.txt
|- Cargo_PSC_PL_Export.txt
|- Cargo_Obaly.csv
|- Cargo_Zeme.csv
\-- Cargo_Data_ftp10280869.txt
EPL2_Programming_Manual.pdf
```

1.1 Modification of customer's information system

Implementation of integrated data communication with Geis systems frequently **requires modifications of customer's information system**. When ordering these modifications, it is necessary to consider the fact that certain characteristics may change over time. This includes, primarily, the business terms and conditions, the scope of provided services, sequences, supplementary services, routing tables, and other code lists.

It is therefore advisable to order and implement modifications of the information system in a way which allows **dynamic change or ranges as necessary**.

1.2 Transport types

Cargo, also called pallet transport. These transactions are performed by *Geis CZ, s.r.o.* in the Czech Republic, by *Geis SK, s.r.o.* in the Slovak Republic and by *Geis PL, s.r.o.* in the Republic of Poland

The basic unit of transport is a **cargo package** (1 package may include multiple colli of load defined in different handling units (pallet, drum, can)). Complete list of handling units is in the appendix at the end of the document. Individual loads share the same package number, a particular piece's position within the package is determined by Kolli number, see section 1.3.

From the transport subjects' perspective, we distinguish:

- **Dispatches**. In this case, consignor and consignee exist. Consignor orders the transport.
- **Orders** (also called Returns). In this case, consignor, consignee, and payer for the transport exist. Payer for the transport, i.e. Geis customer, orders the transport. Consignee may or may not be identical with payer for the transport.

These shipments **can only be domestic**.

Example 1: Geis customer (payer for the transport) needs to transport a package from company (A) (consignor) to company B (consignee). In this case, consignor, consignee, and payer for the transport exist; payer for the transport orders the transport.

Example 2: Geis customer (payer for the transport) needs to transport a package from company (A) (consignor) to himself. In this case, there are 2 subjects - consignor, consignee = payer for the transport.

According to consignor's country and consignee's country, we distinguish

- **Inland.** In this case, consignor's country is the same as consignee's country (e.g. national transport within the Czech Republic).
- **International** (or export) packages. In this case, consignor's country is different from consignee's country (e.g. transport from the Czech Republic to Germany).

1.3 Sequences

The term **Sequence** means a range of numbers (from, to) assigned to clients for **numbering their packages**.

The **number range** is valid for both national and international transport.

Sequences are always assigned so that they last for approx. a year. Then new sequence is assigned¹.

The client receives two numbers - lower and upper limit of the range (see example). The client increments package numbers, starting at the lower limit, until assigned range is completely utilized. Lower and upper limit **are included in the range** and may be used to designate packages. The system must include a check for reaching the end of sequence! Exceeding assigned range means that data will not be processed by our system.

Remark: Packages have 13-digit numbers.

Example: The client is assigned number range 3114500000000 to 3114500099999 for package transport.

This range suffices for 100000 packages. The first package will be designated 3114500000000, the second package will be designated 3114500000001 etc. The last package of the range will be designated 3114500099999.

1.4 Checksums

Checksums are generated from pallet (or loads) numbers, and clients must include checksums on handover protocols and stickers.

Checksum is calculated from **package number** and **KOLLI number**². Method of calculation is demonstrated by the following example.

Example: Package number is 61300800000005, KOLLI number for first load is 01.

Checksum is being calculated from **6130080000000501**.

1) Sums of digits at odd positions and at even positions are calculated.

¹Assigned sequences need not have relation to previous sequence and may have different prefix as well.

²KOLLI is a two-digit number of a load in a package.

$$6+3+0+0+0+0+5+1 = 15$$

$$1+0+8+0+0+0+0 = 9$$

2) Sum of digits at odd positions is multiplied by 3 and sum of digits at even positions is added.

$$(15 \times 3) + 9 = 54$$

3) Resulting checksum is the difference between next "ten" and the result of previous step (marked blue).

$$54 \text{ and complement to next "ten" (60)} = 6$$

1.5 Package routing

Routing system is used to transport packages, routing is defined by **routing tables**. Sections 1.5.2, 1.5.3 and 1.5.4 below describe format of these tables. Tables are updated continuously (up to once a month). Current versions can be downloaded from GEIS FTP server.³ Upon your request, the Sales Manager will provide you with the following information and send you the FTP access details.

The client must be able to work with these tables, so that he can print correct stickers and send correct export data.

Different structure of routing tables is used for national and international transport, described in sections 1.5.2 „National routing“, 1.5.3 „International routing“ and 1.5.4 „International routing for cargo Poland“.

More information about naming of files can be found in section 2.7.

1.5.1 Description of blocks in routing file

Routes are stored at separate lines within the files. Each line contains different information, at positions listed in tables 2, 3 and 4. The following list describes all information items.

Fixed value: The first information in a record is so-called Fixed value. This block is always – NT – and need not be processed. .

Delivery depot number: This number determines a branch of Geis, assigned to the range of Post codes listed at positions *ZIP from* and *ZIP to*. The referred to branch (depot) collects or distributes shipments in the specified extent.

The depot number in file is a three-digit number, and the first digit is skipped.

For example, if used depot number in file is 088, 88 will be used as final depot number.

³They are also sent to client's contact e-mails.

Country code: The code of the country with the presumed scope of ZIP numbers as given at positions *Post code from* and *Post code to*. For current codes see the annex „*Country Code Table according to ISO-3166*“.

Blank: This way marked fields are left free – they are filled with free spaces and they do not carry any information. They are included to the format just to improve its legibility by people.

Post code from: This field includes the bottom limit of the scope of Post codes related to other information on the given line. The value is aligned from the left.

Post codes to: This field includes the upper limit of the Post code scope. The value is aligned from the left⁴.

Delivery route number: This number defines the delivery route assigned to the given Post code scope.

Internal data: This information does not need to be processed in any way. This information is not used for transport operations.

Number of sending depot This number defines sending depot of shipment ⁵

1.5.2 National routing

Directory Cargo in appended archive contains the following files:

- Cargo_PSC_CZ_Vnitro - routing table for national cargo packages of customers from the Czech Republic
- Cargo_PSC_SK_Vnitro - routing table for national cargo packages of customers from the Slovak Republic
- Cargo_PSC_PL_Vnitro - routing table for national cargo packages of customers from the Republic of Poland

Routes are stored at separate lines within the files. Each line contains different information, at positions listed in table 2.

The table 2 defines positions of values described in the line, their length and data type (for more information on data types see the section 1.6).

⁴Both border digits belong to the interval.

⁵This is used only in international cargo routing for Poland

#	Name of block	Position	Lenght	Data type
1	Fixed value „NT“	1	2	AN
2	Delivery depot number	3	3	CC
3	Country code	6	2	AN
4	--- blank ---	8	1	AN
5	Postcode „from“	9	5	AN
6	--- blank ---	14	2	AN
7	Postcode „to“	16	5	AN
8	--- blank ---	21	2	AN
9	Number of delivery route	23	4	CC
10	Internal data	27	9	CC

Table 2: Structure of records in routing table for national.

1.5.3 International routing

You will find the following files in the Cargo directory:

- Cargo_PSC_CZ_Export - routing table for international cargo shipment s of clients from the Czech Republic
- Cargo_PSC_SK_Export - routing table for international cargo shipment s of clients from Slovakia
- Cargo_PSC_PL_Export - routing table for international cargo shipment s of clients from Poland

The international transport operations routing table includes information on lines identical to the inland transport operations routing table, the only difference being the positions and length of some values as you it is apparent in the table 3.

#	Name of block	Position	Lenght	Data type
1	Fixed value „NT“	1	2	AN
2	Delivery depot number	3	3	CC
3	Country code	6	2	AN
4	--- blank ---	8	1	AN
5	Postcode „from“	9	6	AN
6	--- blank ---	15	1	AN
7	Postcode „to“	16	6	AN
8	--- blank ---	22	1	AN
9	Number of delivery route	23	4	CC
10	Internal data	27	9	CC

Table 3: Structure of records in routing table for international.

1.5.4 International routing for Poland

You will find the following file in the Cargo directory:

- Cargo_PSC_PL_Export - routing table for international cargo shipments of clients from Poland.

The international transport operations routing table for Poland includes information on lines identical to the inland transport operations routing table, the only difference is that it has Number of sending depot in last part of routing. You can see it in the table 4.

#	Name of block	Position	Lenght	Data type
1	Fixed value „NT“	1	2	AN
2	Delivery depot number	3	3	CC
3	Country code	6	2	AN
4	--- blank ---	8	1	AN
5	Postcode „from“	9	6	AN
6	--- blank ---	15	1	AN
7	Postcode „to“	16	6	AN
8	--- blank ---	22	1	AN
9	Number of delivery route	23	4	CC
10	Internal data	27	6	CC
11	Number of sending depot	33	3	AN

Table 4: Structure of records in routing table for Polish export.

1.6 Data types

Individual data (values) have to be formatted in data files and routing tables based on the specification. The data type defines **the value format** in data blocks and records. The most often used data types include the alpha-numeric and full-numeric types but often also special types are used. An abbreviation used further in the description of the data structure is given behind the name of each data type in brackets.

1.6.1 Alpha-numeric values (AN)

Fields with values of this type may include any alphabet characters, digits and special symbols whatsoever (including Czech and Slovak diacritics) The text has to be aligned to the left.

Example: Name of the Recipient Lojza Novák in a 20 character field:

„Lojza Novák“

1.6.2 Integer values (CC)

Integer value fields may include only digits. The number has to be aligned to the right and all empty spaces have to be filled with zero characters. If the field contains no data, it remains blank (e.g. for supplementary services).

Example: Parcel weight 15 kg in a 10 digit field:

„0000000015“

1.6.3 Integer values, the number is to be aligned to the right (CP)

Integer value fields may include only digits. The number has to be aligned to the right and empty places (until the end of the field length) have to be filled with spaces.

Example: The sender's Post code is 111 50 in a 9 digit field:

„ 11150“

1.6.4 Integer values, the number is aligned to the left (CL)

Integer value fields may include only digits. The number has to be aligned to the left and empty places (until the end of the field length) behind the number have to be filled with spaces.

Example: The shipment variable symbol is 20140702 in 10 digit field:

„20140702 “

1.6.5 Integer values, the number is completed with the fixed value (CS)

Integer value fields may include only digits. A fixed numeric constant is attached at the end of the number.

Example: The shipment number from the assigned scope is 0701470040014, the constant is 000:

„0701470040014000“

1.6.6 Calendar dates (KD)

The date is written to the integer field. The cargo date format is DDMMYY.

Example: The date of the loading of the palette shipment is March 11, 2013:

„110313“

1.6.7 Time data (KC)

The time is recorded in the integer value. The time format is HHMM.

Example: Shipment delivery time is 11:30:

„1130“

1.6.8 Phone numbers (TC)

Phone numbers are recorded to alpha-numeric fields and have a strictly defined format. This type values may contain only the character "+" at its beginning and then only digits. The phone number has to be entered in the **international format** (+420xxxxxxxxx).

The phone number has to be aligned to the left and all empty spaces have to be filled with spaces across the entire length of the field.

Caution: Digits must be separated by spaces! The entire phone number has to be formatted as a single coherent unit.

Example: Phone notice to the number (+420) 602 111 222 in the international format in a 15 digit field:

„+420602111222 “

1.7 Data validator

A data validator is available for the verification of the correctness of data in data files. The validator checks the following:

- Data file coding
- Data file structure
- Formal correctness of data types
- Logical correctness of data types
- Conformity with business terms and conditions
- Routing

Moreover, the validator makes it possible to calculate the check digit for bar codes.

This validator is recommended to be used as early as prior to the first dispatch of data for check to Geis or DPD.

The current validator version is available for free at the technical support website including its manual www.geis-group.cz/cs/technicka-podpora.

2 Cargo

This part of the manual describes all requisites concerning the client's integration who make use of our services of the **palette (cargo) shipments**.

2.1 EDI format specification

What is used for the import of data on the transport of cargo shipments to our IS is the electronic exchange of structured **text files** in the logistic format of the electronic data exchange system KDDS128, coding **windows-1250**. The data transmission file has the **structure of records**. Each record has its own meaning, individual records are described in the figure 2. The structure of the export file with shown data records is given in the figure 1.

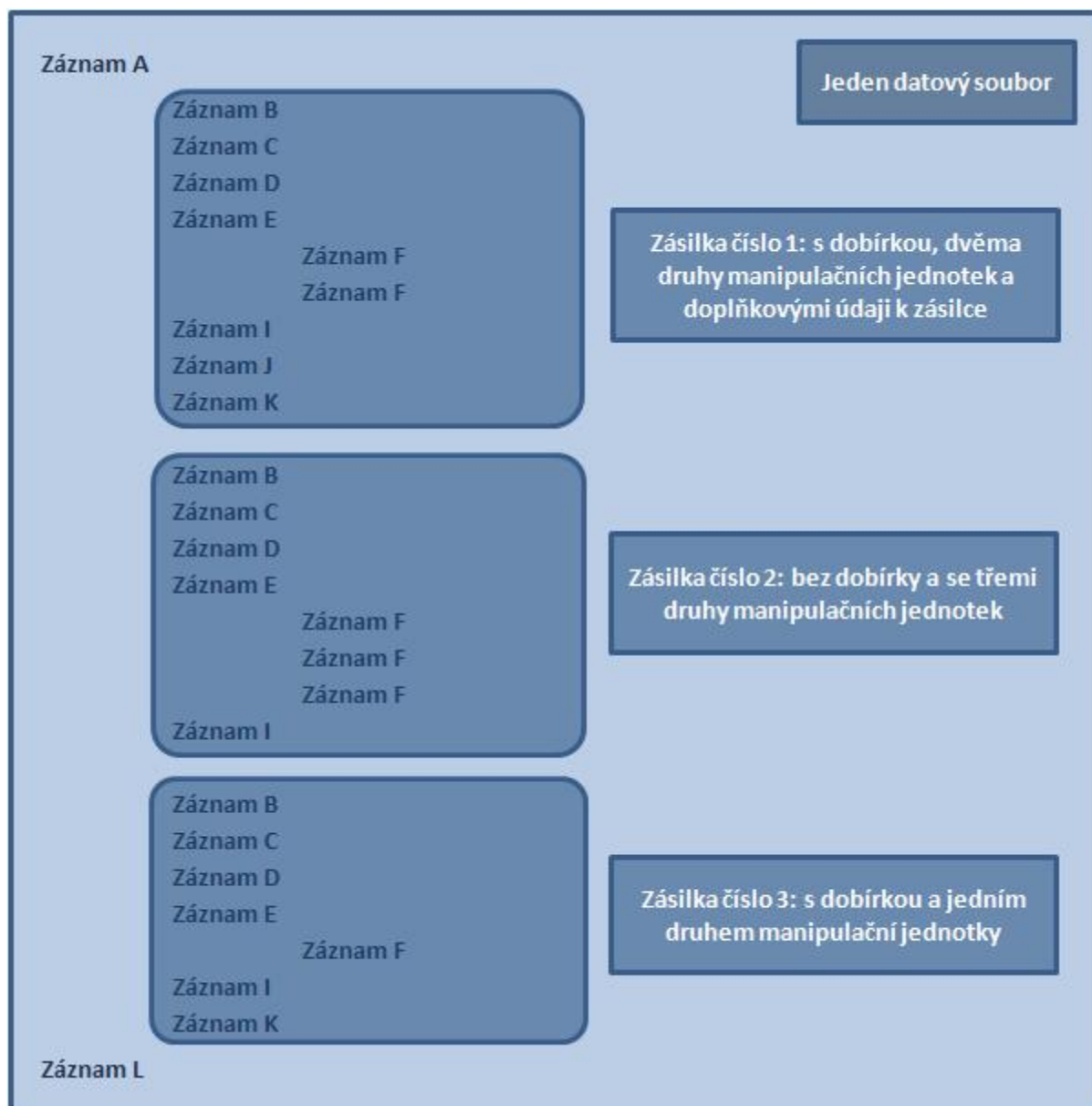


Figure 1: Scheme records in the format KDD5128

Record	Meaning	Mandatory	Number of repeats in the data file
A	Transmission heading	Yes	1
B	Data on the sender	Yes	according to the number of shipments
C	Data on the sender	Yes	according to the number of shipments
O	Data on the sender	No	according to the number of shipments
D	Data of the recipient	Yes	according to the number of shipments
E	Data of the recipient	Yes	according to the number of shipments
P	Data of the recipient	Yes	according to the number of shipments
F	data on shipment items	Yes	according to the number of handling units in the consignment
I	Shipment summary data	Yes	according to the number of shipments
S	Shipment summary data	No	according to the number of shipments
T	Text fields	No	according to the number of shipments
J	supplementary data on the shipment	No	according to the number of shipments
K	Shipment COD	COD only	according to the number of shipments
L	Transmission check sums	Yes	1

Figure 2: Description of records in the format KDDS128

2.1.1 Records structure

Below see the data structure of individual records of the data file KDDS128. The records order has to be preserved (see the scheme in the figures 1 and 2) and all obligatory records for each shipment have to be included. The designation of mandatory fields is shown in the column "M/O" (M = mandatory; O = optional; M* = mandatory under certain conditions). The heading record (A) and summary record (L) are included to each data file once, only.

Note to the F record:

The F record may include loading items of the shipment either in the form *1 line = 1 shipment item* (i.e. without the grouping to handling units) or in the form of *1 line = n items of the shipment of the same handling unit* (i.e. grouping in handling units). The frequency of the occurrence of the F records for one shipment depends on the chosen grouping method.

Example: Let's have a shipment consisting of 2 items of a handling unit EUR palette (FP) of the total weight of 150 kg and 3 items of the handling unit Barrel (FA) of the total weight of 90 kg, thus, this shipment consists of 5 loading items including two various handling units.

- Should the handling items be grouped based on handling units, the F record of this shipment **will be given twice**: once for the handling unit FP (in the F record data, there will be the number of items = 2, weight = 150) and once for the handling unit FA (in the F record data, there will be the number of items = 3, weight = 90).



- Should the loading items be not grouped based on handling units, the F record of this shipment will be given **five times**: twice for the handling unit FP (each F record will include in the data the number of items = 1, weight = actual weight of the given item or 75) and three times for the handling unit FA (each F record data will include the number of items = 1, weight = actual weight of the given item or 30).

Record A – transmission heading (once in the data transmission) – obligatory						
#	Name	M/O	Position	Length	Data type	Remark
1	Fixed value „A“	M	1	1	AN	Fixed A
2	Fixed value „000“	M	2	3	CC	Fixed 000
3	Transmission No.	M	5	18	AN	Unique number of the EDI transmission
4	File date	M	23	6	KD	Date of the creation of EDI data (format DDMMYY)
5	Transport mode	M	29	1	AN	Fixed L
6	Blank	O	30	2	AN	
7	Payer's number	M	32	10	CP	Assigned by GEIS
8	Blank	O	42	86	AN	
9	Electronic data	M	128	1	CC	Fixed 1

Record B – data on the sender 1 (for each shipment) – obligatory						
#	Name	M/O	Position	Length	Data type	Remark
1	Fixed value „B“	M	1	1	AN	Fixed B
2	Position in the transmis.	M	2	3	CC	Serial number in the data file
3	Name 1	M	5	35	AN	Company name / sender's name
4	Name 2	O	40	35	AN	Addition to the sender's name
5	Street ad number	M	75	35	AN	Sender's street including building number
6	Country code	M	110	3	AN	Sender's country code
7	Post Code	M	113	9	CP	Sender's post code (without spaces)

Record C – data of the sender 2 (for each shipment) – obligatory						
#	Name	M/O	Position	Length	Data type	Remark
1	Fixed value „C“	M	1	1	AN	Fixed C
2	Position in the transmis.	M	2	3	CC	Serial number in the data file
3	City	M	5	35	AN	Sender's city
4	Contact person	M	40	35	AN	Contact person of the sender
5	Blank	M	75	2	AN	
6	Variable symbol	M ¹	77	10	CL	Variable symbol for a COD shipment
7	Client's number	M	87	17	CP	Assigned by GEIS
8	Blank	M	104	5	AN	
9	Phone number	M	109	15	TC	Phone number of the sender

M¹ Should the shipment be a COD shipment, this data is obligatory. If given for non-COD shipments, the data is not transmitted for the shipment.

Record O – data of the sender 3 (for each shipment) – optional						
#	Name	M/O	Position	Length	Data type	Remark
1	Fixed value „O“	M	1	1	AN	Fixed O
2	Position in the transmission	M	2	3	CC	Serial number in the data file
3	Contact email	M	5	50	AN	Contact email of the sender
4	Blank	O	55	73	AN	

Record D – data of the recipient 1 (for each shipment) – obligatory						
#	Name	M/O	Position	Length	Data type	Remark
1	Fixed value „D“	M	1	1	AN	Fixed D
2	Position in the transmission	M	2	3	CC	Serial number in the data file
3	Name 1	M	5	35	AN	Company name / recipient name
4	Name 2	O	40	35	AN	Addition to the recipient's name
5	Contact person	O	75	35	AN	Contact person of the recipient

Record E – data of the recipient 2 (for each shipment) – obligatory						
#	Name	M/O	Position	Length	Data type	Remark
1	Fixed value „E“	M	1	1	AN	Fixed E
2	Position in the transmission	M	2	3	CC	Serial number in the data file
3	Street ad number	M	5	35	AN	Recipient's street including building number
4	Country code	M	40	3	AN	Recipient's country code*
5	Post Code	M	43	9	CP	Recipient's post code (without spaces)
6	City	M	52	35	AN	Recipient's city

* Valid values are based in attachment "Cargo_Zeme" (ISO-3166-2).

Record P – data of the recipient 3 (for each shipment) – optional						
#	Name	M/O	Position	Length	Data type	Remark
1	Fixed value „P“	M	1	1	AN	Fixed P
2	Position in the transmission	M	2	3	CC	Serial number in the data file
3	Contact email	M	5	50	AN	Contact email of the recipient
4	Blank	O	55	73	AN	

Record F – data on shipment items (for each used handling unit in the shipment) – obligatory						
#	Name	M/O	Position	Length	Data type	Remark
1	Fixed value „F“	M	1	1	AN	Fixed F
2	Position in the transmis.	M	2	3	CC	Serial number in the data file
3	Number of items	M	5	4	CC	Number of loading items of the same handling unit
4	HU code	M	9	3	AN	Handling unit code*
5	Volume per piece	O	12	5	AN	Volume per piece in dm3 (1.56 m3 = 01560)
6	Goods description	O	17	20	AN	Description of the shipment content (it may be given using for instance the handling unit code)
7	References of the piece	O	37	20	AN	References of the piece
8	Weight	M	57	5	CP	Weight of all items in kg in the given F record**
9	Dimensions of the piece	O	62	11	AN	Dimensions of the item in meters, order L x W x H ***

* MJ = handling unit, e.g. KT – cardboard crate, FP – EUR palette etc. For a list of permitted handling units see the end of this document.

** Sum of the weight of all loading items from the same MJ as specified in the given F record.

*** Dimensions always for a given colli in centimeters without gaps (Length x Width x Height - 065x050x075).

Record I – shipment summary data (for each shipment) – obligatory						
#	Name	M/O	Position	Length	Data type	Remark
1	Fixed value „I“	O	1	1	AN	Fixed I
2	Position in the transmis.	M	2	3	CC	Serial number in the data file
3	Shipment #	M	5	16	CS	Number from the assigned scope (+ 000 at the end)
4	Weight	O	21	5	CP	Weight in kg of all shipment items
5	Blank	M	26	5	AN	
6	Shipment category	O	28	1	CC	Empty or 1 = Shipment, 2 = Order
7	Blank	M	29	2	AN	
8	Volume	M	31	5	CC	Shipment volume in dm3
9	Blank	O	36	2	AN	
10	Product category	O	38	3	AN	B2B, HDS, HDP, if empty, then it is B2B
11	Blank	O	41	2	AN	
12	Delivery terms	M	43	2	CC	Code 30 (DAP), 20 (EXW)
13	Blank	O	45	2	AN	
14	Service 1	O	47	2	CC	Service code (for services in the regime Service 1)
15	Term – delivery time	M ¹	49	4	KC	Delivery time HHMM (for DTR services, only)
16	EDL documents specific.	M ²	53	26	AN	Quantity and types of EDL documents
17	Term – delivery date	M ¹	79	6	KD	Delivery date DDMMYY (for DTR services, only)
18	Service 2	O	85	2	CC	Service code (for services in the regime Service 2)
19	Phone number service 2	M ³	87	30	TC	Phone number for regime 2 services
20	Service 3	O	117	2	CC	Service code (for service in the service 3 regime)

M¹ Parameter is mandatory, if the DTR service is used.

M² Parameter is mandatory, if the EDL service is used.

M³ Parameter is mandatory if the related service requires a phone number (see detailed description of services).

Record S – shipment summary data (for each shipment) – optional						
#	Name	M/O	Position	Length	Data type	Remark
1	Fixed value „S“	M	1	1	AN	Fixed S
2	Position in the transmis.	M	2	3	CC	Serial number in the data file
3	Service 4	O	5	2	CC	Service code (for services in the regime Service 4)
4	Service 4 - Phone num.	M ¹	7	30	TC	Phone number for regime 4 services
5	Service 5	O	37	2	CC	Service code (for services in the regime Service 5)
6	Service 5 - Phone num.	M ¹	39	30	TC	Phone number for regime 5 services
7	Service 6	O	69	2	CC	Service code (for services in the regime Service 6)
8	Service 6 - Phone num.	M ¹	71	30	TC	Phone number for regime 6 services
9	Blank	O	101	27	AN	

M¹ Parameter is mandatory if the related service requires a phone number (see detailed description of services).

Record T - text fields (for each shipment) - optional						
#	Name	M/O	Position	Length	Data type	Remark
1	Fixed value „T“	M	1	1	AN	Fixed T
2	Position in the transmis.	M	2	3	CC	Serial number in the data file
3	Reference of the shipment	M	5	30	AN	Reference of the shipment (visible on the invoice and delivery note)
4	Blank	O	35	94		

Record J – supplementary data on the shipment (for each shipment) – optional						
#	Name	M/O	Position	Length	Data type	Remark
1	Fixed value „J“	M	1	1	AN	Fixed J
2	Position in the transmis.	M	2	3	CC	Serial number in the data file
3	Remark for consignee	O	5	62	AN	Remark on the delivery note (it may be used instead of delivery note)
4	Remark for driver	O	67	62	AN	Remark on the delivery note (it may be used instead of delivery note)

Record K – shipment COD (for each shipment) – obligatory for COD						
#	Name	M/O	Position	Length	Data type	Remark
1	Fixed value „K“	M	1	1	AN	Fixed K
2	Position in the transmis.	M	2	3	CC	Serial number in the data file
3	Blank	O	5	1	AN	
4	COD on the selected acc.	M	6	1	CC	1 = yes, 0 or nothing = no
5	Blank	O	7	16	AN	
6	COD value	M	23	9	CC	COD values in hellers (cents)
7	Blank	O	32	2	AN	
8	Insurance value	M	74	9	CC	COD values in hellers (cents)
9	Blank	O	43	31	AN	
10	COD value	O	74	3	AN	COD currency code* (example CZK, EUR)
11	Insurance currency	O	77	3	AN	Always equal to the sender country
10	IBAN	M ¹	80	32	AN	Number of the account in IBAN format

* COD value is denominated in domestic currency of recipient's state.

M¹ Parameter is mandatory if Cash on delivery to the selected account is required (1 = yes).

Record L – transmission check sums (once in the data transmission) – obligatory						
#	Name	M/O	Position	Length	Data type	Remark
1	Fixed value „L“	M	1	1	AN	Fixed L
2	Fixed value „999“	M	2	3	CC	Fixed value 999
3	Total number of shipments	M	5	5	CC	Number of shipments transmitted in the data file
4	Total number of items	M	10	5	CC	Sum of all items in shipments
5	Total weight	M	15	5	CC	Weight of all shipments in kg
6	Blank	O	20	18	AN	
7	Total CODs	M	38	9	CC	Sum of all CODs in hellers
8	Blank	O	47	24	AN	
9	Number of MJs of the FP	M	71	3	CC	Number of MJ items of the FP type

See the attached ZIP archive in the directory Cargo for an example of the export file Cargo_Data_ftp10280869.txt that is in compliance with the handover protocol available in the annex „Cargo_Predavaci_Protocol“. The file includes five shipments with three various handling units.

2.1.2 Convention regulating the process of assigning of names to export files

The name of the cargo export file consists of several parts: **ftp**, **nnnnnnnnn**, **mm** and **txt**. Their position in the file name is as follows:

ftpnnnnnnnnn.txt

ftpnnnnnnnnn_mm.txt

ftp – fixed letters ftp.

nnnnnnnnn – client's number. The client's number may have max. eight digits and it is assigned by Geis after the verification of the data correctness, see the section 2.6. Should the number have less than 8 positions, nothing else will be added to the file's name.

mm – file number. In case of sending more export files per day, it is necessary to state the file number (01, 02, ...). The dial is reset the next day. In case of sending one file per day, this information is not provided.

txt – suffix to the export file, fixed txt.

Example: Name of the cargo export file sent by the client with the assigned number 10203678:

ftp10203678.txt

Example: Name of the cargo export file sent by the client with assigned number 970421:

ftp970421.txt

Příklad: Names of multiple cargo export files sent by the client with assigned number 10264851:

ftp10264851_01.txt

ftp10264851_02.txt

2.2 Handover protocol structure

The handover protocol serves as a confirmation on the takeover of shipment for transport and it has precisely specified layout of individual parts. It is to be produced in **two copies** – one for the driver and one for the sender. At the end of the document attached to the „Cargo handover Protocol“ there is a preview – check it thoroughly. The protocol has the following obligatory parts⁶.

Contact to the sender: The full address of the client has to be filled in the left-hand upper corner. It is recommended to include the phone contact at this place, but it is not obligatory.

Collection date: In the centre of the upper part of the sheet there should be the below specified shipments collection date specified that is identical to the date given in the export file.

Contact to the depot: In the upper right-hand corner, there should be the logo, address and phone contact to the collection depot. Find the contact to your collection depot at <http://www.geis-group.cz/cz/kontakt> striking the link Paletové přepravy. For the logo go to the attached ZIP archive in the directory _loga.

Number of pages: Each page of the protocol has to include the page number and the total number of pages.

List of shipments: The list of all shipments handed over for delivery is provided in the central part. The following data shall be given for the shipments:

- **Position** – a value specifying the order of the shipment in the protocol. The initial value is 1 and it gradually grows for each other shipment.
- **Shipment number** – this way marked field has to contain the shipment number (see the section 1.3).
- **Recipient, contact** – address of the shipment recipient (including the country code).
- **Items** – number of items per shipment.
- **Weight** – total shipment weight in kg.
- **EXW** – this field includes the text „Yes“ if costs of the shipment delivery are to be paid by the recipient. The column is obligatory even when the client does not use the service Ex Works.
- **Cash on delivery (COD)** – a value (amount) of the COD if the shipment is COD. The cash on delivery amount is always specified in the currency of the country with the accuracy of two decimal points (hellers, cents etc.).
- **Shipment reference** – for instance the order number. This field serves mainly to senders who may fill in here their shipments „registration numbers“ according to which they can trace the shipments.

Enumeration of handling units: Below the list of shipments, at left hand edge, there is an enumeration and number of handling units.

Total number of items: Below the enumeration of shipments at the Ks column position, there is the total number of items to be filled in.

Total weight: : The total weight of all shipments in kg is to be filled in below the enumeration of shipments at the position of the column *Weight*.

Total COD sum: The total COD sum is to be provided below the enumeration of shipments at the position of the column *Cash on delivery (COD)*. Should the protocol include COD shipments to be delivered to several countries, the sum of CODs is only numeric (i.e. EUR and CTZK are added without conversion to a common currency).

⁶All data given in the handover protocol preview as annexed are obligatory.

Signatures: The bottom part of the protocol has to include signatures of the driver and the sender together with the text: „The above shipments were delivered without any damage“.

Footing: The footing text is given in the preview in the annex „Cargo Handover Protocol“. **Caution:** The footing text in the cargo protocol differs from the parcel protocol.

2.3 Label printing specification

Each shipment shall be provided with a label according to the general business terms and conditions. What is recommended for the printing of labels is a printer supporting the EPL language or labels may be printed using a laser printer. However, the output must match below specified parameters (size, content, legible bar codes etc.). The ZIP archive attached to this manual includes a template (in the directory Cargo file Cargo_Label_EPL.txt) for the printing using the EPL printer with the printer head resolution 203dpi. In the template just replace expressions %%VAR_NAME%% with actual values for given shipments. What is also available in the file EPL2_Programming_Manual.pdf⁷ is the EPL2 language manual where the template was created.

The figure 3 shows the layout of the content on the label and in the list behind it, there are explanatory notes provided. The template defined by us is used for the printing of text without diacritics, therefore enter text chains without any diacritics. When defining an own template, the diacritics support is possible, see the attached EPL manual.

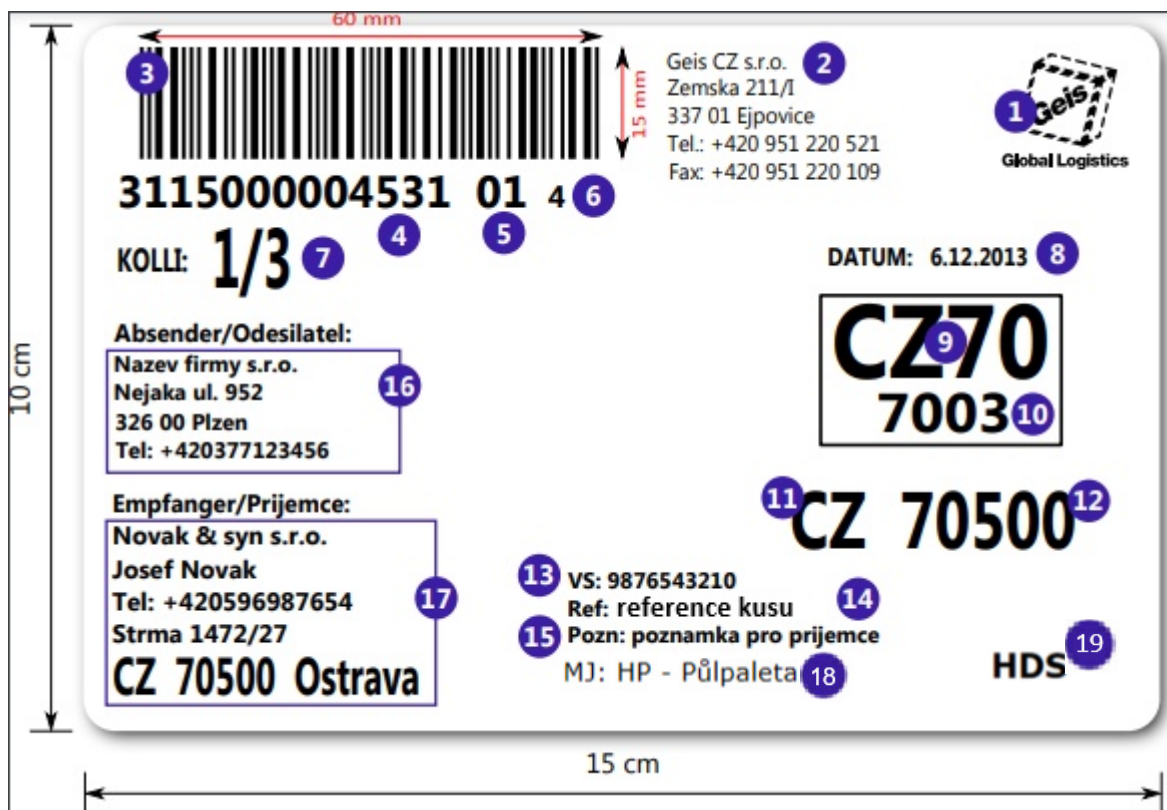


Figure 3: Label layout

⁷The manual needs not be studied as it has been attached for those who wish to get insight in printed data.

1. The logo is available in the attached archive file `_loga/geis.pcx`. In the template for the ELP language printer its printing is safeguarded by the setting `GG15,50,V27` on the line 71 (and the `V27` variable value is `''geis''`). The logo has to be uploaded to the printer, only after that it may be printed.

See the attached archive and the directory `_loga` soubor `Geis_logo_printer.zip` where you find the instruction how to upload the logo to the EPL printer.

2. Address and contact of the collection depot. For this information go to <http://www.geis-group.cz/cz/kontakt> after striking the link *Paletové přepravy*. Replace the following expression with adequate values in the template.

`%%SEND_DEPOT_STREET%%` on line 125 – street,
`%%SEND_DEPOT_POSTALCODE%%` on the line 126 – post code,
`%%SEND_DEPOT_CITY%%` on the line 127 – city,
`%%SEND_DEPOT_PHONE%%` on the line 128 – phone number,
`%%SEND_DEPOT_FAX%%` on the line 129 – phone number for FAX.

3. Shipment number bar code. What is used for the bar code is the standard "Interleaved 2 of 5" and it includes both the shipment number (13 characters) and the serial number of the loading item (2 characters) and the check digit (1 character, altogether a 16 character number). In the printing template replace the following expressions with corresponding values and the bar code will be generated automatically when printing.

`%%TRANSPORT_ID%%` on the line 106 – shipment number,
`%%PACKAGE_NRO%%` on the line 106 – parcel number,
`%%TRANSPORT_CHKSUM%%` also on the line 106 – check digit.

4. Shipment number. What is to be filled in to this position is a 13 digit number of the shipment (see 1.3 „Numeric series“).

Replace with it the expression `%%TRANSPORT_ID%%` in the printing template on the line 115.

5. Loading item number. What is to be filled in this position is the serial number of the loading item (palette, cardboard crate, bag, can ...). The shipment may be composed of max. 99 loading items. The loading item number is entered including the initial zero (e.g. 03) so that the number could always have two digits.

Replace with it the expression `%% PACKAGE_NRO%%` in the printing template on the line 115.

6. Check digit. What is to be filled in at this place is the check digit for the shipment number (see 1.4 „Check digit“).

Replace with it the expression `%%TRANSPORT_CHKSUM%%` in the printing template on the line 117.

7. The order (number) of the loading item (so called "kolli"). Information on the order of the given loading item and total number of loading items included to the shipment is to be provided here. Replace in the printing template the following expressions with corresponding values.

`%%PACKAGE_NR%%` on the line 108 – items order in the shipment,
`%%PACKAGE_COUNT%%` also on the line 108 – number of items in the shipment.

Other pieces of data have to be separated by a slash ("/"). The resulting value of a shipment with one only loading item will be 1/1. Shipments with several loading items (e.g. 3) will have on individual labels the values 1/3, 2/3 and 3/3.

8. Collection date Fill in the date of the shipment collection to our depot at this place.

Replace in the template the expression `%%LOAD%%` on the line 107 with the adequate date in the format `DD.MM.YYYY`.

9. Denomination of the delivery depot. The denomination may be found out from the post code of the recipient (according to routing tables, see the section 1.5 „Routing“). The denomination consists of the country code (2 positions) and depot number (2 positions without the initial zero). The country code is always the same as the country from which the shipment is made sent. Exceptions are shipments sent from CZ to SK and vice versa. In these cases, the country code is determined by the country to which the shipment is directed.

Example 1: The sender is in the Czech Republic. The recipient's post code is 69170 and the recipient's country is CZ. Thus, it is an inland shipment.

It may be found in the routing table Cargo_PSC_CZ_Vnitro.txt that the scope covering the specified post code matches the following record:

„NT061CZ 69146 69171 6119000000000“

Thus, the depot number is 061, the country code is CZ. In order to create the depot denomination data, let's skip the initial zero in the depot number and compose both pieces of data in the following order: country code, depot code: **CZ61**

Example 2: The sender is in the Czech Republic, the recipient's postal code is 81106 and the recipient's country is SK. It is an international shipment.

It may be found in the routing table Cargo_PSC_CZ_Export.txt that for the range and country of that postal code is the following record:

„NT011SK 80000 81109 1101000000000“

Thus, the depot number is 011, the country code in this case is SK (an example of the exception described above). In order to create the depot denomination data, let's skip the initial zero in the depot number and compose both pieces of data in the following order: country code, depot code: **SK11**

Example 3: The sender is in the Czech Republic, the recipients post code is 28035 and the recipient's country is DE. It is an international shipment.

It may be found in the routing table Cargo_PSC_CZ_Export.txt that the scope and country covering the specified post code matches the following record:

„NT025DE 00000 89999 D970000000000“

Thus, the depot number is 025, the country code is in this case CZ. In order to create the depot denomination data, let's skip the initial zero in the depot number and compose both pieces of data in the following order: country code, depot code: **CZ25**

Example 4: The sender is from Slovakia, the recipient's postal code is 30100 and the recipient's country is CZ. It is therefore an international shipment.

In the routing table Cargo_PSC_SK_Export.txt it can be found that for the s range and country where the specified postcode falls, there is the following record:

„NT031CZ 30000 30699 3101000000000“

The depot number is therefore 031, the country code in this case is CZ (same exception as in example 2). To create the depot marking data, drop the leading zero from the depot number and add the two data in the order country code, depot number: **CZ31**

Example 5: The sender is from Slovakia, the recipient's postal code is 1098 and the recipient's country is HU. It is therefore an international shipment.

In the routing table Cargo_PSC_SK_Export.txt it can be traced that for the range and country where the mentioned postcode falls, there is the following entry:

„NT011HU 0000 9999 H129000000000“

The depot number is therefore 011, the country code in this case is SK. To create the depot designation data, drop the leading zero from the depot number and add the two data in the order country code, depot number: **SK11**

Replace in the printing template the expression `%%DEPOT%%` on the line 113 with the value defined using the above described procedure.

10. Delivery route number. This number may be found based on the post code of the recipient's (see the section 1.5 „Routing“).

For the postal code of the recipient as given in the example 1 above the delivery route number will be 6119

For the postal code of the recipient as given in the example 2 above the delivery route number will be 1101

For the postal code of the recipient as given in the example 3 above the delivery route number will be D970

For the postal code of the recipient as given in the example 4 above the delivery route number will be 3101

For the postal code of the recipient as given in the example 5 above the delivery route number will be H129

Replace in the printing template the expression

Replace in the printing template the expression `%%ROUTE%%` on the line 116 with the value taken from the routing table.

11. Recipient's country. Fill in the recipient's country. The value has to be the same as the value of the country as given in the point No. 17 (recipient's address).

In the printing template replace the expression `%%RECIPIENT_STATE%%` on the line 104.

12. Post code of the recipient. Fill in the recipient's post code. The value has to be the same as the post code value given in the point No. 17 (recipient's address). The post code is to be entered without spaces.

Replace in the printing template the expression `%%RECIPIENT_POSTALCODE%%` on the line 105.

13. Variable symbol. This data is obligatory for COD shipments.

Replace in the template the expression `%%VS%%` on the line 124 with the corresponding number.

14. References. This data is used for later identification of the shipment by the sender, the value filled in is identical to the text as in the block References in the export file.

Replace in the template the expression `%%REFERENCE%%` on the line 118 with corresponding text.

15. Remark for the recipient. Here fill in remarks for the recipient identical to the text as in the block remark for recipient in the export file.

Replace in the template the expression `%%NOTE_RCPT%%` on the line 119 with adequate text.

16. Sender's address. Replace in the printing template the following expressions with adequate values.

`%%SENDER_NAME%%` on the line 98 – sender's company name,

`%%SENDER_STREET%%` on the line 99 – sender's street including the descriptive and/or orientation number (e.g. Modřínová 1740/6, where 1740 is the descriptive number. Or Jasanová 8, if only the orientation number is given),

`%%SENDER_POSTALCODE%%` on the line 100 – sender's post code,

`%%SENDER_CITY%%` also on the line 100 – sender's city.

17. Recipient's address Replace in the printing template the following expressions with adequate values.

`%%RECIPIENT_NAME%%` on the line 101 – company name (in the export file, block Name 1),

`%%RECIPIENT_PERSON%%` on the line 121 – contact person name (in the export file of the block Name 2),

%%RECIPIENT_STREET%% on the line 102 – recipient's street including the descriptive and/or orientation number (e.g. Modřínová 1740/6, where 1740 is the descriptive number). Or Jasanová 8, if only the orientation number is given),

%%RECIPIENT_CITY%% on the line 103 – recipients city,

%%RECIPIENT_STATE%% on the line 104 – country code (valid cargo shipment conventions are given in the annex „Table of Country Codes subject to ISO-3166“), with the same value as in the point 11 (of course, it will suffice to enter the value once, only),

%%RECIPIENT_POSTALCODE%% on the line 105 – post code with the same value as in the point 12 (of course, it will suffice to enter the value once, only).

18. Handling unit code for individual items. In the print template, replace the handling unit used according to the list of handling units used by the Geis group.

%%PACKING_TYPE%% handling unit code - its full name

19. Category code

%%HOME_DELIVERY%% code - category abbreviations used by Geis, list of categories in section 2.4. Standard codes: (B2B, HDS, HDP).

All data given on the label has to be identical to data given in the export file and in the handover protocol.

2.4 Shipment categories

Shipments are divided into three basic categories according to the type of recipient: business address - B2B, private address - HDS, HDP. The use of categories must be **agreed in advance** with Geis. For each category, it is specified how they should be entered in the export data. For a precise specification of categories, please contact your Geis Sales manager.

Name of Category	Abbreviation	Mode	Record	Position	Service code
Business to Business	B2B	Product category	I	38	B2B
Home Delivery Standard	HDS	Product category	I	38	HDS
Home Delivery Premium	HDP	Product category	I	38	HDP

Table 5: Categories for export file

The availability of product categories differs for **Czech and Slovak clients**. The availability categories differs also **dependent on the transport type** according to the shipment recipient's destination country - for explanation see the section 1.2

Category	CZ - Inland	CZ - Export	SK - Inland	SK - Export
Business to Business	Yes	Yes	Yes	Yes
Home Delivery Standard	Yes	only SK	Yes	only CZ
Home Delivery Premium	Yes	—	Yes	—

Table 6: Accessibility of categories by type of transportation

2.4.1 Business to Business - B2B

B2B delivery is the standard method of delivering shipments to business addresses. This category includes an e-mail notification service for the recipient.

If no value is entered for the HDS or HDP category in the export file, the shipment is automatically processed as a B2B delivery.

2.4.2 Home Delivery Standard - HDS

Home Delivery Standard is a shipment category for deliveries to private addresses carried out by one person. The price includes an SMS on the day of collection and a telephone notification on the day of delivery. If this category is **required** for the shipment, enter the HDS code in the assigned Product Category field in record I (p. 18)

On labels category is marked with text HDS. An example of a label is shown 7 in the Label Previews for Cargo category (p. 41).

This category cannot be combined with the following services: SMS, AVI, DTR, OSO, ADR, ADQ.

2.4.3 Home Delivery Premium - HDP

Home Delivery Premium is a category of shipment for delivery to private addresses carried out by two people. The price includes an SMS on the day of collection, a telephone notification on the day of delivery,

and delivery by a two-person crew according to the recipient's instructions. If this category is, **required** enter the HDP code in the assigned Product Category field in record I (p. 18)

On labels category is marked with text HDP. An example of a label is shown 7 in the Label Previews for Cargo category (p. 41).

This category cannot be combined with the following services: SMS, AVI, DTR, OSO, ADR, ADQ.

2.5 Transport services for cargo shipments

This section describes supplementary services provided together with cargo transport services. The use of supplementary services has to be **contracted in advance** with Geis. The method of specification in export data is given for individual services.

For detailed specifications of supplementary services contact the Geis sales manager.

Name of service	Abbreviation	Mode	Record	Position	Service code
EXW (Payment by the recipient)	EXW	—	I	43	—
Cash on delivery	COD	—	K	23	—
Specified delivery time	DTR	Service 1	I	47	14
DL backwards	VDL	Service 1	I	47	40
Contracts back	VSM	Service 1	I	47	41
SMS notification	SMS	Service 2 / 3 / 4 / 5 / 6	I, S	85 / 117, 5 / 37 / 69	48
Phone notification	AVI	Service 2 / 3 / 4 / 5 / 6	I, S	85 / 117, 5 / 37 / 69	01
VIP delivery	VIP	Service 2 / 3 / 4 / 5 / 6	I, S	85 / 117, 5 / 37 / 69	32
EDL service	EDL	Service 2 / 3 / 4 / 5 / 6	I, S	85 / 117, 5 / 37 / 69	52
Insurance	POJ	—	K	34	—

Table 7: Additional services for export file

The availability of individual services differs for **Czech and Slovak clients**. The availability of services differs also **dependent on the transport type** according to the shipment recipient's destination country - for explanation see the section 1.2⁸.

⁸In case of chosen export destinations, other supplementary services may be provided above the framework of services specified in this document. For details contact the Geis sales manager.

Service	CZ - Inland	CZ - Export	SK - Inland	SK - Export
EXW	Yes	—	Yes	—
COD	Yes	SK only	Yes	CZ only
DTR	—	DE only	—	DE only
VDL	Yes	—	Yes	—
VSM	Yes	—	—	—
DPC	Yes	—	—	—
SMS	Yes	SK only	Yes	CZ only
AVI	Yes	SK only	Yes	CZ only
VIP	Yes	—	Yes	—
EDL	Yes	SK only	Yes	CZ only
POJ	Yes	Yes	Yes	Yes

Table 8: Accessibility of services by type of transportation

2.5.1 SMS notification – SMS

This service resides in the sending of a SMS to a specified number. The SMS text informs the recipient that the shipment was taken over for its delivery and time of future delivery. Should this service be required for the shipment, **in the export file** is the service code 48 filled in one of the fields Service 2 / 3 / 4 / 5 / 6 and the telephone number to the assigned field. The recipient's prefix must agree with the recipient's country (eg if the shipment is going to Germany, the phone number must have the prefix +49 !). The only exceptions are Slovak telephone numbers in the Czech Republic and vice versa.

This service is not marked in the handover protocol in any way.

2.5.2 Phone notification – AVI

This service resides in the phone specification of exact time of the arrival of the driver to the place of delivery for the shipment recipient. Should this service be required for the shipment, **in the export file** is the service code 01 filled in one of the fields Service 2 / 3 / 4 / 5 / 6 and the telephone number to the assigned field. The recipient's prefix must agree with the recipient's country (eg if the shipment is going to Germany, the phone number must have the prefix +49 !). The only exceptions are Slovak telephone numbers in the Czech Republic and vice versa.

This service is not marked in the handover protocol in any way.

2.5.3 Cash on delivery – COD

The COD service **is to be given in the export file** in the record K – position 23 COD amount (in hellers of cents) and on the position 74 COD currency (see the table 7). In addition to the COD amount and Cod currency in the record K, fill in also the variable symbol in the record J, position 77.

What is to be given in the **handover protocol** is the value of the COD in the *COD* column and the variable symbol in the column *Variable symbol*.

2.5.4 Specified delivery time – DTR

This service envisages the delivery of the shipment on a specified day as required by the sender. Should the service be required for the shipment, fill in the service code 14 in the record I on the position 47 (Service 1). This service is not mentioned in the handover protocol.

The delivery date is specified in the format DDMMYY in the record I on the position 79. The delivery time is specified in the format HHMM in the record I on the position 49.

This service is not marked in the handover protocol in any way.

2.5.5 EXW (Payment by the recipient)

This service envisages the payment of the transport costs by the recipient. The service **is specified in the export file** in the record I on the position 43 by the reference to the delivery condition EXW by means of the code 20. For the standard delivery when the transport costs are paid by the sender fill in the code 30 (see the table 7).

Fill in in the handover protocol the text „Yes“ in the EXW column.

2.5.6 DL backwards – VDL

This service resides in the scanning of delivery notes signed by the recipient and making them available to the sender (either online using Track&Trace or by reverse delivery to the sender). Should the service be required for the shipment, fill in the service code 40 in the record I on the position 47 (Service 1).

2.5.7 Contracts back – VSM

This service provides for the sending of contract signed by the recipient back to the sender. Should the service be required for the shipment, fill in the service code 41 in the record I on the position 47 (Service 1).

2.5.8 VIP delivery – VIP

This service is provided **exclusively for inland shipments** and it provides for comfort delivery to the recipient. Should this service be required for the shipment, **in the export file** is the service code 32 filled in one of the fields Service 2 / 3 / 4 / 5 / 6 and the telephone number to the assigned field.

2.5.9 Insurance - POJ

The shipment insurance service is **indicated in the export file** in record K – in position 34, the insurance amount (in hellers or cents), and in position 77, the insurance currency (see table ??). The minimum and maximum limits according to the currency are: CZK **CZK 1 to 500 000**, EUR **0,1 to 20 000**, PLN **0,1 to 100 000**.

2.5.10 Electronic shipment documents - EDL

This service means an option to attach electronic documents to shipment in PDF format, that are sent to FTP server as well as shipment EDI files. These documents are printed out before delivery and hand over to delivering driver. The documents are of two types - **returnable** and **non-returnable**. Returnable documents are confirmed (signed) by recipient by shipment delivery, later scanned and saved on Track & Trace web. If recipient refuses to confirm these documents, shipment won't be delivered. Non-returnable documents are handed-over to recipient with shipment delivery.

EDL documents types:

V = returnable document, e.g. document, that needs to be confirmed by recipient within shipment delivery and returned to driver
N = non-returnable document, e.g. document, that is left by recipient within shipment delivery
X = combined document, where first half of pages is considered as returnable and second half as non-returnable - if odd number of pages in document, returnable pages are calculated as $(n+1)/2$
Y = combined document, where each odd page is returnable and even page non-returnable

Should this service be required for the shipment, **in the export file** is the service code 52 filled in one of the fields Service 2 / 3 / 4 / 5 / 6. Moreover it is required to fill in additional information with document quantity in segment I on position 53. Document quantity is recorded as **VmmnnNmmnnXmmnnYmmnn**, (**mm** means document quantity of given document type - required, **nn** means total number of pages in all files of given document type - not required, 00 = not specified).

Example of additional information for EDL:

V0104N0000X0000Y0200 = there will be 1 returnable document of type V, with totally 4 pages, and two files - documents of type Y with number of pages not specified.

This information must contain exactly 20 chars.

Service conditions:

- Electronic documents in PDF format, sized A4 or Letter
- PDF files meet ISO 32000-1 standard, are not ciphered, password protected and opened for editing
- File names mmet structure EDL_<document type>_<shipment number>_<file number>, example EDL_N_5991570003022_02.pdf
- Documents are stored on FTP server using similar login information as for EDI files, **into edl sub-folder**

- Documents are stored latest at 3:00 a.m. of the provisioned delivery day (usually next business day after shipment collection)
- Document header of size 2,7 cm must remain clear from any text for adding document identification

If files are not present on FTP server till 3:00 a.m. of delivery day, files are not complete (against additional information in segment I on position 53) or segment I on position 53 is empty or not in correct format, EDL service is removed from shipment automatically.

This service is not present in hand-over protocol.

The use of service is subject to previous agreement with the sales manager of Geis.

2.6 Verification – cargo

The correctness (i.e. adherence to the format and consistency of information according to this manual) of export data, handover protocol and labels is the responsibility of the client. When all such documents **match** the specification given in this document, the client shall send an e-mail with their preview to the assigned Geis sale manager. The sales manager shall handover the underlying documents internally to the Geis IT department and any possible deficiencies shall be communicated immediately with the technical contact of the client. Never send testing data directly to the FTP server!

If not specified otherwise, the client's underlying documents are subject to the following requirements:

- They consist of an export file related to the handover protocol and labels to all shipments. These labels have to be printed on an EPL or laser printer and scanned to be available ideally in the PDF format.
- They include at least three shipments out of which at least one consists of several items and several handling units.
- They include shipments with those services, only (COD, etc.) that have been agreed between the client and the sales manager in the contract with Geis.
- They were checked according to the annex „*Checklist for Underlying Documents – Cargo*“.

Shipment numbers (resp. numeric series) are chosen by the client on random basis. It is important that the number had 13 digits and data in the export files were consistent with data given in the handover protocol and on labels. **The payer and client number** is to be chosen by the client as an eight digit number (e.g. 12300078) The payer and client number will be always the same.

After the verification of the correctness of testing data, actual identifiers are assigned in the followings cope:

- Client's number (eight digit number)
- The numeric series (the same scope for inland and international shipments)

What follows is an integration test of sharp data with identifiers assigned to the client by Geis. This test is described in the next chapter.

Data integration test

The data integration test in the Geis system is executed after the validation of the correctness of all underlying documents and assignment of identifiers. During the test, the client proceeds in same way as in the go live procedure (see the section 2.7 „Go live“). Thus, the client creates **actual shipments** in his IS.

That means that numbers from the assigned numeric series will be used for the shipments. The assigned client's number will be given in the export file generated by the client's IS.

The client shall send the export file (see the section 2.7 „Go live“). to the Geis FTP server. Moreover, he will send all shipment numbers from the first export file by mail to the Geis sales manager and IT department. Thus, the shipment will be actual, nevertheless only in terms of data as they will not be dispatched physically. Numbers used for the testing shipments **cannot be used again** any further in future for other shipments!

2.7 Go live

What is optimal during the go live procedure is to send the export file when printing the handover protocol (it may be automated), however, no later than immediately after the departure of our collection vehicle to our depot. What is important is to import data to our IS no later than at the moment when the collection vehicle arrives to the depot.

The export file may be sent either to the FTP server or to the e-mail address data@geis.cz. We prefer the FTP, e-mail is a backup solution in case the FTP server failed for any reason whatsoever. Upon your request, the Sales Manager will provide you with the following information and send you the FTP access details.

What is anticipated is the sending of a single file per day but as specified in the section 2.1.2, several files may be sent.

Symbols and abbreviations

*List of the documents used or generally used
symbols and abbreviations*

AN	–	Alphanumeric value (see the section 1.6.1)
CC	–	Integer value (see the section 1.6.2)
COD	–	Cash of delivery
EDI	–	Electronic Data Interchange
EXW	–	Costs and risks associated with the delivery of goods are assigned to the recipient
IS	–	Information system
KD	–	Calendar date (see the section 1.6.6)
KOLLI	–	Two-digit number describing the order of the loading item I the cargo shipment
POD	–	Confirmed delivery note
TC	–	Phone number (see the section 1.6.8)

PŘEDÁVACÍ PROTOKOL



Global Logistics

Příkazce (odesílatel):

Název firmy s.r.o.

Nějaká ul. 952
73802 Frýdek-Místek
IČ: 12300078

Datum: 13.03.2020

Geis CZ s.r.o.

U Cementárny 1183, 700 30 Ostrava

Tel.: (+420) 951 277 777,

Fax: (+420) 951 270 159, 951 271 949 (Logistika)

Strana: 1 / 1

Poz.	Číslo zásilky	Příjemce, kontakt	Ks	Hmotnost	EXW	Dob.(COD)	Reference zásilky
1	7075300012002	Josef Chorý Štúrova 1344/52 SK 94901 Nitra-Staré Mesto	1	150		0,00	140023
2	7075300012003	Stavebniny STV s.r.o. Gercoňova 162/5 SK 85101 Petržalka	2	480		2170,00	140024
3	7075300012004	Super Pneu s.r.o. Kollárova 322/8 SK 85101 Petržalka	1	20		0,00	140051
4	7075300012005	Agro AZ s.r.o. Lidická 93 CZ 33011 Třemošná	1	14	Ano	0,00	110043
5	7075300012006	Ele Tro s.r.o. Na Libuši 333 CZ 39165 Bechyně	4	83		1161,00	140052

FP - Celkem Europalet	3	9 Ks	747 Kg	COD: 3331,00
EP - Celkem jednocestných palet	2			
KT - Celkem kartonů	2			
HP - Celkem půlpalet	0			
KH - Celkem polopalet	0			
DP - Celkem dvojpalet	1			
Celkem ostatní nákladové kusy	1			

Podpis řidiče

Výše uvedené zásilky byly předány bez poškození.

Podpis odesílatele

ODOVZDÁVACÍ PROTOKOL



Global Logistics

Odosielateľ:

FENIX Slovensko s.r.o.
 Iľiašská cesta 86
 97405 Banská Bystrica
 IČ: 12300078

Dátum:: 13.03.2020

Strana: 1 / 1

Geis SK s.r.o.

Trhanská 6, 960 01 Zvolen

Tel.: (+421) 18 181,

Fax: (+421) 45 555 2029, 45 555 2055 (Logistika)

Poz.	Číslo zásielky	Prijemca, kontakt	Ks	Hmotnosť	EXW	Dob.(COD)	Referencia	Zás.
1	7075300012002	Josef Chorý Štúrova 1344/52 SK 94901 Nitra-Staré Mesto	1	150		0,00	140023	
2	7075300012003	Stavebniny STV s.r.o. Gerčenova 162/5 SK 85101 Petržalka	2	480		2170,00	140024	
3	7075300012004	Super Pneu s.r.o. Kollárova 322/8 SK 85101 Petržalka	1	20		0,00	140051	
4	7075300012005	Agro AŽ s.r.o. Lidická 93 CZ 33011 Třemošná	1	14	Ano	0,00	110043	
5	7075300012006	Ele Tro s.r.o. Na Libuši 333 CZ 39165 Bechyně	4	83		1161,00	140052	

FP - Celkom Europaliet 3

9 Ks 747 Kg COD: 3331,00

EP - Celkom jednocestných paliet 0

KT - Celkom kartónov 2

Celkom ostatné nákladové kusy 4

Podpis vodiča

Vyššie uvedené zásielky boli odovzdané bez poškodenia.

Podpis odosielateľa

Previews of labels

	Geis CZ s.r.o. Zemská 211/1 337 01 Ejovice Tel: +420 951 220 521 Fax: +420 951 220 109	
3115000004531 01 4		
KOLLI: 1/3	DATUM: 6.12.2013	
Absender/Odesílatel: Název firmy s.r.o. Nejaka ul. 952 326 00 Plzeň Tel: +420377123456	CZ70 7003	
Empfänger/Příjemce: Novák & syn s.r.o. Josef Novák Tel: +420596987654 Strma 1472/27 CZ 70500 Ostrava	CZ 70500	VS: 9876543210 Ref: reference kusu Pozn: poznámka pro příjemce

Figure 4: Previews of labels – shipment with three colli.

	Geis CZ s.r.o. Zemská 211/1 337 01 Ejovice Tel: +420 951 220 521 Fax: +420 951 220 109	
3115000004531 02 1		
KOLLI: 2/3	DATUM: 6.12.2013	
Absender/Odesílatel: Název firmy s.r.o. Nejaka ul. 952 326 00 Plzeň Tel: +420377123456	CZ70 7003	
Empfänger/Příjemce: Novák & syn s.r.o. Josef Novák Tel: +420596987654 Strma 1472/27 CZ 70500 Ostrava	CZ 70500	VS: 9876543210 Ref: reference kusu Pozn: poznámka pro příjemce

Figure 5: Previews of labels – shipment with three colli.

 3115000004531 03 8		Geis CZ s.r.o. Zemska 211/I 337 01 Ejovice Tel: +420 951 220 521 Fax: +420 951 220 109	
KOLLI: 3/3	DATUM: 6.12.2013		
Absender/Odesílatel: Název firmy s.r.o. Nejaka ul. 952 326 00 Plzeň Tel: +420377123456	CZ70 7003		
Empfänger/Příjemce: Novak & syn s.r.o. Josef Novak Tel: +420596987654 Strma 1472/27 CZ 70500 Ostrava	CZ 70500 VS: 9876543210 Ref: reference kusu Pozn: poznámka pro příjemce		

Figure 6: Previews of labels – shipment with three colli.

 3115000102048 01 8		Geis CZ s.r.o. Zemská 211/I 337 01 Ejovice Tel: +420 951 220 521 Fax: +420 951 220 109	
KOLLI: 1/1	DATUM: 12.11.2020		
Absender/Odesílatel: Název firmy s.r.o. Ulice 952 32600 Plzeň Tel:	CZ70 7003		
Empfänger/Příjemce: Příjemce s.r.o. Test Tel: +420951123123 Strma 1472/27 CZ 70500 Ostrava	CZ CZ25 Pozn: poznámka pro příjemce VS: Ref: reference kusu		
		HDP	

Figure 7: Preview of label with service HDP (eventual HDS).

Checklist for underlying documents

Check the underlying documents according to this list prior to the dispatch for review. The purpose is to eliminate most frequent errors and shorten the data connection time.

1. The name of the export file matches the specification (ftpnnnnnnnn.txt).
2. The export file is coded in Windows-1250.
3. All obligatory records in the right number and order are given in the export file.
4. Values given in the export file are correctly formatted according to data types. ,
5. The data blocks positions are adhered to in the export file.
6. Post codes in the export file are free of any spaces and they aligned **from the right**.
7. Page numbering is specified in the handover protocol.
8. The right address of the collection depot is given in the handover protocol and on the labels.

Country code table subject to ISO-3166

Country codes comply with the standard ISO-3166. The list of permitted delivery destination countries is defined depending on the transport type (cargo or parcel).

The table for shipments is available in the file `Cargo_Zeme.csv`, in the attached archive in the directory Cargo.

List of codes of handling units

List of codes of handling units for shipments is available in the file `Cargo_0ba1y.csv`, in the attached archive in the Cargo directory.

Change of file names with routing tables

For the sake of better orientation and clarity, routing tables in the ZIP code were renamed. The tables are divided to the Cargo directory.

Type of transportation	Country	Package type	File name	Old name
Cargo	CZ	National	Cargo_PSC_CZ_Vnitro.txt	psc.txt
Cargo	CZ	International	Cargo_PSC_CZ_Export.txt	psc_zahranici.txt
Cargo	SK	National	Cargo_PSC_SK_Vnitro.txt	sk.txt
Cargo	SK	International	Cargo_PSC_SK_Export.txt	—