



**Mondial
Relay**



InPost

Presentation of E.D.I.

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Introduction

This solution involves exchanging information using multiple files via an sFTP account. Depending on the needs, the data flows can be in the direction: Merchant/Mondial Relay and/or Mondial Relay/Merchant. This way, the store has the necessary information to propose nearby Points Relais® and display detailed information about these Points Relais® (address, days/hours of operation, type of Relay, etc.).

The merchant can print labels and transmit its shipment information to Mondial Relay (for any delivery method). In this context, since the solution is offline, the merchant is responsible for generating the corresponding labels in compliance with Mondial Relay's label requirements. Certain flows are not available with this solution, such as HOM solutions or flows to countries DE, AT, IT, or PL (these flows must be generated through our API2), while others are managed via different solutions: IT/IT, PL/PL, UK/XX.

This document does not address the intended content of the files; it describes their functionality and rules. Another documentation intended for the development teams will be made available to your teams.

1. Presentation

These are 'plain text' files using the non-extended ASCII code page, meaning without special characters (or ANSI). **The files must not be submitted in UTF-8.**

Here is the list of files that can be exchanged via EDI:

- relais.txt : This file contains our database of Relay Points® and Lockers. It should be updated daily.
- relpro.txt : This file contains an association of Relay Points®/Lockers with nearby postal codes. It should be updated daily.
- agence.txt : This file contains the correspondence between Agency IDs and their labels. It should be updated daily.
- pltri.txt : This file contains sorting plan information used to complete EDI announcements, as well as to create labels and barcodes. It should be updated daily.
- dpc.Daammjj.Hhhmmss.txt : This file is submitted by the merchant to MR and contains information on shipments to be created. It must be submitted before the physical reception of parcels.
- ALEDPC_AAAAMMJHhhmmssTimestamp.txt : This is an acknowledgment file sent with each integration of a dpc file. It is used to communicate Alerts or Rejections of the dpc (sometimes requiring a corrected replay of the dpc).
- AREDP_C_AAAAMMJHhhmmssTimestamp.txt : This file is sent twice a day (at 12 PM and 8 PM) and contains a list of errors that have not been corrected. It also includes ABS shipments (Absent from Bases), which are parcels received in the network but not announced. These must be announced without delay.
- trc.Daammjj.Hhhmmss.txt : This file contains all logistical events of shipments for an account. The retailer manages the deletion of these files once they have been consumed or after a period of 10-15 days post-reception.

2. Search for Point Relais® and Lockers

This method works by transmitting the relay database once per day. This allows you to integrate all of our Relay Points® and Lockers in the countries covered by the contract.

The file consists of a header line, followed by each line corresponding to a Relay Point® or Locker.

IMPORTANT : The unique identification of a Relay Point® is achieved through the association of the Relay Point® number and its country code. Example: It is possible to have a Relay Point® N°05000 in FR, BE, ES...

If you receive the Relay Points®/Lockers network from Poland, the relais.txt file will contain special characters.

There is a proximity relay file described in the technical documentation, and there also exists a historical geocode file which is no longer necessary since geocoding information is included in the latest versions of the relais.txt file.

Management of Relay Types::

It is possible to distinguish the different types of Relay Points® according to the criteria below:

- Points Relais® L = 1
- Partner Points Relais® L = J
- Points Relais® XL = E
- Lockers = C, for the 24R delivery mode with parcels respecting the maximum dimensions of 38x40x60 and a maximum weight of 25kg
- Small Points Relais® = S for the 24R delivery mode with parcels respecting a maximum length of 40 cm, $L+w+h \leq 80\text{cm}$, and a maximum weight of 3kg

These relay types are present in the NAREL zone of the relais.txt file at position 653.

For Express delivery (XOH), eligible Relay Points®/Lockers are specified in the PRDELG field of the relais.txt file version 10.

Types of Relay Points® and Delivery Modes:

Here are the delivery modes and compatible types of Relay Points®/Lockers

- 24R : Delivery to Relay Point®/Locker L (standard): Types: 1, E, J, C, S (also depending on weight and dimensions)
- 24L : Delivery to XL Relay Point®: Type E
- XOH : Express Delivery: Types: 1, E, J, C, S (also depending on the PRDELG field in the file)
- LCC : Returns; all Relay Points®/Lockers can be used to drop off a return, but there are no XL returns.

Among these delivery modes, only 24L is eligible for multi-parcel shipments; all other flows must be single-parcel. In the case of delivery to a Relay Point® or Locker, the contact point identifier (chosen by the customer at the time of order) must be provided.

Gestion des ouvertures/fermetures:

The opening days and hours must be mentioned in the relay point proposal to facilitate the choice for the end customer.

It is important to note that the file contains raw data from the relay database; consequently, closed relays, relays that are about to open, relays on vacation, and saturated relays are present in the file. Therefore, you need to filter these based on this information to only propose available Relay Points®/Lockers.

That's why it is imperative to filter the proposed relays by adhering to the following rules (J being today):

- The opening date must be earlier than J.
- If the closing date is provided, then J must be earlier than the closing date minus 8 days (holding period); therefore, the relay should not be proposed 8 days before it closes.
- For periods of temporary closure, a Relay Point®/Locker should not be proposed starting 8 days before the beginning of the closure period, and it should be proposed again on the reopening date.

If your processes have more than 2 days between the order date (and thus the proposal of the Relay Point®) and the creation of the shipment, you need to add this delay to the filter period before the Relay Points® go on vacation. For example, if you have an average of 5 days between an order and the creation of the shipment, then you should not propose a Relay Point® 13 days (8 + 5) before a scheduled closing date.

In the case of a favorite Relay Point® registered for recipients, you must ensure its availability for each order (via the relay file or an API call).

3. Sorting plan

The sorting plan allows associating the following sorting arguments with a return code, Relay Point®, or Locker, depending on the delivery mode and country:

- Delivery agency number.
- Route number (return route or Relay Point® number).
- Group number for pre-sorting.
- Pre-sorting number + shuttle number (group of routes).

This information is necessary for the creation of labels and pickup requests (announcements).

For the 24R, 24L, or XOH flows, the sorting plan can be retrieved directly from the relais.txt file. This file will remain necessary to retrieve the sorting plan for the LCC flow (returns).

4. Announcements (Manifest: DPC)

The announcement file (or manifest file) transmitted by the merchant allows Mondial Relay to integrate shipment information into its systems.

These details are essential for tracking parcels, providing various services (such as notifications, PIN code assignment), and billing. **Consequently, they must be transmitted before the physical receipt of the parcels. Receiving a parcel before its "DPC" constitutes non-compliance.**

The file must contain:

- A HEADER record
- A DETAILS record for each shipment
- ARTICLES records (optional for the announcement of a shipment)

The file must contain identification data for the account provided by Mondial Relay during the account integration. It must also include sender and recipient information (name/first name or label, address, email, phone number (for notifications)). For a return, the sender will be the end customer returning their parcel, and the recipient should be the return address of the account. In the case of REL collections (drop-off at a Relay Point®), there is a theoretical sorting plan by country that must be assigned to the announcement.

Other information required includes the ID of the delivery Relay Point®/Locker, the weight of the shipment, and for certain flows, the dimensions are also necessary.

Additionally, when creating the account, a range of numbers is assigned based on the annual estimate of expected volumes. This range is planned for 12 months of shipments, and it should only loop back to the beginning if and only if at least 12 months have passed since the last number assignment. Since this is an offline solution, it is your responsibility to manage the use of this range (ensuring the uniqueness of numbers, not exceeding the provided range, etc.). Reusing a number before the 12 months or using a number outside the assigned range constitutes non-compliance. If the range is no longer sufficient for generating 12 months of shipments, you can contact your technical contact, who will assign you a new range. This new range will replace the previous one to ensure you only have to manage one range per account. The old range will be reclaimed by Mondial Relay. It is strongly recommended that you implement an alert before the end of the range (e.g., when 10% remains) to validate the uniqueness of the 12 months and thus decide whether to loop or request a new range.

Collection Notification

The sending of this file signifies the departure of a shipment to the Mondial Relay collection agency/hub. This flow is mandatory for the XOH product using the code "ENV."

So, there is the DPC, which is the electronic announcement of the shipment, and then the ENV, which is the code used by the retailer to signify that the shipment is leaving its warehouses.

5. Acknowledgment Receipts

This crucial information flow allows for the control of shipment data coming from retailers and provides them with alerts regarding the following:

- **Acknowledgment Receipt and Integration:** Confirming the correct execution of the process with each integration of a new DPC file (ALE files).
- **Alerts:** Mentioning rejections and/or absences from the database twice a day at 12 PM and 8 PM (ARE files).

These acknowledgment receipts are transmitted via the SFTP account and/or by email, depending on your preference.

With each receipt of a DPC file, we send an acknowledgment receipt (which will be described in the technical documentation). This receipt should be used to correct any incorrect or missing announcement lines if necessary.

6. Le Tracking

Each day, Mondial Relay provides several files containing all information related to tracing: logistical events and informational events (notifications, instructions, etc.).

A scan of the parcels is performed at each transfer of responsibility.

Each parcel is scanned at least 3 times::

- **Prise Pickup:** Performed at the hub or the pickup agency.
- **Route Assignment (*):** Carried out at the distribution agency. This route assignment triggers the creation of a delivery slip for signing.
- **Delivery (*):** Recorded at the distribution agency by scanning the barcode on the delivery slip.

(): For automated distributors, the route assignment information is confirmed by the carrier, and the delivery information is generated when the parcel is handed over to the customer.*

Other event codes characterize:

- Holding at an Agency
- Notifications (Email, SMS, Mobile App)
- Certain anomalies in tracing: Damages, lost, misrouted.
- The list of tracing codes will be available in the EDI technical documentation.

Note: The associated tracing data is retained for 3 months and can be replayed for up to 6 weeks.

8. Tests and Validations

Before starting production, **your DPC files and labels must be checked and validated by your technical contact at Mondial Relay.**

Using labels without validation can cause issues across the entire operational part (delays, deliveries, etc.), and **shipments from an unvalidated account will therefore be considered non-compliant.**

The tests are conducted in two stages::

- *Recipe Test: An accurately scaled PDF label along with the corresponding DPC must be sent via email.*
- *Physical Test: A production label (printed by the production printers) must be sent by mail, and the corresponding DPC must be sent via email.*

Validation, for both test stages, is based on adherence to all the specifications outlined in this document for the DPC as well as the label specifications.

All flows specified in the contract must be tested before starting production. This production start will only be possible with the approval of your technical contact at Mondial Relay. Otherwise, Mondial Relay will decline any responsibility once the account is in production.