



PPL[®]
PROFESSIONAL PARCEL LOGISTIC

Web application



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General information

The application can be accessed at <https://klient.ppl.cz> and can be accessed from all currently supported browsers (except Internet Explorer - end of support 06/2022).

All common laser printers are supported, as well as Datamax thermo printers (Zebra and ZPL printers).

Application and settings administration

Application administration is found at <https://adminklient.ppl.cz> (The company code is the same as Login).

Sign in

Account number:

Password:

Remember for next time.

Sign in

After logging into the application's admin interface, access will be created for individual **users** to the actual application, in the **Company Settings** menu the senders' addresses and in the **Operating Settings** further extension options for abroad. In the **User Settings** menu it is then possible to set a different sender address for each user.

THE PPL SALES REPRESENTATIVE OR DEPOT ENGINEER PROVIDES ACCESS TO ADMINISTRATION!

EPPL[®]
PROFESSIONAL PARCEL LOGISTIC
A Partner of **DHL**

Logged: 4226/09 Name: TEST PPL WA účet hl. názvy **Sign out**

User management | User settings | Corporate settings | Country settings | Help

User management

List of users:

User name	User locked	Lock	Unlock
tomas@4226/09	<input type="checkbox"/>	Lock	Unlock

Username:

Password:

Password again:

Password WAdmin:

Add user **Change password**

Distance become shorter ... [Cookie Preferences](#) [Customer service info@ppl.cz](#)



Setting for thermo printers

When using ZPL-enabled printers, the printer is set up as follows:

In the settings and "preparing for printing" select the printer and proceed to the button "**Select COM port**".

Preparing for printing i

Typ tiskárny: ▾

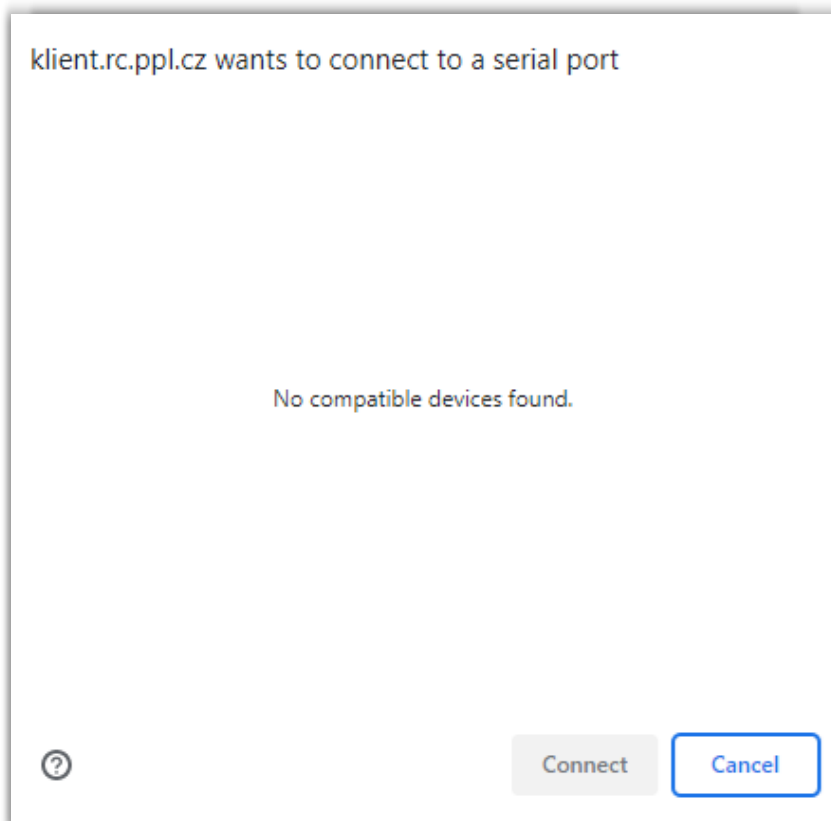
Printer language: ZPL

COM port settings: Select COM port ✖ The serial port for communication with the printer has not been initialized. Click the 'Select COM port' button to pair the application with the desired serial port.

Allow printing Sprint type label over short size label.

Print test label Uložit nastavení Return to print shipments

Mark the COM port on which the printer is connected. Mark it and press "**Connect**".



The result is a confirmation that the printer is connected.



Then try "**Print test label**". If the test label is successfully printed, select "**Save Settings**".

You are ready to use thermo prints.

Preparing for printing i

Typ tiskárny:

Printer language: ZPL

COM port settings: ✔ Serial port paired.

Allow printing Sprint type label over short size label.

First login

The application is found at <https://klient.ppl.cz>

User name: according to the settings in administration
Company identification: Customer ID, e.g. 255001
Password: according to the settings in administration

Alternative:
User name: xxxxxx@255001
Company identification: not to be completed
Password: *****

Verze aplikace (2204.0022.0422.0952).
Prohlédněte si prosím [seznam změn](#)

User name:

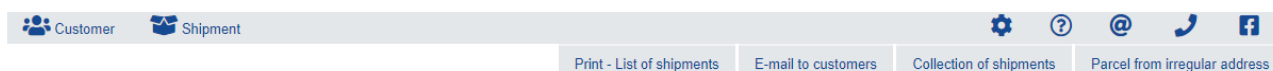
Company identification:

Password:

Remember 30 minutes after closing the browser.




Description of the application's basic menu




Customer – complete recipients' directory administration, including imports/exports.

Parcel – creation, editing, prints, imports, exports of parcels, archive of parcels.

 **Settings** – settings of imports/import templates and mapping of code lists. Printer settings, password change.

 **Help**

   **Contacts** – for IT Help: ithelp@ppl.cz, 225 331 700 and Facebook.

 **Customers support** – if the customer has a problem, suggestion, comment on the application, they can use this channel.

Customer support contact form

DATE AND TIME	2022-05-30 17:12:45
SERVER NODE	██████████
CUSTOMER ID	██████████
BROWSER VERSION	Chrome 102
OPERATING SYSTEM	Windows
USERAGENT	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/102.0.5005.62 Safari/537.36

MESSAGE FOR CUSTOMER SUPPORT

Enter a contact email or phone number.

Issues other than the klient.ppl.cz application will not be taken into account.

Please enter a description.

Parcel list printing – it is possible to print the list on the printed parcels day.

Send e-mail to customers – will send an e-mail to all/selected customers for parcels that are printed on the day.

Order parcel collection – ordering the pickup of parcels at the contracted point.

Parcel from any address – order of transport from any address to any address.

The number sequences are assigned automatically. Only a sales representative or customer service may assign a number sequence to new products.



Creation of parcels

In the application's top command bar select **"Parcel" – "New Parcel"**. Select the country which sets the relevant products according to it. According to the type of product, complete the required data where the address can be selected from so-called autocomplete. Then click on **"Insert"** = the parcel will be saved in the **Parcel List**. Then you can enter further parcels the same way. If sending one parcel it is possible to select the option **"Insert and Print"**.

New shipment

Address consignee

Country: Czech republic ▼

Type of shipment: PPL Parcel CZ Private ▼ Return shipment
 Connect PPL Parcel Return CZ shipment

Fill up the address according to an existing customer: Fill up

Save to list of customers:

Customer ID:

Replace identical ID:

Search string:

Business name:

Street + number: *

City: *

Postal code: *

Contact person: *

Email of recipient:

Telephone: *

Parameters of the shipment

Number of items: *

COD amount:

COD currency: Czech crown ▼

Variable symbol:

Note to be printed on the label:

Customer reference:

Additional insurance to:

Age check during handover: -N/A- ▼

Next delivery attempt:

Insert Insert and print

* mandatory
! incorrectly completed or missing data



COMMENTS:

- If you wish to save a customer in the **Customer List**, tick the box “**Save to the Customer List**” (for the next parcel of this customer you can select him and all the data will be autocompleted).
- **Street** – find using autocomplete and city, including the postcode, will be completed automatically.
- **City/Postcode** – use autocomplete – this avoids entering the wrong postcode.
- **Cash on delivery amount** – if you do not want to send the parcel by cash on delivery, DO NOT COMPLETE the field.
- **E-mail** – here enter the recipient's e-mail – if you complete it, after entering “**Send e-mail to customers**” an e-mail will be sent from the application to this contact with information about sending the parcel.
- **Comment for printing on the label** – can be used to inform the driver/recipient – Warning! Only 30 characters.
- **Additionally insure for** – if the value of a parcel exceeds the insurance included in the transport price (depending on individual products), write into the box the total value of the parcel excluding VAT – the system will automatically additionally insure the parcel.



Label printing

After completing the address and parametric data of the delivery, you can:

Insert – the delivery is inserted in the Delivery List. It can still be edited, bulk printed and deleted.

Insert and print – it is immediately redirected to print. The procedure is the same as for bulk label printing.

Step 1 - Bulk printing of labels

In the command bar Delivery List click on **“Print”** – **“All Not Printed”** (or **“Selected”**, i.e. those that have been indicated by the check box on the left side).

Step 1 – selection of the position of the start of printing

Click on the label number (1 – 4), from which you want to print the labels.

Print settings Preparation of shipments for printing Label printing

Print settings ⓘ

Printer: laser printer - size A4 - 4 labels on the page

The default print position:

List of shipments

Shipment number	Address consignee	Type of shipment	COD	Set	Variable symbol	Sent to PPL	Error
80953677245	Company Name (Mandatory), Contact (Optional), Street + nr. (Mandatory), Olomouc (Mandatory), 77200, Česká republika	PPL Parcel CZ Business			1/2	ANO	
80953677246	Company Name (Mandatory), Contact (Optional), Street + nr. (Mandatory), Olomouc (Mandatory), 77200, Česká republika	PPL Parcel CZ Business			2/2	ANO	
80990820691	Company Name (Mandatory), Contact (Optional), Street + nr. (Mandatory), Olomouc (Mandatory), 77200, Česká republika	PPL Parcel CZ Business - dobírka	2500,00-CZK	1/2	123456	ANO	
80990820692	Company Name (Mandatory), Contact (Optional), Street + nr. (Mandatory), Olomouc (Mandatory), 77200, Česká republika	PPL Parcel CZ Business - dobírka	0,00- CZK	2/2	123456	ANO	
40950295660	Company Name (Opt) - evening delivery, Contact (Mandatory), Street + nr. (Mandatory), Olomouc (Mandatory), 77200, Česká republika	PPL Parcel CZ Private				ANO	

Send data to PPL ⓘ

⚠ The print preparation will transfer the data to the PPL. Shipments will be locked, without further editing. Continue?

Continue Cancel



Step 2 - preparation and processing of labels, their check

Print settings Preparation of shipments for printing Label printing

Preparation of shipments for printing

Processed 0 of 1 shipments. Wait please.

0%

List of shipments

Shipment number	Address consignee	Type of shipment	Set	Printed label	Připraveno k tisku	Error
20950216037	asdasdf, sdfsdf, asdfasdasd, S GRAVENEDEL, 3295, Holandsko	PPL Exportní balík			ANO	OK
80953677245	Company Name (Mandatory), Contact (Optional), Street + nr. (Mandatory), Olomouc (Mandatory), 77200, Česká republika	PPL Parcel CZ Business	1/2	ANO	ANO	OK
80953677246	Company Name (Mandatory), Contact (Optional), Street + nr. (Mandatory), Olomouc (Mandatory), 77200, Česká republika	PPL Parcel CZ Business	2/2	ANO	ANO	OK
8099020691	Company Name (Mandatory), Contact (Optional), Street + nr. (Mandatory), Olomouc (Mandatory), 77200, Česká republika	PPL Parcel CZ Business - dobírka	1/2	ANO	ANO	OK
8099020692	Company Name (Mandatory), Contact (Optional), Street + nr. (Mandatory), Olomouc (Mandatory), 77200, Česká republika	PPL Parcel CZ Business - dobírka	2/2	ANO	ANO	OK
40950295960	Company Name (Opt) - evening delivery, Contact (Mandatory), Street + nr. (Mandatory), Olomouc (Mandatory), 77200, Česká republika	PPL Parcel CZ Private			ANO	OK
40950295959	Company Name (Opt) - AgeCheck 15+, Contact (Mandatory), Street + nr. (Mandatory), Olomouc (Mandatory), 77200, Česká republika	PPL Parcel CZ Private			ANO	OK
40087627202	Company Name (Opt) - day delivery, Contact (Mandatory), Street + nr. (Mandatory), Olomouc (Mandatory), 77200, Česká republika	PPL Parcel CZ Private - dobírka	1/2	ANO	ANO	OK
40087627203	Company Name (Opt) - day delivery, Contact (Mandatory), Street + nr. (Mandatory), Olomouc (Mandatory), 77200, Česká republika	PPL Parcel CZ Private - dobírka	2/2	ANO	ANO	OK
30910009731	Company Name (Mandatory), Contact (Mandatory), Street + nr. (Mandatory), Olomouc (Mandatory), 77200, Česká republika	PPL Parcel CZ Dopolední balík - dobírka			ANO	OK
30890007412	Company Name (Mandatory), Contact (Mandatory), Street + nr. (Mandatory), Olomouc (Mandatory), 77200, Česká republika	PPL Parcel CZ Dopolední balík - dobírka			ANO	OK
20990355508	Company Name (Mandatory), Contact (Mandatory), Street + nr. (Mandatory), WROCLAW, 51128, Polsko	PPL Parcel Connect - dobírka			ANO	Zpracovává se
20990355507	Company Name (Mandatory), Contact (Mandatory), Street + nr. (Mandatory), Žilina, 01001, Slovensko	PPL Parcel Connect - dobírka			ANO	Zpracovává se
20950216036	Company Name (Mandatory), Contact (Mandatory), Street + nr. (Mandatory), SANDYFORD IND ESTATE, Irsko	PPL Parcel Connect			ANO	OK
20950216035	Company Name (Mandatory), Contact (Mandatory), Street + nr. (Mandatory), LONDON, SE27 9AA, Velká Británie	PPL Exportní balík			ANO	Zpracovává se
40087627199	TEST, Ondřej, Bohumínská 441, Ostrava, 71000, Česká republika	PPL Parcel CZ Private - dobírka			ANO	Zpracovává se

Step 3 – PDF generating (direct printing on a thermal printer)

A PDF file with the deliveries that does not contain an error is generated. If an error occurs in any delivery, it is shown up and can be corrected immediately (delivery is open in a new card in the browser).

Print settings Preparation of shipments for printing Label printing

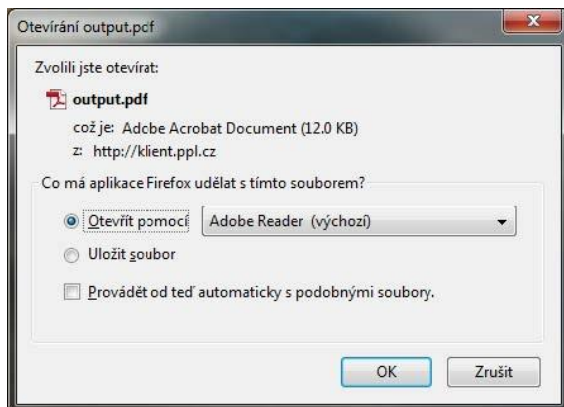
Printing complete

Downloading completed.

- **Chrome** – a bar may appear where you select “Open”

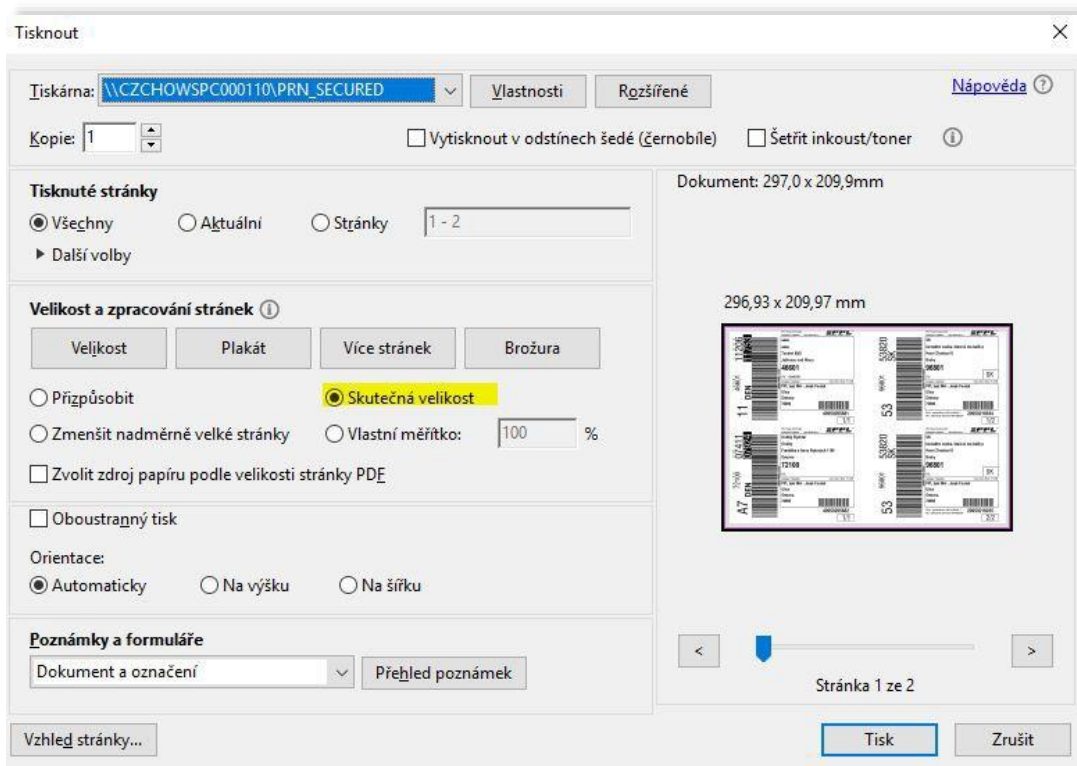


- **Mozilla** – Tick “Open Help”, click on “OK”



- **Other** – Usually a combination of the previous browsers

A pop-up print window applies for some browsers (Explorer). In the size option select “**Actual Size**” and then click on “**Print**”.



You can also open the window with the prepared labels print preview (some versions of Chrome). In the command bar click on “**File**” – “**Print**” or select print by using the keyboard shortcut **Ctrl+P**.

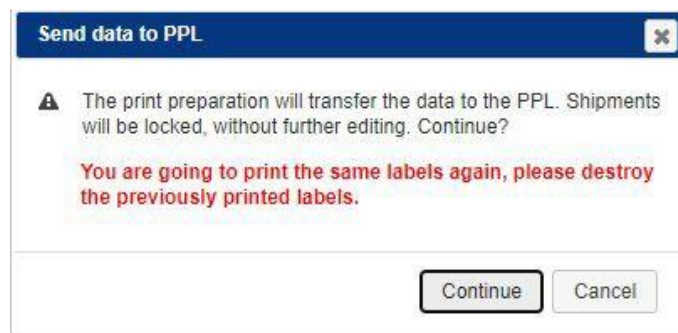


Repeated printing

The procedure is fully compliant with the printing of newly entered deliveries.

After entering the position, the application will warn you that with this step you are also sending data to the PPL system

If you print a label repeatedly, the number remains the same and you need to destroy the original label! This way you avoid possible duplicate deliveries.



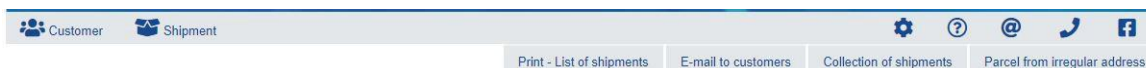
If you have all the labels correctly printed, close the print preview window (PDF) and go back to the Delivery List.

Cancelling the parcel

As well as the label printing, data is transmitted to PPL. If a parcel is not physically sent to PPL, you **MUST** cancel it (this way you inform PPL that the delivery will not be sent and PPL will not expect to deliver it).



Application menu



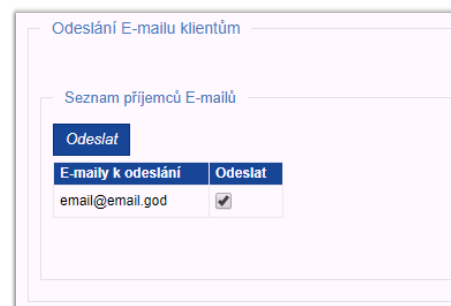
Print – Parcel List (printing of handover protocols)

In the top bar click on “**Print – Parcel List**” – a file will be generated. When printing this file select the printing date from-to (preset to the current date) and print. The list contains all products, including additional insurance (if entered). If several users are set up, you need to select for which user the handover protocol is generated.

Send an e-mail to the customers

- information about the sent delivery

In the top command bar click on “**Send e-mail to customers**” – for deliveries where you provided the recipient’s e-mail, an e-mail will be sent informing that the delivery was sent. A summary of e-mails to send will appear (all will be automatically ticked – you can untick) – click on “**Send**”.



Order the collection of parcels

Ordering the pickup of a parcel from your company (applies to the parcel platform). For the transport of oversized deliveries, collection is ordered by printing the labels!

Parcel from any address

Ordering the pickup of a parcel with collection from anywhere in the Czech Republic and return delivery to the company’s address or third party.

WE RECOMMEND PRINTING THE LIST TWICE – ONE FOR THE DRIVER AND ONE FOR YOU.

DON'T FORGET TO ORDER THE COLLECTION (OR TRANSPORT ORDER). A COLLECTION IS NOT ORDERED AUTOMATICALLY WHEN CREATING DELIVERIES!!!



Frequently asked questions

- The **“Back” button** in the internet browser – we recommend you do not use it. If you do use this button, for example when generating the labels, these may be generated twice. We recommend using the command bar.
- **Editing delivery** – the delivery can be edited only if it has not been printed yet (if you have already printed it – cancel this and create a new one, otherwise you could duplicate it).
- **Deleting delivery** – use the **“Delete”** button – applies to any delivery before printing.
- **Cancelling parcel** – this cancels **ALL** deliveries that you are not planning to send to PPL
- **Delete/Cancel** – WARNING! All... means all filtered – in other words, the basic filter is set at **“Display All”**. So all deliveries not sent to PPL (i.e. all day work) will be deleted.
- **Delivery duplication** – if you can no longer correct the delivery, open the detail of the incorrect delivery in the Delivery List, click on **“Duplicate”** – the delivery will open in editing, correct the incorrect data and enter **“Insert”** – you will have created a new delivery without having to enter it all again.
- **How to add another parcel to the already created delivery** – if you find that you need to send several parcels to said address and you have already created the delivery for the recipient (but not printed), click in the Delivery List on **“Edit”**. In **“Delivery Parameters”** you will find the window **“Add Pieces to Set** – enter the required number which will increase the number of parcels and enter **“Save”**.
- **Repeat label printing** – in the Parcel List tick the delivery which you want to print again and in the command bar select **“Print”** – **“Selected”** and then proceed in the standard way. WARNING! – the parcel still has the same number. So it is **NECESSARY** to destroy the original label.
- **Filtering** (tracing a delivery made in any period or a delivery made to a specific customer) - in the Delivery menu – Delivery List – on the left side click on the blue button **“Display Filter”**. Here you can set the filter and then enter the option **“Display”**.
- **Exports** – in the Customer menu it is possible to export the customer and in the Delivery menu it is possible to export deliveries.
- **Imports** – customers and deliveries can be imported from CSV, TXT, XML – more in the application’s Help (we support the accounting SW for example Money, Comfort). It is possible to set up the custom import settings.
- **Number sequences missing** – contact the PPL sales representative or customer service, who will generate the number sequences.
- **Automatic e-mail to recipient** – operates in a standardised version and you cannot interfere with its contents.
- **Abroad cannot be saved** – we check against the DHL code lists of cities/postcodes. In case you have a problem selecting from the offered cities for a given country.
- **Sender’s address** – for each user entered in administration you can enter the custom sender’s address.
- **Delivery search** – in the Delivery List click the button **“Display Filter”** for advanced search.
- **Autocompletion in the recipient’s address** – If you start writing in the street field, autocomplete will be displayed which will help you to complete the entire address.

IF YOU HAVE ANY FURTHER QUESTIONS, DO NOT HESITATE TO CONTACT US AT ITHELP@PPL.CZ

Update 6.2022