

## Domestic parcel

Login and access path: <https://webcik.posta.hu/>

Go to the **Registered Users/Contractual Partners** platform, for the login enter the details of your MyPost account and select the right (company) role.

- ✓ The MPL Address Label Filling application is available to our contractual business partners subject to registration. The downloaded [data sheet](#) should be filled in with the data of the company and the authorised person and returned electronically by email to [kwradmin@posta.hu](mailto:kwradmin@posta.hu).

**Registered Users**

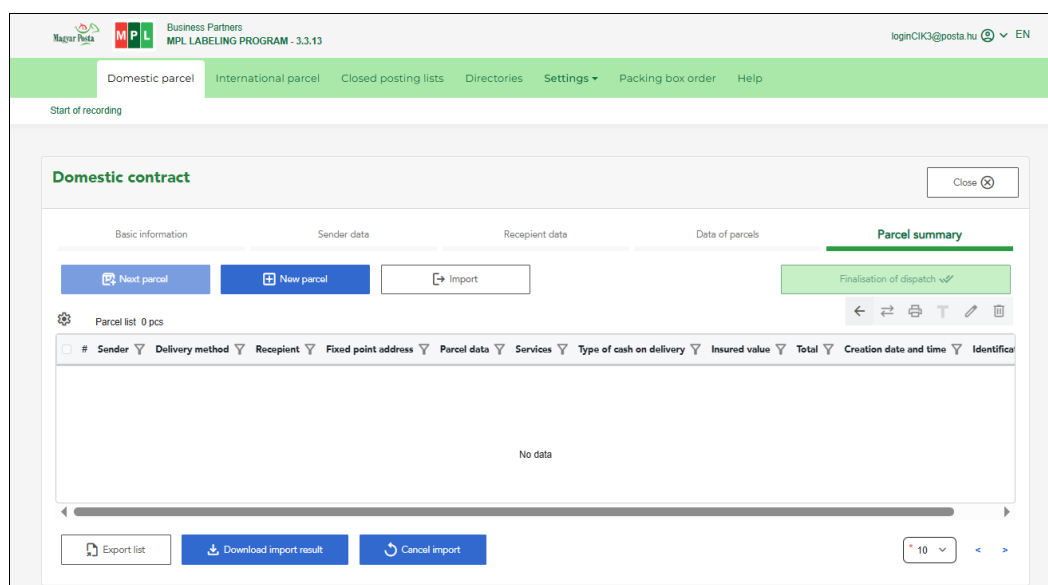
**Contractual partners and registered residential customers**

Please enter your MyPost username/e-mail address and password.

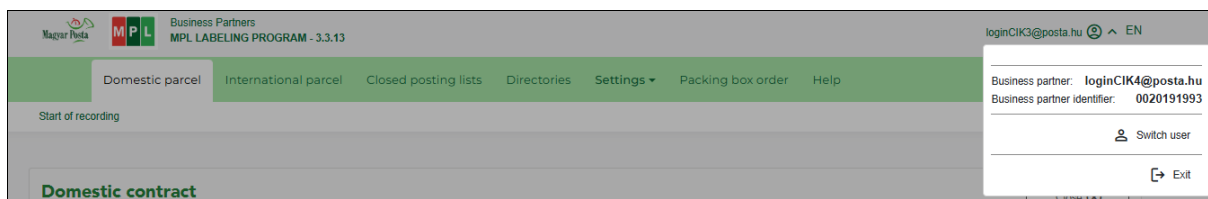
**LOGIN**

For the detailed user guide of the program, click [HERE](#). (only in Hungarian)

## Menu structure



- ✓ In the **Domestic and International parcel** function you can register the details of the parcel(s) and other postal item(s) and print out the address label(s) and mailing list(s).
- ✓ In **My Parcels**, you can view your finalized parcels and print out address labels and mailing lists later.
- ✓ In the **Directories** you can maintain the details of your partners. This is where you will also find the previously recorded addressee details.
- ✓ In the **Settings** you can manage various basic and profile settings.
- ✓ By clicking on **Order packaging boxes**, you will be taken to a form where you can order packaging boxes at a favourable price.
- ✓ **Change of user:** It logs out of the currently selected contract or user on the CIK page, but the [posta.hu](https://posta.hu) account remained logged in, so you can switch accounts without having to re-enter your details.

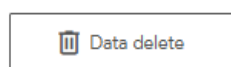


## Function buttons

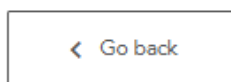
Each field contains an information button, which helps you find the necessary data.



After the basic information has been provided, move to the next page by pressing the button.



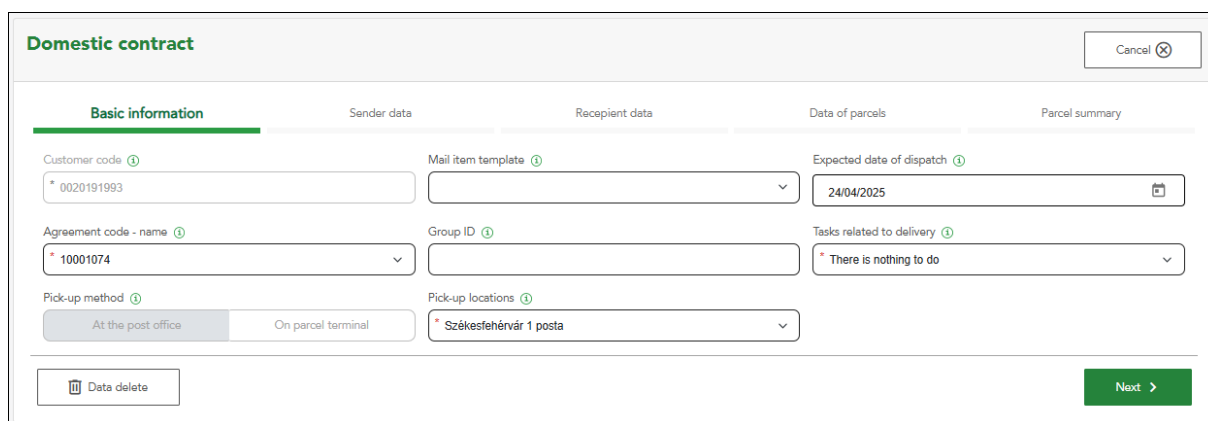
Deleting the data will delete all the data from the currently opened form.



It allows for navigation between forms, by making one click you can return (back) to the previous form.

## Procedure for recording

### Basic information tab:



- ✓ **Agreement code - name:** this code is required for the transfer payment method, it identifies the post office where you can send your parcels
- ✓ **Mail item template:** the use of templates speeds up the process of capturing the address label, allowing you to enter certain details of parcels with the same characteristics at the click of a button
- ✓ **Group ID:** helps you to group your parcels
- ✓ **Place of dispatch:** you can select if you wish to dispatch your parcel at a post office or through the Parcel Terminal. (If you always intend to use a parcel terminal, set it up in your Default settings).
- ✓ **Expected date of dispatch:** the expected date of dispatch of the parcel
- ✓ **Tasks related to delivery:** can be selected from a drop-down list

### Sender data tab:

Domestic contract

Cancel

Basic information

Sender data

Recipient data

Data of parcels

Parcel summary

☐ Return parcel ⓘ

Customer code ⓘ

Name of sender ⓘ

Type of cash on delivery ⓘ

Postcode ⓘ

Town ⓘ

Bank account ⓘ

Name of public domain ⓘ

Type of street (street, road, etc.) ⓘ

House number ⓘ

E-mail of sender ⓘ

Telephone number of sender ⓘ

< Go back

Data delete

☐ Add sender to directory ⓘ
 

Next >

The **Sender data** form will be pre-filled with the registered details for the first parcel (can be modified!)

Next >

After entering/clarifying the data, you can go to the next page by pressing the Next button.

## Recipient data tab:

Domestic contract

Cancel

Basic information

Sender data

Recipient data

Data of parcels

Parcel summary

Customer code ⓘ

Name of Recipient ⓘ

Delivery method ⓘ

Postcode ⓘ

Town ⓘ

Name of public domain ⓘ

Type of street (street, road, etc.) ⓘ

House number ⓘ

Notes ⓘ

E-mail of recipient ⓘ

Telephone number of sender ⓘ

Customer reference 1 ⓘ

Customer reference 2 ⓘ

< Go back

Data delete

☐ Add addressee to directory ⓘ
 

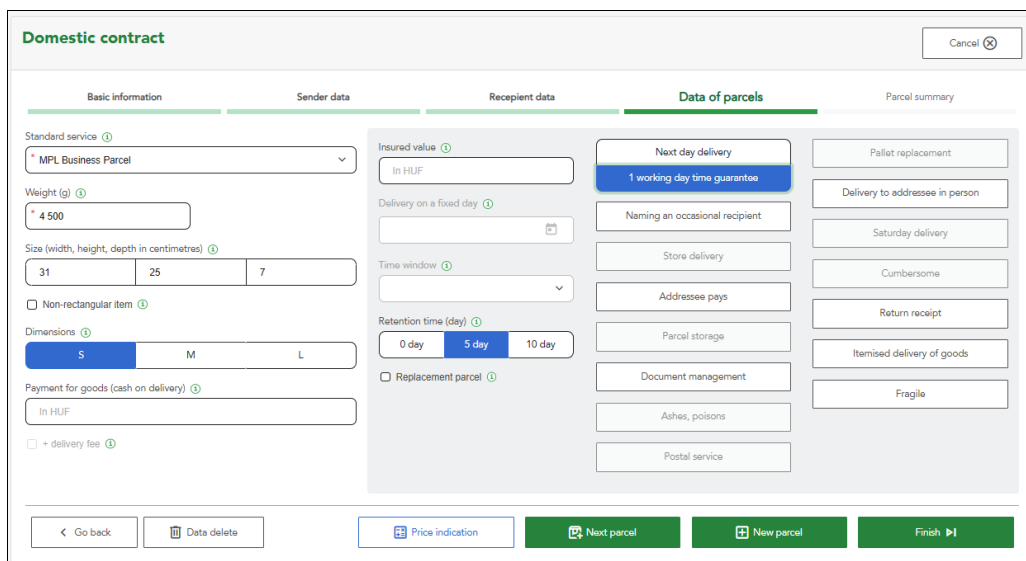
Next >

On this page you can enter the delivery method you have chosen and the recipient details.

Next >

After entering the data, you can go to the next page by pressing the Next button.

## Data of parcels tab:



In the **Data of parcels** form you can record the parcel characteristics and requested services.

Finish ►

The **Finish** button becomes active only when all required fields are filled in.

- ✓ **Weight** (mandatory) - The unit of measurement is defined in Basic settings / Basic parameters - Unit of measurement for weight. For grams only a positive integer can be entered, for kilograms a decimal can be used.
- ✓ **Size** (optional, but mandatory for parcel terminal) - The length, width and height of the parcel are in cm. The data are automatically filled in according to the standard by clicking on the icons below: "S"=small, "M"=medium or "L"=large.
- ✓ **Non rectangular item** (optional) - When you tick the box, the supplementary service "Large" is automatically selected.
- ✓ **Payment for goods** (optional) - Enter the amount to be collected at the time of delivery in HUF. The amount indicated by the sender (COD) is the supplementary service to be used.
- ✓ **Insured value** (optional, but in some cases mandatory, e.g. over 40 kg) - Use of insured value supplementary service, value in HUF.
- ✓ Other supplementary services can be added to the parcel on request.

Price indication

Once the mandatory data have been provided, a preliminary price calculation can be requested based on the contractually loaded fees. (The calculated fee does not include e-toll and fuel surcharges.)

Next parcel

By clicking on the **Next parcel** button, you can record a further parcel for the last recipient entered, in which case you do not need to re-enter the recipient's details.

New parcel

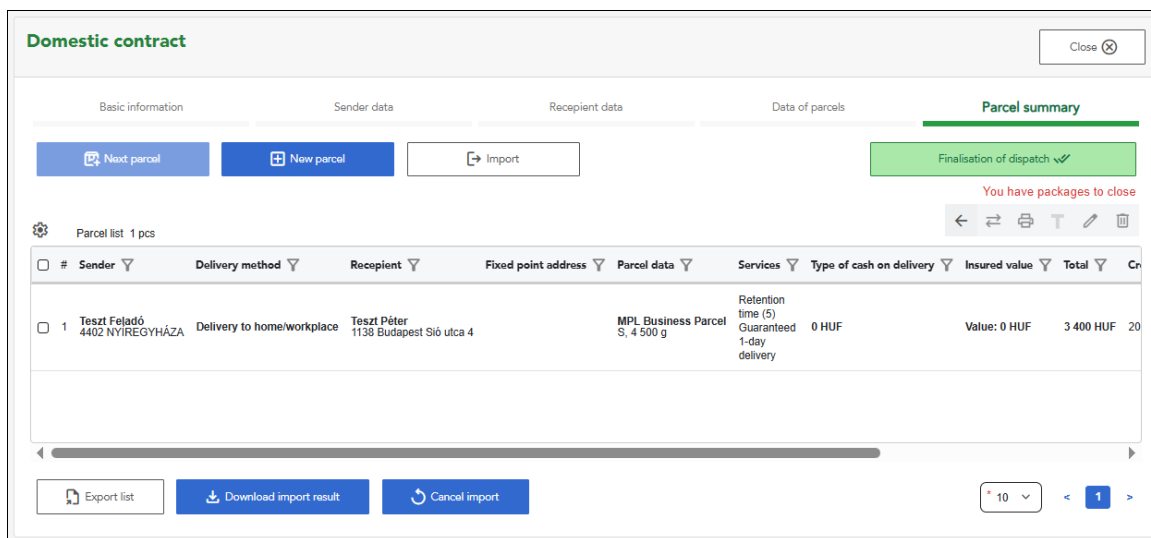
Click on the **New parcel** button to record a parcel for a new recipient.

Finish ►

Click on the **Finish** button to go to the Parcel Summary tab. After the recording is complete, pressing the Finish button will take your postal items to the Parcel Summary

screen, where the address label is automatically generated and the parcels are assigned a tracking number.

## Parcel Summary tab:




The screenshot shows the 'Domestic contract' interface with the 'Parcel summary' tab selected. At the top, there are tabs for 'Basic information', 'Sender data', 'Recipient data', 'Data of parcels', and 'Parcel summary'. Below these are buttons for 'Next parcel', 'New parcel', and 'Import'. A green bar indicates 'Finalisation of dispatch' with a checkmark. A red message says 'You have packages to close'. Below this is a table with columns: #, Sender, Delivery method, Recipient, Fixed point address, Parcel data, Services, Type of cash on delivery, Insured value, Total, and Cr. The table contains one row for a parcel from 'Teszt Fejadó' to 'Teszt Péter'. At the bottom, there are buttons for 'Export list', 'Download import result', and 'Cancel import', along with a pagination control showing '1' of 10 items.



In the Parcel Summary tab, the details of the recorded packages can still be modified after selection using the pencil icon. At this point, the program will take you through the whole process through all 3 forms. If a change is made, the parcel ID will also change.

 New parcel

Click on the **New Parcel** button to add another parcel to the list.

 Next parcel


With the **Next parcel** button, you can create a new parcel for the addressee of the item selected in the table. If nothing is selected in the table, the function is inactive.

 Import

Click on the **Import** button to start importing. (The procedure is described in detail in the [User Manual](#).)



You can also print the address labels before finalising the submission by clicking on the printer icon.

 Finalisation of dispatch ✓

You can finalise your parcels with the **Finalise dispatch** button. You can view the finalised parcels and their lists in the My parcels menu item. If you wish to finalise all parcels, select those to be finalised and then click on the Finalise dispatch button.

### Functions can be initiated after selecting a list:

- ✓ By clicking on the **Order transportation** you can order transportation to the parcels selected in the My parcels menu item.

### Functions to be initiated after a postal item has been selected:

- ✓ **Return Receipt Download** is active if a postal item is selected for which there is a Return Receipt supplementary service in **Basic Settings / Basic Parameters** with print Return Receipt selected.