

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.

- ✓ If you have not the program yet, you first need to [register](#) then use your contractual customer code to request [mapping](#) with the transfer payment method on the email address kwradmin@posta.hu.

Registered Users

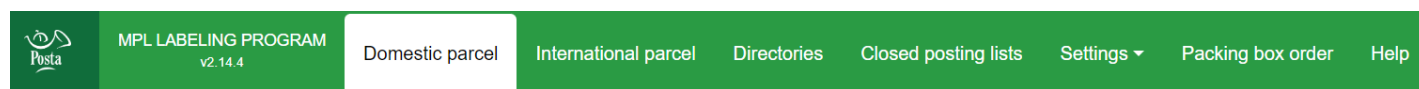
Contractual partners and registered residential customers

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

LOGIN

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

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 the **Directories** you can maintain the details of your partners. This is where you will also find the previously recorded addressee details.
- ✓ The **Closed posting lists** menu item contains the previously sent item and parcel data.
- ✓ In the **Settings** you can manage various basic and profile settings.

Function buttons

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

Next

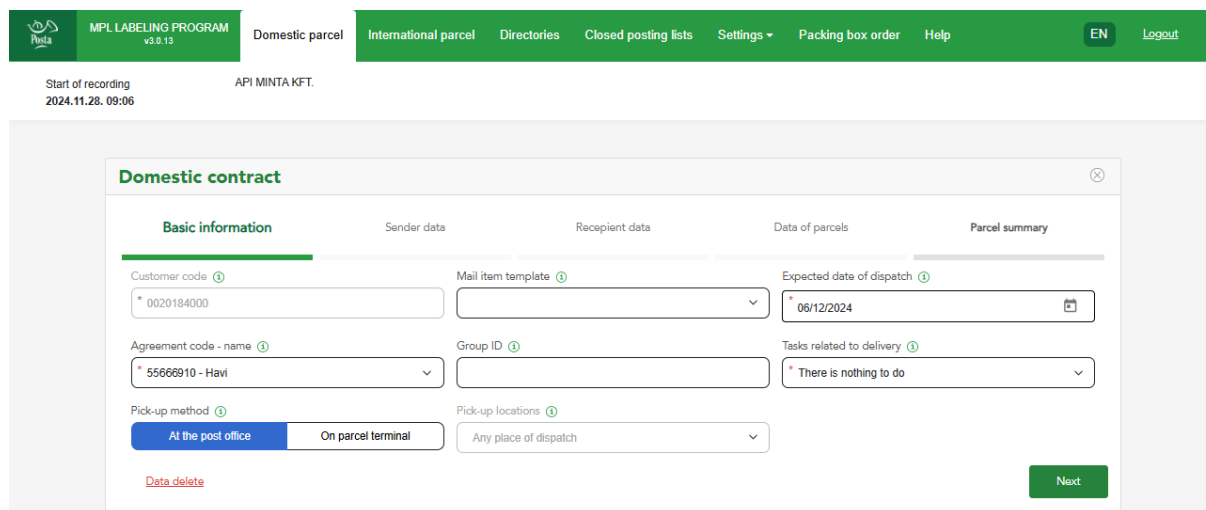
After the basic information has been provided, move to the next page by pressing the button.

[Data delete](#)

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

Procedure for recording

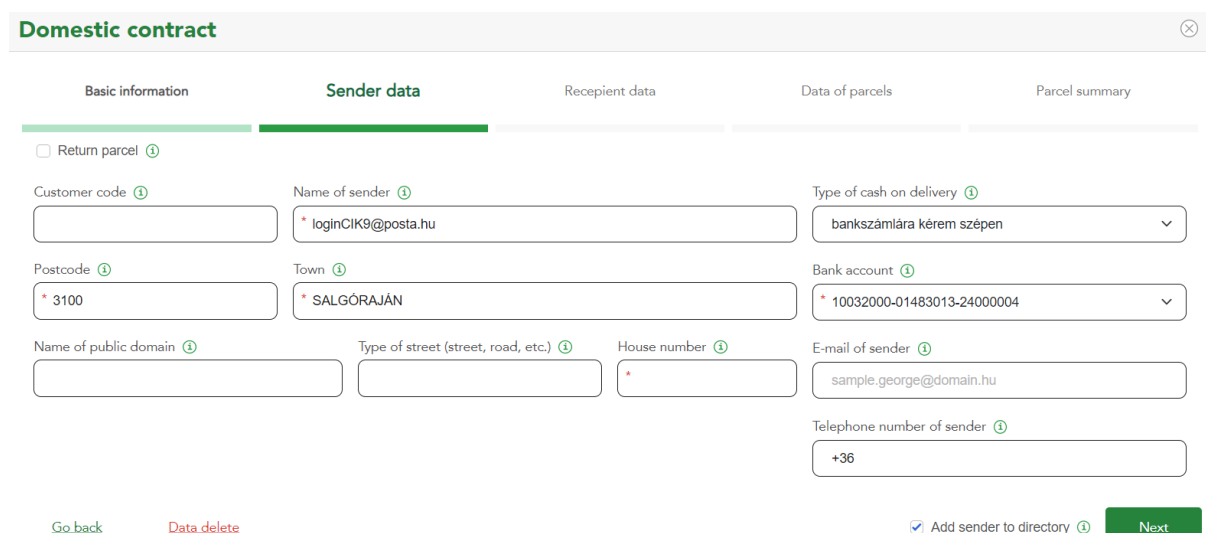
Basic information tab:



The screenshot shows the 'Domestic contract' form with the 'Basic information' tab selected. The form includes fields for Customer code, Mail item template, Expected date of dispatch, Agreement code - name, Group ID, Tasks related to delivery, Pick-up method, and Pick-up locations. A 'Next' button is visible at the bottom right.

- ✓ **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
- ✓ **Pick up location:** you can choose whether you want to send your parcels via Post or Parcel Terminal (if you always plan to send your parcels via Parcel Terminal, you can set it in the Default settings menu.)
- ✓ **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:



The screenshot shows the 'Domestic contract' form with the 'Sender data' tab selected. The form includes fields for Return parcel, Customer code, Name of sender, Type of cash on delivery, Postcode, Town, Bank account, Name of public domain, Type of street, House number, E-mail of sender, and Telephone number of sender. A 'Next' button is visible at the bottom right.

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

Basic information

Sender data

Recipient data

Data of parcels

Parcel summary

Customer code

Name of Recipient

Multiple parcel/address discount ☐ Yes ☒ No

Delivery method

Házhoz kézbesítés

Postán maradó

PostaPont

Csomagautomata

Postcode

Town

Type of street (street, road, etc.)

Name of public domain

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.



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

Data of parcels tab:

Basic information

Sender data

Recipient data

Data of parcels

Parcel summary

Standard service

Tömeg (g)

Size (width, height, depth in centimetres)

Non-rectangular item

Dimensions

+ delivery fee

Payment for goods (cash on delivery)

Insured value

Delivery on a fixed day

Time window

Retention time (day)

Replacement parcel

Next day delivery

Naming an occasional recipient

Store delivery

Addressee pays

Document management

Ashes, poisons

Postal service

Pallet replacement

Delivery to addressee in person

Saturday delivery

Bulky handling

Return receipt

Itemised delivery of goods

Fragile

Go back

Data delete

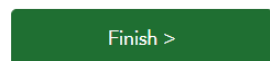
Price indication

Next parcel

New parcel

Finish >

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



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 machines) - 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.

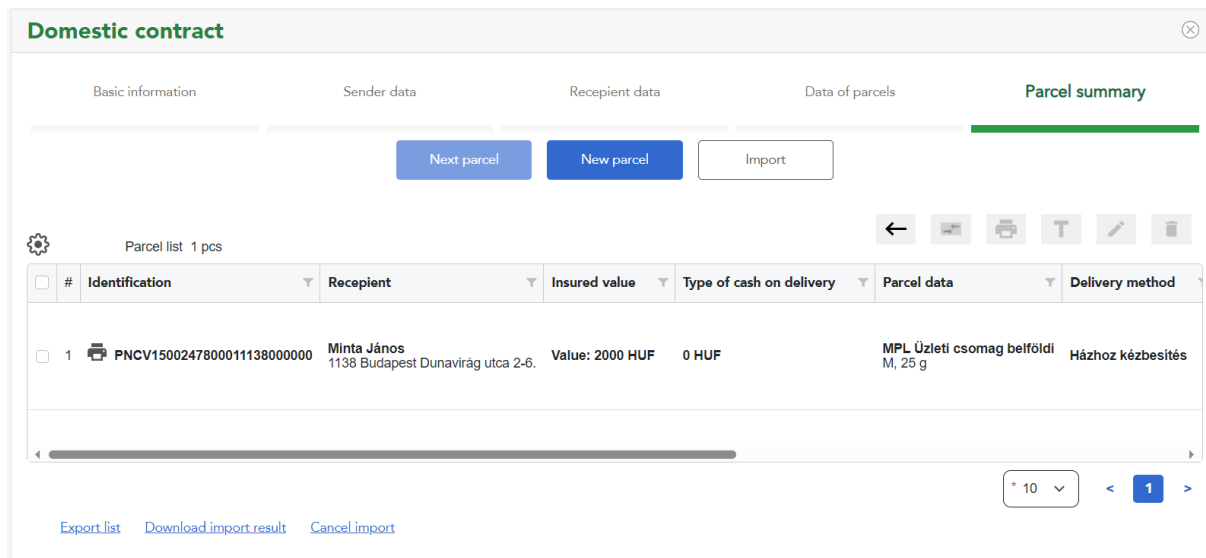
New parcel

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:




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.

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

Once all mail items have been recorded, the parcels to be dispatched must be selected, then you can finalise the recording process by clicking on the **Finalisation of dispatch** button at the top right of the screen. Once the button is pressed, the system will automatically download a .zip file containing the mailing list and address label images required for dispatch.

Sealer parcels page:

Sealed parcels

Lists 1 pcs

☐

| Identifier number of dispatch list | Agreement name - code | Date Posted | Pick-up locations | Sender | Parcels | Dispatch tariff |
|--|-----------------------|-------------|------------------------|--------------------------------------|---------|-----------------|
| <input checked="" type="checkbox"/> CIK-2220733009 | 10001086 | | Székesfehérvár 1 posta | Minta Kft 3100 Salgótarján Fő utca 7 | 1 pcs | 1826 HUF |

[Export list](#)

The **Sealed parcels** page after **Finalisation of dispatch** contains the details of all the mailing lists that have been finalized so far. For the selected list, packet level data can be displayed by selecting it. By default, the data of the currently closed list is displayed, when scrolling down the screen.

Parcel list 1 pcs

☐

| # | Item identifier | Sender | Receipient | Acceptance type | Nature of parcel |
|----------------------------|----------------------------|--------------------------------------|---|-------------------|-----------------------------------|
| <input type="checkbox"/> 1 | PNCV1500247800011138000000 | Minta Kft 3100 Salgótarján Fő utca 7 | Minta János 1138 Budapest Dunavirág utca 2-6. | Házhoz kézbesítés | MPL Üzleti csomag belföldi 25 g M |

[Export list](#)

Posting list download

You can also print the mailing list and address labels associated with a parcel after it has been closed by selecting it in the **Parcel list**.

Label download

Functions can be initiated after selecting a list:

- ✓ The **Transport Order** button is active when at least 1 list containing items not previously added is selected.

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.