

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

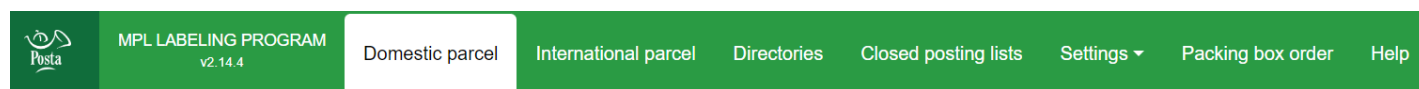
Contractual partners and registered residential customers

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:

Domestic contract ✕

Basic information	Sender data	Recipient data	Data of parcels	Parcel summary
Customer code [?] <input type="text" value="* 0020191998"/>	Mail item template [?] <input type="text"/>	Expected date of dispatch [?] <input type="text" value="* 2023. 10. 16."/> 📅		
Agreement code - name [?] <input type="text" value="* Please, choose an agreement"/>	Group ID [?] <input type="text"/>	Pick-up locations [?] <input type="text" value="* Dispatched from anywhere"/>	Tasks related to delivery [?] <input type="text" value="* Nincs"/>	

Data delete
Next

- ✓ **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:** the post office associated with the selected agreement code
- ✓ **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 ✕

Basic information	Sender data	Recipient data	Data of parcels	Parcel summary
<input type="checkbox"/> Return parcel [?]				
Customer code [?] <input type="text"/>	Name of sender [?] <input type="text" value="* loginCIK9@posta.hu"/>	Type of cash on delivery [?] <input type="text" value="bankszámlára kérem szépen"/>		
Postcode [?] <input type="text" value="* 3100"/>	Town [?] <input type="text" value="* SALGÓRAJÁN"/>	Bank account [?] <input type="text" value="* 10032000-01483013-24000004"/>		
Name of public domain [?] <input type="text"/>	Type of street (street, road, etc.) [?] <input type="text"/>	House number [?] <input type="text" value="*"/>	E-mail of sender [?] <input type="text" value="sample.george@domain.hu"/>	
			Telephone number of sender [?] <input type="text" value="+36"/>	

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 ✕

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 [?]

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.



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 [?]
 S M L

+ delivery fee [?]

Payment for goods (cash on delivery) [?]

Insured value [?]

Delivery on a fixed day [?]

Time window [?]

Retention time (day) [?]
 0 nap 5 nap 10 nap

Replacement parcel [?]

Next day delivery

1 working day time guarantee

[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](#)

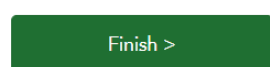
[Return receipt](#)

[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.

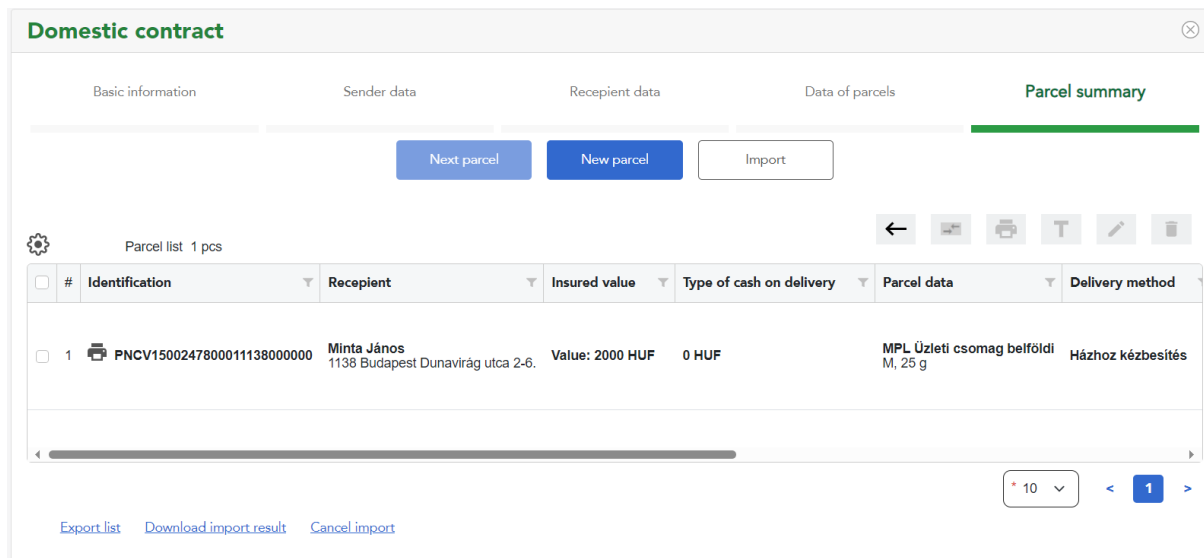
New parcel

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:



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 'Parcel list' section shows 1 parcel with a table containing the following data:

#	Identification	Recipient	Insured value	Type of cash on delivery	Parcel data	Delivery method
1	PNCV1500247800011138000000	Minta János 1138 Budapest Dunavirág utca 2-6.	Value: 2000 HUF	0 HUF	MPL Üzleti csomag belföldi M, 25 g	Házhoz kézbesítés

At the bottom of the interface, there are links for 'Export list', 'Download import result', and 'Cancel import', along with a pagination control showing '10' items per page and '1' of 1 page.



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

* 2023. 09. 16.

* 2023. 10. 16.

Filtering

Transport order

<input type="checkbox"/>	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

* 10 < 1 >

[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

<input type="checkbox"/>	#	Item identifier	Sender	Recipient	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

* 10 < 1 >

[Export list](#)

Posting list download

Download return receipt

Label download

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.