

# MANUAL

# CUSTOMER WITHOUT AN ACCOUNT (login as a GUEST)

# WEB LABELING DOMESTICALLY

### LOGIN TO THE APP

Login to the app takes place through the ELTA website  $\rightarrow$  Private Parties  $\rightarrow$  Mail & Parcels  $\rightarrow$  WEB LABELING DOMESTICALLY

The application has the same menu in the Greek and the English language.

In order to log in to the app "as a Guest", namely as a Customer without an Account, we click on the **'Enter'** field, on the **'Login as a Guest'** menu.

Dispatch Hellenic Post	n Documents
ப் Login As Guest	
🔁 User Manual Guest	
	➡ Login
ပံ Login as customer	
🔀 User Manual Customer	with Account
User Manual Customer	

On the screen that appears, we enter a (valid) email with which we wish to log in. This email will automatically appear on the screen with the Sender's data.

We click on the fields 'I am not a robot' and 'I agree with the Terms of Use' and then we press 'Next'.

Dispatch	n Documents
@	
	Login
l'm not a robot	reCAPTCHA Privacy - Terms
To gain access to this system, it is requ a robot', check above and follow validati	uired to perform validation that you are not a robot. Please click on the 'I am not tion questions as required.
on personal data protection and spe (EU) 2016/679 (GDPR) and Law 4624/	eses your personal data in accordance with national and EU legislation ecifically in accordance with the General Data Protection Regulation (2019. For more information regarding the protection of your personal ote on the Protection of Personal Data. In any case, you can contact the anet.gr.
I declare that I have read and ac Protection of Personal Data of ELTA	ccept the Terms of Use and that I have read the Information Note on the S.A.

## **CREATING A LABEL**

On the initial screen, we select 'Creation' on the main menu and then we start to enter the necessary data in order to print out the label for domestic items.

On the 'Service' field, we select one of the available services from the scroll bar.

For domestic items, the available labels through WL are as follows:

1st Priority Registered Letter, 2nd Priority Registered Letter, 1st Priority Tracking, 2nd Priority Tracking, Parcel, 1st Priority with Declared Value, 1st Priority with Delivery to a Co-Tenant, and 2nd Priority with Delivery to a Co-Tenant.

We select e.g. the service '511-1st PRIORITY REGISTERED LETTER' and we press 'Next'.

Dispatch Documents	i					📥 e.kovatsou@gmail.com	Change User Information	C LOGOUT		
Ø New				REATING A LA						
<ul> <li>User Manual</li> </ul>		Fill all necessary fields to go to next step								
	Service		Sender		Recipient		Finalize			
	Postal Service									
	Service v									
								→ Next		

A screen with the **Sender's Data** appears, where we enter the sender's data. The 'Email' field appears already filled in with the email we have declared when entering as a Guest.

Filling in the fields highlighted with a **red** frame is obligatory, and they must be mandatorily filled in order to create a label. In the fields without the red frame, we can optionally fill in the respective sender's information.

Dispatch Documents						🐣 e.kovatsou@gmail.com	Change User Information	C LOGOUT
C New				CREATING A LABEL				
O User Manual			F	Fill all necessary fields to go to next st	ep			
	Service		Sender		Recipient		Finalize	
	Sender Information							
	Full name	evak			Address	androutsou 2		
	Area	nikaia			Postal Code	18453		
	Telephone				Mobile Phone	6944104585		
	E-Mail	e.kovatsou@gmail.com						
							← Previous	→ Next

Then, we press 'Next' to move to the next stage.

A screen with the **Recipient's Data** appears, where we enter the recipient's data. Filling in the fields highlighted with a **red** frame is obligatory, and they must be mandatorily filled in order to create a label. In the fields without the red frame, we can optionally fill in the respective recipient's information. Initially, depending on the service we have selected, we must click on the 'Delivery by' field, so as to systemically register the delivery method to be applied for the post item.

Specifically for the 'Registered Letter' service, we click on the 'Distribution' option, before we proceed to filling in the remaining fields. Then, we enter the Recipient's data in the mandatory fields on the screen.

After we enter the 'Postal Code' for the recipient's address, the screen shows the information for the Destination Office, where the further management/handling of the post item will take place.

	Service		Sender		Recipient		Finalize
Recipient Details		/		/			
	Delivery Option	Delivery Unit     Office of Destination: Μ.Δ.	ΝΙΚΑΙΑΣ ΑΤΤΙΚΗΣ (18400)				
	Full name	cris lee					
	Address	petrou ralli 13					
	Area	koridallos					
	Postal Code	18120					
	Telephone						
	Mobile Phone	6944155852					
	E-Mail						
Quantity	1	Weight (in Kg)	2 Volume Weigh	t (H * W * D - in cm)	X	X	
COD (In €)	0	Insured Value (In €)		Special Services			~
Comments					Reference		
							← Previous → Next

**Note:** If we wish to enter more information for the recipient (which will also be printed on the label), we fill in the fields 'Comments'  $\dot{\eta}$  'Reference'.

We press 'Next' in order to move to the nest stage, where the Print screen appears.



In case there is some mistake and you need to correct the data entered, click on '**Previous'** to return to the previous stage of the app and make the necessary corrections.

If all the data for the creation of a label have been correctly entered, we click on **'Print'** on the same screen, in order to generate the final printout with the Service's Barcode.

The label preview appears, where we click on the 'Print' icon (top right on the screen). We open the downloaded file and a preview of the label appears, in A6 form (top left corner of the A4 page). We press 'Print'.



The final label for the post item is printed, with the service barcode **RE...GR**.

EATA	ΥΠΗΡΕΣΙΑ: 511 ΣΥΣΤΗΜΕΝΟ - Α ΠΡΟΤΕΡΑΙ								
Heliesic Post									
ΣΤΟΙΧΕΙΑ	ΓΑΧΥΔΡΟΜΙ	KOY ANTI	KEIMENO	Y					
Гр.Прооріσμ	où: 24050 M	.ΔΔ.Σ. ΚΑ	ΛΑΜΑΤΑΣ						
Γρ.Επίδοσ	ղգ։								
Γρ.Κατάθεσης:	BAPOΣ(Kgr)	Σύμβοση Τα	κ/μής:		Τεμάχια				
	0,8	Barcode:			1				
ΑΠΟΣΤΟΛΕΑΣ				Aľ	ΤΙΑ ΕΠΙΣΤΡΟΦΗΣ				
Κωδικός: ΑΡΙΑΔΝΗ ΖΑΧΛ	APIOY				Αγνωστος				
					Ελλειπή Δ/νση Απαράδεκτο				
ΕΠΙΔΑΥΡΟΥ 77			Αλλαξε Δ/νση						
TK: 15233 AOH			Αζήτητο						
ΠΑΡΑΛΗ ΑΠΟΣΤΟΛΟΥ		Σ							
<b>ΑΚΑΚΙΩΝ 92</b>									
TK:24100 KA	AMATA								
THA: 694778	96549								
	REFERENCE			Σ ΔΙΑΧΙ	EIPIZEIZ *				
	ΠΑΡΑΤΗΡΗΣΕΙΣ *								
	ΔΕΙΓΜΑΤΑ			2.					
	RE 96	5 994	288 GR						

The label contains the full data for the Sender and the Recipient, the relevant signs specifying the features of the service, the barcode for the service, any comments or other remarks entered, as well as other service indications.

### **CREATING A LABEL WITH DECLARED VALUE**

On the initial screen, we select 'Creation' on the main menu and then we start to enter the necessary data in order to print out the label.

On the **'Service'** field, we select the service '521-INSURED LETTER A- PRIORITY' from the scroll bar, and then we press **'Next**'.

Dispatch Documents - New	× +							~	- ø ×
← → C C	https://weblabei	ingdom. <b>elta.gr</b> /en-GB/DVou	icher/Create					☆	ල එ ≡
🕀 Import bookmarks 싵 Getting Started	d 📲 Intranet Portal EATA	outlook 🕲 IPS Cloud- I	nternation 🕀 https://qliksense.elta.	gr 🔹 Customs Web Service 🕴	📱 Αρχική σελίδα-4schools 🛛 🚳 Ανάρτηση Πράξει	ων σ 🚫 Parcel - Home page	. 🔷 ΑΠΟΣΤΟΛΕΣ ΕΞΩΤΕΡΙ	E-commerce Solution	
Dispatch Documents	5						Å e.kovatsou@gmail.com	Change User Information	C LOGOUT
🕼 New					CREATING A LABEL Fill all necessary fields to go to next step				
O User Manual					, , , , ,				
		Service		Sender		7 Recipient		Finalize	
	Postal Service	a					· ·		
		Service	521 INSURED LETTER A-PRIC	ORITY	v				
									→ Next
Version 2.12.1.39323									Dispatch Documents
P Type here to search		o # 💽 🛛	= 📦 🥶 🕲 🤹	🔹 🖷		•	84°F Sunny 🛞 🔌 🤹 1	🖬 💁 💁 🌉 ┥ 🐗 🐑 do). EN	G 11:39 πμ G 6/7/2023 224)

A screen with the **Sender's Data** appears, where we enter the sender's data. The 'Email' field appears already filled in with the email we have declared when entering as a Guest.

Filling in the fields highlighted with a **red** frame is obligatory, and they must be mandatorily filled in order to create a label. In the fields without the red frame, we can optionally fill in the respective sender's information.

Dispatch Documents					📥 e.kovatsou@gmail.com	Change User Information	C LOGOUT
♂ New			CREATING				
<ul> <li>User Manual</li> </ul>			Fill all necessary field	s to go to next step			
	Service	Sende		Recipient		Finalize	
	Sender Information						
	Full name	EVAK		Address	ADRIANOUPOLEOS 45		
	Area	NIKAIA		Postal Code	18453		
	Telephone			Mobile Phone	6944104548		
	E-Mail	e.kovatsou@gmail.com					
						← Previous	→ Next

Then, we press 'Next' to move to the next stage.

A screen with the **Recipient's Data** appears, where we enter the recipient's data. Filling in the fields highlighted with a **red** frame is obligatory, and they must be mandatorily filled in order to create a label. In the fields without the red frame, we can optionally fill in the respective recipient's information. Initially, depending on the service we have selected, we must click on the **'Delivery by' field**, so as to systemically

register the delivery method to be applied for the post item.

Then, we enter the Recipient's data in the mandatory fields on the screen.

After we enter the 'Postal Code' for the recipient's address, the screen shows the information for the Destination Office, where the further management/handling of the post item will take place.

	Service		( Seno	a) Jer	/	Recipient		Finalize	
Recipient Details									
	Delivery Option		ery Unit · ΚΑΙΣΑΡΙΑΝΗΣ (ΚΕΝΤΡΙΚ : ΚΑΙΣΑΡΙΑΝΗΣ (ΚΕΝΤΡΙΙ						
	Full name	MELINA MAY			]				
	Address	SOUTSOU 5			]				
	Area	ATHENS			]				
	Postal Code	16070			]				
	Telephone								
	Mobile Phone	6987745885			]				
	E-Mail								
Quantity	1	Weight (in Kg)	2	Volume Weight (H * W * D -	in cm)	x	x		
COD (in €)	0	Insured Value (In €) Th	s field is required.	Special Se	ervices				~
Comments						Reference			
								← Previous → N	lext

**Note:** In order to create a label with Declared Value, we must enter the amount of the **'Insured Value (in**  $\mathbf{\epsilon}$ )' in the respective field. In this way, the information concerning the Insured Value of the domestic post item will be entered on the system, but it will NOT be printed on the label.

However, it is mandatory to fill in the specific field in order to print the label with a Declared Value, otherwise the following message appears:

Insured Value (In €)

This field is required.

If we wish to enter more information for the recipient (which will also be printed on the label), we fill in the fields 'Comments'  $\dot{\eta}$  'Reference'.

Then, we press 'Next' in order to move to the nest stage, where the Print screen appears.

In case there is some mistake and you need to correct the data entered, click on '**Previous'** to return to the previous stage of the app and make the necessary corrections.

If all the data for the creation of a label have been correctly entered, we click on **'Print'** on the same screen, in order to generate the final printout with the Service's Barcode.



The label preview appears, where we click on the 'Print' icon (top right on the screen). We open the downloaded file and a preview of the label appears, in A6 form (top left corner of the A4 page). We press 'Print'.

YINPEZIA: 521         A IPOTEPAIOTHTA ME AHA. AEIA         STOIXEIA TAXYAPOMIKOY ANTIKEIMENOY         rp.fingoograppio:         T1102 FAAATZIOY         rp.fingoograppio:         T1102 FAAATZIOY         rp.fingoograppio:         Tj.S.         Barcoli:         Tip.Kriddeor;         Tip.Kriddeor;         Tip.Kriddeor;         Tip.Kriddeor;         Tip.Kriddeor;         Tip.Kriddeor;         ANO2TOAL         Anopoberroi         Anopoberroi         Barcoli:         Tip.Kriddeor;         Barcoli:         Barcoli:         Anopoberroi         Barcoli:	1 / 1	- 100% +	5			
Pp.Ripoopugue:       1102 FAAATEIOY         rp.Enibong::       Tuputyna         Tp.Kordbacny::       Tuputyna         1,5       Surgace:       Tuputyna         ATIA ENIETPOOKIC       ATIA ENIETPOOKIC       ATIA ENIETPOOKIC         AROSTOALAZ       ATIA ENIETPOOKIC       Anopõecro         AROSTOALAZ       ATIA ENIETPOOKIC       Anopõecro         APIAANH ZAXAPIOY       Anopõecro       Anopõecro         ETILAAYPOY 77       Anopõecro       Anopõecro         TK: 15233 AOHNA THA-6938777777       Anopõecro       Anopõecro         RIFERENCE       EELIKET ALAKEEPTIETE *       EELIKET ALAKEEPTIETE *         * ENIKET ALAKEEPTIETE *       EELIKET ALAKEEPTIETE *       EELIKET ALAKEEPTIETE *				-		
Гр.Ключенски     Гандор (Карт)     Хиџаран Тау/џијс:     Таџаран       Гр.Кативеску:     Вагсабе:     Тана Елистроенс       АПОЗТОЛЕАЗ     АПА ЕЛИСТРОЕНС       Киљкос;     Зиучиатос       АРАДАНН ZAXAPIOY     Вагсабе:       ЕПІДАУРОУ 77     Алардобекто       ПАР А АНПТНЕ     Алардобекто       Викос Остольки     Алардобекто       Викос Ангор Тольки     Викос Ангор Тольки       Викос Ангор Тольки     Викос Ангор Тольки	ΣΤΟΙΧΕΙΑ ΤΑ		IKEIMENOY	]		
Γρ.Κατάθεσης:       ΒΑΤΟΣ(Kgr)       Σύμβαση Ταχ/μής:       Τεμάχια <b>1</b> Barcode:       1         ATIOZ TOAEAE       ΑΤΙΑ ΕΠΕΤΡΟΘΗΕ         Κωδικός:       Αγναστος         ΑΡΙΔΑΝΗ ΖΑΧΑΡΙΟΥ       Αγναστος         ΕΠΙΔΑΥΡΟΥ 77       Αποράδετο         ΠΑ ΡΑ Λ Η ΠΤΗ Ε       ΝΙΚΗΦΟΡΟΣ ΑΠΟΣΤΟΛΑΚΗΣ         ΝΙΚΗΦΟΡΟΣ ΑΠΟΣΤΟΛΑΚΗΣ       Αγναστος         ΑΓΙΑΣ ΛΑΥΡΑΣ 12       ΓΚ.11147 ΑΘΗΝΑ         ΤΗΛ: 6977788888       • ΕΙΔΙΑΚΕΙ ΡΙΣΕΙΣ •	Γρ.Προορισμού	11102 ΓΑΛΑΤΣΙΟ	(	Απο	οκομμα τετραγωτικού σχηματος	
1,5     Barcode:     1       ATIOZTOAEAZ     ATIA ERIETPOONEZ       Kubšixdy:     Aryvauros       APIAAMH ZAXAPIOY     Barcode:       ETIUAAYPOY 77     Anopôšerro       TK: 15233 AOHNA THA:6938777777     Anopôšerro       JAJAdjć A/vonj     Anopôšerro       JAJAđí ANH T H E     Filipina       NIKHOOPOS AFIOSTO/AAKHS     Filipina       REFERENCE     FELISERI ALAXEEPIEELE*       * ELISERI ALAXEEPIEEL*     FELISERI	Γρ.Επίδοσης	:		]		
Kuðixkóç:     ΑΡΙΑΔΝΗ ΖΑΧΑΡΙΟΥ       EΠΙΔΑΥΡΟΥ 77     Αποράδεκτο       ΤΚ: 15233 ΑΘΗΝΑ ΤΗΛ:6938777777     Άγνωστος       ΠΑΡΑΛΗΠΤΗΣ     Αλλαξε Δ/νση       ΝΙΚΗΦΟΡΟΣ ΑΠΟΣΤΟΛΑΚΗΣ     Αζήπητο       ΑΓΙΑΣ ΛΑΥΡΑΣ 12     ΚΙΤΑΤ ΑΘΗΝΑ       ΤΗΛ: 6977788888     • ΕΔΙΧΕΙ ΔΙΧΕΙΡΙΤΕΙΣ *	Γρ.Κατάθεσης:		-WPID.			
APIADNH ZAXAPIOY       Η Αγγασία         EΠΙΔΑΥΡΟΥ 77       Η Αλαξέ Αγναη         ΤΚ΄ 15233 ΑΘΗΝΑ ΤΗΛ-6938777777       Η Αλαξέ Αγναη         ΑΛΙΔΚΕ Αγναη       Αλάζητηςο         ΠΑΡΑΛΗΠΤΗΣ       ΝΙΚΗΦΟΡΟΣ ΑΠΟΣΤΟΛΑΚΗΣ         ΛΓΙΑΣ ΛΑΥΡΑΣ 12       Κ.Τ.11147 ΑΘΗΝΑ         ΤΗΛ: 6977788888       * ΕΔΙΑΚΕΙ ΔΙΑΚΕΙΡΙΤΕΙΣ *         * ΕΔΙΑΚΕΙ ΔΙΑΚΕΙΡΙΤΕΙΣ *       *         * ΕΔΙΑΚΕΙ ΔΙΑΚΕΙΡΙΤΕΙΣ *       *			ΑΙΤΙΑ ΕΠΙΣΤΡΟΦΗΣ	1		
EΠΙΔΑΥΡΟΥ 77 TK: 15233 AΘΗΝΑ ΤΗΛ:6938777777 <b>Π Α Ρ Α Λ Η Π Τ Η Σ</b> ΝΙΚΗΦΟΡΟΣ ΑΠΟΣΤΟΛΑΚΗΣ ΑΓΙΑΣ ΛΑΥΡΑΣ 12 TK: 11147 ΑΘΗΝΑ THΛ: 6977788888 <b>REFERENCE</b> * ELINET ALAXEPTIELT * * ELINET ALAXEPTIELT *		IOY				
EΠΔΑΥΡΟΥ 77 ΤΚ: 15233 ΑΘΗΝΑ ΤΗΛ:6938777777 ΠΑΡΑΛΗΠΤΗΣ ΝΙΚΗΦΟΡΟΣ ΑΠΟΣΤΟΛΑΚΗΣ ΑΓΙΑΣ ΛΑΥΡΑΣ 12 ΤΚ:11147 ΑΘΗΝΑ ΤΗΛ: 6977788888 *ELAINET ALAXEIPTEETE * *ELAINET ALAXEIPTEETE *						
ΠΑΡΑΛΗΠΤΗΣ           ΝΙΚΗΦΟΡΟΣ ΑΠΟΣΤΟΛΑΚΗΣ           ΑΓΙΑΣ ΛΑΥΡΑΣ 12           ΤΚ.11147 ΑΘΗΝΑ           ΤΗΛ: 6977788888           REFERENCE           * ELAIKET ALAXELPHIELE *           * ONDATIONNELELE *		A THA-CO20777777	Αλλαξε Δ/νση			
NIKHΦΟΡΟΣ ΑΠΟΣΤΟΛΑΚΗΣ ΑΓΙΑΣ ΛΑΥΡΑΣ 12 ΤΚ:11147 ΑΘΗΝΑ ΤΗΛ: 6977788888 * ELANET ALAXELPYTETE *			οτητήζΑ	Į		
	ГНЛ: 69777888 *п	388 REFERENCE APATHPHIELIE *	M 811			
		VR 206 400	378 GR			
VR 206 400 378 GR						
VR 206 400 378 GR						
VR 206 400 378 GR						
VR 206 400 378 GR						
VR 206 400 378 GR						
VR 206 400 378 GR						

The final label for the post item with Declared Value with is printed, with the service barcode VR...GR.

Γρ.Προορισμ		ΚΟΥ ΑΝΤΙΚΕΙΜΕΝ ΑΛΑΤΣΙΟΥ	
Γρ.Επίδοσ	ու		
Γρ.Κατάθεσης:	ΒΑΡΟΣ(Kgr) <b>1,5</b>	Σύμβοση Ταχ/μής: Barcode:	Τεμάχια <b>1</b>
ΠΑΡΑΛΗ	7 ΙΝΑ ΤΗΛ:693877 Ι Π Τ Η Σ ΑΠΟΣΤΟΛΑΚΗ ΑΣ 12 ΗΝΑ	<u></u>	ΑΙΤΙΑ ΕΠΙΣΤΡΟΦΗΣ
	REFERENCE MAPATHPHSEIS * EEAPTHMA		IKEZ AIAXEIPIZEIZ *

The label contains the full data for the Sender and the Recipient, the relevant signs specifying the features of the service, the barcode for the service, any comments or other remarks entered, as well as other service indications.

#### **CREATING A PARCEL LABEL**

On the initial screen, on the main menu 'Creation', on the field **'Service'**, we select the '900 PARCEL' Service from the scroll bar and then we press **'Next'**.



A screen with the **Sender's Data** appears, where we enter the sender's data. The 'Email' field appears already filled in with the email we have declared when entering as a Guest.

Filling in the fields highlighted with a **red** frame is obligatory, and they must be mandatorily filled in order to create a label. In the fields without the red frame, we can optionally fill in the respective sender's information.

Dispatch Documents	C.				å e.kovatsou@elta-net.gr	Change User Information	C LOGOUT
2 New			CREATING A LABEL				
<ul> <li>User Manual</li> </ul>			Fill all necessary fields to go to next step				
	Service	Sender		<b>1</b> Recipient		Finalize	
	Sender Information						
	Full name	evak		Address	soutsou 5		
	Area	nikaia		Postal Code	18453		
	Telephone			Mobile Phone	6944104548		
	E-Mail	e.kovatsou@elta-net.gr					
						← Previous	→ Next

Then, we press 'Next' to move to the next stage.

A screen with the **Recipient's Data** appears, where we enter the recipient's data. Filling in the fields highlighted with a **red** frame is obligatory, and they must be mandatorily filled in order to create a label. In the fields without the red frame, we can optionally fill in the respective recipient's information.

For the '900 PARCEL' service we have selected, we must click on the '**Delivery by**' field, so as to systemically register the delivery method to be applied for the parcel.

If we select **Post Office Box**, this means that the parcel will be delivered by a Hellenic Post Branch.

If we select **Houses**, this means that the parcel will be delivered through Distribution.

If we select **PostBox**, this means that the parcel can be delivered by the sender through a PostBox. The PostBox option will be active/possible only in case the PC of the recipient's area that is filled in can be matched with an available PostBox in the respective area.

In case we have selected 'Delivery through a PostBox' and we enter a Postal Code in an area where there is no PostBox available, then a message appears on the screen:

Delivery Option	○ Counter ○ Home Delivery ● PostBox
Full name	alex papas
Address	stadiou 60
Area	peiraias
Postal Code	18120
	Invalid Postal Code for the delivery choice selected
Telephone	
Mobile Phone	
E-Mail	

and we will have to choose another delivery method (Postal Box or Houses), in order to complete data entering.

After we fill in the 'Postal Code' field for the recipient's address, the screen shows the information for the Destination Office, where the further management/handling of the parcel will take place.

Recipient Details			
Delivery Option	Counter Home Delivery PostBox Office of Destination: ΠΡ. ΤΑΧ/ΡΩΝ ΝΙΚΑΙΑΣ		
Full name	alex papas		
Address	stadiou 60		
Area	peiraias		
Postal Code	18120		
Telephone			
Mobile Phone			
E-Mail			
Quantity 1	Weight (in Kg) 3	Volume Weight (H * W * D - in cm)	xm) X X
COD (In €) 0	Insured Value (In €)	Special Services	ves v
Comments			Reference
			♦ Previous

**Note:** If we wish to enter more information for the recipient (which will also be printed on the label), we fill in the fields 'Comments'  $\dot{\eta}$  'Reference'.

Then, we press 'Next' in order to move to the nest stage, where the Print screen appears.

In case there is some mistake and you need to correct the data entered, click on '**Previous'** to return to the previous stage of the app and make the necessary corrections.

If all the data for the creation of a label have been correctly entered, we click on **'Print'** on the same screen, in order to generate the final printout with the Service's Barcode.



The label preview appears, where we click on the 'Print' icon (top right on the screen). We open the downloaded file and a preview of the label appears, in A6 form (top left corner of the A4 page). We press 'Print'.

гр.проорнирий:       91180 ПР. ТАХ/РΩЛ ПАТНЕДОЛ АТТІКНЕ         гр.лелійооп;:       Тариўла         Гр.Катайскар;       Багод(куг)         Б.Л. Вагодскі В	ΔΕΜΑ         STOINELA TAXYAPOMIKOY ANTIKEIMENOY         Te.Inpeopringui:       9180 ΠΡ. TAX/P2IN ΠΑΤΗΣΙΩΝ ΑΤΤΙΚΗΣ         Fy.Eniloom:       Fy.Eniloom:         Tp.Eniloom:       BAYOZ(Kgr)         BAYOZ(Kgr)       Suppon Tog/unic:         Barcode:       Trakting         ATIA ENERTOPHIC       AttiA ENERTOPHIC         Kuöxić,:       AttiA ENERTOPHIC         APIAANH ZAXAPIOY       AttiA ENERTOPHIC         Britishan Alvoni       Anopółczuje         Anopółczy       Adjimo         Andorf Alvoni       Adjimo         Anopółczy       Adjimo         REFERENCE       ELEMENT ALMERTPRETE         "INMATINFENELT"       ELEMENT ALMERTPRETE
Tp.Endpooppupuici       91180 ПР. TAX/PQN ΠАТНЕДОN АТТІКНЕ         Tp.Endpooppupuici       91180 ПР. TAX/PQN ПАТНЕДОN АТТІКНЕ         Tp.Endpooppupuici       Subpoop Tay/u/p(:         Tp.KorioBeary:       Subpoop Tay/u/p(:         TayAgna       TupAgna         INDETONELE       Subpoop Tay/u/p(:         UNADED       Anapadaecno         UNADED       Unapadaecno         UNADED       UNADED         UNADED       UNADED         UNADED       UNADED         UNADED       UNADED         UNADED       UNADED         UNADED       UNADED </td <td>Tp.Enlpooppupuici       91180 NP. TAX/PQIN INTHEIGN ATTIKHE         Tp.Enlpooppupuici       91180 NP. TAX/PQIN INTHEIGN ATTIKHE         Tp.Enlpooppupuici       Suppoor Toy/P/IC         Tp.KorioBeory:       Suppoor Toy/P/IC         ToZTOAEAZ       InteEnltPPoere         SubAcci       Suppoor Toy         DIAAPPOY 77       Suppoor Toy         INAAPOY 77       Suppoor Toy         AAGE ANAPOX SPHE TIGHEX       Suppoor Toy         AAGE ANAPOX SPHE TIGHAX       Suppoor Toy         IKHTAPA 85       Suppoor Toy         K: 11147 AGHNA       Suppoor Toy         IKHTAPA 85       Suppoor Toy         Suppoor Toy       Suppoor Toy         IKHTAPA 85       Suppoor Toy         Suppoor Toy       Suppoor Toy         IKHTAPA 85       Suppoor Toy         Suppoor Toy       Suppoor Toy         A123       Suppoor Toy         EAPTHMA 2YZKEYHE       Suppoor Toy</td>	Tp.Enlpooppupuici       91180 NP. TAX/PQIN INTHEIGN ATTIKHE         Tp.Enlpooppupuici       91180 NP. TAX/PQIN INTHEIGN ATTIKHE         Tp.Enlpooppupuici       Suppoor Toy/P/IC         Tp.KorioBeory:       Suppoor Toy/P/IC         ToZTOAEAZ       InteEnltPPoere         SubAcci       Suppoor Toy         DIAAPPOY 77       Suppoor Toy         INAAPOY 77       Suppoor Toy         AAGE ANAPOX SPHE TIGHEX       Suppoor Toy         AAGE ANAPOX SPHE TIGHAX       Suppoor Toy         IKHTAPA 85       Suppoor Toy         K: 11147 AGHNA       Suppoor Toy         IKHTAPA 85       Suppoor Toy         Suppoor Toy       Suppoor Toy         IKHTAPA 85       Suppoor Toy         Suppoor Toy       Suppoor Toy         IKHTAPA 85       Suppoor Toy         Suppoor Toy       Suppoor Toy         A123       Suppoor Toy         EAPTHMA 2YZKEYHE       Suppoor Toy
Tp. Лародонорой:       91180 ПР. ТАХ/РОЛ ПАТНЕЦОЛ АТТІКНЕ         Tp. Лародонорой:       1         Tp. KriedBeorg:       Suppoor ToxyUyh;         Tp. KriedBeorg:       Suppoor ToxyUyh;         Barcode:       1         NTOZTOAEAE       Anapadecroa         Manapadecroa       Anapadecroa         Manapadecroa       Anapadecroa         TAP A A H П T H E       Africe EnterPoorte         MACTANA R5       Kr: 11147 AGHINA         Tr: 11627 AGHINA       Features anaxeprizets*         Aaza       Catanee anaxeprizets*         Aaza       Catanee anaxeprizets*         Aaza       Catanee anaxeprizets*	Tp. Filpsoprigue@:       91180 TP. TAX/PQN TATTIKHE         Tp. Eniboong:       Zupfiloon Tox///life:       Tqudyin         ShortCocker       Zupfiloon Tox///life:       Tqudyin         Anta EniETPoetic       Zuymouros;       Example Advont         NTOZTOAEAE       Anta EniETPoetic       Zuymouros;         Dialogo Xing       Example Advont       Anta EniETPoetic         Zuymouros;       Example Advont       Anta EniETPoetic         Zuymouros;       Anta EniETPoetic       Zuymouros;         Dialogo Xing       Example Advont       Anta EniETPoetic         Zuymouros;       Anta EniETPoetic       Zuymouros;         Dialogo Xing       Anta EniETPoetic       Zuymouros;         Dialogo Xing       Anta EniETPoetic       Zuymouros;         Anta Pat A H TI TH Z       Anta EniEt admeteriteti *       Zuymouros;         NIKHTAPA 85       Fic:11147 AOHINA       Fic:1147 AOHINA         Hrit:       Anta Eniet admeteriteti *       Zuymouros;         Aliza
Тр.Котовенту:       ВАРОД(Куг)       Хирвоол Тох/и/и/с:       Тандхи         ATIOS TORAEZ       Вагсове:       1         ATIOS TORAEZ       АТІА ЕПЕТРОРНЕ         Кибибс):       Алучиотос,         РАДАМН ДХАХАРІОУ       Вавсове:         ЕПІДАУРОУ 77       Вавсове:         ТК: 15233 АОННА ТНА:       Алибе Д/чоп         Альбе Д/чоп       Альбе Д/чоп         Альбе Д/чоп       Альбе Д/чоп         ПАР А АНПТНЕХ       Альбе Д/чоп         КИКТАРА 85       КК:1147 АОННА         ТК: 15233 АОННА ТНА:       ЕПАНИРОЙ ХИРНЕТІАНУ         NIКНТАРА 85       К.11147 АОННА         ТК: 1147 АОННА       Гедартен алжениченте с         А123       С       С         ЕДАРТНИА УУХКЕЧНЕ       С	Тр. Котовестус:     Вагособе:     Таџађува       АПОЗТОЛАЕД     Хиџарова, Тодуџије:     Таџађува       АПОЗСКАЗ     АТПА ЕПЕТРОФНЕ       Хиџарова, Тодуџије:     Па       АПОЗСКАЗ     АПОЗСКАЗ       Вагособе:     Па       АПОЗСКАЗ     АПОЗСКАЗ       Вагособе:     Па       АПОЗСКАЗ     АПОЗСКАЗ       Вагособе:     Па       Вагособе:     Вагособе:
6,5     Barcode:     1       ANO2TOAEAE Kuölidç: APIAANH ZAXAPIOY     ATTA EIEITPOOHE Ayvuoro; EAManh Julvon EAManh Julvon AAAdge Alvon AAAdge Alvon AAAAdge Alvon AAAdge Alvon AAAdge Alvon AAAdge Alvon AAAAdge Alvon AAAAdge Alvon AAAAdge Alvon AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	6,5     Bercode:     1       ANDXTOAEAE     ATTA ERIXTPOOHE       MADIACHI ZAXAPIOY     □       Brita Pia Andri Alvon     □       Anpodexro     □       Brita Pia Andri Alvon     □       Anpide Alvon     □       Anpodexro     □       Diagram     □       Adjurno     □       Ander Alvon     □       Alvon     □       Alvon     □       Alvon     □       Ander Alvon     □       Bercole     □        Bercole
Wakid: <sup>Δ</sup> Αγνωστος <sup>Δ</sup> Αγνωστος <sup>Δ</sup> Αγνωστος <sup>Δ</sup> Αλλαβι	Διδιάζ: PIAΔH ZAXAPIOY ΠΙΔΑΥΡΟΥ 77 ΙΠΔΑΥΡΟΥ 77 ΑΣ33 ΑΘΗΝΑ ΤΗ Λ:6938777777 ΑΣΕΑΝΔΗΩ ΑΣ Κ: 15233 ΑΘΗΝΑ ΤΗ Δ ΑΔΙΦΙΤΩ ΑΔΙΦΙ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΤΩ ΑΔΙΦΙΔΙ ΑΔΙΦΙΔΙ ΑΔΙΦΙΔΙ ΑΔΙΦΙΔΙ ΑΔΙΦΙΔΙ ΑΔΙΦΙΔΙ ΑΔΙΦΙΔΙ ΑΔΙΦΙΔΙ ΑΔΙΦΙΔΙ ΑΔΙΦΙΔΙ ΑΔΙΦΙΔΙ ΑΔΙΦΙΔΙ ΑΔΙΦΙΔΙ ΑΔΙΦΙΔΙ ΑΔΙΦΙΔΙ ΑΔ
ΝΡΑΛΗΠΤΗΣ       ΞΕΑΝΔΡΟΣ ΧΡΗΣΤΙΔΗΣ       ΗΤΑΡΑ 85       11147 ΑΘΗΝΑ       \: 6984236999       REFERENCE       - ΠΑΔΤΙΦΗΝΕΙΕΙ *       ΕΞΑΡΤΗΜΑ ΣΥΣΚΕΥΗΣ	КРААНПТНЕ       ЕЗАЛАРОХ ХРНУТІАНХ       НТАРА 85       11147 АОНЛА       \: 6984236999       REFERENCE       • ПАЛТИЧНЕТ *       EEAPTHMA ΣУХКЕУНХ

The final label for the parcel is printed, with the service barcode.

It is clarified that for Domestic Parcels, for which the label is printed by the WEB LABELING DOMESTICALLY app:

- the barcode prefix is **BK....GR** (and not CP...GR)

- it is possible to create a label for a Domestic Parcel with Declared Value, and enter its amount on the app (in the respective field), but it will not be printed on the label. Only the remarks relevant to the Declared Value will appear on the label of the parcel with Declared Value.

EATA	ΥΠΗΡΕΣΙΑ: 900 ΔΕΜΑ							
ΣΤΟΙΧΕΙΑ	ТАХҮДРОМІ							
Γρ.Προορισμ	ού: 91180 Π	P. TAX/PΩ	Ν ΠΑΤΗΣ	ΙΩΝ ΑΤΤ	ΙΚΗΣ			
Γρ.Επίδος	σης:							
Γρ.Κατάθεσης:	BAPOΣ(Kgr) 6,5	Σύμβοση Τα Barcode:	(/µሳς:		Τεμάχια <b>1</b>			
ΠΑΡΑΛΙ	ΑΡΙΟΥ 7 ΗΝΑ ΤΗΛ:693877 Η Π Τ Η Σ Σ ΧΡΗΣΤΙΔΗΣ 5	7777			Α ΕΠΙΣΤΡΟΦΗΣ γνωστος ιλειπή Δ/νση ιαράδεκτο ιλαξε Δ/νση ή/τητο			
THA: 698423								
REFERENCE         * ELAIKEZ ALAXEIPIZEIZ *           A123         Impathiphzeiz *								
	* παρατηρήσεις * Αρτημά ΣύΣκευή	Σ	ШЛ	<b>N</b> [	ů			
οικοι								
BK 000 001 363 GR								

The label contains the full data for the Sender and the Recipient, the relevant signs specifying the features of the service, the barcode for the service, any comments or other remarks entered, as well as other service indications.

We press 'Log out' (top right on the screen) in order to log out of the application.

## Glossary

**Label:** Self-adhesive form that contains the necessary information for sending the item and is attached on the item.

**Customer with an Account:** A frequent and repeated user of the application. After completing the account creation procedure, the application identifies your data and automatically fills them in on the 'Sender's Data' for an even faster label creation.

**Guest:** An occasional user of the application who has not completed the "Customer Account Creation" procedure.

**Barcode:** Barcode, which consists in a series of parallel lines with different thickness and contains information referring to the service on which it is attached. It is used for the visual identification of the service. It is automatically generated by the app depending on the service selected; it is a unique number and it is used to track the post item through the Hellenic Post's Track & Trace system.

Sender: The sender is the person sending a letter, parcel, etc. to the recipient by mail.

**Recipient:** The recipient is the person receiving a letter, parcel, etc. by the sender by mail.

Track & Trace: A tracking system for posts.

**511 1st Priority Registered Letter:** A post item up to 2 kg (letters, small items) with a deposit receipt bearing a unique barcode. This is delivered to the recipient upon it being signed by the recipient or a person authorized by the recipient. It bears a barcode label with the RE prefix. The time for delivery amounts to 3 business days.

**512 2nd Priority Registered Letter:** A post item up to 2 kg (letters, small items) with a deposit receipt bearing a unique barcode. This is delivered to the recipient upon it being signed by the recipient or a person authorized by the recipient. It bears a barcode label with the RE prefix. The time for delivery amounts to 3-5 business days.

**501 1st Priority with Tracking:** A post item up to 2 kg (letters, small items) with a deposit receipt bearing a unique barcode. It is only tracked during posting & delivery. It is delivered to the recipient's address without being signed by the recipient. It bears a barcode label with the LL prefix. The time for delivery amounts to 3 business days. In case of damage or loss of the item, it is not possible to track it or provide compensation of any kind.

**502 2nd Priority with Tracking:** A post item up to 2 kg (letters, small items) with a deposit receipt bearing a unique barcode. It is only tracked during posting & delivery. It is delivered to the recipient's address without being signed by the recipient. It bears a barcode label with the LL prefix. The time for delivery amounts to 3-5 business days. In case of harm to or loss of the item, it is not possible to track it or provide compensation of any kind.

**521 1st Priority with Declared Value (Insured):** A post item up to 2 kg (letters, small items) tracked during all the stages of its management, in order to ensure its valuable content. During posting, a receipt is issued with a unique barcode. It is delivered to the recipient themselves upon it being signed by the recipient or a person authorized by the recipient. It bears a barcode label with the VR prefix. The time for delivery amounts to 3 business days. In case of damage or loss of the item, it is possible to provide compensation.

**513 1st Priority with Delivery to Another Person Living at the Same Address:** A post item up to 2 kg (letters, small items) with a deposit receipt. It is delivered to the recipient or upon it being signed by a person authorized by the recipient or by a co-tenant. It is tracked during all management stages. It bears a barcode label with the RE prefix. The time for delivery amounts to 3 business days.

**514 2nd Priority with Delivery to Another Person Living at the Same Address:** A post item up to 2 kg (letters, small items) with a deposit receipt. It is delivered to the recipient or upon it being signed by a person authorized by the recipient or by a co-tenant. It is tracked during all management stages. It bears a barcode label with the RE prefix. The time for delivery amounts to 3-5 business days.

**900 Parcel:** A post item up to 20 kg and with dimensions exceeding those for letters. During posting, a receipt is issued with a unique barcode and a BK prefix. It is delivered by a Hellenic Post Branch following a relevant notification to the recipient. The parcel can be delivered to the recipient themselves or to another authorized (by the recipient) person upon it being signed. It is tracked during all management stages. The time for delivery amounts to 3-5 business days.

At Home: A delivery method selected for home delivery.

**Delivery Office:** A Hellenic Post Branch - transaction location where the post item to be delivered is located (this refers to the recipient).

**Posting Office:** A Hellenic Post Branch - transaction location where the post item to be delivered is posted (this refers to the sender).

**Destination Office:** A Post Service Operation through which the item will be handled before delivery. **Fast Payment Contract:** This is automatically filled in by the system when a Cash-on-Delivery service is used (not available at the moment).

**Code:** This is automatically filled in by the system when a Cash-on-Delivery service is used (not available at the moment).

**Delivery through Distribution:** An option before entering data on the app, according to which the PC is matched with a delivery location, namely the Distribution Unit servicing the PC having been entered (this applies to the services: Registered Letter, Delivery to a Co-Tenant, Tracking).

**Delivery through a Post Office Box:** A Hellenic Post Branch where the post item will be sent in order to be collected by the recipient (this refers to sending parcels or registered letters with notification which were not possible to be delivered to the recipient's address).

**Delivery through a PostBox:** Automated lockers for the automatic reception of items, from which someone can collect:

- An item ordered from abroad and which does not include extra taxes and duties
- An item with notification for simple tracking, which has not been delivered to the recipient's address.
- An item ordered from a domestic eShop.