ΚΥΠΡΙΑΚΟ
ΕΜΠΟΡΙΚΟ ΚΑΙ
ΒΙΟΜΗΧΑΝΙΚΟ
ΕΠΙΜΕΛΗΤΗΡΙΟ

1927 - 2017
90
χρόνια

**ΕΓΚΥΚΛΙΟΣ**

Λευκωσία, 12 Δεκεμβρίου 2017

**ΠΡΟΣ:** Όλους τους Ενδιαφερόμενους

**ΑΠΟ:** Λεωνίδα Πασχαλίδη, Ανώτερο Διευθυντή

**ΘΕΜΑ:** Πλατφόρμα "Deliver in Europe"

Κύριοι,

Όπως πιθανό να γνωρίζετε, μια από τις προτεραιότητες της Ευρωπαϊκής Επιτροπής είναι η δημιουργία ενιαίας ψηφιακής αγοράς στην Ευρώπη, περιλαμβανομένης της βελτίωσης της πρόσβασης σε ψηφιακά προϊόντα και υπηρεσίες μέσω υπηρεσιών διανομής πακέτων. Για το λόγο αυτό η Ευρωπαϊκή Επιτροπή συγχρηματοδοτεί την πλατφόρμα "Deliver in Europe".

Πρόκειται για πλατφόρμα η οποία θα βοηθήσει τις επιχειρήσεις που δραστηριοποιούνται στο διασυνοριακό ηλεκτρονικό εμπόριο να αναζητούν εταίρους σε μια πολύ κατακερματισμένη αγορά. Η πλατφόρμα αποτελεί μοναδικό εργαλείο που θα φέρει μαζί όλες τις υπηρεσίες/προσφορές της ηλεκτρονικής εφοδιαστικής στην Ευρώπη.

Οι επιχειρήσεις του λιανικού εμπορίου θα μπορούν εύκολα και γρήγορα να αναζητούν και συγκρίνουν τις υπηρεσίες εκατοντάδων προμηθευτών σε όλη την Ευρώπη. Τα πλεονεκτήματα για τις επιχειρήσεις που ασχολούνται με την ηλεκτρονική εφοδιαστική και την διανομή πακέτων είναι επίσης πολλά. **Η εγγραφή στην και η χρήση της πλατφόρμας είναι δωρεάν**.

Η πλατφόρμα επιτρέπει την  απευθείας επικοινωνία μεταξύ των επιχειρήσεων του ηλεκτρονικού λιανικού εμπορίου και αυτών που ασχολούνται με τη διανομή πακέτων, τις τεχνολογίες που έχουν σχέση με την ηλεκτρονική εφοδιαστική και την ηλεκτρονική εκπλήρωση (e-fulfillment). Φιλοδοξεί δε να γίνει ο κύριος κόμβος για την ηλεκτρονική εφοδιαστική στην Ευρώπη συνδέοντας όλους τους πάροχους σχετικών υπηρεσιών. Αυτό είναι ιδιαίτερα σημαντικό για τις μικρές επιχειρήσεις του λιανικού εμπορίου (που αποτελούν την πλειοψηφία τέτοιων επιχειρήσεων που λειτουργούν στην Κύπρο) οι οποίες θα έχουν πρόσβαση σε μεγάλο αριθμό επιχειρήσεων που ασχολούνται με τη διανομή πακέτων.

Ήδη υπάρχουν καταχωρημένες εκατοντάδες σχετικές επιχειρήσεις στην πλατφόρμα και καλούμε όλες τις ενδιαφερόμενες Κυπριακές επιχειρήσεις όπως εγγραφούν και αξιοποιήσουν τις δυνατότητες που προσφέρει η πλατφόρμα.

Επισυνάπτεται μικρό εγχειρίδιο με περισσότερες πληροφορίες που αφορούν την εγγραφή στην και την χρήση της πλατφόρμας. Πληροφορίες επίσης υπάρχουν στην ιστοσελίδα της πλατφόρμας  www.deliverineurope.eu.

Παρακαλώ επίσης σημειώστε ότι παρέχεται τεχνική βοήθεια στην ηλεκτρονική διεύθυνση contact@deliverineurope.eu.

Μη διστάσετε να επικοινωνήσετε μαζί μας για τυχόν ερωτήματα/διευκρινήσεις.

Με εκτίμηση,

Λεωνίδας Πασχαλίδης
Ανώτερος Διευθυντής
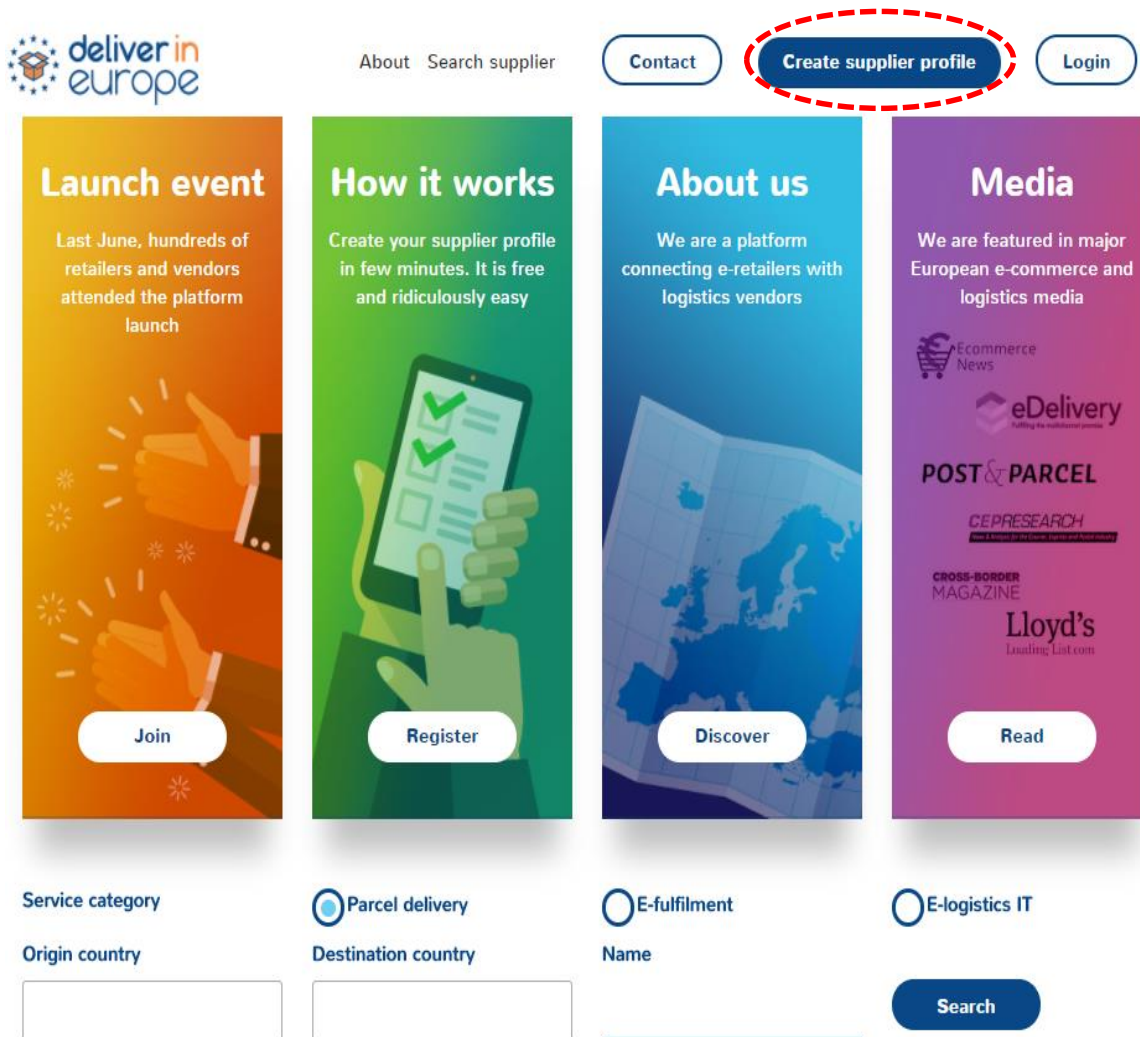
# Registration tutorial for E-logistics vendors

This registration tutorial will help you to register your company on **Deliver in Europe, a free listing platform co-funded by the European Union** to better connect e-retailers with logistics vendors.

Registration on Deliver in Europe is fast and accessible to all eligible companies. To be eligible, you must fulfill all these 3 criteria:

1. **Industry**: be a vendor in parcel delivery, E-logistics IT and E-fulfillment (including packaging, material handling…)
2. **Customer segment**: serve directly e-retailers who are the end-users of the Deliver in Europe services
3. **Geography**: be located on the European continent

After your registration is complete, you will be visible on the **search engine** for all e-retailers searching for logistics solutions, and you will receive **requests** from them either informally for more information or formally through a tender. Regular updates over time from you on your profile and services is necessary to keep your information accurate.

If you have any concern or question, don't hesitate to reach out to us at contact@deliverineurope.eu and we'll gladly help!

Welcome on Deliver in Europe platform.

Once you have created your account, you will be asked to describe your services and provide at least one contact within your company and at least one customer reference. You will also have the possibility to upload your public list prices (optional). Consider about 15 minutes to create your profile.

## Your company information

**Company name**                    Company name without mention about country nor service
Deliver in Europe

**Company website**                  Company URL starting with http://www.
http://www.deliverineurope.eu

**Company country**          Select the country in Europe where your company is headquartered
France

**Service category**        Select one of the 3 categories (Parcel delivery, E-fulfillment, E-logistics IT). If your
Parcel delivery              company is active in several categories, you will need to register several times.

## Your administrator profile

**Full name**                    First name and last name combined
John Smith

**Professional email**           Email address where you will receive your account validation email.
john.smith@deliverineurope.eu    Personal emails are not allowed.

**Password**                     Must be at least 6 characters

✓ I have the right to represent my Company and agree by the terms and conditions of Deliver in Europe

After checking the box and clicking on the button, you will immediately
**Send validation link by email**   receive an email to validate your account. After clicking on the link, you
                                 will be directed to step 2.

---

Deliver in Europe account validation   Inbox   x

noreply@deliver                                          16:32 (3 minutes ago)
to me

Dear Jundy Serra,
Please click on the link below to validate your account and continue your supplier creation process :
http://www.deliverineurope.eu/validate/d56f78d6358c417884c7caab7a3adf666231c734
(you can copy/paste this link if your browser doesn't accept the redirection)

Regards,
Deliver in Europe

Click this link to verify your account.

## Section specific for parcel delivery vendors

*For E-fulfilment vendors, go to p.6. For E-logistics IT vendors, go to p.7*

1 Profile / **2 Overview** / 3 Services / 4 Pricing / 5 Contacts / 6 References

Global turnover in million Euros in parcel delivery (e-commerce or not). Indicate your turnover or select a range value in the list.

**Turnover Parcel delivery in M€**

○ Equal to

● Range — Choose range ▼

Choose range
< 5M€
5 - 10 M€
10 - 50 M€
50 - 100 M€
100 - 500 M€
> 500M€

Total number of parcels handled (e-commerce or not). Indicate your volume or select a range value in the list.

**Number of parcels in Millions**

○ Equal to

● Range — 1 - 5 M ▼

Choose range
< 0.5 M
0.5 - 1 M
1 - 5 M
5 - 10 M
10 - 50 M
> 50 M

**Average revenue per parcel**

The average revenue per parcel is calculated based on turnover and number of parcels

**Origin countries**

× France

European countries where you can pick up parcels from
(ie countries where e-retailers must be located to be able to collaborate with you).

**Destination countries**

**Select at least one of the 2 categories**

**Home Delivery**
Yes | No

**Pick up points**
Yes | No

**Excluded product categories** — Nothing selected

If applicable, select all product categories you don't accept

**Excluded product categories** — Nothing selected

**Popular product categories** — Nothing selected

Select up to 3 product categories which are the most represented in your customers portfolio

**Popular product categories** — Nothing selected

**Max weight per parcel (Kg)**

Maximum real weight per parcel accepted for each service

**Max weight per parcel (Kg)**

**Destination countries**

European countries where you can deliver parcels to
(including with subcontractors)

**Destination countries**

× France

**deliver in europe**

Please specify each of your services by editing it (blue pencil button)

Origin country: **France** ︿

Show [10] entries                           Search: [ ]

| Destination | Service type | Service name | Delivery times | Delivery days | Signed for | Tracked | Returns service possible | COD option possible | Number of pickup points | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| France | Home delivery | - | | | - | - | - | - | - | 🖉 | 🗑 |

Showing 1 to 1 of 1 entries                Previous **1** Next

**✈ Add home delivery service**     **🛒 Add Pickup points service**

The above service table is automatically populated based on your entries at the previous step, regrouped by origin countries. You can edit and remove each of them with the blue and red buttons at the end of each line. To create a new service, click on the buttons at the bottom of the table (either Add home delivery button or Add pick up points button)

---

**Add home delivery service**       Destination country this      **Add Pickup points service**          ✕
                    service is eligible for

**Destination**    Åland (Finland) ▼       **Destination**    Åland (Finland) ▼

Service name that will be displayed on research page
(next to your company name).

**Service name**                              **Service name**

**Delivery/collection days**   [Monday-Friday / Monday-Saturday / 7 days/week]   Days of operation of the service

**Delivery/collection days**   Monday-Friday ▼     Indicate here if you offer a returns service between both countries (reversing then destination and origin countries)

**Delivery times**   [Same day / Next day / 2 days / 3 days / 4 days / 5+ days]

Number of working days between the origin and the destination countries (with a quality of service above 90%)

**Delivery times**   Same day ▼

**Returns service possible**   ○ Yes ● No

Indicate here if you offer Cash on Delivery option for that service

**Returns service possible**   ○ No

**COD option possible**   ○ Yes ● No     Indicate here if a signature is required for that service

**COD option possible**   ○ Yes ● No

**Signed for**   ○ Yes ● No

Indicate here if the parcel is trackable online for the service

Number of pickup points available in the destination country

**Tracked**   ○ Yes ● No

**Number of pickup points**   Choose range ▼   [Choose range / < 500 / 1000 - 1500 / 2000 - 2500 / 2500 - 3000 / 3000 - 3500 / 4000 - 4500 / 4500 - 5000 / > 5000]

Close     Save            Close     Save

Please specify each of your services by editing it (blue pencil button)

Origin country: **France** ︿

Show [10] entries    Search: [ ]

| Destination | Service type | Service name | Delivery times | Delivery days | Signed for | Tracked | Returns service possible | COD option possible | Number of pickup points | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| France | Home delivery | - | | - | - | - | - | - | ✏️ | 🗑️ |

Showing 1 to 1 of 1 entries    Previous **1** Next

✈ Add home delivery service    🛒 Add Pickup points service

**Your prices**

You can now enter a price grid for each services. This step is optional but services with price grid will be more visible in search engine.

**Price grid**

Do you want to set services price:grids ?

Yes **No**

**Download price grid template**

Import price grid

**Browse**

Parcel delivery operators are offered the option to upload their public prices, to be more visible and be contacted by many more retailers since prices is the information that retailers look after the most. If you prefer to not display your public prices at this stage (you can always do it afterwards), select No here and skip this step.

Download a price grid template first, and then fill in your public prices like instructed on the table file. The file is pre populated with all services created earlier (1 tab per service) even if you don't have to setup prices for each service. When your file is ready, save it and upload it using the 'Browse' button.

Price grid template in Excel

**SERVICES PRICE GRID**

**Description**
This text describes the way to fill the price grid data.
Each Sheet in this workbook (except this one), contains the price grid for an Origin Country and a Type of Service (eg. Home Delivery From France)
The file is to be filled as the following:
- All The line with blue background color must remain unchanged.
- Each destination country contains a grid with Weight (pre-filled) and Price (to-be filled)
- All the lines are optional
- You add up your line to take into account "1.5 kg" for example
- All the weight have to be fillend in ascending order, All the lines that break this rule will be ignored

Have a look at this example the orange cells show the user modifications :

19_HD    From France

| 1 To France | Home Delivery Weight | Home Delivery Price |
|---|---|---|
| | 0.5 | 0.5 |
| | 0.75 | 1 |
| | 1 | 1.1 |
| | 2 | 1.2 |
| | 3 | 1.3 |
| | 4 | 1.4 |
| | 4.5 | 1.41 |
| | 5 | 1.5 |
| | 6 | 1.6 |
| | 7 | 1.7 |
| | 8 | 1.8 |
| | 9 | 1.9 |
| | 10 | 2 |

Uploaded prices example

**Pricing**
1 EUR = 1 EUR (16/11/2017 09:14)

| Min weight | Max weight | Price |
|---|---|---|
| 0 kg | 2.0 kg | 3.95 € (3.95 ) |
| 2.0 kg | 3.0 kg | 3.95 € (3.95 ) |
| 3.0 kg | 4.0 kg | 3.95 € (3.95 ) |
| 4.0 kg | 5.0 kg | 3.95 € (3.95 ) |
| 5.0 kg | 6.0 kg | 3.95 € (3.95 ) |
| 6.0 kg | 7.0 kg | 3.95 € (3.95 ) |
| 7.0 kg | 8.0 kg | 3.95 € (3.95 ) |
| 8.0 kg | 9.0 kg | 3.95 € (3.95 ) |
| 9.0 kg | 10.0 kg | 3.95 € (3.95 ) |
| 10.0 kg | 11.0 kg | 3.95 € (3.95 ) |
| 11.0 kg | 12.0 kg | 3.95 € (3.95 ) |
| 12.0 kg | 13.0 kg | 3.95 € (3.95 ) |
| 13.0 kg | 14.0 kg | 3.95 € (3.95 ) |
| 14.0 kg | 15.0 kg | 3.95 € (3.95 ) |
| 15.0 kg | 16.0 kg | 3.95 € (3.95 ) |
| 16.0 kg | 17.0 kg | 3.95 € (3.95 ) |
| 17.0 kg | 18.0 kg | 3.95 € (3.95 ) |
| 18.0 kg | 19.0 kg | 3.95 € (3.95 ) |
| 19.0 kg | 20.0 kg | 3.95 € (3.95 ) |

**Section specific for E-fulfillment vendors**

*For other vendors, go to p.8*

1 Profile   2 Overview   3 Contacts   4 References

**Turnover E-fulfilment in M€**

Global turnover in million Euros in E-fulfillment (e-commerce or not).
Indicate your turnover or select a range value in the list.

⭕ Equal to

🔘 Range          5 - 10 M€          ▼

Choose range
< 5M€
5 - 10 M€
10 - 50 M€
50 - 100 M€
100 - 500 M€
> 500M€

**Operation countries**

European countries where you are active (i.e. countries where e-retailers must be located to be able to collaborate with you)

× France

**Logistics**
🔘 Yes   ⭕ No

**Packaging**
🔘 Yes   ⭕ No

**Packaging machines**
🔘 Yes   ⭕ No

Select at least one of the E-fulfillment service categories listed here

**Conveying machines**
🔘 Yes   ⭕ No

**Warehouse vehicules**
🔘 Yes   ⭕ No

**Warehouse supplies**
🔘 Yes   ⭕ No

**Real estate**
🔘 Yes   ⭕ No

Next step

# Section specific for E-logistics IT vendors

*For other vendors, go to p.8*

| 1 Profile | 2 Overview | 3 Contacts | 4 References |

## Turnover E-logistics IT in M€

Global turnover in million Euros in E-Logistics IT (e-commerce or not). Indicate your turnover or select a range value in the list.

○ Equal to

◉ Range

Choose range ▼

Choose range
< 5M€
5 - 10 M€
10 - 50 M€
50 - 100 M€
100 - 500 M€
> 500M€

## Operation countries

European countries where you are active (i.e. countries where e-retailers must be located to be able to collaborate with you)

× France

**Carrier labeling software**
◉ Yes    ○ No

**Forecasting Software**
◉ Yes    ○ No

Select at least one of the E-logistics IT service categories listed here

**Delivery Monitoring Software**
◉ Yes    ○ No

**Custom Management System**
◉ Yes    ○ No

**Transport Management System**
◉ Yes    ○ No

**Route Optimisation Software**
◉ Yes    ○ No

**Warehouse Management System**
◉ Yes    ○ No

**In Store Software**
◉ Yes    ○ No

**Order Management System**
◉ Yes    ○ No

Next step

| Name | Email | Administrator | Contactable by retailers | Origin country | |
|------|-------|---------------|--------------------------|----------------|---|
| Jundy Serra | jundy@deliver.events | Yes | Yes | | ✏ |

**Add a contact**

**Previous step**　　　　　　　　　　**Next step**

This step allows you to indicate all points of contact from your company, with 2 specific attributes : vendor contacts with administrator rights who can edit the vendor profile ('marketing profile') and vendors specified as contactable who will receive direct requests from retailers ('sales profile').

It is possible to specify a territory to contactable vendors by selecting the countries they are responsible for, so that they receive only requests from retailers in countries they cover.

There is no limit in the number of vendor contacts. However, at least one contact per company must be an administrator and at least one must be contactable (by default, the person creating the account).

Add a contact

Contact first name and last name →　**Name**　_____

Contact professional email →　**Professional email**　@deliver.events

Indicate here if this contact should share with you admin rights ('marketing profile) and be able to edit the profile →　**Supplier admin**　○ yes　○ no

Indicate here if this contact should receive requests by retailers ('sales profile') →　**Contactable**　○ yes　○ no

Indicate here for contacts with a 'sales profile' which countries they should receive retailers' requests from →　**Countries**　France
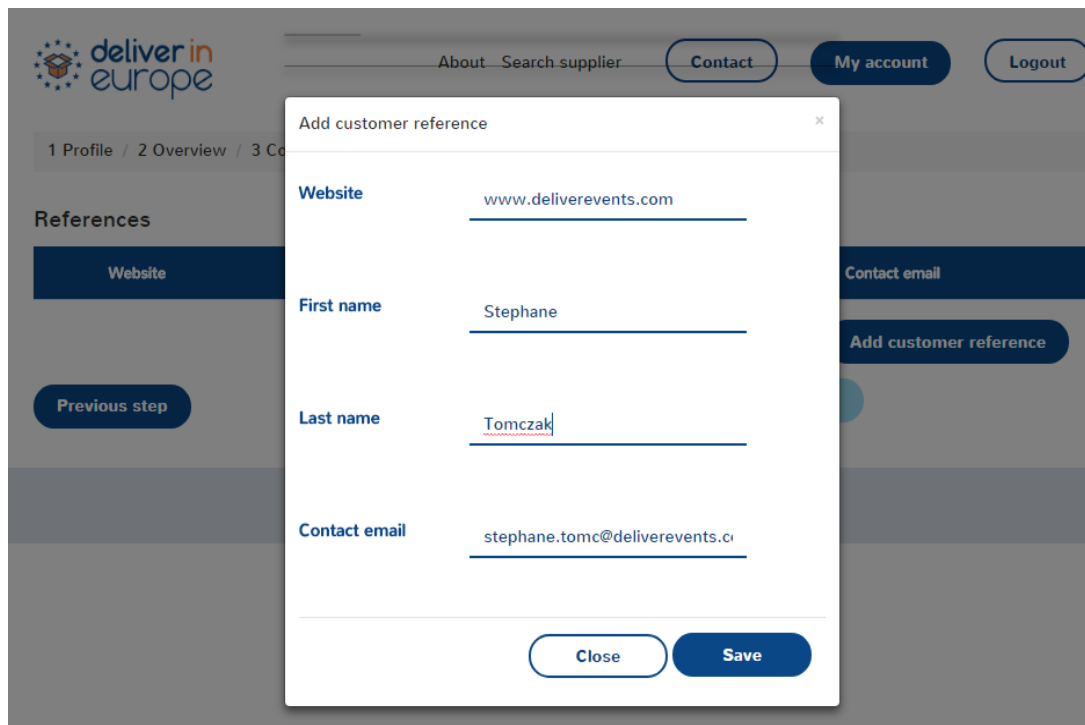
Close　　**Save**

1 Profile / 2 Overview / 3 Contacts / **4 References**  **All vendors**

## References

| Website | First name | Last name | Contact email |
|---------|-----------|-----------|---------------|

**Add customer reference**



**Add customer reference**

Website: www.deliverevents.com

First name: Stephane

Last name: Tomczak

Contact email: stephane.tomc@deliverevents.c

Close    **Save**
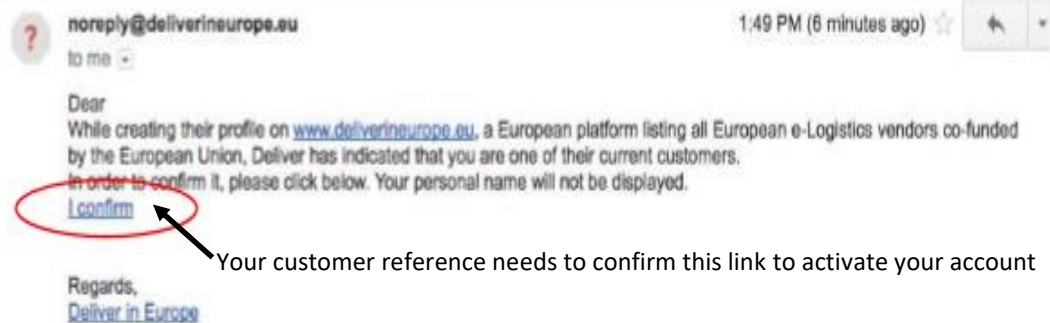
This step allows you to indicate as many customer references (more references are more appealing to retailers). In order to validate your account, you must indicate at least one current customer reference in e-commerce.

The websites of your references will be displayed on your company profile, but the name and email of the contact people from your references will never be made public.



You have been referred

noreply@deliverineurope.eu    1:49 PM (6 minutes ago)
to me

Dear

While creating their profile on www.deliverineurope.eu, a European platform listing all European e-Logistics vendors co-funded by the European Union, Deliver has indicated that you are one of their current customers.
In order to confirm it, please click below. Your personal name will not be displayed.

I confirm

Regards,
Deliver in Europe

Your customer reference needs to confirm this link to activate your account

All your reference contacts will receive the following email asking them to confirm that they are one of your current customers.

As soon as one of them clicks on the validation link, your profile will be automatically validated, all your services will be visible on the search engine and you will be able to start receiving requests from retailers.

## Welcome on Deliver in Europe !