GUIDE TO COMPLETION

Please complete the form electronically.

An essential condition of registration for the use of business applications is the thorough and full completion of the Data Sheet with true information.

Authorisations for new users and requests for change/deletion may be made on a separate worksheet.

Please complete the Data Sheet electronically and return in excel format electronically.

Address for returning the Data E-mail sheet: **kwradmin@posta.hu**

Footnotes on the worksheets of New users and Changing and deleting users

[1] The user name must consist of at least 6 characters, using lower-case and upper-case letters without accents and numbers.

[2] If you have already registered in the MyPost menu point on the posta.hu page, please give the data used for registration here.

[3] Only users of the e-receipt at premises on site module are required to complete it.

[4] More than one agreement code may be given

[5] Mark the service you wish to authorise your contact person to handle with an 'X'.
   Abbreviations: ePostBook OEPL=Online electronic posting list application (letters), Online address book filler (CIK)=an address book creation program that can be used for package address books, eAuthorisation, Redirecting, eDataExchange, SMART = the online recording interface for the SMART by MPL warehouse logistics service, MPL VCM Forecast = online package traffic forecasting system

[6] Please enter here your order for delivery (yes/no)

[7] The eAuthorisation and Redirecting services are available if, based on the information appearing on the MyPost interface, the organisation has verified status and a tax number, and the user who logged in with the organisation's profile has an "admin" and/or representative status.

By returning the Data Sheet the organisation acknowledges that it is aware of and understands the contents of Magyar Posta Zrt.'s General Terms and Conditions for Certain Electronic Services and Business Applications, and fully accepts them without change or comment.

DATA SHEET

For adding persons authorised to use Magyar Posta's business applications (OEPL, Online Address Label Completion App (ALC), e-receipt at premises, eAuthorisation, Redirecting, eDataExchange), SMART, MPL VCM Forecast

Name of organisation:

New users	Contact Persons' details										Company data		Requested application[5]									
Contact Persons	Given name and surname	Place of birth	Date of birth	Mother's given name and surname at birth	User name (if already registered at posta.hu)	Requested user name (if not yet registered)[1]	E-mail address at organisation	Telephone number at organisation	E-mail address used in status as a natural person[2]	Telephone number used in status as a natural person[2]	Customer code[3]	Agreement code[4]	OEPL	ALC	e-receipt at premises	e-receipt at premises[6]			eAuthorisation, Redirecting[7]	eDataExchange	SMART	MPL VCM Forecast
																Do you want to print a paper list?	Signature use	Delivery list to SFTP				
Main representative*																						
Authorised rep.** 1																						
Authorised rep. 2																						
Authorised rep. 3																						
Authorised rep. 4																						
Authorised rep. 5																						
Authorised rep. 6																						
Authorised rep. 7																						
Authorised rep. 8																						
Authorised rep. 9																						
Authorised rep. 10																						
…																no	no	no				

E-mail address for returning the Data kwradmin@posta.hu

Date (year, month, day)

* main representative = admin

** authorised representative = user

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DATA SHEET

For changing or deleting the data of persons authorised to use Magyar Posta's business applications (OEPL, Online Address Label Completion App (ALC), e-receipt at premises, eAuthorisation, Redirecting, eDataExchange), SMART, MPL VCM Forecast

Name of organisation:

Request for change	Contact Persons' details								Company data		Requested application[5]										
Contact Persons	Given name and surname	Mother's given name and surname at birth	User name (if already registered at posta.hu)	E-mail address at organisation	Telephone number at organisation	E-mail address used in status as a natural person[2]	Telephone number used in status as a natural person[2]		Customer code[3]	Agreement code[4]	OEPL	ALC	e-receipt at premises	Do you want to print a paper list?	Signature use	Delivery list to SFTP	eAuthorisation, Redirecting[7]	eDataExchange	SMART	MPL VCM Forecast
Main representative*																				
Authorised rep.** 1																				
Authorised rep. 2														no	no	no				
Authorised rep. 3																				
Authorised rep. 4																				
Authorised rep. 5																				
Authorised rep. 6																				
…																				

Request for deletion	Contact Persons' details								Company data		Used application[5]										
Contact Persons	Given name and surname	Mother's given name and surname at birth	User name (if already registered at posta.hu)	E-mail address at organisation	Telephone number at organisation	E-mail address used in status as a natural person[2]	Telephone number used in status as a natural person[2]	Customer code[3]	Agreement code[4]	OEPL	ALC	e-receipt at premises	print a paper list?	Signature use	Delivery list to SFTP	eAuthorisation, Redirecting[7]	eDataExchange	SMART	MPL VCM Forecast
Main representative*																			
Authorised rep.** 1																			
Authorised rep. 2														no	no	no			
Authorised rep. 3																			
Authorised rep. 4																			
Authorised rep. 5																			
Authorised rep. 6																			
…																			

E-mail address for returning the Data kwradmin@posta.hu

Date (year, month, day)

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