



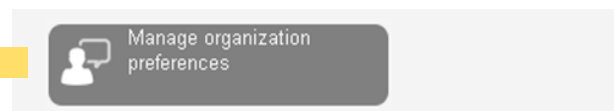
UPU QUICK GUIDE HOW TO ACTIVATE THE API IN CDS

From 2022, UPU facilitates have access to unified addressing data for member countries via the POST*CODE API. The API enables users to verify addresses, in particular sender and recipient addresses captured for customs declarations.

To activate the POST*CODE API for a desktop installation of the Customs Declaration System (CDS), please follow the steps below.

Configure CDS for the POST*CODE API

- 1 Install and open the 2022 version of CDS.
- 2 Go to the “**Manage organization preferences**” function (button on the main screen) in CDS administration settings.
- 3 Open the tab for “**Integration definitions**”.



Security token to access POST*CODE API

For the field “**Security token to access POST*CODE API**”, enter the security token that you have received from your regional support centre.

A security token is an alphanumeric code used to identify and authenticate a CDS installation for the POST*CODE API.

The tokens are unique to countries. Please select a code allocated for the country where the desktop installation is being configured.

Note. – POST*CODE usage checkboxes are not ticked by default. **Please ensure that you tick the checkboxes** under the security token field.

Test if the configuration was successful

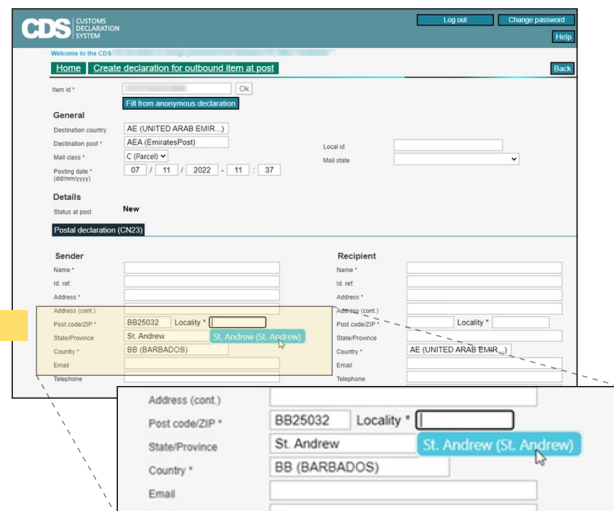
1 Capture a declaration using one of the following functions:

- . Create declaration for outbound item at post
- or
- . Create declaration for inbound item at post



2 Insert a postcode into the postcode field in the sender or recipient address.

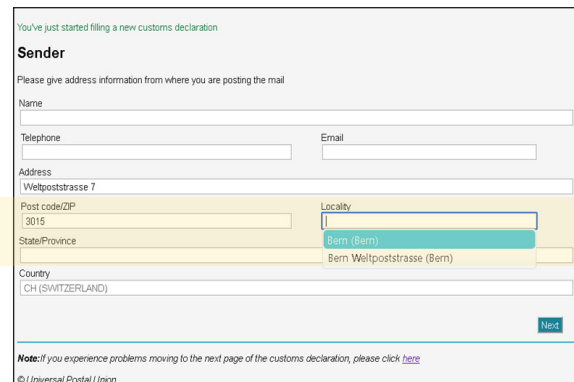
3 With the postcode provided, CDS calls POST*CODE API and suggests the locality name for the "Locality" field. If you see a locality name suggested for your postcode, it means that the API has been set up successfully.



Test the POST*CODE API in Kiosk

To test the POST*CODE API in Kiosk, a similar set of operations should be performed.

www.cds.post/CDS.Web/operational/andeclaration.aspx



In case of any problems, please contact postcode@upu.int or your regional support centre.