



UPU QUICK GUIDE

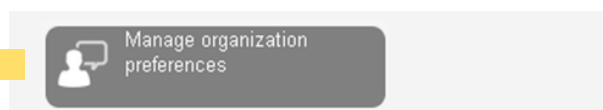
HOW TO ACTIVATE THE API IN CDS

From 2022, UPU facilitates the 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 2023 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"**.



The screenshot shows the 'Integration definitions' tab in the CDS administration settings. The 'General definitions' tab is selected. The 'CDS API Temporary token expiration (in minutes)' is set to 10. There are three 'Security token' fields, each with a 'New' button. The first two are for 'accessing CDS API' and 'accessing CDS API from EAD App'. The third is for 'access GTT API'. There are also checkboxes for 'Google places usage' (CDS.Web, CDS.Hosk) and 'POST*Code usage' (CDS.Web, CDS.Hosk, EAD App). The 'HS Provider' is set to 'CDS - Native CDS'. A 'Store' button is at the bottom.

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.