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CN 69 – Statement of closed transit mail

Completion instructions

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1 General rules

A CN 69 statement of closed transit mail is generated for a chosen period for mail forwarded by surface for one of the following two purposes:

- to list "normal" mail (not dispatches of empty receptacles being returned) from a partner Post to a destination Post and handled in surface closed transit by the Post generating the form; or
- to list dispatches of surface empty receptacles being returned; this may be dispatches of empty receptacles handled in closed transit or own dispatches of empty receptacles.

When the form is used for the return of empty receptacles, the "Return of empty receptacles" box in the header part of the form is checked.

When the form reports the return of empty receptacles, it is sent to the destination operator. Otherwise, it is sent to the origin operator (mail owner).

1.1 Display rules

The following general display rules apply to the form:

- For visual clarity, it is strongly recommended that dynamic content be displayed in a different font from that used for static text (headings, tags, etc.). It is also recommended that dynamic content be displayed in bold.
- Unless specified otherwise, numbers displayed in the form are right aligned in the cells.
- The decimal separator is a dot (.).
- Unless specified otherwise, numbers are displayed without leading zeros.
- Where no value is available or the value is zero for a cell, then the cell is left blank.
- For all numbers with four digits or more, a space is used as the thousand separator (example: 12 345).
- All weights reported in the form are in kilogrammes. Unless specified otherwise, weights are reported to one decimal place.
- When the representation of a numeric value includes x decimals, the x decimals are always displayed. For example, since weights are displayed to one decimal place, a weight of 3 kg is displayed as 3.0.

1.2 Handling of multiple pages

If one page is not enough to display the list of dispatches, then the following process should be followed:

- If the form is generated manually or semi-manually (with a spreadsheet, for instance), then the number 1 is written in zone 19 (page number – see the template with zones on the next page); then, another sheet of the same template is used and the number 2 is written in zone 19 (page number), then the page is completed, and so on. Once all necessary sheets have been completed for the combination, they are counted and the total number of pages is written on each page in zone 20 (total number of pages).
- If the form is generated by an IT system, the above process also applies. In addition, the template can be amended to reduce the header section on pages other than the first one.

2 Template with zones

The figure below shows the CN 69 template with numbered tags showing each zone to be completed, as well as some sections for which completion instructions are provided in this document.

3 Completion instructions for zones shown in the form

The table below lists the zone numbers appearing in the template on the previous page. For each zone, the label and completion instructions are indicated.

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
1	Form prepared by	Code and name of the operator preparing the form, normally the operator handling the mail in closed transit/sending dispatches of empty receptacles. The code is the three-character IMPC operator code from UPU code list 206. The name is the 35-character operator name, or, if it does not fit, the 12-character operator name (see UPU code list 206). The code and name are separated by space, hyphen, space.
2	Date	Date when the form was generated. Format YYYY-MM-DD
3	Check box: return of empty receptacles	If the form is used for reporting mail handled in closed transit other than dispatches of empty receptacles, then the box is not checked. If the form is used for reporting dispatches of empty receptacles (own dispatches or dispatches handled in closed transit), then the box is checked.
4	Mail owner	Code and name of the operator that created the dispatches listed in the form. If the box in zone 3 is not checked, the form is sent to this partner operator. If the box in zone 3 is checked, the mail owner may be the own operator where the form reports own dispatches of empty receptacles being returned. The instructions provided for zone 1 also apply here.
5	Transit operator	Code and name of the operator handling the mail in closed transit. This is normally the operator preparing the form (same as in zone 1). If the box in zone 3 is checked and the form reports own dispatches of empty receptacles being returned, this zone is left empty. The instructions provided for zone 1 also apply here.
6	Destination operator	Code and name of the final destination operator to which the mail is sent. If mail is sent to another closed transit point, the final destination operator is still displayed here, not the next transit point. This rule applies to both "normal" closed transit and the return of empty receptacles. If the box in zone 3 is checked, the form is sent to this partner operator. The instructions provided for zone 1 also apply here.
7	Mail category	The mail category one-letter code from UPU code list 115.
8	Date from	The reporting period is normally quarterly, although the template provides the flexibility to report other periods (however, quarterly statements are expected for the CN 62 final account). Format YYYY-MM-DD.
9	Date to	Format YYYY-MM-DD.

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
	List of dispatches handled in closed transit	<p>The list is ordered by:</p> <ul style="list-style-type: none"> – origin office (zone 10); – destination office (zone 11); – (transit date (zone 12)). – (dispatch series and number (zone 13)); <p>One line corresponds to a dispatch on a given date.</p> <p>A dispatch may therefore appear on more than one line (see details for zone 12). According to the ordering rule, if a dispatch appears on more than one line, these lines are contiguous.</p>
10	Origin office	The six-character IMPC code of the origin office of the dispatch, from UPU code list 108.
11	Destination office	The six-character IMPC code of the destination office of the dispatch, from UPU code list 108.
12	Transit date	<p>The date when the mail was handled in transit: the date when the mail arrived.</p> <p>For a given dispatch, there may be several transit dates: some receptacles may arrive on a certain day, others on another day. In this case, the dispatch appears on several lines in the form. But the receptacle count (zone 14) is limited to the receptacles received on the transit date.</p> <p>When the box in zone 3 is checked and own dispatches of empty receptacles are reported, the transit date is the dispatching date for these own dispatches.</p> <p>Format YYYY-MM-DD.</p>
13	Dispatch series and number	<p>A string consisting of the following elements, separated by a space:</p> <ul style="list-style-type: none"> – mail category code; – mail subclass code; – last digit of the year; – dispatch serial number. <p>Example: A UN 7 0001</p>
14	Number of receptacles in transit	The number of receptacles in the dispatch handled on the given transit date.
15	Weight in transit	The gross weight of the receptacles counted in zone 14.
16	Observations	<p>If the dispatch is not sent directly to the final destination, the next transit destination is provided here as follows:</p> <p>"Next transit:", followed by the three-character operator code of the next transit Post.</p>
	Totals	<p>For multiple pages:</p> <ul style="list-style-type: none"> – Totals are displayed on the last page only. On all other pages, the totals line is left blank; – On the last page, the totals cover all pages.
17	Total number of receptacles in transit	<p>Total for the column (zone 14).</p> <p>See above (line "Totals") for rules where the form has multiple pages.</p>
18	Total weight in transit	<p>Total for the column (zone 15).</p> <p>See above (line "Totals") for rules where the form has multiple pages.</p>

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
19	Page number	The current page of the generated form, starting with 1 for the first page. This field can be left empty if the form has only one page. N.B. – It is advisable to choose a font face and size that will display up to two digits correctly.
20	Total number of pages	The total number of pages of the generated form. This field can be left empty if the form has only one page. N.B. – It is advisable to choose a font face and size that will display up to two digits correctly.

4 Sample completed forms

Three forms completed with fictitious data are provided below to illustrate different completion options based on the instructions:

- a form with closed transit other than empty receptacles;
- a form with own dispatches of empty receptacles;
- a form with dispatches of empty receptacles handled in closed transit.

N.B. – In the samples below, the completion information appears in blue in order to better differentiate static and dynamic information. In reality, all information is normally printed in black.

