UNIVERSAL POSTAL UNION

Nesting of small packets in PREDES

I. Introduction

The UPU Regulations (article 17-107) require designated operators to apply a single S10 item identifier to small packets containing goods to enable the provision of cross-border customs electronic advance data (EAD). The S10 service indicator for small packets, i.e. letter-post items containing goods other than tracked, registered, insured or IBRS items or M bags, is the range UA–UZ, i.e. U-prefix items. This document sets out the processes to enable the nesting of small packet item identifiers in a PREDES message.

II. Prerequisites for the nesting of small packet identifiers (U-prefix) items PREDES

In principle, the nesting of small packet identifiers is accomplished in the same way as other UPU products, e.g. EMS and parcel items, as well as letter products such as tracked, IBRS, registered and insured items.

i Scanning the item identifier entering the postal supply chain

It is essential that the item identifier (barcode) is scanned and related data entered into the postal system as early as possible in the postal supply chain, for example at posting/collection (EMA event), or at the latest at the arrival at the outward office of exchange (EMB event). This allows for the generation of an ITMATT message and the provision of EAD-related information.

NOTE: Scanned information is transmitted as part of the PREDES message. It should be remembered that:

– *the destination operator is not required to transmit scanning events for U-prefix items to the origin operator;*

– *there is no requirement to scan the items further along the supply chain;*

– *there is no requirement to send small packet information in an EMSEVT message.*

ii Scanning the item identifier when making up receptacles

The item identifier (barcode) is subsequently scanned when making up receptacles in preparation for a despatch. This may happen in conjunction with the EMC (Departure from outward office of exchange) event. Depending on processes at the office of exchange, this can be accomplished either:

– manually, when the individual items are scanned into a receptacle; or

– automatically, when a sorting machine sorts items into receptacles.

The link between the item and the receptacle has been created.

iii Creation of the S9 postal receptacle identifier

The S9 receptacle ID is created by automated postal despatch systems. It is physically printed, in barcode and human readable format, on receptacle labels and is included in electronic messages, for example the PREDES. It is created at the time of label creation.

Mail subclass codes (characters 14–15 of the S9 identifier)

It is important to remember that mail subclass codes (code list 117) can be at despatch level, receptacle level, and item level. The S9 receptacle ID uses only the despatch-level mail subclass code. Thus, each receptacle in a despatch has the same despatch ID.

The mail subclass is a two-character code, of which the first character is the mail class (in this case U).

Despatch make-up

From a practical point of view, when making up despatches it is the case that small packets can be included in:

– receptacles with letter-post items with no supplementary service features. In this case the mail subclass code would be **UA** (letters and AO (other articles)) or **UN** (LC/AO (letter and cards and other articles)) mail subclass; or

  NOTE UA despatches can contain despatches of UA (letters-AO), UI (letters-IBRS) and UM (letters-M-bags). UN despatches can contain despatches of UA, UI, UL (Letters-LC) and UM items.

– receptacles with supplementary service features such as registered or insured items; in this case the mail subclass would reflect the fact that the receptacle contains items with supplementary service features (UR registered items, UX tracked items)

  To indicate that there are registered and/or insured items in the receptacle, the S9 receptacle ID will have the registered/insured indicator (character position 25) set to “1” (yes).

  This will be reflected in the PREDES message in the receptacle-handling-class data element as either “R” or “V” (value 1 may correspond to either R or V).

For letter post at item level, the handling class information reflects the information provided by the S10 identifier. This information is noted in the PREDES message as mentioned above.

iv Obtaining small packet information from the PREDES message

All items with an identifier should be listed in the “Identified item information” section. Currently, items identified for tracking purposes are listed in this section, while items identified for other purposes, such as security or customs, may also be listed. This will change as of 1 March 2020, when it will be become mandatory to list all items containing goods in the PREDES.

As mentioned above, small packets are identified with the service indicator (UA–UZ).

In the PREDES message there is no specific field to indicate a count of small packets in a receptacle. The receptacle item total will include all items nested (listed) in the PREDES, which may include a mix of items with and without supplementary services. The information is derived from information in other fields in the message. Items that can be included in a despatch of small packets, e.g. registered, insured and tracked items, are noted/counted separately in specific fields in the message and everything else with an item identifier is, by default, a small packet.

Therefore, it is necessary that attention be given to how the item totals from PREDES are applied for accounting and settlement purposes, as the settlement counts are taken from the specific registered and tracked items fields in the PREDES.

Please also see the document entitled *Mail subclasses and handling classes: purpose and usage*. This document describes and clarifies the current situation both for mail subclasses and handling classes.