



**UPU** | UNIVERSAL  
POSTAL  
UNION

# **CN 57 – Account Bulk mail received**

## **Completion instructions**

Document version:	2.0
Date:	2017-09-21
UPU form template valid from:	2018-01-01

## 1 General rules

The accounting process for bulk mail is defined in the UPU Regulations and explained in the Statistics and Accounting Guide, published on the UPU website.

A CN 57 account for bulk mail received is generated quarterly to request payment for the receipt of bulk mail in the quarter concerned.

### 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 (.) when the form template is in English and is a comma (,) when the form template is in French.
- Unless specified otherwise, numbers are displayed without leading zeros.
- Where no value is available or the value is zero for a cell, 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, these x decimals are always displayed. For example, since weights are reported 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, the following process should be followed:

- Totals are entered only on the last page and cover the contents of all pages.
- If the form is generated manually or semi-manually (with a spreadsheet, for instance), the number 1 is written in zone 22 (page number – see the template with zones on the next page). Then, another sheet of the same template is used, the number 2 is written in zone 22 (page number), 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 23 (total number of pages).
- If the form is generated by an IT system, the above process also applies. In addition, the template can be adjusted to reduce the header section on pages other than the first one. It is also permitted to display totals (zones 17, 18 and 19) on the last page only.

## 2 Template with zones

The figure below shows the CN 57 template, with numbered tags showing each zone to be completed and for which completion instructions are provided.



### 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 the 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 creditor operator (the destination operator). 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 the form was generated, in format YYYY-MM-DD.
3	Origin operator	Code and name of the operator that owned and sent the bulk mail. This is normally the partner operator to which the form is sent. The instructions provided for zone 1 also apply here.
4	Destination operator	Code and name of the operator that received the bulk mail. This is normally the operator preparing the form, as in zone 1. The instructions provided for zone 1 also apply here.
5	Mail category	The mail category one-letter code from UPU code list 115.
6	Year and quarter	In format YYYY Q-X, where X is the quarter number (e.g. 2016 Q-2).
<b>Summary of CN 32 bulk mail letter bills</b>		This is the main part of the form, listing dispatches. Details on completing the table are provided below.
7	Origin office	Six-character IMPC code from UPU code list 108.
8	Destination office	Six-character IMPC code from UPU code list 108.
9	Date of dispatch	The date of dispatch, similar to the one displayed on the CN 32 letter bill. The format is YYYY-MM-DD, with leading zeroes (e.g. 2017-01-02 is 2 January 2017).
10	Dispatch number	Dispatch mail sub-class code (from UPU code list 117), year (last digit) and serial number (four digits exactly). The sub-class, year and serial number are separated by a space.
11	P or S format – Weight	Weight of the dispatch for format P or S, as it appears in table 2 of the CN 32 form for that dispatch.
12	P or S format – Number of items	The total number of bulk mail items in the dispatch, corresponding to format P or S, as it appears in table 2 of the CN 32 form.
13	G format	Weight and number of G format items. The instructions provided for zones 11 and 12 apply here.
14	E format	Weight and number of E format items. The instructions provided for zones 11 and 12 apply here.
15	Mixed/X format	Weight and number of mixed/X format items. The instructions provided for zones 11 and 12 apply here.
16	Observations	If a verification note (VN) was raised for the dispatch, the VN number is provided here.
17	Total	The total weight and total number of items per format for all dispatches in the form, for all pages. Totals do not take into account parenthesized subtotals (see the process for listing dispatches, which follows this completion instructions table). If the form has multiple pages, totals are displayed on the final page only and cover all pages.

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
18	Rates	Bulk mail rate per kilogramme and per item.
19	Amounts	Calculation, for columns reporting a weight and a number of items, as follows: Amount = total from line 17 x rate from line 18.
20	Total amount to be paid	The total amount is the sum of all amounts from line 19.
21	Designated operator preparing the form. Signature	Signature of the person preparing the form. If the form is generated by an IT system, the signature may be replaced by a printed name or any identifier that allows the person who generated the form to be traced.
22	Page	The current page of the generated form, starting with 1 for the first page. This field may be left empty if the form has only one page. <b>N.B.</b> – It is advisable to choose a font face and size that will display up to two digits correctly.
23	Page /	The total number of pages of the generated form. This field may be left empty if the form has only one page. <b>N.B.</b> – It is advisable to choose a font face and size that will display up to two digits correctly.

*Process for listing dispatches in the "Summary of CN 32 bulk mail letter bills" table*

Information for the reported period is ordered by:

- origin office code;
- destination office code;
- date of dispatch;
- dispatch number.

If there is more than one line per pair of origin and destination offices, the origin office and destination office codes are not repeated – they are displayed only on the first line.

For each pair of origin and destination offices, a subtotal line is displayed after the list of dispatches for the pair. The subtotal line is displayed in bold and italics and provides the following information:

- "Origin office" and "Destination office" columns combined and right-aligned: "Subtotal <origin office code>-<destination office code>" (where <origin office code> is the six-character office code of origin and <destination office code> is the six-character office code of destination);
- "Weight" columns: total weight for the origin–destination pair, parenthesized;
- "Number of items" columns: total number of items for the origin–destination pair, parenthesized.

All other columns are left empty.

#### **4 Sample completed form**

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

- CN 57 without format separation;
- CN 57 with format separation.

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

CN 57 without format separation

Form prepared by: **EGA – ONP Egypte**

Date: **2018-05-21**

**ACCOUNT**  
**Bulk mail received**

**CN 57**

Origin operator <b>IRA – Iran Post</b>	Destination operator <b>EGA – ONP Egypte</b>	Mail category <b>A</b>	Year and quarter <b>2018 Q-1</b>
---	---	---------------------------	-------------------------------------

**Summary of CN 32 bulk mail letter bills**

Origin office	Destination office	Date of dispatch	Dispatch number	P or S format		G format		E format		Mixed / X format		Observations	
				Weight	Number of items	Weight	Number of items	Weight	Number of items	Weight	Number of items		
IRTHRB	EGCAIB	2018-01-07	A UB 8 0001							30.5	1 560		
		2018-01-28	A UB 8 0002							58.0	3 220		
		2017-02-04	A UB 8 0003							63.1	3 145		
		2017-02-20	A UB 8 0004							45.1	2 000		
		2017-01-02	A UB 8 0005							101.9	4 850		
		2017-01-12	A UB 8 0006							52.8	3 540		
<b>Subtotal IRTHRB-EGCAIB</b>											<b>(351.4)</b>	<b>(18 315)</b>	
<b>Total</b>											<b>351.4</b>	<b>18 315</b>	<b>Total amount to be paid</b>
<b>Rates</b>											<b>1.35</b>	<b>0.17</b>	
<b>Amounts</b>											<b>474.39</b>	<b>3 113.55</b>	

Designated operator preparing the form  
Signature

**PO#12345**

Seen and accepted by the designated operator receiving the form  
Place, date and signature

CN 57 with format separation

Form prepared by: **PLA – The Polish Post**

**ACCOUNT**  
Bulk mail received

**CN 57**

Date: **2018-05-21**

Origin operator <b>RUA – Poste de la Russie</b>	Destination operator <b>PLA – The Polish Post</b>	Mail category <b>A</b>	Year and quarter <b>2018 Q-1</b>
--	--	---------------------------	-------------------------------------

**Summary of CN 32 bulk mail letter bills**

Origin office	Destination office	Date of dispatch	Dispatch number	P or S format		G format		E format		Mixed / X format		Observations
				Weight	Number of items	Weight	Number of items	Weight	Number of items	Weight	Number of items	
RULEDA	PLWAWA	2018-01-02	A UB 8 0001	47.3	1 256							
		2018-02-03	A UB 8 0002			56.9	1 650					
		2018-03-12	A UB 8 0003					72.0	2 050			
<b>Subtotal RULEDA-PLWAWA</b>				<b>(47.3)</b>	<b>(1 256)</b>	<b>(56.9)</b>	<b>(1 650)</b>	<b>(72.0)</b>	<b>(2 050)</b>			
RUMOWG	PLWAWA	2018-01-02	A UB 8 0001					125.0	3 000			
		2018-01-12	A UB 8 0002			100.6	2 650					
		2018-01-22	A UB 8 0003	95.8	2 200							
		2018-02-01	A UB 8 0004	135.7	3 050							
		2018-02-13	A UB 8 0005			106.4	2 700					
		2018-03-06	A UB 8 0006	99.7	2 500							
		2018-03-31	A UB 8 0007					45.8	1 500			
<b>Subtotal RUMOWG-PLWAWA</b>				<b>(331.2)</b>	<b>(7 750)</b>	<b>(207.0)</b>	<b>(5 350)</b>	<b>(170.8)</b>	<b>(4 500)</b>			
<b>Total</b>				<b>378.5</b>	<b>9 006.0</b>	<b>263.9</b>	<b>7 000.0</b>	<b>242.8</b>	<b>6 550.0</b>			<b>Total amount to be paid</b>
<b>Rates</b>				<b>1.10</b>	<b>0.11</b>	<b>1.20</b>	<b>0.13</b>	<b>1.30</b>	<b>0.16</b>	<b>1.35</b>	<b>0.17</b>	
<b>Amounts</b>				<b>416.35</b>	<b>990.66</b>	<b>316.68</b>	<b>910.00</b>	<b>315.64</b>	<b>1 048.00</b>	<b>0.00</b>	<b>0.00</b>	

Designated operator preparing the form  
Signature

**PO#12345**

Seen and accepted by the designated operator receiving the form  
Place, date and signature