DATA AND CODE DEFINITION GROUP

Brussels, 19–20 September 2002

Update to S9, *Identification of receptacles*

Memorandum by the International Bureau

1 The PEB recently published all UPU standards in A4 format on paper as well as on CD Rom. The SB had decided to introduce new publication guidelines based on directives from the International Organization for Standardization (ISO). Consequently, all standards have been restructured and reformatted to be compliant with the current UPU Standards Board publication guidelines.

2 During the editing process, it came to the attention of the PEB that information in many of the standards needed to be updated. One such standard is S9, *Identification of receptacles*. A draft / of S9 with suggested revisions is attached as annex 1. After consultation with the SB chairman, the PEB concluded that although the changes should be published, they were substantive and needed to be included in a new version, and any new version of a standard requires SB approval.

3 The PEB also suggests that the standard be given a new title to reflect the editing changes. The DCG is asked to choose among the following, or decide upon a new title:

A "Postal receptacles"
B "Postal receptacles – Identification of content"
C "Postal receptacle identification as part of postal despatches"
D "Identification of postal receptacles and their content"
E "Dynamic identifier for postal receptacles and their content"
F "Postal receptacles – dynamic (content) identifier"
G "Postal receptacles – dynamic identifier"
H "Postal receptacles – dynamic identifier of content"

4 The standard, as approved by the DCG, will be presented to the SB at its November meeting for approval as the new version for publication.

DOT.PN
Al
05.09.2002

S9–5

UNIVERSAL POSTAL UNION

Data definition and encoding standards

Postal receptacles – identification of content

- UPU status: **2**
- Date of adoption at this status: **25 February 1997**
- Date of approval of this version: **25 February 1997<<<<**

Disclaimer

This document contains the latest information available at the time of publication. The Universal Postal Union offers no warrants, express or implied, regarding the accuracy, sufficiency, merchantability or fitness for any purpose of the information contained herein. Any use made thereof is entirely at the risk and for the account of the user.

Warning – Intellectual Property

The Universal Postal Union draws attention to the possibility that the implementation of this standard may involve the use of a claimed intellectual property right. Recipients of this document are invited to submit, with their comments, notification of any relevant rights of which they are aware and to provide supporting documentation.

As of the date of approval of this standard, the Universal Postal Union had not received such notice of any intellectual property which may be required to implement this standard, other than what is indicated in this publication. Nevertheless, the Universal Postal Union disowns any responsibility concerning the existence of intellectual property rights of third parties, embodied fully or partly, in this Universal Postal Union Standard.

Universal Postal Union – International Bureau
Standards Programme
3000 Berne 15
SWITZERLAND
Tel: + 41 31 350 3111
Fax: + 41 31 350 3110
E-mail: standards@upu.int

Foreword

Postal services form part of the daily life of people all over the world. The Universal Postal Union (UPU) is the specialized institution of the United Nations that regulates the universal postal service. The postal services of its 189 member countries form the largest physical distribution network in the world. Some 6.2 million postal employees working in over 700 000 post offices all over the world handle an annual total of 430 billion letters, printed matter and parcels in the domestic service and almost 10 billion letters, printed matter and parcels in the international service. Keeping pace with the changing communications market, posts are increasingly using new communication and information technologies to move beyond what is traditionally regarded as their core postal business. They are meeting higher customer expectations with an expanded range of products and value-added services.

Standards are important prerequisites for effective postal operations and for interconnecting the global network. The UPU's Standards Board develops and maintains a growing number of standards to improve the exchange of postal-related information between posts, and promotes the compatibility of UPU and international postal initiatives. It works closely with posts, customers, suppliers and other partners, including various international organizations. The Standards Board ensures that coherent standards are developed in areas such as electronic data interchange (EDI), mail encoding, postal forms and meters.

UPU standards are drafted in accordance with the rules given in Part V of the "General information on UPU standards" and are published by the UPU International Bureau in accordance with Part VII of that publication.

Introduction

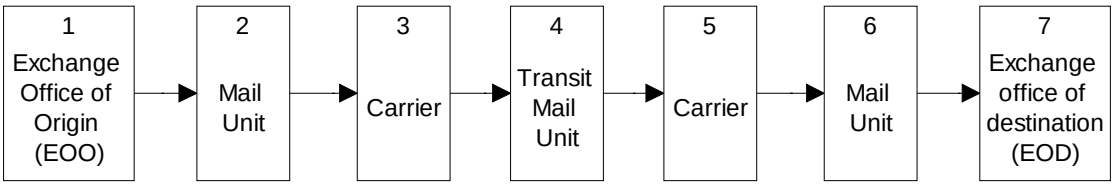
Two different identification structures have been used in the past within the postal environment: a static identifier and a dynamic identifier. There are differences in the functions and capabilities of these two types of identification structure.

A static identifier operates solely for identification purposes. It may give access to further information held on a data base. A dynamic bar code (like the one specified in this standard) can operate as an identifier but also contains specific data about a particular receptacle without the need to refer to a data base.

13-character “static” identifiers are still used in some instances, but the switch is being made to the 29-character “dynamic” identifier specified in this standard. The 13-character identifier is obsolete and should not be implemented in any new applications.

The dynamic identifier was designed in the context of the functions that the identifier performs at various points in the transport chain, and the business and operational objectives that need to be achieved as established by the UPU statement of user requirements.

The transport chain considered for this is shown in the diagram below:



The following objectives are fulfilled with the dynamic receptacle content identifier:

– Operations
– Quality of Service
– Security
– Accounting

The table below outlines the functions that the identifier helps to fulfil:

POINT IN THE TRANSPORT CHAIN	FUNCTION
Exchange office of origin to Mail unit	Provide receptacle level information to the transport documentation (CN 37, CN 38, CN 41)
	Identify missing receptacles between Exchange office of origin and mail unit
	Automatically sort the mail by mail sub-class and destination
Mail unit to Carriers	Confirmation of loading from Carriers
	Confirmation of receptacle weights from Carriers
	Automatic sorting for Carriers
Carrier handling (at export, transit and import)	Automatically sort and bill mail to carriers
	Identify missing receptacles during export, transit and import

POINT IN THE TRANSPORT CHAIN	FUNCTION
Transit mail unit	Identify missing, rifled, or damaged receptacles from Mail unit or the Exchange office of origin
	Automatically sort mail by mail sub-class and destination
	Forwarding mail in transit (billing purposes)
Mail unit to Exchange office of destination	Transportation planning to the Exchange office of destination
	Automatically sort mail by destination and mail sub-class
	Pre-advice of mail volume to Exchange office of destination
	Verify despatches received Identify missing despatches Identify missing receptacles
	Verification Note generated automatically for missing receptacles, despatches, weight discrepancies
	Collect data to assist invoicing the origin for account settlement

Data definition and encoding standards – Postal receptacles – identification of content

1 Scope

The content of a postal receptacle shall be identified by a 29-character dynamic identifier structured as specified in this standard.

For telematics purposes the content of a postal receptacle shall be identified by a so-called dynamic identifier. A dynamic identifier not only identifies a receptacle and its contents uniquely, but also contains information about them. This information is codified in the identifier structure.

2 Detailed specification

The identifier consists of three components:

– Despatch identifier

– Receptacle serial number (within despatch)

– Operational information

Despatch identifier

In order to identify a particular receptacle, first of all the despatch of which the receptacle forms a part is identified. This identifier is a separate standard and is documented in UPU standard S8.

Receptacle serial number (within despatch)

Only one additional data element is then needed to identify a particular receptacle and its content within the despatch: the serial number of the receptacle within the despatch. This has the following characteristics:

NAME	CHARACTERS	CONTENT
Receptacle serial number (within the despatch)	3	A sequential number which identifies each individual receptacle within a particular despatch. As the total length of the identifier should always be the same, the serial number should have leading zeroes if necessary

Operational information

This information is added to the identifier. Although it is not strictly needed for identification of the receptacle and its contents, it has been added at the end since by so doing some additional operational information can be included in the identifier.

The following data elements are included:

NAME	CHARACTERS	CONTENT
Highest numbered receptacle indicator	1	"0" – No; the receptacle is not the highest numbered receptacle in the despatch "1" – Yes; the receptacle is the highest numbered receptacle in the despatch "9" – No information is available in the bar code
Registered/insured indicator	1	"0" – Receptacle does not contain registered and/or insured items "1" – Receptacle contains registered and/or insured items "9" – No information is available in the bar code
Receptacle weight	4	The gross weight of the receptacle and its contents to the nearest 0.1 kilogram, with values as follows: 0000 to 9998 – Represents weight values from zero to 999.8 kilograms 9999 – Indicates that the weight exceeds 999.8 kilograms

The first two components of the identifier are in fact sufficient to uniquely identify a mail receptacle and its content. The operational information component increases the operational application possibilities of the identifier. In a data base application the first two components alone may be used for identification purposes. However the complete 29-character identifier should always be printed on a receptacle label.

The total identifier then has the following structure:

POSITION	DATA FORMAT	MEANING	EXAMPLE
1 to 20	an20	Despatch identification as specified in standard S8	DEFRAANLAMSAAUN40027
21 to 23	n3	Receptacle serial number within the despatch	002
24	n1	Highest numbered receptacle indicator	0
25	n1	Registered/Insured indicator	0
26 to 29	n4	Receptacle weight in multiples of 0.1 kg	0258

EXAMPLE: DEFRAANLAMSAAUN40027002000258

Human readable representations of the identifier can (for instance on bag labels) be made easier to read by adding spaces between groups of printed characters. The identifier would then for instance look like this:

DEFRAA NLAMSA AUN 40027 00200 0258

This does not mean that the spaces really form part of the identifier! The identifier is still one string of 29 characters.

If the identifier is represented in a bar code, only the 29 characters can be found in the bar code; there are no spaces in the bar coded identifier!