



UNIVERSAL
POSTAL
UNION

CN 54bis – Annual recapitulative statement of sampling

Completion instructions

Document version: 2.0

Date: 2019-09-11

UPU form template valid from: 2020-01-01

1 General rules

A CN 54bis annual recapitulative statement of sampling is generated yearly as part of the sampling process for international mail terminal dues. It combines sampling results with the total weight of mail received. It is based on the CN 54 (sampling) and CN 56 (total weight of mail received) and is generated after the CN 56 has been generated for the last quarter of the year.

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 (.).
- 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: 12 345.6
- All weights reported in the form are in kilogrammes
- When the representation of a numerical value includes x decimals, these x decimals are always displayed. For example, with the default weight format (precision of one decimal place), a weight of 31 kg is displayed as 31.0.

Important: in a table, all calculations must be performed with the values as they are displayed. If a value is displayed rounded, any calculation using this value must use the rounded value (as opposed to calculations based on non-rounded values, displayed as rounded).

For example, if a calculated weight is 3.36 and it is displayed with 1 decimal, then 3.4 is displayed. If another calculation uses this weight, it must use 3.4, not 3.36.

2 Template with zones

The figure below shows the CN 54bis template, with numbered tags showing each zone to be completed and for which completion instructions are provided.

Form prepared by:

1

ANNUAL RECAPITULATIVE STATEMENT OF SAMPLING

CN 54bis

Date:

2

5

Revision mechanism

7

Format separated
 Mixed

Origin operator	3	Destination operator	4	Mail received	6	Year	8
				Mail dispatched			

9

1. Estimated number of items (data from CN 54 and CN 56)

Format	Quarter	Mail category A				Mail category D				Mail category B				Mail category C				Total	
		Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Estimated number of items
P or S	Q1	13	14	15	16													18	19
	Q2																		
	Q3																		
	Q4																		
	Total	20																	
G	Q1																		
	Q2																		
	Q3																		
	Q4																		
	Total																		
E	Q1																		
	Q2																		
	Q3																		
	Q4																		
	Total																		
Mixed mail	Q1																		
	Q2																		
	Q3																		
	Q4																		
	Total																		

2. Grand totals and overall IPK calculation, to be reported in CN 61

Format	Total weight* 21	Weight proportion 22	Total calculated number of items 23	Average IPK** 24
P or S				
G				
E				

* to be forwarded to CN 61 in the case of mixed mail

** to be forwarded to CN 61

3. Non-sampled flows (data from CN 56), to be reported in CN 61

Quarter	Category A: priority/air		Category D: priority/surface 27		Grand total 29
	Actual weight 25	Number of items 26	Actual weight	Number of items	
Q1					Actual weight
Q2					
Q3					Number of items
Q4					
Total 28					

Observations

30

Designated operator preparing the form
Signature

31

Seen and accepted by the designated operator receiving the form
Date, place and signature

3 Completion instructions for zones shown in the form

3.1 Scenarios

Two scenarios are identified:

- Mail is received/sent with format separation;
- Mail is received/sent without format separation.

Similarly to CN 53 and CN 54, the form is used differently depending on the scenario. For this reason, completion instructions below are provided separately for each scenario, where relevant.

3.2 Form header

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 generating the form. The code is the 3-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 dispatched the mail. The instructions provided for zone 1 also apply here.
4	Destination operator	Code and name of the operator receiving the mail. The CN 54bis is usually generated by the postal operator receiving the mail, so the contents of this zone are usually the same as zone 1.
5	Revision mechanism	If sampling is performed in the context of a revision mechanism, this box is checked. Otherwise, it is not checked.
6	Mail received/ Mail dispatched	This zone includes two check boxes. Only one is to be checked. By default, sampling is performed for mail received.
7	Format separated / Mixed	Indicates if mail was received/sent format separated or mixed. Sections 1 and 2 of the form are used differently if mail is format separated or not.
8	Year	The format used is YYYY.

3.3 Section 1, case of format separated mail

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
9	Table 1: Estimated number of items (data from CN 54 and CN 56)	The table combines information from two sources, per format and quarter: – Sampling results from the CN 54 (one CN 54 per quarter and mail category) – Actual weight of mail received from the CN 56 (one CN 56 per quarter and mail category) The table is organized so that a line of yearly totals is displayed for each format. This is then used for calculations in table 2 (page 2).

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
10	Group of columns for category A: priority/air	Details are provided for the columns of mail category A (zones 13 to 16 below). The same rules apply to the columns for categories B, C and D.
11	Group of rows for format G	Similar to format 'P or S'. Another group of rows follows, corresponding to format E. It also follows the same rule as format 'P or S'.
12	Group of rows for mixed mail	Left empty
	Details for format P, mail category A	
13	Actual weight (CN 56)	Weight, in kilogrammes, carried over from the CN 56 for mail category A, for the format and quarter corresponding to the line being completed. The weight is taken from the "Sampled flows" total line in the CN 56 (note that the weight of UI despatches must not be included). The weight is displayed with a precision of one decimal.
14	Weight proportion (CN 54)	Left empty
15	IPK from sampling (CN 54)	Items per kilogramme (IPK) carried over from the CN 54 for mail category A, for the format and quarter corresponding to the line being completed. The IPK is displayed with a precision of four decimals.
16	Estimated number of items	= actual weight (zone 13) * IPK from sampling (zone 15) The result is rounded to the nearest integer value (no decimals). N.B. – This algorithm does not apply to the "total" lines.
17	Group of columns for mail category D	This group of columns corresponds to category D. It is completed similarly to zones 13 to 16. Two more groups of column correspond to categories B and C and are also completed similarly.
	Totals	
18	Total column: actual weight (CN 56)	Sum of the actual weight for each mail category. In other words, it is the sum of the four weights in columns titled 'Actual weight (CN 56)'
19	Total column: estimated number of items	Sum of the estimated number of items for each mail category. In other words, it is the sum of the four estimated number of items, for all categories.
20	Total line	A total line is provided for each format and indicates yearly totals. For columns 'IPK from sampling (CN 54)', the total is not the sum of previous rows but is calculated, similarly to zone 16, i.e. $IPK = \text{total of zone 16} / \text{total of zone 13}$ For all other columns, the total is the sum of previous rows, for the four quarters.

3.4 Section 1, case of mixed mail

Zone	Label	Completion instructions
9	Table 1: Estimated number of items (data from CN 54 and CN 56)	The table combines information from two sources, per format and quarter: – Sampling results from the CN 54 (one CN 54 per quarter and mail category) – Actual weight of mail received from the CN 56 (one CN 56 per quarter and mail category) The table is organized so that a line of yearly totals is displayed for each format. This is then used for calculations in table 2 (page 2).
10	Group of rows for format P	Details are provided below for the columns of mail category A (zones 13 to 16). The same rules apply to the columns for categories B, C and D.
11	Group of rows for format G	Similar to format 'P or S'. Another group of rows follows, corresponding to format E. It also follows the same rule as format 'P or S'.
12	Group of rows for mixed mail	Column 'Actual weight (CN 56)' is completed with the quarterly total weight from CN 56. This weight is then split by format in the sections above.
	Details for format P, mail category A	
13	Actual weight (CN 56)	Weight, in kilogrammes, projected format P gross weight. This is calculated from the actual mixed weight (zone 12) for the corresponding quarter multiplied by the sampling proportion (zone 14). The weight is displayed with a precision of one decimal.
14	Weight proportion (CN 54)	Percentage, taken from the 'weight proportion' cell at the bottom of CN 54 for format P.
15	IPK from sampling (CN 54)	Items per kilogramme (IPK) carried over from the CN 54 (bottom line) for mail category A, for the format and quarter corresponding to the line being completed. The IPK is displayed with a precision of four decimals.
16	Estimated number of items	Total estimated No. of items, this is calculated from the projected gross weight (zone 13) multiplied by the IPK (zone 15). Displayed with no decimal.
17	Group of columns for mail category D	This group of columns corresponds to category D. It is completed similarly to zones 13 to 16. Two more groups of column correspond to categories B and C and are also completed similarly.
	Totals	
18	Total column: actual weight (CN 56)	Sum of the actual weight for each mail category. In other words, it is the sum of the four weights in columns titled 'Actual weight (CN 56)'
19	Total column: estimated number of items	Sum of the estimated number of items for each mail category. In other words, it is the sum of the four estimated number of items, for all categories.

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
20	Total line	<p>A total line is provided for each format and indicates yearly totals.</p> <p>For columns 'IPK from sampling (CN 54)', the total is not the sum of previous rows but is calculated: <zone 19> / <zone 18>.</p> <p>For columns 'weight proportion (CN 54)', the total is not the sum of previous rows but is calculated as total actual weight of the corresponding format divided by the total actual mixed weight (from zone 12).</p> <p>For the two other columns, the total is the sum of previous rows, for the four quarters.</p>

3.5 Section 2, case of format separated mail

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
	Table 2: Grand totals and overall IPK calculation, to be reported in CN 61	Table 2 summarizes the totals calculated in table 1, combining all categories together.
21	Total weight	For each format, it is the sum of the total actual weight for the four mail categories, taken from table 1, line 'Total' per format (see zone 18 above).
22	Weight proportion	Left empty
23	Total calculated number of items	For each format, it is the sum of the total estimated number of items for the four mail categories, taken from table 1, line 'Total' per format (see zone 19 above).
24	Average IPK	<p>= total calculated number of items (zone 19) / total weight (zone 18)</p> <p>The IPK is displayed with a precision of four decimals.</p>

3.6 Section 2, case of mixed mail

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
	Table 2: Grand totals and overall IPK calculation, to be reported in CN 61	Table 2 summarizes the totals calculated in table 1, combining all categories together.
21	Total weight	For each format, it is the sum of the total actual weight for the four mail categories, taken from table 1, line 'Total' per format (see zone 18 above).
22	Weight proportion	<p>= <zone 21> of the respective format / sum of <zone 21> over all formats</p> <p>Displayed as a percentage, with 2 decimals. In the case where the three percentages in this column do not sum up to exactly 100.00% (could be 100.01% or 99.99%) the largest of the three values is adjusted so that the sum exactly equals 100.00%.</p>
23	Total calculated number of items	For each format, it is the sum of the total estimated number of items for the four mail categories, taken from table 1, line 'Total' per format (see zone 19 above).
24	Average IPK	<p>= total calculated number of items (zone 19) / total weight (zone 18)</p> <p>The IPK is displayed with a precision of four decimals.</p>

3.7 Section 3, observations, signatures

Zone	Label	Completion instructions
	Table 3: Non-sampled flows (data from CN 56), to be reported in CN 61	This table summarizes the information on non-sampled flows. The information comes from CN 56. The result will be reported in the CN 61.
	Category A: priority/air	The table only covers categories A and D because the non-sampled flows are only for priority mail. Details are provided below for category A (zones 25 and 26).
25	Actual weight	Weight, in kilogrammes, carried over from the CN 56 for mail category A and the quarter corresponding to the line being completed. The weight is taken from the "Non-sampled flows" total line in the CN 56. The CN 56 template may provide two totals for this combination: a total for format E and a total for mixed/X format. In practice, normally only one is completed. In the event that both are completed (special case), the weight reported in zone 25 is the sum of both. The weight is displayed with a precision of one decimal.
26	Number of items	Total number of non-sampled items, carried over from the CN 56 for mail category A and the quarter corresponding to the line being completed. In the CN 56, this is the sum of the "Non-sampled flows" totals for the last three columns (registered, insured and express items).
27	Columns for category D: priority/surface	The two columns for category D are completed in the same way as category A (see zones 25 and 26). If there is no mail for category D, the columns are left empty.
28	Total	The total is calculated here: – Total actual weight (sum of the four quarters) – Total number of items (sum of the four quarters)
29	Grand total	The grand total provides the total from the previous columns of the same line: – The total actual weight: total for categories A + D – The total number of items: total for categories A + D
30	Observations	It is recommended that this table be left empty in normal situations and that information only be provided when it is considered useful for the understanding of the statement.
31	Designated operator preparing the form Signature	Signature of the person (postal operator representative or agent) 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.

4 Sample completed form

Two forms completed with fictitious data are provided below to illustrate the two scenarios mentioned in the previous section:

- One form corresponding to the case when mail is received/sent with format separation;
- One form corresponding to the case when mail is received/sent without format separation, but sampling was performed 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.

Example 1: mail received with format separation:

Form prepared by: **AAA - TEST RECEIVING POST**

ANNUAL RECAPITULATIVE STATEMENT OF SAMPLING

CN 54bis

Date: **2021-03-15**

Revision mechanism

Format separated
 Mixed

Origin operator ABA - TEST SENDING POST	Destination operator AAA - TEST RECEIVING POST	<input checked="" type="checkbox"/> Mail received <input type="checkbox"/> Mail dispatched	Year 2020
---	--	---	---------------------

1. Estimated number of items (data from CN 54 and CN 56)

Format	Quarter	Mail category A				Mail category D				Mail category B				Mail category C				Total	
		Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Estimated number of items
P or S	Q1	22 661.1		40.2204	911 439									54 811.5		49.3345	2 704 097	77 472.6	3 615 536
	Q2	20 365.1		49.2584	1 003 152									50 587.0		52.5141	2 656 531	70 952.1	3 659 683
	Q3	22 098.0		42.2621	933 908									49 365.1		44.1506	2 179 499	71 463.1	3 113 407
	Q4	19 478.3		47.3981	923 234									55 214.2		49.6452	2 741 120	74 692.5	3 664 354
	Total	84 602.5		44.5818	3 771 733									209 977.8		48.9635	10 281 247	294 580.3	14 052 980
G	Q1	10 654.5		9.4682	100 879									11 425.1		8.5148	97 282	22 079.60	198 161
	Q2	11 951.9		7.7172	92 235									25 529.1		8.136	207 705	37 481.00	299 940
	Q3	9 654.8		4.3391	41 893									18 859.5		4.7884	90 307	28 514.30	132 200
	Q4	12 361.2		7.166	88 580									23 887.4		7.5028	179 222	36 248.60	267 802
	Total	44 622.4		7.2517	323 587									79 701.1		7.2084	574 516	124 323.5	898 103
E	Q1	33 852.2		2.1433	72 555									25 335.3		1.8317	46 407	59 187.5	118 962
	Q2	24 314.1		2.3106	56 180									57 628.3		2.0548	118 415	81 942.4	174 595
	Q3	28 237.0		2.7048	76 375									39 664.8		2.6488	105 064	67 901.8	181 439
	Q4	45 654.3		3.4253	156 380									52 847.9		3.4455	182 087	98 502.2	338 467
	Total	132 057.6		2.7374	361 490									175 476.3		2.5757	451 973	307 533.9	813 463
Mixed mail	Q1																		
	Q2																		
	Q3																		
	Q4																		
	Total																		

2. Grand totals and overall IPK calculation, to be reported in CN 61

Format	Total weight*	Weight proportion	Total calculated number of items	Average IPK**
51P or S	294 580.3		14 052 980	47.7051
G	124 323.5		898 103	7.2239
E	307 533.9		813 463	2.6451

* to be forwarded to CN 61 in the case of mixed mail
 ** to be forwarded to CN 61

3. Non-sampled flows (data from CN 56), to be reported in CN 61

Quarter	Category A: priority/air		Category D: priority/surface		Grand total	
	Actual weight	Number of items	Actual weight	Number of items		
Q1	346.7	9 014				
Q2	420.8	12 203				
Q3	435.8	10 895				
Q4	664.3	21 922				
Total	1 867.6	54 034				
					Actual weight	Number of items
					1 867.6	54 034

Observations

Designated operator preparing the form
 Signature

Seen and accepted by the designated operator receiving the form
 Date, place and signature

Example 2: mail received without format separation (and sampling performed with format separation):

Form prepared by: **YYA - TEST POST YYA**

ANNUAL RECAPITULATIVE STATEMENT OF SAMPLING

CN 54bis

Date: **2021-04-15**

Revision mechanism

Format separated
 Mixed

Origin operator ZZA - TEST POST ZZA	Destination operator YYA - TEST POST YYA	<input checked="" type="checkbox"/> Mail received <input type="checkbox"/> Mail dispatched	Year 2020
---	--	---	---------------------

1. Estimated number of items (data from CN 54 and CN 56)

Format	Quarter	Mail category A				Mail category D				Mail category B				Mail category C				Total	
		Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Estimated number of items
P or S	Q1	16 296.6	75.53%	48.7407	794 308	3 162.0	49.79%	50.4682	159 580	3 698.3	22.99%	56.7456	209 862					23 156.9	1 163 750
	Q2	15 865.6	70.25%	44.5841	707 353	2 556.7	50.54%	50.9521	130 269	3 460.3	22.71%	60.2587	208 513					21 882.6	1 046 135
	Q3	12 169.1	66.25%	41.2594	502 090	2 260.0	45.58%	48.3695	109 315	6 044.7	20.58%	51.2547	309 819					20 473.8	921 2224
	Q4	20 414.7	77.54%	50.3654	1 028 195	3 045.0	47.69%	45.581	138 794	6 870.0	19.54%	55.6571	382 364					30 329.7	1 549 353
	Total	64 746.0	72.87%	46.8283	3 031 946	11 023.7	48.45%	48.8001	537 958	20 073.3	20.94%	55.3252	1 110 559					95 843.0	4 680 463
G	Q1	3 661.7	16.97%	9.9664	36 494	930.8	14.66%	6.1892	5 761	2 367.6	14.72%	5.5834	13 219					6 960.2	55 474
	Q2	3 392.2	15.02%	8.1234	27 556	670.3	13.25%	5.9631	3 997	2 018.9	13.25%	6.2514	12 621					6 081.4	44 174
	Q3	3 166.7	17.24%	4.5678	14 465	744.2	15.01%	5.283	3 932	5 184.1	17.65%	5.1289	26 589					9 095.0	44 986
	Q4	3 688.6	14.01%	7.5432	27 824	1 121.8	17.57%	6.2147	6 972	5 618.4	15.98%	5.4258	30 484					10 428.8	65 280
	Total	13 909.2	15.65%	7.6452	106 339	3 467.1	15.24%	5.9594	20 662	15 189.0	15.85%	5.4588	82 913					32 565.4	209 914
E	Q1	1 617.2	7.50%	1.9460	3 147	2 257.4	35.55%	2.6467	5 975	10 022.3	62.30%	1.2121	12 148					13 897.0	21 270
	Q2	3 326.7	14.73%	2.0987	6 982	1 831.8	36.21%	2.54	4 653	9 757.7	64.04%	1.6587	16 185					14 916.2	27 820
	Q3	3 032.6	16.51%	2.4567	7 450	1 954.1	39.41%	3.3254	6 498	18 142.8	61.77%	1.0541	19 124					23 129.5	33 072
	Q4	2 224.7	8.45%	3.1111	6 921	2 218.1	34.74%	2.9994	6 653	22 670.4	64.48%	1.5547	35 246					27 113.2	48 820
	Total	10 201.2	11.48%	2.4017	24 500	8 261.4	36.31%	2.8783	23 779	60 593.2	63.21%	1.3649	82 703					79 055.9	130 982
Mixed mail	Q1	21 575.5				6 350.4				16 088.3								44 014.1	1 240 494
	Q2	22 584.5				5 058.8				15 236.9								42 880.2	1 118 129
	Q3	18 368.4				4 958.3				29 371.5								52 698.3	999 282
	Q4	26 328.0				6 384.9				35 158.8								67 871.7	1 663 453
	Total	88 856.4				22 752.4					95 855.5								207 464.3

2. Grand totals and overall IPK calculation, to be reported in CN 61

Format	Total weight*	Weight proportion	Total calculated number of items	Average IPK**
P or S	95 843.0	46.19%	4 680 463	48.8347
G	32 565.4	15.70%	209 914	6.4459
E	79 055.9	38.11%	130 982	1.6568

* to be forwarded to CN 61 in the case of mixed mail
 ** to be forwarded to CN 61

3. Non-sampled flows (data from CN 56), to be reported in CN 61

Quarter	Category A: priority/air		Category D: priority/surface		Grand total	
	Actual weight	Number of items	Actual weight	Number of items		
Q1	216.3	5 624				
Q2	311	9 019				
Q3	381.4	9 535				
Q4	539.7	17 810				
Total	1 448.4	41 988				
					Actual weight	Number of items
					1 448.4	41 988

Observations

Designated operator preparing the form
Signature

Seen and accepted by the designated operator receiving the form
Date, place and signature
