



UPU | UNIVERSAL
POSTAL
UNION

CN 57bis – Final account Bulk mail

Completion instructions

| | |
|-------------------------------|------------|
| Document version: | 1.0 |
| 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 57bis final account may be generated yearly, normally by the creditor, to adjust amounts from the quarterly CN 57 accounts that have been based on provisional rates. Once the official rates are agreed, the CN 57bis is generated to request payment of the difference between the final amount due using official rates and the payments already made using provisional rates.

1.1 Overview of the form contents

The CN 57bis summarizes information from the four quarterly CN 57 accounts: volumes (weight, number of items), corresponding rates, and amounts for each format. It then provides the final official rates, recalculates the amounts with these rates, and displays the difference between the amounts in the CN 57 and the amounts with the final official rates. The final amount is the sum of the difference for the year – for all quarters and formats.

The CN 57bis is used for payment adjustment. In the event that the designated operator sending bulk mail has overpaid the designated operator receiving this bulk mail (if the provisional rates were higher than the final ones), the CN 57bis creditor will be the bulk mail sender.

1.2 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.

2 Template with zones

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

Form prepared by: **1**

Date: **2**

**FINAL ACCOUNT
Bulk mail**

CN 57bis

| | | | |
|--------------------------|-------------------------------|------------------------|---------------|
| Origin operator 3 | Destination operator 4 | Mail category 5 | Year 6 |
|--------------------------|-------------------------------|------------------------|---------------|

| Quarter | Format | Weight 7 | Items 8 | Invoiced rates | | Invoiced amount 11 | Final rates | | Final invoice 14 | Correction 15 |
|---------------------|-----------|-----------------|----------------|-----------------|--------------------|---------------------------|---------------------|--------------------|-------------------------|----------------------|
| | | | | per kg 9 | per item 10 | | per kg 12 | per item 13 | | |
| Q1 | P or S | | | | | | | | | |
| | G | | | | | | | | | |
| | E | | | | | | | | | |
| Q2 | Mixed / X | | | | | | | | | |
| | P or S | | | | | | | | | |
| | G | | | | | | | | | |
| Q3 | E | | | | | | | | | |
| | Mixed / X | | | | | | | | | |
| | P or S | | | | | | | | | |
| Q4 | G | | | | | | | | | |
| | E | | | | | | | | | |
| | Mixed / X | | | | | | | | | |
| Total (A) 16 | | | | | | | Total (B) 17 | | | |

Designated operator preparing the form
Signature **19**

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

To be received by designated operator of destination (negative amount is to be paid by designated operator of destination)

18
(C=B-A)

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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 creditor 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. The instructions provided for zone 1 also apply here. |
| 4 | Destination operator | Code and name of the operator that received the bulk mail. 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 | In format YYYY. |
| Table with information from CN 57 | | This is the main part of the form: a matrix with quarterly information per format from the CN 57 and final rate and amount calculations. Details on completing the table are provided below. |
| 7 | Weight | Weight of bulk mail, by quarter and format. Copied from the "Total" line of the CN 57 for the corresponding quarter, in the column corresponding to the format being reported. The weight is given to one decimal place. |
| 8 | Items | The total number of bulk mail items, by quarter and format. Copied from the "Total" line of the CN 57 for the corresponding quarter, in the column corresponding to the format being reported. |
| 9 | Invoiced rates per kg | Rate per kg, by quarter and format. Copied from the "Rates" line in the CN 57 for the corresponding quarter, in the column corresponding to the format being reported. The rate is given to two decimal places. |
| 10 | Invoiced rates per item | Rate per item, by quarter and format. Copied from the "Rates" line in the CN 57 for the corresponding quarter, in the column corresponding to the format being reported. The rate is given to two decimal places. |
| 11 | Invoiced amount | Calculated from the four previous columns, for each line: Invoiced amount = (zone 7 x zone 9) + (zone 8 x zone 10) The amount is in SDR and is displayed to two decimal places. |
| 12 | Final rates per kg | Final agreed rates per kg, by quarter and format. The rate is given to two decimal places. |
| 13 | Final rates per item | Final agreed rates per item, by quarter and format. The rate is given to two decimal places. |

| <i>Zone</i> | <i>Label</i> | <i>Completion instructions</i> |
|-------------|--|--|
| 14 | Final invoice | Calculated for each line as follows: Final invoice = (zone 7 x zone 12) + (zone 8 x zone 13) i.e. (weight x final rates per kg) + (items x final rates per item) The amount is in SDR and is displayed to two decimal places. |
| 15 | Correction | Calculated for each line as follows: Correction = final invoice (zone 14) – invoiced amount (zone 11) The result is displayed to two decimal places and may be negative. |
| 16 | Total (A) | Sum of all invoiced amounts (zone 11) for the year. It is an amount in SDR, displayed to two decimal places. |
| 17 | Total (B) | Sum of all final invoice amounts (zone 14) for the year. It is an amount in SDR, displayed to two decimal places. |
| 18 | Total (C=B-A) | Difference between (B) (zone 17) and (A) (zone 16). (C) = (B) - (A) In other words, it is the final adjustment/difference to be paid. It is an amount in SDR, displayed to two decimal places. |
| 19 | 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. |

4 Sample completed form

A form completed with fictitious data is provided below to illustrate the completion options based on the instructions.

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

Form prepared by: **NLA – Royal PostNL**

**FINAL ACCOUNT
Bulk mail**

CN 57bis

Date: **2019-11-09**

| | | | |
|--|---|---------------------------|---------------------|
| Origin operator GRA – HELLENIC POST (ELTA) | Destination operator NLA – Royal PostNL | Mail category A | Year 2018 |
|--|---|---------------------------|---------------------|

| Quarter | Format | Weight | Items | Invoiced rates | | Invoiced amount | Final rates | | Final invoice | Correction |
|------------------|-----------|--------|-------|----------------|----------|------------------|------------------|----------|------------------|------------------|
| | | | | per kg | per item | | per kg | per item | | |
| Q1 | P or S | 100.0 | 1 500 | 10.00 | 0.30 | 1 450.00 | 9.50 | 0.25 | 1 325.00 | -125.00 |
| | G | 131.0 | 1 320 | 10.00 | 0.35 | 1 772.00 | 9.70 | 0.28 | 1 640.30 | -131.70 |
| | E | 87.0 | 650 | 10.00 | 0.38 | 1 117.00 | 9.90 | 0.32 | 1 069.30 | -47.70 |
| | Mixed / X | | | | | | | | | |
| Q2 | P or S | 111.0 | 1 695 | 10.00 | 0.30 | 1 618.50 | 9.50 | 0.25 | 1 478.25 | -140.25 |
| | G | 138.0 | 1 492 | 10.00 | 0.35 | 1 902.20 | 9.70 | 0.28 | 1 756.36 | -145.84 |
| | E | 84.0 | 702 | 10.00 | 0.38 | 1 106.76 | 9.90 | 0.32 | 1 056.24 | -50.52 |
| | Mixed / X | | | | | | | | | |
| Q3 | P or S | 121.0 | 1 800 | 10.00 | 0.30 | 1 750.00 | 9.50 | 0.25 | 1 599.50 | -150.50 |
| | G | 136.0 | 1 414 | 10.00 | 0.35 | 1 854.90 | 9.70 | 0.28 | 1 715.12 | -139.78 |
| | E | 91.0 | 668 | 10.00 | 0.38 | 1 163.84 | 9.90 | 0.32 | 1 114.66 | -49.18 |
| | Mixed / X | | | | | | | | | |
| Q4 | P or S | 145.0 | 2 201 | 10.00 | 0.30 | 2 110.30 | 9.50 | 0.25 | 1 927.75 | -182.55 |
| | G | 152.0 | 1 501 | 10.00 | 0.35 | 2 045.35 | 9.70 | 0.28 | 1 894.68 | -150.67 |
| | E | 104.0 | 816 | 10.00 | 0.38 | 1 350.08 | 9.90 | 0.32 | 1 290.72 | -59.36 |
| | Mixed / X | | | | | | | | | |
| Total (A) | | | | | | 19 240.93 | Total (B) | | 17 867.88 | -1 373.05 |

Designated operator preparing the form
Signature

PO#12345

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

To be received by designated operator of destination (negative amount is to be paid by designated operator of destination)

-1 373.05

(C=B-A)

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