



UPU | UNIVERSAL
POSTAL
UNION

CN 67 – STATEMENT OF WEIGHTS

A découvert priority/airmail items

A découvert non-priority/surface items

Completion instructions

Document version:

1.0

Date:

2017–09–21

UPU form template valid from:

2014–01–01

Important note: This document applies to a form that was available long before completion instructions were developed. The actual implementations of the form may therefore deviate from instructions provided here.

1 General rules

A CN 67 statement of weights is generated by the Post handling items in open transit and receiving missent items, to list the CN 65 bills received or substitute CN 65 bills generated (case of missent items) and to summarize values for a period.

The accounting process for à découvert is defined in the UPU Regulations and explained in the Statistics and Accounting Guide, published on the UPU website. Additional information may also be found in the Transit Compendium published on the UPU website.

A CN 67 may be generated based on:

- statistical data from the statistical period (one month); in this case, the monthly totals are multiplied by 12 and it is a yearly statement; or
- actual data; in this case, the form is normally generated quarterly and no multiplication is performed.

There may be more than one CN 67 for a given period:

- Since missent items are charged at a different rate, it is important to report them in a separate CN 67 form.
- Since à découvert/missent items transported by air are charged at a different rate than items transported by surface, it is important to report air and surface items in separate CN 67 forms.

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 otherwise specified, numbers displayed in the form are right-aligned in the cells.
- Unless otherwise specified, 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).

The CN 67 template provides room to report 16 rows of data, for up to four à découvert groups. If more than 16 rows are necessary or more than four à découvert groups need to be displayed, the following process should be followed:

- If the form is generated manually or semi-manually (with a spreadsheet, for instance), "Page 1 / " is written in zone 24 (see the template with zones below); for the next page, another sheet of the same template is used, "Page 2 / " is written in zone 24, and then 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 24, next to the page number and "/" previously written.
- If the form is generated by an IT system, the above process also applies. In addition, it is permitted to adjust the template so that totals and the signature zone appear only on the last page; the header section may also be reduced on pages other than the first one.
- If more than 16 rows are necessary and there are also more than four à découvert groups to display, then all rows for the first four groups must be listed first, with the totals for these groups on the last page for these rows; then, starting on another page, the same rows for the next four groups are displayed, repeating the first two columns of the table, and so on.

2 Template with zones

The figure below shows the CN 67 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	Designated operator preparing the form	Code and name of the operator that is preparing the form. The code is the 3-character IMPC operator code from 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 with space hyphen space.
2	Date	Date when the form is generated, in format YYYY–MM–DD.
3	"Missent" indication	Information about missent items must be reported separately from normal à découvert items, because invoicing may be different (different rate). Just below the form number "CN 67", the word "Missent" is written in bold letters if the form reports only missent items. When "Missent" is not displayed, this indicates that the form reports only normal à découvert items, or that even if the form includes missent items, they will be charged like à découvert items.
4	"Mail reforwarded by:"	The template does not provide any zone to indicate whether the mail is reforwarded by air or surface, but since invoicing depends on this information, it is important to display it on the form. Separate CN 67 forms must be generated for mail forwarded by air and for mail forwarded by surface. Zone 4 displays <u>one</u> of the following: – "Mail reforwarded by: Air" – "Mail reforwarded by: Surface"
5	Designated operator of destination	Code and name of the designated operator of destination of the dispatch. This is normally the operator preparing the form (similar to zone 1). The instructions provided for zone 1 also apply here.
6	Office of exchange of destination of mails	Code and name of the office of destination of the dispatches listed in the form. The code is the 6-character IMPC code from UPU code list 108. The name is the 35-character IMPC name or, if it does not fit, the 12-character IMPC name (see UPU code list 108). The code and name are separated by space hyphen space.
7	Designated operator dispatching the mails	Code and name of the designated operator of origin of the dispatch. The instructions provided for zone 1 also apply here.
8	Month	Completed if the form is generated for a month (as opposed to a quarter or the statistical period – see zones 9 and 10). Format: MM, followed by space hyphen space and the month name. Example: 03 – March
9	Quarter	Completed if the form is generated for a quarter (as opposed to a month or the statistical period – see zones 8 and 10). Format: Qx where x is the quarter number (between 1 and 4). Example: Q2

Completion instructions: CN 67 – STATEMENT OF WEIGHTS. A découvert items

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
10	Statistical period	Completed if the form is generated for the statistical period. Although this period is a month, zone 8 is left empty when information corresponds to the statistical period, for clarity, since accounting calculations are different in that case. Format: MM, followed by space hyphen space and the month name. Example: 10 – October
11	Year	Format: YYYY
12	Office of exchange dispatching the mails	Code and name of the office of origin of the dispatches listed in the form. The instructions provided for zone 5 also apply here.
Table with CN 65 details		The complexity of the table lies in the fact that the template may not provide the number of columns and rows needed. See the rules to be followed in that case under section 1 (General rules) above.
13	Groups of countries of destination	For each group used, the group number (format "Gr x") is entered in the corresponding column header, to clarify the group number represented in that column. The template provides room for four groups only, although each designated operator may define up to 10 groups. If more than four groups are defined, then several pages are used in order to display all necessary groups. If there are more than four groups to display and more than 16 rows required, several pages are needed for each set of groups. See the exact rules to be followed under section 1 (General rules) above.
14	Date of dispatch of the mail	The date of dispatch, taken from the CN 65 header. The format is MM-DD, with leading zeros. Example: 01-02 is 2 January.
15	No. of CN 65 bill	Reference to the CN 65 number: the CN 65 serial number displayed in the top right corner. In the case of a CN 67 for missent mail, there is normally no CN 65 bill number, so this field may be left empty or filled with "(missent)".
16 to 19	Groups of countries of destination	For each group, the total weight, in grammes, as it appears in the corresponding CN 65 form.
20	Observations	May be used to display the dispatch identifier corresponding to the CN 65. In case of missent mail, this field may also be used to indicate the verification note number.
21	Totals	If several pages are required to display all rows, totals are displayed only on the last page. This applies to zones 21, 22 and 23.
22	To be multiplied by 12	This line is used only if the CN 67 reports statistical information: it displays the result of the previous line multiplied by 12. Otherwise, the line is left empty.
23	To be carried forward to CN 51 form	This line repeats information from line 21 or 22, depending on the case: <ul style="list-style-type: none"> – Repetition of line 21 when the CN 67 does not report statistical information – Repetition of line 22 when the CN 67 reports statistical information The purpose of this line is to clarify what totals are reported on the CN 51 form.

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
24	Page XX / YY	<p>Although the template does not provide a zone for indicating the current page number and total number of pages, it is recommended to indicate both in the bottom right corner of the form, to handle cases where not all dispatches fit on one page.</p> <p>XX: The current page of the generated form, starting with 1 for the first page.</p> <p>YY: The total number of pages of the generated form.</p>

4 Sample completed form

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

- A CN 67 to report information on à découvert items forwarded by air, for five groups (information spans two pages);
- A CN 67 to report information on missent items forwarded by surface, for two groups.

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.

Completion instructions: CN 67 – STATEMENT OF WEIGHTS. A découvert items

Sample 1: CN 67 form to report information on à découvert items forwarded by air, for five groups

Designated operator preparing the form

USA – United States Postal Service

STATEMENT OF WEIGHTS

A découvert priority/airmail items

CN 67

A découvert non-priority/surface items

Date

2017-06-29

Mail reforwarded by: Air

Designated operator of destination USA – United States Postal Service	Month	Quarter
Office of exchange of destination of mails USMIAA – ISC MIAMI FL (USPS)	Statistical period 05 - May	Year 2017
Designated operator dispatching the mails LTA – LIETUVOS PASTAS	Office of exchange dispatching the mails LTVNOA – VILNIUS PSD	

Date of dispatch of the mail	No. of CN 65 bill	Groups of countries of destination				Observations
		Gr 1	Gr 2	Gr 3	Gr 4	
		LC/AO	LC/AO	LC/AO	LC/AO	
1	2	3	4	5	6	7
05-02	1 ^g	520 ^g		1 140 ^g	480 ^g	
05-05	2	2 500		830		
05-05	3	1 140	2 350	780	150	
05-07	4			1 140		
05-10	5		1 010			
05-13	6	890	980	870	740	
05-18	7		2 080			
05-21	8	740	1 320		190	
05-21	9	810		1 820		
05-24	10	4 510		550		
05-24	11	1 110			510	
05-30	12	3 650	1 540	1 870	220	
05-30	13	2 220		1 230	480	
Totals		18 090	9 280	10 230	2 770	
To be multiplied by 12 ¹		217 080	111 360	122 760	33 240	
To be carried forward to CN 51 form		217 080	111 360	122 760	33 240	

¹ In the case of CN 67 statements for correspondence sent during statistical periods

Completion instructions: CN 67 – STATEMENT OF WEIGHTS. A découvert items

Designated operator preparing the form
USA – United States Postal Service

STATEMENT OF WEIGHTS
A découvert priority/airmail items
A découvert non-priority/surface items

CN 67

Date
2017-06-29

Mail reforwarded by: Air

Designated operator of destination USA – United States Postal Service	Month	Quarter
	Statistical period 05 - May	Year 2017
Office of exchange of destination of mails USMIAA – ISC MIAMI FL (USPS)	Office of exchange dispatching the mails LTVNOA – VILNIUS PSD	
Designated operator dispatching the mails LTA – LIETUVOS PASTAS		

Date of dispatch of the mail	No. of CN 65 bill	Groups of countries of destination				Observations
		Gr 5				
		LC/AO	LC/AO	LC/AO	LC/AO	
1	2	3	4	5	6	7
05-02	1	g	g	g	g	
05-05	2	120				
05-05	3	50				
05-07	4					
05-10	5	30				
05-13	6					
05-18	7					
05-21	8	50				
05-21	9	110				
05-24	10	230				
05-24	11	60				
05-30	12	90				
05-30	13	40				
Totals		780				
To be multiplied by 12 ¹		9 360				
To be carried forward to CN 51 form		9 360				

¹ In the case of CN 67 statements for correspondence sent during statistical periods

