



UPU | UNIVERSAL
POSTAL
UNION

CN 71 – QUARTERLY ACCOUNT

Non-sampled mail flows received

Completion instructions

Document version: 1.0

Date: 2022-01-24

UPU form template valid from: 2021-09-01

1 General rules

A CN 71 is generated quarterly when the receiving Post has activated the separate settlement of non-sampled mail received from the partner, as described in the Regulations.

When this process is activated, the following takes place:

- For each quarter, a CN 71 is generated and sent together with the CN 56.
- A CN 71bis is generated and sent annually, within the same time limit as that applicable to the CN 61.
- All mail corresponding to non-sampled flows is excluded from the CN 61.

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 consisting of four or more digits, a space is used for the thousand separator (e.g. 12 345.6).
- All weights reported in the form are expressed in kilogrammes, to one decimal place.
- All amounts are given in SDR and expressed to two decimal places.
- Where a numerical value is expressed with decimal numbers, the fractional part of those numbers is always displayed. For example, in the default weight format (expressed to one decimal place), a weight of 31 kg is displayed as 31.0.

N.B. – In tables, all calculations must be performed using the values as they are displayed. If a value is displayed as rounded, any calculation using this value must use the rounded value (as opposed to calculations that are based on non-rounded values and displayed as rounded). For example, if a calculated weight is 3.36 and it is expressed to one decimal place, then 3.4 is displayed. If another calculation uses this weight, it must use 3.4, not 3.36.

2 Template

The figure below shows the CN 71 template. The numbered tags show each zone to be completed and correspond to the completion instructions provided in section 3.

Form prepared by: **1**

QUARTERLY ACCOUNT, NON-SAMPLED MAIL FLOWS RECEIVED

CN 71

Date: **2**

Origin operator 3	Destination operator 4	Year and quarter 5
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Non-sampled flow information from CN 56 recapitulative statements

Mail category	Weight	Number of Items					Observations
		Total	UR - Registered	UR - Insured	UX - Tracked	Others	
A - airmail	7	8	9	10	11	12	13
B - S.A.L.							
C - surface							
D - prio surface							
Total	14						
Rate ¹	15						
Amount (SDR)	16	A	B	C	D	E	
Total amount (SDR)		Terminal dues (A+B) 17		Additional payment (C+D+E) 18			Total to be paid 19

¹ Rates for the weight (cell A) and total number of items (cell B) are terminal dues rates. Other rates (for cells C, D and E) concern additional payments.

Designated operator preparing the form
Signature

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

20

3 Completion instructions

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 designated operator code from UPU code list 211. The name is the corresponding operator name. The code and name are separated by a space followed by a hyphen followed by another space.
2	Date	Date the form was generated, in YYYY-MM-DD format.
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 instructions provided for zone 1 also apply here.
5	Year and quarter	The format used is YYYY Qx. Example: 2020 Q1.

Table: Non-sampled flow information from CN 56 recapitulative statements

6	Mail category	One row is provided for each mail category. Although non-sampled flows are for priority mail only (categories A and D), the table covers all mail categories to cater for any bilaterally agreed non-sampled flows.
7	Weight	Total weight of non-sampled flows for the quarter, per mail category. For each mail category, the weight is the sum of the values given under the “E format” and “Mixed/X format” columns in the “Total non-sampled flows” row of form CN 56.
8	Number of items – Total	Total number of items for non-sampled flows for the quarter, per mail category. This is the sum of the next four columns.
9	Number of items – UR – Registered	Equates to the value given under the “Number of registered items” column in the “Total non-sampled flows” row of form CN 56.
10	Number of items – UR – Insured	Equates to the value given under the “Number of insured items” column in the “Total non-sampled flows” row of form CN 56.
11	Number of items – UX – Tracked	Equates to the value given under the “Number of tracked items” column in the “Total non-sampled flows” row of form CN 56. N.B. – As potential additional remuneration for tracked items is covered by form CN 60, the “rate” cell of this column is greyed out on form CN 71.
12	Number of items – Others	Left empty unless usage is agreed bilaterally (e.g. for nested items only in subclass UA).
13	Observations	Any other observations for the mail category (free text).
14	Total	For each column, the sum of the values for all mail categories.

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
15	Rate	<p>The footnote to this row clarifies that rates for the weight and total number of items are terminal dues rates, and that other rates concern additional payments. All rates are expressed to three decimal places.</p> <p>The rate for each column is as follows:</p> <ul style="list-style-type: none"> – Weight: the terminal dues rate per kg; – Number of items – total: the terminal dues rate per item; – UR – Registered: the additional rate per item for registered items; – UR – Insured: the additional rate per item for insured items; – UX – Tracked: not applicable, as there is no additional payment per item for tracked items; – Others: empty, unless otherwise agreed bilaterally.
16	Amount	For each column, the value is calculated from the two previous rows, as follows: amount = total x rate. All amounts are rounded to the nearest integer.
17	Total amount – Terminal dues	Total amount of terminal dues for non-sampled flows, corresponding to the sum of the values in cells A and B of the previous row. As the amounts in the previous row are rounded to the nearest integer, this amount is also an integer (i.e. no decimals).
18	Total amount – Additional amount	Additional amount (i.e. amount that is not for terminal dues), corresponding to the sum of the values in cells C, D and E of the previous row. As the amounts in the previous row are rounded to the nearest integer, this amount is also an integer (i.e. no decimals).
19	Total amount – Total to be paid	Sum of the two amounts given in zones 17 and 18. This amount is an integer (i.e. no decimals).
20	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

A sample form containing fictitious data is provided below. The data is shown in blue to better differentiate static and dynamic content. In practice, all data is usually printed in black.

Form prepared by: **CHA – Swiss Post**

QUARTERLY ACCOUNT, NON-SAMPLED MAIL FLOWS RECEIVED

CN 71

Date: **2022-05-21**

Origin operator DKA – PostNord Denmark	Destination operator CHA – Swiss Post	Year and quarter 2022 Q-1
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Non-sampled flow information from CN 56 recapitulative statements

Mail category	Weight	Number of items					Observations
		Total	UR - Registered	UR - Insured	UX - Tracked	Others	
A - airmail	834.2	4 713	3 214	601	898		
B - S.A.L.							
C - surface							
D - prio surface							
Total	834.2	4 713	3 214	601	898		
Rate ¹	1.523	0.677	1.400	1.700			
Amount (SDR)	A 1 270	B 3 191	C 4 500	D 1 022		E	
Total amount (SDR)	Terminal dues (A+B) 4 461		Additional payment (C+D+E) 5 522			Total to be paid 9 983	

¹ Rates for the weight (cell A) and total number of items (cell B) are terminal dues rates. Other rates (for cells C, D and E) concern additional payments.

Designated operator preparing the form
Signature

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