



Population of the PREDES message – mail sub-class and handling class codes

NOTE For the purposes of this guide, PREDES V2.1 as documented in M41 and “postal receptacle labels” as documented in S47 are used.

I. Foreword

For operational and accounting purposes, it is important that electronic information reflect the reality of the physical mail and the information on physical forms.

The PREDES message contains information about a dispatch of mail that has been prepared by an origin office of exchange (OE) for delivery to a destination OE. It describes dispatch-level information, such as the dispatch identification data and the planned transport, the individual receptacles of the dispatch, and the individually identified (trackable) items in each receptacle.

PREDES provides the 20-character **dispatch ID** (specified in S8). The dispatch ID is the unique reference of a dispatch and has the following structure:

- 6-character origin IMPC code (characters 1–6)
- 6-character destination IMPC code (characters 7–12)
- 1-character mail category (character 13)
- 2-character dispatch-level mail sub-class (characters 14–15)
- 1-character dispatch year (character 16)
- 4-character dispatch number (characters 17–20)

For each receptacle contained in the dispatch, PREDES provides the 29-character **receptacle ID** (specified in S9). The receptacle ID is the unique reference of a receptacle and has the following structure:

- 20-character dispatch ID (see above)
- 3-character receptacle serial number (characters 21–23)
- 1-character highest numbered receptacle indicator (character 24)
- 1-character registered/insured indicator (character 25)
- 4-character gross weight (characters 26–29)

Postal receptacle labels (S47) encode data elements related to letter-post, parcel-post and EMS dispatches. A receptacle label can indicate the following:

- product (M) (indication of the type of mail items contained in the receptacle – this can be blank in the case of letter mail, even though the field is mandatory)
- origin 6-character IMPC code (M)
- origin 3-character IMPC operator code (M)
- origin 12-character IMPC name (M)
- origin 12-character operator name (M)
- dispatch type (M), i.e. the sequence of the dispatch category and sub-class: characters 13–15 of the dispatch ID
- dispatch number (M)
- receptacle ID (M) (barcode and human-readable interpretation)
- receptacle date (M)

- receptacle type (M)
- receptacle number (M) (serial number of the receptacle within the dispatch it belongs to)
- seal number (C)
- exempt indicator (M) (blank if the receptacle does not exclusively contain exempt items)
- receptacle sub-class (C)

This is the mail sub-class of the receptacle and not that of the dispatch, which might be different. The sub-class of the dispatch is included in the barcode and its human-readable representation and is represented on the label as part of the dispatch type.

- item count (C)
- gross weight (M)
- net weight or tare weight (C)
- production data (C)
- transport priority indication (M) (can be blank for mail category C)
- special services agreement indicator (C)

NOTE In the above list, (M) = mandatory and (C) = conditional.

Each receptacle ID within a dispatch must have the same dispatch-level mail sub-class code. Thus, each receptacle in a dispatch has the same dispatch ID. **In PREDES, mail sub-class codes may be used at receptacle level and item level** to provide greater precision concerning the mail in a specific receptacle or a particular item in the receptacle. Please refer to the document entitled “Mail subclasses and handling classes: purpose and usage”, code list 117 (Mail sub-class codes) and reference list 117a (Mail sub-class codes – valid combinations) for more information.

This document concentrates on the **population of data flow elements “receptacle-sub-class” and “item-sub-class” in the PREDES message.**

II. Receptacle sub-class

The receptacle information in PREDES is mandatory information repeating up to 999 times.

The receptacle ID (mandatory) must use the dispatch-level mail sub-class code. Thus, each receptacle in a dispatch has the same dispatch ID as part of its receptacle ID.

The receptacle sub-class is the mail sub-class of the receptacle.

In PREDES, the mail sub-class representing the receptacle class is provided as a separate data element and should be included only if the receptacle sub-class is not the same as the dispatch-level mail sub-class.

EXAMPLE A dispatch of mail sub-class UN (Letters – LC/AO) may include a receptacle of sub-class UM (Letters – M bags), indicating it to be an M bag. In such a case:

- *The characters “UN” would be in the receptacle ID that is on that postal receptacle label (in character positions 14–15), as well as in the receptacle ID for all receptacles in the PREDES message.*
- *The mail sub-class code “UM” would be in the PREDES message at the receptacle level in the “receptacle-sub-class” data element; here the sub-class would differ from that given at the dispatch level.*

III. Item sub-class

The item ID is conditional information subject to certain rules, for example, all items identified for tracking purposes must be listed.

“Item sub-class” is the mail sub-class of the item if different from that indicated at the receptacle or dispatch level.

It is to be included only if different from the mail sub-class of the receptacle or (if the mail sub-class code of the receptacle does not differ from that of the dispatch) the dispatch.

EXAMPLE The item sub-class can be used to distinguish between documents/merchandise at item level in an EN bag (EMS – Mixed) in an EN dispatch, or between LC/AO/IBRS in a UN bag (Letters – LC/AO) in a UN dispatch. Segregation at item level is required if operational or accounting processes require the information.

IV. Populating PREDES with mail sub-class codes

NOTE Spaces are included in the dispatch and receptacle IDs for ease of reading.

Type of dispatch	Dispatch-ID	Receptacle-ID	Receptacle-sub-class	Item-sub-class
UA (AO – other items or items other than LC in the classification system based on content)	CAYTOA KENBOA A UA 80123	CAYTOA KENBOA A UA 80123 012110123	UL, UM Included because it is different from the mail sub-class of the dispatch. (Not populated with UA as it is a UA dispatch.) It is possible to include UA, UL, UM receptacles in UA dispatches.	Only applicable if the item sub-class is different from the sub-class at the receptacle or dispatch level
UA	CAYTOA KENBOA A UA 80123	CAYTOA KENBOA A UA 80123 012110123	Not populated (The receptacle sub-class is the same as the dispatch-level mail sub-class.)	Only applicable if the item sub-class is different from the sub-class at the receptacle/dispatch level
UB (Bulk)	CAYTOA KENBOA A UB 80123	CAYTOA KENBOA A UB 801230 12110123	UA, UL Included because it is different from the mail sub-class of the dispatch. (Not populated with UB as it is a UB dispatch.) It is possible to include UA, UB, UL receptacles in UB dispatches.	Not applicable
UC (Harmonised direct mail)	CAYTOA KENBOA A UC 80123	CAYTOA KENBOA A UC 801230 12110123	Not populated It is not possible to include receptacles other than UC in a UC dispatch.	Not applicable

Type of dispatch	Dispatch-ID	Receptacle-ID	Receptacle-sub-class	Item-sub-class
UD (Outside of terminal dues system)	CAYTOA KENBOA A UD 80123	CAYTOA KENBOA A UD 801230 12110123	Not populated It is not possible to include receptacles other than UD in a UD dispatch.	Not applicable
UE (À découvert)	CAYTOA KENBOA A UE 80123	CAYTOA KENBOA A UE 801230 12110123	UA, UL, UN (Not populated with UE as it is a UE dispatch.) It is possible to include UA, UE, UL, UN receptacles in UE dispatches.	Not applicable
UF (LC direct access)	CAYTOA KENBOA A UF 80123	CAYTOA KENBOA A UF 80123 012110123	Not populated It is not possible to include receptacles other than UF in a UF dispatch.	Not applicable
UG (AO direct access)	CAYTOA KENBOA A UG 80123	CAYTOA KENBOA A UG 80123 012110123	Not populated It is not possible to include receptacles other than UG in a UG dispatch.	Not applicable
UH (LC/AO direct access)	CAYTOA KENBOA A UH 80123	CAYTOA KENBOA A UH 801230 12110123	UF, UG (Not populated with UH as it is a UH dispatch.) It is possible to include UF, UG, UH receptacles in UH dispatches.	Not applicable
UI (IBRS)	CAYTOA KENBOA A UI 80123	CAYTOA KENBOA A UI 80123 012110123	Not populated It is not possible to include receptacles other than UI in a UI dispatch.	Only applicable if the item sub-class is different from the sub-class at the receptacle/dispatch level
UL (LC letters and postcards)	CAYTOA KENBOA A UL 80123	CAYTOA KENBOA A UL 80123 012110123	UI Included because it is different from the mail sub-class of the dispatch. (Not populated with UL as it is a UL dispatch.) It is possible to include UI and UL receptacles in UL dispatches.	Only applicable if the item sub-class is different from the sub-class at the receptacle or dispatch level
UM (M bags)	CAYTOA KENBOA A UM 80123	CAYTOA KENBOA A UM 80123 012110123	Not populated It is not possible to include receptacles other than UM in a UM dispatch.	Not applicable

Type of dispatch	Dispatch-ID	Receptacle-ID	Receptacle-sub-class	Item-sub-class
UN (LC/AO)	CAYTOA KENBOA A UN 80123	CAYTOA KENBOA A UN 80123 012110123	UA, UI, UL, UM (Not populated with UN as it is a UN dispatch.) It is possible to include UA, UI, UL, UM, UN receptacles in UN dispatches.	Not recommended, usage is being phased out
UP (Postcards)	CAYTOA KENBOA A UP 80123	CAYTOA KENBOA A UP 80123012110123	Not populated It is not possible to include receptacles other than UP in a UP dispatch.	Not applicable
UR¹ (Registered)	CAYTOA KENBOA A UR 80123	CAYTOA KENBOA A UR 80123012110123	UA, UL, UM Included because it is different from the mail sub-class of the dispatch. (Not populated with UR as it is a UR dispatch.) It is possible to include UA, UL, UM, UR receptacles in UR dispatches.	Not applicable
UT (Empty receptacles)	CAYTOA KENBOA A UT 80123	CAYTOA KENBOA A UT 80123012110123	Not populated It is not possible to include receptacles other than UT in a UT dispatch.	Not applicable
UX (Tracked delivery) ²	CAYTOA KENBOA A UX 80123	CAYTOA KENBOA A UX 80123012110123	UA, UL, UM Included because it is different from the mail sub-class of the dispatch. (Not populated with UX as it is a UX dispatch.) It is possible to include UA, UL, UM, UX receptacles in UX dispatches.	Not applicable

UU, UY and UZ are to be used by bilateral agreement only.

¹ DOs dispatching more than 100,000 registered items per year to a destination DO must dispatch all of their registered items under a mail dispatch series exclusively for registered items, i.e. by dispatch mail sub-class UR (article 17-121).

² For receptacles containing exclusively tracked items, DOs may agree on a bilateral basis to use special airmail bags or receptacles such as trays, etc., with markings that distinguish them as containing tracked items only (article 17-119).

V. Populating PREDES with handling class codes

The handling class indicates the presence of registered letter- or parcel-post items or insured parcel-post items that typically require special handling. Handling class codes are not used with EMS dispatches. The codes used are given in code list 107: N (normal), R (registered) and V (insured).

Example Receptacle sub-class UR (registered letters) should have handling class R (registered).

For more information on handling class codes, see the document “Mail subclasses and handling classes: purpose and usage”.

In PREDES, handling class codes are used at receptacle and item level.

i PREDES – handling class codes at receptacle level

There is a direct correlation between the registered/insured indicator (character 25 of the receptacle ID) and the “receptacle-handling-class” data element in the PREDES.

If the value of character 25 of the receptacle ID is “1”, this indicates that the receptacle contains registered and/or insured items. In this case, the receptacle-handling-class data element is populated with (see code list 107):

- code “R” if the receptacle contains any non-insured registered items;
- code “V” if the receptacle contains any insured items;
- code “V” if there is a mix of both registered and insured items.

If the receptacle contains neither registered nor insured items, this data element must not be populated/ included.

There is an additional data element at receptacle level, i.e. receptacle-handling-class-exclusive, that is used to indicate whether the receptacle contains exclusively items of the reported handling class:

- it is populated with value “Y” if the receptacle contains mail of the given handling class exclusively;
- otherwise it is not populated.

ii PREDES – handling class codes at item level

The handling class information at item level, conveyed in the “item-handling-class” data element, duplicates the information provided by the second character of the S10 identifier, i.e. the second character of the two-character service identifier.

It is a conditional element in the PREDES and is **mandatory for registered and insured items**. The two code values applicable are “R” (registered) and “V” (insured) (see code list 107):

- if the item is registered, “item-handling-class” is populated with code R;
- if the item is insured, “item-handling-class” is populated with code V;
- if the item is neither registered nor insured, the item-handling-class data element is not included.

VI. Scenarios

i. Nesting of small packets (letter-post items containing goods)

Small packets, i.e. letter-post items **containing goods** other than tracked items, M bags, IBRS, registered and insured items, are identified by an S10 identifier with a service indicator in the range UA–UZ.

If a dispatch contains small packets, the PREDES is populated as follows:

Dispatch-ID	All U mail classes except UF, UI, UL, UM, UP, UR, UT, UX
Receptacle-ID	
Receptacle-sub-class	Apply same rules as described under IV
Receptacle-handling-class	Apply same rules as described under V
Item-handling-class	Apply same rules as described under V
Receptacle-express(tracked delivery service)-indicator	Apply same rules as described under V
Item-ID	The unique identifier of the item
Item-weight	The item weight in kilos
Item-exempt-indicator	N/A
Item-express(tracked delivery service)-indicator	N/A
Item-country-of-destination	The ISO 3166-1 two-character country code of destination. This is only for à découvert items.

In addition, if possible it is more efficient to make up receptacles containing **small packets only** as per the following examples:

For format-separated mails

Dispatch-ID	UN
Receptacle-ID	
Receptacle-sub-class	Not populated because it is a UN dispatch
Receptacle-format-of-contents	E (Bulky/small packets)
Receptacle-items (count derived)	The number of items in the receptacle. This is normally derived from the count of identified items at the item level.
Receptacle-weight	The receptacle weight in kilos
Item-ID	The unique identifier of the item
Item-weight	The item weight in kilos

For non-format-separated mails

Dispatch-ID	UN
Receptacle-ID	
Receptacle-sub-class	UA, UI, UL, UM
Receptacle-format-of-contents	X (Mix of all formats)
Receptacle-items (count derived)	The number of items in the receptacle. This is normally derived from the count of identified items at the item level.
Receptacle-weight	The receptacle weight in kilos
Item-ID	The unique identifier of the item
Item-weight	The item weight in kilos

ii. Receptacles containing tracked delivery service items and items with no tracking features

Dispatch-ID	UX
Receptacle-ID	UX
Receptacle-sub-class	UA, UL, UM to indicate that there are tracked items as well as items without tracking in the dispatch
Receptacle-handling-class	R
Item-handling-class	R
Receptacle-express(tracked delivery service)-indicator	Y
Item-ID	The unique identifier of the item
Item-weight	The item weight in kilos
Item-exempt-indicator	Whether the item is exempt from the additional terminal dues fee, or from inward land rates, for reasons other than being a returned item.
Item-express(tracked delivery service)-indicator	Y
Item-country-of-destination	The ISO 3166-1 two-character country code of destination. This is only for à découvert items.

Tracked delivery service items can only be sent in a UX dispatch.

Other elements from "Identified item information" not included in the above:

Item-insured-value	The insured value of the item, in SDR (only for registered and insured items)
Item-charging-method	The duty and tax payment method: C (cash on delivery); F (free of duty and tax) (only for registered and insured items)