

CN 31 – LETTER BILL

Completion instructions

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1 General rules

A CN 31 letter bill is generated for each letter dispatch when the dispatch is closed. The paper form is then normally placed in one of the receptacles making up the dispatch, in a blue envelope; this receptacle displays an indicator on its label to show the presence of the letter bill inside. On the receiving side, the letter bill is used for checking the mail and counts of receptacles and items; it is one of the main elements of the international mail accounting process.

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: 12 345.6).
- All weights reported in the form are in kilogrammes. Unless specified otherwise, weights are reported with a precision of one decimal place.
- 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.

2 Template with zones

The figure below shows the CN 31 template, with numbered tags showing each zone to be completed and for which completion instructions are provided.

Dispatch-ID



LETTER BILL

CN 31

Operators	Origin	2					Previous number 4	
	Destination	3						
Origin OE and IMPC code		Destination OE and IMPC code		Category	Sub-class	Year	Dispatch No.	Date
5		6		7	8	9	10	11
Transportation 12								

13 1 Number of receptacles

Receptacle labels	14	Red labels	White/ blue labels	Receptacle types	15	Bags	Trays	Others	Total
Priority/Non-priority – LC/AO				Receptacles in mail					16
M bags				Receptacles to be returned					
Empty receptacles		Green labels		Empty receptacles being returned					

17 2 Transit charges and terminal dues

Mail subject to terminal dues, totals by format			18			Totals for other types of mail			19		
Format	Number	Weight	Type of mail	Number	Weight						
P or S			M bags up to 5 kg								
G			M bags more than 5 kg								
E			Mails of empty receptacles								
Mixed mail			Mail exempt from terminal dues								
Total dispatch weight		20									

21 3 Identified items

	Number of items subject to terminal dues / surcharge	Number of items exempt from terminal dues	Total number of items
Registered items			
Insured items			
Tracked items			
Small packets			
E format items subject to terminal dues			

22 4 IBRS and miscellaneous information

Presence of COD	23	IBRS	25	IBRS bags	IBRS bundles	Total IBRS items
unregistered items	☐					
registered items	☐	Number				
Number of CN 65 bills	24	Weight				

26 5 Closed transit receptacles included

Total number of receptacles	Total weight	List of pairs "origin office code – destination office code"
27	28	29

 Dispatching office of exchange
Signature

 Office of exchange of destination
Signature

30

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.

Zone	Label	Completion instructions
1	(Barcode)	Optional field, to be completed if technically possible. Barcode representing the S8 dispatch ID (20 characters). The barcode symbology is code 128, the same as that used on S47 receptacle labels.
2	Origin (operator)	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.
3	Destination (operator)	Code and name of the destination operator of the form. The instructions provided for zone 3 also apply here.
4	Previous number	The dispatch year and dispatch number (separated by a space) of the previous dispatch of the same dispatch series. Example: 2 0123. This conditional element is completed only when the number of the current dispatch does not sequentially follow the number of the previous dispatch (current number $\neq$ previous number + 1). This happens in the following cases: - For the first dispatch within a dispatch series for each calendar year: providing the previous number allows the destination to ensure receipt of the last letter bill of the previous year; - For cases of gaps in dispatch serial numbers within a dispatch series (this should occur only in exceptional circumstances and should be avoided as much as possible).
	Dispatch identification	Zones 6 to 11 provide each part of the dispatch ID, in the same order as the S8 dispatch ID. For each zone, the cell will provide two lines of information: - Top line: text with corresponding description. - Bottom line: code. This display facilitates reading, with all codes clearly visible and a textual explanation for each code just above it.
5	Origin OE and IMPC code	Text: 12-character IMPC name of the origin office, from UPU code list 108. Code: 6-character IMPC code of the origin office, from UPU code list 108.
6	Destination OE and IMPC code	Text: 12-character IMPC name of the destination office, from UPU code list 108. Code: 6-character IMPC code of the destination office, from UPU code list 108.

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
7	Category	Text: – Code A: “Priority air”. – Code B: “S.A.L.”. – Code C: “Surface”. – Code D: “Prio surface”. Code: 1-character category code, from UPU code list 115.
8	Sub-class	Text: empty. Code: 2-character mail sub-class code, from UPU code list 117.
9	Year	Text: empty. Code: last digit of the dispatch year.
10	Dispatch No.	Text: empty. Code: 4-digit dispatch serial number, with leading zeros.
11	Date	Dispatch date, represented in format YYYY–MM–DD. This is the date used for postal accounting. This date must be identical to the dispatch accounting date in PREDES v2.1. Origins may elect to use either the dispatch closed date or the date of the first transport departure.
12	Transportation	List of transport segments as they are planned when the dispatch is closed. They are separated by a comma and a space. For each segment, the origin, the transport identification, and the destination are provided. For air transport, this corresponds to the following: – the IATA origin airport code – the IATA airline code, space, 4-digit flight number, with leading zeros – the IATA destination airport code Example: CDG AF 0123 YUL
13	Table 1: Number of receptacles	This table is used to indicate the number of receptacles, with two parts: – Left part: receptacle count by label. – Right part: receptacle count by receptacle type. In this table, numbers are centred in each cell (instead of being right-aligned).
14	Receptacle labels (number of receptacles per label colour)	M bags are counted separately from other receptacles. The cell “Empty receptacles” is the count of receptacles containing returned empty receptacles. The count does not include the number of empty receptacles being returned (this appears in the right part of the table, see 16 below). For example, if the dispatch includes 2 receptacles containing 54 empty receptacles in total, then the number of green label receptacles is 2.
15	Receptacle types (number of receptacles per type)	This part of the table provides detailed information on the number of receptacles per receptacle type. The line “Receptacles to be returned” indicates the number of receptacles that should later be returned empty because they are not disposable and are not part of a receptacle pool.

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
15 (cont.)		The line “Empty receptacles being returned” indicates the number of empty receptacles being returned within the dispatch (this is the number of empty receptacles within a receptacle of sub-class UT or TT – green label). In correlation with the example provided for zone 15, the total number of empty receptacles reported in zone 16 would be 54.
16	Total (number of receptacles)	Total number of receptacles composing the dispatch. This is the sum of all numbers provided in zone 16.
17	Table 2: Transit charges and terminal dues	This table has two parts, detailed below: – Mail subject to terminal dues, totals by format. – Totals for other types of mail.
18	Mail subject to terminal dues, totals by format	(All weights are receptacle gross weights.) Provides the number of receptacles and the total weight of mail subject to terminal dues, by format of contents. If format separation is not performed: – UA and UX dispatches are still considered E format – Otherwise then only the line “Mixed mail” is completed, and the column “Number” provides the total number of receptacles containing some mail subject to terminal dues. If format separation is performed, the line “Mixed mail” is normally left blank, but may be completed in the special case of low-volume lanes.
19	Totals for other types of mail	(All weights are receptacle gross weights.) Provides the number of receptacles and the total weight for the different types of mail listed. For “Mails of empty receptacles”, the number is the number of receptacles containing returned empty receptacles (receptacles with green label), not the number of receptacles being returned (this appears on the right-hand side of table 1). For each line, if the dispatch contains mail corresponding to the type indicated, then the “Number” and “Weight” columns are both completed.
20	Total dispatch weight	This is the total dispatch gross weight, i.e. the sum of all weights appearing in table 2. It is not right-aligned in the cell; instead, it is displayed in the left-hand part, close enough to the corresponding data title to be easily readable. N.B. – If the form is generated by an IT system and this IT system stores receptacle weights with a precision of more than one digit after the decimal, the total dispatch weight to be displayed is the sum of rounded weight, not the rounded sum of weights. In other words, the total dispatch weight must correspond to the sum of the gross weights of the individual receptacle labels comprising the dispatch.
21	Table 3: Identified items	This table provides item counts for the following types of items: registered, insured, tracked and E format items. All numbers are centred in this table, rather than being right-aligned.

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
21 (cont.)		For each type, the following columns are provided: – “Number of items subject to terminal dues/surcharge”: total item count in the dispatch, excluding exempt items (returned items and other special cases). – “Number of items exempt from additional terminal dues”: complement to the previous column. N.B. – In order for the items exempt from additional terminal dues to also be exempt from the weight component of terminal dues, they must be included in exempt bags. – “Total number of items”: the sum of exempt and non-exempt items (previous two columns). In the last line “E format items subject to terminal dues”, only the first column is completed, and in cases where the dispatch is format separated, or the dispatch subclass is UA or UX (so that it is accounted as a flow of goods with item count). When completed, this total is normally the sum of the information in the previous two lines: the number of tracked items plus small packets subject to terminal dues.
22	Table 4: IBRS and miscellaneous information	IMPORTANT: Advices of delivery (CN 07) are treated the same way as IBRS and are therefore included in this table. In other words, totals in table 4 represent IBRS and advices of delivery.
23	Presence of COD	This is a matrix of check boxes. A box is checked when the dispatch contains the mail type corresponding to the cell. The line “registered items” means items with an identifier for tracking purposes: registered, insured and express items. The line “unregistered items” means items that are not identified for tracking purposes: items that are not registered, insured or express. COD stands for cash on delivery.
24	Number of CN 65 bills	Indicates the number of CN 65 bills (bill for à découvert items) attached to the letter bill. There can be several CN 65 bills attached to the letter bill, for registered mail, for unregistered mail and for missent mail. CN 65 bills are usually not sent throughout the year, but only during the statistical month.

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
25	IBRS	All weights are given to three decimal places in this table. All numbers are centred. The column “IBRS bags” provides information on receptacles containing exclusively IBRS items: receptacles with sub-class UI. The column “IBRS bundles” provides information on bundles of IBRS items that are in receptacles other than those containing exclusively IBRS items (reported in the previous column). The column “Total IBRS items” gives the IBRS item count as well as the associated total weight.
26	Table 5: Closed transit receptacles included	This table is used only when receptacles received in closed transit are embedded into receptacles of the Post's own dispatch and therefore become part of this dispatch being reported on the CN 31. This practice is optional. Where this is done, receptacles containing the closed transit bags must not contain normal mail; they are marked as exempt from terminal dues and appear as such in table 2 (Transit charges and terminal dues). See instructions for completing table 5 in zones 28 to 30.
27	Total number of receptacles	Indicates the total number of closed transit receptacles enclosed in their own dispatch.
28	Total weight	The total weight of closed transit receptacles enclosed in their own dispatch.
29	List of pairs “origin office code – destination office code”	Reporting closed transit receptacles presents a challenge: what needs to be reported is a dynamic list, inside a very static form template that needs to fit into a single page. In order to fit it in the available area, the information to be provided is the list of pairs of origin office – destination office, with the IMPC code displayed for both origin and destination. There may be more than one pair displayed per line, with clear separation between the pairs.
30	Dispatching office of exchange. 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 a number of completion options based on the instructions.

Dispatch-ID

LETTER BILL

CN 31



Operators	Origin	DKA - Post Danmark A/S					Previous number	
	Destination	AUA - Australian Postal Corporation						
Origin OE and IMPC code		Destination OE and IMPC code		Category	Sub-class	Year	Dispatch No.	Date
COPENHAGEN DKCPHA		SYDNEY AUSYDA		Priority air A	UN	7	0083	2027-06-24
Transportation CPH SK 0123 SIN, SIN QF 0012 SYD								

1 Number of receptacles

Receptacle labels	Red labels	White/ blue labels	Receptacle types	Bags	Trays	Others	Total
Priority/Non-priority – LC/AO	1	5	Receptacles in mail	3	3		6
M bags			Receptacles to be returned	3			3
Empty receptacles	Green labels		Empty receptacles being returned				

2 Transit charges and terminal dues

Mail subject to terminal dues, totals by format			Totals for other types of mail		
Format	Number	Weight	Type of mail	Number	Weight
P or S	1	7.9	M bags up to 5 kg		
G	2	22.2	M bags more than 5 kg		
E	3	40.0	Mails of empty receptacles		
Mixed mail			Mail exempt from terminal dues		
Total dispatch weight		70.1			

3 Identified items

	Number of items subject to terminal dues / surcharge	Number of items exempt from terminal dues	Total number of items
Registered items	12		12
Insured items			
Tracked items	8		8
Small packets	23		23
E format items subject to terminal dues	31		

4 IBRS and miscellaneous information

Presence of COD	IBRS	IBRS bags	IBRS bundles	Total IBRS items
unregistered items ☐				
registered items ☐	Number			
Number of CN 65 bills	Weight			

5 Closed transit receptacles included

Total number of receptacles	Total weight	List of pairs "origin office code – destination office code"

 Dispatching office of exchange
Signature

 Office of exchange of destination
Signature

PO#12345