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CN 56 – Recapitulative statement of mails

Completion instructions

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	UPU form template valid from:	2017-01-01

1 General rules

A CN 56 recapitulative statement of mails is generated quarterly as part of the international mail terminal dues process. A CN 56 is accompanied by one or several CN 55 statement(s) of mails.

The form is designed to cover different scenarios, in particular mail separated by format and mail not separated by format (previously, the CN 55bis was used when mail was separated by format; otherwise, the CN 55 was used). Several columns are dedicated to mail separated by format. These columns are simply left empty when mail is not separated by format.

Some information in the form is related to sampling, with two "total" lines at the bottom, one for "sampled flows" and one for "non-sampled flows". When mail sampling is performed, both lines may be used. If mail sampling is not performed, then only the top line is completed.

1.1 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 (.).
- 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.

1.2 Handling of multiple pages

If one page is not enough to display the list of dispatches, the following process should be followed:

- If the form is generated manually or semi-manually (with a spreadsheet, for instance), the number 1 is written in zone 25 (page number – see the template with zone on the next page). Then, another sheet of the same template is used, the number 2 is written in zone 25 (page number), 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 26 (total number of pages). Totals are entered only on the last page and cover the contents of all pages.
- 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.

2 Template with zones

The figure below shows the CN 56 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	Form prepared by	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.
2	Date	Date the form was generated, in format YYYY-MM-DD.
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 CN 56 is usually generated by the postal operator receiving the mail, so the contents of this zone are usually the same as zone 1.
5	Mail category	The mail category one-letter code from UPU code list 115.
6	Year and quarter	The format used is YYYY Q-X, where X is the quarter number. Example: 2016 Q-2
	Table: Summary of CN 55 statements	This is the main part of the form. In the table, each line is taken from the CN 55. A section detailing the logic for completing the table follows these zone completion instructions.
7	Origin office	The 6-character IMPC code from UPU code list 108.
8	Destination office	The 6-character IMPC code from UPU code list 108.
9	Subclass	The 2-character mail subclass code from UPU code list 117.
	Weight – mail subject to terminal dues	N.B. – The full list of content formats is provided in UPU code list 120.
10	P or S format	Weight of P or S format mail, from the CN 55 subclass total line.
11	G format	Weight of G format mail, from the CN 55 subclass total line.
12	E format	Weight of E format mail, from the CN 55 subclass total line.
13	Mixed/X format	Weight of mixed/X format mail, from the CN 55 subclass total line.
	M bags	
14	Number of bags up to 5 kg	Number of M bags with a weight of up to 5 kg, from the CN 55 subclass total line.
15	Weight of bags over 5 kg	Weight of M bags with a weight above 5 kg, from the CN 55 subclass total line.
16	Weight for terminal dues	Calculation from the previous two columns: Weight for terminal dues = Number of bags up to 5 kg x 5 + weight of bags over 5 kg (zone 16 = zone 14 x 5 + zone 15)
17	Number of registered items	Number from the CN 55 subclass total line.
18	Number of insured items	Number from the CN 55 subclass total line.

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
19	Number of tracked items	Number from the CN 55 subclass total line.
20	Totals M bags	For the three columns corresponding to M bags (zones 14 to 16), the totals are not dependent on sampled/non-sampled flows. Therefore, the lines displaying the totals (zones 20 and 21) are merged. In these columns, a simple addition of all lines of the form is displayed.
21	Totals Sampled flows	On this line, totals are displayed for the lines above where the mail subclass is not UR or UX (these mail subclasses correspond to non-sampled mail flows). N.B. – The calculation rule described here applies even if no sampling is performed.
22	Totals Non-sampled flows	On this line, totals are displayed for the lines above where the mail subclass is UR or UX. If mail is separated by format, the weight of UR and UX dispatches is considered format E. N.B. – If mail subclasses UR and UX are not used, the line to indicate the total for non-sampled flows is left empty.
23	Grand total	For the last three columns, a grand total is calculated, representing the sum of the two previous lines: the total for sampled flows + the total for non-sampled flows.
24	Designated operator preparing the form 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.
25	Page	The current page of the generated form, starting with 1 for the first page. It is permitted to leave this empty if the form has only one page. N.B. – It is advisable to choose a font and size that will display up to two digits correctly.
26	Page /	The total number of pages of the generated form. It is permitted to leave this empty if the form has only one page. N.B. – It is advisable to choose a font and size that will display up to two digits correctly.

Logic for listing the contents of the CN 55 in the "Summary of CN 55 statements" table

In this table, there may be several lines taken from a single CN 55. In fact, there is one line in the CN 56 per total line from the CN 55: in the CN 55, there is total line per mail subclass for the quarter and between the two office codes.

Each of the CN 55 total lines is reported in the CN 56.

In the CN 56, the CN 55 information is listed in alphabetic order by:

- Origin office code
- Destination office code
- Mail subclass code

If there is more than one line per pair of origin and destination offices, the origin office and destination office codes are not repeated; they are displayed only on the first line.

4 Sample completed form

A form completed with fictitious data is provided below to illustrate a number of 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 ink.

Origin operator AUA – Australian Postal Corporation	Destination operator GRA – HELLENIC POST (ELTA)	Mail category A	Year and quarter 2018 Q-1
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Summary of CN 55 statements

Origin office	Destination office	Subclass	Weight – mail subject to terminal dues				M bags			Number of registered items	Number of insured items	Number of Tracked items
			P or S format	G format	E format	Mixed/ X format	Number of bags up to 5 kg	Weight of bags over 5 kg	Weight for terminal dues			
AUADLA	GRATHA	UN	177.1		11.1			5.0	5.0	35	1	
		UR			9.8					78	14	
AUMELA	GRATHA	UN	256.7	22.2	35.9		2	22.0	32.0	159	30	
		UM					1	8.5	13.5			
		UR			25.8					195	21	
AUSYDA	GRATHA	UN	330.0	171.8	88.3		3	14.6	29.6	108	56	
		UR			11.1					42		
Totals												
Sampled flows			763.8	194.0	135.3					302	87	
Non-sampled flows					46.7		6	50.1	80.1	315	35	
Grand total										617	122	

Designated operator preparing the form
Signature

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

PO#12345