

CN 71 – QUARTERLY ACCOUNT Flows with item count received

Completion instructions

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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. FLOWS WITH ITEM COUNT RECEIVED

CN 71

Date:

2

Origin operator	Destination operator	Year and quarter
3	4	5

Flows with item count - information from CN 56 recapitulative statements

Mail category	S (P/G) format (UR)		E format (including UA, UX)		Registered items	Insured items	Observations
	Weight	Number of items	Weight	Number of items			
A - air mail	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	F
Total amount (SDR)	Terminal dues (A+B+C+D)				Additional payment (E+F)		Total to be paid
	17				18		19

¹ Rates for cells A to D are terminal dues rates. Rates for cells E and F concern additional payments.Designated operator preparing the form
Signature

20

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

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.

Zone	Label	Completion instructions
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: Flows with item count –_information from CN 56 recapitulative statements		
6	Mail category	One row is provided for each mail category.
	Section S (P/G) format (UR)	This section is used to report the weight and number of items in UR dispatches. Rows for categories B and C are generally left blank, as registered and insured items are normally priority items only.
7	Weight	Total weight of UR dispatches for the quarter. Comes from CN 56: total line for “Flows with item count”, column “P or S format”.
8	Number of items	Total number of items in UR dispatches for the quarter. Comes from CN 56: total line “Flows with item count”, sum of column “Number of registered items” and column “Number of insured items”.
	Section E format (including UA, UX)	
9	Weight	Comes from CN 56, total line “Flows with item count”, column “E format”.
10	Number of items	Comes from CN 56, total line “Flows with item count”, column “Number of E format items”.
11	Registered items	Comes from CN 56, sum of both total lines (“Flows without item count” and “Flows with item count”), column “Number of registered items”.
12	Insured items	Comes from CN 56, sum of both total lines (“Flows without item count” and “Flows with item count”), column “Number of insured items”.
13	Observations	Any other observations for the mail category (free text).

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
14	Total	For each column, the sum of the values for all mail categories.
15	Rate	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. The rate for each column is as follows: – Weight S format: the terminal dues rate per kg for S/P format; – Number of items S format: the terminal dues rate per item for S/P format; – Weight E format: the terminal dues rate per kg for E format; – Number of items E format: the terminal dues rate per item for E format; – Registered: the additional rate per item for registered items, as indicated in the Convention; – Insured: the additional rate per item for insured items, as indicated in the Convention;
16	Amount (SDR)	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 payment (E+F)	Additional amount, corresponding to the sum of the values in cells E and F 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:
GRA – HELLENIC POST (ELTA)
Date:
2027-05-21

QUARTERLY ACCOUNT. FLOWS WITH ITEM COUNT RECEIVED

CN 71

Origin operator	Destination operator	Year and quarter
AUA – Australian Postal Corporation	GRA – HELLENIC POST (ELTA)	2027 Q-1

Flows with item count - information from CN 56 recapitulative statements

Mail category	S (P/G) format (UR)		E format (including UA, UX)		Registered items	Insured items	Observations
	Weight	Number of items	Weight	Number of items			
A - airmail	16.9	79	153.5	212	177	10	
B - S.A.L.							
C - surface							
D - prio surface							
Total	16.9	79	153.5	212	177	10	
Rate ¹	2.345	0.150	1.300	1.600	2.500	2.800	
Amount (SDR)	A 40	B 12	C 200	D 339	E 443	F 28	
Total amount (SDR)	Terminal dues (A+B+C+D) 591				Additional payment (E+F) 471		Total to be paid 1 062

¹ Rates for cells A to D are terminal dues rates. Rates for cells E and F concern additional payments.

Designated operator preparing the form
Signature

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