UNIVERSAL POSTAL UNION

CN 32 – Letter bill

Bulk mail

Completion instructions

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1 General rules

A CN 32 letter bill is generated for each dispatch of bulk mail (mail sub-class UB), instead of a CN 31, 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 32 template, with numbered tags showing each zone to be completed and for which completion instructions are provided.

Dispatch-ID 1

LETTER BILL
Bulk mail

CN 32

2 ☐ CN 44 trial note attached

Operators			Previous number
	Origin	3	
	Destination	4	5

Origin OE and IMPC code	Destination OE and IMPC code	Category	Sub-class	Year	Dispatch No.	Date
6	7	8	9	10	11	12

Transportation 13

14 1 Receptacle labels and types

Receptacle labels			Receptacle types 17	Bags	Trays	Others	Total
Number of labels 15	Red	Violet	Receptacles in mail				18
Total weight 16			Receptacles to be returned				
			Empty receptacles being returned				

19 2 Number of items and weight per format

Format	Number of receptacles 20	Weight 21	Number of items 22
P or S			
G			
E			
Mixed mail			

23 3 Identified items

	Number of receptacles containing	Number of inner packets containing	Number of special lists	Number of items subject to additional terminal dues	Number of items exempt from additional terminal dues	Total number of items
Registered items						
Insured items						
Tracked items			—			

24 4 Miscellaneous information

Number of CN 65 bills 25	Presence of COD: 26 unregistered items ☐	registered items ☐

Dispatching office of exchange
Signature

27

Office of exchange of destination
Signature

Size 210 x 297 mm

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*
	Header section	All cells of the form header are the same as for the CN 31 and are completed similarly to the CN 31, the instructions for which are repeated below.
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	CN 44 trial note attached	The box is checked with a cross when a CN 44 trial note is attached to the letter bill.
3	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.
4	Destination (operator)	Code and name of the destination operator of the form. The instructions provided for zone 3 also apply here.
5	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 ≠ 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.
6	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.
7	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.

Zone	*Label*	*Completion instructions*
8	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.
9	Sub-class	Text: empty. Code: 2-character mail sub-class code, from UPU code list 117.
10	Year	Text: empty. Code: last digit of the dispatch year.
11	Dispatch No.	Text: empty. Code: 4-digit dispatch serial number, with leading zeros.
12	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.
13	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
14	Table 1: Receptacle labels and types	This table is used to indicate the number and weight of receptacles. In this table, numbers are centred in each cell (instead of being right-aligned).
15	Number of labels	The number of labels, separated into red and violet labels: a receptacle of bulk mail has a violet label if it contains only ordinary bulk items and does not contain the dispatch bill.
16	Total weight	The total dispatch weight. It must match the sum of weights reported in the "Weight" column in table 2.
17	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. The line "Empty receptacles being returned" must be left empty.
18	Total (number of receptacles)	Total number of receptacles composing the dispatch. This is the sum of all numbers provided in zone 17.

Zone	*Label*	*Completion instructions*
19	Table 2: Number of items and weight per format	This table is used to indicate the number of receptacles, weight and number of items. It is used when mail is separated by format. When there is no format separation, all information is reported in the last line only: "Mixed mail". When there is format separation, information is reported in the lines "P or S", "G" and "E", corresponding to the three formats P (small), G (large) and E (bulky).
20	Number of receptacles	Each line indicates the total number of receptacles corresponding to the format.
21	Weight	Each line indicates the total weight corresponding to the format. It is the sum of the receptacle weight for all receptacles of the format.
22	Number of items	Each line indicates the total number of items corresponding to the format. It is the sum of the items for all receptacles of the format.
23	Table 3: Identified items	This table is similar to table 3 of the CN 31, for which the instructions are repeated below. This table provides item and receptacle counts for three types of items: registered, insured and express. All numbers are centred in this table, rather than being right-aligned. For each type, the following columns are provided: – "Number of receptacles containing": a receptacle is counted only when the items being counted are directly in the receptacle, as opposed to being in an inner packet inside the receptacle. – "Number of inner packets containing": count of inner packets (also called inner bags) containing registered/insured/express items. – "Number of special lists": for registered items, this is the number of CN 33 forms provided in the dispatch; for insured items, it is the number of CN 16 forms. This column does not apply to express items. With the newest CN 16 and CN 33 form templates, each form may have multiple pages. A multi-page form is counted as one form. – "Number of items subject to additional terminal dues": 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).
24	Table 4: Miscellaneous information	This table is similar to a subset of table 4 of the CN 31, with the relevant information repeated below (for zones 25 and 26).
25	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.

Zone	*Label*	*Completion instructions*
26	Presence of COD	COD stands for Cash on Delivery. "Unregistered items" means items that are not identified for tracking purposes: items that are not registered, insured or express. "Registered items" means items with an identifier for tracking purposes: registered, insured and express items.
27	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

Two forms completed with fictitious data are provided below to illustrate different completion options based on the instructions:

– CN 32 without format separation;

– CN 32 with format separation.

N.B. – In these samples, 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.

CN 32 without format separation

Dispatch-ID

LETTER BILL
Bulk mail

CN 32

☐ CN 44 trial note attached

Operators			Previous number
	Origin	GBA – Royal Mail Great Britain	
	Destination	INA – Department of Posts (India)	5 0043

Origin OE and IMPC code	Destination OE and IMPC code	Category	Sub-class	Year	Dispatch No.	Date
LANGLEY 2 GBLALB	DELHI IMC INDELA	Priority air A	UB	8	0001	2018-04-12

Transportation: LHR BA 0033 DEL

1 Receptacle labels and types

Receptacle labels			Receptacle types	Bags	Trays	Others	Total
Number of labels	Red 1	Violet 4	Receptacles in mail	5			5
Total weight	450.0		Receptacles to be returned				
			Empty receptacles being returned				

2 Number of items and weight per format

Format	Number of receptacles	Weight	Number of items
P or S			
G			
E			
Mixed mail	5	450.0	2 042

3 Identified items

	Number of recep-tacles containing	Number of inner packets containing	Number of special lists	Number of items subject to additional terminal dues	Number of items exempt from additional terminal dues	Total number of items
Registered items						
Insured items						
Tracked items			—			

4 Miscellaneous information

Number of CN 65 bills	Presence of COD:	unregistered items ☐	registered items ☐

Dispatching office of exchange
Signature

PO#12345

Office of exchange of destination
Signature

Size 210 x 297 mm

CN 32 with format separation

Dispatch-ID

LETTER BILL
Bulk mail

CN 32

☐ CN 44 trial note attached

Operators			Previous number
	Origin	GBA – Royal Mail Great Britain	
	Destination	ITA – Poste Italiane	

Origin OE and IMPC code	Destination OE and IMPC code	Category	Sub-class	Year	Dispatch No.	Date
LANGLEY 2 GBLALB	DELHI IMC INDELA	Priority air A	UB	8	0012	2018-05-31

Transportation: LHR BA 0033 DEL

1 Receptacle labels and types

Receptacle labels			Receptacle types	Bags	Trays	Others	Total
Number of labels	Red 1	Violet 5	Receptacles in mail		6		6
Total weight	132.5		Receptacles to be returned				
			Empty receptacles being returned				

2 Number of items and weight per format

Format	Number of receptacles	Weight	Number of items
P or S			
G	6	132.5	620
E			
Mixed mail			

3 Identified items

	Number of receptacles containing	Number of inner packets containing	Number of special lists	Number of items subject to additional terminal dues	Number of items exempt from additional terminal dues	Total number of items
Registered items						
Insured items						
Tracked items			—			

4 Miscellaneous information

Number of CN 65 bills	Presence of COD:	unregistered items ☐	registered items ☐

Dispatching office of exchange
Signature

PO#12345

Office of exchange of destination
Signature

Size 210 x 297 mm