CP 81 – TABLE. Surface parcels

Completion instructions

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Date:	2016–01–26
UPU form template valid from:	2014–01–01

1 Form overview

The CP 81 is not an operational form, but rather, a reference table. Each postal operator completes the table and sends it to its partners to indicate the conditions under which it accepts parcels in open transit for countries for which it can act as intermediary. The CP 81 shows how much the operator preparing the form charges for this transit service and how the parcels are forwarded.

On the basis of the CP 81 information received from its partners, each operator chooses which transit operators to use for parcels sent in open transit for each final destination.

The CP 81 covers surface parcels (mail category C) and S.A.L. parcels (mail category B).

The information in the CP 81 is used in the CP 87 (parcel bill) calculations. The origin Post needs CP 81 information from the transit Post in order to complete the CP 87 properly: parcels sent à découvert (in open transit) are listed individually in the CP 87, and the transit charges to be paid to the transit Post are displayed in column 6. Please refer to the CP 87 form completion instruction document for more details.

2 General rules

2.1 Validity and updates

As inward land rates due to the destination designated operator (DO) are updated twice a year (1 January and 1 July), the CP 81 is normally updated with the same frequency and on the same dates. In some cases it may be necessary to update the CP 81 between these dates, typically when transport options to a destination change and affect the transit fees.

UPU Regulations indicate that the CP 81 must be sent directly to partners at least one month before its application. CP 81 updates entering into force on 1 January and 1 July must be provided by the end of November (for 1 January) and the end of May (for 1 July).

However, there are situations in which operator A, providing transit to final country B, may rely on transit services from the operator in country C. In such a case, the CP 81 prepared by operator A must reflect the rates coming from the CP 81 of country C. Therefore, the final CP 81 prepared by operator A cannot be finalized before the final CP 81 prepared by country C has been received. The normal practice is to use the rates from the previous period for country C in the initial CP 81 and then, if necessary, adjust the CP 81 and generate an update after the CP 81 from country C has been received.

2.2 Cover page

Although this is not mentioned in the Regulations and the template, many operators include a cover page with the CP 81. It is, in fact, recommended that a cover page be provided with the following information:

– Name of the DO;

– Date of entry into force of the CP 81;

– Document version and/or document date (to avoid confusion in case the form needs to be updated and redistributed for the same date of entry into force);

– One or more contacts (name, e-mail address, telephone number) so that partners can easily report any issues relating to the CP 81.

The following information is also often included on the cover page, although this is not considered mandatory since it is available from other sources:

– Inward land rates per parcel and kilogramme;

– Maximum weight;

– Maximum insured value.

It is recommended that the cover page include any additional information or comments that may clarify or facilitate dealing with the data.

The CP 81 template exists in English and French and provides text information. This information must be provided in the same language as the template used, i.e. English or French.

2.3 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.).

– 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).

– 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.

In the CP 81, all rates are in SDR and are displayed to three decimal places.

Some operators distribute their CP 81 forms electronically, as a spreadsheet document. In such a case, some of the above rules may not be followed. Typically, the decimal and thousand separators appearing in a spreadsheet document may depend on the local computer settings.

As CP 81 information can span several pages, the following paging rules apply:

– The page number must appear on each page.

– It is recommended that the total number of pages be displayed on each page.

– It is recommended that table rows not be allowed to break across pages. In other words, information for a given destination country should be displayed in full on a single page.

In cases where the CP 81 is distributed electronically as a spreadsheet document, these pagination rules do not apply.

3 Template with zones

The figure below shows the CP 81 template, with numbered tags showing each zone to be completed and for which completion instructions are provided.

Designated operator 1

TABLE
Surface parcels

CP 81

Countries for which the above-mentioned designated operator accepts postal parcels in transit on the conditions given below

Serial No.	Country of destination	Routes	Rates to be allocated to the designated operator of		Breakdown of the amounts in columns 3 and 4		Countries and sea services to which they are due	Limit of insured value	Number of customs declara-tions	Observations
			Rate per parcel	Rate per kg	Rate per parcel	Rate per kg				
	1	2	3	4	5	6	7	8	9	10
2	3	4	SDR 5	SDR 6	SDR	SDR 7	8	SDR 9	10	11

Parcels, Doha 2012, art RC 166.5 – Size 297 x 210 mm

4 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	Designated 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 (see UPU code list 206). The code and name are separated by space hyphen space.
2	Serial number	Optional usage: serial number of countries listed, starting with 1 for the first, 2 for the second, etc.
3	Country of destination (col. 1)	Code and name of the final destination country to which transit service is provided by the operator preparing the form. The code is the ISO 2-character country code. The name is the ISO name, in English or French (depending on whether the template used is in English or French). **Important:** Partners must be entered in the list in alphabetical order by their country code, not their name. It is recommended that the contents of this column be displayed in bold. A horizontal line is used as a separator between destinations.
4	Routes (col. 2)	If the mail is sent directly to the final destination, then "direct" is displayed in this column. Otherwise, the mail is sent in open transit (à découvert) to an intermediate country, which is displayed here following the same display rules as for zone 3 above. In some cases, several intermediate countries may be involved before the final destination is reached. However, these are not shown here – only the next transit country is displayed.
5	Rate per parcel (col. 3)	The total transit rate per parcel in SDR, displayed to three decimal places. Details on the composition of this rate are provided in column 5 (see zone 7 below). It is recommended that the contents of this column be displayed in bold.
6	Rate per kg (col. 4)	The total transit rate per kilogramme, in SDR, displayed to three decimal places. Details on the composition of this rate are provided in column 6 (see zone 7 below). It is recommended that the contents of this column be displayed in bold.
7	Breakdown of the amounts in columns 3 and 4 (col. 5 and col. 6)	Several rates may be provided here, with one set of rates per line. Column 7 shows the details of each line. Col. 3 = total of col. 5 for all rows corresponding to this country of destination. Col. 4 = total of col. 6 for all rows corresponding to this country of destination. Three lines are normally provided for: – own transit rates; – fees for surface/S.A.L. services to the destination or next transit country (S.A.L. is used when surface transport is not available); – fees in the destination country, or transit fees of the next transit country: in the latter case, the fees are displayed as the total fees arising from the CP 81 of this transit country.

Zone	*Label*	*Completion instructions*
7 (cont.)		If it is felt necessary, additional details on the composition of the Post's own transit rates may be provided on the cover page, as illustrated in the example at the end of this document. If the recipient of a CP 81 requires further details on the rates provided by the next transit country, it may consult the CP 81 of the DO in that country. It is recommended that no line separator be used between the lines of the breakdown.
8	Countries and sea services to which they are due (col. 7)	For each line of the breakdown (see zone 7 for columns 5 and 6), column 7 indicates the country or service involved. The following rules apply to the display of information: – Each description must fit on one line only, so it may have to be abbreviated. – For countries, the ISO 2-character code appears first, followed by a hyphen and the country name (see zone 3). – For fees corresponding to sea service, "sea" is displayed. – For fees corresponding to other surface transport, "surface transport" is displayed. – For fees corresponding to air service, "S.A.L." is displayed.
9	Limit of insured value (col. 8)	The maximum insured value accepted for parcels handled in transit to a final destination. This maximum value is normally that of the destination country, but it may be set to a lower value in case the Post completing the CP 81 does not accept parcels in transit with an insured value above a certain threshold. If insured parcels are not accepted for a destination, a horizontal bar (–) is entered in the column.
10	Number of customs declarations (col. 9)	Number of paper customs declarations that need to be provided for items going to this final destination country. This number is normally a combination of the number of declarations requested by the final destination plus potential additional requirements by the transit Post preparing the CP 81.
11	Observations (col. 10)	Any additional information can be provided here. In the official template, this column is very narrow, so it cannot contain too much text. The template may need to be adjusted to enlarge this column if a large amount of information is being entered. However, it is recommended that this column be left empty for most records and that it be used for special cases only.

5 Sample completed form

A form completed with fictitious data is provided below to illustrate a number of completion options based on the instructions.

A proposed cover page is provided first, following the recommendations in point 2.2 of the completion instructions, although there is no official template for a cover page.

Only one CP 81 page is provided; the data provided shows that it is an extract, and more pages would be required to cover all destinations.

CP 81 table (surface parcels)

GBA – Royal Mail Great Britain

Contacts:

Person	E-mail	Phone
John Smith	john.smith@test.data	+44 123 456 7890
Jane Smith	jane.smith@test.data	+44 111 222 3333

Document information:

CP 81 effective from: **2015-07-01**

Document version: 1

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Notes:

The breakdown for own transit charges is the following:

Description	Rate per parcel	Rate per kg
Land transit charge		0.100
Surface handling charge		0.195
A découvert charge	0.800	
TOTAL	**0.800**	**0.295**

Designated operator

GBA – Royal Mail Great Britain

TABLE
Surface parcels

CP 81

Countries for which the above-mentioned designated operator accepts postal parcels in transit on the conditions given below

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			Rate per parcel	Rate per kg	Rate per parcel	Rate per kg				
	1	2	3	4	5	6	7	8	9	10
			SDR	SDR	SDR	SDR		SDR		
	AU – Australia	direct	**5.980**	**1.381**	0.800	0.295	GB-Great Britain	2 500	1	
						0.336	sea			
					5.180	0.750	AU-Australia			
	AZ – Azerbaijan	RU – Russian federation	**5.980**	**1.249**	0.800	0.295	GB-Great Britain	2 000	3	
						0.336	sea			
					5.180	0.750	RU-Russian federation			
	BS – Bahamas	direct	**4.050**	**4.689**	0.800	0.295	GB-Great Britain	414	3	
						4.074	S.A.L.			
					3.250	0.320	BS-Bahamas			
	BH – Bahrain	direct	**5.320**	**1.067**	0.800	0.295	GB-Great Britain	-	2	
						0.252	sea			
					4.520	0.520	BH-Bahrain			
	BD – Bangladesh	direct	**4.380**	**5.711**	0.800	0.295	GB-Great Britain	-	2	
						4.656	S.A.L.			
					3.580	0.760	BD-Bangladesh			