CP 82 – TABLE. Air parcels

Completion instructions

Document version:	1.00
Date:	2016–01–26
UPU form template valid from:	2014–01–01

1 Form overview

The CP 82 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 air parcels in open transit for countries for which it can act as intermediary. The CP 82 shows how much the operator preparing the form charges for this transit service and how the parcels are forwarded. Information from the CP 82 table is also used in the case of returned parcels.

On the basis of the CP 82 information received from its partners, each operator chooses which transit operators to use for air parcels sent in open transit for each final destination.

The CP 82 covers air parcels: mail categories A (airmail) and D (priority by surface). The transit service may involve surface transport in cases where there is no air transport to the final destination.

The information in the CP 82 is used in the CP 87 (parcel bill) calculations. The origin Post needs CP 82 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 columns 6 and 8. 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 82 is normally updated with the same frequency and on the same dates. In some cases it may be necessary to update the CP 82 between these dates, typically when transport options to a destination change and affect the transit fees.

UPU Regulations indicate that the CP 82 must be sent directly to partners at least one month before its application. CP 82 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 82 prepared by operator A must reflect the rates coming from the CP 82 of country C. Therefore, the final CP 82 prepared by operator A cannot be finalized before the final CP 82 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 82 and then, if necessary, adjust the CP 82 and generate an update after the CP 82 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 82. 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 82;

– 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 82.

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

The CP 82 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 82, all rates are in SDR and are displayed to three decimal places.

Some operators distribute their CP 82 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 82 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.

In cases where the CP 82 is distributed electronically as a spreadsheet document, these pagination rules do not apply.

3 Template with zones

The figure below shows the CP 82 template, with numbered tags showing each zone to be completed and for which completion instructions are provided.

Designated operator

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TABLE
Air parcels

CP 82

Date 2

Reference 3

Note

The above-mentioned designated operator accepts, on the terms shown below, air parcels addressed to its own territory and in transit to countries for which it is in a position to serve as an intermediary

1 Conditions for the internal service

			Inward rates payable to the designated operator of destination	
A. Does the designated operator preparing this table undertake to reforward air parcels by air in the interior of its country, on all or part of the journey? 4	☐ Yes ☐ No If so, to which places? (in alphabetical order) 5		per parcel, SDR 7	per gross kg, SDR 8
B. Can air parcels addressed elsewhere be sent to these places at the request of the sender? 6	☐ Yes	☐ No		

2 Services to other countries

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Col 3 The dues shown in this column cover the inward rates with which the designated operator of destination is to be credited.

Col 4 The single rate per parcel payable to the intermediate designated operator for air parcels in transit à découvert must be entered in column 4a. When transit land rates,and/or sea rates are to be allocated, if land or sea transit is used, the total must be shown with an appropriate note, in columns 4a and 4b, the rate per parcel (column 4a) being increased by the above-mentioned single rate.

Col 5 The total inward and transit rates to be allocated to the intermediate designated operator for receipt and transit shall be shown in this column.

Country of destination	Routes Air sectors used	Rates payable to the designated operator of						Air conveyance dues by weight payable to the designated operator of	Observations (including limit of insured value in SDR)
		Inward rates		Transit rates		Total columns			
		per parcel	per gross kg	per parcel	per gross kg	5a = 3a + 4a per parcel	5b = 3b + 4b per gross kg	as far as the country of destination	
1	2	3		4		5		6	7
		a	b	a	b	a	b		
10	11	SDR 12	SDR	SDR 13	SDR	SDR 14	SDR	SDR 15	16

Country of destination	Routes Air sectors used	Rates payable to the designated operator of						Air conveyance dues by weight payable to the designated operator of	Observations (including limit of insured value in SDR)
		Inward rates		Transit rates		Total columns		as far as the country of destination	
		per parcel	per gross kg	per parcel	per gross kg	5a = 3a + 4a per parcel	5b = 3b + 4b per gross kg		
1	2	3		4		5		6	7
		a	b	a	b	a	b		
		SDR	SDR	SDR	SDR	SDR	SDR	SDR	

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	Date	The date of entry into force of the table.
3	Reference	Additional reference information. It is recommended that the document date (the date the document was finalized) be indicated here as well as the version, as the table may need to be amended and a new version published without changing the date of entry into force.
4	Does the designated operator preparing this table undertake to reforward air parcels by air in the interior of its country, on all or part of the journey? Yes/No	One of the two boxes is checked with a cross. This is for information only.
5	If so, to which places? (in alpha-betical order)	List of places (names) within the DO's own country to which air parcels are reforwarded by air.
6	Can air parcels addressed elsewhere be sent to these places at the request of the sender? Yes/No	This is for information only.
7	Inward rates payable to the designated operator of destination per parcel, SDR	This information corresponds to the Post's own rates published in a UPU circular, for the period in which the CP 82 is issued.
8	Inward rates payable to the designated operator of destination per gross kg, SDR	Goes with zone 7.
9	Services to other countries (table)	In the table, destination countries are ordered by country code. A horizontal line is used as a separator between each country.
10	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.

Zone	*Label*	*Completion instructions*
11	Routes Air sectors used (col. 2)	*First line* If the mail is sent directly to the final destination (not à découvert), 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 10 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. *Other lines* If the mail is sent directly to its final destination, then no further transport details are provided. If the mail is sent to a transit point, then two lines are displayed to summarize transport to this transit point and beyond. The display is identical for both lines: <*origin country code*> – <*destination country code*> (<total *air conveyances by weight between these two countries*>). The country codes used are the 2-character ISO country codes. Conveyances are displayed to three decimal places.
12	Inward rates (col. 3)	The rates shown in this column are the inward rates of the final destination. They can be taken from zones 7 and 8 of the CP 82 of destination, or from the UPU circular with rates valid for the period corresponding to the CP 82. The total inward rate per parcel, in SDR, is displayed to three decimal places. The total inward rate per kilogramme, in SDR, is displayed to three decimal places.
13	Transit rates (col. 4)	The following description is provided in the introduction to the table for this column: The single rate per parcel payable to the intermediate DO for air parcels in transit à découvert must be entered in column 4a. When transit land rates and/or sea rates are to be allocated, if land or sea transit is used, the total must be shown with an appropriate note in columns 4a and 4b, the rate per parcel (column 4a) being increased by the above-mentioned single rate. The transit rates must cover the Post's own transit costs, as well as the transit costs of the next intermediate service, if any. If the route is not direct, then the transit rate includes the transit rate taken from the CP 82 of the next intermediary.
14	Total columns (col. 5)	The total inward and transit rates to be allocated to the intermediate DO for receipt and transit will be shown in this column. col. 5a = col. 3a + col. 4a col. 5b = col. 3b + col. 4b It is recommended that the contents of this column be displayed in bold.

Zone	*Label*	*Completion instructions*
15	Air conveyance dues by weight payable to the designated operator of [DO preparing the form], as far as the country of destination (col. 6)	The rate is per half-kilogramme and corresponds to the transport costs to reach the country of destination. The half-kilogramme rate applies to any weight between 0 and 0.5 kg. For a weight above 0.5 kg and below or equal to 1 kg, the half-kilogramme rate is applied twice, etc. Example: For a 1.2 kg parcel, 3 x the half-kilogramme rate applies. If the route is not direct, the dues include transport costs to the next intermediate service plus the dues published by that intermediate Post in its CP 82 to reach the final destination country.
16	Observations (including limit of insured value in SDR) (col. 7)	The CP 81 template provides a column to report the maximum insured value accepted. The CP 82 template is slightly different: its instructions are to provide the information as part of the observations. The information provided starts with "V=", followed by the maximum insured value accepted, in SDR. In order to save space in the column, it is not necessary to display the currency "SDR". Any additional information can be provided here, such as any additional transport information.

5 Sample completed form

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

Only the first CP 82 page is provided; the data provided shows that it is an extract, and more pages would be required to cover all destinations.

Designated operator

TRA – Direction générale des PTT, Turquie

TABLE
Air parcels

CP 82

Date
2015-07-01

Reference
Table version 1 (document date: 2015-05-22)

Note
The above-mentioned designated operator accepts, on the terms shown below, air parcels addressed to its own territory and in transit to countries for which it is in a position to serve as an intermediary

1 Conditions for the internal service

			Inward rates payable to the designated operator of destination	
			per parcel, SDR	per gross kg, SDR
A. Does the designated operator preparing this table undertake to reforward air parcels by air in the interior of its country, on all or part of the journey?	[X] Yes If so, to which places? (in alphabetical order)	[ ] No		
B. Can air parcels addressed elsewhere be sent to these places at the request of the sender?	[X] Yes	[ ] No	**6.37**	**0.92**

2 Services to other countries

Col 3 The dues shown in this column cover the inward rates with which the designated operator of destination is to be credited.
Col 4 The single rate per parcel payable to the intermediate designated operator for air parcels in transit à découvert must be entered in column 4a. When transit land rates,and/or sea rates are to be allocated, if land or sea transit is used, the total must be shown with an appropriate note, in columns 4a and 4b, the rate per parcel (column 4a) being increased by the above-mentioned single rate.
Col 5 The total inward and transit rates to be allocated to the intermediate designated operator for receipt and transit shall be shown in this column.

Country of destination	Routes Air sectors used	Rates payable to the designated operator of **TR**						Air conveyance dues by weight payable to the designated operator of	Observations (including limit of insured value in SDR)
		Inward rates		Transit rates		Total columns 5a = 3a + 4a	5b = 3b + 4b	as far as the country of destination	
		per parcel	per gross kg	per parcel	per gross kg	per parcel	per gross kg		
1	2	3 a	3 b	4 a	4 b	5 a	5 b	6	7
		SDR	SDR	SDR	SDR	SDR	SDR	SDR	
AE – United Arab Emirates	direct	3.800	0.380	0.800		**4.600**	**0.380**	0.900	V=653
AF – Afghanistan	direct	7.690	1.840	0.800		**8.490**	**1.840**	1.800	V=0
AM – Armenia	DE (Germany) TR – DE (0.550) DE – AM (0.640)	6.410	0.410	4.060		**10.470**	**0.410**	1.190	V=0
AR – Argentina	direct	6.510	1.020	0.800		**7.310**	**1.020**	3.640	V=653
AT – Austria	direct	3.100	0.380	0.800		**3.900**	**0.380**	0.900	V=653