



---

**Labelling and Pre-Advice Manual**  
Guidelines for proper barcodes, parcel  
labelling and pre-advice data.

October 2024

**Version 6.0**



## Changelog

Version	Date	Author	Change
1.0	02.06.2008	Martin Brückler	First valid version
1.1	23.07.2008	Martin Brückler	Modifications and corrections
1.2	30.07.2008	Martin Brückler	Modifications to corporate design
2.0	01.10.2009	Martin Brückler	Corrections, additions, product relaunch
2.2	01.12.2010	Martin Brückler	Corrections, modifications to include paperless COD, change of corporate design
3.0	01.10.2012	Günther Riener Andrea Pilz	Complete revision of previous version
3.1	15.10.2013	Andrea Kroiss	General revision of document structure and layout, updating
3.2	13.05.2015	Martina Toth	Updates and new products, "Same Day" and "Next Day"; changes to preferred pickup branch and preferred pickup station; changeover to SEPA; customs, International EMS, hazardous goods, LQ
5.0	01.08.2015	Martin Brückler	New template; new pre-advice data version 5 with additional fields/information; inclusion of 5.2.2 ASCII flat file
5.1	01.12.2016	Wolfgang Utrata	Time frame (removed), Evening delivery (previously late delivery) (new)
5.11	01.01.2017	Wolfgang Utrata	New products (PÄCKCHEN M, Paket Light International) Change for Paket International.
5.2	01.01.2017	Wolfgang Utrata	Update pre-advice data for features „Preferred pickup station" and "preferred pickup branch"
5.3	09.05.2017	Wolfgang Utrata	Preferred-Day, Preferred-Time frame, Preferred Hermes ParcelShop
5.4	01.11.2019	Kristijan Ilic	Documentary cash on delivery, removed „Preferred-Time frame", new corporate design. Addition to Fresh. Customs 2020 (EAD)
5.5	01.02.2020	Wolfgang Utrata	Product "SameDay" discontinued on 01/31/2020
5.6	01.07.2020	Wolfgang Utrata	Changed the name from EMS to Post Express. Links updated.
5.7	01.01.2022	Luka Vodopija	All illustrations, the wording and the links (secure-links) were replaced/renewed; Descriptions and notes were added/adjusted; Customs information and tables were edited/added/re-positioned; The following products and additional services were removed: <ul style="list-style-type: none"><li>- Premium light (product)</li><li>- Contract shipment, personal</li><li>- Late delivery</li><li>- Preferred timeframe</li></ul>
5.8	1.07.2023	Luka Vodopija	The Feature "Delivery only with signature" was added



5.9	08.10.2024	Peter Le	Information on labelling requirements for parcels to Germany
6.0	23.10.2024	Peter Le	The following products were discontinued on March 31, 2024: <ul style="list-style-type: none"><li>- Päckchen M</li><li>- Parcel International Outbound</li><li>- Parcel Light International Outbound</li></ul>



## Contents

1. Introduction .....	6
2. Labelling .....	7
2.1. Label formats .....	8
2.1.1. Layout, structure and contents of the label .....	8
2.1.2. Product logo area .....	10
2.1.2.1. Information about the product „Post Express International“ (EMSOU) .....	11
2.1.2.2. Information about the product „Next Day“ (NXDAY) .....	11
2.1.3. Features area .....	11
2.1.3.1. Information about the additional feature „Late delivery“ .....	13
2.1.3.2. Information about the additional feature „COD“, national and international.....	13
2.1.3.3. Information about the additional feature „Value (WRT)“ .....	13
2.1.3.4. Information about the additional feature „Preferred pickup station (P24)“ .....	14
2.1.3.5. Information about the additional feature „Preferred neighbour“ .....	14
2.1.3.6. Information about the additional feature „Preferred pickup branch (PUP)“ .....	14
2.1.3.7. Information about the additional feature „Preferred day“ .....	14
2.1.3.8. Information about the additional feature „Delivery by 10 a.m. (10U)“ .....	14
2.1.3.9. Information about the additional feature „Saturday delivery“ .....	15
2.1.3.10. Information on the additional service "Delivery only with signature" .....	15
2.1.4. Code area .....	15
2.1.4.1. OCR line with OCR codes for product and features .....	15
2.1.4.2. Barcode and barcode plain text .....	15
2.1.4.3. Label-ID /approval number .....	16
2.1.4.4. Positioning-Square .....	16
2.2. Label testing process .....	17
3. Addresses .....	18
3.1. Structure of the address area .....	18
3.2. Printed text .....	21
3.2.1. Font .....	21
3.2.2. Lines .....	21
3.2.3. Characters .....	21
3.3. International addresses .....	21
4. Barcode (Identcode) .....	22
4.1. Barcode structure .....	22
4.1.1. OriginCountry/PartnerCode .....	22
4.1.2. Customer Reference Number .....	22
4.1.3. Sequential Number .....	23
4.1.4. Product-Process-Code (PPC) .....	23
4.1.5. Destination postal code / country (not AT) .....	24
4.1.6. Checksum and checksum calculation .....	24
4.2. Illustration of the barcode in connection with the plain text .....	25



4.3. Specification of Code 128 Subset C, 22 positions.....	26
4.4. Printing process.....	27
5. Pre-advice data (Version 5).....	28
5.1. Header information .....	28
5.2. Shipper Information.....	30
5.3. Shipment information .....	31
5.4. Parcel information .....	33
5.4.1. Content .....	34
5.4.2. Category .....	35
5.4.3. Document .....	35
5.5. Product .....	36
5.5.1. Productcodes .....	37
5.5.2. Products and features .....	38
5.6. Features.....	38
5.6.1. Feature codes.....	39
5.6.2. Additional information on the Shipper information „054“ feature.....	40
5.6.3. Additional information on the Additional insurance „063“ feature.....	40
5.6.4. Additional information on the COD “006” feature.....	40
5.6.5. Additional information on the International COD „022“ feature.....	42
5.6.6. Additional information on the Value „011“ feature.....	42
5.6.7. Additional information on the Preferred pickup station „053“ feature – P24 .....	43
5.6.8. Additional information on the Preferred drop location „123“ feature .....	43
5.6.9. Additional information on the Preferred neighbour „122“ feature .....	43
5.6.10. Additional information on the Preferred pickup branch „052“ feature - PUP ....	43
5.7. Additional information in the pre-advice data for customs.....	44
5.7.1. For Customs, Shipping to non EU countries .....	44
5.7.2. To certain countries.....	44
5.7.3. For Post Express.....	45
5.8. Data formats .....	45
5.8.1. ASCII-Flat file (csv).....	45
5.8.2. XML-File.....	46
5.9. Transmission of the pre-advice data .....	47
5.9.1. E-Mail.....	48
5.9.2. SFTP.....	48
5.9.2.1. Approval for transmission of the pre-advice data .....	48
6. Information .....	49
6.1. New labelling requirement for parcels to Germany from 1.1.2025.....	49
7. List of Illustrations.....	51
8. List of Tables .....	52
9. List of abbreviations.....	53



## 1. Introduction

Maintaining standards regarding labeling, barcoding and pre-advice data creates the requirements for the flawless processing of your parcels in line with delivery times.

All specifications and guidelines are summarized in this document and cover the following chapters:

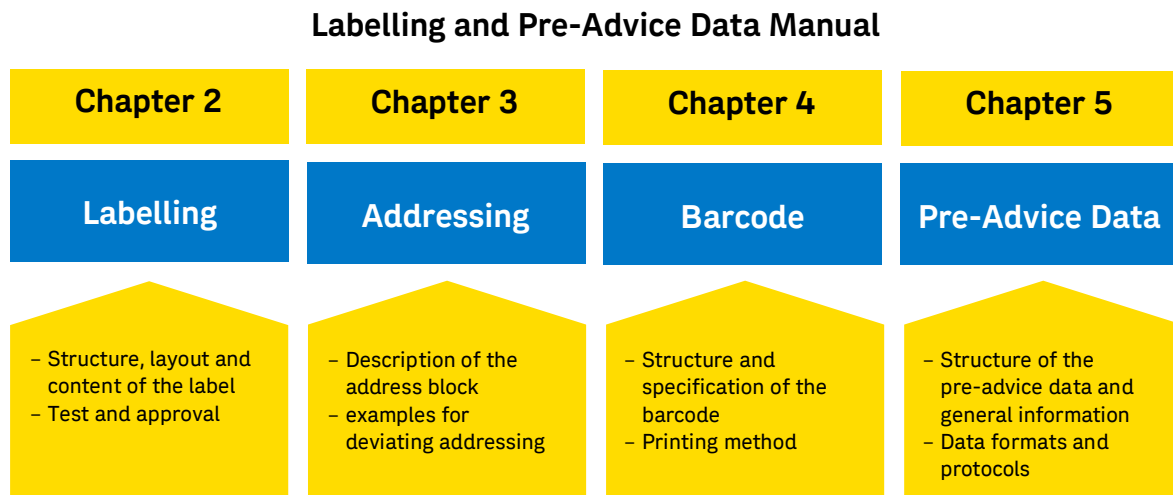


Illustration 1: Chapters in the document

The Labelling & Pre-Advice Manual and all other documents referenced in this document are available under the following link:

<https://www.post.at/en/g/c/parcel-shipping-software-for-business-clients>

The Post-Labelcenter shipping software from the Austrian Post takes all of these standards into account and offers customers an optimal solution for entering and/or processing order data, creating labels and the necessary notification data.

For more information on Post-Labelcenter, please contact one of our sales representatives or use the following link:

<https://www.post.at/en/g/c/post-parcel-shipping-software-for-business-clients>

This manual does not deal with the labelling of hazardous goods. Further information is available for download at:

<https://www.post.at/en/g/c/logistics-services-sensitive-goods>



## 2. Labelling

Correct labeling is essential for the proper processing of a parcel. Consequently, the guidelines listed must be followed in all cases:

- The color of the label must be evenly light to create a high contrast with the dark – ideally black – print used.
- The label must be applied flat (without wrinkles) to the largest side of the item and must adhere over its entire surface.
- The address label must be applied so that the barcode is not over an edge or parcel flap. Both of these situations could make it impossible for the automatic scanning equipment to read the label, thereby leading to additional time and expense.
- The label must be kept free of package lacing and other similar things.
- Sticking a transparent film over the label worsens its readability and must be tested individually.
- The quiet zones before and after the barcode must be respected.
- The barcode structure with the specified dimensions must be kept in any case.
- There cannot be any additional barcode on the parcel according to the following list. This causes additional work, which can lead to delays.

Codetyp	Number of positions
Interleaved 2/5 (ITF 2 of 5)	8, 12, 14, 16 and 24
Code 39 (3 of 9)	13, 16 to 30
Code 128	1, 9, 13, 16 to 30
EAN 128 (UCC/EAN-128)	1, 9, 13, 16 to 30

Table 1: Barcode – Exclusions

If a permitted additional barcode is used, the note "FREMDBARCODE" must be added and the content of the barcode must be indicated in the TAG "ColliRefNr" in the pre-advice data.

The additional barcode should be positioned on the label in such a way that any confusion with the parcel barcode (IdentCode) can also be excluded visually.

The label can only be used in production after it has been successfully validated (layout and barcode).



## 2.1. Label formats

There are 2 different side orientations to choose from - see images below (images are only examples and not in original size).

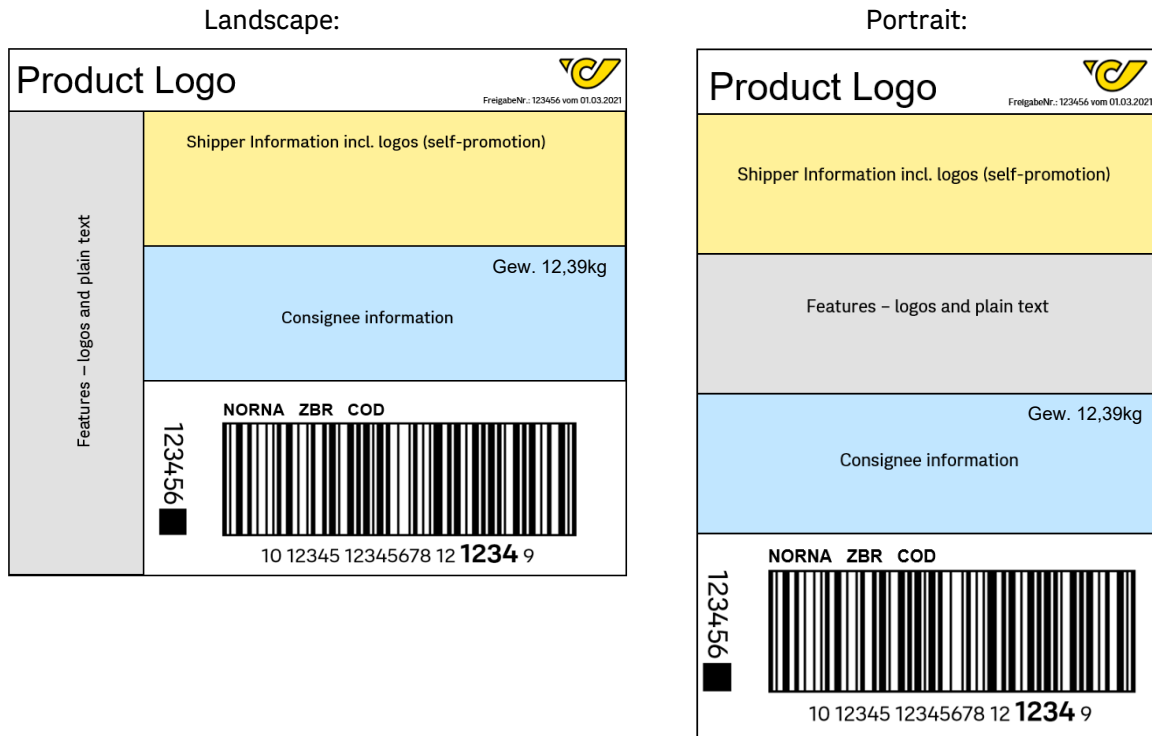


Illustration 2: possible label formats

### 2.1.1. Layout, structure and contents of the label

A parcel label includes the following areas:

- Product logo area (see chapter 2.1.2.)

This field contains the product information in plain text or by using a logo.

- Address area (see chapter 3.)

This block contains the sender's information - including self-promotion. The note "Shipper" is to be placed at the beginning.

- Feature area (see chapter 2.1.3.)

Features that must be shown on the label are presented in this area in plain text or by using symbols.

- Address area – consignee information (see chapter 3.)

This area contains the recipient's details. The heading "Consignee" is to be placed at the beginning.

- Code area (see chapter 2.1.4. und 4.)

This area is for codes displayed in letters (OCR) and the barcode, including plain text.





The following figure shows the correct placement of the individual fields of a label in portrait format:

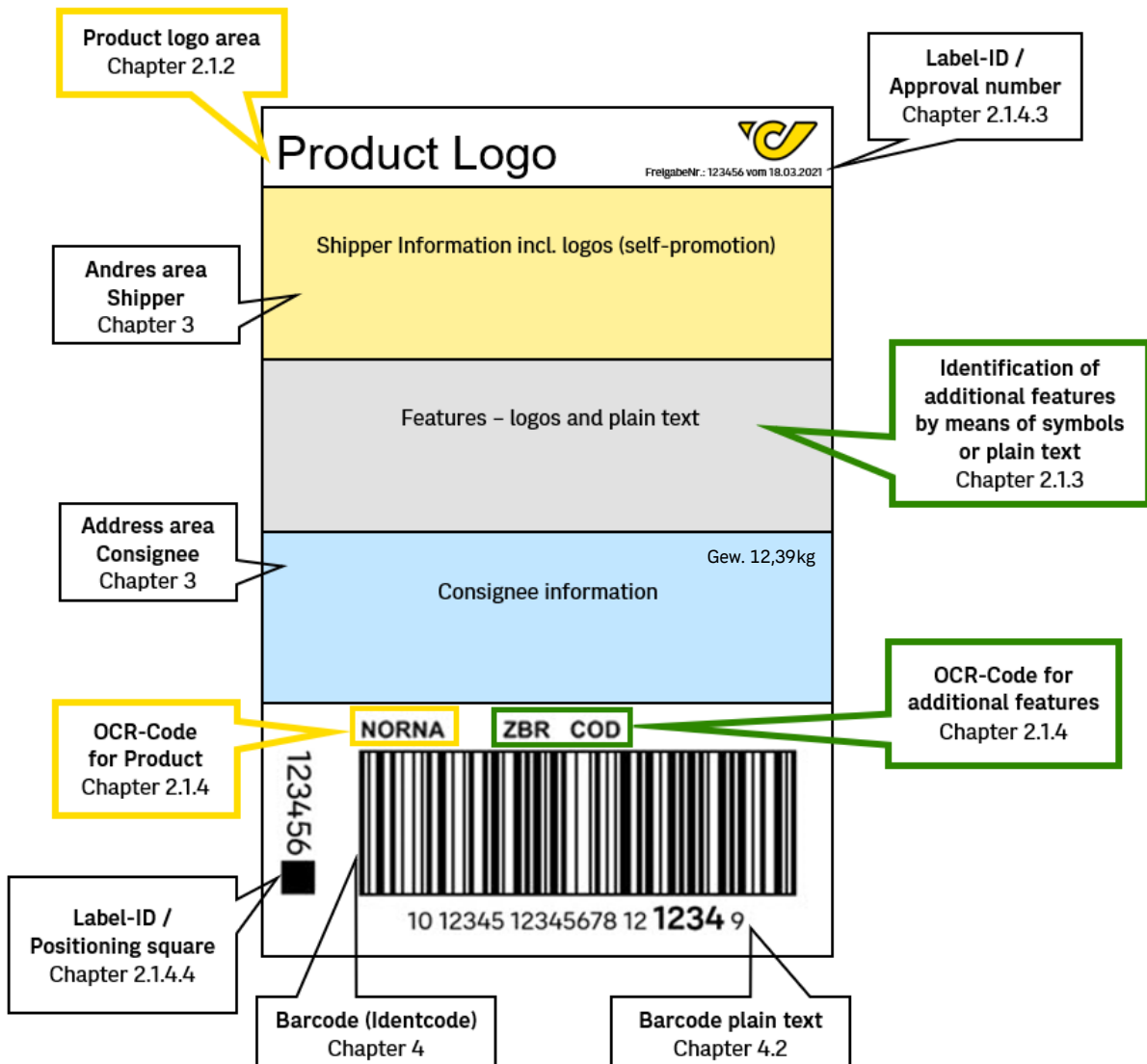


Illustration 3: Structure of a label in portrait format (example)

The individual areas are described in detail in the following chapters.



## 2.1.2. Product logo area

The product used must be indicated in the product logo area as well as in the coding (above the barcode) zone by means of an OCR code:







Produkt (English description)	Produktlogo oder Klarschrift	OCR-Kürzel
Combi-freight International Outbound		SENOU
Combi-freight Österreich (Domestic Combi-freight)		SENNÄ
Post Express International		EMSOU
Post Express Österreich (Domestic Post Express)		EMSNA
Next Day (only AT)	Next Day	NXDAY
Paket Plus International Outbound (Parcel International)	Paket International	NOROU
Paket Österreich (Domestic Parcel)	Paket Österreich	NORNA
Paket Premium International Outbound B2B		B2BOU
Paket Premium Österreich B2B (Parcel Premium)		B2BNA
Paket Premium select Österreich (Domestic Parcel Premium select)	Select	SELNA
Retourpaket (only AT) (Return Parcel)	Retourpaket	RETPA

Table 2: Product logos and OCR codes



### 2.1.2.1. Information about the product „Post Express International“ (EMSOU)

- Shipper and consignee information:

Very important: A contact person with a local telephone number must be listed with the consignee data. This ensures faster processing in the case of clarification or customs issues.

- Shipment information:

- The distinction between shipping documents or goods is absolutely necessary. A complete description must be in English. Please do not use general phrases such as "sample", "gift", "clothing", "replacement part", "metal object", etc. Please refer to the list of prohibited shipment contents and the required documents for your chosen destination country (e.g. hazardous goods, cash, etc.) in the country-specific information.

<https://www.post.at/en/p/c/postexpress-country-specific-information-international-business>

### 2.1.2.2. Information about the product „Next Day“ (NXDAY)

- Fresh:

In the notification data, a mail address (E-Mail) and a mobile phone number (TelefonNr.) must be entered in the fields provided for this purpose.

- Sofortretoure:

Immediate return of the reusable packaging to Next Day is only possible if the identcode of the return is already specified in the notification data at the time of sending and the necessary additional feature code 142 (immediate return) is specified.

### 2.1.3. Features area

Additional features requiring identification must be marked in the additional feature block by means of an additional feature symbol or additional feature sticker or in clear text as large as possible.

In addition, the OCR codes of the additional feature(s) used must be printed in the coding line above the barcode.

The following table shows a list of features that must be marked on the label and how they are identified correctly:

Name/description	OCR-Codes	Feature symbol/ Feature sticker	Feature plain text
Limited quantity of dangerous goods (LQ) according to legal regulations	LQU		Begrenzte Menge Gefahrgut (LQ)
Free to place of use	FVS		
Fresh	FRE		
Short storage period			kurze Lagerfrist – 5 Werkstage







COD/ COD International (Cash on Delivery)	COD		(Triangle = minimum height 20mm)
Personal	PER		Persönlich
Return parcel		V	(V = minimum height 20mm)
Value	WRT	W	Currency code (EUR) and amount in figures (W = minimum height 20mm)
Preferred pickup station	P24		Pay attention to special addressing (chapter 3)
Preferred drop location		WA	ACHTUNG: ALTERNATIVER ZUSTELLORT WA
Preferred neighbour		WN	ACHTUNG: ALTERNATIVER ZUSTELLORT WN Above the name and address of the preferred neighbor WITHOUT postal code and city.
Preferred pickup branch Preferred hermes parcel shop Preferred parcel point	PUP		Pay attention to special addressing (chapter 3)
Preferred day			T Wunsch-Tag: DD.MM.YY
Fragile / Fragile International	ZBR		(minimum height 20mm)
Delivery by 10 a.m. (currently only by Domestic Post Express in specific postal areas, <u>PostalcodeGroup 001</u> )	10U		bis 10 Uhr
Saturday delivery (currently only by Domestic Post Express in specific postal areas, <u>PostalcodeGroup 003</u> )	SAM		Samstag
Delivery only with Signature		 	Delivery only with signature

Table 3: Zusatzleistung OCR-Kürzel, eventuelle Piktogramme

- The feature symbols must be at least 20mm high!
- Features indicated in plain text and additional information on features (e.g. time window) must be printed in the largest as font possible (min. Arial 10 pt and bold).



- Valid product/feature combinations and permitted combinations of features are shown in the accompanying document “Products and Additional Services.xls”, which is available at:

<https://secure.post.at/downloads/ProdukteUndZusatzleistungen.xlsx>

Current master data are available at:

[Enclosure 3: Products and additional services](#)

[Masterdata: postcode groups \(updated daily\)](#)

[Masterdata: product/feature matrix](#)

[Masterdata: feature/feature matrix](#)

#### 2.1.3.1. Information about the additional feature “Late delivery”

The feature „Late delivery” is only available for certain destinations in Austria. Current master data is available at the link below. „PostalcodeGroup” „002” must be used for this feature:

[Master data: postcode groups \(updated daily\)](#)

#### 2.1.3.2. Information about the additional feature „COD”, national and international

- If the „COD” feature is chosen, the desired COD amount is immediately collected when delivery is made to the consignee/authorized recipient.
- COD handling is paperless, i.e., the customer sends all COD-related information to Austrian Post in the pre-advice data. The amount is transferred to an account specified by the customer (SWIFT/BIC and IBAN) at a financial institution in the SEPA area.
- Further information on reference information for COD shipments is provided in section 5.6.4 and 5.6.5.
- The shipper, consignee and barcode must not be pasted over or covered.
- A COD triangle must be used to label the parcel.
- The maximum COD amount permitted is indicated in the currently applicable general terms and conditions.

<https://www.post.at/en/p/c/country-specific-information-international-parcels>

- Crossing out or changing the amount afterwards is not permitted!

#### 2.1.3.3. Information about the additional feature „Value (WRT)”

- The value amount is to be printed on the label together with the currency (EUR) and, in the case of International, also in SDR in digits below the additional feature symbol.
- The maximum permitted value amount can be found in the applicable GTCs in the respectively valid version and the country directory.

<https://www.post.at/en/p/c/country-specific-information-international-parcels>

<https://www.post.at/en/p/c/additional-services-for-international-parcels>



#### 2.1.3.4. Information about the additional feature "Preferred pickup station (P24)"

- For information on the correct addressing of shipments with the additional feature " Preferred pickup station", please refer to chapter 3.1. For information on notification data, please refer to chapter 5.6.7.
- The current master data for this can be found under the following link, whereby the "Type" "ParcelLocker" must be used for this additional feature:

<https://secure.post.at/downloads/DepositoriesV2.csv>

#### 2.1.3.5. Information about the additional feature „Preferred neighbour“

- The text „ACHTUNG: ALTERNATIVER ZUSTELLORT WN“ must be printed on the label above the name and address of the preferred neighbour, WITHOUT postal code and city name.

#### 2.1.3.6. Information about the additional feature „Preferred pickup branch (PUP)“

- Information about the correct addressing of shipments with the additional service "Wunsch-Postfiliale" can be found under section 3.1. (pay attention to the respective "Type"!) and more about the pre-advice data under section 5.6.10.
- Depending on which "Type" (see below "DepositoriesV2") is used, the respective special addressing must be observed! The following different ones can be used for this purpose:
  - Type: "PostOffice" (Preferred post branch)
  - Type: "HPS" (Preferred hermes parcel shop)
  - Type: "ParcelPoint" (Preferred parcel point)

- The current master data for it are available for download under the following link:  
<https://secure.post.at/downloads/DepositoriesV2.csv>

For technical reasons, shipments to an "HPS" or "ParcelPoint" as a "desired postalbranch" cannot be combined with the following additional features:

- 006 - COD
- 011 - Value, but only over EUR 3.000,00
- 045 - Personal

**Please Note:** The invalid combination of "HPS" or "ParcelPoint" as "Wunsch-Postfiliale" and one of the above-mentioned additional features, for example: cash on delivery (COD), will result in a automatic rerouting to a nearby post office.

#### 2.1.3.7. Information about the additional feature „Preferred day“

- „The feature must be added in the feature field in the following format:

T Wunsch-Tag TT.MM.JJ, e.g. 10.03.21.

#### 2.1.3.8. Information about the additional feature „Delivery by 10 a.m. (10U)“

- The „Delivery by 10 a.m.“ feature is only available for certain destinations in Austria and only as Post Express Austria.  
Current master data is available at the link below. „PostalcodeGroup“ „001“ must be used for this feature:

<https://secure.post.at/downloads/PostalcodeGroups.csv>



#### 2.1.3.9. Information about the additional feature "Saturday delivery"

- The "Saturday delivery" feature is only available for certain destinations in Austria and only as Post Express Austria.  
Current master data is available at the link below. „PostalcodeGroup" „003" must be used for this feature:

<https://secure.post.at/downloads/PostalcodeGroups.csv>

#### 2.1.3.10. Information on the additional service "Delivery only with signature".

- With this feature, the sender specifies that the item will only be delivered upon proof of delivery in the form of a signature. Austrian Post will deliver this item to the recipient or to a person in accordance with the provisions for substitute delivery only against a signature (and is actually signed in front of an employee of the Austrian Post).
- This additional service is only available for the products "Paket Österreich" and "Paket Premium Select".
- A shipment with this additional service must be marked with the corresponding clear text and feature symbol; this information can be found in the table in section "2.1.3 features area".

### 2.1.4. Code area

This field contains all information required for automatic parcel recognition using scanners and OCR readers.

The code area contains OCR codes, the barcode and plain text – the label is uniquely identified by the label ID/approval number and positioning square.

#### 2.1.4.1. OCR line with OCR codes for product and features

- Font: Arial
- Font size: 3 mm / 12 pt and bold
- Distance from barcode: 2 mm

If there is more than one OCR code for product and feature(s), a gap of at least 3 space characters must be inserted between each code.

#### 2.1.4.2. Barcode and barcode plain text

See chapter 4



### 2.1.4.3. Label-ID /approval number

The label ID, also referred to as the approval number, is assigned by the Label Testing Centre after the label has passed testing (see section 2.3 for details on the label testing process). It is a unique 6-digit number (5-digit label IDs that were previously assigned are still valid).

The label ID / approval number is to be printed in Arial 16 pt font in vertical alignment to the left of the barcode above the black position square. The number is positioned in the center of the position square so that the black position square ends with the barcode. For details, see the following illustration (chapter 2.1.4.4.). It is a unique 6-digit number (5-digit label IDs that were previously assigned are still valid).

In addition, the label ID / approval number must also be printed in the product logo area under the Post logo, including the release date.

### 2.1.4.4. Positioning-Square

The label ID / approval number is followed by a black square (size 6x6 mm). This serves as an orientation aid for automatic reading.

The distance of the last digit of the label ID to the position square must be 1-2 mm.

The distance between the Position-Square and the barcode must be 8mm.

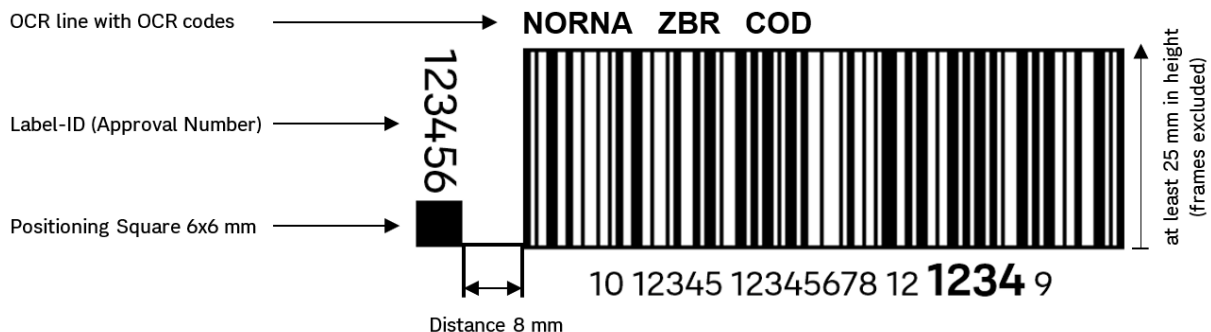


Illustration 4: Positioning-Square





## 2.2. Label testing process

Before the labels and notification data produced with the customer's own systems can be used productively, the layout and barcode with the associated notification data must be checked and approved. In order to ensure the optimum reading and processing quality.

The label testing process is shown in the illustration below:

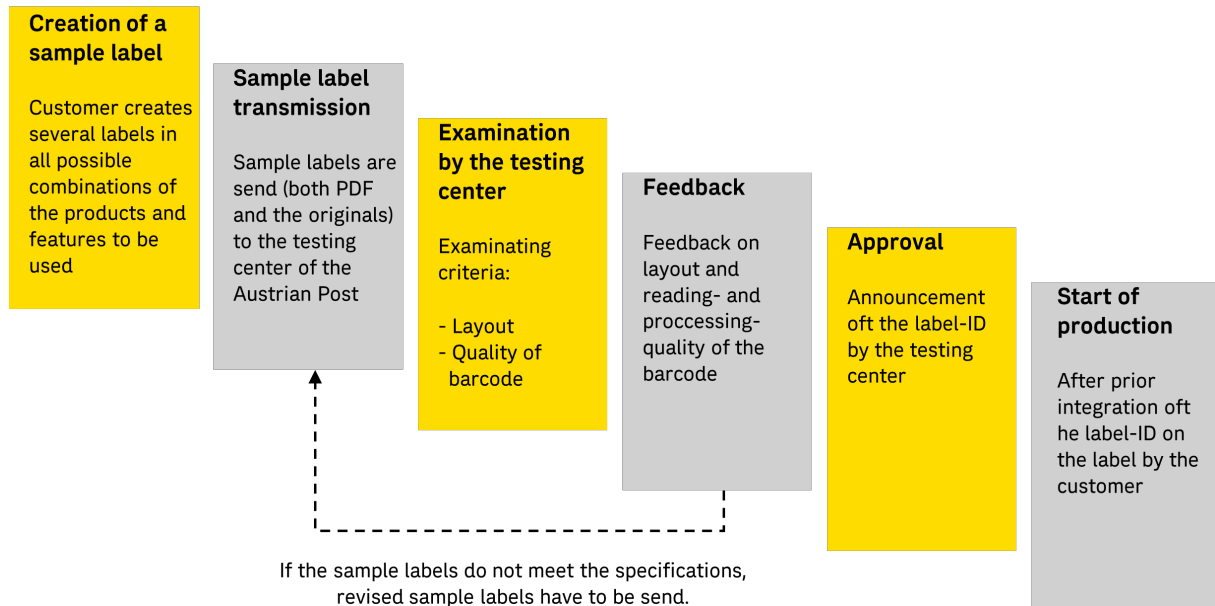


Illustration 5: Label testing/approval process

Before the labels and pre-advice data can be used productively, the label ID / approval number must be incorporated in the coding zone (see point 2.1.4) and also in the area of the Post logo, which is given by the Label Testing Centre after an approval.

If changes are made to a previously approved label, the label must be re-tested and approved by the Label Testing Centre.

### Contact information for the Austrian Post Label Testing Centre:

**Österreichische Post AG**  
Servicedesk & Endpoint Services  
IT-CCC / Labelprüfstelle  
Steinheilgasse 1  
1210 Wien

E-Mail: [paketlogistik.kap@post.at](mailto:paketlogistik.kap@post.at)



### 3. Addresses

The following points apply equally to both the shipper and the consignee - to ensure unmistakable recognition, the words " Absender/Shipper " and "Empfänger/Consignee " must be printed as header above to the addresses.

#### 3.1. Structure of the address area

The address must comply with certain specifications in order to ensure that it can be properly recognized by the Austrian Post.

Nachfolgend einige Beschriftungsbeispiele:

DOMESTIC		FOREIGN	
Privat	Business	Privat	Business
Frau Maxi Muster Hauptstraße 1/5/3 1010 Wien	Firma Korrekt z. H. Maxi Muster EKZ Industriestraße 22/7 5020 Salzburg	Frau Maxi Muster Grünwaldweg 18/5/3 8167 München DEUTSCHLAND	ABC Consulting Buchhaltung Gewerbestraße 135 81675 München DEUTSCHLAND
1. Salutation (optional) 2. Name 3. Street, Number / Staircase / Apartment Number 4. Postal code, City	1. Name of Company 2. Department / Con- tact (optional) 3. Street, Number / Staircase / Apart- ment Number 4. Postal code, City	1. Salutation (op- tional) 2. Name 3. Street, Number / Staircase / Apart- ment Number 4. Postal code, City 5. Country	1. Name of Company 2. Department / Con- tact (optional) 3. Street, Number / Staircase / Apart- ment Number 4. Postal code, City 5. Country

Table 4: Examples for addressing

#### Notes

- Left aligned
- Space between postal code and city name (no hyphen)
- No country code before the postal code
- No-standard delivery addresses



The use of certain additional features requires a delivery address that differs from the standard:

Address for	Example	Special feature
P.O. Box	Frau Maxi Muster P.O. Box 100 1012 Wien	P.O. Box and the tray number must be indicated instead of the street name.
Poste restante	Herr Maxi Muster Poste restante 1012 Wien	The delivery variant "Poste restante" must be indicated instead of the street name.
Preferred pickup station (P24)	Wunsch-Abholstation Attn.: Maxi Muster Fleischmarkt 19 1010 Wien	<p>For the feature "Preferred pickup station", the desired pickup station with its designation (e.g., "Wunsch-Abholstation") must be written down in the consignee's address area, as well as the name of the consignee and the address of the desired post office branch for correct addressing of the delivery.</p> <p>Current master data for preferred pickup stations is available at the link below. "Type" "ParcelLocker" must be used for this feature: <a href="https://secure.post.at/downloads/DepositoriesV2.csv">secure.post.at/downloads/DepositoriesV2.csv</a></p>
Preferred pickup branch (PUP)	Wunsch-Postfiliale 1016 Attn.: Maxi Muster Wipplingerstraße 21 1016 Wien	<p>For the feature "Preferred pickup branch", the desired post office branch with its designation (e.g., "Wunsch-Postfiliale 1016") must be written down in the consignee's address area, which is to be obtained from the "FirstLineOfAddress" column, as well as the name of the consignee and the address of the desired post office branch for correct addressing of the delivery.</p> <p>Current master data for preferred pickup branches is available at the link below. "Type" "PostOffice" must be used for this feature: <a href="https://secure.post.at/downloads/DepositoriesV2.csv">secure.post.at/downloads/DepositoriesV2.csv</a></p>
Preferred Hermes ParcelShop (PUP)	Wunsch-Hermes PaketShop Tabak Trafik Muster Attn.: Maxi Muster Singerstraße 1 1010 Wien	<p>For the feature "Preferred Hermes ParcelShop", the desired Hermes ParcelShop with its designation (e.g., "Wunsch-Hermes PaketShop Tabak Trafik Muster") must be written down in the consignee's address area, as well as the name of the consignee and the address of the desired Hermes ParcelShop for correct addressing of the delivery.</p> <p>Current master data for preferred Hermes ParcelShops is available at the link below. "Type" "HPS" must be used for this feature: <a href="https://secure.post.at/downloads/DepositoriesV2.csv">secure.post.at/downloads/DepositoriesV2.csv</a></p>



Preferred Parcel Point (PUP)	Wunsch-Paket Punkt Tankstelle Muster z. Hd. Maxi Muster Singerstraße 1 1010 Wien	For the feature "Preferred Parcel Point", the desired Gas Station with its designation (e.g., "Wunsch-Paket Punkt Tankstelle Muster") must be written down in the consignee's address area, as well as the name of the consignee and the address of the desired Parcel Point for correct addressing of the delivery.  Current master data for preferred Parcel Points is available at the link below. "Type" "Parcel-Point" must be used for this feature: <a href="https://secure.post.at/downloads/DepositoriesV2.csv">secure.post.at/downloads/DepositoriesV2.csv</a>
------------------------------	--	---

Anschrift für	Beispiel	Besonderheit
Return parcel with pickup box	Example Shipper ABC Paketfach ABC 1 1005 Wien	A parcel pickup box is set up in coordination with the account manager / approval of the correct address by the "Post Label Testing Centre".  Basically, the parcel pickup box address consists of "Paketfach" + company name and a number, the destination zip code is that of the distribution center in which the parcel locker is set up.
Postal code area and destination city have different names	Ms Maxi Muster Berggasse 88 Rafing 3741 Pulkau  or  Ms Maxi Muster Berggasse 88 3741 Rafing	Include the destination city in the second last line.  or  Use the destination city instead of the name of the city assigned to the postal code area.
No street name	Ms Maxi Muster Krakaudorf 120 8854 Krakaudorf	The destination city must be indicated as the street name.

Table 5: Examples of non-standard addresses



## **3.2. Printed text**

Regarding the readability of the printed text, the following points must be considered and respected:

### **3.2.1. Font**

- The entire label should be designed in the same font with the same attributes as far as possible.
- Arial is the recommended font. If another font is used, make sure that the font does not have a serif.
- The font should contrast with the background - black font on a white background is the ideal.
- Fonts with special effects (negative, italic, bold, shaded, 3-D, narrow, etc.) are to be avoided.

### **3.2.2. Lines**

- The space between words is not allowed to exceed 10 mm (2-8 characters).
- Between each line an equal distance of 1-5 mm is required.
- Empty lines must be avoided.

### **3.2.3. Characters**

- The font size in the address fields should be between 10 and 12 pt. The height of the capital letters should be between 2.5 and 3 mm.
- The optimal spacing between two letters within a word is between 0.35 mm and 2 mm. Optimal is a tracking of 0.5-1 pt.
- The letters are not allowed to touch each other in any case.

## **3.3. International addresses**

Caution with international addresses. Please observe the country-specific conventions. In case of doubt, please get detailed information on the respective correct country addressing from the following link:

[www.upu.int/en/activities/addressing/postal-addressing-systems-in-member-countries.html](http://www.upu.int/en/activities/addressing/postal-addressing-systems-in-member-countries.html)



## 4. Barcode (Identcode)

The barcode is used to clearly identify a parcel and, if the specifications are respected, the barcode serves for automatic shipment processing and tracking. It is therefore the base for a correct transport handling.

### 4.1. Barcode structure

The barcode has the following structure:

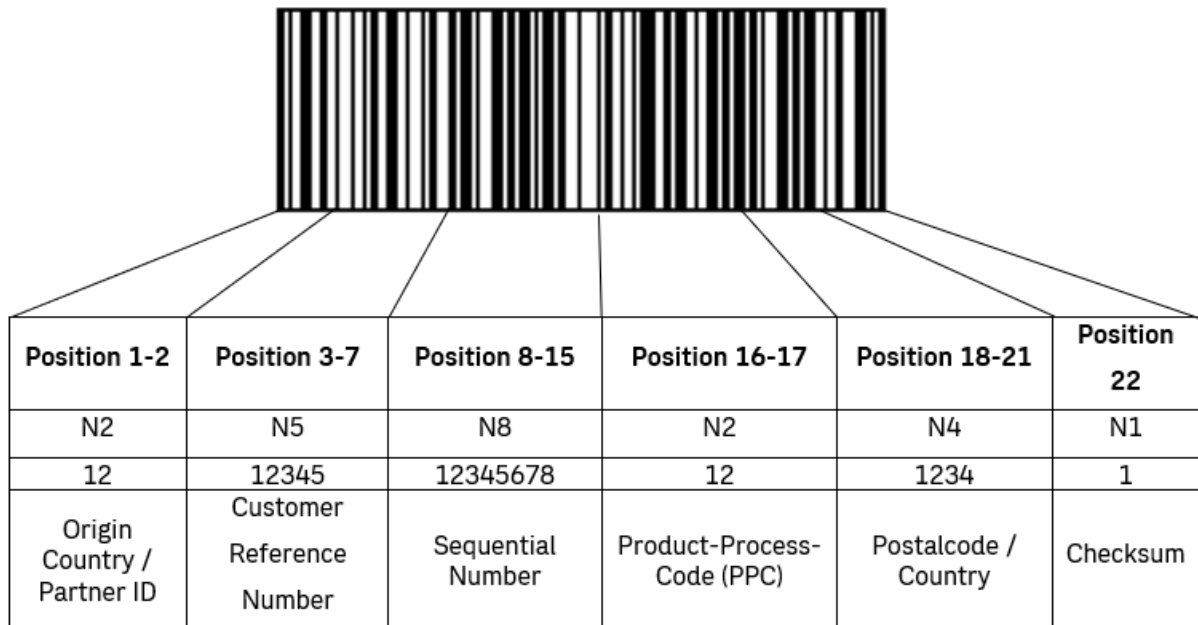


Illustration 6: Barcode structure

#### 4.1.1. OriginCountry/PartnerCode

Position: 1-2 (N2)

The first two digits identify the country or a partner within the partner network. The partner is responsible for the code content and must ensure uniqueness. The bar code must not have a leading "0".

The following PartnerCode is to be used: 10 = Austria

The code structure described below refers exclusively to those customers who label according to the guidelines of Austrian Post (PartnerCode = 10).

#### 4.1.2. Customer Reference Number

Position: 3-7 (N5)

Here, you enter the 5-digit long Customer Identifier, assigned by Austrian Post and specified in the contract, which is used to uniquely identify the customer.



### 4.1.3. Sequential Number

Position: 8-15 (N8)

The sequence number serves to uniquely identify the package. The number sequence is not allowed to repeat within one year and must be assigned sequentially.

Note on return parcels: A unique sequential number must always be assigned at positions 8-15. It is therefore not permitted to assign the number of the original shipment at this position.

### 4.1.4. Product-Process-Code (PPC)

Position: 16-17 (N2)

The PPC provides logistics information relevant for the product used:

Product	PPC	OCR
Combi-freight International Outbound	12	SENOU
Combi-freight Österreich (Domestic Combi-freight)	12	SENN
Post Express International	10	EMSOU
Post Express Österreich (Domestic Post Express)	10	EMSNA
Next Day	30	NXDAY
Parcel (Plus) International Outbound (Parcel International)	39	NOROU
Paket Österreich (Domestic Parcel)	01	NORNA
Paket Premium International Outbound B2B (Parcel Premium International)	08	B2BOU
Domestic Parcel Premium B2B (Parcel Premium)	08	B2BNA
Paket Premium select Österreich (Domestic Parcel Premium select)	02	SELNA
Retourpaket (Return Parcel)	07	RETPA

Table 6: Product Process Codes



#### 4.1.5. Destination postal code / country (not AT)

Position: 18-21 (N4)

- Domestic parcel: Destination postal code in Austria

For the return parcel, the destination zip code defined in consultation with Parcel Logistics Austria must be indicated.

Note: The destination postal code in the barcode must be the same as the destination postal code in the consignee address.

- International parcel: 0 + 3-digit numerical ISO 3166 code of the destination country.

Current ISO codes are available at

<https://www.iso.org/iso-3166-country-codes.html>

#### 4.1.6. Checksum and checksum calculation

Position: 22 (N1)

A correct checksum is essential for barcode processing.

##### Checksum calculation:

All 21 positions are used to calculate the checksum.

Weights: 3:1

Modulo: 10

The weighting factors 3,1,3,1 are assigned to the barcode positions from left to right, beginning with 3 for the starting position. The numbers are multiplied by their corresponding weights, added together and divided by 10. The remainder of this division is subtracted from 10. The resulting number is the checksum.

(The checksum is 0 if the remainder is 0)

Example:

Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Number	8	5	4	6	3	7	9	0	0	3	2	7	5	9	8	1	8	6	3	4	2	
Weighting	3	1	3	1	3	1	3	1	3	1	3	1	3	1	3	1	3	1	3	1	3	
Num-ber*Weighting	24	5	12	6	9	7	27	0	0	3	6	7	15	9	24	1	24	6	9	4	6	204

Remainder of 204/10 results 4

Checksum (10 - Remainder) 6

Illustration 7: Example checksum calculation

This checksum is not the same as the mandatory checksum in the barcode, which is not shown in the plain text. The checksum is part of the barcode and a lack of this checksum renders the code use-less. The checksum, if not automatically calculated by a barcode program, is to be calculated according to the standard ISO/IEC 15417.





#### 4.2. Illustration of the barcode in connection with the plain text



Illustration 8: Barcode with plain text

- Plain text: Arial font (preferred)
- Font size: 2,5mm / 10pt
- Postal code font size (positions 18-21): 4,0mm / 16 pt bold

The plain text must be printed below the barcode, with the parts of the code separated as follows:

2 - 5 - 8 - 2 - **4** - 1

The destination postal code must be easy to read, especially for manual distribution.

For quality control of the printout, it is useful to add a crossbar to the barcode as a border. If it is broken, it can be concluded that there is an error inside the barcode as well and therefore a incorrect reading can occur.



### 4.3. Specification of Code 128 Subset C, 22 positions


Parameter	Description
Code type	Code 128
Symbol set	Subset C (numeric characters), No special characters FNC
Standard	ISO/IEC 15417
Positions	22 digits, of which the 22nd digit must be the checksum of the calculation according to chapter 4.1.6.
Calculation of checksum in the plain text (Austrian Post checksum)	Modulo 10 Weighting 3/1
Mandatory checksum according to the standard	ISO/IEC 15417, Modulo 103
Height of barcode	Minimum 25 mm
Barcode length including clear zones (Example, depending on the module width (X))	Barcode length for X = 381µm + clear zones = 67,06 mm Barcode length for X = 508µm + clear zones = 89,41 mm
Module width (X)	X = 381µm or 508µm (depending on printer resolution)
Clear zones	At least 10 times the module width (X) on the left and right side respectively  <u>Example:</u> X = 381µm, Clear zone = 10 x 381µm = 3,81mm (minimum on both left and right) X = 508µm, Clear zone = 10 x 508µm = 5,08mm (minimum on both left and right)  
Required Quality	Quality according to test standard ISO 15416 (CEN/ANSI - Assessment), minimum 3.0 B

Table 7: Barcode specifications



#### **4.4. Printing process**

All printing methods can be used that meet the requirements according to the specifications mentioned above (especially contrast value and bar/gap deviation in the barcode). As far as quality is concerned, the symbology specification must comply with ÖNORM EN 799 and the print quality must comply with ÖNORM EN ISO/IEC 15416 and achieve at least the class 3.0 (B) defined by this standard.

Printing is done on light (white) paper with black matte ink. The black bars of the barcode must be uniformly black and must have a very good color saturation and edge sharpness.

With thermal printing, particular attention must be paid to the feed rate and heating temperature, otherwise the dark level will be outside the tolerance range. A thermal printer that is not optimally adjusted will produce brown instead of black barcode bars. The same problem occurs if the label material has not been matched to the thermal printer type: the symbol contrast is too low and does not meet the minimum requirements necessary for error-free scanning.

In general, it should be noted that the best results are achieved with a label material that is as fine-grained as possible (top-coated). Due to the required contrast values, we recommend matching the label material to the respective printer.

The required barcode quality is in accordance with the specified quality class B or 3.0 according to CEN/ANSI, test standard ÖNORM EN ISO/IEC 15416.



## 5. Pre-advice data (Version 5)

Pre-advice data / electronic shipment information is a requirement for the correct routing of parcels, which is why it is essential for the flawless logistical processing of parcels. Only in this way it is possible for Austrian Post to provide its services at a consistently high level of quality.

Note: Pre-advice data must be transmitted to the Austrian Post at least one hour before collection or self-delivery of the parcels/shipments. If the pre-advice data is incorrect or not transmitted to the Austrian Post on time, the information on the parcel will apply. A grouping of packages, if product-specific possible, to one (collective) shipment cannot be pre-notified and product features remain unconsidered. The customer/partner of Post AG is accountable for all possible resulting disadvantages.

When transferring pre-advice data, no data correction is foreseen. If pre-advice data cannot be imported, they cannot be taken into account for the further processing of parcels. This results from the fact that pre-advice data is considered as an order and therefore there cannot be any manipulation/correction on behalf of the Post AG!

Please note that from now on there will be an extension of the customs relevant mandatory fields. These are marked with "Customs EAD" in the following tables.

### 5.1. Header information

Hierarchy	CSV record type / Position	Field name, English	Data type	Length	required / optional	new / revised
0.1	010	Header	Struktur		required	
0.1.1	010.1	DebitorPayer	Numeric	10	required	
0.1.2	010.2	Customer	String	80	optional	
0.1.3	010.3	CreationDate	DateTime		required	
0.1.4	010.4	ShipmentDate	DateTime		required	
0.1.5	010.5	ShipmentPostalCode	String	10	optional	
0.1.6	010.6	AvisoVersion	String	10	required	(5)
0.1.7	010.7	AvisoSystem	String	20	optional	
0.1.8	010.8	ITContactName	String	40	optional	
0.1.9	010.9	ITContactTelephoneNr	String	40	optional	
0.1.10	010.10	ITContactMails	String	64	optional	

Table 8: Pre-advice data, header

The "Header" block can only exist once per pre-advice file.

The combination of CreationDate and ShipmentDate must be unique for each pre-advice file!

**Field information:**

Field name	CSV record type	Content of the field
DebitorPayer	010.1	Customer number assigned to the customer by Austrian Post. It always consists of 10 digits with 2 leading zeros e.g. "0012345678"
Customer	010.2	Name of the customer as per the agreement
CreationDate	010.3	Date of the physical day (working day) and time when the shipping data were created Example/format: „2021-02-23T13:37:50“
ShipmentDate	010.4	Date of the physical day (working day) and time when the shipment was posted Example/format: "2021-02-24T14:20:55"
ShipmentPostalCode	010.5	Postal code of the posting service location, e.g.: 1005
AvisoVersion	010.6	Aviso version, currently "5"
AvisoSystem	010.7	Name of the customer system, including version number, used to generate and send the pre-advice data.
ITContactName	010.8	Name of the customer contact person
ITContactTelephoneNr	010.9	Telephone number of the customer contact person
ITContactMail	010.10	Email address of the customer contact person

Table 9: Pre-advice data, header field information



## 5.2. Shipper Information

Hierarchy	CSV record type / Position	Fieldname, English	Data type	Length	required / optional	new / revised
<b>0.2</b>	<b>020</b>	<b>Shipper</b>	<b>Structure</b>		<b>required</b>	
<b>0.2.1</b>	<b>020.1</b>	<b>ShipperName1</b>	<b>String</b>	<b>40</b>	<b>required</b>	revised
0.2.2	020.2	ShipperName2	String	40	optional	
0.2.3	020.3	ShipperName3	String	40	optional	
0.2.4	020.4	ShipperName4	String	40	optional	
<b>0.2.5</b>	<b>020.5</b>	<b>ShipperCountry</b>	<b>String</b>	<b>2</b>	<b>required</b>	revised
<b>0.2.6</b>	<b>020.6</b>	<b>ShipperPostalCode</b>	<b>String</b>	<b>10</b>	<b>required</b>	Note
<b>0.2.7</b>	<b>020.7</b>	<b>ShipperCity</b>	<b>String</b>	<b>40</b>	<b>required</b>	revised
0.2.8	020.8	ShipperRegion	String	40	optional	
<b>0.2.9</b>	<b>020.9</b>	<b>ShipperStreet</b>	<b>String</b>	<b>40</b>	<b>required</b>	revised
0.2.10	020.10	ShipperAdditionalStreet	String	40	optional	
<b>0.2.11</b>	<b>020.11</b>	<b>ShipperStreetNr</b>	<b>String</b>	<b>10</b>	<b>required</b>	revised
<b>0.2.12</b>	<b>020.12</b>	<b>ShipperTelephoneNr</b>	<b>String</b>	<b>40</b>	<b>required</b>	customs
<b>0.2.13</b>	<b>020.13</b>	<b>ShipperMail</b>	<b>String</b>	<b>64</b>	<b>required</b>	customs
0.2.14	020.14	ShipperTaxCode	String	64	optional	
0.2.15	020.15	ShipperVATNo	String	64	optional	
0.2.16	020.16	ShipperCustomsReference	String	64	optional	

Table 10: Pre-advice data, shipper

The "Shipper" block can be present more than once in a pre-advice file.

### Field information:

Field name	CSV record type	Content of the field
ShipperCountry	020.5	The 2-digit alphanumeric ISO 3166 code must be entered here. The respective current ISO codes can be found under <a href="http://www.iso.org/iso/country_codes/iso_3166_code_lists.html">www.iso.org/iso/country_codes/iso_3166_code_lists.html</a>
ShipperPostalCode	020.6	Note: The ShipperPostalCode and ConsigneePostalCode is a required field for domestic shipments and for international shipments optional depending on the country.
ShipperStreet	020.9	ShipperStreet must be entered separate from ShipperStreetNr
ShipperAdditionalStreet	020.10	Is not used for routing (of return shipments); can be used for any additional information, e.g. Stairs 5, floor 11
ShipperStreetNr	020.11	ShipperStreetNr must be entered separate from ShipperStreet
ShipperTelephoneNr	020.12	Necessary for customs shipping. (customs EAD)
ShipperMail	020.13	Necessary for customs shipping. (customs EAD)



Table 11: Pre-advice data, shipper field information

### 5.3. Shipment information

Hierarchy	CSV record type / Position	Field name, English	Data type	Length	required / optional	new / revised
<b>0.2.17</b>	<b>030</b>	<b>Shipment</b>	<b>Structure</b>		<b>required</b>	
0.2.17.1	030.1	ShipmentNr	Numeric	40	optional	
0.2.17.2	030.2	ReturnDebitor	Numeric	10	optional	Note
0.2.17.3	030.3	ReturnName1	String	40	optional	Note
0.2.17.4	030.4	ReturnName2	String	40	optional	Note
0.2.17.5	030.5	ReturnName3	String	40	optional	Note
0.2.17.6	030.6	ReturnName4	String	40	optional	Note
0.2.17.7	030.7	ReturnCountry	String	2	optional	Note
0.2.17.8	030.8	ReturnPostalCode	String	10	optional	Note
0.2.17.9	030.9	ReturnCity	String	40	optional	Note
0.2.17.10	030.10	ReturnRegion	String	40	optional	Note
0.2.17.11	030.11	ReturnStreet	String	40	optional	Note
0.2.17.12	030.12	ReturnAdditionalStreet	String	40	optional	Note
0.2.17.13	030.13	ReturnStreetNr	String	10	optional	Note
0.2.17.14	030.14	ReturnTelephoneNr	String	40	optional	Note
0.2.17.15	030.15	ReturnMail	String	64	optional	Note
<b>0.2.17.16</b>	<b>030.16</b>	<b>ConsigneeName1</b>	<b>String</b>	<b>40</b>	<b>required</b>	
0.2.17.17	030.17	ConsigneeName2	String	40	optional	
0.2.17.18	030.18	ConsigneeName3	String	40	optional	
0.2.17.19	030.19	ConsigneeName4	String	40	optional	
<b>0.2.17.20</b>	<b>030.20</b>	<b>ConsigneeCountry</b>	<b>String</b>	<b>2</b>	<b>required</b>	
<b>0.2.17.21</b>	<b>030.21</b>	<b>ConsigneePostalCode</b>	<b>String</b>	<b>10</b>	<b>required</b>	Note
<b>0.2.17.22</b>	<b>030.22</b>	<b>ConsigneeCity</b>	<b>String</b>	<b>40</b>	<b>required</b>	
0.2.17.23	030.23	ConsigneeRegion	String	40	optional	Note
<b>0.2.17.24</b>	<b>030.24</b>	<b>ConsigneeStreet</b>	<b>String</b>	<b>40</b>	<b>required</b>	
0.2.17.25	030.25	ConsigneeAdditionalStreet	String	40	optional	
<b>0.2.17.26</b>	<b>030.26</b>	<b>ConsigneeStreetNr</b>	<b>String</b>	<b>10</b>	<b>required</b>	
0.2.17.27	030.27	ConsigneePAC	String	15	optional	
0.2.17.28	030.28	ConsigneeTelephoneNr	String	40	optional	customs
0.2.17.29	030.29	ConsigneeMail	String	64	optional	customs
0.2.17.30	030.30	ConsigneeInfo	String	64	optional	
0.2.17.31	030.31	ConsigneeTaxCode	String	64	optional	
0.2.17.32	030.32	ConsigneeVATNo	String	64	optional	
0.2.17.33	030.33	ConsigneeCustomsReference	String	64	optional	
0.2.17.34	030.34	ShpRefNr	String	40	optional	
0.2.17.35	030.35	CostCenterRefNr	String	40	optional	



0.2.17.36	030.36	AlternativeRefNr	String	40	optional	
0.2.17.37	030.37	DeliveryRemark	String	100	optional	
0.2.17.38	030.38	DeliveryDay	Datum		optional	
0.2.17.39	030.39	LabelType	String	20	INTERN	
0.2.17.40	070	HazardousInformation (currently not possible)			optional	Note
0.2.17.41	030.40	MovementReferenceNumber	String	20	optional	Note
<b>0.2.17.42</b>	<b>040</b>	<b>Parcel</b>			<b>required</b>	
<b>0.2.17.43</b>	<b>050</b>	<b>Product</b>			<b>required</b>	

Table 12: Pre-advice data, shipment

The shipment information must be entered once per shipment and contains all the data relevant to the consignee or the data for a differing processing of returns. A shipper can contain any number of shipments. These fields are partly mandatory fields.

The fields marked with "Note" have to be indicated and filled-in only in case of special exceptional cases.

#### Field information:

Field name	CSV record type	Content of the field
ShipmentNr	030.1	Can be assigned by the customer and used as a search criterion for one or more shipments in the Business Cockpit e.g. Bill number.
Return...	030.2 – 030.15	Only to be indicated if the returns are to be delivered to a differing Austrian address.
ConsigneeCountry	030.20	The 2-character alphanumeric ISO 3166 code must be used here. Current ISO codes are available at <a href="http://www.iso.org/iso/country_codes/iso_3166_code_lists.html">http://www.iso.org/iso/country_codes/iso_3166_code_lists.html</a>
ConsigneePostalCode	030.21	Note: The ShipperPostalCode and ConsigneePostalCode is a required field for domestic shipments and for international shipments optional, depending on the country.
ConsigneeStreet	030.24	ConsigneeStreet must be entered separate from ConsigneeStreetNr
ConsigneeAdditional-Street	030.25	Is not used for routing (of return shipments); can be used for any additional information, e.g. Stairs 5, floor 11
ConsigneeStreetNr	030.26	ConsigneeStreetNr must be entered separate from ConsigneeStreet
ConsigneeTelephoneNr	030.28	a valid Austrian mobile phone number when using the "ConsigneeInfo" service.
ConsigneeInfo	030.30	Text (generally the shipper name) that is sent to the consignee by SMS or email. E.g. "We expect to deliver your "ConsigneeInfo" parcel today!"
ShipRefNr	030.34	Can be assigned by the customer and used as a search keyword for one or more shipments in T&T – e.g. order number





AlternativeRefNr	030.36	Can be assigned by the customer and used as a search keyword for one or more shipments in T&T – e.g. order number
DeliveryRemark	030.37	Text field for any customer delivery remarks for Austrian Post – e.g. with Mr Müller
DeliveryDay	030.38	When delivery should be made. For example 2020-02-22

Table 13: Pre-advice data, Shipment field information

#### 5.4. Parcel information

Hierarchy	CSV record type / Position	Field name, English	Data type	Length	Required / optional	New / revised
<b>0.2.17.42</b>	<b>040</b>	<b>Parcel</b>	<b>Structure</b>		<b>required</b>	
0.2.17.42.1	040.1	IdentCode	Numeric	24	required	
0.2.17.42.2	040.2	Weight	Numeric	7.3	optional	
0.2.17.42.3	040.3	ColliRefNr	String	40	optional	
<b>0.2.17.42.4</b>	<b>040.4</b>	<b>ParcelType</b>	<b>String</b>	<b>1</b>	<b>required</b>	
0.2.17.42.5	040.5	InternalRefNr	String	40	INTERN	
0.2.17.42.6	040.6	ReferencedParcelIdentCode	String	40	optional	
0.2.17.42.9	040.7	TotalValue	Numeric	6.2	optional	Customs
0.2.17.42.10	040.8	Currency	String	3	optional	Customs
0.2.17.42.11	040.9	Comment	String	100	optional	
0.2.17.42.12	040.10	NumberOfDocuments	Numeric	2	optional	
0.2.17.42.14	040.11	NonDeliveryRemark	String	1	optional	
0.2.17.42.15	040.12	ReasonForExport	String	100	optional	

Table 14: Pre-advice data, Parcel

The detailed data of the parcels for the above shipment must be specified here. Generally, only one parcel data record per shipment data record is permitted.

The following products are exceptions, and may include more than one parcel data record (per colli):

- Domestic „Combi-freight“ and „International“
- „Next Day“, maximum 10 parcels for a recipient



**Field information:**

Field name	CSV record type	Content of the field
IdentCode	040.1	The identcode specified must be the same as the identcode on the label.
Weight	040.2	Up to 3 digits after the decimal point can be transferred.
ColliRefNr	040.3	Can be assigned by the customer and used as a search keyword for a parcel in T&T and BC. The field must be at least three characters long.
ParcelType	040.4	„C“ for Colli = Parcel up to 31,5 kg „P“ for pallet, only for certain products
TotalValue	040.7	A decimal point (".") must be used as the decimal separator and no thousands separator may be used. Example: 1678.90 Necessary for customs EAD
Currency	040.8	3-character ISO currency code e.g. EUR Necessary for customs EAD
NonDeliveryRemark	040.11	Instructions in the case of non-delivery: „R“ = return to shipper immediately „A“ = treat as abandoned

Table 15: Pre-advice data, Parcel field information

**5.4.1. Content**

Hierarchy	CSV record type / Position	Field name, English	Data type	Length	Required / optional	New / revised
0.2.17.42.7	041	Content	Structure		optional	
0.2.17.42.7.1	041.1	Description	String	100	required	customs
0.2.17.42.7.2	041.2	Quantity	Numeric	4	required	customs
0.2.17.42.7.3	041.3	NetWeight	Numeric	7.3	required	customs
0.2.17.42.7.4	041.4	Value	Numeric	6.2	required	customs
0.2.17.42.7.5	041.5	Currency	String	3	required	customs
0.2.17.42.7.6	041.6	HSTariffNumber	String	10	required	customs
0.2.17.42.7.7	041.7	OriginCountry	String	2	required	customs
0.2.17.42.7.8	041.8	PackageType	String	60	optional	

Table 16: Pre-advice data, Content

Required at customs abroad (EAD). The content data of the parcel must be indicated here. Can be present multiple times.



**Field information:**

Filed name	CSV record type	Content of the filed
Description	041.1	Detailed description of each article in the parcel. General descriptions may not be used.
HSTariffNumber	041.6	The HS tariff number (6-digit) based on the "Harmonised Commodity Description and Coding System" developed by the World Customs Organization.

Table 17: Pre-advice data, Content field informations

**5.4.2. Category**

Hierarchy	CSV record type / Position	Field name, English	Data type	Length	required / optional	new / revised
0.2.17.42.8	042	Category	Structure		optional	
0.2.17.42.8.1	042.1	Type	String	1	required	customs
0.2.17.42.8.2	042.2	CustomsFree	Numeric	1	required	customs
0.2.17.42.8.3	042.3	Explanation	String	100	required	customs

Table 18: Pre-advice data, Category

Required at customs abroad (EAD) and refers to the contents. The content data of the parcel must be indicated here. Can be present multiple times.

**Field information:**

Field name	CSV record type	Content of the field
Type	042.1	„G“ = gift, „D“ = documents, „C“ = commercial sample, „R“ = return goods, „O“ = other, „A“ = article
Zollfrei	042.2	„0“ = customs fee „1“ = not customs fee

Table 19: Pre-advice data, Category field information

**5.4.3. Document**

Hierarchy	CSV record type / Position	Field name, English	Data type	Length	Required / optional	new / revised
0.2.17.42.13	043	Document	Structure		optional	
0.2.17.42.13.2	043.1	Type	String	1	required	customs
0.2.17.42.13.3	043.2	Number	String	40	optional	customs

Table 20: Pre-advice data, Document

Required at customs abroad (EAD) and refers to content information documents.

**Field information:**

Field name	CSV record type	Content of the field
Type	043.1	„L“ = licence, „C“ = certificate, „I“ = invoice, „W“ = waybill

Table 21: Pre-advice data, Document field informations

**5.5. Product**

Hierarchy	CSV record / Position	Field name, English	Data type	Length	required / optional	new / revised
0.2.17.43	050	Product	Structure		required	
0.2.17.43.1	050.1	ProductCode	Numeric	2	required	

Table 22: Pre-advice data, Product

The "product code" of the selected product for the above shipment must be specified here.

**Feldinformationen:**

Field name	CSV record type	Content of the field
ProductCode	050.1	See 2-digit product codes in section 5.5.1s

Table 23: Pre-advice data, Product field information



### 5.5.1. Productcodes

<b>Product</b>	<b>Product code (Aviso)</b>	<b>OCR code</b>
Combi-freight International Outbound	49	<b>SENOU</b>
Domestic Combi-freight	47	<b>SENNA</b>
Post Express International	46	<b>EMSOU</b>
Domestic Post Express	01	<b>EMSNA</b>
Next Day	65	<b>NXDAY</b>
Parcel (Plus) International Outbound (Parcel International)	70	<b>NOROU</b>
Domestic Parcel (Parcel standard)	10	<b>NORNA</b>
Parcel Premium International Outbound B2B (Parcel Premium International)	45	<b>B2BOU</b>
Domestic Parcel Premium B2B (Parcel Premium)	31	<b>B2BNA</b>
Domestic Parcel Premium select	30	<b>SELNA</b>
Return Parcel - Required only for certain products	28	<b>RETPA</b>

Table 24: Pre-advice data, Product codes



## 5.5.2. Products and features

Customers of Austrian Post have access to a wide range of products and additional services. Details on the possible variants can be found in the attachment " ProductFeatureMatrix.xlsx " under the following link:

<https://secure.post.at/downloads/ProductFeatureMatrix.xlsx>

Die aktuellen Stammdaten dazu sind unter folgenden Links zu finden:

<https://secure.post.at/downloads/ProductFeatureMatrix.xlsx>

<https://secure.post.at/downloads/FeatureFeatureMatrix.xlsx>

Each individual product is identified by a unique 2-digit product code, each feature by a unique 3-digit feature. It is mandatory to indicate such a product code per package in the pre-advice data. With regard to the feature code, none, one or more can be indicated per package.

## 5.6. Features

Hierarchy	CSV record type / Position	Field name, English	Data type	Length	required / optional	new / revised
0.2.17.44.2	060	Feature	Structure		optional	
<b>0.2.17.44.2.1</b>	<b>060.1</b>	<b>FeatureCode</b>	<b>Numeric</b>	<b>3</b>	<b>required</b>	<b>each FC</b>
0.2.17.44.2.2	060.2	Value	String	40	optional	
0.2.17.44.2.3	060.3	Amount	Numeric	6.2	optional	
0.2.17.44.2.4	060.4	Currency	String	3	optional	
0.2.17.44.2.5	060.5	CodAccountHolder	String	35	optional	
0.2.17.44.2.6	060.6	IBAN	String	40	optional	
0.2.17.44.2.7	060.7	BIC	String	11	optional	
0.2.17.44.2.8	060.8	CodPaymentReason	String	35	optional	
0.2.17.44.2.9	060.9	Email	String	40	optional	
0.2.17.44.2.10	060.10	PhoneNumber	String	40	optional	

Table 25: Pre-advice data, Features

The features for the above shipment must be entered here. A shipment can contain several additional features.



**Field information:**

Field name	CSV record type	Content of the field
FeatureCode	060.1	See 3-digit feature code in section 5.6.1
Amount	060.3	A decimal point (".") must be used as the decimal separator and no thousands separator may be used. Example 1678.90
Currency	060.4	3-character ISO currency code e.g. EUR
PhoneNumber	060.10	Following formats may be used for the phone number: <ul style="list-style-type: none"> <li>– 06646241843</li> <li>– 00436646241843</li> <li>– 436646241843</li> <li>– +436646241843</li> <li>– ++436646241843</li> </ul>

Table 26: Pre-advice data, Feature field information

**5.6.1. Feature codes**

Feature (description in English)	Feature code	OCR code
24-Stundenpaket (24-hour parcel)	007	<b>24S</b>
Absender-Info (Shipper information)	054	
Frei Verwendungsstelle (Free to place of use)	029	<b>FVS</b>
Fresh (Fresh)	116	<b>FRE</b>
Gefahrgut – begrenzte Menge (LQ) (Hazardous goods – limited quantity)	074	<b>LQU</b>
Höherversicherung (Additional higher insurance)	063	
Keine Teillieferung (No partial delivery)	061	
Lagerfrist kurz (Short storage period)	072	
Mehrwegbox groß (Reusable box, large)	083	
Mehrwegbox klein (Reusable box, small)	081	
Mehrwegbox mittel (Reusable box, medium)	082	
Nachnahme COD (AT) (cash on delivery - Domestic)	006	<b>COD</b>
Nachnahme COD International (cash on delivery - International)	022	<b>COD</b>
Palette (Pallet - only with certain products)	062	<b>PAL</b>
Persönlich (Personal)	045	<b>PER</b>
(P.O. Box)	066	(address)
(Post restante)	065	(address)



(Saturday delivery)	027	<b>SAM</b>
(Immediate return)	142	
Value	011	<b>WRT</b>
Preferred pickup station	053	<b>P24</b>
Preferred drop location	123	(address)
Preferred neighbour	122	(address)
Preferred Hermes Parcel Shop	052	<b>PUP</b>
Preferred pickup branch	052	<b>PUP</b>
Preferred day	143	
Fragile (AT)	004	<b>ZBR</b>
Fragile International	024	<b>ZBR</b>
Delivery by 10 a.m. (only EMS)	019	<b>10U</b>
Delivery only with signature	187	

Table 27: Pre-advice data, Feature codes

### 5.6.2. Additional information on the Shipper information „054“ feature

The following fields are required for this feature:

„FeatureCode (060.1)“, in the field „Email (060.0)“ must contain a valid email address or in the field „TelephoneNr (060.10)“ must contain a valid Austrian mobile phone number.

### 5.6.3. Additional information on the Additional insurance „063“ feature

The following fields are required for this feature:

„FeatureCode (060.1)“, in the field „Amount (060.3)“ must contain the amount of insurance desired, in shape „1234.98“ and in the field „Currency (060.4)“ must contain the „EUR“ currency code.

### 5.6.4. Additional information on the COD „006“ feature

The following fields are required for this feature:

„FeatureCode (060.1)“, the „Amount (060.3)“ field must contain the desired COD amount, the „Currency (060.4)“ field must contain the „EUR“ currency code and the „IBAN (060.6)“, „BIC (060.7)“ and „CodAccountHolder (060.5)“ fields must contain valid banking information for a financial institution located in the SEPA area.





The following two fields are also available for optional reference information for the COD shipment:

- Field "CodPaymentReason (060.8)"
  - Content: Reason for payment, same as the reason for payment on the payment on the associated COD money order.
  - Field definition: max. 35 character, alphabetic
  - Valid characters: a-z A-Z 0-9 . , : ' + - / ( ) ? <space>
  - Use: Field is required, but completing the field is optional

If you do not complete this field in the pre-advice data, it will be automatically completed as below when the pre-advice is processed:

- Using the „ShipmentNr (030.1)“ field, or if this is also empty
- Using the "ShpRefNr (030.34)" field, or if this is also empty
- Using the „AlternativeRefNr (030.36)“ field, or if this is also empty
- Using the „ColliRefNr (040.3)“ field (in the case of collective shipments, the field for the first parcel), or if this is also empty
- Using the „Identcode (040.1)“ field (in the case of collective shipments, the field for the first parcel), followed by the character "/" and the "ConsigneeName1 (030.16)" field.

Since the „CodPaymentReason (060.8)“ field is limited to 35 characters in length, only the first 35 characters of the value is automatically assigned to the "CodPaymentReason" are used for subsequent processing.

- Field „Value (060.2)“
  - Content: Payment Reference / Customer Information
  - Field definition: max.35 charakters, alphabetic
  - Valid characters: a-z A-Z 0-9 . , : ' + - / ( ) ? <Space>
  - Use: Field is required, but completing the field is optional

For compatibility reasons, if you do not fill this field in the pre-advice data, it will be automatically filled with the information in the "CodPaymentReason (060.8)" field (see above).

Important note: Additional information on the mapping of fields from the pre-advice data to payer account information when paperless COD is used:

Since the introduction of paperless COD, you are able to send us the two pieces of information "reason for payment (060.8)" and "payment reference/customer data"= field "value (060.2)" in the pre-advice data. Both fields will be transmitted to our house bank in the course of the transfer and subsequently also to your recipient's account.

However, since the SEPA standard only allows EITHER "reason for payment" OR "payment reference/customer data", since the SEPA changeover we have transferred both pieces of information provided by you as free text reason for payment but in the coded form "++COD/<reason for payment>+++<payment reference>+++<post internal document reference>" (in the XML data carrier field "RmtInf/Ustrd") to our bank for the transfer. This information is also forwarded to your recipient account and is used, as before, to allocate the incoming payment.



For this reason, the "Reason for Payment" shown in your account statement or the data files (MT940, CREMUL or CAMT) sent to you by your bank does NOT correspond exactly to the "CODPaymentReason" field in the pre-advice data you send to us.

In addition, the SEPA standard also includes an "Originator Reference" (in the "EndToEndId" XML field) that is also forwarded to your payee account. In accordance with SEPA requirements, we fill this field with an "Austrian Post internal customer reference" and use it for communication with our bank. You can also use it to enquire with us about this payment.

Whether and how this information is forwarded to you depends, however, on your bank and the agreements with your bank with respect to account statements and/or electronic data files (MT940, CREMUL or CAMT). As a result, consultation with your bank is absolutely necessary.

Here is an excerpt from an XML file that we send to our bank to perform a COD transfer:

```
...
<CdtTrfTxInf>
  <PmtId>
    ...
    <EndToEndId><Post-interne Auftraggeberreferenz></EndToEndId>
  </PmtId>
  ...
  <RmtInf>
    <Ustrd>++COD/<max. 35-character reason for payment >+<max. 35-character pay-
ment reference>+<max. 16-character Austrian Post internal voucher reference></Ustrd>
  </RmtInf>
</CdtTrfTxInf>
...
```

### 5.6.5. Additional information on the International COD „022" feature

The following fields are required for this feature:

„FeatureCode (060.1)", the „Amount (060.3)" field must contain the desired COD amount, the „Currency (060.4)" field must contain valid currency code and the „IBAN (060.6)", „BIC (060.7)" and „CodAccountHolder (060.5)" fields must contain valid banking information for a financial institution located in the SEPA area.

### 5.6.6. Additional information on the Value „011" feature

The following fields are required for this feature:

„FeatureCode (060.1)", the „Amount (060.3)" field must contain the value of the shipment and the „Currency (060.4)" field must contain the „EUR" currency code. Please also note the information on the label.



### **5.6.7. Additional information on the Preferred pickup station „053“ feature – P24**

The following fields are required for this feature:

„FeatureCode (060.1)“, the „Value (060.2)“ field must contain the number of the “BranchKey” from the “Depositories.csv” and the “Email” field must contain a valid email address or the “TelephoneNr” field must contain a valid Austrian mobile phone number. The “DepositoriesV2.csv” can be downloaded at the following link.

<https://secure.post.at/downloads/DepositoriesV2.csv>

### **5.6.8. Additional information on the Preferred drop location „123“ feature**

The following fields are required for this feature:

„Featurecode (060.1)“, the „Value (060.2)“ field must contain the desired drop location. Please also note the information on the label.

### **5.6.9. Additional information on the Preferred neighbour „122“ feature**

The following fields are required for this feature:

„Featurecode (060.1)“, the „Value (060.2)“ field must contain the name and address of the desired neighbor, separated by (“,”), but WITHOUT the postal code and city. Please also note the information on the label.

### **5.6.10. Additional information on the Preferred pickup branch „052“ feature - PUP**

The following fields are required for this additional feature:

„FeatureCode (60.1)“, the “Value (60.2)” field must contain the number of the “BranchKey” from the “DepositoriesV2.csv” and the “EMail” field must contain a valid email address or the “TelephoneNr” field must contain a valid Austrian mobile phone number. Depending on which “Type” (“PostOffice”, “HPS”, “ParcelPoint”) is to be used, the respective special addressing must be followed, see chapter 3.1 for the correct formatting. The “DepositoriesV2.csv” can be downloaded at the following link:

<https://secure.post.at/downloads/DepositoriesV2.csv>



## 5.7. Additional information in the pre-advice data for customs

### 5.7.1. For Customs, Shipping to non EU countries

Hierarchy	CSV Record type / Position	Field name, English	Data type	Length	required / optional	new / revised
0.2.17.42.7	041	Content	Structure		required	
0.2.17.42.7.1	041.1	Description	String	100	required	customs
0.2.17.42.7.2	041.2	Quantity	Numeric	4	required	customs
0.2.17.42.7.3	041.3	NetWeight	Numeric	7.3	required	customs
0.2.17.42.7.4	041.4	Value	Numeric	6.2	required	customs
0.2.17.42.7.5	041.5	Currency	String	3	required	customs
0.2.17.42.7.6	041.6	HSTariffNumber	String	10	required	customs
0.2.17.42.7.7	041.7	OriginCountry	String	2	required	customs
0.2.17.42.7.8	041.8	PackageType	String	60	optional	

Table 28: Pre-advice data, Customs Content

Hierarchy	CSV Record / Position	Field name, English	Data type	Length	required / optional	new / revised
0.2.17.42.8	042	Category	Structure		required	
0.2.17.42.8.1	042.1	Type	String	1	required	customs
0.2.17.42.8.2	042.2	CustomsFee	Numeric	1	required	customs
0.2.17.42.8.3	042.3	Explanation	String	100	required	customs

Table 29: Pre-advice data, Customs Category

Hierarchy	CSV Record / Position	Field name, English	Data type	Length	required / optional	new / revised
0.2.17.42.13	043	Document	Structure		required	
0.2.17.42.13.2	043.1	Type	String	1	required	customs
0.2.17.42.13.3	043.2	Number	String	40	optional	customs

Table 30: Pre-advice data, Customs Document

### 5.7.2. To certain countries

Hierarchy	CSV Record / Position	Field name, English	Data type	Length	required / optional	
0.2.12	020.12	ShipperTelephoneNr	String	40	required	and or
0.2.13	020.13	ShipperMail	String	64	required	and or

Table 31: Pre-advice data, Shipper Information



Land	Produkt / Produkte
Denmark	Paket Light International Paket Plus International Paket Premium International
Finland	Paket Light International Paket Plus International Paket Premium International
Luxembourg	Paket Light International Paket Plus International Paket Premium International
Sweden	Paket Light International Paket Plus International Paket Premium International

### 5.7.3. For Post Express

Hierarchy	CSV Record / Position	Field name, English	Data type	Length	required / optional	
0.2.12	020.12	ShipperTelephoneNr	String	40	required	
0.2.13	020.13	ShipperMail	String	64	required	

## 5.8. Data formats

The following data formats can be used:

- ASCII-Flat file (\*.CSV, semicolon separated, CR+LF)
- XML file

### 5.8.1. ASCII-Flat file (csv)

ASCII-Flat file (CSV, semicolon separated, CR+LF)

The CSV format may use the following encoding:

- Windows 1252: Western European

In order to allow the individual sections to be identified in the flat file, the first three positions must contain record types.

The structure and contents of each record type are exactly as described for the XML file above.

The permissible types of record and the position of the individual information within a record type are described in the tables of the respective record type in the "CSV record type / item" column.

If the beginning of a record contains data that does not match the defined record types, the file must be rejected as incorrect. Empty fields are ignored (e.g. aaaa;;bbbb). Unused positions in individual fields may not be filled with spaces or zeros! Apostrophes cannot be used as field separators.



Structure of an example CSV-file:

**010**;DebitorPayer;Customer;CreationDate;ShipmentDate;ShipmentPostalCode;AvisoVersion;AvisoSystem;ITContactName;ITContactTelephoneNr;ITContactMail

**020**;ShipperName1;ShipperName2;ShipperName3;ShipperName4;ShipperCountry;ShipperPostalCode;ShipperCity;ShipperRegion;ShipperStreet;ShipperAdditionalStreet;ShipperStreetNr;ShipperTelephoneNr;ShipperMail;ShipperTaxCode;ShipperVATNo;ShipperCustomsReference

**030**;ShipmentNr;ReturnDebitor;ReturnName1;ReturnName2;ReturnName3;ReturnName4;ReturnCountry;ReturnPostalCode;ReturnCity;ReturnRegion;ReturnStreet;ReturnAdditionalStreet;ReturnStreetNr;ReturnTelephoneNr;ReturnMail;ConsigneeName1;ConsigneeName2;ConsigneeName3;ConsigneeName4;ConsigneeCountry;ConsigneePostalCode;ConsigneeCity;ConsigneeRegion;ConsigneeStreet;ConsigneeAdditionalStreet;ConsigneeStreetNr;ConsigneePAC;ConsigneeTelephoneNr;ConsigneeMail;ConsigneeInfo;ConsigneeTaxCode;ConsigneeVATNo;ConsigneeCustomsReference;ShpRefNr;CostCenterRefNr;AlternativeRefNr;DeliveryRemark;DeliveryDay;LabelType;MovementReferenceNumber

**040**;IdentCode;Weight;ColliRefNr;ParcelType;InternalRefNr;ReferencedParcelIdentCode;TotalValue;Currency;Comment;NumberOfDocuments;NonDeliveryRemark;ReasonForExport

**041**;Description;Quantity;NetWeight;Value;Currency;HSTariffNumber;OriginCountry;PackageType

**042**;Type;CustomsFree;Explanation

**043**;Typ;Number

**050**;ProductCode

**060**;FeatureCode;Value;Amount;Currency;CodAccountHolder;IBAN;BIC;CodPaymentReason;EMail;PhoneNumber

**071**;BillOfDanger;AdditionalBillOfDanger1;AdditionalBillOfDanger2;AdditionalBillOfDanger3;TunnelLimitationCode;PackingGroup;ADRGrossWeight:123456.789;UNNumber;TransportCategory;MaterialDescription

**072**;NumberOfPackageType;PackageType

## 5.8.2. XML-File

XML files are available in German and English.

The XML format may use the following encoding:

- UTF-8 (preferred) (Please note: the „&“ must be stated in the form „&amp;“)
- ISO-8859-1 Latin-1 Western European
- ISO-8859-2 Latin-2 Central European

The technical structure of the XML pre-advice data is specified using an XML schema definition (XSD). The file is available for download at:

<https://post.at/downloads/XMLSchemaV5.zip>

Namespaces are necessary for version management and uniquely identifying XML elements in a schema.



An XML pre-advice file generally has the following structure:

- Aviso
  - Header (010)
  - Shipper (020)
    - Shipment (030)
      - HazardousInformation (070) (currently not possible)
        - HazardousADRservice (071)
        - HazardousColli (072)
      - Parcel (040)
        - Contents (041) only necessary outside the EU
        - Category (042) only necessary outside the EU
        - Document (043) only necessary outside the EU
      - Product (050)
        - Feature (060)

The following formats must be used for the various data types:

- Date (= „Date“): „<JJJJ-MM-TT>“
  - E.g.: „2020-01-01“
  - Date and time (= „DateTime“): „<JJJJ-MM-TT>T<hh:mm:ss>“
    - E.g.: „2020-01-01T13:53:05“
- Numbers (“Numeric”): A decimal point (“.”) must be used as the decimal separator and no thousands separator may be used. The number of decimal digits permitted is indicated for each field.
  - E.g.: „1230.20“ or „1230.512“

The sections below provide detailed information on the information groups above. The “CSV record type / item number” column applies to a pre-advice file in “CSV” format (see section 5.7.1), instead of a pre-advice file in “XML” format. The “new/revised” column identifies information that is new to this version or changed.

This information is available in its entirety for download at [https://post.at/downloads/AvisoStruktur\\_V5.xlsx](https://post.at/downloads/AvisoStruktur_V5.xlsx)

## 5.9. Transmission of the pre-advice data

The necessary pre-advice data for the shipments must be transmitted in a timely manner to Austrian Post AG. This can be done by mail or to an SFTP account at Austrian Post AG.

The file names are to be selected in the following name structure, only complete files may be used:



<Customer number>-< YYYYMMTThhmmss>-<sequential day number>.CSV

<Customer number>-< YYYYMMTThhmmss>-<sequential day number>.XML

Example: 0012345678-20200101130159-001.csv

0012345678-20200101130159-001.xml

### 5.9.1. E-Mail

Transmission via email must be performed as follows:

- Send to an email address provided by Austrian Post
- Use unique file names for pre-advice files
- More than one file may be attached to an email
- Only one file format (either XML or CSV) may be used for each email and email address
- The subject must be as follows:

Transfer from <Customer number> from < YYYYMMTThhmmss>-<sequential number>

Example: Transfer from 0012345678 from 20200101130159-001

### 5.9.2. SFTP

Transmission using SFTP must be performed as follows:

- Transmission in binary mode
- Unique file names and complete files
- Send to Austrian Post server using DNS address

#### 5.9.2.1. Approval for transmission of the pre-advice data

The following information is needed to allow a customer/partner to send pre-advice data to Austrian Post's central T&T database:

- SAP DebitorPayer or 5-digit Customer Reference Number
- Company name
- Contact person
- Contact person telephone number
- Contact person email address
- Desired data format (XML or CSV)
- Desired data protocol (SFTP with DNS or E-Mail)
- Possible provision of public key (SSH key)





## 6. Information

### 6.1. New labelling requirement for parcels to Germany from 1.1.2025

We would like to inform you that from 1.1.2025, a **new labelling requirement** will come into force for parcels weighing over 10 kg that are delivered to Germany. For this purpose, a predefined symbol directly on the shipping label will indicate whether the **parcel weighs over 10 kg or over 20 kg**.

The amendment to the German Postal Act was passed in mid-2024 and provides for this labelling for **all parcels delivered to Germany**. This applies to parcels from both business and private customers, as well as all products, including Parcel Plus International and Parcel Premium International. Pure transit parcels are not affected.

**Delivery time:** With proper labelling of the parcels, the new specification will not affect the delivery time

**Weight:** Regardless of whether you use the Post-Labelcenter (PLC) or your own shipping software, the weight you specify must be in the correct weight category (0-9.9 kg, 10-19.9 kg or over 20 kg). The shipment will later be invoiced based on the weight actually weighed.

If you use your own shipping software system, changes must be made by yourself. Please ensure in good time that your shipment to Germany contains the corresponding labelling symbol from 1.1.2025 at the latest.

#### Parcel informationen for shipments to Germany:

Hierarchy	CSV record type / Position	Field name, English	Data type	Length	Required / optional	New / revised
<b>0.2.17.42</b>	<b>040</b>	<b>Parcel</b>	<b>Structure</b>		<b>required</b>	
<b>0.2.17.42.1</b>	<b>040.1</b>	<b>IdentCode</b>	<b>Numeric</b>	<b>24</b>	<b>required</b>	
<b>0.2.17.42.2</b>	<b>040.2</b>	<b>Weight</b>	<b>Numeric</b>	<b>7.3</b>	<b>required</b>	
0.2.17.42.3	040.3	ColliRefNr	String	40	optional	
<b>0.2.17.42.4</b>	<b>040.4</b>	<b>ParcelType</b>	<b>String</b>	<b>1</b>	<b>required</b>	
0.2.17.42.5	040.5	InternalRefNr	String	40	INTERN	
0.2.17.42.6	040.6	ReferencedParcelIdentCode	String	40	optional	
0.2.17.42.9	040.7	TotalValue	Numeric	6.2	optional	Customs
0.2.17.42.10	040.8	Currenncy	String	3	optional	Customs
0.2.17.42.11	040.9	Comment	String	100	optional	
0.2.17.42.12	040.10	NumberOfDocuments	Numeric	2	optional	
0.2.17.42.14	040.11	NonDeliveryRemark	String	1	optional	
0.2.17.42.15	040.12	ReasonForExport	String	100	optional	

Tabelle 32: Pre-advice data, Parcel to Germany



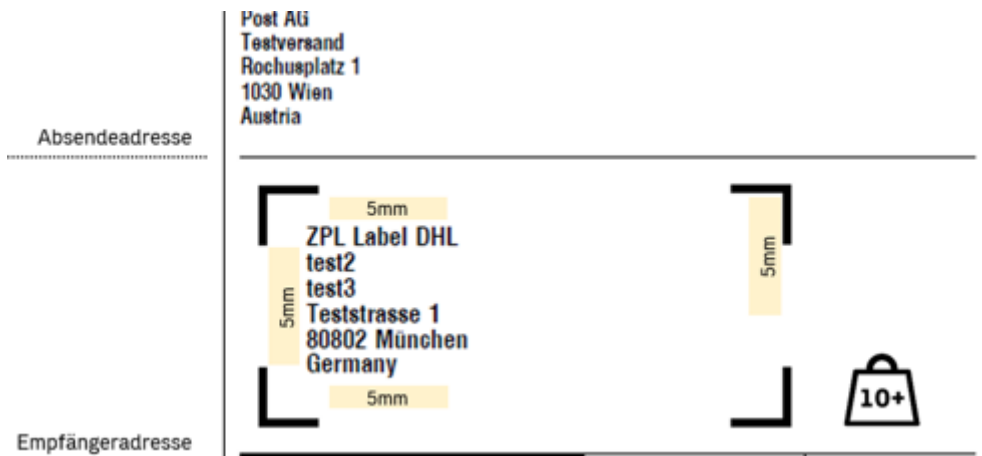
**Labelling symbols:** There is a symbol for the two weight categories to be labelled on the shipping label. The symbol is available for download online at [post.at/kvs](https://www.post.at/kvs).



**Please observe the following guidelines when attaching the symbol to the label:**

- **Placement:** Imprint to the right of the recipient's address, outside the address corners, aligned at the bottom edge
- **Symbol size:** at least 1 cm x 1 cm
- **Quiet zone:** at least 1 mm around the icon, 3 mm to address corners

Example for a parcel over 10 kg to 20 kg to Germany:





## 7. List of Illustrations

Introduction.....	6
Illustration 1: Chapters in the document .....	6
Labelling.....	7
Illustration 2: possible label formats .....	8
Illustration 3: Structure of a label in portrait format (example).....	9
Illustration 4: Positioning square .....	16
Illustration 5: Label testing/approval process.....	17
Barcode (Identcode).....	22
Illustration 6: Barcode structure.....	22
Illustration 7: Example checksum calculation.....	24
Illustration 8: Barcode with plain text.....	25



## 8. List of Tables

Introduction.....	6
Labelling.....	7
Table 1: Barcode – Exclusions .....	7
Table 2: Product logos and OCR codes.....	10
Table 3: Zusatzleistung OCR-Kürzel, eventuelle Piktogramme.....	12
Addresses.....	18
Table 4: Examples for addressing.....	18
Table 5: Examples of non-standard addresses .....	20
Barcode (Identcode).....	22
Table 6: Product Porcess Codes.....	23
Table 7: Barcode specifications .....	26
Pre-advice data (Version 5).....	28
Table 8: Pre-advice data, header .....	28
Table 9: Pre-advice data, header field information.....	29
Table 10: Pre-advice data, shipper.....	30
Table 11: Pre-advice data, shipper field information .....	31
Table 12: Pre-advice data, shipment .....	32
Table 13: Pre-advice data, Shipment field information .....	33
Table 14: Pre-advice data, Parcel.....	33
Table 15: Pre-advice data, Parcel field information .....	34
Table 16: Pre-advice data, Content.....	34
Table 17: Pre-advice data, Content field informations .....	35
Table 18: Pre-advice data, Category.....	35
Table 19: Pre-advice data, Category field information .....	35
Table 20: Pre-advice data, Document.....	35
Table 21: Pre-advice data, Document field informations .....	36
Table 22: Pre-advice data, Product.....	36
Table 23: Pre-advice data, Product field information .....	36
Table 24: Pre-advice data, Product codes.....	37
Table 25: Pre-advice data, Features .....	38
Table 26: Pre-advice data, Feature field information.....	39
Table 27: Pre-advice data, Feature codes .....	40
Table 28: Pre-advice data, Customs Content .....	44
Table 29: Pre-advice data, Customs Category .....	44
Table 30: Pre-advice data, Customs Document .....	44
Table 31: Pre-advice data, Shipper Information .....	44
List of Illustrations .....	51
List of Tables.....	52
List of abbreviations .....	53



## 9. List of abbreviations

<b>B2B</b>	Business-to-Business
<b>BEC</b>	Business Cockpit
<b>BIC</b>	Business Identifier Code
<b>COD</b>	Cash on delivery
<b>CSV</b>	Comma-separated values
<b>HPS</b>	Hermes Parcel Shop
<b>EAN</b>	European Article Number
<b>EMS</b>	Express Mail Service
<b>FVS</b>	Frei Verwendungsstelle (free to place of use)
<b>IBAN</b>	International bank account number
<b>ID</b>	Identification
<b>ISO</b>	International Organisation for Standardisation
<b>LQ</b>	Limited Quantity (hazardous goods)
<b>OCR</b>	Optical Character Recognition
<b>ÖNORM</b>	Austrian Standards Institute standards
<b>Post</b>	Austrian Post AG
<b>PPC</b>	Product process code
<b>pt</b>	Point
<b>PVS</b>	Paketversandsystem (Parcel shipping system)
<b>SEPA</b>	German, single euro payment area
<b>SWIFT</b>	Society for Worldwide Interbank Financial Telecommunications
<b>UPU</b>	Universal Post Union
<b>XML</b>	Extensible markup language

Updated: January 2022. Subject to printer's errors and misprints. The product-specific General Terms and Conditions (GTC) of Österreichische Post AG apply, see [post.at/agb](https://post.at/agb) || For information about our data protection policy, please see [post.at/dataprivacy](https://post.at/dataprivacy) || **Legal information:** Owner, publisher, editor and producer: Österreichische Post AG, Rochusplatz 1, 1030 Vienna | [post.at](https://post.at) | Headquarters: Vienna | Company register no. 180219d | Commercial court Vienna | VAT number: ATU46674503 || Produced in: Vienna

**Effiziente  
BUSINESS-  
LÖSUNGEN  
der Post**