



Labelling and Shipping Notice Manual
Guidelines for proper barcodes, parcel
labelling and shipping notice data.

1. July 2020
Parcel & Logistics

BelAvFi
Version 5.6



Record of changes

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 shipping notice 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 shipping notice 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 Ikić	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	Kristijan Ikić	Change of name from EMS to Post Express. Links updated.



Contents

1. Introduction	5
2. Labelling	6
2.1. Label format	7
2.1.1. Label components, structure and content	7
2.1.2. Product logo area	9
2.1.2.1. Information about the product „Post Express International“ (EMSOU)	10
2.1.2.2. Information about the product „Next Day“ (NXDAY)	10
2.1.3. Features area	10
2.1.3.1. Information about the additional feature „Late delivery“	12
2.1.3.2. Information about the additional feature „COD“, national and international	12
2.1.3.3. Information about the additional feature „Contract shipment, personal (PER)“	13
2.1.3.4. Information about the additional feature „Value (WRT)“	13
2.1.3.5. Information about the additional feature „Preferred pickup station (P24)“	13
2.1.3.6. Information about the additional feature „Preferred neighbour“	13
2.1.3.7. Information about the additional feature „Preferred pickup branch (PUP)“	13
2.1.3.8. Information about the additional feature „Preferred day“	14
2.1.3.9. Information about the additional feature „Delivery by 10 a.m. (10U)“	14
2.1.3.10. Information about the additional feature „Saturday delivery“	14
2.1.4. Code area	14
2.1.4.1. OCR line with OCR codes for product and features.....	14
2.1.4.2. Barcode and barcode plain text.....	14
2.1.4.3. Label-ID / approval number	15
2.1.4.4. Positioning box	15
2.2. Label testing process	16
3. Addresses	17
3.1. Structure of the address area	17
3.2. Printed text.....	19
3.2.1. Font.....	19
3.2.2. Lines.....	20
3.2.3. Characters	20
3.3. International addresses.....	20
4. Barcode (Identcode)	21
4.1. Barcode structure.....	21
4.1.1. OriginCountry / PartnerCode.....	21
4.1.2. CustomerID	21
4.1.3. Sequential number	22
4.1.4. Product Process Code (PPC).....	22



4.1.5. Destination postal code / country.....	23
4.1.6. Checksum and checksum calculation	23
4.2. Illustration of barcode together with plain text.....	24
4.3. Specification of Code 128 Subset C, 22 positions.....	25
4.4. Printing process.....	26
5. Shipping notice data (Version 5)	27
5.1. Header information	27
5.2. Shipper information.....	29
5.3. Shipment information	30
5.4. Parcel information	32
5.4.1. Content	33
5.4.2. Category	34
5.4.3. Document	34
5.5. Product	35
5.5.1. Product codes	36
5.5.2. Products and features	37
5.6. Features.....	37
5.6.1. Feature codes.....	38
5.6.2. Additional information on the Shipper information „054“ feature.....	39
5.6.3. Additional information on the Additional insurance „063“ feature	39
5.6.4. Additional information on the COD „006“ feature.....	39
5.6.5. Additional information on the International COD „022“ feature	41
5.6.6. Additional information on the Value „011“ feature	41
5.6.7. Additional information on the Preferred pickup station „053“ feature	42
5.6.8. Additional information on the Preferred drop location „123“ feature.....	42
5.6.9. Additional information on the Preferred neighbour „122“ feature	42
5.6.10. Additional information on the Preferred Hermes ParcelShop „052“ feature	42
5.6.11. Additional information on the Preferred post office „052“ feature.....	42
5.7. Data formats	43
5.7.1. ASCII-Flat file (csv)	43
5.7.2. XML-File.....	44
5.8. Transmission of shipping notice data	45
5.8.1. E-Mail.....	45
5.8.2. SFTP.....	46
5.8.2.1. Approval for transmission of shipping notice data.....	46
6. List of figures	47
7. List of abbreviations.....	48
8. List of Table	49



1. Introduction

Compliance with labelling, barcode and shipping notice standards will ensure problem-free, timely handling of your parcels.

All of the requirements and guidelines have been collected in this manual, and cover the following topics:

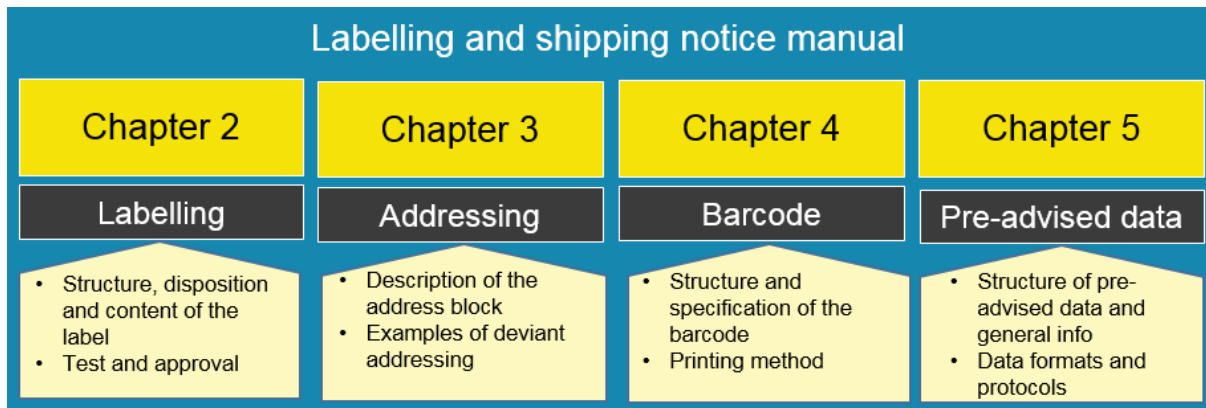


Figure 1: The sections of this manual

This Labelling & Shipping Notice Manual and all other documents referred to in this manual are available at:

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

The Post-Labelcenter software from Austrian Post regards all these standards and provides customers with the best solution for recording and processing order data, preparing labels and sending shipping notice 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/g/c/logistikleistungen-sensible-gueter>



2. Labelling

Proper labelling is absolutely necessary for problem-free handling of parcels. This means that the following guidelines must always be observed:

- The colour of the label must be uniformly 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.
- Strings and other materials used to fasten the parcel must not cover the label.
- Transparent films applied over the label reduce its legibility and must be tested individually.
- Clear zones are required before and after the barcode.
- The barcode design must satisfy the dimensions indicated.
- The parcel may not have any of the following additional barcodes. These lead to additional time and expense, which could cause a delay in delivery.

Codetype	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, 12, 13, 16 to 30
EAN 128 (UCC/EAN-128)	20

Table 1: Unacceptable barcode

If a permitted additional barcode should be used, the note "FREMDBARCODE" must be printed on the label. Additionally, the barcode content must be added to the pre-advised data in the tag "Colli-RefNr".

The additional barcode must be positioned in a way on the label that it cannot be confused with the parcel barcode (Identcode).

The label may not be used in production until it has been tested and approved (layout and barcode).



2.1. Label format

Two different label orientations can be chosen – see the figure below (images not in original size).

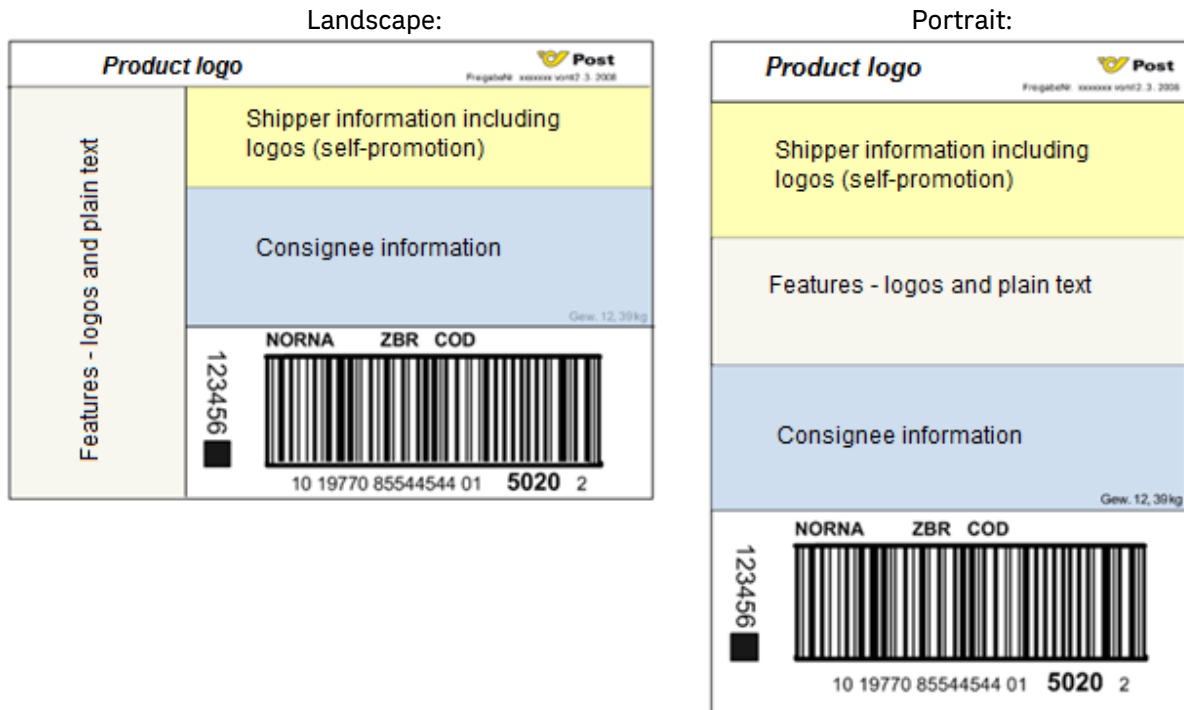


Figure 2: Label formats

2.1.1. Label components, structure and content

A parcel label includes the following areas:

- Product logo area (see 2.1.2.)

This area contains product information in plain text or using a logo.

- Address area (see 3.)

This area contains the shipper information – incl. shipper advertising. The heading “Shipper” must be included above the shipper address.

- Feature area (see 2.1.3.)

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

- Address area – consignee information (see 3.)

This area contains the consignee information. The heading “Consignee” must be included above the consignee address.

- Code area (see 2.1.4. and 4.)

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



The figure below shows the proper arrangement of the label areas:

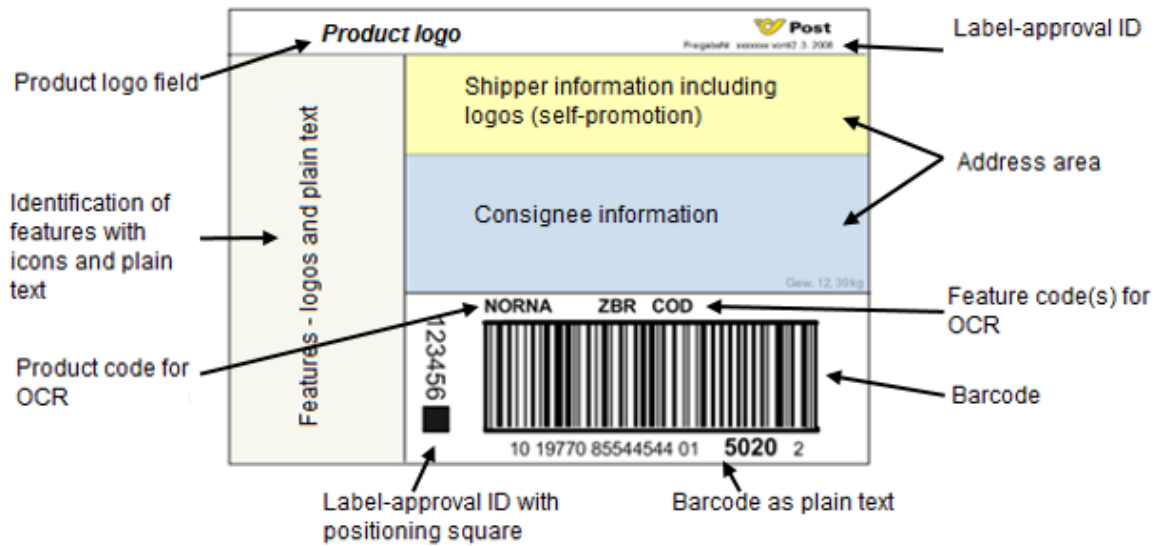


Figure 3: Label structure

The individual areas are described in detail below.



2.1.2. Product logo area

The product used must be indicated in the product logo area and by an OCR code in the code line above the barcode:







Product	Product logo	OCR code
Combi-freight International Outbound		SENOU
Domestic Combi-freight		SENNA
Post Express International		EMSOU
Domestic Post Express		EMSNA
Next Day (only AT)	Next Day	NXDAY
Päckchen M (small parcel – only AT)	Päckchen M	PACKM
Parcel Light International Outbound (Parcel Light International)	Paket Light International	PLIOU
Parcel (Plus) International Outbound (Parcel International)	Paket International	NOROU
Domestic Parcel (Parcel standard)	Paket Österreich	NORNA
Parcel Premium International Outbound B2B (Parcel Premium International)		B2BOU
Domestic Parcel Premium B2B (Parcel Premium)		B2BNA
Domestic Parcel Premium Select	Select	SELNA
Premium light (only AT)	Premium light - Kleinpaket	B2BKL
Return Parcel (only AT)	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:

Important: The consignee information must include a contact person with a local telephone number. This ensures faster handling if there are customs issues or clarification is needed.

- Shipment information:

- A distinction must be made between documents and goods shipments. The contents must be fully described in English. Please do not use general descriptions, such as “sample”, “gift”, “clothing”, “replacement part”, “metal item”, etc. Please refer to the information on prohibited contents and required documents for your chosen destination country (e.g. hazardous goods, cash, etc.)

<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 Aviso data, an e-mail address (Email) and a mobile phone number (TelefonNr.) must be specified in the fields provided.

- Immediate return:



The reusable package is only taken back immediately if the identcode of the return shipment is already sent with the shipments shipping notice data and the feature code 142 (Immediate return) is included.

2.1.3. Features area

Features that must be shown on the label are identified in the features area using symbols/stickers or plain text.

OCR codes for the features used must also be printed in the code line above the barcode.

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

Name/description	OCR-code	Feature symbol/ Feature sticker	Feature plain text
24-Hour Parcel	24S		(Minimum height 20mm)
Late delivery	ABE		ABEND



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 Werktage
COD/ COD International (Cash on Delivery)	COD		(Triangle=minimum height 20mm)
Päckchen M (small parcel M)			(Minimum height 20mm)
Personal	PER		Persönlich
Return parcel		V	(V = minimum height 20mm)
Contract shipment, personal	PER		Vertragssendung persönlich
Value	WRT	W	Currency code (EUR) and amount in figures (W = minimum height 20mm)
Preferred pickup station	P24		Special addressing Note (Chapter 3.)
Preferred drop location		WA	ACHTUNG: ALTERNATIVER ZUSTELLORT WA
Preferred neighbour		WN	ACHTUNG: ALTERNATIVER ZUSTELLORT WNA Above the name and address of the preferred neighbor WITHOUT postal code and city.
Preferred pickup branch and preferred Hermes parcel shop	PUP		Special addressing Note (Chapter 3.)
Preferred day			T Wunsch-Tag: TT.MM.JJ
Preferred timeframe			Z Wunsch-Zeitfenster: HH-HH Uhr
Fragile/ Fragile International	ZBR		(Minimum height 20mm)



Delivery by 10 a.m. (currently only by Domestic Post Express in specific postal areas, PostalcodeGroup 001)	10U		bis 10 Uhr
Saturday delivery (currently only by Domestic Post Express in specific postal areas, PostalcodeGroup 003)	SAM		Samstag

Table 3: Feature logos and OCR codes

- The feature symbols must be at least 20 mm high!
- Features indicated in plain text and additional information on features (e.g. time window) must be printed in the largest 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://www.post.at/en/g/c/parcel-shipping-software-for-business-clients>

Current master data are available at:

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

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

[Master data: product/feature matrix](#)

[Master data: feature/feature matrix](#)

2.1.3.1. Information about the additional feature „Late delivery"

The „Late delivery" feature 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/authorised recipient.
- COD handling is paperless, i.e. the customer sends all COD-related information to Austrian Post in the shipping notice 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>

- The crossing out or subsequent change of the amount is not permitted!

2.1.3.3. Information about the additional feature „Contract shipment, personal (PER)“

The shipment is only handed out to the person in the recipient address. The identity is verified by photo ID. The enclosed contract is signed by the recipient and returned by the Post to the shipper. The information for the postman must be added on the shipment.

Note for the deliverer must be attached to the shipment.

2.1.3.4. Information about the additional feature „Value (WRT)“

- The amount in figures, including currency code (EUR) and at international also in SZR, must be printed on the label below the feature symbol.
- The maximum amount permitted is indicated in the currently applicable general terms and conditions.

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

2.1.3.5. Information about the additional feature “Preferred pickup station (P24)“

- Information on properly addressing shipments with the “Preferred pickup station” feature is provided in section [5.6.7](#).
- Current master data is available at the link below. “Type” “ParcelLocker” must be used for this feature:

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

2.1.3.6. 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.

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

- Information on properly addressing shipments with the „Preferred pickup branch” feature is provided in section [5.6.11](#). Here you can also use the Hermes-PaketShops.
- Current master data is available at the link below. „Type” „PostOffice” must be used for this feature:

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

Since 9.5.2017 also can used desired Hermes-PaketShops (HPS) as „Preferred PostOffice". The HPS are listed in the master data at „Type” „HPS".

Due to technical reasons shipments to HPS as „preferred pickup branch” cannot be combined with the following additional services:

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



- 045 - Personal
- 047 - Contract shipment, personal

Please note: When using HPS as preferred pickup branch with one of the above-mentioned additional services (e.g. COD), the shipment will be re-routed automatically to the closest post office branch.

2.1.3.8. 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. 16.08.19.

2.1.3.9. 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>

2.1.3.10. 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>

2.1.4. 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 box.

2.1.4.1. OCR line with OCR codes for product and features

- Font Arial
- Font size 3mm / 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 section 4.



2.1.4.3. Label-ID / approval number

The label ID, also referred to as the approval number, is assigned by the central Austrian Post 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 must be printed vertically in Arial 16 pt font above the black positioning box to the left of the barcode. The number is positioned so that the black positioning box is flush with the barcode. For details, see the figure below.

The label ID/approval number must also be printed in the product logo area under the Austrian Post logo.

2.1.4.4. Positioning box

A black box (size 6x6 mm) is printed after the label ID/approval number. This acts as an orientation aid for automatic reading.

The gap between the last digit of the label ID and the positioning box must be 1 -2 mm (no tolerance).

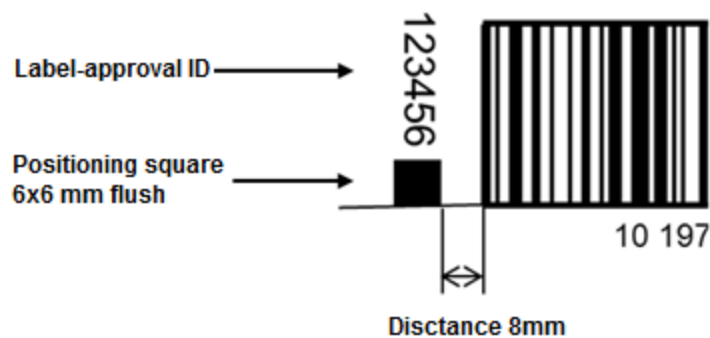


Figure 4: Positioning box



2.2. Label testing process

Before labels produced by the customer's systems can be used in production, the layout and barcode must be tested to ensure they provide optimal quality for reading and processing.

The label testing process is shown in the figure below:

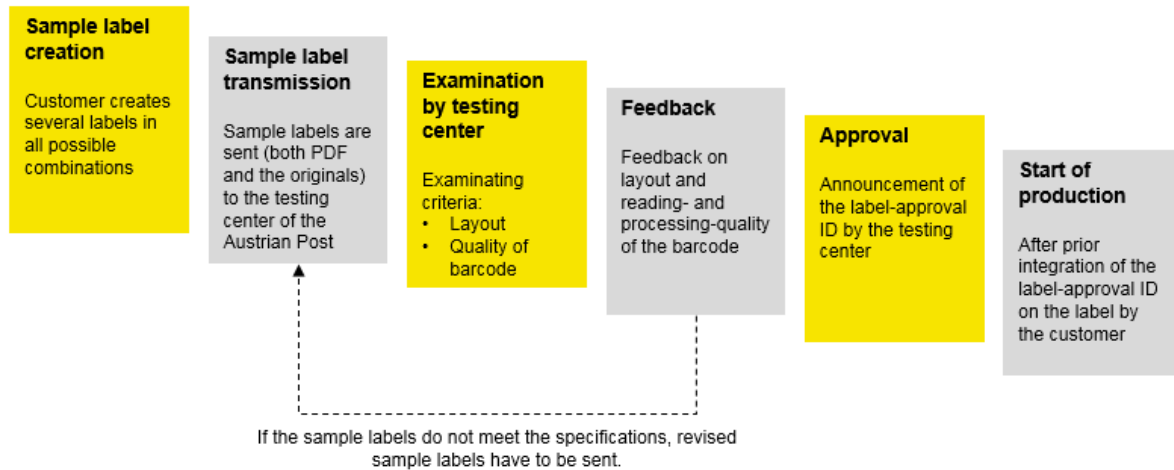


Figure 5: Label testing process

The label ID/approval number must be added to both the code area (see section 2.1.4) and the Austrian Post logo area before labels approved by the Austrian Post Label Testing Centre can be used.

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
Paket & Logistik
IT CCC / Labelprüfstelle
Rochusplatz 1
1030 Wien

Email: paketlogistik.kap@post.at



3. Addresses

The sections below concern both the shipper and consignee. In order to ensure that the two are clearly identifiable, the headings "Absender/Shipper" and "Empfänger/Consignee" must be printed along with the addresses.

3.1. Structure of the address area

Addresses must satisfy certain requirements for Austrian Post to record them without problems.

The following are examples of addresses:

DOMESTIC		FOREIGN	
Privat	Business	Privat	Business
Frau Patricia Inland Hauptstraße 1/5/3 1010 Wien	Firma Korrekt z. H. Eva Inland EKZ Industriestraße 22/7 5020 Salzburg	Frau Michaela Ausland Grünwaldweg 18/5/3 8167 München DEUTSCHLAND	ABC Consulting Buchhaltung Gewerbestraße 135 81675 München DEUTSCHLAND
1. Salutation (optional) 2. Name 3. Street, Number / Staircase / Apart- ment 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 (optional) 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 of addresses

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



Non-standard delivery addresses are required for certain features:

Address for	Example	Special feature
P.O. Box	Mr Bernd Beispiel P.O. Box 100 1012 Wien	The post office box must be indicated instead of the street address.
Poste restante	Herr Bernd Beispiel Poste restante 1012 Wien	Die Zustellvariante „Postlagernd“ ist anstelle der Straßenbezeichnung anzugeben.
Preferred pickup station (P24)	Wunsch-Abholstation Attn.: Bernd Beispiel Fleischmarkt 19 1010 Wien	<p>“Wunsch-Abholstation” along with the name of the consignee and address of the preferred pickup station must be used as the consignee address for the “Preferred pickup station” feature.</p> <p>Current master data for preferred pickup stations is available at the link below. “Type” “ParcelLocker” must be used for this feature: https://secure.post.at/downloads/Depositories.csv</p>
Preferred pickup branch (PUP)	Wunsch-Postfiliale 1235 Attn.: Bernd Beispiel Liesinger Platz 2 1230 Wien	<p>The name of the preferred post office (e.g. Example Branch 1235) along with the name of the consignee and address of the preferred post office must be used as a consignee address for the “Preferred pickup branch” feature (formerly “Parcel pickup”).</p> <p>Current master data for preferred pickup branches is available at the link below. “Type” “PostOffice” must be used for this feature: https://secure.post.at/downloads/DepositoriesV2.csv</p>
Preferred-Hermes ParcelShop (PUP)	Wunsch-Hermes PaketShop Tabak Trafik Muster Attn.: Bernd Beispiel SingerstraÙ 1 1010 Wien	<p>The name of the preferred Hermes Parcelshop (e.g. Wunsch-Hermes PaketShop Tabak Trafik Muster) along with the name of the consignee and address of the desired Hermes ParcelShop must be used as a consignee address.</p> <p>Current master data for preferred Hermes ParcelShops is available at the link below. “Type” “HPS” must be used for this feature: https://secure.post.at/downloads/DepositoriesV2.csv</p>



Address for	Example	Special feature
Return parcel with pickup box	Example Shipper ABC Paketfach ABC 1 1005 Wien	The information for a parcel pickup box (Paketfach) must be set up with a sales representative / approval of the correct address by the Label Testing Centre. "Paketfach" + Company Name is generally used as the address of the parcel pickup box, with the destination postal code being the postal code of the distribution centre where the parcel pickup box is located.
Postal code area and destination city have different names	Ms Barbara Example Berggasse 88 Rafing 3741 Pulkau or Ms Barbara Example 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 Erika 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

The following points must be observed with respect to legibility of printed text:

3.2.1. Font

- The entire label should be printed using the same typeface with the same attributes if possible.
- Arial is the recommended font. If another font is used, it should be sans serifs.
- The printed text should provide high contrast with the background – black type on a white background is ideal.
- Fonts with special effects (negative, italic, bold, shadow, 3-D, narrow, etc.) should be avoided.



3.2.2. Lines

- The gap between individual words may not exceed 10 mm (2-8 characters).
- The individual lines must be equally spaced with a gap of 1-5 mm.
- Empty lines must be avoided.

3.2.3. Characters

- The address area should use a font size of 10 to 12 pt, with upper case characters having a height of 2.5 to 3 mm.
- The optimal distance between two characters of a word is 0.35 mm to 2 mm. Tracking of 0.5-1 pt is optimal.
- Characters must not touch each other at any time.

3.3. International addresses

Use care with international addresses. Please observe country-specific conventions. In cases of doubt, detailed information on proper country addresses is available at:

www.upu.int/en/activities/addressing/postal-addressing-systems-in-member-countries.html



4. Barcode (Identcode)

The barcode uniquely identifies a parcel and is used for automated handling and tracking of shipments when requirements are fulfilled. It therefore provides the basis for proper shipment transport.

4.1. Barcode structure

The barcode has the following structure:

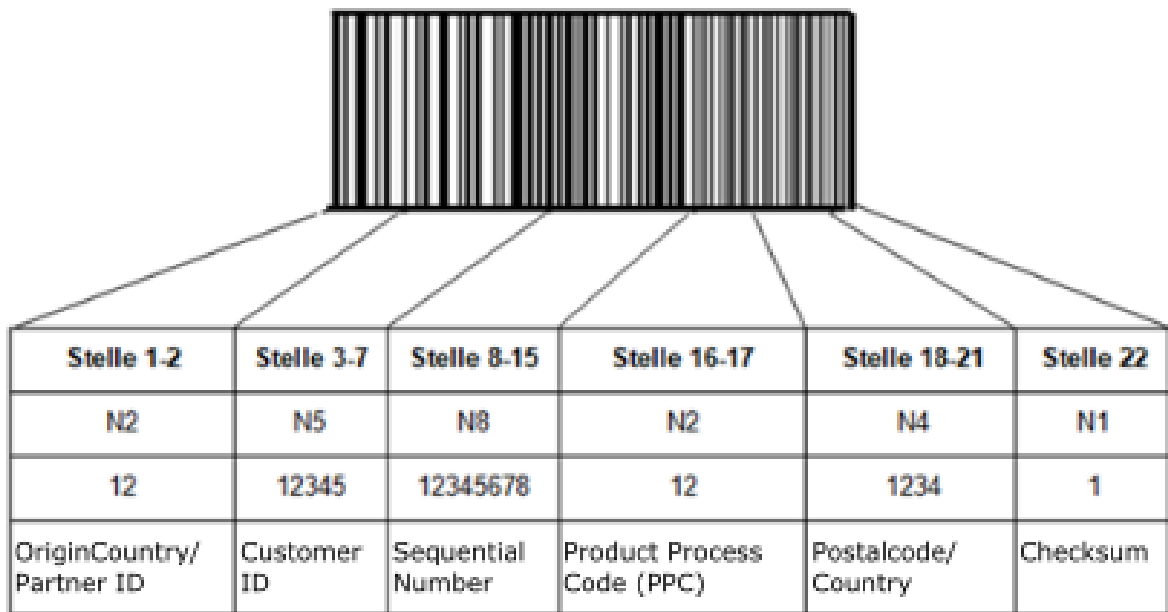


Figure 6: Barcode structure

4.1.1. OriginCountry / PartnerCode

Positions: 1-2 (N2)

The first two positions identify the country or a partner in the partner network. The partner is responsible for the contents of the barcode and must ensure that it is unique. The barcode may not have a leading "0".

The following PartnerCode must be used: 10 = Austria

The barcode structure described below only applies to customers who prepare labels in accordance with Austrian Post guidelines (PartnerCode = 10).

4.1.2. CustomerID

Positions: 3-7 (N5)

A 5-digit CustomerID assigned by Austrian Post and specified in the agreement is used here to uniquely identify the customer.



4.1.3. Sequential number

Positions: 8-15 (N8)

The sequential number uniquely identifies the parcel. Numbers must not be reused during the year and must be assigned sequentially.

Note for return parcels: Positions 8-15 must always contain a unique sequential number. The number of the original shipment therefore cannot be used here.

4.1.4. Product Process Code (PPC)

Positions: 16-17 (N2)

The PPC provides logistics information relevant for the product used.

Product	PPC	OCR code
Combi-freight International Outbound	12	SENOU
Domestic Combi-freight	12	SENNA
Post Express International	10	EMSOU
Domestic Post Express	10	EMSNA
Next Day	30	NXDAY
Päckchen M	33	PACKM
Parcel Light International Outbound (Parcel Light International)	35	PLIOU
Parcel (Plus) International Outbound (Parcel International)	39	NOROU
Domestic Parcel (Paket Österreich) (Parcel standard)	01	NORNA
Parcel Premium International Outbound B2B (Parcel Premium International)	08	B2BOU
Domestic Parcel Premium B2B (Parcel Premium)	08	B2BNA
Domestic Parcel Premium select	02	SELNA
Premium light	03	B2BKL
Return Parcel	07	RETPA

Table 6: Product Process Codes



4.1.5. Destination postal code / country

Positions: 18-21 (N4)

- Domestic parcel: Destination postal code in Austria

For return parcels, the destination postal code determined 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 <http://de.wikipedia.org/wiki/ISO-3166-1-Kodierliste>

4.1.6. Checksum and checksum calculation

Positions: 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
Digit	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	
Digit*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																						4
Checksum (10 - Remainder)																						6

Figure 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 useless. 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 barcode together with plain text



Figure 8: Barcode and plain text

- Plain text: Arial font (preferred)
- Font size: 2.5 mm/ 10 pt
- Postal code font size (positions 18-21): 4.0 mm/ 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 easily legible to allow manual distribution if necessary.

It is a good idea to frame the barcode with a line for quality control purposes. If the line is broken, one can assume that an error also exists within the barcode, which could lead to an incorrect reading.



4.3. Specification of Code 128 Subset C, 22 positions


Parameter	Description
Code type	Code 128
Symbol set	Subset C (numerical characters)
Standard	ISO/IEC 15417
Positions	22 positions including position 22, which is an Austrian Post internal checksum
Calculation of checksum in the plain text (Austrian Post checksum)	Modulo 10 Weighting 3/1
Mandatory checksum according to the standard	Modulo 103
Height of barcode	Minimum 25 mm
Barcode length including clear zones	Barcode length for $X = 381\mu\text{m}$ + clear zones = 67,06 mm Barcode length for $X = 508\mu\text{m}$ + clear zones = 89,41 mm
Module width (X)	$X = 381\mu\text{m}$ or $508\mu\text{m}$ (depending on printer resolution)
Clear zones	<p><u>Minimum</u> of 10 times the module width (X) on both left and right.</p> <p><u>Example:</u> $X = 381\mu\text{m}$, clear zone = $10 \times 381\mu\text{m} = 3,81\text{mm}$ (minimum on both left and right) $X = 508\mu\text{m}$, clear zone = $10 \times 508\mu\text{m} = 5,08\text{mm}$ (minimum on both left and right)</p> 
Quality required	Quality according to test standard ISO 15416 (CEN/ANSI – Assessment), minimum 3.0 B

Table 7: Barcode specifications



4.4. Printing process

All printing processes that satisfy the specifications above (in particular the contrast and variance of the bars/spaces in the barcode) can be used. With respect to quality, the symbology specifications of Austrian standard ÖNORM EN 799 and print quality of Austrian standard ÖNORM EN ISO/IEC 15416 must be satisfied and must achieve at least class 3.0 (B) quality as defined in the standard.

Printing is performed on light (white) paper with black matte printing ink. The black bars of the barcode must be evenly black and exhibit very good colour saturation and edge sharpness.

When using thermal printing, particular attention must be paid to the feed rate and heating temperature to ensure that the dark level is within the tolerance range. A thermal printer that is not properly adjusted produces brown barcode bars instead of black. The same problem occurs when the label material is not appropriate for the type of thermal printer used, leading to inadequate symbol contrast that does not satisfy the minimum requirements for error-free scanning.

Very fine-grained label material (top-coated) generally produces the best results. To achieve the contrast required, we recommend choosing a label material that is appropriate for the printer being used.

Bar code quality falls under quality class B or 3.0 according to CEN/ANSI, test standard ÖNORM EN ISO/IEC 15416.



5. Shipping notice data (Version 5)

Shipping notice data / electronic shipment information provides the basis for proper parcel routing and is therefore essential for problem-free logistics handling of parcels. Austrian Post needs this data to provide consistent high quality service.

Note: Shipping notice information must be sent at least one hour before pickup or delivery of parcels/shipments to Austria Post. If shipping notice information is incorrect or is not sent to Austrian Post on time, the information on the parcel will be used. Notification is not possible for parcels combined into a single (collective) shipment and features will not be applied. Any detriments that might result shall be borne by the Austrian Post customer/partner.

Shipping notice data that is sent cannot be corrected. Shipping notice data that cannot be imported is ignored for further parcel handling. This is because shipping notice data is considered to be a contract and Austrian Post is therefore not permitted to change or correct the data.

Please note adjustments on customs declaration fields valid as of now. Mandatory fields are marked as "customs" in the tables below.

5.1. Header information

Hierarchy	CSV record type / Position	Field name, English	Data type	Length	required / optional	new / revised
0.1	010	Header	Structure		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	ITContactMail	String	64	optional	

Table 8: Shipping notice data header

Only one header block may appear in each shipping notice file.

The combination of CreationDate and ShipmentDate must be unique for each shipping notice file!

**Field information:**

Field name	CSV record type	Content of the field
DebtorPayer	010.1	Debtor 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: "2007-10-21T13:20:55"
ShipmentDate	010.4	Date of the physical day (working day) and time when the shipment was posted Example/format: "2007-10-21T13:20:55"
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 shipping notice 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: Shipping notice data, header field information



5.2. Shipper information

Hierarchy	CSV record type / Position	Field name, English	Data type	Length	required / optional	new / revised
0.2	020	Shipper	Structure		required	
0.2.1	020.1	ShipperName1	String	40	required	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	
0.2.5	020.5	ShipperCountry	String	2	required	revised
0.2.6	020.6	ShipperPostalCode	String	10	optional	
0.2.7	020.7	ShipperCity	String	40	required	revised
0.2.8	020.8	ShipperRegion	String	40	optional	
0.2.9	020.9	ShipperStreet	String	40	required	revised
0.2.10	020.10	ShipperAdditionalStreet	String	40	optional	
0.2.11	020.11	ShipperStreetNr	String	10	required	revised
0.2.12	020.12	ShipperTelephoneNr	String	40	required	customs
0.2.13	020.13	ShipperMail	String	64	required	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: Shipping notice data shipper

The "shipper block" can appear more than one in a shipping notice file.

Field information:

Field name	CSV record type	Content of the field
ShipperCountry	020.5	The 2-character alphanumeric ISO 3166 code must be used here. Current ISO codes are available at https://en.wikipedia.org/wiki/ISO_3166-1
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: Shipping notice data, shipper field information



5.3. Shipment information

Hierarchy	CSV record type / Position	Field name, English	Data type	Length	required / optional	new / revised
0.2.17	030	Shipment	Structure		required	
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
0.2.17.16	030.16	ConsigneeName1	String	40	required	
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	
0.2.17.20	030.20	ConsigneeCountry	String	2	required	
0.2.17.21	030.21	ConsigneePostalCode	String	10	optional	
0.2.17.22	030.22	ConsigneeCity	String	40	required	
0.2.17.23	030.23	ConsigneeRegion	String	40	optional	Note
0.2.17.24	030.24	ConsigneeStreet	String	40	required	
0.2.17.25	030.25	ConsigneeAdditionalStreet	String	40	optional	
0.2.17.26	030.26	ConsigneeStreetNr	String	10	required	
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	optional	Just intern
0.2.17.40	070	HazardousInformation (currently not possible)			optional	Note
0.2.17.41	030.40	MovementReferenceNumber	String	20	optional	Note
0.2.17.42	040	Parcel			required	
0.2.17.43	050	Product			required	

Table 12: Shipping notice data, shipment

The shipment information must be specified once for each shipment and must contain all relevant consignee information and data for handling returns. One shipper can contain as many shipments as desired. Some of these are required fields.

The fields marked with "Note" are only to be specified and filled in 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 T & T as well as in the BC e.g. Bill number.
Return...	030.2 – 030.15	Must only be indicated if the returns are to be delivered to a different Austrian address.
ConsigneeCountry	030.20	The 2-character alphanumeric ISO 3166 code must be used here. Current ISO codes are available at https://en.wikipedia.org/wiki/ISO_3166-1
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
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!"
ShpRefNr	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. E.g. 2019-09-16



Table 13: Shipping notice data, Shipment field information

5.4. Parcel information

Hierarchy	CSV record type / Position	Field name, English	Data type	Length	required / optional	new / revised
0.2.17.42	040	Parcel	Structure		required	
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	
0.2.17.42.4	040.4	ParcelType	String	1	required	
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: Shipping notice data, Parcel

This is where the detailed parcel information is specified for the shipment above. Generally, only one parcel data record is permitted for each shipment data record.

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.
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: Shipping notice 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: Shipping notice data, Content

Required at customs abroad (EAD). 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
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: Shipping notice data, Content field information

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: Shipping notice 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
CustomsFree	042.2	„1“ = customs fee „2“ = not customs fee

Table 19: Shipping notice 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	optional	customs
0.2.17.42.13.3	043.2	Number	String	40	optional	customs

Table 20: Shipping notice 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“ = way-bill

Table 21: Shipping notice data, Document field information

5.5. Product

Hierarchy	CSV record type / 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: Shipping notice data, Product

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

Field information:

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

Table 23: Shipping notice data, Product field information



5.5.1. Product codes

Product	Product code (Aviso)	OCR code
Combi-freight International Outbound	49	SENOU
Domestic Combi-freight	47	SENNA
Post Express International	46	EMSOU
Domestic Post Express	01	EMSNA
Next Day	65	NXDAY
Päckchen M	78	PACKM
Parcel Light International Outbound (Parcel Light International)	69	PLIOU
Parcel (Plus) International Outbound (Parcel International)	70	NOROU
Domestic Parcel (Parcel standard)	10	NORNA
Parcel Premium International Outbound B2B (Parcel Premium International)	45	B2BOU
Domestic Parcel Premium B2B (Parcel Premium)	31	B2BNA
Domestic Parcel Premium select	30	SELNA
Premium light	14	B2BKL
Return Parcel	28	RETPA

Table 24: Shipping notice data, Product codes



5.5.2. Products and features

A full range of product and features is available to Austrian Post customers. Details on possible variants is provided in the accompanying document "ProdukteUndZusatzleistungen.xls", which is available at:

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

Current master data are available at:

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

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

Each product is identified by a unique 2-digit product code and each feature by a unique 3-digit feature code. The shipping notice data must contain one of these product codes for each parcel. One or more feature codes may be specified for each parcel.

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	
0.2.17.44.2.1	060.1	FeatureCode	Numeric	3	required	Each FC
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: Shipping notice data, Feature

The features of the above shipment are to be indicated here. A shipment can contain several 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"> – 06646241843 – 00436646241843 – 436646241843 – +436646241843 – ++436646241843

Table 26: Shipping notice data, Feature field information

5.6.1. Feature codes

Feature	Feature code	OCR code
24-hour parcel	007	24S
Shipper information	054	
Late delivery	117	ABE
Free to place of use	029	FVS
Fresh	116	FRE
Hazardous goods – limited quantity	074	LQU
Additional insurance	063	
No partial delivery	061	
Short storage period	072	
Reusable box, large	083	
Reusable box, small	081	
Reusable box, medium	082	
COD (AT)	006	COD
COD International	022	COD
Pallet (only with certain products)	062	PAL
Personal	045	PER
P.O. Box	066	(address)



Poste restante	065	(address)
Saturday delivery	027	SAM
Immediate return	142	
Contract shipment, personal	047	PER
Value	011	WRT
Preferred pickup station	053	P24
Preferred drop location	123	(address)
Preferred neighbour	122	(address)
Preferred Hermes Parcel Shop	052	PUP
Preferred pickup branch	052	PUP
Preferred day	143	
Preferred timeframe	118	
Fragile (AT)	004	ZBR
Fragile International	024	ZBR
Delivery by 10 a.m. (only EMS)	019	10U

Table 27: Shipment notice 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 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 shipping notice data, it will be automatically completed as below when the shipping notice 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 characters, 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 shipping notice 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 shipping notice data to payee account information when paperless COD is used:

Since the introduction of paperless COD, you are able to send information in the “Reason for Payment (060.8)” and “Payment Reference/Customer Data ” = Field “Value (060.2)” fields in your shipping notice data. Both of these fields are sent to our bank for the transfer and are subsequently also forwarded to your payee account.

However, because the SEPA standard only allows EITHER the “Reason for Payment” OR the “Payment Reference/Customer Information”, since the SEPA changeover we have been sending the information you provide for both of these to our bank for the transfer as an unstructured Reason for Payment, but in the following coded form: “++COD/<Reason for Payment>++<Payment Reference>++<Austrian Post internal voucher reference>” (in the “RmtInf/Ustrd” XML data field). As before, this information is also forwarded to your payee account so that you can properly allocate payments that have been received.



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 shipping notice 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 payment
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 „Co-dAccountHolder (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

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 “Despositories.csv” and the “Email” field must contain a valid email address or the “TelephoneNr” field must contain a valid Austrian mobile phone number. The “Despositories.csv” can be downloaded at the following link.

<https://post.at/downloads/Depositories.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 Hermes ParcelShop „052“ feature

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 “DespositoriesV2.csv” and the “Email” field must contain a valid email address or the “TelephoneNr” field must contain a valid Austrian mobile phone number. Please note the separate addressing. The “Despositories.csv” can be downloaded at the following link.

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

5.6.11. Additional information on the Preferred post office „052“ feature

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 “Despositories.csv” and the “Email” field must contain a valid email address or the “TelephoneNr” field must contain a valid Austrian mobile phone number. Please note the separate addressing. The “Despositories.csv” can be downloaded at the following link.

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



5.7. Data formats

The following data formats can be used:

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

5.7.1. 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;Tunnel-LimitationCode;PackingGroup;ADRGrossWeight:123456.789;UNNumber;TransportCategory;MaterialDescription

072;NumberOfPackageType;PackageType

5.7.2. 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 „&“)
- ISO-8859-1 Latin-1 Western European
- ISO-8859-2 Latin-2 Central European

The technical structure of the XML shipping notice 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 shipping notice 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 shipping notice file in “CSV” format (see section 5.7.1), instead of a shipping notice 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

5.8. Transmission of shipping notice data

The necessary shipping notice 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:

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

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

Example: 0012345678-20200101130159-001.csv

 0012345678-20200101130159-001.xml

5.8.1. E-Mail

Transmission via email must be performed as follows:

- Send to an email address provided by Austrian Post
- Use unique file names for shipping notice 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 <Debitor number> from < YYYYMMTThhmmss>-<sequential number>

Example: Transfer from 0012345678 from 20200101130159-001



5.8.2. 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

5.8.2.1. Approval for transmission of shipping notice data

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

- SAP DebitorPayer or 5-digit CustomerID
- 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. List of figures

Figure 1: The sections of this manual	Page 5
Figure 2: Label formats	Page 7
Figure 3: Label structure	Page 8
Figure 4: Positioning box	Page 15
Figure 5: Label testing process	Page 16
Figure 6: Barcode structure	Page 21
Figure 7: Example checksum calculation	Page 23
Figure 8: Barcode and plain text	Page 24



7. List of abbreviations

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



8. List of Table

Table 1: Unacceptable barcode	Page 6
Table 2: Product logos and OCR codes	Page 9
Table 3: Feature logos and OCR codes	Page 12
Table 4: Examples of addresses	Page 17
Table 5: Examples of non-standard addresses	Page 19
Table 6: Product Process Codes	Page 22
Table 7: Barcode specifications	Page 25
Table 8: Shipping notice data header	Page 27
Table 9: Shipping notice data, header field information	Page 28
Table 10: Shipping notice data shipper	Page 29
Table 11: Shipping notice data, shipper field information	Page 29
Table 12: Shipping notice data, shipment	Page 31
Table 13: Shipping notice data, Shipment field information	Page 32
Table 14: Shipping notice data, Parcel	Page 32
Table 15: Shipping notice data, Parcel field information	Page 33
Table 16: Shipping notice data, Content	Page 33
Table 17: Shipping notice data, Content field information	Page 34
Table 18: Shipping notice data, Category	Page 34
Table 19: Shipping notice data, Category field information	Page 34
Table 20: Shipping notice data, Document	Page 34
Table 21: Shipping notice data, Document field information	Page 35
Table 22: Shipping notice data, Product	Page 35
Table 23: Shipping notice data, Product field information	Page 35
Table 24: Shipping notice data, Product codes	Page 36
Table 25: Shipping notice data, Feature	Page 37
Table 26: Shipping notice data, Feature field information	Page 38
Table 27: Shipment notice data, Feature codes	Page 39



Österreichische Post AG

post.at

Firmensitz: Wien | Firmenbuchnummer: 180219d

Firmenbuchgericht: Handelsgericht Wien

UID: ATU 46674503

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