



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

November 2024

Version 6.1



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">- Premium light (product)- Contract shipment, personal- Late delivery- Preferred timeframe |
| 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">- Päckchen M- Parcel International Outbound- Parcel Light International Outbound |
| 6.1 | 29.11.2024 | Peter Le | New Feature "Flexible delivery" added. Update of the complete Document. |



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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:

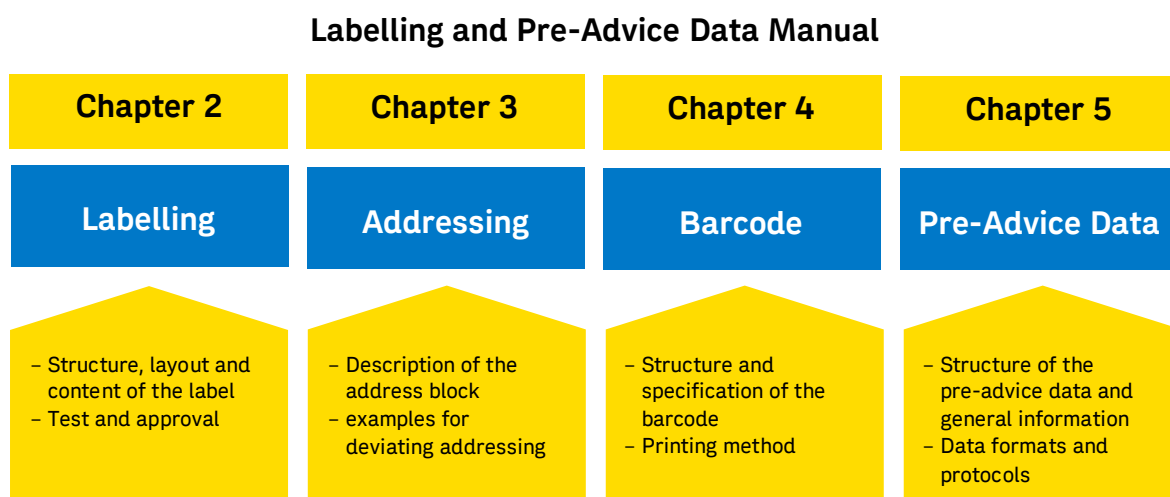


Illustration 1: Chapters in the document

The Labelling & Pre-Advice Manual and all other documents referred to in this document can be found at 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 business customers an optimal solution for recording and processing order data, creating labels and the necessary Pre-Advice data.

You can find further information about the Post-Labelcenter at the following link or contact your account manager:

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

The labelling of dangerous goods – limited quantity LQ is not covered in this document. Further details are available for download:

<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 to the dark, ideally black print.
- The label must be affixed smoothly (= without creases) and over the entire surface of the largest area of the shipment.
- The label must be attached in such a way that the barcode is not stuck over an edge or over a parcel fold. Both cases make automatic scanner reading impossible and cause additional work.
- The label must be kept free of package lacing and the like.
- Sticking the label with a transparent film impairs its readability and must be checked individually.
- The quiet zones before and after the barcode must be maintained.
- The barcode structure with the specified dimensions must be adhered to in any case.
- There must not be any additional barcodes on the parcel as listed below. This causes additional effort that can lead to delays in runtime.

| 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 an additional barcode is to be used, the note "FREMDBARCODE" must be added and the content of the barcode must be included in the pre-advice data in field (040.3) - "ColliRefNr".

The third-party barcode should be positioned on the label in such a way that confusion with the parcel barcode (IdentCode) can be ruled out and accidental scans can be avoided.

The label may only be used in productively after the label has been successfully checked (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).

Portrait:

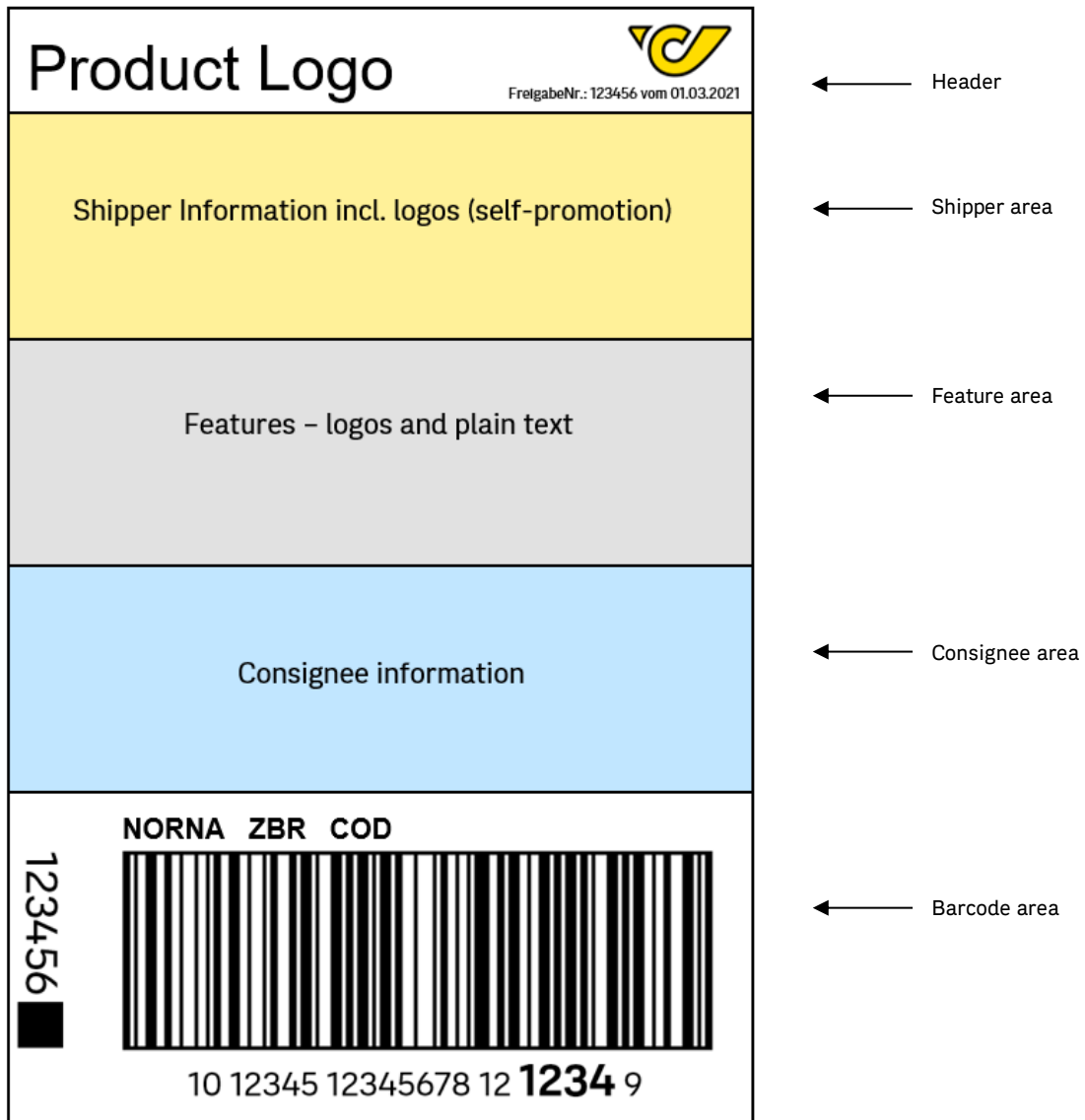


Illustration 2: Structure of a label in portrait format



Landscape:

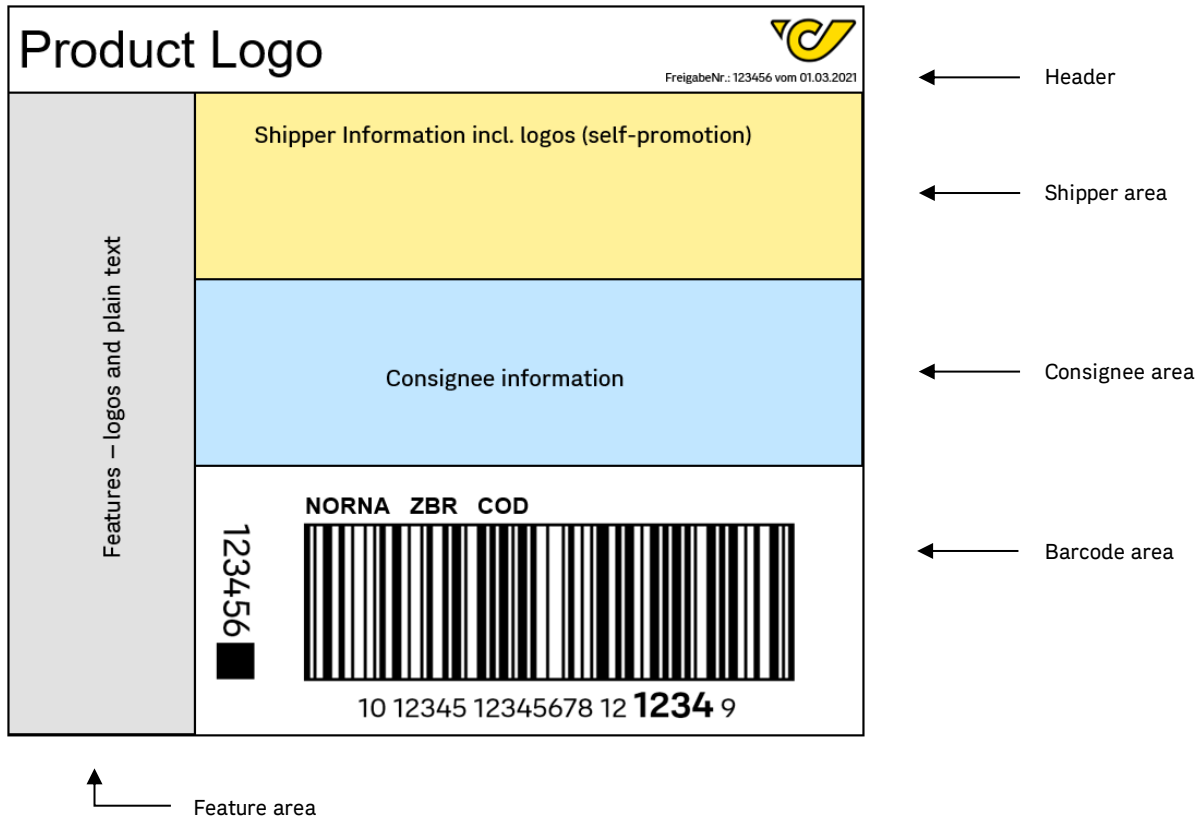


Illustration 3: Structure of a label in landscape format

2.1.1. Layout, structure and contents of the label

A parcel label is divided into the following areas:

Header area - (see chapter 2.1.2.)

- Contains product information in plain text or using a logo.
- The assigned release number and the corresponding release date
- The current Post logo is shown here.

Shipper area - (see chapter 3.)

- Contains the sender's address block.
- Self-promotion (company logo) can be displayed right aligned in this area.
- Self-references should ideally be provided here or in the feature area.



Feature area - (see chapter 2.1.3.)

- In this area, the features that require labelling are shown symbolically or in plain text.
- Self-references should ideally be provided here or in the feature area.

Consignee area - (see chapter 3.)

- Contains only the consignee's address block

Barcode area - (see chapter 2.1.4. and 4.)

- In this area, the OCR codes are displayed using letters above the barcode.
- Below the barcode is the barcode content (IdentCode) in plain text.

The following figure illustrates the chapters on the corresponding areas and their content:

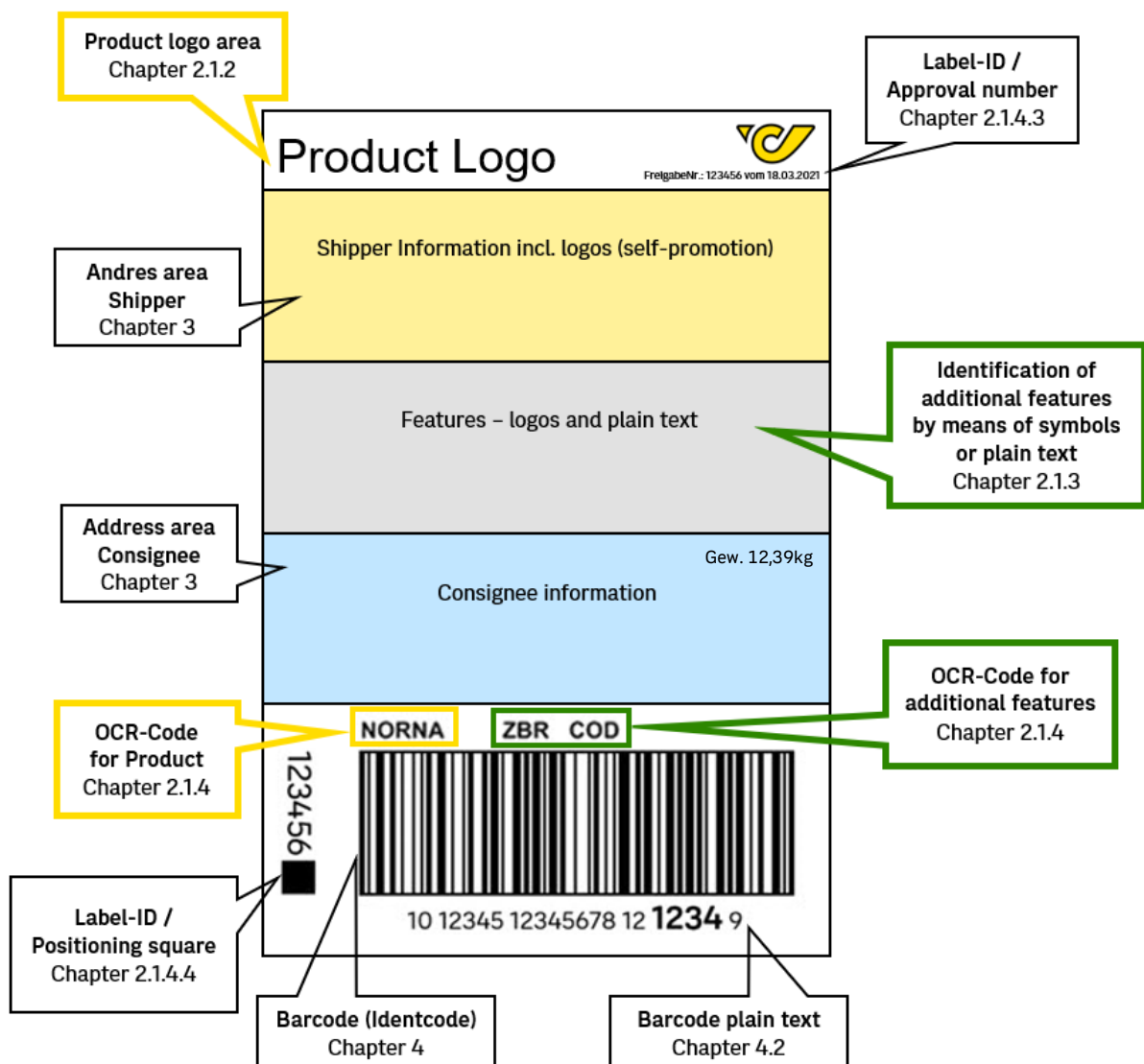


Illustration 4: Structure of a label in portrait format (example)



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:







| Productname | Product logo or plain text (Header) | OCR-Code |
|--|--|----------|
| 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:
Important: A contact person with a local telephone number must be included in the consignee details. In this way, faster processing of clarification cases or customs matters can be ensured.
- Shipment information:
It is important to make a clear distinction between sending documents and sending goods. When specifying the contents, a detailed description in English is required. Please avoid general terms such as "sample", "gift", "clothing", "spare part", "metal object", etc. Please note the list of prohibited shipment contents as well as the required documents for the destination country of your choice (e.g. dangerous goods, cash, etc.) in the respective country 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)

- Features used in combination:

Feature "Fresh"
In the pre-advice data, an email address and a mobile phone number (TelefonNr.) must be entered in the fields provided.

Feature "Sofortretoure" (immediate return)
The immediate collection of the reusable packaging with "Next Day" only takes place if the IdentCode (shipment number) of the return is already specified in the pre-advice data when it is sent and the necessary feature 142 (Sofortretoure) is specified.
- Information on correct pre-advice can be found in Chapter 5.4. "Parcel information".






2.1.3. Feature area

Features that require labelling must be marked in the feature area using the feature symbol or in plain text as large as possible.

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

List of features requiring labelling including markings:

| Name/description | OCR-Codes | Feature symbol/ Feature sticker | Plain text or notes |
|---|-----------|---|---|
| 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) |
| 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: Feature OCR-Code, possible pictograms

IMPORTANT: The minimum height of the feature symbols is 20 mm!

Features that must be stated in plain text and additional information on features, e.g. "Limited quantity of dangerous goods (LQ)", must be printed in the largest possible font (at least Arial 10 pt and bold).

The currently valid product/feature combinations and the permitted combination options of the features can be found in the appendix "Products and features" under the following link:
<https://secure.post.at/downloads/ProdukteUndZusatzleistungen.xlsx>

The current master data can be found under the following links:

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 feature "Evening delivery"

The feature "evening delivery" is only permitted to defined destinations in Austria. The current master data for this can be found under the following link, whereby the "PostalcodeGroups" "002" must be used for this feature:

Master data: postcode groups (updated daily)



2.1.3.2. Information about the feature „COD (cash on delivery), national and international“

With the feature “COD”, the desired cash on delivery amount is collected directly from the consignee/authorized recipient upon delivery.

COD (cash on delivery) shipments are processed digitally, which means that all relevant information is transferred from the customer to the post office in the pre-advice data. The transfer is made to an account provided by the customer and is located at a credit institution based in the SEPA area. The SWIFT/BIC and IBAN of the account are used.

Note: It is important that the pre-advice is done correctly. Without the correct information and a clear presentation of the feature in the pre-advice data file, this feature cannot be provided. Consequently, the cash on delivery cannot be transferred either.

Further information on referencing cash on delivery shipments can be found under points 5.6.4 and 5.6.5.

The shipper, consignee and barcode must not be pasted over or covered.

The parcel is marked accordingly using a COD (cash on delivery) triangle.

The maximum permissible cash on delivery amount can be found in the applicable General Terms and Conditions in the currently valid version and the country list.

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

It is not permitted to subsequently cross out or change the amount.

2.1.3.3. Information about the feature „Value (WRT)“

The value amount must be printed on the label in digits below the feature symbol, including the currency (EUR) and, for international transactions, also in SDR (special drawing rights).

The maximum allowed value amount is determined in accordance with the applicable General Terms and Conditions (GTC) and the country list.

<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 feature “Desired pick-up station (P24)“

Information on the correct addressing of shipments with the feature “Desired pick-up station” can be found under point 3 on page 18. For the pre-advice data, see point 5.6.7.

The current master data can be found under the following link, whereby the "Type" "ParcelLocker" must be used for this feature:

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

2.1.3.5. Information about the feature „Desired neighbor“

In addition to the note " ACHTUNG: ALTERNATIVER ZUSTELLORT WN ", the name and address of the desired neighbor should be printed on the label, but without the postal code and city.



2.1.3.6. Information about the feature „Desired post office (PUP)“

Information on how to correctly address shipments with the feature “desired post office” can be found in Chapter 3.1. (note the corresponding “type”) and more on the pre-advice data in chapter 5.6.10.

Depending on which “type” (see “DepositoriesV2” below) is used, the corresponding special addressing must be observed! The following different types can be used:

- Type: “PostOffice” (Desired post office)
- Type: “HPS” (Desired Hermes Parcel Shop)
- Type: “ParcelPoint” (Desired parcel point)

The current master data can be found under the following link:

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

For technical reasons, shipments to an “HPS” or “ParcelPoint” as a “desired post office” cannot be combined with the following features:

- 006 - COD (Cash on delivery)
- 011 - Value, but only if over EUR 3.000,00
- 045 - Personal

Note: If you select the impermissible combination “HPS” or “ParcelPoint” as your “Desired post office” and at the same time use one of the features mentioned above, such as COD (cash on delivery), your shipment will automatically be redirected to a nearby post office.

2.1.3.7. Information about the feature „Desired day“

In the “feature field” the feature must be specified in this form:

T Wunsch-Tag TT.MM.JJ, e.g. 01.04.24.

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

The feature “Delivery by 10 a.m.” is only permitted to defined destinations in Austria and only as Post Express Austria.

The current master data for this can be found under the following link, whereby the “PostalcodeGroup” “001” must be used for this feature:

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

2.1.3.9. Information about the feature “Saturday delivery”

This feature is only permitted to defined destinations in Austria and only as Post Express Austria. The current master data can be found under the following link, whereby the „PostalcodeGroup” „003” must be used for this feature:

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



2.1.3.10. Information about the feature "Submission only with signature".

With this national feature, the shipper decides that the shipment will only be handed over against proof of delivery in the form of a signature. The Austrian Post will hand over this shipment either to the consignee or to an authorized person in accordance with the provisions for substitute delivery, but only against signature.

This feature is only available with the "Paket Österreich" and "Paket Premium Select" products.

A shipment with this feature must be marked with the appropriate plain text and feature symbol; the information can be found in the table in chapter "2.1.3. Feature area".

2.1.3.11. Information about the additional feature "Flexible delivery"

With this national additional feature, the sender decides that the shipment will be delivered to the recipient in a cost-effective manner.

The additional feature is only available with the products "Paket Österreich" and "Paket Premium Select". If the additional feature is combined with "Paket Österreich", it becomes "Paket Österreich Flex", if the additional feature is combined with "Paket Premium Select", it becomes "Paket Premium Select Flex".

It is necessary to provide an email address and/or phone number for notification, otherwise the additional feature cannot be provided.

2.1.4. Code area

This field contains all information that supports the automatic capture of the parcel by scanning and optical character recognition (OCR).

The code area consists of OCR abbreviations, the barcode and the plain text (IdentCode).

2.1.4.1. OCR line with OCR codes (abbreviations) for product and features

Font: Arial

Font size: 4 mm / 12 pt and bold

Distance from barcode: 2 mm

If there are multiple OCR codes for the product and features, there must be at least 3 blank spaces between each one.

2.1.4.2. Barcode and barcode plain text

See chapter 4

2.1.4.3. Creating return labels using QR codes

For more information, contact your sales representative and together we will make your returns easy.



2.2. Label verification process

Before the labels and pre-advice data created with the customer's own systems are used productively, it is necessary to check the layout and barcode together with the corresponding pre-advice data. This ensures that optimal readability and processing quality are guaranteed.

The following figure shows the label verification process:

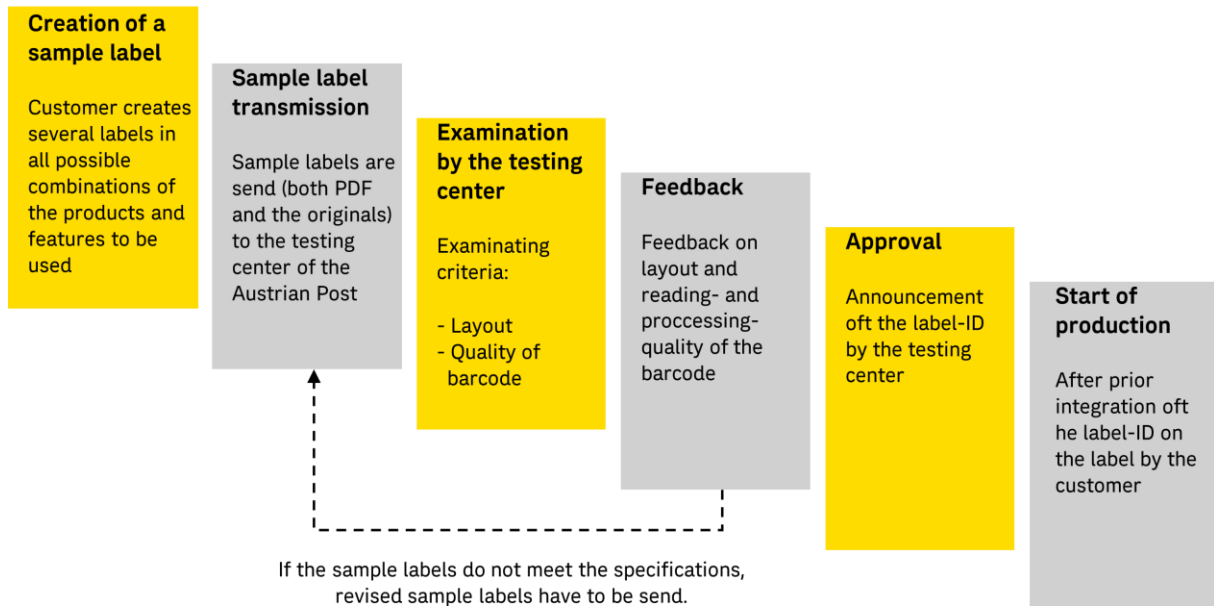


Illustration 5: Label verification process

Before the labels and pre-advice data released by the label testing center of the Austrian Post AG can be used productively, the label ID / release number must be incorporated into the code area (see point 2.1.4) and around the Post logo.

Changes to label or pre-advice data that has already been approved require a new review and approval by the label test center.

Contact details of the label testing center of the Austrian Post AG:

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

E-Mail: paketlogistik.kap@post.at



2.2.1. Label-ID / Release number

- The label ID, also known as the release number, is assigned by the label testing center of the Austrian Post AG after a positive label and pre-advice data check. This is a unique 6-digit number.
- The label ID / release number must be placed in Arial font in the header below the post logo, with the assigned release date – Example:





3. Addressing

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 block

The address must meet certain requirements in order to enable any subsequent recording by the Austrian Post.

Below are some label examples:

| DOMESTIC | | INTERNATIONAL | |
|---|--|---|--|
| Private | Business | Private | 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 |
| <ol style="list-style-type: none"> 1. Salutation (optional) 2. Name 3. Street, Number / Staircase / Apartment Number 4. Postal code, City | <ol style="list-style-type: none"> 1. Name of Company 2. Department / Contact (optional) 3. Street, Number / Staircase / Apartment Number 4. Postal code, City | <ol style="list-style-type: none"> 1. Salutation (optional) 2. Name 3. Street, Number / Staircase / Apartment Number 4. Postal code, City 5. Country | <ol style="list-style-type: none"> 1. Name of Company 2. Department / Contact (optional) 3. Street, Number / Staircase / Apartment Number 4. Postal code, City 5. Country |

Table 4: Examples of addressing

Notes

Left aligned arrangement

Distance between postal code and city (no dash)

No country code before the postal code

Different delivery addressing



The use of certain 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 box number must be given instead of the street name. |
| Poste restante | Herr Maxi Muster Poste restante 1012 Wien | The delivery option "Poste restante" must be specified instead of the street name. |
| Desired pickup station (P24) | Wunsch-Abholstation Attn.: Maxi Muster Fleischmarkt 19 1010 Wien | For the feature "Desired pickup station", the note "Desired pickup station" must be entered as the delivery address, as well as the name of the consignee and the address of the respective desired pickup station in the consignee address. The current master data of the desired pickup station can be found under the following link, whereby the "Type" "ParcelLocker" must be used for this feature: secure.post.at/downloads/DepositoriesV2.csv |
| Desired post office (PUP) | Wunsch-Postfiliale 1016 Attn.: Maxi Muster Wipplingerstraße 21 1016 Wien | For the feature "desired post office", the delivery address is the desired post office with its name (e.g. desired post office 1016), which is to be taken from the "FirstLineOfAddress" column, the name of the consignee and the address of the desired post office must be written in the consignee address. The current master data of the desired post offices can be found under the following link, whereby the "Type" "PostOffice" must be used for this feature: secure.post.at/downloads/DepositoriesV2.csv |
| Desired Hermes ParcelShop (PUP) | Wunsch-Hermes PaketShop Tabak Trafik Muster Attn.: Maxi Muster Singerstraße 1 1010 Wien | For the feature "desired post office" for a desired Hermes ParcelShop, the desired ParcelShop with its name (e.g. desired Hermes ParcelShop Tabak Trafik Muster), the name of the consignee and the address of the desired HPS must be written in the consignee address as the delivery address. The current master data of the desired post offices including the desired Hermes ParcelShop can be found under the following link, whereby the "Type" "HPS" must be used for this feature: secure.post.at/downloads/DepositoriesV2.csv |
| Desired Parcel Point (PUP) | Wunsch-Paket Punkt Tankstelle Muster z. Hd. Maxi Muster | For the feature "desired post office", the delivery address of the desired parcel point with its name (e.g. "Wunsch-Paket Punkt Tankstelle |



| | | |
|--|-----------------------------|---|
| | Singerstraße 1 1010 Wien | Muster"), the name of the consignee and the address of the desired parcel point must be written in the consignee address. The current master data of the desired post offices including the desired parcel point can be found under the following link, whereby the "Type" "ParcelPoint" must be used for this feature: secure.post.at/downloads/DepositoriesV2.csv |
|--|-----------------------------|---|

| Address for | Example | Special feature |
|---|--|---|
| Return parcel with parcel box | Mail order company ABC Paketfach ABC 1 1005 Wien | A parcel box is set up in coordination with Account Management / approval of the correct address by the "Label Testing Center". Basically, the parcel box address consists of "Paketfach" + company name and a number, the destination postal code is that of the distribution center in which the parcel box is set up. |
| Postal code area and destination have different names | Ms Maxi Muster Berggasse 88 Rafing 3741 Pulkau or Ms Maxi Muster Berggasse 88 3741 Rafing | The destination is written on the second to last line. or The destination is written instead of the location assigned to the postal code. |
| No street name | Ms Maxi Muster Krakaudorf 120 8854 Krakaudorf | The destination must be specified as a street name. |

Table 5: Examples of deviating addressing



3.2. Writing

Regarding the readability of the writing, the following points should be noted:

3.2.1. Font

The entire label should be designed in the same font with as similar attributes as possible.

Arial is recommended as the font. If another font is used, make sure that it is sans serif.

The font should contrast with the background - black font on a white background is ideal.

Fonts with special effects (negative, italic, shaded, 3D, narrow, etc.) are to be avoided.

3.2.2. Lines

The space between individual words must not be greater than 10 mm (2-8 characters).

A uniform spacing of 1-5 mm is required between individual lines.

Empty lines are to be avoided.

3.2.3. Characters

The font size of the address fields should be between 10 and 12 pt. It should be noted that the height of the capital letters in the font must be between 2.5 and 3 mm.

The optimal spacing between two letters within a word is between 0.35 mm and 2 mm. A font spacing of 0.5-1 pt is optimal.

Letters must not touch each other under any circumstances.

3.3. International addressing

Be careful with international addresses. Country-specific customs must be observed. In case of doubt, detailed information about the correct country addressing can be found under the following link.

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



4. Barcode (IdentCode)

The barcode is used to clearly identify a package and is used for automatic shipment processing and tracking if the specifications are met. It is therefore the basis for correct transport processing.

4.1. Barcode structure

The barcode structure is as follows:

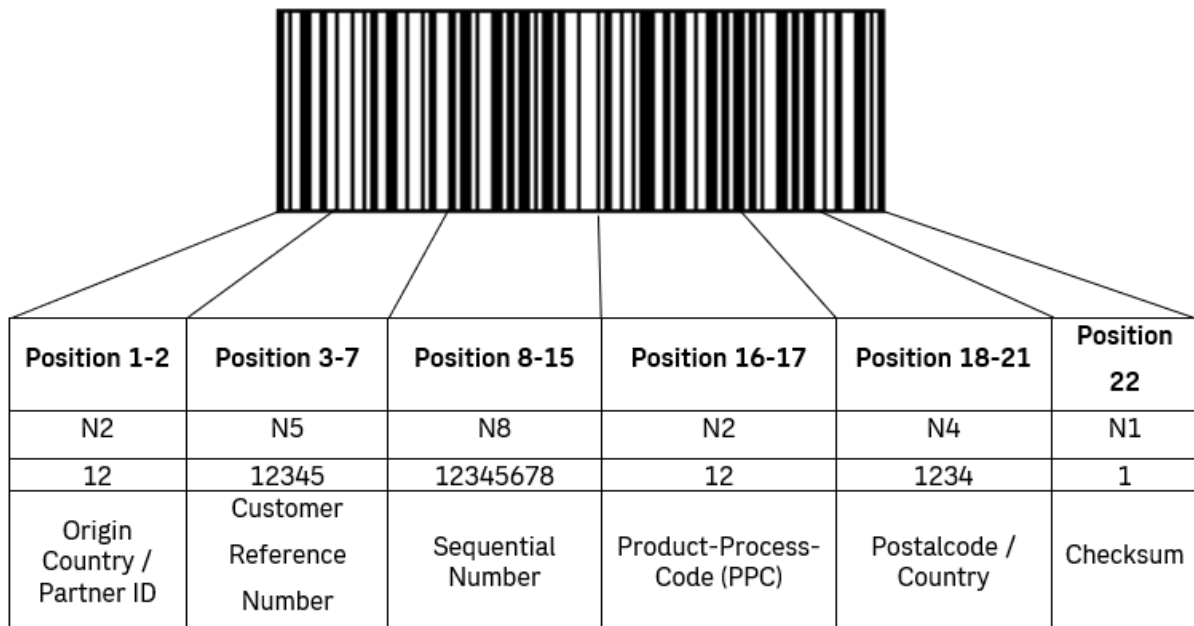


Illustration 6: Barcode structure

4.1.1. Origin Country / Partner ID

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 that it is unique. The barcode must not have a leading "0".

The following Partner ID is to be used: 10 = Austria

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

4.1.2. Customer Reference Number

Position: 3-7 (N5)

The 5-digit customer reference number – assigned by Austrian Post AG and stated in the contract – is entered here; it serves to uniquely identify the customer.



4.1.3. Sequential Number

Position: 8-15 (N8)

The sequential number serves to clearly identify the parcel. The sequence of numbers may not be repeated within a year and must be assigned consecutively.

The Austrian Post does not specify a number range.

Exkurs return parcel: 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 point.

4.1.4. Product-Process-Code (PPC)

Position: 16-17 (N2)

The logistically relevant information of the product used is encoded in the PPC:

| Product | PPC | OCR |
|---|-----|--------|
| Combi-freight International Outbound | 12 | SENOU |
| Combi-freight Österreich (Domestic Combi-freight) | 12 | SENNNA |
| 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 - or country (if not AT)

Position: 18-21 (N4)

Domestic parcel: Destination - postal code in Austria

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

Note: The destination postal code in the barcode must match the destination postal code of the consignee address.

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

The current ISO codes can be found 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 the processability of a barcode.

Checksum calculation:

All 21 digits are used to calculate the checksum.

Weighting: 3:1

Modulo: 10

The weighting factor 3,1,3,1 is distributed among the used sequential number starting with 3 with the start character – from left to right. The numbers are multiplied by the corresponding weighting. Then the sum is calculated and divided by 10. The remainder of this division is subtracted from 10. The resulting number is the checksum.

(If the remainder is 0, the checksum 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 | |
| Number*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 should not be confused with the mandatory checksum in the barcode, which is not shown in plain text. The checksum is part of the barcode and the absence of this checksum renders the code unusable. If the checksum is not calculated automatically by a barcode program, it must be calculated in accordance with the ISO/IEC 15417 standard.



4.2. Representation of the barcode in connection with the plain text



10 12345 12345678 12 **1234** 9

Illustration 8: Barcode with plain text

Plain text: Arial font (preferably)

Font size: 2,5 mm / 10 pt

Font size postal code (positions 18-21): 4,0 mm / 16 pt bold

The plain text must be placed below the barcode, with the individual parts of the code being separated as follows: 2 - 5 - 8 - 2 - **4** - 1

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

For quality control of the printout, it is useful to add a crossbar at the end of the barcode. If this is broken, it can be assumed that there is an error within the barcode and that this could lead to incorrect reading.



4.3. Specification of Code 128 Subset C, 22 digits


| 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 is an internal checksum of Post AG |
| Calculation of checksum in plain text (checksum Austrian Post) | Modulo 10 Weighting 3/1 |
| Mandatory checksum according to standard | ISO/IEC 15417, Modulo 103 |
| Barcode height | Minimum 25 mm |
| Barcode length including quiet zones (example, depending on the module width (X)) | Barcode length for X = 381 μm + quiet zones = 67,06 mm Barcode length for X = 508 μm + quiet zones = 89,41 mm |
| Module width (X) | X = 381 μm or 508 μm (depending on the printer resolution) |
| Quiet zones | At least 10 times the module width (X) on the left and right <u>Example:</u> X = 381 μm , Quiet zone = 10 x 381 μm = 3,81 mm (at least each on the left and right) X = 508 μm , Quiet zone = 10 x 508 μm = 5,08 mm (at least each on the left and right)  |
| Required quality grade | Quality grade according to test standard ISO 15416 (CEN/ANSI – evaluation), at least 3.0 B |

Table 7: Barcode specifications



4.4. Printing process

All printing processes that meet the requirements of the above specifications (in particular contrast value and bar/gap deviation of the barcode) can be used. Regarding quality, the symbology specification must comply with ÖNORM EN 799 and the print quality with ÖNORM EN ISO/IEC 15416 and achieve at least the class 3.0 (B) defined therein.

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

With thermal printing, particular attention must be paid to the feed rate and burn-in temperature, otherwise the dark value will be outside the tolerance range. A thermal printer that is not optimally adjusted will produce brown instead of black barcode bars. If the label material is not correctly matched to the thermal printer type, the same problem arises: the symbol contrast is too low and does not meet the minimum requirements for successful scanner recognition.

In general, it should be noted that a label material with the finest possible grain (top-coated) achieves the best results. Due to the required contrast values, we recommend matching the label material to the existing printer.

The required barcode quality falls under the prescribed 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 or electronic shipment information are the prerequisite for the correct routing of the parcels, which is why they are essential for the flawless logistical processing of the parcels. This is the only way that Österreichische Post AG can provide its services with consistently high quality.

Note: Pre-advice data must be transmitted to the Austrian Post at least one hour before pickup or the self-delivery of the parcels/shipments to the post office. If the pre-advice data is incorrect or is not sent to the Austrian Post on time, the information on the parcel applies. A combination of packages into a (collective) shipment, if possible, for a specific product, cannot be reserved and features are not considered. The customer/partner of Post AG is responsible for any possible resulting disadvantages.

When transferring pre-advice data, no data correction is provided. If pre-advice data cannot be imported, it cannot be considered for the further processing of parcels. This results from the fact that pre-advice data is considered an order and there is therefore no manipulation/correction on the part of Post AG!

Please note that the number of mandatory fields relevant to customs has been expanded with immediate effect. These are marked "Customs EAD" 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 | 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 may only be present once per pre-advice file.

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

**Field information:**

| Field name | CSV record type | Content of the field |
|----------------------|------------------------|--|
| DebitorPayer | 010.1 | Customer number of the customer at Post AG; always consisting of 10 numbers starting with 2 zeros, e.g. 0012345678 |
| Customer | 010.2 | Name of the customer according to the contract or as recorded in SAP. |
| CreationDate | 010.3 | Date of the physical day (working day) and time when the shipping data is created Example/format: 2021-02-23T13:37:50 |
| ShipmentDate | 010.4 | Date of the physical day (working day) and time on which the shipments are posted Example/format: 2021-02-24T14:20:55 |
| ShipmentPostalCode | 010.5 | Postal code of the drop-off office, e.g.: 1005 |
| AvisoVersion | 010.6 | Avisoversion, currently 5 |
| AvisoSystem | 010.7 | Name of the customer's own system including the version number from which the pre-advice data is generated and sent. |
| ITContactName | 010.8 | Name of contact person at Shipper |
| ITContactTelephoneNr | 010.9 | Telephone number of the contact person at Shipper |
| ITContactMail | 010.10 | Email address of the contact person at Shipper |

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 |
|---------------|----------------------------|--------------------------|------------------|-----------|---------------------|-----------------------------|
| 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 | required | Note |
| 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 | optional | required for customs |
| 0.2.13 | 020.13 | ShipperMail | String | 64 | optional | required for 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 appear multiple times 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 current ISO codes can be found at: www.iso.org/iso/country_codes/iso_3166_code_lists.html |
| ShipperPostalCode | 020.6 | The ShipperPostalCode and ConsigneePostalCode are mandatory fields for national shipments and depend on the country for international shipments. |
| ShipperStreet | 020.9 | ShipperStreet separated from ShipperStreetNr |
| ShipperAdditional-Street | 020.10 | Not used for routing (of return shipments); can be used for any additional information, e.g. Staircase 5, Floor 11 |
| ShipperStreetNr | 020.11 | ShipperStreetNr separated from ShipperStreet |
| ShipperTelephoneNr | 020.12 | Shipping required in foreign customs areas. (customs EAD) |
| ShipperMail | 020.13 | Shipping required in foreign customs areas. (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 |
|------------------|----------------------------|----------------------------|------------------|-----------|---------------------|---------------|
| 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 | required | Note |
| 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 | Consignee TelephoneNr | 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 | Consignee TaxCode | String | 64 | optional | |
| 0.2.17.32 | 030.32 | Consignee VATNo | 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 |
| 0.2.17.42 | 040 | Parcel | | | required | |
| 0.2.17.43 | 050 | Product | | | required | |

Table 12: Pre-advice data, shipment

The shipment data must be entered once per shipment and includes all relevant data about the consignee as well as information for a different return processing. A shipper can contain any number of shipments. Some of these fields are mandatory.

The fields marked "Note" are only to be specified and filled in 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 shipments in the Business Cockpit or the tracking data - e.g. invoice number. |
| Return... | 030.2 – 030.15 | This is only necessary if returns are to be delivered to a different address in Austria. |
| ConsigneeCountry | 030.20 | The 2-digit ISO 3166 code must be entered here. The current ISO codes can be found at: http://www.iso.org/iso/country_codes/iso_3166_code_lists.html |
| ConsigneePostalCode | 030.21 | The ShipperPostalCode and ConsigneePostalCode are mandatory fields for national shipments and optional or mandatory for international shipments, depending on the country. |
| ConsigneeStreet | 030.24 | ConsigneeStreet separated from ConsigneeStreetNr |
| ConsigneeAdditional-Street | 030.25 | Not used for routing; can be used for any additional information, e.g. Staircase 5, Floor 11 To be printed on the label above the street. |
| ConsigneeStreetNr | 030.26 | ConsigneeStreetNr separated from ConsigneeStreet |
| ConsigneeTelephoneNr | 030.28 | A valid Austrian mobile phone number when using the "ConsigneeInfo" service. |
| ConsigneeInfo | 030.30 | Text (generally the shipper's name) that is displayed to the consignees when sending an SMS or email, e.g. "Your "ConsigneeInfo" parcel is expected to be delivered to you today!" |
| ShipRefNr | 030.34 | Can be assigned by the customer and used as a search criterion for shipments in the Business Cockpit or the tracking data - e.g. invoice number. |
| AlternativeRefNr | 030.36 | Can be assigned by the customer and used as a search criterion for shipments in the Business Cockpit or the tracking data - e.g. invoice number. |



| | | |
|----------------|--------|--|
| DeliveryRemark | 030.37 | Text field for any delivery instructions from the customer to Österreichische Post AG e.g. for Mr. Müller |
| DeliveryDay | 030.38 | When should delivery take place. For example 2024-04-01 |

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 |
|--------------------|----------------------------|---------------------------|------------------|----------|---------------------|---------------|
| 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: Pre-advice data, Parcel

The detailed data of the parcels for the above shipment must be provided here. In principle, only one parcel data record per shipment data record may be available for the products.

Exceptions are the following products, where multiple parcel data records (per colli) are permitted:

„Combi-freight Austria“ and „International“

„Next Day“, maximum of 10 parcel data records in the shipment



Field information:

| Field name | CSV record type | Content of the field |
|-------------------|-----------------|--|
| IdentCode | 040.1 | The IdentCode listed must match the IdentCode, user data of the barcode, on the label. |
| Weight | 040.2 | Up to 3 decimal places can be passed. Information in kg. |
| ColliRefNr | 040.3 | Can be assigned by the customer and used as a search criterion for shipments in the Business Cockpit or the tracking data - e.g. invoice number. |
| ParcelType | 040.4 | „C“ for Colli = Parcel up to 31,5 kg „P“ for pallet, only for certain products |
| TotalValue | 040.7 | The dot should be used as a decimal separator and not a thousand separator. Example: 1678.90 Required for customs EAD |
| Currency | 040.8 | 3-digit ISO currency code e.g. EUR Required for customs EAD |
| NonDeliveryRemark | 040.11 | Note in case of non-delivery: „R“ = return to shipper „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 for customs abroad (EAD). The content data of the parcel must be indicated here. Can exist 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 are not permitted. |
| HSTariffNumber | 041.6 | The HS tariff number (6-digit) is based on the "Harmonized 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“ = dutiable (customs fee) „1“ = duty-free (no 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 documents to the content information.



Field information:

| Field name | CSV record type | Content of the field |
|------------|-----------------|--|
| Type | 043.1 | „L“ = license, „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 "ProductCode" 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 code from point 5.5.1. |

Table 23: Pre-advice data, Product field information

5.5.1. Productcodes

| Product | Product code (Aviso) | OCR code |
|--|----------------------|----------|
| Combi-freight International Outbound | 49 | SENOU |
| Domestic Combi-freight | 47 | SENNNA |
| Post Express International | 46 | EMSOU |
| Domestic Post Express | 01 | EMSNA |
| Next Day | 65 | NXDAY |
| 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 |
| Return Parcel - Required only for certain products | 28 | RETPA |

Table 24: Pre-advice data, Product codes



5.5.2. Products and features

A comprehensive range of products and features is available to customers of Österreichische Post AG. Details of the possible variants can be found in the appendix "ProductFeatureMatrix.xlsx" under the following link:

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

The current master data can be found under the following links:

- <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, and each feature by a unique 3-digit feature code. It is mandatory to specify one such product code for each parcel in the pre-advice data. Regarding the feature code, none, one or several can be specified per 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 | per 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: Pre-advice data, Features

The features for the above shipment must be specified 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 from chapter 5.6.1. Feature codes |
| Amount | 060.3 | The dot should be used as a decimal separator and not a thousand separator. Example 1678.90 |
| Currency | 060.4 | 3-digit ISO currency code e.g. EUR |
| PhoneNumber | 060.10 | The following formats are allowed as telephone numbers: <ul style="list-style-type: none"> — 06641234567 — 00436641234567 — 436641234567 — +436641234567 — ++436641234567 |

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 | 24S |
| Abgabe nur mit Unterschrift (Submission only with signature) | 187 | |
| Absender-Info (Shipper information) | 054 | |
| Flexible Zustellung (Flexible delivery) | 186 | |
| Frei Verwendungsstelle (Free place of use) | 029 | FVS |
| Fresh (Fresh) | 116 | FRE |
| Gefahrgut – begrenzte Menge (LQ) (Hazardous goods – limited quantity) | 074 | LQU |
| Höherversicherung (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 | COD |
| Nachnahme COD International (Cash on delivery - International) | 022 | COD |
| Palette (Pallet - only with certain products) | 062 | PAL |
| Persönlich (Personal) | 045 | PER |
| Postfach (P.O. Box) | 066 | (address) |



| | | |
|--|-----|------------|
| Postlagernd (Post restante) | 065 | (address) |
| Samstagszustellung (Saturday delivery) | 027 | SAM |
| (Immediate return) | 142 | |
| Value | 011 | WRT |
| Wunsch-Abholstation (Desired pick-up station) | 053 | P24 |
| Wunsch-Abstellung (Desired drop location) | 123 | (address) |
| Wunsch-Nachbar (Desired neighbour) | 122 | (address) |
| Wunsch-Hermes Paketshop (Desired Hermes Parcel Shop) | 052 | PUP |
| Wunsch-Postfiliale (Desired post office) | 052 | PUP |
| Wunsch-Tag (Desired day) | 143 | |
| Zerbrechlich (AT) (Fragile (AT)) | 004 | ZBR |
| Zerbrechlich International (Fragile International) | 024 | ZBR |
| Delivery by 10 a.m. (only EMS) | 019 | 10U |

Table 27: Pre-advice data, Feature codes

5.6.2. Feature Shipper information „054“

Required fields:

- FeatureCode (060.1) – Feature code
 - Email (060.9) – Valid Email Address
- OR**
- PhoneNumber (060.10) – Valid Austrian mobile phone number

5.6.3. Feature Higher insurance „063“

Required fields:

- FeatureCode (060.1) – Feature code
- Amount (060.3) – Desired higher insurance amount
- Currency (060.4) – Currency code e.g. „EUR“

5.6.4. Feature COD “006” - COD

Required fields:

- FeatureCode (060.1) – Feature code
- Amount (060.3) – Desired higher insurance amount
- Currency (060.4) – Currency code e.g. „EUR“
- CodAccountHolder (060.5) – Valid account details of a credit institution based in the
- IBAN (060.6) SEPA area
- BIC (060.7)



The following fields are available for optional referencing of the cash on delivery shipment:

Field "CodPaymentReason (060.8)"

- Content: Payment reason corresponds to the payment reason of a "payment order".
- Field definition: max. 35 characters, alphanumeric
- Valid characters: a-z A-Z 0-9 . , : ' + - / () ? <space>

If the "CodPaymentReason" field in the pre-advice data is not filled in, it will be automatically filled in as follows:

- Either with information from the field „ShipmentNr (030.1)" or if also empty
- with the information from the field "ShpRefNr (030.34)" or if also empty
- with the information from the field „AlternativeRefNr (030.36)" or if also empty
- with the information from the field „ColliRefNr (040.3)" (in the case of collective shipments, the first parcel) or if also empty
- with the information from the field „Identcode (040.1)" (in the case of collective shipments, the first parcel) and the field "ConsigneeName1 (030.16)" separated by the character "/".

Since the „CodPaymentReason (060.8)" field is limited to 35 characters, only the first 35 characters of the automatically filled "Payment Reason" are used for further 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>

If this field is not filled in the pre-advice data, for compatibility reasons it will be automatically filled with the information from the "CodPaymentReason (060.8)" field (see above).

Important note: Extended information on data mapping of the fields from the pre-advice data to the information on the payer account when using paperless cash on delivery:

Since the introduction of paperless COD, the "CodPaymentReason (060.8)" and "Payment Reference/Customer Information"= field "Value (060.2)" can be transmitted in the pre-advice data. Both contents are transmitted to our house bank during the transfer and subsequently also passed on to your recipient account.

However, since the SEPA standard only allows EITHER "Payment Reason" OR "Payment Reference/Customer Information", since the SEPA changeover both pieces of information provided by you are passed on to our house bank for transfer as a free text payment reason but in the coded form "++COD/<payment reason>++<payment reference>++<post internal document reference>" (in the XML data carrier field "RmtInf/Ustrd"). This information will also be forwarded to your recipient account and will be used as before to allocate the incoming payment.

For this reason, the "Reason for Payment" on your bank statement or in your data carrier (MT940, CREMUL or CAMT) that you receive from your bank does NOT correspond one-to-one to the "CODPaymentReason" that is transmitted in the pre-advice data.



In addition, the SEPA standard provides for a "principal reference" (in the XML data carrier field "EndToEndId"), which is also forwarded to the recipient account. In accordance with SEPA requirements, this is filled with a „post-internal client reference" and is used for communication with our house bank and for your inquiries about this payment.

The specific transfer of this information to you depends on your bank or your agreement regarding account statements and/or electronic data carriers (MT940, CREMUL or CAMT). For this reason, coordination with your bank is essential in this regard.

Here is an excerpt from an XML data carrier that we send to our house bank to carry out a cash on delivery 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. Feature COD International „022" - COD

Required fields:

- FeatureCode (060.1) – Feature code
- Amount (060.3) – Desired higher insurance amount
- Currency (060.4) – Currency code e.g. „EUR"
- CodAccountHolder (060.5) – Valid account details of a credit institution based in the
- IBAN (060.6) SEPA area
- BIC (060.7)

5.6.6. Feature Value „011" - WRT

Required fields:

- FeatureCode (060.1) – Feature code
- Amount (060.3) – Desired higher insurance amount
- Currency (060.4) – Currency code e.g. „EUR"



5.6.7. Feature Desired pick-up station „053“ – P24

Required fields:

- FeatureCode (060.1) – Feature code
 - Value (060.2) – Numerical value "BranchKey" from "DepositoriesV2.csv"
 - Email (060.9) – Valid Email Address
- OR**
- PhoneNumber (060.10) – Valid Austrian mobile phone number

Please note the separate addressing.

"DepositoriesV2.csv" is available at the following link:
<https://secure.post.at/downloads/DepositoriesV2.csv>

5.6.8. Feature Desired drop location „123“

Required fields:

- FeatureCode (060.1) – Feature code
- Value (060.2) – Desired drop location

Information on the label must be considered.

5.6.9. Feature Desired neighbour „122“

Required fields:

- FeatureCode (060.1) – Feature code
- Value (060.2) – separated by a comma: name, address without ZIP code and CITY

Information on the label must be considered.

5.6.10. Feature Desired post office „052“ - PUP

Required fields:

- FeatureCode (060.1) – Feature code
 - Value (060.2) – Numerical value "BranchKey" from "DepositoriesV2.csv"
 - Email (060.9) – Valid Email Address
- OR**
- PhoneNumber (060.10) – Valid Austrian mobile phone number

Information on the label must be considered; depending on which "type" ("PostOffice", "HPS", "ParcelPoint") is to be used, the respective special addressing must be observed, described in chapter 3.1.

"DepositoriesV2.csv" is available at the following link:
<https://secure.post.at/downloads/DepositoriesV2.csv>



5.6.11.Feature Flexible delivery "186"

Required fields:

- FeatureCode (060.1) – Feature code
- Email (060.9) – Valid Email Address
- OR**
- PhoneNumber (060.10) – Valid Austrian mobile phone number

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

5.7.1. 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 | CustomsFree | 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 Plus International Paket Premium International |
| Finland | Paket Plus International Paket Premium International |
| Luxembourg | Paket Plus International Paket Premium International |
| Sweden | 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 format

5.8.1. ASCII-Flat file (csv)

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

For the CSV format the following encoding is supported:

- Windows 1252: Western European

In order to differentiate between the individual sections in the flat file, record type types (010, 020, ...) must be specified in the first three positions.

The structure and content of each record type are exactly the same as in the XML format.

The permitted record types 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 / position" column.



If characters other than the defined record types are used at the beginning of the record, the file will be rejected as incorrect. Empty fields are to be ignored (e.g.: aaa;bbb). Unused positions in the individual fields must not be filled with spaces or zeros! No additional apostrophes may be used as field separators.

Example structure of a 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;ADR GrossWeight:123456.789;UNNumber;TransportCategory;MaterialDescription

072;NumberOfPackageType;PackageType

5.8.2. XML-File

The XML file is available in German and English.

The following encoding is supported for the XML format:

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

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



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

Namespaces are required for version management and to uniquely identify XML elements within a schema.

An XML pre-advice file is basically structured as follows:

- Aviso
 - Header (010)
 - Shipper (020)
 - Shipment (030)
 - 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 different data types:

- Date (= „Date“): „< YYYY-MM-DD>“
E.g.: „2024-11-01“
- Date and time (= „DateTime“): „< YYYY-MM-DD>T< hh:mm:ss>“
E.g.: „2024-11-01T13:37:42“
- 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.: „1230.69“ or „1230.666“

The details of the information groups listed are described in more detail in point 5.6, whereby the column "CSV record type / position" is not relevant for a pre-advice file in "XML" format, but for a pre-advice in "CSV" format. The "new/revise" column identifies information that has either been added to this version or has been changed.

A complete representation of the pre-advice structure is available as information:

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 sent to Austrian Post AG in a timely manner. This can be done by email or via an SFTP account at Austrian Post AG.

The file names must be selected in the following naming structure; only complete files may be used:

<Customer number>-< YYYYMMDDhhmmss>-<sequential number of the day>.CSV

<Customer number>-< YYYYMMDDhhmmss>-<sequential number of the day>.XML

Example: 0012345678-20200101130159-001.csv

 0012345678-20200101130159-001.xml

5.9.1. By E-Mail

Connecting via email is used as follows:

- Transfer to an email address provided by Austrian Post
- Unique naming of the pre-advice files
- Multiple attachments per email are possible
- Only one file format (either CSV or XML) is permitted per email or email address
- The subject must be as follows:

Transfer of <Customer number> from < YYYYMMTTThhmmss>-<sequential number>

Example: Transfer of 0012345678 from 20241101130159-001

5.9.2. By SFTP

Connecting via SFTP is used as follows:

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

5.9.2.1. Activation for the transmission of the pre-advice data

To enable the transfer of pre-advice data from a customer to Austrian Post AG, the following information is required:

- SAP DebitorPayer or 5-digit Customer Reference Number
- Company name
- Contact person



- Telephone number of the contact person
- Email address of the contact person
- Announcement of the desired data format (XML or CSV)
- Announcement of the desired data protocol (SFTP with DNS or Email)
- Possibly announcement of the 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 information for shipments to Germany:

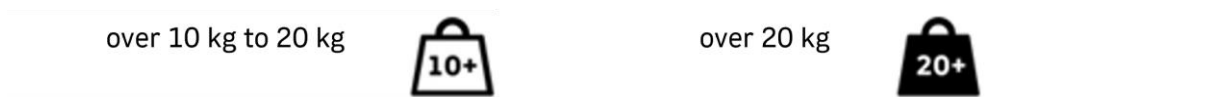
| Hierarchy | CSV record type / Position | Field name, English | Data type | Length | Required / optional | New / revised |
|--------------------|----------------------------|---------------------------|------------------|------------|---------------------|---------------|
| 0.2.17.42 | 040 | Parcel | Structure | | required | |
| 0.2.17.42.1 | 040.1 | IdentCode | Numeric | 24 | required | |
| 0.2.17.42.2 | 040.2 | Weight | Numeric | 7.3 | required | |
| 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 | |

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:





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9. 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 |

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