

DataTransfer – Appendix 2

Description of customer interface "Create a Dispatch List"

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1 Introduction

1.1 Change log

DT A2 Vers.	Brief description of change	Section	Type* I, U, D
4.3	Manual split and updated into main section and Appendices DataTransfer 1 to 3 (separate documents)		
4.4	Appendix 2 completely revised with new solution "Create a Dispatch List"		
4.5	E-mail confirmations added and "Description of tag logic" section expanded	Sec. 3.4 Sec. 4.3	I U
4.6	Modification in XML file: Field length for the <Kundenref/> element expanded (Sec. 4.2) and "Sample delivery note for Letter ID" added (Sec. 5.1.2)		
4.7	Links updated		U
4.7	Modification in XML file: new field <Zustelldatum/>	Sec. 4.2 Sec. 4.3.1	I
1.6	Product modifications for value-added services for registered international only with PRIORITY letters. XML examples updated	Sec. 4.4	U
1.6	Customer receipts as XML file	Sec. 4.2	I
1.7	Various smaller amendments		i, U

* I = Insert, U = Update, D = Delete

We have marked the sections that contain content changes with a line in the margin.

1.2 For whom is this documentation intended?

This Appendix contains the technical information for creating a dispatch list via Swiss Post's DataTransfer.

1.3 What information will you receive about DataTransfer?

DataTransfer Manual

Overview and functional descriptions for DataTransfer

Brief description of DataTransfer services, letters with barcode (BMB) via DataTransfer, Letter ID, "Create a Dispatch List" via DataTransfer and Parcel Post easy via SFTP, an explanation of how DataTransfer works and an illustration of the registration and test procedure. This is aimed primarily at DataTransfer decision-makers.

DataTransfer – Appendix 1

Description of DataTransfer customer interface: parcels, Express, Solutions, letters with barcode (BMB) and Letter ID

Description of the data to be submitted for parcels, Express, Vinolog, BMB, Letter ID plus technical specifications such as input file formats and naming conventions.

DataTransfer – Appendix 2

Description of customer interface "Create a Dispatch List"

Description of the data to be submitted for "Create a Dispatch List" and overview of "Create a Dispatch List" reports.

DataTransfer – Appendix 3

Description of DataTransfer reports

Description of the contents of reports for BMB, parcels and Swiss-Express, but excluding "Create a Dispatch List".

DataTransfer – Appendix 4

Description of the "Address maintenance" customer interface

Description of the message structure and data content and the technical specifications for address maintenance, such as the posting and return formats as well as the naming conventions.

DataTransfer – Appendix 5

Description of the DataTransfer customer interface:

EAD submission

Description of the technical information for electronic data delivery of EAD (Electronic Advance Data) for international letter mail containing goods.

1.4 Validity

For each new version of the DataTransfer application, a new version of the DataTransfer manual and/or the relevant appendices will be issued and made available to customers in electronic form.

When these new instructions are issued, the previous version will cease to be valid.

The Manual and DataTransfer Appendices 1 to 5 can be obtained from your Swiss Post customer advisor or from www.swisspost.ch/datatransfer → Technical DataTransfer support.

This version of the Manual (V1.7, April 2020) is based on the customer interface version 2.3.

1.5 Abbreviations used

Abbreviation	Description
AMP-Key	Swiss Post customer identification number
BLN	Electronic cash on delivery (COD)
BMB	Letters with barcode
DataTransfer	Name of service for electronically transmitting data to Swiss Post
DL	Dispatch list
Letter ID	Addressed and uniquely identified letters (with DMC) are delivered using the Letter ID provider
Parcel Post easy	Parcel post without dispatch list
PKZIP 2.0	Compression standard for reducing file size. Nowadays, almost all files with the extension .zip are in PKZIP 2.0 format
PMI	PostMail International
PRZL	Product or additional service
PVS	Mail processing system (Providers as per DataTransfer Manual, Section 3.1)
T&T	Track consignments (Track & Trace)
XSD	X ML S chema D efinition: For creating and verifying XML files

1.6 Support

Post CH Ltd
DataTransfer Support
Wankdorfallée 4
3030 Berne
Switzerland

Tel. 0848 789 789
E-mail datatransfer@swisspost.ch

1.7 Test support

If you have any questions regarding consignment data simulation, please feel free to contact us. Please send your tests to the following address:

Post CH Ltd
Testsupport I112
Wankdorfallée 4
3030 Berne
Switzerland

E-mail testsupport.bmb@swisspost.ch

2 Technical specification

2.1 Data submission

Data can be submitted in the following ways:

- As an e-mail attachment
- Via a Swiss Post SFTP account
- Via the Swiss Federal Sedex platform (XML only)

2.1.1 E-mail

To submit data via e-mail, you will need an e-mail account with which you can send e-mails of up to 2 MB. The e-mail attachment must be sent in base64 or uuencoded format.

Procedure for submitting data by e-mail

Prepare the data in XML format and add the file to an e-mail as an attachment. The maximum file size for submitting data via e-mail is 2 MB per submission.

So that the attached files can be uniquely identified when you submit data via e-mail, you must also specify a keyword in the body of the e-mail. If this keyword is incorrect, the e-mail (plus attachment) will be deleted. The keyword to be specified in e-mails is:

- During testing: T-770809dfu01input
- During live operation: 770809dfu01input

Note: The e-mail must only contain the keyword and the file. Any additional wording, such as automatic signatures, is not permitted.

Send the e-mail to paketversand.dfu@postlogistics.ch

2.1.2 SFTP

To submit data via SFTP, you'll need a Swiss Post SFTP account.

If you don't have a Swiss Post SFTP account yet, one will be opened once you have registered.

Instructions on importing data via SFTP can be found at www.swisspost.ch/datatransfer -> Technical DataTransfer Support or obtained from DataTransfer Support.

2.1.3 sedex

sedex subscribers of the eSchKG domain can exchange consignment data electronically using the Swiss Confederation's sedex platform. The existing DataTransfer services have been extended via an adapter. Registrations with the Federal Statistical Office are carried out by DataTransfer Support.

You can find instructions on how to transmit data via Sedex at www.swisspost.ch/datatransfer → Technical DataTransfer support → Letters with barcode.

2.2 File formats

Files are accepted in XML (UTF-8) and ZIP (PKZIP 2.0) format.

2.2.1 Special characters in XML format

XML files must conform to XML standards in order for DataTransfer to process them. When submitting files, this means that the attribute values in XML files must not contain any unencoded special characters, such as pointed brackets (<>) or speech marks ("").

In order to send these special characters, you need to encode them using special characters that HTML will recognize. These take the following format: `&[Name];`

The example shows how to encode the commercial "and" sign ("&"): `Name1=>Moser & Cie.=>(Moser & Cie.)`

Here is a list of special characters and the corresponding format in which they must be submitted:

Special character	Coding
&	&
<	<
>	>
"	"
'	'

Normal umlauts may not be encoded as HTML.

There's an easy way to check whether your XML conforms to standards and can be processed by DataTransfer – open the file in a browser, such as Internet Explorer or Mozilla Firefox. If the file does not conform to standards, an appropriate error message will be displayed.

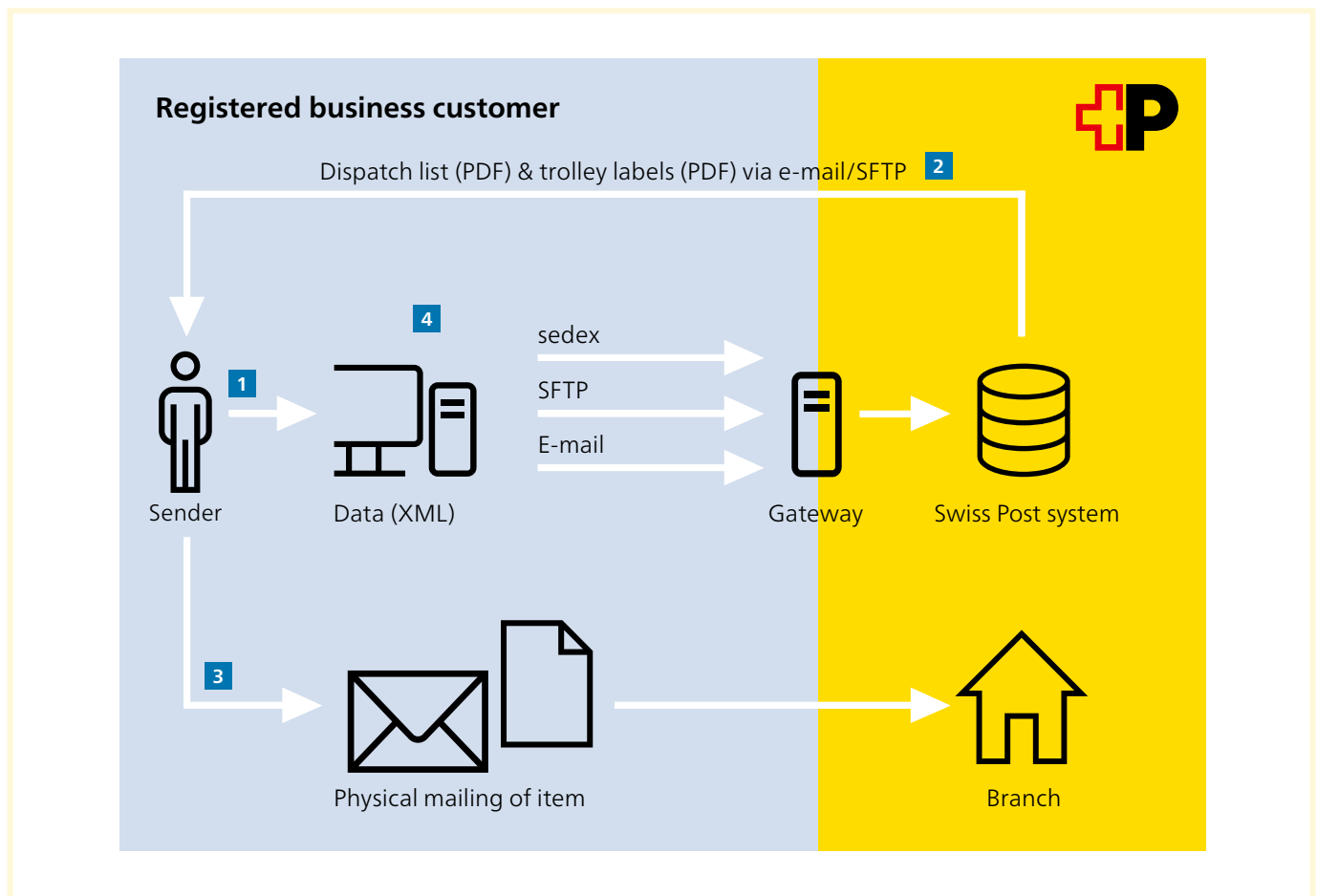
3 Service description

3.1 "Create a Dispatch List" (delivery note) via DataTransfer

Swiss Post offers a solution for creating dispatch lists for both domestic and international addressed letter mail (postage paid items). You supply the billing data to us via DataTransfer and shortly afterwards, you get back the dispatch list in the form of a delivery note for the postal delivery.

3.1.1 Description of service

- 1 You generate the invoicing data using a Swiss Post product list in a third-party system, and create an XML file. You transmit this data to Swiss Post in XML format via DataTransfer.
- 2 Within minutes, you will receive back via DataTransfer the status file, the dispatch list in the form of a delivery note (see sample 5.1.2) and the wheeled container label.
- 3 You hand the hard copy of the delivery note to Swiss Post together with the mailings.
- 4 The delivery notes generated via DataTransfer will be saved in the "Letters dispatch list" online service (www.swisspost.ch/online-services). There, until the posting has taken place, it is possible to change or cancel the order. In addition, the customer-specific product list is available there for download (see Section 4.1).



3.1.2 Data transmission

Data can be transmitted in the following ways:

- As an e-mail attachment
- Via a Swiss Post SFTP account
- Via the Swiss Federal Sedex platform.

Technical details are described in [Section 4.1](#).

3.1.2.1 Throughput times

Depending on the channel used for delivering the data, the throughput time for creating the delivery note (dispatch list) may be longer or shorter. For system-related reasons data transmission always takes a few minutes. E-mail throughput times are dependent on the SMTP gateway provider, and SFTP throughput times depend on the gateway provider's collection frequency.

3.2 Files for "Create a Dispatch List" via DataTransfer

Naming convention

SenderID_Service_FileType_Flag_DateCreated_TimeCreated_InvoiceReferenceNumber_Order number_TransferStatus.Format

Attribute	Description
SenderID	As per DataTransfer Information Support
Service	"VGK"
FileType	"DATA"
Flag	"P" = Production "T" = Test
DateCreated	Date created in format "YYYYMMDD"
TimeCreated	Time created in format "HHMMSS"
InvoiceReferenceNumber (RRN)	Invoice reference number (8 digits). 9-digit RRNs must be truncated in the file name, removing the last digit (check digit). Within the XML file, the RRN must contain 9 digits
Order number	Individual customer Order number (maximum 8 characters – only numbers and letters permitted, e.g. period number)
TransferStatus	"U"
Format	"xml"

Example

100_VGK_DATA_P_20161128_140559_12345678_ABC123_U.xml

3.3 Documents for "Create a Dispatch List" via DataTransfer

Naming convention

SenderID_Service_FileType_Flag_DateCreated_TimeCreated_InvoiceReferenceNumber_Order number.Format

Attribute	Description
SenderID	As per DataTransfer Information Support
Service	"VGK"
FileType	"RWB" = Wheeled container label "STATUS" = Status report "BORDEREAUX" = Dispatch list
Flag	"P" = Production "T" = Test
DateCreated	Date created in format "YYYYMMDD"
TimeCreated	Time created in format "HHMMSS"
InvoiceReferenceNumber (RRN)	Invoice reference number (8 digits).
Order number	Individual customer order number (maximum 8 characters – only numbers and letters permitted, e.g. period number)
Format	"pdf" = Wheeled container label / Dispatch list "xml" = Status report

Example

100_VGK_RWB_P_20040929_140559_12345678_ABC123.pdf

3.4 E-mail confirmations

The content of these e-mails is always in English.

3.4.1 Receipt confirmation

Sample receipt confirmation OK

Subject	DataTransfer: Dispatch list - File Receipt SenderID 982 FileID:40770300
Text	FileID:40770300
	FileError:0

Sample receipt confirmation not OK

Subject	DataTransfer: Dispatch list – File Error Message Sender ID 982 FileID:Aufg2
Text	FileID:Aufg2
	FileError:24
	Error codes meaning:
	24 File is not schema conform

Detailed information about error messages can be found at:
www.swisspost.ch/datatransfer → Technical DataTransfer support under “Create Dispatch List” (master data).

4 Delivering Data

4.1 Product list as the basis for transmission of the declaration data via DataTransfer

The standard product list is available under the following link www.swisspost.ch/datatransfer → Technical DataTransfer Support under “Create dispatch list” (master data).

It is also possible to declare contract products via DataTransfer. These contract products are not shown in the standard product list but rather in the “customer-specific product list” according to the franking licence. You can download this customer-specific product list in the “Letters dispatch list” online service, under “Settings” (Exports tab). You can obtain the corresponding login by registering successfully at www.swisspost.ch.

- The product list (VGKTapis) shows all the current products, concessions and additional services offered by Swiss Post that can be listed in an electronic dispatch list.
- Most of the products (<TapisProd>) are determined uniquely by means of the “Gattung”, “Taxgruppe” and “SendGewicht” logical keys.
- The upstream and additional products (<TapisZL>) are uniquely identified through the logical key of “category”, “fee group” and “tariff band”. All valid upstream and additional services are listed for each product (<TapisProd>).
- The product list is used in the following manner:
 - First of all as a database in your print optimization system, so that XML files can be generated for “Create a Dispatch List” DataTransfer.
 - For each product or price modification (Swiss Post makes changes to its list products no more than once or twice a year).

4.1.1 File structure of product list

```
<VGKTapis>
  <InfoPost>
    <Erstellungsdatum/>
    <Frankierlizenz/>
  </InfoPost>
  <TapisProd>
    <Gattung/>
    <GattungBez _ D/>
    <GattungBez _ F/>
    <GattungBez _ I/>
    <GattungBez _ E/>
    <Taxgruppe/>
    <TaxgruppeBez _ D/>
    <TaxgruppeBez _ F/>
    <TaxgruppeBez _ I/>
    <TaxgruppeBez _ E/>
    <Tarifstufe/>
    <CodeTarifstufe/>
    <Tarif/>
    <Tarif _ KG/>
    <GueltigAb/>
    <GueltigBis/>
    <BriefFormatCH>
    <Land>
    <TapisZL>
      <Gattung/>
      <GattungBez _ D/>
      <GattungBez _ F/>
      <GattungBez _ I/>
      <GattungBez _ E/>
      <Taxgruppe/>
      <TaxgruppeBez _ D/>
      <TaxgruppeBez _ F/>
      <TaxgruppeBez _ I/>
      <TaxgruppeBez _ E/>
      <Tarifstufe/>
      <CodeTarifstufe/>
      <Tarif/>
      <GueltigAb/>
      <GueltigBis/>
    </TapisZL>
  </TapisProd>
</VGKTapis>
```

4.1.2 Description of tag logic

InfoPost \ Erstellungsdatum

Value Date
Description Creation date for product list

InfoPost \ Franking licence

Value Numeric / alphanumeric
Description Franking licence of sender

TapisProd \ Gattung

Value Numeric
Description Product category

TapisProd \ GattungBez

Value Text
Description Product description in text form in the relevant language (de, fr, it and en)

TapisProd \ Taxgruppe

Value Numeric
Description Fee group number of the product

TapisProd \ TaxgruppeBez

Value Text
Description Name of the current product's format in text form in the relevant language (de, fr, it and en)

TapisProd \ Tarifstufe

Value Numeric (Specified in kilogrammes)
Description Valid tariff band for the product/format.
The content is defined on the basis of the tariff band code (see below).

TapisProd \ CodeTarifstufe

Value Numeric
Description Manner in which tariff band determined
0 = weight
2 = none

TapisProd \ Tarif

Value Numeric
Description Cost/amount for product/service

TapisProd \ Tarif_KG

Value Numeric
Description Cost/amount per kg (price per kilogram) for product/service

TapisProd \ GueltigAb

Value Date
Description "Valid from" date for product/service.
The product/service is valid from this date.

TapisProd \ GueltigBis

Value Date
Description Date of validity date for product/service.
From this date the product/service is valid.
If the date is blank, then it is valid

TapisProd \ BriefFormatCH

Value Text
Description Letter format for domestic products

TapisProd \ Format

Value Numeric
Description Format. Used only with the Marketing Mail Professional product.

TapisProd \ Sortierung

Value Numeric
Description Format. Used only with the Marketing Mail Professional product.

TapisProd \ Land

Value Numeric
Description Format. Used only with the Marketing Mail Professional product.

TapisProd \ TapisZL

Value Various
Description Listing of possible additional services

4.2 Data contents of dispatch list data

The table below describes the structure and data content for delivering declaration data via DataTransfer.

<Element>	Description	Property	Data type	Format (max. length)
<VGK>	Post Form 310 or 311			
<InfoQuelle>	General order information			
<Aufgabedatum/>	Date of form dispatch	Mandatory	Alphanumeric	yyyy-mm-dd
<Zustelldatum/>	For the products OnTime Mail (OTM) and Expert Mail (EM), the required delivery date must be stated.	Optional	Alphanumeric	yyyy-mm-dd
<Kostenstelle/>	Cost centre per order	Optional	Alphanumeric	50
<KundenbelegFile/>	This attribute controls if the customer receipt should be sent via DataTransfer (sender ID inbox). Possible values: 1 = PDF format 2 = XML format 3 = PDF and XML formats	Optional	Numeric	1
<KundenbelegEmail/>	After effective sending, the customer receipt is sent to the e-mail address.	Optional	Alphanumeric	500
<Kundenref/>	Customer reference (is printed on the dispatch list)	Optional	Alphanumeric	40
<BestellnummerRechnung/>	Indication of the order number, e.g. order for ARIBA customers	Optional	Alphanum.	35
<RWBeschriftung/>	<RWBeschriftung>/1 means: Create container address	Optional	Boolean	1
<Sprache/>	Language of the form Possible values: 1 = German 2 = French 3 = Italian 4 = English	Mandatory	Numeric	1
</InfoQuelle>				
<InfoPost>	Consignment identification	Min. 1 Max. 1		
<AuftragsnummerLetterID/>	If this is set, it is a PP franking with Letter ID	Optional	Numeric	6
<SonderbewilligungNr/>	Special authorization for special consignment posting	Optional	Alphanumeric	25
</InfoPost>				
<Absender>	Sender of the form (recipient of the invoice)	Min. 1 Max. 1		
<Frankierlizenz/>	Franking licence VGK of sender (must belong to the RRN specified below)	Optional	Alphanumeric	8
<RRN/>	Invoice reference number	Mandatory	Numeric	9
<KundenNr/>	Swiss Post customer identification number (AMP-Key)	Optional	Numeric	10
<Name/>	Name of sender	Optional	Alphanumeric	50
</Absender>				

<Element>	Description	Property	Data type	Format (max. length)
<Aufgeber>	Consignor data	Min. 0 Max. 1		
<RRN/>	Invoice reference number of consignor	Mandatory	Numeric	9
<KundenNr/>	Swiss Post customer identification number (AMP-Key)	Optional	Numeric	10
<Name/>	Name	Optional	Alphanumeric	50
<Vorname/>	First name	Optional	Alphanumeric	50
<Strasse/>	Street/PO box, street or PO box (if «Postfach» written as text) and number	Optional	Alphanumeric	50
<adrZusatz/>	Address supplement	Optional	Alphanumeric	50
<PLZ />	Postal code	Optional	Numerisch	10
<Ort/>	Locality	Optional	Alphanumeric	50
</Aufgeber>				
<TapisProd>	Product definition according to product list	Min. 1		
<Kostenstelle/>	Customer cost centre	Optional	Alphanumeric	50
<SendAnzahl/>	Number of consignments	Mandatory	Numeric	7
<SendGewicht/>	Weight/consignment in kg	Mandatory	Numeric	999.999
<Gattung/>	Product category	Mandatory	Numeric	5
<Taxgruppe/>	Product tax group	Mandatory	Numeric	5
<Land/>	ISO country code MMP contracts only	Optional	Alphanumeric	3
<Sortierung/>	Sorting code. Information on required sorting.MMP contracts only	Optional	Alphanumeric	30
<Format/>	Format code. MMP contracts only	Optional	Numeric	50
<Tarifstufe/>	Product tariff band in kg, format 9.999	Optional	Numeric	9.999
<TapisZL>	Upstream/additional services for product acc. to product list	Optional		
<Gattung/>	Upstream/additional service for category	Mandatory	Numeric	5
<Taxgruppe/>	Upstream/additional service for tax group	Mandatory	Numeric	5
<Tarifstufe/>	Product tariff band in kg, format 9.999	Optional	Numeric	9.999
</TapisZL>				
</TapisProd>				
</VGK>				

4.3 Description of tag logic

4.3.1 Info Source

<Aufgabedatum/> (Date of dispatch)

The date of dispatch is the date of posting. If this is not known, the transmission date of the XML file can also be stated.

<Zustelldatum/>

The delivery date is a mandatory field if the products OnTime Mail and Expert Mail are declared in the dispatch list. The requested delivery date is expected in the format yyyy-mm-dd.

<Kostenstelle/> (Cost centre)

The <Kostenstelle/> element is of no significance for Swiss Post. The cost centre can be used on a customer-specific basis per order.

<KundenbelegEmail/>

After dispatch, the customer document (order confirmation, customer receipt, customer copy) is generated and sent to the e-mail address declared in the XML file. Several e-mail addresses (separated by semicolons ;) may be given.

<KundenbelegFile/>

After posting, the customer receipt (confirmation of posting, customer receipt, customer duplicate) is generated and sent to the inbox of the sender ID. The <Werte> attribute can be used to select the file format (pdf and/or xml).

<Kundenref/>

This text is shown on the delivery note (dispatch list) and on the monthly invoice.

<BestellnummerRechnung/>

If ordering and invoicing via a third-party system such as ARIBA is requested, the "Invoice order number" can be specified here.

<RWBeschriftung/>

Generates according to product a label for the container/pallet.

<Sprache/>

The form is generated in the required language.

```
<InfoQuelle>
  <Aufgabedatum>2015-11-16</Aufgabedatum>
  <Zustelldatum>2015-11-20</Zustelldatum>
  <Kostenstelle>Marketingabteilung</Kostenstelle>
  <KundenbelegEmail>musterhans@swisspost.ch</KundenbelegEmail>
  <KundenbelegFile>2</KundenbelegFile>
  <Kundenref>Mailingversand Nr.1</Mailing>
  <BestellnummerRechnung>5555</BestellnummerRechnung>
  <RWBeschriftung>1</RWBeschriftung >
  <Sprache>1</Sprache>
</InfoQuelle>
```

4.3.2 InfoPost

<AuftragsnummerLetterID/>

The AuftragsnummerLetterID (order number letter ID) is used if the consignments have a Letter ID (dynamic Datamatrix Code). The same number must not be used again within one year.

<SonderbewilligungNr/>

If special authorization has been received from Swiss Post for certain consignment posting, this GZD/special authorization number can be indicated here.

```
<InfoPost>  
  <AuftragsnummerLetterID>001234</AuftragsnummerLetterID>  
  <SonderbewilligungNr>1600012</SonderbewilligungNr>  
</InfoPost>
```

4.3.3 Sender

<RRN/>

Invoice reference number of the sender or bill-to-party.

```
<Absender>  
  <Frankierlizenz>12345678</Frankierlizenz>  
  <RRN>123456789</RRN>  
</Absender>
```

<Frankierlizenz/>

The franking licence is needed:

- so that order in the “Letters dispatch list” online service may be recorded in the account of the service provider or of the sender. There the order cannot be changed or deleted.
- if contract products are declared

Important: The franking licence must belong to the specified RRN. If the franking licence is omitted, the RRN must be deposited with the consignor.

4.3.4 Consignor

<RRN/>

The RRN (invoice reference number) of the consignor (service provider) must be stated so that the order to be recorded in the "Letters dispatch list" online service in the service provider's and the sender's accounts.

```
<Aufgeber>  
  <RRN>123456789</RRN>  
</Aufgeber>
```

The elements "Name", "First name", "Street", "Address addition", "Postcode" and "Town" will only be accepted if the consignor RRN or the consignor customer number is specified.

4.3.5 TapisProd

<SendGewicht/>

In the <SendGewicht/> (consignment weight) element the individual weight of a consignment in kilograms is entered. This weight determines the tariff band within the Gattung/Taxgruppe (Category/Tax Group) and so the tariff too. The system calculates the total weight using the formula $\text{SendGewicht} * \text{SendAnzahl}$.

```
<TapisProd>  
  <SendAnzahl>10000</SendAnzahl>  
  <SendGewicht>0.010</SendGewicht>  
  <Gattung>41</Gattung>  
  <Taxgruppe>1</Taxgruppe>  
</TapisProd>
```

<Kostenstelle/> (cost centre)

The <Kostenstelle/> element is of no significance for Swiss Post. The cost centre can be used on a customer-specific basis.

Country, sorting, format

If a product with an "Individual Small Goods Letter" contract is declared, these three elements are used:

<Land/>

This attribute is only required for "Individual Small Goods Letter" contract products. For these products, the tariff is calculated based on an individual price and on a price per kilo. Therefore the <Land> attribute must always be stated. The contents of the <Land> attribute are the two-letter ISO country code.

You can find the ISO country code list by following this link: <https://service.post.ch/vgkklp/info/informationen/PostInformationen?lang=en>

<Sortierung/>

The text sorting must be declared.

<Format/>

The "Format" value must be entered as per the value specified in the contractual agreement.

```
<TapisProd>
  <SendAnzahl>500</SendAnzahl>
  <SendGewicht>0.023</SendGewicht>
  <Gattung>4615</Gattung>
  <Taxgruppe>75</Taxgruppe>
  <Land>AT</Land>
  <Sortierung>Sortierung</Sortierung>
  <Format>2</Format>
</TapisProd>
```


4.4 Sample XML format for product incl. additional service

The XML file shown below declares the following products:

Product	Standard letter 250 x 176 x 20 mm max. 100 g
Service	B Mail bulk mailing B Mail standard letter
Format	250 x 176 x 20 mm
Individual weight	10 g
Total weight	–
Number of consignments	10 000
Additional service	PP franking by Swiss Post

Product	Standard letter 250 x 176 x 20 mm max. 100 g
Service	B Mail bulk mailing B Mail standard letter
Format	250 x 176 x 20 mm
Individual weight	20 g
Total weight	–
Number of consignments	20 000
Additional service	–

Product	Standard letter 250 x 176 x 20 mm max. 100 g
Service	Letter Priority Bulk Mailing Standard Europe
Format	130 x 80 x 5 mm
Individual weight	23 g
Total weight	11.5 kg
Number of consignments	500
Additional service	International Registered Letter

5 Bulletins of verification "Create a Dispatch List"

5.1 Bulletins of verification "Create a Dispatch List" (delivery note/dispatch list, wheeled container label and status report)

5.1.1 Data contents of dispatch lists (status files)

<Element> Attribute	Description	Property	Data type	Format (max. length)	Default value Data source
<AVZSTATUS>					
<Status/>	"OK" if data validation OK "NOK" if data validation not OK		Alphanumeric	3	
<Warning>	Warning messages	Min. 1 Max.*			
<Text/>	Warning text		Alphanumeric	100	
<Code/>	Warning code		Numeric	3	
</Warning>					
<Error>	Error messages	Min. 1 Max.*			
<Text/>	Error text		Alphanumeric	100	
<Code/>	Error code		Numeric	3	
</Error>					
</AVZSTATUS>					

5.1.2 Sample delivery note (dispatch list)

DELIVERY NOTE

ADDRESSED LETTER MAIL WITH LETTER ID FORM NUMBER

Sender Invoice reference number: 580713610

Musterhans
Musterhans Kurt
Altenbergstrasse 28
3013 Bern

Dispatcher


Musterhans
Musterhans Kurt
Altenbergstrasse 28
3013 Bern

Dispatch type: PP franking with letter ID
Order number: 216552

Customer reference:

Number	Product / additional services	Weight (g)
62'500	B2 Bulk Mail / Letter standard	1 - 10 Weight level
	Remun. for hand-in at centre / B2 Bulk Mail	

To be completed by post office:

Barcode:		Remarks:
scanned <input type="checkbox"/>		
checked <input type="checkbox"/>	981750071361062316	
approved <input type="checkbox"/>		

Created by: vgk-musterhans@post.ch
Dispatch date: 14.07.2021



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5.1.3 Sample pallet/container labelling



Pallet / outer container address

Sender

Musterhans
Musterhans Kurt
Altenbergstrasse 28
3013 Bern

Post code

Dispatcher

Musterhans
Musterhans Kurt
Altenbergstrasse 28
3013 Bern

Post handover date

Freitag 08. Dezember 2023

Customer reference

Test_RWB_FR

AVZ number

981650071361248358

Remarks

Processing product

**B2 Bulk Mail
Letter standard**

6 Additional publications

Additional information and the following publications on DataTransfer can be found at www.swisspost.ch/datatransfer
→ Technical DataTransfer support:

- DataTransfer Manual
“Overview and functional descriptions for DataTransfer”
- DataTransfer – Appendix 1
“Description of DataTransfer customer interface”
- DataTransfer – Appendix 3
“Description of DataTransfer reports”
- DataTransfer – Appendix 4
Description of the “Address maintenance” customer interface
- DataTransfer – Appendix 5
Description of the customer interface “EAD (Electronic Advance Data) submission for international letter mail containing goods”

