

DataTransfer dispatch list / partial deliveries – Replacement document for addressed letters



Sender	Dispatcher
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Consignment information

Invoice reference number of sender

SFTP User ID (DataTransfer)

Letter ID order number

Customer reference (optional)

Number	Product / value-added service (information as on Internet platform)	Weight (g)
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Technical customer support
 Post CH Ltd
 DataTransfer support
 Tel. 0848 789 789
 E-mail: datatransfer@swisspost.ch

For the dispatcher
Tool is not available
 – Post consignments using this replacement document
Tool is now available
 – Enter order retroactively in tool
 – Hand over delivery note at acceptance point

For the acceptance point
 See the "Acceptance point manual" or view the "DataTransfer / partial delivery replacement document" process in the QMS

Customer initials

Place / date

Signature

Acceptance point initials

Signature
