

DataTransfer

Process efficiency with electronic data exchange

The direct electronic exchange of consignment and invoicing data as well as consignment reports between your company and the Post simplifies posting and creates transparency in the entire dispatch process.

DataTransfer is a multifunctional dialogue platform for exchanging consignment and billing data, for address updates and for receiving status reports relating to shipment processing. The data is also available for updating your own data bank.

Secure SFTP connections protect data transfer from unauthorized access. Public administrations have the option of transferring data via sedex (secure data exchange). Processing via e-mail is also possible.

Letters with barcode (BMB) via DataTransfer

Using DataTransfer you transfer to us your electronically stored BMB mailing data. You will then receive the delivery note for the posting and a processing report confirming that data has been transferred. You can obtain a daily report showing the processing data of your mailings in the last 24 hours. This way, you are always kept informed about the processing status. The reports also contain information on returns, and reasons given for such returns (e.g. "not collected", or "delivery not accepted"). This information enables you to update your business transactions.

With Letter mail easy, you can send consignments without creating a dispatch list/delivery note for PP mailings. You can find more information on Letter mail easy at www.swisspost.ch/letter-mail-easy.

DataTransfer for PP bulk mailings

For the posting of PP bulk mailings you need a dispatch list (AVZ). DataTransfer offers you the ideal platform for preparing this document online. You generate the invoicing data for your addressed PP mailings in an external system and create an XML file. You transfer the XML file via DataTransfer to our system and within a few minutes you receive the AVZ required for the posting in the form of a delivery note, a status file and, if required, a trolley label via DataTransfer. We provide all the documents you need for the postal deliver in PDF file format. You then hand the hard copy of the delivery note together with the mailing items to the Post. Further details can be found at www.swisspost.ch/pp-franking and in the "PP franking" factsheet.

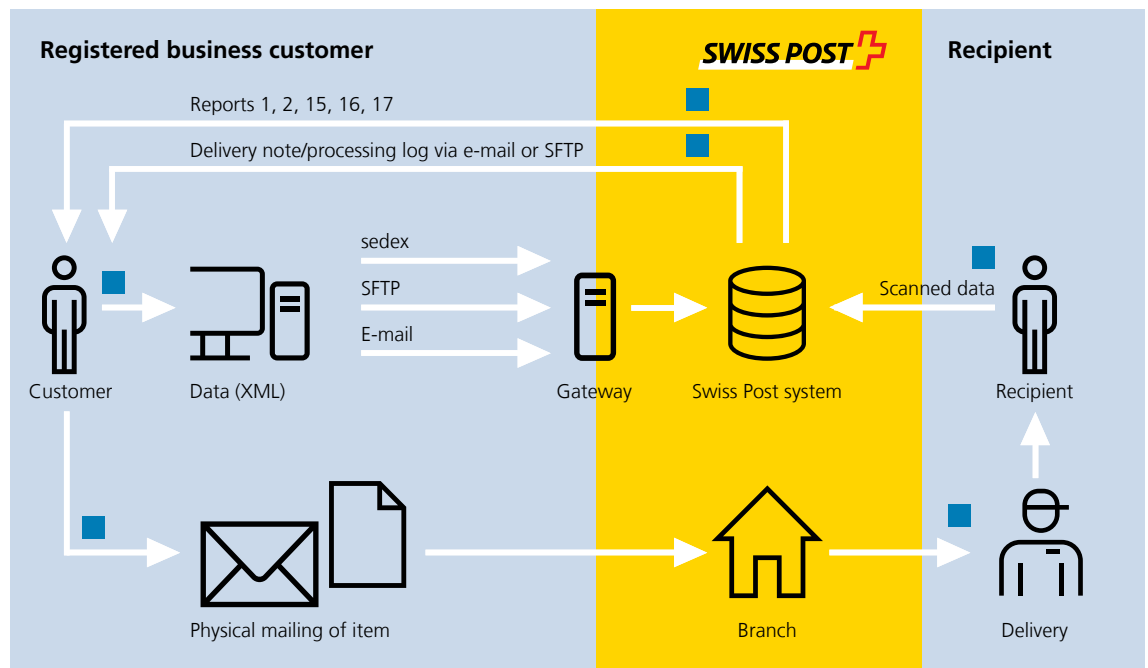
DataTransfer for Letter ID mailings

Letter ID is a data matrix code for bulk mailings. Using Letter ID you can track mailings, monitor returns individually and optimise response management. You can also transfer the mailing data for Letter ID mailings efficiently and securely via DataTransfer. Further details can be found at www.swisspost.ch/letter-id or in the "Letter ID" factsheet.

DataTransfer for address updates

Swiss Post boasts an address database unparalleled in terms of both quality and quantity. With DataTransfer, for example, you can perform a file-based comparison of your addresses with our database before sending large shipments. For every address submitted, you receive feedback (e.g. person hits, deaths, new movers' addresses, etc.).

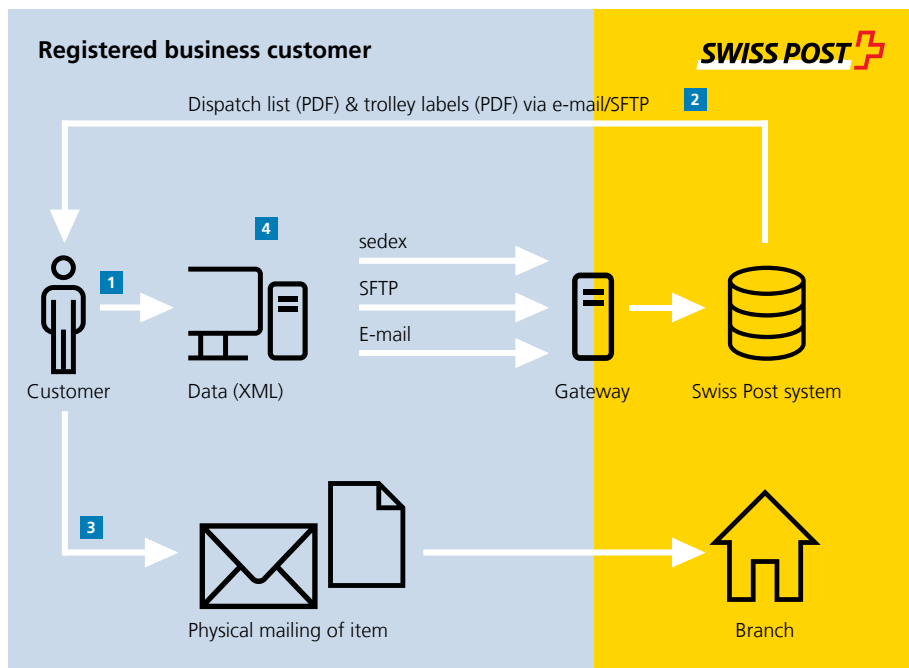
Letters with barcode (BMB) via DataTransfer



The DataTransfer solution for BMB

- 1 Files in XML or CSV format (only for interface version 2.1) can be sent either by SFTP or by e-mail to Swiss Post. Only XML format is permitted for submissions via sedex.
- 2 You have the option of receiving the processing report (technical status of mailings or error number), confirmation of receipt of the data delivery, and the delivery note via SFTP or e-mail.
- 3 The customer hands over the mailings together with the delivery note and receives a duplicate delivery note stamped by the Post as proof of receipt.
- 4 Swiss Post delivers the BMB to the recipient.
- 5 Swiss Post tracks the delivery of mailings.
- 6 Available reports include:
 - Report 1: BMB processing events (all data concerning submitted BMB mailings)
 - Report 2: BMB and Court documents with electronic confirmation of receipt (all data concerning submitted BMBs, and a link to the confirmation of receipt)
 - Report 15: all data concerning dispatched BMBs, listed per franking licence
 - Report 16: all data concerning dispatched BMBs and Court documents with electronic confirmation of receipt listed per franking licence (including link to confirmation of receipt)
 - Report 17: Archive data (PDF/A signed) for court documents

DataTransfer for PP bulk mailings



The DataTransfer solution for Dispatch list (AVZ)

- 1 Files in XML format can be sent via SFTP, e-mail or sedex to Swiss Post.
- 2 The processing report (technical status of consignments or error notification), AVZ in delivery note format and the trolley label (optional) will be returned to you using the same delivery channel.
- 3 The customer hands in the consignments together with the hard copy of the AVZ to Swiss Post.
- 4 In case of corrections, the AVZ can be cancelled on the same day via the "Letters dispatch list" online service in Swiss Post's Customer Center (www.swisspost.ch/online-services). The product list is also available for download.

Registering for DataTransfer

There are several steps involved in the DataTransfer registration process. We will assist you with these. After successful registration we will set up a test account for you and run simulations using test data. Upon successful completion of the test we will create your proper customer account and assign you identification and security codes for regular operation.

Additional information

Publications about DataTransfer such as manuals, XSD schema and other technical details can be found at www.swisspost.ch/datatransfer-letters → Technical DataTransfer support.

Detailed information on how to use DataTransfer for Court Document Online and Debt collection documents can be found on Swiss Post's website:

- Court Document Online at www.swisspost.ch/court-documents → Documents → "Court Document Online – Installation and operating instructions".
- Debt collection documents at www.swisspost.ch/debt-collection-documents → Documents → "Debt collection documents – Installation and operating instructions".

DataTransfer can also be used for parcels: DataTransfer is a faster and more reliable method of sorting and dispatching consignments. www.swisspost.ch/datatransfer.

Technical support is available on the customer services hotline 0848 789 789 or via e-mail: datatransfer@swisspost.ch.

Other interesting services**Digital Commerce API**

By using our Digital Commerce API interfaces, you can optimize your logistics processes. With the "Barcode" API, for example, you can generate and print labels with a barcode for your parcels and express items directly via your system. This simplifies the shipping process and enables you to combine consignment data with your own data, thereby saving costs and time.

Track consignments URL

With the "Track consignments" web service, you integrate the shipment request directly into your system or website. You or your customers can view the status of your parcel, express or letter mail items and international consignments, anytime and anywhere.

You can find detailed information at www.swisspost.ch → Business solutions → Digital commerce, under Digital Commerce API or Track consignments.

The current GTC which constitute an integral part of the contract «Postal Services», as well as «DataTransfer Subscriber Conditions», can be viewed at www.swisspost.ch/gtc. In individual cases, Swiss Post may issue a hard copy of the GTC at a customer's request.

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