CN 55 – Statement of mails

Completion instructions

Document version:	1.1
Date:	2019-09-11
UPU form template valid from:	2017-01-01

1   General rules

A CN 55 statement of mails is generated quarterly, together with the CN 56, as part of the international mail terminal dues process.

The form is designed to cover different scenarios, in particular mail separated by format and mail not separated by format (previously, the CN 55bis was used when mail was separated by format; otherwise, the CN 55 was used).

Several columns are dedicated to mail separated by format. These columns are simply left empty when mail is not separated by format.

1.1   Display rules

The following general display rules apply to the form:

– For visual clarity, it is strongly recommended that dynamic content be displayed in a different font from that used for static text (headings, tags, etc.). It is also recommended that dynamic content be displayed in bold.

– Unless specified otherwise, numbers displayed in the form are right-aligned in the cells.

– The decimal separator is a dot (.).

– Unless specified otherwise, numbers are displayed without leading zeros.

– Where no value is available or the value is zero for a cell, the cell is left blank.

– For all numbers with four digits or more, a space is used as the thousand separator:

example: 12 345.6

– All weights reported in the form are in kilogrammes. Unless specified otherwise, weights are reported with a precision of one decimal place.

– When the representation of a numerical value includes x decimals, these x decimals are always displayed. For example, with the default weight format (precision of one decimal place), a weight of 31 kg is displayed as 31.0.

1.2   Handling of multiple pages

If one page is not enough to display the list of dispatches, the following process should be followed:

– If the form is generated manually or semi-manually (with a spreadsheet, for instance), the number 1 is written in zone 22 (page number – see the template with zone on the next page). Then, another sheet of the same template is used, the number 2 is written in zone 22 (page number), the page is completed, and so on. Once all necessary sheets have been completed for the combination, they are counted and the total number of pages is written on each page in zone 23 (total number of pages).

– If the form is generated by an IT system, the above process also applies. In addition, it is permitted to adjust the template in order to reduce the header section on pages other than the first one.

2   Template with zones

The figure below shows the CN 55 template, with numbered tags showing each zone to be completed and for which completion instructions are provided.

Form prepared by: **1**

Date: **2**

STATEMENT OF MAILS

CN 55

Origin	Operator **3**		Destination	Operator **5**		Mail category **7**	Year – quarter **8**
	Office **4**			Office **6**			

Summary of CN 31 letter bills

Date of dispatch	Dispatch No.	Weight – mail subject to terminal dues				M bags			Number of registered items	Number of insured items	Number of Tracked items	Observations
		P or S format	G format	E format	Mixed/ X format	Number of bags up to 5 kg	Weight of bags up to 5 kg	Weight of bags over 5 kg				
9	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**

3 Completion instructions for zones shown in the form

The table below lists the zone numbers appearing in the template on the previous page. For each zone, the label and the completion instructions are indicated.

Zone	Label	Completion instructions
1	Form prepared by	Code and name of the operator generating the form.
		The code is the 3-character IMPC operator code from UPU code list 206.
		The name is the 35-character operator name or, if it does not fit, the 12-character operator name (see UPU code list 206).
		The code and name are separated by space hyphen space.
2	Date	Date the form was generated, in format YYYY-MM-DD.
3	Origin operator	Code and name of the operator that dispatched the mail.
		The instructions provided for zone 1 also apply here.
4	Origin office	Code and name of the office that dispatched the mail.
		The code is the 6-character IMPC code from UPU code list 108.
		The name is the 35-character IMPC name or, if it does not fit, the 12-character IMPC name (see UPU code list 108).
		The code and name are separated by space hyphen space.
5	Destination operator	Code and name of the operator receiving the mail.
		The CN 55 is usually generated by the postal operator receiving the mail, so the contents of this zone are usually the same as zone 1.
6	Destination office	Code and name of the office receiving the mail.
		The instructions provided for zone 4 also apply here.
7	Mail category	The mail category one-letter code from UPU code list 115.
8	Year and quarter	The format used is YYYY Q-X, where X is the quarter number.
		Example: 2016 Q-2
	Table: Summary of CN 31 letter bills	This is the main part of the form, listing the dispatches. A section detailing the logic for completing the table follows these zone completion instructions.
9	Date of dispatch	The date of dispatch, which is the same as the one displayed on the CN 31 dispatch bill.
		The format is MM-DD, with leading zeroes. Example: 01-02 is 2 January.
10	Dispatch No.	Dispatch mail subclass code (from UPU code list 117), year (last digit) and serial number (4 digits).
		The subclass, year and serial number are separated by a space.
	Weight – mail subject to terminal dues	This group of columns (zones 11 to 14) corresponds to table 2 of the CN 31 form.
		N.B. – The full list of content formats is provided in UPU code list 120.
11	P or S format	Weight of P or S format mail, as it appears in table 2 of the CN 31 form for this dispatch.
12	G format	Weight of G format mail, as it appears in table 2 of the CN 31 form for this dispatch.
13	E format	Weight of E format mail, as it appears in table 2 of the CN 31 form for this dispatch.

Zone	Label	Completion instructions
14	Mixed/X format	Weight of mixed mail, as it appears in table 2 of the CN 31 form for this dispatch.
	M bags	This group of columns (zones 15 to 17) corresponds to table 2 of the CN 31 form.
15	Number of bags up to 5 kg	Number of M bags with a weight of up to 5 kg, as it appears in table 2 of the CN 31 form for this dispatch.
16	Weight of bags up to 5 kg	Weight of M bags with a weight of up to 5 kg, as it appears in table 2 of the CN 31 form for this dispatch.
17	Weight of bags over 5 kg	Weight of M bags with a weight above 5 kg, as it appears in table 2 of the CN 31 form for this dispatch.
18	Number of registered items	Number as it appears in table 3 of the CN 31 form for this dispatch, in the column "Number of items subject to additional terminal dues".
19	Number of insured items	Number as it appears in table 3 of the CN 31 form for this dispatch, in the column "Number of items subject to additional terminal dues".
20	Number of tracked items	Number as it appears in table 3 of the CN 31 form for this dispatch, in the column "Number of items subject to additional terminal dues".
21	Observations	It is recommended that this column be left empty in normal situations and that it be completed only in special cases.
		For instance, if a verification note (VN) was raised for the dispatch, the VN number is provided here. It is recommended that the VN status, such as "resolved" or "under discussion", also be indicated.
		Example: "VN #12 (under discussion)"
22	Page	The current page of the generated form, starting with 1 for the first page.
		It is permitted to leave this empty if the form has only one page.
		N.B. – It is advisable to choose a font and size that will display up to two digits correctly.
23	Page /	The total number of pages of the generated form.
		It is permitted to leave this empty if the form has only one page.
		N.B. – It is advisable to choose a font and size that will display up to two digits correctly.

Logic for listing dispatches

The basic principle is that there is one line per dispatch in the list. Dispatches are organized according to two group levels (mail subclass and month), with one total/subtotal line for each group level.

The lines displaying the totals help to verify values, without having to check lines individually. In addition, the first-level totals are reported in the CN 56 form.

Dispatches are grouped by mail subclass (first-level group).

Within each mail subclass, dispatches are grouped by month (second-level group).

Within each second-level group, dispatches are displayed (one line per dispatch) in order of dispatch date and serial number.

After the list of all dispatches for a subclass and month, an additional line is displayed with the subtotals for the subclass and month.

This subtotal line displays the following information, in bold and italics:

Column	*Information*
Date of dispatch	The 2-digit month number followed by the 3-letter month abbreviation in parentheses. **N.B. –** The month abbreviations are Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec. Example: "02 (Feb)"
Dispatch No.	The word "subtotal" followed by the mail subclass code. Example: "subtotal UN"
Observations	Left empty
All other columns	Totals, in parentheses, for the subclass and month. **N.B. –** The parentheses indicate that the total value is ignored in the first-level total calculations.

If there is no dispatch for a subclass and month, then no subtotal line is displayed for that month.

If there is a single dispatch for a subclass and month, then a subtotal line is still displayed for that month.

After the list of all dispatches for a subclass and below the month subtotal, one line is added with totals for the subclass.

The subclass total line displays the following information, in bold and in a slightly bigger font than the other lines:

Column	*Information*
Date of dispatch	Left empty
Dispatch No.	The word "Total" followed by the mail subclass code
Observations	Left empty
All other columns	Total for all dispatches for this mail subclass in the quarter

4   Sample completed form

A form completed with fictitious data is provided below to illustrate a number of completion options based on the instructions.

N.B. – In this sample, the completion information appears in blue in order to better differentiate static and dynamic information. In reality, all information is normally printed in black ink.

Form prepared by: **GRA – HELLENIC POST (ELTA)**

Date: **2018-05-21**

STATEMENT OF MAILS

CN 55

Origin	Operator	**AUA – Australian Postal Corporation**	Destination	Operator	**GRA – HELLENIC POST (ELTA)**	Mail category	Year – quarter
	Office	**AUSYDA – SYDNEY**		Office	**GRATHA – ATHENS AMU**	**A**	**2018 Q-1**

Summary of CN 31 letter bills

Date of dispatch	Dispatch No.	Weight – mail subject to terminal dues				M bags			Number of registered items	Number of insured items	Number of Tracked items	Observations
		P or S format	G format	E format	Mixed/ X format	Number of bags up to 5 kg	Weight of bags up to 5 kg	Weight of bags over 5 kg				
01-02	UN 7 0001	37.3	42.1	17.5						31		
01-07	UN 7 0001	56.9	4.9	1.0		2	7.2	5.5		4		
01-16	UN 7 0001	27.3	42.1	4.0								
01 (Jan)	*subtotal UN*	*(121.5)*	*(89.1)*	*(22.5)*		*(2)*	*(7.2)*	*(5.5)*		*(35)*		
02-03	UN 7 0001	45.5	8.2	8.5					31	3		
02-09	UN 7 0001	37.3	19.9	18.5				9.1	43	12		VN #53 (resolved)
02-22	UN 7 0001	50.0	5.5									
02 (Feb)	*subtotal UN*	*(132.8)*	*(33.6)*	*(27.0)*				*(9.1)*	*(74)*	*(15)*		
03-04	UN 7 0001	43.9	37.0	10.6		1	4.4		25	6		
03-16	UN 7 0001	61.8	12.1	28.2					9			
03 (Mar)	*subtotal UN*	*(105.7)*	*(49.1)*	*(38.8)*		*(1)*	*(4.4)*		*(34)*	*(6)*		
	Total UN	**330.0**	**171.8**	**88.3**		**3**	**11.6**	**14.6**	**108**	**56**		
01-03	UR 7 0001			11.1					42			
01 (Jan)	*subtotal UR*			*(11.1)*					*(42)*			
	Total UR			**11.1**					**42**			

Size 297 x 210 mm