CN 60 – Detailed account Supplementary remuneration programme quarterly statement

Completion instructions

Document version:	1.0
Date:	2021-06-01
UPU form template valid from:	2020-01-01

1   General rules

1.1   Form usage

A CN 60 is generated quarterly by Posts participating in the supplementary remuneration programme. It is based on central monthly reports provided by the UPU International Bureau. These reports are generated from EDI exchanges.

Below is a screen capture showing a sample central monthly report:

REGISTERED ITEMS

ZZA - Inbound Performance Report, July 2020

Items received from	Qualifying conditions			Supplementary remuneration			Accounting simulation	
	Items with EMC	EMD over EMC performance (%)	EMH/EMI over EMC performance (%)	Items with EMD ≤ 72h and EMH/EMI ≤ 120h	Criteria met	Both Partners in PfP*	Number of qualifying items	Supplementary remuneration (SDR)
XXA	68	100	100	74	Yes	Yes	74	37.00
YYA	37517	75.42	75.06	28235	Yes	No		
PPA	0	0.00	0.00	0	Yes	Yes	0	0.00
QQA	545	100	98.53	542	Yes	Yes	542	271.00
RRA	181	19.89	19.89	37	No	Yes		

* PfP = Pay for Performance, both partners in mutual agreement to pay supplementary remuneration.

Release date: 16 September 2020 07:31 (UTC/GMT)

N.B. – Posts participating in the supplementary remuneration programme receive information for both their inbound and outbound exchanges. Information on outbound exchanges should be provided in CN 60 forms generated by partners.

Posts receiving items subject to supplementary remuneration generate CN 60s on a quarterly basis, for each partner from which such items were received in the period.

In case there is mail traffic both ways between two partners, each partner will generate a CN 60 corresponding to the mail received from the other partner.

For settlement purposes, the accepted amounts from CN 60 forms may be listed in a CN 52 general account form.

1.2   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 on the form are right-aligned in the cells;

– The decimal separator is a dot (.);

– 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: e.g. 12 345.6;

– All amounts are in SDR and have a precision of two decimals;

– When the representation of a numerical value includes x decimals, these x decimals are always displayed.

Important: In a table, all calculations must be performed with the values as they are displayed. If a value is displayed rounded, any calculation using this value must use the rounded value (as opposed to calculations based on non-rounded values, displayed as rounded).

For example, if a calculated weight is 3.36 and it is displayed with 1 decimal, then 3.4 is displayed. If another calculation uses this weight, it must use 3.4, not 3.36.

2 Template with zones

The figure below shows the CN 60 template, with numbered tags showing each zone to be completed and for which completion instructions are provided.

DETAILED ACCOUNT   **CN 60**
Supplementary remuneration programme
quarterly statement

Form prepared by: **1**

Date: **2**

Origin designated operator **3**		Year – quarter
Destination designated operator **4**		**5**

Month **6**	Product **7**	No. of items **8**	Rate per item **9**	Amount (SDR) **10**
		Total amount due (SDR)		**11**

Observations

12

Creditor

13

Debtor
Place, date and signature

14

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 designated operator code from UPU code list 211. The name is the corresponding operator name. The code and name are separated by space hyphen space.
2	Date	Date the form was generated, in format YYYY-MM-DD.
3	Origin designated operator	Code and name of the operator that dispatched the mail. The instructions provided for zone 1 also apply here.
4	Destination designated operator	Code and name of the operator receiving the mail. The instructions provided for zone 1 also apply here.
5	Year – quarter	The format used is YYYY Qx. Example: 2020 Q1
	Table: monthly details as provided by the IB Information in the table is ordered by month then product	
6	Column "Month"	The month, in the quarter of the report. It is represented as: – the month number, with possibly a leading zero; – the month 3-letter abbreviation, between parenthesis. Examples: 01 (Jan), 02 (Feb)
7	Column "Product"	The product code and name. One of the following: – L – Tracked – R – Registered – V – Insured **N.B. –** the report should be ordered alphabetically by month then product. The order is therefore based on the product codes (L, R and V).
8	Column "No. of items"	The number of items to which the remuneration applies.
9	Column "Rate per item"	The rate, as mentioned in the IB report or as agreed bilaterally.
10	Column "Amount (SDR)"	Calculated from the previous columns: Amount = [No. of items] x [Rate per item].
11	Total amount	The sum of all amounts in the form.
12	Observations	Free text observations, if felt necessary.
13	Creditor	Signature of the person (postal operator representative or agent) preparing the form. If the form is generated by an IT system, the signature may be replaced by a printed name or any identifier that allows the person who generated the form to be traced.
14	Debtor Place, date and signature	To be signed manually by the debtor upon receipt of the form, to confirm agreement with its contents. The signed form should then be returned to the creditor.

4   Sample completed form

A CN 60 completed with fictitious data is provided below:

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.

DETAILED ACCOUNT
Supplementary remuneration programme
quarterly statement

CN 60

Form prepared by: **CLA - Empresa Correos Chile**

Date: **2021-02-25**

Origin designated operator	CLA - Empresa Correos Chile	Year – quarter
Destination designated operator	ESA - Sociedad estatal Correos y Telégrafos S.A.	2020 Q4

Month	Product	No. of items	Rate per item	Amount (SDR)
10 (Oct)	L - Tracked	580	0.73	423.40
10 (Oct)	R - Registered	352	0.50	176.00
10 (Oct)	V - Insured	26	0.50	13.00
11 (Nov)	L - Tracked	611	0.73	446.03
11 (Nov)	R - Registered	411	0.50	205.50
11 (Nov)	V - Insured	32	0.50	16.00
12 (Dec)	L - Tracked	1 127	0.73	822.11
12 (Dec)	R - Registered	661	0.50	330.50
12 (Dec)	V - Insured	64	0.50	32.00
			Total amount due (SDR)	2 464.54

Observations

Creditor

Debtor
Place, date and signature

Test User

Size 297 x 210 mm

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