



UPU | UNIVERSAL
POSTAL
UNION

CN 54 – Recapitulative statement of sampling

Completion instructions

Document version:	2.0
Date:	2019-09-11
UPU form template valid from:	2020-01-01

1 General rules

A CN 54 recapitulative statement of sampling is generated quarterly per mail category and format, as part of the sampling process for international mail terminal dues. The CN 54 form provides a summary of the detailed information contained in the CN 53 statements of sampling.

Note: instead of using the CN 53 and CN 54 forms, it is recommended that designated operators exchange the e53 spreadsheet table, as defined in UPU standard M50.

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.
- 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.
- 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 3 kg is displayed as 3.0.

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.

1.2 Handling of multiple pages

The CN 54 template provides room to report 24 rows. If this is not enough to report all sampling results with a partner, mail category and format during a quarter, the following process should be followed:

- If the form is generated manually or semi-manually (with a spreadsheet, for instance), the page number is displayed in the bottom-right corner of each page. Once all necessary sheets have been completed, they are counted and the total number of pages is written on each page, in the bottom right corner. Page information on each page looks like this: “page 1 / 3”. Totals are only entered on the last page and cover the contents of all pages.
- If the form is generated by an IT system, the above also applies. In addition, the template can be adjusted so that totals and the signature zone appear on the last page only. The header section may also be reduced on pages other than the first one.

2 Template with zones

The figure below shows the CN 54 template, with numbered tags showing each zone to be completed and for which completion instructions are provided.

3 Completion instructions for zones shown in the form

3.1 Scenarios

Two scenarios are identified:

- Mail is received/sent with format separation;
- Mail is received/sent mixed (=without format separation).

Similarly to CN 53, the form is used differently depending on the scenario, as shown in the table below:

<i>With format separation</i>	<i>Without format separation (mixed mail)</i>
<p>Separate forms are generated for each format.</p> <p>Among the 3 groups of columns corresponding to the 3 formats, normally only the group corresponding to the format being reported is used. But in case of mis-segregation (mail reported in the wrong format) and format corrected during sampling, the corrected format columns can also be used.</p>	<p>A single form is generated for all mixed mail received/sent.</p> <p>The 3 groups of columns corresponding to the 3 formats are used, based on information reported in CN 53.</p>

3.2 Table header

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

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
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	Destination operator	Code and name of the operator receiving the mail. The CN 54 is usually generated by the postal operator receiving the mail, so the contents of this zone are usually the same as zone 1.
5	Revision mechanism	If sampling is performed in the context of a revision mechanism, this box is checked. Otherwise, it is not checked.
6	Mail received/ Mail dispatched	This zone includes two check boxes. Only one is to be checked. By default, sampling is performed for mail received.
7	Year and quarter	The format used is YYYY Q-X, where X is the quarter number. Example: 2016 Q-2
8	Mail category	The mail category one-letter code from UPU code list 115

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
9	Format	There is one CN 54 form per format and the format code is provided here (see UPU code list 120). N.B. – Format "X" is used to report the case when mail was received as mixed mail (without format separation).
	Table with sampling results	The table provides a summary of sampling results for the quarter. Detailed sampling results are normally provided in the CN 53 form. The CN 54 is therefore a calculation based on CN 53 data. The CN 53 template allows different periods of sampling: day, month or quarter. In case the period used in CN 53 is the quarter, there will be one line per CN 53 in the CN 54. If it is not the quarter, then there will be several rows in CN 54. When this happens, the rows should appear in chronological order. Typically, for Q1, if CN 53 was generated per month, the first row will correspond to Jan, the second to Feb and the third to Mar.

3.3 Table contents, in case of format separated mail

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
10	Origin office	The 6-character IMPC code from UPU code list 108.
11	Dest. office	The 6-character IMPC code from UPU code list 108.
12	Receptacle type	The CN 53 template makes it possible to report each receptacle type in a separate CN 53 form. If this is done in CN 53, then CN 54 must reflect it, and the receptacle type is populated here. If CN 53 is not generated per receptacle type (receptacle type empty in the header section of CN 53), then this column is left blank. If filled, code from UPU code list 121.
13	Sampled gross weight	Total gross weight from CN 53, with a precision of two or three decimals.
14	Sampled tare weight	Total tare weight from CN 53, with a precision of two or three decimals. N.B. – this is optional in CN 53. If it is not filled in CN 53, it is also left empty in CN 54.
15	Total gross weight	The total weight displayed in section 'Receptacles received or dispatched during the period' of CN 53. It is displayed with a precision of 1 decimal
	Information per format, for format P / S	In case the format reported, displayed in zone 9 is P or S, then this group of columns is completed.
16	Sampled No. of items	The total number of items counted as part of the sampling process, displayed in the total line of the CN 53.
17	Sampled net weight	The total weight measured as part of the sampling process in the period, in kilogrammes with a precision of two or three decimals. This is calculated from the CN 53 total gross weight minus the total tare weight.
18	Calc. sampled gross weight	Left empty
19	Estimated gross weight	Left empty

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
20	Estimated No. of items	Calculation: dispatched gross weight (zone 15) * sampled No. of items (zone 16) / sampled gross weight (zone 13) In summary: <zone 20> = <zone 15> * <zone 16> / <zone 13> The result is rounded (no decimals)
21	Information per format, for format G	In case of mis-segregation, items sampled and reported in the corresponding group of columns of CN 53 are reported here.
22	Information per format, for format E	Same as above.
23	Total line	The following totals are calculated: - Total gross weight - Estimated No. of items, for formats P/S, G and E
24	IPK	Mis-segregation does not affect the IPK calculation: for simplicity, since mail was announced with a certain format, it is considered for the IPK calculation of that format, even if it should have been announced with a different format. The IPK is calculated by adding the 3 total estimated No. of items (previous line), combining P/S, G and E, divided by the total weight (previous line) Displayed with 4 decimals
25	Format P/S: Weight proportion	Left empty
26	Format P/S: IPK	Left empty
27	Weight proportion and IPK for other formats	Left empty
28	Designated operator preparing the form Signature	Signature of the person (postal operator representative or agent) pre- paring 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.

3.4 Table contents, in case of mixed mail

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
10	Origin office	The 6-character IMPC code from UPU code list 108.
11	Dest. office	The 6-character IMPC code from UPU code list 108.
12	Receptacle type	The CN 53 template makes it possible to report each receptacle type in a separate CN 53 form. If this is done in CN 53, then CN 54 must reflect it, and the receptacle type is populated here. If CN 53 is not generated per receptacle type (receptacle type empty in the header section of CN 53), then this column is left blank. If filled, code from UPU code list 121.
13	Sampled gross weight	Total gross weight from CN 53, with a precision of two or three decimals.

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
14	Sampled tare weight	Total tare weight from CN 53, with a precision of two or three decimals. N.B. – this is optional in CN 53. If it is not filled in CN 53, it is also left empty in CN 54.
15	Total gross weight	The total weight displayed in section 'Receptacles received or dispatched during the period' of CN 53. It is displayed with a precision of 1 decimal
	Information per format, for format P / S	This group of columns displays totals from CN 53 for format P.
16	Sampled No. of items	The total number of items sampled with format P in CN 53.
17	Sampled net weight	The total net weight measured for sampled mail of format P in CN 53, in kilogrammes with a precision of two or three decimals.
18	Calc. sampled gross weight	Conversion of the sampled net weight to a gross weight, using the sampled tare weight and the proportion of mail per format. The formula is the following: $\langle \text{zone 18} \rangle = \langle \text{zone 17} \rangle + \langle \text{zone 14} \rangle * \langle \text{zone 17} \rangle / (\langle \text{zone 13} \rangle - \langle \text{zone 14} \rangle)$ It is displayed with 2 or 3 decimals.
19	Estimated gross weight	Applies the proportion of weight for format P sampling to the actual weight The formula is the following: $\langle \text{zone 19} \rangle = \langle \text{zone 15} \rangle * \langle \text{zone 18} \rangle / \langle \text{zone 13} \rangle$
20	Estimated No. of items	Calculation: $\langle \text{zone 20} \rangle = \langle \text{zone 15} \rangle * \langle \text{zone 16} \rangle / \langle \text{zone 13} \rangle$ The result is rounded (no decimals)
21	Information per format, for format G	Same as zones 16 to 20 above, for format G
22	Information per format, for format E	Same as zones 16 to 20 above, for format E
23	Total line	The following totals are calculated: <ul style="list-style-type: none"> - Total gross weight - Estimated gross weight for each format - Estimated No. of items, for each format
24	IPK	Left empty
25	Format P/S: Weight proportion	= $\langle \text{total estimated gross weight for format P in total line above (total for zone 19)} \rangle / \langle \text{total gross weight in total line above (total for zone 15)} \rangle$ Displayed as a percentage (with '%' displayed to the right), with 2 decimals
26	Format P/S: IPK	= $\langle \text{total estimated No. of items in total line above (total for zone 20)} \rangle / \langle \text{total estimated gross weight in total line above (total for zone 19)} \rangle$ Displayed with 4 decimals
27	Weight proportion and IPK for other formats	Same as zones 25 and 26, for formats G and E

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
28	Designated operator preparing the form Signature	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.

4 Sample completed form

Several forms completed with fictitious data are provided below to illustrate the two scenarios mentioned in the previous section:

- Two forms corresponding to the case when mail is received/sent with format separation; the first form is for category A, format P; details include some items reported for formats G and E: these would correspond to items wrongly sent as format P;
- Two forms corresponding to the case when mail is received/sent mixed (=without format separation), but sampling was performed with format separation.

N.B. – In these samples, 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.

Example 1: format separated mail:

RECAPITULATIVE STATEMENT OF SAMPLING

CN 54

Form prepared by: **AAA - TEST RECEIVING POST**

Revision mechanism

Date: **2020-05-21**

Mail received
 Mail dispatched
 Year and quarter
2020 Q-1

Origin operator ABA - TEST SENDING POST	Destination operator AAA - TEST RECEIVING POST	Mail category A	Format P
---	--	---------------------------	--------------------

Origin office	Dest. office	Receptacle type	Sampled gross weight	Sampled tare weight	Total gross weight	Format P/S					Format G					Format E				
						Sampled No. of items	Sampled net weight	Cal. sampled gross weight	Estimated gross weight	Estimated No. of items	Sampled No. of items	Sampled net weight	Cal. sampled gross weight	Estimated gross weight	Estimated No. of items	Sampled No. of items	Sampled net weight	Cal. sampled gross weight	Estimated gross weight	Estimated No. of items
ABBBBB	AAAAAA		612.25	12.29	10 235.7	25 014	590.24			418 188	50	8.10			836	2	1.62			33
ABBBBB	AAAAAB		325.29	6.51	4 925.0	12 348	310.54			186 953	44	8.24			666					
ABBBBC	AAAAAA		486.05	9.72	6 027.9	19 541	455.12			242 344	161	20.02			1 997	1	1.19			12
ABBBBC	AAAAAB		123.51	2.47	1 472.5	5 012	111.65			59 754	55	9.39			656					
Total					22 661.1					907 239					4 155					45
Weight distribution and IPK			IPK	40.2204	Weight proportion		IPK		Weight proportion		IPK		Weight proportion		IPK		Weight proportion		IPK	

Designated operator preparing the form
Signature

Seen and accepted by the designated operator receiving the form
Date, place and signature

RECAPITULATIVE STATEMENT OF SAMPLING

CN 54

Form prepared by: **AAA - TEST RECEIVING POST**

Revision mechanism

Date: **2020-05-21**

Mail received Year and quarter
 Mail dispatched **2020 Q-1**

Origin operator: **ABA - TEST SENDING POST** Destination operator: **AAA - TEST RECEIVING POST**
 Mail category: **C** Format: **P**

Origin office	Dest. office	Receptacle type	Sampled gross weight	Sampled tare weight	Total gross weight	Format P/S					Format G					Format E				
						Sampled No. of items	Sampled net weight	Cal. sampled gross weight	Estimated gross weight	Estimated No. of items	Sampled No. of items	Sampled net weight	Cal. sampled gross weight	Estimated gross weight	Estimated No. of items	Sampled No. of items	Sampled net weight	Cal. sampled gross weight	Estimated gross weight	Estimated No. of items
ABBBBB	AAAAAD		912.85	18.31	17 642.8	45,786	912.85			884 913										
ABBBBC	AAAAAB		648.50	12.11	14 254.5	33 581	648.50			738 135										
ABBBBD	AAAAAA		1 237.12	23.54	22 914.2	58,365	1 237.12			1 081 049										
Total					54 811.5					2 704 097										
Weight distribution and IPK				IPK	49.3345	Weight proportion			IPK	Weight proportion			IPK	Weight proportion			IPK			

Designated operator preparing the form
Signature

Seen and accepted by the designated operator receiving the form
Date, place and signature

Example 2: mixed mail (and sampling performed with format separation):

RECAPITULATIVE STATEMENT OF SAMPLING

CN 54

Form prepared by: **YYA - TEST POST YYA**

Revision mechanism

Date: **2020-05-21**

Mail received
 Mail dispatched
 Year and quarter
2020 Q-1

Origin operator ZZA - Test Post ZZA	Destination operator YYA - TEST POST YYA	Mail category A	Format X
---	--	---------------------------	--------------------

Origin office	Dest. office	Receptacle type	Sampled gross weight	Sampled tare weight	Total gross weight	Format P/S					Format G					Format E							
						Sampled No. of items	Sampled net weight	Cal. sampled gross weight	Estimated gross weight	Estimated No. of items	Sampled No. of items	Sampled net weight	Cal. sampled gross weight	Estimated gross weight	Estimated No. of items	Sampled No. of items	Sampled net weight	Cal. sampled gross weight	Estimated gross weight	Estimated No. of items			
ZZBBBB	YYAAAA		150.12	3.30	2 215.3	5 697	115.07	117.66	1 736.29	84 070	264	27.02	27.63	407.69	3 896	32	4.73	4.84	71.37	472			
ZZBBBB	YYAAAB		162.43	3.90	3 210.9	9 746	117.60	120.49	2 381.83	192 658	279	30.70	31.46	621.80	5 515	29	10.23	10.48	207.20	573			
ZZBBBC	YYAAAA		183.04	4.50	2 987.6	5 972	126.50	129.69	2 116.79	97 476	290	33.40	34.24	558.90	4 733	32	18.64	19.11	311.91	522			
ZZBBBC	YYAAAB		251.06	6.00	4 010.8	7 152	191.20	195.88	3 129.29	114 257	371	38.80	39.75	635.02	5 927	30	15.06	15.43	246.48	479			
ZZBBBD	YYAAAA		270.11	6.30	4 418.9	10 265	201.00	205.80	3 366.81	167 932	501	45.60	46.69	763.81	8 196	36	17.21	17.62	288.27	589			
ZZBBBD	YYAAAB		286.43	7.20	4 732.0	8 348	210.40	215.83	3 565.57	137 914	498	39.80	40.83	674.47	8 227	31	29.03	29.78	491.96	512			
Total					21 575.5	16 296.58					794 307	3 661.69					36 494	1 617.20					3 147
Weight distribution and IPK			IPK		Weight proportion		75.53%	IPK		48.7407	Weight proportion		16.97%	IPK		9.9664	Weight proportion		7.50%	IPK		1.9460	

Designated operator preparing the form
Signature

Seen and accepted by the designated operator receiving the form
Date, place and signature

RECAPITULATIVE STATEMENT OF SAMPLING

CN 54

Form prepared by: **YYA - TEST POST YYA**

Revision mechanism

Date: **2020-05-21**

Mail received
 Mail dispatched
 Year and quarter
2020 Q-1

Origin operator ZZA - Test Post ZZA	Destination operator YYA - TEST POST YYA	Mail category D	Format X
---	--	---------------------------	--------------------

Origin office	Dest. office	Receptacle type	Sampled gross weight	Sampled tare weight	Total gross weight	Format P/S					Format G					Format E							
						Sampled No. of items	Sampled net weight	Cal. sampled gross weight	Estimated gross weight	Estimated No. of items	Sampled No. of items	Sampled net weight	Cal. sampled gross weight	Estimated gross weight	Estimated No. of items	Sampled No. of items	Sampled net weight	Cal. sampled gross weight	Estimated gross weight	Estimated No. of items			
ZZBBBB	YYAAAA		87.70	2.85	1 234.5	2 987	60.88	62.92	885.69	42 046	69	10.32	10.67	150.20	971	40	13.65	14.11	198.62	563			
ZZBBBD	YYAAAA		111.54	3.21	2 857.9	1 925	40.58	41.78	1 070.50	49 323	141	22.17	22.83	584.95	3 613	122	45.58	46.93	1 202.45	3 126			
ZZBBBD	YYAAAB		99.77	2.08	2 258.0	3 014	52.17	53.28	1 205.84	68 213	52	8.47	8.65	195.77	1 177	101	37.05	37.84	856.40	2 286			
Total					6 350.4	3 162.03					159 582	930.92					5 761	2 257.47					5 975
Weight distribution and IPK			IPK			Weight proportion		49.79%	IPK		50.4682	Weight proportion		14.66%	IPK		6.1885	Weight proportion		35.55%	IPK		2.6468

Designated operator preparing the form
Signature

Seen and accepted by the designated operator receiving the form
Date, place and signature