

# **CP 87 – PARCEL BILL**

## **Completion instructions**

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## 1 General rules

A CP 87 parcel bill is generated for each parcel dispatch when the dispatch is closed. The paper form is then normally placed in one of the receptacles making up the dispatch; this receptacle displays an indicator on its label to show the presence of the parcel bill inside. On the receiving side, the parcel bill is used for checking the mail and counts of receptacles and parcels; it is one of the main elements of the international mail accounting process.

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.

The CP 87 template provides space in which to individually list 13 parcels. If more than 13 parcels need to be individually listed, then 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 33 (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 33 (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 34 (total number of pages).
- Totals are entered only on the last page, and cover the contents of all pages.
- If the form is generated by an IT system, the above process also applies. In addition, it is permitted to adjust the template so that totals and the signature zone appear only on the last page; the header section may also be reduced on pages other than the first one.

## 2 Template with zones

The figure below shows the CP 87 template, with numbered tags showing each zone to be completed and for which completion instructions are provided.

Dispatch-ID

PARCEL BILL

CP 87



2 CN 44 trial note attached

Operators	Origin	3					Previous number
	Destination	4					
Origin OE and IMPC code	Destination OE and IMPC code	Category	Sub-class	Year	Dispatch No.	Date	
6	7	8	9	10	11	12	
Transportation							
13							

14 Detailed entry

Serial No.	Parcel-ID	Origin	Country of destination	Weight	Insured value	Land and sea rates payable		Air conveyance dues payable		Observations
						by dispatching designated operator to receiving designated operator	by receiving designated operator to dispatching designated operator	by dispatching designated operator to receiving designated operator	by receiving designated operator to dispatching designated operator	
	1	2	3	4	5	6	7	8	9	10
1	15	16	17	18	19	20	21	22	23	24
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
						25				

26 Dispatch summary

Bulk entry	Dispatch total	Receptacles by type	Bags	Other	Total
Weight of parcels	Gross weight	No. of receptacles			
No. of parcels	No. of parcels	No. of receptacles to be returned		29	
	No. of parcels out of bag	No. of empty receptacles			
<input type="checkbox"/> COD parcels included	Observations	31			

Dispatching office of exchange  
Signature

Office of exchange of destination  
Signature

32

**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.

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
1	(Barcode)	Optional field, to be completed if technically possible. Barcode representing the S8 dispatch ID (20 characters). The barcode symbology is code 128, the same as that used on S47 receptacle labels.
2	CN 44 trial note attached	The box is checked with a cross when a CN 44 trial note is attached to the parcel bill.
3	Origin (operator)	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.
4	Destination (operator)	Code and name of the destination operator of the form. The instructions provided for zone 3 also apply here.
5	Previous number	The dispatch year and dispatch number (separated by a space) of the previous dispatch of the same dispatch series. Example: 2 0123. This conditional element is completed only when the number of the current dispatch does not sequentially follow the number of the previous dispatch (current number $\neq$ previous number + 1). This happens in the following cases: <ul style="list-style-type: none"> <li>– For the first dispatch within a dispatch series for each calendar year: providing the previous number allows the destination to ensure receipt of the last parcel bill of the previous year;</li> <li>– For cases of gaps in dispatch serial numbers within a dispatch series (this should occur only in exceptional circumstances and should be avoided as much as possible).</li> </ul>
	Dispatch identification	Zones 6 to 11 provide each part of the dispatch ID, in the same order as the S8 dispatch ID. For each zone, the cell will provide two lines of information: <ul style="list-style-type: none"> <li>– Top line: text with corresponding description.</li> <li>– Bottom line: code.</li> </ul> This display facilitates reading, with all codes clearly visible and a textual explanation for each code just above it.
6	Origin OE and IMPC code	Text: 12-character IMPC name of the origin office, from UPU code list 108. Code: 6-character IMPC code of the origin office, from UPU code list 108.
7	Destination OE and IMPC code	Text: 12-character IMPC name of the destination office, from UPU code list 108. Code: 6-character IMPC code of the destination office, from UPU code list 108.

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<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
8	Category	Text: – Code A: "Priority air". – Code B: "S.A.L.". – Code C: "Surface". – Code D: "Prio surface". Code: 1-character category code, from UPU code list 115.
9	Sub-class	Text: empty. Code: 2-character mail sub-class code, from UPU code list 117.
10	Year	Text: empty. Code: last digit of the dispatch year.
11	Dispatch No.	Text: empty. Code: 4-digit dispatch serial number, with leading zeros.
12	Date	Dispatch date, represented in format YYYY–MM–DD. This is the date used for postal accounting. This date must be identical to the dispatch accounting date in PREDES v2.1. Origins may elect to use either the dispatch closed date or the date of the first transport departure.
13	Transportation	List of transport segments as they are planned when the dispatch is closed. They are separated by a comma and a space. For each segment, the origin, the transport identification, and the destination are provided. For air transport, this corresponds to the following: – the IATA origin airport code; – the IATA airline code, space, 4-digit flight number, with leading zeros; – the IATA destination airport code. Example: CDG AF 0123 YUL.
14	Detailed entry table	This table lists special parcels, unless the designated operators concerned have agreed to list all parcels individually in this table. In any case, columns 6 to 9 are completed only for parcels that are: – redirected; – returned; – sent/forwarded in transit à découvert. <b>N.B.</b> – A parcel received à découvert and forwarded in a dispatch to its final destination is not considered special and is therefore normally not listed individually in the dispatch bill corresponding to this final destination.
15	Parcel-ID (column 1)	The identifier of the parcel: normally the S10 13-character identifier; it is recommended that it be represented with spaces to facilitate reading, as follows: AA NNN NNN NNN AA
16	Origin (column 2)	ISO 2-character country code of origin of the parcel, provided only when this origin is different from the country of the dispatch origin office. In other words, this is completed only for parcels that do not originate in the dispatch origin country.

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<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
17	Country of destination (column 3)	ISO 2-character country code of destination of the parcel, provided only when this destination is different from the country of the dispatch destination office. It is left blank for parcels being returned, unless they are returned in open transit. In other words, it is completed only for parcels sent in open transit to be forwarded by the dispatch destination to their final destination.
18	Weight (column 4)	Parcel weight, with a precision of one decimal place (rounded up to the nearest hundred grammes).
19	Insured value (column 5)	Applies only to insured parcels: the insured value of the parcel, in SDR, with a precision of two decimal places.
20	Land and sea rates payable by dispatching designated operator... (column 6)	The amounts in columns 6 to 9 are in SDR, with a precision of two decimal places. Values are calculated using information in CP 81 and CP 82 tables.
21	Land and sea rates payable by receiving designated operator... (column 7)	Calculation details are provided in a separate table further down. The operator that generates the form and sends the mail is the creditor for amounts listed in columns 7 and 9 and the debtor for amounts in columns 6 and 8.
22	Air conveyance dues payable by dispatching designated operator... (column 8)	The operator that receives the form and the mail is the debtor for amounts in columns 7 and 9 and the creditor for amounts in columns 6 and 8.
23	Air conveyance dues payable by receiving designated operator... (column 9)	
24	Observations (column 10)	It is recommended that information about special parcels be provided in this column, as follows: – "redirected"; – "returned" (and, if possible, the reason for return); – "à découvert".
25	Total	Grand total for each of the columns 6 to 9. In cases where more than one page is needed for a parcel bill, the totals are displayed on the last page only.
26	Dispatch summary table	In cases where more than one page is needed, this table is completed on the last page only.
27	Bulk entry	This cell provides totals for accounting. It is completed even if all parcels are listed in the detailed entry table (see zone 14). The weight in this section is gross weight including receptacle tare weight unless it has been bilaterally agreed to use net weight, or the receptacle is an airline container. Returned, redirected and transit à découvert parcels must not be included in this section. All other parcels, including insured parcels, are included.

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<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
28	Dispatch total	The dispatch total is displayed in this section regardless of the nature of the parcels, in other words, regardless of whether they appear in the detailed entry or bulk entry section. The number of parcels out of bag is provided separately, but such parcels are also included in the "No. of parcels".
29	Receptacles by type	This table provides detailed information on the number of receptacles per receptacle type (similar to the equivalent table in form CN 31, table 1). The line "No. of receptacles to be returned" indicates the number of receptacles that should later be returned empty because they are not disposable and are not part of a receptacle pool. The line "No. of empty receptacles" indicates the number of empty receptacles being returned within the dispatch (this is the number of empty receptacles within a receptacle of sub-class CT).
30	COD parcels included	This box is checked when the dispatch contains at least one COD parcel.
31	Observations	Any special information concerning the dispatch can be entered here, as free text. In practice, this should be completed only in rare circumstances.
32	Dispatching office of exchange. Signature	Signature of the person 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.
33	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. <b>N.B.</b> – It is advisable to choose a font and size that will display up to two digits correctly.
34	Page/	The total number of pages of the generated form. It is permitted to leave this empty if the form has only one page. <b>N.B.</b> – It is advisable to choose a font and size that will display up to two digits correctly.

The following table and the associated details below it provide additional information on the completion of columns 6 to 9 of the detailed entry table of form CP 87, with references to forms CP 77, CP 81 and CP 82:

<i>Special characteristic</i>	<i>Mail categories of the dispatch (codes from UPU code list 115)</i>	<i>Col. 6 (debit)</i>	<i>Col. 7 (credit)</i>	<i>Col. 8 (debit)</i>	<i>Col. 9 (credit)</i>
à découvert	A (air), B (S.A.L.) or D (prio by surface)	<b>{A}</b>	empty	<b>{B}</b>	empty
	C (surface)	<b>{C}</b>	empty	empty	empty
returned redirected	A (air), B (S.A.L.) or D (prio by surface)	empty	<b>{D}</b>	empty	<b>{E}</b>
	C (surface)	empty	<b>{D}</b>	empty	empty

Note: for parcels sent à découvert or returned/redirected in a dispatch of category D, the transit post may forward them in a dispatch of category A. For this reason, air rules apply in this case.

Calculation details:

- **{A}** (column 6): [inward rate + transit rate per parcel] (from column 5a of the transit operator's CP 82) + [parcel weight] x [inward rate + transit rate per gross weight] (from column 5b of the transit operator's CP 82)

**N.B.** – Because column 4 of the CP 82 is headed "Transit rates", the term "transit rate" is not used when referring to columns 5a and 5b of the CP 82.

- **{B}** (in column 8): [parcel weight] (in half-kilograms) x [air conveyance due per half-kilogram] (column 6 of the transit operator's CP 82).

**N.B.** – the calculation is done per half-kilogram; the weight is rounded upwards to the nearest half-kilogram; the air conveyance due per weight is based on half-kilograms.

Example: weight of 6.2 kg -> rounded up to 6.5 kg = 13 half-kilo  
 If the air-conveyance due per half-kilogram is 1.5, the calculation for {B} is:  
**{B}** = 13 x 1.5 = 19.5 SDR

- **{C}** (in column 6): [transit rate per parcel] (column 3 of the transit operator's CP 81) + [parcel weight] x [transit rate per gross weight] (column 4 of the transit operator's CP 81).
- **{D}** (in column 7): [CP 77 total fees].
- **{E}** (in column 9): [parcel weight] x [own air conveyance dues per weight].

For reference, the relevant parts of the CP 81 and CP 82 are shown below:

Designated operator

**TABLE**  
Surface parcels

CP 81

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Countries for which the above-mentioned designated operator accepts postal parcels in transit on the conditions given below

Serial No.	Country of destination	Routes	Rates to be allocated to the designated operator of		Breakdown of the amounts in columns 3 and 4		Countries and sea services to which they are due	Limit of insured value	Number of customs declarations	Observations
			Rate per parcel	Rate per kg	Rate per parcel	Rate per kg				
	1	2	3	4	5	6	7	8	9	10
			SDR	SDR	SDR	SDR		SDR		

Designated operator

**TABLE**  
Air parcels

CP 82

Date Reference

**Note**  
 The above-mentioned designated operator accepts, on the terms shown below, air parcels addressed to its own territory and in transit to countries for which it is in a position to serve as an intermediary

**1 Conditions for the internal service**

A. Does the designated operator preparing this table undertake to reforward air parcels by air in the interior of its country, on all or part of the journey?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inward rates payable to the designated operator of destination
B. Can air parcels addressed elsewhere be sent to these places at the request of the sender?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If so, to which places? (in alphabetical order)	per parcel, SDR
		per gross kg, SDR

**2 Services to other countries**

Col 3 The dues shown in this column cover the inward rates with which the designated operator of destination is to be credited. appropriate note, in columns 4a and 4b, the rate per parcel (column 4a) being increased by the above-mentioned single rate.

Col 4 The single rate per parcel payable to the intermediate designated operator for air parcels in transit à découvert must be entered in column 4a. When transit land rates, and/or sea rates are to be allocated, if land or sea transit is used, the total must be shown with an

Col 5 The total inward and transit rates to be allocated to the intermediate designated operator for receipt and transit shall be shown in this column.

Country of destination	Routes Air sectors used	Rates payable to the designated operator of						Air conveyance dues by weight payable to the designated operator of as far as the country of destination	Observations (including limit of insured value in SDR)
		Inward rates		Transit rates		Total columns			
		per parcel	per gross kg	per parcel	per gross kg	5a = 3a + 4a	5b = 3b + 4b		
1	2	3		4		5		6	7
		a	b	a	b	a	b	SDR	
		SDR	SDR	SDR	SDR	SDR	SDR	SDR	



#### **4 Sample completed form**

Two forms completed with fictitious data are provided below to illustrate a number of completion options based on the instructions. Both correspond to the same dispatch:

- The first uses the "bulk entry" mode: only special parcels are listed in the detailed entry section.
- The second uses the "detailed entry" mode: all parcels are displayed in the detailed entry section.

Completion instructions: CP 87 – PARCEL BILL

Completed CP 87 with bulk entry mode

Dispatch-ID



PARCEL BILL

CP 87

CN 44 trial note attached

Operators	Origin	<b>HUA – HUNGARIAN POST</b>				Previous number
	Destination	<b>DKA – Post Danmark A/S</b>				
Origin OE and IMPC code	Destination OE and IMPC code	Category	Sub-class	Year	Dispatch No.	Date
<b>BUDAPEST HUBUDA</b>	<b>CPH PARCEL DKCPHP</b>	<b>Priority air A</b>	<b>CN</b>	<b>6</b>	<b>0183</b>	<b>2016-11-09</b>
Transportation <b>BUD LH 0123 FRA, FRA SK 0456 CPH</b>						

Detailed entry

Serial No.	Parcel-ID	Origin	Country of destination	Weight	Insured value	Land and sea rates payable		Air conveyance dues payable		Observations
						by dispatching designated operator to receiving designated operator	by receiving designated operator to dispatching designated operator	by dispatching designated operator to receiving designated operator	by receiving designated operator to dispatching designated operator	
	1	2	3	4	5	6	7	8	9	10
1	CV 123 456 789 HU			6.4	45.50					
2	CP 000 920 721 HU		GL	5.2		11.16		22.30		à découvert
3	CP 321 654 987 HU		FO	4.1		8.00		9.55		à découvert
4	CP 123 456 789 DK	DK		8.8			2.34		5.67	returned
5										
6										
7										
8										
9										
10										
11										
12										
13										
Total						<b>19.16</b>	<b>2.34</b>	<b>31.85</b>	<b>5.67</b>	

Dispatch summary

Bulk entry	Dispatch total	Receptacles by type	Bags	Other	Total
Weight of parcels <b>38.0</b>	Gross weight <b>56.1</b>	No. of receptacles	<b>3</b>		<b>3</b>
No. of parcels <b>6</b>	No. of parcels <b>9</b>	No. of receptacles to be returned	<b>2</b>		<b>2</b>
	No. of parcels out of bag <b>1</b>	No. of empty receptacles			
<input type="checkbox"/> COD parcels included	Observations				

Dispatching office of exchange  
Signature

Office of exchange of destination  
Signature

PO#12345

Completed CP 87 with detailed entry mode

Dispatch-ID

PARCEL BILL

CP 87



CN 44 trial note attached

Operators	Origin	<b>HUA – HUNGARIAN POST</b>					Previous number
	Destination	<b>DKA – Post Danmark A/S</b>					
Origin OE and IMPC code	Destination OE and IMPC code	Category	Sub-class	Year	Dispatch No.	Date	
<b>BUDAPEST HUBUDA</b>	<b>CPH PARCEL DKCPHP</b>	<b>Priority air A</b>	<b>CN</b>	<b>6</b>	<b>0183</b>	<b>2016-11-09</b>	
Transportation <b>BUD LH 0123 FRA, FRA SK 0456 CPH</b>							

Detailed entry

Serial No.	Parcel-ID	Origin	Country of destination	Weight	Insured value	Land and sea rates payable		Air conveyance dues payable		Observations
						by dispatching designated operator to receiving designated operator	by receiving designated operator to dispatching designated operator	by dispatching designated operator to receiving designated operator	by receiving designated operator to dispatching designated operator	
	1	2	3	4	5	6	7	8	9	10
1	CP 677 497 737 HU			4.2						
2	CV 123 456 789 HU			6.4	45.50					
3	CP 321 123 321 HU			7.9						
4	CP 123 454 323 HU			5.0						
5	CP 000 920 721 HU		GL	5.2		11.16		22.30		à découvert
6	CP 321 654 987 HU		FO	4.1		8.00		9.55		à découvert
7	CP 122 422 722 HU			7.8						
8	CP 123 456 789 DK	DK		8.8			2.34		5.67	returned
9	CP 724 433 124 HU			5.2						
10										
11										
12										
13										
Total						<b>19.16</b>	<b>2.34</b>	<b>31.85</b>	<b>5.67</b>	

Dispatch summary

Bulk entry	Dispatch total	Receptacles by type	Bags	Other	Total
Weight of parcels <b>38.0</b>	Gross weight <b>56.1</b>	No. of receptacles	<b>3</b>		<b>3</b>
No. of parcels <b>6</b>	No. of parcels <b>9</b>	No. of receptacles to be returned	<b>2</b>		<b>2</b>
	No. of parcels out of bag <b>1</b>	No. of empty receptacles			
<input type="checkbox"/> COD parcels included	Observations				

Dispatching office of exchange  
Signature

Office of exchange of destination  
Signature

PO#12345