

CP 80 – Detailed account Surcharge for value-added services

Completion instructions

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UPU form template valid from:	2027-01-01

1 General rules

1.1 Form usage

A CP 80 is generated each quarter or year based on central monthly reports provided by the UPU International Bureau (IB). These reports are generated from electronic data interchange (EDI) exchanges.

The central reports provide the count of parcels subject to a surcharge for two possible value-added services:

- proof of delivery (POD);
- insurance.

The monthly central reports provide the following information, in accordance with UPU regulations:

- The total number of parcels subject to a surcharge for a value-added service, per service;
- The associated rate, to three decimal places;
- The calculated amount, to two decimal places.

N.B. – If relevant, Posts receive information for both their inbound and outbound exchanges for which surcharges apply. Information on outbound exchanges should be provided on CP 80 forms generated by partners.

Posts receiving parcels subject to the surcharge based on central reports generate CP 80s on a quarterly or yearly basis, for each partner from which such parcels were received during the period.

For settlement purposes, the accepted amounts from CP 80 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 decimal places;
- 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 to one decimal place, 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 CP 80 template, with numbered tags showing each zone to be completed and for which completion instructions are provided.

DETAILED ACCOUNT
 Parcels - surcharge for value-added services

CP 80

Form prepared by:

1

Date:

2

3

Method of settlement

☐ Direct

☐ Via UPU*Clearing

Origin designated operator	4	Year
Destination designated operator	5	Quarter 6

Month	Service	Number of parcels	Rate per parcel	Amount (SDR)
7	8	9	10	11
Total amount due (SDR)				12
Carried over from previous period (SDR)				13
Amount to be paid (SDR)				14

Creditor

Debtor
 Place, date and signature

15

16

3 Completion instructions for zones shown on 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	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	Method of settlement	Indication of the method of settlement: "Via UPU*Clearing" when both operators are UPU*Clearing members, "Direct" otherwise.
4	Origin designated operator	Code and name of the operator that dispatched the mail. The instructions provided for zone 1 also apply here.
5	Destination designated operator	Code and name of the operator receiving the mail. The instructions provided for zone 1 also apply here.
6	Year – quarter	The format used is yyyy Qx. Example: 2027 Q1
Table: monthly details as provided by the IB Information in the table is ordered by month then service (where there is more than one).		
7	"Month" column	The month, in the quarter of the report. It is represented as: – the month number, possibly with a leading zero; – the 3-letter month abbreviation, between parentheses. Examples: 01 (Jan), 02 (Feb)
8	"Service" column	The name of the value-added service for which a surcharge applies.
9	"No. of items" column	The number of parcels to which the surcharge applies.
10	"Rate per item" column	The rate applying to these parcels, as indicated in the UPU report. It is displayed to up to three decimal places.
11	"Amount (SDR)" column	Calculated from the previous columns: Amount = [No. of items] x [Rate per item]. It is displayed to two decimal places.
12	Total amount due (SDR)	The sum of all amounts on the form. It is displayed without any decimals. In other words, it is rounded down to the integer value.
13	Carried over from previous period (SDR)	Where the value for the previous period was below the payment threshold, it was not paid but is carried over to the new period instead and is displayed here. This value is given without any decimals.

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
14	Amount to be paid	This is normally the sum of zones 12+13. It is a value without any decimals. If this sum is below the payment threshold, the value displayed is 0 (zero).
15	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.
16	Debtor Place, date and signature	To be signed 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 CP 80 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
Parcels - surcharge for value-added services

CP 80

Form prepared by: **JPA - Japan Post Co., Ltd**

Date: **2027-05-25**

Method of settlement ☒ Direct

☐ Via UPU*Clearing

Origin designated operator	HKA - Hongkong Post	Year 2027
Destination designated operator	JPA - Japan Post Co., Ltd	Quarter Q1

Month	Service	Number of parcels	Rate per parcel	Amount (SDR)
01 (Jan)	Insured	12	0.3	3.60
	POD	253	1.2	303.60
02 (Feb)	POD	264	1.2	316.80
03 (Mar)	Insured	9	0.3	2.70
	POD	305	1.2	366.00
Total amount due (SDR)				992
Carried over from previous period (SDR)				
Amount to be paid (SDR)				992

Creditor

Debtor
Place, date and signature

PO#12345

Size 297 x 210 mm