



UPU | UNIVERSAL
POSTAL
UNION

CP 94bis – Statement of amounts due with weight brackets

Completion instructions

| | |
|-------------------------------|------------|
| Document version: | 1.0 |
| Date: | 2016–03–29 |
| UPU form template valid from: | 2017–01–01 |

1 General rules

A CP 94bis statement of amounts due with weight brackets is generated together with a CP 94 as part of the international mail accounting process for e-commerce parcels in cases where the operator of destination has set rates with weight brackets.

When the destination has set rates with weight brackets, the following accounting steps are performed:

- For a chosen accounting period, the destination generates a CP 94 form for e-commerce dispatches (dispatches with mail sub-class CC) received during the period. The rates for the 5–30 kg weight bracket (highest rates) are used in the form unless the two postal operators have agreed bilaterally to use a different rate.
- The destination also generates a CP 94bis if a PREDES V2.1 message was received for dispatches during the period and if some individual parcel weights were included in the message.
- The CP 94bis displays the total weight and number of parcels per weight step, as well as the associated rate and amount, and then calculates the difference between this amount and the amount in the CP 94. This difference is normally a deduction (it could be an addition in cases where partners have agreed to use a rate other than the highest rate in the CP 94).
- In the CP 75, both the CP 94 and CP 94bis are reported with their final amount. The CP 94bis amount is normally negative, so it goes into a different column in the CP 75.

To illustrate the full process, a set of complete examples covering the CP 94, CP 94bis and CP 75 are provided in section 5.

Where the origin Post does not provide any PREDES V2.1 message or provides a PREDES V2.1 message without any individual parcel weights, a CP 94bis does not need to be generated.

All dispatch information in the CP 94bis is based on PREDES messages received combined with data on mail actually received, and not on paper forms received.

There are two situations in which mail received may not match the PREDES contents:

- Parcels in excess (parcels received but not in PREDES): a CP 78 verification note (VN) is normally raised and the CP 94 takes the VN results into account. Such parcels do not appear in the CP 94bis since they were not in PREDES.
- Parcels missing (parcels did not arrive but were in PREDES and/or paper documents): a CP 78 VN is normally raised and the CP 94 takes the VN results into account. It is important not to include the missing parcels in the CP 94bis even if they were in PREDES, since they did not arrive.

The following general display rules apply to the CP 94bis 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.

- All amounts reported in the form are in SDR and are reported with a precision of two decimal places.
- 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.

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 24 (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 24 (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 25 (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 CP 94bis template, with numbered tags showing each zone to be completed and for which completion instructions are provided.

**STATEMENT OF AMOUNTS DUE
with weight brackets**

CP 94bis

Form prepared by: **1**
Date: **2**

| | | | | | | | | | |
|--------|----------|----------|-------------|----------|----------|---------------|----------|--------|----------|
| Origin | Operator | 3 | Destination | Operator | 5 | Mail category | 7 | Period | 8 |
| | Office | 4 | | Office | 6 | | | | |

| Date of dispatch | Dispatch No. | Parcels with weight in PREDES | | 0–2 kg range | | 2–5 kg range | | 5–30 kg range | | Observations |
|------------------|--------------|-------------------------------|------------|-------------------|-----------|-------------------|-----------|-------------------|-----------|--|
| | | Number of parcels | Net weight | Number of parcels | Weight | Number of parcels | Weight | Number of parcels | Weight | |
| 9 | 10 | 11 | 12 | 13 | 14 | | 15 | | 16 | 17 |
| | | | | | | | | | | |
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| Total | | 18 | | | | | | | 16 | |
| Rate | | 19 | | | | | | | | |
| Amount | | 20 | | | | | | | | Difference to be carried over to CP 75 |
| Total due | | | 21 | | | | | 22 | 23 | |

Designated operator preparing the form
Signature

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 | 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. A CP 94bis 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 | Period | All dispatches listed must have a dispatch date in the period displayed here. The period can be a month, a quarter or a semester. It is commonly a month. The format is the following: <ul style="list-style-type: none"> – Month: YYYY–MM (mmm), where MM is the month number and mmm is the 3-letter month abbreviation (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec) Example: 2016–2 (Feb) – Quarter: YYYY Q–X, where X is the quarter number Example: 2016 Q–2 – Semester: YYYY S–X, where X is the semester number Example: 2016 S–1 |
| | Table of dispatches | The purpose of the table is to list dispatches in the period. Dispatches are ordered by date of dispatch (1st sorting level) and dispatch No. (2nd sorting level). |
| 9 | Date of dispatch | The date of dispatch, similar to the one displayed on the CP 87 parcel bill. The format is M–DD: 1 or 2 digits for the month and 2 digits for the day, with a leading zero if necessary Examples: "1–01" for 1 January, "2–03" for 3 February, "12–20" for 20 December. |
| 10 | Dispatch No. | Mail sub-class and serial number (4 digits). The mail sub-class and serial number are separated by a space. |

| <i>Zone</i> | <i>Label</i> | <i>Completion instructions</i> |
|----------------------|-------------------------------|---|
| | Parcels with weight in PREDES | The two columns in this group indicate the total number of parcels and their associated weight for those parcels listed in PREDES and for which a weight is provided in PREDES. The subsequent columns of the form provide details per weight bracket, but it is still crucial to have the totals in order to calculate the corresponding amount with the rates used in the CP 94 and deduct this amount so that the final amount in the CP 94bis is an amount to be deducted from/added to the CP 94 amount. |
| 11 | Number of parcels | Parcels are counted here only if the three following conditions are met: <ul style="list-style-type: none"> – The parcel is listed in PREDES for the dispatch concerned. – The parcel is actually received. – The parcel weight is provided in PREDES. |
| 12 | Net weight | For the items counted in zone 11, this column provides the sum of their individual parcel weights as provided in PREDES. Where the weight is not provided for a parcel in PREDES (the item weight field is not mandatory in the message definition), it is counted as zero here. The weight is displayed with a precision of one decimal place only, although there are up to three decimals in PREDES. The calculation should be done to three decimal places and the total rounded up to one decimal. With this algorithm, it is possible that the weight appearing in zone 12 is not exactly the sum of the weights appearing in the columns for each weight range. However, the difference cannot exceed +/- 0.3 kg. |
| <i>0–2 kg range</i> | | |
| 13 | Number of parcels | Parcels are counted here only if the four following conditions are met: <ul style="list-style-type: none"> – The parcel is listed in PREDES for the dispatch concerned. – The parcel is actually received. – The parcel weight is provided in PREDES. – The parcel weight is in the 0–2 kg range (up to 2 kg). |
| 14 | Weight | The sum of the weights for parcels counted in zone 13. The weight is displayed with a precision of one decimal place only, although there are up to three decimals in PREDES. The calculation should be done to three decimal places and the total rounded up to one decimal. |
| <i>2–5 kg range</i> | | |
| 15 | Number of parcels/ Weight | The instructions are similar to zones 13 and 14 above, with only one difference: the parcel weight is in the 2–5 kg range (over 2 kg and up to 5 kg). |
| <i>5–30 kg range</i> | | |
| 16 | Number of parcels/ Weight | The instructions are similar to zones 13 and 14 above, with only one difference: the parcel weight is in the 5–30 kg range (over 5 kg and up to 30 kg). |
| 17 | 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)" |
| 18 | Total | This line provides totals for all columns described in zones 11 to 16. The weight precision is still one decimal place. |

| <i>Zone</i> | <i>Label</i> | <i>Completion instructions</i> |
|-------------|--|--|
| 19 | Rate | <p>In this line, four sets of rates are provided, with two rates per set:</p> <ul style="list-style-type: none"> – A rate per item. – A rate per kg. <p>The four sets of rates are:</p> <ul style="list-style-type: none"> – Under the header "Parcels with weight in PREDES", the rates displayed are the ones used in the corresponding CP 94; – Under the header "0–2 kg range", the rates are for the 0–2 kg weight bracket; – Under the header "2–5 kg range", the rates are for the 2–5 kg weight bracket; – Under the header "5–30 kg range", the rates are for the 5–30 kg weight bracket. |
| 20 | Amount | <p>This line indicates the amounts calculated for each column from the "Total" and "Rate" lines, by applying rates to totals.</p> <p>For each column, amount = total (line 18) x rate (line 19).</p> |
| | Total due | <p>Based on the previous line, this line provides intermediate calculations and the calculation of the final amount to be added or deducted from the corresponding CP 94 amount.</p> |
| 21 | Total amount for columns "Parcels with weight in PREDES" | <p>This cell is a simple calculation from the two corresponding columns of the previous line ("Amount"):</p> <p>Total due = (amount for parcels) + (amount for weight)</p> |
| 22 | Total amount by weight bracket | <p>This cell is a simple calculation from the corresponding six columns of the previous line ("Amount"):</p> <p>Total due = (amount for parcels in ranges 0–2 + 2–5 + 5–30 kg) + (amount for weights in ranges 0–2 + 2–5 + 5–30 kg)</p> |
| 23 | Difference to be carried over to CP 75 | <p>In this cell, a simple calculation is performed: zone 22 – zone 21.</p> |
| 24 | Page | <p>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.</p> <p>N.B. – It is advisable to choose a font and size that will display up to two digits correctly.</p> |
| 25 | Page / | <p>The total number of pages of the generated form. It is permitted to leave this empty if the form has only one page.</p> <p>N.B. – It is advisable to choose a font and size that will display up to two digits correctly.</p> |

4 Sample completed form

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

In this example, the origin operator chose not to list all receptacles individually.

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

Form prepared by: **AAA – TEST OPERATOR A**
 Date: **2017-04-21**

**STATEMENT OF AMOUNTS DUE
 with weight brackets**

| | | | | | | | |
|--------|----------|--|-------------|----------|--|---------------|--------|
| Origin | Operator | ABA – TEST OPERATOR B | Destination | Operator | AAA – TEST OPERATOR A | Mail category | Period |
| | Office | ABBBBB – TEST OFFICE OPERATOR B | | Office | AAAAAA – TEST OFFICE OPERATOR A | | |

| Date of dispatch | Dispatch No. | Parcels with weight in PREDES | | 0–2 kg range | | 2–5 kg range | | 5–30 kg range | | Observations |
|------------------|--------------|-------------------------------|---------------|-------------------|--------|-------------------|---------------|-------------------|--------|--|
| | | Number of parcels | Net weight | Number of parcels | Weight | Number of parcels | Weight | Number of parcels | Weight | |
| 1-03 | CC 0001 | 12 | 59.0 | 7 | 7.4 | 3 | 12.0 | 2 | 39.6 | |
| 1-10 | CC 0002 | 15 | 64.9 | 9 | 10.6 | 3 | 11.4 | 3 | 42.9 | |
| 1-15 | CC 0003 | 10 | 48.2 | 6 | 12.0 | 2 | 9.0 | 2 | 27.2 | |
| 1-20 | CC 0004 | 9 | 34.1 | 5 | 7.9 | 3 | 8.0 | 1 | 18.2 | |
| 1-28 | CC 0005 | 10 | 28.5 | 9 | 9.0 | | | 1 | 19.5 | |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| Total | | 56 | 234.7 | 36 | 46.9 | 11 | 40.4 | 9 | 147.40 | |
| Rate | | 3.00 | 3.50 | 1.00 | 1.50 | 2.00 | 2.50 | 3.00 | 3.50 | |
| Amount | | 168.00 | 821.45 | 36.00 | 70.35 | 22.00 | 101.00 | 27.00 | 515.90 | Difference to be carried over to CP 75 |
| Total due | | | 989.45 | | | | 772.25 | | | - 217.20 |

Designated operator preparing the form
 Signature

Test#12345

5 Different scenarios for the CP 94, CP 94bis and CP 75

A complete set of fictitious examples is provided here in order to show all the accounting forms involved, how they interact, and how different scenarios are dealt with.

Country A has set different rates for the ranges 0–2 kg, 2–5 kg and 5–30 kg, as follows:

| | 0–2 kg | 2–5 kg | 5–30 kg |
|---------------|--------|--------|---------|
| Rate per item | 1 | 2 | 3 |
| Rate per kg | 1.5 | 2.5 | 3.5 |

Three fictitious examples are provided below to show the main possible scenarios:

- Example 1: country B provides the individual parcel weights for all e-commerce parcels in PREDES.
- Example 2: country C provides the individual parcel weights for some e-commerce parcels, but not all, in PREDES.
- Example 3: country D does not provide any individual item weights in PREDES; A and D have agreed to use the 2–5 kg rates instead of the 5–30 kg rates in the CP 94.

The exact same dispatch and e-commerce parcel weights are used in the three examples in order to be able to compare the final results:

- In example 1, the e-commerce sender receives a rebate; this is the ideal scenario, where the origin post is able to provide PREDES V2.1 with individual e-commerce parcel weights for each parcel.
- In example 2 (individual parcel weights provided only for a subset of items in PREDES), the rebate is smaller than in example 1.
- In example 3 (no individual parcel weights in PREDES, but a bilateral agreement exists to use lower rates for all e-commerce parcels), there is no CP 94bis but the rate is "discounted". The final price to be paid to country A is, in this fictitious example, even lower than in example 1.

5.1 Example 1

Country B sends e-commerce dispatches to A and provides all parcel weight information in PREDES.

Sample CP 94

Designated operator of
AAA – TEST OPERATOR A
 Office preparing the statement
AAAAA – TEST OFFICE OPERATOR A

STATEMENT OF AMOUNTS DUE CP 94
 Surface
 S.A.L. E-commerce
 Air
 Date **2017-04-21**

| | | |
|--|--------------------------------|---------------------|
| Office of exchange of destination of the mail AAAAA – TEST OFFICE OPERATOR A | Month 01 (January) | Year 2017 |
| Dispatching designated operator ABA – TEST OPERATOR B | Quarter | Year |
| Dispatching office of exchange of the mail ABBBB – TEST OFFICE OPERATOR B | | |

Notes
 To be filled in by typewriter or computer printer

| Credits due to the designated operator of destination from the CP 87 or CP 88 parcel bills | | | | | | Credits due to the dispatching designated operator from the CP 87 parcel bills | | Observations |
|--|----------|-------------------------|--------------|----------------------|----------------------|--|----------------------|--------------|
| Date of dispatch | Mail No. | Total number of parcels | Gross weight | Col. 6 of form CP 87 | Col. 8 of form CP 87 | Col. 7 of form CP 87 | Col. 9 of form CP 87 | |
| | | | kg | SDR | SDR | SDR | SDR | |
| 1-03 | CC 0001 | 12 | 60.1 | 8.52 | | 2.50 | | |
| 1-10 | CC 0002 | 15 | 65.2 | | | | | |
| 1-15 | CC 0003 | 10 | 48.6 | | | | | |
| 1-20 | CC 0004 | 9 | 34.5 | | | | | |
| 1-28 | CC 0005 | 10 | 28.7 | | | | | |
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| | | | | | | | | |
| Total per column | | 56 | 237.1 | | | | | |
| Rates | | 3 | 3.50 | | | | | |
| Amount per column | | SDR 168 | SDR 829.85 | 8.52 | | 2.50 | | |
| Grand total of credits due | | | | | | 1 006.37 | 2.50 | |

Office preparing the statement
 Signature of the official in charge

 Test#12345

Sample CP 94bis

Form prepared by: **AAA – TEST OPERATOR A** **SUPPLEMENTARY AMOUNT for e-commerce dispatches** **CP 94bis**

Date: **2017-04-21**

| | | | | | | | |
|--------|----------|---------------------------------------|-------------|----------|---------------------------------------|---------------|---------------------|
| Origin | operator | ABA – TEST OPERATOR B | Destination | operator | AAA – TEST OPERATOR A | Mail category | Period |
| | office | ABBBB – TEST OFFICE OPERATOR B | | office | AAAAA – TEST OFFICE OPERATOR A | A | 2017-1 (Jan) |

| Date of dispatch | Despatch No. | Parcels with weight in PREDES | | 0-2 kg range | | 2-5 kg range | | 5-30 kg range | | Observations |
|------------------|--------------|-------------------------------|------------|-------------------|--------|-------------------|--------|-------------------|--------|---|
| | | Number of parcels | Net weight | Number of parcels | Weight | Number of parcels | Weight | Number of parcels | Weight | |
| 1-03 | CC 0001 | 12 | 59.0 | 7 | 7.4 | 3 | 12.0 | 2 | 39.6 | |
| 1-10 | CC 0002 | 15 | 64.9 | 9 | 10.6 | 3 | 11.4 | 3 | 42.9 | |
| 1-15 | CC 0003 | 10 | 48.2 | 6 | 12.0 | 2 | 9.0 | 2 | 27.2 | |
| 1-20 | CC 0004 | 9 | 34.1 | 5 | 7.9 | 3 | 8.0 | 1 | 18.2 | |
| 1-28 | CC 0005 | 10 | 28.5 | 9 | 9.0 | | | 1 | 19.5 | |
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| Total | | 56 | 234.7 | 36 | 46.9 | 11 | 40.4 | 9 | 147.40 | |
| Rate | | 3.00 | 3.50 | 1.00 | 1.50 | 2.00 | 2.50 | 3.00 | 3.50 | |
| Amount | | 168.00 | 821.45 | 36.00 | 70.35 | 22.00 | 101.00 | 27.00 | 515.90 | |
| Total due | | | 989.45 | | | | | | 772.25 | Difference to be carried over to CP 75 |
| | | | | | | | | | | - 217.20 |

Designated operator preparing the form
Signature Test#12345

Columns 3 and 4 give the total number of e-commerce parcels per dispatch for which weight was provided in PREDES.

The weight in column 4 is a net weight.

The "Rate" amounts at the bottom of columns 3 and 4 are the rates used in the CP 94. The corresponding "Total due" amount (989.45) is not exactly the same as what appears in the CP 94 (1 006.37). This is because the total weight in the CP 94 is a gross weight, whereas in the CP 94bis it is a net weight. In addition, the amount in the CP 94bis does not include amounts from columns 6 to 9 of the CP 87.

Columns 5 to 10 separate e-commerce parcels according to their weight step. The corresponding rates are applied and amounts calculated.

The amount to be carried over to the CP 75 is the amount resulting from the detailed calculation by weight step, minus the amount from columns 3 and 4, already embedded in the CP 94. This means that what is carried over is the difference between the detailed calculation and the "default" calculations in the CP 94.

Sample CP 75

Designated operator preparing account
AAA – TEST OPERATOR A

SUMMARIZED ACCOUNT
Statements (CP 94 form)

CP 75

Date
2017-04-21

Our reference
CP75-2017-01-001

| | | |
|--|----------------------------|---------------------|
| Dispatching designated operator of parcels ABA – TEST OPERATOR B | Month 01-January | Year 2017 |
| | Quarter | Half-year |
| Method of settlement: <input type="checkbox"/> Direct <input checked="" type="checkbox"/> Via UPU*Clearing | | |

Notes

To be prepared in duplicate. To be filled in by typewriter or computer printer

| Serial No. | Office of exchange of destination | Amounts due according to CP 94 statement | | Observations |
|--|-----------------------------------|--|------------------------------------|--------------|
| | | to designated operator preparing account | to dispatching designated operator | |
| 1 | 2 | 3 | 4 | 5 |
| CP 94 | ABBBBB - AAAAAA | SDR 5 215 25 | SDR 412 01 | |
| CP 94 | ABBBBB - AAAAAA | 1 006 37 | 2 50 | E-commerce |
| CP94bis | ABBBBB - AAAAAA | | 217 20 | E-commerce |
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| Totals | | 6 221 62 | 631 71 | |
| Less | | 631 71 | | |
| Credit balance | | 5 590 | — | |
| Name of creditor designated operator AAA – TEST OPERATOR A | | | | |

Designated operator preparing account
Signature

Seen and accepted by the dispatching designated operator
of the parcels
Place, date and signature

Test#12345

The final amount from the CP 94bis is negative, meaning that it has to be deducted. Since the weight was known for all e-commerce parcels and many of them were in the 0–2 kg or 2–5 kg ranges, the amount in the CP 94 "e-commerce" was too high. The CP 94bis provided a more accurate calculation, resulting in an amount to be deducted. This amount is provided in column 4 of the CP 75.

5.2 Example 2

Country C sends e-commerce dispatches to A and provides parcel weight information in PREDES for only part of the mail.

Sample CP 94

| | | | | | | | |
|---|---|---------------------------------|--------------|--|-------------------|------------------------|--|
| Designated operator of AAA – TEST OPERATOR A Office preparing the statement AAAAA – TEST OFFICE OPERATOR A | <table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">STATEMENT OF AMOUNTS DUE</td> <td style="text-align: right;">CP 94</td> </tr> <tr> <td> <input type="checkbox"/> Surface <input type="checkbox"/> S.A.L. <input checked="" type="checkbox"/> Air </td> <td style="text-align: right; vertical-align: top;">E-commerce</td> </tr> <tr> <td colspan="2">Date 2017-04-21</td> </tr> </table> | STATEMENT OF AMOUNTS DUE | CP 94 | <input type="checkbox"/> Surface <input type="checkbox"/> S.A.L. <input checked="" type="checkbox"/> Air | E-commerce | Date 2017-04-21 | |
| STATEMENT OF AMOUNTS DUE | CP 94 | | | | | | |
| <input type="checkbox"/> Surface <input type="checkbox"/> S.A.L. <input checked="" type="checkbox"/> Air | E-commerce | | | | | | |
| Date 2017-04-21 | | | | | | | |

| | | |
|--|--------------------------------|---------------------|
| Office of exchange of destination of the mail AAAAA – TEST OFFICE OPERATOR A | Month 01 (January) | Year 2017 |
| Dispatching designated operator ACA – TEST OPERATOR C | Quarter | Year |
| Dispatching office of exchange of the mail ACCCC – TEST OFFICE OPERATOR C | | |

Notes
To be filled in by typewriter or computer printer

| Credits due to the designated operator of destination from the CP 87 or CP 88 parcel bills | | | | | | Credits due to the dispatching designated operator from the CP 87 parcel bills | | Observations |
|--|----------|-------------------------|--------------|----------------------|----------------------|--|----------------------|--------------|
| Date of dispatch | Mail No. | Total number of parcels | Gross weight | Col. 6 of form CP 87 | Col. 8 of form CP 87 | Col. 7 of form CP 87 | Col. 9 of form CP 87 | |
| 1-03 | CC 0001 | 12 | kg 60.1 | SDR 8.52 | SDR | SDR 2.50 | SDR | |
| 1-10 | CC 0002 | 15 | 65.2 | | | | | |
| 1-15 | CC 0003 | 10 | 48.6 | | | | | |
| 1-20 | CC 0004 | 9 | 34.5 | | | | | |
| 1-28 | CC 0005 | 10 | 28.7 | | | | | |
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| Total per column | | 56 | 237.1 | | | | | |
| Rates | | 3 | 3.5 | | | | | |
| Amount per column | | SDR 168 | SDR 829.85 | 8.52 | 0 | 2.50 | 0 | |
| Grand total of credits due | | | | | | 1006.37 | 2.50 | |

Office preparing the statement
Signature of the official in charge

Test#12345

N.B. – For simplicity, figures are the same as in example 1.

Sample CP 94bis

Form prepared by: **AAA – TEST OPERATOR A**

SUPPLEMENTARY AMOUNT for e-commerce dispatches

CP 94bis

Date: **2017-04-21**

| | | | | | | | |
|--------|----------|--|-------------|----------|--|---------------|--------|
| Origin | operator | ACA – TEST OPERATOR B | Destination | operator | AAA – TEST OPERATOR A | Mail category | Period |
| | office | ACCCCC – TEST OFFICE OPERATOR B | | office | AAAAAA – TEST OFFICE OPERATOR A | | |

| Date of dispatch | Despatch No. | Parcels with weight in PREDES | | 0-2 kg range | | 2-5 kg range | | 5-30 kg range | | Observations |
|------------------|--------------|-------------------------------|------------|-------------------|--------|-------------------|--------|-------------------|--------|---|
| | | Number of parcels | Net weight | Number of parcels | Weight | Number of parcels | Weight | Number of parcels | Weight | |
| 1-03 | CC 0001 | 8 | 32.7 | 5 | 5.0 | 2 | 9.1 | 1 | 18.6 | |
| 1-10 | CC 0002 | | | | | | | | | |
| 1-15 | CC 0003 | 6 | 12 | 6 | 12.0 | | | | | |
| 1-20 | CC 0004 | 4 | 34.1 | | | 3 | 8.0 | 1 | 26.1 | |
| 1-28 | CC 0005 | 9 | 28.5 | 8 | 7.8 | | | 1 | 20.7 | |
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| | | | | | | | | | | |
| Total | | 27 | 107.3 | 19 | 24.8 | 5 | 17.1 | 3 | 65.40 | |
| Rate | | 3.00 | 3.50 | 1.00 | 1.50 | 2.00 | 2.50 | 3.00 | 3.50 | |
| Amount | | 81.00 | 375.55 | 19.00 | 37.20 | 10.00 | 42.75 | 9.00 | 228.90 | |
| Total due | | | 456.55 | | | | | | 346.85 | |
| | | | | | | | | | | Difference to be carried over to CP 75 |
| | | | | | | | | | | - 109.70 |

Designated operator preparing the form

Signature Test#12345

Columns 3 and 4 ("Parcels with weight in PREDES") contain a subset of information from the CP 94 since not all e-commerce parcels were listed in PREDES, or were provided in PREDES without individual weights.

For clarity, the CP 94bis lists all dispatches, even those for which PREDES does not provide any individual parcel weights (see dispatch CC 0002 above).

As a result, the final amount to be carried over to the CP 75 is a smaller rebate compared with example 1. Note that all e-commerce parcels for which the weight is not provided in PREDES are charged at the highest rate.

Sample CP 75

Designated operator preparing account
AAA – TEST OPERATOR A

SUMMARIZED ACCOUNT
Statements (CP 94 form)

CP 75

Date
2017-04-21

Our reference
CP75-2017-01-001

| | | |
|---|---------------------|--------------|
| Dispatching designated operator of parcels ACA – TEST OPERATOR C | Month 01-January | Year 2017 |
| | Quarter | Half-year |
| Method of settlement <input type="checkbox"/> Direct <input checked="" type="checkbox"/> Via UPU*Clearing | | |

Notes

To be prepared in duplicate. To be filled in by typewriter or computer printer

| Serial No. | Office of exchange of destination | Amounts due according to CP 94 statement | | Observations |
|---|-----------------------------------|--|------------------------------------|--------------|
| | | to designated operator preparing account | to dispatching designated operator | |
| 1 | 2 | 3 | 4 | 5 |
| CP 94 | ACCCCC - AAAAAA | SDR 5 215,25 | SDR 412,01 | |
| CP 94 | ACCCCC - AAAAAA | 1 006,87 | 2,50 | E-commerce |
| CP94bis | ACCCCC - AAAAAA | | 109,70 | E-commerce |
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| Totals | | 6 221,62 | 524,21 | |
| Less | | 524,21 | | |
| Credit balance | | 5 697 | — | — |
| Name of creditor designated operator AAA – TEST OPERATOR A | | | | |

Designated operator preparing account
Signature

Seen and accepted by the dispatching designated operator of the parcels
Place, date and signature

Test#12345

5.3 Example 3

Country D sends e-commerce dispatches to A but does not provide any parcel weight information in PREDES. In addition, D and A have agreed to use the rates for the 2–5 kg range in the CP 94 instead of the rates for the 5–30 kg range.

Sample CP 94

Designated operator of
AAA – TEST OPERATOR A
 Office preparing the statement
AAAAAA – TEST OFFICE OPERATOR A

STATEMENT OF AMOUNTS DUE CP 94
 Surface
 S.A.L. **E-commerce**
 Air
 Date **2017-04-21**

| | | |
|---|--------------------------------|---------------------|
| Office of exchange of destination of the mail AAAAAA – TEST OFFICE OPERATOR A | Month 01 (January) | Year 2017 |
| Dispatching designated operator ADA – TEST OPERATOR D | Quarter | |
| Dispatching office of exchange of the mail ADDDDD – TEST OFFICE OPERATOR D | Year | |

Notes
 To be filled in by typewriter or computer printer

| Credits due to the designated operator of destination from the CP 87 or CP 88 parcel bills | | | | | | Credits due to the dispatching designated operator from the CP 87 parcel bills | | Observations |
|--|----------|-------------------------|--------------|----------------------|----------------------|--|----------------------|--------------|
| Date of dispatch | Mail No. | Total number of parcels | Gross weight | Col. 6 of form CP 87 | Col. 8 of form CP 87 | Col. 7 of form CP 87 | Col. 9 of form CP 87 | |
| 1-03 | CC 0001 | 12 | kg 60.1 | SDR 8.52 | SDR | SDR 2.5 | SDR | |
| 1-10 | CC 0002 | 15 | 65.2 | | | | | |
| 1-15 | CC 0003 | 10 | 48.6 | | | | | |
| 1-20 | CC 0004 | 9 | 34.5 | | | | | |
| 1-28 | CC 0005 | 10 | 28.7 | | | | | |
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| | | | | | | | | |
| Total per column | | 56 | 237.1 | | | | | |
| Rates | | 2 | 2.5 | | | | | |
| Amount per column | | SDR 112 | SDR 592.75 | 8.52 | 0 | 2.5 | 0 | |
| Grand total of credits due | | | | | | 713.27 | 2.5 | |

Office preparing the statement
 Signature of the official in charge
Test#12345

Sample CP 94bis

The CP 94bis is not generated in this case because there is nothing to report: no individual item weights are provided in PREDES for e-commerce parcels.

Sample CP 75

Designated operator preparing account
AAA – TEST OPERATOR A

SUMMARIZED ACCOUNT
Statements (CP 94 form)

CP 75

Date
2017-04-21

Our reference
CP75-2017-01-001

| | | |
|---|----------------------------|---------------------|
| Dispatching designated operator of parcels ADA – TEST OPERATOR D | Month 01-January | Year 2017 |
| | Quarter | Half-year |
| Method of settlement <input type="checkbox"/> Direct <input checked="" type="checkbox"/> Via UPU*Clearing | | |

Notes
To be prepared in duplicate. To be filled in by typewriter or computer printer

| Serial No. | Office of exchange of destination | Amounts due according to CP 94 statement | | Observations |
|---|-----------------------------------|--|------------------------------------|--------------|
| | | to designated operator preparing account | to dispatching designated operator | |
| 1 | 2 | 3 | 4 | 5 |
| CP 94 | ADDDDD - AAAAAA | SDR 5 215,25 | SDR 412,01 | |
| CP 94 | ADDDDD - AAAAAA | 713,27 | 2,50 | E-commerce |
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| Totals | | 5 928,52 | 414,51 | |
| Less | | 414,51 | | |
| Credit balance | | 5 514 | — | — |
| Name of creditor designated operator AAA – TEST OPERATOR A | | | | |

Designated operator preparing account
Signature

Seen and accepted by the dispatching designated operator of the parcels
Place, date and signature

Test#12345