

DataTransfer – Appendix 1

Description of DataTransfer:
Parcels, Express, Solutions and
letters with barcode BMB



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1 Introduction

1.1 Change log.

DT A1 Vers.	Brief description of change	Section	Type*
1.0	Various additions with new customer interface V2.2 and new "Letter ID" provider		I
1.0	The CSV format will no longer be offered as of DataTransfer customer interface version 2.2. Submissions are made in XML format	Section 2.2	U
1.0	In the new customer interface version 2.2, the entire data catalogue has been updated and revised	Section 3	I, U
1.0	Two new notifications "Reminder to recipient" and "Delivery status to sender" are now available	Sec. 3.6.3	U
1.2	Renaming of Dispatch list Online to Dispatch list New notification code 128 introduced for Parcels is only available in conjunction with delivery instruction 3233		I
1.3	Letters with proof of delivery (BMZ) replaced by letters with barcode (BMB)		U
1.4	Express service groups Express changed to Express and VinoLog to Solutions		U
1.4	New value-added service and combination codes added for evening delivery	Sec. 3.6.1	I
1.4	New notification services introduced for Saturday and evening delivery and table added for notification services.	Sec. 3.6.3	I
1.5	The size of the delivery files has been limited to 6 MB. E-mail confirmations have been reviewed	Section 2.3 and 3.5	I, U
1.6	Default values for PickPost and MyPost24 modified/added	Sec. 3.1.2	U
1.7	Customize new links		U
1.8	Delivering print data for debt collection documents	Sec. 3.3	I
1.9	Update data catalogue e.g. date of delivery and inclusion of new value-added services	Sec. 3.1.2 and Sec. 3.6.5	I,U
2.0	Supplement to withdrawals of debt collection documents, amendments for the Parcels and Solutions service groups and other smaller amendments		I,U
2.1	Update on 1.1.2023		I,U
2.2	Update on 1.1.2024		I,U

* I = Insert, U = Update, D = Delete

We have marked the sections that contain content changes with a line in the margin.

1.2 Who is this guide written for?

This Appendix contains the technical information relating to the electronic submission of data to Swiss Post.

DataTransfer can be used to submit data for the following service groups:

- Parcels
- Express
- Solutions
- Letters with barcode (BMB)

1.3 What information will you receive about DataTransfer?

DataTransfer Manual

Overview and functional descriptions for DataTransfer

Brief description of DataTransfer services, letters with barcode (BMB) via DataTransfer, "Create a Dispatch List" via DataTransfer and Parcel Post easy via SFTP, an explanation of how DataTransfer works and an illustration of the registration and test procedure. This is aimed primarily at DataTransfer decision-makers.

DataTransfer – Appendix 1

Description of DataTransfer customer interface:

Parcels, Express, Solutions and letters with barcode (BMB):

Description of the notification structure and data to be submitted for Parcels, Express, Solutions and BMB plus technical specifications such as input file formats and naming conventions.

DataTransfer – Appendix 2

Description of the "Create a Dispatch List" customer interface:

Description of the data to be submitted for "Create a Dispatch List" reports

DataTransfer – Appendix 3

Description of DataTransfer reports

Description of the contents of reports for BMB, Parcels and Swiss-Express, but excluding "Create a Dispatch List".

DataTransfer – Appendix 4

Description of the “Address maintenance” customer interface

Description of the message structure and data content and the technical specifications for address maintenance, such as the posting and return formats as well as the naming conventions.

DataTransfer – Appendix 5

Description of the DataTransfer customer interface: EAD submission

Description of the technical information for electronic data delivery of EAD (Electronic Advance Data) for international letter mail containing goods.

1.4 Validity

For each new version of the DataTransfer application, a new version of the DataTransfer manual and/or the relevant appendices will be issued and made available to customers in electronic form..

When these new instructions are issued, the previous version will cease to be valid.

The Manual and DataTransfer Appendices 1 to 5 can be obtained from your Swiss Post customer advisor or from www.swisspost.ch/datatransfer → Technical DataTransfer Support.

This version of the manual (January 2024) is based on the customer interface version 2.3.

1.5 Abbreviations used

Abbreviation	Description
AMP-Key	Swiss Post customer identification number
BLN	Electronic cash on delivery
BMB	Letters with barcode
DataTransfer	Name of service for electronically transmitting data to Swiss Post
DL	Dispatch list
Letter ID	Addressed and uniquely identified letters (with DMC) are delivered using the Letter ID provider
LSO	Delivery note for letters with barcode are used by the BMB provider when dispatching mailings
Parcel Post easy	Parcel post without dispatch list
PKZIP 2.0	Compression standard for reducing file size. Nowadays, almost all files with the extension .zip are in PKZIP 2.0 format
PMI	PostMail International
PRZL	Product value-added service, e.g. Signature
PVS	Mail processing system (Providers as per DataTransfer manual, Section 3.1)
T&T	Track consignments (Track & Trace)
XSD	XML-diagram-D definition: for generating and verifying the XML file

1.6 Support

Post CH Ltd
DataTransfer Support
Wankdorfallee 4
3030 Berne
Switzerland

Tel. 0848 789 789
E-mail datatransfer@swisspost.ch

1.7 Test support

If you have any questions regarding consignment data simulation, please feel free to contact us. Please send your tests to the following address:

Post CH Ltd
Testsupport LS14
Wankdorfallee 4
3030 Berne
Switzerland

E-mail testsupport.bmb@swisspost.ch

2 Technical specification

2.1 Data submission

Data can be transmitted in the following ways:

- As an e-mail attachment
 - Via a Swiss Post SFTP account
 - Via the Confederation's sedex platform (XML only)
- Guidelines for preparing files can be found in Section 2.3.

2.1.1 E-mail

To submit data via e-mail, you will need an e-mail account with which you can send e-mails of up to 2 MB. The e-mail attachment must be sent in base64 or unencoded format.

Procedure for submitting data by e-mail

Prepare the data in XML format and add the file to an e-mail as an attachment. The maximum file size for submitting data via e-mail is 2 MB per submission.

So that the attached files can be uniquely identified when you submit data via e-mail, you must also specify a keyword in the body of the e-mail. If this keyword is incorrect, the e-mail (plus attachment) will be deleted. The keyword to be specified in e-mails is:

- In the test phase: T-770809dfu01input
- In the productive phase: 770809dfu01input

Note: the e-mail must only contain the keyword and the file. Any additional wording, such as automatic signatures, is not permitted.

Send the e-mail to paketversand.dfu@swisspost.ch.

2.1.2 SFTP

To submit data via SFTP, you'll need a Swiss Post SFTP account. If you don't have a Swiss Post SFTP account yet, one will be opened once you have registered.

Instructions on importing data via SFTP can be found at www.swisspost.ch/datatransfer → Technical DataTransfer Support or obtained from DataTransfer Support.

2.1.3 sedex

sedex subscribers of the eSchKG domain can exchange consignment data electronically using the Confederation's sedex platform. The existing DataTransfer services were extended with an adapter. Registrations at the Swiss Federal Statistical Office are carried out by DataTransfer Support.

You will find instructions for transferring data via sedex at www.swisspost.ch/datatransfer → Technical DataTransfer Support → Letters with barcode.

2.2 File formats

Files are accepted in XML (UTF-8) and ZIP (PKZIP 2.0) format. See Section 3.1.1 for the file structure.

2.2.1 Special characters in XML format

XML files must conform to XML standards in order for DataTransfer to process them. When submitting files, this means that the attribute values in XML files must not contain any unencoded special characters, such as pointed brackets (<>) or speech marks («») In order to send these special characters, you need to encode them using special characters that HTML will recognize. These take the following format: &[Last name];

The example shows how to encode the commercial "and" sign ("&"): Name1=>Moser & Cie.=>(Moser & Cie.)

Here is a list of special characters and the corresponding format in which they must be submitted:

Special characters	Coding
&	&
<	<
>	>
"	"
'	'

Normal umlauts may not be encoded as HTML.

There's an easy way to check whether your XML is well-formed and can be processed by DataTransfer: open the file in a browser (e.g. Internet Explorer or Mozilla Firefox). If the files are not well-formed, a corresponding error message appears.

2.3 Naming conventions

2.3.1 Input file names

The same file naming convention must be used for all transmission types (e.g. SFTP and e-mail). If you send files that do not conform to the naming convention shown below, these files will not be collected and will be automatically deleted after a specified period of time. For security reasons, you will not be notified of this. The following naming convention should therefore be strictly adhered to.

2.3.1.1 Files for DataTransfer

Naming convention

SenderID_Creation date/time_FileID.Format

Attribute	Description
SenderID	As per Information Support
Creation date/time	Creation date/time in the format "YYYYMMDDHHMM"
FileID	Unique file number for the individual identification of each file. The same file number has to be used in the <FileID> element.
Format	"xml"

Example

100_201611281117_01010.xml

Maximum file size of the delivery files

The delivery file must be a maximum of 6 MB. If the file exceeds this size it will not be processed and you will receive an error message (max. filesize exceeded).

XML schema verification using XSD

A schema is provided to create and check the XML interface. The files submitted are checked by Swiss Post using the schema. The schema is filed as XSD (XML schema definition) and can be called up on the "DataTransfer" technical page under the "Create dispatch list" service group; www.swisspost.ch/datatransfer-letters → Technical Data-Transfer support.

2.3.1.2 Files for printing of debt collection documents

Naming conventions for data delivery

sedex message type 4300 Print data

DATA_(UniqueID).zip

Consignment data file (xml):

SenderID_Creation date/time_FileID.Format

Example: 1984_201611281117_01010.xml

sedex message type 4301 Print data

DATA_(UniqueID).zip

Print data file (zip):

(SenderID)_DD_(FileID)_YYYYMMDD_HHMMSSS.zip

Example: 1000_BU_12008_20160922_1005212.zip

The print data file (zip) contains the following individual files (pdf):

Postcode_ConsignmentNumber_Date_Time-sig.pdf

Example: 8053_9805028622160916_20160930_141501-sig.pdf

Max. file size

One print file is created for each debt collection document (4 pages, PDF/A format). The PDF will be delivered in a zip file up to 50 MB in size.

sedex message type 4302 Print data for daily mail

DATA_(UniqueID).zip

2.3.1.3 Files for enquiries and customer reactions

File name for enquiries:

(SenderID)_INQUIRY_Input_(YYYYMMDD)_(HHMMSS)_(FileID).xml

Example: 1000_INQUIRY_Input_20211211_153022_12345.xml

File name for receipt message:

(SenderID)_INQUIRY_RcptMsg_(YYYYMMDD)_(HHMMSS)_(FileID).xml

Example: 1000_INQUIRY_RcptMsg_20211211_153022_12345.xml

File name for confirmation message:

(SenderID)_INQUIRY_ConfMsg_(YYYYMMDD)_(HHMMSS)_(FileID[Input]).xml

Example: 1000_INQUIRY_ConfMsg_20211211_153022_12345.xml

3 Data content of customer interface

3.1 Input to DataTransfer for Parcels, Express, VinoLog and BMB

You will receive a receipt confirmation and a processing log for each file submitted. These will both be sent to you by e-mail. The e-mail address is taken from the delivered file or, if the attribute "ConfirmEMail" is empty, taken from the registration.

The receipt confirmation states whether the file has been successfully transmitted and could be recognized by DataTransfer. This involves validating the fields "FileID", "SenderID" and "KDPNumber". The file is tested for parsing capability and exact conformity with the interface schema (elements and attributes). Any errors are individually listed in the processing protocol. You can suppress receipt confirmation by specifying "SendOKMail = 1" in the file being submitted; however, if errors are identified in the file, the receipt confirmation will always be sent.

The processing log indicates whether DataTransfer could process the data contained within the file. Any invalid records will be given an error code and an error description to help you identify the error. However, the processing log does not tell you anything about the quality of the address that has been submitted. By specifying "SendOKMail = 1" in the file, you can choose whether you want to receive the processing log if the data is OK; however, if errors are identified in the file, the log will always be sent.

You can find examples of these two logs in Section 3.6.

The overview table containing all error codes and their explanations can be found here www.swisspost.ch/datatransfer → Technical DataTransfer Support → Letters with barcode.

When submitting data for letters with barcode and "Create a dispatch list", you will also receive a delivery note in PDF format, which must be enclosed with the consignments.

3.1.1 Data content

The table on the following page describes the structure and contents for input files.

Data can be input for the following service groups (providers):

- Parcels (P)
- Express
- Solutions (VinoLog + Direct parcel posting)
- Letters with barcode (BMB)

Electronic cash on delivery can be used for the following service groups:

- Parcels (P)
- Express (Swiss-Express "Moon" only)
- Solutions (VinoLog only)
- Letters with barcode (BMB)

The following values can be used in the "ProviderID" element to identify service groups:

Parcels

539ADAAE-FF18-49F8-84B8-B90232CBCC61

BMB (incl. Court Document Online)

44EB502C-4848-4BE0-AADA-D8BAE7C6CA7F

A file can contain data for more than one provider, but each provider must only occur once within the file. This means that the shipment data must be grouped per provider.

3.1.2 Data catalogue V2.3

<Element> Attribute	Description	Property					Data type	Format (max. Length)	Default value/ Comment	Fixed values	
		P	SE	VL	BMB	LID					
<Envelope>	Identifies the applicable standards	must be min. 1 / max. 1									
xmlns	XSD version number; serves as an identification property for DataTransfer	M	M	M	M	M	Alphanumeric			http://www.post.ch/data-transfer/schemas/2018/23	
<FileInfos>	General file information	must be min. 1 / max. 1									
<FileID/>	Unique file no.	M	M	M	M	M	Numeric	14	The FileID must correspond to the FileID in the file name.		
<FileDate/>	File delivery date	M	M	M	M	M	YYYYMMDD	8			
<FileTime/>	File delivery time	M	M	M	M	M	HHMMSS	6			
<Sender>	Data about the sender (of the DataTransfer messages)	must be min. 1 / max. 1									
<SenderID/>	Unique ID of the sender value is allocated upon registration.	M	M	M	M	M	Numeric	10			
<SenderName/>	Unique name of the sender value is allocated upon registration.	M	M	M	M	M	Alphanumeric	50			
<KDPNumber>	Swiss Post customer no. (AMP-Key) of the sender	M	M	M	M	M	Numeric	9			
<ConfirmEMail/>	E-Mail address for confirmation/ error e-mail	K	K	K	K	K	Alphanumeric	160			
<SendOKMail/>	Tag, whether sender wants to receive (successful delivery) a confirmation e-mail. In the event of an error, the sender always receives	K	K	K	K	K	Numeric	1		–“0” = OK Send e-mail –“1” = no Send OK e-mail In the event of an error an e-mail is always sent.	
</Sender>											
<Customer>	Detailed information about the effective customer. Generally identical to “Sender”	must be min. 1 / max. 1								Prov BMB: sender address on the delivery note Online	
<Number/>	Customer number, assigned by the customer (sender)	–	–	M	–	–	Alphanumeric	30			
<Name1/>	Name, first name or company	M	M	M	M	M	Alphanumeric	50			

<Element> Attribute	Description	Property					Data type	Format (max. Length)	Default value/ Comment	Fixed values	
		P	SE	VL	BMB	LID					
<Name2/>	Additional name 1 (Company name or department)	K	K	K	K	K	Alphanumeric	50			
<Name3/>	Additional name 2 (Department, if not in Name 2)	K	K	K	K	K	Alphanumeric	50			
<Street/>	Street, number	M	M	M	M	M	Alphanumeric	50			
<ZIP/>	Postcode I	M	M	M	M	M	Alphanumeric	10	Domestic: N4 Abroad: AN10		
<City/>	Town	M	M	M	M	M	Alphanumeric	35			
<Country/>	Country, 2-digit ISO country code	-	-	-	-	-	Alphanumeric	2			
</Customer>											
</FileInfos>											
<Data>	User data part	must be min. 1 / max. 1									
<Provider>	Service group Details about the provider (data from several providers can be delivered per file. However, each provider may only occur once per file).	must be min. 1 / max. *									
<ProviderID/>	Identification code for Service group	M	M	M	M	M	Alphanumeric	50	See Sec. 3.1.1	e.g. for parcels: 539ADAE- FF18-49F8- 84B8- B90232 CBCC61	
<ProviderInfo/>	Additional info about service group. This is Swiss Post classification number (ONRP) with which the operating unit's can be uniquely identified.	-	-	-	M	M	Numeric	4	BMB providers: ONRP number (see DataTransfer information sheet "Customer data", which you receive after registration from Swiss Post).		
<PLOD>	Customer data for collections	min. 0 / max. 1								Place of dispatch (customer details for collections) For BMB, the sender's address is used to create the delivery note.	
<Number/>	Customer number, assigned by the customer (sender)	-	-	-	-	-	Alphanumeric	30			
<Name1/>	Name, first name or company	-	-	-	K ⁷⁾	-	Alphanumeric	50			
<Name2/>	Additional name 1 (Company name or department)	-	-	-	K ⁷⁾	-	Alphanumeric	50			

<Element> Attribute	Description	Property					Data type	Format (max. Length)	Default value/ Comment	Fixed values	
		P	SE	VL	BMB	LID					
<Name3/>	Additional name 2 (Department, if not in Name 2)	-	-	-	K ⁷⁾	-	Alphanumeric	50			
<Street/>	Street, number	-	-	-	K ⁷⁾	-	Alphanumeric	50			
<ZIP/>	Postcode	-	-	-	K ⁷⁾	-	Alphanumeric	10			
<City/>	Town	-	-	-	K ⁷⁾	-	Alphanumeric	35			
<Country/>	Country, 2-digit ISO country code	-	-	-	-	-	Alphanumeric	2	-	-	
<FreeText/>	Free text for collection	-	-	-	-	-	Alphanumeric	160	-	-	
</PLOD>											
<Sending>	Consignment (one consignment can include several "Items")	must be min. 1 / max. *									
<SendingID/>	Consignment, delivery note, order dispatch list number etc. (defined by the business customer)	M	M	M	M	M	Alphanumeric	50			
<InvoiceRef/>	BMB: RRR Invoice reference number (9N) Used for BMB.	-	-	-	M	M	Alphanumeric	50	9 numeric digits		
<Delivery NoteRef/>	BMB: delivery note (LSO) number, if this is created by the customer.	-	-	-	K	K	Alphanumeric	50	Prov. BMB, Barcode 128		
<Item>	Parcel, pallet, etc.	must be min. 1 / max. *									
<ItemID/>	Parcel/pallet identifier assigned by customer, may be identical to "SendingID" or "IdentCode". For court documents, the customer's internal reference "Note" should be entered into this attribute.	M	M	M	M	M	Alphanumeric	200			
<IdentCode/>	Consignment barcode (for parcels, Express, Solutions and domestic BMB the only valid format is 18 numeric digits). International BMB: 13 alphanumeric characters.	M	M	M	M	M	Alphanumeric	50			

<Element> Attribute	Description	Property					Data type	Format (max. Length)	Default value/ Comment	Fixed values
		P	SE	VL	BMB	LID				
<Recipient>	Recipient data	must be min. 1 / max. 1								
<PostIdent/>	Swiss Post ID no. of the recipient, e.g. Swiss Post customer no. (AMP-Key)	K	K	K	K	K	Alphanumeric	15		
<Number/>	Customer number (Not AMP-Key)	– ⁵⁾	–	– ⁵⁾	– ⁵⁾	– ⁵⁾	Alphanumeric	30		
<Title/>	Title	K	K	K	K	K	Alphanumeric	35		
<FirstName/>	First name	K	K	K	K	K	Alphanumeric	35		
<Name1/>	Last name and first name (if not in FirstName) or company name	M	M	M	M	M	Alphanumeric	50		
<Name2/>	Additional name 1 (company suffix, department or keyword & PickPost UserID / MyPost24)	K ⁵⁾	K ⁵⁾	K ⁵⁾	K ⁵⁾	K ⁵⁾	Alphanumeric	50	e.g. for Pick-Post = PickPost 12345678 or 12345678	
<Name3/>	Additional name 2 (e.g. c/o or Department (if not in Name 2))	K	K	K	K	K	Alphanumeric	50	FAO Hans Meier	
<AddressType>	Recipient data	must be min. 1 / max. 1								
Type	Attribute to indicate whether street and house number are supplied together or separately	K	K	K	K	K	Numeric	1		0 = Street and house together in the element "Street" 1 = Street and house separate
<Street/>	Street	M	M	M	M	M	Alphanumeric	50		
<HouseNo/>	House no.	K	K	K	K	K	Alphanumeric	10		
</AddressType>										
<POBox/>	P.O. Box	M ²⁾	M ²⁾	–	M ²⁾	M ²⁾	Alphanumeric	35		
<FloorNo/>	Floor numbers / Apartment	K	K	K	K	K	Alphanumeric	5		
<MailboxNo/>	Mailbox no.	K	K	K	K	K	Numeric	10		
<ZIP/>	Postcode Domestic N4, International AN...10	M	M	M	M	M	Alphanumeric	10	Domestic: N4 International: AN10	
<City/>	Town	M	M	M	M	M	Alphanumeric	35		
<Country/>	Country, 2-digit ISO country code	K	K	K	K	K	Alphanumeric	2		
<Contact/>	Contact person	K	K	K	K	K	Alphanumeric	50		
<Email/>	E-mail address	K ⁵⁾	K	K ⁵⁾	K ⁵⁾	K ⁵⁾	Alphanumeric	160		
<Phone/>	Landline no.	K	K	K	K	K	Alphanumeric	20 (at least 10 characters)		

<Element> Attribute	Description	Property					Data type	Format (max. Length)	Default value/ Comment	Fixed values
		P	SE	VL	BMB	LID				
<Mobile/>	Mobile phone no.	K ⁽⁵⁾	K	K ⁽⁵⁾	K ⁽⁵⁾	K ⁽⁵⁾	Alphanumeric	20 (at least 10 characters)		
<Fax/>	Fax no.	K	K	K	K	K	Alphanumeric	20		
<FreeText/>	Free text	K ⁽⁵⁾	K	K ⁽⁵⁾	K ⁽⁵⁾	K ⁽⁵⁾	Alphanumeric	160		
</Recipient>										
<AdditionalINFOS>	(prev. </REC_Data>) in Version V2.1 and V2.0	min. 0 / max. 1								
<AdditionalData>		min. 1 / max. 50								
<Type/>	Type of additional information	K ⁽⁵⁾	K ⁽⁵⁾	K ⁽⁵⁾	K ⁽⁵⁾	K ⁽⁵⁾	Alphanumeric	35	For BLN = M	
<Value/>	Content of additional information	K ⁽⁵⁾	K ⁽⁵⁾	K ⁽⁵⁾	K ⁽⁵⁾	K ⁽⁵⁾	Alphanumeric	50	For BLN = M	
</AdditionalData>										
</AdditionalIN- FOS>										
<Attributes>	Additional information about service	can be min. 0 / max. 1								
<Routing/>	BMB: Item type VinoLog Delivery information	K	K	K	K	-	Alphanumeric	20		
<Routing2/>	Mail carrier's route number	K	K	K	K	-	Alphanumeric	20		
<Type/>	Classification number (for Swiss Post internal use only)	K	K	-	-	-	Numeric	9		
<TaxGroup/>	Tariff group number (for Swiss Post internal use only)	K	K	-	-	-	Numeric	9		
<Tarifstufe/>	Product tariff band in kg (max. limit for product, e.g. 100 grams for A mail standard letters).	-	-	-	K	K	9.999	5		
<PRZLs>		min. 0 / max. 1								
<PRZL>		min. 1 / max. 10								
<Code/>	Product and value-added service-/ delivery instruction codes	M	M	M	K	-	Numeric	4		
<Text/>	Verified text about PRZL	K	K	K	K	-	Alphanumeric	160		
</PRZL>										

<Element> Attribute	Description	Property					Data type	Format (max. Length)	Default value/ Comment	Fixed values
		P	SE	VL	BMB	LID				
</PRZLS>										
<Dimensions>	Item measurements	min. 0 / max. 1								
<Width/>	Width in MM	K	K	K	-	K	Numeric	5		
<Length/>	Length in MM	K	K	K	-	K	Numeric	5		
<Height/>	Height in MM	K	K	K	-	K	Numeric	5		
<Weight/>	Weight in grams	K	K	K	-	K	Numeric	6		
</Dimensions>										
<TaskDate/>	Dispatch date	-	-	-	K	K	YYYYMMDD	8		
<TaskTime/>	Dispatch time	-	-	-	K	K	HHMM	4		
<Incoming-Date/>	Delivery date (Date of handover of the consignment to Swiss Post)	K	K	K	-	-	YYYYMMDD	8		
<Incoming-Time/>	Delivery time (Time of handover of the consignment to Swiss Post)	K	K	K	-	-	HHMM	8		
</Attributes>										
<Notification>	Additional information for service	min. 0 / max. 15								
Type	Indicates the medium	M	M	M	-	-	Alphanumeric	SMS E-MAIL		
<Communication>										
min. 1 / max. 1										
<Mobile/>	Mobile phone no. for notification	K ³	K ³	K ³	K ⁸	-	Alphanumeric	20 (at least 10 characters)	Telephone numbers in the following format are supported: 0xxxxxxxxx 0041xxxxxxxx +41xxxxxxxx with or without spaces The following special characters are not supported: , ' () etc.	
<Email/>	E-mail address	K ³	K ³	K ³	K ⁸	-	Alphanumeric	160		
</Communication>										

<Element> Attribute	Description	Property					Data type	Format (max. Length)	Default value/ Comment	Fixed values
		P	SE	VL	BMB	LID				
<Service/>	Notification code, indicating the type of notification. See Section 3.7.2	M	M	M	-	-	Numeric	20		
<FreeText1/>	Personalized notification text 1. Characters 1–160 (available for SMS or e-mail)	K	K	K	-	-	Alphanumeric	160		
<FreeText2/>	Personalized notification text 2. Byte 161–672 (only available for e-mail)	K	K	K	-	-	Alphanumeric	512		
<DynPic/>	URL with landing page link	K	K	K	-	-	Alphanumeric	1024		
<URLDynPic/>	URL for individual header image.	K	K	K	-	-	Alphanumeric	1024		Permitted formats: jpg, jpeg, gif, png Optimal image resolution: 640 x 160 pixels
<Delivery Instructions/>	Codes for ordering notification with delivery management option	K	K	K	-	-	Alphanumeric	50		10 = Deposit consignment 14 = Desired neighbour 18 = Weekday 20 = Forwarding
<Lang/>	2-digit ISO 639-1 language code for standard text	K	K	K	-	-	Alphanumeric	2		ISO 639-1 language code: de, it, fr, en
</Notification>										
</Item>										
</Sending>										
</Provider>										
</Data>										
</Envelope>										

Key

- K means: optionally possible for the message from a technical perspective. Empty optional elements may not be delivered for reasons of performance. ⁷⁾ These fields are relevant for BMB providers if generation of a delivery note LSO is activated as per the sender's master data.
- means: irrelevant to the provider from a technical perspective. ⁸⁾ Type is available for the services Letter with contract signing and Letter with ID check.
- ¹⁾ For each service group, it is defined whether it is mandatory ("M") or optional ("K") for the element/attribute to be filled with a value, or whether it is irrelevant ("-") for the provider.
- ²⁾ Either the element "AddressType" or "POBox" must be specified.
- ³⁾ If a service has been entered in "Type", either "Mobile" or "EMail" must be selected.
- ⁵⁾ For BLN, fields that are otherwise optional (O) may be mandatory (M). Detailed explanations of the individual elements and the specific content of AdditionalData_Type and AdditionalData_Value are provided in Section 3.5 for BLN.
- ⁶⁾ If a cash on delivery amount is entered in <Amount/>, <Currency/> is mandatory.

3.1.3 Sample XML format for parcels and BMB

You can find sample XML for an input file for Parcels and BMB at www.swisspost.ch/datatransfer → Technical DataTransfer Support.

3.2 Submitting data for BMB via DataTransfer

The input data required for BMB via DataTransfer is described in detail in Section 3.1

Once the data has been successfully submitted, you will receive the delivery note for the consignment as a PDF file. You will receive one delivery note for each consignment, so you need to declare a separate SendingID in the input file for each consignment. Print out the delivery note and attach it to the consignments. You will be sent a receipted copy as dispatch documentation, which you must show in the event of a claim for compensation. Please keep this copy.

You will receive one delivery note for each data file. Please do not submit one file for each consignment, but the entire delivery or partial deliveries together in a single file.

3.3 Delivering print data for debt collection documents and print data for daily mail of the debt collection offices

You can have debt collection documents and daily mail consignments from debt collection offices prepared by Swiss Post. The data is delivered via DataTransfer. You can find the manual at www.swisspost.ch/-/media/post/gk/dokumente/anleitung-betreibungsurkunde-mit-datatransfer.pdf

A contract is necessary for these services. For a binding quote, please contact your customer advisor or PM product support.

3.4 Withdrawals of debt collection documents

Debt collection documents can be withdrawn using a separate data file, "withdraw", via SFTP or sedex from the Swiss Post process.

You can find details on the solution in the "Instructions for debt collection documents with DataTransfer".

3.5 Enquiries and customer reactions for letters and parcels

Enquiries and customer reactions can be triggered with the "inquiry" file via SFTP or sedex. Submitting an "inquiry file" via SFTP or sedex triggers the enquiry or customer reaction process in the Swiss Post Contact Center.

For enquiries, you will receive the clarification result via reports as an event / sub-event, if you specify this in the file. Reports on customer reactions are used for the internal quality improvement process but do not trigger responses to the sender.

3.6 Submission of electronic cash on delivery (BLN) via DataTransfer

3.6.1 Data contents for electronic BLN

One of the DataTransfer fields for additional services (ATT_PRLZx) must contain the code 0341 so that additional information in the AdditionalINFOS segment can be evaluated.

3.6.2 Account types defined for BLN

BLN amounts can be credited via the following account types:

1. discontinued
2. QR-IBAN with QR reference (formerly the orange inpayment slip, or ISR)
3. IBAN without reference (formerly the red inpayment slip)

For account type 3 (IBAN without reference), only the BLN amount is needed.

For account type 2 (QR-IBAN with QR reference), both the BLN amount and the QR reference (formerly the ISR reference number) are needed.

3.6.5 Example of an XML DataTransfer file for BLN

```
<Envelope xmlns="http://www.post.ch/datatransfer/schemas/2018/23">
  <FileInfos>
    <FileID>000001</FileID>
    <FileDate>20200101</FileDate>
    <FileTime>080000</FileTime>
    <Sender>
      <SenderID>999</SenderID>
      <SenderName>Expeditur Test SA</SenderName>
      <KDPNumber>12345678</KDPNumber>
      <ConfirmEMail>info@expediturtest.ch</ConfirmEMail>
      <SendOKMail>0</SendOKMail>
    </Sender>
    <Customer>
      <Number>0001</Number>
      <Name1>Expeditur Test SA</Name1>
      <Street>Test street 11</Street>
      <ZIP>3000</ZIP>
      <City>Berne</City>
      <Country>CH</Country>
    </Customer>
  </FileInfos>
  <Data>
    <Provider>
      <ProviderID>539ADAEE-FF18-49F8-84B8-B90232CBCC61</ProviderID>
      <ProviderInfo>0</ProviderInfo>
      <Sending>
        <SendingID>111100725</SendingID>
      </Sending>
    </Provider>
  </Data>
<!-- Example for account type 3: IBAN without reference -->
<Item>
  <ItemID>9991122334400010103</ItemID>
  <IdentCode>9991122334400010103</IdentCode>
  <Recipient>
    <FirstName>Pierre-Alain</FirstName>
    <Name1>Gaillard</Name1>
    <Name2>Habersäcke AG</Name2>
    <AddressType Type="0">
      <Street>Test street 12</Street>
    </AddressType>
    <ZIP>3052</ZIP>
    <City>Zollikofen</City>
  </Recipient>
  <AdditionalINFOS>
    <AdditionalData>
      <Type>NN_AMOUNT</Type>
      <Value>250</Value>
    </AdditionalData>
  </AdditionalINFOS>
  <Attributes>
    <PRZLs>
      <PRZL>
        <Code>0341</Code>
      </PRZL>
    </PRZLs>
  </Attributes>
</Item>
```

```

<!-- Example for account type 2: QR-IBAN with QR reference -->
<Item>
  <ItemID>9991122334400010104</ItemID>
  <IdentCode>9991122334400010104</IdentCode>
  <Recipient>
    <Title>Herr</Title>
    <FirstName>Rolf</FirstName>
    <Name1>Flueckiger</Name1>
    <AddressType Type="0">
      <Street>Stockackerstr. 79</Street>
    </AddressType>
    <ZIP>3018</ZIP>
    <City>Bern</City>
  </Recipient>
  <AdditionalINFOS>
    <AdditionalData>
      <Type>NN_AMOUNT</Type>
      <Value>43.00</Value>
    </AdditionalData>
    <AdditionalData>
      <Type>NN_ESR_REFNR</Type>
      <Value>417200901160000097015611578</Value>
    </AdditionalData>
  </AdditionalINFOS>
  <Attributes>
    <PRZLs>
      <PRZL>
        <Code>0341</Code>
      </PRZL>
    </PRZLs>
  </Attributes>
</Item>

```

3.7 E-mail confirmations

The error description for e-mails is always in English. The overview table containing all error codes and their explanations can be found here www.swisspost.ch/datatransfer → Technical DataTransfer Support.

3.7.1 Receipt confirmation

Sample receipt confirmation OK

Subject	DataTransfer: File Receipt SenderID:100 FileID:2120	
Text	<p>Detaillierte Angaben zu den Fehlermeldungen finden Sie unter: www.post.ch/datatransfer → Technische Unterstützung DataTransfer</p> <p>Detailed information about the error messages can be found here: www.swisspost.ch/datatransfer → Technical DataTransfer Support</p> <p>Seguendo questo link troverete informazioni dettagliate sui messaggi di errore: www.posta.ch/datatransfer → supporto tecnico DataTransfer</p> <p>Vous trouverez les informations détaillées concernant les messages d'erreurs sous: www.poste.ch/datatransfer → Assistance technique DataTransfer</p>	
	FileID:2120	Identifier of the data file submitted
	FileError: 0	0 = no file errors
	OK:	
	Error:	
	ErrorItems:	

Sample receipt confirmation: not OK

Subject	DataTransfer: File Error Message SenderID:100 FileID:2121	
Text	<p>Detaillierte Angaben zu den Fehlermeldungen finden Sie unter: www.post.ch/datatransfer → Technische Unterstützung DataTransfer</p> <p>Detailed information about the error messages can be found here: www.swisspost.ch/datatransfer → Technical DataTransfer Support</p> <p>Seguendo questo link troverete informazioni dettagliate sui messaggi di errore: www.posta.ch/datatransfer → supporto tecnico DataTransfer</p> <p>Vous trouverez les informations détaillées concernant les messages d'erreurs sous: www.poste.ch/datatransfer → Assistance technique DataTransfer</p>	
	FileID:2121	Identifier of the data file submitted
	FileError:6	Error number
	OK:	
	Error:	
	ErrorItems:	
	Error codes meaning:	
	6 A file with this FileID was already processed.	Error description in English

3.7.2 Processing log

Sample processing log: no errors

The overview table containing all error codes and their explanations can be found here www.swisspost.ch/datatransfer → Technical DataTransfer Support.

Subject	DataTransfer: Process Protocol SenderID:100 FileID:2174 ProviderID:539ADAAE-FF18-49F8-84B8-B90232CBCC61	
Text	<p>Detaillierte Angaben zu den Fehlermeldungen finden Sie unter: www.post.ch/datatransfer → Technische Unterstützung DataTransfer</p> <p>Detailed information about the error messages can be found here: www.swisspost.ch/datatransfer → DataTransfer Support</p> <p>Seguendo questo link troverete informazioni dettagliate sui messaggi di errore: www.posta.ch/datatransfer → supporto tecnico DataTransfer</p> <p>Vous trouverez les informations détaillées concernant les messages d'erreurs sous: www.poste.ch/datatransfer → Assistance technique DataTransfer</p>	
	FileID:2174	Identifier of the data file submitted
	FileError:0	0 = no file errors
	OK:235	Number of records processed
	Error:0	Number of records not processed
	ErrorItems:	

Sample processing log: errors

The overview table containing all error codes and their explanations can be found here www.swisspost.ch/datatransfer → Technical DataTransfer Support

Subject	DataTransfer: Process Protocol SenderID:100 FileID:2175 ProviderID:539ADAAE-FF18-49F8-84B8-B90232CBCC61	
Text	<p>Detaillierte Angaben zu den Fehlermeldungen finden Sie unter: www.post.ch/datatransfer → Technische Unterstützung DataTransfer</p> <p>Detailed information about the error messages can be found here: www.swisspost.ch/datatransfer → Technical DataTransfer Support</p> <p>Seguendo questo link troverete informazioni dettagliate sui messaggi di errore: www.posta.ch/datatransfer → supporto tecnico DataTransfer</p> <p>Vous trouverez les informations détaillées concernant les messages d'erreurs sous: www.poste.ch/datatransfer → Assistance technique DataTransfer</p>	
	FileID:14085	Identifier of the data file submitted
	FileError:0	0 = no file errors
	OK:0	Number of records processed
	Error:2	Number of records not processed
	ErrorItems: 993612570800079496;28;539ADAAE-FF18-49F8-84B8-B90232CBCC61;993612570800079496;AddNotificationNOK 993612570800079497;28;539ADAAE-FF18-49F8-84B8-B90232CBCC61;993612570800079497;AddNotificationNOK	ItemID;ErrorCode;ProviderID;SendingID; ErrorDescription
	Error codes meaning: 28 Notification: Service number invalid or missing	Error description in English*

* A maximum of 100 invalid records plus associated error codes are listed.

3.7.3 Error codes in the event of faulty data delivery

An Excel list with all error codes, which may be listed in the processing protocol or in recipient confirmations, can be found on www.swisspost.ch/datatransfer → Technical DataTransfer Support.

3.8 List of codes

3.8.1 Service codes

Parcels

Service	<Code/>	<Code/>	<Code/>
PostPac Economy	(blank)	(blank)	(blank)
PostPac Priority	0509	(blank)	(blank)
Bulky goods Economy	0309	(blank)	(blank)
Bulky goods Priority	0509	0309	(blank)
PostPac Promo	0531	(blank)	(blank)
Items for the blind	0610	(blank)	(blank)
SmallPac	0933	(blank)	(blank)
SmallPac PRI	0934	(blank)	(blank)

Express

Service	<Code/>	<Code/>	<Code/>
Swiss-Express "Moon"	0664	(blank)	(blank)
Bulky goods "Moon"	0664	0309	(blank)
SameDay Afternoon / Evening	0673	(blank)	(blank)
SameDay bulky goods	0673	0309	(blank)

Solutions (VinoLog + Direct parcel posting)

Service	<Code/>	<Code/>	<Code/>
VinoLog	0520	(blank)	(blank)
Direct parcel posting	9015	(blank)	(blank)

Letters with barcode (BMB)

There are no service codes for letters with BMB. Services are defined via the barcode. You can find the specifications for BMB barcodes (domestic and international) in the "Barcodes and data matrix codes for letters" manual under www.swisspost.ch/datatransfer → Technical DataTransfer Support.

BLN can only be used for Registered (R) domestic mail and A or B Mail.

3.8.2 Notification code

In the "Notification" element, the "Service" element has the following valid values:

Notification	<Code/>
Proof of mailing	1
Delivery information	2
Collection information	4
Advance notice of LCS (with ID check)	10 ³⁾
Advance notice of letter with ID check	11 ⁴⁾
Reminder to recipient	32
Handover status to sender	64
Exchange / Return	128 ¹⁾
Saturday delivery	256 ²⁾

¹⁾ This notification service can only be used in conjunction with delivery instruction ZAW3233. The ZAW3233 must be transferred in the PRZL attribute.

²⁾ This notification service can only be used in conjunction with the "Saturday delivery" value-added service. The "SA" value-added service (PRZL 0543) must be transferred using the "PRZL" attribute.

³⁾ This notification service is available only for the product with barcode 98.07.

⁴⁾ This notification service is available only for the product with barcode 98.09.

3.8.3 Notification texts

Details on the content of SMS and e-mail messages and guidelines on free text can be found at www.swisspost.ch/notification-services.

3.8.4 Overview of notification services

Notification services are currently available for the following services: Parcels, Express and Solutions services.

Basic services	Proof of posting (Service code 1)	Delivery information (Service code 2)	Collection information (Service code 4)	Reminder to recipient (Service-code 32)	Handover status to sender (Service code 64)	Exchange/ return (Service code 128)	Saturday delivery (Service code 256)
PostPac Economy	✓	✓	✓	✓	✓		
Bulky goods Economy	✓	✓	✓	✓	✓		
PostPac Priority	✓	✓	✓	✓	✓	✓	✓
Bulky goods Priority	✓	✓	✓	✓	✓	✓	✓
PostPac Promo	✓	✓	✓	✓	✓		
Swiss-Express "Moon"	✓	✓	✓	✓	✓	✓	
Bulky goods "Moon"	✓	✓	✓	✓	✓	✓	
SameDay Afternoon / Evening	✓			✓	✓	✓	
SameDay afternoon / evening bulky goods	✓			✓	✓	✓	
VinoLog	✓	✓	✓	✓	✓	✓	✓
Direct parcel posting	✓			✓	✓	✓	
Free text supported	✓	✓		✓			

3.8.5 Value-added services / delivery instructions codes

The following value-added services / delivery instructions may be included with the services described above. Permissible combinations are listed in the "Barcodes for business customers" manual (Parcels, Express, VinoLog) and in the "Barcodes and data matrix codes for letter mail" manual.

Parcels (P), Express (E) and Solutions (L)

Value-added service	<Code/>	Valid for
Signature (SI),	0307	P/EK/L
Assurance (AS)	0308	P/EK/L
Manual processing (MAN)	0421	P/EK
Fragile (FRA)	0310	P/EK
Electronic cash on delivery (BLN)	0341	P/EK/L
Personal delivery (RMP)	0322	P/EK/L
ThermoCare Ambient (AMB)	0525	P/EK ¹⁾
Saturday delivery	0543	p ²⁾
LQ – Limited Quantities (dangerous goods)	0549	P/EK
Business reply label (GAS)	0203	P/EK
Data logger (DLOG)	3250	P/EK/L
ThermoCare Cold	3780	P/EK ¹⁾
Delivery between 9 a.m. and 12 noon	4801	P/L
Delivery between 11 a.m. and 2 p.m.	4802	P/L
Delivery 12 noon - 5 p.m.*	9001	P/L
Delivery 4.30 p.m. - 9 p.m.*	9002	P/E/L
Delivery 4.30 p.m. - 6 p.m.*	0490	P/E/L
Delivery 5.30 p.m. - 7 p.m.*	0491	P/E/L
Delivery 6.30 p.m. - 8 p.m.*	0492	P/E/L
Delivery 7.30 p.m. - 9 p.m.*	0493	P/E/L

¹⁾ Only possible for PostPac Priority and Swiss-Express "Moon"

²⁾ Only possible for PostPac Priority

* Use and programming only in consultation with a Swiss Post customer advisor; service is available only in a limited number of postcode areas.

Combination codes for Parcels and Solutions service groups

Combination code (contains several basic and value-added services)	<Code/>	Valid for
PostPac Priority + Signature (PRI+SI)	2307	P
PostPac Priority (Delivery between 9 a.m. and 12 noon)	4805	P
PostPac Priority (Delivery between 11 a.m. and 2 p.m.)	4806	P
PostPac Priority (Delivery 12 noon - 5 p.m.)*	9003	P
PostPac Priority (Delivery 4.30 p.m. - 9 p.m.)*	9004	P
PostPac Priority (Delivery 4.30 p.m. - 6 p.m.)*	9005	P
PostPac Priority (Delivery 5.30 p.m. - 7 p.m.)*	9006	P
PostPac Priority (Delivery 6.30 p.m. - 8 p.m.)*	9007	P
PostPac Priority (Delivery 7.30 p.m. - 9 p.m.)*	9008	P
PostPac Priority + Signature (Delivery between 9 a.m. and 12 noon)	4809	P
PostPac Priority + Signature (Delivery between 11 a.m. and 2 p.m.)	4810	P
PostPac Priority + Signature (Delivery 12 noon - 5 p.m.)*	9009	P
PostPac Priority + Signature (Delivery 4.30 p.m. - 9 p.m.)*	9010	P
PostPac Priority + Signature (Delivery 4.30 p.m. - 6 p.m.)*	9011	P
PostPac Priority + Signature (Delivery 5.30 p.m. - 7 p.m.)*	9012	P
PostPac Priority + Signature (Delivery 6.30 p.m. - 8 p.m.)*	9013	P
PostPac Priority + Signature (Delivery 7.30 p.m. - 9 p.m.)*	9014	P
Vinolog + Signature	3901	L
Direct parcel posting (Delivery Sunday 9 a.m. - 12 noon)*	0486	L
Direct parcel posting (Delivery 9 a.m. - 12 noon)*	9016	L
Direct parcel posting (Delivery 11 a.m. - 2 p.m.)*	9017	L
Direct parcel posting (Delivery 12 noon - 5 p.m.)*	9018	L
Direct parcel posting (Delivery 4.30 p.m. - 9 p.m.)*	9019	L
Direct parcel posting (Delivery 4.30 p.m. - 6 p.m.)*	9020	L
Direct parcel posting (Delivery 5.30 p.m. - 7 p.m.)*	9021	L
Direct parcel posting (Delivery 6.30 p.m. - 8 p.m.)*	9022	L
Direct parcel posting (Delivery 7.30 p.m. - 9 p.m.)*	9023	L

Combination code (contains several basic and value-added services)	<Code/>	Valid for
Direct parcel posting + Signature	9024	L
Direct parcel posting + Signature (delivery 9 a.m. - 12 noon)*	9025	L
Direct parcel posting + Signature (delivery 11 a.m. - 2 p.m.)*	9026	L
Direct parcel posting + Signature (delivery 12 noon - 5 p.m.)*	9027	L
Direct parcel posting + Signature (delivery 4.30 p.m. - 9 p.m.)*	9028	L
Direct parcel posting + Signature (delivery 4.30 p.m. - 6 p.m.)*	9029	L
Direct parcel posting + Signature (delivery 5.30 p.m. - 7 p.m.)*	9030	L
Direct parcel posting + Signature (delivery 6.30 p.m. - 8 p.m.)*	9031	L
Direct parcel posting + Signature (delivery 7.30 p.m. - 9 p.m.)*	9032	L

* Use and programming only in consultation with a Swiss Post customer advisor; service is available only in a limited number of postcode areas.

Delivery instructions	<Code/>	Valid for
Delivery instructions	3211–3299	P/EK/L

The delivery instruction numbers can be found in the "Barcode" web service manual under www.swisspost.ch/support-for-consignments-with-barcode or obtained from your customer advisor.

BMB service group

Letter products are identified via the barcode. For the specification of the barcode and the valid product and value-added service combinations, please refer to the "Barcodes and datamatrix codes for letters" manual at www.swisspost.ch/datatransfer → Technical DataTransfer Support in the Letters with barcode drop-down menu.

Value-added service	<Code/>
Business reply label	0203
Return receipt	0327
Electronic return receipt (eAR)	0328
Personal delivery	0322
Electronic cash on delivery	0341
A Mail Plus format surcharge (MAN)	0421
ID check (ID+RMP)	0470
Items for the blind	0610
Military service	1007
Delivery instruction 2nd attempted delivery on following Saturday ¹⁾	2512
ID check ¹⁾	0470

¹⁾ This value-added service requires a contractual agreement with Swiss Post. Please contact your customer advisor.

4 Additional publications

The following documents and more information are available at www.swisspost.ch/datatransfer → Technical DataTransfer Support:

- DataTransfer manual
“Overview and functional descriptions for DataTransfer”
- DataTransfer – Appendix 2
“Description of the ‘Create a Dispatch List’ customer interface.”
- DataTransfer – Appendix 3
“Description of the DataTransfer reports”
- DataTransfer – Appendix 4
“Description of the ‘Address maintenance’ customer interface”
- DataTransfer – Appendix 5
“Description of the DataTransfer customer interface:
‘EAD submission (Electronic Advance Data) submission for international letter mail containing goods”

