WebStamp
Online franking solution for individually designed stamps

WebStamp enables you to design and produce your own stamps using images, graphics, text elements or your corporate logo. This means you can use your franking to convey your own image and effective sales messages.

Swiss Post provides a range of innovative franking solutions. You will find an overview at www.swisspost.ch/ franking and in the "Franking solutions" factsheet (in German).

The digital stamps created with WebStamp featuring individual designs attract attention, enhance your company's image and support your sales activities. The franking will become your individual hallmark. No software is needed to use WebStamp. All you require is Internet access and a printer. WebStamp is a free Swiss Post service. You only pay the postage.

Customized franking in eight simple steps

1. Simply register and log in.
Register in the"My Swiss Post" customer portal at www.swisspost.ch/my-post and start the "WebStamp" online service. If you've already got a user account in the Swiss Post customer portal, start the online service at www.swisspost.ch/ webstamp-info and simply log in with your e-mail address and password.

After logging in, various options are available for starting the production process:
– Click on the "Create WebStamp" button
– Use the quick start option
– Repeat a previous order
– Use a previously created template

You can also go through the production process and save your WebStamps as templates when you are not logged in. But you need to register and log in to complete and place the order.

You can use the interactive preview at any time to see what your WebStamps will look like in the end.

2. Enter the specifications for your order.
– Select option: domestic or international (Europe or other countries)
– Domestic product: A Mail, B Mail, registered, A Mail Plus. For business customers only: Dispomail and biological laboratory consignments
– Product for abroad: documents, small goods. Value-added services: registered, PRIORITY Plus (not available in all countries)
– Format and weight: standard letter, midi letter, large letter
– Surcharges (domestic): consignment thickness from 2 cm to 5 cm, Pro Juventute
– Value-added services available for registered: personal delivery, return receipt, electronic cash on delivery (domestic only)

The system shows you the shipping price as soon as the details have been entered.

3. Select the image required.
Select from the wide range of standard designs available or upload one from your archive. Formats supported: JPG, GIF, PNG. Maximum file size: 5 MB.

WebStamp gives you design freedom. Photos, corporate, brand or product logos, illustrations or graphics can be used. Short text messages – such as slogans – can also be included. The WebStamp gallery contains a wide range of great designs. There are also many different image-editing options: you can cut or rotate your design, add a filter, change the colours, optimize the reproduction quality or select a suitable frame. Image and text elements can also be combined.

Please note: The copying, imitation or alteration of currently valid or previously used traditional or digital Swiss Post stamps is not permitted when designing WebStamps. The design must not result in a risk of confusion with valid or previous traditional or digital Swiss Post stamps.

4. Enter the sender details.
Attach the sender details to every consignment. This ensures undeliverable items are returned to you as quickly as possible.

5. Enter the recipient addresses.
You can transfer recipient addresses from your address management for WebStamp. You also have the option of uploading individual recipient addresses or entire address lists and storing them in your address management. In the "Status" column, the system shows you whether the address is valid and whether the consignment can be delivered. The online service "Address maintenance online" is available to validate your address file.

6. Select the address format under print options.
A choice of labels, envelopes, letter paper for window envelopes and thermolabels is available. WebStamp supports all common label and envelope formats as well as many formats for label printers (thermolabels). You can either print WebStamps yourself or have them printed and delivered by Swiss Post.

7. Place the order.
Enter the number of WebStamps you require in the order overview and select your preferred payment option. The options available are pre-payment, debit or credit card or TWINT. Provided a billing relationship with Swiss Post exists, you also have the "monthly invoice" payment option. After placing your order, you will automatically receive a receipt in the form of a PDF file. This indicates the postage values, the date and the VAT amount.

8. Print out your WebStamps.
Download your WebStamps as a PDF file and print the digital stamps on the print medium selected. If you select the "Deliver printed" option, your WebStamps will be delivered to your letter box on the next day.

Important
Every digital stamp created with WebStamp can only be used once. Once used, a digital stamp is cancelled and becomes invalid. The use of several WebStamps for the same consignment is not permitted. WebStamps created for letters have a limited validity of one year.

Electronic track and trace
WebStamp also enables you to generate the barcode for electronic track and trace for registered and A Mail Plus. This means you can always keep track of the processing status of your consignments. The current processing status of the individual consignments can be seen in the consignment details of every individual WebStamp order.

"WebStamp" web service
The "WebStamp" web service allows you to connect your own company software (ERP) to WebStamp. Leading companies in online retail are already using this solution to connect their online shop to Swiss Post's franking services. With the "WebStamp" web service, you get the postage paid impressions selected including the sender and/or recipient details entered.

The connection requires several steps and should be performed by an IT specialist. Find out more at www.swisspost.ch/webservice-webstamp.