Letters with barcode
Replacement process when DataTransfer delivery note fails

If it is not possible to print the online delivery note after transfer of the data to Swiss Post (DataTransfer), the DataTransfer delivery note replacement document for letters with barcode is available. The steps for creating a replacement delivery note are explained briefly below.

Description of the problem

The transfer to DataTransfer has been made, the delivery note was not (even after the planned waiting period) transferred to your system (customer system) or cannot be printed out for unknown reasons.

System check

Before the DataTransfer delivery note replacement document for letters with barcode is filled in, please check the following points:
– Were the data transferred to Swiss Post (DataTransfer)?
– Have you received an error message from DataTransfer?
– Can a system error (customer system) be ruled out?
– Are there any errors listed in the processing log? If so, please correct them and resend the file using a FileID not already in use.

Creation process

The DataTransfer delivery note replacement document for letters with barcode can be downloaded from www.swisspost.ch/datatransfer-letters —>Technical DataTransfer support —>Letters with barcode.
– Fill in the DataTransfer delivery note replacement document for letters with barcode in full
– Ensure that the correct number of consignments and a barcode number are transferred to the replacement document
– Print out the replacement document
– Provide the replacement document with the consignments (similar to the online delivery note)

The acceptance point prints the usual delivery note for you when accepting the consignments, confirms it and sends you the form in the usual way.

Sample DataTransfer delivery note replacement document

Substitute form for DataTransfer waybill for letters with barcodes (BMB)

SWISS POST

Sender

Mailer

It was not possible to print the DataTransfer waybill owing to technical problems.

Date

Consignments	Number	Barcode numbers (note at least one consignment)
Registered (R) domestic		98.___._____ _____
A Mail Plus		98.01._____ _____
Dispomail		98.02._____ _____
COD		98.04._____ _____
International letters		___ _____CH
Court documents		98.03._____ _____
Debt collection documents		98.05._____ _____
Letters with contract signing (CT)		98.07._____ _____
Letter with ID check (ID)		98.09._____ _____

Technical Support
Post CH Ltd
DataTransfer Support
Tel. 0848 789 789
E-mail: datatransfer@swisspost.ch

For the collecting post office
– Print out missing DataTransfer waybill using this substitute form from the BMZ application
– Compare the mailed consignments with the DataTransfer waybill
– Approve DataTransfer waybill in the BMZ application (correct mailing date/correct mailing time)
– Stamp DataTransfer waybill and hand to customer
– Archive substitute form with DataTransfer waybill (post office receipt)

BMZ Support can provide additional information. E-mail: BMZ-Support@post.ch

Print

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Support

Technical customer support
DataTransfer Support
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