

# POSTING CONSIGNMENTS FRANKED WITH IFS/ WEBSTAMP/TRADITIONAL OR DIGITAL STAMPS

## HANDING CONSIGNMENTS OVER – RECOMMENDATIONS FOR CUSTOMERS

If consignments are franked with IFS, WebStamp or traditional or digital stamps, no separation by product or format is required (except letters with barcode). To ensure that postal items are processed quickly, we recommend that you prepare and hand your consignments over to us in accordance with the following directive.

### Small volumes (up to 1 letter crate)



- Place the mixed consignments into the letter crate.
- Letters with barcode must be separated from other consignments (in a folder or at the front of the first letter crate).

- The **remaining consignments** must be placed in a letter crate.
- Letters with barcode must always be separated from the other consignments.

### Larger volumes (individual products and formats); handover in the crate



- **Standard consignments** up to B5 format must be placed with the postage paid impression facing upwards in the letter crates. The addresses point to the yellow labelling.
- **Consignments in larger format** are placed in the letter crates. The addresses do not point to the yellow labelling.

### Larger volumes (mixed services)



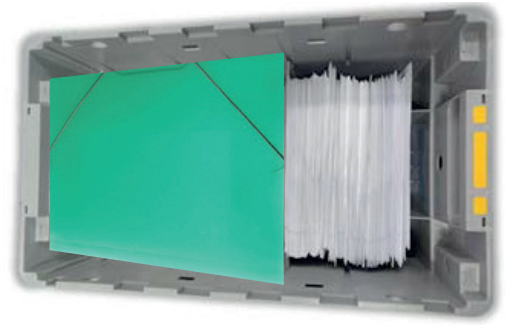
- **Standard letters** (>format B5) must be placed in the letter crate (not separated by A/B Mail; not organized).



## Letters with barcode



Please always post letters with barcode separately from other consignments (in a folder or at the front of the first container).



The posting documents and green folders must always be handed over with the consignments.

## Posting documents



Please enclose posting documents (barcode list, yellow booklet) with the consignments or submit them by hand when posting.

**For collections**, always use a folder when exchanging documents. Your acceptance point will provide you with the folder.