

POSTING PP-FRANKED CONSIGNMENTS

HANDING CONSIGNMENTS OVER CORRECTLY

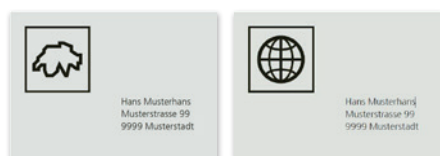
From 2019, all business customers are required to separate consignments by product and format, although **only for PP-franked consignments**. If consignments are posted without following the relevant directives, this separation will be carried out by the acceptance point. If consignments are posted without following the relevant directives, the sender may be invoiced for the additional expense.

To ensure correct posting, the following conditions must be met:

Separation of consignments

Separation by domestic / international mail

Separate domestic and international consignments.



Separation by product



Separation by format level



Up to 100g
Standard letter
To format B5; 176 x 250 mm



Up to 250 g
Midi letter
To format B5; 176 x 250 mm



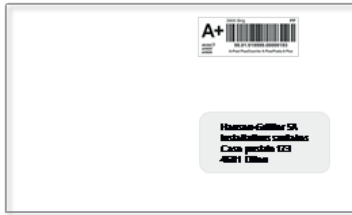
Large letter and other
To format B4; 353 x 250 mm

Picking and handover of consignments

Consignments without a barcode: handover with letter crate

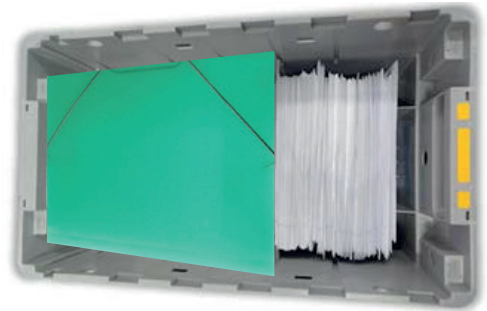
Please refer to the factsheet "Containers, bundling and labelling".

Letters with barcode: correct processing

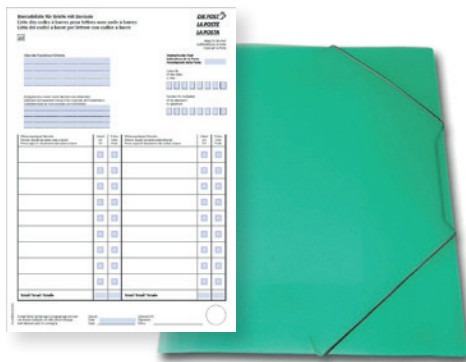


Letters with barcode must always be posted separately from other consignments (in a folder or at the front of the first letter crate; together with the barcode list or delivery note).

Your acceptance point will provide you with the folder. Place the dispatch folder in the letter crate. The receipt will be returned to you by our processing point in the same dispatch folder.



Posting documents and handover



For diversion via bulk containers or pallets, please refer to the "Containers, bundling and labelling" factsheet.

Please **enclose the posting documents** (delivery note, barcode list) accompanying the consignments or submit them by hand when posting.

For collections, always use a folder when exchanging documents.