

Posting PP-franked consignments

Handing consignments over correctly

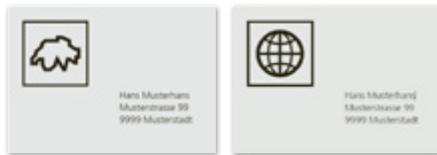
PP-franked consignments must be separated at the time of posting. If consignments are posted without following the relevant directives, the acceptance point will carry out the separation. If the effort involved takes more than half an hour, the sender may be charged for the additional expense.

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



A Mail consignments



B Mail individual items



B Mail bulk mailings



Letters with barcode

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 chapter "Gebinde, Bundformierung und Beschriftung" (in German) in the "Upstream services" factsheet.

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 a clearly visible way at the top of the letter crate. The receipt will be returned to you by our processing branch 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.