BARCODES AND DATA MATRIX CODES FOR LETTER MAIL
APPLICATION AND GENERATION

Valid from 1 January 2020
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Purpose of this guide

Who is this guide aimed at?
This guide describes the use of barcodes and data matrix codes for letter mail and sets out the technical requirements for generating the codes. It is aimed at people who:
- process business mail
- hand in business items for mailing
- produce barcodes for mail
- generate barcodes and data matrix codes for letter mail
- support mail processing systems (hardware and software solutions for automated mail creation)
- develop or implement software for mail processing and barcode generation

Overview of contents
This guide covers the following topics:
- description of the various types of barcodes and data matrix codes
- applications and combination options
- applying barcodes and data matrix codes to letters
- generating barcodes and data matrix codes for letter mail
- mailing letter consignments
- technical data for software development and implementation

Validity
This guide is valid from 1 January 2020. It replaces the “Barcodes and data matrix codes for letter mail” guide of 1 January 2019.

We have marked the sections that contain content changes with a line in the margin.

Notes
The graphics in this manual are not true to scale. The specified dimensions are binding. For the sake of simplicity, only the masculine form is used in this document.
Post CH Ltd uses four types of codes for letter mail:

**Shipping barcode**
To identify letters with proof of delivery and for electronic tracking (acceptance, sorting, delivery).

**Value-added service barcode**
To indicate the value-added services requested by the sender (for example electronic cash on delivery, return receipt, electronic return receipt, personal delivery).

**Data matrix code**
As an identification feature for PP franked consignments (Letter ID light and Letter ID) and as a control element for consignments with barcode (registered, LID and LCS).

**Delivery instructions**
To indicate the delivery instructions required by the sender.

**Return note**
To indicate the delivery instructions required by the sender for registered domestic mail (R) (optional).

**Important:** Different specifications apply to domestic and international mail in each case. These are therefore described separately in this guide.
Barcodes and data matrix codes for letter mail

General information

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<td>– automated, efficient and cost-effective mail processing</td>
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<td>– detailed proof of delivery</td>
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<td>– online tracking of letter mail</td>
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| Value-added service barcodes                        |
| Value-added service barcodes indicate which value-added services have been requested for the product specified on the shipping barcode. |
| Value-added service barcodes are used for           |
| – domestic mail with a shipping barcode            |
| Value-added service barcodes enable                 |
| – automated, efficient and cost-effective mail processing |
Data matrix codes

Data matrix codes are used for
- letter mail with the Letter ID light identification feature (static data content)
- letter mail with the Letter ID identification feature (dynamic data content)
- Letter with ID check/contract signing
- Letter with ID check
- election and voting consignments
- business reply label with data matrix code
- Combi Response and Global Response with data matrix code
- referral cards
- Registered (R) with the return note “Retour non recommandé”

Using data matrix codes enables
- automated and cost-effective mail processing
- access to other services
- more scope in terms of the design of your consignments
- individual returns control
- information about the sorting status
- address verification with Letter ID

Delivery instructions

Delivery instructions indicate how mail is to be treated during the delivery process.

Delivery instructions are used for
- domestic mail with barcode (registered mail, court and debt collection documents, Letter with ID check and Letter with ID check/contract signing)

Using delivery instructions allows you to
- have your mail delivered in a flexible manner

Return note for registered mail (R)

The return note “Retour non recommandé” indicates the way in which you want the return shipment to be processed in the standard returns channel. With a return note, registered mail will be processed in the standard returns channel in the event of a return (without consignment tracking). A Letter ID light or Letter ID datamatrix code can be used in combination and also carries the information for the optical return note as a value-added service in the data matrix code (position 36). For returns subject to tax, the unit price is 53 centimes.

Note: The old return notes (Return as A Mail or Return as B Mail) have been replaced by the return note “Retour non recommandé”. 
Returned consignments without a return note are also processed as registered mail (R) and retain both consignment tracking and liability claims.

**Return notes are used for**
- registered domestic mail (R)
- Letter with ID check
- Letter with ID check/contract signing

**The use of return notes enables**
- individual returns control

**Barcode for pallets**

The barcode for pallets is used for all bulk mailings delivered on pallets:
- A Mail
- B Mail individual items
- B Mail bulk mailing
- OnTime Mail
- Expert Mail

Using barcodes for pallets allows you to
- query the processing status of an order and accurately plan the downstream processes.

**Returns processing with data matrix code**

**Definition of returns**
Returns are consignments that
- were undeliverable (address error)
- or could be delivered but were rejected by the recipient
- or were notified for collection but not collected within the time limit.

The “Instructions for returns” service can be used with the data matrix codes. This allows you, for example, to get returns information faster and in digital form.

**Regulatory framework**
- Some consignments may not be processed by machine due to their condition (open shipments, consignments thicker than 2 cm, etc.). Special provisions apply to these consignments in the returns process.
- Not allowed for registered letter mail without the “Retour non recommandé” return note or for court documents, debt collection documents, COD letters, A Mail Plus, Dispomail, Priority Plus and registered international mail.

Information on returns management:
- [www.swisspost.ch/returns](http://www.swisspost.ch/returns)
Barcodes and data matrix codes for letter mail

Terms of use

You can use barcodes and data matrix codes for your letter mail if you
– are registered with Post CH Ltd as a business customer
– have a billing relationship with Swiss Post
– and have the required franking licences.

Registering as a business customer

If you are not already registered as a business customer of Post CH Ltd, register now in the Swiss Post Customer Center.

Swiss Post Customer Center registration:
– www.swisspost.ch/customer-center

Other ways of registering as a business customer:
– custcare@swisspost.ch
– tel. 0848 888 888
– via your customer advisor
– at your branch

Once you have registered as a business customer, you will be issued with an invoice reference number, which will be stated on all your invoices, and the requested franking licences.

Franking licences for shipping and value-added service barcodes

Shipping barcodes and value-added service barcodes can be used on products for which you have one of the following franking licences:
– franking licence for registered mail
– franking licence for non-registered mail
– franking licence for international consignments with barcode (registered, PRIORITY Plus, E-Tracking Plus)

You can view your franking licence at
– www.swisspost.ch/customer-center > My profile > User profile overview > Company account

Invoice reference number for data matrix codes

To use the two data matrix codes Letter ID light and Letter ID, you need an invoice reference number. You will be issued with this number when you register as a business customer.

You can view your invoice reference number
– on your monthly bill from Post CH Ltd
Using shipping barcodes
Shipping barcodes for domestic mail

Shipping barcodes cannot only be read electronically. They also have plain text elements. It is therefore possible to see at a glance which mail product has been selected, whether it is franked with Letter mail easy and where any returns should be directed.

Product code (capital letters)
Optional: full-text product designation
Indication of the branch at the domicile (postcode and town). Any returns will be sent back to this point if there are no additional sender details.
For Letter mail easy: PP impression
Swiss Post logo
Return note for registered domestic mail (R) (optional)

Overview of shipping barcodes for domestic mail

Registered (R)

Send any letter mail with important or valuable content as registered mail (R). Recipients will then be required to sign for the letters on delivery or have authorization for delivery. You can use the electronic consignment tracking facility via the “Track consignments” online service to track consignments online and check their processing status. Registered letters are covered up to a liability amount of CHF 500 against loss, damage and incorrect delivery.

For information about the registered mail (R) service, see
– www.swisspost.ch/registered
Using shipping barcodes
Shipping barcodes for domestic mail

**A Mail Plus (A+)**

3900 Brig  PP

A Mail Plus combines the speedy delivery times of A Mail with electronic tracking and liability insurance. Your mail will arrive in the letter box or P.O. Box of the recipient on the next working day (including Saturday). You can use the electronic consignment tracking facility via the “Track consignments” online service to track consignments online and check their processing status. A Mail Plus consignments benefit from liability cover of up to CHF 100 in the event of loss, damage or incorrect delivery.

A Mail Plus letters will be returned in the standard returns channel. The consignment will be delivered together with other returns, which means there is no need to scan return deliveries. Liability up to CHF 100 in the event of loss, damage or incorrect delivery is also not available for return deliveries.

For information about the A Mail Plus service, see
– **www.swisspost.ch/a-post-plus**

**Dispomail (A)**

3900 Brig  PP

Use Dispomail to send large volumes of documents, files or plans for the same recipient at a special bundled rate. You hand in the items for mailing in the evening and they arrive in the recipient's mail box the next morning (including Saturdays). You can use the electronic consignment tracking facility via the “Track consignments” online service to track consignments online and check their processing status. Dispomail items can only be sent to P.O. Box addresses. Swiss Post accepts no liability for Dispomail consignments.

For information about the Dispomail service, see
– **www.swisspost.ch/dispomail**
Using shipping barcodes
Shipping barcodes for domestic mail

Court Documents and Court Document Online
(only available to judicial bodies)

The Court Documents and Court Document Online products are available for sending summons, fines, judgements and other legal documents. These can only be sent by judicial bodies. For further information, please contact your customer advisor or e-mail pm-produkt-support@swisspost.ch.

For information about the product, see
– www.swisspost.ch/court-documents

Debt collection documents (BU)
(only available to debt collection agencies)

With the introduction of the eSchKG 2.0 standard, every debt collection document has a shipping barcode for debt collection documents. Combinations with other shipping barcodes (e.g. Registered mail or A Mail Plus) are not permitted. Debt collection documents include payment summons and bankruptcy notices which can only be sent by debt collection and bankruptcy agencies.

Information about the debt collection documents product:
– www.swisspost.ch/debt-collection-documents
Using shipping barcodes
Shipping barcodes for domestic mail

Electronic cash on delivery (BLN)

Items sent as cash on delivery letters will only be delivered on receipt of payment.
Delivery of your money is therefore guaranteed – up to a collection amount of CHF 10,000.
– Cash on delivery letters may be sent as A or B Mail individual items.

The following value-added service barcode is always added to this consignment barcode (see page 25):
– Electronic cash on delivery (BLN)

Information about the cash on delivery letter product:
– www.swisspost.ch/cash-on-delivery

Letter with ID check/contract signing (LID-CS)

The Letter with ID check/contract signing requires two consignment barcodes, one for sending:

and one for return:

The Letter with ID check/contract signing enables you to obtain signatures and/or proof of identify through Swiss Post for contracts ordered by telephone or online. This modular product is arranged only on a contractual basis. For further information, please contact your customer advisor.

Information on the Letter with ID check/contract signing product:
– www.swisspost.ch/bmv-bmid
Using shipping barcodes
Shipping barcodes for domestic mail

Letter with ID check (LID)
The Letter with ID check requires two consignment barcodes, one for sending:

![Barcode example](image1)

and one for return:

![Barcode example](image2)

More and more business processes require customer identification or an electronic copy of an ID document. With Letter with ID check, Swiss Post generates this copy of the ID documents at the recipient’s doorstep so as to uniquely identify the recipient. This modular product is arranged only on a contractual basis. For further information, please contact your customer advisor.

Information on the product Letter with ID check:
– [www.swisspost.ch/bmv-bmid](http://www.swisspost.ch/bmv-bmid)
Creating customer-specific 1D barcodes for the front of the consignment

Minimum requirements for “customer-specific 1D barcodes” for the front of the consignment
− Structure: ordinary numerical 128-character barcode
− Number: the barcode may not begin with a 9 or 098, must contain at least 5 digits and may contain a maximum of 17 numerical digits. 12-digit barcodes are only possible in certain configurations – please ask your customer advisor. Every new barcode must be checked by Swiss Post. Please send requests to the regional final proof team at www.swisspost.ch/final-proof.
− Additional information: there must be no letters of the alphabet to the left of the barcode (e.g. R)
− Placement: in the advertising and sender zone, not above the recipient address

<table>
<thead>
<tr>
<th>Links adressiert</th>
<th>Rechts adressiert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adressaufdruck</td>
<td>Adressaufdruck</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Werbezene</th>
<th>Franktzone</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>20 mm</th>
<th>Herr</th>
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<thead>
<tr>
<th>Bovetstrasse 4</th>
<th>Bovetstrasse 4</th>
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<tbody>
<tr>
<td>3007 Bern</td>
<td>3007 Bern</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Coderzone (Muss frei bleiben)</th>
<th>Coderzone (Muss frei bleiben)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bis Format 85: 140 x 15 mm*</td>
<td>Bis Format 85: 140 x 15 mm*</td>
</tr>
<tr>
<td>Over Format 85 bis 84: 140 x 35 mm*</td>
<td>Over Format 85 bis 84: 140 x 35 mm*</td>
</tr>
</tbody>
</table>

* Die angegebenen Masse müssen auch erreicht werden, wenn der Umschlag gefüllt ist

<table>
<thead>
<tr>
<th>Adressfenster oder Adressetikette</th>
<th>Adressfenster oder Adressetikette</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adressaufdruck</td>
<td>Adressaufdruck</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Werbezene</th>
<th>Franktzone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>20 mm</th>
<th>Herr</th>
<th>20 mm</th>
<th>Herr</th>
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</thead>
<tbody>
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<td></td>
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<table>
<thead>
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<th>Bovetstrasse 4</th>
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<td>3007 Bern</td>
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<tr>
<th>Coderzone (Muss frei bleiben)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Bis Format 85: 140 x 15 mm*</td>
<td>Bis Format 85: 140 x 15 mm*</td>
</tr>
<tr>
<td>Over Format 85 bis 84: 140 x 35 mm*</td>
<td>Over Format 85 bis 84: 140 x 35 mm*</td>
</tr>
</tbody>
</table>

* Die angegebenen Masse müssen auch erreicht werden, wenn der Umschlag gefüllt ist
Using shipping barcodes
Shipping barcodes for international mail

Shipping barcodes for international mail

Shipping barcodes cannot only be read electronically. They also have plain text elements. It is therefore possible to see at a glance which mail product has been selected.

A product code (capital letters)
B optional: full-text product designation
C handling instructions

Shipping barcodes for international mail can be readily identified by the “CH” D in the human-readable information under the barcode.

E Swiss Post logo

Overview of shipping barcodes for international mail

International registered mail (R)

Send any letter mail with important or valuable content as international registered mail (R). Recipients will then be required to sign for the letters on delivery. You can use the electronic track and trace facility via the “Track consignments” online service to track consignments online (depending on the country of destination) and check their processing status. Registered international letters are covered up to a liability amount of CHF 150 against loss, damage and incorrect delivery.

For information about the international registered mail (R) service, see
- www.swisspost.ch/letters-international > Mailing with proof of delivery
Using shipping barcodes
Shipping barcodes for international mail

Use PRIORITY Plus and E-Tracking Plus if you want to track your consignments. The consignments are given preferential treatment in the countries of destination and delivered to recipients without a signature. You can use the electronic consignment tracking facility via the “Track consignments” online service to track consignments online and check their processing status.

The customer-specific PRIORITY-Plus / E-Tracking-Plus consignment barcode is only allowed in conjunction with an international harmonized label. For instructions on creating this harmonized label, please contact your customer advisor at Asendia Switzerland or at international@swisspost.ch.

Information on the PRIORITY Plus service:
– www.swisspost.ch/letters-international > Mailing with proof of delivery

For information about the E-Tracking Plus service, see
– www.swisspost.ch/e-tracking-plus

Availability of PRIORITY Plus and E-Tracking Plus in individual countries:
– www.swisspost.ch/info-int
Using shipping barcodes
Shipping barcodes for international mail

International letter mail containing goods (Untracked)

Maxine Smith
Sample Street
5722 Gränichen
Switzerland

FROM

PRIORITY

Please frank

TO

Steven Smith
Sample Street 33
11111 Musterhausen
GERMANY

UA123456789CH

For international letter mail, use Untracked barcodes if you are sending consignments containing goods and do not require consignment tracking. The barcode is required in the destination countries for customs clearance.

The customer-specific Untracked barcode is only allowed in conjunction with an international harmonized label. For instructions on creating this harmonized label, please contact your customer advisor at Asendia Switzerland or international@swisspost.ch.

For information about the Untracked product, see www.swisspost.ch/letters-international
Using value-added service barcodes

Value-added service barcodes for domestic mail

In addition to the product specified on the consignment barcode, you can also indicate requested value-added services with barcodes. Several value-added service barcodes can be combined if necessary.

The following value-added services are available for domestic mail:

<table>
<thead>
<tr>
<th>Product</th>
<th>Available value-added services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Return receipt (AR)</td>
</tr>
<tr>
<td>Registered (R)</td>
<td>●</td>
</tr>
<tr>
<td>A Mail Plus (A+)</td>
<td>●</td>
</tr>
<tr>
<td>Dispomail (A)</td>
<td>●</td>
</tr>
<tr>
<td>A Mail and B Mail individual items</td>
<td>●</td>
</tr>
<tr>
<td>Debt collection documents (DD)</td>
<td>●</td>
</tr>
<tr>
<td>New and online court documents (GU)</td>
<td>●</td>
</tr>
<tr>
<td>Letter with ID check/contract signing (LID-CS)</td>
<td>●</td>
</tr>
<tr>
<td>Letter with ID check (LID)</td>
<td>●</td>
</tr>
</tbody>
</table>

Value-added service barcodes

Value-added service barcodes can be read not only electronically. They also have plain text elements. It is therefore possible to see at a glance which value-added service has been requested and the value of any COD amount.

Designation of value-added service

- Value-added service barcode for electronic cash on delivery also includes:
  - Currency description “CHF” and COD amount
Using value-added service barcodes
Value-added service barcodes for domestic mail

Overview of value-added service barcodes for domestic mail

Return receipt (AR)

If you would like written confirmation of when and to whom a letter was delivered, mark it with the “AR” value-added service barcode. The return receipt attached to the item will be signed by the recipient or other authorized person on delivery. The receipt will then be posted back to you by A Mail as confirmation.

− Fill out a return receipt (form 428.01)
− The return receipt must be affixed to the back of the consignment.

For information about the return receipt (AR) value-added service, see
− www.swisspost.ch/acknowledgement-of-receipt

Return receipt form:
− www.swisspost.ch/docucenter > “Order forms and brochures (DocuCenter)” online service
− at your branch

Electronic return receipt (eAR)

If you would like to reduce expenses for creating a consignment and receive the return receipt in digital form (PDF/A signed) for your records, use the “Electronic return receipt” service. Label your registered mail with the “eAR” additional barcode and send us the associated consignment data via DataTransfer.

Information about DataTransfer:
− www.swisspost.ch/datatransfer
Using value-added service barcodes

Value-added service barcodes for domestic mail

### Personal delivery (RMP)

If a letter is to be delivered only to a specific named person, mark it with the “RMP” value-added service barcode.

- Items for personal delivery (RMP) may only be addressed to natural individual persons.
- Write out the first name and last name of the recipient.

For information about the personal delivery (RMP) value-added service, see
- [www.swisspost.ch/personal-delivery](http://www.swisspost.ch/personal-delivery)

### Electronic cash on delivery (BLN)

The electronic cash on delivery (BLN) value-added service is a cost-effective and secure alternative to payment by invoice or by credit card: Thanks to immediate payment when the goods are delivered, there is no time-consuming follow-up reminder or drawn-out payment collection process. Only electronic cash on delivery is available. Submission of consignment data is mandatory.

- Label the item with the “BLN” value-added service barcode and the amount to be collected on delivery for each consignment.

For information about the electronic cash on delivery (BLN) value-added service, see
- [www.swisspost.ch/cash-on-delivery](http://www.swisspost.ch/cash-on-delivery)

Information about DataTransfer:
- [www.swisspost.ch/datatransfer](http://www.swisspost.ch/datatransfer)
Using value-added service barcodes
Value-added service barcodes for domestic mail

ID check (ID+RMP)

With the ID check value-added service, the person is uniquely identified and an electronic copy of their ID document is generated.
– The consignment may be handed over only to the person listed in the address.
– Addresses must be correct (including first and last name) and are possible only to natural persons.

Information on the “ID check (ID+RMP)” value-added service:
– www.swisspost.ch/bmv-bmid

Items for the blind (CEC)

Mail to/from blind people and institutions for the blind is delivered free of charge. Label such items with the “CEC.” value-added service barcode.

For information about the items for the blind (CEC) value-added service, see
– www.post.ch/en/sending-parcels/items-for-the-blind
Using value-added service barcodes

Value-added service barcodes for domestic mail

Military mail (MIL)

MIL

Mail to serving military personnel throughout Switzerland is delivered free of charge. Label such items with the “MIL” value-added service barcode. This value-added service may only be used for consignments from army headquarters with official envelopes.

For information about the military mail (MIL) value-added service, see
Using value-added service barcodes
Indicating value-added services for international mail

In addition to the product specified on the consignment barcode, you can also indicate requested value-added services. There are no value-added service barcodes for international mail. The value-added services are indicated by means of a sticker or printed code. Several value-added services can be combined if necessary (depending on the rules in the destination country).

The following value-added services are available for international mail:

<table>
<thead>
<tr>
<th>Product</th>
<th>Available value-added services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Return receipt (AR)</td>
</tr>
<tr>
<td></td>
<td>Personal delivery (RMP)</td>
</tr>
<tr>
<td></td>
<td>Items for the blind (CEO)</td>
</tr>
</tbody>
</table>

- Registered (R)  
- PRIORITY Plus¹  
- E-Tracking Plus¹

¹Not available for all countries.

Stickers for value-added services are available at
- www.swisspost.ch/docucenter > “Order forms and brochures (DocuCenter)” online service
- at your branch

For information about value-added services for international mail, see
- www.swisspost.ch/additional-services-letters > Value-added services for international letters
Using value-added service barcodes
Indicating value-added services for international mail

Overview of value-added service options for international mail

Return receipt (AR)

If you would like written confirmation of when and to whom a letter was delivered, mark it with the “Avis de réception” label (form. 236.03) or the corresponding printed code (see page 107). The return receipt attached to the item will be signed by the recipient or other authorized person on delivery. The receipt will then be posted back to you as confirmation.
– Fill out a return receipt (form 428.01)
– The return receipt must be affixed to the back of the consignment.

Return receipt (AR) and sticker available at:
– www.swisspost.ch/docucenter > “Order forms and brochures (DocuCenter)” online service
– at your branch

Personal delivery (RMP)

A remettre en main propre

If a letter is to be delivered only to a specific person, mark it with “A remettre en main propre” (see page 107).
– Items for personal delivery (RMP) may only be addressed to natural individual persons.
– Write out the first name and last name of the recipient.
– Personal delivery is not available in all countries, or in some only in combination with the return receipt (AR) value-added service.

To check the availability and conditions for the personal delivery value-added service in individual countries, see
– www.swisspost.ch/info-int
Using value-added service barcodes
Indicating value-added services for international mail

**Items for the blind (CEC)**

**Cécogramme**

Mail to/from blind people and institutions for the blind is delivered free of charge. Label such items with “Cécogramme” (see page 108).

- Items for the blind are always sent as PRIORITY mail and must be marked accordingly.

For information about the items for the blind (CEC) value-added service, see

Using delivery instructions
Indicating delivery instructions for domestic mail

Second attempted delivery on the following Saturday

Nach Ablauf der Frist: 2. Zustellung am darauffolgenden Samstag
Après l’échéance du délai: 2e distribution le samedi suivant
Dopo la scadenza del termine: 2ª distribuzione il sabato seguente

As a business customer, you can ask Swiss Post to automatically attempt a second delivery for your registered mail (R) and court documents on Saturday following the initial seven-day collection period. This delivery instruction requires you to have a contractual agreement with Swiss Post. Please ask your customer advisor for details.

To specify the delivery instruction “Second attempted delivery on the following Saturday”, please use the yellow delivery instructions.

Stickers are available at:
– www.swisspost.ch/docucenter > “Order forms and brochures (DocuCenter)”
  online service

Information about delivery instructions:
– www.swisspost.ch/delivery-instruction

Note the delivery information on the back

Zustellinformationen auf der Rückseite des Umschlags beachten!
Observer les informations de distribution figurant au verso de l’enveloppe!
Osservare le informazioni di recapito sul retro della busta!

The Letter with ID check and the Letter with ID check/contract signing enable you to obtain signatures and/or proof of identity through Swiss Post for contracts ordered by telephone or on the Internet. These products are only provided on a contractual basis. For further information, please contact your customer advisor.

Information on Letter with ID check and Letter with ID check/contract signing:
– www.swisspost.ch/bmv-bmid
Using delivery instructions
Indicating delivery instructions for domestic mail

Return note

The return note “Retour non recommandé” can be used for the products registered (R), Letter with ID check (ID) and Letter with ID check/contract signing (CT). Consignments with this note are processed in the standard returns channel.

A Letter ID light or Letter ID data matrix code can be used in combination and also carries the information for the optical return note as a value-added service in the data matrix code (position 36). With a data matrix code, all instructions for returns that can be used for normal letters can also be used on these consignments. Please note that consignment tracking and liability claims are no longer possible for consignments with the return note “Retour non recommandé” while they are being returned.

The return note can be integrated into the address, combined with the barcode or affixed as an envelope form. For more information, please refer to the section “Applying barcodes and data matrix codes” (page 44).
Using barcodes for pallets
Labelling pallets

Labelling pallets and bulk containers

Pallets and outer containers must be processed in accordance with Swiss Post’s current numbering system. They are first consolidated by pallets/bulk containers for each location (e.g. 8500), for each routing area (e.g. 85) and only when no further consolidation is possible by center (e.g. 8) and finally by pallet with remaining items (1–9).

The following options are possible as shown using B Mail bulk mailing (addresses are white for A Mail, blue for a B Mail single item and green for OnTime Mail).

Example: B Mail bulk mailing by center
Using data matrix codes for letter mail

Identification features for Letter ID light and Letter ID

Data matrix codes for letter mail can be read only electronically. The condition for delivering a requested letter mail service with data matrix code is compliance with the guidelines described in this manual and mail that is suitable for machine processing. Swiss Post cannot process data matrix codes on consignments which are open, bulky or more than 2 cm thick.

Data matrix codes used by PostMail for processing physical letter mail all start with the numerical sequence “75680” and are labelled as “postal data matrix codes”. Letters with postal data matrix codes that reach PostMail’s processing channel are identified and treated as mail items.

<table>
<thead>
<tr>
<th>Letter ID light</th>
<th>Letter ID</th>
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</thead>
<tbody>
<tr>
<td>– Ambiguity: all consignments for an order have the same data matrix code with the same content</td>
<td>– Uniqueness: each consignment for an order has a data matrix code with an individual consignment number</td>
</tr>
<tr>
<td>– One-off production and duplication possible</td>
<td>– Dynamic production and individuality</td>
</tr>
<tr>
<td></td>
<td>– Positions in the data matrix code that can be freely used by customers for their own purposes</td>
</tr>
<tr>
<td></td>
<td>– Checking of addresses before mailing can be integrated</td>
</tr>
</tbody>
</table>

Returns can be digitized, disposed of (simple or qualified) or redirected

Address block function, more scope for design of consignments
Using data matrix codes for letter mail

Identification features for Letter ID light and Letter ID

If you send letter mail using the Letter ID light or Letter ID identification features, a square data matrix code is added to the franking zone next to the PP impression or address window (both placements possible).

Important: The data matrix code is not a stamp. It merely marks the letter mail concerned. Billing is carried out using the dispatch list created via the “Letters dispatch list” online service or via the DataTransfer online data interface (see “Billing of PP-franked mail” from page 83).

Information concerning the “Letters dispatch list” service:
- www.swisspost.ch/online-services > Letters dispatch list

Information about DataTransfer:
- www.swisspost.ch/datatransfer

How to create the Letter ID light and/or Letter ID data matrix codes:
1. Determine which type of data matrix code is best for your consignment processing. Either the static Letter ID light or the dynamic Letter ID, depending on which benefit you want to take advantage of. For more information on the benefits of Letter ID, visit www.swisspost.ch/letterid
2. There are three ways to create the data matrix codes:
   A. Create the data matrix code yourself with the “Create postage paid impressions” online service. You can find more information at www.swisspost.ch/online-services > “Create postage paid impression”.
   B. Create the data matrix code with custom-developed software (see page 74). You can find information on creating the data structure in the section “Generating data matrix codes”, pages 117–150.
   C. Create the data matrix code with the assistance of a service provider (see page 74). You can find information on creating the data structure in the section “Generating data matrix codes”, pages 117–150.
3. Affix the data matrix code to the layout of your consignment (see pages 59–64).
4. Quick postal check (obtain the final proof; contacts on page 154).

Information on Letter ID light and Letter ID:
- www.swisspost.ch/pp-franking
- www.swisspost.ch/letterid
Using data matrix codes for letter mail

Identification features for Letter ID light and Letter ID

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**Additional “Address block” function**

The size of the advertising zone on envelopes can be increased. You can also add overprints and colour gradients below the address field or to the right of it without paying a surcharge for special mail items. This enables your mailing items to stand out and makes them more effective. The precondition for this is affixing a data matrix code next to the address and with the additional “Address block” function.

For more information on how to position the data matrix code with the additional “Address block” function, visit

Using data matrix codes for letter mail

Letter with ID check and Letter with ID check/contract signing franking method

**Letter with ID check and letter with ID check/contract signing**

With the Letter with ID check (LID) and Letter with ID check/contract signing (LID-CS) services, you can simplify new customer acquisition. You enter the customer data via call centers or using the digital onboarding process. Swiss Post then identifies your customer, creates electronic copies of ID documents and obtains any contract signatures required. With automatic consignment tracking, you have your consignments under control at all times, and the consignment data is exchanged via the DataTransfer interface. You can easily download the ID images via the “Track consignments” web service and archive them in your own system.

Billing is via Letter mail easy directly via the barcode. With an additional static or dynamic data matrix code, you can add additional controls that are relevant to you.

Letter with ID check (LID) and Letter with ID check/contract signing (LID-CS) are services that are available only to business customers with a billing relationship.

Example: Layout of address label for Letter with ID check/contract signing including data matrix code
Using data matrix codes for letter mail
Letter with ID check and Letter with ID check/contract signing franking method

How to create Letters with ID check or Letters with ID check/contract signing
1. Contact your customer advisor.
2. The design guidelines can be found in the factsheet with the requirements for designing Letters with ID check and Letters with ID check/contract signing at www.swisspost.ch/bmv-bmid
3. Design your address label for the Letters with ID check or Letters with ID check/contract signing.
4. Quick postal check (obtain the final proof; contacts on page 154).
5. A technical connection to DataTransfer is necessary. You can obtain the details from your customer advisor.

Information on Letters with ID check and Letters with ID check/contract signing:
– www.swisspost.ch/bmv-bmid
Using data matrix codes for letter mail

Election and voting consignment franking method

### Election and voting consignment

Swiss Post’s “Election and voting consignment” service is designed to meet the specific requirements for election and voting documents. Two different data matrix codes are used for election and voting consignments: one is used to send the consignment to the citizen; the other is used to return the consignment to the municipality.

The following options for usable data matrix codes are available on the outward and return route:

#### Sending to the citizen 9×9 mm size: left on the voting card

- **For municipalities and cantons:** static data matrix code. Download from [www.swisspost.ch/election-and-voting](http://www.swisspost.ch/election-and-voting) > “Designing, packaging and addressing”.
- **For parishes:** static data matrix code. Contact your customer advisor.
- **For municipalities and cantons:** dynamic data matrix code. Contact your customer advisor.

#### Returning to the municipality 11×11 mm size: right on the voting card

- **For municipalities and cantons:** Without using the business reply label (GAS) service – static data matrix code. Download from [www.swisspost.ch/election-and-voting](http://www.swisspost.ch/election-and-voting) > “Designing, packaging and addressing”.
- **For parishes:** When using the A Mail business reply label (GAS) service – static data matrix code. Contact your customer advisor.
- **For municipalities and cantons:** When using the B Mail business reply label (GAS) service – static data matrix code. Contact your customer advisor.

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Example: Layout for an A5 voting card for envelopes with a window on the left without business reply label

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<table>
<thead>
<tr>
<th>55 mm</th>
<th>210 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>34 mm</td>
<td></td>
</tr>
<tr>
<td>34 mm</td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>55 mm</th>
<th>34 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>34 mm</td>
<td>34 mm</td>
</tr>
</tbody>
</table>

---

**Anrede**

Vornamen Nachname

Strasse / Nr. Postfach

PZ Ort

---

**Gemeindeverwaltung**

Ort der Gemeinde

Abteilung

Strasse / Nr. Postfach

PZ Ort

---

**Andere**

**Anrede**

Vornamen Nachname

Strasse / Nr. Postfach

PZ Ort

---

Example: Layout for an A5 voting card for envelopes with a window on the left without business reply label

---

<table>
<thead>
<tr>
<th>55 mm</th>
<th>210 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>34 mm</td>
<td></td>
</tr>
<tr>
<td>34 mm</td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>55 mm</th>
<th>34 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>34 mm</td>
<td>34 mm</td>
</tr>
</tbody>
</table>

---

**Anrede**

Vornamen Nachname

Strasse / Nr. Postfach

PZ Ort

---

**Gemeindeverwaltung**

Ort der Gemeinde

Abteilung

Strasse / Nr. Postfach

PZ Ort

---

**Andere**

**Anrede**

Vornamen Nachname

Strasse / Nr. Postfach

PZ Ort

---

Example: Layout for an A5 voting card for envelopes with a window on the left without business reply label
Using data matrix codes for letter mail
Election and voting consignment franking method

To produce the voting card:
1. Please refer to the “Election and voting consignment” factsheet at www.swisspost.ch/election-and-voting for precise design guidelines for the voting card.
2. If you are using the business reply label (GAS) service to return the election and voting documents, the business reply label will now be billed via the static data matrix code. Please contact your customer advisor in reference to this.
3. Create the layout for your voting card.
4. Quick postal check (obtain the final proof; contacts on page 154). To do so, send Swiss Post a mailing sample with envelope and voting card.

Information about election and voting consignments:
– www.swisspost.ch/election-and-voting
Using data matrix codes for letter mail

Business reply label with data matrix code franking method

Business reply label data matrix code

With business reply labels, your customers can react to offers, surveys and campaigns quickly and easily without paying any postage, and they can get in touch with you.

The business reply label data matrix code does not just make the advertising zone bigger: the stamp can feature an image or a corporate logo or simply be left blank. The data matrix code can also be used to evaluate the response to individual campaigns in the Swiss Post Customer Center.

Only the consignments that are actually returned are billed.

To create a data matrix code for business reply labels:
1. Apply for a billing relationship with Swiss Post
2. Design the postage paid impression using the “Create postage paid impressions” online service
3. Get a final proof for the entire layout (contacts on page 154)
4. Have the business reply labels with data matrix code printed

Information on business reply labels with data matrix codes:
- www.swisspost.ch/gas
- www.swisspost.ch/template
Using data matrix codes for letter mail

Combi Response and Global Response data matrix code franking method

**Combi Response and Global Response data matrix code**

For international Combi Response and Global Response business reply labels, use the same data matrix code as for your domestic business reply labels. This means that individual campaigns can be evaluated in the Swiss Post Customer Center.

Only the consignments that are actually returned are billed.

GAS / ECR / ICR
Nicht frankieren
Ne pas affranchir
Non affrancare
No stamp required

To implement Combi Response or Global Response data matrix codes, proceed as follows:
1. Contact your customer advisor.
2. Design the business reply labels yourself or hire an agency to do so.
3. Quick postal check (obtain the final proof; contacts on page 154).
4. Hire the printer of your choice to print business reply labels with a data matrix code.

Information on Combi Response or Global Response data matrix codes and print templates for the franking zone:
- www.swisspost.ch/response
- www.swisspost.ch/template
Using data matrix codes for letter mail
Referral card franking method

Referral card

With the pre-franked referral card from Swiss Post, your customers can personally recommend your company. The data matrix code on the referral card is a fixed part of the postal prepayment impression. Thanks to this data matrix code (dynamic or static), the customer only pays for those cards which have actually been sent.

Empfehlungskarte / carte de recommandation / cartolina passaparola

A Data matrix code
B You can create an individual design for the stamp's image (in colour or black and white). The frame cannot be changed
C Invoice reference number (8-digit)
D Order number (6-digit); assigned by Post CH Ltd

To produce the referral card:
1. Contact your customer advisor.
2. Design the referral card yourself or hire an agency to do so.
3. Obtain an offer from a printer (it is best to use one of Swiss Post’s partner printers if using the dynamic data matrix code).
4. Quick postal check (obtain the final proof; contacts on page 154) to ensure that the card arrives properly.
5. Have the card (including the PP impression) produced by one of Swiss Post’s partner printers.

Information concerning the referral card, design templates and directory of partner printers:
- www.swisspost.ch/referral-card
- www.swisspost.ch/template
Applying barcodes and data matrix codes

General information

Letter mail usually offers very little space for design elements. Follow the placement instructions to ensure that your barcodes and data matrix codes are clearly legible.

The placement instructions vary depending on whether you are
– using window envelopes
– using address labels
– applying barcodes and data matrix codes directly onto the item

Barcodes and data matrix code on a single item

Important: Provided there is sufficient space, you can use a shipping barcode, value-added service barcodes, delivery instructions and a data matrix code on a single item. However, only one postal data matrix code may be affixed to each item. Follow the respective instructions for all the codes used.

Addressing and franking design

Observe Post CH Ltd’s general specifications for the design of addressing and franking elements:

“Letter creation from A-Z” specifications:
– www.swisspost.ch/layout-of-letters

“PP franking” factsheet:
– www.swisspost.ch/pp-franking

Marked as mail item

Within the framework of the new postal legislation, which also contains specifications concerning consignment marking, all franking must also include the Swiss Post logo or the note “Post CH Ltd”.

The Swiss Post logo is available at www.swisspost.ch/template.
Applying barcodes and data matrix codes

General information

Sender details

Complete and correctly placed sender details provide clarity to the recipients and allow undeliverable consignments to be returned without delay. There are various options for the placement of the sender details on letter mail.

- Complete sender details include (company) name, street or the P.O. Box, and the postcode and town.
- Compliance with the assigned zones for placements on the front (address side) of the consignment ensures that there is no confusion between the sender and recipient address during processing in the sorting systems.
- Sender details can be placed on the front or on the back.
- The sender address must always be placed higher than the recipient address.
- The sender note can also be placed above the recipient address. In this case, it must be separated from the recipient address by a horizontal separator line and the sender address must be in a single line. For consignments with a barcode, the sender address can also be placed to the right of the barcode.
- If the sender logo includes information on only the town, phone number, e-mail or web address (without street name, P.O. Box number or postcode), it may also be placed outside the sender zone in the advertising zone.
- With complete sender details on the consignment, you will receive returned items without delay, without them having to be routed through our enquiry services, which means you will receive them unopened.
- The following elements are not optically recognizable senders:
  - Data matrix codes
  - Invoice reference or debtor numbers
  - Company logos from a branch structure without adding the branch
    Information of this kind may lead to the consignment being opened in order to determine your address.

Information on the correct layout for your consignment can be found in the “Letter creation from A-Z” specifications:

- www.swisspost.ch/layout-of-letters
Applying barcodes and data matrix codes
Customer codes on letter mail

Applying non-Swiss Post codes

Customers’ own codes may only be positioned in the advertising zone.

One-dimensional or multi-dimensional codes which are not used by Post CH Ltd for preparing items for mailing may not be applied in the postal zones (franking zone, scanning zone, coding zone). These codes include, among others, QR codes, Aztec codes, MaxiCodes or barcodes or data matrix codes which are non-compliant with Swiss Post.

In addition to the postal codes, each consignment may feature no more than one customer-owned code and one customer-owned barcode.

For information on letter design, see
– www.swisspost.ch/layout-of-letters
Applying barcodes
With window envelopes

If you use window envelopes with a window size of at least 100 × 45 mm, you can print the data matrix codes directly onto the contents of the letter.

General information

Make sure that
– you leave a gap of at least 5 mm between the recipient address and other text or design elements, at least 2 mm between the data matrix code and recipient address, and at least 3 mm between the PP divider and the recipient address
– the barcodes, data matrix codes and the address do not slip out of the address window if the contents move around within the envelope
– no other text and design elements appear in the address window if the contents move around in the envelope

For information on letter design, see
– www.swisspost.ch/layout-of-letters

Special conditions applicable to international mail with window envelopes
– The PP impression must be framed (see table on page 61).
– PRIORITY Plus / E-Tracking-Plus barcodes cannot be placed in an address window.
– Barcodes for international goods consignments (Untracked) cannot be placed in an address window.
Applying barcodes
With window envelopes

Placement of shipping barcodes for domestic and international mail

– Place the shipping barcode horizontally, above the recipient address.
– Maintain a distance of at least 5 mm to the barcode elements and the recipient address.
– Letters with barcode can also be combined with a Letter ID light or Letter ID data matrix code.

Example: Window envelope for domestic consignment

For information on letter design, see
– www.swisspost.ch/layout-of-letters
Applying barcodes
With window envelopes

Placement of value-added service barcodes for domestic mail

– Place the value-added service barcodes vertically, to the right of the recipient address and the shipping barcode.
– Maintain a distance of at least 5 mm from the recipient address.
– Maintain a distance of at least 10 mm from the shipping barcode.
– If you are using more than one value-added service barcode, maintain a distance of at least 10 mm between them.

Positioning delivery instructions for domestic mail

– Always place the delivery instructions outside the window.
– Delivery instructions may be placed to the left, right or above the window.

If you are using preprinted labels (PostLabels):
– Do not position the labels so that they overlap, but leave a small gap between them.
Applying barcodes
With window envelopes

Placing the return note for Registered Switzerland (R)

The "Retour non recommandé" return note is placed next to the barcode at a distance of at least 5 mm.

Consignments combined with a Letter ID light or Letter ID data matrix code also carry the information for the optical return note as a value-added service in the data matrix code (position 36).

For envelope forms, the return note is placed between the franking and address zones. You can find design templates at www.swisspost.ch/template.

Example: Envelope form for C5 window envelope
Applying barcodes
With window envelopes

Indicating value-added services for international mail

– Indicate the value-added services above the recipient address.
– Maintain a distance of at least 10 mm from the barcode elements.
– Maintain a distance of at least 5 mm from the recipient address.

The personal delivery (RMP), items for the blind (CEC) and optionally also return receipt (AR) value-added services are indicated solely by a text endorsement (see “Design of value-added service codes for international mail” from page 107). The placement rules above also apply.

[Diagram showing barcode placement with recipient address and value-added service codes]
Applying barcodes
Printing barcodes directly onto letter mail

If you do not use envelopes or use envelopes without windows, you can print the barcodes on address labels or directly onto the envelope.

**Tip:** Any existing infrastructure for generating parcel labels can also be used for letter mail – with adapted software and suitable labels.

You can use the free “Barcode” web service to generate address labels that include barcodes. To activate the “Barcode” web service, you must be registered with Post CH Ltd as a business customer (see page 13, “Registering as a business customer”).

### General information

**Make sure that**
- you leave a gap of **at least 10 mm** between the recipient address and the shipping barcode.

For information on letter design, see
- [www.swisspost.ch/layout-of-letters](http://www.swisspost.ch/layout-of-letters)

### Special conditions applicable to international mail with printed codes

- The PP impression must be framed (see table on page 64).
- The customer-specific PRIORITY Plus / E-Tracking-Plus consignment barcode is only allowed in conjunction with an international harmonized label. For instructions on creating the harmonized label, please contact your customer advisor at Asendia Switzerland or international@swisspost.ch.
Applying barcodes
Printing barcodes directly onto letter mail

Placement of shipping barcodes for domestic and international mail

- Place the shipping barcode horizontally, above the recipient address.
- Maintain a distance of at least 10 mm between the barcode elements and the recipient address.
- Letters with barcode can also be combined with a Letter ID light or Letter ID data matrix code.

Example: Letter print for domestic consignment

For information on letter design, see
- www.swisspost.ch/layout-of-letters
Applying barcodes
Printing barcodes directly onto letter mail

Placement of value-added service barcodes for domestic mail

- Place the value-added service barcodes vertically – either to the right or left of the recipient address and the shipping barcode.
- Maintain a distance of at least 10 mm from the shipping barcode.
- If you place value-added service barcodes to the left of the recipient address, maintain a distance of at least 20 mm between the recipient address and the value-added service barcode.
- If you place value-added service barcodes to the left of the recipient address, maintain a distance of at least 2 mm between the recipient address and the value-added service barcode.
- If you are using more than one value-added service barcode, maintain a distance of at least 10 mm between them.

If you are using preprinted labels (PostLabels):
- Do not position the labels so that they overlap, but leave a small gap between them.
Applying barcodes
Printing barcodes directly onto letter mail

Positioning delivery instructions for domestic mail

− Position the delivery instructions horizontally above the consignment barcode.
− Maintain a gap of **at least 2 mm** between the shipping barcode and the delivery instructions.
− Alternatively, if you are not using any value-added service barcodes, you can position the delivery instructions to the right of the shipping barcode. Maintain a gap of **at least 5 mm** between the shipping barcode and the delivery instructions.

![Barcode Example](image-url)
Applying barcodes
Printing barcodes directly onto letter mail

Placing the return note for Registered Switzerland (R)

The “Retour non recommandé” return note is placed next to the barcode at a distance of at least 5 mm.

Consignments combined with a Letter ID light or Letter ID data matrix code also carry the information for the optical return note as a value-added service in the data matrix code (position 36).

For envelope forms, the return note is placed between the franking and address zones. You can find design templates at www.swisspost.ch/template.

Example: Envelope form for C5 window envelope
**Applying barcodes**

Printing barcodes directly onto letter mail

---

### Indicating value-added services for international mail

Value-added services are indicated above the recipient address.

- Maintain a distance of **at least 10 mm** from the barcode elements.
- Maintain a distance of **at least 10 mm** from the recipient address.

The personal delivery (RMP), items for the blind (CEC) and optionally also return receipt (AR) value-added services are indicated solely by a text endorsement (see “Design of value-added service codes for international mail” from page 107). The placement rules above also apply.

---

![Barcode Example](image_url)

**Post CH AG, Wankdorfallee 4, 3030 Bern**
Applying barcodes

Letter with ID check and letter with ID check/contract signing

Special envelopes and address labels are used for Letter with ID check and Letter with ID check/contract signing.

Envelope front:

Example: Letter with ID check/contract signing

Information on Letters with ID check and Letters with ID check/contract signing and design guidelines:

- [www.swisspost.ch/bmv-bmid](http://www.swisspost.ch/bmv-bmid)
Applying data matrix codes
With window envelopes

If you use window envelopes with a window size of at least 100×45 mm, you can print the data matrix codes directly onto the contents of the letter.

General information

Make sure that
– you leave a gap of at least 5 mm between the recipient address and other text or design elements, at least 2 mm between the data matrix code and recipient address, and at least 3 mm between the PP divider and the recipient address
– the barcodes, data matrix codes and the address do not slip out of the address window if the contents move around within the envelope
– no other text and design elements appear in the address window if the contents move around in the envelope

For information on letter design, see
– www.swisspost.ch/layout-of-letters

Special conditions applicable to international mail with window envelopes

– The PP impression must be framed (see table on page 61).

Placing data matrix codes

– Place the Letter ID light or Letter ID data matrix codes to the right of the recipient address.
– Maintain a distance of at least 2 mm from all adjacent text and design elements on all sides of the data matrix code.
– Place the data matrix code with the additional “Address block” function to the right of the recipient address. The data matrix code and the recipient address must be in a field with a width of max. 90 mm.

Example: Window size 100×45 mm
## Applying data matrix codes
### With window envelopes

### PP impression for window envelopes

![PP impression example]

### Markings and design elements

<table>
<thead>
<tr>
<th>Element</th>
<th>Criterion</th>
<th>Description</th>
<th>Design details</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Mandatory</td>
<td>PP impression</td>
<td>Minimum font size: 3 mm (12 pt), bold, black</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P. P. (stands for “Port Payé”)</td>
<td>Font: Verdana, Arial, Helvetica or Frutiger 45 bold</td>
</tr>
<tr>
<td>B</td>
<td>Mandatory</td>
<td>Postcode and postal town of sender</td>
<td>Minimum font size: 2 mm (8 pt), black</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or as agreed</td>
<td>Font: Verdana, Arial, Helvetica or Frutiger 45 light</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(e.g. postcode of returns processing unit)</td>
<td>max. 18-digit place name</td>
</tr>
<tr>
<td>C</td>
<td>Mandatory</td>
<td>Data matrix code</td>
<td>Size: 9 × 9 mm to 15.6 × 15.6 mm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>− Letter ID light (same identification for each consignment)</td>
<td>Distance/quiet zone: 2 mm all round</td>
</tr>
<tr>
<td></td>
<td></td>
<td>− Letter ID (individual identification for each consignment)</td>
<td>Black (generation as per specification)</td>
</tr>
<tr>
<td>D</td>
<td>Mandatory (if selected)</td>
<td>Processing product</td>
<td>Minimum font size “A”: 6 mm (24 pt), bold, black</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Design variants:</td>
<td>Font: Verdana, Arial, Helvetica or Frutiger 45 bold</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A-PRIORITY</td>
<td>“PRIORITY” can be smaller than the “A”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A-PRIORITY</td>
<td>For domestic mail, “P. P. A” is sufficient</td>
</tr>
<tr>
<td>E</td>
<td>Optional (if selected)</td>
<td>Processing product</td>
<td>Minimum font size: 2 mm (8 pt), black</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Design:</td>
<td>Font: Verdana, Arial, Helvetica or Frutiger 45 light</td>
</tr>
</tbody>
</table>

Continued on next page.
### Applying data matrix codes

With window envelopes

---

#### PP impression for window envelopes (continued)

![PP impression example](image)

#### Markings and design elements (continued)

<table>
<thead>
<tr>
<th>Element</th>
<th>Criterion</th>
<th>Description</th>
<th>Design details</th>
</tr>
</thead>
</table>
| ❑       | Mandatory (International mail) Optional (Domestic mail) | Rectangular frame around the PP impression for international mail, the frame is also necessary in the address window. For domestic mail, this can be left out. | The PP impression must be separated with a line:  
  - Maximum length of separator line: 11 cm  
  - Distance to the text above the separator line: 0.5–1 mm  
  - Distance to the recipient address below the separator line: at least 3 mm  
  - Beginning and end of the separator line must be fully visible in the envelope window (a continuous separator line may lead to missorting) |
| ❐       | Mandatory                    | Separator line                              |                                                                                                                                             |
| ❖       | Mandatory                    | Swiss Post logo or “Post CH Ltd” text       | Size of Swiss Post logo: at least 9 mm (width)  
  “Post CH Ltd” label:  
  - Minimum font size: 6 pt, black  
  - Font: Verdana, Arial, Helvetica or Frutiger 45 light |
Applying data matrix codes
With data matrix codes printed directly onto mail

If you do not use envelopes or use envelopes without windows, you can print the data matrix codes on the address labels or directly onto the envelope.

Tip: Any existing infrastructure for generating parcel labels can also be used for letter mail – with adapted software and suitable labels.

General information

Make sure that
− you leave a gap of at least 10 mm between the recipient address and other text or design elements.

For information on letter design, see
− www.swisspost.ch/layout-of-letters

Special conditions applicable to international mail with printed codes

− The PP impression must be framed (see table on page 64).

Placing data matrix codes

− Place the Letter ID light or Letter ID data matrix codes in the franking zone. This is at the top right of the letter.
− Maintain a distance of at least 2 mm from all adjacent text and design elements on all sides of the data matrix code.
− Place the data matrix code with the additional “Address block” function to the right of the recipient address.
− The data matrix code and the recipient address must be in a field with a width of max. 90 mm.

Example: envelopes without window for domestic consignment
# Applying data matrix codes

With data matrix codes printed directly onto mail

## PP impression for printed codes

![PP impression example](image)

## Markings and design elements

<table>
<thead>
<tr>
<th>Element</th>
<th>Criterion</th>
<th>Description</th>
<th>Design details</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Mandatory</td>
<td>PP impression P. P. (stands for “Port Payé”)</td>
<td>Minimum font size: 3 mm (12 pt), bold, black Font: Verdana, Arial, Helvetica or Frutiger 45 bold</td>
</tr>
<tr>
<td>B</td>
<td>Mandatory</td>
<td>Postcode and postal town of sender or as agreed (e.g. postcode of returns processing unit) The “CH” country code is required on international items.</td>
<td>Minimum font size: 2 mm (8 pt), black Font: Verdana, Arial, Helvetica or Frutiger 45 light max. 18-digit place name</td>
</tr>
<tr>
<td>C</td>
<td>Mandatory</td>
<td>Data matrix code – Letter ID light (same identification for each consignment) – Letter ID (individual identification for each consignment)</td>
<td>Size: 9 × 9 mm to 15.6 × 15.6 mm Distance/Quiet zone: 2 mm all round Black (generation as per specification)</td>
</tr>
<tr>
<td>D</td>
<td>Mandatory (if selected)</td>
<td>Processing product Design variants: <strong>A-PRIORITY</strong> <strong>A-PRIORITY</strong> For domestic mail only: <strong>P.P. A</strong></td>
<td>Minimum font size “A”: 6 mm (24 pt), bold, black Font: Verdana, Arial, Helvetica or Frutiger 45 bold “PRIORITY” can be smaller than the “A” For domestic mail, “P.P. A” is sufficient</td>
</tr>
<tr>
<td>E</td>
<td>Optional (if selected)</td>
<td>Processing product Design: <strong>B ECONOMY</strong></td>
<td>Minimum font size: 2 mm (8 pt), black Font: Verdana, Arial, Helvetica or Frutiger 45 light</td>
</tr>
</tbody>
</table>

Continued on next page.
Applying data matrix codes
With data matrix codes printed directly onto mail

PP impression for printed codes (continued)

Markings and design elements (continued)

<table>
<thead>
<tr>
<th>Element</th>
<th>Criterion</th>
<th>Description</th>
<th>Design details</th>
</tr>
</thead>
<tbody>
<tr>
<td>🟠</td>
<td>Mandatory</td>
<td>Rectangular frame around the PP impression</td>
<td>Size: at least 300 mm² and max. 74 × 38 mm. Rectangular. The PP impression is thus recognized accordingly.</td>
</tr>
<tr>
<td>🟡</td>
<td>Mandatory</td>
<td>Swiss Post logo or “Post CH Ltd” text</td>
<td>Size of Swiss Post logo: at least 9 mm (width) “Post CH Ltd” label: – Font size: 6 pt, black – Font: Verdana, Arial, Helvetica or Frutiger 45 light</td>
</tr>
<tr>
<td>🟢</td>
<td>Optional</td>
<td>Advertising zone</td>
<td>May be used to display customer’s advertising content.</td>
</tr>
</tbody>
</table>

Standard

<table>
<thead>
<tr>
<th>B ECONOMY</th>
<th>P.P. CH-3014 Bern</th>
</tr>
</thead>
<tbody>
<tr>
<td>B ECONOMY</td>
<td>P.P. CH-3014 Bern</td>
</tr>
<tr>
<td>B ECONOMY</td>
<td>Post CH Ltd</td>
</tr>
</tbody>
</table>

Alternatives

<table>
<thead>
<tr>
<th>B ECONOMY</th>
<th>P.P. CH-3014 Bern</th>
</tr>
</thead>
<tbody>
<tr>
<td>B ECONOMY</td>
<td>P.P. CH-3014 Bern</td>
</tr>
<tr>
<td>B ECONOMY</td>
<td>Post CH Ltd</td>
</tr>
</tbody>
</table>

Example: Design options
Applying data matrix codes
Letter with ID check and letter with ID check/contract signing

For Letters with ID check (LID) and Letters with ID check/contract signing (LID-CS), the data matrix codes are printed directly on the address label. In addition to barcode 128, a data matrix code can be used to add the additional “Address block” function, instructions for returns and other elements for consignment management.

- The layout is fixed and may not be changed.
- The data matrix code must always be visible.

Example: Layout of letter address label with ID check and data matrix code

Information on Letters with ID check and Letters with ID check/contract signing:
- [www.swisspost.ch/bmv-bmid]
Applying data matrix codes
Election and voting consignments

The data matrix codes on election and voting consignments are printed to the right of the address on the voting card itself. The data matrix code is placed in line with the sixth address line, and is surrounded by a quiet zone of at least 2 mm.

- The layout is fixed and may not be changed.
- The data matrix code must always be visible.

Example: Layout for an A5 voting card for envelopes with a window on the left without business reply label

Information about election and voting consignments:
- www.swisspost.ch/election-and-voting
Applying data matrix codes
Data matrix codes on business reply labels

For business reply labels, the data matrix code is a fixed part of the PP impression.
– The background around the data matrix code must be white.
– More information about the layout is available at www.swisspost.ch/gas or in the Business reply label factsheet.

Note: The postal prepayment impression applies exclusively to consignments within Switzerland. For consignments from abroad, use the “Global Response” and “Combi Response” products.

Information on business reply labels with data matrix codes and design templates can be found at:
– www.swisspost.ch/gas
– www.swisspost.ch/template
Applying data matrix codes
Combi Response and Global Response data matrix code

For Combi Response und Global Response, the data matrix code is a fixed part of the PP impression.
- The layout of the postal prepayment impression is fixed and may not be changed.
- Use the same data matrix code as for your domestic business reply labels.
- The background around the data matrix code must be white.

Note: The postal prepayment impression for the products Combi Response and Global Response data matrix code is identical.

Information on Combi Response or Global Response data matrix codes and design templates for the franking zone:
- www.swisspost.ch/response
- www.swisspost.ch/template
Applying data matrix codes
Referral card

The data matrix code on the referral card is a fixed part of the postal prepayment impression.
- The layout of the postal prepayment impression is fixed and may not be changed.
- Only the image on the stamp may feature an individual design; the frame is fixed.
- The background around the data matrix code must be white.

Note: The postal prepayment impression is valid for both domestic and international consignments. For returns, the content in the data matrix code is authoritative.

Support
Swiss Post has compiled a directory of printers which have experience in the production of referral cards. These printers can provide advice for the preparation of the cards and are able to implement the Swiss Post specifications.

Information concerning the referral card, design templates and directory of partner printers:
- www.swisspost.ch/referral-card
- www.swisspost.ch/template
Applying the “pro clima” label
Sending carbon-neutral shipments

The “pro clima” shipment label stands for carbon-neutral shipping by Swiss Post. It can be affixed only to consignments for which the Swiss Post customer holds a valid contractual agreement for the “pro clima” shipment service and pays “pro clima” surcharges to compensate for the CO₂ emissions, or on addressed letters within Switzerland as well as unaddressed domestic consignments sent via the Swiss Post PromoPost service¹.

The standard Swiss Post design requirements for the relevant field of application must be observed. The “pro clima” shipment label and its elements shall be understood as a single entity and may not be modified.

For information on letter design, see
– www.swisspost.ch/layout-of-letters

Example: Registered Switzerland label with “pro clima”

Example: Registered International label with “pro clima”

¹ Swiss Post has been sending all addressed domestic letters carbon neutrally since 1 April 2012 and all PromoPost items carbon neutrally since 1 January 2017, and applies “pro clima” surcharges to compensate for CO₂ emissions.
Applying the “pro clima” label
Sending carbon-neutral shipments

Colour definitions

Two colour versions of the “pro clima” Shipment label can be used, coloured or black, in accordance with the production specifications for the relevant field of application. Where possible, the colour variant should be used. The colour label can be printed in full colour or in 2-tone.

**CMYK (4-tone)**
- Dark green: 100C / 0M / 90Y / 40K
- Light green: 60C / 0M / 100Y / 0K

**Pantone (2-tone)**
- Dark green: Pantone 349 C
- Light green: Pantone 369 C

Application size

The original labels are 60 mm wide. They are scalable without any loss of quality. For a width of less than 15 mm, the URL can be omitted on addressed domestic letters. When printing on PromoPost consignments, the minimum dimension of 15 mm including URL and “Shipment” indication must be respected.

Language versions

The “pro clima” – Shipment label is available in four languages.

German  French  Italian  English

File formats

Depending on use, the label is available in EPS file format (e.g. for offset printing) or as a JPG.
Options for generating barcodes and data matrix codes

Options for generating barcodes

The most efficient way of applying barcodes to your mail will depend on the volume of mail, the software and hardware available to you, and your data flow requirements. Your Post CH Ltd customer advisor will be pleased to help you evaluate the most suitable solution.

Generating barcodes with a mail processing system

If you have a mail processing system (hardware and software solution for automated mail creation), you can have the barcodes printed at the same time you address your letter mail.

**Tip:** If you already use a similar system for sending parcels, it can also be used for sending letters – with adapted software and suitable labels.

You can obtain information about mail processing systems suitable for dispatching mail from your customer advisor or directly from a vendor:

- CodX Software AG: [www.codx.ch](http://www.codx.ch)
- Mettler Toledo (Switzerland) AG: [www.mt.com](http://www.mt.com)
- ICS Identicode Système AG: [www.identcode.ch](http://www.identcode.ch)
- Printcom (Schweiz) AG: [www.printcom.ch](http://www.printcom.ch)
- SET GmbH: [www.set.de](http://www.set.de)

Generating barcodes with standard software

Various standard software packages can generate barcodes that meet Post CH Ltd’s specifications. The vendors also usually handle customization to your particular needs and processes.

Generating barcodes with custom-developed software

If you develop your own software solution or wish to integrate barcode generation into an existing software environment, the technical data can be found in the “Generating barcodes” section from page 86.

**Important:** Before they are used for the first time, all barcodes, data matrix codes and barcode lists you create must be homologated by Post CH Ltd. For this they are selected using special test systems and checked for readability and data integrity. If they meet all the criteria, they are then approved for operational use. This ensures that letter mailings can be processed later without problems (see “Homologation” on page 153). Swiss Post accepts no liability for mail items that cannot be processed correctly due to non-homologated, incorrect barcodes or data matrix codes.

Printing of barcodes with the franking system IFS3

Mail item barcodes can be printed directly with the franking using the new franking system IFS3.

Information about the franking system IFS3:

- [www.swisspost.ch/ifs](http://www.swisspost.ch/ifs) > IFS machines and providers
Options for generating barcodes and data matrix codes
Options for generating barcodes

Generating barcodes on address labels using the “Barcode” web service
You can use the “Barcode” web service to generate address labels including Swiss Post barcodes in a machine-readable format (XML). The “Barcode” web service always offers you the currently valid basic and associated value-added services.

Information on the “Barcode” web service:
– www.swisspost.ch/webservice-barcode

Generating barcodes via the “WebStamp” online service
With the “WebStamp” online service, you can generate your own PP impressions on the Internet. Barcodes can be purchased for Registered mail and A Mail (domestic and international consignments) via WebStamp.

Information on the “WebStamp” online service:
– www.swisspost.ch/webstamp-info

Use of preprinted barcodes (PostLabels)
If you use barcodes, but do not want to produce them yourself, Post CH Ltd can provide you with preprinted self-adhesive labels (PostLabels) free of charge.

Information on the “Order barcodes & shipping labels” online service:
– www.swisspost.ch/online-services > “Order barcodes & shipping labels” online service

Barcode labelling with Swiss Post franking
The affixing of barcodes and address registration can be obtained as part of the “Swiss Post franking” service.

For information on labelling and address registration, see
– www.post.ch/en/sending-letters/franking-mail/franking-solutions-for-letters/swiss-post-franking#value-added-services
– or contact your customer advisor

Generating barcodes on address labels via the “Create postage paid impressions” online service
With the “Create postage paid impressions” online service, address labels can be generated for the products Letter with ID check and Letter with ID check/contract signing.
The most efficient way of applying data matrix codes to your mail will depend on the volume of mail, the software and hardware available to you, and your data flow requirements. Your Post CH Ltd customer advisor will be pleased to help you evaluate the most suitable solution.

### Generating data matrix codes with a mail processing system

If you have a mail processing system (hardware and software solution for automated mail creation), you can attach data matrix codes at the same time you address your letter mail.

**Tip:** If you already use a similar system for sending parcels, it can also be used for letter mail – with adapted software and suitable labels.

You can obtain information about mail processing systems suitable for dispatching mail from your customer advisor or directly from a vendor:

- CodX Software AG: [www.codx.ch](http://www.codx.ch)
- Printcom (Schweiz) AG: [www.printcom.ch](http://www.printcom.ch)

### Generating data matrix codes with standard software

Various standard software packages can generate data matrix codes that meet Post CH Ltd's specifications. The vendors also usually handle customization to your particular needs and processes.

### Generating data matrix codes with custom-developed software

If you develop your own software solution or wish to integrate data matrix code generation into an existing software environment, the technical data can be found in the “Generating data matrix codes” section from page 117.

**Important:** Before they are used for the first time, all barcodes, data matrix codes and barcode lists you create must be homologated by Post CH Ltd. For this they are selected using special test systems and checked for readability and data integrity. If they meet all the criteria, they are then approved for operational use. This ensures that letter mailings can be processed later without problems (see “Homologation” on page 153). Swiss Post accepts no liability for mail items that cannot be processed correctly due to non-homologated, incorrect barcodes or data matrix codes.

### Generating data matrix codes via the “Create postage paid impressions” online service

You can use the “Create postage paid impressions” online service to quickly and easily create PP impressions with the Letter ID light and Letter ID data matrix codes, as well as PP impressions for business reply labels and referral cards.

Information on the “Create postage paid impressions” online service:

- [www.swisspost.ch/online-services > “Create postage paid impressions” online service](http://www.swisspost.ch/online-services > “Create postage paid impressions” online service)
Posting letters with barcode
Overview of mailing options

The mailing procedure varies, depending on how the barcodes have been applied to your mail.

Using preprinted barcode labels (PostLabels)

If you obtain the barcodes as labels (PostLabels) from Post CH Ltd, you should use barcode lists “21” (form 210.17) or “23” (form 210.16). You can obtain these in paper form from your acceptance point or customer advisor. Alternatively, you can get them online as a PDF file and print them out yourself.

Ordering barcodes:

To download barcode lists, visit:
– www.swisspost.ch/posting-letters > Declaring consignments > Delivery note and barcode list

To enter mail on the barcode lists
1. Stick the smaller duplicate barcodes, located on the sheet of stickers next to the corresponding shipping barcode on the barcode lists. If there are not enough fields, use additional barcode lists to stick on the remaining barcodes.
2. Make a note of which shipping barcode you used for which item in case you subsequently need to check which items you sent to a particular recipient.
3. Hand in the barcode lists, filled out and with the stickers affixed, together with the corresponding items for posting to the acceptance point. You will be given a receipted copy as proof of posting.

Note: Lists “21” and “23” fulfil the same purpose, but they are handled slightly differently.

For information about selecting the appropriate list, see
Posting letters with barcode

Overview of mailing options

To enter mail on list “21”

– On list “21” (form 210.17), stick only the first and last duplicate for a consignment. Select the appropriate column for domestic and international mail in each case (“Switzerland” A, “R-international” B).

– If you do not use up all successive shipping barcodes for one consignment, stick the duplicates of the unused shipping barcodes on the fields provided for this purpose on the bottom half of the list C. This is important so that they are not recorded as a mailed consignment.
Posting letters with barcode

Overview of mailing options

---

**List “23”**

<table>
<thead>
<tr>
<th>Absender</th>
<th>Expéditeur</th>
<th>Mittente</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aufgeber (nur wenn nicht identisch mit Absender)</td>
<td>Déposant (uniquement lorsqu’il ne s’agit pas de l’expéditeur)</td>
<td>Speditore (solo se non coincide con il mittente)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Erfasste Sendungsposten</th>
<th>Prima copia di rilevamento del codice a barre</th>
<th>Firma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absender/Expéditeur/Mittente</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aufgeber (nur wenn nicht identisch mit Absender)</td>
<td>Déposant (uniquement lorsqu’il ne s'agit pas de l'expéditeur)</td>
<td>Speditore (solo se non coincide con il mittente)</td>
</tr>
</tbody>
</table>

**To enter mail on list “23”**

- On list “23” (form 210.16) stick all the duplicates for a consignment.
- Mark either “Domestic CH” or “R-international” to indicate whether it is domestic or international mail.
Posting letters with barcode
Overview of mailing options

Delivery slip for court documents (not incl. Court Document Online) “22”

To enter court documents on list “22”
On list “22” (form 222.39), enter the following information:
- For (a), check the language you require.
- Enter the sender’s address in field (b). If the feeder is not the same as the sender’s address, enter the feeder’s address in (c).
- Stick on all the duplicates for a consignment.
- For better allocation of the individual consignment, include a note in (d).
- Enter the full recipient address in (e).
Using the “WebStamp” online service

With the “WebStamp” online service, you can generate your own PP impressions on the Internet. Barcodes can be purchased for Registered mail and A Mail (domestic and international consignments) via WebStamp. As soon as you have purchased the required franking, you will have two PDF files to download:
1. Valid WebStamps
2. Delivery note in duplicate

Business customers have the option of generating a manual delivery note if required. When doing so, the mailings which will be handed over at the post office counter must be selected in WebStamp.

The delivery note must be handed in at the post office counter along with the franked mailings.

Letter mail easy in the “WebStamp” online service
With the “WebStamp” online service, business customers can create barcodes that are billed only after effective delivery, so-called Letter mail easy. For this you will require a billing relationship with Swiss Post and a separate franking licence number which can be ordered from your customer advisor or from the Swiss Post Contact Center. When generating the stamps, a list of barcodes will be produced which must be handed in at the branch counter with all mailings.

Information on the “WebStamp” online service
– www.swisspost.ch/webstamp-info
Posting letters with barcode
Overview of mailing options

Generating the barcodes yourself

If your company generates the barcodes itself, you have two options when mailing consignments.

Consignments with barcode lists

You apply barcodes to your mail items and hand them in together with the printed barcode list (barcode list “21” [form 210.17], barcode list “23” [form 210.16] or delivery note for court documents “22”) at the acceptance point. The same barcode may be used only once within any six month period.

Consignments with DataTransfer

Post CH Ltd provides the online DataTransfer interface for secure and efficient exchange of dispatch and billing data.

DataTransfer offers
− a convenient alternative to consignments with barcode lists
− simpler billing of PP-franked letter mail without barcode (see Creating a dispatch list via DataTransfer from page 85)
− data submission for address verification with Letter ID
− receipt of reports on returned consignments

Mailing process with DataTransfer

1. Using your software solution, you generate a file with dispatch data (XML format) for letters with barcode.
2. If you send consignments without a barcode, you can also deliver the invoicing data in a file.
3. You send this file by SFTP, e-mail or sedex to Swiss Post’s online DataTransfer interface.
4. You receive a completed online delivery slip (LSO) as a PDF file by SFTP or e-mail. If you have also provided a data file for the invoice, you will receive an additional delivery slip (AVZ) for invoicing.
5. Print the dispatch list or delivery note and hand it in together with the corresponding letters to your acceptance point. You will be given one signed copy of each original as proof of mailing. The customer copy confirmed by the post office is available in the portal and can also be requested as an e-mail.

You also have the option of subscribing to various reports, which provide you with updates by e-mail or SFTP on the current delivery status of your mail every 24 hours.

Information about DataTransfer:
− www.swisspost.ch/datatransfer

Technical specifications and registering for DataTransfer:
− datatransfer@swisspost.ch
− www.swisspost.ch/datatransfer > Technical DataTransfer support
− via your customer advisor
Posting letters with barcode

Overview of mailing options

Example of an online delivery slip (LSO)

DataTransfer
Lieferschein für Briefsendungen mit elektronischer Sendungsverfolgung
Bulletin de livraison pour lettres avec suivi électronique des envois
Bollettino di consegna per lettere con tracciamento elettronico

Abender / Expéditeur / Mittente
PostMail
IMT
PM82
Viktorianstrasse 21
303049 Bern

Aufgeben / Déposer / Speditore
Beleg für die Post
Justificatif pour la Poste
Copia per la Posta

Datum
Date
Data

 Unterschrift
Signature
Firma

Aufgeführte Sendungen entgegengenommen
Prise en charge des envois indiqués
Invii elencati presi in consegna

Datum
Date
Data

 Unterschrift
Signature
Firma

Folgende Sendungen wurden nicht ausgeliefert / Les envois ci-après n’ont pas été livrés / I seguenti invii non sono stati consegnati

Datum
Date
Data

 Unterschrift
Signature
Firma

Folgende Sendungen wurden zusätzlich ausgeliefert / Les envois ci-après ont été livrés en plus / In aggiunta sono stati consegnati

Datum
Date
Data

 Unterschrift
Signature
Firma

Korrektur erfolgt
Correction effectuée
Correzione eseguita

Datum
Date
Data

 Unterschrift
Signature
Firma

Reported
Date
Data

 Unterschrift
Signature
Firma

Manual  Barcodes and data matrix codes for letter mail  Version January 2020 81
Posting letters with barcode
Overview of mailing options

Using barcode labels applied by Swiss Post

If you do not want to apply the barcodes yourself, this can also be done at the acceptance point (preparing your consignments and address registration with Swiss Post franking). If you have any questions, please contact your customer advisor.

Information on the “Swiss Post franking” service:
– www.swisspost.ch/frankierenpost

For information about Swiss Post’s barcode labelling service, see

Online tracking (Track & Trace)

You can use the online Track & Trace service to conveniently track online letters with barcode, international consignments, pallets, letters with Letter ID, non-deliverable letters and parcels, Swiss Express and courier consignments. You have the following options for consignment tracking:

“Track consignments” online service
You can view posting, sorting and delivery events quickly and without logging in on Swiss Post’s website or in the Post-App. Logging in to the Swiss Post Customer Center provides additional search options and information (such as the recipient signature for registered letters).

Information on the “Track consignments” online service:
– www.swisspost.ch/track-consignments

“Track consignments” web service
Sorting and delivery events can be shown directly in the web shop or customer system.

Information on consignment tracking and technical support for the web service:
– www.swisspost.ch/post-sendungenverfolgen-cug

Swiss Post liability

Swiss Post is liable for loss, damage or incorrect delivery of letter mail with proof of delivery (registered (R), court document (GU), debt collection document (BU), Letter with ID check (LID), Letter with ID check/contract signing (LID-CS)) and A Mail Plus.

Retain your proof of posting or at least the consignment number, as you will need to present it if you ever wish to make a claim. See also the General Terms and Conditions (GTC) of Post CH Ltd.

General Terms and Conditions (GTC) for postal services:
– www.swisspost.ch/gtc
PP-franked letter mail without barcodes is billed on the basis of a dispatch list (AVZ) which is created for every consignment posted. To facilitate the billing of PP-franked mail, Swiss Post provides the “Letters dispatch list” online service or the DataTransfer online data interface.

One exception is PP-franked letters with barcode that have a Letter mail easy franking licence number in the barcode. Dispatch lists (AVZ) are not generated for these consignments. The invoice will be billed based on Swiss Post’s processing data.

**Important:** The Letter ID light and Letter ID franking methods may only be used via the “Letters dispatch list” online service or the DataTransfer online data interface.

For information about the billing of PP-franked mail, see – www.swisspost.ch/pp-franking
Creating a dispatch list via the “Letters dispatch list” online service

You can create your dispatch lists for PP-franked letter mail simply and free of charge via the “Letters dispatch list” online service in the Swiss Post Customer Center.

Important: When creating the dispatch list, select “PP franking with Letter ID” for consignments with the Letter ID franking method and enter the order number included in the data matrix code.

DELIVERY NOTE
ADDRESS LETTER MAIL WITH LETTER ID FORM NUMBER

Sender
Musterhans
Musterhans Kurt
Altenbergstrasse 28
3013 Bern

Dispatcher
Musterhans
Musterhans Kurt
Altenbergstrasse 28
3013 Bern

Invoice reference number: 500713610

Customer reference: Letter ID Muster

<table>
<thead>
<tr>
<th>Product / additional services</th>
<th>Weight (g)</th>
</tr>
</thead>
<tbody>
<tr>
<td>82 Bulk Mail / Letter standard</td>
<td>21 - 30</td>
</tr>
</tbody>
</table>

To be completed by post office:
Barcode: 961730017565000135
checked
approved
Remarks: 08.10.2019

Information concerning the “Letters dispatch list” online service:
– www.swisspost.ch/online-services > Letters dispatch list

Posting PP-franked letter mail
Dispatch list for PP-franked mail
Creating a dispatch list via DataTransfer

Post CH Ltd provides the online DataTransfer interface for secure and efficient exchange of dispatch and billing data.

DataTransfer offers you
- a convenient alternative to consignments with barcode lists
- simpler billing of PP-franked mail
- data submission for address verification with Letter ID
- receipt of reports on returned consignments

Creating a dispatch list via DataTransfer
1. Using your software, you generate a file with the billing data (XML).
2. You send this file by SFTP, e-mail or sedex to Swiss Post’s online DataTransfer interface.
3. You receive a completed delivery slip (dispatch list) by SFTP or e-mail as a PDF file.
4. Print the dispatch list or delivery note and hand it in together with the corresponding letters to your acceptance point. You will be given one signed copy of each original as proof of posting. The customer copy confirmed by the post office is available in the portal and can also be requested as an e-mail. You also have the option of subscribing to various reports, which provide you with updates by e-mail or SFTP on the current delivery status of your mail every 24 hours.

Information about DataTransfer:
- www.swisspost.ch/datatransfer

Technical specifications and registering for DataTransfer:
- datatransfer@swisspost.ch
- www.swisspost.ch/datatransfer > Technical DataTransfer support
- via your customer advisor
Generating barcodes
Basics

Introduction

Barcodes are one-dimensional, machine-readable, graphical representations of data.
– Barcodes consist of parallel strips of alternating dark bars and light spaces, the so-called barcode elements.
– The narrowest element is termed a “module”, and its width in millimetres is the “module width”.
– The width of all wider elements is always a multiple of the module width. Most barcodes use two or four different element widths.
– The module ratio specifies the number of times the narrowest element can fit into the widest element. With a module ratio of 4:1, the widest bar is four times the width of the narrowest one. If a code with four element widths is used, the intermediate elements are either two or three times the width.
– The individual digits and characters of a barcode are represented as a unique sequence of elements of different widths. Exactly how they appear depends on the character set used.
– A barcode always begins with a start character and ends with a stop character. These contain information about the type of barcode, the character set used and the direction of scanning.

Quiet zones

Quiet zones are the blank areas around the barcodes that must be left free of any printing. This ensures that there is sufficient distance from other barcodes, text or design elements that could interfere with scanning.
Generating barcodes

Basics

Barcode 128

Shipping and value-added service barcodes are based on the standardized barcode 128 symbology. This barcode is licence-free, widely used and supported by many software programs.

Character sets

Barcode 128 provides various character sets to represent the data. Character sets C and B are used for Post CH Ltd letter mail.

Character set C (numeric)
Each character in this set consists of a pair of digits with a value from “00” to “99”. It is therefore possible to assign two digits to each character, which allows the data density to be doubled. The barcode is then shorter.

Character set C is used for:
− Shipping barcodes for domestic mail
− Value-added service barcodes

Character set B (alphanumeric)
The alphanumeric character set B consists of individual letters, digits and special characters. Compressed representation is not possible. The barcode is thus longer.

Character set B is used for:
− Shipping barcodes for international mail
− Value-added service barcodes (old version)

Module ratio

Barcode 128 uses four different element widths with a module ratio of 4:1.
Generating barcodes

Basics

Technical requirements for printing barcodes

Your barcodes will be legible if you comply with the following specifications:

**Printer resolution**
Use a printer with a physical print resolution of at least 600 dpi (dots per inch).

**Module width**
At a minimum print resolution of 600 dpi, the module width must be between 0.335 and 0.7 mm.

**Printing**
The bars must be printed using a matt black ink with even coverage and good edge definition.

**Print contrast signal (PCS)**
The contrast factor (PCS, dimensionless value according to DIN EN 797) must be greater than 0.7 for a wavelength range of between 620 and 900 nm. Properly printed black codes on light matt papers will be able to reliably achieve this contrast factor.

**Opacity**
The opacity of the label material must be at least 0.75% (DIN 53 146, ISO 1831). This value may be lower if the surface of the mail item is white and is not patterned or textured.

**Quality standard**
The print quality must be at least grade B according to DIN EN ISO/IEC 15416.

**Note:** If you use a modern laser printer to print your barcodes on pure white paper, they will usually meet these requirements.
## Generating barcodes

Generating shipping barcodes for domestic mail

### Specification

Shipping barcodes for domestic mail are created in compliance with the following specification:

<table>
<thead>
<tr>
<th>Type</th>
<th>Character set</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcode 128</td>
<td>Character set C (numeric)</td>
<td>ISO/IEC 15417</td>
</tr>
</tbody>
</table>

### Data population

#### Data structure

Shipping barcodes for domestic mail comprise:
- the start character (value “105”)
- the 9 digit pairs of information content
- the check digit pair
- the stop character (value “106”)

### Example:

<table>
<thead>
<tr>
<th></th>
<th>105</th>
<th>98</th>
<th>42</th>
<th>10</th>
<th>31</th>
<th>78</th>
<th>00</th>
<th>00</th>
<th>03</th>
<th>01</th>
<th>40</th>
<th>106</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start character</td>
<td>Letter mail identifier PostMail</td>
<td>Franking licence or product code and franking licence</td>
<td>Consignment number</td>
<td>Check digit pair (barcode 128C)</td>
<td>Stop character</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information content</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Positions 1 to 3: start character (3 positions)**

The value “105” signifies character set C.

**Positions 4 and 5: identifier (2 positions)**

Post CH Ltd has designated identifier “98” for letter mail.
Generating barcodes
Generating shipping barcodes for domestic mail

Positions 6 to 13: franking licence (8 positions) or product code (2 positions) and franking licence (6 positions)
The franking licences are issued by Swiss Post and identify the individual customer. The data structure varies depending on the product selected:

<table>
<thead>
<tr>
<th>Product</th>
<th>Data structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered (R)</td>
<td>XXXXXXXXX (franking licence)</td>
</tr>
<tr>
<td>A Mail Plus (A+)</td>
<td>“01” (product code) and XXXXXXXX (franking licence)</td>
</tr>
<tr>
<td>Dispomail (A)</td>
<td>“02” (product code) and XXXXXXXX (franking licence)</td>
</tr>
<tr>
<td>Court document (GU)</td>
<td>“03” (product code) and XXXXXXXX (franking licence)</td>
</tr>
<tr>
<td>Non-registered electronic cash on delivery letters (BLN)</td>
<td>“04” (product code) and XXXXXXXX (franking licence)</td>
</tr>
<tr>
<td>Debt collection documents (DD)</td>
<td>“05” (product code) and XXXXXXXX (franking licence)</td>
</tr>
<tr>
<td>Letter with ID check/contract signing Sent (CT)</td>
<td>“07” (product code) and XXXXXXXX (franking licence)</td>
</tr>
<tr>
<td>Letter with ID check/contract signing Return (A+)</td>
<td>“08” (product code) and XXXXXXXX (franking licence)</td>
</tr>
<tr>
<td>Letter with ID check Sent (ID)</td>
<td>“09” (product code) and XXXXXXXX (franking licence)</td>
</tr>
<tr>
<td>Letter with ID check Return (A+)</td>
<td>“08” (product code) and XXXXXXXX (franking licence)</td>
</tr>
</tbody>
</table>

Positions 14 to 21: consignment number (8 positions)
The eight-digit consignment number is assigned for each consignment in ascending order or according to a freely definable system (value range 00000001 to 99999999). It is always entered starting on the far right of the reserved barcode positions and any remaining free positions are padded with zeroes. Each consignment number must be unique within a period of 180 days, so it may be assigned only once during this period.

Positions 22 to 23: check digit pair

Positions 24 to 26: stop character (3 positions)
Value “106”

Barcode modules
The start character and the digit pairs each comprise 11 modules, split into 3 bars and 3 spaces. The stop character comprises 13 modules, split into 4 bars and 3 spaces.
Generating barcodes
Generating shipping barcodes for domestic mail

**Representation size**

The representation size of the barcodes is obtained by multiplying the number of modules by the module width:

<table>
<thead>
<tr>
<th>Number of characters</th>
<th>Number of modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 start character at 11 modules</td>
<td>11 modules</td>
</tr>
<tr>
<td>9 digit pairs at 11 modules each</td>
<td>99 modules</td>
</tr>
<tr>
<td>1 check digit pair at 11 modules</td>
<td>11 modules</td>
</tr>
<tr>
<td>1 stop character at 13 modules</td>
<td>13 modules</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>134 modules</strong></td>
</tr>
</tbody>
</table>

Representation size = number of modules × module width
134 modules × 0.335 mm = **44.9 mm**
Generating barcodes

Layout of shipping barcodes for domestic mail

Structure of shipping barcodes for domestic mail

Shipping barcodes for domestic mail comprise:

- the horizontally printed product code (capital letters)
- indication of the branch at the domicile (postcode and town)
- the horizontally printed barcode
- the human-readable text showing the information content of the shipping barcode. To assist interpretation, the individual sections are marked off with dots. The dots mark the letter mail identifier, product designation, franking licence and consignment number sections
- the blank quiet zones around the barcode. These areas must be left blank so that the barcode can be reliably read
- **optional**: the horizontally printed full-text product designation
- **optional**: the Swiss Post logo (as long as the logo or the Post CH Ltd text is not already on the consignment). The Swiss Post logo is available at www.swisspost.ch/template.

In the case of PP-franking, the shipping barcode for domestic mail also includes:

- the postage paid impression “PP”.
Generating barcodes
Layout of shipping barcodes for domestic mail

The following dimensions must be observed so that the shipping barcodes for domestic mail can be reliably read:

<table>
<thead>
<tr>
<th>Description</th>
<th>Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Module width</td>
<td>0.335 mm (see “Introduction”, page 86)</td>
</tr>
<tr>
<td>B Module ratio</td>
<td>4:1 (see “Introduction”, page 86)</td>
</tr>
<tr>
<td>C Module height</td>
<td>At least 5 mm</td>
</tr>
<tr>
<td>D Distance between branch at domicile and barcode</td>
<td>At least 1 mm</td>
</tr>
<tr>
<td>E Distance between PP impression and barcode</td>
<td>At least 1 mm</td>
</tr>
<tr>
<td>F Distance between product code and barcode</td>
<td>At least 5 mm</td>
</tr>
<tr>
<td>G Trailing quiet zone</td>
<td>At least 8 mm</td>
</tr>
<tr>
<td>H Distance between barcode and human-readable information</td>
<td>At least 1 mm</td>
</tr>
<tr>
<td>I Distance between human-readable information and product designation</td>
<td>At least 2 mm</td>
</tr>
</tbody>
</table>
Generating barcodes
Layout of shipping barcodes for domestic mail

### Text content and text styles

The following specifications apply to the text elements:

<table>
<thead>
<tr>
<th>Text element</th>
<th>Font</th>
<th>Recommended size</th>
<th>Minimum size</th>
<th>Text colour</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Product code</strong></td>
<td>Arial bold</td>
<td>55 pt</td>
<td>12 pt</td>
<td>Black</td>
</tr>
<tr>
<td>– “R” (registered mail (R))</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “A+” (A Mail Plus)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “A” (Dispomail)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “BLN” (non-registered electronic cash on delivery (BLN))</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “BU” (debt collection documents (BU))</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “GU” (court document (GU))</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “CT” (Letter with ID check/contract signing)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “ID” (Letter with ID Check)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Branch at domicile</strong></td>
<td>Arial</td>
<td>8 pt</td>
<td>6 pt</td>
<td>Black</td>
</tr>
<tr>
<td>– Postcode and town</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>If PP franked: PP impression</strong></td>
<td>Arial bold</td>
<td>8 pt</td>
<td>6 pt</td>
<td>Black</td>
</tr>
<tr>
<td>– “PP”</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Human-readable information</strong></td>
<td>Arial bold</td>
<td>9 pt</td>
<td>6 pt</td>
<td>Black</td>
</tr>
<tr>
<td>– “XX.XX.XXXXXX.XXXXXXXX”</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>optional: product designation</strong></td>
<td>Arial bold</td>
<td>8 pt</td>
<td>6 pt</td>
<td>Black</td>
</tr>
<tr>
<td>– “Recommandé Suisse” (registered)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “A-Post Plus/Courrier A Plus/Posta A Plus” (A Mail Plus)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “Dispomail”</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “Nachnahme/Remboursement/Rimborso”</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “Debt collection document”</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “Court document”</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Homologation

**Important:** Before they are used for the first time, all barcodes, data matrix codes and barcode lists you create must be homologated by Post CH Ltd. For this they are selected using special test systems and checked for readability and data integrity. If they meet all the criteria, they are then approved for operational use. This ensures that letter mailings can be processed later without problems (see “Homologation” on page 153). Swiss Post accepts no liability for mail items that cannot be processed correctly due to non-homologated, incorrect barcodes.
Generating barcodes
Generating shipping barcodes for international mail

**Specification**
Shipping barcodes for international mail are created in compliance with the following specification:

<table>
<thead>
<tr>
<th>Type</th>
<th>Character set</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcode 128</td>
<td>Character set B (alphanumeric)</td>
<td>ISO/IEC 15417</td>
</tr>
</tbody>
</table>

**Data population**

**Registered (R) international data structure**
Shipping barcodes for international mail comprise:
- the start character (value “104”)
- the 13 characters and digits of information content
- the check digit/character
- the stop character (value “106”)

**Example:**

<table>
<thead>
<tr>
<th>104</th>
<th>R</th>
<th>N</th>
<th>5</th>
<th>7</th>
<th>3</th>
<th>8</th>
<th>1</th>
<th>7</th>
<th>3</th>
<th>9</th>
<th>4</th>
<th>C</th>
<th>H</th>
<th>+</th>
<th>106</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start character</td>
<td>Product</td>
<td>Franking licence for international registered mail</td>
<td>Consignment number</td>
<td>Check digit (Swiss Post)</td>
<td>Country of posting</td>
<td>Check digit (barcode 128B)</td>
<td>Stop character</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Positions 1 to 3: start character (3 positions)**
The value “104” signifies character set B.

**Position 4: product (1 position)**
“R” for the product “international registered mail (R)”

**Positions 5 to 8: franking licence for international registered mail (4 positions)**
The franking licences are issued by Swiss Post and identify the individual customer.

Please send any enquiries about franking licences for international registered mail to
– international@swisspost.ch

**Positions 9 to 13: consignment number (5 positions)**
The five-digit consignment number is assigned for each consignment in ascending order or according to a freely definable system (value range “00001” to “99999”). It is always entered starting on the far right of its barcode positions and any remaining free positions are padded with zeroes. Each consignment number must be unique within a period of 360 days, so it may be assigned only once during this period.
Generating barcodes
Generating shipping barcodes for international mail

Position 14: check digit (1 position)
The check digit is calculated as the division remainder from the eight preceding digits (modulus 11).

Calculation example:

<table>
<thead>
<tr>
<th>Calculation of check digit (modulus 11)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digits from customer ID and consignment number</td>
</tr>
<tr>
<td>Weighting factors (fixed)</td>
</tr>
<tr>
<td>Sum of results of weighting</td>
</tr>
<tr>
<td>Division of sum by 11</td>
</tr>
<tr>
<td>Calculation of remainder</td>
</tr>
<tr>
<td>21 × 11 = 231</td>
</tr>
<tr>
<td>(Sum of results of weighting) – 231</td>
</tr>
<tr>
<td>238 – 231 = 7</td>
</tr>
<tr>
<td>Subtraction of remainder from 11</td>
</tr>
<tr>
<td>11 – 7 = 4</td>
</tr>
<tr>
<td>(Result of calculation) = 4</td>
</tr>
<tr>
<td>Check digit</td>
</tr>
<tr>
<td>Result = 10 → check digit is 0</td>
</tr>
<tr>
<td>Result = 11 → check digit is 5</td>
</tr>
</tbody>
</table>

Positions 15 to 16: country of posting (2 positions)
The country of posting is indicated using the ISO 3166-1 country code (“CH”).

Position 17: check digit/character

Positions 18 to 20: stop character (3 positions)
Value “106”
## Generating barcodes

Generating shipping barcodes for international mail

### PRIORITY Plus / E-Tracking Plus / Untracked data structure

**Shipping barcodes for international mail comprise:**
- the start character (value “104”)
- the 13 characters and digits of information content
- the check digit/character
- the stop character (value “106”)

**Examples:**

<table>
<thead>
<tr>
<th>104</th>
<th>L</th>
<th>N</th>
<th>5</th>
<th>7</th>
<th>3</th>
<th>8</th>
<th>1</th>
<th>7</th>
<th>3</th>
<th>9</th>
<th>4</th>
<th>C</th>
<th>H</th>
<th>+</th>
<th>106</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start character</td>
<td>Product</td>
<td>Franking licence for PRIORITY Plus / E-Tracking Plus</td>
<td>Consignment number</td>
<td>Check digit (Swiss Post)</td>
<td>Country of posting</td>
<td>Check digit ( barcode 128B)</td>
<td>Stop character</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information content</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>104</th>
<th>U</th>
<th>N</th>
<th>5</th>
<th>7</th>
<th>3</th>
<th>8</th>
<th>1</th>
<th>7</th>
<th>3</th>
<th>9</th>
<th>4</th>
<th>C</th>
<th>H</th>
<th>+</th>
<th>106</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start character</td>
<td>Product</td>
<td>Franking licence for Untracked</td>
<td>Consignment number</td>
<td>Check digit (Swiss Post)</td>
<td>Country of posting</td>
<td>Check digit ( barcode 128B)</td>
<td>Stop character</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information content</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Positions 1 to 3: start character (3 positions)
The value “104” signifies character set B.

### Position 4: product (1 position)
“L” for the products “PRIORITY Plus” and “E-Tracking Plus”
“U” for international goods consignments without consignment tracking (Untracked)

### Positions 5 to 9: franking licence for PRIORITY Plus / E-Tracking Plus or Untracked consignments (5 digits)
The same franking licence can be used for PRIORITY Plus and E-Tracking Plus consignments. For Untracked consignments, a separate franking licence must be opened.

For questions concerning PRIORITY Plus / E-Tracking Plus or Untracked consignments:

– international@swisspost.ch

### Positions 10 to 13: consignment number (4 positions)
The four-digit consignment number is assigned for each consignment in ascending order or according to a freely definable system (value range “0001” to “9999”). It is always entered starting on the far right of its barcode positions and any remaining free positions are padded with zeroes. Each consignment number must be unique within a period of 360 days, so it may be assigned only once during this period.

### Position 14: check digit (1 position)
The check digit is calculated as the division remainder from the eight preceding digits (modulus 11). See “Calculation example” on page 96.
Generating barcodes
Generating shipping barcodes for international mail

Positions 15 to 16: country of posting (2 positions)
The country of posting is indicated using the ISO 3166-1 country code (“CH”).

Position 17: check digit/character

Positions 18 to 20: stop character (3 positions)
Value “106”

Barcode modules
The start character, the digits and characters each comprise 11 modules, split into 3 bars and 3 spaces. The stop character comprises 13 modules, split into 4 bars and 3 spaces.

Representation size
The representation size of the barcodes is obtained by multiplying the number of modules by the module width:

<table>
<thead>
<tr>
<th>Number of characters</th>
<th>Number of modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 start character at 11 modules</td>
<td>11 modules</td>
</tr>
<tr>
<td>13 digits and characters at 11 modules each</td>
<td>143 modules</td>
</tr>
<tr>
<td>1 check digit/character at 11 modules</td>
<td>11 modules</td>
</tr>
<tr>
<td>1 stop character at 13 modules</td>
<td>13 modules</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>178 modules</strong></td>
</tr>
</tbody>
</table>

Representation size = number of modules × module width
178 modules × 0.335 mm = **59.6 mm**

**Note:** The barcode may also be shorter. Some barcode generators reduce the representation size by temporarily switching to character set C for digits then switching back again.
Generating barcodes
Layout of shipping barcodes for international mail

Structure of shipping barcodes for international mail

Shipping barcodes for international registered mail (R) should be created according to the same specifications as for domestic mail. However, some elements of the data structure and layout differ. These differences are set out below.

Consignment barcodes for international registered mail (R) comprise:

- the horizontally printed product code (capital letters)
- the horizontally printed barcode
- the horizontally printed human-readable text showing the information content of the shipping barcode. On international mail, this text is not separated by dots. However, blank spaces may be used to make it easier to read. Shipping barcodes for international mail can be readily identified by the “CH” in the human-readable information under the barcode.
- the blank quiet zones around the barcode. These areas must be left blank so that the barcode can be reliably read
- optional: handling instructions (“Please scan – Signature required, Veuillez scanner – Remise contre Signature”)
- optional: the horizontally printed full-text product designation
- the Swiss Post logo

Important: For international registered mail (R), the PP impression is not integrated into the shipping barcode, but instead is placed in the franking zone at the top right of the mail item. Even if you use window envelopes, the impression must always be outside on the envelope.

Note: The structure for PRIORITY Plus/E-Tracking Plus or Untracked barcodes can be found in the instructions for harmonized labels. To obtain these instructions, please contact your customer advisor at Asendia Switzerland or international@swisspost.ch.
Generating barcodes
Layout of shipping barcodes for international mail

The following dimensions must be observed so that the shipping barcodes for international mail can be reliably read:

<table>
<thead>
<tr>
<th>Description</th>
<th>Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Module width</td>
<td>0.335 mm (see “Introduction”, page 86)</td>
</tr>
<tr>
<td>B Module ratio</td>
<td>4:1 (see “Introduction”, page 86)</td>
</tr>
<tr>
<td>C Module height</td>
<td>At least 5 mm</td>
</tr>
<tr>
<td>D Distance between product code and barcode</td>
<td>At least 5 mm</td>
</tr>
<tr>
<td>E Trailing quiet zone</td>
<td>At least 8 mm</td>
</tr>
<tr>
<td>F Distance between barcode and human-readable information</td>
<td>At least 1 mm</td>
</tr>
<tr>
<td>G Distance between human-readable information and handling instructions</td>
<td>At least 2 mm</td>
</tr>
</tbody>
</table>

**Note:** The dimensions for PRIORITY Plus / E-Tracking Plus or Untracked barcodes can be found in the instructions for harmonized labels. To obtain these instructions, please contact your customer advisor at Asendia Switzerland or international@swisspost.ch.
Generating barcodes
Layout of shipping barcodes for international mail

<table>
<thead>
<tr>
<th>Text element</th>
<th>Font</th>
<th>Recommended size</th>
<th>Minimum size</th>
<th>Text colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product code &quot;R&quot; (registered mail (R))</td>
<td>Arial bold</td>
<td>55 pt</td>
<td>12 pt</td>
<td>Red or black</td>
</tr>
<tr>
<td>Human-readable information XX XXX XXX XXX XX</td>
<td>Arial bold</td>
<td>11 pt</td>
<td>8 pt</td>
<td>Black</td>
</tr>
<tr>
<td>Optional: product designation &quot;Recommandé étranger&quot; (international registered)</td>
<td>Arial</td>
<td>6 pt</td>
<td>6 pt</td>
<td>Black</td>
</tr>
<tr>
<td>Optional: handing instructions &quot;Please scan – Signature required Veuillez scanner – Remise contre Signature&quot;</td>
<td>Arial bold</td>
<td>6 pt</td>
<td>6 pt</td>
<td>Black</td>
</tr>
</tbody>
</table>

Note: The specifications for the text elements for PRIORITY Plus / E-Tracking Plus or Untracked barcodes can be found in the instructions for harmonized labels. To obtain these instructions, please contact your customer advisor at Asendia Switzerland or international@swisspost.ch.

Homologation

Important: Before they are used for the first time, all barcodes, data matrix codes and barcode lists you create must be homologated by Post CH Ltd. For this they are selected using special test systems and checked for readability and data integrity. If they meet all the criteria, they are then approved for operational use. This ensures that letter mailings can be processed later without problems (see “Homologation” on page 153). Swiss Post accepts no liability for mail items that cannot be processed correctly due to non-homologated, incorrect barcodes.
Generating barcodes
Generating value-added service barcodes for domestic mail

Specification

Value-added service barcodes for domestic mail are created in compliance with the following specification:

<table>
<thead>
<tr>
<th>Type</th>
<th>Character set</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcode 128</td>
<td>Character set C (numeric)</td>
<td>ISO/IEC 15417</td>
</tr>
</tbody>
</table>

Older value-added service barcodes are based on character set B (alphanumeric). This is no longer used for new implementations. However, barcodes with character set B that have already been homologated remain valid.

Data population

Data structure

Value-added service barcodes for domestic mail comprise:
- the start character (value “105”; formerly “104”)
- the 2 digit pairs for indicating the value-added service
- the check digit pair
- the stop character (value “106”)

Example:

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>03</td>
<td>27</td>
<td>59</td>
<td>106</td>
</tr>
<tr>
<td>Start character</td>
<td>Code for the value-added service and delivery instructions</td>
<td>Check digit pair (barcode 128C)</td>
<td>Stop character</td>
<td></td>
</tr>
</tbody>
</table>

Positions 1 to 3: start character (3 positions)
The value “105” signifies character set C.
Generating barcodes

Generating value-added service barcodes for domestic mail

Positions 4 to 7: code for value-added service (4 positions)

<table>
<thead>
<tr>
<th>Designation of value-added service</th>
<th>Data structure (character set C)</th>
<th>Previous data structure (character set B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return receipt (AR)</td>
<td>0327</td>
<td>e*018</td>
</tr>
<tr>
<td>Electronic return receipt (eAR)</td>
<td>0328</td>
<td>–</td>
</tr>
<tr>
<td>Personal delivery (RMP)</td>
<td>0322</td>
<td>e*021</td>
</tr>
<tr>
<td>Electronic cash on delivery (BLN)</td>
<td>0341</td>
<td>–</td>
</tr>
<tr>
<td>ID check (ID+RMP)</td>
<td>0470</td>
<td>–</td>
</tr>
<tr>
<td>Items for the blind (CEC)</td>
<td>0610</td>
<td>e*012</td>
</tr>
<tr>
<td>Military mail (MIL)</td>
<td>1007</td>
<td>e*027</td>
</tr>
</tbody>
</table>

Positions 8 to 9: check digit pair

Positions 10 to 12: stop character (3 positions)

Value “106”

Barcode modules

The start character and the digit pairs each comprise 11 modules, split into 3 bars and 3 spaces. The stop character comprises 13 modules, split into 4 bars and 3 spaces.

Representation size

The representation size of the barcodes is obtained by multiplying the number of modules required by the selected module width:

<table>
<thead>
<tr>
<th>Number of characters</th>
<th>Number of modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 start character at 11 modules</td>
<td>11 modules</td>
</tr>
<tr>
<td>2 digit pairs at 11 modules each</td>
<td>22 modules</td>
</tr>
<tr>
<td>1 check digit pair at 11 modules</td>
<td>11 modules</td>
</tr>
<tr>
<td>1 stop character at 13 modules</td>
<td>13 modules</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>57 modules</strong></td>
</tr>
</tbody>
</table>

Representation size = number of modules × module width

57 modules × 0.335 mm = **19.1 mm**
Generating barcodes
Layout of value-added service barcodes for domestic mail

Simplified variant of value-added service barcodes

If you wish to combine several value-added service barcodes or there is not enough space on the item, you can use a simplified variant of the value-added service barcodes. This does not include the full-text designation of the value-added service and consists of:

- the vertically printed abbreviation for the value-added service
- the vertically printed barcode
- the blank quiet zones around the barcode. These areas must be left blank so that the barcode can be reliably read
- The electronic cash on delivery (BLN) value-added service barcode additionally includes the horizontally printed currency code “CHF” followed by the vertically printed COD amount
Generating barcodes
Layout of value-added service barcodes for domestic mail

The following dimensions must be observed so that the value-added service barcodes for international mail can be reliably read:

<table>
<thead>
<tr>
<th>Description</th>
<th>Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Module width</td>
<td>0.335 mm (see “Introduction”, page 86)</td>
</tr>
<tr>
<td>B Module ratio</td>
<td>4:1 (see “Introduction”, page 86)</td>
</tr>
<tr>
<td>C Module height</td>
<td>At least 5 mm</td>
</tr>
<tr>
<td>D Leading quiet zone</td>
<td>At least 7 mm</td>
</tr>
<tr>
<td>E Trailing quiet zone</td>
<td>At least 7 mm</td>
</tr>
<tr>
<td>F Quiet zone at right edge</td>
<td>At least 2 mm</td>
</tr>
<tr>
<td>G Distance between barcode and designation of value-added service</td>
<td>At least 2 mm</td>
</tr>
</tbody>
</table>
Generating barcodes
Layout of value-added service barcodes for domestic mail

The following specifications apply to the text elements:

<table>
<thead>
<tr>
<th>Text element</th>
<th>Font</th>
<th>Recommended size</th>
<th>Minimum size</th>
<th>Text colour</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abbreviation for value-added service</strong></td>
<td>Arial bold</td>
<td>18 pt</td>
<td>18 pt</td>
<td>Red or black</td>
</tr>
<tr>
<td>– “AR” (return receipt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “eAR” (electronic return receipt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “RMP” (personal delivery)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “BLN” (electronic cash on delivery)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “ID+RMP” (ID check)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “CEC” (items for the blind)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– “MIL” (military mail)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COD amount (BLN only)</strong></td>
<td>Arial</td>
<td>8 pt</td>
<td>6 pt</td>
<td>Black</td>
</tr>
<tr>
<td>Amount in CHF between 0.05 and 10,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Homologation

**Important:** Before they are used for the first time, all barcodes, data matrix codes and barcode lists you create must be homologated by Post CH Ltd. For this they are selected using special test systems and checked for readability and data integrity. If they meet all the criteria, they are then approved for operational use. This ensures that letter mailings can be processed later without problems (see “Homologation” on page 153). Swiss Post accepts no liability for mail items that cannot be processed correctly due to non-homologated, incorrect barcodes.
Generating barcodes
Layout of value-added service codes for international mail

There are no value-added service barcodes for international mail. The value-added services are indicated in plain text form. The value-added services are indicated by means of a sticker or printed code. They can be implemented as printed graphics or text in your software solution.

For information about value-added services for international mail, see
– www.swisspost.ch/additional-services-letters > Value-added services for international letters

### Return receipt

**Avis de réception**

The return receipt (AR) value-added service is indicated above the recipient address by the text “Avis de réception” (French is used as the international postal language) or a similar phrase in a language known in the destination country.

**Layout**

<table>
<thead>
<tr>
<th>Font</th>
<th>Font size</th>
<th>Text colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arial bold</td>
<td>Same as recipient address</td>
<td>Black</td>
</tr>
</tbody>
</table>

### Personal delivery

**A remettre en main propre**

The personal delivery (RMP) value-added service is indicated above the recipient address by the text “A remettre en main propre” (French is used as the international postal language) or a similar phrase in a language known in the destination country.

**Layout**

<table>
<thead>
<tr>
<th>Font</th>
<th>Font size</th>
<th>Text colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arial bold</td>
<td>Same as recipient address</td>
<td>Black</td>
</tr>
</tbody>
</table>
Generating barcodes
Layout of value-added service codes for international mail

Items for the blind

Cécogramme

The items for the blind (CEC) value-added service is indicated above the recipient address by the text "Cécogramme" (French is used as the international postal language) or a similar phrase in a language known in the destination country.

Layout

<table>
<thead>
<tr>
<th>Font</th>
<th>Font size</th>
<th>Text colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arial bold</td>
<td>Same as recipient address</td>
<td>Black</td>
</tr>
</tbody>
</table>
Generating barcodes
Generating delivery instructions for domestic mail

Specification

Delivery instructions for domestic mail are created in compliance with the following specification:

<table>
<thead>
<tr>
<th>Type</th>
<th>Character set</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcode 128</td>
<td>Character set C (numeric)</td>
<td>ISO/IEC 15417</td>
</tr>
</tbody>
</table>

Data population

Data structure

Shipping barcodes for delivery instructions comprise:
- the start character (value “105”)
- the 2 digit pairs for indicating the delivery instruction
- the check digit pair
- the stop character (value “106”)

Example:

<table>
<thead>
<tr>
<th>105</th>
<th>25</th>
<th>12</th>
<th>59</th>
<th>106</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start character</td>
<td>Code for the delivery instructions</td>
<td>Check digit pair (barcode 128C)</td>
<td>Stop character</td>
<td></td>
</tr>
<tr>
<td>Information content</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Positions 1 to 3: start character (3 positions)
The value “105” signifies character set C.

Positions 4 to 7: code (4 positions)

<table>
<thead>
<tr>
<th>Delivery instructions description</th>
<th>Data structure of the delivery instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second attempted delivery on the following Saturday</td>
<td>2512</td>
</tr>
</tbody>
</table>

Positions 8 to 9: check digit pair

Positions 10 to 12: stop character (3 positions)
Value “106”
**Generating barcodes**
Generating delivery instructions for domestic mail

---

**Barcode modules**
The start character and the digit pairs each comprise 11 modules, split into 3 bars and 3 spaces. The stop character comprises 13 modules, split into 4 bars and 3 spaces.

**Representation size**
The representation size of the barcodes is obtained by multiplying the number of modules required by the selected module width:

<table>
<thead>
<tr>
<th>Number of characters</th>
<th>Number of modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 start character at 11 modules</td>
<td>11 modules</td>
</tr>
<tr>
<td>2 digit pairs at 11 modules each</td>
<td>22 modules</td>
</tr>
<tr>
<td>1 check digit pair at 11 modules</td>
<td>11 modules</td>
</tr>
<tr>
<td>1 stop character at 13 modules</td>
<td>13 modules</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>57 modules</strong></td>
</tr>
</tbody>
</table>

Representation size = number of modules × module width
57 modules × 0.335 mm = **19.1 mm**

**Structure of delivery instruction barcodes for domestic mail**
Delivery instruction barcodes for domestic mail comprise:

- the vertically printed barcode
- the blank quiet zones around the barcode. These areas must be left blank so that the barcode can be reliably read
- the horizontally printed designation of the delivery instruction in up to three languages (DE, FR, IT).
- the Swiss Post logo

---
Generating barcodes
Generating delivery instructions for domestic mail

Dimensions

<table>
<thead>
<tr>
<th>Description</th>
<th>Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module width</td>
<td>0.335 mm</td>
</tr>
<tr>
<td>Module ratio</td>
<td>4:1</td>
</tr>
<tr>
<td>Module height</td>
<td>At least 5 mm</td>
</tr>
<tr>
<td>Leading quiet zone</td>
<td>At least 3 mm</td>
</tr>
<tr>
<td>Trailing quiet zone</td>
<td>At least 3 mm</td>
</tr>
<tr>
<td>Quiet zone at right edge</td>
<td>At least 3 mm</td>
</tr>
<tr>
<td>Distance between barcode and wording of delivery instruction</td>
<td>At least 5 mm</td>
</tr>
</tbody>
</table>

Text styles

<table>
<thead>
<tr>
<th>Text element</th>
<th>Font</th>
<th>Recommended size</th>
<th>Minimum size</th>
<th>Text colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation of value-added service</td>
<td>Arial</td>
<td>8 pt</td>
<td>6 pt</td>
<td>Black</td>
</tr>
</tbody>
</table>

We will be happy to provide you with the print documents. Please contact your customer advisor in reference to this.
**Generating barcodes**
Generating delivery instructions for domestic mail

---

**Homologation**

**Important:** Before they are used for the first time, all barcodes, data matrix codes and barcode lists you create must be homologated by Post CH Ltd. For this they are selected using special test systems and checked for readability and data integrity. If they meet all the criteria, they are then approved for operational use. This ensures that letter mailings can be processed later without problems (see “Homologation” on page 153). Swiss Post accepts no liability for mail items that cannot be processed correctly due to non-homologated, incorrect barcodes or data matrix codes.
Generating barcodes
Generating barcodes for pallets

### Specification

Shipping barcodes for pallets are created in compliance with the following specification:

<table>
<thead>
<tr>
<th>Type</th>
<th>Character set</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcode 128</td>
<td>Character set C (numeric)</td>
<td>ISO/IEC 15417</td>
</tr>
</tbody>
</table>

### Data population

#### Data structure

Barcodes for pallets comprise:
- the start character (value “105”)
- the 9 digit pairs of information content
- the check digit pair
- the stop character (value “106”)

**Example:**

<p>| | | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>91</td>
<td>01</td>
<td>31</td>
<td>78</td>
<td>00</td>
<td>00</td>
<td>03</td>
<td>11</td>
<td>01</td>
<td>40</td>
</tr>
<tr>
<td>Start character</td>
<td>Pallet identifier</td>
<td>Product code</td>
<td>Franking licence</td>
<td>Order number</td>
<td>Post-code area</td>
<td>Pallet number</td>
<td>Check digit pair (barcode 128 C)</td>
<td>Stop character</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Positions 1 to 3: start character (3 positions)**
The value “105” signifies character set C.

**Positions 4 and 5: identifier (2 positions)**
Post CH Ltd has designated identifier “91” for pallets.

**Positions 6 and 7: product code (2 positions)**
The data structure varies depending on the product selected:

<table>
<thead>
<tr>
<th>Product</th>
<th>Data structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>– A Mail</td>
<td>“01” (product code)</td>
</tr>
<tr>
<td>– B Mail individual items</td>
<td>“02” (product code)</td>
</tr>
<tr>
<td>– B Mail bulk mailings</td>
<td>“03” (product code)</td>
</tr>
<tr>
<td>– OnTime Mail</td>
<td>“04” (product code)</td>
</tr>
<tr>
<td>– DIR</td>
<td>“11” (product code)</td>
</tr>
<tr>
<td>– B2 Mail import</td>
<td>“20” (product code)</td>
</tr>
</tbody>
</table>

**Positions 8 to 11: franking licence (4 positions)**
The franking licences are issued by Swiss Post and identify the individual customer.
Generating barcodes
Generating barcodes for pallets

**Positions 12 to 15: order number (4 positions)**
The four-digit order number is assigned for each order in ascending order or according to a freely definable system (value range “0000” to “9999”). It is always entered starting on the far right of the reserved barcode positions and any remaining free positions are padded with zeroes. Each consignment number must be unique within a period of 60 days, so it may be assigned only once during this period.

**Positions 16 and 17: routing area of pallet (2 positions)**
The routing area details must be filled in. The relevant information can be found on the numbering plan at www.swisspost.ch/upstream-services.

**Positions 18 to 21: serial pallet number (4 positions)**
The more details you declare about the pallets (e.g. serial pallet number), the greater the information content for you. The pallet may not be indicated with “0000”.

**Positions 22 and 23: check digit pair**

**Positions 24 to 26: stop character (3 positions)**
Value “106”

---

**Barcode modules**
The start character and the digit pairs each comprise 11 modules, split into 3 bars and 3 spaces. The stop character comprises 13 modules, split into 4 bars and 3 spaces.

**Representation size**
The representation size of the barcodes is obtained by multiplying the number of modules by the module width:

<table>
<thead>
<tr>
<th>Number of characters</th>
<th>Number of modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 start character at 11 modules</td>
<td>11 modules</td>
</tr>
<tr>
<td>9 digit pairs at 11 modules each</td>
<td>99 modules</td>
</tr>
<tr>
<td>1 check digit pair at 11 modules</td>
<td>11 modules</td>
</tr>
<tr>
<td>1 stop character at 13 modules</td>
<td>13 modules</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>134 modules</strong></td>
</tr>
</tbody>
</table>

Representation size = number of modules × module width
134 modules × 0.335 mm = **44.9 mm**
Generating barcodes
Generating barcodes for pallets

Structure of barcodes for pallets

Shipping barcodes for pallets comprise:

A the horizontally printed product code (capital letters)
B the horizontally printed barcode
C the human-readable text showing the information content of the shipping barcode
D the blank quiet zones around the barcode. These areas must be left blank so that the barcode can be reliably read.

Dimensions

The following dimensions must be observed so that the shipping barcodes for pallets can be reliably read:

<table>
<thead>
<tr>
<th>Description</th>
<th>Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Module width</td>
<td>0.335 mm (see “Introduction”, page 86)</td>
</tr>
<tr>
<td>B Module ratio</td>
<td>4:1 (see “Introduction”, page 86)</td>
</tr>
<tr>
<td>C Module height</td>
<td>At least 5 mm</td>
</tr>
<tr>
<td>D Distance between product code and barcode</td>
<td>At least 5 mm</td>
</tr>
<tr>
<td>E Trailing quiet zone</td>
<td>At least 8 mm</td>
</tr>
<tr>
<td>F Distance between barcode and human-readable information</td>
<td>At least 1 mm</td>
</tr>
</tbody>
</table>
Generating barcodes
Generating barcodes for pallets

Text content and text styles

The following specifications apply to the text elements:

<table>
<thead>
<tr>
<th>Text element</th>
<th>Font</th>
<th>Recommended size</th>
<th>Minimum size</th>
<th>Text colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  Product code</td>
<td>Arial bold</td>
<td>55 pt</td>
<td>12 pt</td>
<td>Black</td>
</tr>
<tr>
<td>“T&amp;T” (Track &amp; Trace for pallets)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B  Human-readable information</td>
<td>Arial bold</td>
<td>9 pt</td>
<td>6 pt</td>
<td>Black</td>
</tr>
<tr>
<td>&quot;Track &amp; Trace pallets: XX.XX.XXXX.XX.XXXX&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Homologation

**Important:** Before they are used for the first time, all barcodes, data matrix codes and barcode lists you create must be homologated by Post CH Ltd. For this they are selected using special test systems and checked for readability and data integrity. If they meet all the criteria, they are then approved for operational use. This ensures that letter mailings can be processed later without problems (see “Homologation” on page 153). Swiss Post accepts no liability for mail items that cannot be processed correctly due to non-homologated, incorrect barcodes or data matrix codes.
Generating data matrix codes
Basics

Introduction

Data matrix codes are two-dimensional, machine-readable graphical data carriers with a high data capacity.
– They are composed of equal-sized square modules.
– The arrays of modules along the perimeter are intended to assist reading. Two solid lines form a corner which enables the location of the code to be determined (search aid lines). The module arrays along the perimeter on the opposite sides define the width of the module grid with an alternating pattern (grid width lines).
– The data area is enclosed by these aid elements. Its size may vary: depending on the intended data capacity, square data matrix codes from 10 × 10 to 144 × 144 modules as well as some rectangular formats can be produced.
– With the ECC 200 data matrix type, the useful content data is stored redundantly at different locations in the data area. It is then re-assembled on reading. As a result, the contents can be reconstructed even if 28 percent of the code area has been contaminated or damaged.

Quiet zones

Quiet zones are the blank areas around the data matrix code that must be left free of any printing. This ensures that there is sufficient distance from other barcodes, text or design elements that could interfere with scanning.

The data matrix code ECC 200

For letter mail with the franking methods Letter ID light, Letter ID, Letter with ID check, Letter with ID check/contract signing, election and voting consignment, business reply label data matrix code, Combi Response and Global Response and referral card, Swiss Post uses data matrix code type ECC 200 to supplement the postage paid impression. This data matrix code can be used licence-free. The data matrix codes can be filled with data in the formats ASCII, C40, text, X12, EDIFACT, Base256 (in accordance with specification ISO/IEC 16022).

Information concerning data matrix codes:
– www.swisspost.ch/pp-franking
– www.swisspost.ch/letterid
– www.swisspost.ch/bmv-bmid
– www.swisspost.ch/election-and-voting
– www.swisspost.ch/gas
– www.swisspost.ch/response
– www.swisspost.ch/referral-card
Generating data matrix codes

Basics

Technical requirements for printing data matrix codes

Your data matrix codes will be readable if you comply with the following specifications:

**Printer resolution**
Use a printer with a physical print resolution of at least 300 dpi (dots per inch).

**Module size**
Choose a module size of 0.5 × 0.5 mm to 0.6 × 0.6 mm.

**Colour**
Black

**Quality standard**
The print quality must satisfy at least grade B according to ANSI/AIM BC11-1997.

**Note:** If you use a modern laser printer to print your data matrix codes on pure white paper, they will usually meet these requirements.

Machine processing of consignments with data matrix codes

- The condition for delivering a requested letter mail service with data matrix code is compliance with the guidelines described in this manual and mail that is suitable for machine processing.
- When mailing, items that are pre-sorted, open, misshapen, more than 2 cm thick or partially polywrapped cannot be machine-sorted for sending.
- For returns (returns channel), data matrix codes for items that are open, misshapen, more than 2 cm thick or partially polywrapped must be excluded from machine processing.
- A surcharge for special consignments may be applied for items that cannot be machine-processed.

With polywrapped items, the data matrix code sometimes cannot be machine-processed. There may be several reasons for this: The film warps during mechanical processing, the data matrix code becomes unreadable due to the processing, insufficient contrast.

**Note:** Polywrapping is better suited to consignments where the data matrix code is applied on a cover sheet and not directly on the film.

More information on creating, packing and addressing letters:

- [www.swisspost.ch/layout-of-letters](http://www.swisspost.ch/layout-of-letters)

**Important:** Before they are used for the first time, all data matrix codes you create must be homologated by Post CH Ltd. For this they are selected using special test systems and checked for readability and data integrity. If they meet all the criteria, they are then approved for operational use. This ensures that letter mailings can be processed later without problems (see “Homologation” on page 153). Swiss Post accepts no liability for mail items that cannot be processed correctly due to non-homologated, incorrect data matrix codes.
Generating data matrix codes

Basics

Generating data matrix codes via the “Create postage paid impressions” online service

You can use the “Create postage paid impressions” online service to quickly and easily create PP impressions on the Internet for the following franking types:

− PP with the Letter ID and Letter ID light data matrix codes
− Business reply labels
− Referral cards

Information on the “Create postage paid impressions” online service:

− [www.swisspost.ch/online-services](http://www.swisspost.ch/online-services) > “Create postage paid impressions”

Specification

Data matrix codes are created in compliance with the following specification:

<table>
<thead>
<tr>
<th>Type</th>
<th>Character set</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data matrix type ECC 200 with Reed-Solomon error correction</td>
<td>Numeric Positions that can be used freely by the customer can be filled with alphanumeric values.</td>
<td>ISO/IEC 16022:2006</td>
</tr>
</tbody>
</table>
Generating data matrix codes

Layout of data matrix codes

Please use the following dimensions, so that your data matrix codes can be reliably read:

<table>
<thead>
<tr>
<th>Description</th>
<th>Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Module size</td>
<td>0.5 × 0.5 mm to 0.6 × 0.6 mm</td>
</tr>
<tr>
<td>B Quiet zones</td>
<td>4 × the module size, but at least 2 mm on all</td>
</tr>
<tr>
<td></td>
<td>sides (0.5 × 0.5 mm = at least 2 mm;</td>
</tr>
<tr>
<td></td>
<td>0.6 × 0.6 mm = at least 2.4 mm)</td>
</tr>
<tr>
<td></td>
<td>See ISO/IEC 16022</td>
</tr>
</tbody>
</table>
### Generating data matrix codes

#### Layout of data matrix codes

<table>
<thead>
<tr>
<th>Type of data matrix code</th>
<th>Number of modules</th>
<th>Size of code</th>
<th>Fixed positions (Post CH Ltd)</th>
<th>Positions that can be used freely by the customer</th>
<th>Total number of positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 (Letter ID light)</td>
<td>18 × 18</td>
<td>9 × 9 mm</td>
<td>36 numeric</td>
<td>0</td>
<td>36 numeric</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to 10.8 × 10.8 mm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 (Letter ID), Letter with ID check, Letter with ID check/contract signing and election and voting consignment</td>
<td>18 × 18</td>
<td>9 × 9 mm</td>
<td>36 numeric</td>
<td>0</td>
<td>36 numeric</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to 10.8 × 10.8 mm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20 × 20</td>
<td>10 × 10 mm</td>
<td>36 numeric</td>
<td>8 numeric or 4 alphanumeric</td>
<td>44 numeric or 36 numeric and 4 alphanumeric</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to 12 × 12 mm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>22 × 22</td>
<td>11 × 11 mm</td>
<td>36 numeric</td>
<td>24 numeric or 16 alphanumeric</td>
<td>60 numeric or 36 numeric and 16 alphanumeric</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to 13.2 × 13.2 mm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>24 × 24</td>
<td>12 × 12 mm</td>
<td>36 numeric</td>
<td>36 numeric or 25 alphanumeric</td>
<td>72 numeric or 36 numeric and 25 alphanumeric</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to 14.4 × 14.4 mm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>26 × 26</td>
<td>13 × 13 mm</td>
<td>36 numeric</td>
<td>52 numeric or 37 alphanumeric</td>
<td>88 numeric or 36 numeric and 37 alphanumeric</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to 15.6 × 15.6 mm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 (Letter ID), Letter with ID check, Letter with ID check/contract signing, election and voting consignment, business reply label, and referral card</td>
<td>20 × 20</td>
<td>10 × 10 mm</td>
<td>44 numeric</td>
<td>0</td>
<td>44 numeric</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to 12 × 12 mm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>22 × 22</td>
<td>11 × 11 mm</td>
<td>44 numeric</td>
<td>16 numeric or 10 alphanumeric</td>
<td>60 numeric or 44 numeric and 10 alphanumeric</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to 13.2 × 13.2 mm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>24 × 24</td>
<td>12 × 12 mm</td>
<td>44 numeric</td>
<td>28 numeric or 19 alphanumeric</td>
<td>72 numeric or 44 numeric and 19 alphanumeric</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to 14.4 × 14.4 mm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>26 × 26</td>
<td>13 × 13 mm</td>
<td>44 numeric</td>
<td>44 numeric or 31 alphanumeric</td>
<td>88 numeric or 44 numeric and 31 alphanumeric</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to 15.6 × 15.6 mm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 including search aid and screen width lines
2 for fixed module sizes 0.5 × 0.5 mm and 0.6 × 0.6 mm
Generating data matrix codes

Layout of data matrix codes

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>18 x 18 modules</th>
<th>20 x 20 modules</th>
<th>22 x 22 modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 x 18 modules</td>
<td>9 to 10.8 mm</td>
<td>10 to 12 mm</td>
<td>11 to 13.2 mm</td>
</tr>
<tr>
<td>20 x 20 modules</td>
<td>12 to 14.4 mm</td>
<td>13 to 15.6 mm</td>
<td></td>
</tr>
<tr>
<td>22 x 22 modules</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Homologation

Important: All barcodes, data matrix codes and barcode lists you create must be homologated by Post CH Ltd. For this they are selected using special test systems and checked for readability and data integrity. If they meet all the criteria, they are then approved for operational use. This ensures that the mail can subsequently be processed without a hitch (see “Homologation” on page 153). Swiss Post accepts no liability for mail items that cannot be processed correctly due to non-homologated, incorrect data matrix codes.
Generating data matrix codes

Data structure of data matrix codes

A data matrix code with static data content is used for Letter ID light franking. It does not contain any customer-generated data. All consignments contain the same identification feature.

### Data matrix codes for the Letter ID light franking method

Data matrix codes for the Letter ID light franking method (static data content) have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “31” = data matrix code type 31</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Sender invoice reference number</td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in the data matrix codes for all consignments in an order.</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>Fixed value “0000000”</td>
</tr>
<tr>
<td>22</td>
<td>1</td>
<td>Reserve Post</td>
<td>Fixed value “0”</td>
</tr>
<tr>
<td>23 to 30</td>
<td>8</td>
<td>Address ID return address</td>
<td>Address ID (AMP key) for return address (8 digits): Only used for “Instructions for returns” with code 5 or 6. Returns of undeliverable items are delivered to the address ID return address provided. If the address ID is not used, the 8-digit value “00000000” must be entered.</td>
</tr>
<tr>
<td>31</td>
<td>1</td>
<td>Address block function</td>
<td>Value “0” = address block function inactive Value “1” = address block function active</td>
</tr>
<tr>
<td>32 to 33</td>
<td>2</td>
<td>Processing product</td>
<td>Value “01” = A Mail Value “02” = B1 Mail, individual item Value “03” = OnTime Mail / Expert Mail Value “04” = B2 Mail, bulk-posted item Value “05” = AZ (daily newspapers) Value “06” = AZA (weekly and fortnightly newspapers) Value “07” = AZB (monthly or periodical newspapers) Value “08” = A Mail Plus (A+) Value “09” = Registered (R) Value “00” = B Mail item, no indication if B1 or B2</td>
</tr>
</tbody>
</table>

Continued on next page.
Data matrix codes for the Letter ID light franking method (static data content) have the following structure (continued):

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 34        | 1                   | **Instructions for returns** | This defines what should happen to the letter in the event that it cannot be delivered.  
Value “1” = disposal, simple, with data (item picture in PDF format)  
Value “2” = disposal, simple, without data  
Value “3” = disposal, qualified, with data (item picture in PDF format)  
Value “4” = disposal, qualified, without data  
Value “5” = physical return, with address ID, with data (item picture in PDF format)  
Value “6” = physical return, with address ID, without data  
Value “7” = physical return, without address ID, with data (item picture in PDF format)  
Value “9” = central response (use only by arrangement)  
Value “0” = physical return without address ID, without data  
If no particular service is desired by the customer, the value “0” is inserted and the items are physically returned to the sender. |
| 35        | 1                   | **Consignment purpose/type** | This field is freely defined by the customer so that it can be statistically evaluated at a later date, if necessary. It can be used to define the type of consignment, e.g. whether it is an invoice or advertising.  
The value entered here must be a one-digit number between 0 and 9. Even if not used, a value must be defined – in this case, Swiss Post recommends entering “0”. |
| 36        | 1                   | **Value-added services**     | Value “0” = no value-added service  
Value “5” = return as unregistered |
A data matrix code with dynamic data content is used for PP franking with Letter ID. It includes customer-generated data (order number, consignment number) and allows the use of a number of positions for the customer’s own purposes.

Whilst you have more fields at your disposal with type 20, all services are available to you with type 21. Type 21 specifically enables return of an undeliverable letter to an address different from that of the sender.

### Data matrix code for the Letter ID franking method, type 20

Data matrix codes for the Letter ID franking method (dynamic data content, type 20) have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “20” = data matrix code type 20</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Sender invoice reference number</td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in the data matrix codes for all consignments in an order.</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>An order number is assigned by the customer and must be defined in the same way in the data matrix code for all letters in an order. The number must always comprise exactly 6 digits and must be greater than 000000. Once used, an order number may not be reused for another order for a minimum of 360 days. <strong>Note:</strong> If an order number is not automatically generated via the production process, the current date may be coded: ddmmyy</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td>Consignment number</td>
<td>A unique consignment number must be defined by the customer for each individual item (letter) in an order. The number must always comprise exactly 9 digits and must be greater than 000000000. A specific consignment number may only be used for one letter in an order. <strong>Example:</strong> Used as a serial number: First consignment: “000000001“ Second consignment: “000000002“ Third consignment: “000000003“</td>
</tr>
<tr>
<td>31</td>
<td>1</td>
<td>Address block function</td>
<td>Value “0” = address block function inactive Value “1” = address block function active <strong>Note:</strong> Swiss Post recommends always entering the value “1”. This gives you more freedom in the design of the consignment &gt; <a href="http://www.swisspost.ch/layout-of-letters">www.swisspost.ch/layout-of-letters</a></td>
</tr>
</tbody>
</table>

Continued on next page.
## Generating data matrix codes

Data structure of data matrix codes

Data matrix codes for the Letter ID franking method (dynamic data content, type 20) have the following structure (continued):

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 32 to 33  | 2                   | Processing product | Value “01” = A Mail  
Value “02” = B1 Mail, individual item  
Value “03” = OnTime Mail / Expert Mail  
Value “04” = B2 Mail, bulk-posted item  
Value “05” = AZ (daily newspapers)  
Value “06” = AZA (weekly and fortnightly newspapers)  
Value “07” = AZB (monthly or periodical newspapers)  
Value “08” = A Mail Plus (A+)  
Value “09” = Registered (R)  
Value “00” = B Mail item, no indication if B1 or B2 |
| 34        | 1                   | Instructions for returns | This defines what should happen to the letter in the event that it cannot be delivered.  
Value “1” = disposal, simple, with data  
Value “2” = disposal, simple, without data  
Value “3” = disposal, qualified, with data  
Value “4” = disposal, qualified, without data  
Value “7” = physical return, without address ID, with data  
Value “9” = central response (use only by arrangement)  
Value “0” = physical return without address ID, without data  
If no particular service is desired by the customer, the value “0” is inserted and the items are physically returned to the sender. |
| 35        | 1                   | Consignment purpose/type | This field is freely defined by the customer so that it can be statistically evaluated at a later date, if necessary. It can be used to define the type of consignment, e.g. whether it is an invoice or advertising. The value entered here must be a one-digit number between 0 and 9. Even if not used, a value must be defined – in this case, Swiss Post recommends entering “0”. |
| 36        | 1                   | Value-added services | Value “0” = no value-added service  
Value “1” = address verification with Letter ID  
Value “5” = return as unregistered |
| 37 to 88  | freely definable    | Positions that can be used freely by the customer | Place (alpha)numeric characters corresponding to your requirements from position 37 onwards. The larger the number of positions that are used, the larger the data matrix code. From position 37 a maximum of 52 numeric or 37 alphanumeric characters can be used. |
Data matrix codes for the Letter ID franking method, type 21

Data matrix codes for the Letter ID franking method (dynamic data content, type 21) have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “21” = data matrix code type 21</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Sender invoice reference number</td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in the data matrix codes for all consignments in an order.</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>An order number is assigned by the customer and must be defined in the same way in the data matrix code for all letters in an order. The number must always comprise exactly 6 digits and must be greater than 000000. Once used, an order number may not be reused for another order for a minimum of 360 days. <strong>Note:</strong> If an order number is not automatically generated via the production process, the current date may be coded: ddmmyy</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td>Consignment number</td>
<td>A unique consignment number must be defined by the customer for each individual item (letter) in an order. The number must always comprise exactly 9 digits and must be greater than 000000000. A specific consignment number may only be used for one letter in an order. <strong>Example:</strong> Used as a serial number: First consignment: “000000001” Second consignment: “000000002” Third consignment: “000000003”</td>
</tr>
<tr>
<td>31</td>
<td>1</td>
<td>Address block function</td>
<td>Value “0” = address block function inactive Value “1” = address block function active <strong>Note:</strong> Swiss Post recommends always entering the value “1”. This gives you more freedom in the design of the consignment &gt; <a href="http://www.swisspost.ch/layout-of-letters">www.swisspost.ch/layout-of-letters</a></td>
</tr>
<tr>
<td>32 to 33</td>
<td>2</td>
<td>Processing product</td>
<td>Value “01” = A Mail Value “02” = B1 Mail, individual item Value “03” = OnTime Mail / Expert Mail Value “04” = B2 Mail, bulk-posted item Value “05” = AZ (daily newspapers) Value “06” = AZA (weekly and fortnightly newspapers) Value “07” = AZB (monthly or periodical newspapers) Value “08” = A Mail Plus (A+) Value “09” = Registered (R) Value “00” = B Mail item; no indication if B1 or B2</td>
</tr>
</tbody>
</table>

Continued on next page.
### Data matrix codes for the Letter ID franking method (dynamic data content, type 21)

Data matrix codes have the following structure (continued):

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 34        | 1                   | Instructions for returns           | This defines what should happen to the letter in the event that it cannot be delivered.  
 Value “1” = disposal, simple, with data  
 Value “2” = disposal, simple, without data  
 Value “3” = disposal, qualified, with data  
 Value “4” = disposal, qualified, without data  
 Value “5” = physical return, with address ID, with data  
 Value “6” = physical return, with address ID, without data  
 Value “7” = physical return, without address ID, with data  
 Value “9” = central response (use only by arrangement)  
 Value “0” = physical return without address ID, without data  
 If no particular service is desired by the customer, the value “0” is inserted and the items are physically returned to the sender. |
| 35        | 1                   | Consignment purpose/type           | This field is freely defined by the customer so that it can be statistically evaluated at a later date, if necessary. It can be used to define the type of consignment, e.g. whether it is an invoice or advertising.  
 The value entered here must be a one-digit number between 0 and 9. Even if not used, a value must be defined – in this case, Swiss Post recommends entering “0”. |
| 36        | 1                   | Value-added services               | Value “0” = no value-added service  
 Value “1” = address verification with Letter ID  
 Value “5” = return as unregistered |
| 37 to 44  | 8                   | Address ID Return address          | Address ID (AMP key) for return address (8 digits):  
 Only used for “Instructions for returns” with code 5 or 6. Returns of undeliverable items are delivered to the address ID return address provided. If the address ID is not used, the 8-digit value “00000000” must be entered.  
 Individual customer information can be entered from position 45. |
| 45 to 88  | freely definable    | Positions freely defined by the customer | Place (alpha)numeric characters corresponding to your requirements from position 45 onwards. The larger the number of positions that are used, the larger the data matrix code. From position 45 a maximum of 44 numeric or 31 alphanumeric characters can be used. |
Generating data matrix codes

Data structure of data matrix codes

Letters with a data matrix code for business reply labels use data matrix codes with static or dynamic type 21 data content.

Static data matrix codes in contrast to the dynamic data matrix code do not contain any positions that can be used freely by the customer.

### Data matrix codes for business reply labels

**Static** data matrix codes for business reply labels (GAS) as well as Combi Response and Global Response have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “21” = data matrix code type 21</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Sender invoice reference number</td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in each data matrix code for all consignments for one order.</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>A 6-digit order number can be freely assigned and must be defined in the same way in all data matrix codes for an order. The order number is used to distinguish between different campaigns. The number must always comprise exactly 6 digits and must be greater than “000000”.</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td>Consignment number</td>
<td>Fixed value “123456789”</td>
</tr>
<tr>
<td>31 to 33</td>
<td>3</td>
<td>Address block function, processing product</td>
<td>Fixed value “451” = GAS, Combi Response and Global Response A Mail (address block function inactive)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fixed value “452” = GAS, Combi Response and Global Response B Mail (address block function inactive)</td>
</tr>
<tr>
<td>34 to 36</td>
<td>3</td>
<td>Instructions for returns, consignment purpose/type and value-added service</td>
<td>Fixed value “000” = physical return, without address ID, without data</td>
</tr>
<tr>
<td>37 to 44</td>
<td>8</td>
<td>Address ID return address</td>
<td>Fixed value “00000000”</td>
</tr>
<tr>
<td>45 to 53</td>
<td>9</td>
<td>Franking licence number</td>
<td>The franking licence number is issued by Swiss Post and is usually composed of nine digits. The customer’s franking licence number must match the invoice reference number. Example: “123456789”. If the franking licence number has fewer than nine digits, leading zeros must be entered so that the field always has nine digits.</td>
</tr>
</tbody>
</table>
**Generating data matrix codes**

**Data structure of data matrix codes**

Dynamic data matrix codes for business reply labels (GAS) as well as Combi Response and Global Response must have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “21” = data matrix code type 21</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Sender invoice reference number</td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in each data matrix code for all consignments for one order.</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>A 6-digit order number can be freely assigned and must be defined in the same way in all data matrix codes for an order. The order number is used to distinguish between different campaigns. The number must always comprise exactly 6 digits and must be greater than “000000”.</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td>Consignment number</td>
<td>A unique consignment number must be defined by the customer for each individual item (letter) in an order. The number must always comprise exactly 9 digits and must be greater than “000000000”. A specific consignment number may only be used for one letter in an order.  Example: Used as a serial number: First consignment: “000000001” Second consignment: “000000002” Third consignment: “000000003”</td>
</tr>
<tr>
<td>31 to 33</td>
<td>3</td>
<td>Address block function, processing product</td>
<td>Fixed value “331” = GAS, Combi Response and Global Response A Mail (address block function inactive) Fixed value “332” = GAS, Combi Response and Global Response B Mail (address block function inactive)</td>
</tr>
<tr>
<td>34 to 36</td>
<td>3</td>
<td>Instructions for returns, consignment purpose/type and value-added service</td>
<td>Fixed value “000” = physical return, without address ID, without data</td>
</tr>
<tr>
<td>37 to 44</td>
<td>8</td>
<td>Address ID return address</td>
<td>Fixed value “000000000”</td>
</tr>
<tr>
<td>45 to 53</td>
<td>9</td>
<td>Franking licence number</td>
<td>The franking licence number is issued by Swiss Post and is usually composed of nine digits. The customer’s franking licence number must match the invoice reference number. Example: “123456789”. If the franking licence number has fewer than nine digits, leading zeros must be entered so that the field always has nine digits.</td>
</tr>
<tr>
<td>54 to 88</td>
<td>25</td>
<td>Positions that can be used freely by the customer</td>
<td>Place (alpha)numeric characters corresponding to your requirements from position 54 onwards. The larger the number of positions that are used, the larger the data matrix code. From position 54 a maximum of 25 numeric or 16 alphanumeric characters can be used.</td>
</tr>
</tbody>
</table>
Letters with ID check and Letters with ID check/contract signing use type 20 or 21 data matrix codes with static or dynamic data content. Whilst you have more fields at your disposal with type 20, all services are available to you with type 21. Type 21 specifically enables return of an undeliverable letter to an address different from that of the sender.

The static data matrix code does not contain any customer-generated data.

### Data matrix codes type 20 for LID and LID-CS mailings

Static data matrix codes for the mailing of “Letter with ID check and Letter with ID check/contract signing” must have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “20” = data matrix code type 20</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Sender invoice reference number</td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in the data matrix codes for all consignments in an order.</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>Fixed value “123456”</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td>Consignment number</td>
<td>Fixed value “123456789”</td>
</tr>
<tr>
<td>31</td>
<td>1</td>
<td>Address block function</td>
<td>Fixed value “1” = address block function active</td>
</tr>
<tr>
<td>32 to 33</td>
<td>2</td>
<td>Processing product</td>
<td>Value “61” = static Letter with ID check/contract signing, Value “62” = static Letter with ID check</td>
</tr>
<tr>
<td>34</td>
<td>1</td>
<td>Instructions for returns</td>
<td>This defines what should happen to the letter in the event that it cannot be delivered. Value “1” = disposal, simple, with data Value “2” = disposal, simple, without data Value “3” = disposal, qualified, with data Value “4” = disposal, qualified, without data Value “7” = physical return without address ID, with data Value “9” = central response (use only by arrangement) Value “0” = physical return without address ID, without data If no particular service is desired by the customer, the value “0” is inserted and the items are physically returned to the sender.</td>
</tr>
<tr>
<td>35</td>
<td>1</td>
<td>Consignment purpose/ type</td>
<td>This field is freely defined by the customer so that it can be statistically evaluated at a later date, if necessary. It can be used to define the type of consignment, e.g. whether it is an invoice or advertising. The value entered here must be a one-digit number between 0 and 9. Even if not used, a value must be defined – in this case, Swiss Post recommends entering “0”.</td>
</tr>
<tr>
<td>36</td>
<td>1</td>
<td>Value-added service</td>
<td>Value “0” = no value-added service, Value “5” = return as unregistered</td>
</tr>
</tbody>
</table>
Dynamic data matrix codes for mailing “Letter with ID check and Letter with ID check/contract signing” must have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “20” = data matrix code type 20</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Sender invoice reference number</td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in the data matrix codes for all consignments in an order.</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>An order number is assigned by the customer and must be defined in the same way in the data matrix code for all letters in an order. The number must always comprise exactly 6 digits and must be greater than 000000. Once used, an order number may not be reused for another order for a minimum of 360 days.</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td>Consignment number</td>
<td>A unique consignment number must be defined by the customer for each individual item (letter) in an order. The number must always comprise exactly 9 digits and must be greater than 000000000. A specific consignment number may only be used for one letter in an order.</td>
</tr>
<tr>
<td>31</td>
<td>1</td>
<td>Address block function</td>
<td>Fixed value “1” = address block function active</td>
</tr>
<tr>
<td>32 to 33</td>
<td>2</td>
<td>Processing product</td>
<td>Value “51” = dynamic Letter with ID check/contract signing  Value “52” = dynamic Letter with ID check</td>
</tr>
<tr>
<td>34</td>
<td>1</td>
<td>Instructions for returns</td>
<td>This defines what should happen to the letter in the event that it cannot be delivered.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “1” = disposal, simple, with data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “2” = disposal, simple, without data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “3” = disposal, qualified, with data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “4” = disposal, qualified, without data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “7” = physical return without address ID, with data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “9” = central response (use only by arrangement)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “0” = physical return without address ID, without data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If no particular service is desired by the customer, the value “0” is inserted and the items are physically returned to the sender.</td>
</tr>
</tbody>
</table>

Note: If an order number is not automatically generated via the production process, the current date may be coded: ddmmyy

Example: Used as a serial number:
First consignment: “000000001”
Second consignment: “000000002”
Third consignment: “000000003”

Continued on next page.
### Generating data matrix codes

Data structure of data matrix codes

Dynamic data matrix codes for the mailing of “Letter with ID check and Letter with ID check/contract signing” must have the following structure (continued):

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>1</td>
<td>Consignment purpose/type</td>
<td>This field is freely defined by the customer so that it can be statistically evaluated at a later date, if necessary. It can be used to define the type of consignment, e.g. whether it is an invoice or advertising. The value entered here must be a one-digit number between 0 and 9. Even if not used, a value is to be defined. In this case, Swiss Post recommends entering “0”.</td>
</tr>
</tbody>
</table>
| 36        | 1                   | Value-added services                | Value “0” = no value-added service  
Value “5” = return as unregistered |
| 37 to 88  | freely definable    | Positions freely defined by the customer | Place (alpha)numeric characters corresponding to your requirements from position 37 onwards. The larger the number of positions that are used, the larger the data matrix code. From position 37 a maximum of 52 numeric or 37 alphanumeric characters can be used. |
Generating data matrix codes
Data structure of data matrix codes

Data matrix codes type 21 for LID and LID-CS mailings

Static data matrix codes for the mailing of “Letter with ID check and Letter with ID check/contract signing” must have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “21” = data matrix code type 21</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Sender invoice reference number</td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in the data matrix codes for all consignments in an order.</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>Fixed value “123456”</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td>Consignment number</td>
<td>Fixed value “123456789”</td>
</tr>
<tr>
<td>31</td>
<td>1</td>
<td>Address block function</td>
<td>Fixed value “1” = address block function active</td>
</tr>
</tbody>
</table>
| 32 to 33  | 2                   | Processing product                      | Value “61” = static Letter with ID check/contract signing
Value “62” = static Letter with ID check |
| 34        | 1                   | Instructions for returns                | This defines what should happen to the letter in the event that it cannot be delivered.
Value “1” = disposal, simple, with data
Value “2” = disposal, simple, without data
Value “3” = disposal, qualified, with data
Value “4” = disposal, qualified, without data
Value “5” = physical return with address ID, with data
Value “6” = physical return with address ID, without data
Value “7” = physical return without address ID, with data
Value “9” = central response (use only by arrangement)
Value “0” = physical return without address ID, without data
If no particular service is desired by the customer, the value “0” is inserted and the items are physically returned to the sender. |
| 35        | 1                   | Consignment purpose/type                | This field is freely defined by the customer so that it can be statistically evaluated at a later date, if necessary. It can be used to define the type of consignment, e.g. whether it is an invoice or advertising. The value entered here must be a one-digit number between 0 and 9. Even if not used, a value must be defined – in this case, Swiss Post recommends entering “0”. |
| 36        | 1                   | Value-added service                     | Fixed value “0” = no value-added service                                    |
| 37 to 44  | 8                   | Address ID Return address               | Address ID (AMP key) for return address (8 digits): Only used for “Instructions for returns” with code 5 or 6. Returns of undeliverable items are delivered to the address ID return address provided. If the address ID is not used, the 8-digit value “00000000” must be entered. |
### Dynamic data matrix codes for the mailing of “Letter with ID check and Letter with ID check/contract signing” must have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “21” = data matrix code type 21</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Sender invoice reference number</td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in the data matrix codes for all consignments in an order.</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>An order number is assigned by the customer and must be defined in the same way in the data matrix code for all letters in an order. The number must always comprise exactly 6 digits and must be greater than 000000. Once used, an order number may not be reused for another order for a minimum of 360 days. <strong>Note:</strong> If an order number is not automatically generated via the production process, the current date may be coded: ddmmyy</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td>Consignment number</td>
<td>A unique consignment number must be defined by the customer for each individual item (letter) in an order. The number must always comprise exactly 9 digits and must be greater than 000000000. A specific consignment number may only be used for one letter in an order. <strong>Example:</strong> Used as a serial number: First consignment: “000000001” Second consignment: “000000002” Third consignment: “000000003”</td>
</tr>
<tr>
<td>31</td>
<td>1</td>
<td>Address block function</td>
<td>Fixed value “1” = address block function active</td>
</tr>
<tr>
<td>32 to 33</td>
<td>2</td>
<td>Processing product</td>
<td>Value “51” = dynamic Letter with ID check/contract signing Value “52” = dynamic Letter with ID check</td>
</tr>
<tr>
<td>34</td>
<td>1</td>
<td>Instructions for returns</td>
<td>This defines what should happen to the letter in the event that it cannot be delivered. Value “1” = disposal, simple, with data Value “2” = disposal, simple, without data Value “3” = disposal, qualified, with data Value “4” = disposal, qualified, without data Value “5” = physical return with address ID, with data Value “6” = physical return with address ID, without data Value “7” = physical return without address ID, with data Value “9” = central response (use only by arrangement) Value “0” = physical return without address ID, without data If no particular service is desired by the customer, the value “0” is inserted and the items are physically returned to the sender.</td>
</tr>
</tbody>
</table>

Continued on next page.
Generating data matrix codes
Data structure of data matrix codes

**Dynamic** data matrix codes for mailing “Letter with ID check and Letter with ID check/contract signing” must have the following structure (continued):

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>1</td>
<td><strong>Consignment purpose/type</strong></td>
<td>This field is freely defined by the customer so that it can be statistically evaluated at a later date, if necessary. It can be used to define the type of consignment, e.g. whether it is an invoice or advertising. The value entered here must be a one-digit number between 0 and 9. Even if not used, a value must be defined – in this case, Swiss Post recommends entering “0”.</td>
</tr>
<tr>
<td>36</td>
<td>1</td>
<td><strong>Value-added services</strong></td>
<td>Fixed value “0” = no value-added service</td>
</tr>
<tr>
<td>37 to 44</td>
<td>8</td>
<td><strong>Address ID</strong></td>
<td>Address ID (AMP key) for return address (8 digits): Only used for “Instructions for returns” with code 5 or 6. Returns of undeliverable items are delivered to the address ID return address provided. If the address ID is not used, the 8-digit value “00000000” must be entered. Individual customer information can be entered from position 45.</td>
</tr>
<tr>
<td>45 to 88</td>
<td>freely definable</td>
<td><strong>Positions freely defined by the customer</strong></td>
<td>Place (alpha)numeric characters corresponding to your requirements from position 45 onwards. The larger the number of positions that are used, the larger the data matrix code. From position 45 a maximum of 44 numeric or 31 alphanumeric characters can be used.</td>
</tr>
</tbody>
</table>
Generating data matrix codes
Data structure of data matrix codes

Election and voting consignments use data matrix codes with static or dynamic data content. The content of the data matrix code cannot be freely selected and must always be agreed with Swiss Post.

The static data matrix code does not contain any customer-generated data.

Data matrix codes for election and voting consignments for outbound route for political municipality (to citizen)

Static data matrix codes for election and voting consignments (WuA) from political municipalities must have the following structure:

Download from www.swisspost.ch/election-and-voting

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Content and explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “20” = data matrix code type 20</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Sender invoice reference number</td>
<td>Fixed value “90909090” = Fictitious WuA invoice reference number</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>Fixed value “123456”</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td>Consignment number</td>
<td>Fixed value “123456789”</td>
</tr>
<tr>
<td>31 to 33</td>
<td>3</td>
<td>Address block function, processing product</td>
<td>Fixed value “129” = Outbound route for political municipalities static code (address block function active)</td>
</tr>
<tr>
<td>34 to 36</td>
<td>3</td>
<td>Instructions for returns, consignment purpose/type and value-added service</td>
<td>Fixed value “000” = Physical return, without address ID, without data</td>
</tr>
</tbody>
</table>
## Generating data matrix codes

Data structure of data matrix codes

### Data matrix codes for election and voting consignments for outbound route for parishes (to citizen)

**Static** data matrix codes for election and voting consignments (WuA) from parishes must have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Content and explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “20” = data matrix code type 20</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Sender invoice reference number</td>
<td>Fixed value “90909090” = Fictitious WuA invoice reference number</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>Fixed value “123456”</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td>Consignment number</td>
<td>Fixed value “123456789”</td>
</tr>
<tr>
<td>31 to 33</td>
<td>3</td>
<td>Address block function, processing product</td>
<td>Value “126” = Outbound route for parishes for A Mail (address block function active)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “127” = Outbound route for parishes for B Mail, no indication if B1 or B2 (address block function active)</td>
</tr>
<tr>
<td>34 to 36</td>
<td>3</td>
<td>Instructions for returns, consignment purpose/type and value-added service</td>
<td>Fixed value “000” = physical return, without address ID, without data</td>
</tr>
</tbody>
</table>
### Dynamic data matrix codes for election and voting consignments for outbound route for political municipality (to citizen), type 20

Whilst you have more fields at your disposal with type 20, all services are available to you with type 21.

**Dynamic** type 20 data matrix codes for election and voting consignments from political municipalities must have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “20” = data matrix code type 20</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Sender invoice reference number</td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in the data matrix code for all consignments in an order.</td>
</tr>
</tbody>
</table>
| 16 to 21  | 6                   | Order number                             | An order number is assigned by the customer and must be defined in the same way in the data matrix code for all letters in an order. The number must always comprise exactly 6 digits and must be greater than 000000. Once used, an order number may not be reused for another order for a minimum of 360 days.  
**Note:** If an order number is not automatically generated via the production process, the current date may be coded: ddmmyy |
| 22 to 30  | 9                   | Consignment number                       | A unique consignment number must be defined by the customer for each individual item (letter) in an order. The number must always comprise exactly 9 digits and must be greater than 000000000. A specific consignment number may only be used for one letter in an order.  
**Example:** Used as a serial number: 
First consignment: “000000001”  
Second consignment: “000000002”  
Third consignment: “000000003” |
| 31        | 1                   | Address block function                   | Fixed value “1” = address block function active                             |
| 32 to 33  | 2                   | Processing product                       | Fixed value “28” = Outbound route for political municipalities, dynamic code |
**Generating data matrix codes**

Data structure of data matrix codes

---

**Dynamic** type 20 data matrix codes for election and voting consignments from political municipalities must have the following structure (continued):

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>34</td>
<td>1</td>
<td>Instructions for returns</td>
<td>This defines what should happen to the letter in the event that it cannot be delivered. Only used for machine-processed B Mail returned items. Value “1” = disposal, simple, with data Value “2” = disposal, simple, without data Value “3” = disposal, qualified, with data Value “4” = disposal, qualified, without data Value “7” = physical return without address ID, with data Value “9” = central response (use only by arrangement) Value “0” = physical return without address ID, without data If no particular service is desired by the customer, the value “0” is inserted and the items are physically returned to the sender.</td>
</tr>
<tr>
<td>35</td>
<td>1</td>
<td>Consignment purpose/type</td>
<td>This field is freely defined by the customer so that it can be statistically evaluated at a later date, if necessary. It can be used to define the type of consignment, e.g. whether it is an invoice or advertising. The value entered here must be a one-digit number between 0 and 9. Even if not used, a value must be defined – in this case, Swiss Post recommends entering “0”.</td>
</tr>
<tr>
<td>36</td>
<td>1</td>
<td>Value-added services</td>
<td>Value “0” = no value-added service Value “1” = address verification with Letter ID</td>
</tr>
<tr>
<td>37 to 88</td>
<td>freely definable</td>
<td>Positions freely defined by the customer</td>
<td>Place (alpha)numeric characters corresponding to your requirements from position 37 onwards. The larger the number of positions that are used, the larger the data matrix code. From position 37 a maximum of 52 numeric or 37 alphanumeric characters can be used.</td>
</tr>
</tbody>
</table>
### Generating data matrix codes

**Data structure of data matrix codes**

**Dynamic data matrix codes for election and voting consignments**

#### for outbound route for political municipality (to citizen), type 21

Whilst you have more fields at your disposal with type 20, all services are available to you with type 21. Type 21 specifically enables return of an undeliverable letter to an address different from that of the sender.

**Dynamic type 21 data matrix codes for election and voting consignments from political municipalities must have the following structure:**

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “21” = data matrix code type 21</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Sender invoice reference number</td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in the data matrix code for all consignments in an order.</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>An order number is assigned by the customer and must be defined in the same way in the data matrix code for all letters in an order. The number must always comprise exactly 6 digits and must be greater than 000000. Once used, an order number may not be reused for another order for a minimum of 360 days. <strong>Note:</strong> If an order number is not automatically generated via the production process, the current date may be coded: ddmmyy</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td>Consignment number</td>
<td>A unique consignment number must be defined by the customer for each individual item (letter) in an order. The number must always comprise exactly 9 digits and must be greater than 000000000. A specific consignment number may only be used for one letter in an order. <strong>Example:</strong> Used as a serial number: First consignment: “000000001” Second consignment: “000000002” Third consignment: “000000003”</td>
</tr>
<tr>
<td>31</td>
<td>1</td>
<td>Address block function</td>
<td>Fixed value “1” = address block function active</td>
</tr>
<tr>
<td>32 to 33</td>
<td>2</td>
<td>Processing product</td>
<td>Fixed value “28” = Outbound route for political municipalities, dynamic code</td>
</tr>
</tbody>
</table>

Continued on next page.
### Generating data matrix codes

Data structure of data matrix codes

**Dynamic** type 21 data matrix codes for election and voting consignments from political municipalities must have the following structure (continued):

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>34</td>
<td>1</td>
<td>Instructions for returns</td>
<td>This defines what should happen to the letter in the event that it cannot be delivered.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “1” = disposal, simple, with data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “2” = disposal, simple, without data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “3” = disposal, qualified, with data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “4” = disposal, qualified, without data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “5” = physical return with address ID, with data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “6” = physical return with address ID, without data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “7” = physical return without address ID, with data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “9” = central response (use only by arrangement)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “0” = physical return without address ID, without data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If no particular service is desired by the customer, the value “0” is inserted and the items are physically returned to the sender.</td>
</tr>
<tr>
<td>35</td>
<td>1</td>
<td>Consignment purpose/type</td>
<td>This field is freely defined by the customer so that it can be statistically evaluated at a later date, if necessary. It can be used to define the type of consignment, e.g. whether it is an invoice or advertising. The value entered here must be a one-digit number between 0 and 9. Even if not used, a value must be defined – in this case, Swiss Post recommends entering “0”.</td>
</tr>
<tr>
<td>36</td>
<td>1</td>
<td>Value-added services</td>
<td>Value “0” = no value-added service</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value “1” = address verification with Letter ID</td>
</tr>
<tr>
<td>37 to 44</td>
<td>8</td>
<td>Address ID Return address</td>
<td>Address ID (AMP key) for return address (8 digits): Only used for “Instructions for returns” with code 5 or 6. Returns of undeliverable items are delivered to the address ID return address provided. If the address ID is not used, the 8-digit value “00000000” must be entered. Individual customer information can be entered from position 45.</td>
</tr>
<tr>
<td>45 to 88</td>
<td>freely definable</td>
<td>Positions freely defined by the customer</td>
<td>Place (alpha)numeric characters corresponding to your requirements from position 45 onwards. The larger the number of positions that are used, the larger the data matrix code. From position 45 a maximum of 44 numeric or 31 alphanumeric characters can be used.</td>
</tr>
</tbody>
</table>
Generating data matrix codes
Data structure of data matrix codes

Data matrix codes for election and voting consignents for return route (citizen to political municipality) without business reply label (GAS)

Download from www.swisspost.ch/election-and-voting

Static data matrix codes for sending election and voting consignments from political municipalities without a business reply label must have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of Positions</th>
<th>Description</th>
<th>Content and explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “21” = data matrix code type 21</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Invoice reference number of the sender</td>
<td>Fixed value “90909090” = Fictitious WuA invoice reference number</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>Fixed value “123456”</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td>Consignment number</td>
<td>Fixed value “123456789”</td>
</tr>
<tr>
<td>31 to 33</td>
<td>3</td>
<td>Address block function, processing product</td>
<td>Fixed value “130” = Return route, static, without GAS (address block function active)</td>
</tr>
<tr>
<td>34 to 36</td>
<td>3</td>
<td>Instructions for returns, consignment purpose/type and value-added service</td>
<td>Fixed value “000” = physical return, without address ID, without data</td>
</tr>
<tr>
<td>37 to 44</td>
<td>8</td>
<td>Address ID return address</td>
<td>Fixed value “00000000”</td>
</tr>
<tr>
<td>45 to 60</td>
<td>16</td>
<td>Positions that can be used freely by the customer</td>
<td>Fixed value “0000000000000000”</td>
</tr>
</tbody>
</table>
## Generating data matrix codes

### Data structure of data matrix codes

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Content and explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “21” = data matrix code type 21</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Invoice reference number of the sender</td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in the data matrix code for all mailings in one order.</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>Fixed value “123456”</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td>Consignment number</td>
<td>Fixed value “123456789”</td>
</tr>
</tbody>
</table>
| 31 to 33  | 3                   | Address block function, processing product                       | Fixed value “131” = Return route, static, with GAS A Mail (address block function active)  
Fixed value “132” = Return route, static, with GAS B Mail (address block function active) |
| 34 to 36  | 3                   | Instructions for returns, consignment purpose/type and value-added service | Fixed value “000” = physical return, without address ID, without data                    |
| 37 to 44  | 8                   | Address ID return address                                         | Fixed value “00000000”                                                                |
| 45 to 53  | 9                   | Franking licence number                                           | The franking licence number is issued by Swiss Post and is usually composed of nine digits. The customer's franking licence number must match the invoice reference number. Example: “123456789”. If the franking licence number has fewer than nine digits, leading zeros must be entered so that the field always has nine digits. |
| 54 to 60  | 7                   | Positions that can be used freely by the customer                 | Fixed value “0000000”                                                                |
## Generating data matrix codes

Data structure of data matrix codes

### Data matrix codes for return route (citizen to political municipality) without business reply label (GAS)

Dynamic data matrix codes for returning election and voting consignments to political municipalities without a business reply label must have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “21” = data matrix code type 21</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Invoice reference number of the sender</td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in the data matrix code for all consignments in an order.</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>An order number is assigned by the customer and must be defined in the same way in the data matrix code for all letters in an order. The number must always comprise exactly 6 digits and must be greater than 000000. Once used, an order number may not be reused for another order for a minimum of 360 days. <strong>Note:</strong> If an order number is not automatically generated via the production process, the current date may be coded: ddmmyy</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td>Consignment number</td>
<td>A unique consignment number must be defined by the customer for each individual item (letter) in an order. The number must comprise exactly 9 digits and must be greater than 000000000. A specific consignment number may only be used for one letter in an order. <strong>Example:</strong> Used as a serial number: First consignment: “000000001” Second consignment: “000000002” Third consignment: “000000003”</td>
</tr>
<tr>
<td>31</td>
<td>3</td>
<td>Address block function, processing product</td>
<td>Fixed value “140” = Return route, dynamic, <strong>without</strong> GAS (address block function active)</td>
</tr>
<tr>
<td>34</td>
<td>1</td>
<td>Instructions for returns</td>
<td>Fixed value “0” = Physical return without address ID, without data</td>
</tr>
</tbody>
</table>

Continued on next page.
**Dynamic** data matrix codes for returning election and voting consignments to political municipalities without a business reply label must have the following structure (continued):

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 35        | 1                   | Consignment purpose/type | This field is freely defined by the customer so that it can be statistically evaluated at a later date, if necessary. It can be used to define the type of consignment, e.g. whether it is an invoice or advertising. The value entered here must be a one-digit number between 0 and 9. Even if not used, a value must be defined – in this case, Swiss Post recommends entering “0”.
| 36        | 1                   | Value-added services | Fixed value “0” = no value-added service |
| 37 to 44  | 8                   | Address ID Return address | Fixed value “00000000” |
| 45 to 53  | 9                   | Franking licence number | Fixed value “000000000” |
| 54 to 88  | freely definable   | Positions freely defined by the customer | Place (alpha)numeric characters corresponding to your requirements from position 54 onwards. The larger the number of positions that are used, the larger the data matrix code. From position 54 a maximum of 35 numeric or 22 alphanumeric characters can be used. |
## Generating data matrix codes

### Data structure of data matrix codes

**Dynamic** data matrix codes for returning election and voting consignments to political municipalities with a business reply label must have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td><strong>ISO country code</strong></td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td><strong>Group unit</strong></td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td><strong>Type of data matrix code</strong></td>
<td>Fixed value “21” = data matrix code type 21</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td><strong>Invoice reference number of the sender</strong></td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in the data matrix code for all consignments in an order.</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td><strong>Order number</strong></td>
<td>An order number is assigned by the customer and must be defined in the same way in the data matrix code for all letters in an order. The number must always comprise exactly 6 digits and must be greater than 000000. Once used, an order number may not be reused for another order for a minimum of 360 days. <strong>Note:</strong> If an order number is not automatically generated via the production process, the current date may be coded: ddmmyy</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td><strong>Consignment number</strong></td>
<td>A unique consignment number must be defined by the customer for each individual item (letter) in an order. The number must comprise exactly 9 digits and must be greater than 000000000. A specific consignment number may only be used for one letter in an order. <strong>Example:</strong> Used as a serial number: First consignment: “000000001” Second consignment: “000000002” Third consignment: “000000003”</td>
</tr>
<tr>
<td>31</td>
<td>3</td>
<td><strong>Address block function, processing product</strong></td>
<td>Fixed value “141” = Return route, dynamic, <strong>with</strong> GAS A Mail (address block function active) Fixed value “142” = Return route, dynamic, <strong>with</strong> GAS B Mail (address block function active)</td>
</tr>
<tr>
<td>34</td>
<td>1</td>
<td><strong>Instructions for returns</strong></td>
<td>Fixed value “0” = Physical return without address ID, without data</td>
</tr>
</tbody>
</table>

Continued on next page.
### Generating data matrix codes

**Data structure of data matrix codes**

**Dynamic** data matrix codes for returning election and voting consignments to political municipalities with a business reply label must have the following structure (continued):

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>1</td>
<td>Consignment purpose/type</td>
<td>This field is freely defined by the customer so that it can be statistically evaluated at a later date, if necessary. It can be used to define the type of consignment, e.g. whether it is an invoice or advertising. The value entered here must be a one-digit number between 0 and 9. Even if not used, a value must be defined – in this case, Swiss Post recommends entering “0”.</td>
</tr>
<tr>
<td>36</td>
<td>1</td>
<td>Value-added services</td>
<td>Fixed value “0” = no value-added service</td>
</tr>
<tr>
<td>37 to 44</td>
<td>8</td>
<td>Address ID Return address</td>
<td>Fixed value “00000000”</td>
</tr>
<tr>
<td>45 to 53</td>
<td>9</td>
<td>Franking licence number</td>
<td>The franking licence number is issued by Swiss Post and is usually composed of nine digits. The customer's franking licence number must match the invoice reference number. Example: “123456789”. If the franking licence number has fewer than nine digits, leading zeros must be entered so that the field always has nine digits.</td>
</tr>
<tr>
<td>54 to 88</td>
<td>freely definable</td>
<td>Positions freely defined by the customer</td>
<td>Place (alpha)numeric characters corresponding to your requirements from position 54 onwards. The larger the number of positions that are used, the larger the data matrix code. From position 54 a maximum of 35 numeric or 22 alphanumerical characters can be used.</td>
</tr>
</tbody>
</table>
Generating data matrix codes
Data structure of data matrix codes

Referral cards use data matrix codes with static or dynamic data content.

The static data matrix code does not contain any customer-generated data.

### Data matrix codes for the referral card

**Static** data matrix codes for the referral card (EPK) must have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td><strong>ISO country code</strong></td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td><strong>Group unit</strong></td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td><strong>Type of data matrix code</strong></td>
<td>Fixed value “21” = data matrix code type 21</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td><strong>Customer invoice reference number</strong></td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in the data matrix codes for all consignments in an order.</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td><strong>Order number</strong></td>
<td>An order number is assigned by Swiss Post and must be the same in the data matrix code for all consignments in an order. The number must always comprise exactly 6 digits and must be greater than “000000”. Once used, an order number may not be reused for another order for a minimum of 360 days.</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td><strong>Consignment number</strong></td>
<td>Fixed value “123456789”</td>
</tr>
<tr>
<td>31 to 33</td>
<td>3</td>
<td><strong>Address block function, processing product</strong></td>
<td>Fixed value “441” = static referral card (address block function inactive)</td>
</tr>
<tr>
<td>34</td>
<td>1</td>
<td><strong>Instructions for returns</strong></td>
<td>Value “2” = disposal, simple, without data</td>
</tr>
<tr>
<td>35</td>
<td>1</td>
<td><strong>Consignment purpose/type</strong></td>
<td>Fixed value “0”</td>
</tr>
<tr>
<td>36</td>
<td>1</td>
<td><strong>Value-added services</strong></td>
<td>Fixed value “0”</td>
</tr>
<tr>
<td>37 to 44</td>
<td>8</td>
<td><strong>Address ID return address</strong></td>
<td>Fixed value “00000000”</td>
</tr>
<tr>
<td>45 to 53</td>
<td>9</td>
<td><strong>Franking licence number</strong></td>
<td>The franking licence number is issued by Swiss Post and is usually composed of nine digits. The customer's franking licence number must match the invoice reference number. Example: “123456789”. If the franking licence number has fewer than nine digits, leading zeros must be entered so that the field always has nine digits.</td>
</tr>
</tbody>
</table>
Generating data matrix codes
Data structure of data matrix codes

**Dynamic** data matrix codes for the referral card (EPK) must have the following structure:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Number of positions</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>3</td>
<td>ISO country code</td>
<td>Fixed value “756” = Post CH Ltd</td>
</tr>
<tr>
<td>4 to 5</td>
<td>2</td>
<td>Group unit</td>
<td>Fixed value “80” = PostMail</td>
</tr>
<tr>
<td>6 to 7</td>
<td>2</td>
<td>Type of data matrix code</td>
<td>Fixed value “21” = data matrix code type 21</td>
</tr>
<tr>
<td>8 to 15</td>
<td>8</td>
<td>Customer invoice reference number</td>
<td>The invoice reference number (RRN) is assigned by Post CH Ltd. Only the first 8 digits of the 9-digit RRN are used (the ninth digit is only a check digit and is not required here). This number must be the same in the data matrix codes for all consignments in an order.</td>
</tr>
<tr>
<td>16 to 21</td>
<td>6</td>
<td>Order number</td>
<td>An order number is assigned by Swiss Post and must be the same in the data matrix code for all consignments in an order. The number must always comprise exactly 6 digits and must be greater than “000000”. Once used, an order number may not be reused for another order for a minimum of 360 days.</td>
</tr>
<tr>
<td>22 to 30</td>
<td>9</td>
<td>Consignment number</td>
<td>A unique consignment number must be defined by the customer for each individual item (letter) in an order. The number must always comprise exactly 9 digits and must be greater than “000000000”. A specific consignment number may only be used for one letter in an order. Example: Used as a serial number: First consignment: “000000001” Second consignment: “000000002” Third consignment: “000000003”</td>
</tr>
<tr>
<td>31 to 33</td>
<td>3</td>
<td>Address block function, processing product</td>
<td>Fixed value “311” = dynamic referral card (address block function inactive)</td>
</tr>
<tr>
<td>34</td>
<td>1</td>
<td>Instructions for returns</td>
<td>Fixed value “2” = disposal, simple, without data</td>
</tr>
<tr>
<td>35</td>
<td>1</td>
<td>Consignment purpose/type</td>
<td>Fixed value “0”</td>
</tr>
<tr>
<td>36</td>
<td>1</td>
<td>Value-added services</td>
<td>Fixed value “0”</td>
</tr>
<tr>
<td>37 to 44</td>
<td>8</td>
<td>Address ID return address</td>
<td>Fixed value “00000000”</td>
</tr>
<tr>
<td>45 to 53</td>
<td>9</td>
<td>Franking licence number</td>
<td>The franking licence number is issued by Swiss Post and is usually composed of nine digits. The customer’s franking licence number must match the invoice reference number. Example: “123456789”. If the franking licence number has fewer than nine digits, leading zeros must be entered so that the field always has nine digits.</td>
</tr>
<tr>
<td>54 to 88</td>
<td>25</td>
<td>Positions that can be used freely by the customer</td>
<td>Place (alpha)numeric characters corresponding to your requirements from position 54 onwards. The larger the number of positions that are used, the larger the data matrix code. From position 54 a maximum of 25 numeric or 16 alphanumeric characters can be used.</td>
</tr>
</tbody>
</table>
Generating barcode lists
Generating barcode list forms and duplicates

Generating barcode list forms

If you generate barcodes with a software solution, there are a number of ways of generating corresponding barcode lists “21” or “23” (see pages 76 and 77) for mailing.

− You can use the prepared, writeable PDF forms from Post CH Ltd and complete them under script control.
− You can use the PDF forms as a graphical background and position the entries over it.
− You can program the complete barcode lists – analogously to the forms from Post CH Ltd – in your software solution.

To download barcode lists, visit


Important
− You must observe the dimensions and positions of design elements and entries exactly in order to process your barcode lists automatically.
− Observe the specifications on pages 76 and 77 when populating the barcode lists.

Generating duplicates for shipping barcodes

Simplified variants of the shipping barcodes, referred to as duplicate barcodes, are required for the barcode list. For these duplicates, the printing, design and population specifications of the respective shipping barcodes apply. Only the following elements are displayed:

8152 Opfikon R-inl PP
98.42.103178.00000301

branch at domicile
the product abbreviation
the barcode
the human-readable information
for Letter mail easy: PP impression
## Generating barcode lists
Generating barcode list forms and duplicates

### Abbreviations of product designations on duplicates

#### Domestic mail

<table>
<thead>
<tr>
<th>Product designation</th>
<th>Abbreviation on duplicate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered (R)</td>
<td>R-Inl</td>
</tr>
<tr>
<td>A Mail Plus (A+)</td>
<td>A Mail</td>
</tr>
<tr>
<td>Dispomail (A)</td>
<td>A Mail</td>
</tr>
<tr>
<td>Debt collection documents (BU)</td>
<td>BU</td>
</tr>
<tr>
<td>Court documents and court documents online (GU)</td>
<td>General contractor</td>
</tr>
<tr>
<td>Non-registered electronic cash on delivery letters (BLN)</td>
<td>BLN</td>
</tr>
<tr>
<td>Letter with ID check/contract signing (LID-CS)</td>
<td>CT</td>
</tr>
<tr>
<td>Letter with ID check (LID)</td>
<td>ID</td>
</tr>
</tbody>
</table>

#### International mail

<table>
<thead>
<tr>
<th>Product designation</th>
<th>Abbreviation on duplicate</th>
</tr>
</thead>
<tbody>
<tr>
<td>International registered mail (R)</td>
<td>R-Etr</td>
</tr>
<tr>
<td>PRIORITY Plus</td>
<td>PRIO+</td>
</tr>
<tr>
<td>Untracked</td>
<td>U</td>
</tr>
</tbody>
</table>

### Homologation

**Important:** Before they are used for the first time, all barcodes, data matrix codes and barcode lists you create must be homologated by Post CH Ltd. For this they are selected using special test systems and checked for readability and data integrity. If they meet all the criteria, they are then approved for operational use. This ensures that letter mailings can be processed later without problems (see “Homologation” on page 153). Swiss Post accepts no liability for mail items that cannot be processed correctly due to non-homologated, incorrect barcodes.
Homologation

Homologation of barcodes, data matrix codes and barcode lists

**Important:** Before they are used for the first time, all barcodes, data matrix codes and barcode lists you create must be homologated by Post CH Ltd. For this they are selected using special test systems and checked for readability and data integrity. If they meet all the criteria, they are then approved for operational use. This ensures that the mail can subsequently be processed without a hitch. Homologation is free of charge. Swiss Post accepts no liability for mail items that cannot be processed correctly due to non-homologated, incorrect barcodes or data matrix codes.

**Homologation of barcodes and barcode lists**

Send five examples each of the following mail samples (in the case of envelopes, complete filled mail items) for homologation:

- All combinations of barcodes, data matrix codes, modes of application (printed on contents, label, printed on mail item), placements, paper material, envelopes and printers that you use operationally.
- If you subsequently change these combinations, you should have mail samples homologated again.

Please contact your customer advisor if you have any queries.

Send your samples to:

Post CH Ltd
PostMail Acceptance & Sorting
Acceptance & Logistics Consulting
OK for Printing Center
Lischmatt 40
4621 Häringen
Switzerland

Tel. +41 58 667 71 20

**Homologation of data matrix codes**

Details on the process can be found in the “Final proof“ specification sheet at:

- [www.swisspost.ch/final-proof](http://www.swisspost.ch/final-proof)
Contacts for barcodes, barcode lists and delivery instructions

If you have any queries about the use of barcodes, barcode lists and delivery instructions, please contact your customer advisor.

If you have any queries about homologation of barcodes and delivery instructions, please contact the following address:

Post CH Ltd
PostMail Acceptance & Sorting
Acceptance & Logistics Consulting
OK for Printing Center
Lischmatt 40
4621 Härkingen
Switzerland

Tel. +41 58 667 71 20

Contacts for barcodes for pallets

If you have any queries on using barcodes for pallets, please contact your customer advisor.

Contacts for data matrix codes

If you have any queries about the use of data matrix codes, please contact your customer advisor.

On issues of homologation of data matrix codes, please contact specialists in your region for consultation on final proofs.

Further information, address details and online contact form:
– www.swisspost.ch/final-proof

Contacts for parcel post

You can also use barcodes on parcels. Information may be obtained from the following address:

Post CH Ltd
PostLogistics
Center of Excellence – Packaging and Address Quality
Altgraben 5
4620 Härkingen
Switzerland

Tel. 0848 888 888 (CHF 0.08/min. from landline phones within Switzerland)
Fax +41 58 667 31 51
qualitaet-verpackung-adresse@swisspost.ch