INVOICE DETAILS
ELECTRONIC REPORT

Explanatory notes/information

Post CH Ltd provides detailed invoice data on an Excel spreadsheet for purchased products/services. The data is taken from the order collection systems, and is explained in the comments in the Excel column headers. You can manage the data output according to your needs by using the various selection and filter buttons.

You can enter the data electronically in your ERP system and/or create reports according to your needs. We provide you with the most frequently required reports in a predefined format. The invoice data remains available online for 18 months via the following link: www.swisspost.ch/invoice-manager.

For customers with an intelligent franking system (IFS), the following should be observed. The items on the IFS delivery notes are delivered according to the franking you used for the consignments. The Post CH Ltd invoicing system checks if an individual tariff should be applied. If so, the items are removed from the IFS delivery notes with a negative sign and then converted into items with the agreed tariff.

Predefined special reports

Special report according to product/service

The report gives you an overview of the invoiced item by product. The products/services are grouped according to the relevant business unit and always sorted in the same way as they appear on the paper invoice.

Special report according to cost center

The report gives an overview of the invoiced item by cost center number. You register and maintain the cost center number in the cost center manager. You can register the cost center in various order collection systems. Where no cost center is available, the items are sorted by product/service, in the same way as they generally appear on the paper invoice.

Special report – prepaid services

This report gives you an overview of the services which have been paid for in advance. You will find all the prepaid services in this report. Prepaid services will no longer be shown in any of the other special reports. The items in this report are indicated on the invoice as «Paid in advance online» or «IFS-franked prepaid».

Special report – Letter mail easy

This report gives you an overview of the «Letter mail easy» consignments invoiced per invoicing period. This report shows all «Letter mail easy» consignments up to the individual consignment level with the associated consignment number.

Note: The invoicing occures after the mails are delivered or returned to sender.

Special report IFS end device data

This report provides you with an overview of your IFS end devices. It is the digital counterpart to the IFS end device data overview, which you will find on the detailed statement for the invoice.

Questions

If you have any questions about these reports, the Finance Service Center (contact details on the first page of the paper invoice) or your customer advisor will be pleased to help.

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