

# EXPLANATION ON POST CH LTD

## POST CH LTD

### Invoice layout

The invoices of Post CH Ltd (hereinafter referred to as Swiss Post) have three sections:

- **Page 1** contains the sender, the billing address and details of the invoice recipient, the invoicing period and the terms of payment. It outlines the invoice amounts for VAT.
- The **invoice section** shows the services invoiced within the invoicing period, according to Swiss Post group units.
- The **detailed statement enclosed with the invoice** shows the individual services rendered.

The detailed statement, including IFS end device data and cost center report, is not sent to you physically with the invoice as standard. You can access it via the "Invoice manager" online service:

[www.swisspost.ch/invoice-manager](http://www.swisspost.ch/invoice-manager)

### Invoice manager

You can access your invoice and detailed statement as a PDF for a period of 18 months in the "Invoice manager" online service, which is available via the Swiss Post Customer Login.

The invoice manager also provides you with various reports in Excel format. For more information on these reports, please consult the "Invoice details – electronic reports" factsheet.

In the invoice manager, you also have the option of entering and storing your individual cost structure and assigning postal services. This will enable you to complete the subsequent cost allocations more quickly and easily.

If you would like to receive the detailed statement physically along with the invoice in future, you can set this up in the invoice manager under "Settings".

### Payment of invoice

#### DebitDirect

DebitDirect enables you to easily and conveniently debit the invoice to a postal account. With this option, Swiss Post ensures that you pay your invoices on time as long as the postal account has sufficient funds when the amount is debited. The date of the debit is shown on page 1 of the invoice.

#### Electronic invoicing for private and business customers without an ERP\* system

As a private customer, you receive your invoices directly in your e-banking system. There, you can initiate the payment in just three mouse clicks. This option is also available to small businesses. For auditing purposes, you receive an archive CD with legally valid data.

#### Electronic invoicing for business customers with an ERP\* system

If you use business software and would like to process your invoice electronically, Swiss Post will supply the invoice data in the required format (XML, Edifact or SAP i-DOC). The invoice will also be provided as a PDF file.

Detailed information on electronic invoicing can be found by visiting

<https://www.postfinance.ch/en/private/products/digital-banking/e-bill.html>

or by contacting PostFinance directly.

For private customers

0848 880 480 or  
[e-bill@postfinance.ch](mailto:e-bill@postfinance.ch)

For business customers

0848 111 101 or  
[e-bill.help@postfinance.ch](mailto:e-bill.help@postfinance.ch)

#### Inpayment slip

If you do not want to benefit from postal account debiting or e-bill, you will receive the invoice together with an inpayment slip with reference number.

### Questions about Swiss Post invoices

If you have any questions about the Swiss Post invoice, the Finance Service Centre (see contact details on the first page of the invoice, our Customer Service, your post office or your customer advisor will be pleased to assist you.

\* Enterprise resource planning system (business software)

1. Here you will find all relevant details concerning the sender of the invoice (address, contact details, account details, VAT no.).
2. This section contains the invoice recipient and the invoicing period. If the client differs to the invoice recipient or a different payer is defined, this information can also be found here.
3. Here you will find the VAT summary of the invoiced services.
4. The total amount paid in advance is shown here. You will also find the payment method and the due date in this section.



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Finanzen  
Servicecenter Finanzen Ost  
Postfach 411  
9001 St. Gallen

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Tel.: +41 58 448 91 10  
Fax: +41 58 667 39 01  
rechnungpost.fo@post.ch

E:SCF Ost\_Postfach.411\_9001 St. Gallen

Postal account 49-999999-9  
IBAN CH37 0900 0000 8001 3502 0  
BIC POFIGHBEXXX  
UID no. CHE-116.302.542 MWST

Musterhans Empfänger AG  
Bahnhofstrasse 10  
2502 Biel/Bienne

Debtor no. 24 / 43 000 000  
Invoice ref. no. 599 999 999

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Invoice date 05.02.2019  
Payable (net) by 07.03.2019  
Invoice period 01.01.2019 - 31.01.2019  
Page 1

Client  
Musterhans AG  
Bahnhofstrasse 10  
2502 Biel/Bienne

Payer  
Musterhans Zahler AG  
Bahnhofstrasse 10  
2502 Biel/Bienne

### Invoice 2 999 999 999

Summary	VAT %	CHF excl. VAT	CHF VAT	CHF Total
Total services/products subject to VAT	8.00	13'759.18	1'100.73	14'859.91
Total services/products excl. VAT		7'569.90	0.00	7'569.90
<b>Total</b>				<b>22'429.81</b>
Total IFS franking system prepaid				-62.40
Rounding difference				-0.01
<b>Total in favour of Post CH Ltd</b>				<b>22'367.40</b>

The invoice will be paid by the payer listed above.

Post CH Ltd transports all domestic mail carbon neutrally - and bears the carbon compensation costs.



**Invoice manager:**  
2 become 1 – now even easier.

View invoices and keep an overview of costs with the new online service:  
[swisspost.ch/invoice-manager](http://swisspost.ch/invoice-manager)

Please turn over !

NB: If your invoice does not have the same layout as in the example, then the service you have received has been invoiced in a specific way. If you have any questions, please contact the sender office, our Customer Service, your post office or your customer advisor.

## Invoice section

5. The services are listed in the relevant service group under each Group unit of Swiss Post.
6. The invoice contains the description of the services used, the quantity, the individual price and VAT information (i=including VAT, e=excluding VAT, s=no VAT), if applicable, and the relevant VAT rate as well as the net and gross total per service used.
7. The basic and additional services are listed separately.
8. Discounts and supplements are clearly indicated and explained in footnotes.
9. Services franked using the intelligent franking system (IFS) or paid for in advance online are indicated in italics.
10. The services are consolidated per group unit.

Debtor no. 24 / 43 000 000  
 Invoice 2 999 999 999  
 Invoice ref. no. 599 999 999  
 Invoice date 05.02.2019  
 Page 2



Charged services 01.-31.01.2019

Service/product	Volume	Unit	CHF Unit price	VAT % tax	CHF Total excl. VAT	CHF Total incl. VAT
<b>5 PostMail</b>						
<b>Mail National</b>						
<b>Addressed mailings</b>						
A-Mail Standard letter						
Letter standard	7'023	<b>6</b>	0.915 e	8.00	6'426.05	6'940.13 <sup>1)</sup>
B-Post Standard single						
Letter standard	6'000		0.775 e	8.00	4'650.00	5'022.00 <sup>1)</sup>
1) Individual prices letters PM						
Sales eligible for discount		<b>8</b>		8.00	11'076.05	11'962.13
Contractual volume discount 1.00%				8.00	-110.76	-119.62
Sub-total Addressed mailings					10'965.29	11'842.51
Sub-total Mail National					10'965.29	11'842.51
<b>Mail International</b>						
<b>Letters</b>						
Letter PRIORITY						
Standard letter Europe	5'005		1.50 s		7'507.50	7'507.50
Letter ECONOMY						
Standard letter Europe (IFS-franked prepaid)	<b>9</b>	6	1.40 s		8.40	8.40
Sub-total Letters					7'515.90	7'515.90
<b>7 Letters Additional services</b>						
Registered international						
Reg. letter, intern. (IFS-franked prepaid)	6		6.00 s		36.00	36.00
Intern. advice of delivery						
Advice of delivery intern. (IFS-franked prepaid)	6		3.00 s		18.00	18.00
Sub-total Letters Additional services					54.00	54.00
Sub-total Mail International					7'569.90	7'569.90
<b>Total PostMail</b>		<b>10</b>			<b>18'535.19</b>	<b>19'412.41</b>
<b>5 PostLogistics</b>						
<b>Express, Parcel national</b>						
<b>7 Basic services Parcels</b>						
PostPac Economy						
up to 2 kg	195		7.00 i	8.00	1'263.89	1'365.00 <sup>2)</sup>
PostPac Priority						
up to 2 kg	205		9.00 i	8.00	1'708.33	1'845.00 <sup>2)</sup>
2) Parcels						
Sales eligible for discount				8.00	2'972.22	3'210.00
Monthly volume discount 6.00%				8.00	-178.33	-192.60
Sub-total Basic services Parcels					2'793.89	3'017.40
Sub-total Express, Parcel national					2'793.89	3'017.40

Unit price: i=incl. VAT, e=excl. VAT, s=without VAT

## Invoice section

10. The services are consolidated per group unit.

11. Various general information and footnotes.

Debtor no. 23 / 43 000 000  
Invoice 2 999 999 999  
Invoice ref. no. 599 999 999  
Invoice date 05.02.2019  
Page 3



Service/product	Volume	Unit	CHF Unit price	VAT % tax	CHF Total excl. VAT	CHF Total incl. VAT
Total PostLogistics					2'793.89	3'017.40
Total PostMail					18'535.19	19'412.41
Total PostLogistics					2'793.89	3'017.40
<b>Total</b>					<b>21'329.08</b>	<b>22'429.81</b>

- 1) Sales eligible for discount Individual prices letters PM  
2) Sales eligible for discount Parcels

**Thank you, your order is important to us.**

Once the period allowed for payment has expired, default interest will be charged at a rate of 5%.

Please also report any changes of address to the Finance Service Centre.

If you have any questions, please contact your post office, your customer advisor or the Finance Service Centre.

Information and instructions concerning customer invoices can be found online at [www.swisspost.ch/bill](http://www.swisspost.ch/bill)

Post CH Ltd transports all domestic mail carbon neutrally - and bears the carbon compensation costs.

Unit price: i=incl. VAT, e=excl. VAT, s=without VAT

Debtor no. 24 / 43 000 000  
 Invoice 2 999 999 999  
 Invoice ref. no. 599 999 999  
 Invoice date 05.02.2019  
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Details for invoice

13 Dispatch list, addressed letters, form no. 310  
 Franking licence no. 70050300 Mailer Musterhans AG 2502 Biel/Bienne Date of mailing 31.01.2019  
 DL barcode no. 981650158009130579 Customer ref. n\_RngL\_FormNr310\_Verz500\_TF9a Place mailed 4617 Gunzgen

Product	15 Number	16 Number	14 Unit price	14 Declaration after Swiss Post check		17 CHF with individual prices				18 CHF after discount calculation (without pro clima surcharges)		pro clima	
				CHF excl. VAT	CHF incl. VAT	CHF Unit price excl. VAT	CHF Unit price incl. VAT	CHF excl. VAT	CHF incl. VAT	CHF excl. VAT	VAT %	CHF incl. VAT	CHF
A-Mail Standard letter Letter standard	7'000	7'023	1.00 i	6'502.78	7'023.00	0.915	0.9882	6'426.05	6'940.13	6'361.79	8.00	6'870.73	
B-Post Standard single Letter standard		6'000	0.85 i	4'722.22	5'100.00	0.775	0.837	4'650.00	5'022.00	4'603.50	8.00	4'971.78	19
Letter PRIORITY													
Standard letter Europe	5'000	5'005	1.50 s	7'507.50	7'507.50	1.50	1.50	7'507.50	7'507.50	7'507.50		7'507.50	
<b>Total</b>				18'732.50	19'630.50			18'583.55	19'469.63	18'472.79		19'350.01	

13 Parcel Post easy (see also processing statement [www.swisspost.ch/online-services](http://www.swisspost.ch/online-services))  
 Franking licence no. 40281353 Comments

Sorting date	Consecutive number	Number	CHF before discount calculation		18 CHF after discount calculation (without pro clima surcharges)		pro clima	
			CHF incl. VAT	CHF excl. VAT	CHF incl. VAT	CHF excl. VAT	CHF incl. VAT	CHF
01.01.2019		205	1'845.00		1'734.30			
02.01.2019		195	1'365.00		1'283.10			
<b>Total</b>		400	3'210.00		3'017.40			

Unit price: i=incl. VAT, e=excl. VAT, s=without VAT

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Detailed statement for invoice

- 12. Here you will find the most important information about the invoice with detailed information given below. This is indicated at the top of every new page.
- 13. The header information of each detailed statement block contains specifics such as directory number, reference and dispatch information. Here you will also find the franking licence number used by Swiss Post to allocate the services acquired to the correct invoice recipient.
- 14. In the "Declaration after Swiss Post check" column, you will find the individual prices as per the catalogue price and VAT information (i=including VAT, e=excluding VAT, s=no VAT)
- 15. The volume you declare on the delivery note is recorded in the "Customer declaration" column. If a different amount is determined during Swiss Post's check, the amount in the "Customer declaration" column is crossed out.
- 16. The volume as determined during Swiss Post's check is recorded in the "Declaration after Swiss Post check" column. If the sums deviate, the volume is indicated in italics.
- 17. Your individual contractual prices are shown in the "CHF with individual prices" column.
- 18. You will find the discounted amount in the "CHF after discount calculation" column. The column is added up and shows you the total amount to be invoiced for this directory.
- 19. The "pro clima" column is only completed if the customer has undertaken to pay a voluntary "pro clima" fee.

Debtor no. 22 / 43 000 000  
 Invoice no. 2 604 928 291  
 Invoice ref. no. 599 999 999  
 Invoice date 05.02.2019  
 Page 3



Details for invoice

IFS franking systems			
Franking licence no.	7654321	Period	10.2019
		Monitoring post office	Zug 1

					pro clima	
IFS account	Date	Credits In CHF	Debits In CHF	IFS credit balance In CHF		CHF
<b>Balance for previous period</b>						<b>0.00</b>
Debit for reload of terminal	26.01.2019		500.00	-500.00		
Credit to postal account	27.01.2019	500.00		0.00		
<b>Balance for current period</b>						<b>0.00</b>

					pro clima	
Terminal data	Date	Credits In CHF	Debits In CHF	Terminal credit balance In CHF		CHF
<b>Remaining IFS machine balance for previous period</b>						<b>258.25</b>
IFS-franked items; transmission dated	23.01.2019		192.80	65.45		
Loading of IFS franking machine to IFS account	26.01.2019	500.00		565.45		
IFS-franked items; transmission dated	26.01.2019		20.20	545.25		
IFS-franked items; transmission dated	27.01.2019		69.90	475.35		
<b>Remaining IFS machine balance for current period</b>						<b>475.35</b>

Unit price: i=incl. VAT, e=excl. VAT, s=without VAT

Detailed statement for invoice

20. At the end of the detailed statement, customers with an intelligent franking system (IFS) obtain a summary of the IFS account and the balance on the terminal.

Debtor no. 24 / 43 000 000  
 Invoice no. 2 999 999 999  
 Invoice ref. no. 599 999 999  
 Invoice date 05.02.2019  
 Page 1



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Cost center details 01.01.2019 - 31.01.2019

Cost center	Description cost center	VAT % tax	CHF Total excl. VAT <sup>1)</sup>	VAT Amount <sup>1)</sup>	CHF Total incl. VAT <sup>1)</sup>
0981999999999	Cost center XY	7.70 i	106.04	8.16	114.20
		7.70 e	150.00	11.55	161.55
		0.00 s	171.70	0.00	171.70
	<b>Total</b>		<b>427.74</b>	<b>19.71</b>	<b>447.45</b>
without cost center	Invoicing system	7.70 e	661.50	50.94	712.44
			<b>661.50</b>	<b>50.94</b>	<b>712.44</b>

Unit price: i=incl. VAT, e=excl. VAT, s=without VAT  
 1) Amounts are after discount calculation  
 Rounding differences are possible with the amounts

**Detailed statement for invoice**

21. Customers using the "Cost center" option will be issued with the cost center report after the detailed statement.



2016-040 (PM) 03.2019  
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 Finance Service Center  
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