

Debt collection document with barcode

Introduction of consignment barcode for debt collection documents

Since 1 July 2009 it has been possible to mail debt collection documents with a barcode. This allows you to track consignments and use additional services without any surcharge.

The advantages for you

- You can track your consignments round the clock at www.swisspost.ch/mypostbusiness.
- Mailing consignments will be easier if you send us your consignment data via DataTransfer. All necessary mailing documents are produced automatically.

Preparing and mailing consignments

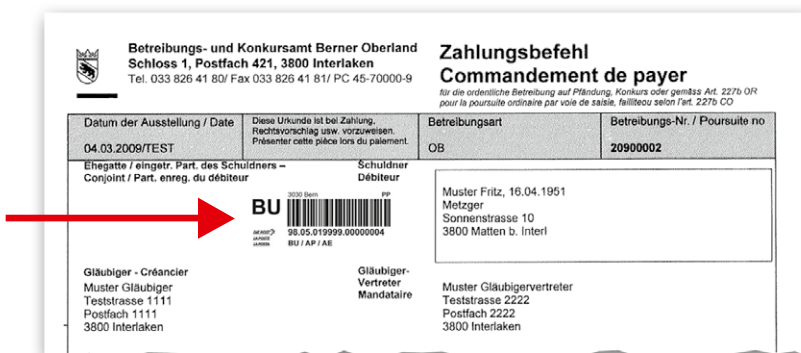
- Please affix the barcode above or next to the debtor's address on both copies. Barcodes are available free of charge at www.swisspost.ch/mypostbusiness or from your customer advisor.

- Items are mailed either loose or in bulk envelopes to the responsible delivery office. It is also possible to mail items that have been paid for in cash against an invoice. To do this, please order the barcodes with a PP impression and enclose a dispatch list with the consignments. You can also create dispatch lists online at www.swisspost.ch/mypostbusiness.
- Swiss Post will affix the barcodes for a fee of CHF 0.25 per label. To take advantage of this service, simply deliver your items with an address list. For regular use of the service and for bulk mailings of 500 or more items, the price will be calculated according to time.

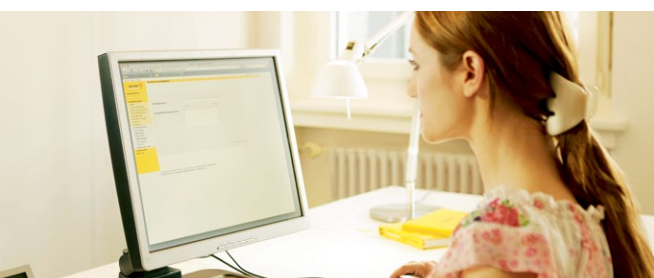
Printing barcodes on items

- You can also print barcodes yourself on debt collection documents. You will find the specifications in the "Barcodes and Data Matrix codes for letter mail" manual under www.swisspost.ch/registered. It is important to test the barcodes at the relevant post office before the first mailing:

Swiss Post
 PostMail Acceptance
 Logistics Solutions and Advice GzD
 P.O. Box
 3030 Berne
gzd.bern.pm@swisspost.ch



- Create a barcode list (form 210.16 or 210.17) and enclose it with your consignments. We will return the stamped copy to you which serves as confirmation of the order. You can obtain barcode lists at www.swisspost.ch/registered or from any post office.



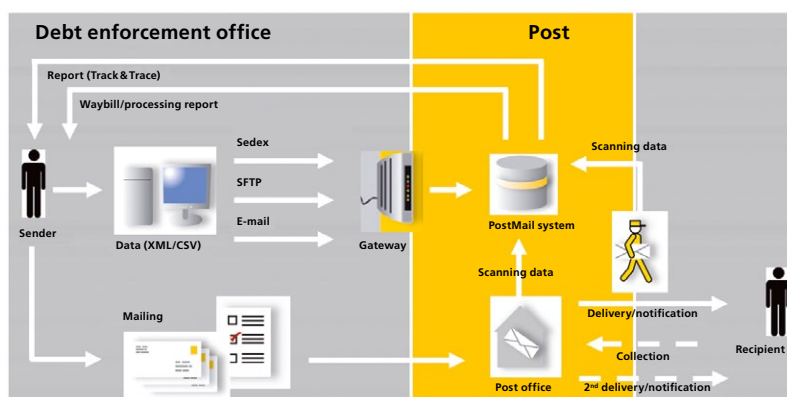
DataTransfer data interface

As with all letters with proof of delivery, you can deliver the consignment data via the DataTransfer interface. This can take place in XML or CSV format, via the SFTP, e-mail or Sedex. You will then receive the waybill for the consignment automatically as a PDF file and can print it out. This has the advantage that you can prepare and deliver your consignments in any order. We will send you a daily report to inform you of the current processing status of your consignments.

www.swisspost.ch/briefe-aufgeben > DataTransfer

Definitive introduction on 1 January 2013

The barcode for all debt collection documents will be introduced definitively on 1 January 2013. Until then, use of the barcode is optional. However, we recommend that you use it now already.



Special delivery by Swiss-Courier

If the first delivery attempt is unsuccessful, Swiss Post offers you an inexpensive second option with special delivery via Swiss-Courier from PostLogistics (www.postlogistics.ch). As the consignment tracking uses the same consignment number for both delivery channels, all delivery attempts for a debt collection document are documented together.

Prices

Debt collection document CHF 8.00

The price includes the return mailing of the duplicate copy to the Debt Enforcement Office. Debt collection documents are eligible for a sales discount.

Swiss Post
PostMail
Viktoriastrasse 21
3030 Berne

Tel.
0848 888 888

kundendienst@swisspost.ch
www.swisspost.ch/debtcollectiondocuments

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