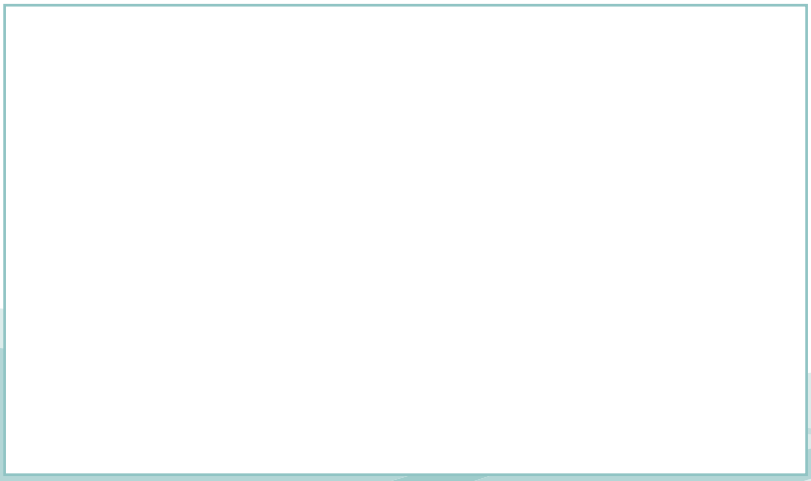
Teknisk specifikation
SIS-CEN/TS 17073:2017

Publicerad/Published: 2017-08-28
Utgåva/Edition: 1
Språk/Language: engelska/English
ICS: 03.240; 35.040.50; 35.240.69; 35.240.99; 55.020

Posttjänster – Gränssnitt och utformning av etiketter för paket som sänds mellan länder

Postal services – Interfaces for cross border parcels



Provläsningsexemplar / Preview

Standarder får världen att fungera

SIS (Swedish Standards Institute) är en fristående ideell förening med medlemmar från både privat och offentlig sektor. Vi är en del av det europeiska och globala nätverk som utarbetar internationella standarder. Standarder är dokumenterad kunskap utvecklad av framstående aktörer inom industri, näringsliv och samhälle och befrämjar handel över gränser, bidrar till att processer och produkter blir säkrare samt effektiviserar din verksamhet.

Delta och påverka
Som medlem i SIS har du möjlighet att påverka framtida standarder inom ditt område på nationell, europeisk och global nivå. Du får samtidigt tillgång till tidig information om utvecklingen inom din bransch.

Ta del av det färdiga arbetet
Vi erbjuder våra kunder allt som rör standarder och deras tillämpning. Hos oss kan du köpa alla publikationer du behöver – allt från enskilda standarder, tekniska rapporter och standard-paket till handböcker och onlinetjänster. Genom vår webbtjänst e-nav får du tillgång till ett lättnavigerat bibliotek där alla standarder som är aktuella för ditt företag finns tillgängliga. Standarder och handböcker är källor till kunskap. Vi säljer dem.

Utveckla din kompetens och lyckas bättre i ditt arbete
Hos SIS kan du gå öppna eller företagsinterna utbildningar kring innehåll och tillämpning av standarder. Genom vår närhet till den internationella utvecklingen och ISO får du rätt kunskap i rätt tid, direkt från källan. Med vår kunskap om standarders möjligheter hjälper vi våra kunder att skapa verklig nytta och lönsamhet i sina verksamheter.

Vill du veta mer om SIS eller hur standarder kan effektivisera din verksamhet är du välkommen in på www.sis.se eller ta kontakt med oss på tel 08-555 523 00.

Standards make the world go round

SIS (Swedish Standards Institute) is an independent non-profit organisation with members from both the private and public sectors. We are part of the European and global network that draws up international standards. Standards consist of documented knowledge developed by prominent actors within the industry, business world and society. They promote cross-border trade, they help to make processes and products safer and they streamline your organisation.

Take part and have influence
As a member of SIS you will have the possibility to participate in standardization activities on national, European and global level. The membership in SIS will give you the opportunity to influence future standards and gain access to early stage information about developments within your field.

Get to know the finished work
We offer our customers everything in connection with standards and their application. You can purchase all the publications you need from us - everything from individual standards, technical reports and standard packages through to manuals and online services. Our web service e-nav gives you access to an easy-to-navigate library where all standards that are relevant to your company are available. Standards and manuals are sources of knowledge. We sell them.

Increase understanding and improve perception
With SIS you can undergo either shared or in-house training in the content and application of standards. Thanks to our proximity to international development and ISO you receive the right knowledge at the right time, direct from the source. With our knowledge about the potential of standards, we assist our customers in creating tangible benefit and profitability in their organisations.

If you want to know more about SIS, or how standards can streamline your organisation, please visit www.sis.se or contact us on phone +46 (0)8-555 523 00

Provläsningsexemplar / Preview

Denna tekniska specifikation är inte en svensk standard. Detta dokument innehåller den engelska språkversionen av CEN/TS 17073:2017.

This Technical Specification is not a Swedish Standard. This document contains the English version of CEN/TS 17073:2017.

© Copyright/Upphovsrätten till denna produkt tillhör SIS, Swedish Standards Institute, Stockholm, Sverige. Användningen av denna produkt regleras av slutanvändarlicensen som återfinns i denna produkt, se standardens sista sidor.

© Copyright SIS, Swedish Standards Institute, Stockholm, Sweden. All rights reserved. The use of this product is governed by the end-user licence for this product. You will find the licence in the end of this document.

Upplysningar om sakinnehållet i detta dokument lämnas av SIS, Swedish Standards Institute, telefon 08-555 520 00. Standarder kan beställas hos SIS Förlag AB som även lämnar allmänna upplysningar om nationell och internationell standard.

Information about the content of this document is available from the SIS, Swedish Standards Institute, telephone +46 8 555 520 00. Standards may be ordered from SIS Förlag AB, who can also provide general information about national and international standards.

Dokumentet är framtaget av kommittén för Post, SIS/TK 322.

Har du synpunkter på innehållet i det här dokumentet, vill du delta i ett kommande revideringsarbete eller vara med och ta fram standarder inom området? Gå in på www.sis.se - där hittar du mer information.

Provläsningsexemplar / Preview

Provläsningsexemplar / Preview

TECHNICAL SPECIFICATION
SPÉCIFICATION TECHNIQUE
TECHNISCHE SPEZIFIKATION

CEN/TS 17073

June 2017

ICS 03.240; 35.040.50; 35.240.69; 55.020

English Version

Postal services - Interfaces for cross border parcels

Services postaux - Interfaces pour les colis transfrontaliers

Postalische Dienstleistungen - Schnittstellen für grenzüberschreitende Pakete

This Technical Specification (CEN/TS) was approved by CEN on 11 May 2017 for provisional application.

The period of validity of this CEN/TS is limited initially to three years. After two years the members of CEN will be requested to submit their comments, particularly on the question whether the CEN/TS can be converted into a European Standard.

CEN members are required to announce the existence of this CEN/TS in the same way as for an EN and to make the CEN/TS available promptly at national level in an appropriate form. It is permissible to keep conflicting national standards in force (in parallel to the CEN/TS) until the final decision about the possible conversion of the CEN/TS into an EN is reached.

CEN members are the national standards bodies of Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom.

EUROPEAN COMMITTEE FOR STANDARDIZATION
COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

CEN-CENELEC Management Centre: Avenue Marnix 17, B-1000 Brussels

© 2017 CEN All rights of exploitation in any form and by any means reserved worldwide for CEN national Members.

Ref. No. CEN/TS 17073:2017 E

Provläsningsexemplar / Preview

Contents

Page

European foreword ... 3
Introduction ... 4
1 Scope ... 5
2 Normative references ... 6
3 Terms and definitions ... 6
4 Symbols and abbreviations ... 6
5 The physical postal item label ... 7
5.1 Contents in the label ... 7
5.2 Size ... 9
5.3 General display rules ... 9
5.4 Header zone ... 12
5.5 Sender zone ... 13
5.6 Addressee zone ... 15
5.7 Instruction zone ... 16
5.8 Item-identifier zone – Zone E ... 17
5.9 Example label ... 20
5.10 Address printed quality ... 23
5.11 Icons ... 23
6 Electronic exchange connected to the parcel and the label ... 23
Annex A (informative) Adresses ... 25
A.1 Requirements for address data elements ... 25
A.2 Rendering parameters ... 27
Annex B (informative) Description of the data to be transmitted to the logistic operator (case with S10 identifier) ... 28
Annex C (informative) Instruction symbols ... 30
Annex D (informative) Guideline for the Utilization of GS1 Standards in the CEP industry ... 32
D.1 General ... 32
D.2 SSCC Allocation of Number Ranges ... 32
D.3 Structure of the SSCC ... 33
D.4 SSCC Data Carriers ... 34
D.5 Recommendation for the Positioning of the SSCC Barcode on the Transport Label ... 35
D.6 Electronic Data Exchange / EDI ... 35
Annex E (informative) Data capture at source (EDI) currently used by members of the IPC Interconnect program ... 36
Annex F (informative) IFTMIN - The necessary specification ... 55
Bibliography ... 56

Provläsningsexemplar / Preview

European foreword

This document (CEN/TS 17073:2017) has been prepared by Technical Committee CEN/TC 331 “Postal services”, the secretariat of which is held by NEN.

According to the CEN/CENELEC Internal Regulations, the national standards organisations of the following countries are bound to announce this Technical Specification: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

Provläsningsexemplar / Preview

Introduction

Using new communication and information technologies, postal operators move beyond what is traditionally regarded their core postal business. They are meeting higher customer expectations, expanding the range of products and value-added services and use electronic advanced data for interconnecting global networks.

Standardized processes in operations and communication are the foundation for effective postal operations. The Technical Committee CEN/TC331 “Postal Services” maintains and develops a growing number of standards to improve the exchange of Postal item related information between postal operators. One of the leading aims is to promote the compatibility of CEN/TC331 standardization efforts with those of the Universal Postal Union and its international initiatives and standardization undertaken by the wider postal service stakeholders.

The European Commission has identified the completion of the Digital Single Market (DSM) as one of its 10 political priorities, which was adopted on the 6 May 2015, with 16 initiatives to be delivered by the end of 2016.

The Digital Single Market Strategy is built on three pillars which the first goal is to improve the access for consumers and businesses to digital goods and services across Europe, including e-commerce selling channel. E-commerce has significant potential for contributing to economic growth and employment. Through this Roadmap, the Commission aimed to ensure quick improvements in parcel delivery.

The Commission's Communication on ecommerce and online services identifies the delivery of goods purchased online as one of the top five priorities to boost e-commerce and its importance has been reiterated by the Council of the European Union and the European Parliament. Delivery is indeed critical as it has a substantial impact on facilitating e-commerce trade and is a key element for building trust between sellers and buyers.

Under the framework of the Union Work program for European standardization for 2015, requesting for a focus on the cross border parcel services to emphasize the development of this market with a specific focus on the small and medium size e-merchants by easing the use of cross border shipments by simplifying the initial interface, improving the track and trace event management if different logistics operators involved in the delivery chain, improving the integration with software solutions commonly used by e-merchant.

In response to the ever-growing need for more effective and integrated cross-border ecommerce solutions, designated Postal Operators in Europe have developed “E-Commerce Interconnect” using proprietary specifications and standards, such as a UPU Standard, adopted in February 2016 on “Postal-item label”.

E-commerce associations, courier-, express- and postal services in Europe came together to bridge between proprietary specifications and non-for-profit solutions, already used by the wider European e-commerce community for supply chain management, to standardize delivery chain management, so that all (including the designated operators represented by the UPU) can use the same standard.

Provläsningsexemplar / Preview

1 Scope

This Technical Specification will specify the interface between the e-merchant (any commercial customer sending parcels) and the first logistic operator.

The interface is composed on two items:

— the physical label attached on the postal item: contents, sizes, minimum requirements to guarantee the quality and efficiency of the logistic process (sorting, delivery).

— the electronic exchanges between the sender and the logistic operator with the description of the data to be provided, the format of the exchanges.

While designated operators of UPU have drawn up business requirements using proprietary standards and related data components, online merchants have developed open, not-for-profit standards for final delivery which are integrated into their existing supply chain management environment.

The Technical Specification aims to specify the interface between the e-merchant (any commercial customer sending postal items) and the first logistic operator composed by incorporating the 3 elements:

— physical label attached to the postal item with information for item identification;

— electronic exchanges between the sender and the logistic operator concerning parcels dispatch;

— data needed for various delivery chain parts, in particular final delivery to the recipient, in order to facilitate exchange between the item-specific identifiers.

NOTE 1 The last element enables the growth of integrated, data-driven systems which support highly efficient and customer-driven cross-border ecommerce. This reflects the current trend to B-to-B-to-C delivery solutions in the European and international cross border e-commerce markets. Delivery from original source to final consumer can be split over more than one service provider.

NOTE 2 C-to-B-to-B-to-C solutions will be an extension, in particular when returns are specified. The “first C” would indicate that consumers wishing to return items, or induct items themselves, will be able to print labels following the fundamentals specified in this standard.

E-merchant exchange data with logistic operators (i.e. the postal operators, but not limited to those designated to fulfil the rights and obligations of UPU member countries) to help, simplify and enable the consequential logistic and transactional tasks. The establishment of common definitions and electronic formats, safeguards the reliability and decreases the overall costs by avoiding software development costs, multiple printing equipment, over-labelling during the process, and the manual sorting.

Provläsningsexemplar / Preview

2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

prEN ISO 19160-4[1], *Addressing - Part 4: International postal address components and template languages (ISO/DIS 19160-4:2016)*

ISO/IEC 15459-1, *Information technology — Automatic identification and data capture techniques — Unique identification — Part 1: Individual transport units*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

NOTE UPU/designated operator specific terminology used in this document, are defined in the UPU Standards glossary, in documents referred to in Normative References and in the Bibliography.

3.1
postal item
item dispatched by a postal operator in a country, in particular items containing goods

Note 1 to entry: In Europe, most Courier-, Express, or Parcel operators would qualify to be a postal operator.

3.2
good
letter-post, parcel-post, express or courier item consisting of any tangible and movable object other than money, including objects of merchandise, which does not fall under the definition of “document”

3.3
document
letter-post, parcel-post, express or courier item consisting of any piece of written, drawn, printed or digital information, excluding objects of merchandise

4 Symbols and abbreviations

The symbols, other than those provided in Annex B (for those used in the UPU environment) and abbreviations other than described below, used in this document are defined in the UPU Standards glossary.

EANCOM®

The trademark EANCOM® is composed from EAN (European Article Number, today: GTIN, Global Trade Item Number) and COM (Communication). This is a standard for any eventuality: almost all business transactions can be processed electronically in form of an EANCOM® message. EANCOM® has established itself globally and is with over 100,000 users the world's most important message standard in the field of electronic data exchange.

GS1 XML

GS1 standardized message format. The semantics of all GS1 XML messages is clearly and unambiguously defined. Just as with EANCOM®, GS1 XML consists of a set of electronic business messages with which

[1] Under development under ISO lead.

Provläsningsexemplar / Preview

users can exchange data quickly, precisely and efficiently. The increasing number of users confirms the advantages: globally, over 40,000 companies in different sectors of the economy use GS1 XML.

NOTE If companies cannot provide the listed GS1 formats, it is possible to use converter solutions.

IFTMIN – Transport Instruction

The transport instruction is sent by a customer to his transport service provider in order to request the transport of a delivery of goods to one or more delivery points. The identification of the transport units takes place via the use of the Serial Shipping Container Code (SSCC).

IFTSTA – Transport Status Message

This message allows the exchange of information concerning the temporal and spatial status of the physical transport of the logistic unit within the entire transport chain. It is sent according to agreements between the parties.

DESADV – Despatch Advice

The sender sends the despatch advice to the receiver. This message contains details about the logistic unit and the goods despatched under agreed conditions. With the help of this message the receiver knows which goods have been sent at what time; he can prepare for goods receipt and compare the dates of the delivery with those of the order.

IFTMAN - Arrival Notice Message

The notice of arrival is sent from a party – which performs transport services – to another party mentioned in the contract. Content of the message is details regarding the arrival of a consignment. It can also serve as proof of delivery.

5 The physical postal item label

5.1 Contents in the label

Postal item labels include both fixed and variable data. Table 1 lists the contents in the label, a description of the information, and whether the data are mandatory or conditional. Mandatory information is always required. Conditional information should be supplied if it is available. The format of the content, i.e. its length, is also given.

NOTE The format is to facilitate IT systems: an..26 means up to 26 alphanumeric characters (the leading dots indicating a variable length); an13 means 13 alphanumeric characters, fixed length.