SPECIFICATIONS FOR PROGRAMMING SHIP-MENT LOGISTICS SYSTEMS

PART C
WELTPAKET

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HISTORY OF CHANGES

Date	Author	Version	Status	Changes
31 Jul. 2006	Gramenz	5.0	Creation	Revision for Common Label Removal of non programmer-related information
31 Jul. 2006 3 Sep. 2007 Knaak	Ruhmann Hastert-Kirsch	6.0	Revised Revised Completed	Revision of product-related content Revision of Section 7 "Electronic posting lists (EDI messages)" Quality assurance
10 Mar. 2008	Planz	6.1	Added	Addition re. transfer of customs-related data via EDI message
5 May 2008	S. Langbein	7.0	Version update	Renaming of *BUSINESSPAKET* International to *WELTPAKET* on 1 January 2009
15 May 2008 16 May 2008	Hastert-Kirsch Knaak	7.1	Added Correction Completed	Addition Section 12 Pages 43-44 Message end and file end (CSV and 3D FlatFile) Page 41-42: Correction of reference to Annex 1_Label Reference Data Quality assurance
8 Jul. 2008	Aldridge/Knaak	7.2	Correction	Section 4.2 "Simplified handling within the EU"
21 Oct. 2008	Knaak	7.3	Addition Correction	Addition in Section 2.3.2.7 "Sender's instructions" (Section "SLS handling") Correction to product code in Routing Code in Section 11 "Examples of EDI messages and labels" and Section 12 "Examples of EDI messages with customs information"
5 Jan. 2009	Knaak	7.4	Change	Modification in Figure 13: Sample outline of order for parcel transportation (posting list) Correction to product code in Routing Code in Section 11 "Examples of EDI messages and labels" and Section 12 "Examples of EDI messages with customs information" (correction in version 7.3 was not applicable) Addition Section 6.3.3 Product sort code/product code Addition of explanations in Section 6.2.1 "Structure of Identcode" Implementation of terminology change for GS1 Germany
13 Jan. 2009	Knaak	7.5	Change	Correction of faulty product sort code "80", Removal of "DE" marker in Figures 9 and 14
11 May 2009	Langbein/Knaak	7.6	Change	Modification in Section 5.5 "Export declaration"
18 Dec. 2009	Langbein	7.7	Addition	Addition in Section 2.3.2 Services "GoGreen service", additions in Section 4.2 Discontinuation of use of parcel registration cards in some countries
15 Mar. 2010	A.Orgis/M. Blum	7.8	Revision	
27 May 2010	Langbein	7.8	Addition	Addition in Section 3.3.2.2 "Transport insurance" services und discontinuation of WERT International
→ see page 7 11 Aug. 2010	A. Orgis	7.9	Change	Modification in Sections 3.3.2.8 and 4.3 regarding "GoGreen" price reduction on 1 October

					2010
9 Nov. 2010	S. Langbein	8.0	Change		Addition in Section 3.3.2.2 "Transport insurance" services (service codes)
					New: 3.3.2.9. ByPass Pick-up and Direct Injection
					New: Section 5.3 Consolidated Exporting Procedure
25 May 2011	S. Langbein/A. Orgis	8.1	Change/revision		SEEPAKET deletion
25 Sep. 2011	S. Langbein/A. Orgis	8.2	Revision		General revision
13 May 2013	S. Langbein/M. Reufels	8.3	Revision		Modification in Section 3.3.2.4 Cash on delivery
					Modification in Section 6.2 Customs declaration CN23
17 Sep. 2013	S. Langbein	8.3	Revision		Modification of various screenshots for the example labels
					Modification in Section 3.3.2.7 Sender's instructions
					Modification in Sections 5.1 and 5.2 ‑ Inclusion of Croatia as a EU Member State

ANNEXES TO THIS DOCUMENT

- Annex 1_Country info for business customers (in the relevant current version)
- Annex 2_Leaflet on exporting goods with DHL Paket international and DHL Weltpaket
- Annex 3_Transport insurance_int_countries

OTHER RELEVANT FILES/DOCUMENTS

- Product key file PrS_XML_DHL_ALL.xml
- Document "Creating barcodes + Leitcodes [Deutsche Post destination area codes]"
- Barcode documentation
- Common label documentation
- Documentation on the electronic posting list
- DASS_Userguide

1   DOCUMENT CONTENT

Part C of the VLS product specifications describes the *WELTPAKET* service with regard especially to implementation in a shipping logistics system (VLS) as a special product for the B-to-B and B-to-C area for shipment of parcels internationally.

Details of implementation in VLS are contained in the respective *VLS handling* sections.

2 GENERAL

2.1 PARCEL LABELS

Please refer to the latest label documentation for the general layout and contents of the parcel label.

2.2 EDI POSTING LIST

Data is required in electronic form for the purpose of billing and forwarding shipment-related data to various backend systems. Two formats are available at present for transferring electronic shipment data.

- EDIFACT 3D IFTMIN
- 3D FlatFile

Please refer to the latest documentation for a description of the records. Numerous examples of application are also provided here.

The EDI annexes also contain an overview of the current service codes, various tables, ISO country codes, product keys and product codes.

2.3 POSTING LIST (PAPER FORM)

Instead of delivery via an EDI file, it is also possible to submit the shipment-related data in the form of a paper list with Weltpaket. For transferring data via EDI, it should be possible for the VLS to provide suitable documentation in paper form for internal customer purposes or also as a replacement for EDI (see Section 8.2 Order for parcel transportation (posting list)).

Please refer to the latest documentation for a description of the precise formats:

"Spezifikation Aufträge zur Paketbeförderung in Papierform x.x.pdf" [Specification on orders for parcel transportation in paper form]

2.4 TRACK & TRACE

DHL provides the option of integrating Trace and Trace for private and business customers in the SLS via the direct access interface NexTT.

Details can be found in the document "DASS-UserGuide".

2.5 BILLING

Billing is performed based on procedure 53 within a participation range of 01 to 99 and can be continued alphanumerically if required (AA, AB, etc.)

2.6 IMPORTANT TERMS IN THIS DOCUMENT

This document contains some terms which appear repeatedly and require a brief explanation:

- **EKP number**
  This term refers to the 10-digit customer number at Deutsche Post DHL. The EKP number can be found in the contract documents.

- **Procedure**
  The procedure refers to the product in numerical form. The procedure number for the *WELTPAKET* product (this document) is 53 (always 2 digits).

- **Participation**
  Practically any number of participation can be set up for a procedure. The sequence runs numerically from 01 (always 2 digits) to 99 and can be continued alphanumerically if required (AA, AB, etc.).
  A procedure is billed on the basis of the participation. A separate bill is created with the corresponding accounting text for every participation. It is used to enable greater transparency of bills.
  Example:
  Procedure 53, WELTPAKET
  Participation 01 accounting text: Normal EU shipment
  Participation 02 accounting text: Special Christmas shipment
  Participation 03 accounting text: Special Easter shipment
  Participation 04 accounting text: Special XYZ shipment

- **BillingNo/billing number**
  This term stands for the combination of the previously explained terms A billing number is made up as follows (in this sequence):

  EKP number + Procedure + Participation

  The BillingNo or billing number must always be specified on the common label in the shipment information block.

3 PRODUCTS AND SERVICES IN THE "INTERNATIONAL" SERVICE AREA

The international service area includes *WELTPAKET* and DHL *EUROPAKET* as base products in accordance with the product portfolio.

Where this document refers to *WELTPAKET*, this covers the *WELTPAKET* product and *WELTPAKET* with Premium service. The distinction between products and services must be maintained in the VLS.

3.1 BRIEF DESCRIPTION OF *WELTPAKET*

- The international postal B-to-B and B-to-C parcel service from DHL
- Comprehensive global shipments to over 210 countries
- Transit times: Normal transit time is dependent on the destination country and on average amounts to 3 to 8 days in Europe and 8 to 16 days for the rest of the world
- Postal parcel shipments and postal customs clearance
- Legal basis AGB (General Terms & Conditions of Business) PAKET INTERNATIONAL and UPC (Universal Postal Convention)
- Pricing: 6 zones and kilo tariffs since 16 April 2007 –- there are 4 kilo tariffs per zone (one standard price and 3 discount levels each). Existing customers remain customers in the old pricing system.
- Pick-up: By agreement (together with national parcels).
- Parcels with the "Wert International" (International Insured) service cannot be picked up for security reasons, but must be posted at the post office counter.
- A liability of up to EUR 500 max. is included with WELTPAKET
- Second delivery attempt (depends on destination country) generally included in the price.
- Different services are available on a country-specific basis:
  cash on delivery, bulky goods, sender's instructions, advice of delivery, transport insurance, premium
- The liability for WELTPAKET Premium is EUR 500 under the General Terms and Conditions. Excluded services arise likewise in accordance with the General Terms and Conditions.
- Dangerous goods are essentially excluded from shipment. Dangerous goods symbols do not have to be printed by the VLS.

3.2 DIMENSIONS AND WEIGHTS

Form	Minimum dimensions [1]	Maximum dimensions [4]	Maximum weight [3]
Rectangular	Length: 15 cm Width: 11 cm Surrounding box size: 1 cm	Length: 120 cm Width: 60 cm Height: 60 cm Girth: 360 cm [2]	31.5 kg
Role-shaped **with** transportation aid [5]	Length: 15 cm Diameter: 5 cm	Length: 120 cm Diameter: 15 cm	5.0 kg

[1] Circular or primary floor space with adequate form stability at the same time

[2] Length plus largest circumference not measured in longitudinal direction

[3] Note country-specific regulations in the Annex

[4] w/o bulky goods

[5] Since 1 July 2002, roll-shaped shipments can be dispatched without using generally available transportation aids permitted by Deutsche Post.
  The surcharge is EUR 1.50 per shipment.

Table 1**: Dimensions and weights for WELTPAKET**

VLS HANDLING

The weight of a shipment has to be registered in the VLS. Individual maximum weights apply to different recipient countries (see *Annex 1 Country info for business customers*). The maximum permitted weight is limited additionally for the respective target country.

3.3 SERVICES (EXTRAS)

Services *)	Comments
Premium	
GOGREEN	Prices are dependent on the target destination
Transport insurance	
Advice of delivery	
Cash on delivery (C.O.D.)	
Roll or transportation aid	
Bulky goods	
Sender's instructions	

* Not every service is available in all countries.

Table 2**: Possible services for *WELTPAKET***

VLS HANDLING

The services permitted in each country are detailed in *Annex 1 Country info for business customers*. A distinction must be made here between the products *WELTPAKET* and *WELTPAKET* with Premium service.

The prices of the services must be defined in the VLS and are added to the transportation fee. No discount is applied to the fees for services.

3.3.1 POSSIBLE COMBINATIONS AND ABBREVIATIONS

Combinations of services	Abbreviations in "Service" column in posting list
Premium	----
Roll surcharge for roll-shaped parcels of a standard size without transportation aid	D
Advice of delivery	R
Advice of delivery, roll surcharge for roll-shaped parcels of a standard size without transportation aid	RD
Cash on delivery	N
Cash on delivery, roll surcharge for roll-shaped parcels of a standard size without transportation aid	ND
Bulky goods	S
Transport insurance	
Transport insurance, roll surcharge for roll-shaped parcels of a standard size without transportation aid	
Cash on delivery, advice of delivery	NR
Cash on delivery, advice of delivery, roll surcharge for roll-shaped parcels of a standard size without transportation aid	NRD
Bulky goods, advice of delivery	SR
Transport insurance, advice of delivery	R
Transport insurance, advice of delivery, roll surcharge for roll-shaped parcels of a standard size without transportation aid	RD
Cash on delivery, bulky goods	NS
Cash on delivery, transport insurance	N
Cash on delivery, transport insurance, roll surcharge for roll-shaped parcels of a standard size without transportation aid	ND
Bulky goods, transport insurance	S
Sender's instructions	----

Table 3**: Overview of service combinations and abbreviations**

VLS HANDLING

The services available in each country must be defined in the VLS (see *Annex 1 Country info for business customers*). It must not be possible to select a service that is not available in a country.

3.3.2 SERVICES

3.3.2.1 PREMIUM

WELTPAKET with the Premium service is transported worldwide with the fastest transport means in each case.

> ### *BRIEF DESCRIPTION*

- Comprehensive worldwide delivery
- Transit times: 1 – 4 days within the EU and neighbouring countries
    - 2 – 5 days throughout the rest of Europe
    - 5 – 15 days outside of Europe
- Postal parcel shipments and customs clearance
- Legal basis: AGB (General Terms and Conditions) PAKET INTERNATIONAL and the Universal Postal Convention
- Pricing since 16 April 2007:
    - 6 zones and 4 kilo tariffs per zone (note: some customers will remain in the old pricing system)
    - Premium service available in Zone 1 as standard (normally priority transport of shipments here)
- Pick-up: By agreement (together with national parcels).
  Parcels with the "Wert International" (International Insured) service cannot be picked up for security reasons, but must be posted at the post office counter.
- A liability of up to EUR 500 max. is included per parcel
- Full parcel tracking in some cases with Track & Trace
- Second delivery attempt (depends on destination country) generally included in the price

3.3.2.2 TRANSPORT INSURANCE

The dispatch of parcels abroad with the "Wert International" service is no longer possible since 1 July 2010.

WELTPAKET shipments can be insured for a higher amount with an additional transport insurance up to EUR 2,500 or EUR 25,000 by paying an additional fee. The shipment must not contain external references to valuable content (e.g. seals, notes on the address label, etc.) or the transport insurance. Reference to the transport insurance is only made in the EDI message or posting list.

The fee for the transport insurance is added to the transportation fee.
WELTPAKET shipments with transport insurance of EUR 25,000 may only be delivered via local post office counter.
Shipments with transport insurance of up to EUR 2,500 can also be picked up in the framework of regular pick-ups. These shipments can be managed on the posting list in this case together with other *WELTPAKET* shipments. However, these shipments should always be listed at the start of the electronic posting list.

Service attributes AND CODES in the posting list and EDI message

To indicate transport insurance in the posting list or in the EDI message, the two possible insurance values→ "up to EUR 2,500" and "up to EUR 25,000" are differentiated via corresponding codes and service attributes.

Please refer to the codes/contents to be printed or handed over in the relevant documentation.
→ see Sections 2.2 and 2.3

The latest country list for *WELTPAKET* is always published separately and only included in the contract in the current version. The list is therefore not stored in the contract modules.

It must be possible to incorporate updates in a block table.

Transport insurance is to be offered in the following countries (see Annex 3_Transportversicherung_int_Länder [Transport insurance_int_countries].

3.3.2.3 ADVICE OF DELIVERY

An advice of delivery confirms delivery of the parcel to the sender and therefore acts as a **documentary** receipt of delivery. Upon posting, the parcel must be accompanied by a completed advice of delivery in an adhesive pocket or such like, which is visible on the address side.

VLS HANDLING

The fields in the advice of delivery can be printed using the VLS (only for parcels in countries where the advice of delivery is permitted (see *Annex 1 Country information for business customers*).

The comment "Rückschein" (Advice of delivery) (in French also: Avis de réception) must be printed on the label. The VLS must also indicate that the orange "Advice of Delivery" postal label should be affixed and the completed advice of delivery attached. The fee for the "Advice of delivery" service must be added to the transportation fee.

The letter "R" should be printed on the posting list for the advice of delivery service.

Figure 1**: Identification of "Advice of delivery" service on the parcel label (Common Label layout)**

3.3.2.4 CASH ON DELIVERY

Cash-on-delivery shipments are only delivered following collection of the cash-on-delivery amount from the recipient in EUR (in exceptional cases in the currency of the destination country). The "cash on delivery" service is only allowed in certain countries and is different for each country (e.g. different maximum COD amounts). For relevant details, see *Annex 1 Country information for business customers*.

The parcel registration card form CP 71 **with** cash-on-delivery triangle (Mat. No. 914-020-000) must be used as the parcel card. Furthermore, the cash-on-delivery international payment card filled in by the customer must be enclosed with the parcel in a shipping pouch. The IBAN

(International Bank Account Number) and BIC (Bank Identifier Code (also known as SWIFT)) must be included.

CASH-ON-DELIVERY INTERNATIONAL PAYMENT CARD

A cash-on-delivery international payment card filled in by the VLS (order number 914 100 000) must be included together with the parcel registration card and other accompanying documentation in a transparent pouch for every international cash-on-delivery parcel. The cash-on-delivery amount, IBAN and BIC must be specified on the parcel and on the cash-on-delivery international payment card such that they cannot be changed subsequently.


Figure 2**: Cash-on-delivery international payment card (914-100-000)**

Figure 3**: Parcel registration card CP71 with cash-on-delivery triangle (914-040-000)**

The cash-on-delivery international payment card must have the following fields filled in:

- Cash-on-delivery amount and currency (to be specified twice: left and centre part of the card); also in letters
- Parcel identifier (to be specified twice: left and centre part of the card)
- IBAN and BIC (both in the centre part of the card)
- Recipient address and destination country of recipient of remitted cash-on-delivery amount (generally the sender of the parcel) (to be specified twice: left and centre part of the card
- Recipient address of the cash-on-delivery parcel (in the left part of the card)

It is essential that the IBAN and BIC are specified. The account number, bank name and bank sort codes should not be provided as international postal companies use the international format (IBAN and BIC).

To be able to map the cash-on-delivery amounts, the parcel identifier must be specified as well.

CASH-ON-DELIVERY CHARGES

The following charges apply when sending international cash-on-delivery items:

- Cash-on-delivery charge: The cash-on-delivery charge for international parcels is EUR 3.60 (plus statutory VAT) and is added to the parcel transportation fee.
- Remittance fee: If no IBAN and BIC is specified, a remittance fee in the amount of EUR 5 is payable. This fee is not levied if the IBAN and BIC are specified.
- Return payment charge: When sending cash-on-delivery items, some destination countries levy return payment charges for the return of the cash-on-delivery amount which is paid by the recipient of the cash-on-delivery item. This charge payable by the recipient is dependent on the destination country.

VLS HANDLING

The VLS must only allow the dispatch of shipments with cash on delivery to countries to which such items can be shipped. The permitted currency for the cash-on-delivery amount is essentially EUR (or the currency of the destination country in exceptional cases if the cash-on-delivery amount is to remain in the destination country).

The address label and the parcel registration card must contain the details COD, cash-on-delivery amount (in digits and letters, specified in EUR), the bank account (account number, bank, account holder and sort code) as well as the postal cash-on-delivery symbol (orange triangle as an adhesive label, alternatively imprint of cash-on-delivery triangle on the label in black/white). Note also that the cash-on-delivery amount collected may be reduced by the remittance fee and only this reduced amount is transferred to the account specified by the sender. A note should be made of this in the VLS.

Figure 4: Marking for "cash on delivery" service on parcel label (Common Label layout)

MAPPING IN THE ORDER FOR PARCEL TRANSPORTATION (POSTING LIST IN PAPER FORM)

The following entries must be made in the order for parcel transportation (posting list) in the respective columns:

Column	Details
Service	N
Wrg (currency)	EUR
Nachn (COD)	Cash-on-delivery amount

Table 4**: Mapping in posting list**

MAPPING IN ELECTRONIC POSTING LIST

Additional information can be found in the latest document describing the electronic posting list (see also 2.2).

3.3.2.5 BULKY GOODS

"Bulky goods" refers to parcels that cannot be stacked or are not suitable for automatic parcel handling or cannot be transported using conveyor systems and belts, or have some particular characteristic and therefore require special handling in the parcel centres.

Format	Minimum dimensions	Maximum dimensions	Minimum weight	Maximum weight
Rectangular	Length: 120 cm	Length: 200 cm Girth: 360 cm [2]	-	31.5 kg
Role-shaped	Length: 120 cm Diameter: 15 cm	Length: 200 cm Diameter: 60 cm	Since 1 Jul. 2002: 5 kg	31.5 kg

[1] The maximum dimensions and weights may vary according to the destination country, see <u>Annex 1</u> Country info for business customers.

[2] Length plus 2x width + 2x height

Table 5**: Size criteria for bulky goods shipments**

Shipments with special external features that require special operational handling (e.g. manual processing, non-stackable) are subject to minimum dimensions. The minimum dimensions for cuboid shipments of this kind are 15 x 11 x 1 cm, while roll-shaped parcels may be 15 cm long and 5 cm in diameter.

Form of packaging	Packaging material	Special packaging features
- Round shipments - Shipments with triangular cross-section - Shipments where parts of the packaging protrude - Shipments that have an uneven supporting surface and are unstable - Several parcels bound together (if the bundle exceeds the standard dimensions or has no rectangular shape or is shrink-wrapped using suitable films) - Some sacks or bags	- Some synthetics - Metal - Fabric - Some films - Shipments with rubber bands or strapping - etc.	- Shipments with inscription banners - Shipments with loose string/strapping - All partially packaged or unpackaged objects such as: boxes, canisters, car parts, buckets, plants, chairs, pushchairs, small pieces of furniture, wickerwork, ladders, urns - etc.

Table 6**: Examples of shipments requiring special operational handling**

VLS HANDLING

Please note that certain countries only permit one of the two service variants (see *Annex 1 Country info for business customers*).

The fee for the bulky goods service is added to the transport fee and printed in the fee column on the posting list.

3.3.2.6 SEEPAKET

This product (not a service in the true sense) is no longer offered. Parcels are transported as normal WELTPAKET Economy items.

3.3.2.7 SENDER'S INSTRUCTIONS

Should it happen that a parcel cannot be delivered, the sender must include sender's instructions on the label.

The following sender's instructions are possible:

a) Return to sender

b) Sender abandons parcel (no charge).

Other sender's instructions are not permitted. The sender's instructions on the parcel and the parcel registration card must be identical.

The full wording of the sender's instructions must be composed in French or a language known in the destination country.

If the instructions a) or b) are selected, the sender can prohibit forwarding. This requirement must be specified on the shipment and parcel registration card in French ("Ne pas réexpédier") or in another language known in the destination country.

Wording in German	Wording in French
Bei Unzustellbarkeit [If undeliverable]	En cas de non-livraison
Rücksendung an Absender [Return to sender]	Renvoyer à l´expéditeur
Nach X Tagen [After x days]	Après X jours
auf dem preiswertesten Weg [Most cost-effective route]	par la voie la plus économique
Preisgabe [Abandonment]	Traiter comme abandonné
Sofort [Immediately]	Immédiatement
auf dem Luftweg [By air]	par voie aérienne

Table 7**: Wording for sender's instructions in German and French**

Return shipments if undeliverable, if the customer declines to accept the parcel, etc., are calculated in accordance with a) depending on the destination country:

- Fastest route: EUR 20 (EUR10 for return by road, depending on destination country, generally Europe) plus statutory VAT

- Most cost-effective route: EUR 10 (EUR 20 for return by air, depending on destination country, generally outside Europe) plus statutory VAT

VLS HANDLING

Sender's instructions are selected optionally.

It should only be possible to select one of the selectable sender's instructions.

The selected sender's instruction should be printed in German and French in the handling information block on the Common Label.

The relevant fields must be ticked and filled in on the parcel registration card. The sender's instructions are not mapped in the EDI message.

3.3.2.8 *GOGREEN*

Shipments with the *GOGREEN* service attract a fixed surcharge (depends on destination country) on the transportation fee per shipment. This surcharge cannot be discounted.

The price for *GOGREEN* Europe is EUR 0.12 and applies to shipments to the following countries:

Parcels to:

AT	Austria
CH	Switzerland
FR	France
GB	Great Britain
NL	Netherlands
ES	Spain
IT	Italy

LU	Luxembourg
DK	Denmark
BE	Belgium
FI	Finland
SE	Sweden
GR	Greece
IE	Ireland
NO	Norway
PT	Portugal
PL	Poland
CZ	Czech Republic
HU	Hungary
SI	Slovenia
RO	Romania
SK	Slovakia
HR	Croatia
CY	Cyprus
BG	Bulgaria
LI	Liechtenstein
LV	Latvia
EE	Estonia
LT	Lithuania
IS	Iceland
MT	Malta
TR	Turkey
BA	Bosnia-Herzegovina
RS	Serbia
MC	Monaco
MK	Macedonia
FO	Faroe Islands

GL	Greenland
GI	Gibraltar
AL	Albania
AD	Andorra
ME	Montenegro
VA	Vatican City
JE	Jersey, C.I.

The price for *GOGREEN* Welt (worldwide) is EUR 0.84 and applies to shipments to all other countries that have not been specified.

The service is calculated at billing number level, i.e. there must be no special indication of *GOGREEN* in the EDI message.

If one part shipment with a surcharge and another part shipment without a surcharge are calculated, this can only be mapped on the basis of an additional participation.

The *GOGREEN* logo must be printed on the label in the product features block. The logo must be at least 25 mm wide. The logo can be printed in colour or in black and white.

VLS HANDLING

Please note that the *GOGREEN* surcharge is dependent on the destination country.

The fee for the *GOGREEN* service is added to the transportation fee and applies to all shipments with the same billing number.

The *GOGREEN* logo must be printed on the label in the product features block. The logo must be at least 25 mm wide. The logo can be printed in colour or in black and white.

Figure 5**: Marking for GOGREEN service on parcel label (Common Label layout)**

3.3.2.9 BYPASS PICK-UP AND DIRECT INJECTION

Up to now the options "Direct Injection" and "Bypass Pick-up" were only available in procedure 54.

Both options are mutually exclusive and valid for the every shipment that has been generated subject to participation in the activated "Direct Injection" or "Bypass Pick-up" option.

Both options can be combined with all services of procedure 53.

The implementation is analogous to procedure 54 (*DHL EUROPACK*). Additional information must be added to the EDI message:

SAZU;**ZI53**;100;;;;;;;;;;;; (for Direct Injection)

SAZU;**ZI53**;200;;;;;;;;;;;; (for Bypass Pick-up)

In the update, existing settings with participation in procedure 53 are retained and the two new options are added to the "Nummernkreis Vergabe" [Issue of number ranges] screen as inactive.

If a participation is newly installed/created, both options are also deactivated by default.

4 PRICES

The price is calculated depending on the relevant zone (depends on recipient country), the actual parcel weight and any additional services. If no flat-rate fees have been agreed, the fee is calculated based on the algorithm shown in Section 4.4. Billing is performed on the basis of procedure 53.

4.1 TARIFFS (OLD)

The following tariffs are used at present:

- Tariff N International: Standard tariff for contract customers with an annual turnover of less than EUR 2,500.

- Kilo tariffs: Special prices for contract customers (discount in agreement between the customer and DHL Sales).

	Zone 1 * (priority trans-portation)	Zone 2 *	Zone 3 *	Zone 4 *	Zone 5 *
Base price*	16.00	12.00	25.00	22.00	22.00
Kilo price *	1.00	1.00	1.00	2.00	3.00

Table 8: Tariff N International (standard tariff) *WELTPAKET* <u>old since 1 January 2004</u>

	Zone 1 * (priority trans-portation)	Zone 2 *	Zone 3 *	Zone 4 *	Zone 5 *
Base price*	*Not available*	17.00	30.00	22.00	22.00
Kilo price *	*Not available*	1.40	1.70	5.20	7.20

Table 9: Tariff N International (standard tariff) *WELTPAKET* with Premium service <u>old since 1 January 2004</u>

* All prices in EUR

4.2 TARIFFS (NEW)

The (new) tariffs and 6 zone divisions are valid since 16 April 2007 and only apply to new customers (since April 2007) and previously migrated customers. For existing customers (before April 2007), it is possible that the old tariffs are still being used. Both tariffs (old or new) should be possible.

The following (new) tariffs are used at present:

- Tariff KT0 International: Rate card for contract customers.

- Special prices possible for contract customers (discount in agreement between the customer and DHL Sales).

- Shipments with the PREMIUM service only are possible in Zone 1.
- Division of countries into 6 zones:

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6
Belgium	Switzerland	Bosnia-Herzegovina	Egypt	Argentina	**Rest of world**
Bulgaria	Liechtenstein	Georgia	Albania	Australia	
Denmark (including	Norway	Gibraltar	Algeria	Bahrain	
Faroe Islands and Greenland)	Andorra	Iceland	Armenia	Brazil	
Estonia	Vatican City	Kazakhstan	Azerbaijan	Chile	
Finland		Croatia	Iraq	China, Taiwan	
France		Macedonia	Iran	China, People's Republic	
Greece		Moldova, Republic of	Israel (incl. Gaza	Hong Kong	
Great Britain (incl.		Montenegro	and Khan Yunis)	India	
Isle of Man, Guernsey,		Russ. Federation	Jordan	Indonesia	
Jersey)		Serbia (incl.	Qatar	Japan	
Ireland		Kosovo)	Kuwait	Canada	
Italy		Turkey	Lebanon	Colombia	
Latvia		Ukraine	Libya	Korea, North	
Lithuania		Belarus	Morocco	Korea, South	
Luxembourg			Oman	Malaysia	
Malta			Syria	Mexico	
Monaco			Tunisia	New Zealand	
Netherlands				Pakistan	
Austria				Peru	
Poland				Philippines	
Portugal (incl. Azores				Saudi-Arabia	
and Madeira)				Singapore	
Romania				South Africa	
San Marino				Thailand	
Sweden				USA	
Slovakia				Venezuela	
Slovenia				United Arab	
Spain (incl. Canary Island				Emirates	
and Balearic Islands)					
Czech Republic					
Hungary					
Cyprus					

Table 10**: Assignment of countries to tariff zones**

	Zone 1 *	Zone 2 *	Zone 3 *	Zone 4 *	Zone 5 *	Zone 6 *
Base price*	*Not available**	12.50	24.00	23.00	23.00	24.00
Kilo price *	*Not available**	1.00	1.00	2.00	2.50	3.00

* Shipments with the PREMIUM service only are possible in Zone 1

Table 11**: Tariff KT0 International (rate card)** *WELTPAKET* **new since 16 April 2007**

	Zone 1 * (priority transportation)	Zone 2 *	Zone 3 *	Zone 4 *	Zone 5 *	Zone 6 *
Base price*	*12.40*	18.00	28.00	24.50	26.00	30.00
Kilo price *	*0.50*	1.50	1.50	5.00	5.00	7.00

Table 12**: Tariff KT0 International (rate card)** *WELTPAKET* **with Premium service** *new since 16 April 2007*

4.3 SERVICE PRICES

Service		Price in EUR
Advice of delivery		1.80
Cash-on-delivery fee		3.60
Cash-on-delivery remittance fee	with specification of IBAN and BIC	-
	w/o specification of IBAN and BIC	5.00
Transport insurance	A up to EUR 2,500	10.00
	B up to EUR 25,000	50.00
Bulky goods		20.00
GOGREEN Europe (See Section 3.3.2.8 GOGREEN for countries)		0.12
GOGREEN Welt (worldwide) (all other countries)		0.84

Table 13**: Overview of service prices**

4.4 CALCULATION ALGORITHM

The price is comprised of a base price as well as a price per kg (depending on the zone of the recipient country) and any service fees. Information for each parcel that is required for calculating the price therefore includes the actual weight, calculation of the fee zone for the respective destination country as well as the fees for the individual services.

The price for a parcel is calculated based on the following algorithm:

Kilo tariff (old/new pricing system): Price = unit price + weight (100 g) x price/kg (+ any services)

Tariff N International: Price = unit price + weight (kg) x price/kg (+ any services)

VLS HANDLING

The tariffs should be mapped flexibly in the VLS in order to enable changes to the tariff structure.

The parcel weight is rounded up to the full kilogram in the case of Tariff N International and the price then calculated.

For discounted tariffs, billing is based on per-unit and per-kilo prices to the nearest 100 g.

For *WELTPAKET* and *WELTPAKET* Premium a tariff table with 6 tariff zones (old: 5 tariff zones) and the relevant kilo tariff (comprising base price and price per kilo) of the customer is to be stored.

5 CROSS-BORDER CUSTOMS ADMINISTRATION

Accompanying paperwork must be provided for *WELTPAKET* and *SEEPAKET* for shipments to recipients in non-EU countries. This paperwork is required for customs clearance in the destination country. The customs documents must be enclosed in a shipping pouch. In addition, the data required for customs clearance is sent together with the posting list in the form of an EDI message (see current _Documentation for electronic posting list_).

Customs documentation is not required for shipments within EU countries except in the case of the EU special territories mentioned in _Table 17: EU Member States and EU special territories_ (territories that are not part of the EU customs area or non-EU territories for the purposes of VAT law).

Customs documents are always required in all <u>non-EU countries</u>, and in territories that are not part of the EU customs area or non-EU territories for the purposes of VAT law.

The accompanying documents include the following, and must be completed in full and placed in a self-adhesive pouch affixed to the address side of the shipment:

- Parcel registration card CP 71

- Customs declaration CN 23

- Commercial invoice or pro-forma invoice in duplicate

- Other certificates (e.g. health certificates, etc.)

- Any additional customs documents:

  - Proof of preference in the form of a declaration of origin on the commercial invoice

  - Export declaration

  - Proof of preference in the form of movement certificate EUR.1

For details see _Section 6 Forms_

The table below sets out the required customs documents according to the value of the goods.

Goods value	Required documents
up to EUR 1,000	- Customs declaration (CN 23) and parcel registration card (CP 71) - Commercial invoice (original + 1 copy)
over EUR 1,000	- Customs declaration (CN 23) and parcel registration card (CP 71) - Commercial invoice (original + 1 copy) - Export accompanying document (EAD)

Table 14**: Overview of customs documents in accordance with the goods value**

5.1 EU MEMBER STATES AND EU SPECIAL TERRITORIES

EU Member States	EU special territories (customs papers required)	
	Regions that do not belong to the EU customs area	Third-country regions for the purposes of VAT law
1	2	3
Belgium	----	----
Bulgaria	----	----
Denmark	Faroe Islands, Greenland	----
Estonia	----	----
Germany	Heligoland Enclave of Büsingen	----
Finland	----	Åland Islands
France (including Monaco)	Overseas territories: French Polynesia, New Caledonia Regional authorities: St. Pierre and Miquelon Mayotte	Overseas departments: French Guyana, Guadeloupe, Martinique, Réunion
Greece	----	Mount Athos
Great Britain and Northern Ireland (including Isle of Man)	----	Channel Islands: Jersey, Guernsey, Alderney, Sark, Herm, Jethou
Ireland	----	----
Italy	Livigno and Compione d´Italia	----
Croatia	----	----
Latvia	----	----
Lithuania	----	----
Luxembourg	----	----
Malta	----	----
Netherlands	Territories outside Europe: Aruba, Bonaire, Curacao, Sint Eustatius, Saba, St. Maarten	----
Austria	----	----
Poland	----	----
Portugal	----	----
Romania	----	----
Sweden	----	----
Slovakia	----	----
Slovenia	----	----

Spain	Ceuta, Melilla	Canary Islands: Tenerife, Gran Canaria, Fuerteventura, Lanzarote, La Gomera, El Hierro, La Palma
EU Member States	**EU special territories (customs papers required)**	
	Regions that do not belong to the EU customs area	Third-country regions for the purposes of VAT law
1	2	3
Czech Republic	----	----
Hungary	----	----
Cyprus (Greek part)	----	----

Re column 2:

When shipments are posted to recipients in non-EU countries and to the regions mentioned in Column 2, the following applies with respect to shipments that comply with Section 2.1 of the "Ausfuhr von Waren" [Exporting goods] leaflet: Provision of Copy No. 3 of the Single Administrative Document stamped by the customs office in Field A or on the rear side or, if the sender has been approved for use of a simplified export process by the customs administration, the appropriately pre-stamped Copy No. 3 of the Single Administrative Document or an Advance Export Notification or a corresponding commercial document. No. 3 copies of the Single Administrative Document are stamped in Field C at the retail outlet in the case of mail parcels and returned to the poster. In the case of *WELTPAKET* (contract customers), the exchange office that returns the Single Administrative Document to the sender stamps the parcel, provided Field 44 contains the entry "RET-EXP".

See also *Annex 2 Leaflet on exporting goods.*

Re column 3:

When posting shipments to recipients in the regions listed in Column 3, Copy No. 2 of the Single Administrative Document must be presented for shipments that correspond to Section 2.1 of the leaflet. Copy No. 2, which does not have to be confirmed by a customs office, is not returned to the sender, but sent by Deutsche Post to the Federal Statistical Office in Wiesbaden.

Table 15**: EU Member States and EU special territories**

5.2 SIMPLIFIED HANDLING WITHIN THE EU

When sending *WELTPAKET* International Economy and *WELTPAKET* International Premium shipments to EU countries, a simpler form of handling is possible. The parcel registration card otherwise generally required can be omitted here.

Simplified handling is permitted in the following EU countries only for the dispatch of *WELT-PAKET* International Economy and *WELTPAKET* International Premium shipments <u>without services</u>:

Country	Economy*	Premium	Comments
Belgium	X	X	
Bulgaria	X	X	
Denmark	X	X	Always required for Faroe Islands and Greenland.
Estonia	X	X	
Spain	X	X	Always required for Canary Islands.
Finland	X	X	
France	X	X	
Great Britain	X	X	Always required for Channel Islands.
Ireland	X	X	
Italy	X	X	
Croatia	X	X	
Latvia	X	X	
Lithuania	X	X	
Luxembourg	X	X	
Malta	X	X	
Netherlands	X	X	
Austria	X	X	
Poland	X	X	
Portugal	X	X	Always required for the Azores and Madeira.
Romania	X	X	
Sweden	X	X	
Slovenia	X	X	
Slovakia	X	X	
Czech Republic	X	X	
Hungary	X	X	
Cyprus	X	X	

X = No parcel registration card required
* Use of Economy no longer permitted in the EU, only following agreement with DHL

Table 16**: Overview of countries with simplified handling within the EU (only for shipment without services)**

For Norway, Switzerland and the EU special territories a customs declaration and other customs documents are required.

5.3 CONSOLIDATED EXPORT PROCEDURE

For the recording of dutiable shipments it should be possible to handle multiple packages in the customs declaration. In addition, for each shipment a variable number is to be introduced which can be generated in accordance with a logarithmic system. This number is consecutive, but logical continuation is hardly possible so that fraud becomes almost impossible. This consolidated export procedure for Weltpaket is not a service and is not shown or labelled as a service/product in the master data. It does not result in collective customs clearance in the destination country and is not a multi-parcel in the tradition sense either.

In the "Shipping documents" screen, the customs declaration should be shown as a set of index cards. The maximum permitted number of index cards is 11 (one package per card).

This option only arises if the customs value per package > EUR 1,000 or if the "Sendung mit Ausfuhranmeldung" [Shipment with export declaration] option has been manually enabled.

When a new index card is created, the content of the first card is adopted. However, this content can also be deleted or modified.

A consecutive number (MRN) can be entered for every shipment. This number is valid for all packages. Entry of the MRN number is optional. Validation is only required if the field is populated.

Validation takes place when the user leaves the screen. All populated MRN fields should be checked in accordance with the following layout principle:

10 – year (2 digits, numeric 0-9)

DE – fixed value

3302 – export customs office (4 digits, numeric 0-9, here Frankfurt am Main/Freight)

12345678M9 – variable number which is generated in accordance with a logarithmic system

Only the sum total of ONE index card per package/label is listed on the label, the customs declaration and in the EDI because each parcel is independent.

In the EDI file (CSV format), three out of 4 SAZU records are new and have the following structure:

1. SAZU;**PI02**   (remains unchanged)

2: SAZU;**MRN03;1**;;;;;;;;;;;;   (number of parcels and consecutive number 1)

3: SAZU;**MRNID;09DE945905271900E6**;;;;;;;;;;;;;;   (MRN number. Is populated if available

4: SAZU;**ZI20;563079202043**;;;;;;;;;;;;; (identifier of the first package, as with National Multi-Parcel)
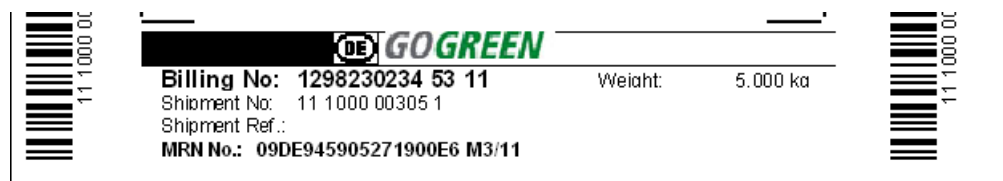
In addition, the SAPO, SAZU, SAZD, SAZO segments (records) are to be created for each package in the same way as for National Multi-Parcel.

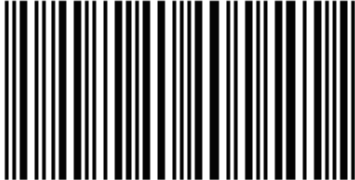The Common Label is to include the following new information:

- MRN number. The number is to be placed in the shipment information block (under the Shipment Ref.: field). The field is called "MRN No.:".

- Total number of packages. The total number is to be placed in the same way as the number of packages in the National Multi-Parcel shipment procedure. The MRN number is shown in combination with a shipment counter (e.g. "M1/3") separated by spaces.

- The "Shipment No.:" field is populated with the shipment number of the first package ("Master package").

- Generation of product feature 064 in the Routing Code. Product feature 064 is used in the Routing Code and, if there are additional services, it is added up in accordance with the pro-vision in the product specifications (e.g. bulky goods, 064 + 032 = 096).

If no MRN is available at the time of shipment and if consolidated export processing is still used, then the shipment counter in the "MRN" field (e.g. "1/3") must be printed in combination with "Master package" in the "Shipment No.:" field.

The label should be printed for each package.

6 FORMS

The forms must be completed in the languages specified by the destination countries. Information on the languages to be used for each recipient country should be added to the online help for the VLS.

No.	Form / Mat. no.	Format	Required for	Comments
01	Address label		*WELTPAKET* *WELTPAKET* with Premium service	The address label (generally Common Label) can be created fully by the VLS.
02	Parcel registration card CP 71 without COD triangle 914-010-000	DIN A 5	Mandatory for every *WELTPAKET* (except for shipments to EU countries)	See *Section 5.2 Simplified handling within the EU*
03	Parcel registration card CP 71 with COD triangle 914-020-000	DIN A 5	Mandatory for *WELTPAKET* with cash on delivery (except for shipments to EU countries without exceptions named in *Section 5.2 Simplified handling within the EU*)	To be used for cash-on-delivery parcels only, as the COD triangle is already imprinted in this case.
04	Customs declaration CN 23 914-090-000	DIN A 5	Mandatory for *WELPAKET* items to non-EU countries and EU special territories	For layout see *Section 6.2 Customs declaration CN 23*
05	Parcel registration card and customs declaration without COD triangle 914-030-000	DIN A 4	To be used instead of separate parcel registration card and customs declaration.	Combination of parcel registration card and customs declaration, separated by a perforation in the centre.
06	Parcel registration card and customs declaration with COD triangle 914-040-000	DIN A 4	To be used instead of separate parcel registration card and customs declaration.	Combination of parcel registration card and customs declaration, separated by a perforation in the centre.
07	International COD payment card 914-100-000	DIN A 4		With corresponding perforation
08	Attention! Export declaration 915-830-100	Sticker	Shipments that have an electronic export declaration.	*See Section 6.5 Export declaration*

Table 17**: Overview of forms**

The forms are available as individual forms in A4 or A5 format and as a multiple copy set comprising a receipt of posting for over-the-counter customers, an adhesive address label, the parcel registration card and the customs declaration (material number 914-300-300 for the single-sheet version, 915-300-400 for the fan-fold version). The multiple copy set can only be printed using a dot matrix printer.

6.1 PARCEL REGISTRATION CARD CP 71

The following information is required for the parcel registration card:

- Sender address

- Phone number of sender

- Recipient address

- Phone number of recipient (optional field)

- Destination country: The name of the destination country has to be printed out in full

- Type of goods (Note: The text "Warenmuster" (Samples), "Schriftstücke" (documents), "Geschenk" (gift) or "Warenrücksendung" (returned goods) is printed in the field labelled "Leerfeld A" (blank field A). It must be possible to select accordingly between the individual goods types in the VLS).

- Shipment type (WELTPAKET, WELTPAKET Premium)

- Sender's instructions in case of non-delivery (only the selected instructions should be printed)

- Comments

- Identcode

- Value in SDR

- For COD:

    ▪ COD amount in letters and digits and in EUR or currency of destination country

    ▪ Bank account (IBAN)

    ▪ Bank code (BIC)

    ▪ Account holder

    ▪ Bank

- Gross weight

- Postage/fee

- Comments (if applicable more detailed description of content or other comments)

Figure 6**: Layout of parcel registration card with and without COD triangle**

VLS *HANDLING*

Parcel registration cards can also be printed entirely on white A4 paper by the VLS. Make sure that ALL elements of the original are copied over.

Parcel registration cards must be completed in the languages specified by the destination countries. Information on the languages to be used for each recipient country should be added to the online help for the VLS.

6.2 CUSTOMS DECLARATION CN23

It should be possible to create and print, in the amount needed, a customs declaration via the VLS. The fields must be filled in as described below. In addition, the data of relevance for customs clearance is sent together with the posting list in the form of an EDI message.

Figure 7: Customs declaration CN23

Description of fields in the customs declaration CN23 (as per figure above):

Field no.	Description
1	The sender's address is printed here. It is also possible to integrate the customer's logo at this point. The sender's phone number is to be specified in the box at the top right.
2	The recipient's address is printed here. The country field should be printed in plain text in German or French, or the language of the destination country.
3	Space for sticking or imprinting the parcel's Identcodes. A unique identification number should be specified.
4	The detailed description of the contents (per item) should be entered here in a language permitted by the destination country. This is a free-text space for up to five items. If there are more than five items please enclose reference to commercial invoice.
5	The country of origin of the individual items should be entered here. The field indicates where the products being shipped were produced.
Field no.	Description

6	The customs tariff-no (6 digits) for the individual items should be entered here. This must be based on the "Harmonized Commodity Description and Coding System" (HS) of the World Customs Organization (WCO).
7	The net weight (weight of the individual items) should be entered here. Note: The scales can only give the gross weight (total weight of parcel).
8	The customs value of each individual item must be specified. The currency should be EUR. EUR is not permitted for a customs value of 0.00.
9	This field provides a short description of the contents. Depending on the content, the words "Warenmuster/Echantillon commercial" [Samples] or "Schriftstücke/Documents" [Documents] or "Warenrücksendung/Retour de merchandise" [Returned goods] or "Geschenk/Cadeau" [Gift] or "Sonstiges mit Erklärung/Autre Explication" [Other with explanation] should be imprinted.
10	The invoice number should be entered here. Entry of the approval and certificate number is optional.
11	The gross weight of the parcel including packaging is entered here.
12	Mandatory: Signature of sender and posting date (electronic signature and processing date if applicable).

Table 18**: Description of fields on customs declaration CN23**

VLS HANDLING

Customs content declarations can also be printed entirely on white A4 paper by the VLS. Make sure that ALL elements of the original are copied over. In addition, the data of relevance for customs clearance is sent together with the posting list in the form of an EDI message.

Customs declarations must be completed in the languages specified by the destination countries. Information on the languages to be used for each recipient country should be added to the online help for the VLS.

6.3 COMMERCIAL INVOICE

The commercial invoice is always produced by the customer in duplicate (original + 1 copy).

6.4 NON-CHARGE INVOICE (PRO-FORMA INVOICE)

For low-value items and free-of-charge samples, a non-charge (pro-forma) invoice may also be produced instead of the commercial invoice; this will not trigger any payment.

6.5 EXPORT DECLARATION

Procedure from 1 July 2009:

As a result of changes to customs regulations, referenced in the "Customs Code Implementing Provisions", there has been a legal onus **since 1 July 2009** on senders of shipments to non-EU countries or EU special territories **to issue an electronic declaration** for the export and re-export of goods.

The issuing of an export declaration is absolutely mandatory under § 9 Para. 1 AWV (Foreign Trade and Payments Regulation) if:

- a delivery to your customer contains commercial goods with a value exceeding EUR 1,000
- the total value of all exported goods on a shipment date exceeds EUR 1,000
- the delivery is part of a regular process, whereby the overall value of all shipments exceeds EUR 1,000
- or if goods are dispatched

    - that are subject to prohibitions and restrictions

    - that are subject to the issue of an export permit

    - for which a waiver, refund or exemption has been requested

    - that are subject to special formalities (export licence)

6.5.1 ELECTRONIC EXPORT DECLARATION (INTERNET CUSTOMS DECLARATION/ATLAS)

To ensure that every export procedure is <u>concluded at the export customs office</u>, the following procedure **must** be complied with **since 1 July 2009.**

1. The customer declares the export of his goods via the **customs online tool** "Ausfuhr-Internetzollanmeldung" [Export online customers declaration] <u>https://www.ausfuhr.internetzollanmeldung.de</u> or directly as an **ATLAS member** at his responsible export customs office.

2. The customer prints out the Internet export declaration and presents this, along with the required customs documents, to the relevant export customs office.

3. This office provides him with an export accompanying document (EAD) with a movement reference number **(MRN barcode).**

    (With direct declaration via ATLAS, Items 2 and 3 can be omitted. In this case, the customer prints out the export accompanying document (EAD) directly.)

4. The export accompanying document is placed **on top** in the self-adhesive, transparent parcel registration card pouch. This is secured to the **outside** of the parcel. A shipment **cannot** be exported if the EAD is placed inside the shipment or is stapled to the posting list.

5. In addition, the label **"Achtung! Ausfuhranmeldung"** [Caution! Export Declaration] is attached next to the shipment address (customers can get this label from DHL Paket Customer Service under the order number 915-830-100).

6. An export confirmation can be requested via the ATLAS connection or via the export customs office.

By participating in the **Internetausfuhranmeldung Plus (IAA Plus)** online export procedure, customers can process their export declaration **entirely online**. This means that the presentation of a hand-signed export declaration to the export customs office is **no longer required.**

VLS HANDLING

If the submission of an export declaration is required, the need for an electronic export declaration should be indicated.

When dispatching a shipment for which an export declaration is not generally required, a selection box "Sendung mit Ausfuhranmeldung" [Shipment with export declaration] should be made available in the shipping system.

Where "Sendung mit Ausfuhranmeldung" [Shipment with export declaration] is selected or if an export declaration must be submitted, product feature 064 must be used in the Routing Code (6th - 8th position after the "+" character).

Figure 8**: Routing Code with product feature 064**

Based on this product feature, the shipments are filtered out in the distribution system, the export accompanying document is taken from the adhesive pocket and the electronically opened export declaration is also closed electronically.

Further indication must be provided that the label "Achtung! Ausfuhranmeldung" [Caution! Export Declaration] (Mat. no. 915-830-100) is to be attached to the shipment next to the recipient's address on the parcel.

If a **Leitcode (Deutsche Post destination area code)** is to be affixed to the label **as routing information**, the following information must be provided in position 9-11 of the Leitcode:

Weltpaket with export declaration	800
Cash on delivery	801
Advice of delivery	805
Cash on delivery + advice of delivery	806
Bulky goods	810
Cash on delivery	811
Advice of delivery	815
Cash on delivery + advice of delivery	816

Table 19**: Leitcode as routing information**

It must be possible to combine the "Sendung mit Ausfuhrerklärung" [Shipment with export declaration] product with other services (e.g. cash on delivery, bulky goods, etc.).

6.6 PREFERENCE INFORMATION

To enable the recipient in the destination country to benefit from preferential handling, the exporter of the goods must attach a suitable declaration on the origin of the goods to the commercial invoice.

7 ADDRESS LABELS AND BARCODES

With the introduction of the Common Label at DHL, the *WELTPAKET* label should also be adapted to this standard. In order for DHL to meet the international requirements of the United Postal Union (UPU), a Common Label for *WELTPAKET* will be permitted until further notice with an Identcode and Routing Code.

Figure 9: Example illustration of Common Label with Routing Code and Identcode

The general layout of the Common Label as well as other details about the blocks on the label can be found in the latest "Fachspezifikation Common Label" [Common Label specification].

7.1 SHIPMENT IDENTIFIER/IDENTCODE

Shipment identifiers must be unique and are generally taken from a number range assigned by DHL. An Identcode in 2/5i format should be used as the *WELTPAKET* identifier.

Make sure that this number range is unique for each billing number, i.e. a number range may not be used for two or more billing numbers at the same time.

7.2 ROUTING CODE

Please refer to the latest barcode documentation for the layout and presentation of the latest barcodes.

7.2.1 PRODUCT SORT CODE/PRODUCT CODE

The product sort code or product code to be used depends on whether a Routing Code or a Leitcode is printed on the label.

- In a Routing Code in the ANSI/FACT or GS1-128 format, the product sort codes in the first two positions behind the plus sign are: 66 (Economy) or 67 (Premium) (according to the file "Label Reference Data").

- If (as an alternative to the Routing Code), a Leitcode is printed on the label, product code 80 is to be used.

The content and print-related requirements with respect to barcodes are described in the latest version of the "Barcode-Spezifikation DHL Paket" [DHL Paket barcode specification] document.

8 POSTING LISTS (EDI MESSAGES)

A VLS must be capable of creating electronic posting lists, including customs-related information, and transmitting them via EDI message. The message format to be used for this is the latest version of 3D-IFTMIN in combination with ITMATT or 3D FlatFile (for details, see *3D-IFTMIN and ITMATT or 3D-FlatFile specification).*

The VLS must also be capable of creating and printing out a parcel transportation order (posting list). The DHL employees certify the shipment transfer on this order (see *Section 8.2 Order for parcel transportation*).

8.1 MANDATORY INFORMATION IN ELECTRONIC POSTING LISTS

Some information must be included in the electronic posting list for the *WELTPAKET* International product. The mandatory information is referenced in the documentation on the electronic posting list.

The information required in the EDI message and the information which is obligatory, from a technical point of view, for a customs declaration in the recipient country (CN22/23-compliant shipments) are outlined in the table below:

Details on customs and duties	- Type of shipment (coded)
Custom details (for each item within a package)	- Goods value and currency - Country of origin (required for technical reasons) - Goods description - Goods tariff number (obligatory for goods value > EUR 1,000) - Net weight

8.2 ORDER FOR PARCEL TRANSPORTATION (POSTING LIST IN PAPER FORM)

A separate computerised posting list "Order for parcel transportation *WELTPAKET*" with procedure 53 must be created for *WELTPAKET* with and without Premium service.

When transferring posting data via EDI message, this posting list is only used as information/handover documentation of the sender and does not have to be handed over for billing. If electronic data transfer is not possible despite numerous attempts, a paper posting list must be created for billing purposes.

Please refer to the latest documentation for a description of the precise formats: "Spezifikation Aufträge zur Paketbeförderung in Papierform x.x.pdf" [Specification on orders for parcel transportation in paper form] → see also Section 2.3.

9   LIST OF ABBREVIATIONS

Abbreviation	Meaning
EAD	Export accompanying document
AE	Export declaration [*German: Ausfuhranmeldung*)
GT&C	General Terms and Conditions
ASC MH 10	American Standard Committee for Material Handling (formerly ANSI: American National Standards Institute)
AzP	Order for parcel transportation [*German: Auftrag zur Paketbeförderung*]
B to B	Business to Business
BIC	Bank Identifier Code (also referred to as SWIFT)
COD	Cash on delivery
CPT	Carriage paid to (only within EU)
CMR	Convention relative au contract de transport international de merchandises par route
DPAG	Deutsche Post Aktiengesellschaft
SDR	Special Drawing Rights of International Monetary Fund (Droits de tirage spéciaux)
DP	Data processing
EAN	European Article Number New name: GTIN (Global Trade Item Number)
EDI	Electronic Data Interchange
EDIFACT	Electronic Data Interchange For Administration, Commerce and Transaction
EL	Posting list [*German: Einlieferungsliste*]
GTIN	Global Trade Item Number Old name: EAN (European Article Number)
GLN	GLN = Global Location Number Old name: ILN (International Location Number)
GTC	General Terms of Business
IBAN	International Bank Account Number
ICR	Interchange Reference
ILN	International Location Number New name: GLN – Global Location Number
IOD	Information on Delivery (verbal proof of delivery)
MRN	Movement Reference Number
NVE (SSCC)	Number of shipment unit; package identifier in GTIN format
PLZ(s)	Postal code(s)

POD	Proof of Delivery (written proof of delivery)
pt	Point
PC	Check digit [*German: Prüfziffer*]
SQL	Structured Query Language
SSCC	Serial Shipping Container Code
SDR	Special Drawing Right
TV	Transport insurance [*German: Transportversicherung*]
VLS	Shipping logistics system (*German: Versandlogistiksystem*)