LABELLING OF ITEMS

Validity from 1 July, 2019

Labelling of items by address labels shall be made in the case of posting of items for products Parcel (Contract Customers) and Express Courier based on an obligation resulting from a Contract concluded with Slovenská pošta (hereinafter referred to as „the SP“) and it is subject to a performance of further actions related with the posting of items, under meeting conditions stipulated in the present Technical Parameters.

1. Introductory Provisions

1.1. The labelling of items shall be made by the address labels.

1.2. The address labels shall be produced in the Slovak language only.

2. Labelling of Items

2.1. The SP shall define to a customer, who will label the items by computing, separate ranges of posting numbers for each selected category of items. After spending the assigned range of the posting numbers, the customer shall apply for the new range at the e-mail address of the SP contact person (specified in the Contract).

2.2. Printing of the address label shall go by the specification of its structure set forth in Annex 2 of the present Technical Parameters. Before the first posting, the customer shall submit to the SP business person at least 5 specimen address labels printed by computing, namely with different combinations of the services provided.

2.3. The posting numbers shall always be used in ascending order only and a uniqueness of the posting number shall be preserved, i.e. the assigned range of the posting numbers shall not be used repeatedly.

2.4. A generation of bar code, that is a part of the address label, shall be made by the specification set forth in Annex 1 of the present Technical Parameters.

3. Further Actions Related with Posting of Items

3.1. At the same time, the customer, who labels the items, shall ensure a weighing and weight indication at the items where it is required by the special Postal Terms and Conditions. In doing so, he shall comply with the following conditions:

- he shall indicate the recognized weight on the address labels directly and in the posting documents;
- towards the weight of the items, he shall count a wrapping of the item along with a closure, he shall not count in a weight of an export licence, declaration or any other document that replaces them;
- the weight of the Parcel (Contract Customers) and Express items shall be indicated with the hundred gram accuracy. If the customer weighs the Parcel (Contract Customers) and Express items by means of digital scales, he may indicate the weight with the gram or ten gram accuracy. Each fraction of hundred grams shall be rounded up to the next hundred.

3.2. If the customer labels Parcel (Contract Customers), at the same time, he shall ensure the following:

a) indication of the name of the office of posting on the address label or logo of Slovenská pošta;

b) attachment of the completed address label to the posted items, namely in the bottom right corner of the address side.

If it is impossible to attach the address label to the item, the customer shall attach it to the tie-on label.

4. Final Provisions

4.1. The Technical Parameters – Labelling of Items shall be binding for all the customers who label the items.

4.2. The present Technical Parameters are available at the SP Customer Service at request.

4.3. The present Technical Parameters have come into force on the day of approval and become operative from 1, July, 2009.

4.4. In the case of amendment to the present Technical Parameters, its full version with the incorporated amendments shall be issued. They have become operative as follows:

- 1 January, 2010
- 1 April, 2010
- 1 January, 2012
- 1 July, 2015
- 1 July, 2019

Annex 1 – Structure of Posting Number/Bar Code for Printing by Computing

Type and Structure:

- alphanumeric bar code 128
- structure consists of 13 characters (including a check digit)
- the minimum height of the barcode must be 12 mm. The minimum height of the characters of the submission number below the barcode must be at least 3 mm
- the silent zone around the barcode is defined by the rules for creating code128

Service Code – 2 characters which remain unchanged

EA, EB, EC, EI, EL, EP – Express Courier

Z (B – N) – Parcel (Contract Customers)

X (B – N) – Parcel (Contract Customers) with Reply Service (reply item)

Z (M – Z) – Parcel (Contract Customers) – Consignment

X (M – Z) – Parcel (Contract Customers) – Consignment with Reply Service (reply item)

Posting Number – 8 characters (digits) which are changed in ascending order and for each organization in the assigned range (e.g. from 10,000,001 to 13,000,000 for the Customer XY).

ZB12345678kSK

Check Digit (k) – A sum of digits (numerical values multiplied by weight factors) shall be divided by the module 11. Consequently, a division remainder shall be deducted from the digit 11 and if:

- a difference is a number in the space of 1 – 9, the check digit is the digit of this difference;
- a difference is 10, the check digit is the digit 0;
- a difference is 11, the check digit is the digit 5.

Example of the check digit calculation and the value of the 128 code indication for registered items:

Bar code with the structure: **ZB 34 321 688 6 SK**

Code string: **3 4 3 2 1 6 8 8**

Weight factor: **8 6 4 2 3 5 9 7** (remains unchanged)

Product and sum: **(3 x 8) + (4 x 6) + (3 x 4) + (2 x 2) + (1 x 3) + (6 x 5) + (8 x 9) + (8 x 7) = 225**
24 + 24 + 12 + 4 + 3 + 30 + 72 + 56 = 225

Divided by the module 11: **225 : 11 = 20 + remainder 5**

Deduction of the remainder from the module 11: **module 11 – remainder 5 = 6**

As the result is in the space of 1 – 9, it is also a check digit.

check digit – 6

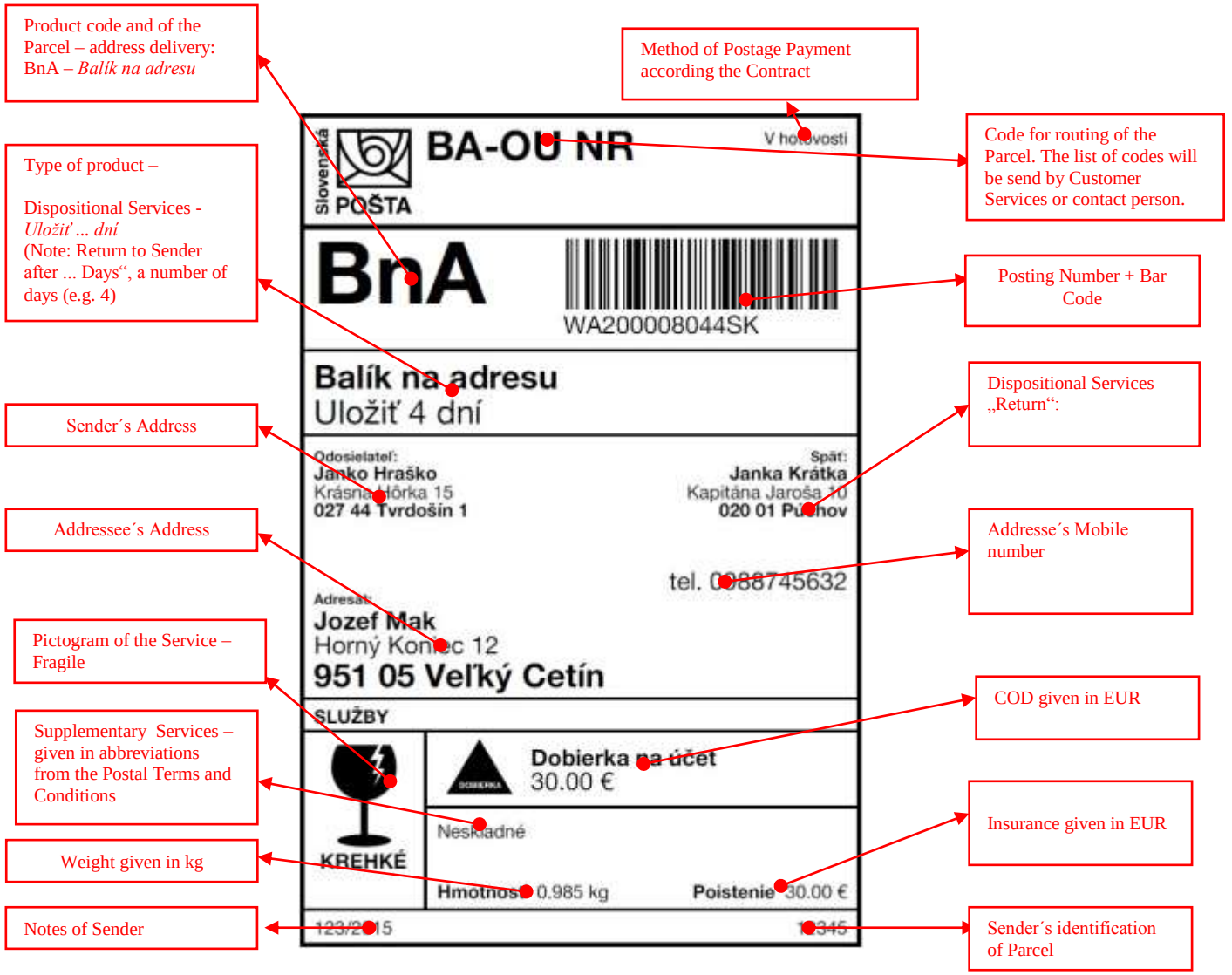
Country Code – 2 characters remaining unchanged

SK – Slovak Republic

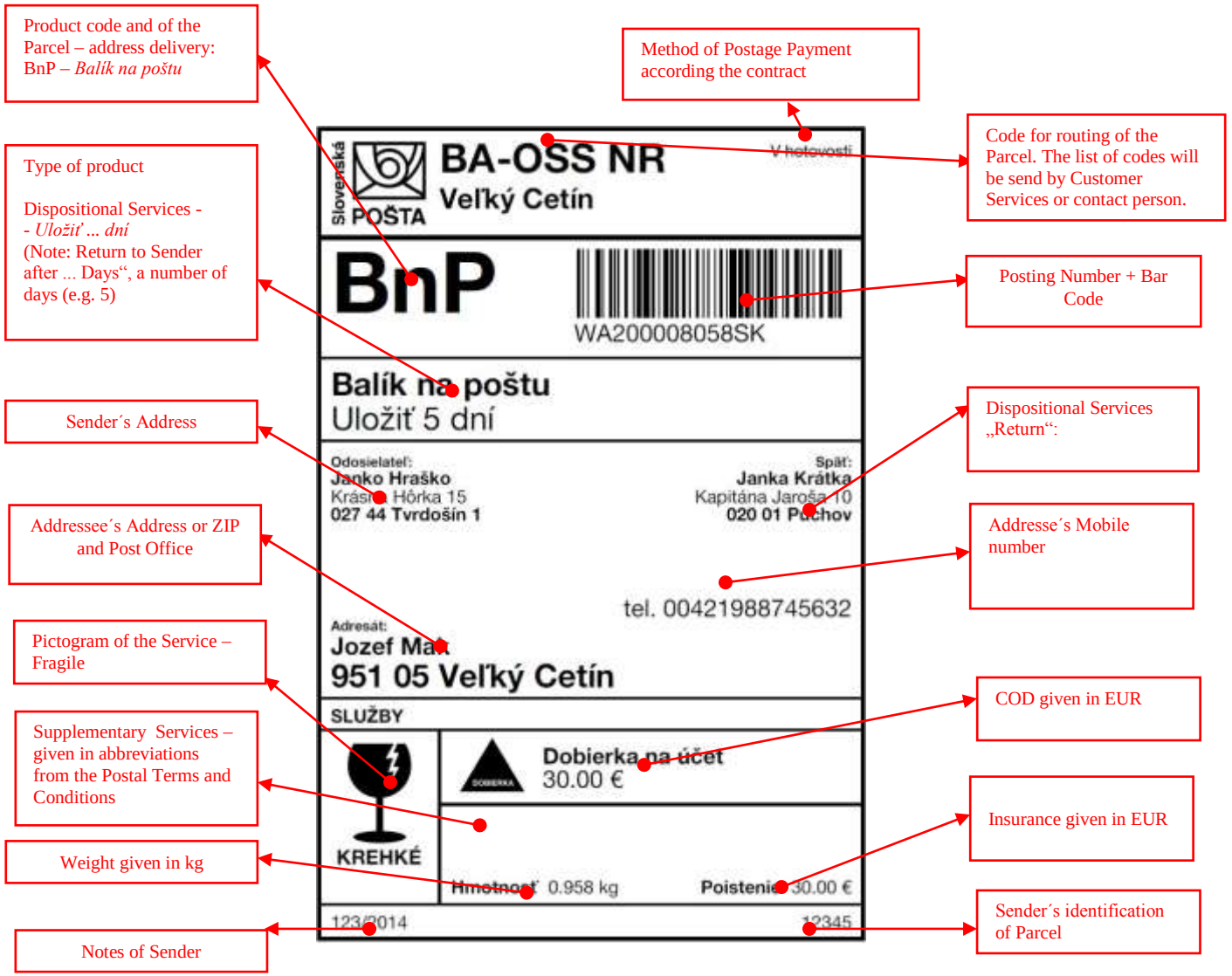
Destination string: **ZB343216886SK**

Annex 2 – Examples of Address Labels for Parcel (Contract Customers) and Express Courier

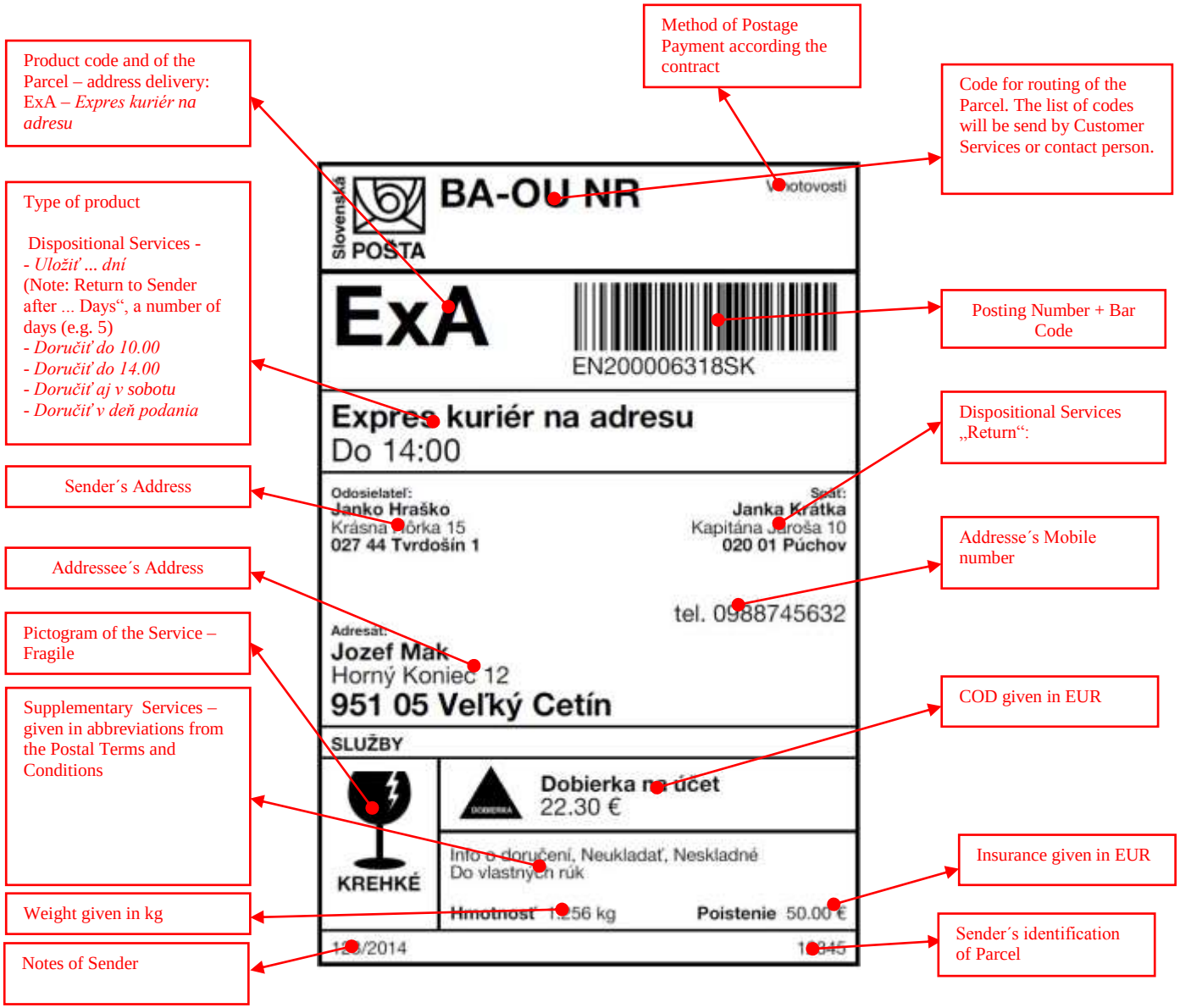
Example of Address Label for Parcel (Contract Customers) – address delivery



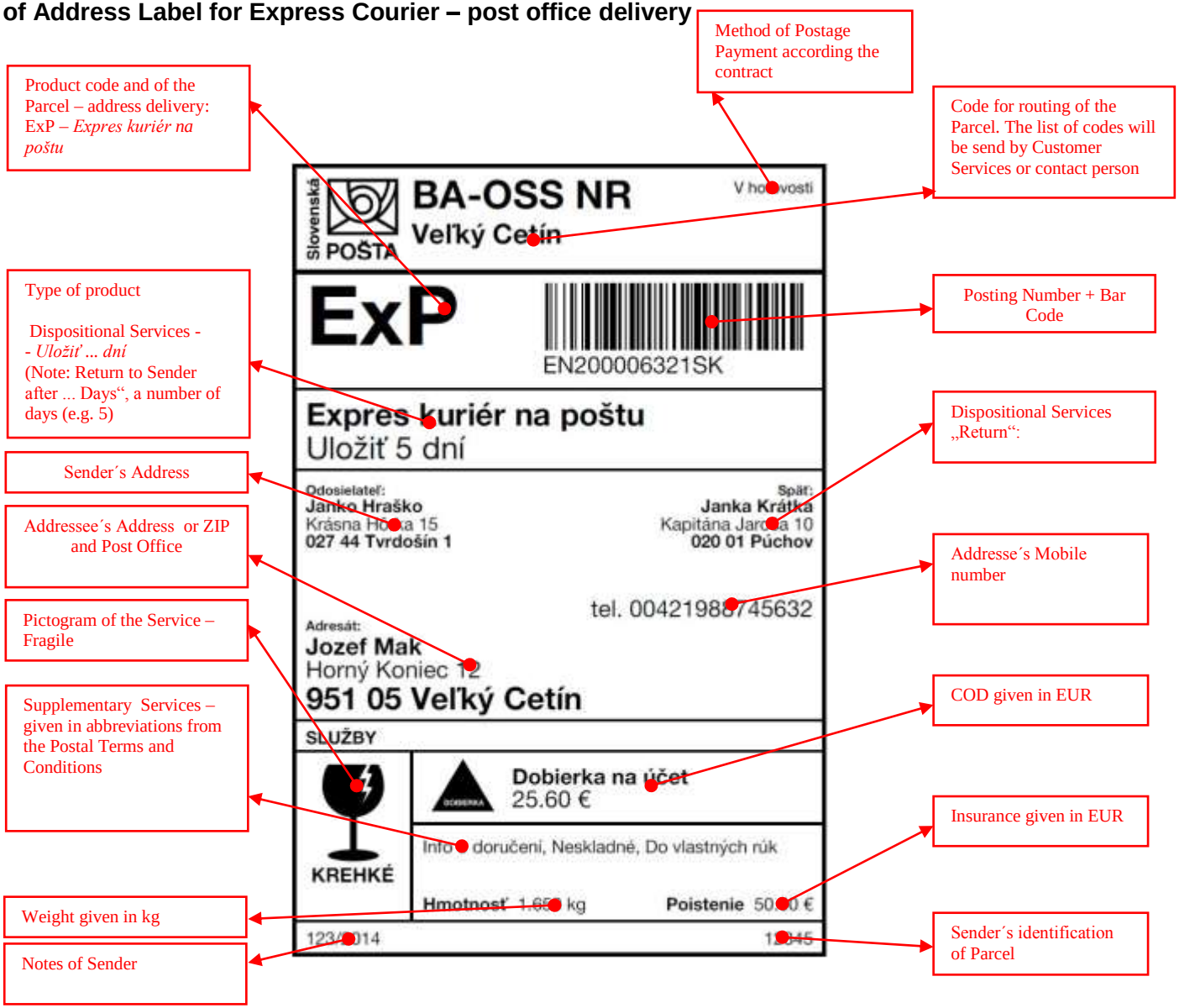
Example of Address Label for Parcel (Contract Customers) – post office delivery



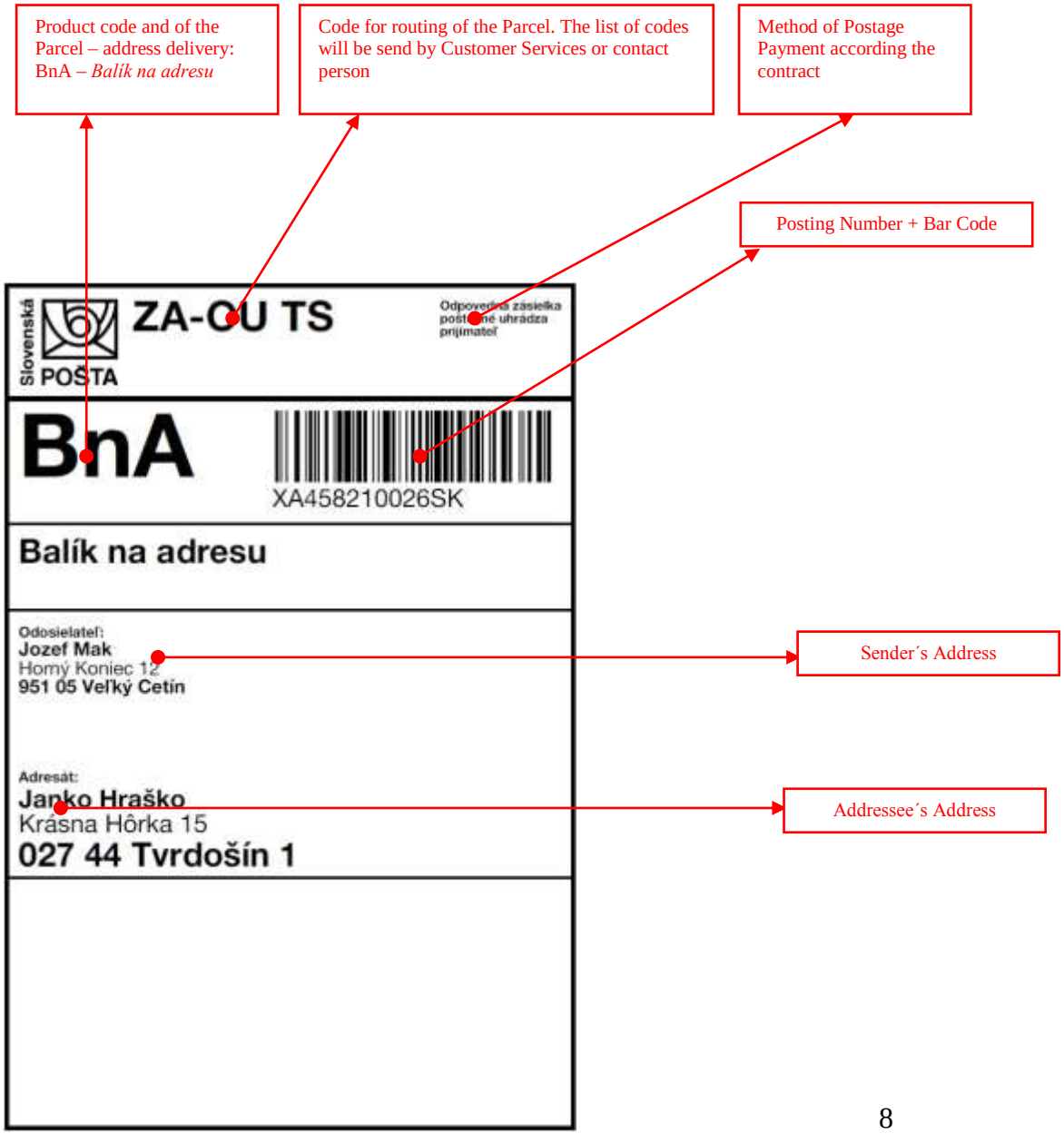
Example of Address Label for Express Courier – address delivery



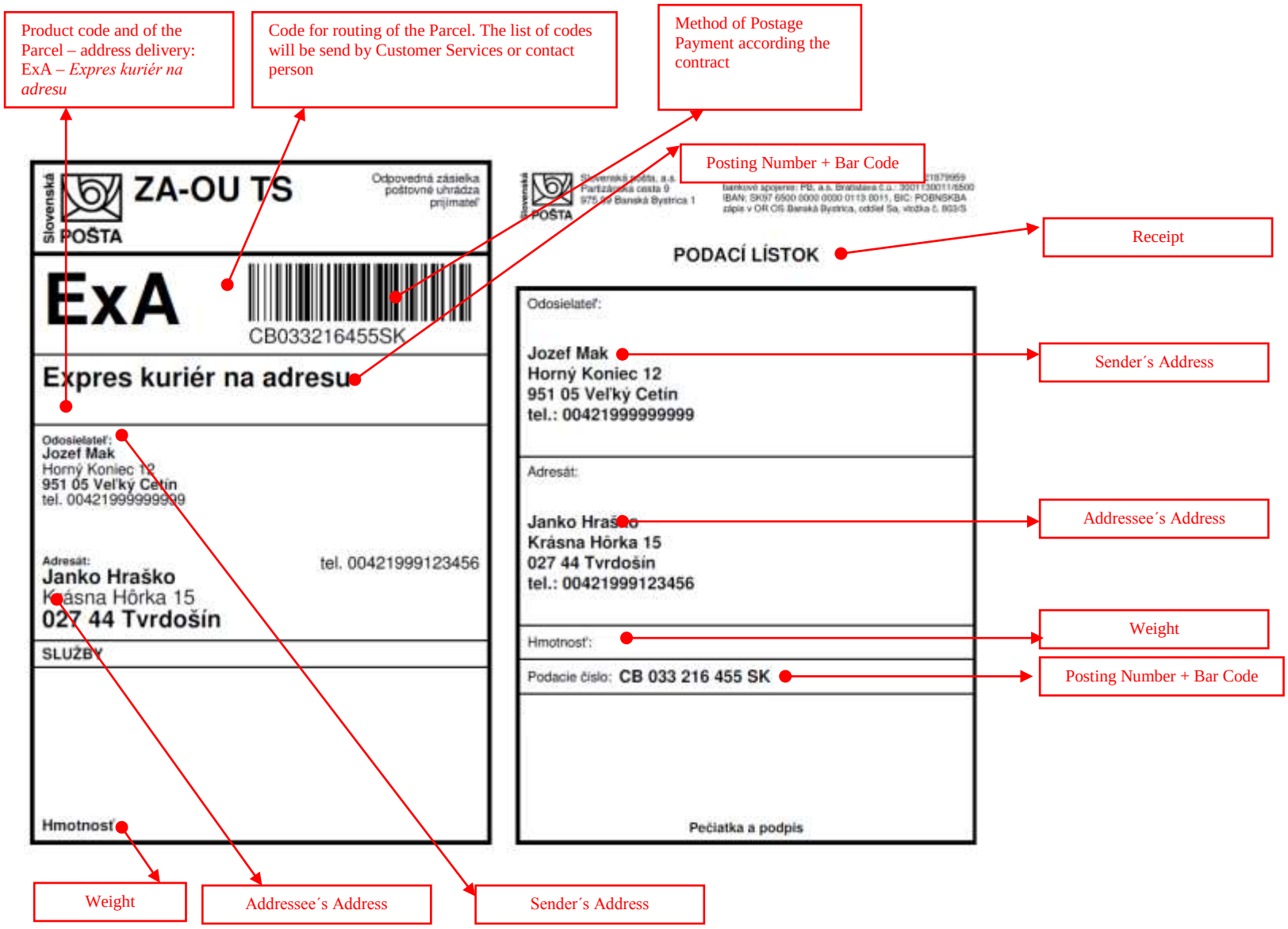
Example of Address Label for Express Courier – post office delivery



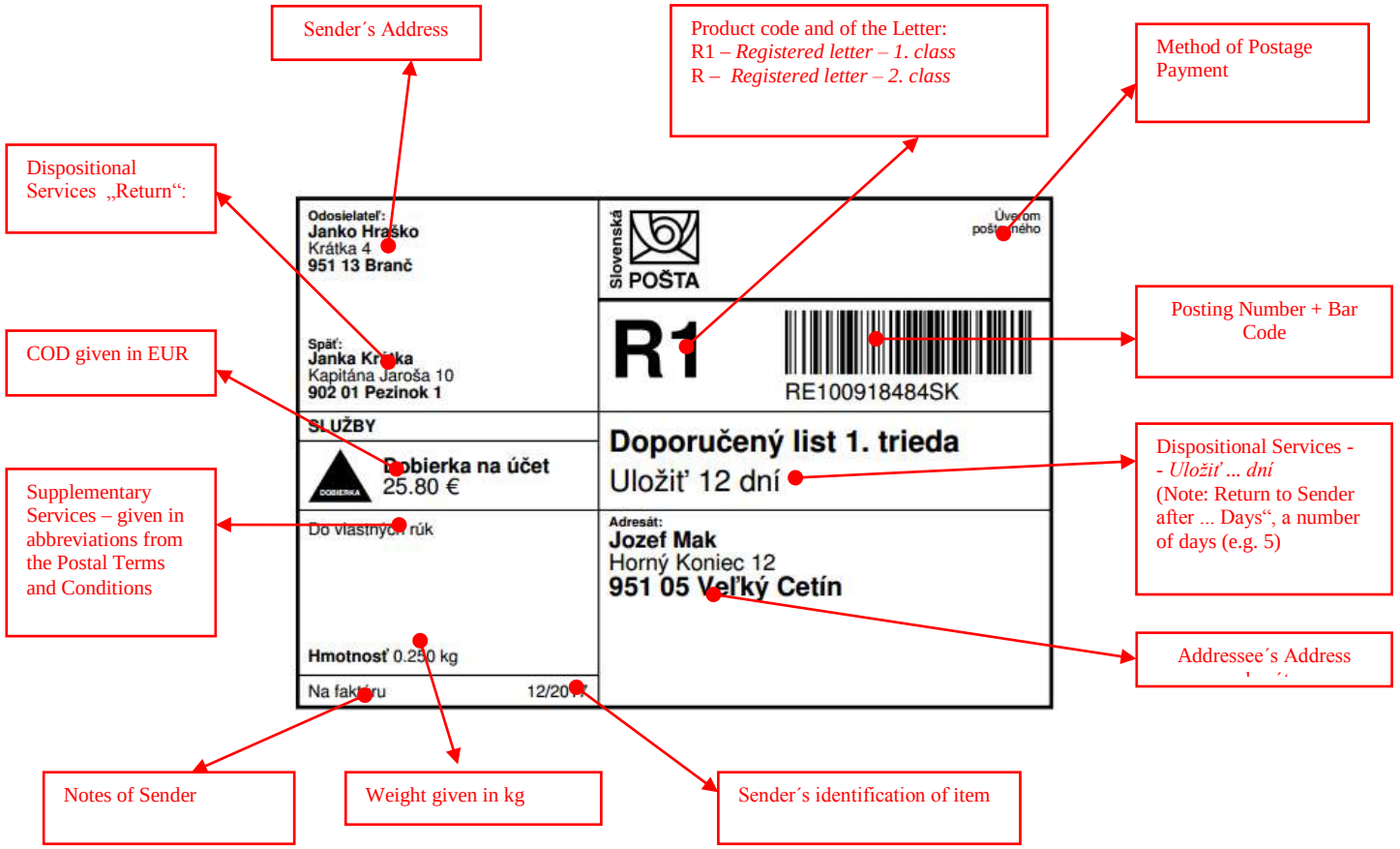
Example of Address Label for Parcel (Contract Customers) – Reply Item:



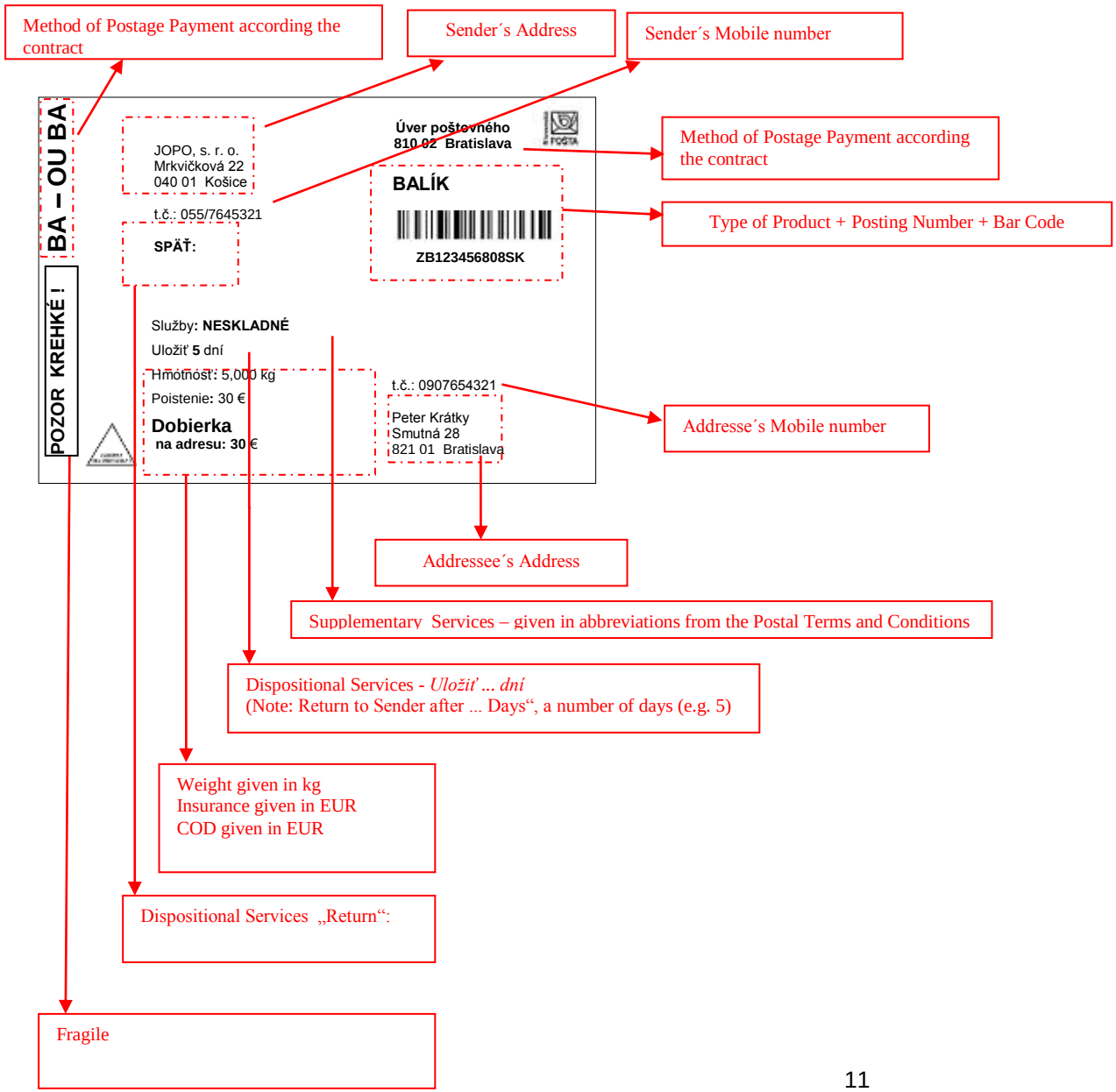
Example of Address Label for Express Courier – Reply Item:



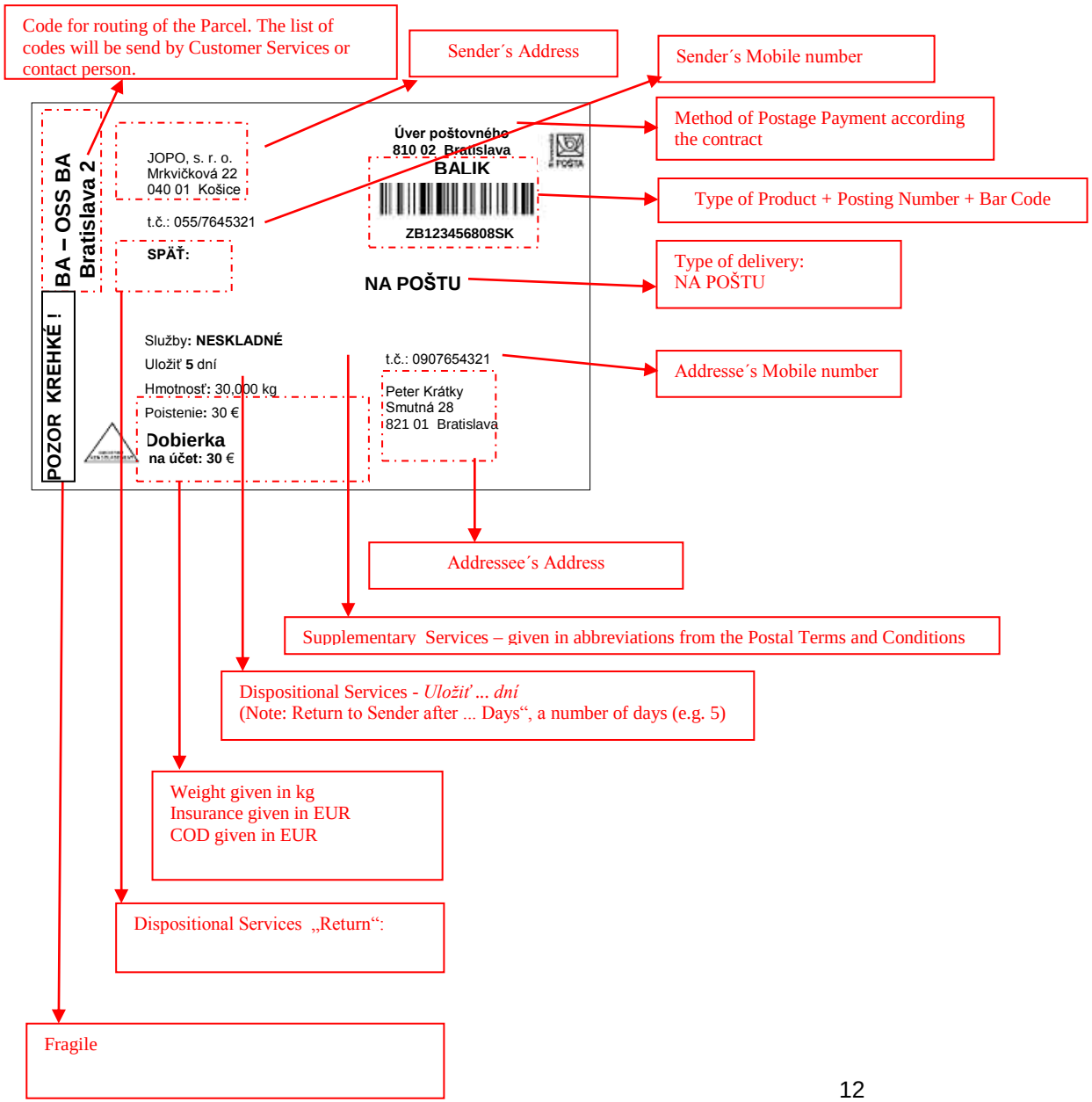
Example of Address Label for Registered letter:



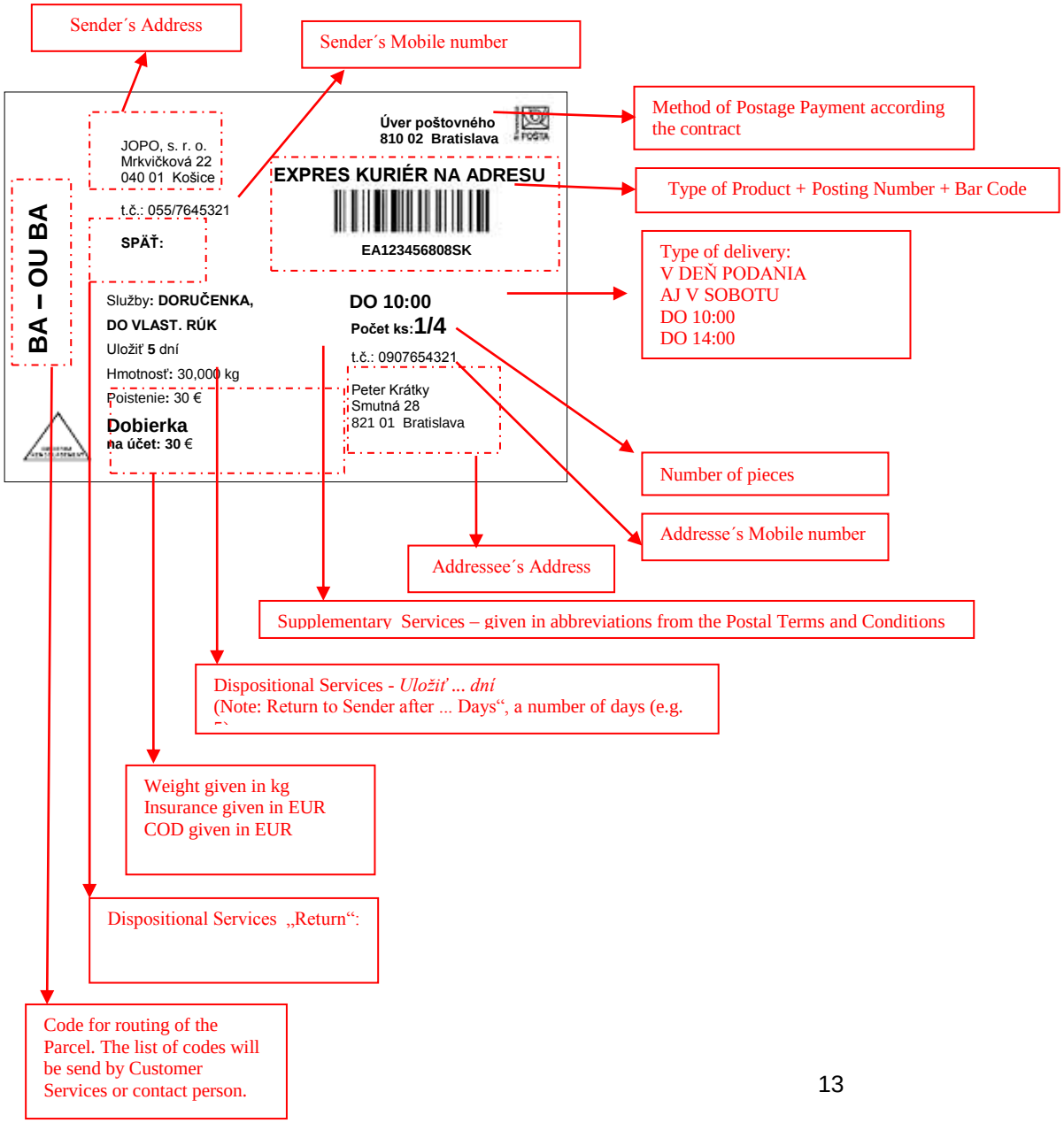
Example of Address Label for Parcel (Contract Customers) – address delivery



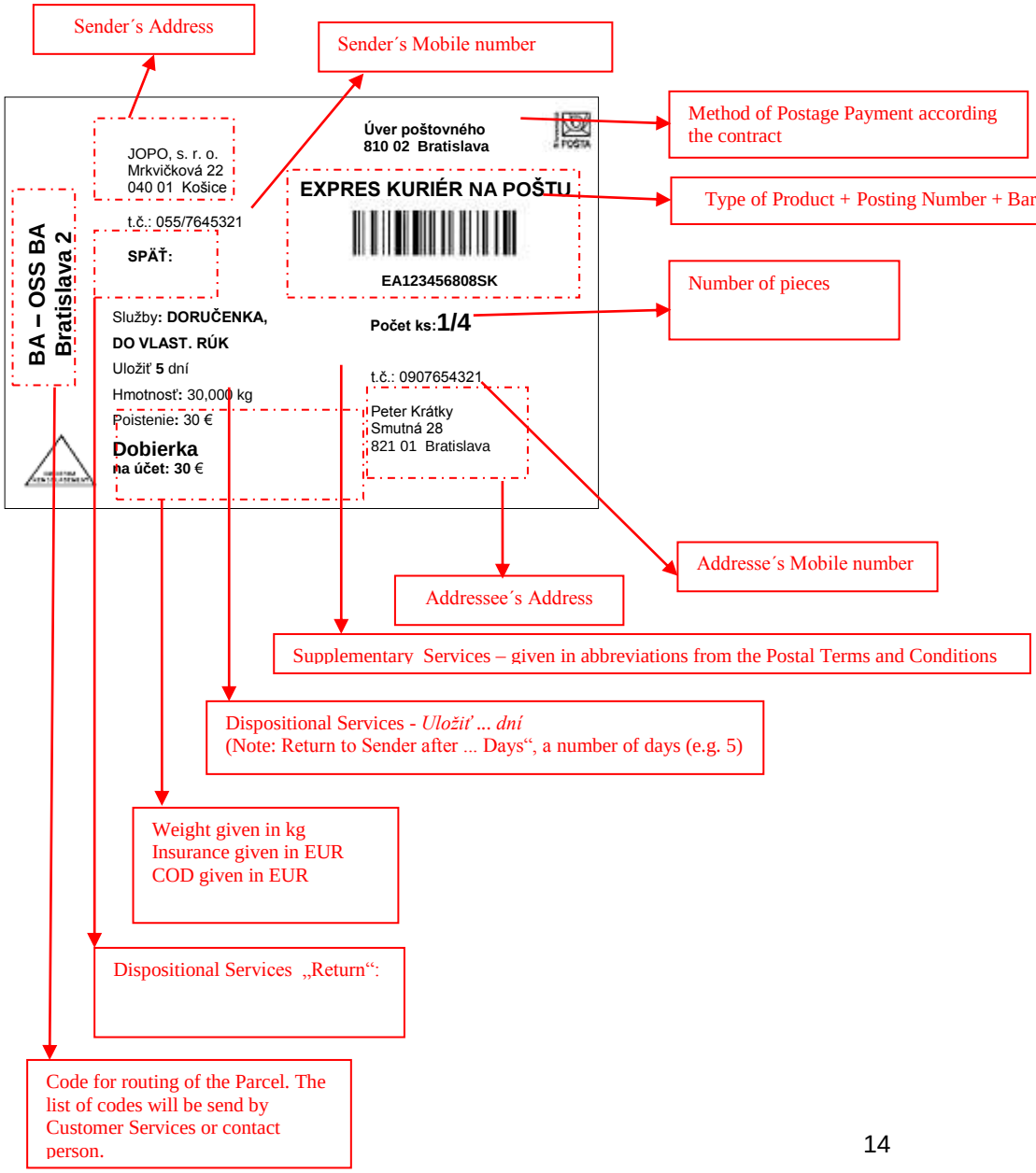
Example of Address Label for Parcel (Contract Customers) – post office dellivery



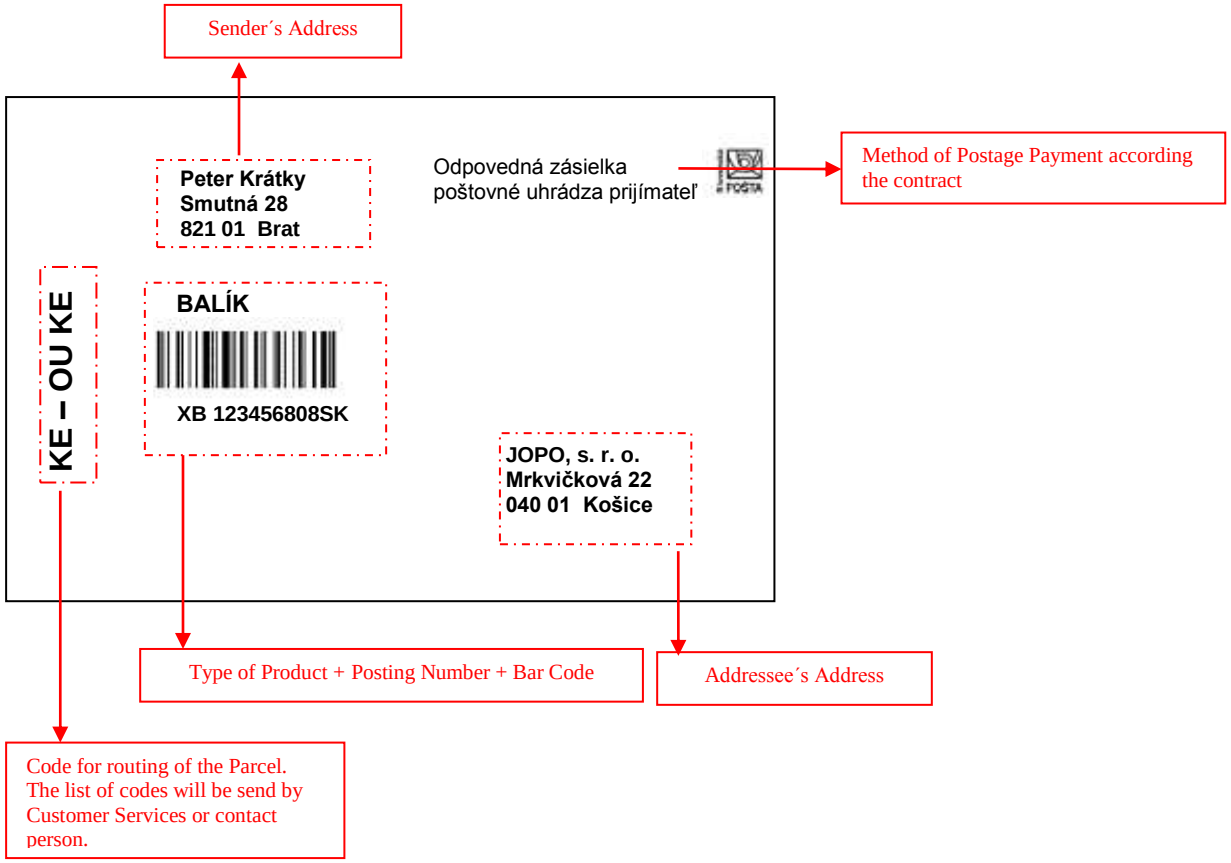
Example of Address Label for Express Courier – address delivery



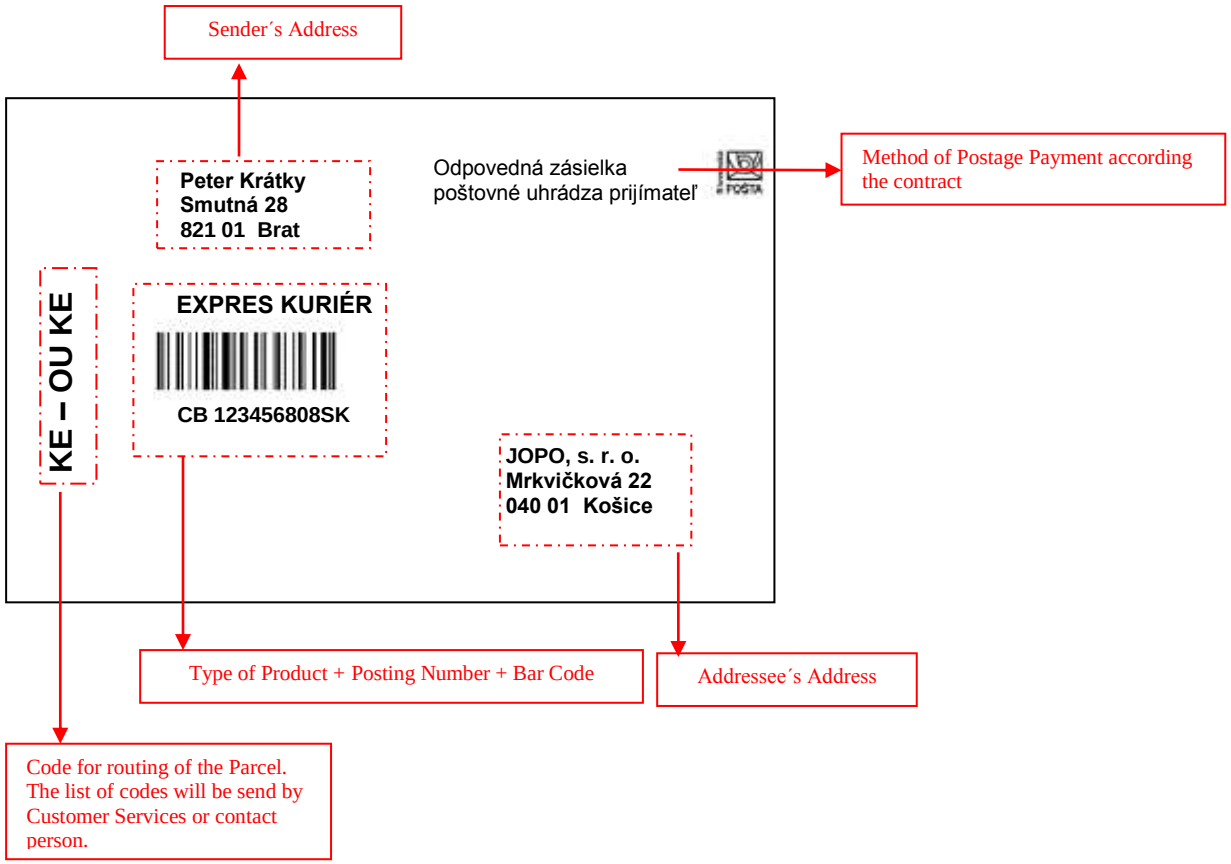
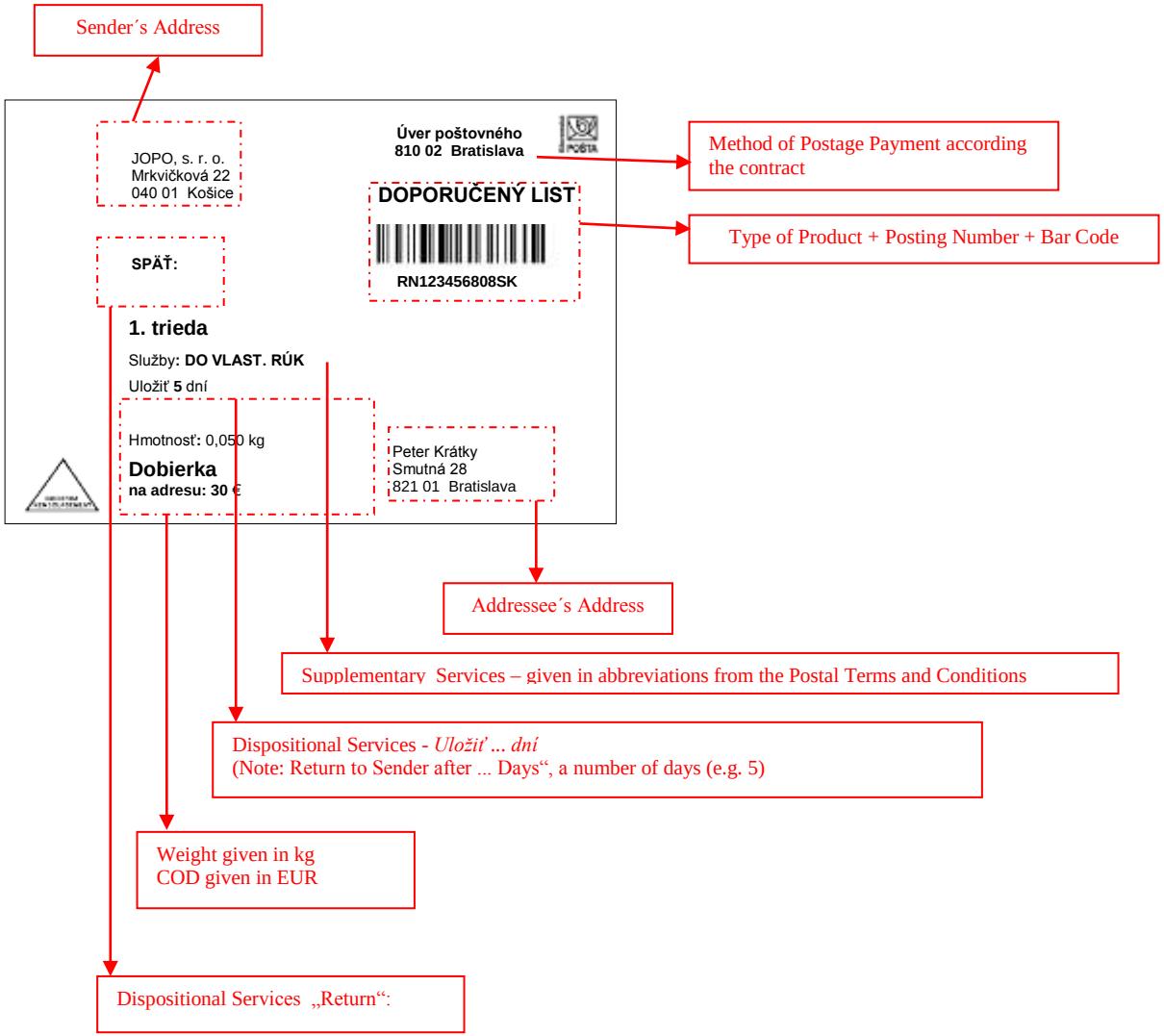
Example of Address Label for Express Courier – post office delivery



Example of Address Label for Parcel (Contract Customers) – Reply Item:



Example of Address Label for Express Courier – Reply Item:



Example of Address Label for Registered letter: