



Ordering barcodes/shipping labels Instructions

July 2014

SWISS POST 

Yellow in motion.

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1 Getting started

1.1 Logging in

Login and access authorization within your company are carried out via "My Post Business" (www.swisspost.ch/mypostbusiness).

Instructions on how to use My Post Business can be found at www.swisspost.ch/mypostbusiness > Guided tour.

1.2 Changing your password

You can change your password via "My Post Business".



This information box contains additional details on individual menu steps.

2 Barcodes

2.1 General barcode information

The consignment barcode is a form of identification for an individual consignment. It contains details about the sender, the place of mailing and the consignment number.

Barcodes offer complete service transparency, facilitate consignment tracking and provide the basis for parcel invoicing and any follow-up requests.

You can access the electronic mailing process via the Internet: www.swisspost.ch/trackandtrace.

By entering the consignment barcode, you can receive information on the progress of your consignment and its current status. Data entered at the time of mailing, during processing and on delivery can be accessed for a period of 360 days: www.swisspost.ch/mypostbusiness.

2.2 Ordering barcodes

Orders placed directly via www.swisspost.ch/mypostbusiness are still free of charge. From 1 April 2014 there will be a charge of CHF 20 excl. VAT for orders for consignment barcodes and shipping labels placed in writing or over the phone.

Accessing the function

On the left-hand navigation bar, click on "My functions" and then on "Order material and documents". By clicking on "Proceed to order", you have the option of ordering **barcodes**.

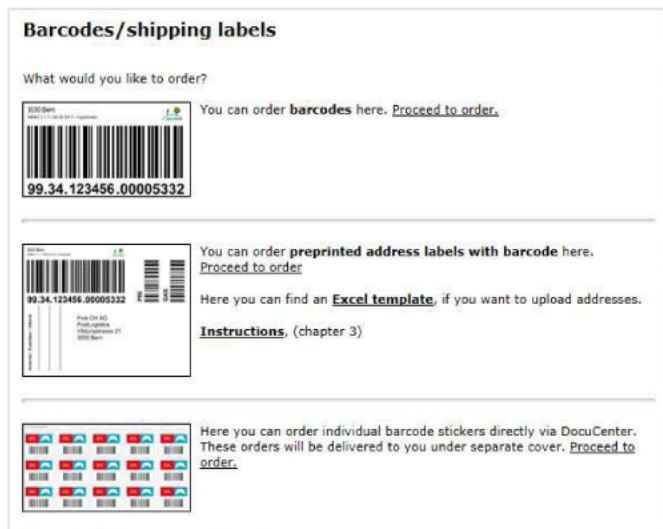


Fig. 1: "What would you like to order" tab

"Selection" tab

This displays a screen containing various dropdown selection lists.

First select the service group. All shipping methods/services for which your company has registered are listed.

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If you are unable to access all the shipping methods you require, make sure that the following barcode services have been activated:

- For Registered (R) domestic: letters with proof of delivery (POD)
- For other domestic letters: A Mail Plus, Dispomail or legal documents
- For domestic parcels/Swiss Express: Parcels/Express
- For international letters: R international, PRIORITY Plus
- For "International parcels/urgent" no franking licence is required. You will be automatically referred to the "Dispatch list Online".

For further information, please contact your customer advisor.

The second step is to choose the basic service. You can then choose the additional services and delivery instructions you require. Clicking on "Next" takes you to the "Franking licence" tab.

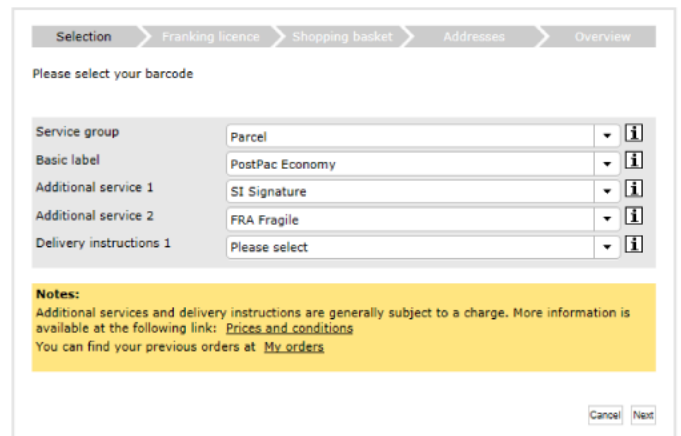


Fig. 2: "Selection" tab

“Franking licence” tab

Select your franking licence in the “Franking licence” tab. You can mail your consignments carbon neutrally for a small surcharge. The “pro clima” surcharge is paid automatically as specified in your contract with Swiss Post. All domestic letters will be stamped with the “pro clima” label; Swiss Post will cover the compensation costs.



- The “pro clima” label is used to identify carbon-neutral consignments. Thanks to a modest surcharge on the mailing of letters, Express items and parcels, all CO₂ emissions are offset. For more details and associated benefits, please go to www.swisspost.ch/carbon-neutral.
- If you would like to mail your consignments carbon neutrally, please contact your customer advisor.

Please enter the postcode of your address in the “Post office of origin” field. Select the correct place name for the postcode in the selection field. The selection field appears automatically. The postcode and complete place name are needed for any returns.

Check whether the sample barcode displayed meets your requirements. You are now ready to place the order in the shopping basket.

Fig. 3: “Franking licence” tab

“Shopping basket” tab

Enter the number of barcodes you require in the “Shopping basket” tab. Please note that this quantity is for units of 100. If you would like to order additional barcodes, please click on “Continue to order”. Otherwise, click on “Order”.

Fig. 4: “Shopping basket” tab



- You can view all the details for your order by clicking on .
- You can delete ordered items by clicking on .
- You can update your order by clicking on .

“Addresses” tab

Enter the order and delivery addresses via the “Addresses” tab. Click on “Add new address” and enter the address details. You can also use an existing address as the basis for a new address by clicking on “Copy” and modifying the entry as required. You can then save this new address under a new name. All new addresses can be selected for any future orders as well and only need to be entered once. It is possible to enter and save multiple order and delivery addresses. Click on “Order” to confirm the order and delivery address.

Selection > Franking licence > Shopping basket > **Addresses** > Overview

Order address
Barcodebestellung

Ms
Muster Rita
Musterstrasse 10
3030 Bern
Switzerland
rita.muster@teste.ch
French

Change Delete
Add new address Copy

Delivery address
Please select

Change Delete
Add new address Copy

My delivery address is the same as my order address

Note manage addresses:
You can manage your addresses at [Manage Addresses](#) Edit

Back Cancel Order

Fig. 5: “Addresses” tab

- You can select stored order and delivery addresses via the relevant dropdown selection list.
- Place a checkmark in the box if the delivery address is the same as the order address.
- You can edit order and delivery addresses via “Manage addresses”.

“Overview” tab

Review your order on the “Overview” tab. Then click on “Submit order” to transmit it to Swiss Post. You should receive your barcodes within 2–3 working days.

Selection > Franking licence > Shopping basket > Addresses > **Overview**

Order address
Post CH Ltd
Ms
Muster Rita
Musterstrasse 10
3030 Bern
Switzerland
rita.muster@test.ch
English

Delivery address
Post CH Ltd
Ms
Muster Rita
Musterstrasse 10
3030 Bern
Switzerland
rita.muster@test.ch
English

Name	FraLic no.	Quantity	Price per item	Total [CHF]
Barcode	█	100	0.00	0.00
Total (without VAT)				0.00

Back Cancel Submit order

Fig. 6: “Overview” tab

3 Shipping labels

3.1 General information on pre-printed shipping labels

You can use the “Barcodes / Shipping labels” function to order pre-printed address labels and labels for business reply items.

Post office-approved shipping labels displaying details of the recipient and sender plus integral barcode make it easier to send mail to a known group of recipients.

3.2 Ordering shipping labels

Accessing the function

On the left-hand navigation bar, click on “My functions” and then on “Order material and documents”. By clicking on “Proceed to order”, you have the option of ordering **pre-printed address labels with barcode for parcel consignments and Swiss-Express «Moon»**.

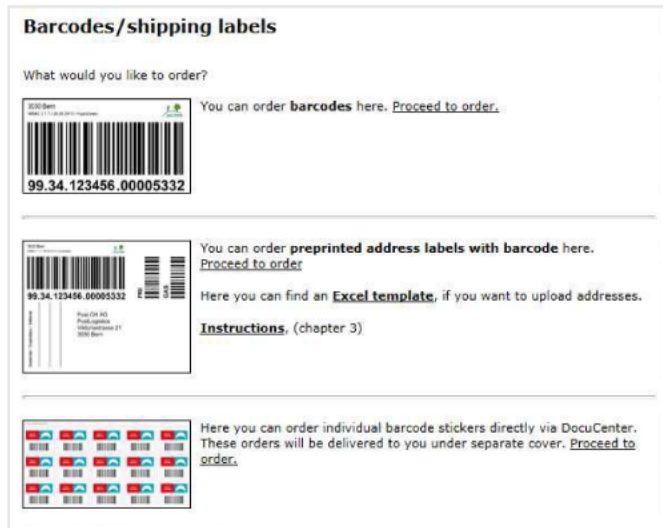


Fig. 7: “What would you like to order” tab

“Selection” tab

This displays a screen containing various dropdown selection lists. First select the service group. You then need to identify the basic service. You can also select up to three additional services and/or delivery instructions. Click on “Next” to continue to the “Data” tab.

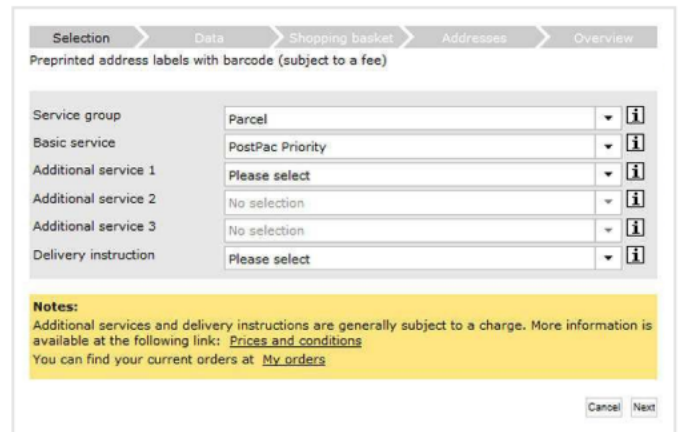


Fig. 8: “Selection” tab

“Data” tab

On the “Data” tab you can select a franking licence. The “pro clima” surcharge is paid automatically as specified in your contract with Swiss Post. Enter the postcode in the “Post office of origin” field. The selection of “Print labels” options available depends on the chosen product.

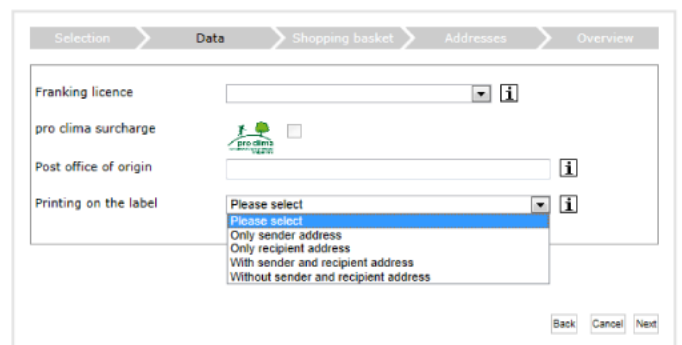


Fig. 9: “Data” tab

- The “pro clima” label is used to identify carbon-neutral consignments. Thanks to a modest surcharge on the mailing of letters, Express items and parcels, all CO₂ emissions are offset. For more details and associated benefits, please go to www.swisspost.ch/carbon-neutral.
- If you would like to mail your consignments carbon neutrally, please contact your customer advisor.

Fig. 10, 10a and 10b: "Data" tab, "Sender logo" tab and "Sender text" tab

As the sender, you have the option of printing your company logo in the sender field on the address labels. You can do this via the "Sender logo" tab. If you do not want a logo to appear on your address labels, click on the "Sender text" tab.

- The labels are displayed in colour (if you uploaded a colour logo), but are printed in black and white.
- The logo must be saved as a .gif file and must be no larger than 30 KB.
- **Important:** Set the background colour to white (transparent backgrounds are printed in black).

Entering recipient addresses

You need to enter all addresses in the pre-defined Excel file. A guide (see Appendix) is available to help you. You then upload the template you have filled with addresses by clicking on "Browse" and selecting the file, then clicking on "Upload recipient addresses".

Business reply items: If you selected business reply items as your basic service on the "Selection" tab, only the "Data" tab will now appear. This contains the "Recipient addresses" field. Click on "Next" to view the sample shipping labels. Check that they meet your requirements. Note that only the first address label is displayed.

Fig. 11: "Data" tab

- Print format: reel-fed printing or single sheets – the choice is yours.

Click "Add to shopping basket" to confirm that the address labels are ready for printing and place your order in the shopping basket.

“Shopping basket” tab

The number of labels and associated costs are displayed on the “Shopping basket” tab. Please note that the order quantity equates to the number of uploaded addresses and cannot be changed.

Business reply item labels: The quantity is set to 1 by default. Please enter the required number and click on “Update”.

If you would like to order additional address labels or barcodes, please click on “Continue to order”. Otherwise, click on “Order”.

Name	FraLic no.	Quantity	Price per item	Total [CHF]
Preprinted Label		50	0.50	25.00
Total (without VAT)				25.00

The total charge will be added to your monthly bill.

Fig. 12: “Shopping basket” tab

- The minimum charge for ordering address labels is CHF 25. Invoicing takes place via your monthly bill.
- You can view all the details for your order by clicking on .
- You can delete ordered items by clicking on .
- You can update your order by clicking on .

“Addresses” tab

You store your order and delivery addresses using the “Addresses” tab.

If you would like the labels to be sent to a different address, click on “Add new address” and enter the new address details. You can also use an existing address as the basis for a new address by clicking on “Copy” and modifying the entry as required. You can then save this new address under a new name. All new addresses can be selected for any future orders as well and only need to be entered once. It is possible to enter and save multiple order and delivery addresses. Click on “Order” to confirm the order and delivery address.

Fig. 13: “Addresses” tab

- You can select stored order and delivery addresses via the relevant dropdown selection list.
- Place a checkmark in the box if the delivery address is the same as the order address.
- You can amend order or delivery addresses via Options > “Manage addresses”.

“Overview” tab

Review your order on the “Overview” tab. Then click on “Submit order” to transmit it to Swiss Post. You should receive your address labels within 2–3 working days.

Name	FraLic no.	Quantity	Price per item	Total [CHF]
Preprinted Label		50	0.50	25.00
Total (without VAT)				25.00

The total charge will be added to your monthly bill.

Fig. 14: “Overview” tab

Appendix

Prices for pre-printed address labels (without VAT)

The minimum order value is CHF 25. The total charge will be added to your monthly bill.

Number	Price
1–999	CHF 0.50
1,000–9,999	CHF 0.40
≥10,000	CHF 0.35

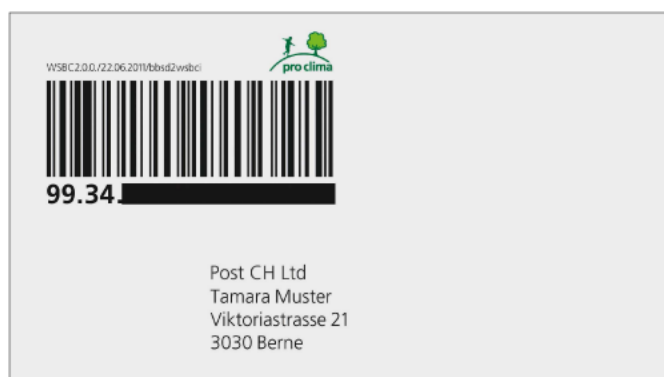
Instructions for completing the Excel template

	A	B	C	D	E	F	G
1	1st address line	2nd address line	3rd address line	4th address line	Postcode	Town	Country
2	Post CH Ltd	Tamara Muster	Viktoriastrasse 21		3030	Berne	Schweiz
3							

As a rule, columns 1–4 are available at your own discretion. The field length for columns 1–4 is maximum 35 characters. In addition, the following rules must be observed:

- 1 The first address line is a mandatory field. Here you can either enter the company name or a title for the contact person.
- 2 The second address line is an optional field. With a company address you can enter either the contact person or a department. For individuals, the first and last name can be entered here.
- 3 The third address line is a mandatory field. Generally, this space is for the street or P.O. box and the number of the building or P.O. box. Depending on the address structure, this line can also be used for other purposes.
Exception: this line can be left blank for Dispomail and Dispomail Easy orders.
- 4 The fourth address line is an optional field and is available at your own discretion.
Exception: this is a mandatory field for Dispomail and Dispomail Easy orders. The P.O. box address must be entered here.
- 5 The “postcode” field is a mandatory field for domestic consignments. The postcode is optional for international consignments (depending on the destination country).
- 6 The “Town” field is mandatory.
- 7 The “Country” field is an optional field, provided the address is in Switzerland or the Principality of Liechtenstein. For items being mailed abroad, the countries in the drop-down menu must be used. If a country name is copied from an external source, please ensure that it is spelled correctly. Otherwise, the country will not be accepted for the subsequent file upload.

The example shown above will appear on the label as follows:



Maximum size of Excel table

Not larger than 5 MB and not more than 25,000 address lines

Post CH Ltd
Viktoriastrasse 21
P.O. Box
3030 Berne, Switzerland

Telephone 0848 888 888

mypostbusiness@swisspost.ch
www.swisspost.ch/mypostbusiness-info

