FUJITSU

HNG-X Receipts, Slips and Labels

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POST OFFICE

Document Title:	HNG-X Receipts, Slips and Labels
Document Type:	Specification (SPE)
Release:	Not Applicable
Abstract:	The document lists all the non AP-ADC receipts, slips and labels that are generated by the HNG-X system. It includes the definition of the structure of each and example layouts.
Document Status:	APPROVED
Author & Dept:	Trish Morris/Jon Hulme, RMGA HNG-X Counter Development
Internal Distribution:	
External Distribution:	
Security Risk Assessment Confirmed	YES

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David Gray	Chief Technical Architect, Post Office Ltd		
Steve Evans	Counter Development Manager, Royal Mail Group Account, Fujitsu		

Note: See Royal Mail Group Account HNG-X Reviewers/Approvers Role Matrix (PGM/DCM/ION/0001) for guidance.

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0   Document Control

0.1   Table of Contents

0.2 Document History

Version No.	Date	Summary of Changes and Reason for Issue	Associated Change - CP/PEAK/PPRR Reference
0.1	12/06/2009	Initial Draft. Created from DES/GEN/SPE/0004.	CP4893 HNG-X CP0350
0.2	01/09/2009	Section 0.3: Review details updated. Section 3.1.1: line length statement amended. Sections 4.4.1.5.1/2/3/4/5/6/7/10/11 and definition: accent on WAHAN corrected.	PC0186652
0.3	02/09/2009	Alignment of Rem In slips corrected (by replacing all tab characters in example layouts with spaces). Section 3.1: line length statement amended (LFS receipts have 43 char maximum) Section 3.6.3: Amounts: size and format of amount fields on receipts clarified.	PC0186514
0.4	21/09/2009	Section 4.4.1 & 4.4.2: Postal Services Receipt (non-bulk & bulk) Address verification dependencies clarified and examples corrected. Section 4.4.5: Postage Label – co-ordinates amended. Note added re Welsh offices.	PC0176873
0.5	10/10/2009	Draft amended in response to comments on V0.4: Section 0.3 Reviewers updated Section 3.4: duplicate receipts text amended Section 4.2.5.1 discarded session receipts text amended Sections 4.3.5.2&4.3.6.2 Transfer In/Out made explicit. Section 4.4.1.5.4&5 examples removed Sections 4.4.1.5.4&5 (was 6&7) example amended Section 4.4.1.5.8 (was 10) example amended Section 4.4.5.5 Bulk Postal Services Receipt: note added re value field	
1.0	14/10/2009	Section 4.4.2.5: headings removed from Bulk PS example with no PAF validation	
1.1	23/02/2010	Section 4.2.1.5, 4.2.1.6: example amended to show transaction with additional data (personal banking transaction). Section 4.2.2.5: example removed and reference inserted to 4.2.1.5.	PC0194852
1.2	16/03/2010	PAF not used in Bulk Postal Services. References to headings removed from definition section.	PC0191583 PC0195197
1.3	06/06/2010	Postal Services Simple Destination Address Capture (PAF Lite) for Horizon Online Section 4.4.1.6: additional notes added on Destination Postcode field Section 4.2.1.5 & 6: AP-ADC Changes to support Offline Banking Improvements	CT0778/HNGX-CP0388 (CP4940) CT0798/HNGX-CP0395 (CP4947)
2.0	12/07/2010	Section 0.2: section reference for changes in V1.3 amended Section 4.2.1.5: line 26 (English), line 27 (Welsh/English) amended.	
2.1	21/08/2010	Customer session receipt section 4.2.1 replaced by two new customer session receipt types: 4.2.1 – 4.2.2 Section 4.2.4 (was 4.2.2) amended with new information. Section 4.4.1.6: Postcode notes amended	CT0863/CP0481 (CP5038) PC0202213
3.0	08/09/2010	Version for approval. Minor corrections to sections 4.2.1.6, 4.2.2.5, 4.2.2.6	

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0.3 Review Details

Review Comments by :	
Review Comments to :	

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Fujitsu Services: Solution Design	*Jon Hulme
Post Office Ltd: IT Project Manager	Phil Norton (Karen White)

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Business Continuity	Adam Parker
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Testing	Stephen Gilbert
SV&I Manager	Chris Maving
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Post Office Ltd: Test Manager	James Brett (POL, JTT)
Post Office Ltd: Design Authority	Ian Trundell (POL, via Document Control)
Post Office Ltd: Test Analysis	Steve Wiseall
Post Office Ltd: Operations	Debbie Longmate
Post Office Ltd: Business Change	Alina Lingard
Post Office Ltd: Document Champion	David Gray
Post Office Ltd: Requirements	Neil Crowther
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Post Office Ltd: POL VAT CP	*Valerie Gay

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Position/Role	Name

Reviewer list compiled from PGM/DCM/ION/0001 V61.0.
(*) = Reviewers that returned comments

0.4 Associated Documents (Internal & External)

Reference	Version	Date	Title	Source
PGM/DCM/TEM/0001 (DO NOT REMOVE)			Fujitsu Services Post Office Account HNG-X Document Template	Dimensions
PGM/DCM/TEM/0002 (DO NOT REMOVE)			Fujitsu Services Post Office Account HNG-X Landscape Document Template	Dimensions
ARC/GEN/REP/0001			HNG-X Glossary	Dimensions
DES/GEN/MAN/0002			HNG-X AP-ADC Reference Manual	Dimensions
PGM/DCM/ION/0001			HNG-X Document Reviewers/Approvers Role Matrix	Dimensions
SD/DES/005			Horizon OPS Reports and Receipts - Post Office Account Horizon Office Platform Service	Dimensions
ET/IFS/005			Electronic Top-Up Response Code and Receipt Text Definitions	Dimensions
DES/GEN/SPE/0004			HNG-X Reports and Receipts - constituent sub-documents: DES/GEN/SPE/0008, DES/GEN/SPE/0009 (this document), DES/GEN/SPE/00010, DES/GEN/SPE/00011)	Dimensions
DES/GEN/SPE/0008			HNG-X Branch and Counter Reports	Dimensions
DES/GEN/SPE/0010			HNG-X Banking, Credit/Debit Card and ETopUp Receipts and Texts	Dimensions
DES/GEN/SPE/0011			HNG-X AP-ADC Receipts	Dimensions

Unless a specific version is referred to above, reference should be made to the current approved versions of the documents.

0.5 Abbreviations/Definitions

See also ARC/GEN/REP/0001

Abbreviation	Definition
ADC	Automated Distribution Centre
AID	Application Identifier
AP	Automated Payment
AP-ADC	Automated Payment – Advanced Data Capture
APACS	The Association for Payment and Clearing Services
APS	Automated Payment Service
ASCII	American Standard Code for Information Interchange
BDC	Bureau de Change (Use Case Barrel)
BdeC	Bureau de Change

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BST	British Summer Time
CP	Change Proposal
cpi	Characters Per Inch
CSM	Cash & Stock Management (Use Case Barrel)
CT	Commercial Terms
EFT	Identifier used on the APACS 70 transaction sent to Streamline
ETopUp	Electronic Top-Up
FAD	Financial Accounts Division
GLB	Shared (Global) (Use Case Barrel)
GMT	Greenwich Mean Time
ICC	Integrated Circuit Card
ID	Identity
LFS	Logistics Feeder Service
lpi	Lines Per Inch
MA	Merchant Acquirer
MoP	Method of Payment
MVL	Motor Vehicle Licence
NBS	Network Banking Service
NRA	National Rivers Authority
PAN	Primary Account Number
PAN Sequence Number	A number that distinguishes between multiple cards which have the same PAN (e.g. husband and wife).
Peak	A Fujitsu Services call management system used within Royal Mail Group Account
PIN	Personal Identification Number
PLU	Product Look Up
PO	Post Office or Postal Order
[R]	Request. A message sent on-line from counter to client initiating a Network Banking dialogue
Streamline	Subsidiary of Royal Bank of Scotland that provides Merchant Acquirer services to Post Office Ltd in support of DCS Debit Card System; Horizon service that supports payment by Debit Card
SU	Stock Unit
TP	Trading Period
Txn	Transaction
UCB	Use Case Barrel
VAT	Value Added Tax
WK	Client Accounting Week Number. Corresponds to the period between 7pm on consecutive Wednesdays and is numbered from 01, starting at the beginning of the Post Office Ltd accounting calendar (as identified in Post Office Ltd Reference Data) each year.

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0.6 Glossary

See also ARC/GEN/REP/0001

Term	Definition
Customer	To the Post Office Clerk the *Customer* is the person standing in front of him or her.
Dimensions	A Configuration Management database

0.7 Changes Expected

Changes
Changes expected for R1 PEAK fixes, especially regarding the customer session receipt produced in recovery scenarios.

0.8 Security Risk Assessment Confirmed

Security risks have been assessed and it is considered that there are no security risks relating specifically to this document.

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1   Introduction

This document lists the receipts, other than AP-ADC receipts, that are available in Post Office Ltd branches that have migrated to Horizon Online. It includes the definition of the structure of each, a description of the source of the data, and sample receipts.

The document defines the following:

*   The format of all styles of receipts within Post Office Ltd including: VAT receipts; non-VAT receipts; the bilingual English/Welsh headers and footers; and duplicate receipts marked as such.

*   The various formatted outputs produced at each branch.

2 Scope

Only receipts produced by the counter applications are included in this document.

Each receipt is described in a separate section within which are the following section headings:

Frequency: as required, daily, weekly

Notes:

Sequence: order of printed information

Layout and Example Content: fields, position, contents

Note: The actual text on receipts may vary from the examples shown. For example, the product set will change as a result of Operational Business Change processes, so that some products may no longer be transactable.

3 General Information

3.1 Counter printer

The counter printer is used to print receipts on a tear-off paper roll; the maximum line length is normally 42 character positions. Exceptions to this are the following LFS receipts: Collection Receipt, Delivery Receipt, and Return Advice Note, which have a line length of 43 character positions.

3.1.1 Slip printer

The slip printer, which forms part of the counter printer, is used to print postal orders and other slips that require special stationery.

3.1.2 Printer characteristics

The counter printer firmware contains a modified version of Code Page 850 which contains all the accented characters required in Welsh.

The characteristics are as follows:

Characteristic	Setting
Font	Epson
Zero	Unslashed
Line pitch	Rec. 9 lpi / Slp. 7,8 lpi
Character pitch	Rec. 18 cpi / Slp. 16,3 cpi

3.1.3 Paper feed specifications

Item	Specification
Paper feed method	Friction feed
Paper feed direction	Bidirectional
Feeding pitch	Approx 0.1411 mm (1/80 inch)
Continuous feed speed	Approx 150 mm/s (approximately 5.9 inches/s) at 35.4 lps

3.1.4   Printable area

[Units: mm]
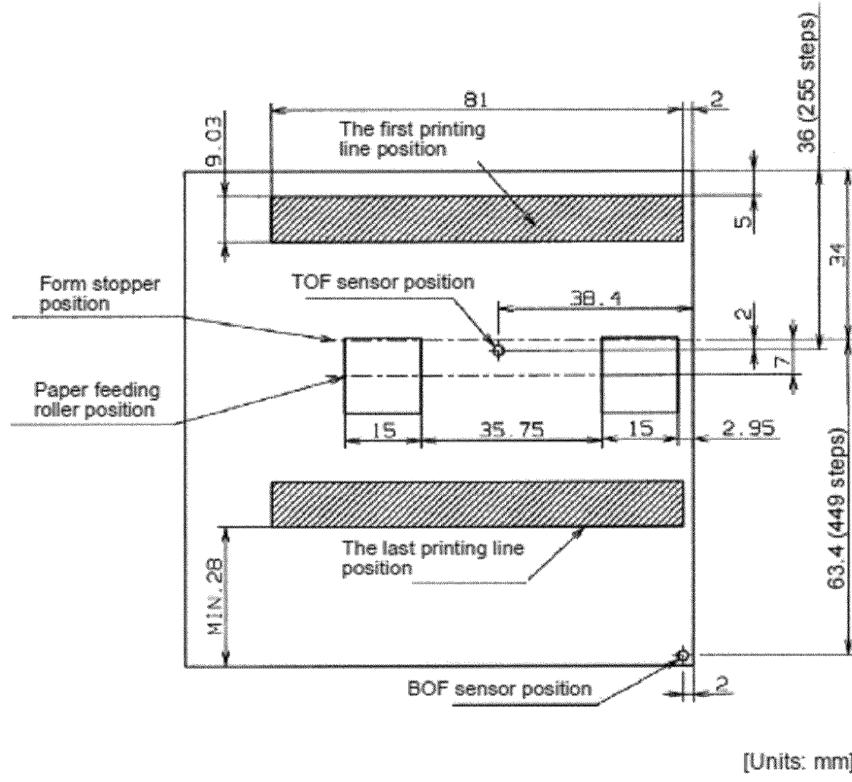
3.1.5   Header Logos

The Post Office Ltd logo is printed above the header for all receipts that are printed on the counter printer. In Welsh Offices, two logos are printed:
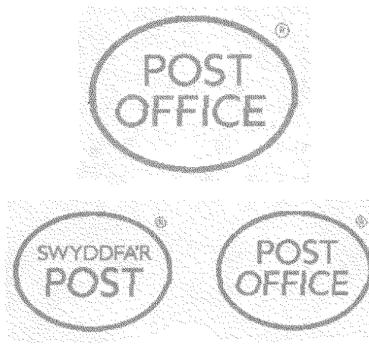
3.1.6   Footer logos

A variable footer logo is printed for any receipt described in section 4 that is defined to have the (case-sensitive) words "Thank You" or "This is a VAT Receipt" at the bottom.

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3.1.7   Counter printer tear-off

The distance from the top of a pre-printed form is 0.06".

The distance from the tear-off position to the first printed line on the till roll is 0.07".

The minimum distance is 0.625" between the last printed line and either:

- The bottom of a pre-printed slip

- The tear-off position on the till roll

3.2   Mandatory receipts

The term mandatory is used for receipts that are produced automatically as part of the transaction; for example, all APS receipts.

3.3   Welsh receipts

When issued from a Welsh office, customer receipts will have Welsh and English text; when from an English office they will have only the English text. Any receipt or slip that has a bilingual version is identified in this document; any receipt or slip that does not have a statement about a bilingual version is printed in English only.

3.4   Duplicate receipts

Duplicate receipts are marked with the word 'Duplicate' and as many as are needed can be taken after the original receipt and until a new session is started.

3.5   Receipt Fonts

Receipts are printed on the counter printer using the Epson default font that was selected by Post Office Ltd. For example purposes only, the illustrative receipt layouts in this document use Courier New 10pt.

3.6   Definitions and Conventions

3.6.1   Session and Transactions IDs

3.6.1.1   Session ID

Session IDs have the following format:

cc-nnnnnn

where *cc* is one or two digits

nnnnnn is a string with a value between 0 and 999999, with leading zeros suppressed

Within a branch, session ids are unique (although in busy branches they may restart from zero after a period of several years).

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3.6.1.2 Transaction ID

3.6.1.1.1 Transaction IDs within a session

Transaction IDs have the numeric format *tttt* (0-9999) and are unique within a session. The first transaction within a session is Transaction ID 1 and the number is incremented for each transaction until the session is settled.

3.6.2 Customer

To the Post Office Clerk the *Customer* is the person standing in front of him or her.

3.6.3 Amounts

The maximum field size for currency amounts on receipts is as follows:

99999999.99s

where 's' is a minus sign for a reversal, otherwise blank.

Notes:

- No comma separators are used in currency amount fields on receipts.
- The pound and pence signs '£' and 'p' are used on some receipts; no other currency symbols are used.
- There may be other limits imposed by reference data.

3.6.4 Signs

Signs (negative) are normally only shown on amounts (currency) for reversals, and if they cannot be inferred. Where the net value of a summary is negative as a result of a reversal, the total will be shown as negative. An exception is that negative sign is always used on customer receipts.

3.6.5 Reversals

For all conventional transactions a reversal is shown as negative, with a trailing minus sign to balance out the erroneous transaction. The volume of any price within a group will be shown net of reversals (if one product is remitted and then the remittance reversed, total volume for that product will be shown as zero).

Reversals of remittances of stock that is held by volume, but where volume is not printed, are indicated by a reversal indicator 'R', printed to the right of the value field.

3.6.6 Time on receipts

All times shown on receipts are *local* time. That is they are either GMT or BST, as appropriate.

3.6.7 Field alignment

The general principle is for left hand fields to be left aligned, and right hand fields to be right aligned.

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3.1.8   Representing products in examples

Product names are driven by Post Office Ltd Reference Data, and as the Horizon System is developed and improved, and business needs dictate, the names of products may change and products may be added or removed. Consequently, the layouts are *examples*; actual product names may vary.

3.1.9   Representing line numbers in field definitions

In the tables of field definitions, the line numbers refer to the line positions on the example layouts. Some receipts have repeated sections that may not be shown in examples, so the line numbers on a real receipt may vary from the examples in this document.

4 Receipt Specifications

4.1 Bureau de Change UCB (BDC)

This section describes receipts for the Bureau de Change UCB, as follows:

- *4.1.1 Bureau de Change UCB: Quotation Receipt*

4.1.1 Bureau de Change UCB: Quotation Receipt

4.1.1.1 Description

This receipt provides the customer with a printout of the proposed Bureau de Change buy or sell transaction.

4.1.1.2 Frequency

As required.

4.1.1.3 Notes

Optional.

4.1.1.4 Sequence

Not applicable.

4.1.1.5   Layout and Example Content

English text

```
                    1         2         3         4
          1234567890123456789012345678901234567890 12
     01
     02              Post Office Ltd.
     03
     04   17/01/2008 11:47      TP:10  BP:01  SU:SH1
     05   Feltham Post Office            FAD: 123456X
     06   1, The Walkway
     07   Kings Parade
     08   Middle of Town
     09   Feltham
     10   Middlesex
     11   TW1 3DD
     12
     13             Bureau de Change
     14                Quotation
     15
     16
     17   aaaaaaa   qqqqqqqqqqqqqq cccccccccccccccc
     18   at a rate of     rrrrrrrrrrrr iii / ggg
     19   including commission of    £99999999.99
     20                    for    £99999999.99
     21
     22
     23    Note: This rate is a quote and is
     24          correct as at the time it is
     25          given. Rates may change between
     26          the time this quote is given and
     27          the processing of your order. You
     28          will be charged the rate as at the
     29          time of processing your order.
     30          Commission is payable on the
     31          purchase of sterling travellers
     32          cheques. Ask at the counter for
     33          details.
     34
     35
     36              Thank you
                    1         2         3         4
          1234567890123456789012345678901234567890 12
```

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Welsh/English text

```
              1         2         3         4
     1234567890123456789012345678901234567890012
01              Swyddfa'r Post Cyf.
02              Post Office Ltd.
03
04   17/01/2008 11:47      TP:10  BP:01  SU:SH1
05   Feltham Post Office             FAD: 123456X
06   1, The Walkway
07   Kings Parade
08   Middle of Town
09   Feltham
10   Middlesex
11   TW1 3DD
12
13              Bureau de Change
14              Dyfynbris/Quotation
15
16   wwwwwwwwwwwwwww
17         qqqqqqqqqqqqqq cccccccccccccccc
18   yn ôl cyfradd o rrrrrrrrrrr iii / ggg
19   gan gynnwys comisiwn o    £99999999.99
20              ar gyfer    £99999999.99
21
22   aaaaaaa  qqqqqqqqqqqqqq ccccccccccccccccc
23   at a rate of     rrrrrrrrrrr iii / ggg
24   including commission of   £99999999.99
25                  for   £99999999.99
26
27   Sylwch: Dyfynbris yw'r gyfradd hon ac
28          mae'n gywir wrth iddi gael ei
29          rhoi. Gall y cyfraddau newid
30          rhwng rhoi'r dyfynbris hwn a
31          phrosesu eich archeb. Mae disgwyl
32          I chi dalu'r gyfradd a oedd yn
33          bodoli pan broseswyd eich archeb.
34          Mae comisiwn yn daladwy pan
35          fyddwch yn prynu sieciau teithio
36          sterling. Holwch wrth y cownter
37          am fanylion.
38
39     Note: This rate is a quote and is
40          correct as at the time it is
41          given. Rates may change between
42          the time this quote is given and
43          the processing of your order. You
44          will be charged the rate as at the
45          time of processing your order.
46          Commission is payable on the
47          purchase of sterling travellers
48          cheques. Ask at the counter for
49          details.
50
51
52              Diolch Yn Fawr
```

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```
| 53 |              Thank you                    |
            1         2         3         4
     12345678901234567890123456789012345678901234567890012
```

| The data shown in the examples is illustrative only – the exact text can change, and so differ from that in the examples. |

4.1.1.6 Definition (English)

Field Name	English		Welsh		Length	Contents
	Line No.	Char Posns	Line No.	Char Posns		
Title	13	14-29	13	14-29	16	'Bureau de Change'
	14	17-25			9	'Quotation'.
			14	13-31	19	'Dyfynbris/Quotation'.
Action (type of transaction from the Post Office's viewpoint)	-	-	16			Action (www...) in Welsh. For a buy transaction:
				01-14	14	'Rydym yn prynu' For a sell transaction:
				01-16	16	'Rydym yn gwerthu'
	17		22			Action (aaa...) in English. For a buy transaction:
		01-06		01-06	6	'We buy' For a sell transaction:
		01-07		01-07	7	'We sell'
Quantity	17	10-23	17, 22	10-23	14	Quantity being quoted for (qqq...), right-aligned.
Currency Name	17	25-40	17, 22	25-40	16	Product receipt name of the stock currency product (ccc...).
Rate	18	17-28	18, 23	17-28	12	Exchange rate (rrr...) in the format 11 digits plus decimal point (to a maximum of four decimal places), right-aligned.
Selected Currency	18	30-32	18, 23	30-32	3	Three-character ISO currency code (iii) for the selected currency, e.g. 'USD'.
Local Currency	18	36-38	18, 23	36-38	3	Three-character ISO currency code (ggg) for the local currency, i.e. currently 'GBP'.
Amount	19 [1], 20	27-38	19 [1], 20, 24 [1], 25	27-38	12	10-digit amount in the format: £99999999.99
Welsh Footer	-	-	52	15-28	14	'Diolch yn Fawr'.
English Footer	36	17-25	53	17-25	9	'Thank you'.

Note:

1. If no commission is payable, the whole commission line (line 19 on an English receipt, lines 19 and 24 on a Welsh receipt) is suppressed.

4.1.1.7   Quotation Example

```
            1         2         3         4
  123456789012345678901234567890123456789012
01
02              Post Office Ltd.
03
04  17/01/2008 11:47      TP:10  BP:01  SU:SH1
05  Feltham Post Office          FAD: 123456X
06  1, The Walkway
07  Kings Parade
08  Middle of Town
09  Feltham
10  Middlesex
11  TW1 3DD
12
13              Bureau de Change
14                 Quotation
15
16
17  We buy              60 US Dollar
18  at a rate of         1.6121 USD / GBP
19                   for         £37.22
20
21
22    Note: This rate is a quote and is
23          correct as at the time it is
24          given. Rates may change between
25          the time this quote is given and
26          the processing of your order. You
27          will be charged the rate as at the
28          time of processing your order.
29          Commission is payable on the
30          purchase of sterling travellers
31          cheques. Ask at the counter for
32          details.
33
34
35              Thank You
            1         2         3         4
  123456789012345678901234567890123456789012
```

4.2 Shared UCB (GLB)

This section describes the following Shared UCB (GLB – global) receipts and slips:

- *4.2.1 GLB UCB: Simple VAT Customer Session Receipt*
- *4.2.2 GLB UCB: Full VAT Customer Session Receipt*
- *4.2.3 GLB UCB: Customer Session Receipt – Duplicate*
- *4.2.4 GLB UCB: Debit/Credit Card Payment/Refund Signature Slip – Office Copy*
- *4.2.5 GLB UCB: Debit/Credit Card Payment/Refund Declined Receipt – Customer Copy*

Debit/Credit Card Receipts Printed

The circumstances in which the debit and/or credit card receipts are printed are as follows:

Result	Verification	Card details on Customer Session Receipt? (Section 4.2.1)	Signature Slip Office Copy? (Section 0)	Declined Receipt Customer Copy? (Section 4.2.5)
Approved	Chip & PIN	Yes	No	No
Approved	Magnetic swipe & signature	Yes	Yes	No
Approved	Chip and Signature	Yes	Yes	No
Approved	Chip and PIN and Signature	Yes	Yes	No
Approved	No CVM	Yes	No	No
Abandon before [R][1]	All	No	No	No
PIN pad decline	Chip & PIN	No	No	Yes
PIN pad decline	No CVM	No	No	Yes
Decline network fail	All	No	No	Yes
Card check fail	Magnetic swipe & signature	No	Yes	Yes
Signature fail	Magnetic swipe & signature	No	Yes	Yes
Signature fail	Chip & signature	No	Yes	Yes

Failed referrals and MA declines can occur at any of the fail/decline stages listed above.

Key:

MA = Merchant Acquirer.
[R] = Request. A message sent on-line from counter to client initiating a Network Banking dialogue.

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[1] This means that the transaction is abandoned before going on line to the financial institution: transactions can be cancelled by the clerk, or by the customer pushing Cancel on the PIN pad or by removing the card.

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4.2.1 GLB UCB: Simple VAT Customer Session Receipt

4.2.1.1 Description

Taxable transactions have one of the following VAT rate codes:

- S = Standard
- R = Reduced
- Z = Zero
- E = Exempt

Some transactions are not taxable, i.e. are non VAT rated, and thus have no VAT code.

This is the customer record of a session in which no tax is payable or the total gross value of taxable transactions (excluding Exempt rated) does not exceed £250.

The customer receipt produced for sessions in which some tax is payable and the gross value of taxable transactions (excluding Exempt rated) exceeds £250.00 is documented in section 4.2.2, the "Full VAT" session receipt.

4.2.1.2 Frequency

Per customer session as described in section 4.2.1.1.

4.2.1.3 Notes

A receipt is only available for the last completed session. (Only the receipt from the last session, whether it is a customer or back office session, can be reprinted.)

The Post Office Ltd products that are printed below the TOTAL DUE TO POST OFFICE line are defined as Method of Payment products and are controlled by Reference Data. For example, debit or credit card payments/refunds appear below this line and not as part of the transaction listing.

In order to provide the most accurate result, the ex VAT / NET sub-totals are calculated from the associated gross totals, and may not match the sum of the ex VAT / NET amounts shown individually.

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4.2.1.4 Sequence

As defined in section 4.2.1.6. This is summarised in the following table (using the English receipt line numbers).

Transaction combination in session			Sections present on session receipt										
			Lines 20-22	Lines 23-38	Lines 39-40	Lines 41-43	Lines 44-45	Lines 46-47	Lines 48-60	Line 61	Line 62	Line 63	Line 64-110
			Rule: Present if S/R/Z/E in session	Rule: Present if S/R/Z in session	Rule: Present if S/R/Z and E in session	Rule: Present if E in session	Rule: Present if S/R/Z/E in session	Rule: Present if Non VAT and S/R/Z/E in sesson	Rule: Present if non VAT in session	Rule: Present if S/R/Z/E in session	Rule: Always present	Rule: Present if S/R/Z/E in session	Rule: Always present
S/R/Z Rated	E Rated	Non VAT	VAT Item Price Heading	VAT rated (excluding Exempt) transaction details and summary	Dotted line	Exempt rated transaction details	VAT code legend	Dotted Line	Non VAT transaction details	Dotted line	Total Due	Dotted line	Card details (if used), footer
Y			Y	Y			Y			Y	Y	Y	Y
Y	Y		Y	Y	Y	Y	Y			Y	Y	Y	Y
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Y		Y	Y	Y			Y	Y	Y	Y	Y	Y	Y
	Y		Y			Y	Y			Y	Y	Y	Y
	Y	Y	Y			Y	Y	Y	Y	Y	Y	Y	Y
		Y							Y		Y		Y

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4.2.1.5   Layout and Example Content

English text

```
                1           2           3           4
        12345678901234567890123456789012345678901 2
01
02                  Post Office Ltd.
03                   Your Receipt
04                              FAD: 696010
05      Feltham Post Office
06      1, The Walkway
07      Kings Parade
08      Middle of Town
09      Feltham
10      Middlesex
11      TW1 3DD
12
13            VAT REG No. GB 243 1700 02
14          Date of Issue: 11/02/2008  13:54
15               SESSION: 1-677406
16
17
18
19
20                   Item Price        Total(£)
21                  ex VAT     inc VAT
22
23+     (S)Global Value
24      1       @       30.00       36.00         36.00
25      (Z)Global Value
26      1       @       10.00       10.00         10.00
27      (S)Post Shop Item
28      2       @       15.00       18.00         36.00
29
30      SUBTOTAL                                  82.00
31
32      VAT SUMMARY
33      Rate            NET         VAT     Total(£)
34      (Z)00.00%      10.00       00.00         10.00
35      (S)20.00%      60.00       12.00         72.00
36
37      SUBTOTAL       70.00       12.00         82.00
38
39      - - - - - - - - - - - - - - - - - - - -
40
41      (E)Standard Parcel
42      1       @       10.00       10.00         10.00
43
44      (S)=Standard Rate (Z)=Zero Rate (E)=Exempt
45
46      - - - - - - - - - - - - - - - - - - - -
47
48      Bclays chq encsh       12345
```

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```
49                          010203
50                          12345678
51   1-      @      10.00                    10.00-
52   1mth clr pt pay
53   13      @       9.66                   125.58
54   Postage stmp
55   2       @       1.00                     2.00
56   Postage stmp
57   1       @       3.00                     3.00
58   US Dollar        @1.7579        USD/GBP
59   879                                    500.03
60
61   ------------------------------------------
62   TOTAL DUE TO POST OFFICE           712.61
63   ------------------------------------------
64
65   Visa Debit        FROM CUSTOMER     500.03
66   Visa Debit        FROM CUSTOMER     212.58
67   BALANCE                               0.00
68
69                 Payment Bureau
70   VISA DEBIT
71   Card Number: **** **** **** 0009 Issue:nnn
72   ICC
73   Auth Code:              EFT No: 010007
74   Merchant ID: rrrrrrrrrrrrrrr
75   Terminal ID: ttttttt
76   Application ID: aaaaaaaaaaaaaaaa
77   From: 07/99  Expiry: 12/08  PAN Seq No: 01
78   Transaction ID: 44-901777-1-30468-6
79   Date/Time of Payment: 30/11/2008  16:18
80
81   Amount: £500.03
82
83   Your account will be debited with the
84   above amount. Cardholder PIN verified.
85   Transaction confirmed.
86
87                 Payment Retail
88   VISA DEBIT
89   Card Number: **** **** **** 0009 Issue:nnn
90   ICC
91   Auth Code: ccccc       EFT No: 010007
92   Merchant ID: rrrrrrrrrrrrrrr
93   Terminal ID: ttttttt
94   Application ID: aaaaaaaaaaaaaaaa
95   From: 07/99  Expiry: 12/08  PAN Seq No: 01
96   Transaction ID: 44-901777-1-30468-7
97   Date/Time of Payment: 30/11/2008  16:18
98
99   Amount: £212.58
100
101  Your account will be debited with the
102  above amount. Cardholder PIN verified.
103  Transaction confirmed.
```

```
104 |
105 |
106 |    Please retain for future reference
107 |
108 |
109 |              Thank You
110 |
              1         2         3         4
       1234567890123456789012345678901234567890012
```

Welsh/English text

```
              1         2         3         4
       1234567890123456789012345678901234567890012
01 |           Swyddfa'r Post Cyf.
02 |            Post Office Ltd.
03 |            Eich Derbynneb
04 |             Your Receipt
05 |                        FAD: 696010
06 | Feltham Post Office
07 | 1, The Walkway
08 | Kings Parade
09 | Middle of Town
10 | Feltham
11 | Middlesex
12 | TW1 3DD
13 |
14 |       Rhif COF.TAW
15 |       VAT REG No. GB 243 1700 02
16 |     Dyddiad Dyroi:
17 |     Date of Issue: 11/02/2008  13:54
18 |          SESIWN:
19 |          SESSION: 1-677406
20 |
21 |
22 |
23 |
24 |          Pris yr Eitem    Cyfanswm(£)
25 |            Item Price        Total(£)
26 |          heb TAW   gyda TAW
27 |           ex VAT    inc VAT
28 |
29+| (S)Global Value
30 | 1       @      30.00      36.00        36.00
31 | (Z)Global Value
32 | 1       @      10.00      10.00        10.00
33 | (S)Post Shop Item
34 | 2       @      15.00      18.00        36.00
35 |
36 | ISGYFANSWM
37 | SUBTOTAL                                82.00
38 |
39 | CRYNODEB O TAW
40 | VAT SUMMARY
41 | Cyfradd         NET       TAW Cyfanswm(£)
```

```
42   Rate              NET       VAT    Total(£)
43   (Z)00.00%       10.00     00.00      10.00
44   (S)20.00%       60.00     12.00      72.00
45
46   ISGYFANSWM
47   SUBTOTAL        70.00     12.00      82.00
48
49   - - - - - - - - - - - - - - - - - - - - -
50
51   (E)Standard Parcel
52   1        @       10.00     10.00      10.00
53
54   (S)=Cyfradd Safonol (Z)=Cyfradd Sero
55   (E)=Eithrio
56   (S)=Standard Rate (Z)=Zero Rate (E)=Exempt
57
58   - - - - - - - - - - - - - - - - - - - - -
59
60   Bclays chq encsh    12345
61                       010203
62                       12345678
63   1-       @       10.00                10.00-
64   1mth clr pt pay
65   13       @        9.66               125.58
66   Postage stmp
67   2        @        1.00                 2.00
68   Postage stmp
69   1        @        3.00                 3.00
70   US Dollar        @1.7579       USD/GBP
71   879                                  500.03
72
73   -------------------------------------------
74   CYF DYLEDUS I SWYDDFA'R POST
75   TOTAL DUE TO POST OFFICE             620.61
76   -------------------------------------------
77
78   Visa Credit       GAN Y CWSMER
79   Visa Credit       FROM CUSTOMER      500.03
80   Visa Debit        GAN Y CWSMER
81   Visa Debit        FROM CUSTOMER      120.58
82   BALANS/BALANCE                         0.00
83
84            Taliad/Payment Bureau
85   Visa
86   Rhif Cerdyn:              Cyhoeddiad:
87   Card Number: **** **** **** pppp Issue:nnn
88   wwwww/kkkkk
89   Cod Awdurdodi:       Rhif EFT:
90   Auth Code: nnnnnn       EFT No: wwww
91   ID y Masnachwr:
92   Merchant ID: rrrrrrrrrrrrrrr
93   ID y Derfynell:
94   Terminal ID: tttttttt
95   ID Cais:
96   Application ID: aaaaaaaaaaaaaaaa
```

```
 97  O:            Diweddu:      Rhif Cyf PAN:
 98  From: MM/YY  Expiry: MM/YY  PAN Seq No: mm
 99  ID y Gweithrediad:
100  Transaction ID: nnnnnnnnnnnnnnnnnnnnnnnnnnnn
101  Dyddiad/Amser y Taliad:
102  Date/Time of Payment: 11/02/2008  13:53
103
104  Swm/Amount: £500.03
105
106  Debydir eich cyfrif gyda'r swm uchod.
107  Gwiriwyd PIN deiliad y cerdyn. Cadarnhawyd
108  y gweithrediad.
109  Your account will be debited with the
110  above amount. Cardholder PIN verified.
111  Transaction confirmed.
112
113          Taliad/Payment Retail
114  Visa
115  Rhif Cerdyn:              Cyhoeddiad:
116  Card Number: **** **** **** pppp Issue:nnn
117  wwwww/kkkkk
118  Cod Awdurdodi:      Rhif EFT:
119  Auth Code: nnnnnn      EFT No: wwww
120  ID y Masnachwr:
121  Merchant ID: rrrrrrrrrrrrrrr
122  ID y Derfynell:
123  Terminal ID: tttttttt
124  ID Cais:
125  Application ID: aaaaaaaaaaaaaaaa
126     O:         Diweddu:      Rhif Cyf PAN:
127  From: MM/YY  Expiry: MM/YY  PAN Seq No: mm
128  ID y Gweithrediad:
129  Transaction ID: nnnnnnnnnnnnnnnnnnnnnnnnnnnn
130  Dyddiad/Amser y Taliad:
131  Date/Time of Payment: 11/02/2008  13:53
132
133  Swm/Amount: £120.58
134
135  Debydir eich cyfrif gyda'r swm uchod.
136  Gwiriwyd PIN deiliad y cerdyn. Cadarnhawyd
137  y gweithrediad.
138  Your account will be debited with the
139  above amount. Cardholder PIN verified.
140  Transaction confirmed.
141
142
143   Cadwch i gyfeirio ati, os gwelwch yn dda
144      Please retain for future reference
145
146
147           Diolch Yn Fawr
148            Thank You
149
              1         2         3         4
     12345678901234567890123456789012345678901 2
```

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HNG-X Receipts, Slips and Labels

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POST OFFICE

The data shown in the examples is illustrative only – the exact text can change, and so differ from that in the examples.

4.2.1.6 Definition (English & Welsh/English)

Field Name	English		Welsh/English		Length	Contents
	Line No.	Char Posns	Line No.	Char Posns		
FAD	04	36-41	05	36-41	6	FAD code
Office Name	05	01-30	06	01-30	30	Branch name, up to 30 characters.
Address 1,2,3,4,5	06-10	01-40	07-11	01-40	40	Branch address: a variable number of lines up to a maximum of five.
Postcode	11	01-08	12	01-08	8	Branch postcode: *pppp ppp*
VAT Reg No	13	21-40	15	21-40	20	VAT code from ref data
Date	14	21-37	17	13-29	17	Date and time: *dd/mm/yyyy hh:mm*
Session ID	15	21-29	19	21-29	09	Session ID.
Duplicate Indicator	17	01-42			42	Blank or 'D U P L I C A T E'.
			21	01-42	42	Blank or 'D Y B L Y G I A D / D U P L I C A T E'.
Message	18	01-42			42	Blank or 'R E V E R S A L' or 'DISCONNECTED SESSION' or 'RECOVERY SUCCESSFUL' or 'RECOVERY FAILED' (centred)
			22	01-42	42	Blank or 'D I R Y M U / R E V E R S A L' or 'DISCONNECTED SESSION' or 'RECOVERY SUCCESSFUL' or 'RECOVERY FAILED' (centred)
Recovery Code:	19	01-42	23	01-42	22	For 'DISCONNECTED SESSION' only. Recovery Code: *nnnnnnn* (centred). Otherwise blank.
Lines 20-22 (24-28 for Welsh/English) is only present if there are VAT rated (S/R/Z/E) transactions in the session.						
VAT item heading	20-21		24-27			
Lines 23-38 (29-48 for Welsh/English) are only present if there are S, R or Z VAT rated transactions in the session. Exempt VAT rated transactions (E) and non VAT rated transactions are not shown in this section.						
VAT code	23	2	29	2	1	VAT code (*S*) value
Product name		4-19		4-19	16	Product receipt name
Qty	24	1-5	30	1-5	5	Quantity
Unit price ex VAT		11-20		11-20	10	Unit price excluding VAT
Unit price inc VAT		22-31		22-31	10	Unit price including VAT
Total Value		33-42		33-42	10	Total value

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Subtotal	30	33-42	37	33-42	10	Subtotal of value of transactions in this section
VAT rate	34	4-9	43	4-9	6	nn.nn%
NET	34	11-20	43	11-20	10	Net total for this VAT rate
VAT	34	22-31	43	22-31	10	VAT total for this VAT rate
Total(£)	34	33-42	43	33-42	10	Gross total for this VAT rate
Subtotal	37		47			Subtotals of NET, VAT, and Total(£) in this section
Lines 39-40 (49-50 for Welsh/English) are only present if there are S/R/Z and E rated transactions in the session.						
Separator	39	1-42	49	1-42	42	
Lines 41-43 (51-53 for Welsh/English) are only present if there are exempt (E) rated transactions in the session.						
VAT code	41	2	51	2		Tax status (E) value: E = Exempt
Product name		4-19		4-19	16	Product receipt name
Qty	42	1-5	52	1-5	5	Quantity
Unit price ex VAT		11-20		11-20	10	Unit price excluding VAT
Unit price inc VAT		22-31		22-31	10	Unit price including VAT
Total Value		33-42		33-42	10	Total value
Lines 44-45 (54-57 for Welsh/English) are only present if there are VAT rated (S/R/Z/E) transactions in the session						
VAT code Key - Welsh		01-42	54-55	01-42	42	Message fragment FRG90274
VAT code Key	44	01-42	56	01-42	42	Message fragment FRG90273
Lines 46-47 (58-59 for Welsh/English) are only present if there are VAT rated (S/R/Z/E) and non-VAT rated transactions in the session.						
Separator	46	1-42	58	1-42	42	
Lines 48-60 (60-72 for Welsh/English) contain details of non VAT rated transactions, including Bureau transactions, and are only present if there are non VAT rated transactions in the session.						
Products						Repeated as necessary. All transactions in chronological order or entry (whether Bureau or non-Bureau)

Non-BdeC product:
Product
Additional data
	48
	49-50
		01-16
		21-42
			60
			60-62
				01-16
				21-42
					16
					22
						Only present if applicable.
						
						Occupies additional lines as necessary.
						E.g. Used by personal banking to display:
						  ChequeNumber
						  SortCode
						  AccountNumber.

Qty Unit Price Value	51	01-05 12-20 31-42	63	01-05 10-18 30-41	5 9 12	
BdeC product: Product Rate Currency code	58	01-16 19-30 32-34	70	01-16 19-30 32-34	16 12 3	Only present if applicable. At most, 4 decimal places. Changed currency.

HNG-X Receipts, Slips and Labels

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Currency code		36-38		36-38	3	Local currency.
Qty	59	01-15	71	01-15	15	Negative for a buy transaction.
Value		31-42		29-40	12	Negative for a buy transaction.
Commission	60	31-42	72	29-40	12	If zero, whole line is omitted.
Separator line 61 (73 for Welsh/English) is only present if there are VAT rated (S/R/Z/E) transactions in the session.						
Non-MoP Detail: Non-MoP Session Effect (Welsh)	-	-	74	01-26	26	'CYF DYLEDUS I SWYDDFA'R POST' or 'CYF DYLEDUS I'R CWSMER'.
Non-MoP Session Effect (English)	62	01-26	75	01-26	26	'TOTAL DUE TO POST OFFICE' or 'TOTAL DUE TO CUSTOMER'.
Non-MoP Value	62	31-42	75	29-40	12	
Separator line 63 (76 for Welsh/English) is only present if there are VAT rated (S/R/Z/E) transactions in the session.						
MoP Detail: MoP Name (Welsh)	-	-	78	01-16	16	Repeated as necessary. E.g. 'Siec'
MoP Name (English)	65	01-16			16	E.g. 'Cheque'.
MoP Session Effect (Welsh)	-	-	78	18-30	13	'GAN Y CWSMER' or I'R CWSMER'.
MoP Session Effect (English)	65	18-30			13	'FROM CUSTOMER' or 'TO CUSTOMER'.
MoP Value	65 65+1	34-42 31-42	78 78+1	32-42 31-42	9 12	Amount: • For not more than 99999.99. • For more than 99999.99
Balance	67	01-07	82	01-13	7	'Balance' 'Balans/Balance'
Balance Amount	67 67+1	34-42 31-42	82 82+1	32-42 31-42	9 12	Amount: • For not more than 99999.99. • For more than 99999.99
Debit/Credit Card Details	69+					Only present for a successful card payment/refund. (see HNG-X Banking, Credit/Debit Card and ETopUp Receipts and Texts (DES/GEN/SPE/0010))

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4.2.2   GLB UCB: Full VAT Customer Session Receipt

4.2.2.1   Description

Taxable transactions have one of the following VAT rate codes:

- S = Standard
- R = Reduced
- Z = Zero
- E = Exempt

Some transactions are not taxable, i.e. are not VAT rated, and thus have no VAT code.

This is the customer record of a session in which some tax is payable and the total gross value of taxable transactions (excluding Exempt rated) exceeds £250.

The customer receipt produced for sessions in which there is no tax payable or the total gross value of taxable transactions (excluding Exempt rated) does not exceed £250.00 is documented in section 4.2.1, the "Simple VAT" session receipt.

4.2.2.2   Frequency

Per customer session as described in section 4.2.2.1.

4.2.2.3   Notes

A receipt is only available for the last completed session. (Only the receipt from the last session, whether it is a customer or back office session, can be reprinted.)

The Post Office Ltd products that are printed below the TOTAL DUE TO POST OFFICE line are defined as Method of Payment products and are controlled by Reference Data. For example, debit or credit card payments/refunds appear below this line and not as part of the transaction listing.

In order to provide the most accurate result, the ex VAT / NET sub-totals are calculated from the associated gross totals, and may not match the sum of the ex VAT / NET amounts shown individually.

4.2.2.4 Sequence

As defined in section 4.2.2.6. This is summarised in the following table (using the English receipt line numbers):

Transaction combination in session		Sections present on session receipt				
		Lines 20-43	Lines 44-45	Lines 46-58	Line 59-61	Lines 62-116
		Rule:Always Present	Rule: Present if Non VAT in sesson	Rule: Present if non VAT in session	Rule: Always present	Rule: Always present
S/R/Z/E Rated	Non VAT	VAT rated transaction details, summary, and legend	Dotted Line	Non VAT transaction details	Dotted line, Total Due, Dotted line.	Card details (if used), customer name and address, footer
X		Y			Y	Y
X	X	Y	Y	Y	Y	Y

4.2.2.5 Layout and Example Content

English text

```
                    1         2         3         4
           12345678901234567890123456789012345678901 2
01
02                   Post Office Ltd.
03                    Your Receipt
04                               FAD: 696010
05  Feltham Post Office
06  1, The Walkway
07  Kings Parade
08  Middle of Town
09  Feltham
10  Middlesex
11  TW1 3DD
12
13        VAT REG No. GB 243 1700 02
14     Date of Issue: 11/02/2008  13:54
15           SESSION: 1-6774
16
17
18
19
20              Item Price       Total(£)
21            ex VAT    inc VAT
22
23  (S)Global Value
24  10      @      30.00      36.00      360.00
25  (Z)Global Value
26  1       @      10.00      10.00       10.00
27  (S)Post Shop Item
28  2       @      15.00      18.00       36.00
29  (E)Standard Parcel
```

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```
30   1        @      100.00        00.00       100.00
31
32   SUBTOTAL                                  506.00
33
34   VAT SUMMARY
35   Rate              NET          VAT     Total(£)
36   (Z)00.00%      10.00        00.00        10.00
37   (S)20.00%     330.00        66.00       396.00
38   (E)Exempt     100.00        00.00       100.00
39
40   SUBTOTAL      440.00        66.00       506.00
41
42   (S)=Standard Rate (Z)=Zero Rate (E)=Exempt
43
44   - - - - - - - - - - - - - - - - - - - - -
45
46   Bclays chq encsh     12345
47                        010203
48                        12345678
49   1-       @       10.00                    10.00-
50   1mth clr pt pay
51   13       @        9.66                   125.58
52   Postage stmp
53   2        @        1.00                     2.00
54   Postage stmp
55   1        @        3.00                     3.00
56   US Dollar         @1.7579        USD/GBP
57   879                                      500.03
58
59   -------------------------------------------
60   TOTAL DUE TO POST OFFICE          1126.61
61   -------------------------------------------
62
63   Visa Debit          FROM CUSTOMER     500.03
64   Visa Debit          FROM CUSTOMER     626.58
65   BALANCE                                 0.00
66
67                   Payment Bureau
68   VISA DEBIT
69   Card Number: **** **** **** 0009 Issue:nnn
70   ICC
71   Auth Code:            EFT No: 010007
72   Merchant ID: rrrrrrrrrrrrrr
73   Terminal ID: tttttttt
74   Application ID: aaaaaaaaaaaaaaaa
75   From: 07/99  Expiry: 12/08  PAN Seq No: 01
76   Transaction ID: 44-901777-1-30468-6
77   Date/Time of Payment: 30/11/2008  16:18
78
79   Amount: £500.03
80
81   Your account will be debited with the
82   above amount. Cardholder PIN verified.
83   Transaction confirmed.
84
```

```
85  |                Payment Retail
86  | VISA DEBIT
87  | Card Number: **** **** **** 0009 Issue:nnn
88  | ICC
89  | Auth Code: cccccc       EFT No: 010007
90  | Merchant ID: rrrrrrrrrrrrrrr
91  | Terminal ID: tttttttt
92  | Application ID: aaaaaaaaaaaaaaaa
93  | From: 07/99  Expiry: 12/08  PAN Seq No: 01
94  | Transaction ID: 44-901777-1-30468-7
95  | Date/Time of Payment: 30/11/2008  16:18
96  |
97  | Amount: £626.58
98  |
99  | Your account will be debited with the
100 | above amount. Cardholder PIN verified.
101 | Transaction confirmed.
102 |
103 |
104 | CUSTOMER DETAILS
105 |
106 | Business Name
107 | Business Address Line 1
108 | Business Address Line 2
109 | City
110 | Post Code
111 |
112 |    Please retain for future reference
113 |
114 |
115 |              Thank You
116 |
            1         2         3         4
   12345678901234567890123456789012345678901234567890
```

Welsh/English text

```
            1         2         3         4
   12345678901234567890123456789012345678901234567890
01 |             Swyddfa'r Post Cyf.
02 |              Post Office Ltd.
03 |               Eich Derbynneb
04 |                Your Receipt
05 |                          FAD: 696010
06 | Feltham Post Office
07 | 1, The Walkway
08 | Kings Parade
09 | Middle of Town
10 | Feltham
11 | Middlesex
12 | TW1 3DD
13 |
14 |       Rhif COF.TAW
15 |        VAT REG No. GB 243 1700 02
16 |       Dyddiad Dyroi:
```

```
17          Date of Issue: 11/02/2008   13:54
18                   SESIWN:
19                  SESSION: 1-677406
20
21
22
23
24                   Pris yr Eitem      Cyfanswm(£)
25                        Item Price        Total(£)
26                  heb TAW    gyda TAW
27                   ex VAT     inc VAT
28
29+   (S)Global Value
30    10      @       30.00      36.00       360.00
31    (Z)Global Value
32    1       @       10.00      10.00        10.00
33    (S)Post Shop Item
34    2       @       15.00      18.00        36.00
35    (E)Standard Parcel
36    1       @      100.00      00.00       100.00
37
38    ISGYFANSWM
39    SUBTOTAL                                506.00
40
41    CRYNODEB O TAW
42    VAT SUMMARY
43    Cyfradd          NET         TAW Cyfanswm(£)
44    Rate             NET         VAT   Total(£)
45    (Z)00.00%      10.00       00.00        10.00
46    (S)20.00%     330.00       66.00       396.00
47    (E)Exempt     100.00       00.00       100.00
48
49    ISGYFANSWM
50    SUBTOTAL      440.00       66.00       506.00
51
52    (S)=Cyfradd Safonol (Z)=Cyfradd Sero
53    (E)=Eithrio
54    (S)=Standard Rate (Z)=Zero Rate (E)=Exempt
55
56    - - - - - - - - - - - - - - - - - - - - - -
57
58    Bclays chq encsh     12345
59                         010203
60                         12345678
61    1-      @       10.00                  10.00-
62    1mth clr pt pay
63    13      @        9.66                  125.58
64    Postage stmp
65    2       @        1.00                   2.00
66    Postage stmp
67    1       @        3.00                   3.00
68    US Dollar        @1.7579        USD/GBP
69    879                                    500.03
70
71    ------------------------------------------
```

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```
72   CYF DYLEDUS I SWYDDFA'R POST
73   TOTAL DUE TO POST OFFICE            1126.61
74   ------------------------------------------
75
76   Visa Credit       GAN Y CWSMER
77   Visa Credit       FROM CUSTOMER      500.03
78   Visa Debit        GAN Y CWSMER
79   Visa Debit        FROM CUSTOMER      626.58
80   BALANS/BALANCE                         0.00
81
82            Taliad/Payment Bureau
83   Visa
84   Rhif Cerdyn:              Cyhoeddiad:
85   Card Number: **** **** **** pppp Issue:nnn
86   wwwww/kkkkk
87   Cod Awdurdodi:      Rhif EFT:
88   Auth Code: nnnnnn       EFT No: wwww
89   ID y Masnachwr:
90   Merchant ID: rrrrrrrrrrrrrr
91   ID y Derfynell:
92   Terminal ID: tttttttt
93   ID Cais:
94   Application ID: aaaaaaaaaaaaaaaa
95   O:          Diweddu:      Rhif Cyf PAN:
96   From: MM/YY  Expiry: MM/YY  PAN Seq No: mm
97   ID y Gweithrediad:
98   Transaction ID: nnnnnnnnnnnnnnnnnnnnnnnnnnn
99   Dyddiad/Amser y Taliad:
100  Date/Time of Payment: 11/02/2008  13:53
101
102  Swm/Amount: £500.03
103
104  Debydir eich cyfrif gyda'r swm uchod.
105  Gwiriwyd PIN deiliad y cerdyn. Cadarnhawyd
106  y gweithrediad.
107  Your account will be debited with the
108  above amount. Cardholder PIN verified.
109  Transaction confirmed.
110
111           Taliad/Payment Retail
112  Visa
113  Rhif Cerdyn:              Cyhoeddiad:
114  Card Number: **** **** **** pppp Issue:nnn
115  wwwww/kkkkk
116  Cod Awdurdodi:      Rhif EFT:
117  Auth Code: nnnnnn       EFT No: wwww
118  ID y Masnachwr:
119  Merchant ID: rrrrrrrrrrrrrr
120  ID y Derfynell:
121  Terminal ID: tttttttt
122  ID Cais:
123  Application ID: aaaaaaaaaaaaaaaa
124     O:         Diweddu:      Rhif Cyf PAN:
125  From: MM/YY  Expiry: MM/YY  PAN Seq No: mm
126  ID y Gweithrediad:
```

```
127  Transaction ID: nnnnnnnnnnnnnnnnnnnnnnnnnnnn
128  Dyddiad/Amser y Taliad:
129  Date/Time of Payment: 11/02/2008  13:53
130
131  Swm/Amount: £626.58
132
133  Debydir eich cyfrif gyda'r swm uchod.
134  Gwiriwyd PIN deiliad y cerdyn. Cadarnhawyd
135  y gweithrediad.
136  Your account will be debited with the
137  above amount. Cardholder PIN verified.
138  Transaction confirmed.
139
140
141  MANYLION CWSMER
142  CUSTOMER DETAILS
143
144  Business Name
145  Business Address Line 1
146  Business Address Line 2
147  City
148  Post Code
149
150   Cadwch i gyfeirio ati, os gwelwch yn dda
151      Please retain for future reference
152
153
154            Diolch Yn Fawr
155              Thank You
156
              1         2         3         4
        12345678901234567890123456789012345678901 2
```

> **The data shown in the examples is illustrative only –**
> **the exact text can change, and so differ from that in the examples.**

4.2.2.6   Definition (English & Welsh/English)

Field Name	English		Welsh/English		Length	Contents
	Line No.	Char Posns	Line No.	Char Posns		
Welsh Header		-			-	Blank.
			01	13-31	19	'Swyddfa'r Post Cyf.'.
English Header	02	14-29	02	14-29	16	'Post Office Ltd.'
Welsh Text	-	-			-	Suppressed.
			03	15-28	14	'Eich Derbynneb'.
English Text	03	16-27	04	16-27	12	'Your Receipt'.
FAD	04	36-41	05	36-41	6	FAD code
Office Name	05	01-30	06	01-30	30	Branch name, up to 30 characters.
Address 1,2,3,4,5	06-10	01-40	07-11	01-40	40	Branch address: a variable number of lines up to a maximum

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						of five.
Postcode	11	01-08	12	01-08	8	Branch postcode: *pppp ppp*
VAT Reg No	13	21-40	15	21-40	20	VAT code from ref data
Date	14	21-37	17	13-29	17	Date and time: *dd/mm/yyyy hh:mm*
Session ID	15	21-29	19	27-35	09	Session ID.
Duplicate Indicator	17	01-42			42	Blank or 'D U P L I C A T E'.
			21	01-42	42	Blank or 'D Y B L Y G I A D / D U P L I C A T E'.
Message	18	01-42			42	Blank or 'R E V E R S A L' or 'DISCONNECTED SESSION' or 'RECOVERY SUCCESSFUL' or 'RECOVERY FAILED' (centred)
			22	01-42	42	Blank or 'D I R Y M U / R E V E R S A L' or 'DISCONNECTED SESSION' or 'RECOVERY SUCCESSFUL' or 'RECOVERY FAILED' (centred)
Recovery Code:	19	01-42	23	01-42	22	For 'DISCONNECTED SESSION' only. Recovery Code: *nnnnnnn* (centred). Otherwise blank.
This section includes all VAT rated transactions (S, R, Z, E).						
VAT code	23	2	29	2	1	VAT code (*S*) value
Product name		4-19		4-19	16	Product receipt name
Qty	24	1-5	30	1-5	5	
Unit price ex VAT		11-20		11-20	10	
Unit price inc VAT		22-31		22-31	10	
Total Value		33-42		33-42	10	
Subtotal	32	33-42	39	33-42	10	Subtotal of value of transactions in this section
VAT rate	36	4-9	45		6	nn.nn%
NET		11-20			10	Net total for this VAT rate
VAT		22-31			10	VAT total for this VAT rate
Total(£)		33-42			10	Gross total for this VAT rate
Subtotal	40		50			Subtotals of NET, VAT, and Total(£) in this section
VAT code Key - Welsh			52-53	01-42	42	Message fragment FRG90274
VAT code Key	42	01-42	54	01-42	42	Message fragment FRG90273
Lines 46-58 (58-70 for Welsh/English) contain details of non VAT rated transactions, including Bureau transactions, and are only present if the session includes non VAT rated transactions.						
Non-BdeC product: Product Additional data	46 46-48	01-16 21-42	58 58-60	01-16 21-42	16 22	Only present if applicable. Occupies additional lines as necessary. E.g. Used by personal banking to display: ChequeNumber SortCode AccountNumber.

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Qty Unit Price Value	49	01-05 12-20 31-42	61	01-05 10-18 30-41	5 9 12	
BdeC product: Product Rate Currency code Currency code Qty Value Commission	56 57 58	01-16 19-30 32-34 36-38 01-15 31-42 31-42	68 69 70	01-16 19-30 32-34 36-38 01-15 31-42 31-42	16 12 3 3 15 12 12	Only present if applicable. At most, 4 decimal places. Changed currency. Local currency. Negative for a buy transaction. Negative for a buy transaction. If zero, whole line is omitted.
Non-MoP Detail: Non-MoP Session Effect (Welsh) Non-MoP Session Effect (English) Non-MoP Value	- 60 60	- 01-26 31-42	72 73 73	01-26 01-26 31-42	26 26 12	'CYF DYLEDUS I SWYDDFA'R POST' or 'CYF DYLEDUS I'R CWSMER'. 'TOTAL DUE TO POST OFFICE' or 'TOTAL DUE TO CUSTOMER'.
MoP Detail: MoP Name (Welsh) MoP Name (English) MoP Session Effect (Welsh) MoP Session Effect (English) MoP Value	- 63 - 63 63 63+1	- 01-16 - 18-30 34-42 31-42	 76 76 76 76+1	 01-16 18-30 34-42 31-42	16 16 13 13 9 12	Repeated as necessary. E.g. 'Siec' E.g. 'Cheque'. 'GAN Y CWSMER' or I'R CWSMER'. 'FROM CUSTOMER' or 'TO CUSTOMER'. Amount: • For not more than 99999.99. • For more than 99999.99
Balance	65	01-07	80	01-13	7	'Balance' 'Balans/Balance'
Balance Amount	 65 65+1	 34-42 31-42	 80 80+1	 32-42 31-42	 9 12	Amount: • For not more than 99999.99. • For more than 99999.99
Debit/Credit Card Details	67+					Only present for a successful card payment/refund. (see HNG-X Banking, Credit/Debit Card and ETopUp Receipts and Texts (DES/GEN/SPE/0010))
Customer Details (Welsh)			141	01-15	15	'MANYLION CWSMER'.
Customer Details	104	01-16	142	01-16	16	'CUSTOMER DETAILS'.
Business name	106		144			Business name

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Business address line 1	107		145			The exact formatting and number of address lines can vary. Address line 1
Business address line 2	108		146			Address line 2
Business address City	109		147			City
Business address Postcode	110		148			Postcode

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4.2.3   GLB UCB: Customer Session Receipt – Duplicates

4.2.3.1   Description

This is a copy of the customer record of the session.

4.2.3.2   Frequency

As required.

4.2.3.3   Notes

Replica of last receipt issued. Any number may be taken, all say 'D U P L I C A T E'.

4.2.3.4   Sequence

As original receipt.

4.2.3.5   Layout and Example Content

See sections 4.2.1.5 and 4.2.2.5.

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4.2.4 GLB UCB: Debit/Credit Card Payment/Refund Signature Slip – Office Copy

4.2.4.1 Description

This is to obtain the customer's signature for verification in a debit or credit card payment/refund request. The signature slip is retained in the office.

4.2.4.2 Frequency

Per debit or credit card transaction within a customer session.

4.2.4.3 Notes

Issued for each debit or credit card payment/refund transaction that requires signature verification.

Mandatory.

The circumstances in which the debit or credit card receipts are printed are described in *Debit/Credit Card Receipts Printed* on page 21.

The generic layouts of the debit and credit card receipts are the same as those for the Network Banking Service (NBS). See HNG-X Banking, Credit/Debit Card and ETopUp Receipts and Texts (DES/GEN/SPE/0010) for details of outcome messages and receipt texts.

4.2.4.4 Sequence

Printed prior to signature dialogue.

4.2.4.5 Layout and Example Content

English text

```
                  1         2         3         4
         1234567890123456789012345678901234567890 12
       01
       02              Post Office Ltd.
       03
       04 17/01/2008 11:47:22   TP:10  BP:01  SU:SH1
       05 Feltham Post Office            FAD: 123456X
       06 1, The Walkway
       07 Kings Parade
       08 Middle of Town
       09 Feltham
       10 Middlesex
       11 TW1 3DD
       12
       13       *** Office Copy - Retain ***
       14
       15              title
       16 jjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjj
       17 Card Number: pppp pppp pppp pppp kkkkk
       18 AID: aaaaaaaaaaaaaaaa        PAN Seq No: ss
       19 mm/yy mm/yy iii rrrrrrrrrrrrrrrr cccccc
```

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```
20  Terminal ID: tttttttt  EFT No: eeee
21  Transaction ID: nnnnnnnnnnnnnnnnnnnnnnnnnnnnn
22  Date/Time of txntype: dd/mm/yyyy  hh:mm
23
24  text
24  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
25  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
26  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
27  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
28  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
29  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
30  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
31  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
32
33  text
34  Amount: £99999.99
35  Cardholder's signature:
36
37
38
39
40
41
42         This is not a VAT receipt
43
                1         2         3         4
      12345678901234567890123456789012345678901 2
```

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POST OFFICE ™

Welsh/English text

```
            1         2         3         4
  12345678901234567890123456789012345678901 2
01            Swyddfa'r Post Cyf.
02            Post Office Ltd.
03
04 17/01/2008 11:47:22   TP:10  BP:01  SU:SH1
05 Feltham Post Office            FAD: 123456X
06 1, The Walkway
07 Kings Parade
08 Middle of Town
09 Feltham
10 Middlesex
11 TW1 3DD
12
13       *** Office Copy - Retain ***
14
15              title
16 jjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjj
17 Rhif Cerdyn:                   wwwww
18 Card Number: pppp pppp pppp pppp kkkkk
19 AID:                  Rhif Cyf PAN:
20 AID: aaaaaaaaaaaaaaaa       PAN Seq No: ss
21 mm/yy mm/yy iii rrrrrrrrrrrrrrr cccccc
22 ID y Derfynell:      Rhif EFT:
23 Terminal ID: ttttttt  EFT No: eeee
24 ID y Gweithrediad:
25 Transaction ID: nnnnnnnnnnnnnnnnnnnnnnnnnnn
26 Dyddiad/Amser txntype:
27 Date/Time of txntype: dd/mm/yyyy  hh:mm
28
29 uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
30 uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
31 uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
32 uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
33 uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
34 uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
35 uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
36 uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
37
38 Welsh text
39 text
40 Swm/Amount: £99999.99
41 Llofnod deiliad y cerdyn:
42 Cardholder's signature:
43
44
45
46 -------------------------------------------
47
48       Nid derbynneb TAW yw hon
49       This is not a VAT receipt
50
            1         2         3         4
  12345678901234567890123456789012345678901 2
```

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POST OFFICE

The data shown in the examples is illustrative only – the exact text can change, and so differ from that in the examples.

4.2.4.6   Definition (English & Welsh/English)

Field Name	English		Welsh		Length	Contents
	Line No.	Char Posns	Line No.	Char Posns		
Office Copy Text	13	09-36	13	09-36	28	'*** Office Copy – Retain ***'.
Title	15	01-42			42	'Payment Bureau', 'Payment Retail', 'Refund Bureau' or 'Refund Retail'
			15	01-42	42	'Taliad/Payment Bureau', 'Taliad/Payment Retail' , 'Ad-daliad/Refund Bureau', or 'Ad-daliad/Refund Retail'
Issuer Scheme name (*jjj...*)	16	01-30	16	01-30	30	Obtained as follows: • For chip read, from the application label • For magnetic stripe read, from reference data.
Welsh entry indicator (*www...*)			17			Welsh translation of the following line's entry:
				34-36	3	'ICC'=chip read
				34-42	9	'sweipiwyd'=magnetic stripe read
				34-42	9	'bysellwyd'=manual entry
Card Number	17	14-32	18	14-32	19	Unobscured PAN (*ppp...*): formatted with spaces if a 16-digit PAN, unformatted if any other length.
Entry indicator (*kkk...*)	17	34-36	18	34-36	3	'ICC'=chip read
		34-39		34-39	6	'swiped'=magnetic stripe read
		34-38		34-38	5	'keyed'=manual entry
Application ID	18	06-21	20	06-21	16	Obtained as follows:
PAN Sequence Number (*ss*)	18	41-42	20	41-42	2	• For chip read, from application data • For magnetic stripe read, from track 2 data
Expiry Date	19	01-05	21	01-05	5	Card 'Expires End' date in the format *mm/yy*, or blank.
Valid From Date	19	07-11	21	07-11	5	Card 'Valid From' date in the format *mm/yy*, or blank.
Issue No.	19	13-15	21	13-15	3	Card Issue Number (*iii*) or blank.
Merchant ID	19	17-24	21	17-24	8	Merchant identifier (*rrr...*).
Authorisation Code	19	34-39	21	34-39	6	Authorisation code (*ccc...*) or blank.
Terminal ID	20	14-21	23	14-21	8	Terminal identifier (*ttt...*).
EFT Number (*eeee*)	20	32-35	23	32-35	4	Electronic Funds Transfer Sequence Number assigned by counter and sent in [R] message to Merchant Acquirer.
Transaction ID	21	17-42	25	17-42	26	Unique system-generated transaction identifier (*nnn...*).

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Date/Time of *txntype*			26			Welsh translation of the following line's fieldname:
						For a payment:
				01-22	22	'Dyddiad/Amser y Taliad'
						For a refund:
				01-26	26	'Dyddiad/Amser yr Ad-daliad'
	22		27			For a payment:
		14-20		14-20	7	*txntype*= 'Payment'
		23-39		23-39	17	Date and time of payment
						For a refund:
		14-19		14-19	6	*txntype*= 'Refund'
		22-38		22-38	17	Date and time of refund
Combination CVM only: verification message	24-31	01-42	29-36	01-42	42	Verification message (*uuu…* up to 8 lines), suppressed if blank. Note that this is the maximum number of lines available for the message, whether it consists of English or Welsh/English text. If not printed, the following blank line is also suppressed.
Welsh text	-	-	38	01-35	35	For a payment: 'Debydwch fy nghyfrif fel y dangosir'.
				01-36	36	For a refund: 'Credydwch fy nghyfrif fel y dangosir'.
Text	33	01-32	39	01-32	32	For a payment: 'Please debit my account as shown'.
		01-33		01-33	33	For a refund: 'Please credit my account as shown'.
Amount	34	09-17	40	13-21	9	7-digit amount in the format £*99999.99* for the requested transaction value.

See HNG-X Banking, Credit/Debit Card and ETopUp Receipts and Texts (DES/GEN/SPE/0010) for details of outcome messages and receipt texts.

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4.2.5 GLB UCB: Debit/Credit Card Payment/Refund Declined Receipt – Customer Copy

4.2.5.1 Description

This is the customer receipt for a declined debit and credit card payment/refund transaction.

For a successful debit or credit card payment/refund transaction, a customer session receipt is printed (see section 4.2.1).

4.2.5.2 Frequency

Per declined debit or credit card transaction within a customer session.

4.2.5.3 Notes

Mandatory.

The circumstances in which the debit and credit card receipts are printed are described in *Debit/Credit Card Receipts Printed* on page 21.

The generic layouts of the debit and credit card receipts are the same as those for the Network Banking Service (NBS). See HNG-X Banking, Credit/Debit Card and ETopUp Receipts and Texts (DES/GEN/SPE/0010) for details of outcome messages and receipt texts.

4.2.5.4 Sequence

Printed on completion of a declined transaction.

4.2.5.5 Layout and Example Content

English text

```
                   1         2         3         4
          1234567890123456789012345678901234567890123456789012
01
02                   Post Office Ltd.
03                     Your Receipt
04
05   17/01/2008 11:47:22   TP:10  BP:01  SU:SH1
06   Feltham Post Office              FAD: 123456X
07   1, The Walkway
08   Kings Parade
09   Middle of Town
10   Feltham
11   Middlesex
12   TW1 3DD
13
14                     title
15   jjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjj
16   Card Number: **** **** **** pppp Issue:iii
17   kkkkk
18   Auth Code: cccccc       EFT No: eeee
19   Merchant ID: rrrrrrrr
```

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```
20  Terminal ID: tttttttt
21  Application ID: aaaaaaaaaaaaaaaa
22  From: mm/yy  Expiry: mm/yy  PAN Seq No: ss
23  Transaction ID: nnnnnnnnnnnnnnnnnnnnnnnnnnnnn
24  Date/Time of txntype: dd/mm/yyyy  hh:mm
25
26  Amount: £99999.99
27
28  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
29  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
30  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
31  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
32  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
33  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
34  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
35  uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
36
37  fffffffffffffffffffffffffffffffffffffffff
38  fffffffffffffffffffffffffffffffffffffffff
39
40
41     Please retain for future reference
42
43        This is not a VAT receipt
44
            1         2         3         4
   1234567890123456789012345678901234567890012
```

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Welsh/English text

```
             1         2         3         4
    1234567890123456789012345678901234567890123456789012
01 |              Swyddfa'r Post Cyf.
02 |                Post Office Ltd.
03 |                 Eich Derbynneb
04 |                  Your Receipt
05 |
06 | 17/01/2008 11:47:22   TP:10  BP:01  SU:SH1
07 | Feltham Post Office            FAD: 123456X
08 | 1, The Walkway
09 | Kings Parade
10 | Middle of Town
11 | Feltham
12 | Middlesex
13 | TW1 3DD
14 |
15 |                    title
16 | jjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjjj
17 | Rhif Cerdyn:              Cyhoeddiad:
18 | Card Number: **** **** **** pppp Issue:iii
19 | wwwww/kkkkk
20 | Cod Awdurdodi:       Rhif EFT:
21 | Auth Code: cccccc       EFT No: eeee
22 | ID y Masnachwr:
23 | Merchant ID: rrrrrrrr
24 | ID y Derfynell:
25 | Terminal ID: tttttttt
26 | ID Cais:
27 | Application ID: aaaaaaaaaaaaaaaa
28 | O:          Diweddu:       Rhif Cyf PAN:
29 | From: mm/yy  Expiry: mm/yy  PAN Seq No: ss
30 | ID y Gweithrediad:
31 | Transaction ID: nnnnnnnnnnnnnnnnnnnnnnnnnnnn
32 | Dyddiad/Amser txntype:
33 | Date/Time of txntype: dd/mm/yyyy  hh:mm
34 |
35 | Swm/Amount: £99999.99
36 |
37 | uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
38 | uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
39 | uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
40 | uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
41 | uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
42 | uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
43 | uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
44 | uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
45 |
46 | fffffffffffffffffffffffffffffffffffffff
47 | fffffffffffffffffffffffffffffffffffffff
48 |
49 |   Cadwch i gyfeirio ati, os gwelwch yn dda
50 |      Please retain for future reference
51 |         Nid derbynneb TAW yw hon
52 |         This is not a VAT receipt
```

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POST OFFICE™

```
| 53 [                                                             ]
            1         2         3         4
   123456789012345678901234567890123456789012
```

The data shown in the examples is illustrative only – the exact text can change, and so differ from that in the examples.

4.2.5.6   Definition (English & Welsh/English)

Field Name	English		Welsh		Length	Contents
	Line No.	Char Posns	Line No.	Char Posns		
Title	14	01-42			42	'Payment Bureau', 'Payment Retail', 'Refund Bureau' or 'Refund Retail'
			15	01-42	42	'Taliad/Payment Bureau', 'Taliad/Payment Retail' , 'Ad-daliad/Refund Bureau', or 'Ad-daliad/Refund Retail'
Issuer Scheme name (*jjj*...)	15	01-30	16	01-30	30	Obtained as follows: • For chip read, from the application label • For magnetic stripe read, from reference data
Card Number	16	14-32	18	14-32	19	Obscured PAN (only last four digits shown (*pppp*), remaining digits replaced by asterisks): formatted with spaces if a 16-digit PAN, unformatted if any other length.
Issue Number (*iii*)	16	40-42	18	40-42	3	Obtained from card: not always present
Entry indicator (*kkk*...) English	17	01-03 01-06 01-05			3 6 5	'ICC'=chip read 'swiped'=magnetic stripe read 'keyed'=manual entry
(*www*.../*kkk*...) Welsh/English			19	01-07 01-16 01-16	7 16 16	'ICC/ICC'=chip read 'sweipiwyd/swiped'=magnetic stripe read 'bysellwyd/keyed'=manual entry
Authorisation code (*ccc*...)	18	12-17	21	12-17	6	Authorisation code from Financial Institution, if present
EFT Number	18	32-35	21	32-35	4	Electronic Funds Transfer Sequence Number assigned by counter and sent in [R] message to Merchant Acquirer
Merchant ID	19	14-21	23	14-21	8	Merchant identifier (*rrr*...), when available.
Terminal ID	20	14-21	25	14-21	8	Terminal identifier (*ttt*...), when available.
Application ID	21	17-32	27	17-32	16	Obtained as follows:
From Date	22	07-11	29	07-11	5	• For chip read, from application
Expiry Date	22	22-26	29	22-26	5	data
PAN Sequence Number (*ss*)	22	41-42	29	41-42	2	• For magnetic stripe read, from track 2 data

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Transaction ID	23	17-42	31	17-42	26	Unique system-generated transaction identifier (*nnn…*).
Date/Time of *txntype*			32			Welsh translation of the following line's fieldname: For a payment:
				01-22	22	'Dyddiad/Amser y Taliad' For a refund:
				01-26	26	'Dyddiad/Amser yr Ad-daliad'
	24		33			For a payment:
		14-20		14-20	7	*txntype*= 'Payment'
		23-39		23-39	17	Date and time of payment For a refund:
		14-19		14-19	6	*txntype*= 'Refund'
		22-38		22-38	17	Date and time of refund
Amount	26	09-17	35	13-21	9	7-digit amount in the format £*99999.99* for the requested transaction value.
Outcome message	28-35	01-42	37-44	01-42	42	Transaction outcome message (*uuu…* up to 8 lines), suppressed if blank. Note that this is the maximum number of lines available for the message, whether it consists of English or Welsh/English text.
Free text footer	37, 38	01-40	46, 47	01-40	40	Free text (*fff…*, up to 2 lines) if provided, or suppressed.

See HNG-X Banking, Credit/Debit Card and ETopUp Receipts and Texts (DES/GEN/SPE/0010) for details of outcome messages and receipt texts.

4.2.6   GLB UCB: Discarded Session Slip

4.2.6.1   Description

This is an office slip and must be retained. It records a back-office session discarded as the result of forced logout due to inactivity timeout

4.2.6.2   Frequency

Produced during a back-office session on forced logout due to inactivity timeout.

4.2.6.3   Notes

Filed locally.

The generic headers and footers are described in Section 4.3.1.

4.2.6.4   Sequence

N/A

4.2.6.5   Layout and Example Content

```
                1           2           3           4
       12345678901234567890123456789012345678901 2
   01  Feltham Post Office            FAD: 123456X
   02  11:42 17/01/2008       TP:10  BP:01  SU:SH1
   03  Discarded Session.
   04
   05     Back Office session cc-nnnnnn in mode
   06     mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm (nnn)
   07     has been discarded following a forced
   08     logout due to inactivity timeout.
   09
   10
   11          *** END OF REPORT ***
                1           2           3           4
       12345678901234567890123456789012345678901 2
```

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4.2.6.6 Definition (English)

Field Name	Line No.	Char Posns	Length	Contents/Notes
Branch Receipt Header & Footer	01-03 10-11			See section 4.3.1 *Generic Header and Footer for the Counter Printer*
Body 1				
Message text 1	05	04-22	20	"Back Office session "
Session ID	05	24	9	Format *cc-nnnnnn* Up to 9 characters. *cc* is the counter position and *ssssss* is the Session Id (with leading zeros suppressed).
Message text 2	05		8	" in mode". Immediately follows Session ID.
Mode & number	06	04	32	Variable length. Mode name, single space, mode number enclosed in brackets (*nnn*)
Message text 3	07	04-40	37	"has been discarded following a forced"
Message text 4	08	04-36	33	"logout due to inactivity timeout."
Blank line	09			

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4.3 Cash & Stock Management UCB (CSM)

This section describes the following Cash & Stock Management UCB (CSM) receipts and slips:

- *4.3.1 Generic Header and Footer*
- *4.3.2 CSM UCB: Remittance In Slip*
- *4.3.3 CSM UCB: Remittance Out Slip*
- *4.3.4 CSM UCB: Reverse Remittance Out Slip (cash*
- *4.3.5 CSM UCB: Transfer In Slip*
- *4.3.6 CSM UCB: Transfer Out Slip*
- *4.3.7 CSM UCB: LFS Header and Layout for Counter Printer*
- *4.3.8 CSM UCB: Collection Receipt*
- *4.3.9 CSM UCB: Delivery Receipt*
- *4.3.10 CSM UCB: Return Advice Note*

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4.3.1   Generic Header and Footer

The following layout is used forCSM slips printed on the till roll of the counter printer.

```
            1         2         3         4
   123456789012345678901234567890123456789012
01 Office Name                    FAD: fad
02 Time and date         TP:tp  BP:bp  SU:sun
03               Report Title
04
05
06               Body of report
07
08
09         *** END OF REPORT ***
            1         2         3         4
   123456789012345678901234567890123456789012
```

Header and Footer

Field Name	Line No.	Character Positions	Contents/Notes
Office Name	01	01-30	Branch name
fad	01	36-42	Branch (FAD) code
Time and date	02	01-16	Time and date: *hh:mm dd/mm/yyyy*
tp	02	26-27	Current Trading Period
bp	02	33-34	Current Balance Period
sun	02	40-42	Stock unit
Report Title	03	01-42	Title of report. For normal counter reports, this is suffixed by either ' – Office Copy' or ' – Client Copy' as appropriate.
Counter Footer	Last	10-30	'*** END OF REPORT ***'

4.3.2   CSM UCB: Remittance In Slip

4.3.2.1   Description

This is an office slip and must be retained. It records the transactions performed in the session.

4.3.2.2   Frequency

- For a stock pouch: Automatically produced on completion of a manual remittance session.

- For a cash (notes and coins) or foreign currency pouch: Automatically produced on completion of an automatic remittance session (that is, after the Delivery Receipt has been printed).

4.3.2.3   Notes

Mandatory.

Details of the session.

Filed locally.

Stock, coins, notes and foreign currency are placed in separate pouches and therefore a Remittance In Slip contains stock item, cash item or foreign currency information. Section 4.3.2.5 shows an example of a Remittance In Slip for stock, section 4.3.2.7 an example of a Remittance In Slip for cash, and section 4.3.2.9 for foreign currency.

The generic headers and footers are described in Section 4.3.1.

4.3.2.4   Sequence

Listed by Product in order of entry.

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4.3.2.5 Layout and Example Content (Stock)

```
                1         2         3         4
       12345678901234567890123456789012345678901
01     Feltham Post Office              FAD: 123456X
02     11:42 17/01/2008       TP:10  BP:01  SU:SH1
03     Remittance In Slip (Auto Distribution)
04                   Office Copy
05
06     SESSION:      1-15944
07
08     PRODUCT                 VOLUME        VALUE
09      Canada TChq               20         0.00
10      Argos Order £5             1
11      Argos Order £10            5
12      PO  £7                     5
13      T-Mobile £10               1
14      Vodafone £15               1
15      Virgin £20                 1
16                              -----------
17        SESSION TOTAL                      0.00
18
19
20            *** END OF REPORT ***
                1         2         3         4
       12345678901234567890123456789012345678901
```

**The data shown in the example is illustrative only –
the exact text can change, and so differ from that in the example.**

4.3.2.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Rem Slip Detail:				
Source	03	21-41	21	
Session ID	06	14-24	9	cc-ssssss (counter, sequence)
Rem Slip Transaction:	09			Repeated as necessary.
Product Name		02-15	14	
Qty		17-29	13	
Transfer Value		31-41	11	Blank for stock held by volume.
Rem Slip Total:	17			
Transfer Total		30-41	12	

4.3.2.7 Layout and Example Content (Cash - Notes and Coins)

```
             1         2         3         4
    1234567890123456789012345678901234567890 12
01  Feltham Post Office            FAD: 123456X
02  11:42 17/01/2008      TP:10  BP:01  SU:SH1
03  Remittance In Slip (Auto Distribution)
04             Office Copy
05
06  SESSION:       1-15945
07  Pouch/Coin Barcode Number: 123456789012
08
09  PRODUCT                VOLUME        VALUE
10   Cash                     1      1350.00
11                                 -----------
12     SESSION TOTAL                  1350.00
13
14
15           *** END OF REPORT ***
             1         2         3         4
    1234567890123456789012345678901234567890 12
```

The data shown in the example is illustrative only – the exact text can change, and so differ from that in the example.

4.3.2.8 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Rem Slip Detail:				
Source	03	21-41	21	
Session ID	06	14-22	09	cc-ssssss (counter, sequence)
Pouch/Coin Barcode Number	07	29-40	12	
Rem Slip Transaction:	10			
Product Name		02-15	14	
Qty		17-29	13	
Transfer Value		31-41	11	
Rem Slip Total:	12			
Transfer Total		30-41	12	

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4.3.2.9   Layout and Example Content (Foreign Currency)

```
           1         2         3         4
  123456789012345678901234567890123456789012
01 Feltham Post Office          FAD: 123456X
02 11:42 17/01/2008      TP:10  BP:01  SU:SH1
03 Remittance In Slip (Auto Distribution)
04              Office Copy
05
06 SESSION:     1-15944
07 Pouch/Coin Bar-code Number: 123456789012
08
09 PRODUCT              VOLUME          VALUE
10  Argentina Peso         200        3000.00
11  Bahamas Dollar          25          35.00
12  UAE Dirham             300        2100.00
13                                 -----------
14    SESSION TOTAL                    5135.00
15
16
17         *** END OF REPORT ***
18
           1         2         3         4
  123456789012345678901234567890123456789012
```

The data shown in the example is illustrative only – the exact text can change, and so differ from that in the example.

4.3.2.10   Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Rem Slip Detail:				
Source	03	21-41	21	
Session ID	06	14-24	11	
Pouch/Coin Bar-code Number	07	29-40	12	
Rem Slip Transaction:	10			Repeated as necessary
Product Name		02-15	14	
Qty		17-29	13	
Transfer Value		31-41	11	
Rem Slip Total:	14			
Transfer Total		30-41	12	

4.3.3   CSM UCB: Remittance Out Slip

4.3.3.1   Description

This is an office slip and must be retained. It records the transactions performed in the session.

4.3.3.2   Frequency

Automatically produced on completion of a remittance session.

4.3.3.3   Notes

Mandatory.

Details of the session.

Filed locally.

Remittance details are at product level for cash and stamps.

Stock, notes, coins and foreign currency are placed in separate pouches; a Remittance Out Slip contains Stock Item, Cash Item (note or coins) or Foreign Currency Item information.

The generic headers and footers are described in Section 4.3.1.

4.3.3.4   Sequence

Listed by Product in order of entry.

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4.3.3.5 Layout and Example Content (Stock)

```
                 1         2         3         4
        12345678901234567890123456789012345678901 2
    01  Feltham Post Office             FAD: 123456X
    02  11:42 17/01/2008      TP:10  BP:01  SU:SH1
    03  Remittance Out Slip (Auto Distribution)
    04              Office Copy
    05
    06  SESSION:      1-1566
    07  Pouch/Coin Barcode Number: 123456789012
    08
    09  PRODUCT               VOLUME          VALUE
    10   2nd class stmp         20
    11   1st class stmp         20
    12   Instants £2            20
    13   Instants £3            20
    14   Instants £5            20
    15   Special 53p            20
    16   Special £1.12          20
    17   Special 68p            20
    18   Special 60p            10
    19   Game blue              20
    20   Game red               20
    21   Game green             20
    22   Game dealers            5
    23                         ------------
    24     SESSION TOTAL                    00.0
    25
    26         *** END OF REPORT ***
                 1         2         3         4
        12345678901234567890123456789012345678901 2
```

The data shown in the example is illustrative only – the exact text can change, and so differ from that in the example.

4.3.3.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Rem Slip Detail: Destination	03	22-42	21	
Session ID	06	14-22	9	cc-ssssss (counter,
Pouch/Coin Barcode Number	07	29-40	12	sequence)
Rem Slip Transaction:	10			Repeated as necessary.
Product Name		02-15	14	
Qty		17-29	13	
Value		31-41	11	Blank for stock held by volume.
Rem Slip Total:	24			
Total		30-41	12	

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4.3.3.7   Layout and Example Content (Foreign Currency)

```
            1         2         3         4
   1234567890123456789012345678901234567890
01 Feltham Post Office          FAD: 123456X
02 11:42 17/01/2008      TP:10  BP:01  SU:SH1
03 Remittance Out Slip (Auto Distribution)
04              Office Copy
05
06 SESSION:       1-1434
07 Pouch/Coin Bar-code Number: 123456789012
08
09 PRODUCT               VOLUME        VALUE
10  Argentina Peso        2500       417.38
11  Bangladeshi Taka       300         2.24
12                                ------------
13    SESSION TOTAL                  419.62
14
15         *** END OF REPORT ***
16
            1         2         3         4
   1234567890123456789012345678901234567890
```

The data shown in the example is illustrative only – the exact text can change, and so differ from that in the example.

4.3.3.8   Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Rem Slip Detail:				
Source	03	21-41	21	
Session ID	06	14-24	11	
Pouch/Coin Bar-code Number	07	29-40	12	
Rem Slip Transaction:	10			Repeated as necessary
Product Name		02-15	14	
Qty		17-29	13	
Transfer Value		31-41	11	
Rem Slip Total:	13			
Transfer Total		30-41	12	

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4.3.4　CSM UCB: Reverse Remittance Out Slip (cash and currency)

4.3.4.1　Description

This is an office slip and must be retained. It records the transactions performed in the session.

4.3.4.2　Frequency

Automatically produced on completion of a pouch reversal session.

4.3.4.3　Notes

Mandatory.

Details of the session.

The receipt has a similar format to the Remittance Out Slip.

Filed locally.

The generic headers and footers are described in Section 4.3.1.

4.3.4.4　Sequence

As for the associated Rem Out Slip.

4.3.4.5　Layout and Example Content

```
                1         2         3         4
       12345678901234567890123456789012345678 9012
   01  Feltham Post Office           FAD: 123456X
   02  11:42 17/01/2008      TP:10  BP:01  SU:SH1
   03  Reverse Remittance Out Slip
   04                 Office Copy
   05
   06  SESSION:       1-1567
   07  Pouch/Coin Barcode Number: 123456789012
   08
   09  PRODUCT                 VOLUME        VALUE
   10   £100 note                 4-       400.00-
   11   £50 note                  6-       300.00-
   12   £20 note                  4-        80.00-
   13   £10 note                 10-       100.00-
   14   £5 note                  11-        55.00-
   15                                    -----------
   16     SESSION TOTAL                    935.00-
   17
   18          *** END OF REPORT ***
                1         2         3         4
       12345678901234567890123456789012345678 9012
```

**The data shown in the example is illustrative only –
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4.3.4.6   Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Rem Slip Detail: Session ID Pouch/Coin Barcode Number	 06 07	 14-22 29-40	 9 12	cc-ssssss (counter, sequence)
Rem Slip Transaction: Product Name Qty Value	10	 02-15 17-29 31-41	 14 13 11	Repeated as necessary.
Rem Slip Total: Total	16	 30-41	 12	

4.3.5   CSM UCB: Transfer In Slip

4.3.5.1   Description

This is an office slip and must be retained. It records the transactions performed in the session.

4.3.5.2   Frequency

Produced on completion of a Transfer In session.

4.3.5.3   Notes

Mandatory.

Details of the session. This can be taken before confirming the transfer, and used as a checklist.

Filed locally.

The generic headers and footers are described in Section 4.3.1.

4.3.5.4   Sequence

Chronological order of entry.

4.3.5.5   Layout and Example Content

```
            1         2         3         4
   12345678901234567890123456789012345678901234567890
01 Feltham Post Office          FAD: 123456X
02 11:42 17/01/2008        TP:10  BP:01   SU:SH1
03 Transfer In Slip - Office Copy
04
05 SESSION:  1-2184
06 Source SU:AAA    Dest SU:SH1
07
08 PRODUCT                VOLUME          VALUE
09  Cash                     1        200.00
10  2nd class stmp          20
11  1st class stmp          20
12  Instants £2             20
13  Instants £3             20
14  Instants £5             20
15  Special 53p             20
16  Special £1.12           20
17  Special 68p             20
18                                 --------------
19    SESSION TOTAL                     200.00
20
21          *** END OF REPORT ***
            1         2         3         4
   12345678901234567890123456789012345678901234567890
```

> **The data shown in the example is illustrative only –
> the exact text can change, and so differ from that in the example.**

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4.3.5.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Transfer In Slip Detail:				
Session ID	05	14-22	9	cc-ssssss (counter,
Source SU	06	11-13	3	sequence)
Dest SU	06	26-28	3	
Transfer In Slip Transaction:	09			Repeated as necessary.
Product Name		02-15	14	
Qty		17-29	13	
Transfer Value		31-41	11	Blank for stock held by volume.
Transfer In Slip Total:	19			
Transfer Total		30-41	12	

4.3.6   CSM UCB: Transfer Out Slip

4.3.6.1   Description

This is an office slip and must be retained. It records the transactions performed in the session.

4.3.6.2   Frequency

Automatically produced on completion of a Transfer Out session.

4.3.6.3   Notes

Mandatory.

Details of the session.

The generic headers and footers are described in Section 4.3.1.

4.3.6.4   Sequence

Chronological order of entry.

4.3.6.5   Layout and Example Content

```
                 1         2         3         4
        1234567890123456789012345678901234567890 12
    01  Feltham Post Office           FAD: 123456X
    02  11:42 17/01/2008       TP:10  BP:01  SU:SH1
    03  Transfer Out Slip - Office Copy
    04
    05  SESSION:   1-213
    06  Source SU:SH1     Dest SU:AAA
    07
    08  PRODUCT                VOLUME        VALUE
    09   Cash                      1       666.12
    10   2nd class stmp            5
    11   1st class stmp           25
    12   Instants £2             125
    13   Instants £3             150
    14   Instants £5             100
    15   Special 68p              25
    16   Special 53p              25
    17   Game blue                10
    18   Game red                 10
    19   Game green               10
    20                          --------------
    21     SESSION TOTAL                  666.12
    22
    23   Transfer:
    24   Cash and stock in this summary
    25   have been transferred to me
    26
    27                          Datestamp
    28                          +-------+
```

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```
29 │ Signature . . . . . . . . .  .       .
30 │                                 .     .
31 │                                 .     .
32 │ Time . . . . . . . .AM/PM  +-------+
33 │
34 │         *** END OF REPORT ***
            1         2         3         4
    1234567890123456789012345678901234567890012
```

**The data shown in the example is illustrative only –
the exact text can change, and so differ from that in the example.**

4.3.6.6   Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Reversal indicator	04	15-29	15	Blank or 'R E V E R S A L'
Transfer Out Slip Detail: Session Source SU Dest SU	 05 06 06	 10-18 11-13 26-28	 9 3 3	 cc-ssssss (counter, sequence)
Transfer Out Slip Transaction: Product Name Qty Transfer Value	09	 02-15 17-29 31-41	 14 13 11	Repeated as necessary. Negative for Reversals Blank for stock held by volume. Negative for Reversals
Transfer Out Slip Total: Transfer Total	21	 30-41	 12	 Negative for Reversals

4.3.7 CSM UCB: LFS Header and Layout for Counter Printer

This layout is used for Declaration and Confirmation receipts printed on the counter printer:

```
                1         2         3         4
       12345678901234567890123456789012345678 9012
   01  Feltham Post Office            FAD: 123456X
   02  PLANT CODE: A123
   03  11:42 17/01/2008       TP:10  BP:01  SU:SH1
   04  REF: 01-12345             CLERK ID: cccccc
   05                  title
   06
   05
   07              Body of report
   08
   09
   10          *** END OF REPORT ***
                1         2         3         4
       12345678901234567890123456789012345678 9012
```

Header and Footer

Field Name	Line No.	Character Positions	Length	Contents/Notes
LFS Generic Header: Office Name	01	01-30	30	
FAD Code	01	36-42	7	
Plant Code	02	13-16	4	
Date/Time	03	01-16	16	
TP	03	26-27	2	
BP	03	33-34	2	
SU	03	40-42	3	
Session Ref	04	06-14	9	cc-ssssss (counter, sequence)
Clerk ID	04	37-42	6	
Title	05	01-42		Centred fixed text, receipt-specific.
Footer	Last	11-31	21	'*** END OF REPORT ***'

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This layout is used for the following LFS receipts printed on the counter printer: Collection Receipt, Delivery Receipt, and Return Advice Note.

```
                    1         2         3         4
         1234567890123456789012345678901234567890123
    01   |                   title                   |
    02   |                                           |
    03   | Feltham Post Office          FAD: 123456X |
    04   | PLANT CODE: A123                          |
    05   | 11:42 17/01/2008       TP:10  BP:01  SU:SH1|
    06   | REF: 01-12345              CLERK ID: cccccc|
    07   |                                           |
    08   |                                           |
    09   |                  Body                     |
    10   |                                           |
    11   |                                           |
    12   |            *** END OF REPORT ***          |
                    1         2         3         4
         1234567890123456789012345678901234567890123
```

Header and Footer

Field Name	Line No.	Character Positions	Length	Contents/Notes
Title	01	01-43		Centred fixed text, receipt-specific.
LFS Generic Header: Office Name	03	01-30	30	
FAD Code	03	37-43	7	
Plant Code	04	13-16	4	
Date/Time	05	01-16	16	
TP	05	27-28	2	
BP	05	34-35	2	
SU	05	41-43	3	
Session Ref	06	06-14	9	cc-ssssss (counter, sequence)
Clerk ID	06	38-43	6	
Footer	Last	12-32	21	'*** END OF REPORT ***'

4.3.8   CSM UCB: Collection Receipt

4.3.8.1   Description

This is a client and an office report that is printed on the counter printer. It provides the carrier with a receipt of collection. A copy is retained in the office for audit purposes.

4.3.8.2   Frequency

As required.

4.3.8.3   Notes

Mandatory.

Details of the session. Automatically produced on completion of a pouch/coin bag prepare for collection session.

Two copies – both must be signed by both the clerk and carrier: one filed locally, one retained by the carrier.

Quantities are entered manually by the clerk.

An asterisk (*) is placed against the Pouch/Coin Advice Note number of any pouch that did not have its contents remitted out at the time the receipt was produced.

Date and time on the Collection Receipt is the system date and time of the pouch/coin bag prepare for collection transaction.

4.3.8.4   Sequence

Pouch/Coin Advice Note numbers are listed in numerical order.

4.3.8.5 Layout and Example Content

```
                1         2         3         4
       12345678901234567890123456789012345678901234
01            *** COLLECTION RECEIPT ***
02
03     Feltham Post Office              FAD: 123456X
04     PLANT CODE: A123
05     11:42 17/01/2008        TP:10  BP:01  SU:SH1
06     REF: 01-12345                 CLERK ID: EPR001
07
08     Pouch Serial Number/Coin Advice Note Number
09     --------------------------------------------
10                                      Int/Sig
11
12     301100000014                  _____
13
14     301100000038*                 _____
15
16     301100000052                  _____
17
18     301100000076                  _____
19
20
21     Total Pouches incl Coin Advice Number:    4
22
23
24        Full Coin           Total     Interim
25        ---------           -----     -------
26          Bags               Qty      Initials
27          ----               ---      --------
28
29     £2 Coin-Full (Brown)       ____      _____
30
31     £1 Coin-Full (Red)         ____      _____
32
33     50p Coin-Full (Yellow)     ____      _____
34
35     20p Coin-Full (Green)      ____      _____
36
37     10p Coin-Full (Grey)       ____      _____
38
39     5p Coin-Full (Pink)        ____      _____
40
41     2p Coin-Full (Blue)        ____      _____
42
43     1p Coin-Full (Orange)      ____      _____
44
45     Total Number of Bags       ____
46
47
48     *For Collecting Officer/depot use only:
49
50     --------------------------------------------
51     COLLECTING OFFICER: Consignment received by
```

```
52 | me as listed above.
53 |
54 |         Name                 Signature
55 |
56 |
57 | ...................      ...................
58 |
59 |
60 | Date: ..../..../....    Time: ..............
61 |
62 |
63 | RECEIVING OFFICER: Consignment received by
64 | me as listed above.
65 |
66 |         Name                 Signature
67 |
68 |
69 | ...................      ...................
70 |
71 |
72 | Date: ..../..../....    Time: ..............
73 |
74 |
75 | *Collecting Officer to Sign BOTH Copies.
76 | *Retain one signed copy for office records.
77 |
78 |         *** END OF REPORT ***
              1         2         3         4
    12345678901234567890123456789012345678901 23
```

**The data shown in the example is illustrative only –
the exact text can change, and so differ from that in the example.**

4.3.8.6   Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Pouch Slip Detail: Pouch ID	12	01-12	12	Repeated as necessary.
Total Number of Pouches	21	41-43	3	

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4.3.9　CSM UCB: Delivery Receipt

4.3.9.1　Description

This is a client and an office report that is printed on the counter printer. It provides the carrier with a receipt of delivery. A copy is retained in the office for audit purposes.

4.3.9.2　Frequency

As required.

4.3.9.3　Notes

Mandatory.

Details of the session. Automatically produced on completion of a pouch/coin bag delivery session.

Two copies – both must be signed by the clerk: one filed locally, one retained by the carrier.

Quantities are entered manually by the clerk.

Date and time on the Delivery Receipt is the system date and time of the pouch/coin bag delivery transaction.

4.3.9.4　Sequence

Pouch/Coin Advice Note numbers are ordered by ascending ASCII sequence.

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4.3.9.5   Layout and Example Content

```
              1         2         3         4
     12345678901234567890123456789012345678901234
01              *** DELIVERY RECEIPT ***
02
03   Feltham Post Office           FAD: 123456X
04   PLANT CODE: A123
05   11:42 17/01/2008       TP:10  BP:01  SU:SH1
06   REF: 01-12345             CLERK ID: EPR001
07
08   Pouch Serial Number/Coin Advice Note Number
09   -------------------------------------------
10
11   301200000013
12
13   301200000020
14
15   301200000037
16
17
18   Total Pouches incl Coin Advice Number:    3
19
20
21   Full Coin Bags            Number Received
22                             (Write in Words)
23
24   £2 Coin-Full (Brown)      _____
25
26   £1 Coin-Full (Red)        _____
27
28   50p Coin-Full (Yellow)    _____
29
30   20p Coin-Full (Green)     _____
31
32   10p Coin-Full (Grey)      _____
33
34   5p Coin-Full (Pink)       _____
35
36   2p Coin-Full (Blue)       _____
37
38   1p Coin-Full (Orange)     _____
39
40   Total Number of Bags      _____
41
42
43   -------------------------------------------
44   OUTLET: Consignment received by me as
45   listed above.
46
47                                 Datestamp
48                                 +-------+
49   Name: ........................  .       .
50                                   .       .
51                                   .       .
```

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```
52   Signature:  .................       +-------+
53
54   *Hand one signed copy to Delivery Officer.
55   *Retain one signed copy for office records.
56
57            *** END OF REPORT ***
              1         2         3         4
    12345678901234567890123456789012345678901 23
```

**The data shown in the example is illustrative only –
the exact text can change, and so differ from that in the example.**

4.3.9.6   Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Pouch Slip Detail: Pouch ID	11	01-12	12	Repeated as necessary.
Total Number of Pouches/ Coin Advice Notes	18	41-43	3	

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4.3.10   CSM UCB: Return Advice Note

4.3.10.1   Description

This is a client report that is printed on the counter printer. It is placed in the pouch prior to sealing and, upon opening, is used by the client to reconcile the contents.

4.3.10.2   Frequency

As required.

4.3.10.3   Notes

Mandatory.

Details of the session. Automatically produced on completion of a Remittance to ADC session.

Placed in pouch with stock being returned.

One Return Advice Note must be produced for each pouch or coin bag as a record of the pouch/coin bag collection transaction.

Stock, foreign currency, notes and coins are placed in separate pouches and therefore a Return Advice Note contains Stock Item, Foreign Currency Item, Notes Item or Coin Item information.

Date and time on the Return Advice Note is the time that the Advice was produced by the system.

4.3.10.4   Sequence

Stock Items are grouped by product type (held in Reference Data) into material groups. There is an extra blank line between each material group. The ordering of material groups is as follows:

- Note
- Coin
- Voucher
- Foreign Exchange
- Game Licence
- Philatelic
- Post Stamp
- Stationery
- Stamp Books
- Phone Cards
- Home Help
- Postal Orders
- Comm. Coin
- Savings Stamp
- Litt. Inst

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- Phone Prepay

- Nat. Lott. Inst

- MVL Discs

- Local Authority Vchrs

- Other Token

- NRA Rods

- Travel Insurance

- Nat.Lott Cheques

Within each material group, products are listed in product order (PLU number), except for the following.

- The Note and Coin material groups are listed in descending order of value

- The postage stamps contained in the Post Stamp material group are listed in ascending order of value

Ordering and merging of data is controlled by Reference Data.

4.3.10.5   Layout and Example Content (Stock)

```
              1         2         3         4
     12345678901234567890123456789012345678901
01          *** RETURN ADVICE NOTE ***
02
03   Feltham Post Office          FAD: 123456X
04   PLANT CODE: A123
05   11:42 17/01/2008      TP:10  BP:01  SU:SH1
06   REF: 01-12345             CLERK ID: EPR001
07
08   Pouch/Coin Advice Note Number: 301100000014
09   -----------------------------
10
11
12   PRODUCT                VOLUME        VALUE
13
14   Second Class Stamp          1
15
16   First Class Stamp           1
17
18   Self Ad Sheet 2nd x 100    10
19
20   Self Ad Sheet 1st x 100    20
21
22
23   Special Del Env SDC4        8
24
25   Airpack RoW £3.99           7
26
27   Airpack Europe 300g         5
28
29   Airsure Pack World          2
30
31   Special Del by 9.00am C4    1
32
33   Int Signed For Europe       5
34
35   Int Signed For WorldWide    5
36
37   Airsure Pack Europe         2
38
39   Airpack RoW 500g New       10
40
41                           ---------
42   SESSION TOTAL                        0.00
43
44   -----------------------------------------
45   OUTLET: Notes, Coin or Stock as listed in
46   this summary have been remitted out by me:
47
48                              Datestamp
49                              +-------+
50   Name: .........................   .      .
51                                     .      .
```

```
52 |                                                    .        .
53 | Signature: ...................    +-------+
54 |
55 | *For Notes and Stock, place inside
56 |  appropriate pouch.
57 | *For Coin, affix barcode to reverse and
58 |  hand to Collecting Officer for onward
59 |  transmission to Coin Processing Centre.
60 |
61 |            *** END OF REPORT ***
            1         2         3         4
   12345678901234567890123456789012345678901 23
```

**The data shown in the example is illustrative only –
the exact text can change, and so differ from that in the example.**

4.3.10.6   Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Pouch ID	08	32-43	12	
Return Advice Transaction:	14			Repeated as necessary.
Product Name		01-24	24	
Qty		18-32	15	See note.
Value		34-43	10	Blank for stock held by volume.
Return Advice Session Total	42	32-43	12	

4.4 Postal Services UCB (PS)

This section describes reports, receipts and labels for the Postal Services (PS) application, as follows:

- *4.4.1 PS UCB: Postal Services Receipt*
- *4.4.2 PS UCB: Bulk Postal Services Receipt*
- *4.4.3 PS UCB: Speed Bulk Postal Services Receipt*
- *4.4.4 PS UCB: Rejected Postage Label Receipt*
- *4.4.5 PS UCB: Postage Label*

4.4.1 PS UCB: Postal Services Receipt (non-bulk)

4.4.1.1 Description

This is the Postal Services customer receipt for the transaction.

4.4.1.2 Frequency

Per non-bulk Postal Services transaction within a customer session.

4.4.1.3 Notes

Issued for each transaction.

Optional.

4.4.1.4 Sequence

N/A

4.4.1.5 Layout and Example Content

Examples of receipts for several of the available services are shown below.

4.4.1.5.1 Inland Non-Priority Service

English text

```
            1         2         3         4
   1234567890123456789012345678901234567890 12
01              Post Office Ltd.
02                Your Receipt
03
04  Feltham Post Office
05  1, The Walkway
06  Kings Parade
07  Middle of Town
08  Feltham
09  Middlesex
10  TW1 3DD
11
```

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```
12 │ Date and Time:        04/12/2008 09:39
13 │ Session ID     :              1-10530
14 │ Dest:                         UK (EU)
15 │ Quantity:                           1
16 │ Weight:                     0.300 kg
17 │
18 │ 2nd Class                      £0.98
19 │ Large Letter
20 │
21 │ PrePaidAmount                 -£0.30
22 │
23 │
24 │
25 │
26 │ Total Cost of Services        £0.68
27 │
28 │
29 │
30 │
31 │
32 │
33 │
34 │
35 │
36 │
37 │
38 │
39 │   IT IS IMPORTANT THAT YOU RETAIN THIS
40 │ RECEIPT AS IT IS YOUR PROOF OF POSTING
41 │
42 │   PLEASE REFER TO SEPARATE TERMS AND
43 │              CONDITIONS
44 │
45 │      For information regarding
46 │             Royal Mail
47 │        products and services
48 │           contact us on
49 │           08457 740 740
50 │       or visit our web site at
51 │         www.postoffice.co.uk
52 │
53 │      This is not a VAT receipt
54 │              Thank You
55 │
             1         2         3         4
   12345678901234567890123456789012345678012
```

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Welsh/English text

```
              1         2         3         4
    12345678901234567890123456789012345678901 2
01               Swyddfa'r Post Cyf.
02                  Post Office Ltd.
03                   Eich Derbynneb
04                    Your Receipt
05
06   Feltham Post Office
07   1, The Walkway
08   Kings Parade
09   Middle of Town
10   Feltham
11   Middlesex
12   TW1 3DD
13
14      Dyddiad ac Amser:
15      Date and Time:       04/12/2008 12:22
16      ID Sesiwn:
17      Session ID:                  1-645195
18      Cyrchfan:
19      Dest:                         UK (EU)
20      Nifer/Quantity:                     1
21      Pwysau/Weight:             0.300 kg
22
23      2nd Class                      £0.98
24      Large Letter
25
26
27
28
29
30
31      Cyfanswm Cost Gwasanaethau
32      Total Cost of Services         £0.98
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50      MAE'N BWYSIG EICH BOD YN CADW'R
51      DDERBYNEB HON FEL PRAWF O BOSTIO
52      IT IS IMPORTANT THAT YOU RETAIN THIS
```

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```
53    RECEIPT AS IT IS YOUR PROOF OF POSTING
54
55      DARLLENWCH Y TELERAU AC AMODAU AR
56           WAHÂN OS GWELWCH YN DDA
57
58     PLEASE REFER TO SEPARATE TERMS AND
59                 CONDITIONS
60
61             I gael gwybodaeth am
62         gynhyrchion a gwasanaethau'r
63          Post Brenhinol cysylltwch
64             â ni ar 08457 740 740
65             neu ewch i'n gwefan yn
66             www.postoffice.co.uk
67
68
69         For information regarding
70                 Royal Mail
71             products and services
72               contact us on
73               08457 740 740
74         or visit our web site at
75             www.postoffice.co.uk
76
77         Nid derbynneb TAW yw hon
78         This is not a VAT receipt
79             Diolch Yn Fawr
80               Thank You
81
             1         2         3         4
     1234567890123456789012345678901234567890123456789012
```

4.4.1.5.2   Inland Priority Service

English text

```
             1         2         3         4
     1234567890123456789012345678901234567890123456789012
01                  Post Office Ltd.
02                   Your Receipt
03
04   Feltham Post Office
05   1, The Walkway
06   Kings Parade
07   Middle of Town
08   Feltham
09   Middlesex
10   TW1 3DD
11
12      Date and Time:        25/10/2008 09:39
13      Session ID:                  1-10530
14      Dest:                        UK (EU)
15      Quantity:                          1
16      Weight:                     0.184 kg
```

```
17
18      Special by 1              £25.00    £7.65
19
20      Consq. Loss £1000                   £1.25
21      PrePaidAmount                      -£2.50
22
23
24
25
26      Total Cost of Services              £6.40
27
28      Posted after Last Collection?        No
29      Conditions Accepted?                Yes
30      Guaranteed Delivery Date:   26/10/2008
31
32      Barcode: SU058787475GB
33
34            DESTINATION ADDRESS
35  Building Name or Number     Postcode
36  32                          AB12 1ZZ
37  Address Validated?        Y
38
39    IT IS IMPORTANT THAT YOU RETAIN THIS
40   RECEIPT AS IT IS YOUR PROOF OF POSTING
41
42     PLEASE REFER TO SEPARATE TERMS AND
43                 CONDITIONS
44
45     Special Delivery is an express next
46     day service for the UK, offering a
47     money back guarantee for delay and
48     compensation for loss or damage to
49        your item. Check delivery at
50          www.royalmail.com or call
51     08459 272100 quoting your ref number.
52
53        This is not a VAT receipt
54                Thank You
55
               1         2         3         4
       12345678901234567890123456789012345678901 2
```

Welsh/English text

```
               1         2         3         4
       12345678901234567890123456789012345678901 2
01             Swyddfa'r Post Cyf.
02                Post Office Ltd.
03                Eich Derbynneb
04                Your Receipt
05
06
07  1, The Walkway
08  Kings Parade
09  Kings Parade
```

```
10   Feltham
11   Feltham
12   TW1 3DD
13
14      Dyddiad ac Amser:
15      Date and Time:        25/10/2008 12:29
16      ID Sesiwn:
17      Session ID:                  1-645530
18      Cyrchfan:
19      Dest:                        UK (EU)
20      Nifer/Quantity:                     1
21      Pwysau/Weight:             0.500 kg
22
23      Special by 9          £25.00  £10.95
24
25      Sat G/Delivery                £2.00
26      PrePaidAmount                -£2.50
27      Consq. Loss £10000            £3.45
28
29
30
31      Cyfanswm Cost Gwasanaethau
32      Total Cost of Services       £13.90
33
34      A Bostiwyd ar ôl y Casgliad Olaf? Naddo
35      Posted after Last Collection?     No
36      A Dderbyniwyd yr Amodau?          Do
37      Conditions Accepted?             Yes
38      Dyddiad Dosbarthu Gwarantedig:
39      Guaranteed Delivery Date:  26/10/2008
40
41      Cod bar/Barcode: SU058787475GB
42
43    CYFEIRIAD DERBYNNYDD/DESTINATION ADDRESS
44   Enw'r Adeilad Neu'r Rhir  Cod Post
45   Building Name or Number    Postcode
46   32                         AB12 1ZZ
47   Dilyswyd y Cyfeiriad
48   Address Validated ?        Y
49
50       MAE'N BWYSIG EICH BOD YN CADW'R
51       DDERBYNEB HON FEL PRAWF O BOSTIO
52     IT IS IMPORTANT THAT YOU RETAIN THIS
53    RECEIPT AS IT IS YOUR PROOF OF POSTING
54
55       DARLLENWCH Y TELERAU AC AMODAU AR
56           WAHÂN OS GWELWCH YN DDA
57
58      PLEASE REFER TO SEPARATE TERMS AND
59                 CONDITIONS
60
61        Gwasanaeth drannoeth i'r DG yw
62      Special Delivery, yn cynnig gwarant
63        talu nôl am oedi, ac iawndal os
64      collir neu os difrodir eich eitem.
65          Mae manylion dosbarthu yn
```

```
66 │ www.postoffice.co.uk / ffoniwch 08459
67 │ 272100 a dyfynnu eich rhif cyfeirnod.
68 │
69 │   Special Delivery is an express next
70 │   day service for the UK, offering a
71 │   money back guarantee for delay and
72 │   compensation for loss or damage to
73 │      your item. Check delivery at
74 │         www.royalmail.com or call
75 │   08459 272100 quoting your ref number.
76 │
77 │      Nid derbynneb TAW yw hon
78 │      This is not a VAT receipt
79 │            Diolch Yn Fawr
80 │              Thank You
81 │
              1         2         3         4
      12345678901234567890123456789012345678 9012
```

4.4.1.5.3 Inland Recorded Signed For

English text

```
              1         2         3         4
      12345678901234567890123456789012345678 9012
01 │            Post Office Ltd.
02 │              Your Receipt
03 │
04 │ Feltham Post Office
05 │ 1, The Walkway
06 │ Kings Parade
07 │ Middle of Town
08 │ Feltham
09 │ Middlesex
10 │ TW1 3DD
11 │
12 │   Date and Time:      25/10/2008 09:39
13 │   Session ID:                 2-11632
14 │   Dest:                       UK (EU)
15 │   Quantity:                         1
16 │   Weight:                    0.184 kg
17 │
18 │   1st Class Recorded SF         £1.70
19 │
20 │
21 │   PrePaidAmount                -£0.70
22 │
23 │
24 │
25 │
26 │   Total Cost of Services        £1.00
27 │
28 │   Posted after Last Collection?    No
29 │
30 │
```

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```
31
32     Barcode: DT050887475GB
33
34              DESTINATION ADDRESS
35   Building Name or Number    Postcode
36   32                         AB12 1ZZ
37   Address Validated?         Y
38
39     IT IS IMPORTANT THAT YOU RETAIN THIS
40     RECEIPT AS IT IS YOUR PROOF OF POSTING
41
42       PLEASE REFER TO SEPARATE TERMS AND
43                  CONDITIONS
44
45         We do not pay compensation for
46       money, jewellery or valuables sent by
47           Recorded Signed For.  Check
48         delivery at www.postoffice.co.uk
49         or call 08459 272100, quoting your
50                 reference number.
51
52
53         This is not a VAT receipt
54                 Thank You
55
                1         2         3         4
        1234567890123456789012345678901234567890 12
```

Welsh/English text

```
                1         2         3         4
        1234567890123456789012345678901234567890 12
01                  Swyddfa'r Post Cyf.
02                    Post Office Ltd.
03                     Eich Derbynneb
04                     Your Receipt
05
06   Feltham Post Office
07   1, The Walkway
08   Kings Parade
09   Middle of Town
10   Feltham
11   Middlesex
12   TW1 3DD
13
14      Dyddiad ac Amser:
15      Date and Time:        04/12/2008 11:48
16      ID Sesiwn:
17      Session ID:                  1-645189
18      Cyrchfan:
19      Dest:                         UK (EU)
20      Nifer/Quantity:                     1
21      Pwysau/Weight:              3.000 kg
22
23      1st Class Recorded SF         £1.70
24
```

```
25
26     PrePaidAmount                        -£0.70
27
28
29
30
31     Cyfanswm Cost Gwasanaethau
32     Total Cost of Services               £1.00
33
34     A Bostiwyd ar ôl y Casgliad Olaf? Naddo
35     Posted after Last Collection?     No
36     A Dderbyniwyd yr Amodau?          Do
37     Conditions Accepted?              Yes
38
39
40
41     Cod bar/Barcode: SU058787475GB
42
43   CYFEIRIAD DERBYNNYDD/DESTINATION ADDRESS
44  Enw'r Adeilad Neu'r Rhir   Cod Post
45  Building Name or Number    Postcode
46  32                         AB12 1ZZ
47  Dilyswyd y Cyfeiriad
48  Address Validated ?        Y
49
50      MAE'N BWYSIG EICH BOD YN CADW'R
51      DDERBYNEB HON FEL PRAWF O BOSTIO
52    IT IS IMPORTANT THAT YOU RETAIN THIS
53   RECEIPT AS IT IS YOUR PROOF OF POSTING
54
55     DARLLENWCH Y TELERAU AC AMODAU AR
56          WAHÂN OS GWELWCH YN DDA
57
58     PLEASE REFER TO SEPARATE TERMS AND
59                  CONDITIONS
60
61     Nid ydym yn talu iawndal am arian
62      gemwaith nac eitemau gwerthfawr a
63    anfonir ar ffurf Recorded Signed For.
64     Edrychwch ar y manylion  dosbarthu
65        yn www.postoffice.co.uk, neu
66     ffoniwch 08459 272100, gan ddyfynnu
67           eich rhif cyfeirnod.
68
69      We do not pay compensation for
70    money, jewellery or valuables sent by
71        Recorded Signed For.  Check
72      delivery at www.postoffice.co.uk
73      or call 08459 272100, quoting your
74              reference number.
75
76
77       Nid derbynneb TAW yw hon
78       This is not a VAT receipt
79              Diolch Yn Fawr
```

```
80                    Thank You
81
         1         2         3         4
 1234567890123456789012345678901234567890 12
```

4.4.1.5.4 Airsure Std Comp

English text

```
         1         2         3         4
 1234567890123456789012345678901234567890 12
01                  Post Office Ltd.
02                   Your Receipt
03
04  Feltham Post Office
05  1, The Walkway
06  Kings Parade
07  Middle of Town
08  Feltham
09  Middlesex
10  TW1 3DD
11
12    Date and Time:        25/10/2008 09:39
13    Session ID:                    2-11632
14    Dest:                    United States
15    Quantity:                            1
16    Weight:                     0.300 kg
17
18    Int Airsure Letter              £6.44
19
20
21    PrePaidAmount                  -£0.44
22
23
24
25
26    Total Cost of Services          £6.00
27
28    Posted after Last Collection?      No
29
30
31
32    Barcode: DT050887475GB
33
34            DESTINATION ADDRESS
35  Building Name or Number    Postcode
36  32                         AB12 1ZZ
37  Address Validated?         Y
38
39    IT IS IMPORTANT THAT YOU RETAIN THIS
40    RECEIPT AS IT IS YOUR PROOF OF POSTING
41
42      PLEASE REFER TO SEPARATE TERMS AND
43               CONDITIONS
44
```

```
45        Standard Compensation.  For lost
46          or damaged items, compensation
47        up to 100 times the price of a basic
48         weight 1st Class stamp will only be
49          paid with this receipt.  To claim,
50        call 08457 740 740 or pick up a form
51               at a Post Office branch.
52
53          This is not a VAT receipt
54                   Thank You
55
                1         2         3         4
      12345678901234567890123456789012345678 9012
```

Welsh/English text

```
                1         2         3         4
      12345678901234567890123456789012345678 9012
01              Swyddfa'r Post Cyf.
02                 Post Office Ltd.
03                 Eich Derbynneb
04                 Your Receipt
05
06  Feltham Post Office
07  1, The Walkway
08  Kings Parade
09  Middle of Town
10  Feltham
11  Middlesex
12  TW1 3DD
13
14     Dyddiad ac Amser:
15     Date and Time:        04/12/2008 11:58
16     ID Sesiwn:
17     Session ID:                   1-645191
18     Cyrchfan:
19     Dest:                    United States
20     Nifer/Quantity:                      1
21     Pwysau/Weight:              0.300 kg
22
23     Int Airsure Letter              £6.44
24
25
26     PrePaidAmount                  -£0.44
27
28
29
30
31     Cyfanswm Cost Gwasanaethau
32     Total Cost of Services          £6.00
33
34     A Bostiwyd ar ôl y Casgliad Olaf? Naddo
35     Posted after Last Collection?      No
36     A Dderbyniwyd yr Amodau?           Do
37     Conditions Accepted?              Yes
```

HNG-X Receipts, Slips and Labels

COMMERCIAL IN CONFIDENCE

```
38
39
40
41     Cod bar/Barcode: LY183461915GB
42
43   CYFEIRIAD DERBYNNYDD/DESTINATION ADDRESS
44   Enw'r Adeilad Neu'r Rhir   Cod Post
45   Building Name or Number    Postcode
46   32                         AB12 1ZZ
47   Dilyswyd y Cyfeiriad
48   Address Validated ?        Y
49
50      MAE'N BWYSIG EICH BOD YN CADW'R
51      DDERBYNEB HON FEL PRAWF O BOSTIO
52    IT IS IMPORTANT THAT YOU RETAIN THIS
53   RECEIPT AS IT IS YOUR PROOF OF POSTING
54
55     DARLLENWCH Y TELERAU AC AMODAU AR
56          WAHÂN OS GWELWCH YN DDA
57
58     PLEASE REFER TO SEPARATE TERMS AND
59                CONDITIONS
60
61    Iawndal Sylfaenol.  Ar gyfer eitemau
62   sydd ar goll neu sydd wedi'u difrodi,
63   dim ond gyda'r dderbynneb hon y telir
64   iawndal hyd at 100 gwaith pris stamp
65      Dosbarth 1af pwysau sylfaenol.
66   Ffoniwch 08457 740 740 neu cymerwch
67        ffurflen gais mewn cangen.
68
69    Standard Compensation.  For lost
70      or damaged items, compensation
71   up to 100 times the price of a basic
72    weight 1st Class stamp will only be
73    paid with  this receipt.  To claim,
74   call 08457 740 740 or pick up a form
75        at a Post Office branch.
76
77      Nid derbynneb TAW yw hon
78      This is not a VAT receipt
79            Diolch Yn Fawr
80              Thank You
81
                1         2         3         4
     12345678901234567890123456789012345678901234567890123456789012
```

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4.4.1.5.5 Airsure Extra Comp

English text

```
              1         2         3         4
     1234567890123456789012345678901234567890123
01                   Post Office Ltd.
02                    Your Receipt
03
04   Feltham Post Office
05   1, The Walkway
06   Kings Parade
07   Middle of Town
08   Feltham
09   Middlesex
10   TW1 3DD
11
12      Date and Time:        25/10/2008 09:39
13      Session ID:                    2-11632
14      Dest:                    United States
15      Quantity:                            1
16      Weight:                     0.300 kg
17
18      Int Airmail Letter               £6.44
19
20
21      PrePaidAmount                   -£0.44
22
23
24
25
26      Total Cost of Services          £6.00
27
28      Posted after Last Collection?      No
29
30
31
32      Barcode: DT050887475GB
33
34              DESTINATION ADDRESS
35   Building Name or Number    Postcode
36   32                         AB12 1ZZ
37   Address Validated?         Y
38
39     IT IS IMPORTANT THAT YOU RETAIN THIS
40     RECEIPT AS IT IS YOUR PROOF OF POSTING
41
42       PLEASE REFER TO SEPARATE TERMS AND
43                  CONDITIONS
44
45      Additional Compensation.  For lost
46        or damaged items, compensation
47        up to £500 or the value of your
48      item, whichever is lower, will only
```

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```
49 │  be paid with this receipt.  To claim,
50 │   call 08457 740 740 or pick up a form
51 │        at a Post Office branch.
52 │
53 │      This is not a VAT receipt
54 │              Thank You
55 │
              1         2         3         4
     12345678901234567890123456789012345678901 2
```

Welsh/English text

```
              1         2         3         4
     123456789012345678901234567890123456789012
01 │         Swyddfa'r Post Cyf.
02 │           Post Office Ltd.
03 │           Eich Derbynneb
04 │            Your Receipt
05 │
06 │ Feltham Post Office
07 │ 1, The Walkway
08 │ Kings Parade
09 │ Middle of Town
10 │ Feltham
11 │ Middlesex
12 │ TW1 3DD
13 │
14 │    Dyddiad ac Amser:
15 │    Date and Time:       04/12/2008 11:58
16 │    ID Sesiwn:
17 │    Session ID:                  1-645191
18 │    Cyrchfan:
19 │    Dest:                   United States
20 │    Nifer/Quantity:                     1
21 │    Pwysau/Weight:               0.300 kg
22 │
23 │    Int Airmail Letter              £6.44
24 │
25 │
26 │    PrePaidAmount                  -£0.44
27 │
28 │
29 │
30 │
31 │    Cyfanswm Cost Gwasanaethau
32 │    Total Cost of Services          £6.00
33 │
34 │    A Bostiwyd ar ôl y Casgliad Olaf? Naddo
35 │    Posted after Last Collection?      No
36 │    A Dderbyniwyd yr Amodau?           Do
37 │    Conditions Accepted?              Yes
38 │
39 │
40 │
41 │    Cod bar/Barcode: LY183461915GB
```

```
42 |
43 |   CYFEIRIAD DERBYNNYDD/DESTINATION ADDRESS
44 | Enw'r Adeilad Neu'r Rhir   Cod Post
45 | Building Name or Number    Postcode
46 | 32                         AB12 1ZZ
47 | Dilyswyd y Cyfeiriad
48 | Address Validated ?          Y
49 |
50 |     MAE'N BWYSIG EICH BOD YN CADW'R
51 |     DDERBYNEB HON FEL PRAWF O BOSTIO
52 |   IT IS IMPORTANT THAT YOU RETAIN THIS
53 |  RECEIPT AS IT IS YOUR PROOF OF POSTING
54 |
55 |    DARLLENWCH Y TELERAU AC AMODAU AR
56 |         WAHÂN OS GWELWCH YN DDA
57 |
58 |    PLEASE REFER TO SEPARATE TERMS AND
59 |               CONDITIONS
60 |
61 |   Iawndal Ychwanegol.  Ar gyfer eitemau
62 |   sydd ar goll neu sydd wedi'u difrodi,
63 |   dim ond gyda'r dderbynneb hon y telir
64 |      iawndal hyd at £500 neu werth
65 |    marchnad eich eitem, pa un bynnag
66 |   fydd isaf. Ffoniwch 08457 740 740 neu
67 |    cymerwch ffurflen gais mewn cangen.
68 |
69 |   Additional Compensation.  For lost
70 |     or damaged items, compensation
71 |     up to £500 or the value of your
72 |    item, whichever is lower, will only
73 |   be paid with this receipt.  To claim,
74 |   call 08457 740 740 or pick up a form
75 |        at a Post Office branch.
76 |
77 |     Nid derbynneb TAW yw hon
78 |     This is not a VAT receipt
79 |           Diolch Yn Fawr
80 |              Thank You
81 |
            1         2         3         4
   12345678901234567890123456789012345678901 2
```

4.4.1.5.6   Parcelforce Inland Priority Service

```
            1         2         3         4
   12345678901234567890123456789012345678901 2
01 |              Post Office Ltd.
02 |               Your Receipt
03 |
04 | Feltham Post Office
05 | 1, The Walkway
06 | Kings Parade
07 | Middle of Town
```

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POST OFFICE ™

```
08 | Feltham
09 | Middlesex
10 | TW1 3DD
11 |
12 |    Date and Time:        25/10/2008 09:39
13 |    Session ID:                   1-30539
14 |    Dest:                         UK(EU)
15 |    Quantity:                          1
16 |    Weight:                    2.184 kg
17 |
18 |    Parcel by 9                    £37.65
19 |
20 |    Parcels Enhanced C £2,100.00  £30.00
21 |    Saturday Delivery:            £17.75
22 |
23 |
24 |
25 |
26 |    Total Cost of Services        £85.40
27 |
28 |    Posted after Last Collection?     No
29 |    Conditions Accepted?             Yes
30 |    Guaranteed Delivery Date:  26/10/2008
31 |
32 |    Barcode: VWYN058787475GB
33 |
34 |            DESTINATION ADDRESS
35 | Building Name or Number    Postcode
36 | 32                         AB12 1ZZ
37 | Address Validated?         Y
38 |
39 |    IT IS IMPORTANT THAT YOU RETAIN THIS
40 |   RECEIPT AS IT IS YOUR PROOF OF POSTING
41 |
42 |     PLEASE REFER TO SEPARATE TERMS AND
43 |                CONDITIONS
44 |
45 |       Go to www.parcelforce.com or
46 |       call 08708 501150 for tracking.
47 |     I CONFIRM RECEIPT AND ACCEPTANCE
48 |        OF THE PARCELFORCE WORLWIDE
49 |          CONDITIONS OF CARRIAGE
50 |
51 |        Signature ........................
52 |
53 |       This is not a VAT receipt
54 |               Thank You
55 |
              1         2         3         4
     12345678901234567890123456789012345678901
```

FUJITSU

POST OFFICE

4.4.1.5.7 Parcelforce Overseas

```
              1         2         3         4
   12345678901234567890123456789012345678 9012
01               Post Office Ltd.
02                 Your Receipt
03
04  Feltham Post Office
05  1, The Walkway
06  Kings Parade
07  Middle of Town
08  Feltham
09  Middlesex
10  TW1 3DD
11
12     Date and Time:       25/10/2008 09:39
13     Session ID:                   1-30539
14     Dest:                         UK(EU)
15     Quantity:                          1
16     Weight:                     2.184 kg
17
18     Parcel by 9                   £37.65
19
20     Parcels Enhanced C £2,100.00  £30.00
21     Saturday Delivery:            £17.75
22
23
24
25
26     Total Cost of Services        £85.40
27
28     Posted after Last Collection?     No
29     Conditions Accepted?             Yes
30     Guaranteed Delivery Date:  26/10/2008
31
32     Barcode: VWYN058787475GB
33
34            DESTINATION ADDRESS
35  Building Name or Number    Postcode
36  32                         AB12 1ZZ
37  Address Validated?         Y
38
39     IT IS IMPORTANT THAT YOU RETAIN THIS
40    RECEIPT AS IT IS YOUR PROOF OF POSTING
41
42      PLEASE REFER TO SEPARATE TERMS AND
43                  CONDITIONS
44
45         Go to www.parcelforce.com or
46        call 08708 501150 for tracking.
47       I CONFIRM RECEIPT AND ACCEPTANCE
48         OF THE PARCELFORCE WORLWIDE
49           CONDITIONS OF CARRIAGE
50
```

FUJITSU

POST OFFICE

```
51 │        Signature  ........................
52 │
53 │      This is not a VAT receipt
54 │            Thank You
55 │
            1         2         3         4
   12345678901234567890123456789012345678901 2
```

4.4.1.5.8 Parcelforce Guaranteed Delivery Date Calculator Service – Service Guaranteed

English text

```
            1         2         3         4
   12345678901234567890123456789012345678901 2
01 │          Post Office Ltd.
02 │            Your Receipt
03 │
04 │ Feltham Post Office
05 │ 1, The Walkway
06 │ Kings Parade
07 │ Middle of Town
08 │ Feltham
09 │ Middlesex
10 │ TW1 3DD
11 │
12 │   Date and Time:       25/10/2008 09:39
13 │   Session ID:                   1-41640
14 │   Dest:                           China
15 │   Quantity:                           1
16 │   Weight:                    2.184 kg
17 │
18 │   Global Priority             £67.65
19 │
20 │   Parcels Enhanced C £2,100.00   £30.00
21 │
22 │
23 │
24 │
25 │
26 │   Total Cost of Services      £97.65
27 │
28 │   Posted after Last Collection?      No
29 │   Conditions Accepted?              Yes
30 │   Guaranteed Delivery Date:  26/10/2008
31 │
32 │   Barcode: VWYN058787475GB
33 │
34 │          DESTINATION ADDRESS
35 │ Building Name or Number    Postcode
36 │ 56 Zhong Shan Xi Road       200051
37 │ Address Validated?        N
38 │
39 │   IT IS IMPORTANT THAT YOU RETAIN THIS
```

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```
40 │  RECEIPT AS IT IS YOUR PROOF OF POSTING
41 │
42 │    PLEASE REFER TO SEPARATE TERMS AND
43 │               CONDITIONS
44 │
45 │       The Guaranteed Date quoted
46 │   excludes time in Customs if applicable
47 │     I CONFIRM RECEIPT AND ACCEPTANCE
48 │       OF THE PARCELFORCE WORLWIDE
49 │          CONDITIONS OF CARRIAGE
50 │
51 │       Signature .............................
52 │
53 │      This is not a VAT receipt
54 │               Thank You
55 │
             1         2         3         4
    12345678901234567890123456789012345678901234
```

Welsh/English text

```
             1         2         3         4
    12345678901234567890123456789012345678901234
01 │          Swyddfa'r Post Cyf.
02 │             Post Office Ltd.
03 │             Eich Derbynneb
04 │              Your Receipt
05 │
06 │ Feltham Post Office
07 │ 1, The Walkway
08 │ Kings Parade
09 │ Middle of Town
10 │ Feltham
11 │ Middlesex
12 │ TW1 3DD
13 │
14 │   Dyddiad ac Amser:
15 │   Date and Time:        09/12/2008 12:10
16 │   ID Sesiwn:
17 │   Session ID:                   2-667517
18 │   Cyrchfan:
19 │   Dest:                            China
20 │   Nifer/Quantity:                      1
21 │   Pwysau/Weight:             0.600 kg
22 │
23 │   Global Priority               £67.65
24 │
25 │   Parcels Enhanced C £2,100.00   £30.00
26 │
27 │
28 │
29 │
30 │
31 │   Cyfanswm Cost Gwasanaethau
32 │   Total Cost of Services        £97.65
```

```
33
34      A Bostiwyd ar ôl y Casgliad Olaf? Naddo
35      Posted after Last Collection?      No
36      A Dderbyniwyd yr Amodau?           Do
37      Conditions Accepted?               Yes
38      Dyddiad Dosbarthu Gwarantedig
39      Guaranteed Delivery Date:  26/10/2008
40
41      Cod bar/Barcode:  VYYN058787475GB
42
43    CYFEIRIAD DERBYNNYDD/DESTINATION ADDRESS
44   Enw'r Adeilad Neu'r Rhir   Cod Post
45   Building Name or Number    Postcode
46   56 Zhong Shan Xi Road      200051
47   Dilyswyd y Cyfeiriad?      N
48   Address Validated?         N
49
50        MAE'N BWYSIG EICH BOD YN CADW'R
51       DDERBYNEB HON FEL PRAWF O BOSTIO
52     IT IS IMPORTANT THAT YOU RETAIN THIS
53    RECEIPT AS IT IS YOUR PROOF OF POSTING
54
55       DARLLENWCH Y TELERAU AC AMODAU AR
56            WAHÂN OS GWELWCH YN DDA
57
58      PLEASE REFER TO SEPARATE TERMS AND
59                 CONDITIONS
60
61
62
63
64
65
66
67
68
69        The Guaranteed Date quoted
70    excludes time in Customs if applicable
71       I CONFIRM RECEIPT AND ACCEPTANCE
72         OF THE PARCELFORCE WORLWIDE
73           CONDITIONS OF CARRIAGE
74
75         Signature .............................
76
77        Nid derbynneb TAW yw hon
78        This is not a VAT receipt
79             Diolch Yn Fawr
80               Thank You
81
                1         2         3         4
      12345678901234567890123456789012345678 9012
```

4.4.1.5.9 Parcelforce Guaranteed Delivery Date Calculator Service – Service Non-Guaranteed

English text

```
            1         2         3         4
   123456789012345678901234567890123456789012
01                Post Office Ltd.
02                  Your Receipt
03
04 Feltham Post Office
05 1, The Walkway
06 Kings Parade
07 Middle of Town
08 Feltham
09 Middlesex
10 TW1 3DD
11
12    Date and Time:       25/10/2008 09:56
13    Session ID:                   2-30539
14    Dest:                           China
15    Quantity:                           1
16    Weight:                     2.184 kg
17
18    Global Priority               £67.65
19
20    Parcels Enhanced C £2,100.00   £30.00
21
22
23
24
25
26    Total Cost of Services        £97.65
27
28    Posted after Last Collection?     No
29    Conditions Accepted?             Yes
30
31
32    Barcode: VYYN058787475GB
33
34            DESTINATION ADDRESS
35 Building Name or Number    Postcode
36 56 Zhong Shan Xi Road          200051
37 Address Validated?         N
38
39    IT IS IMPORTANT THAT YOU RETAIN THIS
40    RECEIPT AS IT IS YOUR PROOF OF POSTING
41
42      PLEASE REFER TO SEPARATE TERMS AND
43               CONDITIONS
44
45        Go to www.parcelforce.com or
46       call 08708 501150 for tracking.
47      I CONFIRM RECEIPT AND ACCEPTANCE
48         OF THE PARCELFORCE WORLWIDE
```

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```
49 │        CONDITIONS OF CARRIAGE
50 │
51 │     Signature  ...........................
52 │
53 │     This is not a VAT receipt
54 │            Thank You
55 │
              1         2         3         4
      1234567890123456789012345678901234567890 12
```

Welsh/English text

```
              1         2         3         4
      1234567890123456789012345678901234567890 12
01 │          Swyddfa'r Post Cyf.
02 │            Post Office Ltd.
03 │             Eich Derbynneb
04 │              Your Receipt
05 │
06 │ Feltham Post Office
07 │ 1, The Walkway
08 │ Kings Parade
09 │ Middle of Town
10 │ Feltham
11 │ Middlesex
12 │ TW1 3DD
13 │
14 │   Dyddiad ac Amser:
15 │   Date and Time:        04/12/2008 12:18
16 │   ID Sesiwn:
17 │   Session ID:                  1-645193
18 │   Cyrchfan:
19 │   Dest:                          China
20 │   Nifer/Quantity:                    1
21 │   Pwysau/Weight:            0.600 kg
22 │
23 │   Global Priority              £67.65
24 │
25 │   Parcels Enhanced C £2,100.00   £30.00
26 │
27 │
28 │
29 │
30 │
31 │   Cyfanswm Cost Gwasanaethau
32 │   Total Cost of Services       £97.65
33 │
34 │   A Bostiwyd ar ôl y Casgliad Olaf? Naddo
35 │   Posted after Last Collection?    No
36 │   A Dderbyniwyd yr Amodau?         Do
37 │   Conditions Accepted?             Yes
38 │
39 │
40 │
41 │   Cod bar/Barcode:  VYYN058787484GB
```

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```
42
43   CYFEIRIAD DERBYNNYDD/DESTINATION ADDRESS
44   Enw'r Adeilad Neu'r Rhir    Cod Post
45   Building Name or Number     Postcode
46   56 Zhong Shan Xi Road       200051
47   Dilyswyd y Cyfeiriad?       N
48   Address Validated?          N
49
50       MAE'N BWYSIG EICH BOD YN CADW'R
51        DDERBYNEB HON FEL PRAWF O BOSTIO
52     IT IS IMPORTANT THAT YOU RETAIN THIS
53    RECEIPT AS IT IS YOUR PROOF OF POSTING
54
55       DARLLENWCH Y TELERAU AC AMODAU AR
56            WAHÂN OS GWELWCH YN DDA
57
58      PLEASE REFER TO SEPARATE TERMS AND
59                   CONDITIONS
60
61
62
63
64
65
66
67
68
69       Go to www.parcelforce.com or
70      call 08708 501150 for tracking.
71     I CONFIRM RECEIPT AND ACCEPTANCE
72       OF THE PARCELFORCE WORLWIDE
73         CONDITIONS OF CARRIAGE
74
75        Signature .........................................
76
77      Nid derbynneb TAW yw hon
78      This is not a VAT receipt
79            Diolch Yn Fawr
80               Thank You
81
            1           2           3           4
     12345678901234567890123456789012345678901 2
```

The data shown in the example is illustrative only –
the exact text can change, and so differ from that in the example.

4.4.1.6   Definition

Field Name	English		Welsh/English		Length	Contents
	Line No.	Char Posns	Line No.	Char Pos'ns		
Welsh Header	-	-	01	12-30	19	'Swyddfa'r Post Cyf.' (centred contents of attribute <Outlet.Data.ReceiptHeaders2.Line1>).
	-	-	03	16-29	14	'Eich Derbynneb' (centred contents of attribute <Outlet.Data.ReceiptHeaders2.Line3>).
English Header	01	04-40	02	14-29	16	'Post Office Ltd.' (centred contents of attribute <Outlet.Data.ReceiptHeaders2.Line2>).
	02	04-40	04	16-27	12	'Your Receipt' (centred contents of attribute <Outlet.Data.ReceiptHeaders2.Line4>).
Office Name	04	01-30	06	01-30	30	Branch name, up to 30 characters.
Address 1,2,3,4,5	05-09	01-40	07-11	01-40	40	Branch address (contents of Post Office Ltd Reference Data Outlet Details address lines 1 to 5).
Postcode	10	01-20	12	01-20	20	Branch postcode: *pppp ppp*
Date and time	12	25-34 36-40	15	25-34 36-40	10 5	Date *dd/mm/yyyy* Time *hh:mm*
Session ID	13	26-40	17	32-40	9	Session ID, right-aligned.
Destination	14	11-40	19	11-40	30	Destination of item(s), right-aligned. See **Notes on Destination Postcode** below this table.
Quantity	15	36-40	20	36-40	5	Quantity of items, right-aligned.
Weight	16	29-37	21	29-37	9	Weight of item(s) in kg in the format *9999.999*, right-aligned
Service 1,2,3,4,5,6,7			Per line, selected service or blank.			
Line 1: Service	18		23			Service name, left-aligned. The value of goods entered is also displayed on this line – this applies to all RM services where the value of goods is requested.
Line 2: Format	19		24			Format – left-aligned (only displayed if selected and only displayed if applicable to the service selected – 'Letter', 'Large Letter', 'Packet')

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Line 3-6: Add ons	20-23		25-28			Each of the following add-ons is displayed only if selected in the transaction. Enhanced Comp will be displayed if the value of goods entered is treated as an add on service and is for a PF service. The texts and the values entered are all left aligned. The associated costs are all right aligned. 'Saturday Delivery' <associated cost> 'Consequential Loss' <the value entered> <associated cost> 'Advice of Delivery' <associated cost> 'Enhanced Comp' <the value entered> <associated cost>
Line 7 Pre-paid	24		29			Selected cost in the format s£999.99 right-aligned, where s is either a minus sign for a prepaid amount or blank. For quantities of more than one item, the service cost is per item, the pre-paid paid is per item, and the total cost of services is the calculated value that the customer has to pay – for all items.
	25		30			Blank line
Total Cost of Services	26	30-40	32	30-40	11	Total cost in the format £999999.99, right-aligned.
Posted after Last Collection	-	-	34	38-42	5	Do or Naddo, left-aligned
	28	38-40	35	38-40	3	Yes or No, left-aligned
						Optional. The lines are left blank if the field is not populated
Conditions Accepted	-	-	36	38-42	5	Do or Naddo, left-aligned
	29	38-40	37	38-40	3	Yes or No, left-aligned.
						Optional. The lines are left blank if the field is not populated
Guaranteed Delivery Date	30	31-40	39-40	31-40	10	*dd/mm/yyyy* Optional. The lines are left blank if the field is not populated
Item details	32-38		41-47	21-36	16	Repeated as necessary
Barcode	32	13-28	41	21-36	16	Barcode. Optional. The line is left blank if the field is not populated

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Certificate of posting, or blank (populated if PAF facility used (set by reference data, by product))	36	01-25	46	01-25	25	• PO Box if provided, or • Building Number if provided, or • Building Name if provided or • Sub Premises if provided, or • Organisation. Building number/name concatenated with address line 1 if address validation field=N.
		27-42		27-42	16	Postcode (left-aligned).
	37	27	46	27	1	One of: Y = address validated N = address manually entered
Welsh Retention text	-	-	50-51	04-40	37	'MAE'N BWYSIG EICH BOD YN CADW'R DDERBYNEB HON FEL PRAWF O BOSTIO'
English Retention text	39, 40	03-40	52-53	03-40	38	'IT IS IMPORTANT THAT YOU RETAIN THIS RECEIPT AS IT IS YOUR PROOF OF POSTING'
Welsh Terms and conditions text	-	-	55-56	04-40	37	'DARLLENWCH Y TELERAU AC AMODAU AR WAHÂN OS GWELWCH YN DDA'
English Terms and conditions text	42, 43	05-40	58-59	03-40	36	'PLEASE REFER TO SEPARATE TERMS AND CONDITIONS'
Welsh Post Office Ltd Footer 1,2,3,4,5,6,7	-	-	61-67	04-40	37	Free text (up to 7 lines) in Type C Reference Data if provided, or blank.
English Post Office Ltd Footer 1,2,3,4,5,6,7	45-51	04-40	69-75	04-40	37	Free text (up to 7 lines) in Type C Reference Data if provided, or blank.
Welsh Receipt Footer	-	-	77	04-40	37	'Nid derbynneb TAW yw hon' (centred contents of attribute <Outlet.Data.ReceiptFooters2.Line1>).
	-	-	78	04-40	37	'Diolch Yn Fawr' (centred contents of attribute <Outlet.Data.ReceiptFooters2.Line3>).
English Receipt Footer	53	04-40	79	04-40	37	This is not a VAT receipt' (centred contents of attribute <Outlet.Data.ReceiptFooters2.Line2>).
	54	04-40	80	04-40	37	'Thank You' (centred contents of attribute <Outlet.Data.ReceiptFooters2.Line4>).

Notes on Destination Postcode

If the Destination Postcode field is populated and the Destination Country is UK(E.U.):

- The Building Name or Number on the Postal Services Receipt is populated from the captured Destination Premises.

- The Postcode on the Postal Services Receipt is populated from the Destination Postcode. (Even if the user Accepts an invalid UK Destination Postcode this postcode appears on the Postal Services Receipt as it is the postcode that appears on the item.)

If the Destination Postcode field is populated and the Destination Country is not UK(E.U.):

- The Building Name or Number is populated from the captured Destination Premises and Destination Street combined (truncated if necessary).

- The Postcode on the Postal Services Receipt is populated from the Destination Postcode.

If the Destination Postcode field is not populated:

- The Building Name or Number on the Postal Services Receipt is populated from the captured Destination Premises and Destination Street combined (truncated if necessary).

- The Postcode is populated from the captured Destination Town (truncated if necessary).

4.4.2 PS UCB: Bulk Postal Services Receipt

4.4.2.1 Description

This is the customer receipt for a Bulk Postal Services transaction.

4.4.2.2 Frequency

One receipt is issued for a maximum of ten items per Bulk Postal Services transaction within a customer session.

4.4.2.3 Notes

Mandatory.

4.4.2.4 Sequence

Chronological order of entry.

4.4.2.5 Layout and Example Content

English text

```
              1         2         3         4
     12345678901234567890123456789012345678901234567890012
01                   Post Office Ltd.
02                    Your Receipt
03
04   Feltham Post Office
05   1, The Walkway
06   Kings Parade
07   Middle of Town
08   Feltham
09   Middlesex
10   TW1 3DD
11
12      Date and Time:        25/10/2008 09:39
13      Session ID:                  1-10530
14
15      Posted after Last Collection?    Yes
16
17   BULK DESTINATION DETAILS:
18   Barcode          Val       GDD
19   SU058787475GB
20
21   SU058787476GB
22
23   SU058787477GB
24
25      IT IS IMPORTANT THAT YOU RETAIN THIS
26     RECEIPT AS IT IS YOUR PROOF OF POSTING
27
28           This is not a VAT receipt
```

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```
29 |                 Thank You
30 |
31 |
            1         2         3         4
    12345678901234567890123456789012345678901 2
```

Welsh/English text

```
            1         2         3         4
    12345678901234567890123456789012345678901 2
01 |          Swyddfa'r Post Cyf.
02 |            Post Office Ltd.
03 |              Eich Derbynneb
04 |              Your Receipt
05 |
06 | Feltham Post Office
07 | 1, The Walkway
08 | Kings Parade
09 | Middle of Town
10 | Feltham
11 | Middlesex
12 | TW1 3DD
13 |
14 |    Dyddiad ac Amser:
15 |    Date and Time:         25/10/2008 09:39
16 |    ID Sesiwn:
17 |    Session ID                    1-10530
18 |
19 |    A Bostiwyd ar ôl y Casgliad Olaf? Do
20 |    Posted after Last Collection?      Yes
21 |
22 | ANYLION CYRCHFAN SWMP:
23 | BULK DESTINATION DETAILS:
24 | Cod bar/Barcode  Dil/Val  DDG/GDD
25 | SU058787475GB
26 |
27 | SU058787476GB
28 |
29 | SU058787477GB
30 |
31 |     MAE'N BWYSIG EICH BOD YN CADW'R
32 |     DDERBYNNEB HON FEL PRAWF O BOSTIO
33 |
34 |    IT IS IMPORTANT THAT YOU RETAIN THIS
35 |   RECEIPT AS IT IS YOUR PROOF OF POSTING
36 |
37 |      Nid derbynneb TAW yw hon
38 |      This is not a VAT receipt
39 |          Diolch Yn Fawr
40 |            Thank You
41 |
            1         2         3         4
    12345678901234567890123456789012345678901 2
```

**The data shown in the example is illustrative only –
the exact text can change, and so differ from that in the examples.**

4.4.2.6 Definition (English & Welsh/English)

The header, retention text and receipt footer are the same as for the non-bulk Postal Services receipt (see section 4.4.1).

Field Name	English		Welsh/English		Length	Contents
	Line No.	Char Posns	Line No.	Char Posns		
Date and Time	12	25-34 36-40	15	25-34 36-40	10 5	Date dd/mm/yyyy Time hh:mm
Session ID	13	32-40	17	32-40	9	Session ID, right-aligned.
Posted after Last Collection	- 15	- 38-40	19 20	38-42 38-40	5 3	Do or Naddo, left-aligned Yes or No, left-aligned
Bulk Destination Headings	19		26			Only printed if PAF details captured.
Bulk Destination Details (1-n)	20-21		25-26			Pairs of lines, repeated as necessary. Line 1: barcode details Line 2: blank
Welsh Retention text	-	-	31-32	04-40	37	'MAE'N BWYSIG EICH BOD YN CADW'R DDERBYNEB HON FEL PRAWF O BOSTIO'
English Retention text	25-26	03-40	34-35	03-40	38	'IT IS IMPORTANT THAT YOU RETAIN THIS RECEIPT AS IT IS YOUR PROOF OF POSTING'

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4.4.3 PS UCB: Speed Bulk Postal Services Receipt

4.4.3.1 Description

This is the customer receipt for a Speed Bulk Postal Services transaction.

4.4.3.2 Frequency

One receipt is issued for each maximum of ten items per Speed Bulk Postal Services transaction within a customer session.

4.4.3.3 Notes

Mandatory.

The Postal Services application does not have the facility to produce duplicate receipts. The Speed Bulk Postal Services Receipt, which is not produced by the Postal Services application, does allow a duplicate but, for consistency with other receipts, "DUPLICATE" is not added. Since the receipt is not of any value and is not a proof of posting, this has been allowed as an exception to Section 3.3.

4.4.3.4 Sequence

Chronological order of entry.

4.4.3.5 Layout and Example Content

English text

```
              1         2         3         4
     1234567890123456789012345678901234567890123456789012
01                 Post Office Ltd.
02                   Your Receipt
03
04   Feltham Post Office
05   1, The Walkway
06   Kings Parade
07   Middle of Town
08   Feltham
09   Middlesex
10   TW1 3DD
11
12      Date and Time:       25/10/2008 09:39
13      Session ID:                   1-10530
14
15      Posted after Last Collection?     Yes
16
17   BULK BARCODE DETAILS:
18
19      SU058787475GB
20      SU058787476GB
21      SU058787477GB
29
30      IT IS IMPORTANT THAT YOU RETAIN THIS
31      RECEIPT AS IT IS YOUR PROOF OF POSTING
```

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```
32
33
34            This is not a VAT receipt
35                   Thank You
36
37
              1         2         3         4
      12345678901234567890123456789012345678 9012
```

Welsh/English text

```
              1         2         3         4
      12345678901234567890123456789012345678 9012
01               Swyddfa'r Post Cyf.
02                 Post Office Ltd.
03                   Eich Derbynneb
04                    Your Receipt
05
06    Feltham Post Office
07    1, The Walkway
08    Kings Parade
09    Middle of Town
10    Feltham
11    Middlesex
12    TW1 3DD
13
14       Dyddiad ac Amser:
15       Date and Time:          25/10/2008 09:39
16       ID Sesiwn:
17       Session ID:                      1-10530
18
19       A Bostiwyd ar ôl y Casgliad Olaf? Do
20       Posted after Last Collection?       Yes
21
22    MANYLION COD BAR SWMP/BULK BARCODE DETAILS
23
24       SU058787475GB
25       SU058787476GB
26       SU058787477GB
34
35         MAE'N BWYSIG EICH BOD YN CADW'R
36         DDERBYNEB HON FEL PRAWF O BOSTIO
37       IT IS IMPORTANT THAT YOU RETAIN THIS
38     RECEIPT AS IT IS YOUR PROOF OF POSTING
39
40           Nid derbynneb TAW yw hon
41           This is not a VAT receipt
42                 Diolch Yn Fawr
43                   Thank You
44
              1         2         3         4
      12345678901234567890123456789012345678 9012
```

**The data shown in the example is illustrative only –
the exact text can change, and so differ from that in the examples.**

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The header, retention text and receipt footer are the same as for the non-bulk Postal Services receipt (see section 4.4.1).

4.4.3.6 Definition (English & Welsh/English)

Field Name	English		Welsh/English		Length	Contents
	Line No.	Char Pos'ns	Line No.	Char Pos'ns		
Date and Time	12	25-34	15	25-34	10	Date *dd/mm/yyyy*
		36-40		36-40	5	Time *hh:mm*
Session ID	13	32-40	17	32-40	9	Session ID, right-aligned.
Posted after Last Collection	-	-	19	38-42	5	Do or Naddo, left-aligned
	15	38-40	20	38-40	3	Yes or No, left-aligned
Bulk Barcode Details (1-*n*)	19	04-17	24-33	24	14	Barcode. Repeated as necessary.

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4.4.4   PS UCB: Rejected Postage Label Receipt

4.4.4.1   Description

This is the office receipt for a rejected postage label transaction.

4.4.4.2   Frequency

Per rejected postage label transaction within a customer session.

4.4.4.3   Notes

Issued for each rejected postage label transaction.

Mandatory.

Filed locally.

4.4.4.4   Sequence

N/A

4.4.4.5   Layout and Example Content

```
                1         2         3         4
       1234567890123456789012345678901234567890123456789012
01     *** REJECTED POSTAGE LABEL RECEIPT ***
02
03     Feltham Post Office            FAD: 123456X
04     09:39 12/06/2008        TP:04  BP:01   SU:SH1
05
06       User:                       EPR001
07
08       Value:                      £1.50
09
10       Label ID:             1-36789-3
11
12
13     *Please keep this rejected label receipt
14      with the rejected postage label (if
15      printed) for reconciliation purposes.
16     *The total number of rejected label
17      receipts on hand MUST agree with the
18      Office Weekly Postage Labels report.
19
                1         2         3         4
       1234567890123456789012345678901234567890123456789012
```

**The data shown in the example is illustrative only –
the exact text can change, and so differ from that in the example.**

4.4.4.6   Definition (English)

Field Name	Line No.	Char Posns	Length	Contents
Header	03	01-30	30	Branch name.
	04	01-16	16	Time and date: *hh:mm dd/mm/yyyy*
		26-27	2	Current TP
		33-34	2	Current Balance Period
		40-42	3	Stock unit
User	06	31-36	6	Username
Value	08	26-36	11	Total cost of services in the format *£999999.99*, right-aligned.
Label ID	10	16-36	21	Unique system-generated number.

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4.4.5   PS UCB: Postage Label

4.4.5.1   Description

This is a self-adhesive label that is printed on the slip printer during a Postal Services transaction to negate the need to affix and cancel postage stamps.

### 4.4.5.2   Frequency

As required.

4.4.5.3   Notes

A single slip produces two labels.

When issued from a Welsh office, the label will have English text plus, if so specified for that service, Welsh text; when from an English office it will only have English text.

4.4.5.4 Layout and Example Content (English)
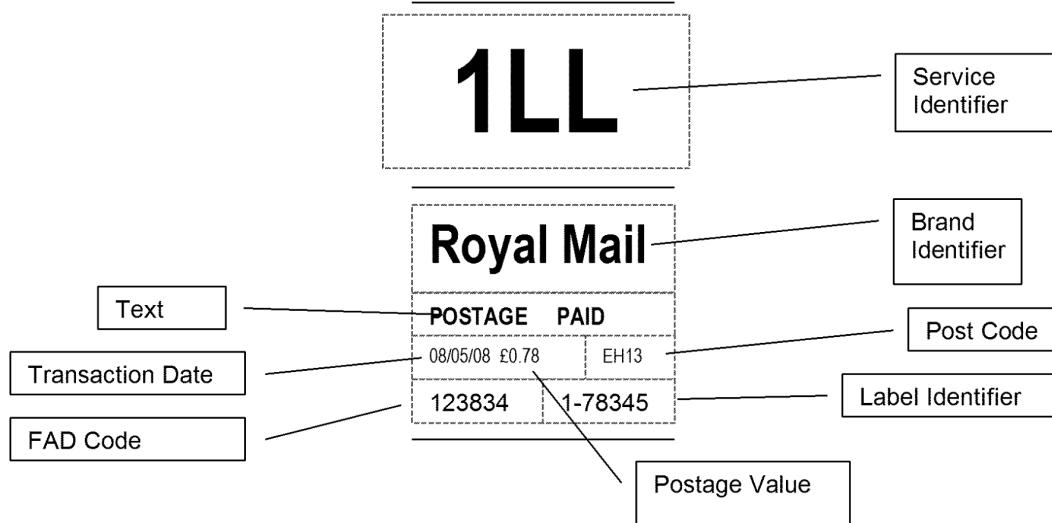
Note: The (red) dashes around text represent printable areas; they do not appear on the postage label itself.

Item	X	Y	Height	Width	Alignment
Line-1	23	14		33	NA
Service Identifier	19	15	15	41	Centre
st (suffix for First Class service)	41	16	7	8	Left
nd (suffix for Second Class service)	43	16	7	8	Left
Line-2	23	31		33	NA
Brand Identifier	23	32	8	33	Centre
Text	23	40	3	33	Word Spaced
Transaction Date, Postage Value	23	43	3	24	Left
Post Code	47	43	3	9	Right
FAD code	23	47	3	10	Left
Label Identifier	33	47	3	23	Right
Line-3	23	51		33	NA

4.4.5.5 Welsh/English Postage Label
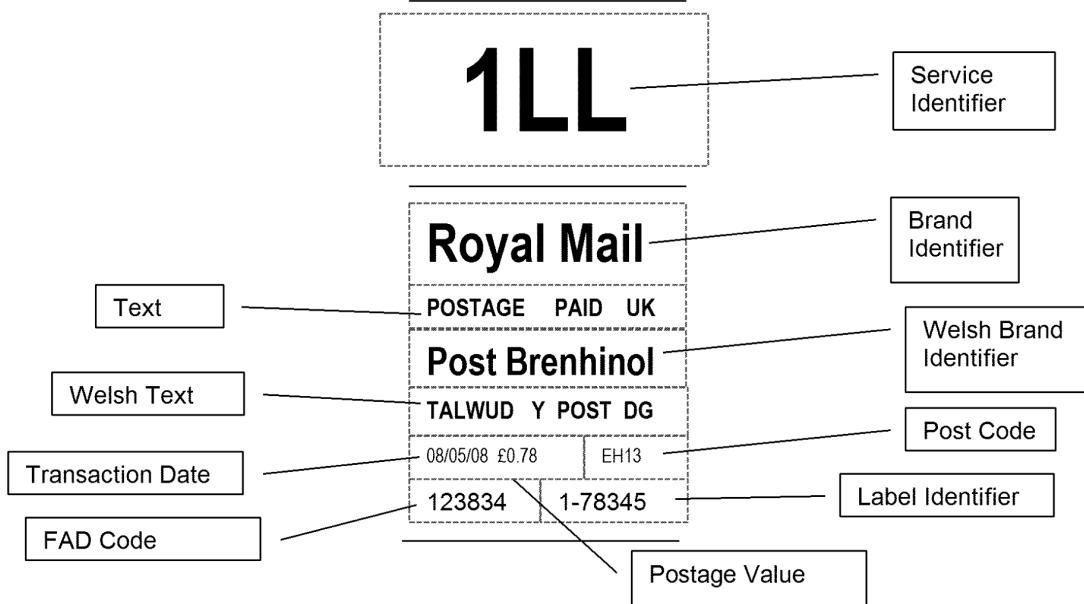
Notes:

- The (red) dashes around text represent printable areas; they do not appear on the postage label itself.

- Some services available in Welsh offices do not have a Welsh label version. In these cases the label is printed as specified in section 4.4.5.4.

Item	X	Y	Height	Width	Alignment
Line-1	23	14		33	NA
Service Identifier	19	15	15	41	Centre
st (suffix for First Class service)	41	16	7	8	Left
nd (suffix for Second Class service)	43	16	7	8	Left
Line-2	23	31		33	NA
Brand Identifier	23	32	8	33	Centre
Text	23	40	3	33	Word Spaced
Welsh Brand Identifier	23	44	5	33	Left
Welsh Text	23	49	3	33	Word Spaced
Transaction Date, Postage Value	23	53	3	24	Left
Post Code	47	53	3	9	Right
FAD code	23	57	3	10	Left

Label Identifier	33	57	3	23	Right
Line-3	23	61		33	NA

Field Name	Typeface *	Contents/Notes
Service Identifier st / nd suffix	Arial Narrow, Bold Size 48 pt Size 18pt	From Post Office Ltd Reference Data <ServiceIdentifier>(English) or <ServiceIdentifier> (Welsh) field. (for First /Second Class services)
Brand Identifier	Arial Narrow, Bold Size 20 pt	From Post Office Ltd Reference Data <BrandIdentifier> field. One or two lines, e.g. 'Royal Mail' or 'PARCELFORCE WORLDWIDE'
Text	Arial Narrow, Bold Size 10 pt	<Text> One line, e.g. 'POSTAGE PAID UK'.
Welsh Brand Identifier	Arial Narrow, Bold Size 16 pt	Only present if Fujitsu Services Reference Data <WelshBrandIdentifier> attribute is set. One line. Welsh translation for 'Royal Mail' is 'POST BRENHINOL'.
Welsh Text	Arial Narrow, Bold Size 10 pt	Only present if Fujitsu Services Reference Data <Welsh> attribute is set. One line. Welsh translation for 'POSTAGE PAID UK' is 'TALWYD Y POST DG'.
Transaction date	Arial Narrow, Size 10 pt	dd/mm/yy
Postage value	Arial Narrow, Size 10 pt	The value for this transaction (total value of the postage) in the format £999.99.
Postcode	Arial Narrow, Size 10 pt	1st portion of the branch's postcode.
FAD code	Arial Narrow, Size 8pt	1st six characters of the branch's office code (leading zeroes suppressed).
Label Identifier	Arial Narrow, Size 8 pt	Unique system-generated number.

* The tool used to define the layout to the system does not deal in point sizes. Therefore, in the above table, the Typeface column shows the approximate size printed.

4.4.5.6 Dimensions of the labels

The blank labels are provided two per slip allowing for a second label to be printed when the slip is rotated 180°.

The dimensions of the labels are shown below:

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