

**HNG-X Receipts, Slips and Labels**
COMMERCIAL IN CONFIDENCE

Document Title: HNG-X Receipts, Slips and Labels

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Abstract: The document lists all the non AP-ADC receipts, slips and labels that are generated by the Horizon Online system. It includes the definition of the structure of each and example layouts.

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

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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
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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	

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(*) = 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



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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
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



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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.

0.6 Glossary

See also ARC/GEN/REP/0001

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

0.7 Changes Expected

Changes

0.8 Accuracy

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0.9 Copyright

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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

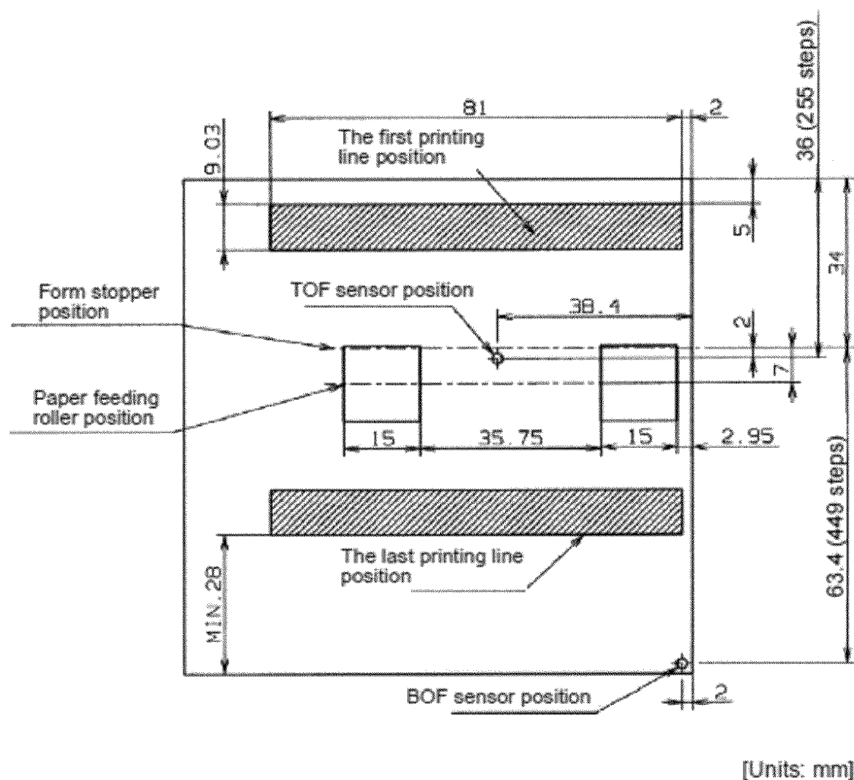
Item	Specification
Paper feed method	Friction feed
Paper feed direction	Bidirectional
Feeding pitch	Approx 0.1411 mm (1/80 inch)
Continuous feed speed	Approx 150 mm/s (approximately 5.9 inches/s) at 35.4 lps



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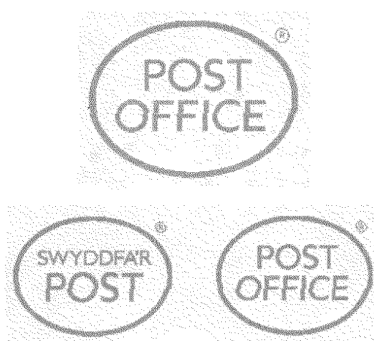


3.1.4 Printable area



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.



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).



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.



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.

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4.1.1.5 Layout and Example Content

English text

	1	2	3	4
	123456789012345678901234567890123456789012			
01	<div>Post Office Ltd.</div> <div>17/01/2008 11:47 TP:10 BP:01 SU:SH1</div> <div>Feltham Post Office FAD: 123456X</div> <div>1, The Walkway</div> <div>Kings Parade</div> <div>Middle of Town</div> <div>Feltham</div> <div>Middlesex</div> <div>TW1 3DD</div> <div>Bureau de Change</div> <div>Quotation</div> <div>aaaaaaa qqqqqqqqqqqqqq cccccccccccccccc</div> <div>at a rate of rrrrrrrrrrrr iii / ggg</div> <div>including commission of £99999999.99</div> <div>for £99999999.99</div> <div>Note: This rate is a quote and is correct as at the time it is given. Rates may change between the time this quote is given and the processing of your order. You will be charged the rate as at the time of processing your order. Commission is payable on the purchase of sterling travellers cheques. Ask at the counter for details.</div> <div>Thank you</div>			
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
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22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				

	1	2	3	4
	123456789012345678901234567890123456789012			

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Welsh/English text

	1	2	3	4
01	123456789012345678901234567890123456789012			
02		Swyddfa'r Post Cyf.		
03		Post Office Ltd.		
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		Dyfnbris/Quotation		
15				
16	www			
17	qqqqqqqqqqqqqqqq	cccccccccccccccc		
18	yn ôl cyfradd o	rrrrrrrrrrrrrrrr	iii / ggg	
19	gan gynnwys comisiwn o	£99999999.99		
20	ar gyfer	£99999999.99		
21				
22	aaaaaaa	qqqqqqqqqqqqqqqq	cccccccccccccccc	
23	at a rate of	rrrrrrrrrrrrrrrr	iii / ggg	
24	including commission of	£99999999.99		
25		for	£99999999.99	
26				
27	Sylwch:	Dyfnbris yw'r gyfradd hon ac		
28		mae'n gywir wrth iddi gael ei		
29		rhoi. Gall y cyfraddau newid		
30		rhwng rhoi'r dyfnbris 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
	123456789012345678901234567890123456789012			

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.
				01-14	14	For a buy transaction: 'Rydym yn prynu'
				01-16	16	For a sell transaction: 'Rydym yn gwerthu'
	17		22			Action (aaa...) in English.
		01-06		01-06	6	For a buy transaction: 'We buy'
		01-07		01-07	7	For a sell transaction: '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.

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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: Customer Session Receipt
- 4.2.2 GLB UCB: Customer Session Receipt – Duplicate
- 4.2.3 GLB UCB: Debit/Credit Card Payment/Refund Signature Slip – Office Copy
- 4.2.4 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 4.2.3)	Declined Receipt Customer Copy? (Section 4.2.4)
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.

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.



4.2.1 GLB UCB: Customer Session Receipt

4.2.1.1 Description

This is the customer record of the session.

4.2.1.2 Frequency

Ad hoc unless forced by product (e.g. a successful debit or credit card transaction (see *Debit/Credit Card Receipts Printed* on page 21)).

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.

4.2.1.4 Sequence

Receipts and Payments in chronological order.

MoP.

4.2.1.5 Layout and Example Content

English text

	1	2	3	4
	123456789012345678901234567890123456789012			
01				
02		Post Office Ltd.		
03		Your Receipt		
04		Feltham Post Office		
05		1, The Walkway		
06		Kings Parade		
07		Middle of Town		
08		Feltham		
09		Middlesex		
10		TW1 3DD		
11				
12		VAT REG No. 243 1700 02		
13		11/02/2008 13:54		
14		SESSION : 1-6774		
15				
16				
17				
18				
19+		1mth clr pt pay		
20		13 @ 9.66		125.58
21		Postage stmp		

HNG-X Receipts, Slips and Labels
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22 1 @ 50.00 50.00
23 US Dollar @1.7579 USD/GBP
24 879 500.03
25
26
27 TOTAL DUE TO POST OFFICE 675.61
28
29 Visa Debit FROM CUSTOMER 500.03
30 Visa Debit FROM CUSTOMER 175.58
31 BALANCE 0.00
32
33 Payment Bureau
34 VISA DEBIT
35 Card Number: **** * 0009 Issue:nnn
36 ICC
37 Auth Code: EFT No: 010007
38 Merchant ID: xxxxxxxxxxxxxxxx
39 Terminal ID: tttttttt
40 Application ID: aaaaaaaaaaaaaa
41 From: 07/99 Expiry: 12/08 PAN Seq No: 01
42 Transaction ID: 44-901777-1-30468-6
43 Date/Time of Payment: 30/11/2008 16:18
44
45 Amount: £500.03
46
47 Your account will be debited with the
48 above amount. Cardholder PIN verified.
49 Transaction confirmed.
50
51 Payment Retail
52 VISA DEBIT
53 Card Number: **** * 0009 Issue:nnn
54 ICC
55 Auth Code: cccccc EFT No: 010007
56 Merchant ID: xxxxxxxxxxxxxxxx
57 Terminal ID: tttttttt
58 Application ID: aaaaaaaaaaaaaa
59 From: 07/99 Expiry: 12/08 PAN Seq No: 01
60 Transaction ID: 44-901777-1-30468-7
61 Date/Time of Payment: 30/11/2008 16:18
62
63 Amount: £175.58
64
65 Your account will be debited with the
66 above amount. Cardholder PIN verified.
67 Transaction confirmed.
68
69
70 Please retain for future reference
71
72
73 Thank You
74

1 2 3 4



HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE



123456789012345678901234567890123456789012

HNG-X Receipts, Slips and Labels
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Welsh/English text

	1	2	3	4
	123456789012345678901234567890123456789012			
01		Swyddfa'r Post Cyf.		
02		Post Office Ltd.		
03		Eich Derbynneb		
04		Your Receipt		
05		Feltham Post Office		
06		1, The Walkway		
07		Kings Parade		
08		Middle of Town		
09		Feltham		
10		Middlesex		
11		TW1 3DD		
12				
13		Rhif COF.TAW/VAT REG No. 243 1700 02		
14		11/02/2008 13:54		
15		SESIWN/SESSION : 1-6774		
16				
17				
18				
19				
20+		1mth clr pt pay		
21	13	@ 9.66		125.58
22		Postage stmp		
23	1	@ 50.00		50.00
24	US Dollar	@1.7579	USD/GBP	
25	879			500.03
26				
27				
28		CYF DYLEDUS I SWYDDFA'R POST		
29		TOTAL DUE TO POST OFFICE		675.61
30				
31	Visa Credit	GAN Y CWSMER		
32	Visa Credit	FROM CUSTOMER		500.03
33	Visa Debit	GAN Y CWSMER		
34	Visa Debit	FROM CUSTOMER		175.58
35	BALANS/BALANCE			0.00
36				
37		Taliad/Payment Bureau		
38	Visa			
39	Rhif Cerdyn:		Cyhoeddiad:	
40	Card Number: **** *		pppp Issue:nnn	
41	www/kkkkk			
42	Cod Awdurdodi:		Rhif EFT:	
43	Auth Code: nnnnnn		EFT No: www	
44	ID y Masnachwr:			
45	Merchant ID: xxxxxxxxxxxxxxxx			
46	ID y Derfynell:			
47	Terminal ID: tttttttt			
48	ID Cais:			
49	Application ID: aaaaaaaaaaaaaaaaaa			
50	O:	Diweddu:	Rhif Cyf PAN:	
51	From: MM/YY	Expiry: MM/YY	PAN Seq No: mm	



ID y Gweithrediad:
Transaction ID: nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn
Dyddiad/Amser y Taliad:
Date/Time of Payment: 11/02/2008 13:53

Swm/Amount: £500.03

Debydir eich cyfrif gyda'r swm uchod.
Gwiriwyd PIN deiliad y cerdyn. Cadarnhawyd
y gweithrediad.
Your account will be debited with the
above amount. Cardholder PIN verified.
Transaction confirmed.

Taliad/Payment Retail

Visa

Rhif Cerdyn: Cyhoeddiad:
Card Number: **** * Issue: nnn
www/kkkk

Cod Awdurdodi: Rhif EFT:
Auth Code: nnnnnn EFT No: www

ID y Masnachwr:
Merchant ID: rrrrrrrrrrrrrrrr

ID y Derfynell:
Terminal ID: tttttttt

ID Cais:
Application ID: aaaaaaaaaaaaaaaa

O: Diweddu: Rhif Cyf PAN:
From: MM/YY Expiry: MM/YY PAN Seq No: mm

ID y Gweithrediad:
Transaction ID: nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn
Dyddiad/Amser y Taliad:
Date/Time of Payment: 11/02/2008 13:53

Swm/Amount: £175.58

Debydir eich cyfrif gyda'r swm uchod.
Gwiriwyd PIN deiliad y cerdyn. Cadarnhawyd
y gweithrediad.
Your account will be debited with the
above amount. Cardholder PIN verified.
Transaction confirmed.

~~~~~  
~~~~~  
~~~~~  
~~~~~

ffffffffffffffffffffffffffffffffffff
ffffffffffffffffffffffffffffffffffff

Cadwch i gyfeirio ati, os gwelwch yn dda
Please retain for future reference



HNG-X Receipts, Slips and Labels
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106	<div style="border: 1px solid black; padding: 10px; text-align: center;"> Diolch Yn Fawr Thank You </div>				
107					
108					
109					
		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.

4.2.1.6 Definition (English & Welsh/English)

Field Name	English		Welsh/English		Length	Contents
	Line No.	Char Posns	Line No.	Char Posns		
Welsh Header	01	-			-	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'.
Office Name	04	01-30	05	01-30	30	Branch name, up to 30 characters.
Address 1,2,3,4,5	05-09	01-40	06-10	01-40	40	Branch address: a variable number of lines up to a maximum of five.
Postcode	10	01-08	11	01-08	8	Branch postcode: <i>pppp ppp</i>
Date	13	13-29	14	13-29	17	Date and time: <i>dd/mm/yyyy hh:mm</i>
Session ID	14	21-29	15	27-35	09	Session ID.
Message	17	01-42			42	Blank or 'REVERSAL' or 'DISCONNECTED SESSION' or 'RECOVERY SUCCESSFUL' or 'RECOVERY FAILED' (centred).
			18	01-42	42	Blank or 'DIRYMU / REVERSAL' or 'DISCONNECTED SESSION' or 'RECOVERY SUCCESSFUL' or 'RECOVERY FAILED' (centred).
Recovery Code:	18	01-42	19	01-42	22	For 'DISCONNECTED SESSION' only. Recovery Code: <i>nnnnnnnn</i> (centred). Otherwise blank.
Non-MoP Product:						Repeated as necessary. All transactions in chronological order or entry (whether Bureau or non-Bureau)
Non-BdeC product:						Only present if applicable.
Product	19	01-16	20	01-16	16	Product Receipt Name
Additional data	19	21-42	20	21-42	22	E.g. Girobank account number



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Qty	20	01-05	21	01-05	5	Occupies additional lines as necessary.
Unit Price	20	10-18	21	10-18	9	
Value	20	29-40	21	29-40	12	
BdeC product:						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.
Product	23	01-16	26	01-16	16	
Rate	23	19-30	26	19-30	12	
Currency code	23	32-34	26	32-34	3	
Currency code	23	36-38	26	36-38	3	
Qty	24	01-15	27	01-15	15	
Value	24	29-40	27	29-40	12	
Commission	25	29-40	28	29-40	12	
Non-MoP Detail:						'CYF DYLEDUS I SWYDDFA'R POST' or 'CYF DYLEDUS I'R CWSMER'.
Non-MoP Session Effect (Welsh)	-	-	28	01-26	26	
Non-MoP Session Effect (English)	27	01-26	28	01-26	26	
Non-MoP Value	27	29-40	29	29-40	12	'TOTAL DUE TO POST OFFICE' or 'TOTAL DUE TO CUSTOMER'.
MoP Detail:						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
MoP Name (Welsh)	-	-	31	01-16	16	
MoP Name (English)	29	01-16	32	01-16	16	
MoP Session Effect (Welsh)	-	-	31	18-30	13	
MoP Session Effect (English)	29	18-30	32	18-30	13	
MoP Value	29 29+1	32-40 29-40	32 32+1	32-40 29-40	9 12	
MoP Detail:						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
MoP Name (Welsh)	-	-	33	01-16	16	
MoP Name (English)	30	01-16	34	01-16	16	
MoP Session Effect (Welsh)	-	-	33	18-30	13	
MoP Session Effect (English)	30	18-30	34	18-30	13	
MoP Value	30 30+1	32-40 29-40	34 34+1	32-40 29-40	9 12	
Debit/Credit Card Details	52-67		67-93			Only present for a successful card payment/refund.

**HNG-X Receipts, Slips and Labels**
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						(see HNG-X Banking, Credit/Debit Card and ETopUp Receipts and Texts (DES/GEN/SPE/0010))
Welsh Footer	72	-				Blank.
			107	14-27	14	'Diolch yn Fawr'.
English Footer	73	16-24	108	16-24	9	'Thank You'.



4.2.2 GLB UCB: Customer Session Receipt – Duplicate

4.2.2.1 Description

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

4.2.2.2 Frequency

As required.

4.2.2.3 Notes

Replica of last receipt issued (see section 4.2.1). Any number may be taken, all say 'D U P L I C A T E'.

4.2.2.4 Sequence

As original receipt.

4.2.2.5 Layout and Example Content

English text

	1	2	3	4
	123456789012345678901234567890123456789012			
01				
02		Post Office Ltd.		
03		Your Receipt		
04	Feltham Post Office			
05	1, The Walkway			
06	Kings Parade			
07	Middle of Town			
08	Feltham			
09	Middlesex			
10	TW1 3DD			
11				
12		VAT REG No. 243 1700 02		
13		11/02/2008 13:54		
14		SESSION : 1-6774		
15				
16		D U P L I C A T E		
17				
18				
19	1mth clr pt pay			
20	13 @ 9.66		125.58	
21	Postage stmp			
22	1 @ 50.00		50.00	
23	US Dollar @1.7579		USD/GBP	
24	879		500.03	
25				
26				
27	TOTAL DUE TO POST OFFICE		675.61	
28				

HNG-X Receipts, Slips and Labels
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29 Visa Debit FROM CUSTOMER 500.03
30 Visa Debit FROM CUSTOMER 175.58
31 BALANCE 0.00
32
33 Payment Bureau
34 VISA DEBIT
35 Card Number: **** * 0009 Issue:nnn
36 ICC
37 Auth Code: EFT No: 010007
38 Merchant ID: rrrrrrrrrrrrrrr
39 Terminal ID: tttttttt
40 Application ID: aaaaaaaaaaaaaa
41 From: 07/99 Expiry: 12/09 PAN Seq No: 01
42 Transaction ID: 44-901777-1-30468-6
43 Date/Time of Payment: 30/11/2008 16:18
44
45 Amount: £500.03
46
47 Your account will be debited with the
48 above amount. Cardholder PIN verified.
49 Transaction confirmed.
50
51 Payment Retail
52 VISA DEBIT
53 Card Number: **** * 0009 Issue:nnn
54 ICC
55 Auth Code: cccccc EFT No: 010007
56 Merchant ID: rrrrrrrrrrrrrrr
57 Terminal ID: tttttttt
58 Application ID: aaaaaaaaaaaaaa
59 From: 07/99 Expiry: 12/09 PAN Seq No: 01
60 Transaction ID: 44-901777-1-30468-7
61 Date/Time of Payment: 30/11/2008 16:18
62
63 Amount: £175.58
64
65 Your account will be debited with the
66 above amount. Cardholder PIN verified.
67 Transaction confirmed.
68
69
70 Please retain for future reference
71
72
73 Thank You
74

1 2 3 4
123456789012345678901234567890123456789012

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

Welsh/English text

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Swyddfa'r Post Cyf.			
02	Post Office Ltd.			
03	Eich Derbynneb			
04	Your Receipt			
05	Feltham Post Office			
06	1, The Walkway			
07	Kings Parade			
08	Middle of Town			
09	Feltham			
10	Middlesex			
11	TW1 3DD			
12				
13	Rhif COF.TAW/VAT REG No. 243 1700 02			
14	11/02/2008 13:54			
15	SESIWN/SESSION : 1-6774			
16				
17	D Y B L Y G I A D / D U P L I C A T E			
18				
19				
20	1mth clr pt pay			
21	13	@	9.66	125.58
22	Postage stmp			
23	1	@	50.00	50.00
24	US Dollar	@1.7579	USD/GBP	
25	879			500.03
26				
27				
28	CYF DYLEDUS I SWYDDFA'R POST			
29	TOTAL DUE TO POST OFFICE 675.61			
30				
31	Visa Credit	GAN Y CWSMER		
32	Visa Credit	FROM CUSTOMER		500.03
33	Visa Debit	GAN Y CWSMER		
34	Visa Debit	FROM CUSTOMER		175.58
35	BALANS/BALANCE			0.00
36				
37	Taliad/Payment Bureau			
38	Visa			
39	Rhif Cerdyn:		Cyhoeddiad:	
40	Card Number: **** *pppp Issue:nnn			
41	www/kkkkk			
42	Cod Awdurdodi:		Rhif EFT:	
43	Auth Code: nnnnnnn		EFT No: www	
44	ID y Masnachwr:			
45	Merchant ID: xxxxxxxxxxxxxxxx			
46	ID y Derfynell:			
47	Terminal ID: tttttttt			
48	ID Cais:			
49	Application ID: aaaaaaaaaaaaaaaaaa			
50	O:	Diweddu:	Rhif Cyf PAN:	
51	From: MM/YY Expiry: MM/YY PAN Seq No: mm			

[illegible]

HNG-X Receipts, Slips and Labels
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106	<div>Diolch Yn Fawr Thank You</div>				
107		1	2	3	4
108		123456789012345678901234567890123456789012			
109					

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		
Duplicate Indicator	16	01-42			42	'DUPLICATE'.
			17	01-42	42	'DYBLYGIAD / DUPLICATE'.

The remaining field definitions are the same as those of the Customer Session Receipt (see section 4.2.1).



1										2										3										4									
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0





HNG-X Receipts, Slips and Labels
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The data shown in the examples is illustrative only –
the exact text can change, and so differ from that in the examples.

4.2.3.6 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 (<i>jjj...</i>)	16	01-30	16	01-30	30	Obtained as follows: <ul style="list-style-type: none"> For chip read, from the application label For magnetic stripe read, from reference data.
Welsh entry indicator (<i>www...</i>)			17			Welsh translation of the following line's entry:
				34-36	3	'ICC'=chip read
				34-42	9	'sweipwyd'=magnetic stripe read
				34-42	9	'bysellwyd'=manual entry
Card Number	17	14-32	18	14-32	19	Unobscured PAN (<i>ppp...</i>): formatted with spaces if a 16-digit PAN, unformatted if any other length.
Entry indicator (<i>kkk...</i>)	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: <ul style="list-style-type: none"> For chip read, from application data For magnetic stripe read, from track 2 data
PAN Sequence Number (<i>ss</i>)	18	41-42	20	41-42	2	
Expiry Date	19	01-05	21	01-05	5	Card 'Expires End' date in the format <i>mm/yy</i> , or blank.
Valid From Date	19	07-11	21	07-11	5	Card 'Valid From' date in the format <i>mm/yy</i> , or blank.
Issue No.	19	13-15	21	13-15	3	Card Issue Number (<i>iii</i>) or blank.
Merchant ID	19	17-24	21	17-24	8	Merchant identifier (<i>rrr...</i>).
Authorisation Code	19	34-39	21	34-39	6	Authorisation code (<i>ccc...</i>) or blank.
Terminal ID	20	14-21	23	14-21	8	Terminal identifier (<i>ttt...</i>).
EFT Number (<i>eeee</i>)	20	32-35	23	32-35	4	Electronic Funds Transfer Sequence Number assigned by counter and sent in [R] message to Merchant Acquirer.



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Transaction ID	21	17-42	25	17-42	26	Unique system-generated transaction identifier (<i>nnn...</i>).
Date/Time of <i>txntype</i>			26			Welsh translation of the following line's fieldname: For a payment: 'Dyddiad/Amser y Taliad' For a refund: 'Dyddiad/Amser yr Ad-daliad'
				01-22	22	
				01-26	26	
	22	14-20 23-39 14-19 22-38	27	14-20 23-39 14-19 22-38	7 17 6 17	For a payment: <i>txntype</i> = 'Payment' Date and time of payment For a refund: <i>txntype</i> = 'Refund' Date and time of refund
Combination CVM only: verification message	24-31	01-42	29-36	01-42	42	Verification message (<i>uuu...</i> 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: 'Credydych 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.



	1	2	3	4
	1234567890123456789012345678901234567890123456789012			





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| 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.

4.2.4.6 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 (<i>jjj...</i>)	15	01-30	16	01-30	30	Obtained as follows: <ul style="list-style-type: none"> 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 (<i>pppp</i>), remaining digits replaced by asterisks): formatted with spaces if a 16-digit PAN, unformatted if any other length.
Issue Number (<i>iii</i>)	16	40-42	18	40-42	3	Obtained from card: not always present
Entry indicator (<i>kkk...</i>) English (<i>www.../kkk...</i>) Welsh/English	17	01-03			3	'ICC'=chip read
		01-06			6	'swiped'=magnetic stripe read
		01-05			5	'keyed'=manual entry
			19	01-07	7	'ICC/ICC'=chip read
				01-16	16	'sweipwyd/swiped'=magnetic stripe read
				01-16	16	'bysellwyd/keyed'=manual entry
Authorisation code (<i>ccc...</i>)	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 (<i>rrr...</i>), when available.
Terminal ID	20	14-21	25	14-21	8	Terminal identifier (<i>ttt...</i>), when available.
Application ID	21	17-32	27	17-32	16	Obtained as follows: <ul style="list-style-type: none"> For chip read, from application data For magnetic stripe read, from track 2 data
From Date	22	07-11	29	07-11	5	
Expiry Date	22	22-26	29	22-26	5	
PAN Sequence Number (<i>ss</i>)	22	41-42	29	41-42	2	



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Transaction ID	23	17-42	31	17-42	26	Unique system-generated transaction identifier (<i>nnn...</i>).
Date/Time of <i>txntype</i>			32			Welsh translation of the following line's fieldname: For a payment: 'Dyddiad/Amser y Taliad' For a refund: 'Dyddiad/Amser yr Ad-daliad'
				01-22	22	
				01-26	26	
	24	14-20 23-39	33	14-20 23-39	7 17	For a payment: <i>txntype</i> = 'Payment' Date and time of payment
		14-19 22-38		14-19 22-38	6 17	For a refund: <i>txntype</i> = 'Refund' 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 (<i>uuu...</i> 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 (<i>fff...</i> , 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.



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4.2.5.6 Definition (English)

Field Name	Line No.	Char Posns	Length	Contents/Notes
Branch Receipt Header & Footer	01-03 10-11			See section 4.3.1 <i>Generic Header and Footer for the Counter Printer</i>
Body 1				
Message text 1	05	04-22	20	"Back Office session "
Session ID	05	24	9	Format <i>cc-nnnnnn</i> Up to 9 characters. <i>cc</i> is the counter position and <i>ssssss</i> 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 (<i>nnn</i>)
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			



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*



HNG-X Receipts, Slips and Labels
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4.3.1 Generic Header and Footer

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

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

Header and Footer

Field Name	Line No.	Character Positions	Contents/Notes
<i>Office Name</i>	01	01-30	Branch name
<i>fad</i>	01	36-42	Branch (FAD) code
<i>Time and date</i>	02	01-16	Time and date: <i>hh:mm dd/mm/yyyy</i>
<i>tp</i>	02	26-27	Current Trading Period
<i>bp</i>	02	33-34	Current Balance Period
<i>sun</i>	02	40-42	Stock unit
<i>Report Title</i>	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
	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				
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
	123456789012345678901234567890123456789012			

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

4.3.2.6 Definition

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



HNG-X Receipts, Slips and Labels
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4.3.2.7 Layout and Example Content (Cash - Notes and Coins)

	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: 1-15945			
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 ***			

123456789012345678901234567890123456789012

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

4.3.2.8 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-sssss (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	



HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE



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
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.

HNG-X Receipts, Slips and Labels
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4.3.3.5 Layout and Example Content (Stock)

```
123456789012345678901234567890123456789012
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 ***
```

```
123456789012345678901234567890123456789012
```

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

4.3.3.6 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-sssss (counter, sequence)
Pouch/Coin Barcode Number	07	29-40	12	
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
	123456789012345678901234567890123456789012			
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
	123456789012345678901234567890123456789012			

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

4.3.3.8 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	



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
	123456789012345678901234567890123456789012			
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
	123456789012345678901234567890123456789012			

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

**HNG-X Receipts, Slips and Labels**
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Field Name	Line No.	Character Positions	Length	Contents/Notes
Rem Slip Detail: Session ID	06	14-22	9	cc-sssss (counter, sequence)
Pouch/Coin Barcode Number	07	29-40	12	
Rem Slip Transaction: Product Name	10	02-15	14	Repeated as necessary.
Qty		17-29	13	
Value		31-41	11	
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
	123456789012345678901234567890123456789012			
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	Instant £2	20		
13	Instant £3	20		
14	Instant £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
	123456789012345678901234567890123456789012			

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

**HNG-X Receipts, Slips and Labels**
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Field Name	Line No.	Character Positions	Length	Contents/Notes
Transfer In Slip Detail:				
Session ID	05	14-22	9	cc-sssss (counter, sequence)
Source SU	06	11-13	3	
Dest SU	06	26-28	3	
Transfer In Slip Transaction:	09			Repeated as necessary.
Product Name		02-15	14	Blank for stock held by volume.
Qty		17-29	13	
Transfer Value		31-41	11	
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
	123456789012345678901234567890123456789012			
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			



123456789012345678901234567890123456789012

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

4.3.6.6 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	05	10-18	9	cc-sssss (counter, sequence)
Source SU	06	11-13	3	
Dest SU	06	26-28	3	
Transfer Out Slip Transaction:	09			Repeated as necessary.
Product Name		02-15	14	Negative for Reversals Blank for stock held by volume. Negative for Reversals
Qty		17-29	13	
Transfer Value		31-41	11	
Transfer Out Slip Total:	21			
Transfer Total		30-41	12	Negative for Reversals



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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
	123456789012345678901234567890123456789012			
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				
07		Body of report		
08				
09				
10		*** END OF REPORT ***		
	123456789012345678901234567890123456789012			

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	<i>title</i>			
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	<i>Body</i>			
09				
10				
11				
12	*** END OF REPORT ***			
	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.

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4.3.8.5 Layout and Example Content

	1	2	3	4
	1234567890123456789012345678901234567890123			
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			

HNG-X Receipts, Slips and Labels
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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
1234567890123456789012345678901234567890123

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	



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.

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

4.3.9.5 Layout and Example Content

	1	2	3	4
	1234567890123456789012345678901234567890123			
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			. .	

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

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
1234567890123456789012345678901234567890123

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	



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



HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE



- 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.

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

4.3.10.5 Layout and Example Content (Stock)

	1	2	3	4
01	1234567890123456789012345678901234567890123			
02	*** RETURN ADVICE NOTE ***			
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		.	.	

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

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
123456789012345678901234567890123

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
	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			

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

11	
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
123456789012345678901234567890123456789012			

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

Welsh/English text

	1	2	3	4
01	123456789012345678901234567890123456789012			
02		Swyddfa'r Post Cyf.		
03		Post Office Ltd.		
04		Eich Derbynneb		
05		Your Receipt		
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		

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

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
123456789012345678901234567890123456789012

4.4.1.5.2 Inland Priority Service

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 09:39
13 Session ID: 1-10530
14 Dest: UK (EU)
15 Quantity: 1
16 Weight: 0.184 kg

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

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
123456789012345678901234567890123456789012

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
07 1, The Walkway
08 Kings Parade

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

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 Cychfan:
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

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

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
123456789012345678901234567890123456789012

4.4.1.5.3 Inland Recorded Signed For

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 09:39
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

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

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 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
123456789012345678901234567890123456789012

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 11:48
16 ID Sesiwn:
17 Session ID: 1-645189
18 Cyrchfan:
19 Dest: UK (EU)
20 Nifer/Quantity: 1

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

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

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

76
77 Nid derbynnneb TAW yw hon
78 This is not a VAT receipt
79 Diolch Yn Fawr
80 Thank You
81

1 2 3 4
123456789012345678901234567890123456789012

4.4.1.5.4 Airsure Std Comp

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 09:39
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

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

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
123456789012345678901234567890123456789012

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 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

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

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 WAHAN 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 dderbynnneb 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 derbynnneb TAW yw hon

78 This is not a VAT receipt

79 Diolch Yn Fawr

80 Thank You

81

1 2 3 4
123456789012345678901234567890123456789012

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

4.4.1.5.5 Airsure Extra Comp

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 09:39		
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			

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

49 be paid with this receipt. To claim,
50 call IRRELEVANT 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
123456789012345678901234567890123456789012

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

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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 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 WAHAN 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 dderbynnneb 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 derbynnneb TAW yw hon
78 This is not a VAT receipt
79 Diolch Yn Fawr
80 Thank You
81

1 2 3 4
123456789012345678901234567890123456789012

4.4.1.5.6 Parcellforce Inland Priority Service

1 2 3 4
123456789012345678901234567890123456789012
01 Post Office Ltd.
02 Your Receipt
03
04 Feltham Post Office
05 1, The Walkway
06 Kings Parade

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

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 WORLDWIDE
49 CONDITIONS OF CARRIAGE
50
51 Signature
52
53 This is not a VAT receipt
54 Thank You
55

1 2 3 4
123456789012345678901234567890123456789012

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

4.4.1.5.7 Parcelforce Overseas

	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 09:39		
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 WORLDWIDE			
49	CONDITIONS OF CARRIAGE			

HNG-X Receipts, Slips and Labels
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50				
51	Signature			
52				
53	This is not a VAT receipt			
54	Thank You			
55				
	1	2	3	4
	123456789012345678901234567890123456789012			

4.4.1.5.8 Parcelforce Guaranteed Delivery Date Calculator Service – Service 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 09:39		
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		

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

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 The Guaranteed Date quoted
46 excludes time in Customs if applicable
47 I CONFIRM RECEIPT AND ACCEPTANCE
48 OF THE PARCELFORCE WORLDWIDE
49 CONDITIONS OF CARRIAGE
50
51 Signature
52
53 This is not a VAT receipt
54 Thank You
55

1 2 3 4
123456789012345678901234567890123456789012

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: 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

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

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 WORLDWIDE
73 CONDITIONS OF CARRIAGE
74
75 Signature
76
77 Nid derbynnneb TAW yw hon
78 This is not a VAT receipt
79 Diolch Yn Fawr
80 Thank You
81

1 2 3 4
123456789012345678901234567890123456789012

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE4.4.1.5.9 Parcelforce Guaranteed Delivery Date Calculator Service –
Service Non-Guaranteed

English text

	1	2	3	4
	12345678901	2345678901	2345678901	23456789012
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			

HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE

46 call 08708 501150 for tracking.
47 I CONFIRM RECEIPT AND ACCEPTANCE
48 OF THE PARCELFORCE WORLDWIDE
49 CONDITIONS OF CARRIAGE
50
51 Signature
52
53 This is not a VAT receipt
54 Thank You
55

1 2 3 4
123456789012345678901234567890123456789012

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 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

HNG-X Receipts, Slips and Labels
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38
39
40
41 Cod bar/Barcode: VYYN058787484GB
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 WAHAN 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 WORLDWIDE
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
123456789012345678901234567890123456789012

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



HNG-X Receipts, Slips and Labels
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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: <i>pppp ppp</i>
Date and time	12	25-34	15	25-34	10	Date <i>dd/mm/yyyy</i>
		36-40		36-40	5	Time <i>hh:mm</i>
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.
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 <i>9999.999</i> , 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



HNG-X Receipts, Slips and Labels
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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	<ul style="list-style-type: none"> • 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 WAHAN 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 derbynnneb 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>).



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
	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 09:39		
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				
26	IT IS IMPORTANT THAT YOU RETAIN THIS			
27	RECEIPT AS IT IS YOUR PROOF OF POSTING			
28				

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29
30 This is not a VAT receipt
31 Thank You
32
33

1	2	3	4
123456789012345678901234567890123456789012			

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:	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	Enw'r Adeilad Neu'r Rhir Cod Post		
26	SU058787475GB		
27			
28	SU058787476GB		
29			
30	SU058787477GB		
31			
32			
33	MAE'N BWYSIG EICH BOD YN CADW'R		
34	DDERBYNEB HON FEL PRAWF O BOSTIO		
35	IT IS IMPORTANT THAT YOU RETAIN THIS		
36	RECEIPT AS IT IS YOUR PROOF OF POSTING		
37			
38	Nid derbynneb TAW yw hon		
39	This is not a VAT receipt		
40	Diolch Yn Fawr		
41	Thank You		
42			

1	2	3	4
123456789012345678901234567890123456789012			



HNG-X Receipts, Slips and Labels
COMMERCIAL IN CONFIDENCE



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	15	25-34	10	Date <i>dd/mm/yyyy</i>
		36-40		36-40	5	Time <i>hh:mm</i>
Session ID	13	32-40	17	32-40	9	Session ID, right-aligned.
Posted after	-	-	19	38-42	5	Do or Naddo, left-aligned
Last Collection	15	38-40	20	38-40	3	Yes or No, left-aligned
Bulk Destination Headings	19		26			Only printed if PAF details captured.
Bulk Destination Details (1-n)	20-21		27-28			Pairs of lines, repeated as necessary. Line 1: barcode details Line 2: address details captured by PAF, if present
Item details:	20	01-14	27	01-14	14	Barcode.
		18		18	1	Blank or Y = address validated N = address manually entered
		27-36		27-36	10	Guaranteed Delivery Date in the format <i>dd/mm/yyyy</i> , or blank
	21	01-25	28	01-25	25	Blank if address validation field blank <ul style="list-style-type: none"> • 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). Blank if address validation field blank



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
	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 09:39	
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		

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31 RECEIPT AS IT IS YOUR PROOF OF POSTING
32
33
34 This is not a VAT receipt
35 Thank You
36
37

1 2 3 4
123456789012345678901234567890123456789012

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: 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
123456789012345678901234567890123456789012

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 36-40	15	25-34 36-40	10 5	Date <i>dd/mm/yyyy</i> Time <i>hh:mm</i>
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- <i>n</i>)	19	04-17	24-33	24	14	Barcode. Repeated as necessary.



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
	123456789012345678901234567890123456789012			
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
	123456789012345678901234567890123456789012			

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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4.4.4.6 Definition (English)

Field Name	Line No.	Char Posns	Length	Contents
Header	03	01-30	30	Branch name.
	04	01-16	16	Time and date: <i>hh:mm dd/mm/yyyy</i>
		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.



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

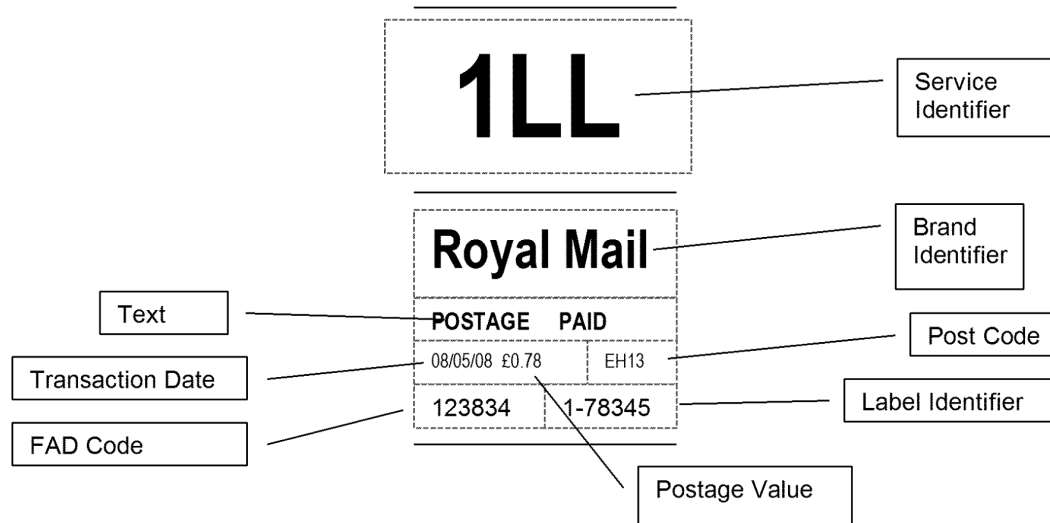
As required.

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)

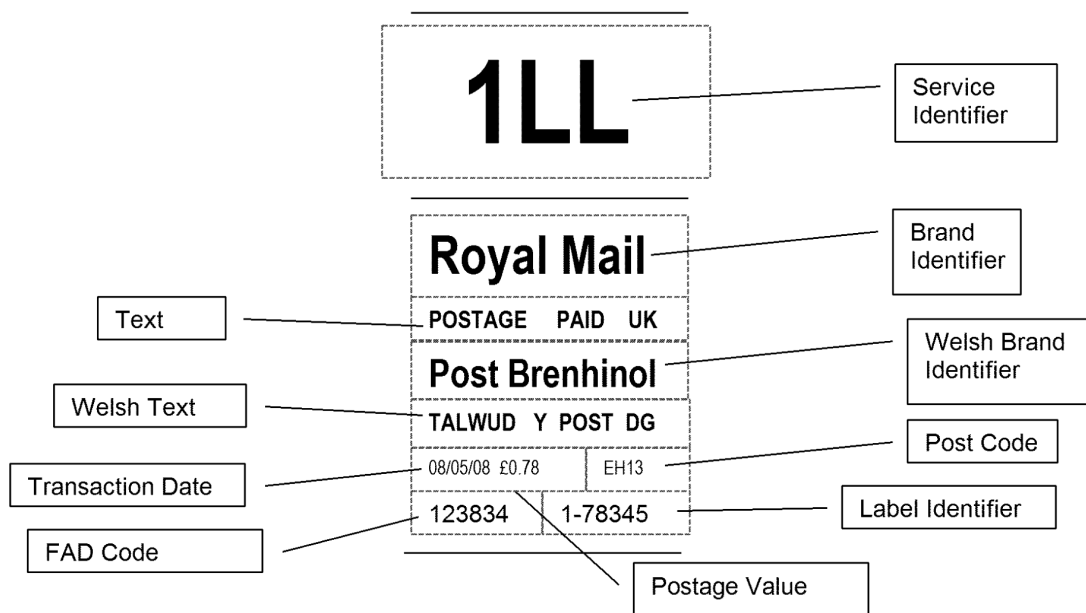


Note: The (red) dashes around text represent printable areas; they do not appear on the postage label itself.

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



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

Field Name	Typeface *	Contents/Notes
Service Identifier	Arial Narrow, Bold Size 48 pt	From Post Office Ltd Reference Data <ServiceIdentifier>(English) or <ServiceIdentifier> (Welsh) field. (for First /Second Class services)
st / nd suffix	Size 18pt	
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	1 st portion of the branch's postcode.
FAD code	Arial Narrow, Size 8pt	1 st 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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