

DataTransfer dispatch list / partial deliveries

Substitute form for addressed letters



Sender	Mailer
_____	_____
_____	_____
_____	_____
_____	_____

Consignment information

Sender's invoice reference number _____

SFTP User ID (DataTransfer) _____

Letter ID order number _____

Customer reference (optional) _____

Number	Product / value-added service (information as on Internet platform)	Weight (g)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Technical Support

Post CH Ltd
 DataTransfer Support
 Tel. +41 848 789 789
 E-mail: datatransfer@swisspost.ch

For the mailer

Tool is not available
 – Consignments with this substitute form

Tool is available again
 – Enter order retroactively in tool
 – Submit waybill at the acceptance point

For the acceptance point

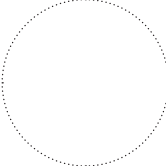
See "Manual for acceptance points"

Mailer

Place/date _____

Signature _____

Acceptance point



Signature _____