IT franking:
The advantages
of a systematic
approach

Information and notes on use

Contents

1. Conditions for using IT franking

1.1   Basic requirements

- Concluding an IT franking agreement for mail items

- Sorting by postal code (with the possible exception of merchandise shipments)

- Consecutive numbering of items

- Certification or approval for production of the address layout and franking impression with a matrix code according to the specifications in the Machinable mail items "Automationsfähige Briefsendungen" brochure

- Average minimum volume per posting:
  - 4,000 Standard/Kompakt items (2,000 when using the AM – electronic order management process)
  - 200 Groß/Maxi items

- The total posting volume may consist of several individual jobs. The number of individual jobs should be kept to a minimum. A minimum quantity of 200 items per job is required (minimum of 100 items if AM is used).

We recommend, that you use standard software for IT franking. To use custom software, please contact your Deutsche Post IT franking consultant for details.The use of any software solution must be approved in advance by your Deutsche Post consultant.

Notice
Since January 1, 2022, the old "Postabrechnungsnummer" in the IT-franking mark is longer supported. Use of matrix code technology is mandatory since then.

As of today, an electronic data connection and transmission to the „Auftragsmanagementsytem (AM" of „Deutsche Post" is already mandatory for new IT-franking processes. **As from January 1,2025 all existing IT-franking processes need an electronic data AM-connection and electronic advance notice of all shipments.**

1.2   How to frank your mail items

The purpose of IT franking is to make it simple, cost-effective and efficient for you to use your own IT systems to manage your mail and merchandise shipments and achieve maximum cost benefits and discounts in the process.

1.2.1 Determining the weight
The individual weights of the envelopes, inserts and payment forms, invoicing documents and contents of goods, etc., are stored in your IT system. The total shipment weight is determined by adding the individual weights of the items together.

You can also determine the weight by using a set of calibrated scales connected to your system. The operator can only calculate the weight if all the items in the posting in question are identical in terms of content, weight and format (e. g., when using Dialogpost).

1.2.2 Identifying mail products
The program identifies the basic format of the relevant product on the basis of content (invoice, payment reminder, advertising, goods, etc.), the format of the wrapping and the weight.

Important note for merchandise shipments
To ensure the correct calculation of postage for merchandise shipments, your merchandise management system must have rules and defined procedures for correctly determining measurements and weights and be verified regularly Procedures and rules for packing goods should also be defined for staff and include softwarebased specification of the exact packing materials as well as guidelines for handling discrepancies between the specified packing material and the packing material actually required.

To ensure compliance with the described processes, regular random sample checks should be conducted during the final inspection. It is the only way that discrepancies can be identified in good time. Items which are incorrectly franked are generally returned.

1.2.3 Determining charges and franking value
The latest "product and price list"[1] supplied by Deutsche Post should be consulted to calculate net prices and franking values. Product prices are based on a combination of product, basic format, additional services and other mail products. Additional information on determining weight and postage that is not included on the list can be obtained if necessary from the Deutsche Post Franking Department.[2]

1.2.4 Saving information on quantities and postage rates
All individual data determined for every item processed are saved temporarily. These individual data are used to create posting certificates and the related dispatch plan. The data are also used to transmit the posting data electronically (AM-Exchange).

1.2.5 Sorting and numbering items
All item data are sorted by country of destination and by ascending postal code for each basic format (and for each product if necessary). Next, a consecutive item number is assigned according to the printing sequence. This sorting system does not have to be used for merchandise items (matrix

dispatch plan). You can handle a product's different basic formats (e. g., Standard / Kompakt) in a single IT processing workflow (and if necessary, number them in sequence), provided these items can be posted at the same time. You will receive information on which product categories and sort operations are available for dispatch optimization in the relevant product brochures or from your Deutsche Post customer adviser.

1.2.6 Saving data
Posting certificate data must be retained for at least twelve months and be available for printing at any time on request. If practicable, it should be possible to reproduce the data electronically.

Furthermore it must be ensured, that it is always possible to link back every mailing to its basic parameters like size and weight. This might for example be done by creating logfiles, that are protected against manipulation.

1.3   How to post your IT-franked mail items

1.3.1 Acceptance offices
You can generally post your IT-franked items at the agreed bulk mail acceptance office(s) (which are usually Deutsche Post mail centers).

If you use AM electronic order management and select the correct name for the posting office in the AM data record, the posting office can be changed in relation to an order.

Generally it is not allowed to split an order across several posting offices.

1.3.2 Certificates of posting and logs
When items are posted, the posting certificates and logs associated with them are needed for the completeness check / dispatch plans. These documents are submitted in hard-copy form at the time of posting. If you are using the AM electronic order management process, these documents

are already available in an electronic format at your posting office. Following a successfully concluded parallel operation, it may no longer be necessary to provide printouts of the lists. However, printed lists may still be necessary in some cases. Please note that use of the AM electronic order management process is obligatory for some products.

For more information, please consult the AM – Electronic Order Management brochure "AM-Elektronisches Auftragsmanagement" (deutschepost.de/am).

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[1] The net postage rates given in the samples on pages 16 – 20 and 27 – 29 are examples only and are not binding.
[2] Deutsche Post franking Department or an authorized unit.

Posting certificates must be numbered sequentially without gaps. If you want to cancel a posting certificate, present it (marked "Cancellation") the next time you have items to post. In general, you cannot cancel a posting certificate at a later juncture.

1.3.3 Canceling posting certificates

BIf you are using the AM electronic order management process, please use the cancellation options offered for this. Cancellations must be made prior to the next posting.

1.3.4 Canceling

Individual IT-franked items that were not posted must be consolidated using the appropriate form called "Antrag auf Stornierung DV-freigemachter Briefsendungen" (which is available from the elevant Customer Services Center) and be submitted to the bulk mail acceptance office on the same ay (i. e., when posting the remaining items). For control purposes, the address label, address fields or item(s) which has / have been marked as invalid must be submitted. The items to be cancelled must be submitted separately from the items to be posted.

1.3.5 Every item is unique

The IT franking mark contains the matrix code and the franking number, which makes it unique.Thus, every item is one of a kind.

1.4 How to become our contract partner

1.4.1 Acceptance of your software

For programs from Deutsche Post or its software partners, it is sufficient to notify the Deutsche Post Franking Department of the intended installation date in good time.

Additional information about our software partners can be found at **deutschepost.de/dv-freimachung/ partner** and in Chapter 4 of this brochure.

For programs that were not created by Deutsche Post or its software partners, please submit the following documentation to Deutsche Post's Franking Department once you have received the program:

■ Samples of items and posting documents with plausible content

■ Source codes of the programs used for ascertaining and invoicing charges

■ An exact program description with version numbers which must be updated in the event of changes

Deutsche Post will treat all documentation you submit as confidential; no third party will be granted access to it.

After receiving the documentation or following notification by the relevant software partner, the Deutsche Post Franking Department will carry out the program acceptance process at your place of business on an agreed date.

1.4.2 Special features for service providers

If, as a service provider, you wish to use your IT franking facility for different customers, please ensure that you design client-enabled software if you are programming it yourself.

It must be possible to manage the parameters for debtor, sender, poster, posting office and the associated billing processes and number ranges in a variable manner. It must be impossible to set up duplicate invoicing processes for a debtor in the program.

Deutsche Post's Franking Department will conclude separate agreements with the service provider's participating customers that wish to send items. This service provider agreement – the "Agreement on participation in IT franking" – will also govern payment of the item charges. This agreement must be duly signed by the customer and submitted to Deutsche Post's Franking Department no later than two weeks prior to the first posting.

As a service provider, you will be notified accordingly by Deutsche Post following the conclusion of this agreement.

1.4.3 Certification and approval of address layout and franking mark

As a prerequisite to machine-processing your IT franked items in the read and sorting machines of Deutsche Post, the address must be entered correctly (according to the brochure "Machinable mail items") and properly display the franking impression and the data contained in the matrix code (see the document "Machine-readable franking impressions [Maschinenlesbare Freimachungsvermerke]").

Note: The matrix code must be visible in the window and not be partially covered or obscured in any way.

The quality of the printed franking mark must be sufficiently high. The minimum value for the franking mark and matrix code is 240 dpi or 300 dpi.

For merchandise items, a printing resolution of 203dpi can be used upon approval in special cases where a dedicated label printer is used to print the address label and franking mark. Details on using a label printer for franking can be found in the document "maschinenlesbare Frankiervermerke".

Please contact the service manager responsible for your business at our customer services center. This person will handle the certification procedure with you.

Starting IT franking
Once the program has been successfully accepted, certification or approval completed and the agreement concluded, you can start using IT franking.

1.5   What to consider in the event of modifications and expansions

Please make sure that you inform Deutsche Post's Franking Department in advance of any program changes relating to calculation, recording and billing processes and remember to send the new source code to Deutsche Post after a program modification.

Please also ensure that any postal rate and product changes are implemented on time. Following a change to the postal rate or on request, please send a current printout of the postal rate table and the relevant extract from the source code to Deutsche Post's Franking Department.

Please inform Deutsche Post in advance if you add further item types, new additional services and/or posting offices. This also applies to all other contract-related modifications.

Changes to posting offices, posters and additions of products and billing procedures can also be communicated and / or confirmed informally (by email, letter, fax).

2. Posting documentation

2.1   Certificate of posting

After the processing run, the posting certificate is printed from the saved individual item data. It consists of the basic data which is printed in the header and the billing data without VAT ("net billing data" in the following). Changes and differences concerning the layout have to be cleared with the Deutsche Post Franking Department in advance. In the following examples variables are used in some places. These are included in <> and must be filled accordingly.

2.1.1 Basic data

First the billing procedure is printed – consisting of the debtor's customer number (10 digits) and the relevant supplementary number (4 digits).

The supplementary number comprises:

- the two-digit procedure number "10" for IT-franked domestic mail ("50" stands for IT-franked international mail)

- the two-digit subscription number is assigned by Deutsche Post's Franking Department and may be between 01 and 99, as well as between AA and FZ.

The supplementary number is followed by the customer numbers of the sender, optimizer (IT service provider who carries out IT franking for the sender via its systems and has agreed with Deutsche Post to do this) and poster. Additional customer data such as the contracting party's phone number and the company name are printed after this.

Depending on the billing procedure used by the debtor, the certificates of posting must be consecutively numbered and rolling by the program from 0001 to 9999. If this range is too small, an alternative solution can be found together with the franking department.

The certificates of posting have to be numbered continously and rollating for every billing procedure, so that there are at least 150 days between two instances of rollating.

In the Data Matrix Code 2 Bytes are available for the „Blattnummer". This enables a range of numbers from 00001 to 64999.

The name, version number and date of validity of the program which is used to create the posting certificate must be printed.

Next, the IT processing day and the intended posting day are specified. The postal code and location of the contractually agreed posting office are also printed.

2.1.2 Billing data

As regards item data, all items must be printed individually and, where applicable, itemized according to products and weight categories.

The total quantity (number of items) and the total charge must be shown for each product or weight category. Due to additional customer- or productspecific discount, differences between the price in the „Einlieferungsbeleg" and the price, that finally has to be paid, can occur.

Examples
5099999999 1001, Briefsendungen National – excluding Dialogpost –
5099999999 1002, Dialogpost
5099999999 1003, Warenversand (e. g. books / merchandise items)
5099999999 5005, Briefsendungen International

Any additional services must be printed according to the relevant product. The data for all product line items is used to create and print column totals.

The franking discount payable according to the DOMESTIC MAIL General Terms and Conditions of Deutsche Post AG [AGB BRIEF NATIONAL] iand included Documents is calculated for each product line item. It is subject to commercial rounding.

The total of these calculations is printed and deducted from the total charge. The resulting net amount will be debited from the agreed account every working day, along with the statutory VAT amount valid at the time of posting.

For internal purposes such as an audit, we recommend that you also calculate gross amounts in your software system.

2.1.3 Differences with DIALOGPOST
The certificate of posting for DIALOGPOST differs from the posting certificate for letters in the following ways:

- Specification of the individual item weight in grams

- Designation of the mailshot

- Characteristics: Standard format, Groß [large] format, routing region posting, variants

- Surcharges: non-machinable, EASY, product sample (sachet))

- Additional services: TRACK&MATCH

- Proof and deduction of discounts for bundle or tray and / or pallet preparation

Surcharge amounts are itemized separately. They are not itemized on the items.

Discounts for bundle / tray / pallet preparation apply only to the item charge (excluding surcharges and additional services). Surcharges and additional services are also incurred for items for which an additional payment is made.

2.1.4 Product sequence on the certificate of posting

National

1. **Letter**
   Standard, Kompakt, Groß, Maxi

2. **Postcard**

3. **Bücher- und Warensendung**
   BüWa 500 g
   BüWa 1000 g

4. **Wrapper-packed newspaper**
   [Streifbandzeitung]
   by weight categories of
   50 g / 500 g / 1000 g

5. **Order for the formal service of
   documents (formal delivery order)**

6. **Additional services**

DIALOGPOST uses its own posting documents.

International

1. **Letter**
   Postcard, Standard, Kompakt,
   Groß Maxi (separately by weight
   categories and EU/Non-EU)

2. **Letter at kilo-rate[1]**

3. **BRIEFE 50PLUS[1,2,3]**

4. **Press and Book International at kilo-rate**
   PRIORITY EU countries
   ECONOMY EU countries
   PRIORITY Non-EU countries
   ECONOMY Non-EU countries

5. **Additional services**

[1] As agreed with Deutsche Post AG. Please contact your customer adviser.
[2] As agreed with Deutsche Post AG. Separate subscription and use of AM-Exchange required.
[3] Merchandise and document items must be strictly separated.

Sample posting certificate for domestic mail

```
Kundennummer Debitor.: 5099999999 1001                    Kunden-ID: 10438

Kundennummer Abs.:     5099999999
Kundennummer Einl.:    5099999999
Kundennummer Optim.:   5099999999

Debitor.:Praktikus Lehrmittelverlag
Telefon: <nn nn nn>

Abs.:    Praktikus Lehrmittelverlag
Einl.:   Praktikus Lehrmittelverlag
Optim.:  Praktikus Lehrmittelverlag

                    Einlieferungsbeleg Briefpost Nr. 0100

Programm: POST.22, Version 22 vom 27.12.2022

DV-Bearbeitungstag:  <dd.mm.yyyy>
Einlieferungstag:    <dd.mm.yyyy>

Einlieferungsstelle: 64295 Darmstadt BZ
----------------------------------------------------------------------------------------
                        Grundentgelt           Gesamtentgelt
Produkte                in Euro       Gesamtstück   in Euro
----------------------------------------------------------------------------------------
National

Brief
 Standard               (  0,85 )          10480      8908,00
 Kompakt                (  1,00 )           1556      1556,00
 Groß                   (  1,60 )            466       745,60
 Maxi                   (  2,75 )            212       583,00


 Dazu
 Nachnahme*             (  3,70 )    166 Stück         614,20
                                        -----------------------------------------
                 Briefsendungen National insgesamt   12714   12406,80
                 Abzüglich 1% Freistempelermäßigung           124,07
                 (je Produktposition)
                                        -----------------------------------------
                 Gesamtbetrag in Euro (Netto)                12282,73

* Umsatzsteuerpflichtiges Produkt

Auf diesem Beleg werden ausschließlich Netto Entgelte und Beträge dargestellt.
Die Ausweisung der USt erfolgt auf der Rechnung.
```

Sample posting certificate for merchandise shipment [Warenversand]

```
Kundennummer Debitor.:  5099999999 1003                        Kunden-ID: 10438

Kundennummer Abs.:      5099999999
Kundennummer Einl.:     5099999999
Kundennummer Optim.:    5099999999

Debitor.: Praktikus Lehrmittelverlag
Telefon:  <nn nn nn>

Abs.:     Praktikus Lehrmittelverlag
Einl.:    Praktikus Lehrmittelverlag
Optim.:   Praktikus Lehrmittelverlag

                  Einlieferungsbeleg Briefpost Nr. 0150

Programm: POST.22, Version 22 vom 27.12.2022

DV-Bearbeitungstag:   <dd.mm.yyyy>
Einlieferungstag:     <dd.mm.yyyy>

Einlieferungsstelle: 64295 Darmstadt BZ
--------------------------------------------------------------------------
                            Grundentgelt              Gesamtentgelt
Produkte                      in Euro      Gesamtstück   in Euro
--------------------------------------------------------------------------
National

Brief
 Groß                        ( 1,60 )          121        193,60
 Maxi                        ( 2,75 )            2          5,50

Bücher- und Warensendung*
 bis 500g                    ( 2,25 )           74        166,50
 bis 1000g                   ( 2,55 )           49        124,95
                                           ------------------------
                      Briefsendungen National insgesamt  246    490,55
                      Abzüglich 1% Freistempelermäßigung         4,92
                      (je Produktposition)
                                           ------------------------
                      Gesamtbetrag in Euro (Netto)              485,63

* Umsatzsteuerpflichtiges Produkt

Auf diesem Beleg werden ausschließlich Netto Entgelte und Beträge dargestellt.
Die Ausweisung der USt erfolgt auf der Rechnung.
```

Sample Dialogpost posting certificate (with surcharge)

```
Kundennummer Debitor.: 5099999999 1002                          Kunden-ID: 10438

Kundennummer Abs.:    5099999999
Kundennummer Einl.:   5099999999
Kundennummer Optim.:  5099999999

Debitor.:Praktikus Lehrmittelverlag
Telefon: <nn nn nn>

Abs.:    Praktikus Lehrmittelverlag
Einl.:   Praktikus Lehrmittelverlag
Optim.:  Praktikus Lehrmittelverlag

                    Einlieferungsbeleg DIALOGPOST National* Nr. 0199

Programm: POST.22, Version 22 vom 27.12.2022

DV-Bearbeitungstag: <dd.mm.yyyy>
Einlieferungstag:   <dd.mm.yyyy>

Einlieferungsstelle: 64295 Darmstadt BZ

Gewicht je Sendung in Gramm:18
Bezeichnung der Aussendung: Neue Kollektion

Ausprägung:  Format Standard
Zuschlag:    nicht automationsfähig           Warenprobe (Sachet)
Zusatzleistung:
--------------------------------------------------------------------------------------------
                     Grundentgelt                      Gesamtentgelt
    Stück      Aufgezahlt       in Euro                   in Euro
--------------------------------------------------------------------------------------------
     A            B             C                         (A+B)*C
--------------------------------------------------------------------------------------------
    25146                    ( 0,34 )                     8549,64

Entgeltermäßigungen für…                    Stück-     Ermäßigung
(inkl. Aufzahlung)                          zahlen   %   in Euro
                                -------------------------------------------------
Bund-/bzw.                      1 Leitregion      24983   5     424,71
Behälterfertigung               2 Postleitzahl            5
Palettenfertigung               3 Leitzone                2
                                4 Leitregion              5

Aufgezahlt
                                           ------------------------------------------
                   Summe der Entgeltermäßigungen          424,71
                   Entgelt nicht automationsfähig ( 0,05 )  +    1257,30
                   Abzüglich Entgeltermäßigungen            -     424,71
                   Abzüglich 1% Freistempelermäßigung       -      98,07
                                           ------------------------------------------
                   Nettobetrag in Euro                          9284,16

* Umsatzsteuerpflichtiges Produkt

Auf diesem Beleg werden ausschließlich Netto Entgelte und Beträge dargestellt.
Die Ausweisung der USt erfolgt auf der Rechnung.
```

Sample posting certificate for international letter mail

```
Kundennummer Debitor.:   5099999999 5005                        Kunden-ID: 10438

Kundennummer Abs.:       5099999999
Kundennummer Einl.:      5099999999
Kundennummer Optim.:     5099999999

Debitor.: Praktikus Lehrmittelverlag
Telefon:  <nn nn nn>

Abs.:     Praktikus Lehrmittelverlag
Einl.:    Praktikus Lehrmittelverlag
Optim.:   Praktikus Lehrmittelverlag

                   Einlieferungsbeleg Briefpost Nr. 0200

Programm: POST.22, Version 22 vom 27.12.2022

DV-Bearbeitungstag:     <dd.mm.yyyy>
Einlieferungstag:       <dd.mm.yyyy>

Einlieferungsstelle:  64295 Darmstadt BZ
--------------------------------------------------------------------------
                          Grundentgelt        Stück          Gesamtentgelt
Produkte                    in Euro           Gramm Gesamtstück  in Euro
--------------------------------------------------------------------------
International

Brief
 Standard                  ( 1,10 )                      201       221,10
 Kompakt                   ( 1,70 )                       58        98,60
 Groß                      ( 3,70 )                       12        44,40
 Maxi                      ( 7,00 )                        8        56,00

Presse Kilotarif
 PRIORITY EU Länder*       ( 1,15 )       576 Stück      576       662,40
                           ( 8,20 )     39482 Gramm                323,75

 PRIORITY Non EU Länder    ( 1,15 )       101 Stück      101       116,15
                           ( 9,20 )      7409 Gramm                 68,16
                                                     ------------------------
                      Briefsendungen International insgesamt  956      1590,57
                      Abzüglich 1% Freistempelermäßigung                 15,90
                      (je Produktposition)
                                                     ------------------------
                          Gesamtbetrag in Euro (Netto)               1574,67

* Umsatzsteuerpflichtiges Produkt

Auf diesem Beleg werden ausschließlich Netto Entgelte und Beträge dargestellt.
Die Ausweisung der USt erfolgt auf der Rechnung.
```

2.2   Dispatch plan

2.2.1 Standard dispatch plan

A dispatch plan must be printed for each product or basic format. All items processed on a given day must be included in the dispatch plans.

The header data must contain the billing procedure and the name of the debtor's company. The consecutive certificate number that has been assigned is printed after the "Completeness check log …" header. This is followed by the IT processing day and the product used.

The individual dispatch plan must list the dispatched items in ascending order, by routing region. The individual dispatch plan must list the dispatched items by routing region in ascending order. The total number of items must be calculated on the basis of these figures and then shown as a sum total on the print-out.

In the case of international letter mail, items are not listed by routing region but by the groups "EU countries" and "Non-EU countries", and include the transport service where required (e. g., PRIORITY Non-EU countries). Items can also be listed by country.

By agreement with Deutsche Post's Franking Department, different basic for- mats within one or more products may be consolidated in one dispatch plan, if they can be processed in one program run and it is permissible to post them combined together in this way.

2.2.2 Matrix dispatch plan

The matrix dispatch plan is used for mail items containing merchandise that cannot be sorted by postal code.

The item number results from adding the row number and column number.

The recipient's postal code or – for international mail – the first five digits of the recipient country are printed for each item number where a row and a column intersect.

As a rule, a dispatch plan should be generated for each basic format. In some cases different basic formats or products may be specially identified in the matrix and consolidated in one dispatch plan (as shown in the example on page 24).

2.2.3 Variant handling list

If DIALOGPOST variants are used, the variant handling list can replace the dis- patch plan, provided the list contains an additional column for item numbers.

Sample dispatch plan for domestic letter mail

```
Kundennummer: 5099999999 1001


Praktikus Lehrmittelverlag



                Protokoll zur Vollzähligkeitskontrolle zum
                  Einlieferungsbeleg Briefpost Nr. 0100


                          Versandplan

DV-Bearbeitungstag: <dd.mm.yyyy>

National: Standardbrief


           Sendungsnummern
     LR        von - bis           Stück

     10     000001 - 000022            22
     12     000023 - 000612           590
     15     000613 - 001245           633
     30     001246 - 001612           367
     32     001613 - 004612          3000
     40     004613 - 006912          2300
     41     006913 - 007512           600
     42     007513 - 008453           941
     44     008454 - 008720           267
     60     008721 - 008910           190
     61     008911 - 009320           410
     62     009321 - 009510           190
     64     009511 - 009760           250
     90     009761 - 009990           230
     95     009991 - 010210           220
     99     010211 - 010480           270

               SUMME            10480
```

Sample matrix dispatch plan for domestic letter mail (with product key)

```
Kundennummer: 5099999999 1003

Praktikus Lehrmittelverlag

                        Protokoll zur Vollzähligkeitskontrolle zum
                             Einlieferungsbeleg Briefpost Nr. 0150

                        Versandplan Matrix (PLZ je Sendungsnummer)


DV-Bearbeitungstag: <dd.mm.yyyy>

National: B= Brief  W= Bücher- und Warensendung
         S= Standard  K= Kompakt  G= Groß  M= Maxi  X= 500   Y= 1000

              0         1         2         3         4         5         6         7         8         9
  0               12595 W X 75941 B G 09459 B G 82350 W X 90231 W X 40030 W Y 17195 B G 12258 B G 01509 B G
 10  35757 W X 30012 W Y 73805 W Y 15867 B G 63124 W Y 74469 W Y 66992 B G 89422 W X 95572 B G 24008 B G
 20  65260 B G 68060 B G 86218 W X 06186 B G 95168 W X 51779 B G 81946 B G 18004 B G 56715 B G 93695 B G
 30  82755 W X 63460 B G 23344 B G 40693 W Y 41761 B G 38557 B G 48170 W X 19331 W X 06850 W X 19735 W Y
 40  78078 B M 03050 W X 01577 W X 32553 B G 39625 W X 44966 B G 28944 W Y 77009 B G 06254 B G 91963 B G
 50  61392 W X 26549 B G 31080 B G 70601 B G 25480 B G 34285 W Y 60988 W X 80877 B G 21208 W X 47102 W Y
 60  22535 W Y Storno     48575 W X 91559 W X 89163 W X 44234 B G 07581 B G 41098 W Y 13990 B G 21872 B G
 70  71669 B G 22276 W X 44898 W Y 32148 B G 67396 B G 61651 B G 06445 W X 47507 B G 94763 B G 79550 B G
 80  72073 W Y 94504 W Y 27212 B G 55647 W X 96899 B G 73141 W X 91300 B G 36825 W Y 26808 B G 83418 B G
 90  87027 B G 49643 B G 88354 W Y 98776 B G 14395 B G 94099 B G 54983 B G 72332 B G 73401 W X 70196 B G
100  79809 B G 24412 W Y 37489 W X 51375 W X 09718 B G 34689 W X 33216 W Y 64192 B G 71264 B G 76605 B G
110  60583 W X 08650 W X 37893 B G 23603 B G 93031 W Y 58188 W Y 63719 B G 02241 W X 57120 W X 65924 B G
120  92627 W X 85959 B G 52847 W X 78741 B G 27617 W X 27876 B G 80214 W X 96640 B G 20803 B G 74873 B G
130  12663 B G 72737 W X 19072 B M 53511 B G 03309 B G 53915 W Y 75537 W X 63787 W X 99036 W X 66733 B G
140  10527 B G 79146 W Y 99845 W X 12190 W X 03714 W X 26144 W X 58851 B G 87286 W Y 01982 W Y 04782 B G
150  22940 W X 68464 W X 58447 B G 15058 W Y 18667 W Y 81282 B G 93436 W X 30417 B G 46034 B G 25740 B G
160  86623 W X 77414 B G 78482 B G 75278 B G 84891 W X 56052 W X 69128 B G 83014 W Y 14799 W Y 66328 B G
170  64856 W X 95831 W X 76346 W Y 81686 W Y 65665 B G 13731 W X 69533 W X 28685 W X 24671 W X 89827 W Y
180  67801 B G 07322 W Y 88759 B G 71005 W X 97708 W X 17599 W X 84486 W Y 83823 B G 59256 B G 59515 B G
190  12854 B G 28280 B G 52443 W Y 06513 W Y 44302 W Y 04377 B G 50711 B G 85150 W X 08391 W X 85554 B G
200  80618 W X 68869 W Y 04118 B G 98372 B G 42166 W X 10786 W X Storno     42830 W X 35353 B G 57783 B G
210  90491 W X 92368 W X 33621 W Y 36421 W Y 54579 B G 01105 W X 63528 W X 20140 B G 50306 B G 12922 W Y
220  25076 B G 63056 B G 77673 W X 57379 B G 18263 W X 09054 W X 10122 W Y 06918 W X 16531 B G 87691 B G
230  74210 B G 88095 W X 46438 B G 97967 W Y 69937 W Y 01914 B G 07986 B G 13327 W Y 97304 B G 45370 B G
240  01173 W X 60324 B G 29753 B G 21467 B G 99440 B G 38962 W X 20399 W Y 87286 W Y 25740 W X




Stornierte Sendungen = 2
```

Sample Dialogpost dispatch plan

```
Kundennummer 5099999999 1002

Praktikus Lehrmittelverlag


                 Protokoll zur Vollzähligkeitskontrolle
              zum Einlieferungsbeleg DIALOGPOST Nr. 0199


                          Versandplan

DV-Bearbeitungstag: <dd.mm.yyyy>

DIALOGPOST National Standard

              Sendungsnummern        Stück
      LR        von - bis

      20     000001 - 001412         1412
      21     001413 - 002716         1304
      23     002717 - 004001         1285
      24     004002 - 005312         1311
      25     005313 - 006951         1639
      26     006952 - 008222         1271
      27     008223 - 009556         1334
      29     009557 - 010120          564
      30     010121 - 011588         1468
      32     011589 - 013590         2002
      34     013591 - 013710          120
      35     013711 - 016259         2549
      36     016260 - 018111         1852
      37     018112 - 019267         1156
      38     019268 - 019310           43
      99     019311 - 025146         5836

                        Summe        25146
```

Sample international letter mail dispatch plan

```
Kundennummer 5099999999 5005

Praktikus Lehrmittelverlag


                   Protokoll zur Vollzähligkeitskontrolle
                  zum Einlieferungsbeleg Briefpost Nr. 0200

                              Versandplan

DV-Bearbeitungstag: <dd.mm.yyyy>

International: Brief Standard

                    Sendungsnummern        Stück
                       von - bis

EU Länder           000001 - 000100          100

Non EU Länder       000101 - 000201          101


                              Summe          201
```

3. IT franking impression

3.1   IT franking impression in the window

The IT franking impression (a further additional service is not specified in the example) consists of the identifier "DV", the date (month/year), postage, the Deutsche Post logo and post horn and a data matrix code. Another element of the franking mark is the franking ID.

① Date The month and year of the encoded posting date/date of electronic processing that is listed in the data matrix code is printed here.

② Postage The net list price of the item is printed here. For items at kilo-rates, the respective net item charge plus the net list price for additional services, if applicable, is shown here.

③ Logo You can request a logo in the form of a graphic file from Deutsche Post's Franking Department.

④ Additional information The type of item is specified here (unless the item is a standard letter). For international mail items, please also print the "port payé" mark. The relevant name of the item type is given in the product and price list.

⑤ Matrix code For details, see specifications for "Machinereadable franking impressions" [Maschinenlesbare Freimachungsvermerke].

⑥ Information line You can use this line to include information of your own (optional).

⑦ Sender details If the Premiumadress product is not used, a return address must be entered on one line. PO box addresses (e. g., Postfach 10 00 02, 64276 Darmstadt) or dedicated major customer postal code (e. g. 80324 München) meet this requirement.

Praktikus Lehrmittelverlag · Postfach 10 00 02 · 64276 Darmstadt
02 30A3 2BF0 0C 7006 23AF
DV 01.24   0,34   Deutsche Post
*99*IP*2514b*   DIALOGPOST
Herrn
Emil Mustermann
Musterstraße 99
99999 Musterhausen

⑧ Franking ID This is a unique ID for every item. It consists of a subscription no. (2 digits), customer no. of the debtor (7 digits without any check digit), item ID (10 digits, comprising a billing no. and a consecutive item no.) and a check digit (1 digit) in hexadecimal form. For details, see "Machine-readable franking impressions" [Maschinenlesbare Freimachungsvermerke].

⑨ "DV" identifier Identifies the franking type.

Detailed information on the data content of the matrix code and franking ID and the design, measurements and variants of franking marks can be found in the latest version of the brochure "Machine-readable franking impressions – Part 2: IT franking" [Maschinenlesbare Freimachungsvermerke, Teil 2: DV-Freimachung]. For more information about the optional use of an additional franking wave in the franking zone, please refer to the "Information sheet on standardized franking marks" [Merkblatt zum einheitlichen Frankiervermerk].

3.2   IT franking impression in the franking zone

The IT franking mark can also be printed in the franking zone. Some products require the franking mark and the address information to be separated. In case of items that have already been fully produced and addressed (this holds especially for items with goods), a label is placed in the franking zone but only if there is a unique link between the franking label and the item data/address (via additional codes and databases). Exceptions are possible only by agreement with your Deutsche Post consultant.

Information on standard IT franking solutions can be found at **deutschepost.de/dv-freimachung/softwareDP**

The IT franking impression (a further additional service is not specified in the example) consists of the "Deutsche Post" logo with the post horn, the "DV" identifier, the date, the postage, the matrix code and, if applicable, the product name. Another element of the franking impression is the franking ID.

1   **Date** The date (month and year) of the encoded posting date / date of electronic processing that is listed in the data matrix code is printed here.

2   **Postage** The net list price of the item is printed here. For items at kilo-rates, the respective net item charge plus the net list price for additional services, if applicable, is shown here.

3   **Logo** You can request a logo in the form of a graphic file from Deutsche Post's Franking Department.

4   **Additional information** The type of item is specified here (unless the item is a standard letter). For international mail items, please also print the "port payé" mark. The relevant name of the item type is given in the product and price list.

5   **Matrix code** For details, see specifications for "Machinereadable franking impressions" [Maschinenlesbare Freimachungsvermerke].

6   **Information line** You can use this line to include information of your own (optional).

7   **"DV" identifier** Identifies the franking type.

8   **Franking ID** This is a unique ID for every item. It consists of a subscription no. (2 digits), customer no. of the debtor (7 digits without any check digit), item ID (10 digits, comprising a billing no. and a consecutive item no.) and a check digit (1 digit) in hexadecimal form. For details, see "Machine-readable franking impressions" [Maschinenlesbare Freimachungsvermerke].
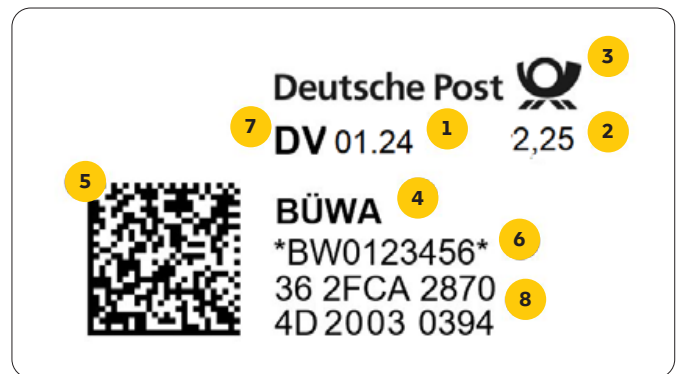
4. IT franking partners

Software-Kooperationspartner

ABIS GmbH -
Address Based Information Solutions
Lyoner Str. 20
60528 Frankfurt am Main
Phone: +49 (0) 69 792009-0
Email: **info@abis-online.de**
abis-online.de

ICOM Software Research e. K.
Technologiepark Dortmund
Martin-Schmeißer-Weg 11
44227 Dortmund
Phone: +49 (0) 231 556991-20
Email: **vertrieb@icomsoftware.de**
icomsoftware.de

SET GmbH
Rühmkorffstr. 5
30163 Hannover
Phone: +49 (0) 511 39780-0
Email: **vertrieb@set.de**
set.de

5. Software solutions from Deutsche Post

MAILOPTIMIZER
Deutsche Post AG
Franking Department
64276 Darmstadt
Phone: +49 (0) 6151 908-7001
Email: **mailoptimizer@deutschepost.de**
mailoptimizer.de

*MAIL*OPTIMIZER

DIALOGPOSTMANAGER
Deutsche Post AG
Produktmanagement Plattform Dialogmarketing/Presse
53250 Bonn
Phone: +49 (0) 228 182-23500
Email: **it-csp@deutschepost.de**
dialogpost-manager.de

*DIALOG*POST
MANAGER

Questions? We are happy to help.
Do you have questions about IT franking? Do
you want to have your software verified? Or
are you interested in learning more about the
software solutions from Deutsche Post?

Email: **dv-freimachung@deutschepost.de**

Business customer hotline 0228 43 33 112

Version: January 2024

Deutsche Post