



**Mondial  
Relay**



**InPost**

## **LABELS MONDIAL RELAY**

**Version : V-2.3**

**Date : July 2022**



## Change History

Version	Version date	Comments
V-1.0	February 2015	Labels normalisation
V-2.0	April 2017	Tests and Validations process
V-2.1	November 2018	Agencies listing update
V-2.2	October 2020	Fixes
V-2.3	July 2022	XOH specification

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## Introduction

This specifications file is a complement of the technical solution that you have chosen. This file describes all the developments, tests and validation of the labels generated for the EDI solution and WebService method WSI2\_CreationExpédition.

Compliance with this file is mandatory as the quality of the label and bar code impact the operational operation and process.

## Basic rules

The label contains the main data to ensure the delivery process.

- Printing must be done on a **white label**. With a format: **10x15 or A5**
- Inbound labels' size (LCC) must be equal, at least, than the outbound shipment ones.
- Labels for France, Belgium and Luxembourg must be in French or English
- Labels for Spain must be in Spanish
- Labels for other countries must be in English
- Labels must be affixed to the largest side of the parcel

## The barcode

### Specifications

- Length : 26 digits
- Typology : Code 128
- Module : 0.42mm to 0.5mm.
- Dimensions :

<b>Barcode width (including quiet zones)*</b>	84 - 90mm
<b>Barcode height</b>	20 - 25mm

*\* the ITF code (2 of 5 interlaced) is also permitted*

*For the dimensions of the ITF Bar Code, silencing zones are not included*

### Barcode content

Information	Number of digits	Comment
Brand	2	Constant defined by Mondial Relay
Shipment number	8	According to the range of shipment number defined by Mondial Relay
Parcel sequence	2	Sequence of parcel of shipment
Number of parcel	2	Total of parcels of shipment
Control digit	1	See the calculation of control digits
Agency code	4	Corresponds to MODEXP (in the sorting plan file)
Service code	1	Corresponds to SERVICE (example : 3 for the delivery mode 24R or 24L)
Run number	5	Corresponds to DIRECTION (in the sorting plan file)
Control digit	1	See the calculation of control digits

The 26 digits barcode number must be displayed as in the following example:

XX XXXXXXXX XXXX X XXXX X XXXXX X

## Control digits

The first control digit is calculated on the first 14 digits, namely, the brand, the shipment number, the parcel sequence and the number of parcel.

The second control digit is calculated on the last 10 digits, namely, the agency code, the service code, and the run number.

It's a control character: base 11, calculated as in the following example:

Example with the barcode « **12123456780101X0662312345Y** » where X and Y are the 2 control digits to calculate:

### “Y” calculation:

The Y calculation is based on the second part of the barcode (**0662312345**). You must use a series of multipliers from 2 to 7 and beginning by the end of the barcode as in the below table:

Barcode (beginning from the end)	Multipliers	Result
5	2	10
4	3	12
3	4	12
2	5	10
1	6	6
3	7	21
2	2	4
6	3	18
6	4	24
0	5	0

Then you add all results (S)

- $S = 10+12+12+10+6+21+4+18+24+0=117$

Then you divide the sum (S) by 11 and keep the rest (R) :

- $D = 117 / 11 = 10$
- $R = 7$

Finally the control digit  $Y=11-R$

- $Y=11-7=4$  donc **Y=4**

### Nota bene :

- If **Y=10**, it should be treated as **0**.
- Si **Y=11**, it should be treated as **0**.

**"X" calculation:**

The method is exactly the same than for Y but with the 1<sup>st</sup> part of the barcode (12123456780101).

Barcode (beginning from the end)	Multipliers	Result
1	2	2
0	3	0
1	4	4
0	5	0
8	6	48
7	7	49
6	2	12
5	3	15
4	4	16
3	5	15
2	6	12
1	7	7
2	2	4
1	3	3

$$S=2+0+4+0+48+49+12+15+16+15+12+7+4+3=187$$

$$D=187/11=17$$

$$R=0$$

$$X=11-0=11, \text{ so } X=0$$

**Complete barcode:**

So the complete barcode is: **12 12345678 0101 0 0662 3 12345 4**

## Additional barcode

If you add your own barcode (or QR code) on the label generated with the EDI solution or Webservice method WS12\_CreationExpédition. If you want to add a barcode, please send us the barcode specifications so that we can validate it.

Here are the information we need to validate a barcode:

- Type :
- Minimum length ?
- Maximum length ?
- Format ? e.g: AAAAACNNNAAATTTTTC with:  
A=Alphanumeric  
T=Text  
N=Numeric  
C=control digit
- If it includes control digits please give its algorithm.
- Does it include specifics as fixed digits, etc.

## Sender data

The sender area must include:

- The brand's name for an outbound shipment or the final customer's name for an inbound shipment.
- The complete shipper address. If the shipper is the final customer (inbound shipments), then his own address is expected in this area.

## Consignee's data

### In the case of a 24R or 24L delivery:

- « Adresse du destinataire 1 » : It's the consignee's name and surname
- « Adresse du relais » (1 à 4) + « CP » and « ville » : It's the address of the PUDO (Point Relais®)
- For the Italy flow, the field address complement of PUDO is mandatory
- « Téléphone » : it's a phone number (optional)
- « Données Complémentaires » : it's additional data, example, order number, or customer number (optional)

### In the case of a LCC delivery:

- « Adresse du destinataire 1 » : It's the consignee's name and surname OR for a reverse (LCC) the commercial wording
- « Adresse du destinataire » (2 à 4) + « CP » et « ville » :It's the address of delivery
- The return code with format "@XXXX" must be filled
- « Téléphone » : it's a phone number (optional)
- « Données Complémentaires » : it's additional data, example, order number, or customer number (optional)



## Shipment data

The following characteristics of the shipment should appear in the following order on the label:

- Shipment number (8 digits)
- Date of receipt of parcel by Mondial Relay
- Collection agency (Your sales contact can send you this information)
- Weight (kg)
- Volume of shipment (Liters). If the volume is unknown, fill « NC »
- The parcel sequence and the parcel number. (example: 1/1)

For reverse shipments (reverse), we expect:

- Validity date of the reverse shipment (date of the pre advice file + 90 days)

Among the features of shipments, there are some shipments with and other without C.O.D (cash on delivery). On the label, it should appear the words : « C.O.D.» with the amount in €uros with the currency with a bold font (0€ if there is no C.O.D.) The word « Franco » is allowed in France for shipments without C.O.D. (country code « FR »).

Below this information, it's possible for you to add a line for your additional instructions (order number, delivery point....) for the delivery (example: If missing, contact Mr Smith on 06.20.20.20.20)

**Nota Bene:** For the reverses (LCC), the sentence « Return label to stick on the original label (if present) » should appear above the barcode.

## Sorting arguments

The sorting arguments are provided by the sorting plan and pick-up point files. The sorting arguments should appear in this order:

- Country Code / Group code = CPPAY position 50 / NOGROUP position 28
- Agency Code = MODEXP position 17
- Shuttle code = PRETRI position 31 + NAVETTE position 33
- Run Number = DIRECTION position 22
- Delivery Mode / Sequence number
- Wording agency = chapter « Wording agency »
- Mondial Relay's logo or the words "Mondial Relay".

## Agencies name

Agencies names must be displayed on labels. They are provided in the file "agence.txt".

### File header recording

Position	Length	Type	Code	Description
1	1	A	CODFIC	File type 'E' : Agencies file
2	1	A	CODENR	Recording Code '0' File Header
3	3	A	SOCEMET	Sending Company: 'MR '
6	3	A	SOCDEST	Receiving Company: 'CLI'
9	5	N	SEQFIC	Cumulative file sequencing + 1 per file
14	7	N	NBENR	Number of recordings in the file (without header)
21	10	DT	DTTRAN	Transfer date 'DD.MM.YYYY'
31	5	A	VERSION	File version '01.00'
36	45		FILLER	
	81			

### Information agencies recording

Position	Length	Type	Code	Description	Comment
1	1	A	CODFIC	File type 'E' : Agencies file	
2	1	A	CODENR	Recording code '1' agency record	
3	2	A	PRTYPF	'AG'	
5	6	N	NUPFD	Agency code	
11	30	A	LIBPFD	Agency name	To be displayed on labels
43	30	A	FILLER		

For your information you'll find below a non-exhaustive list of agencies names. Note that if a code is unknown in your system, the agency name must be blank on the label.

ID agence	Libellé agence	ID agence	Libellé agence
000221	CHAMBERY	000762	CHATEAULIN
000254	LIEUSAIN	000814	MONTREUIL
000265	VALENCE	000841	BEAUCHAMP
000300	HUB LILLE	000930	TREMBLAY
000301	NICE	003210	ASM Portugal
000436	HUB LYON	003220	PORTUGAL CORREOS EXPRESS
000511	REIMS	004010	Barcelona
000558	NARBONNE	004210	ESPAGNE ASM
000600	HENIN BEAUMONT	004220	ESPAGNE CORREOS EXPRESS
000603	AJACCIO	005199	SAINT BRICE
000606	BORDEAUX	005210	MR Belgique
000637	BRIVE	005310	BPOST
000647	TNT Belgique	006610	HERMES DE
000648	MARSEILLE	006620	HERMES IT
000649	TNT Pays Bas	006630	HERMES AT
000655	CAEN	006640	HERMES GB
000662	HEM	006650	HERMES IE
000676	CLERMONT FERRAND	006660	POSTNL NL
000677	DIJON	006670	POSTNORD DK
000688	SAINT OUVEN L'AUMONE	006680	POSTNORD SE
000715	LYON	006690	POSTNORD FI
000717	METZ	006700	HERMES HU
000718	MONTPELLIER	006710	HERMES SK
000719	NANTES	006720	HERMES CZ
000720	BLOIS	006730	HERMES CH
000722	RENNES	006740	HERMES LI
000729	ROUEN	007210	TNT POST
000737	STRASBOURG	007240	TSN - Pays-Bas
000743	TOULOUSE	008210	DC POSTAL
000749	HUB ORLEANS	008701	BARDON
000750	HUB CARBON BLANC		

## Tests and Validations

Labels must be tested and validated by the Mondial Relay's technical departments before being used in production. Labels used without validation can cause problems throughout the operational part. (Delays, deliveries ...)

The tests are carried out in two stages:

- The first test, with a PDF label (and the preadvice file for EDI) by email
- The physical test, with a production label (printed by production printers) that you have to send by mail at the address:

*Mondial Relay  
Service Intégration Technique Clients  
1 Avenue de l'Horizon  
59650 Villeneuve d'Ascq  
France*

The validation consists (for the two tests) in checking the conformity of all the characteristics of this file. (Formatting, content, compliance of information, etc.).

For the physical test, we also check the grade of the bar code which must comply with ISO 15416 « A » or « B ».

## Characters size on the label

Area	10x15 label	A5 label
<b>Shipper information</b>		
Sender name	3 - 4mm (bold)	5 - 6mm (bold)
Complete address	2 - 3mm	3 - 5mm
<b>Consignee data</b>		
Adresse destinataire 1	3 - 4mm (bold)	5 - 6mm (bold)
Other address lines	2 - 3mm	3 - 5mm
Phone number	2 - 3mm	3 - 5mm
Additional data	2 - 3mm	3 - 5mm
<b>Informations de l'expédition</b>		
Shipment characteristics	2 - 3mm	3 - 5mm
Validity date (LCC)	3 - 4mm (bold)	5 - 6mm (bold)
COD	3 - 4mm (bold)	5 - 6mm (bold)
Additional instructions	2 - 3mm	3 - 5mm
« Retour à coller sur l'étiquette initiale »	3 - 4 mm	3 - 4 mm
<b>Sorting arguments</b>		
Country code	7 - 8mm (bold)	10 - 12mm (bold)
Group code	5 - 6mm (bold)	8 - 9mm (bold)
Agency code	6 - 7mm (bold)	9 - 10mm (bold)
Presorting code	5 - 6mm (bold)	8 - 9mm (bold)
Shuttle code	5 - 6mm (bold) White on black	8 - 9mm (bold) White on black
Run code	5 - 6mm	8 - 9mm
Delivery mode	7 - 8mm (bold)	10 - 12mm (bold)
Sequence number	5 - 6mm (bold)	8 - 9mm (bold)
Wording agency	6 - 7mm (bold)	9 - 10mm (bold)

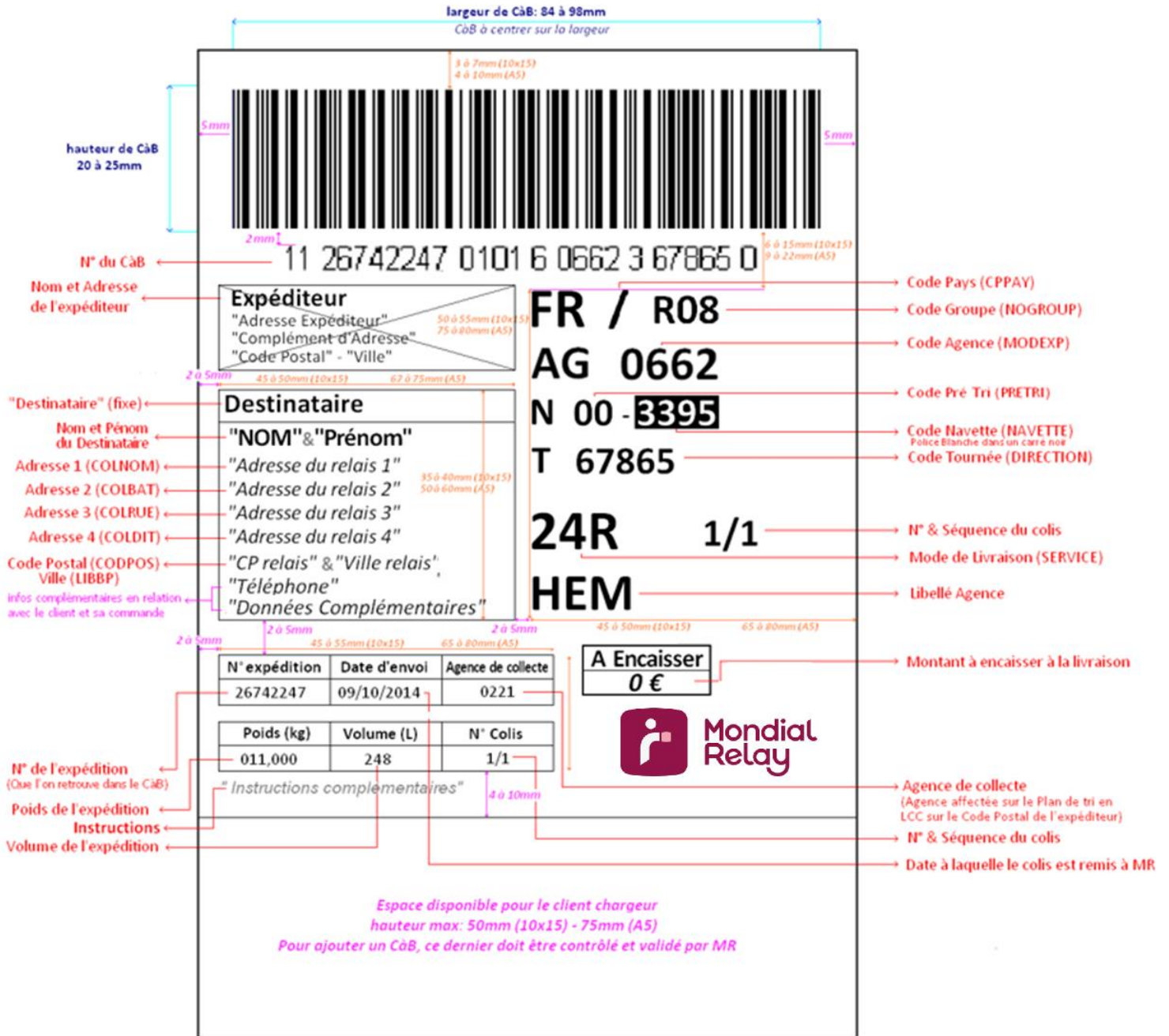
## Specifications for XOH

For XOH labels, you have to add a black frame around the delivery mode and add in white on a black background the code "XOH" to the right of sorting plan data between the country code and agency code.

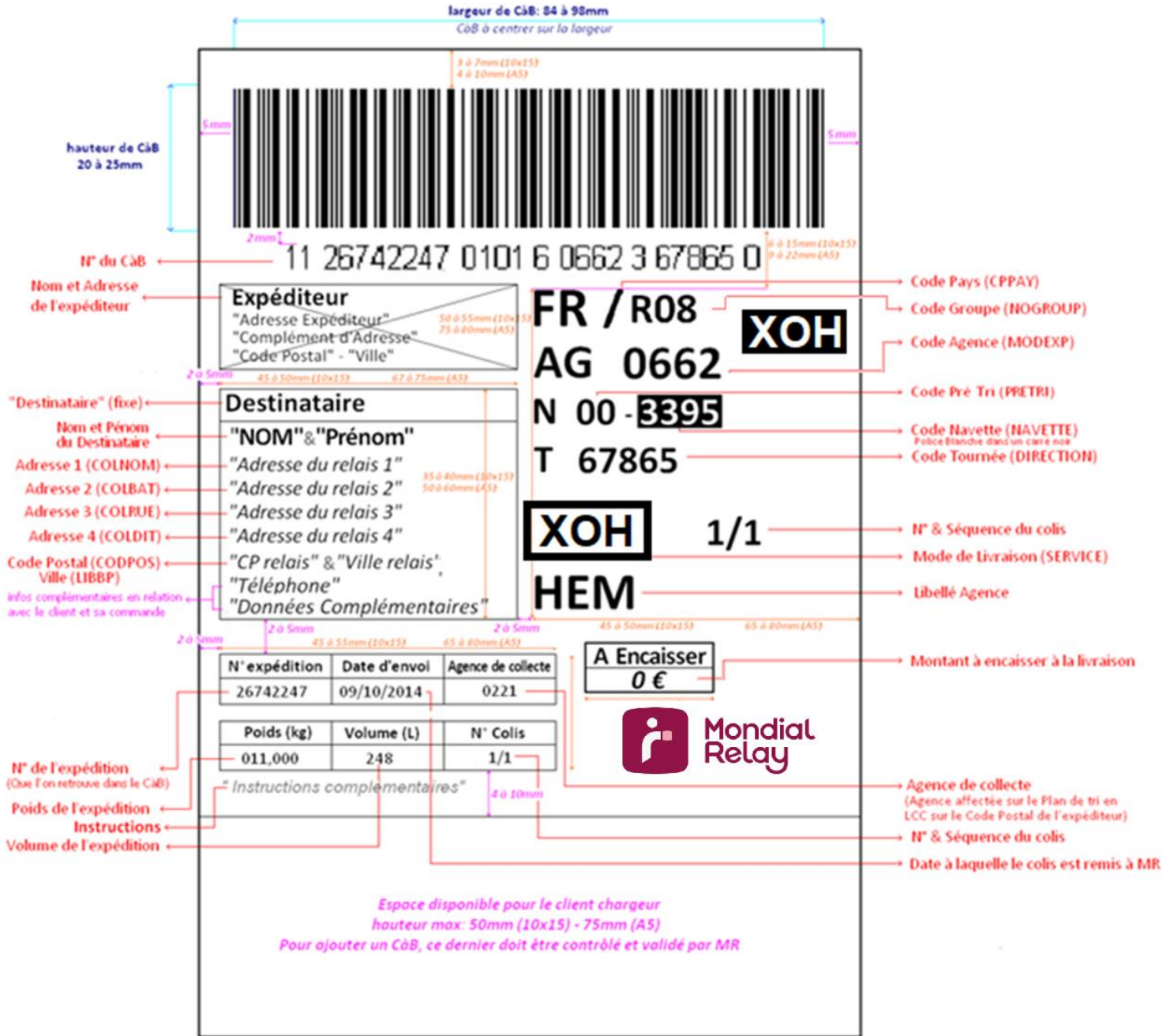
<b>Expéditeur</b> "Adresse Expéditeur" "Complément d'Adresse" "Code Postal" - "Ville"	<b>FR / R08</b> <b>AG 0662</b> <b>XOH</b>
<b>Destinataire</b> "NOM" & "Prénom" "Adresse du relais 1" "Adresse du relais 2" "Adresse du relais 3" "Adresse du relais 4" "CP relais" & "Ville relais" "Téléphone" "Données Complémentaires"	<b>N 00 - 3395</b> <b>T 67865</b>  <b>24R</b> 1/1 <b>XOH</b>

# Point Relais® Labels (24R, 24L)- French

(Meet the dimensions described in the specifications)



# Express flow (XOH) - French





## Labels (for reverse LCC) - French

(Meet the dimensions described in the specifications)

NB : if the volume is unknown, write "NC"





Spanish and english

		11 26742247 0101 6 0662 3 67865 0	
<b>Expéditeur</b>		<b>FR / R08</b>	
*Adresse Expéditeur*		<b>AG 0662</b>	
*Complément d'Adresse*		<b>N 00 - <b>B395</b></b>	
*Code Postal* - *Ville*		<b>T 67865</b>	
<b>Destinataire</b>		<b>24R 1/1</b>	
*NOM* & *Prénom*		<b>HEM</b>	
*Adresse du relais 1*			
*Adresse du relais 2*			
*Adresse du relais 3*			
*Adresse du relais 4*			
*CP relais* & *Ville relais*			
*Téléphone*			
*Données Complémentaires*			
N° d'expédition	Fecha de envío	Agenia de Cobros	A Cobrar
26742247	09/10/2014	0221	0 €
Peso (kg)	Volumen (L)	N° Paquete	
011,000	248	1/1	
* Instruccions complementàries*			



		11 26742247 0101 6 0662 3 67865 0	
<b>Expéditeur</b>		<b>FR / R08</b>	
*Adresse Expéditeur*		<b>AG 0662</b>	
*Complément d'Adresse*		<b>N 00 - <b>B395</b></b>	
*Code Postal* - *Ville*		<b>T 67865</b>	
<b>Consignee</b>		<b>24R 1/1</b>	
*NOM* & *Prénom*		<b>HEM</b>	
*Adresse du relais 1*			
*Adresse du relais 2*			
*Adresse du relais 3*			
*Adresse du relais 4*			
*CP relais* & *Ville relais*			
*Téléphone*			
*Données Complémentaires*			
No. Shipment	Sending Date	Collection Agency	C.O.D.
26742247	09/10/2014	0221	0 €
Weight (kg)	Volume (L)	No. Parcel	
011,000	248	1/1	
* Instruccions complementàries*			

