



operational guide

PRACTIMAIL



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Congratulations!

You have chosen to entrust your mail to bpost international, using a Practimail contract. You have the benefit of an all-in solution: bpost international will pick up, sort, frank and deliver your mail anywhere in the world and you have the choice between PRIOR and ECONOMY service. This guide provides a step by step explanation on how to prepare your international mail correctly. bpost international does the rest and assures on time and reliable handling and delivery.

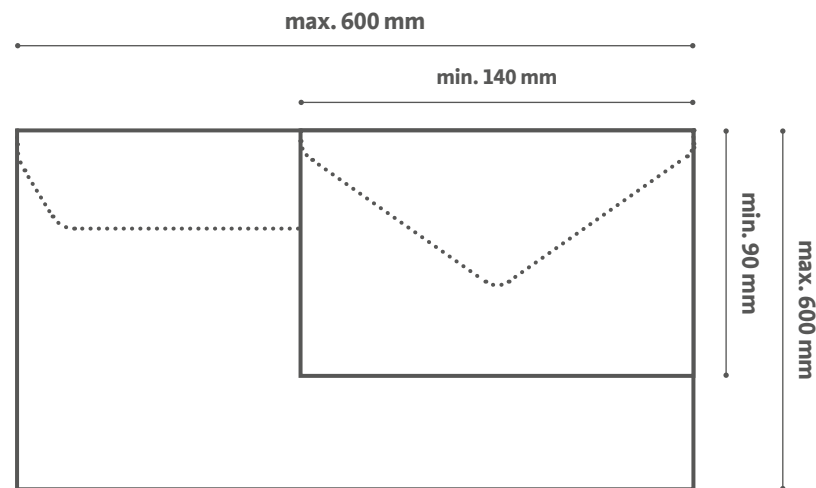
Types of mail items

All items for foreign destinations, whether identical or not, are accepted providing the following conditions:

The maximum weight per item is **2 kg**.

Minimum item dimensions: **width min. 90 mm and length min. 140 mm**.

Maximum item dimensions: **width + length + thickness \leq 900 mm and length \leq 600 mm**.



Thickness: max. 600 mm

How to frank your mail items

bpost international will take care of the franking if you wish.

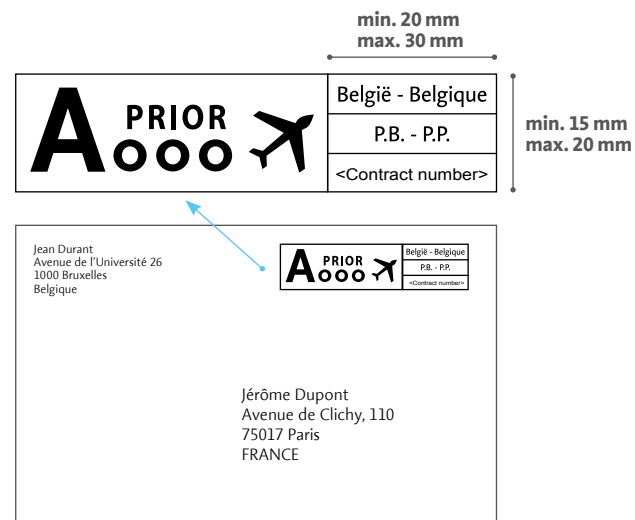
If you choose to frank your mail yourself, please respect the following indications:

Outgoing mail from Belgium

PRIOR

PRIOR mail items must meet the following conditions:

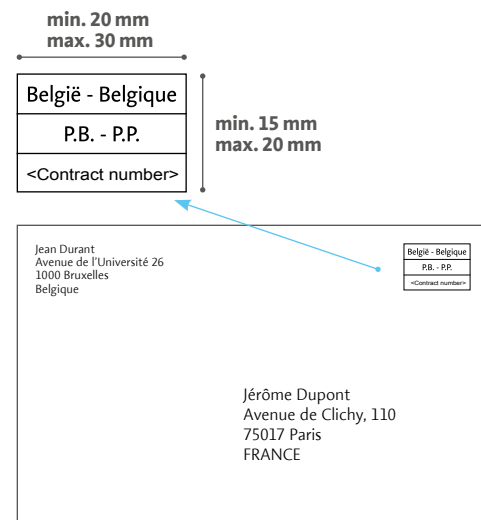
- indication of “A PRIOR”, in blue or black, printed or on a sticker
- PPI (Postage Paid Indicia) box in the top right hand corner
- return address in Belgium



ECONOMY

ECONOMY mail items must meet the following conditions:

- no “A PRIOR” indication
- PPI (Postage Paid Indicia) box in the top right hand corner
- return address in Belgium



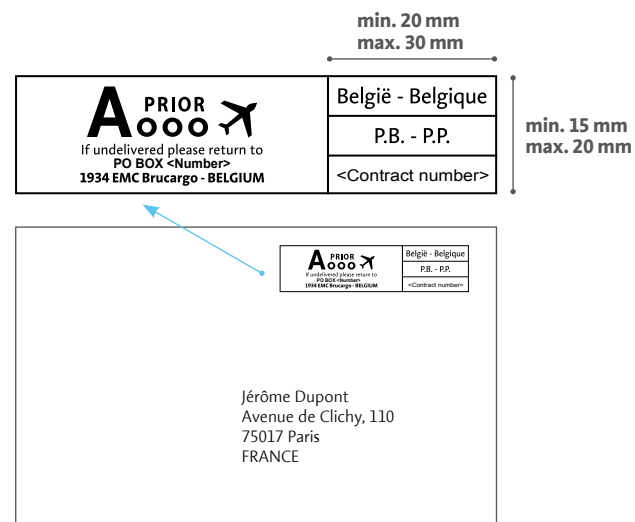
How to frank your mail items

Outgoing mail from another country*

PRIOR

PRIOR mail items must meet the following conditions:

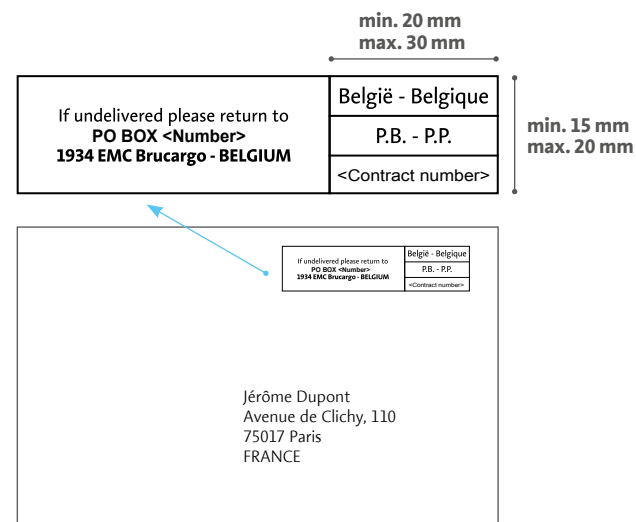
- indication of “A PRIOR”, in blue or black, printed or on a sticker
- PPI (Postage Paid Indicia) box in the top right hand corner
- indication “If undelivered please return to:
PO BOX <PO box number> 1934 EMC Brucargo
BELGIUM”



ECONOMY

ECONOMY mail items must meet the following conditions:

- no “A PRIOR” indication
- PPI (Postage Paid Indicia) box in the top right hand corner
- indication “If undelivered please return to:
PO BOX <PO box number> 1934 EMC Brucargo
BELGIUM”



If you have a question concerning the layout of your franking mark, do not hesitate to contact us for approval.

* not outgoing from Belgium

How to prepare your mail item

Addressing

- The address of the addressee must be fully readable, with Latin characters and Arabic numerals.
If other characters or numbers are used in the country of destination, it is recommended to also write the address with these characters and numbers (Chinese, Japanese, Arabic...).
- The name of the country of destination must preferably be written in the language of the country of origin.
It is recommended to add the name of the country of destination in an internationally known language.
- Specify, in CAPITAL LETTERS and WRITTEN IN FULL, the name of the country of destination on the last line of the address, without underlining it.
- Do not use ISO country codes (like 'FR' for France or 'CH' for Switzerland).



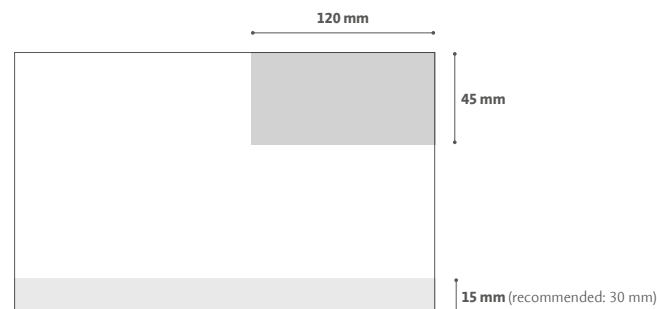
Sr. Vasquez
Calle Agazador 23
Las Rosas
28230 Madrid
SPAIN

Blank areas on the envelopes*

If you do NOT frank your mail items

The following areas should be left blank (white or light coloured background, without text and graphic elements):

- a strip of minimum 15 mm (30 mm recommended) from the bottom of the envelope
- a 120 X 45 mm rectangle in the top right hand corner



* These are recommendations.

How to prepare your mail item

Sorting

Separate PRIOR items from ECONOMY items.

Packaging

Put the items in a blue Practimail bag.

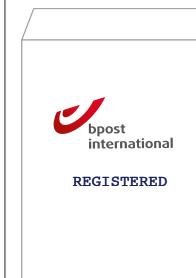


Registered items

- If you're sending registered mail, please provide the following information on the "REGISTERED ITEMS LIST":
 - 1 company name and address
 - 2 bpost international contract number ("Number of Agreement")
 - 3 customer reference
 - 4 address list (maximum 8 per page)
- Bundle the registered items in the same order as mentioned on the list.
- Attach the list to the bundle.
- Put the bundle in the transparent "REGISTERED" bag.
- Put the transparent "REGISTERED" bag in a blue Practimail bag together with the PRIOR items.

bpost international		REGISTERED ITEMS LIST	
Company		Registered contract number (see invoice)	Registered deposit file number
1		2	
Address		Number of addresses	
Customer reference		3	
Address list		4	
Address	Barcode	M bags	AT
Address		<input type="checkbox"/>	<input type="checkbox"/>
ZIP Code and Locality		<input type="checkbox"/>	<input type="checkbox"/>
Country		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
To be completed by bpost international			
Date of registration			

REGISTERED ITEMS LIST



REGISTERED BAG



Please use separate bags for PRIOR and ECONOMY.

A bag may not weigh more than 10 kg.



- The "Registered Items List" will be scanned one day after the deposit and returned to you by e-mail as proof of posting.
- The stamped paper list will be sent to you at the end of each week.
- For large deposits of registered mail, please contact your Account Manager.
- Registered mail is always handled and invoiced as PRIOR mail.

How to prepare your mail item

Deposit document, packing list and label

- Keep the pink copy of the deposit document (“Copy Customer”).
- Put the other copies of the deposit document in the transparent “Packing List”.
- Affix the transparent “Packing List” to the blue Practimail bag in the area set aside for that purpose.
- Close the bag with the fasteners provided, ensuring the “EMC BRUCARGO” label is affixed.



Bags Practimail



LABELS EMC BRUCARGO

How to complete the deposit document

Fill out the deposit document, preferably **online** via **e-Shipper**. You can also use the paper deposit document (available on request).

Fill out the following details:

- 1 The bpost international contract number ("Number of Agreement")
- 2 Company name and address
- 3 Customer reference
- 4 Total net weight in kg
- 5 Service selected: PRIOR or ECONOMY (if you omit to specify the service, the item will automatically be sent and charged for as PRIOR)
- 6 If you have registered items, tick the "REGISTERED ITEMS INCLUDED" box, and indicate the number of registered items.

Deposit document: **PRACTIMAIL**



- Don't forget to provide your contract number.
- Don't forget to put the forms in the self-adhesive "Packing list".
- One filled out deposit document for each service type on each bag.

Practical information

How to deposit your mail

bpost international offers various practical solutions.

Pick-up

You want to keep it simple and use a collection facility?

bpost international offers a clear and flexible pick-up service, depending on:

- the frequency of the pick-ups (daily, weekly, fixed days during the week or on request)
- the preferred place and time for the pick-up of your mail

Contact your Account Manager to find the solution that best suits your needs.

Deposit

You can deposit your mail at the following deposit centres:

European Mail Centre - EMC

- Building 829 C - 1931 Zaventem/Brucargo - Belgium
- Opening hours: from Monday to Friday: 7.00 - 21.00

MassPost Center in Belgium

(see the list on www.bpost.be or click [here](#))

- PRIOR: from Monday to Friday: 8.00 - 16.00
- ECONOMY: from Monday to Friday: 8.00 - 15.00

MassPost Hyper Center in Belgium

(see the list on www.bpost.be or click [here](#))

- PRIOR: from Monday to Friday : 8.00 - 17.00
- ECONOMY: from Monday to Friday : 8.00 - 15.00

Post offices in Belgium

(see the list on www.bpost.be or click [here](#))



Please contact your Account Manager to arrange your deposit.

Practical information

How to order material

(bags, deposit documents, labels, ...)

Via the order form online: www.bpostinternational.com

The delivery period totals five working days.

List of countries by zone

See the list on www.bpostinternational.com or click [here](#).

Sales Contact

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 +32 2 276 21 38

 sales.international@bpost.be

 www.bpostinternational.com

